

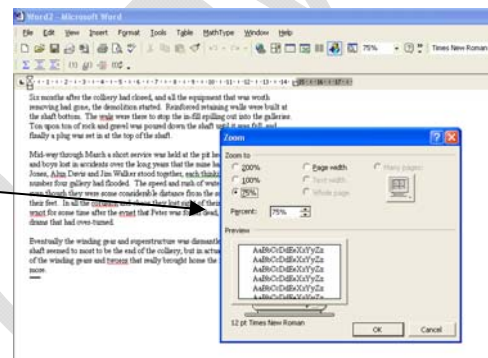
Colliery Task (Word 2003)

1. Download the document called 'Word2.doc'
2. Save the document called 'Word2.doc' to your area.
3. Once the document has opened, choose 'file save as', rename the document to 'Word2 corrected' and save it to your 'Module 3' folder in your area.

4. Change the size of the text on the screen.

Click:

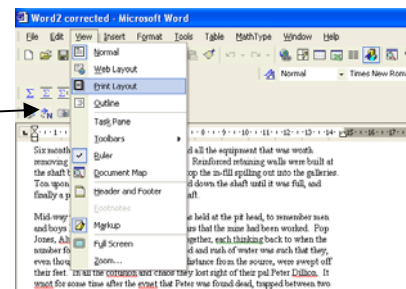
- View menu
- Choose 'Zoom'
- Choose 75%. You can type in a figure into the box as shown here.



5. At the moment, the page takes up the full screen.

Change the view by going:

- View
- Print layout



6. Add a title called 'Closing of the Pit'

Centre the title.

Make it size 16

Change the title font to Ariel

Make the font bold and italic.

7. Use the 'Spell check' tool to find any spelling mistakes and alter them. Add the word 'Dillion' to the built-in dictionary while you are doing the spell check.

Look for any repeated words that may need to be deleted.

8. Align the paragraphs as follows:

- Paragraph 1 – left aligned
- Paragraph 2 – centre aligned
- Paragraph 3 – right aligned.

9. Change the spacing on the paragraphs

Highlight the paragraph

Use the 'Format' menu

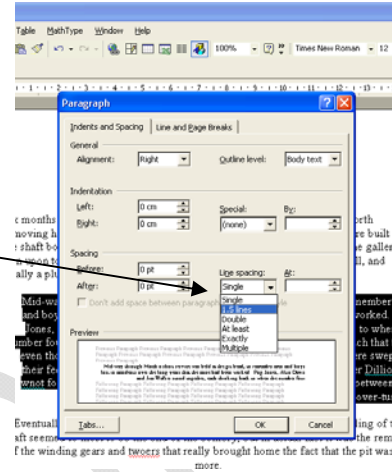
Choose 'Paragraph'

Then choose 'Spacing'

Then 'line spacing'

From the drop down arrow, format your paragraphs as follows:

- Paragraph 1 – single line spacing
- Paragraph 2 – 1.5 line spacing
- Paragraph 3 – double line spacing



10. Apply spacing above and below the centre paragraph by:

Highlight the paragraph

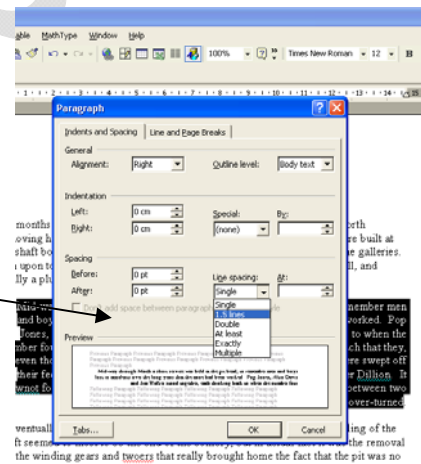
Use the 'Format' menu

Choose 'Paragraph'

Then choose 'Spacing'

