

Easy Steps



Unit 12885 (V6)

Create and enhance electronic documents
combining text and images for generic text and
information management

with

Microsoft Word 2013

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

A Cheryl Price Publication

Unit Standard 12885 (Version 6)

Create and enhance electronic documents combining text and images for generic text and information management - Word 2013

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

Unit Standard 12885 (v6) - TEXT AND INFORMATION MANAGEMENT (Level 2, Credit 4)
Create and enhance electronic documents combining text and images for generic text and information management



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

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

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

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

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CODE: CP12885V6W2013-0315

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Published in New Zealand

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Introduction

Welcome to Unit Standard 12885 v6 Create and enhance electronic documents combining text and images for generic text and information management with Microsoft Word 2013.

This book has been written using Microsoft Word 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Default Settings

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

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 xiv and instructions for downloading these files from our web site are included on page xv.

What you will learn

In this course you will learn how to -

- Create and enhance electronic documents combining text and images for generic text and information management
 - Import and resize an image; create an image using draw or paint tools; crop a graphic create a drop cap, insert a symbol or special character; bullets and/or numbering; leader tabs; three different types of set tabs
 - Save an existing file with a different file name; save a file as PDF; change a file to read only and save in a different file format which is compatible with Microsoft Word.

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.

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.

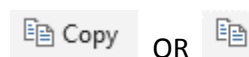
forecast
= to
calculate a
future
result

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


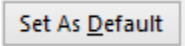
Each practice assessment covers consolidation of topics learnt in that section and provides practice for students prior to sitting the actual Unit Standard Assessment.

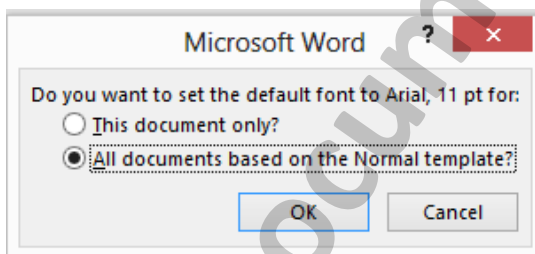
Changing Defaults

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:

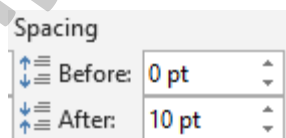
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

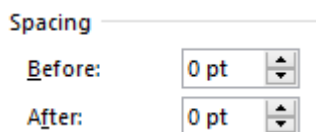
Spacing

- 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.



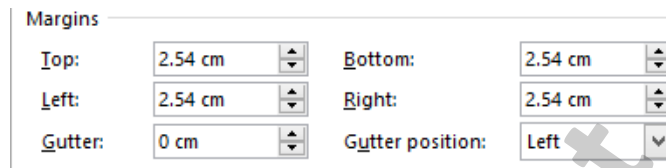
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

Margins

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

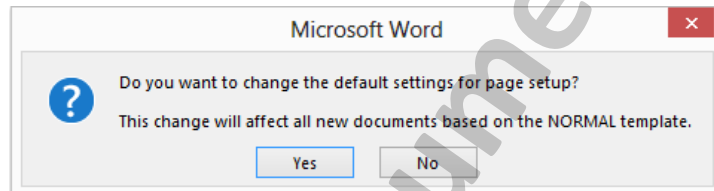
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

- 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 .

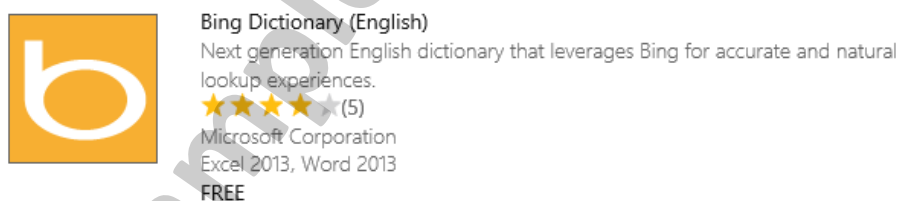
- 2 In the Apps for Office dialog box click on  which will take you to the Microsoft Apps Store.

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

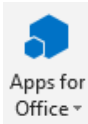
- 3 In the Search box at the top of the window type **dictionary** as shown below.



- 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.



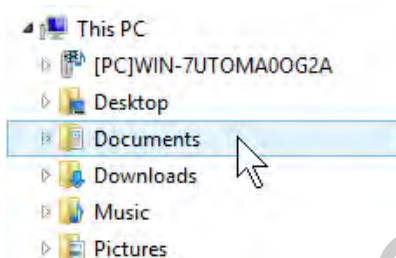
- 6 Click on  then on .

