PC Passport

Word Processing
Student Workbook

Introduction

This student workbook is one of a range of eight titles designed to cover topics for the refreshed PC Passport. Each title in the range covers the required subject material and exercises for candidates studying PC Passport.

This workbook covers all three levels of PC Passport — Beginner, Intermediate and Advanced. Advanced topics are clearly marked in the workbook.

There are a number of exercises associated with each subject and it is recommended that centres download and use the sample exercise files provided.

Each workbook will help prepare candidates for the assessments for the refreshed PC Passport. It is recommended that centres use the most up-to-date Assessment Support Packs appropriate for their type of centre, eg either school, FE or work-based.

Contents

Opening and Closing Your Word Processor

Opening a Word Processor

You can load word processing software in a number of ways. The most popular method is using the **Start** menu, which is shown at the bottom left of the Windows screen on the taskbar:

♦ Log on to your computer (it may require a user logon and password).

♦ Click the **Start** button, choose **All Programs** (or **Programs** if you don't use Windows XP) and then **Microsoft Word** (this is one of the most popular word processing programs). This would apply to any word processing package and could include simple ones like Notepad and WordPad, which can be found in the **Accessories** menu.

♦ On a Macintosh computer you will probably need to double-click an icon on the desktop.

Note: If you use Windows XP, and you use Word frequently, you may also find it on the menu shown when you first click the **Start** button. This is to make it quicker for you to launch the program.

When your word processor is open you can use the **File** menu to open an existing document file or to start a new document.

Word Processor Screen Elements

When your word processor software is loaded, the application window will be displayed. Some of the screen elements in this window can be switched on and off, so the screen may look slightly different from machine to machine. Some of the more important screen elements are now described.

Title Bar

The *title bar* displays the document name, usually **Document 1** which will change to the name you give the document when you save it.

Most word processors have a standard window which has window elements such as the **Minimise** and **Maximise** buttons so you can resize and position the window anywhere on the screen.

Menu Bar

Below the title bar, you will often find the *menu bar*. By clicking a menu name or by pressing **[Alt]** then the underlined letter, you can display the menu options. For example, **[Alt] F** will access the **File** menu. Once the menu is open, to choose an option simply click it or press its underlined letter. Some commands can be accessed using keyboard shortcuts. When a keyboard shortcut is available, you will see it described to the right of the command name.

For example, if you click the **Edit** menu, you will see the **Copy** command can also be actioned by pressing **[Ctrl] C**. This means pressing **C** while you hold down one of the **[Ctrl]** keys. Options that appear dimmed are not available for selection at this time. If the command can also be accessed through a toolbar button, eg **Cut**, the picture that appears on the button is shown to the left of the menu option.

Initially, only some of the options will be shown on each menu, however, you can extend the menu to show all the available options if necessary.

Toolbars

To begin with, most word processors display the Standard and Formatting toolbars. You can choose to display or hide toolbars using the **View**, **Toolbars** command. Alternatively, right-click any toolbar currently displayed to see the shortcut menu and then select a toolbar name to display or hide it.

Ruler

The *ruler* can be used to set margins, tabs and paragraph indents using the mouse. It will also display the paragraph settings in effect at the insertion point.

You can choose to display or hide the ruler using the **View**, **Ruler** command. This is a toggle option, meaning selecting it once will display the ruler and selecting it again will hide it.

Text Area

Below the ruler is the *text area* representing the page. The flashing mark is called the *insertion point* and indicates where text will appear when you start to type.

Scroll Bars

The *scroll bars* along the bottom and right edges of the document window can be used to view different parts of your document if it is too large to be seen all at once on the screen. When you click the arrow buttons at the end of a scroll bar, the text on-screen will scroll in the direction shown on the arrow. If you want to scroll further, you can click and drag the scroll box along the scroll bar to the required position.

Status Bar

At the left side of the status bar you will see the current page number, section number and number of pages in the current document. The next section shows where the insertion point is positioned on the page and to the right are various indicators which light up when certain modes are active. For example, **OVR** will illuminate when *overtype* mode is switched on. When overtype mode is on, characters are replaced as you edit instead of being inserted.

The section of the status bar in the shape of a book is the *spell check* indicator. If switched on, it will constantly check your spelling as you type. The spelling mistake will be displayed with a red cross when detected. You can run the spell check by double-clicking this indicator.

The last section is the *background save* indicator. When this option is switched on, it's possible to keep working while you save a document. This option uses additional system memory and may not be advisable if you have limited memory resources.

Using Word Processor Help

Like all applications, your word processor provides an online facility for getting help when you need it. Most have a comprehensive online help system that you can use when you want to know more about a particular option or how to complete a task. Described below are some of the ways you can get help.

There may be several different ways to access parts of the word processor help system, but the most common is to use the **[F1]** function key whilst your word processor is open. It defaults to word processor help because that is the screen you are in.

Closing Your Word Processor

When you have finished using your word processor, you should close it. You do this by clicking **File** on the menu bar and then choosing **Exit** from the menu of options.

Common Text Formats

When you save any document it is stored in a particular format, complete with the formatting that has been applied, the graphics that have been included and so on. The file name you supply is given a **.doc** *extension* (an abbreviation added to the end of the file name to identify the file type) which tells Word that it's a Word document.

Word processors can both read and save your documents in other formats. This is so that you can exchange data with other programs. So if, for example, another user has a different word processing program that can't read your files, you could save the document in one of these other formats for them. The two most common are *plain text* and *rich text format*.

Format	Description	File Extension
Plain text	This is text that does not contain any special formatting or special fonts.	.txt
Rich text format	Rich text format is a format which can hold information about the formatting and layout of the document. This can include which fonts are used for text, the size of margins, how paragraphs are formatted and much more.	.rtf
ASCII	Stands for the American Standard Code for Information Interchange. This is another format that does not contain any formatting, just plain text so that it can be read by any computer. Appears on list as MS-DOS Text with Layout. Graphics cannot be displayed in this format. It can be read by most word processing software.	.asc
HTML	This is the language used on the Internet. When you save a file with this format, not all original formatting is saved with the document. For example: animated text will be converted to italicised text any non-standard underline style will be converted to the standard solid underline style decorative paragraph borders will be converted to plain box borders graphics that have been formatted with text wrapping will become left or right aligned but will be displayed.	.htm or .html
PDF	A Portable Document Format used for compressing a large document into a read only file. Text and some graphics can be converted, and displayed.	.pdf

To open or save a document in a format other than the standard document format, use the **Files of type** drop-down list to choose the particular format you want to work with.

Using and Creating Documents

Opening a Document

If the document you want to work with has already been typed and saved, you will have to open it first.

1   Open the file using one of these methods:

♦ Select the **File**, **Open** menu option, ie click the **File** menu and then the **Open** option.

♦ Hold down **[Ctrl]** and press **O**.

♦ Click the **Open** button on the toolbar when the **Open** dialogue box will be displayed.

2   Choose where the document is located, eg on the desktop or somewhere on **My Computer**, by selecting an option from the **Look in** drop-down list. You can display this list by clicking anywhere on the box or the small arrow at the end of it. This is known as a *drop-down arrow* as clicking it displays a *drop-down list*.

Note: The *Places bar* at the left of the dialogue box can be used to quickly display the contents of the listed folders. Simply click the appropriate button.

3   If necessary, choose the disk where the document has been saved by clicking it. The contents of that disk, including any files not stored inside a folder, will be displayed in the main window in the dialogue box.

4   Open the folder where the file has been saved by double-clicking its name. For example, if the document is in the **Projects** folder, double-click the **Projects** folder. The folder name will then appear in the **Look in** box and its contents displayed in the main window.

5   Once the folder you want is open and its name is shown in the **Look in** drop-down list box, click the document name and then the **Open** button.

Saving a Document

When saving files to your computer, you can choose to save them in a folder on your computer's local hard disk, floppy disk or memory stick. If you are attached to a *network*, you can also choose to save them in a folder on the network. You can also choose to store them in a folder that already exists, or choose to create a new folder for them.

1   Choose to save the file using one of these methods:
    ♦   Select the **File**, **Save** menu option, ie click the **File** menu and then the **Save** option.
    ♦   Hold down **[Ctrl]** and press **S**.
    ♦   Click the **Save** button on the toolbar and the **Save As** dialogue box will be displayed.
2   In the **File name** text box enter a suitable file name. The following rules apply when naming document files.
    ♦   File names can be a maximum of 255 characters.
    ♦   Some characters cannot be used in file names. These include:
        \ / * ? : ; " | < >
    ♦   Within a single folder each file name must be unique.
3   If necessary, choose the file format from the **Save as type** drop-down list. In most cases the file will be saved in the .doc format.
4   Specify where the file is to be saved, eg on the desktop or somewhere on **My Computer**, by selecting an option from the **Save in** drop-down list. You can display this list by clicking anywhere in the box or on the small arrow at the end of it.
5   Once the folder you want is open and displayed in the **Save in** drop-down list box, click the **Save** button.

Note: When you save a file that has been saved before, your word processor assumes that you want to save it on top of the previous version and so does not ask you for a file name or a location. If you want to save another copy of the file, use the **File**, **Save As** menu option, which will always ask you for a file name and a location.

Backing up Documents

It is important that if you wish to create a back-up copy of your file, you would go through the same Save process as above, but call your file a different name and store it in a different location, eg a USB pen drive or flash memory stick, CD-ROM or DVD drive. A backup is a copy of any data taken for security purposes, in case of corruption or accidental deletion/editing of the original data.

Finding Documents

In addition to the search facilities that Windows Explorer offers, there is a search facility that you can use when opening documents in a word processor.

In the **Open** dialogue box, click the **Tools** button to see a list of options.

Click the **Find** option and specify your search conditions (also known as criteria). Once you've set all your conditions and chosen where you want to look, click **Find Now** to start the search. Word will return a list showing the documents that match your conditions. To open any one of them, select it then click **Open**.

Exercise 1: Search for a Document

1   Make sure that your word processor is open. These instructions are for Microsoft Word.
2   Follow the instructions below to use the **Open** dialogue box to find a specified document.
    ♦   Click the **Open** button on the Standard toolbar.
    ♦   Click **Tools** and then **Find** in the dialogue box.
    ♦   Make sure the **Property** box is set to **File name** and the **Condition** is **included**.
    ♦   In the **Value** box type **Chinese** then click the **Add to List** button.

- ♦ Make sure your **PC Passport Student folder** is shown in the **Look in** box at the bottom of the dialogue box.
- ♦ Click **Find Now** to search for documents in the documents folder with the specified value in their names.
- ♦ One or more document may be listed.
- ♦ Double-click a document to open it.

3 Close the document you have found.

4 Close your word processor.

Printing a Document

To print a copy of your document to the *default* printer, you simply click the **Print** button on the toolbar.

Closing a Document

When you have finished working with a document, you can close it by selecting **Close** from the **File** menu.

Document Types

Each document created in a word processor is based on a template that defines its initial appearance and layout. This means that the fonts, sizes and so on give the document a consistent look and feel. There are a number of templates for different document types including letters, faxes, memos and reports, and you can create your own if necessary.

If you choose to create a new document using the **New Blank Document** button on the toolbar, the document will be based on the default **Normal** template.

If you want to create a document based on one of the other templates, you have to use the **File**, **New** menu option as this will give you a choice of templates to choose from.

Your word processor can be used to create any type of document you need. For example, you can create letters, faxes, menus, newsletters and reports. Some of these documents have standard layouts that you should stick to as much as possible. Letters are an example of documents that you will be expected to lay out in a particular way.

Letters

The standards you use when writing a letter depend on how formal you need it to be. An example of this would be the *reference* added to many business letters so that the letter can be easily identified by the sender and the recipient in the event of any follow-up communications. In an informal letter to a friend or member of your family, you would not include a reference. Below is an illustration of a formal letter.

Blackwell Veterinary Surgery
1 Priory Lane
BLACKWELL
BL8 9TR
web: www.blackwell_vets.co.uk
tel: 01523 854411

JM/04/012W

9 April 2004

Mrs J Black
14 Franklin Square
Hogie Village
BLACKWELL
BL9 1EE

Dear Mrs Black

Welcome to the Blackwell Veterinary Surgery. We have now added Seagull your budgerigar and Toodles the Persian cat to our client database. I have included the Welcome Pack that introduces you to our staff, tells you how to make appointments to see our vets, and gives information about our regular immunisation clinics and much more.

If we can be any assistance whatsoever, please feel free to call us on the number given above.

We look forward to having a long and healthy relationship with you and your pets.

Yours sincerely,

Your signature here

Mandy R Burrows
Practice Manager

Reports

Reports can be written in any one of a number of styles. For example, one layout for a short, simple report is the *SOAP* layout where you state the:

Situation

Objective

Appraisal

Proposal

Regardless of the report layout that you use, if the report is long or complex enough to warrant it, you might like to include a Table of Contents at the start and/or an index at the end to help the readers find the parts of the report that interest them.

The layout shown below can be used for any report and so may vary in length depending on the content and complexity of the topic.

Introduction
This explains the purpose and background to the report. It may also include brief acknowledgements to anyone, for example, who helped you gather the information for the report or who helped compile it.

Discussion (Main Body)
This is likely to be the longest section as it sets out your main results, findings, arguments, options and ideas. Make a point of using headings and sub-headings so readers can easily find their way around and read quickly from point to point.

Conclusions
These are inferences you draw from the Discussion, **not concluding remarks**. You could include these within the Discussion; however, having them in a separate section may help the reader, particularly in a longer report.

Recommendations
Recommendations are actions that you think should be taken based on the conclusions reached. Like conclusions, recommendations could be included with the main Discussion.
Recommendations should normally be written in the 'should' or 'should be' style.

Appendices
Appendices may be useful where additional detail would be beneficial to the reader so they can follow the Discussion. An example might be to include a reference to a study or other report where you found some of the information you included in the report.

Distributing a Summary
If you think that some readers are unlikely to want the full report, consider circulating only a summary of the main points to them. They then have the option of requesting the full report if they need more detail.

Customising and Creating Document Templates

A template stores a variety of items that form the basis of a document. When you create a new document, some of the items, such as text and styles, are copied into the document from the template that you select.

Template Items that are Copied to a New Document

Template Item	Comments
Text and graphics, together with the formatting assigned to them	Includes headers, footers, footnotes and comments.
Page setup	Includes the margins, paper size and source, page layout, and other features. Also includes the default tab stop setting (which you define by choosing **Format**, **Tabs** and entering a value into the **Default Tab Stops** text box).
Styles	All the styles stored in the template are copied to the document.

A document can access any item stored in the document template. It can also access any item stored in the Normal template.

Template Items Kept within the Document Template

Template Item	Comments
AutoText entries	An AutoText entry is a stored block of text or graphics that you can insert anywhere into a document.
Macros	A macro is a script for automating a task.
Custom toolbars, as well as modifications to toolbars, menus, or shortcut keys	Creating custom toolbars and modifying toolbars and menus.
Shortcut key definitions	Defining shortcut keys to run commands, apply styles, or perform other tasks.

Using Templates

Many of a word processor's templates contain text placeholders. These make it quick and easy for you to enter the document text at the correct position and in a format in keeping with the overall style of the document. All you need to do is click a placeholder and then type the required text.

Exercise 2: Creating a Document Using a Template

This exercise uses Microsoft Word as the word processor, but you can use any other word processor that has fax and memo templates.

1   Open your word processor software. Click **File**, **New**, find a template to send a fax.
2   Edit the **Fax** template with a company name, who it is going to and who is sending it, then save it with the name **Edited Professional Fax** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Exercise 3: Creating a Memo Template

Make sure that your word processor is open. Click **File**, **New** and find a **Memo template**.

1   Give it a title **Student Memo**.
2   Fill the date **Current Date**, put **Your Name** for who it is from and give it a subject of **Activities**.
3   Leave Priority blank.
4   Leave Recipient blank.
5   Under closing fields put your initials under Writer's Initials.
6   Leave the defaults under Headers/Footers.

7   Click **Finish** and save the file in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Types of Styles Stored in a Document Template

The following types of styles can be stored directly within a document or template file.

♦   All documents and templates store four basic 'default' built-in styles (whether or not these styles have been used in the document or have been modified): **Normal**, **Default Paragraph Font**, **No List** and **Table Normal**. Default Paragraph Font, No List and Table Normal are styles that are applied to text to remove characters, lists, or table styles or other formatting. They can't be modified.

♦   Any built-in style that was used in the document, even if it is no longer applied to document text and even if it hasn't been modified.

♦   Modified versions of built-in styles.

♦   User-defined styles.

You can view a complete list of the styles currently stored in a document or template by using the **Styles** tab of the Organiser. When you apply styles to text in a document or template, you can use any of the styles that are actually stored in the document or template, plus any of the built-in styles stored in Word.

Customising Templates

You can modify templates in a variety of ways. Performing any of the following common actions can automatically modify a template. When you create any of the items (listed in the previous tables), you can save it in the Normal template or in the document template if it is other than Normal.

- ♦ Clicking the **Default** button in the **Font**, **Language**, or **Page Setup** dialogue box and responding **Yes** when prompted. Clicking **Default** saves the character formatting, language, or page setup in the document template. The character formatting and language are stored within the Normal style of the document template.

- ♦ Selecting the **Add To Template** option when modifying or creating a style (in the **Modify Style** or **New Style** dialogue box) will copy the modified or new style to the document template.

🖥️ *Exercise 4: Creating New Templates*

The procedure for creating a new template is similar to that for creating a new document.

Perform the following basic steps.

1. Choose **File**, **New** in the **New Document** task pane, click the **General Templates** command in the **New From Template** area.

2. In the **Templates** dialogue box, select the **Template** option in the **Create New** area in the lower right corner.

3. In the **Templates** dialogue box, select an existing template to use as the starting point for your new template, and click **OK**. Your new template will be opened and will acquire the contents of the template you chose. Notice in this memo template how it prompts you for the things you can change, and how to use the memo template.

4. Enter text and graphics, edit, and format the new template using the same techniques used for documents.

5. Choose **File**, **Save**, or click the **Save** button to save the new template in your **PC Passport Student folder**. This is not the normal location for saving templates. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Choose Locations for Your Templates

Templates are stored in specific folders, separate from where you store your documents, for example the templates supplied with Microsoft Word (except Normal) are stored in subfolders of:
C:\Program Files\Microsoft Office\Templates.

The Normal template, plus any templates you create, are usually stored in one of the following folders, or subfolders of these folders:

♦ C:\Documents And Settings\User Name\Application Data\Microsoft\Templates (in Windows 2000)

♦ C:\Windows\Application Data\Microsoft\Templates (in Windows 95 and Windows 98 without users defined)

♦ C:\Windows\Profiles\UserName \Application Data\Microsoft\Templates (in Windows 95 and Windows 98 with users defined).

You can change the locations where Normal and user-created templates are stored. Edit and format the template using the same techniques used for documents. Choose **File**, **Save**, or click the **Save** button to save your changes.

If you save the template directly in your **User Templates** folder, in this case the template will be displayed in the **General** tab of the **Templates** (or **New Office Document**) dialogue box. Alternatively, you can place it in a subfolder of your **User Templates** folder (an existing subfolder or a new one that you create); in this case, the template will be displayed in the **Templates** (or **New Office Document**) dialogue box in a tab that's labelled with the name of the subfolder. Also, you must name the template file with the **.dot** extension or omit the extension.

Note: File extensions might not be displayed when you list files, depending on the options you have chosen in Windows.

Troubleshooting Templates

You moved or copied a document to a different computer or network location (perhaps you sent the file to a co-worker), and now you or your co-worker can no longer access the AutoText entries, the macros, or the menu, toolbar and keyboard customisations that you previously used with that document.

The most likely reason that the items are missing is that they are stored in the document's template (or in the Normal template) and your word processor can't access that template from the document's new location. Here are two possible solutions to this problem:

♦ Before you move or copy the document, copy all macros and custom toolbars from the document template directly into the document. This method won't work, however, for AutoText entries (which can be stored only in a template) or for other customisations.

♦ Create a new template located in the same folder as the document on your computer, attach the template to your document, and copy all needed items into the new template. (Be sure not to name the new template Normal.dot.) Then, copy or move both the document and its new template to the new location.

Entering and Editing Text

When you're typing text you don't have to press **[Enter]** at the end of each line. Word uses a feature called *word wrap*, which ensures the text 'wraps' down to the next line when it reaches the right margin of the document. You need only press **[Enter]** when you want to start a new paragraph or insert space between paragraphs. You would also press **[Enter]** at the end of a short line, such as a heading or a line of an address.

Word has a feature called AutoCorrect that will correct common typing mistakes, for example if you type **teh** AutoCorrect will change it to **the** and if you start to type with the **[Caps Lock]** key switched on accidentally, Word will switch it off and correct the text you typed.

Correcting Mistakes as You Type

If you make a mistake that AutoCorrect does not correct, press the **[Backspace]** key to delete characters to the left of the cursor (in Word, the position of the cursor is known as the *insertion point*). This will move the insertion point back through what you've typed, deleting as it moves.

Note: The appearance of the **[Backspace]** key can vary from keyboard to keyboard, but it will always be above the **[Enter]** key on the main keyboard. The key might have the word 'Backspace' on it along with an arrow pointing left, or just the arrow. Be careful not to mix it up with the left arrow cursor key.

Example

OVERVIEW

The Centre intends to develop applications to be used for teatching

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The word 'teaching' has been spelled incorrectly in this example (the red wavy underline shows the incorrect word). To correct it, you could either press the **[Backspace]** key until you remove the **t** that shouldn't be there and then re-type the rest of the word, or you could use the cursor keys to move the cursor back until it's between the **t** and the **c** and then press **[Backspace]** once to remove the **t** (you would then have to use the cursor keys to move the cursor back to the end of the word before you continue typing).

Note: The **[Delete]** key can also be used to remove text from your document. It works in a different way from the **[Backspace]** key as it will remove characters to the right of the insertion point.

Checking Your Spelling

Sometimes even the best typist makes a typing mistake. Therefore, your word processor's *Spell and Grammar* utility can be useful for checking your document for spelling mistakes and grammatical errors.

Most word processors have a built-in dictionary against which each word in your document is checked, and a 'custom' dictionary to which you can add words that are valid in your documents, but not usually found in an ordinary dictionary. For example, you will probably add your surname to documents. If your surname isn't one of those recognised by your word processor, it'll be marked as a spelling mistake each time you type it unless you add it to the custom dictionary.

Microsoft Word alerts you through a red or green wavy underline in your document when it finds what it considers to be an error. You can correct these quickly by right-clicking the underlined word or phrase and choosing one of the options that appear on the shortcut menu.

Alternatively, you can create your document and then check it in one sweep using the **Tools**, **Spelling and Grammar** menu option. This menu option will display the **Spelling and Grammar** dialogue box, with the first mistake highlighted in the box.

You will be prompted to make your changes in the **Spelling and Grammar** dialogue box by either ignoring the suggestion or accepting it. If neither of these options will deal with the issue, you can edit the document without closing the **Spelling and Grammar** box and then resume the check.

Once one mistake is dealt with, it moves on to the next and the next until there are no further mistakes.

As an alternative to selecting the **Tools**, **Spelling and Grammar** menu option, you can press **[F7]** or click the **Spelling and Grammar** button on the toolbar. As you type, you will notice that spelling mistakes are underlined in red and grammatical errors in green. These wavy lines only appear on the screen — they would not be printed along with the document. To correct a spelling/grammar error, right-click the word(s) and Word will suggest how to fix the problem.

Sometimes your word processor does not have any alternatives to suggest. If this is the case, you will have to either edit the word yourself after checking its spelling with another source or choose to ignore the error. You might choose to do this if you know the spelling is correct but Word doesn't recognise it, for example it may be a surname that Word doesn't recognise.

Using Undo and Redo

If you need to, you can undo up to your last 255 actions in your document. This means that if you make a mistake, you can undo it. However, you must remember that every action that you've performed in between will also be undone.

Clicking the **Undo** button on the Standard toolbar will undo your most recent action, but you can click the drop-down arrow next to it to show the Undo list so that you can undo more than one action at a time. The **Edit**, **Undo** menu option can also be used for undoing just your last action or you could press **[Ctrl] Z** if you prefer.

If you undo actions that you shouldn't have, you can redo them using the **Edit**, **Redo** option or **Redo** button that appears on the Standard toolbar. The **Redo** option will be available only when you have used Undo, and it also has a drop-down arrow that can be used to select more than one action at a time.

