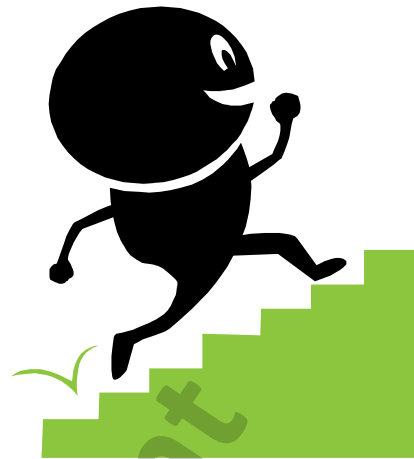


Easy Steps



Unit 12887 (V6)

**Integrate text and images and manage
multiple files 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 12887 (Version 6)

Integrate text and images and manage multiple files 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 12887 - TEXT AND INFORMATION MANAGEMENT GENERIC (Level 3, Credit 6)
Integrate text and images and manage multiple files 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. Instructions for downloading are included on the next page.

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Cheryl Price
T.Dip.WP, T.Dip.T.

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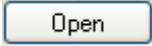




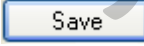
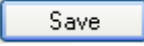
Web address:

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Published in New Zealand

Downloading Exercise Files

The exercise files listed on the following page can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: www.cherylprice.co.nz
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="1171 504 1465 683" data-label="Form"> <div>Product Search</div> <div>US 12887</div> <div>Search</div> </div>
4	Click on 
5	Click on US 12887
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files - V6 Word 2010 Free Download The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8. <div data-bbox="268 1086 598 1153" data-label="Text"> <p>a Click on  .</p> </div> <div data-bbox="268 1176 774 1299" data-label="Text"> <p>b Click on the  of the  button.</p> </div> <div data-bbox="268 1310 1452 1400" data-label="Text"> <p>c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.</p> </div> <div data-bbox="268 1411 1452 1568" data-label="Text"> <p>d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.</p> </div>
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.

Exercise Files used in this book

(Instructions are included on the previous page for downloading retrievable files from our web site at www.cherylprice.co.nz)

Names of files	
Africa	Herbs1
Aroma	Holland
Barrier Reef	Lifestyle Books
BluePrint Catalog	Lifestyle Books Budget 2012
BluePrint Clients Data	Lifestyle Books Letterhead
BOF – Gilbert Letter	Lifestyle Books Sales Summary
Book Sales for 2011	Lilies
Book Sales for 2011-Chart	Orchids
Building Specifications	Pool Tips
Care of a New Puppy	Rata Motor Camp Newsletter Nov 2014
Clipper Cruises	Rita Bay Golf Club
Company List – 14 May W2010 Advanced Course	Roses
Contiki	Sparkling Pools
Directors Data	Vegetables
Eats and Treats	Vitahealth Managers
Eats and Treats Letter	VitaHealth Sales
Fiji Landing Apartments	W2010 Advanced Course – 14 May Spreadsheet
Herbs	Wilson Markers

Unit Standard 12887 Version 6

Title	Integrate text and images and manage multiple files for generic text and information management		
Level	3	Credits	6

Purpose	<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: integrate text and images to produce documents that are fit for purpose and the intended audience, and demonstrate file management techniques for multiple documents.</p>
----------------	---

Classification	Business Administration > Text and Information Management - Generic
-----------------------	---

Available grade	Achieved
------------------------	----------

Entry information	
Recommended skills and knowledge	Unit 12883, <i>Enter and manage text for generic text and information management</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- Integration of text and images and demonstration of file management techniques in this standard must be applied in accordance with standard operating features of the software program being used by the candidate.
- 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>.

3 Definitions

Design layout refers to the positioning and arrangement of various elements in a document and considers contrast, repetition, alignment, proximity, harmony, balance and proportion.

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.

Integrate for the purposes of this unit standard means information is created in one application and revised and/or refined and/or reorganised using another related application.

Outcomes and evidence requirements

Outcome 1

Integrate text and images to produce documents that are fit for purpose and the intended audience.

