

# Easy Steps



## Unit 12884 (V6)

Create electronic documents and  
manage a file for generic text and  
information management

*with*

**Microsoft Word 2010**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

*A Cheryl Price Publication*

## **Unit Standard 12884 (Version 6)**

### **Create electronic documents and manage a file for generic text and information management – Word 2010**

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 12884 - TEXT AND INFORMATION MANAGEMENT - GENERIC (Level 2, Credit 3)  
Create electronic documents and manage a file for generic text and information management (Version 6).

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book. These are available for free download from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading are included on the next page.

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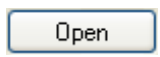

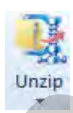


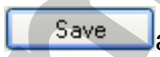
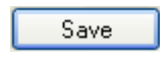
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# Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: <b>www.cherylprice.co.nz</b>
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1181 492 1474 672"> <div>Product Search</div> <div>US 12884</div> <div>Search</div> </div>
4	Click on 
5	Click on <a href="#">US 12884</a>
6	Under the <b>Exercise Files</b> heading click on the underlined blue hyperlink, ie Book Exercise Files – V6 Word 2010 <a href="#">Free Download</a> The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on <b>Set default unzip folder</b> at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
8	Click on  and ensure My Documents folder is displayed. Click on 
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.

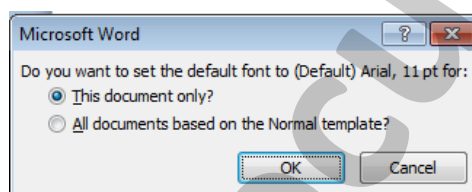
# Changing Defaults

Default settings may have already been changed in your Word 2010 program. If not, you can use the following instructions to change these.

## Font and Font Size

You can check if the font and font size have been changed by looking at the Font box on the Home tab. If it shows **Calibri (Body)** **10** then it has not been altered. Change the default font to Arial 11 pt as follows:

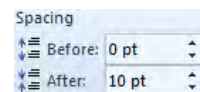
- 1 Click on the Font Dialog Box Launcher **Font** which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on **Set As Default**.
- 4 Ensure the following option is selected for the font to be applied to **All documents based on the Normal template**.



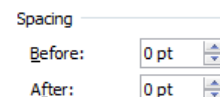
- 5 Click on OK then on OK from the Font dialog box.

## Spacing

Click on the Page Layout tab and if 10 pt Spacing After is displayed as shown at the right then this has not been altered. Remove 10 pt spacing as follows.



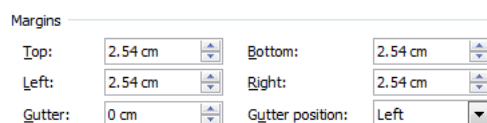
- 1 Click on the Paragraph Dialog Box Launcher **Paragraph** which will display the Paragraph dialog box.
- 2 Change the Spacing After: to 0 pt as shown at the right.
- 3 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.



## Margins

Click on the Page Layout tab then click on the Page Setup Dialog Box Launcher **Page Setup** which will display the Page Setup dialog box. If margins are displayed as 3.17 cm change them as follows. (If they have been changed, click on Cancel.)

- 1 The Top: margin will be selected, ie **Top:** **3.17 cm**. Type: **2.54** then press the Tab key. Repeat this until the margins are displayed as shown below.



- 2 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.

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## Unit Standard 12884 Version 6

<b>Title</b>	<b>Create electronic documents and manage a file for generic text and information management</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>This unit standard is intended for people who input and manipulate information using software applications to create documents which communicate efficiently and effectively and have visual appeal.</p> <p>People credited with this unit standard are, for generic text and information management, able to: create electronic documents from provided data and by direct composition and demonstrate file management techniques for an electronic document.</p>
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<b>Classification</b>	Business Administration > Text and Information Management - Generic
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<b>Available grade</b>	Achieved
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<b>Entry information</b>	
<b>Recommended skills and knowledge</b>	Unit 12883, <i>Enter and manage text for generic text and information management</i> , or demonstrate equivalent knowledge and skills.

### Explanatory notes

- 1 All activities associated with this unit standard must comply with *Guidelines for using computers: Preventing and managing discomfort, pain and injury*, (Wellington: Accident Compensation Corporation, Department of Labour, 2010), available at <http://www.osh.govt.nz/order/catalogue/computers.shtml>.
- 2 Definitions  
*Direct composition* refers to text created in candidates own words without prior preparation and entered directly on the keyboard.  
*Fit for purpose* means the information is accurate and relevant to the intended audience, and the document is free from text errors.  
*Intended audience* is the individual or group who will receive the information, therefore the amount and nature of the information and the level of the language must be appropriate to this audience. The intended audience will be specified for each document.  
*Provided data* refers to but is not limited to – a scenario and/or annotated notes and/or retrieved text.

