Word Processing: Basic Editing Skills Task 4 (2003)

TASKS

1. Open the document 'phones text' from the www.teach-ict.com website but do NOT save it.

2. Open a blank Word document.

3. Using the 'window' menu, switch to the 'mobile phones' document.

4. Using 'edit' > 'select all', highlight all of the text.

5. Copy the text from the 'mobile phones' document and paste it into your new, blank document.

6. Save your new document to your area, calling it 'mobile phones'.

7. Close the original 'mobile phones' document.

8. Change the page view to 'normal' layout (hint: view menu)
9. Change the page view to 'outline' layout

10. Change the page view to 'print layout'

11. Decide which view you prefer.

12. At the end of the fourth paragraph, click your cursor just after the word 'ago' (shown below)

> The research also found that 3G video is slowly growing, though services are only being used by a small proportion of UK mobile phone owners. Less than 3% use 3G, up from just 1% a year **ago.**
>
> **Young audience**

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Press the Ctrl key and Enter key at the same time.

13. If you have done this correctly, you will find that the text after ‘ago’ is now on a new page. You have inserted a ‘page break’.

14. There is another way of inserting a page break. Go to a different section of your document. Click on the ‘insert menu’ > break > page break

15. Click on the show/hide paragraph marks icon

16. You should be able to see your page breaks, they should look something like this:

17. Click your cursor right at the start of the ‘page break’ line and delete the page break

18. Turn off your ‘show/hide’ paragraph marks icon

19. Switch on the ‘show/hide’ paragraph marks via the ‘tools > options > view tab’

20. Switch off the ‘show/hide’ paragraph marks again via the view tab.

21. Change the default file location to where this document will save ‘tools > options > file locations > modify >’ choose a different folder to save it to

22. Find out where the ‘user information’ is stored – you may be asked to change this in the test (hint: tools > options)

23. Display the ‘drawing’ tool bar

24. Make the heading size 24 font and red

25. Use the ‘undo’ tool to revert back to the original heading

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26. Duplicate the first paragraph and place it at the bottom of the document (this does not mean cut)

27. Use the 'find and replace' tool to replace the word 'research' with 'survey'

28. At the bottom of your document, insert the text below (using the tab key to get the correct spacing between the ringtone and the price):

Ringtone 1 £1.00
Ringtone 2 £1.50
Ringtone 3 £2.00
Ringtone 4 £2.50

29. Apply standard bullet points to this list.

30. Change the bullet points to a numbered list.

31. Change the bullet points to the style which looks like ticks

32. Highlight Ringtone 3 to Ringtone 4 and increase the indent by one using the 'indent' icon

33. Underneath the bullet point list, insert a table similar to the one below:

Manufacturer	Price
Noska	£95
Mitareala	£125
Sumsum	£110

34. Set the table to be displayed in the centre of the page (hint: right click > table properties > table > centre)

35. Highlight the table and change the row height (table properties again)

36. Highlight the table and change the column width

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37. Highlight the top row of the table and set the text direction to be vertical so that it looks like the one below.

Manufacturer	Price
Noska	£95
Mitareala	£125
Sumsum	£110

38. Highlight the table and apply shading – choose your own colour

39. Click your cursor into the bottom right cell of the table and apply a border of your choice to that cell (right click > borders and shading)

40. Insert an image of a mobile phone into the top right hand side of your document.

41. Duplicate that image and place it at the bottom left hand side of your document.

42. Resize the image at the bottom of your document (select image > right click > format > size)

43. Rotate the image at the bottom of your document (as above)

44. Delete the image at the bottom of your document

45. View your document in print preview mode.

46. Go back to the normal view

47. Change the orientation of the document to landscape

48. Change the margins to be 3cm left, 3cm right and 2.5 cm top and bottom

49. Change the paper size to A3

50. Print your document **to file** (NOT to the printer)

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