

5.1 Introduction to word processing

Word processing on a computer is simple. You start to type your text, typically using a keyboard. At the end of the first line the cursor will automatically move down to the next line. This feature is called word-wrap, and it means you cannot make a line that is too long. If you make a spelling error as you type, you do not have to correct it immediately. Some word processors will underline typing or grammatical errors for your attention, but you can position the cursor with a mouse or cursor keys to delete or add letters, words, phrases, sentences or paragraphs – however much text you want to change. Also, you do not need to type the entire document at once, because you can save your work and return to it later – either to continue or to make changes. Documents can also be emailed or downloaded from online storage (Fig 5.1). Making your words look good is straightforward, too. Unlike a typewriter, you can have different styles and sizes of the **typeface** in your document.

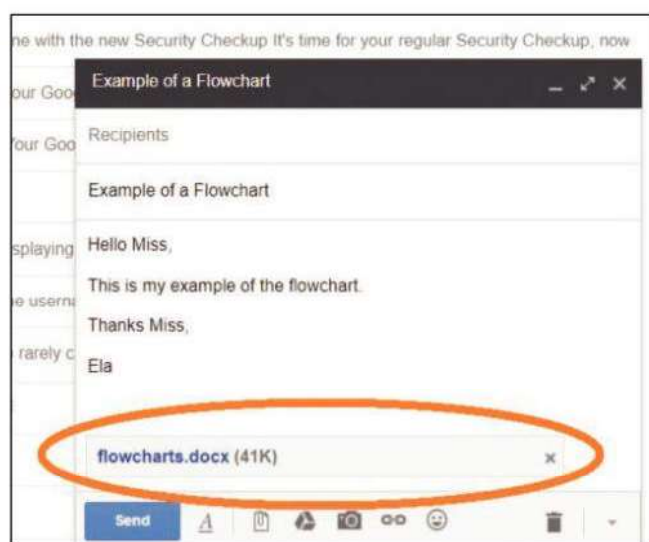


Fig 5.1 Word-processed documents can be emailed

Before you improve the look of your document, you should know how to start with a blank document, open one already created and save your file with a new name.

When you first launch a word-processing application, you can begin to type using a blank document. You can also open an existing file to a new document window or switch from a current document to a new screen without having to close any documents.

Key features

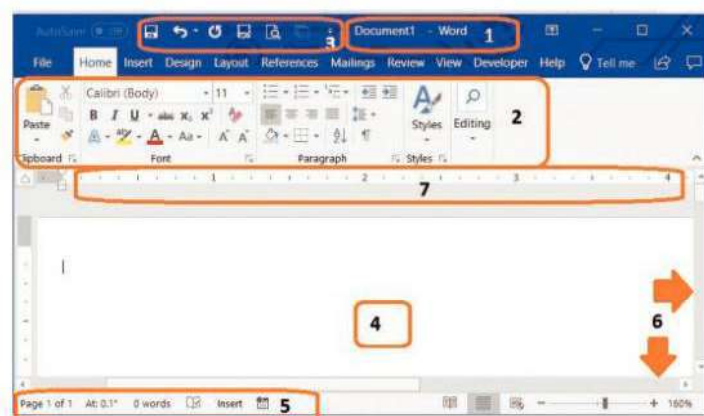


Fig 5.2 shows some of the features when working with a document

- 1 Title bar:** This indicates which application you are presently using and shows the name of the document at the top of the screen. When you create a new document, the name of that document will be 'Document 1', for example.
- 2 Ribbon:** This is shown in recent versions of Microsoft Word. It replaces the Menu bar found on earlier versions. It contains the **menu of commands** used to **format** your document. It has multiple tabs with groups of similar commands. Most of the

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Standard toolbar and Menu bar items from earlier versions now appear on the Home tab.

- 3 **Quick Access Toolbar:** This toolbar shows commonly used commands such as **Save**, **Undo** and **Redo**.
- 4 **Input screen:** The input screen is the part of your screen where you type your document text.
- 5 **Status bar:** The status bar displays information such as the document's page and word count.
- 6 **Scroll bars:** Scroll bars are used to scroll the page on the screen, such as upwards, downwards or from left to right.
- 7 **Ruler:** The ruler displays the measurements, indents and tabs of your document.

As you prepare a document, it is important to understand the layout of the page. This includes the margins, paper size, paper source and orientation of the page.

Margins

It is usual to see a small gap between the text on a page and the edge of the page. This gap is called a margin.

Margins are typically 1 inch from the edge. Leaving a margin is especially important when you need to bind a document together. It is also useful when you want to add a page number or a heading that prints on each page. More importantly, most printers cannot print right to the edge of the page. You can normally select the size of the top, bottom, left and right margins or type each one separately by typing in the distance from the edge of the page to the text.

Paper size

You can select different sizes of paper on which to prepare your document. The size of paper affects the page length and width of the workspace. Typical sizes are letter size ($8\frac{1}{2}'' \times 11''$), A4 (210×297 mm) and legal size ($8\frac{1}{2}'' \times 14''$).

Orientation

Documents are in one of two orientations, which are usually known as **portrait** and **landscape** (Fig 5.4).

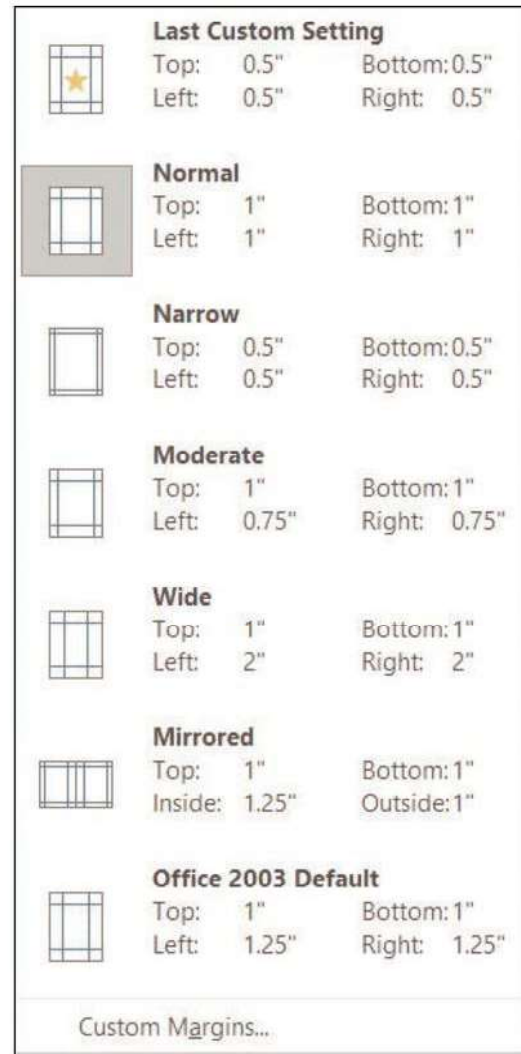


Fig 5.3 Margins can be customised for each document

Sometimes portrait is known as tall and landscape is known as wide.

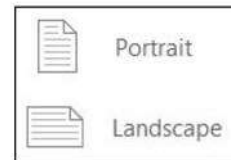


Fig 5.4 Portrait and landscape orientation

Editing text

Once you have entered your text you can easily edit it. This means that you can correct mistakes before presentation of the final document. Most of the time you may have to select more than one word, or sentence, paragraph or page. You can select a block of text by using the mouse or the cursor keys. When a

block of text has been highlighted, it can be edited: the font, style, size and alignment of the block of text can be changed.

There are three main ways of editing text:

- ♦ adding, deleting and retyping text
- ♦ moving, copying and pasting text
- ♦ searching for and replacing text.

Adding, deleting and retyping text

To add or delete text, place the cursor at the desired location and click the left mouse button once. To insert text, start typing! The existing text will move to the right to accommodate the new text. To delete text, press the *Delete* or *Backspace* key. The *Delete* key will delete all text to the right of the cursor while the *Backspace* key will delete text to the left of the cursor. You can create blank lines by pressing the *Enter* key.

Moving and copying text

It is also possible to delete part of your text such as words, sentences or paragraphs, and replace that part with new text.

First select the text you wish to delete, and then start typing. The selected text will disappear and be replaced by whatever new text you type. An alternative is type-over mode, which causes any text to the right of the cursor to be replaced or 'typed over' as you type. The *Insert* key on the keyboard toggles between insert and type-over mode. OVR appears in the status bar at the bottom left side of the application when the type-over mode is active.

A third way to select text is to place the cursor at the beginning of the required text. Select the text by pressing and holding down the left mouse button and dragging the mouse across the text to be selected, releasing the mouse button at the end of the selection.

A quicker way to select a word or a block of text is to perform block operations.

Performing block operations

- ♦ To select a word, double-click on it.
- ♦ To select a sentence or paragraph, triple-click on a word in it.
- ♦ To select a block of text, click at the beginning, hold the *Shift* key and click at the end.
- ♦ To select the entire document, hold down the *Ctrl* key and press *A* (for All).

The basic copy, cut and paste operations work the same way in most Windows applications. Text that is copied or cut is placed in a temporary storage place called the clipboard.

To move text, you must 'cut' or remove the text from where it is and 'paste' it in its new location. To do this, select the text and then click the **Cut** icon on the Standard toolbar, Edit menu or Home tab of the ribbon (you may also use *Ctrl + X* on the keyboard). The text disappears and moves to the clipboard. Click the mouse pointer or use your cursor keys to where you want to move the text and then click the **Paste** icon or press *Ctrl + V*. The text moves to the new location.

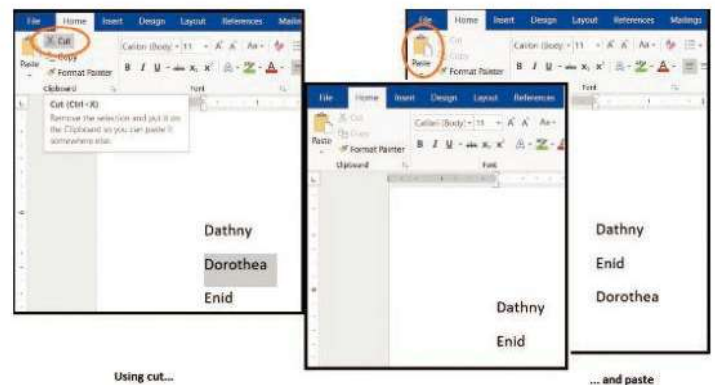


Fig 5.5 Using cut and paste

A similar process is used for copying. First select the text and then click the **Copy** icon (or use *Ctrl + C*). The text stays where it is but the word processor keeps a copy in the clipboard. Move the cursor to where the text will be inserted, and paste it. The text appears in both places.

Sometimes as you are typing, it is easier to use keyboard commands to move to another part of the document. Table 5.1 shows some of the commands you can use to move the cursor.

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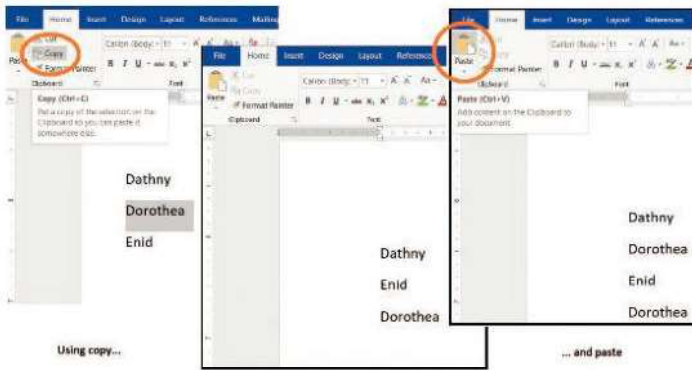




Fig 5.6 Using copy and paste

Table 5.1 Keyboard commands used to move the cursor

| | |
|---------------------|-------------------------------------|
| <Ctrl><left arrow> | Move to previous word |
| <Ctrl><right arrow> | Move to next word |
| <Ctrl><up arrow> | Move to previous paragraph |
| <Ctrl><down arrow> | Move to next paragraph |
| <Home> | Move to beginning of line |
| <End> | Move to end of line |
| <PgUp> | Move to previous screen |
| <PgDn> | Move to next screen |
| <Ctrl><PgUp> | Move to top left of screen |
| <Ctrl><PgDn> | Move to bottom right of screen |
| <Alt><Ctrl><PgUp> | Move to beginning of text on screen |
| <Alt><Ctrl><PgDn> | Move to end of text on screen |
| <Ctrl><Home> | Move to beginning of document |

The Undo and Redo commands

If you make a drastic change in your document that you did not intend (like accidentally deleting a whole page), don't panic! As in most Windows applications, you have a chance to retrieve your last action by clicking the **Undo** icon  or using the *Ctrl* + *Z* keyboard combination. Certain changes may not be reversible, but your word processor will often warn you of this beforehand. If you clicked the Undo icon, and you wish that you had not undone your last action, you can click on the **Redo**  icon. Many word processors allow you to do multiple Undos and Redos.

Save vs. save as

Under **File** on the Menu bar are options of **Save** and **Save As**. If you are working in a new document and you

select **Save**, your word processor asks you for a filename. If you are working in a previously saved document and select **Save**, the word processor, without warning you, saves the newer version to replace the older version of the document. The older version is lost. If you select **Save As** from the File menu, then you can give the document a new filename or save it in a new location. You will then have both old and new versions saved.

Fonts

A **font** is a style of writing. Modern word processors are supplied with a wide range of fonts for you to choose from. Different fonts are useful for different purposes. For example, plain fonts such as Arial and Times New Roman are good for writing letters and reports.

This font is called impact

This font is called Berlin Sans

This font is called comic sans

This font is called Arial

This font is called Times new roman

Fig 5.7 Different fonts are useful for different purposes

Font size

Most fonts are scalable, which means that they can be as big or as small as required. The size of a font is specified by a number known as the *font size*. Sizes 10 and 12 are the most common for writing letters and reports. Font sizes are specified in 1/72ths of an inch. So fonts at size 72 are one inch tall and fonts at size 36 are half an inch tall.

Size 12

Size 36

Size 72

Fig 5.8 Font sizes

Font style

Each font can have a range of extra styles applied to it. The six common styles are:

- ◆ Normal: no special style is applied to the font.
- ◆ Italic: the font will be displayed as if it is leaning slightly to the right.
- ◆ Bold: the lines used to draw the font will be drawn extra thick to make the text stand out.
- ◆ Underline: a line will be drawn underneath the text.
- ◆ Superscript: the text is raised up to the top of the line and printed at a smaller size.
- ◆ Subscript: the text is lowered to just below the line and printed at a smaller size.

| | | |
|------------------------|------------------------------|----------------------------|
| Normal Style | <i>Italic Style</i> | Bold Style |
| <u>Underline Style</u> | ^{superscript style} | _{subscript style} |

Fig 5.9 Examples of font styles

Alignment

Alignment describes the position at which text appears on a line on the page. Alignment is sometimes known as justification. There are four different types of alignment: left, right, centre and fully justified, as shown in Figure 5.10.

This is an example of text that is left aligned on the page.

This is an example of text that is right aligned on the page.

This is an example of text that is centred on the page between the left and right margins.

This is an example of text that is fully justified on the page between the left and right margins.

Fig. 5.10 Alignment of text

Working with tabs

Tabs enable you to align your text to the left, right, centre or full justification, or align to a decimal point. You can also automatically insert specific characters, such as periods or dashes, before the tabs.

The ruler shows where tabs are located on your document. Click View, Ruler to show the ruler at the top of the page and to see any tabs (Fig 5.11). In later versions of Microsoft Word, click on the ruler to insert tab stops. In earlier versions (like 2007) you can select the *Page Layout* tab from the menu to reveal the tab stops dialogue box.

A tab position is the distance of the tab location from the left margin on the line. You can choose the desired alignment by clicking the leftmost edge of the ruler as shown by the arrow in Figure 5.11. The different tabs are shown as you click. Then set the tab by clicking on a location on the ruler. You can place more than one tab on the ruler or drag the tab to move it to another location on the ruler.

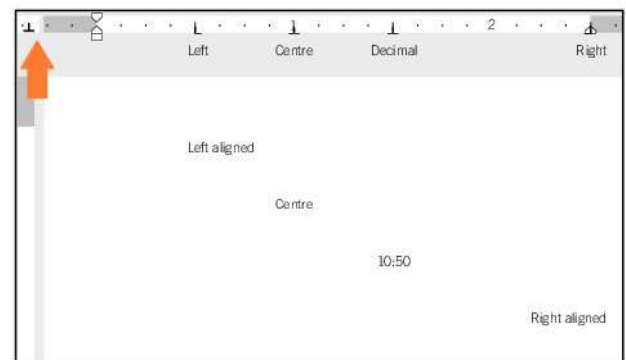



Fig 5.11 Four types of tabs

Format Painter

Sometimes you may have formatted one part of the document and would like the same formatting on another part. You may have noticed the 'paintbrush' button on the Standard toolbar  **Format Painter**. This button is called *Format Painter*, and it is a very useful button. Format Painter copies character or paragraph formatting from one place to another within a document.

