

ECDL[®] Advanced

European Computer Driving Licence[®]

**Advanced Word Processing Software
BCS ITQ Level 3**

Using Microsoft[®] Word 2010

Syllabus Version 2.0

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 2

Text Editing

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

Use Advanced Find and Replace Options

Use Paste Special Options

Use AutoCorrect and AutoFormat

Create AutoText

Change Text Flow and Wrap

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.

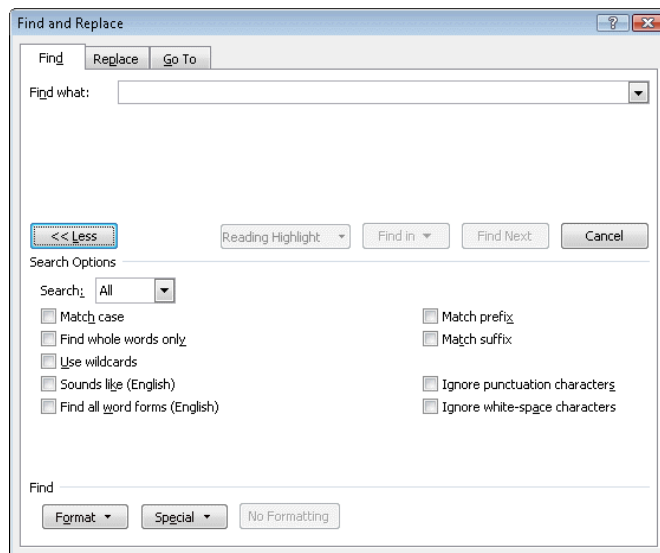
Driving Lesson 6 - Find and Replace

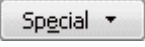
Park and Read

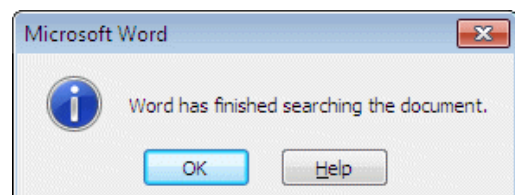
The **Find and Replace** feature allows you to search a document for specific words, phrases and sentences. However, you can also use it to find or replace other items such as page breaks, paragraph marks and specific formatting of fonts and paragraphs.

Manoeuvres

1. Open the document **Aurora Formatted**, making sure the cursor is at the beginning of the document.
2. Select **Find** from the **Editing** group on the **Home** tab. A **Navigation** panel is displayed on the left of the screen.
3. Simple searches can be made by entering text in the **Search Document** box, but to search for special characters or specific formatting, click  at the right of the **Search Document** box and select **Advanced Find** from the list of options to display the **Find and Replace** dialog box.
4. Select the **Find** tab in the dialog box then click  to reveal extra search options.




5. Click  and from the list select **Paragraph Mark**. Notice that **^p** is entered in **Find what**.
6. Click **Find Next** to find the first mark. Continue to click **Find Next** until this message appears.



continued over

Driving Lesson 6 - Continued

7. Click **OK**.
 8. Click again and, this time, find the manual page break. Click **Find Next** again and then **OK** at the message.
 9. When you've done this, delete the **^m** entry in **Find what**.
 10. To find the paragraph that has been justified, click then select **Paragraph**. From **Alignment** select **Justified**.
 11. Click **OK** and then **Find Next**. The first paragraph which is justified is highlighted. Click **Find Next** again and then **OK** at the message.
 12. Click in the **Find and Replace** dialog box to clear the **Justified** selection.
 13. Click and select **Font**. To find the red text in the document click the drop down list for **Font color** and choose red from **Standard Colors**. Click **OK**.
 14. Click **Find Next** to locate the red text. Click **Find Next** again to check for any more red text, then click **OK**.
 15. Formatting can also be replaced. Click the **Replace** tab in the dialog box. Place the cursor in the **Replace with** box and click and then **Font** and from **Font color**, select **Blue**. Click **OK**.
 16. Click **Find Next**. Click **Replace** to change the red text to blue. When the **Word has finished...** message appears, click **OK**.
 17. To remove the search criteria, place the cursor in the **Find what** box, and click the **No Formatting** button. Click **OK**. Repeat for the **Replace with** box.
 18. Special characters can also be replaced using the **Replace** feature. With the cursor in the **Find what** box, click **Special** and select **Manual Page Break**.
 19. Click in the **Replace with** box, click **Special** and select **Paragraph Mark**.
 20. Click **Find Next**. Click **Replace** to change the page break with a paragraph mark.
-  *A multiple replace is achieved by clicking **Replace All**.*
21. Click **OK** at the end of search prompt then close the **Find and Replace** dialog box.
 22. Close the **Navigation** pane and close the document without saving.

Driving Lesson 7 - Paste Special Options

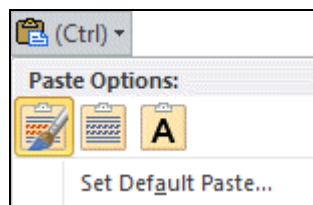
P Park and Read

Cut and paste is a very useful, time saving feature, but if you simply paste, the text will be added with its original formatting and any styles it contains will automatically be brought into the destination document. **Paste special** gives you more control over how the cut or copied text is added to the document. You can choose whether to retain the source formatting, or not.



