



# E-LEARNING

Level 3



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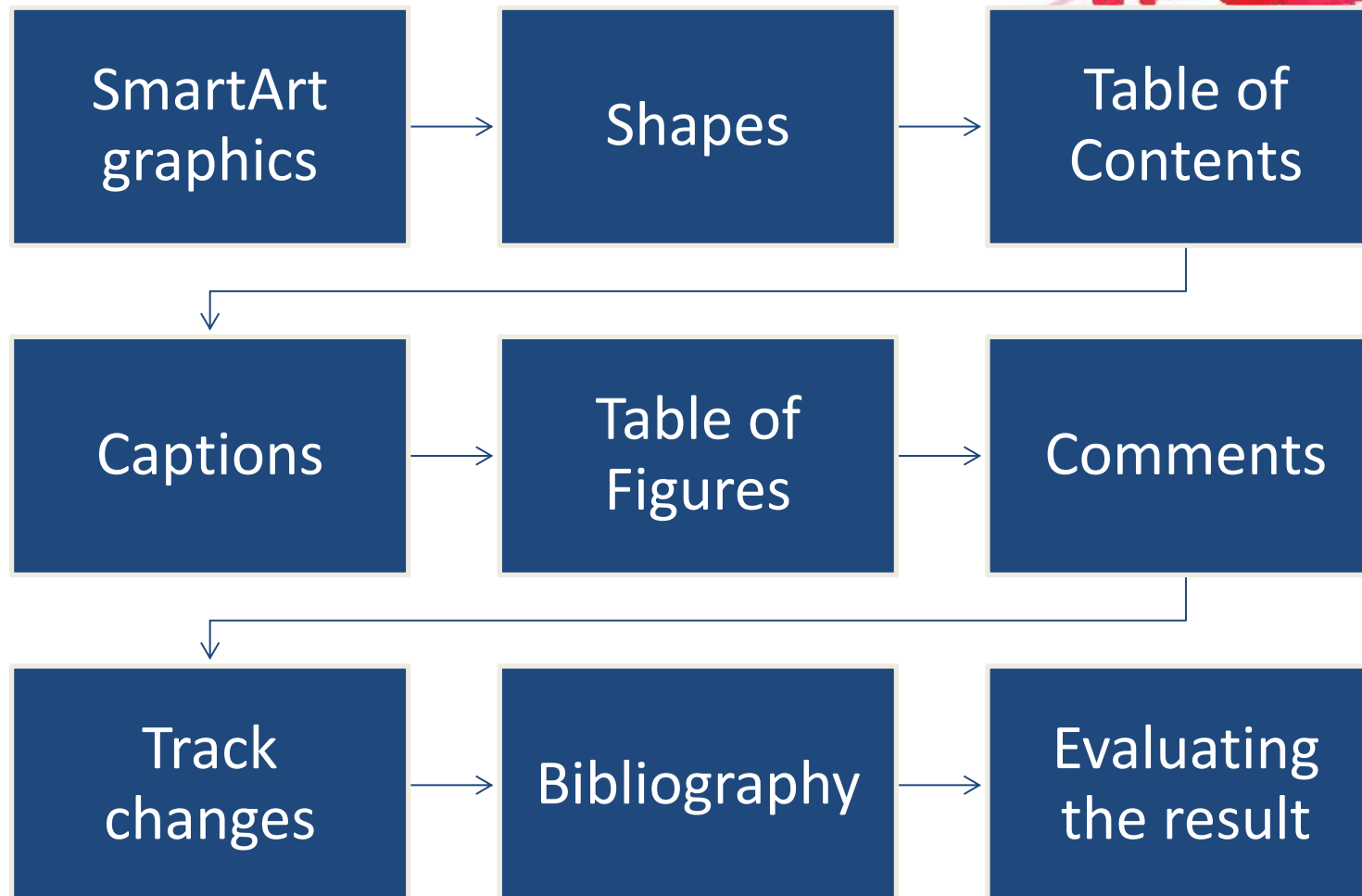
## WA9: ICT SKILLS

### 3.14 Use word processing software to produce documents at an intermediate and advanced level - Part B

LO3.52: Demonstrate Skills in using word processing techniques at an intermediate and 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 result.

