

Easy Steps



Unit 102 (v6)

**Consolidate keyboarding skills and produce
accurate text based documents**

with

Microsoft Word 2013

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

A Cheryl Price Publication

Unit Standard 102 (Version 6)

Consolidate keyboarding skills and produce accurate text based documents - Word 2013

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

Unit Standard 102 - BUSINESS INFORMATION PROCESSING (Level 1, Credit 3)
Consolidate keyboarding skills and produce accurate text (Version 6)



It is recommended that defaults are changed according to instructions on page ix.

Teachers and students are advised to use the Word Count facility to count the words in any exercise where they wish to assess whether the 98% accuracy level which allows two errors per 100 words had been achieved.

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

This book has been written using Microsoft Word 2013 with Windows 8.

© Cherylprice.co.nz Limited, August 2013

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

ISBN 978-1-927155-76-9

Disclaimer

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Cherylprice.co.nz Limited. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.



PO Box 187
Matakana
Auckland 0948

Phone: (09) 422 7230
Mobile: 021 715566
Fax: (09) 422 7236

Web address:

www.cherylprice.co.nz

Published in New Zealand

Table of Contents

Introduction.....	vi
Default Settings.....	vi
What you will learn.....	vi
How you will learn.....	vi
Word meaning boxes.....	vi
Different Word buttons.....	vii
Glossary.....	vii
Icons used in this book.....	viii
Changing Defaults.....	ix
Font and Font Size.....	ix
Spacing.....	ix
Margins.....	x
Dictionary.....	xi
Save Options.....	xii
NZQA Outcomes and Evidence Requirements.....	xv
 Section 1 - Correction of Errors, Paragraphs, Bold, Underline, Italics, Line Spacing, Centring	
Introduction.....	3
Ergonomics.....	4
Health Problems.....	4
Physical Exercises.....	5
Eye Exercises.....	6
Work Breaks.....	6
Micropauses.....	6
Starting Microsoft Word 2013.....	7
Quick Access Toolbar.....	8
The Ribbon.....	8
Defaults.....	9
Saving and Printing your work.....	10
Saving.....	10
Printing.....	10
Close.....	10
Open.....	10
Spell-check.....	11
AutoRecover.....	11
Exiting from Word.....	11
Shutting down your Computer.....	11
Keyboard Position.....	12
Sitting Position.....	12
Position of Hands.....	12
Use Correct Fingering.....	13
Accuracy.....	14

Proofreading.....	16
Word Count	16
Use of Punctuation	18
Paragraphs.....	22
Block Style.....	22
First Line Indent.....	22
Hanging Indent.....	22
Correction of Errors	25
Typing Replaces Selection	25
Undo Button	25
Redo/Repeat Button	25
Line Spacing	26
Paragraph Spacing.....	27
Bold and Underline.....	30
Change Case	31
Italicised Text	34
Text Alignment	35
Headings and Layout	37
Types of Side Headings.....	37
White Space	37
Font Size Headings	38
Centre	40
Horizontal Alignment	40
Vertical Alignments.....	42
Indented Paragraphs.....	46
Practice Assessment.....	50
 Section 2 - Use of Numbers - Words or Figures, Margins, Spelling and Grammar, Synonyms and Thesaurus	
Ergonomics	56
Page Margins	57
Hyphenation	57
Hard Space	57
Spelling and Grammar.....	60
Synonyms and Thesaurus.....	63
Confused Words.....	65
Use of Numbers - Words or Figures	67
Date	67
Date	67
Time	67
Pages.....	67
Currency.....	67
Fractions and Symbols	67
Percentages	67
Measurement	67
General	67
Arabic, Cardinal and Ordinal numbers	67

Vocabulary.....	67
Roman Numerals.....	67
Capitals.....	67
Practice Assessment	67
Glossary	81
Index	82

Sample Document

Introduction

Welcome to Unit Standard 102 v6 Consolidate keyboarding skills and produce accurate text based documents with Microsoft Word 2013.

This book has been written using Microsoft Word 2013 with Windows 8. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Default Settings

Before commencing this course you will need to check (and amend if necessary) the default settings for Word 2013 as described on pages ix to xi. This will ensure that all exercises and instructions in this book will work exactly as they should.

What you will learn

In this course you will learn how to -

- use keyboarding skills, including shortcut keys to produce text
- consolidate keyboarding skills to produce text with accuracy

How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises (or those instructed by your tutor).

A Practice Assessment is included at the end of the section. Our books include accumulation and consolidation of learning which carries across each section.

After you have completed the book your tutor will give you the actual Unit Standard Assessment.

Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

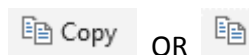
forecast = to calculate a future result
--

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

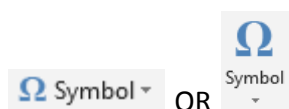
Different Word buttons

Depending on the size of your Word screen buttons on the ribbon may vary to those shown in this book. The icon with the word of that feature may show, or the icon only.

For example, the Copy button in the Clipboard group on the Home tab may be displayed in either of the following ways.





The Symbol button can show as either -



Shortcut keys

Shortcut keys are indicated in the left margin, usually the first time they are used. An example follows.

- Ctrl S
- 1 Click on the Save button  on the Quick Access Toolbar .
 - 2 Type a file name for your document then click on Save.

Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Word 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

AutoCorrect
Clipboard
Correction Signs
Cut
Drag and Drop
Find

Format
Microsoft Office Help
Move Text
Navigation Pane
Proof-reading
Redo

Replace
Selecting Text
Synonyms and Thesaurus
Typing Replaces Selection
Undo

Icons used in this book

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.



