

IGCSE ICT – SECTION 10

DOCUMENT PRODUCTION

MICROSOFT WORD

STEP BY STEP GUIDE



Mark Nicholls

ICT lounge

Document Production

Contents

Learning Outcomes.....	Page 3
Generic File Types.....	Page 4
Entering Data from Existing Files.....	Page 4 - 8
Keying in Text.....	Page 9
Editing Text.....	Page 10 - 13
Activity 1.....	Page 14
Importing Images.....	Page 15 - 16
Resizing Images.....	Page 17 - 18
Wrapping Text around Images.....	Page 18 - 19
Aligning Images.....	Page 19 - 21
Rotating Images.....	Page 22
Cropping Images.....	Page 23
Activity 2.....	Page 24
Formatting Pages.....	Page 25 - 26
Using Headers and Footers.....	Page 27 - 30
Activity 3.....	Page 31
Widows and Orphans.....	Page 32 – 33
Page, Section and Column Breaks.....	Page 34 – 37
Using Columns.....	Page 36 – 37
Activities 4 and 5.....	Page 38
Font Styles and Sizes.....	Page 39 – 41
Activity 6.....	Page 42
Emphasising Text.....	Page 42 – 44
Activity 7.....	Page 45
Using Lists.....	Page 45 - 48
Activity 8.....	Page 48 – 49
Using Tables.....	Pages 49 – 60
Activity 9.....	Page 51

Activity 10.....	Page 54
Activity 11.....	Page 60
Text Alignment.....	Pages 61 – 62
Activity 12.....	Page 61
Line Spacing.....	Pages 62 – 64
Activity 13.....	Page 63
Formatting Paragraphs (And Hanging Paragraphs).....	Pages 64 – 67
Activity 14.....	Page 66
Correcting Errors.....	Pages 67 - 68

In this section you will learn how to:

- ⊕ Enter data from an existing file
- ⊕ Key in and edit text
- ⊕ Import images from a variety of sources
- ⊕ Place and manipulate images
- ⊕ Set page margins
- ⊕ Use headers and footers
- ⊕ Set page, section and column breaks
- ⊕ Use columns
- ⊕ Set font styles and sizes
- ⊕ Emphasise text
- ⊕ Use lists
- ⊕ Use tables
- ⊕ Align text
- ⊕ Set line spacing
- ⊕ Correct errors

For this section you will need these source files from your teacher:

⊕ ACTIVITY3.RTF	⊕ TEXT3.RTF	⊕ COLE.JPG
⊕ SNOWBALL.JPG	⊕ TEXT4.RTF	⊕ EPL.JPG
⊕ TABLE1.CSV	⊕ TEXT5.RTF	⊕ FERDINAND.JPG
⊕ TABLE2.CSV	⊕ TEXT6.RTF	⊕ FOWLER.JPG
⊕ TEXT1.RTF	⊕ TEXT7.RTF	⊕ HENRY.JPG
⊕ TEXT2.RTF	⊕ TREE.JPG	⊕ OWEN.JPG
	⊕ WEATHER UPDATE.RTF	⊕ SHEARER.JPG

10.1- Generic File Types

The practical examination will ask you to open and edit files that are supplied to you by the examiners.

These files will be saved in a **File Format** that can be opened using suitable software (**.txt** can be opened in **Word Processors** for example).

You need to be able to choose the correct software in order to open and edit the files mentioned above.

Common files include:

- **Comma Separated Values:**

These files have a **.csv** file extension. Csv files take data in the form of tables (from spreadsheets and databases) and save it in a text format. The information contained in the csv file is separated by commas.

- **Text:**

These files have a **.txt** file extension. A text file is not formatted (colour, size, font style) in any way and can be opened in any **Word Processor**.

- **Rich Text Format:**

These files have a **.rtf** file extension. This text file saves some of the formatting within the text.

10.2 – Entering Data from Existing Files

Task A

Open the file **TEXT1.RTF** from the **Section 10 Files folder** and insert the file **TABLE1.CSV** as a table within the document.

Change the document heading to '**Winter weather forces school to close**'.

Save the document as '**Document Production – Task A**' – making sure it is saved into your Document Production folder.

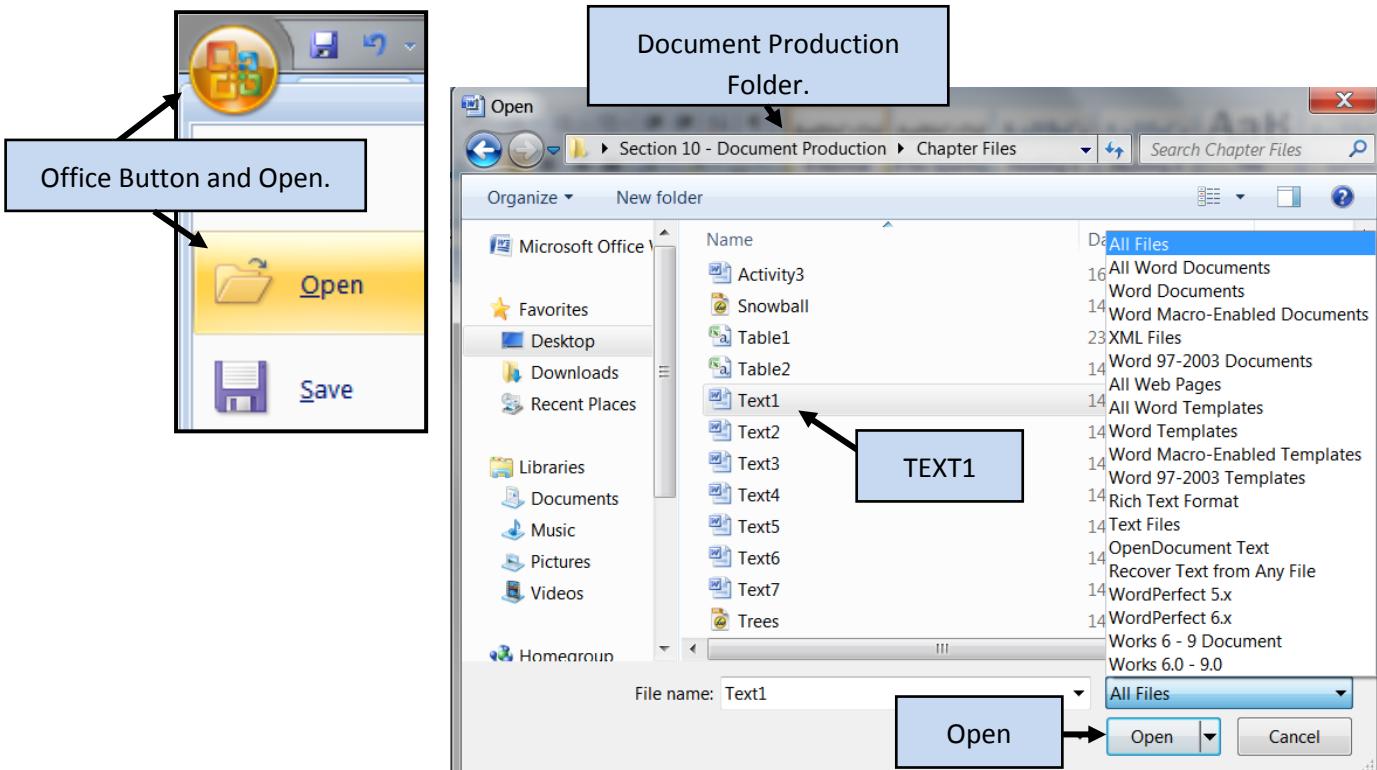
How to do it:

Open Word.

To open the **TEXT1** file, select the **Office Button** in the top left of the screen then click on **Open**.

Browse to your **Document Production Folder**, select the **TEXT1** file and click **Open**.

NOTE: If you are unsure of the file type you need you can select **All Files**. This shows you a list of all the available files.



Snow hits South East England

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to watch the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick and London City were all closed. Stansted airport had been closed but has just had one runway re-opened.
<Place table here>

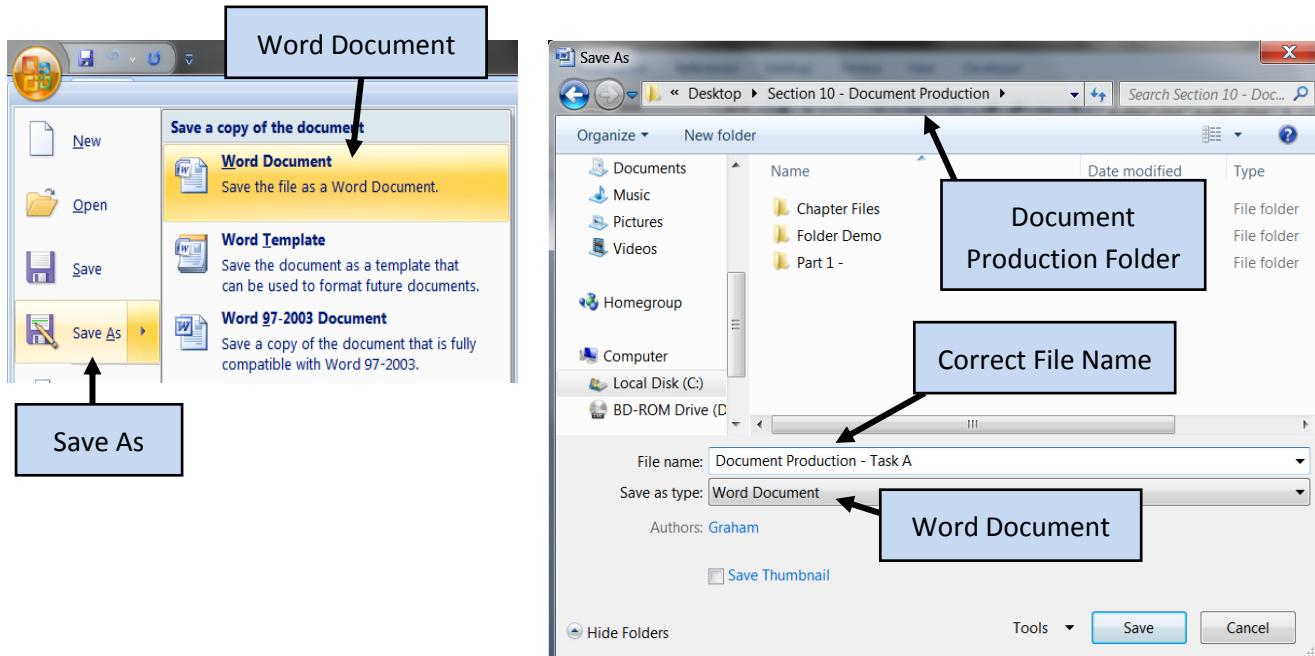
This table shows the number of schools reported closed. It is interesting to note that although the snow was no heavier in the South East of England, one of the eastern Counties reported more than 250 of its schools are closed.

This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed.

TEXT1 document will open and looks like this

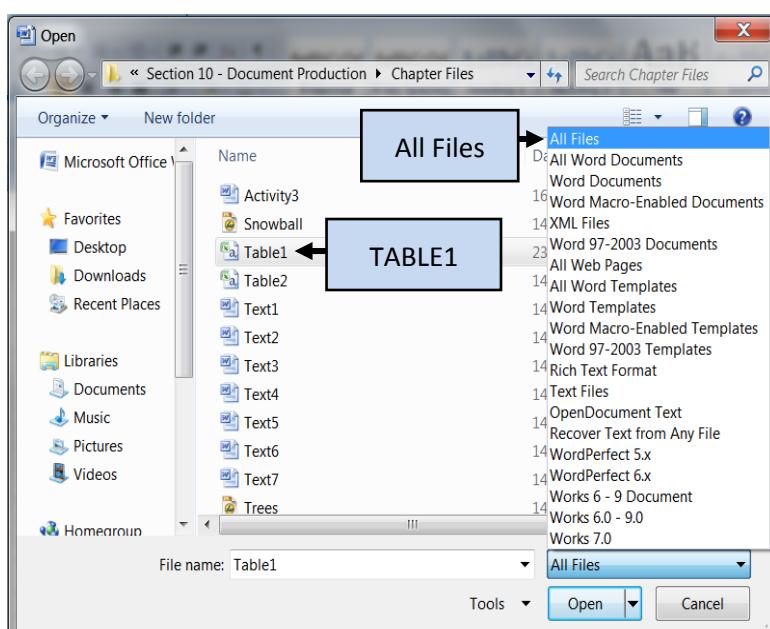
Use the **Office Button** and **Save As...** to save the document with the filename **“Document Production – Task A”**.

Be sure to save the document as a **Word Document** rather than a RTF file. Save in your Document Production Folder.

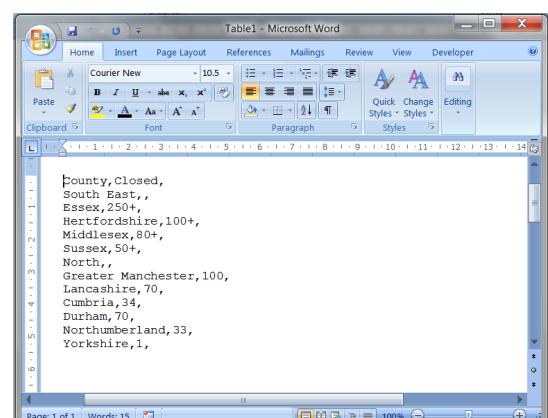


Open the file **TABLE1.CSV** as a **Word Document** (Open from within Word).

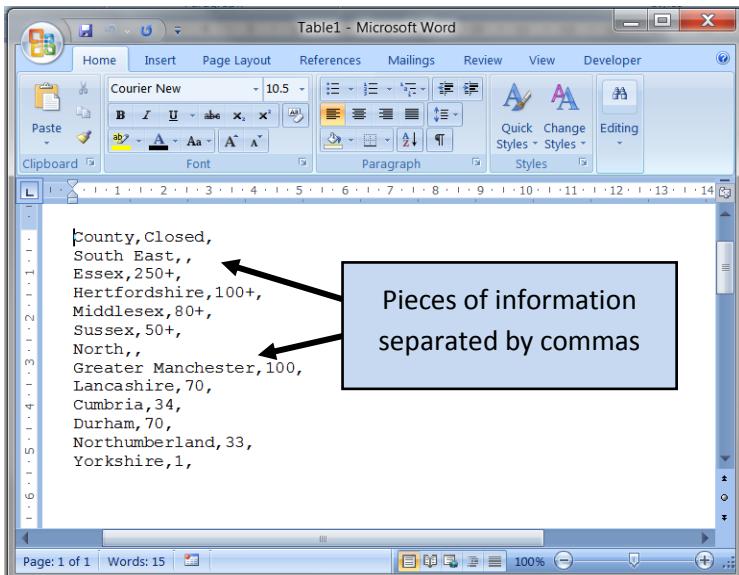
NOTE: Because the **TABLE1** file is not actually a Word document you will need to select 'All Files' in order to see it.



The file **TABLE1.CSV** looks like this when it has been opened in Word.



Remember that **.csv** stands for “**Comma Separated Values**”. This means that each piece of information in the table is separated by a comma.

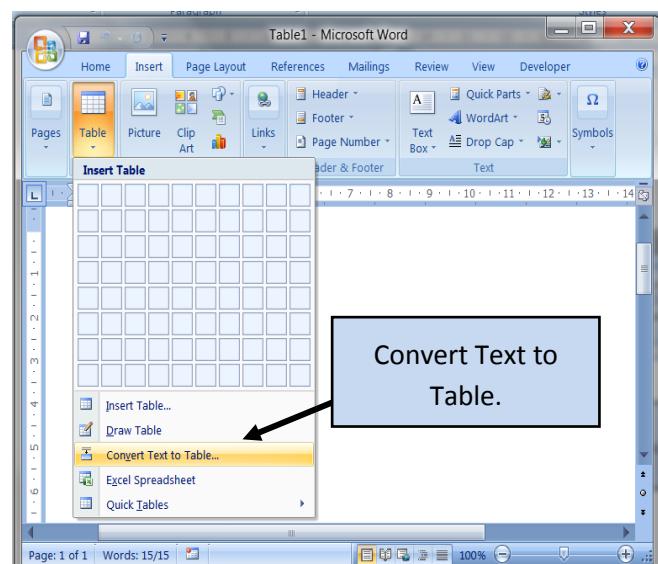
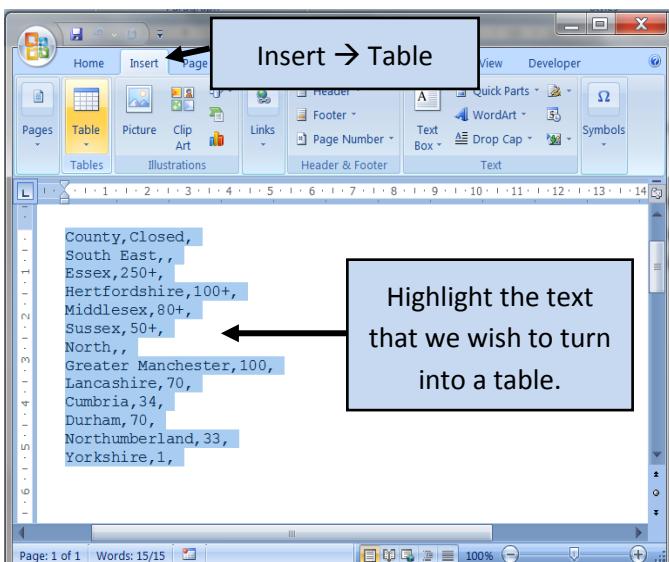


We need to edit the information so that the comma separated values are turned into a table.

Highlight all of the text then select the **Insert Tab**.

Select the **Table icon** then **Convert Text to Table**.

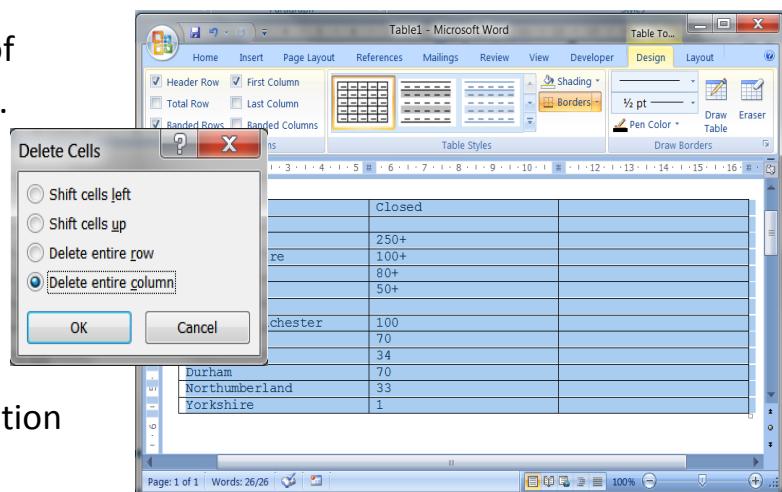
Click **OK** to create the table.



If Word gives the incorrect number of rows/columns you can remove them.
(This example has one extra column)

To remove the extra column just **right click** in the extra column and select **Delete Cells**.

Choose the **Delete Entire Column** option and then press **OK**.



Copy the table and paste it in place of the text <Place table here> in the document that you saved as “**Document Production – Task A**”.

Snow hits South East England

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to watch the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick and London City were closed but has just had one runway re-opened.

<Place table here>

This table shows the number testing to note that although the snow was no heavier in the South East of England, one of the eastern Counties reported more than 250 of its schools are closed.

This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed.

Paste table here.

Table pasted in place.

County	Closed
South East	
Kent	250+
Hertfordshire	100+
Middlesex	80+
Sussex	50+
Beds	
Greater Manchester	100
Lancashire	70
Cumbria	34
Durham	70
Northumberland	33
Yorkshire	1

This task is directly continued in the next section.

10.3 – Keying in text

To change the document heading, highlight the existing heading and overtype with the new heading.

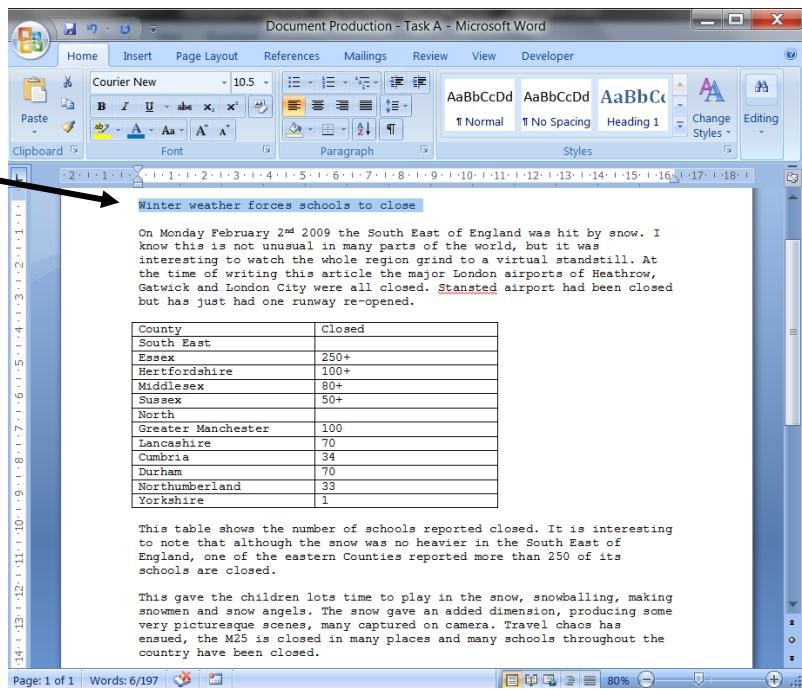
Old heading = “**Snow hits South East England**”.

