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Unit Details



WA9: ICT SKILLS

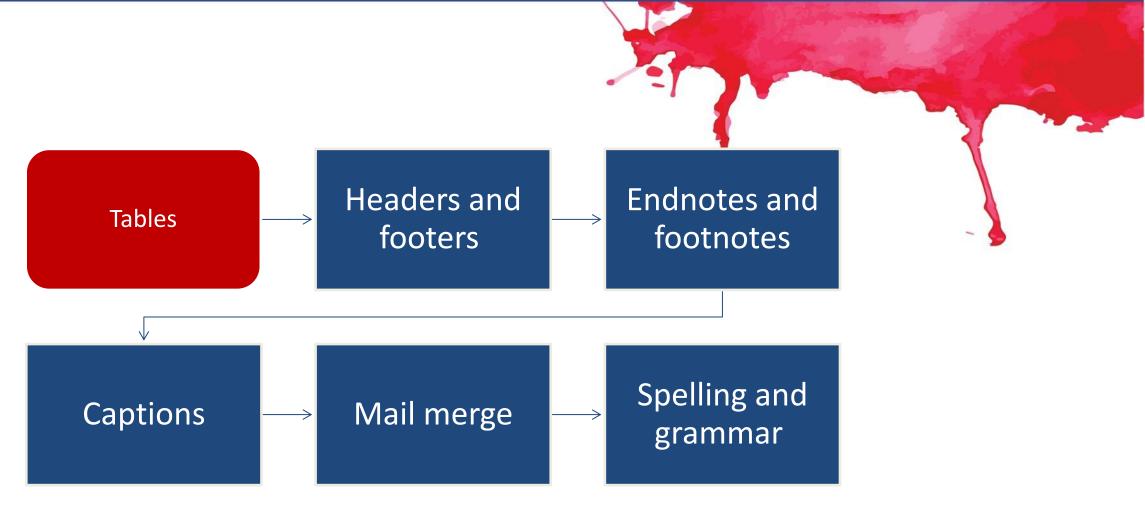
3.14 Use word processing software to produce documents at an intermediate and advanced level Part A

LO3.52 Demonstrate skills in using word processing techniques at an intermediate advanced level to produce high quality and attractive documents to agreed specifications using available design and production resources. Take some responsibility for the evaluation of the report







