LEARNER GUIDE

Word Intermediate
MS Word 2010

Unit standard 117924

Level 2 Credits 5

TABLE OF CONTENTS

PERSONAL INFORMATION

NAME	
CONTACT ADDRESS	
Code	
Telephone (H)	
Telephone (W)	
Cellular	
Learner Number	
Identity Number	

EMPLOYER	
EMPLOYER CONTACT ADDRESS	
Code	
Supervisor Name	
Supervisor Contact Address	
Code	
Telephone (H)	
Telephone (W)	
Cellular	

INTRODUCTION

Welcome to the learning programme

Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take notes and share information with your colleagues. Important and relevant information and skills are transferred by sharing!

This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!

Programme methodology
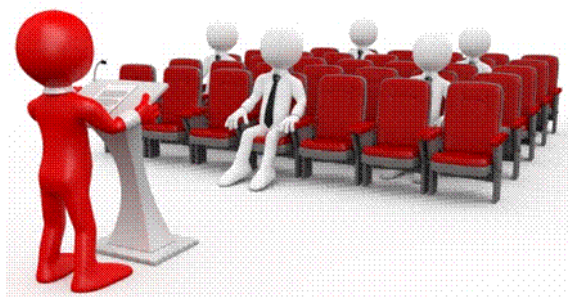
The programme methodology includes facilitator presentations, readings, individual activities, group discussions and skill application exercises.

Know what you want to get out of the programme from the beginning and start applying your new skills immediately. Participate as much as possible so that the learning will be interactive and stimulating.

The following principles were applied in designing the course:

- ✓ Because the course is designed to maximise interactive learning, you are encouraged and required to participate fully during the group exercises

- ✓ As a learner you will be presented with numerous problems and will be required to fully apply your mind to finding solutions to problems before being presented with the course presenter's solutions to the problems

- ✓ Through participation and interaction the learners can learn as much from each other as they do from the course presenter

- ✓ Although learners attending the course may have varied degrees of experience in the subject matter, the course is designed to ensure that all delegates complete the course with the same level of understanding

- ✓ Because reflection forms an important component of adult learning, some learning resources will be followed by a self-assessment which is designed so that the learner will reflect on the material just completed.

This approach to course construction will ensure that learners first apply their minds to finding solutions to problems before the answers are provided, which will then maximise the learning process which is further strengthened by reflecting on the material covered by means of the self-assessments.

Different role players in delivery process

- ✓ Learner
- ✓ Facilitator
- ✓ Assessor
- ✓ Moderator

What Learning Material you should have

This learning material has also been designed to provide the learner with a comprehensive reference guide.

It is important that you take responsibility for your own learning process; this includes taking care of your learner material. You should at all times have the following material with you:

| *Learner Guide*	*This learner guide is your valuable possession:*
	This is your textbook and reference material, which provides you with all the information you will require to meet the exit level outcomes.
	During contact sessions, your facilitator will use this guide and will facilitate the learning process. During contact sessions a variety of activities will assist you to gain knowledge and skills.
	Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take and share information with your colleagues. Important and relevant information and skills are transferred by sharing!
	This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!

Formative Assessment Workbook	The Formative Assessment Workbook supports the Learner Guide and assists you in applying what you have learnt.
	The formative assessment workbook contains classroom activities that you have to complete in the classroom, during contact sessions either in groups or individually.
	You are required to complete all activities in the Formative Assessment Workbook.
	The facilitator will assist, lead and coach you through the process.
	These activities ensure that you understand the content of the material and that you get an opportunity to test your understanding.

Different types of activities you can expect

To accommodate your learning preferences, a variety of different types of activities are included in the formative and summative assessments. They will assist you to achieve the outcomes (correct results) and should guide you through the learning process, making learning a positive and pleasant experience.

The table below provides you with more information related to the types of activities.

Types of Activities	Description	Purpose
Knowledge Activities	You are required to complete these activities on your own.	These activities normally test your understanding and ability to apply the information.
Skills Application Activities	You need to complete these activities in the workplace	These activities require you to apply the knowledge and skills gained in the workplace

Types of Activities	Description	Purpose
Natural Occurring Evidence	You need to collect information and samples of documents from the workplace.	These activities ensure you get the opportunity to learn from experts in the industry. Collecting examples demonstrates how to implement knowledge and skills in a practical way

Learner Administration

Attendance Register

You are required to sign the Attendance Register every day you attend training sessions facilitated by a facilitator.

Programme Evaluation Form

On completion you will be supplied with a "Learning programme Evaluation Form". You are required to evaluate your experience in attending the programme.

Please complete the form at the end of the programme, as this will assist us in improving our service and programme material. Your assistance is highly appreciated.

Assessments

The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

This programme has been aligned to registered unit standards. You will be assessed against the outcomes as stipulated in the unit standard by completing assessments and by compiling a portfolio of evidence that provides proof of your ability to apply the learning to your work situation.
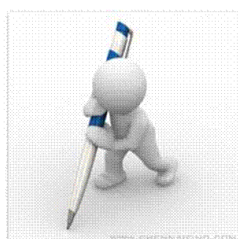
How will Assessments commence?

Formative Assessments

The assessment process is easy to follow. You will be guided by the Facilitator. Your responsibility is to complete all the activities in the Formative Assessment Workbook and submit it to your facilitator.

Summative Assessments

You will be required to complete a series of summative assessments. The Summative Assessment Guide will assist you in identifying the evidence required for final assessment purposes. You will be required to complete these activities on your own time, using real life projects in your workplace or business environment in preparing evidence for your Portfolio of Evidence. Your Facilitator will provide more details in this regard.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

Learner Support

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from your facilitator, if required.

Please remember that this Skills Programme is based on outcomes based education principles which implies the following:

- ✓ You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.

- ✓ Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.

- ✓ The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.

- ✓ You are responsible for the safekeeping of your completed Formative Assessment Workbook and Workplace Guide

- ✓ If you need assistance please contact your facilitator who will gladly assist you.

- ✓ If you have any special needs please inform the facilitator

Learner Expectations

Please prepare the following information. You will then be asked to introduce yourself to the instructor as well as your fellow learners

Your name:
The organisation you represent:
Your position in organisation:
What do you hope to achieve by attending this course / what are your course expectations?

Learner Map

Purpose Of The Programme

The purpose of the unit standard is to demonstrate an integrated practical and theoretical grounding in working with word processing software.

The contribution to the national skills development strategy is the key developmental interface between learners and new competencies to be achieved.

Learners who master the applied competence described in this unit standard will contribute to the development of a professional community of computer operators who are able to competently use science and technology.

The contribution to socio-economic transformation is that learners will be able to undergo RPL-assessment and thereby receive recognition for previous learning and experience. This in turn will enhance the employability and career prospects of learners employed in this sector.

Where does this Unit Standard fit within the qualification the National Certificate: Information Technology: End User Computing?

Use a Graphical User Interface (GUI)-based word processor to format documents is a core unit standard.

This unit standard will also contribute to the following exit level outcomes

- ✓ Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace
- ✓ Improve Communication by combining communication skills with End User Computing skills.

Programme Articulation:

This unit standard will enable a learner to articulate horizontally to other the following qualifications utilising this unit standard:

	ID	QUALIFICATION TITLE	OLD LEVEL	NEW LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Core	67629	National Certificate: Mechatronics	Level 2	NQF Level 02	Registered	2012-07-29	MERSETA
Core	74269	National Certificate: Occupational Health, Safety and Environment	Level 2	NQF Level 02	Registered	2011-11-26	As per Learning Programmes recorded against this Qual
Core	77063	National Certificate: Construction Health and Safety	Level 3	NQF Level 03	Registered	2013-03-11	CETA
Core	61591	National Certificate: Information Technology: End User Computing	Level 3	NQF Level 03	Reregistered	2010-11-20	As per Learning Programmes recorded against this Qual
Core	79806	National Certificate: Occupational Hygiene and Safety	Level 3	NQF Level 03	Reregistered	2011-10-20	As per Learning Programmes recorded against this Qual
Core	57804	National Certificate: Public Administration	Level 3	NQF Level 03	Reregistered	2012-11-17	PSETA
Elective	61755	General Education and Training Certificate: Business Practice	Level 1	NQF Level 01	Registered	2011-06-11	SERVICES
Elective	59099	National Certificate: Agricultural Equipment Service and Repair	Level 2	NQF Level 02	Registered	2010-10-18	AgriSETA
Elective	58955	National Certificate: Chemical Manufacturing	Level 2	NQF Level 02	Registered	2011-03-12	CHIETA

Elective	78527	National Certificate: Chemical Operations	Level 2	NQF Level 02	Reregistered	2013-06-27	As per Learning Programmes recorded against this Qual
Elective	64749	National Certificate: Community Health Work	Level 2	NQF Level 02	Registered	2012-02-18	HW SETA
Elective	59016	National Certificate: Fish and Seafood Processing	Level 2	NQF Level 02	Registered	2011-03-12	FOODBEV
Elective	59689	National Certificate: Mechanical Engineering	Level 2	NQF Level 02	Registered	2011-06-25	As per Learning Programmes recorded against this Qual
Elective	61929	National Certificate: Pulp and Paper Operations	Level 2	NQF Level 02	Registered	2011-02-06	FIETA
Elective	64529	National Certificate: Automotive Body Repair	Level 3	NQF Level 03	Registered	2012-02-18	MERSETA
Elective	58497	National Certificate: Automotive Repair and Maintenance	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2009-02-18	MERSETA until Last Date for Achievement
Elective	64409	National Certificate: Automotive Spray Painting	Level 3	NQF Level 03	Registered	2012-02-18	MERSETA
Elective	50308	National Certificate: Bread and Flour Confectionery Baking	Level 3	NQF Level 03	Reregistered	2012-09-01	FOODBEV
Elective	49752	National Certificate: Environmental Practice	Level 3	NQF Level 03	Reregistered	2011-09-30	LG SETA
Elective	66449	National Certificate: Foundry Operations	Level 3	NQF Level 03	Registered	2012-07-29	MERSETA
Elective	58950	National Certificate: Gas Installations	Level 3	NQF Level 03	Registered	2010-10-18	CHIETA
Elective	57879	National Certificate: Manufacturing of Surface Coatings	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2010-02-21	CHIETA
Elective	57121	National Certificate: Rockbreaking: Quarrying	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2008-09-17	MQA until Last Date for Achievement
Elective	62869	National Certificate: Rockbreaking: Surface Excavations	Level 3	NQF Level 03	Registered	2011-09-17	MQA
Elective	48654	National Certificate: Seed Analysis	Level 3	NQF Level 03	Passed the End Date - Status was "Reregistered"	2010-08-07	AgriSETA
Elective	59019	National Certificate: Tissue Conversion	Level 3	NQF Level 03	Registered	2011-02-06	FIETA
Elective	58861	Further Education and Training Certificate: Electro-Mechanical Winding	Level 4	NQF Level 04	Registered	2010-10-18	MERSETA
Elective	20486	National Certificate: Surveying	Level 4	New Level Assignment Pend.	Reregistered	2012-09-01	CETA

Vertical articulation and learning pathways

This qualification was designed carefully to ensure vertical and horizontal articulation. It was developed to allow for further study in ICT and related fields at further education levels. The qualification was designed as part of a set of IT qualifications from NQF level 3 through to level 5 and higher.

The qualification 61591 National Certificate: Information Technology: End User Computing articulates vertically with the following qualification:

- ✓ 78694 Further Education and Training Certificate: Information Technology: Technical Support Level 4

Personal advancement opportunities

This unit standard addresses workplace needs regarding end user computing skills and ensures a higher level of employability for learners. It is ideal for business people in the following fields:

- ✓ Personal Assistants / Receptionists
- ✓ Office Administrators
- ✓ Project Administrators

The unit standard is also designed as an entry-level qualification into many further education and training fields, because of the wide application of End User Computing in any environment.

Learning Assumed To Be In Place

It is assumed that the learner is competent in skills gained at the further education and training band up to NQF level 2. Further learning assumed is that learners are competent in End User Computing at NQF level 1.

Opportunity For RPL

A learner may request an RPL for this Unit Standard and the RPL procedure will be followed as laid down by ISETT SETA using a registered and accredited assessor.

UNIT STANDARD 117924

Unit Standard Title

Use a Graphical User Interface (GUI)-based word processor to format documents

Unit Standard ID

117924

NQF Level

2

Credits

5

Purpose

People credited with this unit standard are able to:

- ✓ Work with multiple documents.
- ✓ Format text.
- ✓ Format paragraphs.
- ✓ Format pages.
- ✓ Format a document.
- ✓ Templates are used and created.

The performance of all elements is to a standard that allows for further learning in this area.

Learning Assumed To Be In Place

The credit value of this unit standard is calculated assuming a person has the prior knowledge and skills to read, write, communicate and comprehend at least at GET level; and use a GUI-based word processor to create and edit documents

Unit Standard Range

This standard is applicable to any word processor application that runs on any Graphical User Interface(GUI) operating systems

Where wording is not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria

Specific Outcomes And Assessment Criteria

Specific Outcome 1: Work with multiple documents: Minimum 2 documents

Assessment Criteria

- ✓ A number of documents are opened
- ✓ Control is switched between the open documents
- ✓ Documents are sized so that at least two documents can be seen at the same time
- ✓ Text is manipulated between active documents

Specific Outcome 2: Format Text

Assessment Criteria

- ✓ A border is applied to text and removed from text
- ✓ Fill (shading) is applied to text and removed from text
- ✓ The current date and time is added
- ✓ An automatic field is added: Date, time, document information
- ✓ Special Characters and symbols are inserted
- ✓ Hyphenation is activated and applied: At least one of the following: Automatic, soft, optional
- ✓ Special effects are applied to text: Animation, text border
- ✓ Character Spacing is changed

Specific Outcome 3: Format paragraphs

Assessment Criteria

- ✓ Tabs are set, reset and removed: Tabs: left tab, right tab, centre tab, decimal align tab, leading character tab; at least 2 methods of setting tabs are demonstrated
- ✓ The default tab setting is changed
- ✓ Bullets are applied and removed: Automatic while entering, to existing text. Bullet character, bullet position, text position
- ✓ The difference between numbered text and outline numbered text is explained.
- ✓ Numbering is applied and removed: Automatic while entering, to existing text; single level numbering, multi-level numbering to at least three levels.
- ✓ Numbering formats are changed within existing paragraph: Number format, number style, number position, text position
- ✓ A border is applied and removed
- ✓ Fill (shading) is applied and removed
- ✓ Paragraph spacing is changed: Line Spacing, Before and After paragraph

Specific Outcome 4: Format Pages

Assessment Criteria

- ✓ The page format of a document is changed: Page size, page orientation, margins, layout
- ✓ Manual Page breaks are inserted
- ✓ Page breaks are deleted
- ✓ A border is applied and removed

Specific Outcome5: Format a Document

Assessment Criteria

- ✓ Methods of automatically formatting a document are explained: Templates, styles, manual
- ✓ A header is added to and removed from a document
- ✓ Page numbers are added to a document
- ✓ A document is split into sections: Minimum 2 sections
- ✓ Endnotes and footnotes are inserted into a document
- ✓ Section Break is deleted

Specific Outcome6: Templates are used and created

Assessment Criteria

- ✓ A document is created using an existing template
- ✓ A document is saved as a new template with a specific name and in a specific folder
- ✓ A created template is used

Unit Standard Essential Embedded Knowledge

- ✓ Proficient in relevant application packages.
- ✓ Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.
- ✓ Performance of all elements complies with the laws of South Africa, especially with regard to copyright, privacy, health and safety, and consumer rights.
- ✓ All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.
- ✓ Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

Critical Cross-Field Outcomes (CCFO)

- ✓ Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by working with multiple documents, and applying special formatting to a document.
- ✓ Organise and manage oneself and one`s activities responsibly and effectively by switching control between documents and manipulating text between documents
- ✓ Collect, analyse, organise, and critically evaluate information by selecting graphics, symbols and special characters to be included in the text.
- ✓ Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by organising and formatting documents appropriately
- ✓ Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a word processing application to format documents
- ✓ Demonstrate an understanding of the world as a set of related systems by understanding the application of formats, effects and graphics in documents

Unit Standard Notes

If the learner is required to enter text used for this unit standard, the entering of the text and the time taken to enter the text do not form part of the assessment of this standard

MULTIPLE DOCUMENTS

Specific Outcome

Work with multiple documents: Minimum 2 documents

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ A number of documents are opened
- ✓ Control is switched between the open documents
- ✓ Documents are sized so that at least two documents can be seen at the same time
- ✓ Text is manipulated between active documents

Start MS Word

Once Word has been installed on your computer you can start the application by:

- ✓ On the **Taskbar**, click the **Start** button then select the **All Programs** menu item.
- ✓ The **All Programs** submenu is displayed.
- ✓ Click the **Microsoft Office program** item
- ✓ Click the **Microsoft Word program** item

The Microsoft Word window will open on your desktop.
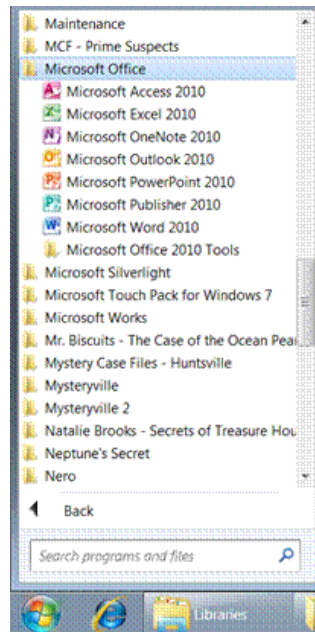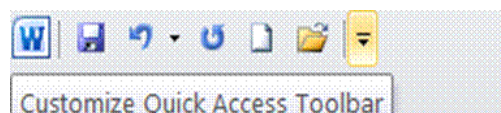

Open a Word Document

- ✓ Once MS Word has been opened, you can open existing documents. Do the following:
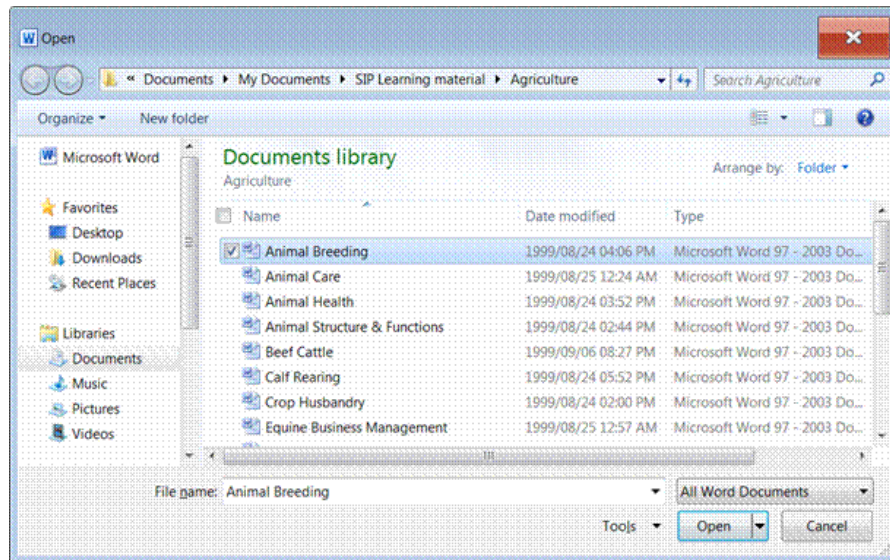

- ✓ In the **Quick Access** toolbar, click on the **Open** icon.

- ✓ If the **Open** icon is not displayed, click on the arrow next to the **Quick Access** toolbar and select the **Open** icon
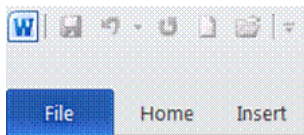
- ✓ The Open dialogue box will display
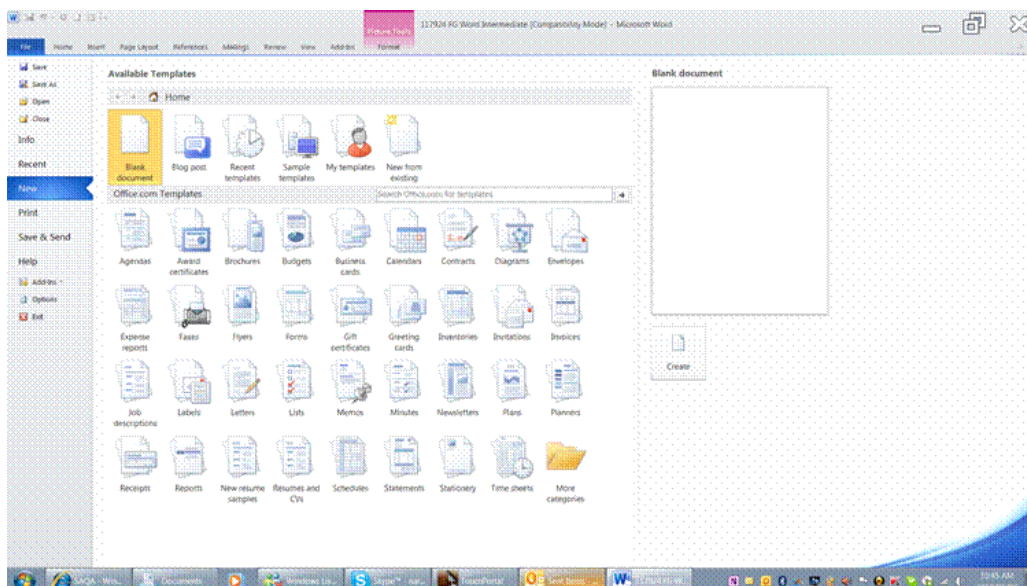- ✓ Select the document you want to open bu clicking on the file

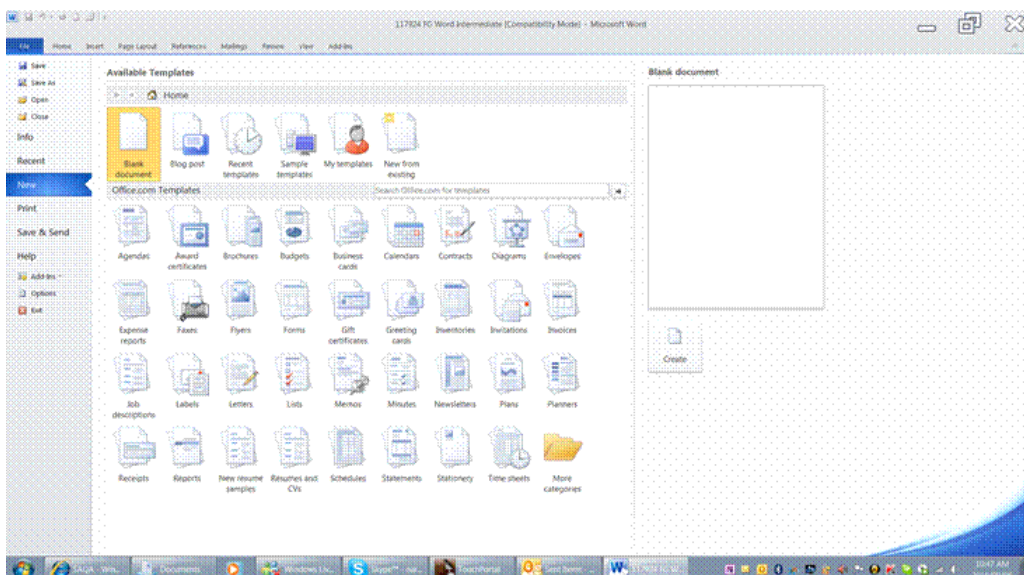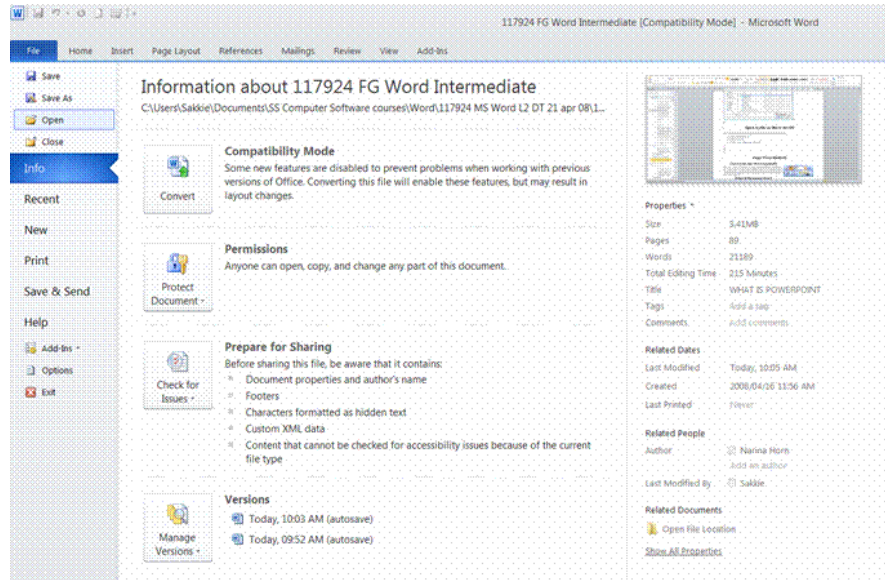
OR

- ✓ Click the **_File_** tab.

