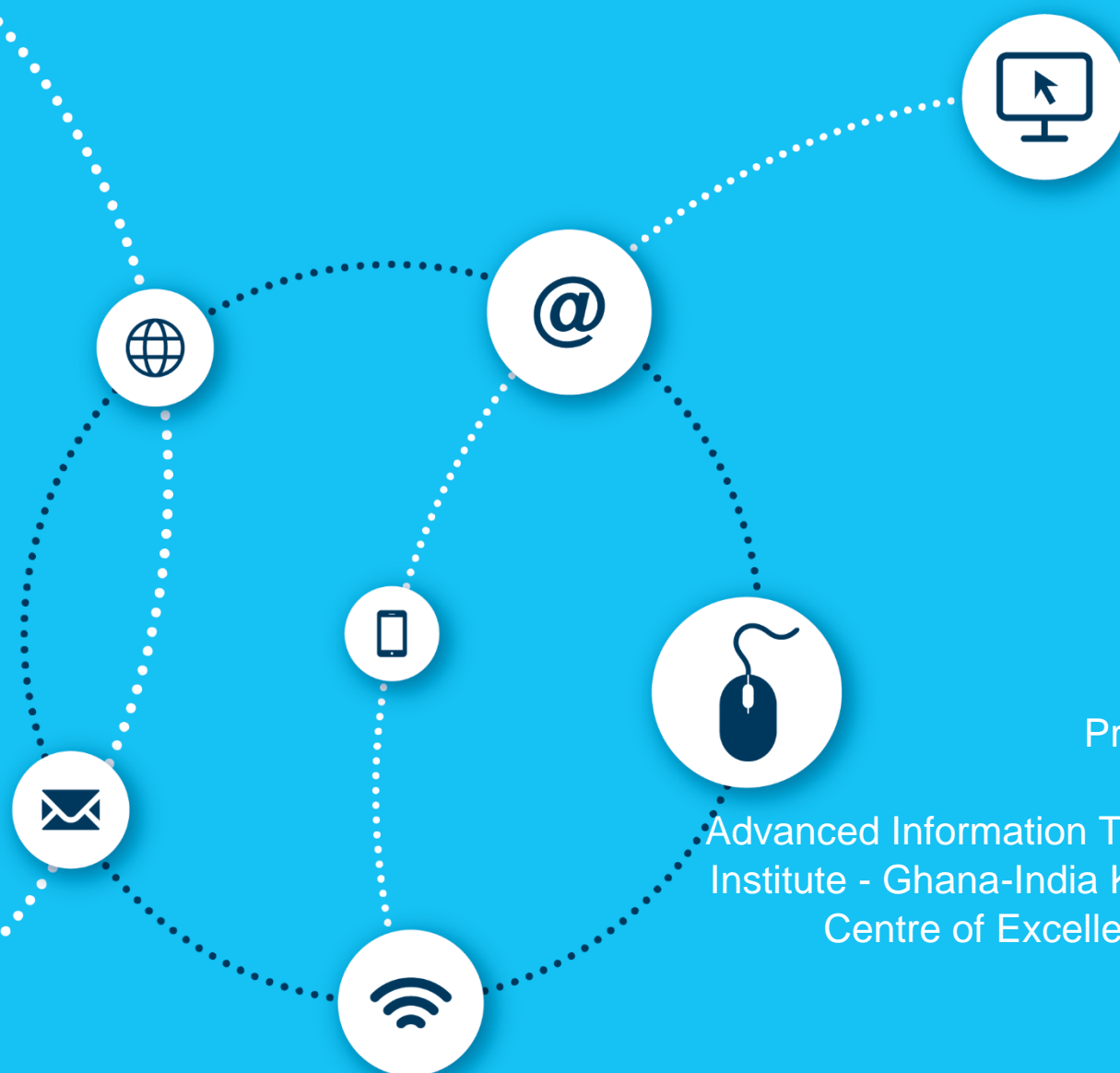# ICDL WORD PROCESSING

Syllabus 5.0
Learning Material (MS Word 2013)

Provided by:

Advanced Information Technology
Institute - Ghana-India Kofi Annan
Centre of Excellence in ICT

ICDL Word Processing

Word Processing applications continue to play a prominent role in people's professional and personal lives. This ICDL Word Processing module provides you with the practical components to begin working with word processers. Having the skills to create, format and finish word processing documents will improve your productivity and will allow you to produce a professional, polished document.

On completion of this module you will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options, such as the Help function, to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options.
- Insert tables, images, and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

What are the benefits of this module?

This module gives you the skills to operate word processing software, including the most common commercial and open-source offerings. Despite technological advances in recent years, word processing remains a core computer skill that can be used to improve efficiency and capability in the workplace. Once you have developed the skills and knowledge set out in this book, you will be in a position to become certified in an international standard in this area - ICDL Word Processing.

How to use this book

This book covers the entirety of the ICDL Word Processing course. It introduces important concepts and sets out the specific steps associated with using different features of the application. You will also have the opportunity to practice some of these activities yourself using sample files provided in the Student Folder. It is recommended that you do <u>not</u> save your changes to sample files, as you may want to practice an activity more than once.

For details of the specific areas of the ICDL Word Processing syllabus covered in each section of this book, refer to the ICDL Word Processing syllabus map at the end of this book.

ICDL WORD PROCESSING

LESSON 1 -
EXPLORING MICROSOFT WORD 2013

In this section, you will learn about:

- Starting Word 2013
- The user interface
- The backstage view
- Converting documents
- Setting Word options
- Setting the default folders
- The Quick Access Toolbar
- Using ribbons and tabs
- Using the Mini Toolbar
- Using dialog box launchers
- Using contextual tabs
- Using Help
- Exiting Word

1.1 STARTING WORD 2013
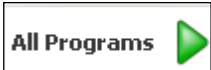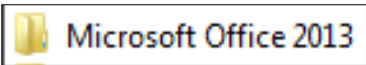
💡 Concepts

Microsoft Word 2013, which is part of the Microsoft Office Suite, is a word processing application used to create, edit, and print a wide range of documents.

👣 Steps

To start Microsoft Word:

1. Select the **Start** button on the taskbar. *The **Start** menu appears.*	Click
2. Point to All Programs. *The All Programs menu appears.*	Click **All Programs** ▶
3. Select **Microsoft Office 2013**. *The Microsoft Office 2013 submenu appears.*	Click 📁 Microsoft Office 2013
4. Select **Microsoft Word 2013**. *The Microsoft Word 2013 window opens.*	Click 📘 Word 2013

1.2 THE USER INTERFACE

💡 Concepts

The Microsoft Word 2013 user interface uses ribbons and tabs, just like its predecessor, Microsoft Office 2010.
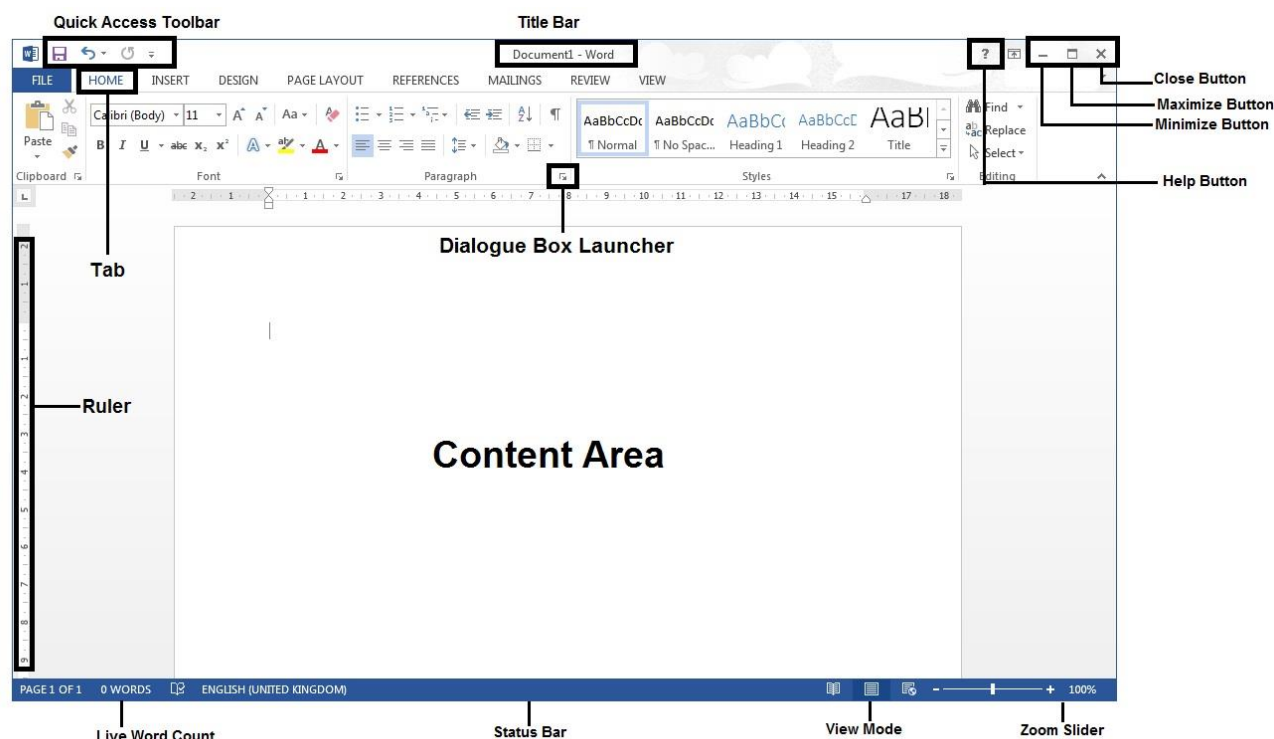
FILE tab and Backstage View: When you click the FILE tab, you see the new backstage view. This view shows all the information about a document in one location.

Quick Access Toolbar: This is a customisable toolbar placed by default above the Ribbon - you can add icons for frequently used commands to this toolbar. It can also be placed below the Ribbon.
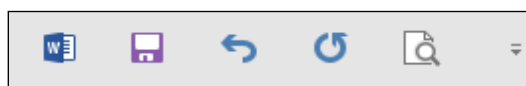
Quick Access Toolbar (QAT)

Ribbon: The Ribbon displays commands used to work with your document. Commands related to each other are arranged in named groups. Buttons next to the group names launch dialog boxes which allow you to access more commands and options.
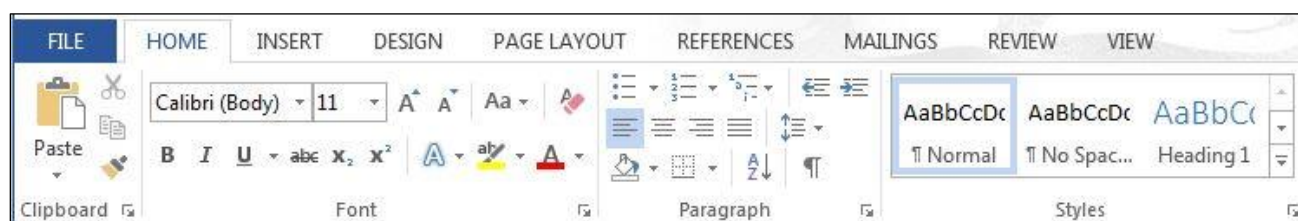
Ribbon

Status Bar: Located at the bottom of the screen, this provides information about the total number of pages, total number of words, and different layouts, including zoom options.

Status Bar

1.3 THE BACKSTAGE VIEW

 Concepts

Backstage view Click the FILE tab to see the backstage view. It provides a range of options that are used to manage and print documents; for example, view and edit document properties, and open, save, print and share documents.
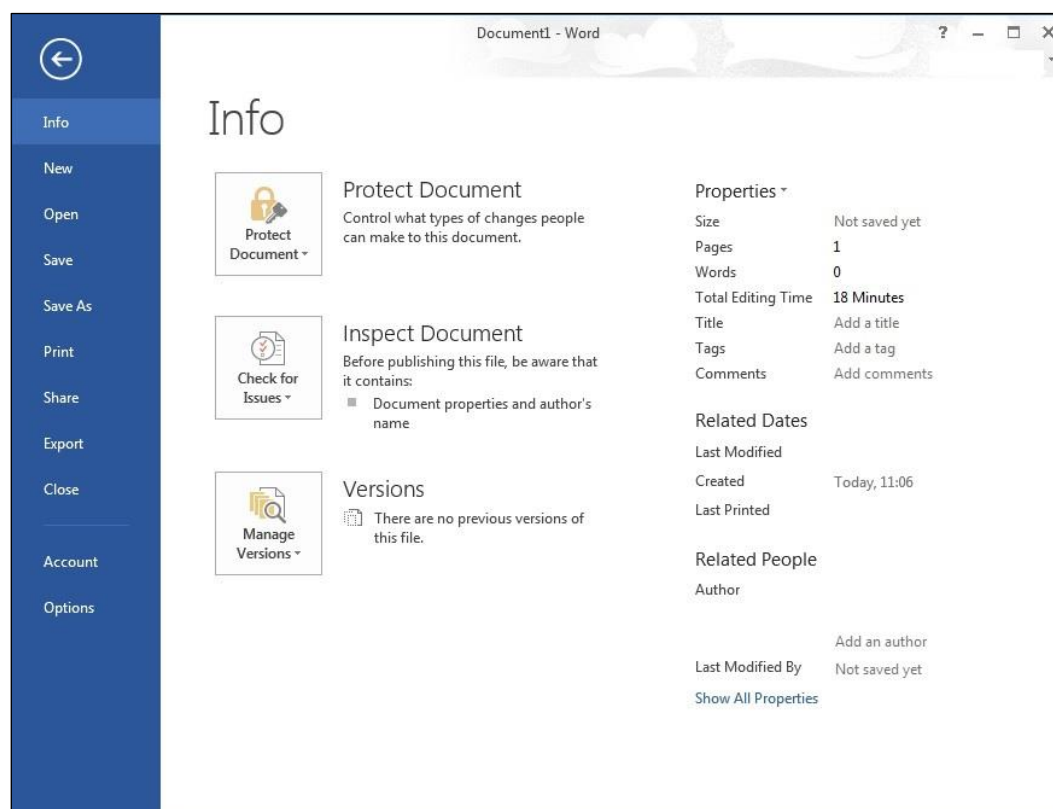
Backstage View

- **Save As** - allows file name, file type, and location to be specified and is used to save a newly created document, or to save another copy of a previously saved document.

- **Save** - allows you to save/update changes to a document.

- **Open** - allows you to open an existing document.

- **Close** - allows you to close the document.

- **Info** - displays different commands and properties associated with the document and where it is stored.

1.4 CONVERTING DOCUMENTS

Concepts

Word 2013 uses Compatibility Mode to open documents that were created in earlier versions of Word. To save a document that has been opened and modified in compatibility mode, it may be necessary to convert it to the latest Word format because not all the latest features of Word 2013 are compatible with earlier versions of Word.

Compatibility Mode

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.
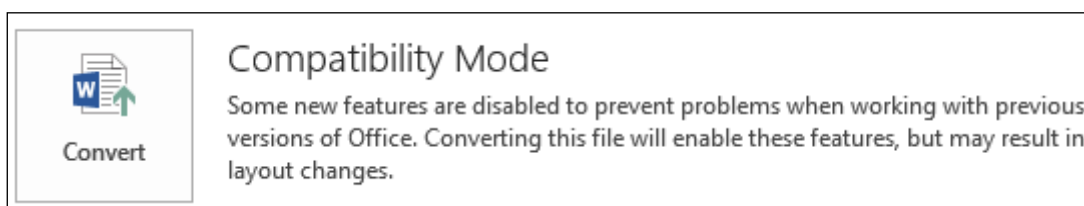
Convert

Convert Feature
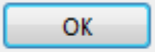
Steps

To convert a document.

Open **FSS.docx** from the **Student Folder**. Do this by going to the drive that the **Student Folder** is located in, double-clicking the **Student Folder** and then double-clicking **FSS.docx.**

1. Select the **FILE** tab. *The **Backstage View** is displayed.*	Click FILE

2. Select **Convert** button from the **Info** option. *A Microsoft Word message box is displayed.*	Click
3. Select **OK** to convert the document. *The document is converted.*	Click

Do not save or close the document **FSS.docx**.

1.5 SETTING WORD OPTIONS
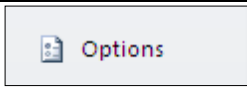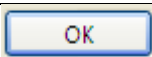
Concepts

Word Options are used to set various preferences in Word, such as the default name to be used as the author for documents, and the default folder in which to open and save documents.

Steps

To use Word Options:

1. Click the **FILE** tab. *The **Backstage View** is displayed.*	Click
2. Click **Options** button. *The Word Options dialog box is displayed.*	Click
3. Select **User Name** under **Personalize your copy of Microsoft Office.** *The User Name is entered in the text box.*	Click **User Name** and type your name.
4. Select **Initials** and specify initials of your name. *The Initials is entered in the text box.*	Type your initials.
5. Click **OK** to accept the changes. *The settings are applied to the document.*	Click

1.6 SETTING THE DEFAULT FOLDERS
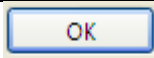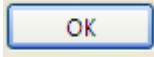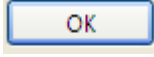
Concepts

The **Documents** folder is the default working folder for all of the files created in your Microsoft Office programs. It is the default folder location that appears when opening and saving Word documents. You can choose a different default working folder.
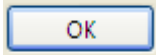
Steps

Set the default open folder:

1. Click the **FILE** tab. *The **Backstage View** is displayed.*	Click FILE
2. Click **Options** button. *The **Word Options** dialog box is displayed.*	Click Options
3. Select **Advanced.** *The **Advanced** options are displayed.*	Click **Advanced**
4. Click **File Locations** button under **General.** *The **File Locations** dialog box is displayed with **Documents** selected under **File types**.*	Scroll down and click **File Locations** under the **General** section.
5. Click **Modify** button. *The **Modify Location** dialog box is displayed.*	Click **Modify**
6. Select the default folder to open documents. *The folder is selected.*	Click **Desktop**
7. Click **OK**. *The default folder location is updated.*	Click OK
8. Click **OK**. *The **File Locations** dialog box closes.*	Click OK
9. Click **OK** to accept the changes. *The settings are applied.*	Click OK

Set the default save folder:

1. Click the **FILE** tab. *The **Backstage View** is displayed.*	Click FILE
2. Click **Options** button. *The **Word Options** dialog box is displayed.*	Click Options
3. Select **Save.** *The **Save** options are displayed.*	Click **Save**

4. Type in the path in the **Default local file location** or select the **Browse** button the select the default folder. *The path is displayed in file location textbox. We have set the default to be in the desktop in this example.*	Type **..\Desktop**
5. Click **OK** to accept the changes. *The settings are applied to the document.*	Click OK

1.7 THE QUICK ACCESS TOOLBAR

💡 Concepts

Quick Access Toolbar: A toolbar giving quick access to commonly used command buttons without having to open a tab on the ribbon.
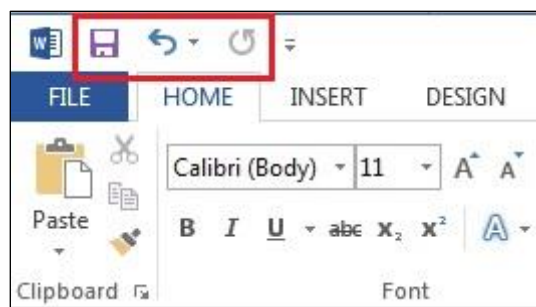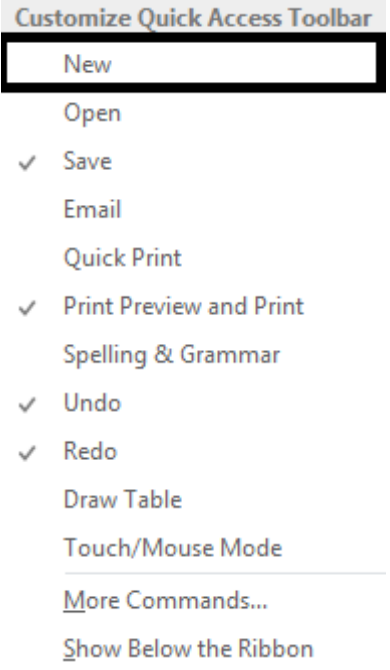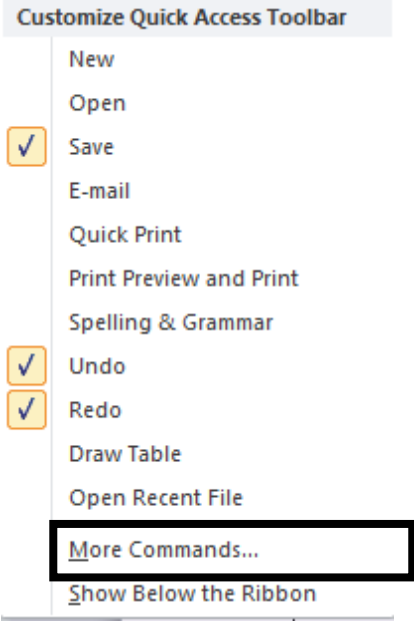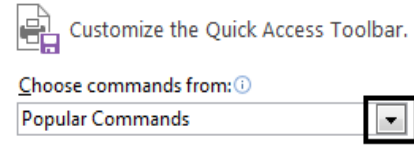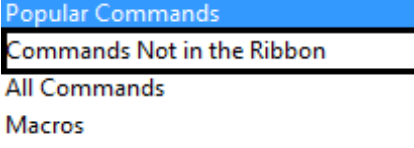
Quick Access Toolbar
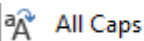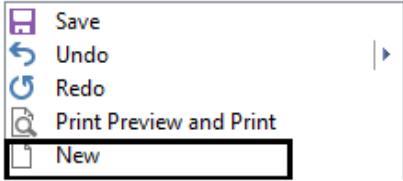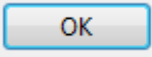
👣 Steps

To add a command to the **Quick Access Toolbar**, re-arrange the buttons and move the toolbar below the ribbon:

1. Click the **Customize Quick Access Toolbar** button. *A sub menu is displayed.*	

2. Click the command(s) that you want to add to the **Quick Access Toolbar**. *The selected command is added to the toolbar.*	Customize Quick Access Toolbar New Open ✓ Save Email Quick Print ✓ Print Preview and Print Spelling & Grammar ✓ Undo ✓ Redo Draw Table Touch/Mouse Mode More Commands... Show Below the Ribbon
3. Click the **Customize Quick Access Toolbar** button. *A sub menu is displayed.*	
4. Click **More Commands** from the sub menu. *The **Word Options** dialog box is displayed.*	Customize Quick Access Toolbar New Open ✓ Save E-mail Quick Print Print Preview and Print Spelling & Grammar ✓ Undo ✓ Redo Draw Table Open Recent File More Commands... Show Below the Ribbon
5. Click the drop down arrow under **Choose commands from**. *The list is displayed.*	Customize the Quick Access Toolbar. Choose commands from: ⓘ Popular Commands
6. Click **Commands Not in the Ribbon** from the list. *The list of commands not in the ribbon is displayed.*	Popular Commands Commands Not in the Ribbon All Commands Macros

7.	Scroll down the list of commands and select the command you want to add. *The desired command is selected.*	Click **All Caps** `aA⃥ All Caps`
8.	Click the **Add** button to add the command to the **Quick Access Toolbar**. *The selected command is added to the list of commands in the Quick Access Toolbar.*	`Add >>`
9.	Click the **New** button from the list of commands displayed in the **Quick Access Toolbar**. *The New button is selected.*	Customize Quick Access Toolbar: ⓘ For all documents (default) ▼ Save Undo ▶ Redo Print Preview and Print New
10.	Click the **Move Up** button on the right of the list to move the button up the list. *The New button moves to the desired place on the list.*	Click **Move Up** ▲ thrice.
11.	Click the **OK** button to apply the changes. *The Word Options dialog box closes and the additional buttons are displayed on the Quick Access Toolbar.*	Click OK
12.	Click the **Customize Quick Access Toolbar** button. *A sub menu is displayed.*	🖫 ↶ ↺ 🔍 aA⃥ ⌄
13.	Click **Show Below the Ribbon** from the menu. *The Quick Access Toolbar is positioned below the Ribbon.*	Customize Quick Access Toolbar New Open ✓ Save E-mail Quick Print Print Preview and Print Spelling & Grammar ✓ Undo ✓ Redo Draw Table Open Recent File More Commands... Show Below the Ribbon

Note: To remove a button from the **Quick Access Toolbar**, **right-click** on the button you want to remove, and then select **Remove from Quick Access Toolbar**.

Remove from Quick Access Toolbar

Customize Quick Access Toolbar...

Show Quick Access Toolbar Below the Ribbon

Customize the Ribbon...

Collapse the Ribbon
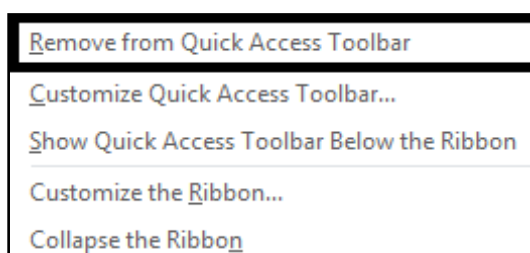
To move the **Quick Access Toolbar** to its default location, click the arrow on the right of the **Quick Access Toolbar**, select **Show Above the Ribbon**.

1.8 USING THE RIBBON AND TABS

Concepts

Commands related to each other are arranged on the ribbon in groups with a group name. Buttons next to the group names launch dialog boxes, which allow you to access more commands and options.

You use these various commands to carry out work in Word 2013. For example, you can use commands in the ribbon to format a selected text **Bold**, *Italics*, or Underline.
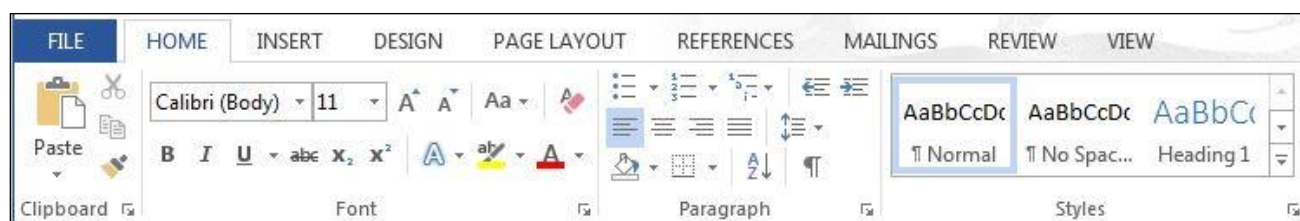
Word 2013 Ribbon

To allow more working space to view your document, you can hide, or minimise, the ribbon.

Steps

Hide/minimise the **ribbon**.

1. Click the **Ribbon Display Options** on the ribbon on the top right. *The **Ribbon Display Options** is displayed.*	
2. Select the option to show only the tabs. *The ribbon tabs are displayed only. Click on a tab to show the commands.*	Click **Show Tabs.**
3. Click the **Ribbon Display Options** from the ribbon on the top right. *The **Ribbon Display Options** is displayed.*	
4. Select the option to show tabs and commands. *The ribbon tabs and commands are displayed all the time.*	Click **Show Tabs and Commands.**

Alternatively, double-click on any tab to hide/show the ribbon.

1.9 USING THE MINI TOOLBAR

Concepts

The **Mini Toolbar** is not visible all the time and only appears when some text is selected.
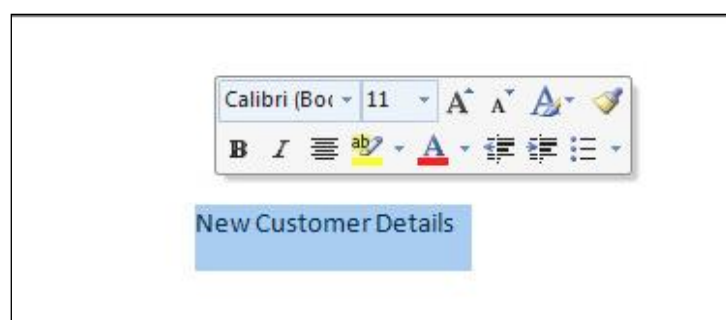
Word 2013 Mini Toolbar

This toolbar has commonly used commands, such as those associated with changing font appearance or alignment.

