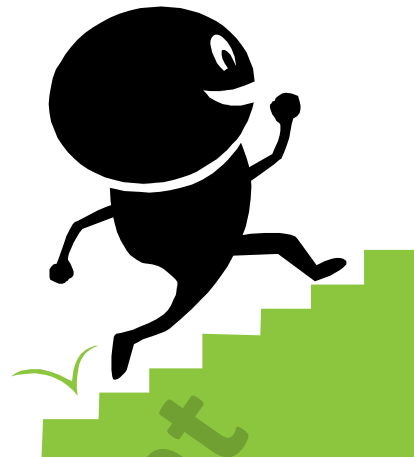


Easy Steps



Unit 113 (V7) – 109 (V6)

**Produce business or organisational
information using advanced word
processing functions;**

**Apply text processing skills to produce
specialist documents**

with

Microsoft Word 2010

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

A Cheryl Price Publication

Unit Standard 113 (Version 7) - 109 (Version 6)
Produce business or organisational information using advanced word processing functions; Apply text processing skills to produce specialist documents - Word 2010

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

Unit Standard 113 - (Version 7)	BUSINESS INFORMATION PROCESSING (Level 4, Credit 10) Produce business or organisational information using advanced word processing functions (version 7).
Unit Standard 109 - (Version 6)	BUSINESS INFORMATION PROCESSING (Level 4, Credit 6) Apply text processing skills to produce specialist documents

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.

Quick Reference notes for Word features are included in the Appendix.

Note: The assignments in this book relate to US109 and Practice Assessments to US113.

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

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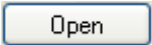




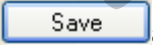
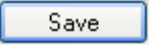
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1189 504 1481 683" data-label="Image"> </div>
4	Click on 
5	Click on US 113/109
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – 113v7-109v6 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.
	a Click on  .
	b Click on the  of the  button.
	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.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
8	Click on  and ensure My Documents folder is displayed. Click on 
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.

Table of Contents

Section 1 – Fonts and Page Layout, Multilevel Numbering, Borders and Shading, Symbols and Characters, File Management in Word, Printing Options

Introduction	2
Styles	2
Macros	2
Fields.....	2
Templates.....	2
Sections.....	3
Advanced Merging and Sorting Data	3
Graphics	3
Standard Formats.....	4
Templates.....	4
Styles	4
Customising the Quick Access Toolbar	6
Quick Access Toolbar List	6
Additional Quick Access Toolbar Commands	6
Fonts and Effects	8
Fonts and Typefaces	8
Fonts Available in Word 2010	8
Type Size	9
Expanded/Condensed Text	9
Effects	9
White Space	9
Planning a Document	10
Bullets and Numbering	11
Bulleted Paragraphs	11
Numbered Paragraphs	11
Spacing between Bulleted and Numbered Paragraphs	11
Multilevel List Paragraphs.....	12
Customised Multilevel Numbering.....	13
Borders and Shading.....	18
Automatic Border	18
Page Borders	18
Shading	19
Inserting Files.....	20
Copying from One File to Another	22
Symbols and Characters	28
Insert Symbol.....	28
Math AutoCorrect	28
ANSII Codes.....	29
Fractions.....	29
Equations	30
Formulas	30
Languages	31
Symbols Indicating Accents or Sounds.....	32
Accents.....	32
Sounds	32
Foreign Languages.....	33
Document Properties.....	34
User Name and Initials	34
Viewing Document Properties.....	36
File Management in Word 2010.....	37
Changing and Moving through Drives/Folders	37
Creating Folders	38

Copying Files and Folders	38
Views	39
Working with Subfolders	39
Copying Files to a USB Drive	39
Moving Files and Folders	40
Renaming Files and Folders	40
Read Only Files	40
Searching	41
Searching for a File	41
Searching for a Folder	41
Searching for a file/folder created/saved on a particular date	41
Search Filters	42
Deleting Files and Folders	42
Printing Options	43
Stop/cancel printing	45
Revision	46
Assignment One	47
Practice Assessment	50

Section 2 – Correspondence and Documents, Templates

Business Letters	52
Creation of Documents	54
Letterhead	54
Formats for Letters	55
Application for Position	55
Curriculum Vitae	56
Testimonial	58
AutoText	59
Envelopes	61
Create Envelopes	62
New Zealand Post Guidelines	62
Paper Sizes and Source	63
Selecting Paper Sizes	63
Paper Source	63
Margin Alignment	64
Horizontal Alignment	64
Vertical Alignment	64
Centred	64
Justified	64
Sections	65
Templates	69
Location of Templates	69
Creating a New Template	69
Using the YC Letterhead Template	70
Editing a Template	71
Inserting Fields into a Template	71
Memoranda	73
Fax Forms	74
Email	75
Reply, Reply to All, Forward	76
Tracking Options	76
Revision	81
Assignment Two	82

Section 3 - Tables, WordArt and Graphics, Columns

Tables	90
Inserting a table	90
Selecting Cells, Rows, Columns, Table	90
Aligning Columns and Rows	90
Adjusting Column Widths	90
Adjusting Row Height	90
Lines and Shading	91
Layout tab	91
Tabs in Tables	91
Merging Cells	91
Splitting Cells	91
Table Properties	91
Tables Revision Exercise	92
Vertical Headings	93
Mathematical Calculations	94
Mathematical Operators	94
Field Codes	94
To Update a Table	95
Updating Field Codes	95
Average, Minimum, Maximum Formulas	96
Nested Tables	99
Floating Tables	100
Side by Side Tables	101
Table Styles	102
Graphics	105
General Instructions	105
Drawing a Box/Circle/Rectangle/Square/Line	105
Selecting Object(s)	105
Moving Object(s)	105
Changing the Line/Fill of an Object	106
Creating a Text Box	106
Inserting Preformatted Text Boxes	106
Horizontal Alignment	106
Send to Back, Bring to Front	106
Group/Ungroup	106
Inserting Pictures	107
Drop Caps	107
Shadow, 3-D Effects and Adjustment Handles	108
Send to Back, Bring to Front	109
Adding text to shapes	109
Creating a logo	110
Creating a logo	111
Pictures and WordArt	113
Text Wrapping	113
WordArt	114
WordArt Ribbon	114
Changing WordArt	115
Drop Caps	115
Automatic Hyphenation	117
To remove automatic hyphens	117
Manual hyphenation and changing the hyphenation zone	117
Manually Inserted Hyphens and Hard Spaces	117
Ordinary Hyphen (Hyphen key)	117
Optional Hyphen (Soft Hyphen)	117
Non-Breaking Hyphen (Hard Hyphen)	117
Non-Breaking Space (Hard Space)	117

