CHELTENHAM
COURSEWARE LTD

ECDL Module 3

WORKBOOK

Word Processing

Microsoft Word XP Edition for ECDL Syllabus Four

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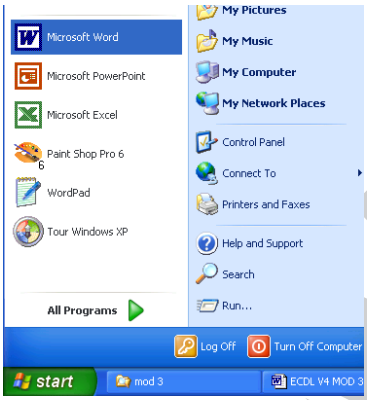
3.1 Using the Application

3.1.1 First Steps with Word Processing

3.1.1.1 Open (and close) a word processing application.

Starting Word using the Windows Start menu

- If necessary switch on your PC and enter the necessary ID and passwords, so that the Windows Desktop is displayed.
- Click on the **Start** icon to display the **Start** menu and then click on the **Microsoft Word** icon and the Word program window will be displayed.



Closing the Word program using the Close Icon

- Click on the **Close** icon displayed at the top right of the Microsoft Word window.

Closing the Word program using a keyboard shortcut

- Restart the Word program using the method previously outlined. Then close the program using the keyboard shortcut **Alt+F4**.

3.1.1.2 Open one, several documents.

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Opening a file

- Start the Word program and click on the **Open** icon and from the dialog box displayed select a file called **USING WORD** and then double click on the file to open it.

Identifying the function of the icons within the Open dialog box.

- Click on the **Open** icon. Make sure that you understand the function of each of the following icons displayed along the top of the Open dialog box.

  Remember that you can use the 'What is this Help'. To do this click on the **Question Mark** icon at the top-right of the dialog box, and then click on an item you do not understand. A popup box is displayed containing help on the item you click on. Try it!

Selecting a continuous block of files to open

- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file of the block you wish to select, (in this case select the first file displayed in the list) and then while depressing the **Shift** key, click on the last file of the required block (in this case click on the sixth file in the list). When you release the **Shift** key the entire block will remain selected.
- Click on the **Open** button and all the selected files will open.
- Close all open files. To do this, hold down the **Shift** key whilst clicking on the **File** drop down menu and then select the **Close All** command.

Selecting multiple files (to open) which are not in a continuous block

- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file which you wish to select (in this case the first file on the list) and while keeping the **Ctrl** key depressed, click on the other files which you wish to select (click on a few at random to illustrated the principle).

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When you release the **Ctrl** key, the selected files will continue to be highlighted.

- Click on the **Open** button and all the selected files will open.
- Close all open files.

3.1.1.3 Create a new document (based on default, other available template).

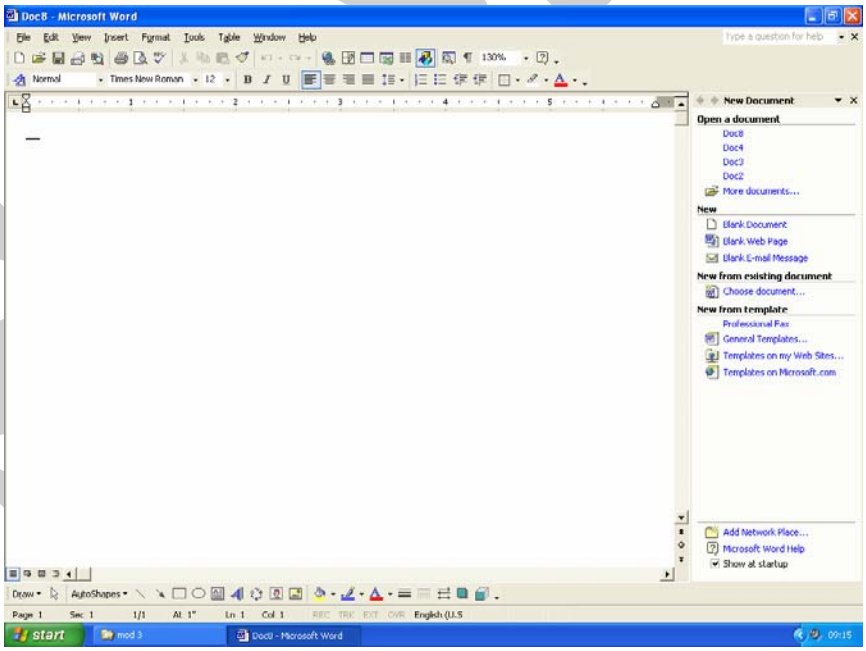
Creating a new document based on the default template

- Click on the **New** icon and a new blank document will be displayed on the screen. This document will be based on the default template within Word.

- Type in your name.
- To save the file click on the **Save** icon, enter a file name (in this case called **STARTING**), and then click on the **Save** button.
- Close the file.

Creating a new document based on another template

- From the **File** menu select **New** to display the **New Document** task pane.



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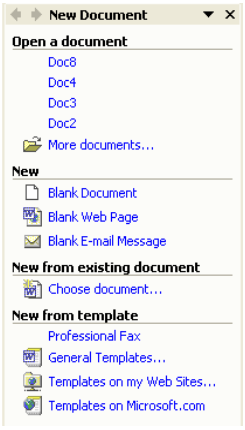
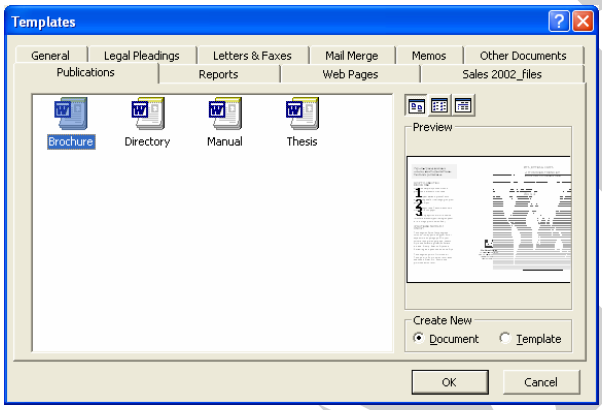
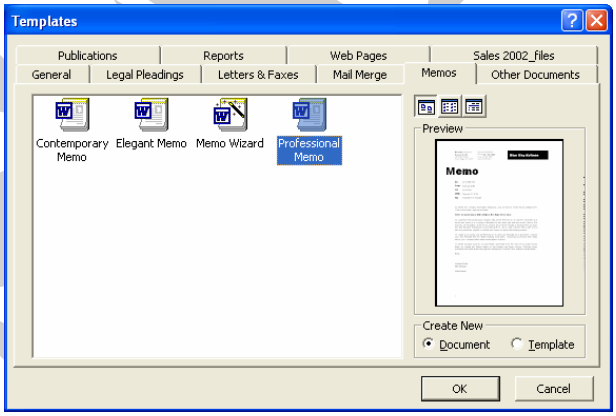
- You will see a range of options displayed within the Task Pane.



- In this case we want to create a professional looking memo. Within the **New from template** section, click on **General Templates** and the following dialog will be displayed.



- Click on the **Memos** tab and select the **Professional Memo** icon which displays the following.



- Clicking on the **OK** button will display the outline of a memo on your screen, which you can adapt.

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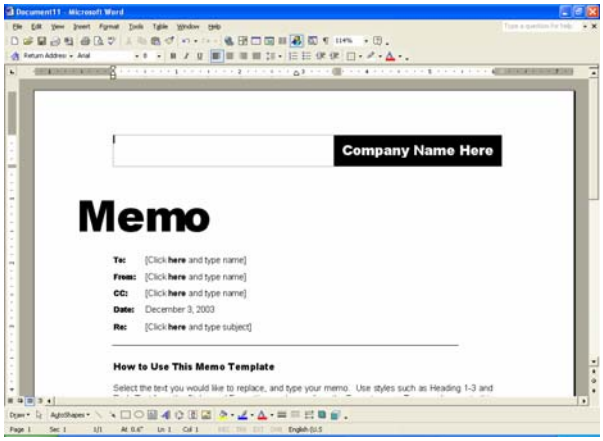
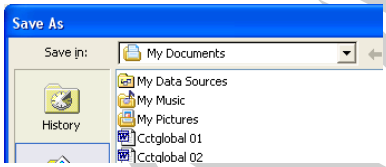


- Where the text **Company Name Here** is displayed, enter a fictitious company name.
- Experiment with customising the rest of the menu.
- Save the file as **MY MEMO**, and then close the file.

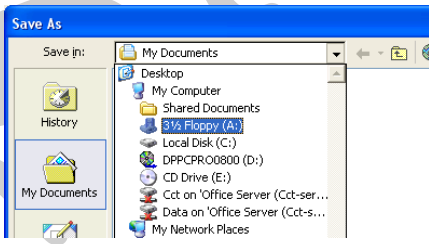
3.1.1.4 Save a document to a location on a drive.

Saving a file to a diskette

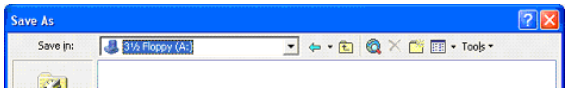
- Open a file called **USING WORD**. Click on the **File** drop down menu and select the **Save As** command. A dialog box will be displayed similar to that illustrated.



- Click on the down arrow to the right of the **Save in** section of the dialog box, which will display a drop down menu, as illustrated.



- Select the **3 1/2 Floppy (A:)** icon.



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- Enter a file name (in this case **MY MEMO 1**) and then click on the **Save** button.

Creating a new folder in which to save your document

- Click on the **File** drop down menu and select the **Save As** command. Word will remember the last place you saved to (i.e. the floppy disk) and this location will be displayed in Save As dialog box.
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box. This will display the **New Folder** dialog box.

- Enter the name of the new folder (in this case **MY DATA**), and then click on the **OK** button. This folder will then be automatically displayed within the dialog box.
- Click on the **Save** button to save the file.

3.1.1.5 Save a document under another name.

Saving using "Save As"

- From the **File** menu choose **Save As** command and enter a new file name (in this case **MY MEMO 2**)
- Save the file.

3.1.1.6 Save a document in another file type such as: text file, Rich Text Format, HTML, template, software specific file extension, version number.

Saving a file in a format other than Microsoft Word format

- From the **File** drop down menu, click on the **Save As** command.
- Click on the **My Documents** button to reset the default location to the My Documents folder.

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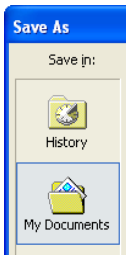
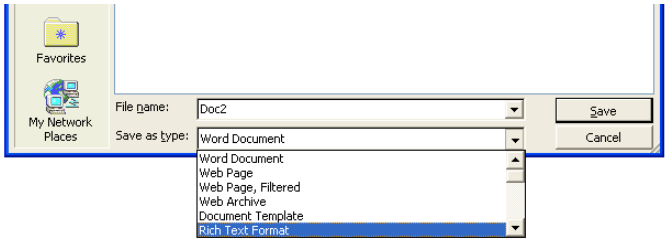


- Enter a file name, in this case name (in this case **MY MEMO 3**).
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format which you wish to save the file as (in this case **Rich Text Format**).

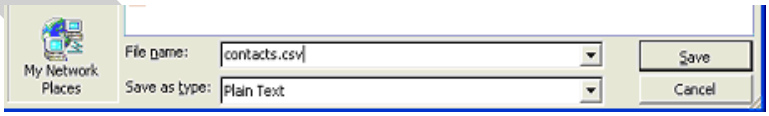


- Click on the **Save** button to save it in the required format.

- Experiment with saving the file in other formats such as:
  - a text file
  - an HTML format
  - a template format
  - as a file formatted to be compatible with an earlier version or Word (such as Word 6)
  - as a file formatted for use with a completely different application, such as WordPerfect.

Saving a file using a software specific file extension

- In some cases you may wish to specify a file extension name. For instance, you may want to save a database file, not as a text only file, which by default will have a file name extension of .**TXT**, but as a text file using a .**CSV** file name extension. To do this we will use the **Save As** option, select the **Plain Text** option, and enter a name along with the file name extension, such as **CONTACTS.CSV**.



When you click on the **Save** option you may see the following dialog box. Select **Windows (Default)** and then click on the **OK** button.

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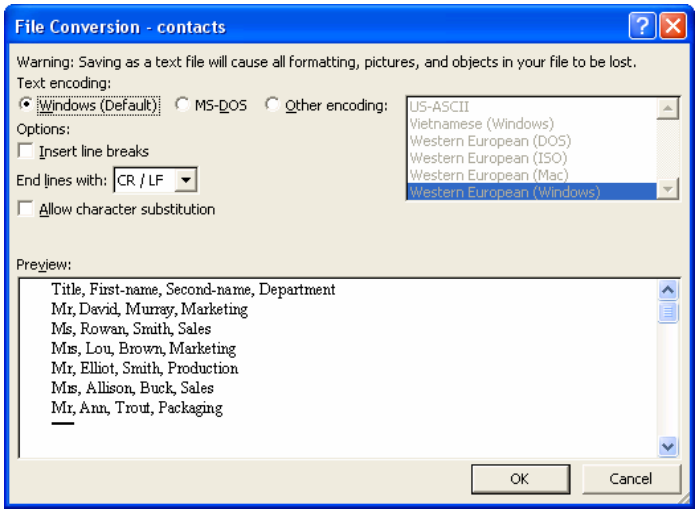
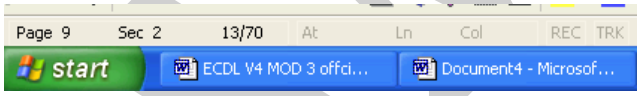


- Save any open files and close the Word program.

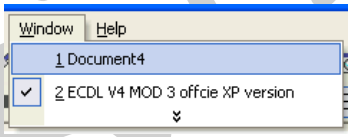
3.1.1.7 Switch between open documents.

Switching from one open document to another one (using the Taskbar)

- Start Microsoft Word.
- Open any three files.
- To change from one document to another, simply click on the required document, as displayed within the Taskbar at the bottom of your Windows screen.



- You can also experiment with using the **Window** drop down menu to switch between documents.



3.1.1.8 Use available Help functions.

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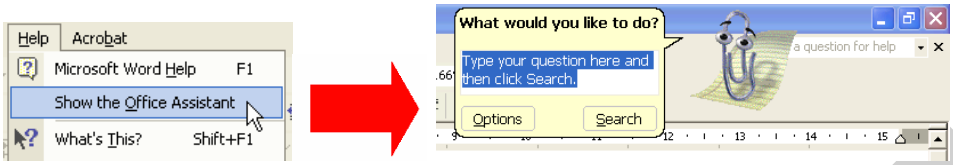
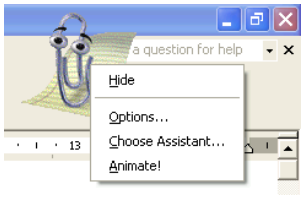
Displaying the Office Assistant Help

- The **Office Assistant** is displayed by default. If the assistant has been hidden and you wish to reactivate it, select **Show the Office Assistant** from the **Help** menu.