New heading = “**Winter weather forces schools to close**”.

Your new document should look like this.

NOTE: This seems an easy task but it is one where many students fail to correctly type in the correct data. Make sure you carefully read what you are asked to enter and follow it exactly.

Save the changes to this document.



10.4 – Editing Text

Task B

Open up ‘Document Production – Task A’.

Move the last sentence in the document so that it becomes the last sentence in the first paragraph.

Add a new subtitle “**School closures**” just above the table, and add this short paragraph between the subtitle and the table:

“The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.”

In the third paragraph change the word ‘**was**’ to ‘**is**’, and add the word ‘**has**’ between ‘**Counties**’ and ‘**reported**’.

Save the document as ‘**Document Production – Task B**’ as a normal Word document.

How to move the last sentence:

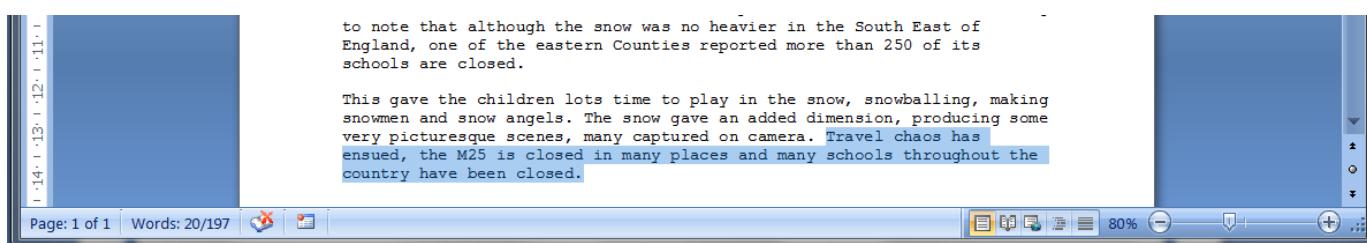
There are a number of techniques that could be used to move the last sentence to the end of the first paragraph. These techniques include:

- ⊕ **Cut and Paste**
- ⊕ **Copy and Paste** (Then delete the original)
- ⊕ **Drag and Drop**

You should learn and practice all 3 methods.

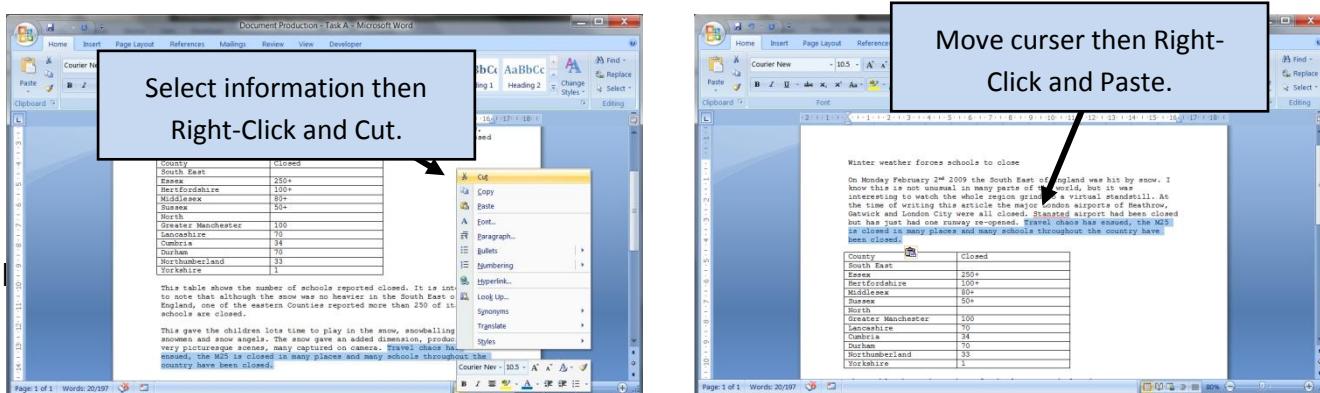
10.4a – Cut and Paste

Highlight the correct area of text with your mouse.



Right Click within the highlighted area to get the **drop-down menu** then select **Cut**. This removes the last sentence and places it on the **Widows Clipboard**.

Move the **cursor** to the end of the first paragraph and right click the mouse to obtain the drop-down menu again. This time select **Paste**.



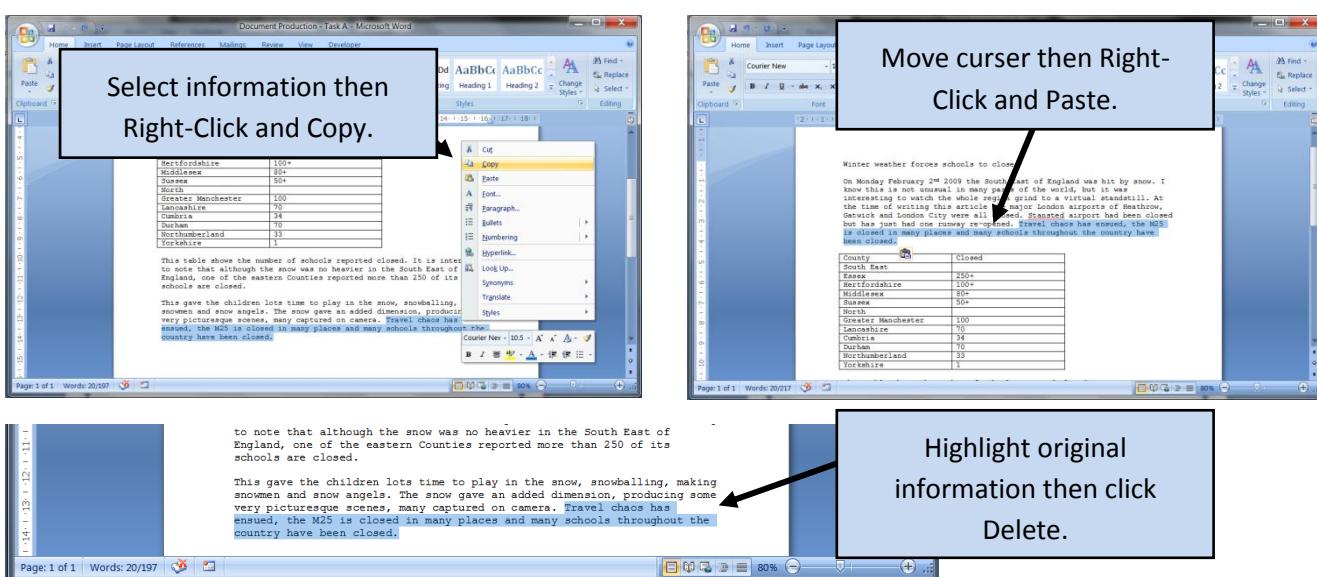
10.4b – Copy, Paste and Delete

Highlight the correct area of text with your mouse.

Right click to get the **drop-down menu** and then select **Copy**. (This copies the sentence to the clipboard but does not remove it)

Move the **cursor** to the end of the first paragraph and right click to obtain the drop-down menu then select **Paste**.

Move back to the original sentence, highlight it and press the **Delete** key on the keyboard.

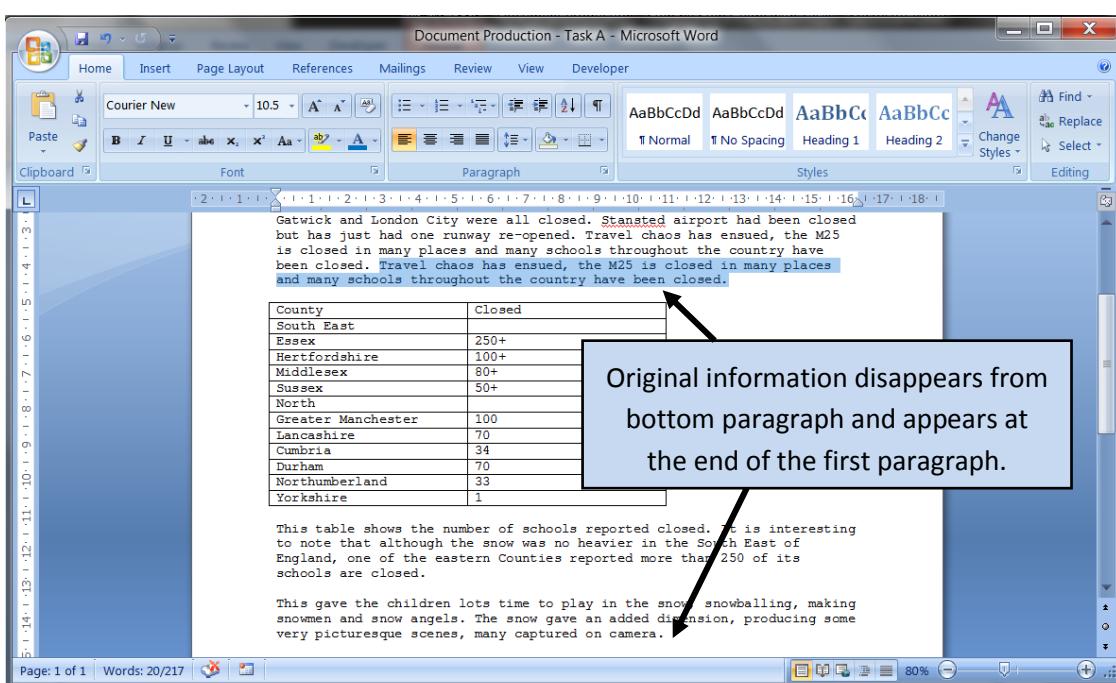
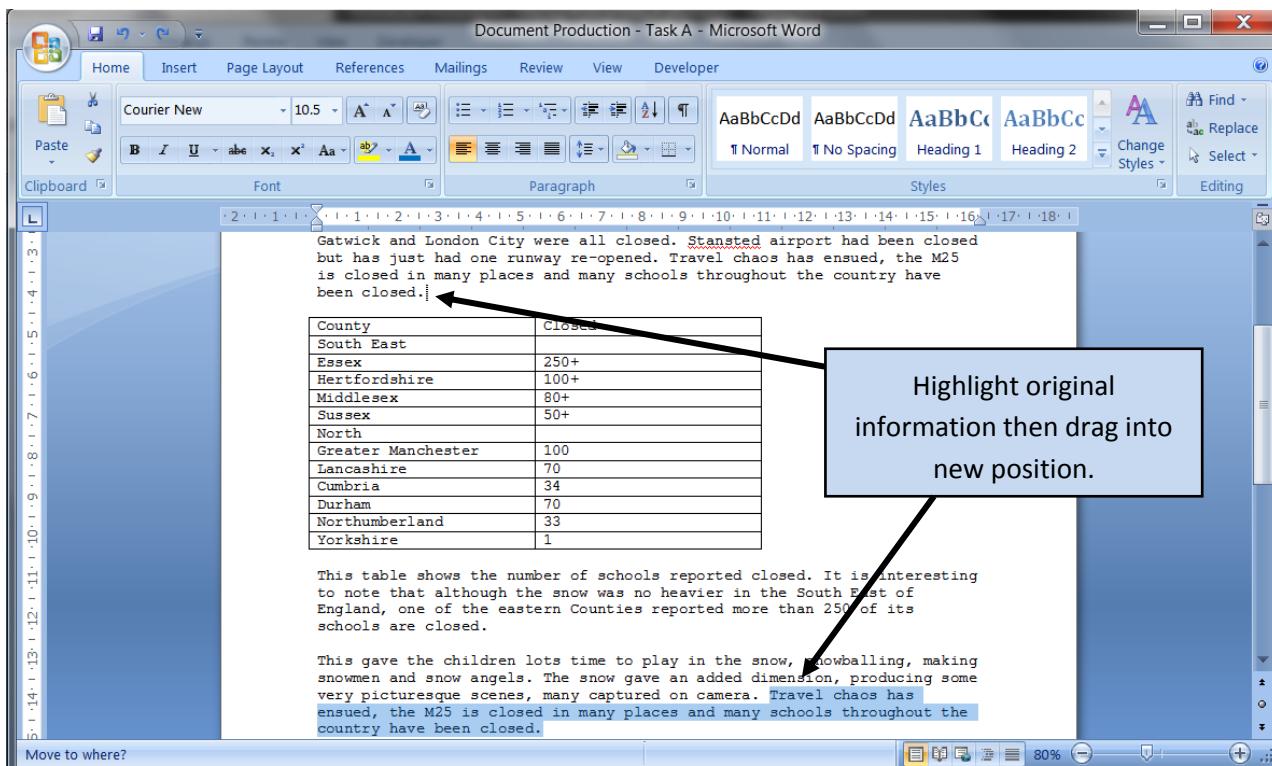


10.4c – Drag and Drop

Highlight the correct area of text with your mouse.

Left click the mouse button in the highlighted area and hold this down.

Move the cursor to the end of the first paragraph and then release the left click. This will drop all of the selected text into the new position.



NOTE: Whichever method you used to move the last line of the bottom paragraph, make sure that the spacing's between characters (letters) and lines match the rest of the document. If you are not consistent in the practical exams you will be penalised.

10.4d – Adding subtitles, paragraphs and editing words

Move the cursor to the end of the first paragraph and press **enter twice**. (This will keep the paragraph spacing the same as the rest of the document).

Now type the text “**School closures**” followed by pressing the **enter key once**.

Add in the extra paragraph:

“**The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.**”

To change the word “**was**” to “**is**”, locate the word and highlight it. Type in the word “**is**” and it will replace the original.

To insert the word “**has**”, place the cursor between the words “**Counties**” and “**reported**”. Type the word “**has**” while making sure there is a **single space** on each side of the cursor.

Finally, save the document as **“Document Production – Task B”**.

The finished document should look like this with the following new features:

- New subtitle
- New paragraph
- “Was” to “Is”
- New word between Counties and Reported

Winter weather forces schools to close

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to watch the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick & Luton City were all closed. Stansted airport had been closed but has just had one runway re-opened. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed. |

School closures

The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.

County	Closed
South East	
Essex	250+
Hertfordshire	100+
Middlesex	80+
Sussex	50+
Norfolk	
Greater Manchester	100
Lancashire	70
Cumbria	34
Durham	70
Nottinghamshire	33
Yorkshire	3

This table shows the number of schools reported closed. It is interesting to note that although the snow is no heavier in the South East of England, one of the eastern Counties has reported more than 250 of its schools are closed.

This gave the children lots of time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.

Activity 1

1. Open the file **TEXT2.RTF**.
2. Insert the table file **TABLE2.CSV** as a table within the document in place of the text '**<Insert Table Here>**'.
3. Change the document heading to '**Greatest Premier League goal scorers of all time.**'
4. Move the third paragraph in the document so that it becomes the last paragraph (With 2 line spaces).
5. Add the subtitle '**Players and goals**' immediately before the paragraph that starts '**This table shows the players with the highest goals tally**' (With 1 line space).
6. In the first paragraph, change the words '**been in existence**' to '**existed**' and add the word '**football**' between '**their**' and '**career**'.
7. Add this text as a new paragraph to the end of Alan Shearers description – '**Alan Shearer is currently a soccer pundit working for Match of the Day.**'
8. Save as a Word Document using the filename '**Document Production – Activity 1**'
9. Check for errors, print, add your name and group, and then hand in to me.

NOTE 1: - The text above is bolded in order for it to stand out within each task.
You should not use bold in any of the text in your Activity 1 task.

NOTE 2: - Make sure you use the correct line spacing in your Activity 1 task. Line spaces used in the original document should be consistently followed.

10.5 – Importing Images

Images for the practical examination can be imported from the following sources:

- ⊕ Clip art
- ⊕ Scanner
- ⊕ Digital camera
- ⊕ File supplied by examiner to you
- ⊕ Image from a website

Task C

Open the file you saved earlier ‘Document Production – Task B’.

Add suitable images from **clip art** and from **images provided**.

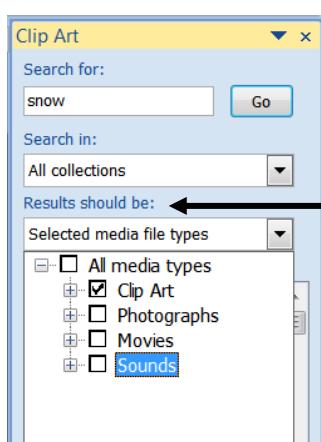
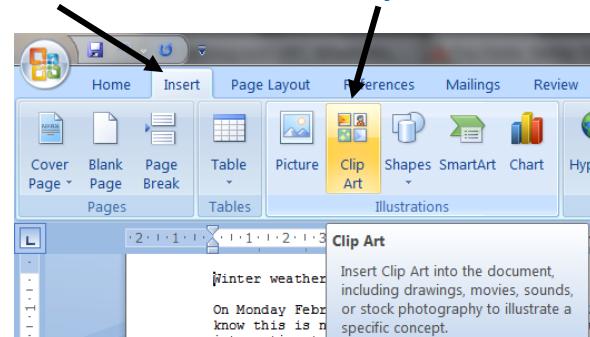
10.5a – Importing an image from clip art

To import an image from clip art, select the **Insert tab** and click on the **Clip Art icon**.

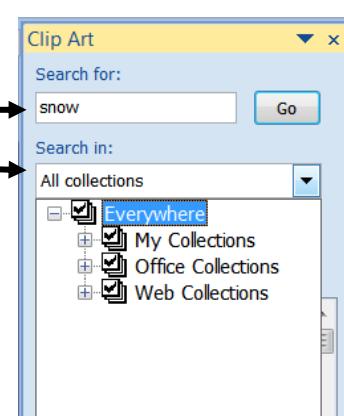
This will open the **Clip Art pane** to the right of the document.

As there are literally thousands of clip art images to choose from, Word has a search feature which we can use to quickly locate images that we may be interested in.

In this case the article is about **snow** so we can add this in the search string in the **Search for:** box.



In the **Search in:** box you can select where you want to search for the images. Choices are; from your **Personal Collection**, from **Microsoft Office**, from the **Web** or from **Everywhere**.



In the **Results should be:** box you can also define what type of clip art you are looking for - **Clip Art, Photographs, Movies** or **Sounds**.

In this case you want clip art, so ensure you have checked that **tick box**. When you have set up the search correctly click on **Go**.

The results of the search will look something like this.

Move your cursor to the end of the document and then double click the left mouse button on the image you want to place on the page.

Repeat the steps to insert a second clip art image into your document.

NOTE: You will manipulate these images later on in the guide.

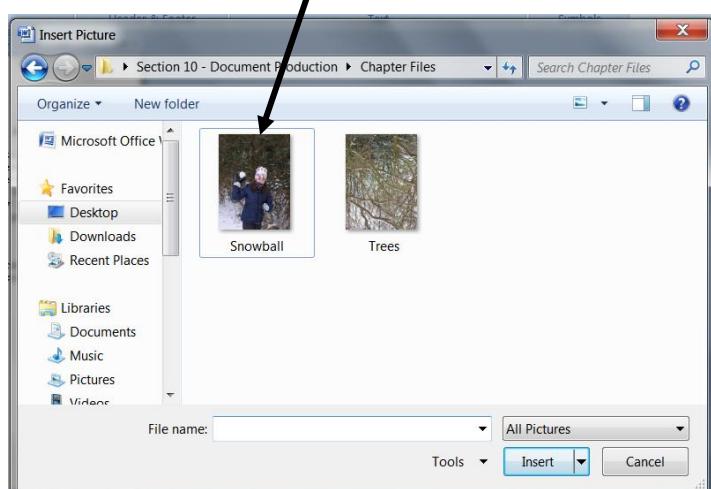
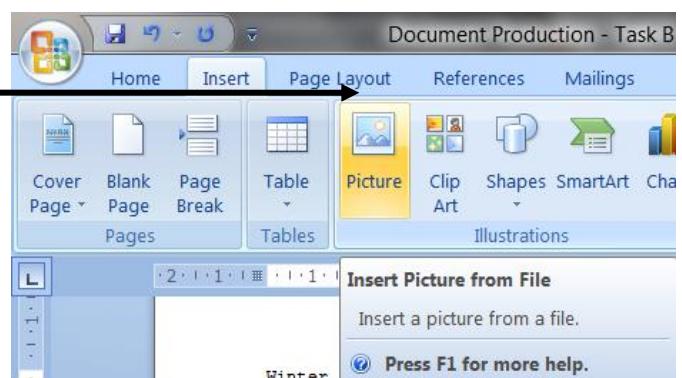


10.5b – Importing an image provided for the task

Select the **Insert** tab, followed by **Picture**.

This will open the **Insert Picture** window.

Browse through the folders and files until you locate the **SNOWBALL.JPG**.



Click the left mouse on the file followed by the **Insert** button.

This will insert the image into the document.

Repeat the steps to insert the **TREES.JPG** image into the document.

Save the document with the name '**Document Production – Task C**'.

10.6 – Resizing Images

Task D

Open the file you saved earlier ‘Document Production – Task C’.