## **Outcomes and evidence requirements**

### **Outcome 1**

Create electronic and printed documents from provided data and by direct composition.

Range types of documents may include but are not limited to – notice, invitation, cover page, card, poster, compact disk cover, newsletter; the following text and information management features must be demonstrated at least once over the three documents collectively – left and right alignment and full justification, line spacing, borders, shading, placement of text on the page, inserting a table, find, replace, delete, copy, move; evidence of three different types of documents is required.

### **Evidence requirements**

- 1.1 The text composed or entered uses language which is fit for purpose and the intended audience.
- 1.2 Text and information management features are used to produce documents that are fit for purpose and the intended audience.
- 1.3 The printed documents are fit for purpose and the intended audience.

### **Outcome 2**

Demonstrate file management techniques for an electronic document.

### **Evidence requirements**

- 2.1 File management techniques are demonstrated in accordance with standard operating procedures of the software.

Range file management techniques must include but are not limited to – the use of rename, delete, copy, password protection.

## Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Aerobic Competition	Italy
Appliances	Jury Service
Beads, Seeds and Shells	Maori
California	Motorhomes
CD Cover	Ordinary Card
Computer Wizz Limited	Send-a-Basket
Dining Out	Show Jumping
Elite Mystery Weekends	Tent Card
Equipment	
Hong Kong	

Sample Document

## Section

# 1

## **The Word 2010 Screen** **Create, Save, Open and Print Documents** **Zoom and Document Views** **Editing** **Font and Font Formats**

---


### **Learning Outcomes**


*At the end of this section you should be able to -*


- ☐ Start and exit Word 2010
- ☐ Identify parts of the Word 2010 screen
- ☐ Understand the Ribbon and groups
- ☐ Create, save, open, print and close documents
- ☐ Spell and grammar check
- ☐ Practise cursor movements
- ☐ Use the Zoom feature and Document View options
- ☐ Edit a document
- ☐ Apply fonts and font formats

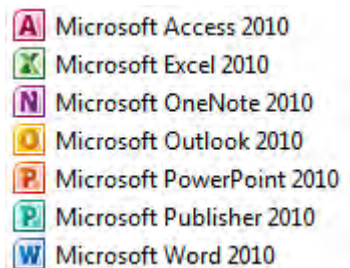
# Starting Microsoft Word

## Exercise 1

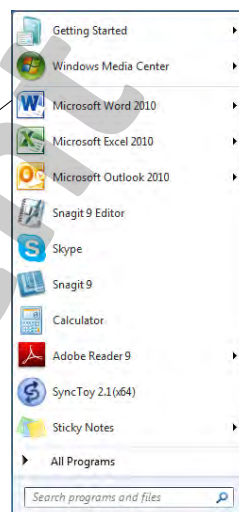
1 Click on the Start button  at the bottom left-hand corner of the screen.


