

Advanced Word Processing

Microsoft Word 2010



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Revised Edition 2015

First Edition 2011

Published in the Republic of South Africa, Cape Town

ISBN: 978-1-920557-07-2

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Let's Do It!

How to use this Manual

Using this manual you will encounter the following features:



Let's Remember!

- **Take note of the informative reminders.**

Let's Do It!

Practical Exercises.

This is a practical guide for anyone using *Microsoft® Office 2010* software.

The data associated with these exercises must be downloaded from Specto website. Go to: www.specto.co/data. Follow the on screen instructions to download the appropriate data file. Copy and paste the complete Let's Do It! folder to the hard drive (C-Drive) of your computer. Open the templates from this folder. A separate folder can be created to save completed exercises if necessary

This manual was written using *Windows® 7*. If a different operating system is used, some dialog boxes may look different, but the content is the same.

A screen resolution of *1366 x 768* was used in compiling this manual. Working in a different screen resolution, or with an application window which is not maximized, will change the look of the *Office 2010 Ribbon*. The *Ribbon* appearance is dynamic, as it will change to fit the space available. For example, the full *Ribbon* may show a group containing several options, but if space is restricted it may show a single button that you need to click to see the same options.

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Module Goals

Advanced Word Processing requires the candidate to use the word processing application to produce advanced document outputs.

The candidate shall be able to:

- ↗ Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa.
- ↗ Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references.
- ↗ Enhance productivity by using fields, forms and templates.
- ↗ Apply advanced mail merge techniques and work with automation features like macros.
- ↗ Use linking and embedding features to integrate data.
- ↗ Collaborate on and review documents. Work with watermarks, sections, and headers and footers in a document.

Formatting

The following outcomes will be covered in this category:

- ↗ Apply text wrapping options
- ↗ Use find and replace options
- ↗ Use paste special options
- ↗ Apply line spacing within paragraphs
- ↗ Paragraph pagination options
- ↗ Outline numbering in multilevel lists
- ↗ Character and paragraph styles
- ↗ Column layouts
- ↗ Column breaks
- ↗ Table styles
- ↗ Merging and splitting cells in a table
- ↗ Cell margins, alignment and text direction
- ↗ Repeat heading rows in a table
- ↗ Rows in a table breaking across pages
- ↗ Sorting data in a table
- ↗ Converting delimited text to a table
- ↗ Convert a table to text

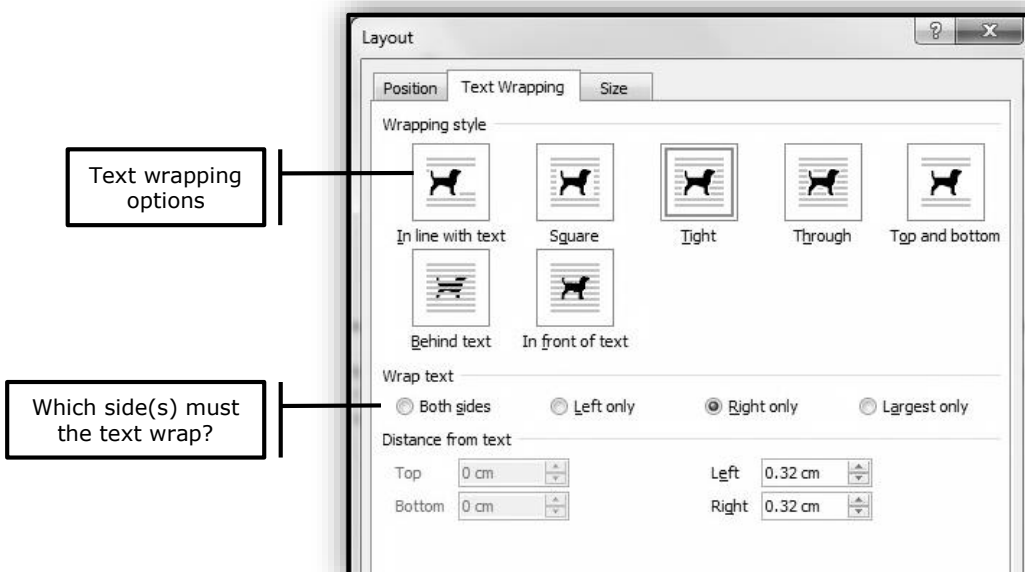
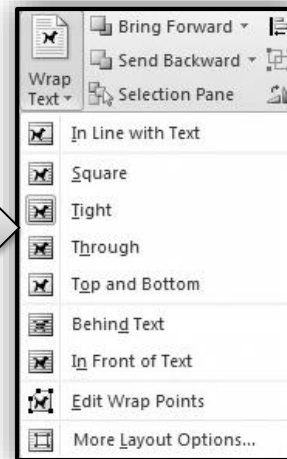
Text