Using Find and Replace

The Find and Replace facility allows you to find a particular set of characters and replace them with something else. For example, if you've written a report referring to *revenues* but want to change it to *sales*, then you can use Find and Replace to do this for you. To use this feature, select the **Edit**, **Replace** menu option.

Note: You should take care using the **Replace All** button as you will not see each occurrence as it is changed. For example, say you want to change the word *he* to *she* throughout a document. If you click **Replace All**, you won't see that Word changes these two letters *every* time it finds them, eg if the word *the* is in the document, it will become *tshe*.

To help you make sure that only the occurrences you want are changed, you can use the **Find Next** button. This will take you to each occurrence so that you can check it is one you want to change. You can then click **Replace** to change just that one and find the next.

More Options

The **More** button in the **Find and Replace** box gives you options to help narrow the search. In the he/she example given before, ticking **Find whole words only** would solve the problem since this would mean the letters *he* would only be found it they were the whole word *he* and not just part of another word.

Moving the Insertion Point

Any text that you enter is placed at the insertion point within the document, so before you type text you have to make sure the insertion point is at the correct position. You can do this using either the keyboard or the mouse.

To Move the Insertion Point Using the Keyboard

[↑]	Up one line	**[Ctrl] [←]**	Left one word
[↓]	Down one line	**[Home]**	Beginning of the line
[←]	Left one character	**[End]**	End of the line
[→]	Right one character	**[Ctrl] [Home]**	Beginning of document
[Ctrl] [↑]	Up one paragraph	**[Ctrl] [End]**	End of document
[Ctrl] [↓]	Down one paragraph	**[Page Up]**	Up one screen
[Ctrl] [→]	Right one word	**[Page Down]**	Down one screen

To Move the Insertion Point Using the Mouse

1 If necessary, use the scroll bars to locate the text you want to edit.
2 Once the text is visible, move the mouse to where you would like the insertion point positioned and click the left mouse button.

Selecting Text

Although you can use the **[Backspace]** key to remove text as you type, sometimes you'll want to delete more than a few characters at a time. You can do this by selecting the text before pressing **[Backspace]**. There are a number of different ways of selecting text, using either the keyboard or the mouse, and many of Word's operations need you to select the text first.

🖥 *Exercise 5: Selecting Text Using the Mouse*

1   Open the document **Advantages of Word Processing** in your **PC Passport Student folder**. Using the mouse, point to a word, sentence or paragraph.

2   Double-click the word to select the word. Hold down **[Ctrl]** and click any part of the sentence to select the sentence. Triple-click any part of the paragraph to select the paragraph.

Selecting Text Using the Mouse — A Block of Text

1   Click at the start of the text you wish to select.

2   Click and hold down the left mouse button then drag over the text, then release the mouse button.

Alternatively, click to the left of the first character to be included in the selection, hold down the **[Shift]** key and click at the end of the required block.

3   Close the document without saving any changes.

Selecting Text Using the Keyboard

If you prefer to use the keyboard to select text, you can use the arrow keys that you learned earlier for moving the cursor, but by holding down **[Shift]** as you move the cursor, the text it moves over will be selected.

Deselecting Highlighted Text

To deselect highlighted text, click anywhere within the document text or press any one of the arrow keys.

Copying and Moving Text

You can copy or move text in a document or between documents using the same **Edit** menu options you used to copy and move files in Windows Explorer. First select the text to be copied or moved as described above, then select **Edit**, **Copy** or **Edit**, **Cut** (**Copy** to make another copy of the text, **Cut** to remove it in preparation for placing it somewhere else).

Anything you copy is added to the copy clipboard. Move the insertion point to the location where the text is to be placed then select the **Edit**, **Paste** menu option to select the clipboard icon.

Note: You can use the same shortcut keys as mentioned before. **[Ctrl] C** will copy the selected text; **[Ctrl] X** will cut it, and **[Ctrl] V** will paste text at the insertion point.

💻 *Exercise 6: Copying and Moving Text in a Document*

1   Make sure that your word processor is open.

2   Open the **Advantages of Word Processing** document stored in the **PC Passport Student folder**.

3   Follow the instructions below to use cut, copy and paste in this document.

♦   Select the text **advantages of using a word processor** in the first paragraph of the document.

A summary list of the main **advantages of using a word processor** when you have to produce typewritten documents is given below.

2.   The writer can plan the structure of the document. The main headings can be added first and the related paragraphs added at the relevant position.

- ♦ Click the **Copy** button on the Standard toolbar.

- ♦ Move the cursor to the start of the document by holding down **[Ctrl]** and pressing **[Home]**. Click the **Paste** button on the Standard toolbar.

- ♦ A copy of this text is placed at the insertion point.

- ♦ Press **[Enter]** twice to insert a blank line then edit the new heading so it has initial capital letters as shown here:

Advantages Of Using A Word Processor

A summary list of the main advantages of using a word processor when you have to produce typewritten documents is given below.

The list that makes up the main part of the document is shown in the wrong order.

- ♦ Select item **1**, including the blank line after it.

- ♦ Click the **Cut** button to remove this text from the document.

- ♦ Place the cursor on the same line as point **2**, immediately before this number.

- ♦ Click the **Paste** button to place the cut text here.

Advantages Of Using A Word Processor

A summary list of the main advantages of using a word processor when you have to produce typewritten documents is given below.

1. Neat writing appears on the screen. This makes it easier to read than a scrawled manuscript.

2. The writer can plan the structure of the document. The main headings can be added first and the related paragraphs added at the relevant position.

- ♦ Use the same techniques to place the rest of the list in the correct order.

4 Save the changes you've made to the document and then close it. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

🖥️ *Exercise 7: Creating a Document*

1   Create a new document by clicking the **New Blank Document** button on the toolbar. Notice that the cursor (or insertion point) is flashing in the document. Anything you type will appear at this position, and as you type the insertion point moves along.

2   Type the following text. Do not press **[Enter]** at the end of each line; notice that Word's word wrap feature moves the text to the next line when it reaches the right margin. Only press **[Enter]** at the end of headings and paragraphs or when you want to leave a blank line. Remember that you can press **[Backspace]** to correct mistakes as you type and press the **[Spacebar]** once after punctuation marks.

Great Bumblebee

Identification

A characteristic feature of the bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish body with a black interalar band (between the wings).

Adults are found between April and September. Working bees are quite fast and therefore may be difficult to approach while feeding. The great yellow bumblebee's scientific name, Bombus distinguendus, comes from the fact that when protecting their nest the bees omit a strong aromatic odour to warn off predators.

---

3   Follow the instructions below to save the document in the **PC Passport Student folder**.

♦   Click the **Save** button on the toolbar.

♦   Word has taken the main heading of the document as the default file name so you don't have to type anything here.

♦   Display the **PC Passport Student folder** in the **Look in** box.

♦   Click **Save**.

4   Now you'll add more text to the document. Click after **predators** at the end of the second paragraph and press **[Enter]** twice to leave a line between this paragraph and the new text.

5   Type the following text.

> The great yellow bumblebee is widespread in northern and central Europe, and Asia, but is thought to be declining throughout this range. In the UK, during the 1960s, it was recorded in scattered localities, mainly associated with areas of flower-rich meadows. Since then it has undergone drastic reductions in range and abundance and is now classified as Nationally Scarce. Today it is confined to a few areas practising traditional agriculture, such as the Hebridean machair system or crofting areas of Orkney, Coll and Tiree.

6   Follow these instructions to make some changes to the document.

  ♦   In the document's main heading, insert the word **Yellow** between **Great** and **Bumblebee**.

> Great Yellow Bumblebee
>
> Identification

  ♦   Place the insertion point at the start of the third paragraph and type **Range and numbers**.

  ♦   Press **[Enter]**. The text you've just typed becomes a heading for the third paragraph.

> Range and numbers
>
> The great yellow bumblebee is widespread in northern and central Europe, and Asia, but is thought to be declining throughout this range. In the UK, during the 1960s, it was recorded in scattered localities, mainly associated with areas of flower-rich meadows. Since then it has undergone drastic reductions in range and abundance and is now classified as Nationally Scarce. Today it is confined to a few areas practising traditional agriculture, such as the Hebridean machair system or crofting areas of Orkney, Coll and Tiree.

- ♦ Click before the word **body** in the second sentence of the first paragraph and type **yellow**.

A characteristic feature of the bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish yellow body with a black interalar band (between the wings).

- ♦ Position the insertion point at the end of the word **interalar** near the end of the first paragraph.
- ♦ Use the **[Backspace]** key to remove this word and the space before it.
- ♦ Remove the brackets from the text **between the wings**.

A characteristic feature of the bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish yellow body with a black band between the wings.

- ♦ Double-click the heading **Identification** to select it.
- ♦ Press the **[Delete]** key to delete this heading.

Great Yellow Bumblebee

A characteristic feature of the bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish yellow body with a black band between the wings.

- ♦ Now click the **Undo** button on the toolbar to reverse your last action. The **Identification** heading is 'undeleted'.
- ♦ In the second paragraph, remove the sentence that starts: **Working bees are quite fast…**

Adults are found between April and September. The great yellow bumblebee's scientific name, Bombus distinguendus, comes from the fact that when protecting their nest the bees omit a strong aromatic odour to warn off predators.

The document should now look like this:

Great Yellow Bumblebee

Identification

A characteristic feature of the bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish yellow body with a black band between the wings.

Adults are found between April and September. The great yellow bumblebee's scientific name, Bombus distinguendus, comes from the fact that when protecting their nest the bees omit a strong aromatic odour to warn off predators.

Range and numbers

The great yellow bumblebee is widespread in northern and central Europe, and Asia, but is thought to be declining throughout this range. In the UK, during the 1960s, it was recorded in scattered localities, mainly associated with areas of flower-rich meadows. Since then it has undergone drastic reductions in range and abundance and is now classified as Nationally Scarce. Today it is confined to a few areas practising traditional agriculture, such as the Hebridean machair system or crofting areas of Orkney, Coll and Tiree.

---

7   Follow the instructions below to copy some text.

♦   Select the text **great yellow** at the start of the **Range and numbers** paragraph.

♦   Select the **Edit**, **Copy** menu option to copy this text.

♦   Click before the word **bumblebee** in the first paragraph.

♦   Select **Edit**, **Paste** to put a copy of the words you copied here.

Identification

A characteristic feature of the great yellow bumblebee is its long, furry coat formed by the body hairs. The great yellow bumblebee is a large sized bee with a yellow or brownish yellow body with a black band between the wings.

---

8   Save the changes you've made by clicking the **Save** button on the toolbar. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

9   Close the document using the **File**, **Close** menu option.

Formatting

Formatting allows you to change the appearance of your documents, perhaps to emphasise particular parts of it, or perhaps to make it look better. There are two types of formatting you can apply to your document: text formatting and paragraph formatting.

Text Formatting

Text formatting is formatting that affects the text itself, eg **bold text**, *italic text*, font, font size (also known as *point size*) or font colour.

Some of these effects can be added using the toolbars, while all of them can be added using the **Format**, **Font** menu option.

Formatting Toolbar

To apply formatting effects using the toolbar, first select the text you want to apply the effect to and then choose the effect. For bold, italic and underline, simply click the appropriate button to switch it on or off. For the other effects, choose the option you want from the drop-down lists.

Applying Text and Heading Styles

A variety of text styles can be applied to your document. Notice the default one is Normal, but you can make use of a number of built-in text styles to enhance your document. Heading styles come in four main styles:

♦ Heading 1 is a large bold font (size 24 point)

♦ Heading 2 is a large bold and italicised font (size 18 point)

♦ Heading 3 is a smaller bold font (size 14 point)

♦ Heading 4 is a smaller bold font (size 12 point)

You can adjust these standard headings to any type of font, have them bold, italicised or underlined, but it is important that you try not to use headings more than four levels deep, so if you create a Table of Contents it is able to cope with the different heading styles correctly. You can of course create your own styles but there are many standard ones included with your word processing application.

Superscript and Subscript

If you want to display text or numbers in smaller than normal text and slightly above or below it (eg in a mathematical expression) you can make use of superscript or subscript. You can turn this off or on from within the **Format Font menu** option. Notice that it's a check box under font effects and you will see a preview of what the text would look like applying an effect in the preview pane.

To display a smaller raised number after a letter you would use superscript, eg P^3.

Subscript — the opposite of superscript — allows you to place the number lower than normal text, eg P_3.

Remember whenever you turn on a font effect it will remain until you turn it off again. There are other types available like Shadow, Emboss etc.

Alignment, Bullets and Numbering

There are four alignment options: left aligns text to the left margin; centre alignment aligns text to both left and right margins, but does not justify the text, so text can be uneven; right alignment justifies text to the right margin; and fully aligned justifies the text so it is even on both sides.

Bullets and Numbering are good ways to emphasise certain key points in your document. You can choose which style of bullet or number points you want to use from the **Bullets and Numbering** option in the **Format** menu.

Format, Font Menu Option

To apply formatting effects using the **Format**, **Font** menu option, first select the text you want to apply the effect to. Next select the menu option and choose the effects you want to apply. Once you've chosen all the effects you want, click **OK** to apply them to the selected text.

Paragraph Formatting

Paragraph formatting is formatting that affects whole paragraphs rather than individual characters within them, eg the spacing between one paragraph and the next, the space between the lines of a paragraph, bullets or numbers on lists, paragraph indents (extra space between the margins and the paragraph text).

Some of the paragraph formatting effects that can be added using the **Format**, **Paragraph** menu option can also be applied using the Formatting toolbar.

Formatting Paragraphs Using the Formatting Toolbar

To apply paragraph formatting effects using the toolbar, first select the paragraph or paragraphs you want to apply the effect to and then choose the effect from the toolbar.

You can also use the alignment options to align your paragraphs either left, right, centred or fully justified.

Format, Paragraph Menu Option

To apply formatting effects using the **Format**, **Paragraph** menu option, first select the paragraph or paragraphs you want to apply the effects to. Next select the **Format**, **Paragraph** menu option and choose the effects you want to apply. Once you've chosen all the effects you want, click **OK** to apply them to the selected paragraphs.

Here are some more examples of paragraph formatting effects.

Paragraph A:

> This paragraph uses a *hanging indent* that leaves the first line at the left of the page while all the other lines in the paragraph are indented further as you can see. This type of indent is usually used for numbered or bulleted paragraphs as you saw in the earlier examples.

Paragraph B:

> While still using the hanging indent from the previous paragraph, this paragraph also uses *justified* alignment. That means that the left and right edges of the paragraph are even. If you look at the previous paragraph, you'll see that the text on each line at the left of the indent is lined up, while at the right side of the paragraph it isn't. In this paragraph, the text on each line is lined up at both the left and the right sides. This type of alignment is sometimes called *block format*.

     This paragraph uses another type of special indentation called a *first line indent*. This formatting means that the first line of the paragraph is indented further than the other lines in the paragraph — as you can see, all lines except the first begin at the left margin of the document. In addition to the special indent, 12 pt of space has been applied above the paragraph to separate it from the paragraph before, and justified alignment and 1.5 lines of line spacing have been specified.

Note: When you format a paragraph with any of these attributes and then continue typing, the same attributes will be applied until you change them.

Format, Borders and Shading Menu Option

To further enhance the appearance of your document, you can add borders and shading to parts of it. As you've seen, the Formatting toolbar has a drop-down list that will let you choose the borders you want to apply. However, you can also choose different border styles, colours and widths if you use the **Format**, **Borders and Shading** menu option. This dialogue box also lets you choose the shading you require.

How to Use the Format, Border and Shading Option

1 First of all, select the paragraph or paragraph that you want to add the border or shading to, and then choose the **Format**, **Borders and Shading** menu option.

2 To add borders to your selection, make sure the **Borders** settings are displayed and then choose the **Style**, **Colour** and **Width** of the border you want to apply, either:

♦ choose one of the preset borders from the **Setting** list at the left of the dialogue box

♦ use the buttons surrounding the preview at the right of the window to add the borders you want for the selected paragraph(s). (You could also click the borders on the diagram itself instead of the buttons if you prefer.)

3 To add shading to the selected paragraph(s), make sure the **Shading** settings are displayed and then choose the colour and/or pattern you want to apply.

4 Click **OK** to apply your selections.

Format Painter

The Format Painter feature can be used to copy text or paragraph formatting attributes that you've already applied using the techniques you've just learned and apply it to other parts of your document.

How to Use the Format Painter

1 Select the text or paragraph that has already been formatted with the attributes you want to apply elsewhere.

2 Click the **Format Painter** button on the Standard toolbar to copy the formatting.

3 If you copied formatting from text, click and drag over the text that's to be formatted with the copied formatting. In this case, only the text formatting will be copied, not the paragraph formatting

If you copied formatting from a paragraph, click anywhere in the paragraph that's to be formatted in the same way. In this case, the paragraph formatting attributes as well as the text formatting attributes will be applied.

Note: If you double-click the **Format Painter** button at step 2, you can repeat step 3 as many times as you need to. Once you've finished, you click the button again to switch it off.

Automatic Formatting

By using AutoFormat, you can quickly apply formatting such as headings, bulleted and numbered lists, borders, numbers, symbols, and fractions to your text. Microsoft Word can also:

♦ automatically format internet, network, and e-mail addresses as *hyperlinks*

♦ apply bold or italic character formatting to text surrounded by asterisks (*) or underscores (_)

♦ replace two hyphens (--) with an em dash (—).

You can automatically format a document either as you type or after you've written it. In both cases, you can control which automatic changes Word makes. You can also turn off automatic formatting.

Formatting As You Type

When you set options on the **AutoFormat As You Type** tab (**Tools** menu, **AutoCorrect Options** command), your word processor can automatically format text as you're typing your document. For example, if you type a number followed by a period or hyphen, followed by a space or tab, followed by text, Word makes the text a numbered list.

When your word processor applies automatic formatting, you can use the **AutoCorrect Options** button to undo the action or change AutoFormat settings. Depending on the situation, the entire button may appear or the button may first appear as a small blue box that changes to a button icon when you point to it.

Formatting After You Type

When you use the **AutoFormat** dialogue box (**Format** menu, **AutoFormat** command), your word processor can format text in one pass, enabling you to review all the changes made and accept or reject each one.

♦ In addition to using AutoFormat, you can use the **Styles and Formatting** task pane (or toolbar if using an older version of Microsoft Word) to help format your document quickly.

♦ The **AutoCorrect Options** button is not available when you run AutoFormat after you type. You can, however, review AutoFormat results and determine whether or not to accept a change.

How to Review AutoFormat Changes

Use this procedure to review suggested formatting changes after you run AutoFormat.

1 In the **AutoFormat** dialogue box, click **Review Changes**.
2 In the **Review AutoFormat Changes** dialogue box, click the **Find** button to review changes one by one.
3 When you have finished reviewing changes, click **Cancel** to return to the **AutoFormat** dialogue box (**Format** menu, **AutoFormat** command), where you can accept or reject all changes.

Using Styles

A style is a set of formatting characteristics that you can apply to text, tables and lists in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats in one simple task. Your word processor may have options in the **View** menu, or a specific style gallery to access different styles.

For example, instead of taking three separate steps to format your title as 16 pt, Arial and centre-aligned, you can achieve the same result in one step by applying the Title style.

The following are the types of styles you can create and apply:

♦ A *paragraph* style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing and borders, and can include character formatting.

♦ A *character* style affects selected text within a paragraph, such as the font and size of text, and bold and italic formats.

♦ A *table* style provides a consistent look to borders, shading, alignment and fonts in tables.

♦ A *list* style applies similar alignment, numbering or bullet characters, and fonts to lists.

You can create, view, and reapply styles as often as you like.

How to Use Styles

1   If the **Styles and Formatting** task pane is not open (or you have an earlier version of Microsoft Word), click **Styles and Formatting** on the **Formatting** toolbar (or find it under the **View** menu, **Toolbars** option).

2   In your document, click on a word that's formatted like the text you want to select. The formatting description will appear under **Formatting of selected text** in the **Styles and Formatting** task pane.

3   In the **Styles and Formatting** task pane, click **Select All**.

How to Create a New Style

1   If the **Styles and Formatting** task is not open (or you have an earlier version of Microsoft Word), click **Styles and Formatting** on the **Formatting** toolbar (or find it under the **View** menu, **Toolbars** option).

2   In the **Styles and Formatting** task pane, click **New Style**.

3   In the **Name** box, type a name for the style.

4   Do one of the following:

♦ Paragraph — In the Style type box, click **Paragraph**.

♦ Character — In the Style type box, click **Character**.

♦ Table — In the Style type box, click **Table**.

♦ List — In the Style type box, click **List**.

5   Select the options that you want, or click **Format** to see more options.

How to Apply a Different Style

1 Click the words, paragraph, list or table you want to change.

2 If the **Styles and Formatting** task pane is not open, click **Styles and Formatting** on the **Formatting** toolbar.

3 Click the style you want in the **Styles and Formatting** task pane. If the style you want is not listed, click **All Styles** in the **Show** box.

   ♦ You can also apply a style by clicking or typing a style name in the Style box on the Formatting toolbar.

How to Copy Styles to Another Document or Template

1 On the **Tools** menu, click **Templates and Add-Ins**.

2 Click **Organiser**, and then click the **Styles** tab.

3 To copy items to or from a different template or file, click **Close File** to close the active document and its attached template or to close the Normal template. Then click **Open File**, and open the template or file you want. Click the items you want to copy in either list, and then click **Copy**.

Exercise 8: Creating a New Style

1 Open your word processor (if it is not already open). You are going to create a new style and apply it to a document. We are using Microsoft Word in these instructions.

2 Open up the **World Calendar** file in your **PC Passport Student folder**.

3 Go to **Styles and Formatting** under the **Format menu**, and try applying different heading styles to all the headings in the document. See the differences.

4 Now go to the **New Style** menu and create a style with your name, eg Moira.

5 The Style type is going to be **paragraph**, and the style is going to be **Normal (web)**.

6 Go to the format button and change:

   ♦ the font type to Arial black, in bold, size 16.

   ♦ the font colour to red with an embossed finish.

7 Save your new style and *apply it to all the headings* in the calendar document.

8 Save the file with a different name (**Your calendar**) in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

⌨ *Exercise 9: Using AutoFormat Options*

1 If your word processor is not already open, do so now. We are using Microsoft Word. You are going to set some auto formatting options.

2 Open up the **World Calendar** document you did in the last exercise on styles.

3 Go to the **Format** menu and click **AutoFormat**.

4 In the **AutoFormat** menu click the **AutoFormat and review each change** radio button then click the **Options** button.

5 In the **Options** button click the **AutoCorrect** tab, and type in words you commonly misspell, so that they can be auto corrected as you type.

6 Add a paragraph at the bottom of the calendar document using some of those common words you misspell and *watch if AutoFormat corrects them* for you as you type.

7 *Do not save your changes to the document.* Close and exit your word processor.

Inserting Graphics

Depending on the style and tone of your documents, you might want to add one or more graphics to add visual interest to the document or to illustrate a point. There are a number of ways to add a graphic element — these are explained below.

Adding an Existing Picture to a Document

If you have graphics on your computer, maybe a company logo or a picture downloaded from a digital camera or a scanner, you can add it to your document using the **Insert**, **Picture**, **From File** menu option.

From here, you can locate the graphics file using the methods you used earlier to locate files, then click **Insert** to add it to the page.

Adding an Image or Graphics File to a Document

A collection of pictures, sounds and motion clips, known as *Clip Art*, is available as part of the Microsoft Office suite of programs. When any of the programs is installed on your computer, a small selection of these is copied to your computer while the remainder are stored on the program CD-ROM.

How to Insert Clip Art

If you want to use the extended set of Clip Art, ensure the program CD-ROM is in your computer's CD drive.

1   Select the **Insert**, **Picture**, **Clip Art** menu option.
2   Click the **Clip Art** button shown on the **Drawing** toolbar.
3   The **Insert Clip Art** dialogue box will be displayed.

You choose the type of Clip Art you want by clicking the **Pictures**, the **Sounds** or the **Motion Clips** tab. Then choose a category by clicking its icon. The available clips will be displayed.

To insert a clip, click it to display the shortcut menu then select **Insert Clip**.

Close the **Insert Clip Art** dialogue box. The selected clip is added to your document.

Note: The other options on this menu allow you to preview the clip, add it to a list of your favourites, and find similar clips.

Wrapping Options

When you add a graphic to a document, it is treated as part of the text, which means that it will move as if it were text when you edit the document. This is due to the graphics wrapping style being set to **In line with text**. Most of the graphics used in this manual use this wrapping style so that when the manual is edited, the graphics move along with the text they support.

