

SECTION 2: USE APPROPRIATE WORD-PROCESSING SOFTWARE - Page 1

This section addresses the following performance criteria:

- Select word-processing software appropriate to perform activity
- Identify document purpose, audience and presentation requirements, and clarify with personnel as required
- Identify organisational requirements for text-based business documents and design document structure and layout to ensure consistency of style and image
- Match document requirements with software functions to provide efficient production of documents
- Use technical functions, other data and formatting to finalise documents
- Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications

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Select word-processing software appropriate to perform activity and identify document purpose, audience and presentation requirements, and clarify with personnel as required

A software application is a computer program used to produce documents of all kinds. Microsoft Office is a computer suite comprising various programs for a range of undertakings. Microsoft Office includes a word processor, with various other tools to complete tasks efficiently and professionally. Most software applications use the same functions such as open, close, save, and print functions. Microsoft Office suite has many features in common, such as formatting, page setup, spell checking, and help tool. The software will either be displayed on the main menu screen as icons or will be listed in the start menu

When given the task of producing documents, you will need to ask yourself:

1. How will the information be organised within the document?
2. How will the document be formatted?
3. Who will read it?

Then you also need to think about:

1. What are the standards for creating documents in our workplace?
2. Where will the document be stored? How is the document backed up?
3. What enhancements will lead to a more manageable, more efficient document?

Consider the task at hand:

- What is the required outcome?
- Will it be used again?
- Is it to be published?
- What sort of layout and formatting will be required?
- What additional technology is available?
- What does the application need to do?
- What is the purpose?
- How do we do it?
- What processes need to occur and what order?
- What methods?
- What else can we do with information once we process it?

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Many factors will affect the decision of how to create the document. What will it be used for?

Is it to:

1. Write an article for a newsletter?
2. Write a letter to a client or customer?
3. Create a flyer?
4. Be published on the internet?
5. Send an email?
6. Be used in a report?
7. Write a memo to staff?
8. Create envelopes or labels?
9. Record minutes of a meeting?
10. Create a new inventory of stationery?
11. Produce a flyer to advertise staff party?
12. Design a poster to send to clients?
13. Prepare a fax cover sheet?

As you can see choosing the right program is vital in creating the right document:

- Microsoft Word is commonly used for creating word documents such as letters.
- Microsoft Excel is commonly used for creating templates and spreadsheets.
- Microsoft Access is commonly used for creating databases.
- Microsoft Powerpoint is commonly used for creating powerpoint presentations.

Microsoft Word is part of the Microsoft Office suite. It is commonly used to produce documents with an emphasis on text inclusion. Word is used to produce:

- letters
- agendas
- minutes of meetings
- reports
- envelopes and labels
- mail merge documents
- memos
- fax sheets



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Layout and style of document

Many organisations have their own requirements for presentations of documents which will influence the decision of which software is appropriate for the task required. Organisations have policies and procedures designed to maintain consistency regarding layout of documents.

Microsoft Office software offers functions to create consistent styles throughout a document as it is produced. In a word processing program, a style is a tool that helps to format a document. Formatting includes font types such as specially coloured and shaded blocks of text, and customised headings and lists.



Some organisations have manuals and procedure handbooks with guidelines for document formatting, style and layout.

For example:

- style, size of text, a consistent font
- layout of information/ data
- letters could be fully blocked style
- open punctuation style
- logos might be included
- specific headers and footers
- particular wording to be included or omitted
- use white A4 paper only
- use the spell check and grammar check function
- carefully proofread before submitting work to author for signature

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Design of a document

When given a task of producing a Word document, thought will need to be given to the way in which the document is designed.

Consistency helps the reader to flow through the document, scan new sections and quickly understand how the document is organised. Be consistent with the use of white space (keep text and graphics balanced on the page). The page will have a default margin set at the top, bottom, left and right of the page.

Contrast catches the readers' eye, helps to draw attention to what is important. Too much information spread out in dense areas of the document creates an overcrowded look.

Simplicity design allows the reader to get the message easily.

Before creating a document it is a good idea to have a draft or a plan to ensure that the software that has been chosen to produce the document is appropriate. During the planning stage, layout and formatting standards can be decided.

Once the document is planned, drafted and checked, clarify with the person requesting the document to ensure that it meets the intended requirements.

Locate and open files

Each organisation will have procedures in place for saving, storing and naming electronic files. When documents are created or modified it is important to locate and have access to the correct files. Before you start, it is a good idea to talk with a work colleague or supervisor and identify the appropriate folders for saving documents.

Consider:

1. Where are your files to be stored?
2. Does your organisation have document control and version numbers of documents?
3. If you are working on a network system, how are the folders allocated to the computer users?
4. Is there any sort of security? Are passwords required?



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Techniques for word processing

Organisational guidelines exist in most workplaces for the creation of Word documents, some standards might include:

1. When printing on letterhead, check to see what the top margin should be set to.
2. Be consistent with the use of fonts (too many fonts on a page can be confusing and distracting).
3. When writing a business style letter or document, use appropriate business style fonts such as Times New Roman or Arial (a more casual font like Comic Sans is not appropriate).
4. All paragraphs should have a blank line in between; if you use more than one blank line, be consistent throughout the document.
5. All sentences should have appropriate spaces after a full stop, before the beginning of the next sentence and one space after the comma.
6. Underline is now considered old fashioned and instead bold is used when emphasising text.
7. Generally the style used for letters today is fully blocked, this means that every line of the letter starts against the left-hand margin; fully blocked also means that open punctuation is used, which means only the body of the text is punctuated—no commas etc in the address, salutation or closing.
8. Fully justified text is commonly used for a more professional and neater page, full justification gives you perfect left and perfect right margin.
9. When creating report-like documents, it is always a good idea to create styles, so that changes can be made easily and quickly.
10. Remember to save your document regularly in the event of your computer crashing or freezing, always save your document before you print.

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Identify organisational requirements for text-based business documents and design document structure and layout to ensure consistency of style and image and match document requirements with software functions to provide efficient production of documents

It is always important that documents are completed within the designated timelines of your organisational requirements. You might be responsible for creating or modifying a complex word processing document, including tables and graphics and lots of information that is being given to you by various people in your department. This project might take a lot longer to finish. However, it is still very important you have a clear timeline and you keep your supervisor up-to-date on your progress.

A good way to organise your tasks and put into practice time management skills is to have a **to do list** in order to prioritise your work assignments.

You might be given a simple [letter](#), which is required to go out in today's mail—the mail leaves the office at 3 pm, therefore, you could calculate how long you have to prepare the document in conjunction with other tasks you may have on your work schedule. Always give yourself plenty of time and allow for problems that may be encountered (for example, computer crashing, printer not working etc).

Make sure that you always have all of the resources you require for the job—adequate paper, envelopes, toner or ink for the printer and of course the content, which is going into the documents.

Each organisation will have a different standard for the typing speeds that they expect you to have. If typing is a very large part of your job, then it is important you practise your speed and accuracy every day. Your typing speeds will increase with practice.

Your organisation's goals and the expectations associated with your position and job specification will determine the timelines/ deadlines applicable to the tasks you undertake.



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Using word processing software

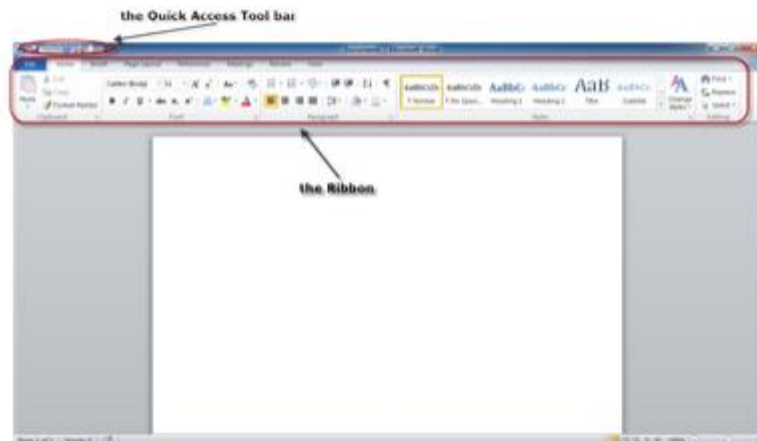
On a PC select the **Start** button and choose **All Programs**. Select the program you require from the list; for example, **Microsoft Word 2010** if you wanted to write a letter. The program will open automatically and the start menu goes away.

Your computer could also be set up with shortcut icons on the desktop; if so, double-click the icon to start that program.



Word screen

When you open Word 2010, a blank document will appear on the screen. There are two main features to the Word 2010 screen: the Quick Access Toolbar and the Ribbon.



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The Ribbon

Commonly used features are displayed on the Ribbon. The **Ribbon** is the panel located at the top of the document. It has eight tabs. Each tab contains the following groups:

1. **File** — create a new document, open an existing document, save or save as, print, send (via email or fax), publish or close.
2. **Home**— Clipboard, Fonts, Paragraph, Styles and Editing.
3. **Insert**—Pages, Tables, Illustrations, Links, Header and Footer, Text and Symbols.
4. **Page Layout**—Themes, Page Setup, Page Background, Paragraph and Arrange.
5. **References**—Table of Contents, Footnote, Citation and Bibliography, Captions, Index and Table of Authorities.
6. **Mailings**—Create, Start Mail Merge, Write and Insert Fields, Preview Results and Finish.
7. **Review**—Spell check, Thesaurus, Language, Track changes, Restrict Editing.
8. **View**—Document Views, Show/ Hide, Zoom, Window and Macros.

The groups contain design features, tools and commands for developing and editing word processed documents.

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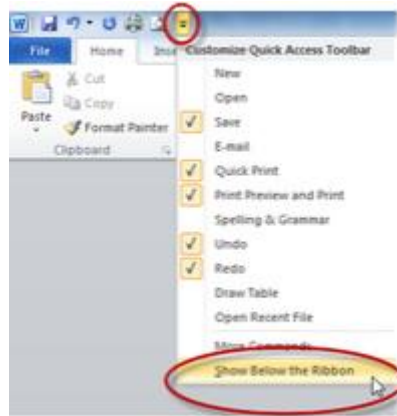
The **File** tab allows access to **Backstage View**. This has replaced the Word 2007 Office button and provides various tabs for doing things to a file rather than completing tasks within a file. For example, opening, closing, printing or sending a file. The **File** tab in each of the Microsoft Office 2010 applications has its own colour, blue in **Word 2010**.



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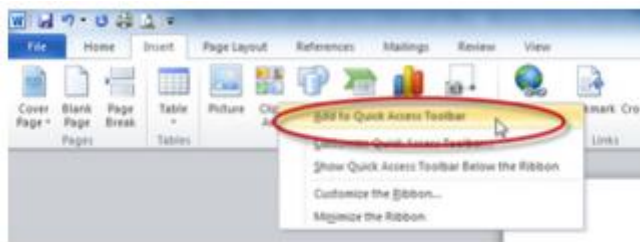
The Quick Access Toolbar

This customisable toolbar contains tools that you regularly access. You can place the toolbar above or below the **Ribbon** by clicking on the arrow at the end of the toolbar and choosing the appropriate option.



Tools and features added to the **Quick Access Toolbar** are indicated by a tick in the drop-down list which pens when the arrow at the end of the toolbar is clicked.

You can also add items to the **Quick Access Toolbar**. Right-click on any item in the **Ribbon**, select **Add to Quick Access Toolbar** from the drop-down list, a shortcut will be added.

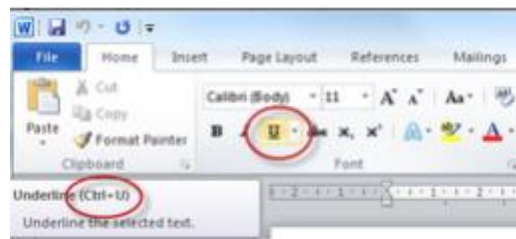


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Shortcut keys

Shortcut keys provide an easier and quicker method of navigating and using computer software programs. Shortcut keys are commonly accessed by using the **Alt**, **Ctrl**, and/or **Shift** in conjunction with a single letter. For example, the shortcut **Ctrl+W** indicates that while pressing and holding the **Ctrl** key, press the **W** key once to perform the shortcut for closing a document.

You can find the shortcut keys to popular features by holding the mouse over a tool or button on the **Ribbon** in Word 2010. For example, if you wanted to find the shortcut for underline text, point the mouse to the formatting button **U** in the **Font** group on the **Home** tab. A message box appears showing the shortcut key and a description of its function.



Basic PC shortcut keys

This [table](#) shows a list of basic shortcut keys that will work with most IBM compatible computers and software programs. It is highly recommended that all users keep a reference of shortcut keys and/or try to memorise them. Doing so will dramatically increase your productivity.

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Function keys

Function keys and a brief description of their purpose are shown.

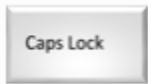
Left side of the keyboard:



Short for escape, esc key is used to cancel or abort operations.



If tabs are set, it takes the cursor to the next tab mark.



If all capitals are required, this key can be pressed to lock the keyboard in upper case. For example, ACT.



Provides additional functions, for example, when the Ctrl and Home keys are pressed, the cursor returns to the beginning of the document/ file.



For use with shortcut keys.



Windows logo key (WinKey). For use with shortcut keys specifically associated with Windows.

Right side of the keyboard:



Moves the cursor back one space and deletes the previous character.



Moves the cursor to the next line (starts a new line), activates the highlighted program or task.



The keyboard normally operates in insert mode, which means new data is inserted without affecting current text. If the key is pressed, the system will allow overtyping.



Hold down the Shift key to type a capital letter or use a symbol above a number or character on the keys. The Shift key is on both sides of the keyboard.



Moves up one screen (page).



