Word Processing: Basic Editing Skills Task 3 (2003)

**Functional Skill:** Format text to enhance its effect; Tables ; Charts

Skills:
- basic formatting
- Spell check
- Change case
- Drop cap
- Paragraph marks
- Delete text
- Bullet points
- Page break
- Header

- Page numbers
- Find and replace
- Cut and paste text
- Paragraph line spacing
- Format paint tool
- Insert clipart image

- Insert a table
- Format a table
- Sort data in a table
- Columns
- Word count
- Default file location
- Insert a chart

TASKS

1. Open the document called 'water.doc'. Save it to your area.

2. Spell check the document.

3. Italicise the heading 'Eight glasses a day'.

4. Centre the heading.

5. Increase the font size of the heading to 18 pt.

6. Change the heading to capital letters.
   Hint: highlight the text, go to the 'format' menu, then choose 'change case'.

7. Make the first letter on the first paragraph 'drop cap'
   Hint: highlight the letter, go to the 'format' menu and click on 'drop cap', then 'dropped'

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8. Make the last paragraph beginning 'Water is available' bold.
   Hint: Use the show/hide to view the paragraph marks.
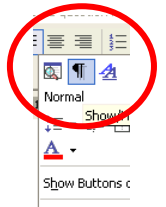
9. In the third sentence of the second paragraph, delete the text 'For Example' so that the sentence starts with Tomatoes.

10. In the final paragraph, organise the water types in the sentence beginning 'Water comes in many forms' into a bulleted-list format.

11. Insert a blank line between paragraphs.

12. Insert a page break after the third paragraph.
    Hint: use the 'insert' menu and choose 'break'.

13. Add a header 'water factsheet' and today's date.

14. Format the header to Times New Roman 8 pt.

15. Add page numbers to the bottom right.

16. Replace the word 'consume' with the word 'drink'.
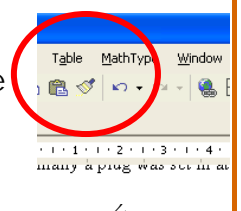   Hint: use 'find and replace' from the 'edit' menu.

17. Cut the first paragraph and place it as the last paragraph in the document.

18. Change the line spacing of the first paragraph to 1.5.

19. Change the line spacing of the second paragraph to double.

20. Fully justify the second paragraph.

21. Use the format painter to copy the formatting from the second to the third paragraph.

Hint: highlight the second paragraph, click on the format painter icon and then 'paint' the third paragraph

22. Insert a piece of clipart related to water into the top right hand corner of the document.

23. At the end of the document, insert the following title and table:

Benefits of bottled water

Ease	Water is provided in various sizes from 1 litre to 3 litres
Freshness	Bottled water is guaranteed to have been bottled within the last month
Quality	Bottled water provides a consistent quality
Minerals	Bottled water provides a large range of essential minerals and trace elements

24. Highlight the table, go to the 'table' menu and choose 'table autoformat'. Click on the different options that you can choose for the format of your table and pick one that you like.

25. Highlight the table and sort it by the first column into ascending order
Hint: go to the 'table' menu, click on 'sort' and sort by column.

26. Highlight your work and format it into two columns.
Hint: use the 'format' menu and choose 'columns'. Pick two columns.

27. Use the 'word count' tool to find out how many words are in your document.
Hint: use the 'tools menu' and choose 'word count'.

28. Find out the default file location for this document.
Hint: use the 'tools' menu, go to 'options' and click the 'file locations' tab.

29. Insert a chart into your document.
Hint: go to the 'insert' menu, choose 'picture' and then choose 'chart'.
Make up some numbers and insert the chart.

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