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**DESIGN AND PRODUCE TEXT
DOCUMENTS
(WORD 2010)
BSBITU303A**



By

The Software Publications Writing Team



Software Publications

Design and produce text documents (Word 2010)

This book supports BSBITU303A Design and produce text documents in the Business Services Training Package 7.

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Software Publications Writing Team

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Sections

Headers and Footers

Hyphenation

Newsletter Columns


Learning Outcomes

At the end of this section you should be able to -

- Understand the “Sections” concept in Word
- Create sections within a document
- Change vertical alignment, margins, paper size and page orientation
- Insert and edit headers and footers
- Use AutoText entries in headers and footers
- Use manual and automatic hyphenation
- Format text into newsletter columns
- Use newsletter column options
- Use the Highlighter Pen to emphasise text

Sections

A document can be divided into any number of sections and each section can be formatted separately. A section can be as short as a single paragraph or as long as an entire document. Each section ends with a “section break”.

When the Show/Hide button is on  a section break is shown as a double line across the screen with the type of section break described.

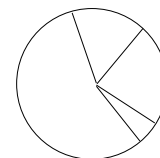
.....Section Break (Next Page).....

Word stores section formatting characteristics in the section break at the end of a section. If the section break is deleted the formats are deleted also.

A new section is created when you want to change the elements in part of a document, e.g.:

- a different paper size, e.g. landscape
- different margins
- different vertical alignment
- the number of newspaper style columns
- the text and formatting of headers and footers
- the format, position and sequence of page numbers

The following illustration (which is continued on the next page) shows section breaks used for altering page settings within a document:

<p style="text-align: center;">Cashflow</p> <p style="text-align: center;">Section Break</p>	<p style="text-align: center;">Cashflow</p> <p>Cashflow the Easy Way to Bank</p> <p>Judith huford jilud faskof dikj dajkd kjlskdkj lkdj sddjds faskdf kdj kdj sddkjlskdj dskdjf kj sddkjlskdj dskdjf dskj dskj dskdj sk</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej s dsk df</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee dff lsdjfdaf fskds fskaf dskkf sddkjfd sddkjfd sddkjfd kfsjdsd sdd</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee dff lsdjfdaf fskds fskaf dskkf sddkjfd sddkjfd sddkjfd kfsjdsd sdd</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej s dsk df</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee dff lsdjfdaf fskds fskaf dskkf sddkjfd sddkjfd sddkjfd kfsjdsd sdd</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej s dsk df</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee dff lsdjfdaf fskds fskaf dskkf sddkjfd sddkjfd sddkjfd kfsjdsd sdd</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Page 1</p>	<p style="text-align: center;">Cashflow</p> <p style="text-align: center;">Section Break</p>	<p style="text-align: center;">Cashflow</p>  <p>Market Share</p> <p>F dsk fdf jdsj dff sddkjfd dskf dskf dskf</p> <p>Dskj sddkjfd dskjfd dskjfd dskjfd dskjfd dskjfd</p> <p>Sddkjfd fgs i jfs dskdf lsdkjfdskjfd</p> <p style="text-align: center;">Section Break</p>
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Section break used to prevent a header/footer appearing on the title page.

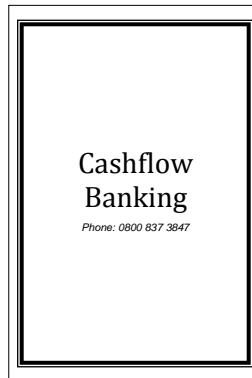
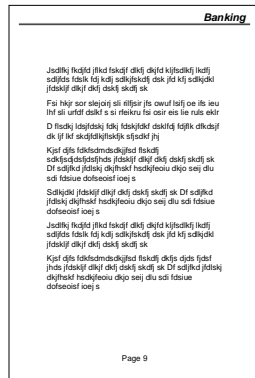
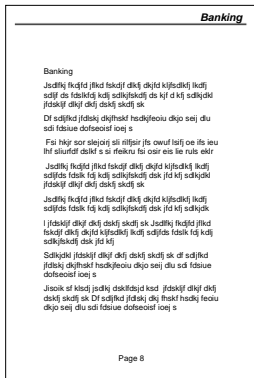
Section break used to change the page setup to Landscape from this point onwards.

Section break used to change the page setup to Portrait from this point onwards.