1.10 USING DIALOG BOX LAUNCHERS

Concepts

Dialog Box Launchers are small icons displaying downward pointing arrows that appear at the bottom right of some tab groups. When you point to a **Dialog Box**

Launcher, a small image of the dialog box along with a short description is shown.
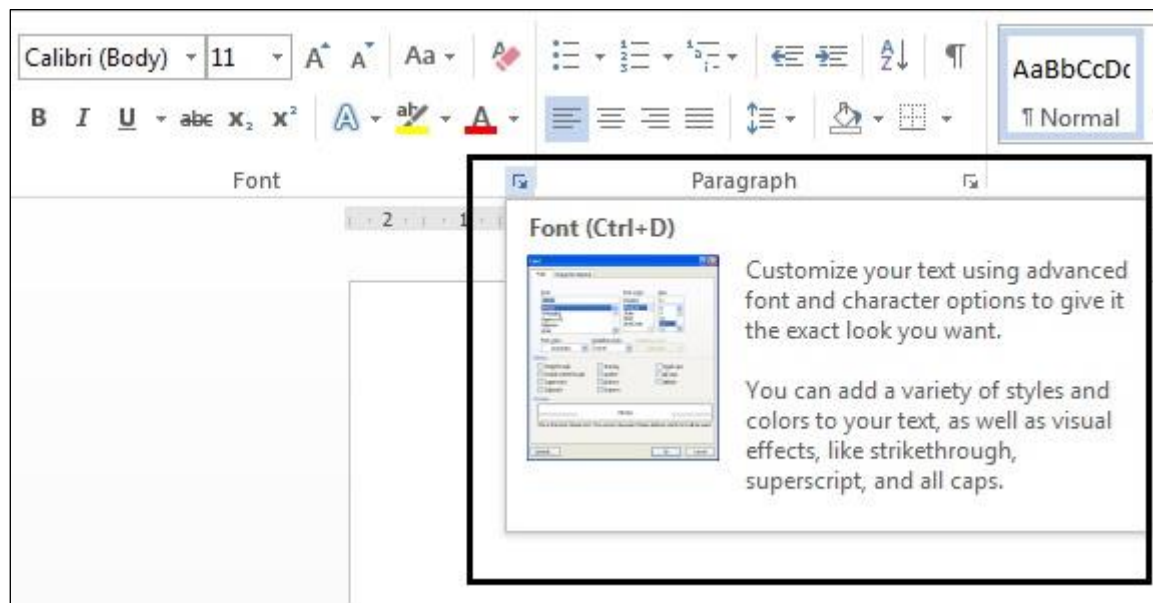
The Font Dialog Box Launcher

1.11 USING CONTEXTUAL TABS

Concepts

Contextual Tabs only appear when certain objects are selected and display functionality related to these objects.
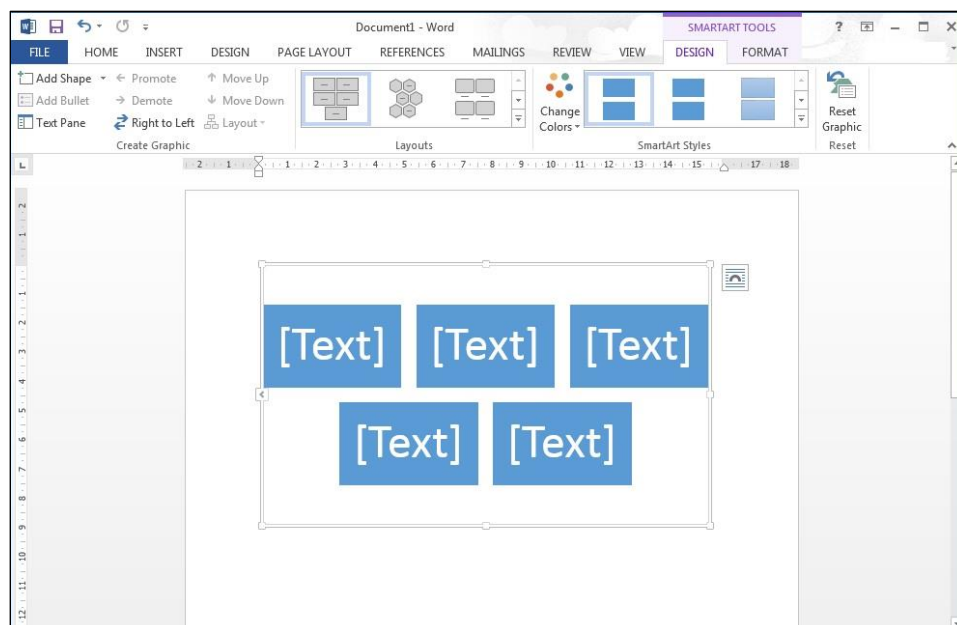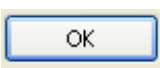
SmartArt Tools Contextual Tab

👣 **Steps**

Display contextual tabs for a **SmartArt**.

Navigate to the end of the document.

1. Select the **INSERT** tab on the **Ribbon**. *The INSERT tab is displayed.*	Click the **INSERT** tab
2. Select the **SmartArt** button in the *Illustrations* group. The **Choose a SmartArt Graphic** dialog box opens.	Click SmartArt
3. Select the desired **SmartArt** diagram from the left pane. *Various options under the selected **SmartArt** diagram are displayed in the right pane.*	Click List
4. Select the desired option from the right pane. *The desired option is selected in the right pane.*	Click **Basic Block List**
5. Select the **OK** button. *The selected **SmartArt** is inserted in the document and the **SMARTART TOOLS** contextual tab is displayed in the ribbon.*	Click OK

1.12 USING HELP

💡 **Concepts**

You can access the Help function by selecting the help button (?) at the top right hand corner of the application or pressing the F1 keyboard shortcut.

👣 **Steps**

To use help.

1. Select the help button (?) at the top right corner of the application. *The help window displayed.*	Click ? from top right corner.

2. Type in the search text bar and press the **Enter** button. *The help window provides users with help options/suggestion that are available online. Click on desired selection.*	Type **insert picture** and press. [**Enter**]
3. Click on the desired search result. *The topic details are displayed.*	Click on the first result heading.
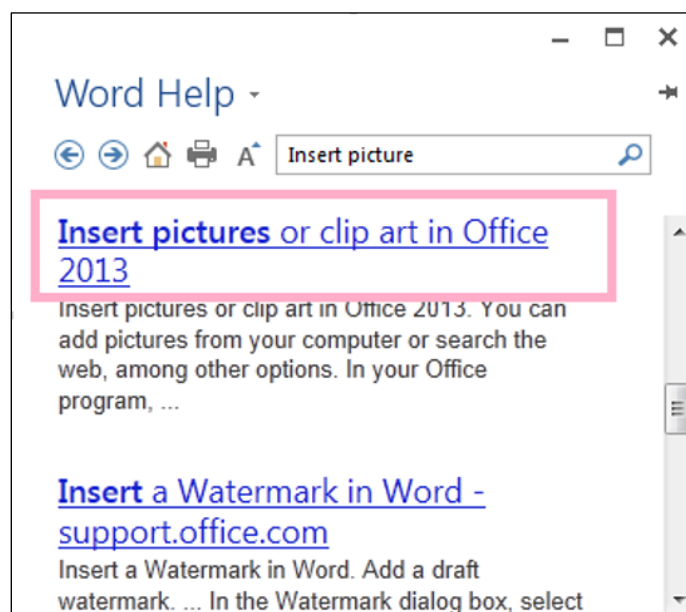
Word Help

Tip: Pressing the **F1** button will open the Help dialogue box.

1.13 EXITING WORD

💡 Concepts
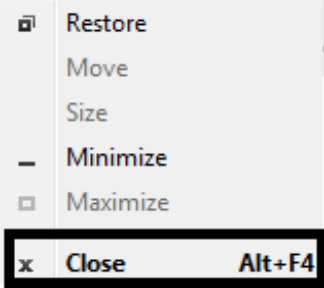
There are several ways to close Word. You will be prompted to save any open file if unsaved changes have been made to it.

To exit Word:

- Click the **Close** button (the X) in the upper-right corner of the Word 2013 program window.

- Click the **Word Application icon** in the top left corner of the Word 2013 program window and click **Close**.

- Press **Alt+F4**.

👣 Steps

1. Navigate your cursor to the upper-left hand corner of the Word program icon and click on the Word icon. *The popup menu opens.*	
2. Select the **Close** command. ***Word** closes.*	Click

Select **Don't Save** if you are prompted to save changes to **FSS.docx.**

1.14 REVIEW EXERCISE

Exploring Word 2013

1. Customise the Quick Access Toolbar by adding the **Draw Table** and **Spelling & Grammar** button.

2. Personalise your copy of Microsoft Office by adding the following details:

   User Name: *Your name*

   Initials: *Your initials*

3. Open a new blank document. Type the following information in the document

   Welcome GoldSmith Ltd. - Proposal and Marketing Plan

4. Save the document as **WGSPlan.docx** in your current working folder (the default folder location that appears when opening and saving word documents).

5. Close Microsoft Word.

LESSON 2 -
WORKING WITH DOCUMENTS

In this section you, will learn about:

- Creating a new blank document
- Creating a new document using templates
- Searching for templates
- Entering text
- Inserting symbol
- Saving a document
- Using save as
- Saving a document as a template
- Saving a document in alternative file formats
- Closing a document
- Opening an existing document
- Selecting text

2.1 CREATING A NEW BLANK DOCUMENT
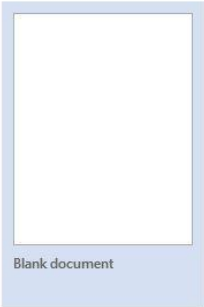
Concepts

A document can be created using a default blank document or using another available template with a specific purpose, such as a memo, fax, or agenda.

Steps

To create a new, blank document:

1. Select the **FILE** tab. *The **Backstage View** appears.*	Click **FILE**
2. Select the **New** command *The **New Document** pane displays with **Blank Document** selected.*	Click **New**
3. Select the **Blank document** button from the available templates. *A new blank document is created.*	Blank document

Notice that a new blank document is created. Proceed to the next section without closing this document.

2.2 CREATING A NEW DOCUMENT USING TEMPLATES

Concepts

Microsoft Word allows you to create professional-looking documents using existing templates. A template is a predesigned document.

Steps

To create a new fax using a template:

1. Select the **FILE** tab. *The **Backstage View** appears.*	Click **FILE**

2. Select the **New** command. *The **New Document** pane appears and displays Word's own templates, as well as some online templates.*	New
3. Click on a desired template to start a new document. *Scroll down the list to search for more options*	Scroll down (if necessary) and click **Fax Cover Sheet (Professional design)**
4. Click **Create** to download the template. *The new fax cover sheet is downloaded, ready for editing.*	Click **Create**

2.3 SEARCHING FOR TEMPLATES

Concepts
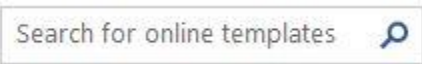
More free templates are available from templates.office.com. Simply search for templates by typing a relevant term in the **Search for online templates** search box. To browse popular templates, click any of the keywords below the search box.

Search for online templates

Suggested searches: Business   Personal   Industry   Print   Design Sets   Education   Event

Searching for Templates

To search for a desired template:

1. Select the **FILE** tab. *The **FILE** tab appears.*	Click FILE
2. Select the **New** command. *The **New Document** pane appears and displays Word's own templates, as well as some online templates.*	Click New
3. Click in the **Search for online templates** textbox area. *The cursor is displayed on the search area.*	Click on Search for online templates
4. Type in the keywords and press **Enter**. *Examples of keywords include fax, memo, agenda, letter etc. The online template will display all available Letters template.*	Type **Letter** and press **Enter**

5. Click on a desired template to start a new document. *Scroll down the list to search for more options.*	Click **Cover Letter**
6. Click **Create** to download the template. *The letter document is downloaded ready for editing.*	Click **Create**

2.4 ENTERING TEXT

💡 Concepts

You can enter text by typing directly into the blank area below the ribbon.

To: All Sales Reps

The Worldwide Telephony Trading Electronics Fair is scheduled for March 13-17 in Los Angeles. Please make your reservations with the travel agent listed below.

Daniel Jones
34 Main Street
Media, PA 19107

Example of Text Entered in a Blank Document

👣 Steps

Enter text into a document.

If necessary, open Word and create a blank document.

1. Type the desired text. *The text appears in the document area as you type.*	Type **To: All Sales Reps**
2. Press [**Enter**] as necessary. *The insertion point moves to the new location.*	Press [**Enter**] twice
3. Type additional text as necessary. *The text appears in the document area as you type and, as the text fills a line, Word automatically moves to the beginning of the next line.*	Type ***The Worldwide Telephony Trading Electronics Fair is scheduled for March 13-17 in Los Angeles. Please make your reservations with the travel agent listed below.***
4. Press [**Enter**]	Press [**Enter**]

Practice the Concept: Type the following text, pressing **[Enter]** after each line:

Daniel Jones
34 Main Street
Media, PA 19107

2.5 INSERTING SYMBOLS
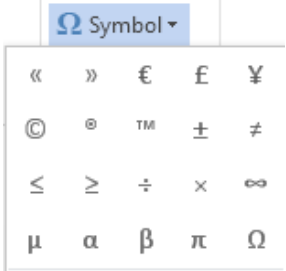
Concepts

Word provides many symbols for use in documents. You can use the **Symbol** dialog box to insert symbols, such as © for Copyright, ® for Registered, ™ for Trademark, or special characters, such as a dash (—) or ellipsis (…).

Steps

To insert a symbol in selected text:

1. Place the cursor at the required area. *The cursor appears in the document area as you type.*	Click at the end of the text ***Telephony***
2. Select the **INSERT** tab. *The INSERT tab is displayed.*	Click **INSERT**
3. Click on **Symbol** list from the **Symbols** group. *The list of symbol is displayed. Word will automatically display the last 20 symbols used.*	Click
4. Select the desired symbol. *The symbol is inserted. Take note of the text placement; it is in superscript. Other symbols, such as copyright (©) and registered (®) are inserted in the same way.*	Click ™

Note: If the trademark symbol, or any other symbol you want, is not in the list of symbols displayed, follow the steps below.

For more symbols than are shown in the list:

1. Click on **More Symbols** to display the **Symbols** dialog box.
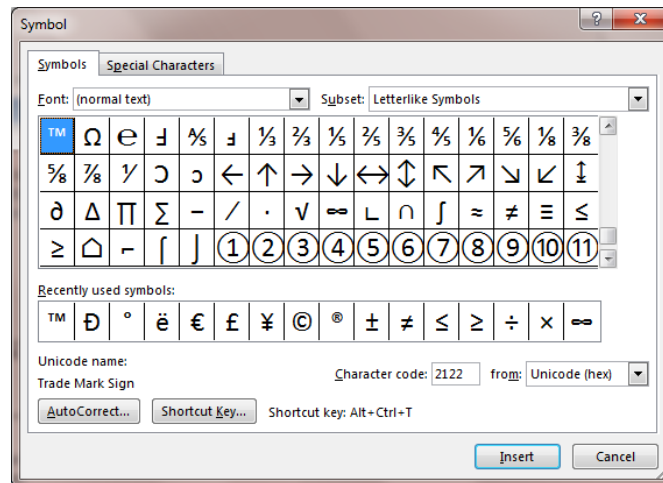
2. Click on the drop down arrow from the **Font** list to display more symbols. Scroll up and down view the list of available symbols with a font. Select the symbol you want.

3. Click **Insert.**

Sometimes, you want to use special characters in a document. For example, you might want to insert a nonbreaking hyphen, which prevents a hyphenated word such as open ended from being separated by a line break. Special characters are inserted using the **Special Characters** tab of the **Symbol** dialog box. For example, you want to insert an ellipsis (…).

1. Click on **More Symbols** to display the **Symbols** dialog box.

2. Select the **Special Characters** tab.
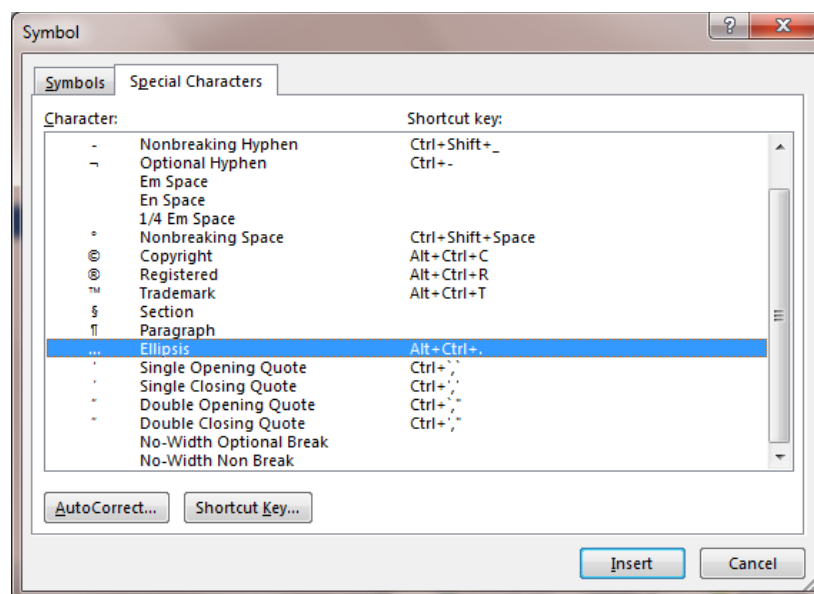
3. Select **...Ellipsis** and click **Insert.**

2.6 SAVING A DOCUMENT

💡 Concepts

It is important to regularly save the file you are working on to ensure that you do not lose data. You may also want to save different versions of your file under different names.
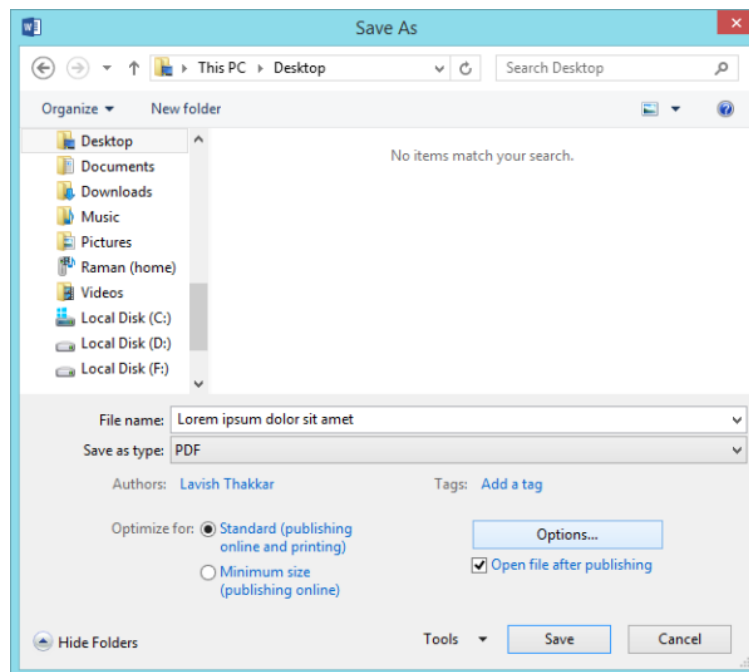
Save As Dialog Box

👣 Steps

To save a document for the first time.

Step	Action
1. Select the **FILE** tab. *The **Backstage View** appears.*	Click **FILE**
2. Select the **Save** Command. *The **Save As** dialog box opens, with the text in the **File name** box selected. Note that that this dialog box only appears if you have not saved the file.*	Click **Save**
3. Select the **location.** *The list of recent folders will be displayed.*	Click **Computer**
4. To save the document on your computer, choose a folder under **Computer** or click **Browse.** *The list of available drives and folders will be displayed.*	Click **Browse**

5. To save the document on a specific location (e.g. **D:**) under **Computer,** click **Local Disk (D:).** *The selected drive letter will be displayed in the address bar and its folders will be displayed. Browse to the location of your Student Folder.*	Computer Windows 8 Pro (Local Disk (D:)
6. Type the desired file name. *The text appears in the File name box.*	Type *Electronic Fair*
7. Select **Save** to save the file in the **Student Folder**. *The Save As dialog box closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.*	Click **Save**

After you have saved and named your document, you should periodically save your file as you are working on it. You can do this in two ways:

1. By clicking the save button 🖫 located in the quick access toolbar.

2. By pressing Ctrl+S.

Practice the Concept: In your open document, press [**Enter**] twice and type **For more information, please feel free to call me at extension 1128.** Use the **Save** button to save the file again. Notice that the **Save As** dialog box does not open. The changes are saved to the existing document, which you have named Electronic Fair, in the **Student Folder**.

2.7 USING SAVE AS

💡 Concepts

When naming a document it is good practice to give the document a specific and meaningful name to make it easier to identify and to locate.

👣 Steps

To rename an existing document:

1. Select the **FILE** tab. *The Backstage view appears.*	Click **FILE**

2. Select the **Save As** command. *The **Save As** dialog box opens, with the text in the **File name** box selected.*	Click **Save As**
3. Select the location or directory if necessary. *The **Documents** folders content will be displayed.*	Click **Documents** folder
4. Type the desired file name. *The text appears in the **File name** box.*	Type ***Electronics Fair Mar 13-17***
5. Select **Save** to save the file in the **Student Folder**. *The **Save As** dialog box closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.*	Click **Save**

2.8 SAVE A DOCUMENT AS A TEMPLATE

Concepts

If you frequently create a certain type of document, such as a monthly report with a company logo and specific formatting, you should save it as a template so you can use that as your starting point, instead of building the file from scratch each time you need it.

Steps

To save a document as a template:

1. Select the **FILE** tab. *The **Backstage view** appears.*	Click **FILE**
2. Select the **Save As** command. *The **Save As** dialog box opens, with the text in the **File name** box selected.*	Click **Save As**
3. Select the location or directory if necessary. *The **Documents** folders content will be displayed.*	Click **Documents** folder
4. Type the desired file name. *The text appears in the **File name** box.*	Type ***Electronics Fair***
5. To change the file type, select the **Save as type** list. *A list of available file types appears.*	Click **Save as type**
6. Select the template file type. *The file type is selected and automatically goes to the **Custom Office Templates** folder.*	Select **Word Template (*.dotx)**

7. Select **Save** to save the file. *The **Save As** dialog box closes, the document is saved to the selected folder, and the file name appears in the application title bar.*	Click **Save**

2.9 SAVE A DOCUMENT IN ALTERNATIVE FILE FORMATS

Concepts

You may want to make your document readable or editable by someone who does not have Microsoft Word. You can do this by using formats such as plain text (.txt), Rich Text Format (.rtf), or Portable Document Format (.pdf).

Steps

To save an existing document using a different file type:

1. Select the **FILE** tab. *The **Backstage view** appears.*	Click FILE
2. Select the **Save As** command. *The **Save As** dialog box opens, with the text in the **File name** box selected.*	Click **Save As**
3. Select the location or directory if necessary. *The **Documents** folders content will be displayed.*	Click **Documents** folder
4. Type the desired file name. *The text appears in the **File name** box.*	Type *Electronics Fair*
5. To change the file type, select the **Save as type** list. *A list of available file types appears.*	Click **Save as type**
6. *Select the desired File type. (E.g. **Rich Text Format (*.rtf)**, **Plain Text (*.txt)**, **Portable Document Format (*.pdf)**).* *The file type is selected.*	Select **Rich Text Format**
7. Select **Save** to save the file in the **Student Folder**. *The **Save As** dialog box closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.*	Click **Save**

2.10 CLOSING A DOCUMENT

💡 Concepts

You can close your Word document by clicking the FILE tab and then selecting the Close option. Word will prompt to save the file if it has not been saved before.

👣 Steps

To close a document.

1. Select the **FILE** tab. *The **Backstage view** is displayed.*	Click FILE
2. Select the **Close** command. *The document closes. If a message box may open asking if you want to save changes. Select **Yes** if you want to save changes; **No** if you do not want to save changes.*	Click **Close**

Tip: You can also close an open document by pressing Ctrl+W.

2.11 OPENING AN EXISTING DOCUMENT
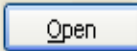
👣 Steps

To open an existing document from a specific drive and folder location.

1. Select the **FILE** tab. *The **Backstage view** appears.*	Click FILE
2. Select the **Open** command.	Click Open
3. Select the drive where the document you want to open is located. *The **Open** dialog box opens.*	Click the drive containing the **Student Folder.**
4. Open the folder in which the document you want to open is located. *The contents of the folder appear.*	Double-click to open the **Student Folder.**
5. Select the file name of the document you want to open. *The file name is selected.*	Scroll if necessary and click **BasDoc.docx**

6. Click the **Open** button. *The **Open** dialog box closes, and the document opens.*	Click [Open]

Tip: You can also open an existing document by pressing Ctrl+O, and browsing to the document you want to open.

Close **BasDoc.docx** without saving it.

2.12 SELECTING TEXT

💡 Concepts

You need to select text in order to carry out a range of actions, including formatting and alignment. In Word 2013, you can select text, or other objects in a document, by using the mouse or the keyboard.

👣 Steps

To select text using multiple methods:

From the **Student Folder**, open **BasDoc.docx.**

1. To select a word, double-click it. *The word is selected.*	Scroll as necessary and double-click the word **Systems** in the first sentence of the body of the letter.
2. Click anywhere in the document to deselect selected text. *The text is deselected.*	Click anywhere in the document.
3. To select a sentence, hold [**Ctrl**] and click anywhere in the sentence you want to select. *The sentence is selected.*	Hold [**Ctrl**] and click in the sentence beginning **MaxWide is proud...**
4. To select a paragraph, triple-click anywhere in the paragraph you want to select. *The paragraph is selected.* Alternatively, point to the blank area to the left of any line in the paragraph and double-click.	Triple-click in the paragraph beginning **Thank you...**
5. To select a text block using the mouse, drag across the text from the first character you want to select to the right of the last character you want to select. *The text is selected.*	Drag from the left of the letter **T** in the text **The enclosed** at the beginning of the second paragraph to the right of the letter **g** in the word **catalog**

6. To select multiple text blocks, select a text block using the mouse, then hold [**Ctrl**] and select additional text blocks as desired. *Multiple, non-continuous text blocks are selected.*	At the end of the first paragraph, select **United States** using the mouse. Hold [**Ctrl**] and select **Canada**.
7. To select the entire document, press [**Ctrl+A**]. *The entire document is selected.* Alternatively, point to the blank area to the left of any line in the document and triple-click.	Press [**Ctrl+A**]
8. Click anywhere in the document to deselect selected text. *The text is deselected.*	Click anywhere in the document.

Click anywhere in the document to deselect the text. Close **BasDoc.docx** without saving it.

2.13 REVIEW EXERCISE

Use basic document skills

1. Create a new document.

2. Type the following information in the document:

   Breakfast 9:30 - 10:30
   Keynote Speaker 10:30 - 11:00
   Exhibitions 11:00 - 1:30
   Lunch 1:30 - 2:30
   Workshops 2:30 - 4:30

3. Save the document to the **Student Folder** with the name **Agenda**.

4. Close the document.

LESSON 3 -
DOCUMENT VIEWS

In this section, you will learn about:

- Changing the view
- Zooming in/out
- Displaying/hiding the ruler
- Formatting (paragraph) marks
- Soft carriage returns
- Opening multiple documents
- Switching between documents

3.1 CHANGING THE VIEW

Concepts

Views Group
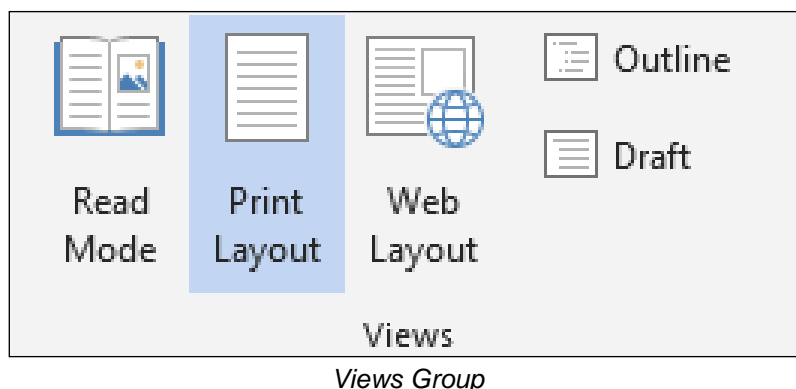
You can easily switch between different document views, changing the way your document appears in the Word window.

Read Mode
This displays the document as a digital magazine. It removes all the features from the interface.

Print Layout
The document appears on the screen as it would appear in a printed document. The layout is more complete and accurate than in the other layout options.

Web Layout
The document appears as a web page, with the text wrapping as it would in a web browser. Backgrounds and formatting will appear as they would in a web browser.

Outline
This layout shows the headings and subheadings in your document. It allows you to reorganise portions of your document and delete them if necessary.

Draft
The document appears with a dotted line separating the pages and showing document sections.

Steps

To view the document in different views:

Open an existing document from a specific drive and folder location.

