

LEARNER GUIDE



MS Word Advanced 2010

Unit Standard 119078

Level 3 Credits 5

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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	

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INTRODUCTION

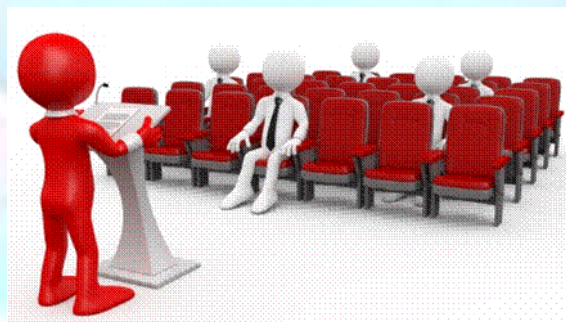
Welcome to the learning programme

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:

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- ✓ 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:

<p><i>Learner Guide</i></p> 	<p><i>This learner guide is your valuable possession:</i></p> <p>This is your textbook and reference material, which provides you with all the information you will require to meet the exit level outcomes.</p> <p>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.</p> <p>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</p>
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	<p>learnt. Take and share information with your colleagues. Important and relevant information and skills are transferred by sharing!</p> <p>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!</p>
<p>Formative Assessment</p>  <p>Workbook</p>	<p>The Formative Assessment Workbook supports the Learner Guide and assists you in applying what you have learnt.</p> <p>The formative assessment workbook contains classroom activities that you have to complete in the classroom, during contact sessions either in groups or individually.</p> <p>You are required to complete all activities in the Formative Assessment Workbook.</p> <p>The facilitator will assist, lead and coach you through the process.</p> <p>These activities ensure that you understand the content of the material and that you get an opportunity to test your understanding.</p>

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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.

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

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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.

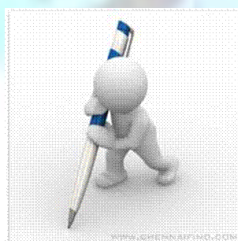
Please complete the form at the end of the programme, as this will assist us in improving our service and programme material. Your assistance is highly appreciated.

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.



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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

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- ✓ If you need assistance please contact your facilitator who will gladly assist you.
- ✓ If you have any special needs please inform the facilitator



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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?

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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 GUI-based word processor to enhance a document through the use of tables and columns 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	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	63189	National Certificate: Medical Laboratory Assistance	Level 3	NQF Level 03	Registered	2011-09-17	

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Core	66370	Further Education and Training Certificate: Roof Truss Technology	Level 4	NQF Level 04	Registered	2012-05-13	
Fundamental	79806	National Certificate: Occupational Hygiene and Safety	Level 3	NQF Level 03	Reregistered	2011-10-20	As per Learning Programmes recorded against this Qual
Fundamental	60249	National Certificate: Primary Response in Emergencies	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2010-06-02	HW SETA
Fundamental	78803	National Certificate: Primary Response in Emergencies	Level 3	NQF Level 03	Registered	2013-06-02	
Elective	58975	National Certificate: Automated Packaging Operations	Level 3	NQF Level 03	Registered	2012-09-09	As per Learning Programmes recorded against this Qual
Elective	50308	National Certificate: Bread and Flour Confectionery Baking	Level 3	NQF Level 03	Reregistered	2012-09-01	FOODBEV
Elective	78528	National Certificate: Chemical Operations	Level 3	NQF Level 03	Registered	2012-06-17	As per Learning Programmes recorded against this Qual
Elective	58537	National Certificate: Chemical Operations	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2009-06-17	CHIETA until Last Date for Achievement
Elective	58882	National Certificate: Fluid Power	Level 3	NQF Level 03	Registered	2010-11-28	MERSETA
Elective	57828	National Certificate: Glass Forming	Level 3	NQF Level 03	Reregistered	2013-02-22	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	63349	National Certificate: Molten Glass Production	Level 3	NQF Level 03	Registered	2011-09-17	CHIETA
Elective	50398	National	Level 3	NQF	Reregistered	2012-	SERVICES

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		Certificate: Project Support Service		Level 03		07-07	
Elective	61971	National Certificate: Pulp and Paper Operations	Level 3	NQF Level 03	Registered	2011-02-06	FIETA
Elective	60190	National Certificate: Water and Wastewater Process Control	Level 3	NQF Level 03	Registered	2011-03-12	ESETA
Elective	61450	Further Education and Training Certificate: Film and Television Production Operations	Level 4	NQF Level 04	Registered	2011-06-11	MAPPP
Elective	66489	Further Education and Training Certificate: Foundry Operations	Level 4	NQF Level 04	Registered	2012-07-29	MERSETA
Elective	77963	Further Education and Training Certificate: Mining/Exploration Geology	Level 4	NQF Level 04	Registered	2013-03-11	MQA
Elective	57898	Further Education and Training Certificate: Printing and Manufacture of Packaging	Level 4	NQF Level 04	Passed the End Date - Status was "Registered"	2010-02-21	MAPPP
Elective	50329	Further Education and Training Certificate: Radiation Protection	Level 4	NQF Level 04	Passed the End Date - Status was "Registered"	2009-04-20	ESETA
Elective	59037	Further Education and Training Certificate: Tissue Conversion	Level 4	NQF Level 04	Registered	2011-02-06	FIETA

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:

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- ✓ 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.

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UNIT STANDARD 119078

Unit Standard: Use a GUI-based word processor to enhance a document through the use of tables and columns

NQF Level 3

Credits 5

Purpose

This unit standard is intended for people who need to enhance document appearance using a GUI-based word processor either as a user of computers or as basic knowledge for a career in the ICT industry

People credited with this unit standard are able to:

- ✓ Create and edit a table
- ✓ Format a table
- ✓ Create and edit columns in a document
- ✓ Format columns in a document

Specific Outcomes and Assessment Criteria

Specific Outcome 1: Create and edit a table

Assessment Criteria

- ✓ A table is created: Table to have at least 4 columns and 4 rows, at least two of the following methods of creating a table are demonstrated: Insert Table on Standard Toolbar, Insert/Draw Table from Table Menu, Convert Text to Table from Table Menu
- ✓ Data is entered into the table
- ✓ Text is selected in the table: A word, a sentence, a Cell, a Row, a Column, the Entire Table
- ✓ Text is deleted from a table: Text in a single cell, in an entire row, in an entire column
- ✓ Table cells are inserted: A single cell, a whole column, a whole row
- ✓ Table cells are deleted: A single cell, a whole column, a whole row
- ✓ Text is copied from one cell range to another: A cell, a column, a row
- ✓ Text is moved from one cell range to another: A cell, a column, a row

Specific Outcome 2 Format a table.

Assessment Criteria

- ✓ The width of a column is changed: Manually using drag, and automatically using Table Menu

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- ✓ The height of a row is changed: Manually using drag, and automatically using Table Menu
- ✓ The alignment of text in a cell range is changed: Left, Center, Right, Justified, Direction
- ✓ Borders are added to a cell range: A single cell, a column, a row, the entire table, at least two methods of adding a border to be demonstrated
- ✓ The background shading of a cell range is changed: Shading: colour. Cell range: a single cell, a column, a row, the entire table, at least two methods of adding shading to be demonstrated
- ✓ The text colour is changed in a cell range: A single cell, a column, a row, the entire table, at least two methods of changing the text colour to be demonstrated
- ✓ Borders are changed in a cell range: Change: line colour, line style, line width. Cell range: a single cell, a column, a row, the entire table, at least two methods of changing the border colour to be demonstrated
- ✓ A table is formatted automatically
- ✓ Cell attributes are changed: Merge cells, split cells
- ✓ Data in a table is sorted
- ✓ Numeric calculations are applied

Specific Outcome 3: Create and Edit Columns in a document: At least two

Assessment Criteria

- ✓ Edit a column in a document: Resize, Line in between, Adjust column length
- ✓ A column break is inserted and deleted

Specific Outcome 4: Format a column in a document

Assessment Criteria

- ✓ A heading is added: Above column break, inside column
- ✓ A text box added inside columns: At least two in separate columns
- ✓ Text boxes are linked between different columns: At least two

Critical Cross-field Outcomes (CCFO)

- ✓ Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the application of tables and columns to documents
- ✓ Organise and manage oneself and one`s activities responsibly and effectively by organising tables and columns within a document
- ✓ Collect, analyse, organise, and critically evaluate information by understanding the impact of tables and columns in a document
- ✓ Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by formatting tables and columns in documents

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- ✓ Demonstrate an understanding of the world as a set of related systems by incorporating tables and columns into a document



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PROOFING TOOLS

This section is included for the learner's interest only and does not form part of the unit standard.

- ✓ Use the spell and grammar check
- ✓ Use the Thesaurus
- ✓ Add word to the dictionary
- ✓ Use automatic spell checking
- ✓ Use the browse selector
- ✓ Find and replace text
- ✓ Understand smart tags and autocorrect



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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? Are there 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.

Tip

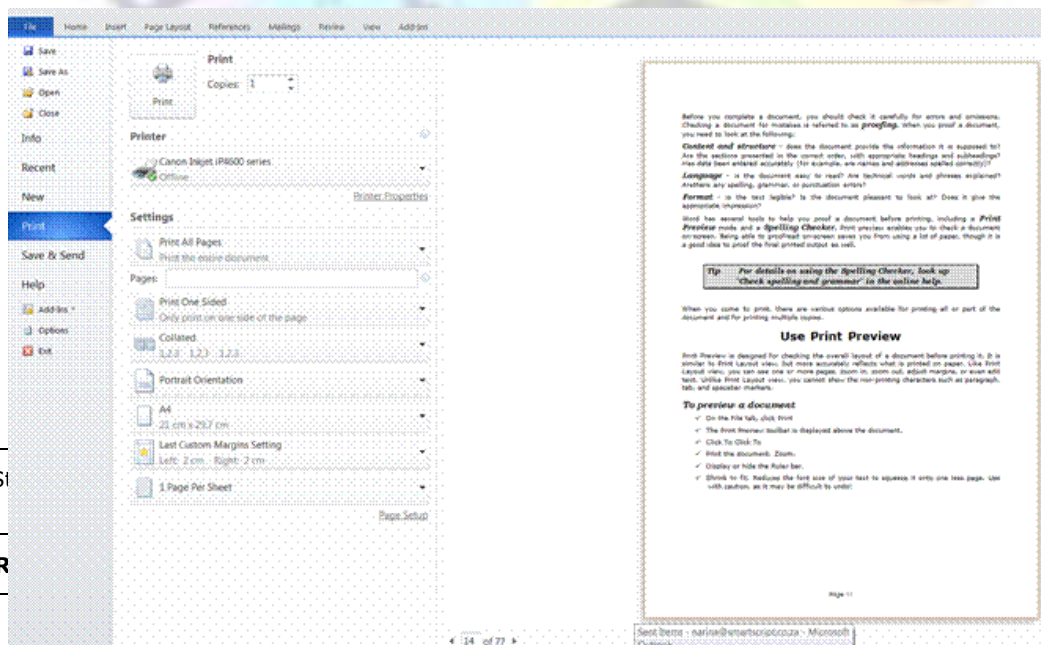
For details on using the Spelling Checker, look up "Check spelling and grammar" in the online help.

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

Print Preview

Print Preview is designed for checking the overall layout of a document before printing it.

- ✓ On the File tab, click Print
- ✓ The Print dialogue box opens, showing a preview of the document.
- ✓ Use the buttons at the bottom of the window to scroll through your document.



Unit S

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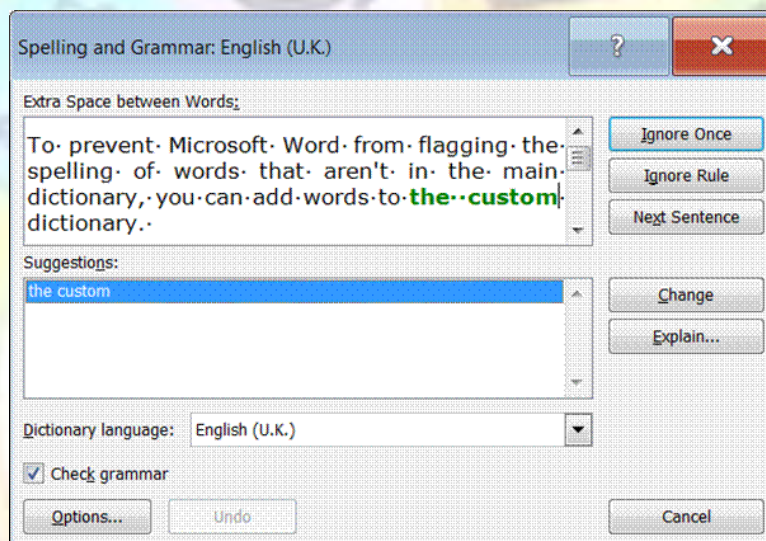
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The Review Ribbon

Select the Review ribbon for the following actions

Spell And Grammar Check

- ✓ Select the Proofing group and the click on Spelling and Grammar.
- ✓ When Word finds a possible spelling or grammatical error, make your changes in the Spelling and Grammar dialogue box.

