

ECDL[®]

European Computer Driving Licence[®]

Word Processing Software BCS ITQ Level 2

Using Microsoft[®] Word 2010

Syllabus Version 5.0

This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at www.bcs.org/ecdl.

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Section 6

Tools

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

Check Spelling

Hyphenate Text

Search for Text

Replace Text

Use the Zoom Control

Change Preferences

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

Driving Lesson 45 - Spelling Checker

P Park and Read

Word comes with a large dictionary, to help you check spelling in a document. Proper names and places can be added to a supplementary dictionary. There are two main ways of spell checking. Either spell check while typing, or use the **Spelling and Grammar Checker**. This feature allows you to delete repeated words as well as correct spelling errors.

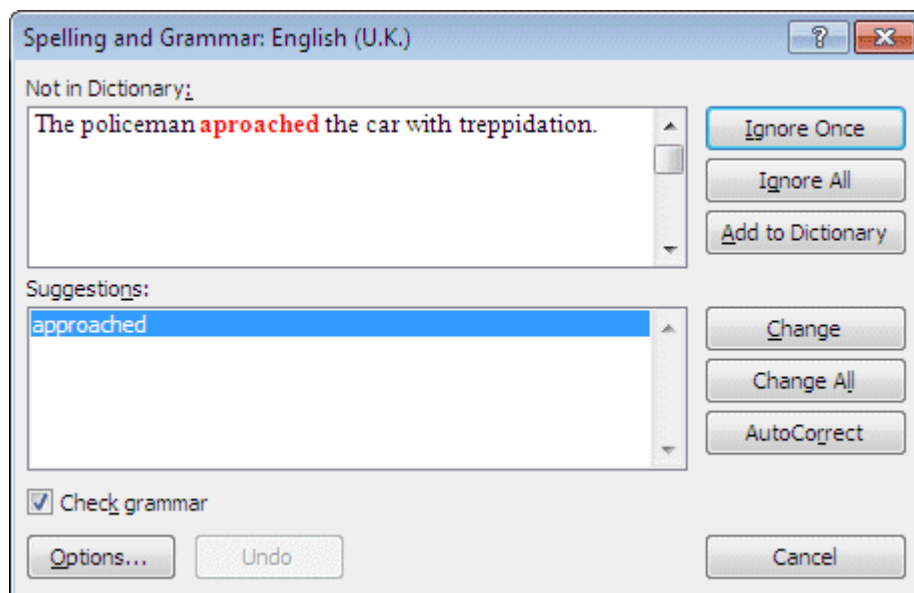
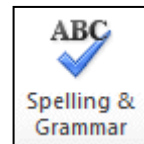


To check spelling while typing, click the **File** tab and click the **Options** button, above **Exit**. Click **Proofing** options and make sure **Check spelling as you type** is checked. Click **OK**. Unrecognised words will be underlined in red as soon as they are entered.



Manoeuvres

1. Open the document **Ufo**. Add a title **UFO** in bold.
2. With the cursor at the top of the document, display the **Review** tab.
3. Click the **Spelling & Grammar** button in the **Proofing** group to check for spelling errors and deal with them appropriately.
4. The first word to be highlighted is **approached**.