- ✓ Click **_New_**.
- ✓ Double-click **_Blank_** document.

Open a file in Word 2010

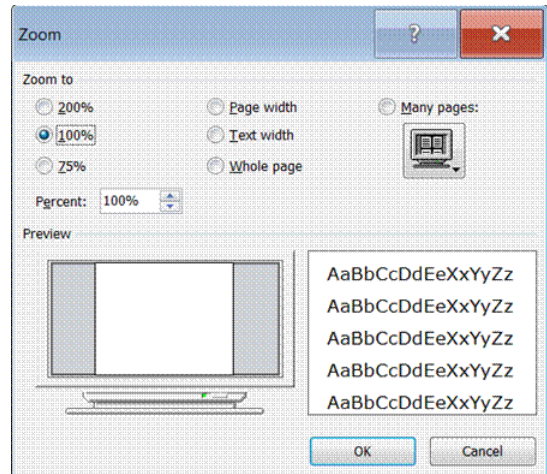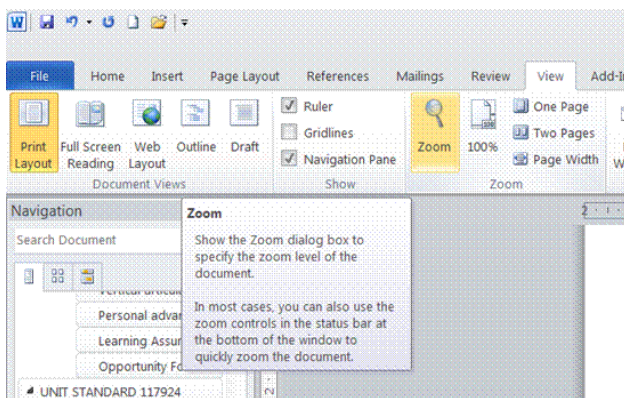You can use Word 2010 to open files in any of several formats.

- ✓ Click the **File** tab.
- ✓ Click **Open**.
- ✓ In the **Open dialogue** box, select the file you want to open

Page View Modes

Zoom In Or Out Of A Document

- ✓ To zoom in or out of a document, go to the *View* tab
- ✓ Go to the *Zoom group*
- ✓ Click on *Zoom*
- ✓ The *Zoom dialogue* box will display
- ✓ Select the *zoom level* you require

OR

- ✓ Click on the *zoom* button in the task bar
- ✓ The zoom *dialogue box* will display
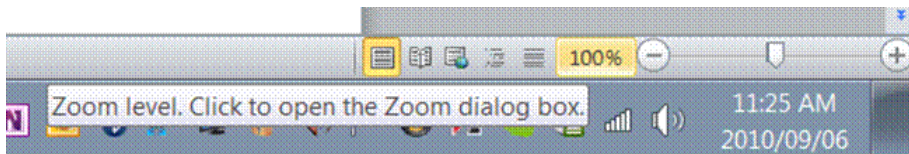
Other zoom options

On the view tab, in the zoom group, you also have the following options:

One page: allows you to view one full page at a time

Two pages: allows you to view 2 pages at a time

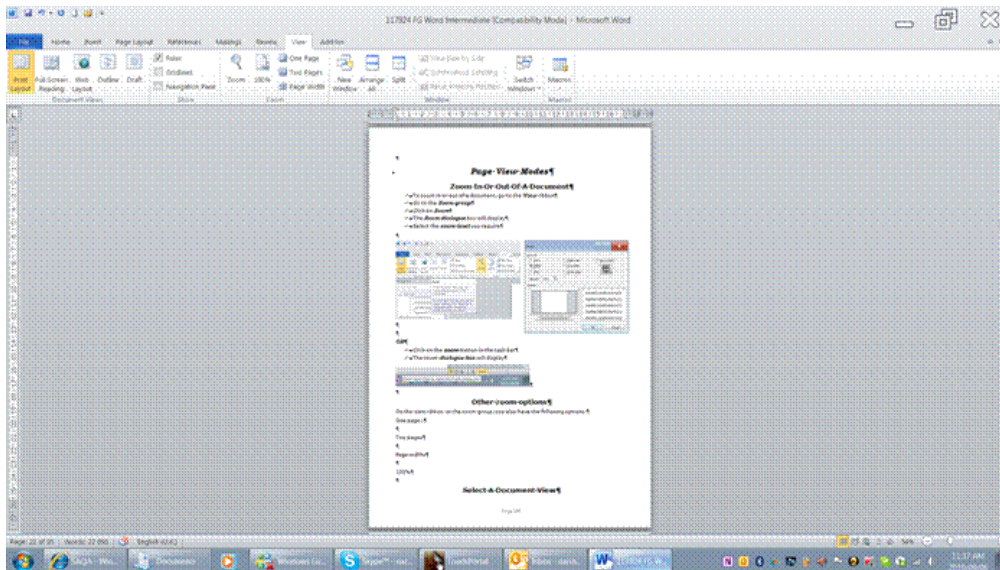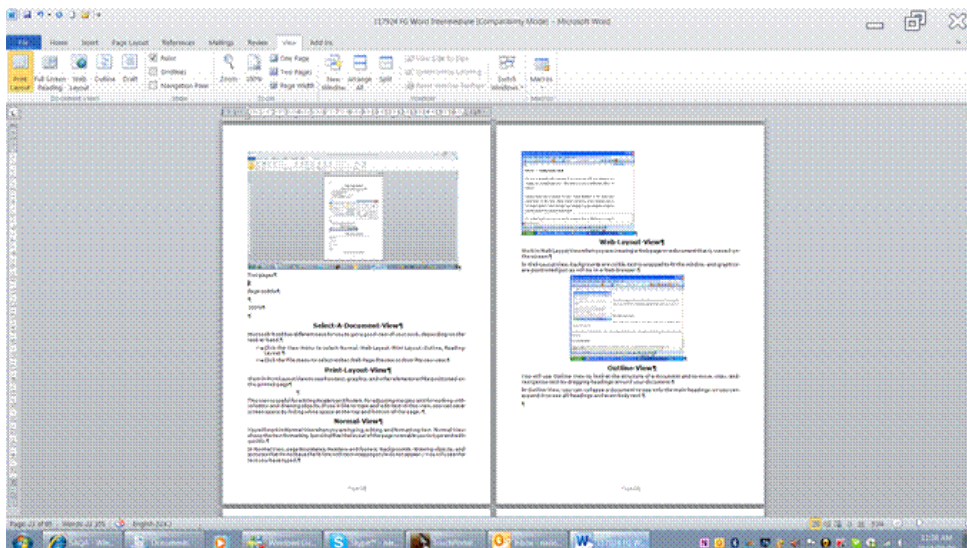***Page width:*** enlarges the view to fill the width of the screen
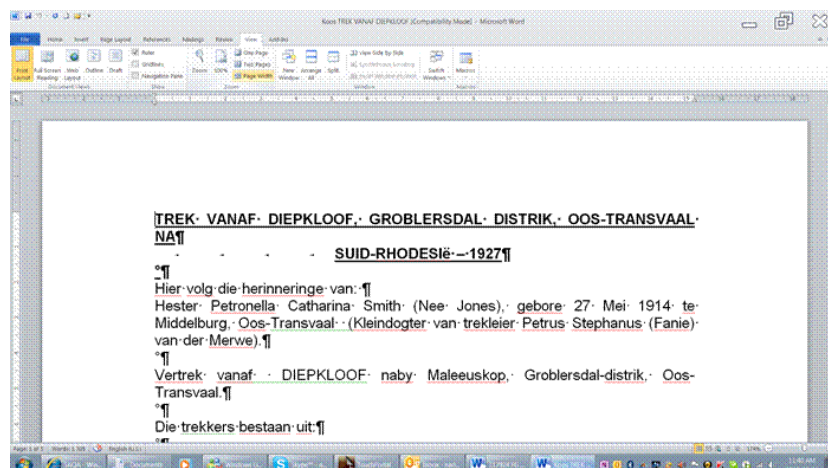
100%: allows you to view the document at the actual size
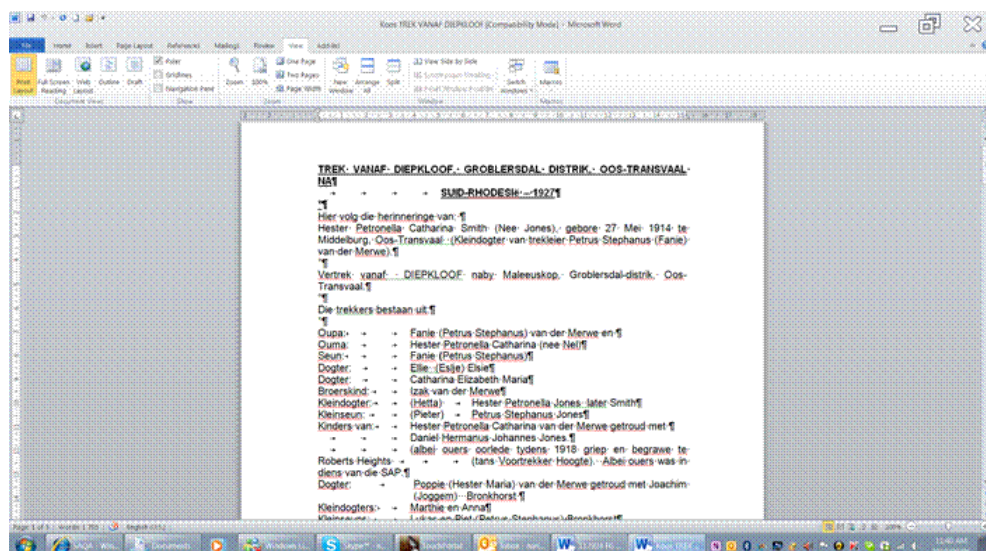
Select A Document View

Microsoft Word has different ways for you to get a good view of your work, depending on the task at hand.

✓ Click the ***View*** tab and the document views group to select Print Layout, Full Screen Reading, Web Layout, Outline, or Draft

Print Layout View

Print Layout View shows how text, graphics, and other elements will be positioned on the printed page

This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects. If you'd like to type and edit text in this view, you can save screen space by hiding white space at the top and bottom of the page.

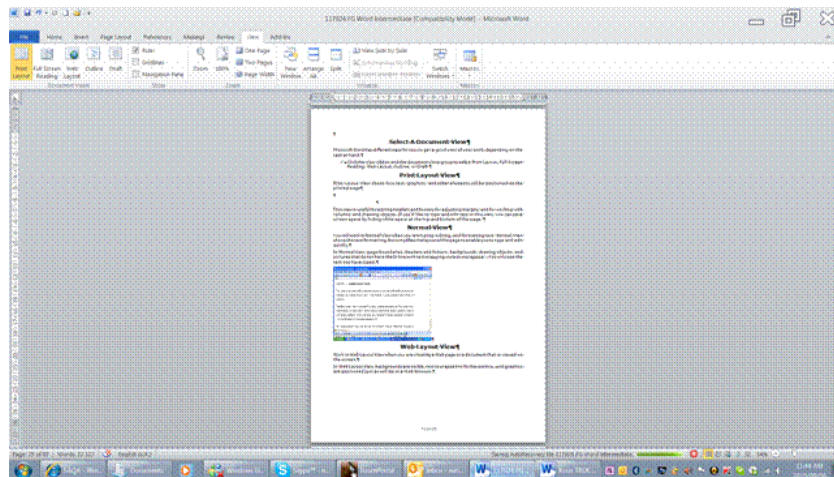# Full Screen Reading
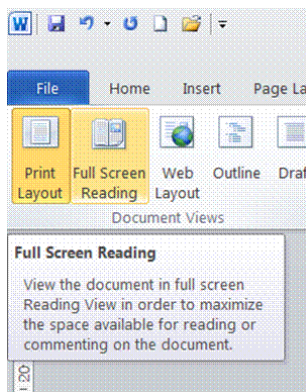
Reading Layout View is designed to make reading documents on the screen more comfortable. In this mode, Word removes distracting screen elements, such as extraneous toolbars. Word also uses your computer's screen resolution settings to size the document for optimum readability.

Reading Layout View does not display the document the way the document is formatted for printing. Text may appear larger than expected, and the page breaks do not necessarily correspond to breaks between printed pages.
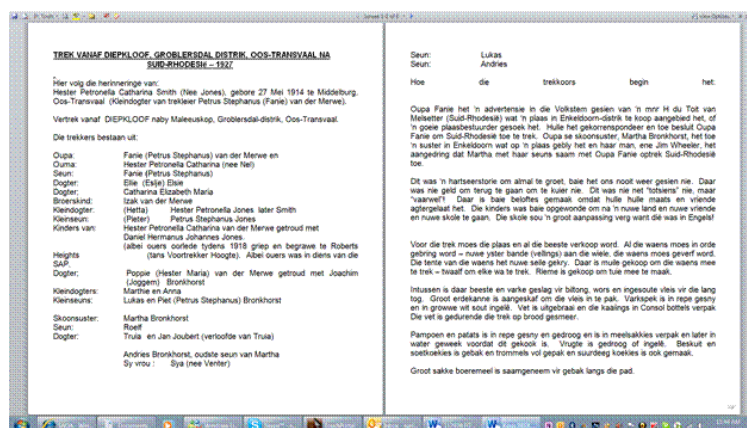
Turn off Full Screen Reading view

✓ Click Close in the upper-right corner of the screen, or press ESC.
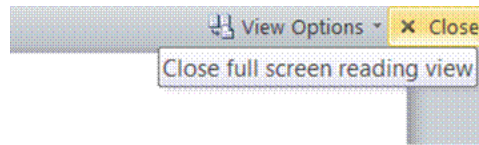
Web Layout View
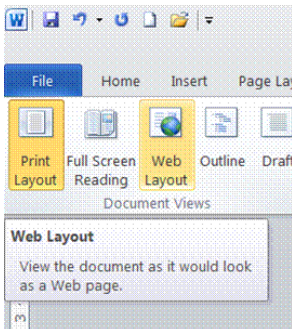
Work in Web Layout View when you are creating a Web page or a document that is viewed on the screen.

In Web Layout View, backgrounds are visible, text is wrapped to fit the window, and graphics are positioned just as will be in a Web browser.
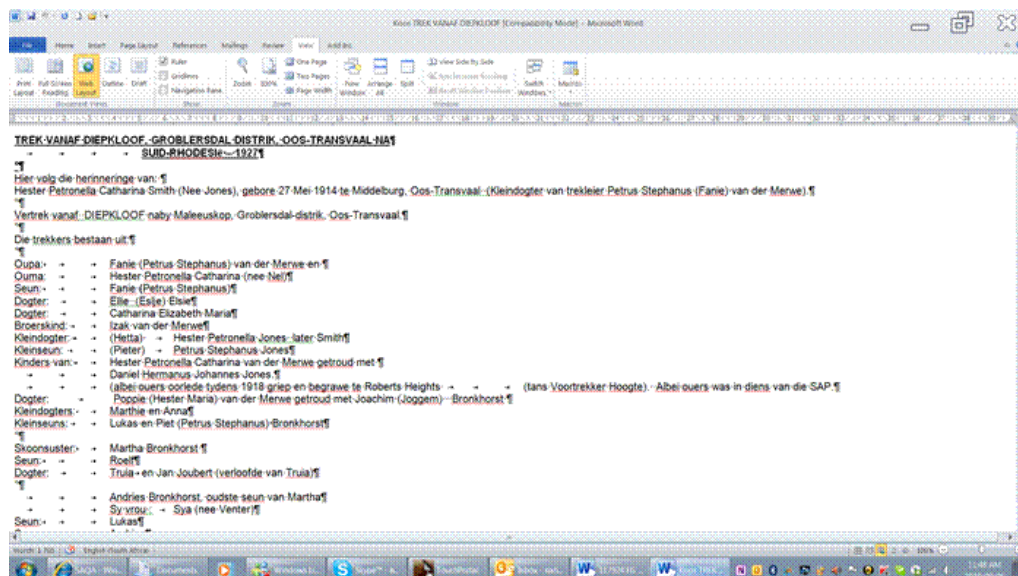
Outline View

You will use **Outline View** to look at the structure of a document and to move, copy, and reorganize text by dragging headings around your document.

In Outline View, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text.
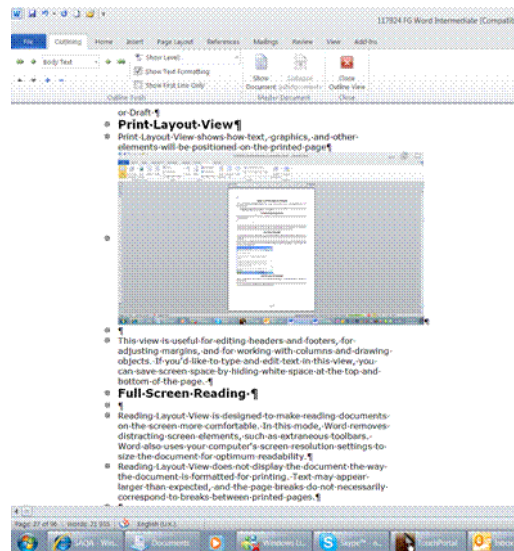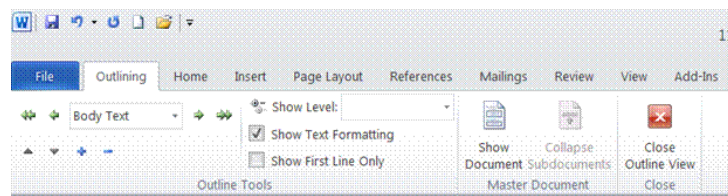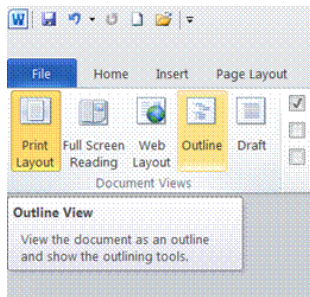
Read documents in Word

Full Screen Reading view is optimized for reading a document on the computer screen. In Full Screen Reading view, you also have the option of seeing the document as it would appear on a printed page.
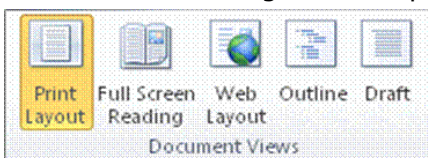
On the **View** tab, in the **Document Views** group, click **Full Screen Reading**.

Page through the document

Word offers you three options of paging through a document you are reading:

- ✓ Click the **arrows** in the lower corners of the pages.
- ✓ Press **Page Down** and **Page UP** or **Spacebar** and **Backspace** on the keyboard.
- ✓ Click the **navigation arrows** at the top centre of the screen.

Move one screen at a time

Click **View Options**, and then click **Show Two Pages** to view two pages, or screens, at a time.
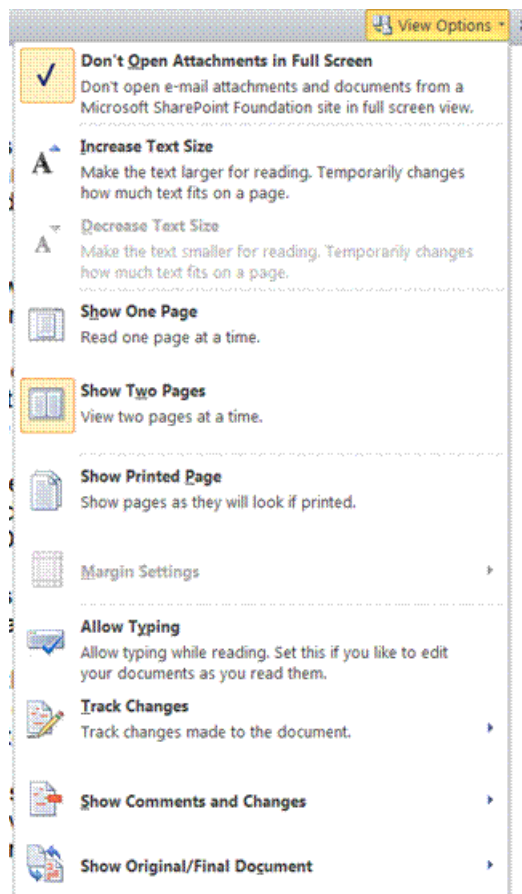
> TIP*: **Press** Ctrl+Right Arrow **or** Ctrl+Left Arrow **to move one screen at a time.**

View options

You can adjust the view of the document to show what the page would look like when you print it, or to display two pages at the same time.

