CHELTENHAM
COURSEWARE LTD

ECDL Module 3

REFERENCE MANUAL

Word Processing

Microsoft Word XP Edition for ECDL Syllabus Four

ECDL Foundation
Approved Courseware

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MAIN OPERATIONS ERROR! BOOKMARK NOT DEFINED.

INSERTING DATA **ERROR! BOOKMARK NOT DEFINED.**
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- *Inserting special characters and symbols* ***Error! Bookmark not defined.***

SELECTING DATA **ERROR! BOOKMARK NOT DEFINED.**
- *Selecting a character, word, line, sentence, paragraph or entire body text* ***Error! Bookmark not defined.***

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- *Editing content by inserting or replacing existing text* ***Error! Bookmark not defined.***
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COPYING, MOVING AND DELETING **ERROR! BOOKMARK NOT DEFINED.**
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SEARCH & REPLACE **ERROR! BOOKMARK NOT DEFINED.**
- *Using the search command for a specific word or phrase* ***Error! Bookmark not defined.***
- *Using a simple replace command for a specific word or phrase* ***Error! Bookmark not defined.***

FORMATTING ERROR! BOOKMARK NOT DEFINED.

TEXT FORMATTING **ERROR! BOOKMARK NOT DEFINED.**
- *Changing text appearance including font size and type* ***Error! Bookmark not defined.***
- *Applying text formatting such as bold, italic or underline* ***Error! Bookmark not defined.***
- *Applying subscript and superscript to text* ***Error! Bookmark not defined.***
- *Applying case changes to text* ***Error! Bookmark not defined.***
- *Applying different colours to text* ***Error! Bookmark not defined.***
- *Copying formatting from a piece of text to another piece of text* ***Error! Bookmark not defined.***
- *Applying an existing style to a word, a line or a paragraph* ***Error! Bookmark not defined.***
- *Using automatic hyphenation* ***Error! Bookmark not defined.***

PARAGRAPH FORMATTING **ERROR! BOOKMARK NOT DEFINED.**
- *Inserting or removing paragraph marks* ***Error! Bookmark not defined.***
- *Inserting and removing soft carriage return (line break) marks* ***Error! Bookmark not defined.***
- *Aligning text* ***Error! Bookmark not defined.***
- *Indenting paragraphs* ***Error! Bookmark not defined.***
- *Applying single or double line spacing within paragraphs* ***Error! Bookmark not defined.***
- *Applying spacing above or below paragraphs* ***Error! Bookmark not defined.***
- *Setting and removing tabs* ***Error! Bookmark not defined.***
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- *Adding a border and shading to a paragraph* ***Error! Bookmark not defined.***

DOCUMENT FORMATTING .... **ERROR! BOOKMARK NOT DEFINED.**
Changing document orientation and page size .... ***Error! Bookmark not defined.***
Changing page margins .... ***Error! Bookmark not defined.***
Inserting and deleting a page break .... ***Error! Bookmark not defined.***
Adding and modifying text in Headers or Footers .... ***Error! Bookmark not defined.***
Adding fields in Headers and Footers .... ***Error! Bookmark not defined.***
Applying automatic page numbering to a document .... ***Error! Bookmark not defined.***

OBJECTS .... ERROR! BOOKMARK NOT DEFINED.

TABLES .... **ERROR! BOOKMARK NOT DEFINED.**
Creating a table ready for text insertion .... ***Error! Bookmark not defined.***
Inserting and editing data in a table .... ***Error! Bookmark not defined.***
Selecting rows, columns, cells or the entire table .... ***Error! Bookmark not defined.***
Inserting and deleting rows and columns .... ***Error! Bookmark not defined.***
Modifying column width or row height .... ***Error! Bookmark not defined.***
Modifying cell border width, style and colour .... ***Error! Bookmark not defined.***
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Selecting a graphic .... ***Error! Bookmark not defined.***
Copying a graphic within a document or between open documents .... ***Error! Bookmark not defined.***
Moving a graphic within a document or to another document .... ***Error! Bookmark not defined.***
Resizing a graphic .... ***Error! Bookmark not defined.***
Deleting a graphic .... ***Error! Bookmark not defined.***

MAIL MERGE .... ERROR! BOOKMARK NOT DEFINED.