Apply Text Wrapping

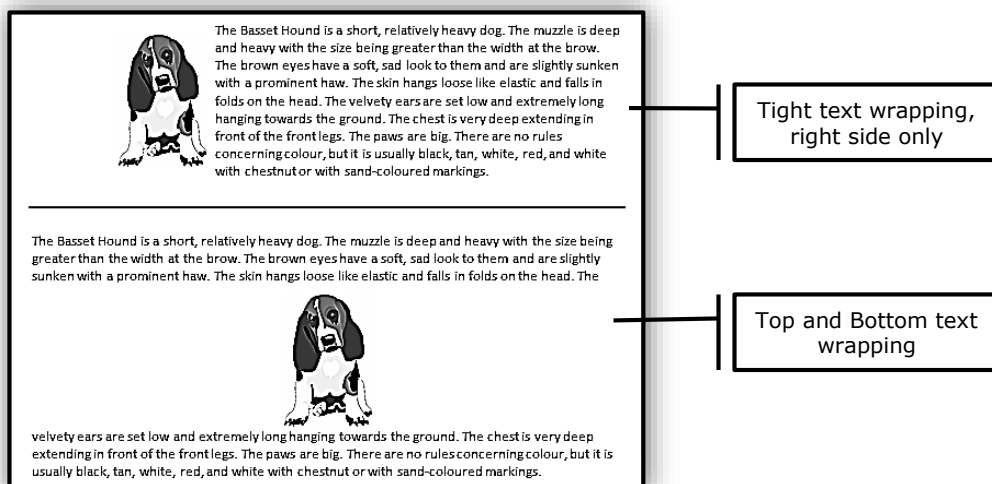
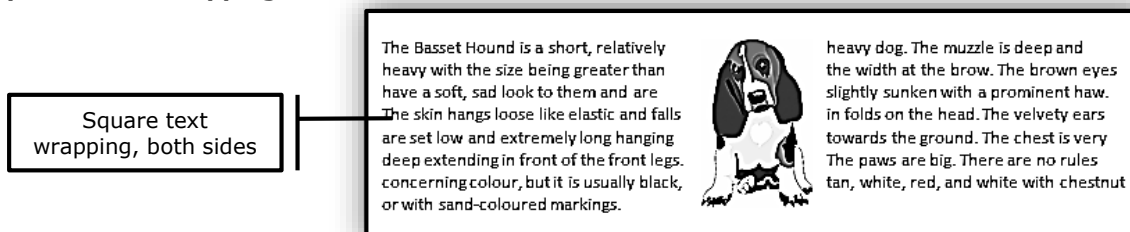
Text automatically wraps (flows) around graphical objects and tables. How the text wraps, can be changed as desired. Use the tools on the *Ribbon* or the *Click and Type* feature to apply text wrapping.

1. Insert a picture, image, chart, diagram or drawn object.
2. Ensure the graphical object is selected. When a graphical object is selected, a contextual tab will appear, e.g. *Picture Tools* ↗ *Format*.
3. On the *Format* tab, in the *Arrange* group, click the *Wrap Text* drop-down menu and select the appropriate option, e.g. *Square*.

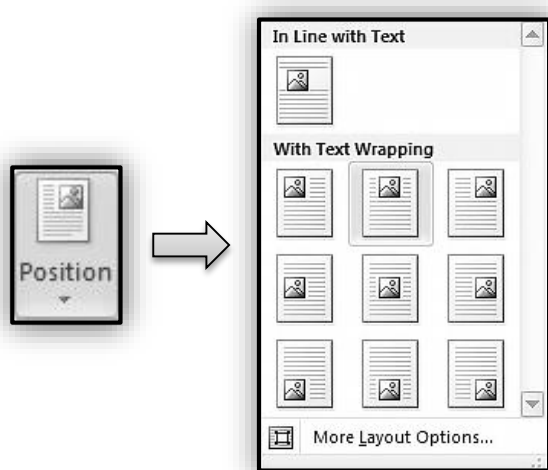
Select *More Layout Options* to open the *Layout* dialog box. Click the *Text Wrapping* tab for more options. If text should for example only wrap to the left of a graphical object, select *Left only*.



