

Easy Steps



Unit 108 (v6)

Apply text processing skills to produce business documents

with

Microsoft Word 2013

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

A Cheryl Price Publication

Unit Standard 108 (Version 6)

Apply text processing skills to produce business documents - Word 2013

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

Unit Standard 108 - BUSINESS INFORMATION PROCESSING (Level 3, Credit 5)
Apply text processing skills to produce business documents
(Version 6)



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

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

Retrievable exercise files are used with this book and listed on page xiv. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page xv.

An Extended Learning Booklet which contains additional theory, revision exercises and general exercises is available in download format. This is a free resource to purchasers of this 108 v6 Unit Standard workbook.

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

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Sample Document

Introduction

Welcome to Unit Standard 108 v6 Apply text processing skills to produce business 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 viii to x. This will ensure that all exercises and instructions in this book will work exactly as they should.

Retrieval Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can then open these files and use the features of Word to manipulate and format text.

A list of these files is shown on page xiv and instructions for downloading these files from our web site are included on page xv.

What you will learn

In this course you will learn how to -

- apply text processing skills to produce business documents
- compose business documents from annotated drafts
- produce business documents within specified time frames
- use text processing conventions and features to produce business documents

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).

An Assignment is included at the end of each section. Our books include accumulation and consolidation of learning which carries across each section.

An Appendix is included at the end of the book. This contains Word 2013 quick reference notes as well as additional reference information.

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.

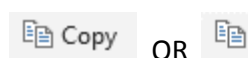
forecast
= to
calculate a
future
result

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.

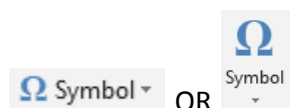
Different Word buttons

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.

Assignment One



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

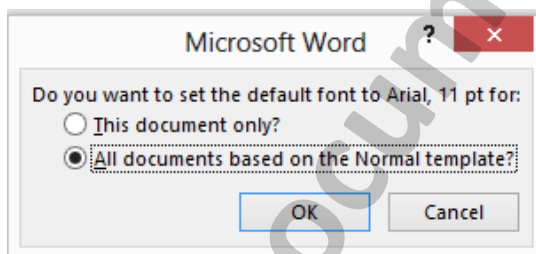
Changing Defaults

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:

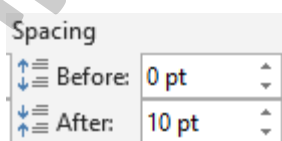
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

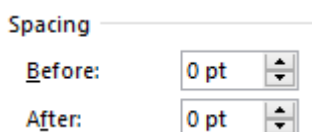
Spacing

- 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.



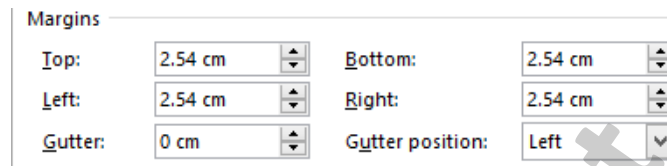
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

Margins

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

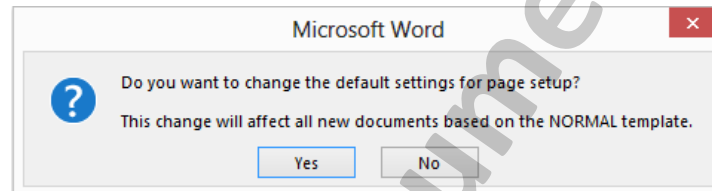
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

- 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 **Set As Default**.



- 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 **Advanced** 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 .

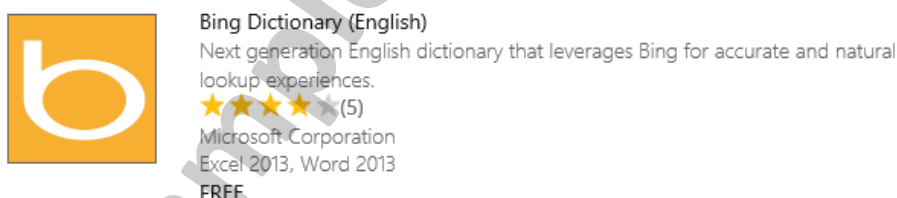
- 2 In the Apps for Office dialog box click on  which will take you to the Microsoft Apps Store.