Hiding the Office Assistant

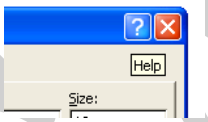
- Right click on the Office Assistant and from the menu displayed, click on the **Hide** command.



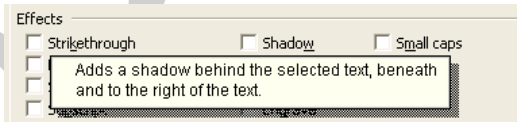
- Before continuing, re-display the Office Assistant.

"What is this" Help

- Within many dialog boxes you will see a question mark symbol in the top-right corner of the dialog box. For instance click on the **Format** drop down menu, select the **Font** command and this will display the Font dialog box with this sort of help enabled. Not all dialog boxes have this feature however. To use "*What is this*", click on the question mark and then click on the item in the dialog box which you do not understand.



- In the example shown we have clicked on the **Shadow** check box within the Font dialog box, and as you can see help is displayed relating to the Shadow option!



- Experiment!

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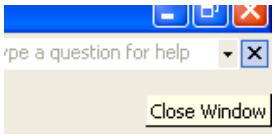
3.1.1.9 Close the document.

Closing a document in Word

- Click on the **Close** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon).



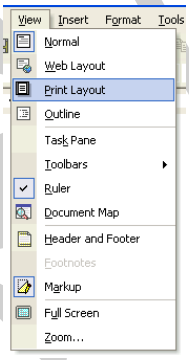
- Close all documents before continuing.

3.1.2 Adjust Settings

3.1.2.1 Change between page view modes.

Viewing a document using different modes

- Open a file called **LOOK AT ME**.
- Experiment with clicking on the **View** drop down menu and viewing the effect of selecting various views such as:
  - **Normal**
  - **Web Layout**
  - **Print Layout**
  - **Full Screen**



- As you will see Print Layout gives a good impression of how the printed page will look. The normal view can display very strange looking results!
- When you have finished re-view the document using the **Print Layout** view.

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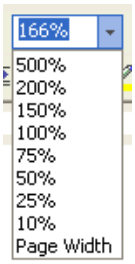
3.1.2.2 Use magnification/zoom tool.

Zooming a document using the Zoom icon

- Use the **Zoom** icon on the Standard toolbar to quickly zoom to certain settings. Click on the down arrow next to the Zoom icon to display a drop down list of pre-set screen zoom values.

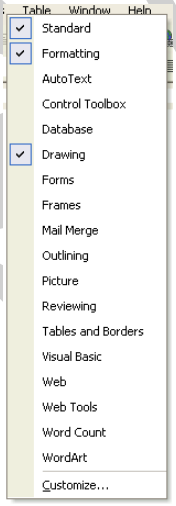


- Experiment using high and then low zooms.
- When you have finished experimenting, reset the value to **Page Width** setting.

3.1.2.3 Display or hide built-in toolbars.

Displaying or hide a toolbar

- To display a toolbar, select the **Toolbars** command from the **View** menu to display the **Toolbars** drop down menu. A list of toolbars is displayed which includes: Standard, Formatting, Borders, Database and Drawing. Choose the **Toolbar** you want to display or hide by clicking on it from the list. Experiment!



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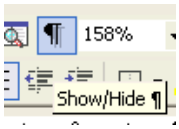
- Before continuing, make sure that only the **Standard** and **Formatting** toolbars are displayed.

3.1.2.4 Display or hide non-printing characters.

Displaying non-printing characters

- Click on the **Show**/**Hide** icon, located within the Standard Toolbar and view the effect on the document.



- Before continuing, re-click on the **Show**/**Hide** icon located within the Standard Toolbar to hide the non-printing characters.

3.1.2.5 Modify basic options/preferences in the application: user name, default directory/ folder to open, save documents.

Modifying preference options within Word

- Click on the **Tools** drop down menu and select the **Options** command which will display the **Options** dialog box.

- **To examine the User Information**: Click on the **User Information** tab within the dialog box, and see the sort of information which is stored here.

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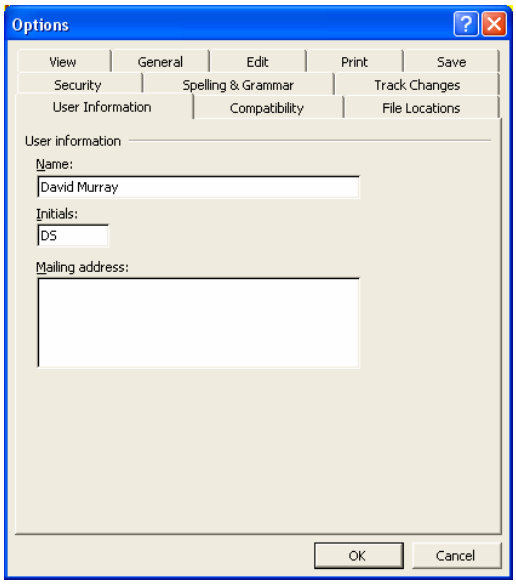
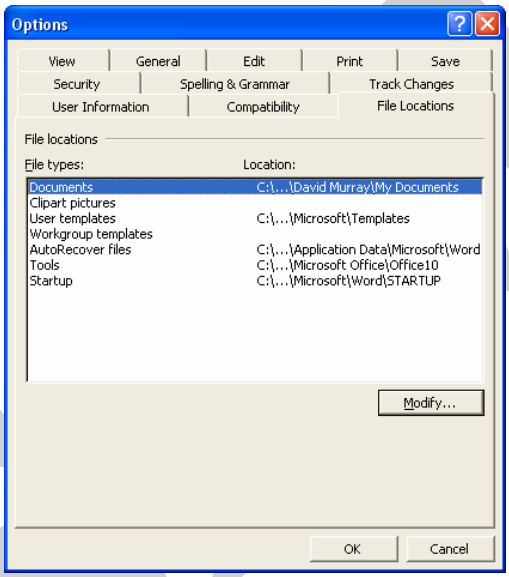
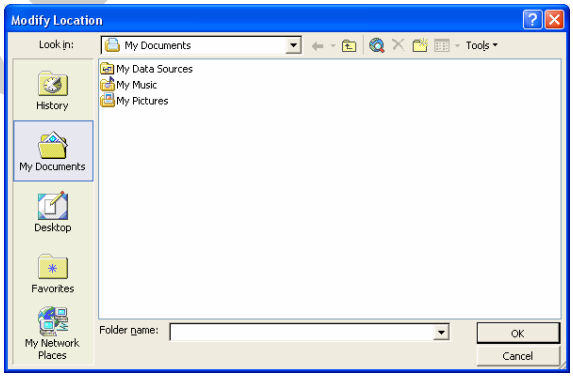


- **Examining the default folder**: Click on the **File Locations** tab within the dialog box. Select **Documents** in the **File types** sections. Which folder is currently set as the default document folder? The default folder is the folder which will, by default, be displayed within the Open or Save dialog boxes in Word.





- When you have finished examining the options available, close any open dialog boxes, without saving any changes which you may have made.
- Close Microsoft Word before continuing.

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3.2 Main Operations

3.2.1 Insert Data

3.2.1.1 Insert text.

Inserting a word

- Open a file called **INSERT DATA**.
- Insert the word **Microsoft** before the word 'Word' at the beginning of the document.

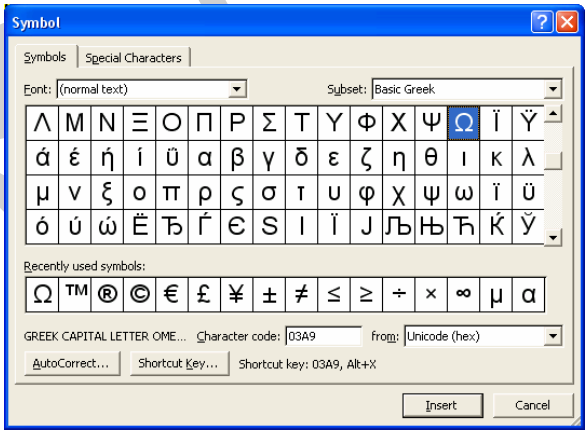
Inserting a new paragraph

- Click just after the end of the last word within the document. Press the **Enter** key two times. Type in a short paragraph of text (about why you are learning how to use a word-processor).

3.2.1.2 Insert special characters and symbols.

Inserting special symbols

- Click just after the end of the last word within the document. Press the **Enter** key two times. Click on the **Insert** drop down menu and select the **Symbol** command. This displays the **Symbol** dialog box. You can select a symbol and then click on the **Insert** button to insert the symbol into the document.



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- In this case insert the **Copyright** character.

  ©

- Click on the **Close** button.
- Next to this type in your full name.
- Save the document and then close the document.

Using AutoCorrect to insert symbols

- Open a file called **AUTOCORRECT**.
- Try entering the following and see what happens …
  (c)
  (r)
  (tm)
- Save the changes to your document and close the file.

3.2.2 Select Data

3.2.2.1 Select character, word, line, sentence, paragraph or entire body text.

Selecting a character

- Open a file called **SELECT DATA**.
- Click just in front of the character you want to select (in this case in front of the first character in the blue paragraph).
- Press the **Shift** key (and keep it pressed).
- Press the **right arrow** key.
- Release the **Shift** key.

The screen will resemble that below.

Selection Techniques

In many cases you need to select
applying formatting information

- Now that we have selected the character, we will apply a change to the selected character. Click on the down arrow to the right of the **Font Colour** icon and clicking on a colour. That colour will then be applied to the selected character.

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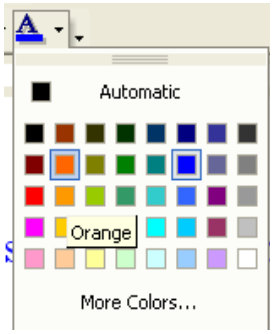
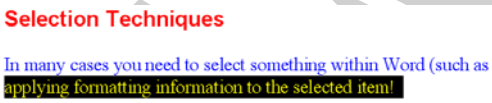


Selecting a word

- Double click on the second word in the blue paragraph, as illustrated. Now the word is selected, apply a different font colour to the selected word.

Selecting a line

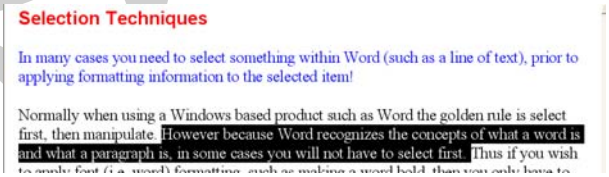
- Move the mouse pointer to the left of the second line within the blue paragraph and wait until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the “Selection Bar”, a hidden screen element. Click once with the mouse button to select the line, as illustrated.



- Now the line is selected, apply a different font colour to the selected line.

Selecting a sentence

- Click within the second sentence of the second paragraph. Depress the **Ctrl** key and then click within the sentence, to select the sentence.



- Now the sentence is selected, apply a different font colour to the selected sentence.

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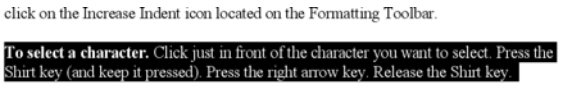
Selecting a paragraph

- Click within the paragraph starting with the words ' **To select a character** '.
- Click three times to select the paragraph, as illustrated.



- Now the paragraph is selected, apply a different font colour to the selected paragraph.

Selecting all text

- Experiment with selecting all the text within the document by pressing **Ctrl**+**A**.
- Save and close the document.

3.2.3 Edit Data

3.2.3.1 Edit content by inserting new characters, words within existing text, over-typing to replace existing text.

Inserting text

- Open a file called **EDIT DATA**.
- Within the second line, click in front of the word **star**.
- Type in the letter **a**.
- Press the spacebar to insert a space. The sentence should now read '**The Sun is a star**'.

- Within the first line, click in front of the word **'word'**.
- Type in the word **Microsoft**.
- Press the spacebar to insert a space. The sentence should now read '**A good example of an application program is *Microsoft* Word'**.

Modifying existing text

- Double click on the word **David** in the last line (to select it).
- Replace the selected name with your first name.

3.2.3.2 Use the undo, redo command.

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Using Undo to reverse your last actions

- Click on the **Undo** button on the **Standard** toolbar. You should see the name ***David*** reappear!

Repeating a command, action, or typing

- Click on the **Redo** button on the **Standard** toolbar. You should see your name reappear.

- Save the file changes and then close the file.

3.2.4 Duplicate, Move, Delete

3.2.4.1 Duplicate text within a document or between open documents.

Copying text within a document

- Open a file called DUPLICATE MOVE DELETE 01.
- Click three times within the first paragraph to select it.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Move to the end of the document and click once.
- Click on the **Edit** drop down menu and select the **Paste** command.

Copying text from one document to another

- Click three times within the first paragraph to select it.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Open a second document called **DUPLICATE MOVE DELETE 02**.
- Within this second document, click at the position within the document to where you wish to copy the selected text.
- Click on the **Edit** drop down menu and select the **Paste** command.

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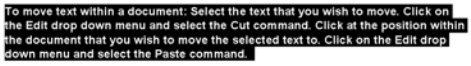
3.2.4.2 Move text within a document or between open documents.

Moving text within a document

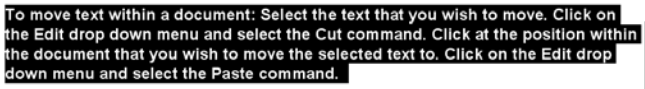
- Redisplay the first document called **DUPLICATE MOVE DELETE 01** (by clicking on its icon displayed along the bottom of your screen).
- Select the paragraph formatted using Arial Bold text.



- Click on the **Edit** drop down menu and select the **Cut** command.
- Click at the end of the document.
- Click on the **Edit** drop down menu and select the **Paste** command.

Moving text from one document to another

- Select the paragraph formatted using Arial Bold text.



- Click on the **Edit** drop down menu and select the **Cut** command.
- Redisplay the second document called **DUPLICATE MOVE DELETE 02** (by clicking on its icon displayed along the bottom of your screen).
- Click at the position within the document to where you wish to move the selected text.
- Click on the **Edit** drop down menu and select the **Paste** command.
- Save your changes and close both files.

3.2.4.3 Delete text.

Deleting a character

- Open a file called **DELETE**.
- Place the insertion point to the left of the very first character within the document and press **Delete**.

Deleting a word

- Double-click within the second word in the document and press the **Delete** key.

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Deleting a line

- Select a line within the paragraph explaining how to delete a line by moving the mouse pointer in the left-hand margin and clicking once.
- Press the **Delete** key.

Deleting a sentence

- Select a sentence within the paragraph explaining how to delete a sentence.
- Depress the **Ctrl** key and click once to select the sentence.
- Press the **Delete** key.

