

# ICT IGCSE Practical – Revision Presentation

## Word Processing

- Page Layout
- Header & Footer
- Font Styles
- Image wrapping
- List Styles
- Indentation & Spacing
- Find & Replace
- Create/Format Table
- Common Mistakes
- Orphan & Widows
- Completed Example
- Mail Merge

# ICT IGCSE Practical – Revision Presentation

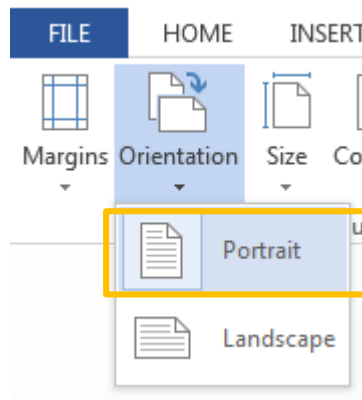
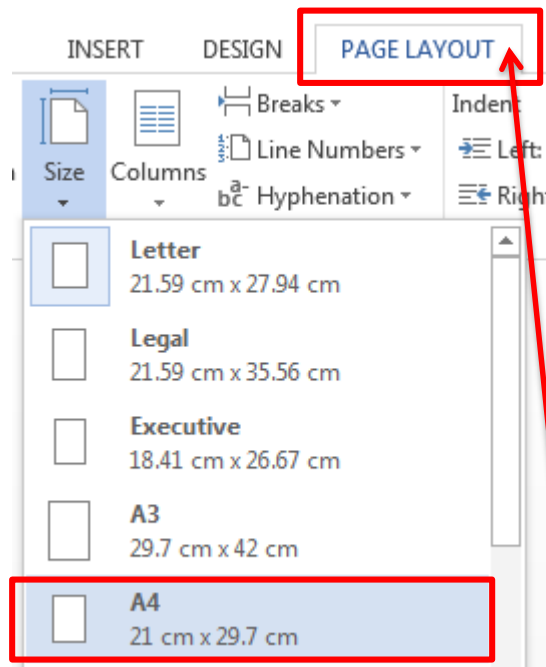
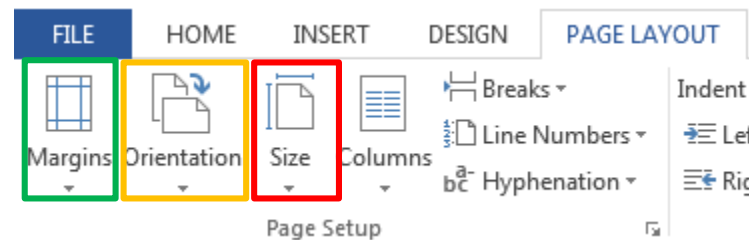
## Word Processing

### Page Layout (Size & Orientation)

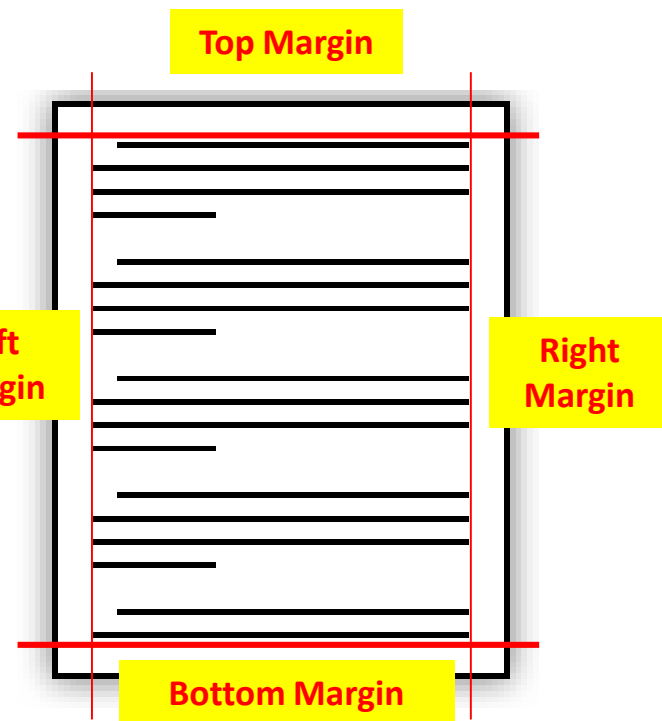
Using a suitable software package, open the file N216BRIEFING.RTF

Set the:

- page size to A4
- orientation to portrait
- top and bottom margins to 2 centimetres
- left and right margins to 1.5 centimetres.

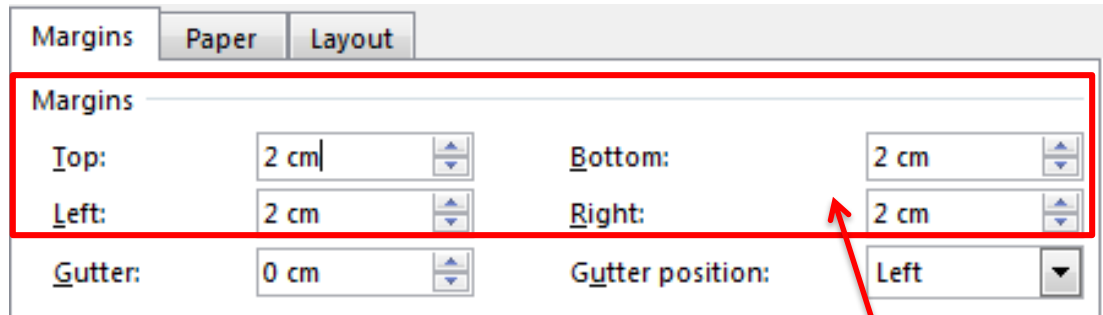
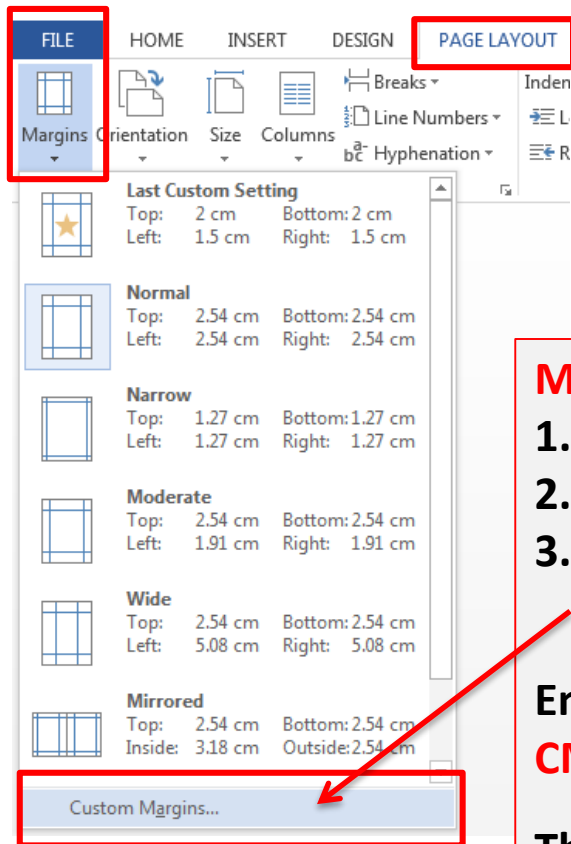


Click on the **Page Layout** tab to make changes to the page (Size, Orientation and margins).



## Word Processing

### Page Layout (Margins)

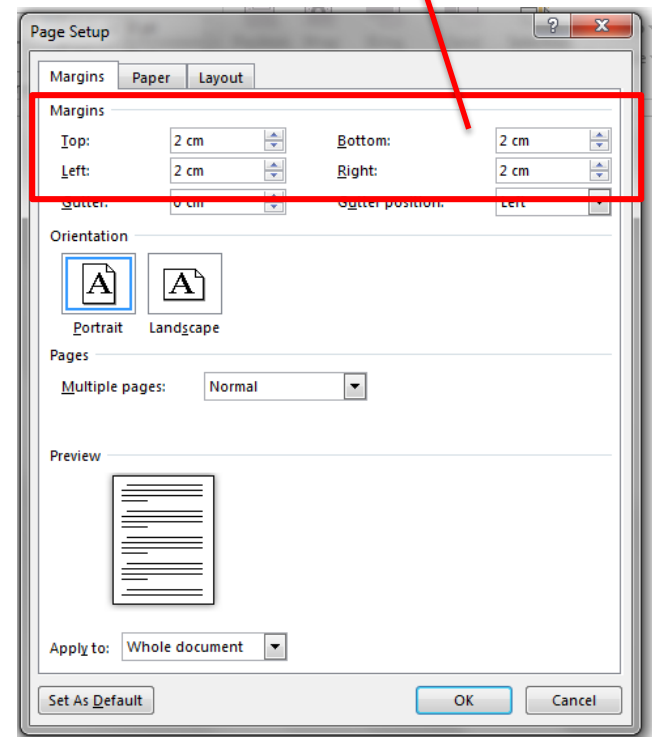


### Margins

1. Click on **Page layout**
2. Click on **Margins**
3. Click on **Custom Margins**

Enter the margins in **CM**.

The top, bottom, left and right may have different margins.



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Page Layout (Columns)

Display all the text after the second paragraph which ends ... *complete with your line manager.* in two columns of equal width with a 1 centimetre space between them. [2]

## New Staff Induction

Report prepared by: *Yasar Ahmad*

Congratulations on your new job. We are delighted to welcome you to the team at Tawara Health Club and hope you will enjoy working here. This briefing document is part of a comprehensive induction programme which is designed to give you the necessary information to settle into your new working environment and to also ensure you can work legally and safely.

As part of your induction you will be required to attend an Induction Training Day. The aim of this day is to welcome new staff and to introduce them to the standards and policies of the company. It will also provide essential health and safety information. The training days are held in January, April, July and October and you will be notified of the next available event. Attached to this document is a personalised Induction Checklist which you should complete with your line manager.

### Company Mission

The mission of Tawara Health Club is to promote affordable fitness for everyone in an atmosphere that allows members to create and maintain a rewarding and healthy lifestyle. We aim to enhance and improve the overall health and fitness of others through motivation, education and guidance. We are committed to the health and well being of mind, body and spirit.

### Mentoring

### New Staff Induction

Report prepared by: *Yasar Ahmad*  
Congratulations on your new job. We are delighted to welcome you to the team at Tawara Health Club and hope you will enjoy working here. This briefing document is part of a comprehensive induction programme which is designed to give you the necessary information to settle into your new working environment and to also ensure you can work legally and safely.

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#### Mentoring

As a new member of staff you will be assigned a mentor who will guide you through the early stages of your appointment. They will help and support you as you become familiar with the company's standards and procedures. Your mentor will be a senior member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

#### Abuse

The basic sexual leave entitlement is 4 weeks, increasing to 6 weeks for employees with 5 years' continuous service. Leave entitlement for part-time employees is calculated on a pro-rata basis. The leave year runs from 1 February to 31 January. Requests for holiday must be approved in advance by your line manager and a holiday form completed.

If you wish to leave the company, please refer to your staff letter for the notice period you are required to give. Notice should be given in writing to your manager.

Any absence due to sickness must be notified to your manager by telephone as early as possible on the first day of absence.

#### General Conduct

Your hours of work are as stated in your staff letter. All members of staff are expected to arrive at their place of work punctually and without exception. It is your responsibility to check the time and leave when you are on duty. Permanent members will not be allowed to leave the premises without permission.

Personal calls should not be made on company telephones. Mobile phones must be switched off while you are at work. Smoking is prohibited on company premises.

#### Uniform and Appearance

Members of staff are expected to wear the uniform that is provided for them. It should be kept clean and in good repair and will remain the property of the company. Name badges are part of the uniform and should be worn at all times. Footwear should be appropriate for the area in which you work. Staff must maintain the highest possible standards of personal hygiene and cleanliness.

#### Disability Awareness

People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective services for members with disabilities means treating everyone the same regardless of disability. Be positive, polite and offer help if required.

#### Use of ICT Equipment

Many duties involve staff using computerised systems and the necessary ICT training will be provided. All staff are given an IT session to ensure we have provided personnel with all the equipment specified in your contract of employment. You will then be

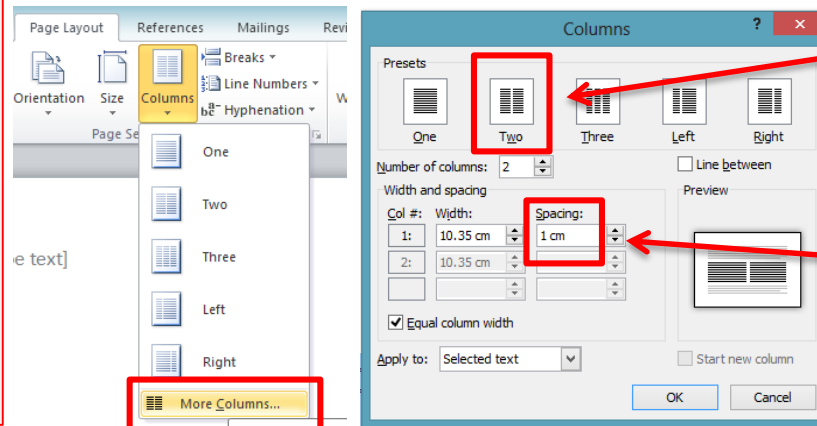
Columns after this point

TIP:

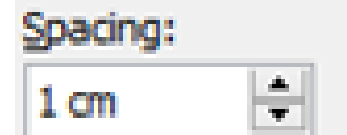
Always double check where the columns are meant to start from.

## Columns

1. Highlight the text
2. Click on **Page layout**
3. Click on **More Columns**
4. Select the settings for your columns



- 1) Select the **amount** of columns.
- 2) Set the spacing. You may need to write **1cm**.



