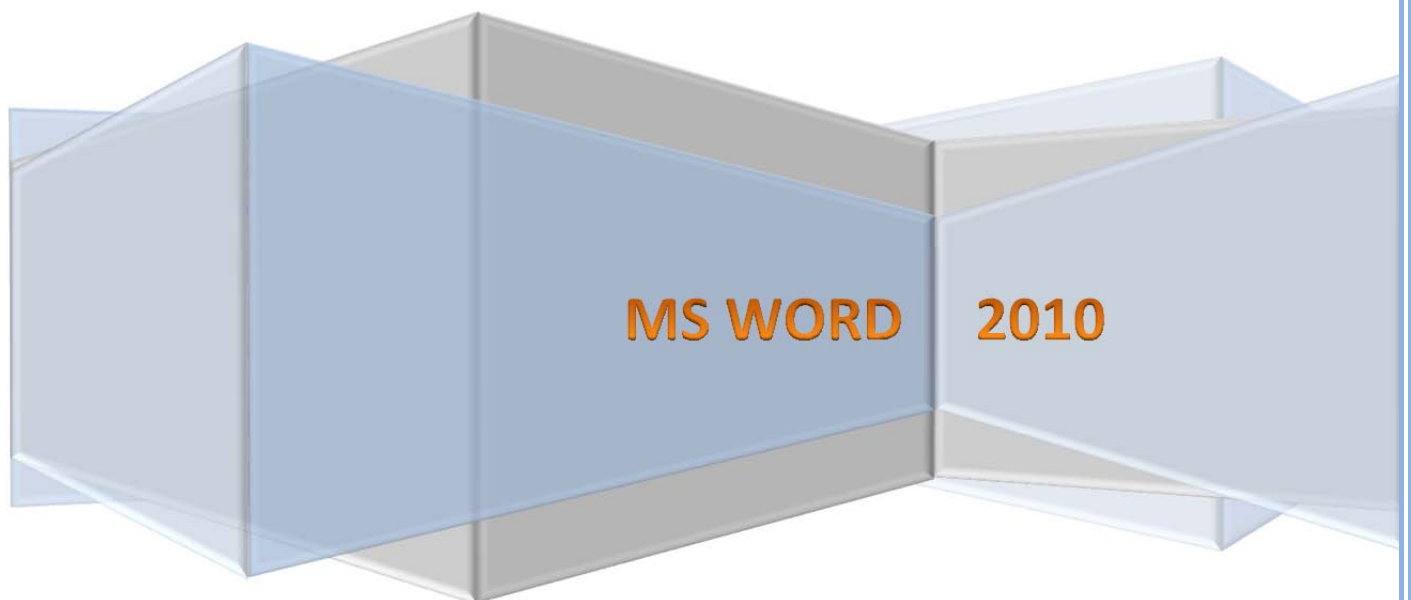




Welcoming Intercultural
Neighbours Inc. (WIN)

INTERMEDIATE COMPUTER COURSE

INDENTS, HYPHENATION AND DROP CAP



Indents

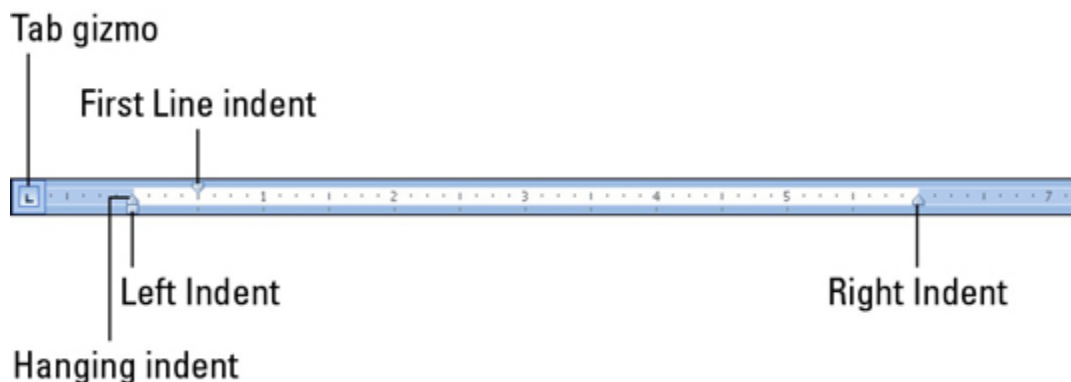
Word provides four types of indents:

- a) first line indent
- b) hanging indent
- c) right indent and
- d) left indent

A graphical way to manipulate a paragraph's indentation and margins is to use the Ruler. The Ruler may be hidden in your copy of Word. To show the Ruler, click the View Ruler button, found atop the vertical (right) scroll bar. Likewise, to hide the Ruler, click the button again.

The Ruler appears on the top of the writing part of the Word window.

In [Print Layout view](#), a vertical ruler also shows up and runs down the left side of the window. (That ruler is just for show.)



The dark gray part of the Ruler (outside ends) is beyond the page margins. The lighter gray part is inside the page margins, and the Ruler measures that space from the left, starting with zero inches.

On the Ruler, you find four gizmos that control paragraph indenting:

- **Downward-pointing triangle:** The paragraph's first line can be set independently of the left margin by dragging the First Line Indent to the left or right.
- **Upward-pointing triangle on right:** To adjust a paragraph's right margin, grab the Right Indent guy on the ruler and drag him to the right or left.
- **Upward-pointing triangle on left:** To adjust the paragraph's left margin, grab the Left Indent thing on the Ruler and slide it to the left or right. Note that this gizmo moves both the Hanging Indent and First Line Indent guys together.
- **Block:** The Tab gizmo is used to set the various tab stops used in Word.

Note: The Ruler measures from the page's left margin, not from the left edge of the page. (The page's left margin is set when you format a page of text.) The Ruler works fine for visually setting indents, but when you need to be precise, use the Paragraph dialog box (click the Dialog Box Launcher button in the lower-right corner of the Home tab's Paragraph group).

How to Indent the First Line of a Paragraph

1. Click the Dialog Box Launcher button, found in the lower-right corner of the paragraph group under Page Layout. The Paragraph dialog box appears.



2. In the Indentation area's Special drop-down list, select First Line. To remove the first-line indent from a paragraph, select (None) from the drop-down list.
3. (Optional) Enter an amount in the By text box. Unless you've messed with the settings, the box should automatically say 0.5", which means that Word automatically indents the first line of every paragraph a half-inch — one tab stop. Type another value if you want your indents to be more or less outrageous. (Items are measured here in inches, not in points.)
4. Click OK. The selected block, or the current paragraph (and the remaining paragraphs you type), automatically has an indented first line.