1. Click the **VIEW** tab. *The **VIEW** tab appears.*	VIEW

2. Click the **Read Mode** command. *The document is displayed in **Read Mode** view.*	Read Mode
3. Click the **Web Layout** command. *The document is displayed in **Web Layout** view.*	Web Layout
4. Click the **Outline** command. *The document is displayed in **Outline** view.*	Outline
5. Click the **Draft** command. *The document is displayed in **Draft** view.*	Draft

3.2 ZOOMING IN/OUT

Concepts

The zoom level in Word 2013 can be changed in different ways. You can use the **VIEW** tab and select the **Zoom** icon to display the **Zoom** window. Select the preferred zoom level and click **OK** to confirm the changes.
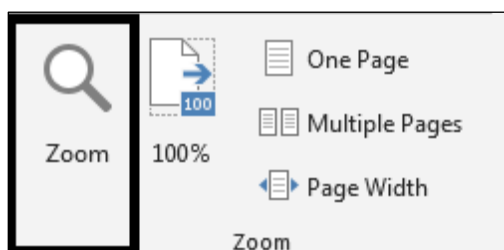
Ribbon Showing the Zoom Group
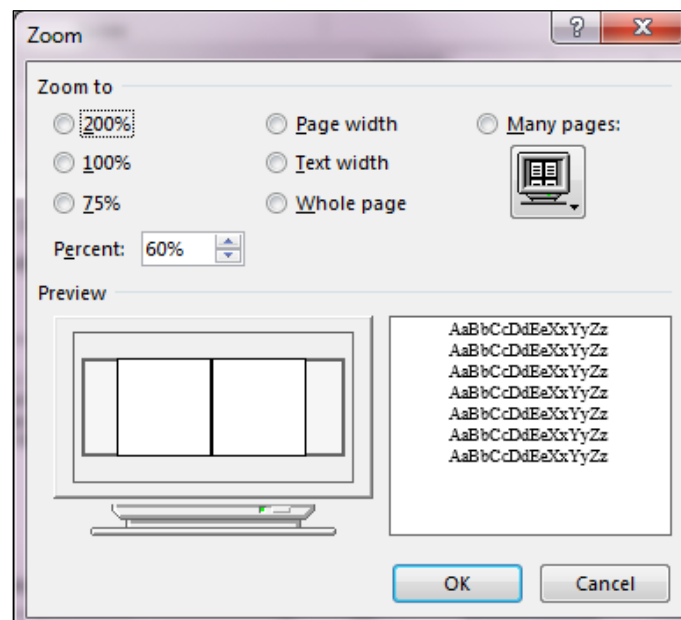
Zoom Interface

Another simpler way to change the zoom level is to use the **slider** control in the bottom right of the window to select desired zoom value.
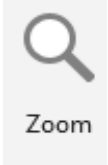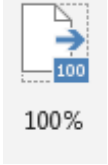
Zoom In/Out using Slider Control

Steps

To zoom the document in or out:

Open **Basdoc.docx** from the **Student Folder**.

1. Click the **VIEW** tab. *The VIEW tab appears.*	VIEW
2. Select the **Zoom** command. *The Zoom dialog box is displayed with different zoom %.*	Zoom
3. Select **200%** from the **Zoom to** options. *The document is magnified to 200% and displayed.*	Click **200%**
4. Select **100%** command from the **Zoom** group to display the document back to 100%. *The document is displayed at 100%.*	100%

3.3 DISPLAY/HIDE THE RULER

💡 Concepts

The ruler, which displays at the top and left of the document window, can help you align elements in your document, such as text and tables. The ruler can be displayed or it can be hidden.
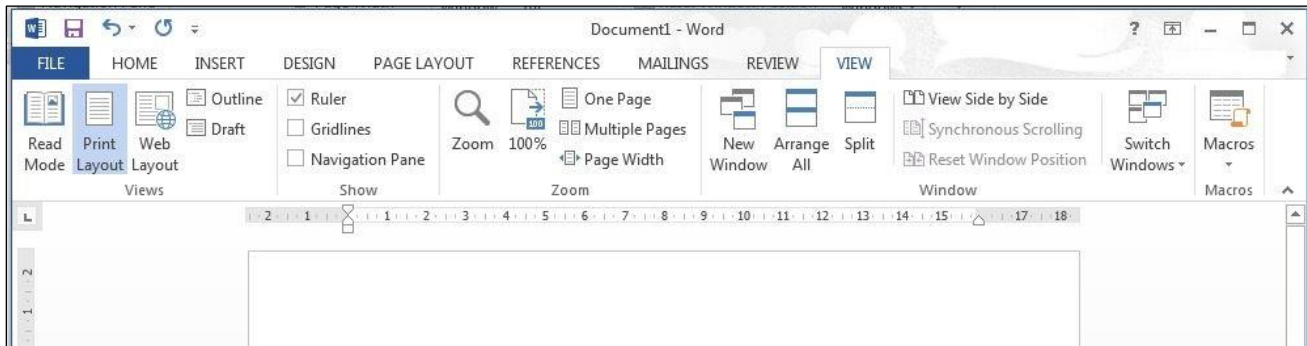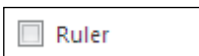
Word 2013 Default Print Layout View with Rulers

👣 Steps

To show the ruler:

1. Select the **VIEW** tab. *The **VIEW** tab appears.*	VIEW
2. Select the **Ruler** command from the **Show** group. *The horizontal and vertical rulers are displayed.*	Click ☐ Ruler

You can hide the ruler by deselecting the **Ruler** option.

3.4 FORMATTING (PARAGRAPH) MARKS

💡 Concepts

It can be difficult to tell whether, for example, a space in text has been created using an indent, a tab stop, or a series of spaces. However, by revealing the formatting marks in a document, we can see what was used to create the layout.

The following formatting characters may be found in a document.
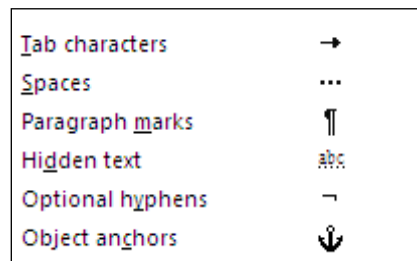
Formatting Characters

Steps

1. Select the **HOME** tab. *The **Home** tab appears.*	HOME
2. Select the **Show/Hide** command from the **Paragraph** group. *The formatting marks are displayed.*	¶
3. Select the **Show/Hide** command again from the **Paragraph** group. *The formatting marks are hidden.*	¶

3.5 SOFT CARRIAGE RETURNS

Concepts

A soft carriage return, or manual line break, can be used to display text on two lines, but the text is treated as if it were on a single line. Soft carriage returns display as ↵ when formatting characters are displayed.
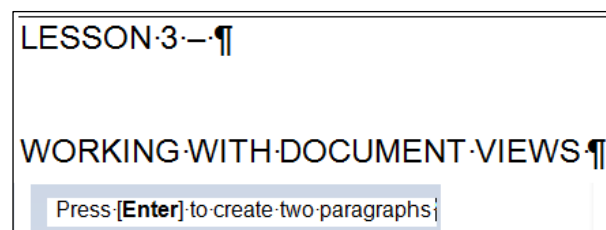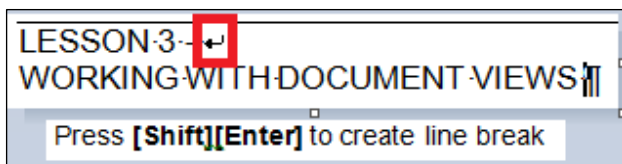
The soft carriage return is often used to split titles and headings that are too long between two lines. As in the picture on the left, the title appears immediately below the lesson number. Any paragraph formatting, such as alignment, indentation, applied to either one of the lines will affect both lines.

By contrast, in the picture on the right, there is a blank line between the two lines of text. Each line is a separate paragraph and can have its own paragraph formatting.

Steps

1. Create a new document. *A blank document is created.*	Click **FILE** tab, select **New , Blank Document.**
2. Type in the text **Lesson 3.** *The text appears.*	Type **Lesson 3**
3. Use the keyboard to create the soft carriage returns. *The cursor moves to the next line.*	Press [**Shift**][**Enter**]
4. Type in the text **Working with Document Views.** *The text appears on the next line.*	Type **Working with Document Views**
5. Use the keyboard to create the hard returns. *The cursor moves to the next paragraph.*	Press [**Enter**]
6. Type in the text **Topics.** *The text appears.*	Type **Topics**

Notice the spacing between the texts. You can delete the soft return by clicking at the end of the line and pressing the **[Delete]** key.

Practice the Concept: Place the insertion point at the end of the first line. Press the **[Delete]** key. The soft carriage return is removed. Press the **[Enter]** key to insert a paragraph break. Close the document without saving.

3.6 OPENING MULTIPLE DOCUMENTS

Concepts
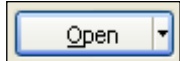
You can open multiple Word documents at the same time and work on them by switching between the different open documents.

Steps

Open **multiple documents** from the **Student Folder**.

1. Select the **FILE** tab. *The **FILE** tab is displayed.*	FILE
2. Select the **Open** command.	Open
3. Select a drive where the **Student Folder** is located. *The Open dialog box is displayed.*	Click the appropriate drive.

4. Select a file from the **Student Folder**.	Click B**asDoc.docx**
5. Press **Ctrl** key and then select another file from the **Student Folder.**	Click **CustInf.docx**
6. Select **Open** to display the file.	Click [Open ▾]

Notice that both the documents are now open.

3.7 SWITCHING BETWEEN DOCUMENTS

Concepts

You can switch between multiple documents using the **Switch Windows** button present on the **VIEW** tab.
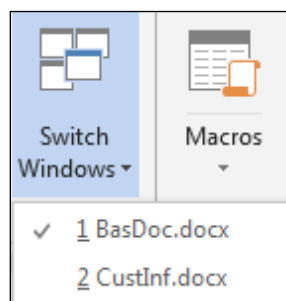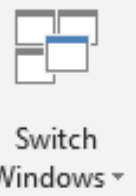
Switch Windows button in the Window Group

Steps

To switch between multiple documents:

1. Select the **VIEW** tab. *The **VIEW** tab is displayed.*	VIEW
2. Select the **Switch Windows** button present under the **Windows** group. *The **Switch Window** menu is displayed listing all the open documents*	Switch Windows ▾
3. Select the file you want to view. *The file is displayed.*	Click **CustInf.docx**

	Switch Windows ▾
4. Select the other file you want to view. *The file is displayed.*	Click **BasDoc.docx.**

Alternatively, you can switch between open Word documents by pointing the cursor at the Word icon on the taskbar, and clicking on the thumbnail of the document you wish to display.

Switch between open documents

3.8 REVIEW EXERCISE

Use Document views in a document

1. Open **AWARD1.docx**.

2. View the document in Full Screen Reading, Web Layout, Outline, and Draft view.

3. Display the Ruler.

4. Format the following text to **Bold and Italics:**

a. Top regional sales associate for each region

b. Top regional sales manager

c. Most enthusiastic

d. Most creative

5. Delete the text "Most improved".

6. Save the document as **AWARD-Formatted.docx**

7. Open **AWARD1.docx** and **AWARD-Formatted.docx.**

8. Switch between the two open documents.

9. Close all the documents without saving.

LESSON 4 - EDITING TEXT

In this section, you will learn about:

- Editing text in a document
- Deleting text
- Replacing selected text
- Copying, moving/pasting text
- Using undo, redo and repeat

4.1 EDITING TEXT IN A DOCUMENT

Concepts

In Microsoft Word, you can edit text using either **Insert** mode or **Overtype** mode:

- **Insert** mode is the default way of entering text. In this mode, the text you type is inserted at the insertion point.

- When you use **Overtype** mode, existing text to the right of the insertion point is replaced as you type.
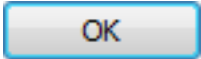
Steps

You use the **Insert** key to toggle between the Insert and the Overtype mode, but you may need to enable the Insert key first.

To enable the use of the Insert key to toggle between Insert/Overtype mode:

Open **BasDoc.docx**.

1. Click the **FILE** tab. *The **Backstage view** is displayed.*	FILE
2. Click **Options** button. *The **Word Options** dialog box is displayed.*	Options
3. Select the **Advanced** category from the left pane. *The **Advanced** details page is displayed.*	Click **Advanced.**
4. From the **Editing options** section, select **Use the Insert key to control overtype mode**. *The check box is indicated as selected.*	Check ☑ Use the Insert key to control overtype mode
5. Select the **OK** button. *The **Word Options** dialog box closes.*	Click OK
6. Right-click anywhere on the **Status Bar** at the bottom of the Word window. *The **Customize Status Bar** menu opens.*	Right-click anywhere on the **Status Bar** at the bottom of the Word window.
7. Select **Overtype**. *The **Insert mode** status is displayed on the **Status Bar**.*	Click on **Overtype.**

Practice the Concept:

1. In a new line at the bottom of the document, type the sentence "**The quick brown fox jumps over the lazy dog.**" Place the insertion point before the word **brown**. Type the word **light**. Notice how the rest of the sentence is moved to the right to accommodate the insertion.

    The quick |brown fox jumps over the lazy dog.

    The quick light |brown fox jumps over the lazy dog.

2. Press the **Insert** key on the keyboard. Notice the **Status Bar** displays **OVERTYPE**. Place the insertion point before the word **light**. Type the word muddy. Notice how the new text overtypes the text on the right.

    The quick |light brown fox jumps over the lazy dog.

    The quick muddy| brown fox jumps over the lazy dog.

3. Press the **Insert** key on the keyboard. Notice the **Status Bar** now displays **INSERT**.

4. Select the word **muddy**. Type the word **light**. Select the letter **d** in the word **dog**. Type **h**. Notice how the new text replaces the selected text. This is another way of overtyping.

Note: You can also toggle between the **Insert**/**Overtype** mode by clicking on the status **INSERT** or **OVERTYPE** on the **Status Bar**.

When you have finished, ensure **Overtype** mode is deactivated. Do not save the document.

4.2 DELETING TEXT

⚙ Concepts

To delete single characters of text, you use the [**Backspace**] or [**Delete**] key. The Backspace key deletes the character to the left of the insertion pointer. The Delete key deletes the character to the right of the insertion pointer.

👣 Steps

Select and delete text:

If necessary, Open **BasDoc.docx**, zoom in to **Text Width**, and scroll to display the **Returns** paragraph.

1. Select the text you want to delete. *The text is selected.*	Double-click the word **fob** in the first sentence under the **Returns** heading.
2. Press [**Delete**]. *The selected text is deleted.*	Press [**Delete**].

Using [**Backspace**]:

1. Position the insertion point to the right of the character you want to remove. *The insertion point appears to the right of the specified character.*	In the first sentence, click to the right of the letter **g** in the word **returning.**
2. Press [**Backspace**]. *The character to the left of the insertion point is removed.*	Press [**Backspace**].

Using [**Delete**]:

1. Position the insertion point to the right of the character you want to remove. *The insertion point appears to the left of the specified character.*	In the first sentence, click to the left of the letter **i** in the word **returning.**
2. Press [**Delete**]. *The character to the right of the insertion point is removed. Repeats the step to remove character n.*	Press [**Delete**].

4.3 REPLACING SELECTED TEXT

Concepts

You can replace selected text by typing a new text over it. This eliminates the need to use [DELETE].

Steps

If necessary, scroll to display the **Terms and Conditions of Sale** paragraph.

1. Select the text you want to replace. *The text is selected.*	Double-click the word **govern** in the first paragraph.
2. Type the replacement text. *The replacement text appears in the document.*	Type *cover.*

4.4 COPYING, MOVING/PASTING TEXT

💡 Concepts

You can cut text from its original place and move, or paste, it to a new location. You can also copy text and paste a copy of it somewhere else. The clipboard is used to store your copy and paste or cut and paste operations.
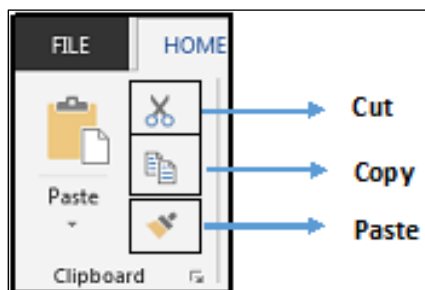
Cut, Copy and Paste Commands

👣 Steps

To cut, copy, and paste selected text.

If necessary, open **BasDoc.docx** and display the **HOME** tab.

Use the **Show/Hide** button on the **Paragraph** group to display all the formatting marks. Then, scroll as necessary to view both paragraphs under the **Returns** heading.

1. Select the text you want to move. *The text is selected.*	Hold [**Ctrl**] and click the last sentence **Worldwide Telephony Systems has...** in the first paragraph under the **Returns** heading (make sure the paragraph mark is not included).
2. Select the **Cut** button on the **Clipboard** group. *The selected text is removed from the document and placed on the **Clipboard**.*	Click ✂
3. Position the insertion point in the location where you want to paste the text. *The insertion point appears in the new location.*	Click to the right of the period (**.**) after the word **defective** at the end of the second paragraph under the heading **Returns.**

4. Select the top part of the **Paste** button on the **Clipboard** group. *The text from the Clipboard is pasted into the document at the insertion point and the Paste Options button appears below the pasted text.*	Click Paste
5. Select the text you want to copy. *The text is selected.*	Highlight the sentence **Subject to change, without notice.** in the first paragraph under the heading **Prices.**
6. Select the **Copy** button on the **Clipboard** group. *The selected text remains in the document and a copy is placed on the Clipboard.*	Click
7. Position the insertion point in the location where you want to paste the text. *The insertion point appears in the new location.*	Click to the end of the paragraph under the **Breakage and Loss** heading.
8. Select the top part of the **Paste** button on the **Clipboard** group. *The text from the Clipboard is pasted into the document at the insertion point and the Paste Options button appears below the pasted text.*	Click Paste

Press [**Esc**] to hide the Paste Options button.

Proceed to the next section without closing the document.

Practice the Concept: To move/copy and paste to another document.

1. Open **NEWSLETTERS.docx** and **TIPS.docx** documents.

2. To copy and paste to another document:

   Copy the numbered list in the **TIPS.docx** document and paste into the blank table in the **NEWSLETTERS.docx** document.

   a. If necessary switch to the **TIPS.docx** document. (Click **VIEW** tab, select **Switch Window** and click on the document name).

   b. Select the text to copy. (Select the numbered list).

   c. Click **HOME** tab, select **Copy.**

   d. Switch to the document to paste into. (Switch to the **NEWSLETTERS.docx** document).

   e. Position the insertion point in the location where you want to paste the text. (Click inside the blank table).

   f. Click **HOME** tab, select **Paste.**

3. To cut and paste to another document:

Move the last paragraph in the **TIPS.docx** document and paste below the table in the **NEWSLETTERS.docx** document.

   a. If necessary switch to the **TIPS.docx** document. (Click **VIEW** tab, select **Switch Window** and click on the document name).

   b. Select the text to move. (Select the last paragraph).

   c. Open the other document to paste to. If the document is already opened, click **VIEW** tab, select **Switch Window**, to choose the other document. (Switch to the **NEWSLETTERS.docx** document).

   d. Position the insertion point in the location where you want to paste the text. (Click below the table).

   e. Click **HOME** tab, select **Paste.**

4. Save and close both documents.

Tip: Cut, copy and paste all have their own keyboard shortcut command. Ctrl+C **[Copy]**, Ctrl+X **[Cut]**, and Ctrl+V **[Paste].**

4.5 USING UNDO, REDO AND REPEAT

Concepts
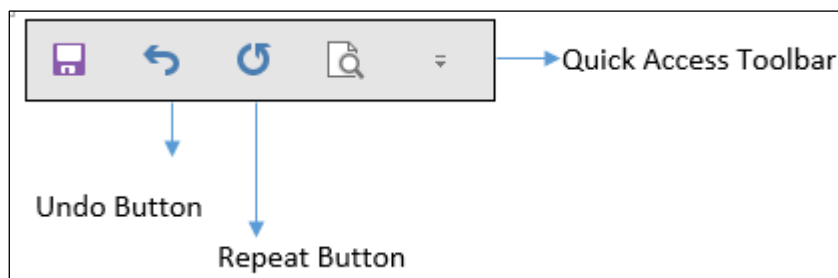
Undo and Repeat Icons in the Quick Access Toolbar

Microsoft Word has two essential commands: Undo, which is utilised to undo a previous activity, and Repeat/Redo, which is utilised to repeat a previous activity.

For instance, in the event that you erroneously delete text, you can utilise the Undo command to restore it; if erase a character and you want to erase more characters then you can utilise the Repeat/Redo command.

Steps

To use the **Undo** and **Repeat** features.

Select the **Payment** heading in the **BasDoc.docx** document and delete it.

1. To undo the previous command or action, click the **Undo** button on the **Quick Access Toolbar**. *To undo multiple consecutive actions, click the **Undo** button as often as necessary.*	Click ⤺ to undo the last deletion
2. To redo a command or action, click the **Repeat** button on the **Quick Access Toolbar**. *The command or action is redone. To redo multiple consecutive actions, click the **Repeat** button as often as necessary.*	Click ↻ to repeat the last deletion

Close the document without saving.

Tip: The keyboard shortcuts Ctrl+Z **[Undo an action]** and Ctrl+Y [**Redo an action]** can also be used.

4.6 REVIEW EXERCISE

Editing Text in a document

1. Open **Employ.docx**.

2. Insert a blank line below the "Our benefits include:" paragraph.

3. Add the following text two lines below the "If you have any questions.." paragraph

    Three Weeks Paid Vacation

4. Cut the paragraph of text that begins with As you know.

5. Scroll to the paragraph before Our benefits include:

6. Paste the cut paragraph from question 4.

7. Save and close the document.

LESSON 5 -
FORMATTING TEXT

In this section, you will learn about:

- Formatting text
- Changing fonts
- Changing font size
- Applying bold/italics formats
- Underlining
- Changing font colour
- Applying subscript/superscript
- Using format painter
- Changing case
- Clearing formats

5.1 FORMATTING TEXT

💡 Concepts

Text formatting allows your documents to appear more professional. You can format text in Microsoft Word by changing font types, font size, and font style, including bold, italics, underline and colour.

The **Font** and the **Paragraph** groups on the **HOME** tab allows you to format text.
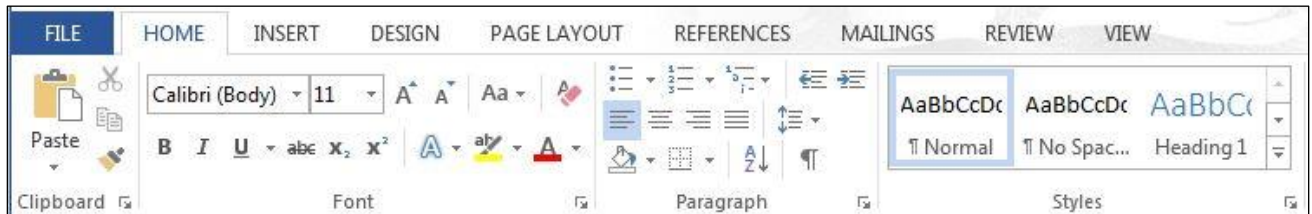
Home Ribbon including Font Group and Paragraph Group

5.2 CHANGING FONTS

💡 Concepts

One way to emphasise text in a document is by changing its font. A font is a set of characters with the same design and shape. The font you choose changes the look and feel of a document. For example, a professional document would probably use a more formal font like **Times New Roman** or **Arial**. On the other hand, a more informal document might use a friendlier font, such as **Comic Sans** or *Bradley Hand*.

Changing Font Type

👣 Steps

To change the font of existing text:

From the **Student Folder**, open **FORMAT.DOCX.**

If necessary, display the **HOME** tab.

1. Select the text for which you want to change the font. *The text is selected.*	Highlight to select the words **Online Video** in the first sentence.

2. Click the arrow on the **Font** box on the **Font** group. *A list of available fonts appears.*	Times New Roman
3. Select the desired font name. *The font is applied to the selected text.*	Scroll as necessary and click **Tahoma**

Click anywhere in the document to deselect the text.

5.3 CHANGING FONT SIZE

Concepts

Making font size larger or smaller can help to emphasise text and differentiate between headings and content. Font size is measured in points (pt.) that are 1/72 of an inch. The larger the number of points, the larger the font.
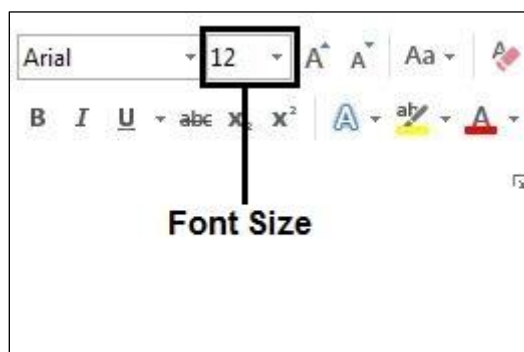
Changing Font Size

Steps

To modify the font size of existing text:

If necessary, display the **HOME** tab.

1. Select the text for which you want to modify the font size. *The text is selected.*	Highlight to select the words **embedded code** in second line of the first paragraph.
2. Click the arrow on the **Font Size** box in the **Font** group. *A list of available font sizes appears.*	Click
3. *Select* the desired font size. *The font size is applied to the selected text.*	Click **14**

5.4 APPLYING BOLD/ITALICS FORMATS

💡 Concepts
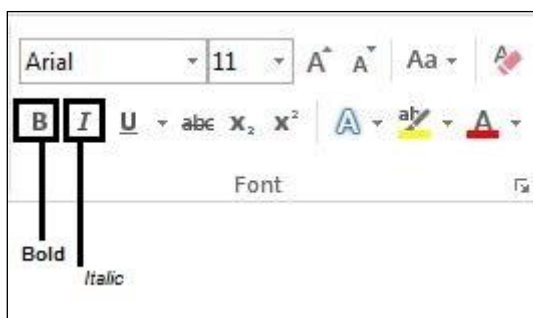
Bold and Italics Icons

👣 Steps

To bold and italicise existing text:

If necessary, display the entire **HOME** tab.

1. Select the text for which you want to change the format. *The text is selected.*	Select the work **Reading** at the start of the Document View paragraph
2. Click *the* **Bold** button in the **Font** group. *The selected text is bolded.*	**B**
3. Click the **Italic** button in the **Font** group. *The selected text is italicised.*	*I*

Deselect the text.

Tip: The keyboard shortcuts Ctrl+B **[Bold]** and Ctrl+I **[Italics]** can also be used.

5.5 UNDERLINING

💡 Concepts

Word allows a variety of different styles for underlining text. Simply select your text and click **Underline** (found in the **Font** group under the **HOME** tab). Click the downward pointing arrow beside the **Underline** icon ⎁ ▾ to bring up further options.
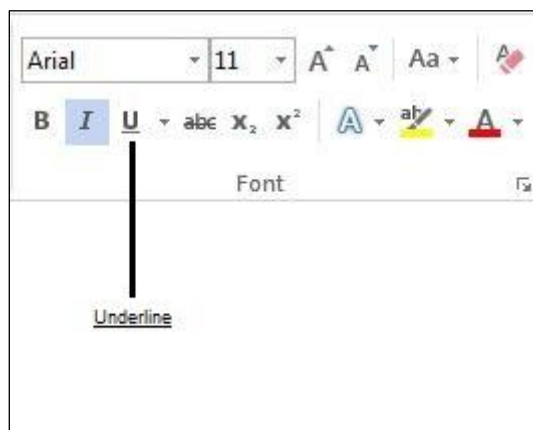
Underline Icon in the Font Group
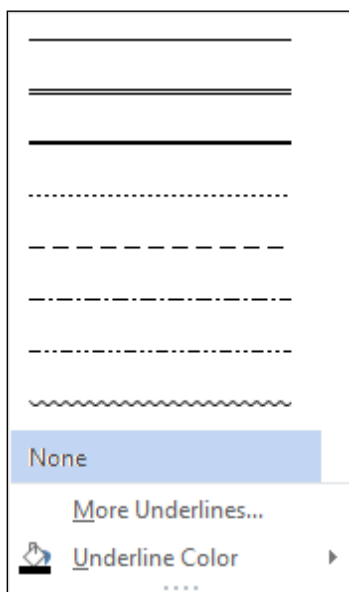
Underline Options

👣 Steps

To underline text in a document.

Scroll to the top of the document. If necessary, display the **HOME** tab.

1. Select the text you want to underline. *The text is selected.*	Drag to select the text **Themes and Styles** in the second paragraph under the heading **Document Themes**
2. Select the **Font** dialog box launcher. *The Font dialog box opens.*	U ▾
3. Select the underline style you want to apply. *The underline style is selected and appears in the **Preview** box.*	————————

Deselect the text to view the underline style.

Tip: The keyboard shortcut Ctrl+U **[Underline]** can also be used.

5.6 CHANGING FONT COLOUR

Concepts
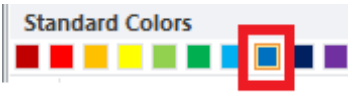
Changing font colour makes text stand out against the white background of the document.

Steps

To modify the font colour of existing text:

If necessary, display the entire **HOME** tab.

1. Select the text for which you want to modify the font colour. *The text is selected.*	Highlight to select the words **embedded code** in second line of the first paragraph.
2. Click the arrow on the **Font Color** box in the **Font** group. *A list of available font colours appears.*	Click A ▾
3. Select the desired font colour. *The font colour is applied to the selected text.*	Click Blue Standard Colors

5.7 APPLYING SUBSCRIPT/SUPERSCRIPT

Concepts

Superscript refer to characters that are positioned slightly higher than the text on the line and subscript refer to characters that are positioned slightly lower than the text on the line. Subscripts appear at or under the baseline, while superscripts are above.

For example, the chemical formula for water uses the subscript **2** (e.g. H_2O), while dates uses the superscript **th** (e.g. **12th January**).

Subscript and Superscript

Steps

If necessary, display the **HOME** tab. At the end of document **FORMAT.DOCX**, enter the text: **H2O, 42 = 16**

1. Select the text you want to apply subscript. *The text is highlighted.*	Drag to select the text **2** in the text of **H2O**
2. Select subscript. *To remove, click on the same button again.*	Click
3. Select the text you want to apply superscript. *The text is highlighted.*	Drag to select the text **2** in the text of **42**
4. Select superscript. *To remove, click on the same button again*	Click

5.8 USING FORMAT PAINTER

Concepts
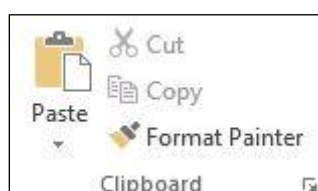
The format painter in Word allows us to copy formatting that is applied to one piece of text and apply it to others. Suppose you format a text using different combinations of fonts, sizes and colours: Instead of having to remember the precise formatting you used to apply it somewhere else, you can simply copy the formatting. This is easily done using **Format Painter**.