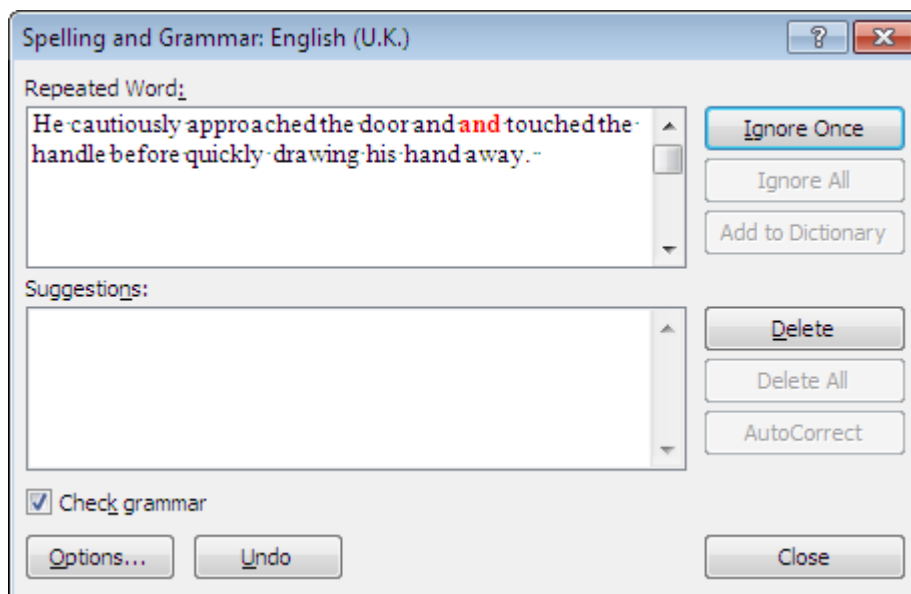


5. From the **Suggestions**, select **approached** and click on **Change** (**Change All** will change each occurrence of the word in the document).

continued over



Driving Lesson 45 - Continued

6. Continue in this way, dealing with each selected word, or grammatical error, choosing to change, ignore, delete, etc., as required. If the selected word needs to be added to the dictionary, then **Add** should be selected. Some of the errors found will be repeated words.

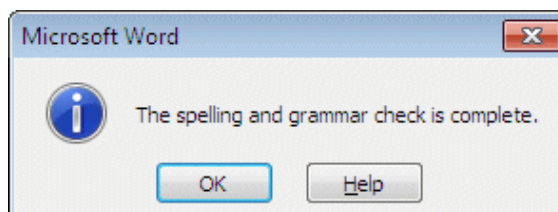


7. Click the **Delete** button in the dialog box to remove the second occurrence of the word.



Notice the **Spell Book** on the **Status Bar**. This indicates the current status of the document. If there are mistakes,  appears; if everything is correct,  appears. Double clicking on the book will display a short menu providing alternatives for a single spelling error. Right clicking an incorrectly spelled word will also produce a list of suggested alternatives.

8. When the **Spelling and Grammar** check is complete, a message is displayed.



9. Click **OK**.



The spell checker will only highlight words that it does not have in its dictionary. It will not always detect valid words used incorrectly such as **"I like this allot"** or **"semi detached horse"**. It is always advisable to proof read any important documents as a final check.

10. Close the document without saving.

Driving Lesson 46 - Add to Dictionary

P Park and Read

Some words and proper names are not recognised automatically by *Word*. To prevent these being marked as an error each time, they can be added to the dictionary. After these words have been added, they won't appear again as errors.

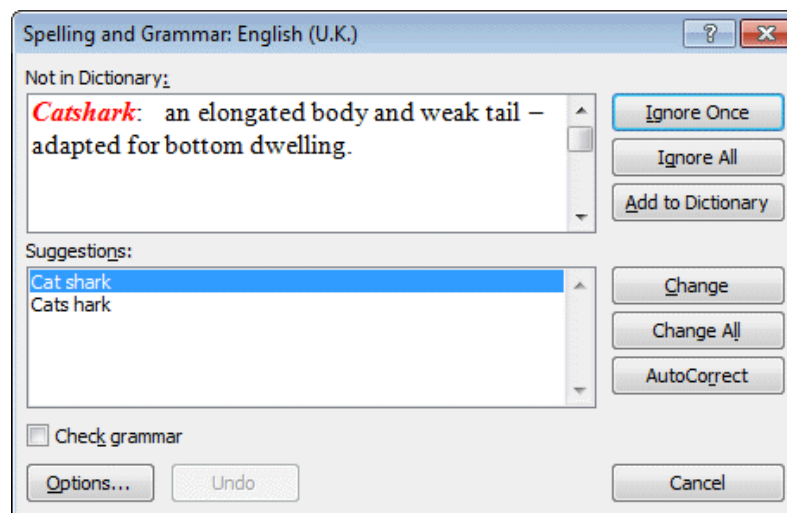


Manoeuvres

1. Open the document **Maneaters**.
2. Click the **Spelling and Grammar** button. Move the dialog box by clicking and dragging its **Title Bar** if necessary to see the first error.
3. Ensure the **Check grammar** box is unchecked.
4. The first error found is displayed. Click **Ignore Once** to ignore the title of the document.
5. The next error is highlighted. **Catshark** is a proper name. Click **Add to Dictionary** to add the word to the dictionary.



