

Section 2

Enter and Amend Data

By the end of this Section you should be able to:

Insert and Delete Text and Numbers

Cut, Copy and Paste Text

Move Text

Check Spelling and Grammar

Add Headers and Footers to Documents

Protect Files

Use English Date Formats

Work with and Update Fields

Exercise 11 - Entering Text and Numbers

Guidelines:

One of the most widely used applications on computers is **word processing**. The following sections of this guide are concerned with one of the most popular word processing applications, *Microsoft Word*, starting with the process of data entry.

The keyboard is called an **input device** because it is used to input information to the computer. In a word processing application, any key pressed on the keyboard will appear in the document at the **Insertion Point**, where the cursor flashes. Each letter, number or symbol typed in is called a **character**.

The cursor can be moved by clicking the mouse pointer or by using the arrow keys on the keyboard. Text is entered at the cursor position, when the edge of the paper is reached, the text automatically wraps to the next line. Only press <Enter> if a new paragraph is to be started, or a new line is required before you reach the end of the current one. If a capital letter or a symbol at the top of a key, e.g. %, £, @, ?, is required, hold down the <Shift> key while typing it.

Actions:


1. Start *Word 2010* by selecting **Start** then **All Programs** then **Microsoft**

Office and clicking 

2. Enter the following text. Type carefully and accurately to try and avoid any mistakes:

Do you need help with I.T? CIA Training Ltd is a specialist computer publishing company, based in the north east of England. It has been trading for over twenty years and has recently moved to new, larger premises in Sunderland.

The company is a major producer of Open Learning materials for computer software. More details are available by telephoning (0191) 549 5002. Alternatively, you can e-mail us at info@ciatraining.co.uk.

3. To save the new document, click the **File** tab,  and select **Save As**.
4. Navigate to the **Unit 1 Word 2010 Data** folder, a subfolder of **Unit 1 Windows 7 Data**.
5. Enter the name **IT Specialists** in the **File name** box and click **Save**.
6. Close the document by clicking the **File** tab and selecting **Close**.
7. Leave *Word* open for the next exercise.

Exercise 12 - Inserting and Deleting Text

Guidelines:

Both the mouse and the cursor keys can be used to move the insertion point. Mistakes can be erased, or text inserted wherever required.

Actions:

1. Open the document **Theft**. This document can be found in the folder **Unit 1 Word 2010 Data**, which is a subfolder within the **Unit 1 Windows 7 Data** folder. All documents and associated files for this part of the guide will be found here.
2. Click in the word **eleven** in the second sentence of the first paragraph.
3. Characters to the left of the cursor are deleted by pressing the **<Backspace>** key and characters to the right of the cursor are deleted using the **<Delete>** key. Delete the word **eleven** using these key presses.
4. In its place, type in **twelve**.
5. To see another method of replacing text, double click in the word **Hall** in the first paragraph. If this is done correctly, the whole word will be highlighted.
6. Type the word **Manor**. Whatever is typed will completely replace all of the existing highlighted text.
7. Make the following alterations to the document, by inserting and deleting text as necessary. Second paragraph, first sentence: insert a space in **eachcase**.
8. Second paragraph, first sentence: change **wood stolen** to **wood has been stolen**.
9. Third paragraph, last sentence: change **continues** to **is continuing**.
10. Save the document as **Solved**.
11. Close the document.



Exercise 13 - Cut, Copy and Paste

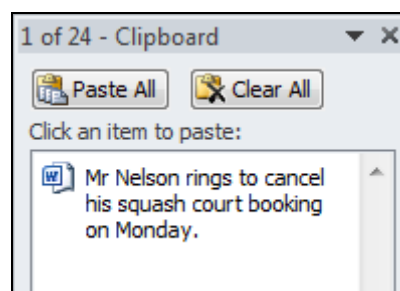
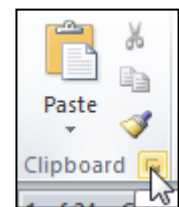
Guidelines:


The **Cut**, **Copy** and **Paste** commands allow text to be moved around a document, from one place to another, quickly and easily. When text is cut, it is removed from its original location; when copied, the original is untouched.

