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Unit 4 Exercises

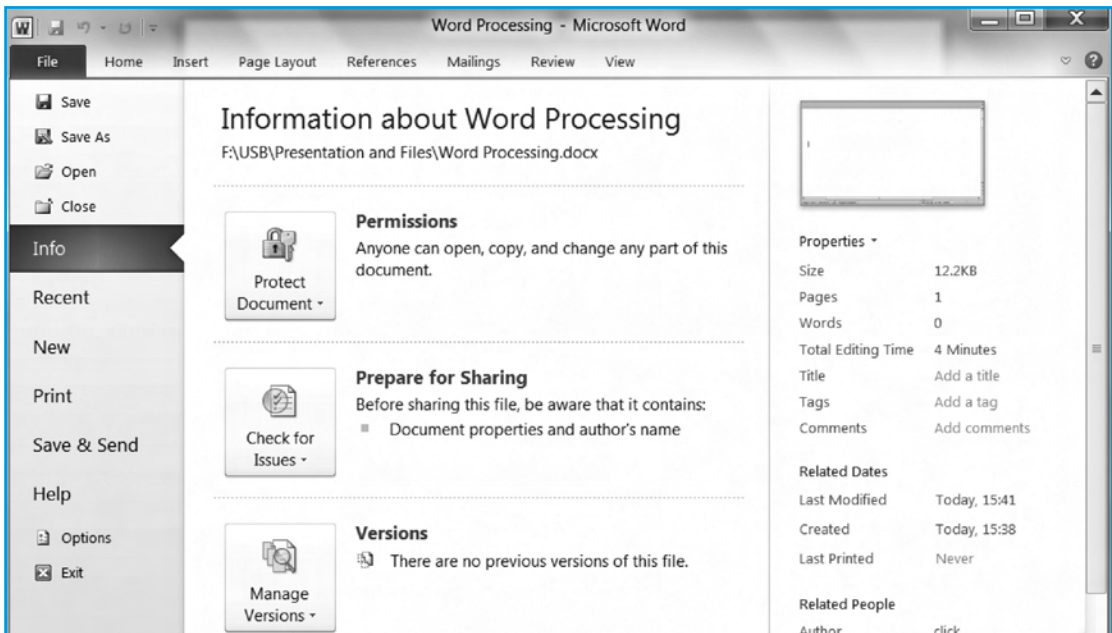
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Unit 1 MICROSOFT WORD 2010