2 Select  All Programs from the Start Menu.

3 Select  Microsoft Office from the Programs menu.

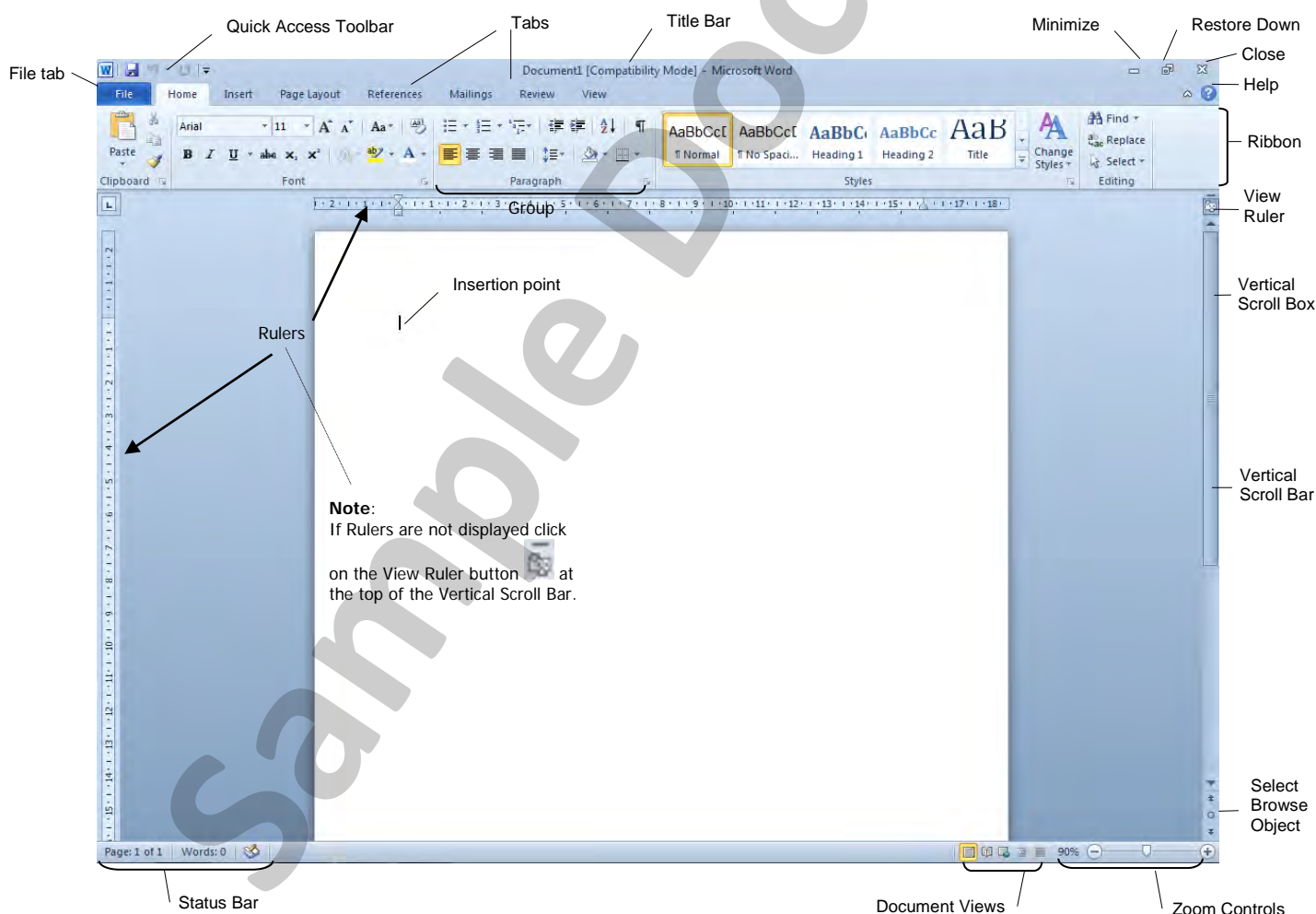




Microsoft Word 2010 appears on the Start menu after you have used it three times. You can click on it to start Word.



4 Select  Microsoft Word 2010 from the list to start Word 2010.

Microsoft Word will be displayed on screen with a new document, ready for you to enter text.



**Note** The File tab  which contains all basic tasks such as opening, saving and printing a document has replaced the Office Button  in Word 2007.

## Quick Access Toolbar

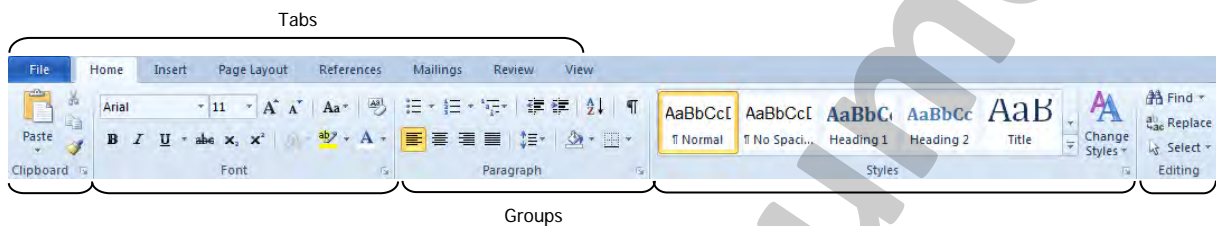
The Quick Access Toolbar contains commands to Save, Undo and Redo. Frequently used commands can be added to this toolbar.






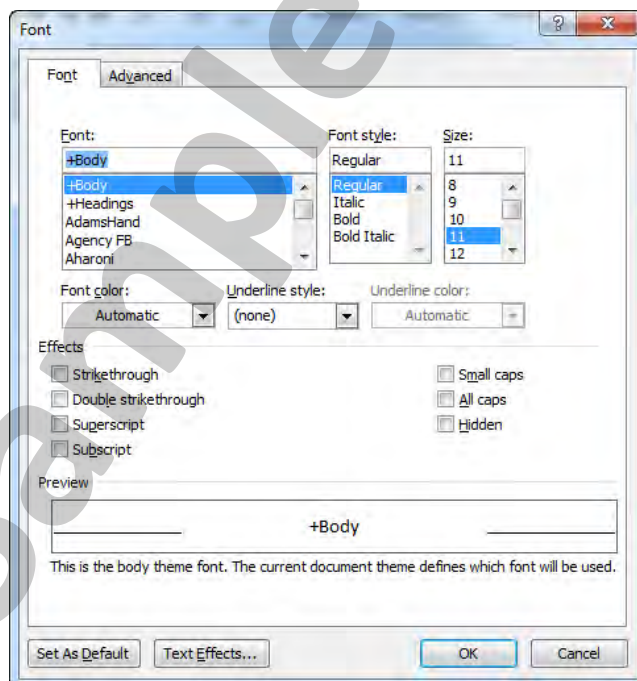
## The Ribbon

The ribbon in Microsoft Word 2010 is divided into groups and used as described below. (The ribbon replaces menus and toolbars that were used in Word 2003).