(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

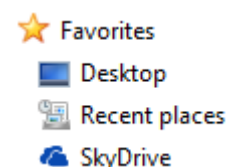
SkyDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



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:

C:\Users\Cheryl\SkyDrive\

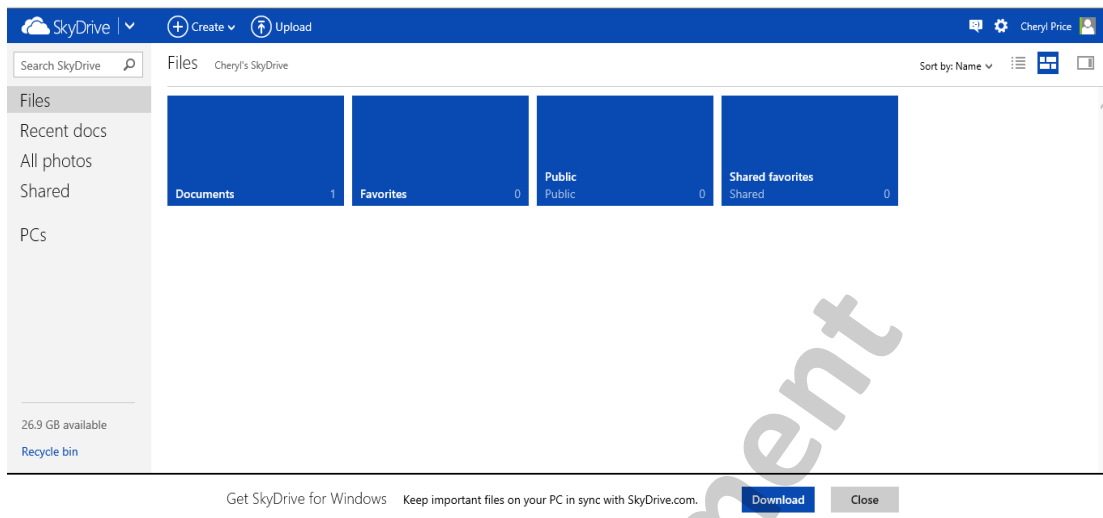
Browse...

- 7 Click on OK.

SkyDrive Website

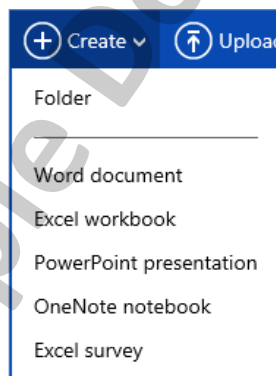
You can log in to the SkyDrive website using your web browser with your login name and password.

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.

Exercise Files used in this book

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

Names of files	
Bertrams Letterhead	MemoForm
Cherry Venture	Otaki Tramping Club
Credit Note	Pacific Hotel Letterhead
Crime	Parkvale Letterhead
Dr Bradley Letterhead	Pinetree Invoice
EAL Letterhead	Posture
EAL Memo	Rata Motor Camp Ltd Newsletter
Email	Shareholders Report - 2014
FaxForm	Statement
Fitness Equipment	Travel Confirmation
Invoice	Travel Itinerary



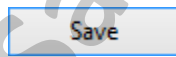

Note that there may be additional files downloaded not listed above which are for use with the Extended Learning Booklet for this unit.

Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



Exercise files can be downloaded to My Documents folder OR SkyDrive. However, for the purposes of this book we have specified My Documents as the folder for saving and opening files. If you are using SkyDrive simply use the SkyDrive folder instead.

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="1061 672 1364 862" data-label="Image"> </div>
4	Click on 
5	Click on US 108
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V6 Word 2013 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then click on the Documents folder shown below at the left OR on SkyDrive shown below at the right.</p> <div data-bbox="351 1332 774 1467" data-label="Image"> </div> <div data-bbox="885 1321 1228 1467" data-label="Image"> </div> <p>b Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

NZQA Outcomes and Evidence Requirements

Unit Standard 108 Version 6

Title	Apply text processing skills to produce business documents		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to apply text processing skills to produce business documents.
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Classification	Business Administration > Business Information Processing
-----------------------	---

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

Entry information	
Recommended skills and knowledge	Unit 107, <i>Apply text processing skills to produce communications in a business or organisational context.</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 Definition
Text processing conventions refer to accepted practices of display for page layout, font selection and size, spacing, use of lines, boxes and borders, and white space. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.
- 3 Evidence of text processing skills must include the following features which may be demonstrated once over all five business documents rather than in each – amendments made from both printed and hand-written annotations, use of calculations, business terms and abbreviations, numbers, columns, tables, simple boxes and/or borders.
- 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.

