

DAY 2 - Extra Practice - Tabs

This task uses tab stops to control the layout of information on the page.

1. Open a new document.
2. Set a **left** tab at 6cm and a **centre** tab at 11cm.
3. Type the headings shown below (Hotel, Location and Rating) using tabs to place Location at 6cm and Rating at 11cm.
4. Press the **Enter** key to move to the next line, and add the hotels listed:

Hotel	Location	Rating
Holiday Inn	Bristol	***
The Hilton	London	*****
The Gloucester	Bath	****
The Hostel	Cambridge	*
Wellington's	Coventry	***

5. Now adjust the tab positions to 7cm and 13cm respectively.
6. Save your work as hotel.doc in your document folder or your USB.

Task 5 – Styles

1. Open a new blank document. Display the **Styles and Formatting** task pane. What styles are listed for this document?
2. Now open the `flyer.doc` file. How many new styles are there compared to the blank document?

Task 6 – Applying styles

1. Open the file `flyer.doc`.
2. Apply the style **Title** to the document title `European Computer Driving Licence at UCL`.
3. Apply the style **Quote** to the first paragraph `Maybe you are nervous...`
4. Select the three headings: `The Qualification for You`, `What is the ECDL?` and `A Baseline Skills Qualification` (use **Ctrl+click** to select the three headings at the same time). Apply the *Heading 1* style to these headings.
5. Apply the style **Heading 2** to the three sub-headings: `The Seven ECDL modules`, `How to Register` and `Other Useful Sites`.
6. Apply the style **List Bullet** to the list of seven ECDL modules.
7. Apply the character style **www** to the three Web addresses found in this document.
8. Apply the style **Indent** to the paragraphs under the heading `How to Register`. Has the **www** style applied to the web address `www.ucl.ac.uk/is/training/ecdl.htm` been retained. Why?

Task 7 – Templates

1. Create a new template based on the *Normal* template, with the following settings:
 - Add a header to include the text `University of London`.
 - Add a footer with centred page numbers.
 - In the body of the document, apply the *Heading 1* style to the first paragraph.
2. Save the template in the default location with the name `basic-template`.
3. Close the template.
4. Create a new document based on your template and type a heading into the first line – it should be formatted using the *Heading 1* style.

Task 8 – Tables

1. Create a new document, and insert a table with 4 columns and 3 rows.
2. Adjust the width of the columns:
Set Column 1 to 2.16 cm (1"),
Set Column 2 to 3.43 cm (1.5"),
Set Column 3 to 2.16 cm (1"),
Set Column 4 to 1.54 cm (0.6").
3. Save it as `hotel2.doc`.
4. Add the following data to the table.

Resort	Hotel	Rooms	Rating
Bermuda	Elbow Beach	300	*****
Gambia	The Heights	204	****

5. Modify the table to include an extra column between Rooms and Rating and an extra row at the bottom. Enter the title **Price £pppn**, and enter the data as shown below.

Resort	Hotel	Rooms	Price £pppn	Rating
Bermuda	Elbow Beach	300	600	*****
Gambia	The Heights	204	350	****
India	Fort Aguada	250	220	****

6. Format all headings so they are bold and centred. Re-size columns where necessary to accommodate the text.
7. Format the *Rooms* data and *Price £pppn* data so that the numbers are right aligned and centre the stars in the *Rating* column.
8. Save changes.

Task 9 – Autocorrect

1. Open a new document.
2. Turn off the *AutoFormat* feature that applies bullets automatically.
3. Create an *AutoCorrect* entry to replace an abbreviation of your name (e.g. use your initials) with your full name.
4. Create an *AutoCorrect* entry to replace **UCL** with **University College London**. Why might this not be a good idea?
5. Create an *AutoText* entry with the name `mydetails` like the example below substituting your personal details as appropriate.

Joe Bloggs
Head of Sports
University College London
+44 (020) 7380 1111
joe.bloggs@ucl.ac.uk

6. Turn the automatic bullet feature back on.

Further Exercises

Exercise 1 – Indents

1. Follow the instructions to create the document as shown below.
2. Use the **Garamond** font, point size **14** for the document.
3. Enter the heading and format it using bold.
4. Move to the line where the first heading *Aims* is positioned. Set the Hanging Indent marker on the ruler bar at 5.5cm approximately.
5. Type the text **Aims** and press the **Tab** key once. Type the text shown. Notice that the text automatically wraps to the new line.
6. Repeat Step 5 above for each of the headings shown.

Note: *If you have the option **Help For WordPerfect Users** switched on, the left indent marker set in Step 4 does not carry down to the next paragraph.*

Course E3542 Effective Training Matters	
Aims	To improve the provision of training within the organisation.
Who should attend?	All those with a responsibility for training either in an organisational capacity, or as a provider.
Purpose of the Course	The course will: provide information on how to map training needs and create training plans; provide information on goal formulation and methods of gathering effective feedback and follow up by the course participants.
Course Structure	The structure of the course. A range of teaching methods will be used: formal lectures, group work/discussions, case studies and presentations.
Course Content	The course is comprehensive, but specific requests from participants can be catered for.