Examples of text wrapping:



Position a Graphical Object



A graphical object can be placed on a specific position on the page. The text wrapping will be set automatically. Click *More Layout Options* to change the text wrapping.

1. Select the graphical object.
2. On the contextual *Format* tab, in the *Arrange* group, click the *Object Position* drop-down menu.
3. Select a position option from the list.
4. Text wrapping will be set as *Square*.

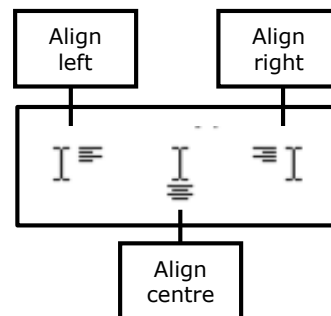


Let's Remember!

When a graphical object is inserted, the default text wrapping is *In Line with Text*.

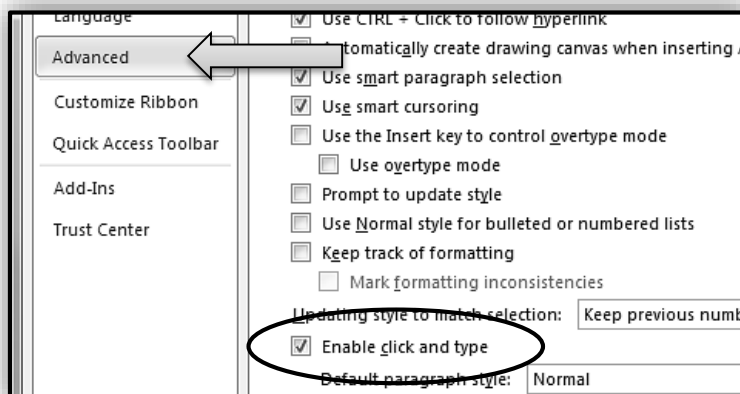
Click and Type

Click and Type is a feature which helps make it easier to position text at exact points on the page. When you move the cursor around the blank page, depending on the part of the page you place the mouse pointer; you will see a small symbol for left-align, centre or right-align as part of the cursor. Whenever you see one of these special cursors (I-beams), double-click to start typing exactly where the cursor is positioned. The small alignment icon indicates what kind of text alignment will be applied when you start typing. This feature can be used to create left-aligned, centred and right-aligned text on the same line of the document.



Turn On the Click and Type Feature

1. Click the *File* tab and then select *Options*.
2. Click the *Advanced* tab on the left-hand side.
3. Select *Enable click and type*.
4. Click *OK*.



Let's Remember!

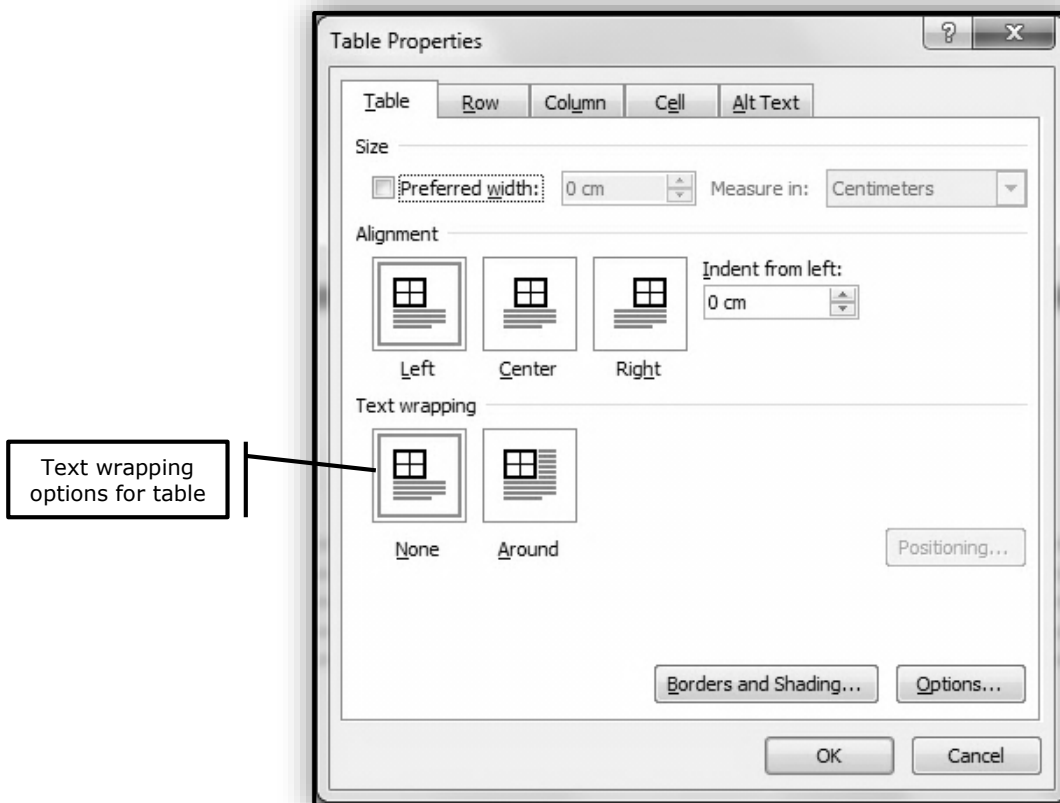
Click and type is only available in the following view modes: **Print Layout and Web Layout**.

