

Word O365 – Intermediate and Advanced Complex Tables

1. Open the document **Table Exercise**.

You are aiming for your table to look like the one below. Follow steps 2 – 9 below to make sure that you don't miss a stage.

Hold Reason	Goods Value	No. Of Invoices
Goods short delivered	12,038.85	100
Proof of delivery required	5,329.86	51
Incorrect prices/disc./extens.	2,436.11	15
Qty inv varies from del advice	2,060.93	13
Goods not as ordered /collect	683.92	7
Goods received damaged	1,101.81	5
Faulty goods	334.55	2
Goods should be free of charge	34.73	2
Order number required	46.58	1
Surplus to requirements	310.86	1
Copy required	0.00	0
Discrepancy advice	0.00	0
Miscellaneous	0.00	0
Should be carriage paid	0.00	0
Total	£24,378.20	197

2. Highlight all the text, click the **Insert** tab and from the **Table** icon **convert the text to a table**. Alter the width of the columns to view the content clearly.
3. Use the **Sort** option to sort the data in the table by the **No. of Invoices** column in **descending** order.
4. Select the figures in the **Goods Value** and **No. of Invoices** columns. (Not the headings). From the **Layout** ribbon, alter the alignment to **Align Top Right**.
5. Highlight the headings **Goods Value** and **No. of Invoices**. From the **Layout** ribbon, click **Text Direction** so the text reads from **bottom to top**. Select the headings row and alter the cell alignment to **Align Center**. Adjust the width of the columns if required.
6. Insert a new row at the bottom of the table. Enter the text **Total** in the first cell.

7. Click into the cell directly below the **Goods Value** data in the **Total** row. From the **Layout** ribbon, click **Formula**. Check the formula displayed is **=SUM(ABOVE)** and change the **Number Format** to show a **£** symbol.
8. Click into the cell directly below the **No. of Invoices** data in the **Total** row. From the **Layout** ribbon, click **Formula**. Check the formula displayed is **=SUM(ABOVE)**.
9. Change the **No. of Invoices** for **Goods short delivered** at the top of the table to **100**. Right click on the **Total** for the column and **update the field**.
10. Save and close the document.

Word O365 – Intermediate and Advanced Tabs and Indents

Open the document **Self Review**.

1. Move to the space under the second paragraph on page 1 of the document.
2. Add the following three paragraphs, move the indent tool on the left of ruler to 2cm:

What tasks do you think you have performed well in your job this year?

What skills and abilities that you have, are recognised by others in the team as being really good?

What thing or things could you do better?

3. Go to page 2 and highlight the 3 lines starting with the letters A, B and C. Adjust the hanging indent on the rule so the text is aligned.
4. Go to the end of the document, double click on one of the **Indent** buttons on the ruler and click **Tabs**. Set the following tab stops:

4cm Left tab

11cm Left tab and leader dots

5. Type in the text below, the person's name will start from the left margin:

Rachel Ryles Employee Relations Advisor (01604 683051)

Debbie Wilson Employee Relations Advisor (01604 683050)

Katie Stanyon Employee Relations Advisor (01604 683048)

6. Save and close the document.

Word O365 – Intermediate and Advanced Using Templates

Create a new document.

1. Re-create the following and apply the heading style **Heading 1** to the heading Department Contact List.

Department Contact List

<i>Name</i>	<i>Job Title</i>	<i>Telephone Number</i>

2. Save the document as a template in the **Exercise** folder on the **Desktop** using the name **Contact List**. Close the template.
3. Open the **Exercise** folder on the desktop and double click on the **Contact List** template to create a new document.
4. Replace the heading text **department** with the name of your department.
5. Enter the name, job title and telephone details of three of your colleagues.
6. Save the document as **Contacts** in the **Exercise** folder on the **Desktop**. Close the document.

Word O365 – Intermediate and Advanced Headers and Footers

Open the document **Overview**.

1. Double click in the **Header** area on the document. Type in the following text in the Centre of the header:

Annual Health Check

2. Format the header **Font** to be **Arial Black** and **Font Size** to be **14pt**. **Close** the Header and Footer.
3. From the **Insert** tab, insert a **Footer** using the **Built-In** styles and select **Blank with 3 Columns**. Replace the text with the following text:

Your Name

Dept of Health

Page No

4. In the **Footer** click after the text **Page No** text and press the **Space Bar** on the keyboard.
5. Click the **Page Number** icon from the **Header & Footer** ribbon, select **Current Position** and select **Plain Number** from the list.
6. Close the **Header and Footer**. Check the document pages been numbered correctly.
7. Save the document using the name **Final Version**. Close the document.

Word O365 – Intermediate and Advanced Page Breaks and Sections

Open the document: **Healthcare Commission**.