Outcomes and evidence requirements

Outcome 1

Apply text processing skills to produce business documents.

Range business documents may include but are not limited to – business correspondence, financial reports, meeting documents, formal reports, travel documents, promotional and advertising material, entertainment and social information, forms; evidence is required for five different types of business documents.

Evidence requirements

- 1.1 Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the business documents required.
- 1.2 Page layout, format and display of business documents are consistent with the output required, and meet organisational style requirements.
- 1.3 Business documents are composed from annotated drafts containing extensive editorial amendments, in accordance with information provided and output required.
- 1.4 Information is listed in sequence in accordance with the information provided and output required.
- Range chronological, alphabetical, numerical.
- 1.5 Business documents are processed and presented within a specified time frame in accordance with information provided and output required.
- 1.6 Business documents are produced in accordance with text processing conventions.

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

Sample Document

Multilevel Numbering Tables, Lines Boxes and Borders



Learning Outcomes

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

- ☐ Apply paragraph and multilevel list numbering
- ☐ Use the Tables feature
- ☐ Calculate with the Maths feature
- ☐ Insert lines and boxes
- ☐ Add page borders and page colour



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.

Contextual Menu
Field
Formulas

Multilevel List
Operators
Proof-reading

Reverse Text

Introduction

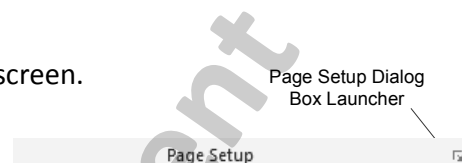
The Appendix at the back of this book contains a summary of Word features and instructions, and theory such as Punctuation and Vocabulary, Organisational Style Requirements, Layout, Correction Signs, Words Commonly Confused etc which can be used for reference purposes.

An assignment is included at the end of each section where students should show consistency and proficiency in layout of each of the documents. Your tutor will specify the time frame for completion of these tasks on the first page of each assignment.

Instructions in this manual will cover Word 2013 and will be displayed as shown below.

To change left and right margins -

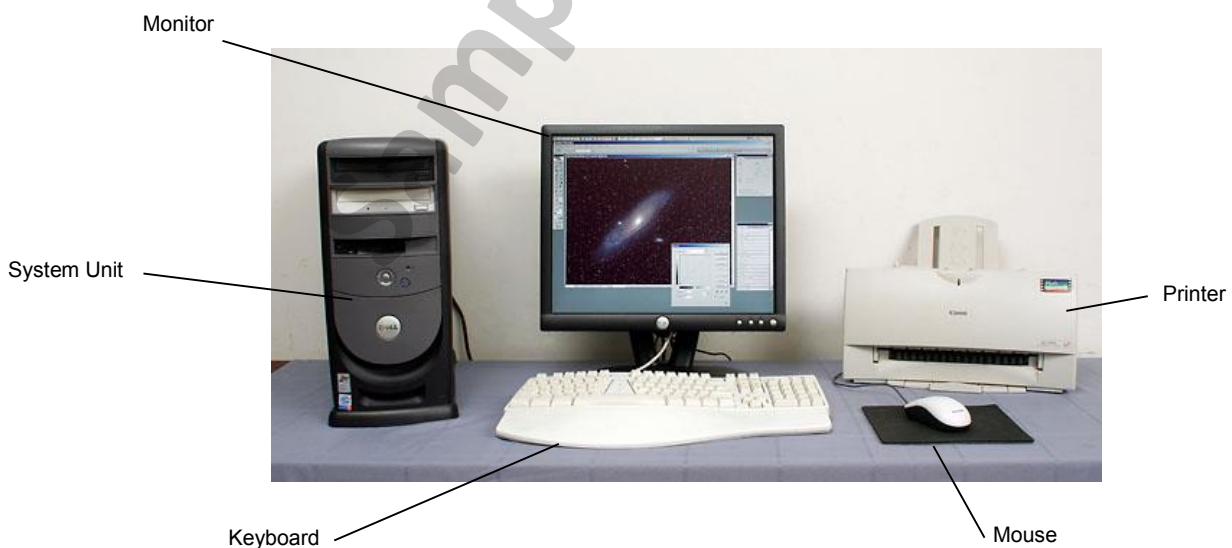
- 1 Click on the **PAGE LAYOUT** tab at the top of the screen.
- 2 Click on the Page Setup Dialog Box Launcher as shown at the right, to display the Page Setup dialog box.
- 3 In the Margins section, type in measurements in the Left: and Right: boxes.
- 4 Click on OK.



