

Word processing

Level 3

Notes

for

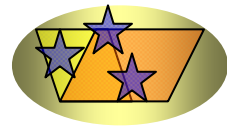
City & Guilds

7574 ITQ Unit 329

**Written for Word 2007[®]
for Windows[™] XP**

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Jackie started her working career in branch banking with the Midland Bank (now HSBC) and was transferred to their Computing Department after achieving 100% in their ability test for programmers. She then worked for more than a decade in this department and was one of the first women to achieve a junior management grade at the age of 21. She attended a significant number of IBM programming training courses during her time there.

Jackie was the first woman to pass the ACIB (Associate Chartered Institute of Bankers) examinations in the Midland Bank (HSBC) and the youngest person at 21 years of age.

Jackie then left to raise a family but still found time to teach part-time at a college in Sheffield and to obtain a MSc in Computing and a Cert Ed in teaching.

When her children were old enough Jackie returned to work full-time and was a Senior Lecturer in Software Engineering and Computer Studies at a college in Brighton for nearly 10 years teaching all levels up to and including HND.

Therefore, Jackie has considerable business knowledge and qualifications plus wide experience in practical computing and training – covering areas such as structured design, analysis, coding, testing and implementing software applications plus training students to fulfil an important role in the computer industry.

Jackie has worked as a consultant for several blue chip companies and examination boards using her software engineering and educational training skills and is now one of the foremost experts in computing with an extensive knowledge of programming languages and applications.

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Images

Images can be inserted in documents. Clip Art is provided but you can insert other images from a file. You can draw an image for example in Paint and save it as a file and then insert it into a WORD document.

- Create a new document and save it with the filename **image**.

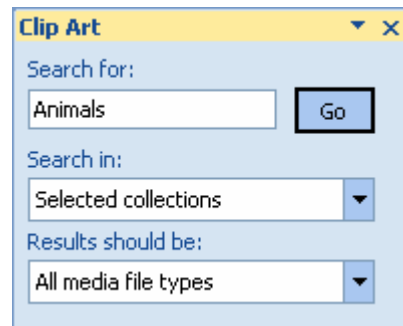
Insert an image

The image will be inserted at the current cursor position.

- Select the **Insert** command tab and click the **Clip Art** icon on the **Illustrations** command set.

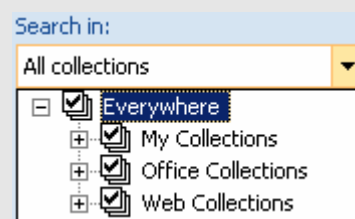


The Clip Art task pane appears at the right of the screen.

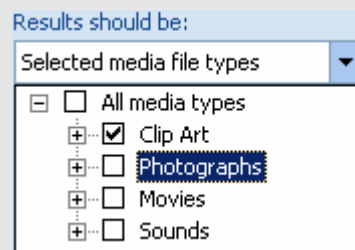


- Enter **Animals** in the **Search for** box.
- Click the **Go** button.

Use the **Search in** box to select where you want to search for the Clip Art.



Use the **Results should be** box to select the media type that you are searching for e.g. Clip Art.



A selection of images is displayed in the task pane.

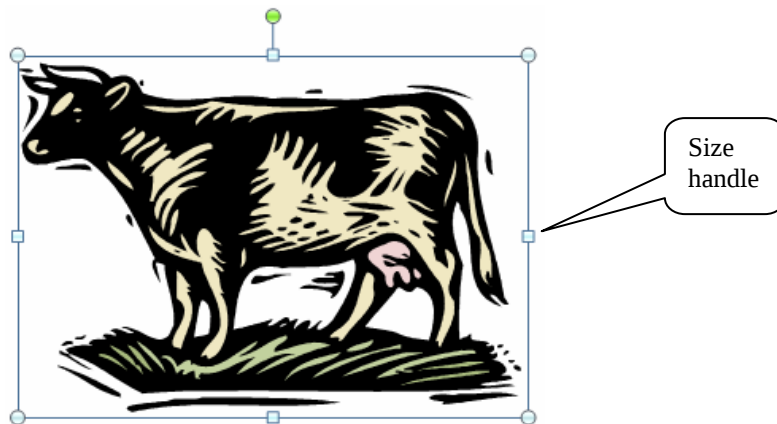
- Double click on an image.