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Header & Footer

When inserting a header or footer make sure you select **the Blank (Three Columns)** option.

**INSERT** DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Table Pictures Online Shapes SmartArt Chart Store Wikipedia Online Hyperlink Bookmark Comment

**Blank (Three Columns)**

Left aligned Centre aligned Right aligned

**Place in the header:**

- the text **Tawara Health Club** left aligned
- automated page numbers right aligned.

**Place in the footer:**

- your Centre number and candidate number left aligned
- the automated file name only (no path) right aligned.

**New Staff Induction**

Report prepared by: Yasar Ahmad

Congratulations on your new job. We are delighted to welcome you to the team at Tawara Health Club and hope you will enjoy working here. This briefing document is part of a comprehensive induction programme, which is designed to give you the necessary information to settle into your new working environment and to also ensure you can work legally and safely.

As part of your induction you will be required to attend an Induction Training Day. The aim of this day is to welcome new staff and to introduce them to the standards and policies of the company. It will also provide essential health and safety information. The training days are held in January, April, July and October and you will be notified of the next available event. Attached to this document is a personalised Induction Checklist which you should complete with your line manager.

**Company Mission**

The mission of Tawara Health Club is to promote affordable fitness for everyone in an atmosphere that allows members to create and maintain a rewarding and healthy lifestyle. We aim to enhance and improve the overall health and fitness of others through motivation, education and guidance. We are committed to the health and well-being of mind, body and spirit.

**Membership**

As a new member of staff you will be assigned a mentor who will guide you through the early stages of your appointment. They will help and support you as well as introduce you to company policies and procedures. Your mentor will be a mutual member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

**Absence**

The basic annual leave entitlement is 4 weeks, increasing to 5 weeks for employees with 2 years continuous service. Leave entitlement for part-time employees is calculated on a pro-rata basis. The leave year runs from 1 February to 31 January. Requests for holidays must be approved in advance by your line manager and a holiday form completed.

If you wish to leave the company, please refer to your offer letter for the notice period you are required to give. Notice should be given in writing to your manager.

Any absence due to sickness must be notified to your manager by telephone as early as possible on the first day of absence.

**General Conduct**

Your hours of work are as stated in your offer letter. All members of staff are expected to arrive at their place of work punctually and without incident. It is your responsibility to check the rota and know when you are on duty. Permanent illnesses will not be tolerated.

Personal calls should not be made on company telephones. Mobile phones must be switched off while you are at work. Smoking is prohibited on company premises.

**Uniform and Appearance**

Members of staff are expected to wear the uniform that is provided for them. It should be kept clean and in good repair and will remain the property of the company. Name badges are part of the uniform and should be worn at all times. Footwear should be appropriate for the area in which you work. Staff must maintain the highest possible standards of personal hygiene and cleanliness.

**Disability Awareness**

People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective services for customers with disabilities means treating everyone the same regardless of disability. Be positive, polite and offer help if required.

**Use of ICT Equipment**

Many duties involve staff using computerised systems and the necessary ICT training will be provided. All staff are given an IT account to access our IT services. To obtain your IT account, you must first have provided personnel with all the documents specified

**Anti-virus Policy**

We aim to provide a computing network which is virus-free. A virus is a piece of self-replicating code or malicious programming code designed to destroy or damage information on computers or email user data. Viruses are usually disguised to their presence is not obvious to the computer user. A virus infection can be very costly to the company in terms of lost data, lost staff productivity and lost reputation. This policy applies to all computer users. Staff should be aware of the main methods of preventing viruses, three of which are:

1. Ensure antivirus software is installed and running.
2. Do not open email attachments from unknown sources.
3. Scan portable media before use.

**Policies and Procedures**

The following documents are relevant to all job roles and you should become familiar with their contents.

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines
4. Equal Opportunities/Equality Policy
5. Data Protection
6. Confidentiality

**Header & Footer**

Header: Tawara Health Club

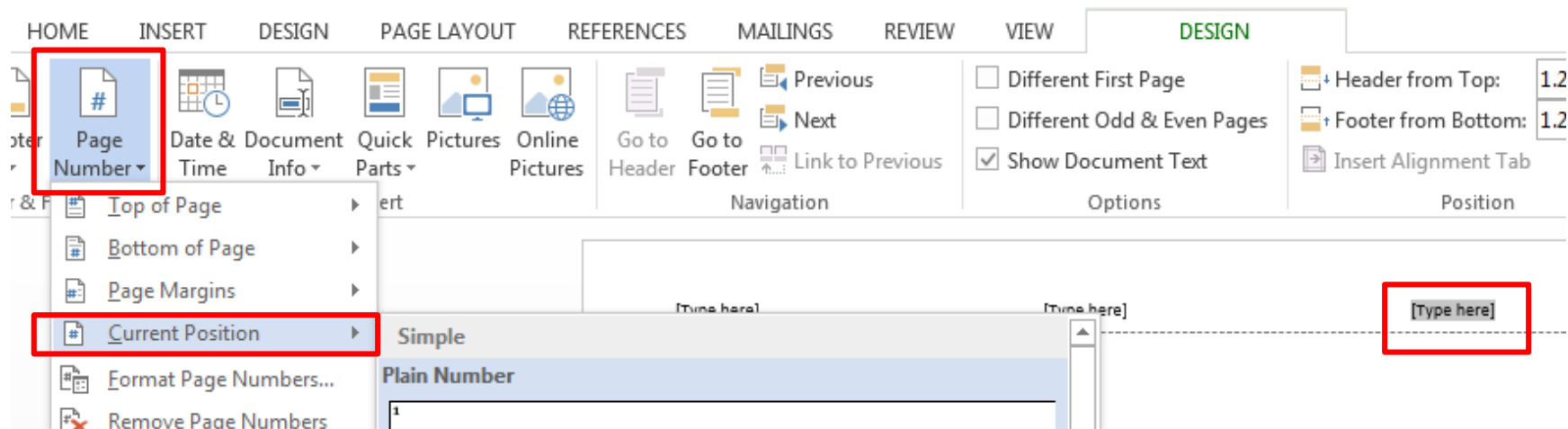
Footer: 1234, 5678

# ICT IGCSE Practical – Revision Presentation

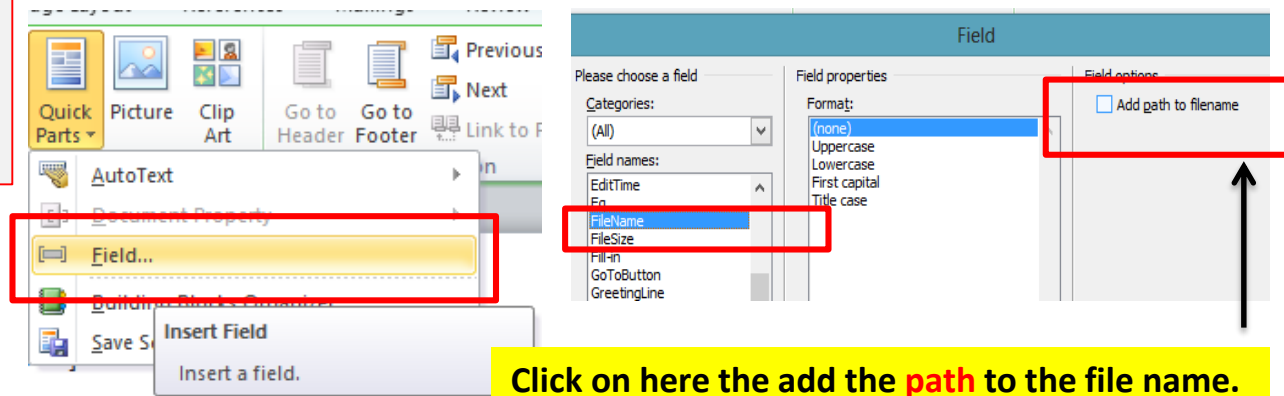
## Word Processing

### Header & Footer

To insert a Page Number click on Design >> Page Number >> Current Position



To insert a File name click on Design >> Quick Parts >> Field



Click on here the add the **path** to the file name.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Font Styles

Font styles can be placed in two categories (**San-Serif** and **Serif**). **San-Serif** fonts have straight edges whereas **Serif** fonts have little ticks at the edges of each letter.

**San-Serif:** Arial

**Serif:** Times New  
Roman



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Font Styles (Exam House Style Example)

### Exam Question

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
THC-Header_footer	serif	10	as in step 4	italic	single	0	0
THC-Title	sans-serif	32	left	bold	single	0	0
THC-Subtitle	sans-serif	16	right	italic	single	0	0
THC-Subheading	sans-serif	14	centre	underlined	single	0	12
THC-Body	serif	11	justified	none	single	0	12
THC-Table	serif	11	left	none	single	0	0

The alignment for the first style will be different as **specific alignment** will be asked for in Question 4. So you can just set it as **left align as a default value**.

- 4
- Place in the header:
    - the text **Tawara Health Club** left aligned
    - automated page numbers right aligned.
  - Place in the footer:
    - your Centre number and candidate number left aligned
    - the automated file name only (no path) right aligned.

[Type here]

[Type here]

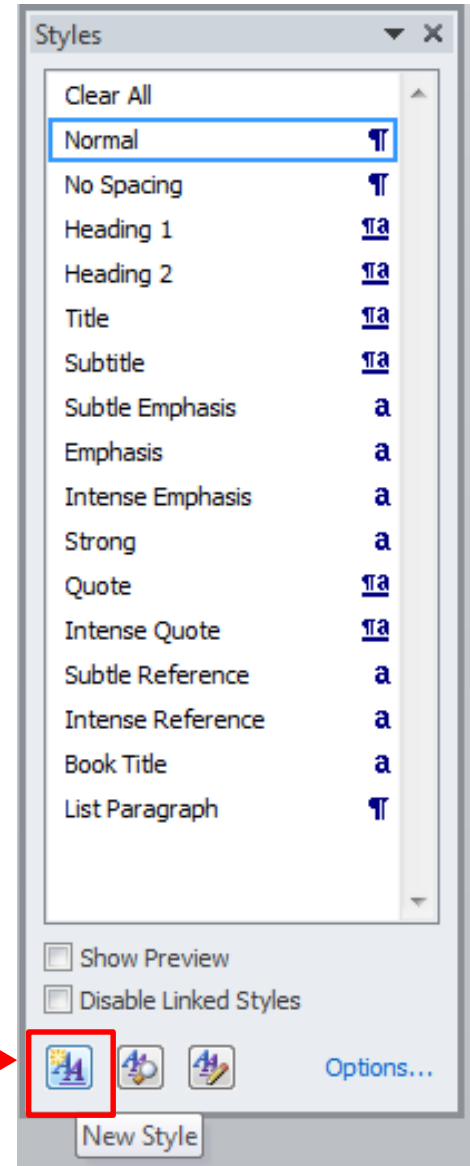
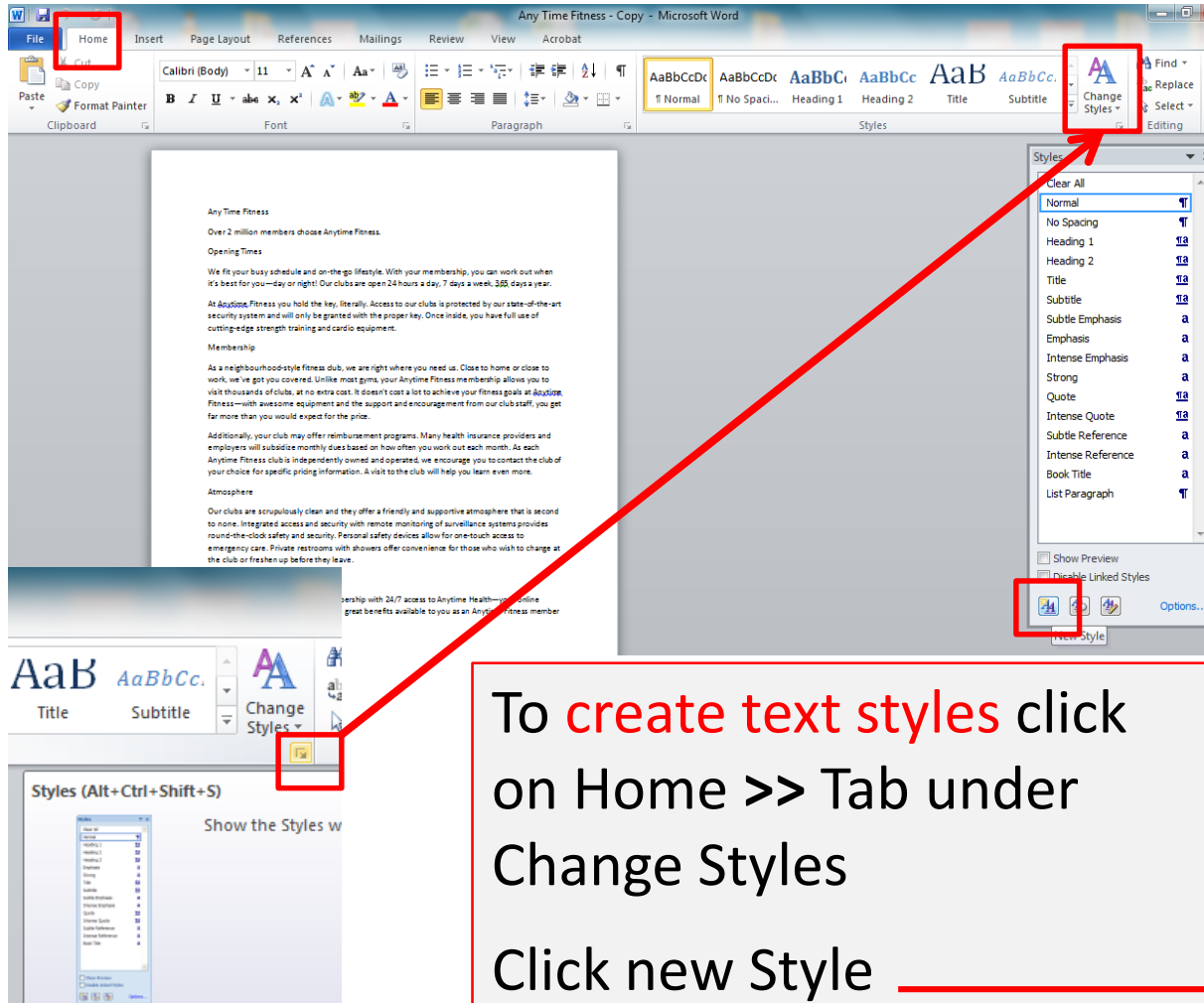
[Type here]