Moves down one screen (page).

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In Word 2010 shortcuts are called **Key Tips**. Press **Alt** to make the key tip badges appear for all **Ribbon** tabs and **Quick Access Toolbar** commands. You can then press the **Key Tip** to activate the tab or command that you want. You can still use all the old shortcuts like **Ctrl+C** to copy and **Ctrl+V** to paste.

For example, to quickly insert a table, you would press **Alt+N+T**. **N** takes you to the **Insert** tab and **T** inserts a table. The advantage of this method is that you do not have to remember keyboard shortcuts; as soon as you press **Alt** the **Key Tips** are displayed.



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Creating a new document

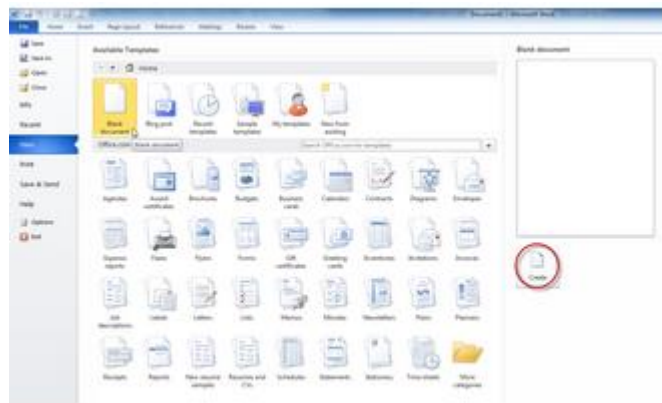
There is more than one way to open a new document in Word.

To create a new document:

1. Choose **New** from the **File** tab.

Clicking on the **New** tab in Backstage View will open a window with options for many types of documents. You can choose to use a blank document or predefined template. A preview of each document type can be previewed on the right of the screen.

2. Click the **Create** button.



Or

3. Press **Ctrl+N** on the keyboard (a new blank page will appear).

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Entering text

When the Microsoft Word program is first opened a blank document will appear automatically ready for text input. Before entering text, be aware of where your cursor is blinking as this is where you will enter text. Like all other word processing programs, Word uses word-wrap. Unless a new paragraph is required, there is no need to press enter at the end of each line (as it reaches the right margin) while typing. The words will automatically go to the next line.

Save a document

Once information has been entered the document/ file will need to be saved for future use. The first time you save a document you will need to give it a file name by using the **Save** or **Save As** option. Each subsequent save can be accessed using the **Save** option. The difference between the two save options are **Save As** allows the document/ file to be named; **Save** allows the file to be re-saved as the same file name. If the current document/ file need to be saved with a different name, use the **Save As** option.

You should always save a file:

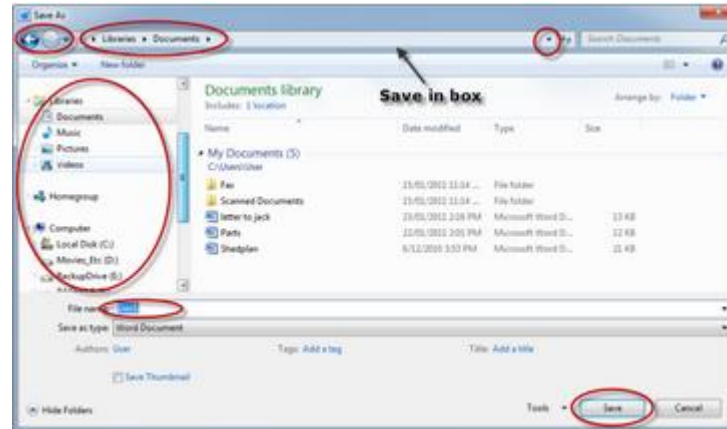
- soon after starting a new document
- at regular intervals
- before printing
- before closing the file



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To save a document for the first time:

1. Click on **Save** or **Save As** from the **File** tab, the **Save As** dialog box will appear:



2. Find the location to save the file. There are four tools for navigating to a location on your computer:
 1. Click on the down arrow at the right end of the **Save in** box to quickly access previous save locations.
 2. Click the folders and subfolders in the **Save in** box to move up and down the folder hierarchy.
 3. Click the **Back and Forward** buttons to move back and forward to previously selected locations.
 4. Select a location in the left pane.

Microsoft Word uses the Documents folder as a default location to save files until it is changed. Documents are usually saved to a nominated **directory** (created in the workplace to store saved documents that relate to a particular topic) on a designated drive.

3. Create a name for the document in the **File name** box.
4. Click **Save**.

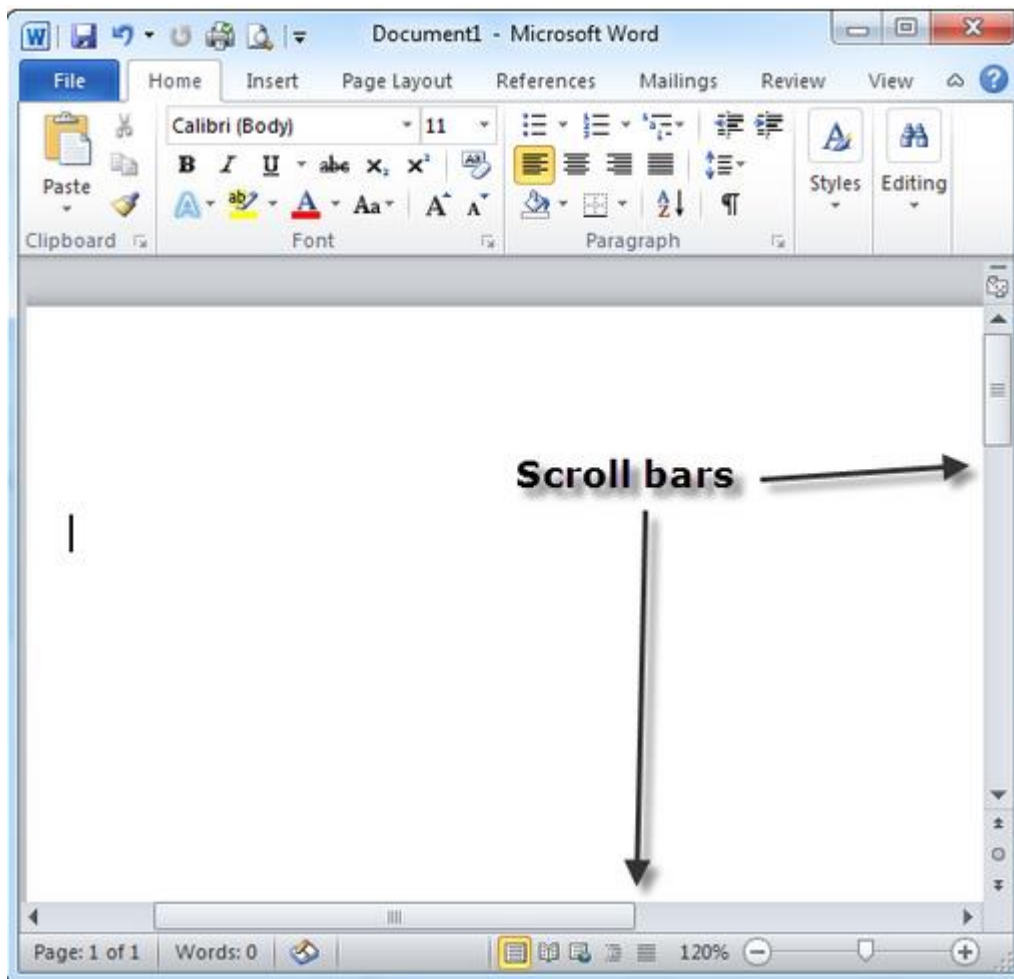
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Deleting text

Use the Backspace and Delete keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined and press the Delete key.

Scrolling

To scroll a window means to move a window's display area (contents) either up, down, left or right by using one of the window's scroll buttons or scroll bars.

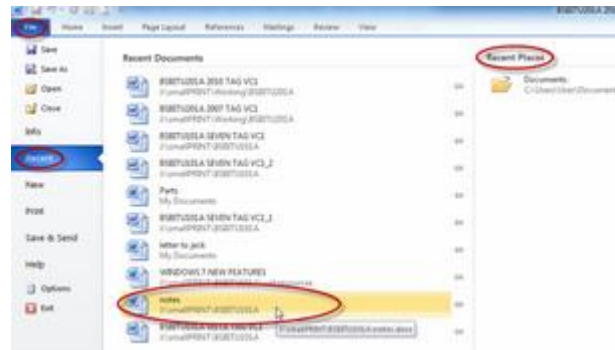


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Opening an existing document

When a document has been previously created and saved, there will be occasions when existing documents are re-opened for editing, additional information, reformatting or printing.

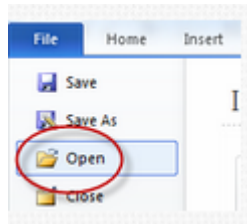
If you have recently used a document you can click the **File** tab and click the **Recent** tab, then click the name of the document in the **Recent Documents** section to open it.



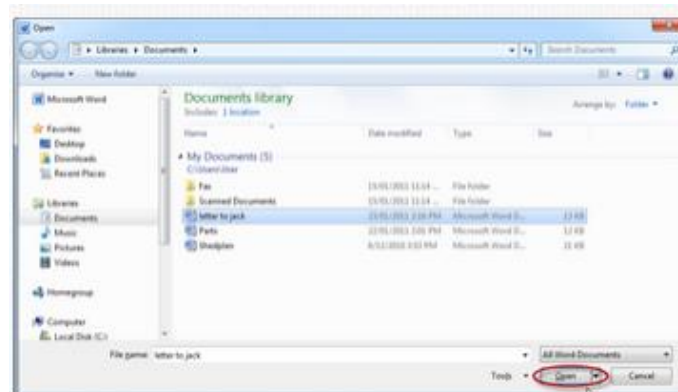
You can also click a folder in **Recent Places** to access a recently used document.

To open an existing document:

1. Choose **Open** from the **File** tab, or press **Ctrl+O** on the keyboard.



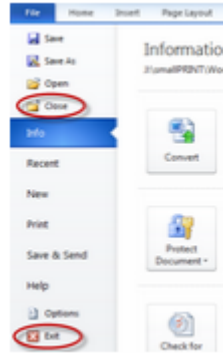
2. Each method will show the **Open** dialog box. Locate the file, click in the file and click the **Open** button.



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Closing a document:

Close the current document by selecting **Close** from the **File** tab, or click on the in the top right corner of the document.



Exit the word processing program by clicking on the **File** tab and selecting **Exit**.

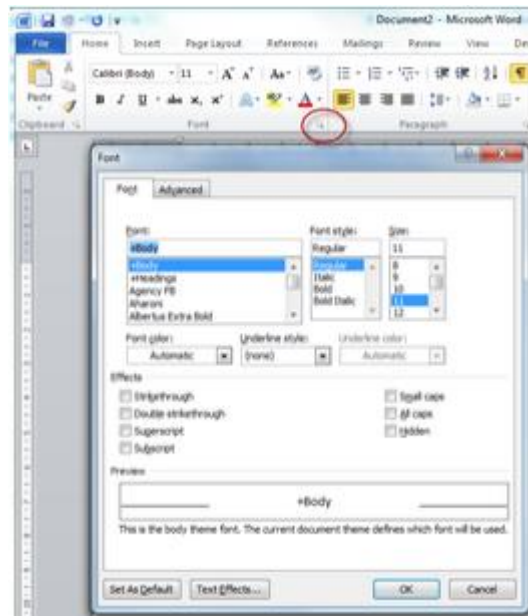
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Ribbons, tabs, groups and commands

The Ribbon is designed to help you find a command to complete a task. Command buttons are organised in logical groups and collected together under tabs. Each tab relates to a type of activity, such as formatting, laying out a page or reviewing it.

The tabs are sensitive to the context in which you are working. For example, if you have inserted an image into your document, selecting the image will bring up the **Picture Tools** tab where previously it was hidden. Clicking away from the picture hides this tab again. The **Picture Tools** tab is an example of an on demand tab; tables and charts also have on demand tabs that appear when those elements are selected.

Not all commands fit on the tabs. Some groups have a small diagonal arrow in the bottom right corner—a dialog box launcher. Clicking it reveals more options related to that group.

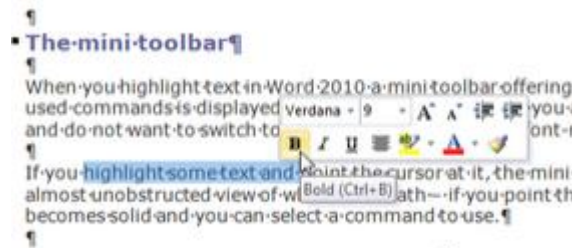


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The mini toolbar

When you highlight text in Word 2010 a mini toolbar offering a group of the more commonly used commands is displayed. This is a good timesaver if you are working on a different tab and do not want to switch to the **Home** tab to perform font-related tasks, for example.