Click **View Options**, and then do one of the following:

- ✓ First, make sure that the **Show Printed Page** option under **View Options** is not selected.
- ✓ To display the text in a larger size, click **Increase Text Size**. To display more text on the screen, click **Decrease Text Size**.
- ✓ To display the page as it would appear when you print it, click **Show Printed Page**.
- ✓ To display two pages at the same time, click **Show Two Pages** 🔲

Go to a different section of the document

You can use the **Browse the pages** in your document tab in the **Navigation Pane** to find the section of the document that you want to jump (go) to.

Do one of the following:

- ✓ To jump to any heading in the document, click the **Browse the headings** in your document tab, and click any heading. This option is unavailable if your document has no headings defined.
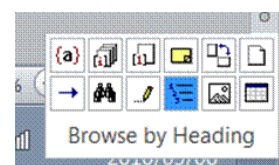
✓ To jump to a particular page, click the ***Browse the pages*** in your document tab, and then click the thumbnail image for that page.

Read Two documents at the same time

✓ Open two Word documents
✓ Select the ***View*** tab and the ***Window*** group
✓ Click on ***View side by side***
✓ Both documents will display
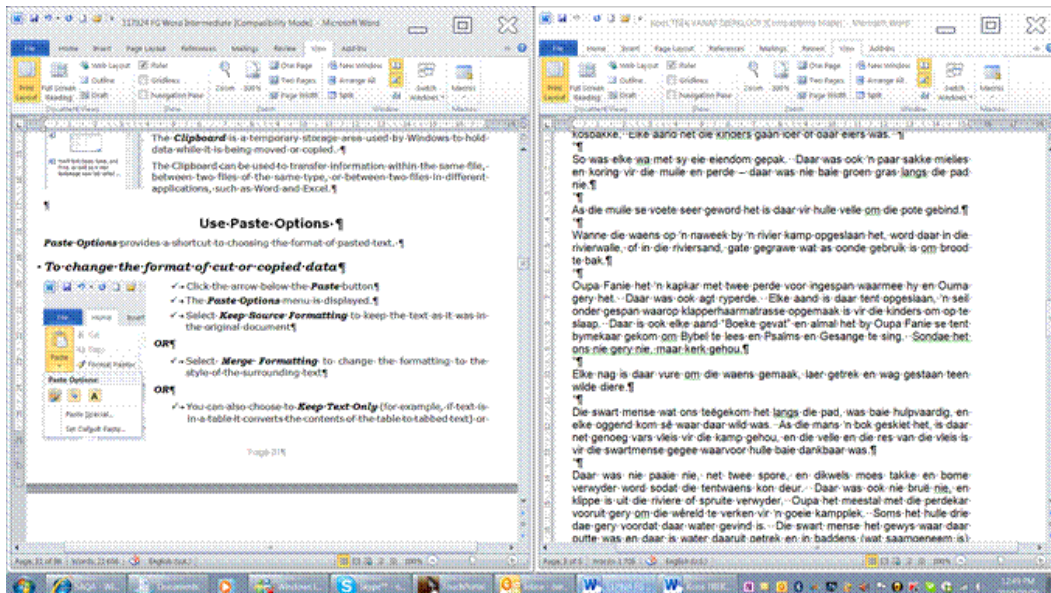
✓ Select ***Synchronous Scrolling*** so that both documents scroll together.
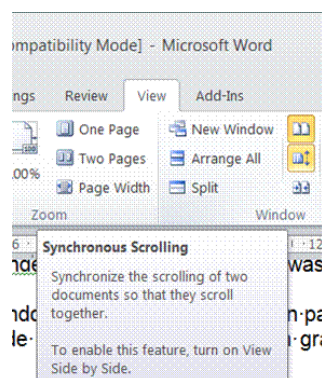
When you have two or more documents open at the same time, you can also do the following:

On the ***View*** tab, in the ***Window*** group:

✓ ***New window***: opens a new window of the current document
✓ ***Arrange a***ll: will open program windows side-by-side
✓ ***Split***: will split the window into two parts, enabling you to see different sections of the document at the same time
✓ ***Switch windows***: allows you to switch to a different open window
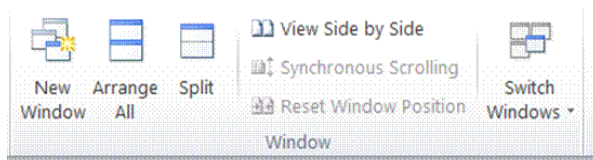
Backstage view

The ***Ribbon*** contains the set of commands for ***working*** in a document.   The commands can be found in groups in the various tabs.
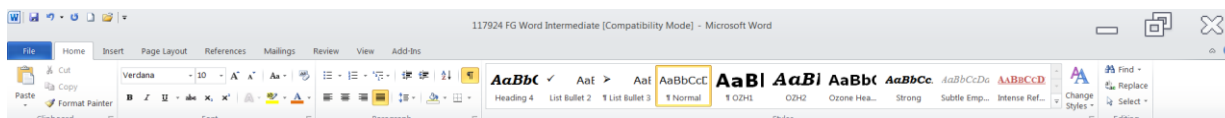
Backstage view is the set of commands you use ***to do things*** to a document.

The ***File*** tab displays the ***Backstage*** view. You'll find ***Open, Save, and Print***, as well as a new ***Backstage*** view tab called ***Save & Send***, which offers multiple options for sharing and sending documents.
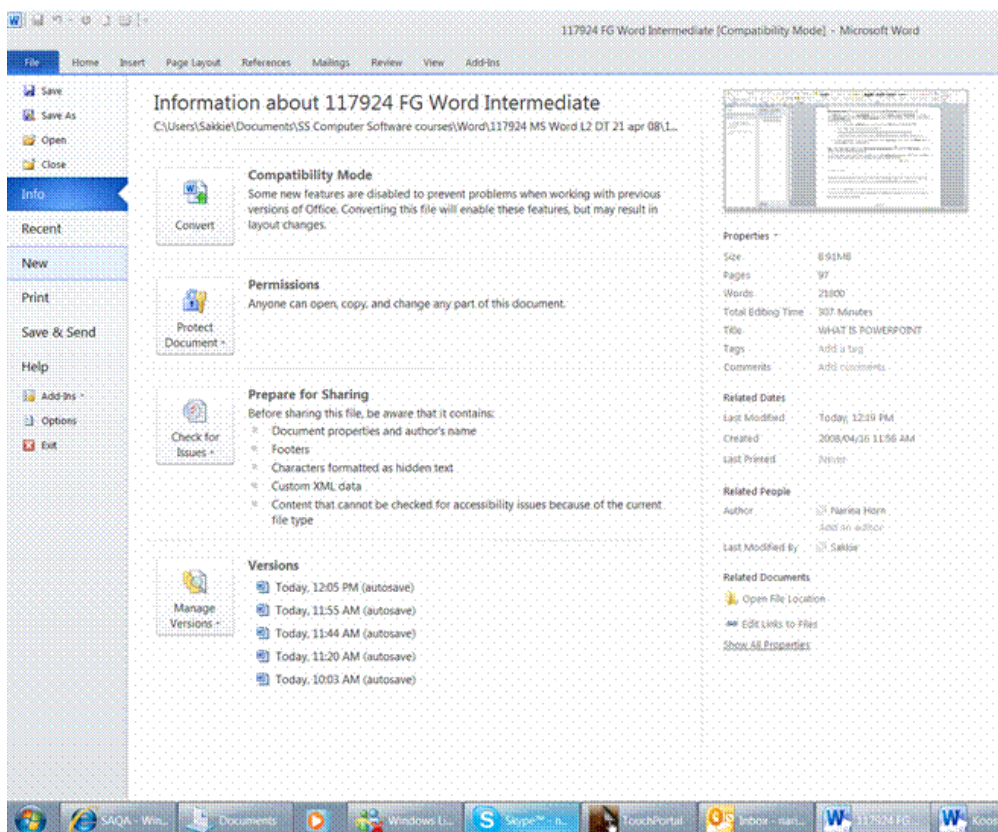
This is where you ***manage*** your documents and related data about them

> ➢ create, save, and send documents,
>
> ➢ inspect documents for hidden metadata or personal information,
>
> ➢ set options such as turning on or off AutoComplete suggestions, and more.

✓ To quickly return to your document from the Backstage view, click the ***Home*** tab, or press ***Esc*** on your keyboard.

Protected View

In **Protected View**, files are opened with editing functions disabled. Files from a potentially unsafe location, such as the Internet or an e-mail attachment, or that contain active content, such as macros, data connections, or ActiveX controls, are validated and can open in Protected View.

Files from trusted sources can be enabled by clicking **Enable Editing**, or data about the file can be explored in the Microsoft Office Backstage view.

Copy and Move

Move And Copy Using The Clipboard
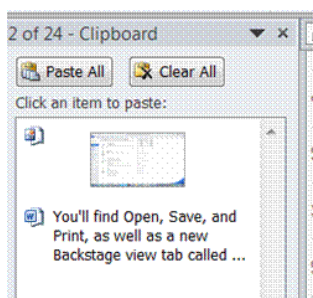
At times you will want to reorganise a document by moving or copying text (or graphics or other data) to different locations. Word allows you to move and copy data quickly using the **Clipboard**.

The **Clipboard** is a temporary storage area used by Windows to hold data while it is being moved or copied.

The Clipboard can be used to transfer information within the same file, between two files of the same type, or between two files in different applications, such as Word and Excel.

Use Paste Options

Paste Options provides a shortcut to choosing the format of pasted text.
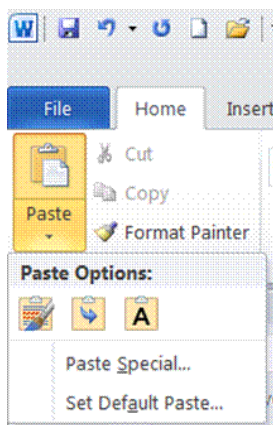
To change the format of cut or copied data

- ✓ Click the arrow below the **Paste** button
- ✓ The **Paste Options** menu is displayed.
- ✓ Select **Keep Source Formatting** to keep the text as it was in the original document

OR

- ✓ Select **Merge Formatting** to change the formatting to the style of the surrounding text

OR

- ✓ You can also choose to **Keep Text Only** (for example, if text is in a table it converts the contents of the table to tabbed text) or Apply Style or Formatting… to customise the formatting of the text.

Use Drag-And-Drop To Move And Copy

You can use drag and drop within the same window or to a different window.

To Use Drag-And-Drop

Optionally, if you are dragging between two windows, arrange the windows on-screen so that both the source and destination points are visible

If you cannot do this, or if you want to save time as you get more experienced, you can make a window scroll while dragging by pointing to the top or bottom of the page. If you drag over a window's Taskbar icon, the application's window will be made active.

- ✓ **Select** the text to be moved then point to the selection
- ✓ The pointer changes to an **arrow** .
- ✓ **Hold down** the left mouse button and drag the text to the new location then release the mouse button
- ✓ The text is moved. As with any **Cut** and **Paste** operation, the Paste Options smart tag is displayed to let you re-format the text.

Tip	*To copy text, hold down the Ctrl key while you drag . Dragging selections over the top or bottom of the page will cause the document to scroll. Press Esc (without releasing the mouse button) if you want to cancel a drag-and-drop.*

To Copy And Move Text Between Documents

Text can be copied and moved between documents without them both being open at the same time by using the Copy and Paste buttons on the Standard toolbar. Also, if both documents are open the data can be dragged from one to the other.

- ✓ Display the text or graphics you want to move or copy in one window
- ✓ Display the destination for the text or graphics in the other window
- ✓ Select the text or graphics
- ✓ Drag the text or graphics from the first window to the second window

Use Paste Special

Paste Special allows you to choose a particular data format in which to paste a cut or copied selection. You can paste any type of data using the Cut, Copy and Paste tools, not just text.

To use paste special

- ✓ Cut or copy the text (or other data) from a document or other file
- ✓ Click in the Word document where you want to paste then from the **Edit** menu, select **Paste Special...**
- ✓ The **Paste Special** dialogue box is displayed.
- ✓ From the **As: box**, select an appropriate format and click OK
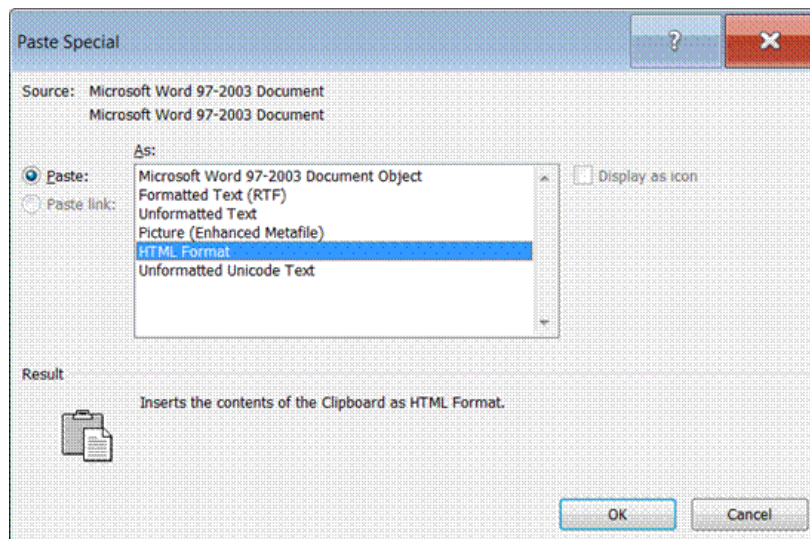
Print Preview

Before you complete a document, you should check it carefully for errors and omissions. Checking a document for mistakes is referred to as proofing. When you proof a document, you need to look at the following:

Content and structure - does the document provide the information it is supposed to? Are the sections presented in the correct order, with appropriate headings and subheadings? Has data been entered accurately (for example, are names and addresses spelled correctly)?

Language - is the document easy to read? Are technical words and phrases explained? Arethere any spelling, grammar, or punctuation errors?

Format - is the text legible? Is the document pleasant to look at? Does it give the appropriate impression?

Word has several tools to help you proof a document before printing, including a Print Preview mode and a Spelling Checker. Print preview enables you to check a document on-screen. Being able to proofread on-screen saves you from using a lot of paper, though it is a good idea to proof the final printed output as well.

When you come to print, there are various options available for printing all or part of the document and for printing multiple copies.

Use Print Preview

Print Preview is designed for checking the overall layout of a document before printing it. It is similar to Print Layout view, but more accurately reflects what is printed on paper. Like Print Layout view, you can see one or more pages, zoom in, zoom out, adjust margins, or even edit text. Unlike Print Layout view, you cannot show the non-printing characters such as paragraph, tab, and spacebar markers.

To preview a document

- ✓ Click the ***File*** tab and then click ***Print***
- ✓ Make your selection:
  - ➢ Number of copies
  - ➢ Which pages
  - ➢ Collate
  - ➢ Page orientation
  - ➢ Page size
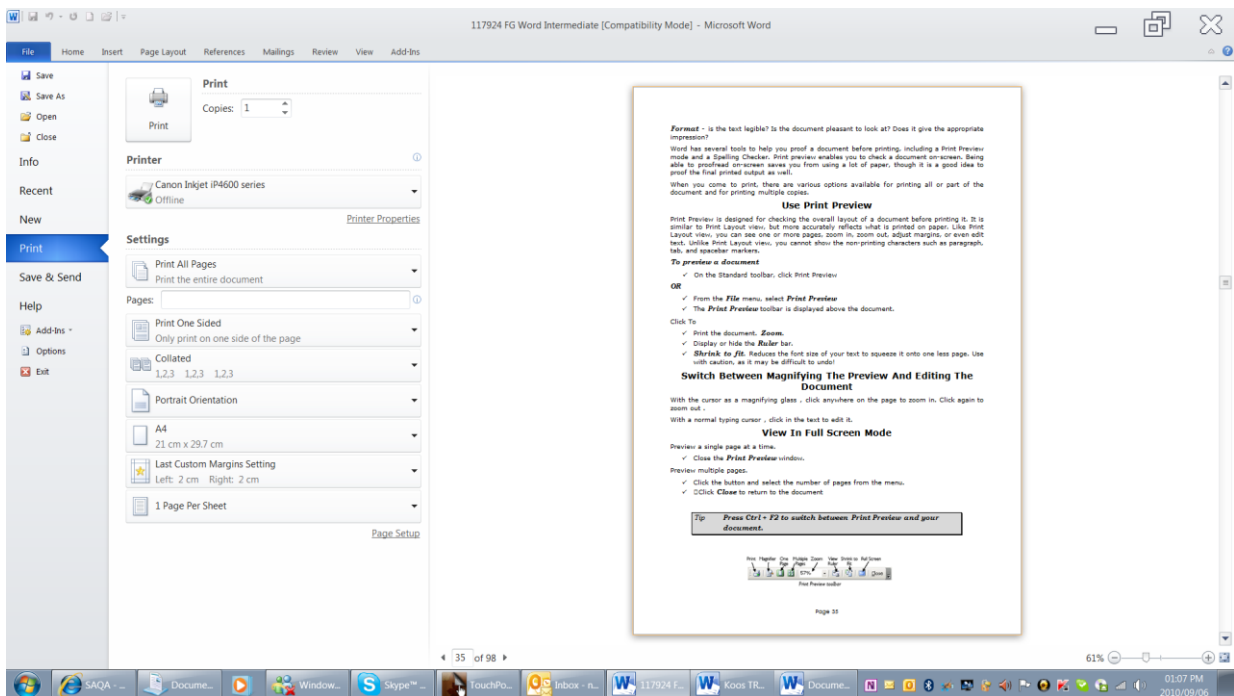
Hyphenate Text

Hyphenate Text Automatically

When you turn on automatic hyphenation, Word automatically inserts hyphens where they are needed in the document. If you later edit the document and change line breaks, then Word rehyphenates the document.

- ✓ On the **Page Layout** tab, **Page Setup** group you will find the **Hyphenation** button

You have the following choices:

- ✓ **None**: will not hyphenate
- ✓ **Manual** will allow you to hyphenate manually
- ✓ **Automatic**: Word will hyphenate automatically
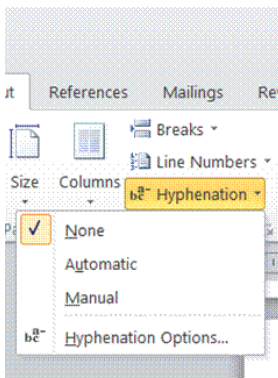
Hyphenation options

- ✓ Allows you to select Automatically hyphenate document

And/or

- ✓ Hyphenate words in CAPS

You also have the following options

- ✓ In the **Hyphenation zone box**, enter the amount of space to leave between the end of the last word in a line and the right margin. To reduce the number of hyphens, make the hyphenation zone wider. To reduce the raggedness of the right margin, make the hyphenation zone narrower.
- ✓ In the **Limit consecutive hyphens to box**, enter the number of consecutive lines that can be hyphenated.
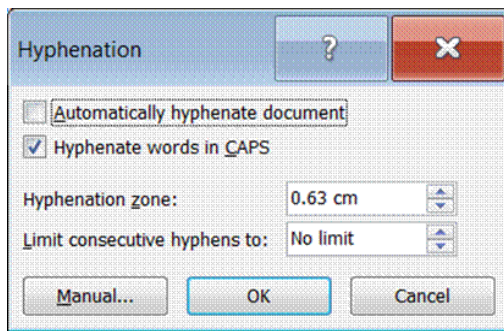
Remove Hyphenation
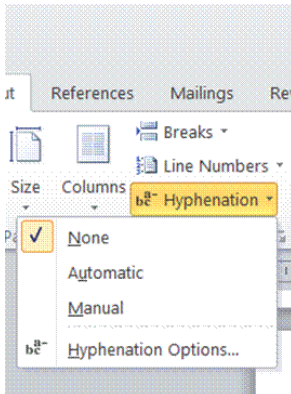
- ✓ On the **Page Layout** tab, **Page Setup** group you will find the **Hyphenation** button
- ✓ Select **None**

Formative Assessment

Open the REPORT document

- ✓ Using the Cut command, move the first paragraph to the end of the document
- ✓ Display Paste Options
- ✓ Make sure Keep Source Formatting is selected
- ✓ Using the Copy command, copy the second paragraph and paste it at the end of the document
- ✓ Select Keep Text Only (notice that the paragraph formatting is removed)
- ✓ Move to the start of the document
- ✓ Leave this document open

Create a new document based on the Blank Document template

- ✓ Switch back to the REPORT document
- ✓ Select the first and last paragraphs
- ✓ Copy and paste the selected text into the new document
- ✓ View the Paste Options
- ✓ Select Merge Formatting
- ✓ Display both documents on the screen
- ✓ Close the new document without saving it

FORMAT TEXT

Specific Outcome

Format Text

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ A border is applied to text and removed from text – see the next section
- ✓ Fill (shading) is applied to text and removed from text – see the next section
- ✓ The current date and time is added
- ✓ An automatic field is added: Date, time, document information
- ✓ Special Characters and symbols are inserted
- ✓ Hyphenation is activated and applied: At least one of the following: Automatic, soft, optional
- ✓ Special effects are applied to text: Animation, text border
- ✓ Character Spacing is changed

Fonts

Font is the term used (in Word) to describe the typeface of text (the shape of the characters). Word provides many built-in fonts that can be applied to text. You may find that the fonts available vary depending on what software you have installed.

Mixing fonts (typefaces) and applying enhancements - varying size with bold, underline, and italics - can emphasise key points in a document or make titles stand out.

Too many different typefaces and enhancements can have the opposite effect.

There are three important kinds of typeface:

- ✓ **Serif** type has curly edges to help guide the eye, like the text in this paragraph. Serif type is suitable for large blocks of text. Examples include Times New Roman and Book Antiqua.
- ✓ **Sans serif** type is plainer looking, like the text in the heading at the top of this page. Sans serif type is suitable for smaller blocks of text, such as text in columns and headings and in some cases for documents intended to be read on-screen. Examples include Arial, Gill Sans, and Tahoma.
- ✓ **Cursive type** is designed to look like handwriting. It should be used sparingly.

Use a typeface appropriate to the type of documents you are creating. Look at other books, letters, and magazines to guide you.

Serif type has curly edges to guide the eye. This is Times New Roman.

Sans serif type is plainer looking. This font is Arial.

