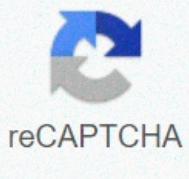




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What are advanced word processing skills

Use the options of merger and splitting of cells in a table; Convert the text to a table. Convert a table to text. Sort data (textual or numerical) in the table (ascending and descending) by one column, by multiple columns at the same time. Create and modify a form; Use the available form field options: text field, check box, drop-down menu, etc.; Delete fields from the form; Protect, unprotect a form source: In the professional world, sending out information to convey important information is vital. Because of ICT, things are now much faster than the traditional newsletters or posted mail. You can now use the Internet to send out information you need to share. What if we could still do things much faster – an automated way of creating and sending uniform letters with different recipients? Would that not be more convenient? In this particular part of this lesson, we will learn one of the most powerful and commonly used features of MS Word called “Mail Merge.” As the name suggests, this feature allows you to create documents and combine or merge them with another document or data file. It is commonly used when sending out advertising materials to various recipients. The simplest solution for the scenario above is to create a document and just copy-paste it several times then just replace the details depending on whom you send it to. But what if you have hundreds or thousands of recipients? What if you have a small database of information where you can automatically generate those letters? Mail Merge Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. The mail merge process has three documents involved in creating and printing letters and emails, or labels and envelopes. Your main document This document contains text and graphics (a logo or an image, for example) that are identical for each version of the merged document. An example of identical content is the return address on the envelope or in the body of a letter or an email message. Your mailing list This document contains the data that is used to fill in information in your main document. For example, your mailing list contains the addresses to be printed on the labels or envelopes. Usually an Excel workbook. Your merged document This document is a combination of the main document and the mailing list. Information is pulled from your mailing list and inserted in your main document, resulting in the merged document—the letter, email, labels, or envelopes—personalized for different people on the mailing list. Here’s a video done by Kippi Harraid on how to create a Mail Merge: Integrating Images and External Materials Integrating or inserting pictures in your document is fun and it improves the impression of your document. A common use of inserting a picture on a document is when you are creating your resume. Though seemingly simple to do, your knowledge on the different kinds of materials that you can insert or integrate in a Word document and its characteristics can help you create more efficient, richer document not only in content but also in physical form. A better understanding of the physical form of your document as well as the different materials you integrate in it would allow you to be more efficient and versatile in using MS Word. Kinds of Materials The screenshot above shows the kinds of materials that can be integrated or inserted in your MS Word Document. One can easily get excited and instead create a collage of what is generally called images and arts rather than an enriched text document. One important thing to remember is that images and other materials are not to be inserted as images for design purposes only, but they are used to enhance or improve the effectiveness of the message you want to convey. Let us describe them: Pictures - generally, these are electronic or digital pictures or photographs you saved in any local storage device. These are the three most commonly used types of picture types, you can identify them by the extension on their file names: Joint Photographic Experts Group (or .jpg), Graphics Interchange Format (or .gif), Portable Network Graphics (or .png) Clip Art - this is generally a .gif type; line art drawings or images used as generic representation for ideas and objects that you might want to integrate in your document. Shapes - these are printable objects or materials that you can integrate in your document to enhance its appearance or to allow you to have some tools to use for composing and representing ideas or messages. Smart Art - generally these are predefined sets of different shapes grouped together to form ideas that are organizational or structural in nature. Chart - this is quite useful when you are preparing reports that correlate and present data in a graphical manner. Screenshot - MS Word provides a snipping tool for your screenshots so you can select and display only the part that you exactly like to capture on your screen. sources: Even people who have been using word processors for years often don’t know about some of the advanced tips below. Most of the videos in this section use Microsoft Word 2016. If you use a different word-processing program (or a different version of Word), the specific tools might appear in different places, but you’ll still be able to perform the same activities. MLA and APA bibliography pages use a special type of indent, called a “hanging indent.” Where a normal paragraph indents the first line but not any others, a hanging indent paragraph DOESN’T indent the first line, but DOES indent all the others. Luckily, it’s very easy to have your word processor do the hard work of this type of formatting for you, as this video demonstrates. Bibliography Pages Speaking of bibliographies (or Works Cited pages, or References pages), did you know that many word processors have ways to help you create those quickly? Alphabetizing Bibliographies (and other Lists) One more bibliography tip, if you create your citation list as you use sources, you’ll need to put these in alphabetical order at the end. An easy way to do that is to use the Sort feature in your word processor. This video demonstrates that in Word 2016. Inserting Pictures Many college projects will require you to include visuals in your essays. The following video addresses how to add an image and then how to get the text around it to behave properly afterwards. Change Default Settings If the first thing you do each time you open a new document, is change your font size or style, as well as readjust your margins, then you probably will save time by changing the default settings so it starts just the way you like