Resize the image **SNOWBALL.JPG** to **8 centimetres high** and maintain its **aspect ratio**. Place this at the top of the first paragraph, aligned to the **right margin**.

Resize the **first clip-art image** to **2.8 centimetres high** and **2 centimetres wide**. Place this image at the top left of the second paragraph. Ensure that the text wraps around both of these images.

Place the **second clip-art image** to the **right of the table**, aligned to the **right margin**. Resize this image if needed.

Place the **TREES.JPG** image to the **bottom left of the page**. Crop the image to remove the top 25 percent of it.

Ensure that all the text and images fit onto a single page.

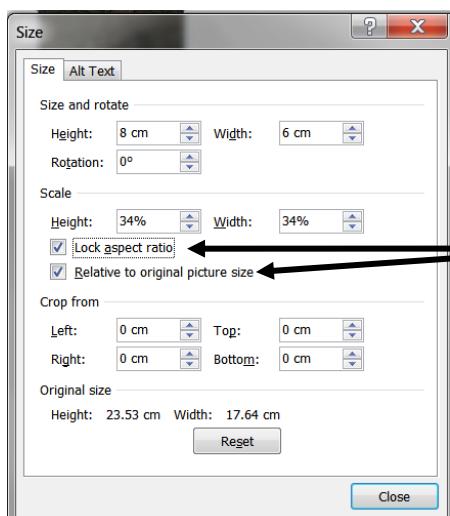
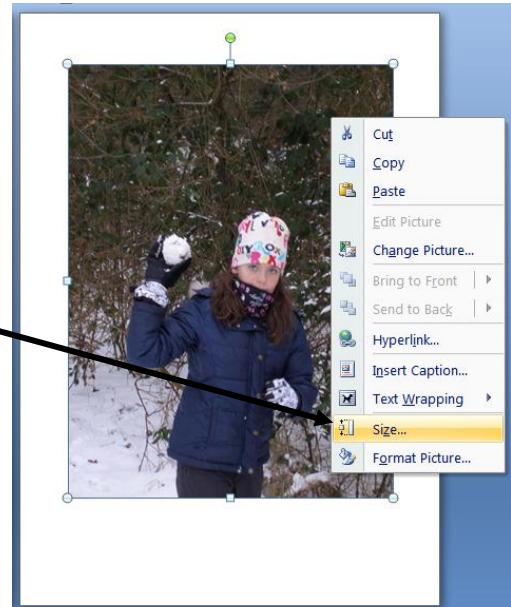
How to do it

Find the **SNOWBALL.JPG** in your document.

Right click the image to obtain a **drop-down menu**.

From this menu select the **Size option**. This will open the **Size window**.

The task asks you to resize the image whilst **maintaining its aspect ratio**. This means to keep the height and width in the same proportion to the original image. This prevents **image distortion**.



To do this, ensure that the two tick boxes related to aspect ratio are both selected.

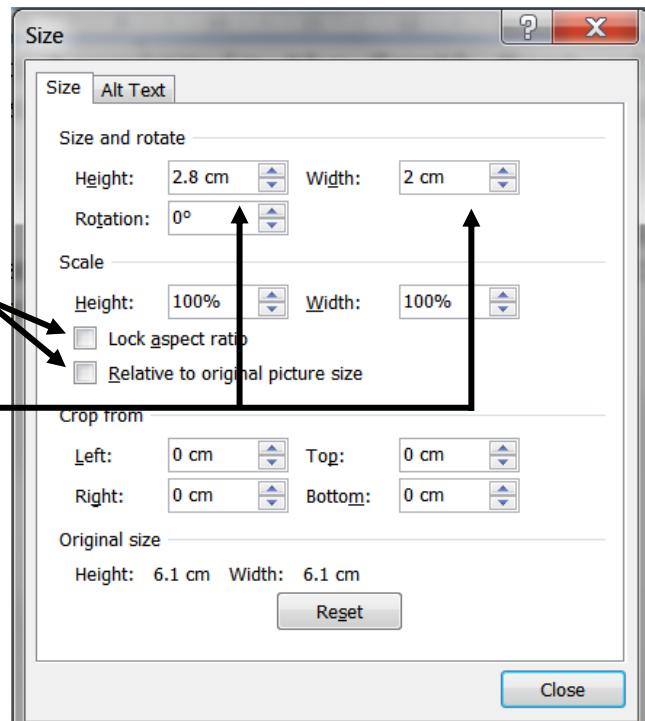
Change the **Height** of the image to **8cm** and click **Close**.

Use a similar method to resize the **first clip-art image** to **2.8cm high by 2 cm wide**.

This means that you will probably have to **distort** the image from its **original proportions**.

To do this, ensure that both of the **aspect ratio tick boxes** have their **ticks removed**.

Use the **Height:** box to change this setting to **2.8 cm** and the **Width:** box to **2cm**. This will change the images proportions from this



Notice how the second image is slightly thinner but the same height. This task is continued in the next section.

10.7 – Wrapping text around images

10.7a – Placing the SNOWBALL.JPG into the document

Task D requires you to place a resized **SNOWBALL.JPG** image at the top right of the first paragraph.

To achieve this you will need to **set Text Wrapping** and then move the image into place.

To set the text wrapping of the image, **right click the image** and select the **Text Wrapping** option from the **drop-down menu**.

Text Wrapping options include the following:

1. In Line with Text

This treats the image as a text character within a line of text and will move the image with the text surrounding it if new text is inserted or deleted.

2. Square

This places the image on the page and the text **wraps** (flows) around it. Use **More Layout Options** to specify the type of wrapping you require.

3. Tight

This places the image on the page and the text **wraps** (flows) around it in much the same way as with **Square**. The difference is that you cannot control the distance of the text from the image for the top and bottom settings, although you can to the left and right, using **More Layout Options**.

4. Behind Text

This places the image behind the text. It can be used to set a background image in a document.

5. In Front of Text

This places an image over the top of text.

6. Top and Bottom

This places the image with the text above and below the image, but not wrapped to the side.

7. More Layout Options

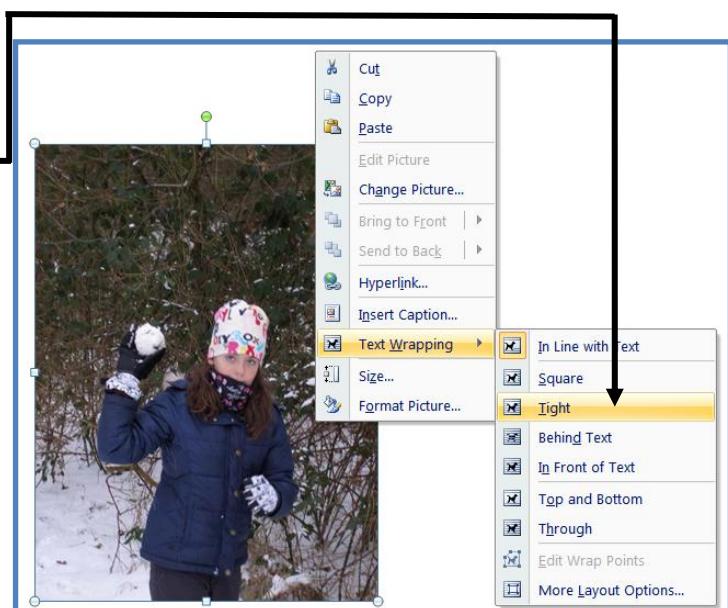
This can be used to give more options to the selected layout types above. For example: if a **Square** layout is selected you can specify where you wish to flow the text around the image and the distance of the text from the image on each side.

10.7b - Aligning Images

For this task set the **Text Wrapping** of the image to **Tight** using the sub-menu.

To move and place the image, click and hold the left mouse button on the image and drag it into the top right corner of the first paragraph.

When you have roughly placed the image, right click on the image again and click **Text Wrapping** then **More Layout options**.



Text flowing around the image.

SNOWBALL.JPG dragged into rough position in top right of the first paragraph.

Winter weather forces schools to close

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to watch the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick and London City were all closed. Stansted airport had been closed but has just had one runway re-opened. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed.

School closures

The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.

County	Closed
South East	
Essex	250+
Hertfordshire	100+
Middlesex	80+
Sussex	50+
North	
Greater Manchester	100
Lancashire	70
Cumbria	34
Durham	70
Northumberland	33
Yorkshire	1

This table shows the number of schools reported closed. It is interesting to note that although the snow is no heavier in the South East of England, one of the eastern Counties has reported more than 250 of its schools are closed.

This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.

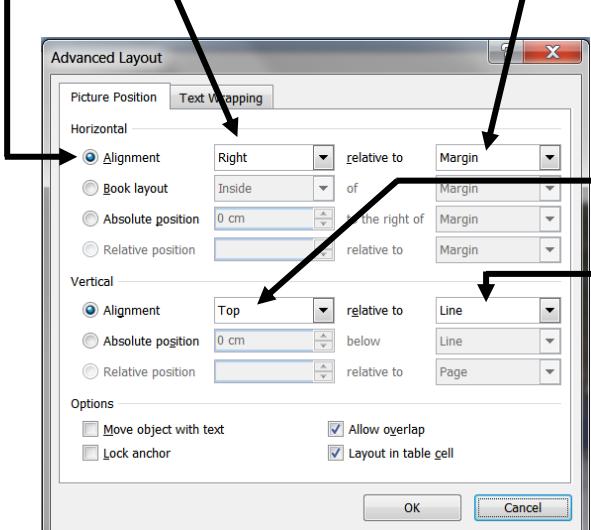
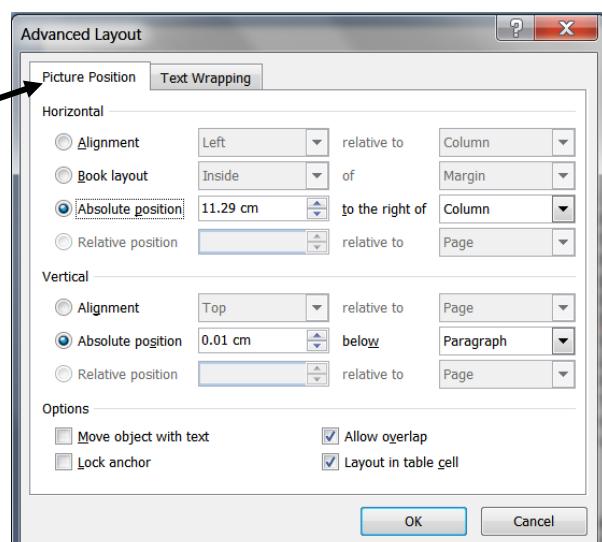
Right-click context menu for the image showing 'Text Wrapping' selected, with arrows pointing to the 'More Layout Options...' button.

Selecting Text Wrapping then More Layout Options.

This gives you access to the **Advanced Layout Window**. Click on the **Picture Position** tab.

NOTE: In the practical examinations you will be expected to place the images precisely.

To align the image to the right margin you should select the **Alignment option** (in the Horizontal section) and then set the image **Right aligned** relative to the **Margin**.



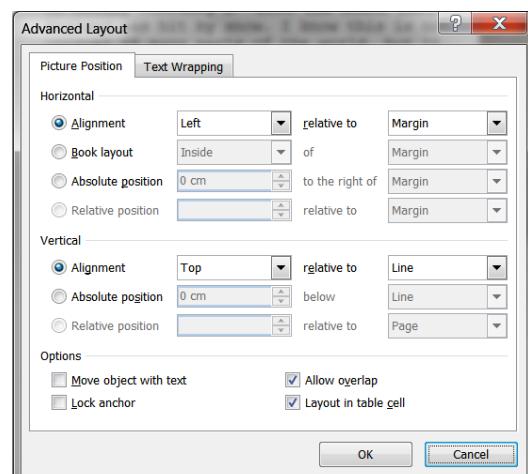
To align the image to the top line of the paragraph, in the **Vertical** section, select the **Alignment option** and then **Top** relative to **Line**. Press **OK** to set the new position.

NOTE: If this has not worked correctly it is usually because the image was placed with poor precision when it was dragged and dropped. Try doing it again more carefully.

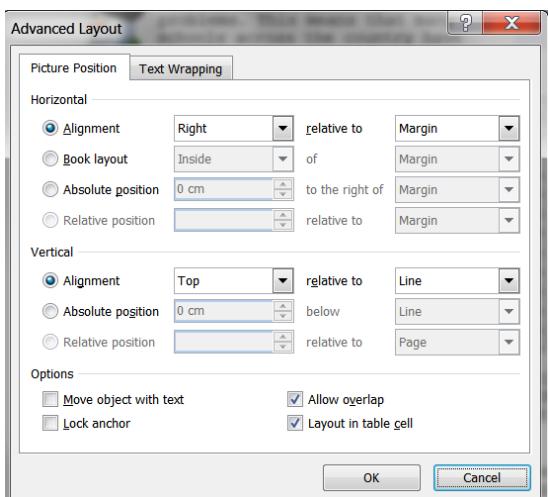
10.7c – Placing the first clip art into the document

Repeat both procedures for the **first clip art image**.

Wrap the text using **Tight** and placing the image with a **Horizontal alignment** of **Left** relative to the **Margin** and a **Vertical alignment** of **Top** relative to the **Line**.

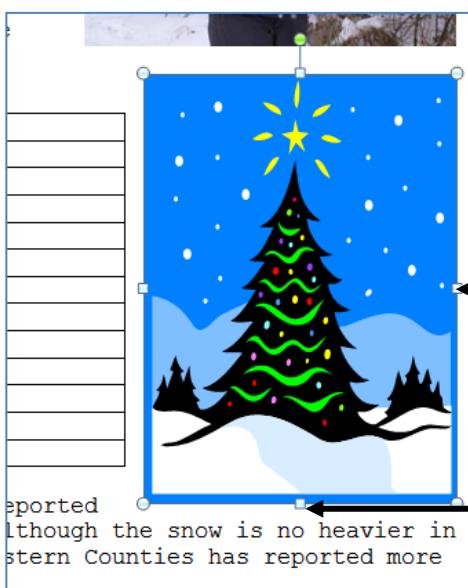


10.7d – Placing the second clip art into the document



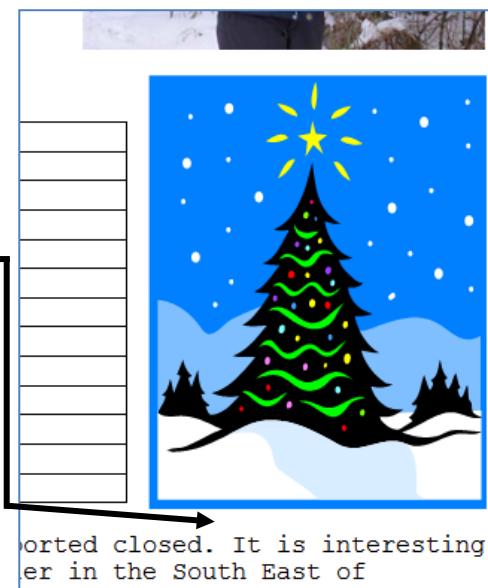
To place the **second clip art image** to the right of the table, aligned to the right margin, follow the same procedures as above. Set the wrapping to **'Tight'** and align the image to the **right margin**.

The image may not fit exactly into the space so you will need to resize it while distorting the aspect ratio slightly. Use the **drag handles** in the centre or the bottom of the image to get the correct size.



The resizing has been completed so that the paragraph below the image does not have to wrap around it.

This has been done to ensure that all of the information and images will fit onto a single page.



reported closed. It is interesting
er in the South East of
the UK. The Met Office said

10.7e – Placing the TREES.JPG into the document

Find the **TREES.JPG** in your document.

NOTE: The image is very large so you may need to resize (while keeping aspect ratio) before we can work with it.

The image must be **rotated** before it can be placed into position on the document.

Left click the image with your mouse to select it. You will notice a **rotate handle** as well as the drag handles used to resize the second clip art image earlier.

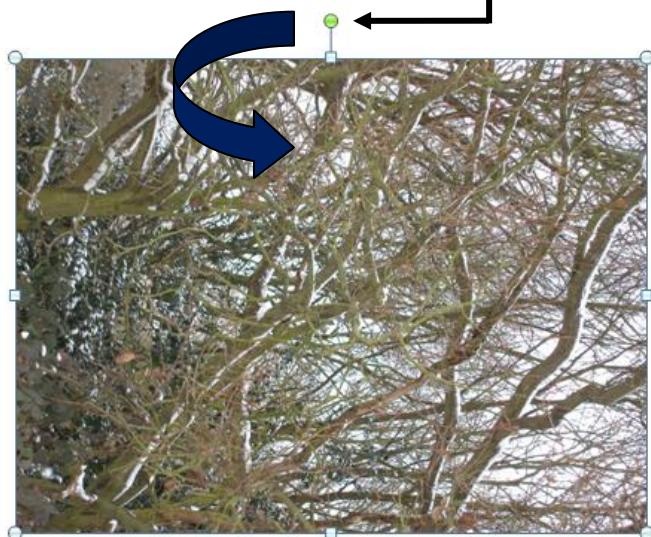
Hold down the **Shift key**, then click and hold the rotate handle and drag it in an anti-clockwise direction (like the arrow). When the image is the right way around, let go of the mouse button.



This image should have the text wrapping set to **Tight**, and placed with a **Horizontal alignment** of **Left** relative to the **Margin**.

Vertical alignment should be **Top** relative to **Line**.

When everything is set up, resize the image to fit available space. The page should now look like this.



This task is continued in the next section.

Winter weather forces schools to close

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to watch the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick and London City were all closed. Stansted airport had been closed but has just had one runway re-opened. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed.

School closures

The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.

County	Closed
South East	250+
Essex	250+
Hertfordshire	100+
Middlesex	80+
Sussex	50+
North	
Greater Manchester	100
Lancashire	70
Cumbria	34
Durham	70
Northumberland	33
Yorkshire	1

This table shows the number of schools reported closed. It is interesting to note that although the snow is no heavier in the South East of England, one of the eastern Counties has reported more than 250 of its schools are closed.









This gave the children lots of time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.

10.8 – Cropping Images

To crop the image of the trees follow these steps:

Click the left mouse button on the image and then on the **Format** tab toolbar.

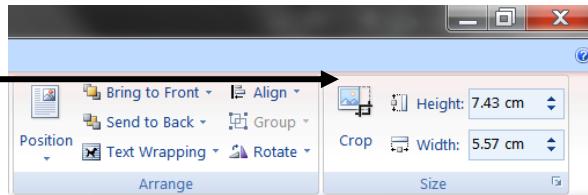
From the **Size** section of this toolbar click on the **Crop** icon.

This will change the drag handles (which are used to resize pictures) to **Crop Handles**.

Crop handles are used to cut off portions of an image.

Drag the top handle down so that **approximately 25 per cent** (a quarter) of the picture has been removed.

To resize the image you must click the Crop icon again so that the crop handles are removed. You can then use the drag handles to resize the image.



Cumbria	34
Durham	70
Northumberland	33
Yorkshire	1



This table shows the number of schools reported closed. It is interesting that although the snow is not heavy in the South East of England, one of the Counties has reported more than 2 schools are closed.

This gave the children lots of time to play in the snow, snowballing, making snow angels. The snow gave an added dimension to the landscape producing some very picturesque scenes captured on camera.

NOTE: To access the crop tool you can just double click the image.

TREES.JPG with 25% of the top cropped off.

Save the document with the name '**Document Production – Task D**'.

Activity 2

1. Open the file ‘Documentation Production – Activity 1’.
2. Add the image **EPL.JPG** (from the section 10 files folder) and rotate it through **180 degrees**. Resize it to **4cm wide, maintaining aspect ratio**. Place it at the **top left** of the first paragraph whilst ensuring that **text wraps around the image**.

EPL.JPG should be **Horizontally aligned to the left margin** and **Vertically aligned Top**, relative to the **Line**.

3. Add the image **SHEARER.JPG** to the document and **crop** the left and right of the image so that the players arms are within **5mm** of the **edge of the image**. Resize the image appropriately, whilst **maintaining aspect ratio**.

Place the image at the **top right** of the first paragraph within Shearers section, making sure that the **text wraps around the image**.

SHEARER.JPG should be **Horizontally aligned to right margin** and **Vertically aligned Top**, relative to the **Line**.

4. Add the rest of the images of all the individual football players to the document. Each image should be placed at the **top right** of the first paragraph within the players section and formatted so that **text wraps around the picture**. Make sure each image is resized to **suit the paragraph size** whilst **maintaining aspect ratio**.

Each image should be and **Horizontally aligned to right margin** and **Vertically aligned Top**, relative to the **Line**.

5. Add a football related image sourced from **clip art** and place it in an appropriate position within the document. Make sure that the image is resized appropriately and that text wraps around it.

Align the clip art image to appropriate margins and lines.

6. Save as a Word Document using the filename ‘**Documentation Production – Activity 2**’
7. Check for errors, add your name and group, print and then hand in to me.

10.9 – Formatting Pages

In the practical examinations, you might be presented with documents with different page layouts and given instructions to reformat them.

Do not assume that a document is already set up appropriately.