Deleting a paragraph

- Select the paragraph explaining how to delete a paragraph (triple click to select the paragraph).
- Press the **Delete** key.

Deleting a block of text

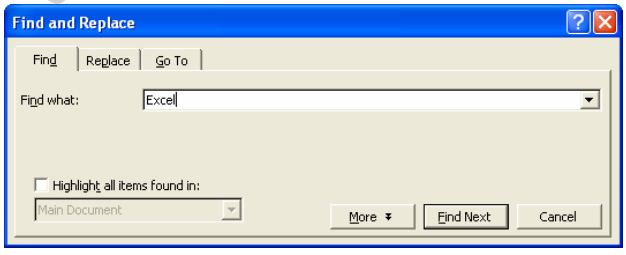
- Experiment with selecting blocks of text within the last paragraph in the document (by dragging the mouse pointer over the text with the left mouse button depressed). Once the text is selected press the **Delete** key.
- Save your changes and close the file.

3.2.5 Search & Replace

3.2.5.1 Use the search command for a specific word, phrase.

Finding text in a document

- Open a file called **SEARCH AND REPLACE**.
- Click on the **Edit** drop down menu and select the **Find** command to display the **Find and Replace** dialog box.
- Type the text you wish to find in the **Find what** text box, in this case the word **Excel**.



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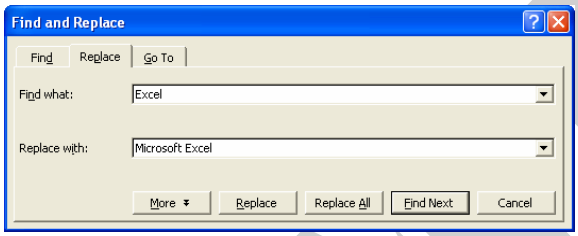
- Click on the **Find Next** button to find the next occurrence of the text you are looking for. You will need to click on the **Find Next** button a few times to find all occurrences of the word Excel. Close the **Find and Replace** dialog box.

3.2.5.2 Use a simple replace command for a specific word, phrase.

Finding and replace text in a document

- Click on the **Edit** drop down menu and select the **Replace** command to display the **Find and Replace** dialog box.
- Type the text you wish to find and replace in the **Find what** text box, in this case the word **Excel**.
- Type the replacement text in the **Replace with** text box, in this case **Microsoft Excel**.



- Click on the **Replace All** button and this will replace all occurrences of the word as specified.
- Close the **Find and Replace** dialog box.
- Save your changes and save the file.

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3.3 Formatting

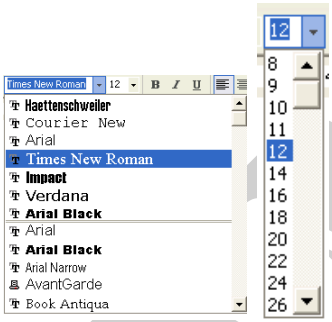
3.3.1 Text Formatting

3.3.1.1 Change text appearance: font sizes, font types.

Changing the font size or type

- Open a file called **TEXT FORMATTING 01**.
- Select the first line of text, as illustrated.

- Apply a different font to the selected text, and also make the font size larger, using the **Font** and **Font Size** icons.



3.3.1.2 Apply text formatting such as: bold, italic, underline.

Formatting selected text as bold or italic or Underlines

- Select the first line of text as before and format the text as Bold, Italic and underlined using the icons in the **Formatting** toolbar.

3.3.1.3 Apply subscript, superscript to text.

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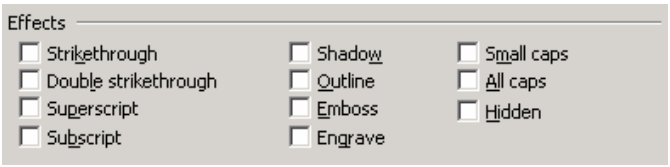
Applying subscript or superscript formatting

- Select the 2 in the line containing the equation E=MC2.
- From the **Format** menu, choose the **Font** command. The **Font** dialog box is displayed.
- From within the **Effects** section of the dialog box, select the **Superscript** command.



- Click on the **OK** button to close the **Font** dialog box.
- Select the 2 in the line containing the equation H2O.
- From the **Format** menu, choose the **Font** command. The **Font** dialog box is displayed.
- From within the **Effects** section of the dialog box, select the **Subscript** command.
- Click on the **OK** button to close the **Font** dialog box.
- The text should now look like this.

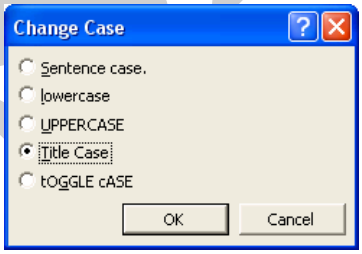
$E=MC^2$ is the famous equation equating mass and energy.

H_2O is the chemical symbol for water.

3.3.1.4 Apply case changes to text.

Changing the text case

- Select the first line of text. Click on the **Format** drop down menu and select the **Change Case** command. From the dialog box displayed, select the required case, (in this case **UPPERCASE**) and then click on the **OK** button.



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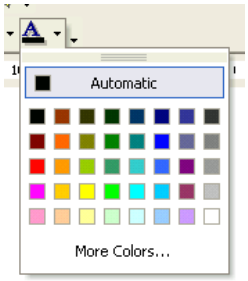
3.3.1.5 Apply different colours to text.

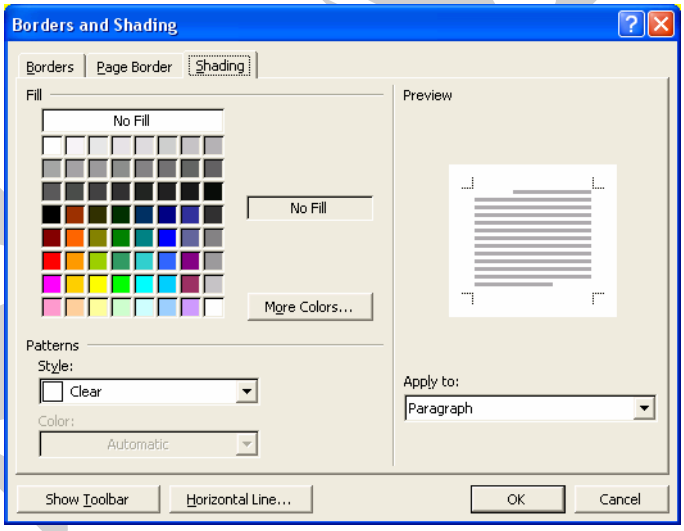
Applying colours to selected text

- Select the first line of text again.
- Click on the down arrow next to the **Font Colour** icon, which will display a drop down dialog box.
- Click on the colour you wish to apply (in this case **Red**). De-select the selected text to see the effect of your formatting changes!



Applying different background colours to selected text

- Select the last paragraph of text (by triple clicking within the paragraph).
- Click on the **Format** drop down menu, and select the **Borders and Shading** command.
- Within the dialog box displayed, select the **Shading** tab.
- Select the required colour (in this case choose a yellow colour) and then click on the **OK** button.



3.3.1.6 Copy formatting from a piece of text to another piece of text.

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Copying formatting using the Format Painter.

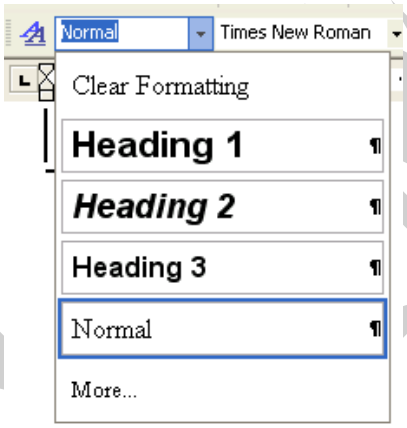
- Select some text which has been previously formatted.
- Click on the **Format Painter** icon. You will notice that the mouse pointer shape has changed to the shape of a small painting brush.
- Select the text to which you wish to copy the formatting, and when you release the mouse button (and de-select the newly selected text) you will see that the formatting applied to the first block of text has been copied to the newly selected text.
- Save your changes and close the file.

3.3.1.7 Apply an existing style to a word, a line, a paragraph.

Applying a style

- Open a file called **TEXT FORMATTING 02**.
- If necessary change to ''Print Layout' view.
- Follow the instructions within the document and apply different styles.

  To apply a style you click on the down arrow to the right of the Style box to display the **Style List** box, then select a style and it will be applied to the selected text.



3.3.1.8 Use automatic hyphenation.

Setting automatic hyphenation

- If necessary change to '**Print Layout**' view.
- To see how hyphenation has been set on your PC, click on the **Tools** drop down menu and select the **Language** command. From the sub-menu displayed select the **Hyphenation** command. This will display the

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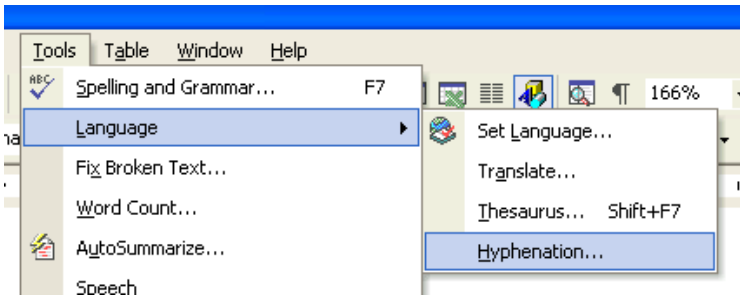
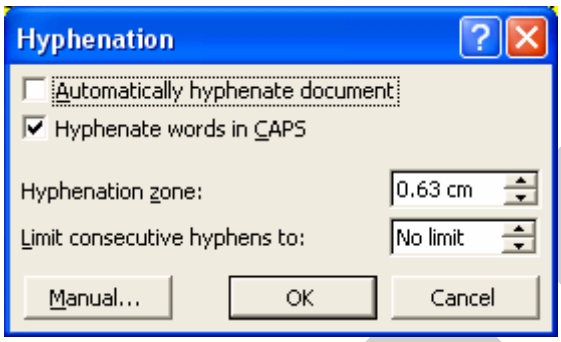
Hyphenation dialog box.



- To automatically hyphenate a document, click on the "**Automatically hyphenate document**" check box. What changes do you see when you click on the **OK** button?



- Close the dialog box and continue.

3.3.2 Paragraph Formatting

3.3.2.1 Insert or remove paragraph marks.

Inserting a paragraph mark

- Click just below the line which talks about formatting using Heading 1.
- Insert a few extra paragraph marks by pressing the **Return** (**Enter**) key.

Removing a paragraph mark

- Click just below the line which talks about formatting using Heading 2.
- Remove the paragraph mark by pressing the **Del** key. There should now be no empty lines displayed between the last two lines in the document.

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3.3.2.2 Insert, remove soft carriage return (line break) marks.

Inserting a soft carriage return (line break)

- In the line which talks about formatting using Heading 1, click just before the word '***this***'.
- Press the **Enter** key while depressing the **Shift** key.
- Click on the **Show**/**Hide** icon to display the line break character, and you should see the following.

Apply·a·Heading·1·to·↵
this·paragraph.¶

- Re-click on the **Show**/**Hide** icon to hide the display the line break character.

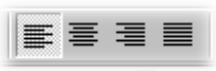
Removing a soft carriage return (line break)

- Use normal deletion techniques to delete the line break symbol.
- Use the **Undo** icon to reverse this deletion.

3.3.2.3 Align text left, centre, right, justified.

Aligning text in a document

- Click within the first line of text and centre the text using the alignment icons located on the Formatting toolbar.



3.3.2.4 Indent paragraphs left, right, first line, hanging.

Using the Indent icons

- Indent the first paragraph of text using the **Increase Indent** icon on the toolbar.

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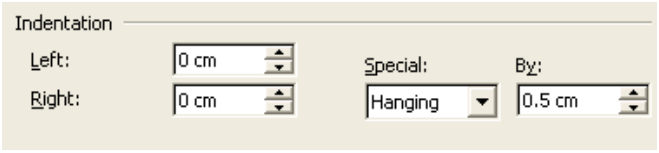
Indenting a hanging paragraph

- Click with the second paragraph. From the **Format** menu, select the **Paragraph** command to display the **Paragraph** dialog box.
- If not already displayed, select the **Indents and Spacing** tab. You can see the following options:

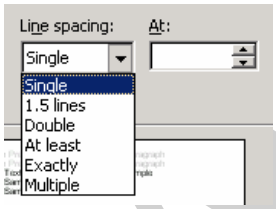


- Apply a hanging indent.

3.3.2.5 Apply single, double line spacing within paragraphs.

Adjusting line spacing in a document

- Click within the second paragraph. From the **Format** menu, click on the **Paragraph** command to display the **Paragraph** dialog box.
- Within the **Line Spacing** section of the dialog box, set the line spacing to **Double**.
- Examine the other options available.



- Click on the **OK** button to apply your changes.
- Save your changes and close the file.

3.3.2.6 Apply spacing above, below paragraphs.

Controlling spacing above and below paragraphs

- Open a file called PARAGRAPH FORMATTING 01.
- Click within the second paragraph. Click on the **Format** drop down menu and select the **Paragraph** command. This will display the **Paragraph** dialog box.
- Within the dialog box, change the **Spacing** section of the dialog box, modify the spacing **Before** and **After**, as required.

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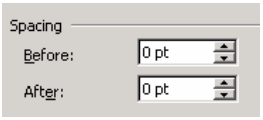

- Experiment for a while and observe the effects!
- Save your changes and close the file.

3.3.2.7 Set, remove and use tabs: left, centre, right, decimal.

Setting or change tabs using the Ruler

- Open a file called **TABS**.
- Click on the **Show / Hide** icon so that you can see the tab stops displayed.
- To move the tab stops select all the text and drag the Tab stops (as displayed within the Word Ruler) to the left or right.

- Click at the end of the document and experiment with inserting tab spaces. Experiment with entering text into these tab spaces.
- Save your changes and close the file.

3.3.2.8 Apply bullets, numbers to a single level list. Remove bullets, numbers from a single level list.

Applying bullets to a list using the Bullets icon

- Open a file called PARAGRAPH FORMATTING 02.
- Select the list of **Countries**.
- Click on the **Bullets** tool within the **Formatting** toolbar.

Removing bullet formatting from a list

- Select the list of **Cities**.
- Click on the **Bullets** icon on the **Formatting** toolbar.

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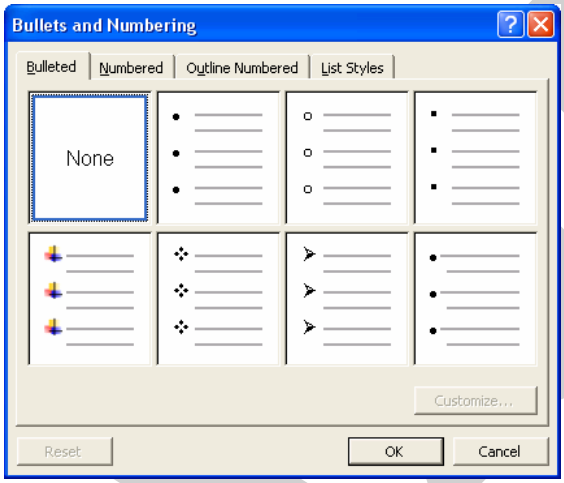
Adding numbering to a list using the Numbering icon

- Select the list of **Continents**.
- Click on the **Numbering** icon from the **Formatting** toolbar.