How to Indent an Entire Paragraph

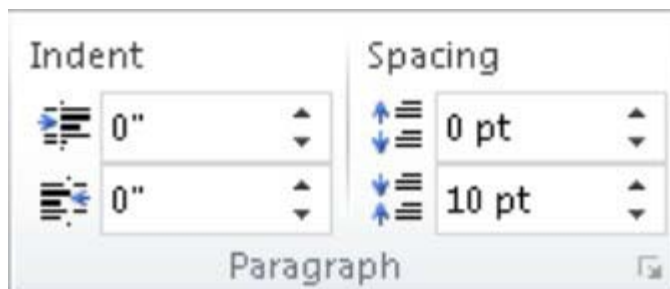
Just as you can indent the first line of a paragraph, you can indent every line of a paragraph. To indent an entire paragraph, you move the paragraph's left margin over to the right a notch. Each time you use the Increase Indent command, the paragraph's left edge hops over one tab stop (typically, one half-inch). To undo this and shuffle the paragraph back to the left, use the Decrease Indent command:

- **To indent a paragraph one tab stop from the left:** Click the Increase Indent command button in the Home tab's Paragraph group or press Ctrl+M.

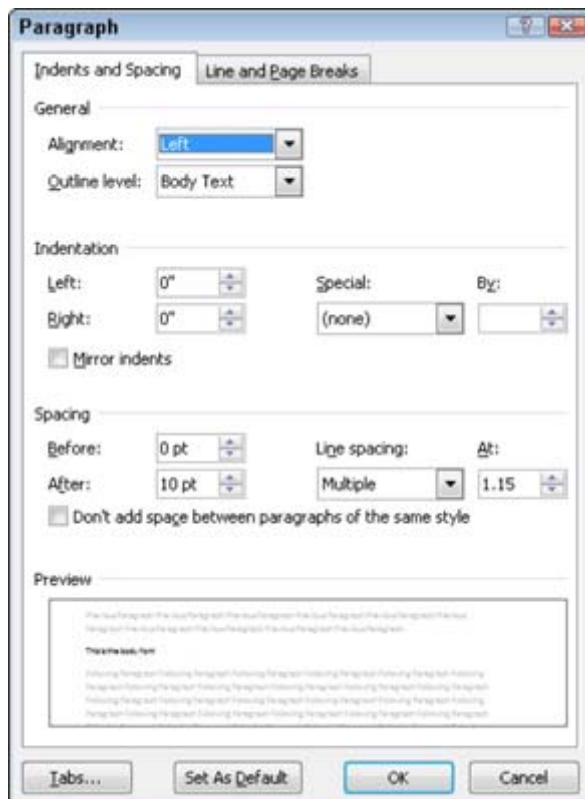
- **To unindent an indented paragraph:** Click the Decrease Indent command button in the Home tab's Paragraph group or press Ctrl+Shift+M.

When you want to get specific, you can set the left and right indents for a paragraph by using the Page Layout tab's Paragraph group:

- The Left item sets the indentation for the paragraph's left edge.
- The Right item sets the indentation for the paragraph's right edge.
- To undo any paragraph indenting, set both Left and Right indent values to zero.



Note: Click the Dialog Box Launcher button, found in the lower-right corner of the Paragraph group, to open the Paragraph dialog box. Select the Mirror Indents check box to set the inside (toward the fold between the pages) and outside (toward the edges) margins so that an indented paragraph on one page mirrors the paragraph on the opposite page.



Exercise 1

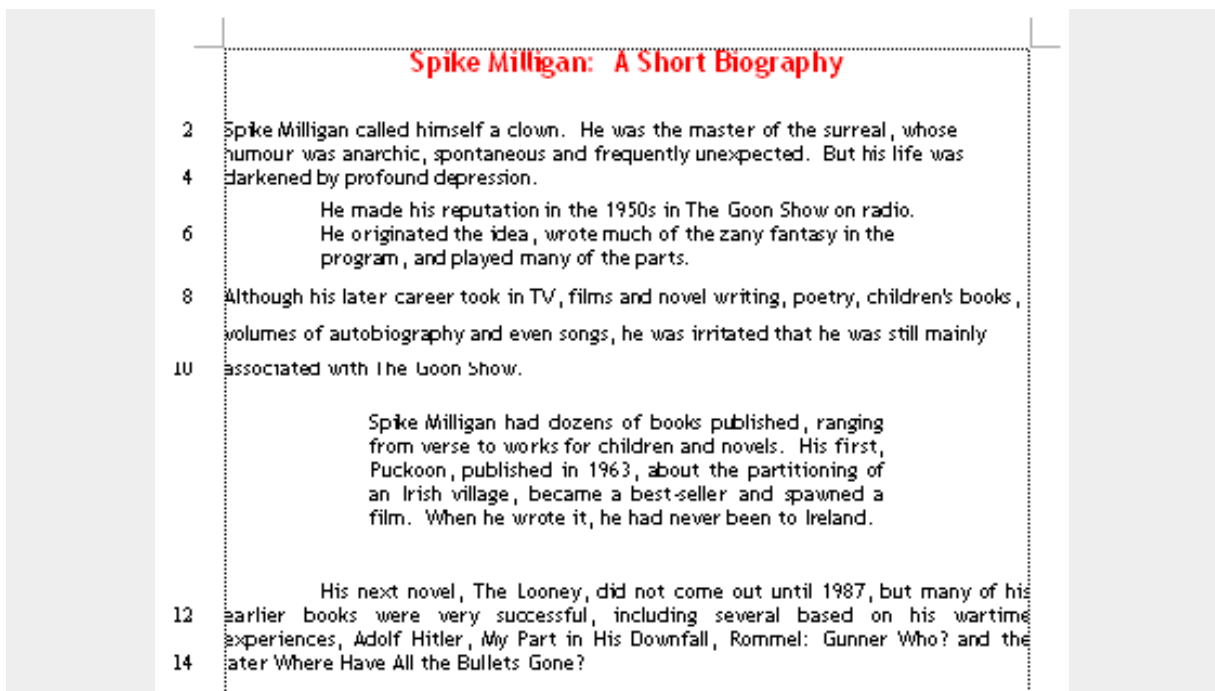
Open the document called: **Spike Milligan.docx**

Using the example on the next page to help you, make the following changes to each paragraph:

- Title: Centred and 24pt after paragraph spacing
- 1st paragraph: Left aligned
- 2nd paragraph: 2cm left and right indents
- 3rd paragraph: 1½ line spacing
- 4th paragraph: Justified, 3cm left and right indents
- 5th paragraph: Justified, first-line indent of 2cm and before paragraph spacing of 24pt

Add line numbering to the whole document, numbering every 2 lines. Suppress the line numbering on the 4th paragraph.

Your document should now look something like this:



Exercise 2

On a new document, create the following paragraphs using hanging indents.