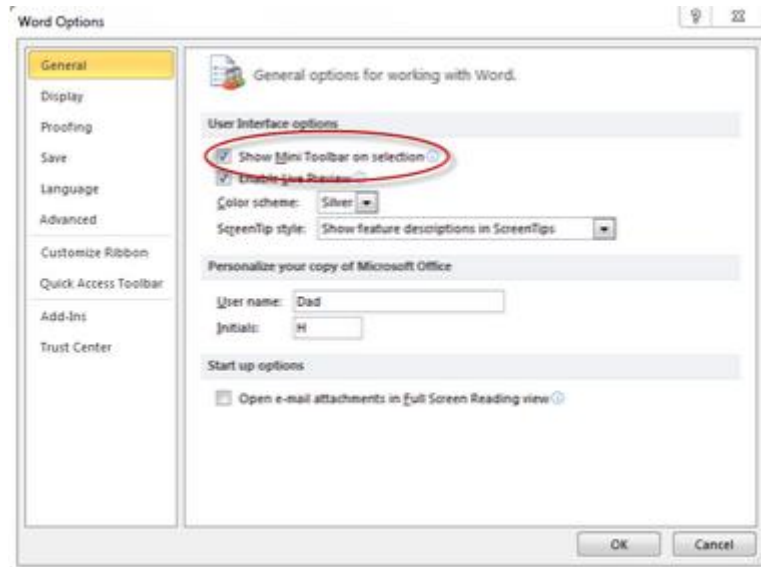
If you highlight some text and point the cursor at it, the mini toolbar appears faded to allow almost unobstructed view of what is beneath—if you point the cursor at the mini toolbar, it becomes solid and you can select a command to use.



The mini toolbar sometimes disappears; to get it back, reselect the text or right-click the selection.

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You cannot customise the mini toolbar but you can show or hide it as you hover over the text. Click the **File** tab, go to **Options**. From the **General** option, uncheck **Show Mini Toolbar on selection**.



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Adjust page display mode and size

There are several different ways to view documents in Microsoft Office programs.

Print layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, images, headers and footers.

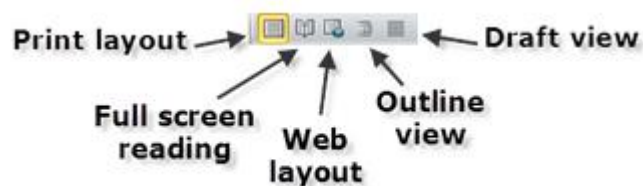
Full screen reading: This is a full view length view of a document. Good for viewing two pages at a time.

Web layout: This is a view of the document as it would appear in a web browser.

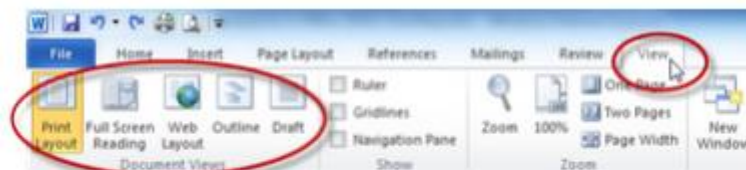
Outline: Displays the structure of the documents using headings and styles and shows outlining tools.

Draft: This view does not display pictures or layouts, just text for quick editing.

To view a document in different forms, click the document views shortcut at the bottom of the screen:



Or click the **View** tab on the **Ribbon**.



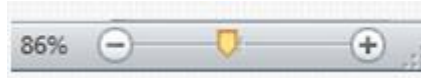
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Zoom control

Word includes a zoom option that allows you to get a close up view of your document or a reduced view.

To quickly zoom in or out of a document:

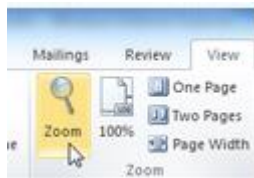
1. On the status bar (bottom right of screen), click the **Zoom** slider.
2. Slide to the required percentage zoom. The slider ranges from 10–500%.



The **Zoom** command on the **View** tab allows total customising of the view from 10% to 200%.

To use the zoom control:

1. Click on the **View** tab on the **Ribbon**.



2. Click the **Zoom** button. A dialog box will appear:



3. Select the required % view.
4. Or select **Many pages** and drag the mouse over the number of pages you want to view at once.
5. Click **OK**.

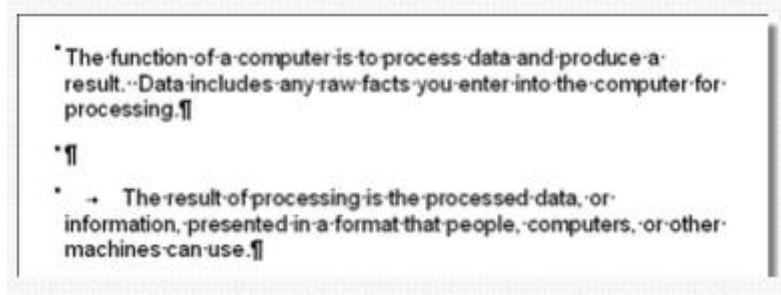
The **Zoom** group also offers quick choices, **One page**, **Two pages**, **Page width** and **100%**. Each of these choices changes the percentage view accordingly.

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The show/ hide icon

The show/ hide icon displays invisible formatting symbols. It can be very useful for troubleshooting and detecting errors. Microsoft Office contains the show/ hide function in all programs.

The paragraph shown displays symbols when the show/ hide button is turned on:



The characters are examples of symbols and their indication when the show/ hide button is turned on:



Tab mark



Soft return
(Press shift + return)



Paragraph return
(Press enter)



End of cell marker
(In a table only)

The box shape indicates that there is paragraph formatting—styles applied

To turn the **Show/ Hide** button on and off, click the button in the **Paragraph** group on the **Home** tab.

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Use technical functions, other data and formatting to finalise documents

Formatting text enhances the appearance of a document. In most cases formatting is best performed after the text has been entered. That is, select or highlight the text and then proceed to change font, style, size, paragraph widths and/or change to columns etc.

Select/ highlight the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **Shift** key on the keyboard while using the arrow buttons to highlight the text.

If the mouse pointer is moved to the left margin it will change to a white arrow; text can be highlighted using this method—click in line with the start of the text to select and drag down to the end of the text.

Shortcuts for selecting/ highlighting text:

Selected text	Method
Whole word	Double-click within the word.
Whole paragraph	Triple-click within the paragraph.
Whole sentence	Hold down Ctrl and click.
Several words or lines	Drag the mouse over the words, or hold down Shift while using the arrow keys.
Entire document	Hold down Ctrl and press the key A once.
Whole line	Move the cursor to the margin, when it changes to a white arrow click in line with the text.

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

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Formatting tools

The way the text looks can be changed by using the formatting tools. The **Home** tab is the easiest way to change many attributes of text.



Any text to be formatted will need to be highlighted/ selected first. If text is not selected, the position of the cursor and current word will be formatted.

Font group

There are 15 formatting icons/ buttons in the **Font** group.

Font face

Click the down arrow to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse.



Font size

Click on the white part of the font size box to enter a value for the font size or click the down arrow to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.



Highlight colour

Use this option to change the colour behind a text selection. The colour shown on the button is the last colour used. To select a different colour, click the down arrow next to the image on the button.

Font colour

This option changes the colour of the text. The colour shown on the button is the last colour chosen. Click the down arrow next to the button image to select another colour.

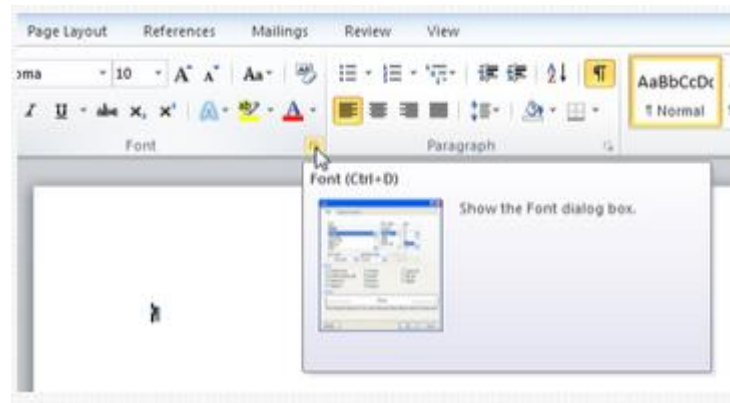


Text effects

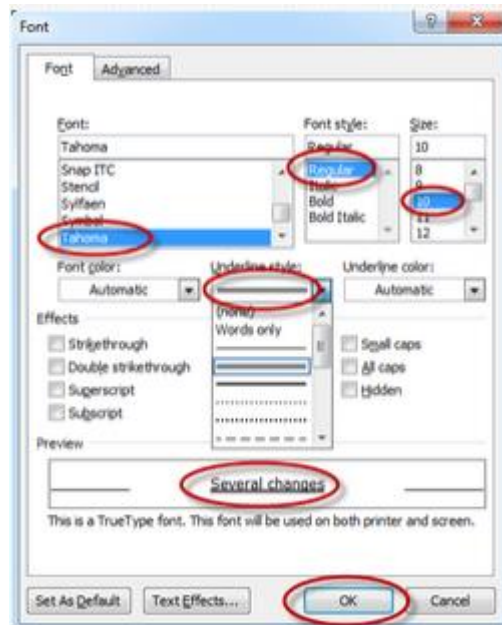
This option is new in Word 2010 and applies a text effect to the selected text. The text shown on the button is the last used. Click the down arrow next to the button image to select another effect.

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The **Font dialog box launcher** allows you to choose from a larger selection of formatting options.



The Font dialog box allows you to make several changes at once and displays a preview before clicking **OK**.



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Undo

Feel free to experiment with various text styles. You can always undo your last action by clicking the **undo (Ctrl+Z)** button on the **Quick Access Toolbar**.



Click the **redo (Ctrl+Y)** button next to **undo**, to redo or repeat an action.

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Format painter

A handy feature for formatting text is the **Format Painter** located on the **Home** tab.



For example, if you have formatted a paragraph heading with a certain font face, size, and style and you want to format another heading the same way, you do not need to manually add each attribute to the new headline.

To use format painter:

1. Highlight the text that contains the formatting you want to copy.
2. Click the **Format Painter** button in the **Home** tab. Notice that the cursor now has a paintbrush beside it.
3. Highlight the text you want to add the same format to with the mouse and release the mouse button.



To add the formatting to multiple selections of text, double-click the **Format Painter** button instead of clicking once. The format painter then stays active until you press the **Esc** key to turn it off.

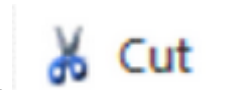
SECTION 2: USE APPROPRIATE WORD-PROCESSING SOFTWARE - Page 32

Copying, cutting and pasting text

Copying, cutting and pasting are very useful tools for editing purposes.

To move (cut) text:

1. Select/ highlight the text that will be moved and click the **Cut** button



from the

Clipboard group on the **Home** tab.

Or

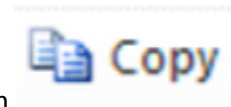
2. Press **Ctrl+X** on the keyboard.

This will move the text to the clipboard.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

To copy text:

1. Select/ highlight the text that will be copied and click the **Copy** button



from the

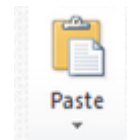
Clipboard group on the **Home** tab.

Or

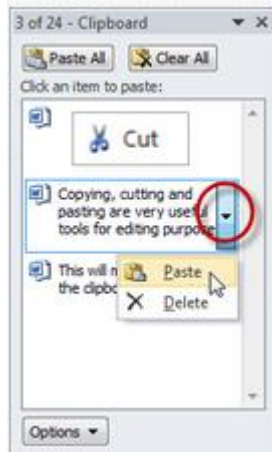
This will copy the text to the clipboard.

To paste text:

1. Move the cursor to the location you want to move or copy the text.



2. Click the **Paste** button from the **Clipboard** group on the **Home** tab.

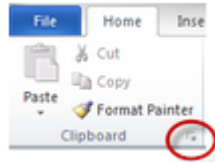


3. Press **Ctrl+V** on the keyboard.

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The clipboard


The last 24 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting the **Clipboard launcher** from the **Home** tab.



Click the drop-down arrow next to each element to add or delete its contents to the document. Click **Paste All** to add all of the items to the document at once. Click the **Clear All** button to clear the contents of the clipboard.

Bulleted lists

1. Click the **Bullets** button  or

Numbering button  in the **Paragraph** group on the **Home** tab.

2. Type the first entry and press **Enter**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **Shift** key while pressing **Enter**.

3. Continue to type text and press **Enter** twice when you are finished typing to end the list.



Or (to add bullets or numbers to lists already created):

1. Type the text (left aligned).
2. Highlight the required text.
3. Click on **Bullets** or **Numbering**.

Use the **Increase Indent**  and **Decrease Indent**  buttons in the **Paragraph** group on the **Home** tab to create lists of multiple levels.

Note: You can also type the text first, highlight the section, and press the **Increase** or **Decrease Indent**.

SECTION 2: USE APPROPRIATE WORD-PROCESSING SOFTWARE - Page 35

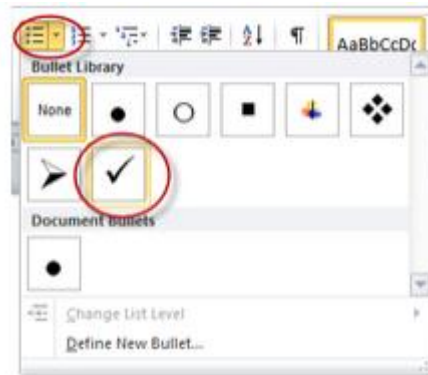
Formatting lists

The bullet image and numbering format can be changed by using the **Bullets** and **Numbering** libraries:

1. Highlight the entire list to change all the bullets or numbers, or place the cursor on one line within the list to change a single bullet.
2. Access the libraries by selecting the down arrow next to the **Bullets** or **Numbering** buttons or by right-clicking within the list and selecting **Bullets** or **Numbering** from the list of options.