# ICT IGCSE Practical – Revision Presentation

## Word Processing

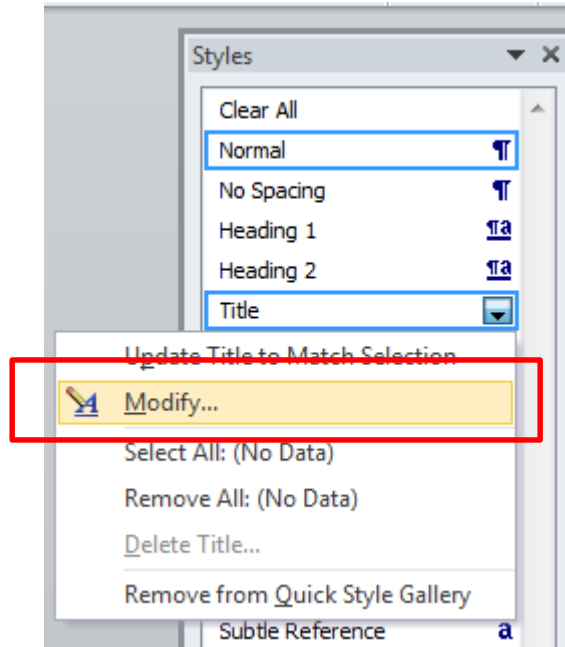
### Font Styles (Creating a House Style)



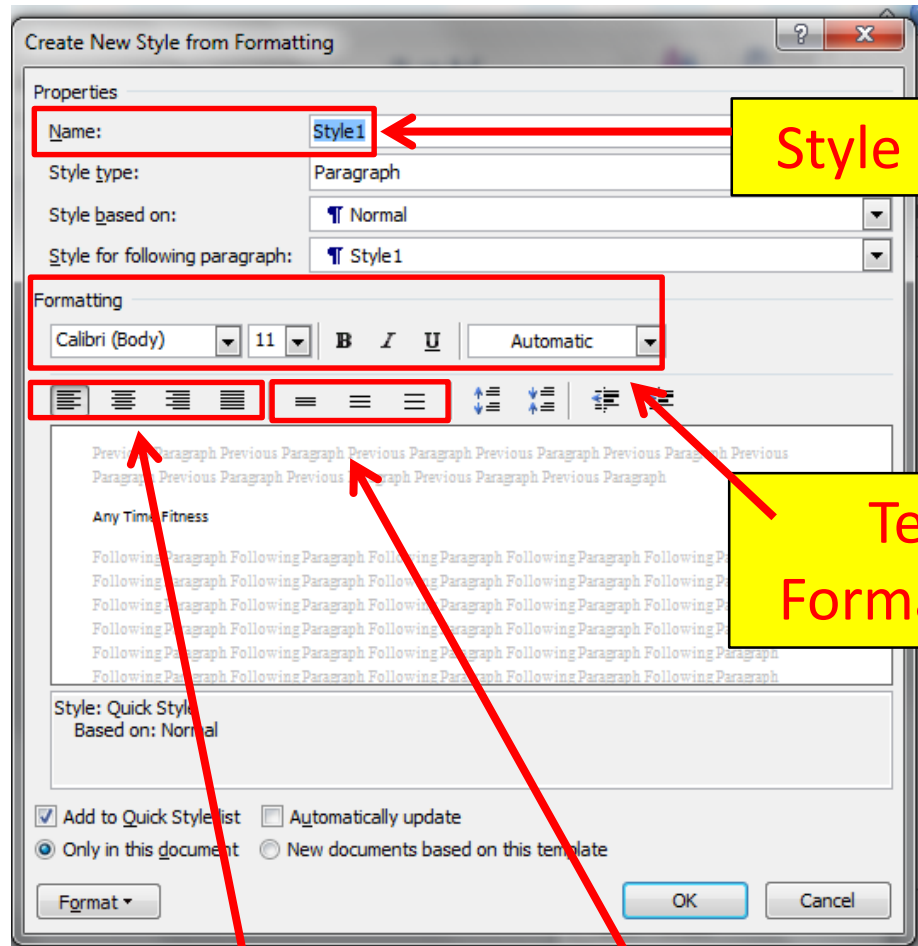
# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Font Styles (Modifying Style)



Existing Styles can also be modified e.g. Title



Style Name

Text Formatting

Alignment

Line Spacing

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Alignment

Line spacing changes the space between lines or paragraphs.

**Left Alignment**

**Centre Alignment**

**Right Alignment**

**Justified**

# ICT IGCSE Practical – Revision Presentation

# Word Processing

## Line Spacing

**Line spacing changes the space between lines or paragraphs.**

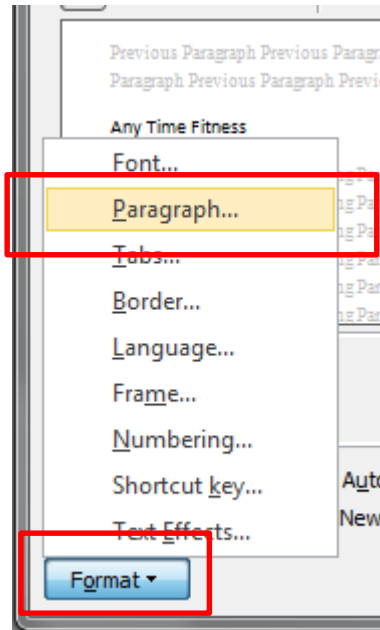
[illegible]

Spacing  
between the  
lines  
increases

## Word Processing

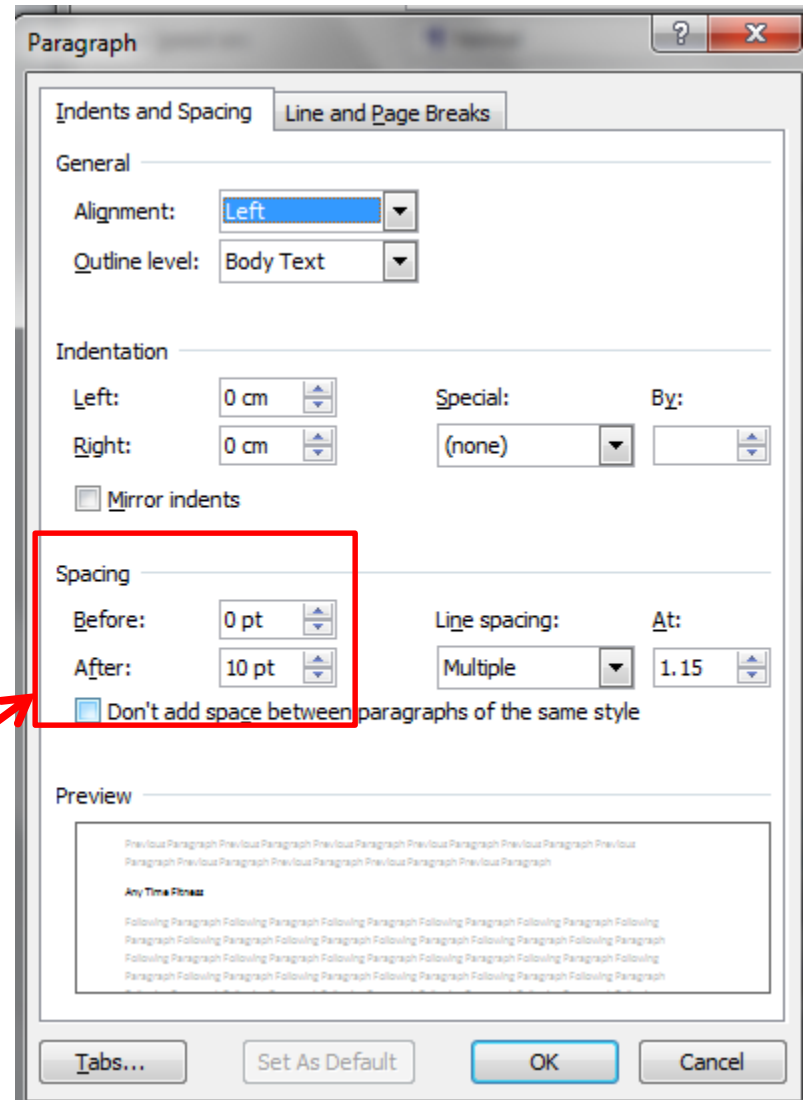
### Spacing (Before & After)

To add spacing click on **Format >> Paragraph**



Edit **After** to add spacing after a text style.

Tip: Refer to current font size or style sheet (house style)



# ICT IGCSE Practical – Revision Presentation

## Word Processing

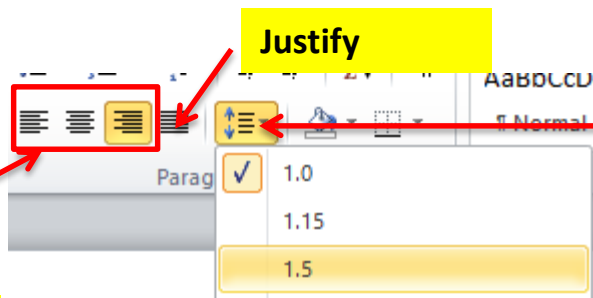
### Formatting Options

Additional formatting can also be applied to text by highlighting the text and click on the relevant icon.

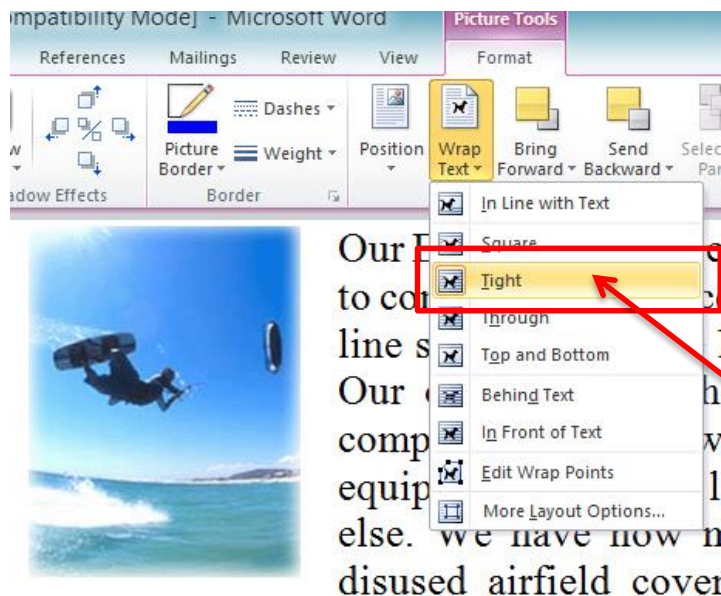
Left, Centre & Right

Justify

Select Line Spacing



### Image Wrapping



Our Extreme Sports Centre gives you the opportunity to come and experience the world of kiting, from two line stunt kites to the highest levels of power kiting. Our centre has all the facilities to make your day complete, from browsing the store, refreshments, equipment hire to just lazing round watching everyone else. We have now moved to our new home on a disused airfield covering over fifty acres of fields which lie between the old runways.

On the small field we encourage static kites, for example small two line kites for beginners or stunt flying. The medium sized field is good for beginners and intermediate kite practice and learning driving skills. We

### Wrapping Text around an image

1. Select the image and then click on Format
2. Wrap Text
3. Select Tight

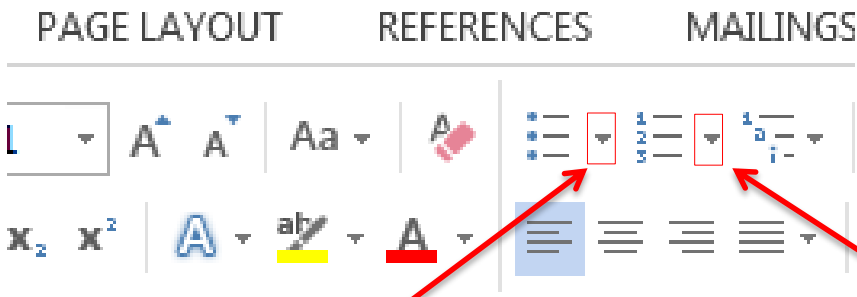
# ICT IGCSE Practical – Revision Presentation

## Word Processing

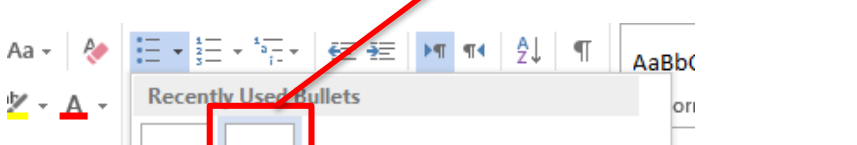
### List Styles

To **apply a list style** you need to **highlight the text** and then select the relevant style icon. **You can click on the arrow** for further options.


