



## Work Area 9: ICT SKILLS

### Unit 3.14: USING WORD PROCESSING SOFTWARES TO PRODUCE NON-ROUTINE DOCUMENTS

- **LO77: Demonstrate ability to use Word Processing techniques at an intermediate level to produce non-routine documents.**



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# Module Details

Work Area Code:	9
Work area title:	ICT SKILLS
Unit Code:	3.14
Unit Title:	USING WORD PROCESSING SOFTWARES TO PRODUCE NON-ROUTINE DOCUMENTS
Learning Outcomes Nos:	LO77
Learning Outcomes titles:	<ul style="list-style-type: none"><li>Demonstrate ability to use Word Processing techniques at an intermediate level to produce non-routine documents</li></ul>
Recommended Duration:	5 hours
Trainer:	

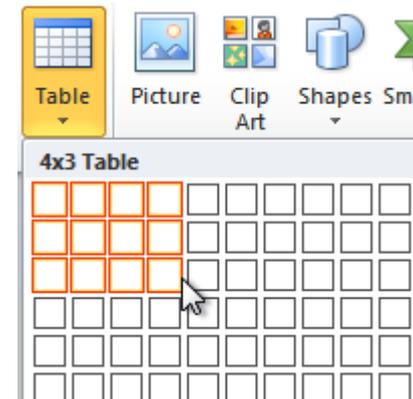


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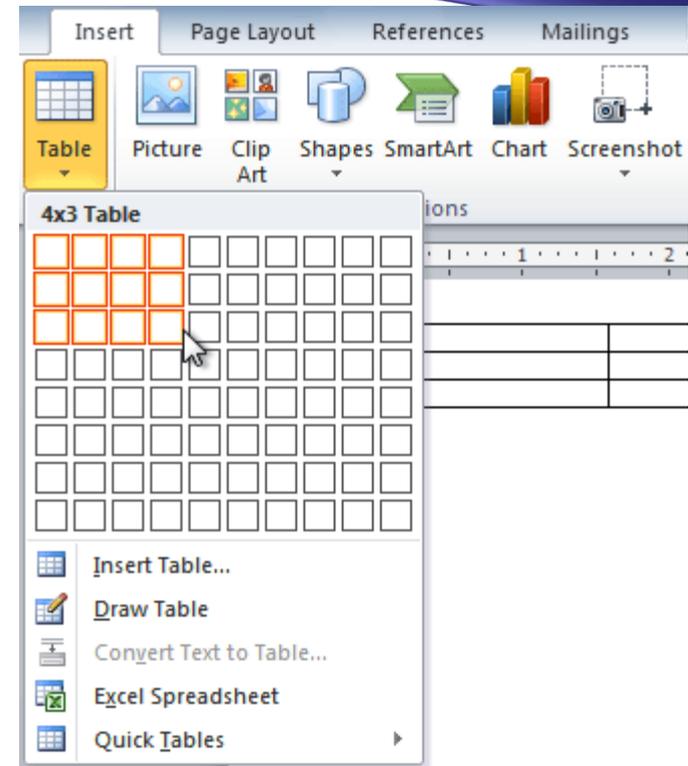
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- Introduction
- A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.
- In this lesson, you will learn how to convert text to a table, apply table styles, format tables, and create blank tables.

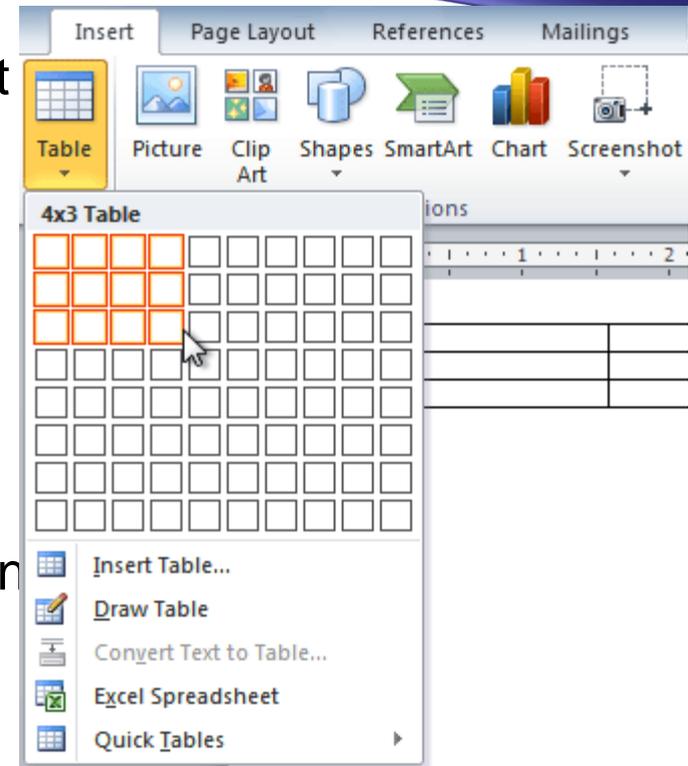


- Inserting and modifying tables
- Place your insertion point in the document where you want the table to appear.
- Select the Insert tab.
- Click the Table command.
- Hover your mouse over the diagram squares to select the number of columns and rows in the table.
- Click your mouse, and the table appears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