2. Select the bullet style or numbering level from choices given.

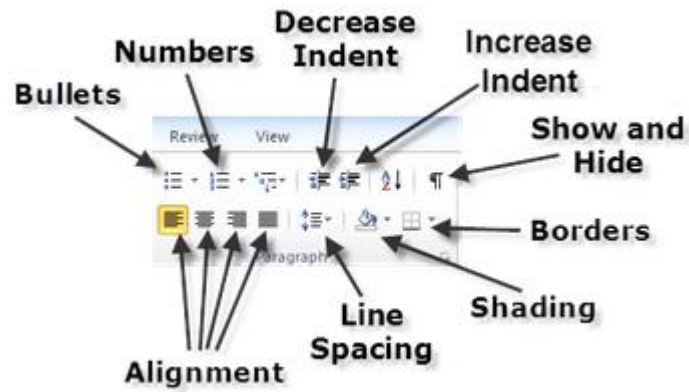


3. To remove a bullet or numbers, click in the paragraph; click the **Bullets** or **Numbering** button again.

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Paragraph attributes

Line spacing, indents, text alignment can be changed using the tools on the **Paragraph** group from the **Home** tab.



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Text alignment

Paragraph alignment allows you to set how you want your text to appear:

- **align left**—the text is aligned with the left margin
- **centre**—the text is centred within the left and right margins
- **align right**—aligns text with the right margin
- **justify or fully align**—aligns text to both the left and right margins



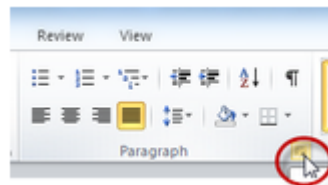
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Indent text

Indenting paragraphs allows you to set text at different positions within a paragraph. There are several options for indenting:

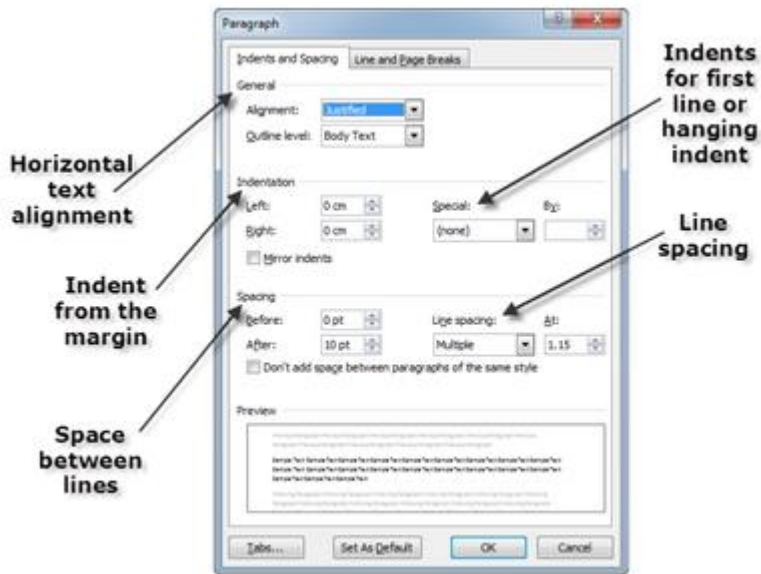
- **first line**—controls the left boundary for the first line of the paragraph
- **hanging**—controls the left boundary of every line in a paragraph except the first one
- **left**—controls the left boundary for every line in a paragraph
- **right**—controls the right boundary for every line in a paragraph

You can also format a paragraph by placing the cursor within the paragraph and selecting the **Paragraph dialog box launcher** from the **Home** tab.



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The **Paragraph** dialog box offers the options offered in the **Paragraph** group plus a few extra functions.



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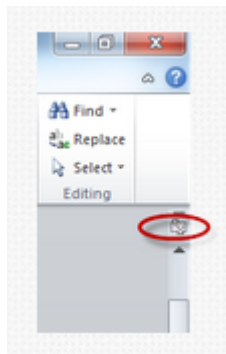
Tab stops

A tab stop is a location on the horizontal ruler indicating how far to indent text or where to begin a column of text. Tabs enable you to line up text to the left, right, centre, or to a decimal character or bar character. You can also automatically insert specific characters, such as periods or dashes, before the tabs.

The ruler may be hidden.

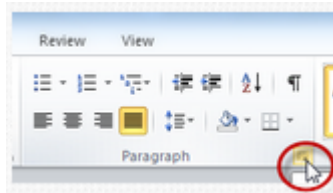
To view ruler:

1. Click the **View** tab.
2. Check **Ruler** in the **Show** group, or click the **View Ruler** button at the top of the vertical scroll bar on the right.



To set tabs:

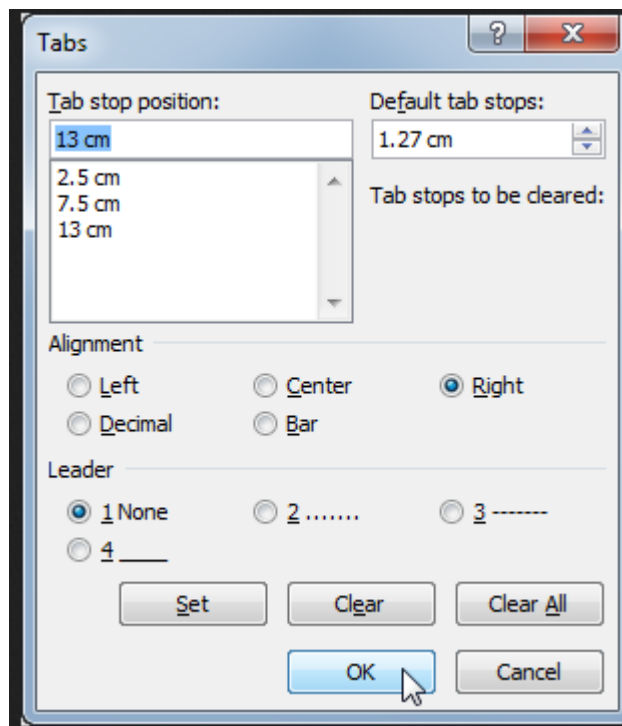
1. On the **Home** tab, click the **dialog box launcher**, in the **Paragraph** group.



2. Click on the **Tabs** option in the **Paragraph** dialog box.

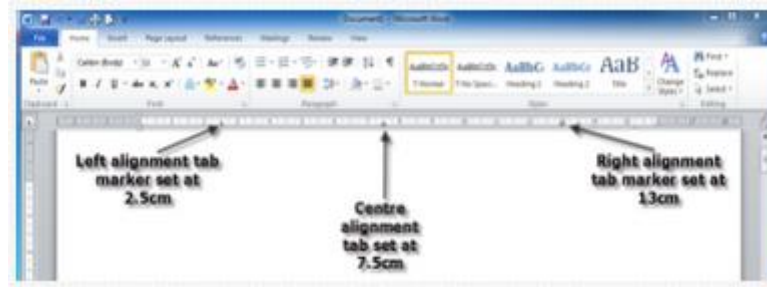


3. Under **Tab stop position**, type the position for a new tab, or select an existing tab stop to which you want to add.



4. Under **Alignment**, select the alignment for text typed at the tab stop.
5. Under **Leader**, click the leader option you want, and then click **Set**.
6. Click **OK** when all tabs have been set.

When tabs have been set, markers on the horizontal ruler will appear indicating the tab stop position. These markers can be moved to the left or right by dragging with the mouse pointer. Drag the tab marker down the page to remove.



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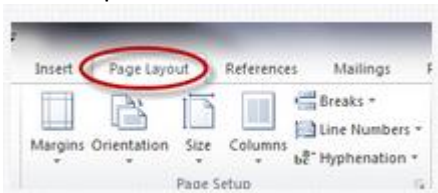
Page formatting

In Word, **Page Setup** organises how your document will look when printed out. You can automatically:

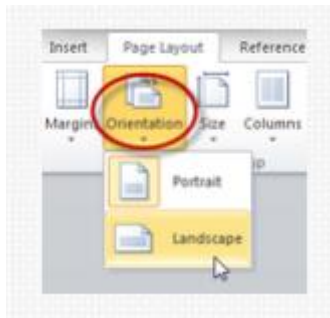
- change orientation of the paper (portrait—tall or landscape—wide)
- change the paper size
- set margins

To use page setup:

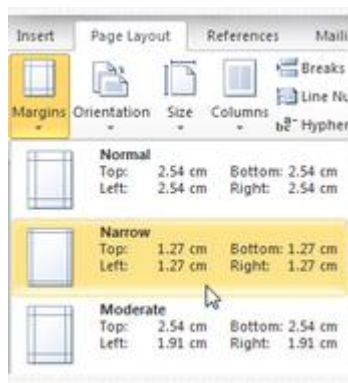
1. Click on the **Page Layout** tab for quick access to page formatting functions. Each button has a down arrow where more options are available.



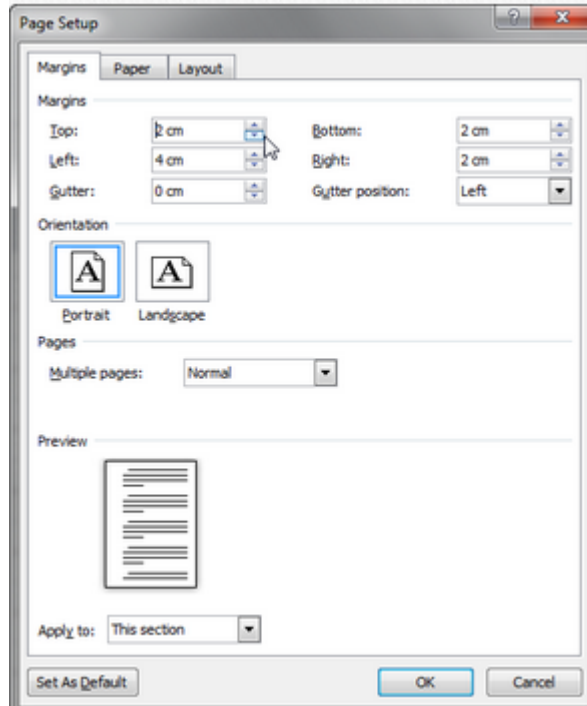
2. Choose the page orientation, by clicking on a selection **Portrait** or **Landscape** from the **Orientation** button.



3. Choose the paper size on the **Size** button by selecting the correct size from the drop-down arrow.
4. Change margins from the **Margin** button; the drop-down list shows a preview of margin sizes.



5. Click the **Page Setup dialog box launcher** on the **Page Layout** tab, a dialog box will appear:



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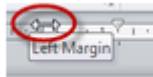
The margins can be changed using the **Margins** tab:

1. Enter margin values in the **Top**, **Bottom**, **Left**, and **Right** boxes. The **Preview** area will reflect the changes.
2. Click **OK** when finished.

The page margins of the document can also be changed using the rulers on the page.

The ruler method:

1. Move the mouse over the area where the white ruler changes to a grey/ blue shade.



2. When the cursor becomes a double-ended arrow, click with the mouse and drag the margin indicator to the desired location.
3. Release the mouse when the margin is set.

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Headers and footers

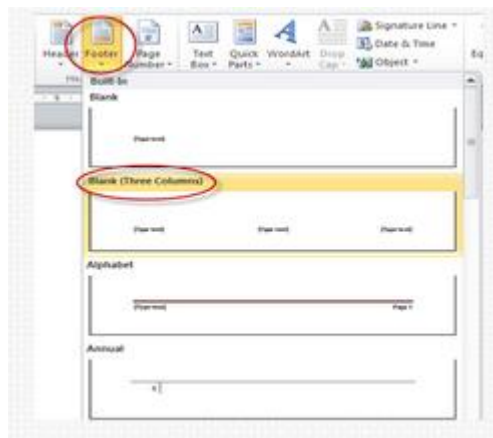
A header is text that is added to the top margin of every page, such as a document title or page number; a footer is text added to the bottom margin.

To add a header or footer:

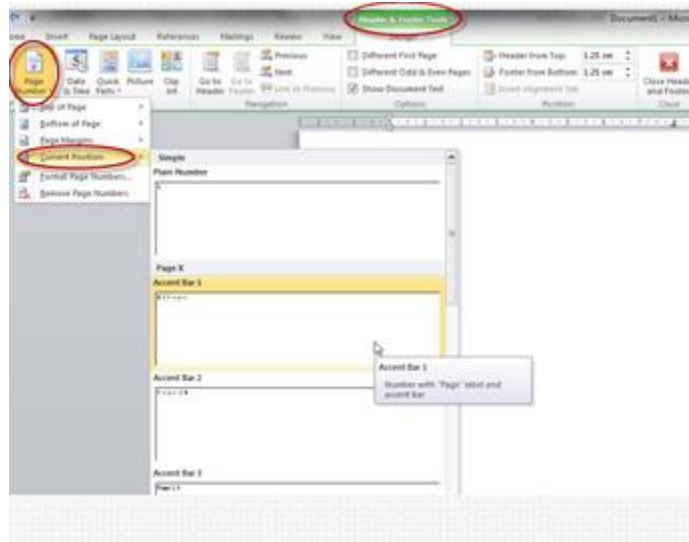
1. Click on the **Insert** tab.
2. From the **Header and Footer** group select either **Header** or **Footer**.



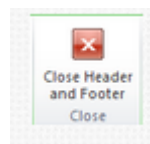
3. Select a design from the gallery. For example, to add items to the **Footer** such as your name, page number and the document date, choose the **Blank (Three Columns)** option. The footer area of your page will now display the text holders.



- Click in a holder to enter text. You can also delete a text holder if not required—click inside it and press the **Delete** key.
- To add a page number, click the text holder and from the **Header & Footer Tools** tab; click the **Page Number** icon. Select **Current Position**.



- Choose a design from the gallery. Your choice of page number design will now be displayed in the text holder.
- To return to the body of the document, click **Close Header and Footer** button, or double-click in the document above the footer.



- To edit a **Header** or **Footer** at any time, double-click the **Header** or **Footer** area in the document.