PAGE LAYOUT REFERENCES MAILINGS




Recently Used Bullets



Bullet Library



Document Bullets



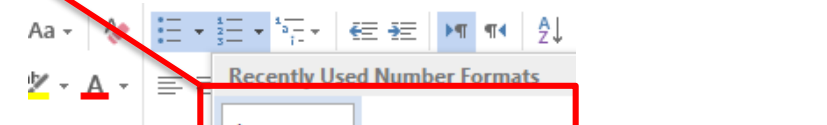
The following

- Child Protection
- Health and Safety
- Training Centre Guidelines
- Equal Opportunities/Equity Policy
- Data Protection
- Confidentiality

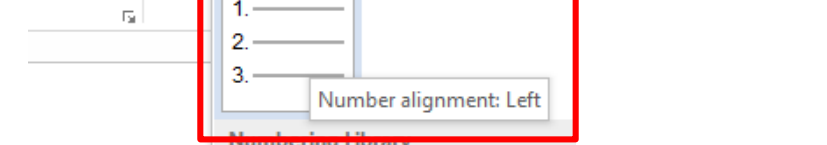
Change List Level  
Define New Bullet...

**Bulleted List**

Recently Used Number Formats



Numbering Library



The following

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines
4. Equal Opportunities/Equity Policy
5. Data Protection
6. Confidentiality

**Numbered List**

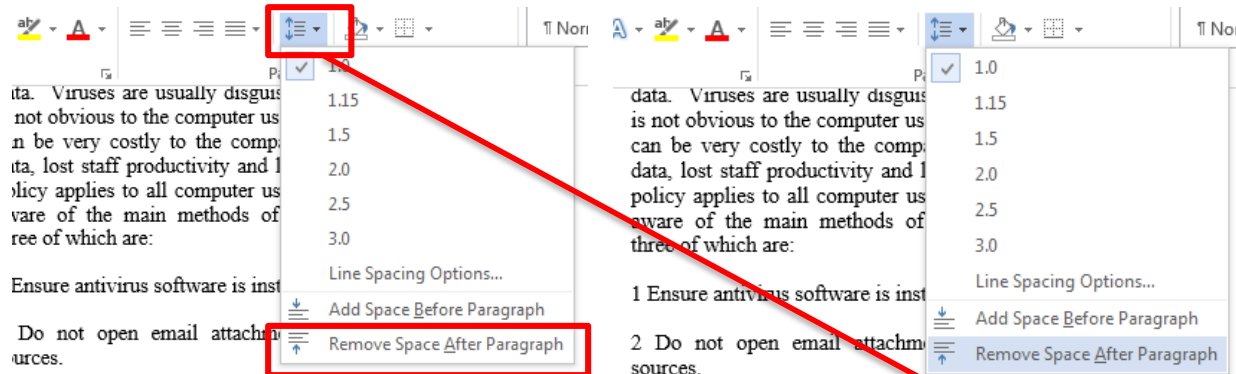


# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Remove Spacing

Format this list so the numbers are aligned at the left margin with no space after each line.



### Highlight Text

1. Click on **Line Spacing Icon**.
2. Click on **Remove Space After Paragraph**.

Scan portable media before use.

#### Policies and Procedures

The following documents are relevant to all job roles and you should become familiar with their contents:

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines
4. Equal Opportunities/Equity Policy

**Before with Space**

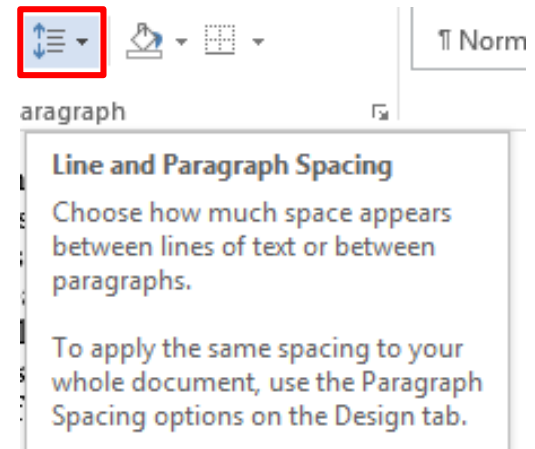
3 Scan portable media before use.

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3. Training Centre Guidelines
4. Equal Opportunities/Equity Policy
5. Data Protection
6. Confidentiality

**Space Removed**





# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Indentation

Format this list so the numbers are aligned at the left margin with no space after each line.



data. Viruses are usually disguised so their presence is not obvious to the computer user. A virus infection can be very costly to the company in terms of lost data, lost staff productivity and lost reputation. This policy applies to all computer users. Staff should be aware of the main methods of preventing viruses, three of which are:

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#### Policies and Procedures

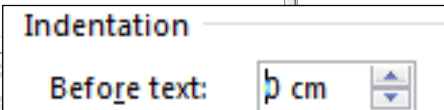
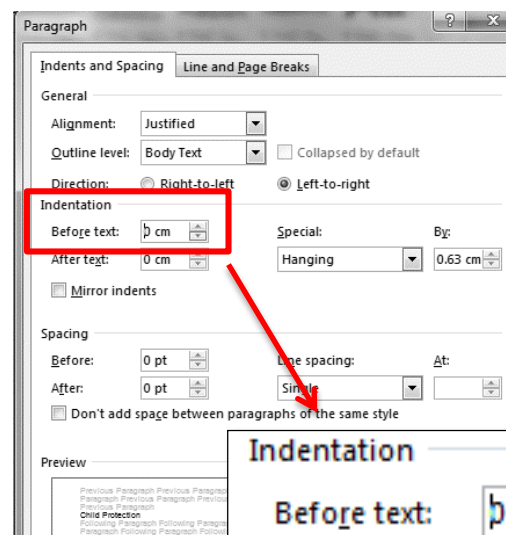
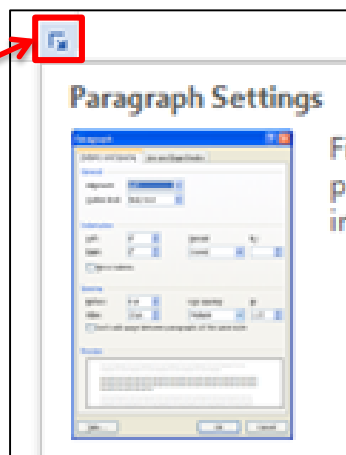
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#### Policies and Procedures

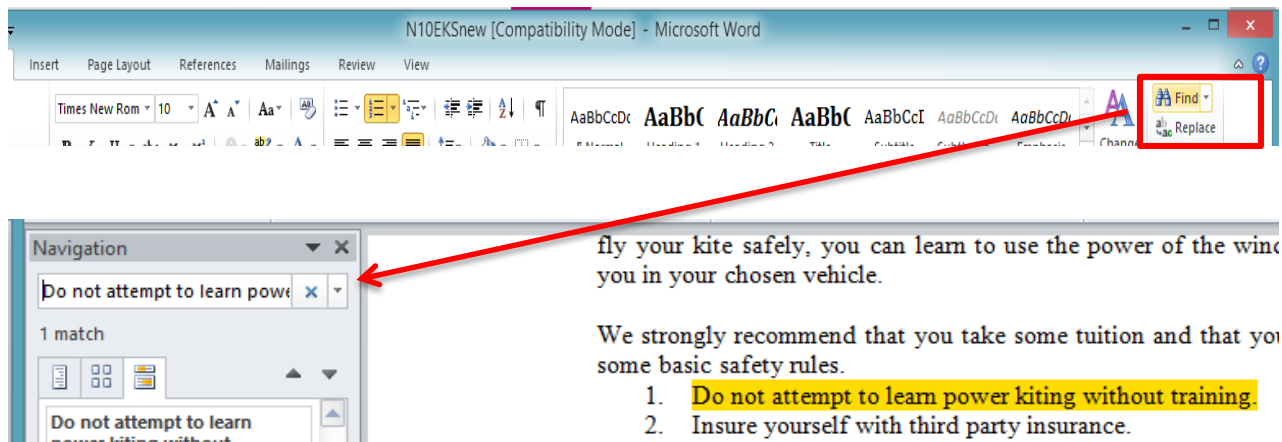
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4. Equal Opportunities/Equity Policy
5. Data Protection
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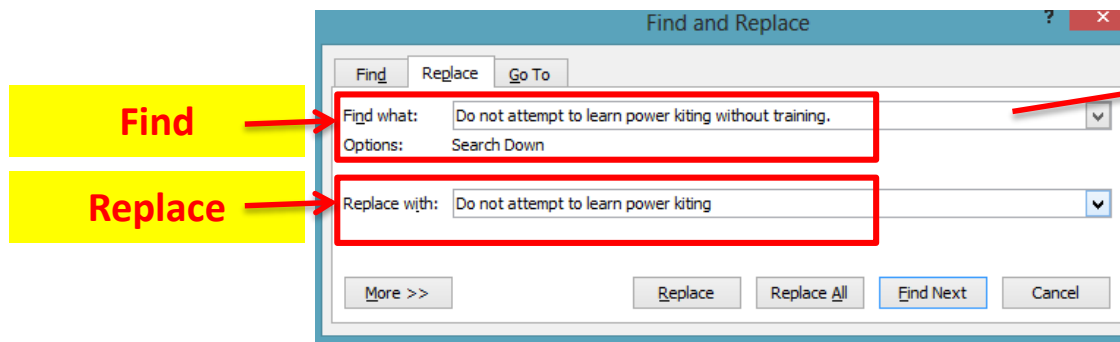
# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Find & Replace Tool



**Find Tool: Find**  
Specific text in your document. This tool is useful in exams as sometimes you are asked to insert items (tables, images etc.) at certain points.

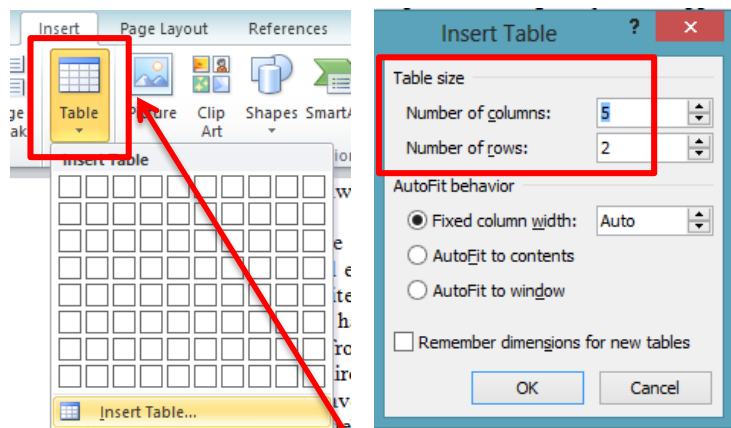


**Find and Replace:** Will find specific text and will replace it with the text you require in the entire document.

# ICT IGCSE Practical – Revision Presentation

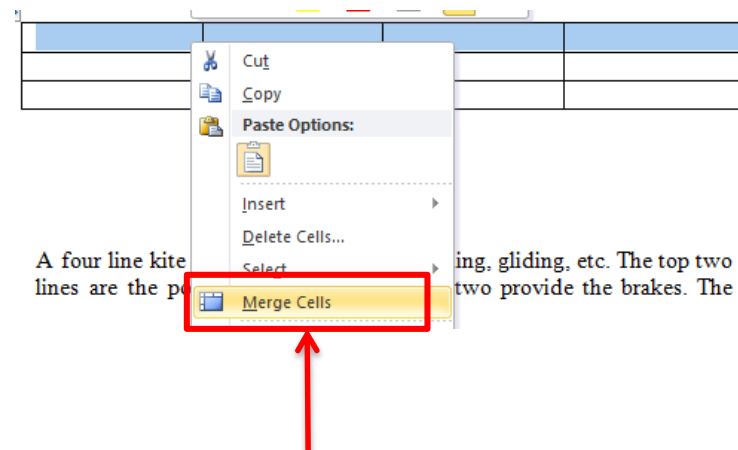
## Word Processing

### Create a Table



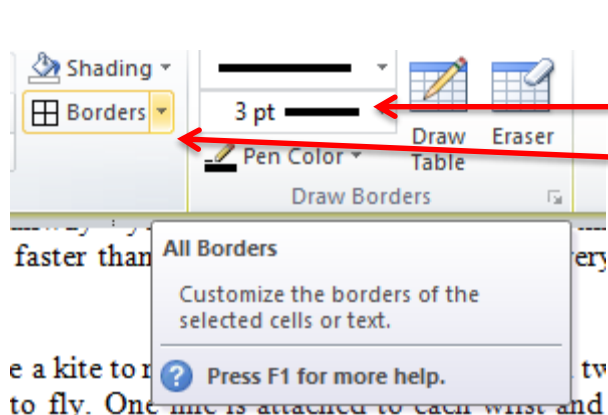
#### Inserting Table

1. Click on Table >> insert table
2. Select the number of rows and columns



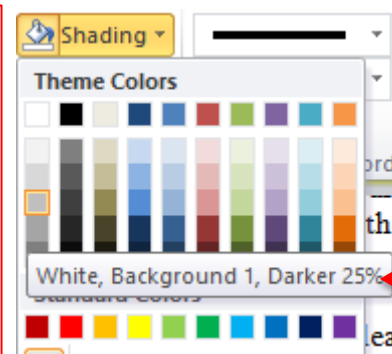
#### Merging Rows

1. Highlight the row >> right click mouse >> select merge cells



#### Applying Borders

1. Highlight the table and apply the appropriate border settings. You can also change the weight of the border.



#### Applying Shading

1. Highlight the row that needs to be shaded. Select the colour making sure you have selected the correct percentage.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

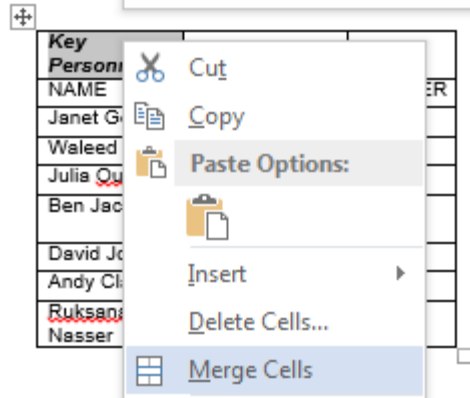
### Formatting Table

Format the first row of the table to be:

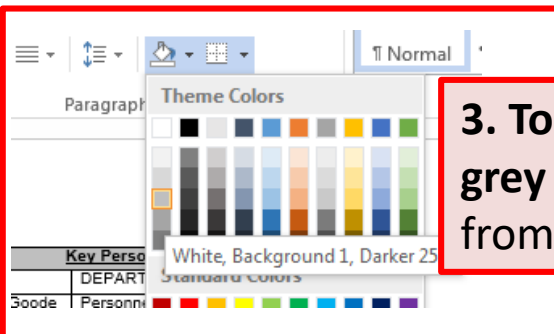
- ☐ bold and underlined
- ☐ centre aligned over the three columns
- ☐ shaded with a light grey background (20–40%).