To copy paragraph formatting:

- 1 Select the text.
- 2 Click the paintbrush button and then paint (drag across) the text that you want to apply the formatting to.

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If you double-click the Format Painter button it becomes a toggle so that you can paint the new formatting to several paragraphs.

- 3 Double-click within the paragraph where you want to copy the formatting.
- 4 Click the Format Painter button.
- 5 Select the paragraph or text that should be reformatted to look like the first paragraph.
- 6 If you have activated the Format Painter in this way, press *Esc* when you're finished and your mouse will return to normal.

Paragraph formatting

With today's word processors, it is possible to control precisely the amount of space between paragraphs. There is no longer any need for the old typewriter style of pressing the *Enter* key twice to separate paragraphs.

Line spacing

The space between the lines, also called **line spacing**, can be changed in the whole document or in a specific block of text. You can also determine the line spacing before typing your text. If you do, the line spacing you choose will be applied to all text you type until you select another line spacing value. Also, once text has been typed, you can select a text block or part of the document and select the line spacing you wish. Table 5.2 shows some typical line spacing and their keyboard shortcuts.



Table 5.2 Types of line spacing

| | | |
|------------------|---|--|
| Single | Inserts a line spacing a little larger than the size of a character | <i>Ctrl</i> + 1 formats text as single spacing |
| 1.5 Lines | Inserts a line spacing equivalent to one-and-a-half times the size of a character | <i>Ctrl</i> + 5 formats text as one-and-a-half spacing |
| Double | Determines a line spacing twice the size of a character | <i>Ctrl</i> + 2 formats text as double spacing |

Indenting

An indented word or paragraph is set at a distance away from the margin (left or right). A word may be

indented from the left margin simply by placing the cursor to the left of the word and pressing the *Tab* key.

To *indent* a paragraph, select the paragraph to be indented. Click the indent icon  : Left for indentation from the left margin or Right for indentation from the right margin.

Page numbering

Pages in your document should be numbered to keep them in order. Note that page numbering may also be added in the header or footer section of the document.

You can number the pages like this:

- 1 Click Insert.
- 2 Click Page Number.
- 3 Select the Position (top or bottom) and the alignment on the page (left, right, centre).
- 4 Click the Format button.
- 5 Use the dialogue box (Fig 5.12) to adjust how your page numbers appear, the number from which they start if page numbering does not start from the first page.
- 6 Click OK to return to the page.

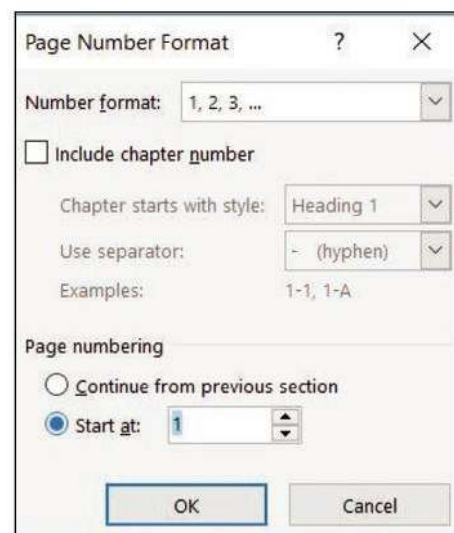


Fig 5.12 The Page Number Format dialogue box

Find and Replace

The **Find and Replace** function (often called Search and Replace) will first look (search) through

the document to find one or more words that you specify. Once the word is found, the computer can automatically replace it with another word that you type in. This is usually the *Replace All* option. Alternatively, you can use another option simply called *Replace*. This asks you to approve each replacement. This is safer because you may not want to make the change everywhere.

If you start your search somewhere in your document, a dialogue box will pop up confirming whether you wish to continue the search from the start of the document.



Fig 5.13 The Find and Replace dialogue box

Questions

- 1 Explain the difference between:
 - a Open and New
 - b Save and Save As.
- 2 What do you understand by 'selecting' text?
- 3 You have two paragraphs of text typed, which you want to edit. How many paragraphs would you have if you:
 - a copied and pasted paragraph 2
 - b cut paragraph 1
 - c clicked Undo
 - d clicked Redo
 - e clicked Copy.
- 4 State the keyboard combinations used to create single, double and one-and-a-half line spacing.
- 5 Describe the benefits of using the Format Painter.
- 6 Explain one advantage and one disadvantage of using the Replace All option.

Practical exercises using Microsoft Word

Exercise 1: Selecting text

- 1 Open a blank Word document.
- 2 Type the following text: It was 5am on Saturday morning. She was at the airport waiting to come home.
- 3 Double-click on the word 'morning'.
- 4 Triple-click on the text. Click on the Copy icon, and paste the text three times.
- 5 Click at the beginning of the first sentence, hold the *Shift* key and click at the end of the first paragraph to select a block of text.
- 6 Hold down the *Ctrl* key and press *A* (for All) to select all the text in the document.

Exercise 2: Block operations

- 1 Type the following:
Workshop (press *Enter*)
Travel (press *Enter*)

Script (press *Enter*)

Education (press *Enter*)

- 2 Use the block operations or cut, copy and paste options to move the text into alphabetical order – Education, Script, Travel, Workshop.

Exercise 3: Find and Replace

- 1 Type the following text:
When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
- 2 Use the Find and Replace function to change all occurrences of the word 'video' to 'recording'.
- 3 Format the text to double spacing.
- 4 Create an indent for the first line of the paragraph.
- 5 Insert page numbering centred at the top of the page.

Headers and footers

Suppose you want to place a heading or logo at the top of each page of your document, or maybe a page number at the bottom of all the pages of the document. Text which appears at the top of each page but inside the top margin, is known as a **header**. Text which appears at the bottom of each page is known as a **footer**.

In Microsoft Word, the header is shown within the broken lines. Any text typed in this section, will automatically appear in a similar position on all subsequent pages. A footer is similar, except that it is placed at the bottom of each page (Fig 5.14).

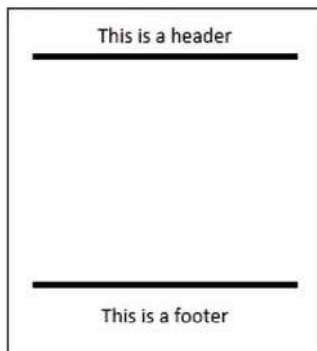


Fig 5.14 A header and footer

The Header and Footer toolbar, or Design tab on the ribbon when the header or footer areas are active, provide the tools you need to format the top and bottom margins in a document. You can use the same header and footer throughout a document or change it for part of the document. For example, you can use a graphic in the first-page header, and then include the document's file name in the header for the following pages. Many word processors will also let you type special codes which will automatically insert information such as the current date or current page number into the header or footer of a document.

Footnotes and endnotes

Footnotes and endnotes have many uses, ranging from supplying extra information about a topic within

the body of the text to providing a reference for a quotation used in the text. A **footnote** or **endnote** is made up of two parts: a reference number in the text and the actual entry at the bottom of the page or at the end of the chapter or text. Using auto-numbered footnotes or endnotes allows you to delete, insert and rearrange your footnotes or endnotes without having to worry about the numbering. Footnotes are usually placed after a separator line at the bottom of the page that contains the footnote reference number. Endnotes are placed together at the end of a section or the entire document.

Section breaks

To understand how a section break works, think of your document as a book with different chapters or sections. A *section break* is a mark inserted to show the end of a specific part of a document, and the end of the formatting that is applied to that section. This mark stores the section formatting such as page orientation, margins, headers and footers or sequencing of page numbers. The mark appears as a double dotted line with the name of the kind of section break in the centre. In a word processor such as Microsoft Word there are four types of section breaks:

- ◆ Continuous: inserts a break and starts the next section on the same page
- ◆ Next Page: inserts a section as well as a page break and starts the next section on the next page
- ◆ Odd: inserts a section break and starts the new section on an odd page
- ◆ Even: inserts a section break and starts the new section on an even page.

change-to-match-the-new-theme. Save-time-in-Word-with-them.¶ Section Break (Next Page)

Fig 5.15 Section break in Microsoft Word

Section breaks therefore allow you to specify where the different formatting will begin and end. You might use section breaks in the following situations:

- ♦ different headers and footers: if the document you are working on needs to have different headers and footers on various pages
- ♦ different numbering schemes: if you are working in a document where the table of contents needs different numbering such as letters, numbers and Roman numerals
- ♦ different paper sizes: if you want a document to contain portrait pages for text and landscape pages for tables and charts
- ♦ different margins: if the first page of a letter needs a two-inch margin, and the following pages need a different margin
- ♦ columns: you can use your word processor's newspaper column feature in the middle of a page, and place section breaks before and after the

multiple columns. If you have text prepared and put it into a column format, your word processor will automatically put in the section breaks.

Questions

- 1 What is a section break?
- 2 You have a document that contains sections breaks. State whether odd section breaks or even section breaks would have been applied to pages 17, 22 and 35.
- 3 Give two situations where the use of sections would be appropriate.
- 4 Describe an example of how a footnote is used in a word-processing document.
- 5 What are the similarities and differences between footers and footnotes?

Practical exercises using Microsoft Word

Exercise 4: Headers and footers

- 1 Navigate to the Header and Footer icons (View or Insert in different versions of Microsoft Word).
- 2 Select Header to insert a header at the top right of the page.
- 3 Type 'Practical exercise using a header'.
- 4 Move your cursor to the bottom of the page below the dotted lines to view the footer. There should be no text in that section.
- 5 Click the Insert Page Number icon.
- 6 Click the Date/Time icon to insert the date.
- 7 Click Close on the Header and Footer toolbar or double click on the main part of the document.

- 8 You should see the added information on your page. Alternatively, switch to Print Preview to view your newly added header and footer.

Exercise 5: Footnotes and endnotes

- 1 Type the sentence 'This is a footnote, not a footer.'
- 2 Navigate to the References tab and select Footnote (this option may be different in previous versions of Word).
- 3 Select the Footnote option. The cursor moves to the bottom of the page. Type 'Example of a footnote.' You have just created a footnote.

Creating tables

A table is a convenient way of grouping text in an organised manner. It is constructed of cells grouped in rows and columns. The height, width and borders of these rows and columns can also be changed. Cells can be merged (joined together) or split. The table below shows a list of owners and the names and ages of their pets.

| Owner | Pet | Age (years) |
|--------|--------|-------------|
| Rashid | Turtle | 2 |
| Jurnee | Dog | 4 |
| Jana | Bird | 1 |

The table feature allows you to select the number of rows and columns needed. In an existing table, one or more rows can be added above or below the selected row, while one or more columns can be added to the left or right of the current column. Rows and columns can also be deleted, and cells in the table can also be added or deleted to shift data in the table up, down, to the left or right of the current cell. This is achieved by placing the cursor in a cell in the table and then right-clicking to show the various table options.

The design and layout of a table can be modified by changing the type of border, the style of the lines and the thickness of the lines in and around your table. Rows, columns or cells can also be shaded in different colours.

You can also apply limited summation and other functions to a table in a word-processing document, although this is not intended to replace the Excel spreadsheet. While tables have replaced the old method of using the *Tab* key to align data in columns, sometimes you may need to convert some tabbed data into a table. The *Convert Text to Table* option achieves this, once the data is separated by tabs, commas, paragraphs or a single specific character (Fig 5.16).

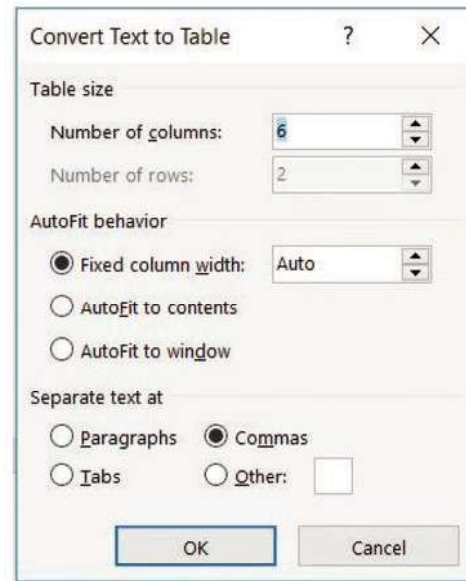


Fig 5.16 Converting text to a table

Creating columns

You can divide a page up into several parallel columns. This is particularly useful if you want to produce a newspaper, newsletter or a leaflet which could be folded. Laying out text in two or more columns saves space on the page.

The column feature can be created in the middle of a page. With column section breaks placed in a column format (Fig 5.18). Word will automatically put in the column section breaks. Note that a column break is used to stop text at the end of one column and continue it in the next column.

Questions

- 1 Describe one example of using a table in a word processor.
- 2 Explain the difference between adding a column and adding a row to a table.
- 3 State the number of rows and columns in the table shown in Figure 5.17.

| Example of a table | | |
|--------------------|-------|----------|
| Type | Name | Example |
| Fish | Small | Flying |
| Fruit | Seeds | Cherries |

Fig 5.17 Example of a table

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

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Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply

styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a

button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word

Fig. 5.18 The column feature can be used in the middle of your text

Practical exercises using Microsoft Word

Exercise 6: Creating tables


A Create the table

- 1 Navigate to the Insert Table feature. Insert six columns and five rows.
- 2 Type the text in the table as shown.

| First name | Last name | Company | Fees | Members | Group # |
|------------|-----------|---------------|-------|---------|---------|
| Mala | Tuim | Gaming Inc. | \$250 | 5 | 4 |
| Clavery | Lotte | Team ALL | \$300 | 7 | 2 |
| Alison | Zacton | N-Ta-Tane | \$175 | 3 | 3 |
| Ross | Allen | Master Gamers | \$300 | 8 | 3 |


- 3 Save the document as 'Competition'.

B Change the width of the table columns

- 1 Make sure no part of the table is selected.
- 2 Move the mouse pointer to one of the vertical lines in the table until it changes shape to two arrows pointing left and right, with a pair of parallel lines between them .
- 3 Click and drag the mouse to move the gridlines to increase or decrease the width of the columns or the rows. Alternatively, some applications allow you to double-click to adjust the width of a column.



C Sort the table

- 1 Select the whole table and choose the Sort icon .
- 2 Check that option Header Row is clicked. Sort the table by Last name in Ascending order.
- 3 Click OK to sort the table.
- 4 By selecting Header Row in the Sort dialogue box, the header row (titles) will not be sorted with the rest of the rows.

D Insert a row and add a formula

- 1 Place the cursor in the last cell in the Group # column. Press *Tab*. A new row will appear at the bottom of the table.
- 2 In the first cell of the new row, type 'Totals'. Press *Tab* to go to the Fees column.
- 3 Select the Design menu option from the Table tools and select the Formula icon. Check that =SUM(ABOVE) is entered in the Formula dialogue box and click on OK. Repeat for the sum of the Members column.
- 4 Press *Tab* to go to the Group # column. Select the Formula icon. This time change =SUM(ABOVE) to =COUNT(ABOVE) in the Formula dialogue box and click on OK.




Fig 5.19 Add a formula to a table

E Change one of the Group # figures

- 1 Change the group number for Alison from 3 to 1.
- 2 Double-click on total for the Group #, using the right mouse button, select Update Field to see the result. Save the file as 'Table Exercise'.

F Merging and splitting cells

- 1 Place the cursor in a cell in the first row with the headings. Right-click and select the Insert option. Select *Insert rows above* to insert a new row above the headings of the table.
- 2 To merge all cells of the new row into one, highlight all the cells, right-click and select Merge cells from the Table menu.
- 3 Type 'Registration for Gaming Competition'.
- 4 Centre the heading.
- 5 Note that once a cell is highlighted it can be split by right-clicking in the row and choosing Split cells from the Table menu. The dialogue box that appears will allow you to choose the resulting number of columns and rows.

Exercise 7: Columns

- 1 Open a blank word-processing document.
- 2 Type '=rand(6,3)' (without the quotes) and press *Enter*. Alternatively, type 'Video provides a powerful way to help you prove your point.' Copy the sentence and paste it three times. Copy the paragraph of three sentences, press *Enter* twice and paste the paragraph five more times, pressing *Enter* between each paragraph.
- 3 Select the first three paragraphs.
- 4 Navigate to the Columns icon. In recent versions of Microsoft Word, it is found in the Layout tab on the ribbon.
- 5 The Columns option box is displayed as shown in Figure 5.20.