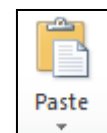
When copied or cut, text is placed in a temporary storage area known as the **Clipboard**. Up to **24** cut or copied items can be held on the **Clipboard** when it is displayed.

Actions:

1. Open the document **Organiser**.
2. Make sure the **Clipboard** is visible. If not, click the **Clipboard** dialog box launcher at the bottom of the **Clipboard** group on the **Home** tab.
3. Because the **Clipboard** is shared between all *Office* applications, there may already be some items on it. If so, click the **Clear All** button, .
4. Click and drag to highlight the first sentence **Mr Nelson rings...** and click the **Cut** button, . An icon representing the cut text appears on the **Clipboard**.



5. Move the cursor to the end of the document and start a new line.
6. Click the **Paste** button to place the cut text at the insertion point.
7. Select the sentence which is now at the top of the page: **John Weston wants....**
8. Click the **Copy** button, . The copied text is placed on the **Clipboard**, above the first item. Filling the **Clipboard** in this way is known as **Collect and Paste**.


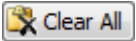



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Exercise 13 - Continued

9. Paste this text at the end of the document, by clicking the first item in the **Clipboard**. Notice how the original text is untouched.
10. Continue to **cut** another 6 items from the top of the page in a random order.



11. Position the cursor at the end of the document and select **Paste All**,  in the **Clipboard**.
12. All the items, including the 2 pasted earlier, will be pasted back into the document in the order they were added to the **Clipboard**.
13. Items can easily be deleted from the **Clipboard**. Click the **Clear All** button, .
14. Close the **Clipboard**, .
15. Close the document without saving.

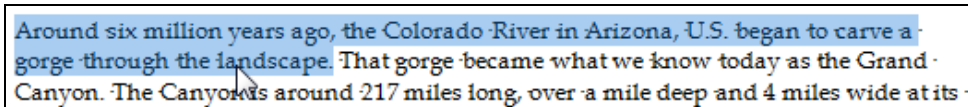
Exercise 14 - Moving and Copying Text


Guidelines:

The **Drag and Drop** facility speeds up the process of moving text from one location to another within a document. It is best used to move small amounts of text, cut and paste works better with larger areas.


Actions:

1. Open the document **Grand Canyon**.
2. Select the first sentence and move the mouse over the text until it becomes an arrow.



3. Click and hold down the mouse button, then drag the mouse to the end of the text. As the text is being dragged, the cursor becomes  and the **Status Bar** reads **Move to where?**. A vertical line appears where the text will be inserted.
4. Release the mouse to drop the text at the end of the document.

Note: The drag and drop feature becomes drag and copy if the <Ctrl> key is held down

*whilst the text is being dragged. The cursor appears as  and the **Status Bar** reads **Copy to where?***

5. Select the sentence that has just been moved.
6. Hold down <Ctrl> and drag to the beginning of the text before releasing the mouse.
7. The text is copied to the beginning of the document. You may have to insert a space. Check the end of the document for the same sentence.
8. Obtain a printed a copy of the document.
9. Practise moving and copying within this document using this technique.
10. Close the document without saving.

Exercise 15 - Automatic Spell Checking

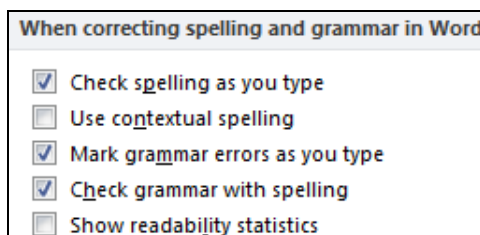
Guidelines:



Word can check your spelling against a large dictionary. Words not in the dictionary can be added but you will not need to do this. There are two main ways of spell checking. Either spell check while typing, or use the **Spelling Checker** on a completed document.

