

Easy Steps



Unit 113 (v7)

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

with

Microsoft Word 2013

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

A Cheryl Price Publication

Unit Standard 113 (Version 7)

Produce business or organisational information using advanced word processing functions - Word 2013

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

Unit Standard 113 (v7) - BUSINESS INFORMATION PROCESSING (Level 4, Credit 10)

Produce business or organisational information using advanced word processing functions



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

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

Retrievable exercise files are used with this book and listed on page xvi. 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 xvii.

This book has been written using Microsoft Word 2013 with Windows 8.1.

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Introduction

Welcome to Unit Standard 113 v7 Produce business or organisational information using advanced word processing functions with Microsoft Word 2013. This book has been written using Microsoft Word 2013 with Windows 8.1.

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 x to xii. This will ensure that all exercises and instructions in this book will work exactly as they should.

Retrievable 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 xvi and instructions for downloading these files from our web site are included on page xvii.

What you will learn

In this course you will learn how to -

Produce business or organisation information using advanced word processing functions, including -

- styles, table of contents, indexes, forms, complex tables, macros, outline numbering, page and section breaks, import/embed data from another software application
- use of foreign characters, mathematical etc
- multiple columns, tabulated material, templates (and with variable data)
- advanced mail merge – conditional, multiple merges from same data source, linked files, document summary sheets, file management facilities (search, locate, folders and subfolders), if/then/else statements, random data records, linked databases

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).

Revision theory is included at the end of most sections followed by a Practice Assessment. Our books include accumulation and consolidation of learning which carries across each section.

Section 6, at the end of the book 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.

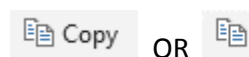
forecast
= to
calculate a
future
result

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.

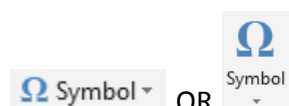
Different Word buttons

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.



Revision

This appears at the end of each section and contains theory revision questions relating to features learnt in that section.



Practice Assessment


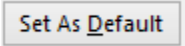
Each practice assessment covers consolidation of topics learnt in that section and provides practice for students prior to sitting the actual Unit Standard Assessment.

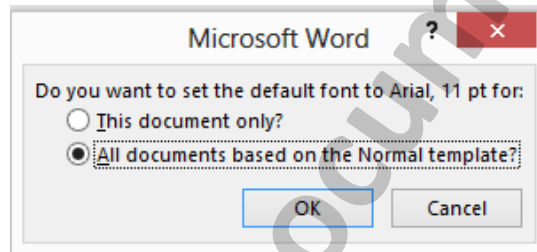
Changing Defaults

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:

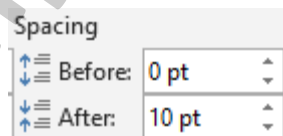
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

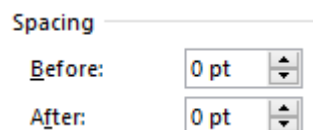
Spacing

- 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.



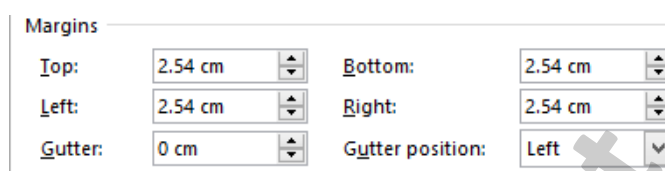
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

Margins

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

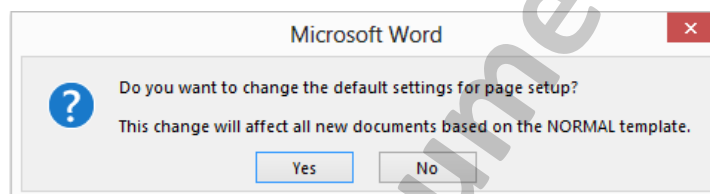
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

- 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 **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.

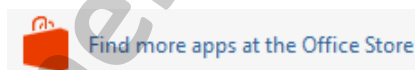
(If another dictionary has already been added captures in our Word 2013 books will be very similar but may not be exactly the same.)

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.



Bing Dictionary (English)
Next generation English dictionary that leverages Bing for accurate and natural lookup experiences.
★★★★★ (5)
Microsoft Corporation
Excel 2013, Word 2013
FREE

- 6 Click on  then on .