The image selected is inserted into the document at the current cursor position.

Resize an image

The image can be resized.

- Click on the image to select it.



Place the cursor over any one of the 8 size handles on the image and the cursor becomes a double-headed arrow. You can click on the handle, hold down the left mouse button and drag the handle to make the image larger or smaller.

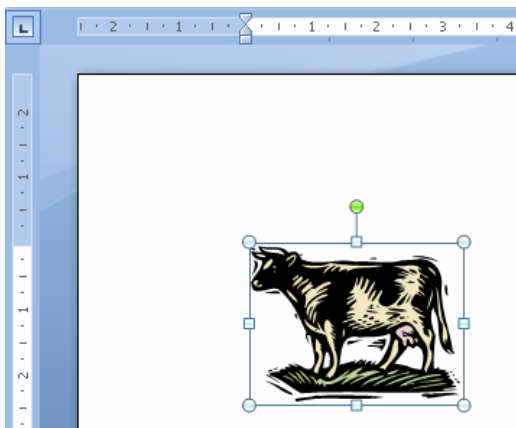
The middle top and bottom handles can be dragged inwards to make the image shorter or outwards to make the image taller.

The middle right and left handles can be dragged inwards to make the image narrower or outwards to make the image wider.

The corner handles can be dragged inwards to make the image shorter and narrower or outwards to make the image taller and wider.

Using the corner handles will keep the image in proportion.

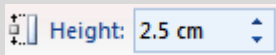
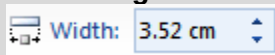
- In this case the image is too large so make it approximately half its current size. (Use the Ruler bar to help to size the image.)



To change the image to an exact size:

Click on the image.

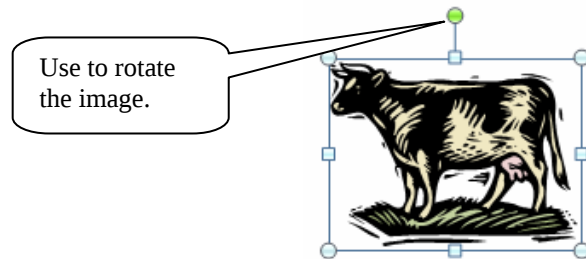
Select the **Format** command tab, set the height in the **Height** box

 **Height:** 2.5 cm and the width in the **Width**  **Width:** 3.52 cm box on the **Size** command set.

Move an image

An image can be repositioned by dragging it to the new position if the wrapping style is changed.

- Click on the image.
- On the **Format** command tab click the **Text Wrapping**  **Text Wrapping** icon on the **Arrange** command set and select **Square** on the dropdown list.
- Click on the image, hold down the left mouse button and drag the image to the position required.



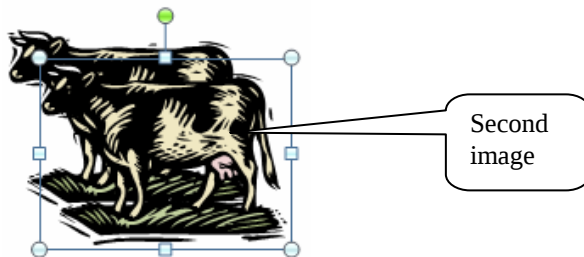
You can rotate the image by positioning the cursor over the green circle, clicking the left mouse button and dragging to the position required.

Copy an image

An image can be copied.

- Click on the image.
- Press the **CTRL+D** keys.

A copy of the image is placed slightly down and to the right of the original image.



- Click on the second image, hold down the left mouse button and drag the image into a new position.

Delete an image

- Click on the second image so that the handles appear.
- Press the **Delete** key.

Crop an image

You can trim horizontal or vertical edges of a picture using the crop tool. Cropping allows you to use part of an image instead of the whole image. Photographs are cropped to focus attention on a particular part of them.

If the object is a picture - a photo, bitmap, or clip art, for example - you can crop it.

- Click on the image.

To crop the image so that only the head of the cow is displayed:



- Select the **Format** command tab and click the **Crop** icon on the **Size** command set.