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

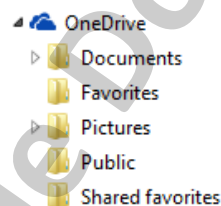
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



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

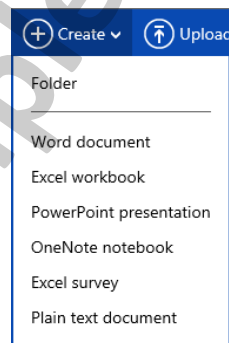
You can log in to the OneDrive website using your web browser with your login name and password.

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)



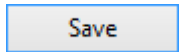
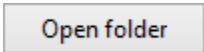
Names of files	
Aerobic Competition	Italy
Appliances	Jury Service
Barrier Reef	Macroworks
Beads, Seeds and Shells	Maori
California	Motorhomes
China	Mystery Weekends
Computer Wizz Limited	Paku Newsletter May 2016
Cruises	Sea Shells
Dining Out	Send-a-Basket
Elite Mystery Weekends	SHOW JUMPING
Equipment	TravelCentre
Globe	Vietnam
Hong Kong	

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 12885
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V6 Word 2013 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>US12885 v6 Word 2013 Book Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p> <div data-bbox="647 1397 1027 1621" data-label="Image"> </div> <div data-bbox="379 1653 448 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 12885 (Version 6)

Title	Create and enhance electronic documents combining text and images for generic text and information management		
Level	2	Credits	4

Purpose	<p>This unit standard is intended for people who input and manipulate information using software applications to create documents which communicate efficiently and effectively and have visual appeal.</p> <p>People credited with this unit standard are, for generic text and information management, able to: create and manipulate text and images to enhance electronic and printed documents; and demonstrate knowledge of file saving protocols.</p>
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Classification	Business Administration > Text and Information Management - Generic
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Available grade	Achieved
------------------------	----------

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

Explanatory notes

- 1 All activities associated with this unit standard must comply with *Guidelines for using computers: Preventing and managing discomfort, pain and injury*, (Wellington: Accident Compensation Corporation, Department of Labour, 2010), available at <http://www.osh.govt.nz/order/catalogue/computers.shtml>.
- 2 Definitions

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

Fit for purpose means the information is accurate and relevant to the intended audience, and the document is free from text errors.

Intended audience is the individual or group who will receive the information, therefore the amount and nature of the information and the level of the language must be appropriate to this audience. The intended audience will be specified for each document.

Visually balanced for the purposes of this unit standard means the sizing of text and images is complementary.

Outcomes and evidence requirements

Outcome 1

Create and manipulate text and images to enhance electronic and printed documents.

Range the following text and information management features must be demonstrated at least once over the three documents collectively – importing and resizing an image; creating an image using draw or paint tools; cropping a graphic; creating a drop cap; inserting a symbol or special character; bullets and/or numbering; leader tabs; three different types of set tabs; evidence of three different documents is required.

Evidence requirements

- 1.1 Text and images are created and manipulated to produce documents that are fit for purpose and the intended audience.
- 1.2 Placement of texts and images in the documents is visually balanced in terms of design layout.
- 1.3 The printed documents are fit for purpose and the intended audience.

Outcome 2

Demonstrate knowledge of file saving protocols.

Evidence requirements

- 2.1 An existing file is saved with a different file name in accordance with standard operating procedures of the software.
- 2.2 An existing file is changed to PDF format in accordance with standard operating procedures of the software.
- 2.3 An existing file is changed to a 'read only' file in accordance with standard operating procedures of the software.
- 2.4 A document is saved in a different file format which is compatible with the software being used.

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

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

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

The Word 2013 Screen

Create, Save, Open and Print Documents

Cursor Movements

Zoom and Document Views



Learning Outcomes

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

- ☐ Start and exit Word 2013
- ☐ Identify parts of the Word 2013 screen
- ☐ Understand the Ribbon and groups
- ☐ Create, save, open, print and close documents
- ☐ Practise cursor movements
- ☐ Use the Zoom feature and Document View options
- ☐ Minimize, Restore Down and Maximize a document



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.

Backstage View

Close

Copy

Correction Signs

Cursor Movements

Cut

Document View Buttons

Editing

Find

Format Text

Formatting

Go To

Hard Copy

Mouse Pointer

Moving Text

Paste

Print Preview

Proof-reading

Quick Access Toolbar

Replace

Ribbon

Save

Selecting Text

Soft Copy

Start Window

Synonyms and Thesaurus

Vertical Scroll Bar

Vertical Scroll Box

Zoom

Zoom In


Zoom Out

Zoom Slider

Starting Microsoft Word



EXERCISE 1


- 1 If the **Start window** shown below is not displayed, click on the Start button  at the very bottom left of the screen.

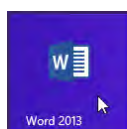
Your Start window will contain different programs, depending on what is installed on your computer.