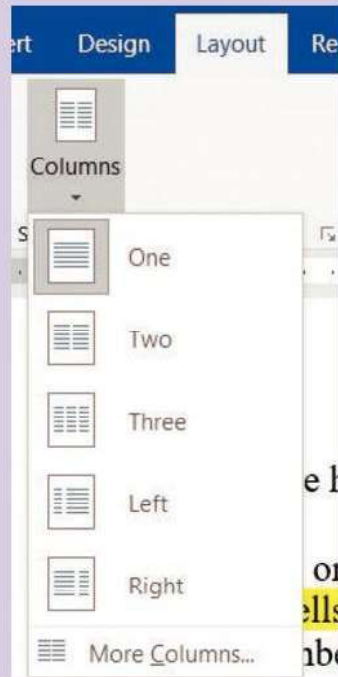


Fig 5.20 Creating columns

- 6 Select Two columns.
- 7 The selected paragraphs will be subdivided into two columns. If there isn't enough information for two columns, it will fill the left column only.
- 8 The document remains the same, except that text reads down the left half of the page and continues on the right half.
- 9 Select the fourth and fifth paragraphs. Use the Columns option to create three columns.

Exercise 8: Using column breaks

The column break is used only for subdividing text between columns.

- 1 Place the cursor at the beginning of the fourth paragraph. The cursor should be at the leftmost column.

- 2 From the menu, select Insert, Break or, in recent versions of Microsoft Word, select the Layout tab on the ribbon, select Breaks.
- 3 From the list, select Column Break.

The text moves and now starts from the second column.

Exercise 9: Unequal columns

With a column layout, it is possible to set unequal sizes for each column.

- 1 Place the cursor in the left column at the start of paragraph 1. Click on the Columns option and select More columns (in earlier versions, untick Equal column width).
- 2 Choose the Left column setting which makes the left column narrow and gives the right column more width.
- 3 Maintain the spacing between the columns as 0.5". Select OK.

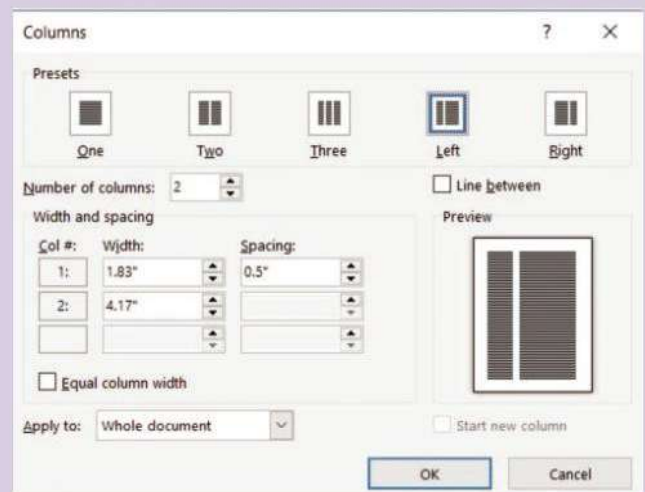


Fig 5.21 Formatting text with uneven columns

Before you print or share your document with others, it is best to proofread it for spelling and grammatical errors. You may also want to make comments that will be useful later or for others to read when you share the document. Other features such as Word Count and **Track Changes** (knowing what has been edited by yourself or others) are useful options when reviewing your work.

Just as you would cross out, circle or make a comment in a paper-based document, as well as check for errors, word processors can easily perform these functions for you.

Proofing language

Before you begin to review your document for spelling errors, you may want to confirm the language that you will use to proofread your work. For example, UK English recognises the spelling of words containing 's' and 'z' differently from US English. The language option also confirms whether you wish to have the document checked for errors in spelling or grammar.

Spellcheck

A **spellchecker** will examine your text and identify any spelling mistakes. When a mistake is found most spelling checkers will attempt to 'guess' what the correct word should be and make some suggestions to you. You can accept one of the suggestions or retype the word correctly yourself.

Spellcheckers have quite large dictionaries with thousands of words that are supplied with the word processor. However, there will be some words that are not in the dictionary, such as people's names. You can usually add extra words to the **dictionary**.

A spellcheck cannot spot mistakes where you have typed the wrong word. For example, it will not

spot 'their' instead of 'there' or 'the' instead of 'they'.

Your word processor starts spellchecking from the cursor position and checks to the end of the document. When the spellchecker reaches the end of the document, a dialogue box opens, asking if you want to continue spellchecking from the beginning of the document. Spellchecks also find repeated words.

The Spelling icon in the *Proofing* group provides options for handling errors. You can select a range of text and then click the *Spelling* icon to spellcheck only that block of text.

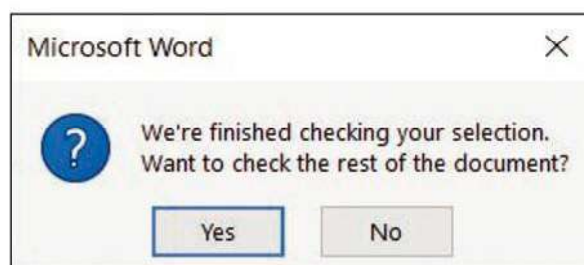


Fig 5.22 Spellcheckers can review an entire document or sections of it

Spellcheck options

Here is a list of the options available in the spellcheck dialogue box, with their meanings:

- ◆ Ignore Once: ignore word just this one time
- ◆ Ignore All: ignore every one of the selected words
- ◆ Add to Dictionary: if a word you type is not in the computer's dictionary it can be added
- ◆ Delete: delete a word if it occurs only once
- ◆ Change All: change all occurrences of a highlighted word
- ◆ AutoCorrect: the computer will automatically correct this word every time it occurs
- ◆ Options: gives you many choices, such as changing the dictionary language, ignoring uppercase letters and words with numbers.

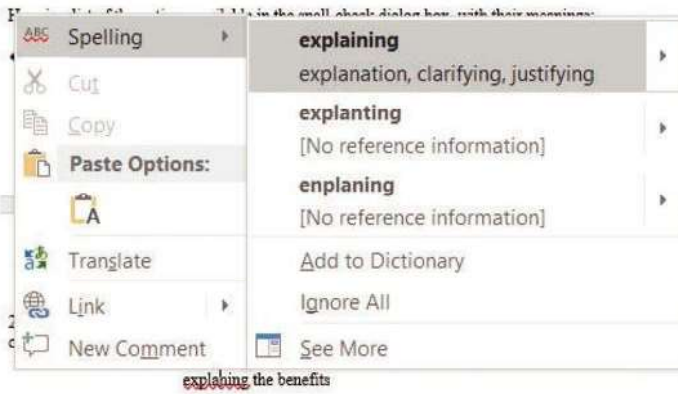


Fig 5.23 There are options when correcting an error

Thesaurus and grammar check

Most word processors also offer thesaurus or grammar check features. This is different from a spellcheck.

A thesaurus will suggest alternative words with the same meaning as a word that you have typed in (synonyms). For example, if you type 'big' the thesaurus might suggest 'large', 'huge' and 'vast'.

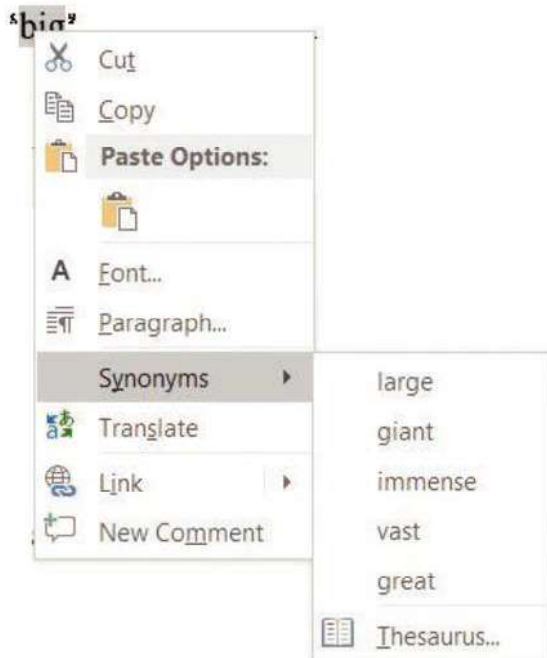


Fig 5.24 A thesaurus will suggest alternative words with the same meaning

A grammar checker will examine the structure of any text you have typed and may highlight some grammatical errors.

Word Count

The status bar at the lower left of a word-processing document provides a summary of the number of words in the document. However, for a more detailed summary, the Word Count option in the Proofing Group of icons shows the number of pages, words, lines and characters in the document.

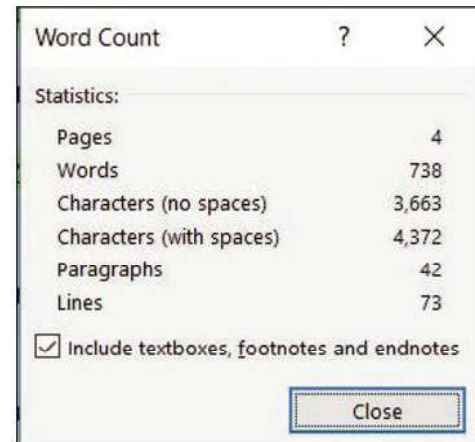


Fig 5.25 The Word Count feature summarises the number of pages, words, characters, paragraphs and lines in the document

Tracking changes in your document

The Tracking feature is a useful way to monitor any editing that you make to a document. When this feature is used, every edit to the document is highlighted. As you delete text, it will usually change to a colour such as red with the text crossed out. As you insert text, it also will be typed in a colour but will be underlined. The Changes feature is used to review each edit in the document so that you can accept your changes or reject them and retain the original text.

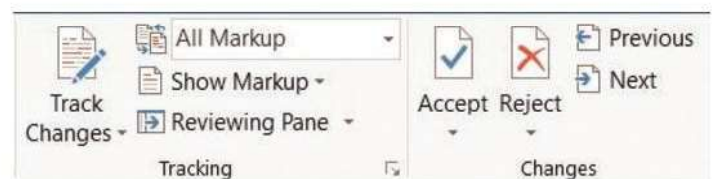


Fig 5.26 Sometimes it is useful to track any editing in a document

Comments

Adding **comments** is an alternative to editing a document directly or using Track Changes. It is also useful if you are reviewing a document for someone where the content is not being changed in any way. A comment can be created by placing the cursor near the text, then right-click and select New Comment. An alternative method is to use the Review tab to add and delete comments (Fig 5.27). Once more than one comment has been added to the document, each can be selected and responded to, or all comments can be viewed.

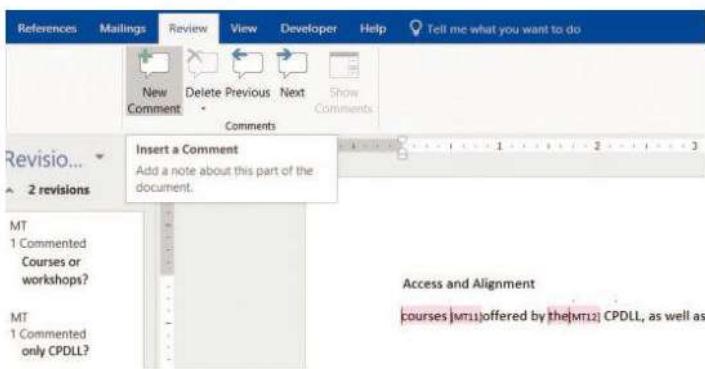


Fig 5.27 Comments can be inserted in a document using the icon in the Review tab on the ribbon

Protecting a document

There may be times when you make changes to a document and then save it, only to realise that you need the original text. Most word processors have an AutoSave feature that automatically saves your work every few minutes. So, if your original document is located on a secondary storage device, it will update the file in that location with the latest changes as you make them.

The Save As feature can also be used to avoid saving a document and overwriting previous edits. If you have made major changes to a document, use the Save As option to create a copy of the updated document. You

can update the name of the document to include, say, 'version1', 'version2' and so on, or use the current date in the file name so that you have multiple versions as a backup until your document is finished.

Occasionally you may want to protect a document if you are sharing it with others. If no changes are to be made, the document can be saved as read-only or marked as final. A password can also be used if it is to be accessed by selected persons. Just ensure that you do not share the password in the same email, for example, as the password-protected document.

Users who have access to a document could also have specific restrictions placed on it. This includes preventing formatting changes, track changes, comments, general editing, copying or even printing the document. A higher level of protection involves the use of a *digital signature* to confirm that the document accessed is valid and has not been modified. A digital signature can include a scan of a signature or other information that confirms the validity of the document.



Fig 5.28 Documents can be protected using different options

Questions

- 1 You have typed a document using a word processor. State the most appropriate feature for each of the following descriptions:
 - a will **not** detect whether 'the', 'their' or 'there' was used correctly
 - b will leave a deleted phrase in the document, but with a ~~line through~~ the text
 - c allows you to leave a note for a user's attention
 - d a method to check the amount of text within a specific limit.
- 2 Explain the difference between a spellchecker and a thesaurus.
- 3 List three ways in which a document can be protected.

Practical exercises using Microsoft Word

Exercise 10: Spellcheck

- 1 Type the sentence 'Eli is taking the test for his driver's liscence.'
 - a Perform a spellcheck on the sentence.
 - b Right-click and select Synonyms from the option box to find alternative words for 'test' and 'driver'.
 - c Use the Word Count feature to summarise the words and characters in the sentence.
 - d Use Track Changes to delete 'is' from the sentence and replace it with 'was'.
 - e Insert a comment at 'test' and type the note 'Did he pass the test?'

It is useful to move information from one part of a document to another and add information or other documents or programs into word-processed documents. If you are writing reports where some pictures, tables or charts need to be included, you do not have to leave spaces big enough to stick these images in later. You just insert the files from other programs (or copy and paste them) in the document at the location and adjust the size of the images. A limitation of some word processors is that they will not allow you to arrange the information in especially interesting ways. Remember that word-processing programs are not designed to perform complex layouts of combined information.

Combining files

Suppose you have three sections for an assignment in three separate documents. One way of combining a few documents is by using the copy or cut and paste features between documents. Note that you first need to have opened all necessary documents.

- 1 Select the document that has the text you wish to cut or copy from. Select and Cut or Copy the text.
- 2 Go to the document where you want to place your text.
- 3 Click the cursor at the desired location and Paste the cut or copied text.

Sometimes you may have two documents containing comments or edits that need to be combined into one final document. Another useful method is the *Combine Documents* feature. This creates a new document that highlights all edits as tracked changes. If you have several documents that need to be combined, start with combining two documents, then the new document can be combined with another document, and so on. With this feature you can select what should be viewed or hidden from view in the new document such as updated tables or formatting.

Importing data

File types

How do you make sure that the information created by one program will be understood by a different program? When you save your work, you will probably give it a name and then click OK. Look carefully at the box that then comes onto the screen and you will see a drop-down menu from which you can choose to save your file in a different format. Sometimes you may need to open or save a file as a type that is different from the one the program you are using will do by default (Fig 5.29).

The simplest common file type is TEXT (TXT is the file extension). All word-based programs will be able to open a TEXT file. There is a problem with TEXT files, however. They save only the words. They do not save the font, style and formatting information. Hence, the information does not look the same when you import it into a Word document, and you have to repeat all the appearance settings or formatting.

Rich Text Format (RTF) was designed to overcome this problem. It saves the font, style and formatting information, as well as the words. When you import an RTF file into another program, it should look the same as it did in the program that created it.

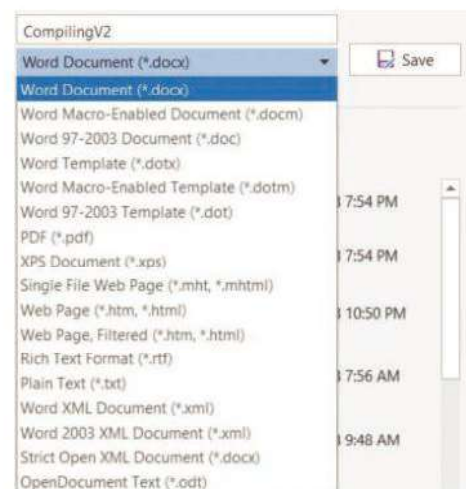


Fig 5.29 You can save a file in different formats

Long documents that contain many headings should have a table of contents. A table of contents is usually found near the beginning of a document. As shown in Figure 5.31, it is not actually a table, but a list of short headings that describe the different sections in the document. These headings are in order as they appear in the document with the page number to locate each section.