1. Top row merged (Highlight row >> Right Click >> Merge Cells)
2. Text has been centre aligned.

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Andy Clarke	Director	3584
Ruksana Nasser	Payroll	5402



Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
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Andy Clarke	Director	3584
Ruksana Nasser	Payroll	5402



3. Top row selected and grey shading selected from the fill bucket.

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	
Julia Ould	First Aider	
Ben Jackson	Health and Safety	
David Jones	Safety Officer	
Andy Clarke	Director	
Ruksana Nasser	Payroll	

4. Text has been highlighted and formatted.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Formatting Table (Insert and Deleting Rows)

**1**

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould		
Ben Jackson		
David Jones		
Andy Clarke		
Ruksana Nasser	Payroll	5402

**2**

**3**

Insert Above  
Insert Below  
Insert Left  
Insert Right

**New row created**

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Andy Clarke	Director	3584
Ruksana Nasser	Payroll	5402

1. Highlight the row you would like to insert the row from (Above/Below)
2. Right Click >> Insert >> Insert Above

1. Highlight the row you would like to **delete**.
2. Right Click >> Delete >> Delete Rows

**1**

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould		
Ben Jackson		
David Jones	Director	3584
Ruksana Nasser	Payroll	5402

**2**

Delete

**3**

Delete Cells...  
Delete Columns  
Delete Rows  
Delete Table

**Row deleted**

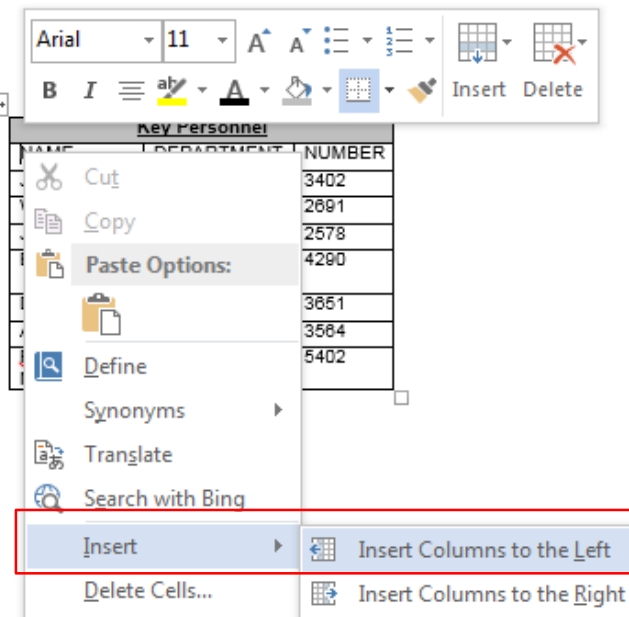
Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Andy Clarke	Director	3584
Ruksana Nasser	Payroll	5402

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Formatting Table (Inserting & Merging Columns)

1

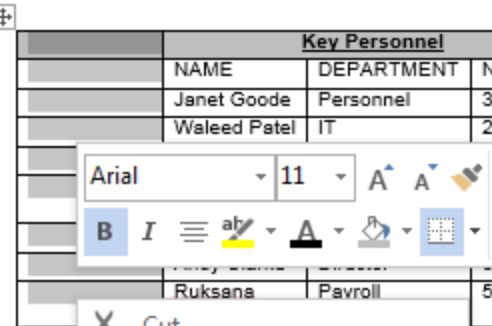


2

Key Personnel			
	NAME	DEPARTMENT	NUMBER
	Janet Goode	Personnel	3402
	Waleed Patel	IT	2691
	Julia Ould	First Aider	2578
	Ben Jackson	Health and Safety	4290
	David Jones	Safety Officer	3651
	Andy Clarke	Director	3584
	Ruksana Nasser	Payroll	5402

1. Click on the first column
2. Right Click >> Insert >> Insert Columns to the left (or right)
3. Highlight the newly created column
4. Right Click >> Merge Cells

3



Merged Cells

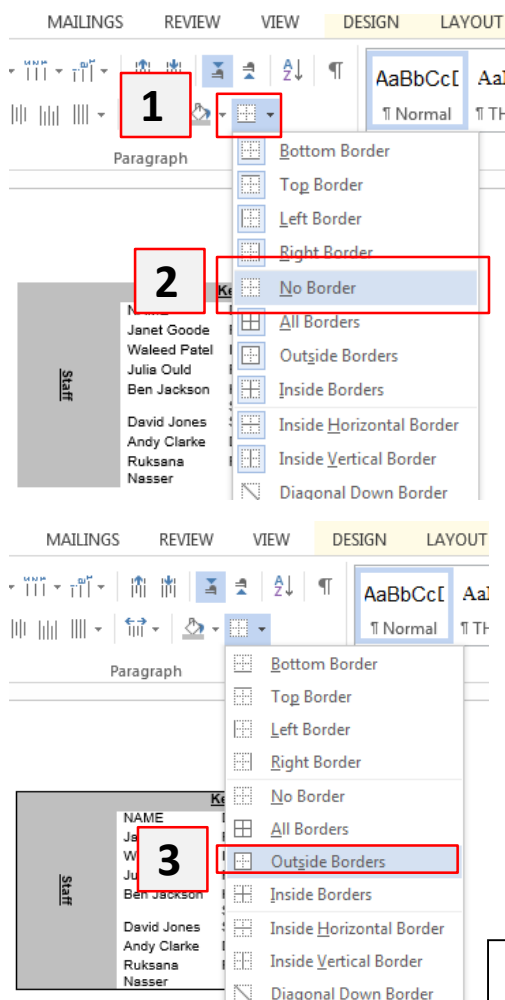
4

Key Personnel			
	NAME	DEPARTMENT	NUMBER
	Janet Goode	Personnel	3402
	Waleed Patel	IT	2691
	Julia Ould	First Aider	2578
	Ben Jackson	Health and Safety	4290
	David Jones	Safety Officer	3651
	Andy Clarke	Director	3584
	Ruksana Nasser	Payroll	5402

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Formatting Table (Outside Border)



Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2891
Julia Quld	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Andy Clarke	Director	3564
Ruksana Nasser	Payroll	5402

### Outside Border

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2891
Julia Quld	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Andy Clarke	Director	3564
Ruksana Nasser	Payroll	5402

only an outside border is displayed when printed.

### External Border (outside)

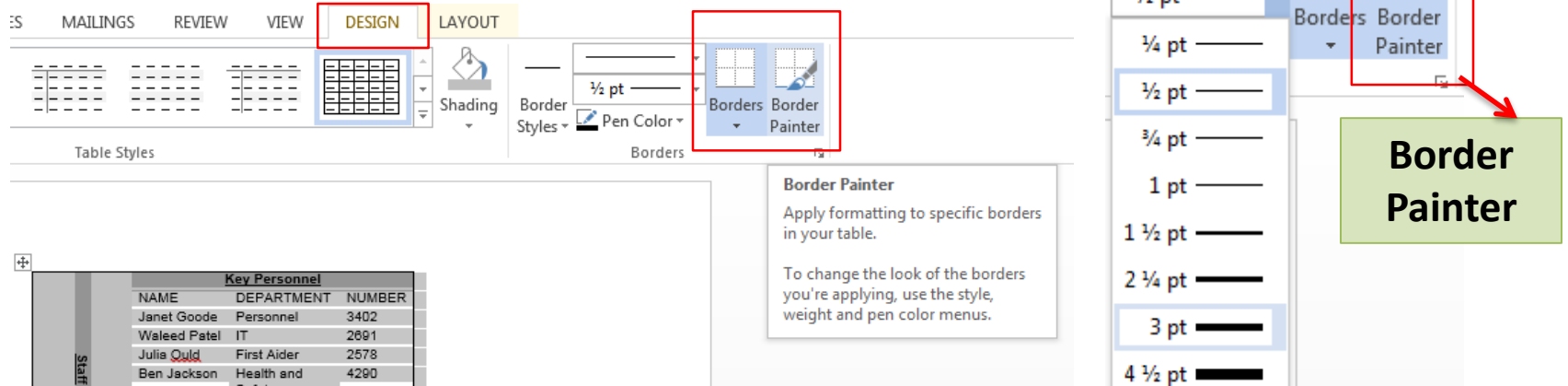
- 1) Highlight the table and click on the border icon.
- 2) Remove the border (including internal border).
- 3) Then select the outside border option.



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Formatting Table (Editing Border Widths)



**Border Painter**

Apply formatting to specific borders in your table.

To change the look of the borders you're applying, use the style, weight and pen color menus.

**Border Painter**

Design >> Border Painter

Border Painter can be used to customize the border (internal and external) on a table. The weight of the border can also be specifically set.

**Borders have been applied**

Key Personnel			
	NAME	DEPARTMENT	NUMBER
Staff	Janet Goode	Personnel	3402
	Waleed Patel	IT	2691
	Julia Ould	First Aider	2578
	Ben Jackson	Health and Safety	4290
	David Jones	Safety Officer	3651
	Andy Clarke	Director	3584
	Ruksana Nasser	Payroll	5402

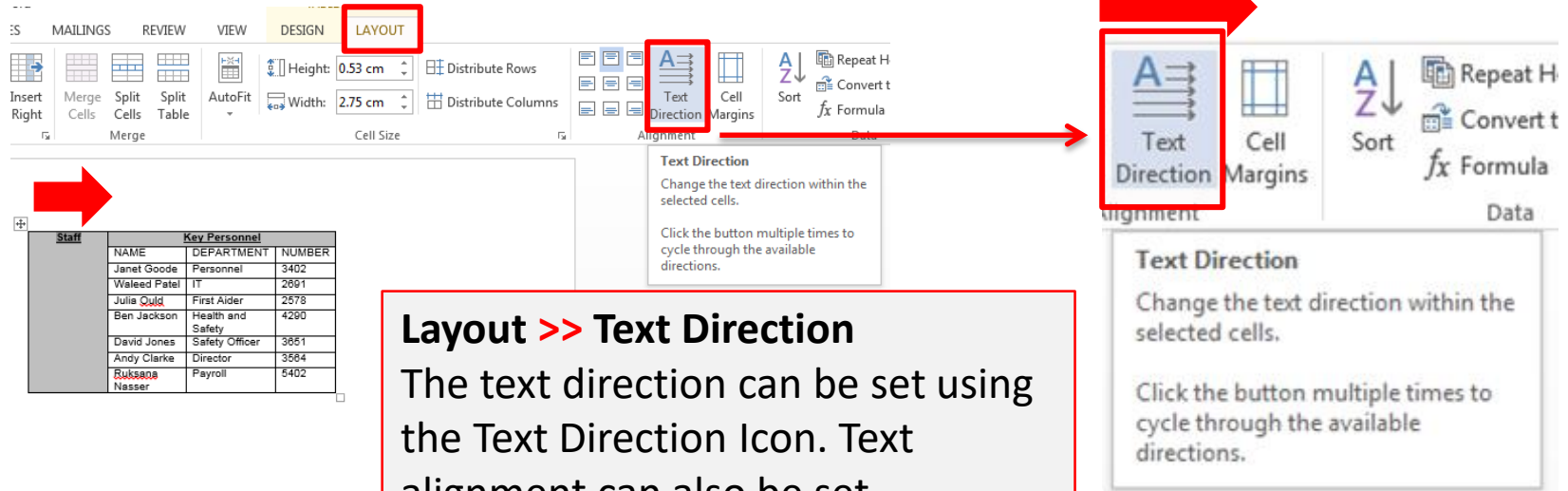
Key Personnel			
	NAME	DEPARTMENT	NUMBER
Staff	Janet Goode	Personnel	3402
	Waleed Patel	IT	2691
	Julia Ould	First Aider	2578
	Ben Jackson	Health and Safety	4290
	David Jones	Safety Officer	3651
	Andy Clarke	Director	3584
	Ruksana Nasser	Payroll	5402



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Formatting Table (Text Direction & Alignment)

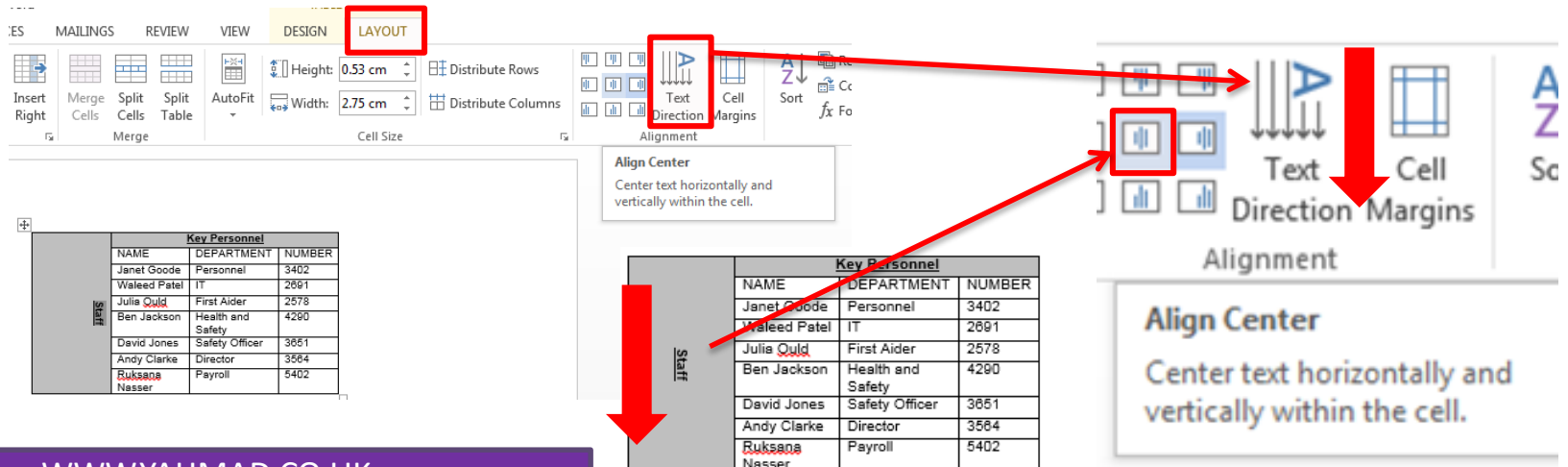


**Layout >> Text Direction**

The text direction can be set using the Text Direction Icon. Text alignment can also be set.