Manoeuvres

1. Open the document **Colorado**.
2. Format the first paragraph to have a **Red** font colour and format the second paragraph to be **Blue** and **Italic**.
3. Highlight the second paragraph, including the paragraph mark or space at the end, and click the **Copy** button on the **Home** tab.
4. Click at the end of the third sentence in the first paragraph and click **Paste**. Notice how all the formatting (blue and italic) from the second paragraph has been retained. This is the default option when pasting.
5. The pasting option can be changed by clicking on the **Paste Options** smart tag (or pressing <Ctrl>).



6. The first option **Keep Source Formatting** is selected by default. Move the cursor over the second option **Merge Formatting**. The formatting of the target (Red) is merged with any extra formatting from the source (Italic).
7. Click on the third option **Keep Text Only**. Now none of the original source formatting is retained and the default formatting of the new document is applied.
8. This option is also available by using the **Paste Special** button. Position the cursor somewhere in the third paragraph and click the drop down arrow on the **Paste** button. Select **Paste Special**.
9. Select **Unformatted Text** from the options and click **OK**. The text is pasted without any of the original source formatting.
10. Close the documents without saving.

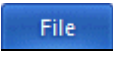
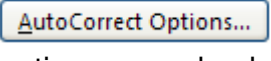
Driving Lesson 8 - AutoCorrect

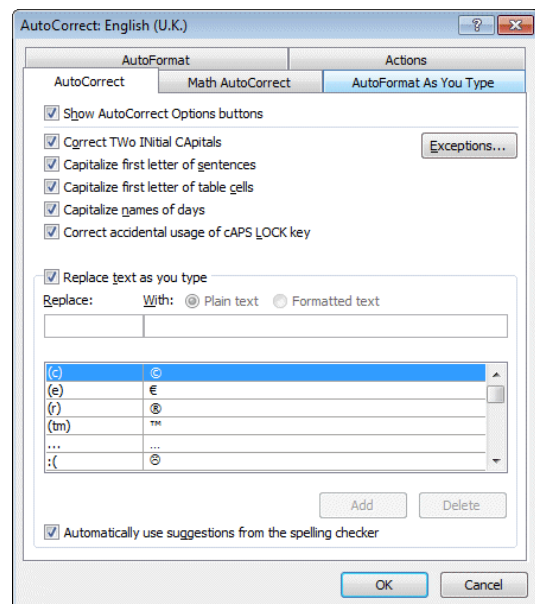
Park and Read

AutoCorrect is a tool that can automatically replace certain text with alternative text as you type. The most widespread use for this is to correct common spelling errors, so that for example "teh" can be added so that it changes automatically to "the". It is also possible to replace common grammatical errors, and there are options to correct capitalisation mistakes.



Manoeuvres

- Start a new document and type in the following text, exactly as it appears:
the ship sailed past the pier and into teh open sea.
- Notice how spelling and capitalisation errors are automatically corrected. Now type in the days of the week, each followed by a space, but do not capitalise the first letter. This error is also automatically corrected.
- Click the **File** tab  and select **Options**. Select **Proofing** from the left of the dialog box and click . Note which options are checked. To see which text will be automatically replaced by **AutoCorrect**, scroll down the list of entries.
- New entries can also be added. In the **Replace** box, enter your initials and in the **With** box, enter your full name. Click on **Add**, then click **OK** and **OK** again.
- Now type in your initials on the page, (in the same case as before), press **<Spacebar>** and they are automatically replaced with your full name.
- Display the **AutoCorrect** dialog box. Scroll through to find your initials. Click on them once, enter a change to the previous entry in the **With** box, click **Replace**, click **Yes** to redefine the entry. Click **OK** and **OK** again.
- Now type in your initials, press **<Spacebar>** and they are automatically replaced with your redefined name.
- Display the **AutoCorrect** dialog box again. Scroll through to find your initials. Click on them once and then **Delete** to remove the entry. Click **OK** and click **OK** again to close the **Word Options** dialog box.
- Close the document without saving.




Driving Lesson 9 - AutoFormat

Park and Read

Some formatting of documents can be applied automatically, either as text is being entered or afterwards in a separate step. This is called **AutoFormat**. Once a document has been altered in this way, it is still possible to change the formatting.




Manoeuvres

1. Open the document **Papillon**.
2. Display the **AutoCorrect** dialog box as described previously and select the **AutoFormat** tab to see which features will be applied when **AutoFormat** is run. **Built-in Heading styles** should be 'on'.
3. Look under the **AutoFormat As You Type** tab to see which options will be applied as you enter text. **Built-in Heading styles** should be 'off'.
4. Click **OK** to close the dialog box and then **OK** again. At the beginning of the first paragraph, enter the title **Background**, press <Enter> to create a paragraph title.
5. In the same way, add the title **Escape** to the second paragraph.
6. **AutoFormat** is not displayed by default in *Word 2010*. To add it to the **Quick Access Toolbar**, click the **File** tab, , then **Options**. In the **Word Options** dialog box, click **Quick Access Toolbar** on the left. From the **Choose commands from** drop down list select **All Commands**. From the list of commands in the category, select **AutoFormat**, click **Add**, and then **OK**.



