

# Microsoft Word XP

Workbook - Intermediate Level



SAMPLE

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## Installing the Sample Files into the Hard Disk

### Installing the sample files

- Use Windows Explorer to create a folder called **Word XP Intermediate Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Word XP Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

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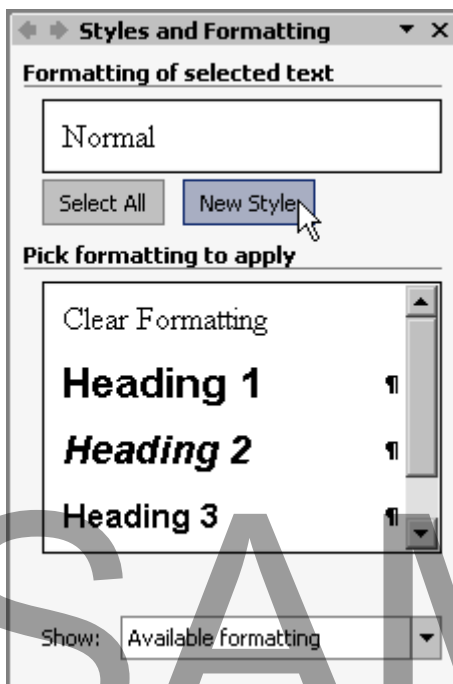
# Templates

## Creating a Style

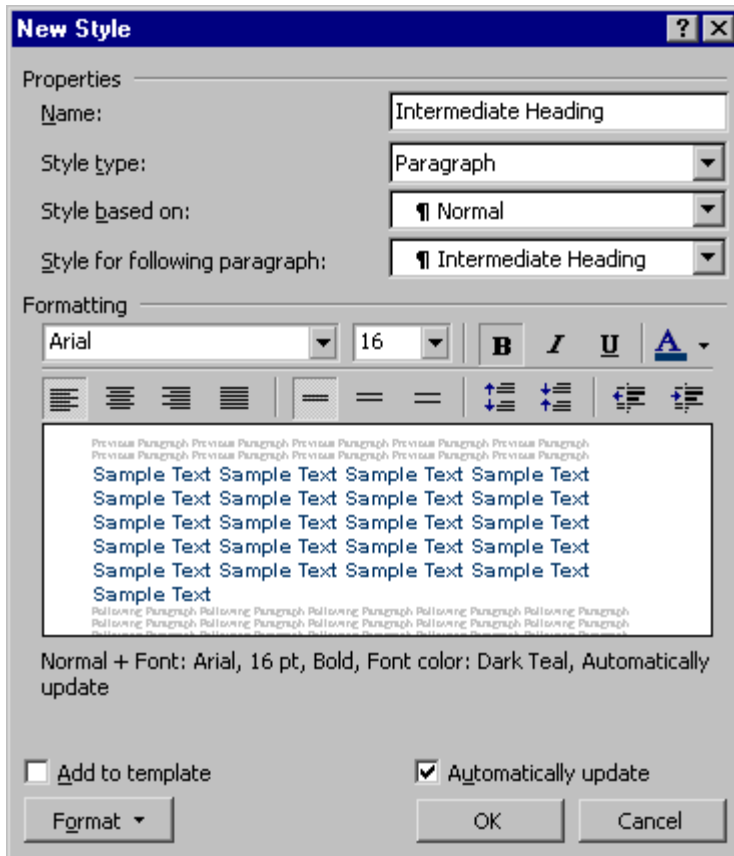
- Use Windows Explorer to create a folder called Word 2002 Intermediate Work Folder in the My Documents folder.
- Start Word 2002.
- Press the **Ctrl+ N** key combination

**OR** from the **Standard** toolbar, click the **New Blank Document** button to create a new document.

- From the Main Menu, choose **Format > Styles and Formatting** to display the Styles and Formatting pane:



- Click the **New Style** button in the **Formatting of selected text** section to open the **New Style** dialog box and enter the following:



Name - **Intermediate Heading**

Style Type - **Paragraph**

Font Name - **Arial**

Font Size - **16**

Style - **Bold**

Color - **Dark Teal**

Alignment - **Left**

Spacing - **Single Spacing**

Automatically Update - **Checked**

- Click the **OK** button.
- From the **Standard** toolbar, click the **Save** button

**OR** press the **Ctrl + S** key combination to save the file into the **Word 2002 Intermediate Work Folder** as **Intermediate Exercise.doc**.

## Tables

### Inserting a Chart

- From the **Main Menu**, choose **Insert > Picture > Chart** to display the **Datasheet** window.
- In the **Datasheet** window, click the letters **B** through **D** while holding the **Shift** key:

The screenshot shows a window titled "D:\Shared\FINAL-WORD 2002 ... - Datasheet". The table has columns A through E and rows 1 through 4. Columns B, C, and D are highlighted with a dark background. A mouse cursor is positioned over the header of column B.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

The screenshot shows the same window as above, but now columns B, C, and D are highlighted, and a mouse cursor is positioned over the header of column D.

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

- with the pointer placed on any of the highlighted columns, right click the mouse button to display the pop-up menu and select the **Delete** command:

The screenshot shows the same window as above, but now a context menu is open over column D. The menu items are: Cut, Copy, Paste, Insert, Delete (highlighted with a mouse cursor), Clear Contents, Number..., and Font....