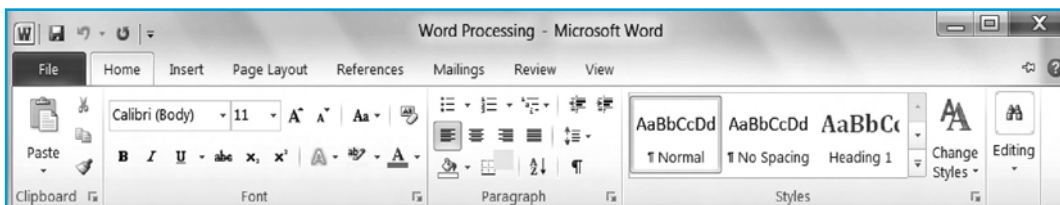
QUICK ACCESS TOOLBAR



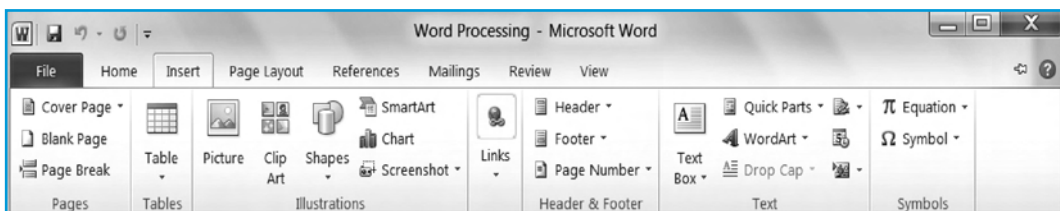
FILE TAB DROP MENU



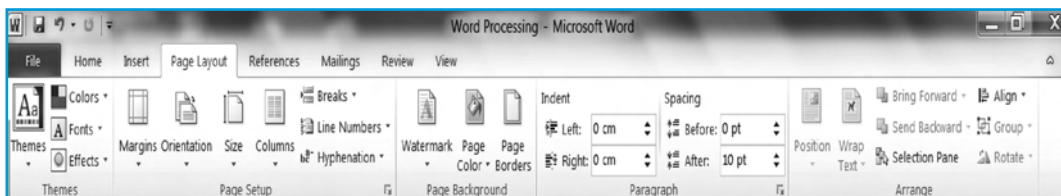
HOME TAB



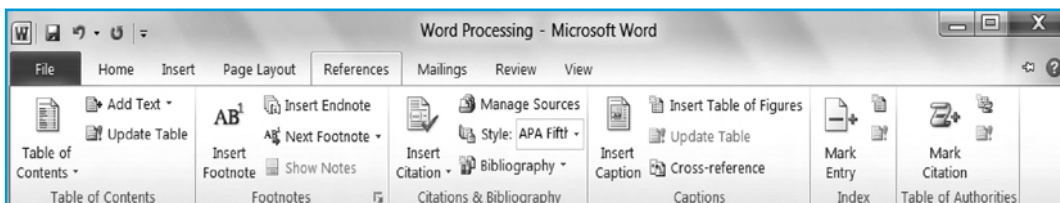
INSERT TAB



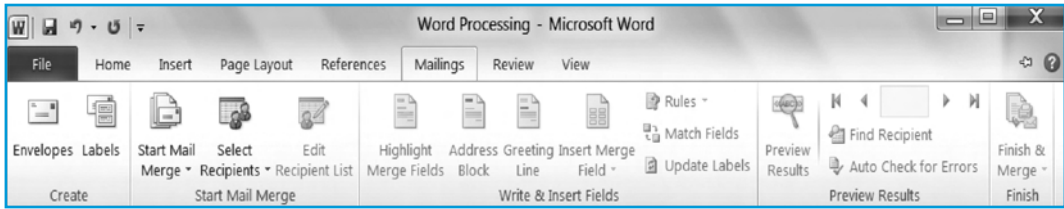
PAGE LAYOUT TAB



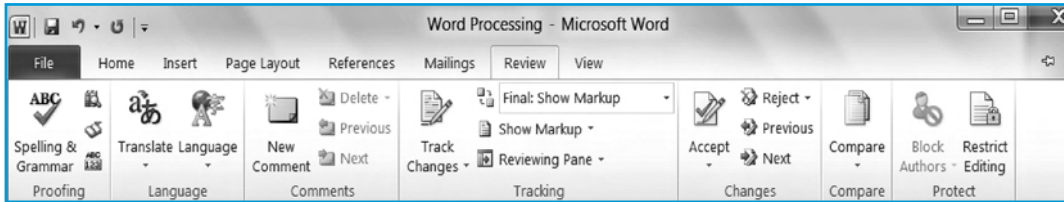
REFERENCES TAB



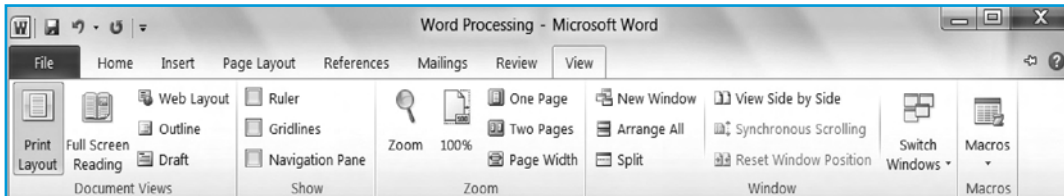
MAILINGS TAB



REVIEW TAB



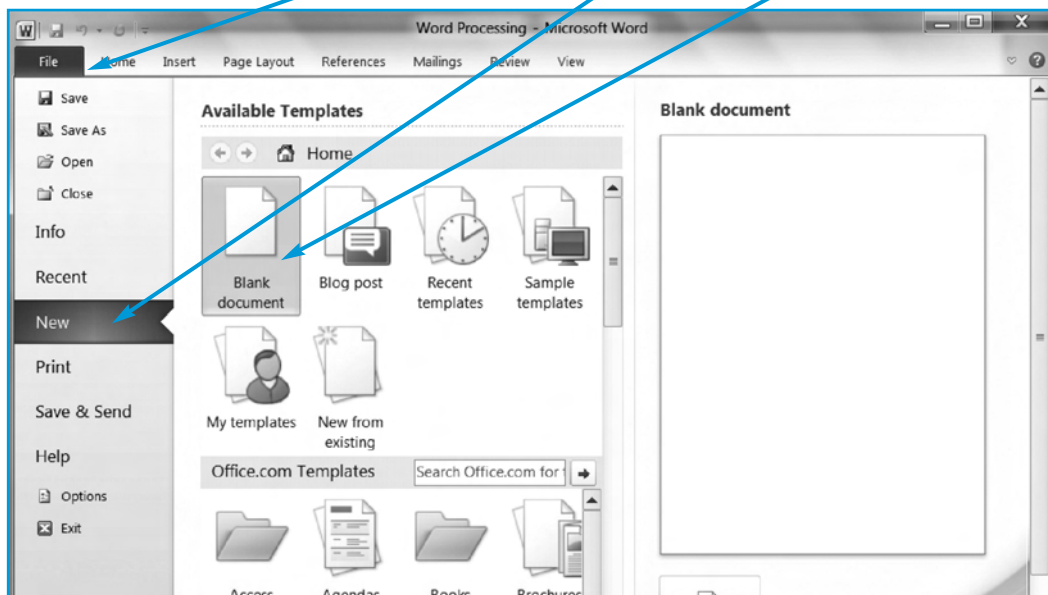
VIEW TAB



1. FILE TAB MENU

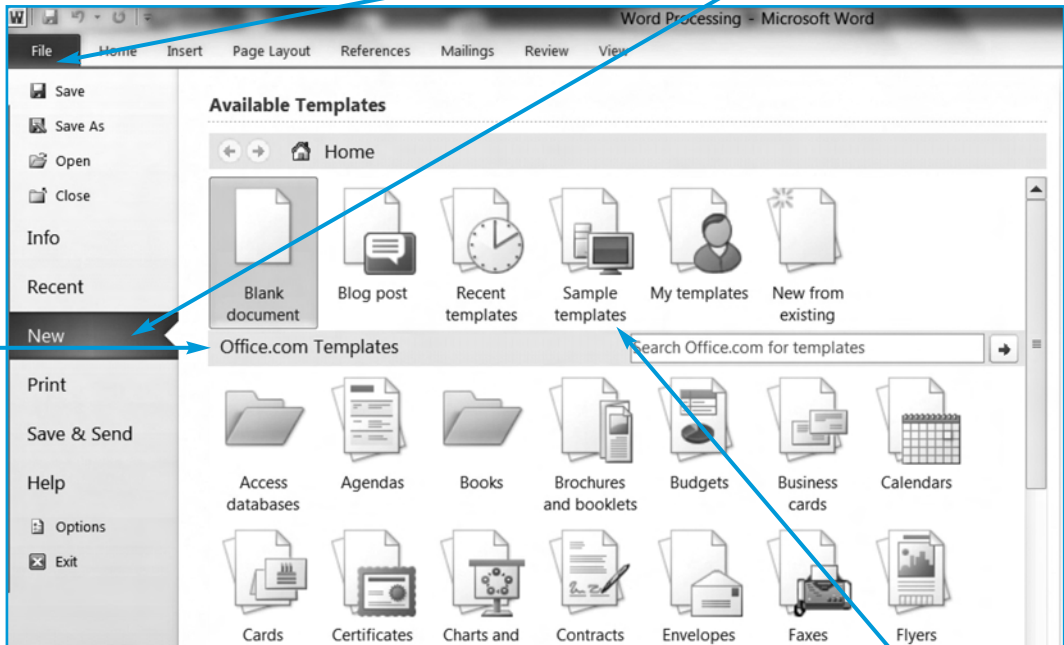
Creating a Document

To create a new document, click on the FILE tab and select New. Then select Blank Document.



Templates

To create and apply a template, simply click on the FILE tab and select New.

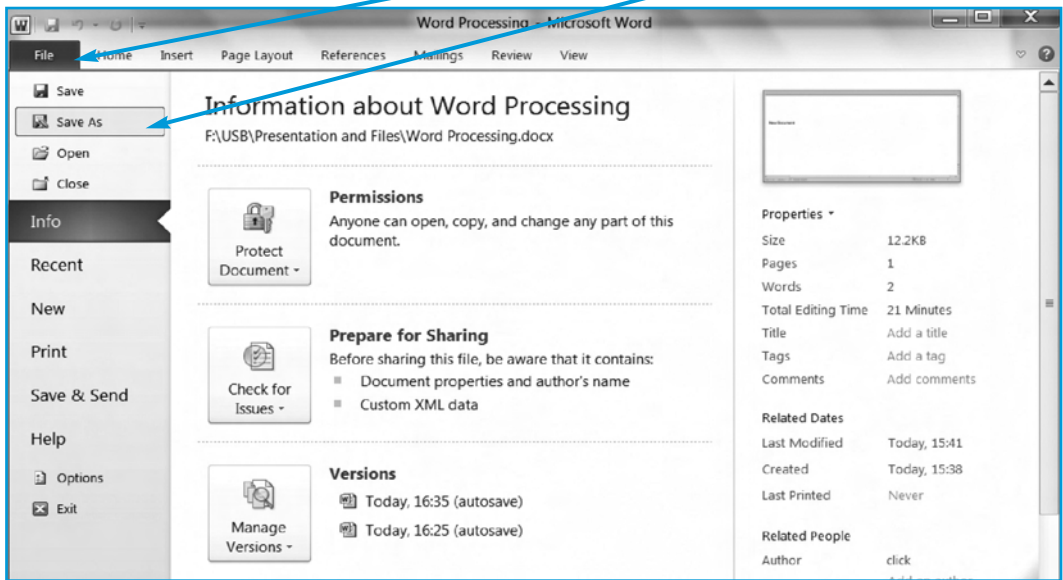


Then select from the Available Templates (some are installed on your computers – see Sample Templates, others are online and need internet access to use).

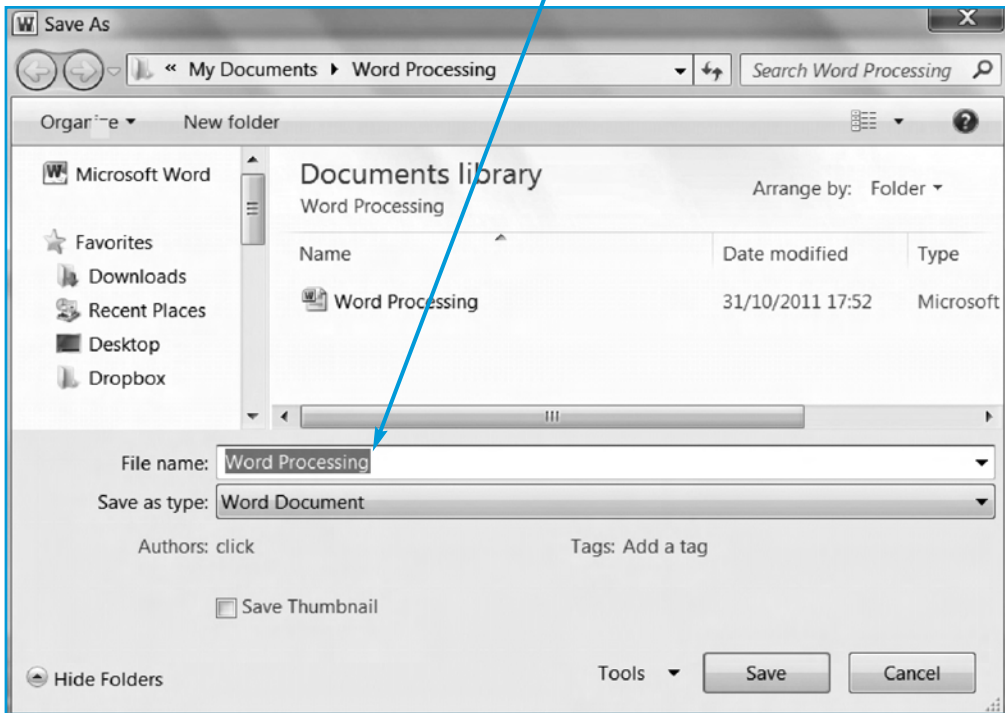
Save As

Save documents as: Document, Text File, web page etc.

