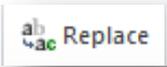


Word Processing Tasks

Session 2

1. Open the document named **Capital** – we worked on this document in Session 1.
2. Go to page 3 and within the first paragraph create a new paragraph from the sentence starting with: **Many organisations feel they need the security...**
3. On the same page go to the fourth paragraph starting with **The amount of money sought to be raised...** and join this to the paragraph above.
4. Find all instances of the text **committee** and replace with the text **Committee**.

Tab	Group	Command	Comments
Home	Editing	 Replace	Important: remember to click on the More option and select Match case – select Replace All

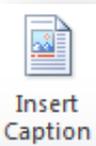
5. Apply **spellcheck** to the document and correct any spelling mistakes avoiding Proper nouns; spelling mistakes appear in red, grammatical mistakes are green.

Tab	Group	Command	Comments
Review	Proofing	 Spelling & Grammar	Ensure the cursor is at the beginning of the document before you start your spell check

6. Go to page 1 and place the cursor below the first paragraph. Ensure there is a clear line-space after the paragraph and insert the image named **committee.jpg**

Tab	Group	Command	Comments
Insert	Illustrations	 Picture	Find the image from the N drive

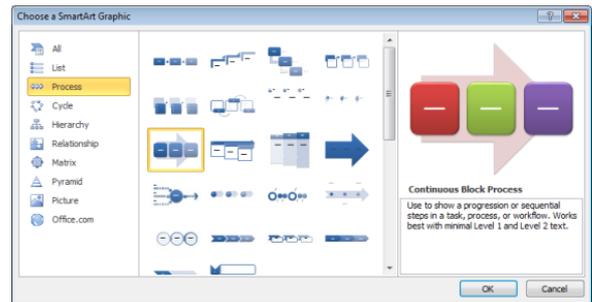
7. Centre the image on the page. Insert an appropriate caption for the image. Ensure there is a clear line-space below and after the image. **Centre-align** the image.

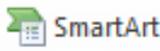
Tab	Group	Command	Comments
References	Captions	 Insert Caption	Ensure you select the Figure caption – and that it appears below the image. Ensure the text explains exactly what the caption includes (in other words if the picture disappeared would the caption explain what it was?) You can also right-click the image/chart/shape to insert a caption.

8. Go to page 4 and insert a chart just below the bulleted text. The chart can be found in the Excel document named **Budget.xls**. You will have to open the chart in Excel, then copy and paste the chart into the Word document. Centre-align the chart and ensure there is a clear line-space above and below the chart.
9. Insert an appropriate caption for the chart.
10. Go to the end of page 3 and use the command to insert **SmartArt** just below the paragraph. Choose the Process category and select the option for **Continuous Block Process**.

Insert the following for the bulleted text:

- Assess**
- Determine**
- Produce**
- Submit**



Tab	Group	Command	Comments
Insert	Illustrations		As shown in the image above, select Process and then find the Continuous Block Process template

11. Centre align the graphic on the page. Insert a suitable caption for the SmartArt image.
12. Change all instances of **Heading 2** text to **Heading 1**.

This can easily be done by using the **Navigation Pane** on the left. If you can't already see the Navigation Pane do the following:

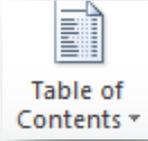
Tab	Group	Command	Comments
View	Show	<input type="checkbox"/> Navigation Pane	Tick in the Navigation Pane box – the pane will appear on the left side of the document

13. Go through the document and see if there are any rogue empty pages. Also check to see if you may need to resize any of the images to allow the flow of pages to be appropriate. You may need to delete a page break.

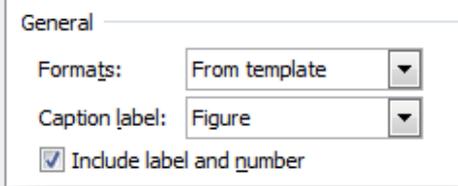
Save your document.

14. Insert a new blank page at the beginning of the document. Type the text **Table of Contents** (in bold) and press the enter key two times.

Insert a table of contents below the heading **Table of Contents** on page 1.

Tab	Group	Command	Comments
References	Table of Contents		Select the option Insert Table of Contents... The text styles Heading 1 , Heading 2 and Heading 3 should be picked up in the dialogue box. Click OK Note: this only works if you have applied the Heading 1, 2 or 3 text styles to the text.

15. Press the Enter key a few lines below the Table of Contents and type the text **Table of Figures**. Insert a table of figures below the heading **Table of Figures** on page 1.

Tab	Group	Command	Comments
References	Captions		Ensure the Caption label is set to Figure - this option should be selected by default.  Click OK Note: this option only works if you have inserted the captions for the figures correctly.

16. Insert a new page at the end of the document and enter the title **Appendix A – New Members**. Apply the **Heading 1** text style to this title. Press the enter key once.

17. Copy and paste the table found in the document named **Contacts.docx** onto this new page. You will need to open the Word document and use the copy/paste option.

18. Delete the **initials** column in the table and change the font style and size of the table to **Calibri 11**.

19. Resize the columns so that the table fits on the page. Make the first row **bold** and change case to **Capitalise Each Word**.

20. Change the Heading **Bibliography** on page 7 to **References**.
21. Change the text in one of your captions so that it reads differently.
22. Ensure each heading starts on a new page (use Page Breaks).
23. Return to page 1 and refresh the **Table of Contents** and the **Table of Figures** to ensure the new changes are reflected in both sections.

Tab	Group	Command	Comments
References	Table of Contents		<p>Select option to Update Entire Table</p> <p><i>or</i></p> <p>Alternatively click anywhere in the table of contents and it will be highlighted in grey. Right-click and select Update Table and click the option to update entire table.</p> <p><i>also</i></p> <p>Alternatively click on the table of contents to select (grey highlight), select the F9 button on the keyboard and click the option to update entire table.</p>

24. Save and close the document.