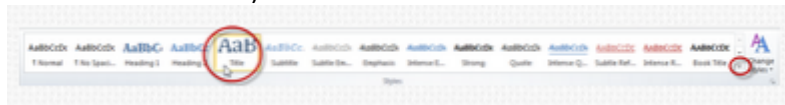
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Styles

Styles give you flexibility to quickly alter the look of your document. Use styles to format your headings. For example, use **Heading 1** style for the most important heading, **Heading 2** for subheadings, **Heading 3** for more subheadings etc. Using styles like this is very useful when creating a table of contents.

To apply a style from the Quick Style Gallery:

1. Select/ highlight the text, click on the **Home** tab.
2. In the **Styles** group hover (move) the mouse over a style to see the effect on the selected text. (To see more styles click the down arrow.)



3. Click the style you want to use.

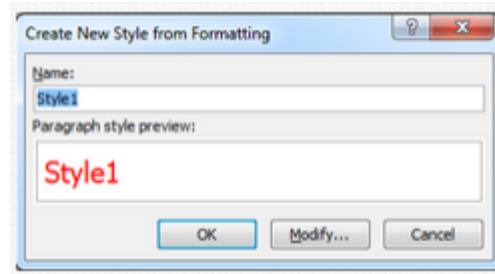
You can design your own style. For example, this could be a particular font face, size, colour, or paragraph and line spacing.

To create a new quick style:

1. Format text accordingly, eg change the paragraph or line spacing, size and colour of text.
2. Select the text.
3. Right-click on the text, from the list of options select **Styles** and then click on **Save Selection as a New Quick Style**.



4. Name the style.



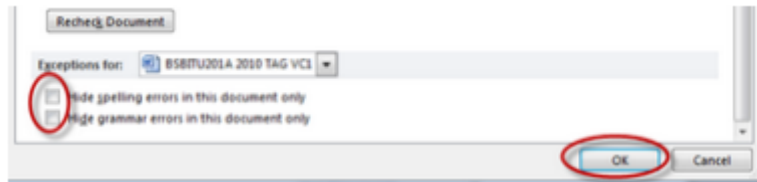
5. Click **OK**. The new style will appear in the **Quick Style Gallery** ready for use.

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Spell check

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline.

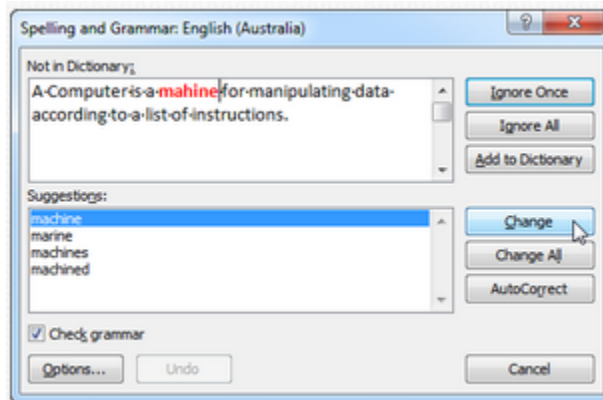
To disable this feature, click the **File** tab, click **Options**. Click on **Proofing**, select or clear the **Hide spelling errors in this document only** and **Hide grammar errors in this document only** check boxes. Click **OK**.



1. To use the spelling and grammar tool:
2. Select **Spelling and Grammar** from the **Proofing** group on the **Review** tab. Or click on the **Spelling and Grammar** button on the **Quick Access Toolbar**.

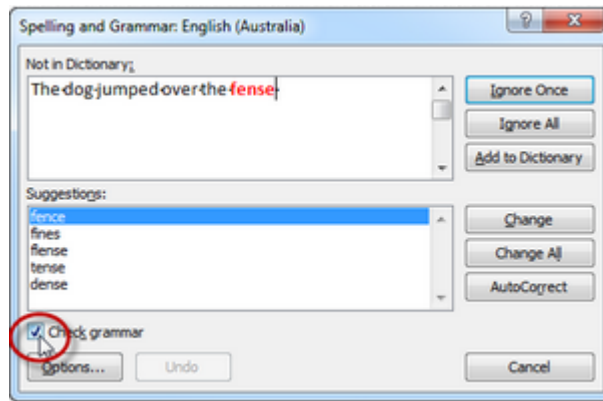


The **Spelling and Grammar** dialog box will appear and notify you of the first mistake in the document, misspelled words will be highlighted in red.



3. If the word is spelled correctly, click the **Ignore Once** button or click the **Ignore All** button if the word appears more than once in the document.
4. If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not in Dictionary** box and click the **Change** button.
5. If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add to Dictionary** button to add the word to the dictionary so it will no longer appear as a misspelled word.

When the **Check grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document in addition to the spelling.



Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.

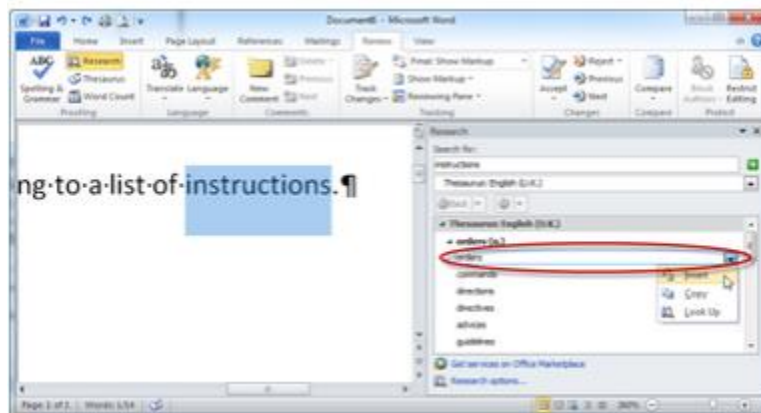
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To check the spelling of an individual word:

1. Right-click on any word that has been underlined.
2. Choose a suggested word from the list of options.

To use the Thesaurus:

1. Click on the **Review** tab.
2. Click on **Thesaurus** on the **Proofing** group, the Thesaurus tool will appear on the right side of the screen and you can view word options.



You can also access the Thesaurus by right-clicking any word and choosing **Synonyms** from the list of options.

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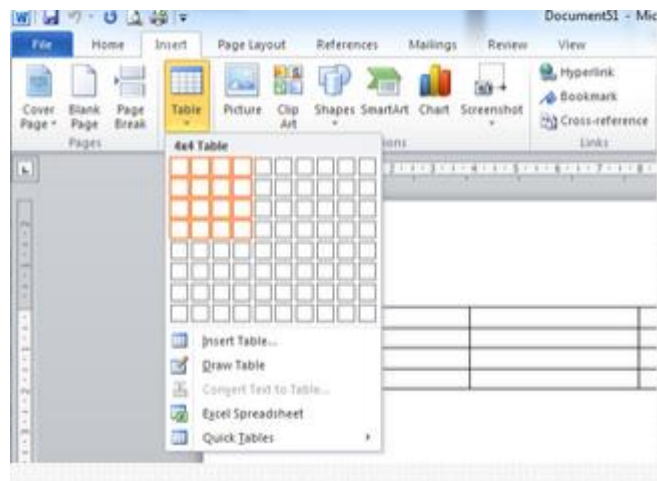
Tables and images

Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of these methods.

To insert a table:

There are a number of ways to add a table to a document using the **Insert** feature:

1. Click the **Insert** tab.
2. Click on the **Table** button from the **Tables** group. Drag the mouse along the grid, highlighting the number of rows and columns for the table.



3. Release the mouse button.

Or

4. On the **Insert** ribbon select the **Table** button in the **Tables** group.
5. Select **Insert Table...** at the bottom of the drop-down menu.
6. Select the number of rows and columns for the table and click **OK**.

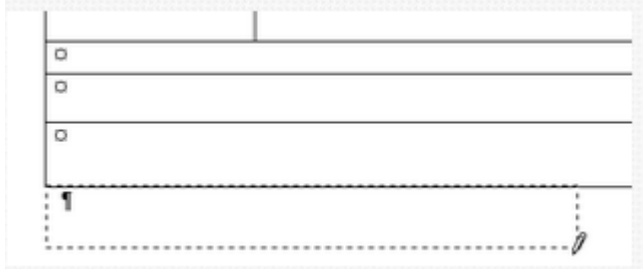


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A table can also be drawn onto the document.



To draw a table:

1. Select **Draw Table** at the bottom of the **Table** button drop-down list. The cursor is now the image of a pencil.
2. Draw the cells of the table using the mouse to drag the cursor. Release the mouse button.



Two new ribbons appear under **Table Tools** when the cursor is inside a table— **Design** and **Layout**.



3. If you make a mistake, click the **Eraser** button  on the **Design** ribbon and drag the mouse over the area to be deleted.
4. To draw more cells, click on the **Draw Table** button  .
5. To move from cell to cell use the tab key on the keyboard or click in the cell with the mouse.

There are also a number of pre-built table designs available when **Quick Tables** is selected from the **Table** button drop-down list on the **Insert** ribbon.

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Working with the Layout ribbon

To adjust table layout, click inside the table and then click the **Layout** tab under the **Table Tools** tab.



The **Layout** ribbon allows you to:

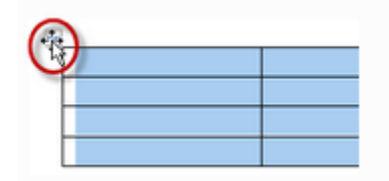
- **view gridlines** and **properties** (from the **Table** group)
- **insert rows** and **columns** (from the **Rows & Columns** group)
- **delete** the **table**, **rows** and/or **columns** (from the **Rows & Columns** group)
- **merge**, **split cells** or **split table** (from the **Merge** group)
- **increase** and **decrease cell size** (**Cell Size** group)
- **align text** within the cells and change **text directions** (**Alignment** group)
- change table data by **repeating headers** at the top of each page, **sorting data** or **inserting formulas** (**Data** group)

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Selecting cells

You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use these shortcuts:

Selection	Ribbon method	Mouse method
One cell	Table/Select/Cell	Click the bottom, left corner of the cell when a black arrow appears.
One row	Table/Select/Row	Click outside the table to the left of the row when a white arrow pointing to the right appears.
One column	Table/Select/Column	Click outside the table above the column when a black arrow appears.
Several rows	(none)	Click outside the table to the left of the row and drag the mouse down.
Several columns	(none)	Click outside the table above the column.
Entire table	Table/Select/Table	Click the four ended arrow button that appears in the top left corner of the table, or triple click outside the table when the white arrow appears.



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Moving around a table

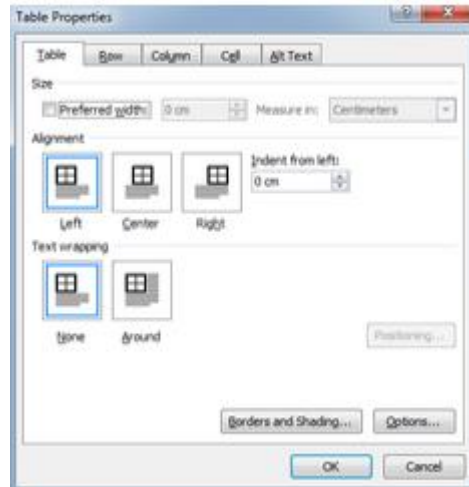
To move within a table using the keyboard:

Press the Tab or Right arrow	To move to the next cell.
Hold Shift + Tab or press the Left arrow	To move to the previous cell.
Press the Down arrow	To move to the next row.
Press the Up arrow	To move to the previous row.

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Table properties

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. To access table properties select **Properties** from the **Tables** (group on the **Layout** ribbon).



Properties can be changed from the **Table Properties** dialog box for the table, rows, columns or cells. View the options for changing properties on the **Table** tab.

- **Size**—check the **Preferred width:** box and enter a value if the table should be an exact width
- **Alignment**—select the illustration representing the alignment required in relation to document text
- **Text wrapping** — select **None** if the table should appear on a separate line from the text or choose **Around** if the text should wrap around the table
- **Borders and Shading...**— use this button to select from a number of order styles, colours, and widths

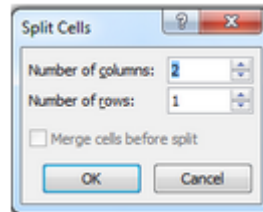
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Merging and splitting cells

It is necessary to sometimes split a cell or number of cells to add extra detail to a column or row. It may also be necessary to merge a number of cells to add a title.

To split a cell or number of cells:

1. Select the cell or series of cells to be split.
2. Select **Split Cells** from the **Merge** group.
3. The **Split Cells** dialog box appears. Choose the number of columns or rows required and click **OK**.



The selected cells will be split according to the number of rows and/or columns selected.

To merge a number of cells:

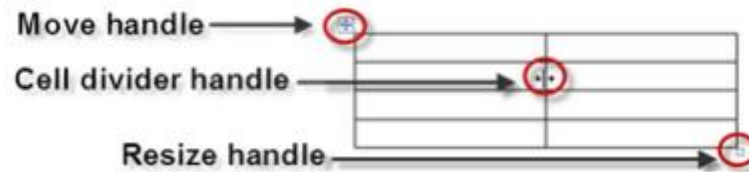
1. Select the series of cells to be merged.
2. Select **Merge Cells** from the **Merge** group.

The selected cells are merged into one cell and text can be entered into the merged cell.

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Moving and resizing cells and tables

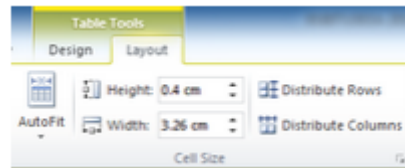
A four arrowed **Move** handle and a **Resize** handle will appear on the corners of the table if the mouse is placed over the table.