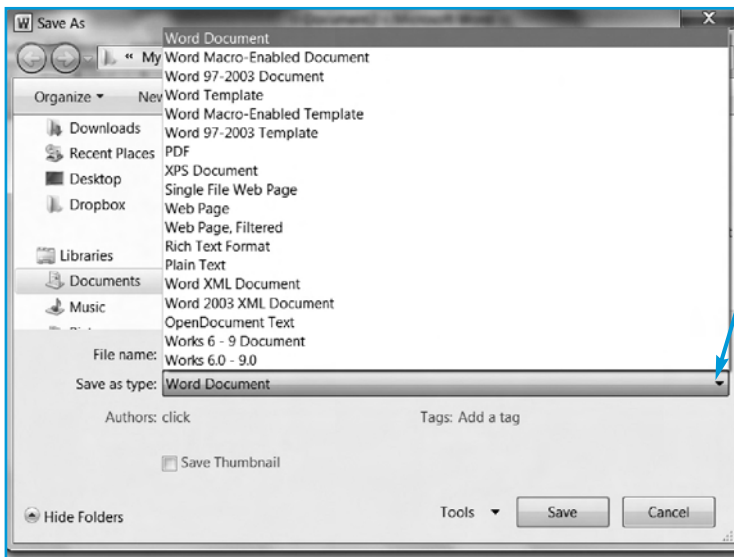
1. To save your document, click on the FILE tab and select Save as.



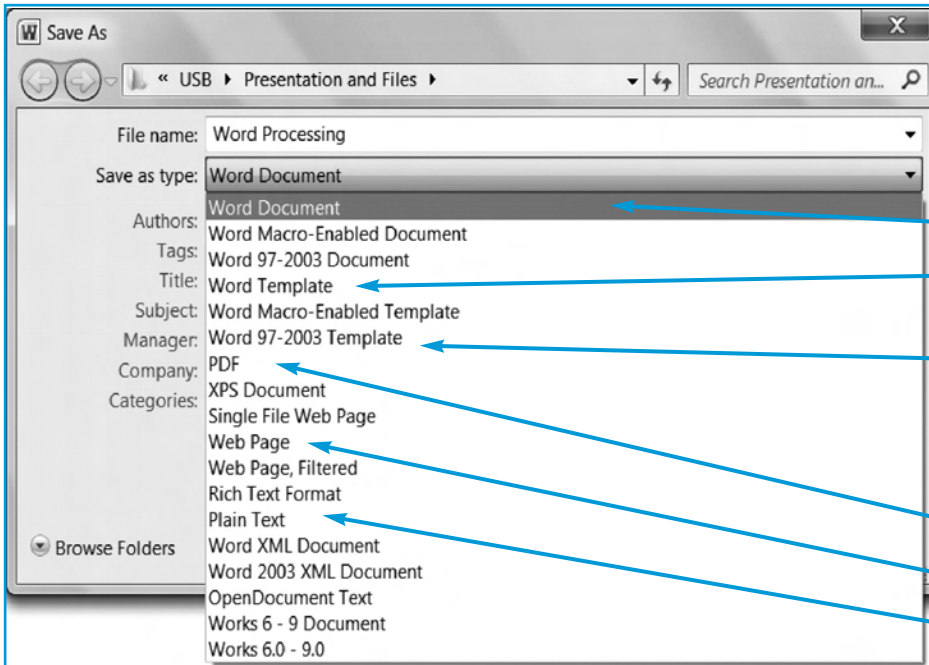
2. The Save As window will open. Type in your file name.



3. If you want to save your document as a text file, web page etc, select the Other Formats option.



In the Save as Type section use the drop arrow to select the type of file you want to save your document as and click Save.



If the document type you want to save your file as is:

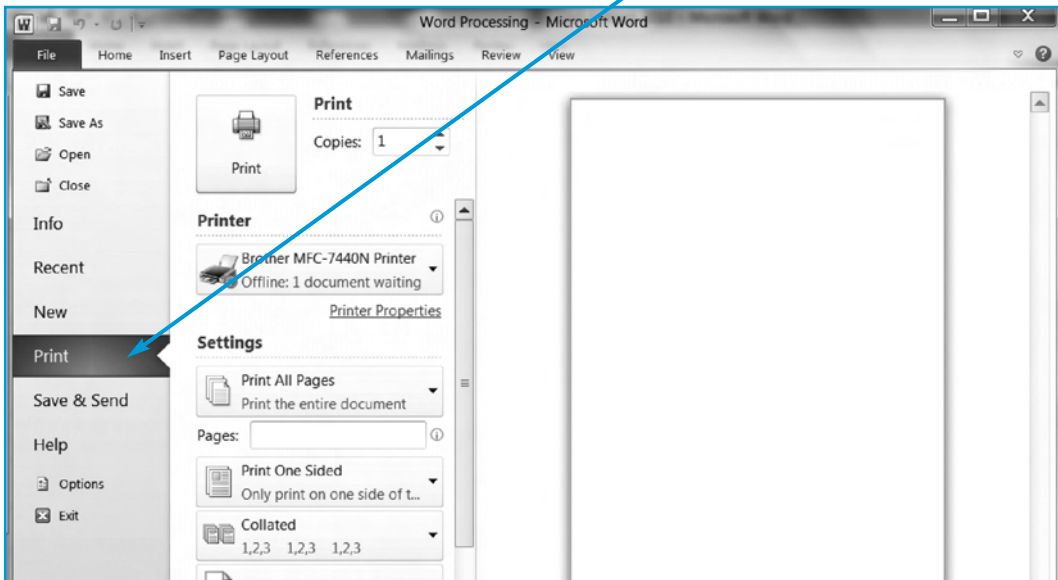
- Word 2010
- Word Template
- Word 97-2003
- Formats such as:
 - PDF
 - Web Page
 - Text

Simply select this option from the list.

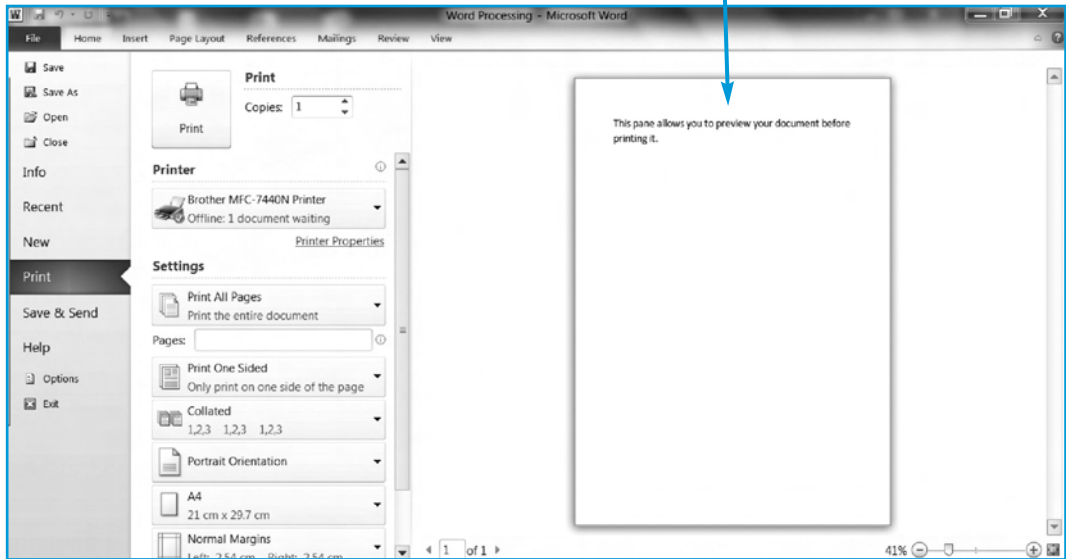
Print

Use a range of print features e.g. Print, Preview, print, Single / multiple copies, Print specific pages.

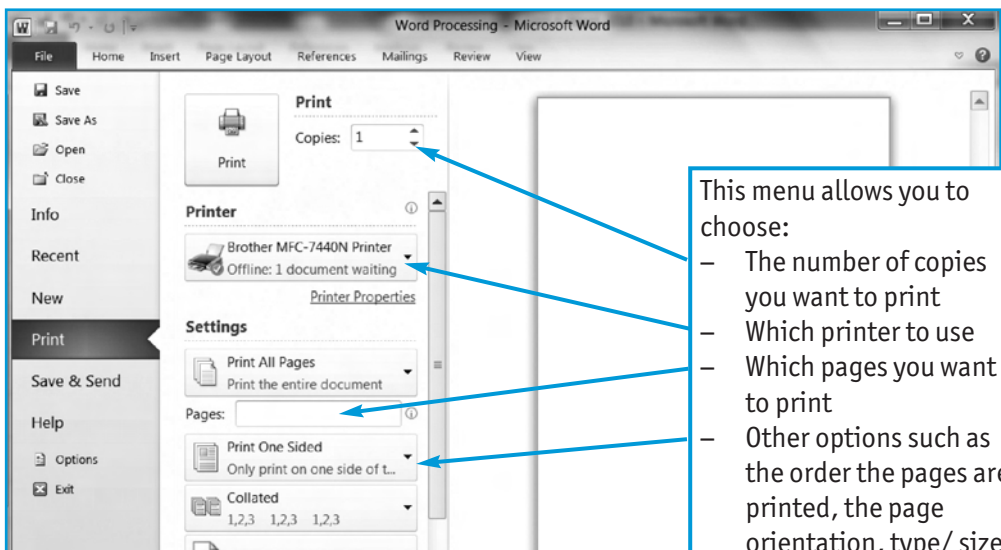
To print your document, click on the FILE tab and select Print.