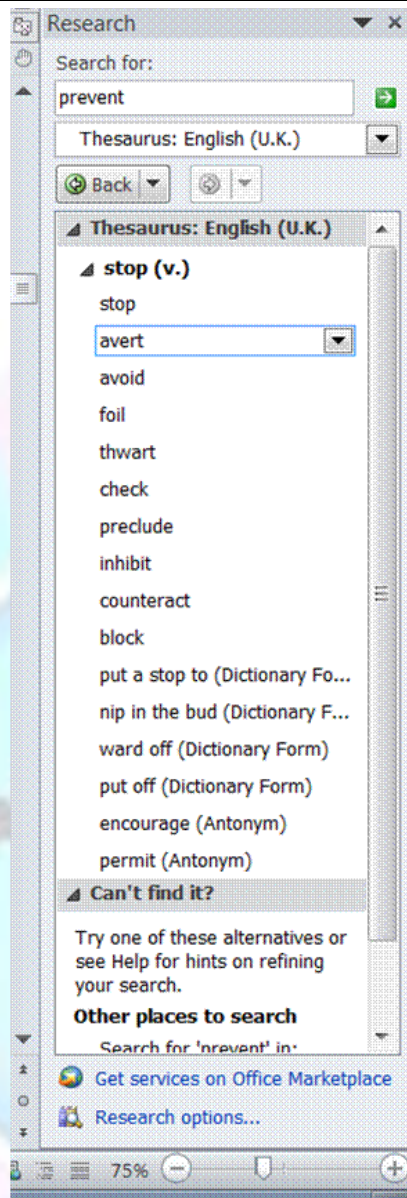


Use The Thesaurus

- ✓ Select or type a word for which you want to find a synonym, an antonym, or related words.
- ✓ In the Proofing group, click Thesaurus.
- ✓ The Thesaurus task pane appears
- ✓ Select the options you want.

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Add Words To The Custom Dictionary

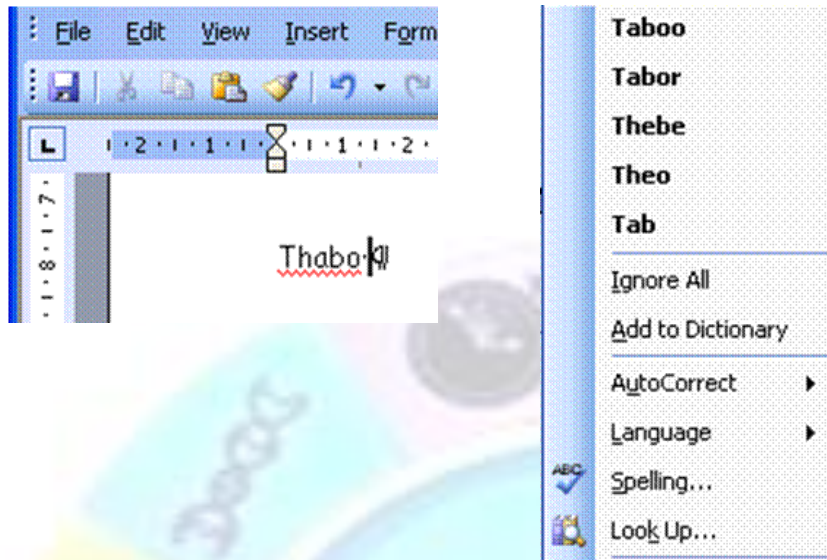
To prevent Microsoft Word from flagging the spelling of words that aren't in the main dictionary, you can add words to the custom dictionary

- ✓ When the **Check spelling option** is turned on, any word that MS Word does not recognise, will have a **red curvy line** underneath it.
- ✓ Right click on the word and the **shortcut menu** will appear.
- ✓ If you want to make a change to the word, choose from the options available.
- ✓ If you want to add the word, select **Add to Dictionary**.

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Automatic Spell Checking

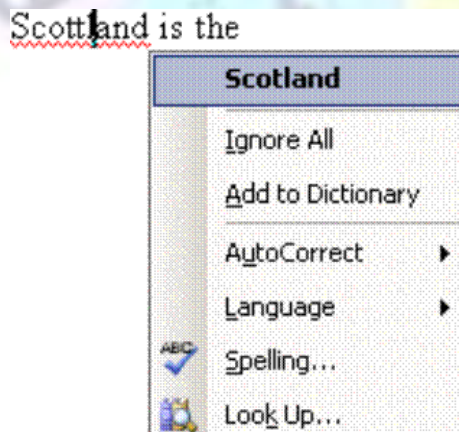
As you type, Word automatically checks for spelling errors and the Spelling Checker icon on the Status bar displays a pencil. When errors are detected, the Spelling Checker icon displays a cross and the errors are underlined with a wavy red line (wavy green lines indicate grammatical errors). When no errors are detected the Spelling Checker icon displays a tick

To use the automatic Spelling Checker

- ✓ Position the insertion point somewhere in the misspelled text
- ✓ Double-click the Spelling Checker icon

OR

- ✓ Right-click the misspelled word
- ✓ The **Spelling Checker** shortcut menu is displayed.
- ✓ Select the correction from the shortcut menu

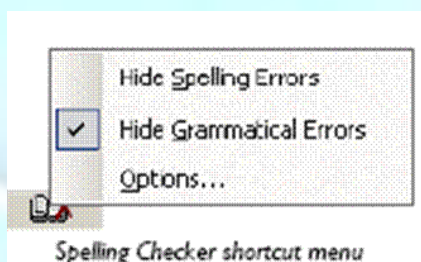


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Click	To
Change	Replace the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary box.
Change All	Change the first and all subsequent occurrences of the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary box.
Add to Dictionary	Add the word to the Custom dictionary . When you add a word to a custom dictionary, the Spelling Checker no longer flags the word as incorrect. Note that the dictionary is case-sensitive and does not recognise different word forms (for example, singular and plural forms must be added as separate entries).
Ignore Once	Leave the word unchanged, but stop at it next time it is found.
Ignore All	Leave the word unchanged, and do not stop at it in any documents until you restart Word.
AutoCorrect	Add the misspelled word and its correction to the AutoCorrect list.
Ignore Rule	Will stop Word from highlighting the grammatical error during the remainder of the grammar check, or during any future grammar checks in any document. The error will only be re-highlighted if the Recheck Document button is clicked on the Spelling and Grammar tab of the Options dialogue box.
Check grammar	Turn the grammar checker on and off.



The Browse Selector

As a document gets longer, you need to find more productive ways of locating a specific part of it. Word's browse tools offer an alternative to lengthy scrolling or repetitive use of the Page Down key.

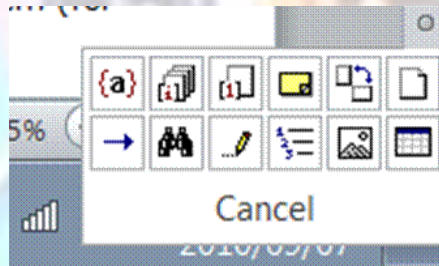
The browse buttons are located at the bottom right-hand corner of the screen on the vertical scroll bar. The Browse Selector button allows you to choose the browse method, and the Browse buttons advance to the next item up or down the document.

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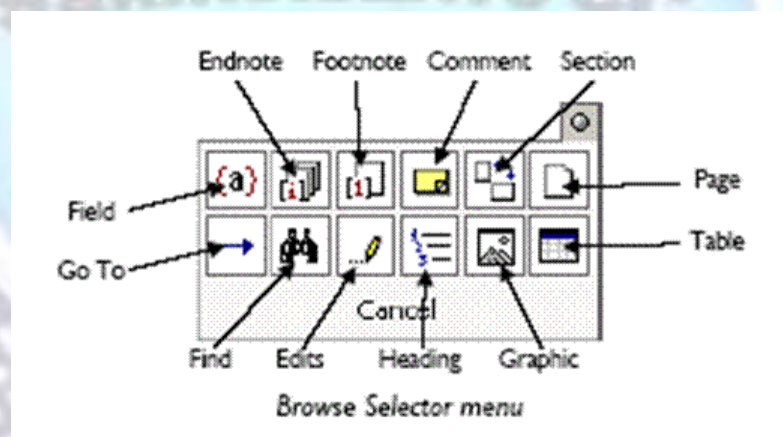
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To use the Browse Selector

- ✓ Click the **Browse Selector** button
- ✓ The **Browse Selector** menu is displayed. The highlighted method is described at the bottom of the menu.
- ✓ Select a browse method
- ✓ Click the **up** or **down** browse buttons to advance to the selected item
- ✓ Click the **up** or **down** browse buttons again to advance to the next item



- ✓ Point to a Browse arrow with the mouse. After a moment, a **ScreenTip** is displayed showing the current browse method.



Note Selecting either the **Find...** or **Go To...** command from the **Editing group** on the **Home tab** automatically sets the **Browse Selector** to those methods

Shortcut keys

- ✓ You can move forward to the next browse selection by pressing **Shift + F4**.
- ✓ Pressing **Shift + F5** takes you to the last edit point in your document.

Use Go To to Navigate Through a Document

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Go To allows you to move quickly to any particular page or item in a large document.

To Go To a specific page or other item

- ✓ From the Browse Selector menu, click **Go To**

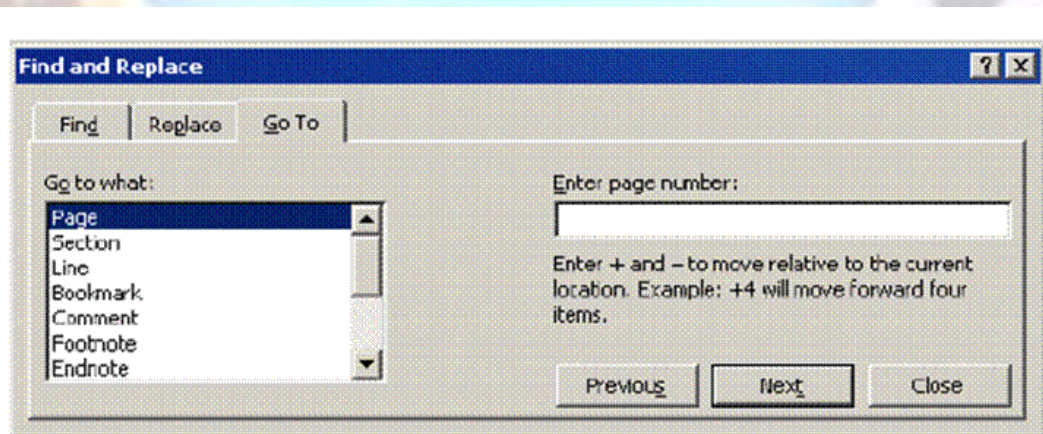
OR

- ✓ On the **Home** tab, **Editing group**, click on the arrow next to **Find** to display the **Find dialogue box**
- ✓ Select **Go To...** (SpeedKey: **F5**)
- ✓ The **Find and Replace** dialogue box is displayed with the **Go To** tab selected.
- ✓ Select the item to go to in the **Go to what:** list
- ✓ Click the **Next** or **Previous** buttons to advance to the selected item
- ✓ Click Close

OR

- ✓ Type the page number (or other item) in the **Enter page number:** box
- ✓ Click the **Go To** button

Note *Using the Go To... command always sets the Browse buttons to go to that item (for example a specific page) until another browse method is selected.*



Find and Replace - Go To dialogue box

Find and Replace Text

The Find and Replace text tool lets you search for a particular word or phrase. Optionally, you can then replace the phrase with a different one.

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To find a word or phrase

- ✓ From the **Browse Selector** menu, click **Find**

OR

- ✓ On the **Home** tab, **Editing group**, click on the arrow next to **Find** to display the **Find dialogue box**
- ✓ Select **Advanced Find** to display the **Find and Replace dialogue box**
- ✓ The **Find and Replace** dialogue box is displayed, with the **Find** tab selected.
- ✓ In the **Find what:** box, type the text to be searched for
- ✓ In the **Replace box**, type the text that has to replace the selection
- ✓ Click **Replace** to replace the next occurrence only or **Replace All** to replace all occurrences in the document

OR

- ✓ Click **Find Next** to view the next occurrence, then click **Replace**
- ✓ Repeat until all replacements have been made



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Notes

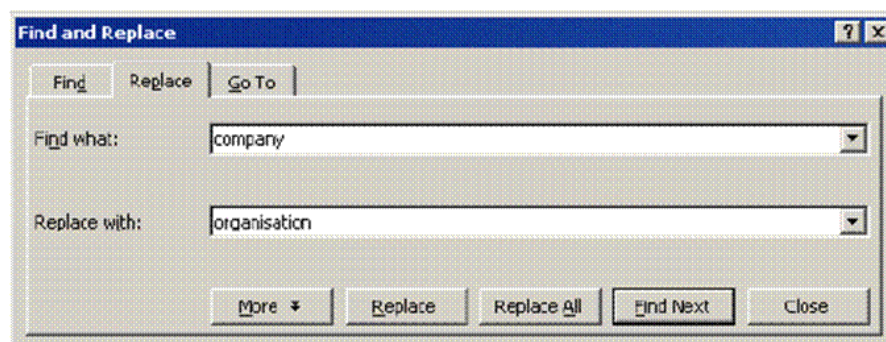
- ✓ If you want to highlight all the words found in the document, select the **Highlight all items found in:** check box then select the appropriate part of the document from the drop-down box
- ✓ Click the **Find Next** button (this button changes to **Find All** if the **Highlight all items found** check box is selected)
- ✓ Click the **Find Next** button again to find the next occurrence, or if the **Find and Replace** dialogue box is closed, use the **Browse** buttons (SpeedKey: **Shift + F4**)
- ✓ Click **Cancel** to finish

Note *The last Find or Replace entry is retained and reappears each time you use the command until you exit from Word or change the criteria.*

As an employee of Joe Chillis Ltd (The Company), you are expected to present yourself for work at the locations and times agreed with The Company. All reasons for non-attendance, including lateness, must be fully explained to The Company, preferably in writing.

