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TERMS OF USE

GUIDE FORMAT

The **TEACH YOURSELF ADVANCED 2010 GUIDE** was created in the following format:

HEADING 1 STYLE – Cambria 18pt
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BODY TEXT - Cambria 12pt
SCREEN RESOLUTION – 1360x768
MICROSOFT OFFICE - 2010

Although operating systems (Vista, Windows 7, Windows 8) and text style requirements will not encumber the completion of this guide, it is advised that learners use the recommended (by Microsoft) 1024x768 or higher screen resolution when using Microsoft Office 2010; this is due to a dynamic ribbon being used which adjusts the amount of options displayed depending on visible space.

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THIRD EDITION:

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All reasonable precautions have been made in the preparation of this document, including both technical and non-technical proofing. At LEARN NEW SKILLS FROM HOME we work to the highest quality, if a learner finds any discrepancies within this document, please do not hesitate to contact us.

TEACH YOURSELF
ADVANCED OFFICE 2010
BY PAUL BUGGS

THIRD EDITION

Learn New Skills from home

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QUALIFICATION AND GUIDE OVERVIEW

www.learn-new-skills-from-home.com

TEACH YOURSELF VIA VISUAL LEARNING

Visual learning is a teaching and learning style in which images, pictures or colours are used to gain information for studying. Visual learning forms part of the three basic learning styles which includes the Kinesthetic (learning that takes place via physical activity as opposed to listening or watching) and Auditory (learning that takes place via listening) learning styles. Generally visual learners also have a good sense of spatial awareness (sense of direction) and as imagery is used to visualize they also often like to draw and scribe.

At LEARN NEW SKILLS FROM HOME, we strive to help self-study learners achieve their goals by providing affordable learning materials without compromising on quality. All our study materials are designed for the VISUAL LEARNER and use easy-to-follow, step-by-step instructions, illustrated throughout via screen shots. This easy-to-use visual guide covers advanced features in popular Microsoft Office 2007 applications and incorporates FIVE UNITS IN ONE book, Word, Excel, Access, PowerPoint and ITQ Word. Additional learning support supplied includes examination checks, shortcut tips, test structures and underpinning knowledge. Learners will also have FREE access to our online Members' Area (12 months access), which has additional question and answer snippets, job search facilities, qualification updates and a learner's forum.

The Advanced (level 3) units covered within this guide incorporate the globally recognised v.2.0 syllabuses for the "**European Computer Driving Licence**" (ECDL), "**International Computer Driving Licence**" (ICDL) qualifications and the updated, nationally recognised syllabus for the "**Information Technology Qualification**" (ITQ) certification.

UNITS COVERED WITHIN THIS GUIDE

Units covered within this guide include some of the world's most popular ICT (Information Communication Technology) applications, which utilise the Microsoft Office suite of programs. Applications covered:

- ❖ Microsoft Word (Advanced Word-Processing)
- ❖ Microsoft Excel (Advanced Spreadsheets)
- ❖ Microsoft Access (Advanced Databases)
- ❖ Microsoft PowerPoint (Advanced Presentations)
- ❖ Microsoft Word (Advanced ITQ Word-Processing)

ABOUT THE AUTHOR

Paul Buggs is a certified Microsoft Office Master Instructor who has delivered ICT (Information Communication Technology) training materials for both private and public educational providers for over a decade.

In 2009 Paul founded LEARN NEW SKILLS FROM HOME to help self-study learner's achieve their educational goals using quality study guides that incorporate both maximum learning flexibility and cost-effectiveness.

ACKNOWLEDGMENTS

QUALIFICATION OVERVIEW

The ECDL Foundation offers globally recognised ICT (Information Communication Technology) certifications, which many leading corporations/governments (IBM, IKEA, Ministry of Defence, Post Office, Bank of England, Shell and Pfizer) have adopted as their prerequisite ICT benchmark for employees. The quality and reputation of the Foundation has been built on over a decade of experience in successfully delivering ICT certification to over 9 million people, in 41 languages, covering 148 countries around the world. The ECDL (European Computer Driving Licence) qualification was established in 1997 and due to its success the ICDL (International Computer Driving Licence) was established shortly after in 1999 for the international market outside Europe. Both the ECDL and ICDL certifications are global recognised qualifications and have the same syllabus and test structures, the only difference being the ECDL is designated for European (ECDL) countries the ICDL for regions outside Europe. Further information including qualification news and updates can be found on the ECDL Foundation website - ***www.ecdl.org***

ECDL (ICDL) ADVANCED MODULES

ECDL Advanced (Word-Processing, Spreadsheets, Databases and Presentations) units/modules are set as level 3 (A-Level) qualifications in the UK by QCF (Qualifications and Credit Framework). Advanced units/modules are designed for learners who have intermediate/advanced skills in ICT and wish to gain a worldwide recognised certification.

ECDL (ICDL) EXPERT

Learners who successfully pass four ECDL Advanced units/modules can claim the "**ECDL (ICDL) Expert**" certification at no extra cost. Further information can be found on the ECDL Expert website - ***www.ecdlexpert.co.uk***

ITQ ADVANCED UNIT

The ITQ (Information Technology Qualification) unit "**Improving Productivity Using IT**" was introduced in 2010 to allow learners (UK only) to use their ICT skills and knowledge to manipulate commonly used IT tools and improve their overall productivity. ITQ certifications consist of a portfolio of qualifications which replaced the NVQ "**National Vocational Qualifications**" for IT and computing units. ITQ is a UK nationally-recognised programme which has been designed by employers to meet the needs of today's businesses. The ITQ Improving Productivity Using IT unit can be mapped to the ECDL portfolio and once added to four ECDL Advanced (level 3) modules enables learners to claim the "**ITQ Level 3 in IT User Skills**" certification provided by BCS (British Computer Society). Candidates only need to successfully achieve one of three available (Word, Excel or PowerPoint) advanced scenario based assignments to gain the ITQ certification. ITQ Advanced units can be completed by both manually and automated test methods. Further information about ITQ Units can be found on the BCS/ITQ website - *www.bcsitq.co.uk*

TESTING CENTRES

ECDL (ICDL) Advanced examinations incur no registration fees but examinations cost approximately £70 per exam (prices may vary). Candidate identification is required usually in the form of a utility bill and passport or driving licence. Learners are advised to book their desired examination date 10-14 days prior. In September 2012, manual tests for ECDL Advanced units/modules were replaced with industry standard e-assessments. E-assessments offer many advantages over manual tests, including instant results and a break-down of a candidate's strengths and weaknesses.

ITQ Advanced learners must register at their local testing centre (10-14 days recommended), prior to their first examination, identification is required usually in the form of a utility bill and passport or driving licence. A one off administration fee may be incurred of approximately £50 - £70 (prices may vary). For further information please contact your local testing centre.

There are literary 1000's of ECDL Advanced, ICDL Advanced and ITQ Advanced test centres around the UK and 10,000's globally. Please visit the BCS website to find your nearest test centre - *http://apps.bcs.org/fac/*

SAMPLE TESTS

Additional ECDL Advanced, ICDL Advanced and ITQ Advanced sample tests are available for **FREE** via the ECDL website:

http://www.ecdl.org

BRITISH COMPUTER SOCIETY ASSOCIATE MEMBERSHIP (AMBCS)

Learners who gain all four ECDL Advanced certifications can apply for "**British Computer Society Associate Membership (AMBCS)**". Associate Membership is aimed at those who are at the start of their career in IT and taking their first step on the ladder to full Professional membership. Once approved, learners can use the letters AMBCS after their name on CV / resumes and business cards, enhancing their job/career prospects. For further information please visit - *www.bcs.org*

HOW TO USE THIS GUIDE

This guide covers Advanced (level 3) features using popular Microsoft Office 2010 applications. As this guide is set at level 3 (A-Level) it is aimed at learners who have some prior knowledge of the application/s they wish to study. Learners can use this guide to complete individual or several (Word-Processing, Spreadsheets, Databases or PowerPoint) units/modules. Learners who wish to complete all five units/modules can study them in any order enabling them to concentrate on areas of most importance first.

SOFTWARE REQUIREMENTS

ECDL and ITQ Units are non vendor-specific, which means examinations can be taken using a variety of software (Lotus Notes, Microsoft Office, OpenOffice etc…) packages. For the purposes of this training guide we have selected the "**Microsoft Office 2010 Suite**". The Office 2010 suite of applications is predominately used within most companies globally and therefore enables learners to maximize their prospects in finding employment and enhancing their careers. To complete the unit/modules within this guide learners will need access to a PC (preferably with Vista, Windows 7 or Windows 8 operating system) and Microsoft Office 2010.