CONCEPT AND PRACTICE .... **ERROR! BOOKMARK NOT DEFINED.**
Understanding the mail merge .... ***Error! Bookmark not defined.***
Opening and preparing a main document for a mail merge by inserting data fields .... ***Error! Bookmark not defined.***
Opening and preparing a mailing list for use in a mail merge .... ***Error! Bookmark not defined.***
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PREPARING OUTPUTS .... ERROR! BOOKMARK NOT DEFINED.

PREPARATION .... **ERROR! BOOKMARK NOT DEFINED.**
Understanding the importance of proofing your document .... ***Error! Bookmark not defined.***
Spell-checking a document .... ***Error! Bookmark not defined.***
Adding words to a built-in custom dictionary .... ***Error! Bookmark not defined.***
Previewing a document .... ***Error! Bookmark not defined.***
PRINTING .... **ERROR! BOOKMARK NOT DEFINED.**
Choosing print output options .... ***Error! Bookmark not defined.***
Printing a document .... ***Error! Bookmark not defined.***

APPENDIX 1 - USEFUL KEYBOARD SHORTCUTS .... ERROR! BOOKMARK NOT DEFINED.

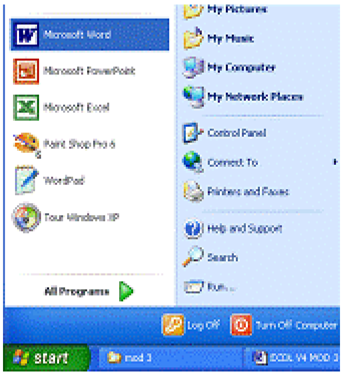
Using the Application

First Steps with Word Processing

Opening and closing Microsoft Word

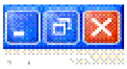
To start Word using the Windows Start menu

- Click on the **Start** icon to display the **Start** menu and then click on the **Microsoft Word** icon.


Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Paint Shop Pro 6
WordPad
Tour Windows XP
All Programs
My Pictures
My Music
My Computer
My Network Places
Control Panel
Connect To
Printers and Faxes
Help and Support
Search
Run...
Log Off
Turn Off Computer
start
mod 3
ECDL V4 MOD 3

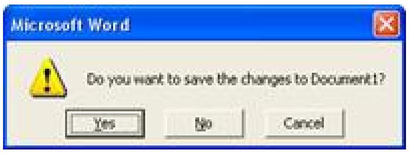
To close the Word program

- Click on the **Close** icon displayed at the top right of the Microsoft Word window



OR press **Alt+F4**.

If you have not saved your work, a dialog box will be displayed which asks you if you wish to save your changes. Make your choice from one of the following:


Microsoft Word
Yes
No
Cancel

Do you want to save the changes to Document1?

Yes: Saves the changes and exits the program.

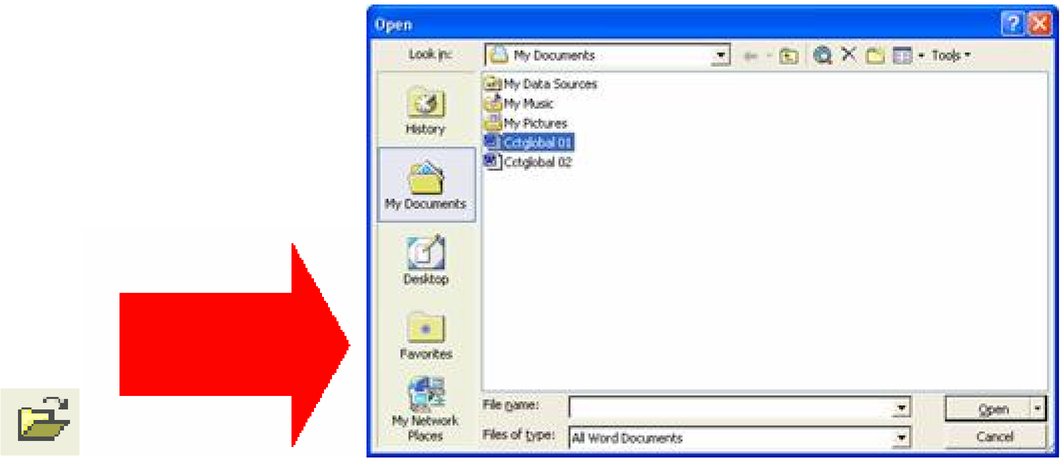
No: Does not save the changes and exits the program. Choosing **No** will lose any work which you have done since you last saved the file.