Alternatively

Left and right margins can be changed on screen by positioning the mouse pointer between the indent markers (changes to a double ended horizontal arrow) on the horizontal ruler and dragging to the left or right.

The top margin can be changed by moving the mouse pointer to the top of the vertical ruler (where the grey top margin meets the ruler) and dragging upwards or downwards. The bottom margin can be altered in the same way.






Numbering, Multilevel List

You can automatically number paragraphs and use **Multilevel List** (ie a list with two or more levels of numbering) so that when numbered paragraphs are moved/deleted the numbers will adjust accordingly.




On the next page are examples of ordinary numbering (paragraphs 1-2, 4) and multilevel numbering (paragraph 3).

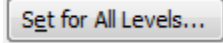
General instructions for these features are as follows.

Numbering

- On the **HOME** tab, Paragraph group, click on the Numbering button . (The indent and tab can be changed by adjusting the indent markers and tab on the ruler.)
- When you press Enter the next number will be inserted.
- To increase spacing between numbered lines, select the numbered text then click on the **PAGE LAYOUT** tab and increase the Spacing Before: measurement.
- To skip numbering click at the beginning of the line and press the Backspace key.
- To continue numbering again click on the Numbering button .
- Press Enter twice at the end of the list to turn off numbers OR press Enter once and click on the Numbering button .

Multilevel List

- On the **HOME** tab, Paragraph group, click on the Multilevel List button .
- Click on the style of numbering you wish to use. The first number will be inserted.
- To go in a level press the Tab key. To go back a level press Shift Tab.
- To increase spacing between numbered lines, select the numbered text then click on the **PAGE LAYOUT** tab and increase the Spacing Before: measurement.
- Type the entire list – it is easier to skip numbering on relevant lines AFTER you have typed the complete list.
- To end numbering, press Enter twice.
- To skip numbering, position the cursor at the beginning of the relevant line and press the Backspace key.
- The numbering style for each level can be modified by clicking on the Multilevel List button  and selecting **Define New Multilevel List...**
- The indents can be changed by selecting Define New Multilevel List from the Multilevel List button , clicking on the level to modify then changing the measurements in the Text Indent at: and Aligned at: boxes.

You can click on the  button so all levels have the same spacing. Click on OK when finished.

Numbered Paragraphs

1 _____

2 _____

3 _____

a _____

b _____

i _____

ii _____

iii _____

4 _____

*Ordinary
Numbered
paragraphs*

This is an example of the
layout where
subsections are included.

*Multilevel
List paragraphs*

Usually single spacing,
block style paragraphs
are used.



- Arabic numbers are in line against the left margin. This would include numbers with two digits, eg 10.
- Lower case letters for subsidiary paragraphs are in line at first tab stop.
- Lower case roman numerals for subsidiary paragraphs (where they appear under an a, b, c etc paragraph) are in line at the second tab stop.

The use of arabic numbers and roman numerals is as follows.

Arabic Numbers eg 1, 2, 3....	Numbering paragraphs Numbering sections Page numbers and footnotes
Roman Numerals eg i, ii, iii, iv, v...	Lower case for subsidiary paragraphs Upper case for chapters and sections Lower case for numbering pages in prefaces of books



EXERCISE 1

- 1 Type the following exercise.
- 2 Set a right tab and left tab for the ingredients section. Use the Numbering feature for the instructions that follow.
- 3 Use Alt 171 for $\frac{1}{2}$ and Alt 248 for °

COCONUT TORTE

$\frac{1}{2}$ pkt crushed wine biscuits	2 tablespoons rum or brandy
$\frac{1}{2}$ cup coconut	1 teaspoon vanilla
$\frac{1}{2}$ cup finely chopped walnuts	1 cup castor sugar
4 egg whites	2 drops cochineal (if desired)

- 1 Beat egg whites and sugar as you would beat for a pavlova - until the mixture is quite stiff.
- 2 Fold in remaining ingredients.
- 3 Put in well-greased 9" springform tin and bake 180°C (350°F) for 30 minutes.
- 4 Decorate with cream etc. Can be made the day before using.