Cursive type is designed to look like handwriting. This example is Corsiva

Apply Font Effects

Select the **Home** tab and the **Font** group

- ✓ Select the text you want to change.
- ✓ In the Font group select the effect you want to apply

OR

- ✓ Click the arrow to show the **Font dialogue** box
- ✓ Under **Effects**, select the options you require.
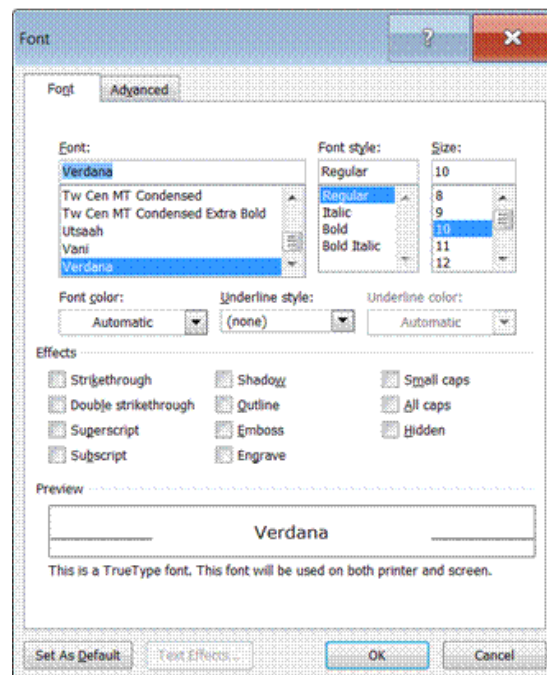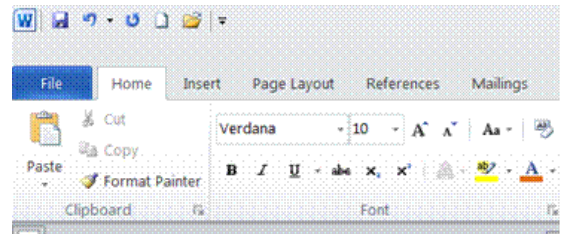
You have the following options: Strikethrough; double strikethrough; superscript, subscript; shadow; outline; emboss; engrave;small caps; all caps and hidden.

Shadow

Emboss

Engrave

~~Strikethrough~~

Superscript

Subscript

S<small>MALL</small> C<small>APS</small>

Apply font formatting in one go

You can also apply font changes in one go and preview character effects before applying them.

- ✓ Right-click in the text area to display the ***shortcut menu***
- ✓ Select Font and the Font dialogue box will display
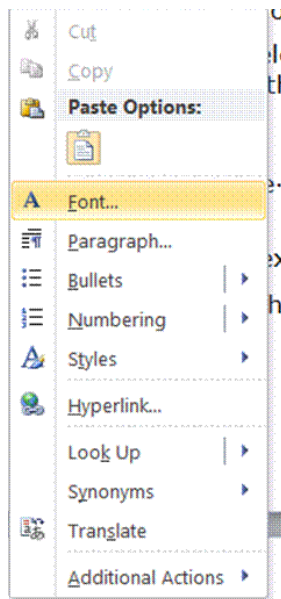
Remove Character Formats

You can remove all enhancements from text at one time. The text will revert to the default formatting. To remove all text enhancements

- ✓ Select the text containing the enhancements to be removed then press ***Ctrl + Space Bar***
- ✓ To remove character and paragraph formatting, select Clear Formatting from the Font group
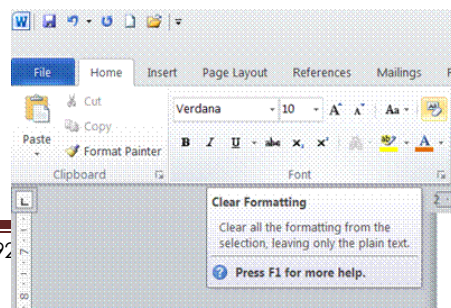
Copy Enhancements Using The Format Painter

Select the text containing the enhancements to copy

- ✓ On the **Home** tab, select **Format Painter** (if you select a whole paragraph, paragraph formatting will be copied also)
- ✓ The mouse pointer changes to show the **brush** icon
- ✓ Select the **text** to be enhanced (paragraph formatting will only be pasted if you either click in the paragraph or select the whole paragraph) The text you select is formatted with the enhancements you copied.
- ✓ To copy enhancements to more than one piece of text, **double-click** the Format Painter button after selecting the source text.
- ✓ When you have finished copying the enhancements, click the **Format Painter** button again to switch it off.

Copy Enhancements Using The Keyboard

- ✓ Select the text containing the enhancements to copy
- ✓ Press **Ctrl + Shift + C** , select the text to be enhanced then press **Ctrl + Shift + V**

Format Case

- ✓ Select the text you want to change.
- ✓ On the **Home** tab, select the **Font** group
- ✓ Select the **Change Case** button
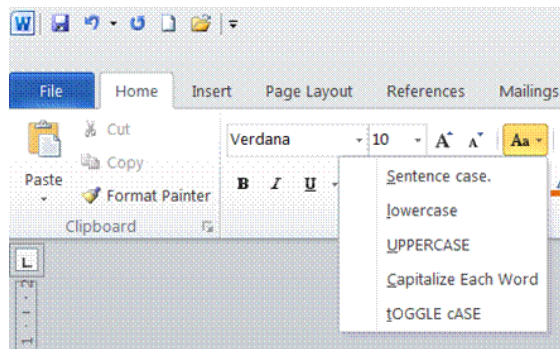
- ✓ Select the **capitalization option** you want.

Formative Assessment

- ✓ Open the document called **NEWSLETTER**
- ✓ Select the entire document and change the font to **Arial**
- ✓ Change the font size of the title "Company Profile" to size **16**
- ✓ Make the title **bold**
- ✓ Select the title text then press Ctrl + D to show the **Font** dialogue box
- ✓ Click the **Character Spacing** tab
- ✓ From the **Spacing** list box, select **Expanded** then type **2pt** in the **By:** box
- ✓ Click **OK**
- ✓ Format **Overview** in **italics**
- ✓ **Underline** the paragraph of text "In 1908 Millennia Corporation..."

- ✓ Change the **colour** of the font for the second paragraph " The personal computer industry …" to **red**
- ✓ Make the **title "Management Profile" blue**
- ✓ Format the paragraph "The Millennium Corporation was founded by..." in font **Book Antiqua** and font colour **Green**
- ✓ Use the **Format Painter** to copy the formatting to the following paragraph and the paragraph "Michael P Morgan..."
- ✓ Save the changes to the document
- ✓ Close the document

Insert

AutoCorrect

The **AutoCorrect** feature can help you to do the following:

- ✓ Automatically detect and correct typing errors and misspelled words, e.g. if you type teh and press the space bar, Word will automatically change it to the .
- ✓ Quickly insert symbols. If you type (c) and press the space bar, Word will insert ©. If the list of built-in AutoCorrect entries doesn't contain the symbols that you want, you can add entries.
- ✓ Quickly insert any long piece of text: For example, if you need to repeatedly enter a phrase such as return on investment, you can set up the program to automatically enter this phrase when you type roi.

All of these uses of the AutoCorrect feature are supported by two parallel lists of words. The first word is the word that you type, and the second word or phrase is what the program enters to replace that word.
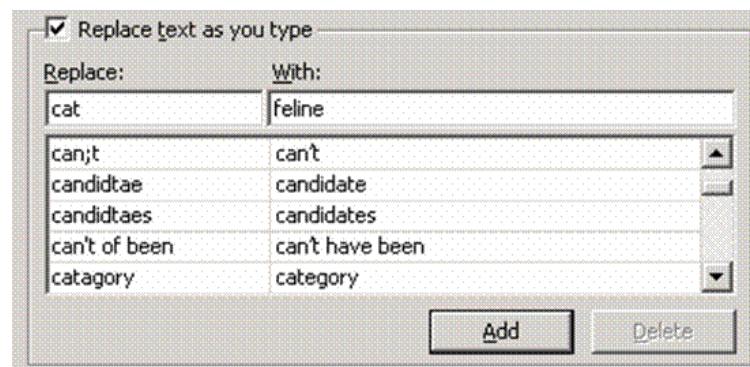
The AutoCorrect list is global across the Microsoft Office 2010 programs that support this feature, which means that when you add or delete a word from the list in one Microsoft Office program, the other Office programs are also affected.

Add a text entry to the AutoCorrect list

- ✓ Click the **File** tab and then, under **Help**, click **Options**.
- ✓ Click **Proofing**.
- ✓ Click **AutoCorrect Options**.
- ✓ On the **AutoCorrect tab**, make sure the **Replace text as you type** check box is selected.
- ✓ In the **Replace box**, type a word or phrase that you often mistype or misspell: for example, for thought, type thougt.
- ✓ In the **With box**, type the correct spelling of the word: in our example, type thought.

- ✓ Click **Add**.
- ✓ Click **OK**.
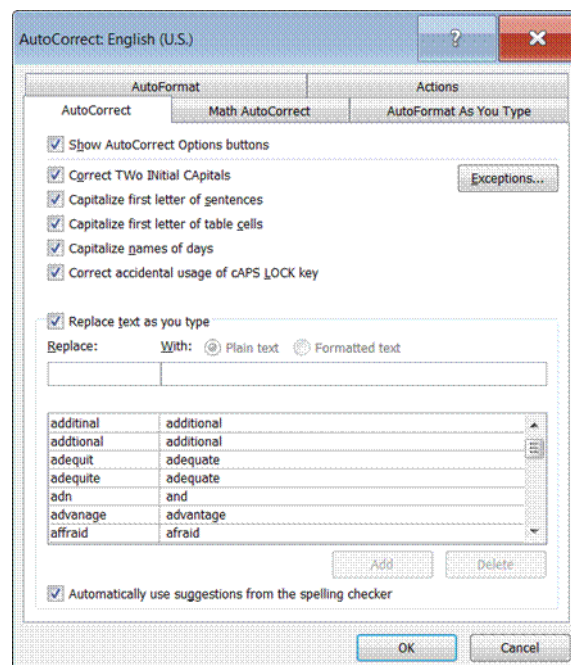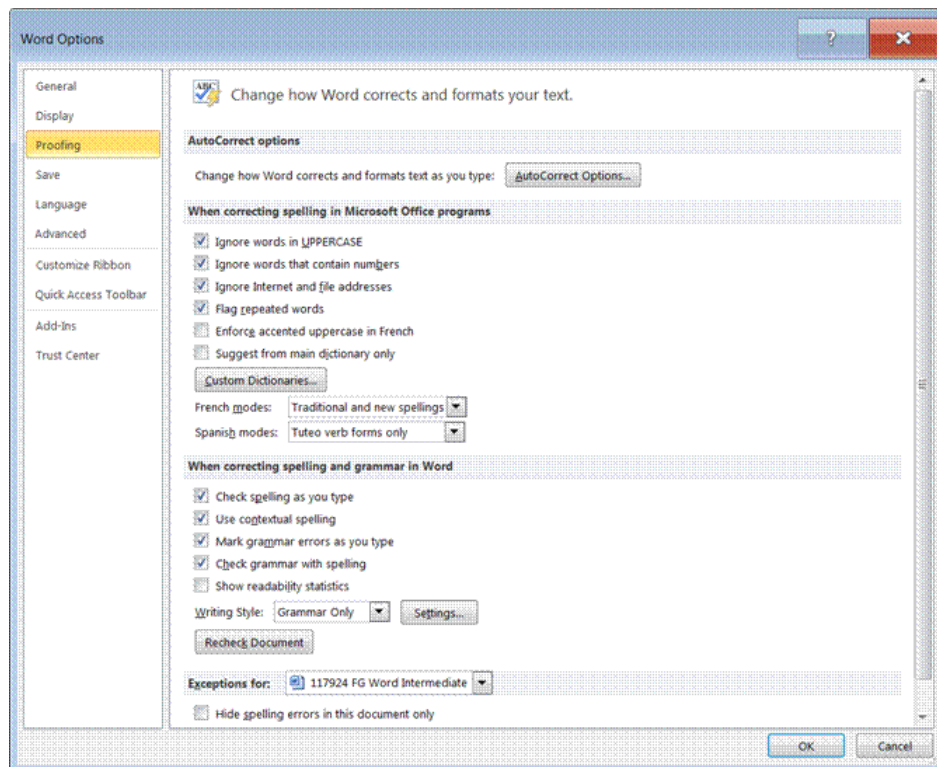
AutoText

You can use **AutoText** to store and quickly insert text, graphics, and other items that you use frequently.
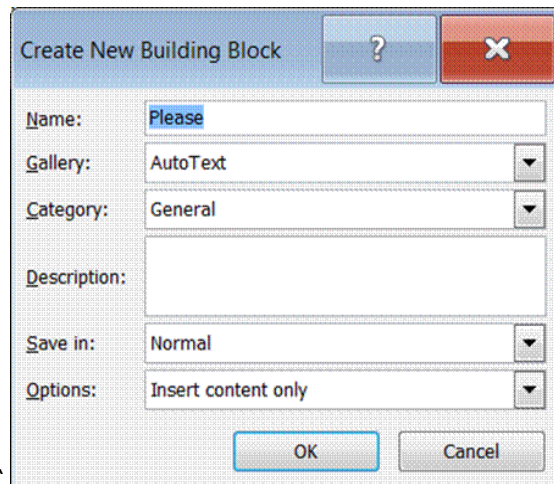
> *Tip   AutoText is reusable content that you can store and access again and again.*

To add text to AutoText

- ✓ **Select** the phrase or sentence you want to add to AutoText
- ✓ Go to the **Insert** tab and the **Text** group
- ✓ Select **Quick Parts** and **AutoText**
- ✓ Click **Save Selection** to **AutoText Gallery**
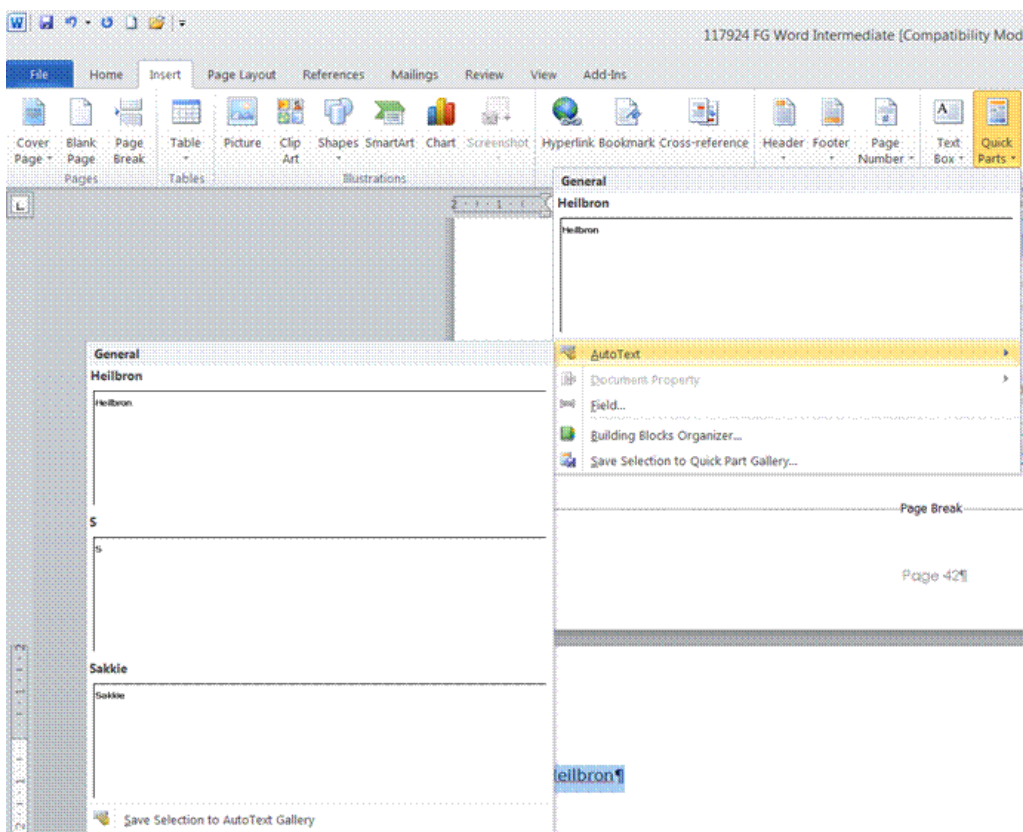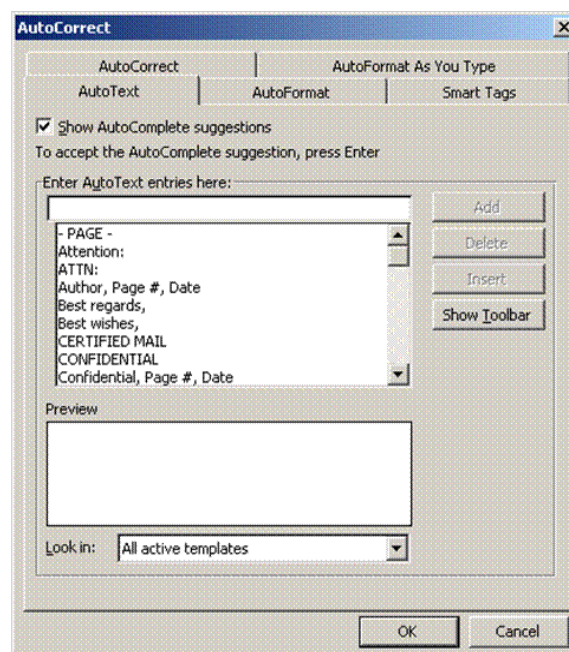
By filling in the new building block information you store the content you save to use again and again.

`

Insert from Quick Parts

- ✓ Select the Insert tab en the Text group
- ✓ Select Quick Parts
- ✓ Select the *Autotext* tab
- ✓ Select the text you wish to enter

Insert the current date and time

- ✓ Select the **Insert** tab and the **Text** group
- ✓ Select **Date and Time**
- ✓ Make your selection from the dialogue box
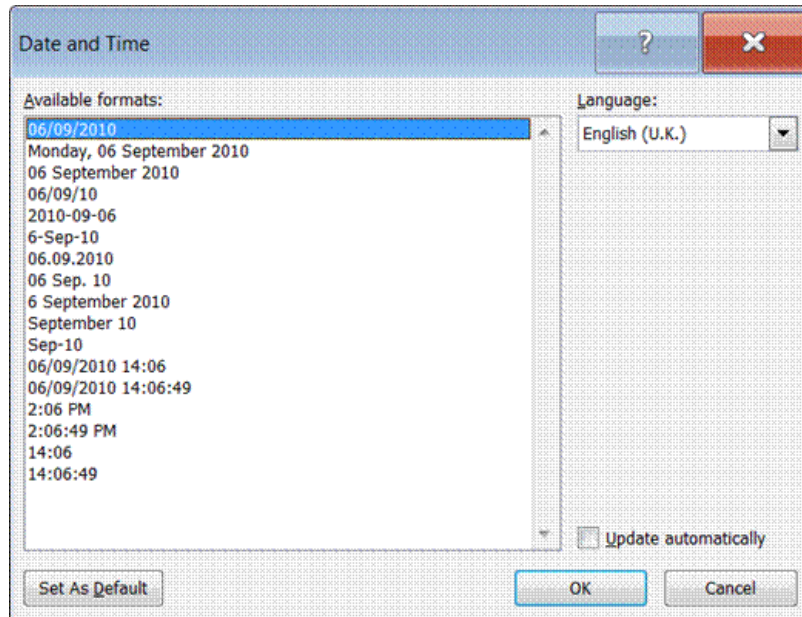
Insert A Symbol
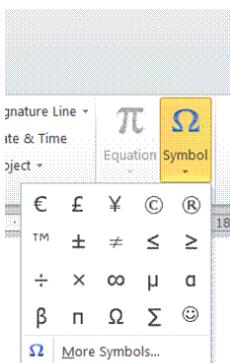
- ✓ Click where you want to insert the symbol.
- ✓ On the **Insert** tab, select the **Symbols** group
- ✓ Select the **symbol** you require

- ✓ If the symbol you need is not displayed, click **More Symbols**
- ✓ In the **Font box**, click the font that you want. If you want to get a close-up view of a symbol, click it.
- ✓ Double-click the symbol that you want to insert.
- ✓ If you're using an expanded font, such as Arial or Times New Roman, the Subset list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.
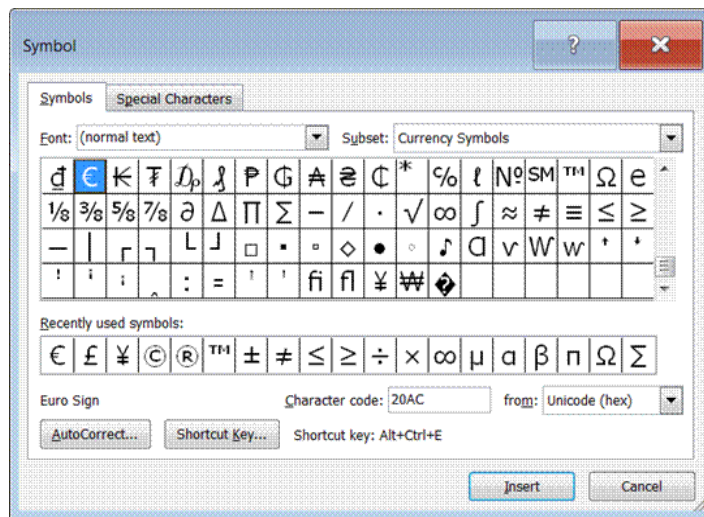
Insert A Special Character

You can easily insert special characters, such as © (copyright), ® (registered), and ™ (trademark), into your document. The **Special Characters tab** contains a selection of such symbols to make them easier to find and insert.