**Text Direction**  
Change the text direction within the selected cells.  
Click the button multiple times to cycle through the available directions.

NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2891
Julia Quid	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3551
Andy Clarke	Director	3554
Ruksana Nasser	Payroll	5402



**Align Center**

Center text horizontally and vertically within the cell.

NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2891
Julia Quid	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3551
Andy Clarke	Director	3554
Ruksana Nasser	Payroll	5402

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Common Mistakes (Table)

Make sure that:

- the *THC-Table* style is applied to rows 2 to 8 of the table
- numbers are right aligned
- text in each cell does not wrap
- only an outside border is displayed when printed.

Key Personnel			Top row not formatted
NAME	DEPARTMENT	NUMBER	
Janet Goode	Personnel	3402	
Waleed Patel	IT	2691	
Julia Ould	First Aider	2578	
Ben Jackson	Health and Safety	4290	
David Jones	Safety Officer	3651	
Andy Clarke	Director	3564	
Ruksana Nasser	Payroll	5402	

Row not deleted

Inside border is displayed

Table style not applied

Text is wrapped

Numbers not right aligned

- Delete the row containing the data for *Andy Clarke*
- Format the first row of the table to be:
  - bold and underlined
  - centre aligned over the three columns
  - shaded with a light grey background (20–40%).

<b><u>Key Personnel</u></b>			
NAME	DEPARTMENT	NUMBER	
Janet Goode	Personnel	3402	
Waleed Patel	IT	2691	
Julia Ould	First Aider	2578	
Ben Jackson	Health and Safety	4290	
David Jones	Safety Officer	3651	
Ruksana Nasser	Payroll	5402	

Corrections have been made.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Common Mistakes

#### Chapter 17: Document Production

Tawara Health Club

1

## New Staff Induction

Report prepared by: Yasar Ahmad

Congratulations on your new job. We are delighted to welcome you to the team at Tawara Health Club and hope you will enjoy working here. This briefing document is part of a comprehensive induction programme which is designed to give you the necessary information to settle into your new working environment and to also ensure you can work legally and safely.

As part of your induction you will be required to attend an Induction Training Day. The aim of this day is to welcome new staff and to introduce them to the standards and policies of the company. It will also provide essential health and safety information. The training days are held in January, April, July and October and you will be notified of the next available event. Attached to this document is a personalised Induction Checklist which you should complete with your line manager.

### Company Mission

The mission of Tawara Health Club is to provide affordable fitness for everyone in an atmosphere that allows members to create and maintain a rewarding and healthy lifestyle. We aim to enhance and improve the overall health and fitness of our members through motivation, education and guidance. We are committed to the health and wellbeing of mind, body and spirit.

Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Rukana Nasser	Payroll	5402

Table split over two columns

As a new member of staff you will be assigned a mentor who will guide you through the early stages of your appointment. They will help and support you as well as introduce you to company policies and procedures. Your mentor will be a neutral member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

### Absence

The basic annual leave entitlement is 4 weeks, increasing to 5 weeks for employees with 5 years reckonable service. Leave entitlement for part-time employees is calculated on a pro-rata basis. The leave year runs from 1 February to 31 January. Requests for holidays must be approved in advance by your line manager and a holiday form completed.

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Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goodie	Personnel	3402
Walood Patel	IT	2691

All members of staff are expected to arrive at their place of work punctually and without reminder. It is your responsibility to check the rota and know when you are on duty. Persistent lateness will not be tolerated.

Personal calls should not be made on company telephones. Mobile phones must be switched off whilst you are at work. Smoking is prohibited on company premises.

### Uniform and Appearance

Members of staff are expected to wear the uniform that is provided for them. It should be kept clean and in good repair and will remain the property of the company. Name badges are part of the uniform and should be worn at all times. Footwear should be appropriate for the area in which you work. Staff must maintain the highest standards of personal hygiene and cleanliness.

### Disability

People with a disability may require special facilities and services during their employment. Effective management of disabilities means treating everyone the same.

Tawara Health Club

1

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Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Rukana Nasser	Payroll	5402



Table now appears in one column

Any absence must be reported to your line manager on the day of absence.

Your mentor will be a neutral member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

Personal calls should not be made on company telephones. Mobile phones must be switched off whilst you are at work. Smoking is prohibited on company premises.

### Uniform and Appearance

Make sure that:

o tables and lists are not split over two columns or pages

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Common Mistakes

Tasara Health Club

#### Disability Awareness

People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective service for customers with disabilities means treating everyone the same regardless of disability. Be positive, polite and offer help if required.

#### Use of ICT Equipment

Many duties involve staff using computerised systems and the necessary ICT training will be provided. All staff are given an IT account to access our IT services. To obtain your IT account, you must first have provided personnel with all the documents specified in your contract of employment. You will then be given a username, email address, initial password and a copy of the IT Acceptable Use Policy. This policy is designed to ensure that staff are aware of their professional responsibilities when using any form of ICT. All staff must sign the policy and adhere to its contents at all times. You must also be aware of, and comply with, the Data Protection regulations. Further details on this will be provided on your induction training day. Below is a list of key staff contacts and their extension numbers which you may find useful:

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Walood Patel	IT	2691
Julia Quid	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
<del>Rukana Nasser</del>	Payroll	3402

#### Anti-virus Policy

We aim to provide a computing network which is virus-free. A virus is a piece of self-replicating code or malicious programming code designed to destroy or damage information on computers or steal user data.

#### Policies and Procedures

The following documents are relevant to all job roles and you should become familiar with their contents:

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines

1234, 5678

4. Equal Opportunities/Equity Policy
5. Data Protection
6. Confidentiality

We take our Health and Safety responsibilities very seriously and are committed to ensuring that the health, safety and welfare of employees and visitors are not adversely affected as a result of the work we do or by the condition of our buildings. You will be required to attend a health and safety training day.

Please ask a member of staff if there is any aspect of your induction you are uncertain about. Welcome to the team!



List split over two columns

Tasara Health Club

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Walood Patel	IT	2691
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David Jones	Safety Officer	3651
<del>Rukana Nasser</del>	Payroll	3402

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Complete list now appears in one column

Make sure that:

- o tables and lists are not split over two columns or pages

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Common Mistakes

#### Company Mission

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If you wish to leave the company, please refer to your offer letter for the notice period you are required to give. Notice should be given in writing to your manager.

Any absence due to sickness must be notified to your manager by telephone as early as possible on the first day of absence.

#### General Conduct

Your hours of work are as stated in your offer letter. All members of staff are expected to arrive at their place of work punctually and without reminder. It is your responsibility to check the rota and know when you are on duty. Persistent lateness will not be tolerated.

Personal calls should not be made on company telephones. Mobile phones must be switched off whilst you are at work. Smoking is prohibited on company premises.

#### Uniform and Appearance

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People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective service for customers with disabilities means treating everyone the same

**Inconsistent spacing between Items**

**Inconsistent text styles applied**

**Inconsistent spacing between Items**



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Orphan

transport of our cars.

Port Repard is operated by one of the largest container terminal operators in the world. APM Terminals has operations spread over more than 50 terminals in 31 countries, on five continents. With a 54% stake, APM Terminals is the largest shareholder in Port Repard.

**Waterfront**

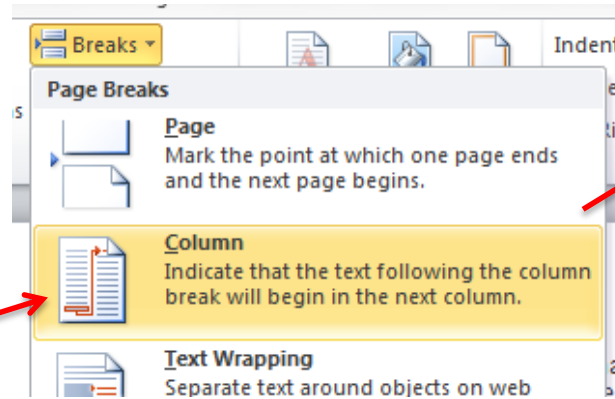
undertaker  
spine road,

Port Pepa  
freight rat  
times as c  
the West  
connected  
gauge rail  
and is now

If a **word or subtitle (Orphan)** is left then you must **insert a break at the start of the column.**

In this case it will be **Column break** so the **subtitle can be added to the second column.** The break will be added just before the **Widow.**

You can also **press enter** to move the title to the next column.



### New Staff Induction

Report prepared by: Yasar Ahmad

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Tavares Health Club

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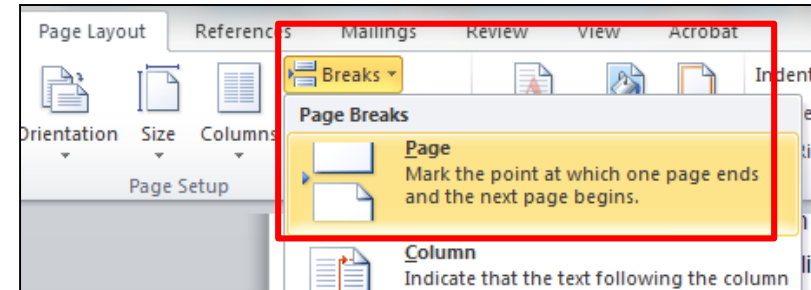
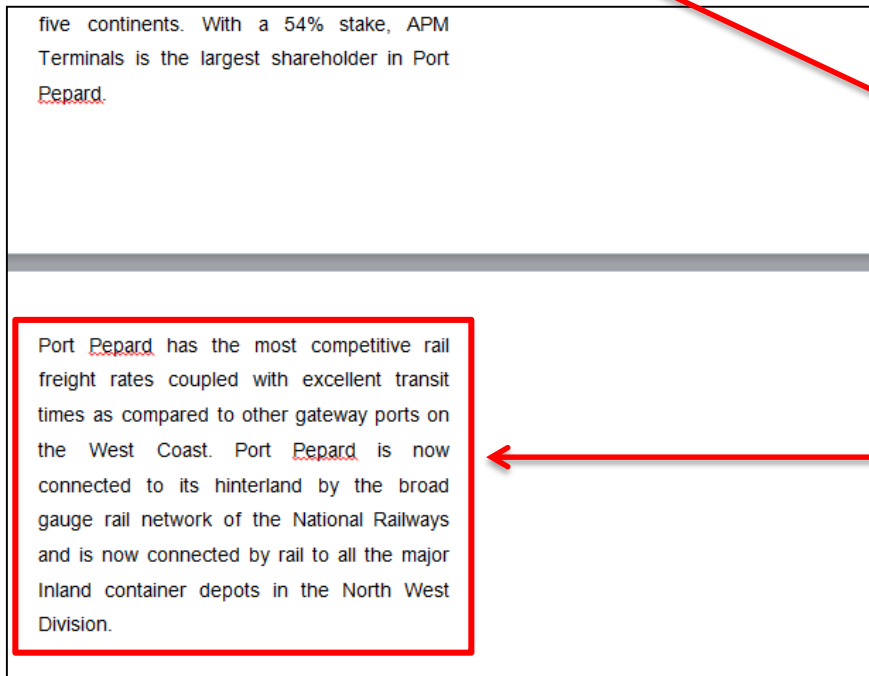
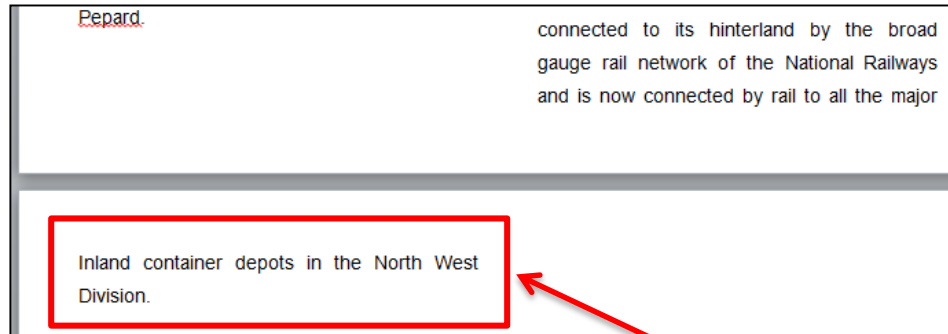
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# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Widow



If the end of a paragraph is left **(line and a half)** on a new page then you need to **insert a page break**.

The page break will be **inserted at the beginning** of the paragraph.