1. Click underneath the heading **Healthcare Commission Regions**. Select the **Layout** tab, click **Breaks** and select **Next Page** to insert a **Section Break**.
2. From the **Home** tab activate the **Show/Hide** option on to check the section break has been added. Check the **Status Bar** displays **Section 2** when you are on **Page 2** of the document.
3. On **page 1**, highlight the heading and format the text to a larger font size and aligned in the centre.
4. Click at the beginning of **page 2**. Double click into the **Header** and remove the **Link to Previous** option.
5. Enter the following text in the left of the header:
NHS Annual Health Check
6. Move to the **Footer** on **page 2** of the document and remove the **Link to Previous** option.
7. Enter the following text in the left of the footer:
Department of Health Report
8. At the end of the text in the footer, press the **Tab** key on the keyboard to move to the right of the page. Click the **Page Number** icon from the **Header & Footer** ribbon, select **Current Position** and select **Plain Number** from the list.
9. Highlight the page number, click **Page Number**, **Format page numbers** from the **Header & Footer** ribbon. Select the option **Start at:** and insert 1 in the box. Close the header and footer.
9. Use the **Find** command to find the heading **Areas of Specific Interest**. From the **Layout** tab, click **Breaks** and insert a **page** break on the line above the heading **Areas of Specific Interest**.
10. Use the **Find** command to find the heading **Progress made since first annual health check**. From the **Layout** tab, click **Breaks** and insert a **page** break on the line above the heading **Progress made since first annual health check**.
11. Click **File** and select **Print** to preview the document in **Print Preview**. Check that the headers and footers and page numbers are working correctly.
12. Save the document using the name **Published**. Close the document.

Word O365 – Intermediate and Advanced Table of Contents

Open the file **Document Design**.

1. Click at the beginning of the document, from the **Layout** tab, click **Breaks** and select **Next Page** section break. On the newly created first page of the document, enter the text **Contents** and press **Enter**. Format the Contents text with the **Normal** style.
2. Double click into the Footer area on the current page and press the **Tab** key to move across to the right of the page. Click the **Page Number** button on the **Header & Footer** ribbon, select **Current Position** and select a **Page Number style** of your choice. Close the Header and Footer.
3. Move to the top of the document and click below the **Contents** heading. From the **Reference** ribbon, click **Table of Contents** and select an **Automatic Table** style of your choice.
4. Save the file using the name **Document Design Version 4**.
5. Move to the end of the document and click at the end of the last paragraph. From the **Layout** ribbon, click **Breaks** and select **Next Page** section break.
6. On the new page, enter the text **References**. Apply the **Heading 1** style.
7. Return to the table of contents page. **Update the Table** so that it includes the page number for the **References** page.
8. Save and close the document.

Word O365 – Intermediate and Advanced Hyperlinks

Open the file **Document Design Version 1 (trainer)**.

1. Locate the paragraph heading **Selecting a Typeface**. At the end of the paragraphs in this section of the document enter the text:

For further information on the history of type design click here.

2. Highlight the text, click the **Insert** tab, click **Links** and select **Link**. Select **Existing Document** and **Browse** for the document **Typography (found in the Exercise folder on the Desktop)**.
3. Go to the end of the document. Insert a **Link** and select **Web Page**. In the **Text to display** box type: **click here to view the Text Matters website**. Type in the website address <http://www.textmatters.com> in the **Address** box. Click **OK**.
4. Edit the text matters hyperlink. Add the **screen tip** text **click to access website link**.
5. Save the document using the name **Document Design Version 2**.

Word O365 – Intermediate and Advanced Footnotes and Endnotes

Open the file **Document Design Version 2 (trainer)**.

1. Locate the paragraph heading **The Point System**. Add the footnote text:

Invented in 1450 in Mainz Germany by Johann Gutenberg.
2. Locate the sentence under the heading **The Point System** of **Personal computers approximate to the British American system**. Add the footnote text:

72 points is roughly equivalent to 1 inch.
3. Locate the text **The Didot System** (still under the heading of **The Point System**). Add the **footnote** text:

Didot is the name of a family of French printers and publishers.
4. Go to the end of the document. Insert a **Page Break**. Enter the text **Notes** at the top of the page and format using the heading style **Heading 1**.
5. Locate the heading **Using Emphasis**. Add an **Endnote** to the word **defined** with the text:

Oxford English Dictionary.
6. Locate the heading **Underlining**. Add an **Endnote** to the first word in the paragraph **Underlining** and add the endnote text:

Invented in 1829 by William Burt.
7. Check the endnotes have appeared at the end of the document on your new **Notes** page.
8. Save the document using the name **Document Design Version 3**.

Word O365 – Intermediate and Advanced Pictures

Open the file **Healthcare Commission**.

1. Click at the end of the first paragraph. Click the **Insert** tab and select **Online Pictures**.
2. Type in **Health** in the **Search** box. Select a suitable picture and click **Insert**.
3. Resize the picture to a suitable size. Set the **Wrap Text** option to **Tight** from the **Picture Format** ribbon.
4. Align the picture next to the first 2 paragraphs on the right side of the page.
5. Move to the top of page 2. Click the **Insert** tab and select **Pictures**. Navigate to the **Images** folder on the **Desktop**. Insert the **Presenter** picture.
6. Resize the picture to a suitable size. Set the **Wrap Text** option to **Square** from the **Picture Format** ribbon.
7. Move the picture to the left of the first paragraph.
8. Save the document using the name **Pictures Document**. Close the document.

Word O365 – Intermediate and Advanced Track Changes

Open the document **Typography**.

1. Turn on **Track Changes** from the **Review** ribbon.
2. Delete the last sentence of the first paragraph.
3. Find the word **end** in the document. Change the word to **beginning**.
4. Turn off the **Track Changes**.
5. Go to the top of the document. Highlight the text **Until around 1450** and insert a **Comment**. Add the text **check the year** in the comment box.
6. Save the document as **Track Changes** in the **Exercise** folder on the **Desktop**.
7. Use the Track Changes options to **Accept** all the changes in the document and delete the comment.
8. Change to the view to **No Markup**.
9. Save and close the document.