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

- Click into the first row of the first column and enter the following:

		A	B	C	D	E
		1st Qtr				
1	East	20.4				
2	West	30.6				
3	North	45.9				
4						

		A	B	C
	Year	Profit		
1	1998 - 1999	20000		
2	1999 - 2000	30000		
3	2000 - 2001	17500		
4				

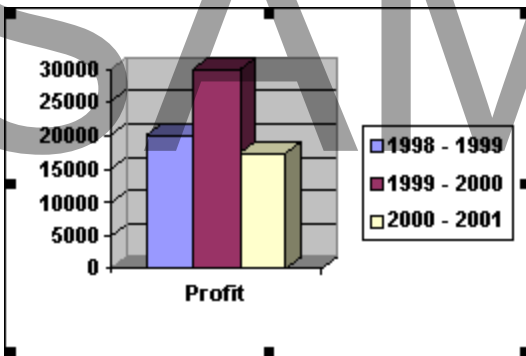
**First Column:**

- Row 1 - Year
- Row 2 - 1998 - 1999
- Row 3 - 1999 - 2000
- Row 4 - 2000 - 2001

**Second Column:**

- Row 1 - Profit
- Row 2 - 20000
- Row 3 - 30000
- Row 4 - 17500

- Click the mouse button outside the **Datasheet** window to return to the document and insert the chart:



- From the **Standard** toolbar, click the **Save** button  
*OR* press the **Ctrl + S** key combination to re-save the document.

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## Graphics

### Inserting Graphics

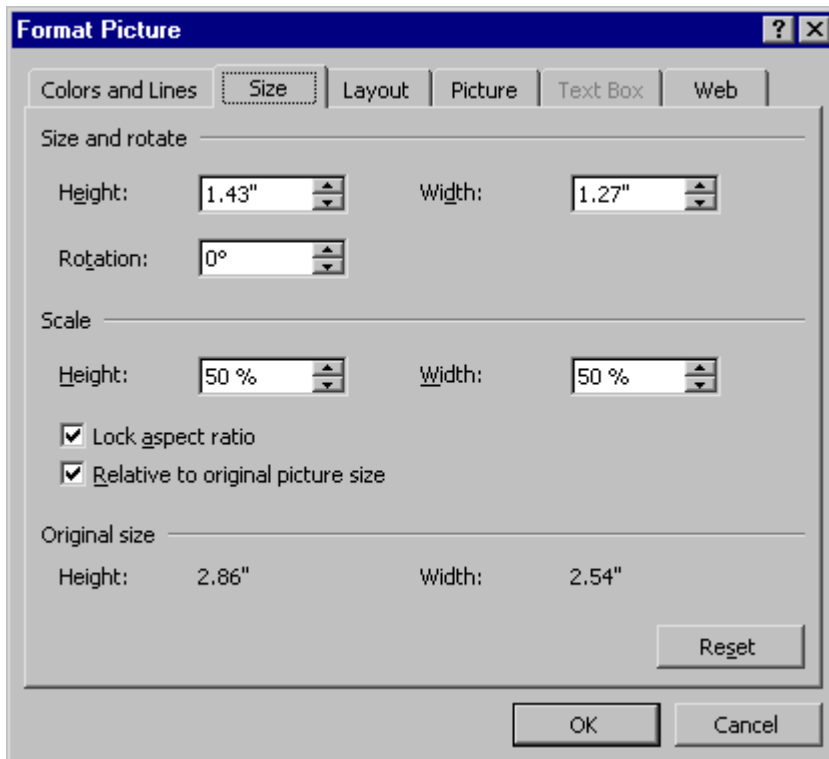
- Press the **Enter** key twice to start on a new line.
- From the Main Menu, choose **Insert > Picture > From File** to display the **Insert Picture** dialog box.
- Navigate to the **Word XP Intermediate Samples** folder then find the **Bee on Sunflwr.jpg** and click the **Insert** button:



### Modifying Pictures

- Select the inserted picture and from the **Main Menu**, choose **Format > Picture** to display the **Format Picture** dialog box.
- Select the **Size** tab and in the **Scale** section enter the following:

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Height - **50%**  
Width - **50%**  
Lock Aspect Ratio - **Checked**  
Relative to original Picture Size - **Checked**

- Click the **OK** button to return to the document:

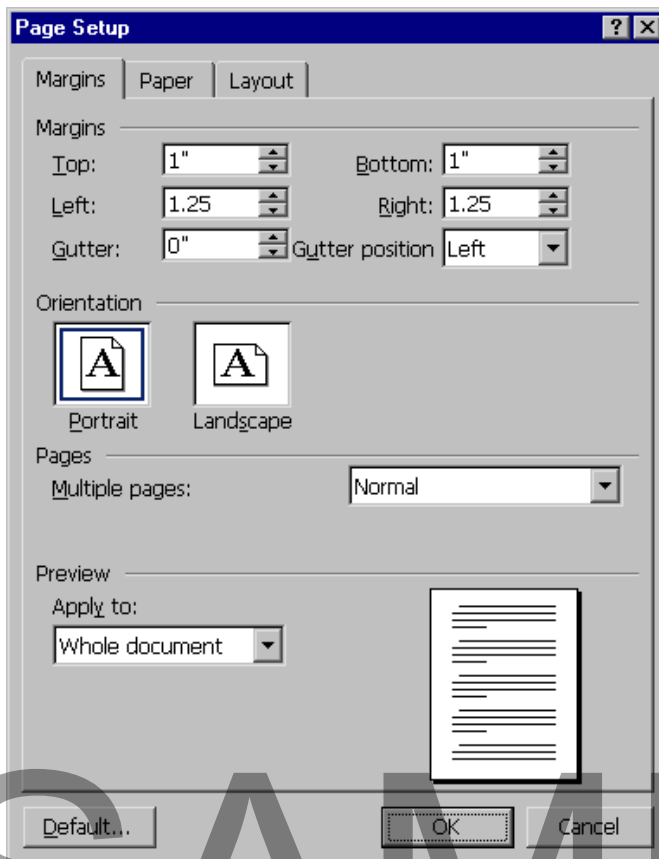


- From the **Standard** toolbar, click the **Save** button  
**OR** press the **Ctrl + S** key combination to re-save the document.

