Word Processing 5N1358

10.Produce a Range of Documents

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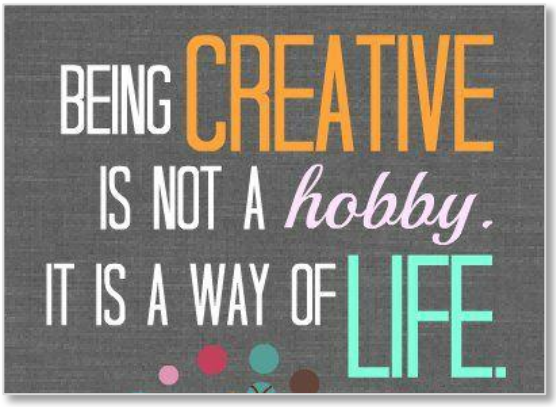
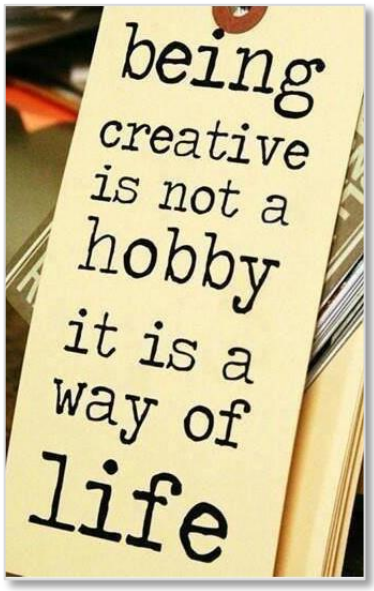
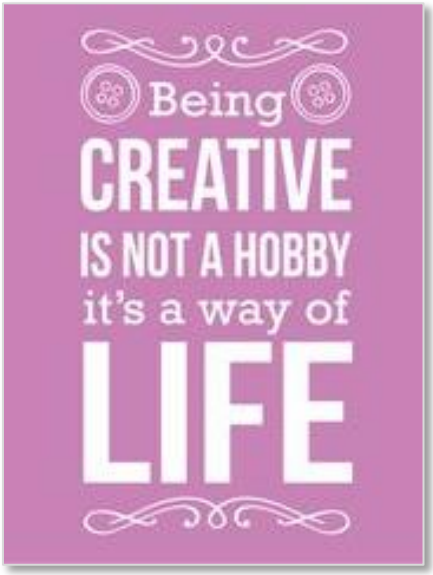
1. MANUAL TEXT FORMATTING

Open a word document and manually format text, using text boxes, shapes, different font styles, font colours and font sizes to look like any one of the following:



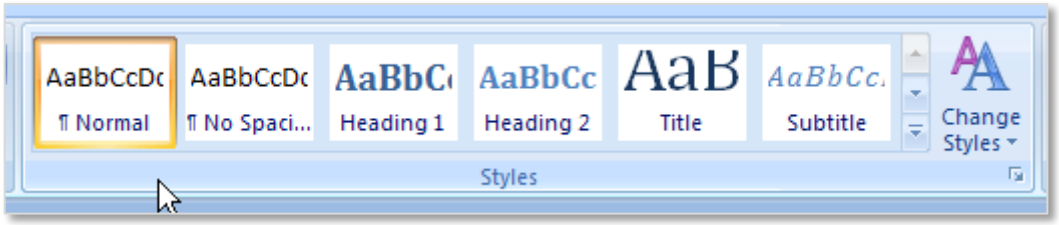




Remember to use the text processing techniques learned in **LO2 Toolbar Icons and Functions** and **LO3 Text Processing Features**.