Table of Contents

| | |
|----------------------------------|----|
| Access..... | 3 |
| Alignment..... | 4 |
| The launch of the Centre..... | 10 |
| Opportunities for students..... | 17 |
| University of first choice | 18 |
| Registrations..... | 22 |
| Assessment..... | 25 |
| Dual certification | 30 |
| Cohorts..... | 35 |
| Summary | 42 |

Fig 5.31 A table of contents provides an overview of the document's contents and how it is organised

Selecting headings

Typing the headings and page numbers to create a table of contents can be time-consuming, especially if you need to add or modify a heading after it has been created. Fortunately, every word processor has this feature.

One of the easiest ways to create a table of contents is using a style. A style is a simple way to apply a specific font style, size and colour to selected text in one step. If the main headings in a document should be Arial, 14 point and black in colour, while another heading should be Arial, 12 point and black, then you can select each heading and choose the required style with one click. This is much faster when compared to selecting the font, then the size and colour for the heading. Figure 5.32 shows some of the styles that are available, with labels such as Heading 1,

Heading 2, Title, and Subtitle that suggest where they can be applied.



Fig 5.32 Using styles simplifies the creation of a table of contents

Generating the contents list

Once the styles have been applied to the required headings, the table of contents can be generated. First, place the cursor near the beginning of the document or where the contents list should be placed. Then locate the Table of Contents icon (Fig. 5.33) and select a suitable table from the menu (Fig 5.34). The contents list is generated at that location. If different styles were selected, then you will see the various levels indented in the list.

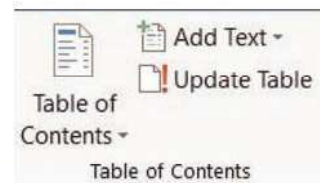


Fig 5.33 Group of icons for generating a table of contents

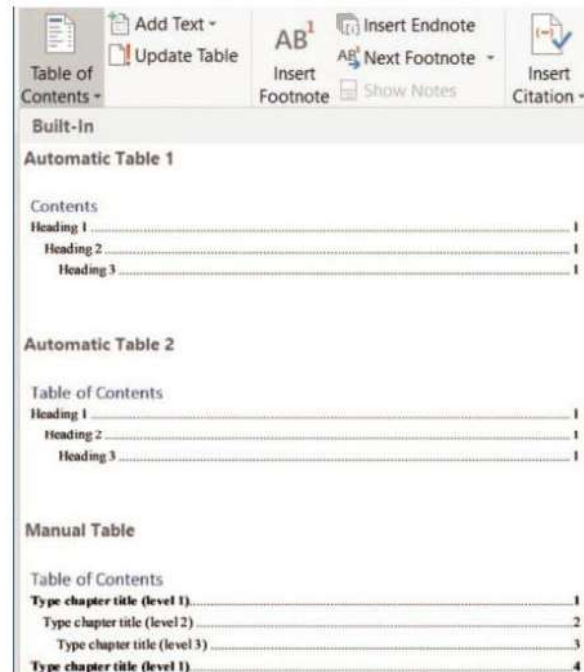


Fig 5.34 Options for generating a table of contents

Linking to a page

The contents list shows each heading and its page number. The contents list can be used to navigate to the actual page where the heading is located for that section in the document. For example, to go to the page with a heading entitled 'Cohorts', hold the *Ctrl* key while tapping the line for 'Cohorts' (Fig 5.35). The word processor locates the page and places the cursor at that heading in the document.

| | |
|--------------------|----|
| Registrations..... | 22 |
| Assessment..... | 25 |
| Dual cell | 30 |
| Cohorts..... | 35 |

Current Document
Ctrl+Click to follow link

Fig 5.35 The *Ctrl + Click* key combination navigates from the contents list to the select page

Updating the contents list

If you wish to add another heading to the table of contents, select the heading and apply the appropriate style, then return to the contents list and select one of the Update Table options. A dialogue box prompts you

to either update the page numbers only, or the entire list to include the new heading (Fig 5.36).



Fig 5.36 The page numbers or the entire list in the table of contents can be updated

Deleting one or more headings from the contents list is also achieved using the same Update Table option. The table is updated with the remaining headings and updated page numbers.

Questions

- 1 List the main steps required to generate a table of contents. Use the styles only for Heading 1 and Heading 2.
- 2 If a new section is added to a document, what are two methods that can update the table of contents?

Practical exercises using Microsoft Word

Exercise 11: Table of contents

- 1 Using the headings in Figure 5.31, make a document with each heading on a new page. Generate a table of contents placed at the start of the document.
- 2 Use *Ctrl + Click* to navigate to the Registrations heading. Then press *Enter* twice and add a heading called Fees.
- 3 Return to the table of contents list and update the table.
- 4 Use *Ctrl + Click* to navigate to the Cohorts heading. Delete this heading.
- 5 Return to the table of contents list and update the table.

Why Mail Merge?

Sometimes a business will want to send a standard letter to a lot of people but each letter has to be slightly different in some way. For example, if a business were to send out reminders for unpaid bills then the letters would be identical except for the customers' names and addresses and the amounts owing.

This could be done by typing the standard letter, saving it, and then making all the changes needed for each customer. The editing facilities would make this easy to do – delete the name and address and other details, and then type in the new information. But it would be a very tedious and repetitive job, especially if there are hundreds of letters to be edited.

Mail merge is an advanced feature in most word processors. Such programs automate this type of job and reduce the repetition. You must create two documents: one is a list of the details such as the names and addresses of the people you want to write to; the second is a master letter, with markers where the details are to be added. When these two documents are complete (and correct), you choose the merge function. This produces as many letters as there are people in the list by putting the appropriate information into the spaces marked in the master letter. This saves a lot of time. Along with letters, the creation of labels and printing envelopes are popular uses of mail merge.

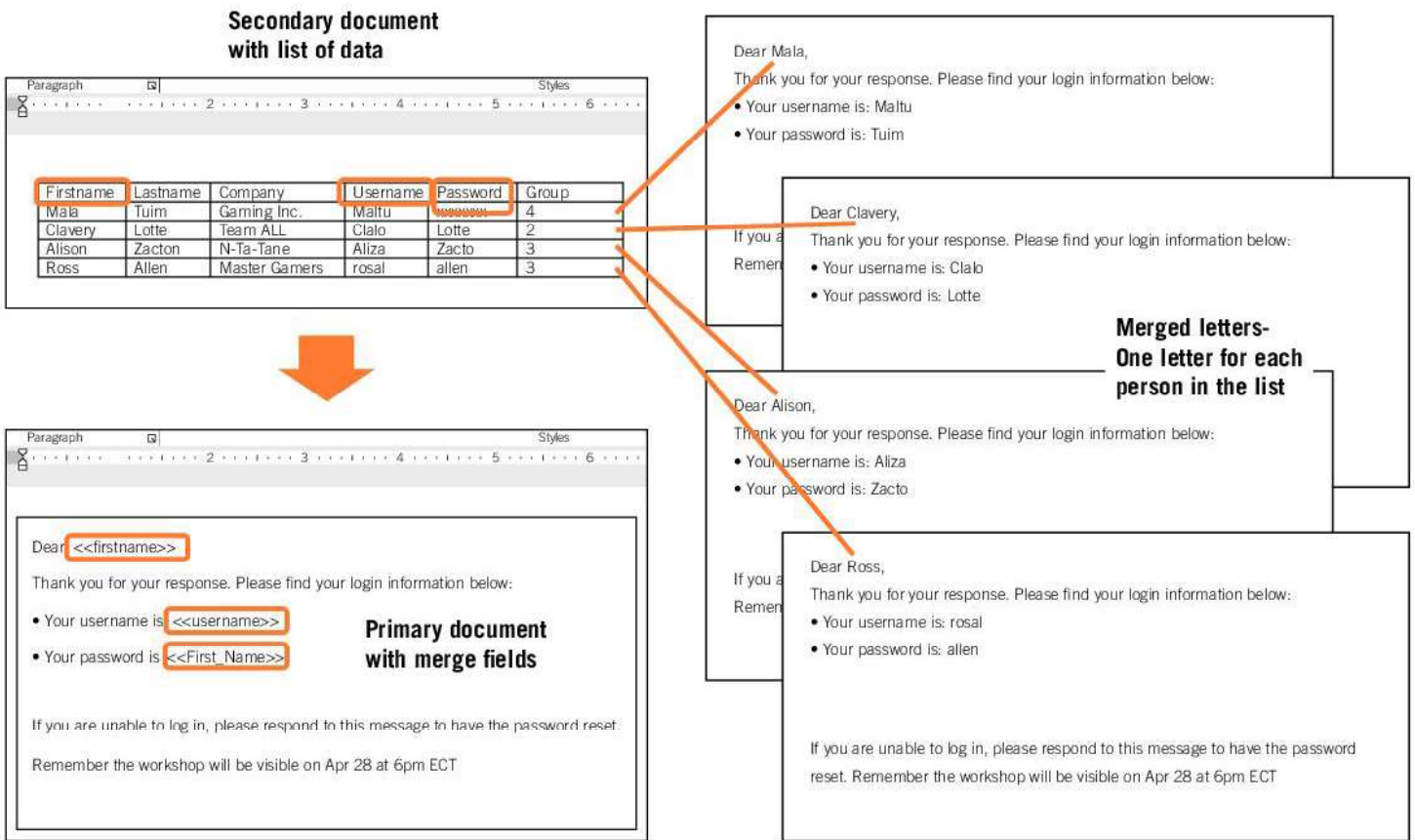


Fig 5.37 Mail merging lets you make many personalised letters from a list

There are four main steps that must be followed to create mail-merged letters.

- 1 *Create the list:* If the list containing the names and addresses of the people to send the letter to does not already exist then it must be created.
- 2 *Write the letter:* The letter to send should be created in the word processor. Special codes must be placed in the letter where the names and addresses of the customers should appear.
- 3 *Link the letter and list:* These two documents must now be linked together so that the Mail Merge function knows which file contains the names and addresses to put into the letters.
- 4 *Perform the mail merge:* When the mail merge is performed, one document is produced containing one letter for each person in the list. The names and addresses will be filled in on each letter.

Businesses, clubs, schools and other organisations use this method of personalising correspondence to circulate individualised information.

Selective mail merge

When letters are sent to only some of the people in a list, this is called a selective mail merge. Selective mail merges are much more useful than simple mail merges, which produce letters for everyone in a database.

For example, a club could select the names of people who need to renew their membership from a database of members. Mail-merged reminder letters could then be sent to these people.

Using Microsoft Word to perform a mail merge

Part 1: Creating a letter, label, or envelope

- 1 Navigate to the Mailings tab (Fig 5.38), then select the Mail Merge or Start Mail Merge icon.



Fig 5.38 Mail Merge functions are on the Mailings tab

Alternatively, select the wizard if you are new to using mail merge. A task pane will appear on the right of the Word document. Choose one of the types of documents: Letters, Envelopes or Labels.

Part 2: Setting up data records

The process of selecting recipients is identical for creating envelopes and labels. In the Mailings tab:

- 1 Click Select Recipients.
- 2 Select Type a New List.
- 3 In the New Address List window (Fig 5.39), type the data that is relevant to your letter under each field; for example, title, name and address information. You do not have to fill in every field. Click on the Customize button if you want to add, delete or rename any field.
- 4 To make another entry, click New Entry. Add all the data, one set at a time.
- 5 When you have finished entering all of your data, click OK.
- 6 In the Save Address List window, save the file for the data list by putting a name in the Filename field. This list is usually saved in the My Data Sources folder. You can save your list somewhere else but remember the location so that you can find it for the final mail merge.
- 7 Click Save.
- 8 Select Edit Recipients List. The contacts in the new list will appear in the Mail Merge Recipients window where you can edit the list if you need to. Note that you can also browse for a list that is already saved to use as your data, using Select Recipients by selecting Use an Existing List.

New Address List ? X

Type recipient information in the table. To add more entries, click New Entry.

| | Title ▼ | First Name ▼ | Last Name ▼ | Company Name ▼ | Address Li... ▼ | Address Li... ▼ | City ▼ | State |
|-----------|---------|--------------|-------------|----------------|-----------------|-----------------|--------|-------|
| | Dr. | Eli | Hunte | YT Gamers | | | | |
| ▶ | Mr. | Glen | Jarad | Gaming Group | | | | |
| < ————— > | | | | | | | | |

Fig 5.39 Adding details to the New Address List for the mail merge

Part 2A: Manipulating your data

In the Mail Merge Recipients window, you can select specific records by checking the boxes next to each recipient, or if there are a lot of recipients you can click the arrow next to the column heading to select a particular category in that column. If the arrow next to any column heading is blue, that heading has selected a particular category already. To check all names in your recipients list, click Select All. To uncheck all names, click Clear All. To **sort** the list, click the column heading of the item you want to sort by. When you have finished selecting your data for the merge, click OK to return to the Mail Merge Wizard.

Part 2B: Data sources you can use with Word

- ◆ ASCII text files
- ◆ Microsoft Word documents
- ◆ Microsoft Excel files
- ◆ Microsoft Access files
- ◆ Outlook contact lists.

Part 3: Completing the letter, label or envelope

You can now type your information on the page. Be sure to insert the merge fields where you want to merge names, addresses and other data using the recipient list. To insert a field:

- 1 Place the cursor at the appropriate position in the main document.
- 2 Click Insert Merge Field or, if using the Step by Step Mail Merge Wizard, select the More Items.
- 3 In the Fields window, click the field you want.

- 4 Click Insert, and then click Close.
- 5 Repeat steps 1 to 4 until all the fields are inserted into the main document.

Part 4: Completing the merge

- 1 Before previewing labels, click the option to replicate the layout of the labels.
- 2 Click Preview Results to view your letters, labels or envelopes.
- 3 Click Finish & Merge.
- 4 Click Edit Individual Documents.
- 5 In the Merge to New Document window, select the records you want to merge:
 - a To merge all the documents, click All.
 - b To merge only the document that you see in the document window, click Current Record.
 - c To merge a range of documents, click From, and then type the record numbers in the From and To boxes.
- 6 Click OK.
- 7 Microsoft Word will create a new merged document.
- 8 Print or save the document just as you would any other document.

Microsoft Word will open one new document that contains all the individual letters that were merged. Under most circumstances, you do not need to save the merged document. It is more useful to save the main document and merge it again if you need to. However, for your SBA you need to save the document just as you would any document for grading.

Questions

- 1 Identify two benefits of the Mail Merge feature.
- 2 State two documents that can be produced with the Mail Merge feature.
- 3 Why is selective mail merge useful?
- 4 Give one advantage of using different types of files as data sources.
- 5 State three choices of output for a merge document.
- 6 Explain three ways of selecting records to merge to a new document.

Practical exercises using Microsoft Word

Exercise 12: Performing a mail merge

- 1 Create the letter shown and save it as WORKSHOP.
- 2 Create the Word data source. The field names for the data source should be: Firstname, Lastname, Company, Username, Password and Group. Include the records below and name the data file INVITEES.
- 3 Merge to a new document.
- 4 Retrieve the WORKSHOP file and perform the merge again to all persons in the list in Group 2.

WORKSHOP

Dear «First_Name»,

Thank you for your response. Please find your login information below:

- ◆ Your username is: «username»
- ◆ Your password is: «password»

If you are unable to log in, please respond to this message to have the password reset.

Remember the workshop will be visible on Wed at 6pm ECT.

INVITEES

| Firstname | Lastname | Company | Username | Password | Group |
|-----------|----------|---------------|----------|----------|-------|
| Mala | Tuim | Gaming Inc. | Maltu | Tuim | 4 |
| Clavery | Lotte | Team ALL | Clalo | Lotte | 2 |
| Alison | Zacton | N-Ta-Tane | Aliza | Zacto | 3 |
| Ross | Allen | Master Gamers | rosal | allen | 3 |

Exercise 13: Creating a set of labels

- 1 Use the same data as in Exercise 12 to create a set of labels of your choice.
- 2 Place the field names on the label as shown below:

«First name» «Last name»
Group «Group»

- 3 Name the document with the merge fields as Labels.
- 4 Before previewing the labels and completing the mail merge, click the option to replicate the layout of the labels.
- 5 Name the final merge as LabelsM.

Exercise 14: Creating a set of envelopes

- 1 Use the same data as in Exercise 12 to create a set of size 10 envelopes (4 1/8 × 9 1/2 inches).
- 2 Place the field names on the envelope as shown below

«First name» «Last name»
C/o «Company»



Fig 5.40 When creating labels, you need to update the layout before merging

In order to print your document, select the File and Print commands (or *Ctrl + P*) found on many word processors. This sends the document to the default printer. There are various print options that you need to know, once you have finished your document.

Print Preview

The Preview option enables you to take a different look at your document. The document you see on the monitor will generally look the same as the printed result. This includes features such as footnotes, headers and footers, page numbers, multiple columns and page breaks. Note, however, that if your printer can only print in black and white, characters will be displayed in colour on the screen but printed in black and white.