## Text

### Formatting Text into Columns

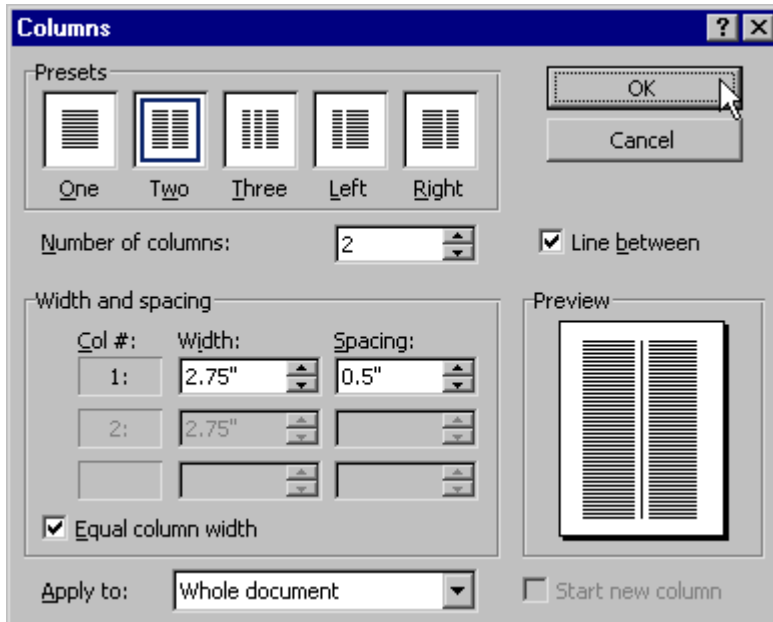
- From the **Main Menu**, choose **File > Page Setup** to open the **Page Setup** dialog box.
- From the **Margins** tab of the **Page Setup** dialog box, enter the following:



Top – **1 inch (2.5 cm)**  
 Left: – **1.25 inches (3.2 cm)**  
 Bottom – **1 inch (2.5 cm)**  
 Right - **1.25 inches (3.2 cm)**  
 Gutter - **0**  
 Gutter Position - **Left**

- Click the **OK** button.
- From the **Main Menu**, choose **Format > Columns** to display the **Columns** dialog box.

- From the **Columns** dialog box, set the following:



Presets - **Two** (this will also update the Numbers of Columns field)

Number of Columns - **2**

Line Between - **Checked**

Col #1 Width - **2.75 inches (7.0 cm)**

Col #1 Spacing - **0.5 inches (1.19 cm)**

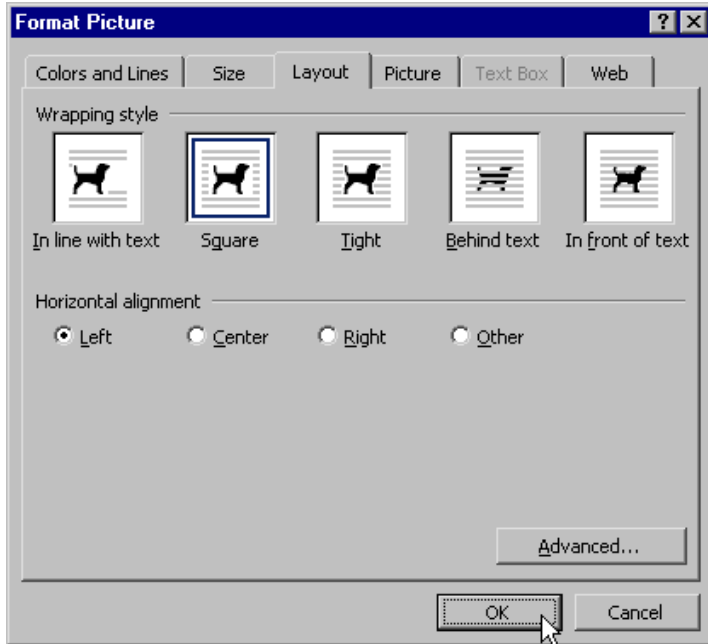
Equal - **Checked**

Apply to - **Whole document**

- Click the **OK** button to return to the document.

## Wrapping Text

- From the **Main Menu**, choose **Insert > File** to display the insert file dialog box.
- Navigate to the **Word XP Intermediate Samples** folder then find the **Filler Text.doc** and click the **Insert** button.
- Double click the **Bee on Sunflwr.jpg** picture to open the **Format Picture** dialog box:
- From the **Layout** tab of the **Format Picture** dialog box, set the following:



Wrapping Style - **Square**  
Horizontal Alignment - **Left**

- Click the **OK** button.
  - From the **Standard** toolbar, click the **Save** button
- OR** press the **Ctrl + S** key combination to re-save the document.