Free 30 day trials of Microsoft Office 2010 can be downloaded via the Microsoft website at:

http://office.microsoft.com

UPDATES

To reflect any syllabus, exam and guide updates we have supplied an updates page, where learners can access and download any recent changes:

http://www.learn-new-skills-from-home.com/our-courses/resources/updates.html
(Second Site) https://sites.google.com/site/learnnewskillsfromhome/updates

MARKING SCHEMES

Once learners have completed their chosen application (Word, Excel, Access or PowerPoint) unit/module test, they will need to printout the relevant marking scheme which is located in the "**Marking Scheme**" folder (located in the downloaded files). Learners can cross-reference their answers with the previously studied material within the guide. The Marking Schemes are designed so learners can write in comments regarding their answers. Some questions can be awarded half-marks (except multiple-choice) if partially completed but it is best practice for learners to only mark completely correct answers as right, this is due to differing marking decisions and testing methods (manual and automated) used.

DOWNLOADING REQUIRED WORK-FILES

All required work-files for this training guide are supplied within the "**Advanced**" folder of the learners chosen application (Word, Excel, Access and PowerPoint) and are available for 24/7 download at:

http://www.learn-new-skills-from-home.com/our-courses/resources/work-files.html
(Second Site) https://sites.google.com/site/learnnewskillsfromhome/home

MEMBERS' AREA

Additional learning support supplied within this guide includes examination checks, shortcut tips, test structures and underpinning knowledge. Learners will also have access to our online "**Members' Area**", which has additional question and answer snippets, job search facilities, qualification updates and a learner's forum. Joining details are supplied at the back of this guide.

KEY SYMBOLS

	Exam Checks		Test Structure
	Shortcut Tips		Underpinning Knowledge

ADVANCED WORD-PROCESSING UNIT
USING WORD 2010

ADVANCED WORD-PROCESSING UNIT

The Advanced Word-Processing Unit covers advanced features, shortcuts, examination checks and underpinning knowledge related to **Microsoft Office Word 2010** certifications. The Advanced Word-Processing unit is designed to enable learners to complete complex tasks in a Word-Processor (Microsoft Word) application. Advanced tasks include, using sophisticated typographical, formatting and layout configurations, including tables, forms and graphics, master documents and using macros and advanced mail-merge operations.

WORD 2010 LAYOUT

Microsoft Office Word 2010 supports the "**DOCX**" (XML format), which was introduced in Word 2007. The DOCX format took over from the standard "**DOC**" format used in previous office (2000, XP, 2003) versions. Microsoft Office 2010 is backwards compatible enabling earlier Word versions to be opened in Word 2010 but documents that were originally created in Word 2010 cannot be opened in older applications (excluding Office 2007), using the 'DOC' format unless a compatibility program is used (compatibility programs are available from Microsoft downloads website). Besides the new XML format Microsoft Office 2010 has many mor added features and cosmetic changes compared to Office 2003 including general functionality and toolbars.

OFFICE BUTTON

RIBBON TABS

GROUPS

NAVIGATION PANE

The **Word** editor view is generally set as **Print Layout** as default. Print Layout is ideal for user to get the best perspective of how their document will be displayed when completed. Page views can vary, depending on whichever view the user last edited (**Full Screen Reading**, **Web Layout**, **Outline** and **Draft**) and save the document in.

ZOOM PAGE BAR

THE MICROSOFT OFFICE BUTTON

Initially introduced in Word 2007 the **Microsoft Office Button** has had another makeover with the command options/buttons listed on the left whilst the list of previously opened documents appears on the right. Additionally the Office Button style has be reverted back to previous versions (2000, 2003) using the text "**File**". The Office Button is located in the upper-left corner of the **Word 2010** window, when the button is selected it displays a drop-down menu, which includes common menu options including **New**, **Open**, **Save**, **Save As**, **Print** and the **Exit** and **Options** buttons (for accessing additional commands).

OFFICE BUTTON

| File | Home | Developer | Insert | Page Layout | References | Mailings | Review | View |

Save

Save As

COMMAND BUTTONS

Open

Close

Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Convert

Info

MENU OPTIONS

New

Permissions
Anyone can open, copy, and change any part of this document.

Print

Protect
Document ▾

Save & Send

OPTIONS BUTTON

Options

Prepare for Sharing
Before sharing this file, be aware that it contains:

Check for
Issues ▾

■ Document properties and author's name
■ Content that cannot be checked for accessibility issues because of the current file type

Select the **Alt + T + O** keys to activate the **Word Options** dialog box.

Versions
There are no previous versions of this file.

Versions ▾

RIBBON

Microsoft Word 2010 unlike some previous versions (2000, 2003) uses a "**Ribbon**" interface to issue commands. The Ribbon is located near the top of the window, below the "**Quick Access Toolbar**". At the top of the Ribbon are several tabs; clicking a tab will display several related command groups. Within each group are linked command buttons. Additionally a dialog box launcher is located in the bottom-right corner of several groups, clicking the dialog box launcher option will give access to extra commands. It is advised that learners use the recommended (by Microsoft) 1024x768 or higher screen resolution when using Microsoft Office 2010; this is due to a dynamic ribbon being used which adjusts the amount of options displayed depending on visible space.

QUICK ACCESS TOOLBAR

RIBBON TAB

COMMAND BUTTONS/OPTIONS

DIALOG BOX LAUNCHER
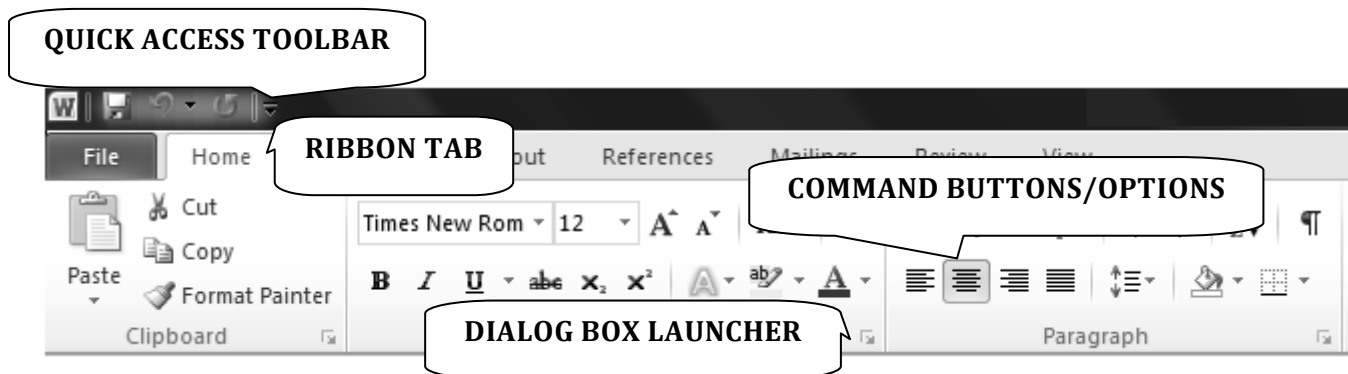
QUICK ACCESS TOOLBAR

The "**Quick Access Toolbar**" is located by default at the top of the Word window and provides quick access to tools that are used frequently. The Quick Access Toolbar can be customized by adding and removing commands to it.

QUICK ACCESS TOOLBAR

Before starting any test questions learners should make sure the "**Minimize the Ribbon**" option is deselected on the quick access toolbar otherwise the **Office Ribbon** will be minimized every time you click on the document page. Select the **Ctrl +F1** keys to activate the Ribbon option.

Customize Quick Access Toolbar

New
Open
√ Save
E-mail
Quick Print
Print Preview
More Commands...