Columns.....	118
Columns Button.....	118
Columns Dialog Box.....	118
Using the Columns Button.....	119
Balancing Columns.....	119
Changing Spacing between Columns.....	119
Using the Ruler.....	119
Typing in Columns.....	121
Multiple Columns.....	122
Integrating Text and Graphics.....	124
Booklets, Newsletters and Brochures.....	129
Landscape Booklets/Brochures.....	129
Printing a Booklet – Change the Printing Page Order.....	129
Revision.....	131
Assignment Three.....	132
Practice Assessment.....	138

Section 4 – Organisation Charts, Headers/Footers in Sections, Hyperlinks, Fields, Macros, Templates, Styles

SmartArt.....	144
Organisation Chart.....	144
Inserting and Removing Subordinates.....	146
Headers and Footers.....	148
Different Headers/Footers in Different Sections.....	148
Section Concepts.....	149
Hyperlinks.....	150
Fields.....	152
Macros.....	153
Recording a Macro.....	153
Assigning a Macro to a Shortcut Key.....	154
Page Numbering Macro.....	154
Assigning a Macro to the Quick Access Toolbar.....	155
Customised Multilevel Numbering Macro.....	155
Combination Macro Exercise.....	156
Editing a Macro.....	157
Deleting a Macro.....	157
Automated Templates.....	158
Using an Automated Template.....	160
Legal Documents.....	161
Forms.....	162
Forms with Content Controls.....	164
Creating a Form with Content Controls.....	164
To Remove a Content Control.....	167
Restrict Editing.....	167
Using a Form with Content Controls.....	168
Editing a Form with Content Controls.....	168
Styles.....	169
Printing Styles.....	170
Applying Styles.....	170
Creating a Number Style.....	171
Creating a Bullet Style.....	171
Style Sets and Themes.....	171
Shortcut keys.....	171
Applying Styles as you Type.....	172
Editing Styles.....	172
Using the Styles Task Pane to modify styles.....	172
Updating styles to match selections.....	173

Creating a new style from scratch	174
Displaying Style Names	174
Style and Direct Formatting	175
Additional Notes	176
Creating a New Template with Styles	176
Valuation	178
Navigation Pane	182
Revision	183
Assignment Four	184
Practice Assessment	188

Section 5 – Display, Literary Work, Using Libraries, Financial Documents

Display	192
Consumer Advice	199
Literary Work	200
Essays	200
Footnotes	200
Bibliographies	200
An Example of Text and Footnotes	201
Footnotes	202
Finding your way around a library	205
Parts of a Book	206
Letters to the Editor	207
Homonyms	208
Financial Documents	209
Elections	211
Additional Correspondence	214
Revision	218
Assignment Five	219

Section 6 – Mail Merge, Importing/Embedding, Headers and Footers, Table of Contents, Indexes, Master Document, Linking files

Analysing a Mail Merge	222
Mail Merge	223
Selecting the Main Document	223
Setting up the Data Source File	224
Entering Data	225
Creating the Main Document	227
Merging the Data Source File with the Main Document	229
Managing a Data Source File	230
Deleting Records	231
Finding Records	231
Editing a Record	231
Adding/Removing Fields	232
Sorting Records from the Mail Merge Recipient window	232
Filter and Sort dialog box	233
Filters	233
Sort Records	234
Add a New Merge Field	234
Creating a Directory	235
Email Merge	236
Specifying Non-Criteria Records	238
Advanced Merge Options	240
{If...Then} Command	240
Comparisons	240
{If...Then...Else} Command	242

Inserting linked files using {INCLUDETEXT}.....	244
Using a Linked Access Database	246
Labels	248
Envelopes	251
Importing/Embedding and Linking Files	254
Embedding a Spreadsheet File	254
Linking a Spreadsheet File	255
Inserting an Excel Chart	256
Paste Special	256
Alternating Headers/Footers.....	257
Mirror/Gutter Margins	258
Table of Contents.....	259
Creating a Table of Contents Based on Heading Styles	259
Generating the Table of Contents using a Built-In Styles.....	261
Table of Contents Styles	262
Marking Table of Contents Entries	262
Using Table of Contents Formats	263
Indexes	265
Marking Single Level Index Entries	265
Marking Multilevel Index Entries	266
Generate the Index.....	267
Cross-reference.....	267
Additional Notes	268
Compiling an Index.....	268
Concordance File with single entries	269
Concordance File with Multi-level Entries	269
Master Document.....	270
Formatting the Document.....	271
Forming the Table of Contents and Index.....	272
Linking Documents using INCLUDETEXT.....	272
Revision	273
Practice Assessment One	274
Practice Assessment Two	276

Section 7 – Appendix

Word Reference	278
Feature.....	278
Automatic Hyphenation	278
Bold.....	278
Bullets	278
Centring (Horizontal)	278
Centring (Vertical)	278
Feature.....	279
Word 2010 Instructions.....	279
Centring Words in Boxes.....	279
Check Boxes	279
Date	279
Fonts Font Sizes	279
Format Painter	279
Grammar check.....	279
Feature.....	280
Word 2010 Instructions.....	280
Hard Space	280
Headers and Footers.....	280
Indent (left margin only).....	280
Indent (left and right margins).....	280
Indenting to a Specified Position	280