3.3.2.9 Change the style of bullets, numbers in a single level list from built-in standard options.

Applying alternate bullet formatting to a list

- Select the list of **Countries**.
- From the **Format** menu select **Bullets and Numbering**, to display the **Bullets and Numbering** dialog box.



- The **Bulleted** option tab should be displayed, if not, select it. A list of different bulleted styles will appear. Select a bullet style from the **Bulleted** folder (just experiment for a while!).

Adding alternative numbering styles to a list

- Select the list of **Continents**.
- From the **Format** menu select **Bullets and Numbering**, which will display the **Bullets and Numbering** dialog box.
- Click on the **Numbered** tab. A list of different numbered styles is displayed, contained in small rectangular boxes. Select the numbering format which you require (just experiment for a while!).
- Save your changes and close the file.

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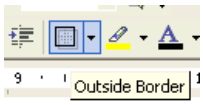
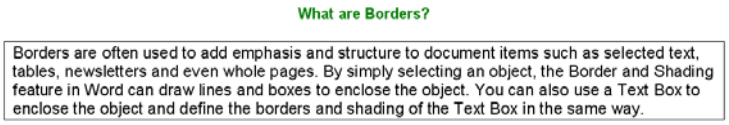
3.3.2.10 Add a top and bottom border, box border and shading to a paragraph.

Adding a border using the Border icon

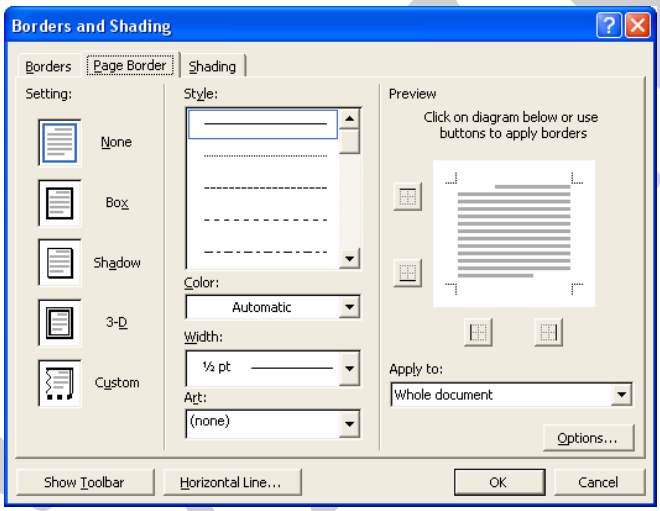
- Open a file called **BORDERS**.
- Click within the main body of text. Click on the **Outside Border** icon and you should see a border displayed around the text.





Adding a Page Border

- From the **Format** menu, choose **Borders and Shading**. The **Borders and Shading** dialog box appears with the **Borders** folder displayed. Select the **Page Border** tab and from the **Setting** section of the dialog, select the required effect, i.e. **Box**, **Shadow**, **3-D** etc.



You can select from a range of line **styles**.
You can select from a range of **colours**.
You can select from a range of line **widths.**
You may also select a range of **Art** effects.

- Experiment for a while!
- Save your changes and close the file.

Adding shading

- Open a file called **SHADING**.
- Select the document title.

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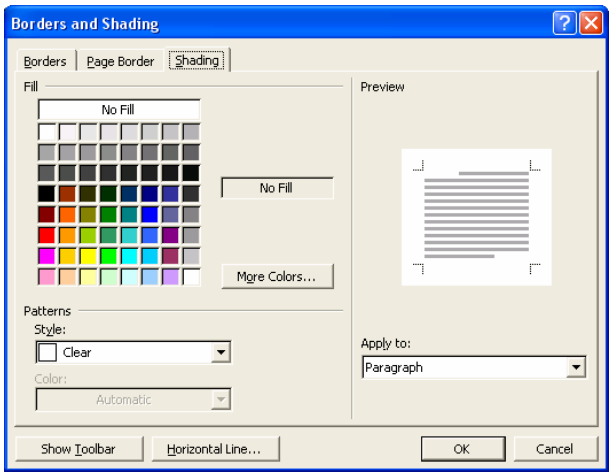
- Select **Borders and Shading** from the **Format** menu. The **Borders and Shading** dialog box is displayed. Select the **Shading** tab.

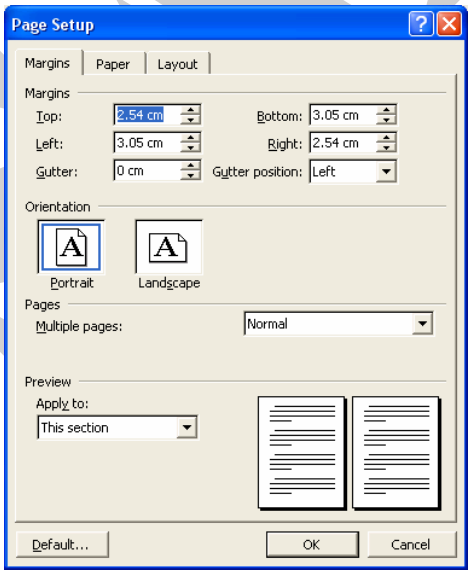


- Experiment with applying different shading options to the selected text.
- Save your changes and close the file.

3.3.3 Document Formatting

Document Formatting Options

- Open a file called **DOCUMENT FORMATTING**. Most formatting options within Word are found under the **Format** drop down menu. The document setup options are located under the **File** drop down menu and accessed via the **Page Setup** command. Take some time to examine the options available, but do not make any changes.



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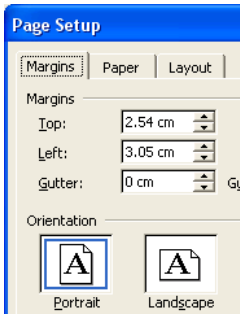
3.3.3.1 Change document orientation – portrait or landscape. Change page size.

Setting the page orientation

- To select the paper orientation, click on the **Portrait** or **Landscape** buttons in the **Orientation** section. Change the page orientation to **Landscape**.

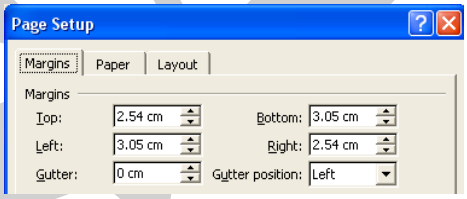


- View the document in by clicking on the **Print Preview** icon.
- Reset the page orientation back to **Portrait**.

3.3.3.2 Change margins of entire document, top, bottom, left, right.

Setting margins using the Page Setup command

- From the **File** menu choose the **Page Setup** command and the **Page Setup** dialog box is displayed.
- If it is not already displayed, select the **Margins** tab.



- Double the size of the bottom margin.

3.3.3.3 Insert, delete a page break in a document.

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Inserting and deleting a hard (manual) page break

- Click between the paragraphs dealing with Font and Paragraph formatting and then press **Ctrl+Enter** to insert a page break. Change to **Normal** view (by clicking on the **View** drop down menu and select the **Normal** view command) and the page break will be as illustrated below.

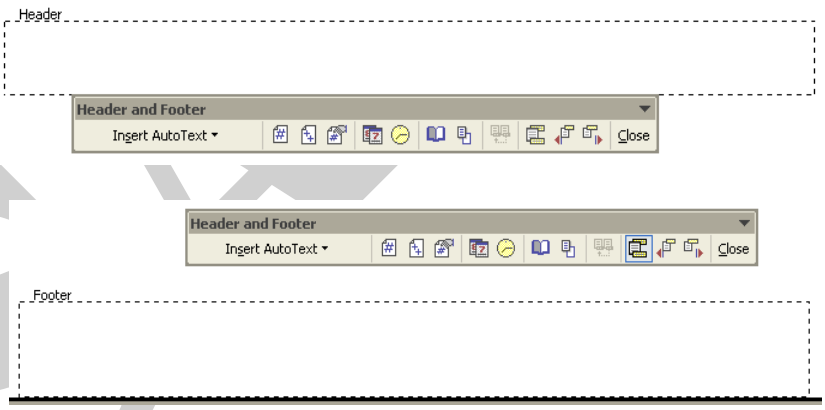
- To delete the page break place the insertion point below the hard page break (the dotted line) and press **BACKSPACE**.
- Click on the **Undo** icon to put the page break back into the document.
- Click on the **View** drop down menu and select the **Print Layout** view.

3.3.3.4 Add, modify text in Headers, Footers.

Creating a header or footer

- From the **View** menu, select the **Header and Footer** command and the **Header and Footer** toolbar is displayed, as illustrated.

- Outlines of the **Header and Footer** text entry boxes appear at the top and bottom of the page.



- Make sure that the **Header** is displayed. You can change between **Header** and **Footer** by clicking on the **Switch Between Header and Footer** button. Insert the text for the **Header** (in this case enter your name).

- Switch to the **Footer** area. Remember that you can change between **Header** and **Footer** by clicking on the **Switch Between Header and Footer** button.

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Insert the text for the **Footer** (in this case enter your company or organisation).

- When you have entered your **Header** and **Footer** text, click on the **Close** button on the **Header and Footer** toolbar.
- Click on the Print Preview icon to see the effects of inserting a header and footer. You should find that these automatically appear on every page.

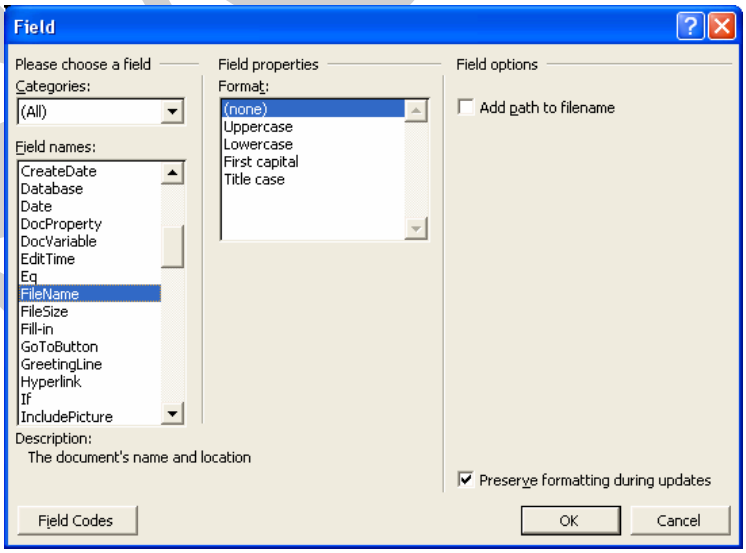
Modifying a header or footer

- From the **View** menu, select the **Header and Footer** command. Edit the text in the footer area so that you also include today's date.

3.3.3.5 Add fields in Headers, Footers: date, page number information, files location.

What is Word Fields?

- Fields are codes which can be inserted into a Word document to automate your work in some way, or make the use of Word more effective. For instance, you can use fields to automatically generate a table of contents at the start of a long document, or use different fields to insert the current time or date. In some cases you must consciously insert a field code, in other cases Word automatically inserts a field code into the document for you. You will often need to open the **Field** dialog box, to really get the best effect from using Fields. This is opened by selecting the **Field** command from the **Insert** menu.



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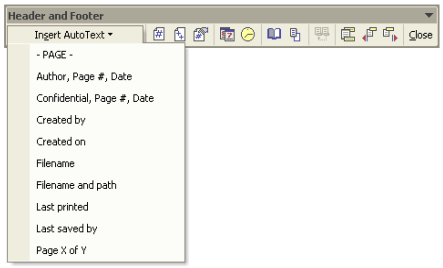
- Open this dialog box now and examine some of the options which are available. Make sure that you find out how you would insert the date, page numbering and file storage location information. Experiment for a while!

Using the Header and footer toolbar.

- As well as inserting Word fields via the **Field** dialog box, remember that you can also use the options contained with the **Header and Footer** toolbar.

- Clicking on the **Insert AutoText** button will display further options!



- Experiment and investigate some of these options!
- Save your file and close the document.

3.3.3.6 Apply automatic page numbering to a document.

Numbering pages within a document

- Open a file called **PAGE NUMBERING**.
- Try viewing the document in **Print Preview** view (click on the **Print Preview** icon in the toolbar). As you can see there is no header or footer and no page numbering.
- Click on the **Close** icon in the **Print Preview** toolbar to switch back to **Print Layout** view.
- Click on the **Insert** drop down menu and select the **Page Numbers** command to display the **Page Numbers** dialog box.
- In this case make sure that **Top of Page (Header)** is selected and use the alignment section of the dialog box to centre the heading.

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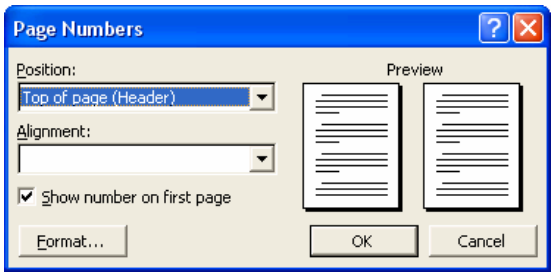

- Click on the **OK** button and the document will now have page numbers inserted. Try viewing the document in **Print Preview** view (click on the **Print Preview** icon in the toolbar). Switch back to **Print Layout** view.
- Save the file and close the document.

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3.4 Objects

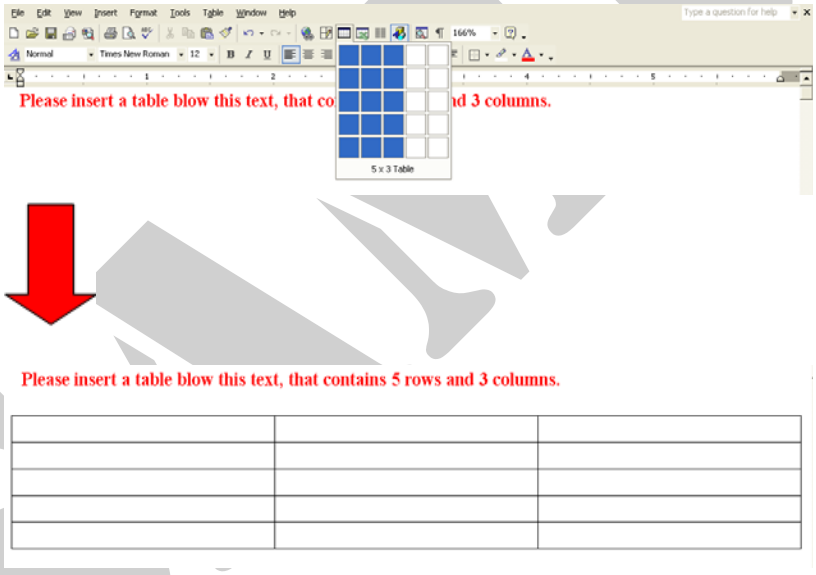
3.4.1 Tables

3.4.1.1 Create a table ready for text insertion.

Creating a table using the Insert Table icon

- Open a document called **TABLES**.
- As instructed within the document, click below the first line of text and create a table '***which contains 5 rows and 3 columns***' To do this click on the **Insert Table** icon and drag the mouse over the grid to select the number of rows and columns you require.