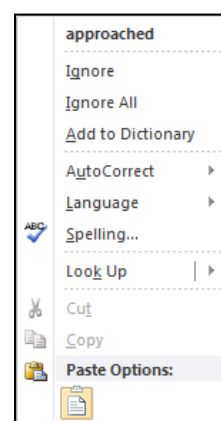
Words not found in the dictionary are shown with a wavy red line underneath. Green wavy lines refer to grammatical errors.

Actions:

1. Open the document **Aliens**. For now, ignore grammatical errors.
2. If there are red and green wavy lines beneath some of the text, then the **Automatic Spelling & Grammar** feature is turned on and you should move to Step 6. If not, carry out the following steps.
3. Click the **File** tab and click **Options**. Click **Proofing** at the left.
4. **Check spelling as you type** should have a check mark against it, as should **Mark grammar errors as you type** and **Check grammar with spelling**. If they don't, click in the appropriate white box to insert the tick.



5. Click **OK**.
6. The quickest way of correcting errors is by using the mouse. Place the mouse over the first item underlined in red, **approached** and click with the right mouse button. A shortcut menu appears with a list of suggestions, in this case there is only one suggestion. The suggestions may be used or ignored.
7. Click with the left mouse button to select the correct suggested spelling. The error is corrected.
8. When text is being entered, a **Spell Book** icon will be shown in the **Status Bar** indicating the current status of the document. If there are mistakes,  appears, if everything is correct,  appears.
9. Continue to correct the spelling errors. One is not a spelling error, but a repeated word, **saw saw**. Select **Delete Repeated Word**.
10. Print the document and close it without saving.



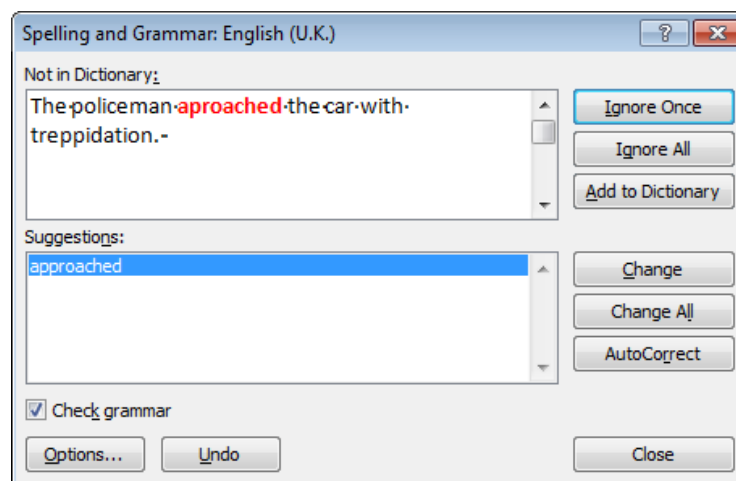
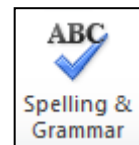
Exercise 16 - Spell Checker

Guidelines:

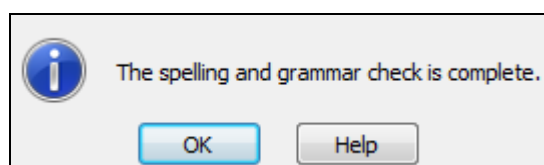
Another way to check spelling is to use the **Spelling and Grammar** dialog box.

Actions:

1. Open the document **Aliens** again. Make the title **Unexplained** bold.
2. Spelling errors are underlined in red and grammatical errors in green. Place the cursor at the beginning of the document, select the **Review** tab and click the **Spelling and Grammar** button. The **Spelling and Grammar** dialog box appears. Ignore any grammatical errors that may appear by clicking **Ignore Once**.