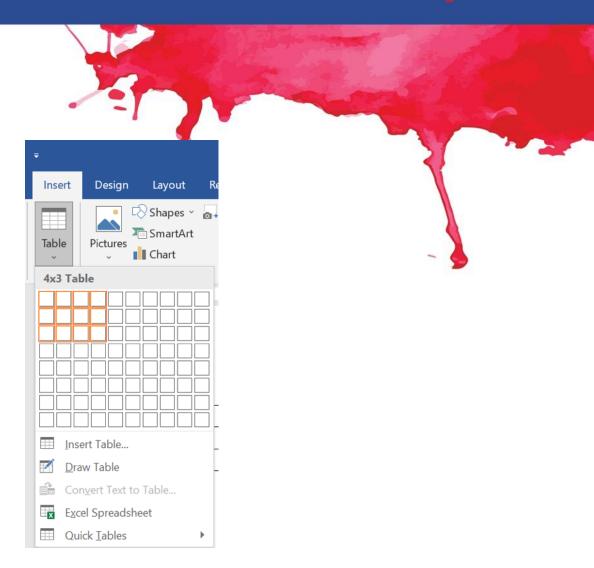


Tables



Introduction

A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

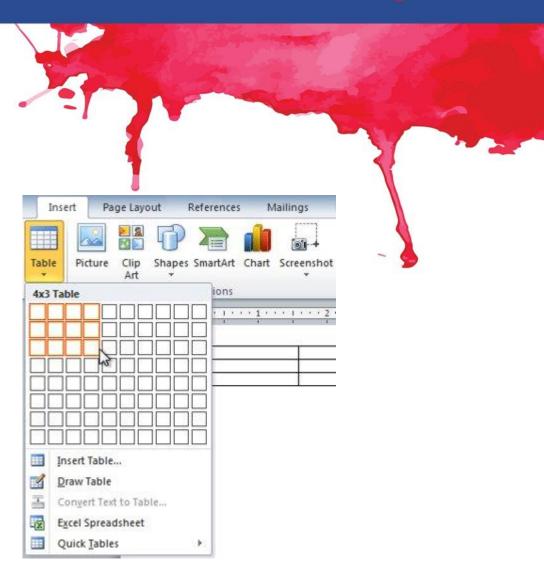


Tables



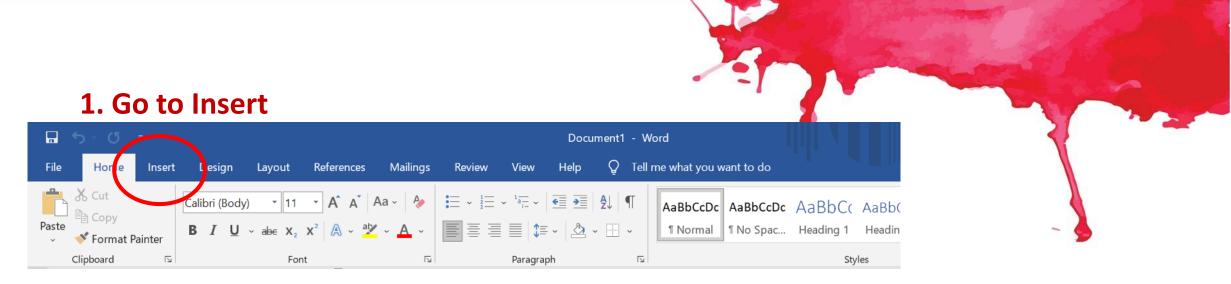
Inserting and modifying tables

- Place your insertion point in the document where you want the table to appear.
- Select the Insert tab.
- Click the Table command.
- Hover your mouse over the diagram squares to select the number of columns and rows in the table.
- Click your mouse, and the table appears in the document.
- You can now place the insertion point anywhere in the table to add text.