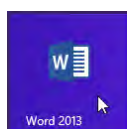


Click here to display the Start button

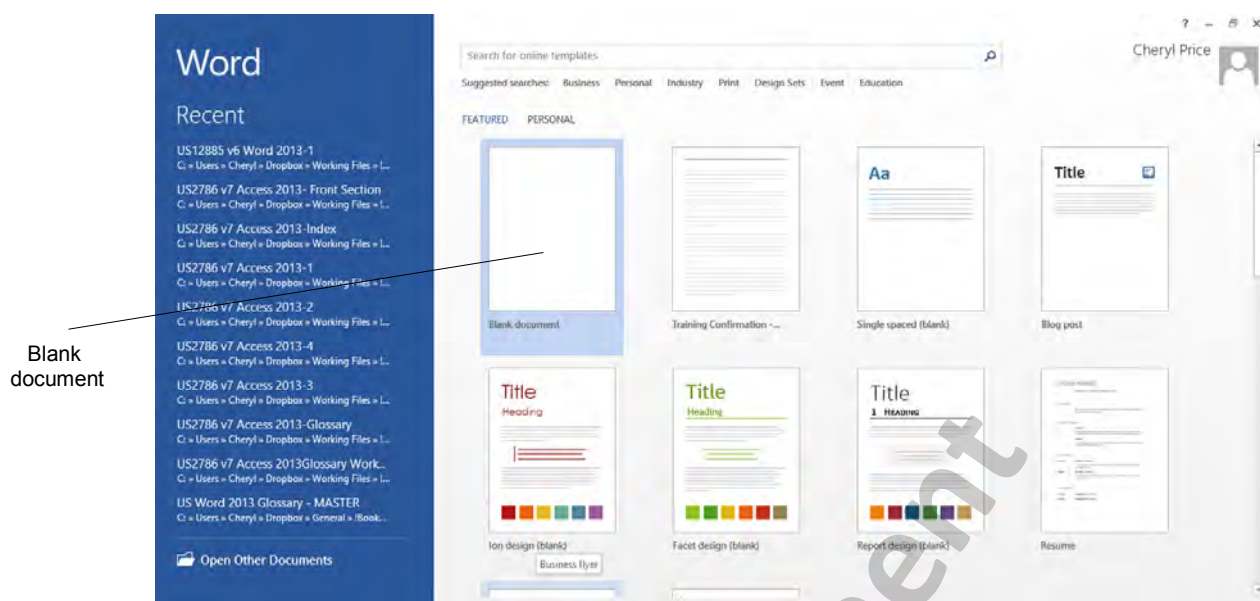
Click here to scroll across the screen

- 2 Click on  at the bottom right of the screen which will display program options, an example is shown below. (Yours will be slightly different and may have more, or less programs displayed.)



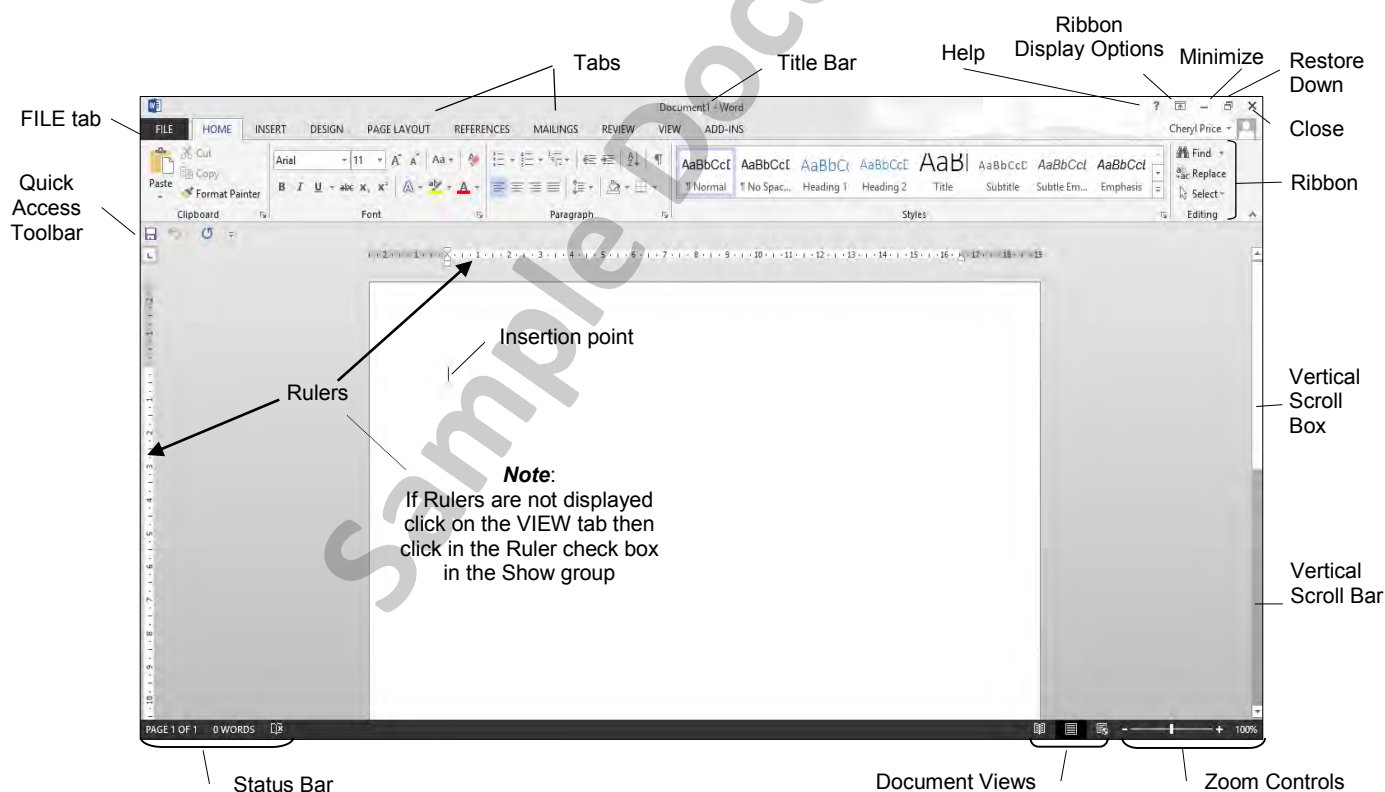
- 3 Click on the Word 2013 program icon .