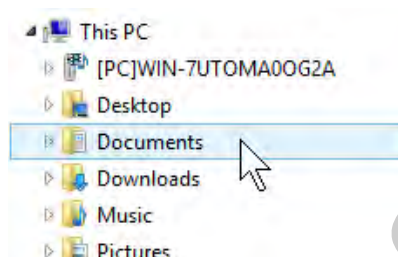


The Bing Dictionary will now show on the  button and will be used for spelling and grammar checking, synonyms and thesaurus.

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 the Documents folder within This PC as the default folder. This folder is shown below which is the shortcut for the actual path name of C:\Users\User Name\Documents. This means that files you open and save will be on your hard drive.



Use the following instructions to specify the Documents folder 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.

- ☒ 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...

- 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 OK.



If you wish to open and save files to OneDrive (ie the cloud) use instructions on the next page. If you have Windows 8, or have updated to Windows 8.1 from Windows 8, SkyDrive may be displayed instead of OneDrive but is essentially the same.

OneDrive

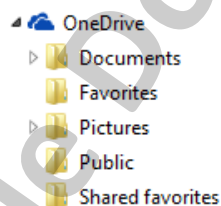
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



Saving to OneDrive

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



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

OneDrive as the Default File Location

Use the following instructions if you wish to specify OneDrive 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 C:\Users\User Name\OneDrive\Documents folder is displayed as the Default local file location as shown on the next page. (You may need to retype the location)
- 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\OneDrive\Documents

Browse...

- 6 Click on OK.

OneDrive Website

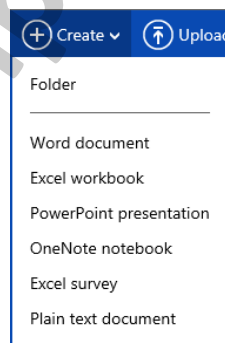
You can log in to the OneDrive website using your web browser with your login name and password.

The website is www.OneDrive.live.com.



You can upload photos and use files and share files.

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



Sharing Files

From within Word 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

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

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

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)



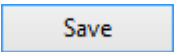

Names of files	
Address Data	How to Grow Orchids
Africa	Johannesburg
Airport	Kindles
Aroma	Legal Documents
ASB Bank	Lifestyle Books Budget 2015
Barrier Reef	Lifestyle Books Letterhead
Barrier Reef Info	Lifestyle Books Sales Summary
Basket Glory	Lilies
Book Sales for 2014	Macadamia Story
Book Sales for 2014-Chart	Managing a Mortgage
Building Specifications	Meeting Documents
Business Data	Orchids
Cairns	Pacific Islands
Care of a New Puppy	Paris in the Late 19th Century
Cashflow	Pool Tips
Clipper Cruises	Prize Data
Contiki	Promotional Brochures
Culinary Herbs	Queensland Art Gallery
Desktop Publishing	Refrigeration
DTP-Index	Rembrandt to Renoir
Easyplan	Roses
Far North Temperatures	Rotorua
Financial Documents	Shareholders Report
Floating Tables	South Africa
Formal Reports	Sparkling Pools
Forms	Tables Exercises
Fuel	Technical Documents
Growing Beautiful Roses	Tennis Club
Growing Herbs	The Big O.E.
Harold Spencer Exhibition	Training Confirmation
Herbs	Triathlon
Herbs1	Using Bulbs
Hillside	Vegetables
Hockey	Viva Las Vegas
Holiday	Whale Exhibition Prices
Holland	Whales Exhibition
Holland-Index	Word 2013 Revision

Downloading Exercise Files

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



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, 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="1056 669 1362 853" data-label="Image"> </div>
4	Click on 
5	Click on US 113
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V7 Word 2013 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>US113 v7 Word 2013 Book Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p> <div data-bbox="647 1397 1027 1615" data-label="Image"> </div> <div data-bbox="379 1653 453 1720" data-label="Image"> </div> <p>The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d 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 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
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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.

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	December 2012
Revision	7	18 August 2011	N/A

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

Section

1

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 2013
- ☐ 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



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.