Absences that can be predicted in advance, for example holidays, must be notified to The Company as soon as possible to enable Joe Chillis Ltd to make appropriate arrangements for covering your work.

Example of highlighting all items in the document



Find and Replace - Replace dialogue box

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CREATE AND EDIT TABLES

Outcome

Create and edit a table

Assessment criteria

- ✓ A table is created: Table to have at least 4 columns and 4 rows, at least two of the following methods of creating a table are demonstrated: Insert Table on Standard Toolbar, Insert/Draw Table from Table Menu, Convert Text to Table from Table Menu
- ✓ Data is entered into the table
- ✓ Text is selected in the table: A word, a sentence, a Cell, a Row, a Column, the Entire Table
- ✓ Text is deleted from a table: Text in a single cell, in an entire row, in an entire column
- ✓ Table cells are inserted: A single cell, a whole column, a whole row
- ✓ Table cells are deleted: A single cell, a whole column, a whole row
- ✓ Text is copied from one cell range to another: A cell, a column, a row
- ✓ Text is moved from one cell range to another: A cell, a column, a row

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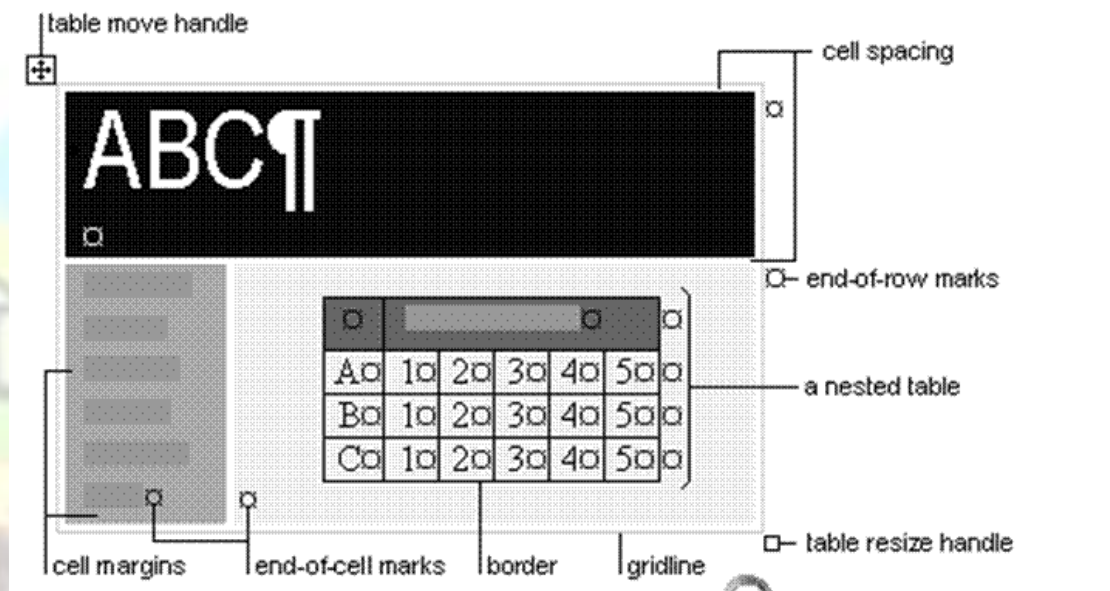
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Parts Of A Table

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well.

You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics



Borders and gridlines

By default, tables have a black ½-pt, single-line, solid-line border that will be printed. If you remove this border, you will still see the gridlines that form the cell boundaries. Gridlines are not printed.

End marks

End-of-cell and end-of-row marks are nonprinting characters that, like gridlines, appear only on the screen.

Cell spacing and margins

If you are using a table to arrange text and graphics, for example, on a Web page, you can add spacing between table cells. You can also add cell "padding" (spacing between the boundary of the cell and the text inside the cell) by changing the cell margin.

Creating a simple table

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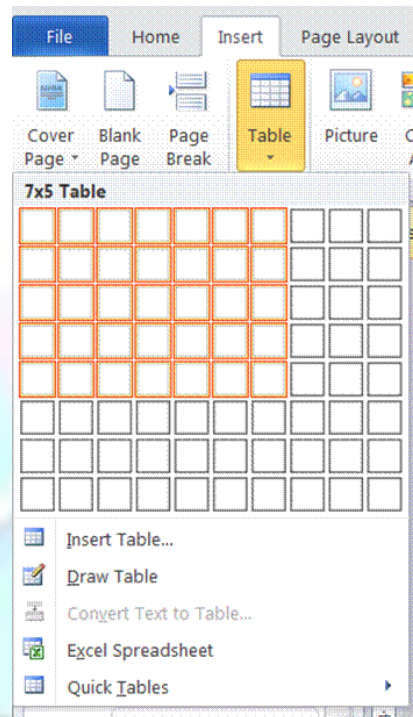
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- ✓ Select the Insert tab and the Table, group.
- ✓ Make the required selections
- ✓ Your table will be inserted automatically



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Enter Text in a table

No matter how you create your table, you follow the same method for entering text in the table. Basically, the table is a grid of columns and rows, and the intersection of a row and a column is a cell. Word places the insertion point in the first cell in the table.

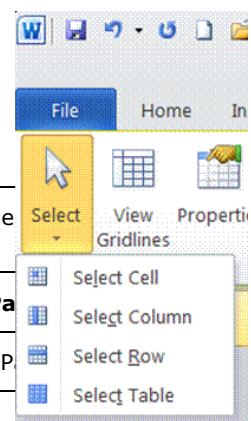
To type something in the table, move to the cell you want and type. You can click in the cell or use the arrow keys to move to the cell you want. You can also press Tab to move forward through the cells or **Shift+Tab** to move backward through the cells.

You can type any amount of text you want. If you type a long entry, you don't have to worry about pressing **Enter** to keep the text within the cell. When you reach the cell border, Word will wrap the text to the next line and expand the cell downward. You can press **Enter** if you want to create a new paragraph within the cell.

You will use any of the editing and formatting features you learned. For instance, you can make the heading bold, use Cut or Copy to rearrange table entries, shade cells, and so on. Each cell is a paragraph, you can also use paragraph formatting options, such as setting tabs, indenting text, or changing the alignment.

Select text, rows and columns

- ✓ To select text within a table, drag across the text as you would in a normal document.



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- ✓ To select a row column or entire table, put the insertion point within the row or column and then select the **Layout tab** and the **Table group**,
- ✓ Click on the **Select** arrow and select your choice



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Select multiple items

- ✓ To select multiple items that are not necessarily in order. Click the first cell, row, or column you want, press **CTRL**, and then click the next cells, rows, or columns you want:
- ✓ Text in the next cell: Press TAB.
- ✓ Text in the previous cell: Press SHIFT+TAB

Formative assessment

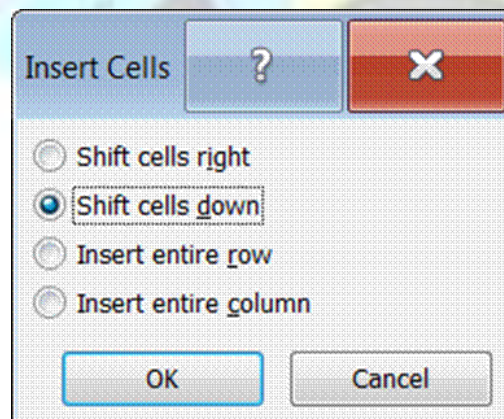
Create a table and enter the following text:

Learner Name	Demographic Form	Copy of Licence	Copy of PrDP
Rasephya M.A.	Yes	Yes	No
Khoza C	Yes	Yes	No
Modise P	Yes	Yes	Yes
Makgatho J.S	Yes	Yes	Yes

Save your table as: table practice followed by your name.

Insert Cells

- ✓ On the **Layout tab**, go to the **Rows and Columns** group
- ✓ Click in the table where you want to add cells
- ✓ Click on the Rows and Columns arrow to display the **Insert Cells** dialogue box
- ✓ Make your selection and click **OK**



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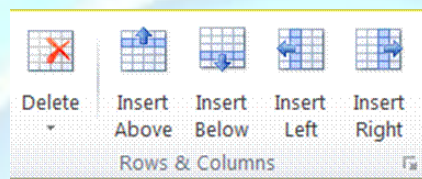
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Adding rows and columns to a table

You don't need to worry about guessing the number of rows or columns exactly because it is easy to add a row or column

- ✓ On the **Layout tab**, go to the **Rows and Columns** group
- ✓ You have the following choices:
 - Insert above will insert rows above the current one
 - Insert below will insert rows below the current one
 - Insert to the left will insert columns to the left
 - Insert to the right will insert columns to the right
- ✓ Make your selection



Tip You can also use the **Draw Table** tool to draw the row or column where you want.

Note To insert a cell, you have to split or merge cells. This is discussed later.

Formative assessment

Open your table document and do the following:

- ✓ Add four rows to your table
- ✓ Insert a column to the right of the Demographic form column
- ✓ Insert a column to the right of the copy of PrDP column
- ✓ Complete the table as below, leaving the last column blank
- ✓ Save and close the table document

Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP	
Rasephyha M.A.	Yes	Yes	Yes		No	

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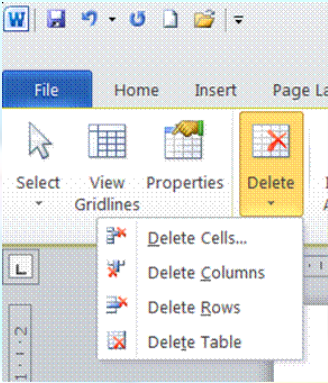
Khoza C	Yes	Yes	Yes	No	
Modise P	Yes	Yes	Yes	Yes	
Makgatho J.S	Yes	Yes	Yes	Yes	
Mogoane A.M	Yes	Yes	Yes	Yes	
Golele H.A	Yes	Yes	Yes	Yes	
Duma T.P	Yes	Yes	Yes	Yes	
Gabathole G.S	Yes	Yes	Yes	Yes	

Delete text in a cell, row or column

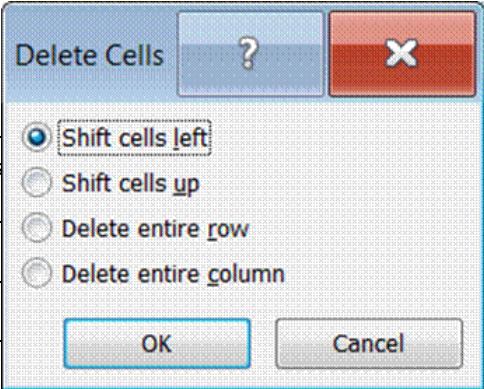
Select the text you want to delete, or just drag across the row or column and press Delete. This deletes all the entries in the cell, row or column, but leaves the table structure

Delete a cell

- ✓ Select the cell you want to delete
- ✓ On the **Layout** tab, in **the Rows and Columns** group, is the **Delete** function
- ✓ Make your selection



- Shift cells left will shift the remaining cells to the left
- Shift cells up will shift the remaining cells up one row



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Deleting a row or a column

Just as you can add rows and columns, you can also delete them. But when you delete a row or column that contains data, you also delete all the entries.

If you have rows that you no longer want to include, you can delete them. Remember that, if a row contains data, you also delete all the entries in that row.

- ✓ Click in the row you want to delete.
- ✓ On the **Layout** tab, in **the Rows and Columns** group, is the **Delete** function
- ✓ Make your selection
- ✓ Follow the same steps to delete a column, using the Select Column and Delete Column commands

Note: If you want to keep the row but simply clear its contents, select the row by dragging across it. Then press the Delete key.

Deleting the entire table

Deleting a table is tricky. You might think that you just drag across it and press Delete. This deletes all the entries in the table but leaves the table structure. So, how do you get rid of the entries and the table?

