
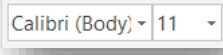


Word Processing Task – Covering the Basics

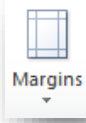
1. Set proofing language to English (United Kingdom)

Tab	Group	Command	Comments
Review	Language		Select Set Proofing Language... Select English (United Kingdom)


2. Select **Ctrl + A** on the keyboard to select the entire document and change the font style

Tab	Group	Command	Comments
Home	Font		Select suitable font – remember Marjon housestyle is Arial or Calibri – 12pt


3. Change margins

Tab	Group	Command	Comments
Layout	Page Setup		Select Custom Margins... from the drop down list and enter measurements

4. Change line spacing

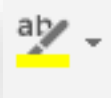
Tab	Group	Command	Comments
Home	Paragraph		Select 1.5 or 2.0

5. To check that each paragraph starts on a new line, turn on the **Show/Hide** command

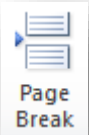
Tab	Group	Command	Comments
Home	Paragraph	Show/Hide 	The Show/Hide button displays all the non-printing characters such as a space, line-space, page break, etc.

There should be a paragraph symbol at the end of each paragraph – you can also check your document for inconsistent spacing. Leave the Show/Hide command on for the rest of the exercise.

6. To remove shading from text


Tab	Group	Command	Comments
Home	Font		Select No Colour

7. Page breaks are usually inserted before main headings. To insert a **page break**


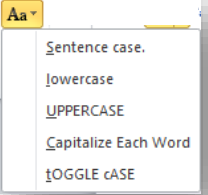
Tab	Group	Command	Comments
Insert	Pages		Place the cursor in front of the words and select the Page Break command (do NOT use BLANK PAGE)

To remove a page break – select the page break (highlight it) and delete.

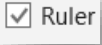
8. Indent quotes – select the text

Tab	Group	Command	Comments
Home	Paragraph	Select the dialogue box launcher 	Alignment: Centre Indentation: Left 1cm, Right 1cm (Special: None) Spacing: Before 12pt, After 12pt Line spacing: Single

9. Change case of text - Note: you will need to highlight the text before applying the Change Case command.

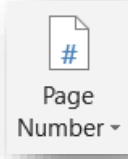
Tab	Group	Command	Comments
Home	Font	Change Case 	Choose from the selection provided 

10. View the ruler

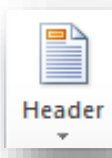
Tab	Group	Command	Comments
View	Show		Tick in the Ruler box

and refer to instruction 8 above – the Indentation should be **Left:** 0cm, **Right:** 0cm for normal paragraphs

11. Insert page numbers

Tab	Group	Command	Comments
Insert	Header & Footer	 Page Number ▾	Select the appropriate location for your page numbers

12. Insert information in the header (select **Add a Footer** if you want to enter information in the footer).

Tab	Group	Command	Comments
Insert	Header & Footer	Add a Header 	Select Edit Header – align the cursor to the correct location before typing. Alternatively pressing the Tab key on the keyboard will move the cursor to the centre, press Tab again to move to the right of the document header – this will allow you to insert all three alignments in one line.

13. Reports generally have headings in the following order: Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, Recommendations, References, Appendices

Note: you may not include all headings in your report

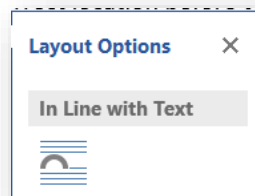
14. To insert a chart, open the chart in Excel:

Select the chart and **copy**. Return to the Word document and **paste**.

15. To check that the chart has correct wrapping, click on the chart and select the **Layout Options** command that appears next to the chart



Select **In Line with Text**

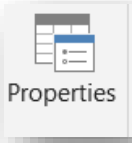


Note:

All object placed in a document (table, image, chart or diagram) must have this type of Text Wrapping.


16. To ensure tables are not wrapped, select the entire table by clicking on the handle that appears on the top left of the table when you click on it



Tab	Group	Command	Comments
Table Tools/Layout	Table	 Properties	From the Text wrapping section, select None

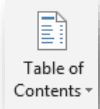
17. Before inserting a contents page, you will need to apply a specific text style to headings.

Apply the style **Heading 1** to each heading of the document.

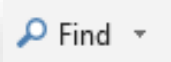
Tab	Group	Command	Comments
Home	Styles	 AaBbCc Heading 1	Find the style in the gallery and click on the Heading 1 style.

If the style is not suitable, right-click on the Heading 1 style and select **Modify**. Change the font specifications to a style of your choice.


To insert a table of contents, go to the first page (preferably insert a new page before the first page)

Tab	Group	Command	Comments
References	Table of Contents	 Table of Contents ▾	Scroll down to select Custom Table of Contents...


18. Use the **Find** command to find specific text in the document.

Tab	Group	Command	Comments
Home	Editing	 Find ▾	The Find command will appear in the Navigation section on the left. Enter your text and press the return key to find multiple instances of your text

19. Select all your references

Tab	Group	Command	Comments
Home	Paragraph		Highlight the text you wish to sort. Select the Sort by option as Paragraph – you can sort in ascending or descending Note: if using to sort References or Bibliographies, ensure that you have not pressed the return key in the middle of your reference – the Show/Hide button will help you to identify this (see number 5 to display Show/Hide).

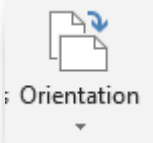
20. To apply a hanging indent, select the text required

Tab	Group	Command	Comments
Home	Paragraph	Select the dialogue box launcher 	Alignment: Left Indentation: Left 0cm, Right 0cm Special: Hanging Spacing: Before 0pt, After 12pt Line spacing: Single


21. To set the document in landscape orientation you will need to insert a **Next Page Section Break**

Tab	Group	Command	Comments
Layout	Page Setup		Select Next Page from the Section Breaks

Place the cursor in the new page, to make landscape


Tab	Group	Command	Comments
Layout	Page Setup		Select Landscape

22. Insert image.

Tab	Group	Command	Comments
Insert	Illustrations		Select an image that is saved on the network

23. Save the document in your N drive and close the document.

Here are some shortcuts:

Select a word	Double click in the word
Select a sentence	Hold down the Control key and click anywhere in the sentence
Select a paragraph	Double click in the left margin area of the paragraph
Select entire document	Control + A
Go to the end of a document	Control + End
Go to the beginning of a document	Control + Home
Make text bold, italic or underlined	Select the word and select Control + B for bold, Control + I for Italic or Control + U for underline – if you are applying this to a single word only you don't even need to highlight it! Just place the cursor in the word and use the shortcuts
Insert page break	Control + Enter
Create a soft-carriage return	Shift + Enter
Insert acute accents	Hold down Alt Gr key (right of spacebar) whilst clicking on the letter required (á é í ó ú)
Leave a space between bulleted and numbered lists	Insert a soft-carriage return (Shift + Enter), or amend the Spacing Before, After a paragraph
Minimize and maximise the ribbon	Click on  to minimise the ribbon or double-click on a tab to expand the ribbon
To view the ruler	Go to the View tab/ Show group and tick in the box for Ruler
Apply double-line spacing to a paragraph	Place cursor in the paragraph and press Ctrl+2 on the keyboard
Apply Single-line spacing to a paragraph	Place cursor in the paragraph and press Ctrl+1 on the keyboard