Address Bar
ANSII Codes
ASCII Codes
Backstage View
Bullet
Contextual Tab
Diacritical Marks
Fields
Fonts
Graphics

Landscape Orientation
Macros
Mail Merge
Multilevel Numbering
Navigation Pane
OpenType Fonts
Quick Access Toolbar
Ribbon
Sans Serif Font
Sections

Serif Font
Styles
Symbol
Templates
TrueType Fonts
Typeface
USB Drives
Watermarks
Word Art

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 to have to create, edit, or otherwise manage documents that are several hundred pages in length. Advanced skills focus on ways to effectively manage these types of documents, 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

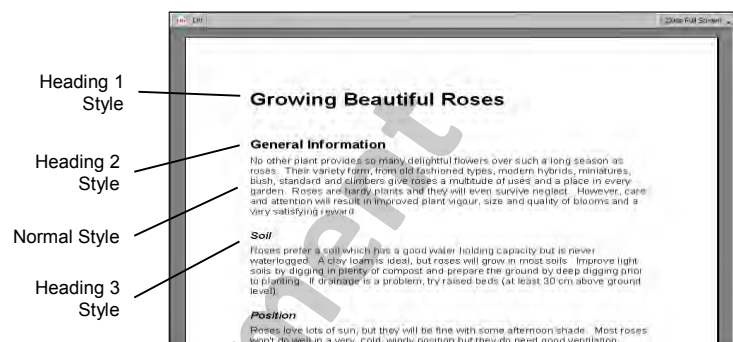
A **style** is a set of formatting instructions combined into a meaningful name that can be applied easily to text. One of the main purposes of styles is to create consistency.

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 is opened.

Templates

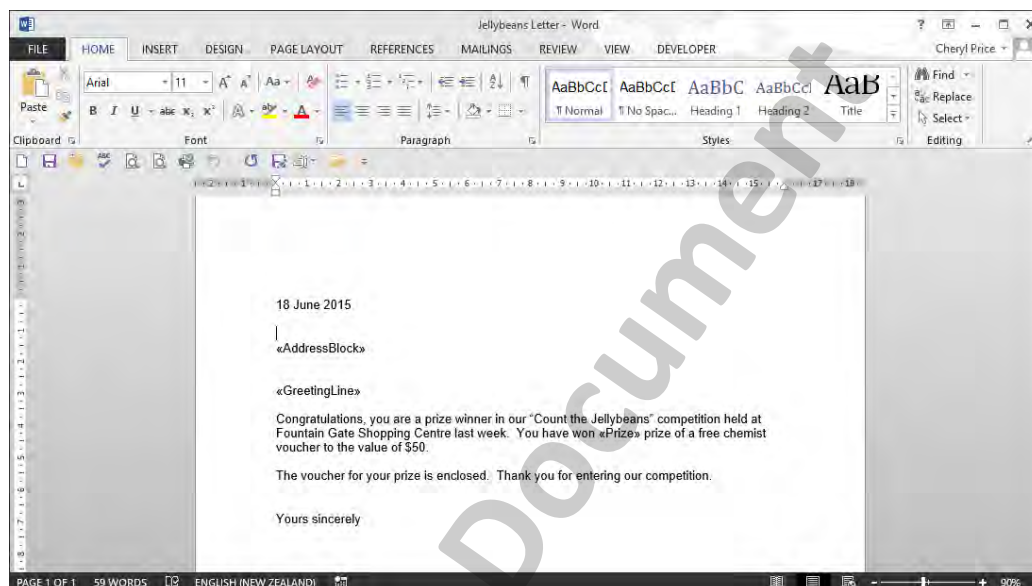
Word has a number of **templates** containing styles and page layout settings for creating different kinds of documents. Many of them contain powerful built-in macros that prompt for information or instructions for inserting information in the appropriate place. Templates are used to save time and to ensure that similar documents, such as faxes, letters or reports, 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

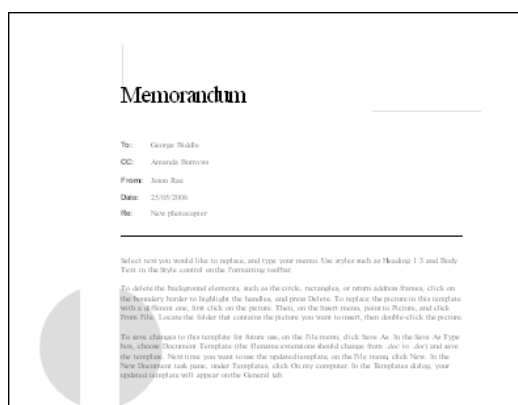
Mail merge simplifies repetitive documents and tasks. It can create many documents at once that contain identical formatting, layout, text, graphics, etc and where only certain parts of each document vary. A common use of mail merge is to combine a main document such as a letter or email, with variable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