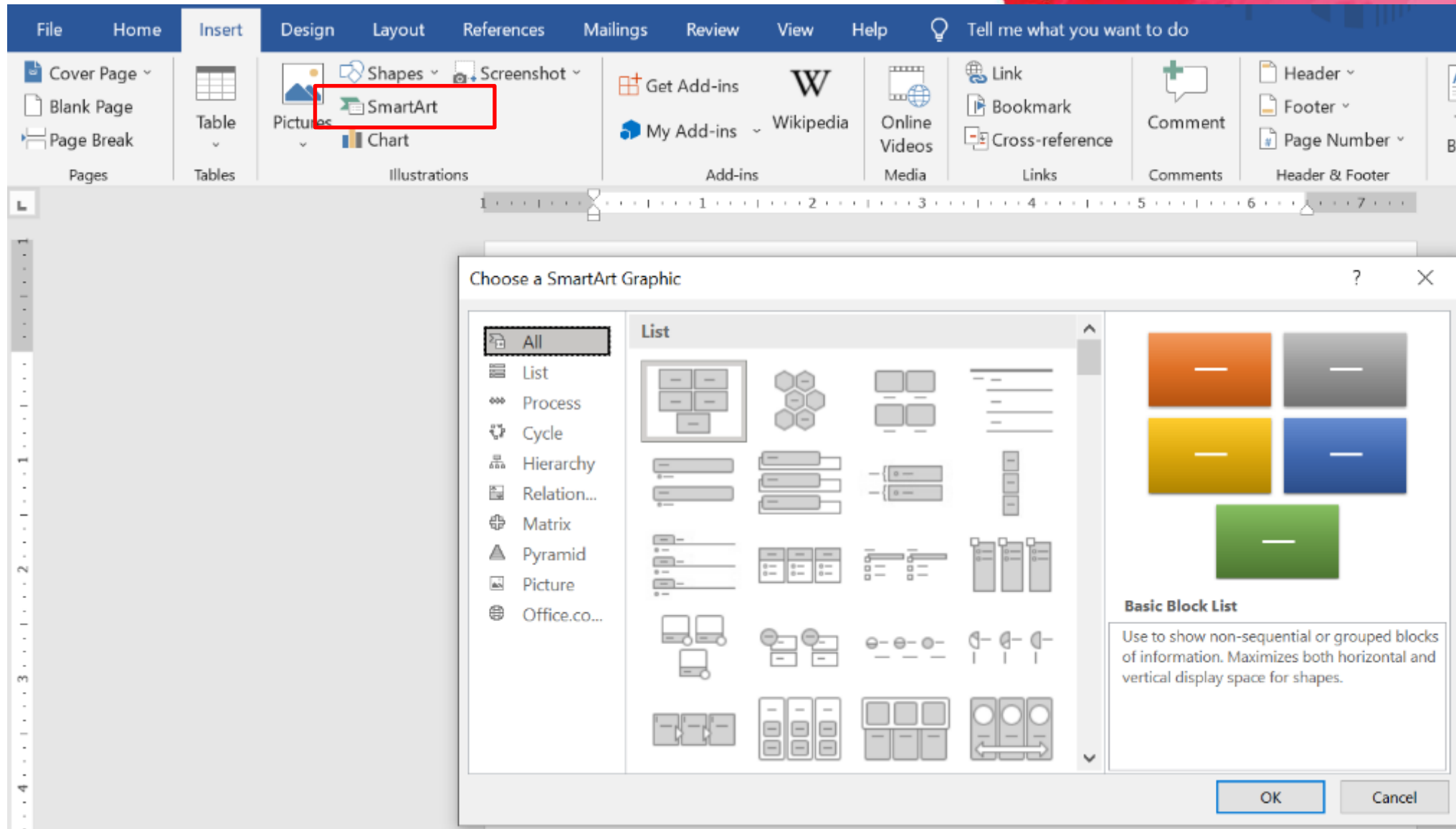


# Route Map





# SmartArt graphics



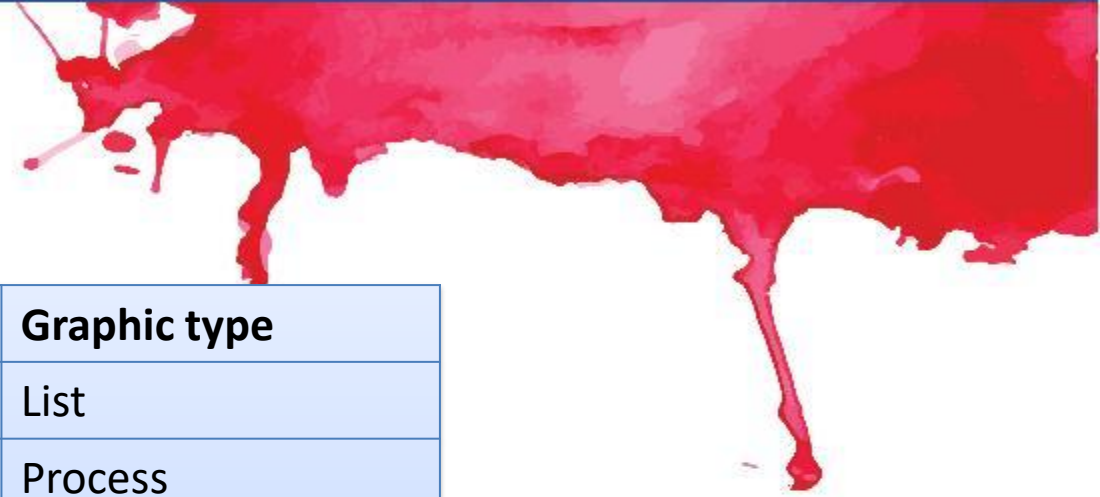
# SmartArt graphics

## What to consider

Before you create your SmartArt graphic, visualize what type and layout are best for displaying your data. What do you want to convey with your SmartArt graphic? Do you want a certain look? Since you can quickly and easily switch layouts, try different layouts (across types) until you find the one that best illustrates your message.

Your graphic should be clear and easy to follow. Experiment with different types by using the table below as a starting point. The table is intended to help you get started and is not an exhaustive list.