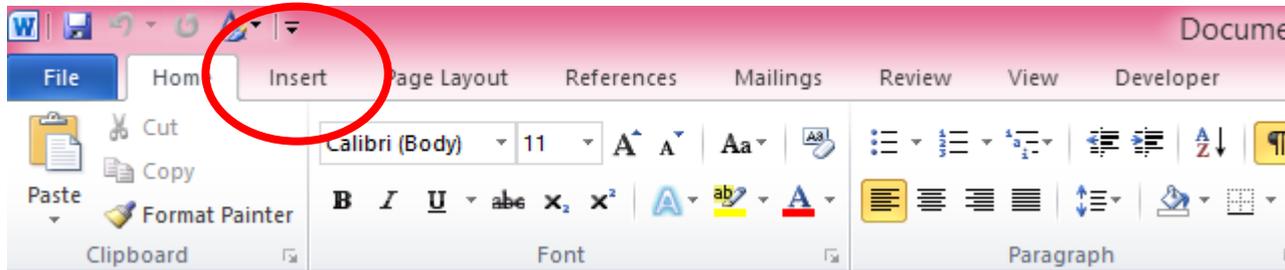
- Inserting and modifying tables

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

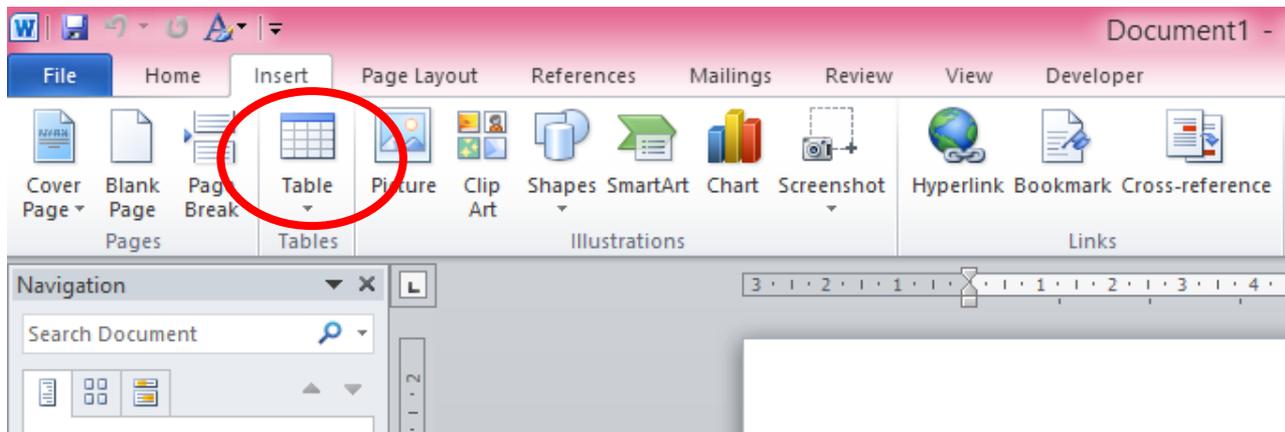


# Creating tables in Word

## 1. Go to Insert



## 2. Choose → Table

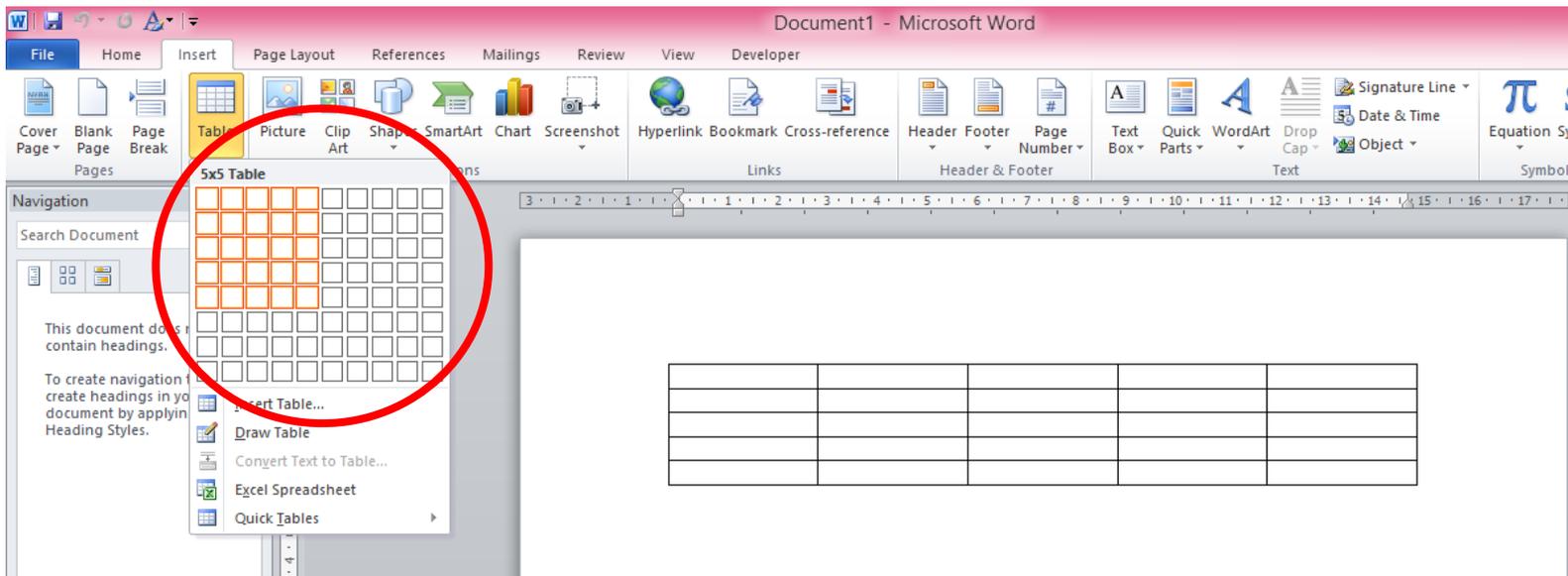


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## 3. Choose as many rows and columns as you need