MORE COMMANDS OPTION

SYLLABUS AREAS COVERED

Due to the new ECDL (ICDL) Advanced syllabus version 2.0 overhaul, the four Advanced ECDL and ICDL modules (Word-Processing, Spreadsheets, Databases and Presentations) have been updated, making the questions more relevant for modern day usage. The marking structure for the new ECDL (ICDL) Advanced syllabus v2.0 is still the same as in the previous v1.0 syllabus with 20 questions a required pass mark of 15 out of 20 (75%) and 1 hour time limit. The full v2.0 syllabus can be downloaded via the ECDL website – *www.ecdl.org*

- ❖ UNDERPINNING KNOWLEDGE
- ❖ MAIL-MERGE
- ❖ BOOKMARKS
- ❖ IMAGE MANIPULATION
- ❖ TEXT FORMATTING
- ❖ MACROS
- ❖ PARAGRAPH SPACING
- ❖ CHARACTER STYLES
- ❖ WATERMARKS
- ❖ FOOTNOTES
- ❖ DOCUMENT SECURITY
- ❖ FILESIZE FIELDS
- ❖ DROP-DOWN LIST FIELDS
- ❖ CHECK BOX FIELDS
- ❖ TABLE PROPERTIES
- ❖ CAPTIONS
- ❖ MASTER DOCUMENTS
- ❖ INDENT AND SPACING
- ❖ LINK AND EMBED EXTERNAL DATA VIA MICROSOFT EXCEL
- ❖ TRACK CHANGES
- ❖ PAGE SETUP
- ❖ DELETE SECTION BREAKS
- ❖ MARK INDEX
- ❖ TABLE OF CONTENTS
- ❖ MODIFY TEMPLATE
- ❖ DELETE/ADD AUTOMATIC TEXT ENTRIES

It is advisable learners who wish to take just the **Advanced Word-Processing** examination also work through the **Advanced ITQ Word-Processing** Unit for additional practice.
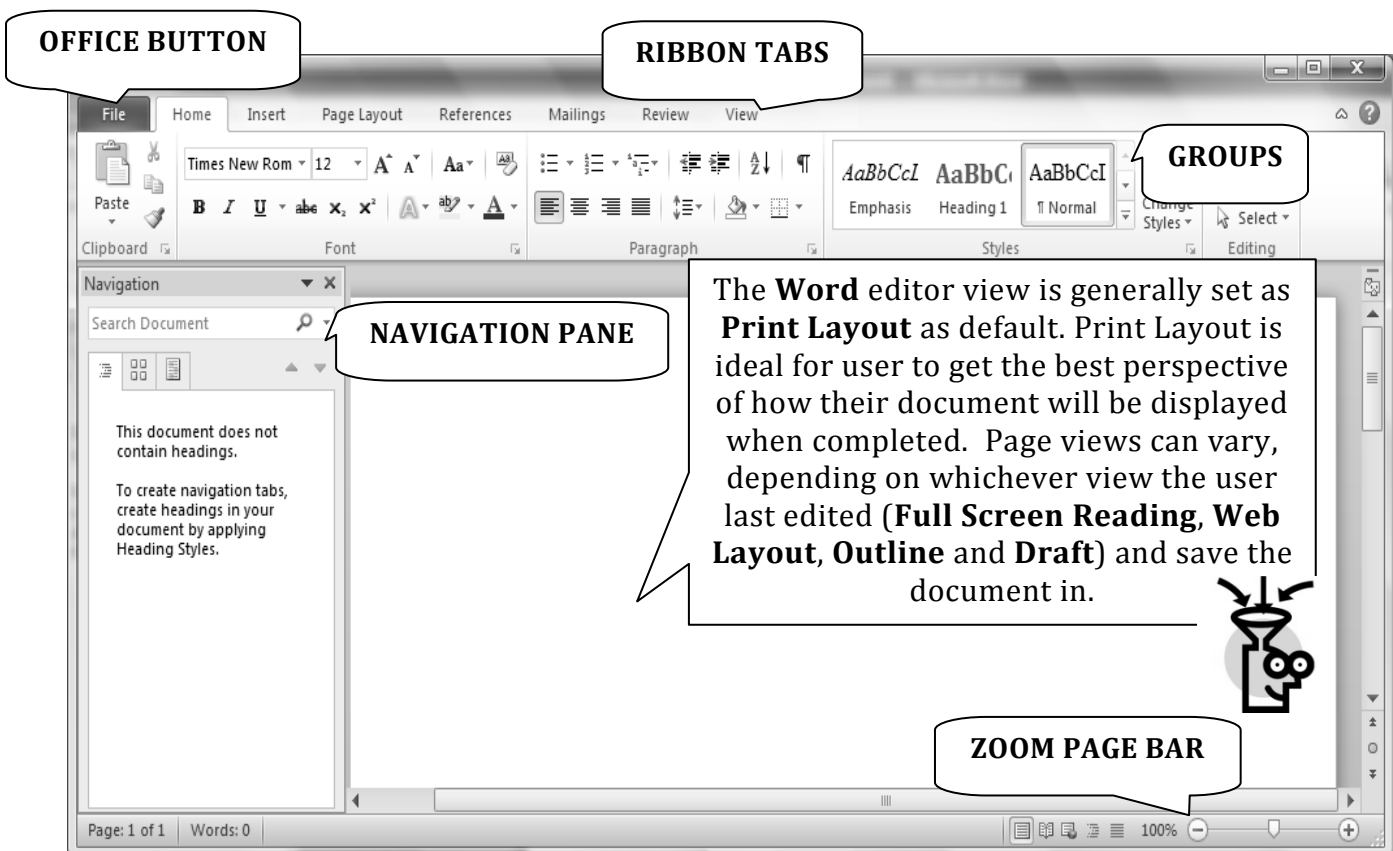
ADVANCED WORD-PROCESSING 2010 GUIDE

The following guide covers advanced features, shortcuts, examination checks and underpinning knowledge related to Microsoft Office Word 2010 certifications. Once you have worked your way through the guide and are satisfied that you understand the information provided attempt the Advanced Word-Processing tests located at the end of this unit.

UNDERPINNING KNOWLEDGE

Although predominately **Word** examinations don't have multiple-choice questions it is advisable to study the following underpinning knowledge, as it will help reinforce application knowledge.

WORD-PROCESSOR

A word-processor is an electronic device or computer software application that can create (by the user), edit, format and print written material.

MICROSOFT WORD

Word is a graphical word-processing program that users can add styles to text, add captions to images and text, cross references (headings and figures), add comments to text and images, track changes, embed objects and auto-generate tables and indexes. Word is used primarily for creating documents such as letters, brochures, learning activities, tests and quizzes.

HISTORY

Word was first released in 1981 with many of the ideas and features incorporated into it coming from Bravo, the first graphical writing program. Microsoft brought the Bravo program, and changed its name to Microsoft Word. When Word was released it used a feature called **WYSIWYG** (What You See Is What You Get), which meant that users could change the visual style of writing (e.g. bold, italics), by clicking on buttons, when in other programs like WordPerfect, users had to add special 'codes' to change the style of writing. WYSIWYG is now a common feature of all computer writing programs.

FILE FORMATS

Word 2007, 2010 and 2013 versions support the "**DOCX**" (XML format). The DOCX format took over from the standard "**DOC**" format used in previous office (2000, XP, 2003) versions.

WORD EXTENSIONS

XML FILE TYPE	EXTENSION
Document	.docx
Macro-enabled document	.docm
Template	.dotx
Macro-enabled template	.dotm

WORD TEMPLATES

A template is a document type that creates a copy of itself when the user opens it.. In Microsoft Office Word users can create a template saving a document as a .dotx file, .dot file, or a .dotm file (a .dotm file type allows you to enable macros in the file).

CROSS-VERSION COMPATIBILITY

As with all application types if Word is opened in a version (2000, 2003, 2007, 2010, 2013 etc...), other than the edition it was created in, can cause an incorrect display of the document. The document formats of the various versions can change in subtle and not so subtle ways (including fonts, footnotes etc...). Word formatting created in newer versions does not always survive when viewed in older versions of the program, nearly always because that capability does not exist in the previous version. Rich Text Format (RTF), an early effort to create a format for interchanging formatted text between applications, is an optional format for Word that retains most formatting and all content of the original document.

IMAGE TYPES

Users can insert many popular graphics file formats into their document either directly or with the use of separate graphics filters. Compatible file types include: Enhanced Metafile (.emf), Graphics Interchange Format (.gif), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Microsoft Windows Bitmap (.bmp, .rle, .dib), Windows Metafile Graphics (.wmf) and Tagged Image File Format (.TIFF).

SHORTCUTS

KEY	GENERAL
ALT+TAB	Switch to the next window.
ALT+SHIFT+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
ALT+F5	Restore the size of the active window after you maximize it.
SHIFT+F6	Move to a task pane from another pane in the program window (counterclockwise direction).
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+SHIFT+F6	Switch to the previous window.
CTRL+F10	Maximize or restore a selected window.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
CTRL+SHIFT+SPACEBAR	Create a nonbreaking space.
CTRL+SHIFT+HYPHEN	Create a nonbreaking hyphen.
CTRL+B	Make letters bold.
CTRL+I	Make letters italic.
CTRL+U	Make letters underline.
CTRL+SPACEBAR	Remove paragraph or character formatting.
CTRL+C	Copy the selected text or object.
CTRL+V	Paste text or an object.
CTRL+ALT+V	Paste special
CTRL+SHIFT+V	Paste formatting only
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.