- Position the cropping cursor at the bottom right corner of the image, hold down the left mouse button and drag the cursor up and inwards until only the head of the cow is shown.



You can crop any part of an image by using the appropriate handle.

- Save and close the file.

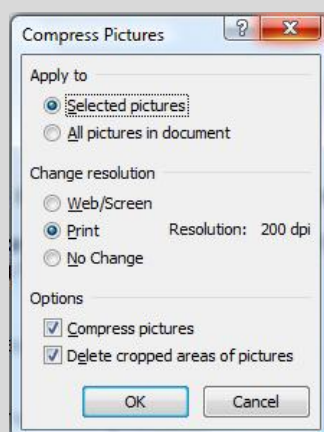
To crop one side, drag the centre cropping handle on that side inward.

To crop equally on two sides at once, press and hold the CTRL key while you drag the centre cropping handle on either side inward.

To crop equally on all four sides at once, press and hold the CTRL key while you drag a corner cropping handle inward.

To reduce the file size of your picture and delete the cropped parts of the picture from the file, select the **Format** command tab under **Picture Tools** then click the **Compress Pictures** icon on the **Adjust** command set.

The Compress Pictures dialog appears.



To remove croppings for the selected picture only and not all of the pictures in the document, under the **Apply to** section select the **Selected pictures** check box (to insert a tick).

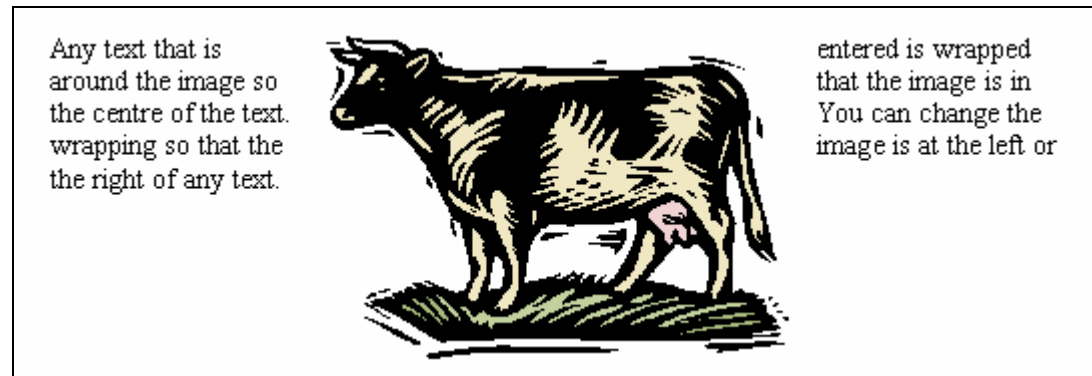
Under the Options section, select the **Delete cropped areas of pictures** check box (to insert a tick).

Wrap text

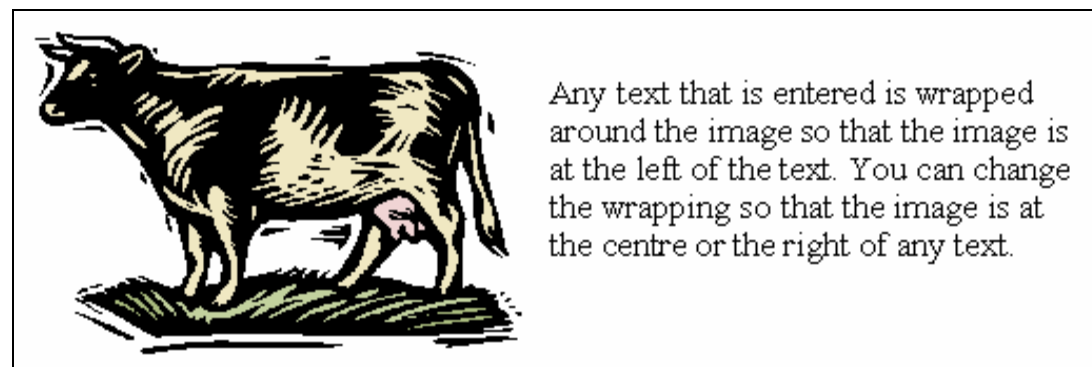
Text will wrap around the image dependent on the text wrapping chosen. You can change the text wrapping by clicking on the image and then selecting the **Format** command tab clicking the **Text Wrapping** icon on the **Arrange** command set and selecting the text wrapping required on the dropdown list.