Steps

To copy character formatting to existing text using the **Format Painter** feature:

If necessary, display the **HOME** tab.

1. Position the insertion point in the text containing the formats you want to copy. *The insertion point moves to the new location.*	Scroll as necessary and click in the word **Themes and styles** in the **Document View** heading
2. Click the **Format Painter** button in the **Clipboard** group on the **HOME** tab. *The mouse pointer changes into an I-beam with a paintbrush to its left.*	
3. Select the text you want to format. *The copied formats are applied to the selected text.*	Click **SmartArt graphics** in the fifth line **i**n the **Document View** heading.

5.9 CHANGING CASE

Concepts
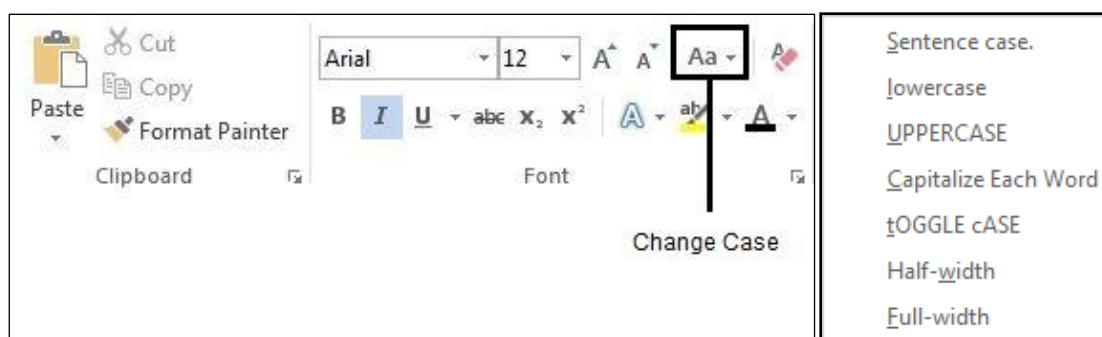
Change Case Options

You can change the case of selected text in a document by clicking a single button called **Change Case** in the **Font** group on the **HOME** ribbon. The five most common options are:

    1. Sentence case   Capitalises the first letter of each sentence in the selection

2. lowercase   Makes all the selected text lowercase

3. UPPERCASE   Makes all the selected text capitalised

4. Capitalise Each Word   Capitalises the first letter of each word in the selection

5. tOGGLE cASE   Switches the case of each letter in the selection: lowercase becomes uppercase and vice-versa

Steps

To change the character case of selected text:

Display the paragraph under the **Online Videos** heading at the top of the document.

1. Select the text for which you want to change the case. *The text is selected.*	Select the word **professionally** in the fourth line under the **Online Videos** heading.
2. Select the **Change Case** button. *The **Change Case** menu opens.*	Click Aa ▾
3. Select the desired option. *The text format is updated.*	Click UPPERCASE

Deselect the text and review the document.

Proceed to the next section without closing the document.

5.10 CLEARING FORMATS

Concepts
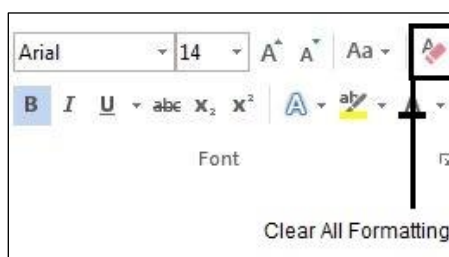
The formats applied to any text can be cleared by clicking the **Clear All Formatting** button. After clearing the formats, the text is displayed as normal text without any formats applied.

Steps

To clear formats:

1. Select the text containing the formatting or style you want to clear. *The formatting attributes applied to the text are highlighted in the **Font** group.*	Select the last two words **DIFFERENT GALLERIES** in the **Online Videos** heading
2. Select the **Clear Formatting** button in the **Font** group from the **HOME** tab. *The applied formatting is removed.*	Click

Close the document without saving.

5.11 REVIEW EXERCISE

Change the character formatting in a document

1. Open **Charex.docx**.

2. Change the font size of the title, **Welland GoldSmith LLC.,** to 20 points.

3. Change the font type of the title, **Welland GoldSmith LLC.,** to Arial.

4. Create a double-underline under the title **Welland GoldSmith LLC..**

5. Bold the **Corporate History** heading and change the font size to 14 points.

6. Italicise the names of both founders in the first paragraph.

7. Use the Font dialog box to change the case of the **Corporate History** heading to uppercase.

8. Use the Format Painter to copy the formatting from the **Corporate History** heading to both the **Our Public Years** and **Future Growth** headings.

9. Correct the capitalisation in the last sentence of the paragraph starting **In 1992**.

10. Close the document without saving it.

LESSON 6 - FORMATTING PARAGRAPHS

In this section, you will learn about:

- Creating and merging paragraphs
- Aligning paragraphs
- Aligning text with click and type
- Paragraph spacing
- Line spacing
- Applying border/shading to paragraph/text
- Copying paragraph formats

6.1 CREATING AND MERGING PARAGRAPHS

Concepts

A paragraph is made up of a sentence or a number of sentences that deal with a specific topic. Organising the document into paragraphs helps the reader to understand what has been written.

Steps

To create and merge paragraphs:

From the **Student Folder**, open **PARFORM.DOCX**.

If necessary, display the entire **HOME** tab and switch to **Print Layout** view.

1. Position the insertion point in the document where you want to create a new paragraph. *The insertion point moves to the new location.*	Click after the word **Mexico**.
2. Press [**Enter**] to create a new paragraph. *The line moves down and a new paragraph is created.*	Press [**Enter**]
3. Press [**Enter**] again to insert a blank line. *The blank line is inserted.*	Press [**Enter**]
4. Position the insertion point in the document where you want to merge the paragraphs. *The paragraph is centred.*	Click after the word **warranted**.
5. Press [**Delete**] twice to remove the line break and merge the paragraphs. *The line break is removed and the paragraphs are merged.*	Press [**Delete**] twice

6.2 ALIGNING PARAGRAPHS

Concepts

Word provides various paragraph formatting options. Paragraph alignment refers to the way in which the lines of a paragraph are aligned in a document relative to the left and right margins. There are four types of alignment: **Left**, **Center**, **Right**, and **Justify**. The alignment type of the paragraph where your cursor is located is indicated by the highlighted button in the **Paragraph** group on the **HOME** tab.
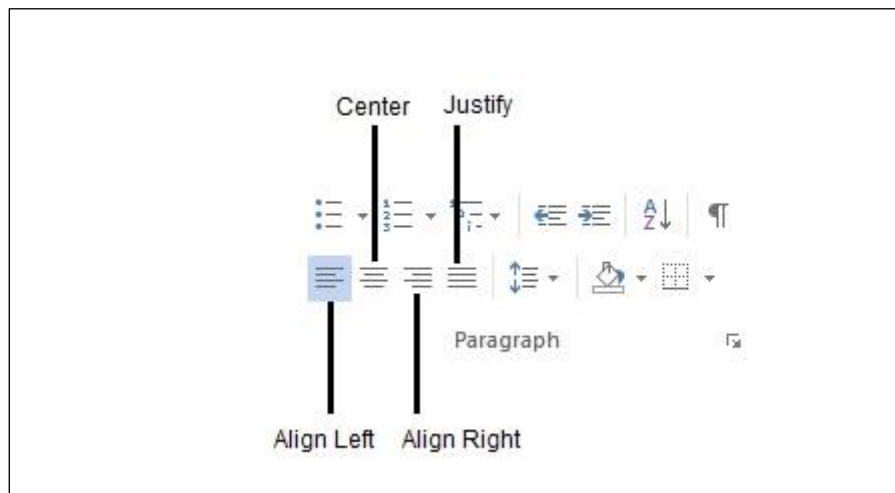
Alignment Icons in the Paragraph Group

Steps

To align paragraphs using the alignment buttons:

From the **Student Folder**, open **PARFORM.DOCX**.

If necessary, display the entire **HOME** tab and switch to **Print Layout** view.

1. Position the insertion point in the paragraph you want to align, or select multiple paragraphs. *The insertion point moves to the new location, or the paragraphs are selected.*	Click in the text **Feldman Sparks Pte. Ltd.** at the top of the page.
2. Click the **Align Right** button to right align the paragraph. *The paragraph is right-aligned.*	☰
3. Click the **Align Left** button to left align the paragraph. *The paragraph is left-aligned.*	☰
4. Click the **Center** button to centre the paragraph. *The paragraph is centred.*	☰
5. Position the insertion point in the paragraph you want to justify. *The insertion point moves to the new location.*	Click in the first paragraph, **Thank you for choosing...**
6. Click the **Justify** button to justify the paragraph. *The paragraph is justified.*	☰

Practice the Concept: Left align the **Dear Rob** paragraph. Right align the telephone and fax numbers located under the title. Select the last two paragraphs in the body of the letter and justify them. Click anywhere to deselect the paragraphs.

6.3 ALIGNING TEXT WITH CLICK AND TYPE

Concepts

When you double-click in the document area and type, the text will be aligned automatically depending on where you are clicking in the document.

For example, if you are clicking on the left of the document, then the text is aligned left. If you click on the centre of the document, then the text is aligned centre. You will notice that the **Align Center** button is activated. If you click on the right side of the document, then the text is aligned right. You will notice that the **Align Right** button is activated in the document.

Steps

To use the **Click and Type** feature to insert aligned text in a document:

If necessary, display the document in **Print Layout** view and scroll to view the company name at the top of the letter.

1. Point to a blank area of the line where you want to insert text and click once. *The mouse pointer appears with an alignment symbol attached to it.*	Point to the blank line under the word **Feldman** at the top of the page and click once.
2. Point to a blank area of the line until the desired alignment symbol appears with the mouse pointer. *The mouse pointer appears with the desired alignment symbol.*	Move the mouse pointer to the centre of the line until a centre alignment character appears with it.
3. Double-click the mouse button. *The insertion point appears in the desired position.*	Double-click the mouse button.
4. Type the desired text. *The text appears at the insertion point.*	Type **1234 Leisure Drive**, all on one line.

Italicise the text **1234 Leisure Drive**.

6.4 PARAGRAPH SPACING

Concepts

Paragraph spacing refers to the vertical space between paragraphs. By default, Word places 10pt spacing after each paragraph when you press the [**Enter**] key. You can insert extra space automatically before a paragraph, after a paragraph, or both.

You can use the **Line and Paragraph Spacing** button to add or remove the paragraph spacing.

1. Select the paragraph.

2. On the **HOME** tab, click the **Line and Paragraph Spacing** button in the **Paragraph** group.

3. Select the required option from the list.

1.0

✓ 1.15

1.5

2.0

2.5

3.0

Line Spacing Options...

Add Space Before Paragraph

Remove Space After Paragraph
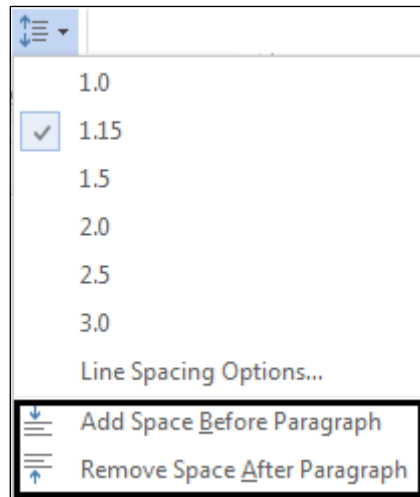
Paragraph Spacing

It is a good practice to use paragraph spacing options to apply spacing between paragraphs rather than pressing the [**Enter**] key. As the "Before" and/or "After" spacing automatically add white space between paragraphs, you do not have to press the [**Enter**] key twice to move the cursor to the next paragraph. These paragraph spacing can make a document easier to read by ensuring that text is spaced out evenly.
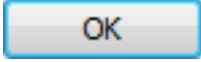
👣 Steps

To modify paragraph spacing by increasing the space above and below a selected paragraph.

If necessary, scroll to view the first paragraph in the body of the letter.

1. Position the insertion point in the paragraph for which you want to change the spacing. *The insertion point moves to the new location.*	Click in the **Thank you for choosing...** paragraph.
2. Select the **HOME** tab. *The HOME tab contents appear.*	Click **HOME.**
3. Select the **Paragraph** dialog box launcher. *The Paragraph dialog box opens.*	Click ⬎
4. Click the **Indents and Spacing** tab. *The Indents and Spacing page appears.*	Click the **Indents and Spacing** tab, if necessary.

5. Under **Spacing**, enter the desired spacing above the paragraph in the **Before** spin box. *The number appears in the **Before** spin box.*	Click **Before** ⬍ to **6 pt.**
6. Under **Spacing**, enter the desired spacing below the paragraph in the **After** spin box. *The number appears in the **After** spin box.*	Click **After** ⬍ to **6 pt.**
7. Select **OK**. *The **Paragraph** dialog box closes and the spacing above and below the paragraph changes accordingly.*	Click [OK]

6.5 LINE SPACING

💡 Concepts

Line spacing is the distance between two lines in the document. By default, the line spacing is set to 1.15 lines. You can increase or decrease this distance as required. In the images below, you can compare different types of line spacing. From left to right, these images show the single (1 line), one and a half (1.5 lines) and double (2 lines) spacing.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of agency operations. An advantage is being an multi-tasking team player with training solutions knowledge.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of agency operations. An advantage is being an multi-tasking team player with training solutions knowledge.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of agency operations. An advantage is being an multi-tasking team player with training solutions knowledge.

Single (1)
 Line Spacing   *One and Half (1.5)*
 Line Spacing   *Double (2)*
 Line Spacing

✓	1.0
	1.15
	1.5
	2.0
	2.5
	3.0
	Line Spacing Options...
⬇	Add Space Before Paragraph
⬆	Remove Space After Paragraph
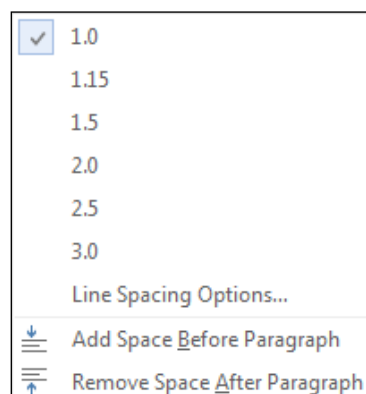
Line Spacing Options

Steps

Modify line spacing in a paragraph.

If necessary, display the **HOME** tab. Scroll to view the first paragraph in the body of the letter.

1. Position the insertion point in the paragraph for which you want to change the line spacing. *The insertion point moves to the new location.*	Click in the paragraph **Thank you for choosing...**
2. Click the arrow on the **Line Spacing** button in the **Paragraph** group. *A list of available line spacing options appears, with a checkmark next to the current line spacing.*	
3. Select the desired line spacing option. *The line spacing is applied to the selected paragraph.*	Click **1.0**

Practice the Concept: Select the 2nd paragraph and set the line spacing to 1.5. Select the 3rd paragraph and set the line spacing to 2.0.

6.6 APPLYING BORDER/SHADING TO PARAGRAPH/TEXT

Concepts

Differentiate a paragraph or text by applying a box border or shading. You can apply the borders and shading to either the paragraph or selected text.
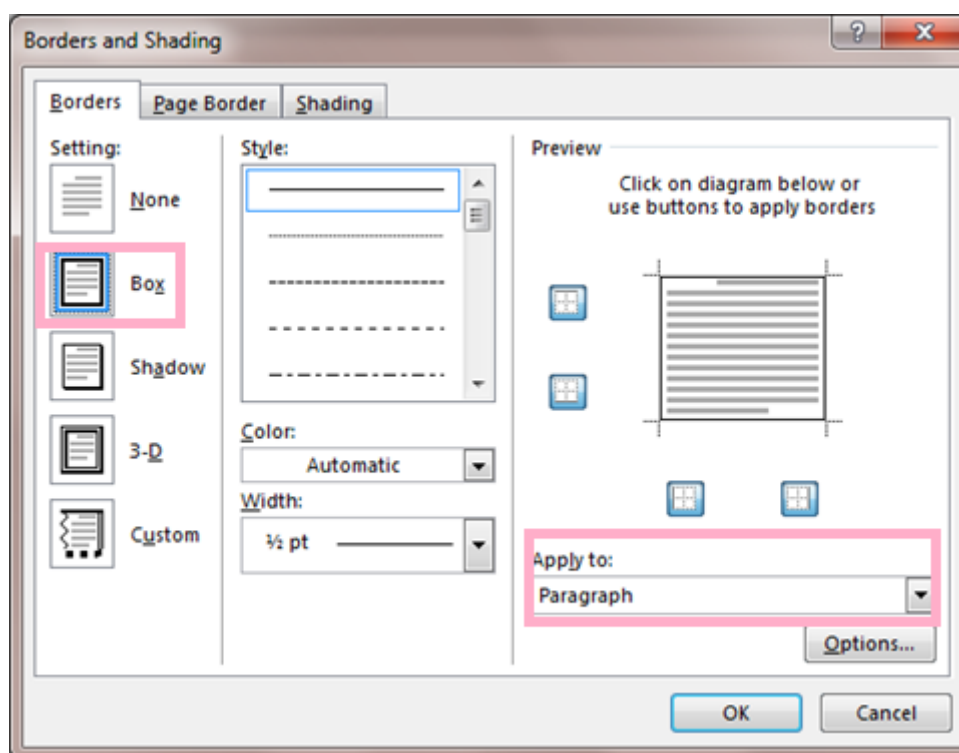
Box Border

Steps

To apply a box border and shading to a paragraph/text.

If necessary, display the **HOME** tab.

1.	Position the insertion point in the paragraph. *The insertion point moves to the new location.*	Click in the paragraph **Thank you for choosing...**
2.	In the **Paragraph** group, click on the **Borders** button list arrow and select **Borders and Shading** option. *The Borders dialog box appears.*	Click 🔲 ▾ and select **Borders and Shading**
3.	Select a border setting and click **OK**. *The preview area displays the box border.*	Click **Box** under **Setting**, set the **Apply to**: **Paragraph** and click **OK**.
4.	Click on the **Shading** button list arrow in the **Paragraph** group and select shading colour. *The shading is applied.*	Click 🎨 ▾ and select **Light Blue**.

Tip: To apply border to selected text, set the **Apply to: Text** in the **Borders** dialog box.

6.7 COPYING PARAGRAPH FORMATS

Concepts

You can copy paragraph formats from one paragraph to another. As a result, the paragraph spacing and the line spacing options are copied from the source paragraph to the destination paragraph.
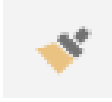
Steps

To copy the format of one paragraph and paste it to another paragraph using the **Format Painter** feature.

If necessary, display the **HOME** tab.

Scroll to view all three paragraphs in the body of the letter.

1.	Position the insertion point in the paragraph containing the formatting you want to copy. *The insertion point moves to the new location.*	Click in the paragraph **Thank you for choosing...**
2.	Click the **Format Painter** button in the **Clipboard** group. *The mouse pointer changes into an I-beam with a paintbrush to the left.*	
3.	Click in the paragraph you want to format. *The paragraph format is applied to the new paragraph.*	Scroll as necessary and click in the second paragraph in the body of the letter.

Practice the Concept: Copy the paragraph formatting to the third paragraph in the body of the letter. Then, click the **Show/Hide** button in the **Paragraph** group to display all the formatting marks, if necessary. Delete the paragraph marks directly above and below the second paragraph, **The enclosed packet includes...**. Finally, hide the formatting marks and close the task pane.

Close **PARFORM.DOCX** without saving.

6.8 REVIEW EXERCISE

Change the paragraph formatting in a document

1. Open **Formatex.docx**.

2. Left align the paragraph **To our valued customers:**.

3. Change the line spacing for the list from **Special offers** to **Promotional items** to 1.5 lines.

4. Change the paragraph spacing in the paragraph beginning **Morning** to 12 points before and 12 points after.

5. Use the Format Painter to copy the **Morning** paragraph format to the **Midday** and **Evening** paragraphs.

6. Centre the first paragraph on the second page, **Directions to...**.

7. Close the document without saving.

LESSON 7 - INDENTING PARAGRAPHS

In this section, you will learn about:

- Changing the left indent
- Indenting the first line
- Creating a hanging indent
- Creating a right indent

7.1 CHANGING THE LEFT INDENT

💡 Concepts

Indentation determines the gap between the paragraph and either the left or the right margin. You can resize the gap between the margin and the paragraph or group of paragraphs by increasing or decreasing the indentation. You can pull the paragraph out towards the left margin by creating a negative indent (also known as outdent). You can also create a hanging indent, in which the first line of the paragraph is not indented, but subsequent lines are.

The Indent buttons in the **Paragraph** group on the **HOME** tab move the paragraph to the next tab stop. By default, tab stops are set every half-inch (0.5 in or 1.27 cm).

You can use the **Increase Indent** button to indent a paragraph to the right in half-inch increments and the **Decrease Indent** button to decrease a paragraph indent in half-inch increments.

👣 Steps

From the **Student Folder**, open **INDPAR.DOCX**.

Change the left indent of a paragraph.

If necessary, display the **HOME** tab.

1. Position the insertion point in the paragraph you want to indent. *The insertion point appears in the new location.*	Click in the special offers line.
2. Click the **Increase Indent** or **Decrease Indent** button in the **Paragraph** group. *The paragraph indent changes accordingly.*	Click ⬛ three times.

Practice the Concept: Select the three other paragraphs that make up the list (discounts, free samples, and promotional items) and the blank lines between them, and indent them one and a half inches, to line up under special offers. Select the entire list and use the **Decrease Indent** button to decrease the indent by one tab stop, to one inch.

You can also set the left indent using the **Paragraph** dialog box.

1. Select the paragraph(s).

2. On the **HOME** tab, click the **Paragraph** dialog box launcher.

3. Set the required left indent under the **Indentation** section.

4. Click **OK**.
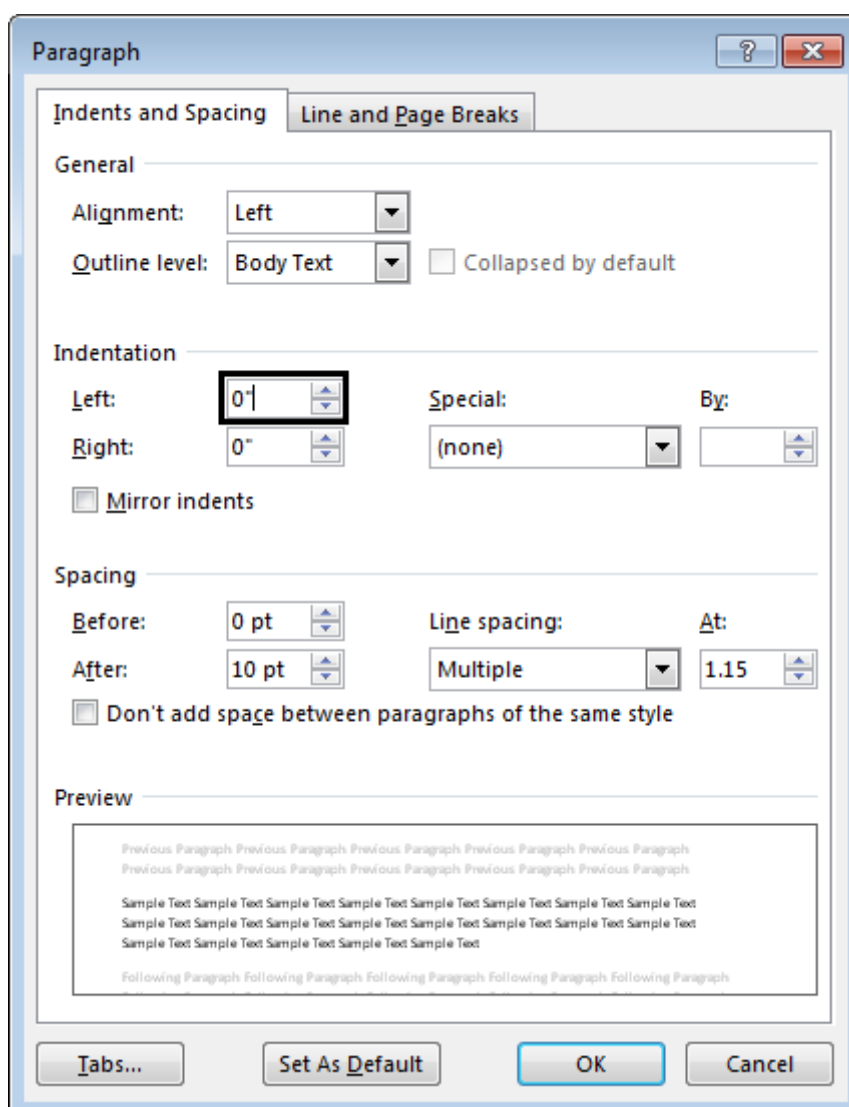
Setting left indent using the paragraph dialog box.

7.2 INDENTING THE FIRST LINE

💡 Concepts

If you wish, you can indent only the first line of a paragraph. The first line indent is often used to begin a paragraph of text. It is easy to create this type of indent using the horizontal ruler.

The indent marker on the left side of the horizontal ruler is actually composed of two indent markers and a box. The top triangle is the **First Line Indent** marker and the bottom triangle is the **Hanging Indent** marker. The **First Line Indent** marker and the **Hanging Indent** marker move independently of each other; however, you can drag the Left Indent marker (the box) to move the **First Line Indent** and **Hanging Indent** markers simultaneously.

Indent Marker		Use
First Line Indent		Indents only the first line of the selected paragraph(s) from the left margin.
Hanging Indent		Indents all lines of selected paragraph(s) except the first line from the left margin.
Left Indent		Moves both the **First Line** Indent marker and the **Hanging Indent** marker simultaneously.

Special offers

Discounts

Free samples

Promotional items

Morning: Special appearances by professional baseball and football players, as well as former Olympic figure skating and gymnastics medallists.

Midday: Refreshments served on the mezzanine and lower levels of the convention center. Lunch tickets are available for $5.00 in advance, $6.00 at the door. Free coffee/tea.

Evening: Drawings for door prizes. Grand prize - Complete Build-a-Body Flex-All System. Other prizes include merchandise certificates ranging from $25 to $500.

The hours for the Equipment Showcase are 9:00 a.m. to 8:00 p.m. We look forward to seeing you at the convention center.

Indenting the First Line

Steps

Indent the first line of a paragraph using the horizontal ruler.

1. If the rulers are hidden, select the **Ruler** option in the **Show** group of the **VIEW** tab. *The rulers are displayed.*	Click **Ruler**.
2. Select the paragraphs you want to indent. *The paragraphs are selected.*	Scroll as necessary and drag to select the two paragraphs beginning **Morning** and **Midday.**
3. Drag the **First Line Indent** marker on the horizontal ruler to the desired position. *A dotted line appears as you drag and the indent is applied to the first line of each selected paragraph when you release the mouse button.*	Drag

Practice the Concept: Place the insertion point anywhere in the **Morning** or **Midday** paragraphs. Select **Format Painter** in the **Clipboard** group on the **HOME** tab. Click in the **Evening** paragraph to apply the same indented formatting.

You can also set the first line indent using the **Paragraph** dialog box.

1. Select the paragraph(s).

2. On the **HOME** tab, click the **Paragraph** dialog box launcher.

3. Under the **Indentation** section, set **Special** to **First Line**.

4. Set the required first line indent amount in the **By** box.

5. Click **OK**.
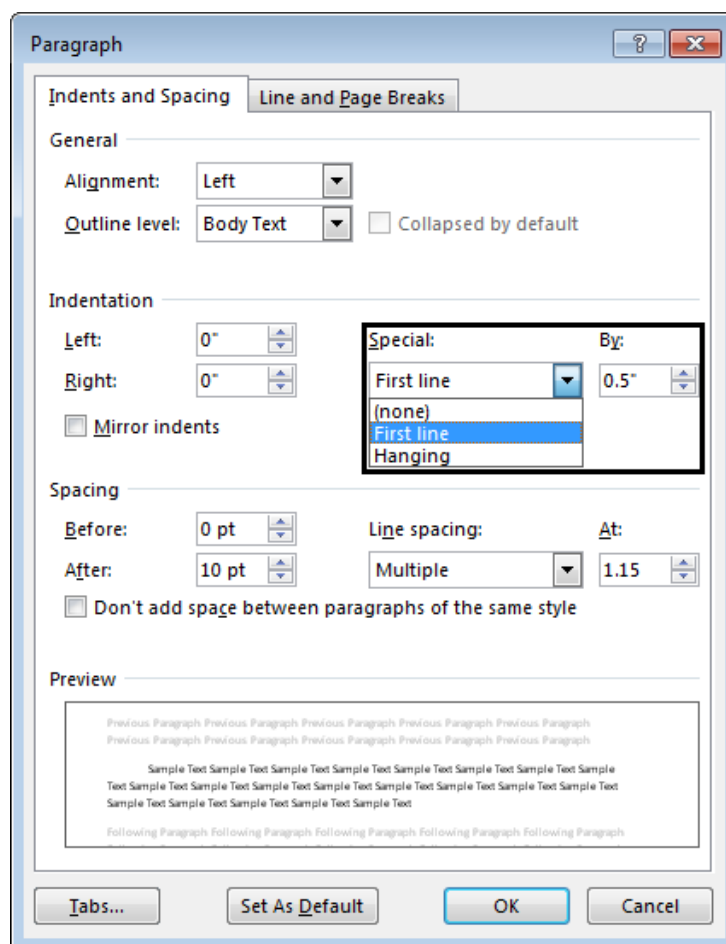
Setting First Line Indent using the Paragraph Dialog Box

7.3 CREATING A RIGHT INDENT

💡 Concepts

You can indent a paragraph from the right margin. You may want to do this, for example, to make a paragraph stand out on a page or to indicate a subordinate paragraph.