<p style="text-align: center;">Cashflow</p> <p style="text-align: center;">Section Break</p>	<p style="text-align: center;">Banking</p> <p>Judith huford jilud faskof dikj dajkd kjlskdkj lkdj sddjds faskdf kdj kdj sddkjlskdj dskdjf kj sddkjlskdj dskdjf dskj dskdj sk</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Page 5</p>	<p style="text-align: center;">Banking</p> <p style="text-align: center;">Section Break</p>	<p style="text-align: center;">Banking</p> <p>Judith huford jilud faskof dikj dajkd kjlskdkj lkdj sddjds faskdf kdj kdj sddkjlskdj dskdjf kj sddkjlskdj dskdjf dskj dskdj sk</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Soiuru spodu vmoer snchor sbruse fatur sieurs lfjdi x lieur sil onie faf nesi faur usafj n slei rale raser site riss eris sel dskdf jfsdskjfd fskdske jfsdj fhd</p> <p>Df sddkjfd jdsdkj dskjhdskf hsdkjfeou dkoj seaj du sdi fskoue ddsesofaf loej sddkjlskdj dskdjf dskdjfd fskdske k</p> <p>Dfs le lense jseur jsoawekf sreu fgsllsduru fdkdu rsofou fdfaf jdsj iestjoes fgs ijsafaf jfnoo iesee</p> <p>Fai hkr sor slejafj sli nlfjaf jfs owaf lafj oe its ieu thf skurdf dskf s si rfeiku fa osir eis tie ruls ekr</p> <p>Page 7</p> <p style="text-align: center;">Section Break</p>
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Section break used to change the header to Banking.

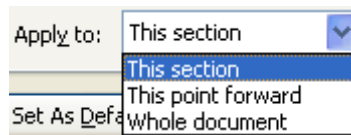
Section break used to change the page margins.



Section Break

Section break used to change margins, remove headers and footers, and insert a page border.

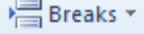
When creating or working with sections, the following options are available:

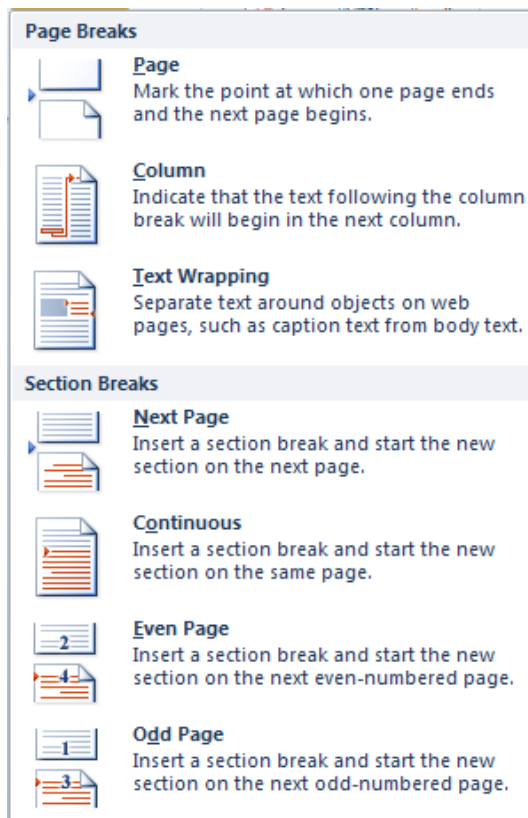


If a document includes different sections, formatting can be applied to just the section you are in (or selected sections), to the whole document or this point forward.

When *This point forward* is selected a section break is inserted automatically, e.g. when a document contains a mixture of portrait and landscape pages.

Section breaks can also be inserted manually from the Page Layout Ribbon.


- 1 With the Page Layout Ribbon displayed, click on  **Breaks**. This will display both page and section breaks.
- 2 Select the type of break required from the menu as shown below.



The Page Setup Dialog Box

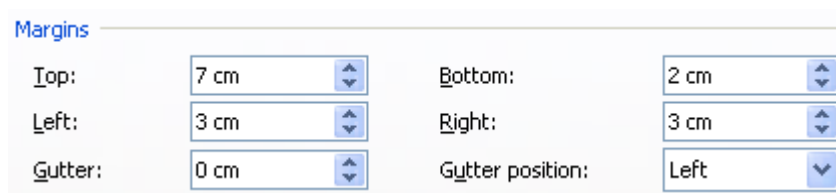
Exercise 68

In this exercise you will type a two page letter. The first page will have an increased top margin setting to allow for a letterhead and the second page is used for information which will be vertically centred on the page.