The good news is that you do not have to print your document in order to review it. The Print Preview command displays all the features of the printed page. This allows you to scroll through the document using the scroll bar slide or arrows or the *PgUp* and *PgDn* keys.

You can also choose to quit Print Preview by tapping the *Esc* key on the keyboard to return to the document or print the document if there are no changes.

Print range

This option lets you indicate the pages of the document that are to be printed. You can choose to print the entire document page, one page or selected pages. Once you select the print option you want, the print command sends the job to the printer.

Copies

This option lets you indicate the number of copies to print, and whether multiple copies are to be collated (printed in order) or grouped (all page 1, then all page 2 and so on).

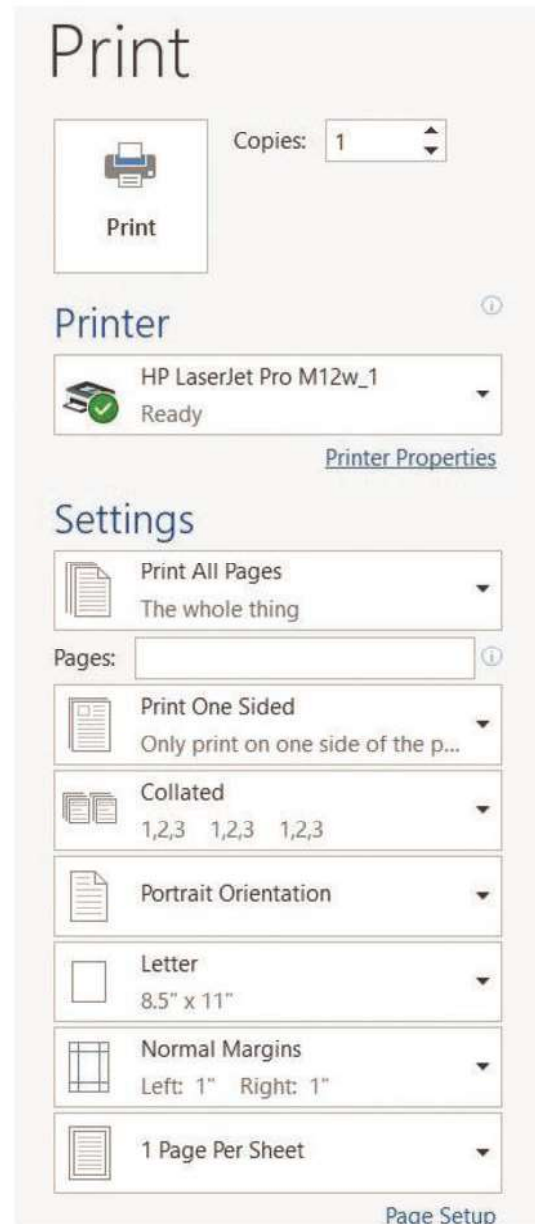


Fig 5.41 Options when printing a document

Questions

- 1 State two ways in which you can activate the print feature.
- 2 What is the difference between the Print and Print Preview commands?
- 3 Name the three ways of indicating which pages of a document are to be printed.
- 4 Explain two ways in which you can print several copies of a document.

5.9 Fillable electronic forms

A fillable electronic form is very useful for gathering information in soft copy. It can be emailed or completed online without having to re-enter the data. It can also be completed on a computer, laptop or mobile device. Fillable forms can be used for online quizzes, surveys, online registration, sign-up sheets, paying income tax online and online job applications, for example. They are better than paper-based forms because the fields can be formatted to accept only the required data. For example, fields can be formatted to accept text, dates, yes/no responses or an option from a list.



Fig 5.42 Online fillable forms can be completed using a mobile device

There are some applications that specialise in creating fillable electronic forms, however we will focus on designing forms using Microsoft Word and Google Forms.

The most common controls and their icons which are used to create fillable forms are described in Table 5.3.

Table 5.3 Content controls for fillable forms

| Content control icon | Description |
|----------------------|---|
| Rich text | Users can type multiple paragraphs |
| Plain text | Users type limited amount of text |
| Check box | Used for options: clicking in the box places an X in the box to select the option |
| Combo box | Select from list of choices or type in information |
| Drop-down list | Only select from list of choices |
| Date picker | Browse to insert a date or select today for current date |
| Design Mode | Used to customise the text on a form |
| Command button | Used in advanced forms to submit the form for processing. These buttons may be labelled as Submit or Click OK |

Creating a fillable form

The following steps explain how to create an electronic form using Microsoft Word.

Add the Developer tab to display the content controls

Microsoft Word uses the Developer tab to display the content controls. However, as it is hidden by default, it must first be added to the list of visible tabs by customising the ribbon. The steps may differ slightly based on the version of Microsoft Word you are using. Once the Developer tab has been added, the list of content controls will be available to create your fillable form (Fig 5.43).



Fig 5.43 The Developer tab must be added before a fillable form can be created

Open a template or create a blank document to design the form

Microsoft Word has many online templates that can be used to help you design your form. Once you are online this feature allows you to search for templates in various categories for business, education or sports. However, you can also use a blank word-processing document to create your own form as shown in Figure 5.44.

| NEW SERVICES FORM | |
|----------------------|---|
| CUSTOMER NUMBER | 12-15896 |
| CUSTOMER'S FIRSTNAME | ADDY |
| CUSTOMER'S LASTNAME | PLIT |
| PAYMENT METHOD | <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card |
| NEW SERVICE REQUIRED | ADDITIONAL CLOUD STORAGE |
| SIGNATURE | Addy Plit |
| DATE | 4/28/2020 |

Fig 5.44 Sample online form with information added

Add content to create the form

Depending on the content, you can create a table to type the text and controls in the various cells to organise the layout of the form by aligning the labels and content controls. A form can have multiple check boxes, text boxes, date pickers and drop-down lists, based on what information is required on the form. You should increase the font size for headings and use an appropriate font style, such as Times New Roman or Arial.

Content controls

For any form, you will need to know the different content controls. These allow you to enter specific types of data in the form. Content controls include check boxes, text boxes, date pickers and drop-down lists, and more advanced features such as command buttons.



Fig 5.45 Content controls are used to create fillable forms in Microsoft Word

Set or change properties for content controls

For each content control, the properties icon can be used to format how the data will be presented. For example, it is used to enter the options for a drop-down list, or how a date will be displayed.

Customise the labels of the form

Clicking the Design Mode icon allows you to customise the generic labels for the content controls. For example, if the generic label for the text content control is 'Click here to enter text', you can modify it to 'Click here to enter your last name'.

Protect the form

Once your form has been designed, you are ready to share it with others and gather some responses. Select the entire form and click the Restrict Editing icon in the Developer tab to prevent others from modifying the layout of the form.

Google Forms

Creating a Google Form is useful since it is created online and can be easily emailed or shared with others. Responses can also be viewed as soon as the user clicks the submit button and the data can be downloaded to a spreadsheet. These online forms can also be created using Google Drive or accessed by entering www.google.com/forms in a search engine.

You should name your form and then select the first content control for the first question.

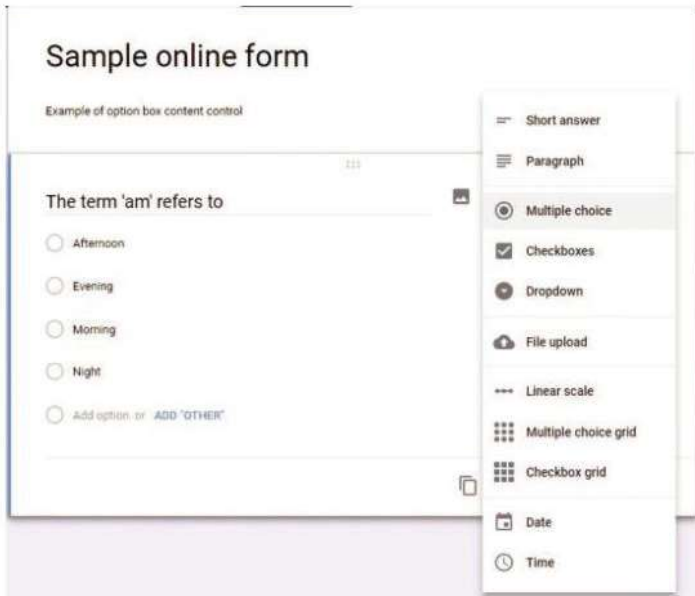


Fig 5.46 Example of a Google Form using a content control for a multiple-choice question

Note that the Google Form can also be shared via Google+, Facebook, and Twitter, and sent as an attachment to the user's email (Fig 5.47). As the form is submitted, individual responses or a summary of responses can be viewed (Fig 5.48).

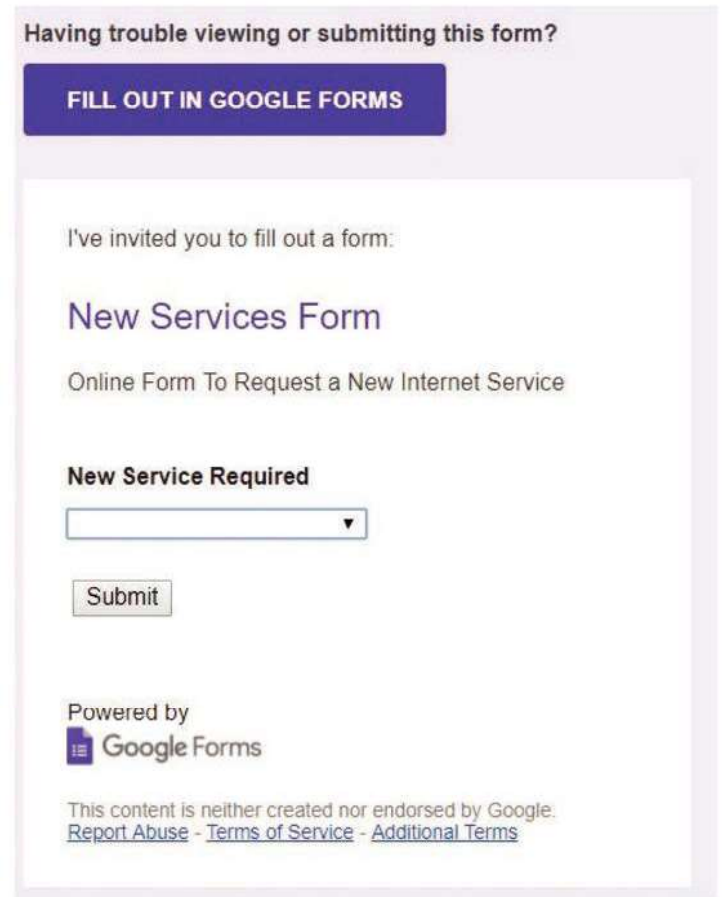


Fig 5.47 Google Form received as an email

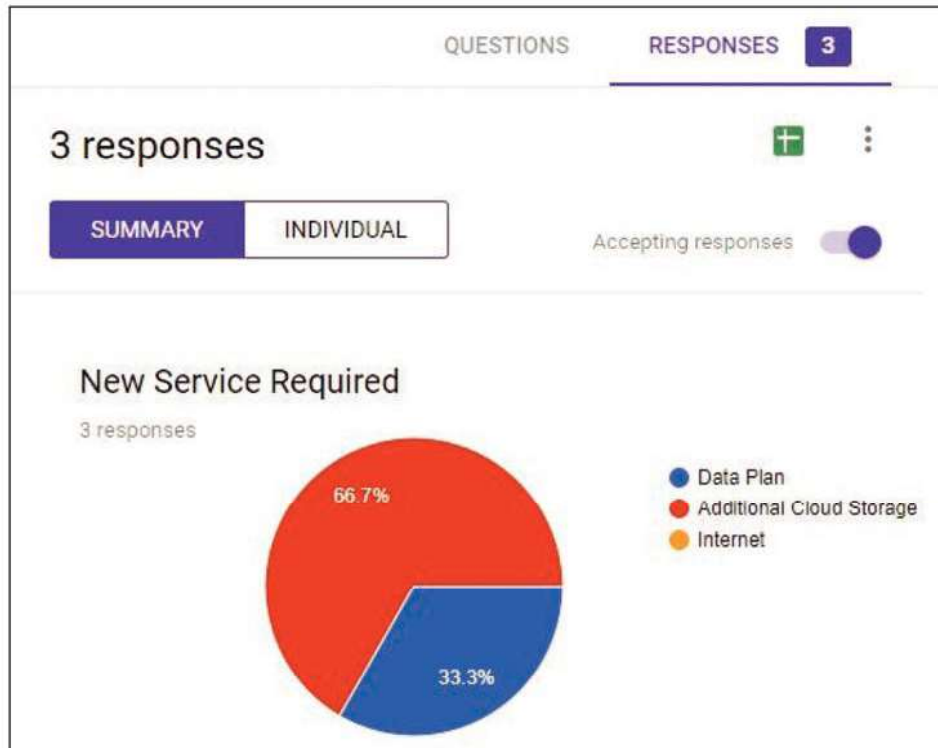


Fig 5.48 Responses received via Google Form

Questions

- 1 Explain one advantage and one disadvantage of paper-based forms and online forms.
- 2 Explain the difference between each of the following:
 - a rich text and plain text content controls
 - b combo box and drop-down lists.
- 3 Order the following steps for creating a fillable form:
 - i Protect the form.
 - ii Add content to create the form.
 - iii Customise the labels of the form.
 - iv Add the Developer tab to display the content controls.
 - v Open a template or create a blank document to design the form.
 - vi Set or change properties for content controls.

Practical exercises

Exercise 15: Adding the Developer tab

These steps depend on your version of Microsoft Word. You can use a browser to search for 'Adding the Developer tab'.

- 1 Open a blank document.
- 2 Click File and then Options. Alternatively, click the Quick Access toolbar and select More Commands.
- 3 Click Customize Ribbon.
- 4 Look for the Main Tabs list and select the Developer check box. Click OK.

Exercise 16: Create a fillable form using Microsoft Word

- 1 Let's use a blank document to create a form based on Figure 5.44. The online form is for customers who are applying for a new Internet service.

| NEW SERVICES FORM | |
|----------------------|--|
| CUSTOMER NUMBER | Click or tap here to enter text. |
| CUSTOMER'S FIRSTNAME | Click or tap here to enter text. |
| CUSTOMER'S LASTNAME | Click or tap here to enter text. |
| PAYMENT METHOD | <input type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card |
| NEW SERVICE REQUIRED | Choose an item. |
| SIGNATURE | Choose an item. |
| DATE | ADDITIONAL CLOUD STORAGE INTERNET DATA PLAN |

Fig 5.49 Example used for creating a fillable form in Microsoft Word

- 2 Create a table with two columns and eight rows.
- 3 Type NEW SERVICES FORM in the first row. Then merge the two columns in the same first row.
- 4 Type the information in the left column and apply content controls in the right column as shown in the table below. Change the font style to Arial and the font size to 10 or 12 point.

| NEW SERVICES FORM | |
|----------------------|---|
| CUSTOMER NUMBER | Plain text content control |
| CUSTOMER'S FIRSTNAME | Plain text content control |
| CUSTOMER'S LASTNAME | Plain text content control |
| PAYMENT METHOD | Check box content control then type 'Cash' Check box content control then type 'Debit Card' Check box content control then type 'Credit Card' |
| NEW SERVICE REQUIRED | Drop-down list content control |
| SIGNATURE | Plain text content control |
| DATE | Date picker content control |

- 5 A drop-down list is used for the service required question. Add the content control box for the drop-down list.
- 6 With the drop-down list still selected, click on the Properties option in the Developer tab.





A dialogue box will show so that you can add the options to the list (Fig 5.50).