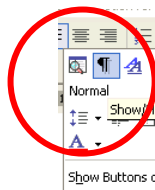
Before – change to 18

After – change to 18



11. Viewing paragraph and formatting marks

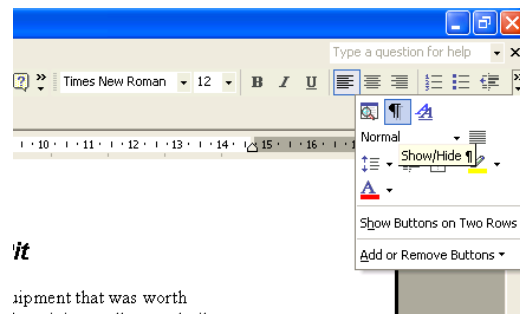
Find this symbol



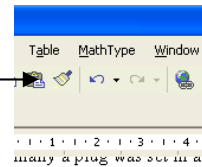
And click it.

You should see all of the paragraph marks and formatting appear.

Click it again to switch this view off.



12. Copying formats from one piece of text to another
Highlight the centre paragraph and italicise the text.
Use the 'Format Painter' and format the third paragraph.

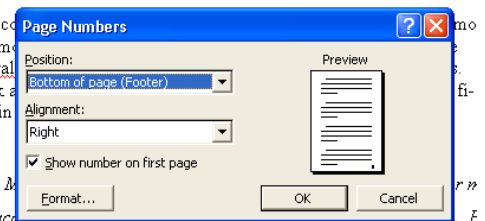


13. Insert automatic hyphenation on the first paragraph

1. Select the text you don't want to hyphenate.
2. On the **Format** menu, click **Paragraph**, click the **Line and Page Breaks** tab, and then select the **Don't hyphenate** check box.
3. Click **OK**.
4. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
5. Select the **Automatically hyphenate document** check box.

14. Insert page numbers

1. On the **Insert** menu, click **Page Numbers**.
2. In the **Position** box, specify whether to print page numbers in the header at the top of the page or in the footer at the bottom of the page.
3. In the **Alignment** box, specify whether to align page numbers left, centre, or right relative to the left and right margins, or inside or outside relative to the inside and outside edges of pages that will be bound.
4. If you don't want a number on the first page, clear the **Show number on first page** check box.



15. Inserting the current date and time.

1. Click underneath paragraph three where you want to insert the date or time.
2. On the **Insert** menu, click **Date and Time**.

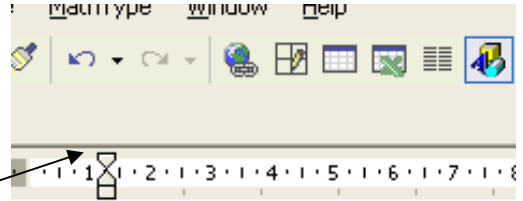
16. Save the document using the same name but add a version number i.e. 'Word2 corrected version 2'

Insert a page break before paragraph three

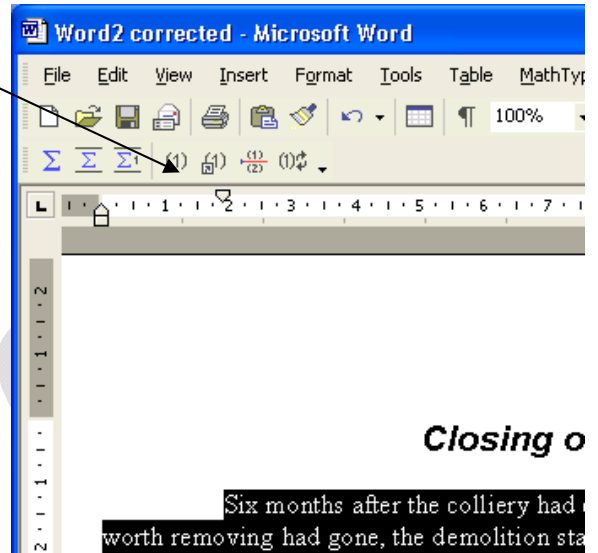
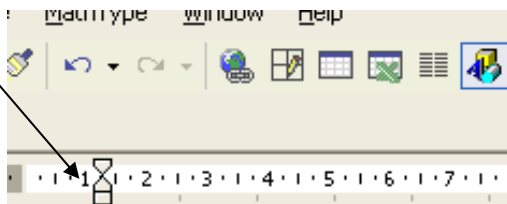
1. Click where you want to start a new page.
2. On the **Insert** menu, click **Break**.
3. Click **Page break**.