- (a) When you click on a tab, groups will be displayed relating to that particular feature, eg the Home tab displays the groups shown below, ie Clipboard, Font, Paragraph, Styles, Editing.



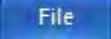
- (b) Clicking on a down arrow displays options for that feature, eg clicking on the down arrow at the right of Underline  in the Font group displays underlining options as shown at the right.
- (c) Clicking on the Dialog Box Launcher  to the right of the group name displays the relevant dialog box, from which you can also select the same, and additional options, eg clicking on the Font Dialog Box Launcher  displays the dialog box for that group as shown below. (Click on Cancel to remove the dialog box.)




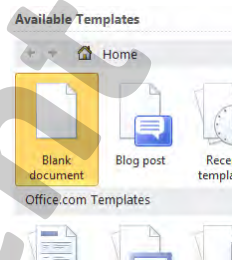
# Word Processing Basics

## Creating a New Document

When you start Word a new document is automatically displayed on screen. When you have created, saved and closed a document you create a new document as follows:




- Ctrl N 1 Click on  then on New. Blank document is selected in Backstage view as shown at the right.

- 2 Click on  at the far right of the window.

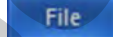

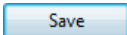


## Saving a document

Every document you create must be saved with a unique name (called the “file name”) so you can recall it to the screen for editing, formatting or printing at a later time.

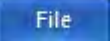

- Ctrl S 1 Click on the Save button  on the Quick Access Toolbar  at the top left of your screen. (Note: The Quick Access toolbar may be displayed under the ribbon.) Alternatively click on the File tab then on Save.
- 2 Type a file name for your document. (Keep file names simple and relevant to the document. You can use letters and numbers, hyphen and underscore.)
- 3 Click on . The file name is then displayed at the top of the screen.

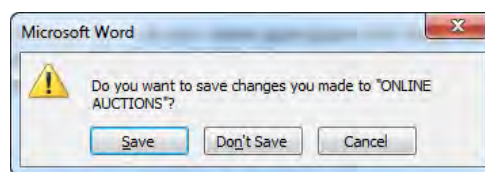
## Save As

- 1 To save a copy of a file open it then click on the  tab.
- 2 Select  **Save As**, type a new file name for the document then click on .

## Closing a Document

When you have finished with a document you need to close it. If you haven't saved any changes, you will be prompted to do so (as shown at the right).

- 1 Click on the  tab.
- Ctrl W 2 Click on  **Close**.
- 3 Click on Save if asked to save the document.



### Exercise 2

- 1 In a new document type the following:

If you want to get fit and/or lose weight it is a good idea to join a gym. Look in your local directory for the gyms in your area. Often you can get a trial membership for a short period, eg two weeks for a nominal charge. When you have decided on the gym you wish to join you will be given a fitness test to ascertain your exercise program. It is important to attend regularly, at least three times a week, to get maximum benefit. You will look better and feel better after a short period of time.

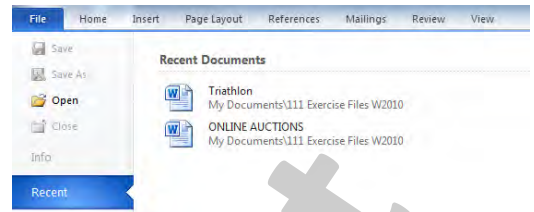
- 2 Save the document with the file name of **Getting Fit**.
- 3 Close the document.



## Opening a document

A document is “opened” when you need to recall it to the screen, eg for editing.

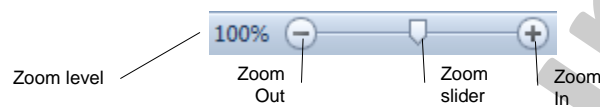
- 1 Click on **File**. A list of Recent documents is displayed in Backstage view as shown at the right.
- 2 If the document required is listed click on it to open it.



Ctrl O If the required document is not displayed on the Recent list click on **Open**. Click on the document required then click on **Open** OR double click on the file name.

## Zoom

You can zoom in to get a closer view of your document or zoom out to see more of the page at a reduced size. The Zoom controls on the Status Bar are located at the bottom right of your screen.



