CS1TQ2 - Commercial Off The Shelf Software
Practical 7 – Tables, Graphics and Templates

For today's practical please make sure that you can carry out the following tasks related to the use of tables and embedded objects in Microsoft Word. 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.

Create a table, select one cell, or a range of cells ....□
Adding & removing rows and columns...□
Displaying table gridlines..□
Setting Column width, Spacing and Row Heights ....□
Setting tabs through the tab dialog and the ruler, using tabs ....□
Importing graphics by cut & paste and inserting from a file ....□
Moving a graphic within the document, changing its size & shape ....□
Inserting Autoshapes ....□
Turning on hyphenation, automatic hyphenation options ....□
Manually hyphenating text ....□
Using templates for new documents...□
Applying styles from templates..□
Using the outline view and Heading styles ....□
Other document views - normal view and page layout view ....□

NOTE: If you intend to take the ECDL exam then you will also need to be able to carry out Mail Merge operations. These will NOT be covered in the practicals - you will need to study these in your own time if you wish to take the exam.

Defining your own styles

Create paragraph and character styles of your own. For example create a "Quotation" paragraph style which uses a 12pt "script" font (like Zapf Chancery). There should be 6pt spacing before and after and the paragraph should be centered. Where is this style stored?

Tables exported as HTML

Are there features of Word tables that *cannot* be displayed in HTML? Try various combinations of cell shading and borders, save the document as HTML and view the table in a browser. Are columns and rows set to an exact height or width preserved? What are the advantages and disadvantages of Word as an HTML editor?

The equation editor

Use the equation editor to construct this equation-

$$x = \frac{\left(-b \pm \sqrt{b^2 - 4ac}\right)}{2a}$$

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