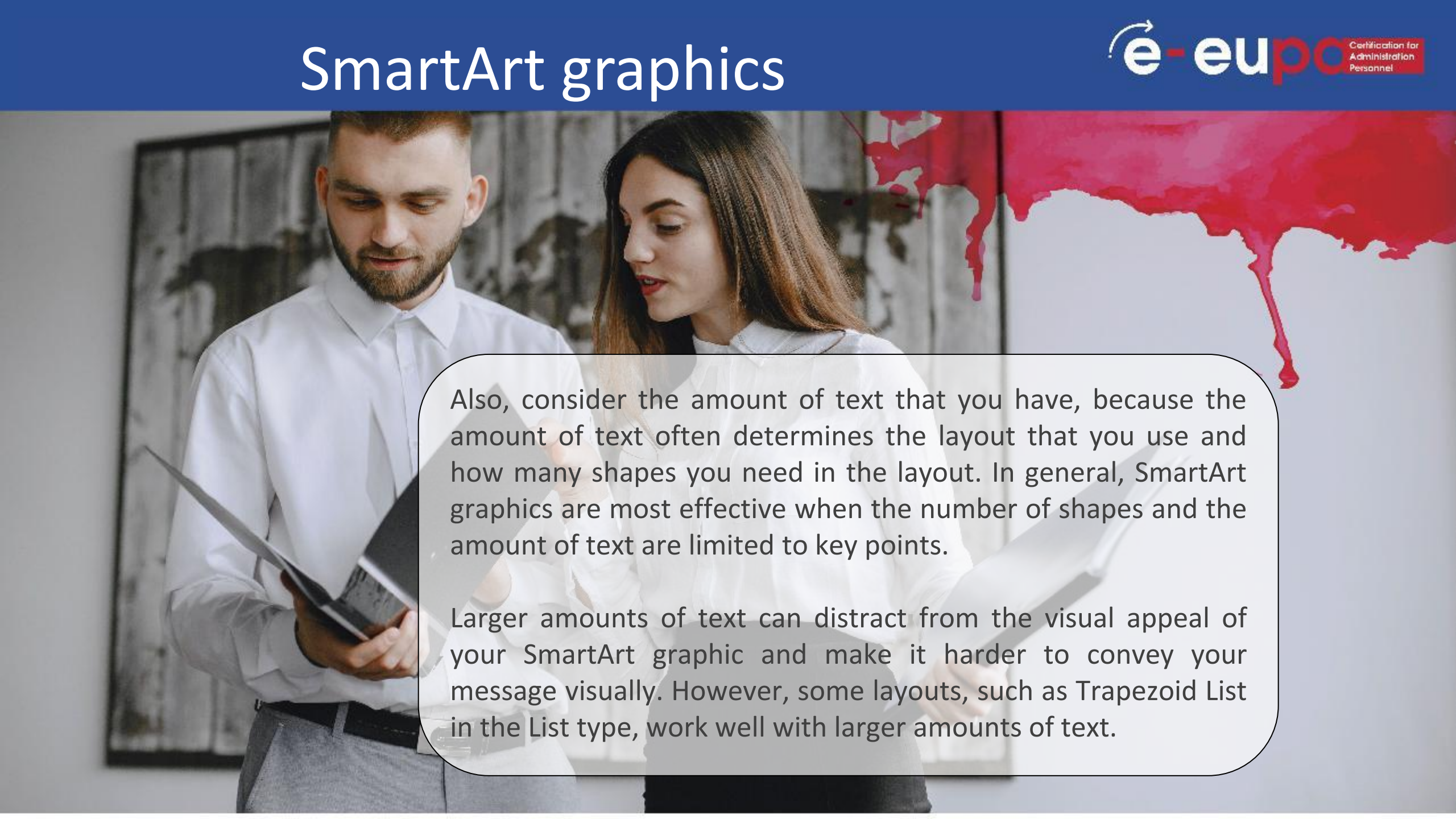
# SmartArt graphics



Purpose of graphic	Graphic type
Show non-sequential information	List
Show steps in a process or timeline	Process
Show a continual process	Cycle
Show a decision tree	Hierarchy
Create an organization chart	Hierarchy
Illustrate connections	Relationship
Show how parts relate to a whole	Matrix
Show proportional relationships with the largest component on the top or bottom	Pyramid
Draw a family tree with pictures	Picture



# SmartArt graphics



Also, consider the amount of text that you have, because the amount of text often determines the layout that you use and how many shapes you need in the layout. In general, SmartArt graphics are most effective when the number of shapes and the amount of text are limited to key points.

Larger amounts of text can distract from the visual appeal of your SmartArt graphic and make it harder to convey your message visually. However, some layouts, such as Trapezoid List in the List type, work well with larger amounts of text.

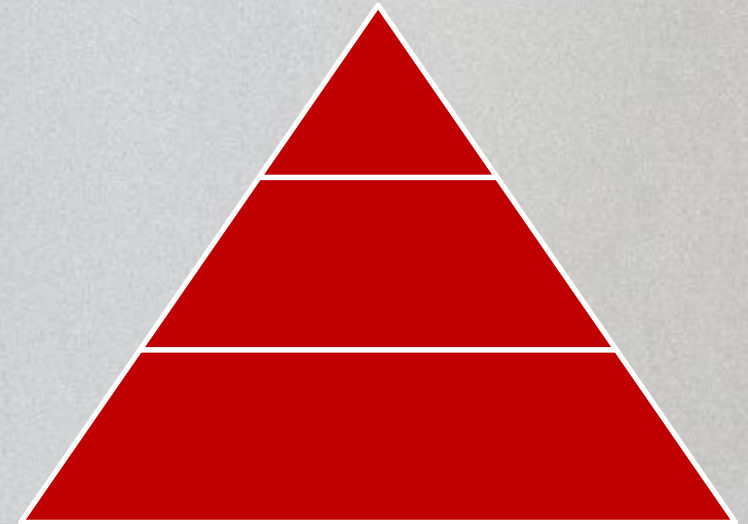


# SmartArt graphics

If you need to convey more than two ideas, switch to another layout that has more than two shapes for text, such as the Basic Pyramid layout in the Pyramid type.

Keep in mind that changing layouts or types can alter the meaning of your information. For example, a layout with arrows pointing to the right, such as Basic

Process in the Process type, has a different meaning from a SmartArt graphic with arrows going in a circle, such as Continuous Cycle in the Cycle type.





# Methodological Tool I



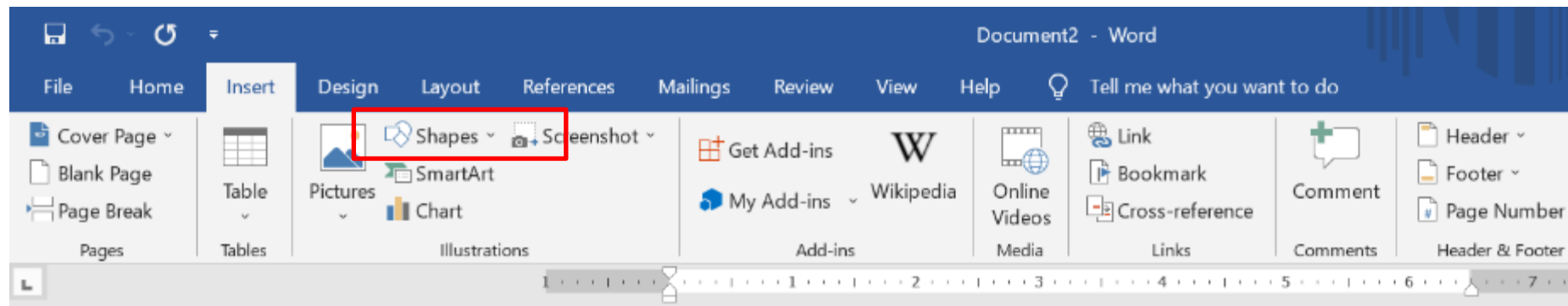
**SmartArt Match Up Activity**  
**E-EUPA\_LO\_3.52\_M\_002**