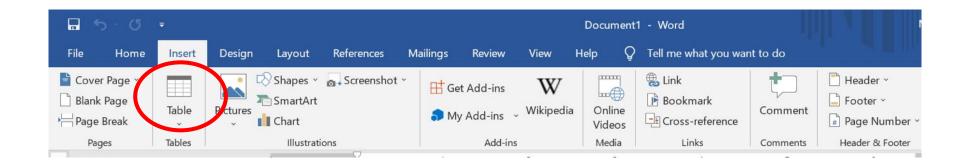


Creating tables in Word





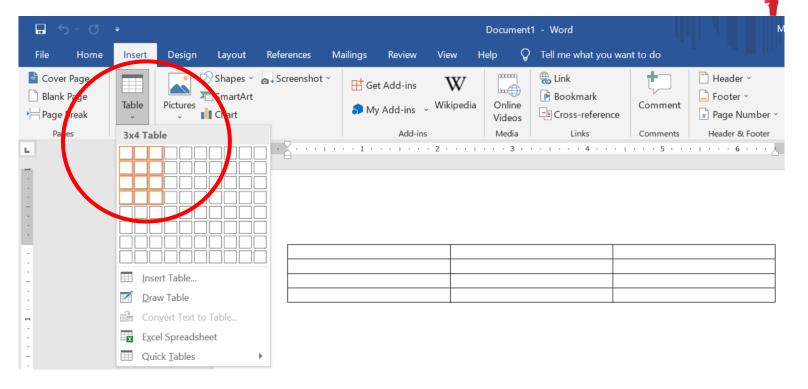
2. Choose → Table



Creating tables in Word



3. Choose as many rows and columns as you need



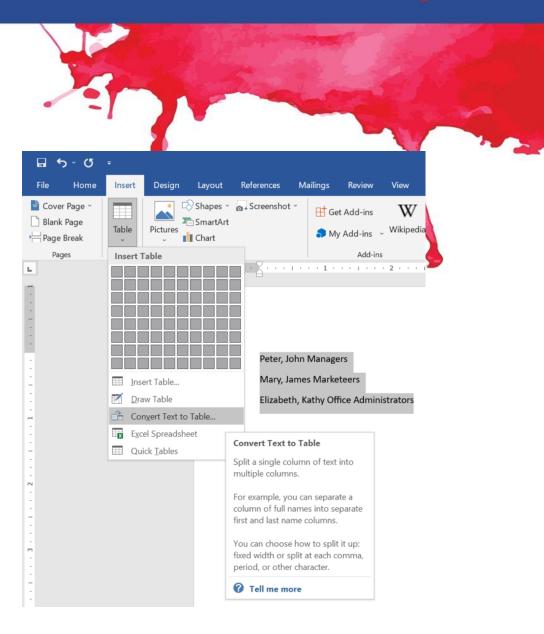
And there's your table!

Tables



To convert existing text to a table:

- Select the text you want to convert.
- Select the Insert tab.
- Click the Table command.
- Select Convert Text to Table from the menu. A dialog box will appear.



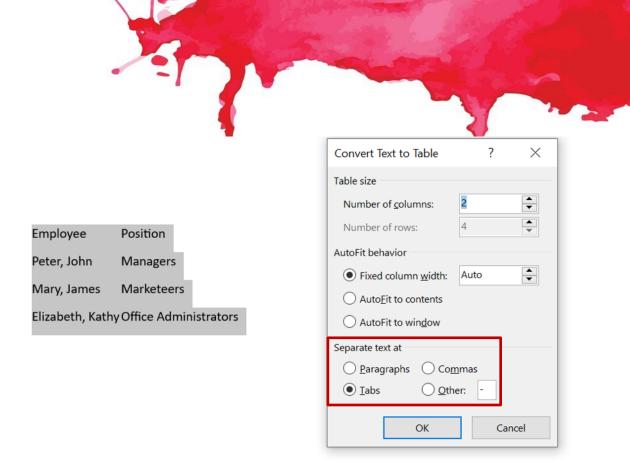
Tables



To convert existing text to a table:

- Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.
- Click OK. The text appears in a table.

Employee	Position
Peter, John	Managers
Mary, James	Marketeers
Elizabeth, Kathy	Office Administrators

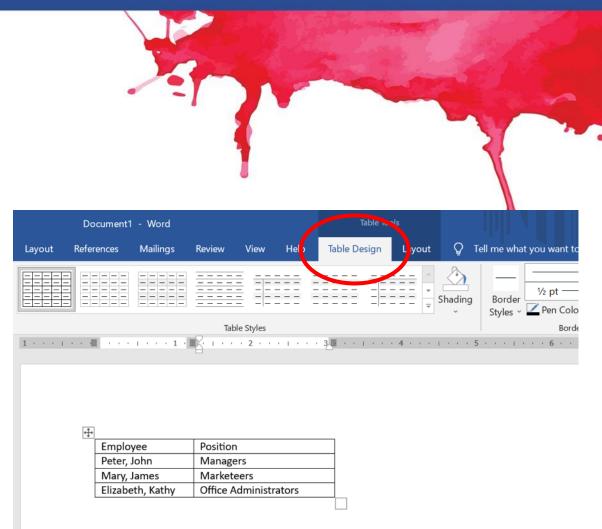


Customising your table



Customise your table through the "design" and "layout" tabs

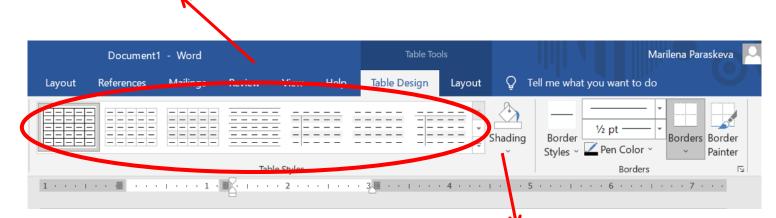
You can change colours, text positioning, sort information and even include formulas