<u>TV Soaps</u>	
Coronation Street	Revolves around all the families living in one street in Wetherfield, Yorkshire. Commonly set in the local pub “The Rover’s Return”, the local clothes factory and a garage.
Eastenders	Set in the Albert Square in the East end of London. Features the pub “The Queen Victoria”, a café, the local street market and a launderette.
Emmerdale Farm	Set in the Yorkshire Dales and follows the fortunes of local farmers

Save the document with the name: **TV Soaps - hanging indents**

Print the document (if possible) and then close it.

Applying Hyphenation To Text

If a word is too long to fit on the end of a line, Microsoft Word moves the word to the beginning of the next line instead of hyphenating it. However, you can use the hyphenation feature to insert hyphens to eliminate gaps in justified text or to maintain even line lengths in narrow columns. You can insert an individual optional hyphen or an individual nonbreaking hyphen, or you can let Word hyphenate all or part of a document for you.

Optional hyphen A hyphen that's used to control where a word or phrase breaks if it falls at the end of a line. For example, you can specify that the word "nonprinting" breaks as "non-printing" rather than "nonprint-ing."

Nonbreaking hyphen A hyphen that's used to prevent a hyphenated word, number, or phrase from breaking if it falls at the end of a line. For example, you can prevent 555-0123 from breaking; instead, the entire item moves to the beginning of the next line.

Automatic Hyphenation

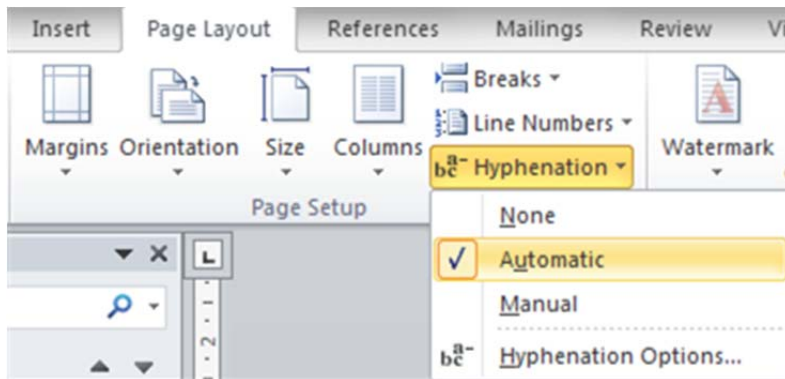
The Hyphenation feature is located on the Page Layout Ribbon, in the Page Setup group, and insert optional hyphens at the end of lines where necessary. Hyphens will be removed if more (or less) text is inserted at a later time. This feature can be used after typing or when opening a document, and can be automatic or manual.

The raggedness of line endings can be controlled by changing the Hyphenation Zone measurement in the Hyphenation dialog box. The Hyphenation Zone is the maximum space allowed between a word and right margin before a hyphen is inserted.

You can use the hyphenation function to create a document with a professional, neat appearance. Hyphenation helps you to eliminate unwanted gaps in the text. Hyphenation also creates more even rows in narrow columns.

This is what you do:

1. Click the Page Layout tab.
2. Click Hyphenation in the Page Setup sub-tab2. Click **Hyphenation** in the **Page Setup** sub-tab



Select Automatic to automatically insert hyphens where they are needed.

To Remove Automatic Hyphens

1. Ensure the cursor is at the top of the document.
2. Click on the Hyphenation button and select None. All the hyphens inserted automatically will be removed from the document.

Manual Hyphenation and Changing the Hyphenation Zone

1. Click on Hyphenation and select Hyphenation Options
2. Change the Hyphenation zone: to 0.5 cm. This will insert more hyphens into the document.
3. Click on the Manual button.
4. At each hyphenation occurrence, click on the Yes button to confirm, or the No button not to hyphenate. The hyphen can be moved within the dialog box with the cursor keys, or by clicking with the mouse.
5. Click OK

Displaying and Hiding Nonprinting Characters

Remember you can check tab stops, hard page breaks or returns, or extra or missing spaces between words by displaying nonprinting characters.

On the Home tab, in the Paragraph group, click the Show/Hide button ¶.

→ An arrow indicates a tab.

- Indicates a space between words.

¶ Indicates a hard return.

Exercise 3

1. In a blank document, change the left and right margins to 5.5 cm and change the font to Times New Roman 12 pt.
2. Click on the Show/Hide button to display non-printing symbols. Turn it off when you want to see the effect of the change made.

Ordinary Hyphen

1. Type the following sentence with an ordinary (manual) hyphen.
Professional architects are required to be extremely Open-
minded in their consideration of problems.
2. Delete the word *extremely* and the word *open-minded* is still hyphenated.

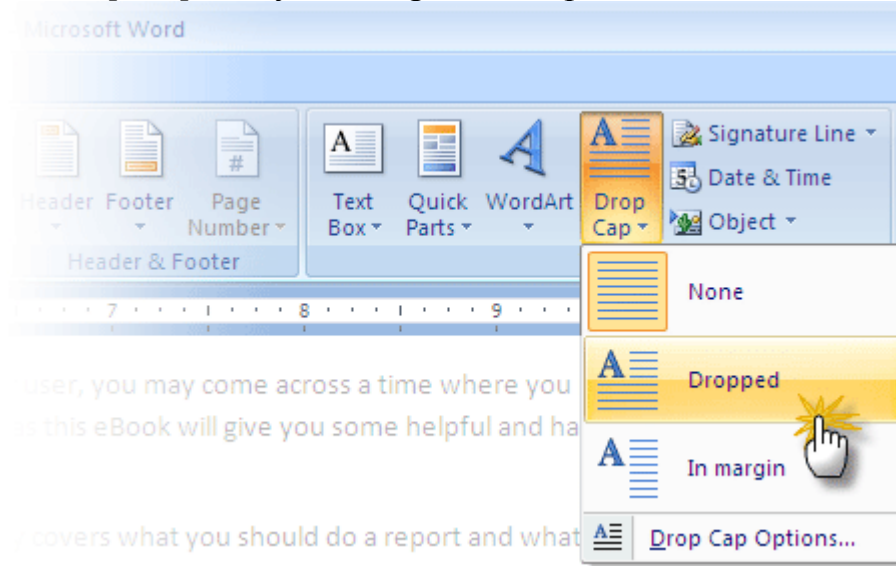
A Drop Cap

A drop cap is the first letter of a paragraph that's of a much bigger size than the rest that follow. The letter formatting is such that the letter “~drops down’ to cover the few lines following the first one. Drop caps have been extensively used, from the early days of printing to the advent of web publishing.

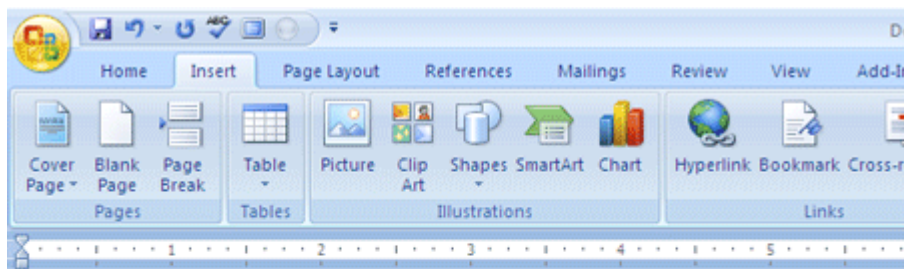
Add A Text Drop Cap In A Word Document

MS Word 2007 comes with a Drop Cap button that makes inserting a drop a 2 click process.