- ✓ Click where you want to insert the character
- ✓ From the **Insert** tab, select **Symbol** and then select **More Symbols**
- ✓ Click the **Special Characters** tab to display the Special Characters dialogue box
- ✓ Select the character you want and click **Insert**
- ✓ Select another character to insert if you wish or click **Close**

Tip	*Take note of the shortcut key for commonly used symbols. Using the key combination makes it much easier to insert these characters in your documents.*
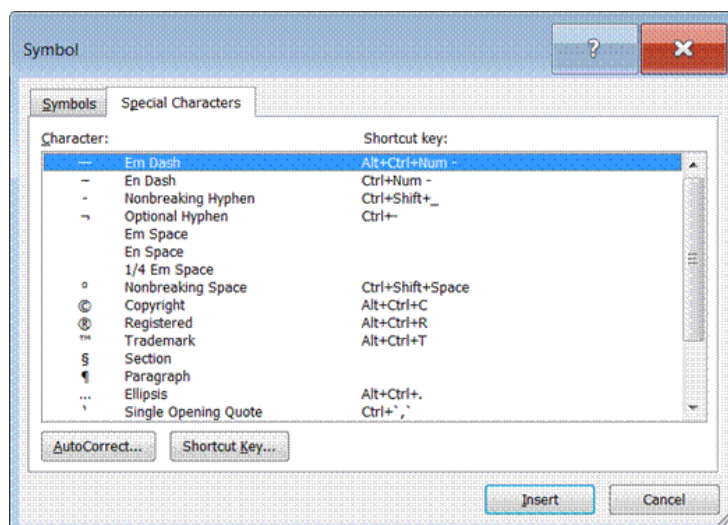
Change the spacing between characters

- ✓ **Select** the text you want to change.
- ✓ On the **Home** tab, select the **Font** group, and then click the arrow to display the **Font dialogue** box.
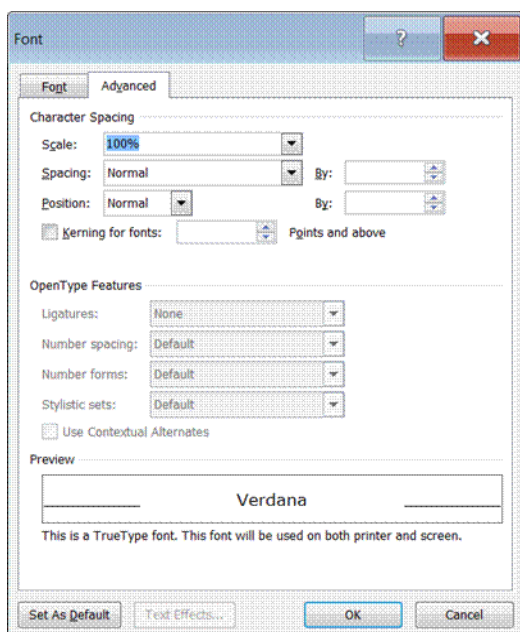
Do one of the following:

Expand or condense space evenly between all the selected characters

- ✓ Click **Expanded** or **Condensed** in the **Spacing** box, and then specify how much space you want in the By box.

Kern characters that are above a particular point size

- ✓ Select the **Kerning for fonts** check box, and then enter the point size in the Points and above box.

> **Note** **Selecting Expanded or Condensed alters the spacing between all selected letters by the same amount. Kerning alters the spacing between particular pairs of letters.**

FORMAT PARAGRAPHS

Specific Outcome

Format paragraphs

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Tabs are set, reset and removed: Tabs: left tab, right tab, centre tab, decimal align tab, leading character tab; at least 2 methods of setting tabs are demonstrated
- ✓ The default tab setting is changed
- ✓ Bullets are applied and removed: Automatic while entering, to existing text. Bullet character, bullet position, text position
- ✓ The difference between numbered text and outline numbered text is explained.
- ✓ Numbering is applied and removed: Automatic while entering, to existing text; single level numbering, multi-level numbering to at least three levels.
- ✓ Numbering formats are changed within existing paragraph: Number format, number style, number position, text position
- ✓ A border is applied and removed
- ✓ Fill (shading) is applied and removed
- ✓ Paragraph spacing is changed: Line Spacing, Before and After paragraph

Format A Paragraph

Paragraph formatting is mostly concerned with controlling the amount of white space within, around, above, and below paragraphs. You will need to experiment with different settings to find the best options for your document. Varying the amount of white space in different areas of a document can help to distinguish different sections (for example, you can indent a block of text or put more white space above and below important headings).

If you are producing documents for a company or other organisation, you should obtain a copy of the company's style guide (if there is one), which will contain rules for formatting text.

Other types of paragraph formatting include borders, shading, bullets, numbering, and tab stop settings.

What Is A Paragraph?

A paragraph may be a character, a word, a line, or multiple lines. What defines text as a paragraph is the fact it is ended with the Enter key.

To force a new line to start without starting a new paragraph, press Shift + Enter .

If you are going to format one paragraph, you do not have to select the entire paragraph. Simply click in the paragraph you want to format. If you want to format several paragraphs, click in the first paragraph, drag the mouse pointer through the text you want to format, then release the mouse pointer in the last paragraph.

You can apply paragraph formats to a paragraph even if it contains no text.

The position of paragraphs on a page is determined by several factors:

- ✓ **Margins** determine the overall width of the main text area (that is, the space between the text and the edge of the page).
- ✓ **Indents** determine the distance of the paragraph from either the left or the right margins.
- ✓ **Horizontal alignment** determines the appearance of the edges of the paragraph: left aligned, right aligned, centred, or justified (where both edges are flush with the margins).
- ✓ **Vertical alignment** determines the paragraph's position relative to the top and bottom margin (This is useful when setting up a title page on the front cover of a report).

This is a paragraph containing one line.¶
This is a paragraph containing several lines. This is a paragraph containing several lines.
This is a paragraph containing several lines. This is a paragraph containing several lines.
This is a paragraph containing several lines. This is a paragraph containing several lines.
This is a paragraph containing several lines.¶

Paragraphs and lines

To Show The Ruler

✓ From the *View* tab, *Show* group, select *Ruler*

To Display Paragraph Marks
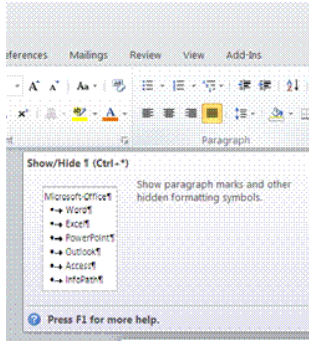
When formatting paragraphs, it can be useful to see exactly where a paragraph ends. The ***paragraph mark*** represents the end of a paragraph. It is also useful to show the ruler.

On the ***Home tab*** and the ***Paragraph group***, click ***Show/Hide***

Remove Paragraph Formats

When you press ***Enter*** all formats from the current paragraph are carried down to the next paragraph, including alignment, spacing, indents, and tabs.

You can reset the paragraph formatting of the paragraph to the default with a simple key combination.

To remove paragraph formats

✓ Select the text containing the formats to be removed
✓ Press **Ctrl** + **Q**
✓ The text reverts to the default.

Tip	*The default formatting of the paragraph depends on the style it is using. For more information about styles, look up "About formatting text using styles" in the online help.*

Set The Spacing For A Paragraph

You can ***increase*** or ***decrease*** the white space between paragraphs rather than individual lines within a paragraph.

For example, you might want to condense text to fit on to one page, or space it out to improve readability. Because this space is built into the paragraph you do not need to use blank lines to obtain spacing.

Alter The White Space Before And After A Paragraph

✓ Select the paragraph(s) for which you want to increase spacing then from the ***Home*** tab, ***Paragraph*** group, click the arrow to open the ***paragraph dialogue box***.
✓ Enter a measurement in the ***Before***: box to set the spacing to be included at the beginning of each paragraph
✓ Enter a measurement in the ***After***: box to set the spacing to be included at the end of each paragraph
✓ Click ***OK***
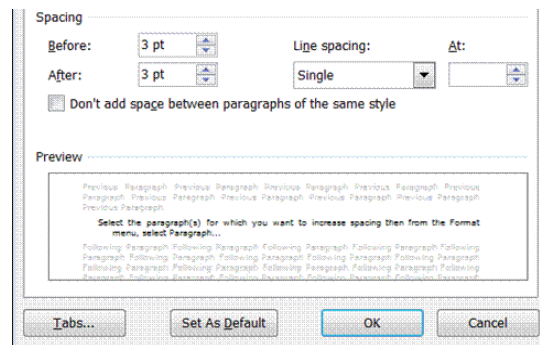
Set The Line Spacing

There are two parts to any document: the text and the white space around the text.

> **Tip**   *White space is a very important element in making a*
> *document easy and enjoyable to read.*

Text that is tightly packed together can be difficult to follow (though, at the other extreme, text that is too widely spaced also makes reading harder).

- ✓ When you change the line spacing of text, you ***increase the white space*** between individual lines in a paragraph. Line spacing is often set as a multiple of the line height (the line height is determined by the point size of the ***font*** used

Select the ***Home*** tab, ***Paragraph*** group and open the ***paragraph dialogue box***

Select the ***Indents and Spacing*** tab. The Single, 1.5 lines and double settings are self-explanatory
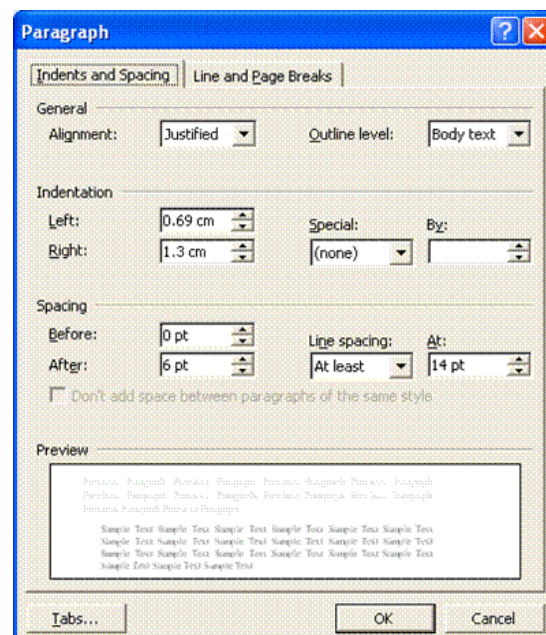
Single

Accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space varies depending on the font used.

At Least

Minimum line spacing that is needed to fit the largest font or graphic on the line.

Exactly

Fixed line spacing that Microsoft Word does not adjust.

Multiple

Line spacing that is increased or decreased by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent

The At least and Exactly options set the line height in points. If fonts used in the line are larger, spacing will be increased accordingly (At least) or text will be cut off (Exactly).

If you want to enter a value using different units, type the unit abbreviation after the value (for example, type 1cm to apply 1 centimetre line spacing. The value will be converted to a point value.

| This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced. | This paragraph is one and a half spaced. This paragraph is one and a half spaced. This paragraph is one and a half spaced. | This paragraph is double-spaced. This paragraph is double-spaced. This paragraph is double-spaced. |

Example of paragraph line spacing

Change line spacing using the keyboard

✓ Select the paragraph(s) to which you want to apply formatting
✓ Press Ctrl + 1 , Ctrl + 2 , or Ctrl + 5 to set single, double, or 1½-line spacing respectively

Line Spacing Options
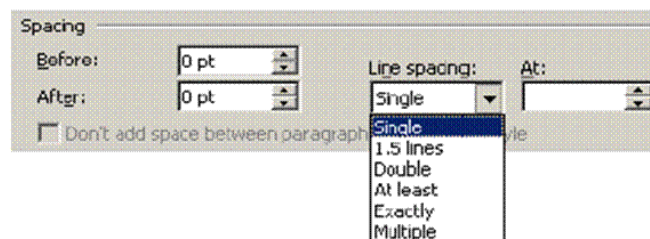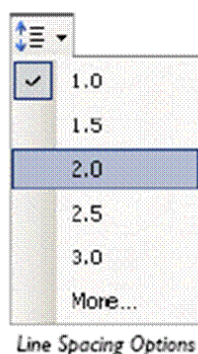
Paragraph dialogue box - Spacing options

Indenting Your Work

> *Tip   Indents are the positions where text begins and ends on a line relative to the page margins.*

Indenting is a way of offsetting a paragraph from the rest of the text, creating different indents for the first line, subsequent lines, or all lines in the selected paragraph(s).

Page margins are indicated at each end of the Ruler bar by dark shading. The white space in between is the normal typing area. The indents for the selected paragraph are also indicated on the horizontal Ruler bar.

- ✓ The left indent symbols are two triangles and a rectangular box.
- ✓ The right indent symbol is a single triangle.

As well as setting text in from the margin, indents can extend into both the left and right margin areas (an outdent). There are also two special types of indent.

- ✓ A *hanging* indent means that the first line of text begins to the left of the rest of the paragraph.
- ✓ A *first line indent* means that the first line begins to the right of the rest of the paragraph.

Horizontal Ruler bar
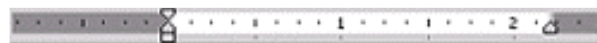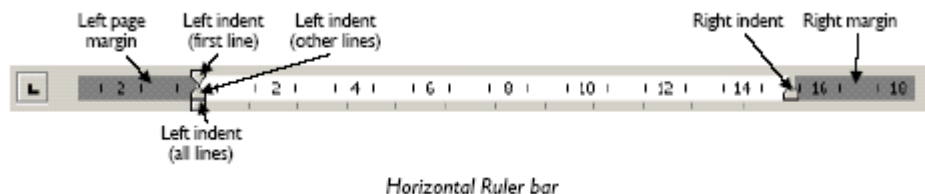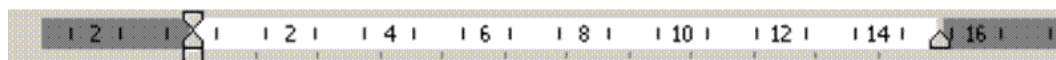
This paragraph is not formatted with any indentation.¶

This paragraph is formatted with a hanging indent. The first line is indented differently from other lines.¶

This paragraph is indented from both the left and right margins.¶

This paragraph is outdented into the left margin and indented from the right margin.¶

Increase Or Decrease The Left Indent Of An Entire Paragraph

- ✓ Select the paragraph you want to change.
- ✓ On the Home tab, in the Paragraph group, click Increase Indent. The indent will increase by one tab stop. If you want to change the position of the indent, you can first set a different tab stop.
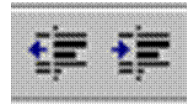
You can also change a paragraph's right indent.

- ✓ If you don't see the horizontal ruler, click **Ruler** on the **View** tab.
- ✓ Then drag the **Right Indent** marker to the position where you want the right indent to occur.

Create A First-Line Indent

- ✓ Select the paragraph you want to indent.
- ✓ On the **horizontal** ruler, drag the **First Line Indent** marker to the position where you want the text to start.

The paragraph looks like this	If it contains
	Text with a first-line indent.
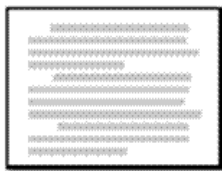
Indenting Text With The Paragraph Dialogue Box

- ✓ Select the **Home** tab, **Paragraph** group and open the **paragraph dialogue box**
- ✓ Click the **Indents** and **Spacing** tab.
- ✓ Now you can choose whether you want to indent from the left or the right. Enter the amount you want to indent or use the spin arrows.
- ✓ You can also choose a first-line or hanging indent by displaying the Special drop-down menu and selecting the type of indent you want. In the **By** text box enter the amount you want to indent.
- ✓ Remember always to click the **OK** button when you have made your selections.

Formative Assessment

- ✓ Open the document **INDENTS**
- ✓ Click in the first main text paragraph then in the **Paragraph** group, click **Justify**
- ✓ **Ctrl +click-and-drag** to select the remaining three body text paragraphs in the document
- ✓ With the three paragraphs selected, on the **Paragraph group**r, click **Align Right**
- ✓ Keeping the paragraphs selected, click-and-drag the right indent marker to the left about 4cm away from the right margin
- ✓ Click-and-drag the hanging indent marker about 3cm to the right

If you drag the wrong indent marker, use the **Undo** tool to reverse the change. Clicking-and-dragging on the markers accurately requires quite a lot of practice.

- ✓ **Ctrl +click-and-drag** to select all the paragraphs about Crete and Corfu
- ✓ From the **Format** menu, select **Paragraph...**

- ✓ Change the *Line spacing:* option to **At Least 18pt**
- ✓ Set space **After:** to **18pt**
- ✓ **Ctrl +click-and-drag** to select all the paragraphs about Majorca and Mainland Spain
- ✓ In the **Paragraph dialogue box** toolbar, click the arrow on the **Line Spacing** button and select **2.0**
- ✓ Change the margins to:
    - ➢ **Top**: 2.5 cm
    - ➢ **Bottom**: 2.5 cm
    - ➢ **Left**: 1.8 cm
    - ➢ **Right**: 1.8 cm
- ✓ Indent the paragraph about Ibiza...**1.27 cm left** indent and a **1.27 cm right** indent
- ✓ Indent the paragraph about Sicily and Sardinia **(1.27 cm) left** indent and a **(1.27 cm) right** indent
- ✓ **Centre** the paragraph about Crete
- ✓ **Insert and Right** align the date at the end of the document
- ✓ Set the **line spacing** for the paragraph about Italy to **1.5**
- ✓ Set the paragraph spacing for the paragraph about Majorca to **12pt** after
- ✓ Save the changes to the document
- ✓ Close the document
- ✓ Save and close the document

Bullets And Numbering

If you want to present a list of items in a document, you can make the list stand out by formatting each paragraph (or list item) with a bullet point or number. You can choose bullet characters from the range of symbols available in the fonts installed on your computer or use a picture bullet from Office Clip Art. If you number a list, Word will automatically update the numbering if you add or remove paragraphs later.

Apply Bullets And Numbering Automatically

Word has a facility to apply numbers and bullet points to paragraphs automatically. The numbering feature is "intelligent". If you enter a number, the next consecutive number is applied to the next paragraph. The advantage of using the automatic numbering feature is that the numbers will automatically change when paragraphs are inserted, deleted, or reordered in the numbered section of text.

To Apply Bullets And Numbering Using The Keyboard

- ✓ Type a number for numbered lists or * for bullet points then press the Tab key
- ✓ Type the required text and press Enter

The following paragraph will automatically be numbered or bulleted, and the AutoCorrect options tag is displayed .

- ✓ Click the arrow on the smart tag to display its menu
- ✓ Select from the following options:
- ✓ Undo Automatic Bullets/Numbering to turn them off for this instance
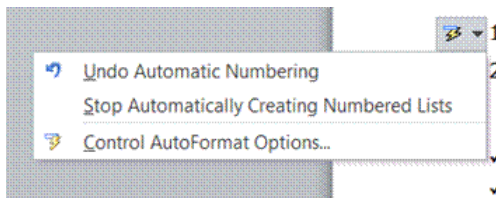
OR

- ✓ Stop Automatically Creating Bulleted/Numbered Lists to turn them off permanently

- ✓ Press **Enter** twice to finish the list
- ✓ You can also finish the list by pressing **Backspace** to delete the last number or bullet in the list.

Apply Bullets And Numbering To Text

Apply bullets and numbering using the paragraph group

- ✓ Select the paragraphs to which to apply bullets or numbers
- ✓ Click the **Bullets** button
- ✓ or the **Numbering** button
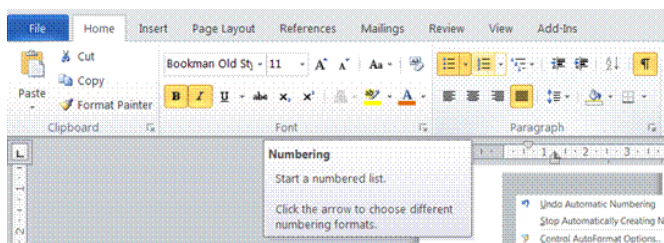
Bullets and numbering are paragraph formats. Press **Enter** to create a new paragraph with the same bullet or the next number.

If you apply numbering to text next to an existing list, the AutoCorrect smart tag is displayed. This allows you to either continue from the previous list or start a new list.
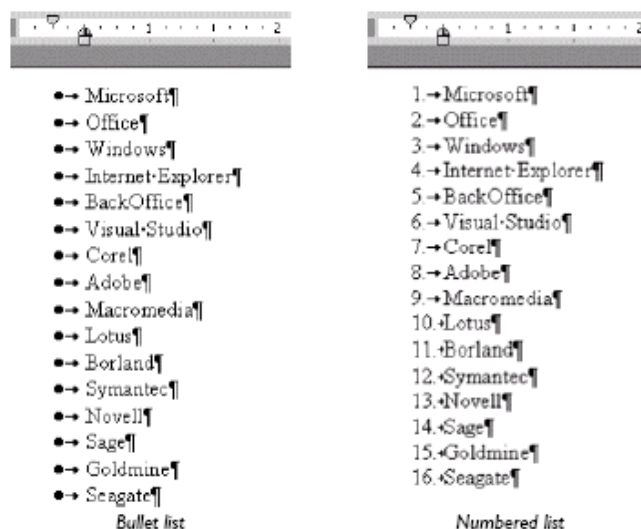
Apply bullets the bullets dialogue box
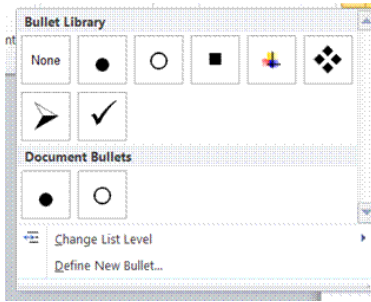
- ✓ Select the paragraphs to which to apply bullets or
- ✓ From the **Home** tab, select the **Paragraph** group
- ✓ Select the **Bullets** button to insert bullets
- ✓ Make your selection of the **type** of bullet you want to use
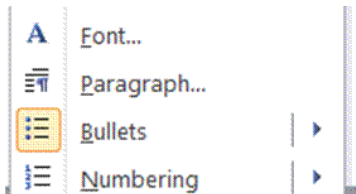
OR

- ✓ **Right-click** the selected paragraphs to display the shortcut menu
- ✓ Select **Bullets**
- ✓ A bulleted list will display

Apply numbering using numbering dialogue box

- ✓ Select the paragraphs to which to apply bullets or
- ✓ From the **Home** tab, select the **Paragraph** group
- ✓ Do one of the following:
- ✓ To start a **numbered** list, click on the numbered list button
- ✓ To start a **multi-level** list, click on the multi-level list button
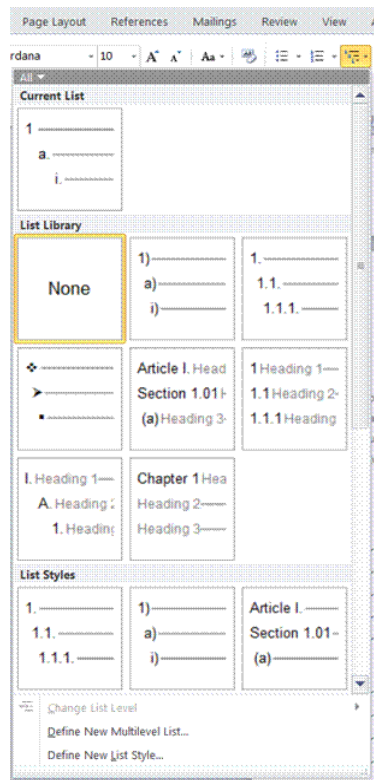
- ✓ Make your selection of the **type** of numbered list you want to use

You can also define a new multi-level list

Select *Define New Multilevel* list
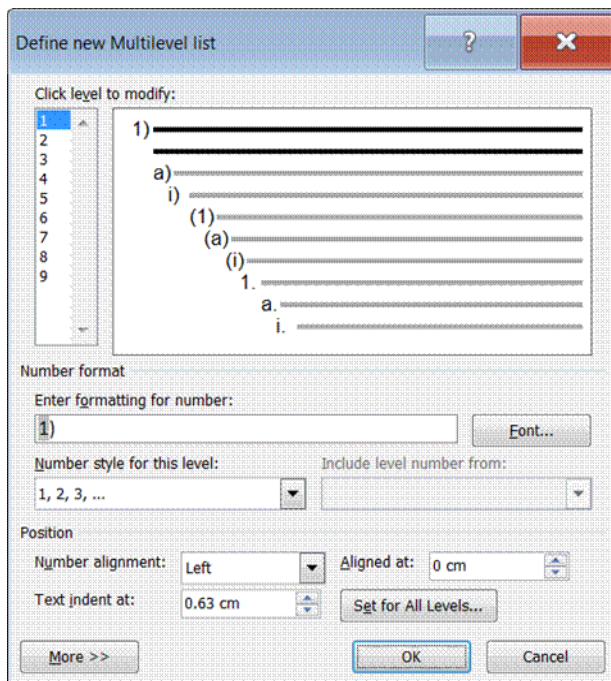
- ✓ Select the level of the list
- ✓ Enter formatting for the list
- ✓ Choose a number style and position
- ✓ Click *OK*

Indent a list using the mouse

- ✓ Click on any bullet or number in the list and the entire list appears selected
- ✓ Position the mouse pointer over the bullets or number and drag to the right to indent the entire list
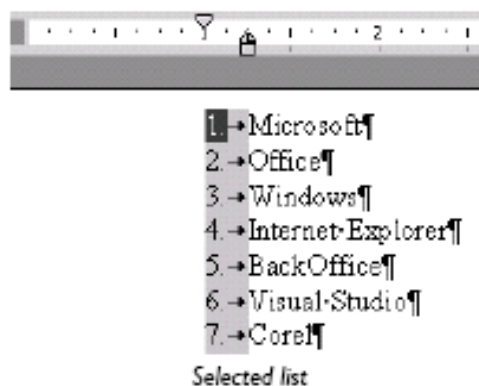
Remove bullets and numbering

✓ Select the paragraph(s) you want to remove bullets/numbering from
✓ On the Home tab, in the paragraph group, click Bullets or Numbering as appropriate
✓ The bullet/numbering formatting is removed. If you remove numbering from a paragraph in the middle of a list, the numbers in the remaining paragraphs are updated automatically.