Customising your table: Design tab basics



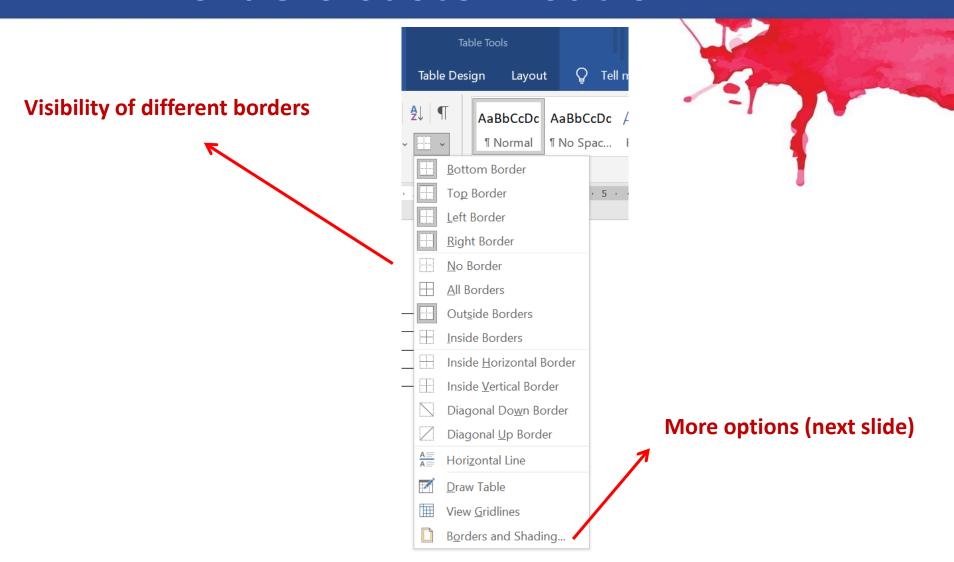




Shading and borders (colours, thickness, etc.) you can highlight a single cell and change its shading