- The screen will change as illustrated.



3.4.1.2 Insert, edit data in a table.

Entering data into a table

- Click on the first cell within the table.

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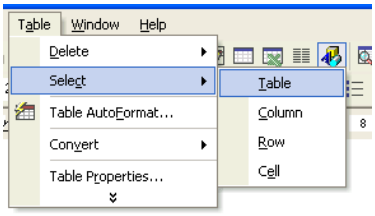
- Enter your first name. Move to all the other cells in the table and enter a different name in each cell. To move from cell to cell you can use the **Tab** key.

3.4.1.3 Select rows, columns, cells, entire table.

Selecting parts within a table, using the Table drop down menu

- Experiment with selecting rows, columns and the entire table. To do this click on the **Table** menu, click on **Select** and from the submenu, select the required item, **Table**, **Column**, **Row** or **Cell**.



3.4.1.4 Insert and delete rows and columns.

Inserting a column or row into the table

- Select the second column within the table and from the **Table** menu, select the **Insert Columns** command. Look at what happens and where the column is inserted.
- Select the second row within the table and from the **Table** menu, select the **Insert Rows** command. Look at what happens and where the row is inserted.

Deleting a column or row within a table

- Delete the first row and first column within the table. To do this select the row or column and then from the **Table** menu, choose **Delete Columns** or **Delete Rows**.

3.4.1.5 Modify column width, row height.

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Specifying row height

- Select the top row.
- Click on the **Table** drop down menu and select the **Table Properties** command. The **Row** tab should be selected. Click on the **Specify Height** check box, and enter a value next to this (experiment with different values). Click on the **OK** button to apply the change.

Specifying column width (the long way)

- Select the first column.
- Click on the **Table** drop down menu and select the **Table Properties** command. The **Column** tab should be selected. Click on the **Preferred width** check box and enter a value next to this (experiment with different values). Click on the **OK** button to apply the change.

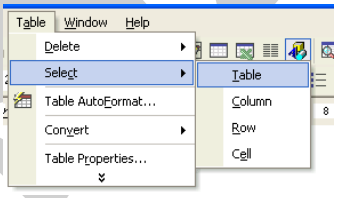
Specifying column width (the easy way)

- Move the mouse pointer to the vertical border, to the right of the column of which you wish to change the width. You will notice that the mouse pointer shape changes when you are pointing exactly at the vertical border. When the mouse shape changes, depress the mouse button and drag to the left or right to change the width of the column. When you release the mouse button the change will be applied (experiment with using this technique).

3.4.1.6 Modify cell border width, style and colour

Adding a border to a table

- Click once within your table.
- Click on the **Table** drop down menu and then click on the **Select** command. From the sub-menu displayed, click on **Table**. This will select the entire table for you.



- Once the table is selected click on the down arrow next to the **Border** icon (on the Formatting toolbar) to select and apply border formats to your table. De-select your table to view the results. Experiment with adding a border of your choice.

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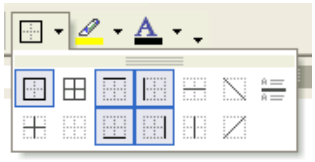
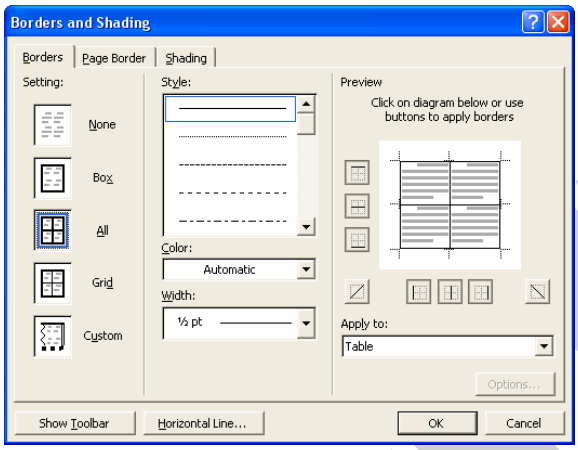
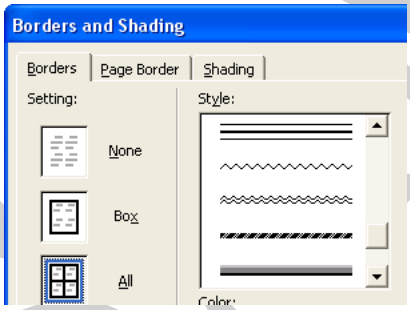


Specifying a border width, style and colour.

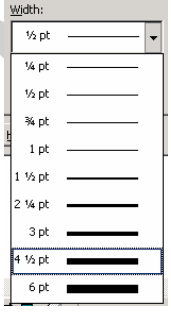
- Click on the **Format** drop down menu and select the **Borders and Shading** command.
- If necessary, select the **Borders** tab of the dialog box.



- Select the style as required. You can use the scroll bars within this part of the dialog box to display a wide range of options as illustrated.



- Select the width as required. You can use the scroll bars within this part of the dialog box to display a wide range of options as illustrated.



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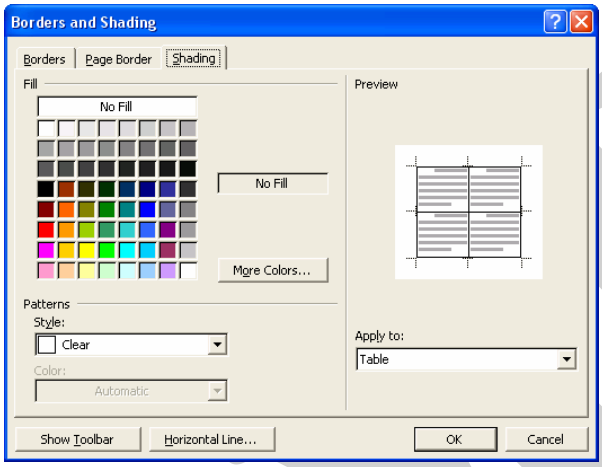
- Select a colour as required from the **Colour** section of the dialog box.
- Experiment and investigate the options available.

3.4.1.7 Add shading to cells.

Applying shading to cells within a table.

- Select particular cells within a table, or select the entire table.
- Click on the **Format** drop down menu and select the **Borders and Shading** command.
- If necessary, select the **Shading** tab of the dialog box.



- Select the required colour, and then click on the **OK** button.
- Experiment with adding a colour of your choice (but make sure that the text is still readable!)
- Save the file and then close the document.

3.4.2 Pictures, Images and Charts

3.4.2.1 Insert a picture, an image, a chart into a document.

Inserting Clipart

- Open a document called **PICTURES IMAGES CHARTS 01**.
- If nessesary change to '**Print Layout**' view.
- Make sure that the **Drawing** toolbar is displayed. If it is not, then click on the **Drawing** icon displayed within the Standard toolbar.

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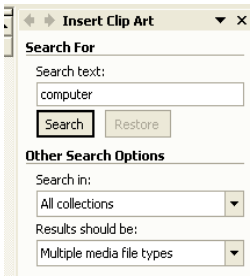
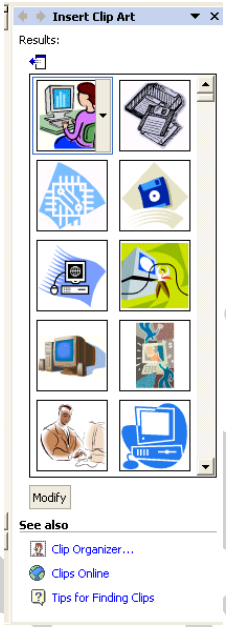
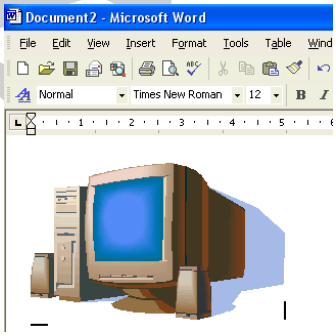
- Click at the location where you wish to insert the clipart picture (in this case click below the line of text as instructed within the document).
- Click on the **Insert Clip Art** icon, located in the **Drawing** toolbar. You will see the Clip Art options displayed to the right of your screen.



- In the Search section enter a search word such as **computers**. Then click on the **Search** button. Matching Clip Art will be displayed, as illustrated.



- If necessary use the scroll bars to display the required picture and then click on the picture which you wish to insert.



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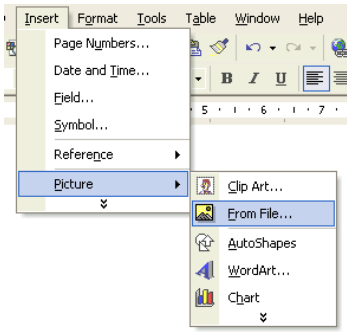
- Try this now!

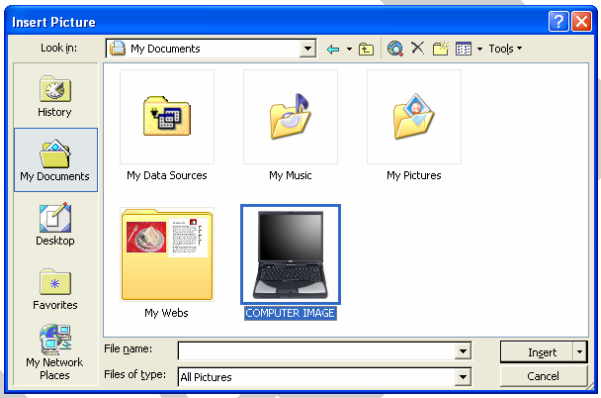
Inserting a picture held as a file on your hard disk

- Click towards the bottom of the document.
- Click on the **Insert** drop down menu and select the **Picture** command.
- From the submenu displayed, select **From File**.

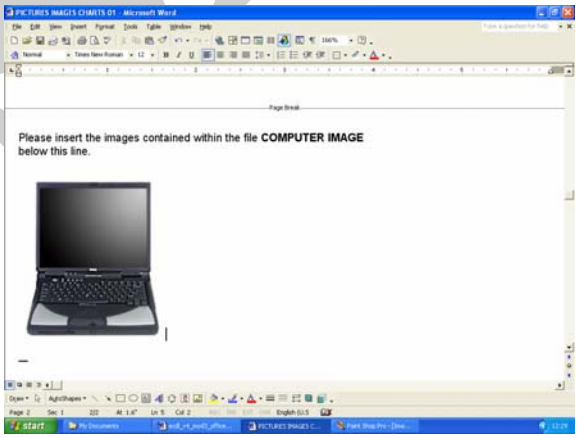


- Use the dialog box which is displayed to select the required file (in this case select a file called **COMPUTER IMAGE**).

  You may have to select a different drive or folder if the file is stored in a different location. You will see a preview of the selected file, as illustrated.



- Once you have selected the required file, click on the **Insert** button and the image will be displayed as illustrated.



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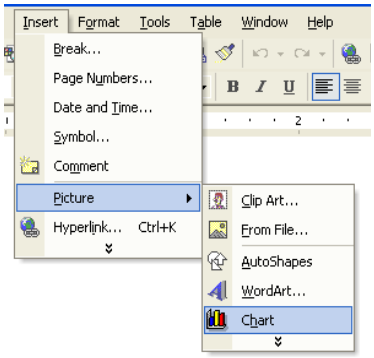
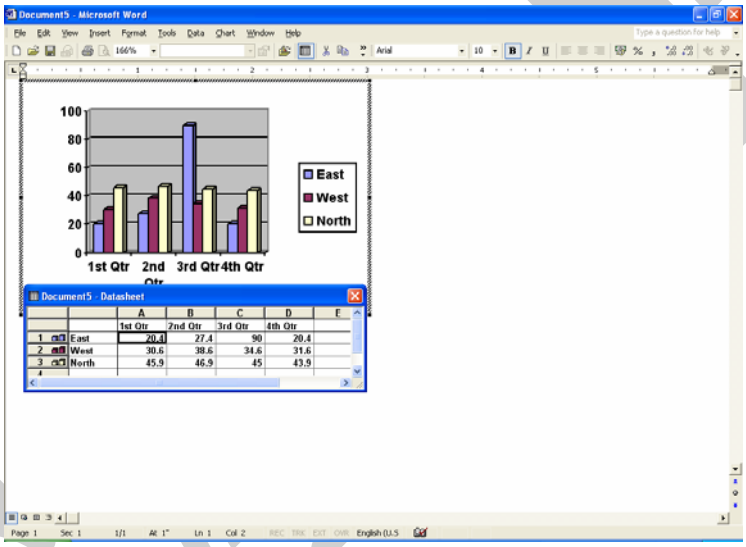
Inserting a chart into a document

- Click towards the bottom of the document and press the **Enter** key a few times to give yourself some space.
- Click on the **Insert** drop down menu and select the **Picture** command. From the submenu click on **Chart**.



- A chart will be inserted into the document.



3.4.2.2 Select a picture, image, chart in a document.

Selecting a graphic

- Click once on the picture at the top of the document and the selected picture is now surrounded by 8 'handles' (small black squares) as illustrated.

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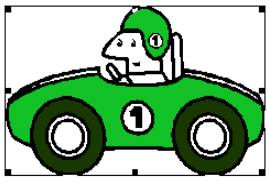

3.4.2.3 Duplicate a picture, image, chart within a document, between open documents.

Copying a graphic within a document

- Select the picture of the green racing car by clicking on it once.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Click within the document at the location where you wish to copy the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

Copying a graphic between open documents

- Select the picture of the green racing car by clicking on it once.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Open a second Word called **PICTURES IMAGES CHARTS 02**.
- Click within the second document at the location where you wish to copy the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.
- Switch back to the first document (by clicking on its icon at the bottom of the screen).

3.4.2.4 Move a picture, image, chart within a document, to another document.

Moving a graphic within a document

- Select the picture of the police car.

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- Click on the **Edit** drop down menu and select the **Cut** command.
- Click within the document at the location where you wish to move the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

Moving a graphic between open documents

- Select the picture of the Chain Saw.

