

#### 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

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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:	L077
Learning Outcomes titles:	Demonstrate ability to use Word Processing techniques at an intermediate level to produce non-routine documents
Recommended Duration:	5 hours
Trainer:	



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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.





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- 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.

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- 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.

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#### Creating tables in Word

#### 1. Go to Insert

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#### **2.** Choose $\rightarrow$ Table





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#### Creating tables in Word

#### 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 r 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

Convert Text to Table	8 ×
Table size	
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Number of rows:	5
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#### Customising your table

- Customise your table through the "design" and "layout" tabs
- You can change colours, text positioning, sort information and even include formulas

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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

🖄 Shading 🔻 ½ pt ders 💌 ttom Border Top Border Left Border Righ Border No Border  $\square$ All Borders Outside Borders -----Ŧ Inside Borders Inside Horizontal Border \_\_\_\_ Inside Vertical Border Dagonal Down Border Diagonal Up Border <u>A</u> Horizontal Line Draw Table View Gridlines Borders and Shading...

More options (next slide)



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## Borders

#### How many borders visible?





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#### Headers and footers

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1. Again, go to Insert, choose header or footer  $\mathbf{M}$ 

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

	[[Type text]	]
Header		

- 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



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## 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





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#### Endnotes and footnotes

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

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## 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:

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### Captions

- 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, y clicking th "new label" button

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#### Mail merge

- 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 tha 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.



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#### 1. Choose type of document

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### Mail merge

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#### 2. Select recipients

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### Mail merge

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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"

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Type recipient information in the table. To add more entries, click New Entry.												
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# 4. Lastly, click on "finish and merge" and choose accordingly





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#### Spelling and grammar

Did you notice that the word "sdsvv" 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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### Spelling and grammar

#### 2. Choose spelling and grammar





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#### Creating your own document









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Methodological 1001

#### Questions

- 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?



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- 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

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# Well Done! You have completed this unit



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