Note: When an inline graphic is selected, its selection handles are black.

Other Wrapping Options

If you prefer, you can change the wrapping style using the Picture toolbar that's displayed when a graphic is selected (if it is not, you can display it using the **View**, **Toolbars** menu option).

Each of the other options on the menu has a small illustration showing the effect it will have. The examples below show some of the different effects you can create by changing the wrapping options.

When you choose the **Square** wrapping style, the text wraps around the square bounding box. When a graphic that doesn't use the **In line with text** style is selected, the selection handles are white instead of black and the graphic can be moved by clicking and dragging it to where you want it.

When you use the **Tight** wrapping style, the text surrounding the graphic wraps around the graphic's actual shape rather than its bounding box as the **Square** option does. You can move any of the graphics by clicking and dragging, and the text surrounding it will adjust itself to match the wrapping option applied to the graphic.

Graphics formatted with **Behind text** wrapping sit behind the text on their own 'layer'. This means that only some graphics will suit this style since any text shown in front of the graphic still has to be readable. There is no text wrapping with this format.

The **In front of text** wrapping style obscures the text sitting behind it. There is no text wrapping with this format either.

Adding AutoShapes to a Document

Your word processor probably has a variety of tools you can use to draw shapes that you need in a document, and these may be available from a **Drawing** toolbar. This toolbar contains some simple shapes as well as the **AutoShapes** menu which contains some commonly used, ready-made shapes such as stars, crosses, boxes and arrows. To use any of these tools, click the one you want to draw then click and drag the shape within the document.

Note: To keep the height of the object in proportion to its width, hold down **[Shift]** as you drag.

Adding Text to Drawings

You can add text to most objects, formatting it however you want in the same way as you would format any other text, and the text will become part of the shape. To add text, right-click the shape and choose **Add Text** from the shortcut menu. **Note**: There are some shapes that you cannot add text to — these include lines and freeform shapes.

Moving Images or Drawn Objects in a Document

When you add a drawing to a document, it's formatted with the **In front of text** wrapping style, so to move a drawn object, click and drag it to its required location. If you want to move more than one object at a time, you must first select all the objects as described below.

Selecting Objects

Select a single object by clicking it. Select a number of objects by clicking the first then holding down **[Shift]** as you click the others.

Selected objects are shown with *sizing handles* around them.

Once you have selected your object/image, hold down the mouse button and drag the object to the new location and then release the mouse button.

Aligning Objects

The **Draw, Align or Distribute** menu on the **Drawing** toolbar contains options that allow you to place selected objects in relation to one another. You can line up the edges or centres of the objects as well as distribute them either horizontally or vertically between the first and the last.

First select the objects to be aligned or distributed, then select the required option from the **Draw**, **Align or Distribute** menu on the **Drawing** toolbar.

Note: If you tick the **Draw**, **Align or Distribute**, **Relative to Page** option before choosing an alignment, the option will be aligned in relation to the page instead of in relation to another object.

Formatting Objects

The fill colour, line colour and style, and text format of drawn objects can be formatted using the palettes on the Drawing and Standard toolbars. To format drawn objects, first select them then choose the required options.

Resizing a Graphic

To resize a graphic or an object, select the graphic or object by clicking it once. Move the mouse pointer to one of the corner selection handles until the pointer changes to a diagonal arrow shape, then press the mouse button and drag to resize the image. Release the mouse button when the object is the required size.

Grouping Objects

Sometimes when you're working with graphics it can be useful to group together several shapes. This makes it easier as the objects are all treated as one, so when you move one, all the objects in the group move. To group together objects, first select them all as described above, then click the **Draw** menu and choose **Group**.

⌨ *Exercise 10: Using Other Formatting Options*

1 Open the file called **Activities** in your **PC Passport Student folder**. Use your word processor to change the first list to diamond-shaped bullet points.

2 The second list under **Other Activities** should be numbered starting at 1.

3 Try to find suitable graphics (artwork or clip art) that you could add before each activity heading. You must add at least three.

4 Use your word processor text effects to change all the activity headings. You might use WordArt to change the shape or colour, or use some of the Formatting Font effects like embossed, shadow or outline.

5 Save your file with your name followed by activities (eg John Smith activities) in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Inserting Page Breaks

When you reach the end of a page a new one is started. Where the end of the page is depends on the size of paper you've told your word processor you're using and the margins that you've set (you'll learn about these settings later). This won't always suit what you want, eg a paragraph may be split over two pages if it doesn't all fit on one, but you might want it all to be on one page. In a case like this you can insert a page break so that the text splits where you want it to.

To insert a page break, move the insertion point to just before the text that is to appear on the new page and select the **Insert**, **Page Break** menu option. Click **OK** to move the text after the cursor onto a new page. If you prefer, you can press **[Ctrl][Enter]** instead of using the **Insert**, **Page Break** menu option.

Using Headers and Footers

When you want to place standard text such as the date or page numbers on every printed sheet of your document, you add a *header* and/or *footer*. A header will appear at the top of every page of your document and a footer at the bottom. To create a header and/or footer, select the **View**, **Header and Footer** menu option. The header and footer areas are opened and the Header and Footer toolbar is displayed.

Click in the header area and insert the text and any graphics you want repeated on every page. If necessary, use the **Switch Between Header and Footer** button to display the footer, then enter the footer information. You can quickly access an existing header or footer by double-clicking it in your document.

The buttons on the Header and Footer toolbar can be used to add items such as AutoText entries, the current date and time, the file name and page numbers. Once you've added the text and/or graphics you want in your header and footer, click the **Close** button on the Header and Footer toolbar or double-click in the document text.

Exercise 11: Creating Headers and Footers

1   If your word processor is not already open, do so now. We are using Microsoft Word. You are going to set some auto formatting options.
2   Open up the **World Calendar** document you did in the last exercise on styles.
3   Open up the toolbar for Headers and Footers (you may find it in under the **View** menu).
4   Create a Header which contains the title **World Calendar**, centred in bold.
5   Switch to the footer and add your name in the bottom left corner and the page number in the bottom right corner.
6   Format the page number as lowercase a, b, c instead of numbers.
7   Make sure your headers and footers are applied to the whole document.

8   Save the document as **World Calendar with headers and footers** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Inserting the Date and Time

To insert the current date, the current time, or both into your document, perform the following steps:

1   Choose **Insert**, **Date and Time** to open the **Date and Time** dialogue box.
2   Select the desired date or time format in the **Available formats** list.
3   To have the date or time automatically updated whenever you print the document, check **Update automatically**. If this option isn't checked, the date or time remains the same as it was when you inserted it.
4   To have your current settings in the **Date and Time** dialogue box displayed by default the next time you open the dialogue box, click the **Default** button. Click the **OK** button.

Working with Columns

When you create a document such as a newsletter or a brochure, you may want to lay it out in columns. Microsoft Word calls these types of columns *newspaper columns*, with the text flowing from the bottom of one column to the top of the next.

Creating Columns

First type the text that's to be arranged in columns. Next, click the **Columns** button on the Standard toolbar and highlight the number of columns you want.

The text will be organised into these columns and will also be *balanced*, which means the text in the columns will be roughly the same length. When you add or remove any text from columns, they will re-balance themselves.

Note: If you set the number of columns in a new document or section before typing the text, when you type the text it will be displayed in the first column only. To distribute the text between the columns you must insert a *continuous section break* at the end of the text to be balanced. Use the **Insert**, **Break** command to do this.

⌨ *Exercise 12a: Creating Columns*

1 In your word processor, open the file **December Calendar** in your **PC Passport Student folder**.

2 Make the main heading DECEMBER, Heading style 2.

3 Make the other headings Hanukkah, Christmas and Kwanzaa, Heading style 3.

4 Make the paragraphs fully justified (aligned justified).

5 Change the whole document, except for the main heading into two columns. Click the **Columns** button on the Standard toolbar and highlight the number of columns you want.

6 Save the document as **Your Name** (eg John Smith), **December Calendar** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

⌨ *Exercise 12b: Using Columns*

1 Open the **Successful Writing** document in your **PC Passport Student folder**.

2 Follow the instructions below to format the document to include columns.

   ♦ Select the text from Rule 1 to 'Readers will indulge in reading between the lines'.

A Guide To Successful Writing

You can easily improve your writing by following some basic rules. Providing you have the determination and interest, following these rules should lead to a steady improvement in both your presentation and style.

Rule 1

Always remember, you are writing for an audience. Consider a writing tone and style that they will find easy to follow and understand.

Rule 2

Read your document to ensure nothing is left open to misinterpretation. Check you are using words in the correct context and analyse your paragraph phrasing.

Rule 3

Never use a long word when a short one will do! Always write in a direct style and avoid wordiness. Keep the language simple and easy to understand.

Rule 4

Consider that which you have left unsaid. Readers will indulge in reading between the lines.

And, if you want another rule, I can recommend nothing better than those wonderful lines from the Ruba'iyat of Omar Khayyam:

Select all the rules.

♦ Format this text into four columns by clicking the **Columns** button on the Standard toolbar and dragging four columns.

Click and drag four columns.

The text is rearranged into balanced columns.

A Guide To Successful Writing

You can easily improve your writing by following some basic rules. Providing you have the determination and interest, following these rules should lead to a steady improvement in both your presentation and style.

Rule 1	Read your	Rule 3	Rule 4
Always remember, you are writing for an audience. Consider a writing tone and style that they will find easy to follow and understand.	document to ensure nothing is left open to misinterpretation. Check you are using words in the correct context and analyse your paragraph phrasing.	Never use a long word when a short one will do! Always write in a direct style and avoid wordiness. Keep the language simple and easy to understand.	Consider that which you have left unsaid. Readers will indulge in reading between the lines.
Rule 2			

And, if you want another rule, I can recommend nothing better than those wonderful lines from the Ruba'iyat of Omar Khayyam:

The text that you selected is arranged into four columns.

🖥️ *Exercise 12c: Creating More Than Two Columns*

1   Follow the instructions below to ensure that each rule starts at the top of a column.

♦   Position the insertion point before the heading **Rule 2**.

♦   Select the **Insert**, **Break** menu option.

♦   Choose the **Column break** option button.
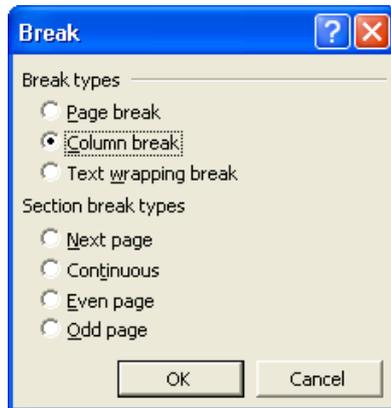
Adding a column break will ensure that the text at the cursor moves to the top of the next column.

♦   Click **OK**.

♦   Repeat this process to insert column breaks before the **Rule 3** and **Rule 4** headings.

Each rule now starts at the top of its own column.

2   Save the document as **Successful Column Writing** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Working with Standard Paragraphs

In business letters, it's often the case that you use the same paragraphs of text in different documents. For example, an organisation may have standard paragraphs they add to letters welcoming new customers to their business, or it may be that they create employee contracts from a variety of standard paragraphs, depending on the job role and terms of employment.

---

10 April 2007

Mrs J Black
14 Franklin Square
Hogie Village
BLACKWELL
BL9 1EE

Dear Mrs Black

Welcome to the Blackwell Veterinary Surgery. We have now added your pets to our client database. I have included the Welcome Pack that introduces you to our staff, tells you how to make appointments to see our vets, and gives information about our regular immunisation clinics and much more.

If we can be any assistance whatsoever, please feel free to call us on the number given above.

We look forward to having a long and healthy relationship with you and your pets.

Yours sincerely,

Mandy R Burrows
Practice Manager

Rather than type these paragraphs each time they are required, the user can create and save them in a series of documents that can be brought together in the arrangement that's needed for any particular document.

Creating Standard Paragraphs

Creating these standard paragraphs is the same as creating any other document. You enter any text and graphics needed and format it if that's appropriate. The document is then saved in the same way as any other.

Inserting Standard Paragraphs

When you want to insert one of these standard paragraphs in a document you're working on, place the cursor at the point where the paragraph is to be inserted then select the **Insert**, **File** menu option.

Locate the folder where the standard paragraph has been stored, then select it and click **Insert**.

The contents of the selected document will be placed at the cursor position and becomes part of the document. There is no link between the original document (which remains unchanged) and this one. Any changes that you make to the inserted text will not be reflected in the standard paragraph document.

Using AutoText

AutoText is a feature that carries out a similar task, ie you can use it to store standard text, then insert it into the same or different documents. However, using AutoText, the standard text is stored as part of the Word program on the computer where it was created, which means that you can access it only from that computer. When you save standard paragraphs as separate documents, you can use them on any computer that has access to the drive where you saved them.

To create an AutoText entry, type the text and then select it. Next, select the **Insert**, **AutoText**, **New** menu option and type a memorable name for this entry. Click **OK**.

To insert an AutoText entry into a document, position the cursor at the correct position, then start typing the name you gave the entry when you saved it.

When Word recognises what you're typing, it will suggest the rest of the name. Press **[Enter]** to insert the AutoText.

Note: You can also insert AutoText using the **Insert**, **AutoText**, **AutoText** menu option. This displays a dialogue box where you can select the entry you need.

Using Tabs

The tab stop is the location on the horizontal ruler that indicates how far to indent text or where to begin a column of text. The horizontal ruler is a bar displayed along the top of your document window, marked off in units of measure (such as centimetres or inches).

A tab stop will enable you to line up text to the left, right, centre, or to specific characters like decimal or bar characters. You can also insert other characters like periods or dashes before each tab.

To clear tab stops, you should drag the tab marker down from the horizontal ruler. To move a tab stop, drag the tab marker to the right or left on the horizontal ruler.

How to Set Tabs

Left Tab	Right Tab	Centre Tab	Decimal Tab	Bar Tab

1   Click **Left Tab** at the far left of the horizontal ruler until it changes to the type of tab you want: **Left Tab, Right Tab, Centre Tab, Decimal Tab** or **Bar Tab**.
2   Click the horizontal ruler where you want to set a tab stop.
3   To set precise measurements, click **Tabs** on the **Format** menu, enter the measurements you want under **Tab stop position**, and then click **Set**.

How to Change the Spacing between Default Tab Stops

1   On the **Format** menu, click **Tabs**.

2   In the **Default tab stops** box, enter the amount of spacing you want between tab stops.

💻 *Exercise 13: Using Tabs*

1   Open the **January Calendar** document in your **PC Passport Student folder**. Use your word processor to set the following tabs in the document.

2   Highlight the text in paragraphs 1, 3, 5 and 7 under the heading New Year's Day.

3   Set the left hand tab marker to 4 on the horizontal ruler.

4   Under the heading Australia Day, highlight the whole paragraph and set the right-hand tab marker to 10.

5   Add your name and today's date to the bottom of the document. Save the document as **Your Name, January Calendar** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Adding Special Characters and Symbols

Symbols and special characters that don't appear on your keyboard can be displayed on your screen and printed. For example, you can insert symbols such as ¼ and ©, special characters such as an em dash (—), ellipsis (…), as well as many international characters such as Ç and ë.

You can insert symbols and characters by using the **Symbol** dialogue box or shortcut keys. You can also use AutoCorrect to automatically replace text you type as symbols.

The types of symbols and characters you can insert depend on the available fonts. For example, some fonts may include fractions (¼), international characters (Ç, ë), and international monetary symbols (£, ¥). The built-in Symbol font includes arrows, bullets and scientific symbols. You might also have additional symbol fonts, such as Wingdings, which include decorative symbols.

You can quickly insert a recently used symbol by clicking a symbol in the **Recently used symbols** list in the **Symbol** dialogue box, and you can resize the **Symbol** dialogue box so that you can view more symbols.

How to Insert a Symbol

1   Click where you want to insert the symbol.
2   On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.
3   In the Font box, click the font that you want.
4   Double-click the symbol that you want to insert.
5   Click **Close**.

How to Insert a Special Character

1   Click where you want to insert the character which could be a letter, number, punctuation mark or symbol.
2   On the **Insert** menu, click **Symbol**, and then click the **Special Characters** tab.
3   Double-click the character you want to insert.
4   Click **Close**.

About Backgrounds and Watermarks

Backgrounds are primarily used in a web browser to create a more interesting background for online viewing. However, you can display backgrounds in Web layout and most other views, except Normal view and Outline view.

Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a 'Draft'. Watermarks are intended for printed documents.

You can use gradients, patterns, pictures, solid colours or textures for backgrounds. Gradients, patterns, pictures and textures are tiled, or repeated, to fill the page. When you save a document as a web page, the textures and gradients are saved as JPEG files and the patterns are saved as GIF files.

You can see watermarks in Print Layout view or on a printed document. If you use a picture, you can lighten it, or wash it out, so that it doesn't interfere with document text. If you use text, you can select from built-in phrases, or enter your own.

How to Add a Watermark to a Printed Document

1   On the **Format** menu, point to Background, and then click **Printed Watermark**.
2   Do one of the following:
    ♦   To insert a picture as a watermark, click **Picture Watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.
    ♦   To insert a text watermark, click **Text Watermark**, and then select or enter the text that you want.
3   Select any additional options that you want, and then click **Apply**.
4   To view a watermark as it will appear on the printed page, use Print Layout view.

Exercise 14: Inserting a Symbol and Using a Watermark

1   Open the document **Chart albums** in your **PC Passport Student folder**. Use your word processor to set the following tabs in the document.
2   For each paragraph about an artist, add the pound (£) symbol before each of the prices.
3   For each paragraph, add the special copyright character (©) before the artist's name.
4   For the whole document, add a text watermark of your choice.

5   Add your name and today's date to the bottom of the document. Save the document as **Your Name, Chart Albums** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Changing the Page Setup

You can change the layout of your document using the **File**, **Page Setup** menu option. The **Page Setup** dialogue box allows you to change page attributes such as the size of paper you're using and the margins you want to apply, and consists of four parts: **Margins**, **Paper Size**, **Paper Source** and **Layout**.

Changing the Page Layout

Select the **File**, **Page Setup** menu option. The **Page Setup** dialogue box will be displayed. To change the paper settings, click the **Page Size** tab and make the required selections.

Some printers, especially large ones, have more than one paper tray so that users can print onto a number of different types of paper without having to change the supply. For example, perhaps one tray would contain company headed paper, another plain paper, and another card. To specify which printer tray holds the paper to be used, click the **Paper Source** tab and make the required selections.

To change the layout options, click the **Layout** tab.

♦ **Vertical Alignment**: By default, text on a page will line up with the top margin of the document. If you want the contents of the page to be centred between the top and bottom margins, select the **Centre** option from the **Vertical Alignment** drop-down list.

- ♦ Alternatively, if you would like the contents of the page to be spaced out so that the first line on each page lines up with the top margin and the last line of each page lines up with the bottom margin, select the **Justified** option from the **Vertical Alignment** drop-down list.

- ♦ **Line Numbers**: If you would like each line of text numbered, click the **Line Numbering** button and activate the **Add Line Numbering** check box. Specify the number that's to be assigned to the first line and by how much the count should be increased for each subsequent line.

Within the **Margins** tab you can adjust the margins to ensure text typed into a document is either left justified (aligned) to the left margin by decreasing the left margin size or right justified (aligned) to the right margin by increasing the left margin and decreasing the right margin sizes.

You can also fully justify text (aligned to both left and right margins) by making both the left and right margins exactly the same size. You can also do this with the vertical alignment by adjusting the top and bottom margins. This is different to adjusting paragraph alignment. To adjust the margins, click the **Margins** tab and make the required selections.

If you want the options you have chosen for the page layout to be the default for *all* new documents based on the same template, click the **Default** button. The Office Assistant will prompt you that these changes will affect all documents based on the same template as the current document.

Once you have made the necessary selections, click **OK**.

Previewing and Printing Documents

Before printing a document, you can use *Print Preview* to check how it's going to look. When you choose the **File**, **Print Preview** command you will see the document on the screen exactly as it will appear on paper. If you need to make any last minute changes, you can do so within Print Preview.

To begin, select the **File**, **Print Preview** menu option or click the **Print Preview** button on the toolbar.

Print Preview Toolbar

When working in Print Preview, the toolbar has the following options available.

♦ **Print**

Click this button to print one copy of the document.

♦ **Magnifier**

When this button appears depressed, magnifier mode is switched on. The mouse pointer will appear as a magnifying glass, and you can click the page to zoom in and out to see either the detail on the page or the overall layout of the page.

If you click the **Magnifier** button again, Word will switch back to editing mode. While in editing mode you can click the page then edit your document text as required. Once you have finished editing, clicking the **Magnifier** button will disable editing mode, so you can zoom in and out again.

♦ **One Page**

Click this button to display one full page on-screen.

♦ **Multiple Page**

Using this button you can display up to 24 pages on-screen at the same time. To display multiple pages, click the button, and then drag over the number of pages you want to display on the drop-down grid.

♦ **Zoom Control**

To view the current page at a specific size, enter or select the required percentage using the **Zoom Control** box.

♦ **View Ruler**

Click this button to display or hide the rulers. Using the rulers you can resize document margins, set tabs and adjust paragraph indentation.

◆ **Shrink to Fit**

When you click this button, Word will attempt to fit your document text onto one less page than it currently takes up.

◆ **Full Screen**

Click this button to remove screen elements including the scroll bars and status bar, so the document fills the screen. This lets you see more of the document. To return to Print Preview, press **[Esc]** or click the **Full Screen** button once more.

◆ **Close**

Click this button to exit Print Preview.

◆ **Help**

When you click this button, the mouse pointer will change to a large question mark. Clicking a menu option or a button will give help text relating to the option you clicked.

Types of Printer

The printer you use will usually depend on the number of documents you print and the quality you need. Here is a short summary of the most common types in use today:

◆ **Black and white laser printer** — crisp, high quality black and white output. Laser printers also have the fastest output rate, so if you know you'll print a large number of documents, you should consider a laser printer. A laser printer uses a replaceable toner cartridge to produce its output.

◆ **Colour laser printer** — good for documents that contain high quality graphics such as photos or charts. These are quite expensive to buy and to run, and a good quality, less expensive, inkjet printer may print your documents with a similar quality.

- **Inkjet printer** — if you need good quality text, colour charts and graphs, or photos. With inkjet printers, the paper you use can make a big difference to the print quality, so you should use paper that is suited to the document you are printing.

- **All-in-one printer** — combines printer, scanner and photocopier in one unit. This type of peripheral is relatively new to the market and is capable of good quality printed output as well as its scanning and copying capabilities.

If you're buying a printer, you should try to get a test print from different models so you can compare the quality. Inkjets can provide very good quality but don't print as fast as laser printers. Inkjet printers use ink cartridges (usually separate black and colour) to produce their output. Cartridges for laser printers can often be expensive, especially for colour printers where more than one cartridge is needed to mix the range of colours the printer can reproduce.

Making Sure the Printer is Ready

Before you print a document, you must make sure that the printer is ready to print, ie that it is online, there's no paper jam, and it has enough paper and toner or ink.

Checking the Printer is Online

How you do this varies from printer to printer, but all printers have a light that tells you when they're online. Usually this light is green or yellow and, if the printer is not ready, the light will flash to alert you that there is something wrong.

Checking for Printer Problems

If there is a problem with your printer, you will get a message alerting you to it or, depending on the printer, the error might be displayed on a panel on the printer. For example, if the printer runs out of paper, you may get a message telling you so, or if your laser printer needs more toner, a message to this effect will be displayed on its message panel.

If your printer has a paper jam (a sheet or sheets of paper stuck in the printer mechanism), you should clear it according to the manufacturer's instructions. This may be as simple as gently pulling a sheet of paper out of the printer, or it might involve opening doors on the printer to find all the jammed sheets.

How to Print a Document

1   Choose the printer you want to use from the **Name** drop-down list at the top of the dialogue box.

2   Type the number of copies you want to print or use the buttons to enter this number in the **Number of copies** box.

3   Choose which pages you want to print:

♦   **All** — Select this option button to print every page in the document.

♦   **Current** — Choose this option to print the page of the document the insertion point is currently in.

♦   **Pages** — To print specific pages, type the page numbers and/or page ranges into this text box. The entries should be separated by commas. For example, if you want to print pages **1, 3, 20 to 25** and **30**, you would type **1,3,20-25,30** into the text box.