Tip	*You can remove all indents, bullets and numbering from a paragraph by selecting the paragraph and pressing Ctrl + Q , or by selecting Clear Formatting from the Styles and Formatting task pane.*

Use a different a bullet character

You can change the character used for the bullet, or use a picture bullet, and adjust the distance of the bullet from the edge of the page and the distance of text from the bullet.

Change the style of bullets

✓ Click in the bullet list you want to customise
✓ Select the *bullet* button...
✓ The *Bulleted List dialogue box* is displayed.
✓ Pick a bullet from the ones displayed.
✓ If you do not like any of the sample characters, click *Define a new bullet*. You can choose from a symbol, a picture or a font.
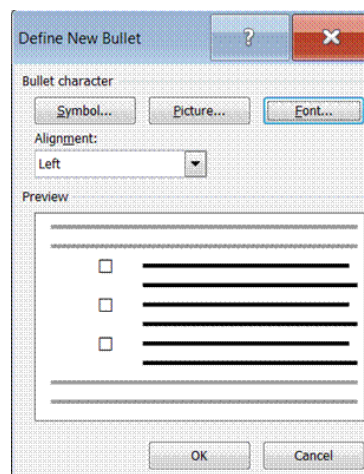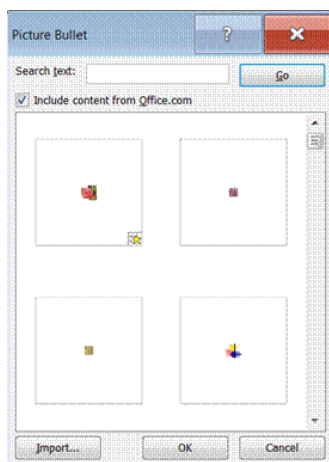
✓ In the *Alignment* box, select the bullet alignment
✓ Click *OK*

Formative Assessment

In a new blank document, type the following

- ✓ Word provides many exciting features including the following:
- ✓ Press Enter twice then type 1 followed by a full stop
- ✓ Press the Tab key then type "Indents"
- ✓ Press Enter and note how the next paragraph is automatically numbered
- ✓ Type "Paragraph Numbering"
- ✓ Press Enter
- ✓ After the next paragraph number, type "Bulleted Lists"
- ✓ Press Enter
- ✓ Press Backspace to remove the paragraph number from point number 4
- ✓ Save the file as NUMBERS then close it

Open INDENTS

- ✓ Number all the paragraphs
- ✓ Add the following paragraph between Majorca and Italy
- ✓ RHODES - A gift from Zeus to the sun god Helios, Rhodes is blessed with everything from ancient temples to Crusader castles, fabulous beaches to lively nightlife. Bustling Rhodes Town is the best-preserved walled city in Greece.
- ✓ Move the Mainland Spain paragraph to the beginning of the document
- ✓ Use the Bullets and Numbering dialogue box to change the number style for the whole document
- ✓ Change all the numbers to bullets
- ✓ Use the Bullets and Numbering dialogue box to change the bullet style for the whole document
- ✓ Remove all the bullets
- ✓ Add a picture bullet of your choice to the paragraphs
- ✓ Modify the indent settings so that the text is set away from the bullet
- ✓ Save the file and close it

Add Borders And Shading To Text

You can add borders and shading to paragraphs, tables, and characters. These effects are useful in newsletters or brochures, where you want to draw the reader's attention to an item of text.

For borders, you can choose from different line styles, weights (the thickness of the line), and colours. You can apply borders to any or all edges of a paragraph, but characters can only have box borders.

For shading, you can apply different colours and patterns. When you use text shading, you should set the font colour to a contrasting colour so that the text can be read easily. Colour effects will print as shades of grey on a non-colour printer.

Add a border to paragraphs

Select the word(s) or paragraph(s) to which you want to apply borders

> **Tip** **When applying a box border, if the paragraphs have the same indent options applied, a box border will surround all the paragraphs. If the indent options are different, each paragraph will have its own box border.**

- ✓ On the **Home** tab, **Paragraph** group, click the **Border** button to apply the border style showing on the button

OR

- ✓ Click the **arrow** on the Border button
- ✓ The **Borders toolbar** is displayed.
- ✓ Select the appropriate button for the position of the line or border (for example, top, bottom, left, right, or box)

Notes

- ✓ The buttons with a line running through the middle will apply **internal borders** when multiple paragraphs are selected.
- ✓ The line style applied will depend on the last one that was selected

To define the border or shading properties

Select the **border** toolbar and click on **borders and shading**
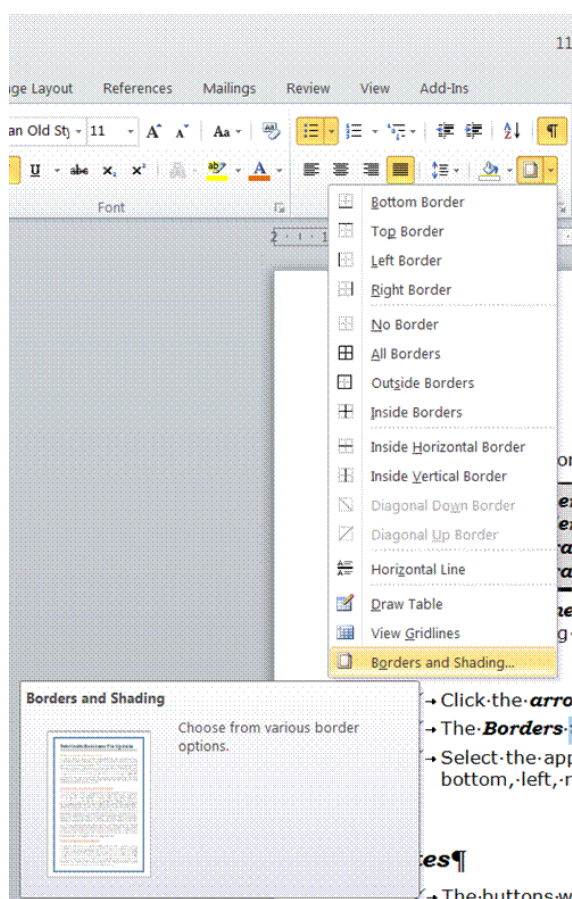
The Borders and Shading *dialogue box* will display
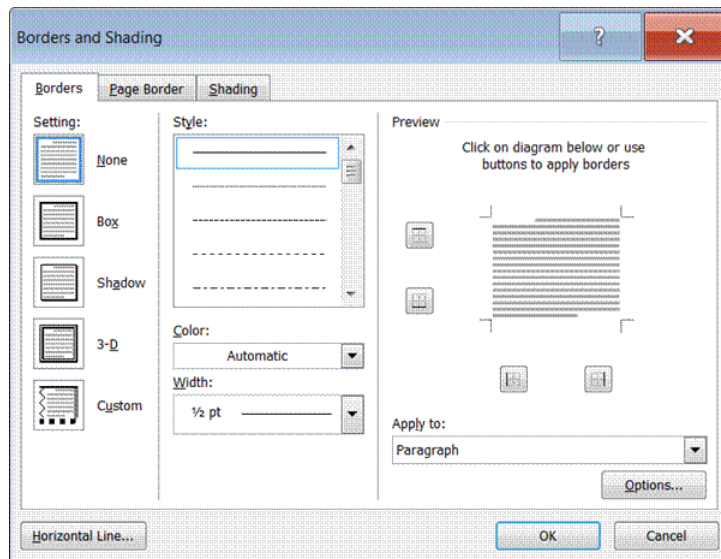
- ✓ From the **Setting**: panel, select a border style
- ✓ From the **Style**: list, select a line style
- ✓ From the **Color**: list box, select a border colour
- ✓ From the **Width**: list box, select a line thickness
- ✓ From the **Apply t**o: list box, select the extent of the effect (text only, whole paragraph, picture)

Your chosen settings are displayed in the **Preview** panel.

- ✓ Click **OK**

> *Tip   The Options... button lets you change the distance of the border from the text.*

Set Options For The Border Style

- ✓ Click a button or the picture to add and remove borders

Add Shading To A Paragraph

If you apply shading to paragraphs, check the font colour of text in the paragraph to make sure that it contrasts with the background.

- ✓ Select the word(s) or paragraph(s) to which you want to apply borders/shading
- ✓ Select the **Borders** and Shading dialogue box
- ✓ select the **Shading** tab
- ✓ From the **Fill** panel, select a fill colour
- ✓ From the **Patterns** panel, select a pattern from the Style: list box
- ✓ From the **Patterns** panel, select a pattern colour from the Color: list box
- ✓ From the **Apply to**: list box, select the extent of the effect (text only, whole paragraph)
- ✓ Your chosen settings are displayed in the **Preview** panel.
- ✓ Click **OK**
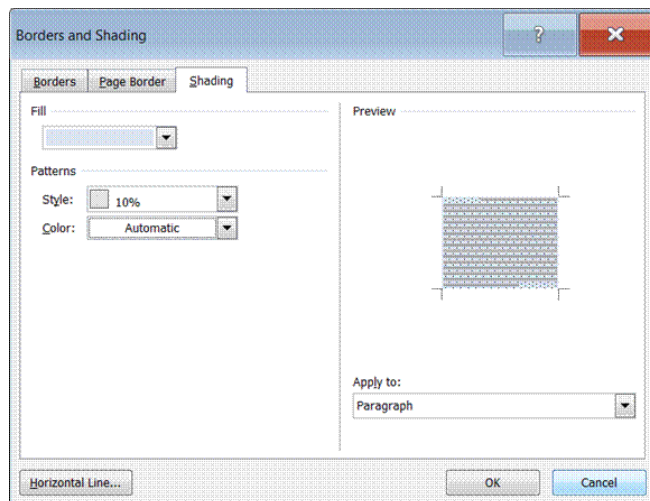
Remove Borders and Shading

Borders and shading applied to whole paragraphs is paragraph formatting, which means that when you press Enter it is carried to the next paragraph. Borders and shading that are applied to selected words are text enhancements.

To Remove A Border

- ✓ Select the text to be cleared of borders
- ✓ In the ***Borders and Shading*** dialogue box, select the Borders tab
- ✓ Select ***None***
- ✓ Select ***Apply to***: text or paragraph
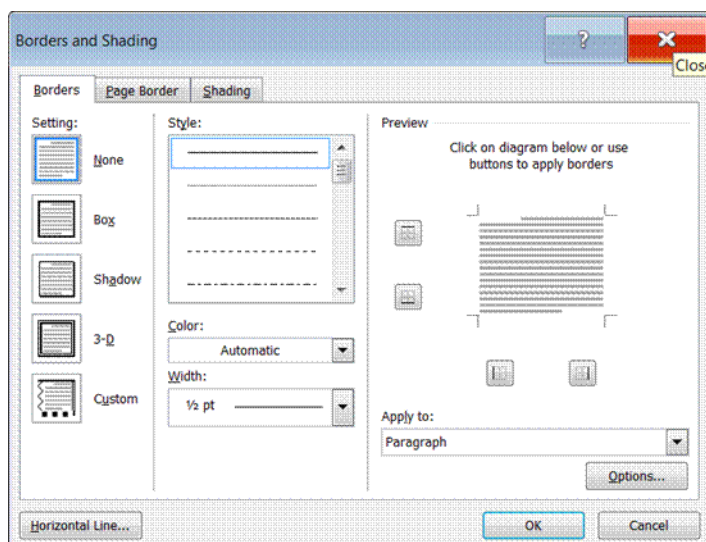
To Remove Shading
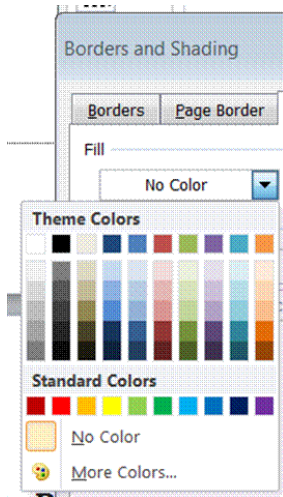
✓ In the ***Borders and Shading*** dialogue box, select the ***Shading*** tab
✓ Select ***Fill no Color***
✓ Select ***Apply to***: text or paragraph

Formative Assessment

Open the document STATIONERY BROCHURE

- ✓ Click in the second paragraph
- ✓ Select a wavy line style and the Brown line colour then apply a Box border to the paragraph
- ✓ Ctrl +click to select the three resort headings
- ✓ Select Borders and Shading... and click the Shading tab
- ✓ Select the Brown colour chip for the fill colour
- ✓ From the Style list box, select a 50% Gray pattern with a colour of Light Orange
- ✓ Click OK
- ✓ Select Paragraph...
- ✓ Set both before and after spacing options to 0pt
- ✓ select the first paragraph
- ✓ Select Borders and Shading... and click the Shading tab
- ✓ Select the Pale Blue colour chip for the fill colour
- ✓ From the Style list box, select a 50% Gray pattern with a colour of White
- ✓ Click OK
- ✓ Select Paragraph...
- ✓ Set before spacing to 0pt
- ✓ Change the font colour of all text to Dark Blue
- ✓ Save and close the document

FORMAT PAGES

Specific Outcome

Format Pages

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ The page format of a document is changed: Page size, page orientation, margins, layout
- ✓ Manual Page breaks are inserted
- ✓ Page breaks are deleted
- ✓ A border is applied and removed

Page Setup

Page Setup is the process of setting options for the type and orientation of paper a document will be printed on. You may need to select different paper sizes for different types of document or if you want to send a document to a reader in a different country.

Page setup also includes the document's margin settings. Clear, wide margins can give a document a more professional appearance, but you cannot fit as much text on the page. Usually, margins will be symmetrical (that is, the left and right margins will be equal), though you may want to apply unequal margin settings to achieve a distinctive page layout or to take account of any binding or stapling.

> **Tip** **It is possible to change Page Setup options after you have entered text in your document. However, it is best to apply the settings you want before you start entering large amounts of text. Changing the page setup when there is existing text will often require repaginating the document, which can be quite time-consuming, especially if the document is long.**

Page Setup formatting can be applied either to the whole document or to selected sections in a document. A section is created by inserting section breaks. Look up the topic "About sections and section breaks" in the online help for more information.

Change Measurement Units And Use The Rulers

You can pick from several different default *measurement units* to use when defining and viewing size and distance settings. The measurement units available are shown in the table below:

Unit	Abbreviation	Notes
Centimetres	cm	Metric unit of measure.
Millimetres	mm	Metric unit of measure. 10mm equals 1cm.
Inches	in "	Imperial unit of measure. 1" equals 2.54cm.
Points	pt	Typographical unit. Points are used to measure the size of text. 1pt is about 1/72 of an inch (so 72pt = 1").
Picas	pi	Typographical unit. 1pi is 12pt.

Default units are shown on the ruler bars and in dialogue boxes. If you enter a value in a dialogue box without an abbreviation, it is assumed to use the default unit of measurement.

You can enter measurements in different units to the one displayed by including the abbreviation after the value. For example, to enter a value of 1 cm when the default measurement units are in inches, type *1cm* or *1 cm*.

Change The Default Measurement Units

- ✓ From the **File**, **Options** tab, select **Advanced**
- ✓ Select **Display**
- ✓ Click the drop-down arrow on the **Measurement units**: list box and select the units you want to use
- ✓ Click **OK**
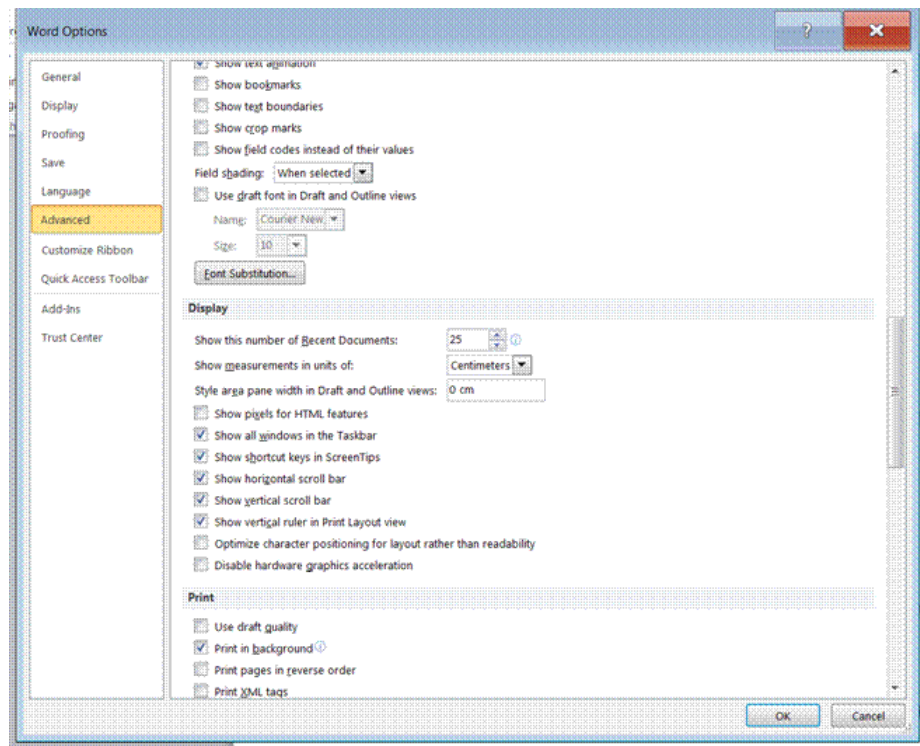
View The Rulers

The rulers help you to measure distances on the page. You can also use the rulers to change settings such as margins, indents, tabs, and table row and column widths by dragging with the mouse.

There are two rulers: one across the top of the page (the horizontal ruler) and one down the lefthand side of the page (the vertical ruler).

- ✓ From the **View** Tab, select the **Show** group
- ✓ select **Ruler**
- ✓ To hide rulers, from the **View** tab, Show group, select **Ruler** again
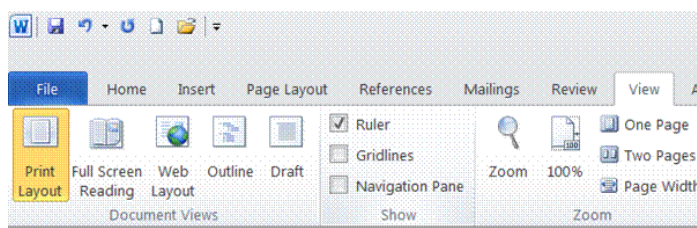
Change Page Orientation And Paper Size

Orientation is the direction of the paper when printing. Text is normally printed in portrait orientation with the short sides of the paper at the top and bottom. When the long sides are at the top and bottom the orientation is called *landscape*.

Depending on the printer attached to your computer, you may be able to use different sizes of paper. You should set Word to use exactly the size of paper you are printing to, otherwise the document may not print out correctly. The most commonly used paper size around the world is **A4**, except for the USA where it is **Letter**. **A4** paper is 18mm higher and 6mm thinner than **Letter** paper.

Standard paper sizes are defined by the International Standards Organisation (the ISO 216 system). ISO 216 defines three series of paper sizes: A, B, and C (C is used for envelopes). ISO paper sizes have a width:height ratio of $1:\sqrt{2}$ and are measured in centimetres. The following table lists some commonly used paper sizes and their dimensions in centimetres, inches, and points.