To preview your documents before printing them, use the Print Preview pane on the right-hand side.



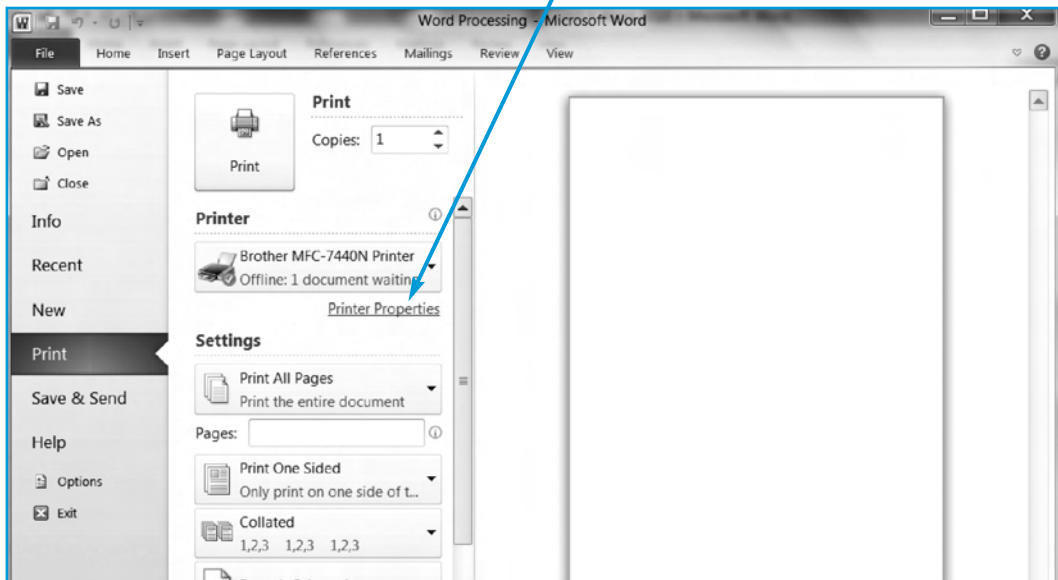
To print your document, click on Print and the Printer options screen will appear.



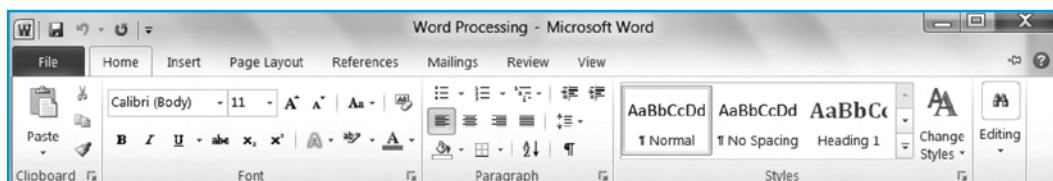
This menu allows you to choose:

- The number of copies you want to print
- Which printer to use
- Which pages you want to print
- Other options such as the order the pages are printed, the page orientation, type/ size of paper being used, the page margins and how many pages per sheet you want are available here also.

Properties such as colour/black and white printing, paper layout, paper size and quality of print can be changed by clicking on the Printer Properties button.



2. HOME TAB

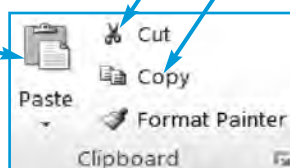


Clipboard Section

Cut, Copy and Paste

Highlight the text you want to cut or copy.

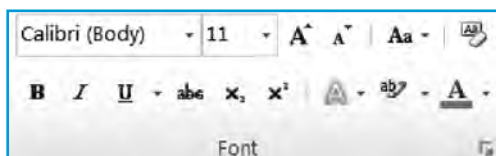
In the Clipboard section of the HOME tab click Cut or Copy. Then, in your document select where you want to copy the information to and click Paste.



Text, images etc can be copied to a different section in the same document or copied into a different document.

Font Section

Making Text **B**old, *I*talics, Underlined and **C**olour



Click on the HOME tab. Highlight the text to format.

To make text **bold**, click on the **B**old icon on the FORMATTING toolbar.



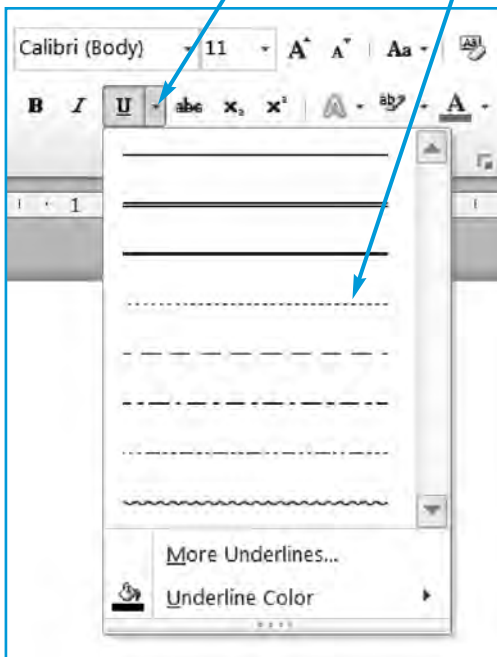
To make text *italic*, click on the *I*talics icon on the FORMATTING toolbar.




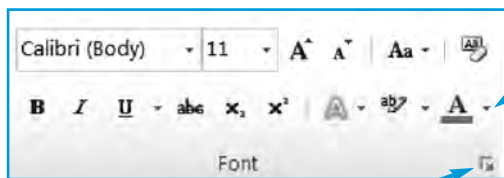
To underline text, click on the Underline icon on the FORMATTING toolbar.



Use the drop-down arrow to view different options.



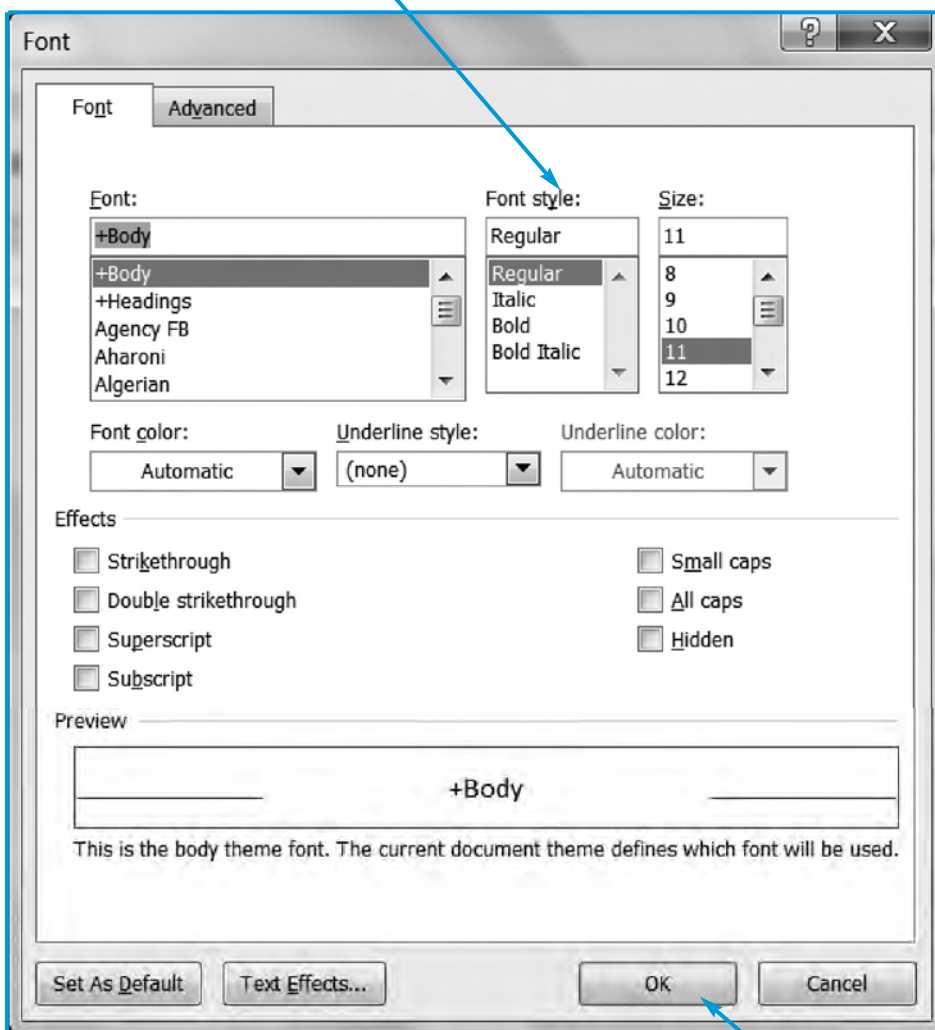
To put the text into colour, click on the  and use the drop-down arrow to select the colour.