*Commands can also be added to a new group on the **Ribbon** by using the **Customize Ribbon** option rather than **Quick Access Toolbar**.*

7. Click the **AutoFormat** button,  on the **Quick Access Toolbar** to display the **AutoFormat** dialog box.
8. Select **AutoFormat now** and click **OK**. Note the document changes.
9. Print the document and close it without saving.
10. Open **Aurora** and add the following paragraph titles: **Causes**, **Locations**, **Height** and **Mythology**.
11. **AutoFormat** this document, print it and close it without saving.
12. To remove the new button from the **Quick Access Toolbar**, right click on the button and select **Remove from Quick Access Toolbar**.

Driving Lesson 10 - AutoText

P Park and Read

Phrases (or graphics) that are used frequently can be stored in an **AutoText** list, so that they can quickly be added to a document. The required text can be given a different name to identify it and can be called up at any time.

Once an **AutoText** entry has been created, it can be inserted into any document. Some **AutoText** entries already exist within *Word* and can be found within the **Building Blocks Organizer**.

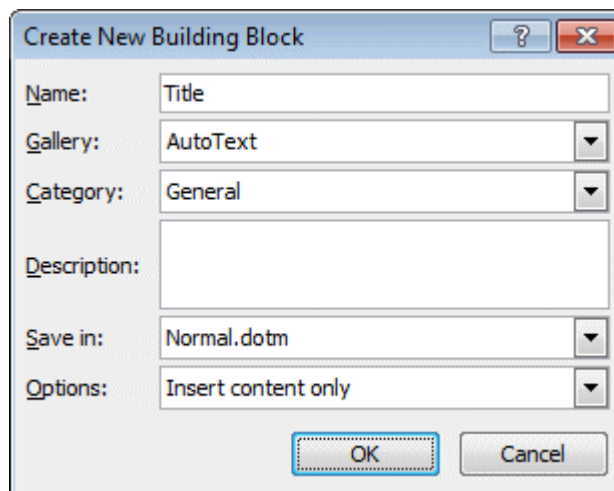
Manoeuvres

1. Open the document **Apology**.
2. Move to the end of the document and select the text **Customer Care Manager**.
3. From the **Insert** tab, click **Quick Parts** from the **Text** group and select **AutoText**.



The **AutoText** command could be added to the **Quick Access Toolbar** in the same way as the **AutoFormat** command in the previous driving lesson.

4. Click **Save Selection to AutoText Gallery** at the bottom of the drop down menu. The **Create New Building Block** dialog box appears.
5. For the **Name** of the **AutoText** entry, type in **Title**.




AutoText added here will be available to other documents processed in this copy of Microsoft Word.

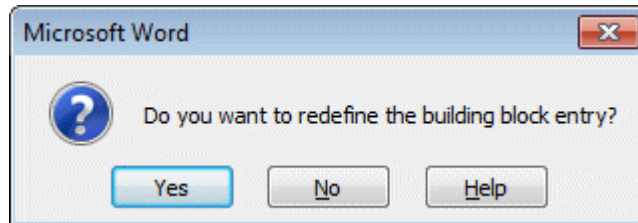
6. Click **OK**.

continued over

Driving Lesson 10 - Continued

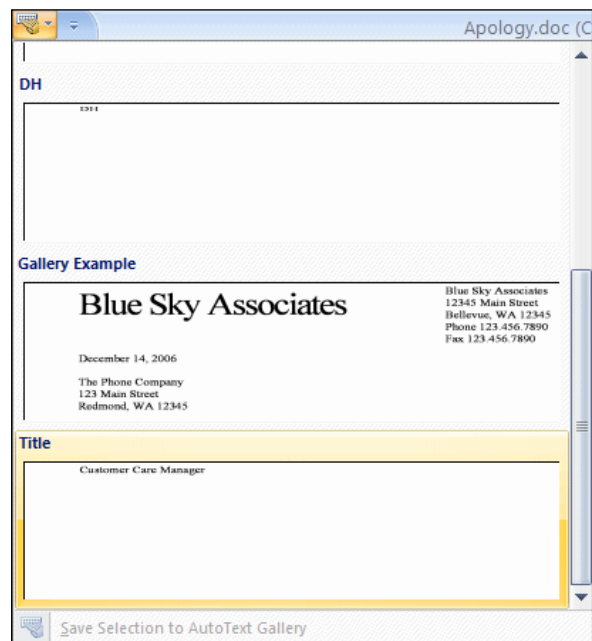


If the name **Title** already exists in the **AutoText** list, the following dialog box appears and you will need to click **Yes** to modify the existing entry.