Range documents may include but are not limited to – assignment, booklet, newspaper page, brochure, magazine page, children’s book; evidence of at least three documents is required.

Evidence requirements

1.1 Text and images are created using at least two different software applications.

Range software applications may include but are not limited to – word processor, spreadsheet, database, graphics.

1.2 The integration of the text and images supports the intent of the documents and the principles of design layout.

Range may include but is not limited to - refining texts and images, formatting images, sizing, insert, grouping.

1.3 A merge is created using at least five data fields for five database records, to insert variable information in a document.

Range may include but is not limited to – customised labels, form letters.

Outcome 2

Demonstrate file management techniques for multiple electronic documents.

Evidence requirements

- 2.1 Multiple directories or folders are created and used in accordance with standard procedures of the operating system.
- 2.2 File management techniques are used to search for and locate a designated file in accordance with standard procedures of the operating system.
- 2.3 A summary box containing relevant information is created to facilitate file retrieval in accordance with standard procedures of the operating system.

Range includes – key words, author, comments.

Planned review date	31 December 2015
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 December 1997	N/A
Revision	2	16 January 2001	N/A
Revision	3	13 November 2002	N/A
Revision	4	19 September 2005	N/A
Review	5	22 October 2010	N/A
Revision	6	15 September 2011	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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Sample Document

Planning and Designing Documents

Fonts, Page Layout

Graphics, Borders and Shading

File Management

Learning Outcomes

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

- ☐ Understand the principles of planning and designing documents
- ☐ Understand the use of fonts and font styles
- ☐ Insert and create graphics
- ☐ Manipulate graphics to enhance design layout
- ☐ Apply borders and shading
- ☐ Use Document Properties for efficient file management
- ☐ Locate files and folders stored on your computer
- ☐ Search for files and folders using search features
- ☐ Manage files and folders
- ☐ Use printing options

Principles of Design Layout

Positioning and arrangement of elements (text/images) on the page

The way that text, graphics and any other enhancements are placed should aim to strike the right balance between repetition (to reinforce the similarities of related items) and variety (to sometimes break the pattern to create visual interest), so long as the following principles are adhered to.

Contrast

Items on the page that are different from each other should have enough contrast so that this difference is clear. Headings should be of a sufficiently different format to contrast them with body text.

Repetition

Consistent formatting of the same kinds of items shows they are related, so the same formatting must be applied, eg to all subheadings and lists.

Alignment

Items should line up with related items. Subheadings should be left-aligned above their respective text (centred subheadings may interfere with placement of graphics). Items in a bulleted list must line up with each other. Related paragraphs may have their alignment broken by graphics for visual interest, but not so much (ie by not more than one graphic) that their relationship to each other becomes lost.

Proximity

Items that belong together should be closer to each other than items that are separate. A subheading should be closer to the text that it relates to than to other text. The same is true of relevant graphics.

Harmony

Formatting and placement of items should work together as a cohesive whole. Inconsistent spacing or formatting would not create a good harmony.

Balance

There must be a good use of white space so that items appear balanced on the page.

Proportion

Text, graphics or enhancements should be sized according to their importance. Graphics should not overwhelm the text, for example, if they are only for general illustration or decoration. A border should not be so large that it detracts from the text that it is supposed to enhance.

Hint:

Take a critical look at magazines and other documents and publications. Take note of the following:

- What is it about certain pages which you find appealing?
- What is it about certain pages that you find you do not like?
- What draws your eye to read a page?

Note

Please refer to the Appendix for additional layout information and Word quick reference notes.

Features that can enhance your work

Most software applications have desktop publishing features that can be used to improve the overall appearance of your work. Some of these features are listed below.

Fonts

Try to use no more than *two* different types of fonts in one document, eg Times Roman and Arial if you are displaying formal business documents. You can still change the point size, add bold, italics, etc to the fonts but too many *different* fonts makes a document lose impact.