Cancel: Cancels the command and stays in the Word program.

Opening one or several documents

To open a file

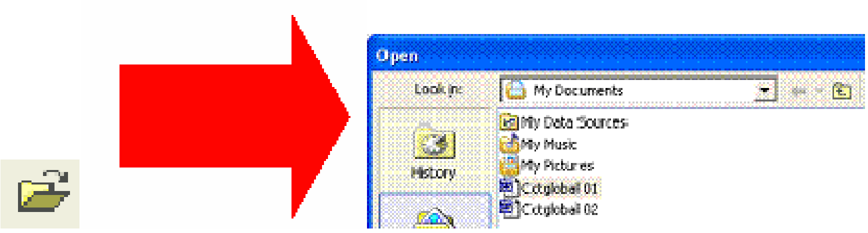
- Click on the **Open** icon and from the dialog box displayed select the required file.


Open
Look in:
My Documents
Tools
History
My Documents
Desktop
Favorites
My Network Places
My Data Sources
My Music
My Pictures
Cctglobal 01
Cctglobal 02
File name:
Files of type:
All Word Documents
Open
Cancel

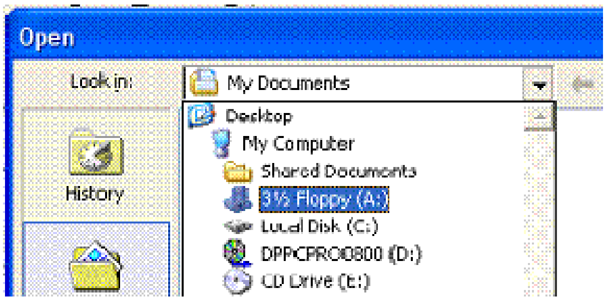
- Use the **Look in** drop down menu to select the drive or folder which contains the file you want.
- To open the file you require either double click on the file name
  OR select the file name by clicking on it, and then click on the **Open** button.

Opening a file from a diskette (floppy disk)

- Click on the **Open** icon and a dialog box is displayed.


Open
Look in:
My Documents
History
My Data Sources
My Music
My Pictures
Cctglobal 01
Cctglobal 02

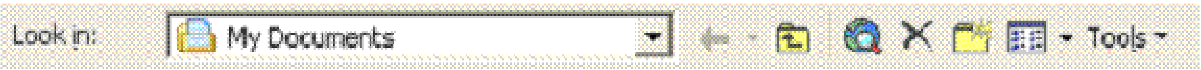
- Click on the **down arrow** to the right of the **Look in** section.
- From the list displayed select **3 ½ Floppy (A:)**


Open
Look in:
My Documents
History
Desktop
My Computer
Shared Documents
3½ Floppy (A:)
Local Disk (C:)
DPPCPRO0800 (D:)
CD Drive (E:)

- Select the required file and then click on the **Open** button.

Tools to help you with opening files

- You can use the buttons across the top of this dialog box to help you in selecting the required file.



See recent files: Click here to access recently opened files or folders (acts like a **Back** button within an Internet browser such as Microsoft Internet Explorer).

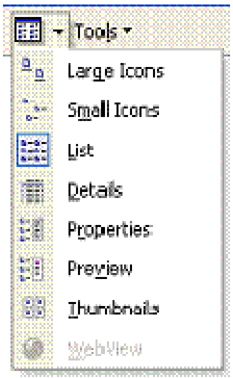
Move up one folder level: Click here to move up one level through your folder (directory) tree.

Search the Web: Click here to search the Internet (assuming that you are connected to the Web!).

Delete the selected file: Click here to delete the selected file or folder.

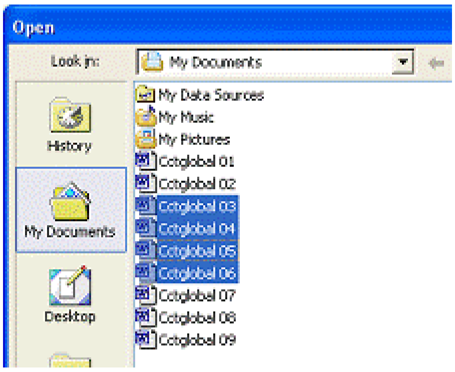
Create a new folder: Click here to create a new folder beneath the selected folder.

See different "opening views": Click here to see a drop down menu, from which you can select commands, as illustrated.