# And there's your table!



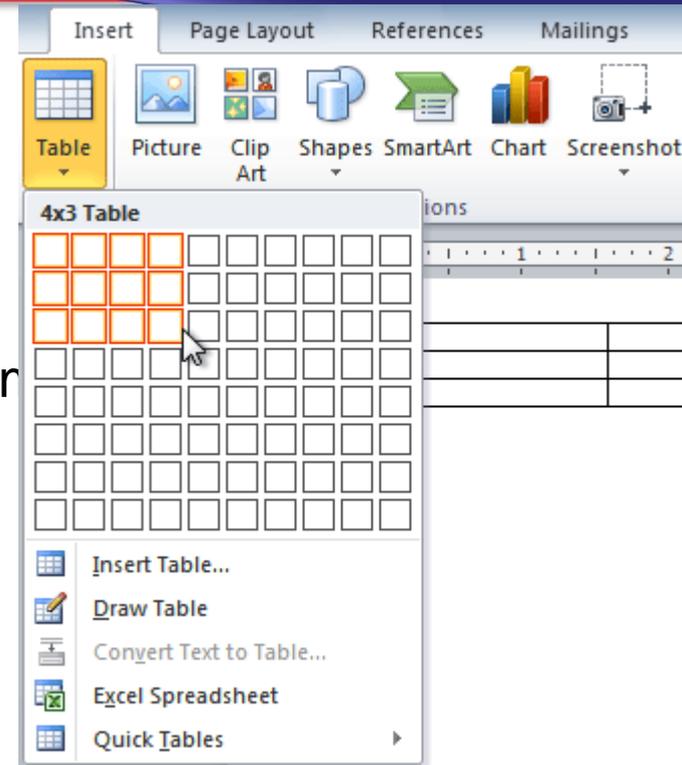
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To convert existing text to a table:

- 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.

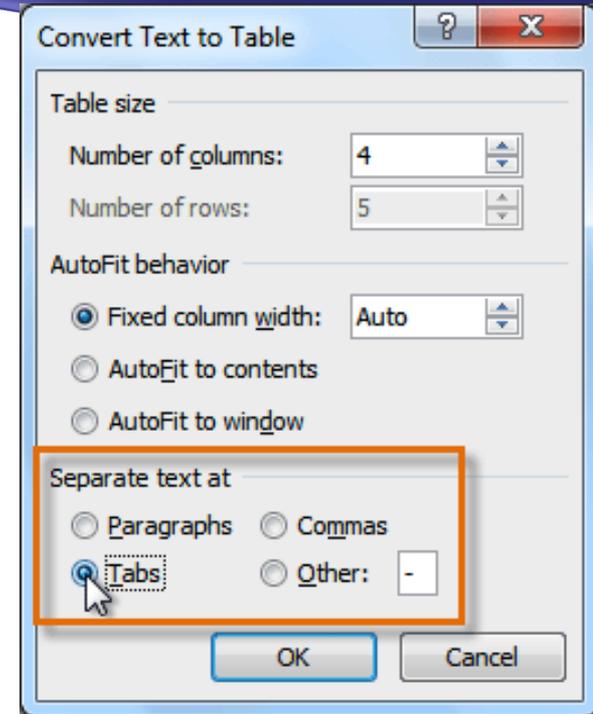


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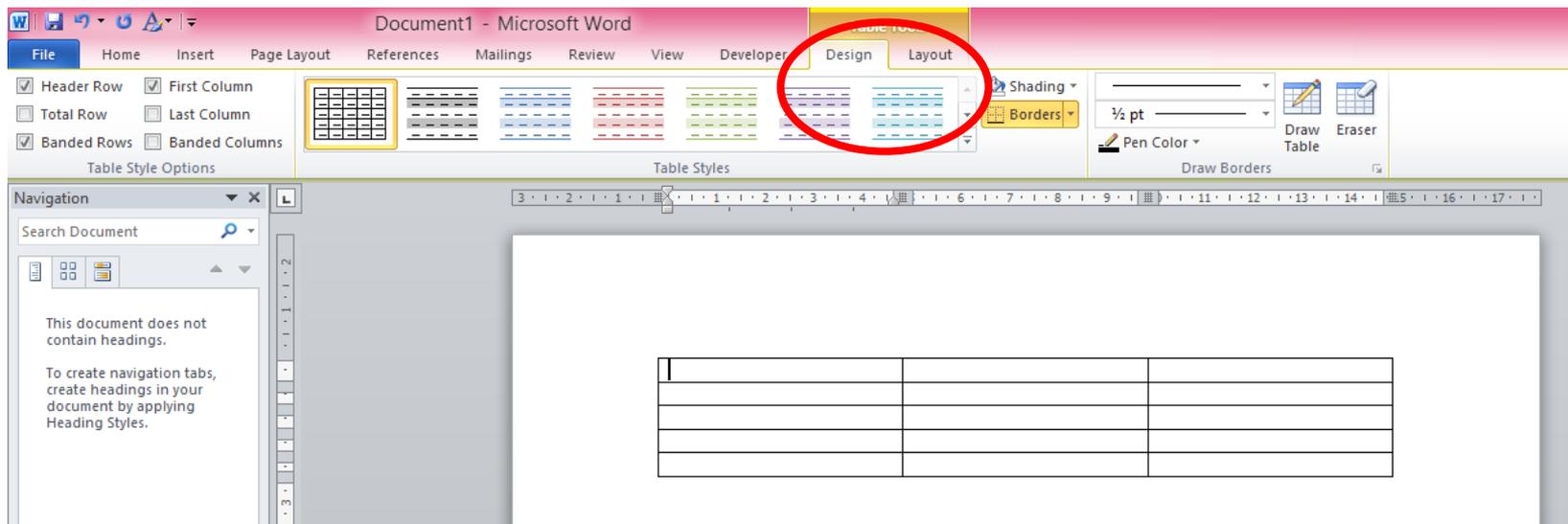
- Inserting and modifying tables
- Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.
- Click OK. The text appears in a table.



Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

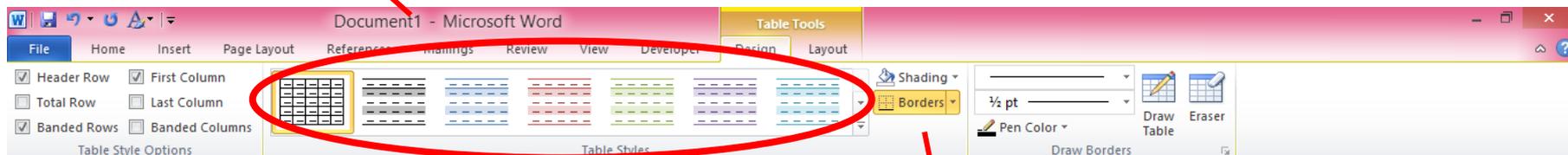
# Customising your table

- 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

## Colour schemes



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



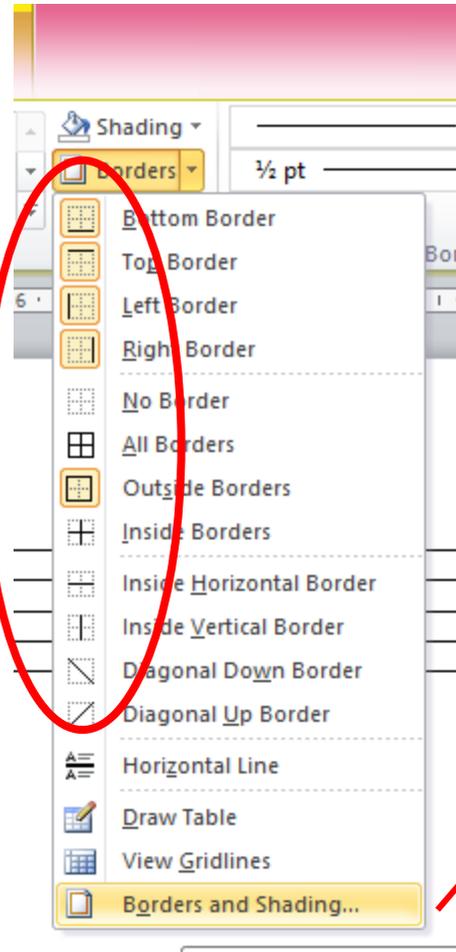
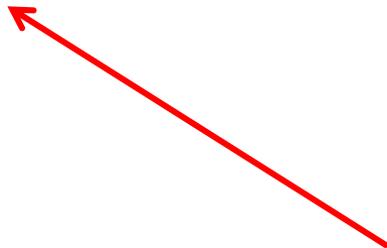
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# Borders customisation

Visibility of different borders



More options (next slide)

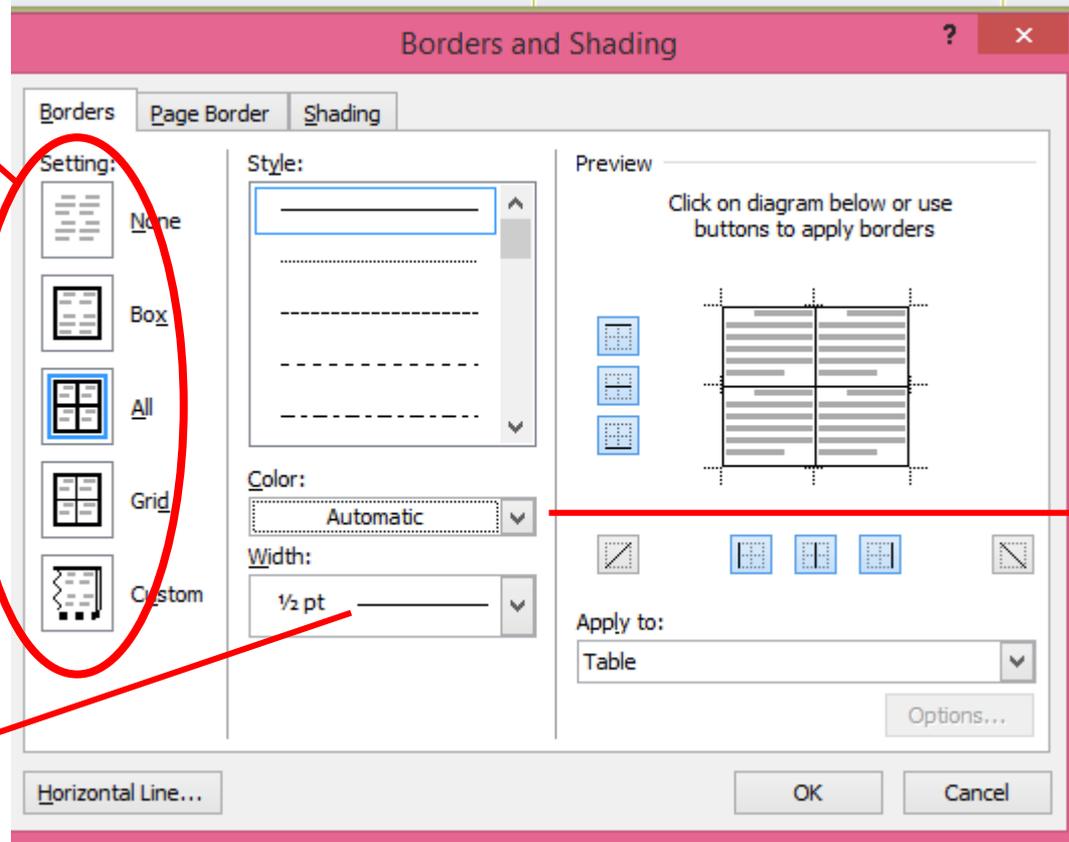


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How many borders visible?