OR

Click on the arrow on the Font bar.

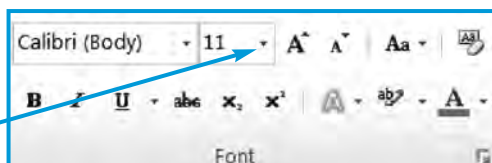
Select option needed under Font style.



Then click OK.

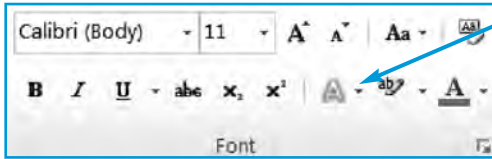
Font Size

Click on the Font section of the HOME tab. Highlight the text where you want to change the font size. Click on the font size icon on the FORMATTING toolbar, click on the drop-down arrow and select the number you want to set your font size.

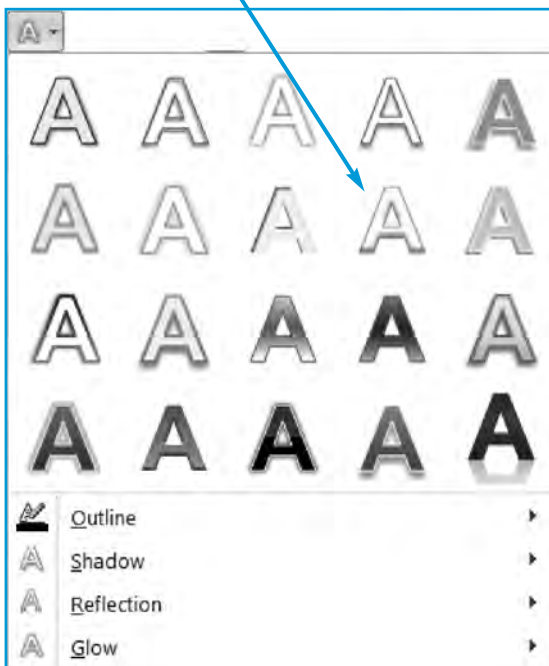


Font Effects (Outline, Shadow, Reflection, Glow)

To add a visual effect to the text using different options, highlight the text you want to use the effect on and select the drop-down arrow on the Text Effect icon

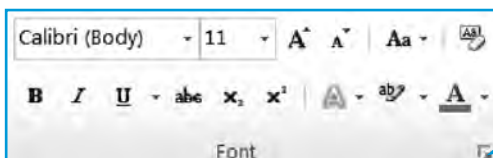


Click on the effect you want to use.

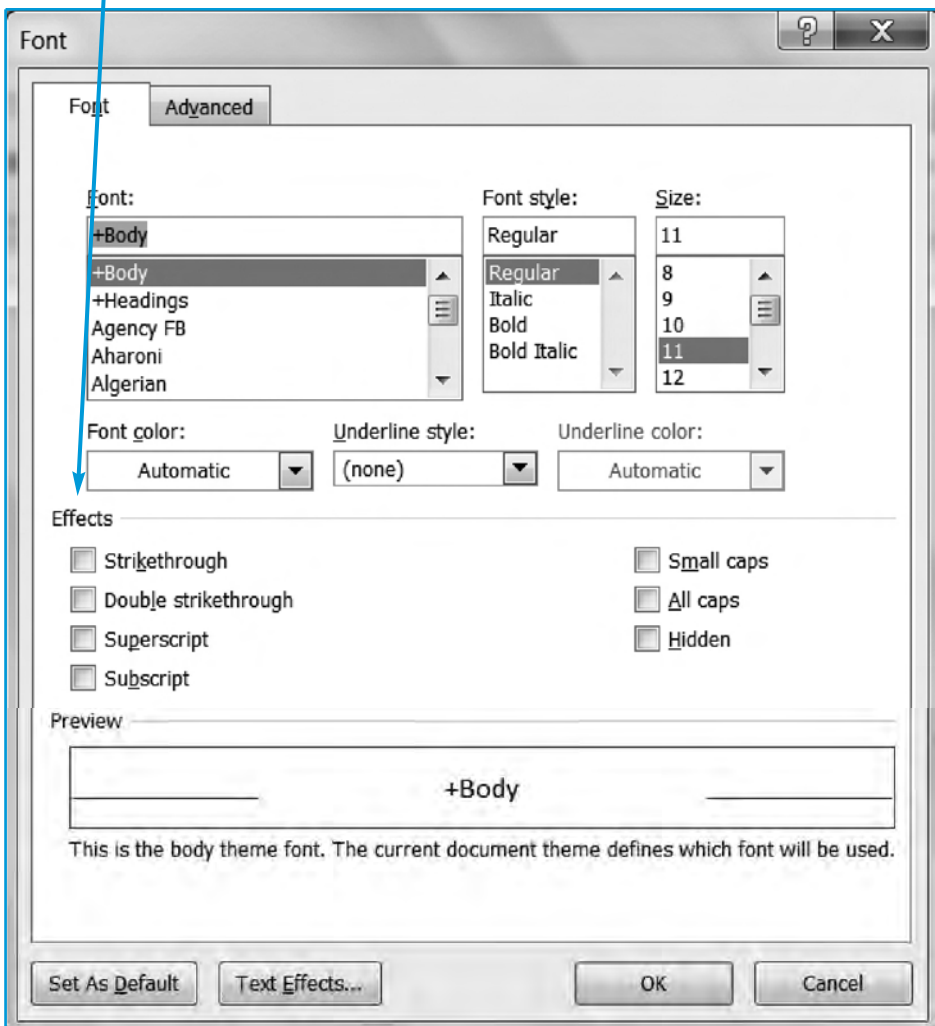


OR

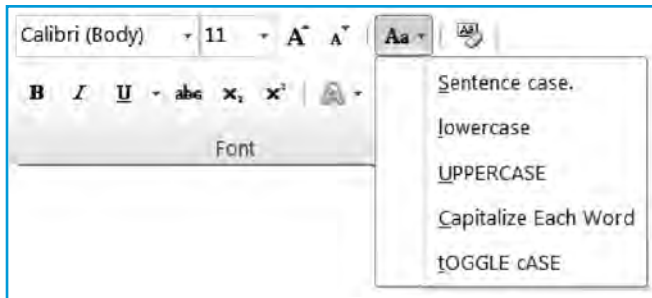
Highlight the text you want to use the text effects on. Click on the arrow on the Font bar.



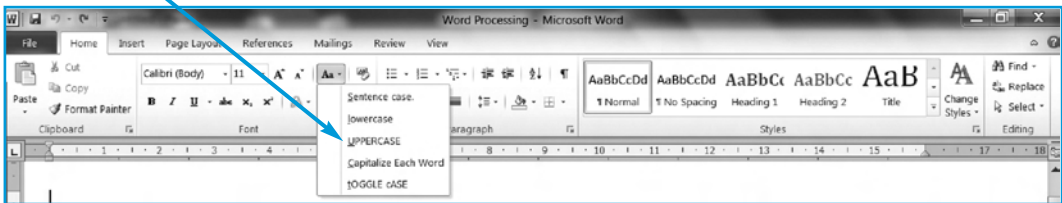
In the Effects section choose the effects you want use on your text.



CAPITALS




Highlight the text to be put in capitals. Under the HOME tab click on **Aa** and select UPPERCASE.