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## Envelopes and Labels

### Creating and Envelope

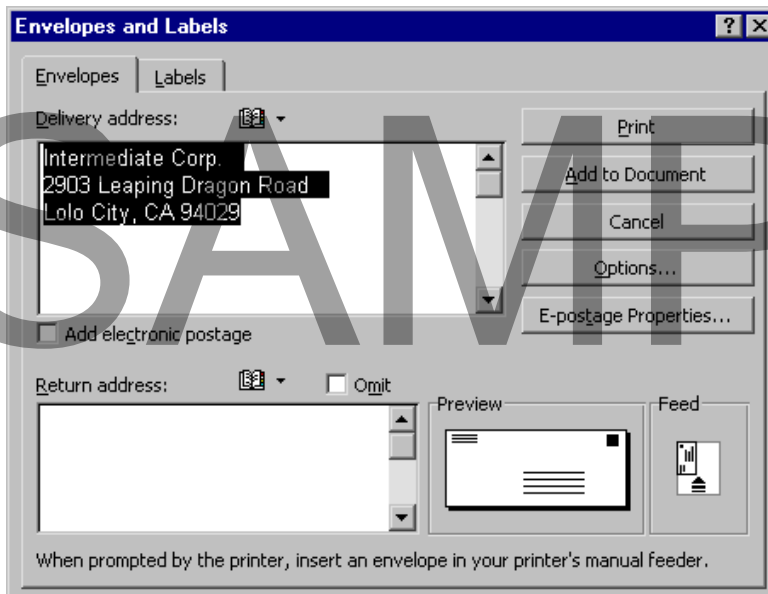
- **Note:** If you do not already have the **Show All Formatting** feature turned on, click the **Show/Hide** button from the **Standard** toolbar to display the **Paragraph Mark** and other hidden text.
- Highlight the **From** address and from the **Standard** toolbar click the **Cut** button:


**From:**  
 Foundation Inc.  
 2203 Mongoose Drive  
 Red Eye, CA 94022

- Highlight the **To** address:

**To:**  
 Intermediate Corp.  
 2903 Leaping Dragon  
 Road  
 Lolo City, CA 94029

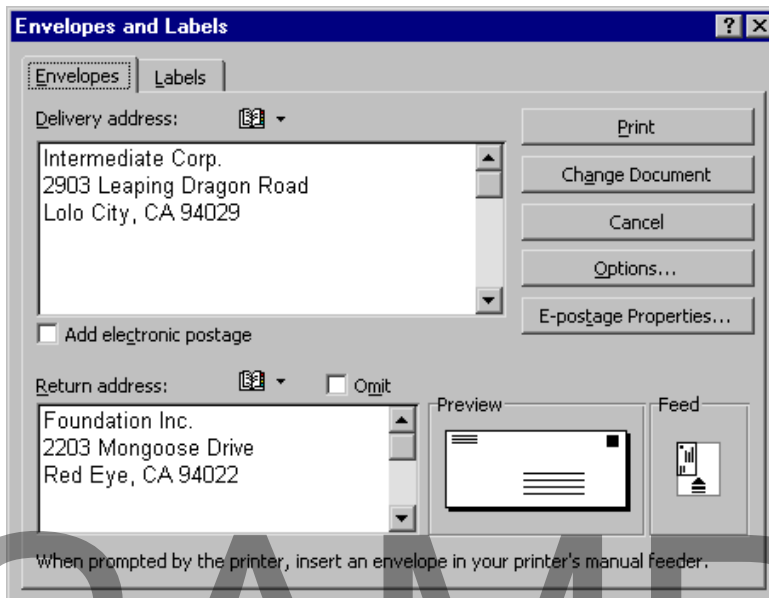
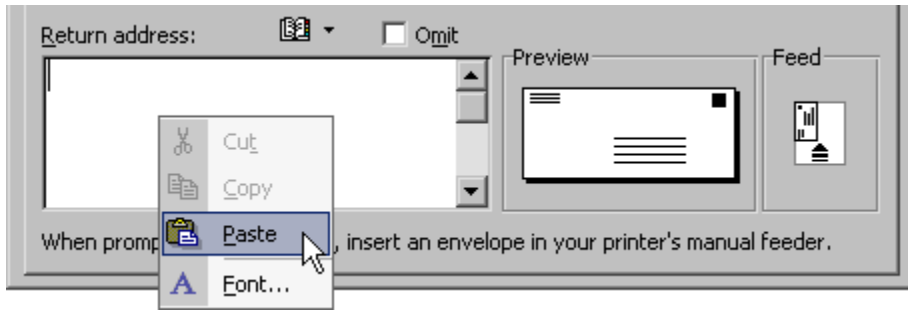
- From the **Main Menu**, choose **Tools > Letters and Mailings > Envelopes and Labels** to display the **Envelopes and Labels** dialog box:



**Note:** The **To** address that was highlighted in the previous step will automatically be entered into the **Delivery address** field:

- Place the cursor into the **Return address** field then press the **Ctrl + V** key combination