Click and drag the **Move** handle to move the table and release the mouse button when the table is positioned where you want it. Click and drag the **Resize** handle to resize the table. When the cursor is placed over a column or row border it becomes a double-headed arrow. Use this **Cell divider** handle to change column widths and row heights by clicking and then dragging with the mouse.

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Cells, rows and columns can also be resized using the buttons in the **Cell Size** group.



- **AutoFit Contents**—automatically adjust the width of the columns to fit the data entered into the table
- **AutoFit Window**—automatically sets the table to fit within the page margins; this is the default setting when first creating a table—this option can be useful when pasting or importing a larger table from other programs such as Excel or Access
- **Fixed Column Width**—automatically adjusts each column according to widths specified—using the mouse and the resize handles or in the
- **Width:** option box in the **Cell Size** group
- **Distribute Rows** and **Distribute Columns**—use these options to make selected rows or columns exactly the same width

Use the **Table Properties dialog box launcher** button to access more cell size, formatting and alignment options.

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Aligning cell content

The **Alignment** group allows you to be very specific about how text is aligned within a cell, column, row or table. Select the cell or group of cells and then click the alignment options required.

Further adjustment of the margins within cells can be set using the **Cell Margin** button.

Sorting table data

The **Data** group of buttons provide ways to manipulate and sort table data.

To sort table data:

1. First select columns and click the **Sort** button.



2. If required choose the **Then by** option to sort columns within columns.
3. Choose whether to include the first row in the sort under **My list has**.

Note: Columns can be sorted by text, numbers or date in the **Type:** boxes and can be sorted in ascending or descending order.

4. Click **OK**.

Note: Table data cannot be sorted where rows or columns have been merged within the table.

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Working with the Design ribbon

To adjust table formatting, click the table and then click the **Design** tab under the **Table Tools** tab.



The **Design** ribbon allows you to:

- **format cells, rows, columns** or the **table** using **styles, borders** and **shading** (from the **Table Style Options** group and the **Table Styles** group)
- **draw cells, row** and **columns** using the **Draw Table, Pen Color, Line Weight, Line Style** and **Eraser** buttons (from the **Draw Borders** group)

To apply table styles:

1. Click in the table.
2. On the **Design** ribbon point to a style in the **Table Styles** group. Microsoft's Live Preview feature will show how the style will look when applied to the table.
3. Click the **More** button to display more options in the **Styles** gallery.
4. Release the mouse button when the style required has been found.
5. Select or deselect check boxes in the **Table Style Options** group to apply the style to specific rows and columns.

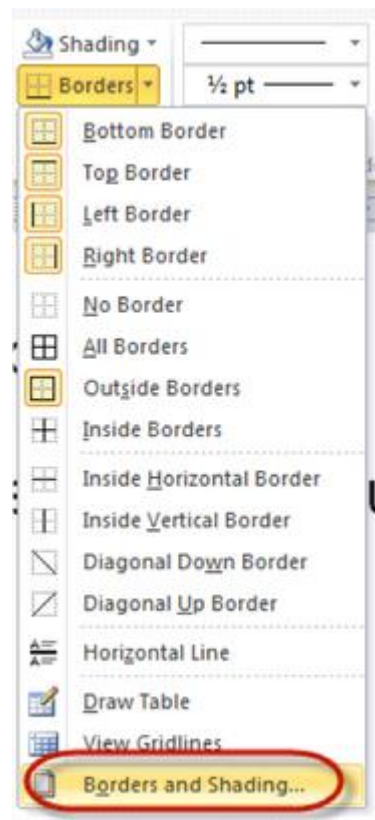
SECTION 2: USE APPROPRIATE WORD-PROCESSING SOFTWARE - Page 58

To adjust borders and shading:

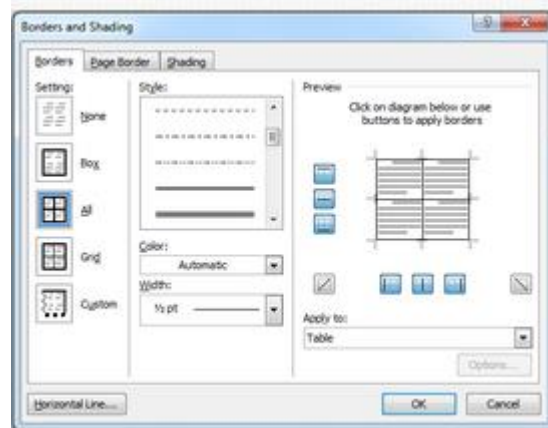
1. Select a cell, column, row or the entire table.
2. On the **Design** ribbon in the **Table Styles** group click the **Shading** button to apply shading colours to selected cells.



3. On the **Design** ribbon in the **Table Styles** group click the **Borders** button to turn applied borders on or off.
4. Click the **Borders** button down arrow to see a list of border options. Select an option.
5. Select **Borders and Shading...** for further options and control over how borders and shading are applied.



A number of options are available in the **Borders and Shading** dialog box.



6. Click **OK** to finalise changes. **Note:** Always check the **Apply to:** box prior to clicking OK to make sure changes are being applied to the correct area.

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Inserting, deleting columns and rows in tables

Columns and rows can be added to a table at any time, with or without text in cells using buttons in the **Rows & Columns** group on the **Layout** ribbon.



- **To insert rows:**
 1. Highlight a row.
 2. Select **Insert Above** or **Insert Below** from the **Rows & Columns** group, on the **Layout** ribbon under the **Table Tools** tab.
- **To insert columns:**
 1. Highlight a column.
 2. Select **Insert Left** or **Insert Right** from the **Rows & Columns** group, on the **Layout** ribbon under the **Table Tools** tab.

Cells, columns, rows or the entire table can be deleted at any time.

- **To delete cells, columns, rows or the entire table:**
 1. Highlight the cell/s, row/s, column/s or the entire table.
 2. Select **Delete** from the **Rows & Columns** group and select the item to be deleted.

Moving and copying cells, rows and columns

Just like text or any other items within a Word document, rows and columns can be moved or copied using cut, copy and paste.

- **To move or copy a row or column:**
 1. Select the row/s or column/s to be moved or copied.
 2. Click the **Cut** or **Copy** button in the **Clipboard** group on the **Home** ribbon.
 3. Select the destination row or column.
 4. Click **Paste** in the **Clipboard** group on the **Home** ribbon.

Note: Rows are pasted above the selected row and columns are pasted to the left of the selected column.

Note also that table rows and columns can be copied or moved using the drag and drop method as used when copying and moving text. Select the row or column, move the pointer over the selection and drag and drop when the white arrow pointing to the left appears.

Drawing cells

The drawing tool can be used to add or remove cells in more advanced tables where unequal columns and rows are required.



Images and graphics

You can add visual interest to your Word documents easily by using clip art and graphic images. Before you add a clip or image to your document, be sure that it makes sense in the context you are using it in. For example, you could include a piece of clip art or an image to illustrate a point and support the message you are trying to convey.

Whether the image is simply a visual cue (such as a company logo), or is used to convey important information (like a data chart or graph), your audience should be able to understand its purpose clearly. You do not want to include an image just because it looks good, but rather because it enhances the overall look of your document and serves a specific purpose.

Readers should be able to view and read your graphics easily. Whether too small or too large, an incorrectly sized image can make your document look messy and may actually detract from its overall effectiveness. If an image is too small, readers may have to struggle to make it out. If the image is too large, it can distract readers from the text as well as increase the file size of the document. Remember, you want to include images that emphasise what you are saying, not take away from it.

Consistency and simplicity is the key to effective use of images. Filling a page with too much information can overwhelm the reader. Make good use of white space around images and place them so they enhance readability and lead the reader through the document. Keep in mind that people usually read from the top left to the bottom right of the page in English speaking countries.

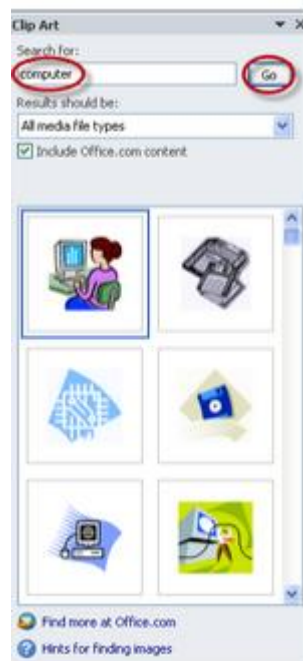
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Inserting clip art

Clip art makes a great addition to a Word document by adding character and colour. While graphics are often added for personal or entertainment purposes, there are ways you can make them look professional and appealing in any type of document, whether it is an article, newsletter, or business card.

To insert a picture from clip art:

1. Place the cursor into the position where the image is to be inserted.
2. From the **Insert** tab, select **Clip Art** in the **Illustrations** group. The Clip Art task pane will appear on the right of the screen.
3. In the **Search for:** box type a word relating to the picture you require.
4. Click **Go** or press **Enter** on the keyboard.



5. Scroll through the images and click once on the image required. The picture will be inserted into the document. Clip Art is inserted with the **In Line with Text wrapping** style applied.

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In Word 2010, when a picture is inserted or when you select a picture or piece of Clip Art, the **Ribbon** displays the **Picture Tools** tab. Underneath is the **Format** tab which contains groups and commands for image manipulation. When you click away from the image, these disappear.

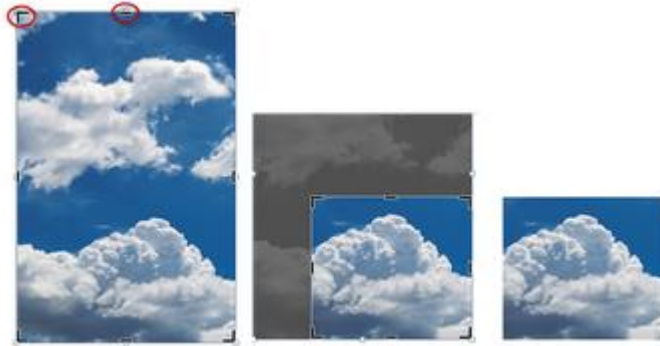


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Cropping

Cropping is helpful when you are trying to call attention to a certain area of an image, while omitting any unnecessary detail.

In this example, the bottom half of the image at left was cropped to remove the second cluster of clouds. The result is shown in the image at right.



While completing the cropping process the removed part of the image is greyed. This indicates that the removed part of the image is still there but hidden and can be restored.

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To crop an image:

1. Select the image by clicking once on it.
2. On the **Picture Tools/ Format** tab, click the **Crop** button from the **Size** group.
3. Place the mouse pointer over one of the black squares around the edge of the clip. Then click and drag until you have cropped the clip to the desired area.
4. Click away from the image and the grey shaded area (the removed area) will be hidden.

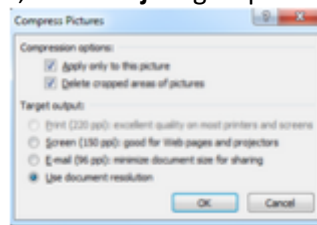
Note: The **Crop** button provides some additional options. For example, **Crop to Shape** allows the cropping of images to a number of different shapes.

To restore a cropped image:

1. Select the cropped image.
2. Click the **Crop** button on the **Format** tab to view the greyed (removed) areas and restore parts of the cropped image.
3. Drag the black squares at the edge of the image to restore the cropped areas.

To delete cropped areas of an image:

1. Select the cropped image.
2. On the **Picture Tools/ Format** tab, in the **Adjust** group click the **Compress Pictures** button.



Here you can permanently delete cropped areas under **Compression options:** and reduce the size of the image under **Target output.**

3. Click **OK**.

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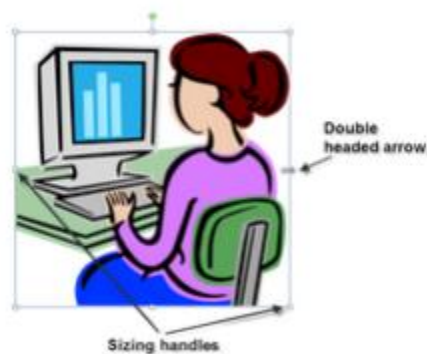
Sizing

Resizing an image allows you to either enlarge or reduce its size to fit within a certain area. For example, the first clip shown was enlarged into the second clip; the third clip has been resized disproportionately.



To resize an image:

1. Select the image by clicking once on it.
2. Move your mouse pointer over one of the sizing handles around the edge of the image. A double-headed arrow will appear.
3. Click and drag the image to your desired size. To resize an image proportionally, select one of the handles located at a corner. Resizing by clicking one of the side points causes the image to grow or shrink disproportionately.



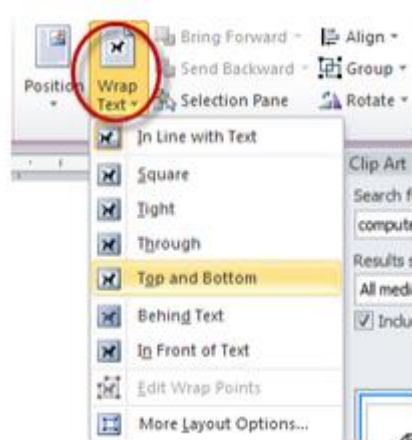
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Adding text wrapping

One way to add a professional look is to add text that wraps around an image. The text wrapping feature lets you place a clip amid blocks of text.

To wrap text around an image:

1. Select the image by clicking once on it.
On the **Picture Tools/ Format** tab, click on the **Wrap Text** button from the **Arrange** group.
2. From the drop-down list, select the type of text wrapping that you want to add. You can place a clip over, under, in the middle of, or in line with areas of text.



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Text wrapping options:

In Line with Text—the original, default format for an inserted picture where text is set in line with the bottom of the picture.



Square—this wraps the text around the image's frame.