borders thickness

borders colours



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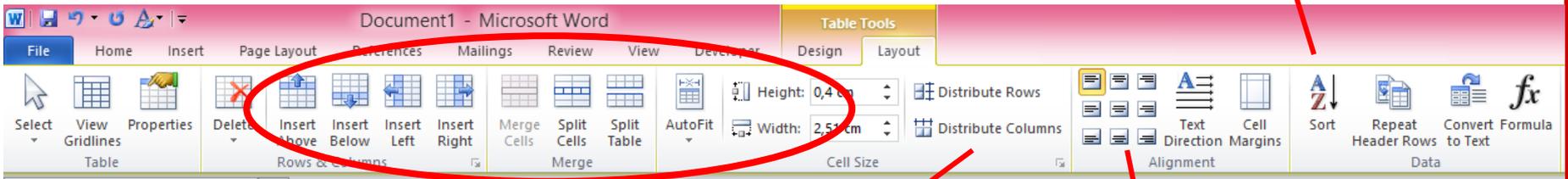
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# Customising your table: Layout tab basics

**Insert new rows/columns, splitting cells, table, autofit**

**Sorting alphabetically or otherwise**



**Distribute selected rows and columns evenly**

**Text positioning**

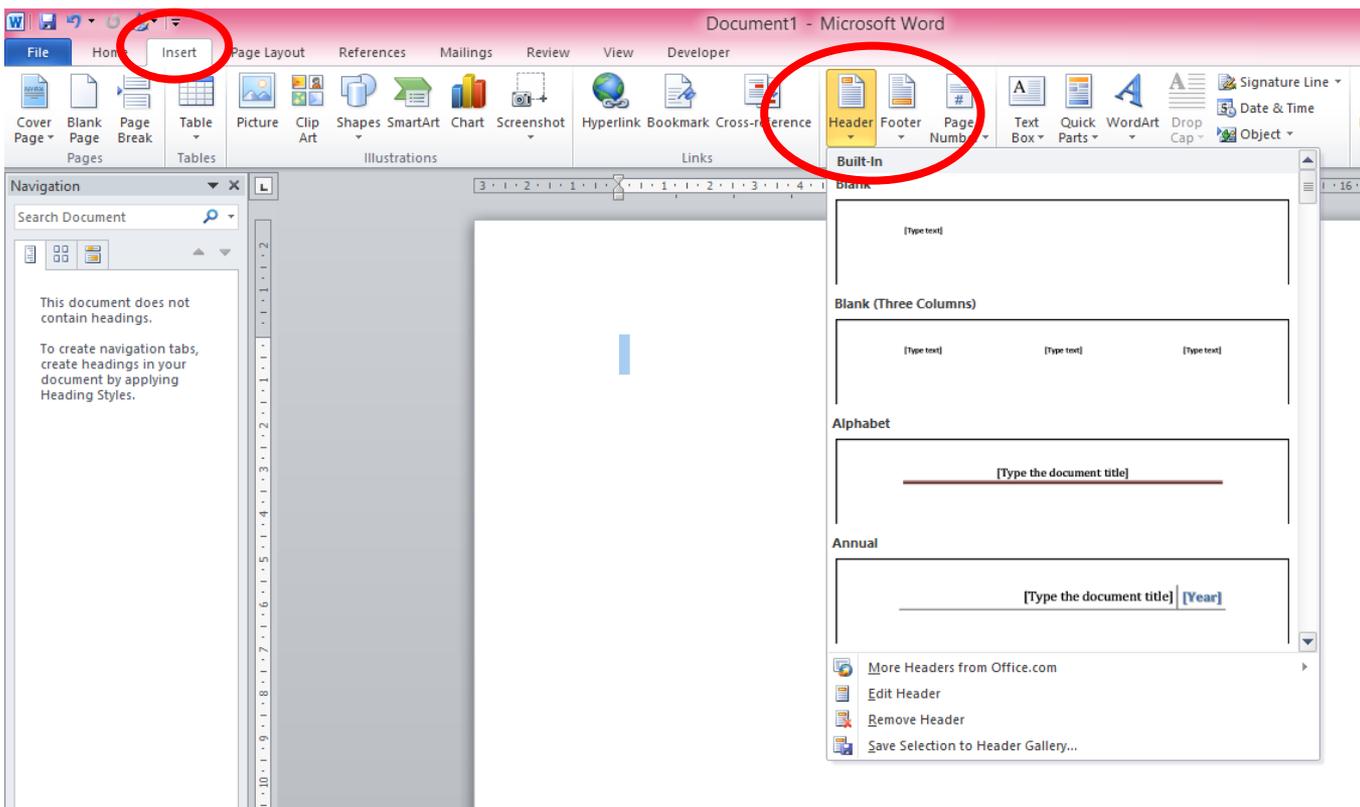


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# Headers and footers