**OR** right click the mouse button and select the **Paste** command:

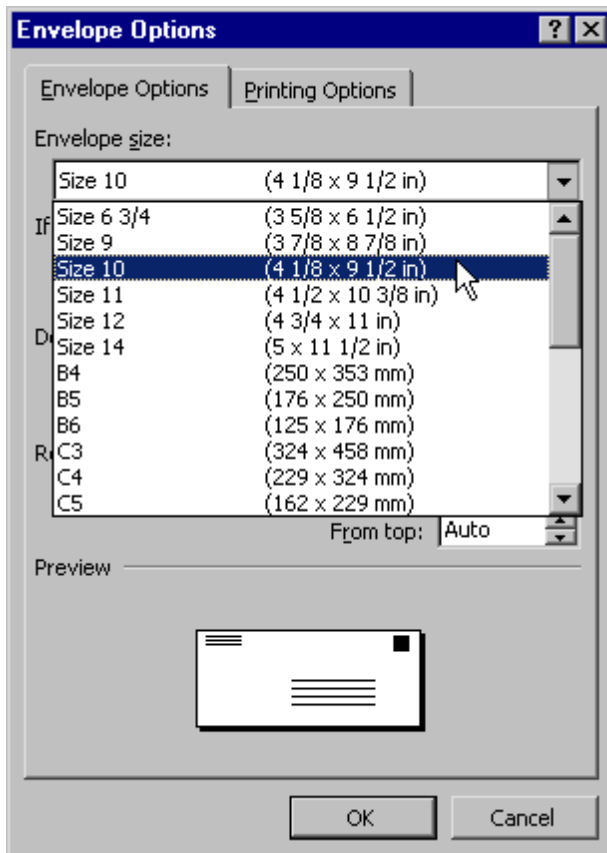


- Click the **Options** button to display the **Envelope Options** dialog box and then select the **Envelope Options** tab

**OR** click the **Preview** icon from the **Envelopes and Labels** dialog box:

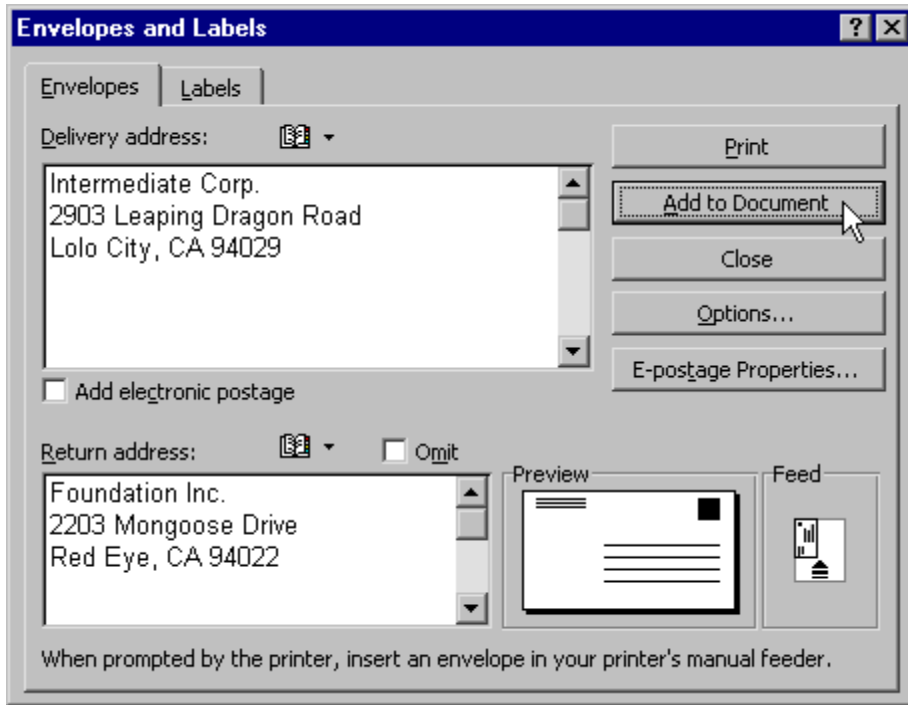


- From the **Envelope Options** tab, select the **Size 10** (4 1/8" x 9 1/2") option from the **Envelope size** drop-down list:



- Press the **OK** button to return to the **Envelopes and Labels** dialog box.
- Click the **Add to Document** button to return to the document and click the **No** button when you see the **Microsoft Word** prompt appear; requesting you to save the new **Return address** as the default return address:

# SAMPLE



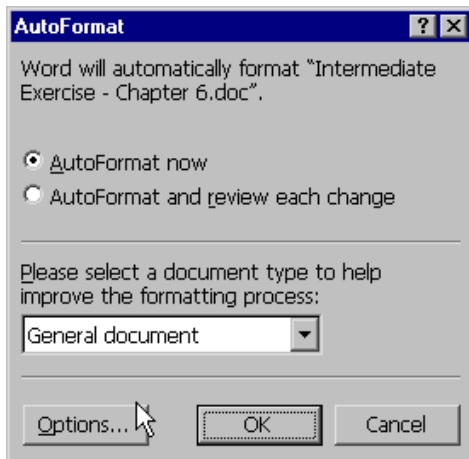
**Note:** When you return to the document, you will see that a new page has been added for the envelope that was created.