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



- 4 Click on Blank document as indicated above.

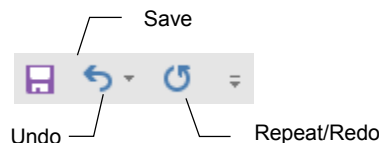
The screen will display with a new document, ready for you to enter text as shown below.



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

Quick Access Toolbar

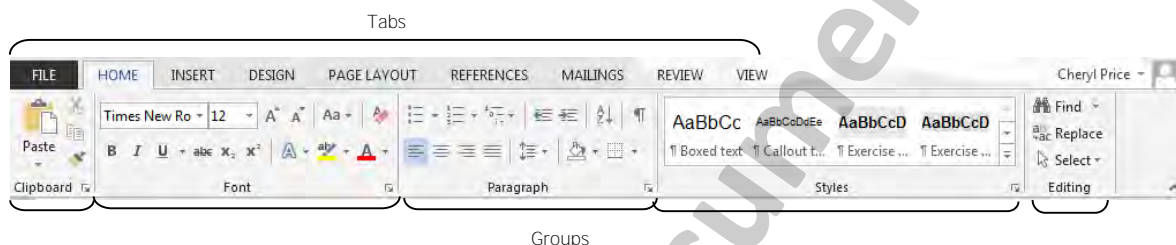
The **Quick Access Toolbar** contains commands to Save, Undo and Repeat/Redo. Other frequently used commands can be added to this toolbar.






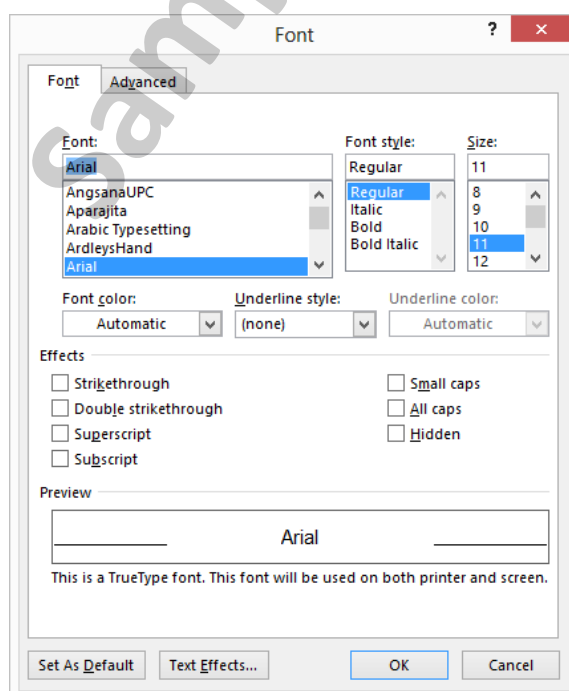
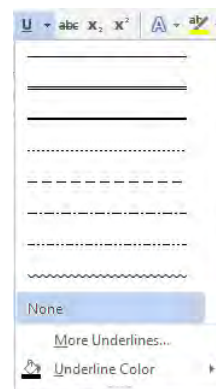
The Ribbon

The **Ribbon** in Microsoft Word 2013 is divided into groups.

- (a) When you click on a tab, groups will be displayed relating to that particular feature, eg the **HOME** tab displays the groups shown below, ie Clipboard, Font, Paragraph, Styles, Editing.



- (b) Clicking on a down arrow  displays options for that feature, eg when you click on the down arrow at the right of Underline button in the Font group underlining options are displayed as shown at the right.
- (c) Clicking on the Dialog Box Launcher  to the right of the group name displays the relevant dialog box, from which you can also select the same, and additional options, eg when you click on the Font Dialog Box Launcher  the dialog box for that group is displayed as shown below. (Click on Cancel to remove the dialog box.)