Font sizes

Choose a font size that can be read easily when it needs to stand out. If you are creating a poster or advertisement you need to choose a size that will stand out and can be read at a distance. If you are creating a personal document you do not need to use a really large font size for it to be readable.

Font enhancements

Use some of the following options to enhance the fonts in appropriate instances:

Italics

Bold

Case options (ie uppercase, small caps, etc)

Shadow, Outline etc (from the Font dialog box)

Graphics

Choose a graphic which is appropriate for the document and its purpose.

Resize the graphic in proportion, ie do not lose the overall shape of the graphic when you are resizing.

Place the graphic where it will enhance the document and give a “balanced” appearance. Consider - is it better at the top right/left/centre or with text surrounding it further down the page? Where will it have the most impact?

Colour

Remember that colour is not an advantage when you are printing in black and white. Some items that look spectacular in colour on your display will be disappointing when printed in black and white.

Lines, Borders, Shading etc

Enhancements can be used such as lines, borders, shading, tables, page borders etc. Line style, colour and thickness can be changed and fill added.

White Space

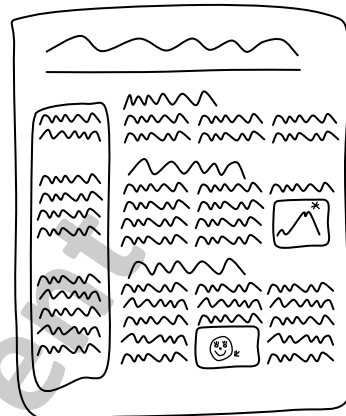
White space or blank space on a page is used to make the document easy to read. White space makes design elements stand out and look effective. Use it to add space around the edges of the document (margins) and to surround headings.

Layout and Design

The first step is to plan your publication. An eye-catching and appealing publication begins with planning and experimenting.

Start planning a publication by sketching out, on paper, different layouts and ideas of the appearance you wish your publication to have. Bear in mind the following principles of page layout:

- Balance** Text, white space, graphics are placed to produce an attractive page.
- Harmony** All items on the page work towards a common goal.
- Sequence** The eye flows easily between the items on the page.
- Proportion** Relative importance of each item is considered.

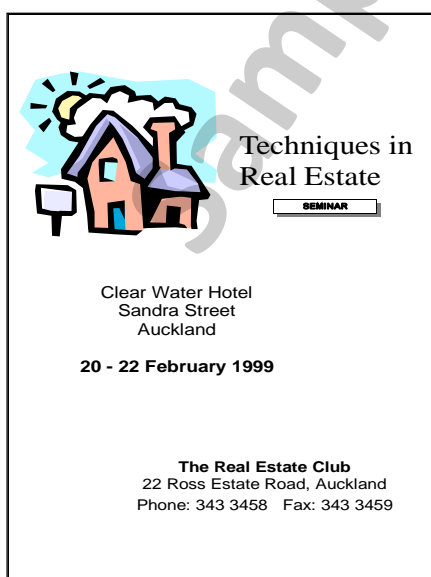


Also consider the following:

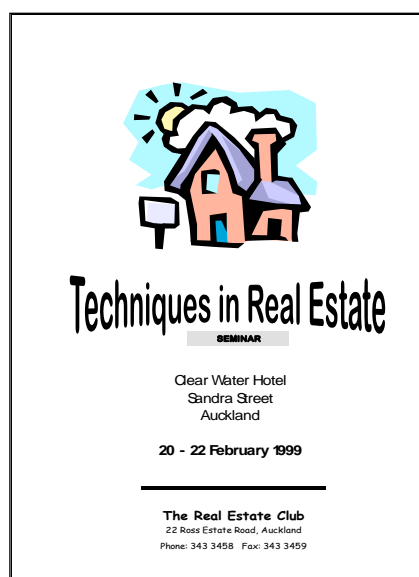
- Whom is this publication intended to attract?
- What is your message?
- What form is the publication going to take, eg book, brochure, flyer, magazine, etc
- Is the content and style appropriate for your audience?
- Are you consistent with your headings and text style?
- Is there enough contrast and white space to add interest?
- Does your publication look busy (crammed and not easy to read)?