- ✓ Click anywhere in the table
- ✓ On the **Layout** tab, in **the Rows and Columns** group, is the **Delete** function
- ✓ Select **Delete Table**

Formative assessment

Open your table document and do the following:

- ✓ Delete the last two rows of the table
- ✓ Delete the blank column on the right
- ✓ Delete the information of the last row
- ✓ Delete the information in the cell Demographic form and undo your last action so that the information appears again
- ✓ Delete the table and undo your action, so that the table appears in the document again
- ✓ Delete the cell called Learner name and undo your action, so that the information appears again

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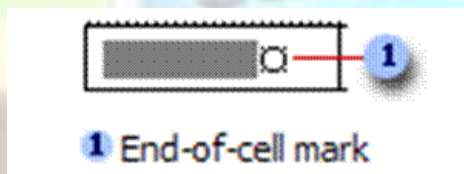
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Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP
Rasephya M.A.	Yes	Yes	Yes		No
Khoza C	Yes	Yes	Yes		No
Modise P	Yes	Yes	Yes		Yes
Makgatho J.S	Yes	Yes	Yes		Yes
Mogoane A.M	Yes	Yes	Yes		Yes

Move or copy items in a table

Select the cells, rows, or columns you want to move or copy.

- ✓ To move or copy text to a new location without changing the text that is already there, select only the text within a cell, and not the end-of-cell mark.



- ✓ To replace the existing text and formatting in the new location, select the text you want to move or copy and select the end-of-cell mark.

Do one of the following:

- ✓ To move the selection, **drag** it to the new location.
- ✓ To copy the selection, hold down **CTRL** while you drag the selection to the new location.

Formative assessment

- ✓ Open your table document and do the following:
- ✓ Move the information of the Khoza C cell to the last row
- ✓ Copy the information of the Khoza C cell to the third row

Learner Name	Demographic	Copy	Copy	of	Copy
--------------	-------------	------	------	----	------

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	Form	of ID	Licence	of PrDP
Rasephya M.A.	Yes	Yes	Yes	No
Khoza C	Yes	Yes	Yes	No
Modise P	Yes	Yes	Yes	Yes
Makgatho J.S	Yes	Yes	Yes	Yes
Mogoane A.M	Yes	Yes	Yes	Yes
Khoza C				

Number the cells in a table

- ✓ Select the cells you want to number.
- ✓ To number the beginning of each row, select only the first column in the table.
- ✓ Click the **Numbering** button on the **Home** tab, **Paragraph** group

Formative assessment

In your table document, do the following:

- ✓ Add a column to the left of the first column
- ✓ Insert numbers from the first row
- ✓ Delete the last row

	Learner Name	Demographic Form	Copy of ID	Copy of Licence	Copy of PrDP
1.	Rasephya M.A.	Yes	Yes	Yes	No
2.	Khoza C	Yes	Yes	Yes	No
3.	Modise P	Yes	Yes	Yes	Yes
4.	Makgatho J.S	Yes	Yes	Yes	Yes
5.	Mogoane A.M	Yes	Yes	Yes	Yes
6.	Khoza C				

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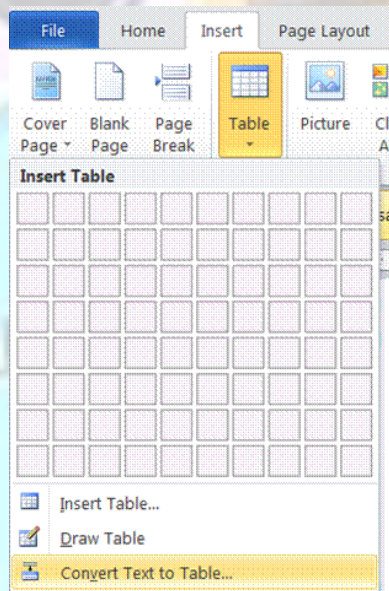
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Insert a tab in a table cell

- ✓ Press CTRL+TAB.

Use the Insert Table command to create a table

- ✓ Select the text you want to convert to a table
- ✓ Select the **Insert** tab, **Table** group
- ✓ Select **Convert Text to Table**



Note *a comma, full stop or tab will start a new cell. If this is not what you want, remove commas, full stops and tabs from text.*

Draw A Table

Use the **Draw Table** tool to quickly create a more complex table, for example, one that contains cells of different heights or a varying number of columns per row.

Using **Draw Table** is similar to drawing a rectangle on graph paper: first, draw a line from one corner of the table to the corner diagonally opposite in order to define the boundary of the entire table, and then draw the column and row lines inside.

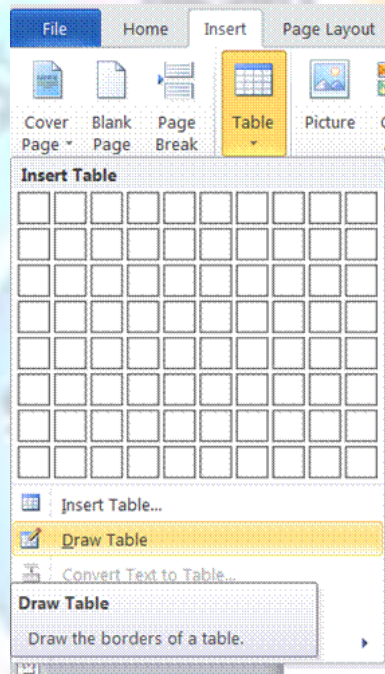
- ✓ Click where you want to create the table.

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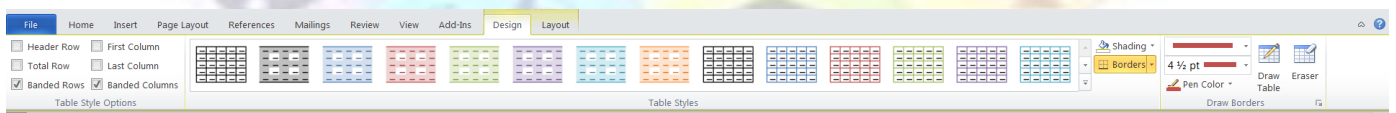
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- ✓ In the **Insert** tab, **Tables group** toolbar, click the arrow next to tables
- ✓ Select **Draw table**. The pointer changes to a pencil.
- ✓ To define the outer table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.
- ✓ To erase a line or block of lines, click **Eraser** and then drag over the line.
- ✓ When you finish creating the table, click a cell and start typing or insert a graphic.



As soon as you start drawing, the **Design** tab appears



This gives you the following options:

- ✓ You can change the colour and thickness of the pen
- ✓ You can add borders and shading
- ✓ You also have the option of various pre-determined designs

Formative assessment

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In your table document, draw a table and add the following information:

Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP
Golele H.A	Yes	Yes	Yes		Yes
Duma T.P	Yes	Yes	Yes		Yes
Gabathole G.S	Yes	Yes	Yes		Yes
Khanji H.R	Yes	Yes	Yes		Yes
Baloyi P.	Yes	Yes	Yes		Yes
Dhlamini G.M	Yes	Yes	Yes		Yes

Draw a line in the first column from the second to the last rows and move the initials from the first column to the second column

Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP
Golele H.A	Yes	Yes	Yes		Yes
Duma T.P	Yes	Yes	Yes		Yes
Gabathole G.S	Yes	Yes	Yes		Yes
Khanji H.R	Yes	Yes	Yes		Yes
Baloyi. P	Yes	Yes	Yes		Yes
Dhlamini G.M	Yes	Yes	Yes		Yes

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FORMAT A TABLE

Outcome

Format a table

Assessment criteria

- ✓ The width of a column is changed: Manually using drag, and automatically using Table Menu
- ✓ The height of a row is changed: Manually using drag, and automatically using Table Menu
- ✓ The alignment of text in a cell range is changed: Left, Center, Right, Justified, Direction
- ✓ Borders are added to a cell range: A single cell, a column, a row, the entire table, at least two methods of adding a border to be demonstrated
- ✓ The background shading of a cell range is changed: Shading: colour. Cell range: a single cell, a column, a row, the entire table, at least two methods of adding shading to be demonstrated
- ✓ The text colour is changed in a cell range: A single cell, a column, a row, the entire table, at least two methods of changing the text colour to be demonstrated
- ✓ Borders are changed in a cell range: Change: line colour, line style, line width. Cell range: a single cell, a column, a row, the entire table, at least two methods of changing the border colour to be demonstrated
- ✓ A table is formatted automatically
- ✓ Cell attributes are changed: Merge cells, split cells
- ✓ Data in a table is sorted
- ✓ Numeric calculations are applied

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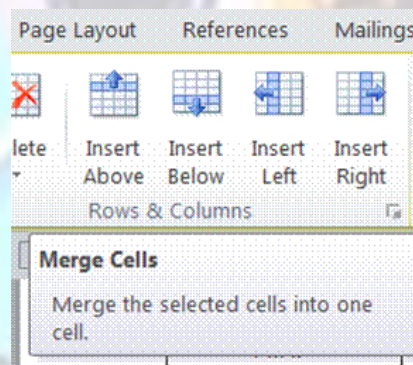
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Format columns, rows and cells

Merge cells into one cell in a table

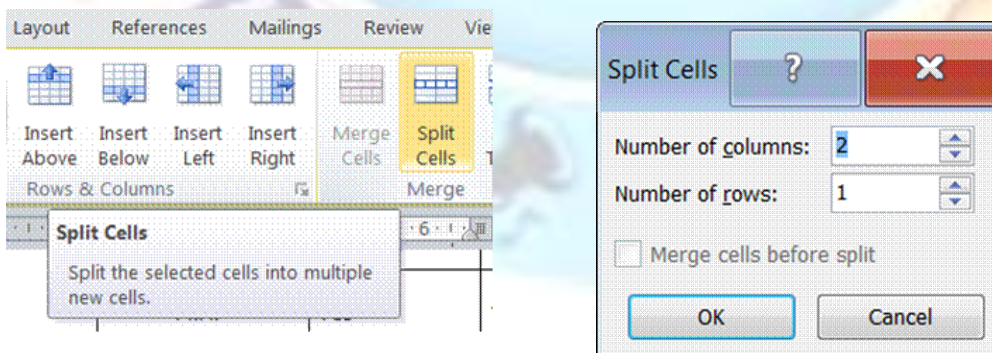
You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

- ✓ Select the cells and then select the ***Layout*** tab, ***Merge*** group
- ✓ Select ***Merge Cells***



Split a cell into multiple cells in a table

- ✓ Select the cells and then select the ***Layout*** tab, ***Merge*** group
- ✓ Select ***Split Cells***
- ✓ Make the selections you need: select the number of columns and/or rows



Change the column width in a table

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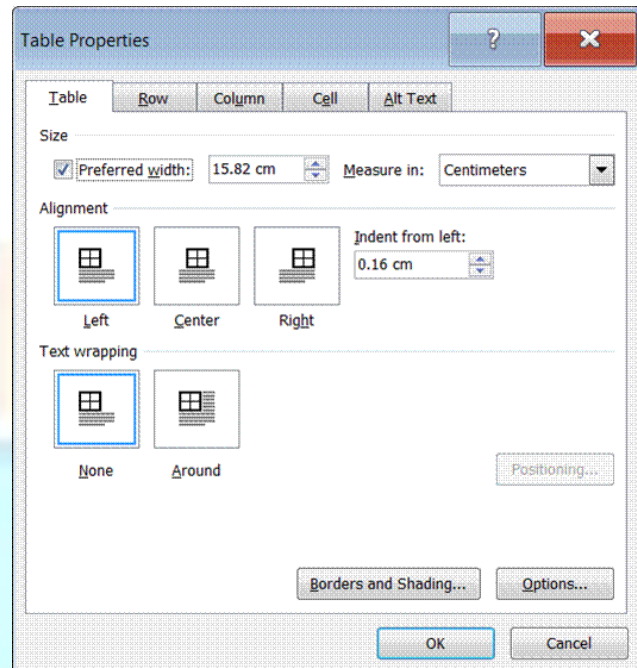
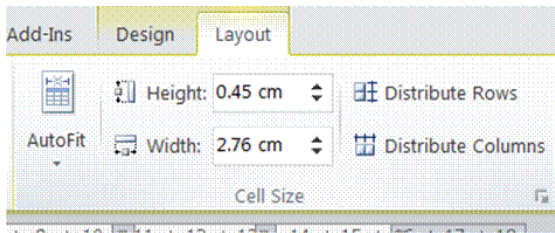
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- ✓ Rest the pointer on the column boundary you want to move until it becomes a resize pointer (it looks like a double-sided arrow), and then drag the boundary until the column is the width you want.
- ✓ To change a column width to a specific measurement, click a cell in the column. On the **Layout** tab, in the **Cell size group**, select the sizes you require
- ✓ You can also click on the arrow to display the **Table Properties** dialogue box to make your selections

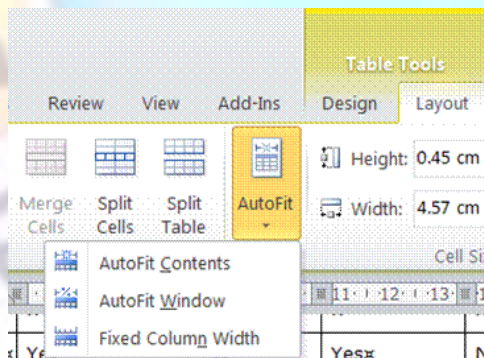


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- ✓ To make the columns in a table automatically fit the contents, click in the table, and select AutoFit on the Layout tab menu, and then click AutoFit to Contents or any other selection you prefer