Word Processing Basics



Creating a New Document

When you have created, saved and closed a document, you create a new document as follows:

Ctrl N ➤ Click on **FILE**, then on **New**, then Blank document in Backstage View.

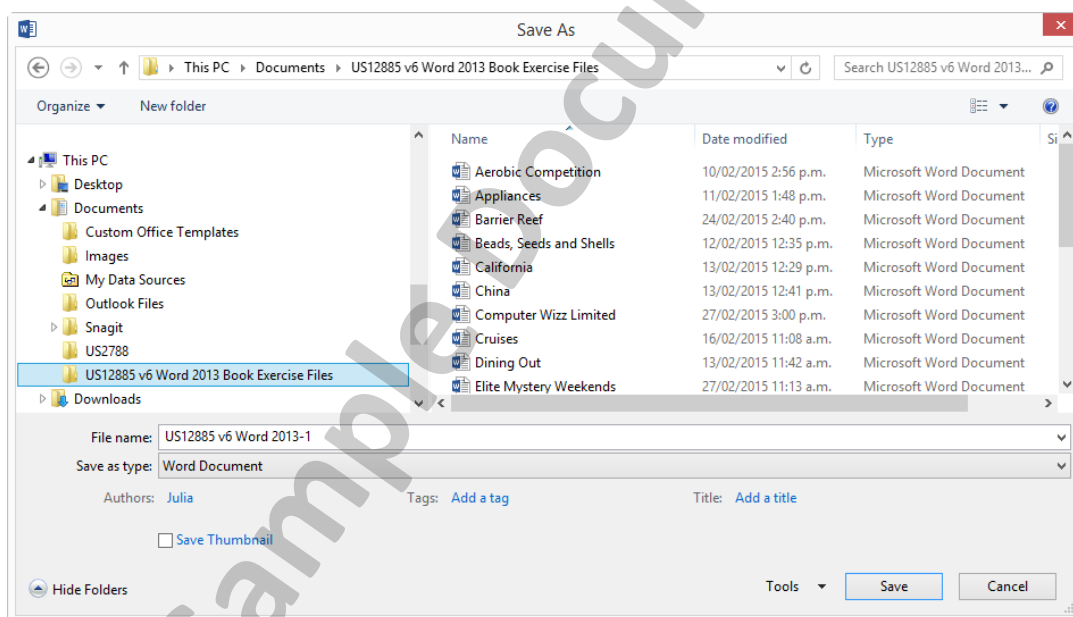
Saving a document

Generally you will **save** every document you create with a unique name (called the “file name”) so you can recall it to the screen for **editing, formatting** or printing at a later time. (Keep file names simple and relevant to the document. You can use letters and numbers, hyphen and underscore.)

Ctrl S 1 Click on the Save button  on the Quick Access Toolbar  which may be displayed at the top left of your screen or under the Ribbon.

Alternatively you can click on the **FILE** tab then on **Save**.

The Save As dialog box will appear (your files will be different to those shown)



- 2 Navigate to the folder you wish to save your document in and double click on it.
- 3 Type a file name for your document in the File name: box.
- 4 Click on **Save**. The file name is then displayed at the top of the screen.



Once your workbook has been saved, pressing Ctrl S will save an updated version of the file.

Naming Files

You will find it useful to use a system for naming files so you can locate them easily at a later time. The name should describe the file without being too long.

Your company or organisation may already have a naming procedure in place, for example you may be required to add the date the document was created to the start or end of the file name.

Microsoft Office allows up to 255 characters in a file name, and spaces can be included. You cannot use the following characters in a file name: / \ < > * ; : " ?

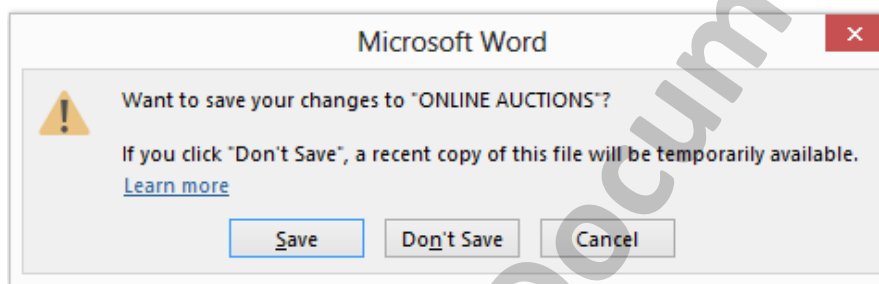
Closing a document

When you have finished with a document you need to **close** it. This is done as follows.

- 1 Click on the **FILE** tab.

- Ctrl W
- 2 Click on **Close**.

If you haven't saved any changes, you will be prompted to do so (as shown below)



- 3 You would normally then click on **Save**.