- 1 In a new document, display the Page Layout Ribbon.
- 2 Click on the Page Setup Dialog box Launcher button  (then click on the Margins tab if not displayed).

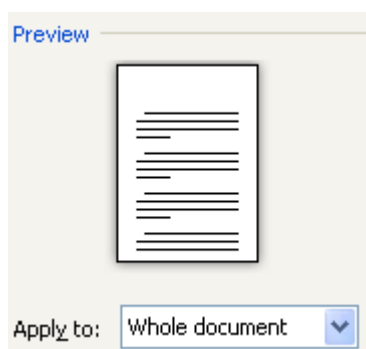
Tip You can double click at the left or right of the ruler to display the Page Setup dialog box.

- 3 Change margins as shown below.



Margins			
Top:	7 cm	Bottom:	2 cm
Left:	3 cm	Right:	3 cm
Gutter:	0 cm	Gutter position:	Left

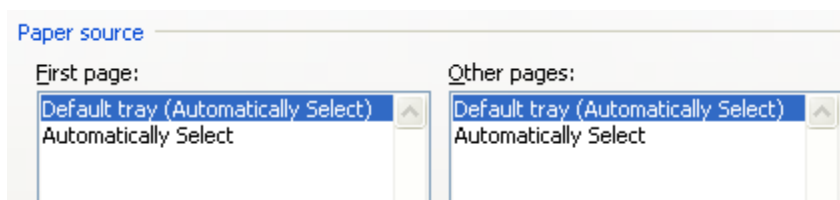
Notice in the Apply to: box that the margins will be changed for your *Whole document*.



Preview

Apply to: Whole document

- 4 Click on the Paper tab. If your printer has more than one paper tray, you can choose which tray the *First page:* comes from and which tray *Other pages:* come from.



Paper source	
First page:	Other pages:
Default tray (Automatically Select) Automatically Select	Default tray (Automatically Select) Automatically Select

- 5 Click on OK.
- 6 Remove all paragraph spacing and change the line spacing to single (single line spacing without paragraph spacing is generally used for letters).
- 7 Type the letter shown on the following page.

Today's date (Alt Shift D)

Mrs Robyn Farrow
35 Rosebank Road
IVANHOE VIC 3079

Dear Mrs Farrow

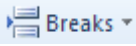



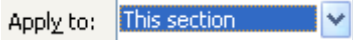

Thank you for your enquiry regarding Nature's Choice products advertised in the Melbourne Women's Weekly magazine.

As requested we are attaching a list of our products which you will notice all contain Aloe Vera. I am sure you will enjoy using these beauty treatments.

Please complete the order form and return it to us. Goods can be purchased by credit card or we can invoice you.

Yours sincerely

Tim Adams
Mgr

- 8 Click on the Breaks button  and select Next Page. This will create a section break and start the new section on the second page.  **Next Page**
Insert a section break and start the new section on the next page.
- 9 Click on  to display hidden symbols. Scroll up to view the section break. Turn off the Show/Hide again.
- 10 Ensure your cursor is positioned in the second page.
- 11 Display the Margins tab of the Page Setup dialog box.
- 12 Change the Top, Bottom, Left and Right margins back to **2.54 cm**.
- 13 Click on the Apply to:  and ensure *This section* is selected.  Apply to: **This section** 
- 14 Click on OK.
- 15 The cursor will be on a new page with the margins returned to 2.54 cm.
- 16 Type the information shown on the next page.
 - Use Calibri font. The body text should be 11 pt and justified.
 - Set an indent where the second column begins OR use a two column table.
 - Leader dot and solid line tabs are used for the last section. (The scissors are inserted from the Symbol button.)
 - Do not use any extra Enters at the top or bottom of your document.

