

Microsoft Word

Intermediate

Demonstrations

and

Exercises

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Demonstration 1 – Working with Sections and Columns (Part A)

Explain and demonstrate to the learners how to create section and column breaks of a variety of types as stipulated below, getting the learners to work along with you.

1. Demonstrate how to open a blank document,
2. Demonstrate how to create a **Section Break** on the next page.
3. Demonstrate how to create a second **Section Break** on the next page so that you end up with 3 pages.
4. Demonstrate how to change page to **Landscape** to emphasise a use of **Sections**.
5. Demonstrate how to open another blank.
6. Demonstrate how to add text to the document by holding down the letter '**A**' until you have 4 continuous rows.
7. Demonstrate how to create a **Section Break** continuous after the paragraph of text just typed in, getting the learners to carry out this task as well.

Exercise 1 – Working with Sections and Columns (Part A)

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced all the features of creating section breaks and columns.

1. Open the document called '**Animal Sanctuary Template.docx**'.
2. Open the document called '**Sections and Columns Ex1**'.
3. In the document called '**The Animal Sanctuary**', create a **Section Break** continuous on the next blank line under the address.
4. Change the **Column** layout so that the structure of the document has two columns.

Demonstration 1 – Working with Sections and Columns (Part B)

Explain and demonstrate to the learners how to create section and column breaks of a variety of types as stipulated below, getting the learners to work along with you.

1. Demonstrate to change the **Column** layout so that the structure of the document has two columns.
2. Demonstrate how to add text to the first column by holding down the letter '**B**' until you have 4 continuous rows in the first column.
3. Demonstrate how to add a **Column Break** to enable text to be added to the second column. Add text to the second column by holding down the letter '**B**' until you have 4 continuous rows in the first column.
4. Demonstrate how to create another **Section Break** continuous after the two columns of text just typed in, getting the learners to carry out this task as well.
5. Demonstrate to change the **Column** layout so that the structure of the document has three columns.
6. Demonstrate how to repeat steps 9 and 10 until you have entered the letter '**C**' in to all three columns.
7. After completion of this demonstration, close all **Word** documents.

Exercise 1 – Working with Sections and Columns (Part B)

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced all the features of creating section breaks and columns.

1. Switch to the document called '**Sections and Columns Ex1**' and copy the first paragraph entitled '**Monkey Habitat**' including the heading.
2. Switch back to the document called '**Animal Sanctuary Template.docx**' and paste the copied text in to the first column.
3. Create a **Column Break** so that the second column can be used.
4. Switch back to the document called '**Sections and Columns Ex1**' and copy the first paragraph entitled '**Lion Habitat**' including the heading.
5. Switch back to the document called '**Animal Sanctuary Template.docx**' and paste the copied text in to the second column.

Demonstration 2 – Formatting Tables (Part A)

Explain and demonstrate to the learners how to create, manipulate and format a table getting the learners to work along with you.

1. Demonstrate how to **Insert** a **Table** with 4 columns and 4 rows.
2. Demonstrate how to merge all the cells in the top row.
3. Demonstrate how to add the following text to the top row '**Coventry to London Train Time Table**' and centralise it.
4. Demonstrate how to add the text '**Depart / Arrive**' to each of the cells in the second row.

Exercise 2 – Formatting Tables (Part A)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced creating, manipulating and formatting a complex table and adding text to specific cells.

1. **Insert a Table** with 4 columns and 4 rows.
2. Merge all the cells in the top row.
3. Add the following text to the top row '**Holiday Resort Average July Temperatures**' and centralise it.
4. Add the text for the resort names as shown into row 2 of the table below.

Demonstration 2 – Formatting Tables (Part B)

Explain and demonstrate to the learners how to create, manipulate and format a table getting the learners to work along with you.

1. Demonstrate how to split all the cells in row 3 and 4 in to 2 columns.
2. Demonstrate Add the train times as shown in the table below.
3. Demonstrate how to add fill colour to the top row.
4. Demonstrate how to apply a built in **Style** to the table.

Coventry to London Train Time Table							
Depart / Arrive		Depart / Arrive		Depart / Arrive		Depart / Arrive	
8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm
10am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm	12 pm

Exercise 2 – Formatting Tables (Part B)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have will have practiced creating, manipulating and formatting a complex table and adding text to specific cells.