EXERCISE 2

- 1 In a new document, type the following:

If you want to get fit and/or lose weight it is a good idea to join a gym. Look in your local directory for the gyms in your area. Often you can get a trial membership for a short period, eg two weeks for a nominal charge. When you have decided on the gym you wish to join you will be given a fitness test to ascertain your exercise program. It is important to attend regularly, at least three times a week, to get maximum benefit. You will look better and feel better after a short period of time.

- 2 Save the document with the file name of **Getting Fit**
- 3 Close the document.

Opening a document



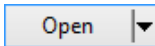
A document is “opened” when you need to recall it to the screen, eg for editing.

- Ctrl O 1 Click on **FILE** then on **Open**.

A list of Recent Documents is displayed in Backstage View as shown below. (Your files will differ from mine.)




- 2 If the required document is listed just click on it otherwise –

- a Click on  **Computer** and then on . The Open dialog box will be displayed.
- b Locate the folder where the document is stored.
- c Click on the file name of the document required then click on  OR you can double click on the file name.



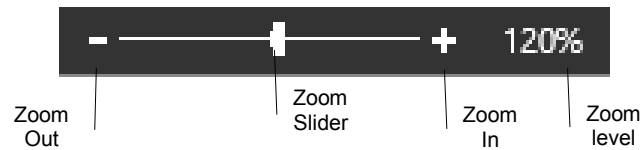
In the Open dialog box you can double click on a document to open it.

- 3 You can then make and edits to the document.
- 4 Click on the Save button  on the Quick Access Toolbar to save and replace the document.

Zoom

You can **zoom** in to get a close-up view of your document or zoom out to see more of the page at a reduced size.

The Zoom controls on the Status Bar are located at the bottom right of your screen.



You will notice above that the **Zoom Slider** is slightly to the right of the middle of the bar, ie at 120% view.

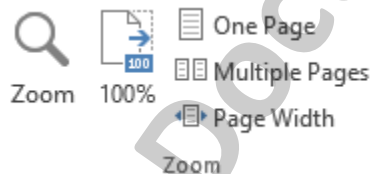
The Zoom controls are used as follows:

- (a) Drag the Zoom Slider to the left to reduce the size of your document.
- (b) Drag the Zoom Slider to the right to enlarge the size of your document.

OR

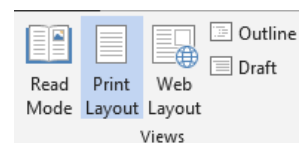
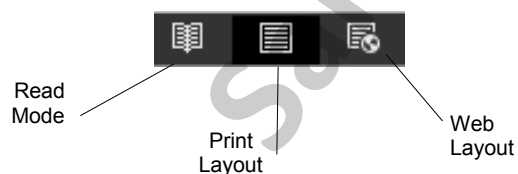
- (a) Click on the **Zoom Out** button to reduce by increments of 10%.
- (b) Click on the **Zoom In** button to enlarge by increments of 10%.

Additional Zoom options are available on the VIEW tab as shown below.



Document Views

Microsoft Word 2013 has different view options. Three views are available by using the **Document View buttons** at the bottom right of your screen as shown at the left below OR you can click on the VIEW tab which displays the same options plus two additional views in the Views group.



EXERCISE 3

- 1 Open the document called *Italy*
- 2 Look at the different zoom options.
- 3 Click on each of the document view buttons shown above.
Leave the document on your screen for the next exercise.

Spelling and Grammar

The Spelling and Grammar facility highlights incorrectly spelt words and suggests the correct spelling. Possible errors are highlighted with underlining of the word(s) as shown below.

Error	Underline	Example
Spelling	Red line	See you in <u>teh</u> morning.
Context (when the word is spelled correctly but it is the wrong word for the context)	Blue line	The system has <u>it's</u> own emergency power source.

You can also use the Spelling and Grammar facility to check for double words, oddly capitalised words, words that should have an initial upper case letter and words that should be all upper case letters.

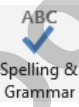
You can also select a single word, a whole sentence, paragraph etc and check the spelling and/or grammar on the selected text.



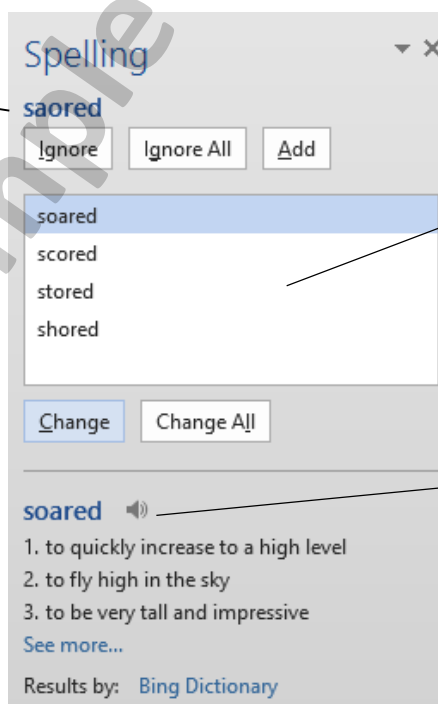
The instructions below will depend on the dictionary that has been set up on your system. We have used Bing Dictionary as instructed in the Changing Defaults pages at the beginning of the book.

