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Colliery Task (Word 2003)

- 1. Download the document called 'Word2.doc'
- 2. Save the document called 'Word2.doc' to your area.

3. Once the document has opened, choose 'file save as', rename the document to 'Word2 corrected' and save it to your 'Module 3' folder in your area.

4. Change the size of the text on the screen. Click:

- View menu
- Choose 'Zoom'
- Choose 75%. You can type in a figure into the box as shown here.

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Six months after the collerry had closed, and all the equipment sensoring had gates, the descalators stated. Readlored status the shaft bottom. The weak were there to stup the instift spalls Too upon two of rock and greed was poused down the shaft to finally a play was star at the top of the shaft. Misid-wey through Match a short service was held at the pit he	that was worth ag will wave built at got at the of pairse. git at an of D, and Zoom 70 Zoom 70 Zoom 10 Zoom 10 Z
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5. At the moment, the page takes up the full screen. Change the view by going:

- View
- Print layout



6. Add a title called 'Closing of the Pit'

Centre the title.

Make it size 16

Change the title font to Ariel

Make the font bold and italic.

7. Use the 'Spell check' tool to find any spelling mistakes and alter them. Add the word 'Dillion' to the built-in dictionary while you are doing the spell check.

Look for any repeated words that may need to be deleted.

- Paragraph 1 left aligned
- Paragraph 2 centre aligned
- Paragraph 3 right aligned.

9. Change the spacing on the paragraphs

Highlight the paragraph Use the 'Format' menu Choose 'Paragraph' Then choose 'Spacing' Then 'line spacing' From the drop down arrow, format your paragraphs as follows:

- Paragraph 1 single line spacing
- Paragraph 2 1.5 line spacing
- Paragraph 3 double line spacing

10. Apply spacing above and below the centre paragraph by:

Highlight the paragraph Use the 'Format' menu Choose 'Paragraph' Then choose 'Spacing' Before – change to 18 After – change to 18



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11. Viewing paragraph and formatting marks

Find this symbol

And click it.



Click it again to switch this view off.



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Show Buttons of

12. Copying formats from one piece of text to another Highlight the centre paragraph and italicise the text. Use the 'Format Painter' and format the third paragraph.



13. Insert automatic hyphenation on the first paragraph

- 1. Select the text you don't want to hyphenate.
- 2. On the **Format** menu, click **Paragraph**, click the **Line and Page Breaks** tab, and then select the **Don't hyphenate** check box.
- 3. Click **OK**.
- 4. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
- 5. Select the Automatically hyphenate document check box.
- 14. Insert page numbers
 - 1. On the Insert menu, click Page Numbers.
 - 2. In the **Position** box, specify whether to print page numbers in the header at the top of the page or in the footer at the bottom of the page.
 - In the Alignment box, specify whether to align page numbers left, centre, or right relative to the left and right margins, or inside or outside relative to the inside and outside edges of pages that will be bound.

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- 4. If you don't want a number on the first page, clear the **Show number on first page** check box.
- 15. Inserting the current date and time.
 - 1. Click underneath paragraph three where you want to insert the date or time.
 - 2. On the Insert menu, click Date and Time.

16. Save the document using the same name but add a version number i.e. 'Word2 corrected version 2'

Insert a page break before paragraph three

- 1. Click where you want to start a new page.
- 2. On the Insert menu, click Break.
- 3. Click Page break.

 Create a 'First line indent' on paragraph 1 Highlight paragraph 1. On the horizontal ruler, drag the First Line Indent marker to the position where you want the text to start. 	$ \begin{array}{c c} \hline \\ \hline \\$
If you were asked in the test to create a <i>'hanging indent'</i> , you simply need to move the bottom triangle	Image: Second stable with the second
marker \mathbb{Z} \mathbb	Six months after the colliery had worth removing had gone, the demolition sta

18. Underneath paragraph 3 and above the date, type the following:

Colliery Closes Equipment removed Demolition starts Reinforcing walls built at bottom of shaft Gravel poured down shaft

Align the text to the left and remove the italic formatting. Set the line spacing on this list back to 'single line spacing'.

Highlight the list that you have just entered. Go to the 'Format menu' Choose 'bullets and numbering' Look at the tab called 'bulleted' then look at the tab called 'numbering' then choose the style that you prefer. Borders and Shading Borders Page Border Shading 19. Highlight paragraph 2 em Setting Go to the 'Format menu' the Click on diagram below or use buttons to apply borders S. None Choose 'Borders and shading' Choose a box from the left hand side

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1/2 pt

Horizontal Line...

Apply to:

Paragraph

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Options..

Cancel

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OK

Then choose one of the first three styles

Choose the colour and the width

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Choose the 'Shading' tab and pick a shade. Then click OK.

20. Insert details into the header or footer by:

Click on 'View' Choose 'Header and Footer' Choose 'Insert autotext' Look at the options available, you could be asked to insert any of these. Choose 'Filename and path'

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The option is set to 'Header'. Change it to display this information as a 'Footer' and then click 'close'.

21. Changing margins:	Pogo Solup Pogo Layout Margino Layout
Go to 'File' Choose 'Page set up' Change the margins so that the top and bottom margins are 3 cm and the left and right ones are 2.5 cm.	Unit Top: 3 cm 3 getome: for 3 getome: for 3 getome: for 1 getome: for 1 getome: for 1 getome: for f
22. Changing the paper size	
Go to 'File' Choose 'Page set up' Choose the tab called 'Paper' Look at the different paper sizes that are available by clicking the arrow Do not change the paper size, just make sure that you would know how to do it if asked.	Perfault tray (Automatically Select Automatically Select Tray 1 Tray 2 Tray 3 (500-Sheet)
23. Underneath the bullet pointed list at the bottom of the page, type the following text:	Font golor: Automatic Vinderline style: Underline style: Vinderline style: Automatic
'The dimensions of the original pit were 23 m2'	Errets Strikethrough Shadow Small cap Double strikethrough Qutline All caps V Sugerscript Emboss Hidden
In order to make the '2' look like the symbol for 'squared' s of it needs to be changed into 'superscript'.	Subscript Engrave Preview 2
Highlight the '2'	This is a TrueType font. This font will be used on both printer and screen.
Click the Format menu	Default OK
Then the tick box 'superscript'	
1 1	5

If you wanted to make H₂O, you would pick 'subscript'

i.e. 'super' = above and 'sub' = below 24. Insert a symbol

There are various symbols that you can insert into your document.

Click on the 'Insert' menu Choose 'symbol' Choose the © This may be available at the bottom of the window in the 'recently used symbols' section. However, if you cannot find the symbol you want, go to the 'special characters' tab and see what is available there. Choose 'insert'

- 25. Find out how to do the following things:
- a. Create a table ready for text insertion 3 rows by 3 columns
- b. Insert, edit data in a table make up your own.
- c. Select rows, columns, cells, entire table.
- d. Delete the middle row.
- e. Delete column 2
- f. Modify cell border width, style, colour and shading (hint: Select the table; choose 'Table' menu; 'Table autoformat'; 'modify table'

26. Insert a chart into your document.

'Insert' Menu 'Picture' 'Chart'

Change the options in the 'chart box' so that they look like these. Notice how your chart changes as you alter things. 27. Choose to print only page 2 of your document.

28. Save your document as version 3 (file save as)

29. Save your document as a web page (file save as)

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- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

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