Practice Assessment


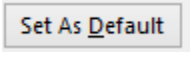
Each practice assessment covers consolidation of topics learnt in that section and provides practice for students prior to sitting the actual Unit Standard Assessment.

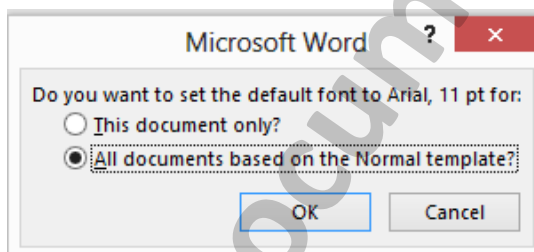
Changing Defaults

Default settings may have already been changed in your Word 2013 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:

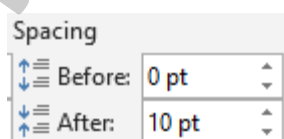
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

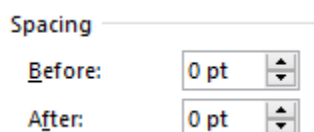
Spacing

- Click on the **PAGE LAYOUT** tab and if 10 pt Spacing After is displayed as shown below then this has not been altered. (Use the instructions below also if 8 pt After is displayed.)




Remove 10 pt spacing as follows.

- 1 Click on the Paragraph Dialog Box Launcher  which will display the Paragraph dialog box.
- 2 Change the Spacing After: to 0 pt as shown below.




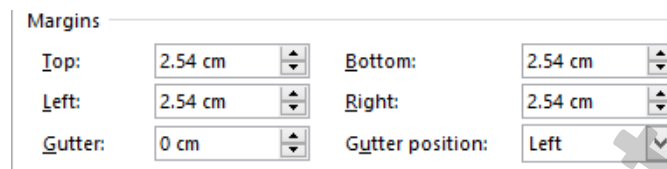
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

Margins

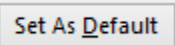
- On the **PAGE LAYOUT** tab click on the Page Setup Dialog Box Launcher  which will display the Page Setup dialog box.

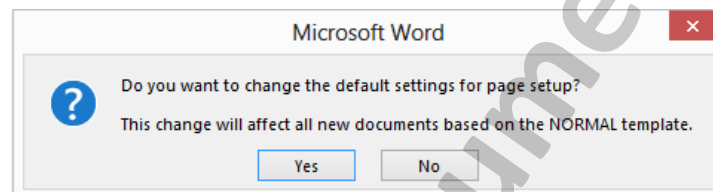
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

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



Margins	
Top:	2.54 cm
Bottom:	2.54 cm
Left:	2.54 cm
Right:	2.54 cm
Gutter:	0 cm
Gutter position:	Left

- 2 Click on .

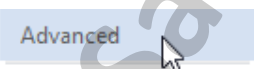


- 3 Click on Yes.

Bullets and Numbering

When bullets and/or numbering are inserted in Word 2013 a style is applied to these features. This can prevent spacing before and after, or spacing options to be used with the Line and Paragraph Spacing button.

You will therefore change bullets and numbering to be applied using the Normal style as follows:

- 1 Click on the **FILE** tab and select **Options**.
- 2 Click on  at the left.
- 3 Ensure a tick is displayed in the following ☒ **Use Normal style for bulleted or numbered lists**.
- 4 Click on OK.


Dictionary

Microsoft Office 2013 does not have an inbuilt dictionary. We recommend that you download the Bing Dictionary as instructed below.

(If another dictionary has already been added captures in our Word 2013 books will be very similar but may not be exactly the same.)

You will need to be connected to the Internet to be able to download the dictionary and to use it.

- 1 Click on the **INSERT** tab then click on .

- 2 In the Apps for Office dialog box click on  which will take you to the Microsoft Apps Store.

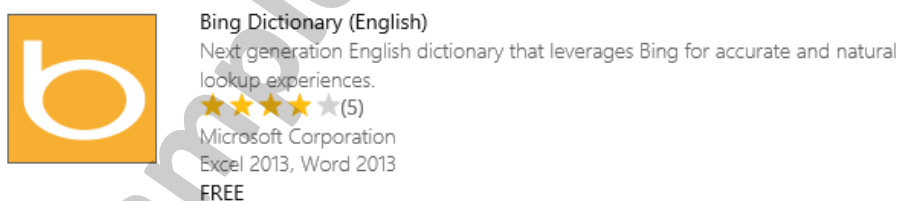
(If other apps have been installed you need to click on  .

- 3 In the Search box at the top of the window type **dictionary** as shown below.




- 4 Click on the Search button .

- 5 Click on the following dictionary which we have selected because it is FREE and has the highest star rating. It can also be used in Excel 2013.



- 6 Click on  then on .



The Bing Dictionary will now show on the  button and will be used for spelling and grammar checking, synonyms and thesaurus.

Save Options

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used My Documents folder as the default folder. This means that files you open and save will be on your hard drive.



If you wish to open and save files to SkyDrive (ie the cloud) use instructions on the next page.

Use the following instructions to specify My Documents as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\Documents\

Browse...

- 6 Click on OK.

SkyDrive

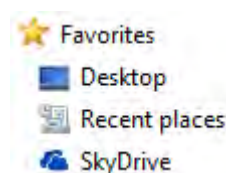
SkyDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” it means that you can access those files from anywhere in the world because you will always have access to the SkyDrive application and your files. You do however need an Internet connection to be able to update those files.



Saving to SkyDrive


SkyDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A SkyDrive folder will be displayed on the Navigation Pane in Windows Explorer as shown at the right.