You will notice that the Zoom Slider is in the middle of the bar, ie at 100% view.

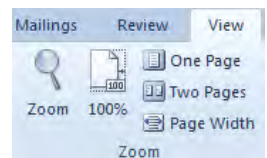
The Zoom controls are used as follows:

- (a) Drag the Zoom Slider to the left to reduce the size of your document.
- (b) Drag the Zoom Slider to the right to enlarge the size of your document.

OR

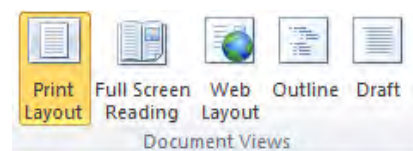
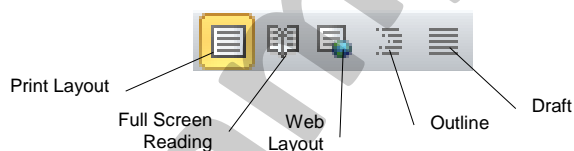
- (a) Click on the Zoom Out button to reduce by increments of 10%.
- (b) Click on the Zoom In button to enlarge by increments of 10%.

Additional Zoom options are available on the View tab as shown at the right.



## Document Views

Microsoft Word 2010 has five different view options. These are available by using the Document View buttons at the bottom right of your screen as shown at the left below, OR you can click on the View tab which displays the same view buttons in the Document Views group at the left of the ribbon.



### Exercise 3

- 1 Open the document called **Italy**.
- 2 Look at the different zoom options.
- 3 Click on each of the document view buttons shown above.
- 4 Leave the document on your screen for the next exercise.

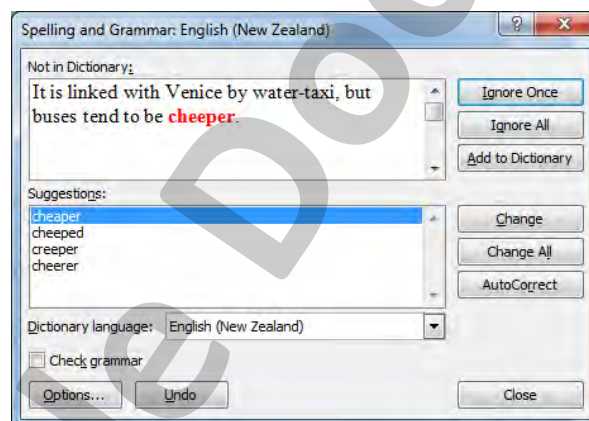
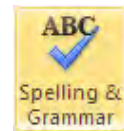
# Spelling and Grammar

Spell check is a useful facility which highlights incorrectly spelt words and suggests the correct spelling. In Word 2010 possible errors are highlighted with underlining of the word(s) as shown below.

Error	Underline	Example
Spelling	Red line	See you in teh morning.
Grammar	Green line	Lisa look at the shoes in the window.
Context (when the word is spelled correctly but it is the wrong word for the context)	Blue line	The system has it's own emergency power source.

Position the cursor where spell checking is to commence.

- 1 Click on the **Review** tab, then click on the Spelling and Grammar button shown at the right.
- 2 Select the word required from the Suggestions box, eg in the following example you would accept the first selected option, ie cheaper



- 3 Click on .
- 4 Click on OK when spelling and grammar checking has finished.

## Automatic spelling and grammar check

Automatic spelling/grammar check puts a wiggly line under incorrect words that are not corrected, as you type. Click the right mouse button on the incorrect word and select the correct option OR select Spelling/Grammar to display the Spelling and Grammar dialog box.

### Exercise 4

- 1 With the **Italy** document on screen check spelling and grammar. Correct any errors.
- 2 Save the document and leave on screen for the next exercise.

# Find and Replace

## Find

The Find feature is used to locate a word or words in your document, usually to edit or format text. When the Find feature is used the Navigation Pane is displayed at the left of your document and every occurrence of the word you are searching for is displayed – an example is shown at the right. You can then click on the occurrence required.


Find and Replace searching will start from where the cursor is positioned in your document.

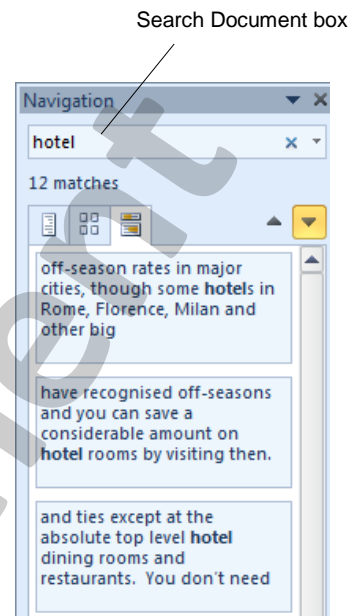
- 1 On the Home tab click on  Find in the Editing group.