Change the row height in a table

- ✓ Rest the pointer on the row **boundary** you want to move until it becomes a resize pointer, and then drag the boundary.
- ✓ To change a row height to a specific measurement, click a cell in the row.
- ✓ On the **Layout** tab, in the **Cell size group**, select the sizes you require



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- ✓ You can also click on the arrow to display the **Table Properties** dialogue box to make your selections



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Make multiple columns or rows the same size

- ✓ Select the columns or rows you want to make the same size.
- ✓ On the **Layout** tab, in the **cell size** group, select **Distribute Columns** or **Distribute Rows**

Formative assessment

In your table document, do the following:

- ✓ Merge the cells containing the surname and initials of Golele
- ✓ Merge the cells containing the surname and initials of Duma

Learner Name		Demographic Form	Copy of ID	Copy of Licence	of	Copy of PrDP
Golele						
H.A		Yes	Yes	Yes		Yes
Duma						
T.P		Yes	Yes	Yes		Yes
Gabathole	G.S	Yes	Yes	Yes		Yes
Khanji	H.R	Yes	Yes	Yes		Yes
Baloyi.	P	Yes	Yes	Yes		Yes
Dhlamini	G.M	Yes	Yes	Yes		Yes

- ✓ Split the cells containing the details of Golele and Duma into two cells each

Learner Name		Demographic Form	Copy of ID	Copy of Licence	of	Copy of PrDP
Golele	H.A	Yes	Yes	Yes		Yes
Duma	T.P	Yes	Yes	Yes		Yes
Gabathole	G.S	Yes	Yes	Yes		Yes
Khanji	H.R	Yes	Yes	Yes		Yes

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Baloyi.	P	Yes	Yes	Yes	Yes
Dhlamini	G.M	Yes	Yes	Yes	Yes

- ✓ Change the column width of the Golele and Duma cells to fit the cells below
- ✓ If necessary, change the column width of the copy of PrDP column to accommodate all the text

Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP
Golele	H.A	Yes	Yes	Yes	Yes
Duma	T.P	Yes	Yes	Yes	Yes
Gabathole	G.S	Yes	Yes	Yes	Yes
Khanji	H.R	Yes	Yes	Yes	Yes
Baloyi.	P	Yes	Yes	Yes	Yes
Dhlamini	G.M	Yes	Yes	Yes	Yes

- ✓ Change the row height of the cells to 2cm

Learner Name	Demographic Form	Copy of ID	Copy Licence	of	Copy of PrDP
Golele	H.A	Yes	Yes	Yes	Yes
Duma	T.P	Yes	Yes	Yes	Yes
Gabathole	G.S	Yes	Yes	Yes	Yes

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Khanji	H.R	Yes	Yes	Yes	Yes
Baloyi.	P	Yes	Yes	Yes	Yes
Dhlamini	G.M	Yes	Yes	Yes	Yes

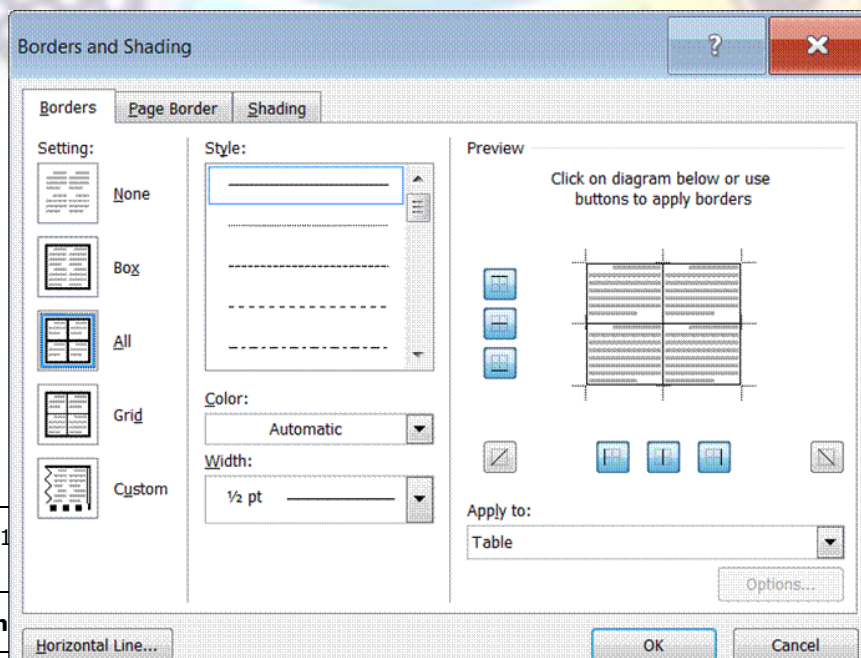
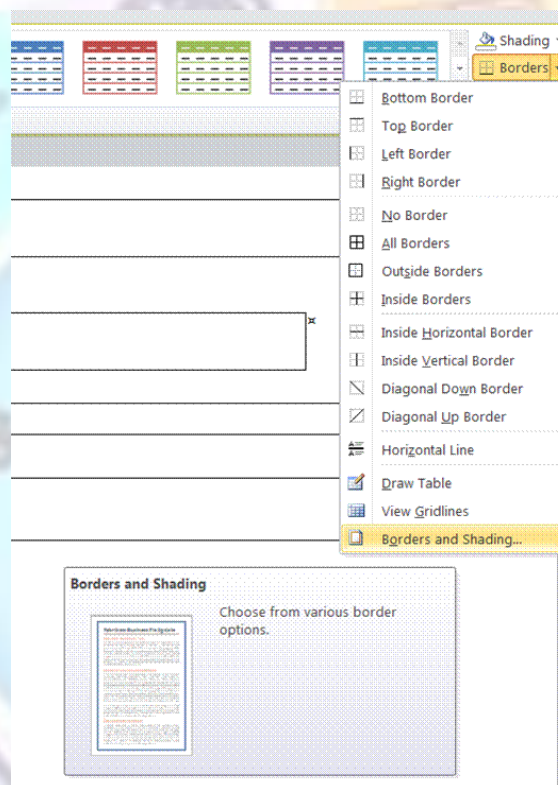


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Add a border and shading to a table

- ✓ To add a border to a table, click anywhere in the table.
- ✓ To add borders to specific cells, select the cells, including the end-of-cell mark.
- ✓ In the design tab, go to the **Table Styles** group
- ✓ Select **Borders** or **Shading** and make your selections



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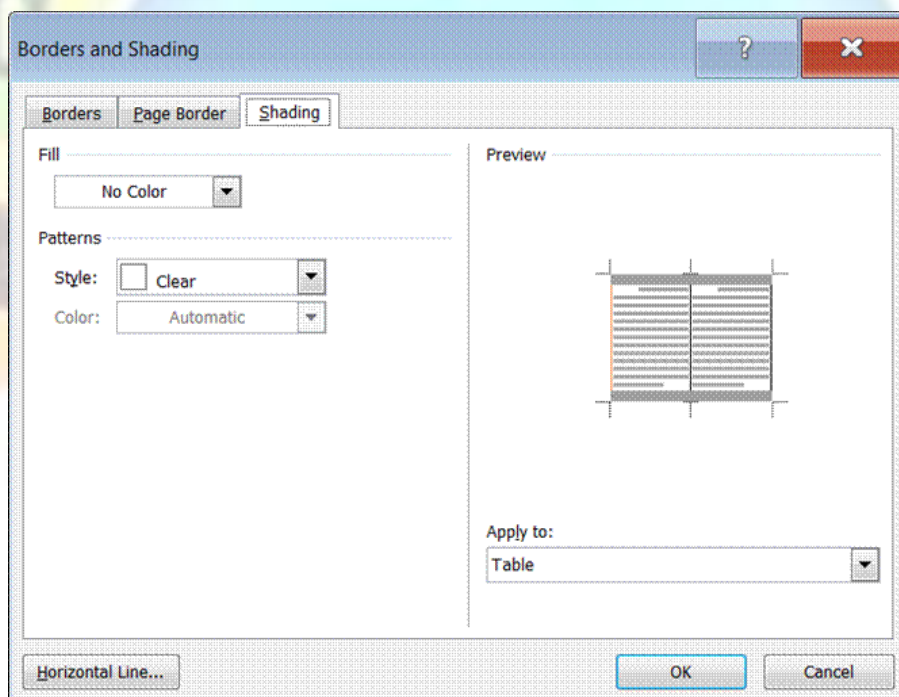
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Notes re borders

- ✓ When you insert a table, it has a black ½-pt solid single-line border by default. Use the **Style, Colour, and Width** options to add a different border.
- ✓ Make sure the correct option **Table or Cell**— is selected under **Apply to**. Select the other options you want.
- ✓ To specify that only particular sides get borders, click **Custom** under **Setting**. Under **Preview**, click the diagram's sides, or use the buttons to apply and remove borders.
- ✓ To specify the exact position of the border relative to the text, click **Paragraph** under **Apply to**, click **Options**, and then select the options you want.

Notes re shading

- ✓ Under **Apply to**, click the part of the document you want to apply shading to. For example, if you clicked a cell without selecting it in step 1, click Cell. Otherwise, Word applies the shading to the entire table.



Change the orientation of text in a cell

- ✓ Click the table cell that contains the text you want to change.

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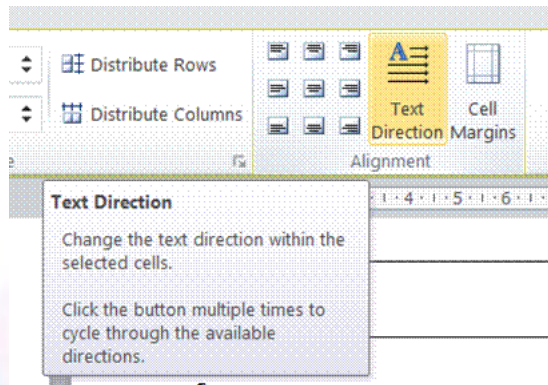
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- ✓ In the **Layout** tab, **Alignment** group click **Text Direction**.
- ✓ Click the orientation you want.



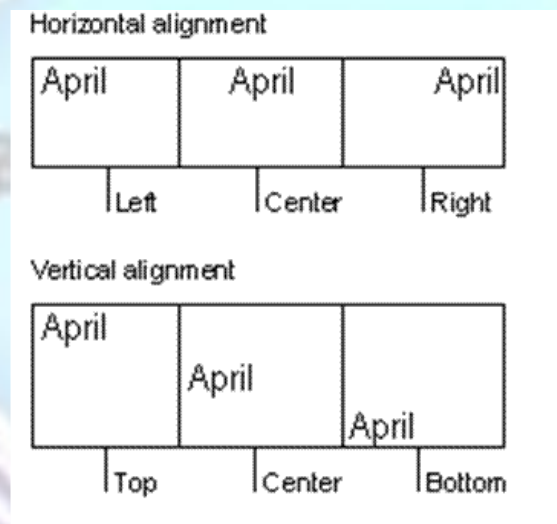
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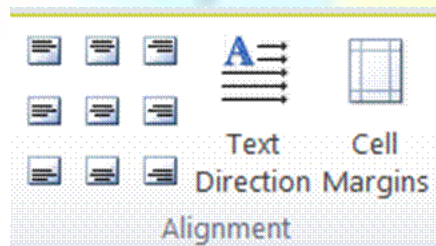


Change the alignment of text in a table cell

The graphic below illustrates different alignments:



- ✓ Click the cell that contains text you want to align.
- ✓ In the **Layout** tab, **Alignment** group Select the alignment you need