Files can be saved manually by clicking on the Save button  on the Quick Address Toolbar, specifying a name for your file then clicking on the  SkyDrive icon (you may wish to double click on Documents and save to that folder).

SkyDrive as the Default File Location

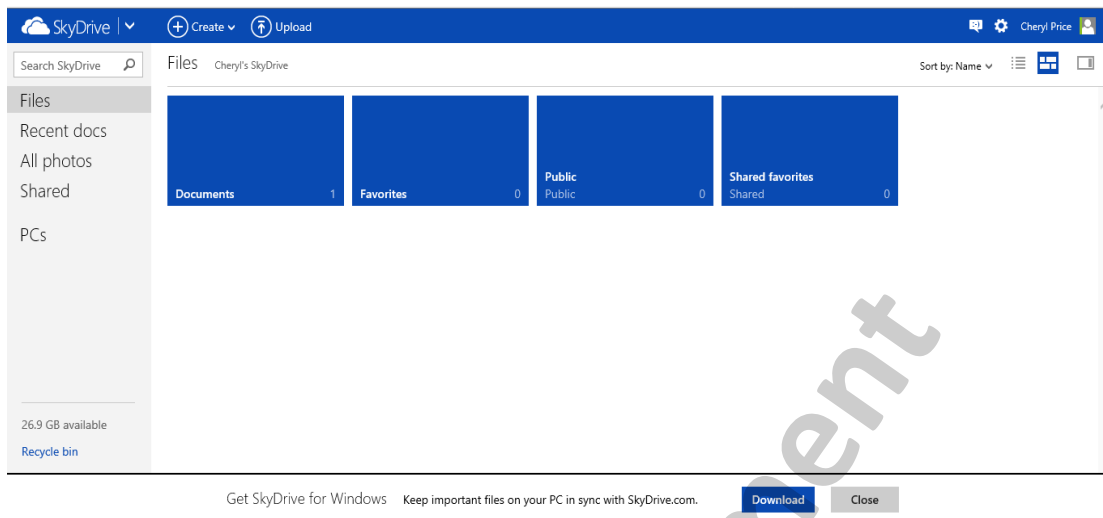
Use the following instructions if you wish to specify SkyDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.
- 6 Click on **Browse...** at the right of *Default local file location:* and select  SkyDrive .
☒ Don't show the Backstage when opening or saving files
☐ Show additional places for saving, even if sign-in may be required.
☐ Save to Computer by default
Default local file location: **Browse...**
- 7 Click on OK.

SkyDrive Website

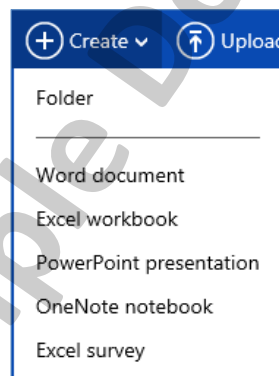
You can log in to the SkyDrive website using your web browser with your login name and password.

The website is www.skydrive.live.com.



You can upload photos and use files and share files.

New files can be created through SkyDrive by clicking on **Create** and selecting the program you wish to use, eg Word (web applications in SkyDrive are slightly cut-down versions of Office 2013 programs).



Sharing Files

From within Word 2013 you can save files to SkyDrive (usually to the Documents folder). You can then click on the **FILE** tab, on **Share** and invite people to share files in SkyDrive. (For further information click on the Help button **?** in the Share screen.)

Alternatively, you can right click on a file in the SkyDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on SkyDrive.

NZQA Outcomes and Evidence Requirements

Unit Standard 102 Version 6

Title	Consolidate keyboarding skills and produce accurate text based documents		
Level	1	Credits	3
Purpose	<p>This unit standard is for people who wish to build on existing basic keyboarding skills for employment or education.</p> <p>People credited with this unit standard are able to use keyboarding skills, including shortcut keys, to produce text, and consolidate keyboarding skills to produce text with accuracy.</p>		
Classification	Business Administration > Business Information Processing		
Available grade	Achieved		
Entry information			
Recommended skills and knowledge	Unit 101, <i>Develop and use keyboarding skills to enter text.</i>		

Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 For assessment, candidates must demonstrate the ability to use shortcut keys to layout the documents and format text. The use of a minimum of three shortcut keys must be demonstrated.
- 4 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.
- 5 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:
Health and Safety in Employment Act 1992.

Outcomes and evidence requirements

Outcome 1

Use keyboarding skills, including shortcut keys, to produce text.

Evidence requirements

- 1.1 Layout principles are used to produce sentences, paragraphs, and page layouts as required.
Range page margins, line spacing, alignment.
- 1.2 Paragraphs produced are consistent with the format of text output required.
Range may include but is not limited to – justified (blocked), first line indent.
- 1.3 Formatting techniques applied to enhance text are consistent with the format of text required.
Range bold, italics, capitals.

Outcome 2

Consolidate keyboarding skills, including shortcut keys, to produce text with accuracy.

Range text output is a minimum of three documents of three paragraphs each.

Evidence requirements

- 2.1 Short paragraphs of alphanumeric text containing 50-100 words are keyed in accurately from prepared copy.
- 2.2 Text production includes the use of figures and words in relation to the style required.
Range may include but is not limited to – words or figures to represent numbers, dates, fractions, currency symbols, time, measurements; evidence of four examples is required.

