CS1TQ2 - Commercial Off The Shelf Software
Practical 5 – Advanced Word Processing

For today's practical please make sure that you can carry out the following tasks related to some more advanced features of word processing. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Further items are optional, but you will find them useful.

Paragraph formatting – first line and hanging indents ..... ▫
Inter-paragraph and inter-line spacing ..... ▫
Modifying toolbars (adding & removing buttons) ..... ▫
Finding and replacing text – straight subsitutions ..... ▫
Finding and replacing text including special characters (e.g. paragraphs) ..... ▫
Finding and replacing character formatting ..... ▫
Setting paper size and page margins ..... ▫
Setting up headers and footers, including page numbering ..... ▫
Inserting the document name, date and author ..... ▫
Using manual line and page breaks ..... ▫
Automatic spell checking ..... ▫
Using the spell checking dialog box ..... ▫
Checking grammar automatically, getting grammar explanations ..... ▫
Printing, print preview and print options ..... ▫

Where does Word store user spellings?

Find out where the version of word you are using looks for the user dictionary of correct spellings. Is it possible to change this, so for example Word can use a “corporate standard” dictionary from a network drive.

Multiple Columns of text

Can you create three newspaper style columns across the page, with a ruled line between them? Can you create two differently sized columns across the page and reverse them on alternate pages? (E.g. to have a 6cm column on the “outside” of each two page spread and a 10cm column on the “inside”).

Reduced printing

Find out whether the printer driver supports printing two pages of A4 reduced in size on a single A4 sheet of paper. Is there another way to achieve the same effect?

Document information

Find an existing Word document. How many words does it contain? What is the document’s “Flesch Reading Ease” score?

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