Task E

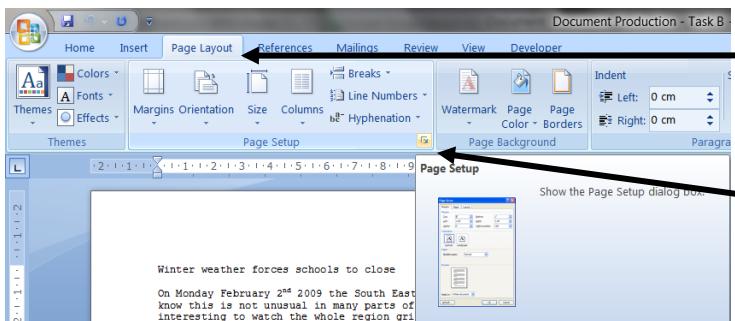
Open the file you saved earlier ‘Document Production – Task B’.

Change the **page size** to **A5** and the **orientation** to **landscape**.

Set the **top and bottom margins** to **3cm** and the **left and right margins** to **3.5cm**.

Save the file as ‘**Document Production – Task E**’.

How to do it



Open the file saved in **Document Production – Task B** and select the **Page Layout** tab.

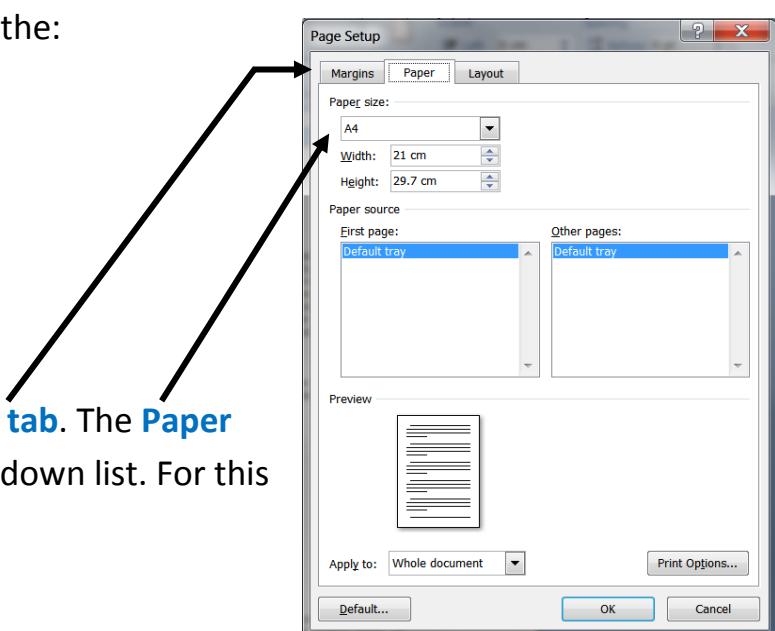
Click the icon at the bottom right corner of the box. This will open the **Page Setup** window.

This window can be used to change the:

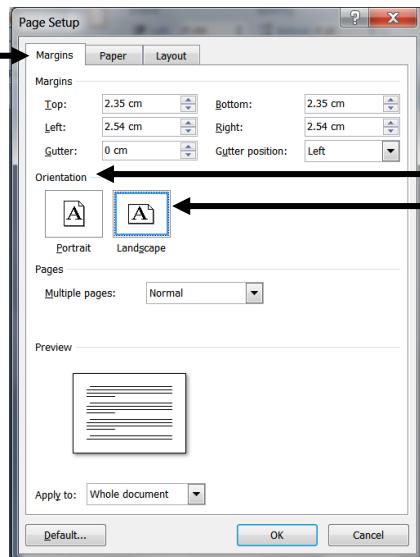
- ⊕ **Page size**
- ⊕ **Orientation** (Tall or Wide)
- ⊕ **Page margins**

10.9a – Page Size

To change the size, select the **Paper tab**. The **Paper size**: can be selected from the drop-down list. For this task, select **A5** from the list.



10.9b – Page Orientation (Tall or Wide)



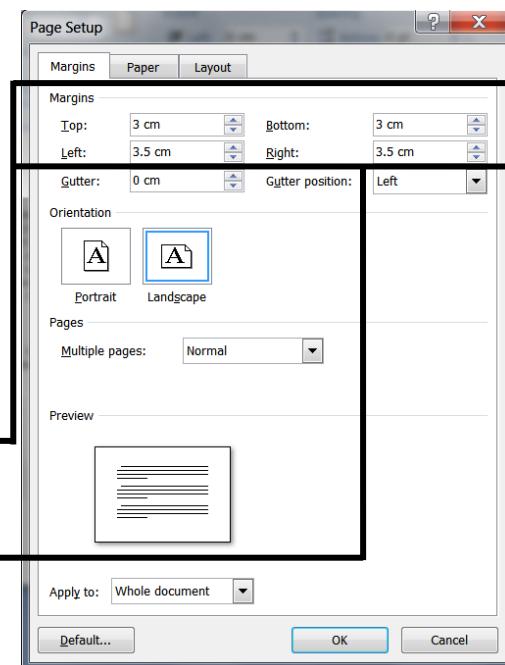
To change the page orientation, select the **Margins tab**. Find the **Orientation** section of the window. Left mouse click the **Landscape** icon to change from portrait to landscape.

10.9c – Page Margins

To set the top and bottom margins to **3cm**, select the **Margins** section then use the **Scroll Handles** to change the values in the **Top:** and **Bottom:** boxes.

Change the **Left:** and **Right:** boxes to a margin size of **3.5cm**.

Click on **OK** to apply your changes.



Finished document should look like this:

County	Closed
South East	250+

County	Closed
Hertfordshire	100+
Middlesex	80+
Sussex	50+
North	
Greater Manchester	100
Lancashire	70
Cumbria	34
Durham	70
Northumberland	33
Yorkshire	1

This table shows the number of schools reported closed. It is interesting to note that although the snow is no heavier in the South East of England, one of the eastern Counties has reported more than 250 of its schools are closed.

This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.

Save the document with the name '**Document Production – Task E**'.

10.10 – Using Headers and Footers

A **Header** is the area of a document between the top **of the page** and the **top margin**.

A **Footer** is the area of the document between the **bottom of the page** and the **bottom margin**.

You can insert text or images into headers and footers.

Text/Images that you usually find in the header/footer include:



Authors name



Documents name



Page numbers



Company logo

Task F

Open the file you saved earlier ‘Document Production – Task E’.

Place your **name** in the **centre of the header**.

Place the **date and time** on the **left**, an **automated page number** in the **centre** and the **filename** on the **right** of the **footer**.

Save the file as ‘**Document Production – Task F**’.

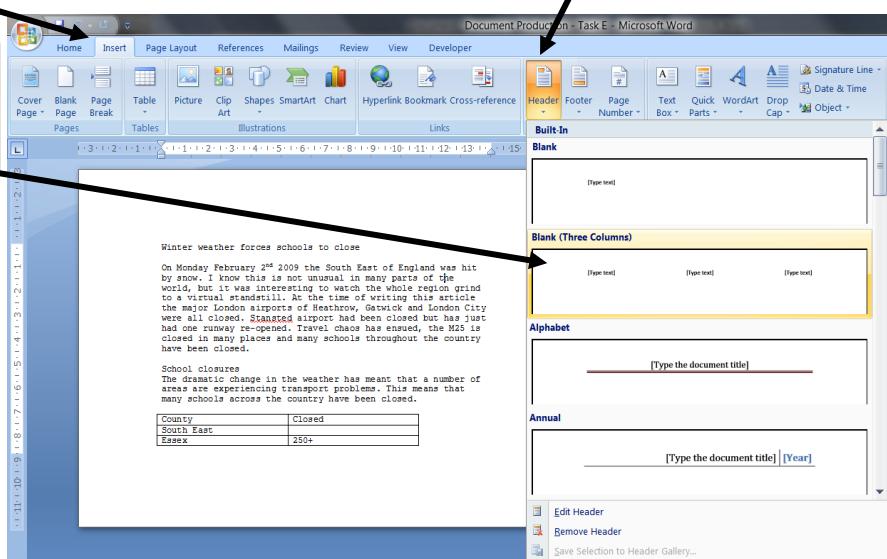
How to insert the Header

Open the file saved in **Document Production – Task E**.

Select the **Insert tab**. In the **Header & Footer** section click on the **Header** icon.

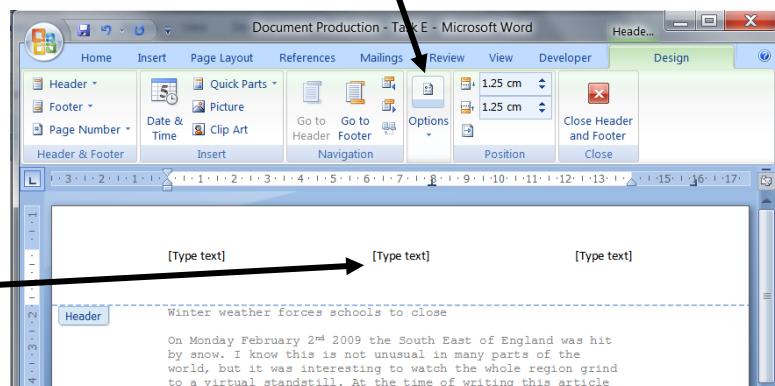
If you select the **Blank (Three Columns)** option, this will allow you to put the text on the left, in the centre and on the right (Within the Header).

NOTE: Simple Blank settings are all that will be required for the practical exam.



This moves the cursor into the **Header** and changes the **toolbar** to give you extra options.

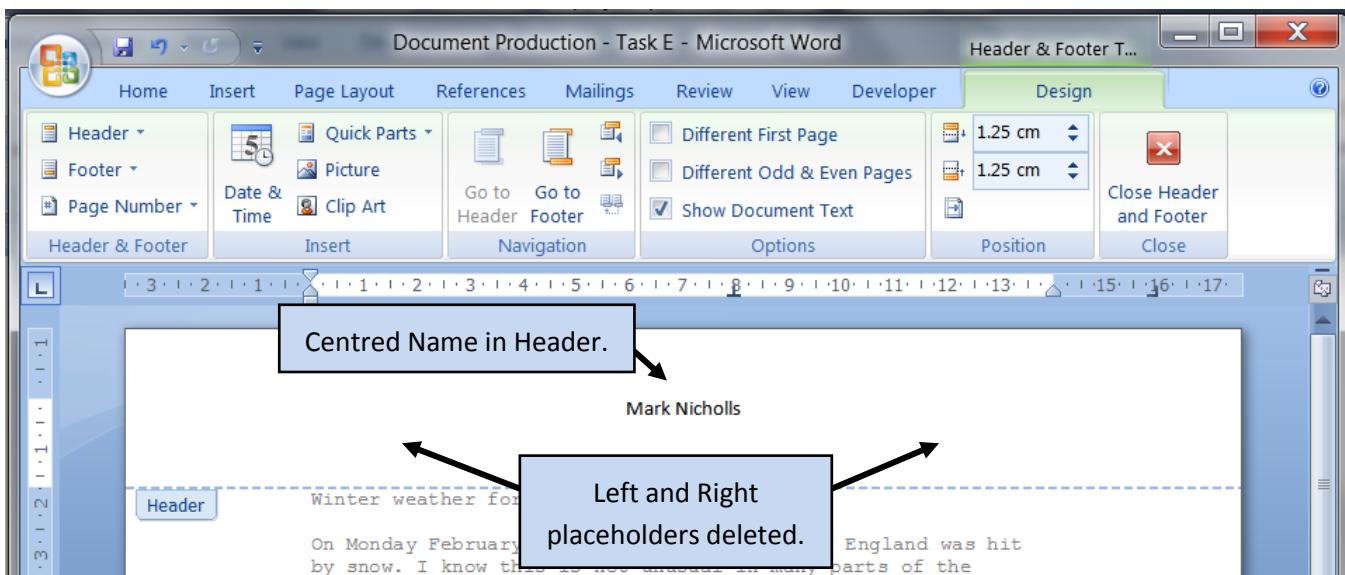
For **Task F** you were instructed to place your name in the centre of the header. To do this, move the cursor over the **Centre Placeholder** that says **[Type Text]** and type in your name.



Your name will replace the placeholder.

NOTE: For this task you were instructed to only type something in the centre of the Header. This means that the left and right placeholders should be deleted or you could be penalised during the exam.

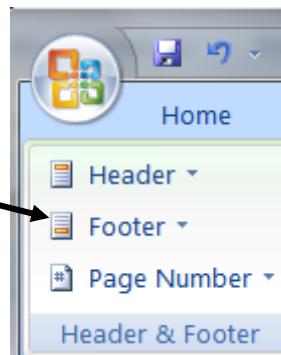
Your Header should now look like this:



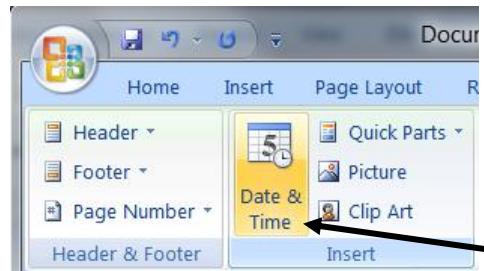
How to insert the Footer

To set up the page Footer, click on the **Footer icon** in the **Header & Footer section** of the toolbar.

NOTE: Don't click on the 'Go to Footer' icon to set up the Footer.

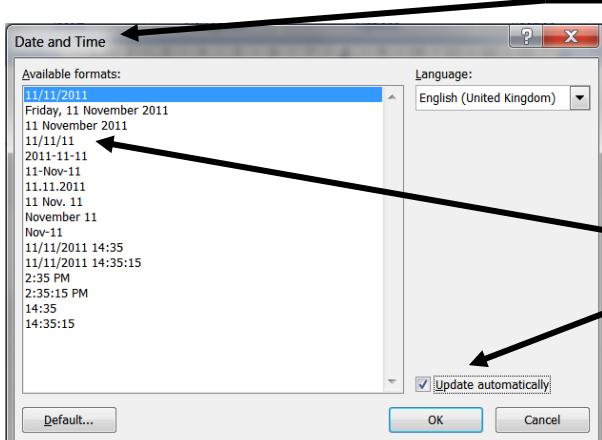


Choose the **Blank (Three Columns)** options which will let you set up all three areas of the Footer.



Setting the Date:

For **Task F** you were instructed to place the date and time on the left in the Footer. To do this click on the **Left Placeholder** to highlight it, then click on the **Date & Time icon**.

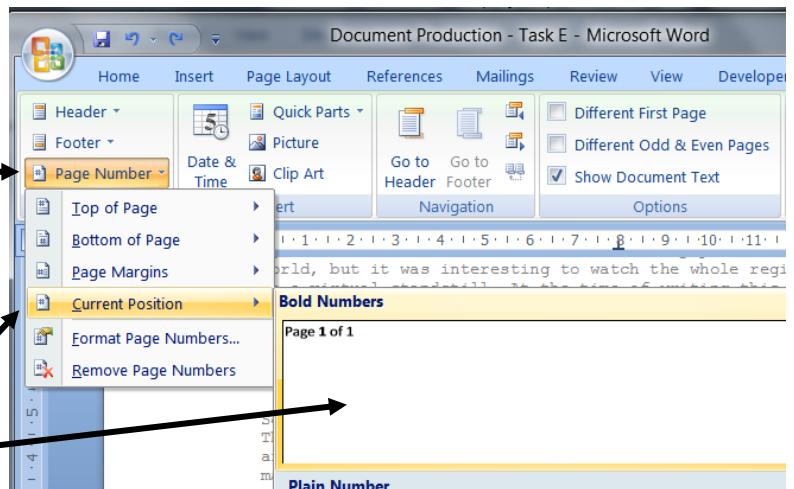


This will open up the **Date & Time window**. Choose a **format** for the Date & Time (11/11/11 for example) and tick the **checkbox** to **update the date/time automatically**. To set the date/time footer click **OK**.

Setting the Automated Page Number:

Click the left mouse button on the **Centre Placeholder** and then select the **Page Number** icon from the toolbar.

This gives you access to a drop-down menu from which you should select **Current Position** and then the **Page Number Format** you want.

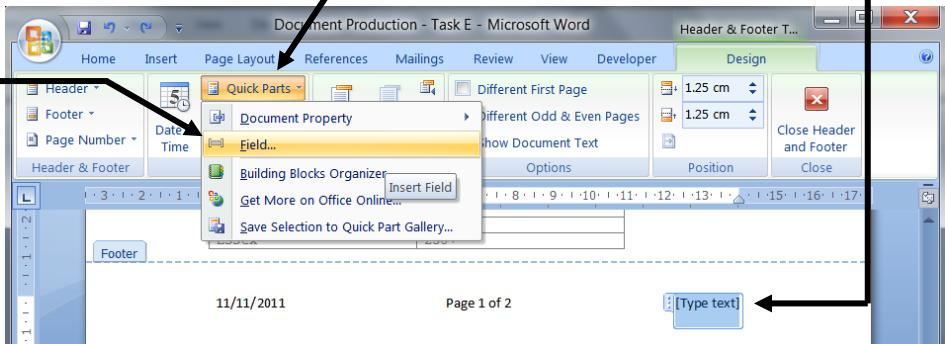


Setting the Documents Filename:

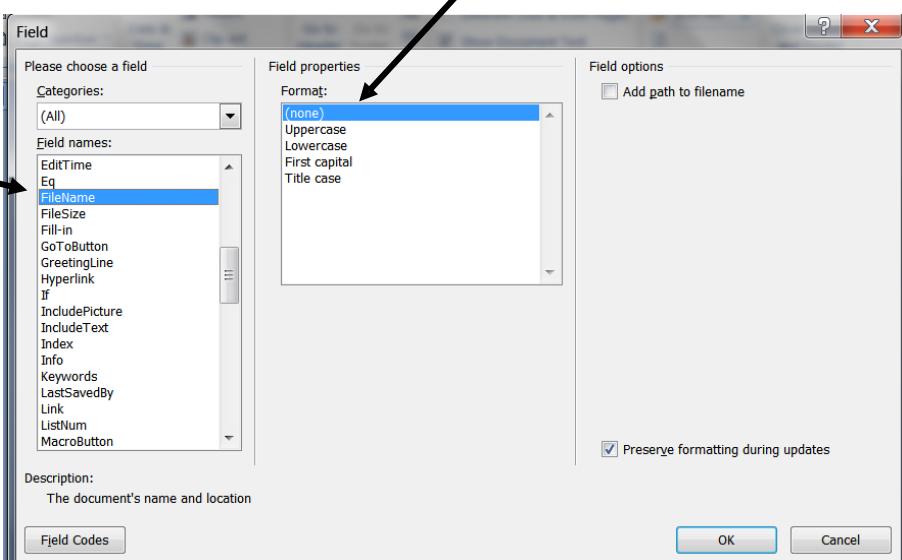
You were also instructed to place the document's filename on the right in the Footer.

Click the **Right Placeholder** then select the '**Quick Parts**' icon on the toolbar.

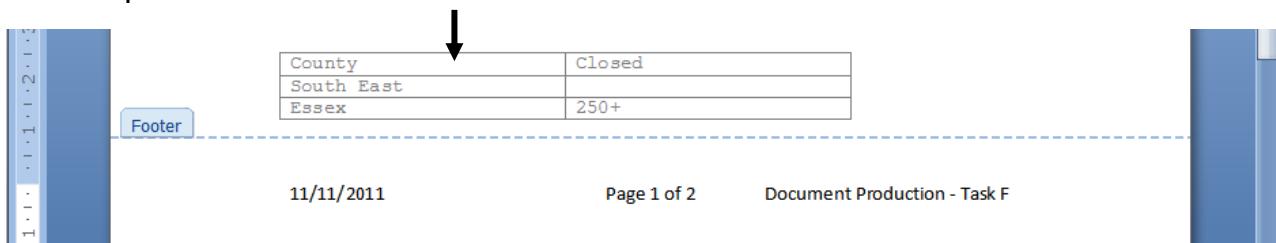
Select '**Field**' to open the Field window. In the **Field Names:** box, scroll down through the list and select **Filename**.



Select the **Format:** for the filename from the list of available options. Click **OK** to set the Footer.



The completed footer should look like this:



To exit from the Header or the Footer you can click the '**Close Header and Footer**' button.

Save the document as '**Document Production – Task F**'.



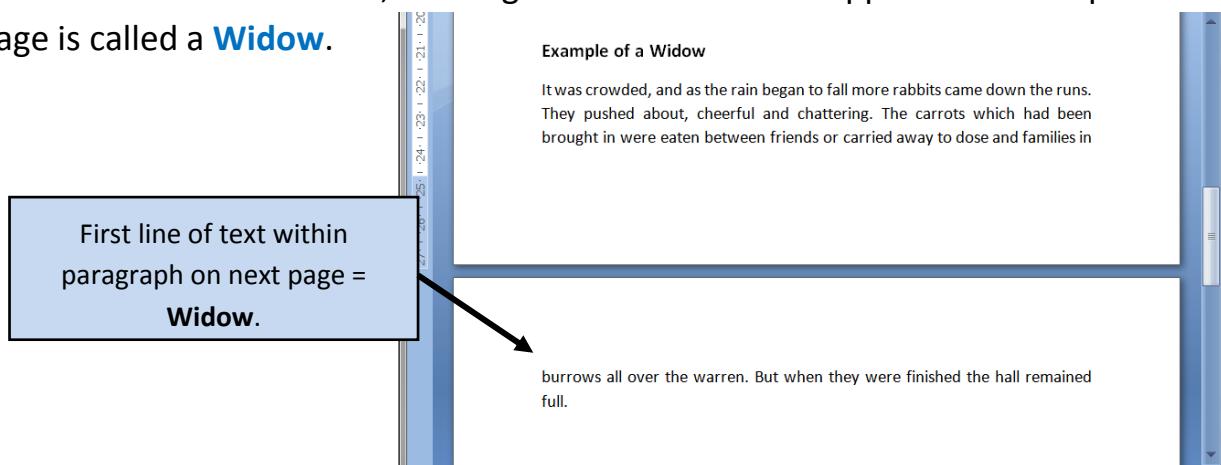
Activity 3

1. Open the file '**Weather Update.RTF**'.
2. Change the **page size** to **A4** and the **orientation** to **portrait**.
3. Set all the **margins** to **4cm** and **remove** the **gutter**.
4. Place the **date on the left**, the **filename in the centre** and the **time on the right** in the **header**.
5. Place your **name on the left** and an **automated page number on the right** in the **footer**.
6. Ensure that the **header and footer** are **2cm** from the **top and bottom of the page**.
7. Save as a Word Document named '**Document Production – Activity 3**'.
8. Check for errors, add your name and group then print and hand in to me.