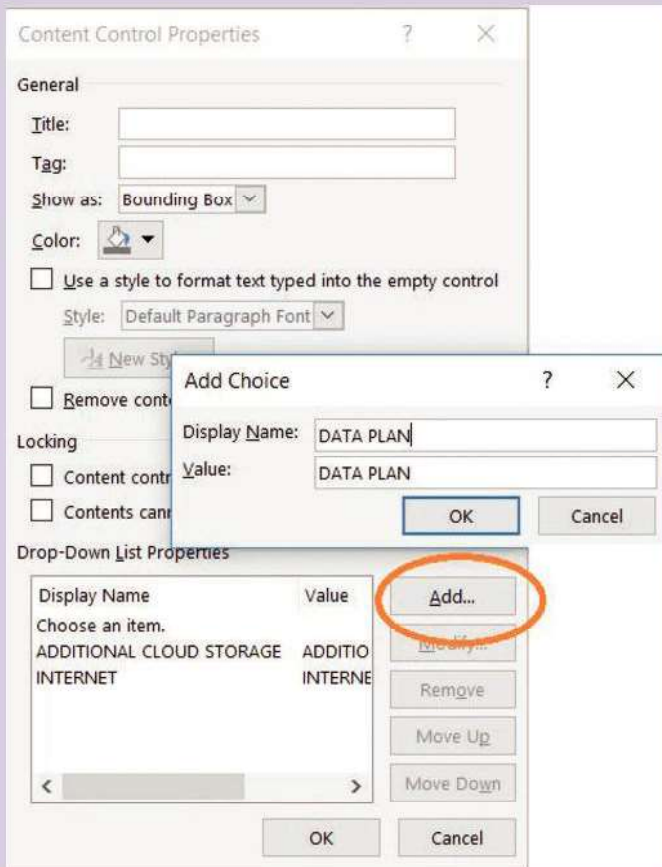


Fig 5.50 Adding options to the drop-down list

- 7 Click on Add in the dialogue box to add INTERNET. It will appear in the Display Name and Value areas. Click OK.
- 8 Click Add again, to add ADDITIONAL CLOUD STORAGE. Click OK.

- 9 Click Add again, to add DATA PLAN. Click OK.
- 10 Click OK to close the drop-list dialogue box.
- 11 In the Developer tab, select Design Mode to edit the different control options. Replace each of the content controls as shown in Figure 5.51.

| NEW SERVICES FORM | |
|----------------------|---|
| CUSTOMER NUMBER | Click or tap here to enter text. |
| CUSTOMER'S FIRSTNAME | Click or tap here to enter text. |
| CUSTOMER'S LASTNAME | Click or tap here to enter text. |
| PAYMENT METHOD | <input type="checkbox"/> Cash <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card |
| NEW SERVICE REQUIRED | Choose an item. |
| SIGNATURE | Click or tap here to enter text. |
| DATE | Click or tap to enter a date. |

Fig 5.51 Example in Design Mode to edit the text

- 12 Click on Design Mode so that you can edit and customise the labels of the content controls as shown in Figure 5.52. To preview the form, click on Design Mode again.
- 13 Select the entire form and click the Restrict Editing icon in the Developer tab to prevent others from modifying the layout of the form.
- 14 Test the form. Type 120163-03 as the customer number, your first and last name, data plan as the option from the drop-down list and select the current date.

| Label | Design mode of content control | Replace with |
|----------------------|----------------------------------|--------------------------------------|
| CUSTOMER NUMBER | Click or tap here to enter text. | Click or tap to type Customer number |
| CUSTOMER'S FIRSTNAME | Click or tap here to enter text. | Click or tap to type first name |
| CUSTOMER'S LASTNAME | Click or tap here to enter text. | Click or tap to type last name |
| NEW SERVICE REQUIRED | Choose an item. | Choose type of service |
| SIGNATURE | Click or tap here to enter text. | Click or tap to type signature |
| DATE | Click or tap to enter a date. | Click or tap to select date |

Fig 5.52 Editing the text in the form





Exercise 17: Create a Google Form

- 1 Ensure that you have a Google or Gmail account for this exercise.
- 2 Type www.google.com/forms in a browser.
- 3 Select a blank form.
- 4 Create the same form as shown in Figure 5.51. To add a new question, click the plus (+) to the right of the form.

Fig 5.53 Exercise – Creating a Google Form

- 5 Click Settings in the top corner to preview the form.

- 6 Add your email address to test the form. Click the option to 'Include form in email'. Click Send to email the completed form (Fig 5.54).

Fig 5.54 Exercise – Emailing the Google form

- 7 Check the email of the Google form. Complete the form and submit it.

Multiple choice questions

- 1 Each of the following are methods of editing text in a document, *except*:
 - a importing and exporting
 - b moving and copying
 - c Find and Replace
 - d spelling and grammar.

- 2 Text that is lowered to just below the line and printed at a smaller size is referred to as:
 - a alignment
 - b indent
 - c subscript
 - d superscript.

- 3 The feature that will look through the document to find one or more words that you specify and automatically change it with another word is called:
 - a copy and paste
 - b drag and drop
 - c Find and Replace
 - d spelling and grammar.

- 4 Text which appears at the top of each page but inside the top margin is called a(n):
 - a endnote
 - b footer
 - c footnote
 - d header.

- 5 The feature that highlights any editing that you make to a document is called:
 - a comments
 - b spellcheck
 - c Track Changes
 - d Word Count.

- 6 A document can be protected by each of the following features, *except*:
 - a password
 - b read-only
 - c Mark as Final
 - d Save A.

- 7 A list of short headings that describe the different sections in the document along with their page numbers is called a:
 - a column
 - b mail merge
 - c primary document
 - d table of contents.

- 8 Sending a document to only some of the people in a list is a feature in:
 - a selective Mail Merge
 - b Find and Replace
 - c moving and copying
 - d password protection.

Questions 9 and 10 refer to Figure 5.55.

Fig 5.55

- 9 Two content controls used in the form are:
 - a drop-down list and command button
 - b command button and rich text
 - c plain text and command button
 - d rich text and drop-down list.

- 10 The content control where users type only a limited amount of data is called (a):
 - a rich text
 - b plain text
 - c check box
 - d drop-down list.

Short answer questions

- 11** Oliver finished a report on his computer and saved it as Report_OT.docx.
- Name two input devices that would be useful for him when working on the report.
 - What does .docx in the name of the report represent, and what type application was used to create the report?
 - The next day he wanted to update it but keep a copy of the original report. Describe how he could create the updated report.
 - Explain how Oliver can add a graphic to the cover page of his report.
 - The report needs a table of contents.
 - Explain why a table of contents would be useful for the report.
 - Explain where the table of contents should be placed in the report.
 - Write an example of a suitable table of contents containing the following titles:
Introduction
Updates to the project
Additional staff
Assignment of new staff
Location of new staff
Summary
 - Oliver now wants to send the updated report to 10 of his colleagues.
 - Explain how Oliver can protect the report so that no one can make changes to it.
 - List two methods that he could use to send the report to his colleagues.
 - Describe one disadvantage of each method.
- 12** Catherine needs to send a copy of a letter (Fig 5.56), along with a proposal document, to 15 potential authors.

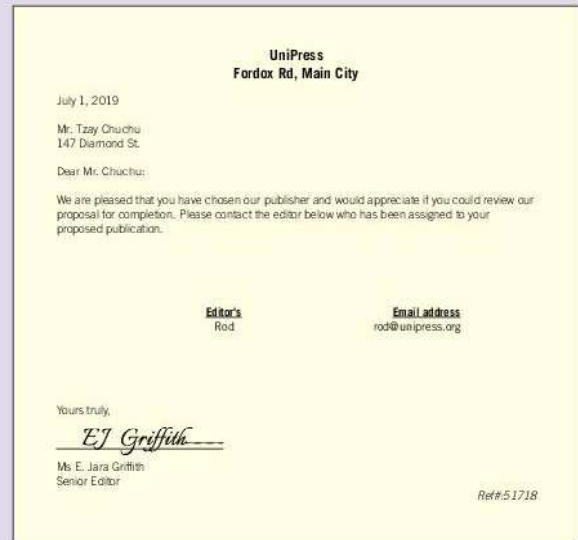


Fig 5.56

- Her assistant wishes to use the Mail Merge feature for this letter.
 - State the two main documents required for Mail Merge.
 - Apart from the address in the letter, identify at least five fields which will change in the document shown above.
 - Name two other applications that can be used with Mail Merge.
- The following data was saved in a file called 'Authors'.
 - Name the feature that was used to create the format for the data.
 - If the list was sorted in ascending order by Author#, which author's first name would be at the bottom of the list?
- Use your word-processing application to create the letter and list of data. Then use the Mail Merge feature to create envelopes of size 4 1/8" x 9 1/2" for authors only assigned to Rod.

| Author# | Title | LName | FName | Address | Editor | Email | ResponseDate |
|---------|-------|-----------|---------|----------------|--------|---------------------|--------------|
| 131 | Mr | Birnbaum | Steve | 2042 Drive Rd | Raci | rachel@unipress.org | 08/31/2019 |
| 230 | Mrs | Bradhurry | Fleanor | 9 Rogers Hill | Gena | geneva@unipress.org | 08/15/2019 |
| 727 | Mr | ChuChu | Tzay | 147 Dia St | Rod | rod@unipress.org | 08/15/2019 |
| 520 | Mr | Fosten | Terence | P. O. Box 881 | Gena | geneva@unipress.org | 08/01/2019 |
| 750 | Ms | Rhone | Jos | P. O. Box 98 | Rod | rod@unipress.org | 08/31/2016 |
| 622 | Sis | Stens | Cecile | 127 Pacif Lane | Raci | rachel@unipress.org | 08/15/2016 |

6.1 Introduction to web page design

A web page is a document you can view using a browser. It may contain text, images, videos and hyperlinks to other web pages and files. Web pages are usually written in a language called HTML (HyperText Markup Language), a universal language that was developed to produce the layout of web pages. Do not become confused by thinking that HTML is a programming language – it isn't. It contains codes called 'tags' that a web browser uses to present the text and images on the web page. The browser then interprets these tags to produce and format the web page for you to view.

The use of HTML helps in two major ways:

- ◆ *To share documents:* HTML was created to help users share documents on the Internet, so that any browser can read a basic HTML document.
- ◆ *To link to other documents:* Hyperlinks use an Internet address for the related documents in the HTML code for the page. Clicking on the hyperlink either downloads the related material or views the document.

Any web browser can be used to access a web page. The most common browsers are Google Chrome, Microsoft Edge, Microsoft Internet Explorer, Mozilla Firefox, Opera and Apple Safari. Browsers let you view HTML files, but not create them.

You can open a web page by entering a unique web address called a URL in the address bar. For example, typing 'www.oup.com/oxfordcsecforit' opens the support web page for this text. You can also use a search engine to find a web page.

In the early days, web pages were intended to only provide information for education and the government.

Now, new websites are being created and existing ones are being updated and modified every day.

A website can be a standalone web page or multiple web pages linked together through navigational links. Some general categories of websites are explained in Table 6.1.

Table 6.1 Categories of websites

| | |
|----------------------------------|---|
| <i>Static website</i> | The content of this websites remains generally the same and in this way is like an online version of a paper-based brochure. Viewers cannot search for content. |
| <i>Editable brochure website</i> | This website is the interactive version of the brochure website. Content is stored as it is updated so that visitors can search for and view past articles, web pages or other content. |
| <i>Dynamic website</i> | Here a user can login and create new content, add content, insert images and generally control what is viewed on the website. |
| <i>E-commerce website</i> | This is a website that is integrated to receive online payments from visitors to the website. |
| <i>A web application</i> | Web apps provide push notifications and can be added to a device's home screen without having to download it from an app store. Twitter Lite, Pinterest and weather apps are examples that push notifications to the user's phone or browser. |

Websites are popular because they cater to all types of audiences for education, entertainment, sports or informational purposes. Knowing the purpose of a website therefore sets the tone for its content and organisation. Creating a website that is formal or informal reflects the seriousness or carefree impression that visitors will use to decide if they continue to browse the pages. Table 6.2 provides examples of some types of websites and their purpose.

Table 6.2 Descriptions of websites and their use

| Use of website | Explanation | Examples |
|---|---|---|
| Entertainment | These websites use videos, graphics and live streaming to market their products, or for entertainment. Many online games and video sites use Adobe Flash software to display content, so sometimes people call entertainment sites 'flash' websites. | YouTube, Netflix, sports sites, online games |
| Corporate | Also called a business website, which uses the website for marketing and not to conduct business. The website provides information to users about the company and can also provide customer support. | cxc.org, oup.com |
| Shopping | These are e-commerce websites selling products. Users can browse and select products and pay online with methods such as a credit card or PayPal. | Amazon, eBay |
| Information | These websites provide users with a repository of historical and current information, such as news as it happens around the world. Other websites provide information in the form of encyclopaedias, training or general education. | Wikipedia, MSNBC, Fox News, CNN Notesmaster, Caribbean360 |
| Community-building or social networking | These websites focus on the social interaction of people who want to communicate with others who share a common interest. Users share personal details, pictures and events with friends, family and acquaintances. | Facebook, Instagram, Flickr, SoundCloud, Twitter |
| Academic or professional | Users share their resumes, portfolios and career accomplishments online for potential employers and clients. | LinkedIn, Academia, ResearchGate |
| Personal or blogs | Personal websites are created and owned by individuals who share their personal profiles and specific interests. These websites are weblogs or blogs – generally online diaries, journals or editorials that reflect whatever is going on in the writer's life or business. The writer may even comment on politics or news or share personal opinions. | Personal blogs, forums, video blogs (vlogs) |
| Mobile | These websites are ideal for mobile devices and are often offered as an alternative to the normal version of a website when connecting with a mobile device. Their content is viewed better on a narrow screen width and uses less data to display the information. | Any website created for viewing on a mobile device |
| Directories | These websites are a type of online directory. However, instead of searching alphabetically, users can search terms and phrases in search engines. | Yellow Pages, Google, Bing |

Planning your web pages

Your first task is to decide the purpose of your website. What do you want your website to do? This determines what content you are going to put on your web pages, how it will be organised, and how the pages are linked.

Content

It is very important that the message of your website is presented in a manner that captures the attention of those who visit it. The initial screens should attract visitors' interest so that they want to browse the site. The main screens and connecting web pages should supply enough information and maintain a visitor's

interest enough to encourage repeat visits. The use of one or more combinations of colour, images, sound, video and tone of language can capture or lose a visitor's attention.

Organisation

Web pages should be well organised, with information arranged in categories and subcategories. This helps the user to browse through information in a sequential and logical manner, so that interesting sub-topics can be selected for further reading. You should therefore sketch how the various web pages relate to each other and how you would want your website visitors to view the content on each web page.

Navigation

Navigational links can include pull-down and pop-up menus or hyperlinks to other pages or documents. Any visitor to a website should be able to move through the main categories or pages in a logical manner or go directly to an area of interest. **Hyperlinks** are used to connect web pages to other web pages or locations within the same web page or external documents. Other navigational links are ‘breadcrumbs’ which are seen in a single line below the web page header. **Breadcrumbs** show the path a visitor would have taken to access the current page, with each one being a sub-category of the one before it. An example of a breadcrumb or breadcrumb trail is:

Home > Plants > Potted > Flowers

The visitor can go directly to any of the pages in the breadcrumb by clicking on the hyperlinks in it, including ‘Home’, which will take them back to the opening screen or main web page. Another useful set of links websites can provide are those to other websites that are related to your website’s content.

Figure 6.1 shows the address or URL of a particular web page, also called the **path**.

 www.oup.com/oxed/international/itforcsec/

Fig 6.1 The URL of a web page is shown in the address bar

Economy

You should be aware of the number of web pages a visitor must view before seeing the page of interest. Also, not all users have the same Internet connection, so modem speeds for dial-up customers may increase the time taken to view a page that has many images or videos. Websites aimed at, or optimised for, mobile devices also take this loading-time issue into consideration.

Security

A website should have ample security features to assure confidence if users are providing sensitive data, such as credit card or personal information. These security features should include measures to prevent hackers and viruses from compromising the integrity of data, information and hardware.

Questions

- 1 Name the application that is used to view a web page.
- 2 State the name of the universal language that is used to produce web pages.
- 3 State the names of three common browsers.
- 4 Suggest two ways in which a user can open or locate a web page.
- 5 Explain the association between a website and web page.
- 6 State the category of website where users must login to edit content.
- 7 State the general purpose or category of website that is used for:
 - a online purchases
 - b viewing on a small device
 - c socially interacting with others.
- 8 State three features that should be considered when planning a website.

As you start your design, you need to think about who will be interested in the web pages and consider the layout and links to other pages. Remember that every web page is different, but most have certain features that are common to all web pages. There are many online website builders that offer free design features or templates so that users spend less time with formatting and more time focusing on the content. A general layout of a web page is shown in Figure 6.2.

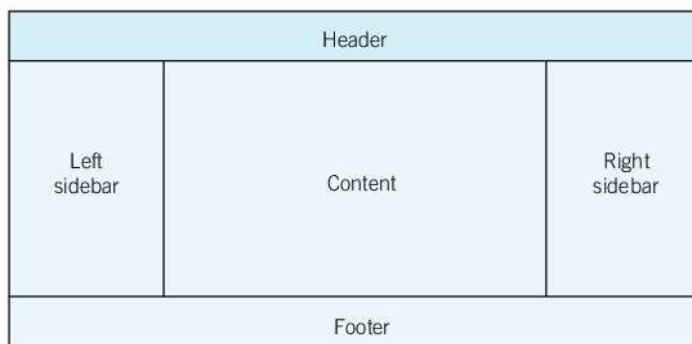


Fig 6.2 General layout of a web page

The **header** displays the name of the website, web page, blog name, logo or company name. The name is usually placed at the top left corner of each web page. The header also provides a short statement or phrase that explains the purpose of the web page. If you are on a web page that is not the main page, clicking on the header takes the user back to the main page.