Paper Size	Typical Uses	Dimensions (Centimetres)	Dimensions (Inches)	Dimensions (Points)
A3	Posters, diagrams, and maps	29.7 x 42	11.69 x 16.54	842 x 1191
A4	General desktop printing and report-type documents	21 x 29.7	8.27 x 11.69	595 x 842
C4	Envelopes (A4)	22.9 x 32.4	9.02 x 12.75	649 x 918
Letter	General desktop printing and report-type documents (USA)	21.59 x 27.94	8.5 x 11	612 x 792
A5	Booklets	14.8 x 21	5.83 x 8.27	420 x 595
B5 (ISO B5)	Books and booklets	17.6 x 25	6.9 x 9.8	499 x 709
C5	Envelopes (A4 folded once)	16.2 x 22.9	6.38 x 9.02	459 x 649
A6	Postcards	10.5 x 14.8	4.13 x 5.83	297 x 420
C6	Envelopes (A4 folded twice)	11.4 x 16.2	4.49 x 6.38	323 x 459

To Set Page Orientation And Paper Size

Page orientation
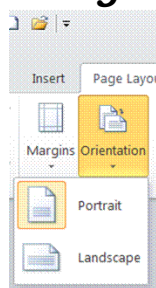
- ✓ From the *Page Layout tab*, select the *Page Setup* group
- ✓ Select *Orientation*,
- ✓ select a *page alignment* option

Paper size

- ✓ From the **Page Layout tab**, select the **Page Setup** group
- ✓ Select **Size**,
- ✓ select a **page size** option
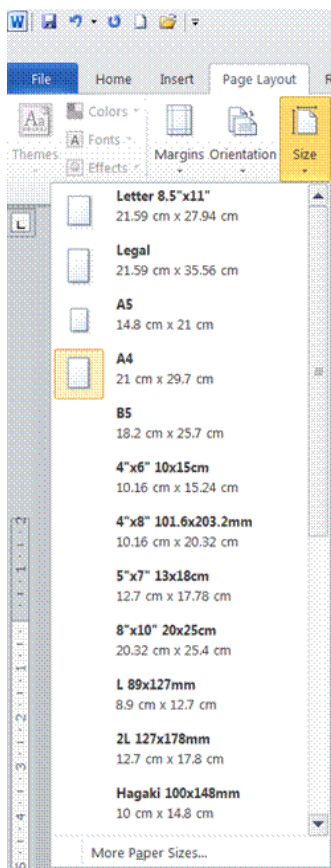
Set Page Margins

The white space around text on the printed page is the **margin** area. You can change the top, bottom, left, and right margins. You can set margins in two different ways: by dragging margin markers on the Ruler bar, or by entering values in the **Page Setup** group and dialogue box.

To set page margins using the Ruler bar

- ✓ Position the mouse pointer over a margin border. This is the border between the grey and white sections on the ruler. The pointer will change to a double-headed arrow and a ScreenTip is displayed.
- ✓ Click-and-drag the margin to the new location
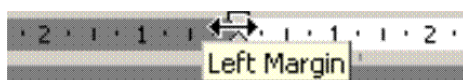
- ✓ A dotted line is displayed down or across the page as you drag so that you can see the position of the new margin.
- ✓ If the indent markers (grey triangles) are positioned over the margin, make sure you only click and drag when the correct resize arrow is displayed . Point between the two indent markers, as shown in the graphic above.

Tip	*To display the dimensions of the new margin settings, hold down the Alt key as you drag.*

Set Page Margins Using The Page Setup Dialogue Box

If you are not confident using the mouse, or if you need to define particular values, you can type margin settings using the Page Setup dialogue box.

- ✓ From the **Home tab**, select the **Page Setup** group**.**
- ✓ Display the **Page Setup** dialogue box.
- ✓ Click the **Margins** tab, if necessary
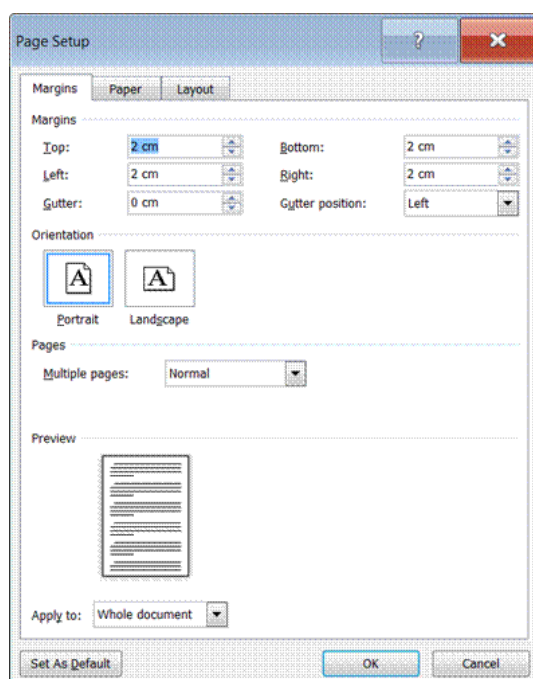- ✓ Set the Top:, Bottom:, Left:, and Right: margins as required by clicking in the box and typing a value or by using the spin arrows to adjust the value
- ✓ The **Preview** panel displays the effect of the new margin settings.
- ✓ Click **OK**

Tip	*Most desktop printers cannot print right to the edge of the page. Word will warn you if the margin settings you choose are outside the limits of the currently selected printer and paper size.*

To keep the settings chosen in the Page Setup dialogue box as standard for all new documents (based on the current template) click the Default... button. This will apply the settings from all tabs in the dialogue box.

Tip	*You can also set the margins in the margins group*
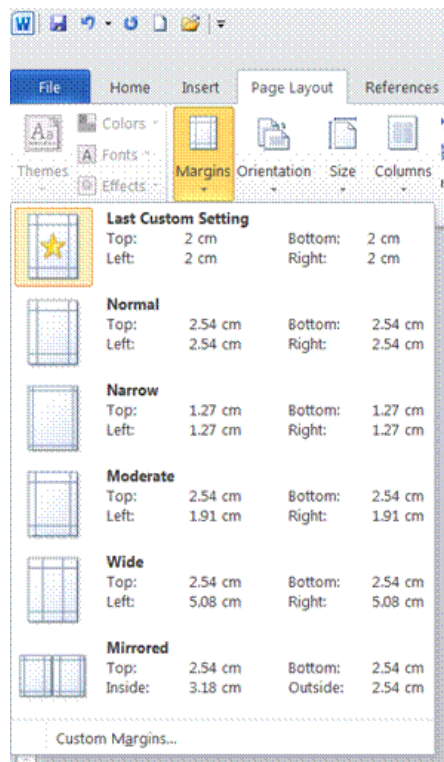
Add A Border To A Page

✓ On the *Page Layout* tab, select the *Page Setup* dialogue box
✓ Select the *Layout* tab and then select *Borders*
✓ Click one of the border options under *Settings*.
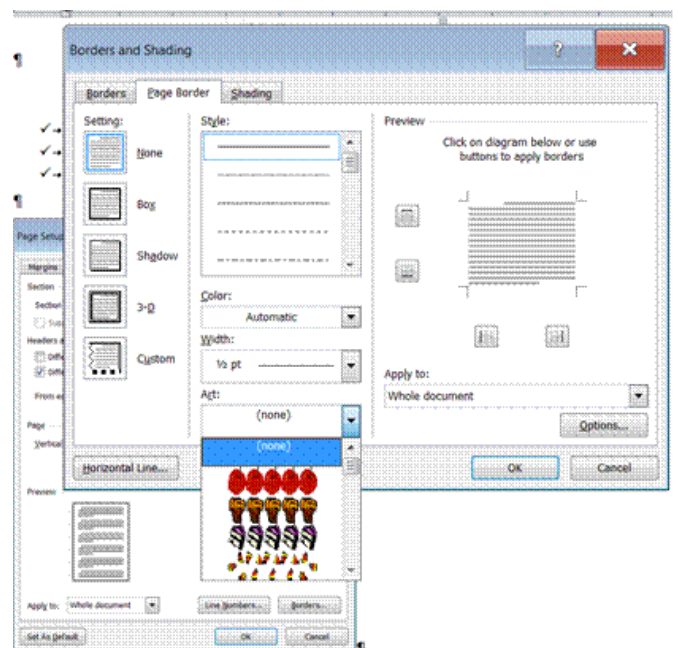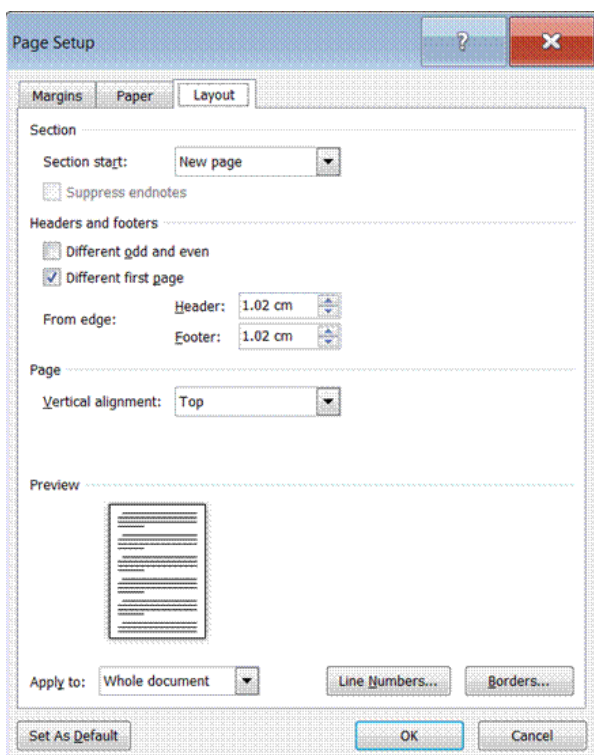
- ✓ To specify that the border appears on a particular side of a page, such as only at the top, click **Custom** under **Setting**. Under **Preview**, click where you want the border to appear.
- ✓ To specify a particular page or section for the border to appear in, click the option you want under **Apply to**.
- ✓ To specify the exact position of the border on the page, click **Options**, and then select the options you want.
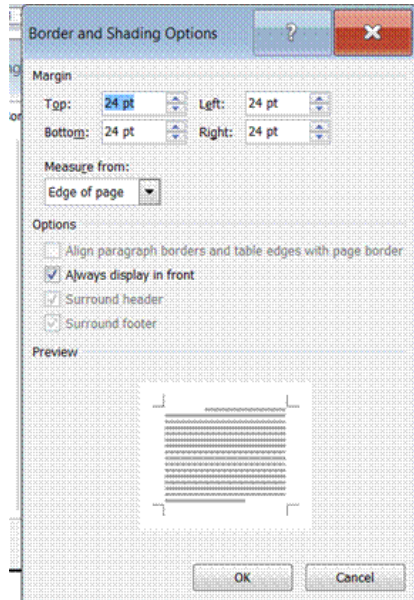
Page Breaks

Page breaks are either soft (inserted by Word automatically) or hard (inserted by you). Soft page breaks show as a plain dotted line when text reaches the bottom margin. They appear, disappear and move up or down the text depending entirely on the page setup, text typed and formatting options used.
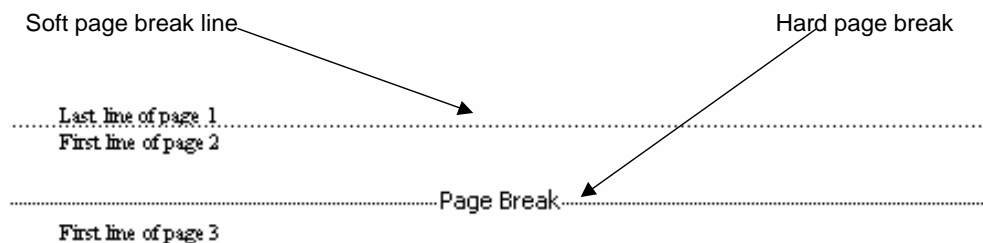
To control where a page ends you need to insert a hard page break. Hard page breaks are identified by the words Page Break on the dotted line.

Insert Hard Page Breaks
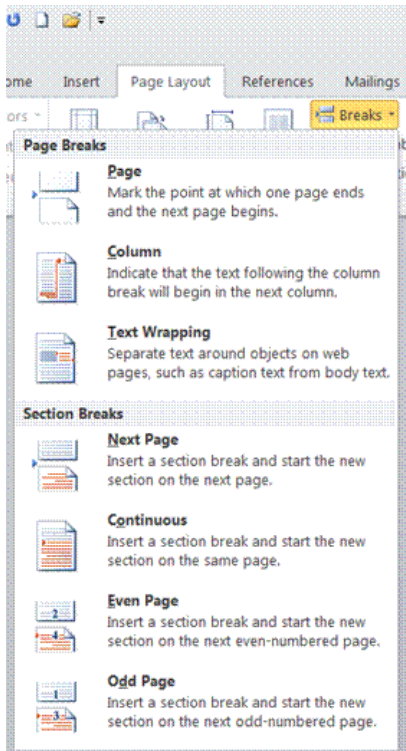
Before you insert the page break, ensure that the insertion point is at the spot where you want the page break to occur.

- ✓ Go to the *Page Layout* tab**,** *Page Setup* group
- ✓ Select the *Breaks* button to display the *Page Breaks* dialogue box
- ✓ Select *Page* under Page breaks
- ✓ A hard break will appear in your document

You can also use the keyboard: *Ctrl+Enter* to insert a page break.

- ✓ To delete a page break, move the insertion point right after page break and press *backspace*

Control Widow And Orphan Lines

"Widows" and "orphans" are single lines or words that appear by themselves at the top or bottom of a page

- ✓ Select the paragraphs in which you want to control widows and orphans.
- ✓ On the *Home* tab, select the *Paragraph* group, and then select the *Paragraph dialogue box*
- ✓ Select the *Line and Page Breaks* tab.
- ✓ Select the *Widow/Orphan* control check box. This option is usually turned on by default.
- ✓ Click *OK*
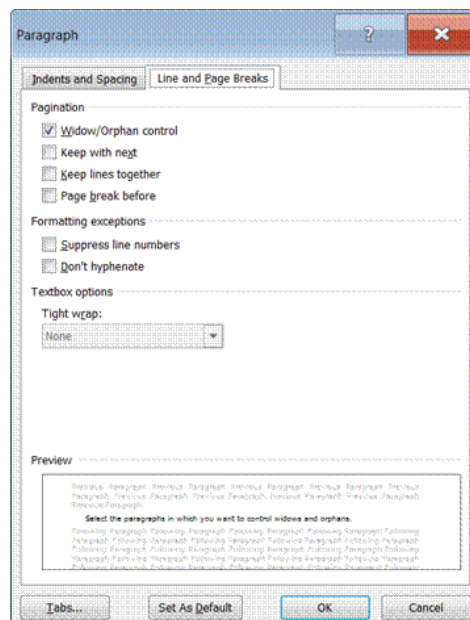
Prevent Page Breaks From Occurring In The Middle Of Text

You can prevent a page break from occurring within a paragraph, or ensure that a page break doesn't fall between two paragraphs, such as a heading and the following paragraph.

- ✓ Select the paragraphs in which you want to control widows and orphans.
- ✓ On the *Home* tab, select the *Paragraph* group, and then select the *Paragraph dialogue box*
- ✓ Select the *Line and Page Breaks* tab.
- ✓ Select the *Keep lines together* control check box.
- ✓ Click *OK*

Force A Page Break Before A Specific Paragraph

You can force a page break to ensure that a chapter title always starts on a new page.

- ✓ On the *Home* tab, select the *Paragraph* group, and then select the *Paragraph dialogue box*
- ✓ Select the *Line and Page Breaks* tab.
- ✓ Select the *Page break before* check box.

Formative assessment

A company's brochure needs to be re-formatted as an A5 document.

- ✓ Open the document *TIME MANAGEMENT*
- ✓ If necessary, select *Ruler*
- ✓ Select *Page Setup...*
- ✓ Select *Margins*
- ✓ From the *Orientation* panel, select the *Portrait* option
- ✓ Set all the margins to *1cm*
- ✓ Select the *Paper* tab
- ✓ From the *Paper size:* list box, select *A5* (or type the custom size *14.8cm* and *21cm* in the Width and Height boxes if A5 is not available)
- ✓ Click *OK*
- ✓ Scroll through the document to find the heading "Organising Your Diary"
- ✓ Click before the text "Organising Your Diary " then press Ctrl + Enter
- ✓ Before the "Update your goals and objectives" heading, insert another page break
- ✓ Delete any blank paragraphs that cause a blank page to appear
- ✓ Insert another page break before the "Time Wasters" heading
- ✓ Save and close the document

Create a new blank document and see if you can achieve the following lines and borders

- ✓ A 12.5% shadow border style indented into both the left and right margins.
- ✓ A double border with 5% shading.
- ✓ This is a shadow border style with a 1½ pt line and 15% shading (Can you achieve the same indentation and bullet style?)
- ✓ Print the document
- ✓ Save the document as *BORDERS* and close

FORMAT A DOCUMENT

Specific Outcome

Format a Document

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Methods of automatically formatting a document are explained: Templates, styles, manual
- ✓ A header is added to and removed from a document
- ✓ Page numbers are added to a document
- ✓ A document is split into sections: Minimum 2 sections
- ✓ Endnotes and footnotes are inserted into a document
- ✓ Section Break is deleted

Styles

A style is a collection of formats that can be applied to text in one action. It is better to apply different styles to text than to use individual formatting commands. Once you have applied a style, you can still apply individual formatting commands directly, if you want a particular part of the text to be different.

Word comes with a variety of built-in styles, which are made available through the Normal template. In addition to these, your company may have defined a set of styles for use in documents based on custom templates. You should always follow the proper use of styles, as set out in any style guide published by your organisation. Using styles in preference to direct formatting makes documents much easier to maintain and update.

Apply A Style To Text

There are four types of styles available for you to use - paragraph, character, list and table styles.

Paragraph Styles

Paragraph styles can be applied to a minimum of one paragraph. They can contain a combination of any of the formats in the Paragraph, Tabs, Bullets and Numbering, Borders and Shading, and Language dialogue boxes and can include character formatting.

Character Styles

Character styles can be applied to a minimum of one character (so can also be applied to a word, line, paragraph, document, or any other amount of text). They can contain a combination of any of the character formats available from the Font dialogue box, such as Font, Font Size, Bold, Italics, and Underline.

List Styles

List styles can be applied to paragraphs to format them as a bulleted, numbered, or outline numbered list.

Table Styles

Table styles can be applied to a table to format the layout, borders, and shading and text formats (paragraph, character, and tab formatting) of tables and table text. Applying a table style to normal text automatically converts the text into a table.

Mixing Styles

A character or list style can be applied over a paragraph style. The specific formatting of the character/list styles will overwrite any conflicting formatting defined in the paragraph style. You can also apply styles to text in tables or text boxes.

Apply A Style Using The Formatting Toolbar

If you apply a paragraph style to formatted text, some of the character formats may be preserved.

- ✓ Position the insertion point in the paragraph you want to change

OR

- ✓ Select the paragraphs you want to change

OR

- ✓ Select the text you want to change
- ✓ On the **Home** tab, in the **Styles** group, click the arrow to display the **Style list box**
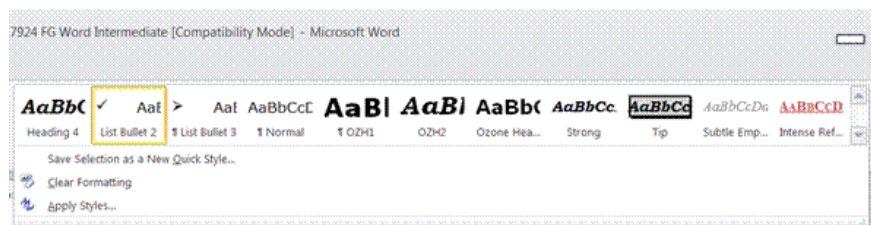
- ✓ A drop-down list is displayed, previewing the key formats associated with the styles available.
- ✓ **Select** the style to apply it

Change Styles And Formatting

To change the formatting of any style, do the following:

- ✓ Right-click on the style in the **Style** group
- ✓ Select **Modify** to change the formatting of the style
- ✓ Make the changes you require
- ✓ Click **OK**

Add or remove styles from the Styles group

Right-click on the style

Select **Add to Quick Style Gallery** or **Remove from Quick Style Gallery**

Formative Assessment

- ✓ Open the document **TIME MANAGEMENT**
- ✓ Select the first heading "Why Time Management"
- ✓ Use the **Style** group to apply **Heading 1** style
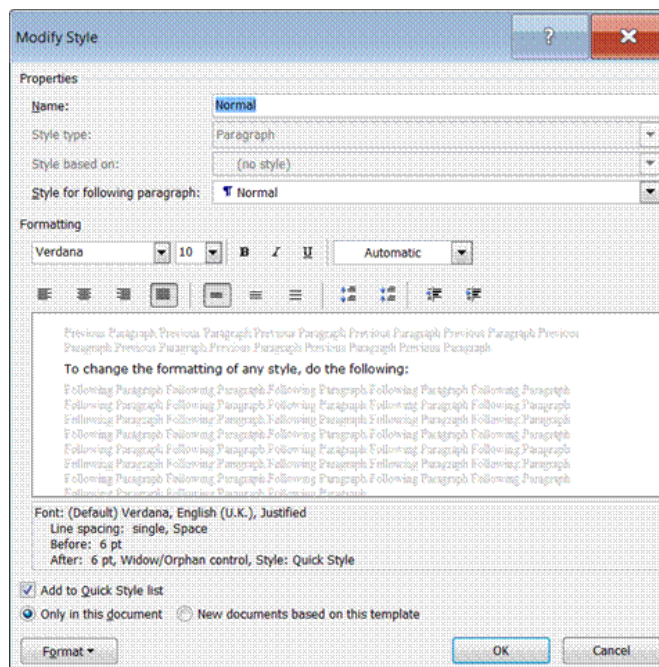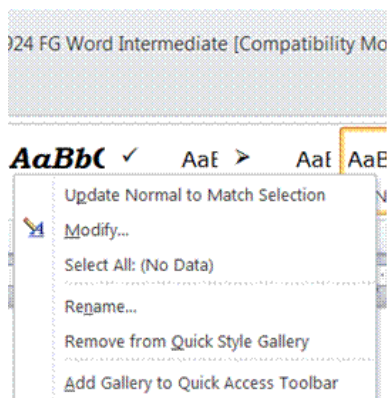- ✓ Apply **Heading 2** style to the following headings: Prioritising Your Work; Organising Your Diary; The Year Planner; Update Your Goals And Objectives Every Week; Write Down Your Longer-Term Goals : Monthly Or Quarterly Or Yearly
- ✓ Apply **Normal** style to the paragraphs under all the heading 2s
- ✓ Apply **BodyList** style to the paragraphs under the heading: Phone Calls
- ✓ Apply **Heading 3** style to the headings under "TIME WASTERS"
- ✓ Apply **BodyTextIndent** to the paragraphs under the heading Personal Phone Calls
- ✓ Select a few key phrases in the document and apply the **emphasis** character style
- ✓ Save and close the document

Add A Header And Footer To Pages

Headers and footers are reserved space in the top and bottom margins of the page. Use a header/footer to print the same information at the top and/or bottom of every page, such as titles and page numbers. The same header and footer can be applied to the whole document or different ones can be applied to individual sections within it.