If someone else has worked through this Driving Lesson on your computer, the word may already be in the dictionary, as it can only be added once.



6. All the remaining words are zoological terms or names. **Add** them all to the dictionary. Click **OK** when the spelling check complete message appears and move to the end of the document.
7. To ensure the dictionary has been updated type the following words: **oophagy**, **denticles** and **swellshark**. Notice how the words are not underlined.
8. Leave the document open.

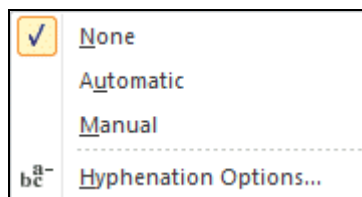
Driving Lesson 47 - Hyphenation

P Park and Read

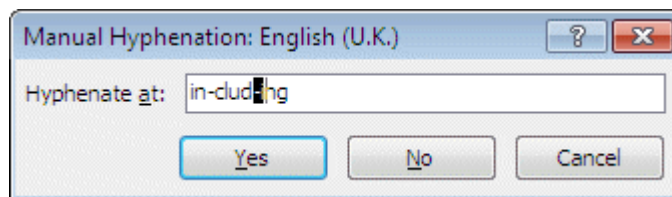
Hyphens help to remove surplus space from justified text and narrow columns by splitting words on to two lines. Hyphenation can be applied to documents manually or automatically. If you choose to hyphenate automatically, *Word* decides where to place the hyphens; if you choose manual hyphenation, then you can accept or reject each hyphenation suggested.

Manoeuvres

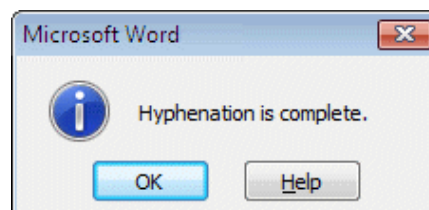
1. Use the document **Maneaters**. This document is **justified** – it has straight left and right margins.
2. Move to the beginning of the document.
3. Click the **Page Layout** tab and in the **Page Setup** group select **Hyphenation**.



4. Select **Automatic** option.
5. Scroll through the document to see where the hyphens have been added.
6. Click **Undo** to cancel the hyphenation then select **Hyphenation** again.
7. Select **Manual** to perform the hyphenation manually. The first suggested hyphenation is displayed.



8. Click **Yes** to accept the hyphenation. Accept or reject the remaining suggestions until hyphenation is complete.



9. Click **OK**.
10. Close the document without saving.

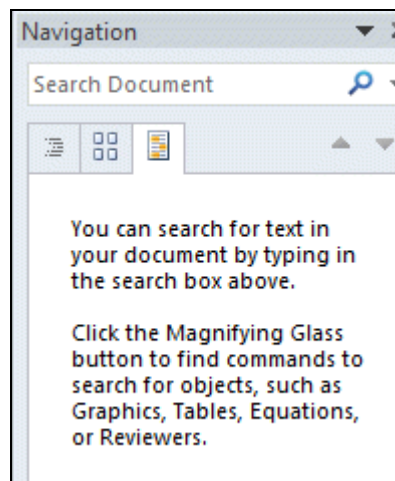
Driving Lesson 48 - Searching a Document

P Park and Read

Visually searching for a character, word or phrase in a document can be tedious. The **Find** command moves directly to a specific word or string of characters. You can search for every occurrence of a specified word or phrase.

Manoeuvres

1. Open the document **Golf**.
2. With the **Home** tab displayed click the **Find** button in the **Editing** group. The **Document Navigation** pane is then displayed.



Pressing **<Ctrl F>** will also display the **Document Navigation** pane.

3. Enter the word **meeting** in the **Search Document** box.
4. Every instance of the word **meeting** is highlighted in the main view of the document and is listed in the **Document Navigation** pane.
5. The total number of occurrences is also displayed on the **Document Navigation** pane.
6. To search for a phrase, in the **Search Document** box delete the existing text and type **delay the appointment**. The requested phrase is found in the last paragraph.
7. Close the **Navigation Pane** and leave the document open.