Inserting Files	280
Italics	280
Feature	281
Word 2010 Instructions	281
Line Spacing	281
Manual Hyphenation	281
Margins	281
Moving/Copying	281
Feature	282
Word 2010 Instructions	282
MultiLevel List	282
Numbering	282
Page Borders	282
Page Breaks	282
Page Numbering	282
Feature	283
Word 2010 Instructions	283
Paragraph Numbering	283
Paragraph Spacing	283
Repeat	283
Right Margin Alignment	283
Sorting	283
Spelling and Grammar	283
Feature	284
Word 2010 Instructions	284
Symbols	284
Synonyms/Thesaurus	284
Tabs	284
Tabs with Leaders	284
Text Alignment	284
Feature	285
Word 2010 Instructions	285
Underline	285
Word Count	285
Headings and Layout	286
Font size headings	286
Expanded/Condensed Headings	287
Layout Concepts	288
Experimentation	288
Appropriateness	288
Balance	288
Proofreading	288
Typography	288
Consistency	289
Major Headings	289
Subheadings	289
Lists	290
Borders and Lines	290
Spacing	290
Punctuation and Capitalisation	290
Paragraphs and Alignment	290
Margins and White Space	290
Tools for Consistency	290
Correction Signs	291
Punctuation and Vocabulary Summary	292
Punctuation	293
Words Commonly Confused	294
Common Errors	295

Avoid unnecessary word(s)	295
Verbs must match subject	295
Use of Between and Among	295
Compare with/Compare to	295
Should have	295
Use of Capitals	296
Use of Numbers - Words or Figures	297
Date	297
Date Key	297
Time	298
Pages	298
Currency	298
Percentages	299
Measurement	299
General Information	299
Arabic, Cardinal and Ordinal Numbers	299
Roman Numerals	300
Business Terms and Abbreviations	301
Simple Abbreviations	301
Other Abbreviations in Common Use	302
Keyboard Shortcuts – Word 2010	304

Unit Standard 113 Version 7

Title	Produce business or organisational information using advanced word processing functions		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: apply advanced features and functions of word processing to produce business information; and apply language and text processing skills to produce business information.
----------------	---

Classification	Business Administration > Business Information Processing
-----------------------	---

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

Entry information	
Recommended skills and knowledge	Unit 112, <i>Produce business or organisational information using word processing functions</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 *Guidelines for Using Computers*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.dol.govt.nz/order/catalogue/computers.shtml>.
- 2 **Definition**
Established conventions refer to accepted practices of display and design for page layout, font selection and size, use of proportional font, text formatting, use of lines, boxes, borders, shading, tables and columns, and margin alignment. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.
Organisational requirements refer to the management practices used by the organisation.
- 3 Business or organisational information requires the production of six different types of complex documents which may include but are not limited to – legal, financial and technical documents; formal reports; formal meeting documents; promotional brochures; forms for completing electronically and/or manually.

- 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 Logical structures such as folders must be used to organise and store files according to organisational requirements.
-

Outcomes and evidence requirements

Outcome 1

Apply advanced features and functions of word processing to produce business information.

Evidence requirements

- 1.1 Advanced formatting features are applied to present documents in accordance with the output required and organisational style requirements.

Range advanced formatting features include – creation and application of styles, table of contents and index, drop-down list and inserted field codes (in electronic form), complex tables, macros, outline numbering, page and section breaks, import/embed data from another software application; includes at least two of the following – use of foreign characters, mathematical symbols and/or foreign currency symbols, calculations and use of formulae, integration of text and graphics, assembling documents using hyperlinks.
- 1.2 Documents are produced incorporating multiple columns and tabulated material in accordance with system features and output required.
- 1.3 Templates are produced and variable data is inserted in accordance with the output required.
- 1.4 Documents are produced using advanced merge options in accordance with the output required.

Range conditional merge, multiple merges from same data source, linked files, if/then/else statements, random data records, linked database; evidence of three is required.
- 1.5 Document summary sheets are used to ensure effective file management in accordance with file access and retrieval requirements, and organisational requirements.
- 1.6 File management facilities are used to search, locate, and manipulate word processing files, folders and subfolders in accordance with system features and organisational requirements.

Outcome 2

Apply language and text processing skills to produce business information.

Evidence requirements

- 2.1 Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the complex documents required.
- 2.2 Page layout, format and design of complex documents are consistent with established conventions, the output required, and meet organisational style requirements.

Sample Document

Unit Standard 109 Version 6

Title	Apply text processing skills to produce specialist documents		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to apply text processing skills to produce specialist documents.
----------------	---

Classification	Business Administration > Business Information Processing
-----------------------	---

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

Entry information	
Recommended skills and knowledge	Unit 108, <i>Apply text processing skills to produce business documents</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 Definitions
Text processing conventions refers to accepted practices of display for page layout, font selection and size, text formatting, use of lines, boxes and borders, expression of scientific and mathematical symbols and formulae, foreign languages, and white space. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.
Commercially acceptable time frame is a period of processing time considered acceptable in New Zealand business and in line with client needs and expectations.
- 3 Evidence of text processing and editing skills must include the following features, which may be demonstrated once over all five specialist documents rather than in each – extensive amendments, scientific and mathematical symbols and formulae, tables, 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.
 - 5 This unit standard does not cover the requirements for medical and legal documents, as those are included in: Unit 21866, *Demonstrate knowledge required in medical administration roles, and produce medical documents*; Unit 18180, *Produce text processed clinical documents*; and Unit 127, *Demonstrate knowledge required in legal administration roles, and produce legal documents*; Unit 110, *Review text processing and information production practices in a business or organisational context*, at level 5, also includes legal documents.
-

Outcomes and evidence requirements

Outcome 1

Apply text processing skills to produce specialist documents.

Range specialist documents may include but are not limited to – organisational, administrative, promotional, scientific, mathematical, academic documents; evidence is required for five different types of specialist documents.

Evidence requirements

- 1.1 Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the specialist documents required.
- 1.2 Page layout, format and display of specialist documents are consistent with text processing conventions and the outputs required, and meet organisational style requirements.
- 1.3 Specialist documents are composed from instructions, including annotated drafts containing extensive editorial amendments, in accordance with information provided and output required.
- 1.4 Specialist documents are processed and presented within a commercially acceptable time frame and in accordance with information provided and output required.
- 1.5 Specialist documents are produced in accordance with text processing conventions.