You can indent selected text from the right margin by dragging the **Right Margin** marker on the horizontal ruler. The **Right Margin** marker is identical to the **Hanging Indent** marker, except that it appears alone near the right end of the horizontal ruler.

👣 Steps

Indent the right margin of a paragraph using the horizontal ruler.

If necessary, scroll the document to display the right indent marker.

1. Select the paragraphs you want to indent. *The paragraphs are selected.*	Drag to select the three paragraphs beginning **Morning**, **Midday**, and **Evening.**
2. Drag the **Right Indent** marker on the horizontal ruler to the desired position. *The paragraph indent changes accordingly.*	Drag 🔺

You can also set the right indent using the **Paragraph** dialog box.

1. Select the paragraph(s).

2. On the **HOME** tab, click the **Paragraph** dialog box launcher.

3. Set the required right indent under the **Indentation** section.

4. Click **OK**.
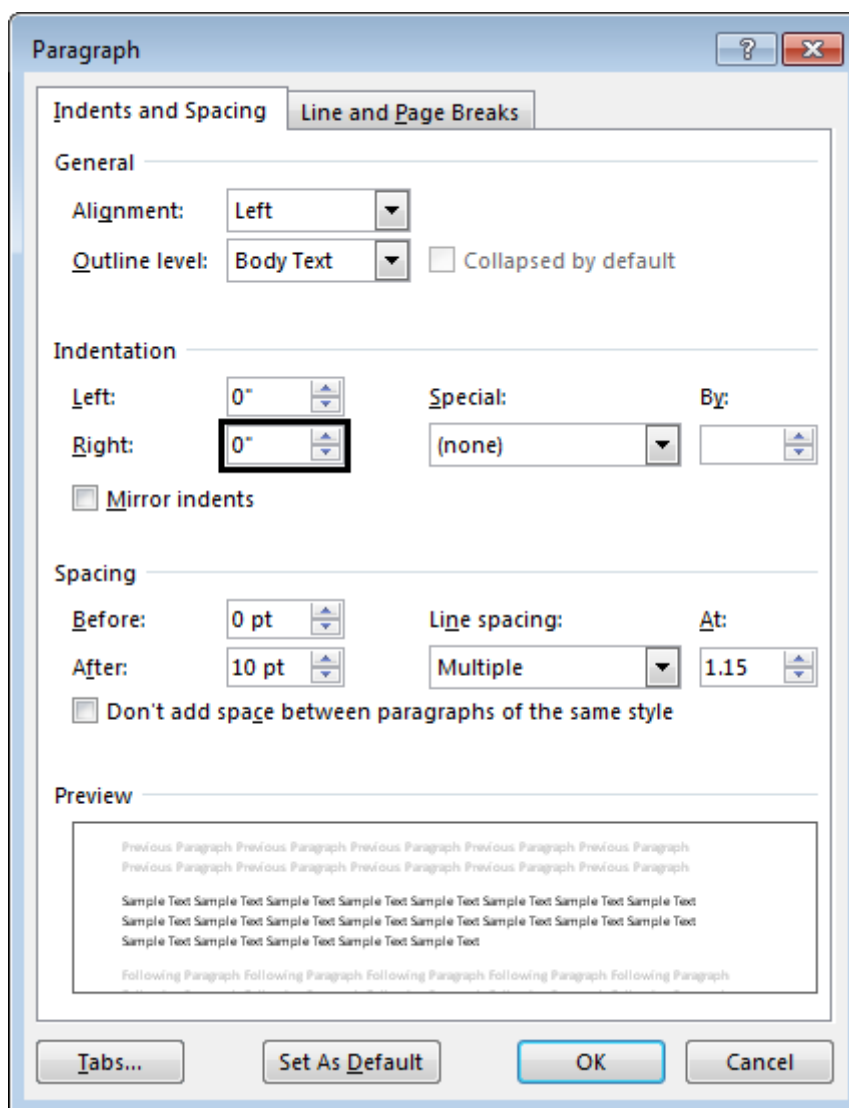
Setting Right Indent using the Paragraph Dialog Box

Close INDPAR.DOCX without saving the changes.

7.4 REVIEW EXERCISE

Indenting Paragraphs

1. Open **IndentEX.docx**.

2. Create a first line indent of 0.5 inch (one tab stop) in the paragraph beginning **Welland GoldSmith manufactures...**.

3. Increase the indent of the list starting with the word **Equipment** and ending with the word **Memorabilia** three tab stops to the right.

4. Create a hanging indent of 1.5 inches (three tab stops) for the **Equipment** paragraph below the list.

5. On page 2, indent the paragraph under **Terms and Conditions of Sale** one tab stop to the right. Then, create a right indent at one tab stop to the left for the same paragraph.

6. Close the document without saving it.

LESSON 8 - CHARACTER AND PARAGRAPH STYLE

In this section, you will learn about**:**

- Applying a character style
- Applying a paragraph style

8.1 APPLYING A CHARACTER STYLE

💡 Concepts

Styles allow you to keep the formatting in your document consistent. A style is a collection of formatting commands under a given name so it can be easily accessed.

- Character styles are used to format individual characters within a paragraph.

- Paragraph styles are the most important styles. They are called paragraph styles because when you use a paragraph style, Word can format a whole paragraph of text at a time.

👣 Steps

Open **EDIT.DOCX.**

To apply a character style:

1. Select the **HOME** tab. *The **HOME** tab is displayed.*	Click **HOME.**
2. Drag to select the text that you want to apply a character style to. *The text is highlighted as you drag.*	Drag to select the text **45 days** under the heading **Payment.**
3. Release the mouse button. *The text is selected.*	Release the mouse button.
4. Click the **More** button to view the styles available. *The **Quick Styles** gallery expands.*	Click ⬇ in the **Styles** group on the **Home** tab.
5. Click the required style. *The text is formatted in the new style.*	Click **Intense E...** (Intense Emphasis).
6. Click in the document to deselect the text. *The text is deselected.*	Click anywhere in the document area.

8.2 APPLYING A PARAGRAPH STYLE

💡 Concepts

Styles can be applied to the current paragraph by simply placing the insertion point anywhere in the paragraph. You do not need to select the text.

👣 Steps

Open **EDIT.DOCX**.

To apply a paragraph style:

1. Select the **HOME** tab. *The **HOME** tab is displayed.*	Click **HOME.**
2. Click in the paragraph that you want to apply a style to. *The insertion point displays in the paragraph.*	Click into the paragraph **Prior to return…** under the heading **Returns.**
4. Click the **More** button to view the styles available. *The **Quick Styles** gallery expands.*	Click ⊽ in the **Styles** group on the **Home** tab.
5. Click the required style. *The text is formatted in the new style.*	Click **List Paragraph.**
6. Click in the document to deselect the text. *The text is deselected.*	Click anywhere in the document area.

Close **EDIT.DOCX**.

LESSON 9 -
BULLETS AND NUMBERINGS

In this section, you will learn about:

- Typing a numbered or bulleted list
- Applying numbers or bullets to text
- Adding a numbered or bulleted item
- Removing numbers or bullets from text
- Changing a bullet or number style

9.1 TYPING A NUMBERED OR BULLETED LIST

Concepts

You can add bullets or numbers to existing text, or Word can automatically create lists as you type.

By default, if you start a paragraph with an asterisk or a number **1.** Word recognises that you are trying to start a bulleted or numbered list. If you don't want your text turned into a bulleted or numbered list, you can click the **AutoCorrect Options** button that appears.
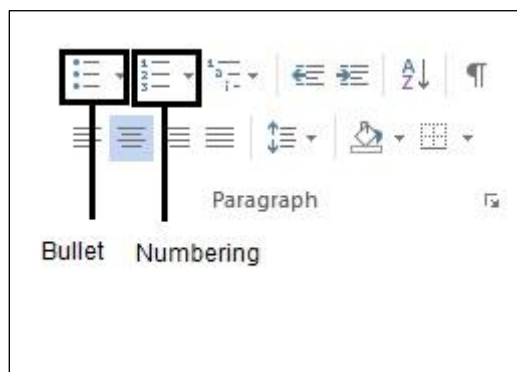
Paragraph Group Showing Numbering and Bullets Icons

Steps

Typing a bulleted or numbered list style.

From the **Student Folder**, open **FeldmanSuccess.docx**.

Display the rulers, if necessary, by clicking the **Ruler** option in the **Show** group of the **VIEW** tab.

1. Select the **HOME** tab, if necessary. *The **HOME** tab is displayed.*	Click **HOME**, if necessary.
2. Select the desired section where you want to insert a bulleted or numbered list. *The inserted point appears at desired section.*	Click below the header "**Product By Order of Sales**".
3. Type in **1.** followed by a space and the first entry and press [**Enter**]. *The **bulleted text** is displayed.*	Type **CoriMax.**
4. Type in the second entry and press [**Enter**]. *The bulleted text is displayed.*	Type **CallTee.**
5. Type in the third entry and press [**Enter**]. *The bulleted text is displayed.*	Type **Maxiflexi.**

6. Type in the fourth entry and press [**Enter**]. *The bulleted text is displayed.*	Type **DashCall.**
7. Type in the fifth entry and press [**Enter**]. *The bulleted text is displayed.*	Type **Jalash.**

9.2 APPLYING NUMBERS OR BULLETS TO TEXT

💡 Concepts
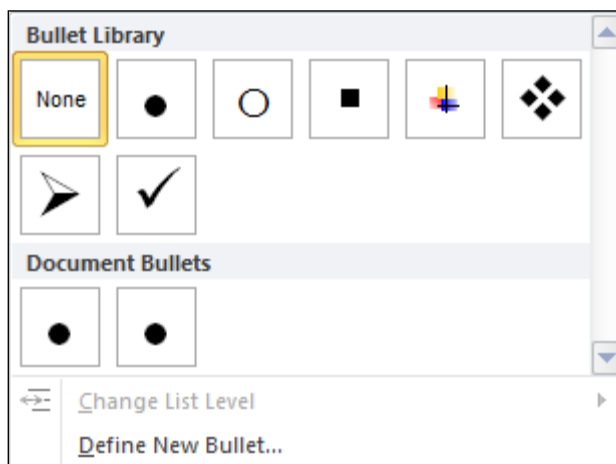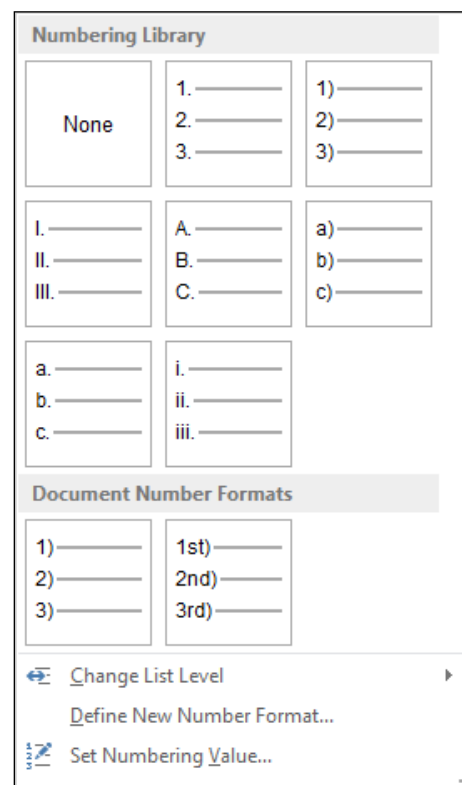
Bullet Options   *Number Options*

👣 Steps

From the **Student Folder**, open **FeldmanSuccess.docx**, if necessary.

Applying numbers or bullets to text.

Display the rulers, if necessary, by clicking the **Ruler** option in the **Show** group of the **VIEW** tab.

1. Highlight the items you want to apply numbers or bullets. *The list items are highlighted.*	Highlight all items under **Success-Satisfaction Metrics.**

2. Select the **HOME** tab, if necessary. *The **HOME** tab is displayed.*	Click **HOME**, if necessary.
3. Select the drop down list of the **Bullets** button in the **Paragraph** group. *The **Bullets Library** gallery opens.*	Click .
4. Select an option. *The bullet list is created.*	Click a bullet style.

Proceed to the next section without closing the document.

9.3 ADDING A NUMBERED OR BULLETED ITEM

Concepts

New entries can be added to the existing list just by typing the new entries at the end of the list or in the middle of the existing list.

Steps

Adding a numbered or bulleted item.

If necessary, scroll to view all the text under the **Product – by order of sales** heading.

1. Select at the end of the last product. *The last product is selected.*	Click at the end of **Jalash** and press **Enter.**
2. Enter a new product name. *The new product name is entered.*	Type a new name **CheapDiscount.**

A new item is inserted in the list.

9.4 REMOVING NUMBERS OR BULLETS FROM TEXT

Concepts

The bullets or the numbers can be easily removed from the text by just selecting the bulleted text or the numbered text and then selecting the bullets or the numbering button from the **Paragraph** group.

 Steps

Removing numbers or bullets from text.

If necessary, scroll to view the **Product by order of sales** heading.

1. Select the list items you want to remove numbers or bullets from. *The text, but not the bullets, is highlighted as you drag.*	Highlight the **CoriMax** text to the **Jalash** text under the **Product – by order of sales** heading.
2. Select the **Bullets** or **Numbering** button in the **Paragraph** group, and select **None**. *The bullets or numbers are removed from the text.*	Click , and click **None** in the bullet library.

Click anywhere in the document to deselect the text.

9.5 CHANGING A BULLET OR NUMBER STYLE

 Concepts

The bullets or the numbers that have been applied to the existing list can be changed to another option from the Bullet library or the Numbered library.

 Steps

To change a bullet or number style, scroll as necessary to view all the text under the **Product by order of Sales** heading.

1. Highlight the items you want to apply numbers or bullets. *The list items are highlighted as you drag.*	Highlight all the items under **Product by order of Sales - CoriMax, CallTee, MaxiFlexi, DashCall, Jalash, CheapDiscount.**
2. Select the **HOME** tab, if necessary. *The HOME tab is displayed.*	Click **HOME**, if necessary.
3. Select the drop down list of the **Numbering** button in the **Paragraph** group. *The **Numbering Library** gallery opens.*	Click .
4. Select a numbering option. *A list changes to a numbered list.*	Click .

Close the document without saving it.

9.6 REVIEW EXERCISE

Apply and create number and bulleted lists in a document

1. Open **Managers.docx**

2. Number each item in the **MANAGERS** list using any numbered style.

3. Click anywhere outside of the list on the first page.

4. Scroll down to the **EMPLOYEES** list and number the list. Use the **1), a), i)** style in the **Multilevel List** gallery.

5. Close the document without saving it.

LESSON 10 - CHECKING SPELLING AND GRAMMAR

In this section, you will learn about:

- Checking spelling/grammar as you type
- Automatic hyphenation
- Running the spelling and grammar checker
- Adding words to the custom dictionary

10.1 CHECKING SPELLING/GRAMMAR AS YOU TYPE

Concepts

Microsoft Word checks spelling and grammar automatically as you type, indicating possible spelling mistakes with a wavy red underline and possible grammatical mistakes with a wavy green underline.
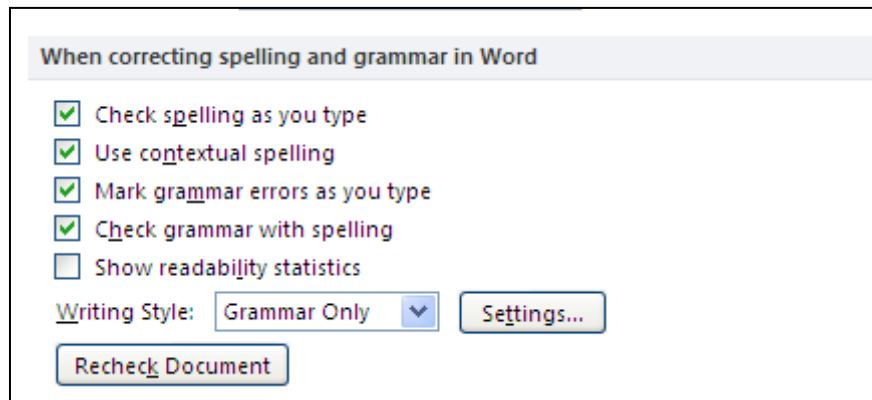
Word Options Dialog Box Showing Correcting Spelling and Grammar Options

Steps

From the **Student Folder**, open **PRDLISTSPELL.DOCX**.

If necessary, show the formatting markings.

1. Select the **FILE** tab. *The **Backstage View** is displayed.*	Click **FILE**
2. Select the **Options** button. *The **Word Options** dialog box opens.*	Click **Options**
3. Select **Proofing** from the left pane of the **Word Options** dialog box**.** *The **Proofing** options are displayed.*	Click **Proofing** .
4. Select **Check spellings as you type** from the right pane. *The selected options are applied.*	Click **Check spellings as you type**.
5. Select **OK** to accept the changes. *The **Word Options** dialog box closes.*	Click **OK**

Proceed to the next section without closing the document.

10.2 AUTOMATIC HYPHENATION

💡 Concepts

When automatic hyphenation is enabled, Word automatically inserts hyphens when they are needed, for example when a word is too long to fit at the end of a line. If the word moves to a different position because of editing, the optional hyphen is removed.

The automatic hyphenation option helps create visually appealing document that displays evenly spaced words.

School newsletters are a key communications method and have been identified in recent surveys as the number one method by which parents receive information about their child's school. Most schools generate newsletters and do an excellent job of conveying information about what's happening at their school. The following tips list has been compiled by comparing newsletters and requests from website users.

Non-hyphenated Paragraph

School newsletters are a key communications method and have been identified in recent surveys as the number one method by which parents receive information about their child's school. Most schools generate newsletters and do an excellent job of conveying information about what's hap-pening at their school. The following tips list has been compiled by comparing newsletters and re-quests from website users.

Hyphenated Paragraph

👣 Steps

1. Select the **PAGE LAYOUT** tab. *The contents of the **PAGE LAYOUT** tab appear.*	Click PAGE LAYOUT
2. Click **Hyphenation** in the **Page Setup** group**.** *The Hyphenation selection appear.*	Click **Hyphenation.**
3. Select **Automatic**. *The **Automatic** option is selected.*	Click **Automatic.**

Proceed to the next section without closing the document.

10.3 RUNNING THE SPELLING AND GRAMMAR CHECKER

Concepts

Word has a built-in library consisting of tens of thousands of words. Every time you type a word, it's checked against that dictionary. When the word isn't found, it's marked with a red wavy underline in your document.
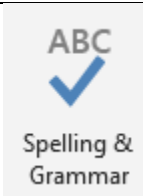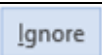
When you have finished typing your document, you can run the Spelling and Grammar checker to check for errors or sentences and words that need reconsideration.

Steps

Run the Spelling and Grammar checker.

From the **Student Folder**, open **PRDLISTSPELL.DOCX**.

1.	Select the **REVIEW** tab. *REVIEW tab is displayed.*	Click **REVIEW.**
2.	Select **Spelling & Grammar** in the **Proofing** group. *The **Spelling pane** is displayed with the word **Produt highlighted in red colour.** The Suggestions box displays the correct spelling.*	ABC ✓ Spelling & Grammar Click
3.	Select **Change** to change the misspelled words to correct spelling. *The misspelt word is changed with the correct spelling.*	Click Change
4.	Select **Ignore** to add words that are not recognised by the built-in Spell Check. *The **Spelling pane** is displayed with the word **CoriMax** highlighted**.** The Suggestions box displays similar words related to CoriMax.*	Click Ignore
5.	Select **Delete** to remove repeated words *The repeated word is deleted. Checking for the rest of the document continues.*	Click Delete

Proceed to the next section without closing the document.

10.4 ADDING WORDS TO THE CUSTOM DICTIONARY

💡 Concepts

The spelling checker compares the words in the document with those in the main dictionary. The main dictionary contains most common words, but it might not recognise many proper nouns, including place names and people's names, that may regularly appear in your documents.

Also, some words might be capitalised differently in the main dictionary to how you would like them to appear in your documents.
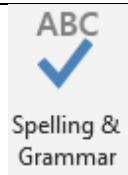
Adding these words to the dictionary will prevent the spelling checker from incorrectly flagging them as mistakes.

👣 Steps

Adding words to the Custom Dictionary.

Open **PRDLISTSPELL.DOCX.** Notice that the product names have a red wavy line under it.

1. Select the **REVIEW** tab. *REVIEW tab is displayed.*	Click **REVIEW.**
2. Select **Spelling & Grammar** button. The **Spelling** pane is displayed with the word CoriMax highlighted in red colour. The **Suggestions** box displays the correct spelling.	ABC ✓ Spelling & Click Grammar
3. Select **Add**. *The word is added to the dictionary.*	Click Add

Close the document, without saving.

10.5 REVIEW EXERCISE

Using Spelling and Grammar to review a document

1. Open **EDIT.docx**.

2. Run the Spelling and Grammar checker to correct all the spelling and the grammar errors present in the document.

3. Add the words Welland GoldSmith to the custom dictionary.

4. Close **EDIT.docx.**

LESSON 11 - USING FIND AND REPLACE

In this section, you will learn about:

- Using Find
- Using Replace

11.1 USING FIND

💡 Concepts

You can use Microsoft Word to find and replace text, formatting, paragraph breaks, page breaks, and other items. You can broaden your search by using wildcards to find words or phrases that contain specific letters or combinations of letters.
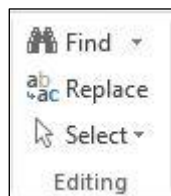
Editing List Options   *Navigation Pane Showing the Search Results*
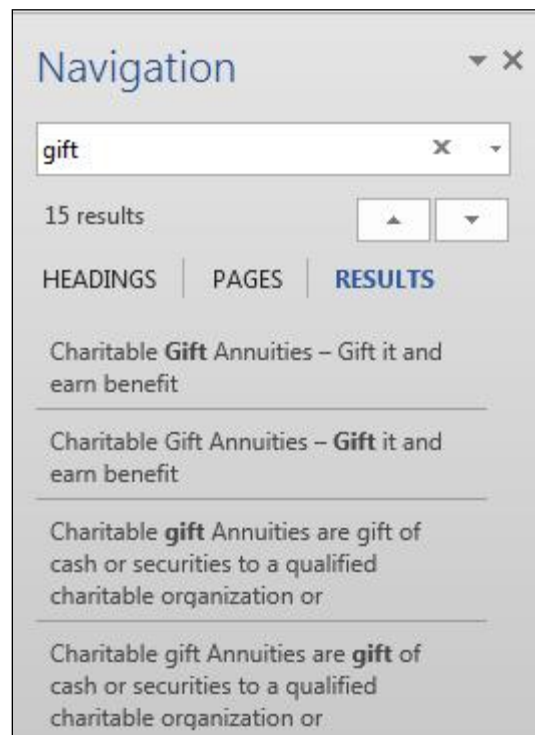
👣 Steps

From the **Student Folder**, open **CGA.DOCX**.

Use the Find feature to find text in a document. If necessary, go to the top of the document.

1. Go the **Editing** group under the **HOME** tab. *The Editing list is displayed*	Find ▾ Replace Select ▾ Editing
2. Select the **Find** button under the **Editing list**. *The Navigation pane is displayed.*	Click Find ▾
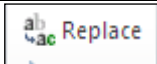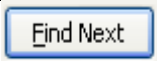
3. Type the text you want to find in the search box. *All occurrences of the search text are highlighted in the document.*	Type ***gift***
4. Select the **Next Search Result** arrow in the **Navigation** pane to go to the next occurrence of the search text. *The next occurrence of the search text is highlighted, or a Microsoft Office Word message box notifies you that it has finished searching the document.*	Click

11.2 USING REPLACE

 Steps

Use the **Replace** feature to replace specific text with some other text. If necessary, go to the top of the document.

1. Select the **Replace** button in the **Editing** group on the **HOME** tab. *The **Find and Replace** dialog box opens, with the text in the **Find what** box selected.*	Click
2. Type the text you want to find in the **Find what** box. Make sure the text you type in does not have any formatting. *The text appears in the **Find what** box.*	Type **foundation.**
3. Select the **Replace with** box. *The insertion point appears in the **Replace with** box.*	Press [**Tab**].
4. Type the desired replacement text. *The text appears in the **Replace with** box.*	Type ***organisation.***
5. Select **Find Next**. *The first occurrence of the search text in the document is highlighted.*	Click

6. Select **Replace** to replace the current occurrence with the replacement text, **Replace All** to replace all occurrences with the replacement text, or **Find Next** to skip the current occurrence. *The text is either replaced or skipped and the next occurrence of the search text is highlighted, or a Microsoft Office Word message box notifies you that it has finished searching the document.*	Click [Replace]
7. Select **OK** when Word has completed the search. *The Microsoft Office Word message box closes.*	Click **OK**
8. Select **Close** when you have finished replacing text. *The **Find and Replace** dialog box closes.*	Click [X]

Click anywhere in the document to deselect the text.

Close **CGA.DOCX**.

11.3 REVIEW EXERCISE

Using Find and Replace in a document

1. Open **FINDEX.DOCX**.

2. Replace all occurrences of the word **sample** with the word **product**.

4. Close the document without saving it.

LESSON 12 - HEADERS AND FOOTERS

In this section, you will learn about:

- Creating header/footer using the galleries
- Inserting page numbers using the galleries
- Inserting the current date
- Inserting the file name

12.1 CREATING HEADERS/FOOTERS USING THE GALLERIES

💡 Concepts

You can add headers and footers to Word documents. A header is text that appears at the top of every page, whereas a footer is text that appears at the bottom of every page.
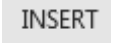
Header Gallery List

👣 Steps

From the **Student Folder**, open **HeaderFooter.docx.**

Create headers/footers using the galleries.

1. Select the **INSERT** tab. *The **INSERT** tab is displayed.*	Click INSERT
2. Select the **Header** button from the **Header & Footer** group. *The **Header** gallery is displayed.*	Header Click

3. From the gallery of headers, select the desired header. *The selected header is applied to the document and the insertion point is positioned in the header. The Header & Footer Tools Design contextual tab is displayed.*	Scroll as necessary and click **Banded.**
4. Edit the header as desired.	Leave the header text as it is; it is using the Title field specified in document properties.
5. Select the **Footer** button on the **Header & Footer Tools Design** tab. *The Footer gallery is displayed.*	Click
6. From the gallery of footers, select the desired footer. *The selected footer is applied to the document and the insertion point is positioned in the footer.*	Scroll as necessary and click **Banded.**
7. Edit the footer as desired. *The footer is edited.*	Press [**Delete**] twice to remove the page number.

Proceed to the next section without closing the document.

12.2 INSERTING PAGE NUMBERS USING THE GALLERIES

Concepts

If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery.
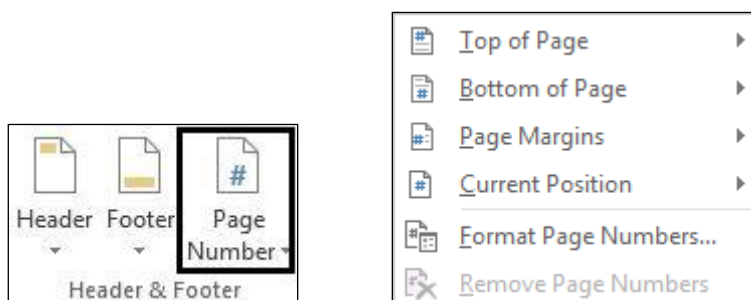
Page Number List Options

👣 Steps

Insert page numbers using the gallery.

Open **HeaderFooter.DOCX**, if necessary. Make sure you are in **Print Layout** view.

1. Select the **INSERT** tab. *The **INSERT** tab appears.*	Click INSERT
2. Select **Page Number** in the **Header & Footer** group. *The **Page Number** menu opens.*	Click # Page Number ▾
3. Point to the relevant option depending on the required location of the page number. *The **Page Number** submenu opens.*	Point to #⌐ Page Margins ▸
4. Select an option, based on the desired location and style. *The page number is inserted. The Header opens, with the **Header & Footer Tools** tab showing.*	Click **Accent Bar, Left**
5. Click **Close Header and Footer**. *The Header closes and, the **HOME** tab is displayed.*	✕ Close Header and Footer Close Click

Close **HeaderFooter.DOCX**.