EXERCISE 2

- 1 Type the following (you can specify numbering without fullstops and brackets if desired).
- 2 Use the Multilevel List feature.
- 3 When you have typed this exercise move paragraph 3 to paragraph 1 to see the paragraphs renumber.

AA EMERGENCY BREAKDOWN SERVICE

AA Emergency Breakdown Service is free of charge to members whether provided by AA Breakdown Service Staff or an AA Breakdown Service Garage.

1. Your membership covers call-out, service or towing charges as a result of your vehicle breaking down or experiencing mechanical problems.
If your vehicle cannot be repaired ^{on the spot,} we'll arrange to tow your vehicle so arrangements for its repair can be made.
2. AA Emergency Breakdown Service does not apply:
 - a) To a breakdown for which a claim can be made under an insurance policy.
 - b) To vehicles bogged down on other than public or formed roads, eg beaches, forest tracks etc.
 - c) To unattended vehicles or to vehicles involved in an accident.
3. Before telephoning for service please ensure you have all the information we require, eg membership name; make, model and colour of vehicle; registration number etc.

Call us any time of the day or night and help will be on its way to you. Our road service staff will see what the problem is, and where possible, repair your vehicle on the spot.

Sorting

Word has a facility for sorting text, ie by paragraphs, table cells or tabbed columns. “Fields” are used to sort information.


A **field** is a single piece of information in a *column, paragraph, or cell of a table*. It is therefore important that information is separated into quite specific fields, eg first name and last name rather than just ‘name’.

If necessary, use separate tabs for *fields*, eg first name and last name.

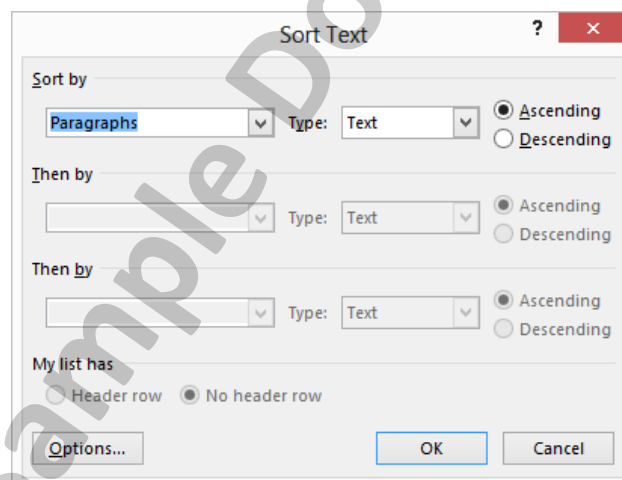
Sort options are as follows:

- | | |
|---------------------------------------|--|
| <i>Text</i> , ie alphabetical order: | lists text from A to Z (or descending from Z to A) |
| <i>Number</i> , ie numerical order: | lists numbers from 1 (or descending from last number) |
| <i>Date</i> , ie chronological order: | lists in date order (reverse chronological order lists from the oldest date to the most recent date) |

General instructions for sorting are given below.

- 1 Select text to be sorted.
- 2 On the **HOME** tab, Paragraph group, click on the Sort button .

The Sort Text dialog box will display as shown below.



- 3 Select sorting options, ie
Sort by: which field to sort by first, specify if the text has a heading row, etc.
Type: text, number, date
Ascending/descending order
- 4 Click on OK.



EXERCISE 3

- 1 Type the following exercise.
- 2 Save as **Club Med Resorts**
- 3 Print and close.

*Insert a heading:
Club Med Resorts*

Club Med's unique appeal has made it ^{the} world's most popular holiday.

Not only is there non-stop entertainment and great accommodation but tables are laden with wonderful food. Astonishing variety, ~~heavenly~~ aromas. Exotic regional specialities proudly presented by a team of chefs whose care and attention to every detail defines the term grande cuisine. Enjoy the delights of French, ~~italian~~, Asian and Japanese cuisine. *italicise these words*

There are more than 100 beautiful locations around the world.