Exercise Files used in this book

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

Names of files	
AA	FD Order Form
Address Data	Floating Tables
Africa	Formal Reports
Aroma	Forms
ASB Bank	Fuel
B&A Paragraphs	GCC Letterhead
Barrier Reef	Growing Beautiful Roses
Barrier Reef Info	Growing Herbs
Basket Glory	Harold Spencer Exhibition
BC Letterhead	Herbs
Birrell Letterhead	Herbs1
Bloxbury Letterhead	Hillside
Book Sales for 2011	Hockey
Book Sales for 2011-Chart	Holiday
Building Specifications	Holland
Business Data	Homonyms
Cairns	How to Grow Orchids
Care of a New Puppy	Johannesburg
Clipper Cruises	Law Update
Confused Words1	Lecture
Contiki	Legal Documents
Copy	Lifestyle Books Budget 2012
Count	Lifestyle Books Letterhead
Count1	Lifestyle Books Sales Summary
Craft Homes	Lilies
Culinary Herbs	Macadamia Nuts
Easyplan	Macadamia Story
Email	Managing a Mortgage
Employment Contract	Maori Language Act-English
Excavation	Maori Language Act-Maori
Far North Temperatures	Meeting Documents
FD Letterhead	Multi-Choice Questions File

Names of files	
New Fees and Charges	Star Signs
Orchids	Star Signs1
Paris in the Late 19th Century	Tables Exercises
Planner	Technical Documents
Pool Tips	Tennis Club
Prize Data	The Big O.E.
Promotional Brochures	Training Confirmation
Queensland Art Gallery	Triathlon
Refrigeration	Using Bulbs
Rembrandt to Renoir	Vegetables
RM Act	Viva Las Vegas
Roses	Voting
Rotorua	Whale Exhibition Prices
Sadd	Whales Exhibition
Shareholders Report	Windows 7
South Africa	Word 2010 Revision
Sparkling Pools	

Fonts and Page Layout

Multilevel Numbering

Borders and Shading

Symbols and Characters

File Management

Learning Outcomes

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

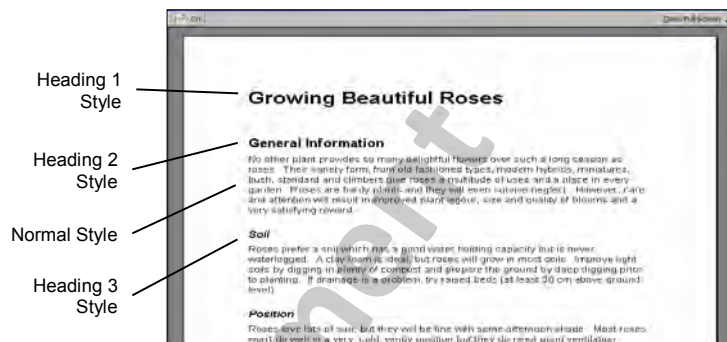
- ☐ Describe advanced word processing features
- ☐ Understand the use of fonts, planning a document and page layout.
- ☐ Customise the setup in Word 2010
- ☐ Use Document Properties for efficient file management
- ☐ Use bullets, numbering and multilevel numbering
- ☐ Apply borders and shading
- ☐ Insert symbols and characters
- ☐ Locate files and folders stored on your computer
- ☐ Search for files and folders using search features
- ☐ Manage files and folders
- ☐ Use printing options

Introduction

Advanced word processing skills provide solutions to many of the problems that occur when working with longer and more complex documents than a simple letter, memo or report. It is a common occurrence for a word processing operator to create, edit, or otherwise manage documents that are several hundred pages in length. Advanced skills focus on ways to effectively manage this type of document, emphasising features and functions that automate tasks, and manage large documents effectively. Some of the advanced word processing skills you will learn in this book are described below.

Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text. One of the main purposes of styles is to create consistency. For example, the same style should be applied to all the main headings in a document, and all the other levels of headings below them should also be consistent.



In this way it is clear which sub-headings belong together under main headings and therefore belong to the same subject.

Styles can also assist with navigating in a long document, because it is possible to “browse” by heading, jumping from one to the next, as long as styles have been applied.

Word contains a large number of built-in styles for use in many different kinds of documents. These styles can be modified or new styles can be created.

Macros

A macro is a series of Word commands grouped together as a single command. Its purpose is to automate repetitive tasks, saving time and reducing the opportunity for errors. A macro can be assigned to a shortcut key combination or to a button on the Quick Access Toolbar or the ribbon.

Fields

Fields are codes that instruct Word to insert text, graphics, page numbers, dates, etc. Fields automate tasks that would otherwise be completed manually and constantly modified as changes are made to a document. An example is the use of fields for page numbering; sequential numbering occurs automatically and is retained when pages are added or removed. A date field will automatically update to show the current date every time the document was opened.

Templates

Word has a number of templates containing styles and page layout settings for creating different kinds of documents. Many of them contain powerful built-in macros that prompt for information or instructions for inserting information in the appropriate place. Templates are used to save time and to ensure that similar documents, such as faxes, letters or memos, are formatted consistently. They can be modified to suit specific requirements, or new templates can be created. A template can contain styles, macros and fields.

Sections

Long documents can be split into sections that contain different formatting or other features. For example, each section could have its own title in a header or footer, or a certain section could be displayed in Landscape orientation to better display the information in it, such as a chart or table.

Advanced Merging and Sorting Data

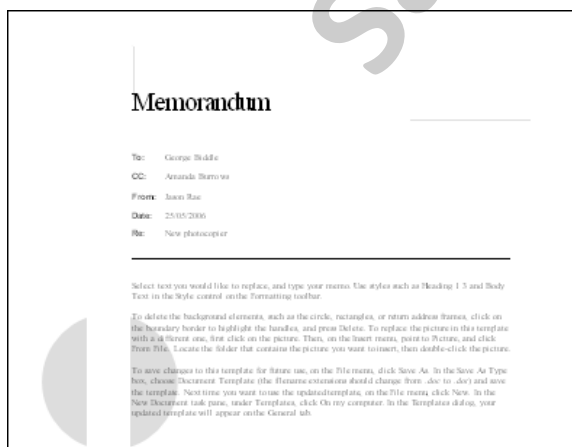
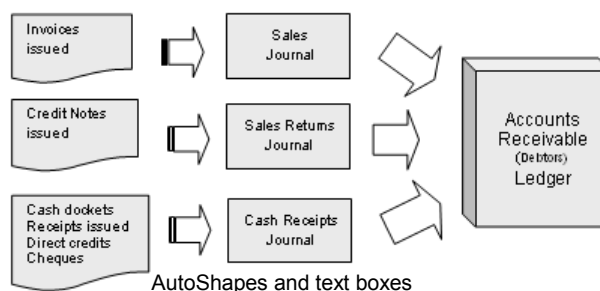
Mail merge simplifies repetitive documents and tasks. It can create many documents at once that contain identical formatting, layout, text, graphics, etc and where only certain parts of each document vary. A common use of mail merge is to combine a main document such as a letter or email, with variable information, such as the names and addresses of those to whom the letter will be sent.