Driving Lesson 49 - Replace

P Park and Read

The **Replace** facility works in a similar way to **Find**; it gives the option to exchange each chosen occurrence of a character, word or phrase with an alternative.

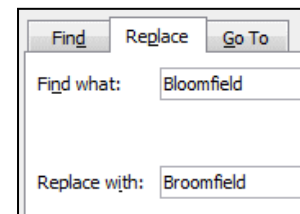
Manoeuvres

1. Use the document **Golf**. To replace the name **Bloomfield** with **Broomfield**, place the cursor at the beginning of the document and click the **Replace** button from the **Editing** group on the **Home** tab.



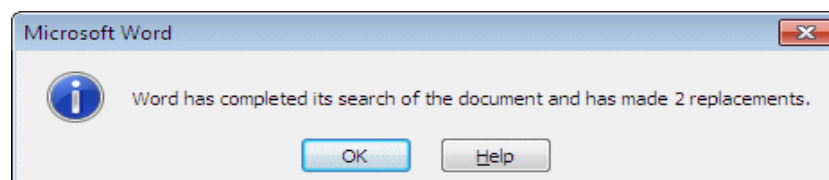
The **Replace** tab of the **Find and Replace** dialog box can also be displayed by pressing **<Ctrl H>**.

2. Enter **Bloomfield** in the **Find what** box (make sure it replaces any existing text) and **Broomfield** in **Replace with** box.



3. Select **Find Next** to identify the first occurrence of the name then click **Replace**. Click **OK** at the end of the search.

4. Replace the phrase **Finance and General Purposes Committee** with **Golf Club Directors'**, by entering the first phrase in the **Find what** box and the second in the **Replace with** box and then clicking **Replace All**.



5. Click **OK** when the message above appears and close the **Find and Replace** dialog box by clicking on **Close**.
6. Use **Find** to check the changes. Save the document as **Golf2** and close it.
7. Open the document **Exchange**. The exchange trip is actually between France and the US. All instances of **£** must be replaced with **\$**.
8. Click **Replace**, from the **Editing** group. In **Find what** enter **£** and in **Replace with** enter **\$** (the dollar sign can be found above the number keys. Even if there is only a Euro symbol, **€**, holding down **<Shift>** while pressing the key will still create a dollar sign).
9. Click **Replace All** and click **OK** at the completed search message. **Close** the **Find and Replace** dialog box.
10. Save the document as **American Exchange** and close it.

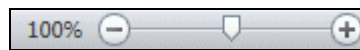
Driving Lesson 50 - Zoom Control


P Park and Read

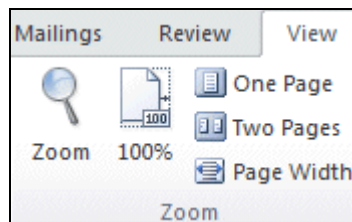
Zoom Control is a facility, which allows a document to be viewed in various magnifications. It will allow the document to be reduced or increased in size thus allowing more or less of a document to be displayed on screen.

Manoeuvres

1. Open the document **Retail**.
2. On the **Status Bar** there is a **Zoom** slider. Notice the percentage indicator shows the current zoom level, 100% in this example.



3. Click and drag the slider slightly to the left, the magnification percentage is reduced, showing more of the page, but making it more difficult to read.
4. Use the  on the slider to increase the zoom level to **120%**.
5. Display the **View** tab. The **Zoom** group contains buttons that control how the document is displayed.



6. Click to **100%** button to return the view to normal.
7. Click the **One Page** button to display a full page on screen.
8. Click the **Two Pages** button to display two pages side by side.
9. Click the **Page Width** button to display a page across the width of the screen.
10. Click the **Zoom** button, this displays **Zoom** dialog box. Select the **Many pages** option. Click the drop down on the screen below **Many pages**. Select **1 x 3 Pages** by clicking and dragging on the diagram. This will display three pages side by side on screen at the same time.
11. Click **OK** to apply the view to the document.
12. Change the view of the document back to **100%** using any method.
13. Close the document without saving.