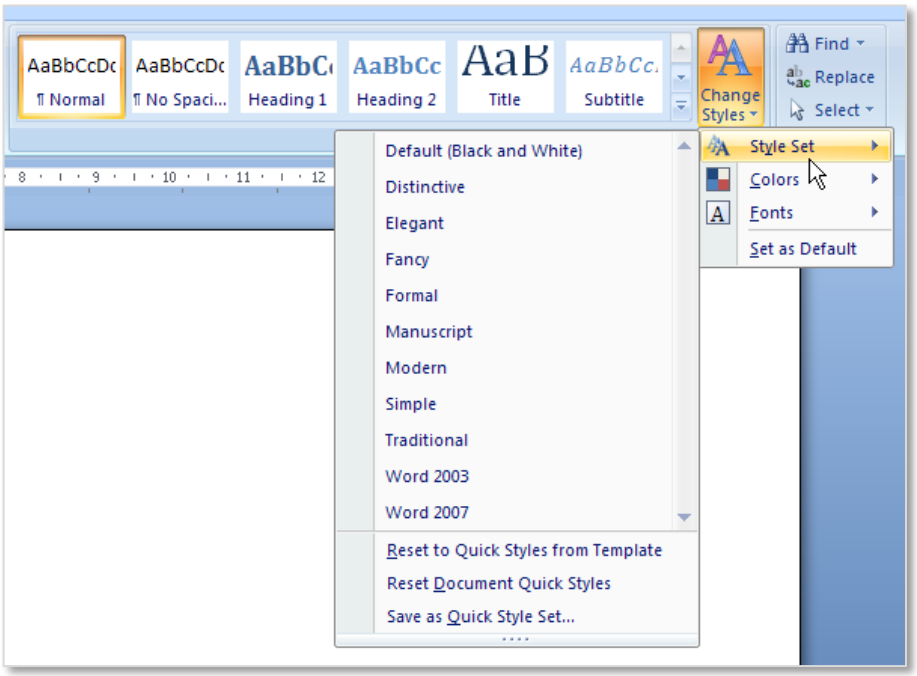
2. APPLYING STYLES AS TEXT FORMATTING

A style is a combination of formatting characteristics, such as font, font size, and indentation, which is named and stored as a set. When applying a style all of the formatting instructions in that style are applied at one time. Styles can be used to keep the formatting of headings or for body (normal) text in a document uniform and consistent. In Microsoft Word pre-defined styles have already been created and are available on the **Home** tab in the **Styles** group.



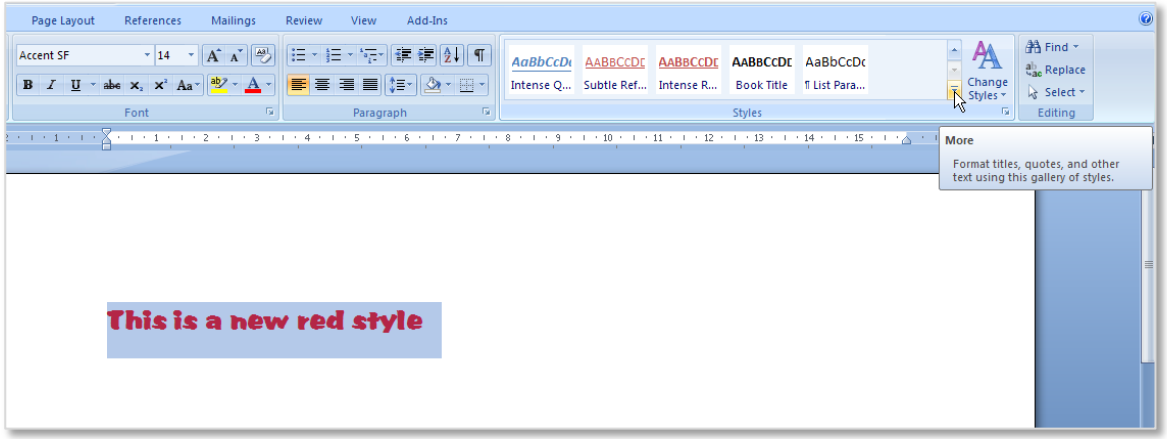
To apply a style select the style to be used before the text is typed or alternatively type the text, highlight it and then select the style required.

There are default **Style Sets** also available from Microsoft Word and the selection of styles is not limited to the **Quick Style** list. To access these go to the **Styles** group to the **Change Styles** drop down menu and select **Style Set**. From this menu a variety of sets are available. To see how these styles look set some of the text in a document to **Heading 1**, **Heading 2** and to **Normal** and hover the sets in the **Style Set** the new style will temporarily be displayed, to select a new style click on it.



To Create a Style

To create new styles suitable to the formatting of your choice complete the following steps. First write some text and format it to the style of formatting you wish the style to hold. In the following example the Font has been changed to Accent SF, the size is 14 and the colour of the text is red. Then highlight the text.