Click anywhere on the paragraph or block of text which you want to begin with the drop cap. On the *Ribbon*, select the *Insert* Tab. From the *Text* group, click on *Drop Cap* and you will get three options to choose from.



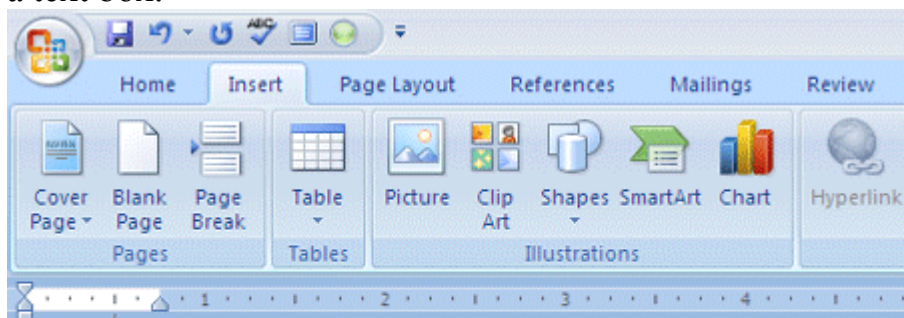
For *Dropped* and *In Margin*, the drop cap “~drops’ by three lines as a default.



Whether you are a student, office working, part time Blogger, stay at home mum or you think you will never have to, but you are a regular Microsoft Office Word user, Microsoft Word 2007 that you might not be aware of. This eBook is intended to be a report and what you should not do in a professional report. In my view, Microsoft Word 2007 features, everything is easy to find and you can create extremely good looking documents.

In my view, Microsoft Word 2007 has to be the best word processing software on the market for good looking documents. When you finish reading this eBook, it is hoped that you have learnt document presentation.

The default drop of three lines can be changed by clicking on *Drop Cap Options* and entering new figures. You can also tweak the *Distance from text* that adjoins it. The first letter that turns into a drop cap is positioned within a text box.

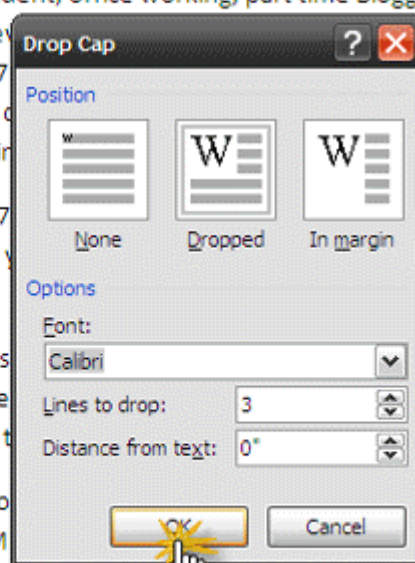


Whether you are a student, office working, part time Blogger, stay at home mum or you think you will never have to, but you are a regular Microsoft Office Word user, Microsoft Word 2007 that you might not be aware of. This eBook is intended to be a report and what you should not do in a professional report. In my view, Microsoft Word 2007 features, everything is easy to find and you can create extremely good looking documents.

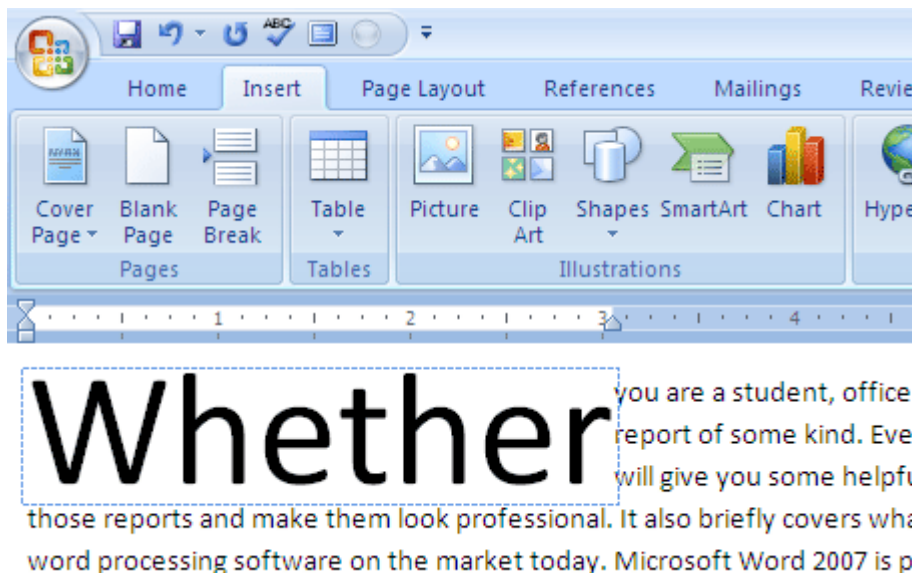
In my view, Microsoft Word 2007 has to be the best word processing software on the market for good looking documents. When you finish reading this eBook, it is hoped that you have learnt document presentation.

In the workplace, presentation is important. The one that was presented nicely is free; however, there is a 60 day trial.

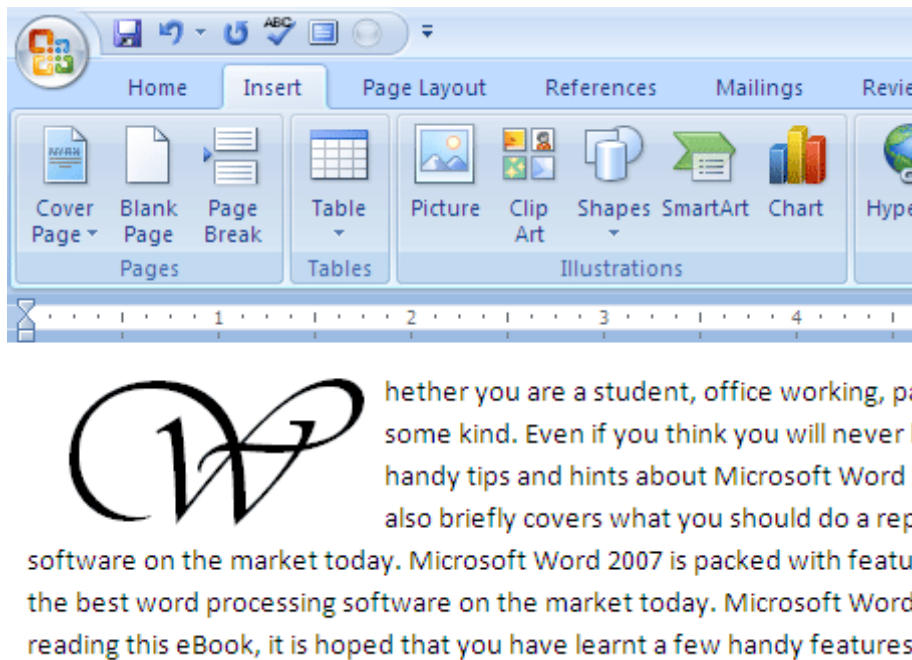
Alternatively you may want to consider Free Office Suites that are not Microsoft Office, (http://www.openoffice.org/)



You can also use more than one letter for your drop cap. Place your cursor beside the drop cap letter and type the next letters. But that doesn't look so good.