**1. Again,  
go to  
Insert,  
choose  
header or  
footer**

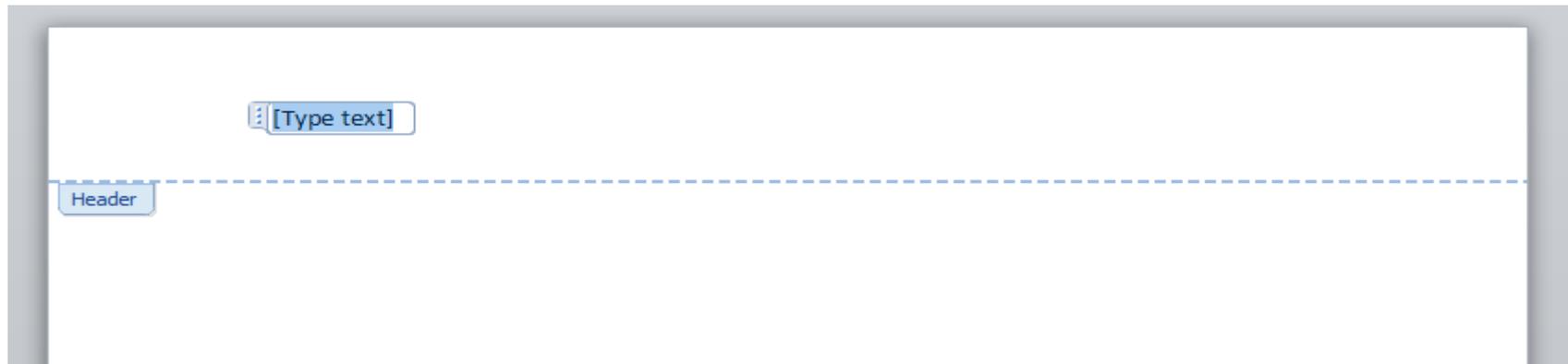


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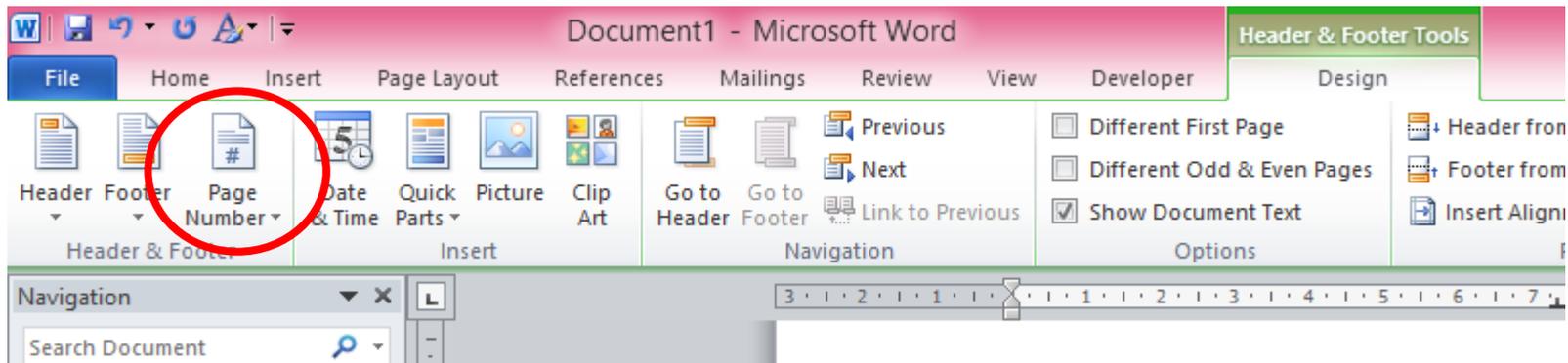


- If you choose the first option, this will happen:



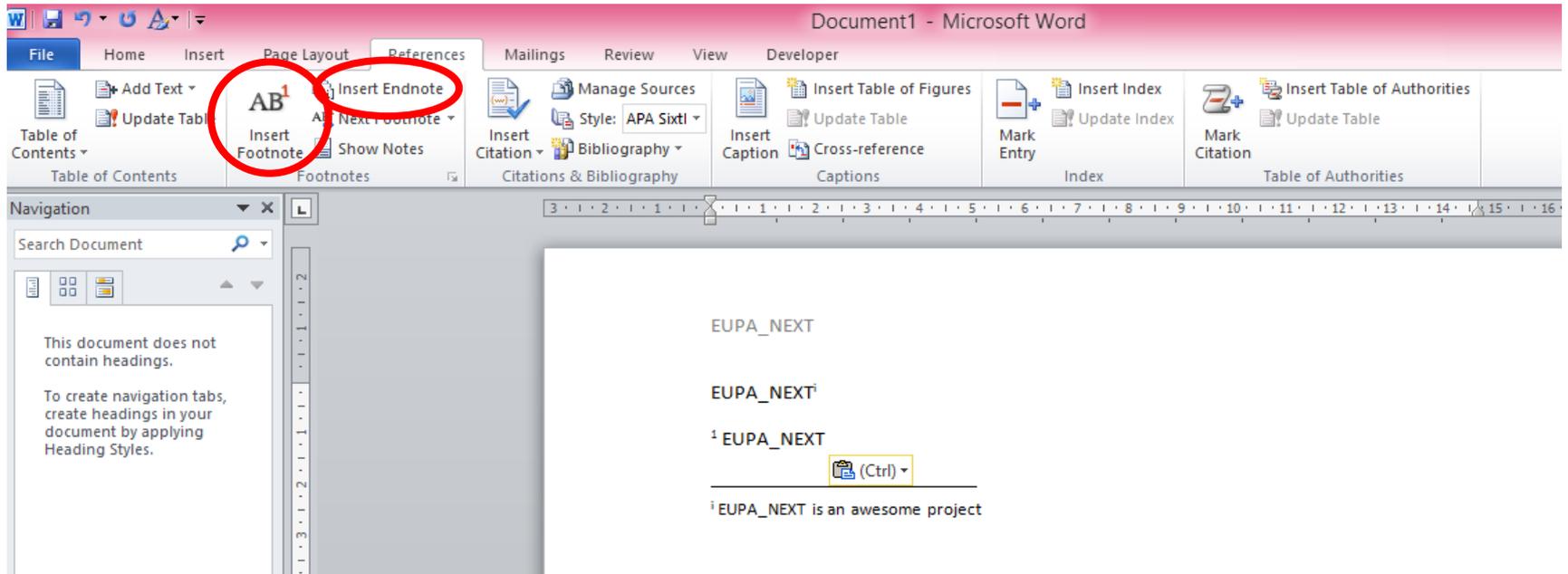
- You can type there and the text will appear in every page of the document or section
- Remember, you can access header or footer by double clicking also