Australia	2 1
Indonesia	1
Japan <i>etc</i>	1
Malaysia	1
Maldives	1
Mauritius	1
New Caledonia	2
Tahiti	2 1
Thailand	1
Bahamas	2
Brazil	2
Dominican Republic	1
Martinique	1
Guadeloupe	1
Haiti	2
Mexico	10
Turks & Caicos	1
United States	2
West Indies	1
Austria	1
Bulgaria	1
Egypt	2 + two Nile cruise boats
France	16
Greece	5
Ireland	1
Israel	2
Italy	9
Ivory Coast	1
Morocco	7
Portugal	1
Senegal	2
Spain	4
Switzerland	7
Tunisia	5
Turkey	5

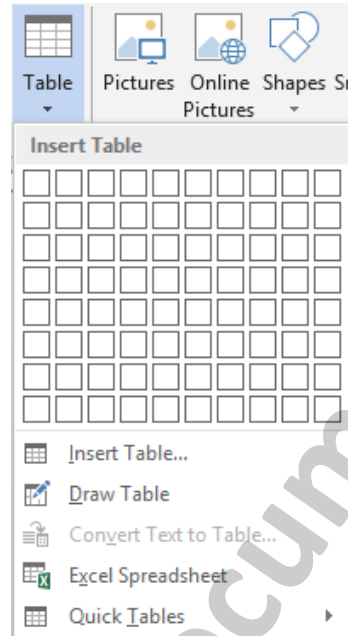
Vert. centre on page

*Sort the above list into
alphabetical order*


Tables

Tables are created in Word 2013 using the Tables feature as follows.

- 1 Click on the **INSERT** tab.
- 2 Click on the Table button which will display the menu as shown below.

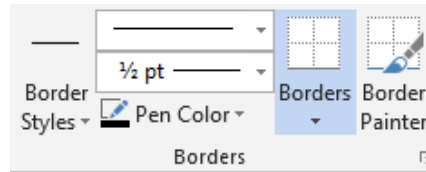


- 3 Drag across the required number of rows and down the required number of columns. (Alternatively you can click on Insert Table and specify the number of columns and the number of rows, then click on OK OR you can select Draw Table and draw your own table.)
- 4 Type text into the table pressing the Tab key to move across from cell to cell. Press Tab at the end of the row to move to the beginning of the next row.
- 5 To increase row spacing, select the required rows, or table then click on the **PAGE LAYOUT** tab and change the Spacing, Before: and After: measurements to 6 pt (or required spacing).
- 6 Borders and Shading can be added by selecting the table (or rows or columns) then clicking on the **DESIGN** tab. Table Styles can be applied or Shading selected and required Borders applied. By clicking on the Borders button you can change different line styles within the selection or you can select Borders and Shading which will open that dialog box from which you can make choices including line style and width.

Alternatively you can click on  **Draw Table** on the Table menu and draw the outside frame of the table. You would then draw the dividing lines across for rows and down for columns.

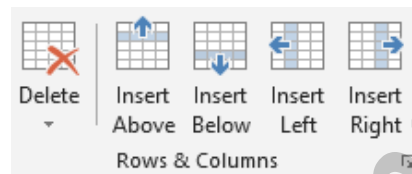
Additional Tables Notes

From the **DESIGN** tab under **TABLE TOOLS** you can change Border Styles, line weight and the Pen Color from the Borders group as shown below.

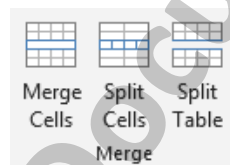


From the **LAYOUT** tab under **TABLE TOOLS** you can change your table as follows.

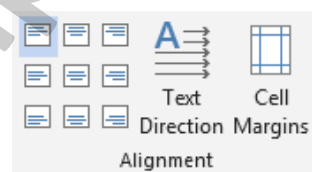
- Rows and columns can be inserted or deleted using options from the Rows and Columns group as shown below.



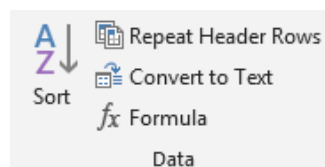
- Cells can be selected and joined horizontally or vertically by clicking on the Merge Cells button in the Merge Group as shown below.



- Selected cells can be divided by clicking on Split Cells. (You will be asked to specify how many rows and columns.)
- The Alignment group shown below allows text to be aligned in a cell in various ways: horizontally - left, centre, right; or vertically – top, centre, bottom. A cell, column or row can be selected and the appropriate alignment applied.



- The Text Direction button is useful for vertical headings in a table.
- The Sort button in the Data Group as shown below allows you to sort ascending or descending by a specified column.



- You can select the first row (or more rows) then click on the Repeat Header Rows button to specify that those rows are repeated after page breaks.
- The Formula button enables you to apply formulas in a table.



EXERCISE 4

- Type the following exercise.