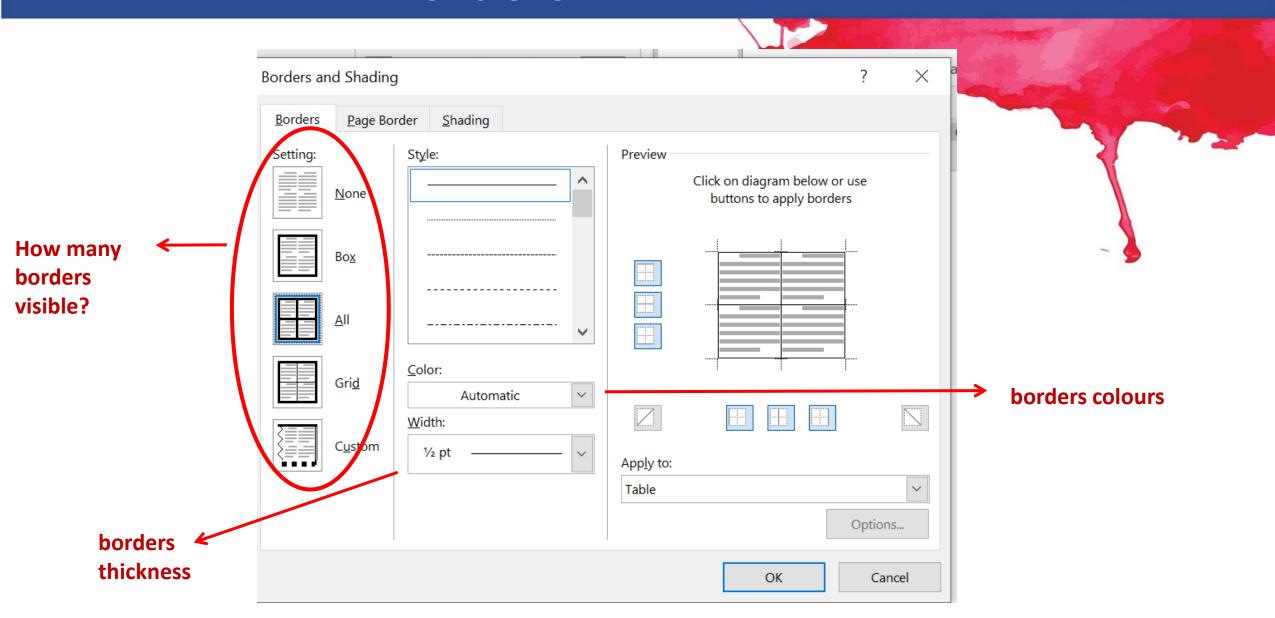
Borders customisation





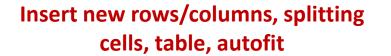
Borders

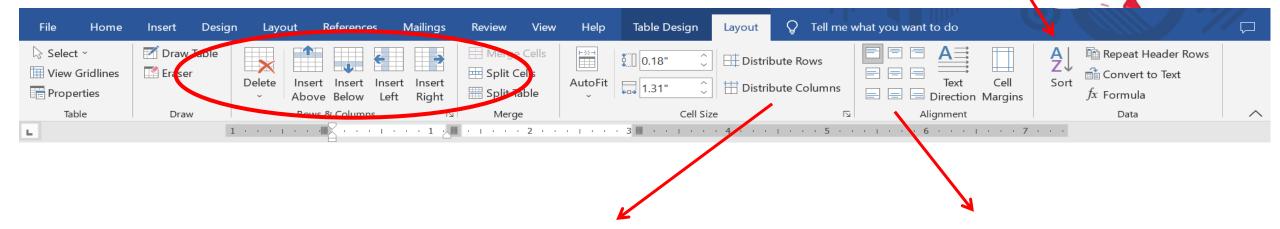




Customising your table: Layout tab basics







Distribute selected rows and columns evenly

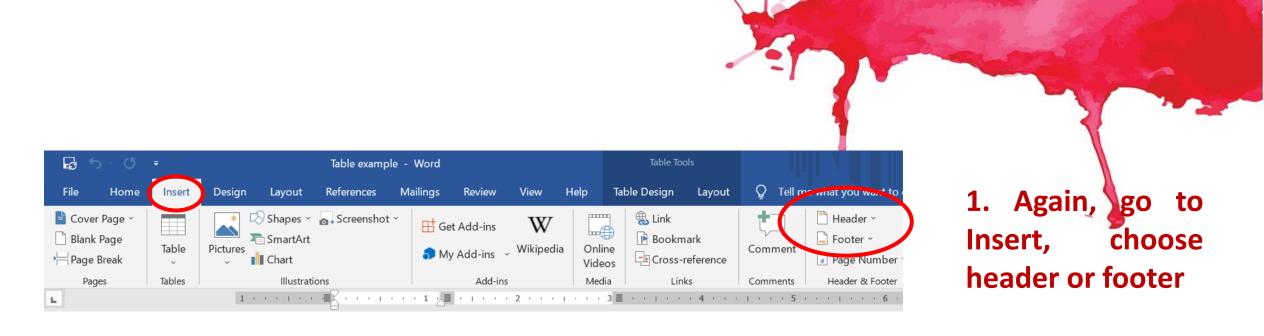
Text positioning

Sorting alphabetically

or otherwise

Headers and footers





Headers





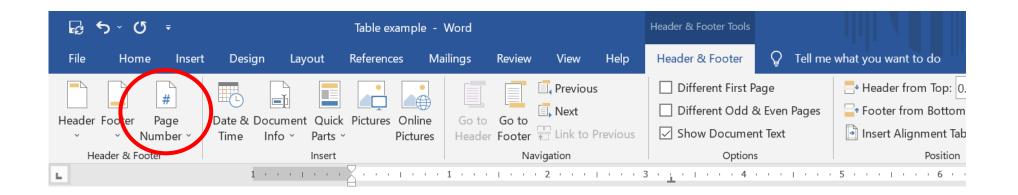
- •You can type there, and the text will appear in every page of the document or section
- •Remember, you can access header or footer by double clicking too.