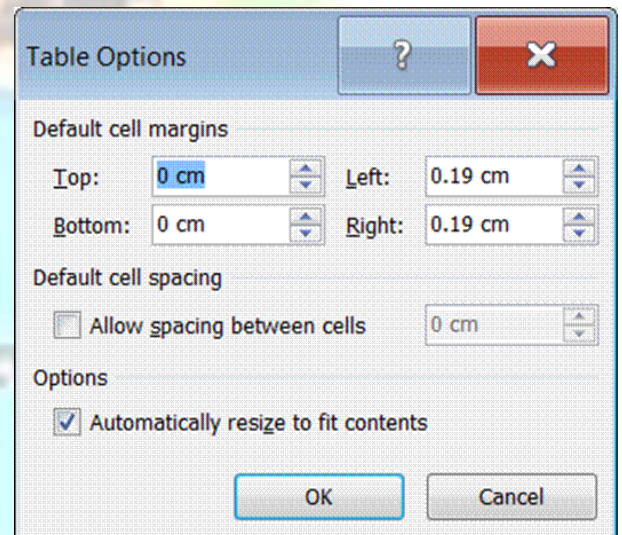
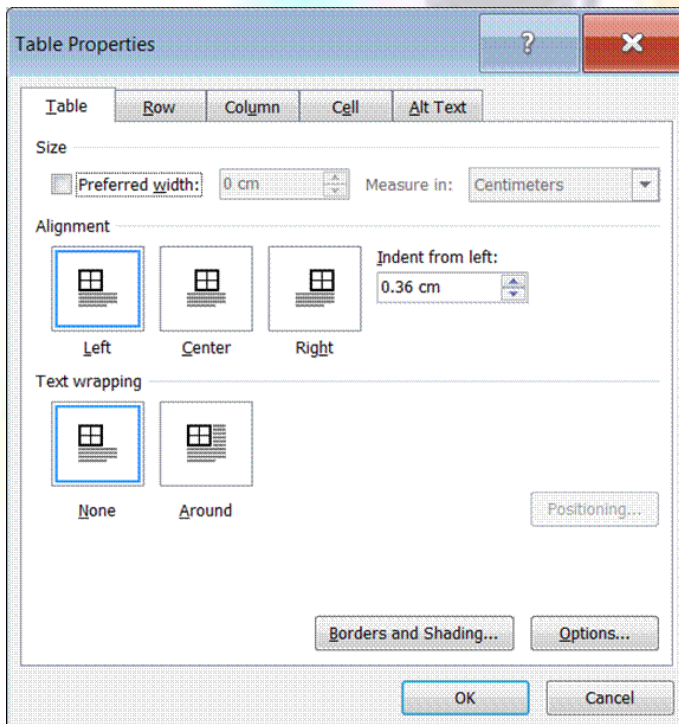
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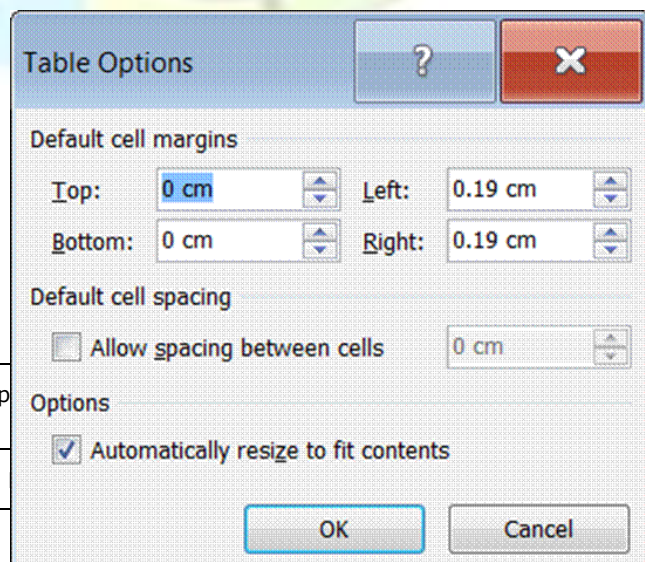
Change the space between cells in a table

- ✓ Click the table.
- ✓ On the **Layout** tab, go the **Table** group and click on **Properties**
- ✓ , On the Table tab, click Options
- ✓ Under Default cell spacing, select the Allow spacing between cells check box and enter the measurement you want.



Change the cell margins in a table

- ✓ Click the table.
- ✓ On the **Layout** tab, go the **Table** group and click on **Cell Margins**
- ✓ The **Table Options** dialogue box will display
- ✓ Under **Default** cell margins, enter the new values you want.



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OK

Cancel

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Note

You can also change the margins in an individual cell.

- ✓ Click the cell.
- ✓ Click on **Cell margins** in the **Alignment group**
- ✓ Make your selections from the **Table Options** dialogue box

Change the text colour in a table

- ✓ Select the text either in a cell, row or column. You can also select the entire table
- ✓ From the **Home tab**, select the **Font group**
- ✓ Make your selections

OR

- ✓ Select the text and click the **Font Colour** button in the **Font group**
- ✓ Select the colour you need.

Formative assessment

In your table document, add a border to the table

- ✓ Add shading to the table
- ✓ Change the text colour of the name column to dark blue

Resize a table

- ✓ Rest the pointer on the table until the table move handle appears on the upper-left corner of the table.
- ✓ Rest the pointer on the table resize handle until a double-headed arrow appears.
- ✓ Drag the table boundary until the table is the size you want.

Move a table

Table move handle and resize handle

Use the table move handle to move the table to another place on a page, and use the table resize handle to change the size of a table.



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Move a table

- ✓ Rest the pointer on the table until the table move handle appears on the upper-left corner of the table.
- ✓ Rest the pointer on the table move handle until a four-headed arrow appears.
- ✓ Drag the table to the new location.



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Break a table across pages

- ✓ Click the row you want to appear on the next page.
- ✓ Press **CTRL+ENTER**.

Automatically format a table

- ✓ Click the table.
- ✓ On the Design tab, select a **Table** Style



Formative assessment

In your table document, select your first table and automatically format the table to to a different style

	Learner Name	Demographic Form	Copy of ID	Copy of Licence	Copy of PrDP
7.	Rasephyia M.A.	Yes	Yes	Yes	No
8.	Khoza C	Yes	Yes	Yes	No
9.	Modise P	Yes	Yes	Yes	Yes
10.	Makgatho J.S	Yes	Yes	Yes	Yes

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11.	Mogoane A.M	Yes	Yes	Yes	Yes
12.	Khoza C				

Nested Tables

If you use a table to lay out a page, and you want to use another table to present information, you can insert a nested table: a table within a table.

Click in the table where you want to insert a nested table

- ✓ Now you can follow the steps to Insert a table

OR

- ✓ You can follow the steps to draw a table
- ✓ When you finish creating the nested table, click a cell, and start typing or insert a graphic.

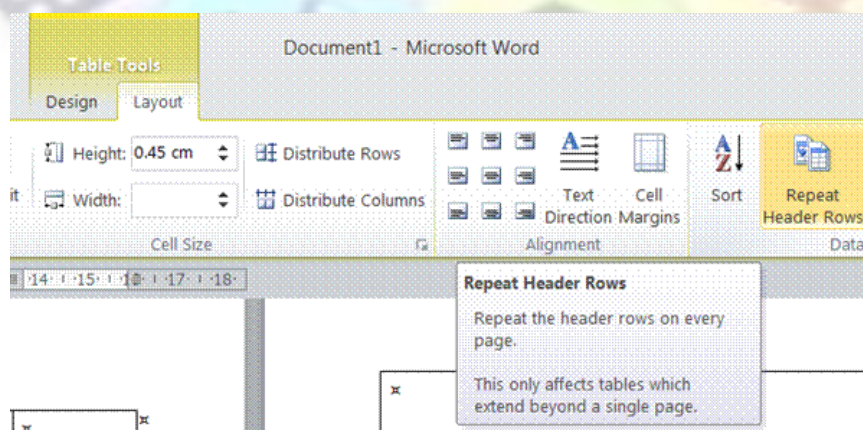
Working With Long Tables

When you work with a very long table, it must be divided wherever a page break occurs.

You can make adjustments to the table to make sure that the information appears as you want it to when the table spans multiple pages.

Repeat headings on every page

- ✓ Select the row or rows that you want to use as a table heading. The selection must include the first row of the table.
- ✓ On the **Layout** tab menu, click **Repeat Header Rows**.
- ✓ Microsoft Word will automatically repeat the table headings on new pages that result from automatic page breaks.



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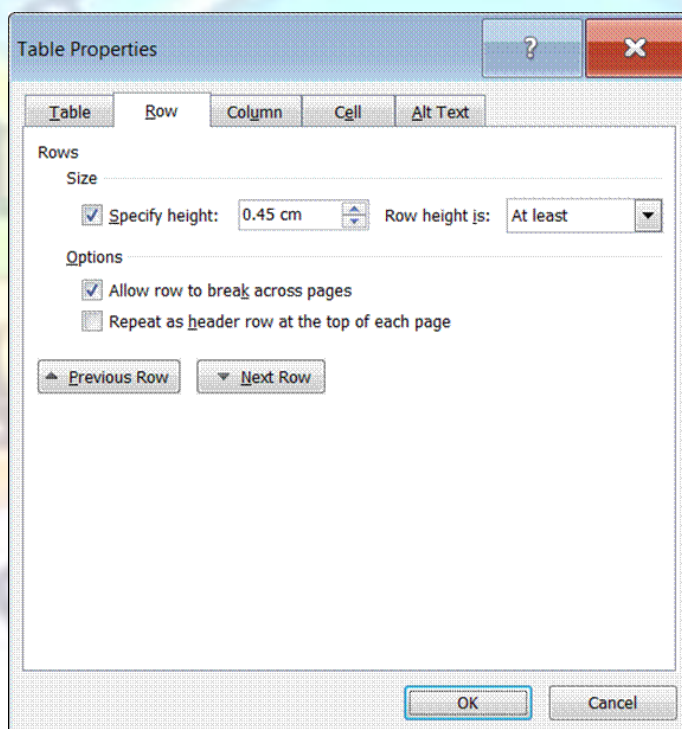
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Note *If you insert a manual page break within a table, Word will not repeat the heading*

Control where the table is divided

To prevent a table row from breaking across pages:

- ✓ Click the table.
- ✓ On the **Layout** tab, click **Table Properties**, and then click the **Row** tab.
- ✓ **Clear** the Allow row to break across pages check box.



To break a table across pages

To allow a table row to break across pages:

- ✓ Click the table.
- ✓ On the **Layout** tab, click **Table Properties**, and then click the **Row** tab.
- ✓ **Click** the Allow row to break across pages check box.

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OR

- ✓ Click the row you want to appear on the next page.
- ✓ Press CTRL+ENTER.

Note *Word will not repeat the table heading if you insert a manual page break*

Using Tables As Spreadsheets

You can use tables to perform some of the tasks you might use a spreadsheet for, for example, you can sort table entries in alphabetical, numeric, or date order. You can also total a row or column of numbers in a table, as well as perform other calculations, such as averaging.

Total the numbers in a row or column

- ✓ Click the cell in which you want the sum to appear.
- ✓ On the **Layout** tab, in the **Data** group, click **Formula**.
- ✓ If the cell you selected is at the bottom of a column of numbers, Microsoft Word proposes the formula =SUM(ABOVE). Click OK if this is correct.
- ✓ If the cell you selected is at the right end of a row of numbers, Word proposes the formula =SUM(LEFT). Click OK if this is correct.

Notes

- ✓ If you see codes between braces, for example, {=SUM(LEFT)}, instead of the actual sum, Word is displaying field codes. To display field code results, press SHIFT+F9.
- ✓ If your column or row contains blank cells, Word will not total the entire column or row. To total the entire row or column, type a zero in each blank cell.
- ✓ To quickly total a row or column of numbers, click the cell where you want the sum, and then click AutoSum on the Tables and Borders toolbar.

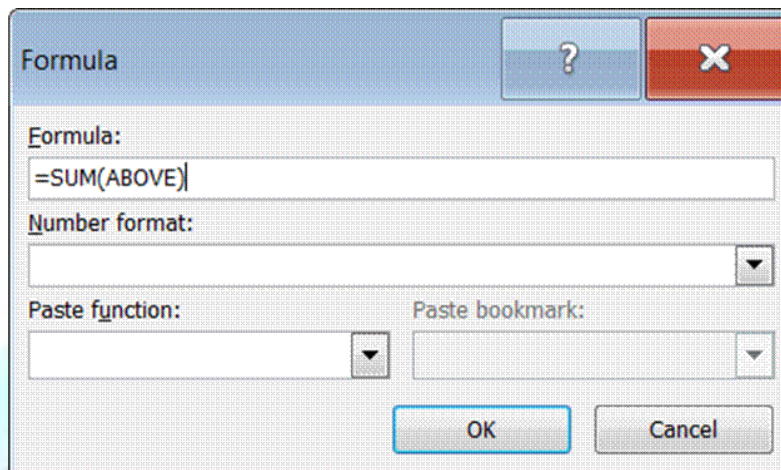
Perform calculations in a table

- ✓ Click the cell in which you want the result to appear.
- ✓ On the **Layout** tab, in the **Data** group, click **Formula**
- ✓ If Word proposes a formula that you do not want to use, delete it from the Formula box.
- ✓ In the Paste function box, click a function. For instance, to add numbers, click SUM.
- ✓ To reference the contents of a table cell, type the cell references in the parentheses in the formula. For instance, to add the numbers in cells A1 and B4, the formula would read =SUM(a1,b4)

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- ✓ In the Number format box, enter a format for the numbers. For example, to display the numbers as a decimal percentage, click 0.00%.