APPOINTMENTS

Date	Firm	Time
Friday, 6 June	Dalgety & Co Ltd	1100 hours
Monday, 9 June	Winstone & Etheridge	0900 hours
Wednesday, 11 June	Inland Revenue	1000 hours
	Marshall Implements	1400 hours
Thursday, 12 June	Meeting with Shop Staff	1650 hours



EXERCISE 5

- 1 Type the following in a table, using Times New Roman 12 pt font for the table.
- 2 Ensure the main heading is in 16 pt, bold, and column headings are in bold.

Melton Bond Concert Tour

City	Venue	Date	Time
Auckland	Aotea Centre	Monday 3 November	7.30 pm
Brisbane	QPAC Concert Hall	Tuesday 25 November	8.00 pm
Sydney	Everest Theatre	Monday 1 December	8.00 pm
Melbourne	Melbourne Concert Hall	Sunday 14 December	2.00 pm



EXERCISE 6

SIZES OF SOME OF THE MORE COMMONLY USED UNITS

Shade this row

Measurement	Unit	Examples (approximate)
Length	1 metre 1 kilometre 1 centimetre	The width of a door 3 laps of a running track The width of a shirt button
Mass (weight)	1 gram 1 kilogram	A pinch of salt 2 packets of butter
Capacity	1 litre 1 millilitre	A bottle of milk A large raindrop

Reverse Text

Reverse text is created by changing the font colour to white and using black fill. In the following table, cells are merged in the first row and reverse text has been applied.



EXERCISE 7

- 1 Type this exercise as displayed below.
- 2 Sort into alphabetical order of Surname (ensure First Name is sorted also).
- 3 Sort into Department order, with Surnames alphabetically listed.

Telephone List				
Surname	First Name	Position	Department	Extension
Pearce	Graeme	Manager	Sales	4568
Robinson	Dale	Receptionist	Marketing	4365
Hall	Jennifer	Sales Rep	Sales	4569
Meban	Andrew	Manager	Marketing	4366
McDermott	Brian	Sales Rep	Sales	4367
Adams	Janine	Admin Manager	Marketing	4368
Pearce	Judith	Secretary	Sales	4369



EXERCISE 8

- Put the following information into an attractive table format.

Time: 9.30 am-11.45am/12.45 pm-3.00 pm

Heading:
Plimmers Garden School
1st Year Classes

Date: 10th March Subject: Soil
Getting the best out of your soil type, texture, fertility and soil improvement.

Date: 17th March Subject: Watering & Fertilising
Fertilisers, recognising and overcoming nutrient deficiencies in plants.
Watering programmes and watering systems.

Date: 24th March Subject: Garden Design
Hear the amusing and informative David Rosenberg from the Ministry of
Agriculture & Fisheries.

Date: 31st March Subject: Garden Design
Assessing your site. Designing or redesigning your garden. Ideas to reduce
maintenance. Solving problem areas.

Date: 7th April Subject: Selection & Placing of Plant Material
Consider Colour, Texture and Shape. How to display plants to their best
advantage.



EXERCISE 9

The examinations shown below are to be held in November.

- 1 Prepare a table inserting the exams, codes, dates and times
- 2 Sort into *chronological* order, ie by date.

The first two exams are shown below.

- 3 Save with an appropriate file name.

Code No	Exam	Date	am times	pm times
1597	Intro Accg	3 November	9.15-12.30	
1834	NZ Economy	3 November		2-5

Put main heading: November examinations
Vertically centre.

Physics I	3 November	9-12	1406
Reading the Media	5 November	2-5	2309
Food Microbiology	27 November	1.30-4	2593
Intro Acctg	4 November	9.15-12.30	1597
Investment Planning	28 November	2.15-5.15	3124
Business Ethics	4 November	2.15-5.15	2265
Shakespeare	26 November	9-12	3532
Chemistry II	13 November	2-4	2674
Intro to Law	19 November	1.30-4.30	1445
Film Studies	17 November	2-4.30	2467
Maori Language	10 November	9.15-11.15	3543
Tourism II	24 November	2.30-4.30	2544
NZ History	21 November	9-12	3542
Tourism Law	7 November	10-12.30	2433
Written Japanese	17 November	2.30-5	3887
Calculus II	14 November	9-12	2144
Intro Psychology	18 November	1-4	1288
NZ Economy	4 November	2-5	1834
Econometrics I	6 November	12.30-3.30	1423