When sketching out your publication look at other publications, magazines, flyers and brochures. Ideas can be generated from glancing through different publications. The simplest design can be the most effective way to convey your message clearly and concisely.

Look at the two publications below. The publication on the left is an example of bad design and the one on the right is attractive and appealing, using desktop publishing features.



Unbalanced (bad use of white space), eye does not flow easily between the items, heading needs more emphasis



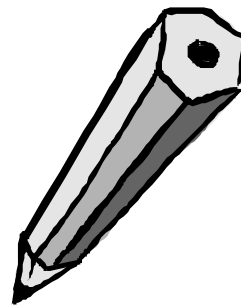
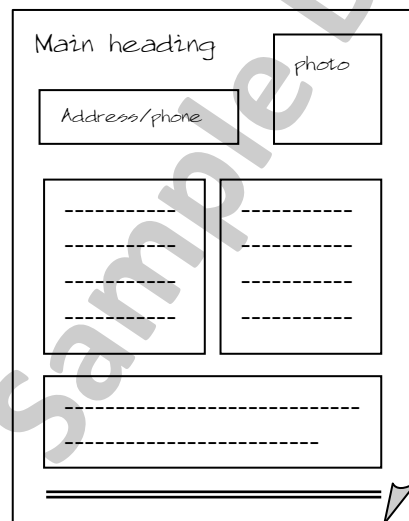
Balanced with clear flow down the page, items in proportion according to importance

Other Planning Considerations

Your planning sketch does not need to be detailed but should set out where the headings, graphics etc should be placed. It may be altered once the document is more developed but it will give you a starting point.

Consider the following:



- Is there going to be a border?
- Where will I utilize “white space”?
- What font will I use for the main heading?
- What font size will I use for the main heading?
- Where will I align the main heading?
- Will I use boxes, lines, shading, shadows, etc?
- Where is the main text going to be placed?
- How many graphics will I use?
- Which graphics (if any) will I use?
- Where are the graphics going to be placed?
- What other effects can I use to make this eye-catching?

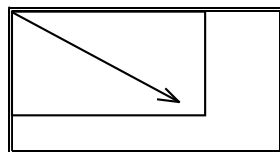


Graphics

General Instructions

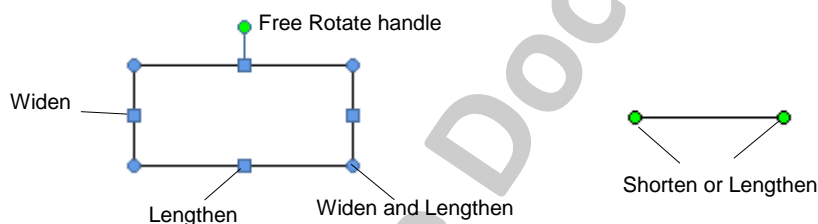
Drawing a Box/Circle/Rectangle/Square/Line

- 1 Click on the Insert tab then on  which will display the options shown at the right.
- 2 Click on the Rectangle button  (or other drawing tool). Move the mouse pointer to the top left corner position where you wish to draw from.
- 3 Click and drag the pointer diagonally, as shown below.




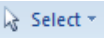
Hold down the SHIFT key to draw an **exact** shape, eg square, circle.

When the left mouse button is released the 'object' will have handles on it as shown below. It can be resized by dragging on the appropriate "handles" (blue square boxes). (The green handle at the top allows you to rotate the object.)

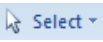


Hold down the Shift key while dragging a corner handle to resize proportionally.

Selecting Object(s)

- When selecting a single object click on an outside line. The mouse shows as .
- To select several objects singularly, hold down the Shift key and click on each object when the mouse is displayed as a pointer with black cross.
- To select several objects in a group, click on  then on Select Objects in the Editing group on the Home tab. You can draw a selection box around the objects and when the left mouse button is released all the objects will be selected.
- To turn off Select Mode press Esc.
- To deselect an object(s) click on a blank area of the page.