To Insert A Header Or Footer

- ✓ From the **Insert** tab, select the **Header and Footer** group

- ✓ Select **Header** or **Footer**
- ✓ Select a **pre-formatted** header or footer

OR

- ✓ Select **Edit Header**
- ✓ Enter the header or footer text

> ***Tip You can save your header or footer to the Header Gallery by clicking on that option***
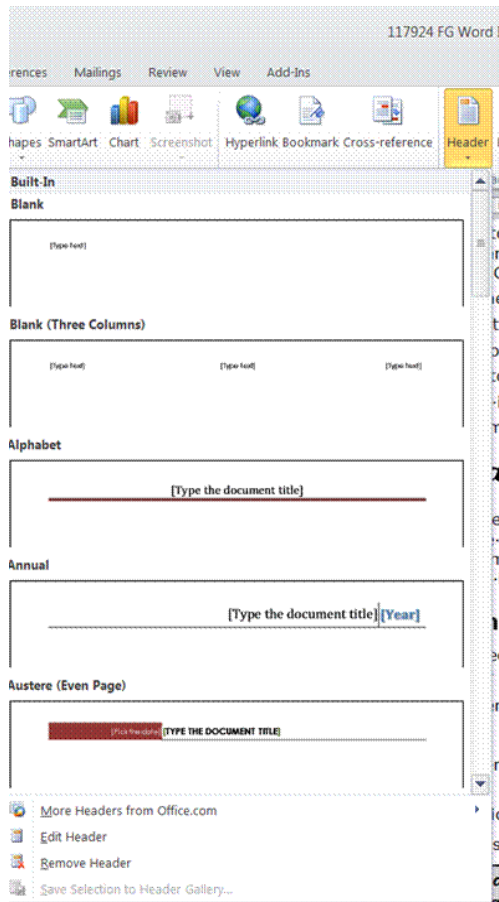
OR

- ✓ Scroll down the page then double-click in the header or footer area
- ✓ Enter the text

To exit the header or footer,

- ✓ Click the **Close Header or footer** button, or double-click in the body text area, to return to the document
  - ✓ The Header and Footer toolbar is no longer displayed and the document text is displayed.
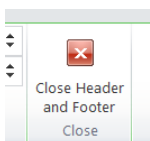
The Header And Footer Toolbar

The toolbar buttons can be used to enter document information and control the way the headers and footers operate. Click the appropriate button for the action required.
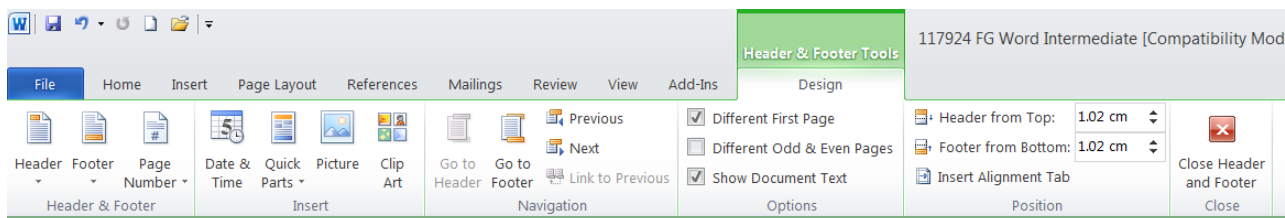
- ✓ The **Header and Footer** buttons allow you to edit the header or footer, as well as toggling between headers and footers
- ✓ The **Page Number** button allows you to insert and edit page numbers
- ✓ Insert the Date and time by clicking on the **Date and Time** button
- ✓ You can also insert **Quick** Parts, **Pictures**, **Clip Art** into the header or footer
- ✓ If you select **Different First Page**, the header or footer will not display on the first page
- ✓ The **Positions** group allows you to change the distance of the header or footer from the top or the bottom of the document
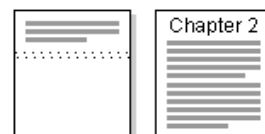- ✓ The **Navigation group** allows you to navigate between the header and the footer, as well as headers or footers of different sections of the document

Section Breaks

Types Of Section Breaks

The following examples show the types of section breaks you can insert. (In each illustration, the double dotted line represents a section break.)
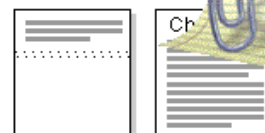
What Are Section Breaks?

You can use sections to vary the layout of a document within a page or between pages. Just insert section breaks to divide the document into sections, and then format each section the way you want. You can, for example, format a section as a single column for the introduction of a report, and then format the following section as two columns for the report's body text.

Types Of Formats You Can Set For Sections

You can change the following section formats: margins, paper size or orientation, paper source for a printer, page borders, vertical alignment, headers and footers, columns, page numbering, line numbering, and footnotes and endnotes.

Keep in mind that a section break controls the section formatting of the text that precedes it. If you delete a section break, the preceding text becomes part of the following section and assumes its section formatting. Note that the last paragraph mark (¶) in the document controls the section formatting of the last section in the document — or of the entire document if it doesn't contain sections.

Insert A Section Break

- ✓ Click where you want to insert a section break.
- ✓ On the **Page Layout tab**, select the **Page Setup** group
- ✓ Click on the arrow on the **Breaks** button to display the Breaks list
- ✓ Under **Section break types**, click the option that describes where you want the new section to begin.

Change The Type Of Section Break

- ✓ **Click** in the section you want to change.
- ✓ Select the **Breaks** button.
- ✓ Click the option that describes where you want the current section to begin.

Delete A Section Break

- ✓ Select the section break you want to delete.
- ✓ Press **Delete**.

> **Tip** When you delete a section break, you also delete the section formatting for the text above it. That text becomes part of the following section, and it assumes the formatting of that section.

Footnotes And Endnotes

Typically, footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. You can include both footnotes and endnotes in the same document, for example, you might use footnotes for detailed comments and endnotes for citation of sources. Footnotes appear at the end of each page in a document. Endnotes typically appear at the end of a document.

A footnote or an endnote consists of two linked parts

- ✓ the note reference mark and
- ✓ the corresponding note text.

You can automatically number marks or create your own custom marks. When you add, delete, or move notes that are automatically numbered, Word renumbers the note reference marks.

You can add note text of any length and format note text just as you would any other text. You can customize note separators, the lines that separate the document text from the note text.

If you're viewing the printed document on-screen, you can view notes by resting the pointer on the note reference mark in the document. The note text appears above the mark. To display the note text in a note pane at the bottom of the screen, double-click the note reference mark. When you print the document, footnotes appear where you specified: either at

the end of each page or directly below the text. In the printed document, endnotes also appear where you specified: either at the end of the document or at the end of each section.

note reference mark

A number, character, or combination of characters that indicates that additional information is contained in a footnote or endnote. In the following graphic, the number 12 is a note reference mark.

Japanese baskets[12]

What happens to footnotes and endnotes when I save the Word document as a Web page?

Word automatically changes the footnotes and endnotes to hyperlinks and moves the footnotes to the end of the Web page. If the document also contains endnotes, Word places them directly after the footnotes. Word inserts short horizontal lines called note separators to separate the main text from the footnotes and the footnotes from the endnotes. In the browser, custom note separators appear as short horizontal lines.

To view notes on a Web page, click the note reference mark to follow a hyperlink to the note text. Footnotes and endnotes appear at the end of the Web page.

Insert a footnote or an endnote

- ✓ On the **References** tab, go to the **Footnotes** group
- ✓ Select **Insert Footnote** or **Endnote**
- ✓ Click **OK**.
- ✓ Word inserts the note number and places the insertion point next to the note number.
- ✓ Type the note text.
- ✓ Scroll to your place in the document and continue typing.

OR

Click on the Footnotes arrow to display the footnote and endnote dialogue box

- ✓ Under **Numbering**, click the option you want.
- ✓ Click **OK**.
- ✓ Word inserts the note number and places the insertion point next to the note number.
- ✓ Type the note text.
- ✓ Scroll to your place in the document and continue typing.

Move or copy a footnote or endnote

✓ When you want to move or copy a note, you work with the note reference mark in the document window, not the text in the note pane.

✓ In the document, select the note reference mark of the note you want to move or copy.

✓ To move the selected note reference mark, keep the cursor on the selected mark until the cursor changes to an arrow, and then drag the mark to the new location.

✓ To copy the selected note reference mark, hold down CTRL, keep the cursor on the selected mark until the cursor changes to an arrow, and then drag the mark to the new location.

✓ If you move or copy an automatically numbered note reference mark, Word renumbers the notes in the new order.

Formative Assessment

✓ Open the document TIME MANAGEMENT

✓ Select Header and Footer

✓ Insert a page number in the footer. – the page number must be italic and centred

✓ In the header type My Time Management

✓ Insert the date into the header

✓ Exit header and footer too

✓ Insert a Section Break (Next Page) before the "Organising Your Diary" title

✓ Change the footer so that the company name is R Grayson Ltd

✓ Break the link between sections 1 and 2

✓ Remove the footer in the first section

✓ Add page numbers to the footer in the second section so that it looks like this

✓ Save and close the document

TEMPLATES

Specific Outcome

Templates are used and created

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ A document is created using an existing template
- ✓ A document is saved as a new template with a specific name and in a specific folder
- ✓ A created template is used

It is often important to produce documents that have a consistent format and content. Many organisations have a "house style" or style sheet (a set of rules for writing and formatting documents).

Templates are one way of making sure that different documents look the same. Templates also make it easier to create new documents, by including standard text and graphics in the template file. This eliminates the need to re-type or copy and paste duplicate content.

Templates can vary significantly between different organisations. In most cases, there will be a style guide to consult, which will give instructions on the rules to follow.

Create A Document Using A Template

All documents you create in Word are based on a ***template***. A template determines the basic structure or layout for a document and can contain text, graphics, page formatting options, styles, AutoText entries, customised toolbars, menus, macros, and shortcut keys. When you start Word, you are presented with a new document based on the ***Normal*** template. You will also base your document on this template if you click the ***New*** button on the ***Standard*** toolbar.

This template does not contain any text or graphics. It gives you a document with A4 portrait orientation, left and right margins of 3.17cm, and top and bottom margins of 2.54cm.

For most documents, the Normal template is a good starting point. Choosing to base your document on one template rather than another can dramatically change the way your document looks.

Note Document templates have the file extension .DOT.

Many templates contain placeholders for you to overtype with your own text. You can also use a wizard to take you through the creation of a document step-by-step. At each stage, you select the options you want and type in the relevant text.
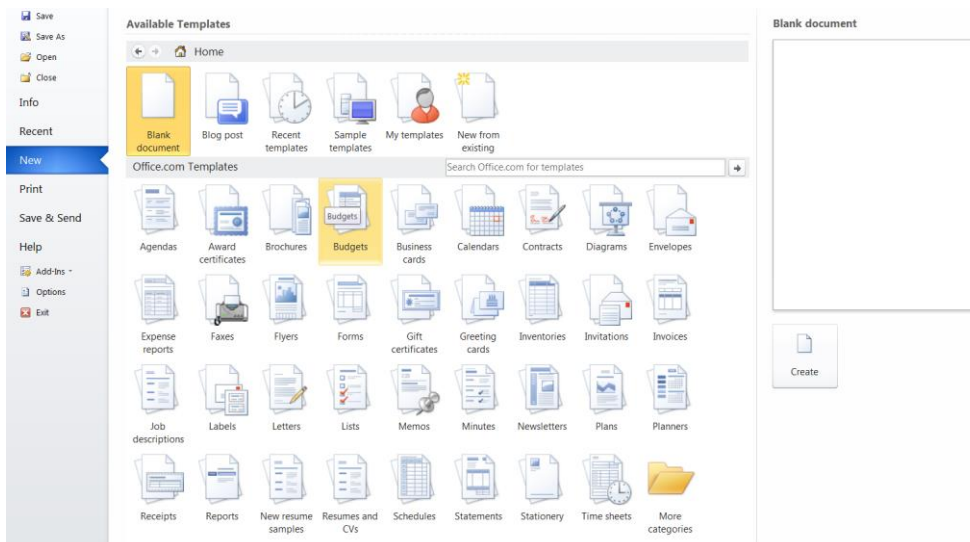
You can use Word's built-in templates and wizards to help you create commonly used documents.

The ***File*** tab, ***New*** option shows the following templates:
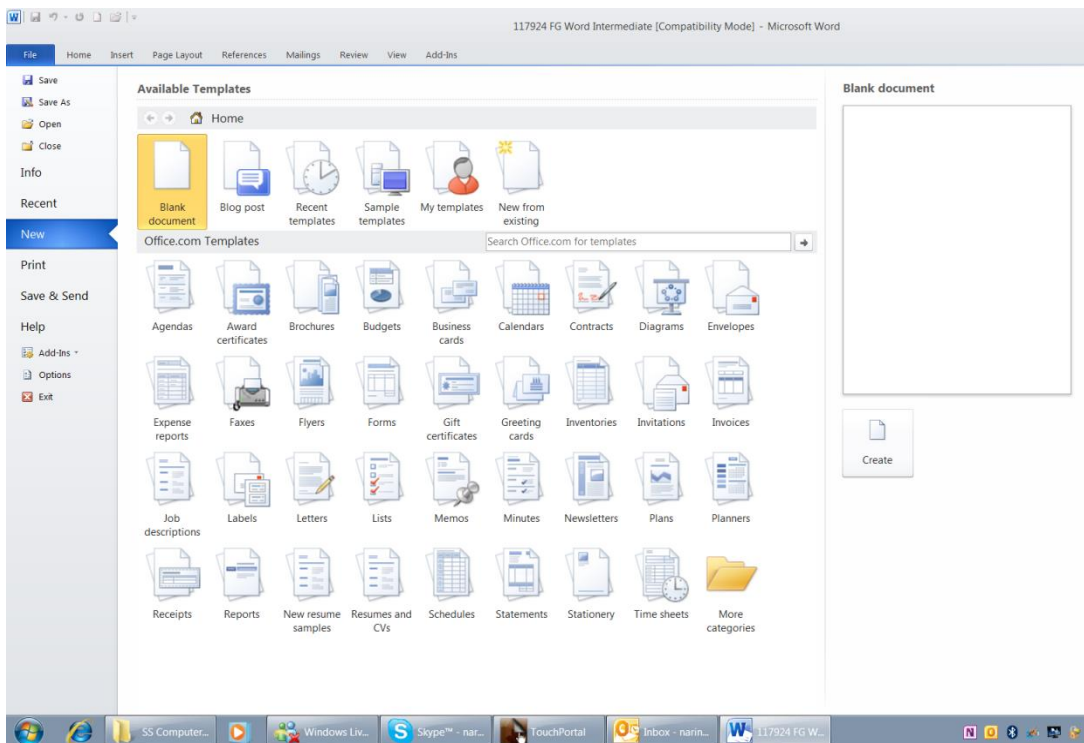
Create A New Document Based On A Document Template
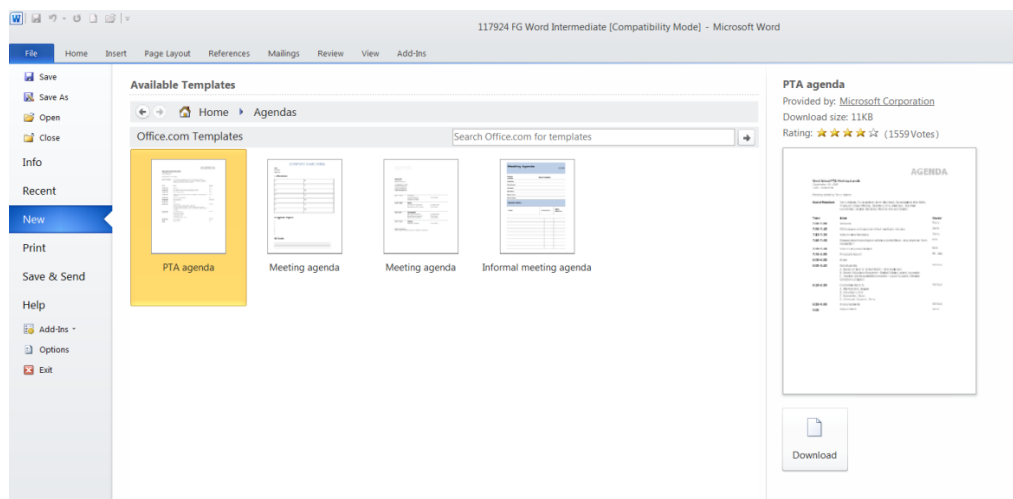
- ✓ From the *File* tab, select *New...*
- ✓ The available templates are displayed
- ✓ Click on Sample Templates
- ✓ Select a document *template,* e.g. Executive Report

OR

You can download templates from Office.com

- ✓ Click on the *templates* you want to download, e.g. Agendas
- ✓ Click on *Download*
- ✓ Office will download the template in a new document

Work Within A Template

There are a wide variety of templates, from simple memos to complex brochures and reports. Most of the Office templates work on the basis that you click to replace standard text with your own. Templates created for you at work may simply contain the basic layout and formatting of the document though.
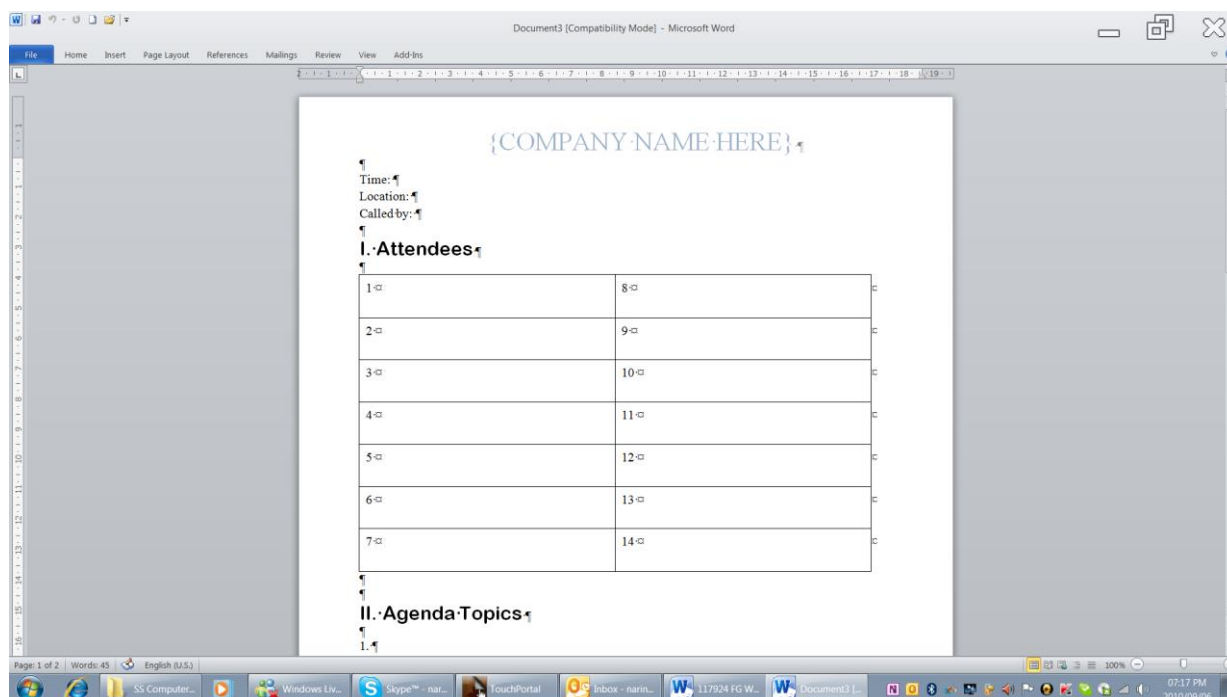
Formative Assessment

Browse the templates in the Office Online gallery

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- ✓ Complete the document with some appropriate information
- ✓ Save the document as *ONLINE TEMPLATE followed by your name* and close it
- ✓ Create a new document based on the *Blank Document* template
- ✓ Create the letter shown below - do not worry if the line breaks do not match

Victoria Dean

General Manager

Courtyard Restaurant

Yorebridge House

Bainbridge

Leyburn

DL8 3PB

BENEFIT FROM EXTRA DISCOUNTS

I'm writing to thank you for the support you've given Joe Chilli's over the last six years. As one of our most faithful and long-standing customers, I thought you'd appreciate the chance to try new additions to our range of Chilli Meals at a specially discounted price.

As you know, Chilli Meals combine the best home-cooked flavours with total ease of preparation for you and your staff. For our new meals, we've been inspired by the freshness and simplicity of Mediterranean cooking.

- ✓ Chicken and Garlic Pasta
- ✓ Tomato, Basil and Garlic Tart
- ✓ Brunch Tart
- ✓ Ham and Onion Cream Tart

There's more information on the enclosed flyers. For the next 4 weeks, you can benefit from a further 5% discount on your Preferred Customer Rates for any of the products listed above - just quote this letter when ordering.

Yours sincerely,

David Martin

- ✓ Turn the **Show/Hide** button on and off to reveal and hide the hidden characters
- ✓ Display the document in **Outline View**, then change to **Draft View**
- ✓ Practise viewing the document at different magnifications
- ✓ **Print** the document
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- ✓ Create the memo shown below - do not worry if the line breaks do not match

ALTERATIONS TO STATIONERY BROCHURE

After a long discussion with our sales team, I have decided to make several alterations to the terms and conditions set out in our stationery brochure.

There is one particular passage within our terms and conditions that seems to be unclear to most of our customers and I feel that this term must be re-worded to avoid further disruption between our customers and delivery company.

Stock

1. If we do not have all ordered goods in stock and the order is placed before 2pm, we will deliver what goods we have in stock, the remainder will be forwarded as soon as it arrives at our warehouse.

2. Damaged stock delivered must be reported to us immediately. We cannot accept responsibility after 48 hours.

Delivery

1. We will endeavour to achieve next day delivery only if orders are received over the telephone before 2pm Monday to Thursday. If the order is received 2pm on a Friday then delivery can only be met the following Monday so long as the date is a not a Bank Holiday.

2. Orders received after 2pm will take up to three working days to deliver. No specific assurance of delivery time can be given. Priority will be given to orders before 2pm.

No orders should have to wait more than a week if stock is available. If the full order has not been delivered within 7 working days, a discount of 10% of the overall order will be given.

If there are any queries with these new conditions please contact Miss Blackthorn who is now dealing directly with our catalogues. We are having new catalogues produced now and we will mailshot these to all our customers immediately.

If you require new brochures for your customer list, please speak to Miss Blackthorn as soon as possible as we want to start the printing of the second set of catalogues as quickly as is feasible.

- ✓ Save and close the document