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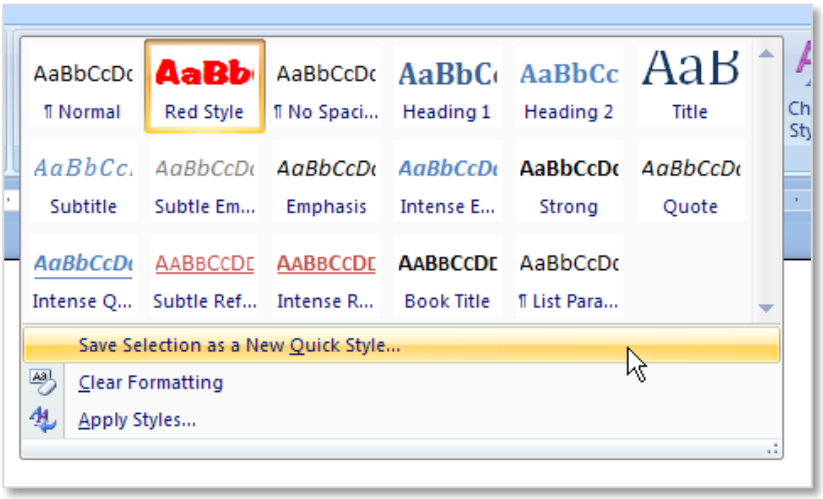
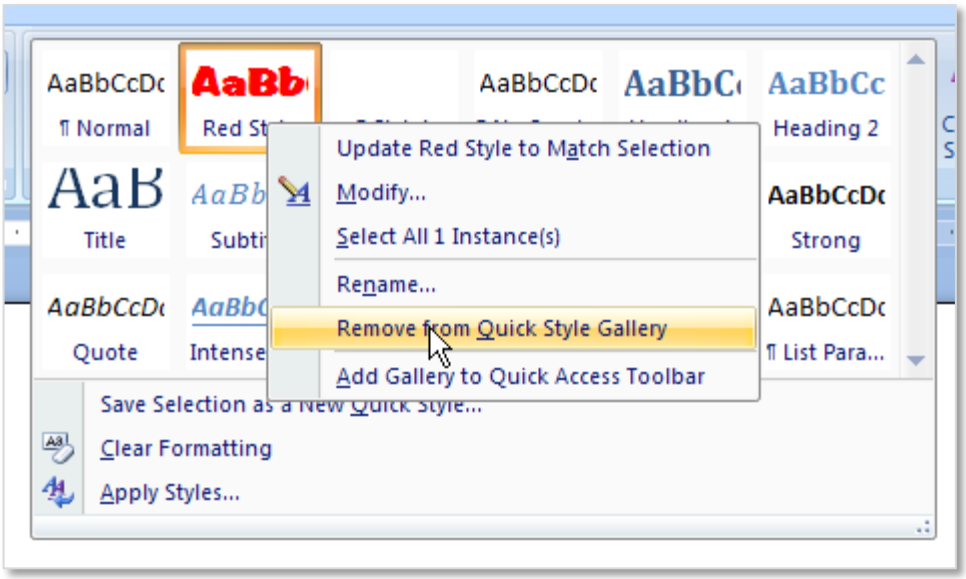
From the Quick Styles drop down menu select the **Save Selection as a New Quick Style** option. Give the style an appropriate name in the **Create New Style from Formatting** dialogue box and click on **OK**. This will save the style to the Quick Style menu and make available for future use.



To Delete a Style

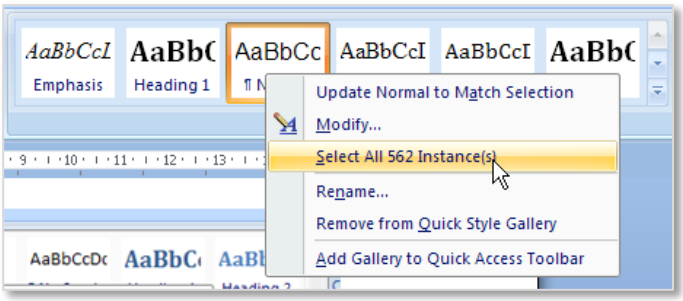
To remove a style which is no longer needed select the style in the Quick Style list, right click on the style and click on the **Remove from Quick Style Gallery** option.