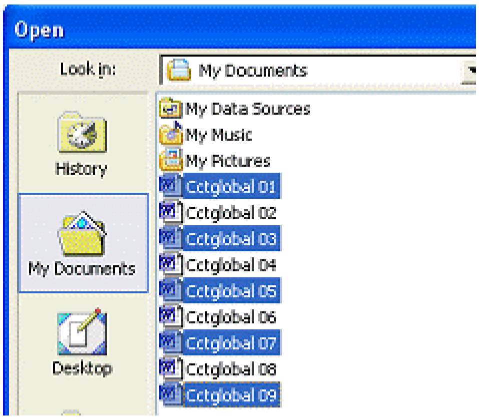
To select a continuous block of files to open

- You can open files one at a time, or if you know how to select multiple files, you can open two or more files at the same time. This technique can save you time!
- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file of the block you wish to select, and then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.


Open
Look in:
My Documents
History
My Documents
Desktop
My Data Sources
My Music
My Pictures
Cctglobal 01
Cctglobal 02
Cctglobal 03
Cctglobal 04
Cctglobal 05
Cctglobal 06
Cctglobal 07
Cctglobal 08
Cctglobal 09

To select multiple files (to open) which are not in a continuous block

- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file which you wish to select and while keeping the **Ctrl** key depressed, click on the other files which you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.


Open
Look in:
My Documents
History
My Documents
Desktop
My Data Sources
My Music
My Pictures
Cctglobal 01
Cctglobal 02
Cctglobal 03
Cctglobal 04
Cctglobal 05
Cctglobal 06
Cctglobal 07
Cctglobal 08
Cctglobal 09

- In either case outlined above, clicking on the **Open** button, once multiple files have been selected, will cause all the selected files to open within Word.

Creating a new document based on default or other templates

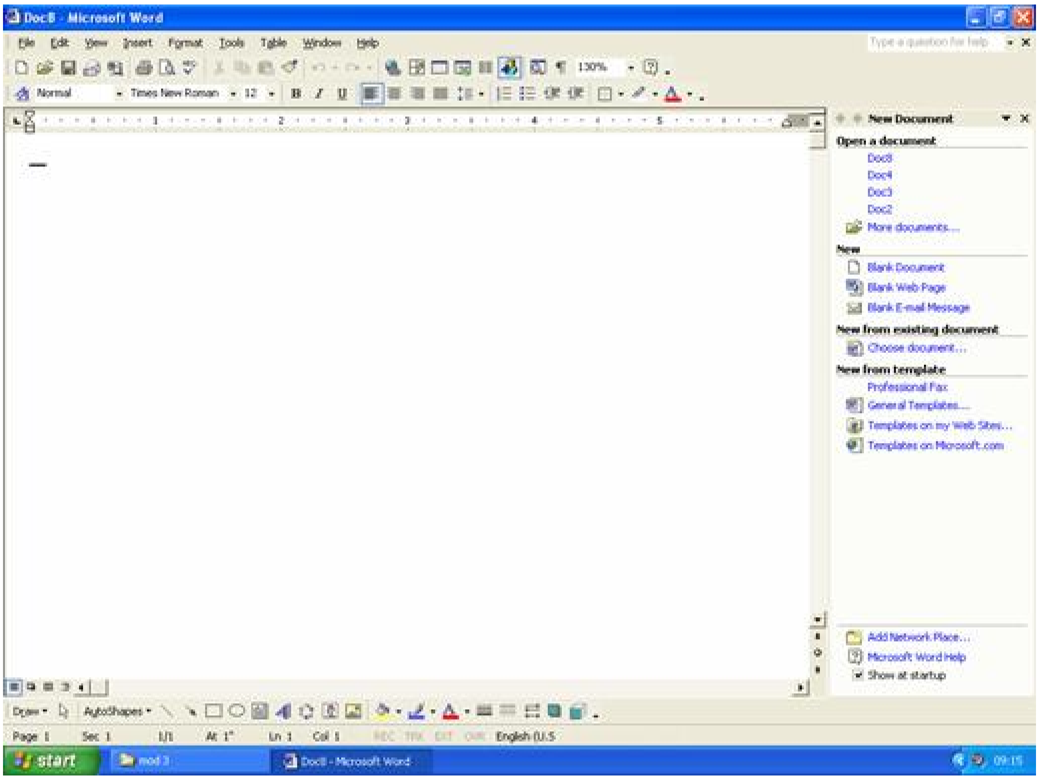
To create a new document based on the default template

- Click on the **New** icon and a new blank document will be displayed on the screen. This document will be based on the default template within Word.