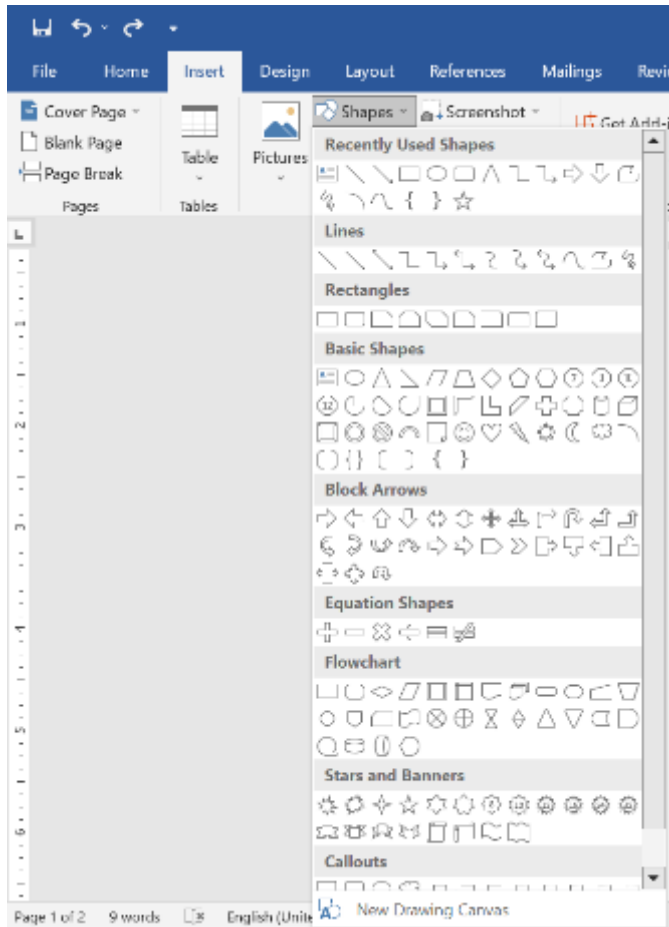
# Shapes

## Add a shape

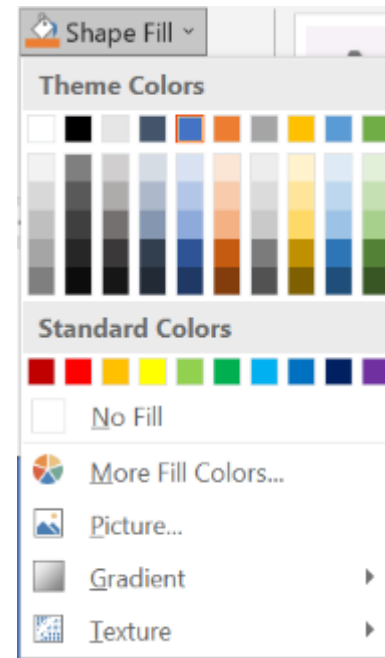
1. On the Insert tab, in the Illustrations group, click Shapes.
2. Click the shape that you want, click anywhere in the document, and then drag to place the shape.
3. You can add individual shapes to a chart or add shapes on top of a SmartArt graphic to customize the chart or SmartArt graphic.



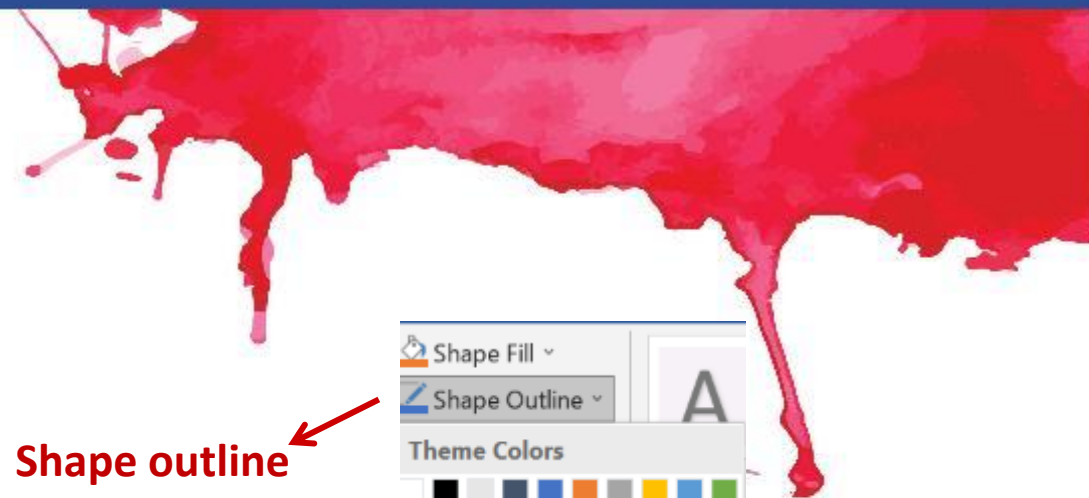
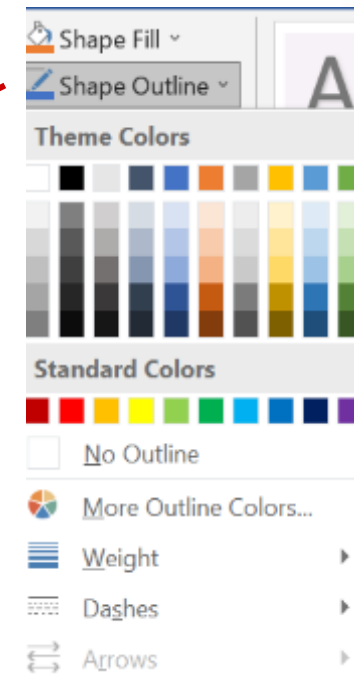
# Shapes