7. Enter the following contact details at the bottom of the text:

For further details contact the course co-ordinator:
Jacqueline Heywood
Training House
Staffordshire
ST7 8RT
01234 456789

8. Format the text you have just entered in step 7 using bold and italic.
9. Insert a new title at the top of the document:
People Matter Training Courses Ltd.
10. Centre the heading, and format it using **Helvetica Bold, 14** point. Place a double border box around the title and shade the area using 10% grey.
11. Save the file as people.doc

Exercise 2 – Decimal tabs

1. Create the table shown below using a decimal tab at 1cm, a left tab at 2.5cm and another decimal tab at 10.5cm.
2. Press the **Tab** key once and type **1**. (remember the full stop), press the **Tab** key, type the programme title **Coronation Street (Mon) Granada**, press the **Tab** key and type **19.55** (remember the full stop).
3. Repeat this process for each programme title:

1.	Coronation Street (Mon) Granada	19.55
2.	Eastenders (Thur/Sun) BBC1	18.25
3.	Last of the Summer Wine BBC1	18.07
4.	Eastenders (Tue/Sun) BBC1	18.05
5.	Coronation Street (Wed) Granada	16.35

4. Save the file as tab1.doc

Exercise 3 – Dot leader tabs

1. Create the table shown below using a right-aligned tab with a dot leader at 11cm.
2. Type the programme name, author and title, and format using bold and italics as shown.
3. Type the character name Compo press the [Tab] key once (notice as the dots appear) type Bill Owen (notice as the text is forced to the left of the tab marker). Repeat for each of the programme characters.

Last of the Summer Wine
by Roy Clarke

Who's Looking after the Cafe Then?

Compo	Bill Owen
Clegg	Peter Salis
Foggy.....	Brian Wilde
Ivy	Jane Freeman
Nora.....	Kathy Staff
Wally.....	Joe Gladwin

4. Save the file as tab2.doc

Exercise 4 – Changing tab styles

1. Create the table shown below using a right tab at 4.5cm and left tabs at 5.5cm, 8cm and 10.5cm.
2. Type the heading `Holiday Departures` as shown and format it using bold.
3. Type the first line of column headings as shown, pressing the **Tab** key once between each entry. To create the second line of headings, press the **Tab** key twice, type **Time**, press the **Tab** key once again type **Time** again and then press **Enter**.
4. Leave one line space and type the flight details as shown. Remember you only need to press the **Tab** key once between each column.
5. Save the file as **tab3a.doc**
6. Modify the layout by replacing the left tabs at 5.5cm and 8cm with decimal tabs at 6.5cm and 9cm. Make sure you select the main body of the table only (i.e. from New York down) when you do this.
7. Save the modified file as `tab3b.doc`

Holiday Departures

Manchester to	Nights Time	Departure Time	Return	Ref
New York	7	Fri 15.30	Fri 12.10	MANA06
Toronto	14	Sat 13.10	Sat 15.20	MANL58
Moscow	14	Fri 14.45	Fri 06.00	MANY37
Rome	7	Sun 16.15	Sun 11.10	MANT 11

Exercise 5 – Page layout

1. Open the file **alice.doc** in the `r:\training.dir\word\getting-started` folder.
2. Change the top and bottom margins to 3cm and the left and right margins to 3.5cm.
3. Insert a new page at the top of the document and type the following details:
`ALICE'S ADVENTURES IN WONDERLAND`
`by Lewis Carroll`
`Chapter XII`
`Alice's Evidence`
4. Insert a header and footer in the document and select **Different First Page**.
5. Create a header to display on every page except the first page with the title of the book on the left-hand side and the chapter number on the right-hand side. Format the text using the Bookman Old Style font, 11 pt, italic.
6. Create a footer to display on every page except the first page with the file name (from the **Insert AutoText** button) on the left-hand side and the page number in the centre. Format the text using the Bookman Old Style font, 11 pt, italic.
7. Change the paper size to A4.
8. Save the file.
9. Print Preview the document. How many pages long is it?
10. Select the first page only for printing, but do not click **OK**.

Exercise 6 – Page layout and printing

1. Open the file history.doc created in the previous exercise.
2. Insert a subheading The 19th Century after the main heading and format this using the same font style as the main heading – Bookman Old Style, point size 14, bold and italic.
3. Insert a page break after **1897** and before **1904**. Insert another subheading – **The 20th Century**. Format this in the same way as above i.e. Bookman Old Style, 14pt, bold, italic.
4. Create a header with your name on the right-hand side. Format the header using the Tahoma font, 10pt and italicise the text.
5. Create a footer with the text **University College London** on the left-hand side. Insert the text **Page** and the page number on the right-hand side. Format them like the header.
6. Print Preview the document, to ensure that the document is ready for printing, making any changes where necessary. (Make sure none of the date headings have become separated from their respective paragraphs and remove any extra line spaces).
7. Save the file with the name **history1.doc**.
8. Select the first page only for printing, but do not click **OK**.