Planned review date	31 December 2015
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 1993	December 2011
Review	2	27 June 1996	December 2011
Review	3	28 April 1997	December 2011
Review	4	28 June 1999	December 2011
Review	5	26 September 2005	December 2012
Review	6	17 December 2010	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0113
--	------

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Correction of Errors

Paragraphs

Bold, Underline, Italics

Line Spacing, Centring



Learning Outcomes

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

- ☐ Understand text processing
- ☐ Apply ergonomics
- ☐ Start your system, understand the screen and defaults
- ☐ Sit correctly at your workstation and use correct fingering
- ☐ Correct errors
- ☐ Use block, first line indent and hanging paragraphs
- ☐ Change line spacing
- ☐ Use bold, underline and italics
- ☐ Change alignment of text
- ☐ Horizontally and vertically center text
- ☐ Indent paragraphs and insert bullets and numbering



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Block Style
Change Case
Defaults
Ergonomics
First Line Indent
Font
Hanging Indent

Hard copy
Justified Vertical Alignment
Kerning
Line Spacing
Micropause
Point Size
Sans Serif Font

Serif Font
Soft Copy
Vertical Alignment
Vertically Centred
Word Count

Sample Document

Introduction

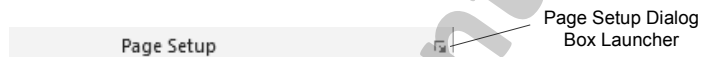
Unit 102 consolidates keyboard learning and accuracy.

Instructions in this manual will cover Microsoft Word 2013.

- Any illustrations from the Word program will be in Microsoft Word 2013.
- Instructions will be displayed as shown below.

To change left and right margins -

- 1 Click on the **PAGE LAYOUT** tab at the top of the screen.
- 2 Click on the Page Setup Dialog Box Launcher as shown below, to display the Page Setup dialog box.



- 3 In the Margins section, type in measurements in the Left: and Right: boxes.
- 4 Click on OK.

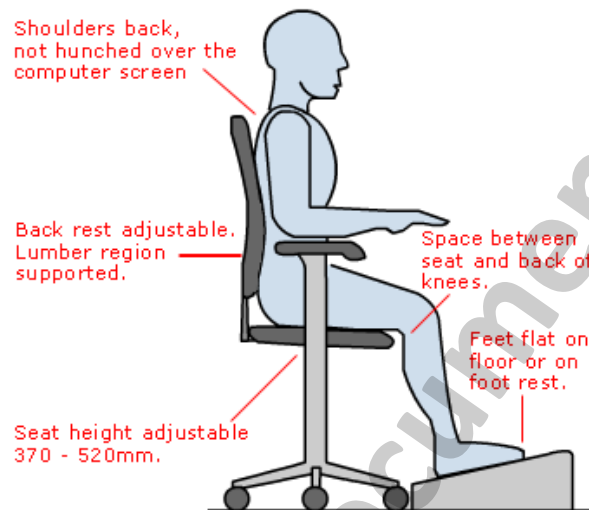


Ergonomics

sector
= division

Ergonomics is the study of the efficiency, comfort and safety of people in their working environment. In the office/computing sector, the field of ergonomics plays an important role in the production of monitors, keyboards and furniture, specifically in ensuring good design techniques that avoid the cause of backaches and muscle cramps.

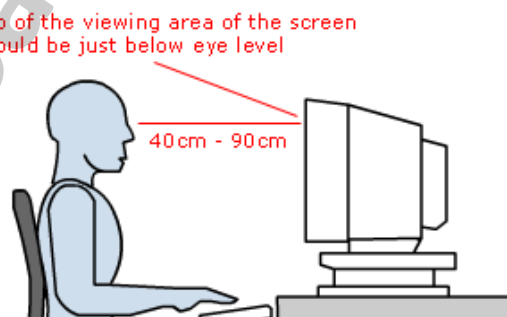
Learning how to sit at a desk and use your computer in an ergonomically sound manner will reduce the risk of health problems and ensure that you are comfortable in your working environment.



The New Zealand Department of Labour has published an approved *Code of Practice for the use of Visual Display Units* covering all of the ergonomic factors that should be considered in a workplace. This is available on our web site (Resources tab, Free Resources) at www.cherylprice.co.nz.

monitor
= screen

The monitor should be positioned so that it is straight in front of the operator, an arm's length (40cm - 90cm) away from the eyes. The top of the viewing area of the screen should be just below eye level and the screen should be tilted so that the operator looks slightly downwards onto the screen. The height of the monitor should be adjustable; this may require using a monitor stand to ensure it is at the correct height.



Health Problems

It is important that steps be taken to prevent health problems such as Occupational overuse syndrome (OOS) and repetitive strain injury (RSI) from occurring. Exercises should be used to stimulate blood flow - to help reverse the effects of muscle tension - and help you to relax.

Physical Exercises

There are exercises which, when done regularly, can help to prevent OOS. These exercises are designed to reduce muscle tension and increase blood flow.