Link Styles

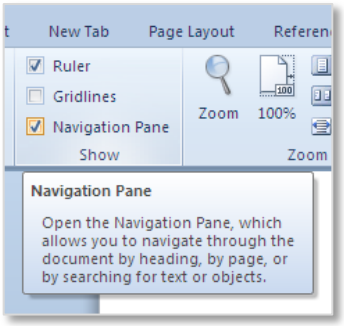
To select all the instances of a particular style select the style in the **Styles** group on the **Home** toolbar. Right click on the style to be linked, click on the **Select All ### Instances**. This will link together all instances of the style selected in the document.

NOTE: This action will also allow the editing of all of the instances at the same time.

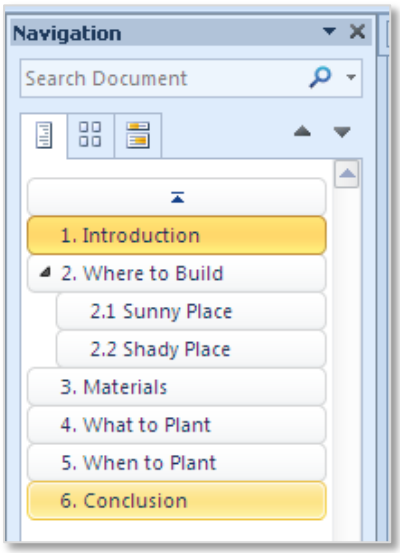


Navigation Pane or Document Map – Using Styles to Navigate a Document

Turn on the **Navigation** pane by going to the **View** tab to the **Show** group and clicking the **Navigation Pane** tick box as shown.



The navigation pane can be used to organise a large word document and move between headings and sections. The navigation pane is organised according to the set-up of the headings of each section.



NOTES:

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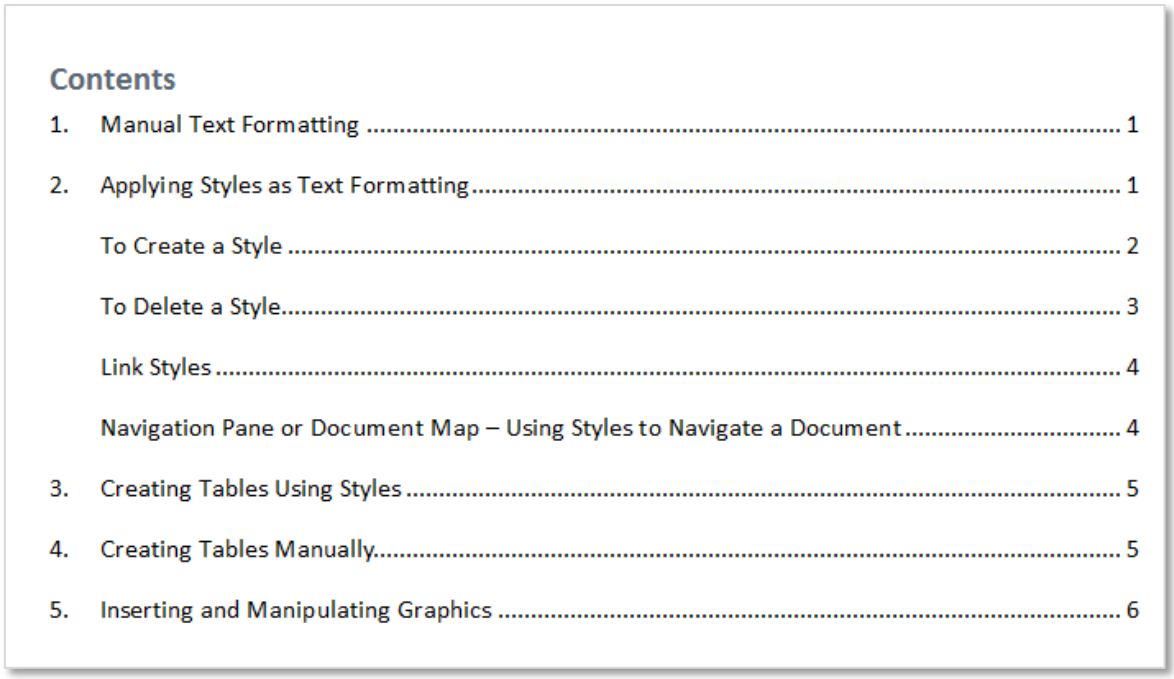
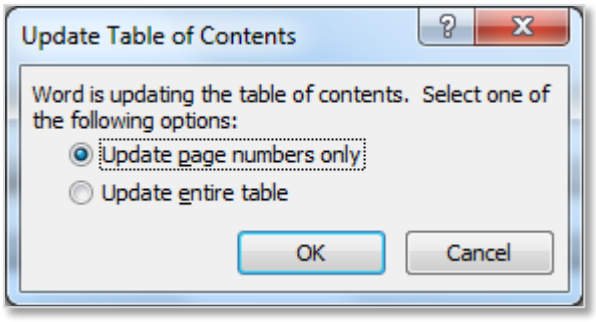
3. CREATING TABLES USING STYLES