Shape fill  
colour



Shape outline  
colour





# Watch the video

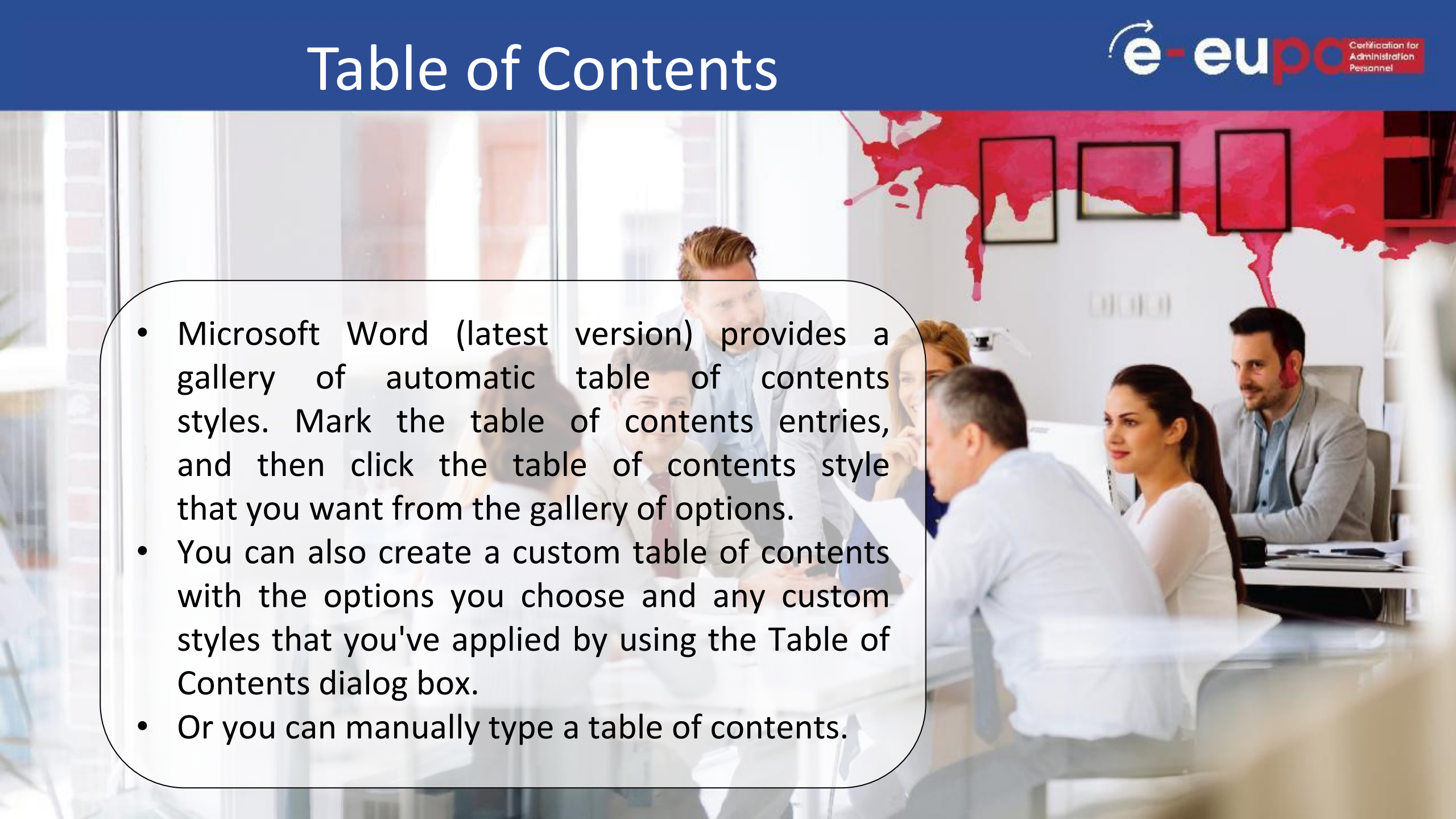
<https://www.youtube.com/watch?v=sHCEV5KMfI0>



# Table of Contents

- You create a table of contents by applying heading styles — for example, Heading 1, Heading 2, and Heading 3 — to the text that you want to include in the table of contents. Microsoft Word searches for those headings and then inserts the table of contents into your document.
- When you create a table of contents this way, you can automatically update it if you make changes in your document.

# Table of Contents

- 
- Microsoft Word (latest version) provides a gallery of automatic table of contents styles. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options.
  - You can also create a custom table of contents with the options you choose and any custom styles that you've applied by using the Table of Contents dialog box.
  - Or you can manually type a table of contents.



# Table of Contents

## Mark entries by using built-in heading styles

1. Select the text that you want to appear in the table of contents.
2. On the Home tab, in the Styles group, click the style that you want.



- For example, if you selected text that you want to style as a main heading, click the style called Heading 1 in the Quick Style gallery.
- If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the Apply Styles task pane. Under Style Name, click the style that you want.

# Captions

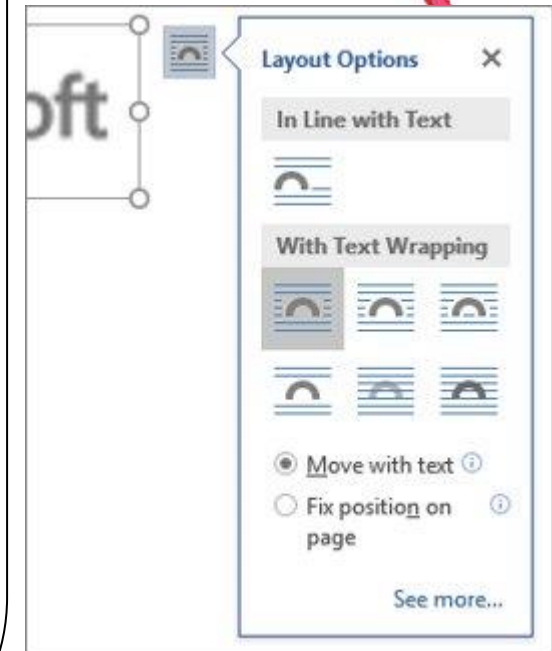
## Add caption to a floating object

If you want to be able to wrap text around the object and caption, or you want to be able to move the object and the caption as one unit, you need to group the object and the caption together.