4   Click **OK** to print your selections.

Working with Tables

Using tables in your documents makes it simple for you to lay out information in a neat, easy-to-read format. You can then change the appearance of the table to give the look you want by applying any of the formatting effects you've learned about so far as well as effects specifically for tables.

A table is made up of rows and columns and the point at which a row and a column meet is called a *cell*.

Creating Tables

There are a number of different ways to create a table. Two of the easiest ways are using the **Insert Table** button on the Standard toolbar and using the **Table**, **Insert**, **Table** menu option.

Using the Insert Table Button

To insert a table using this button, you click it then drag over the grid it displays until you have highlighted the number of rows and columns you want.

Using the Table, Insert, Table Menu Option

When you select this menu option, the **Insert Table** dialogue box is displayed so that you can set up your table.

Enter the number of columns and rows you want in your table then click **OK** to create it.

Note: Depending on how your system has been set up, your new table may or may not have borders already applied. If it has no borders, you'll still be able to see grey borders called *gridlines.* These gridlines won't be printed along with your table. If you want to outline the table or its cells, you must apply borders to it. You'll learn about applying borders to tables later in this section of the workbook.

Entering and Editing Text in a Table

To enter text into any of the cells in a table, position the cursor there and type the required text. Editing table text is done in the same way as editing any other text.

You can move from cell to cell in the table using either the arrow keys or the **[Tab]** key. When you press the **[Tab]** key, the cursor moves to the cell to the right. When you reach the last cell on any row, the cursor will move to the first cell on the next row. If there is no next row, a new row will be created.

Note: If you hold down **[Shift]** while you press **[Tab]**, the cursor will move to the cell to the left.

Adjusting the Column Width

If you need to you can change the width of a column. Move the mouse pointer onto the right border of any cell in the column and then click and drag to the right to make it wider, or to the left to make it narrower.

If there's a column to the right of the one whose width you're adjusting, it will compensate for the change you're making. That is, if you make the column wider, the column to its right will become narrower; if you make the column narrower, the column to the right will become wider.

If you hold down the **[Ctrl]** key while you change a column's width, all columns to its right also change width without affecting the overall width of the table. So, if you make the first of four columns wider, the other three columns will become narrower so that they still fit in the original width of the table.

If you hold down the **[Shift]** key as you drag, only that column is resized, but the overall width of the table will reflect the change, whether it's wider or narrower.

Adjusting the Row Height

Factors that affect the row height are the amount of text in the cell given the column width, and the size of the text, with Word adjusting the row height if necessary. There may be times, though, when you want to change the height of the row for another reason, eg to achieve a particular effect.

To adjust the row height, you click and drag the bottom edge of any cell in that row.

Selecting Cells

Once you've created a table you can format it by applying borders, shading and other formatting options. As always, you must first select the part to be formatted.

To select the entire table, click in any cell then choose the **Table**, **Select**, **Table** menu option or hold down the **[Shift]** and **[Alt]** keys and press **5** on the numeric keypad.

To select a row, move the mouse pointer to the left side of the table then click and, if necessary, drag to highlight the required row(s).

Note: Another way to select the entire table would be to use this method to select every row in the table.

To select a column, move the mouse pointer to the top of the table so that it becomes a black arrow then click to select. If you want to select more than one column, click at the top of the first and drag to highlight the others.

To select a single cell, move the mouse pointer to just inside the left edge of the cell, then click the left mouse button.

Formatting Tables

When you have selected the part of the table that you want to format, you would use the same menu options and toolbar buttons to apply the formatting as you learned earlier for document text.

Table AutoFormat

The **Table**, **Table AutoFormat** menu option in Word lets you apply a mixture of formatting attributes in one step. There are a number of different AutoFormats to choose from and, although the overall effect may not be exactly what you want, you can use this is as a shortcut to apply a number of attributes and then adapt it to suit yourself.

To apply an AutoFormat to a table, make sure the table is selected and then choose the **Table**, **Table AutoFormat** menu option.

When you've chosen the effects you want, click **OK** to apply them to the table.

Exercise 15a: Creating a Table

1   Create a new blank document.
2   Following the instructions below, create and complete a table of **5** rows and **3** columns.

   ♦ Click the **Insert Table** button on the Standard toolbar.
   ♦ Click and drag down **5** rows and across **3** columns. Although only four rows are shown, if you drag the mouse down, another row will appear.
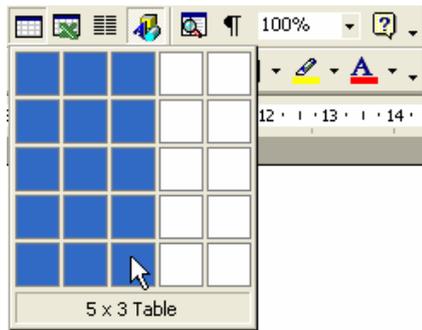
- ♦ Release the mouse button to create the table.
- ♦ Click in the first cell in the table and type **Cat No**.
- ♦ Press the **[Tab]** key to move to the cell to the right then type **Description**.
- ♦ Press the **[Tab]** key to move to the last cell on the first row then type **Price**.
- ♦ Complete the table as shown below:

Cat No	Description	Price
A1978	Computer desk, black ash with optional under desk expansion panel	177.00
A1985	L-shaped desk with 3-drawer under desk filing cabinet	190.00
A1996	Executive desk with 2 3-drawer under-desk units and leather insets	325.00
A2001	Executive chair, upholstered in choice of fabrics and colour	210.00

3   The first column can be narrowed to allow more space for the descriptions in the second column, so move the mouse pointer onto the right edge of the first column then click and drag to the left. Release the mouse button when the column is just wide enough for the cell contents:

Cat No	Description	Price
A1978	Computer desk, black ash with optional under desk expansion panel	177.00
A1985	L-shaped desk with 3-drawer under desk filing cabinet	190.00
A1996	Executive desk with 2 3-drawer under-desk units and leather insets	325.00
A2001	Executive chair, upholstered in choice of fabrics and colour	210.00

🖥️*Exercise 15b: Manipulating a Table*

1 Select the headings in the first row of the table and format them with the Arial font and make them **bold**.

2 Add your name and today's date to the footer then print one copy of this document. Save the document with the name **Furniture Catalogue** in your **PC Passport Student folder**. Make sure you have included your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

3 Close the document.

🖥️*Exercise 15c: Using Table Features*

1 Create a new document.

2 Type the heading **Stationery Books Price List** then press **[Enter]** twice.

3 Following the instructions below, use the **Table**, **Insert**, **Table** command to create a table of **4** columns and **10** rows.

♦ Select the **Table**, **Insert**, **Table** menu option.

♦ Enter **4** into the **Number of Columns** text box.

♦ Enter **10** into the **Number of Rows** text box.

♦ Click **OK** to create the table.

4 Enter the table information shown below.

	Product	Product Code	Price Per Pack
General Office			
	Quick Memo Book	K25-WN05143	5.49
	Sales Order Book	K25-SO22540	5.40
	Petty Cash Book	K25-P9020	5.40
	Things To Do Today Book	K25-TT14321	9.99
Accounts Books			
	Complete Accounts Book	K26-11289	8.99
	Bank Refill	K26-11291	3.76
	Cash Refill	K26-11293	3.76

5   Format the table as shown below:

	Product	Product Code	Price Per Pack
General Office			
	Quick Memo Book	K25-WN05143	5.49
	Sales Order Book	K25-S022540	5.40
	Petty Cash Book	K25-P9020	5.40
	Things To Do Today Book	K25-TT14321	9.99
Accounts Books			
	Complete Accounts Book	K26-11289	8.99
	Bank Refill	K26-11291	3.76
	Cash Refill	K26-11293	3.76

6   Name the document **Price List** and save it in your **PC Passport Student folder**.

7   Click in the cell containing the price of the **Quick Memo Book** then edit the price so that it reads **4.49**.

	Product	Product Code	Price Per Pack
General Office			
	Quick Memo Book	K25-WN05143	4.49
	Sales Order Book	K25-S022540	5.40
	Petty Cash Book	K25-P9020	5.40
	Things To Do Today Book	K25-TT14321	9.99
Accounts Books			
	Complete Accounts Book	K26-11289	8.99
	Bank Refill	K26-11291	3.76
	Cash Refill	K26-11293	3.76

8   Follow these steps to apply one of the AutoFormats to the table.

♦   Make sure the cursor is in the table.

♦   Select the **Table**, **Table AutoFormat** menu option.

♦   Using the page set-up options print your document in landscape. Include a box page border around your document. Remember to include your name and today's date on the bottom of the document before you print.

9   Re-save your file in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Security

You can use the security options in your word processor to protect the integrity of your document as others review it. At times you will want the information in a document to be used, but not changed; at other times you might want only specific people in your office to be able to view the document.

To protect a document, you use the options on the **Security** tab in the **Options** dialogue box. You can find this dialogue box by clicking on the **Tools** menu, click **Options**, and then click **Security**. We have Microsoft Word as an example; your word processor may have different options.
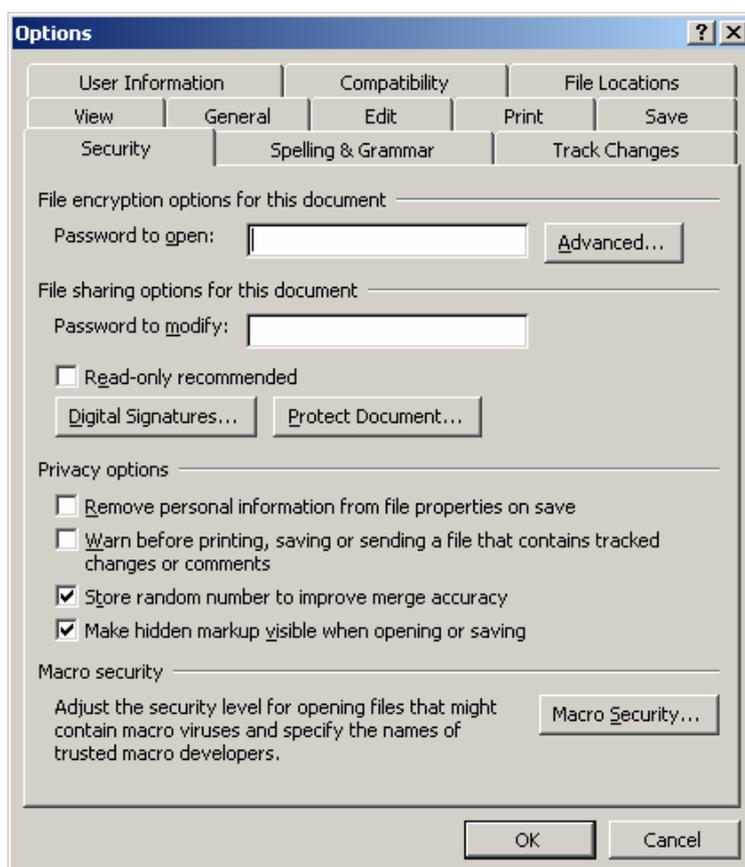
In this dialogue box, you can set a password that must be entered before someone can open or modify your document. Selecting the **Read-only recommended** check box allows you to display a message that suggests that the user open the document as read-only, a setting that lets someone read or copy the file, but not change or save it.

Setting a document as read-only is useful when you want a document to be distributed and read but not changed. You can also use the **Protect Document** button on the **Security** tab to set passwords so that you can restrict who can track changes or enter comments.

When you set a password, take a moment to write it down. Word doesn't keep a list of passwords. If you lose or forget the password for a protected document, you will not be able to open it.

To open a protected document, you need to enter the password in the exact same way that it was set, including spaces, symbols, and uppercase and lowercase characters. In this procedure, you set a password for a document.

You save and close the document, and then you test the security of the document by entering an incorrect password.

You open the document as read-only and then re-open it with the correct password. Finally, you remove the protection from the document.

How to Set a Password on a Document

1 On the **Tools** menu, click **Options**. The **Options** dialogue box appears.
2 Click the **Security** tab to display security options.
3 In the **Password to modify** box, type **tgc3**.
4 As you type the password, asterisks appear instead of the characters you type to keep your password confidential. **Tip**: Passwords should never be common words or phrases, and the same password should never be used for multiple documents.
5 Click **OK** to close the **Options** dialogue box. The **Confirm Password** dialogue box appears.
6 In the **Re-enter password to modify** box, type **tgc3**.
7 Click **OK** to set the password.
8 On the **Standard** toolbar, click the **Save** button to save the document.
9 Click the **Close Window** button in the document window.

Protecting a Document

You can suggest, but not require, that users open a document as read-only. If a user opens the document as read-only and changes it, that person can save the document only by giving it a different file name.

How to Set a Document to Read-only

1   On the **Tools** menu, click **Options**.

2   Click **Security**.

3   Select the **Read-only recommended** check box, and then click **OK**.

4   Click **Save** on the Standard toolbar.

How to Protect Formatting

1   On the **Tools** menu, click **Protect Document**.

2   In the **Protect Document** task pane, type a password in the **Password (optional)** box, and then confirm the password.

⌨️ *Exercise 16: Adding Password Protection*

Note the instructions are for Microsoft Word.

1 Open the **Chart Albums** document you used earlier. On the **Tools** menu, in your word processor, click **Options.**

2 The **Options** dialogue box appears. Click the **Security** tab to display security options.

3 In the **Password to modify** box, type **Passport**.

4 Click **OK** to close the **Options** dialogue box.

5 The **Confirm Password** dialogue box appears. In the **Re-enter password to modify** box, type **Passport**.

6 Click **OK** to set the password.

7 Re-save your file in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Word Processing Student Workbook — Advanced

Creating a Web Page

You can use Microsoft Word to create web pages in the same way you create regular Word documents. You can use the *Web Page Wizard*, or save a Word document as a web page.

Using the Web Page Wizard

By using the Web Page Wizard, you can create a single web page or an entire website. You can add existing web pages and Word documents to your website. Accessed via the web page tab under **File**, **New** or via the **New document** task pane in Microsoft Word 2000 or later.

Using a Web Page Template

When you use a *web page template*, Word will make features that are not supported by your target browser unavailable so that you don't have to worry about how your formatting will look in a *web browser*.

There are a range of web tools you can use to help with your web page design. They can be found in the **View** menu, under **Toolbars**, in most versions of Microsoft Word.

From an Existing Word Document

Save an existing document as a web page to quickly get your Word documents ready for copying to the web or an intranet. By using hyperlinks, you can explore objects, documents, pages, and other destinations on the intranet.

Preview a Document as a Web Page

Use this procedure to preview your document or web page in your default web browser. On the **File** menu, click **Web Page Preview**.

If you click on the **Web Page Preview** button, Word will open using Internet Explorer to show how your document would look displayed in a browser.

Using Backgrounds and Watermarks in Web Pages

Backgrounds are used in Web Layout view or in a web browser to create a more interesting background for online viewing. Backgrounds are displayed in web layout view only and aren't designed for printing. Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a 'Draft'. Watermarks are intended for printed documents.

You can see watermarks in Print Layout view or on a printed document. If you use a picture, you can lighten, or wash it out, so that it doesn't interfere with document text. If you use text, you can select from built-in phrases, or enter your own.

How to Add a Background

Backgrounds are displayed in Web Layout view only and aren't designed for printing.

To add a background colour or texture to a web page, online document or e-mail message:

1   On the **Format** menu, point to **Background**.
2   Do one of the following:
    ♦   Click the colour you want.
    ♦   Click **More Colours** to see additional colour choices.
    ♦   Click **Fill Effects** to change or add special effects, such as gradients, textures or patterns.
3   Select any additional options that you want. For help on an option, click the question mark, then click the option.

How to Add a Watermark

Watermarks are intended for printed documents.

1   On the **Format** menu, point to **Background**, and then click **Printed Watermark**.

2   Do one of the following:

♦   To insert a picture as a watermark, click **Picture Watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.

♦   To insert a text watermark, click **Text Watermark**, and then select or enter the text that you want.

3   Select any additional options that you want, and then click **Apply**. For help on an option, click the question mark, then click the option.

4   To view a watermark as it will appear on the printed page, use Print Layout view.

View the HTML Source of a Web Page

HTML markup codes determine how text and graphics are displayed on a web page and enable a user to go through the pages 'in any order'. You can view the HTML source markup codes at any time. You must be viewing a web page for this option to be available.

On the **View** menu, click **HTML Source**.

1   Make your changes to the HTML.
2   On the **File** menu, click **Exit**.

Hyperlinks

Creating a Hyperlink

Your word processor will often create a hyperlink for you when you type the address of an existing web page, such as **www.microsoft.com**, if the automatic formatting of hyperlinks has not been turned off.

How to Create an Existing Document or Web Page Hyperlink

1   Select the text or picture you want to display as the hyperlink, and then click **Insert Hyperlink** on the Standard toolbar.
2   Under **Link to**, click **Existing File or Web Page**.

Do one of the following:

♦ If you know the address you want to link to, type it into the **Address** box.

♦ Click one of the locations under **Look in**, and then locate and select the link you want.

♦ If you don't know the address of a web page, click **Browse the Web** to switch to your web browser, open the web page you want, and then switch back to Word.

How to Create a Hyperlink Using an E-mail Address

1 Select the text or picture you want to display as the hyperlink, and then click **Insert Hyperlink** on the Standard toolbar.

2 Under **Link to**, click **E-mail Address**.

3 Either type the e-mail address you want in the **E-mail address** box, or select an e-mail address in the **Recently used e-mail addresses** box.

4 In the **Subject** box, type the subject of the e-mail message.

   Note: Some web browsers and e-mail programs might not recognise the subject line.

5 To assign a *ScreenTip* to display when you rest the mouse over the hyperlink, click **ScreenTip** and then type the text you want.
   Word uses 'mailto' followed by the e-mail address and the subject line as the tip if you do not specify one.

You can also create a hyperlink to an e-mail address by typing the address in the document. For example, type **someone@microsoft.com**, and Word creates the hyperlink for you.

How to Create a Hyperlink to a Specific Location in Another Document or Web Page

1 Open the file you want to go to and insert a *bookmark*.

2 Open the file you want to link from, and select the text or object you want to make a hyperlink.

3 On the Standard toolbar, click **Insert Hyperlink**.

4   Under **Link to**, click **Existing File or Web Page**.

5   Locate and select the document that you want to link to.

6   Click **Bookmark**, and then select the bookmark you want.

7   To assign a ScreenTip to be displayed when you rest the mouse over the hyperlink, click **ScreenTip** and then type the text you want.

8   Word uses the path to the file including the bookmark name as the tip if you do not specify one.

From Word documents, you can create links to specific locations in files that are saved in Microsoft Excel (.xls) or PowerPoint (.ppt) format. To link to a specific location in an Excel workbook, create a defined name in the workbook, and then at the end of the file name in the hyperlink, type # (number sign) followed by the defined name. To link to a specific slide in a PowerPoint presentation, type # followed by the slide number after the file name.

How to Create a Hyperlink to a Location in the Current Document or Web Page

1   To link to a place in the current document, you can use either *heading styles* or bookmarks in Word.

2   In the current document, do one of the following:

♦   Insert a bookmark at the location you want to go to.

♦   Apply one of Word's built-in heading styles to the text at the location you want to go to.

3   Select the text or object you want to represent the hyperlink.

4   On the Standard toolbar, click **Insert Hyperlink**.

5   Under **Link to**, click **Place in This Document**.

6   In the list, select the heading or bookmark you want to link to.

7   To assign a ScreenTip to be displayed when you rest the mouse over the hyperlink, click **ScreenTip**, and then type the text you want.

For links to headings, Word uses 'Current document' as the tip if you do not specify one; for links to bookmarks, Word uses the bookmark name.

Hyperlinks to Another File or Program that You Drag from

You can create a hyperlink quickly by dragging selected text or pictures from a Word document or Microsoft PowerPoint slide, a selected range in Microsoft Excel, a selected database object in Microsoft Access, or a web address or hyperlink from some web browsers. The text you copy must come from a file that has already been saved.

1   Display both files on the screen.
    If you are dragging text between two Word files, open both files, and then click **Arrange All** on the **Window** menu. If you are dragging text between two programs, resize the windows of both programs so you can see them at the same time.

2   In the destination document or worksheet, select the text, graphic or other item you want to jump to.

3   Use the right mouse button to drag the selection to your publication.

4   Click **Create Hyperlink Here**.

Notes:

♦ You can also copy and paste text as a hyperlink to achieve the same effect. Copy the text you want to the **Clipboard**, click where you want to insert the text, and then click **Paste as Hyperlink** on the **Edit** menu.

♦ You cannot drag and drop drawing objects, such as AutoShapes, to create hyperlinks. Use the standard hyperlink procedure to create hyperlinks for drawing objects.

Format a Hyperlink

You can format text or a graphic that's displayed for a single hyperlink by selecting the text or graphic and applying new formatting.

How to Format a Hyperlink

1   Open the document that contains the hyperlinks you want to change.

2   On the **Formatting**, click **Styles and Formatting**.

3   Do one of the following:

♦   To change the appearance of hyperlinks, right-click the **Hyperlink** style, and then click **Modify**.

♦   To change the appearance of *followed hyperlinks*, right-click **FollowedHyperlink** in the **Styles** box, and then click **Modify**.
   If the Hyperlink or FollowedHyperlink styles do not appear in **Styles and Formatting**, in the **Show box**, click **All Styles**.

4   Select the formatting options that you want, or click **Format**, and then click **Font** to see more options.

For Help on an option, click the question mark, and then click the option.

Change the Way Hyperlinks are Followed

By default, users follow a hyperlink or open a hyperlink by pressing **[Ctrl]** while clicking the hyperlink. If you prefer, you can have hyperlinks open by just clicking them.

1   On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2   Clear the **Use CTRL+Click to follow hyperlink** check box.

Remove a Hyperlink

Do one of the following.

To remove a hyperlink completely

♦   Select the hyperlink, and then press **[Delete]**.

To remove a hyperlink but keep the text

♦   Right-click the hyperlink you want to remove, and then click **Remove Hyperlink.**

Exercise 17a: Creating a Web Page

1   Open your word processor with a new document. You are going to use the web page template to help you create a simple web page document.

2   Add the following title: **My Student Web Page**.

3   Now start to add in your details.

4   Put in some personal facts about yourself like **Name**, **Date of Birth**, **Address** and **Hobbies** (you will use this section to create a hyperlink to text about your hobbies later in the exercise).

5   Create two paragraphs about your hobbies further down the document starting with **My hobbies include**.

    Now you are going to experiment with backgrounds.

6   Go to the **Format** menu and pick **Backgrounds** from the drop-down menu.

7   Try changing the colour of the background and using some of the fill effects on the background of your web page.

8   Save your work, calling it **My Student Web Page**.

Exercise 17b: Adding Hyperlinks

1   You are going to open up the **My Student Web Page** you created in Exercise 17a. You will first insert some bookmarks to identify the two paragraphs you created in the previous exercise about hobbies.

2   Go to the first paragraph and place the cursor at the start of **My Hobbies include**.

3   In the **Insert** menu, click **Bookmark** and in the bookmark screen create a bookmark called **Hobbies** (no spaces in any of the bookmarks), click **Add** and then **Close**.

4   In the main web page document, either use the **Insert** menu or the **Insert hyperlink** icon and insert a hyperlink at the word **Hobbies** at the top of your document.

5   You are going to create this hyperlink in this document and make reference to the bookmark you created above called Hobbies.

6   Notice the hyperlink has become underlined and is in blue. Check it works by pressing **[Ctrl]** and click to make sure it takes you to the first paragraph entitled My hobbies.

7   Add in suitable headings about the **World Wildlife Fund**.

8   Create a hyperlink to the **www.wwf.org.uk** web page.

9 Add some text about one of the animals featured on the website.

10 Insert a picture, sound or video clip about the animals.

11 Change the background and back colour of the web page you create.

12 Save the web pages as **World Wildlife Student Page.**

13 Use the browse button in the hyperlink screen to browse to your hobby website.

14 Test that your hyperlink to your hobby website works.

15 Save your web page in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Using Sections in a Document

Section breaks specify parts of a document that have different page orientation, columns, or headers and footers. Section breaks allow the user to specify where the different formatting will begin and end. You might use section breaks in the following circumstances:

♦ **Different margins**. If the first page of a letter needs a 5 cm margin, and the following pages need a different margin, you will need a section break in the document.

♦ **Columns**. You can use Word's newspaper column feature in the middle of a page, and place section breaks before and after the multiple columns. If you have text prepared and put it into a column format, Word will automatically put in the section breaks.

♦ **Different paper sizes**. If you want a document to contain one portrait page and one landscape page, you will need a section break between the pages.