3. The first spelling error is shown in the top area. Suggested alternatives are shown beneath. Errors can be ignored, changed or added to the dictionary. Select the alternative **approached** and click **Change**.
4. Work through the document, making corrections as necessary. **Ignore** the green grammatical errors for the moment. A message appears when the check is complete.



5. Click **OK** and save the document as **Correct** before closing it.

*Note: If the **Suggestions** box does not contain the required word, it may be typed directly to replace the red text in the dialog box, and then **Change** selected.*

*Note: Spell checker only finds words it does not recognise, it will not find mistakes such as **semi detached horse**. It is always advisable to proof read your documents.*

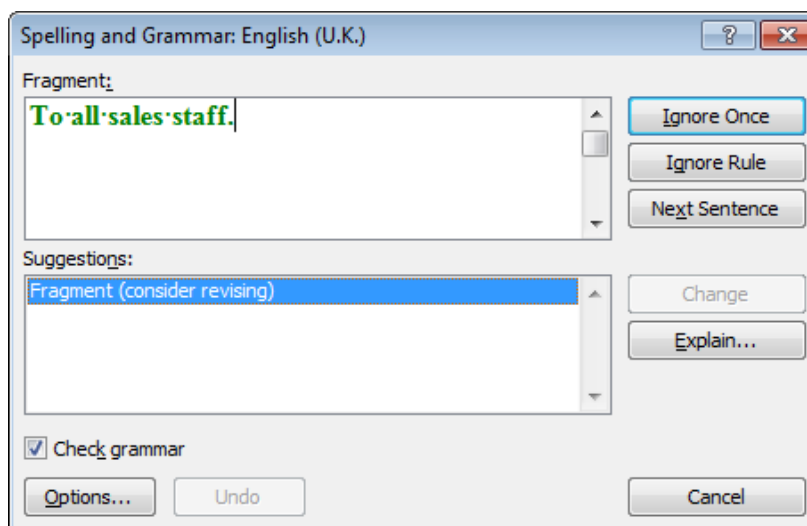
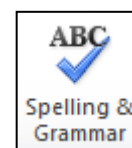
Exercise 17 - Grammar Checker

Guidelines:

Grammar is also checked as text is entered. *Word* makes suggestions which, like spelling suggestions, can be accepted or ignored.

Actions:

1. Open the document **Initiatives**.
2. The grammatical errors are underlined in green (it may take a few seconds for the errors to appear after the file is opened, if they don't appear quickly, double click at the end of the document). Click the **Spelling and Grammar** button on the **Review** tab.



3. Notice how the buttons at the right of the dialog box are slightly different to when spelling is checked. Click **Next Sentence**.
4. The second error finds an extra space before the ?. Click **Change** to accept the suggestion.
5. The third error is a little trickier in that a full stop has mistakenly been placed in the middle of a sentence. Move the dialog box, if necessary, to view the error. Click on the document and delete the full stop. Click **Resume** to continue with the checking.
6. Click **OK** when the grammar check is complete. Check that the **Spell Book** is showing all correct, .
7. Save the document as **Corrected** and close it.


Note: Not all grammatical errors will be found. It is good practice to proof read a document, even after it has been spell and grammar checked.

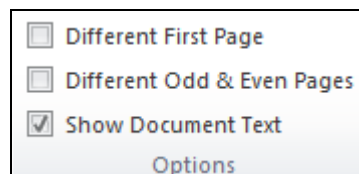
Exercise 18 - Headers and Footers

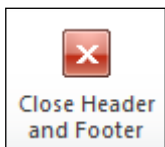
Guidelines:

Headers and Footers are common identification lines at the top and bottom of each page. Such text at the top of a page is called a **Header** and at the bottom, a **Footer**. **Headers** and **Footers** can be added on alternate pages, or the same header/footer can be applied to every page. Special features such as the date, time and page numbering can be added to a **Header** or **Footer**.