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## Web Page Creation

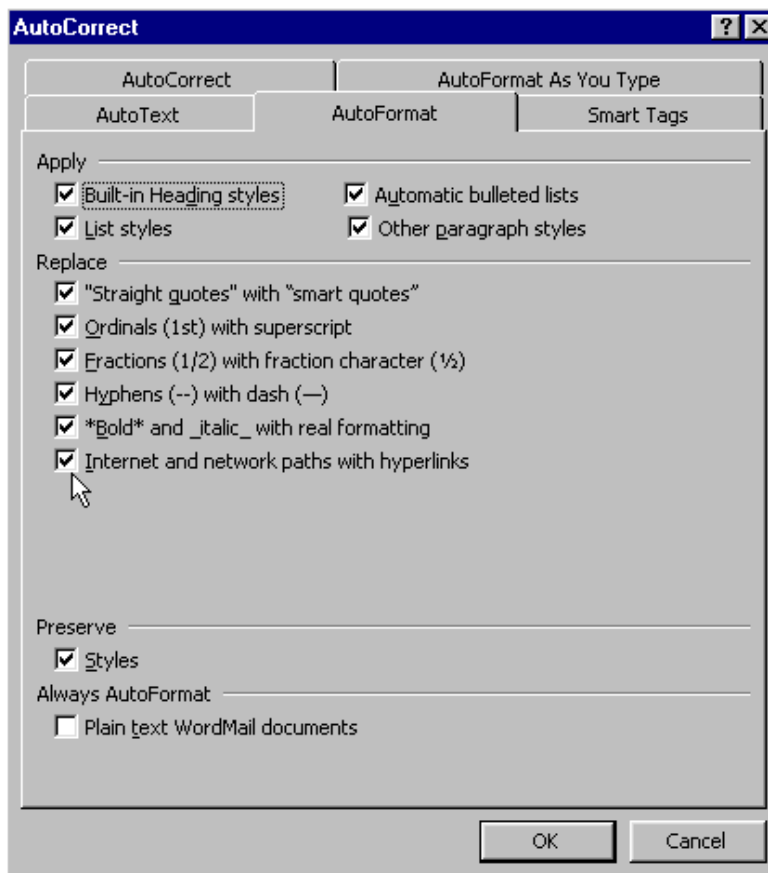
### Adding Hyperlinks

- From the **Main Menu**, choose **Format > AutoFormat** to open the **AutoFormat** dialog box:



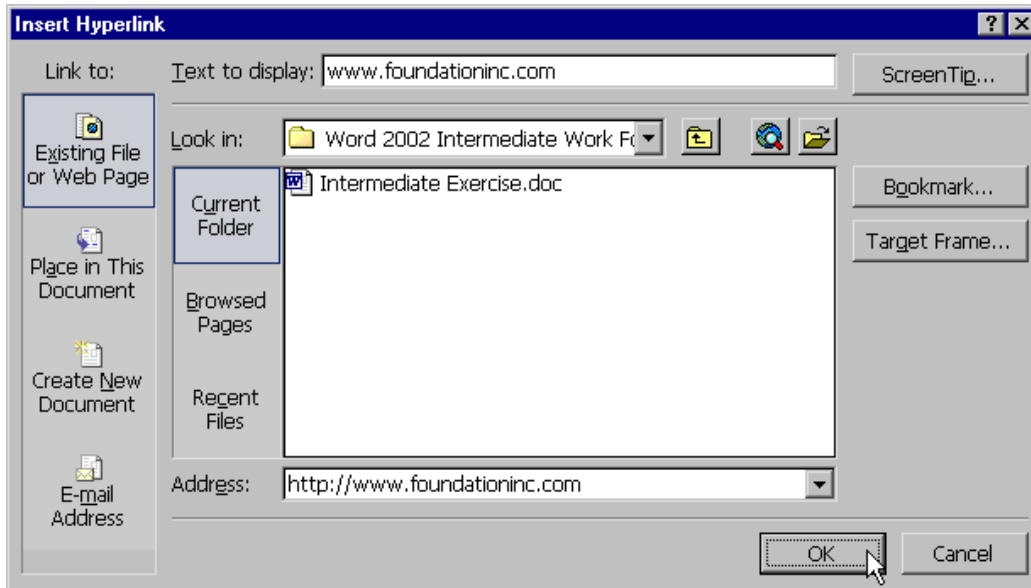
- Click the **Options** button to open the **AutoCorrect** dialog box and from the **AutoFormat** tab, uncheck the **Internet and network paths with hyperlinks** to make sure that no addresses are altered into a hyperlink once entered into the document:

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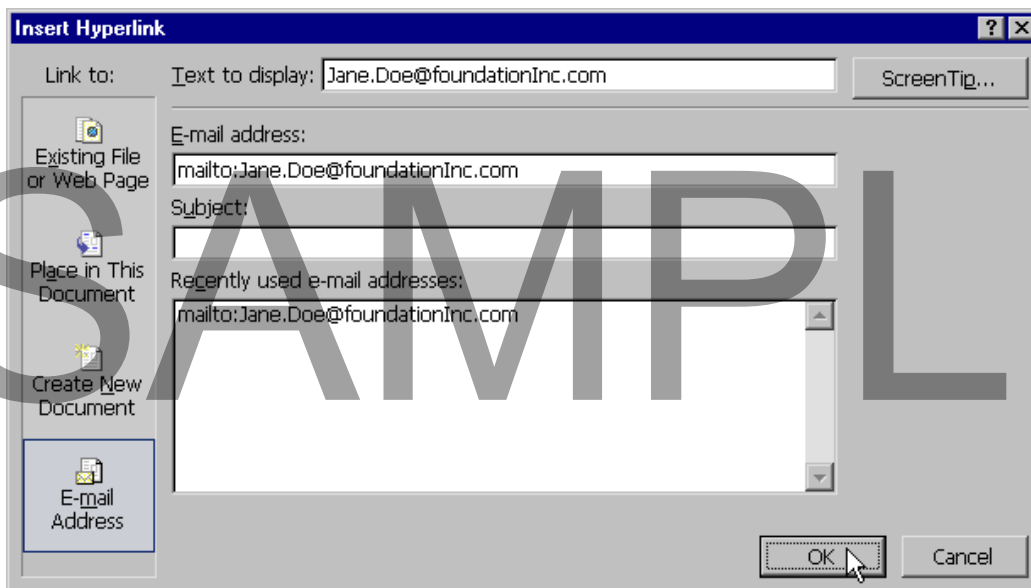
- Click **OK**
- Highlight ***www.foundationinc.com***.
- From the **Main Menu**, choose **Insert > Hyperlink** to open the **Insert Hyperlink** dialog box.
- From the **Insert Hyperlink** dialog box, enter the following:

SAMPLE



**Link To - Existing File or Web Page**  
**Text to Display - www.foundationinc.com**  
**Address - http://www.foundationinc.com**

- Click the **OK** button to return to the document.
- Highlight **Jane.Doe@ foundationInc.com**.
- Click the right mouse button and choose the **Hyperlink** command from the pop-up menu to open the **Insert Hyperlink** dialog box.
- From the **Insert Hyperlink** dialog box, enter the following:



**Link to - E-mail Address**  
**Text to Display - Jane.Doe@foundationInc.com**

E-mail address - **mailto:Jane.Doe@foundationInc.com**

**Note:** The **mailto:** text will automatically appear once you begin typing into the **E-mail address** field.

- Press the **OK** button to return to the document.
- From the **Standard** toolbar, click the **Save** button

**OR** press the **Ctrl + S** key combination to re-save the document.

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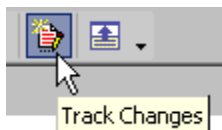
# Managing Documents

## Reviewing Document Changes

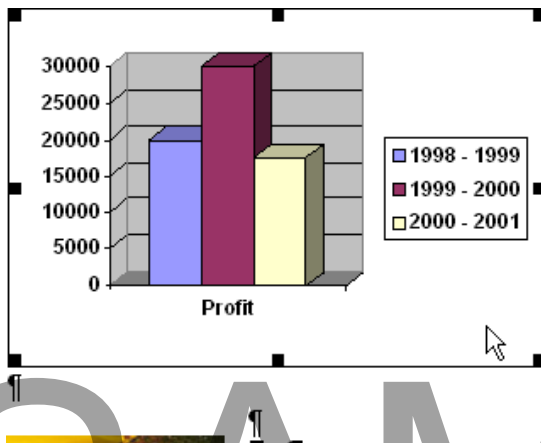
- **Note:** If the **Reviewing** toolbar is not displayed, choose **View > Toolbars > Reviewing** from the **Main Menu** to display the **Reviewing** toolbar:



- From the **Reviewing** toolbar, click the **Track Changes** button:



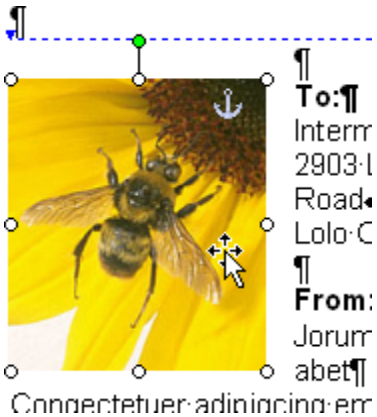
- Select the **Chart**:



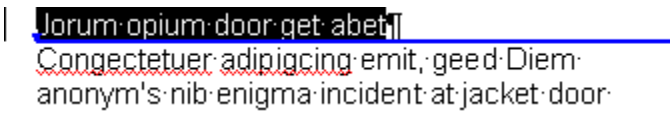
- Click and drag the **Chart** to the **Paragraph Mark** above "**Jane Doe**" and release the mouse button:

tee fugato-ninja-facilities.¶  
 ¶  
 ¶  
 Jane Doe¶  
<http://www.foundationinc.com>¶  
<mailto:Jane.Doe@foundationinc.com>¶  
 ¶

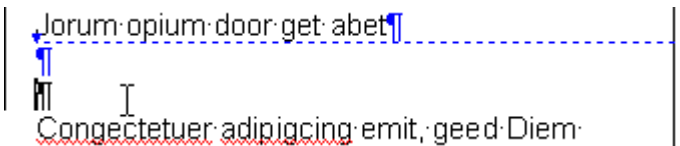
- Select the **Bee on Sunflwr.jpg** and from the **Standard** toolbar, click the **Cut** button:



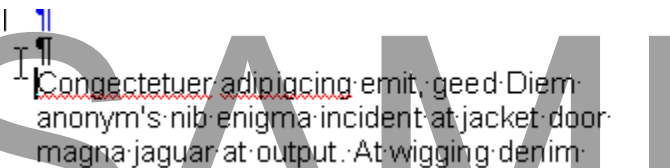
- Delete every thing before the *Jorum opium door get abet* paragraph so that it becomes the first line.



- Press the Enter key twice at the end of the first paragraph Add two hard returns:

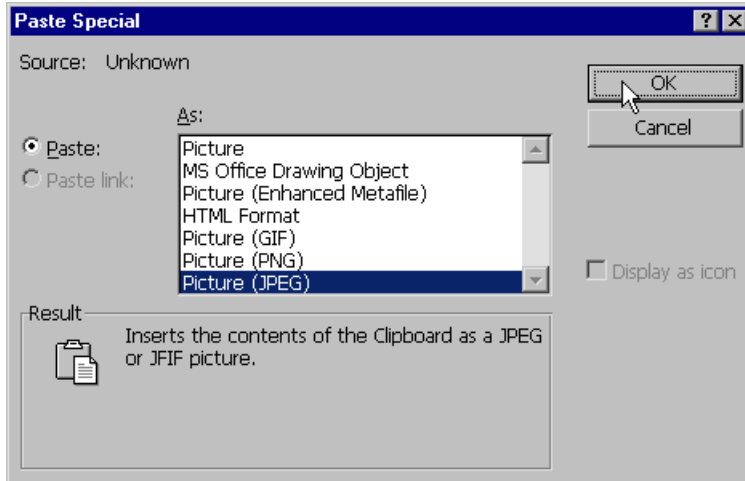


- Use the enter key to add a hard to return at the end of the next three paragraphs.
- Place the Cursor at the beginning of the second paragraph:



- From the **Main Menu**, choose **Edit > Paste Special** to open the Paste Special dialog box.
- Select the **Picture (JPEG)** option from the **As** list and click the **OK** button to return to the document:

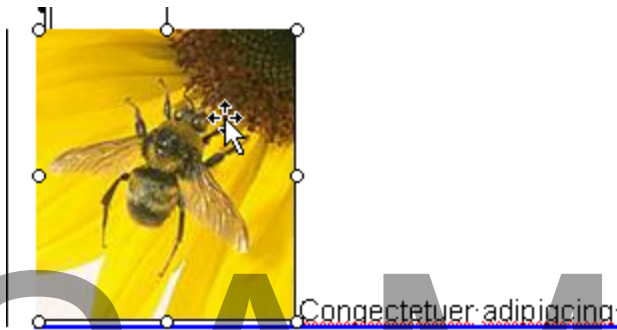
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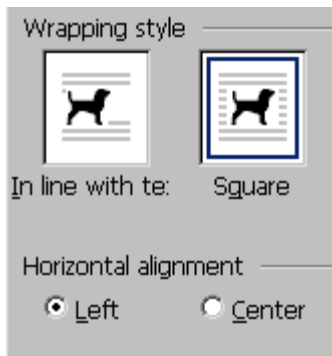
- Place the cursor into the first paragraph and click the **Intermediate Header** style from the **Styles and Formatting** pane.
- Delete the last two words in the title:



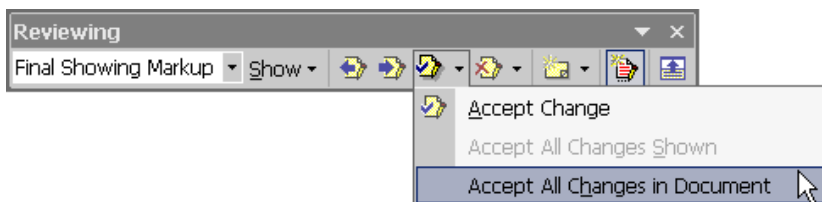
- Double click the *Bee on Sunflwr.jpg* picture:



- From the **Layout** tab on the **Format Picture** dialog box, select the **Square** options from the **Wrapping style** section and the **Left** option from the **Horizontal alignment** section then click the **OK** button:



- From the **Reviewing** toolbar, click the **Accept Change** button drop-down list and choose the **Accept All Changes in Document** command:



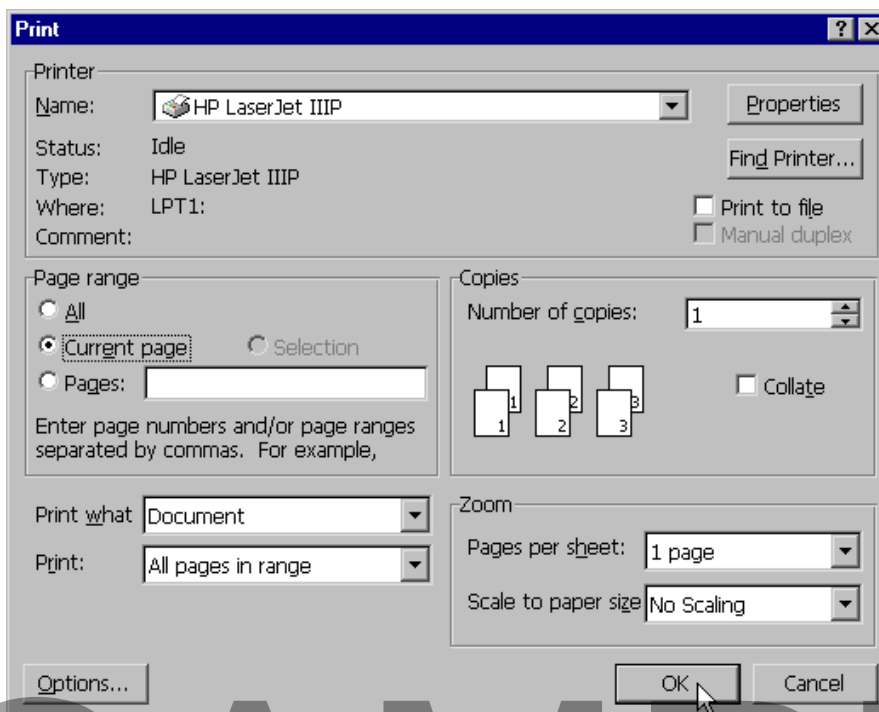
- From the **Standard** toolbar, click the **Save** button  
**OR** press the **Ctrl + S** key combination to re-save the document.

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## Print

### Printing the Document

- From the **Main Menu**, choose **File > Print**  
**OR** press the **Ctrl + P** key combination to open the **Print** dialog box.
- From the **Print** dialog box, set the following:



Printer Name - **Select a printer from your list of available drivers**

Page Range - **Current page**

Number of Copies - **1**

- Click the **OK** button.

**Note:** To see an example of what the end document should look like, open the **Intermediate Exercise - Chapter 8.doc** from the **Word XP Intermediate Samples** folder.