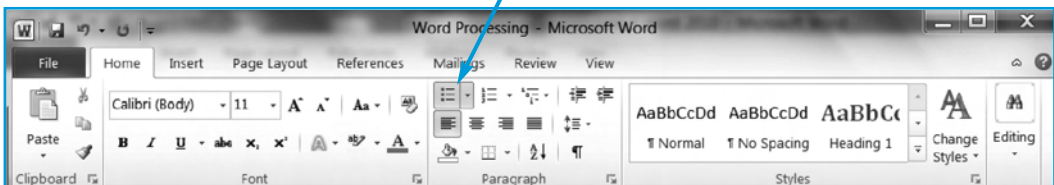



Note: This can also be used to change UPPERCASE to lowercase, to tOGGLE cASE and to Capitalize Each Word (Initial Capitals).

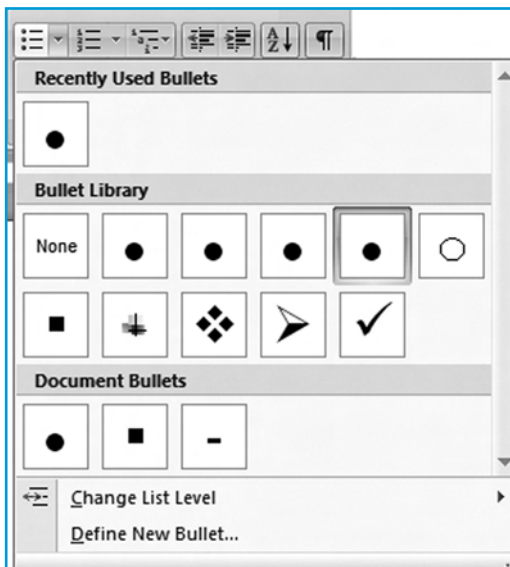
Paragraph Section

Bullets and Numbering


To add **bullets** to existing text, select the text to which you want to add bullets. Add bullets by clicking on the bullets icon  on the Paragraph section under the HOME tab.

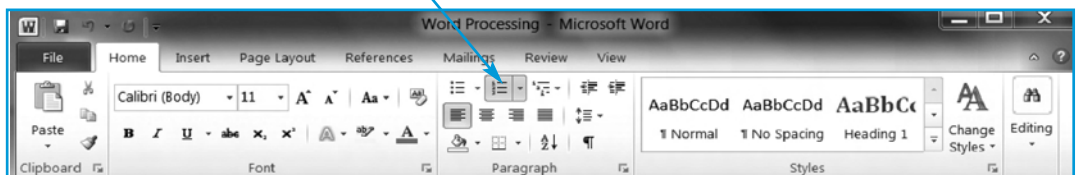



To choose a different format for the bullets, use the drop-down arrow beside the bullet icon  and click on the bullet format you want.

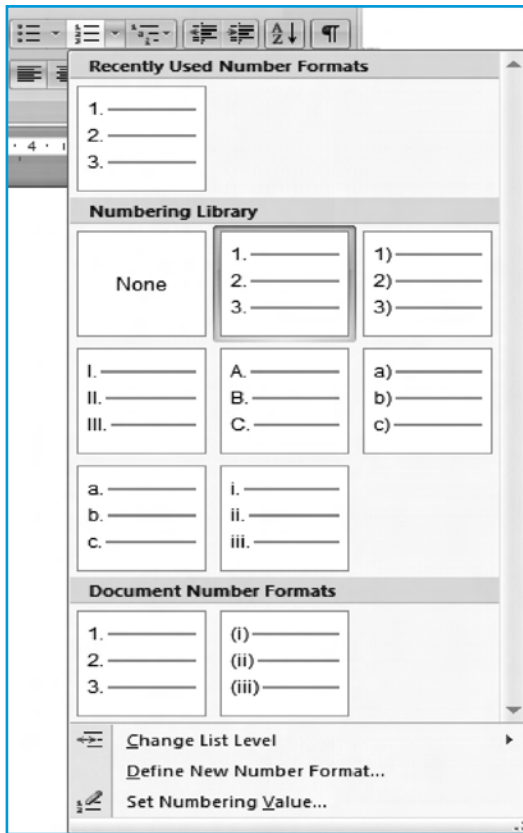


To **remove bullets**, select the text from which you want to remove bullets. Click on the bullets icon on the toolbar and the bullets are removed.

To **add numbering**, select the text to which you want to add numbering. Add numbering by clicking the numbers icon  on the Paragraph section under the HOME tab.



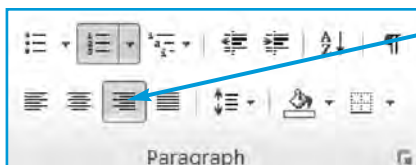
To choose a different format for the bullets, use the drop-down arrow beside the bullets icon  and click on the number format you want.



To remove numbering, select the text from which you want to remove the numbering, click on the numbering icon on the toolbar and the numbering is removed.

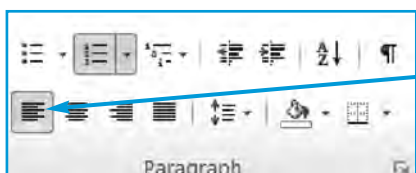
Text Alignment

Right Align



To right align the text, first highlight the text you want to right align and click on the right alignment icon on the Paragraph section under the HOME tab.

Left Align



To left align the text, first highlight the text you want to left align and click on the left alignment icon on the Paragraph section under the HOME tab.

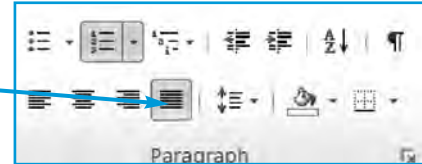
Centre Align

To centre text, first highlight the text you want to centre and click on the centre alignment icon on the Paragraph section under the HOME tab.



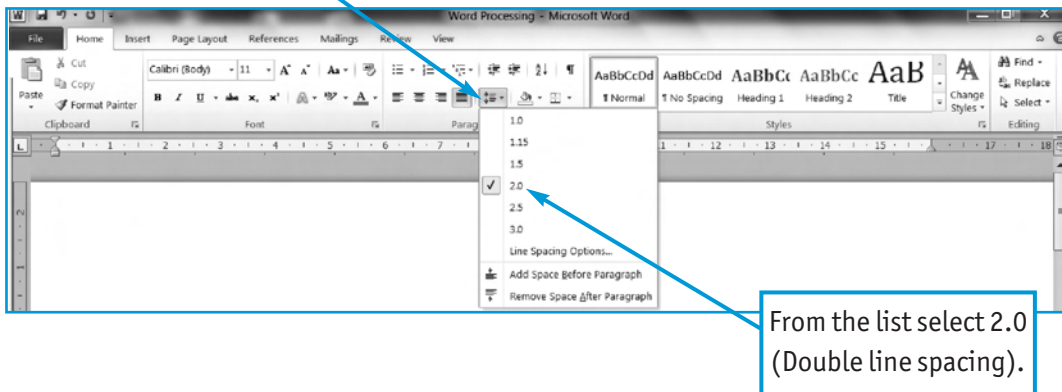
Justify

To justify text, first highlight the text you want to justify and click on the justify icon on the Paragraph section under the HOME tab.

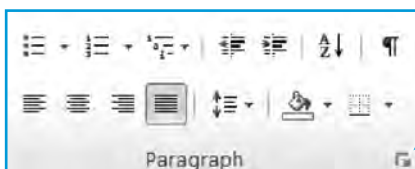


Line Spacing

Select the Line Spacing icon  on the Paragraph section under the HOME tab.