Footers





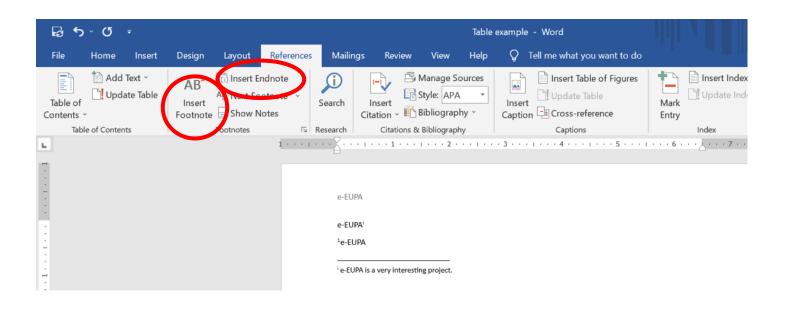
- The footer works the same way
- You can either insert page numbers in the header or footer of your document, by simply clicking "page numbers" and choosing the location you prefer



Endnotes and footnotes



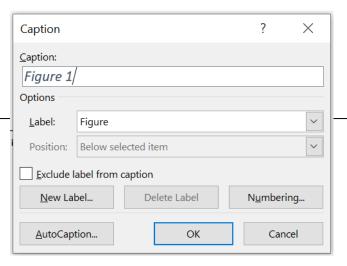
- Go to references tab
- Choose footnotes or endnotes
- Note that the number will appear wherever the cursor is located!



Captions



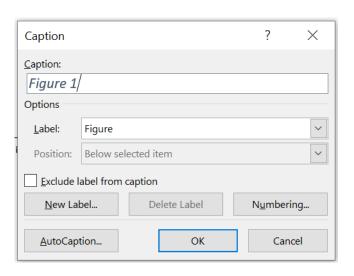
- You can enter captions in order to indicate the location of a figure, table, or graph
- Stay on references tab and click on insert caption
- This will appear:



Captions



- You can type the name of the object in the "caption" window
- First, you need to select the type by selecting the dropdown menu in the "label" window (Table, Figure, Equation)
- You can also define a new label by clicking the "new label" button

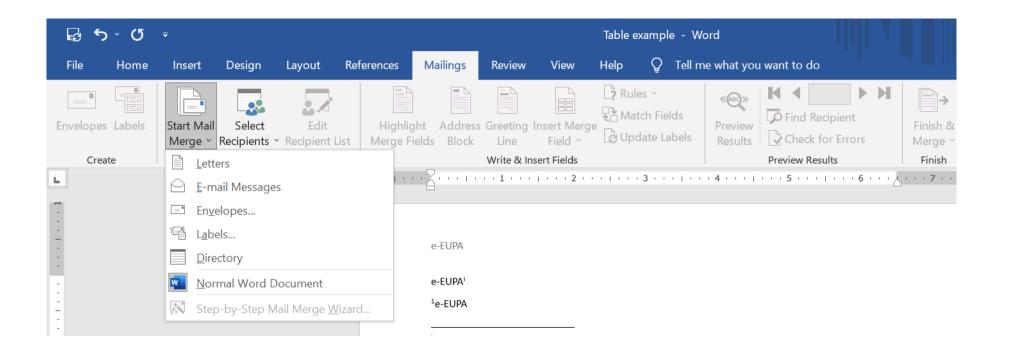




- A merge generally takes two files: a main document and a data source file.
- The main document contains the standard text and/or the fields to identify where variable information will be inserted during the merge.
- The data source file contains the variable information that will be inserted into the main document.