10.11 – Widows and Orphans

What are Widows?

If you start a paragraph of text on one page but there is not enough room on the page to fit in the last line of text, the single line of text which appears at the top of the next page is called a **Widow**.

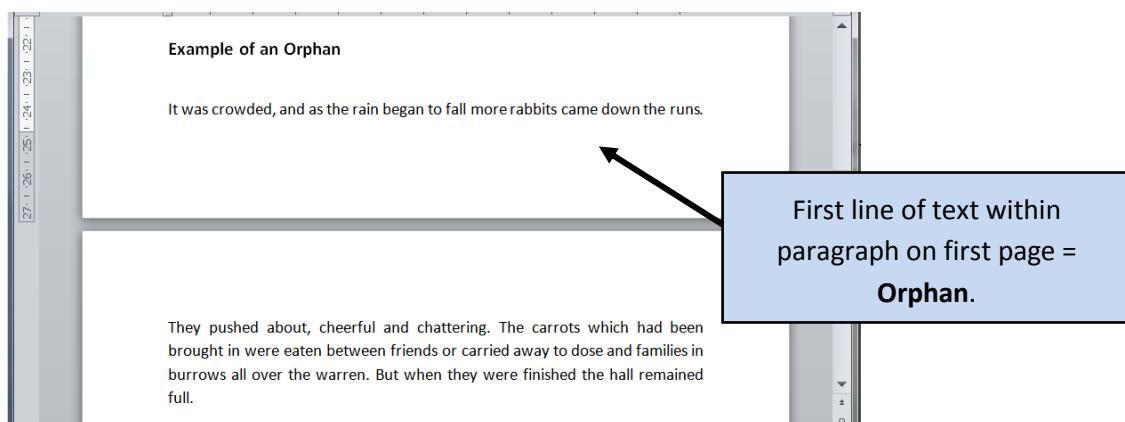


Example of a Widow

It was crowded, and as the rain began to fall more rabbits came down the runs. They pushed about, cheerful and chattering. The carrots which had been brought in were eaten between friends or carried away to dose and families in

What are Orphans?

On the other hand, sometimes you start to type a paragraph at the bottom of a page but only have room to fit in one line before the rest of the text spills over onto the next page. The first line of the paragraph at the bottom of the first page is called an **Orphan**.

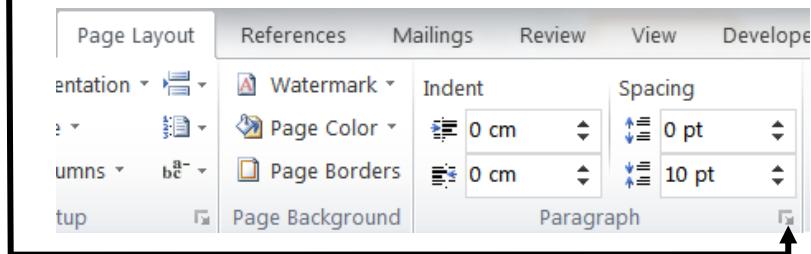


NOTE: Widows and Orphans should be avoided when producing any documents. You will be penalised if you include either of these within any of your practical examinations.

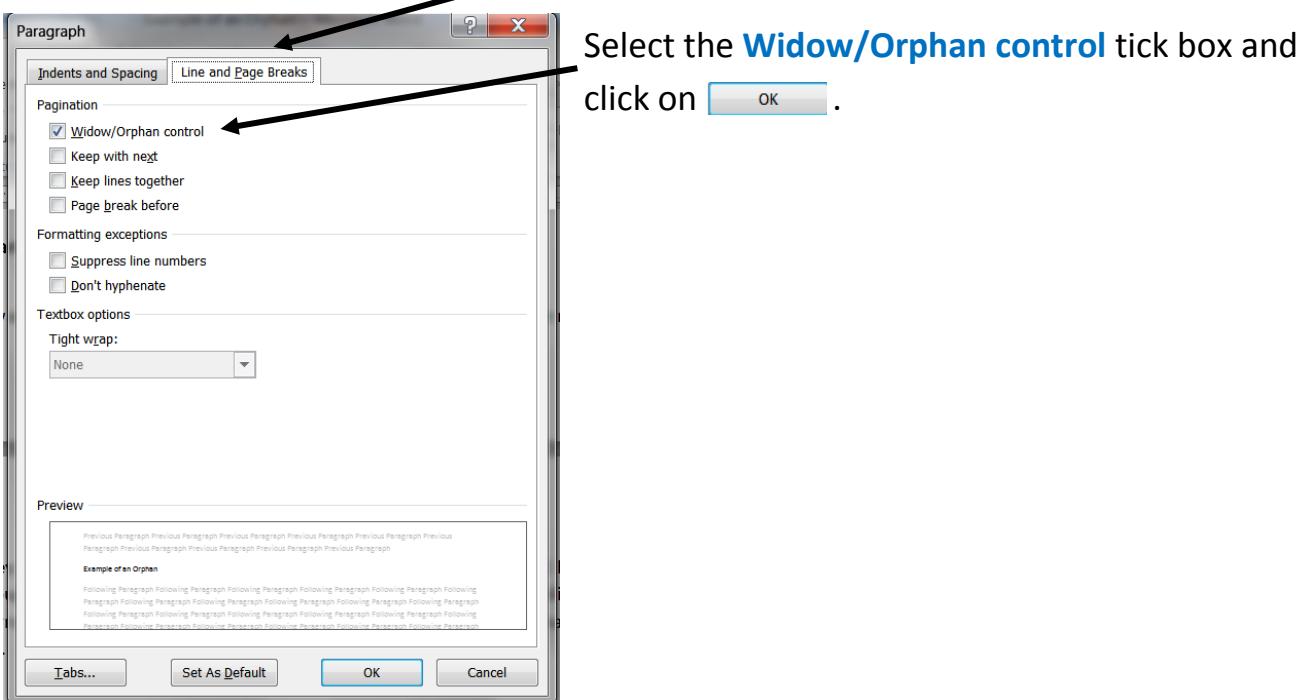
How to avoid Widows and Orphans on the next page:

You can set Word up to **automatically avoid Widows and Orphans**.

To do this select the **Page Layout tab**, then in the **Paragraph section** click on the **Expand icon** to open the **Paragraph window**.



From here select the **Line and Page Breaks tab** so that the window looks like this.



Select the **Widow/Orphan control** tick box and click on **OK**.

10.12 – Using Page, Section and Column Breaks

What are Breaks?

Breaks are used within documents to force text onto new page or into or into the next column (if columns are being used).

They can also be used to define areas with a different page layout. For example - one page of a document is formatted with a portrait orientation and another page with landscape.

NOTE: For the practical examinations you will only need to use the following breaks:

1. Page Break

This forces the text onto the start of a new page. It is particularly useful for removing Widows and Orphans from your document.

2. Column Break

This forces the text into the top of the next available column. The column may be on the same page or the next page.

3. Section Break

A section break is used to split areas of a document with different layouts. There are two types of section break; one forces a page break whilst changing the layout and the other is a continuous break, which allows different layouts on the same page.

Task G

Open the file you saved earlier ‘Document Production – Task F’.

Add the text ‘**Winter wonderland or woe**’ as a new title at the start of the document. Keep the two titles on the first page of the document.

Set the orientation of the **first page to Portrait** and the **rest of the document to Landscape**.

Set all of the **body text** except the table into **two columns**, with a **2cm spacing** and **vertical line between the columns**.

Save the file as ‘**Document Production – Task G**’.

How to insert a Section Break on the next page:

Open the file saved in **Document Production – Task F.**

Add the text '**Winter wonderland or woe**' to the start of the document as a new title.

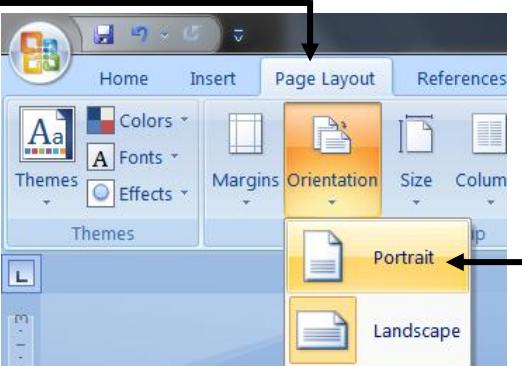
Move the cursor to the place where the first break needs to be inserted. This will be just before the text '**On Monday.....'**

Because this break will be the separator between two different types of layout (**page 1 being portrait and the rest being landscape**), a section break for a new page needs inserting rather than just a page break.

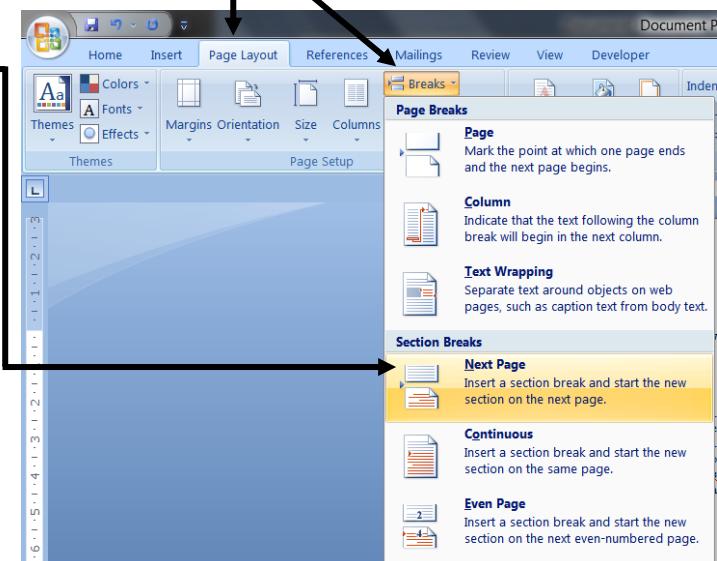
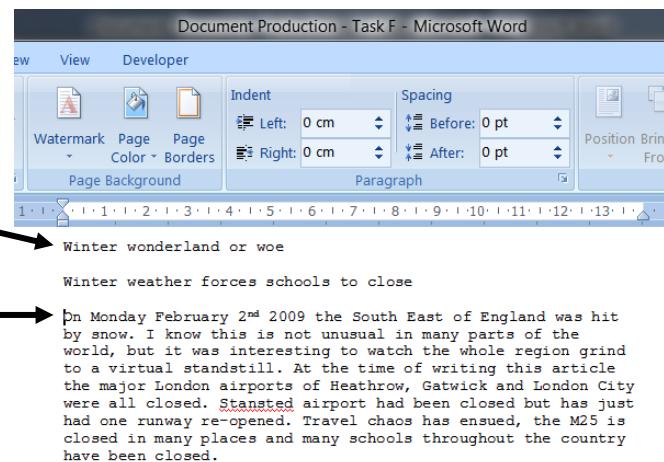
To do this, select **Page Layout** and then click on the **Breaks** icon. You should then select the **Section Break** for the **Next Page**.

As the document is currently in landscape orientation, move the cursor to page 1. (The section that needs to be changed to portrait orientation)

Select the **Page Layout** tab again and then the **Orientation** icon. Set the new orientation by clicking **Portrait**.



This section continued on next page.



Your document (so far) should look like this:

10.13 – Using Columns

Columns can be used to give a layout similar to that found in a newspaper. You may be required to format a document, or a part of a document, into a number of columns for your practical examination.

If you are going to have different column settings for different parts of the document, you must decide where you are going to split the document into different sections.

For **Task G** you need to add two more section breaks to the document so that the body text and the table can have different layouts. These section breaks need to be at the **start** and the **end** of the **table**.

How to do it:

Move the cursor to the place where you want to insert each break (i.e. before and after the table).

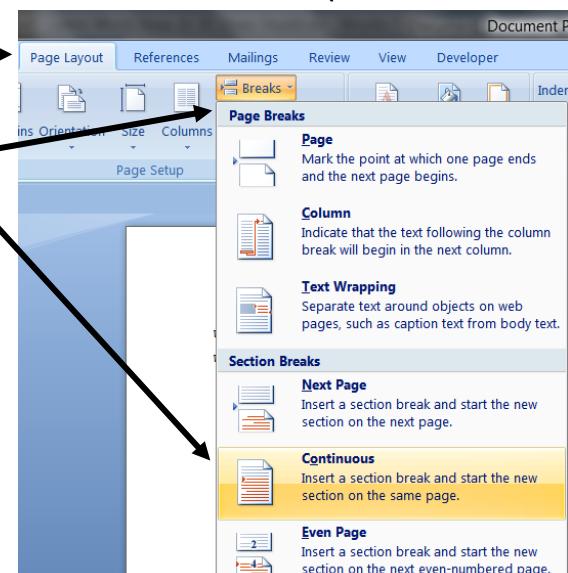
In the **Page Layout** tab click on **Breaks** icon, followed by the **Continuous** option.

Place the cursor within the text of the first paragraph.

On Monday February 2nd 2009 the South East of England was hit by snow. I know this is not unusual in many parts of the world, but it was interesting to see the whole region grind to a virtual standstill. At the time of writing this article the major London airports of Heathrow, Gatwick and London City were all closed. Stansted airport had been closed but has just had one runway re-opened. Travel chaos has ensued, the M25 is closed in many places and many schools throughout the country have been closed.

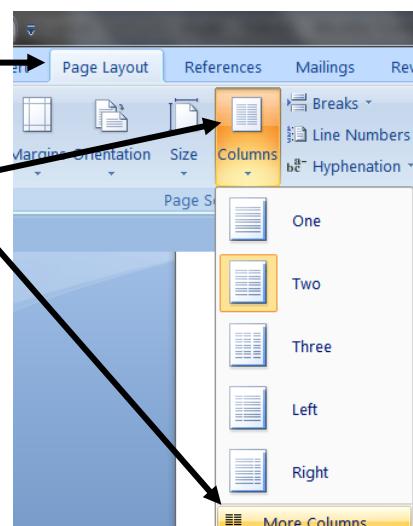
School closures
The dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.

County	Closed
South East	250+
Essex	100+
Hertfordshire	80+
Middlesex	80+

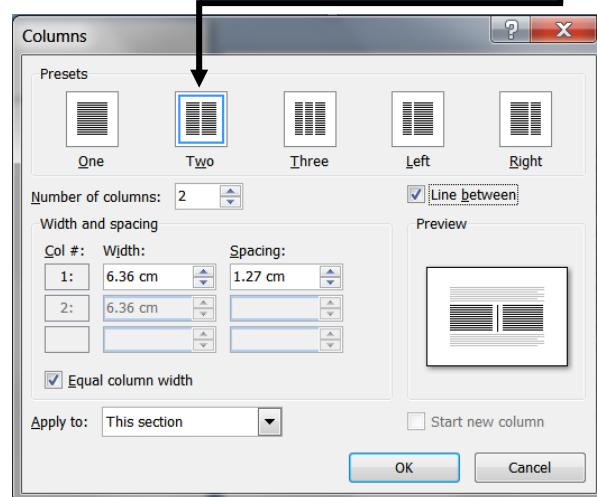
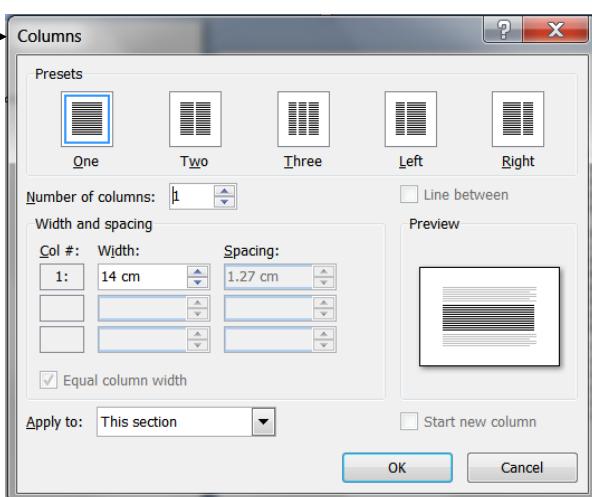


From the **Page Layout** tab click on the **Columns** icon. Select the **More Columns** option at the bottom of the drop-down list.

NOTE: When selecting the number of columns you should opt for the 'More Columns' option as it allows you to set column spacing values and include a vertical line.



This opens the **Columns** window. Now change the **Presets** from **One** column to **Two**.

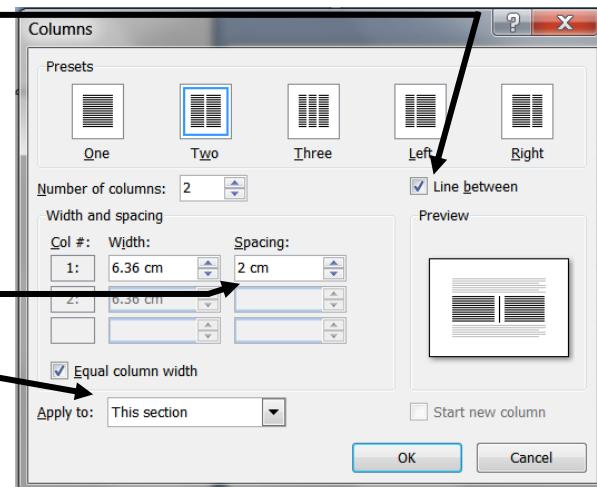


Place a tick in the **Line Between** box to create a vertical line between the columns.

Change the **Spacing:** from its default value to **2cm**.

Make sure that the **Apply to:** box contains '**This Section**' before clicking **OK**.

Move the cursor into the paragraph after the table and repeat the above process to set the columns for this last section.



Check that your document looks like the example below and then save the file as '**Document Production – Task G**'.

The document has two main sections. The first section, titled 'Winter wonderland or woe', contains a paragraph about snow and travel chaos, followed by a table of school closures for the South East of England. The second section contains a table of school closures for various English counties and a descriptive paragraph.

2 Columns with Separating Line BEFORE the table.

County	Closed
South East	250+
Essex	250+
Hertfordshire	100+

2 Columns with Separating Line AFTER the table.

County	Closed
Middlesex	80+
Sussex	50+
North	100
Greater Manchester	100
Lancashire	70
Cumbria	24
Durham	70
Northumberland	22
Yorkshire	1

This table shows the number of schools reported closed. It is interesting to note that although the snow is falling in the South East of England, one of the eastern Counties has reported more than 250 of its schools are closed. This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow provided a great dimension, producing some very picturesque scenes, many captured on camera.

Activity 4

1. Open the file you saved named '**Document Production – Activity 3**'.
2. Change the **body text of only the first page** so that it is:
 - ⊕ Set in two columns
 - ⊕ Uses 1cm spacing
 - ⊕ Includes a vertical line between the columns.
3. Save the file with the new name of '**Document Production – Activity 4**'.

Activity 5

1. Open the file you saved named '**Document Production – Activity 4**'.
2. Change the **page margins to 2cm** and the **alignment of the header and footer to fit the margins**.
3. Ensure that the **header and footer are 1cm from the top and bottom of each page**.
4. Add the extra title '**Arctic blast grips the United Kingdom**' at the start of the document.
5. Place the two titles on a **single portrait page** with a **single column**. All other text should be on **landscape pages**, in **three columns** with **1.5cm column spacing**.
6. Save the file with the new name of '**Document Production – Activity 5**'.
7. Check your work looks like the example below, add your name and group, print then hand in to me.

The image displays three separate Microsoft Word document windows side-by-side, illustrating different page layout configurations:

- Left Window:** Shows a single portrait page with a single column of text. The text discusses snowstorms in the UK, mentioning over 200 cars stranded and roads impassable. It includes a quote from a spokesman for the Highways Agency.
- Middle Window:** Shows a single portrait page with a single column of text. The text continues the story about snowstorms, mentioning the disruption caused by heavy snowfall and the efforts of local authorities to spread salt on roads.
- Right Window:** Shows a landscape page with three columns of text. The text discusses the disruption caused by snowstorms, mentioning stranded cars and the tragic death of a 16-year-old girl in a sleepwalking accident in South Yorkshire. It also mentions the disruption experienced by schoolchildren in southern England.

10.14 – Font Styles and Sizes

Text can be changed to have different **font faces**, **colours** and **sizes** and can have a number of **enhancements** added.