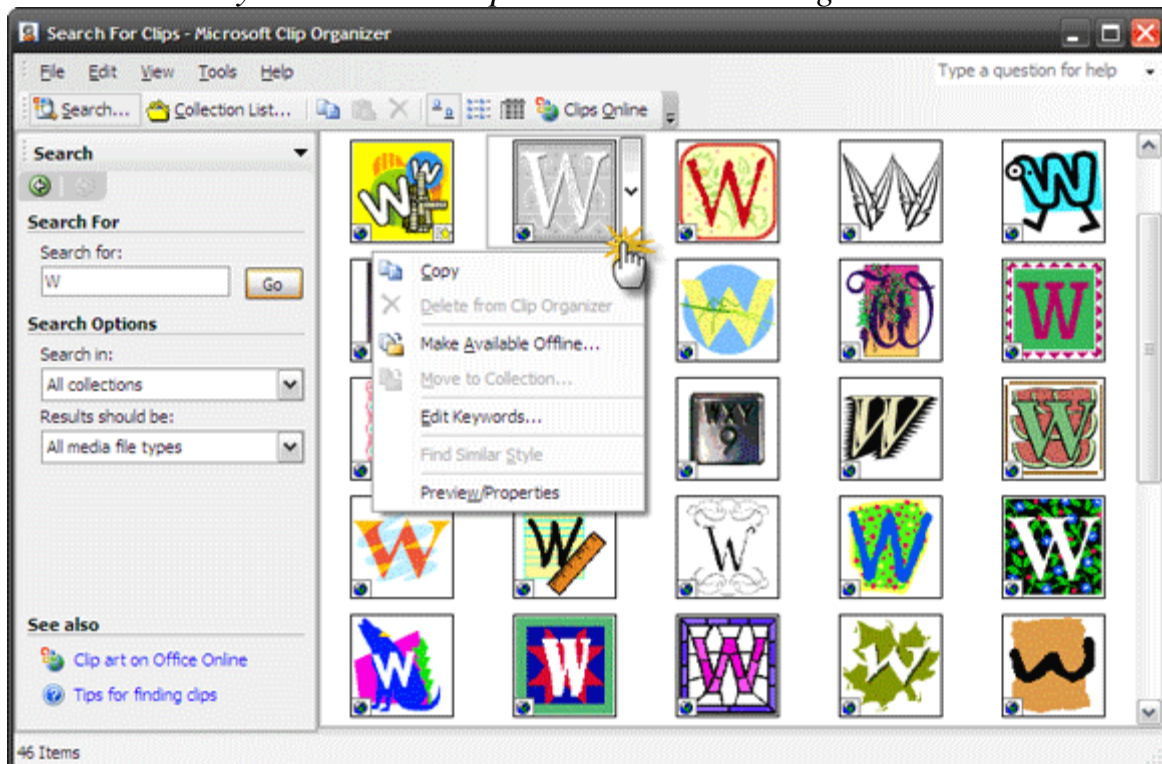
Drop caps can be visually enhanced by using elegant fonts. For instance, *Vivaldi* or *Old English Text*, both should be on your system's list of installed fonts.



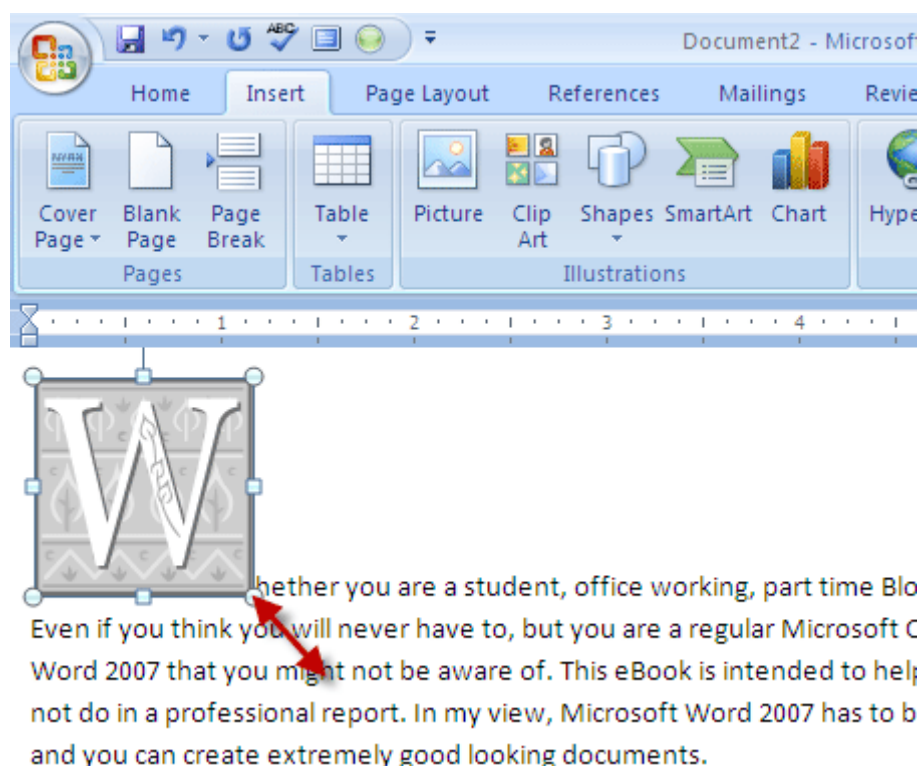
Add An Image As A Drop Cap In A Word Document

Small image files can also be embedded as drop caps. They are visually more striking than text drop caps because they bring a more intricate and colorful look. You can make your own graphic file or use the ones that are readily available with Microsoft.