7. After **at your convenience** in the second paragraph, type **The also wishes to visit you**.
8. Position the cursor between **The** and **also**, then click the **Quick Parts** button and select **AutoText**.
9. **Title**, the entry created earlier, is available from the list in the dropdown menu. Scroll down and click on it to place the **AutoText** in the document. Adjust the spacing if necessary.
10. To delete the **Title AutoText**, click the **Quick Parts** button and select **AutoText** to display a list of available entries.
11. Scroll down the list and right click on the **Title** entry.
12. Click **Organize and Delete** and the **Building Blocks Organizer** is displayed, with the **Title AutoText** highlighted. Click **Delete** and then **Yes**. Close the **Organizer**.
13. Close **Apology** without saving and start a new document.
14. Some words, such as days of the week and months, can be inserted automatically. Start to type **Monday** and when the box appears,

 , press <Enter> to complete the entry. This is called **AutoComplete**.
15. Close the document without saving.



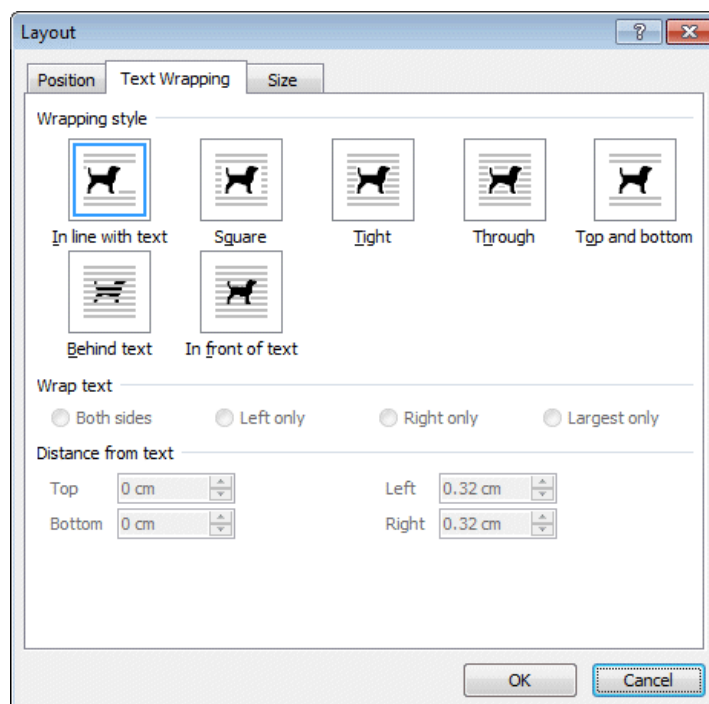
Driving Lesson 11 - Text Flow and Wrap

Park and Read

There are a variety of formatting options available when including objects such as graphical objects and tables in text. They can have their own space within the text or they can be included within text blocks so that the text 'wraps' around them. This can be either on one side of the object or the other, or on both sides. Alternatively the object can be placed behind the text.

Manoeuvres

1. Open the **Wrapping** document.
2. Look at the first image on page 2. This is a **Clip Art** image. It has its own fixed space in the text (in this example, it is in its own paragraph) and the layout is known as **In line with text**. This is the default layout when inserting images.
3. Right click on the image and select **Wrap Text** to see a list of options. Select **More Layout Options**. The **Wrapping style** is **In line with text**.

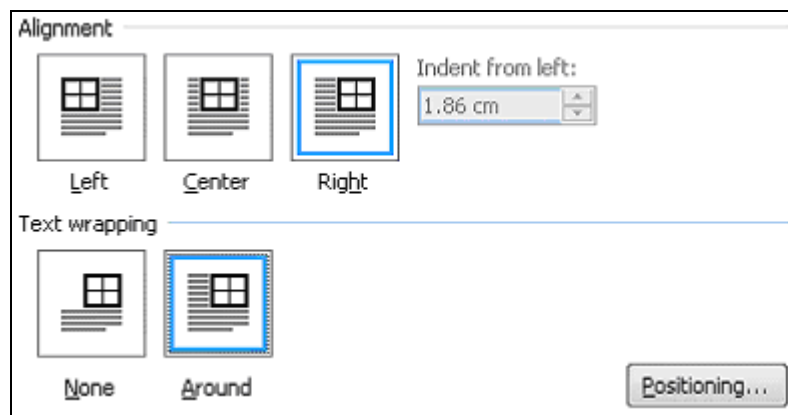


4. Click on the **Square** option for **Wrapping style** and from **Wrap text** select **Left only**. Click **OK**. The image is now 'floating' with text wrapped on the left.
5. Drag the image to the right margin and up until it aligns with the top of the first paragraph on the page. As the image is moved, the text is automatically reformatted around it.

continued over

Driving Lesson 11 - Continued

6. Right click on the picture of the tower on this page, select **Wrap Text** and select the **Square** option from the list. The text is wrapped on both sides of the picture.
7. Drag the picture to the left margin and align with the top of the last paragraph on the page. The text wraps to the right of the picture.
8. Right click on the picture below the **Pets Corner** text, and select **Wrap Text** then **Tight**.
9. Now the text is wrapped more tightly to the shape of the picture. Drag the picture up until it aligns with the top of the **Pets Corner** paragraph.
10. Right click on the **Smiley Face** drawn shape below the **Gift Shop** text, and select **Wrap Text** then **Behind Text**.
11. The image is now seen behind the text. Drag it up so that it is behind the **Gift Shop** text.
12. Text can be wrapped around other objects. Click in the table in the **Tea Room** text and from the **Layout** tab, click **Properties** in the **Table** group.
13. With the **Table** tab in the dialog box displayed, select an **Alignment** of **Right** and a **Text wrapping** of **Around**.