- Click on the **Edit** drop down menu and select the **Cut** command.
- Switch to the second document where you wish to move the selected graphic.
- Click within the second document at the location to which you wish to move the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

3.4.2.5 Resize a picture, image, chart.

Resizing a graphic within a document

- Within the second document select the picture of the chain saw. Move the mouse pointer to one corner of the selected graphic, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end. Depress the mouse button and drag to resize the image within the document. Release the mouse button. Experiment!
- Right click on the picture of the chain saw and select the **Format Picture** command. The Format Picture dialog box will be displayed. Select the **Size** tab and experiment with changing the size of the picture using exact measurements.

3.4.2.6 Delete a picture, image, chart.

Deleting an image

- Switch back to the first document.
- Experiment with selecting an object and pressing the **Del** key to delete the object. In each case immediately use the **Undo** icon to reverse the deletion.
- Save your changes to both documents and close both documents.

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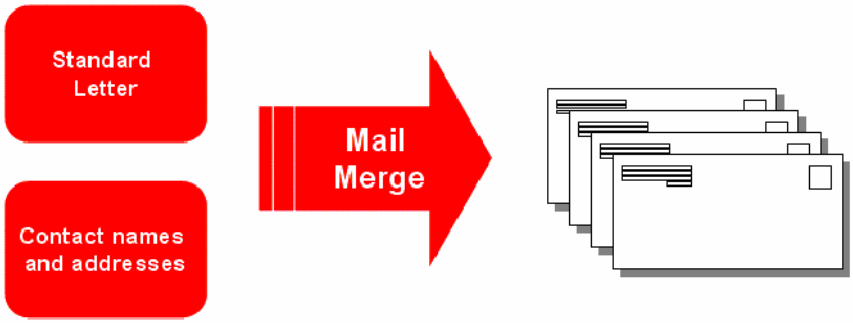
3.5 Mail Merge

3.5.1 Concept and Practice

3.5.1.1 Understand the term mail merge and the concept of merging a data source with a main document such as a letter or a label document.

What is Mail Merging?

- The Mail Merge feature is used to insert variable data into a fixed format by combining two files into one file. Two files need to be created before you can merge them, these are the *data* file and the *main document* file. The variable information, such as names and addresses, is stored in the data file ready to merge into the main document file. The information which remains constant and the field names are stored in the main document file, where each field name relates to a field name in the data file. The data in the two files is merged as a series of personalised letters or envelopes.



3.5.1.2 Open, prepare a main document for a mail merge by inserting data fields.

Creating a new main document and merging to a personalised letter

- Click on the **New** icon to create a new document.
- Click on the **Tools** drop down menu and select the **Letters and Mailing** command.

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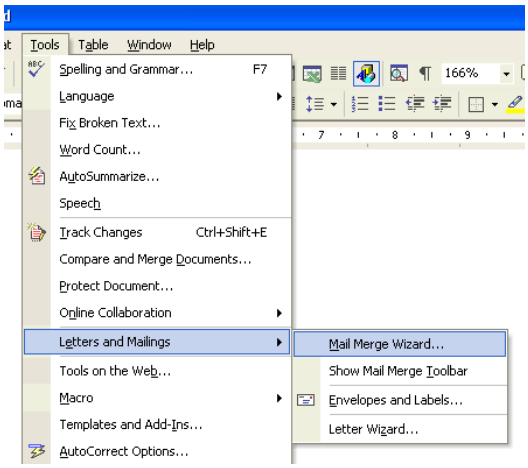
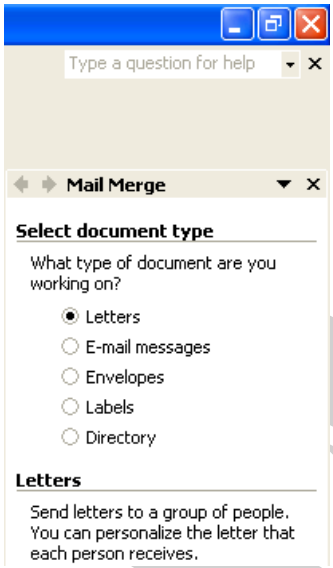
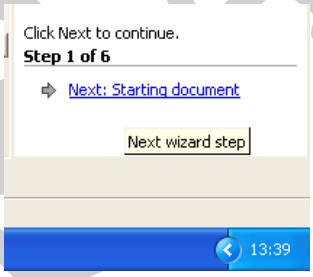
- From the submenu select **Mail Merge Wizard**.



- You need to select a document type, such as **Letters**.



- To continue, click on the **Next** link at the bottom-right on the screen.



- The next screen allows you to specify which letter to use as the main document. In this case we will use the current document.

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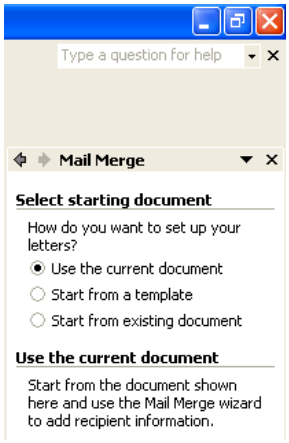
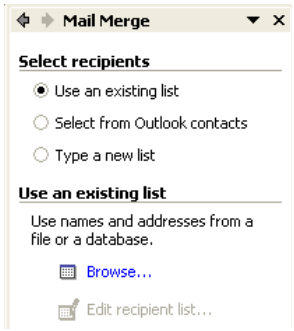
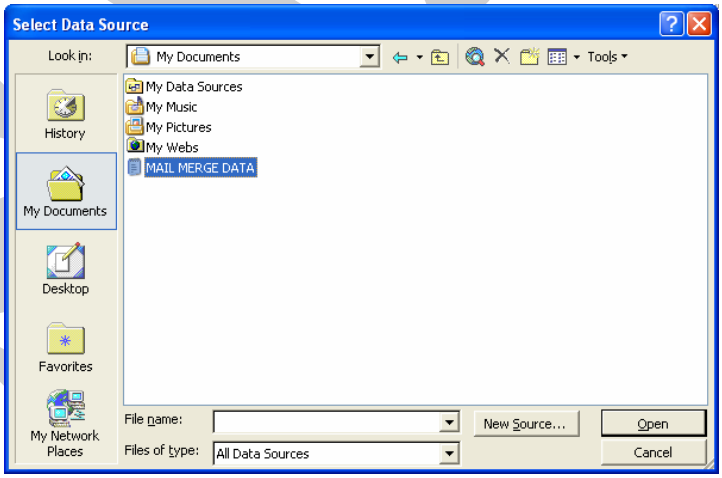


- To continue, click on the **Next** link at the bottom-right on the screen.
- The next screen allows you to select a recipient. In this case we will use an existing list.



- To continue, click on the **Next** link at the bottom-right on the screen.
- You can then select an existing data file using a dialog box, similar to that illustrated below. You may have to change to a different folder. In this case we have changed to the **My Documents** folder, and selected a file called **MAIL MERGE DATA**.



- Once you have selected a data file, and clicked on the **Open** button, you may see a dialog box, as illustrated below.

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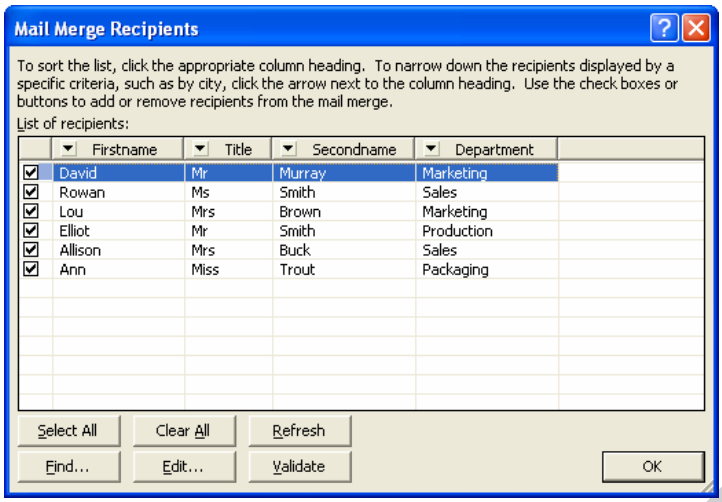
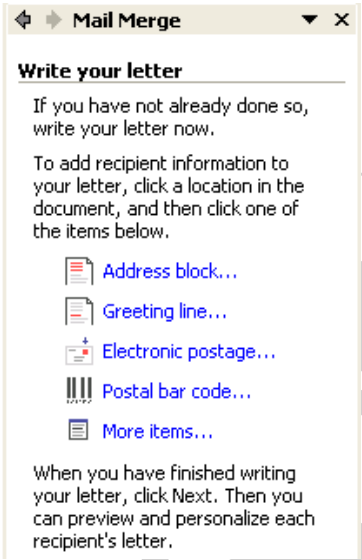


- If everything appears to be in order, click on the **OK** button.
- To continue, click on the **Next** link at the bottom-right on the screen. The next screen allows you to write your letter.



- Enter the following text to create a new letter, as illustrated.

  There will be a meeting to discuss the new marketing strategy at 2 pm next Tuesday. Please confirm that you can attend as soon as possible.

  David Smith
  Head of Marketing

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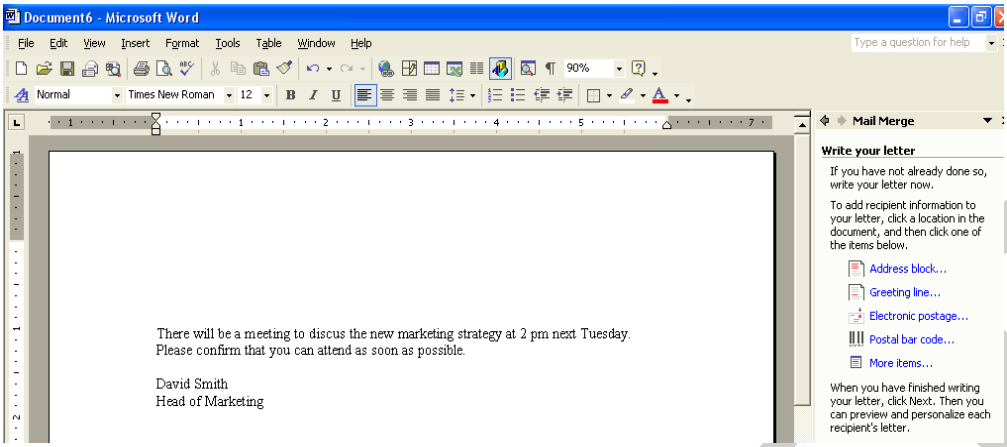
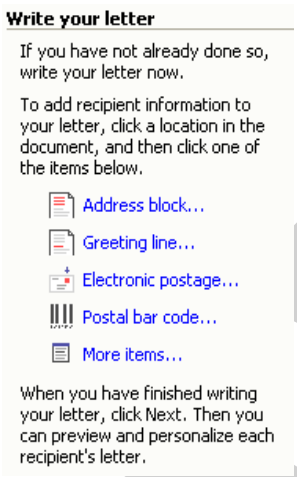
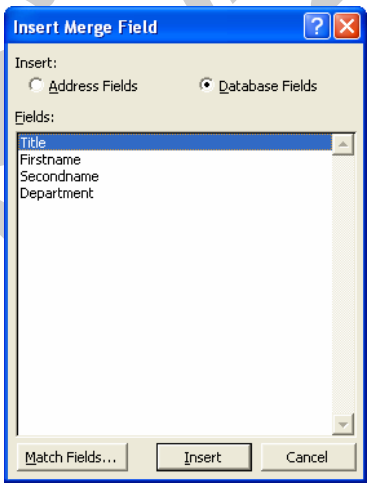


- We have now created the body text of our letter, next we need to add the fields which will personalise the document.
- Click at the top of the document at the location you would wish to insert the name and contact details of the person to whom the document will be sent. If you look at the right of the screen you will see the following.



- Click on **More Items** and you will see the following dialog box displayed (the information in this dialog box comes from our Data file).



- Click on **Title** and then click on the **Insert** button. Click on the **Close** button.

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- Press the **spacebar** (to insert a space).

- Click on **More Items** once again.
- Click on **firstname** and then click on the **Insert** button. Click on the **Close** button.
- Press the **spacebar** (to insert a space).

- Click on **More Items** once again.
- Click on **secondname** and then click on the **Insert** button. Click on the **Close** button.
- Press the **return** key (to insert a paragraph space).

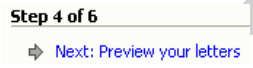
- Click on **More Items** once again.
- Click on **Department** and then click on the **Insert** button. Click on the **Close** button.
- Press the **return** key (to insert a paragraph space) and the document should now look like this.

«Title» «Firstname» «Secondname»
«Department»

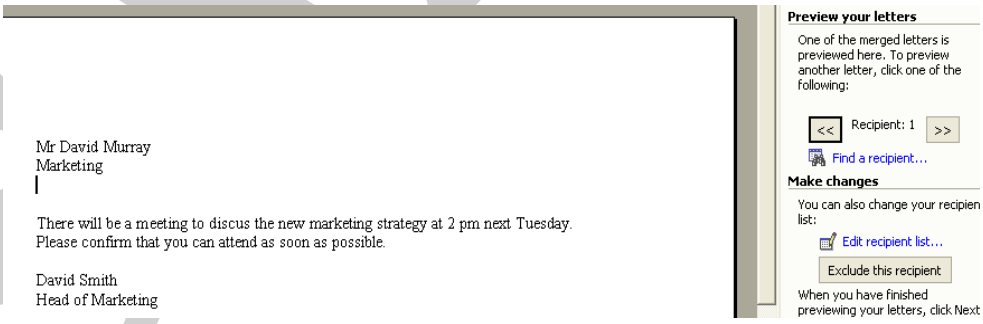
There will be a meeting to discus the new marketing strategy at 2 pm next Tuesday.
Please confirm that you can attend as soon as possible.

David Smith
Head of Marketing

- Click on the **Next** link to continue.



- The screen will display the following details of a letter addressed to 'recipient 1'.



- To see other recipients, click on the double arrow pointing to the right.

- Click on the **Next** link to continue.

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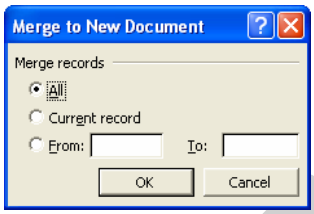
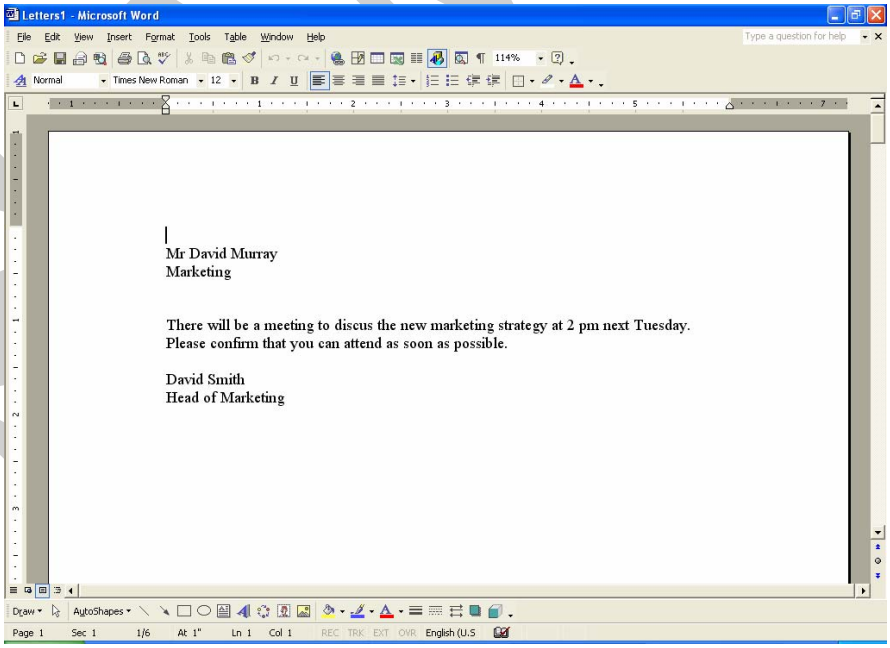
- The next screen displays the following message in the task pane.