Actions:

1. Open the file **Hardware**.
2. Select the **Insert** tab and click **Header**, , then click **Edit Header** to reveal the **Header** area and the **Header and Footer Tools Design** tab.
3. Notice how the main document becomes ghosted. Create a two line **Header** by pressing <Tab> to centre the text, and typing **Computers Today**, <Enter>, <Tab>, **By A Modem**.
4. Check in the **Options** group of the **Design** tab that neither **Different First Page** nor **Different Odd & Even Pages** is checked.



5. Click the **Go to Footer** button to switch to the **Footer**.
6. Add **CLAIT Plus News** as a centred **Footer** then click to close the **Header and Footer**. Headers and footers are visible in the default **Print Layout** view of the document. 
7. Display the **File** tab and select **Print**. A preview of the document is shown on the right of the window. Headers and footers are also visible in this view.

*Note: **Headers** and **Footers** are not visible in some document views such as **Draft** and **Outline**.*

8. Print a copy of the document.

*Note: Some printers do not print to the bottom of the page, so the **Footer** may not be visible in the **Preview**. To enlarge the **Footer**, display the **Page Setup** dialog box, select the **Layout** tab and increase the setting for the **Footer** in the **From edge** area.*

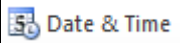
9. Close the document without saving any changes.

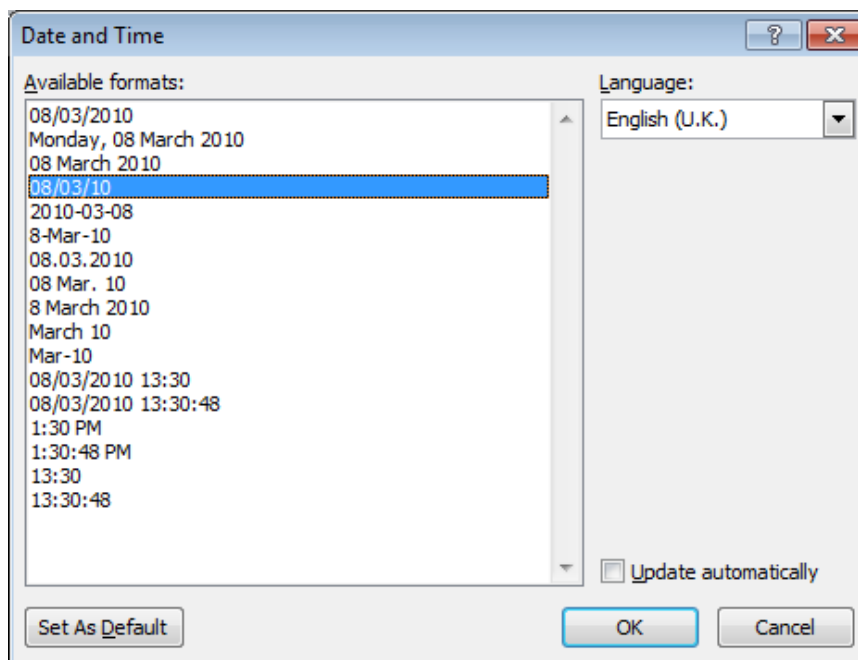
Exercise 19 - Fields

Guidelines:

Fields are used for many different tasks, such as inserting codes, e.g. the date, into documents, automatic numbering of tables, figures and lists. Fields are also used in mail merging to produce personalised documents and to insert information. Fields can be added to a document header or footer to be printed with the document. When working with fields, either the field codes or the actual contents of the fields can be displayed.

Actions:

1. Click the **File** tab and click **New**, then click **Create** to start a blank document.
2. Click the **File** tab and select **Options**. Select **Advanced** from the left of the dialog box and scroll to find the **Show document content** area. Ensure the **Show field codes instead of their values** option is checked. Select **Always** from the **Field shading** area and click **OK**.
3. Select the **Insert** tab and click . Notice the available date formats. For the purposes of this assessment it is important to use English date formats, e.g. **dd/mm/yy**.
4. Choose the date in the required format (**dd/mm/yy**). Make sure **Update automatically** is checked.