 <p>Side neck stretch Slowly tilt your head to one side, stretching the side of your neck. Return your head to upright and repeat on the other side.</p>	 <p>Head turn Slowly turn your head to one side. Return to centre and repeat on the other side.</p>	 <p>Bi-directional neck stretch Bend your head forward and then turn your head to right. Use your right hand to gently pull your chin down towards your armpit. Repeat on the other side.</p>
 <p>Shoulder Roll Lift both shoulders upward toward your ears, and then down again slowly. Roll your shoulders gently backwards and forwards to ease tension in the neck.</p>	 <p>Upper back stretch Clasp your hands behind your head, keeping your elbows straight out to the side. Gently lean over the back of your chair, stretching your upper back.</p>	 <p>Upper arm and shoulder stretch Bend your right arm placing your right hand on your upper back. Hold your right elbow with your left hand and use this hand to gently push your right arm down. Repeat on the other side.</p>
 <p>Chest and shoulder stretch Interlace your fingers behind your back. Gently turn your elbows inwards, straightening your arms. Pause and then release.</p>	 <p>Arm and rib cage stretch Interlock your fingers; stretch your arms above your head, palms upward. Try to keep your shoulders lowered.</p>	 <p>Finger Spread Hold your right arm out bent upward at the elbow. Spread fingers wide apart stretching the inner palm and fingers. Repeat on the other side.</p>
 <p>Chair twist Sit in a chair with your left knee crossing your right. Place your right hand on the outside of your left knee. Twist and place your left hand on the back of the chair. Hold and repeat on the other side.</p>	 <p>Front wrist stretch Hold your right forearm out straight, palm facing up. Take your fingers with your left hand and pull them back gently so the front of your wrist is stretched. Repeat on the other side.</p>	 <p>Back wrist stretch Hold your right forearm out bent upward at the elbow. Take your fingers with your left hand and pull them gently downward so the back of your wrist is stretched. Repeat on the other side.</p>

Eye Exercises

To avoid eye strain when using a computer screen do the following:

- Blink often to prevent the surface of your eyes drying out and becoming irritated.
- Stare off into space - every now and then look across the room or out the window.
- Adjust your screen so it is not too bright.
- Use a glare screen to minimize glare reflected back into your eyes.
- Wipe the dust off your screen regularly.
- Use the clock at the right to practise eye exercises (you can also do these exercises in greater movements shown in brackets below).

12 to 6 (from ceiling to floor)

9 to 3 (from one side of the room to the other)

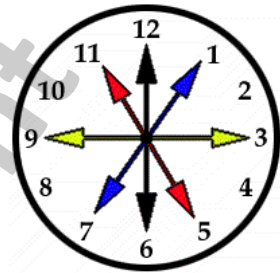
1 to 7

11 to 5

Now close your eyes for a few seconds, relax and open your eyes. Begin at 12 and circle around to 3, 6, 9 and back to 12 three times.

Reverse directions, then close your eyes and relax.

- To release tension in your face around your eyes, close them tightly and gently squeeze, allowing your facial muscles to draw up. Hold for two seconds, relax your face and open your eyes, then open your mouth wide while raising your eyebrows. Repeat three times.



Work Breaks

Operators should be given frequent breaks away from their terminals in order to avoid eyestrain and posture problems. The recommended break is 10 minutes every hour worked where work is screen-intensive. Try to vary tasks and take a break from your computer to do filing, make business phone calls etc.


Micropauses

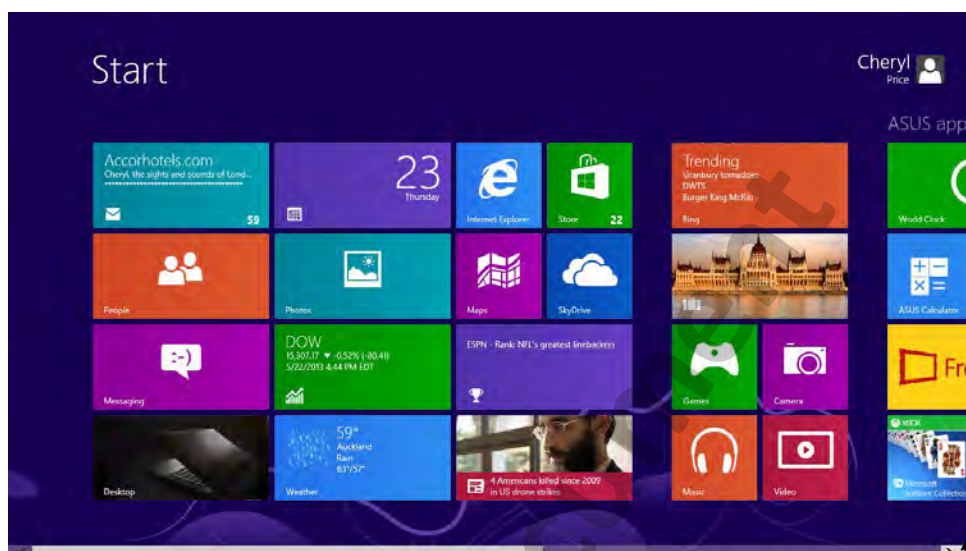
A **micropause** is a short break in work for muscle relaxation. Specifically, it is a 5-10 second break in work for muscle relaxation every three minutes or so. Micropauses allow for the restoration of blood flow to muscles which have been held tense. It is when the muscles relax fully that micropauses are of most value. They help you be more productive. A variation to exercises is simply to count your breaths.

Starting Microsoft Word 2013




EXERCISE 1

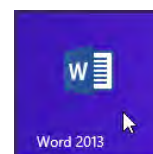
- 1 If the Start screen shown below is not displayed click on the Windows key  on your keyboard OR move your mouse pointer to the very bottom left of the window where the Start button shown at the right is displayed.