These changes can be useful for making text stand out.

Font faces:

Font faces are grouped into two main categories:



Serif fonts



Sans Serif fonts

Serif Fonts:

Serif fonts look like this: **This is a Serif font**. The word '**Serif**' describes the **short points** at the end of the individual letters.

The word "Serif" is written in a serif font. An arrow points from the text "The word 'Serif' describes the short points at the end of the individual letters." to the letter "e" in "Serif", which features a distinct short vertical stroke (a serif) at its right end.

Serif fonts are often used in **newspapers** and books as they are **easier to read** than Sans Serif fonts.

Sans Serif Fonts:

Sans Serif fonts look like this: This is a **Sans Serif font**. This category of font **does not have the short points** at the end of letters.

The words "Sans Serif" are written in a sans-serif font. An arrow points from the text "This category of font does not have the short points at the end of letters." to the letter "s" in "Sans Serif", which lacks any decorative serif endings.

Sans Serif fonts are generally used to **emphasise text** (make it stand out) or for **titles** and **sub-titles**.

NOTE: It is not sensible to use more than two different font faces on any page.

Font sizes:

Font sizes are measured in **points**. There are 72 points to an inch.

If you are asked to produce text of an **appropriate size for body text** you should use the following guidelines:

- + **10 – 12** points for body text for **adults**.
- + **14 – 18** points for body text for **children** (ages 8 upwards).
- + **20 – 24** points for body text for **children learning to read** (ages 4 to 6).
- + Opt for **larger font sizes** for readers with **partial sight**.

Task H

Open the file you saved earlier ‘**Document Production – Task G**’.

Set all of the text on the first page to an **18 point Sans Serif font**.

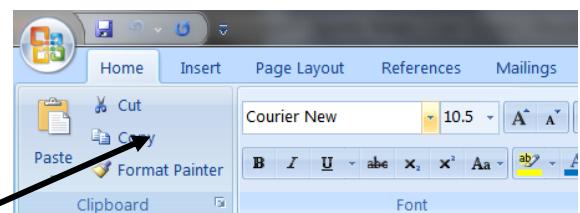
Make the sub-heading a **13 point Sans Serif font** and the body text a **13 point serif font**.

Save the file as ‘**Document Production – Task H**’.

How to do it:

Open the file ‘**Document Production – Task G**’.

Highlight all of the text on the first page then select the **Home tab** and click the **Font** section.



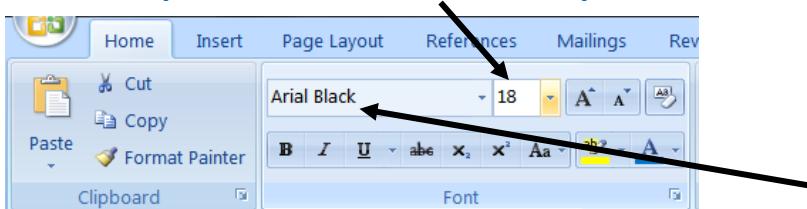
Use the drop-down list to show all of the available fonts. The list will look similar to this.



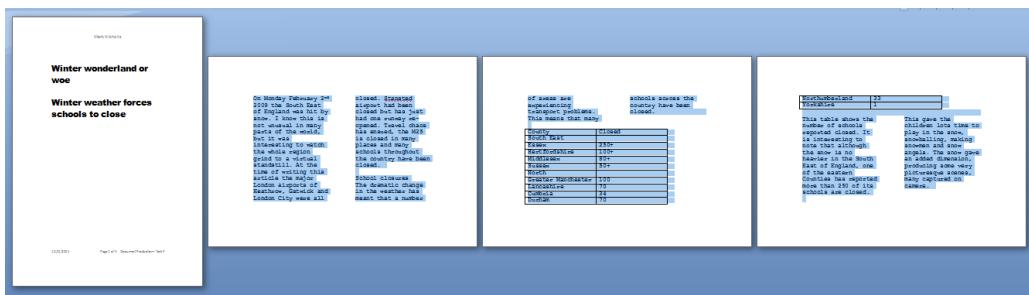
NOTE: The list will show you the **currently selected font**, the **most recently used fonts** and a **full list of available fonts**.

For this task you need an **18 point Sans Serif font** to use as the title of the document. For this select **Arial Black**.

Select an **18 point size** from the **size drop-down box**:



To set the **body text** to a **13 point serif font**, highlight all of the body text (including the table) and the sub-heading, then using the same method as above, change the **font size to 13**.

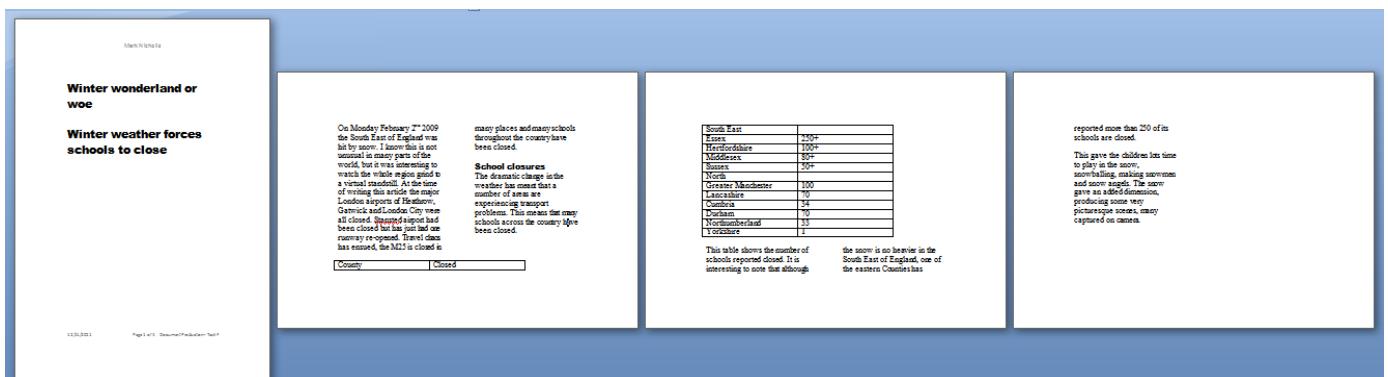


NOTE: Setting the font size for both the **body text** and the **sub-heading** and then changing the font face of the **sub-heading** will be quicker than doing each section individually.

Use an appropriate Serif font such as **Times New Roman**.

To set the **sub-heading into a Sans Serif font**, highlight the text '**'School closures'**' and select the same font face that you used on page 1. In this case we chose to use **Arial Black**.

Save the completed document as '**'Document Production – Task H'**'. It should look like this:



Activity 6

1. Open the file you saved named '**Document Production – Activity 5**'.
2. Set all of the text on the **first page** to a **24 point Sans Serif** font.
3. Make the **body text, headers and footers** an appropriate **11 point Serif** font.
4. Save the file with the new name of '**Document Production – Activity 6**'.

10.15 – Emphasising Text

Text can be emphasised (**made to stand out**) in a number of ways:

- ⊕ Using **Colour**
- ⊕ Making text **Bold**
- ⊕ Underlining text
- ⊕ Making text *italic*

Different coloured text can be used to symbolise different things. For example, in this workbook, I used the text colour of **blue** to **emphasise key points** that I am trying to make. This draws your eye and makes it more likely that you will absorb the info.

Background colours can also be used to give different meanings. For example, I use **blue boxes** for your **tasks** and **green boxes** for your **activities**.

Task I

Open the file you saved earlier in '**Document Production – Task H**'.

Make the text '**Winter wonderland or woe**' **red**.

Make the name of **each airport in the text** stand out by making it **yellow**.

Make **all of the text in the top row of the table** an ***italic*** font. Make the words '**snowmen**' and '**snow angels**' **bold**.

Underline the sub-heading.

Save the file as '**Document Production – Task I**'.

How to do it:

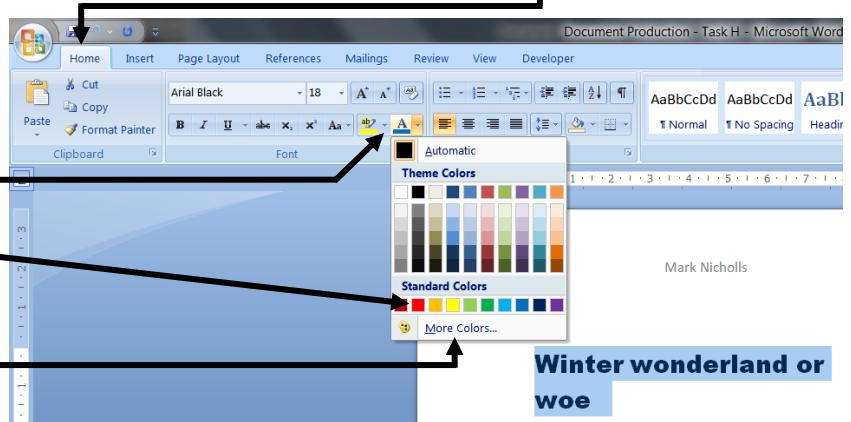
Open the file '**Document Production – Task H**'.

Changing Text Colour

Highlight the text '**Winter wonderland or woe**' then select the **Home** tab, the **Font** section and then the drop-down arrow for the **Font Colour** icon.

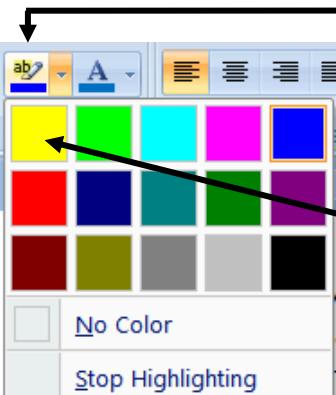
This opens up the **initial colour palette**. Select the colour **Red**.

The **More Colours** option can be used to give you a wider range of colours.



Highlighting Text

To highlight each airport in the text, move the cursor to the **highlight tool** in the **Font** section and select the drop-down arrow. From the **highlight colour palette**, select the colour **Yellow** to use to highlight the required text.



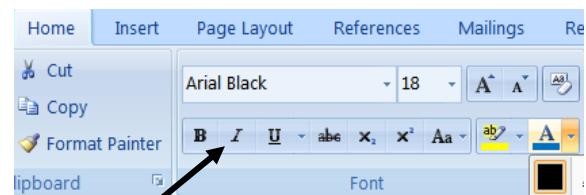
... a virtual standstill. At the time of writing this article the major London airports of **Heathrow**, **Gatwick** and **London City** were all closed. **Stansted airport** had been closed but has just had one runway re-opened. Travel chaos has ensued, the M25 is closed in

the dramatic change in the weather has meant that a number of areas are experiencing transport problems. This means that many schools across the country have been closed.

This will change the mouse pointer to a small highlighter pen. Use this to highlight the names of the airports. When you have completed the task you can use the **Stop Highlighting** option to return the cursor to normal.

Making Fonts Italic

To make the top row of the table Italics, highlight the top row of text in the table.



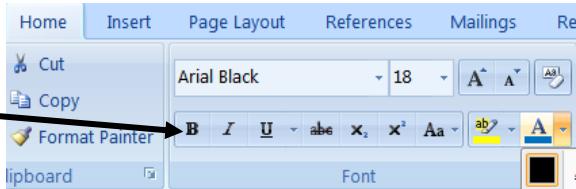
Select the **Home** tab, the **Font** section and click on the **Italic** option.

<i>County</i>	<i>Closed</i>
---------------	---------------

Making Fonts Bold

To embolden the words '**snowmen**' and '**snow angels**', highlight the words (**either individually or by holding down the CTRL key whilst highlighting the words at the same time**).

This gave the children lots of time to play in the snow, snowballing, making **snowmen** and **snow angels**. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.



Select the **Home** tab, the **Font** section and click on the **Bold** option

Underlining Fonts

To underline the sub-heading, highlight the text '**School closures**'.

Select the **Home** tab, the **Font** section and click on the **Underline** option

Save the completed document as '**Document Production – Task I**'. It should look like this:

Red font colour.

Sub-Heading underlined.

Airport names highlighted yellow.

Top row set to Italics.

Embodied words.

Activity 7

1. Open the file you saved named ‘Document Production – Activity 6’.
2. Make all of the text on page 1 **Green**.
3. Make the words ‘United Kingdom’ on page 1 **bold**, *italic* and underlined.
4. Make the name of each country in the text stand out by **highlighting it in green**.
5. Save the file with the new name of ‘Document Production – Activity 7’.

10.16 – Using Lists

There are two types of lists that you could be asked to use in the practical examinations:

⊕ Bulleted

⊕ Numbered/Lettered

Task J

Open the file ‘TEXT3.RTF’ (from the section 10 files folder).

Place your **name** in the **header**, **aligned to the right**. Use a **14 point serif font**.

Place the **filename** of the document in the **centre of the footer**.

Change the twelve items listed into a bulleted list. Use a bullet of your own choice.

Make sure that the bulleted list is **indented by 3cm**.

Save the file as ‘Document Production – Task J’ (as a Word document).

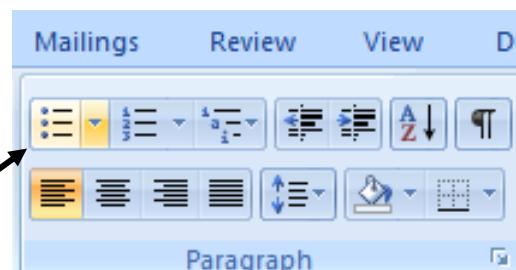
How to do it:

Open the file and create the header and footer as described in the task (Refer back to the header and footer section in this guide if you have forgotten how).

Creating the List

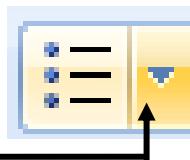
Highlight the twelve listed items.

Select the **Home** tab, the **Paragraph** section and click in the **Bullets** icon.



This will place bullet points next to each of the list items.

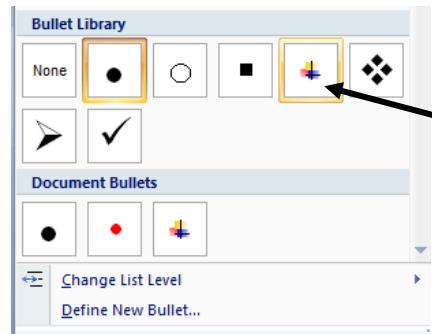
To change the type of bullets used, select the **drop-down handle** instead of the icon.



Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

- enter data from an existing file
- key in and edit text
- import images from a variety of sources
- place and manipulate images
- set the page size and orientation
- set page margins
- use headers and footers
- set page, section and column breaks
- use columns
- set font styles and sizes
- emphasizing text
- use lists



Select the type of bullet you want to use from the **Bullet Library**. In this case I have chosen to use the symbol.

The bulleted list should now look like this:



Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

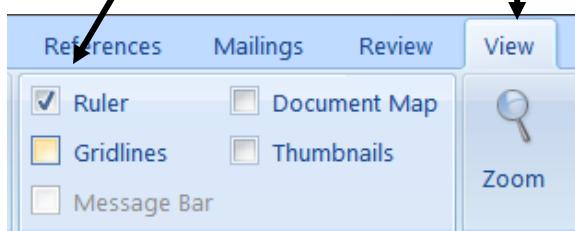
- enter data from an existing file
- key in and edit text
- import images from a variety of sources
- place and manipulate images
- set the page size and orientation
- set page margins
- use headers and footers
- set page, section and column breaks
- use columns
- set font styles and sizes
- emphasizing text
- use lists

Indenting the Bulleted List

Notice how the bulleted list has been **indented automatically** in from the left margin.

The task asked you to make sure that the list was **indented by 3cm** so we need to change the paragraph setting on the ruler.

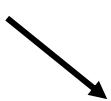
NOTE: If the ruler cannot be seen at the top of the page, click **View** and then tick the **Ruler tick box**.



Highlight all of the bulleted list. On the ruler, click the **left mouse button** on the **rectangle** (not the triangle) and drag it to the right until the **top arrow** is set to **3cm**.



The bulleted list will now look like this:



Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

Save the completed document as '**Document Production – Task J**'.

- ⊕ enter data from an existing file
- ⊕ key in and edit text
- ⊕ import images from a variety of sources
- ⊕ place and manipulate images
- ⊕ set the page size and orientation
- ⊕ set page margins
- ⊕ use headers and footers
- ⊕ set page, section and column breaks
- ⊕ use columns
- ⊕ set font styles and sizes
- ⊕ emphasizing text
- ⊕ use lists

Task K

Open the file you saved earlier in '**Document Production – Task J**'.

Change the bulleted list into a numbered list using roman numerals.

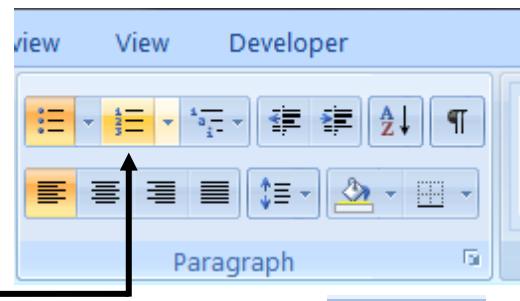
Save the file as '**Document Production – Task K**'.

How to do it:

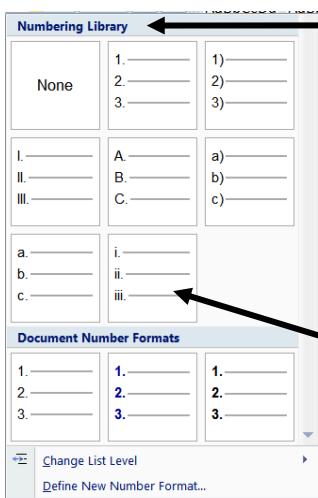
Using a Numbered List

Open the file and highlight the entire bulleted list.

Select the **Home** tab, the **Paragraph** section and click on the **Numbering** icon.



This will place numbers next to each of the list items instead of bullets.



To choose the type of numbers to use, select the **drop-down handle**.

Select the type of numbering that you require from the **Numbering Library**. In this case the task instructed you to use **roman numerals**.

The new document should look like this:

Topics covered so far in chapter 10

Whilst studying chapter 10, I have learnt how to:

Numbers instead of
Bullets.

- i. enter data from an existing file
- ii. key in and edit text
- iii. import images from a variety of sources
- iv. place and manipulate images
- v. set the page size and orientation
- vi. set page margins
- vii. use headers and footers
- viii. set page, section and column breaks
- ix. use columns
- x. set font styles and sizes
- xi. emphasizing text
- xii. use lists.

Save the completed document as
'Document Production – Task K'

NOTE: Make sure that if the bulleted list contains short items it has a colon before the list. Also make sure that each list item starts with a lower case character and only the last item in the list has a full stop. For example:

My favourite movies are:

- the money pit
- the burbs
- cocktail.

Activity 8

1. Open the file named '**TEXT4.RTF**' (from the section 10 files folder). In the header:
 - place your name on the left
 - today's date in the centre
 - filename of the document on the right.
2. Make the **blue text** into a **bulleted list**, using a bullet of your own choice.
3. Make sure the **bulleted list** is **indented** by about **2cm**.
4. Make the **green text** into a **numbered list**, using numbers followed by a bracket (press CTRL key to select all of the green text at once while missing out the red text).
5. Make the **red text** into a **bulleted sub-list**, indented from the numbered list using different bullet points.
6. Change the colour of **all text to black**.
7. Save the file with the new name of '**Document Production – Activity 8**' (as a Word Document).

The completed **Activity 8 file** should look something like this:

Mark Nicholls

18 November 2011

Text4

Before I started this chapter I knew how to:

- ❖ load files
- ❖ save files
- ❖ print documents

In chapter 10 I have learned how to:

- 1) enter data from an existing file
- 2) key in and edit text
- 3) import place and manipulate images
- 4) organise page layout including:
 - ✓ setting the page size and orientation
 - ✓ setting page margins
 - ✓ using headers and footers
 - ✓ setting page, section and column breaks
 - ✓ using columns.
- 5) set font styles and sizes
- 6) emphasizing text
- 7) use lists.

10.17 – Using Tables

Task L

Open the file you saved earlier in '**Document Production – Task I**'.

Add to the end of the document the following text as a new paragraph:

'Temperatures recorded at one weather station in Ross-on-Wye during the weeks read:'.

Below this add the table shown opposite:

Save the file as '**Document Production – Task L**'.

	Maximum	Minimum
2 nd Feb	3	-1
3 rd Feb	5	-3
4 th Feb	5	-3
5 th Feb	2	-1
6 th Feb	2	-1
7 th Feb	5	-3
8 th Feb	4	-2

How to do it: See next page.

Open the file saved in **Task I** and add the text required as a new paragraph to the end of the document.

reported more than 250 of its schools are closed.

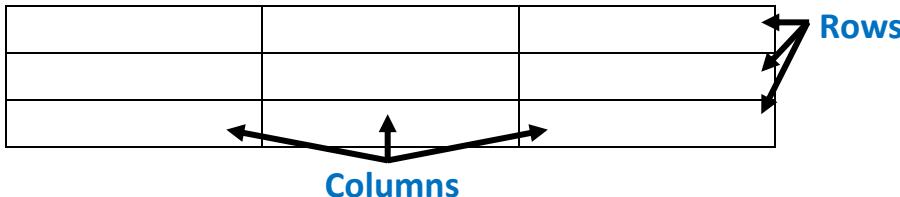
This gave the children lots time to play in the snow, snowballing, making snowmen and snow angels. The snow gave an added dimension, producing some very picturesque scenes, many captured on camera.