Use Click and Type

1. Open a blank word processing document.
2. Ensure the current view is *Print Layout*.
3. Move the mouse pointer to any position on the page.
4. Double-click to enable *Click and Type*. Enter the relevant text or graphical object.









Text Wrapping for Tables

1. Insert the table and enter all the necessary text.
2. Right-click anywhere in the table and select *Table Properties* from the shortcut menu. The *Table Properties* dialog box will open.
3. In the *Text wrapping* section, select *None* or *Around*. The default setting is *None*.
4. Click *OK*.



West Africa is west of an imagined north-south axis lying close to 10° east longitude. The Atlantic Ocean forms the western and southern borders of the region. The northern border is the Sahara Desert, with the Ranishany Bend generally considered the northernmost part of the region. The eastern border is less precise, with some placing it at the Benue Trough, and others on a line running from Mount Cameroon to Lake Chad.

Colonial boundaries are reflected in the modern boundaries between contemporary West African nations, cutting across ethnic and cultural lines, often dividing single ethnic groups between two or more countries.

	Mali		Cote d'Ivoire
	Niger		Benin
	Senegal		Sierra Leone
	Ghana		Togo

Despite the wide variety of cultures in West Africa, from Nigeria through to Senegal, there are general similarities in dress, cuisine, music and culture that are not shared extensively with groups outside the geographic region.

Text wrapped around table

Let's Do It! ⇨ 1

1. Open a new word processing document.
2. Place the cursor at about 6 cm from the top of the page and 2 cm from the left of the page (do not include margins).
3. Insert the image called **speech.gif** contained in the *Let's Do It!* folder.
4. Size the image to 8 cm in height and 5.96 cm in width.
5. Position the image to the middle left of the page.
6. Enter the following text to the right of the image:

Tips for public speaking:

Know the material you will speak on.

Decide, what are the important things I must get across to the listener?

Write out your speech like you are talking to a friend.

Either have an outline or cards with key reminders of what to say.

Practice your talk in front of a mirror. Revise points that do not flow right.

7. Save the document as **Public Speaking**.
8. Close the document.

Let's Do It! ⇨ 2

1. Open a new word processing document.
2. Place the cursor in the centre of the page and type the following as shown:

**Effective leadership is putting first things first. Effective management is discipline,
carrying it out.
Stephen Covey**

**A cardinal principle of Total Quality escapes too many managers: you cannot
continuously improve interdependent systems and processes until you progressively
perfect interdependent, interpersonal relationships.
Stephen Covey**

3. Change the font type to Impact and the font size to 20 pt.
4. Choose a different text colour for each quote.
5. Save the document as **Quotes**. Close the document.

Let's Do It! ⇨ 3

1. Open the document called **Kenya**.
2. Change the wrapping of the image to *Top and Bottom*.
3. Position the image to the middle left of the page.
4. Change the text wrapping of the table to *Around*.
5. Move to the end of the document.
6. Insert the image **masai-mara.jpg** from the *Let's Do It!* folder.
7. Resize the image to 6.5 cm in height and 8.66 cm in width.
8. Change the text wrapping of the image to *Tight* and move the image to the right of the last paragraph in the document.
9. Save and close the document.