This will mean the new paragraph will **start on the new page**.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Completed Example

#### Title and Sub Title

#### Imported Extract from Access

#### Header

#### Subheading

#### Correct styles applied

#### Spacing between all items is consistent

#### Two columns applied after first paragraph

#### Tables/images correctly formatted and placed with margins

#### Tables/Lists do not overlap over two columns

#### There are no widows or orphans

Yasar Ahmad, 1234, 5678

### Tawara Adventures Newsletter

First draft by: Yasar Ahmad

We are a leading specialist in adventure sports offering an extensive choice of safe, sea and air activities. Based in the UK, we have over 20 years' experience in the leisure industry providing great value, sporting experiences to meet all needs. Whether you are looking for an adventure day or an activity packed holiday, we can fulfil all your requirements. Our purpose-built centres offer a range of the sporting activities under one roof, in a safe and enjoyable environment. We cater for all levels and abilities. If your idea of a perfect holiday is one filled with activity, adventure and exhilaration, with different experiences to challenge mind and body each day, then our holidays may be just right for you.

#### UK CENTRES

All our centres are situated in areas of outstanding natural beauty and provide the perfect settings for adventure. We have four UK centres located in Cornwall, Ireland, Scotland and Wales. Depending on the location you can enjoy thrilling activities such as canoeing, kayaking, white-water rafting, canyoning, rock climbing, kite buggying, windsurfing, mountain biking, horse riding, zorbing and much more. All our centres are located within easy reach of beautiful sandy beaches, rugged sea cliffs, inland waterways and national parks.

We provide all the equipment and training for each activity, along with qualified instructors who have extensive knowledge of the local areas and are highly experienced in their specialist fields. You don't need previous experience to try any of the activities, just a sense of adventure and a liking for adrenaline!

#### FUN IN FRANCE

We are proud to announce the opening of our first European centre. Our new winter activity centre in the French Alps offers snow lovers a truly memorable experience. The winter season begins in early December and stretches through to early April. This beautiful setting provides a diverse range of activities to choose from. Feel the crunch of snow under your feet as you snowmobile through the winter landscape, have a go at driving your own team of bobsleds, experience the thrill of climbing a frozen waterfall with an ice axe and crampons or try your hand at off-piste skiing, all in stunning

scenery. Prices include bed and breakfast chalet accommodation and all equipment. For winter thrill seekers who enjoy strenuous activity, this centre offers the following advanced level activities to choose from:

Activity	Course Code	Course Cost
Heli-Skiing	FR017	£5,100.00
Nordic Snow Skiing	FR023	£1,800.00
Snowmobiling	FR016	£936.00
Snowkiting	FR014	£364.00
Snowboarding	FR013	£364.00
Kite Skiing	FR015	£582.50
Alpine Snow Skiing	FR012	£323.00
Off-piste skiing	FR007	£452.50
Snow Tobogganing	FR009	£364.00
Ski jumping	FR005	£186.00

Please note that heli-skiing is not permitted in France, but we will transport you over the border into Italy or Switzerland to enjoy the experience. It is expensive, but definitely a once in a lifetime experience!

#### FAMILY FUN

Our family activity holidays are the perfect way to spend quality time with the family without anyone getting bored! There is so much to keep all the family entertained. We arrange everything for the day ahead and you can choose your favourite activities to make up your week. You can design your activity plan to be as exciting and challenging as you wish. We also put on a great lively evening programme

Yasar Ahmad, 1234, 5678

which everyone can enjoy. Ask for more details on our family programmes.

#### FLEXI WEEK

Tailor-make your perfect adventure week with our new multi activity holiday. You select the activities you would like to do and leave the organisation to us. We have a wide range of activities to choose from which will depend on the centre you select. Each activity is worth a number of points and you can use up to 20 points. We will supply the full list and point's value when you enquire.

#### NEW ACTIVITIES

This year we have increased the number of courses offered and introduced a number of new activities to our centres:

NEW ACTIVITY	ACTIVITY	CENTRE
	Trek Climbing	Wales
	Snowkiting	Scotland
	Jetlev Flying	Cornwall
	Power Kiting	Ireland
	Ice Climbing	France
	Aquabiking	Wales

All our activities have been given a level rating so you know how strenuous the activity will be. All levels and abilities are catered for so we are certain you will find something to meet your needs.

#### ACCOMMODATION

Self-catering accommodation is included in your course cost. All our centres have purpose-built modern log cabins which have recently been upgraded. Basic cabins are fully equipped with lounge, kitchenette, shower and toilet. They provide comfortable accommodation and can sleep up to 8 people. If you are looking for a little more

luxury opt for our Golden Cabins which come with robes in the en-suite, outdoor hot tub and a log burning stove in the spacious living area. These are ideal if you are celebrating a special occasion.

#### FACILITIES

We have carried out an extensive refurbishment programme and have updated all our onsite facilities. The following are now available at all sites:

- Free Wi-Fi
- Games room
- 24 hour reception
- Sports hall
- Laundry room
- Climbing wall

There are also onsite shops, catering facilities and outside communal eating areas. Make new friends whilst enjoying the fantastic views of the wide open space around you.

If you are a first time adventurer and would like some extra help and advice on the activities we offer, contact our booking centre who will be happy to offer advice and suggestions to suit your needs. For details on the full range of activities available or to download a brochure visit our website.

#### Indented Bullets

#### Table

#### Footer

#### Inserted Image



# ICT IGCSE Practical – Revision Presentation

## Word Processing

A mail merge document is designed to be sent to many people. The Mail Merge consists of two components:

- **Master Document**
- **Source file containing the data (Spreadsheet or Database)**
- Data from the source file (names and addresses) is combined with the Master document so that key fields do not need to be typed one by one.
- This will save time and reduce the chance of errors in the document.

Use the file **N216CHECKLIST.RTF** as the master document for the mail merge and the file **N216NEWSTAFF.CSV** as the data source file.



**Master Document**

**Merged**



**Source Data**



# ICT IGCSE Practical – Revision Presentation

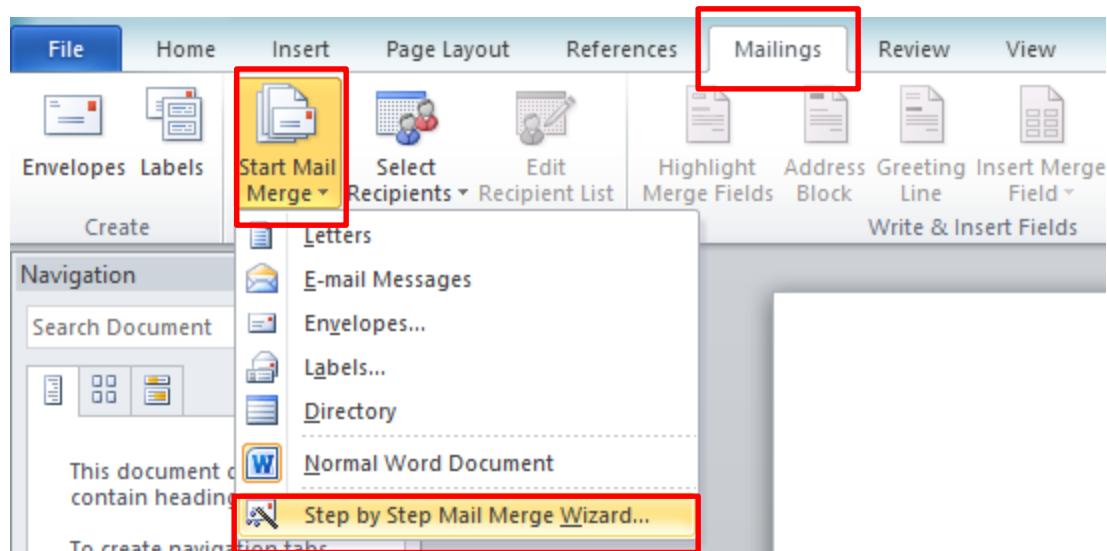
## Word Processing

Name

Student Letter  
StudentTable

- For a mail merge you need a master **Word Document**
- **Data Source** : Which will contain the recipient data
  - **Excel (Workbook/CSV)**
  - **Access (Table/Query)**

### 1. Start the Mail Merge Wizard

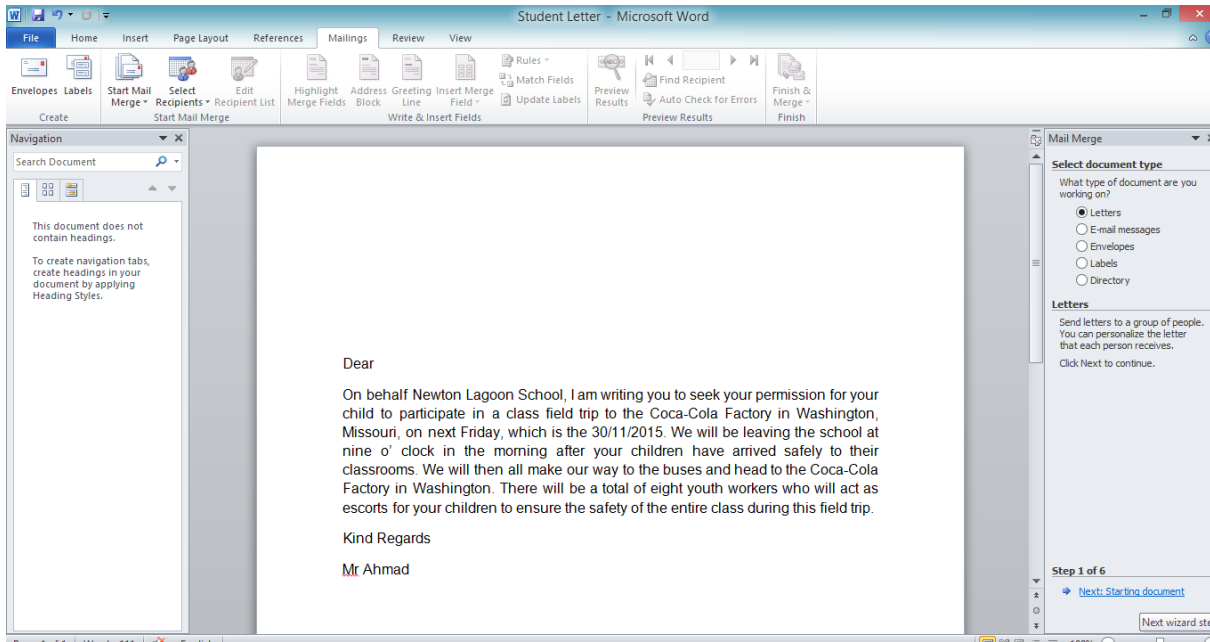


- 1) Open the Master Document
- 2) Click Mailings
  - >> Start Mail Merge
  - >> Step by Step Mail Merge Wizard

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### 2. Mail Merge Wizard



The mail merge wizard will start.

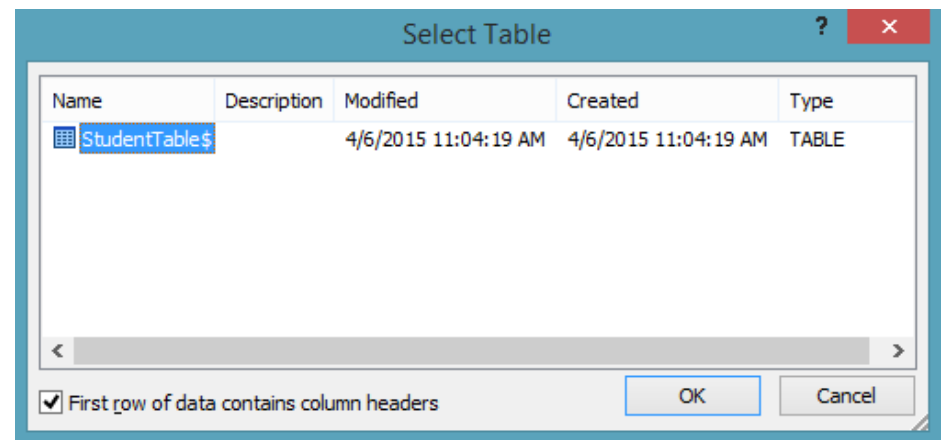
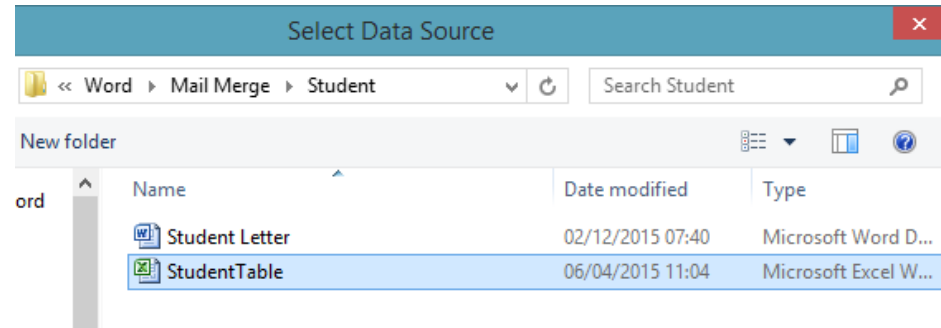
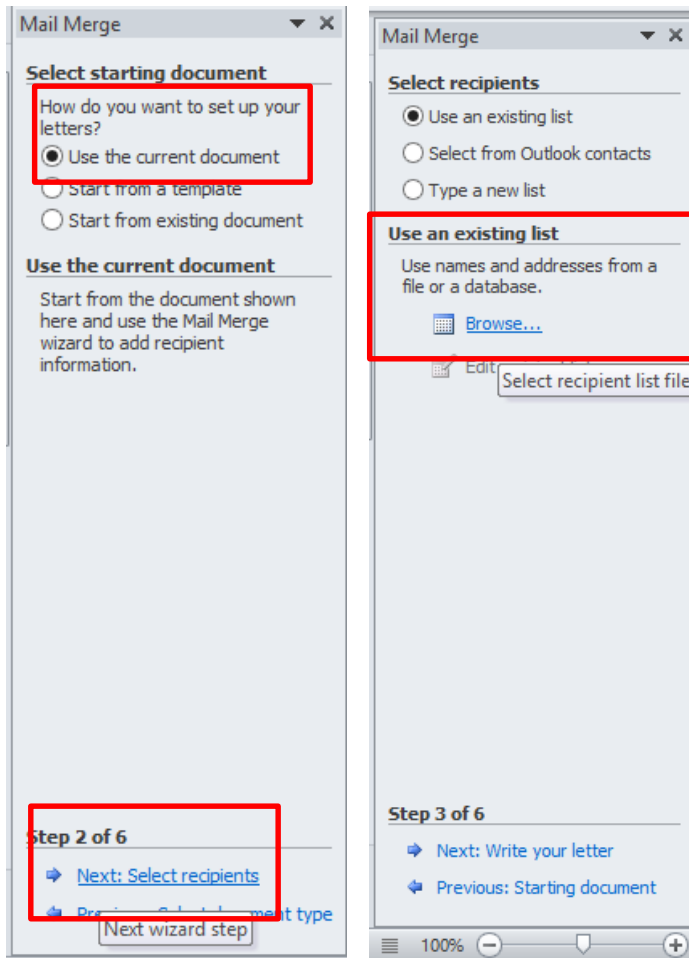
Click on **Next**.