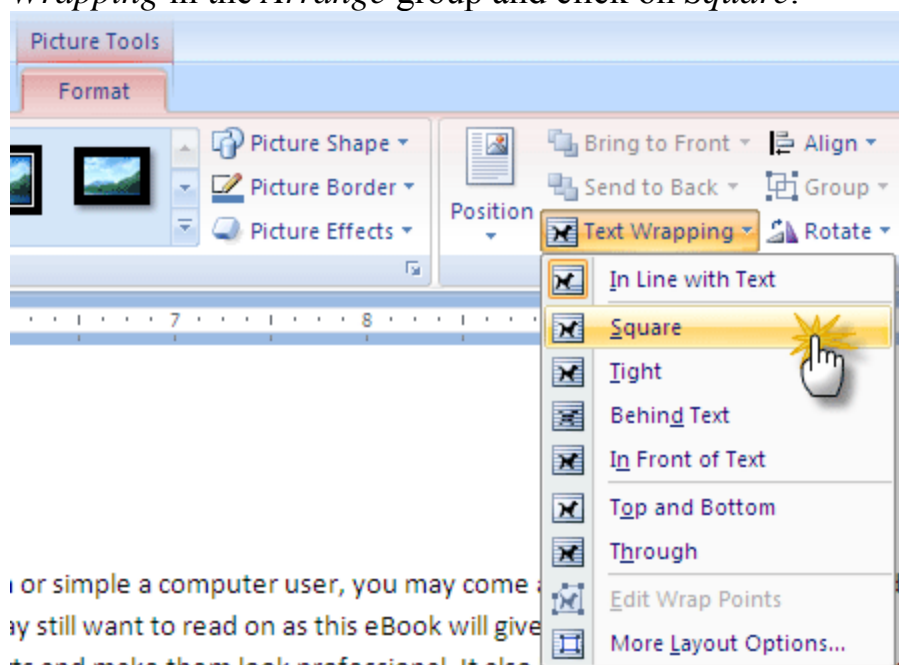
Office Online has a good collection of letter cliparts. You can go straight from the *Clip Art* panel by clicking on the *Organize Clips* link. You can search the Clip Art gallery with keywords like letters or alphabets. For instance, type in “W” when you are searching the letter W. Most of the single letter clip arts are located under *Symbols* in the *Clip Art and Media Categories*.



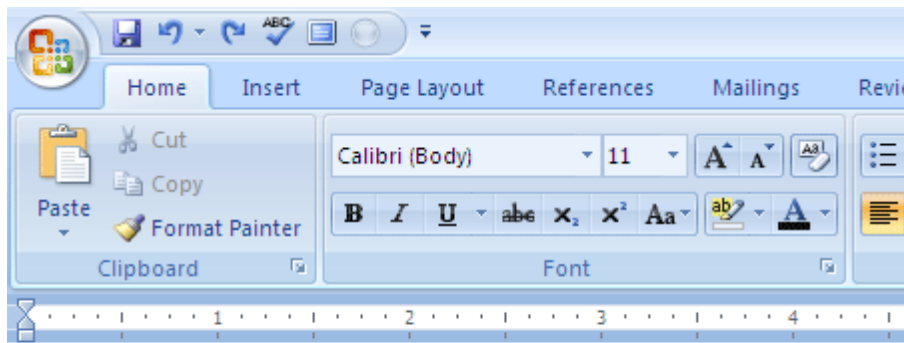
Drag the chosen clip art from the *Clip Organizer* to the drop cap location in your document. Drag the corner handles to resize the letter around the surrounding text. Keeping the SHIFT key pressed while dragging the handles, maintains the proportion of the letter.



MS Word's wrapping commands now come into the picture. Select the clip art letter, and then click *Format* on the *Picture Tools* menu. Select *Text Wrapping* in the *Arrange* group and click on *Square*.



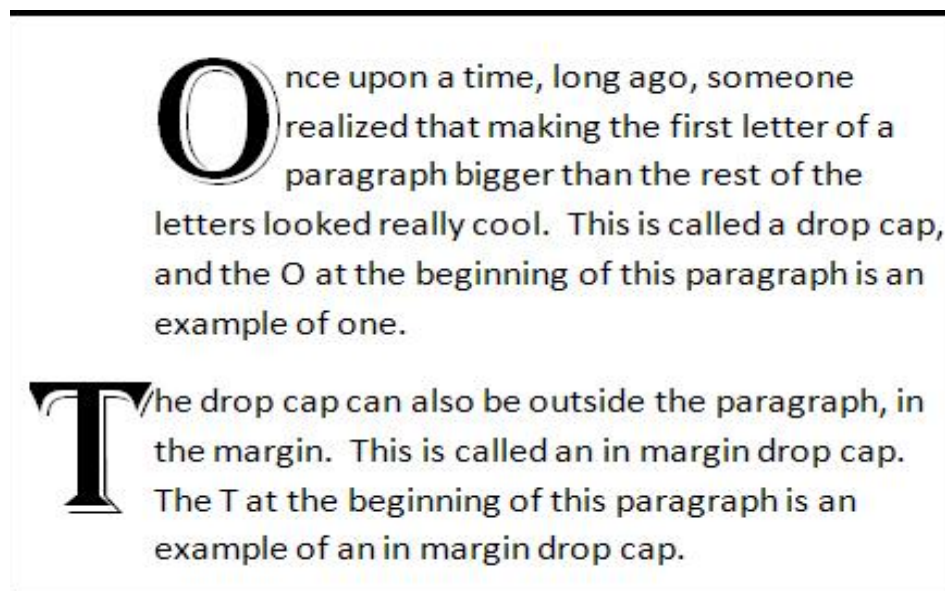
You can do the same by right clicking the image and choosing the option under *Text Wrapping*. You can also tweak the look slightly by horizontally aligning it to the text (*Text Wrapping* “*More Layout Options*”).



Whether you are a student, office working, part time B
Even if you think you will never have to, but you are :
about Microsoft Word 2007 that you might not be aw
should do a report and what you should not do in a p
Word 2007 is packed with features, everything is eas
processing software on the market today. Microsoft Word 2007 is packed
eBook, it is hoped that you have learnt a few handy features that you ma