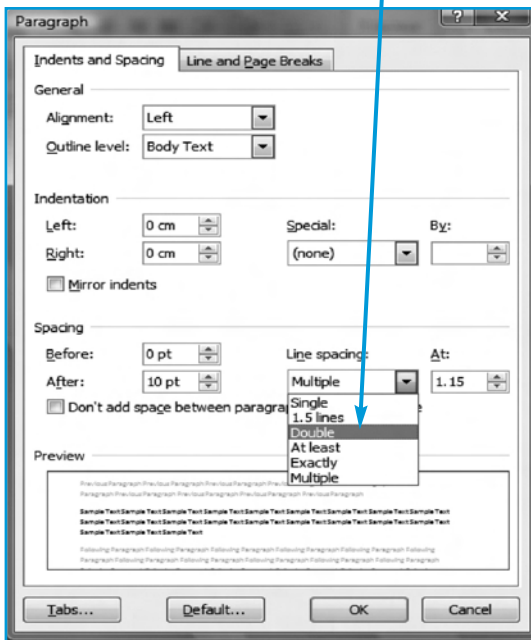


OR



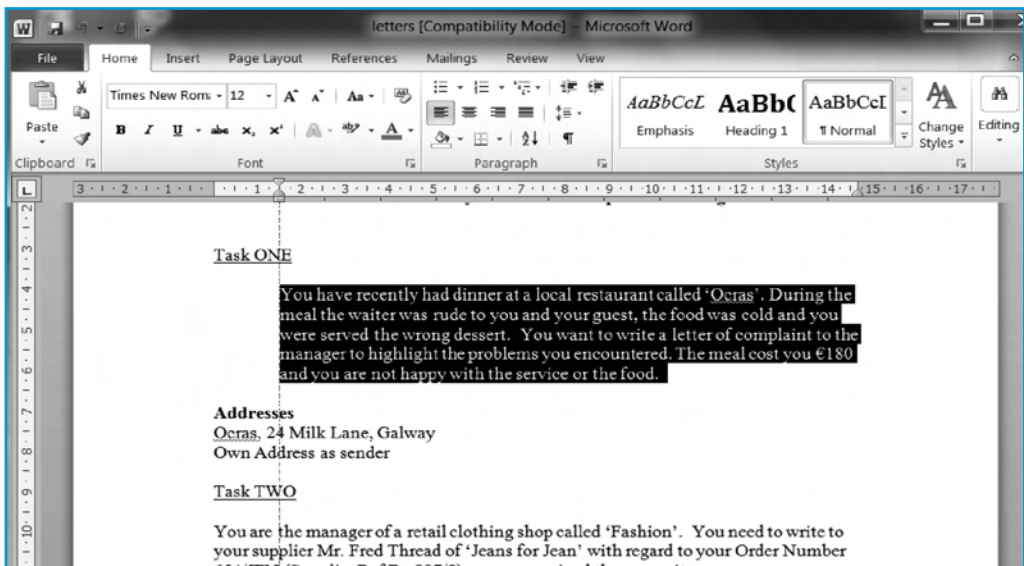
Highlight the text you want to put into double line spacing. Click on the arrow at the bottom of the Paragraph section under the HOME tab.

Under Line Spacing change to Double and click OK.

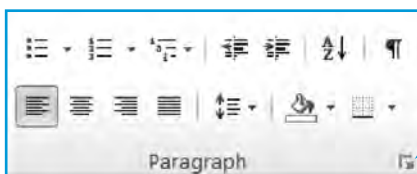


Indentation

Highlight the area that you need to indent, then click and drag the left margin indent (click on square part on the bottom) and pull it in on the ruler line.

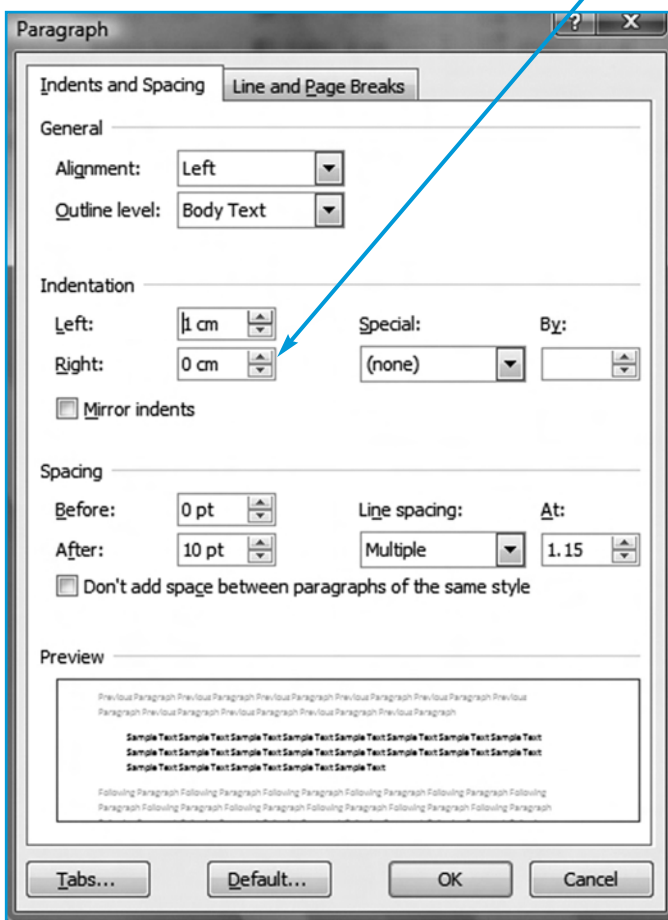


OR



To set the indent distance on your margin, click on the arrow at the bottom of the Paragraph section under the HOME tab.

Then select the size or distance you want for your indentation using the arrows. Then click OK.

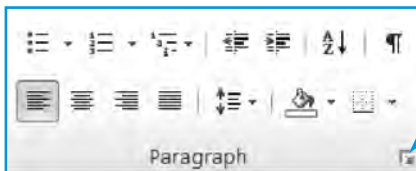


Indenting the Right Margin

Highlight the area that you need to indent, then click and drag the right margin indent (click on bottom arrow) and pull it in the distance you require on the ruler line.

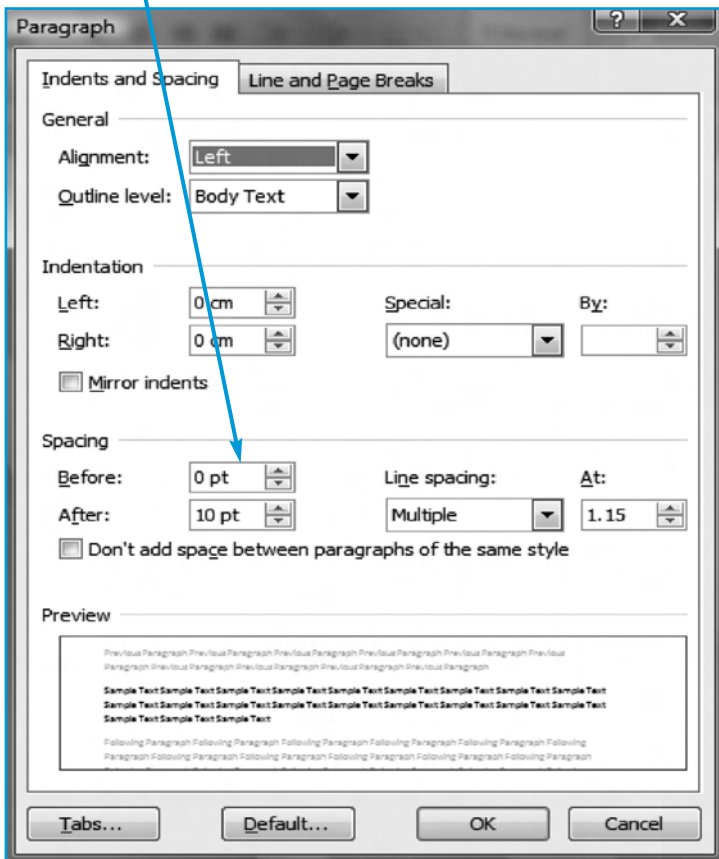


Paragraph Spacing

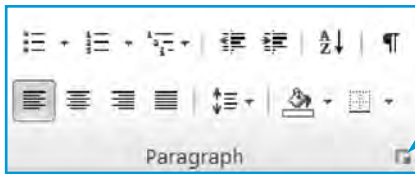


To set the space between paragraphs, click on the arrow at the bottom of the Paragraph section under the HOME tab.

Select the spacing you want **before** or **after** the paragraph.