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### 3. Browse for Source File



- 1) Use the current document and click next
- 2) Browse and select the recipient **data source**

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### 4. Recipient Data

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Dilshaad Khan	10 Kings road	Manchester	m32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Fatima kaladari	22 Church road	Leeds	L32 56K
StudentTable.xlsx	<input checked="" type="checkbox"/>	Haya Al Ansi	12 Burger Street	Manchester	m32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Hend Al-Sulaiti	223 Smith road	Liverpool	L32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Iqra Ahmad	14 Adams road	Manchester	m32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Laila Issa	15 Edge Lane	Leeds	m32 56K
StudentTable.xlsx	<input checked="" type="checkbox"/>	Mariam Alansari	16 Moss road	Manchester	m32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Maryam Abujbara	17 Ahmed road	Manchester	m32 56t
StudentTable.xlsx	<input checked="" type="checkbox"/>	Maryam Al Mannai	18 Lawson road	Leeds	m32 56K

Data Source: StudentTable.xlsx

Refine recipient list

- [Sort...](#)
- [Filter...](#)
- [Find duplicates...](#)
- [Find recipient...](#)
- [Validate addresses...](#)

Edit... Refresh

OK

The recipient data source is shown.

Double check if the data source is correct before clicking on Ok.

If a record is not required then you can **untick** the option.

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Dilshaad Khan	10 Kings road	Manchester	m32 56t
StudentTable.xlsx	<input type="checkbox"/>	Fatima kaladari	22 Church road	Leeds	L32 56K

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### 5. Insert Merged Fields

You can edit the recipients – deselect recipients which are not required.

**Mail Merge** Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

**Step 4 of 6**

Next: Preview your letters

Previous: Select recipients

File Home Insert Page Layout References Mailings Review View

Envelopes Labels Start Mail Merge Select Recipients Edit Recipient List Highlight Merge Fields Address Block Greeting Line Write & Print

Navigation

Search Document

«Dilshaad\_Khan»  
«M\_10\_Kings\_road»  
«Manchester»  
«m32\_56t»

Dear «Mr\_Khan»

On behalf Newton Lagoon School, I am writing you to seek your permission for your child to participate in a class field trip to the Coca-Cola Factory in Washington, Missouri on next Friday which is the 30/11/2015. We will be leaving the school at

This is known as the master document.  
You may have to evidence this.

Click on Next to Write your letter

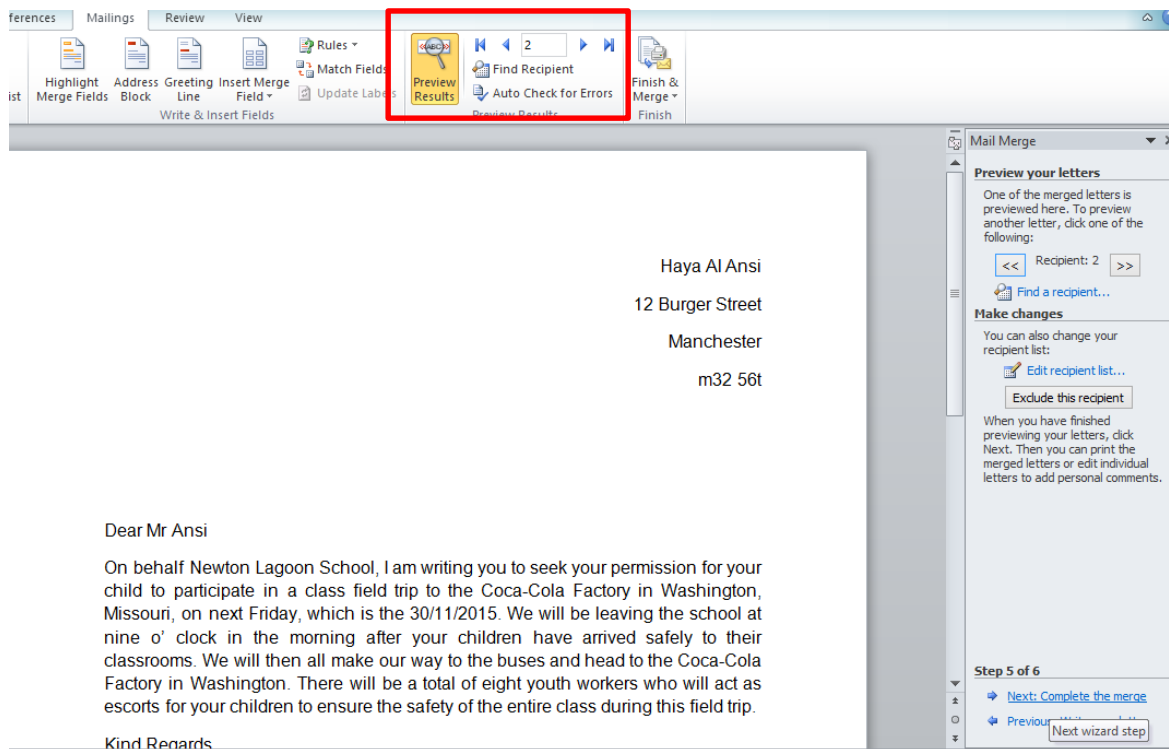
Then Insert the **Merged Fields** in the appropriate place

Fields will show as:  
<<field>>

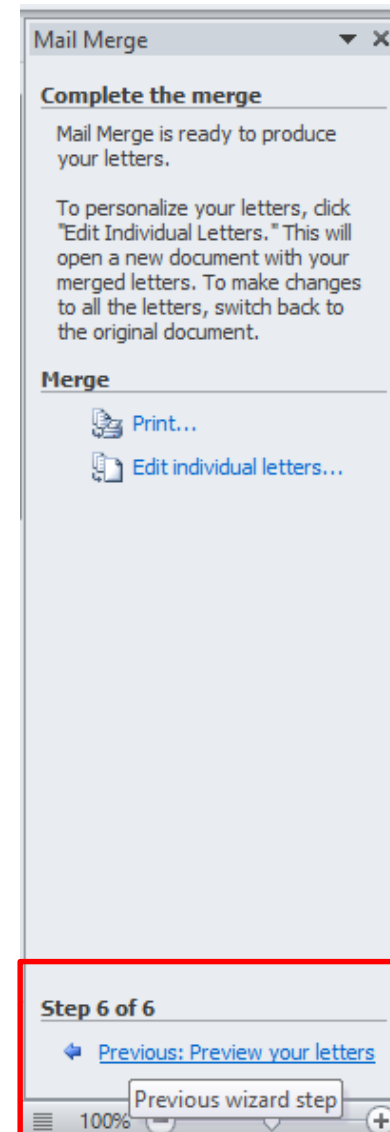
# ICT IGCSE Practical – Revision Presentation

## Word Processing

### 6. Preview Merged Data



You can then preview all of the merged letters by clicking on the backward or forward buttons at the top of the page.



# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Linking to a Database Query

Member Name	1st Line Address	City	PostCode
Cristiano Ronaldo	43 Evergreen Road	Manchester	M23 435
Andrea Pirlo	77 Hazel Grove	Manchester	M63 435
Sergio Aguero	53 Phoenix Road	Manchester	M83 436
Thiago Silva	53 Peace Street	Manchester	M43 435
Gerard Pique	43 Bridge Street	Manchester	M73 475
Dani Alves	12 Evergreen Road	Manchester	M73 677
Toni Kroos	58 Eastbrook Road	Manchester	M23 435
Eden Hazard	24 Jersey Terrace	Manchester	M23 435
Joe Hart	29 Peace Street	Manchester	M63 765
Arjen Robben	13 Bridge Street	Manchester	M43 435
Robert Lewandowski	53 Baker Street	Manchester	M54 635
Patrice Evra	67 Cresset Road	Manchester	M45 435



Gym Letter



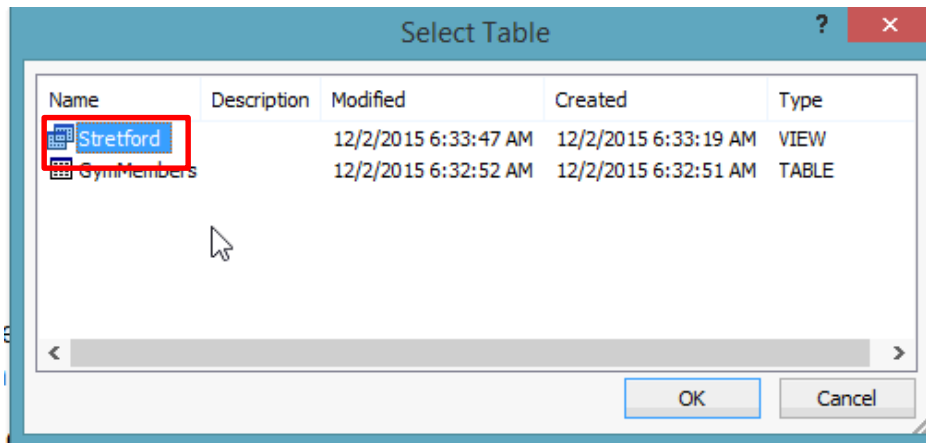
Gym



GymMembers

Sometimes you may have filter (query) data from a data source.

- 1) Import CSV into a database application and run the required query.
- 2) Save the query
- 3) Merge the query to your master document





# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Example of a Master Document

Name: «First Name» «Last Name»



Tawara Health Club

This checklist ensures that all aspects of induction are covered in a timely and effective manner and must be completed within 4 weeks of starting work.

Staff Induction Checklist		
Name: «First Name» «Last Name»	Commencement: «Start Date»	
Position: «Job Title»	Department: «Department»	
Line Manager: «Line Manager»	Issued: 15/02/2017	
	Completed	Date
Departmental Operations and Procedures		
Departmental objectives, function and plan		
Departmental organisation chart/staff lists		
Departmental and team meetings		

The master document will show the **merged fields**. You will either have to **print** or **print screen** the **master document**.

# ICT IGCSE Practical – Revision Presentation

## Word Processing

### Example of Merged Data

### Mail merge selection method

Data Source	<input checked="" type="checkbox"/>	Last_Name	First_Name	Job_Title	Department	Start_Date	Line_Manager	Course	Course_Date
C:\...\N216NEWS...	<input checked="" type="checkbox"/>	Littlewood	Daniel	Fitness Instructor	Sports	01/02/2016	Samuel Coles	Induction	08/07/2016
C:\...\N216NEWS...	<input type="checkbox"/>	Spry	Chloe	Receptionist	Administration	10/03/2016	Ming Chen	First Aid	17/06/2016
C:\...\N216NEWS...	<input type="checkbox"/>	Marcus	Barry	Chef	Catering	25/01/2016	Zachary King	Food Hygiene	20/07/2016
C:\...\N216NEWS...	<input checked="" type="checkbox"/>	Dalton	Alice	Fitness Instructor	Sports	16/02/2016	Samuel Coles	Health and Safety	28/06/2016
C:\...\N216NEWS...	<input checked="" type="checkbox"/>	Garcia	Pablo	Tennis Instructor	Sports	18/01/2016	Zoe Kiesler	Induction	08/07/2016
C:\...\N216NEWS...	<input checked="" type="checkbox"/>	Brown	Dylan	Cleaner	Maintenance	14/02/2016	Christopher Kai	Health and Safety	28/06/2016
C:\...\N216NEWS...	<input checked="" type="checkbox"/>	Saeed	Abdul	Sales Representative	Sales	01/02/2016	Graham Russo	Induction	08/07/2016

Staff Induction Checklist	
Name: Daniel Littlewood	Commencement: 01/02/2016
Position: Fitness Instructor	Department: Sports
Line Manager: Samuel Coles	Issued: 15/02/2017

Staff Induction Checklist	
Name: Pablo Garcia	Commencement: 18/01/2016
Position: Tennis Instructor	Department: Sports
Line Manager: Zoe Kiesler	Issued: 15/02/2017

Staff Induction Checklist	
Name: Abdul Saeed	Commencement: 01/02/2016
Position: Sales Representative	Department: Sales
Line Manager: Graham Russo	Issued: 15/02/2017

### Preview Merged Data

### Back & Forward Merged Records

### Print Merged Documents

**View Merged Data**

Replace the merge fields in your document with actual data from your recipient list so you can see what it looks like.

Press F1 for more help.