The left or right **sidebar** includes a navigational bar or menu that shows links to each of the major sections of the web page.

The content area contains the most important paragraphs or images on the web page. The information that you place here should attract the visitor into reading more and staying on the web page or website.

The **footer** should include any other information that is important and should be included on all web pages. It should include how recently the content was placed there, any contact information and copyright, legal or privacy notices.

Web page content

You should really create a web page based on a topic that you know something about. If this is the first web page you have created, do not make it too large and ambitious. Some ideas for web pages could include advertising a trade or business such as hairdressing, landscaping or music production.

A simple structure will be sufficient to develop your skills at preparing the information for display and building the site. Sketch a plan of the website's structure to get an idea of what you want to share (Fig 6.3). You can also visit each of the recommended website builders in the syllabus. Each one provides samples of online stores, blogs, business and personal websites.

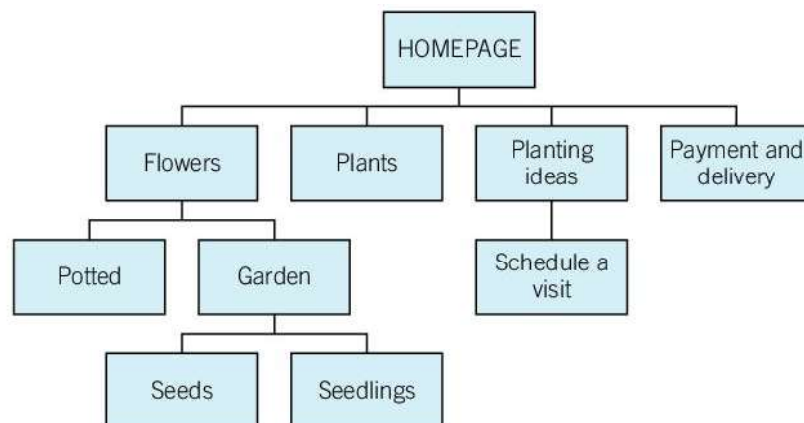


Fig 6.3 Plan the structure for your web pages

Backgrounds and themes

When you create a web page, you should consider using a background or theme to help capture the attention of a visitor. This includes the use of colour, images or watermarks to create an interesting background for your web pages. A theme can be used to give your web pages a professional look, for example having all navigational links looking similar, and the background colour, the font and font colour consistent throughout.

Text and images

Many website builders have options for you to insert, upload, edit or remove your text, images and videos. Images and videos can be embedded among the text, or the text can flow around the image (Fig 6.4). If you create simple web pages using Microsoft Word, any text, graphics, tables, hyperlinks and other information in the document will be converted to a web-compatible format when you save the document as a web page. Although early versions of Microsoft Word could not create web pages, saving your document as a single web page converts any text and formatting into HTML code. Any images are also converted into web-compatible graphic formats.

Hyperlinks and bookmarks

Hyperlinks and bookmarks can add structure, organisation and navigational functionality to your web page. Visitors to a website use hyperlinks to move from web page to web page. A hyperlink can be an icon, image or word that automatically opens another file or document for viewing. You click on a hyperlink to:

- ♦ be directed to another web page, file or document
- ♦ be directed to another position within the web page (also known as using a bookmark)
- ♦ open a new email message to send using contact details given on the website.

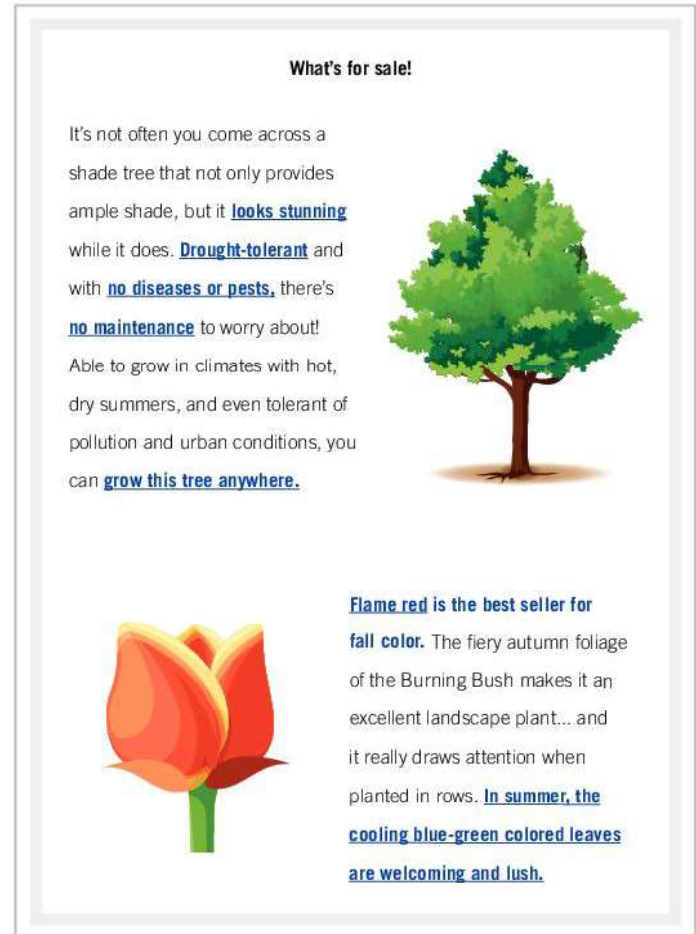


Fig 6.4 Images are useful to support the content on the web page. The hyperlinks on this page are shown in bold.

You should therefore have a table of contents navigational area or home area to allow visitors to use hyperlinks to select specific areas of interest. Hyperlinks can be created in Word, and function the same as they would on an actual web page. You can create the hyperlink so that when the user clicks that particular portion of text or even an image, the user is directed to your specified place in the current document, to a web page or to a given email contact address (Fig 6.5). You can also fill out a **ScreenTip** describing the link to those who may want a description.



Fig 6.5 The underlined text in blue indicates a hyperlink

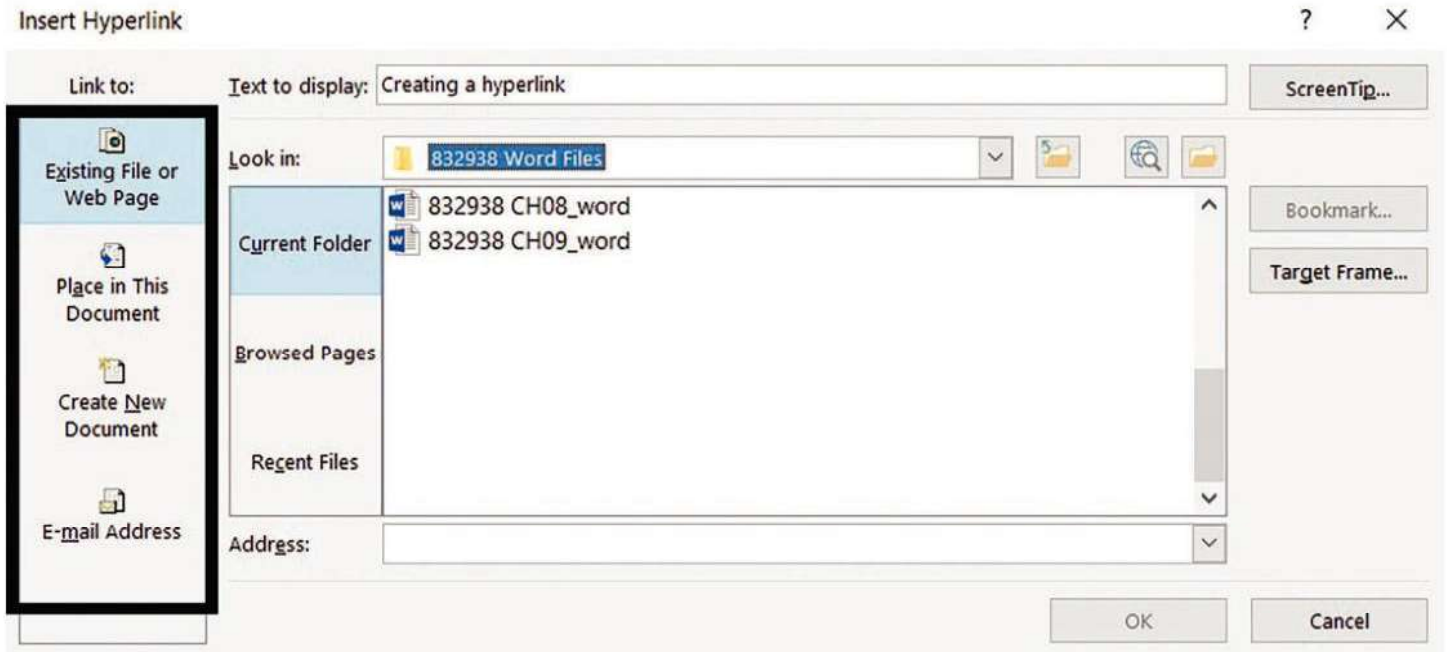


Fig 6.6 A hyperlink can be created to link to different documents and locations

Bookmarks are hyperlinks that jump to a different part of the web page. They are especially useful on very large documents with many words or sections. They are typically a name, word or phrase that you assign to a location on the page that you may want to reference later. This means that rather than looking through the whole document or page searching for the location, the bookmark feature can easily locate it.

Note that when naming a bookmark, it should:

- ♦ begin with a letter and can include numbers
- ♦ not have any spaces between the words. However, you can use the underscore to join words for longer names.

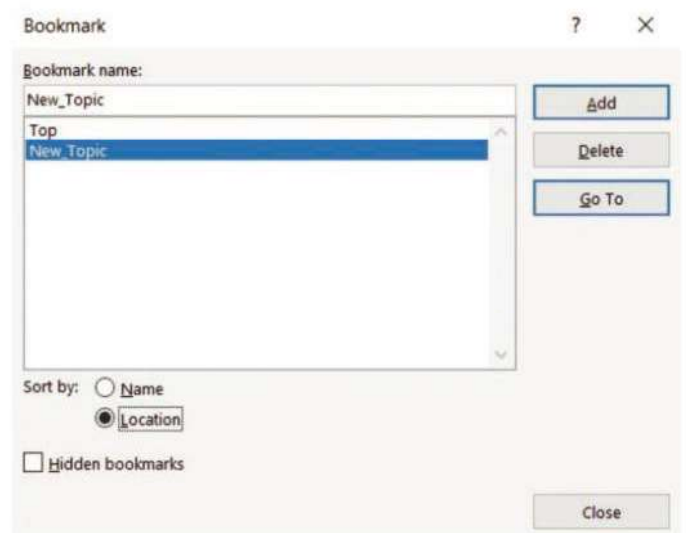



Fig 6.7 Bookmarks are hyperlinks that jump to a different part of the web page

Questions

- 1 In the general layout of a web page, explain what is displayed in the header.
- 2 Use Figure 6.3 for the following questions:
 - a Write the breadcrumbs that show you have navigated to Seedlings.
 - b Figure 6.3 is not the only way that the website can be organised. Create another sketch on how **you** would rearrange the web pages for a different perspective.
- 3 Explain how a bookmark is similar to a hyperlink.
- 4 Describe three ways in which a user can be directed by clicking on a hyperlink.

Practical exercises using Microsoft Word

Exercise 1: Adding a bookmark

- 1 Open a blank Word document.
- 2 Type =rand(6,4) and press *Enter*. This creates random text in your document. Save the document as 'Chapter6Ex'.
- 3 Select the first word on the page.
- 4 Select Insert on the Menu bar or ribbon, then choose Bookmark .
- 5 Type the name 'Top' and click Add.
- 6 Locate the sixth paragraph and select the last word in the paragraph.
- 7 Select Insert on the Menu bar or ribbon, then choose Bookmark.
- 8 Type the name 'End' and click Add.


To go to a bookmark:

- 1 Select Insert on the Menu bar or ribbon, then choose Bookmark.
- 2 Select the bookmark name and click Go to.
- 3 Try locating the Top and End bookmarks.

To delete a bookmark:

- 1 Select Insert on the Menu bar or ribbon, then choose Bookmark.
- 2 Select the bookmark name and click Delete.
- 3 Delete the bookmark named End.

Exercise 2: Using hyperlinks to be directed to an existing document

- 1 Open a blank Word document.
- 2 Type the following sentence: 'This sentence contains a hyperlink HERE.'
- 3 Select the word 'HERE'.
- 4 Click Insert on the Menu bar and select Hyperlink. In recent versions of Microsoft Word, you select Link  from the Insert tab. Another option is to right-click on the text and click Hyperlink (or Link).

- 5 On the left pane, select Existing File or Web Page.
- 6 Browse to locate and select the 'Chapter6Ex' document.
- 7 Click OK.
- 8 Move the pointer over the word 'HERE'. Press *Ctrl* + *Click* to open the 'Chapter6Ex' document.

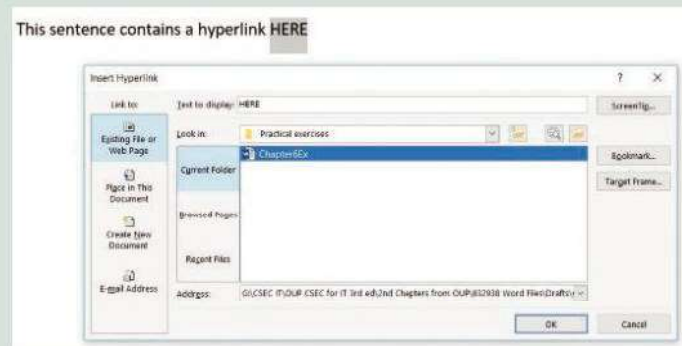


Fig 6.8 Linking to an existing document

Exercise 3: Using hyperlinks to be directed to a website

This exercise will show you how to create a hyperlink to access a website in your browser. To see this happen, you should have access to the Internet and be online.

Most versions of Word recognise the format of web addresses and other file paths, so when you type one in and press *Spacebar* or *Enter* it automatically creates a hyperlink in that text. For example, type 'www.oup.com/caribbean' in a Word document. As you press *Enter* or the *Spacebar*, the website becomes a link that looks like www.oup.com/caribbean

To create a hyperlink using specific text:

- 1 Open a blank Word document and type the following sentence: 'This Sentence contains a link to a website.'
- 2 Select the word 'website'.
- 3 Select Insert on the Menu bar or ribbon, then click Hyperlink (or Link). Alternatively, right-click on the text and click Hyperlink (or Link).

- 4 On the left pane, select Existing File or Web Page.
- 5 In the Address area in the lower part of the dialogue box, type 'www.oup.com'.
- 6 Click OK.
- 7 Hover the pointer over the word 'website'. Press *Ctrl* + Click to open the link in your browser.



Fig 6.9 Linking to a website

To create a hyperlink using an image:

- 1 Open a blank Word document and add an image by copying and pasting one into the document or using the Insert tab and selecting one of the options in Illustrations.
- 2 Select the image.
- 3 Select Insert on the Menu bar or ribbon and click Hyperlink (or Link). Alternatively, right-click on the image and click Hyperlink (or Link).
- 4 On the left pane, select Existing File or Web Page.
- 5 In the address area in the lower pane, type 'www.oup.com'.
- 6 Click OK.
- 7 Hover the pointer over the image. Press *Ctrl* + Click to open the link in a browser.

Exercise 4: Using hyperlinks to be directed to a bookmark

This exercise uses the Chapter6Ex document to move the cursor to a place within the same document. It is similar to using a bookmark.

- 1 Open the Chapter6Ex document or use a document with at least six paragraphs of text.
- 2 Locate the fifth paragraph and select the first word in the paragraph.

- 3 Select Insert on the Menu bar or ribbon, then click Hyperlink (or Link). Alternatively, you can right-click on the text and click Hyperlink (or Link).
- 4 On the left pane, select 'Place in This Document'.
- 5 Select the bookmark named Top.
- 6 Press OK.
- 7 The selected text in the paragraph now looks like a hyperlink.
- 8 Use the *Ctrl* + Click option on the hyperlinked word. You will notice that the cursor has moved to the location at the top of the document.

Exercise 5: Using hyperlinks to be directed to a new document

This exercise uses the Chapter6Ex document.