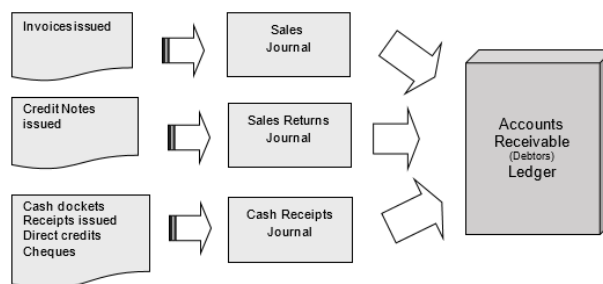
Advanced merge options such as sorting and the use of fields further automate and refine the mail merge process, providing a fast and accurate solution to potentially complex and time consuming tasks.

Graphics

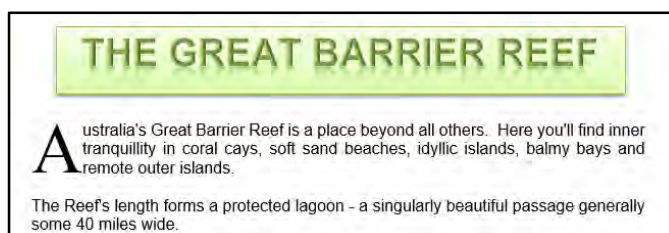
Graphics can provide significant enhancements to a professional document. It's possible to add not only pictures, but many other images, such as text boxes, a variety of shapes, callouts, captions, charts, **Word Art** and **watermarks**.



Memo containing watermark
(based on the Contemporary Memo template)



AutoShapes and text boxes



Heading created using WordArt

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

Templates

Styles

Normal text

Heading 1 (Arial 16 pt, bold, Left Indent -0.7 cm, 15 pt Spacing After, Bottom Border)

Heading 2 (Arial 13 pt, bold, 12 pt Spacing Before, 6 pt Spacing After)

Heading 3 (Arial 11.5 pt, bold, 6 pt Spacing After)

Normal (Calibri 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.



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INVOICE
GST NO: 62-093-061

Invoice To: Jennifer Hall
91 Glenview Drive
Orewa 0931

Delivery Details: Jennifer Hall
91 Glenview Drive
Orewa 0931

DATE: 1 November 2010
INVOICE: 1138

School Contact:
ORDER NO: 1078

Comments or Special Instructions:
Books on Back Order
US 2786 v6 Excel 2007, US2787 v6 Access 2007

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Unit Standard 107 v5 Word 2007 (hard copy)	\$34.95	\$34.95
1	Unit Standard 112/106 v5 Word 2003 (hard copy)	\$44.95	\$44.95
1	Unit Standard 2786 v6 Publisher 2007 (hard copy)	\$34.95	\$34.95
SHIPPING & HANDLING			10.00
TOTAL			\$124.85

Invoice includes GST of \$16.29

Please make all cheques payable to Cherylprice.co.nz
OR payment can be made direct to: 030114-000241-00 (Westpac account - Cherylprice.co.nz Limited)

If you have any questions concerning this invoice, contact us by email at info@cherylprice.co.nz

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Easy Steps

Unit 107 (v6)
Apply text processing skills to produce communications in a business or organisational context
with
Microsoft Word 2013