Moving Object(s)

- 1 The object(s) must be selected (use the  button, Select Objects to draw around a group of objects).
- 2 Place the mouse pointer on an object border, then drag to the new location.

Tip

Holding down the Shift key when dragging an object, moves the object vertically and horizontally only.

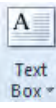

Changing the Line/Fill of an Object

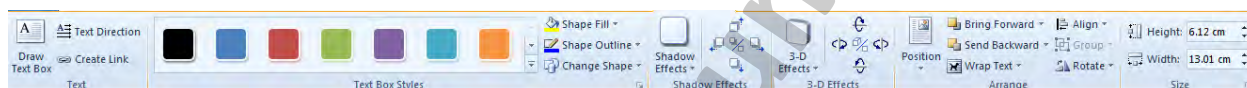
- Right click on the object then choose Format AutoShape to display the Format AutoShape dialog box.
- Double clicking with the mouse pointer  on the object will display the Drawing Tools, Format tab on the ribbon where you can change the line style, shading etc.
- You can also click on the object and select options on the Format tab.
-  and  buttons can also be used.

The drawing buttons default to single .75 pt line style, for rectangles, circles etc. Shape Fill and Shape Outline styles can become the default (ie for every object that is drawn) by drawing an object and changing the line style and fill, right clicking and selecting Set as Default Shape.

Creating a Text Box


Several types of text boxes can be used in Word 2010. The first one described below is a simple text box that you can format to your own requirements.

- From the Insert tab, Text group, click on  then on  . Drag to form a text box.



Text can be typed inside the box. The Text Box Tools, *Format* tab will display the above options you can use such as alignment, Text Box Styles, Shape Fill, etc. The box can be resized, moved and the line style changed as for other objects. A different font and font styles can be applied to selected text. The Internal margins of the text box can be changed by right clicking on the box, selecting Format Text Box and choosing the Text Box tab.

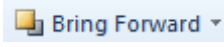
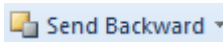

Inserting Preformatted Text Boxes

From the *Insert* tab click on  in the Text group. Scroll down the list and click on a preset option. Type the text required into the preformatted text box then click outside the box.

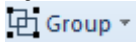
Horizontal Alignment

Right click on the object and select Format AutoShape, *Layout* tab. In the Horizontal alignment section you can choose to align the graphic relative to the margins, either left, centre or right.

Send to Back, Bring to Front

The order of overlapped objects can be changed by using  or  in the Arrange group. Click on  on one of these buttons and select the required option. Alternatively you can right click on an object, choose Order then select the same options from the shortcut menu.

Group/Ungroup

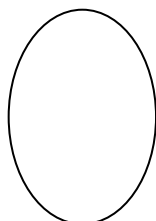
Selected objects can be grouped together as one object or objects that have been grouped can be ungrouped. Select the objects to be grouped then click on  from the Arrange group on the Drawing Tools, Format tab. Alternatively, right click, select Group then Group. To ungroup objects use the same steps but select Ungroup.

Exercise 1

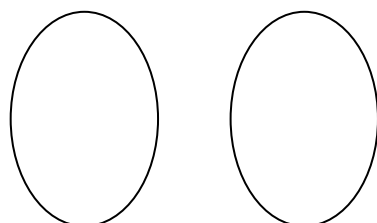
- 1 Create a new document.

- 2 Click on the Insert tab then on . Click on the Oval shape  on the first row.

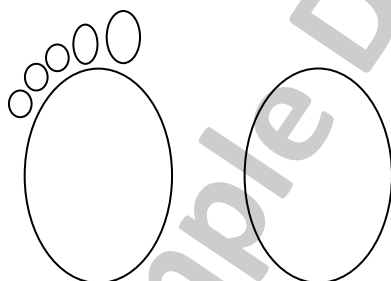
- 3 Draw the following oval.