♦ **Different headers and footers**. If the document you are working on needs to have different headers and footers on various pages, you would need to use section breaks to achieve this.

- ♦ **Different numbering schemes**. If you are working in a document where the Table of Contents needs lower case Roman numerals, the contract needs Arabic numerals, and the Appendices need alphabetic numerals, you can achieve all of these with section breaks.
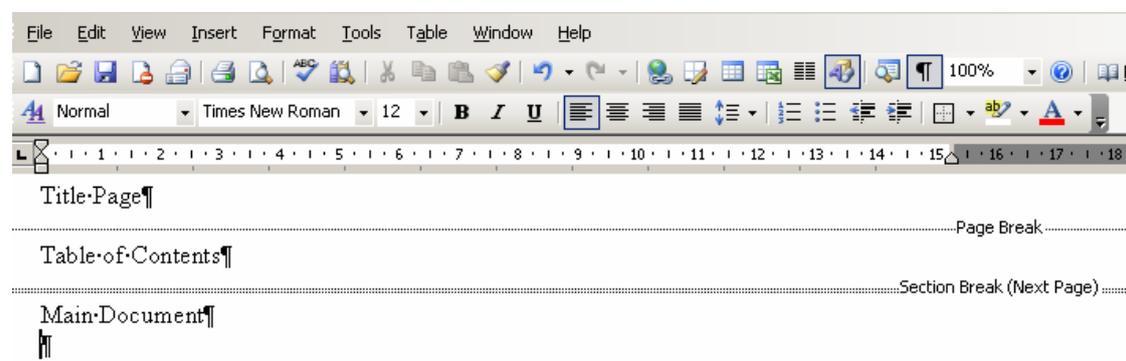
How to View a Section Break

You can see the section breaks in your document in many views, but Normal view is the easiest to recognise. Once you insert the section break a double dotted line appears from one side of your document to the other.

💻 *Exercise 18a: Inserting a Section Break*

1 Open a blank document.

2 Change your document view to Normal.

3 Type the following: **Title Page**.

4 Now choose **Insert** > **Break**.

5 Choose **Next Page** section break.

6 Type **Table of Contents**.

7 Choose **Insert** > **Break**.

8 Choose **Next Page** section break.

9 Type **Main Document**.

You should end up with a document like this:

View your document in Print Preview. You now have three sections. Switch between Normal View and Print Layout views in this document to see how the section break appearance differs.

Section breaks store the following information:

♦ The header and footer information for the section
♦ The page setup for the section
♦ The column settings for the section

When you delete a section break, or move an entire section to another part of the document, you get what seem to be very strange results. For instance, deleting a Continuous section break causes the preceding Next Page section break to convert to a Continuous one, or deleting a section break causes an important header to disappear from the document, or causes the entire document to become landscape.

Changing Page Formatting in a Specific Section

To better understand how sections work, think of your document as a book with different chapters, and each chapter starts with page number 1. In the previous exercise you created a document with three separate sections. You are now going to apply unique formatting to each section of the document. The exercise that follows will help you change the margins and the page layout in the document using section breaks.

⌨ *Exercise 18b: Applying Different Formatting within a Section*

1 Use the document you created in Exercise 18a.
2 Press **[Ctrl] [End]** to move to the end of your document. You should be in Section 3.
3 Choose **File** | **Page Setup** | click **Paper Size**: A4.

4   In the **Orientation** area, select **Landscape**.

5   Be sure that **Apply to**: says **This section**.
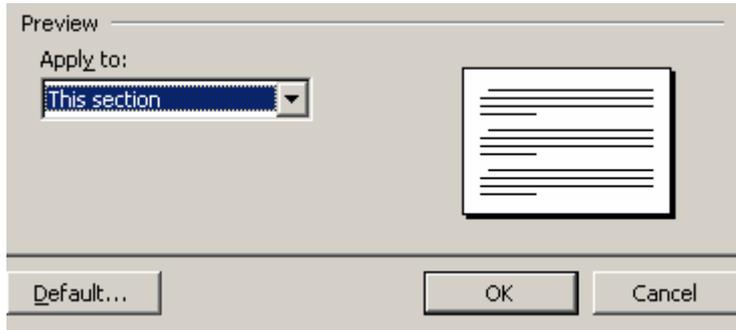
6   **Warning**: If you do not apply the section break to 'this section only' the whole document will be formatted in landscape!

7   Click **OK**. The last page should now be landscape and the rest of the document should still be portrait. You will have to switch into Print Layout view to see this.

8   Press **[Ctrl] [Home]** to go to the top of the document.

9   Choose **File | Page Setup** | click **Layout**.

10 In the **Vertical alignment**: section, select **Centre** from the drop-down list.

11 Be sure that **Apply to:** says **This section**.

12 Click **OK**. Your 'Title Page' text should now be centred vertically.

13 Try changing margins in a specific section. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Using Mail Merge

The mail merge feature is a quick and efficient method of producing many versions of the same standard document. Mail merge works by combining information that is unique for each version (names and addresses, for example) with the information that will appear in every copy of the document.

The unique information is called the *data source*; the common information is in the *main document*.

The Main Document

This could be, for example, an interview letter or an invitation to an event and will contain placeholders called *merge field codes* that will be replaced with the unique information in each copy of the document.

The Data Source

The data source will contain a number of *merge fields* that will replace the merge field codes in the main document. The data source can be created using Word or may have been produced by another application such as a database or spreadsheet.

Preparing the Main Document

The first step in the mail merge process is to identify the main document. The *Mail Merge Helper* can be used to guide you through doing this, whether you want to type a new document or use an existing one.

Note: The Mail Merge Helper can also be used both to help create the data source and merge the data.

How to Prepare the Main Document in Microsoft Word 2000

(Your word processor mail merge options may be different.)

1   If an existing document is to be used as the main document, open it.
2   Select the **Tools**, **Mail Merge** menu option.
3   Click the **Create** button under the **Main Document** option.
4   Select the type of document you want to create.
    A prompt will be displayed, asking you if you have an existing document that's open in Word, or if you want to create a new document to be your main document.
5   To use the document that's currently on screen, click the **Active Window** button.
    The current document's name will be displayed under the **Main Document** option in the Mail Merge Helper and the **Edit** button will become available in case you want to make some changes to it.

Depending on how your main document was created, you may want to edit this document to remove any of the information that will be provided by the data source during the merge (for example, if this is a letter that was created and sent to an individual and now you want to use it for a mail merge, you'll want to remove the name and address information from the letter at this point).

or

To create a new document:

a) Click the **New Main Document** button.

The name of the blank document, eg Document1 or Document 2, will be displayed under the Main Document option and the Edit button will light up so you can edit this document.

b) Click the **Edit** button then choose the document name from the list.

c) Close the dialogue box then type the standard text to be included.

d) Save the document.

Note: Next time you display the **Mail Merge Helper** dialogue box you will see that the name you gave the saved document is displayed under the **Main Document** option.

Note: The merge field codes can be added only once the data source has been created. This process is explained later in this section.

Preparing the Data Source

The data source may be a Word file or it may have been created in another program such as a database or spreadsheet. The Mail Merge Helper is used to identify the file that is to be used as the data source or, if necessary, to help you create it.

A data source contains rows of data. The first of these rows is called the *header row* and contains the names of the *fields* in each row so that Word knows which field is which. These names are also used within the main document to identify where the data source data is to go. Common fields are title, first name, last name, and address lines. Each row in the data source is called a *record* and contains all the fields for one copy of the letter or other document, although there may not be data in all the fields for every record.

How to Prepare the Data Source

1 Ensure the main document is on screen.

2 Select the **Tools**, **Mail Merge** menu option.

The **Mail Merge Helper** dialogue box will be displayed.

3 Click the **Get Data** button below the **Data Source** option.

4 Choose the required option from this list:

♦ **Create Data Source**: If you choose to create a new data source, the **Create Data Source** dialogue box will be displayed.

a) Edit the list of names in the **Field names in header row** list box:

— To remove a field name, click the field name and then the **Remove Field Name** button.

— To add a field name, type the field name into the **Field Name** text box then click the **Add Field Name** button.

— To change the order the fields appear in, click a field name and use the appropriate Move arrow button to change its position in the order.

b) When you've specified all the field names, click **OK**.

c) Display the folder where the data source is to be saved then type a name for the new data source file into the **File Name** text box.

d) Click **Save**.

A prompt will be displayed, giving you the choice of adding data to your data source or adding merge fields to the main document.

e) To add data, click the **Edit Data Source** button then follow the instructions given in the next section **Adding and Editing Data Records**.

♦ **Open Data Source**: Locate and open an existing data source file. If no merge fields have been inserted in the main document, you'll be prompted about this when the data source is opened. Click **Edit Main Document** to display the main document. If the main document does already contain merge fields, click **Close** to close the **Mail Merge Helper** dialogue box.

♦ **Use Address Book**: This option will let you use your mail system address book as the data source. Select the book to use then click **OK**.

The defining process will now be complete and you won't have to do anything else for the data source. Click **Close** to close the **Mail Merge Helper** dialogue box.

Adding and Editing Data Records

Once you've created a data source file, you must then add the fields for each record. The Mail Merge Helper can guide you through this step too.

Select the **Tools**, **Mail Merge** menu option and at step 2 **Data Source**, click the **Edit** button and choose the file name from the list. A form will be displayed listing the fields that you added to your data source.

Fill in the individual information for each copy of the document you're creating, clicking **Add New** once you've filled each one in. When you've finished adding records, click **OK**.

Note: You can use this method any time you want to add more records or make changes to the information you've entered.

Adding Merge Codes to the Main Document

Before you can merge the main document with the data source, you have to tell Word which field goes where in the main document by inserting merge field codes at the appropriate places.

How to Add Merge Codes to the Main Document

1   Ensure the main document is displayed on screen.
    As this document has been identified as a main document, the **Mail Merge** toolbar is displayed at the top of the main document window.
2   Move the insertion point to where you want to insert a merge field then click the **Insert Merge Field** button on the Mail Merge toolbar.
3   Select the required merge field from the list.
4   Repeat the last two steps for each merge field you want to insert in the document.
    Make sure that you include any spaces or punctuation required before, between and after the merge fields.

Merging the Main Document and the Data Source

Once you've prepared the main document and the data source, you have to run the merge to combine them, replacing the merge field codes with the actual data from the data source in the process.

How to Merge the Main Document and the Data Source

1 Open the main document.
2 Select the **Tools**, **Mail Merge** menu option to display the **Mail Merge Helper** box.
3 Click the **Merge** button at step 3.
4 Choose where the documents produced by the merge are to go from the **Merge to** drop-down list:

♦ **New Document**: The documents will be created in a single new document.

♦ **Printer**: The documents will be printed.

♦ **Electronic Mail**: Select this option if you want to send the documents by e-mail or fax.

5 If you want to use all the records from the data source, make sure that the **All** option is selected under the **Records to be merged** heading. Otherwise enter the first and last records in the range in the **From** and **To** text boxes.
6 Where data fields are empty in the data source (for example, if you've allowed for four address lines but only used three in some records) you can choose whether a blank line appears in place of the missing field. Click the appropriate option under the **When merging records** heading.
7 Click **Merge** to run the merge.

Note: The first time you run a merge on any main document, it can be a good idea to merge to a new document rather than to the printer straight away, as this will allow you to check that you used the correct fields in the correct positions and so on. You can then print the document when you're sure it's the way you want it.

⌨ *Exercise 19a: Creating the Mail Merge Letter*

In this exercise, you will create a group of form letters using an existing document as the main document, and create a data source. Here you'll open the main document and specify it as the main document. Subsequent exercises will continue with this merge and so these exercises should be carried out one after the other in the same session.

1   Open the document **Interview Letter** in the **PC Passport Student folder**.

> Ref: AM/IN/09
>
> 10 February, 2004
>
> Dear
>
> **Position of Administrative Assistant**
>
> Thank you for your application for the post of Administrative Assistant within this company. Having studied your very interesting application, I would like to take things a stage further and, to this end, would ask that you kindly attend for an interview at this office on
>
> Perhaps you would be good enough to confirm with Miss Jones, my secretary (Ext 454) that you will be able to attend as proposed.
>
> I look forward to meeting you in person.
>
> Yours sincerely
>
>
>
> **Alan Ramsey**
> Managing Director

2   Follow the instructions below to specify that this is the main document for the mail merge.

♦ Select the **Tools**, **Mail Merge** menu option to display the **Mail Merge Helper**.

♦ Click the **Create** button then choose the **Form Letters** option.

♦ Click the **Active Window** button to specify that the current document is to be used as the main document. The name of this document is displayed in the box.

3   Save the changes you've made to the **Interview Letter**, but don't close it.

📺 *Exercise 19b: Creating the Data Source*

In this exercise, you will create the data source for the form letters, specifying which fields are to be included in each record.

1   With the **Interview Letter** still open and on the screen, select the **Tools**, **Mail Merge** option to display the box again.
2   Click the **Get Data** button below step 2, then select the **Create Data Source** option.
3   Follow the instructions below to create the fields that are to be included in each data source record.

   ♦ When the **Create Data Source** box is displayed, it already contains a list of standard fields that are commonly used in mail merges. You won't use all of the fields, so remove the following fields by clicking them and then clicking the **Remove Field Name** button: **JobTitle; Company; State; Country; HomePhone** and **WorkPhone**.

   ♦ An additional field, **InterviewDate**, is required to give the date and time of the interview. Specify this field by typing its name into the **Field name** text box then clicking the **Add Field Name** button.

   ♦ Click **OK**.

4   Save the data source in the **PC Passport Student folder**, naming it **Interview Candidates**.

   You'll be prompted to edit either the data source or the main document, but don't do anything yet.

Exercise 19c: Adding Mail Merge Records

Now to add records to the data source you created earlier.

1 Click the **Edit Data Source** button to display a form showing all the fields in the data source. (If you have returned to this exercise after a break, you can edit the data source by selecting the **Tools**, **Mail Merge** menu option and then choosing the name of the data source from the list displayed when you click the **Edit** button.)

2 Use **[Enter]** to move from one field to another. Press **[Enter]** to move to another blank record then add the following people to the data source:

Title	Miss
FirstName	Jane
LastName	Long
Address1	39 Rowantree Way
Address2	
City	CARRSBRIDGE
PostalCode	BL2 5TT
InterviewDate	5 May at 10 am

Title	Mr
FirstName	Jack
LastName	Innes
Address1	4 Risk Street
Address2	Boxhill
City	CARRSBRIDGE
PostalCode	BL2 1MM
InterviewDate	5 May at 10:45 am

Title	Miss
FirstName	Fiona
LastName	Drysden
Address1	1 Highwayman Lane
Address2	
City	BLACKWELL
PostalCode	BL1 0RT
InterviewDate	5 May at 11:30 am
Title	Mr
FirstName	Rory
LastName	Barnes
Address1	102 Knowles Park
Address2	
City	TUPPLEY
PostalCode	BL7 2PT
InterviewDate	6 May at 2:30 pm
Title	Ms
FirstName	Ros
LastName	Stockwell
Address1	8 Park Avenue
Address2	
City	HOCKWELL
PostalCode	BL6 3EB
InterviewDate	6 May at 4 pm
Title	Mrs
FirstName	Karen
LastName	Francis
Address1	65 Jones Terrace
Address2	

City	CARRSBRIDGE
PostalCode	BL2 4TQ
InterviewDate	6 May at 4:45pm

Exercise 19d: Editing Mail Merge Records

1 Click the [◄] button shown at the bottom of the form until **Ros Stockwell's** record is displayed.

2 Edit the record as shown in the illustration below.
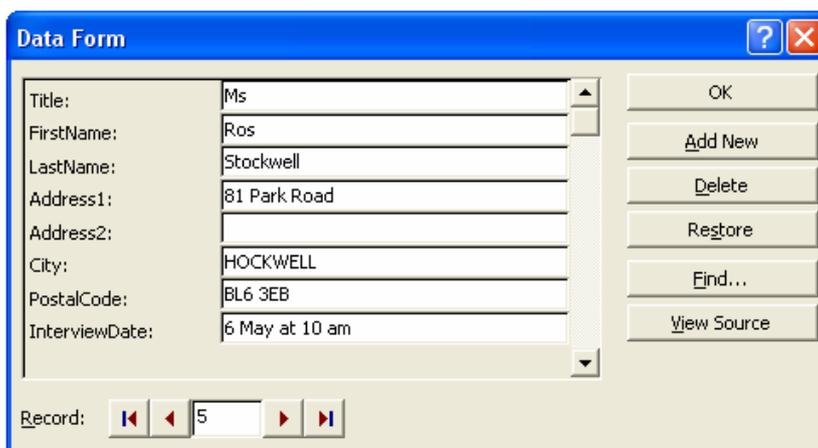
3 Click **OK** to close the data form and return to your main document.

Exercise 19e: Inserting Placeholders

The next step is to insert placeholders, or *merge field codes*, into the main document. When you run the mail merge, these merge field codes will be replaced with the data you added to your data source.

1 Following the instructions below, insert merge fields into the main document.

♦ Click at the end of the date then press the **[Enter]** key twice.

Ref: AM/IN/09

10 February, 2004

|

Dear

Position of Administrative Assistant

Thank you for your application for the post of Administrative Assistant within this company. Having studied your very interesting application, I would like to take things a stage further and, to this end, would ask that you kindly attend for an interview at this office on

♦ Click the **Insert Merge Field** button on the Mail Merge toolbar, choose **Title** from the list.

The Title merge code is inserted at the insertion point.

Ref: AM/IN/09

10 February, 2004

«Title»|

Dear

Position of Administrative Assistant

♦ Press the **[Spacebar]** to type a space then use the **Insert Merge Field** button to insert FirstName.

♦ Insert another space followed by the LastName merge code.

♦ Press **[Enter]** to move to the next line.

♦ Insert the Address1 merge field.

♦ On the following line insert the Address2 merge field.

♦ Under this, insert the City merge field.

♦ Under this, insert the PostalCode merge field.

⌨ *Exercise 19f: Inserting Merge Fields*

The placeholders should look like this:

Ref: AM/IN/09

10 February, 2004

«Title» «FirstName» «LastName»
«Address1»
«Address2»
«City»
«PostalCode»

Dear

Position of Administrative Assistant

1   After **Dear** insert a space followed by the **Title** and **LastName** merge fields, remembering to put a space between them.

2   At the end of the first paragraph insert the **InterviewDate** merge field followed by a full stop.

Ref: AM/IN/09

10 February, 2004

«Title» «FirstName» «LastName»
«Address1»
«Address2»
«City»
«PostalCode»

Dear «Title» «LastName»

Position of Administrative Assistant

Thank you for your application for the post of Administrative Assistant within this company. Having studied your very interesting application, I would like to take things a stage further and, to this end, would ask that you kindly attend for an interview at this office on «InterviewDate».

3   Save the changes to the **Interview Letter**.

⌨ *Exercise 19g: Completing the Mail Merge*

Now you'll run the merge to combine the main document with the data source, creating one letter for each person in your data source. The data you entered in the fields will replace the placeholders in each copy of the letter.

1   Follow the instructions below to run the merge.

  ♦ Ensure the **Interview Letter** document is displayed on screen and select the **Tools**, **Mail Merge** menu option.

  ♦ Click the **Merge** button.

  ♦ Ensure the options in the **Merge** box are set as shown here:
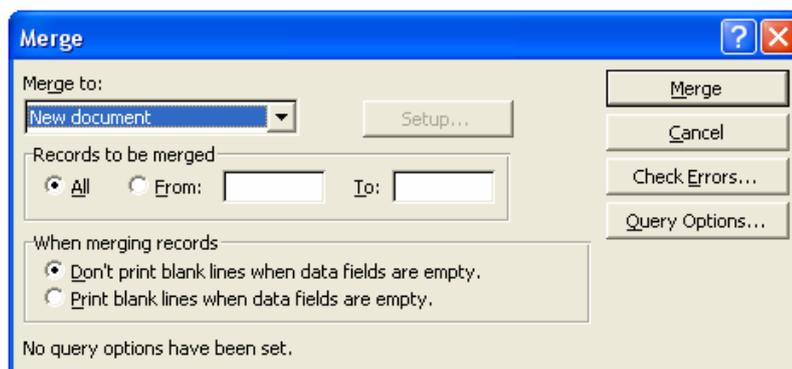
  ♦ Click the **Merge** button in this box to combine the main document **Interview Letter** with the data source **Interview Candidates** and create a new document containing one copy of the letter for every record in the data source.

   The first of these merged documents is shown on the next page.

🖥 *Exercise 19h: Printing the Merged Letter*

Ref: AM/IN/09

10 February, 2004

Miss Jane Long

39 Rowntree Way

CARRSBRIDGE

BL2 5TT

Dear Miss Long

Position of Administrative Assistant

Thank you for your application for the post of Administrative Assistant within this company. Having studied your very interesting application, I would like to take things a stage further and, to this end, would ask that you kindly attend for an interview at this office on 5 May at 10 am.

Perhaps you would be good enough to confirm with Miss Jones, my secretary (Ext 454) that you will be able to attend as proposed.

I look forward to meeting you in person.

Yours sincerely

Alan Ramsey

Managing Director

1   Look through this new document to see that each interview letter is addressed to a different person from the data source and that each letter begins on a new page.

2   Save the document in the **PC Passport Student folder** with the name **Interview Letters**.

3   Run the merge again, this time including records **2** to **5** only.
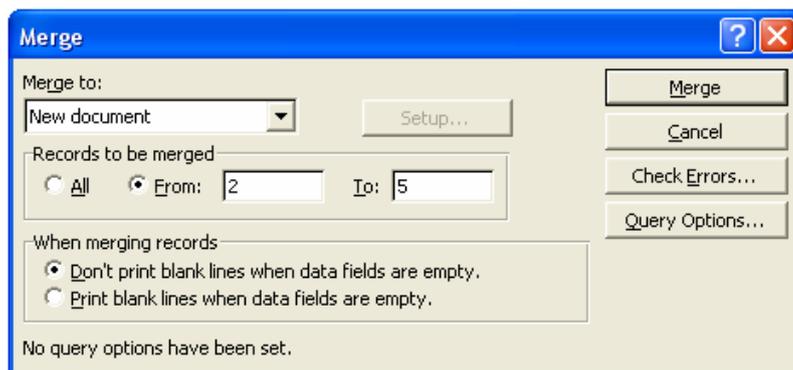
4   Add your name to the footer then print the merged documents.

5   Close the merged document, saving it with the name **Interview Letters 2 to 5**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.
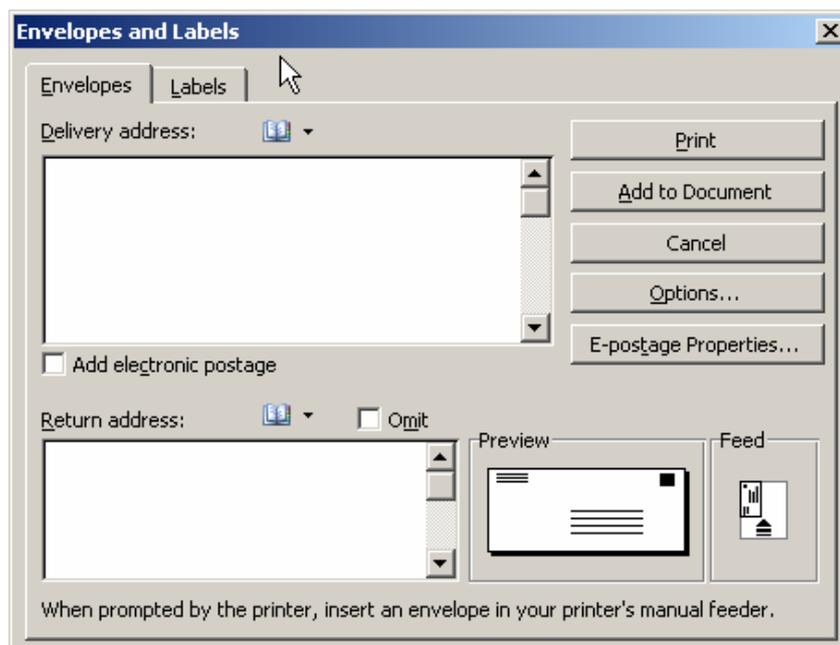
Envelopes and Labels

Printing Envelopes

Word provides a simple and suitable way to print envelopes and labels. You can print mailing and return addresses on an envelope, or addresses on a mailing label.

To create and print an envelope, follow these steps.