Advanced merge options such as sorting and the use of fields further automate and refine the mail merge process, providing a fast and accurate solution to potentially complex and time consuming tasks.

Graphics

Graphics can provide significant enhancements to a professional document. It's possible to add not only pictures, but many other images, such as text boxes, a variety of shapes, callouts, captions, charts, WordArt and watermarks.



Heading created using WordArt

Memo containing watermark (based on the Contemporary Memo template)

Standard Formats

Most organisations use a system for formatting of documents which is often referred to as in-house organisational style. This results in standardisation and recognition of documents and creates an image/branding for that organisation. Documents generally include:

Letterhead
Memos
Faxes
Agenda
Minutes of Meetings
Emails
Report production
Spreadsheet headings and formatting
Balance Sheets and accounting documents, eg invoices, statements
Additional documents relating to the type of business, eg in a legal firm this would include wills, deeds etc.

Many companies produce a Style Manual or Procedures Manual, which contains sample documents, formats used and guidelines for using such documents. This can also include punctuation policies, letter endings, etc. These manuals can range from a short simple document to a large bound manual.



Templates

“Templates” are generally set up for documents that are used often, eg a Word fax form, Excel Balance Sheet, specific formatting of a PowerPoint presentation etc. A template in simple terms is a read-only file that can be opened on screen with formatting applied. Styles are usually set up in a template for ease of use and to ensure consistent formatting. Text can also be included in a template, eg fax information such as To, From, Date, Subject.

Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text, eg formatting instructions for a heading that is Arial, 14 pt, left aligned and bold, could be assigned as **Heading 1**. This can then be applied from the Styles box on the Formatting toolbar to all text requiring this formatting.

Look at the headings on this page - the following styles have been used:

Standard Formats

Heading 1 (Arial 18 pt, bold, Hanging Indent 0.5 cm, 15 pt Spacing After)

Templates

Heading 2 (Arial 15 pt, bold, 12 pt Spacing Before)

Styles

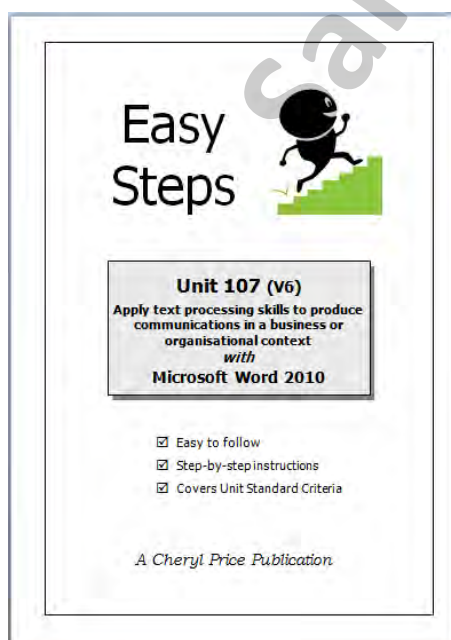
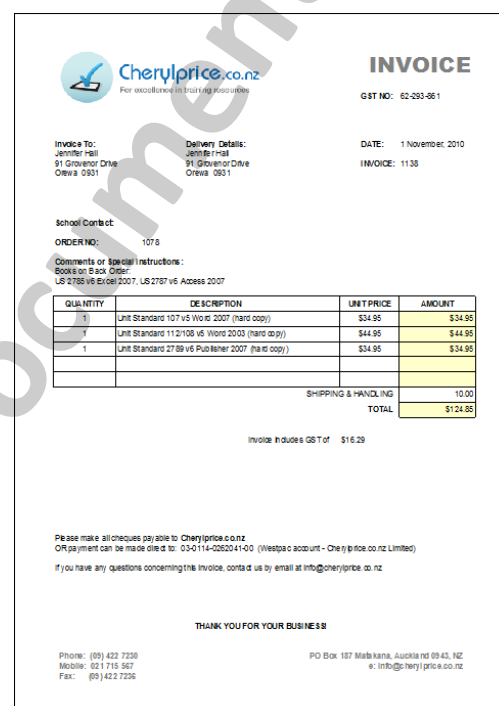
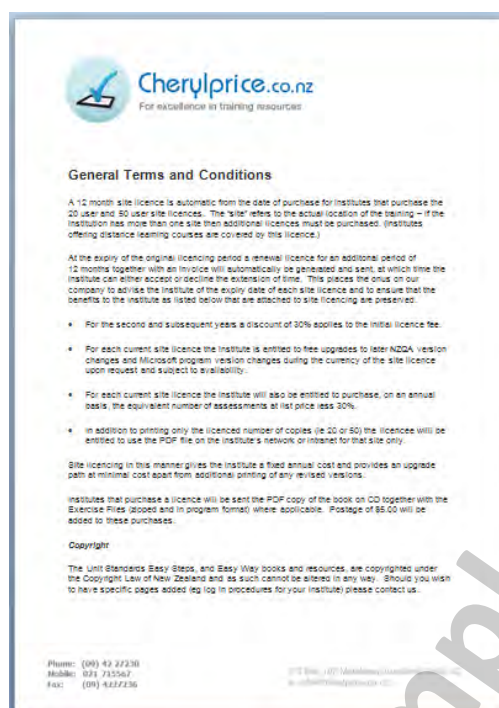
Heading 3 (Arial 12 pt, bold, 9 pt Spacing After)

Normal Text

Normal (Times New Roman 11.5 pt, Justified)

Templates are usually set up by staff with a high knowledge level of Word. The templates can then be used easily by other staff who may not have such a good knowledge.

The following documents show examples of organisational style requirements of formatting for our company. Notice the same company logo, colour scheme, templates, etc are used throughout.