Tables of Content can be created quickly using Styles. To use this feature it is important to ensure the document is first correctly created using styles for each heading and subheading, and that the body text of the document is set to normal. When the document map has been created properly then the table of contents can be easily created by going to the **References** tab to the **Table of Contents** group to the **Table of Contents** command button and clicking on the drop down menu, select the first **Automatic Table 1**. Before this set is completed ensure that the cursor is clicked at the top of a blank page near the top of the document (usually after the cover page on the second page), the table of contents will be inserted where the cursor is clicked.

An example of a table of contents is available at the start of this document. Practice making a table of contents now.



After a table of contents has been completed it can be updated to include new heading or to fix changed page numbers. To do this right click anywhere in the table and select **Update Field**. This will open the **Update Table of Contents** dialogue box, from here it is possible to choose to **Update page numbers only** or **Update entire table**.



4. CREATING TABLES MANUALLY

Using the notes set out in **LO7 Apply a Range of Table Features** to create the following table:

Steve's School Timetable					
Period	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
1	Maths	Catering	IT Systems	History	Science
2	Science	Maths	Catering	IT Systems	English
3	English	Science	Maths	Catering	History
4	History	English	Science	Maths	IT Systems
5	IT Systems	History	English	Early Finish	Catering

5. INSERTING AND MANIPULATING GRAPHICS

Using the techniques learned in **LO2 Toolbar Icons and Functions** try to create the following diagram using shapes, text boxes and layering.

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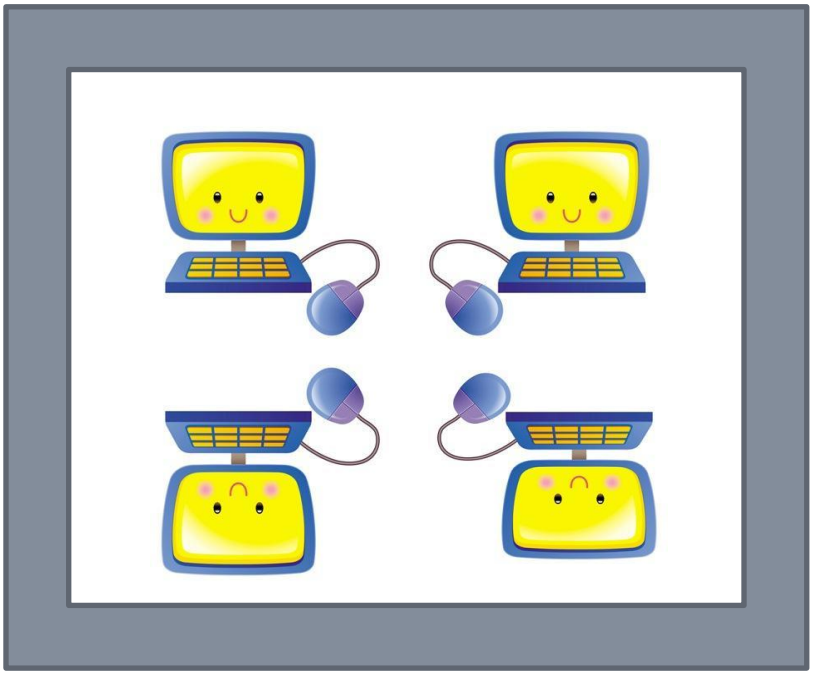
Insert an image into a word document similar to the following image then flip it and frame it!



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