1. Insert your figure.
2. Choose Layout Options and select one of the With Text Wrapping choices.

IMPORTANT: You should do this step before you insert your caption. If you've already inserted the caption, delete it, do this step, then re-add your caption.

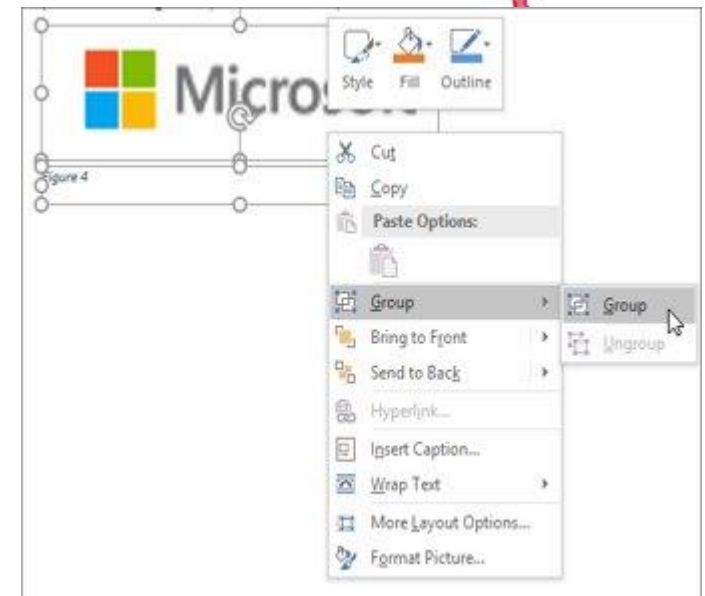
3. Select the figure and right click on it.
4. Choose 'Insert caption'.



## Add caption to a floating object

5. Add your caption using the steps listed in "Add captions" above.
6. Select your caption then hold down the shift key and select your figure.
7. Right click on either item and choose Group > Group.

Now text should flow around your figure and caption as expected, and the figure and caption will stay together if you move them somewhere else on the page or in the document.





# Methodological Tool II



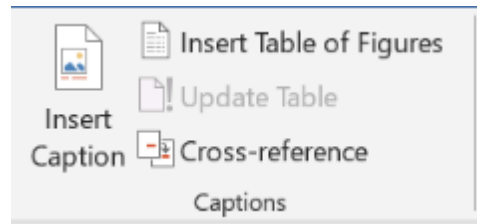
**Microsoft Word: Inserting and  
Modifying Tables**  
**E-EUPA\_LO\_3.52\_M\_003**

# Table of Figures

## Use captions to create a table of figures

Before you begin, add captions to the figures that you want to list in your table of figures.

1. Click where you want to insert the table of figures.
2. On the References tab, in the Captions group, click Insert Table of Figures.



In the Caption label list, click the label type for the items that you want to include in your table of figures.

3. Choose any other options that you want, and then click OK.

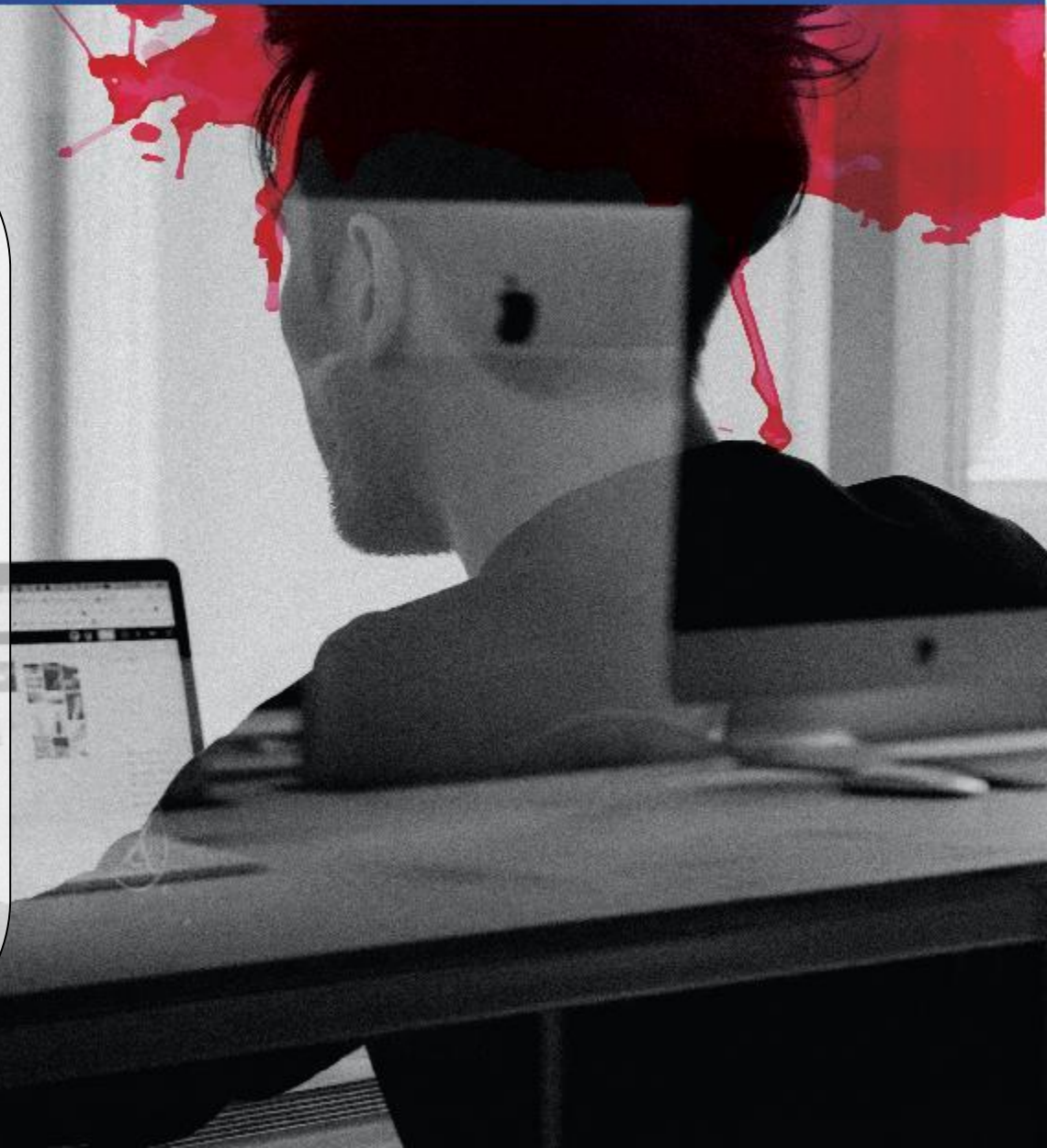
NOTE: If you change, move, or delete captions, be sure to update the table of figures. To update the table of figures, click it and then press F9. If you're prompted, click Update entire table or Update page numbers only, and then click OK.

