Session 2  
Document Presentation  
&  
Tables

# M2-0 Session 2: Document Presentation and Tables

## M2-1 Overview and Objectives

### (h1) Overview and Objectives

Read the overview and objectives to see what you will do and learn in this session. While working through the content, refer to the objectives and ensure you are able to meet them.

### (h2) Overview

Formatting a Word document can be classified into three levels: font, paragraph, and section or document formatting. This session focuses on font and paragraph formatting. We will also cover inserting and formatting clipart or pictures and inserting and modifying tables.

In this session, you will:

* Read “Word Chapter 2: Document Presentation”.
* Read “Word Chapter 4: Document Productivity”.
* Complete the hands-on exercises in “Word: Chapter 2” and “Word: Chapter 4”.
* Answer the review questions in “Word: Chapter 2” and “Word: Chapter 4”.
* Complete the practice exercises. (This is optional.)
* Explore supporting web resources. (This is optional.)
* Participate in a peer-support discussion.
* Complete two practice quizzes.

Note that there is no assignment for this session.

### (h2) Objectives

****By the end of this session, you should be able to:

* Apply font attributes.
* Display nonprinting formatting marks.
* Set tabs using the ruler and the Tabs dialog box.
* Format paragraphs by aligning text, changing indentation, and setting line and paragraph spacing.
* Apply borders and shading.
* Create bulleted and numbered lists.
* Split text into two or more columns.
* Insert and format graphics.
* Insert symbols.
* Insert tables.
* Format tables using the Table tools: insert and delete rows/columns, merge and split cells, modify table-text alignment, change row height and column width, apply table styles, and apply borders and shading.

## M2-2 Readings

(h1) Readings

****For this session, read:

* “Word Chapter 2: Document Presentation.”
* “Word Chapter 4: Document Productivity” (ignore the topic on Mail Merge).

After each topic, complete the hands-on exercises. These exercises will help you study the material and put into practice what you learn.

## M2-3 Review Questions

(h1) Review Questions

****Complete the multiple-choice questions at the end of both chapters. To check your answers, download the answer keys:

Word Chapter 2 review questions answer key

Word Chapter 4 review questions answer key

These quizzes do NOT count for marks.

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Review Questions\Word Chapter 2 Review Questions Answer Key.docx]

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Review Questions\Word Chapter 4 Review Questions Answer Key.docx]

## M2-4 Optional Practice Exercises

(h1) Optional Practice Exercises

****These exercises support your readings and the hands-on exercises. They also provide another opportunity to practice using Word, which is essential for mastering the content. These exercises will not be marked. To check your work, download each completed exercise below.

Word Chapter 2 Practice Exercise: Queen City Medical Equipment

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Optional Practice Exercises\Module 2\w02p2memo\_LastnameFirstname.docx]

Word Chapter 2 Mid-level Exercise: Association for Administrative Professionals

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Optional Practice Exercises\Module 2\w02m2welcome\_LastnameFirstname.docx]

Word Chapter 4 Mid-level Exercise: Building Materials.

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Optional Practice Exercises\Module 2\w04m2construction\_LastnameFirstname.docx]

Word Chapter 4: Mid-level Exercise: Finding Dakota.

[QL to file Z:\School of Computing & Academic Studies\Computer Systems Technology (CST)\Course Development\COMP2010\Answers to Optional Practice Exercises\Module 2\w04m3lostpet\_LastnameFirstname.docx]

## M2-5 Web Resources

(h1) Web Resources

****These optional resources are for you to study and explore. Be diligent when using Internet resources and when activating links. The instructor is not responsible for the accuracy, the reliability of the content, or for the information found through these links. Note that hyperlinks do change from time to time and some may break. Please advise the instructor of any broken links.

[Set or edit tabs](http://office.microsoft.com/en-us/word-help/set-edit-or-clear-tabs-in-word-2007-HA010034129.aspx?CTT=1)

[Understanding styles](http://www.addbalance.com/usersguide/styles.htm)

[Style basics tutorial](http://office.microsoft.com/en-us/word-help/style-basics-in-word-HA010230882.aspx?CTT=1)

[Microsoft video: apply styles in Word 2010](http://office.microsoft.com/en-us/word-help/video-apply-styles-in-word-2010-VA101820568.aspx)

[Sorting simple lists in Word 2010](http://www.jasonslater.co.uk/2010/02/27/sorting-simple-lists-in-microsoft-word-2010/)

[Crop to shape in Microsoft Word 2010](http://www.word-2010.com/crop-to-shape-in-microsoft-word-2010/)

[Textbook companion website for additional self-study tools](http://wps.prenhall.com/bp_exploring_mso2010_plus/166/42725/10937751.cw/index.html)

[Felicia, the above are all links.

Felicia, this last link “Textbook companion …”, could you please add it to module 1 under web resources. Sorry and thanks!]

M2-6 Peer-support Discussion

(h1) Peer-support Discussion

****This discussion is for you to ask questions and answer each other’s questions:

Session 2 – Peer-support Discussion

Remember that you can earn bonus marks for correctly answering another student’s questions.

Note that you can also access discussions through the grey course-navigation bar.

[Felicia, above is a quick link to a discussion forum of that name.]

M2-7 Word Chapters 2 and 4 Practice Quizzes

(h1) Word Chapters 2 and 4 Practice Quizzes

This link takes you to the chapter 2 quiz: Word Chapter 2 Practice Quiz

This link takes you to the chapter 4 quiz: Word Chapter 4 Practice Quiz

These quizzes will help you determine if you have met the learning objectives. They do NOT count for marks. Since you will get different questions each time you do the quiz, you will learn more if you try the quiz more than once.

Note that you can also access quizzes through the grey course-navigation bar.

[Felicia:

* + - Make the above blue text a quick link to a quiz of that name.
    - Randomly select 10 questions for the quiz.
    - Marks are NOT to be recorded.
    - Set it up so that the learner can see which questions they got right and wrong and what the correct answers are.
    - Learners can try the quiz as often as they like.
    - The quiz should always be available.]

M2-8 Summary

(h1) Summary

To assess your skill level, think about each of the following objectives and decide whether you need to review and/or practice it:

* Apply font attributes.
* Display nonprinting formatting marks.
* Set tabs using the ruler and the Tabs dialog box.
* Format paragraphs by aligning text, changing indentation, and setting line and paragraph spacing.
* Apply borders and shading.
* Create bulleted and numbered lists.
* Split text into two or more columns.
* Insert and format graphics.
* Insert symbols.
* Insert tables.
* Format tables using the Table tools: insert and delete rows/columns, merge and split cells, modify table-text alignment, change row height and column width, apply table styles, and apply borders and shading.