14. Click **OK**.
15. Select the **Visitor Numbers** chart on the last page. Click on the chart border to make sure no individual component is selected.
16. Click **Position** on the **Format** tab. Select **Position in Top Right with Square Text Wrapping**.
17. Drag the chart down until it aligns with the top of the paragraph text.
18. Click on a blank area of the organisation chart on the last page and from the **Format** tab select **Arrange**, then **Position**. Select **Position in Middle Left with Square Text Wrapping**.
19. Close the document without saving.

Driving Lesson 12 - Revision: Text Editing

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the document **Birds**.
2. Remove any existing criteria from the **Navigation** pane search box then use the advanced **Find and Replace** options to find **Footnote Marks** (from the **Special** list). How many are found?



Make sure the dialog box does not already contain any formatting search criteria, e.g. font colour red, or this will not work.

3. Find all paragraph marks in the document. How many are found?
4. On a blank line below the first paragraph, insert the image **branch** from the supplied data.
5. By changing the properties of the picture and moving it, position it so that it appears on the right of the page, aligned with the top of the first paragraph and with the text wrapped on the left.
6. Select the picture at the end of the document and change the format so that it appears in the centre of the last paragraph, behind the text.
7. Which method of pasting would you use if you wanted to keep all formatting from the source document?
8. Create an **AutoText** entry, for the text **Created for you by *Your name***.
9. Insert the **AutoText** just created, on a new line at the end of the document.
10. Print the document then delete the **AutoText** entry.
11. Close the document without saving.



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

If you experienced any difficulty completing this 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 5

Tables

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

AutoFormat Tables

Merge and Split Cells

Convert Text to a Table

Sort Data in a Table

Perform Calculations

Change Table Properties and Setup

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.

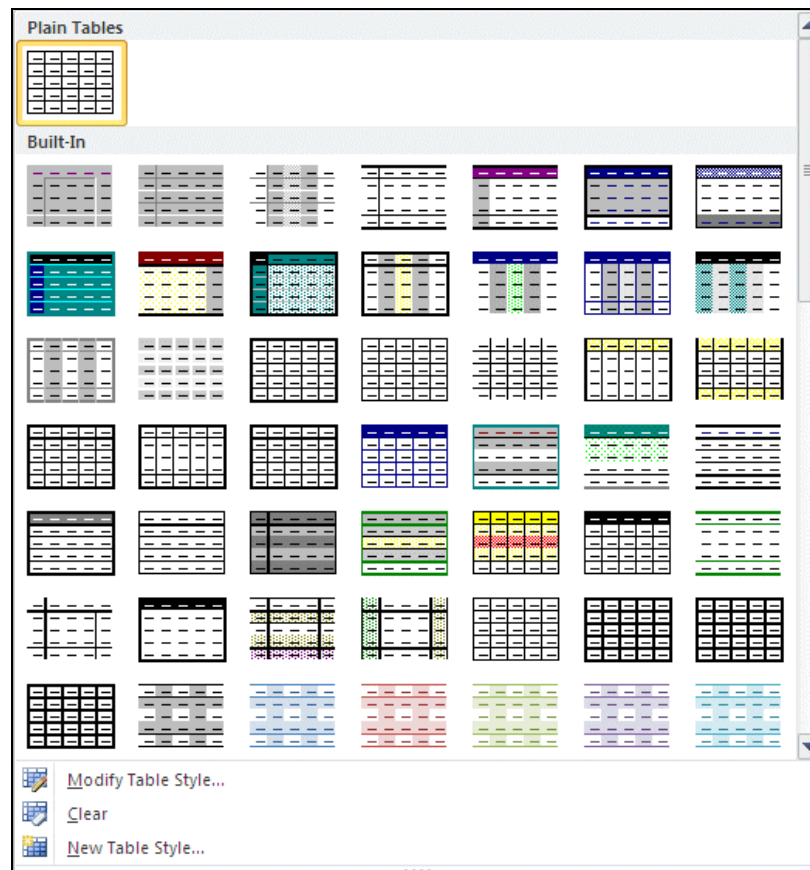
Driving Lesson 29 - Table Styles

P Park and Read

You can quickly give your table a professional design by using one of *Word's* built-in table formats. You can also create your own table style.

Manoeuvres

1. Open the document **Staffing**.
2. Place the cursor within the table and select the **Design** tab from **Table Tools**. Move the cursor over the styles in the **Table Styles** group to see the effect.
3. Click on the **More** arrow in **Table Styles**.



4. Click on any style to apply it to the table. Try different examples.



To create a new table style, click the **New Table Style** button in the **Table Styles** drop down and choose the required settings. The new style will then appear in the **Custom** area of the **Table Styles** list.

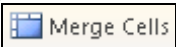
5. Save the document as **Staffing2** and close it.