- To print all the personalised letters we would click on Print. In this case, however, to save paper, we will click on the **Edit individual letters** link which will merge the document with the data file and create a new large document containing all the individually addressed letters. When you click on this link you will see the following dialog box displayed.



- Click **All** and then click on the **OK** button. You will then see the following. A new document containing all the merged letters.



- If you scroll through this document you will see it is made up of many pages, each addressed to a different person.

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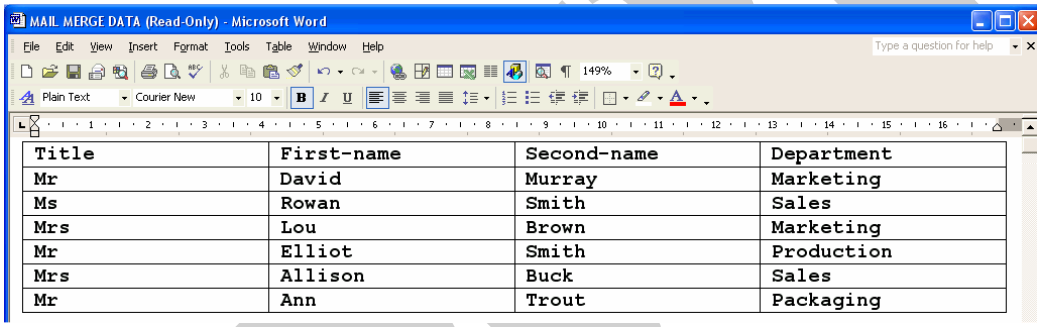
- Save this new document using the file name **MY MERGED LETTER**.
- Close all open documents without saving your changes.

3.5.1.3 Open, prepare a mailing list, other data file, for use in a mail merge.

Creating a mailing list, data file.

- Create a new document
- Insert a table containing 4 columns and 7 rows (use the **Insert Table** icon).

- Enter the following data into the table.



Title	First-name	Second-name	Department
Mr	David	Murray	Marketing
Ms	Rowan	Smith	Sales
Mrs	Lou	Brown	Marketing
Mr	Elliot	Smith	Production
Mrs	Allison	Buck	Sales
Mr	Ann	Trout	Packaging

- Click within the table.
- Click on the **Table** drop down menu and select the **Convert** command. From the submenu displayed, select **Table to Text**. In the dialog box displayed, select **Tabs**, and click on the **OK** button. This will convert the table to a format, where the data fields are separated by tabs. This type of format is called a tab delimited format (delimited means separated).

- We need to save the file as a text only formatted file. To do this click on the **Save** icon, and enter a file name, such as **MY DATA FILE**. Click on the down arrow to the right of the **Save as type** box and select **Plain Text**. Click on the **Save** button to save the file.
- The **File Conversion** dialog box will be displayed, click on the **OK** button.

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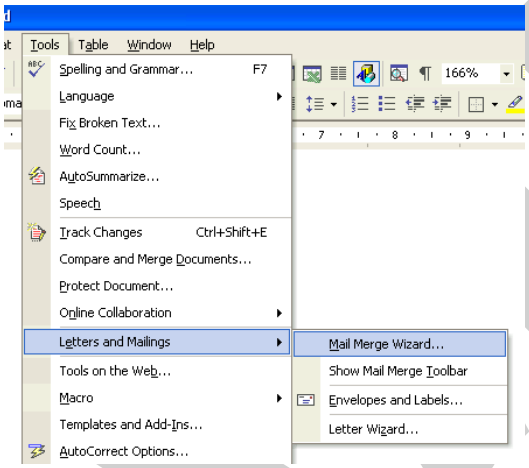
3.5.1.4 Merge a mailing list with a letter, label document.

Mail merging to labels

- In the section **3.5.1.2**, we mail merged to a letter. If you wish to mail merge to a label, the process is largely the same, except that in the first Mail Marge Helper screen, you need to select **Mailing Labels**, rather than **Form Letters**. Later in the merge process you will be asked to select the type of label required, as illustrated. For practice we will perform this mail merge step-by-step.

- Close any documents which may be open.
- Click on the **New** icon to create a new document.
- Click on the **Tools** drop down menu and select the **Letters and Mailings** command.
- From the submenu select **Mail Merge Wizard**.



- MAIL MERGE STEP 1 OF 6: - SELECT DOCUMENT TYPE
  You need to select a document type, such as Labels.

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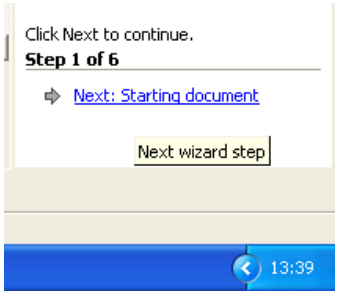
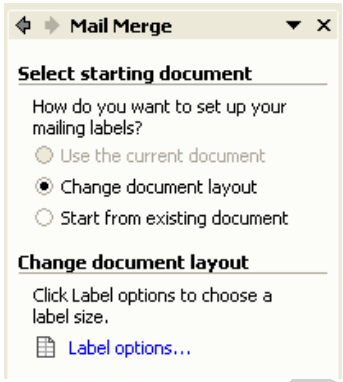
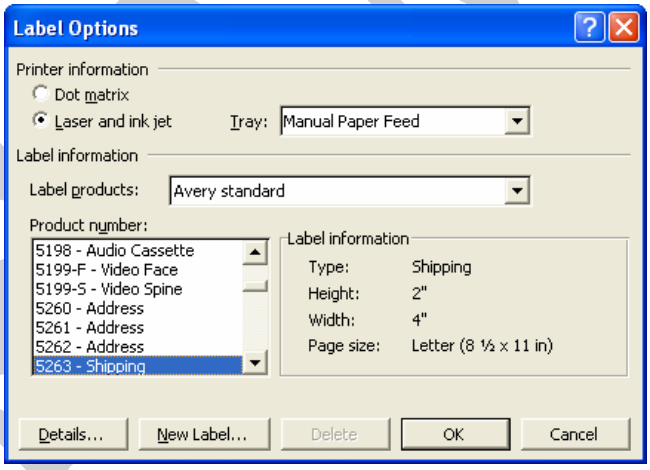
- To continue, click on the **Next** link at the bottom-right on the screen.



- **MAIL MERGE STEP 2 OF 6: - SELECT STARTING DOCUMENT**
  The next screen allows you to specify the starting document. In this case we will use the current document by selecting the **Change document layout** option.



- **MAIL MERGE STEP 2 OF 6: - CHANGE DOCUMENT LAYOUT**
  In the **Change Document Layout** section of the Task Pane, click on the **Label options** link. This will display the Label Options dialog box.



- In the **Label products** section use the drop down arrow to the right to select the manufacturer of the labels which you are using.

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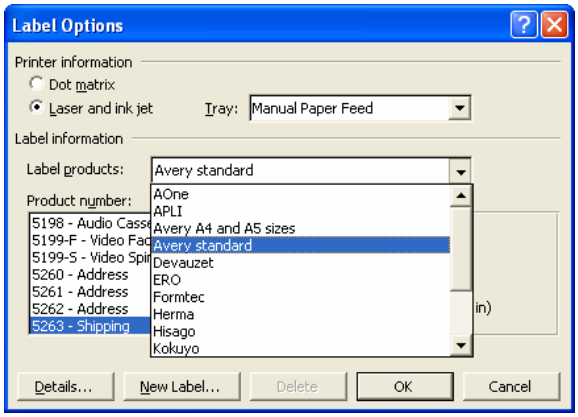
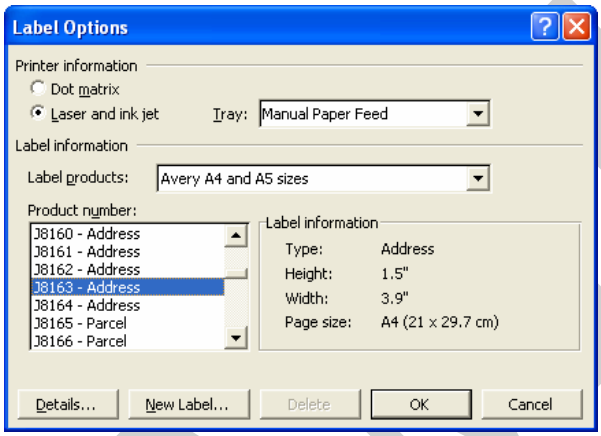


NOTE: In Europe, if you are using Avery products, be sure to select **Avery A4 and A5 sizes**. Avery standard relates to standard US sizes!

- If using European Labels (be sure to first select **Avery A4 and A5 sizes** in the **Label products** section), select Product number **J8163 - Address** as illustrated below.



- Click on the **OK** button to close the **Label Options** dialog box.
- When you close the dialog box, you will see a representation of the labels on your screen, as illustrated below.

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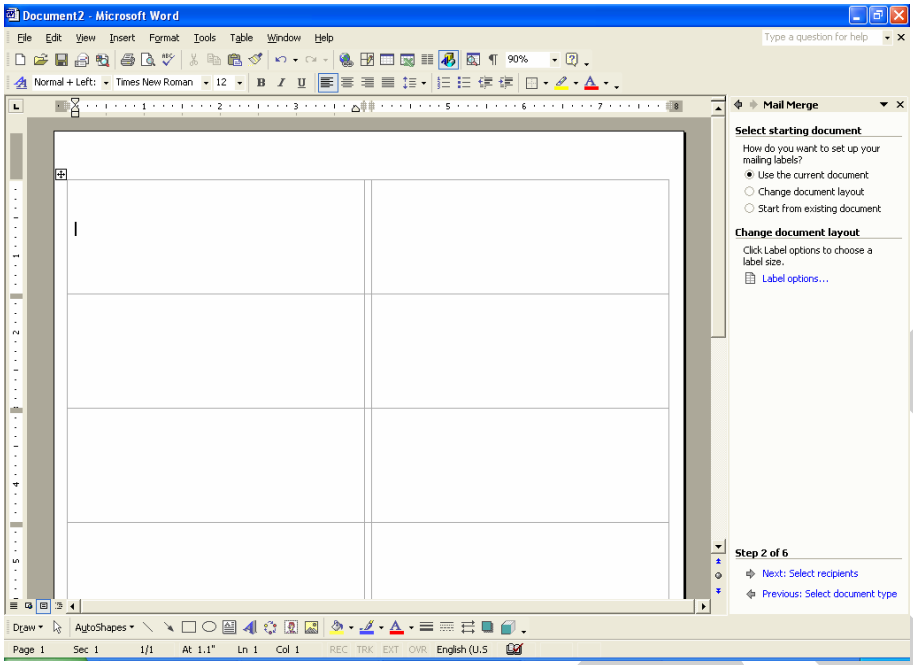
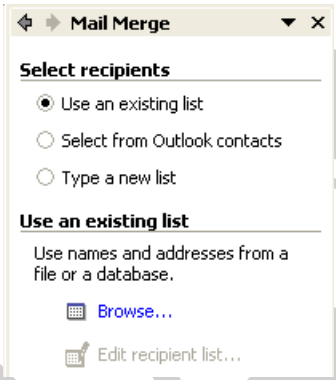


- To continue, click on the **Next** link at the bottom-right on the screen.

- **MAIL MERGE STEP 3 OF 6: - SELECT RECIPIENTS**
  Within the **Section recipients** section of the task pane, you can select a recipient. In this case we will use an existing list.



- **MAIL MERGE STEP 3 OF 6: - USE AN EXISTING LIST**
  Within the **Use an existing list** section of the task pane, click on the **Browse** icon which will display a dialog box. In this case select a file called **MAIL MERGE DATA**, as illustrated.

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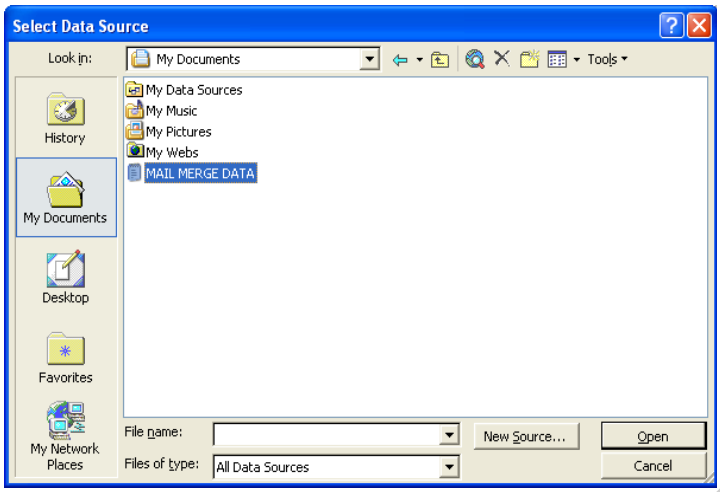
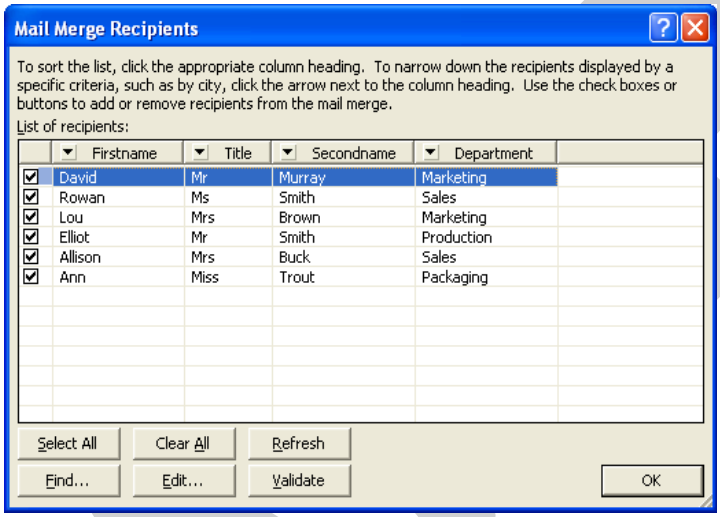


- Click on the **Open** button and a new dialog box will be displayed as illustrated below.