- 4 **Copying:** Ensure the oval is selected then hold down the Shift and Ctrl keys and drag to the right. The Ctrl key is used to copy the circle and the Shift key will ensure the copied circle is positioned exactly next to the original circle. (The two ovals represent two feet.)





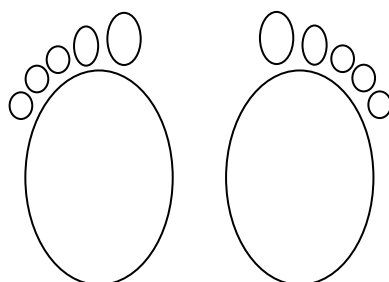
- 5 Using the Oval tool draw the following representing toes. Hold down the Shift key while drawing for a perfect circle shape. You can use the cursor keys (ie arrow keys) to move shapes.







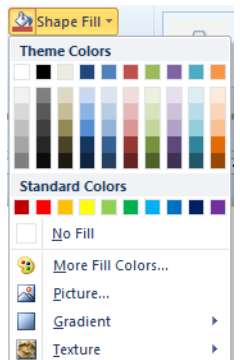
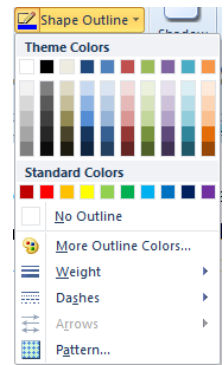
- 6 **Grouping:** On the Home tab click on  Select then on  Select Objects. Using the mouse draw a selection box around the toes as shown at the right. On the Drawing Tools, Format tab click on  Group then on  Group. This will make the toes one graphic which can be copied to the right foot.



- 7 With the left foot toes selected hold down the Ctrl key and drag to the top of the right foot.
- 8 **Rotating:** On the Drawing Tools, Format tab click on  Rotate. Select  Flip Horizontal then move the toes for the right foot so they are positioned as shown below.



- 9 Save the document with the file name of **Shapes**.
- 10 **Lines:** Draw a selection box around both feet and toes and group them OR hold down the Shift key and click on each object. On the Drawing Tools, Format tab click on  **Shape Outline** and select a dark brown colour. Click on  **Shape Outline** again then on Weight and select 1 pt.
- 11 **Fill:** With the shape selected click on  **Shape Fill** which will display the options below at the right. You can select from colours, pictures, gradients, textures or patterns. Click on  **Texture** then select the first texture shown. The Foreground colour can be changed as in our example below.







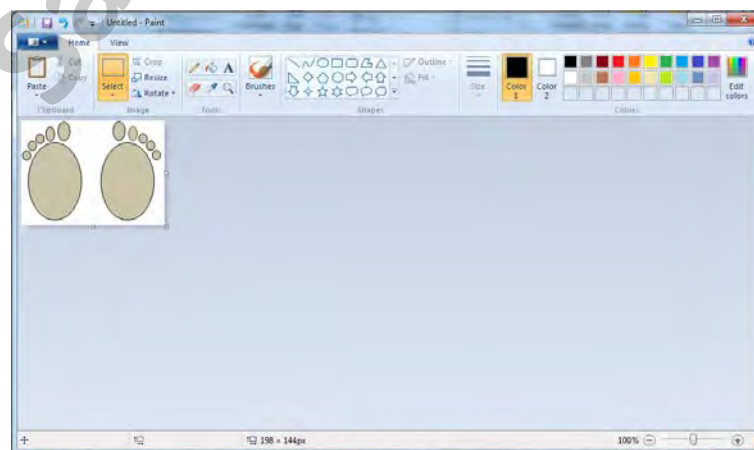
- 12 Save the document.



Saving a Drawing as a Graphic

The easiest way to save a drawing that you have created in Word as a graphic file is to copy the image to the Clipboard, open the Paint program, paste the graphic and then save it.

Exercise 2

- 1 Select the feet that you have drawn and click on  **Copy** on the Home tab.
- 2 Click on the Start button  at the bottom left of your screen, select All Programs, Accessories then  **Paint**.
- 3 In the Paint program click on  **Paste** which will paste your image into Paint.
- 4 If necessary drag the bottom right corner handle of the white frame until the outside frame is the same size as your image, as shown below.