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

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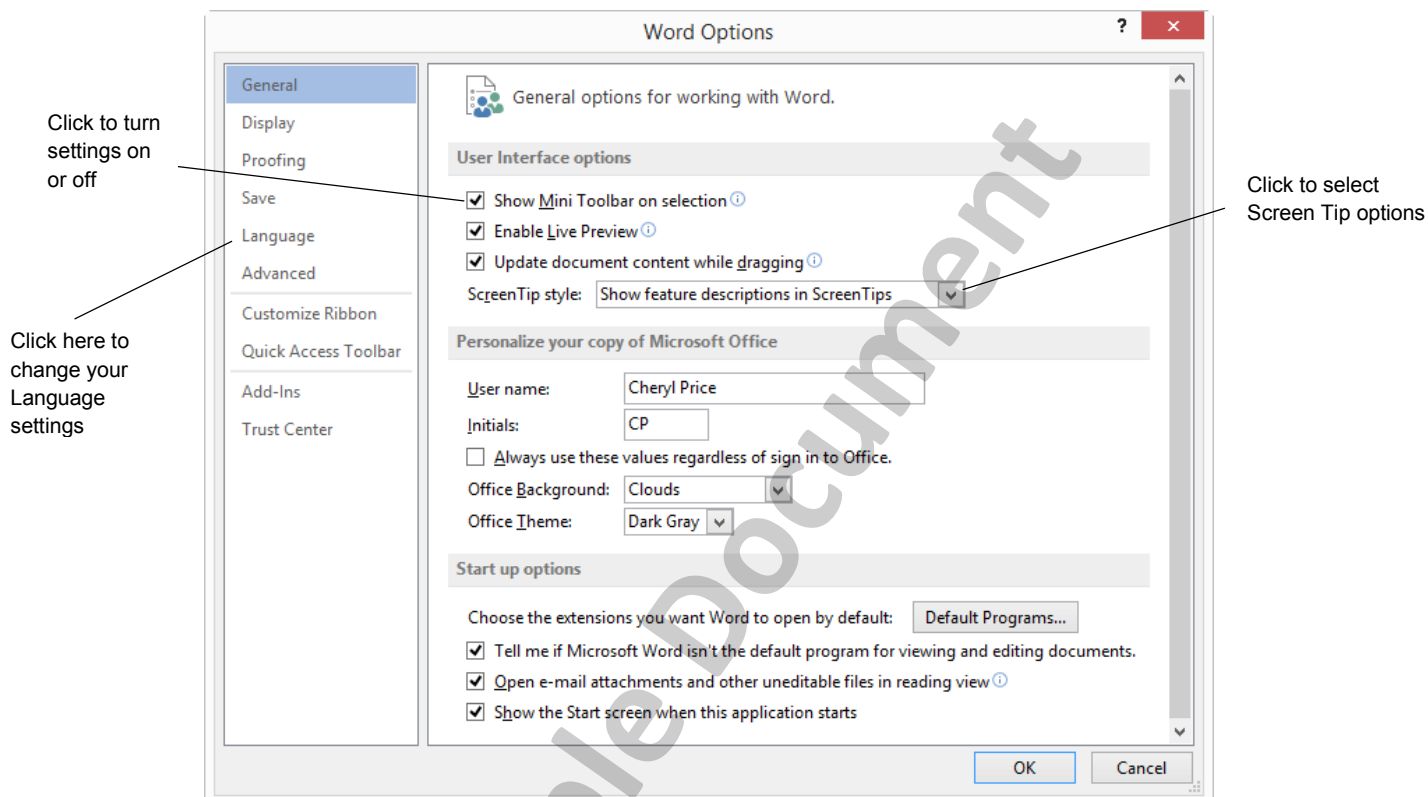
Change the Settings using the FILE tab



EXERCISE 1

- 1 Start Word 2013 with a Blank document.
- 2 Click on the FILE tab.
- 3 Click on Options at the left.

The Word Options dialog box will display and General will be selected at the top left.



The following two options can be changed if desired:

- Click in the ☒ to turn the Mini Toolbar or Live Preview settings on or off.
- Click on the ☐ of the ScreenTip style: box to select between the options. Note that the *Don't show feature descriptions in ScreenTips* option will show only the name of the command in the screen tip, but no other information.

- 4 Click on **Advanced** at the left.
- 5 Ensure the following option is checked ☒ **Use Normal style for bulleted or numbered lists**. This will ensure that additional spacing is not included in bulleted and numbered lists.
- 6 Scroll down the window and under the Display heading ensure Show measurements in units of: displays **Centimeters**. Scroll through the other options and make changes as required.
- 7 Click on **OK** to accept the changes to the settings.



Live Preview, Screen Tips and the Mini Toolbar will not be specified in this book. It is optional as to whether you wish to use these features.

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.


The Quick Access Toolbar can be positioned either above or below the ribbon.

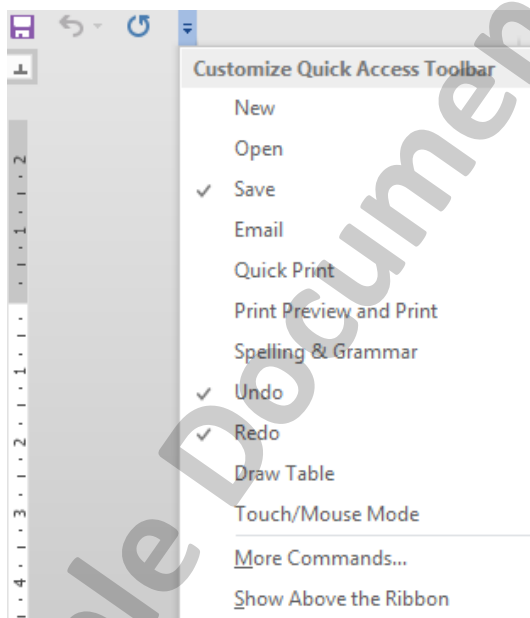
Quick Access Toolbar List

In this exercise you will add commonly used commands to the Quick Access Toolbar.