The Navigation Pane is displayed at the left of your screen.

- 2 Type the word or words that you are searching for in the Search Document box then press Enter.


Every occurrence of that word(s) will be displayed and the word(s) will be highlighted in your document.

- 3 Simply click on the occurrence required.
- 4 To turn off the Navigation Pane click on the Close button .



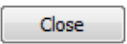
## Replace

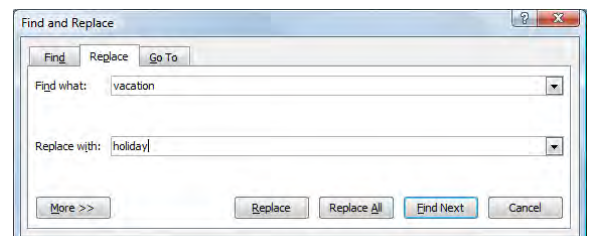
The Replace feature is used to replace a word or words with another word(s).

- 1 On the Home tab click on  Replace in the Editing group.

- 2 In the Find: box type the word(s) you wish to find and in the Replace: box type the word(s) that are to be replaced. An example is shown at the right.

- 3 Click on  Find Next to skip an occurrence,  Replace to replace one occurrence or on  Replace All to replace every occurrence.

- 4 Click on  Close when finished.



**Note** The  button is used to display additional find and replace options.

### Exercise 5


- 3 In the **Italy** document find the words *6.30am* then add a space between the time and am, eg *6.30 am*. Change *12.15am* in the same sentence in the same way.
- 4 Find *railway station* and change it to read *railway and radio station*...
- 5 Press Ctrl Home.
- 6 Replace *towns* with *cities* throughout the document.
- 7 Replace *buys* with *bargains* but only for the following occurrence, ie *The best **buys** if you have a shopping budget*...
- 8 Save the document and leave on screen for the next exercise.

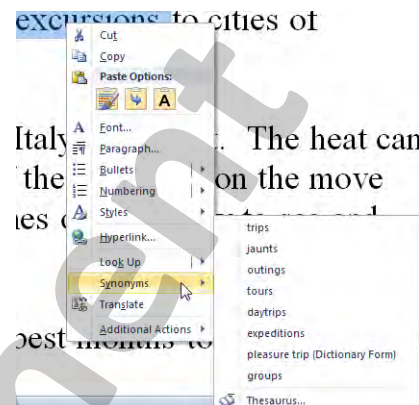
# Synonyms and Thesaurus

The Synonyms and Thesaurus features enable you to look up a word with the same meaning.

## Exercise 6


- 1 In the **Italy** document right click on the word *excursions* in the first paragraph.
- 2 Move the mouse pointer down to Synonyms. Similar words are displayed as shown at the right.
- 3 Select *trips* which will replace the word *excursions*.

(If the Thesaurus option at the bottom of the Synonyms list is selected, the Research task pane will be displayed at the right of your document. You can then move the mouse pointer to the required word, click on the arrow at the right and select Insert. Click on  to close the Research task pane.)



- Shift F7
- 4 Using the Thesaurus, replace the word *favourite* (ie *favourite city*) on the second page with another word that has a similar meaning.
  - 5 Save the document.

### Note

Clicking on the Review tab then on  displays the Research task pane.

## Proof-reading

Although the spelling and grammar facilities in Microsoft Word are excellent, and very useful, proof-reading of your final document is still essential. Every document should be proof-read on completion of edits and final spelling and grammar checking.

## Exercise 7


- 1 Look at the following paragraph from the **Italy** document that you have just spell and grammar checked (and learnt how to select a word with a similar meaning):


Part of the city's centre is close to traffic; accept for those with permits, making things easier for pedestrians. When looking for a particular places in Florence, be aware that houses are numbered on a 'double system'. Places with black (nero) numbers are private dwellings and red (rosso) numbers refer to commercial buildings, such as shop.

- 2 Write down the grammatical errors that this paragraph contains, and the correct grammatical options:  
.....  
.....  
.....
- 3 Read through the entire document correcting any errors that the Spelling and Grammar facility has not corrected.
- 4 Save the document and leave it on screen.
- 5 Practise cursor movements shown on the next page.



# Cursor Movements

The mouse pointer shows as follows on the Microsoft Word screen.

 The mouse pointer is displayed as an insertion point, sometimes called an I-Beam when it is within text. You can move the insertion point to the location required, then click the left mouse button to set the cursor at that position.

 The pointer changes to a left pointing arrow when it is moved to the scroll bars, Status Bar, or to the top part of the screen.

The table below shows quick cursor movements for both the mouse and keyboard shortcuts.