KEY	PRINT AND PREVIEW DOCUMENTS
CTRL+P	Print a document.
ALT+CTRL+I	Switch to print preview.
Arrow keys	Move around the preview page when zoomed in.
PAGE UP or PAGE DOWN	Move by one preview page when zoomed out.
CTRL+HOME	Move to the first preview page when zoomed out.
CTRL+END	Move to the last preview page when zoomed out.

KEY	REVIEW DOCUMENTS
ALT+CTRL+M	Insert a comment.
CTRL+SHIFT+E	Turn change tracking on or off.
ALT+SHIFT+C	Close the Reviewing Pane if it is open.

KEY	OUTLINE VIEW
ALT+SHIFT+LEFT ARROW	Promote a paragraph.
ALT+SHIFT+RIGHT ARROW	Demote a paragraph.
CTRL+SHIFT+N	Demote to body text.
ALT+SHIFT+UP ARROW	Move selected paragraphs up.
ALT+SHIFT+DOWN ARROW	Move selected paragraphs down.
ALT+SHIFT+A	Expand or collapse all text or headings.
ALT+SHIFT+L	Show the first line off body text or all body text.
ALT+SHIFT+1	Show all headings with the Heading 1 style.
ALT+SHIFT+n	Show all headings up to Heading n.
CTRL+TAB	Insert a tab character.

Select and open the **Survey** document located within the **Advanced Word-Processing** folder by double clicking it.

Name	Date modified	Type

SURVEY DOCUMENT

Survey

Double clicking **documents** will **open** them automatically in **Word**.
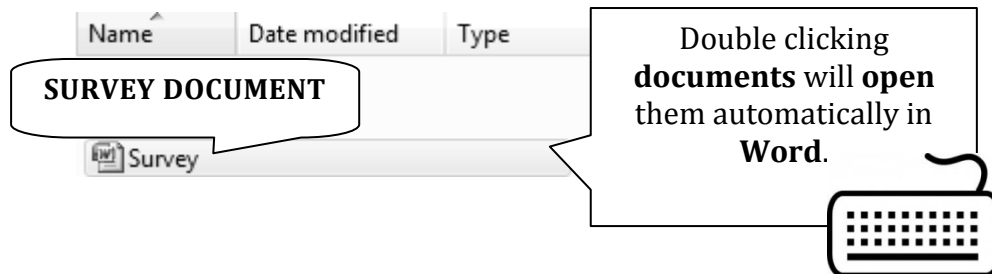
The **Survey** document will automatically open in **Word**.

SURVEY DOCUMENT

PROPOSAL FOR NEW CAR PARK

Ref: COMM/PRO/001
Issue: 0.22A
Date: 01/08/12
Page: 1 of 1

If the Document opens in another application (Lotus Notes, OpenOffice etc...) then you may not have Word set as your default Word-Processor (right click the document and select the Open With, Microsoft Office Word options.) software. Alternatively Microsoft Office Word may not be installed on your machine. Free 30-60 day trials are available for download at:

http://office.microsoft.com

DOWNLOAD

Select the **Save As** option from the **Office Button**.

OFFICE BUTTON

SAVE AS OPTION

Select the **F12** function key to activate the **Save As** function.
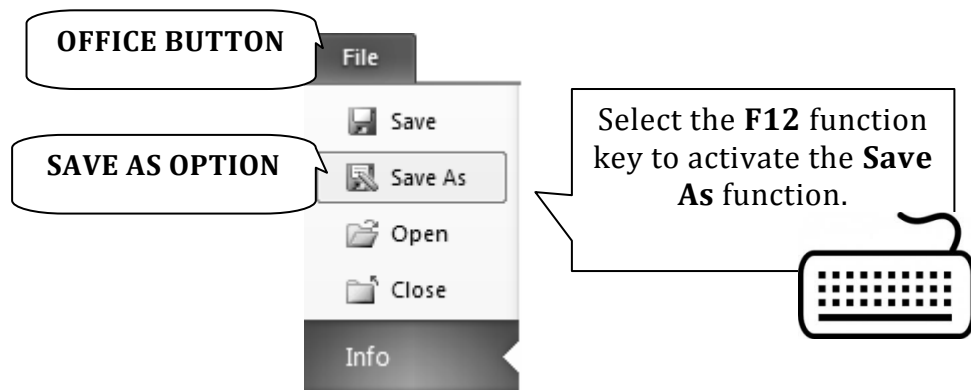
The **Save As** box will be displayed. Select the **Tools**, **General Options** located at the bottom right corner of the **Save As** box.

TOOLS OPTION
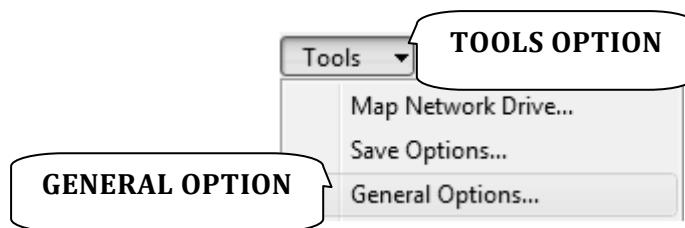
GENERAL OPTION

The **General Options** box will be displayed. Enter the password "**ecdl-icdl**" (without quotes) into the **Password to open:** box (it will be displayed in security format). Select the **OK** button.

GENERAL OPTIONS BOX

PASSWORD TO OPEN: BOX

SECURITY FORMAT
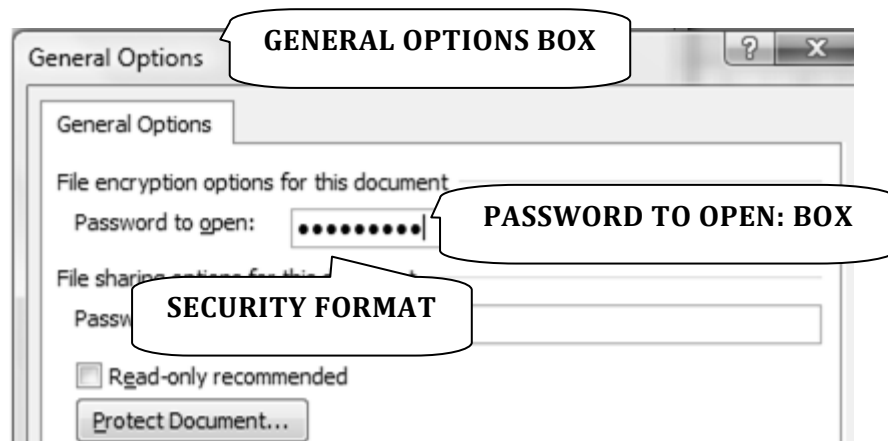
The **Confirm Password** box will be displayed. **Retype** the **password** (ecdl-icdl) in the **Reenter password to open:** box. Select the **OK** button.

Confirm Password

CONFIRM PASSWORD BOX

Reenter password to open:

●●●●●●●●●

REENTER PASSWORD TO OPEN BOX

Caution: If you lose or forget the password, it cannot be recovered. (Remember that passwords are case sensitive.)

OK   Cancel
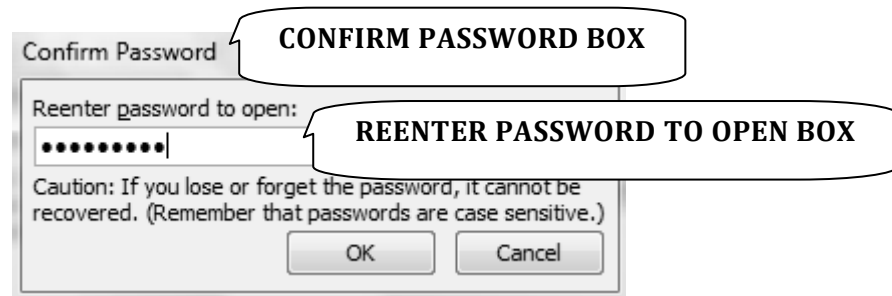
Save the **Survey** document in its original location (Advanced Word-Processing folder) with its original name (Survey), by selecting the **Save** button.