Driving Lesson 51 - Preferences

P Park and Read


Basic options (**preferences**) can be set in *Word*, for example the user name, which is automatically added to certain templates. By default documents are opened from and saved to the **Documents** folder. These default locations can also be changed.

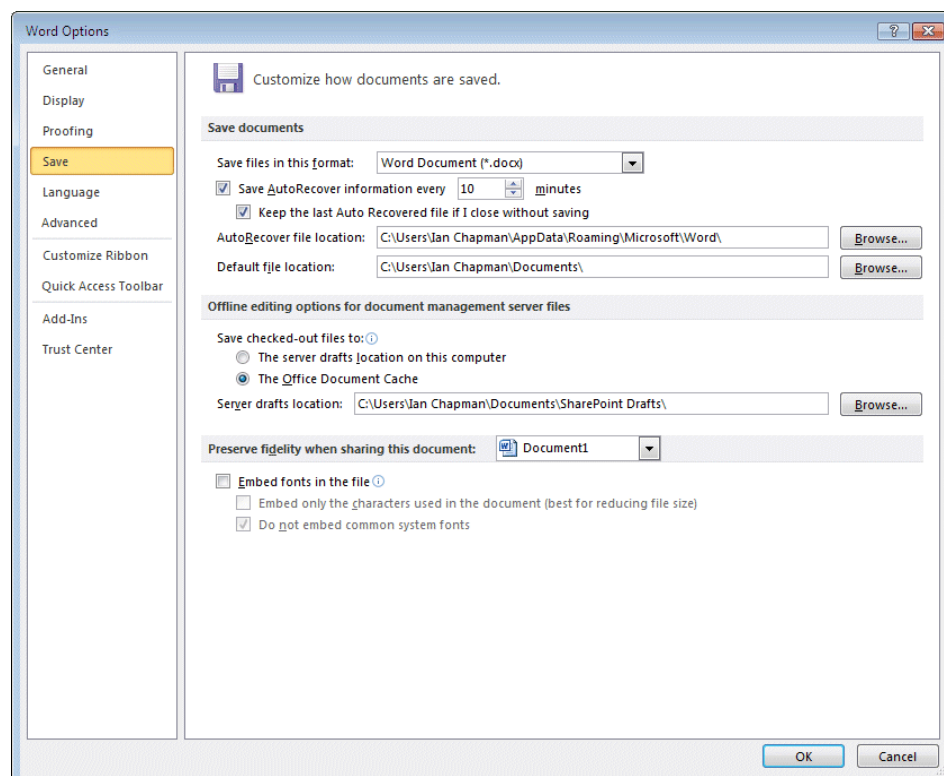
Manoeuvres

1. Close *Word* and then start *Word* again. This is so the default settings can be seen. Click the **File** tab and select **Open** and notice that the **Open** dialog box shows **Documents library** as the default location.



*As you have been opening files from the **3 Word Processing** folder, this would have been the default folder if the program had not been closed in step 1.*

2. Click **Cancel** to close the dialog box and click  on the **Quick Access Toolbar**. The **Save As** dialog box also saves by default to the **Documents library**. Click **Cancel**.
3. To change this file location, click the **File** tab and then the **Options** button. In the **Word Options** window, display the **Save** section.



4. To change the **Default file location**, click **Browse** to the right of the box.

continued over

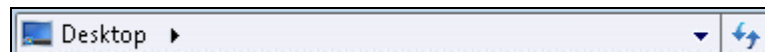
Driving Lesson 51 - Continued

- To open and save using the **Desktop**, expand **Favorites** from the navigation pane and select **Desktop**. Click **OK**.



Any folder could have been selected in the **Modify Location** dialog box.

- Click **OK** again.
- Click the **File** tab and click **Open**. Notice now that the **Desktop** is the default location.



- Click **Cancel**. Check the **Save As** dialog box to see where the document would be saved to.
- Cancel** the dialog box.
- To change the file locations back to **Documents**, click the **File** tab and then **Options**. Click **Save** and then **Browse** next to the **Default file location** box.
- Expand **Libraries**, if necessary and select the **Documents** folder then click **OK**.
- Select **General**.
- To change the user details enter your own name in **User name** and your initials in **Initials**, under **Personalize your copy of Microsoft Office**.