# Table of Figures

## Use styles to create a table of figures

If you've already applied a custom style to figure captions, you specify that Microsoft Word use that style to build your table of figures. This works well if you want a table to include more than one label type, e.g., example, figures and tables.

Be sure that you don't apply the style to other elements in your document.

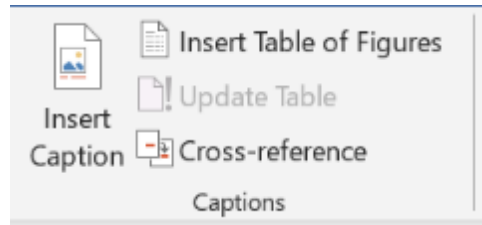




# Table of Figures

## Use styles to create a table of figures

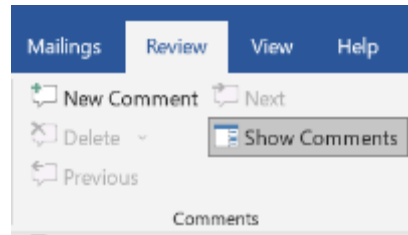
1. Click where you want to insert the table of figures.
2. On the References tab, in the Captions group, click Insert Table of Figures.



3. Click Options.
4. Select the Style check box.
5. In the Style list, click the style that you applied to the captions, and then click OK.
6. Choose any other options that you want, and then click OK.

## Insert a comment

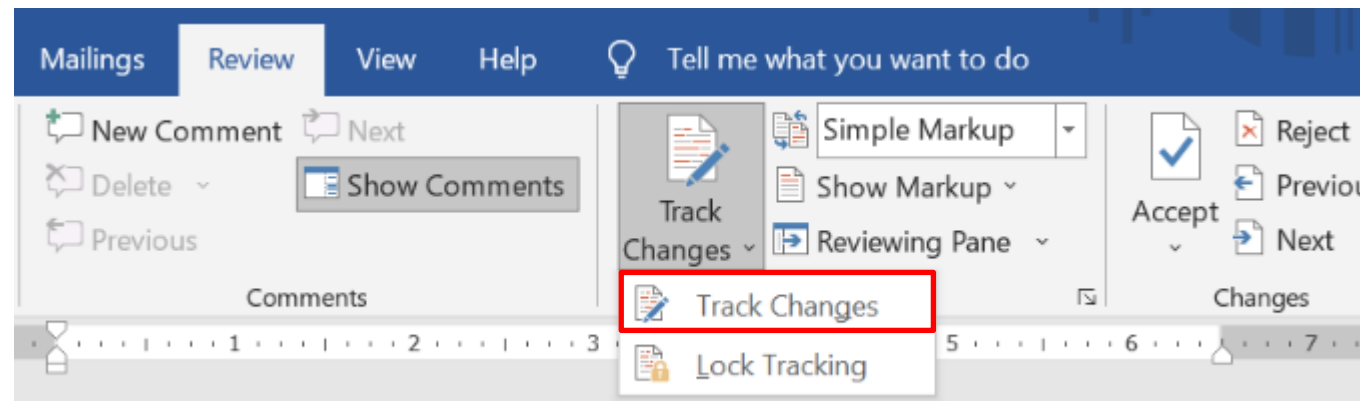
1. Select the text or item that you want to comment on or click at the end of the text.
2. On the Review tab, in the Comments group, choose New Comment.



- TIPS: If you want to view (show) comments while you're typing, do the following:
  - on the Review tab, in the Tracking group, in the Show Markup list, choose Comments and make sure a check mark (✓) in a box appears next to the option. Choose Comments again to clear the check mark and hide comments.
  - Type your comment in the balloon or choose Reviewing Pane and type your comment.