it. (This video is for Word 2013) Free Alternatives to Word Word is the most common word processor, but it’s expensive, especially if it didn’t come with the computer you bought. Here are some free options to explore as an alternative. Office Online. You’ll need to register with an account, but can then access your saved files from any internet-connected device. OpenOffice. This is software you download on your computer, so you don’t have to be online to use it. LibreOffice. Similar to OpenOffice, you download this software directly to your computer. Google Drive. Connected to a Gmail / Google personal account, this flexible tool lets you access your saved files from any internet-connected device. You can also download files to work on offline, and they will automatically sync when you go online again. Download PDF Outline ----- ICDL Advanced Word Processing is a high level certification programme where learners can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. The ICDL Advanced Word Processing module give learners the opportunity to be certified at an ‘expert level’ in the use of word processing applications, acquiring skills sets over and above the routine features of the software. Individuals with ICDL Advanced Word Processing certified skills can: Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa Work with referencing features like footnotes, endnotes and captions. CREATE TABLE IF NOT EXISTS contents, indexes and cross-references Enhance productivity by using fields, forms and templates Apply advanced mail merge techniques and work with automation features, such as macros Use linking and embedding features to integrate data Collaborate on and review documents. Work with master documents and sub-documents. Apply document security features Work with watermarks, sections, and headers and footers within a document Prospective learners should ideally have the ICDL certification and/or previous experience using computers and common software applications. Typically, these would be individuals who use a wide range of advanced functionalities within a word processing application in a personal or professional context. The ICDL Advanced Word Processing certification is for learners who wish to develop/demonstrate their ability to use the advanced features of word processing applications to enhance the quality of their work, improve productivity, demonstrate professionalism and save time in the creation and production of documents. Formatting Text Apply text wrapping options for graphical objects. Use find and replace options. Use paste special options. Paragraphs Apply line spacing within paragraphs. Apply, remove paragraph pagination options. Apply, modify outline numbering in multi-level lists. Styles Create, modify, update a character style. Create, modify, update a paragraph style. Columns Apply multiple column layouts. Change number of columns in a column layout. Change column widths and spacing. Insert, remove lines between columns. Insert, delete a column break. Tables Apply a table autofomat/table style. Merge, split cells in a table. Change cell margins, alignment, text direction. Automatically repeat heading row(s) at the top of each page. Allow, do not allow row(s) to break across page. Sort data by one column, by multiple columns at the same time. Convert delimited text to a table. Convert a table to text. Referencing Captions, Footnotes and Endnotes Add a caption above, below a graphical object, table. Add, delete a caption label. Change caption number format. Insert, modify footnotes, endnotes. Convert a footnote to an endnote. Convert an endnote to a footnote. Reference Tables and Indexes Create, update a table of contents based on specified heading styles and formats. Create, update a table of figures based on specified styles and formats. Mark an index. Delete a marked index entry. Create, update an index based on marked index entries. Bookmarks and Cross-References Add, delete a bookmark. Create, delete a cross-reference. Add a cross-reference to an index entry. Enhancing Productivity Using Fields Insert, delete fields. Insert a sum formula field code in a table. Change field number format. Lock, unlock, update a field. Forms, Templates Create, modify a form using available form field options. Add help text to a form field. Protect, unprotect a form. Modify a template. Mail Merge Edit, sort a mail merge recipient list. Insert ask, if... then... else fields Merge a document with a recipient list using given merge criteria. Linking, Embedding Insert, edit, remove a hyperlink. Link data from a document, application and display as an object, icon. Update, break a link. Embed data into a document as an object. Edit, delete embedded data. Automation Apply automatic text formatting options. Create, modify, delete automatic text correction entries. Create, modify, insert, delete automatic text entries. Record a simple macro. Run a macro. Assign a macro to a custom button on a toolbar. Collaborative Editing Tracking and Reviewing Turn on, off track changes. Track changes in a document using a specified display view. Accept, reject changes in a document. Insert, edit, delete, show, hide comments/notes. Compare and merge documents. Master Documents Create a new master document by creating sub documents from headings. Insert, remove a subdocument in a master document. Use Text outline/navigator options. Security Add, remove password protection for a document. Protect a document to only allow tracked changes or comments. Prepare Outputs Sections Create, modify, delete section breaks in a document. Change page orientation, page vertical alignment, margins for sections of a document. Document Setup Apply different headers and footers to sections, first page, odd and even pages in a document. Add, modify, remove a watermark in a document. Full Fee GST Nett Fee after Funding (Incl. GST) SME/MCES Non-SME/Normal 01-Jan-2019 To 04-Dec-2022 Word Processing is the use of computer to create, edit and print document. Word processor is a Software Program that is capable in creating and printing documents. Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product. It was initially launched in 1983 and has since been revised numerous times. Microsoft Word is available for both Windows and Macintosh operating systems. Microsoft Word is often called simply Word or MS Word. I. Mail Merge and Label Generation A. Mail Merge One of the important reasons in using computers is its ability to do recurring tasks automatically. But this ability has to be honed by learning the characteristics and features of the software you use with your computer. After all, no matter how good or advance your computer and software may be, it can only be as good as the person using it. Two Components of Mail Merge 1. Form Document The first component of our mail merged document is the form document. It is generally the document that contains the main body of the message we want to convey or send. The main body of the message is the part of the form document that remains the same no matter whom you send it to from among your list. 2. List or Data File The second component of our mail merged document is the list or data file. This is where the individual information or data that needs to be plugged in (merged) to the form document is placed and maintained. One of the best things about the mail merge feature is that it allows data file to be created from within the Microsoft Word application itself, or it gets data from a file created in Microsoft Excel or other data formats. In this way, fields that needed to be filled up on the form document can easily be maintained without accidentally altering the form or main document. You can also easily add, remove, modify, or extract your data more efficiently by using other data management applications like Excel or Access and import them in Word during the mail merge process. A. Kinds of Materials There are various kinds of materials Microsoft Word is capable of integrating to make the documents richer, more impressive, and more informative. 1. Pictures Generally, these are electronic or digital pictures or photographs you have saved in any local storage device. There are three commonly used types of picture files. You can identify them by the extension on their file names. a. JPG/JPEG This is pronounced as “jay-peg” and is the short form of jpeg or Joint Photographic Experts Group. Like all the rest of the image file extensions, it identifies the kind of data compression process that it uses to make it more compatible and portable through the Internet. b. GIF This stands for Graphics Interchange Format. This type of image file is capable of displaying transparencies. Therefore, it is good for blending with other materials or elements in your document. It is also capable of displaying simple animation. Apparently, this may not be too useful on a printed document but if you are sending documents electronically or through email, or even post documents into a website, then this could be quite impressive. The downside is that it can only support up to 256 colors so it is good mostly on logos and art decors with very limited, and generally solid colors. .GIF is much better for logos, drawings, small text, black and white images, or low-resolution files. c. PNG This is pronounced as “ping”. It stands for Portable Network Graphics. It was built around the capabilities of .GIF. Its development was basically for the purpose of transporting images on the Internet at faster rates. It is also good with transparencies but unlike .GIFs, it does not support animation but it can display up to 16 million colors, so image quality for this image file type is also remarkably improved. .PNG allows the control of the transparency level or opacity of images. 2. Clip Art This is generally a .GIF type; line art drawings or images used as generic representation for ideas and objects that you might want to integrate in your document. Microsoft Word has a library of clip arts that is built in or can be downloaded and used freely. There are still other clip arts that you can either purchase or freely download and use that come from third-party providers. 3. Shapes These are printable objects or materials that you can integrate in your document to enhance its appearance or allow you to have some tools to use for composing and representing ideas or messages. If you are designing the layout for a poster or other graphic material for advertising, you might find this useful. 4. Smart Art Generally, these are predefined sets of different shapes grouped together to form ideas that are organizational or structural in nature. If you want to graphically represent an organization, process, relationships, or flow for infographic documents, then you will find this easy and handy to use. 5. Chart Another type of material that you can integrate in your Word document that allows you to represent data characteristics and trends. This is quite useful when you are preparing reports that correlate and present data in a graphical manner. You can create charts that can be integrate in your document either directly in Microsoft Word or imported from external files like Microsoft Excel. 6. Screenshot Sometimes, creating reports or manuals for training or procedures will require the integration of a more realistic image of what you are discussing on your report or manual. Nothing can get you a more realistic image than a screenshot. Microsoft Word even provides a snipping tool for your screen shots so you can select and display only the part that you exactly like to capture on your screen. III. Image Placement A. In Line with Text This is the default setting for images that are inserted or integrated in your document. It treats your image like a text font with the bottom side totally aligned with the text line. This setting is usually used when you need to place your image at the beginning of a paragraph. When placed between texts in a paragraph or a sentence, it distorts the overall appearance and arrangement of the texts in the paragraph because it will take up the space it needs vertically, pushing whole lines of texts upward. B. Square This setting allows the image you inserted to be placed anywhere with the paragraph with the text going around the image in a square pattern like frame. C. Tight This is almost the same as the Square setting, but here the text “hug” or conforms to the general shape of the image. This allows you to get a more creative effect on your document. This setting can mostly be achieved if you are using an image that supports transparency like a .GIF or .PNG file. D. Through This setting allows the text on your document to flow even tighter taking the contours and shape of the image. Again, this can be best used with .GIF or .PNG type of image. E. Top and Bottom This setting pushes the texts away vertically to the top and/or the bottom of the image so that the image occupies a whole text line on its own. F. Behind Text This allows your image to be dragged and placed anywhere on your document but with all the texts floating in front of it. It effectively makes your image look like a background. G. In Front of Text As it suggests, this setting allows your image to be placed right on top of the text as if your image was dropped right on it. That means whatever part of the text you placed the image on, it will be covered by the image.

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