Customising the Quick Access Toolbar


The Quick Access Toolbar can be used for your most frequently used commands. It can be customised – commands can be added or removed and the toolbar itself can be positioned either above or below the ribbon.

Quick Access Toolbar List

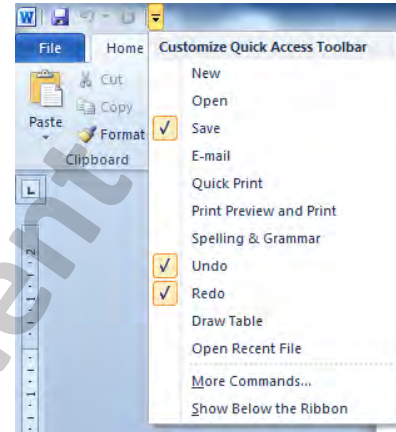
Exercise 1

- 1 Click on the Customize Quick Access Toolbar  to the right of the Quick Access Toolbar. Options that can be added are displayed as shown at the right.

A tick displays to the left of every option that is currently displayed on the Toolbar.

- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the Customize Quick Access Toolbar  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.

Quick Print, Spelling & Grammar



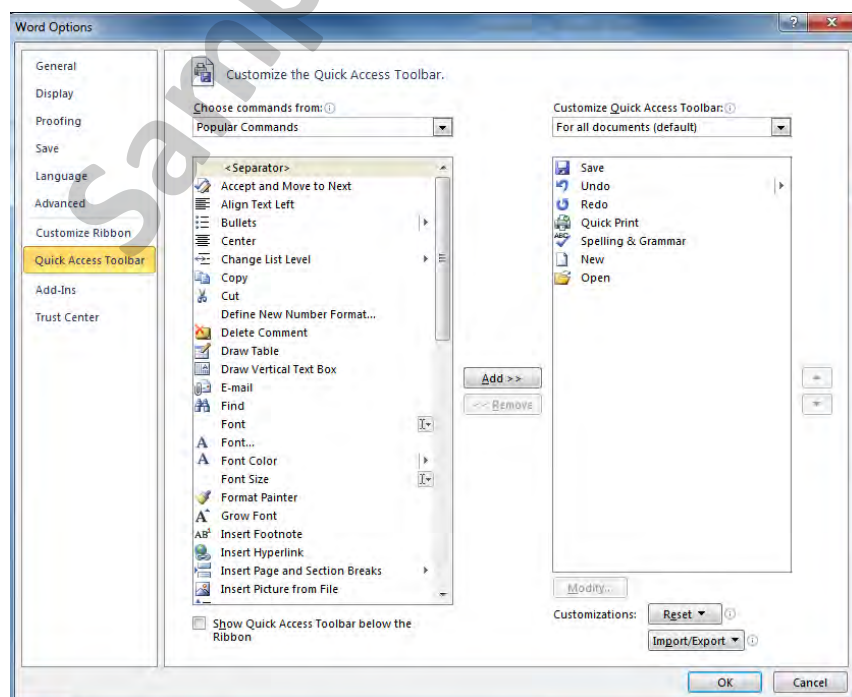
Additional Quick Access Toolbar Commands


Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

Exercise 2


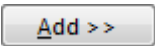
- 1 Click on the Customize Quick Access Toolbar  at the right of the Quick Access Toolbar and select *More Commands...*



The Word Options dialog box will display, with the Quick Access Toolbar option selected.



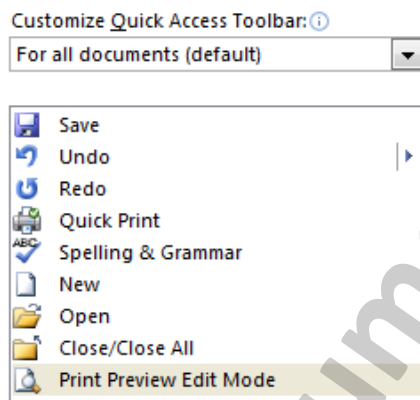
Click on the Choose commands from:  and select All Commands. The commands are listed in alphabetical order.

2 In the list at the left, scroll down until Close/Close All is displayed.

3 Click on  Close/Close All then click on .

4 Also add  Print Preview Edit Mode which is Print Preview from Word 2007 (and Word 2003).
(You can also add Print Preview and Print which is the Word 2010 option if desired. This will be displayed with the same button  but the name will be different.)

The commands will be added to the Quick Access Toolbar list on the right as shown below.

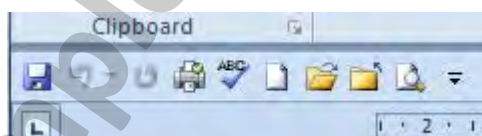



5 Add other buttons as required, eg AutoText.

6 Ensure a tick is displayed in the following option  Show Quick Access Toolbar below the Ribbon at the bottom of the dialog box.

7 Click on .

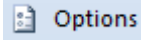
The Quick Access Toolbar is now displayed between the ribbon and the ruler as shown below.



You can click on the Customize Quick Access Toolbar  and select Show Above the Ribbon. The position that you display the Quick Access Toolbar is entirely up to you.

It is a more effective option however, to display the Quick Access Toolbar below the ribbon for speedy access to the buttons you have added.

You can add other useful buttons to the Quick Access Toolbar as you progress through this book.

Note The ribbon can also be customised by clicking on the File tab, selecting  Options then Customize Ribbon. Commands can be added/removed in the same way as customising the Quick Access Toolbar. New groups and new tabs can be created.

Fonts and Effects

Fonts and Typefaces

A *font* is a specific typeface of a given size, such as Arial.

A *typeface* is a set of characters designed with a distinctive pattern, eg Algerian or Palatino.

Fonts can be "scaleable" fonts which means that you can specify any size up to a maximum size that you desire, or sometimes the font and size will be listed as Times Roman 12 pt.

Some typefaces are called *serif* fonts. Serifs are small embellishments at the end of the line strokes of each character (little curly parts). Typefaces without serifs are called *sans serif* typefaces and these are plainer fonts. Your printer manual will tell you how to do a font test to see the different fonts on your printer.

Serif font

This is Times New Roman 14 pt font

Sans serif font

This is Arial 14 pt font


Look at the two font examples closely. You will notice that in particular, the T and the f in the serif font are more decorative than the sans serif font.