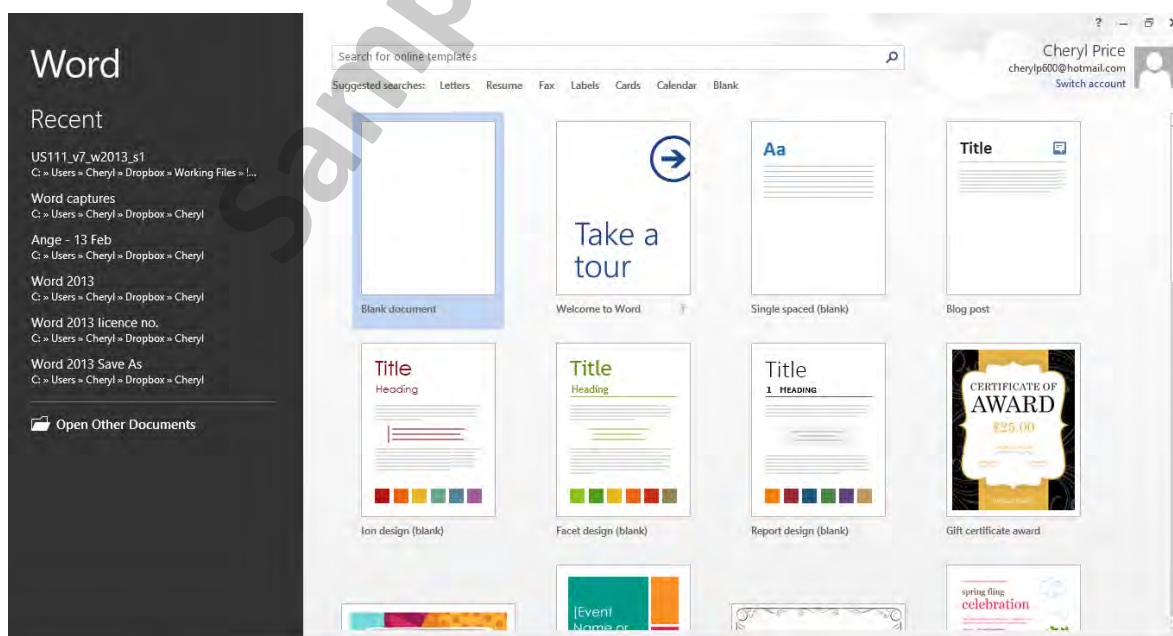
Click here to display the Start button

Click here to scroll across the screen

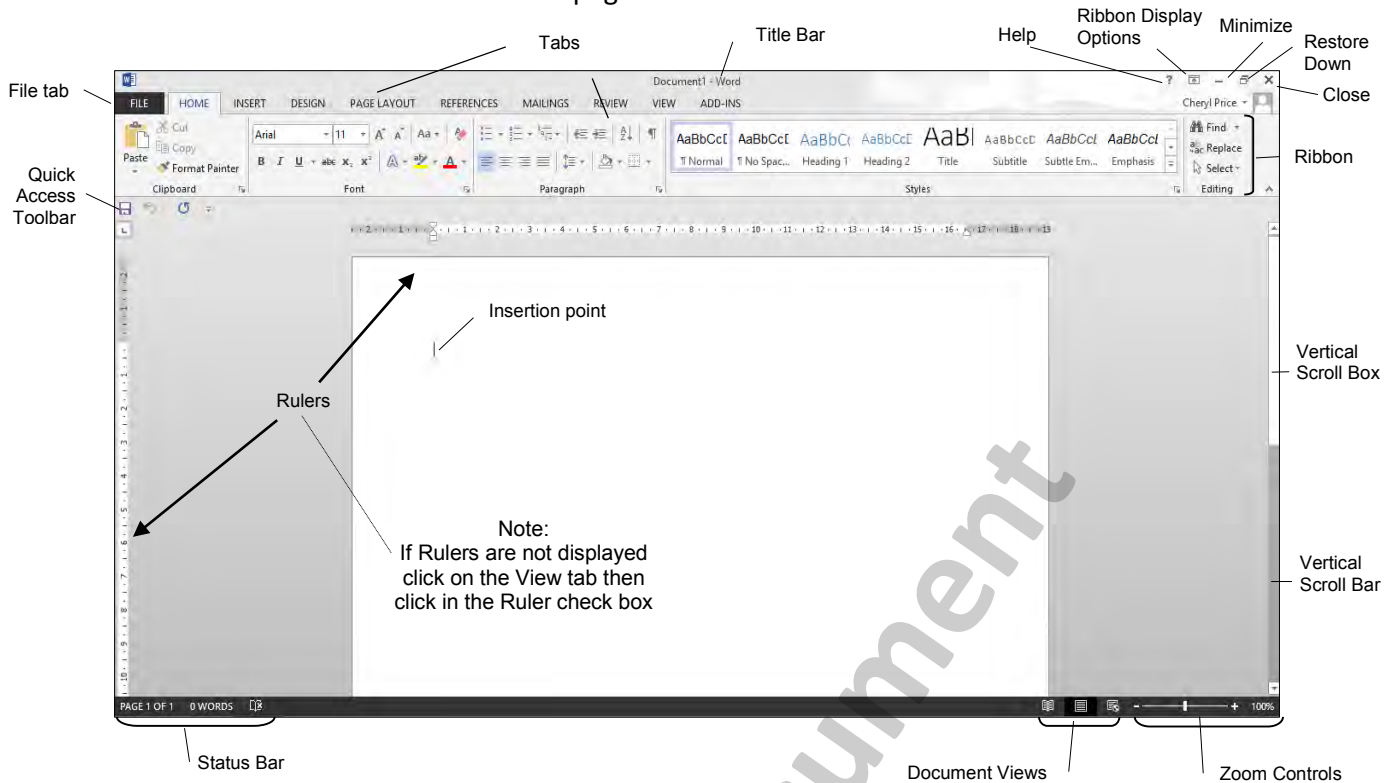
- 2 Click on  at the bottom right of the screen then on the Word 2013 program icon shown at the right.



Microsoft Word will open. If Word 2013 has been used previously then Backstage View will be displayed as shown below. (Recent documents are shown at the left).



- Click on Blank document. The screen will display with a new document, ready for you to enter text as shown on the next page.