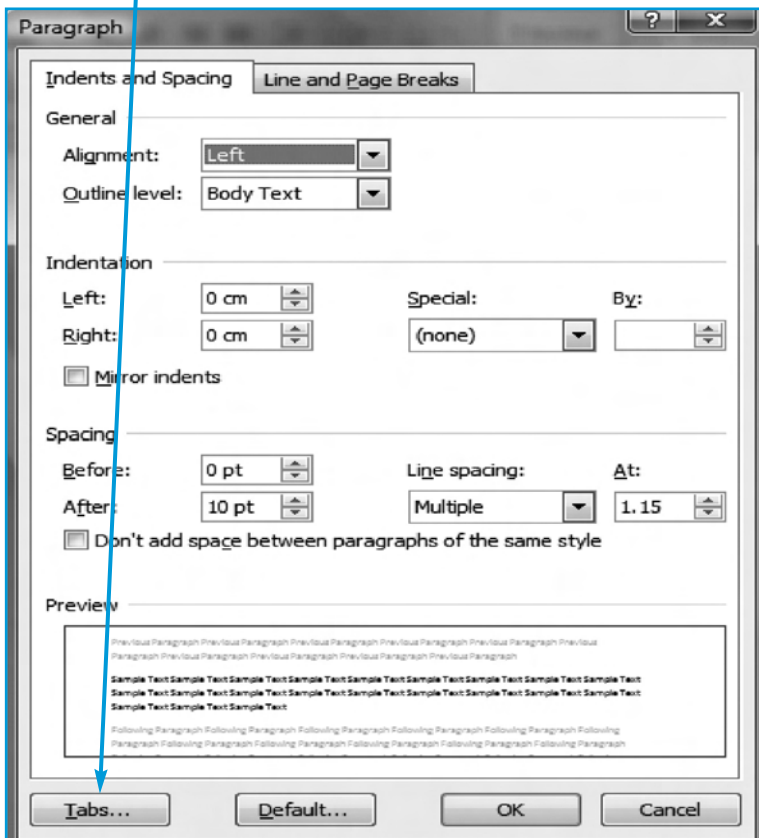


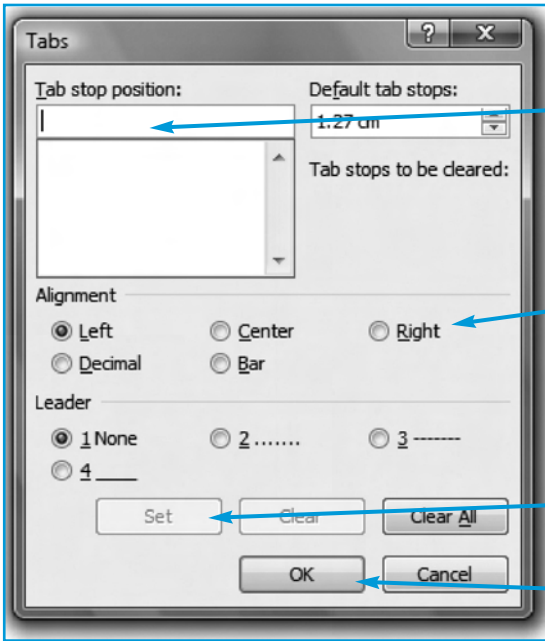
Setting Tabs and Tab Leaders



To set tabs in your document, click on the arrow at the bottom of the Paragraph section under the HOME tab.

Select the Tabs button at the end of the Paragraph window.





In the Tab stop position box, type in where you want the tab to stop, i.e. 1cm.

Select Tab Alignment (this is the position of the text from the tab) which can be left, right, centred, decimal and bar.

Click on the Set button.

Then click OK.

New tab positions are calculated by counting the number of spaces in the longest word(s) in each column. Allow for spaces between the columns.

Note: Clearing tabs: Select Clear All to clear all existing tabs and click OK. Select Clear to clear only one tab and click OK.

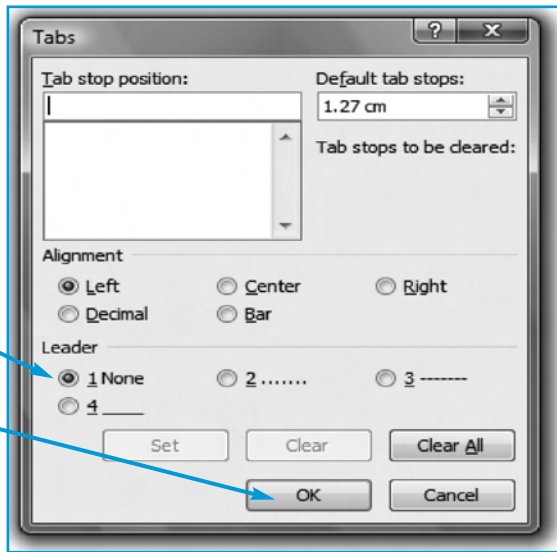
Tab Leaders

A solid, dotted or dashed line that fills the space used by a tab-character Leader. Select the leader you wish to use.

Then click OK.

A common use of leaders would be in a table of contents.

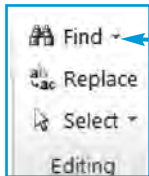
Introduction.....	1
Chapter 1	4
Chapter 2	7



Editing

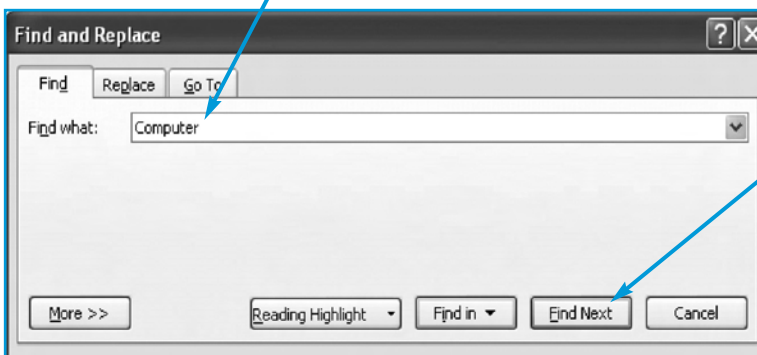
Find and Replace

One or every occurrence of a specific word or phrase can be found and replaced in MS Word, e.g. wherever the word “computer” occurs, it can be replaced with “PC”.

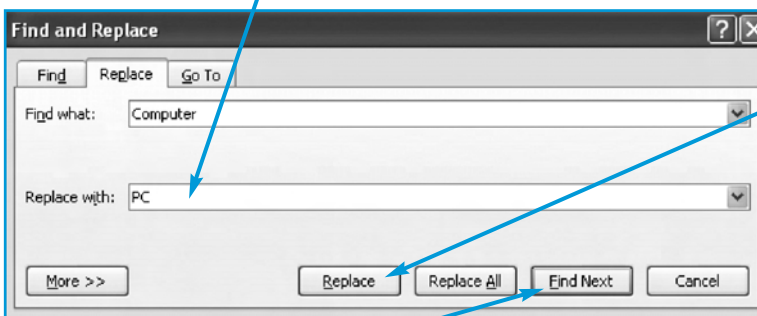


Select the Find drop-down arrow in the Editing section of the HOME Tab and select Advanced Find. (Alternatively hold down Control and F.)

When the Find and Replace dialog box opens, type in the text you want to find (e.g. “Computer” in the Find what box).



Click on the REPLACE tab and type the word you want to replace your original word with (e.g. “PC”) in the Replace with box.

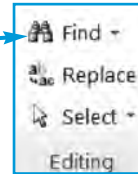


When you click Find Next, the first occurrence of “computer” is highlighted, click on Replace to replace one occurrence of the word. To replace all occurrences of the word, click on Replace All, so it is changed wherever it appears in the text.

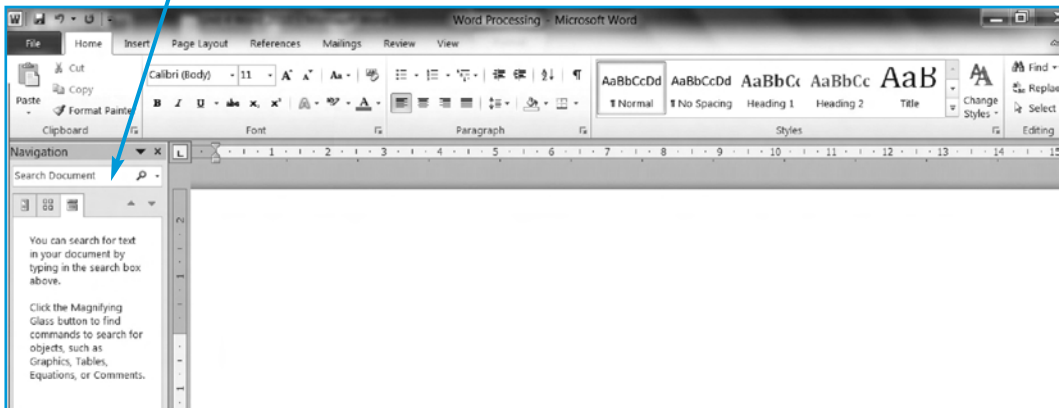
Note: Clicking Find Next twice in succession allows you to skip an occurrence of the word without replacing it.

Find

If you want to find text (without using Find and Replace), you can click Find.



A Navigation pane will open on the left-hand side of your screen. Type in the text you are searching for and press Enter.



Example:

I am looking for the word "paste".