You can align the image at the left, right or centred by clicking on the image then selecting the **Format** command tab clicking the **Align** icon on the **Arrange** command set and selecting the alignment required on the dropdown list.

The image below is centred with the text at either side and the text wrapping set to **Square**.



The image below is aligned at the left and the text at the right with the text wrapping set to **Square**.



Optimise file size

Pictures can dramatically increase the file size of a document. To save space on the disk storage and to reduce download times over the Internet, you can reduce image resolution, apply compression with no loss of quality, and discard unwanted information, such as the cropped parts of an image.

Only certain file types can be optimized, or reduced in file size with minimal loss in quality. When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Changing the resolution can affect image quality.

The best way to optimise picture/images is to load them into a graphics package and then use the optimisation facilities to change the resolution or compress the pictures/images.

File types

You cannot optimize pictures that have file extensions such as **.wmf**, **.emf**, and **.eps** (vector graphics).

High-resolution images, such as photographs, are good candidates for optimization. Eligible file types include **.png**, **.jpeg** or **.jpg**, **.tiff**, **.bmp**, and **.gif**.

If you insert a picture from clip art, only the Photographs media type of clip art can be optimized, because other types of clip art tend to be vector graphics.

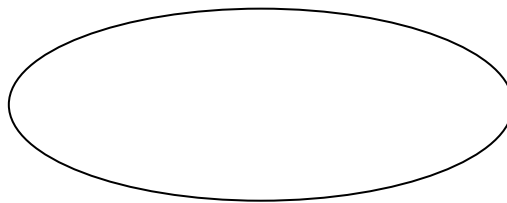
Insert WordArt

You can draw objects in Word and combine them with text by grouping the text and object so that they become one object.

- Create a new document and save it with the filename **Object**.

- Select the **Insert** command tab and click the **Shapes**  icon on the **Illustrations** command set and select the **Oval**  shape under **Basic Shapes**.

- Draw an oval as shown below.



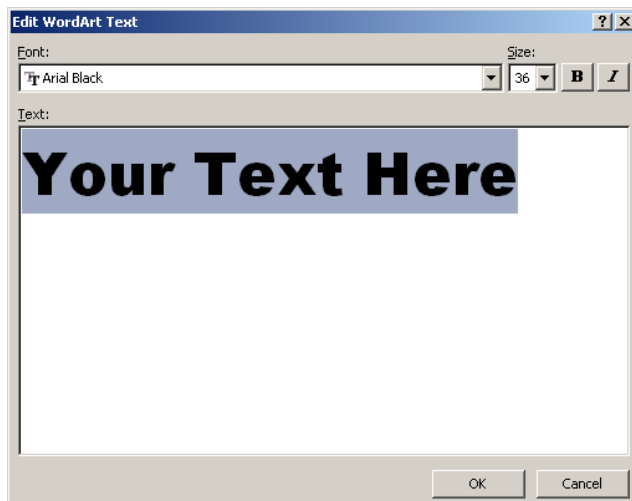
- Select the **Format** command tab click the **Text Wrapping**  icon on the **Arrange** command set and select **Square** on the dropdown list.
- Click outside the oval.
- On the **Insert** command tab click the **WordArt**  icon on the **Text** command set.

A selection of WordArt styles appears.



- Select the third style from the left on the top line.

The Edit WordArt Text dialog appears.



- Enter the word **Infometrics**.
- Select font size 24 in the **Size** box.
- Click OK.

The WordArt text should be selected.

- Select the **Format** command tab click the **Text Wrapping**  icon on the **Arrange** command set and select **Square** on the dropdown list.
- Move the text object **Infometrics** inside the oval so that it appears as shown.



If the text is hidden, click on the Oval shape select the **Format** command tab and click the **Send to Back**  **Send to Back** icon on the **Arrange** command set. This will send the oval shape behind the text.

Group objects

At the moment the text and the oval shape are two separate objects.

To group objects to make them one object you have to use a drawing canvas.