1. Split all the cells in row 3 and 4 in to 2 columns.
2. Add the text and temperatures as shown in the table below.
3. Add a built in **Style** to the table.

Holiday Resort Average July Temperatures							
Bournemouth		Eastbourne		Torquay		Scarborough	
Low	High	Low	High	Low	High	Low	High
8	24	9	27	8	25	11	27

Demonstration 3 – Working with Headers, Footers and Graphics (Part A)

Explain and demonstrate to the learners the ways of entering the header and footer sections and how to add text and graphics, getting the learners to work along with you.

1. Demonstrate how to enter and exit the **Header** and **Footer** sections.
2. Demonstrate how to add **WordArt** to the **Header** section using the words '**WordArt Demo**' as an example.
3. Demonstrate how to modify the style of the **WordArt** text.

Exercise 3 – Working with Headers, Footers and Graphics (Part A)

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced adding a variety of text and images to the header and footer.

1. Open the data file provided called '**Animal Sanctuary Template.docx**'.
2. Add **WordArt** to the **Header Section** using the text '**The Animal Sanctuary**'.
3. Modify the style of the **WordArt** text and align the words in the centre of the **Header Section** by modifying the **Text Wrapping** of the image and moving it.

Demonstration 3 – Working with Headers, Footers and Graphics (Part B)

Explain and demonstrate to the learners the ways of entering the header and footer sections and how to add text and graphics, getting the learners to work along with you.

1. Demonstrate how to add pictures to the **Header Section** choosing from the pictures provided.
2. Demonstrate how to move the images to different areas within the **Header** section by changing the **Text Wrapping** of the images.
3. Demonstrate how to add **Page Numbers** to the **Footer Section**.

Exercise 3 – Working with Headers, Footers and Graphics (Part B)

Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced adding a variety of text and images to the header and footer.

1. Add the pictures of a Monkey and a Lion provided to the **Header Section** aligning the Monkey on the left and the Lion on the right of the **Header Section** by modifying the **Text Wrapping** of the images and moving them.
2. Move the images to different areas within the **Header** section by changing the **Text Wrapping** of the images.
3. Add **Page Numbers** to the **Footer Section**.

Demonstration 4 – Using the Mail Merge Facility (Part A)

Explain and demonstrate to the learners how to use the mail merge facility to create multiple letters from one document by merging with external files, getting the learners to work along with you.

1. Open the data file provided called '**Word Mail Merge Demo1.docx**' and demonstrate how to carry out the following **Mail Merge**.
2. During the demonstration of the **Mail Merge** process, use the **Excel** data file provided called '**Word Mail Merge Demo2.xlsx**' as the source file.
3. Demonstrate how to initiate the **Mail Merge** process using the **Mail Merge Wizard**.

Exercise 4 – Using the Mail Merge Facility (Part A)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced how to create multiple letters using the mail merge facility.

1. Open the data file provided called '**The Animal Sanctuary Mail Merge.docx**', carry out the following **Mail Merge**.
2. During the **Mail Merge** process, use the **Excel** data file provided called '**Customer List.xlsx**' as the source file.
3. Initiate the **Mail Merge** process using the **Mail Merge Wizard**.
4. During the **Mail Merge** process, **Insert** the following **Merge Fields** in the stipulated area of the document.

Demonstration 4 – Using the Mail Merge Facility (Part B)

Explain and demonstrate to the learners how to use the mail merge facility to create multiple letters from one document by merging with external files, getting the learners to work along with you.

1. During the demonstration of the **Mail Merge** process, **Insert** the **Merge Fields** in the stipulated spaces of the document as stated in the document, removing the comments from the document afterwards.
2. Demonstrate how to complete the **Mail Merge** process by creating a new file containing the merged letters.

Exercise 4 – Using the Mail Merge Facility (Part B)

Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced how to create multiple letters using the mail merge facility.

1. Add a blank line before the word '**Dear**' at the start of the letter.
2. In this blank line, insert the **Merge Fields** called '**Street**', '**Town**', '**County**' and '**Postcode**' ensuring that they all appear on separate lines of the letter.
3. After the word '**Dear**' at the start of the letter, insert the **Merge Field** called '**Name**'.
4. Complete the **Mail Merge** process by creating a new file containing the merged letters.