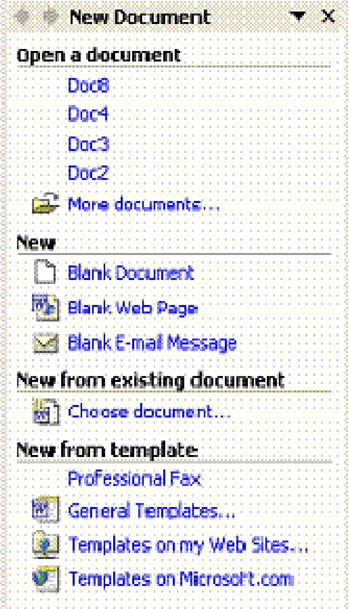
- To save your new document after you have entered your text, click on the **Save** icon and supply a name for the document file.

To create a new document based on another template

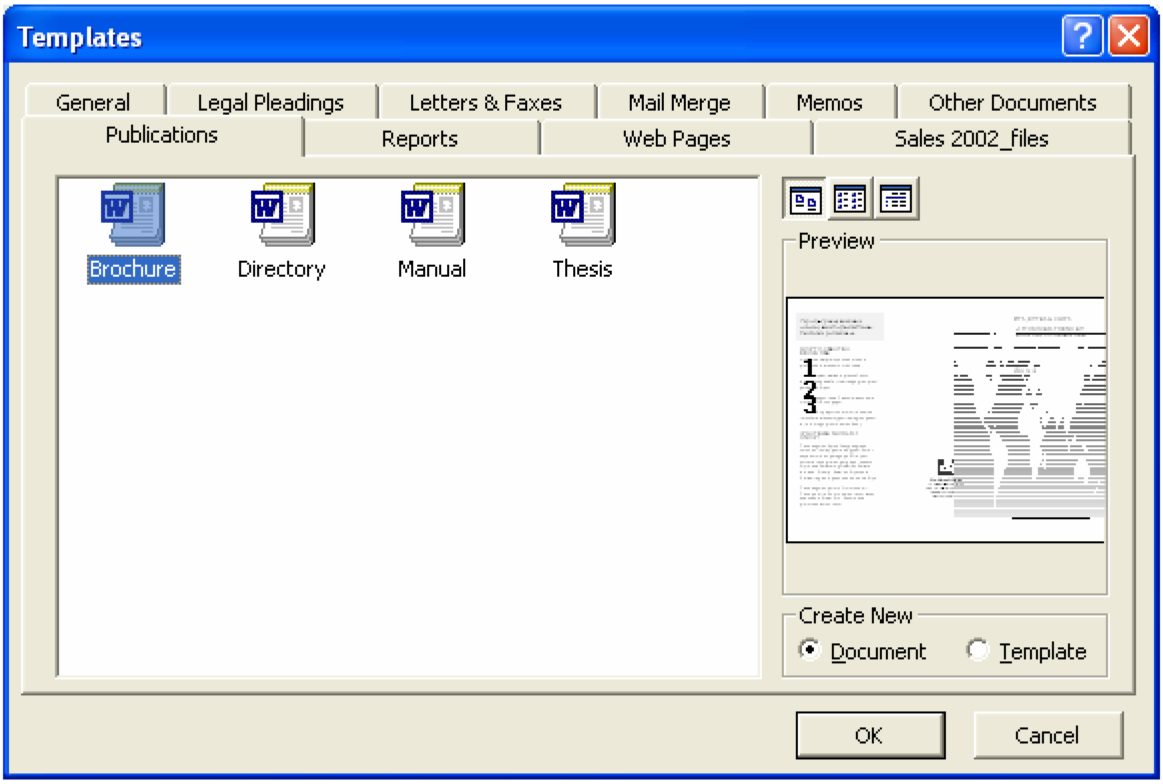
- From the **File** menu select **New** to display the **New Document** task pane.