File name: survey

Save as type: Word Document

Save   Cancel

It is **advisable** to close then reopen the **Survey** document to test the recently added **password**.
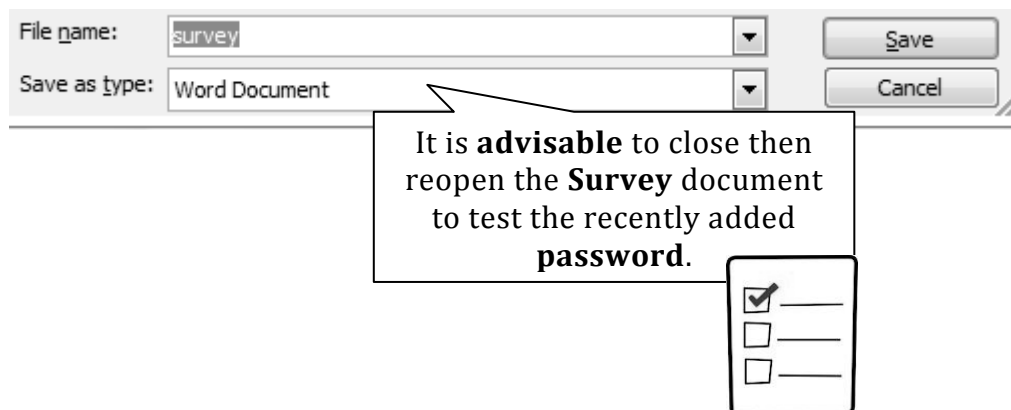
TRACK CHANGES

Open the **self-study** document located in the **Advanced Word-Processing** folder by double clicking it.

SELF-STUDY DOCUMENT

01/08/2012 12:0

Residents.docx   01/08/2012 12:4

self-study.docx   01/08/2012 19:

Double clicking **documents** will **open** them automatically in **Word**.

Select the **Review** tab located on the ribbon.

Review

REVIEW TAB

Select the **Track Change**s button within the **Tracking** group.

TRACK CHANGES BUTTON

Final: Show Markup

Show Markup ▾

Reviewing Pane ▾

Track Changes ▾

Tracking

TRACKING GROUP

To **activate** the **Track Changes** option, select the **Ctrl + Shift + E** keys.

The **Track Changes** option allows users to track changes made to a document, including deletions, formatting and insertions.
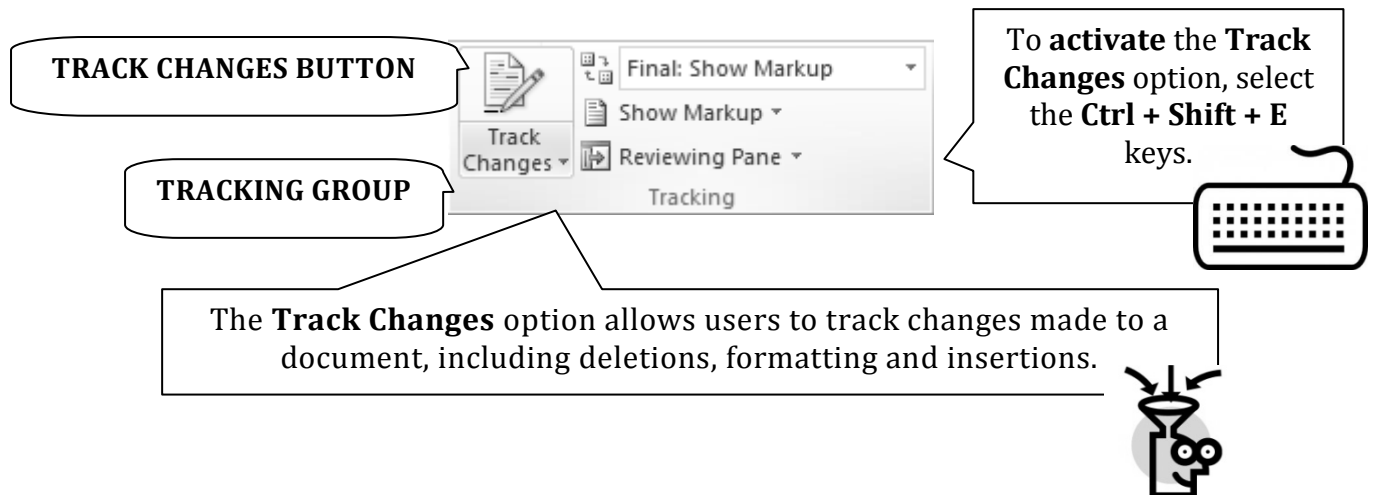
Right click the misspelled text "**tutory**" within the document. A **submenu** will be displayed with spelling suggestions, select the "**tutors**" option from the submenu.

Self-study like distance learning allows

with the Cambria (H ▾ 12 ▾ A⁺ A˅ A˅

p

t

built in

mainst

SUBMENU

tutor

tutors

TUTORS OPTION
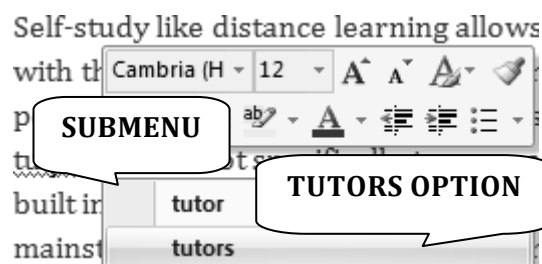
The **spelling correction** will be displayed with the **original** text.

ORIGINAL AND CHANGED TEXT

fit of significant savings in study costs for learners. Many

think why use self-study as they don't have any support via

~~tutory~~tutors, this is not specifically true a majority of self-study courses are
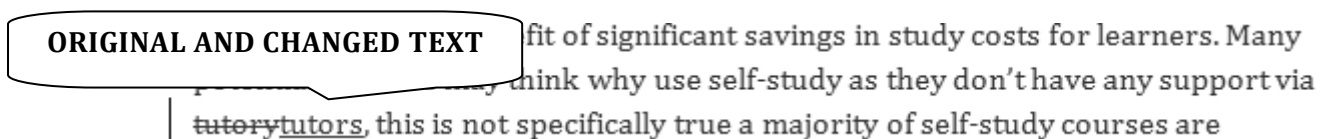
Select the text "**learning**" within the document by **highlighting** it.

date. Additionally the internet has all the resources needed in abundance learners need
to complete their learning

HIGHLIGHTED TEXT

With the text still highlighted type the text "**studies**". The **amended** text will be displayed alongside the **original** text.

date. Additionally the internet has all the resources needed in abundance learners need
to complete their ~~learning~~studies.

ORIGINAL AND CHANGED TEXT

Select the **Office Button**, **Save** options.

OFFICE BUTTON

File

SAVE OPTION

Save

Save As

Open

Close

Info

Select the **Ctrl + S** keys to activate the **Save** option.

Select the **Office Button**, **Close** options.

OFFICE BUTTON   File

Save

Save As

Open

CLOSE OPTION   Close

Info

Select the **Alt + Spacebar** then select the **C** key to activate the **Close** option.
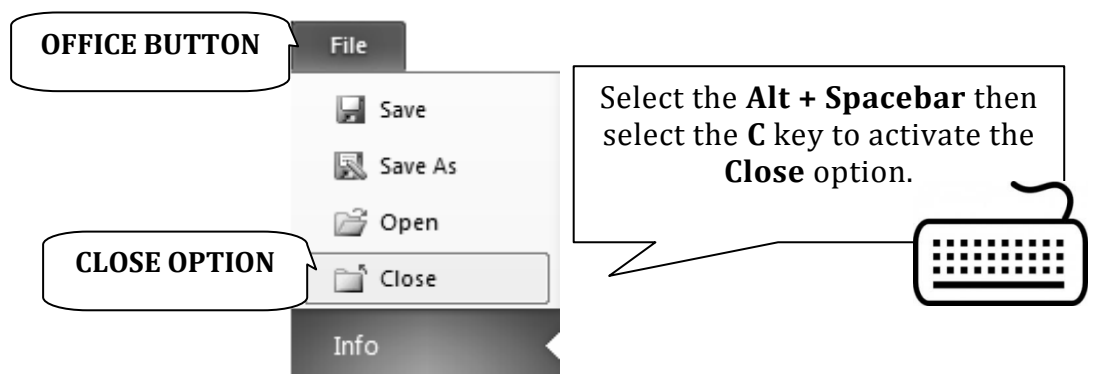
DELETE SECTION BREAKS

Open the **Independent Study** document located in the **Advanced Word-Processing** folder by double clicking it.

INDEPENDENT STUDY DOCUMENT

07/2012 17:18 Microsoft Office ...