The **FILE** tab contains all basic tasks such as opening, saving and printing a document.

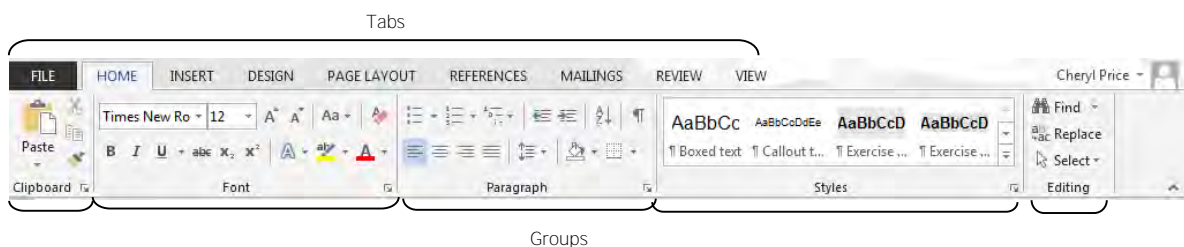
Quick Access Toolbar

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



The Ribbon

The ribbon in Microsoft Word 2013 is divided into tabs and groups as shown below.



Defaults

The term **defaults** is given to the settings that occur for every new document you create, eg. margins, tabs, font, paper size.

In Word programs default settings occur for every document you create. These are shown below (from changes made at the beginning of this book).

New Defaults

Margins

Top	2.54 cm (1")
Bottom	2.54 cm (1")
Left	2.54 cm (1")
Right	2.54 cm (1")
Header/Footer	1.25 cm (0.5")

Tabs

Automatically set every 1.27 cm

Paper Size

21 cm x 29.7 cm (A4)

Spacing

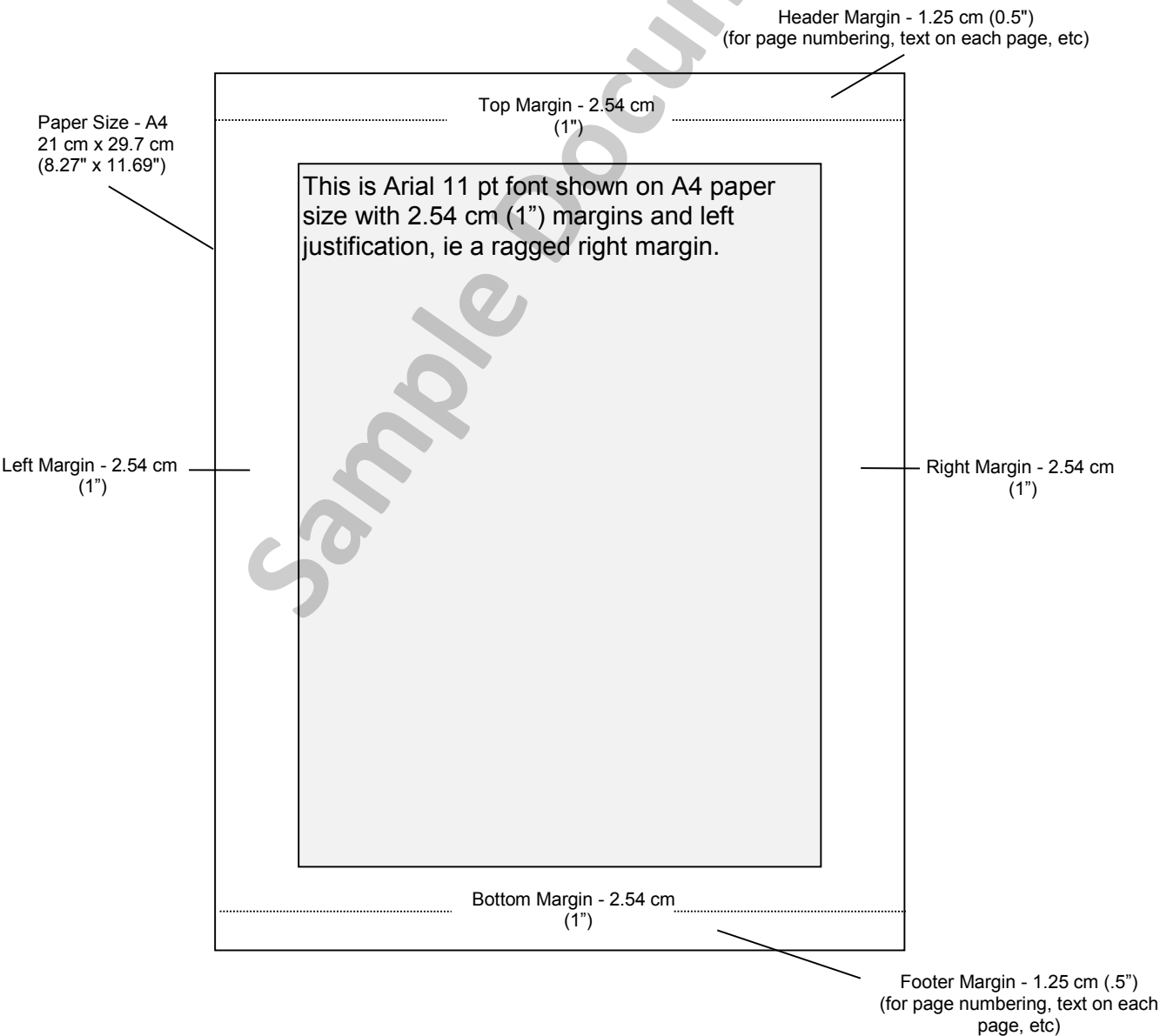
Single

Font

Arial 11 pt

Justification

Left





Saving and Printing your work

When you have finished keying in your exercises it is a good idea to save your work, print it out and then check for errors against the page(s) you have done.