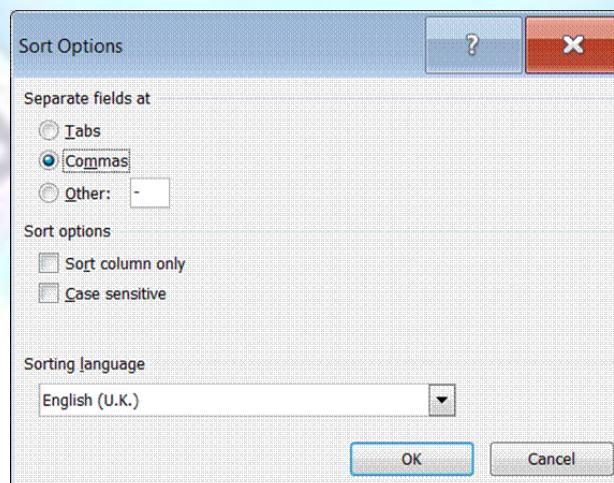
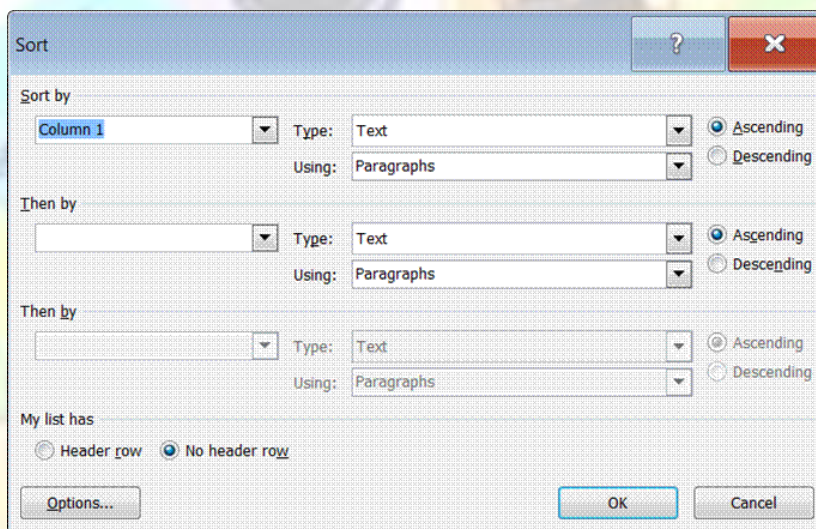
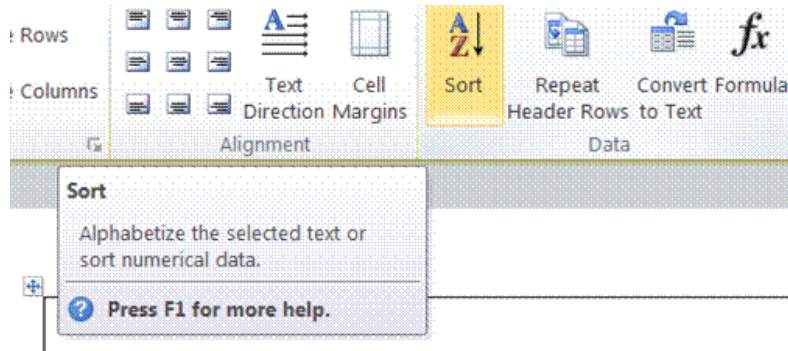
Sort a single column in a table

- ✓ Select the column or cells you want to sort.
- ✓ On the **Layout** tab, click **Sort**.
- ✓ Select the sort options you want.
- ✓ Click **Options**.
- ✓ Select the Sort column only check box.

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Tip *If you want to individually sort columns of information that aren't in a table, first convert the text to a table.*



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Sort a list or table

- ✓ Select the list or table you want to sort.
- ✓ On the **Layout** tab, click **Sort**.
- ✓ Select the sort options you want.

Formative assessment

- ✓ In your table document, type the following text:

Subject	Marks
Afr	80
Eng	81
Science	76
Biology	65
Maths	67
Accounting	56

- ✓ Remember to add a tab between the subject and the mark
- ✓ Convert the text to a table
- ✓ Resize the columns to fit the text
- ✓ Add a row to the bottom of the table
- ✓ Add the total of the marks column
- ✓ Sort the information in alphabetical order

Subject	Marks
Accounting	56
Afr	80
Biology	65
Eng	81
Maths	67
Science	76
	425

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Creating Excel Worksheets

Microsoft Excel is a program used to create spreadsheets. These spreadsheets are similar to tables in Microsoft Word, but have additional functions, for example working out formulas and formatting cells.

Word provides several ways to insert Microsoft Excel data into a Word document. For example, you can easily copy and paste a worksheet or chart. Or you can insert the worksheet or chart as a linked object or embedded object. The main differences between linking and embedding are where the data is stored and how it is updated after you place it in the document:

Linked worksheets

A linked worksheet or chart appears in your document, but its information is stored in the original Excel workbook. Whenever you edit the data in Excel, Word can automatically update the worksheet or chart in your document. Linking is useful when you want to include information that is maintained independently, such as data collected by a different department, and when you need to keep that information in Word up-to-date. Because the linked data is stored in another location, linking can also help minimize the file size of your Word document.

Embedded worksheets

An embedded worksheet or chart stores its information directly in the Word document. You can create an embedded object from an existing Microsoft Excel worksheet or chart or you can create a new embedded Microsoft Excel worksheet or chart. To edit the embedded object, just double-click it to start Excel, make your changes, and then return to Word. You can embed an existing worksheet or chart, or start from scratch by embedding a new, blank worksheet or chart. Because the information is totally contained in one Word document, embedding is useful when you want to distribute an online version of your document to people who don't have access to independently maintained worksheets or charts.

Inserting a Worksheet

- ✓ In the ***Insert*** tab, you can use the ***Insert Table button*** to insert an Excel worksheet. The procedure is similar to that of inserting a table.
- ✓ The worksheet will be inserted into the table

Type in the data from the example below:

Subject	Marks
Afr	78
Eng	81
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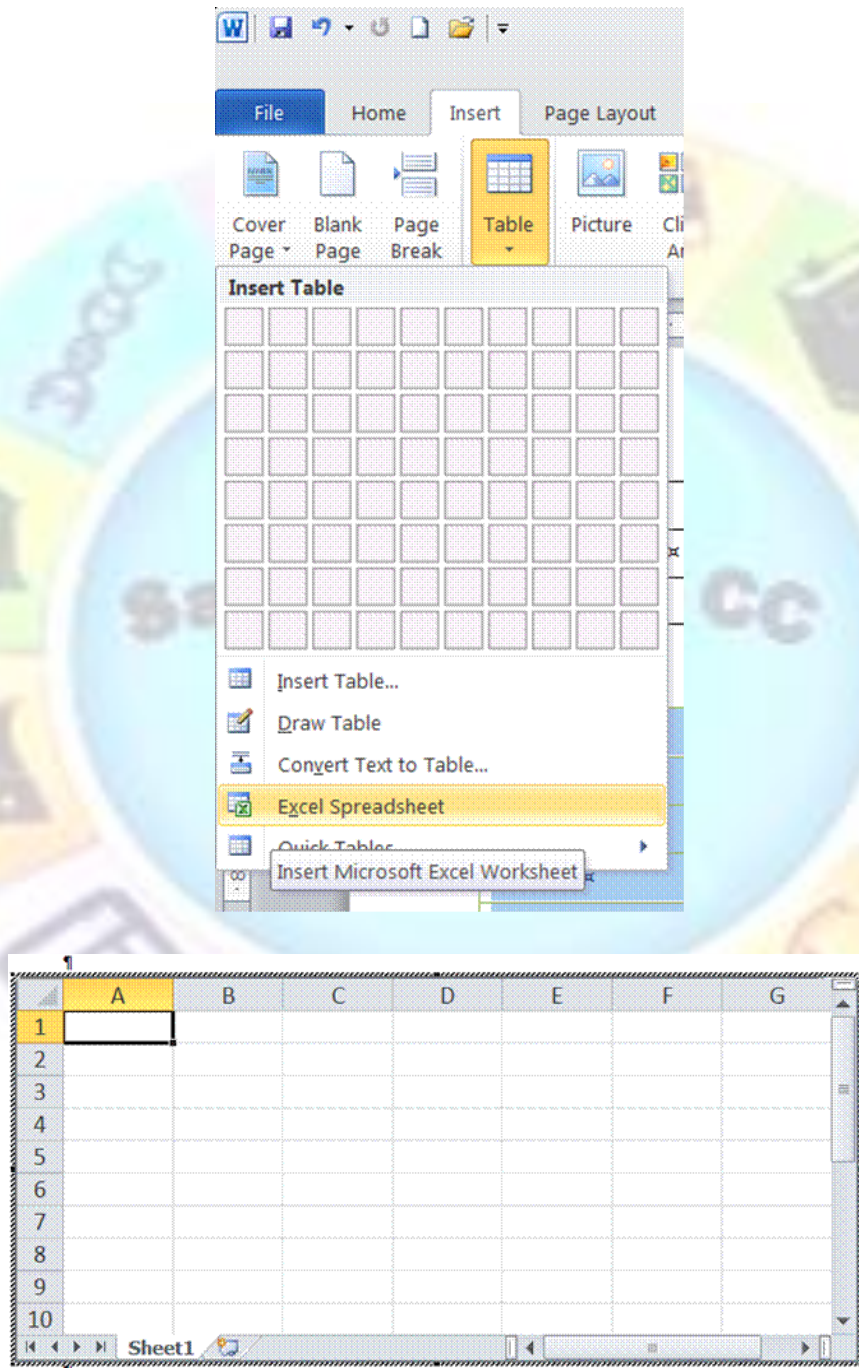
- ✓ When you have finished typing in the information in the cells, click outside the worksheet to apply the data to your document.
- ✓ To make changes to the worksheet, you can **double-click** on it to make it active again.



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When you create an embedded Microsoft Excel object, an entire workbook is inserted into your document — although you can display only one worksheet at a time. To display a different worksheet, double-click the embedded object, and then click a different worksheet.



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Worksheet functions

- ✓ When the worksheet is active, you will notice that the default ribbons and tabs of Word are replaced by the ribbons and tabs of Excel. This means that you have full control over your worksheet, just as if you are working in Excel itself.
- ✓ Most of the functions that you get when you right-click in a table are the same when working on a worksheet in Word. A big advantage of an Excel worksheet is that the formulas get updated automatically when data is changed.

Create a linked object from an existing Microsoft Excel worksheet or chart

- ✓ Open both the Word document and the Microsoft Excel workbook that contains the data you want to create a linked object from.
- ✓ Switch to Microsoft Excel, and then select the entire worksheet, a range of cells, or the chart you want. Click **Copy**
- ✓ Switch to the Word document, and then click where you want to insert the linked object.
- ✓ In the **Home** tab, on the **Paste** button menu, click **Paste Special**. Click **Paste link**.
- ✓ In the As box, click the option you want.
- ✓ If you're not sure which one to choose, click an option and read the description in the Result box.

Formative assessment

- ✓ Create an Excel worksheet containing the following information:

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- ✓ Create a linked object from the Excel worksheet to your table document

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CREATE AND EDIT COLUMNS

Outcome

Create and Edit Columns in a document: At least two

Assessment criteria

- ✓ Edit a column in a document: Resize, Line in between, Adjust column length
- ✓ A column break is inserted and deleted



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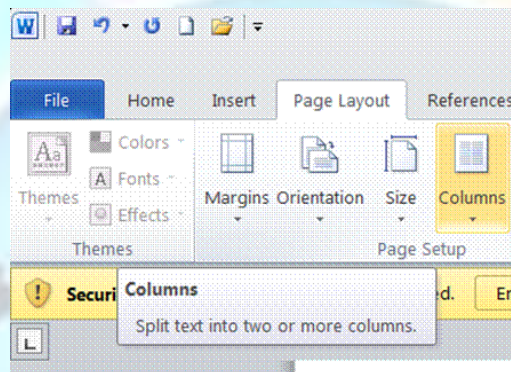
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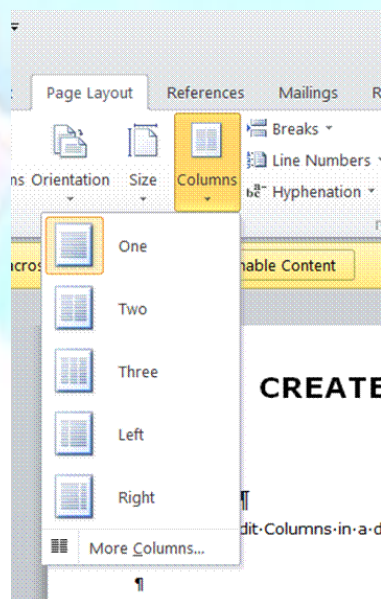
Create newsletter-style columns

Text in newsletter-style columns flows from one column to the next on the same page. Follow these steps to create a column:

- ✓ Select the text you want to format in columns:
 - An entire document: On the **Home** tab, **Editing** group click **Select All**
 - Part of the document: Select the text
 - Existing sections: Click in a section or select multiple sections
- ✓ In the **Page Layout** ribbon toolbar, click **Columns**



- ✓ Select the number of columns you want.