- In this case click on the **OK** button to continue.
- To continue, click on the **Next** link at the bottom-right on the screen.

- **MAIL MERGE STEP 4 OF 6: - ARRANGE YOUR LABELS**
  You will see the following displayed in the Task Pane.

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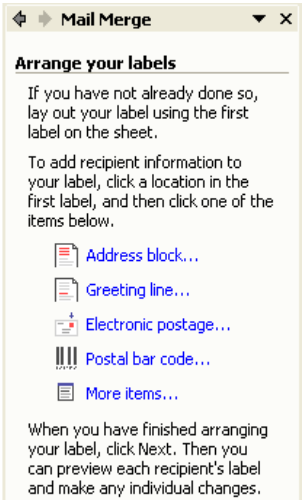
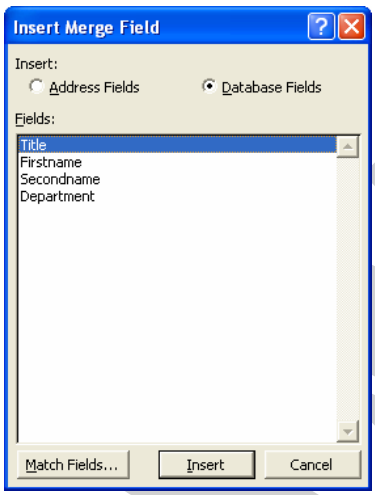


- Click on the **More items** links to enable you to insert items relating to the particular database you are using as your data source. This will display a dialog box as illustrated,



- Click on the first item, i.e. **Title**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the spacebar to insert a space.

- Click on the **More Items** link to reopen the dialog box.
- Click on the second item, i.e. **Firstname**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the spacebar to insert a space.

- Click on the **More Items** link to reopen the dialog box.
- Click on the third item, i.e. **Secondname**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the Return key to insert a paragraph.

- Click on the **More Items** link to reopen the dialog box.
- Click on the last item, i.e. **Department**.
- Click on the **Insert** button, and then click on the **Close** button.

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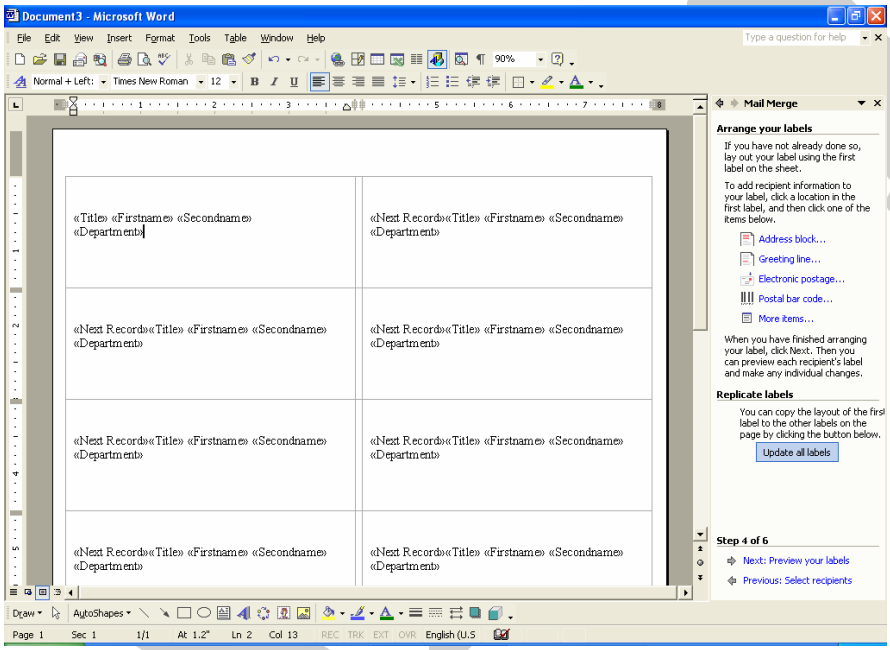
- The first label should now look like this.

«Title» «Firstname» «Secondname»
«Department»

- **MAIL MERGE STEP 4 OF 6: - REPLICATE LABELS**
  In the lower part of the task pane you will see the following.

- Click on the **Update all labels** button and you will see the following.



- To continue, click on the **Next** link at the bottom-right on the screen.

- **MAIL MERGE STEP 5 OF 6: - PREVIEW YOUR LABELS**
  You will see the following displayed within the task pane.

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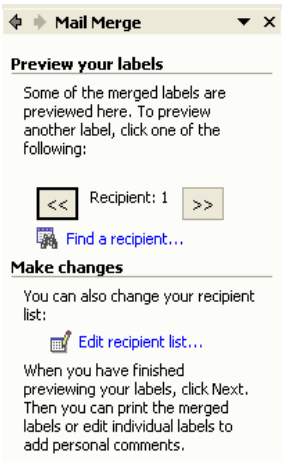
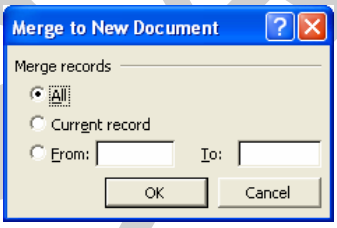


- You can click on the right pointing arrow to preview the labels. In this case we will click on the **Next** link to continue.

- **MAIL MERGE STEP 6 OF 6: - PREVIEW YOUR LABELS**
  You will see the following displayed within the Task Pane.

- If you wanted to print directly to a printer you would click on the **Print** link. In this case we will output the merged information to a new document (which could be printed later), by clicking on the **Edit individual labels** link. A dialog box will be displayed, click on the **OK** button.



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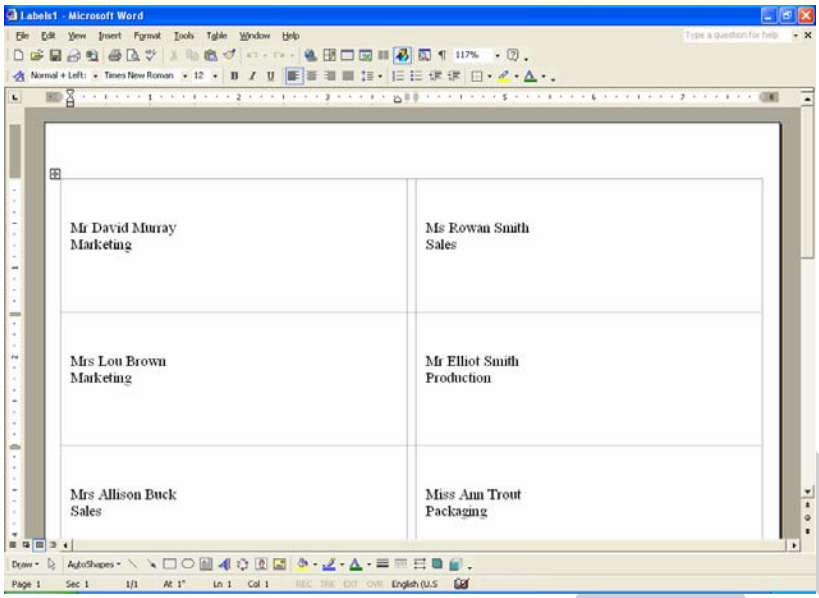
- A new document will be created, as illustrated below.



- Save this file and call the file **MY MERGED LABELS**.
- Close any other open files, without saving any changes.

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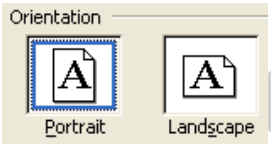
3.6 Prepare Outputs

3.6.1 Preparation

3.6.1.1 Understand the importance of proofing your document such as: checking the layout, presentation (margins, appropriate font sizes and formats) and spelling.

Manually checking your work

- Open a document called **PREPARATION**.
- As you can see this document is a mess! Read through the document and manually correct all the mistakes which you find.
- Click on the **Print Preview** icon to see what the document would look like if printed. Close the Print preview view.
- Click on the **File** drop down menu and select the **Page Setup** command. Make sure that the **Margins** tab is displayed. In the Orientation section of the dialog box, select **Portrait** and click **OK** to close the dialog box.



- Click on the **Print Preview** icon to see what the document would now look like if printed. Close the Print Preview view.
- Save your changes and close the file.

3.6.1.2 Spell-check a document and make changes such as correcting spelling errors, deleting repeated words.

Spell Checking your documents

- Open a document called **SPELLING**.
- Click on the **Spelling** icon in the **Standard** toolbar (or press **F7**). This will allow you to check your document. Follow the on-screen prompts.

- Save your changes and close the file.

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3.6.1.3 Add words to a built-in custom dictionary.

Adding a word to the custom dictionary

- Open a document called **UNKNOWN**.
- Press **F7** to start the spell checker program. It will highlight the company name at the end of the letter. If this were your company's name, then you could add this to the computers list of correctly spelt words, so that in future, this word would not be highlighted as unrecognised by the spell checker. In this case **DO NOT** click on the **Add to dictionary** button to add the word to the dictionary.
- Save your changes and close the file.

3.6.1.4 Preview a document.

Previewing a document

- Open a document called **PRINTING**.
- Click on the **Print Preview** icon. The Print Preview screen appears.
- Click once in the document and the mouse cursor will change to a **Zoom** tool.
- Click on the document again to view it more closely and click again to zoom back out.

- View all the pages within the document.
- Close the Print Preview view.

3.6.2 Printing

3.6.2.1 Choose print output options such as: entire document, specific pages, number of copies.

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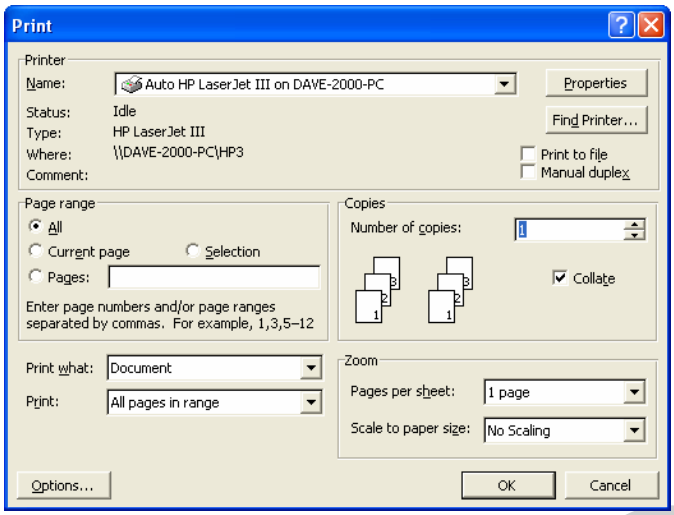
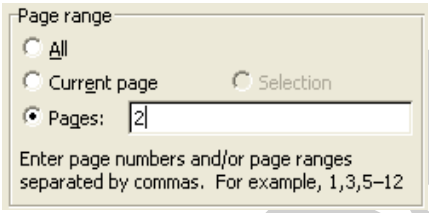
Specify what to print

- Click on the **File** drop down menu and select the **Print** command.

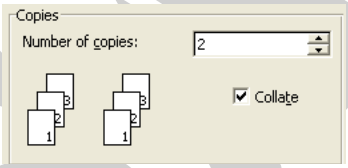


Make changes as required within the **Page range** section of the dialog box. In this case, enter 2 so that only page 2 is printed.



Specifying the number of copies required

- Within the **Copies** section of the dialog box enter the number of copies required, in this case 2 (so that 2 copies will be printed).



3.6.2.2 Print a document from an installed printer using defined options, default settings.

Printing a document

- Following on from the previous exercises, click on the **OK** button and 2 copies of page 2 will be printed.

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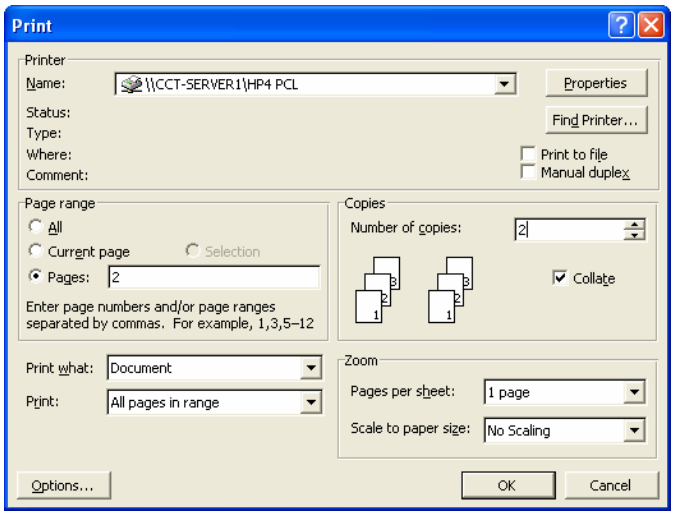
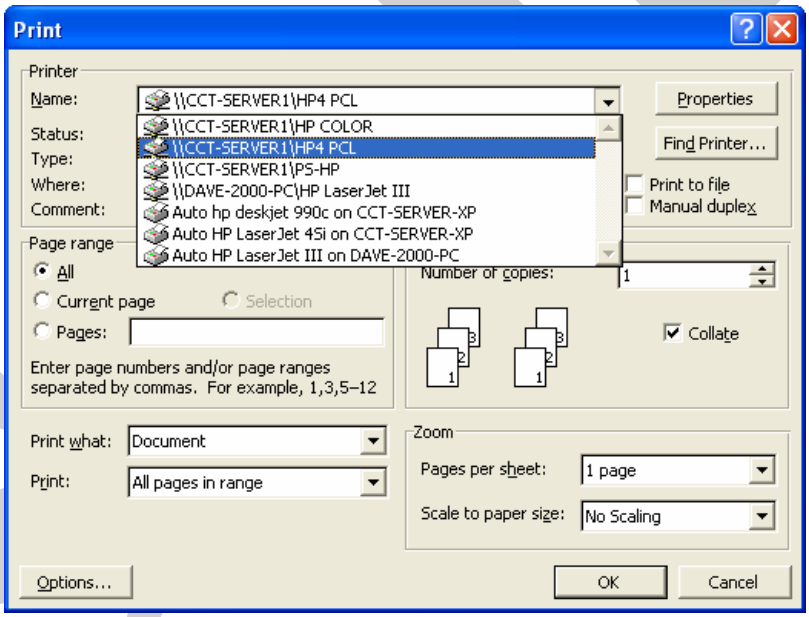


Investigating the installed printers

- From the **File** menu, choose the **Print** command to display the **Print** dialog box.
- Click on the down arrow to the right of the **Name** section of the Printer dialog box, and select the required printer. This list you see will depend on how your IT Support people have set up your computer.



Printing to the default printer

- Clicking on the **Print** icon will print all pages in the current document to the default printer. Try it now.
- Close any open files without saving any changes which you may have made.

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