07/2012 17:19

Independent Study.docx 05/08/2012 13:22

Master.docx 29/07/2012 17:19

Double clicking **documents** will **open** them automatically in **Word**.
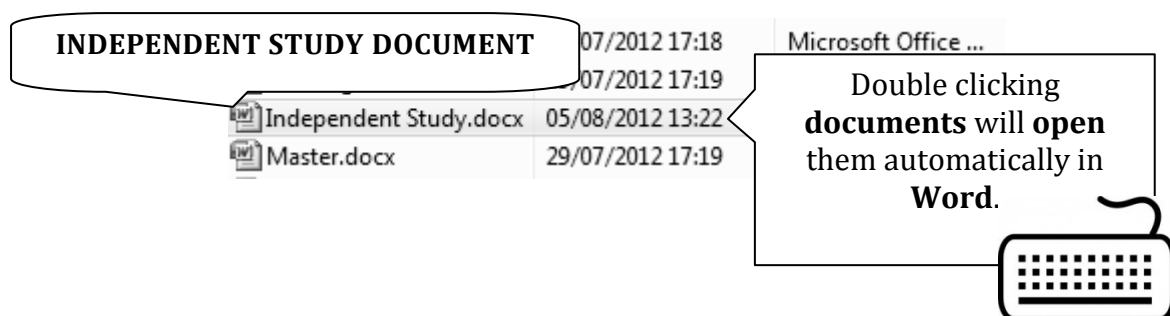
Select the **Home** tab (if required) located on the ribbon.

Home **HOME TAB**

Select the **Show/Hide** option within the **Paragraph** group.

SHOW/HIDE OPTION ¶

Select the **Ctrl + *** keys to activate the **Show/Hide** option.

PARAGRAPH GROUP Paragraph

The **Show/Hide** option displays the documents **Paragraph Marks** and other hidden formatting symbols. Unless deactivated the paragraph marks will be displayed when the document is saved or subsequent documents are opened within the current **Word** session.

The **section break** on the **first** page will be **displayed**.

Independent·Study¶····················Section Break (Next Page)··········· **SECTION BREAK**

Select just prior to the displayed **Section Break** and select the **Delete** key located on the keyboard.

SELECTION POINT

A **Next Page Section Break** starts a new section on the next page of the document, whereas a **Continuous Section Break** starts a new section on the same page.

Independent·Study¶ ....Section Break (Next Page) ....

The **Section Break** will be **deleted** and text previous on **page 2** of the document will be **displayed** on the **first page** of the file.

Independent·Study¶

TEXT FROM PAGE 2

The·general·perception·of·undertaking·further·education·is·to·initially·enrol·with·a·college,·
university,·private·and·distance·training·provider,·all·of·which·can·be·very·expensive·and·time·
consuming.·However·there·is·an·alternative·way·to·learn·and·gain·knowledge·and·recognition·
instead·tradition   dent·
study·is·an·incre   arners·
maximum·flex   nd·
term·times.¶

¶

Paragraph Marks will **not** be displayed when a document is **printed**. Once a question criteria is complete it is **advisable** to **turn off** paragraph marks by selecting the **Show/Hide** option previous shown (this is due to Paragraph Marks obscuring subsequent document alignments, which may cost candidates precious editing time).

Select the **Save** option located on the **Quick Access Toolbar**.

SAVE OPTION

Select the **Ctrl + S** keys to activate the **Save** option.
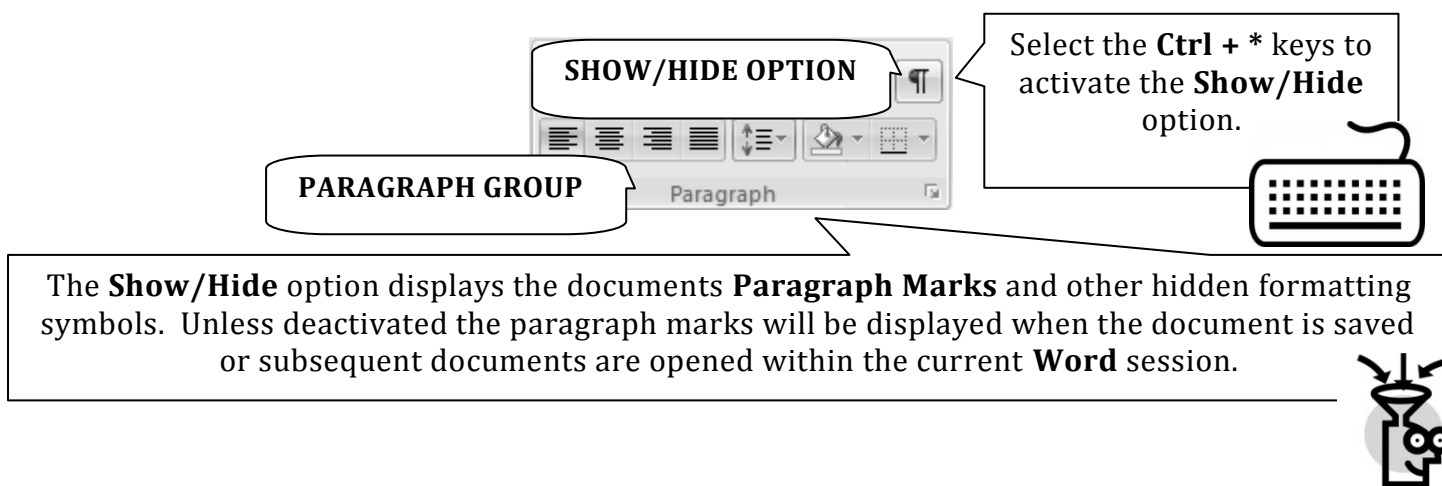
QUICK ACCESS TOOLBAR

PAGE SETUP

Open the **Independent Study** document (if required) located in the **Advanced Word-Processing** folder by double clicking it. Select the **Page Layout** tab located on the ribbon.

Page Layout — **PAGE LAYOUT TAB**
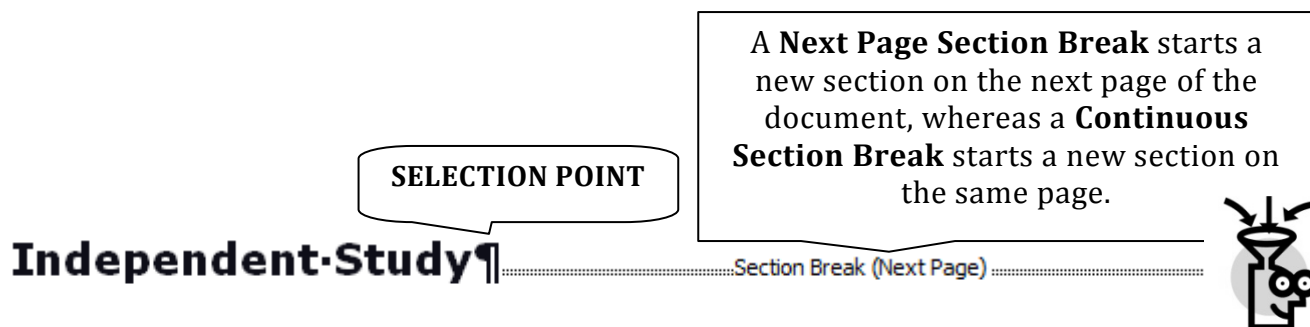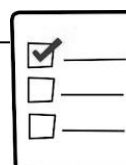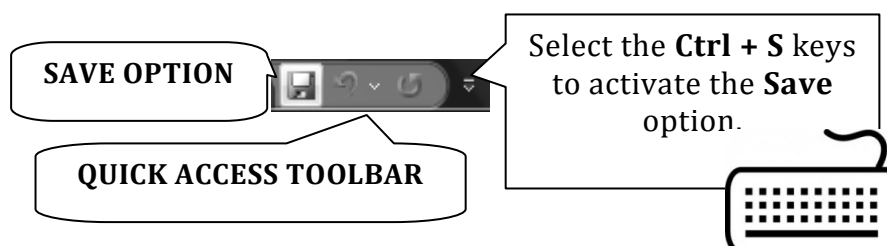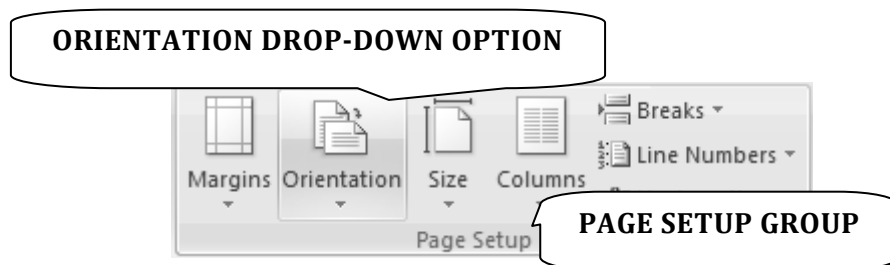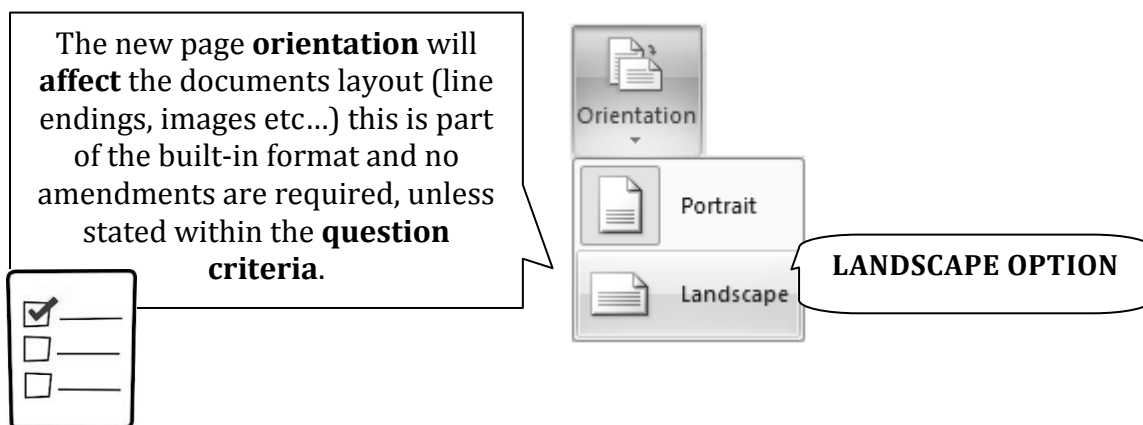
Select the **Orientation** drop-down option located within the **Page Setup** group.