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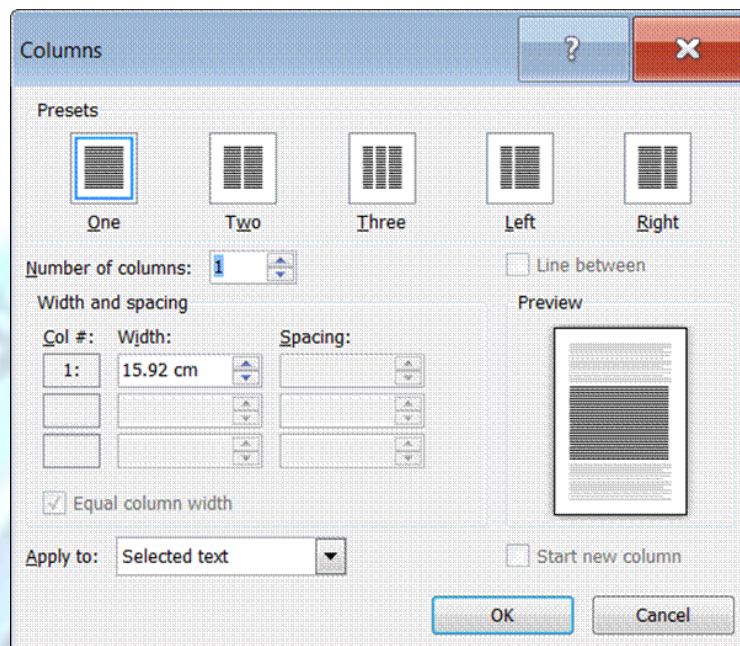
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For more options, select **More columns** and make your selections



Force the start of a new newsletter-style column

- ✓ Select the text you want formatted in columns, or place your cursor where you want columns to begin.
- ✓ On the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
- ✓ Select **More Columns** and then select the number of columns that you need.
- ✓ In the Apply to list, click **Selected text** or **This point forward**.

Add a line between columns

To add a vertical line between the columns:

- ✓ Click **Columns** again, click **More Columns**, and then select the **Line between** check box.
- ✓ You can also adjust the column width and spacing.

Note

To change the layout again further on in your document, select text or click where you want to change the layout, and then follow the same steps. For example, you can change from one column to a two-column layout, and then you can change back to the single-column layout on a later page.

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Balance newsletter-style column length on a page

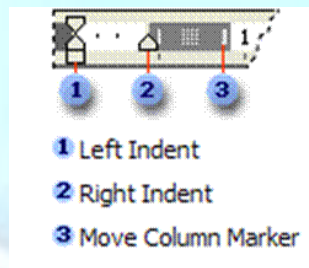
- ✓ Click at the end of the columns you want to balance.
- ✓ On the **Page Layout** tab, click **Breaks**.
- ✓ Select **Continuous Section** break.
- ✓ Microsoft Word inserts a continuous section break, which balances the text equally among the columns.



Tip: If you want to force a new page to start after the balanced columns, click after the continuous section break, and then insert a manual page break.

Change the width of newsletter-style columns

- ✓ If your document is divided into sections, click in the section you want to change.
- ✓ **Drag** the column markers on the horizontal ruler.



Remove newsletter-style columns

- ✓ If your document is divided into sections, click in the section or select multiple sections you want to change.
- ✓ Click **Columns**, and then select **One column**

Formative assessment

Use the Magic Journey document and do the following:

- ✓ Create two columns for the text
- ✓ Display the boundaries
- ✓ On the first page, below the "Tabu was very happy to see his grandfather" paragraph, insert a column break

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- ✓ Insert a continuous break on the first page to balance the text
- ✓ Change the width of the columns to make them wider
- ✓ Add vertical lines between the columns
- ✓ Remove the columns on the second page



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FORMAT COLUMNS

Outcome

Format a column in a document

Assessment criteria

- ✓ A heading is added: Above column break, inside column
- ✓ A text box added inside columns: At least two in separate columns
- ✓ Text boxes are linked between different columns: At least two



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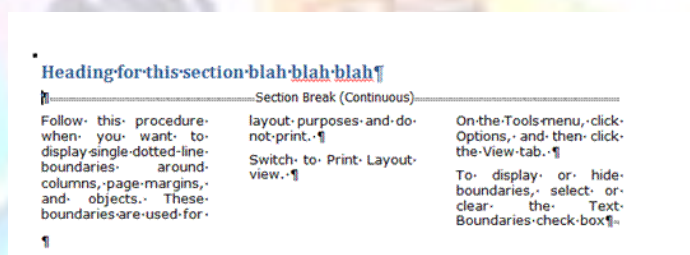
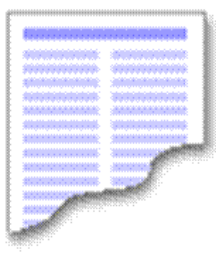
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Add headings

Create a heading that spans newsletter-style columns

- ✓ At the beginning of the leftmost column, type your heading, press ENTER, and then select the heading style.
- ✓ If heading text already exists, select it.
- ✓ Click Columns on the Page Layout tab, and then select a single column.



Work with text boxes

Flow text side-by-side with linked text boxes

You can use linked text boxes to create columns of text that flow side-by-side, instead of wrapping from one column to another.

For example, you can have text from column 1 flow to column 1 on the next page, and text from column 2 flow to column 2 on the next page.

1. Create a new document.
2. Click **Show/Hide** to display paragraph marks.
3. If you want to allow room for a headline or other text before the linked text boxes, click at the top of the page, and press ENTER.
4. Click where you want the linked text boxes to begin.
5. On the **Insert** tab, **Text group** click **Text Box**.
6. Select one of the pre-formatted text boxes, or draw your own text box
7. Drag the text box on the page where you want the first column.
8. On the **Insert** tab, **Text group** click **Text Box** again.
9. Drag the text box on the page where you want the second column.
10. Press CTRL+END to move the pointer immediately before the last paragraph mark on the page, and press CTRL+ENTER to create a page break.
11. Repeat steps 3 through 9 for each page that will contain side-by-side columns in your document, and then return to the first text box you created.

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12. Click the text box on the left once to select it. To do this, move the pointer over the border of the text box until the pointer becomes a four-headed arrow, and then click the border.
13. On the **Drawing Tools Format Ribbon**, in the **Text** group click **Create Link**
14. The pointer becomes a pitcher.
15. Click the text box on the left side of the second page to create a link.
16. Create links for all text boxes within the same story on the left side of the document.
17. In the text boxes on the right side of the page, repeat steps 11 through 14 for every text box in the right chain, or story.

Notes

To break links between text boxes, select the first text box and then click **Break link** in the **Text** group on the **Format** ribbon

Formative assessment

Use the Magic Journey document and do the following:

- ✓ At the beginning of the second page, add the following text: Raymond and Tabu.
- ✓ Change the font size to 20 and create a heading.

Open a new document

- ✓ Create linked text boxes to tell us what you thought of the training course.

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Glossary



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Term	Definition
Alignment	The horizontal and/or vertical position of an object relative to its background. For example, text can be centred between the document margins.
Answer Wizard	A tool to access the online help system.
Ask A Question	A tool to access the online help system.
AutoCorrect	A feature that corrects typing mistakes automatically.
AutoFormat	A feature that applies formatting automatically.
AutoRecover	A tool for saving data automatically and restoring it in the event of application or computer failure.
AutoShapes	A series of predefined shapes available from the Drawing toolbar.
AutoText	Text or graphics saved under a short name so that it can be inserted into a document quickly.
Browse Selector	A feature that allows you to move through a document in different ways or search for particular items.
Bullet	A symbol that precedes a paragraph, usually used to format a list.
Click-and-Type	A feature that allows you to type anywhere on the page without setting format options first.
Clip Art	A library of graphics, sound, and video files for use in Office programs.
Clipboard	A temporary storage area for data as it is Cut, Copied and Pasted.
Columns	Formatting text in two or more strips side-by-side.
Cursor	Controlled by moving the mouse, the cursor (or mouse pointer) is used to select elements of the screen.
Document	The file used to save information entered using Word. Documents can contain text, graphics, and many other types of data.
Drag-and-Drop	Moving data using the mouse instead of the Clipboard.
Email	A system for sending electronic messages and data between computers.
Embed	Storing a data object created and edited using a different application to the file the object is stored in.
Favorite	A list of bookmark links to files and web pages for easy access.
File	Data stored on a disk. Files are associated with, and edited using, different applications. Different file types are identified by their icon and file extension.
Find and Replace	A tool for locating (and optionally replacing) specific text and/or formatting.
Folder	A directory created on a disk in which to store files.

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Term	Definition
Font	The typeface (or appearance) of text.
Format	The appearance of text or objects.
Format Painter	A tool that allows you to copy formats from one selection to another.
Full Screen	Viewing a file without any menu or toolbars on-screen.
Grammar Checker	The Word Spelling Checker can also test grammar in a document.
Hard Page Break	A page break that is inserted by the user.
Header/Footer	An area reserved for text and graphics that appear at the top/bottom of every page.
Hidden Text	Characters used by the application to format the document. These marks can be hidden or viewed in the screen display, but do not print. For example, the paragraph mark (¶) indicates the end of a paragraph.
Highlight	A tool for marking text. Highlighting is different from simply changing the text colour, as highlights can be turned on and off.
HTML	HyperText Markup Language - the codes (or tags) used to create web pages. HTML tags provide information about layout and text structure (Headings, body text, lists and so on) that can be interpreted by web browsers.
Import	Transferring or copying data stored in one file to another. Data can be imported using the cut, copy and paste, drag-and-drop or Insert/Import commands.
Indent	The distance between the margin and the text.
Insert Mode	The normal typing mode. New characters are inserted before existing characters.
Insertion Point	The typing cursor, indicating where text will appear on the page.
Internet	A global network of computers hosting services such as the world wide web and email.
Intranet	A private network using the TCP/IP protocol to carry data around and identify resources. This also allows the company to use an internal website.
Landscape	Page orientation where the page is wider than it is tall.
Leader Characters	Characters that appear before a leader tab.
Line	A row of text within a paragraph.
Line Spacing	White space between the lines in a paragraph, usually measured in multiples of line height.
Link	Storing a link to a file (or part of a file) within another file.
Mail Merge	Combining text in a standard document with text from a database or data document.
Margins	The white areas between the paper edges and the text boundaries on the page.
Normal View	A view used to edit text, especially in a long document.

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Term	Definition
Object	A unit of data that can be copied between different files and applications. Examples of objects include pictures, charts, and tables. Object is also used to refer to components within a file (for example, tables, forms, and reports in Access).
Office	A suite of related Microsoft software applications, sharing a common design.
Office Assistant	An on-screen helper that allows you to ask questions and provides tips while working.
Office Clipboard	An extension to the Windows Clipboard allowing multiple items to be collected and pasted in Office applications.
OLE	Object Linking and Embedding. OLE allows different applications to share data. You can insert an OLE object or file in any other file created in an OLE-compliant application. The object can be edited from the destination file using the original application. An embedded object is saved as part of the destination file. A linked object is saved in the original file and can be edited from either file.
Orientation	The direction of an object, usually used to refer to the dimensions of a page (portrait or landscape) but also of the direction of text.
Outline View	Used to edit and organise a document.
Pagination	Controlling where page breaks occur in text.
Paper Size	The type of paper a document is printed on. UK standard paper size is A4 (8.27x11.69" or 21x29.7 cm). US standard paper size is Letter (8.5x11" or 21.59x27.94 cm).
Paragraph	A block of text ended by a carriage return. The paragraph mark (¶) indicates the end of a paragraph.
Paragraph Spacing	White space between paragraphs, usually measured in points.
Paste Special	A way of pasting specific elements of copied data (such as just formatting or values) or pasting data in a specific format.
Points	Units of measurement relating to the height of text characters.
Portrait	Page orientation where the page is taller than it is wide.
Preview	To view a document as it will print.
Print Layout View	Used to edit and format document pages, which are displayed much as they will print.
Recycle Bin	A Windows feature to store deleted files temporarily in case they need to be undeleted.
Redo/Repeat	A tool for reversing the effect of Undo or repeating previous edits.
Sans-serif	Fonts where the text has plain ends.
Save	Writing data entered into an application to a file on a disk.
ScreenTip	A yellow box displayed over the selected element indicating its function.

Use of tables and

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Term	Definition
Section	Part of a document with different page formatting, headers or footers than the rest.
Serif	Fonts where the text has curly feet.
Server	Both the computer hosting a server application and the application itself. There are many different types of server, providing different services, such as web page access and email.
Smart Tag	A feature for modifying data.
Soft Page Break	A page break that is inserted by Word as soon as text reaches the bottom margin.
Spelling Checker	A tool to check spelling in the document. The Office products use the same spelling tool, though some features are not available in all applications. The checker uses a custom dictionary to keep track of words that are correct but that it does not recognise.
Style	A collection of formats used to maintain consistent formatting in a document.
Symbol	Non-alphanumeric characters. Symbols cannot be inserted using normal key strokes.
Tab	A hidden character used to advance text to a certain position on the page. Tabs are inserted using the Tab key. The position of tabs is controlled by setting tab stops.
Table	An object in a file displaying information in a grid. Tables are divided into rows and columns; rows representing records and columns representing fields. Tables can also be used in a document for page layout.
Task Pane	Part of the application window giving access to commonly-used commands.
TCP/IP	Transfer Control Protocol/Internet Protocol. The suite of protocols used to transmit data between computers on the internet.
Template	The basis of a document, containing formatting (such as margins and line spacing), text, and/or graphics. A document template has a different file extension.
Thesaurus	Word's thesaurus allows you to look up similar words (synonyms) and words with the opposite meaning (antonyms).
True Type	Fonts designed to match printed output with the screen display.
Typeover Mode	The mode used to type over existing characters in a document.
Undo	A tool for reversing previous edits.
URL	Uniform Resource Locator - a description of the location of a file or service on the internet.
View	Different ways of looking at and editing a document.
Web	A collection of linked web page documents published on the internet.
Zoom	To view the document at a different size.

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