EXERCISE 2

- 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 below.



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.
- 4 Click on Open.
- 5 Add the following options to the Toolbar using the same steps.
 - Quick Print
 - Spelling & Grammar

Additional Quick Access Toolbar Commands

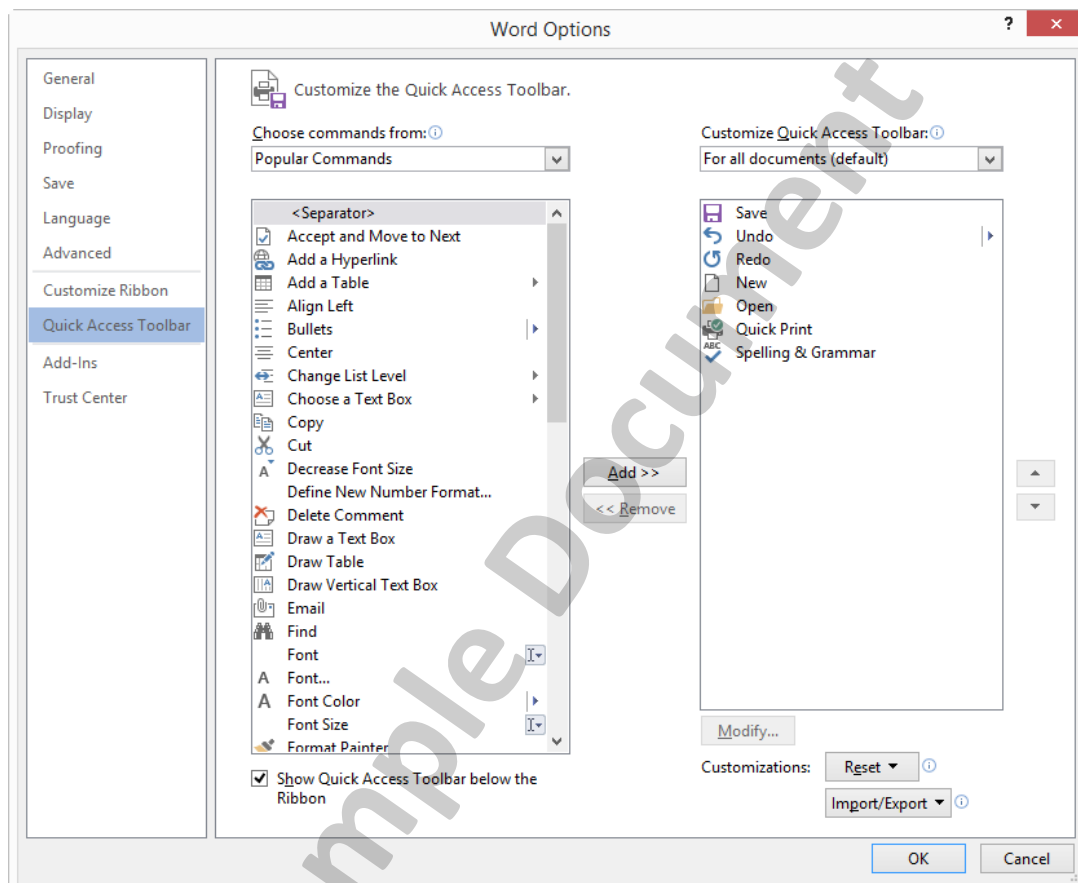
Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.




EXERCISE 3



- 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 at the left.





- 2 Click on the Choose commands from:  and change the selection from Popular Commands to All Commands.