1   Choose **Envelopes and Labels** from the **Tools** menu. The **Envelopes and Labels** dialogue box will appear.

2 Click the **Envelopes** tab to display envelope options.

3 Enter (or Edit) the mailing address in the **Delivery** address box.

4 Enter (or Edit) the return address in the **Return** address box. You can select the **Omit** check box to omit a return address.

5 Click the **Options** button to specify the envelope size, the type of paper and other options.

6 Click the **Add to Document** button to add or attach the envelope to the current document for printing later or editing.

7 Click the **Print** button to print the envelope.

You can also add graphics to the return address of your envelope. To add a graphic, follow these steps.

1 Select mailing address in the document.

2 Open the **Envelopes and Labels** dialogue box.

3 Click the **Add to Document** (or **Change Document**) button.

4 Click the **Page Layout View** icon in the Status bar.

5 Insert or create the graphic in the document.

6 Position the item on the envelope.

Printing Labels

Sometimes you might only need to print labels with addresses for mailing out a standard generic letter. Your word processor should have a label printing facility. Labels come in many different types and sizes, so it is important to pick the correct label and size before attempting to print text onto the labels. It is also important to check how many labels will be printed on each sheet of label paper. This is how you would print labels using Microsoft Word.

How to Select the Correct Label Type

1 Start or open your word processor. We are using Microsoft Word in this example.

2 Open an existing document.

3 Click on the **Envelopes and Labels** shortcut key in the toolbar (it is an icon of a small envelope) or look under **Tools**, **Letters and Mailings** and select **Envelopes and Labels**.

4 The Envelopes and Labels window will appear.
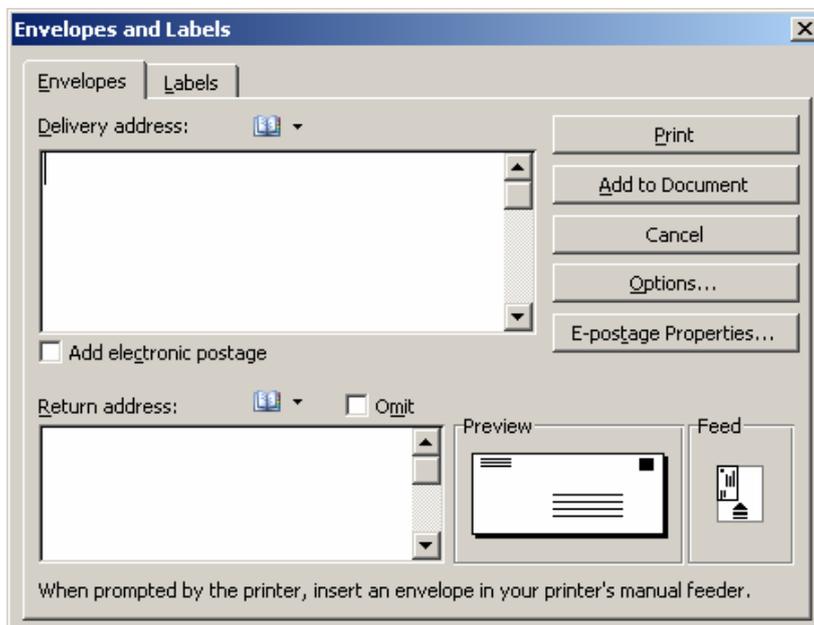
5 Click on the **Labels** tab.

To select the correct label type:

1 Check in the **Label** box to see if it is the correct label type you are using.

2 If it is not, click on the **Options** button.

3 When the Labels options window appears, select the brand name of the label in the **Label Products** box (for example, Avery standard).

```
AOne
APLI
Avery A4 and A5 sizes
Avery standard
Devauzet
ERO
Formtec
Herma
Hisago
Kokuyo
```
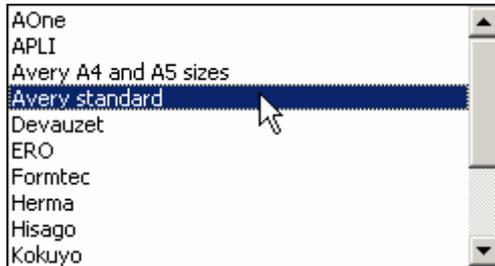
4 In the **Product Number** box, select the number that corresponds with your label.

How to Create a Full Page of the Same Label

1 Click on the **Envelopes and Labels** shortcut key in the toolbar (it is an icon of a small envelope) or look under **Tools**, **Letters and Mail** and select **Envelopes and Labels**.

2 The Envelopes and Labels window will appear. Be sure to select the correct Label Product and Product Number that you are using.

3 Click on the **Labels** tab if it is not already on top.

4 Make sure there is nothing in the Address box (if there is, highlight it and click **Delete**).

5 Click the **New Document** button.

6 A new document will appear. This will have lines representing the borders of the labels. (If it does not show the borders, go to **Edit** and choose **Select All**. Then under **Format**, select **Borders and Shading**. When the Borders and Shading window appears, click on the **All** button on the left-hand side. Click **OK**).

7 You cursor should be in the first label. (If it is not, click once in the first box.)

8 You can type whatever text you desire. Use your word processing skills to change the look of the font and to insert clip art, if desired.

9   To move from one label to the next, click the **[Tab]** key twice. **Note**: The
    Tab key will take you inside the margins (or the space between the labels).
    Be sure not to type text in these spaces.

To print your labels, click on the **Print** shortcut button in the toolbar or under
File select **Print**.

Importing Other File Types into Documents

Importing from Microsoft Excel

If you want, you can simply copy and paste your data into your word
processor. When you do this, all the Microsoft Excel data is converted into a
table. So the Microsoft Excel data does not retain any of its functionality once
it is pasted into Word.

How to Import a Microsoft Excel Spreadsheet into Microsoft Word

1   Open your Word document.
2   Open your Excel spreadsheet.
3   Within Excel, select the cells you want to copy into Word.
4   From the **Edit** menu, click **Copy**.
5   Switch to your Word document.
6   Place the insertion point where you want the data.
7   From the **Edit** menu, click **Paste**.

You can then modify the data in this table as you would any other Word table.

If you want to be able to use Excel tools to make changes to the Excel data in
Word, you use the Paste Special command. When you use this command, the
Excel data is embedded as a Worksheet object.

How to Use the Paste Special Command

1   Open your Word document.
2   Open your Excel spreadsheet.
3   Within Excel, select the cells you want to copy into Word.
4   From the **Edit** menu, click **Copy**.

5   Switch back to your Word document.

6   Place the insertion point where you want the data placed.

7   From the **Edit** menu, click **Paste Special**.

8   Select Microsoft Excel Worksheet Object.

9   Click **OK**.

When you double-click the table that you inserted in your Word document, you will notice that it now retains its Excel functionality.

Finally, there is a third method you can use. If you want to be able to edit that data within Excel and have those changes updated automatically in Word, you can do so by creating a dynamic link.

How to Create a Dynamic Link

1   Open your Word document.

2   Open your Excel spreadsheet.

3   Within Excel, select the cells you want to copy into Word.

4   From the **Edit** menu, click **Copy**.

5   Switch back to your Word document.

6   Place the insertion point where you want the data placed.

7   From the **Edit** menu, click **Paste Special**.

8   Select Microsoft Excel Worksheet Object.

9   Select the **Paste Link** radio button.

10 Click **OK**.

Now when you double-click the table in Word, the worksheet will open in Excel and allow you to use Excel to manipulate the data.

Importing from Other Applications

You can import information from other applications that reside on your computer by following the steps below.

1   Open the appropriate Word document.

2   From the **Insert** menu, select **Object**.

3   The following dialogue box will appear.
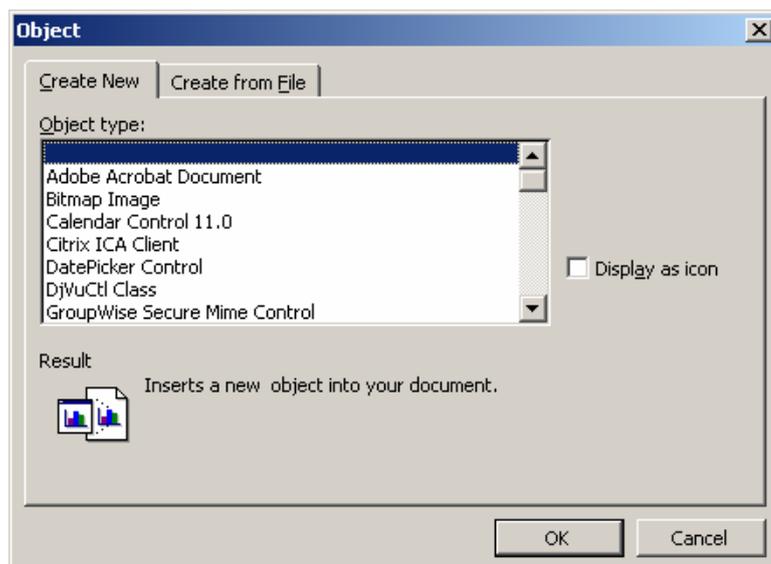
4   The object types that are listed are dependent upon the application
     software you have on your machine so they may be different.

5   Scroll down and select the appropriate application, for example Adobe
     Acrobat Document.

6   The file dialogue box appears, to allow you to select the file you wish to
     insert.

7   Click on **OK**.

The file will then be inserted into your document. If this is a PDF file, for
example, the first page of the document is displayed. If you double-click this
document the original document is opened using Acrobat Reader.

Working with Charts

There may be times when you want to illustrate some figures in a graphical
format in your documents. Using the **Insert**, **Object** menu option to add a
Microsoft Graph Chart to your document will let you do that.

When you first select to add a chart, the **Datasheet** window will have sample
values filled in. You should replace these values with your own, deleting any
extra columns or rows. As you do, you'll see the data being added to the
chart. Initially the chart selected is called a *3-D column chart*. However, you
can change the chart type if it doesn't suit what you need and you can format
the individual parts of the chart, adding titles if you want them.

It's important that you know the terminology that's used with charts, so here is an explanation of the various terms you will encounter.

Chart Title — A title can be shown at any position on the chart. You can increase or decrease the size of the font, and add lines and shading to the title if required.

Plot Area — The plot area is the area of the chart on which the data series (column/bars etc) are displayed. You can add lines, referred to as gridlines, to the plot area to help the reader relate the data series to values shown on the value axes. A colour and/or a pattern can be added to the plot area.

X-axis — The x-axis displays the names of the categories being shown on the chart. When creating a chart, Word will determine the category names from the data selected. It is always assumed that there are more categories than data series, therefore if the selected range has more columns than rows, the column headings will be used as the x-axis category labels and the row headings will appear in the legend (see below for a description of legend).

A title can be added to the x-axis to give more information about the category names.

Both the axis title and the category labels can be customised by changing the font size and style used.

Y-axis — The y-axis assumes a different position on the chart depending on whether the chart uses a 2-D or a 3-D style. On a 2-D chart, the y-axis is the vertical value axis, the scale of which will be determined by the values to be plotted and the physical size of the chart. A title can be added to the y-axis on a 2-D chart to describe what the values represent.

A 3-D chart, however, shows the y-axis marking the floor of the chart.

Z-axis — Z-axes are found only on 3-D charts where they represent the vertical value axis. The scale of this axis is determined by the values to be plotted on the chart and the physical size of the chart.

Like the other axes, you can add a title and customise it by changing the font size and style.

Data Series — The appearance of the data series on any chart will depend on the type of chart chosen. For example, on a column chart, the data series are shown as columns; on a line chart, the data series are shown as points joined by lines; and on a pie chart, the data series are shown as segments.

You can change the colour applied to each of the data series and apply labels such as percentages on a pie chart or values on a column chart.

Legend — The legend is the key to the chart, identifying the data series shown on it. You can choose to display or hide the legend, move it to another position on the chart and customise its appearance by changing the font size and style that it uses.

Chart Area — You can apply a colour and/or pattern to the chart area. You can also choose the style of border to be used, for example a simple or a shadowed box.

Customising the Chart

Once you've created the chart you can change it to look the way you want by adding titles, changing the colours and patterns used on the chart, and so on. First you must make the chart *active* by double-clicking it. When the chart is active, the **Chart** menu is added to the menu bar and extra options for working with the chart are added to the Standard toolbar.

You can access the customising options either through the Chart menu, the Standard toolbar, the shortcut menu or by double-clicking the element to be modified.

Double-clicking the element is the most direct way to display the formatting options available to customise it. If, however, you want to add an element that is not currently shown on the chart, you have to use the menu options.

Help Tip: When the pointer rests on any part of the chart, a ScreenTip will be displayed telling you its name and in some instances giving you other information. For example, when the pointer rests on a data series, the name of the series and the actual value of the data point (for instance, one bar within a data series) that you're pointing to are shown.

To edit text labels such as the chart title or data labels, select the element by clicking on it, then click on it again to edit the text. *This should not be a double-click*, which would display the formatting options for the text element.

Changing the Chart Type

There are many different types of chart you can create, each with two or more sub-types. For example, you can create a line chart that represents each data series with a line. Using the sub-types for this chart, you can make the lines either 2-D or 3-D and add markers at each data point on the line if you want.

When creating a chart, you should choose the chart type that best illustrates the values you are presenting. For example, pie charts are useful when showing percentages, whereas line and area charts are useful when illustrating values that change over time.

To change the type of chart, select the **Chart**, **Chart Type** menu option. If you prefer, you can click on a blank part of the chart's background and right-click to show the shortcut menu then choose the Chart Type.

⌨ *Exercise 20a: Importing a Chart*

1   Open the **Sales** document stored in the **PC Passport Student folder**.
2   Click at the end of the first paragraph after … **not much better**. Then press **[Enter]** twice.
3   Select the **Insert**, **Object** menu option.
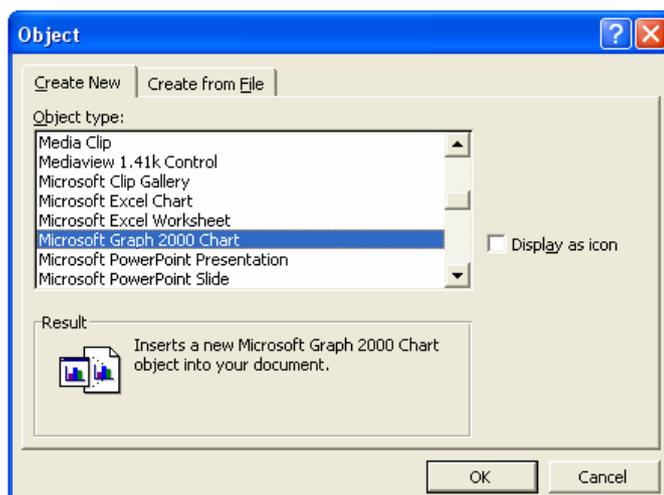
4   Choose **Microsoft Graph 2000 Chart** from the **Object type** list:

5   Click **OK**.

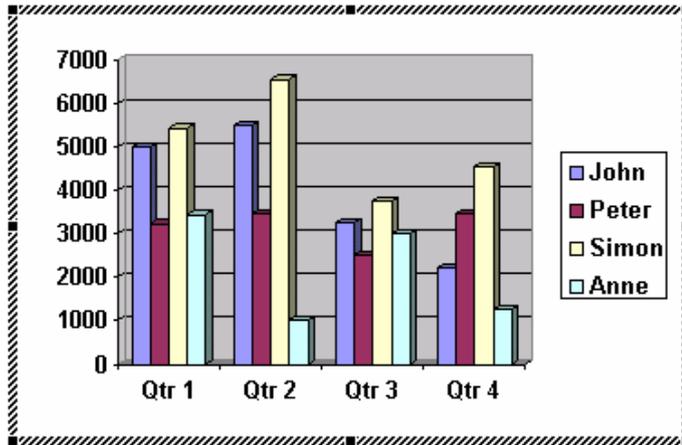The chart object and a datasheet containing sample data are displayed.
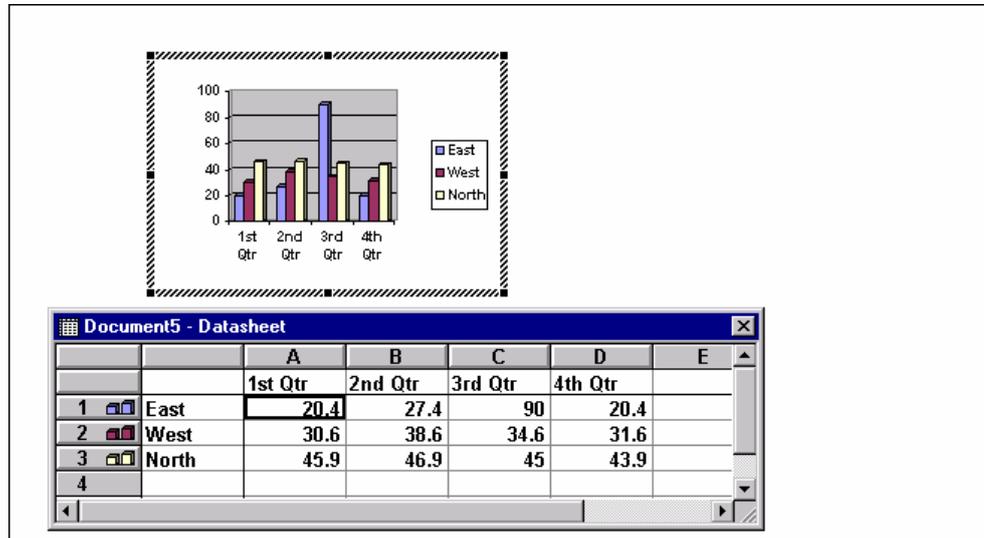
Exercise 20b: Edit the Chart Data

1   Click and drag over the sample data in the datasheet and then press

[Delete] on the keyboard to remove the sample data.

2   Type the following data into the datasheet:

As you do this, the chart is updated.

This border around the chart shows that the chart is *active*. When the chart is active, you can make changes to it.

To make a chart active, you double-click it.

3   Click away from the chart. This *deactivates* the chart and closes the Datasheet window.

The chart is now included in the memo at the point where you placed the insertion point earlier.

The chart below compares the performances of the sales staff last year. As you can see, the 1st and 2nd quarters we started quite well, but 3rd quarter was a bit of a disappointment, with the 4th not much better.
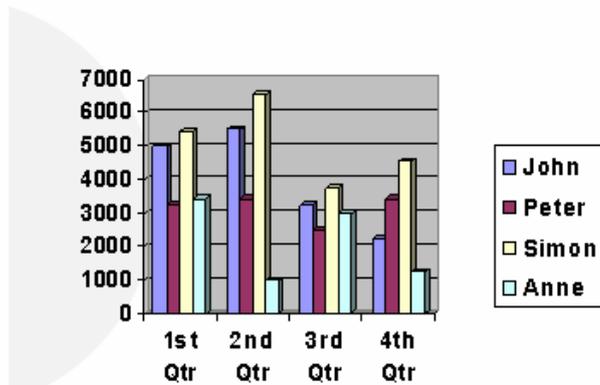
🖥️ *Exercise 20c: Chart Elements*

1   Match the labelled area on the chart to its name in the table below.
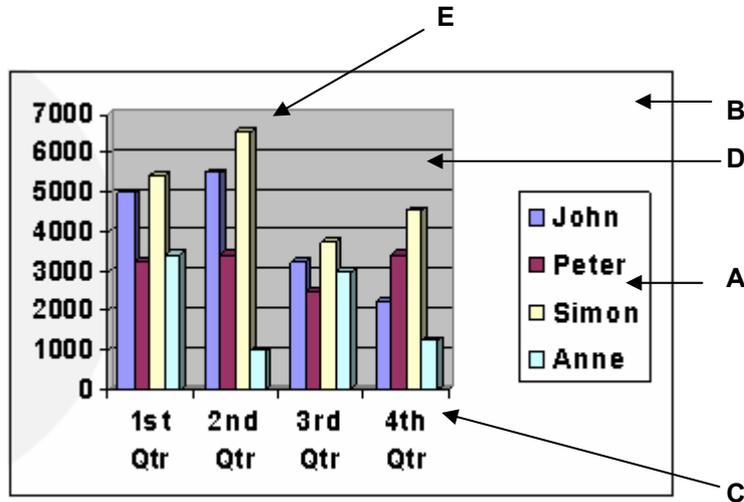
Name	Letter
Chart Area	_____
Legend	_____
X-axis	_____
Data Series	_____
Plot Area	_____

2   Save and close the document. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Creating Forms

With forms, you can ask specific questions and get responses in the format that you want. Forms can be either printed or online documents with instructions, questions and fields (blanks) where users can enter their responses.

You can transform any document into a form by inserting form fields next to questions in the document. Word includes many different types of form fields: text boxes for typed entries, date fields, time fields, fields that perform calculations, and check boxes where users can click the box that represents their answer.

If you want to distribute a form electronically and let users complete it online, you will need to protect the form document and then save it as a template. This allows users to complete the form without changing the layout of the form or the original question text.

To create a form, you insert form fields into a document. In Word, you can insert several types of form fields: a text box for typed text, a check box for yes or no responses, or a drop-down list for predefined choices.

There are six types of *Text form fields*, listed and defined in the table below.

Text form field type	Characteristics
Regular text	Accepts any combination of keyboard characters, including letters, numbers, or symbols. This text field is useful for comments and short text answers.
Number	Accepts only numeric values, making them appropriate for a quantity or price field on an order form.
Date	Lets you type a date in any standard date format that you specify when you create the date field, such as 21/12/2007.
Current date	Allows you to use Word to complete the field by entering the current date set in your computer.
Current time	Allows you to use Word to complete the field by entering the current system time.
Calculation	Allows you to perform a calculation based on the formula and values that you supply, such as when you want to display a total order amount.

Check box form fields let you provide several options so that users can click one or more to indicate their choices. For example, suppose you wanted to know which brands of seeds were most favoured by customers. One solution would be to poll customers in the store with a brief survey card listing all of the major seed manufacturers with check boxes next to each one and instructions to 'choose your favourite'. Check boxes are also good for true/false and yes/no responses.

Use a **Drop-down form field** when you want to limit users to several possible pre-defined answers. You specify all the possible options, and users choose one. In this way, drop-down form fields ensure that users will enter consistent and accurate information. For example, if you use a text box for users to respond to a question such as 'How was our service?', you would have to read and tally the responses by hand.

However, if you use a drop-down list and limit the user's responses to *excellent, very good, good, fair* and *poor*, the responses are easier to gather and interpret. The **Forms** toolbar provides buttons for adding and modifying form fields and other elements used in forms.

After you insert a form field into a document, you can click the **Form Field Options** button on the Forms toolbar to specify form field properties, such as field type and length, in the **Form Field Options** dialogue box. The choices in the Form Field Options dialogue box change based on the selected form field type.

Adding Help Text to Form Fields

You can add help text to form fields to provide instructions for filling out the field. In any **Form Field Options** dialogue box, click the **Add Help Text** button. Then, in the **Form Field Help Text** dialogue box, click **Type your own**, type your help text in the box, and then click **OK**.

You can customise your form by changing some of the form field attributes, such as text field length or the check box default setting. You can format fields in a form in the same way that you format other text in Word.

Before you distribute the form to users, you need to protect it so that users can interact only with the fields, not change the form itself. In fact, you cannot use a form to gather responses until you protect it. If you need to change the layout or content, you must unprotect the form again.

You can add further protection to a form by adding password protection, which ensures that only password holders can unlock, unprotect and edit the form.

When you are finished working with a form, you can print it or distribute it electronically and let users complete it online. If you distribute the form electronically, you need to save it as a template so that each user creates a separate document with his or her responses. You can then send the form in an e-mail message or store it in a central location where others can access the file. If you have a network, you can make electronic forms available for others to fill out online. If you have a website, you can save the form as a web page and publish it to the internet.

Templates and styles are two features that help you to apply and maintain a consistent look within one or more documents. A *style* is a collection of text and paragraph formatting that you can apply to text throughout your document. A *template* is a special document that stores text, styles, formatting, macros and page information, so that you can use these settings in other documents.

You can enhance the look of any document by applying one of the following types of styles:

♦ *Character styles* format selected words and lines of text within a paragraph. For example, a character style might be 18-point, bold, underlined and centred text.

♦ *Paragraph styles* format entire paragraphs, including their indents, alignment and tabs. For example, a paragraph style might include a border and hanging indent.