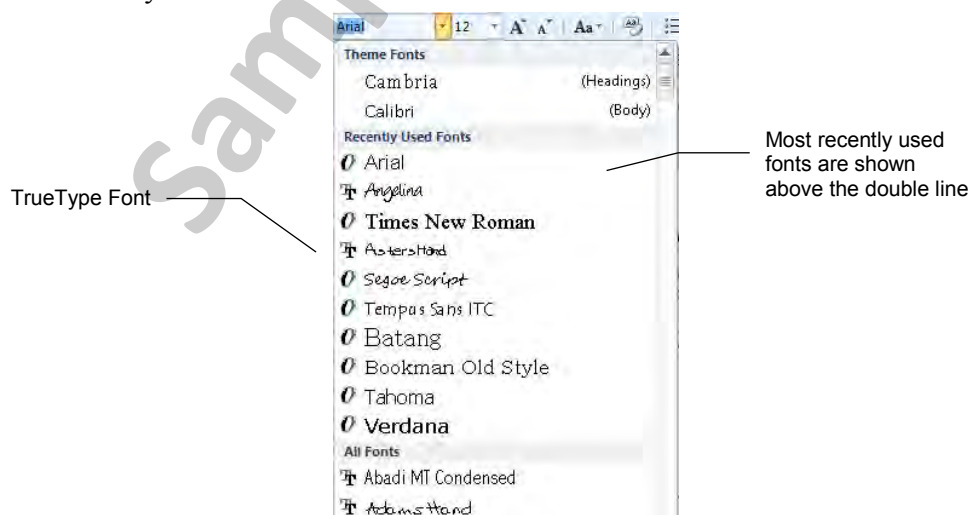
Fonts are measured in "points". There are 72 pts to 2.54 cm (1"). (12 pts = 1 pica, 6 picas = 2.54 cm.) Fonts can also be measured as cpi (characters per inch) on dot matrix printers and bubble jet printers. The larger the point size the larger the font, the smaller the cpi size the larger the font.

Be consistent with using fonts and as a general rule do not use more than two different fonts in one document for general office work. Often Times New Roman is used as body text and Arial for headings.

Fonts Available in Word 2010

Windows has a variety of "TrueType" fonts that will print with all printers (shown as **T** next to the font). Other fonts that have been installed may also be True Type fonts or Adobe fonts.

- Click on the Font  in the Font group on the Home tab to see the two types of fonts displayed. The actual font style is also shown.



It is preferable to use TrueType fonts if the files will be used on another computer. TrueType fonts will print with all printers whereas installed fonts may be specific to that computer. They will need to be copied to the Windows, Font folder if used on another computer, or embedded in the file.

The new **Standard** default font that comes with Word 2010 is **Calibri 11pt** for normal body text and **Cambria** for headings, eg

Calibri (Body) This is Calibri 11 pt font

Cambria (Headings) Cambria 14 pt font

Other standard fonts can be used and these are the ones shown below which are used most of the time, eg

Times New Roman This is Times New Roman 12 pt font

Arial This is Arial 12 pt font

Non-standard fonts are fonts which are used for decorative or specific purposes, eg

Brush Script MT *This is BrushScript MT 16 pt font*

Algerian **THIS IS ALGERIAN 18 PT FONT**

Colonna MT This is Colonna MT 16 pt font



Type Size

Type size should relate to the importance of the message it communicates, eg the major heading in your document should be a larger point size than subheadings. Lack of contrast in headings can confuse the reader of the document. Captions should be in a smaller point size than normal text. The following shortcut keys are useful to increase/decrease font sizes on selected text.

Ctrl] Increases the font size by one point size

Ctrl [Decreases the font size by one point size


Expanded/Condensed Text

Text can be selected and expanded/condensed by clicking on the Dialog Box Launcher  of the Font group, Advanced tab. Select Expanded or Condensed from Spacing:  then specify the measurement in the By: box. Click on OK.

Effects

In addition to changing the size of type, Word 2010 has the following effects available which can be selected from the Font dialog box or used with shortcut keys. Some of these effects will be printer dependent.

Strikethrough	Double Strikethrough	Superscript	Subscript	Shadow
Outline	Emboss	Engrave	SMALL CAPS	ALL CAPS

Hidden (text is only displayed when the Show/Hide button  is activated)

White Space

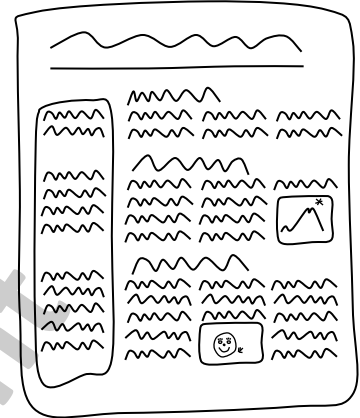
White space provides contrast and enables the reader to absorb the context of your document. Avoid white space between words by using hyphenation, particularly in column work. In desktop publishing work and in newspaper columns it is better to use one space after a full stop than two. The use of white space generally improves the appearance of your document.

Refer to pages 286-287 in the Appendix for information on Headings and Layout.

Planning a Document

It is a good idea to plan a document that will include text and graphics by sketching out on paper different layouts and ideas of the appearance you wish your document to have. Bear in mind the following principles of page layout:

- Proportion:** Consider the relative importance of each item, ie the relationship between type, white space, graphics, paper size and orientation.
- Balance:** The positioning of elements on a page.
- Harmony:** The elements should conform to the paper size, ie portrait/landscape.
- Variety:** In size, alignment, font, style, but remember that overuse can lead to chaos.
- Sequence:** The eye should flow easily through the text/graphics and from one part of the layout to another.
- Unity:** Look at the overall artistic design of the completed work.