- 5 Click on  and move the mouse pointer down to  **Save as**.

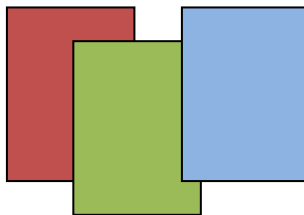
Various file formats that you can save the image are shown at the right.

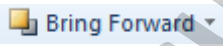
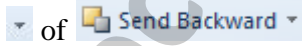

- 6 Select  **BMP picture** Save any kind of picture with high quality and use it on your computer, which is a standard graphic format.
- 7 Ensure the Pictures Library folder is displayed then save the file with the file name of **Feet**.
- 8 Click on  then on  from Paint.



Exercise 3



- 1 In your Word document (ie Shapes) draw a rectangle as shown below, fill it with red colour then copy it twice as shown below. Change the Shape Fill colour for the second and third boxes to green and blue.

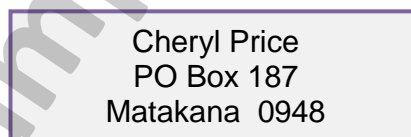


- 2 Click on the red rectangle then click on  **Bring Forward** on the Drawing Tools, Format tab.
- 3 Click on blue rectangle then click on the  of **Send Backward** and click on  **Send to Back** . Practise options from these two buttons.

Text Boxes

Exercise 4



- 1 Click on the Insert tab then on  **Text Box** then on  **Draw Text Box** . Under the rectangles draw a text box as shown below. Type your name and address in the text box and centre. Drag on the “handles” to increase the size of the text box if necessary.



- 2 With the text box selected change the Shape Fill to a pale grey and the Shape Outline to purple, 1½ pt Weight. Change the font to Arial 12 pt.

The green circle at the top of the text box is used to rotate the text box.

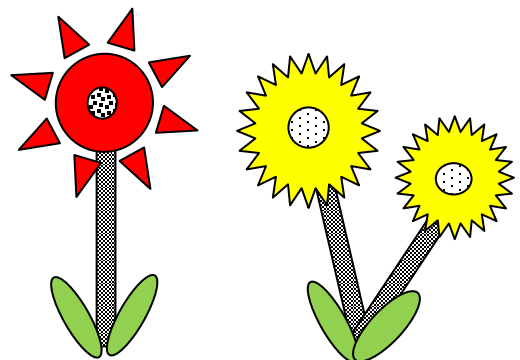
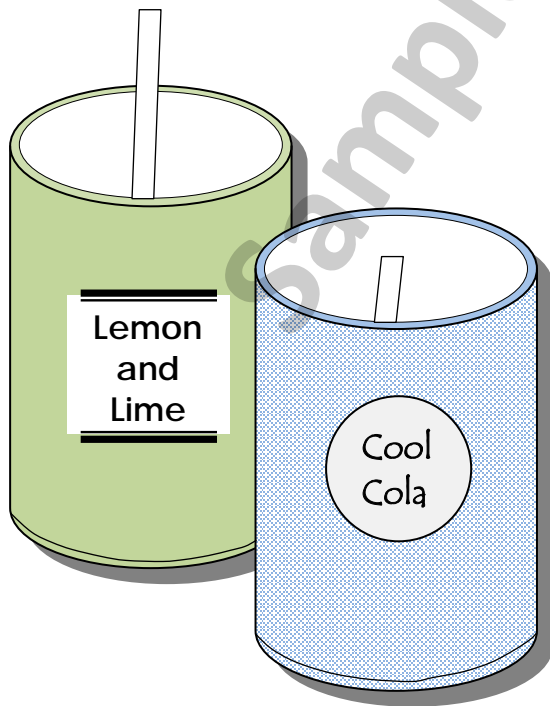
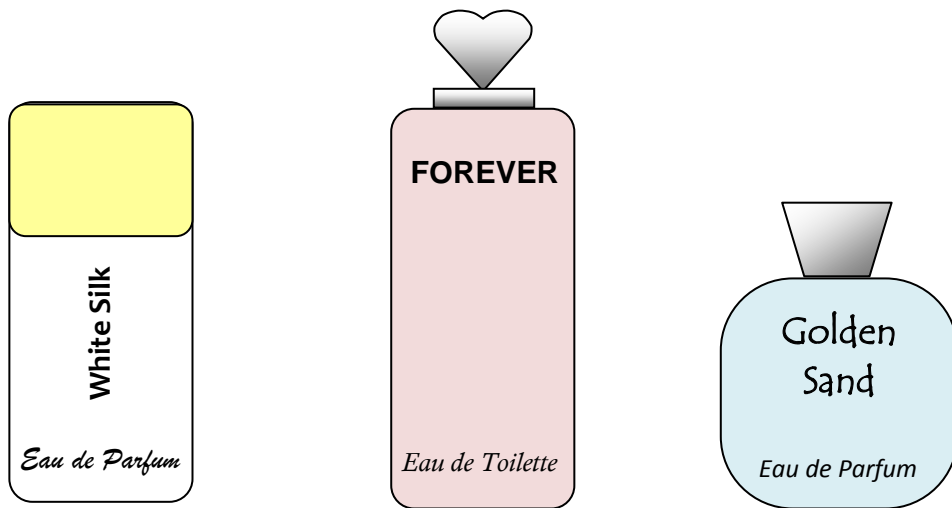
- 3 Practise drawing different shapes and text boxes and formatting them.