- Click the cursor where you want the drawing canvas to appear.
- Select the **Insert** command tab; click the **Shapes**  icon on the **Illustrations** command set and then select **New Drawing Canvas** on the dropdown list.
- Cut and paste each individual object that you want to group on to the drawing canvas.
- On the drawing canvas, click on the text (Infometrics), hold down the **SHIFT** key and click on the oval shape.
- Select the **Format** command tab (under Drawing Tools) and click the **Group**  **Group** icon on the **Arrange** command set and select **Group** on the dropdown list.

The two objects are now grouped into one object. It is easier to deal with one object when moving or copying and pasting.

- Drag the grouped object off the drawing canvas.
- Select the (empty) drawing canvas and press the DELETE key.

To ungroup an object:

- Click the cursor where you want the drawing canvas to appear.
- Select the **Insert** command tab; click the **Shapes** icon on the **Illustrations** command set and then select **New Drawing Canvas** on the dropdown list.
- Cut and paste the grouped object on to the drawing canvas.
- Click on the object select the **Format** command tab (under Drawing Tools or Text Box Tools or Picture Tools) and click the **Group** icon on the **Arrange** command set and select **Ungroup** on the dropdown list.
- Drag the selected object off the drawing canvas.
- Select the (empty) drawing canvas and press the DELETE key.

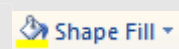
Format object

You can change the format of the object - fill colour, line colour etc.

- Click on the object.
- Select the **Format** command tab and click the down arrow on the **Shape Fill**  icon on the **Shape Styles** command set and select a light blue on the dropdown palette.

The Oval shape and the WordArt text are filled with a light blue colour. Because the objects are grouped if you change the shape fill or shape outline colour of the object the fill or line colour of both the oval and the WordArt text will change. You can copy and paste the object, move it or delete it by first selecting it and then carrying out the operation required.

The icons on the **Drawing Tools** or **WordArt Tools, Format** command tab can be used to format a selected object.



Shape Fill. Use this to select a fill colour for an object.



Shape Outline. Use this to select a colour and/or style for the outline.

- Save and close the file.

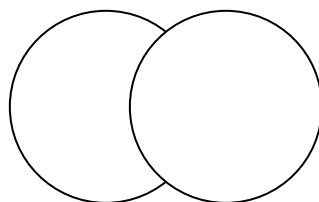
To edit text in WordArt: right click on the WordArt text and select **Edit Text** on the pop up menu.

Order objects

- Create a new document and save it with the filename **layer**.

To create a circle:

- Select the **Insert** command tab click the **Shapes** icon on the **Illustrations** command set and select the **Oval** shape under **Basic Shapes**. Hold down the **CTRL** key and click on the page.
- Select the **Format** command tab click the **Text Wrapping**  icon on the **Arrange** command set and select **Square** on the dropdown list.
- Click on the circle and press the **CTRL+D** keys to create a second circle.
- Position the circles as shown below.



There are two layers present i.e. one circle is overlapping the other.

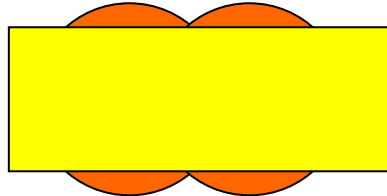
- Click on the left circle, select the **Format** command tab and click on the down arrow at the right of the **Shape Fill**  icon on the **Shape Styles** command set and select a red colour on the dropdown palette.

The red colour will remain for use on the Shape Fill icon.

- Click on the right circle, select the **Format** command tab and click on the **Shape Fill**  icon on the **Shape Styles** command set.

Both circles are now filled with red.

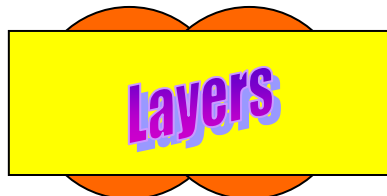
- Draw a rectangle shape and fill it with a **Yellow** colour and position it as shown below.



- Set the text wrapping for the rectangle to Square.

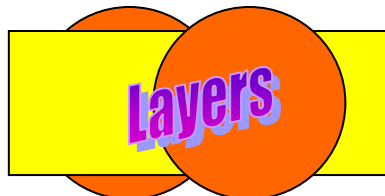
There are now three layers, the two overlapping circles and the rectangle.