5. Click **OK**. The date field is inserted. Fields in text are recognised by { } around the codes, `{ DATE \@ "dd/MM/yy" }`.

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Exercise 19 - Continued

6. Notice how the **code** for the date can now be seen. When the document is printed or previewed this will be converted into today's date.
7. Press <Alt F9>. The field now shows today's date. This is a quicker way to toggle between displaying **Field codes** or their **values**. Press <Alt F9> again to re-display the **code**.
8. There are many other preset field codes which can be added. Display the **Options** dialog box again, select the **General** button and change the **User name** to your own name if necessary, then click **OK**.
9. In the document, press <Enter>. Select the **Insert** tab and from the **Text** group, click **Quick Parts**, then **Field**.
10. From **Categories** choose **User Information**, then **UserName** from **Field names**. Click **OK**. The **USERNAME** code is inserted.
11. Press <Alt F9> to view the field value, i.e. your name.
12. Non defined fields can also be inserted. Press <Enter>. Press <Ctrl F9>. An empty field is inserted.
13. Between the brackets, type **Department** then click outside the field. This type of field is known as a **Comment** field. When the document is displayed it will prompt the user that a department name needs to be entered here.
14. Experiment with other fields, then close the document without saving.

Exercise 20 - Using Fields

Guidelines:

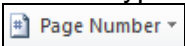
Fields are usually used to insert codes, which are updated to print current information.

Actions:

1. This exercise demonstrates how to insert fields into a document header to be printed with the document. Open the document **Explanation**.
2. Click the **File** tab. Click the down arrow next to **Properties**, at the right of the **Information** screen, and select **Advanced Properties**. Select the **Summary** tab from the dialog box. Click in the **Author** field and type your name, click in **Title** and type **Database**. Click **OK**.

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Exercise 20 - Continued

3. Display the **Insert** tab, click the **Header** button and select **Edit Header** to view the **Header**. The **Header and Footer Tools Design** tab is displayed.
4. With the cursor at the left margin of the **Header**, from the **Insert** group, click **Quick Parts** and then **Document Property** and select **Author**.
5. Press the right arrow key on the keyboard to move out of the field then press <Tab> to move to the centre. The title of the document can be added as a code. Click **Quick Parts** and then **Document Property** and select **Title**.
6. Click the **Go to Footer** button on the **Header and Footer Tools Design** tab.
7. At the left of the **Footer**, insert the time by clicking the **Date & Time** button from **Insert**, and then select a time format. Make sure **Update automatically** is checked and click **OK**.
8. Tab to the centre of the **Footer** and type **Page** followed by a space. Click the **Page Number** button, . Select **Current Position** and then **Plain Number**.

*Note: To stop a page number appearing on the first page of a document, you must use the command **Different First Page** from **Design Options** on the **Header & Footer** tools.*

9. Tab to the right of the **Footer**, click the **Date and Time** button and select an English date format to insert the current date as a field.
10. Close the **Footer** using the **Close Header and Footer** button, or by double clicking on a blank area of the document outside the footer.
11. Print the document then save it as **Codes** and close it.
12. Open **Introduction**.
13. Click **Footer** from the **Insert** tab and select **Edit Footer**.
14. From the **Insert** group, click **Quick Parts** and then **Field**. Select **Document Information** from **Categories** and select **FileName** from the list of **Field names**. Click **OK**.
15. Print a copy of the document. The file name will be printed at the bottom. Close **Introduction** without saving.
16. Open **Codes**. The **Footer** shows the time the document was opened. Press <Alt F9> to show the field values if necessary.
17. Close the document without saving.

Exercise 21 - Working with Fields

Guidelines:

Fields can be used as a basis for a set document, where fields are given descriptive names and are then replaced at a later stage with the appropriate text.