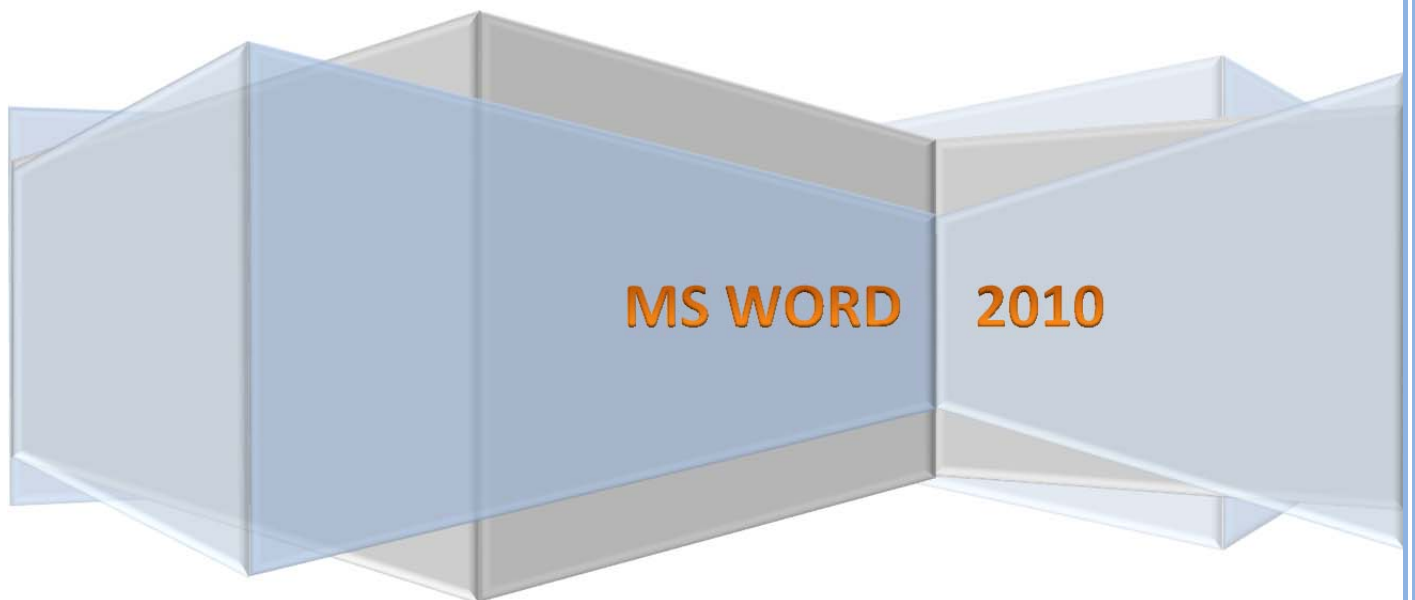
Exercise 4

1. Open a New document and type the following text.
2. Use Drop Cap to get the output as follows:



3. Save the file as **Drop Cap**.

UNIT II: SECTIONS, MARGINS, HEADERS AND FOOTERS



Sections

Section breaks in Microsoft Word 2010 can be a godsend if you need to perform any of the following tasks:

- use page numbering that starts at 1 for each section of your document (for example, different chapters in the same document).
- display text in two columns for only a portion of your document and then return to the default one column afterwards.
- display different header and footer information for different parts of your document.

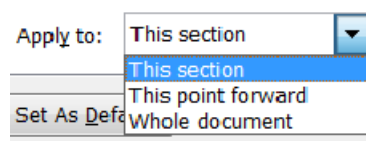
Section breaks divide a document up into different sections, thus allowing you to apply different formatting or layout options to those sections.

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.

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.

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



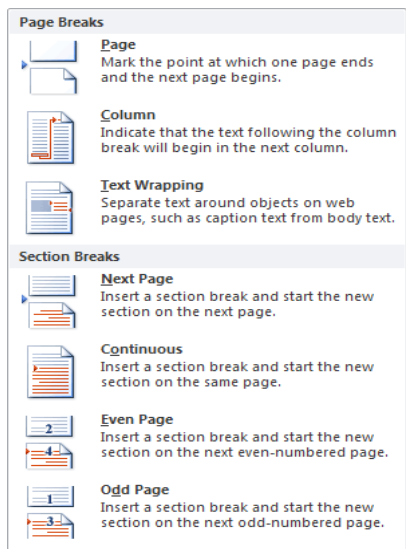
If a document includes different sections, formatting can be applied to just the section you are in(selected sections), to the whole document or this point forward.

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.

To Insert A Section Break

To insert a section break in your document, click **Page Layout > Page Setup > Breaks**.

The following panel is split up into page breaks and section breaks.



There are several kind of section breaks we can insert, and a description of each follows.

- **Next Page Section Break**

The Next Page section break starts a new page and starts the new section on the new page. This section break is useful when you want to start new chapters in your document.

- **Continuous Section Break**

A Continuous Section Break doesn't start a new page so you can actually have several breaks on the same page. You would use a continuous break if you wanted different kinds of formatting on the same page, for example one section of the page displaying in two columns and the rest in one.

- **Even Or Odd Page Section Break**

Inserting an Even or Odd Page Section break inserts the section break and then starts the new section on the next odd or even numbered page. Those people wanting their new chapters to always start on an odd or even page should use this option.

In addition to inserting section breaks where you need them as you are typing your document, you can also select text and insert section breaks *around* that text. The method is the same, and you use the same options on the section break menu.

Deleting A Section Break

When you delete a section break, the text preceding the break adopts the formatting of the section that followed the break. Note that you can't see section breaks in the default Print Layout view. To see section breaks, it's a good idea

to switch to Draft view by clicking **View > Document Views > Draft**. This view shows section breaks as double dotted lines and displays the type of section break present.

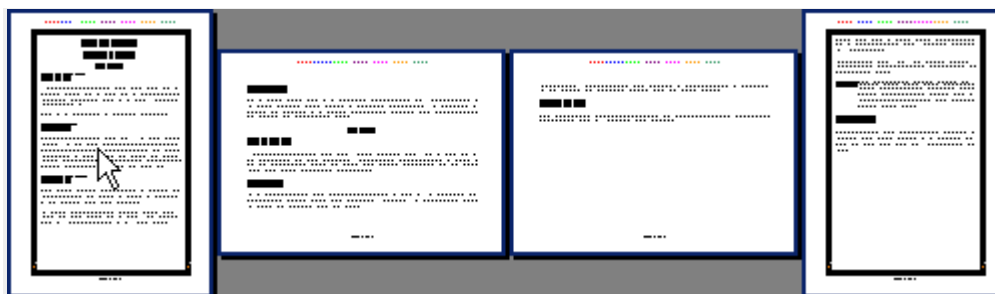
To delete a section break, click on the double dotted line and then press the delete key.

Exercise 1: Sections - simple orientation and margin changes

Open the file called: **Wise Owl Holidays with Page Border.docx**

Insert section breaks so that the 2nd page can be printed landscape without the page border, but still with the header and footer.

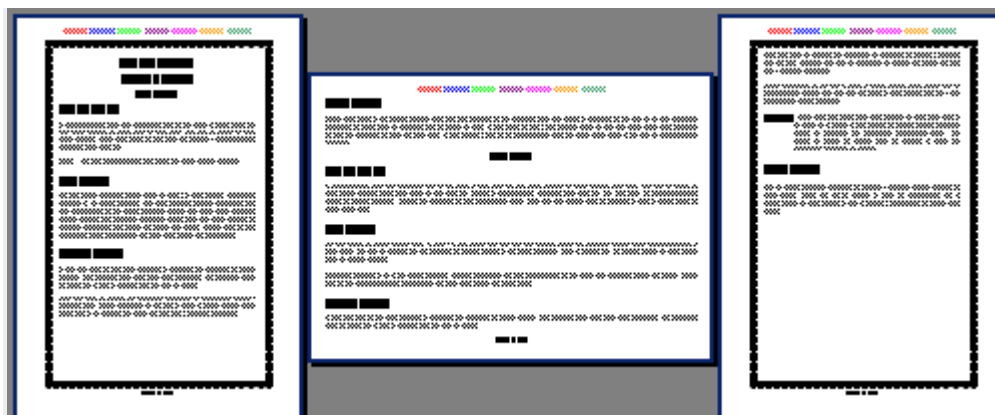
Your document should look something like this in print preview:



Not as much fits on a landscape page so section 2 is actually 2 pages now.