12.3 INSERTING THE CURRENT DATE

💡 Concepts
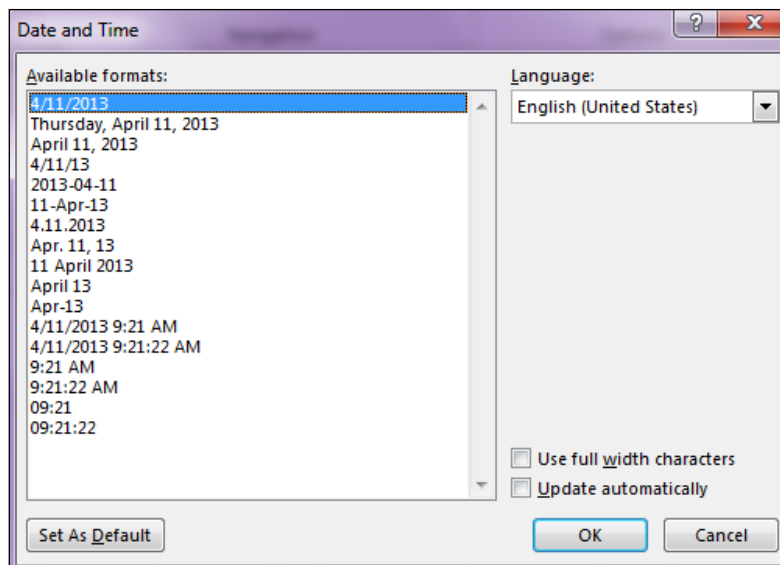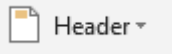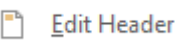
Date and Time Dialog Box

👣 Steps

Insert the current date into the header or footer of a document.

From the **Student Folder**, open **EquipmentReview.docx**.

1. Select the **INSERT** tab. *The **INSERT** tab displays.*	Click INSERT
2. Select the **Header** or **Footer** button in the **Header & Footer** group. *The **Header** or **Footer** gallery displays.*	Click Header ▾
3. Select the **Edit Header** or **Edit Footer** option. *The **Header** or **Footer** area opens for editing and the **Header & Footer Tools** tab displays.*	Click Edit Header
4. Select the **Date & Time** button in the **Insert** group. *The **Date and Time** dialog box opens.*	Date & Time Click
5. Select the desired date format. *The desired format is selected.*	Click the third option in the list.
6. Select **OK**. *The **Date and Time** dialog box closes and the date is inserted in the header or footer.*	Click **OK.**

7. Position the insertion point where you want to insert the filename. *The insertion point appears in the new location.*	Press [**Tab**] once.

Proceed to the next section.

12.4 INSERTING THE FILE NAME

Concepts

You can place document information such as a file name, author, computer path, or subject into the header or footer.

Steps

Ensure the insertion point is at the required position in the header or footer area.

1. Select the **Document Info** button in the **Insert** group. *The **Document Info** menu displays.*	Click Document Info ▾
2. Select **File Name** *The file name is inserted.*	Click **File Name.**
3. Click **Close Header and Footer**. *The header closes and, the **HOME** tab is displayed.*	Close Header and Footer Close Click

Close the document without saving it.

12.5 REVIEW EXERCISE

Create headers and footers for document

1. Open **Headerex.docx**.

2. Insert a blank header on the 2nd page. Add the current date, using the format that includes the day of the week.

3. Insert a page number in the middle of footer on the 2nd page.

4. Close the document without saving it.

LESSON 13 - WORKING WITH TABS AND TABLES

In this section, you will learn about:

- Using tab stops
- Setting tab stops
- Deleting tab stops
- Clearing all tabs
- Inserting a table
- Navigating a table
- Selecting the table
- Inserting rows and columns into a table
- Adding text to a table
- Hiding and showing gridlines
- Inserting rows and columns into a table
- Changing column width and row height
- Drawing a table
- Adding a border to a table
- Removing a border from a table
- Adding and removing shading

13.1 USING TAB STOPS

💡 Concepts

You can use tabs to space text, if you want the text to appear at fixed locations across the page. It is good practice to use tabs in this way to create spacing instead of inserting spaces using the spacebar. It makes the selection and editing of the text and spaces so much easier and more efficient.

By default, the insertion point will move to the right every time you press the [Tab] key.

Tab Key

You can create multiple tabs per paragraph at any location. You can use the **Tab** button on the horizontal ruler to switch between the available tabs (left, right, centre, decimal [for numerical data], bar).

Click on the ∟ on the ruler to adjust the types of tab to insert. If the ruler is not visible, click the **VIEW** tab and check the **Ruler** option in the **Show** group.
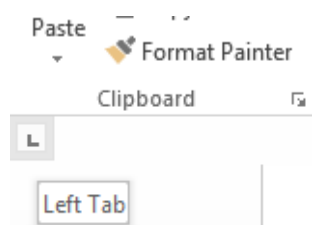
Set Left Tab
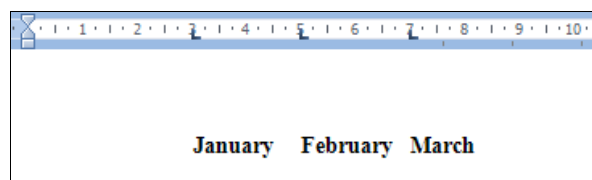
Sample with Three Tab Stops

The different available tabs position text differently. Text and numbers are aligned left to a left-aligned tab stop, centred under a centre tab stop, and aligned right to a right-aligned tab stop. The first decimal point or period in text or a number is aligned to a decimal tab stop. You can use decimal tabs when you are entering a list of numbers and you want their decimal points to align. The bar tab inserts a vertical bar at the tab stop.

∟	⊥	⌐	⊥•
LEFT	CENTER	RIGHT	DECIMAL
Gold	High	Australia	984.30.
Platinum	Medium	Russia	894.20
Silver	Low	Chile	16.26

Setting Tabs

13.2 SETTING TAB STOPS

Concepts

Tab stops can be positioned anywhere on a line, and you can set a combination of different tabs.

You can create tab stops by clicking the **Tab Selector** button on the left side of the horizontal ruler until the desired tab character is displayed. You then click the desired location on the horizontal ruler. You can also use the **Tabs** dialog box to enter a tab type and location.

Once you have created tab stops, you can start typing the tabbed text on a line formatted with the chosen tabs. Every time you press the [**Enter**] key, you insert another paragraph formatted with the same tab stops.

Steps

From the **Student Folder**, open **TABRPT.DOCX**.

Set tab stops. If necessary, display the horizontal ruler.

Use the **Show/Hide** button in the **Paragraph** group on the **Home** tab to display the formatting marks.

1. Position the insertion point in the line to which you want to add a tab stop. *The insertion point appears in the new position.*	Click in the line below **Regional Expense Report**.
2. To set a left-aligned tab, click the **Tab Selector** button until the **Left Tab** character appears. *The left-aligned tab character appears.*	Click to ⌞, if necessary.
3. Click the horizontal ruler at the desired location for the tab stop. *The left-aligned tab stop appears on the ruler at the selected location.*	Click at 1 cm on the horizontal ruler.
4. To set a centre tab, click the **Tab Selector** button until the **Center Tab** character appears. *The centre tab character appears.*	Click to ⊥.
5. Click the horizontal ruler at the desired location for the tab stop. *The centre tab stop appears on the ruler at the selected location.*	Click at 4 cm on the horizontal ruler.
6. To set a right-aligned tab, click the **Tab Selector** button until the **Right Tab** character appears. *The right-aligned tab character appears.*	Click to ⌟.

7. Click the horizontal ruler at the desired location for the tab stop. *The right-aligned tab stop appears on the ruler at the selected location.*	Click at 8 cm on the horizontal ruler.
8. To set a decimal tab, click the **Tab Selector** button until the **Decimal Tab** character appears. *The decimal tab character appears.*	Click to .
9. Click the horizontal ruler at the desired location for the tab stop. *The decimal tab stop appears on the ruler at the selected location.*	Click at 10 cm on the horizontal ruler.

Press [**Tab**] to move to the first tab stop and type the word **Northeast**. Press [**Tab**] to move to the next tab stop and continue entering text as shown in the chart below. At the end of the line, press [**Enter**] to start a new paragraph and then type the second line.

Northeast	Stephanie Smith	610-555-1234	$56.45
Southeast	Nathan Brown	404-321-8563	$100.25

Close **TABRPT.DOCX**.

Tip**:** You can also set the tabs using the **Tabs** dialog box. You can access the **Tabs** dialog box by opening the **Paragraph** dialog box launcher on the **HOME** tab and clicking the **Tabs…** button.
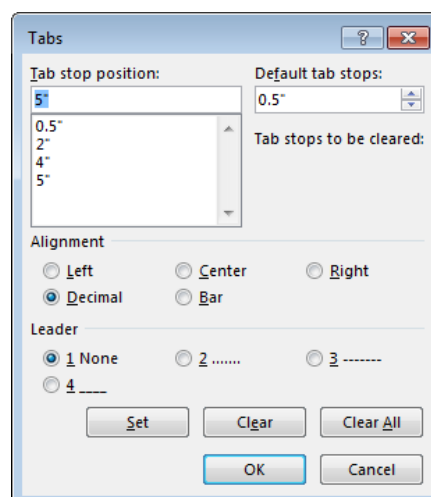
Setting Tab Stops using the Tabs Dialog Box

Practice the concept – Setting Tab stops

1. Create a new, blank document.

---

2. On the **HOME** tab, click the dialog box launcher for the **Paragraph** group.

3. Click the **Tabs** button.

4. To set a left tab at position 1 cm:

   a. Type **1.0** in the **Tab stop position** box.

   b. If necessary, select **Left** under **Alignment**.

   c. Click **Set**.

5. To set a centre tab at position 3 cm:

   a. Type **3.0** in the **Tab stop position** box.

   b. If necessary, select **Center** under **Alignment**.

   c. Click **Set**.

6. Repeat the steps to set the following two tab stops:

   a. Right tab at position 8.0 cm

   b. Decimal tab at position 12.0 cm

7. Click **OK**.

Tab Settings on the Ruler

13.3 DELETING TAB STOPS

Concepts

Although you can use the **Tabs** dialog box to delete tab stops, you can also simply drag them off the horizontal ruler.

Steps

From the **Student Folder**, open **TABS.DOCX**.

Delete and move tab stops using the ruler.

1. To delete a tab stop, select the text from which you want to remove the tab stop. *The text is selected.*	Triple-click **Region.**
2. Drag the desired tab character off the ruler. *The tab stop is removed from the ruler and any text aligned to the tab stop moves to the next tab stop to the right.*	Drag the left tab at **1 cm** off the ruler.

As an alternative, to delete a tab stop using the **Tabs** dialog box, select the tab stop to delete and click the **Clear** button.

13.4 CLEARING ALL TABS

Concepts

After typing all of your tabbed text, you may want to be able to return to the default tabs in order to enter more tabbed or paragraph text. You can return to the default tab set by placing the insertion point below the tabbed text and then clearing the existing tabs. Clearing tabs removes them from the current or selected paragraph(s).

You can choose to clear a specific tab, or you can clear all tabs simultaneously. A quick way of clearing tabs is to use the **Tabs** dialog box.
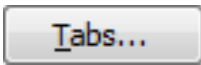
Steps

Clear all tabs.

If necessary, display the horizontal ruler in **Print Layout** view and display the formatting marks. Also, it may be easier to work with the tab stops if you zoom to **Text width**.

From the **Student Folder,** open **TABS.DOCX**.

1. Select the paragraph(s) from which you want to clear the tabs. *The paragraph is selected.*	Drag to select all the text.
2. Select the **Paragraph** launcher arrow. *The **Paragraph** dialog box opens.*	Click 🔲 in the **Paragraph** group.
3. Select the **Tabs** button. *The **Tabs** dialog box opens.*	Click Tabs...
4. Select **Clear All**. *All tab stops are cleared.*	Click **Clear All.**
5. Select **OK**. *The **Tabs** dialog box closes, and no tabs appear on the horizontal ruler.*	Click **OK.**

Close **TABS.DOCX** without saving.

13.5 INSERTING A TABLE

🛈 Concepts

It can be useful to display information in a table format. For example, a list of products with different features might best be presented in a table.

A table is made up of horizontal rows and vertical columns, and the intersection of a row and a column is a cell. You can enter text and numbers into each cell.

You can use different methods to insert a table. You can use the **Insert Table** dialog box to enter the desired rows and columns and other requirements, or you can drag to select the required number of cells in the **Insert Table** grid. Another option is to use the **Draw Table** feature to draw your own table.
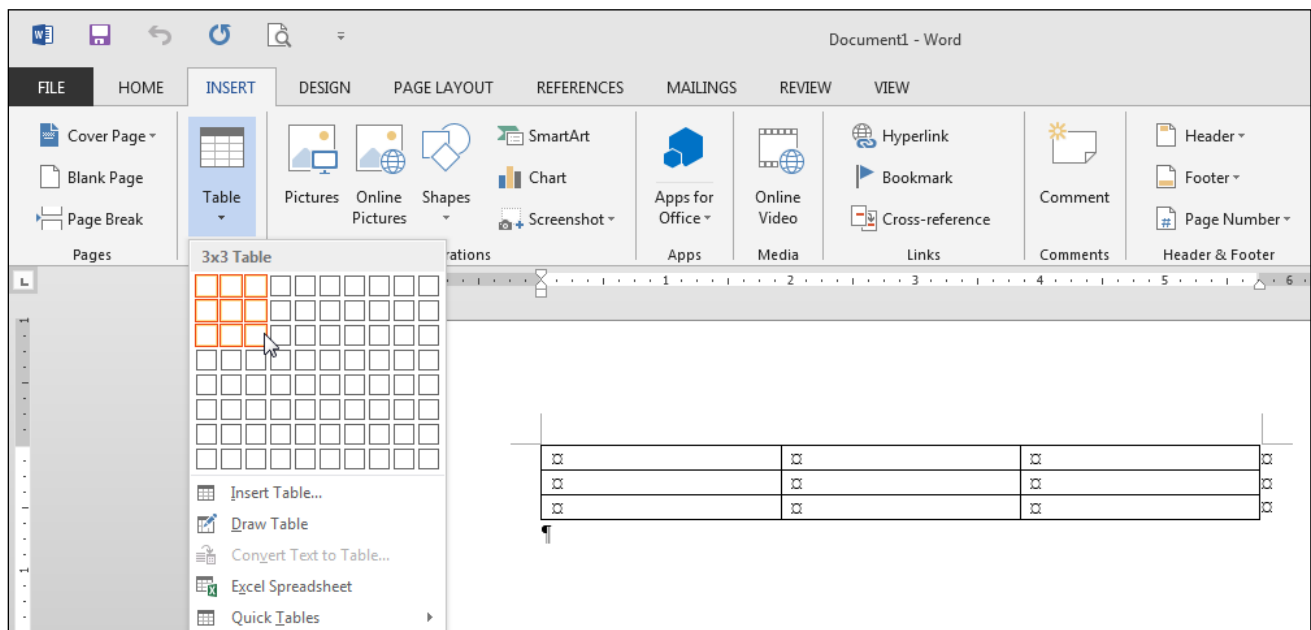
Insert a Table

👣 Steps

Create a table.

If necessary, create a new, blank document.

1. Select the **INSERT** tab. *The **INSERT** tab is displayed.*	Click INSERT

2. Select the **Table** button in the **Tables** group. *The **Insert Table** menu opens, including the **Insert Table** grid.*	Click
3. Drag across the **Insert Table** grid to select the number of rows and columns in the table. *A table with the specified number of rows and columns appears in the document when you release the mouse button. The **Table Tools** tabs display.*	Drag a **3x3 Table.**

Save the document in the **Student Folder** as **TABLE1.DOCX**. Proceed to the next section without closing the document.

13.6 NAVIGATING A TABLE

Concepts

You can navigate within the table using the mouse and the keyboard. You can use the arrow keys from the keyboard to move up, down, right, or left.

Steps

Navigate a table with the mouse and keyboard.

1. Click in the cell you want to select. *The insertion point appears in the new location.*	Click in the centre cell of the first row.
2. Press [**Tab**] to move to the next cell. *The insertion point moves to the next cell.*	Press [**Tab**]
3. Press [**Shift+Tab**] to move to the previous cell. *The insertion point moves to the previous cell.*	Press [**Shift+Tab**]
4. Press [**Down**] to move down one cell. *The insertion point moves to the cell below the current cell.*	Press [⬇]
5. Press [**Right**] to move right one cell. *The insertion point moves to the cell to the right of the current cell.*	Press [➜]

6. Press [**Left**] to move left one cell. *The insertion point moves to the cell to the left of the current cell.*	Press [←]
7. Press [**Up**] to move up one cell. *The insertion point moves to the cell above the current cell.*	Press [↑]

13.7 SELECTING THE TABLE

💡 Concepts

You have to select the table or parts of a table in order to carry out actions such as formatting or editing. The easiest way to select an entire table is by using the **Table Move Handle**. Place the mouse over the table, and click the **Table Move Handle** on the top left corner.
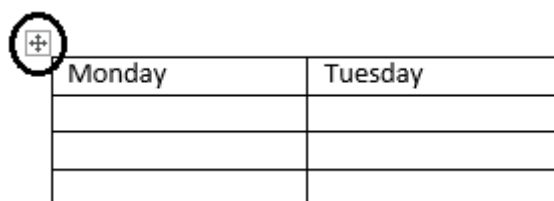
Selecting a Table using the Table Move Handle

You can also select the table or parts of the table using the **Select** button in the **Table** group of the **TABLE TOOLS LAYOUT** tab.

👣 Steps

Select a table.

1. Position the insertion point within the table. *The insertion point appears within the table.*	Click anywhere within the table.
2. Select the **TABLE TOOLS LAYOUT** tab. *The **TABLE TOOLS LAYOUT** tab is displayed.*	Click **LAYOUT.**
3. Select the **Select** button in the **Table** group. *The **Select** menu opens.*	Click ⬚ Select ▾
4. Select the **Select Table** option. *The entire table is selected.*	Click **Select Table.**
5. Select the first row of the table. *The row is selected.*	Click into the first row, and click **Select Row.**

| 6. Select the first column of the table.
The column is selected. | Click into the first column, and click **Select Column.** |

Click anywhere in the document to deselect the table.

13.8 INSERTING ROWS AND COLUMNS INTO A TABLE

Steps

Insert rows and columns into a table.

1. Position the insertion point in a cell adjacent to where you want to insert the row. *The insertion point appears in the cell.*	Click in the first row.
2. Select the **TABLE TOOLS LAYOUT** tab. *The **TABLE TOOLS LAYOUT** tab is displayed.*	Click **LAYOUT.**
3. To insert a row, select the **Insert Above** or **Insert Below** button in the **Rows & Columns** group. *The new row is inserted.*	Click
4. Click anywhere in the document to deselect the inserted row.	Click anywhere in the document.
5. Position the insertion point in a cell adjacent to where you want to insert the column. *The insertion point appears in the cell.*	Click in the **Product** cell.
6. To insert a column, select the **Insert Left** or **Insert Right** button in the **Rows & Columns** group. *The new column is inserted.*	Click .
7. Click anywhere in the document to deselect the inserted column.	Click anywhere in the document.

Click anywhere in the document to deselect the new row.

13.9 ADDING TEXT TO A TABLE

Concepts

Text can be added to any cell by clicking on the cell and typing in it.

Formatting can be applied to an individual cell, row, or column; a selection of cells, rows or columns; or the whole table.

Steps

Enter text into a table.

1. Position the insertion point in the cell in which you want to enter text. *The insertion point appears in the new location.*	Click in the top left cell, if necessary.
2. Type the desired text. *The text appears in the cell.*	Type **Sales Person.**

Practice the Concept: Type the following text into the table. To move from cell to cell, press [**Tab**] or use the mouse.

Sales Person	Manager	Phone Number
Sally Brown	Jolly Smith	610-555-1234
Jackie Tan	Chris Brown	404-321-8563

Proceed to the next section without closing the document.

13.10 HIDING AND SHOWING GRIDLINES

Concepts
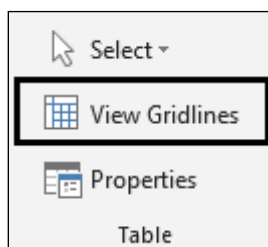
TABLE TOOLS LAYOUT tab showing the Table group

Sales Person	Manager	Phone Number
Sally Brown	Jolly Smith	610-555-1234
Jackie Tan	Chris Brown	404-321-8563

Table with View Gridlines Turned On

Sales Person	Manager	Phone Number
Sally Brown	Jolly Smith	610-555-1234
Jackie Tan	Chris Brown	404-321-8563

Table with View Gridlines Turned Off

Steps

Hide and show gridlines in a table.

If necessary, turn off the borders in the table. Select the whole table, and then select the **TABLE TOOLS DESIGN** tab.

1. Position the insertion point in any cell of the table. *The insertion point moves to the new location.*	Click anywhere in the table.
2. Select the **LAYOUT** tab under **TABLE TOOLS**. *The LAYOUT tab is displayed.*	Click **LAYOUT**
3. Select the **View Gridlines** button in the **Table** group to hide the gridlines. *The gridlines are hidden.*	Click ⊞ View Gridlines
4. Select the **View Gridlines** button in the **Table** group again to display the gridlines. *The gridlines are displayed.*	Click again ⊞ View Gridlines

Practice the Concept: Make sure the gridlines are showing. View the document in Print Preview; notice that the gridlines do not appear, even though they are displayed in the document. Then, close Print Preview.

13.11 INSERTING ROWS AND COLUMNS INTO A TABLE

Steps

Insert rows and columns into a table. Open **TABLE1.DOCX.**

1. Right-click the row above which you want to insert a column. *A shortcut menu is displayed.*	Right-mouse click the last row.
2. Select the **Insert rows above** option from the **Insert** shortcut menu. *A blank row is added before the last row.*	Click Insert and then ⊞ Insert Rows Above
3. Right-click the column to the right of which you want to insert a column. *A shortcut menu is displayed.*	Right-mouse click column 1

4. Select the Insert columns to the left option from the **Insert** shortcut menu. *A blank column is added before column 1.*	Click Insert and then ⊞ Insert Columns to the Left

Tip: To remove the table row/column, select the row/column, select the **LAYOUT** tab, click **Delete,** and select the appropriate action to remove the row/column.
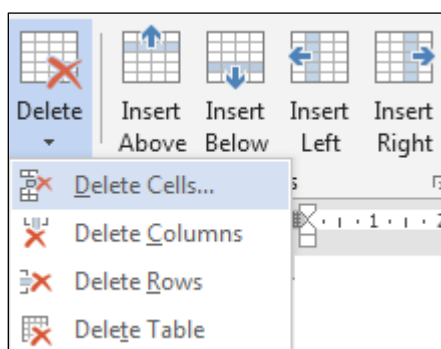
Save **TABLE1.DOCX**.

13.12 CHANGING COLUMN WIDTH AND ROW HEIGHT

Steps

Change the width of the columns and height of the rows.

1. Position the cursor to the row to increase height.	Click in the first row of the table.
2. Click **LAYOUT** tab. *The tab is displayed.*	Click **LAYOUT**.
3. Click **Height** spin box's up or down in **Cell Size** group. *The height of the selected row changes accordingly.*	Click ↕[] Height: 2" ▲▼
4. Click **Width** in **Cell Size** group, type the required height and press [**Enter**]. *The width of the selected column changes accordingly.*	Click in the **Width** box, type **4 cm** and press [**Enter**].

Click outside of the table to deselect the cells.

Tip:

You can also change the width of columns and height of rows using the mouse.

To change the column width using the drag method:

1. Place the mouse on the right boundary of the column that you want resize. The mouse pointer will change to a column resize cursor (⁺‖⁺).

2. Click and drag the boundary until the column is the desired width.

To change the row height using the drag method:

1. Place the mouse on the bottom boundary of the row that you want resize. The mouse pointer will change to a row resize cursor (↕).

2. Click and drag the boundary until the row is the desired height.
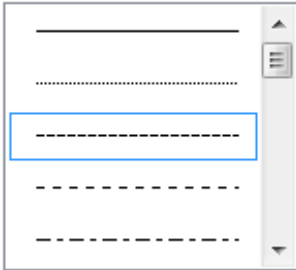
13.13 ADDING A BORDER TO A TABLE

Steps

Add a border to a table.

Scroll as necessary to view the table at the bottom of the page.

1. Select the table cells, rows, or columns to which you want to add a border. *The table cells, rows, or columns are selected.*	Drag to select the entire table.
2. Select the **DESIGN** tab under **Table Tools**. *The DESIGN tab is displayed.*	Click **DESIGN.**
3. Click the **Borders** list in the **Borders** group. *A list of available border styles opens.*	Borders Click ▾
4. Select **Borders and Shading**. *The Borders and Shading dialog box appears.*	Click Borders and Shading...
5. Select a border type under **Setting**. *The border type is shown in the preview area.*	Click All
6. Select the desired border line style. *The border line style is shown in the preview area.*	Click the 3ʳᵈ line style in the **Style** list. Style:

7. Select the desired border line colour. *The border line colour is shown in the preview area.*	Click the **Color** list and click the colour **Blue.**
8. Select the desired border line width. *The border line width is shown in the preview area.*	Click the **Width** list and click **1pt.**
9. Click **OK**. *The border is applied.*	Click **OK.**
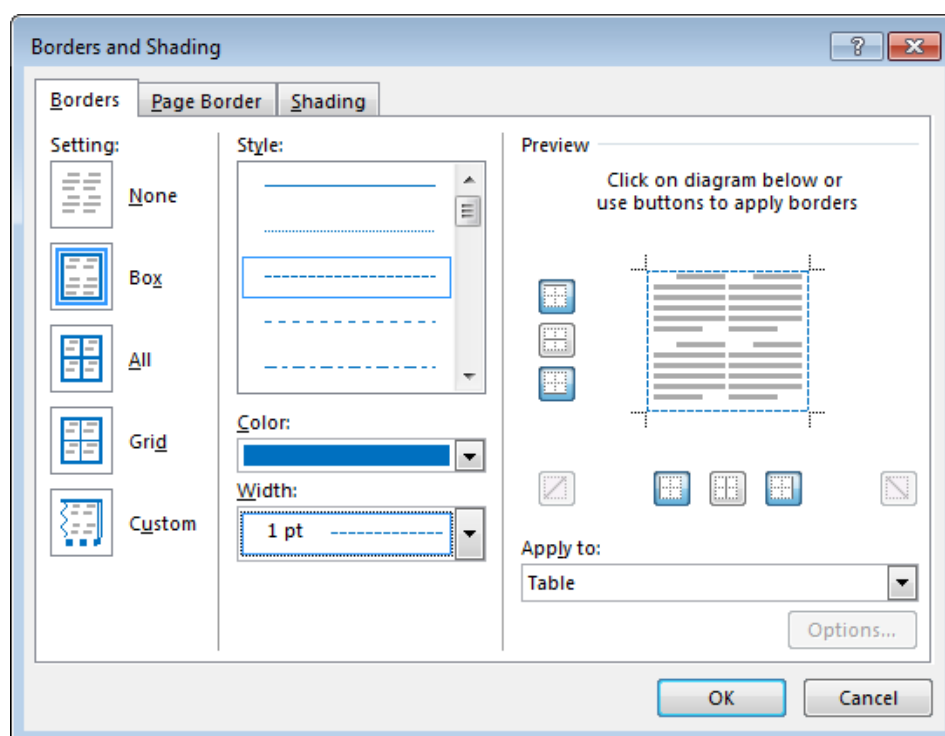
Adding Border using the Borders Dialog Box

13.14 REMOVING A BORDER FROM A TABLE

Steps

Remove a border from a table.

Scroll as necessary to view the table at the bottom of the page.

1. Select the table object from which you want to remove a border. *The table object is selected.*	Click in the selection bar to select the last row of the table.
2. Select the **DESIGN** tab under **TABLE TOOLS**. *The DESIGN tab is displayed.*	Click **DESIGN**, if necessary.
3. Click the **Line Style** button in the **Borders** group. *A list of available line styles opens.*	Click

4. Select the **No Border** option. *The **No Border** option appears in the **Line Style** box.*	Click **No Border.**
5. Click the **Borders** button list in the **Borders** group. *A gallery of available border positions opens.*	Click **Borders**
6. Select the option corresponding to the border you want to remove. *The border is removed from the table.*	Click **Bottom Border.**

Click anywhere in the document to deselect the table. Notice that a border no longer appears along the bottom edge of the table.

Practice the Concept: Select the entire table and use the **No Border** option from **Borders** in the **Table Styles** group to remove all the borders from the table.

Click anywhere in the document to deselect the table.

13.15 ADDING AND REMOVING SHADING

Steps

Add shading to and remove shading from text in a table.

1. Select the text or table object to which you want to add or from which you want to remove shading. *The text or table object is selected.*	Drag to select the first row of the table.
2. Select the **DESIGN** tab under **TABLE TOOLS**. *The **DESIGN** tab is displayed.*	Click **DESIGN**, if necessary.
3. Select the right-hand part of the **Shading** button in the **Table Styles** group. *A gallery of available shading colours and intensities opens.*	Shading Click
4. Select the shading you want to add, or select the **No Color** option to remove shading. *The shading is applied to or removed from the text or table object.*	Click **White, Background 1, Darker 25%** (first column, fourth row).

Deselect the row to view the shading.

Practice the Concept: Select the first row of the table and use the **No Color** option to remove the shading from the cells.

Tip: You can also use the Shading button in the **Paragraph** group on the **HOME** tab.

Save and close **TABLE1.DOCX**.