ORIENTATION DROP-DOWN OPTION

Margins | Orientation | Size | Columns | Breaks | Line Numbers

Page Setup — **PAGE SETUP GROUP**

Select the **Landscape** option from the **drop-down** menu.

The new page **orientation** will **affect** the documents layout (line endings, images etc…) this is part of the built-in format and no amendments are required, unless stated within the **question criteria**.

Orientation
Portrait
Landscape — **LANDSCAPE OPTION**

The **page orientation** has now changed to **Landscape**.

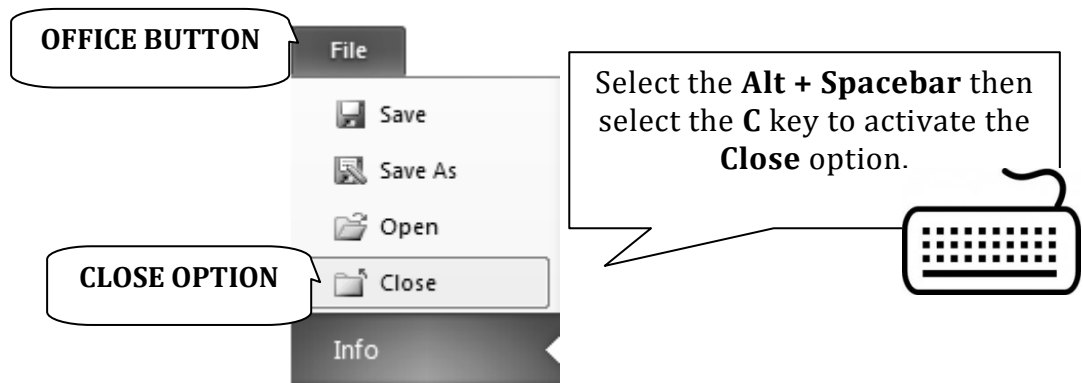**Independent Study** **LANDSCAPE ORIENTATION**   **AMENDED LINE ENDINGS**

The general perception of undertaking further education is to initially enrol with a college, university, private and distance training provider, all of which can be very expensive and time consuming. However there is an alternative way to learn and gain knowledge and recognition instead traditional learning

Select the **Office Button**, **Save** options.

File

OFFICE BUTTON

SAVE OPTION

Save

Select the **Ctrl + S** keys to activate the **Save** option.

Save As

Open

Close

Info

Select the **Office Button**, **Close** options.

OFFICE BUTTON

File

Save

Save As

Open

Select the **Alt + Spacebar** then select the **C** key to activate the **Close** option.

CLOSE OPTION

Close

Info

WATERMARKS

Open the **Plans** document located in the **Advanced Word-Processing** folder by double clicking it.

PLANS DOCUMENT

|	Date modified	Type
	05/01/2010 15:36	Microsoft Off
Plans	05/01/2010 15:37	Microsoft Off
Survey	05/01/2010 15:37	Microsoft Off

Double clicking **documents** will **open** them automatically in **Word**.
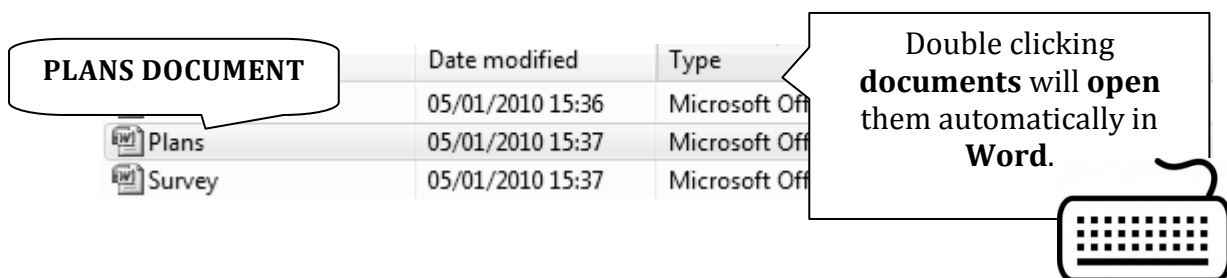
The **Plans** document will automatically **open** in Word.

PLANS DOCUMENT

NEW CAR PARK IN BRIDGE STREET

Select the **Page Layout** tab located on the ribbon.

Page Layout

PAGE LAYOUT TAB

Select the **Watermark** drop-down option within the **Page Background** group.

Watermark | Page Color | Page Borders

Page Background
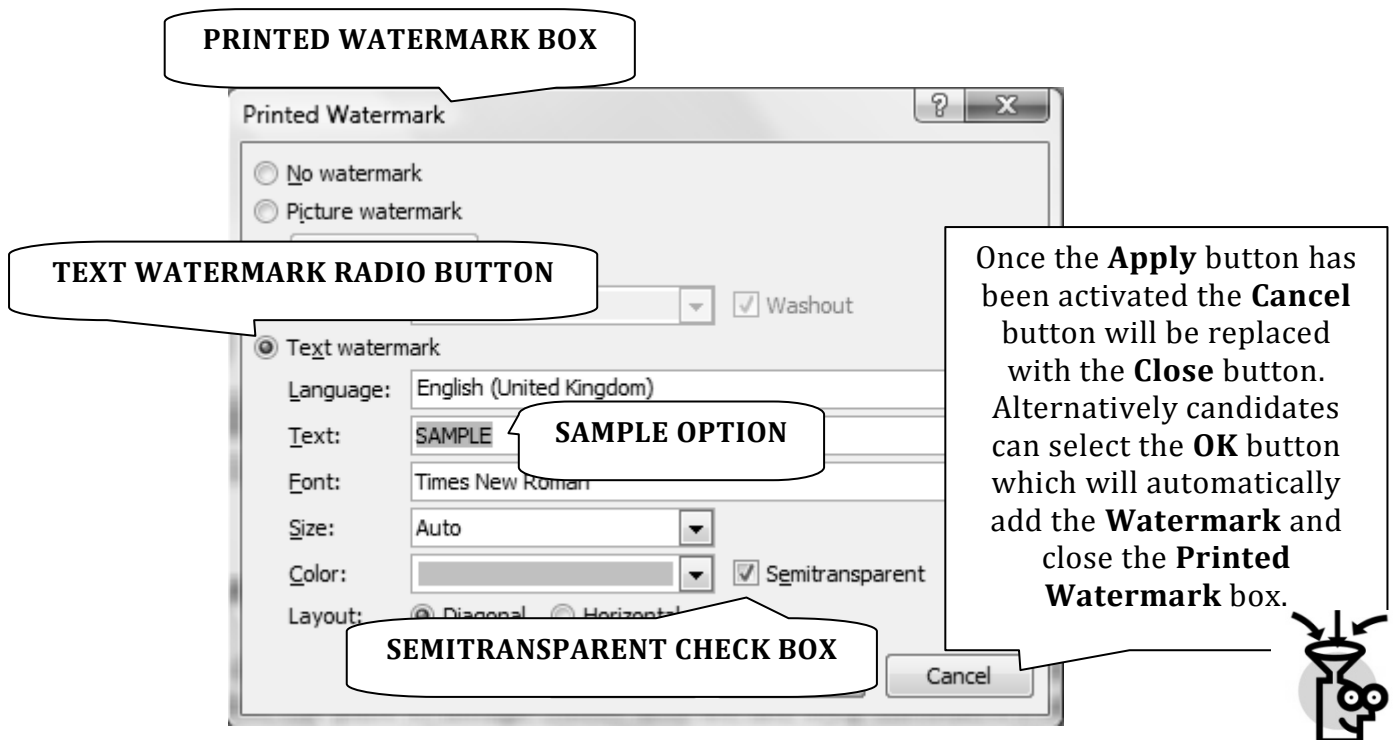
WATERMARK DROP-DOWN OPTION