17. Create a 'First line indent' on paragraph 1

1. Highlight paragraph 1.
2. On the horizontal ruler, drag the **First Line Indent** marker to the position where you want the text to start.



If you were asked in the test to create a 'hanging indent', you simply need to move the bottom triangle marker



18. Underneath paragraph 3 and above the date, type the following:

- Colliery Closes
- Equipment removed
- Demolition starts
- Reinforcing walls built at bottom of shaft
- Gravel poured down shaft

Align the text to the left and remove the italic formatting. Set the line spacing on this list back to 'single line spacing'.

Highlight the list that you have just entered.

Go to the 'Format menu'

Choose 'bullets and numbering'

Look at the tab called 'bulleted' then look at the tab called 'numbering' then choose the style that you prefer.

19. Highlight paragraph 2

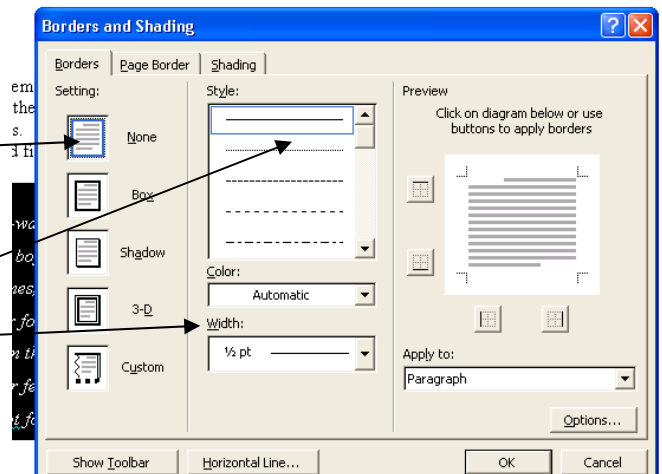
Go to the 'Format menu'

Choose 'Borders and shading'

Choose a box from the left hand side

Then choose one of the first three styles

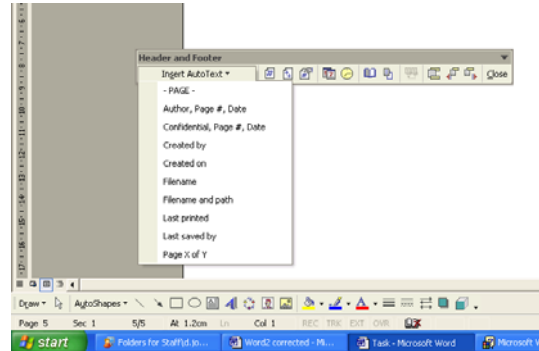
Choose the colour and the width



Choose the 'Shading' tab and pick a shade. Then click OK.

20. Insert details into the header or footer by:

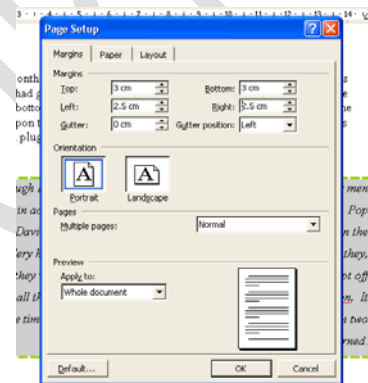
- Click on 'View'
- Choose 'Header and Footer'
- Choose 'Insert autotext'
- Look at the options available, you could be asked to insert any of these.
- Choose 'Filename and path'



The option is set to 'Header'. Change it to display this information as a 'Footer' and then click 'close'.

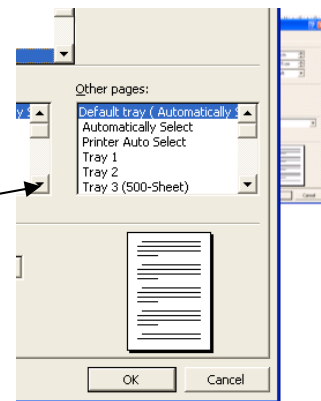
21. Changing margins:

- Go to 'File'
- Choose 'Page set up'
- Change the margins so that the top and bottom margins are 3 cm and the left and right ones are 2.5 cm.