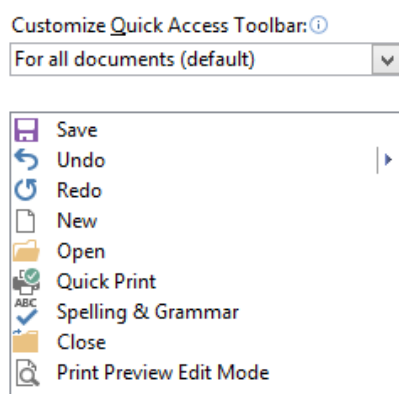
Commands are listed in alphabetical order below.

- 3 In the list underneath, scroll down until  **Close** is displayed.
- 4 Click on the  **Close** command.
- 5 Click on **Add >>**.

- 6 Also add  **Print Preview Edit Mode**.

(You can also add  **Print Preview** and **Print** option if desired. This will be displayed with the same button  on the Quick Access Toolbar but the name will be different.)

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




- 7 Add other buttons as required, eg AutoText.

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

- 9 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.



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

Typefaces and Fonts

Often people refer to typefaces and fonts as one and the same and generally this is the accepted practice but for the purposes of understanding the differences the technical definitions are as follows.

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

A **font** is a specific typeface of a given size and or style, such as Arial 12 pt bold.

Some typefaces are called **serif** typefaces. 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.

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 can be "scalable" fonts which means that you can specify any size up to a maximum size of that specific 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

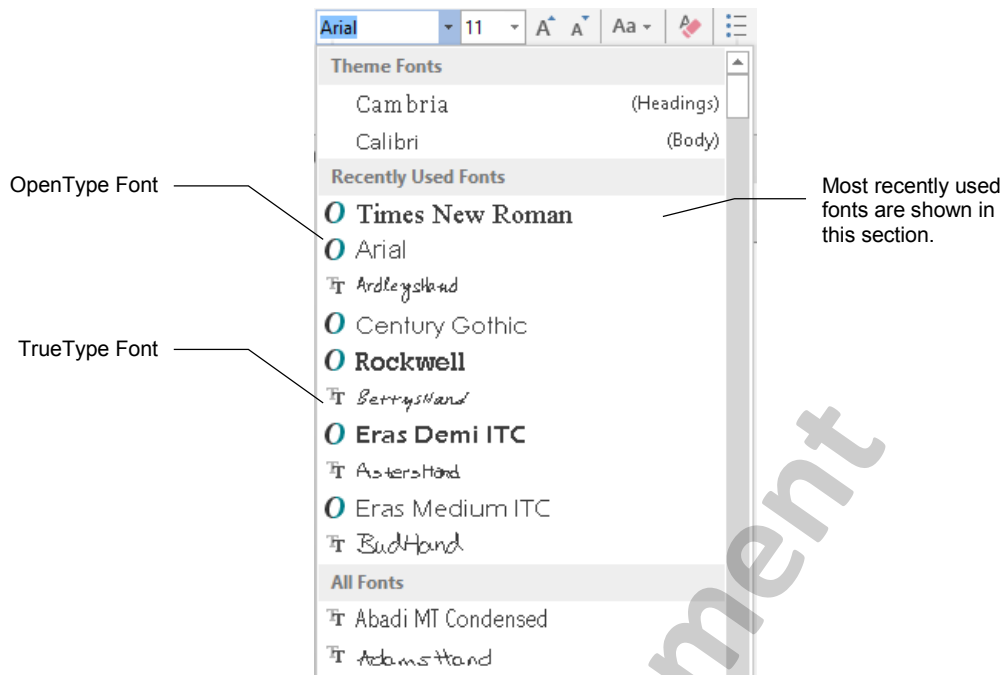
There are two main types of fonts available in Word, TrueType fonts and OpenType fonts. Both font types are compatible with most printers.

TrueType fonts (shown as **T** next to the font) were one of the original electronic font file formats invented and used as the standard for desktop publishing.

OpenType fonts (shown as **O** next to the font) have been developed more recently and have the added advantage of allowing for more font style options.

The type of font you use will primarily be determined by the look and feel you wish to achieve.

- 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.



The default font that comes with Word 2013 is Calibri 11 pt 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 Font Dialog Box Launcher  on the HOME tab then selecting the Advanced tab. Select Expanded or Condensed from Spacing:  then specify the measurement in the By: box. Click on OK.

This is Cooper Black 11 pt

This is Cooper Black 11 pt expanded by 4 pt.

This is Cooper Black 11 pt condensed by 1 pt.

Effects

In addition to changing the size of type, the following effects are 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}


SMALL CAPS

ALL CAPS

Shadow

Reflection

Glow

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.