Position the cursor where spell checking is to commence.

F7

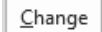
- 1 Click on the REVIEW tab, then click on  in the Proofing group which will display the Spelling Task Pane at the right of the screen as shown below.

Spelling/typing error is displayed here

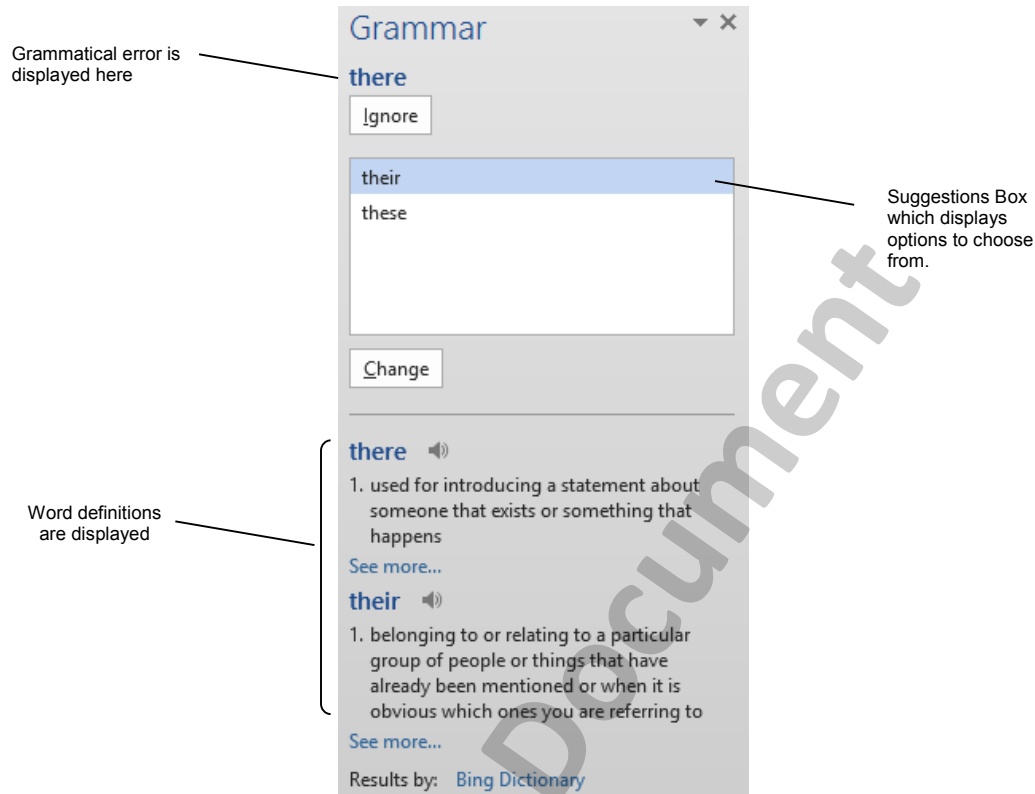


Suggested words to replace the incorrect word


You can click here to hear the word

- 2 Ensure the correct word is selected in the suggestions list, ie *soared* then click on .
(Change All would change all occurrences of *saored* to *soared* throughout the document if the word was continually spelt incorrectly.)

The Spelling and Grammar facility will stop at the first grammatical error as shown below.



The grammatical error can be corrected manually on screen OR you can select from an option in the Suggestions Box.

- 3 In the Suggestions Box ensure *their* is selected. Click on .
- 4 Continue using the Spelling and Grammar facility to correct spelling and grammar in the remainder of the document.

Automatic spelling and grammar check

Automatic spelling/grammar check puts a wiggly line under incorrect words that are not corrected, as you type. Click the right mouse button on the incorrect word and select the correct option OR select Spelling/Grammar to display the Spelling and Grammar dialog box.