Cursor Position	Mouse	Keyboard Shortcut
A character at a time	Move mouse and click	Right → or Left ←
A word at a time	Move mouse and click	Ctrl → or Ctrl ←
Beginning of line	Move mouse and click	Home
End of line	Move mouse and click	End
A line at a time	Move mouse and click	Up↑ or Down ↓
Down one paragraph	Move mouse and click	Ctrl ↓
Up one paragraph	Move mouse and click	Ctrl ↑
Bottom of current window	Move mouse and click	Alt Ctrl Page Down
Top of current window	Move mouse and click	Alt Ctrl Page Up
Down one window	Click below Vertical Scroll Box	Page Down key
Up one window	Click above Vertical Scroll Box	Page Up key
* See below	Down one page	* Click on  at bottom right of screen
	Up one page	* Click on  at bottom right of screen
# See below	Beginning of document	# Drag the Vertical Scroll box to the top of the Vertical Scroll Bar and click
	End of document	# Drag the Vertical Scroll box to the bottom of the Vertical Scroll Bar and click

The scroll wheel on the mouse can be used to quickly scroll through your document.

## Ctrl G Go To

The Go To feature allows you to move to a specific page (or other location) in your document. Simply press Ctrl G OR click on the page number shown on the Status Bar at the bottom of the screen, enter the page number then click on Go To. Click on Close.

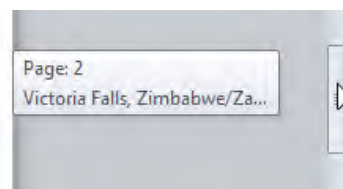
### \* **Select Browse Object**

If you cannot move up or down a page at a time click on the Select Browse Object button  at the bottom right corner of the Microsoft Word screen and select the Browse by Page option . When you click on the  (Next Page) and  (Previous Page) buttons you will then be able to move a page at a time through your document.



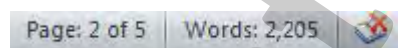
## # Vertical Scroll Box

The Vertical Scroll Box can be dragged up or down on the Vertical Scroll Bar to display a page indicator. When you release the mouse button the page will be displayed.



## Status Bar

The Status Bar at the bottom left of the screen displays information about the document on screen, ie the page you are on, the number of pages, number of words and the dictionary used.



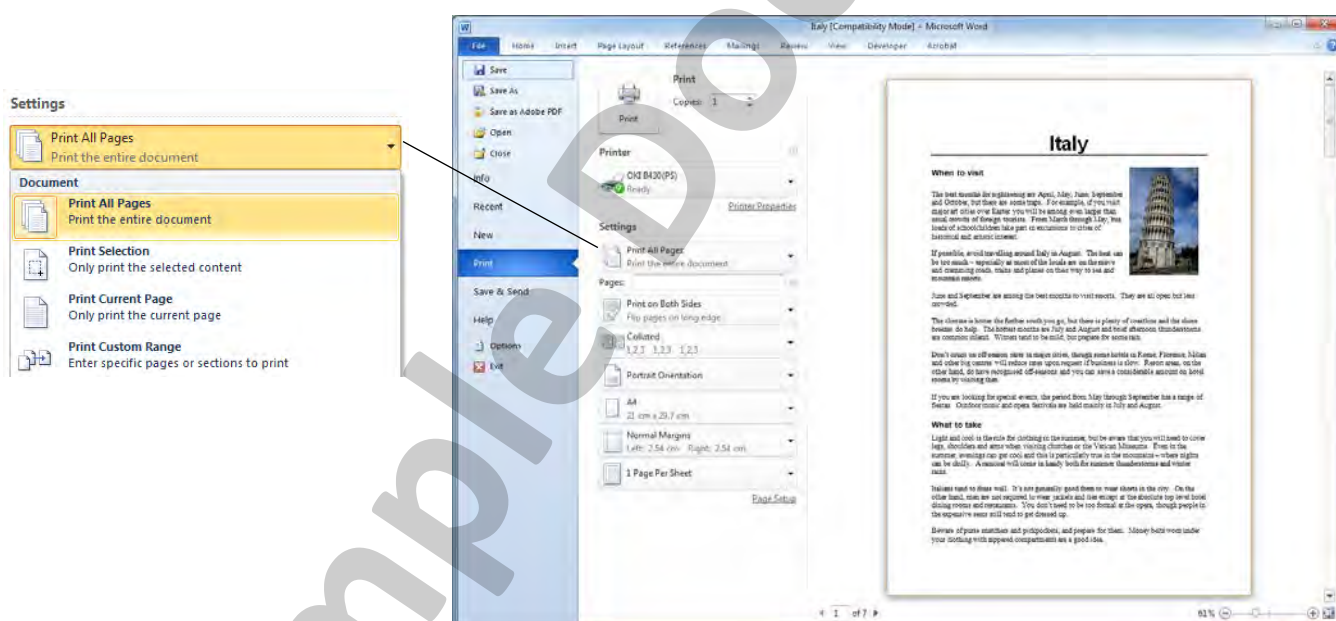
# Previewing and Printing a Document

The Print option on the File tab enables you to preview your document and then select options required to print. Zoom options are available at the bottom right of the window and you can move to and from pages using the page indicators in the bottom middle of the window.