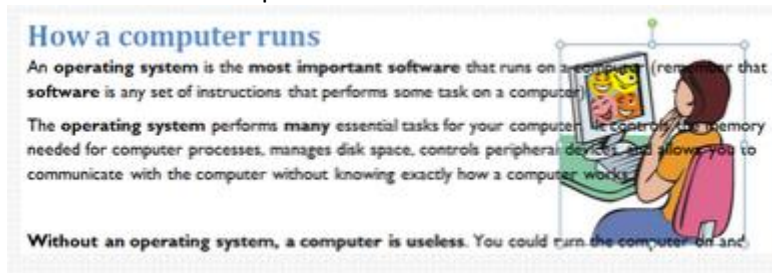
Tight—will wrap the text around the picture/ image.

Through—this wraps the text around the perimeter and inside any open areas.

Top and Bottom—the text appears at the top and bottom of the image only.



Behind Text—shows text in front of picture.



In Front of Text—text is behind the picture, not visible.



Edit Wrap Points—places small black handles along the picture outline, drag the boundary inwards or outwards to control the text wrapping even more.



You can place the graphic in your document either before or after you add the text; however, it may be easier to position the graphic with a text wrap after all of the text is in the document.

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Rotating and flipping

Flipping or rotating an image can enhance a page design by adding balance and symmetry.

To rotate an image:

1. Select the image.
2. On the **Picture Tools/ Format** tab, click on the **Rotate** button from the **Arrange** group.
3. Select from the drop-down options list.



An image can also be rotated using the green rotate handle above the image.



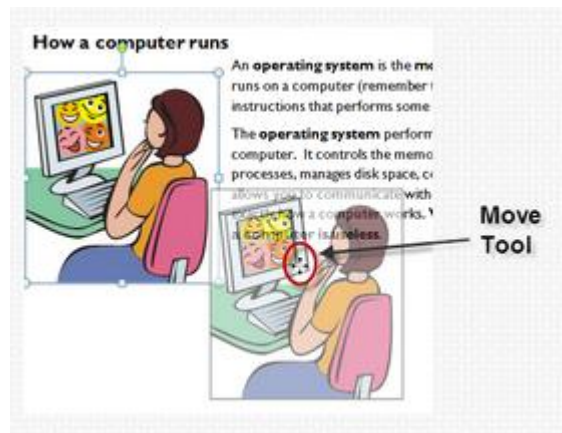
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Moving and aligning

You can move a picture by clicking on the picture and dragging it to a new location or by using the **Align** button.

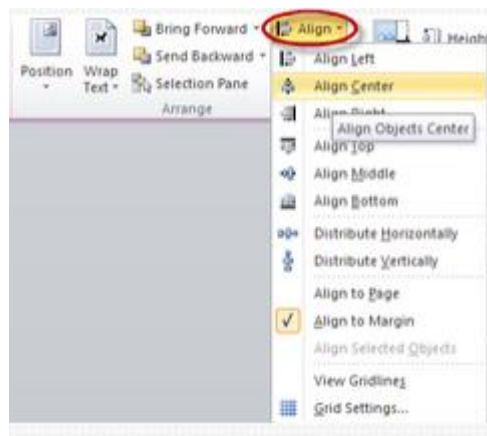
To move or align an image:

1. Click somewhere on the image, away from the borders.
2. When you see the pointer change to the **Move Tool**, click, drag, and drop the image to a new location in the document.



Note: The **Move** tool will function differently depending on the text wrapping setting. For example, you can drag and drop an image anywhere in a document when text wrapping is set to **In Front of Text** (including margin and footer areas), whereas you can only drag and drop an image in line with text with other text wrapping options.

3. Align an image on the page by clicking the **Align** button in the **Arrange** group on the **Picture Tools / Format** tab.



4. Select an align option from the drop-down list.

Note: Text wrapping and image alignment can be set quickly using the **Position** button in the **Arrange** group.

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Picture styles

Microsoft Office 2010 includes many options for enhancing the look and style of clip art and other pictures.

To apply styles, borders or effects:

1. Select the image.
2. Point to any picture style in the **Picture Styles** group on the **Picture Tools/ Format** tab. Click the **More** button to view the entire gallery.



Live preview will display how the style will look when applied to the image.

3. Click the style to apply it to the image.
4. Click the **Picture Border** button to apply different border colours, widths and styles.
5. Click the **Picture Effects** button to apply effects such as reflections, shadows and glows.

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Picture adjustments

A number of tools are available in the **Adjust** group on the **Picture Tools / Format** tab.

To recolour a picture:

1. Select the image.
2. Click the **Color** button in the **Adjust** group.
3. Select an option. Live preview will display how the change will look before the option is applied.

Note: Different options such as colour tone, saturation and intensity are available when photographs rather than vector graphics are selected.

Inserting other object types

Clip art is one of many object types available in Word 2010.

The **Illustrations** group on the **Insert**(tab provides five other buttons:

- **Picture**—use this button to insert pictures that are not included in the clip art gallery
- **Shapes**—accesses a gallery of preconfigured shapes that can be inserted into a document
- **SmartArt**—accesses a range of more complex and artful shape designs
- **Chart**—inserts an Excel chart object that can display data in graphical form—Word opens an Excel spreadsheet containing sample values that can be replaced with your own data
- **Screenshot**—provides options to insert a picture of the screen as an object in the document

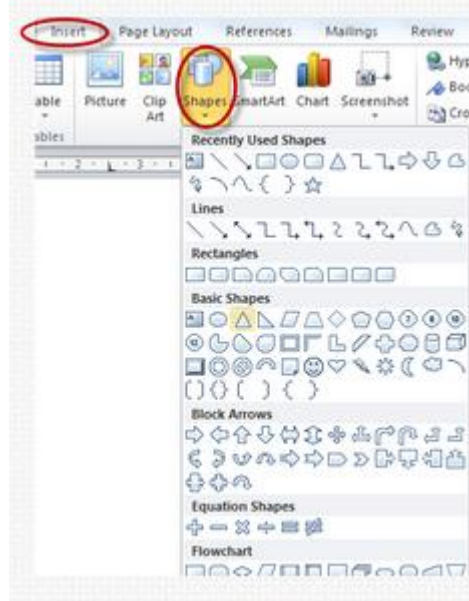
Text and other data from other files can also be inserted using the **Object** button in the **Text** group.

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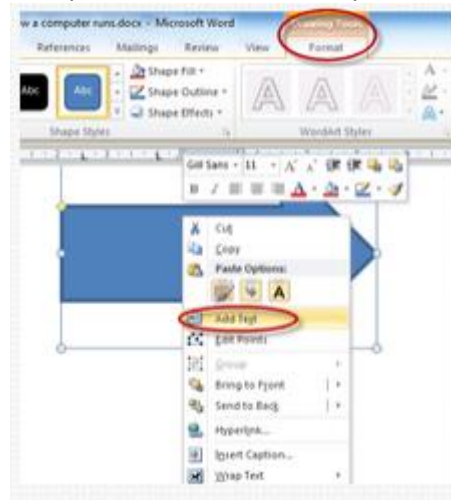
Inserting shapes

Shapes are a group of ready-made shapes that includes basic shapes, such as rectangles and circles, plus a variety of lines and connectors, block arrows, flow chart symbols, stars and banners, and callouts. Shapes can be resized, rotated, flipped, coloured, and combined to make more complex shapes. Many have an adjustment handle that you can use to change the most prominent feature of a shape, for example, you can change the size of the point on an arrow.

Shapes are available from the **Illustrations** group on the **Insert** tab as a drop-down list of options.



Shapes when selected include a **Format** ribbon under the **Drawing Tools** tab. Options available are very similar to the options for a text box. You can also add text to shapes. The text you add becomes part of the shape, if you rotate or flip the shape the text rotates or flips with it.



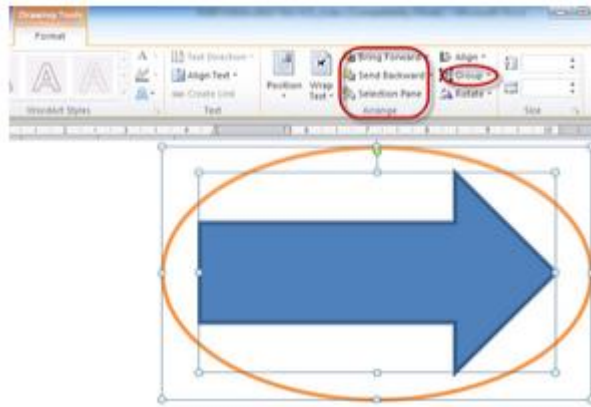
Right-click the shape and click **Add Text** to begin entering text inside the shape.

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It is possible to work with multiple shapes and group them together to form one object.

To group shapes:

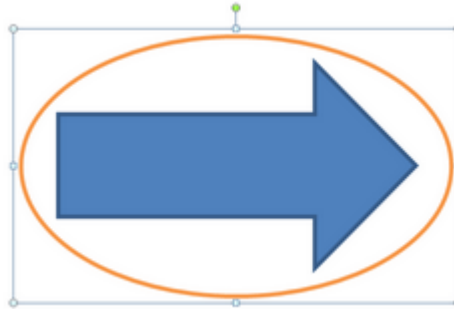
1. Insert the required shapes and arrange as required.
2. Use the buttons in the **Arrange** group on the **Format** ribbon to bring shapes forward or send them behind another shape.



3. Select multiple shapes by holding the **Shift** key down on the keyboard and clicking on each shape.
4. Click the **Group** button in the **Arrange** group on the **Format** ribbon.

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Once grouped the object can be dragged and dropped and formatted and positioned using the buttons on the accompanying **Format** ribbon under the **Picture Tools** tab, just like any other object.



Clip art, shapes and other object types can be grouped together. Change **Text Wrapping** to **In Front of Text** or **Behind Text** before grouping clip art images.

To ungroup shapes:

1. Select the object.
2. Click the **Format** tab and click the **Group** button in the **Arrange** group.
3. Click **Ungroup**.

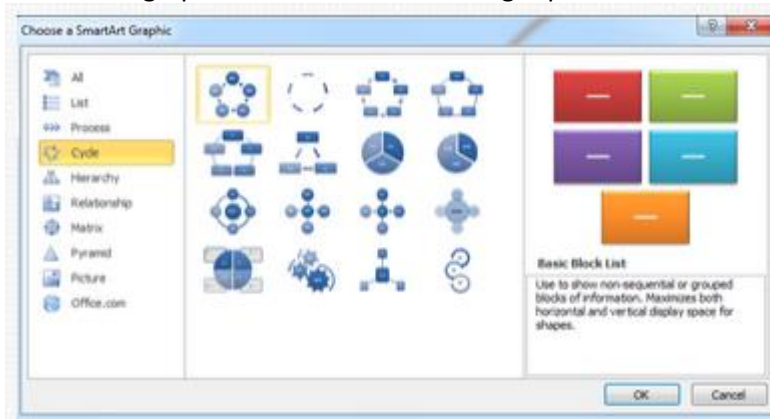
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SmartArt

Graphics that can add colour, shape and emphasis to text can be added using **SmartArt**.

To insert a SmartArt graphic:

1. Place the insertion point in the area of the document where you want the SmartArt to be displayed.
2. Click the **Insert** tab, then click the **SmartArt** button in the **Illustration** group.
3. A range of designs are displayed in the **Choose a SmartArt Graphic** dialog box. Scroll through the various designs by clicking on the various categories in the left pane. Read a description and suggestions on how the graphic could be used in the right pane.



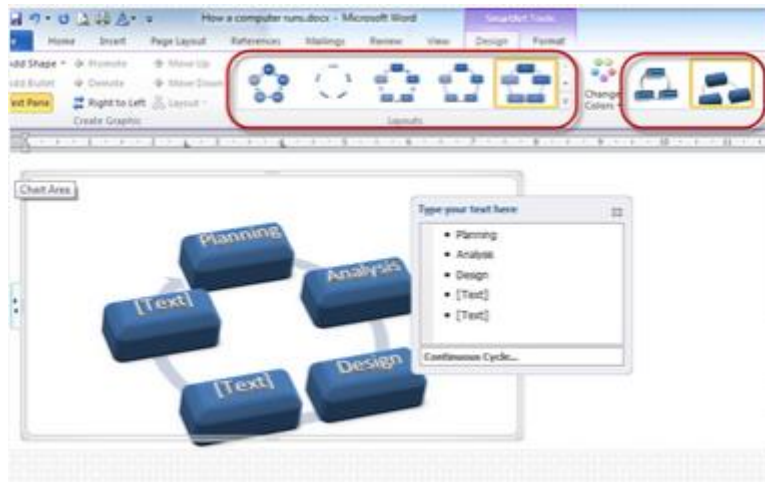
4. Select the required graphic and click **OK**.
5. To add or edit text use the **Text Pane** or click on a shape.



Parts of the graphic resize to accommodate any text entered.

6. Click the double arrow button on the left edge of the graphic box to show or hide the **Text Pane**.
7. To add more graphic shapes press the **Enter** key on the keyboard.

8. The design and layout of the SmartArt graphic can be changed using the **Design** ribbon under the **SmartArt Tools** tab.



9. Use the **Format** tab to change colours, outlines and effects on individual elements of the graphic.
10. Resize the graphic and individual elements using the resize handles.