EXERCISE 4

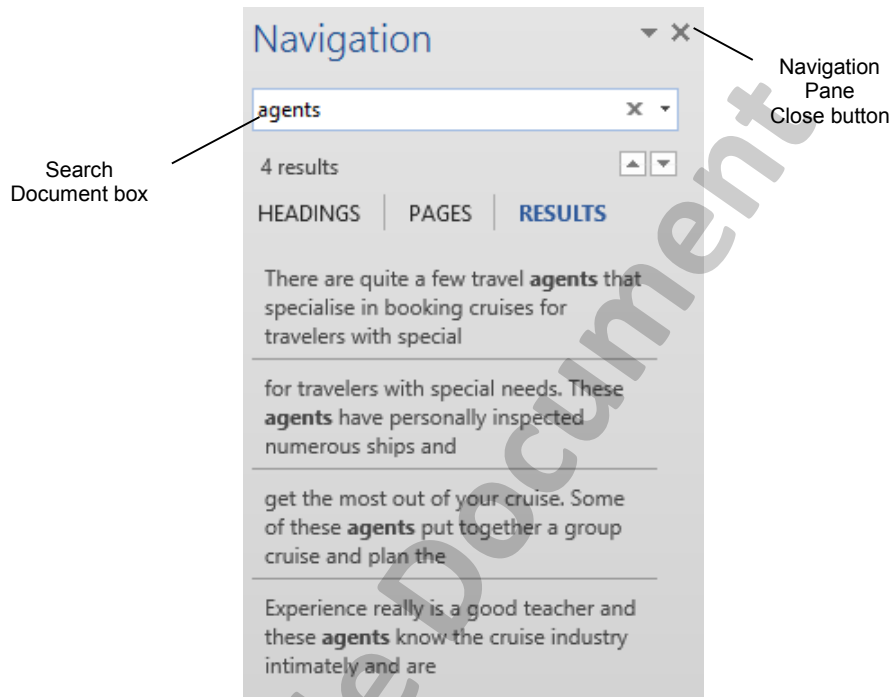
- 1 With the *Italy* document on screen check spelling and grammar. Correct any errors.
- 2 Save the document and leave on screen for the next exercise.




Find and Replace

Find

The **Find** feature is used to locate a word or words in your document, usually to edit or format text. When the Find feature is used, the Navigation Pane is displayed at the left of your document and every occurrence of the word you are searching for is displayed – an example is shown below. You can click on the occurrence you want or move to each occurrence by clicking on the down arrow .

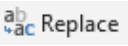
Find and Replace searching will start from where the cursor is positioned in your document.

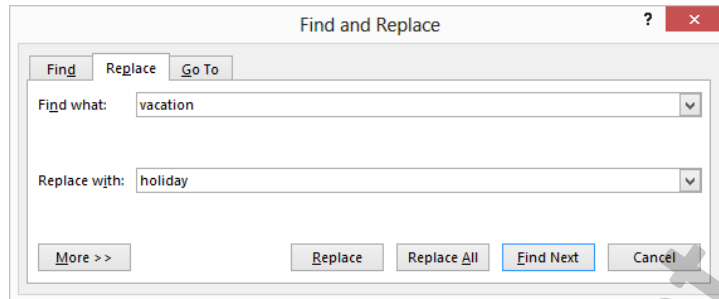


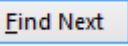

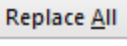
- Ctrl F
- 1 With the HOME tab displayed click on  Find  in the Editing group at the far right of the Ribbon. The Navigation Pane appears at the left.
 - 2 Type the word or words that you are searching for in the Search Document box.
Word automatically selects the first occurrence of the word you're searching for and displays it highlighted.
 - 3 Click to the occurrence required.
 - 4 To turn off the Navigation Pane click on the Close button  .

Replace

The **Replace** feature is used to replace a word or words with another word(s).

- 1 On the HOME tab click on  **Replace** in the Editing group at the far right of the Ribbon.
- 2 In the Find what: box type the word(s) you wish to find and in the Replace with: box type the word(s) that are to be replaced. An example is shown below.

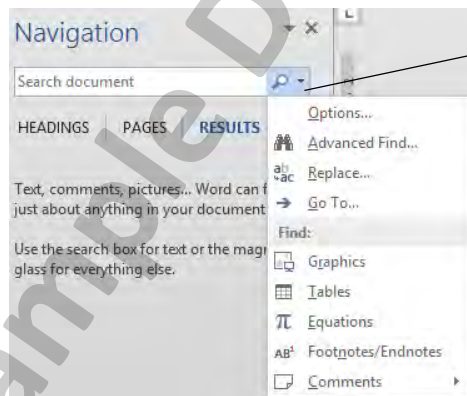


- 3 Click on  (to skip that occurrence),  to replace one occurrence or on  to replace every occurrence.
- 4 Click on Close when finished.



The  button is used to display additional find and replace options.

Alternatively, Replace can be selected from the Find more things down arrow  in the Navigation pane as shown below. You will notice that there are several other options that can also be used.



The PAGES option on the Navigation Pane can be used to display all the pages in your document as icons and to be able to move quickly to one of those pages.



EXERCISE 5

- 1 In the **Italy** document find the words **6.30am** then add a space between the time and am, eg 6.30 am. Change **12.15am** in the same sentence in the same way.
- 2 Find *railway station* and change it to read *railway and radio station...*
- 3 Press Ctrl Home. Replace *towns* with *cities* throughout the document.
- 4 Replace *buys* with *bargains* but only for the following occurrence, ie *The best **buys** if you have a shopping budget...*
- 5 Save the document and leave on screen for the next exercise.