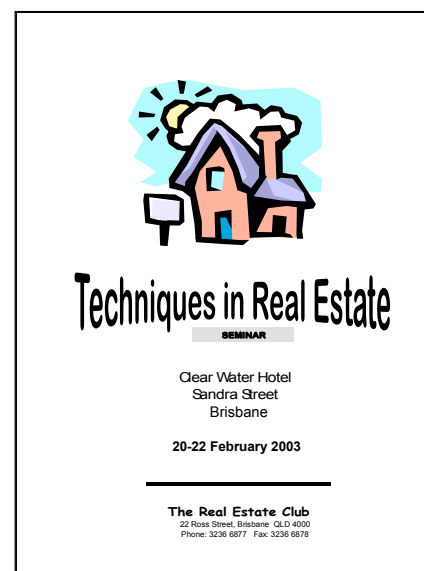
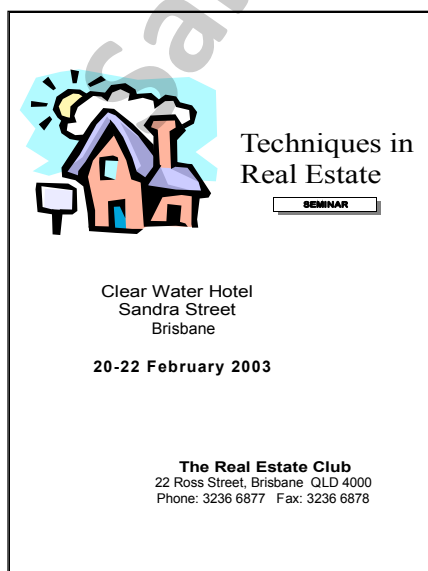


Also consider the following:

- Whom is this document 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 my audience?
- Am I consistent with my headings and text style?
- Is there enough contrast and white space to add interest?
- Does my publication look busy (crammed and not easy to read)?

In advertisements, flyers, etc, you can vary the display. Often text in the largest font size displays the main emphasis. A variety of fonts, font sizes, enhancements, etc, can be used but it takes practice to produce attractive documents. Study newspapers and magazines for good ideas.

Look at the two publications below. The publication on the left is an example of inferior design and the one on the right is attractive and appealing.



Bullets and Numbering

Bulleted Paragraphs

Bulleted paragraphs are normally a list of topics in no precise order. A bullet or symbol appears at the left margin with the paragraph indented. If a bulleted paragraph is moved or deleted the bullets remain (no change occurs). An example of bulleted paragraphs is shown below.

Bulleted Paragraphs

Bulleted paragraphs are used to list items or describe features/objects.

- To use bullets, on the Home tab click on the Bullets button in the Paragraph group. This will apply a bullet to the current paragraph.
- Text is typed normally. Each time you press Enter a new bullet will appear. To turn bullets off just click on the Bullets button.
- Bullets can be changed to a different style, eg arrows, boxes, stars, etc.

The indent can be changed by selecting the bulleted paragraphs, right clicking and selecting Adjust List Indents. The Number position: and Text indent: measurements can then be altered.

Numbered Paragraphs

When paragraphs are numbered they are displayed in a sequential order, eg 1, 2, 3, or A , B, C, etc. These paragraphs are typically listed in a logical order for a specific purpose, eg a list of instructions. An example of numbered paragraphs is shown below.

Numbered Paragraphs

This is an example of numbered paragraphs.

1. To start paragraph numbering, on the Home tab click on the Numbering button in the Paragraph group.
2. Type each paragraph as you would normally. Each time you press Enter you will move to a new line and a new paragraph number will appear.
3. Once you have typed your last numbered paragraph and pressed Enter, click on the Numbering button to turn off numbering.

If you move or delete a numbered paragraph the numbering will automatically update.

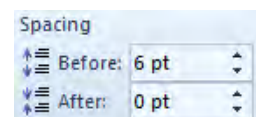
The indent can be changed by selecting the numbered paragraphs, right clicking and selecting Adjust List Indents. The Number position: and Text indent: measurements can then be altered.

To remove a bullet or number from a paragraph, click at the beginning of the paragraph then on the Numbering button OR press the Backspace key.

Spacing between Bulleted and Numbered Paragraphs

The procedure to adjust spacing between bulleted and numbered paragraphs is as follows:

- 1 Select the bulleted or numbered paragraphs.
- 2 Click on the Page Layout tab and change the spacing as required in the Spacing section of the Paragraph group as shown at the right.



Alternatively click on the Paragraph Dialog Box Launcher and change spacing in the Paragraph dialog box. (The tick must be removed from the *Don't add space between paragraphs of the same style* checkbox.)

Multilevel List Paragraphs




Multilevel numbering is used when you have a sublist within a list, eg when you have numbered paragraphs explaining each step, then instructions for various steps within the list. You can have up to six levels within a numbered list. Each time there is a new level the list is indented. The multilevel list that you will create in the next exercise is shown below.

Word 2010 Revision



In a new document type answers to the following questions, which relate to features you have learnt so far in Word 2010.

- 1) You may wish to use the Help feature to assist you.
Every document created in Word 2010 has a template attached to it. What is this template called and explain the use of templates?
 - 2) The Font dialog box can be accessed from the Font group, from the shortcut menu or by pressing Ctrl D. Answer the following questions regarding fonts:
 - a) Explain the term "True Type" fonts and how you would recognize True Type fonts in Word 2010.
 - b) What is the "hidden text" option used for?
 - c) The Format Painter button is used to copy formatting. Explain the two ways that this button can be used.
 - 3) Ctrl T will indent to the first tab stop. Explain other ways you can indent text in Word 2010.
- You will find that the additional exercises and revision sheets at the end of each section will consolidate your knowledge of Word 2010.

Exercise 3

- 1 Open the document called **Word 2010 Revision**.
- 2 Select the heading and change it to Arial 16 pt, bold.
- 3 Click at the beginning of the second paragraph. On the Home tab click on the Multilevel List button  in the Paragraph group. The List Library will display numbering styles.
- 4 Click on the numbering option shown at the right. The first number will be inserted into the document.
- 5 Move to the end of the second paragraph and press Enter.
- 6 To skip numbering for the next typed paragraph:
 - a Click on the Numbering button .
 - b Click on the Increase Indent button .
 - c Type the paragraph below.

Every document created in Word 2010 has a template attached to it. What is this template called and explain the use of templates?

- d Press Enter.
- 7 To start numbering again:
 - a Click on the Numbering button .
 - b Click on the Decrease Indent button . (Ensure this paragraph is numbered 2).
 - c Type the paragraph at the top of the next page.

Click on this option