- 1 Click on **File** then click on **Print**.

A preview of how your document will appear when printed is shown to the right in Backstage view. This area is called Print Preview. (Print Preview was a separate feature in previous versions of Word but is now incorporated into Backstage view in Word 2010.)

The options shown at the left can be selected from the Print All Pages button.



- 2 Click on **Print**. The document will be sent to the printer.
- 3 Close the document.

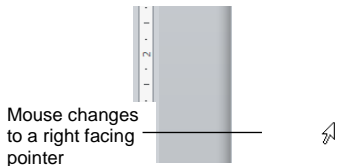
## Exercise 8

- Ctrl P
- 1 With the **Italy** document on screen click on the File tab then on Print.
  - 2 In the Pages: box type **2** (to print page 2).
  - 3 Click on the Print button.
  - 4 Leave the document on screen for the next exercise.

# Selecting Text

Before you can delete, move, copy, or format text you must “select” it. Selecting text is sometimes referred to as “highlighting”. This can be done in several ways but the most common method is simply to hold down the left mouse button and drag across and/or down with the mouse.

The mouse changes to a right facing pointer when it is moved into the margin at the left of text. You can select text (and/or graphics) by dragging down or up at the left, double click to select a paragraph and triple click to select the whole document.



When you move the mouse to the left of a paragraph it displays as a right facing mouse pointer. Text (and/or graphics) can then be selected by dragging upwards or downwards. Clicking once the left of a paragraph will allow you select a line, while a double click will select a paragraph.

The following methods can be used to select text using the mouse.

Ctrl A	A character	Click and drag across a character.
	A line	Move the mouse pointer to the left of text and click.
	A word	Double click in a word.
	A sentence	Ctrl click anywhere in a sentence.
	A paragraph	Move the mouse pointer to the left of text. Point to the paragraph and double click, OR triple click in the actual paragraph.
	Multiple paragraphs	With the mouse pointer positioned to the left of text, point to the first paragraph and double click. Press the left mouse button and drag downwards to select subsequent paragraphs.
	Horizontally	Click and drag across text.
	Vertically	Click and drag down with the insertion point OR drag at the left of text.
	To select text between two points	Click at the beginning of the text to be selected. Move the insertion point to the end of the text. Hold down the Shift key and click.
	Random selections	Hold down the Ctrl key and select each group of text.
	To select the whole document	Move the mouse pointer to the left of text then hold down the Ctrl key and click OR triple click at the left of text OR press Ctrl A.
	Deselect mouse-selected text	Click away from the selected area or press any cursor key.



## Exercise 9

- 1 With the **Italy** document on screen practise using the above methods to select text.
- 2 Save the document.
- 3 Leave the document on screen for the next exercise.

# Editing text

The techniques shown below are the most efficient methods of editing text, ie to correct errors or to make alterations.

## Basic Editing Summary

Editing Feature	Procedure
Insert text	Inserting is automatic. Click the insertion point where text is to be inserted and type text.
Insert a blank line	Place cursor <u>below</u> the line to be inserted and press Enter.
Typing Replaces Selection	Select text and type new text.
Delete to right of cursor	Press the Delete key. (Ctrl Delete deletes a <u>word</u> to the right.)
Delete to left of cursor	Press the Backspace key. (Ctrl Backspace deletes a <u>word</u> to the left.)
Delete text	Select text and press Delete.
Delete a blank line	Place cursor on the blank line and press Delete.
New paragraph	Place cursor at the left of the beginning character of the intended new paragraph and press Enter twice.
Join paragraphs	Place cursor at the end of the first paragraph and press Delete twice OR place cursor at the beginning of the second paragraph and press Backspace twice. Press the Spacebar twice.
Ctrl Z Undo last action 	Click on the Undo button on the Quick Access Toolbar.
Ctrl Y Redo last "Undo" 	Click on the Redo button on the Quick Access Toolbar to redo the last "Undo".

### Exercise 10

- With the **Italy** document on screen make the following edits:
  - Delete the second sentence, ie *For example, if you visit ...*
  - Select *August* in the second paragraph and type *July*
  - At the end of the second paragraph press the Delete key twice to join the third paragraph.
- Practise other editing features shown above.
- Close the document without saving.