13.16 REVIEW EXERCISE

Create and work with tables

1. If necessary, create a new, blank document. Display the paragraph marks and the **INSERT** tab.

2. Create the following table, using either the mouse or the keyboard to move from cell to cell:

Product Name	Price
Amizone	$67.99
EarthWeb	$125.99

3. Close the document without saving it.

LESSON 14 -
INSERTING GRAPHICS

In this section, you will learn about**:**

- Inserting an online picture
- Inserting a picture
- Inserting a drawn object
- Inserting a chart
- Copying/moving objects within same document
- Copying/moving objects between open documents

14.1 INSERTING AN ONLINE PICTURE

Steps

From the **Student Folder**, open **LTRGRPH.DOCX.**

1. Position the insertion point where you want the online picture to be inserted. *The insertion point moves to the new location.*	Click after the last paragraph on the first page.
2. Select the **INSERT** tab. *The **INSERT** tab is displayed.*	Click **INSERT.**
3. Select the **Online Pictures** button in the **Illustrations** group. *The **Insert Picture** task pane or the **Add Clips to Organiser** message box opens.*	Click Online Pictures
4. Select the appropriate online search tool (e.g. Bing), and place the insertion point in the Enter your Search item textbox.	Click in the search box.
5. Type the desired keyword. *Thumbnails of pictures meeting the search criteria are displayed in the **Results** box.*	Type **fitness** and press **[Enter].**
6. Scroll as necessary, and select the desired picture to insert it at the insertion point.	Scroll if necessary, and click the selected image.

The picture must be selected before any editing or formatting can be applied to it. Simply click on the picture to select it.

Rotate handle ⟶
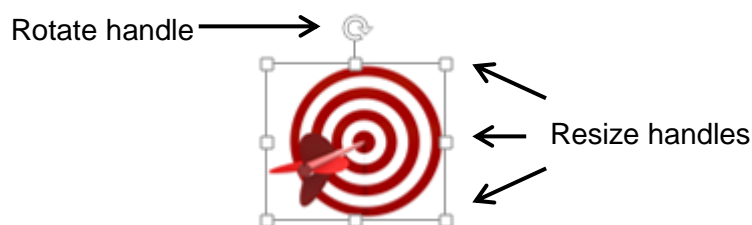
Resize handles

Selected Picture with Resize Handles on the Corners and Sides

If you want to delete the picture, select it and press the [Delete] key.

Tip: Resize the picture by dragging its selection handles or by specifying an exact height and width for the picture from the **FORMAT** tab, **Size** group.
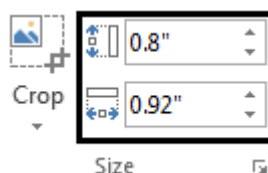
Setting Specific Size for the Picture
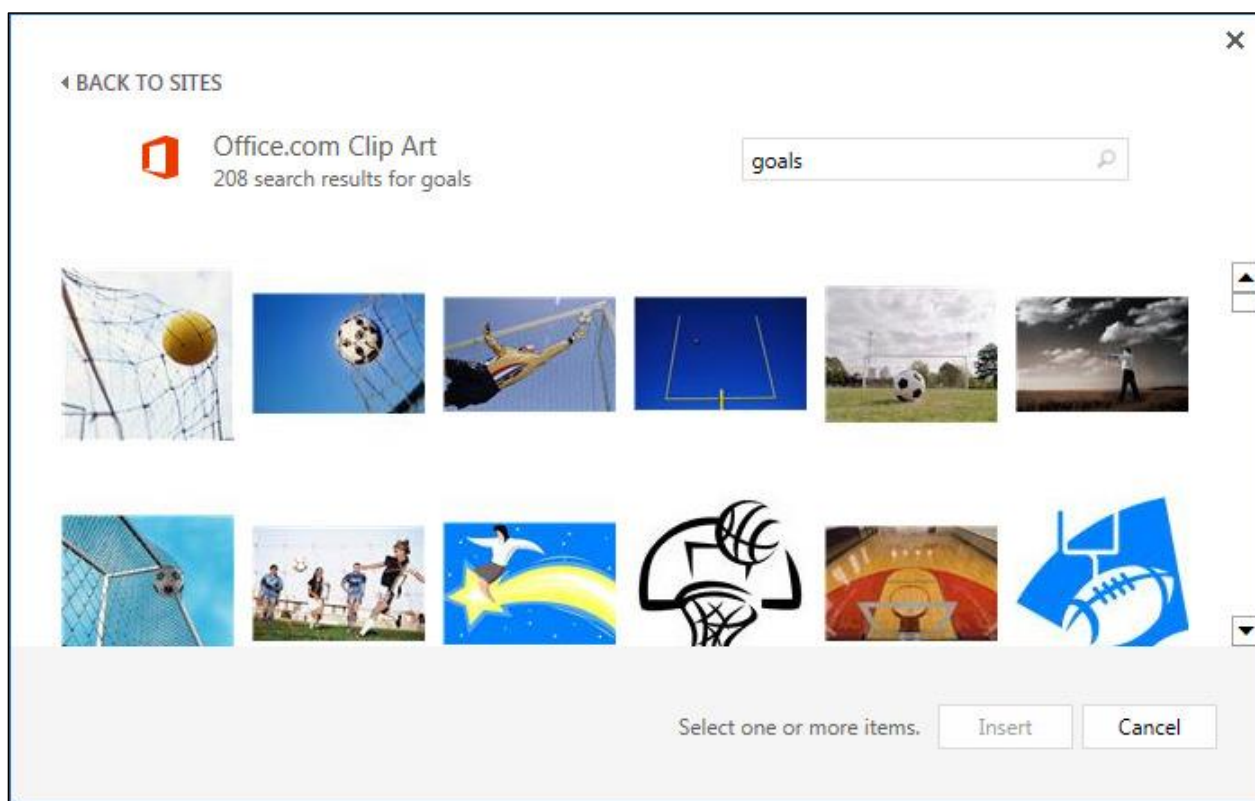
Inserting Picture from Online

14.2 INSERTING A PICTURE

Steps

You may want to insert a picture from your computer or a local drive in a document. Picture file format include .jpg, .gif, .png, .bmp, and .tif. Go to the second page of the document.

1. Position the insertion point in the document where you want the picture to appear. *The insertion point appears in the new location.*	Click at the beginning of the **Body Lean Practice Bike** paragraph on page
2. Select the **INSERT** tab. *The INSERT tab is displayed.*	Click **INSERT.**

3. Click the **Picture** button in the **Illustrations** group. *The **Insert Picture** dialog box opens.*	Click
4. Select the drive containing the picture file you want to insert. *A list of available folders and files is displayed.*	Click the drive containing the **Student Folder**.
5. Select the folder containing the picture file you want to insert. *A list of available files is displayed.*	Click the **Student Folder**.
6. Select the picture file you want to insert. *The file is selected.*	Click **BIKE.**
7. Select the left-hand part of the **Insert** button. *The **Insert Picture** dialog box closes, the picture appears in the document, and the **PICTURE TOOLS FORMAT** tab is displayed.*	Click **Insert.**

14.3 INSERTING A DRAWN OBJECT
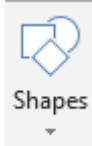
Concepts

Drawn object includes lines, rectangles, block arrows, and other shapes.

Steps

From the **Student Folder**, open **LTRGRPH.DOCX.**

1. Position the insertion point in document where you want the object to be drawn. *The insertion point appears in the selected location.*	Click at the end of the document.
2. Select the **INSERT** tab. *The **INSERT** tab is displayed.*	Click **INSERT.**
3. Click the **Shapes** button in the **Illustrations** group. *The list of shapes opens.*	Click

| 4. Select a shape. *The shape is selected and the mouse pointer changes into a crosshair.*	Under **Rectangles**, click **Rectangle**.
5. Click where you want the shape to appear in the document and then drag until the shape is the size you want. *The shape appears in the document.*	Click on the blank area of the page and drag to draw the shape.
6. Select the drawn object and type the text. *Each shape is a text box. The text appears in the shape.*	Click on the rectangle and type **SALE.**
7. Resize the shape by clicking and dragging the resizing handles. *The shape is resized.*	Click and drag the resizing handles to achieve the correct size for the drawn object.

The shape must be selected before any editing or formatting can be applied to it. Simply click on the shape border to select it.

Rotate handle →

← Resize handles

Selected Shape with Resize Handles on the Corners and Sides
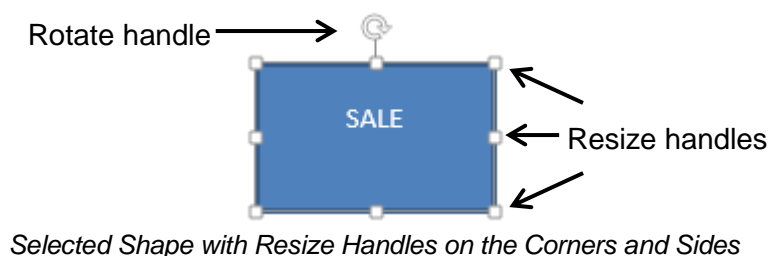
If you want to delete the shape, and press the [**Delete**] key.

Tip: Draw a perfect square or circle (or constrain the dimensions of other shapes), by pressing and holding the [**Shift**] while you drag.

14.4 INSERTING A CHART

💡 Concepts

A chart is often much better at presenting information than numbers in a table. Word uses a worksheet as a placeholder for entering chart data, much like Excel, which is Microsoft's spreadsheet application.
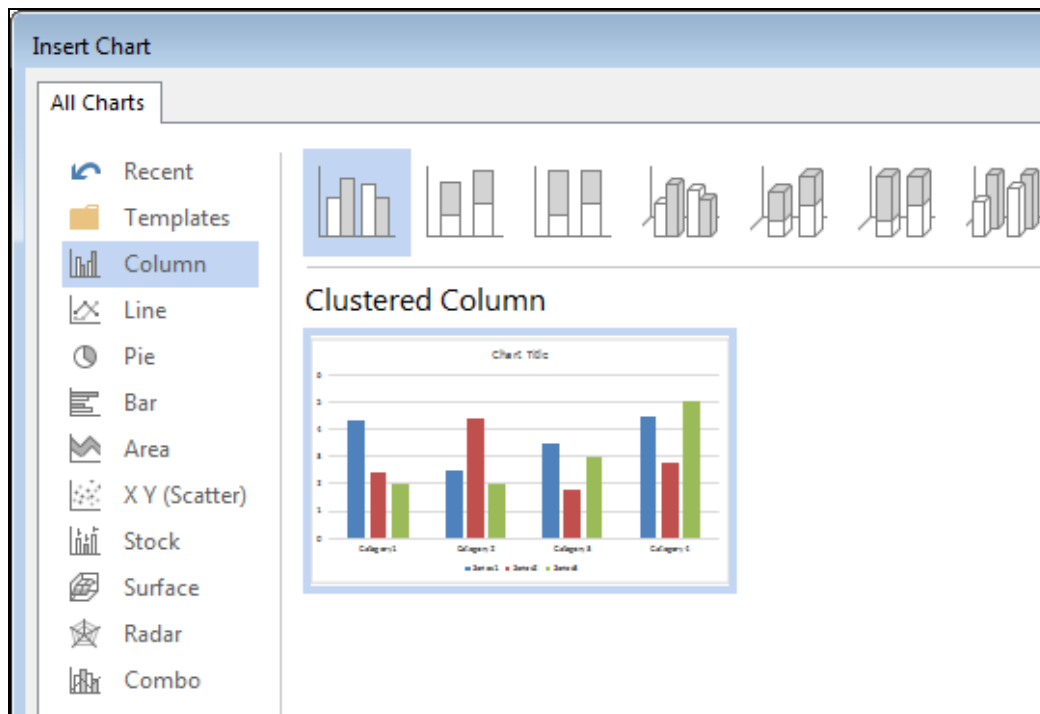
Selecting a Chart and Sub Type

👣 Steps

Create a new, blank document.

1. Position the insertion point in document where you want the chart to be inserted. *The insertion point moves to the position.*	Click at the top of the page.
2. Select the *INSERT* tab and click **Chart** in the **Illustrations** group. *The* **Insert Chart** *dialog box appears.*	Click **INSERT** and click 📊 Chart
3. Select a chart and sub-type. *The chart type is selected.*	Click **Column** and click **Clustered Column.**

4. Click **OK**. *The chart is inserted in the document with a worksheet window.* *The data that appears in the worksheet is the placeholder source data that you will replace with your own information. The source data is used to create the chart.*	Click **OK.**
5. Enter the chart data in the worksheet and close the worksheet window. *The chart is updated with the entered data.*	Enter the data shown below and close the **Chart in Microsoft Word** window.
6. Add a chart title. *The chart title appears.*	Click in the **Chart Title** box and type **First Quarter Sales.**
7. Select the chart and resize as required. *The chart is resized.*	Click on the chart to select it and click and drag the resizing handle to resize the chart.

	A	B	C	D
1		Jan	Feb	Mar
2	North	4.3	2.4	2
3	South	2.5	4.4	2
4	East	3.5	1.8	3
5	West	4.5	2.8	5

Data for the Chart
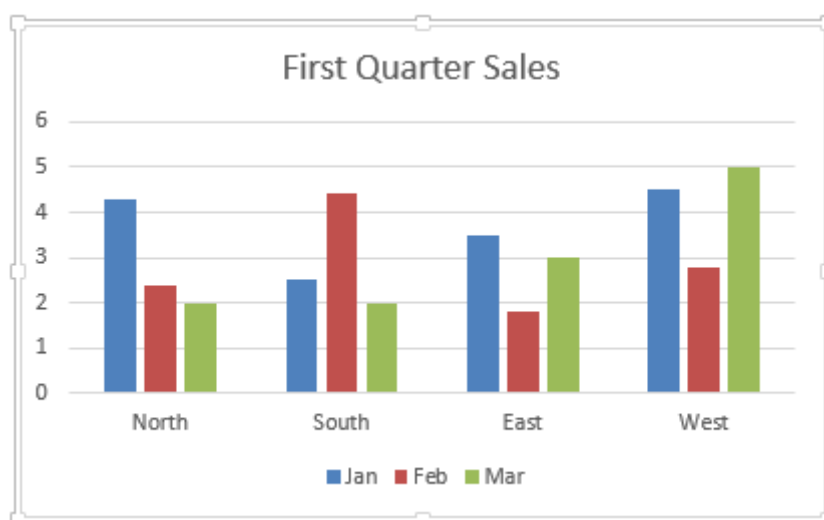
A Selected Chart with Resizing Handles

If you want to remove the chart, simply click on the chart to select it and press [**Delete**].

Save the document as **WORDCHART.DOCX** and close the document.

14.5 COPYING/MOVING OBJECTS WITHIN SAME DOCUMENT

Steps

To copy an object within the same document.

From the **Student Folder**, open **LTRGRPH.DOCX.**

1. Select the object that you want to create a copy of. *The object is selected.*	Click on the rectangle shape at the end of the document.
2. Select the **HOME** tab and click **Copy** in the **Clipboard** group. *The object is copied.*	Click **Copy.**
3. Position the insertion point in the document where you want the copy of the object to appear. *The insertion point appears in the new location.*	Press [**Ctrl+Home**] to go to the beginning of the document.
4. Select the **HOME** tab and click **Paste** in the **Clipboard** group. *The copy of the object is pasted in the new location.*	Click **Paste.**

Alternative methods:

- Right-click on the object and select **Copy**, and right-click where you want to paste the object and select **Paste**.
- Select the object, press [**Ctrl**], click and drag the object to the new location.

To move object within the same document.

1. Select the object that you want to move. *The object is selected.*	Click on the picture on page 2.
2. Select the **HOME** tab and click **Cut** in the **Clipboard** group. *The object is cut.*	Click **Cut.**
3. Position the insertion point in the document where you want the object to appear. *The insertion point appears in the new location.*	Press [**Ctrl+End**] to go to the end of the document.
4. Select the **HOME** tab and click **Paste** in the **Clipboard** group. *The object is pasted in the new location.*	Click **Paste.**

Alternative methods:

- Right-click on the object and select Cut, and right-click where you want to paste the object and select Paste.
- Select the object, click and drag the object to the new location.

14.6 COPYING/MOVING OBJECTS BETWEEN OPEN DOCUMENTS

Concepts

When copying/moving objects from one document to another, it will be easier if both the source document (the document that contains the object) and destination document (the document to paste the object into) are open. You can then use the **VIEW** tab, **Switch Windows** button in the **Window** group to toggle between the documents.

Steps

Open the documents **LTRGRPH.DOCX** and **PRDLISTSPELL.DOCX**.

1.	Select the object in the source document that you want to copy/move. *The object is selected.*	Click on the picture on page 2.
2.	Select the **HOME** tab and click **Cut/Copy** in the **Clipboard** group. *The object is cut/copied.*	Click **Cut.**
3.	Switch to the destination document. *The destination document appears.*	Click **VIEW**, click **Switch Windows** and click on **PRDLISTSPELL.DOCX.**
4.	Position the insertion point in the destination document where you want the object to appear. *The insertion point appears in the new location.*	Press [**Ctrl+End**] to go to the end of the document.
5.	Select the **HOME** tab and click **Paste** in the **Clipboard** group. *The object is pasted in the new location.*	Click **Paste.**

Save both documents. Close **PRDLISTSPELL.DOCX.**

14.7 REVIEW EXERCISE

Inserting Graphics

1. Open **GRAPHEX.DOCX**.

2. Make sure you are in **Print Layout** view, and display the horizontal ruler, if necessary.

3. Go to the top of the document, if necessary, and insert the **WSGWORLD** graphic file from the **Student Folder**.

4. Close the document without saving.

LESSON 15 - MAIL MERGE

In this section, you will learn about:

- Using mail merge
- Merging to the printer
- Creating mailing labels
- Selecting label options
- Attaching a data source
- Inserting label merge fields
- Merging labels to a new document

15.1 USING MAIL MERGE

💡 Concepts

Mail merge allows you to create multiple letters or labels using information that is stored in a list, database, or spreadsheet. The recipient's name, address, and other information can be personalised. The same data source can be used for both letters and mailing labels.

The basic steps in performing a mail merge are:

1. **Set up the main document**
    Select the type of document (for example, letters, e-mails, envelopes, labels, or directories) you want to create with the mail merge. The main document should contain the components that are the same in all of the merged documents.

2. **Select or create a data source**
    The data source contains the personalised information you want to display in the main document. You can create a new data source or use an existing data source. Examples of types of files that can be linked as data source are a Word table, an Excel file, or an Access database.

3. **Insert fields**
    Specify where you want to insert the information from the data source into the main document.

4. **Preview the merge**
    Preview how your document will appear when the information from the data source has been merged.

5. **Complete the merge**
    Merge the data from the data source into the merge fields in the main document, creating a unique document for each record in the data source.

The **Mail Merge** task pane guides you in creating, opening and modifying the main document and the data source. The task pane provides instructions for each step in the process. While using the task pane, you can go back to any previous step to review or modify the mail merge.

👣 Steps

Start a mail merge.

From the **Student Folder**, open **CANCUN1.DOCX**. You want to create [insert here a description of what you are trying to create, e.g. a merged document containing address, or a personalised letter...]

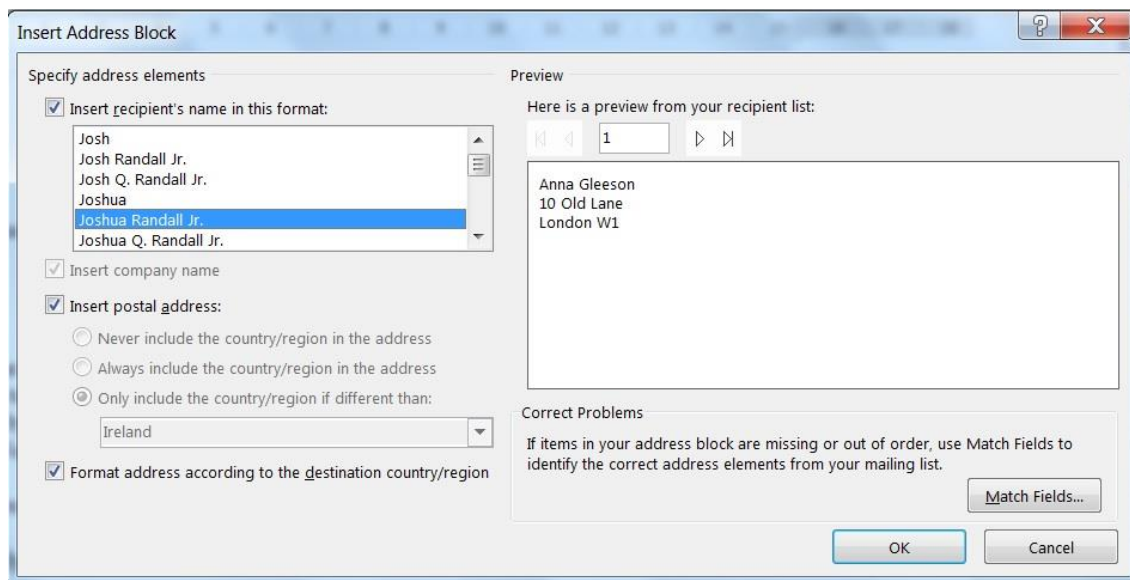|		
1.	Select the **MAILINGS** tab. *The **MAILINGS** tab is displayed.*	Click **MAILINGS.**
2.	Select the **Start Mail Merge** button in the **Start Mail Merge** group. *The **Start Mail Merge** menu opens.*	Click
3.	Select **Step-by-Step Mail Merge Wizard**. *The **Mail Merge** task pane opens.*	Click **Step-by-Step Mail Merge Wizard.**
4.	Under **Select document type**, select the desired document type. *A document type is selected.*	Click ⚪ **Letters**, if necessary.
5.	Under **Step 1 of 6**, select the **Next: Starting document** link. ***Step 2 of 6** is displayed in the **Mail Merge** task pane.*	Click **Next: Starting document.**
6.	Under **Select starting document**, select the desired main document. *The option is selected.*	Click ⚪ **Use the current document**, if necessary.
7.	Under **Step 2 of 6**, select the **Next: Select recipients** link. ***Step 3 of 6** is displayed in the **Mail Merge** task pane.*	Click **Next: Select recipients.**
8.	Under **Select recipients**, select the **Use an existing list** option. *The option is selected.*	Click ⚪ **Use an existing list.**
9.	Select the **Browse** button. *The **Select Data Source** dialog box opens.*	Click **Browse…**
10.	Select the data source file and click **Open**. *The **Mail Merge Recipients** dialog box opens.*	Click **ADDRESS.DOCX** in the **Student Folder** and click **Open.**
11.	Select **All** and select **OK**. *In the **Mail Merge Recipients** dialog box, you can check or uncheck each box to control which recipients are included in the mail merge. By default, all recipients should be selected.*	Click **All** if necessary, and click **OK.**
12.	Under **Step 3 of 6**, select the **Next: Write your letter** link. ***Step 4 of 6** is displayed in the **Mail Merge** task pane.*	Click **Next: Write your letter.**
13.	Position the insertion point in the main document where you want to insert a grouped merge field. *The insertion point moves to the new location.*	Press [**Ctrl+Home**], if necessary.
14.	Under **Write your letter**, select the link for the grouped merge field you want to insert. *The **Insert Address Block** dialog box opens.*	Click

The Insert Address Block Dialog Box

15. Select or deselect the desired options. *The options are selected or deselected accordingly and a preview of the first address in your recipient list is displayed on the right.*	Click **Mr. Josh Randall Jr.** in the **Insert recipient's name in this format** list. If necessary, click **Match Fields…**, and match post_code in your address list with the Post Code field.
16. Select **OK**. *The Insert Address Block dialog box closes. The grouped merge field is inserted into the main document at the insertion point.*	Click **OK**.
17. Under **Step 4 of 6**, select the **Next: Preview your letters** link. *Step 5 of 6 is displayed in the Mail Merge task pane. The first merged record is previewed in the document window.*	Click **Next: Preview your letters.**
18. Under **Preview your letters**, select the **Next Record** button to preview each of the merged records. *The merged records are previewed accordingly.*	Click **>>**
19. Under **Preview your letters**, select the **Previous Record** button to navigate back through the merged records. *The previous merged records are previewed accordingly.*	Click **<<**
20. Under **Step 5 of 6**, select the **Next: Complete the merge** link. *Step 6 of 6 is displayed in the Mail Merge task pane.*	Click **Next: Complete the merge.**

21. Under **Merge**, select the **Edit individual document** link. *The **Merge to New Document** dialog box opens.*	Click **Edit individual document.**
22. Select the records you want to merge to a new document. *The records are selected accordingly.*	Click **All**, if necessary.
23. Select **OK**. *The **Merge to New Document** dialog box closes. The records are displayed in a new, merged document.*	Click **OK.**

15.2 MERGING TO THE PRINTER

💡 Concepts
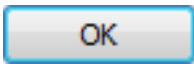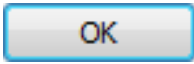
Once you have previewed the merged documents, you can merge them directly to the printer. This option lets you easily print merged documents without creating or saving a new, merged document.
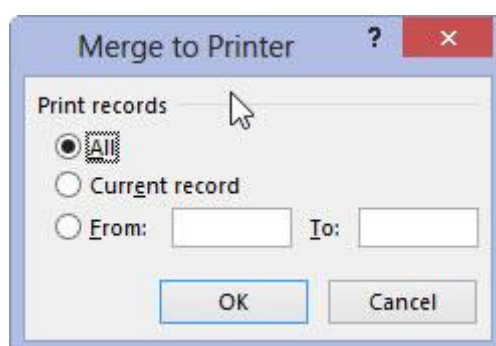
👣 Steps

Select the **MAILINGS** tab. Merge to the printer.

1. Under **Finish**, select the **Finish & Merge**. *The finish & merge options box displays.*	Click [Finish & Merge]
2. Select the desired output for print. *The **Merge to** desired output dialog box opens.*	Select the **Print Documents.**
3. Select the records you want to merge to the printer. *The records are selected accordingly.*	Click ⚪ **All**, if necessary.

| 4. Select **OK**.
*The **Merge to Printer** dialog box closes and the **Print** dialog box opens.* | Click [OK] |
| 5. Select the desired options in the **Print** dialog box, then select **OK**.
*The **Print** dialog box closes, and Word prints the merged letters.* | Click [OK] |

Close the **Mail Merge** task pane. Close all open documents without saving them.

15.3 CREATING MAILING LABELS

⚙ Concepts

Labels can be used to print addresses or name badges. You can select from the range of many standard label sizes.

The first step in creating mailing labels is to create a new, blank document. After the main document has been identified, you can select which type of labels you want to create. You can then place the required merge fields and complete the merge.

«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

«Next Record»«First_Name» «Last_Name»

«Address»

«Next Record»«First_Name» «Last_Name»

«Address»

«Next Record»«First_Name» «Last_Name»

«Address»

«Next Record»«First_Name» «Last_Name»

«Address»

«Next Record»«First_Name» «Last_Name»

«Address»
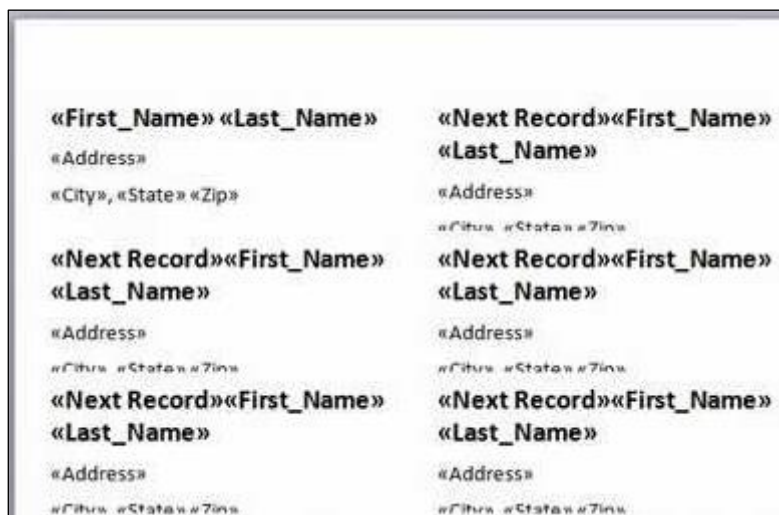
Label Main Document with Inserted Merge Fields

👣 Steps

Create mailing labels.

If necessary, open a new, blank document.

| 1. Select the **MAILINGS** tab on the **Ribbon**.
*The **MAILINGS** tab is displayed.* | Click **MAILINGS.** |

2. Select the **Start Mail Merge** button in the **Start Mail Merge** group. *The **Start Mail Merge** menu opens.*	Click
3. Under **Select document type**, select the **Labels** option. *The **Labels** option is selected.*	Click Labels...

15.4 SELECTING LABEL OPTIONS

Concepts

After you have indicated that you want to create labels, the next step is to set up the main document. To set up the label main document, you must indicate which type of labels you want to create and the printer you plan to use. It is possible that you will have a package of label sheets from one of the label sheet suppliers. Each sheet of labels is a certain size containing a number of labels with specific dimensions.

Steps

Select label options.