Note To remove the border from a text box (or shape) click on  **Shape Outline** on the Text Box Tools, Format tab then on  **No Outline** .



- 4 Save the document and close.


Exercise 5

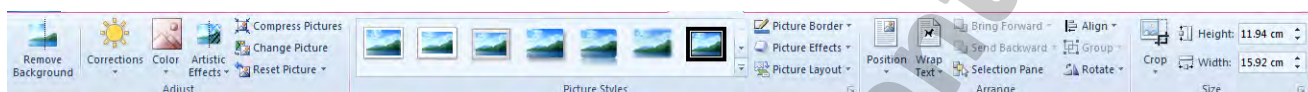
- 1 In a new document draw the shapes on the next page. You may change the Shape Fill and Shape Outlines as desired.
- 2 Save as **Drawing Shapes** and close.




Inserting Pictures

- Pictures can be inserted into a document using  on the Insert tab. When you click on ClipArt the Clip Art Task Pane will appear at the right of the screen. Click on the Results should be:  and specify types of clip art that you want to search for. If *Include Office.com content* is unchecked very few pictures will be displayed. Type a keyword in the Search for: box and click on Go to display a selection of clip art.

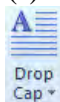
- Click on  to display the Pictures subfolder under Libraries, which can be used to store clip art or graphics that are used frequently. The Sample Pictures folder contains pictures you might like to use. Click on the picture you require and click on the Insert button.
- Pictures can be resized and moved to any location on the page. (Double clicking on a picture displays the Picture Tools, *Format* tab shown below.)

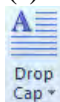


- Drag a corner handle to resize proportionally.
- To “crop” a selected picture, use the  button on the Picture Tools, *Format* tab and drag on a crop handle. Click on the Crop button again to confirm.

Drop Caps

The first letter of a paragraph can be automatically changed to a drop cap (ie to occupy 2-3 lines of text) by selecting the letter(s). An example is shown at the beginning of this paragraph.





Click on the Insert tab then on  and select an option from the list. The Drop Cap displays a frame and can be moved, resized etc. To remove a drop cap select the None option.

WordArt

WordArt enables you to enhance headings and text in a document by using special effects such as shadows, skewed, rotated and stretched text.



Click on the Insert tab then on . You can select from options shown below at the left. After WordArt has been inserted you can click on the WordArt Tools, *Format* tab then on  to display additional options as shown below at the right.