- 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

1. Go to references tab
2. Choose footnotes or endnotes
3. Note that the number will appear wherever the cursor is located!

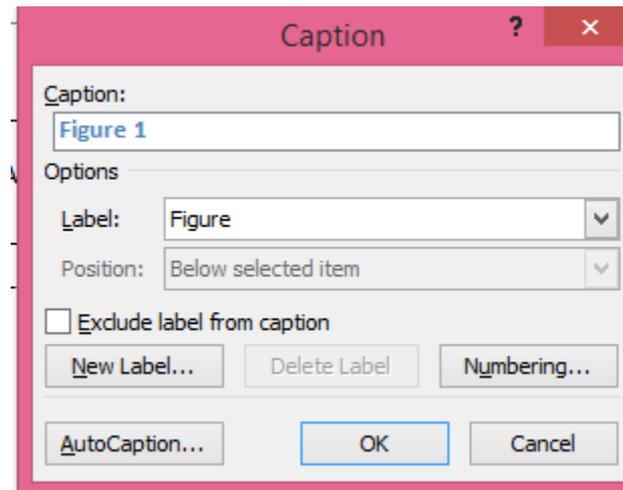


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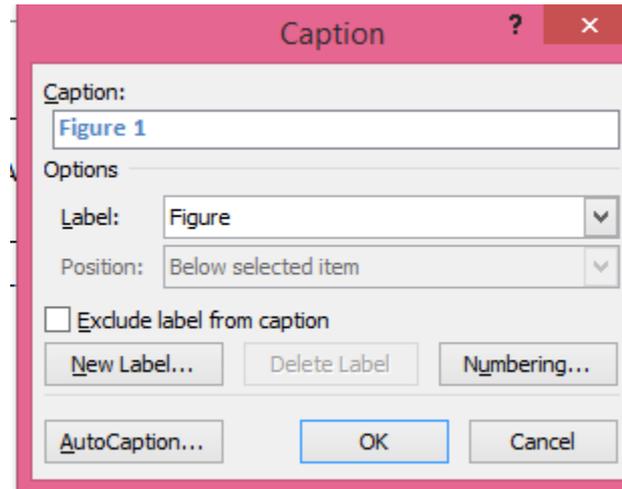
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- You can enter captions in order to indicate the location of a figure, table, or graph
- Stay on references tab and click on insert caption
- This will appear:



- You can type the name of the object in the “caption” window
- First, you need to select the type by selecting the drop-down 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 that 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

The screenshot shows the Microsoft Word interface with the 'Mailings' ribbon selected. The 'Start Mail Merge' button is highlighted, and its dropdown menu is open, showing options: Letters, E-mail Messages, Envelopes..., Labels..., Directory, Normal Word Document, and Step by Step Mail Merge Wizard... The background shows a table with 5 columns and 3 rows.