Saving

Please refer to the Changing Defaults instructions on page xii at the front of the book to ensure you have turned off Backstage view when saving (otherwise you need to click on Computer, on Browse then navigate to the correct location).

Ctrl S 1 Click on the Save button  on the Quick Access Toolbar  at the top left of the screen

OR click on the **FILE** tab then on **Save**.

2 Ensure the correct location for your documents is displayed.

3 Type a file name for your document.



A file name can contain up to 255 characters in the main part of the file name.

4 Click on Save.

Printing

Ctrl P
then
Enter

1 Click on **FILE** then on **Print**. A preview of your document will be displayed.



2 Select print options required then click on **Print**.

Close

Ctrl W



➤ Click on **FILE** then select **Close**.

Open

Ctrl O

1 Click on **FILE** then select **Open**.


2 If the file you require appears in the Recent Documents list double click on the file.

Otherwise click on  **Computer** and then click on  **Browse** to search for your file.

3 Click on the file required then click on Open OR double click on the file.

Spell-check

Spelling/typing errors will be displayed with a red wiggly line underneath, eg persistent and incorrect grammar is shown with a green wiggly line.

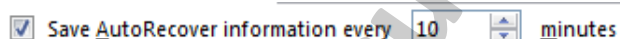
- F7 Remember to click on the **REVIEW** tab and then on  to spell-check your work.

To change Spelling and Grammar options click on the **FILE** tab, choose **Options** then Proofing.

AutoRecover



Often people assume that the Automatic Save feature (AutoRecover) on a computer will save their work and they can open a document at another time. The Automatic Save/AutoRecover feature is only a safeguard against your system crashing or against power failure. When you close a document the Automatic Save/AutoRecover feature does not save that document. It only works when you do not close a document and exit Word.

The document is saved at the time interval specified by clicking on the **FILE** tab, selecting **Options** then clicking on Save:



After machine/power failure, when you next enter Word the file name will be displayed on the Document Recovery pane at the left of the screen. You will need to open your document and save it with the same file name.

Exiting from Word

- Alt F4 ➤ Click on the Close button  at the top right of your screen OR on  at the top left of your screen and select Close.



Have you noticed the shortcut keys on these pages? Look at the left margin where they are displayed the first time a Word feature is used. They are an easy method for using many features:

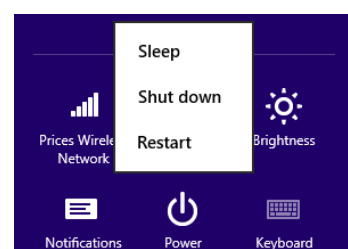
Ctrl S to Save; Ctrl P then Enter to Print; Ctrl W to Close; Ctrl O to Open, F7 for Spellcheck; Alt F4 to Exit

Shutting down your Computer

- 1 Move the mouse pointer to the far top right corner of the screen.

- 2 Click on  then on  which displays the options shown at the right.

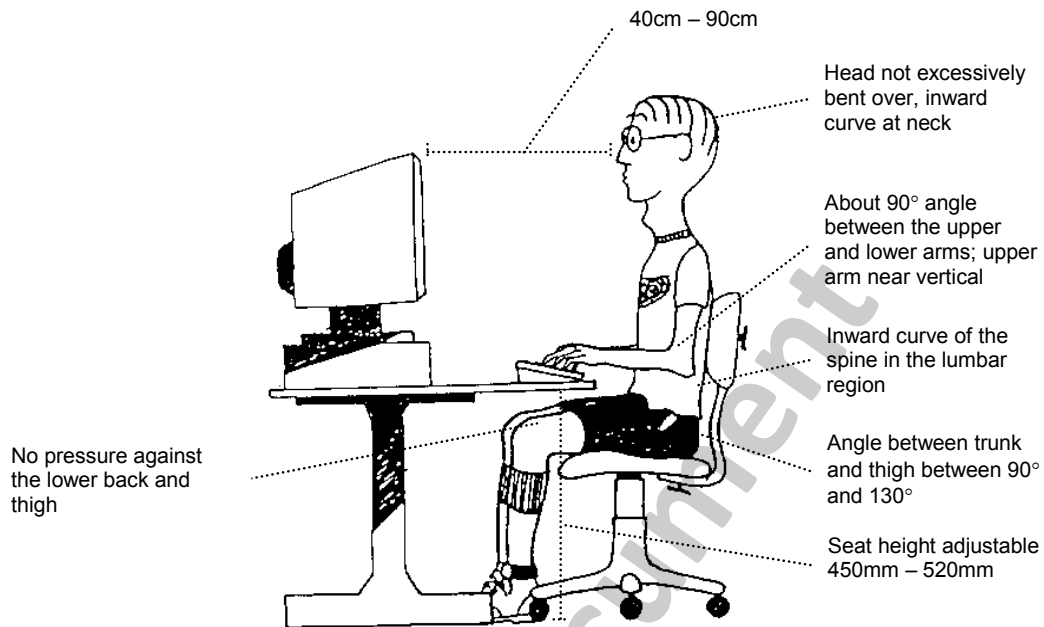
- 3 Select Shut down.



Keyboard Position

Sitting Position

Sit with back supported, feet flat on floor.



Position of Hands

Fingers should be gently curved over keyboard, thumbs above the Spacebar.

Ensure that wrists are not raised; elbows should be comfortably alongside your body, not jutting out like wings.