Driving Lesson 30 - Merging & Splitting Cells


Park and Read

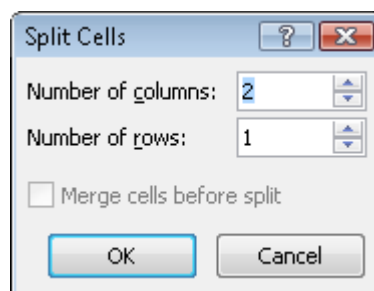
Cells in a table can be **merged** or **split**. To merge cells means to join two or more cells together to make one large cell. To split cells means to divide a cell into two or more cells.

Manoeuvres

1. In a new document, create a table with **5** columns and **10** rows.
2. Move the cursor to the second cell on the top line, select that cell and the cell to the right of it. Select the **Layout** tab (under **Table Tools**). Click **Merge Cells**. . The cells are merged.
3. Merge the two cells at the right of the top row then all of the cells on the second row.
4. Merge cells 1 and 2 on rows 3 to 9. This must be done one row at a time.
5. Merge cells 1 to 4 on the bottom row.
6. Your employer wants you to keep a record of daily sales to keep in your Personal Development folder. Enter text into the table until it matches the diagram below.

Date	Name	Department		
Product	Price	Quantity	Total Price	
Grand Total				

7. Your employer has decided to add product reference numbers to the table. Position the cursor in the cell containing **Product** and click **Split Cells** , from the **Merge** group in **Layout**.



continued over

Driving Lesson 30 - Continued

8. Make sure **2 columns** and **1 row** are selected from the **Split Cells** dialog box and click **OK**.
9. Enter **Ref.** in the cell to the right of **Product** and split the cells in the six rows below.

Date	Name	Department		
Product	Ref.	Price	Quantity	Total Price
Grand Total				



Cells that have not been merged can still be split.

10. Save the document as **Sales Checklist** and close it.

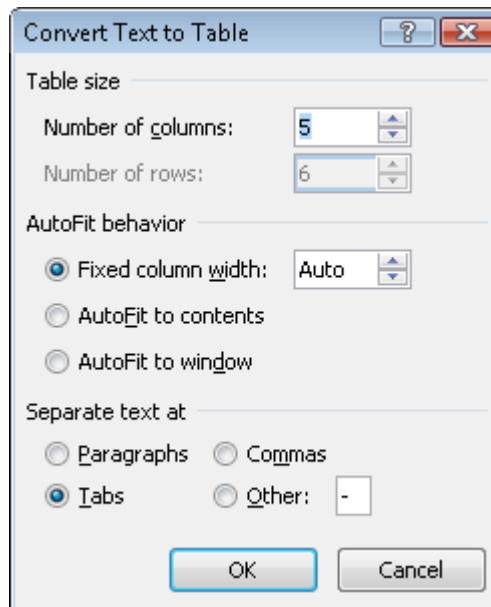
Driving Lesson 31 - Converting Text to a Table

Park and Read

Existing text can be converted to table format, providing the text is already separated into fields. This can be done with commas, tabs or paragraph marks. It may be necessary to remove any extra commas or tabs to reach the required format.


Manoeuvres

1. Open the document **Diary**. Select all of the text.
2. Select the **Insert** tab and click **Table**.
3. Click **Convert Text to Table**.



4. The **Number of columns** is calculated from the number of fields in the first line of the text, this should be correct. Check that **Separate text at** selection shows **Tabs** and click **OK**.
5. The text will now be in table format. Apply any **Table Style** to the table, as desired.
6. Save the document as **Converted** and close it.



To convert a table into text, select the table and display the **Layout** tab. Click **Convert to Text**, . From the **Convert Table to Text** dialog box, choose how the text is to be separated. Click **OK**.

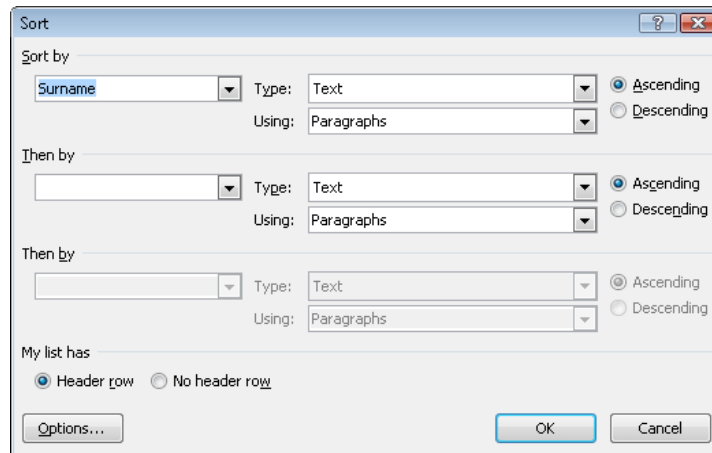
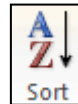
Driving Lesson 32 - Sorting Table Data

P Park and Read

A table can be sorted in order of any column, with secondary sorts being applied, if required. Ascending or descending sorts can be performed on text or numbers.

Manoeuvres

1. Open the document **Vacation**. This shows the holiday entitlement of staff members.
2. Click anywhere within the table. Select the **Table Tools Layout** tab.
3. From the **Data** group, click **Sort** to display the **Sort** dialog box.