1. Under **Change document layout**, select the **Label options** link. *The Label Options dialog box opens.*	Click Label options...
2. Under **Printer information**, select the desired printer type. *The printer type is selected.*	Click ⦿ **Page printers**, if necessary.
3. Select the **Label vendors** list. *A list of available vendors is displayed.*	Click **Label vendors** ▼
4. Select the desired label vendor. *The selected vendor is displayed in the **Label vendors** box.*	Click **Avery A4/A5.**
5. Select the desired product number from the **Product number** list box. *The product number is selected and the **Label information** is displayed accordingly.*	Scroll as necessary and click **6029.**

6. Select **OK**. The **Label Options** dialog box closes and blank labels appear in the main document.	Click
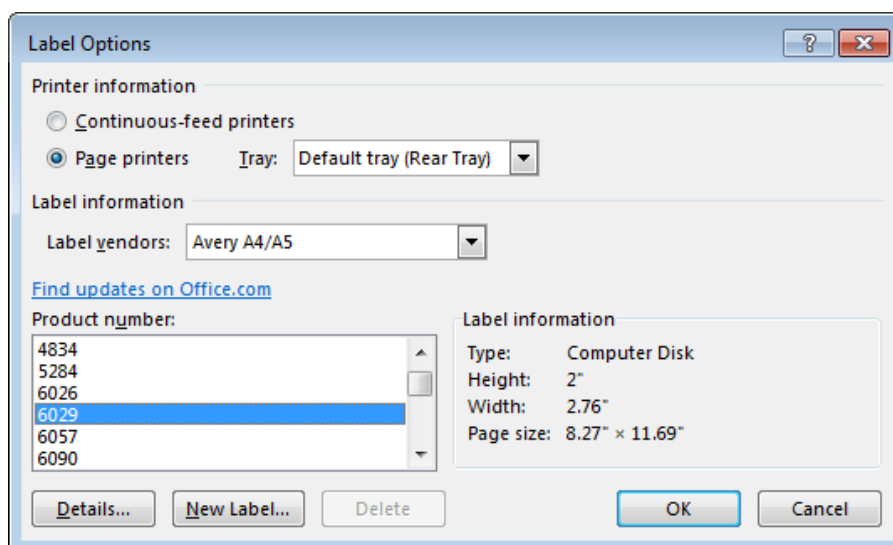
Setting the Label Options

The blank labels meet the size and layout specifications of the selected product, as supplied by the selected vendor.

15.5 ATTACHING A DATA SOURCE

Concepts
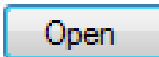
Once you have created the main document for mailing labels, you must create or identify the data source. The data source contains the variable information to be inserted into the labels (such as names and addresses). You can either open an existing data source or create a new one.

Steps

Attach a data source.

1. Click **MAILINGS** tab. The **MAILINGS** tab displays.	Click **MAILINGS.**
2. Under **Select recipients**, select the **Use an existing list** option. The **Use an existing list** option is selected.	Click **Select Recipients.**
3. Under **Use an existing list**, select the **Browse** link. The **Select Data Source** dialog box opens.	Click *Use an existing list.*

4. Select the drive where the data source is stored. *A list of available folders and files is displayed in the right-hand part of the **Select Data Source** dialog box*	Click the **Student Folder**.
5. Select the desired data source file. *The file name is selected.*	Click C**ustdb.docx.**
6. Select the left-hand part of the **Open** button. *The **Select Data Source** dialog box closes.*	Click Open

15.6 INSERTING LABEL MERGE FIELDS

Concepts

Label merge fields are inserted directly into the main document. Set up the first label as desired, making sure to include all the necessary punctuation and spacing. For example, if you insert the **Title** and **LastName** fields on the first line, you should include a space between the two merge fields. After the first label has been set up, then use the **Update all labels** button to copy the merge fields to the rest of the labels.

Steps

Insert label merge fields.

1. To insert individual merge fields, select the **Insert Merge Field** link under **Write & Insert fields** group. *The **Insert Merge Field** dialog box opens.*	Click **Insert Merge Field.**
2. Select the first field you want to insert. *The field is selected.*	Click **ContactName.**
3. Press [**Enter**]. *The insertion point is placed on the next line in the first label.*	Press [**Enter**].
4. To insert individual merge fields, select the **Insert Merge Field** link under **Write & Insert fields** group. *The **Insert Merge Field** dialog box opens.*	Click **Insert Merge Field.**
5. Select the field you want to insert. *The field is selected.*	Click **Address_Line_1.**
6. Press [**Enter**]. *The insertion point is placed on the next line.*	Press [**Enter**].

7. To insert individual merge fields, select the **Insert Merge Field** link under **Write & Insert fields** group. *The Insert Merge Field dialog box opens.*	Click **Insert Merge Field.**
8. Select the field you want to insert. *The field is selected.*	Click **Country.**
9. Under **Replicate labels**, select the **Update Labels** button. *All labels are updated with the same merge fields as the first label.*	Click Update Labels

Notice that Word has automatically included the **Next Record** field at the start of all labels except the first. When merging the labels, this prompts Word to look at the next record in the data source each time it reaches a new label.

15.7 MERGING LABELS TO A NEW DOCUMENT

Concepts

When you have set up the main document and selected the data source for your labels, you are ready to carry out the merge. You should preview your labels before printing so that you can make any necessary changes. If you find typographic errors, you can correct them in the merged document, but you must also correct them in the data source if you intend to use it again.

When you complete the merge, you can merge the labels directly to a printer, or you can merge them to a new document. By selecting the **Edit individual labels** link, you can make changes to individual labels when they are merged to a new document. Changes made to individual labels in the new, merged document will not be saved in the main document or in the data source.

Once the changes have been made, you can save the merged document as a separate document, or you can send the merged document to the printer and then close it without saving.

Steps

Merge labels to a new document.

1. Under **Finish**, select the **Finish & Merge**. *The **Merge to a New Document** dialog box opens.*	Click Finish & Merge
2. Select the desired output for print. *The **Merge to** desired output dialog box opens.*	Select the **Edit individual document.**

3. Select the records you want to merge to a new document. *The records are selected.*	Click ◯ **All**, if necessary
4. Select **OK**. *The **Merge to New Document** dialog box closes, and the selected records are merged to a new document.*	Click [OK]

Scroll to view the labels. You can print the merged document by selecting **FILE** tab, click **Print**. Click the **Print** button.

Then, close the merged labels document without saving it.

15.8 REVIEW EXERCISE

Mail Merge

1. Open **INTRVW1**.**DOCX.**

2. Begin the letter mail merge by opening the **Mail Merge** task pane.

3. Use an existing list named **Address.**

4. **In**sert the address block after the date.

5. Complete and finish the merge as an individual letter.

LESSON 16 -
USING DOCUMENT FORMATTING

In this section, you will learn about:

- Inserting a manual page break
- Removing a manual page break
- Page orientation
- Setting the document margins
- Changing the paper size
- Print preview
- Printing the current page or specific pages
- Printing multiple copies
- Automatic hyphenation

16.1 INSERTING A MANUAL PAGE BREAK

Concepts

Word automatically inserts a **page break** when you complete a page and then continue on to the next page. If you want the page to break in a different place or insert a new page, you can insert a manual page break.

It is good practice to use page break when adding new pages rather than pressing the **Return** key multiple times.
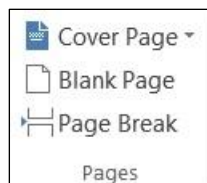
Pages Group

Steps

From the **Student Folder**, open **DOCFORMAT.DOCX**.

Insert a manual page break into a document.

1. Click the document where the page break is to be inserted. *The insertion point appears in the new location.*	Scroll as necessary and click to the left of the text **Terms and Conditions of Sale** heading.
2. Select the **INSERT** tab. *The contents of the **INSERT** tab are displayed.*	Click **INSERT.**
3. Select the **Page Break** button. *The manual page break appears above the current line, and any automatic page breaks are adjusted accordingly.*	Click Page Break

Tip: You can also place the insertion point where you want to insert a new page and press [Ctrl+Enter] to insert a page break.

16.2 REMOVING A MANUAL PAGE BREAK

💡 Concepts

You cannot delete the page breaks that Word inserts automatically. You can only delete any page breaks that you insert manually.

👣 Steps

Remove a manual page break.

Scroll to page 3 of **DOCFORMAT.DOCX**. Click the **Show/Hide** button in **Paragraph** group of the **HOME** tab. Notice that a manual page break is visible above the **Advertising Agreement** title.
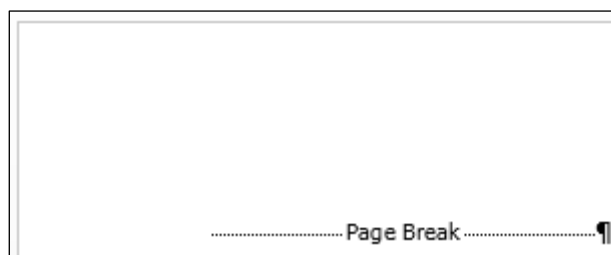
Page Break Mark

1. Select the manual page break you want to delete. *The page break is selected.*	Click the manual page break above the **Advertising Agreement** title.
2. Press [**Delete**]. *The manual page break is removed from the document and automatic page breaks are adjusted accordingly.*	Press [**Delete**].

Tip: If the insertion point is before the page break mark, press [**Delete**] to remove the page break. Otherwise, if the insertion point is after the page break mark, press [**Backspace**] to remove the page break.

16.3 PAGE ORIENTATION

💡 Concepts

Depending on the content in your document, you may want to change the orientation of the page. For example, if your document contains a wide table with many columns, it may be best displayed in landscape format.
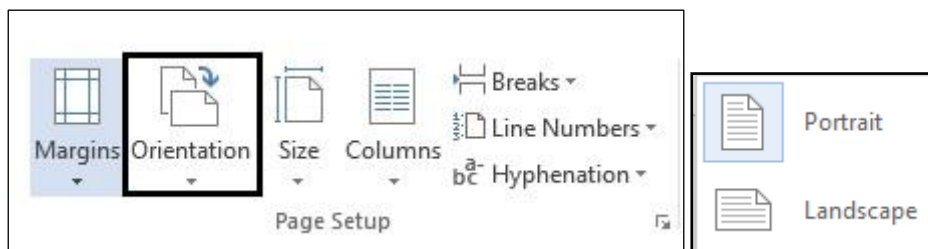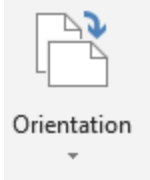
Page Setup Group   *Orientation List Options*

👣 Steps

Change the page orientation of a document. Switch to **Print Layout** view.

1. Select the **PAGE LAYOUT** tab. *The contents of the **PAGE LAYOUT** tab appear.*	Click **PAGE LAYOUT** tab.
2. Select the **Orientation** button in the **Page Setup** group. *The **Orientation** menu opens.*	Click
3. Select the **Portrait** or **Landscape** option. *The desired orientation is selected.*	Click

Move to the top of the document. Switch to print layout to view the new page orientation.

> **Practice the Concept:** Open the **Page Setup** dialog box and return the document to portrait orientation.

16.4 SETTING THE DOCUMENT MARGINS

✪ Concepts
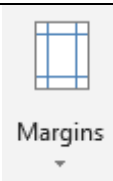
A document's margins are the space between the edge of the document and the document's text. You can adjust the margins of a document in order to change the layout of the document.

Page Setup Group	*Margins List Options*
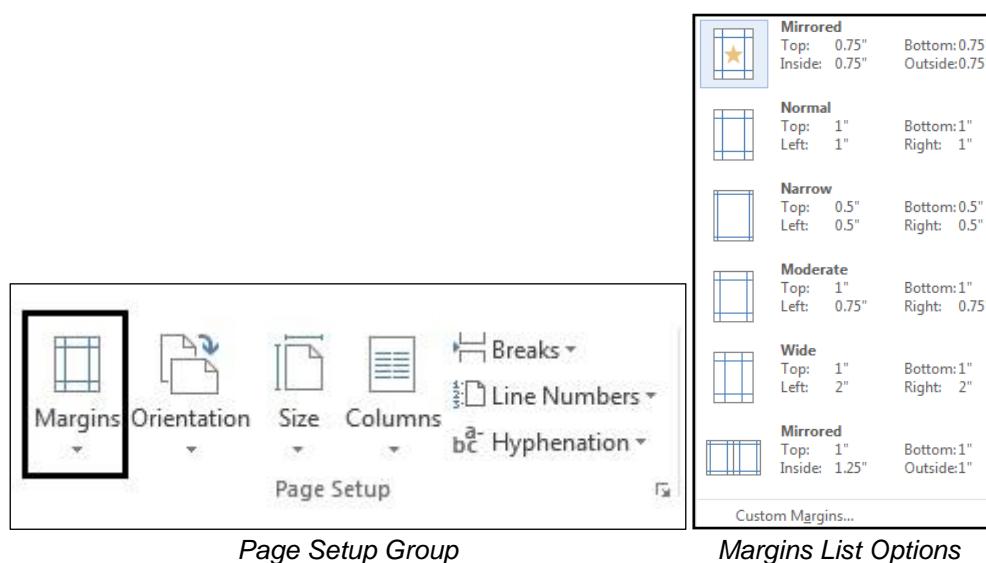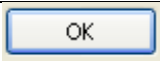
👣 Steps

Change the document margins.

If necessary, switch to **Print Layout** view.

1.	Select the **PAGE LAYOUT** tab. *The contents of the **PAGE LAYOUT** tab appear.*	Click **PAGE LAYOUT.**
2.	Select the **Margins** button in the **Page Setup** group. *The **Margins** menu appears.*	Click
3.	Select the **Custom Margins...** option. *The **Page Setup** dialog box opens.*	Click the **Margins** tab, if necessary.
4.	In the **Top** spin box, enter the desired top margin. *The number appears in the **Top** spin box.*	Click **Top** ⬍ to **2.5 cm.**

5. In the **Bottom** spin box, enter the desired bottom margin. *The number appears in the **Bottom** spin box.*	Click **Bottom** [spin box] to **4 cm.**
6. In the **Left** spin box, enter the desired left margin. *The number appears in the **Left** spin box.*	Click **Left** [spin box] to **5 cm.**
7. In the **Right** spin box, enter the desired right margin. *The number appears in the **Right** spin box.*	Click **Right** [spin box] to **2 cm.**
8. Select **OK**. *The **Page Setup** dialog box closes, and the document margins change accordingly.*	Click [OK]

16.5 CHANGING THE PAPER SIZE

💡 Concepts

You can adjust the paper size of the document to match how you want to print the document. For example, you may want to print a small poster on a larger than standard page.
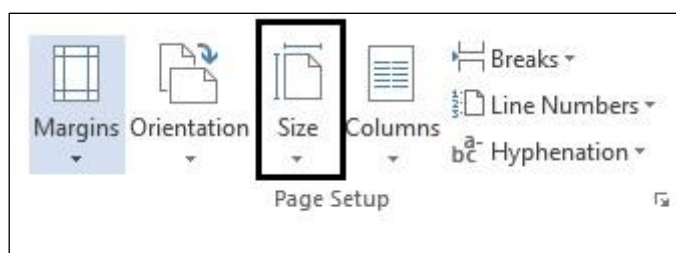
Page Setup Group
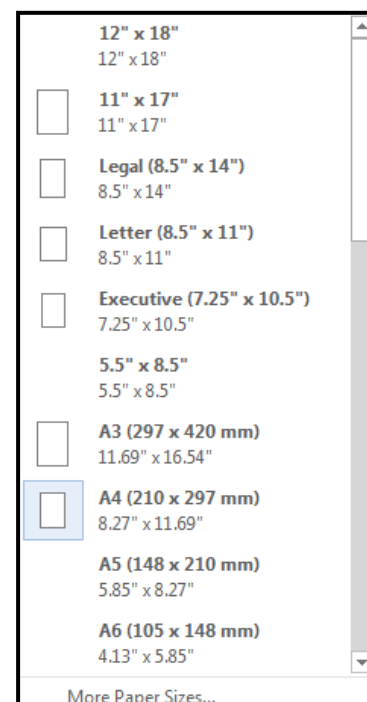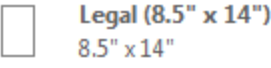
Size List Options

👣 **Steps**

Change the paper size of a document.

1. Select the **PAGE LAYOUT** tab. *The contents of the PAGE LAYOUT tab appear.*	Click PAGE LAYOUT
2. Select the **Size** button from the **Page Setup** group. *The menu showing different paper sizes displays.*	Size Click
3. Select the desired paper size. *The selected paper size is selected.*	Legal (8.5" x 14") 8.5" x 14" Click

Proceed to the next section without closing the document.

16.6 PRINT PREVIEW

💡 **Concepts**

Before printing, you can preview a document to see how the content appears on each page. The **Print Preview** feature displays the pages as they will appear when printed. If you use the **Print Preview** feature, you can avoid wasting time and paper by printing unfinished versions of a document.
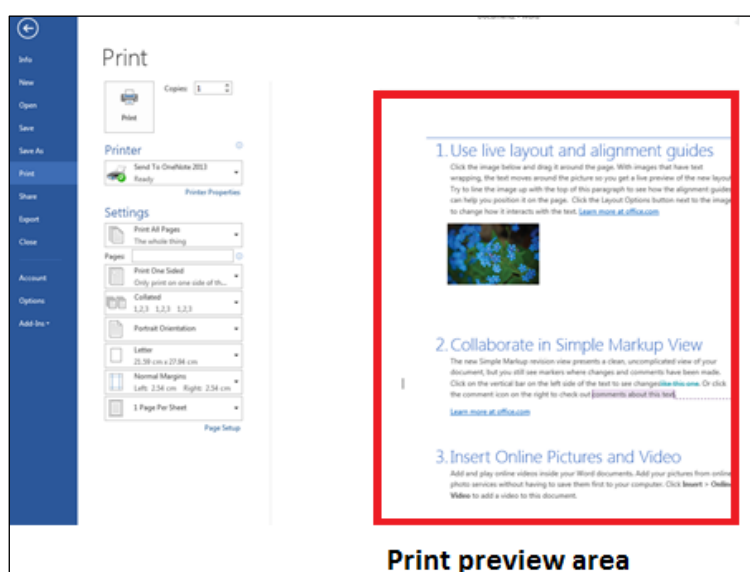
Print preview area

👣 Steps

Print preview a document.

1. Select the **FILE** tab. *The **FILE** tab is displayed.*	Click **FILE.**
2. Select the **Print** command to display the print options. *The print preview of the page is displayed in the second pane.*	Click **Print.**
3. Select the page navigation below the preview the next page. *The next page is previewed.*	Click the left or right navigation arrow at the bottom ◀ 1 of 2 ▶
4. Select **Zoom to Page** to view an entire page in one screen**.** *The preview shows the entire page.*	Click **Zoom to Page.** 52% — ——┃—— + 🔲

Proceed to the next section without closing the document.

Tip: Selecting **Ctrl+P** will open the **Print Preview** feature.

16.7 PRINTING THE CURRENT PAGE OR SPECIFIC PAGES

💡 Concepts
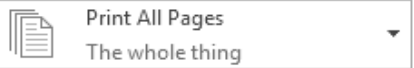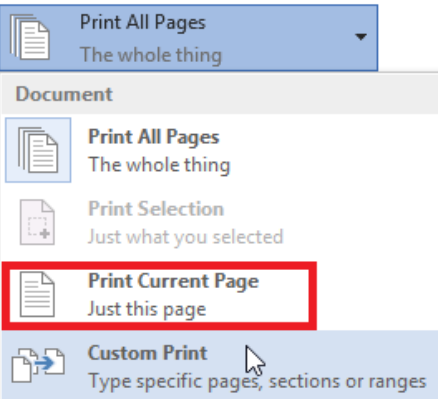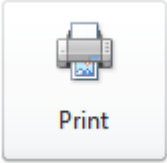
When you select the **Print** button, all pages of the entire document will be printed. However, you can specify to print the current page or specific page range in the document.

👣 Steps

Print the current page.

1. Select the **FILE** tab. *The **FILE** tab is displayed.*	Click **FILE.**
2. Select the **Print** command to display the print options. *The preview of the page is displayed in the second pane.*	Click **Print.**

3. Select the **Print All Pages** button under **Settings**. *The print options appear.*	Click **Print All Pages.** Print All Pages The whole thing
4. Select **Print Current Page** from the menu. *The desired option is selected.*	Click Print Current Page. Print All Pages The whole thing Document **Print All Pages** The whole thing Print Selection Just what you selected **Print Current Page** Just this page **Custom Print** Type specific pages, sections or ranges
5. Select the **Print** button. *The document is printed.*	Click Print

Practice the Concept: **To print specific pages.**

1. Click **FILE** tab, select **Print**.

2. Select the **Print All Pages** button under **Settings**.

3. Select the **Custom Print** button from the menu.

Settings

Custom Print
 Type specific pages, section…

Pages: 2-6, 11
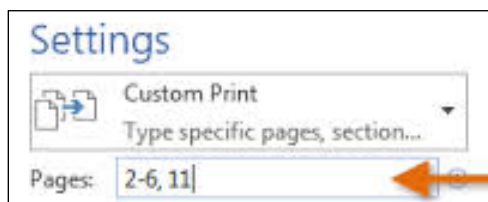
4. Enter the page range in **Pages** textbox. (e.g the screenshot above will print page 2 to page 6 and page 11). Hint: use a comma to separate page ranges.

16.8 PRINTING MULTIPLE COPIES
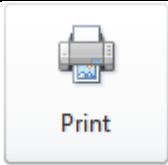
💡 Concepts

When you select the **Print** button, 1 copy of the document will be printed by default. You can specify to print multiple copies for distribution or sharing purposes.

👣 Steps

Print the multiple copies page.

1. Select the **FILE** tab. *The **FILE** tab is displayed.*	Click **FILE.**
2. Select the **Print** command to display the print options. *The preview of the page is displayed in the second pane.*	Click **Print.**
3. Specify the number of copies in the **Copies** box. *The number of copies is set.*	Click the up spin box to print **2.** copies Copies: 2 ▲▼
6. Select the **Print** button. *Multiple copies of the document is printed.*	Click Print

Close **DOCFORMAT.DOCX**.

16.9 REVIEW EXERCISE

Formatting a Document

1. Open **DocFormatEX.docx**.

2. Change the top and bottom margins to 1.5" each.

3. Change the left and right margins to 1" each.

4. Change the paper orientation to landscape.

5. Insert a page break before the **Peton Identification Sample 9.**

6. Delete the page break that you inserted in the previous question. *(Hint: Switch to Draft view.)*

7. Change the paper size to **Legal** and the paper orientation to **Portrait**.

8. Switch to print preview to view the document. Then, close print preview.

9. Close the document without saving it.

ICDL Syllabus

Ref	ICDL Task Item	Location
1.1.1	Open, close a word processing application. Open, close documents.	*1.1 Starting Word 2013* *2.10 Closing a Document*
1.1.2	Create a new document based on default template, other available template like: memo, fax, agenda.	*2.1 Creating a New Blank Document*
1.1.3	Save a document to a location on a drive. Save a document under another name to a location on a drive.	*2.6 Saving a Document*
1.1.4	Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.	*2.8 Save a Document as a Template*
1.1.5	Switch between open documents.	*3.6 Opening Multiple Documents*
1.2.1	Set basic options/preferences in the application: user name, default folder to open, save documents.	*1.5 Setting Word Options*
1.2.2	Use available Help functions.	*1.12 Using Help*
1.2.3	Use magnification/zoom tools.	*3.2 Zooming In/Out*
1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon.	*1.8 Using the Ribbon and Tabs*
2.1.1	Switch between page view modes.	*3.1 Changing the View*
2.1.2	Enter text into a document.	*2.4 Entering Text*
2.1.3	Insert symbols or special characters like: ©, ®, ™.	*2.5 Inserting Symbols*
2.2.1	Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.	*3.4 Formatting (Paragraph Marks)*
2.2.2	Select character, word, line, sentence, paragraph, entire body text.	*2.12 Selecting Text*

Ref	ICDL Task Item	Location
2.2.3	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.	*4.1 Editing Text in a Document*
2.2.4	Use a simple search command for a specific word, phrase.	*11.1 Using Find*
2.2.5	Use a simple replace command for a specific word, phrase.	*11.2 Using Replace*
2.2.6	Copy, move text within a document, between open documents.	*4.4 Copying, Moving/Pasting Text*
2.2.7	Delete text.	*4.2 Deleting Text*
2.2.8	Use the undo, redo command.	*4.5 Using Undo, Redo and Repeat*
3.1.1	Change text formatting: font sizes, font types.	*5.1 Formatting Text*
3.1.2	Apply text formatting: bold, italic, underline.	*5.4 Applying Bold/Italics Formats*
3.1.3	Apply text formatting: subscript, superscript.	*5.7 Applying Subscript/Superscript*
3.1.4	Apply different colours to text.	*5.6 Changing Font Colour*
3.1.5	Apply case changes to text.	*5.9 Changing Case*
3.1.6	Apply automatic hyphenation.	*10.3 Automatic Hyphenation*
3.2.1	Create, merge paragraph(s).	*6.1 Creating and Merging Paragraphs*
3.2.2	Insert, remove soft carriage return (line break).	*3.5 Soft Carriage Returns*
3.2.3	Recognise good practice in aligning text: use align, indent, tab tools rather than inserting spaces.	*13.1 Using Tab Stops*
3.2.4	Align text left, centre, right, justified.	*6.2 Aligning Paragraphs*

Ref	ICDL Task Item	Location	Ref	ICDL Task Item	Location
3.2.5	Indent paragraphs: left, right, first line.	*7.1 Changing the Left Indent*	4.2.3	Add shading/background colour to cells.	*13.15 Adding and Removing Shading*
3.2.6	Set, remove and use tabs: left, centre, right, decimal.	*13.2 Setting Tab Stops*	4.3.1	Insert an object (picture, image, chart, drawn object) to a specified location in a document.	*14.1 Inserting Online Picture*
3.2.7	Recognise good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key.	*6.4 Paragraph Spacing*	4.3.2	Select an object.	*14.1 Inserting Online Picture*
3.2.8	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.	*6.4 Paragraph Spacing*	4.3.3	Copy, move an object within a document, between open documents.	*14.5 Copying/Moving Objects within Same Document*
3.2.9	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.	*9.1 Typing a Numbered or Bulleted Lists*	4.3.4	Resize, delete an object.	*14.1 Inserting Online Picture*
3.2.10	Add a box border and shading/background colour to a paragraph.	*6.6 Applying Border/Shading to Paragraph/Text*	5.1.1	Open, prepare a document, as a main document for a mail merge.	*15.1 Using Mail Merge*
3.3.1	Apply an existing character style to selected text.	*8.1 Applying a Character Style*	5.1.2	Select a mailing list, other data file, for use in a mail merge.	*15.1 Using Mail Merge*
3.3.2	Apply an existing paragraph style to one or more paragraphs.	*8.2 Applying a Paragraph Style*	5.1.3	Insert data fields in a mail merge main document (letter, address labels).	*15.1 Using Mail Merge*
3.3.3	Use copy format tool.	*5.8 Using Format Painter* *6.7 Copying Paragraph Formats*	5.2.1	Merge a mailing list with a letter, label document as a new file or printed output.	*15.2 Merging to the Printer*
			5.2.2	Print mail merge outputs: letters, labels.	*15.3 Creating Mailing Labels*
4.1.1	Create a table ready for data insertion.	*13.5 Inserting a Table*	6.1.1	Change document orientation: portrait, landscape. Change paper size.	*16.3 Page Orientation*
4.1.2	Insert, edit data in a table.	*13.9 Adding Text to a Table*	6.1.2	Change margins of entire document, top, bottom, left, right.	*16.4 Setting the Document Margins*
4.1.3	Select rows, columns, cells, entire table.	*13.6 Navigating a Table*	6.1.3	Recognise good practice in adding new pages: insert a page break rather than using the Return key.	*16.1 Inserting a Manual Page Break*
4.1.4	Insert, delete, rows and columns.	*13.8 Inserting Rows and Columns into a Table*	6.1.4	Insert, delete a page break in a document.	*16.1 Inserting a Manual Page Break*
4.2.1	Modify column width, row height.	*13.12 Changing Column Width and Row Height*	6.1.5	Add, edit text in headers, footers.	*12.1 Creating Headers/Footers using the Galleries*
4.2.2	Modify cell border line style, width, colour.	*13.13 Adding a Border to a Table*			

Ref	ICDL Task Item	Location
6.1.6	Add fields in headers, footers: date, page number information, file name.	*12.3 Inserting the Current Date*
6.1.7	Apply automatic page numbering to a document.	*12.2 Inserting Page Numbers using the Gallery*
6.2.1	Spell check a document and make changes like: correcting spelling errors, deleting repeated words.	*10.1 Checking Spelling/Grammar as You Type*
6.2.2	Add words to a built-in custom dictionary using a spell checker.	*10.6 Adding Words to the Custom Dictionary*
6.2.3	Preview a document.	*16.6 Print Preview*
6.2.4	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.	*16.7 Printing the Current Page or Specific Pages*

Congratulations! You have reached the end of the ICDL Word Processing book.

You have learned about the key skills relating to word processors, including:

- Working with documents and saving them in different file formats.
- Choosing built-in options, such as the Help function, to enhance productivity.
- Creating and editing small-sized word processing documents that will be ready to share and distribute.
- Applying different formats to documents to enhance them before distribution; recognising good practice in choosing the appropriate formatting options.
- Inserting tables, images, and drawn objects into documents.
- Preparing documents for mail merge operations.
- Adjusting document page settings.
- Checking and correcting spelling before finally printing documents.

Having reached this stage of your learning, you should now be ready to undertake ICDL certified testing. For further information on taking this test, please contact your ICDL test centre.

Advanced Information Technology Institute - Ghana-India Kofi Annan Centre of Excellence in ICT
AITI-KACE, PMB State House
Second Avenue, Accra
Ghana
icdlafrica.org