- Click **OK** to accept the changes.
- Close any open documents.

Driving Lesson 52 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the document **Mistooks**, from the **3 Word Processing** data folder. How many possible spelling errors are identified?
2. Ensure that the cursor is at the beginning of the document and start the **Spelling and Grammar Checker**.
3. Use the **Spelling and Grammar Checker** to correct any spelling mistakes.
4. Use the **Replace** facility to change the word **cheering** to the word **pleasant**.
5. Using **Replace**, change **lottery** to **Lotto**.
6. Ensure that the cursor is at the beginning of the document.
7. Use the **Find** facility to find the first occurrence of the word **probability** within the document.
8. How many times matches are found?
9. Close the document without saving changes.
10. Open the document **Phone** and then change the **Zoom** to **150%**.
11. Underline the title, then change the **Zoom** to **100%**.
12. Read the document through. How many words have jagged red lines below them?
13. Check the document for spelling. Correct the errors found.
14. The spelling checker does not find the irregular case of **DO** at the start of the last sentence or **contract** which should be **contact**. Make these changes manually.
15. Obtain a printed copy of **Phone**, and close it without saving.
16. Open the document **Kingtut**.
17. Apply automatic hyphenation to the document.
18. Print the document.
19. Close it without saving.



*Answers are shown in the **Answers** section at the end of this guide.*

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Driving Lesson 53 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the document **Cat**.
2. Apply automatic hyphenation to the document.
3. Replace all occurrences of the name **Wanda** with **Wilma**.
4. Replace all occurrences of the name **Pyewacket** with **Grimalkin**.
5. Add your name to the end of the text.
6. Print a single copy of the document.
7. Close the document without saving.
8. Start a new document.
9. Change the location from which files are opened by default to the **3 Word Processing** folder (see page 4 **Downloading the Data Files** for the location).
10. Check that the preferences have been changed by closing and then reopening *Word*, then using **Open** to view the default location.
11. Change the default open location back to **Documents**.
12. Close any open documents without saving.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.

Section 7

Formatting Paragraphs

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

Align Text

Indent Paragraphs

Apply Advanced Indentation

Apply Bullets and Numbers

Change Line and Paragraph Spacing

Apply and Change Tab Settings

Change Tab Alignment

Apply Borders and Shading

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

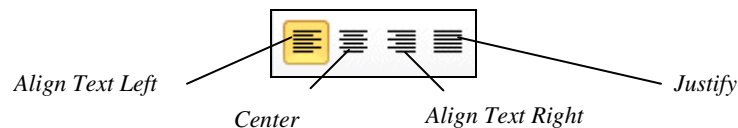
Driving Lesson 54 - Alignment





P Park and Read

Alignment refers to where text appears on each line in relation to the margins. *Word* is capable of four types of text alignment: **Left** - straight left margin, uneven right margin, **Centred** - aligned with the centre of the page, **Right** - uneven left margin, straight right margin and **Justified** - straight left and right margins. It's often a matter of preference which alignment you use, but justified text looks much neater. Rather than adding spaces, aligning text using the **Alignment** buttons such as; **Center**, **Align Text Right** and **Justify**, is good practice for achieving consistent results.

Manoeuvres


1. Open the document **Cia**.
2. Embolden **quality** in the first paragraph and the names of the founders in the same paragraph.
3. Alignment selection is made by selecting the alignment buttons which are found in the **Paragraph** group on the **Home** tab.



4. Highlight the first paragraph. Click the **Justify** button, . Note that the text now has straight right and left margins.
5. If only one paragraph is to be aligned, the insertion point needs only to be placed in the paragraph, for the effect to take place. Position the cursor within the second paragraph. Right align the text by clicking the **Align Text Right** button, .
6. Click in the third paragraph and click the **Center** button, . The text is aligned about the centre of each line.
7. With the cursor in the same paragraph, click the **Align Text Left** button, . The text returns to its default, left alignment.
8. Print out a copy of the text.
9. Close the document without saving any changes.