Doc8 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
12
130%
New Document
Open a document
Doc8
Doc4
Doc3
Doc2
More documents...
New
Blank Document
Blank Web Page
Blank E-mail Message
New from existing document
Choose document...
New from template
Professional Fax
General Templates...
Templates on my Web Sites...
Templates on Microsoft.com
Add Network Place...
Microsoft Word Help
Show at startup
Draw
AutoShapes
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S
start
mod 3
Doc8 - Microsoft Word
09:15

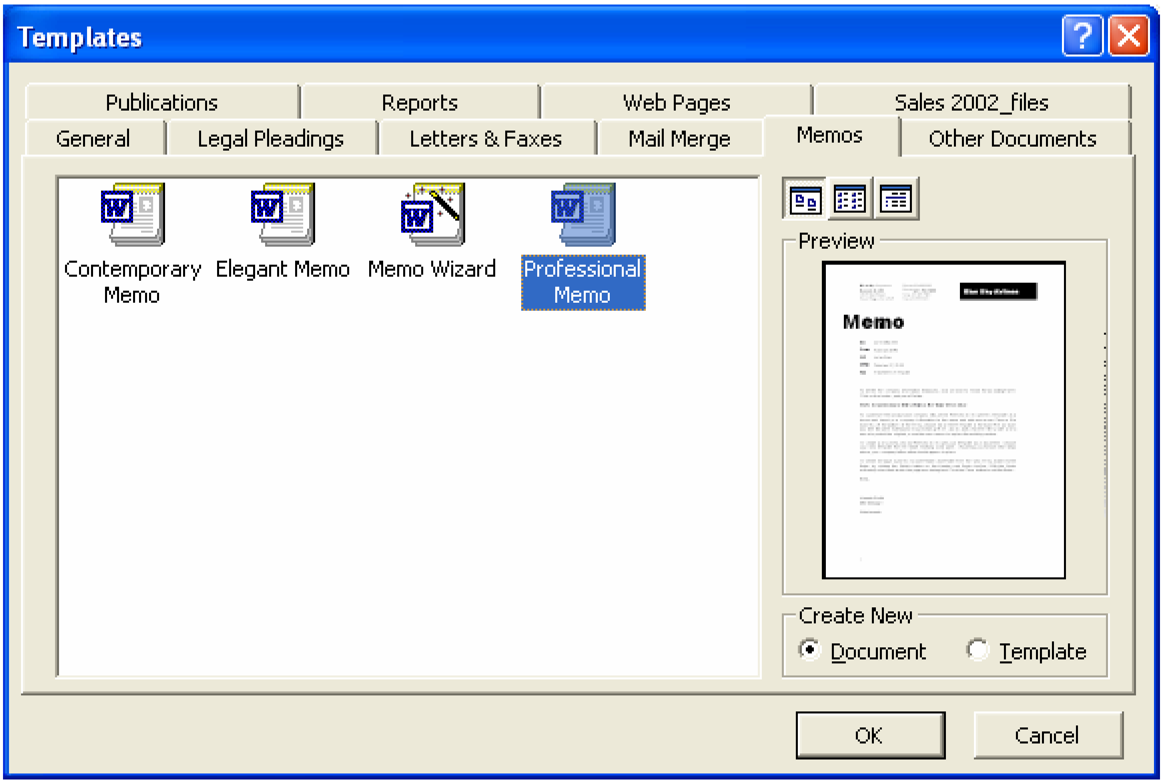
- You will see a range of options displayed within the Task Pane.


New Document
Open a document
Doc8
Doc4
Doc3
Doc2
More documents...
New
Blank Document
Blank Web Page
Blank E-mail Message
New from existing document
Choose document...
New from template
Professional Fax
General Templates...
Templates on my Web Sites...
Templates on Microsoft.com

- You can create a new document based on a range of templates. For instance if you wished to create a professional looking memo, then within the **New from template** section, click on **General Templates** and the following dialog will be displayed.


Templates
General
Legal Pleadings
Letters & Faxes
Mail Merge
Memos
Other Documents
Publications
Reports
Web Pages
Sales 2002_files
Brochure
Directory
Manual
Thesis
Preview
Create New
● Document
○ Template
OK
Cancel

- Clicking on the **Memos** tab and selecting the **Professional Memo** icon will display the following.


Templates
Publications
Reports
Web Pages
Sales 2002_files
General
Legal Pleadings
Letters & Faxes
Mail Merge
Memos
Other Documents
Contemporary Memo
Elegant Memo
Memo Wizard
Professional Memo
Preview
Memo
Create New
● Document
○ Template
OK
Cancel

- Clicking on the **OK** button will display the outline of a memo on your screen, which you can adapt.