Temperatures recorded at one weather station in Ross-on-Wye during the week read:

Creating the table

To create the table, you need to work out how many rows and columns you need the table to contain.

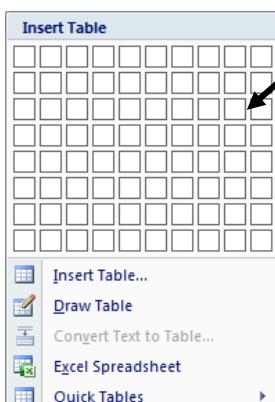
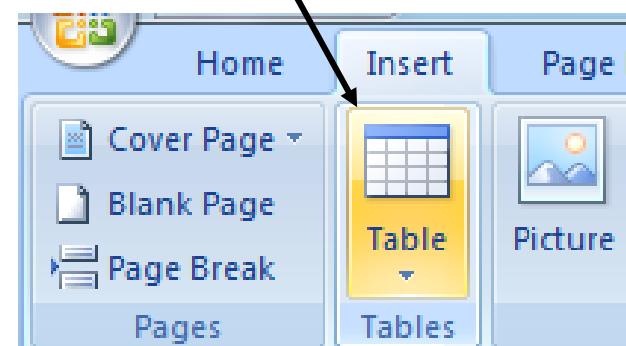
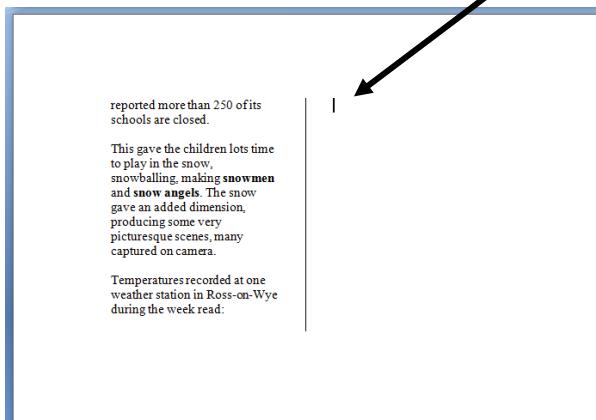
NOTE: Rows go down and Columns go across.



For example, the table in the **blue Task L box** has **3 columns** and **8 rows**.

Move the cursor to the **correct place in the document** and then select **Insert tab**, and

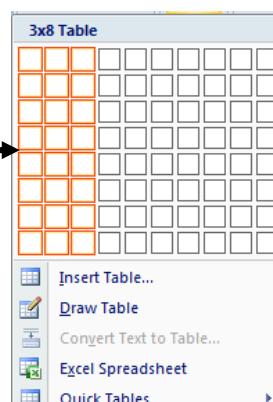
click on the **Table icon** in the **Tables section**.



This will open the **Insert Table** drop-down menu.

Move the cursor over the grid so it highlights the **three columns** and **eight rows** that you need.

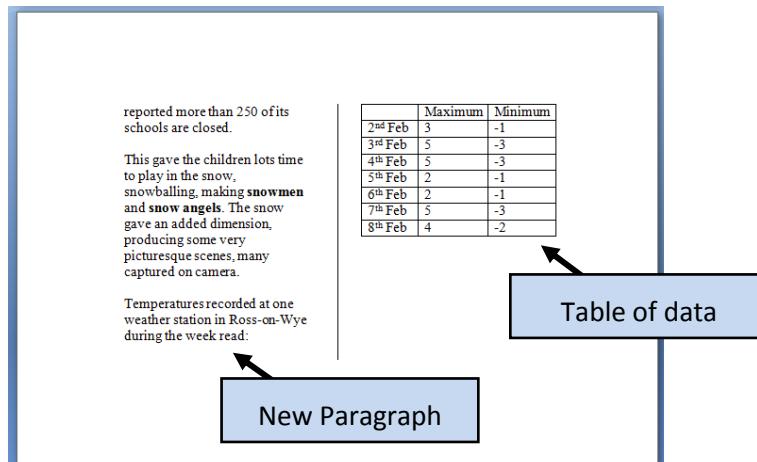
Click your left mouse button in the last highlighted cell of the grid to insert the table (**8 rows by 3 columns**).



Finally, add the required data into the table.

Save the completed document as '**Document Production – Task L'**

The final document should look like this:



Activity 9

1. Create a new document with the title '**Skills to practice using tables**'.
2. Create this table below the title:
3. Save the file with the new name of '**Document Production – Activity 9**'

Function	How	Feature		
Insert	Insert tab	Table		
	Right click	Rows		
	Right click	Columns		
Delete		Rows		
Format		Cells	Alignment	Left, right, centre, fully justified
				Top, centre, bottom
			Colour, shading	
		Rows	Breaks across page	
		Gridlines	Show	
			Hide	
Text Wrapping		Cells		

NOTE: To add more rows than the initial eight available, you need to:

- Move the cursor into the last cell of the table.
- Press the <Tab> key to create the new row.

Task M

Open the file named ‘TEXT5.RTF’ (from the section 10 files folder).

Place your **name** on the **right** in the **header**.

Delete the **second column** and the “**Martial arts**” row.

Insert a **new third column** with this data. →

Second choice
1
2
21
18
2
3
10
5

Insert a **new row** between the ‘Dance workshop’ and ‘Discover Scuba’ with this data:

Craft workshop	0	3	2	3
----------------	---	---	---	---

Merge cells **2 and 3** in the top row and **cells 4 and 5** in the top row.

Save the file as ‘Document Production – Task M’.

How to do it:

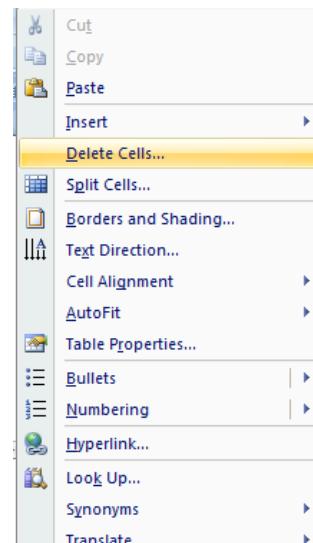
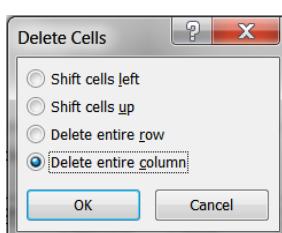
Open the file ‘TEXT5.RTF’ and place your **name** on the **right in the header**.

Deleting Columns

To delete the **second column**, move the cursor to **any cell in the column** and **right click the mouse button** to get a **drop-down menu** like this:

Select **Delete Cells....**, which will open the Delete Cells window.

Select the option for **Delete entire column** and then click on **OK**.

**Deleting Rows**

Repeat this method to delete the ‘**Martial arts**’ row.

Right mouse click in any cell in this row and select **Delete Cells**.

This time select the option for **Delete entire row** and click on **OK**.

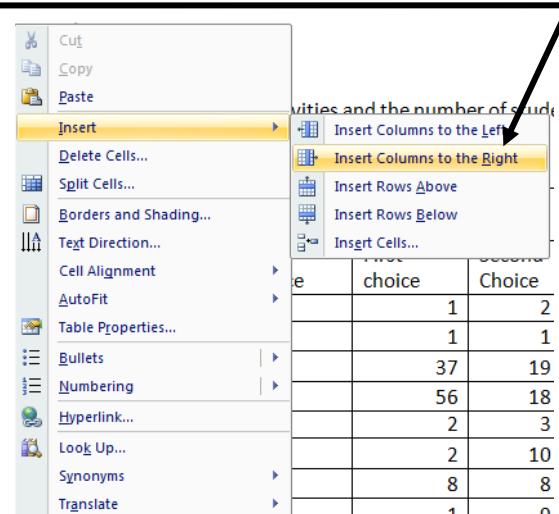
Inserting Columns

To insert a **new third column**, right click the mouse in **any cell in the second column** to get the **drop-down menu**.

Select **Insert**, and then **Insert Columns to the Right**.

Enter the text shown in the task into the cells. →

Second choice	
1	
2	
21	
18	
2	
3	
10	
5	



Inserting Rows

Repeat this method to insert the new row.

Click the right mouse button in any cell in the '**Dance workshop**' row.

Select **Insert** and then **Insert Rows Below**.

Enter the text shown in the task into the cells.

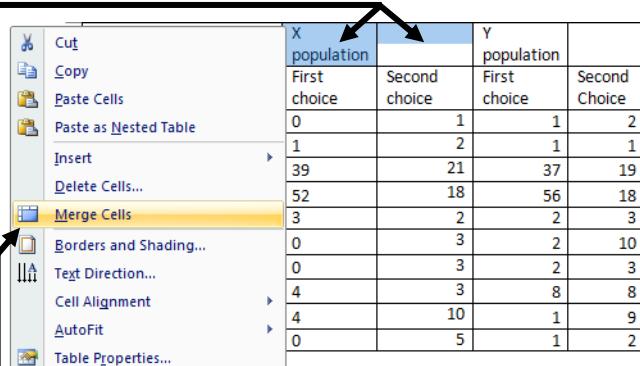
Craft workshop	0	3	2	3
----------------	---	---	---	---

Merging Cells (Joining cells together)

To **merge cells 2 and 3** in the top row, **highlight both of these cells** and then click the right mouse button on one of the highlighted cells to get the drop-down menu. Select **Merge Cells**.

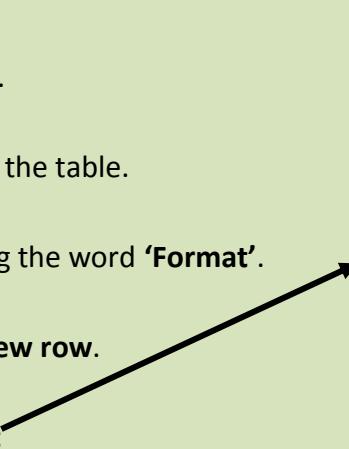
Repeat this for the other two cells placed to the right of the cells that you have just merged. The completed table should look like this: →

Save the completed document as
'Document Production – Task M'



Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0		1	1
Paintballing	39		21	37
Boulogne trip	52		18	56
Rock workshop	3		2	2
Dance workshop	0		3	10
Craft workshop	0		3	2
Discover scuba	4		3	8
Beauty	4		10	1
Ceramic painting	0		5	2

Activity 10

1. Open the file that you saved in '**Activity 9**'.
2. **Delete** the **top row** and **second column** of the table.
3. Insert a **new row** above the row containing the word '**Format**'.
4. Insert the text '**Columns**' in **cell 2** of this **new row**.
5. Insert a **new fourth column** with this data:

6. In column 1, merge the cells containing '**Insert**', '**Delete**' and '**Format**' with the blank cells below them.
7. In column 2, merge the cells containing '**Cells**' and '**Gridlines**' with the blank cells below them.
8. In column 3, merge the cell containing '**Alignment**' with the blank cell below it.
9. Save the file with the new name of '**Document Production – Activity 10**'.

Your completed activity should look like this:

Skills to practice using tables

Insert	Table			
	Rows			
	Columns			
Delete	Rows			
	Columns			
Format	Cells	Alignment	Horizontal	Left, right, centre, fully justified
			Vertical	Top, centre, bottom
	Rows	Colour, shading		
		Breaks across page		
		Gridlines	Show	
			Hide	
Text Wrapping	Cells			

Formatting Tables

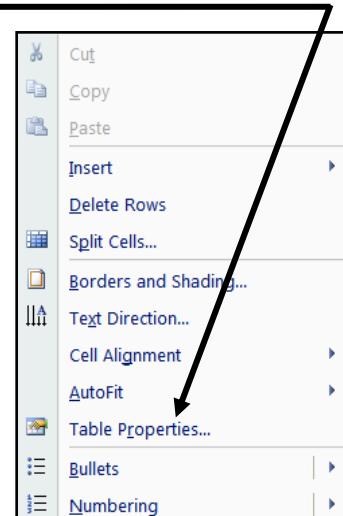
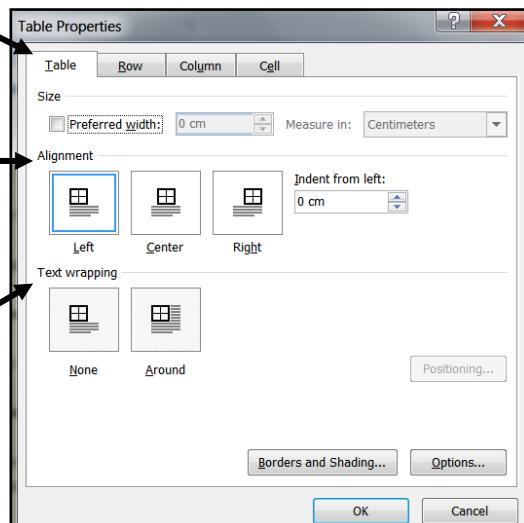
Tables can be formatted so that they are **aligned left, right or centrally**.

Text can be wrapped around the table or not depending on your requirements. All of these features are found in the table properties.

To access table properties, click the right mouse button in the cell of the table, and then select **Table Properties**.

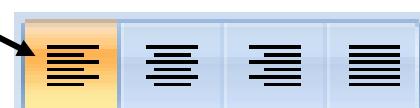
You then select the **Table Tab** within the **Table Properties window**.

The tables alignment can be selected in the **Alignment section** and text wrapping around the table can be switched on or off in the **Text Wrapping section**.



Cells can be formatted so that the contents are aligned both **horizontally** and **vertically within the cell**.

Horizontal alignment can be set and changed by highlighting the relevant cells then selecting the **Home tab** and use the **alignment icons** within that section.



Task N: See next page.

Task N

Open the file you saved earlier in ‘Document Production – Task M’.

Right align all of the cells containing numbers in the second column. **Centre align** all of the cells in the top two rows.

Set the **background colour** of all cells in the top two rows to **yellow**. Ensure that there is no text wrapped within the cells of the table.

Vertically align all data to the top of each cell.

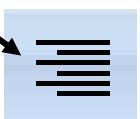
Remove the gridlines from any **unused** cells.

Save the file as ‘Document Production – Task N’.

How to do it:

Aligning Table Cells

To right align the **numbers in the second column**, highlight these cells and then select the **Align Text Right** icon in the **Paragraph** section of the **Home tab**.



Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	21	37	19
Boulogne trip	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

Repeat this method to centre align the cells in the top two rows (choosing the **Center** icon instead).

Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	21	37	19
Boulogne trip	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

The table should now look like this.

Table Background Colour

Highlight the **top two rows** with the mouse and then select the **Home tab**.



Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	21	37	19
Boulogne trip	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

In the **Paragraph** section click on the drop-down list for the **Shading** tool.

Select the **Yellow** colour from the palette. This will set the background colour for selected cells.

Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	21	37	19
Boulogne trip	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

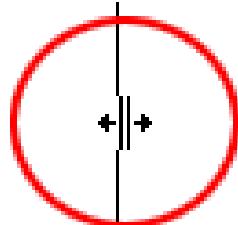
Text Wrapping

Text wrapping is where **text is too long to fit into a cell** and is forced onto the next line.

Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Activity	First choice	Second choice	First choice	Second Choice

To remove text wrapping you simply have to **resize the widths of the columns** so that they fit the text within them.

To adjust the width of columns, place the cursor over the gridline between the cells. The cursor will change to look like this:



Double click the left mouse button to perfectly resize the column to fit the contents.

Repeat for any other column that needs resizing.

NOTE: Make sure that the completed table does not spill outside of the margins of the page. This would be penalised in the practical exams.

The table should now look like this:

Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	21	37	19
Boulogne trip	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

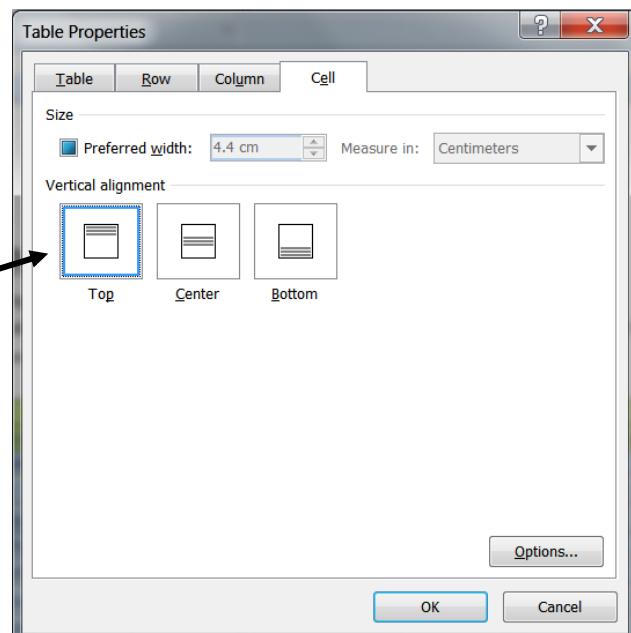
No Text Wrapping

Vertically Aligning Data

To vertically align all data to the top of each cell, highlight all of the cells that require this.

Right click the mouse in the table and select the **Cell tab**.

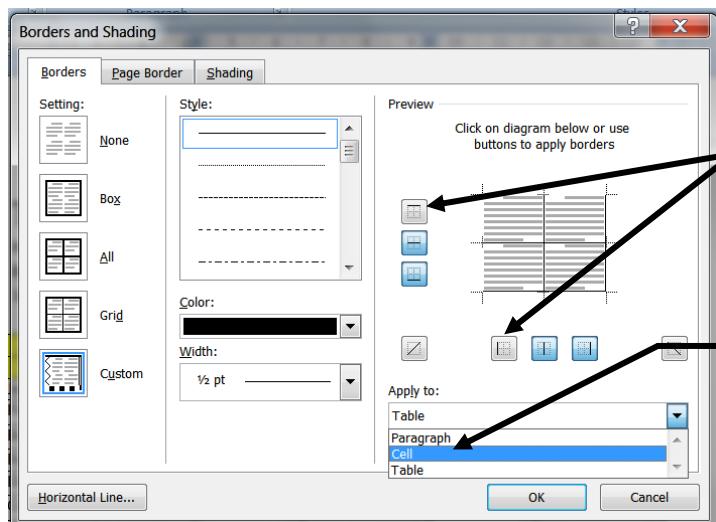
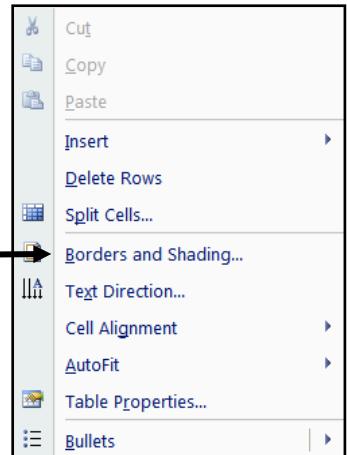
Select the option for **Top** and then click **OK**.



Removing Gridlines

To remove the gridlines from the unused cell in the top corner, right click the mouse in that cell of the table and choose **Borders and Shading**.

This opens the **Borders and Shading window**. From here select the **Borders tab**.



Click the left mouse button on each of the lines that you wish to remove and in the **Apply to:** section select the option for **Cell**. Click on **OK**.

NOTE: Don't forget to remove the yellow background from this cell.

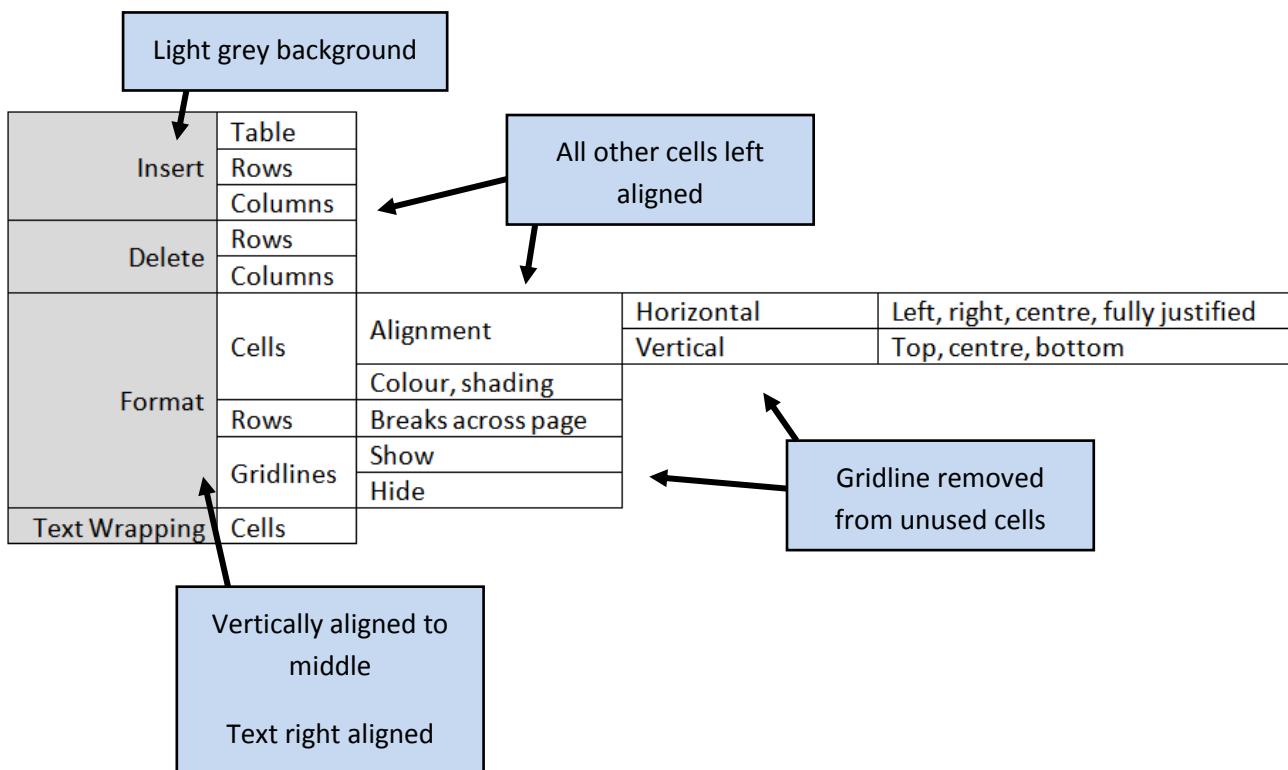
The table should now look like this:

Activity	X population		Y population	
	First choice	Second choice	First choice	Second Choice
Jewellery making	0	1	1	2
Gridline removed from unused cell	39	21	37	19
	52	18	56	18
Rock workshop	3	2	2	3
Dance workshop	0	3	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

Activity 11

1. Open the file that you saved in '**Activity 10**'.
2. **Right align** all the cells in the first column.
3. **Left align** all other cells in the table.
4. Set the background colour of all cells in the first column to **light grey**.
5. Ensure that there is **no text wrapped** within the cells of the table.
6. **Vertically align** all data to the **middle** of each cell.
7. **Remove the gridlines** from any **unused** cells.
8. Save the file with the new name of '**Document Production – Activity 11**'.