PAGE BACKGROUND GROUP
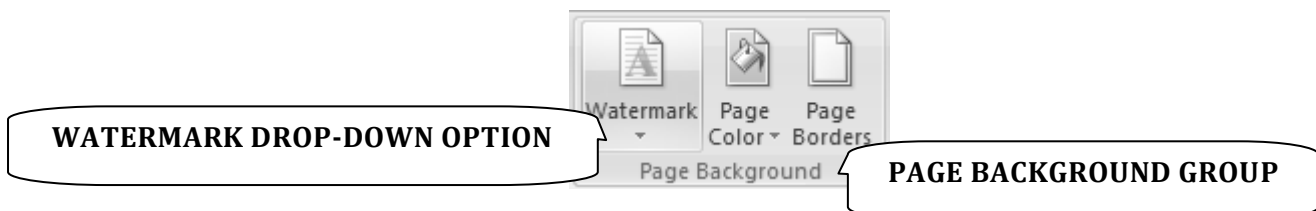
A drop-down **menu** will be displayed, select the **Custom Watermark** option.

Custom Watermark...

CUSTOM WATERMARK OPTION

Watermarks are generally set as semi-transparent allowing inserted objects (text and graphics) printed over a Watermark to be clearly visible.
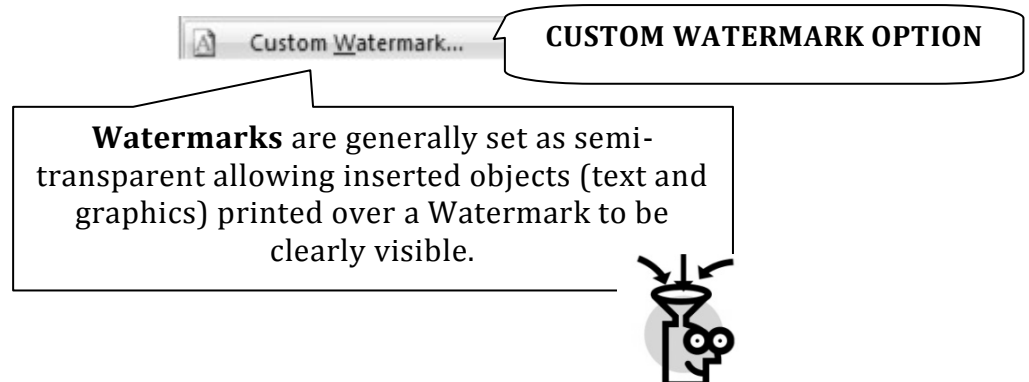
The **Printed Watermark** box will be displayed. Select the **Text watermark** radio button. Select the **SAMPLE** option from the **Text:** drop-down list. Ensure the **Semitransparent** check box is selected (usually set as default), select the **Apply** and **Close** buttons.

PRINTED WATERMARK BOX

TEXT WATERMARK RADIO BUTTON

Printed Watermark

- No watermark
- Picture watermark

Washout

- Text watermark

Language: English (United Kingdom)

Text: SAMPLE   SAMPLE OPTION

Font: Times New Roman

Size: Auto

Color: ▢ Semitransparent

Layout: Diagonal   Horizontal

SEMITRANSPARENT CHECK BOX

Cancel

Once the **Apply** button has been activated the **Cancel** button will be replaced with the **Close** button. Alternatively candidates can select the **OK** button which will automatically add the **Watermark** and close the **Printed Watermark** box.

The **SAMPLE** watermark will be displayed in **semi-transparent** form within the document.

NEW CAR PARK IN BRIDGE STREET

We have done comprehensive research to gauge whether there is demand for a new public car park in Bridge Street and we are very confident that our proposal for a new public car park will be a resounding success. We have appropriate financial backing in place and our bank has assured us that they will support the building plan.

SAMPLE WATERMARK

Watermarks will appear on each existing and newly created pages within the document.
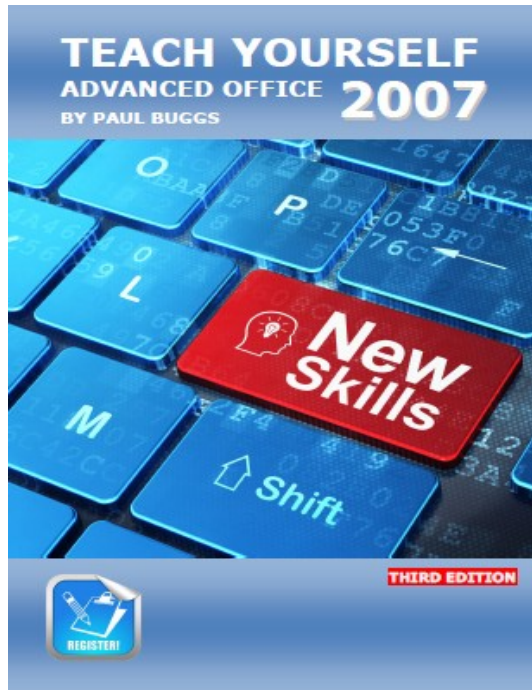
Select the **Office Button**, **Save** options.

OFFICE BUTTON

SAVE OPTION

Select the **Ctrl + S** keys to activate the **Save** option.

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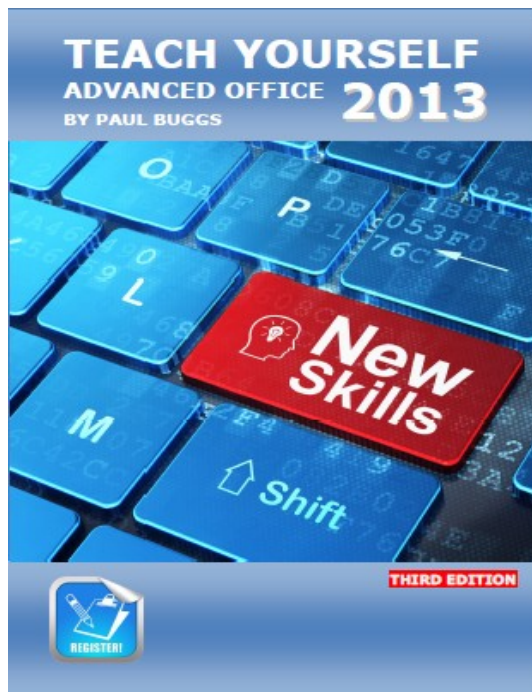**(Available via Amazon)**

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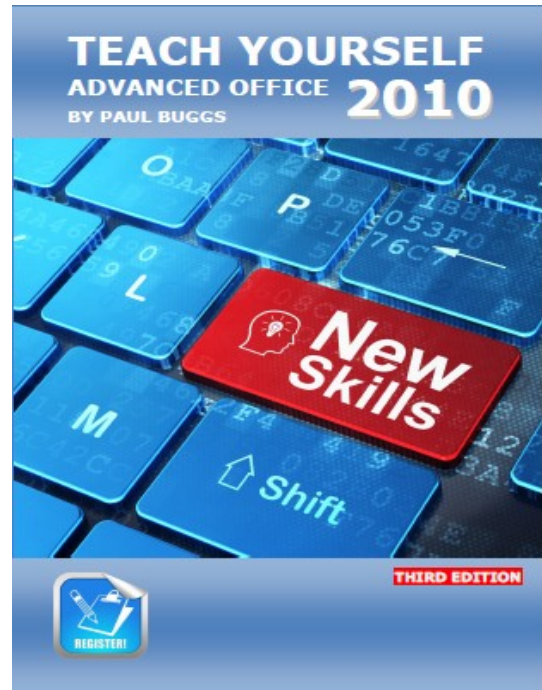
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