# Track changes

**Click here to start tracking**





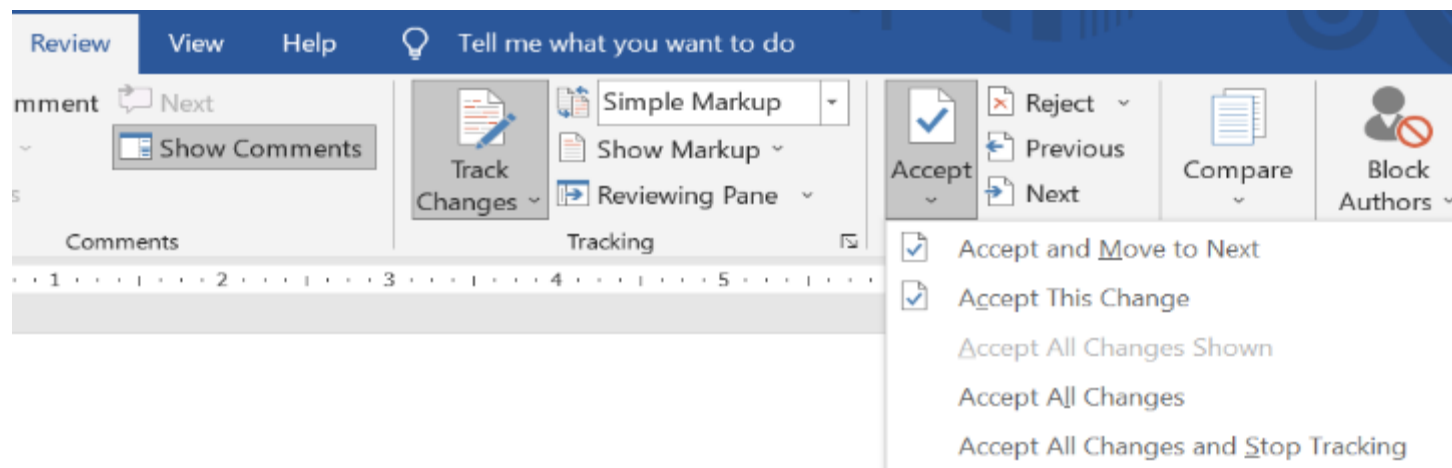
# Track changes

Each time you make a change, it will strike through the previous text and the new text will appear in a different color, underlined, as below:

If you've already ~~applied~~ inserted a custom style to figure captions, you specify that Microsoft Word use that style to build your table of figures. This works well if you want a table to include more than one label type ~~for example~~ e.g., figures and tables.

Be sure that you don't apply the style to other elements in your document.

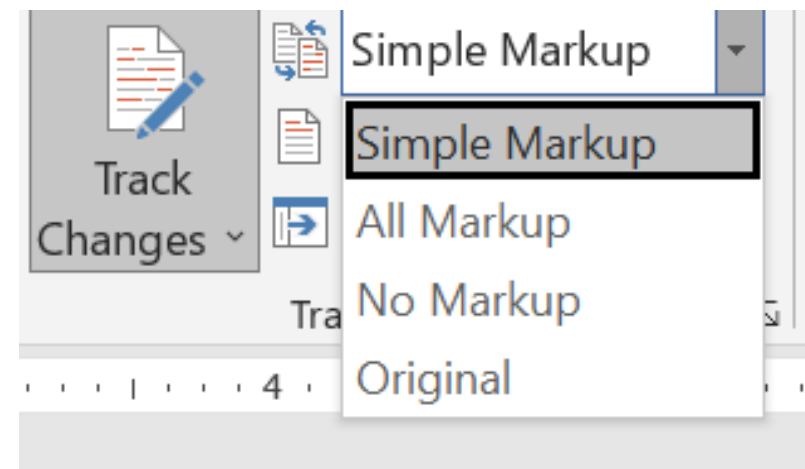
On the changes menu, as shown below, you can accept or reject changes one by one, or all at once



# Track changes

Finally, by using the “display for review” dropdown menu, you can choose whether you want to see:

- the simple markup version
- the all markup version (as it appears by default, with strike through on deletions and underlined additions)
- The no markup version OR
- The original version





# Bibliography

## Create a bibliography

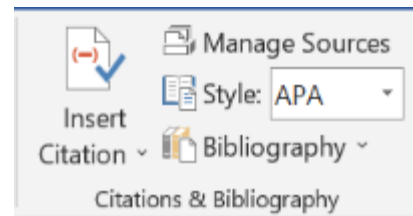
1. A bibliography is a list of sources, usually placed at the end of a document, that you consulted or cited in creating the document. In Microsoft Word, you can automatically generate a bibliography based on the source information that you provide for the document.
2. Each time that you create a new source, the source information is saved on your computer, so that you can find and use any source you have created.
3. You can choose the bibliography style that you want, and you can add new bibliography styles.



## Add a new citation and source to a document

When you add a new citation to a document, you also create a new source that will appear in the bibliography.

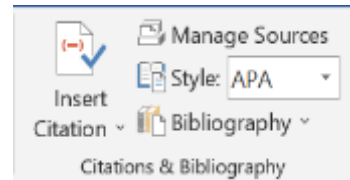
1. On the References tab, in the Citations & Bibliography group, click the arrow next to Style.
2. Click the style that you want to use for the citation and source



For example, social sciences documents usually use the MLA or APA styles for citations and sources

## Add a new citation and source to a document

4. Click at the end of the sentence or phrase that you want to cite.
5. On the References tab, in the Citations & Bibliography group, click Insert Citation.



6. Do one of the following:  
To add the source information, click Add New Source.  
To add a placeholder, so that you can create a citation and fill in the source information later, click Add New Placeholder. A question mark appears next to placeholder sources in Source Manager

# Bibliography

## Add a new citation and source to a document

7. Begin to fill in the source information by clicking the arrow next to Type of source. For example, your source might be a book, a report, or a Web site.
8. Fill in the bibliography information for the source.

To add more information about a source, click the Show All Bibliography Fields check box.



# Methodological Tool III



**True or False: Microsoft Word  
Tools and Features  
E-EUPA\_LO\_3.52\_M\_004**



# Evaluating the result

## Develop a checklist including:

- Update tables of contents, figures, tables
- Check footers and headers for inconsistencies
- Etc.





## Checklist example

Before submitting this document, please make sure that:

- ☐ The table of contents has been updated
- ☐ Captions have been used for all tables
- ☐ The Repeat Header Row function has been used for all tables
- ☐ The list of tables has been updated
- ☐ Captions have been used for all figures
- ☐ The list of figures has been updated
- ☐ The footer is complete



# Revision Questions

## Question 1

Describe the Basic rules and design steps

## Question 2

How can you create a table of figures?



# Key points

- ✓ SmartArt graphics
- ✓ Basic rules and design steps
- ✓ Table of Contents
- ✓ Citations
- ✓ Table of figures



**WELL DONE!**

**You have completed Unit 3.14 - Part B**



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