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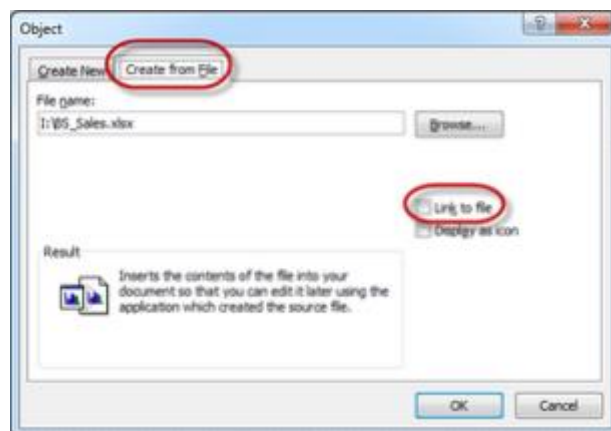
File integration

Files (or parts of) from different software applications can be incorporated into an existing document. For example, a sheet from a spreadsheet program (Excel) can be inserted in a word processing document as a table or vice versa.

Information is easily shared between applications by copying data from one application and pasting it to another. If, however, you wish to insert data from an application that regularly changes, you can link the data so that when the original data is edited the linked object will also be updated. For example, you might want to insert sales figures from an Excel file into a report created in Word.

To embed data from another application into a Word document:

1. In a Word document, place the cursor in position.
2. From the **Insert** tab, click on **Object** from the **Text** group.
3. The **Object** dialog box appears, click on the tab **Create from File**.



If **Link to file** is checked in the **Object** dialog box the data will be inserted and creates a shortcut to the source file. Any changes to the source file will be reflected in your document.

4. Click on **Browse...** to locate the file. The name of the file will appear in the **File name**: box.
5. Click **OK**. The data from the file is inserted into the Word document as an object.

	A	B	C	D	E	F
1	B & S Book Company					
2	2008 Sales Results					
3	Salesperson	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
4	John Michaels	1345	9874	2134	5645	18998
5	Peter O'Brien	870	765	349	786	2770
6	Andrew Smith	2143	1799	1098	1376	6416
7	Halee Jones	3698	2453	1323	1987	9461
8						
9	TOTAL	8056	14891	4904	9794	37645

6. Double-click on the object to make changes and access the original program features. In this case Microsoft Excel spreadsheet features.



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To copy a Word table into Excel:

1. In Microsoft Word select the rows and columns of the table you want to copy.
2. Click **Copy** in the **Clipboard** group on the **Home** tab.
3. Switch to your Microsoft Excel worksheet.
4. Click in the upper left corner of the worksheet area where you want to paste the table. Cells from the copied table replace any existing cells in the area.
5. Click **Paste** in the **Clipboard** group on the **Home** tab.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Title	First Name	Last Name	State	Street Address	Suburb	Post Code	Payment	Subscription			
2	Mrs	Jane	Dowe	SA	43 Home St	Fidow	5330	\$230	12 months			
3	Mr	Fred	Nerry	SA	98 Corder Rd	St Albans	5444	\$300	24 months			
4	Mr	John	Smith	SA	200 The Parade	Balahrad	5666	\$300	24 months			
5	Ms	Joyce	Cooper	SA	1230 Great northern road	Brookfield	5854	\$350	36 months			
6	Dr	James	Jones	WA	12 SoWayo Way	Smithfield	6890	\$270	18 months			
7												
8												
9												
10												

To adjust the formatting click **Paste Options** next to the data and then click **Match Destination Formatting** to use any formatting that was previously applied to the Excel cells or **Keep Source Formatting** to match the formatting of the Word table as closely as possible.

Excel pastes the contents of each cell in the Word table to a separate Excel cell. If you want to split the data in the cells further—for example, to divide first and last names so they are in separate cells—use the **Text to Columns** command on the **Data** menu.

File sharing

When a mail merge document is created in Word a database is produced and saved as a data file. This file can be integrated or shared with any other Microsoft Office application, as it is with a mail merge file. Database files are saved in the form of a table and therefore can be easily inserted or linked to another file.

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Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications

Different work environments might have different naming conventions to make it easier to locate files. Internal procedure manuals and guidelines will outline the standards used in organisations.

Microsoft Office programs allow up to 255 characters to be used in a file name. File names are listed automatically in alphabetical order.

Naming documents

Documents could be named using various formats. For example:

- document type, name, version number, description (letter, Smith, 01, welcome)
- name, date, version number (Smith, 29-2-12, 01)
- name, document type, description, version number (Smith, letter, welcome, 01)

Consider these factors when saving, naming and storing documents:

- save documents in files and folders which are accessible, according to your organisation's guidelines
- where appropriate, a file format and version number can be attached to documents to ensure compatibility when importing
- manage your files so that other colleagues can find their way around the system
- assign appropriate file names/ labels according to the organisation's normal practice
- store templates in folders which enable easy access
- consider confidentiality and security of files
- backup files where necessary (your organisation should have a total system backup operating to ensure system integrity)
- where appropriate, a file name and pathway can be added to documents to enable access



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Saving and storing documents

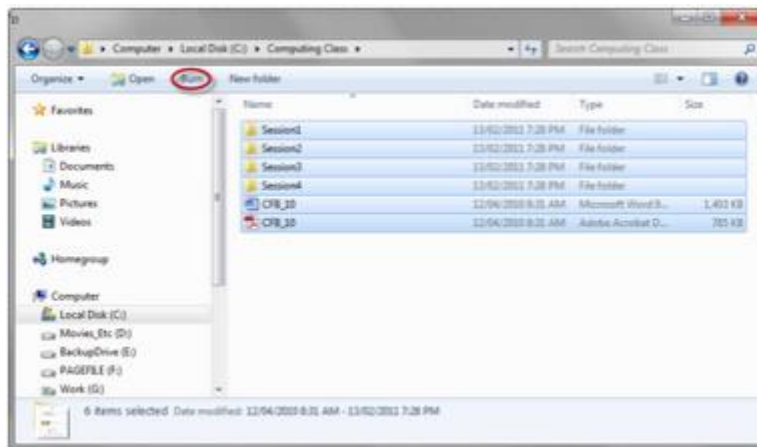
Many computer users will want to save files to portable storage/ media rather than just on the computer hard disk. It is a good idea to save backup copies of files in different locations as a safety precaution.

As technology progresses, types of portable storage/ media have changed. Not many computers have floppy drives nowadays. A floppy drive is the part of the computer that stores a floppy disk; which are useful to save files on and use in a different computer system.

Files of large quantities (and for backup purposes) can be copied to a CD or DVD. The process for saving files on a CD and DVD is quite different to saving on a disk. Files need to be burnt to a CD or DVD in order to be stored permanently and then copied back to a computer before any changes can be made to the burnt files.

To copy files/ folders to a CD or DVD:

1. Insert a blank CD or DVD into the CD-RW/DVD-RW drive.
2. Click on **Start**, select **Computer**; Windows Explorer will open.
3. Locate the files to be copied, highlight them all (ie use the **Ctrl** key to select them individually or together).

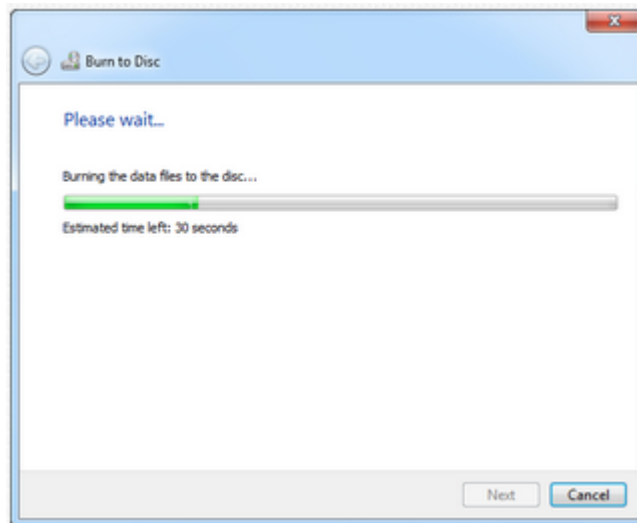


4. Click the **Burn** button on the toolbar.

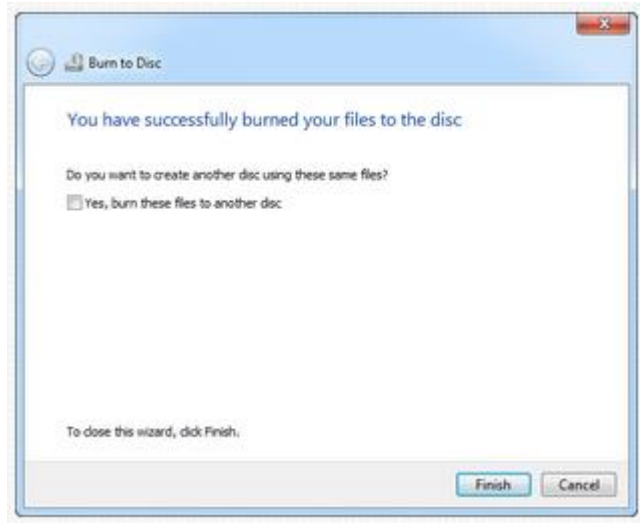
5. Type a **Disc title** and select how you would like to burn the disk. Choosing **Like a USB flash drive** will allow you to add more files to the disk later. Choosing **with a CD/DVD player** will finalise the disk.



6. Click on **Next**. Windows Explorer will format the disk, when formatting is complete the files will start to copy to the CD or DVD. When finished the contents of the disk are displayed.



7. Check the **Yes, burn these files to another disc** if you would like to burn a second copy of the disk and click **Finish**.




8. Click **Start, Computer** to view the disk.
9. Double-click the disk to view the contents of the CD/ DVD.
10. Close the window and remove the CD/ DVD.

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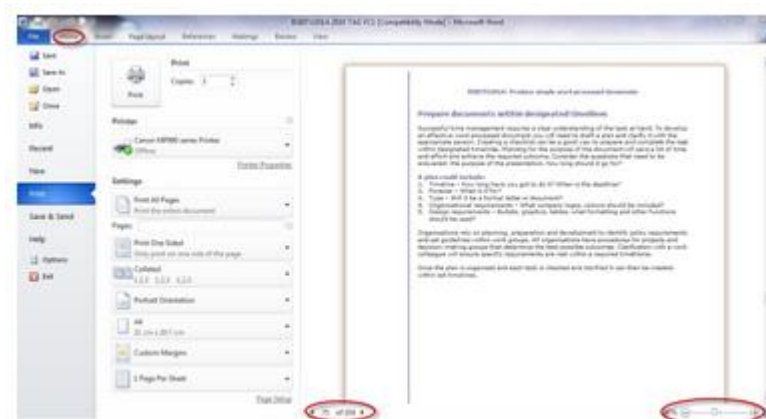
Preview and print a document

Previewing a document is a good way to view the document on screen and see how it will look when printed. Use the **Print Preview** function to check the layout and design of the page before printing.

To use print preview:

1. From the **File** tab, click the **Print** tab, or click on the **Print Preview and Print**  icon on the **Quick Access Toolbar**.

The screen will change to print preview mode. Changes can be made to the margins from here, size of the preview can be adjusted, and readability is clear for proofreading. Scroll through the document to view the layout and design.



2. Use the **Zoom** tool to zoom in and out and display one or more pages.
3. Use the scroll buttons to scroll through the document.
4. Click the **Home** tab to return to normal view.

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Setting up the printer

Once you have edited and corrected the document, you will need to print a hard copy.

Firstly check that the printer is turned on. Locate the on-line or select button. When the computer is off-line or deselected the computer cannot print. Some printers may also have a form feed button, which can be used to eject a piece of paper from the printer. If there is no form feed button this function will be chosen through a menu item or pressing a combination of keys.



The printer also needs to be loaded with the correct paper. Most printers have a manual feed tray, which is useful for printing on letterheads and business paper with logos.

Laser printers need to have a cartridge or tray filled with paper similar to the way a photocopier works. Make sure you check which way the paper goes in, whether it is face down or face up. This is particularly important if you are printing on letterhead.

You may also need to check that you have the right paper size if you have a choice between A4 and A3. If your organisation uses a continuous feed printer to produce invoices for example, you will need to read the manual or instructions so you are clear about how the paper is loaded correctly, so that the printer starts printing in the correct place. Before replacing paper, check the manual to make sure you know what types of paper can be used—some laser printers do not recommend the use of recycled paper for instance.

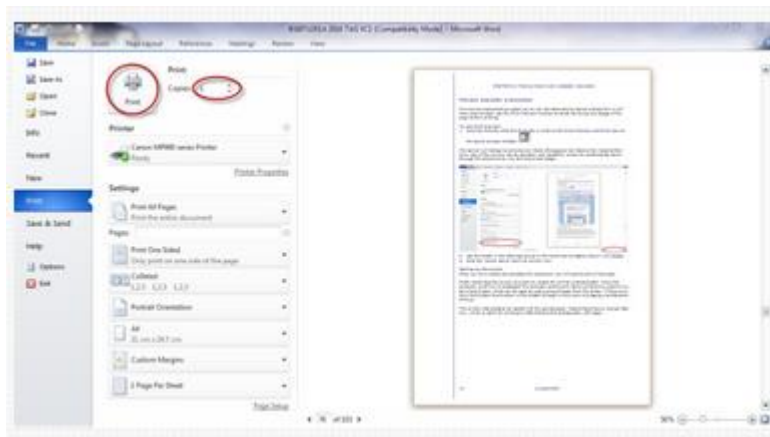
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To setup the printer:

1. From the **File** tab select the **Print** tab.
2. Select the name of printer from the **Printer** pull-down menu.
3. Under **Settings**, select number of pages to print, single or double-sided (duplex) printing, whether collation is required, orientation, paper size, margin sizes and pages per sheet. Choose appropriate preferences according to organisational requirements.

To print a document:

1. From the **File** tab select the **Print** tab.
2. Select the number of copies required in the **Copies** box.
3. Click the **Print** button.



To quick print using default printer settings:

Click the **Quick Print** button in the **Quick Access Toolbar**.



All pages will be sent as a print job to the default printer using default settings.