4. Check that **Header row** is selected in the **My list has** area. The **Sort by** choices will now show the column headings.
5. Select **Surname** and **Ascending**. Click **OK** to sort the table by surname, **A-Z**.

Surname	Initial	Department	Days Holiday
Baker	S	Training	3
Borland	J	Administration	0
Chapman	I	Finance	17
Chesterton	I	Training	0
Clarke	A	Advertising	0
Collins	P	Administration	5
Gardner	P	ET Trainee	0
Harvey	D	Transport Pool	1
Leigh	C	Administration	3
Myers	A	Computer Services	0
Phillips	L	Personnel	2
Smith	F	Finance	1
Smith	John	Production	4
Smith	James	Production	2
Waldram	B	Computer Services	2
Waterman	D	Computer Services	7
Westgarth	S	Catering	0
Wright	B	Training	4

continued over

Driving Lesson 32 - Continued

6. Now, with the cursor in the table, click **Sort** again. Select **Surname** and **Descending**, then click **OK** to sort by surnames **Z-A**.

Surname	Initial	Department	Days Holiday
Wright	B	Training	4
Westgarth	S	Catering	0
Waterman	D	Computer Services	7
Waldram	B	Computer Services	2
Smith	F	Finance	1
Smith	John	Production	4
Smith	James	Production	2
Phillips	L	Personnel	2
Myers	A	Computer Services	0
Leigh	C	Administration	3
Harvey	D	Transport Pool	1
Gardner	P	ET Trainee	0
Collins	P	Administration	5
Clarke	A	Advertising	0
Chesterton	I	Training	0
Chapman	I	Finance	17
Borland	J	Administration	0
Baker	S	Training	3

7. Again, with the cursor within the table, click **Sort**. From the **Sort by** selection, choose **Days Holiday**, **Descending** and click **OK** (note that the **Type** changes to **Number**).

Surname	Initial	Department	Days Holiday
Chapman	I	Finance	17
Waterman	D	Computer Services	7
Collins	P	Administration	5
Wright	B	Training	4
Smith	John	Production	4
Leigh	C	Administration	3
Baker	S	Training	3
Waldram	B	Computer Services	2
Smith	James	Production	2
Phillips	L	Personnel	2
Smith	F	Finance	1
Harvey	D	Transport Pool	1
Westgarth	S	Catering	0
Myers	A	Computer Services	0
Gardner	P	ET Trainee	0
Clarke	A	Advertising	0
Chesterton	I	Training	0
Borland	J	Administration	0

8. Repeat this sort, adding **Surname**, **Ascending** in the **Then by** section. Select **OK** to sort the list by the amount of holidays, then **A-Z** by surname.
9. Who is last on the list?
10. Save the document as **Vacation2**, obtain a printed copy and close it.



Blank rows in a table will be sorted along with the data. It may be prudent to remove them and then replace, if necessary, after sorting.



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

Driving Lesson 33 - Performing Calculations


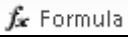
Park and Read

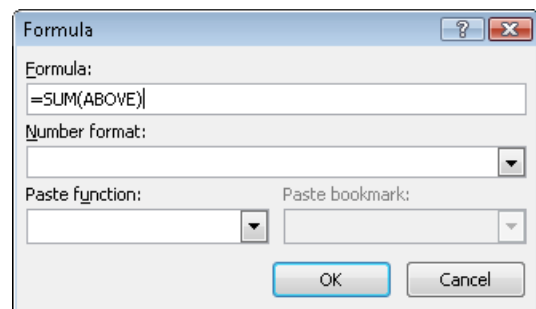
Calculations can be carried out within a table. A column of numbers can be summed, or any basic calculation can be performed on the data within the table. Every formula must start with the equals sign =. Standard mathematical functions are used to create formulas.

Like a spreadsheet, each column in a table is referred to by a letter: **A,B,C,D**, etc., whilst rows are referred to by numbers: **1, 2, 3, 4**, etc. The cell address, e.g. **A1**, is the position where the row and column intersect. It is this cell address that will be used to build formulas, e.g. **=A1 + A2**.



Manoeuvres

1. Create a **5 x 5** table in a new document, and in the first column (column **A**) enter a list of four numbers.
2. With the cursor in the last cell of the column, display the **Layout** tab from **Table Tools** and click . The formula dialog box suggests an appropriate formula.
3. In this case **SUM** field code is required. Use the **Number format** drop down to select **0.00**, click **OK** and the sum is complete with 2 decimal places.
4. With the field code highlighted, click  and using the **Number format** drop down, select **0**, a format with no decimal places. Click **OK** to apply the different number format.
5. Place the cursor in cell **B2**. Click **Formula**. Delete the suggested formula and enter **=a1*a2**. Click **OK** and the answer will be displayed.
6. In cell **B3** use the same method to calculate **a2/a1**.
7. To calculate the **Product** of the above two cells, with the cursor in **B4**, open the **Formula** dialog box and remove the suggested formula. Type **=**.
8. From the drop down list under **Paste function**, select **Product**.
9. In the brackets insert **B2,B3**. The formula should read **=PRODUCT(B2,B3)**, the equivalent of **B2*B3**. Click **OK** to see the result.
10. Change the value in **A1**. Note that the formulas are not automatically updated. Select the whole table and press **<F9>**. All formulas are recalculated.
11. Close the document without saving.