- Click outside of the shapes and create a WordArt with the text **Layers**.
- Set the text wrapping for the WordArt text to **Square**.
- Position the text inside the rectangle as shown below resizing it if necessary.



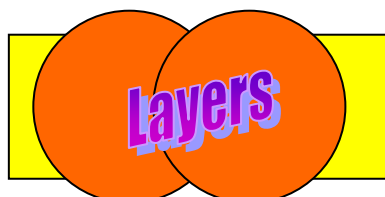
- Click on the rectangle, select the **Format** command tab and click the down arrow at the right of the **Send to Back**  **Send to Back** icon on the **Arrange** command set and select **Send Backward** on the dropdown list **OR** right click on the rectangle and select **Order|Send Backward** on the pop up menu.

This sends the rectangle backward one layer, which is behind the right circle.



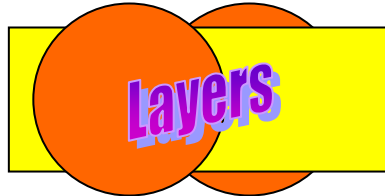
- Click on the rectangle, select the **Format** command tab and click the down arrow at the right of the **Send to Back**  **Send to Back** icon on the **Arrange** command set and select **Send Backward** on the dropdown list **OR** right click on the rectangle and select **Order|Send Backward** on the pop up menu.

This sends the rectangle backward one more layer, which is behind both circles.



- Click on the right circle, select the **Format** command tab and click the **Send to Back**  icon on the **Arrange** command set **OR** right click on the right circle and select **Order|Send to Back** on the pop up menu.

This sends the circle right to the back behind all the other layers.

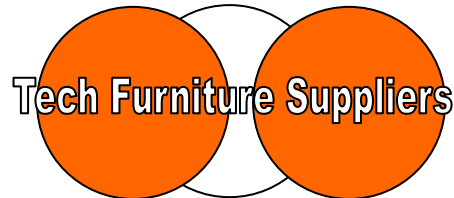


- Group all the objects together as one object.
- Save and close the file.

Layering objects/shapes	
 Bring to Front  Bring Forward  Bring in Front of Text	Bring to Front - brings the object to the top in front of any other objects. Bring Forward - brings the object forward one layer. Bring in Front of Text - brings the object in front of the text.
 Send to Back  Send Backward  Send Behind Text	Send to Back - sends the object to the back behind any other objects. Send Backward - sends the object back one layer. Send Behind Text - sends the object behind the text.

Questions 12

1. Create a new document and save it with the filename **invoice**.
 - Create the following invoice. Use a suitable clipart. Use formulas to calculate the Sub Total, Discount (10%) and Total Due.



The Martletts
Market Town
Hampshire
Tel: 01263 547323
Fax: 01263 666345
Email: techfurn@globalwire.co.uk

Invoice To:
Mr W Foxton
27 Dermott Close
Winchester
Hampshire
W12 5DF

Date 2-Jan-12
Reference TECH154
Invoice No 1056

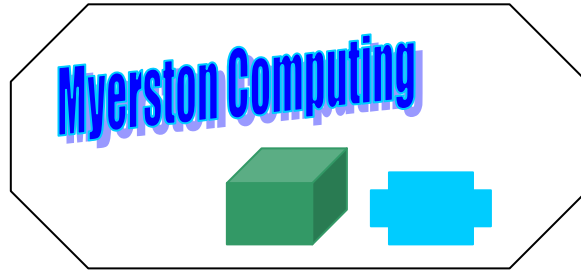
Description	Quantity	Unit Price	Total
AB123 Computer Desk	1	99.99	99.99
BD95-6 Printer Table	1	39.99	39.99
Postage and packing	1	25.00	25.00
Sub Total			164.98
Discount			16.50
Total Due			£ 148.48

The formula for the **Sub Total** is **=SUM(ABOVE)**

The formula for the **Discount** is **=D10*10/100**

The formula for the **Total Due** is **=D10-D11**

2. Create a new document and save it with the filename **Object1**.
 - Create the following image using WordArt and shapes and group it together as one object.



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