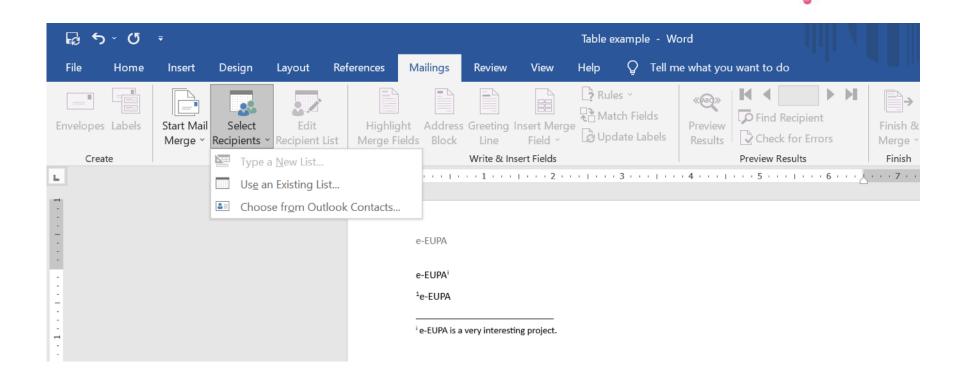


1. Choose type of document



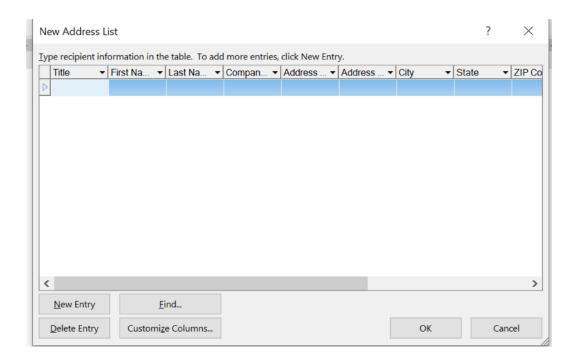


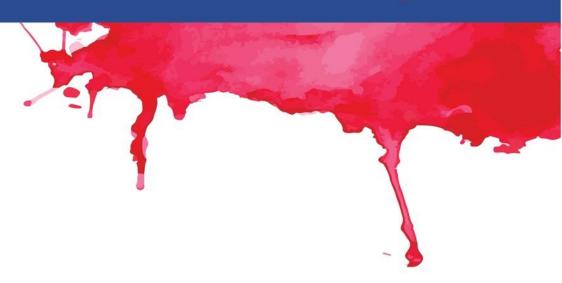
2. Select recipients





3. In case you need to type a new list, type the entries one by one and each time click on "new entry"



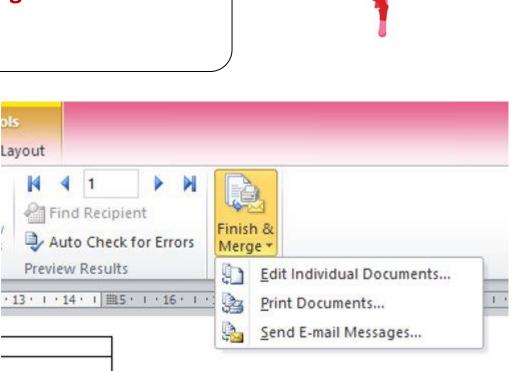


Layout

Preview Results



4. Click on "finish and merge" and choose accordingly



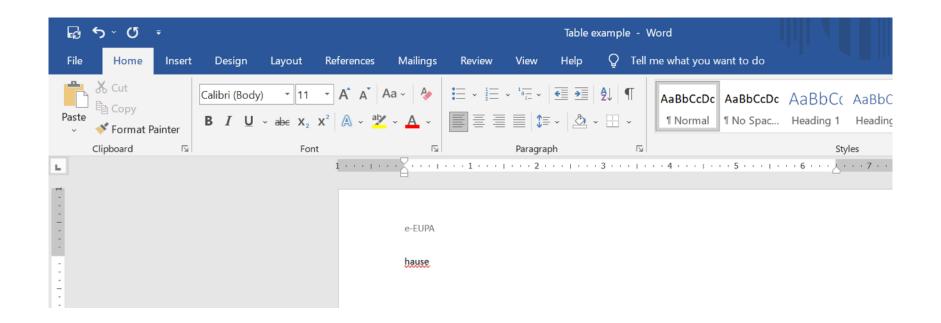
Spelling and grammar



Did you notice that "hause" is underlined with a curly red line in the image below? This means it is not recognised by the dictionary as correct!

If the curly line is green, it indicates a grammar error.

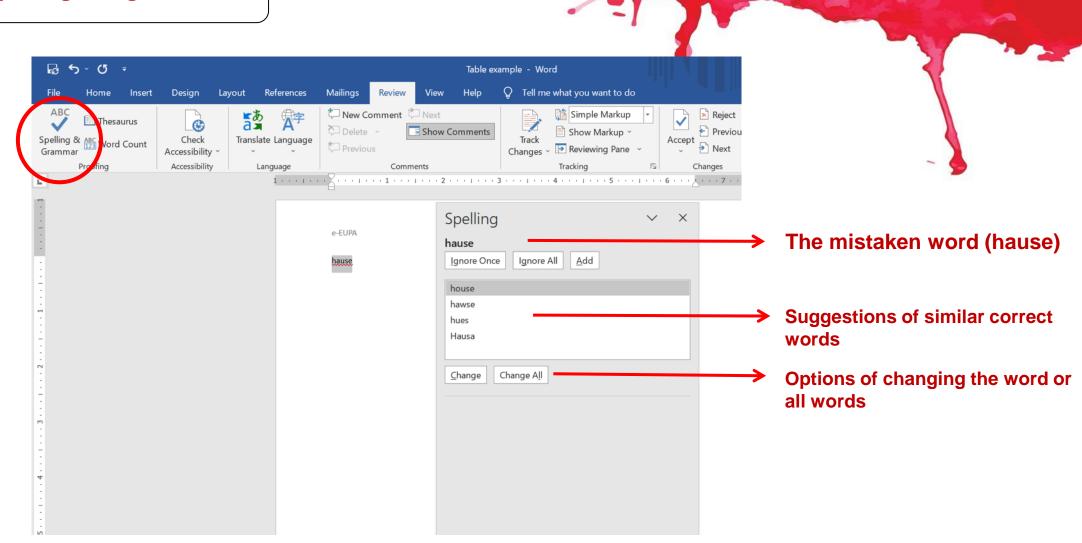
1. Go to the "review" tab



Spelling and grammar



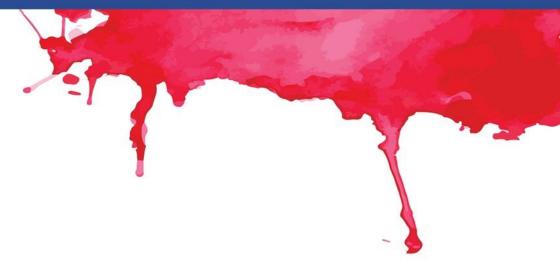
2. Choose spelling and grammar



Methodological Tool I







Create your document E-EUPA_LO_3.52_M_001

Revision Questions



Question 1

• How can we include a footnote in a word document?

Question 2

How can we draw a table?

Question 3

 What are the necessary functions of word for the production of non routine documents?

Key points



Tables

- Drawing tables
- Designing tables
- Changing the layout

Spelling and grammar.

Applying a spelling check in a document

Footnotes and endnotes

Inserting footnotes and endnotes

Captions

Inserting captions







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