22. Changing the paper size

- Go to 'File'
- Choose 'Page set up'
- Choose the tab called 'Paper'
- Look at the different paper sizes that are available by clicking the arrow
- Do not change the paper size, just make sure that you would know how to do it if asked.

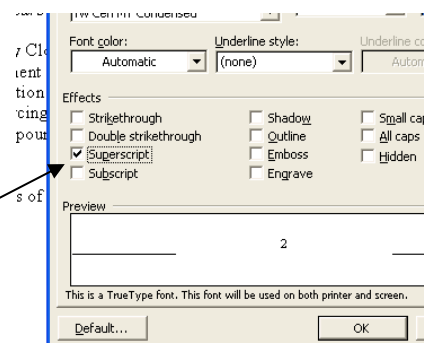


23. Underneath the bullet pointed list at the bottom of the page, type the following text:

'The dimensions of the original pit were 23 m²'

In order to make the '2' look like the symbol for 'squared' it needs to be changed into 'superscript'.

- Highlight the '2'
- Click the Format menu
- Click 'Font'
- Then the tick box 'superscript'



If you wanted to make H₂O, you would pick 'subscript'

i.e. 'super' = above and 'sub' = below

24. Insert a symbol

There are various symbols that you can insert into your document.

Click on the 'Insert' menu

Choose 'symbol'

Choose the ©

This may be available at the bottom of the window in the 'recently used symbols' section. However, if you cannot find the symbol you want, go to the 'special characters' tab and see what is available there.

Choose 'insert'

25. Find out how to do the following things:

- Create a table ready for text insertion – 3 rows by 3 columns
- Insert, edit data in a table – make up your own.
- Select rows, columns, cells, entire table.
- Delete the middle row.
- Delete column 2
- Modify cell border width, style, colour and shading
(hint: Select the table; choose 'Table' menu; 'Table autoformat'; 'modify table')

26. Insert a chart into your document.

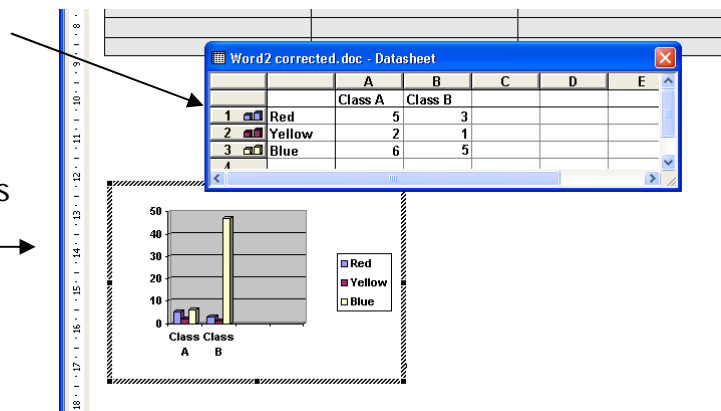
'Insert' Menu

'Picture'

'Chart'

Change the options in the 'chart box' so that they look like these.

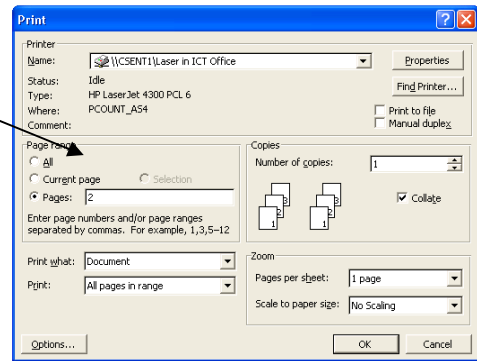
Notice how your chart changes as you alter things.



27. Choose to print only page 2 of your document.

28. Save your document as version 3 (file save as)

29. Save your document as a web page (file save as)



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- Guide teachers or students to access this resource from the teach-ict.com site
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- Republish this resource on the internet

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