Instead of applying each of these formatting effects or attributes individually, you can apply all of these attributes using a style. As you change the appearance of the text in your documents, you might find that you have created a look of your own, which you can save as a style for future use. You can also take advantage of the many pre-defined styles that Word provides.

To create a new template, you can start with a pre-defined Word template or save one of your own documents as a template. Word comes with templates for all types of documents, including publications, reports, letters, faxes, memos and web pages.

If you want to distribute a form electronically, you need to save it as a template so that each user creates a separate document with his or her responses. You can then send the form in an e-mail message, or post it on a network or a website for users to fill out.

Table of Contents

You can use your word processor to compile and insert a *table of contents* which lists the document headings in your document. When you view a table of contents in any Word view except Web Layout, each entry typically includes the page number of the heading and functions as a hyperlink that you can click to navigate to that heading.

When you view a table of contents in Web Layout view or when you view a web page document in a browser, each entry usually consists of only a hyperlink without a page number. (Page numbers would be meaningless in a browser, which doesn't divide a document into separate pages.) When you generate the table of contents, however, you can choose whether or not to include page numbers or hyperlinks.

The following is the fastest way to create a table of contents:

1   Make sure that every heading you want to include in the table of contents has been assigned one of the built-in heading styles, Heading 1 through Heading 9.

2   Place the insertion point at the position in your document where you want to display the table of contents.

3   Choose **Insert**, **Reference**, **Index and Tables**, then click the **Table of Contents** tab.

4   If you want to modify the appearance of the table of contents, choose options in the Table of Contents tab until the model table of contents in the Print Preview or Web Preview area has the look you want.

5   The Print Preview area shows how the table of contents will appear in any Word view except Web Layout, and the Web Preview area shows how it will look in Web Layout view or when a web page document is viewed in a browser. You can specify the alignment of page numbers, the tab leader character, the overall format of the table of contents, and the number of heading levels that should be included in the table of contents.

6   Clearing the **Use Hyperlinks Instead Of Page Numbers** option has two results:

   ♦   Hyperlinks won't be included in the table of contents, whether the document is viewed in Normal, Print Layout, or Outline view in Word, or if it's viewed in Web Layout view or in a browser.

   ♦   When the document is viewed in Web Layout view or in a browser, page numbers are displayed unless you've cleared the **Show Page Numbers** option, which eliminates the display of page numbers from all views.

7   Click the **OK** button.

Word creates a table of contents by inserting a TOC field. Under certain circumstances, rather than seeing the table of contents itself, you might see the field code for the table of contents, which would look something like this:

```
{ TOC \o "1-3" \h \z \u }
```

The switches following the field name, TOC, indicate the options you selected in the **Index and Tables** dialogue box. The switches in this example have the meanings shown in the following table.

TOC Field Code Switches

TOC Field Code Switch	Meaning
\o "1-3"	Build the table of contents from document paragraphs that are assigned the built-in Heading styles Heading 1 through Heading 3.
\h	Assign a hyperlink to each table of contents entry.
\z	In Web Layout view, hide the page numbers, as well as the tab leader (the dots, dashes, or underlining between the end of the entry text and the page number).
\u	In addition to using the headings with the built-in heading styles to build the table of contents, use paragraphs that have been assigned outline-level formatting. (Outline-level formatting is assigned to a paragraph by choosing Format, Paragraph, clicking the Indents and Spacing tab, and selecting a level in the Outline Level drop-down list.)

If you see the field code for the table of contents rather than the table of contents itself, you can make the table of contents appear by selecting the *entire* field code and pressing **[Shift] [F9]**. Note that a table of contents usually includes nested HYPERLINK and PAGEREF fields; if you see any of these field codes rather than the field contents, you can likewise select the entire field code and press **[Shift] [F9]** to show the contents.

If the content or page locations of your outline headings change — or if you added or removed headings — after you insert a table of contents, you can update the table of contents by clicking the **Update TOC** button on the Outlining toolbar (available in Microsoft Word for 2000, XP and 2003).

You can also select or place the insertion point within the table of contents and press **[F9]** (method available in all versions of Microsoft Word). Word will ask whether you want to update the page numbers only or update the entire table of contents.

To have Word automatically update the table of contents when you print the document, choose **Tools**, **Options**, click the **Print** tab, and make sure that the **Update Fields** option is checked.

About Fields

Fields are used as placeholders for data that might change in a document, and for creating form letters and labels in mail merge documents. Microsoft Word inserts fields when you use particular commands, such as the **Date and Time** command on the **Insert** menu. You can also manually insert your own fields by using the **Field** command on the **Insert** menu.

You might insert a field if you want to:

♦ display information about a document such as the author's name, the file size or the number of pages — to do so, use the **Author**, **FileSize**, **NumPages** or **DocProperty** field

♦ add, subtract or perform other calculations — to do so, use the **= (Formula)** field

♦ work with documents in a mail merge, for example insert **Ask** and **Fill-in** fields to display a prompt as Word merges each data record with the main document.

In other cases, it's simpler to use the commands and options provided in Word to add the information you want.

Field Codes

Field codes appear between curly brackets, or braces ({ }). Fields are like formulas in Microsoft Excel — the field code is like the formula and the field result.

When you print the document or hide field codes, the field results replace the field codes. This is like the value that the formula produces. You can switch between displaying field codes and results in your document.

You cannot insert field braces by typing the characters on the keyboard. However, you can insert them by using the keyboard shortcut **[Ctrl] [F9]**.

About Field Switches

A switch is a special instruction that when placed in a field causes a specific action to occur. For example, inserting the * Caps switch into a field specifies that the first letter of each word in the field result is capitalised.

Example

Contact: {DOCPROPERTY "Manager" * Upper}

In this example:

♦ **Contact** is the text that will precede the field result.

♦ **DOCPROPERTY** is the field name.

♦ **"Manager"** is the text for the required instruction ("Name").

♦ *** Upper** is an optional switch to specify that the name is displayed in all capitals.

If the name of the Manager specified on the **Summary** field of the **Document Properties** dialogue box is Anna Gerrard, inserting this field in your document results in the following:

Contact: ANNA GERRARD

Exercise 21a: Creating a Table of Contents

1   Open up the document called **Final Video Report** in the **PC Passport Student folder**.

2   Create a page break between the heading of the report and the introduction page (to create a blank page).

3   Move through the document changing all of the Headings to Heading 2.

4   Move the cursor to the top of the new blank page and from the **Insert** menu select **Reference**.

5   Under Reference choose to insert **Index and Tables**.

6   Select the **Table of Contents** tab in the **Index and Tables** screen.

7   See the table of contents appear. Now add in an extra paragraph at the bottom in Heading 2 entitled **Adding a Table of Contents**. Write some text about the table of contents.

8   Move back up to the table of contents you created earlier, and right-click within the shaded area to update the field. When asked if you want to update the entire table, click the radio button. Your table of contents will now show the heading you just added to its list.

9   Save the document as **Your Name, Final Video Report** in your **PC Passport student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Indexes

An index lists the terms and topics discussed in a document, along with the pages they appear on. To create an index, you mark the *index entries* in your document. Once you mark an index entry, Microsoft Word adds a special XE (Index Entry) field (for example, the Date field inserts the current date) to your document:

You can create an index entry:

♦   for an individual word, phrase or symbol

♦   for a topic that spans a range of pages

♦   that refers to another entry, such as 'Transportation. *See* Bicycles'.

After you've marked all the index entries, you choose an index design and build the finished index. Word then collects the index entries, sorts them alphabetically, references their page numbers, finds and removes duplicate entries from the same page, and displays the index in the document.

Word places symbols, such as @, at the beginning of the index. If you selected an index format that includes headings for alphabetic groups, the symbols are grouped under the # (number sign) heading.

How to Mark Words or Phrases

1 To use existing text as an index entry, select the text. To enter your own text as an index entry, click where you want to insert the index entry.

2 Press **[Alt] [Shift] [X]**.

3 To create the main index entry, type or edit the text in the **Main entry** box. You can customise the entry by creating a *subentry* or by creating a cross-reference to another entry.

   ♦ To include a third-level entry, type the subentry text followed by a colon (:) and then type the text of the third-level entry.

   ♦ If you want to use a symbol, such as @, in the entry, type **;#** (semicolon followed by the number sign) immediately following the symbol.

4 To select a format for the page numbers that will appear in the index, click to select the **Bold** or **Italic** check box below **Page number format**. If you want to format the text for the index, right-click it in the **Main entry** or **Subentry** box, and click **Font**. Select the formatting options that you want to use.

5 To mark the index entry, click **Mark**. To mark all occurrences of this text in the document, click **Mark All**.

6 To mark additional index entries, select the text, click in the **Mark Index Entry** dialogue box, and then repeat steps 3 through 5.

How to Mark Entries for Text that Spans a Range of Pages

1 Select the range of text you want the index entry to refer to.

2 On the **Insert** menu, click **Bookmark**.

3 In the **Bookmark name** box, type a name, and then click **Add**.

4 In the document, click at the end of the text you marked with a bookmark.

5 Press **[Alt] [Shift] [X]**.

6 In the **Main entry** box, type the index entry for the marked text.

7 To select a format for the page numbers that will appear in the index, click to select the **Bold** or **Italic** check box below **Page number format**.

If you want to format the text for the index, right-click it in the **Main entry** or **Subentry** box, and click **Font**. Select the formatting options that you want to use.

8   Under **Options**, click **Page range**.

9   In the **Bookmark** box, type or select the bookmark name you typed in step 3.

10 Click **Mark**.

Microsoft Word inserts each marked index entry as an XE (Index Entry) field in hidden text format. If you don't see the XE fields, click **Show/Hide** on the Standard toolbar. Use the Formats box for Indexes to pick the style you want.

⌨ *Exercise 21b: Creating Manual Index Entries*

1   Open up the document **Chinese Calendar** in your **PC Passport Student folder**. You are going to create manual index entries to include in a table of contents.

2   Create a blank section at the end of the document so you can place your index there.

3   For each heading, manually add an index entry using **[Alt] [Shift] [X]**, moving through the document until you have the entire index entries marked.

4   Remember to use the **Show/hide** icon to display all of your index entries. Make sure you save the file as **Indexed Chinese Calendar** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

⌨ *Exercise 21c: Creating Automatic Index Entries*

1   Create a concordance file (a list of words to include in an index). Use a concordance file to quickly mark index entries.

2   Click **Insert Table** on the Standard toolbar.

   ♦   Drag to select two columns.

- ◆ In the first column, enter the text you want Microsoft Word to search for and mark as an index entry. Make sure to enter the text exactly as it appears in the document. Then press **[Tab]**.

- ◆ In the second column, type the index entry for the text in the first column. Then press **[Tab]**.

- ◆ Repeat steps 3 and 4 for each index reference and entry.

- ◆ Save the concordance file in your **PC Passport Student folder**.

3   Open the **Chinese Calendar** document in your **PC Passport Student folder**.

4   On the **Insert** menu, point to **Reference**, click **Index and Tables**, and then click the **Index** tab.

5   Click **AutoMark**.

6   In the **File name** box, enter the name of the concordance file you want to use.

7   Click **Open**.

8   Click where you want to insert the finished index.

Remember to use the **Show/hide** icon to display all of your index entries. Make sure you save the file as **Auto Chinese Calendar** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Footnotes and Bookmarks

Footnotes and *endnotes* are used in printed documents to explain, comment on, or provide references for text in a document. You might use footnotes for detailed comments and endnotes for citation of sources.

- ◆ A footnote is typically put at the end of each page or below text to mark a reference to a subject or source of information like an author of a book.

- ◆ An endnote is typically put at the end of a document, or section, and refers to extra text or reading that the person might do.

A footnote or an endnote consists of two linked parts — the note reference mark and the corresponding note text.

You can add note text of any length and format note text just as you would any other text. You can customise note separators — the lines that separate the document text from the note text.

Automatic Numbering

Microsoft Word automatically numbers footnotes and endnotes for you, whether you use a single numbering scheme throughout a document or different numbering schemes in each section in a document. After you insert the first footnote or endnote in a document or in a section, subsequent footnotes and endnotes are automatically numbered with the correct format.

Viewing and Printing Footnotes and Endnotes

If you're viewing the printed document on-screen, you can view notes by resting the pointer on the note reference mark in the document. The note text appears above the mark. When you print the document, footnotes appear where you specified — either at the end of each page or directly below the text. In the printed document, endnotes also appear where you specified — either at the end of the document or at the end of each section.

Footnotes and Endnotes on a Web Page

Microsoft Word automatically changes the footnotes and endnotes to hyperlinks and moves the footnotes to the end of the web page. If the document also contains endnotes, Word places them directly after the footnotes. Word inserts short horizontal lines called *note separators* to separate the main text from the footnotes, and the footnotes from the endnotes. In the browser, custom note separators appear as short horizontal lines.

You can also use shortcut keys to insert footnotes and endnotes without using the **Footnote** command. Select the number format and other options by following the steps above, and then use the shortcut keys to insert subsequent footnotes and endnotes. To change the number format, use the **Footnote** command again.

You cannot use shortcut keys to insert custom footnotes or endnotes.

♦ Press **[Ctrl] [Alt] [F]** to insert a footnote.

♦ Press **[Ctrl] [Alt] [D]** to insert an endnote.

Viewing Footnotes and Endnotes on a Web Page

♦ In the document, rest the pointer on the note reference mark.

♦ The note text appears above the mark in a ScreenTip.

Converting Footnotes to Endnotes and Vice Versa

♦ In the document, select the note reference mark of the note you want to delete, and then press **[Delete]**.

♦ On the **View** menu, click **Footnotes**. If your document contains both footnotes and endnotes, a message appears. Click **View footnote area** or **View endnote area**, and then click **OK**.

♦ In the note pane, click **All Footnotes** or **All Endnotes**.

♦ Select the notes you want to convert, and then right-click.

♦ Click **Convert to Footnote** or **Convert to Endnote**.

Deleting Footnotes and Endnotes

When you want to delete a note, you work with the *note reference mark* in the document window, not the text in the note pane. If you delete an automatically numbered note reference mark, Microsoft Word renumbers the notes in the new order.

🖳 *Exercise 22: Creating Footnotes*

1   Open up the document **Monthly Movies** in your **PC Passport Student folder**. You are going to add two footnotes to this document.

2   Highlight the actor **Brendan Fraser** in the document. Go to the **Insert** menu and click **Footnote**.

3   In the Footnote screen accept all the default settings and click **OK**.

4   You will notice a small 1 has appeared and the cursor is sitting at the bottom of the page. Type the following:

Brendan Fraser is well known for his role in The Mummy and George of the Jungle

5   Now repeat the process for **Steve Martin**. Notice a 2 has appeared next to his name. This time type the following text:

Steve Martin is a well known comedy actor, in films like Roxanne, The Man with Two Brains and many others

6   Use the **Save As** command to save the document as **Footnotes exercise** in your **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Tracking Changes and Version Control

When you share your documents with others, you can track changes to see exactly what additions and deletions they make. You can then review the changes and decide whether to accept or reject each revision. If you want a record of changes made to a document, you can save different versions of it within the same document.

Tracking changes allows you to make revisions without losing the original text. Word shows changed text in a different colour from the original text and uses revision marks, such as underlines, to distinguish the revised text from the original text. To preserve the layout of your document, Word also identifies the change and its type, such as a deletion, in a balloon that appears in the margin of the document.

By default, Word underlines and changes the colour of inserted text. It also includes a vertical line in the margin to the left of any changed text to help you locate changes in the document.

If reviewers return their changes in separate documents, you can merge all their revisions into a single document and then review them. As you review the tracked changes, you can accept or reject them one at a time, or you can accept or reject all the changes at once. To review changes and comments in a document, you use the **Reviewing** toolbar.

To reject all changes at once, you can click the **Reject Change** arrow and then in the menu that appears, click **Reject All Changes in Document**. Likewise, the **Accept Change** arrow displays a menu that allows you to accept a single change or accept all changes at once.

To accept a change, you can also right-click the change and then click **Accept Insertion** or **Accept Deletion** on the shortcut menu that appears.

When you save a version of a document, you also conserve disk space because Word saves only the differences between versions, not an entire copy of each document. After you've saved several versions of the document, you can go back and review, open, print and delete earlier versions. You can also have Word save a version of your document each time the document is closed, which is useful when you need a record of who made changes and when, as in the case of a legal document.

To save a version every time you close a document, use the **Versions** command on the **File** menu to open the **Versions in the TrackChange** dialogue box, and then click to insert a check mark in the **Automatically save a version on close** check box.

You can also double-click the **Versions** icon on the status bar to open the Versions in the TrackChange dialogue box.

When you point to a change on the screen, a ScreenTip appears, with the name of the person who made the change, along with the date and type of change. The name that appears here is the user name that was entered when the operating system was installed. If no name was entered, the ScreenTip shows **User** as the name.

You can change the user name as follows:

♦ Click the **Tools** menu, and click **Options**.

♦ In the **Options** dialogue box, click the **User Information** tab.

♦ In the **Name** box, type your name and then click **OK**.

To compare an earlier version of a document with the current one, you can merge them. When you compare and merge versions of a document, changes are shown as tracked changes, even if you didn't track your changes as you edited.

⌨ *Exercise 23a: Tracking Changes in a Document*

1 Open the document you want to revise.

2 On the **Tools** menu, click **Track Changes**.

3 When the Track Changes feature is enabled, TRK appears on the status bar at the bottom of your document. When you turn off change tracking, TRK is dimmed.

4 Make the changes you want by inserting, deleting or moving text or graphics. You can also change formatting.

5 On the **Tools** menu, click **Options**, and then click the **Track Changes** tab.

6 Do the following:

Change the colour used for tracked changes.

Under **Markup**, next to **Colour**, click a colour.

⌨ *Exercise 23b: Print a Document with Tracked Changes and Comments Showing*

1 Switch to **Print Layout** view.

2 Display the tracked changes and comments as you want them to appear in the printed document. To quickly display tracked changes or comments, click **Markup** on the **View** menu.

Note: Clicking **Markup** on the **View** menu will display or hide all markup in the document for selected reviewers. When you display all markup, all types of markup will be selected on the **Show** menu.

3   If the **Reviewing** toolbar is hidden, go to the **View** menu | **Toolbars** to display it.

4   On the **Reviewing** toolbar, click **Show**.

5   On the **Reviewing** toolbar, in the **Display for Review** box, click **Final Showing Markup**.

6   On the **File** menu, click **Print**.

7   In the **Print what** list, click **Document showing markup**, and then click **OK**.

8   Save your file in the **PC Passport Student folder**. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Working with Master and Subdocuments

A *master document* is like a container for a set of separate files (or *subdocuments*). You can use a master document to set up and manage a multipart document, such as a book with several chapters. The master document contains links to a set of related subdocuments. The links are used to insert a copy of information created in one program into a Microsoft Word document while maintaining a connection between the two files. When the information changes in the source file, the changes are reflected in the destination document.

You can use a master document to organise and maintain a long document by dividing it into smaller, more manageable subdocuments. In a workgroup, you can store a master document on a network to share ownership of a document by dividing it into individual subdocuments.

Understanding Master Document and Subdocument Creation

To create a master document, you start with an outline and then designate headings in the outline as subdocuments. You can also add an existing document to a master document to make it a subdocument.

A master document allows you to create a table of contents, index, cross-references, and headers and footers for all of the subdocuments.

You can use **Outline** view to work in a master document. For example, you can:

♦ expand or collapse a master document (collapse a master document in Outline view to hide the contents of subdocuments and display them as hyperlinks), subdocuments or change views to show or hide detail

♦ quickly change the structure of the document by adding, removing, combining, splitting, renaming and rearranging subdocuments.

Working with Subdocuments

To work with the contents of a subdocument, open it from the master document. When subdocuments are collapsed in the master document, each subdocument appears as a hyperlink. When you click the hyperlink, Microsoft Word displays the subdocument in a separate document window.

Using Templates and Formatting in a Master Document

The template you use for a master document controls the styles used when you view and print the entire document. You can also use different templates or use different settings within the templates for the master document and for individual subdocuments.

Protecting Shared Master Documents from Unauthorised Access

If someone is currently working on a subdocument, the document is 'locked' to you and others. This means that you can view the subdocument, but you can't modify it until the other person closes the subdocument.

If you want to prevent unauthorised users from viewing or changing a master document or subdocument, you can open the document and assign a password to limit access to the document. You can also set an option to open the file as read-only. (Note that if you set file sharing to the read-only option, the subdocument is 'locked' to other users.)

Creating a Master Document and Subdocuments

You can use a master document to set up and manage a multipart document, such as a book with several chapters. You start with an outline and then you create new subdocuments or add existing documents to it.

Decide on a Location for Your Documents

1   In Microsoft Windows Explorer, designate a folder that you can use to store your master document and subdocuments.
2   If you want to use existing Microsoft Word documents as subdocuments, move these existing documents into the folder.

Create the Master Document

Do one of the following.

Outline a New Master Document

1   Click on the new document icon on the Standard toolbar.
2   On the **View** menu, click **Outline**.
3   Type headings for the document title and each subdocument. Make sure to press **[Enter]** after typing each heading.

Word formats the headings with the built-in heading.

Assign a heading style to each heading (for example, use Heading 1 for the title and Heading 2 for each subdocument).

To do this, use the buttons on the **Outlining** toolbar.

♦   Click the **Promote** icon to increase the heading level.
♦   Click the **Demote** icon to decrease the heading level.

Convert an Existing Document to a Master Document

1 Open the document that you want to use as your master document.

2 On the **View** menu, click **Outline**.

3 Assign a heading to each heading (for example, use Heading 1 for the title and Heading 2 for each subdocument). To do this, use the buttons on the **Outlining** toolbar:

   ♦ Click the **Promote** icon to increase the heading level.

   ♦ Click the **Demote** icon to decrease the heading level.

Add Subdocuments to the Master Document

Do one or both of the following.

Create a Subdocument from an Outline Heading

You must have a master document outline to create a subdocument from an outline heading.

1 On the **View** menu, click **Outline**.

2 In the master document, select the headings and text you want to separate into subdocuments.
   Make sure that the first heading in the selection is formatted with the heading style or outline level you want to use for the beginning of each subdocument. For example, if the selection begins with Heading 2, Word creates a new subdocument at each Heading 2 in the selected text.

3 On the **Outlining** toolbar, click **Create Subdocument**.
   Word inserts a continuous *section break* before and after each subdocument.

♦ If the **Create Subdocument** button isn't available, you need to first click **Expand Subdocuments**.

♦ After you add a subdocument to a master document, do not move or delete it unless you first remove it from the master document.

♦ Rename a subdocument only from within the master document.

Insert an Existing Word Document into a Master Document

1 Open the master document and click **Outline** on the **View** menu.

2   If the subdocuments are collapsed, click the **Expand Subdocuments** icon
    on the **Outlining** toolbar.

3   Click where you want to add the existing document.

4   Make sure to click a blank line between existing subdocuments.

5   On the **Outlining** toolbar, click the **Insert Subdocument** icon.

6   In the **File name** box, enter the name of the document you want to add,
    and then click **Open**.

Microsoft Word inserts a next page section break before the subdocument
and a continuous section break after it.

Save the Master Document

1   On the **File** menu, click **Save As**.

2   Select the location you designated at the beginning of this procedure, type
    a file name for the master document, and then click **Save**.

Word automatically assigns a file name to each new subdocument based on
the first characters in the subdocument's heading in the master document
outline. For example, a subdocument that begins with the outline heading
'Chapter 1' might be named 'Chapter 1.doc'.

Lock or Unlock a Subdocument

1   On the **View** menu, click **Outline**.

2   On the **Outlining** toolbar, click the **Expand Subdocuments** icon.

3   Click anywhere in the subdocument you want to lock or unlock.

4   On the **Outlining** toolbar, click the **Lock Document** icon.

Microsoft Word also locks subdocuments in the following cases:

♦   The subdocuments are collapsed.

♦   The master document is shared by a workgroup, and someone else is
    currently working on the subdocument.

♦   Someone who previously worked on the subdocument set file sharing to
    the read-only option.

♦   The subdocument is stored on a read-only file share.

Open a Subdocument from Within a Master Document

If a subdocument is locked (a lock icon appears next to it), you must unlock the subdocument before you can open it and make changes.

How to unlock a subdocument:

1 On the **View** menu, click **Outline**.
2 On the **Outlining** toolbar, click the **Expand Subdocuments** icon.
3 Click anywhere in the subdocument you want to lock or unlock.
4 On the **Outlining** toolbar, click the **Lock Document** icon.

Print a Master Document

Printing a master document is a fast way to print all the subdocuments without opening them individually.