Driving Lesson 55 - Indenting Paragraphs

P Park and Read

An indented paragraph is one where the left edge of the text is further from the margin than the other paragraphs. It is possible to indent the first line of a paragraph by a different amount to the rest of the paragraph (see next Driving Lesson). The <Tab> key is used to indent just the first line of a paragraph, but the **Increase Indent** button, , from the **Paragraph** group is used to indent a whole paragraph a set amount (1.27 cm). Each time the button is pressed, the paragraph is indented to the next tab stop. Indents can also be controlled using different amounts by using the **Paragraph** dialog box. As good practice, indents (or the <Tab> key) should be used to indent paragraphs properly - do not use the spacebar to add spaces and align text.




Manoeuvres

1. Open the document **Warehouse**.
2. Fully justify the second paragraph.
3. Indent the third and fourth paragraphs to the first tab stop by selecting them and using the **Increase Indent** button, .



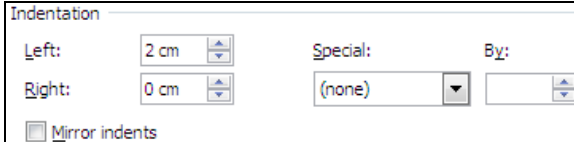
Click the **Increase Indent** or **Decrease Indent** buttons as many times as necessary to indent the paragraphs by the required amount.

4. Place the insertion point in the third paragraph and click the **Decrease Indent** button, , to remove the indentation.



There are key presses for these functions, Increase Indent <Ctrl M>. Decrease Indent <Ctrl Shift M>.

5. Indent the fifth paragraph to the second tab stop by selecting it and clicking the **Increase Indent** button twice.
6. Place the cursor in the sixth paragraph and click the **Paragraph** dialog box launcher. Indents can be controlled to exactly using boxes under **Left** and **Right**. Use the spinner to increase the **Left** indent to **2 cm**.



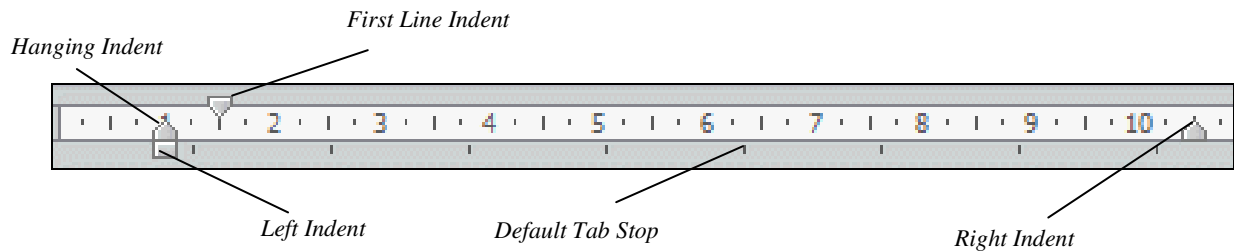
Indentation			
Left:	2 cm	Special:	By:
Right:	0 cm	(none)	
<input type="checkbox"/> Mirror indents			

7. Click **OK**. The paragraph is indented to 2 cm.
8. Print preview the document to observe the effect of using indents.
9. Close the document without saving the changes that have been made.

Driving Lesson 56 - Advanced Indentation

P Park and Read

Right, **Left** and **First Line** indent markers are displayed on the ruler. These enable you to produce customised indents, without the need for re-setting the tabs.



Manoeuvres

1. Open **Warehouse** again and make sure the ruler is visible. If it is not, display the **View** tab and check **Ruler** in the **Show** group.
2. Position the cursor in the third paragraph.
3. Click and drag the left indent marker (square) on the left of the ruler, to **1cm** on the ruler.
4. When the mouse button is released, all lines of the paragraph will be indented to that position.
5. Click and drag the first line indent marker (top triangle) on the left of the ruler, to **2cm** on the ruler.
6. When the mouse button is released the first line of the paragraph will be indented to that position.
7. Still in the same paragraph, indent the right side of the paragraph by selecting and dragging the triangle at the bottom right of the ruler to **13cm**. When the mouse button is released the paragraph will be indented from the right.



By dragging the hanging indent marker (lower triangle) to a position on the ruler, the whole paragraph will be indented, except the first line which will remain the same. Hanging indents are not part of this syllabus.

8. Justify the paragraph. Now spend a few minutes experimenting.
9. Close **Warehouse** without saving.