Nature's Choice

Unique products formulated for the Health and Beauty Conscious

Face Masque: This unique beauty treatment formulated with 50% Aloe Vera Gel opens pores with its gently cleansing and astringent action. Leaves the skin feeling refreshed and toned, glowing with good health.
Priced at **\$49.95**

Skin Toning Lotion: The well-known astringent properties of Witch Hazel combined with Aloe Vera, make this an exceptionally effective skin toning and freshening lotion. Use before moisturising and after cleansing.
Priced at **\$69.95**

Cleanser: A gentle and deeply penetrating cleansing lotion which contains 50% Aloe Vera Gel. This lotion leaves your skin radiant and fresh, free of all impurities. Designed for all skin types.
Priced at **\$39.95**

Moisture Cream: Enveloping the skin in dewy moisture this superb cream protects and feeds the tissue with 50% Aloe Vera Gel, Bee Pollen and Vitamins. Perfect as a base for make-up.
Priced at **\$59.95**

Aloe Vera Shampoo: Aloe Vera Shampoo is the natural way to manageable hair, bouncing with good health and shine. Suitable for dry, oily or normal hair.
Priced at **\$29.95**

✂-----

Quantity	Name of Product	Price	Total
.....
.....
.....

Name: _____

Address: _____

Phone (Home): _____


Phone (Work): _____

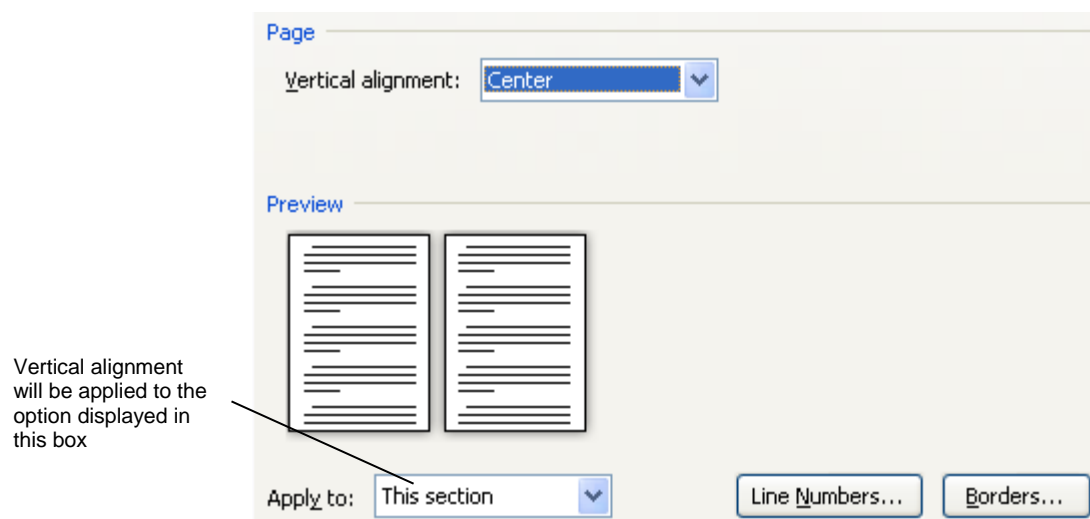
- 17 Now delete the *Moisture Cream* heading and paragraph.
- 18 Save as **Farrow-Nature Choice**. Press Ctrl Home and leave on screen.
- 19 View the document in Print Preview to check that the top margin is increased on the first page to allow for a letterhead.

Vertical Alignment


If a document does not have section breaks any vertical alignment options chosen will apply to the whole document. In the following exercise a section break has been inserted before the second page, therefore the vertical alignment option will only apply to the second page (i.e. the second section).

Exercise 69



- 1 With the **Farrow-Nature Choice** document open, ensure the cursor is positioned in the second page. You will centre text vertically on *this page* only.
- 2 Display the Page Setup dialog box and click on the Layout tab.
- 3 Choose Center from the Vertical alignment:  as shown below.



Because the Apply to: section displays **This section**, vertical centring will only be applied to the section (in this case, the second page) that the cursor is on.

- 4 Click on OK. You will see the second page is centred in the middle of the screen.
- 5 Display Page Setup, Layout tab again and this time choose the Justified option from the Vertical alignment: .
- 6 Click on OK. This option spreads the text evenly between the top and bottom margins.
- 7 Save the document, print and close.

Exercise 70

- 1 Open the file called **Xmas Gifts**.
- 2 Insert a Next page section break at the beginning of the heading **Delivery** at the bottom of the first page by inserting the cursor before this word, clicking on  Breaks  and selecting Next Page.
- 3 Increase the top and bottom margins to 3 cm on the first page only. On the second page only change the top and bottom margins to 2 cm.
- 4 Vertically centre the first page only of this document.
- 5 Print preview, save and close.