It should look like this:



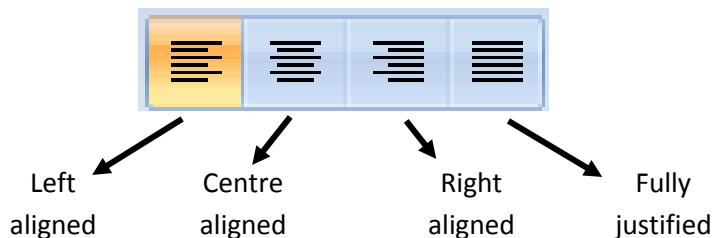
10.18 – Text Alignment

Text can be aligned in four basic ways:

- ⊕ Aligned to left margin (**which is called left aligned**)
- ⊕ Aligned to centre of page (**which is called centre aligned**)
- ⊕ Aligned to right margin (**which is called right aligned**)
- ⊕ Aligned to both margins (**which is called fully justified**)

Text can be aligned by selecting the text and then using the alignment icons.

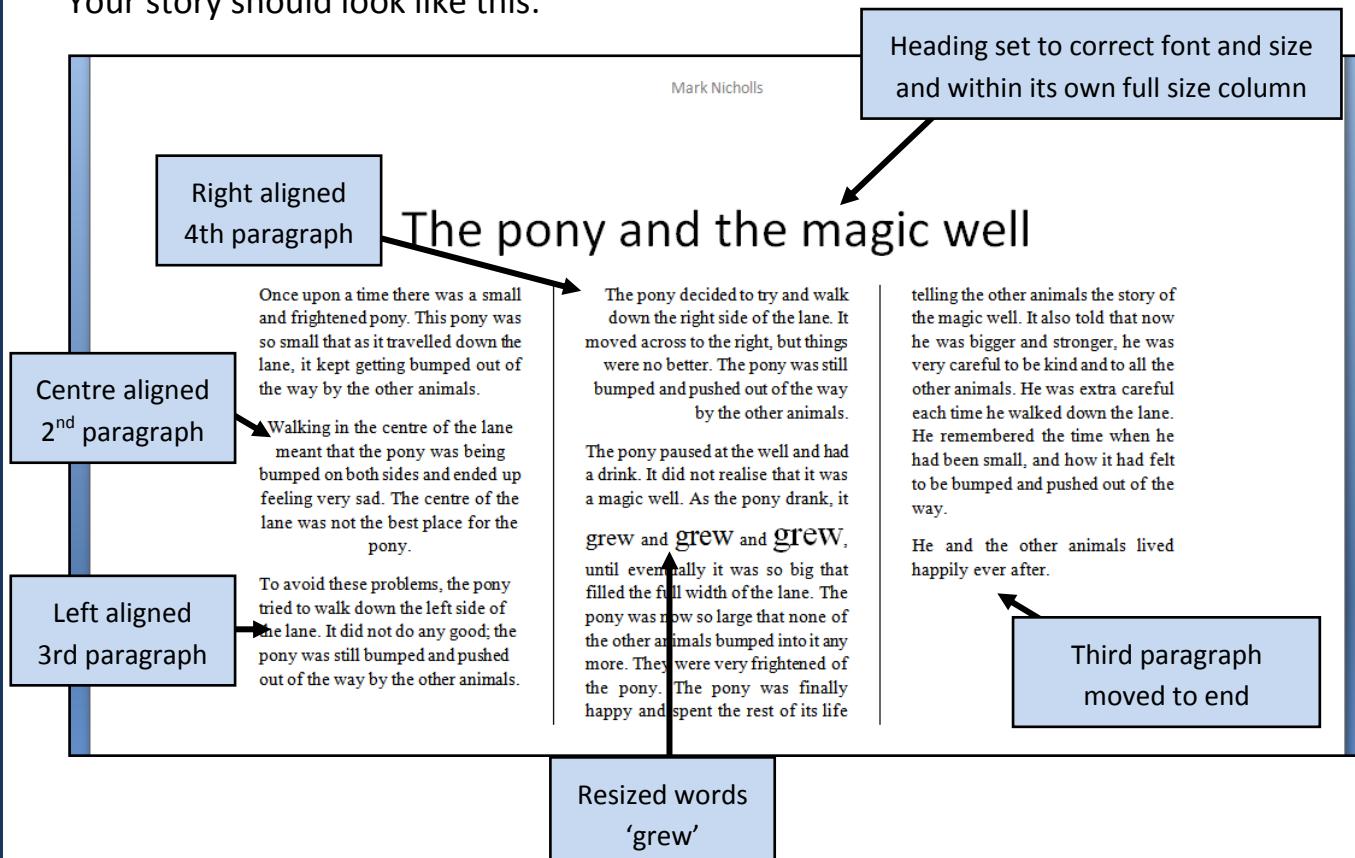
The alignment icons are found in the Paragraph section under the Home tab.



Activity 12

1. Open the file '**TEXT6.RTF**'.
2. Place your name in the **centre** of the **header**.
3. Make only the **title** a **36 point sans serif font** that is **centre aligned** and fits in a single, full width column (Hint: you need to insert a continuous break).
4. Move the **third paragraph** so that it becomes the **last paragraph**.
5. **Fully justify** the **body text**.
6. **Centre align** the **second paragraph**.
7. **Left align** the **third paragraph** and **Right align** the **fourth paragraph**.
8. Make the first word '**grew**' in the story **16 points** high. The second '**grew**' **20 points** and the third '**grew**' **24 points**.
9. Save the file with the new name of '**Document Production – Activity 12**'.

Your story should look like this:



10.19 – Line Spacing

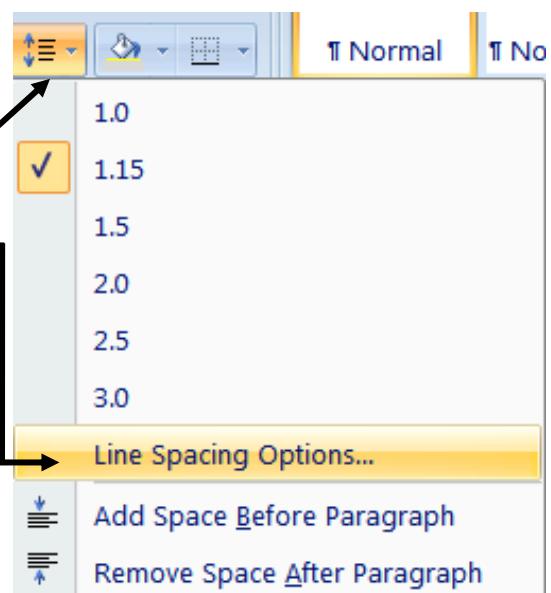
Different line spacing can be used to present different page layouts.

The most commonly used line spaces are:

- ⊕ **Single line** spacing
- ⊕ **1.5 line** spacing
- ⊕ **Double line** spacing.

To change the line spacing in a paragraph, select the **Home tab** and then find the **Line Spacing icon**.

Access the drop-down menu then select **Line Spacing Options....** This gives you more options than the standard line spaces in the list.



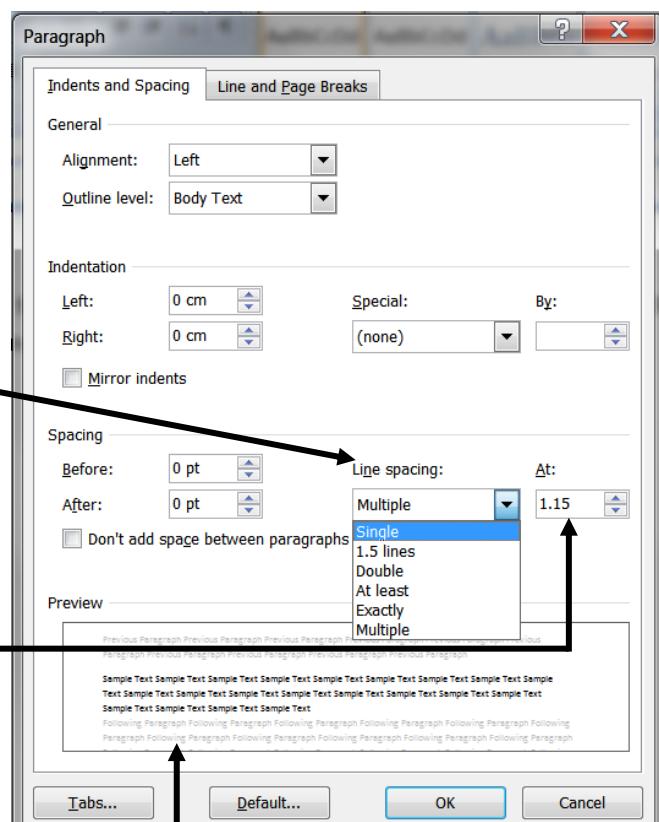
To change the line spaces, select the **Line spacing:** drop-down menu. This will allow you to define an exact number of lines.

It is often wise to select all text and adjust the line spacing together.

NOTE: It is important that you check that line spacing is consistent throughout your documents. You will be penalised marks for inconsistencies in your exams.

At: options allow you to further select from more line spaces.

The **Preview window** shows you what effect your selections will have on the lines of text within your document.

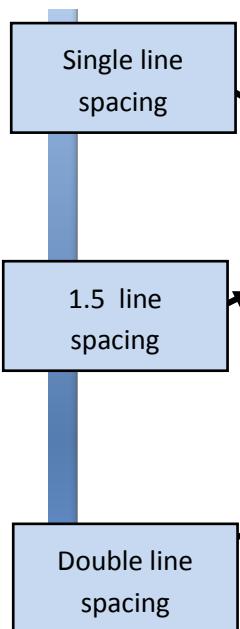


Activity 13

1. Open the file you saved in 'Activity 12'.
2. Make the first paragraph single line spacing.
3. Make the second paragraph 1.5 line spacing.
4. Make the third paragraph double line spacing.
5. Do not change the line spacing of the rest of the document.
6. Set the heading spacing to 12 spaces before and 24 spaces after the paragraph.
7. Save the file with the new name of 'Document Production – Activity 13'.

Your story should now look like this:

12 spaces before and
24 spaces after



The pony and the magic well

Once upon a time there was a small and frightened pony. This pony was so small that as it travelled down the lane, it kept getting bumped out of the way by the other animals.

Walking in the centre of the lane meant that the pony was being bumped on both sides and ended up feeling very sad. The centre of the lane was not the best place for the pony.

To avoid these problems, the pony tried to walk down the left side of

the lane. It did not do any good; the pony was still bumped and pushed out of the way by the other animals.

The pony decided to try and walk down the right side of the lane. It moved across to the right, but things were no better. The pony was still bumped and pushed out of the way by the other animals.

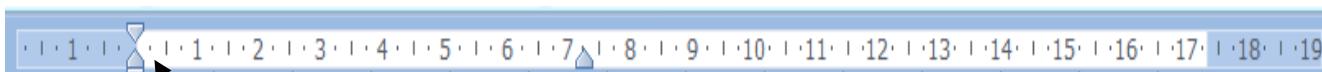
The pony paused at the well and had a drink. It did not realise that it was a magic well. As the pony drank, it grew and grew and grew,

until eventually it was so big that it filled the full width of the lane. The pony was now so large that none of the other animals bumped into it any more. They were very frightened of the pony. The pony was finally happy and spent the rest of its life telling the other animals the story of the magic well. It also told that now he was bigger and stronger, he was very careful to be kind and to all the other animals. He was extra careful each time he walked down the lane. He remembered the time when he had been small, and how it had felt to be bumped and pushed out of the way.

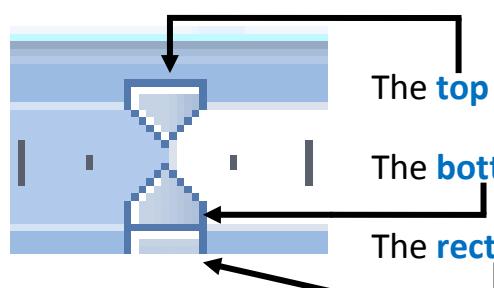
10.20 – Formatting Paragraphs (and Hanging Paragraphs)

Paragraphs can be formatted with different settings for the first line of a paragraph compared to other lines in the paragraph.

These settings are all changed on the **ruler** which looks like this:



On the left side of the ruler are **two settings** for the left margin.



The **top triangle** adjusts the **first line of the paragraph**.

The **bottom triangle** aligns the **rest of the paragraph**.

The **rectangle** adjusts the **whole paragraph**.

Task O

Open the file ‘TEXT7.RTF’ (from the section 10 files folder).

Place your **name** on the **left** in the **header**.

Set the **first line** of the **first paragraph** as **indented text**, indented by **2.5 centimetres**.

Indent the whole of the **second paragraph** by **2.5 centimetres**.

Set the **fourth** and **fifth paragraphs** as ‘**hanging paragraphs**’ with a **2.5 centimetre tab**.

In the **fifth paragraph** make the text ‘**Good Use**’ a **sub-heading**.

Save the file as ‘**Document Production – Task O**’.

How to do it:

Open the file and place your name in the header.

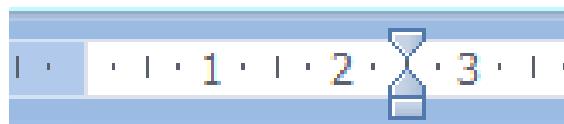
Indenting first line of first paragraph

Click the left mouse button in the first paragraph and drag the **top triangle in the ruler** to the right by **2.5 centimetres** like this:



Indenting second paragraph

To indent the whole of the second paragraph, click in that paragraph and the drag the **small rectangle** across to the right by **2.5 centimetres** like this:



Creating the Hanging Paragraph

Highlight the fourth and fifth paragraphs and drag the **bottom triangle** to the right by **2.5 centimetres** like this:



NOTE: Hanging paragraphs are where the first line of a paragraph are aligned to the left margin and all other lines are left hanging. For example:

This paragraph is called a hanging paragraph.

This means that the first line of the paragraph is aligned to the margin and all other lines are left hanging.

Creating the Sub-Heading

To make the text '**Good Use**' a sub-heading, **remove the full stop** and **space** at the end of it and replace it with the <Tab> key.

Activity 14

1. Open the file you saved in '**Activity 7**'.
2. Add the text '**History item 1**' as a new line to the start of the document.
3. Format this text in the same style as the rest of the page.
4. Change the title '**Weather update**' to '**February 2011**'.
5. Set all of the **text** on the **first page** to be **spaced 5 lines apart** and **all other text** in the document to be **single line spacing** with **no spacing before each paragraph** and **24 point spacing after each paragraph**.
6. **Indent the first line of each paragraph** on the **second page** by **5 millimetres**.
7. Save the file with the new name of '**Document Production – Activity 14**'.

Example over the page:

29/11/2011	Activity3 <h2>History item 1</h2> <h3>February 2011</h3> <h4>Arctic blast grips the <u>United Kingdom</u></h4> <p>Over 200 cars were stranded in around 30 centimetres of snow overnight in Devon, a county in southwest England. Many of the occupants of these cars had to be rescued by the police, army, mountain rescue and other emergency workers.</p> <p>Over 1000 schools were closed, many in the west of the country, where rural areas were virtually cut off from the outside world as snow made the minor roads impassable to all except 4 wheel drive vehicles. The disruption was disrupted in both Wales and northern England. This table shows the number of schools closed in some of the local authorities:</p> <table border="1"> <thead> <tr> <th>Local Authority</th> <th>Schools Closed</th> </tr> </thead> <tbody> <tr> <td>Bath and North East Somerset</td> <td>100</td> </tr> <tr> <td>Gloucestershire</td> <td>100</td> </tr> <tr> <td>North Gloucestershire</td> <td>100</td> </tr> <tr> <td>South Gloucestershire</td> <td>100</td> </tr> <tr> <td>Wiltshire</td> <td>100</td> </tr> </tbody> </table> <p>A spokeswoman for the Highways Agency said that the two Seven bridges, linking South Wales to England, were closed for "safety reasons in the present weather conditions".</p> <p>Flight was suspended at Bristol airport in southern England, while Luton airport, to the north of London and Stansted airport, north east of London also saw disruption.</p> <p>Five days of heavy snowfall, which is extremely unusual for this region, have led to shortages of grit to spread on roads, with some local authorities having to import grit from neighbouring areas. The price of this has tripled from some suppliers, and some local authorities are spreading cooking and table salt on the roads in an effort to keep the transport network flowing. A county council spokesman in Bedfordshire, near London said today "Gritting routes will have to be prioritised. The district's network of gritting roads will not be repeated until further supplies are obtained". roadside salt bins will not be replenished".</p> <p>Despite the disruption, there have been many 'picture postcard' scenes, and many newspaper and websites have been showing images of a "Winter Wonderland". Schoolchildren across the region have been playing in the snow, although this did lead to the tragic death of a 16 year old girl in a freak sledding accident in South Yorkshire. Many of the schoolchildren that were interviewed in southern England had never seen anything like this in their lifetime and were relishing in the chance to play in these weird conditions.</p> <p>On Friday, London, Cardiff, Welshpool and Wales were all plunged into travel chaos as fresh snowstorms battered these countries. Much of the snow had persisted as far south as ground to a standstill as about 100 cars littered country lanes and back roads. England recorded the heaviest falls of snow in nearly 20 years.</p>	Local Authority	Schools Closed	Bath and North East Somerset	100	Gloucestershire	100	North Gloucestershire	100	South Gloucestershire	100	Wiltshire	100	7:53 PM
Local Authority	Schools Closed													
Bath and North East Somerset	100													
Gloucestershire	100													
North Gloucestershire	100													
South Gloucestershire	100													
Wiltshire	100													

10.21 – Correcting Errors

You will need to spell check all word-processed documents before submitting them for assessment.

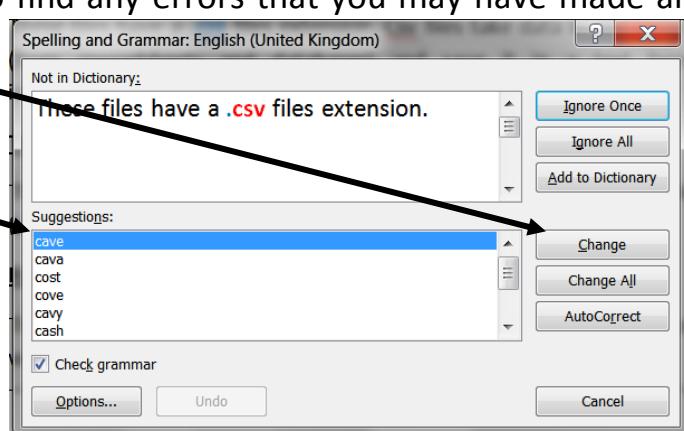
To do this, select the **Review tab** and in the Proofing section click on the **Spelling and Grammar** icon.

The spelling and grammar check will start automatically.

Use the **Spelling and Grammar** tool to find any errors that you may have made and then use the **Change option** to correct them. Word gives you **suggestions** which help you to quickly select the correct spellings.



You can also choose the **Change All** option to automatically correct all errors of the same type.



The **Ignore options** give you the ability to skip words that have been flagged up as incorrect but you actually want to keep.

(like in the example where I want to use the word .csv)

NOTE: It is very important that you also read through all of your work to make sure it is 100 percent correct.

You will lose marks in the exam if you have spelling mistakes or errors in line spacing etc.

Make sure that bulleted or numbered lists, tables, graphs etc are not split over two pages.

You should also make sure that you have no blank pages or widows and orphans.