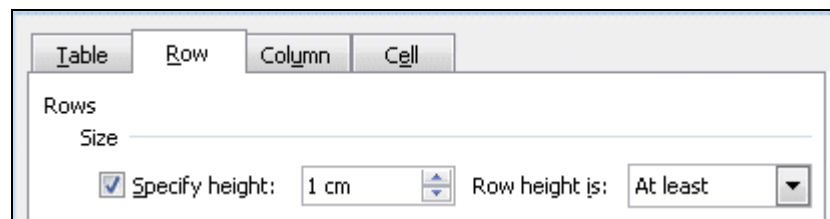
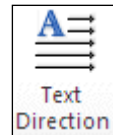
Driving Lesson 34 - Table Properties and Setup

Park and Read

Various aspects of a table can be changed, for example the cell margins, text alignment and direction. If the table is large, you can apply settings so that the heading rows are repeated on each page, or so that rows either break or don't break across pages.

Manoeuvres

1. Open the document **Company** and select the top row of the table - the text direction is to be changed.
2. Select the **Layout** tab from **Table Tools**. From the **Alignment** group, select **Text Direction**.
3. The text can now be read downwards. Click **Text Direction** again.
4. The downward direction is changed. Click **Text Direction** again.
5. The text is returned to its original position.
6. The top row of the table is now too large and the other rows could be wider. Click on the table select icon, , at the top left corner to select the whole table.
7. Click on the **Layout** tab. Click the **Properties** button in the **Table** group. In the **Table Properties** dialog box, select the **Row** tab.
8. From **Size**, check **Specify height** and enter **1 cm** in the box. Ensure **At least** is selected.



9. Click **OK**.
10. With the whole table still selected, display the **Table Properties** dialog box again. The column width can also be altered from here. Click on the **Row** and then the **Column** tabs to review the information.
11. Select the **Cell** tab. Click **Options**.

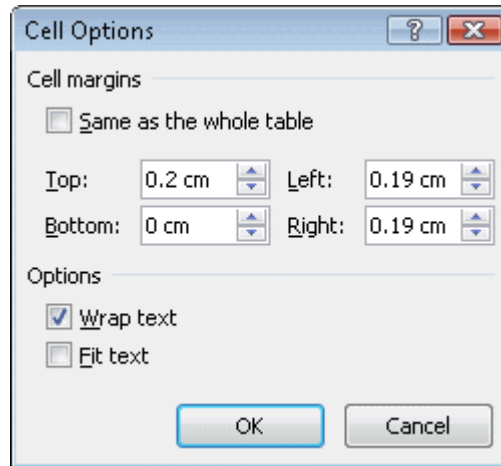


*Alternatively when setting the cell margins for a whole table, click the **Cell Margins** button in the **Alignment** group on the **Layout** tab.*

continued over

Driving Lesson 34 - Continued

12. In **Cell Options** remove the check from **Same as the whole table** so that the margins can be set manually. Change the **Top** cell margin to **0.2cm** (to move the text down in every cell).



13. Click **OK**, then **OK** again to see the effect.
14. With the whole table still selected, display the **Table Properties** dialog box again. From the **Cell** tab, in the **Vertical alignment** section, the available options are **Top**, **Center** and **Bottom**. Select **Bottom** alignment and click **OK**. The text is moved to the bottom of each cell.



*Alternatively use the nine **Align** buttons in the **Alignment** group on the **Layout** tab to align the text in cells.*

15. Place the cursor in front of the surname on the bottom row on page 1. Press **<Enter>** until the text moves to the next page. This row has been split across 2 pages.
16. Select the table and display **Table Properties**. On the **Row** tab, notice **Allow row to break across pages** is checked.
17. Clear the check and click **OK**. Notice that all the data from the row is now back together.
18. Remove the paragraph marks added previously, the row moves back to page 1.
19. If a table is split over more than one page it's a good idea to have headings on each page. Select the top row and make it **bold**.
20. With the top row still selected, display the **Table Properties** and the **Row** tab.
21. Check **Repeat as header row at the top of each page**. Click **OK**.
22. Check the top of each page to see the header row.
23. Save the document as **Company2** and close it.

Driving Lesson 35 - Revision: Tables

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Start a new document.
2. Create a new table to match the table below, an invoice (you will need to merge cells).

Invoice				
Ref No	Description	Qty	Price	Total
Subtotal				
VAT				
Total				

3. Print the document and close it without saving.
4. Open the document **Quotas**.
5. Convert the text to a table (separated at tabs).
6. Calculate the total sales for each salesperson.
7. Print the document and close it without saving.
8. Start a new document and create a **4x6** table containing a list of five types of car.
9. The headings should be **Manufacturer, Model, Colour** and **Price**.
10. Enter a fictional price for each car.
11. Sort the table in ascending alphabetical order by model.
12. Now sort the table numerically by price, from highest to lowest.
13. Sort the table alphabetically by **Colour**.
14. Save the document as **Car sort** and close it.

If you experienced any difficulty completing this 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.