1 If the subdocuments are collapsed, click the **Expand Subdocuments** icon on the **Outlining** toolbar.
2 On the **View** menu, click **Print Layout**.
3 Click the **Print** icon on the Standard toolbar. You can specify how much you want to print

Customising Menus and Toolbars

With a single click of a toolbar icon you can accomplish a task that might take you two, three or four clicks via the menus. Three clicks here or there may sound like a small thing, but over time those clicks add up into extra effort.

As handy as they are, there's no toolbar that could not do with some improvement, and that's certainly the case with the toolbars in Word. The important thing is that you don't have to put up with the default toolbars and these can be customised to your heart's content. No two people use Word in quite the same way, so a one-size-fits-all toolbar is going to please very few people.

Word has two default toolbars — the Standard toolbar and the Formatting toolbar — which display when you first install the program. You can customise how toolbars appear.

1 From the **Tools** menu, select **Customise**.

2 Click the **Options** tab.

3 Click to remove the checkmark beside the **Standard and Formatting Toolbars Share One Row** option, and click **Close**.
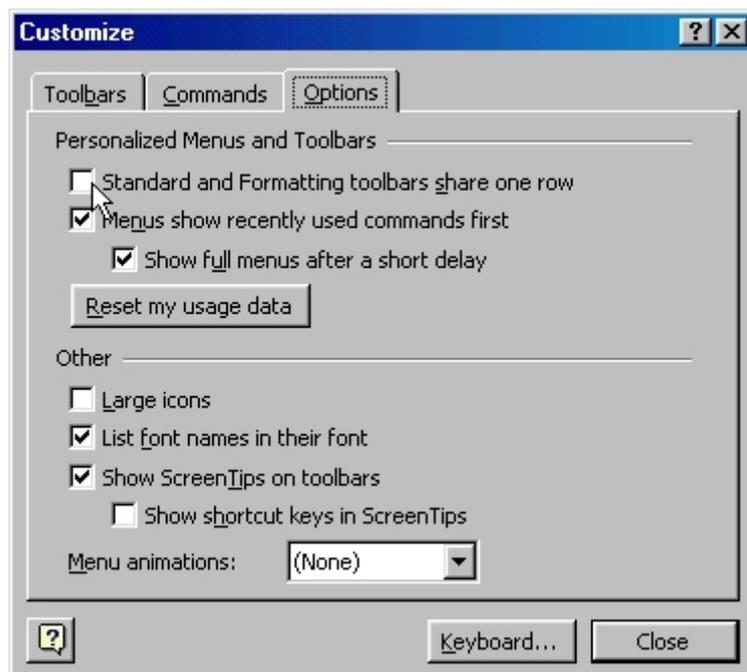
Display the two default toolbars in their entirety by adjusting this Customise setting. Now you'll see the two toolbars one above the other.

If you do not like having the toolbars at the top of the screen, you can move them elsewhere. Notice how each toolbar has a little handle at its left end. To move a toolbar, grab its handle and drag it to a new position. You can make it 'float' over the document window, or you can drag it to any edge of the Word window to make it 'dock' there. When you make a toolbar float, it loses its handle and gains its own title bar instead — drag it by that title bar to move it into a new position.

You can also use the handle to resize a toolbar. That's handy when you want to place a couple of toolbars side-by-side on the same row (or one above the other).

Hint: Try to avoid placing toolbars that include drop-down lists (such as the font-picker on the Formatting toolbar) to the sides of the screen. The drop-down lists do not function well when the toolbar is docked vertically and, in fact, you lose some toolbar buttons when you do this.

A Collection of Toolbars

The Standard and Formatting toolbars are the tip of the iceberg. Right-click anywhere on one of these toolbars and you will be presented with a long list of toolbars that usually remain hidden. Select a toolbar that is not checked to display it; select a checked toolbar to hide it.

If you right-click a toolbar and choose **Customise** from the pop-up menu, then click the **Toolbars** tab, you will see there are even more toolbars tucked away. There is also a **New** button in the Customise dialogue box. Click it, and in the **New Toolbar** dialogue box give your new toolbar a name, make your toolbar available within all your documents by choosing **Normal.dot** in the **Make Toolbar Available To** box, and click **OK**.

You will see a new blank toolbar appear. Drag it to a convenient location (perhaps underneath your Formatting toolbar).

Populating a New Toolbar

In its created state, your new toolbar is not worth anything. It will be empty! What you need to do is stock it with the commands you use most which are not included in the other toolbars. So, for example, why not stick a **Close** option on this toolbar. Here is how you can do this:

1   Right-click the toolbar and choose **Customise** from the pop-up menu.
2   Click the **Commands** tab.
3   In the Categories list on the left, choose **File**. The Commands list on the right now shows all the **File** menu commands. In fact, it contains a whole lot more commands than you'll find if you open the File menu. That is because your screen is not long enough to accommodate a fully stocked File menu.

This list of File menu commands is not exhaustive either. If you want to see the full list, scroll down the Categories list and select **All Commands**, then scroll through the Commands list to find all commands beginning with File. This is the full list.

4 Now, reselect the **File** menu from the Categories list before you continue.

5 Locate the **Close** command and drag-and-drop it onto your newly created toolbar.

6 From the **Customise** dialogue box, drag the desired toolbar command onto your newly created toolbar. Your toolbar is now functional.

You could click the **Close** button now, and start to make use of it. But before you do that, why not add some more buttons to make it really useful? Here are some you find useful:

- Edit | Select All
- Edit | Find
- Edit | Replace
- Tools | Word Count
- Tools | Tools Calculate

If you add all these command you should have a toolbar that resembles this:

That last command is great for turning Word into a quick calculator. Just type an equation — such as (26.23*12)*17.5% — then select it and click your **Calculate** button to display the answer in the status bar at the bottom of the window and copy it to the clipboard. It is also very handy for performing column total calculations in tables, too.

Altering Existing Toolbar Buttons

Just as you can create your own toolbar full of icons, you can also create, move and delete icons on any of the existing toolbars. When you have the Customise box displayed, all the toolbars become morphable.

In this state, you can:

♦ click-and-drag an icon to move it from one toolbar to another

♦ click-and-drag an icon into the document window to delete it from a toolbar

♦ click-and-drag an icon slightly to the right to create a divider between it and the icon to its left

♦ right-click an icon to change its looks and name or to attach a hyperlink to it.

If you don't like the way the icons are grouped, you can rearrange them. For instance, that Close button that you put on your newly created toolbar might go better next to the Open and Save buttons on the Standard toolbar. Drag it up there and drop it beside the Save button, if you like.

Similarly, you may never use some of the options that make it onto the Standard and Formatting toolbars. Why not delete them, or create a new 'Infrequently used' toolbar, drag-and-drop them there, then hide that toolbar away until you need it.

Tidying up Your Toolbar

You'll find that not all commands have their own icon. When you add such a command to a toolbar, the command name is displayed instead of an icon.

For instance, if you add the **Select All** command to a toolbar, you will see the words Select All displayed instead of an icon. If you prefer icons to command labels (after all they take up much less space) you can edit the toolbar button to give it a new icon. (Of course, you can also do the reverse if you find labels more useful than indecipherable icons.)

To edit a toolbar button to display an icon instead of a label:
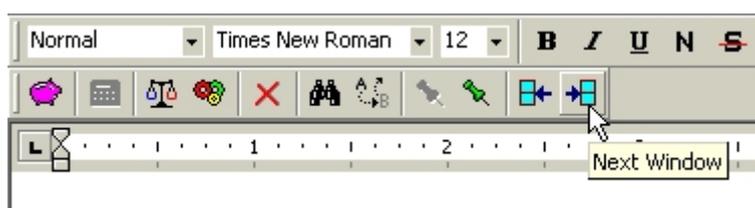
1 Display the **Customise** dialogue box by right-clicking a toolbar and choosing **Customise** from the pop-up menu.
2 Right-click the button you wish to change and choose **Default Style**. The label will disappear and in its place will be a blank button.
3 Right-click the button once more, choose **Change Button Image** and select one of the supplied button images.

If you don't like any of the choices, click the **Edit Button Image** option instead to load the button editor. You can then design your own button from scratch. If you have little artistic inclination, you can always select one of the default images and then use the **Edit Button Image** option to tailor it to your liking.

4   Click **Close** when you're done.
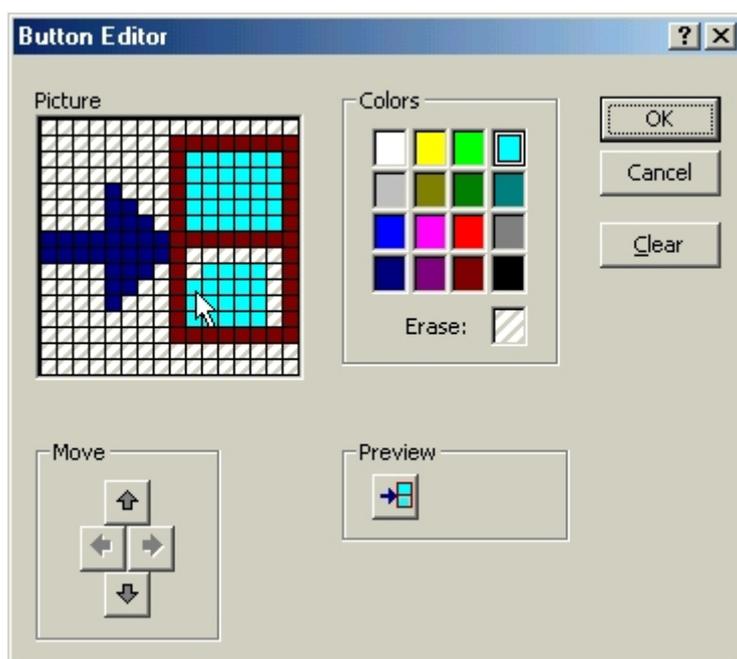
Word's Button Editor in action and, below, the results.

Restoring the Defaults

What happens if you get it wrong? Well you can reset individual buttons to their original state and you can also reset entire toolbars to the default settings.

How to Reset a Button

1   Display the **Customise** dialogue box by right-clicking a toolbar and choosing **Customise** from the pop-up menu.

2   Right-click the button in question and choose **Reset** from the pop-up menu.

How to Reset an Entire Toolbar

1   Display the **Customise** dialogue box by right-clicking a toolbar and choosing **Customise** from the pop-up menu.

2   Select the toolbar in the list then click the **Reset** button.

3   In the **Reset Toolbar** dialogue box, select **Normal.dot** and click **OK**.

If you make lots of changes to your own toolbars, consider making a copy of Normal.dot and storing it somewhere safe. That way, if you have to format and reinstall, you can recover your new settings by copying Normal.dot back into the Templates folder.

Making Changes to the Menu

To make any changes to the menu system you have to use Customise. This command is available from Toolbars in the **View** menu, or via a shortcut menu.

How to Add a Command to a Menu

1   Load up the application as usual.

2   Right-click on the menu bar or any toolbar.

3   Select **Customise...** from the bottom of the shortcut menu.

4   The **Customise** window appears. Click on the **Commands** tab.

5   Under **Categories:** choose the menu where the command you require is usually found. Note that Word has an entry for All Commands.

6   Under **Commands:** scroll down to find the particular command you want. If you are just practising, choose any command in any category.

7   Drag the command from the Customise window into the most appropriate menu, and release the mouse when the command is positioned where you would like it.

8   Repeat steps 5 to 7 for any other commands you would find useful. The **Description** button tells you what a selected command does.

9   Click on the menu heading to close it.

10 Choose whether to save in Normal.dot or the Current Document.

11 Confirm the changes by pressing **[Return]** or clicking on the **Close** button.

Note: You can assign your own macros to a menu in the same way. Near the bottom of the list of Categories in the Customise window is an entry for Macros. In Word you can also add fonts, styles and autotext to a menu.

How to Remove a Command from a Menu

1   Right-click on the menu bar or any toolbar and select **Customise....**

2   Open the menu containing the command to be removed.

3   Right-click on the command and choose **Delete** from the shortcut menu.

4   Confirm the changes by pressing **[Return]** or clicking on the **Close** button.

Restoring a Menu to its Default Settings

Whenever the Customise window is open, you can reset a menu to its original setting:

1   Right-click on the menu to be restored and choose **Reset**.

2   Repeat step 1 for any further menus to be restored to normal.

3   Close the Customise window when all your menus are restored.

Repositioning the Menu Bar

Conventionally, the menu bar is displayed at the top of the screen, but it can be placed anywhere you like.

How to Reposition a Menu Bar

1   Place the mouse cursor at the far left of the bar — the cursor appears as a 4-direction arrow.

2   Hold down the mouse button and drag the bar to the required position (either floating or at the left/right or bottom of the screen).

3   Release the mouse button to fix the position.

4   If the menu bar is floating, it can be moved (like any other window) by placing the mouse cursor in the blue window title bar. It can also be resized (again, like any other window) by using the mouse to drag in/out one of the edges.

5   End by returning the bar to its original position.

How to Create Your Own Menu

1   Right-click on the menu bar or any toolbar and choose **Customise....**

2   In Word only, decide whether you want to save in Normal.dot or the Current_Document.

3   Scroll to the bottom of the Categories list and choose **New Menu**.

4 A New Menu item will appear under Commands. Drag this up onto the menu bar.

5 Right-click on the **New Menu** and change the name to whatever you like (eg **&Personal**) and press **[Return]**.

6 The new menu will be added to the menu bar, ready for you to add commands to it. The ampersand you typed into **Name** creates a key combination you can use to open the menu from the keyboard. You can similarly add an ampersand to the Name of a command in your new menu to run it from the keyboard.

7 Move commands into your new menu, as dealt with earlier. The first command must be placed carefully in the empty box beneath the menu heading (if you drag it onto the heading it will become an icon on the menu bar).

8 Close the Customise window — press **[Return]** or click on the **Close** button.

Finally test out the key combination — press **[Alt] [P]** and your new menu should open.

Deleting a Menu

In order to delete your own (or a built-in) menu, the Customise window must be open.

1 Right-click on the menu bar or any toolbar and choose **Customise....**

2 Right-click on the menu you no longer require and choose **Delete**.

3 Close the Customise window — press **[Return]** or click on the **Close** button.

Note: If you delete a built-in menu then you can restore it by opening the Customise window and selecting **Built-in Menus** under **Categories:** on the Commands tab. Select the menu from the list under the **Commands:** heading and drag it up to the menu bar.

Saving Your New Menus

With Word, you are asked whether or not you want to save the changes to Normal.dot (if you have chosen this option rather than restricting the changes to a particular document). When asked, reply Yes to save the changes or No to return to the standard menus. To save the menu changes as a new template, choose **Save As...** from the **File** menu and Save as type: Document Template (*.dot). You can, of course, make further changes to your menus whenever you choose, adding new commands or deleting ones no longer required.

Macros

Instead of using a long set of Word commands to perform a task, you can automate and simplify the process by creating a *macro*, which is a recorded series of Word commands (keystrokes and instructions) that are treated as a single command. For example, suppose your company uses a special format and design for any tables that you insert in your documents. Instead of inserting a table, adding shading and borders, applying different fonts to column and row headings, and then adjusting the line spacing, you can create a macro to perform all these steps and save yourself a great deal of time and effort.

You can use macros to automate many tasks in Word, such as creating form letters, inserting AutoText, formatting text, creating tables, or turning command options on and off.

You can run a macro from the list of macros in the **Macros** dialogue box, or you can assign the macro to a toolbar, menu item or shortcut key to make it more readily available. If you aren't sure where you want to assign your macro, you can create it first and then assign it later. To run a macro from the list of macros:

1   On the **Tools** menu, point to **Macro**, and then click **Macros**.
2   In the **Macros** dialogue box, in the **Macro name** box, click the appropriate macro and then click **Run** (or double-click the macro name).

3   To assign a macro to a shortcut key, in the **Record Macro** dialogue box, click the **Keyboard** button.

4   Then, in the **Customise Keyboard** dialogue box, click in the **Press new shortcut key** box, press the desired shortcut key, and click **Close**.

Macros are not separate files, and they work only in conjunction with the document or template for which they were created. Only the template or document that is currently active will be modified by any macros that you create. When you create a new document, Word uses the Normal template by default. Because you will use the Normal template most frequently, record your macros so that the **Normal.dot** template file is updated accordingly. When you store macros in the Normal template, the macros will always be available when you use the template.

Before you run a macro, position the insertion point where you want the result of the macro to be displayed. For example, if you are creating a macro to insert a table, click where you want the table to appear.

Sometimes a macro does not work as you expect, so you need to modify it. You can re-record the macro to correct the problem or you can directly edit and change the macro in the Visual Basic Editor program using Microsoft Visual Basic, a programming language contained in Word in an abbreviated form. Your macro is stored as a module within a Visual Basic project. Projects are executable programs that can be stored in a Word document or template.

A macro virus is a type of computer virus that is stored in a macro within a file, template or add-in. For the best protection against macro viruses, you should purchase and install specialised antivirus software. To further reduce the risk of macro infection in Word files, set the macro security level to **High** or **Medium**, and use digital signatures. To set the macro security level, click the **Tools** menu, click **Options**, click the **Security** tab, click **Macro Security**, click the **Security Level** tab, and then select the security level that you want to use.

When you no longer need a macro, or if you want to remove a poorly functioning macro to re-record it with the same name, you can delete it.

Deleting a macro from a template or document is straightforward, but after you delete a macro from the list of available macros in a document or template, you also need to delete its associated toolbar button or menu command (if you created one).

⌨ *Exercise 24: Macros, Toolbars and Menus*

Practise your macro skills — remember to *stop recording* once you have completed your macro, then test it to make sure that it works.

Create a New Document

1   Create a macro that will create a new document using either a template that you have created, or one of the Word templates.
2   Make your macro run from either a menu entry, or an icon on your toolbar.
3   Print your macro code. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Format a Row in a Table

1   Create a macro that will format a row in your table to have 15% shading, blue font, font size 14 and a 3 pt border.
2   Make your macro run from either a menu entry, or an icon on your toolbar.
3   Create a table and format the first row in it to test your macro.
4   Print your macro code. Make sure you include your name and the date at the bottom of the file. Be sure to show the file to your tutor, or print a copy to keep in your portfolio of work.

Recovering Documents

Document Recovery and AutoRecover

If a Microsoft Office program encounters a problem and stops responding, you can close the program in a controlled manner. The files you were working on are analysed for errors, and information in them is recovered if possible. In some cases, however, no information can be recovered.

The **Document Recovery** task pane lists all the files that were recovered when the program stopped responding. This applies in later versions of Office like 2000/XP and 2003. In earlier versions some of these routines did not exist.

Following the name of the file will be a status indicator, which shows what was done to the file during recovery.

[Original] — This is the original file based on the last manual save.

[Recovered] — File recovered during recovery process or file saved during AutoRecover save process.

The **Document Recovery** task pane allows you to open the files, view what repairs were made, and compare the recovered versions. You can then save the best version and delete the other versions, or save all of the open files to review later.

Additional File Protection

You can protect your work by using the *AutoRecover* feature to periodically save a temporary copy of the file you're working on. To recover work after a power failure or similar problem, you must have turned on the AutoRecover feature before the problem occurred. You can set the AutoRecover save interval to occur more frequently than every ten minutes (its default setting). For example, if you set it to save every five minutes, you'll recover more information than if you set it to save every ten minutes.

With AutoRecover on, if an Office program stops responding while you have files open, you can use the **Microsoft Office Application Recovery** dialogue box and recovered files will be displayed in the **Document Recovery** task pane. The data in the files reflects the last time AutoRecover saved the files. AutoRecover should not be used as a substitute for manually saving or backing up your files.

Change the Save Interval for Automatic File Recovery

1   On the **Tools** menu, click **Options**, and then click the **Save** tab.

2   Select the **Save AutoRecover info every** check box.

3   In the **Minutes** box, specify how often you want your Microsoft Office program to save files.

Automatic Backup Copies

You can set Word to automatically save a *backup copy* each time you save a document. The backup copy provides you with a previously saved copy, so you have the current saved information in the original document and the information saved prior to that in the backup copy. Each time you save the document, a new backup copy replaces the existing backup copy. Saving a backup copy can protect your work if you accidentally save changes you don't want to keep or you delete the original file.

How to Save a Backup Copy of a Document

1   On the **File** menu, click **Save As**.

2   Click **Tools**, and then click **Save Options**.

3   Select the **Always create backup copy** check box.

4   Click **OK**.

5   Click **Save**.

File Recovery Converter

You can use the *Recover Text Converter* at any time to open a document that has been damaged and recover the text.

After you successfully open the damaged document, you can then save it in Word format or in another format (for example, text or HTML format). Text in paragraphs, headers, footers, footnotes, endnotes, and fields is recovered as plain text. Document formats, graphics, fields, drawing, and any other information that is not text are not recovered.

How to Recover the Text from a Damaged Document

1   On the **File** menu, click **Open**.
2   In the **Look in** list, click the drive, folder or internet location that contains the file that you want to open.
3   In the folder list, locate and open the folder that contains the file.
4   Select the file that you want to recover.
5   Click the arrow next to the **Open** button, and then click **Open and Repair**.

Versioning

If you want a record of changes made to a document, you can save multiple *versions* of a document within the same document. You also save disk space because Microsoft Word saves only the differences between versions, not an entire copy of each version. After you've saved several versions of the document, you can go back and review, open, print and delete earlier versions.

You can save versions:

♦   **Manually** — Any time you want to save a 'snapshot' of a document in its current state, you can save a version of the document. For example, you might save the version you've sent to review, and after you've incorporated review changes save another version.
♦   **Automatically** — You can have Word automatically save a version of your document each time the document is closed. This is useful when you need a record of who made changes and when, for example in the case of a legal document.

After you've saved multiple versions of a document in one file, there are two instances in which you will want to save a specific version as a separate file:

♦ If the document you're sending to review contains several versions and you want to make sure that you're sending only the most recent version or the specific version you want. This will prevent viewers from opening earlier versions of the document.

♦ If you want to compare an earlier version of the document with the current version of the document. You can use the **Compare and Merge Documents** command on the **Tools** menu to compare separate files.

How to Save a Version of a Document as a Separate File

1   On the **File** menu, click **Versions**.
2   Click the version of the document you want to save as a separate file.
3   Click **Open**.
4   On the **File** menu, click **Save As**.
5   In the **File name** box, enter a name, and then click **Save**.

Note: Saving multiple versions is different from saving a backup copy of a document, which is designed to ensure against data loss or against unintended changes. When backup saving is turned on, a new backup replaces the existing backup each time you save the document.

If a Microsoft Office program encounters a problem and stops responding, you can close the program in a controlled manner. The files you were working on are analysed for errors, and information in them is recovered if possible. In some cases, however, no information can be recovered.

How to Recover Files

1   If the Microsoft Office program you are using is not responding, recover the program.

♦ On the Microsoft Windows **Start** menu, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Office Application Recovery**. This may not be available in older versions of Microsoft Office.

- In the **Application** list, click the program or document that is not responding.
- Do one of the following:
a) To attempt to recover the files you were working on, click **Recover Application** or Restart Application.
b) If you just want to close the program, and lose recent changes to the files, click **End Application**.
- The error that caused the problem can be reported to Microsoft for use in improving future versions of the program. Click **Report problem** or **Don't report problem**.

2 Open the Office program.
3 Review the files listed in the **Document Recovery** task pane, and decide which to keep.
If a file has **[Recovered]** in the title it is usually a file that contains more recent changes than a file with **[Original]** in the title.
- If you want to view what repairs were made to a file, point to the file in the **Document Recovery** task pane, click the arrow next to the file's name, and then click **Show Repairs**.
- If you want to review the versions that were recovered, open all of the versions and save the best one.

4 For each file you want to keep, point to the file in the **Document Recovery** task pane, click the arrow next to the file's name, and then do one of the following:
- To work with the file, click **Open**.
- To save the file, click **Save As**, and then enter a name for the file. By default, the file is saved in the same folder as the original file. If you use the same name as the original file, the original is overwritten. When you see a message asking whether you want to replace the existing file (with the changes you made up to the last time you saved the file), click **Yes**.

5 When you have opened or saved all of the files you want to keep, click **Close** in the **Document Recovery** task pane.

Finally

The candidate should (after consultation with their tutor) be able to do the assessment for this Unit.

This completes all the learning Outcomes for the PC Passport Word Processing subject. Microsoft Word is one of a range of word processing packages that could be used to achieve the same results.