Actions:

1. Open the document **Attendance**.
2. If the date is shown underneath the address, press <Alt F9> to show the field codes rather than values.
3. To move to the first field code, press <F11>. The cursor moves into the first field which is {TIME \@”dd/MM/yy”}.
4. This field is automatically updated with the current date so action is not needed. Press <F11> to move to the next field, {Name}.
5. Type **Mr Barker** to replace the field.
6. Press <F11> to move to the next field and enter **Dog Handler**.

Note: Use <F11> to move from field to field. To move backwards, use <Shift F11>.

7. Move to the next field and enter the interview date as next **Tuesday**.
8. In the next field, enter **2pm** for the time.
9. Enter **references** in the next field. Apart from the date field, all other fields have been replaced by text entries. Press <Alt F9> to confirm this.
10. Print a copy of the letter.
11. Click in the first line of the address and press <F11>. This ensures that the whole of the date field is selected.
12. Press the <Delete> key. The field is removed.

Note: The whole field must be selected to delete it. It is easy to delete only the contents by mistake, leaving an empty field.

13. Close the document without saving.

Exercise 22 - Updating Fields

Guidelines:

Fields containing information that changes, for example the time, can be updated to give new results by using the <F9> function key. Most fields are updated indirectly when printing or merging.

Actions:

1. Open the document **Tempus fugit**.
2. Make sure the fields are showing the actual times (<Alt F9> to toggle between the field and the value).
3. To update a single field, the cursor must be within the field. Position the cursor inside the time displayed in the first line.
4. Press <F9> to update the time.
5. Try this again using the time on the second line.
6. Sometimes fields may not require updating. In order to keep a specific result, the **Lock Field** key <Ctrl F11> is used. Try updating the time on the third line. This time has been locked; the time is fixed and will not be updated.

*Note: To unlock a locked field press <Ctrl Shift F11> the **Unlock Field** key.*

7. Place the cursor in the time in line 4. **Lock** the field.
8. Try updating the field using <F9>.
9. With the cursor still in the line 4 time field, press <Ctrl Shift F11>. Now try updating the field using <F9>.
10. Wait two minutes, (to let the current time advance), note the time values then click the **File** tab, select **Print** to preview the document. All the times except line 3 are updated.
11. Click **Close** and close the document without saving.

*Note: To make sure that all fields are updated when printed, display the **Options** from the **File** tab, select **Display** and scroll to see **Printing options**. Check the **Update fields before printing** box.*