- 1 Locate the second paragraph and then select the first word in the paragraph.
- 2 Select Insert on the Menu bar or ribbon, then click Hyperlink (or Link). Alternatively, right-click on the text and click Hyperlink (or Link).
- 3 On the left pane, select Create New Document.
- 4 For the new file, type the name 'Exercise 5 – hyperlink to new document'.
- 5 You can use the current location shown under Full path or click Change and browse to another location such as the desktop or your secondary storage device.
- 6 Select the option to Edit the new document later.
- 7 Click OK.
- 8 Hover the pointer over the text you created the link in and press *Ctrl* + Click to be directed to the new document named Exercise 5 – hyperlink to a new document.



Fig 6.10 Creating a hyperlink to a new document



Exercise 6: Using hyperlinks to create a blank email message

A quick way to create a hyperlink to a blank email message is by typing the email address in a word document and pressing *Enter* or the *Spacebar*. However, if the email address link is to be included in some text you may want to use this second option.

- 1 In a blank Word document, type 'Email Customer Support', then select the text.
- 2 Select Insert on the Menu bar or ribbon, then click Hyperlink (or Link). Alternatively, right-click on the text and click Hyperlink (or Link).
- 3 On the left pane, select 'Email address'.
- 4 Type your email address or alternatively use `itforcsec@gmail.com` (notice 'mailto:' appears in front of it automatically).
- 5 Type 'Exercise 6' as the subject of the message.
- 6 Click OK.
- 7 Hover the pointer over the text and press *Ctrl* + *Click* to open a new email message with the recipient and subject you have specified.

Exercise 7: Editing, copying and removing a hyperlink

To manage your hyperlinks, first right-click on the text or image, and then click the option to Edit, Copy or Remove the hyperlink. The pop-up menu is shown in Figure 6.11.

- 1 In a blank Word document, type 'More with less'.
- 2 Select the word 'More' and create a bookmark named First. You can look at the steps in Exercise 1 to remind you how to do this.
- 3 Select the word 'less' and create a hyperlink that will jump to the bookmark named First. You can look at the steps in Exercise 4 to remind you how to do this. Look for 'First' in the tree of bookmarks that appears when you have selected Place in This Document on the left pane.

- 4 Copy the word 'More', move the cursor to the right end of the lines and press *Enter* to move to a new line. Paste the text on the new line. Then create a hyperlink on your pasted text to open the 'Chapter6Ex' document. You can look at the steps in Exercise 2 to help you do this.
- 5 Edit the new hyperlink from step 4 and change the Text to display at the top of the dialogue box to 'Even More'.
- 6 Edit the Even More hyperlink on the second line so that it opens a new document named Chapter6NewEx. You can look at the steps in Exercise 5 to help you with this.
- 7 Remove the hyperlink named Even More. Use the right-click menu item shown in Figure 6.11.

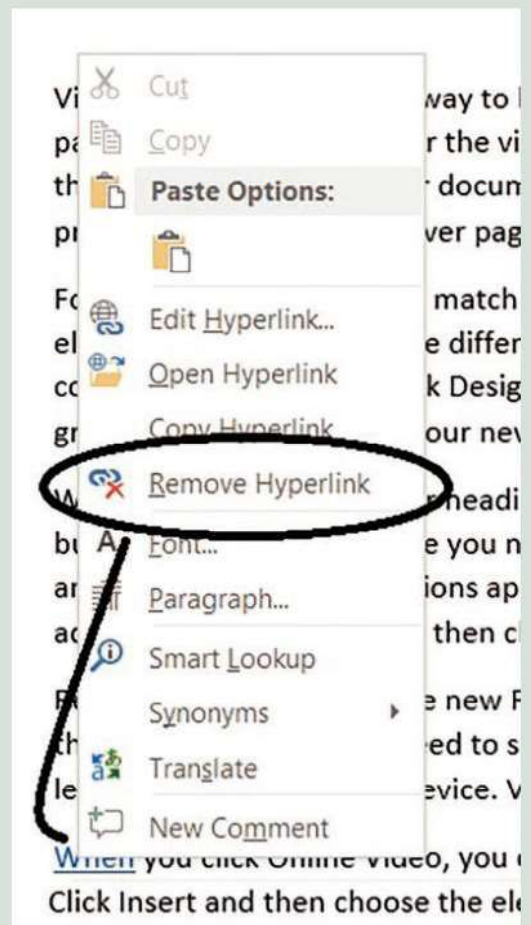


Fig 6.10 Removing a hyperlink

There are many online web builders available to assist users with creating their websites and web pages. While a word processor can create a basic set of web pages and connect them via hyperlinks, the syllabus also recommends a few web builders such as webnode.com, weebly.com and wix.com

Getting started

Most web builders require registration of the user's email address and password along with an initial name for the website before you can start to create any web pages. Once you have registered, you need to select the type of website that you wish to create. For example, will your website be one for personal use or business?

Once you have made your selection, the web builder could filter some website templates for you to preview and select one that will be used to create your content.

Adding content

Now that you have chosen your overall template, you can use the options available to browse and add

other web page designs that are suitable for your website concept (Fig 6.12). Some designs may contain columns, graphics or contact information, while other may contain sections for graphics or videos. The sample designs contain random text and pictures for you to preview your web page. However, the web builder also includes options to change font types, font sizes and text alignment; add your own graphics, pictures or video; and edit the background colour or upload a background image. Added features, such as the integration of Google Maps to navigate to the location of your business, a contact form or subscription page are available for visitors to receive updated information.

If you are not sure of the order or layout of your web pages, most web builders allow you to rearrange them using drag-and-drop options. Lastly, there are options to add a logo, special slogan or social media icons to personalise your web pages.

Finalising your web pages

Before publishing your web pages on the Internet, you should preview the checklist to test your website:

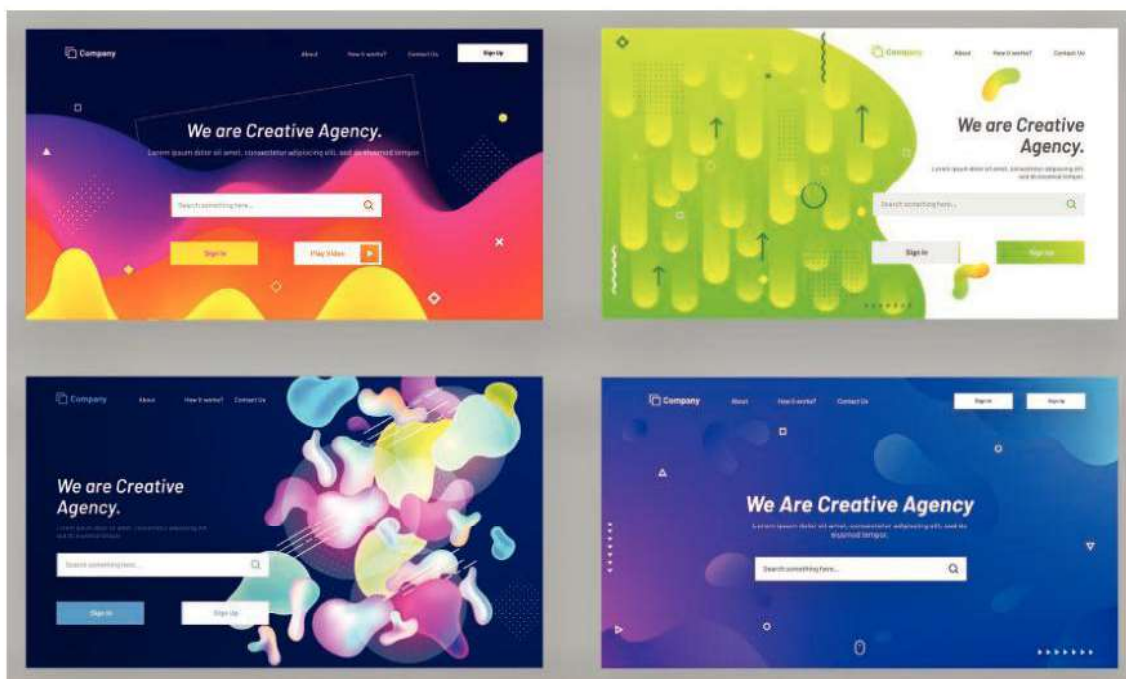


Fig 6.12 Templates help you decide on a suitable design for your web page

- ◆ Make sure that all the headings, links, images, font colours and so on complement the purpose of your website and are not too dark or too small when previewed.
- ◆ Click on each hyperlink to make sure that it directs you to the correct web page.
- ◆ Check that any animations, videos or sounds play as they should.
- ◆ Check that email addresses are valid and working.
- ◆ Check for orphan pages. These are pages that contain no links back to the previous web page or to the homepage. Sometimes the only way to go to the previous page is to use the Back button, but this does not always work.
- ◆ Check that the page titles on each web page are sensible and not too wordy. Page titles are important, since they appear in search engine results and in browser bookmarks.
- ◆ Since you do not know how your visitors will access your website, you should also preview it using a mobile device to see how it looks. Can you view the

content easily? Is the design suitable for this small viewing window?

Once you are satisfied that all links and web pages are functioning, you are ready to publish your website.

Most web builders use a single click to publish your website. However, you can continue to update content and features as necessary.

Questions

- 1 What do most web-building applications require before you can create a website?
- 2 List some of the features that are available for creating a website.
- 3 Explain why you should test your website before publishing it.
- 4 Describe three checks to test a website.
- 5 What is the name of the web page that contains no links back to the previous web page or to the homepage?

Practical exercises using a notes program

Exercise 8: Creating a static web page

- 1 Locate and open Notepad, or alternatively WordPad. Note that writing HTML code is not required in the syllabus but this exercise demonstrates how it works.
- 2 Type the following as accurately as possible.
<html>
<head>
<title> A title goes here </title>
</head>
<body bgcolor="white" text="blue">
<h1> A web page </h1>
This is a line of text that will be viewed as a web page.
</body>
</html>

- 3 Save the file as MyPage.html. You can save it on the desktop but make sure to note EXACTLY where you saved the file. Then minimise this window.
- 4 Browse to locate the MyPage.html file. Then double-click the file.
- 5 You should see your text in the browser.
- 6 Now, maximise the MyPage.html window, and change the blue in 'text="blue"' to green. Save the file again.
- 7 Now maximise the browser and refresh the page. The colour of the text should change in your browser.
- 8 Try changing the colour to orange, red and violet, saving the html file each time, and refreshing the browser after each change.



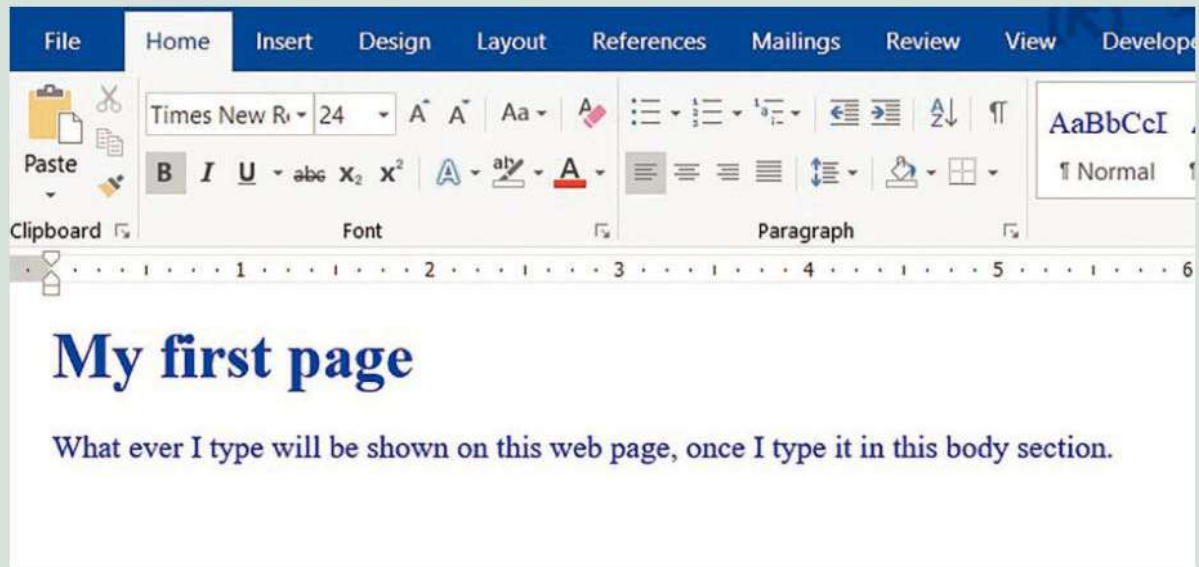


Fig 6.12 Creating a static web page

Practical exercises using an online web builder

Exercise 9: Use a free web builder to create web pages

- 1 Select one of the recommended free website builders in the syllabus and complete the free online registration.
- 2 Look at the basic website structure in Figure 6.3. Create a web page using one of the rectangles in the structure to develop an idea for your web page.
- 3 Include pictures and text to enhance the look of your web page.
- 4 Ensure that the fonts and colours are suitable for the topic.

Exercise 10: Using a web builder to create a website

You wish to create a website based on one of the following business ideas:

- ◆ a hair salon
- ◆ online gaming
- ◆ gardening.

- 1 Select one of the options. Decide on a concept for your website and create a sketch of a homepage and at least two levels of detail in the structure.
- 2 Select one of the recommended free website builders and, if you have not done so already, then complete the free online registration.
- 3 Give the website a suitable name.
- 4 Select a design appropriate to the business idea.
- 5 Add at least two graphics, pictures or videos.
- 6 Create a hyperlink to link relevant text to content:
 - a in the same web page
 - b in another web page
 - c to an email address.
- 7 Preview the website and use the checklist to evaluate for user friendliness and that the content displays effectively.
- 8 Obtain permission from your instructor before publishing the website.

Multiple choice questions

- 1 An example of a browser is:
 - a docs
 - b forms
 - c sheets
 - d Chrome.

- 2 An e-commerce website:
 - a is a standalone web page
 - b receives online payments
 - c stores resumes and portfolios for its users
 - d stores articles, web pages and other content.

- 3 Browsers let you _____ HTML files.
 - a edit
 - b view
 - c create
 - d delete.

- 4 The least commonly used browser is:
 - a Edge
 - b Opera
 - c Firefox
 - d Navigator.

- 5 The path a visitor would have taken to access a web page is called a:
 - a list
 - b web page
 - c hyperlink
 - d breadcrumb.

- 6 The current page in the path *Home / Water / Bottled / Reusable* is:
 - a Home
 - b Water
 - c Bottled
 - d Reusable.

- 7 The header of a web page usually contains:
 - a summary information
 - b a logo or company name
 - c major sections of the web page
 - d copyright, legal or privacy notices.

- 8 A bookmark can connect to any of the following, *except*:
 - a HTML code
 - b an email message
 - c another web page, file or document
 - d another position within the web page.

- 9 Usually, an orphan web page means there are no:
 - a email addresses
 - b titles on the web page
 - c links connecting to other web pages
 - d major sections on the web page.

- 10 The following are all examples of free online web services for creating websites, *except*:
 - a Wix
 - b Word
 - c Weebly
 - d Webnote.

Short answer questions

- 11 Nathan wants to use a special keyboard to play music at weddings.
 - a State the name of a special keyboard that can play music.
 - b A friend records a video of him playing music on the keyboard.
 - i Explain what type of input and output devices he should use for the recording.
 - ii State the name of a website where users can watch these videos.
 - c Nathan decides to use a web page to advertise his music.
 - i Describe the category of web page that is most suitable for him to design.
 - ii Give one free online website that he could use.

- 12** He wants to name his website *Nathan's Speciality Music*, with links to samples of his music and videos of him playing. The main content provides the costs per hour and booking form, along with copyright information.
- Sketch a layout of the web page, showing the sections with the information.
 - Nathan designed an online form for clients to make bookings (Fig 6.13). For each of the following, state the name of a suitable content control:

**BOOKING FORM:
MUSIC FOR SPECIAL OCCASIONS**

First and Last Name: Click or tap here to enter first and last name in UPPERCASE.

Email address: Enter email address. **Contact Number:** Enter contact number.

Location of Party: Click or tap here to enter location of party.

Type of party: Children's Teens Adult Office

Day: Choose a day. **Time of party:** Choose timeframe. **Date of Party:** Select a date.

Choose an item.
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Submit

Fig 6.13

- Email address
- Type of party
- Day
- Date of party
- Submit.

- Write an example of a booking in the form for a children's party on Wednesday.
- Explain what Nathan needs to do to transfer videos of his music to the web page.
- Nathan clicks on a video on the web page to view it, but there is no sound. Explain a possible cause of this problem.
- A few weeks later, Nathan sees his videos on another website advertised by someone else. Describe what type of computer system misuse has affected Nathan and his videos.