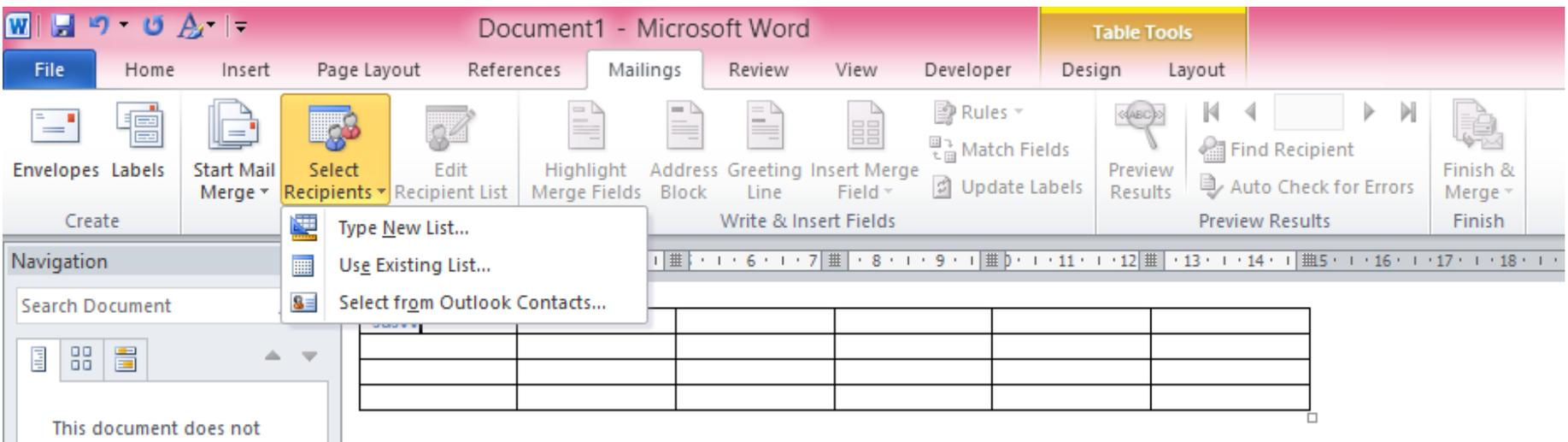



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## 2. Select recipients



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

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1

New Entry Find... Delete Entry Customize Columns... OK Cancel

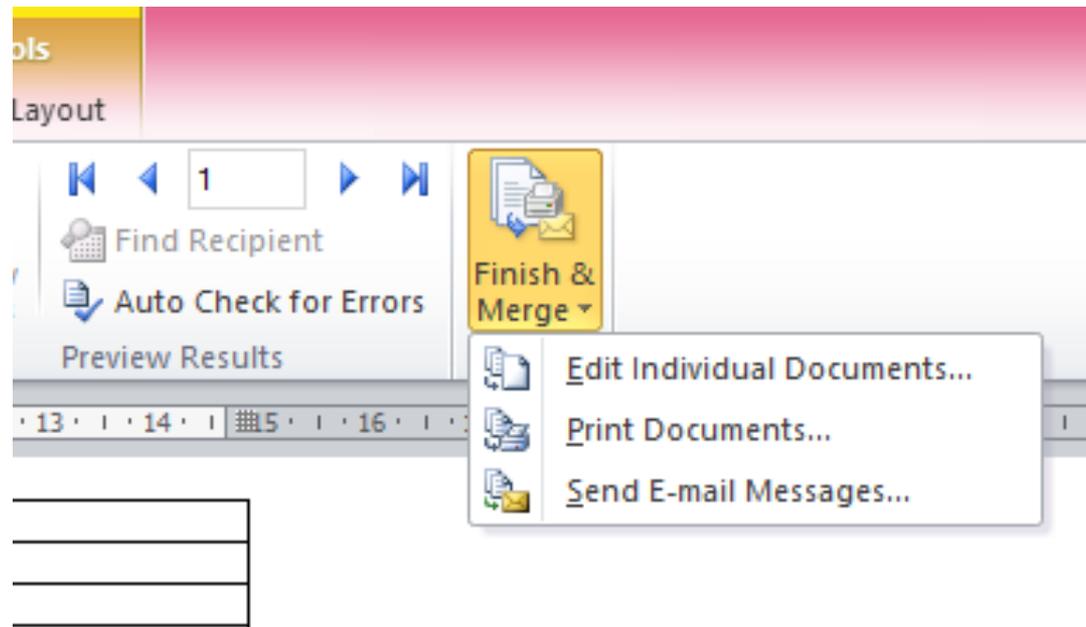


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4. Lastly, click on “finish and merge” and choose accordingly

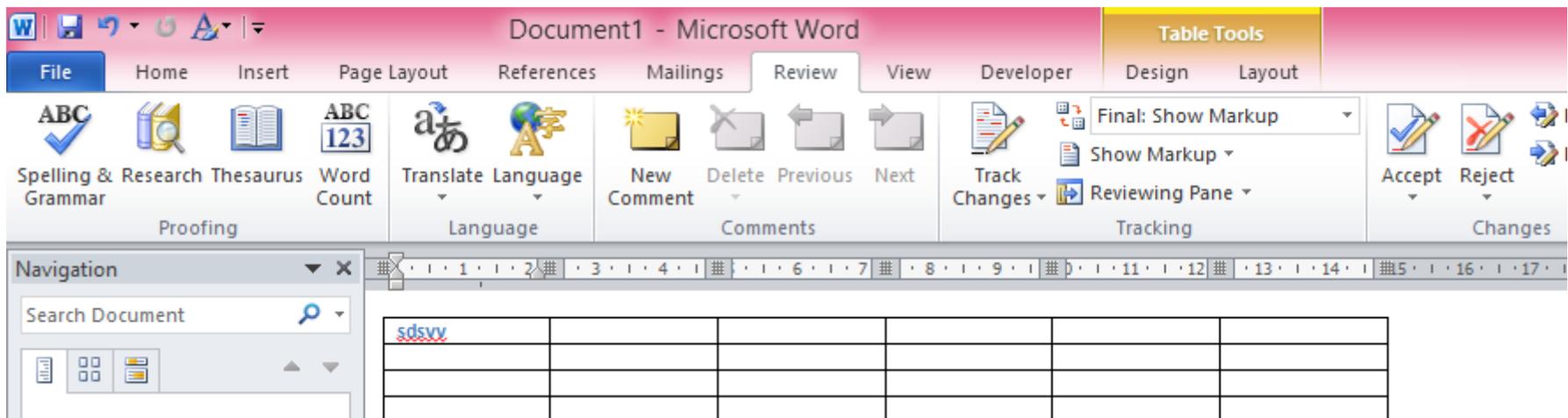


# Spelling and grammar

Did you notice that the word “sdsyv” is underlined with a curly red line? 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



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## 2. Choose spelling and grammar

The mistaken word (hause)

Suggestions of similar correct words

The language of the dictionary (you can change it by clicking on the arrow)

autocorrect



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# Methodological tool

## Creating your own document

EUPA\_LO77\_M\_01



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- How can we include a footnote in a word document?
- How can we draw a table?
- What are the necessary functions of word for the production of non routine documents?



- Tables
  - Drawing tables
  - Designing tables
  - Changing the layout
- Spelling and grammar.
  - Applying a spelling check in a document
  - Autocorrecting mistakes
- Footnotes and endnotes
  - Inserting footnotes and endnotes
- Captions
  - Inserting captions





# Well Done!

# You have completed this unit



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