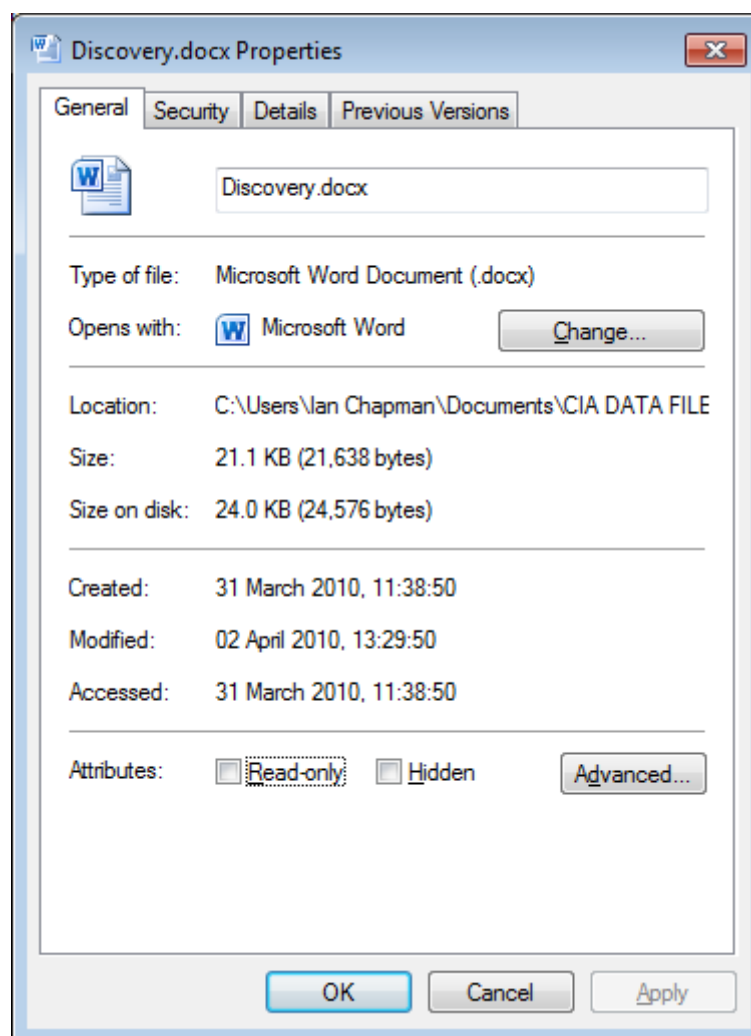
Exercise 23 - Protecting Files

Guidelines:

Files can be protected by making them **Read-only**, so that they cannot be mistakenly changed. This means that any amendments to the file must be saved under a different name. If you try to save a **Read-only** file, a prompt will appear and you will have to change the file name before the process can be completed.


Actions:

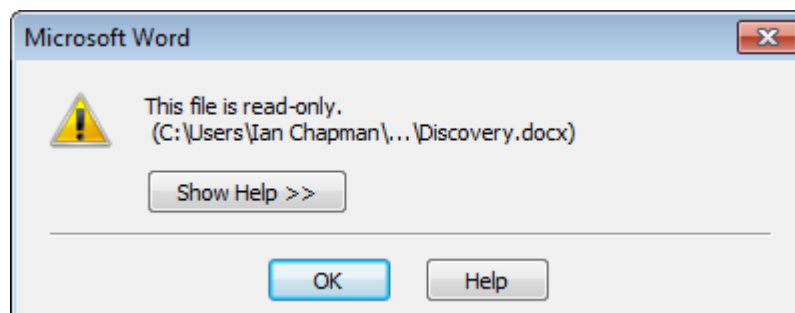
1. Open the **Documents** window on your computer and locate the **Unit 1 Word 2010 Data** folder, a subfolder of **Unit 1 Windows 7 Data**, and display the files within it.
2. Right click on the file **Discovery**.
3. Click **Properties** to display the **Properties** dialog box.



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Exercise 23 - Continued

4. On the **General** tab, click on the check box next to the **Read-only** attribute.
5. Click **OK** and close the **Documents** window.
6. In *Word*, open the document **Discovery**. Notice the text (**Read Only**) in the **Title** bar.
7. Add your name to the end of the document and click . Notice that the **Save As** dialog box is displayed, rather than the document being saved automatically.
8. Click **Save** to save the document with the same name and the following prompt appears:



9. Click **OK** and amend the **File name** to **Discovery2**.
10. Now click **Save** again and the document is saved.

*Note: **Discovery2** does not have the **Read-only** attribute applied.*

11. Close the document.
12. Leave the *Word* application open.

Exercise 24 - Revision

1. Open the document **Desiderata** from the **Unit 1 Word 2010 Data** folder.
2. Insert the date as a field (use English date format) above the first line of the poem.
3. Use **Cut** and **Paste** to place the lines of poetry in alphabetical order.
4. What is the last item of the document in the new order?
5. At the bottom of the document, type **These 19 points have been sorted alphabetically by** and enter your name.
6. Check the document for spelling and grammatical errors.
7. Print the document.
8. From the **File** tab, open **Options** and select **Advanced**. Change the **Field Shading** option to **Never**. Click **OK**.
9. Close the document without saving.

*Note: The answers are listed in the **Answers** section at the end of the guide.*