Save the file with the new name: **Wise Owl Holidays with Sections**

Reduce all the margins so that the extra text on page 3 (that is still in section 2) fits onto page 2. Your document should now look something like this:



Section 2 is now just one page.

Re-save the file with the same name. Print the new 3-page document and then close it.

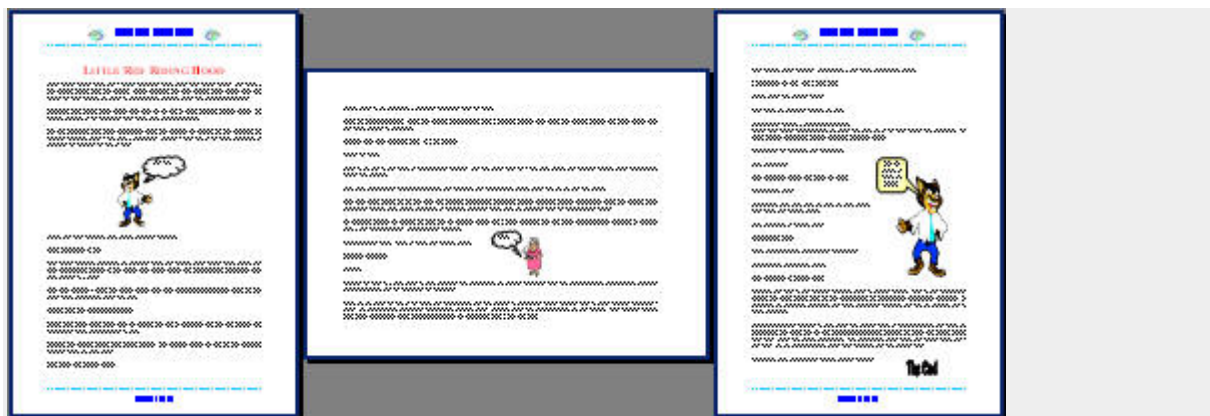
Exercise 2: Sections - orientations and breaking link

Open the file called: **Wise Owl Story time with headers and footers.docx**

Insert section breaks so that page 2 is landscape, whilst the rest of the document remains as portrait.

Remove the header and footer from section 2 without removing any other headers or footers (break the links first!).

Your document should now look something like this in print preview:



Page 2 (section 2) is landscape and has no header or footer.

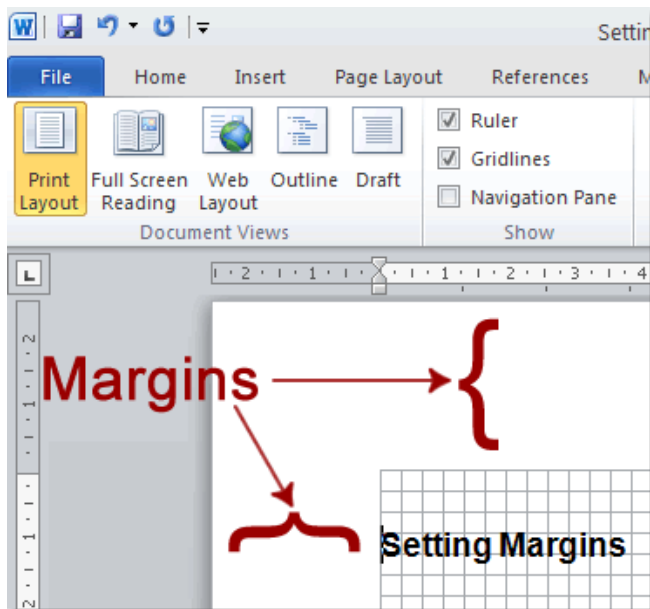
Save the file with the new name: **Red Riding Hood with Section Breaks**

Print the document (if possible) and then close it.

Margins

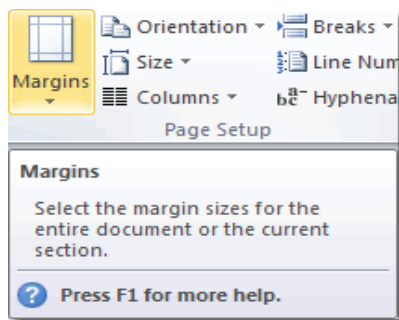
Page margins control the amount of blank space around the edges of the page in your Microsoft Word 2010 document. Although they are usually left blank, they can actually contain items such as headers, footers and page numbers. You can get an idea of how big your margins are because as your document grows, you will be able to see the white space around the edges.

However, if your document has nothing yet in it, you can see the margins more clearly by displaying the ruler or gridlines. Click **View > Show > Ruler**, and the ruler will appear along the top and left edges of your workspace. The ruler shows where the margins are set. Alternatively, if you click **View > Show > Gridlines**, the grid will show you where your content ends and your margins start.

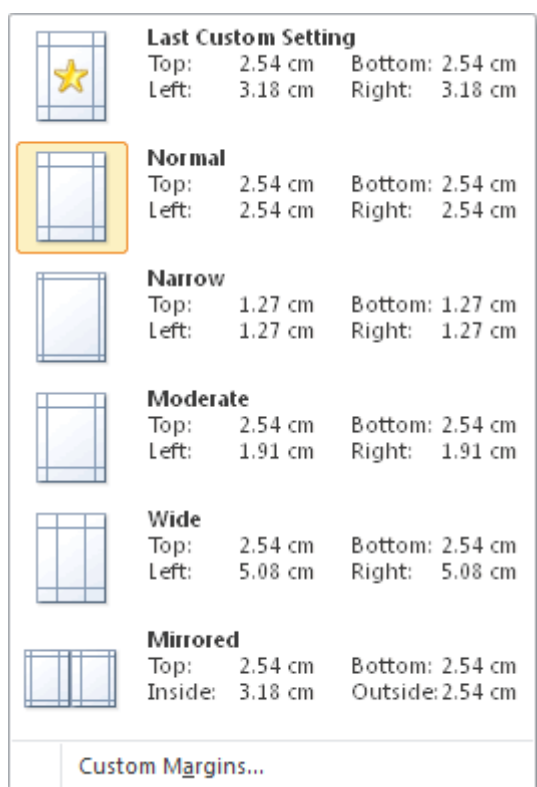


Changing Margins In Word

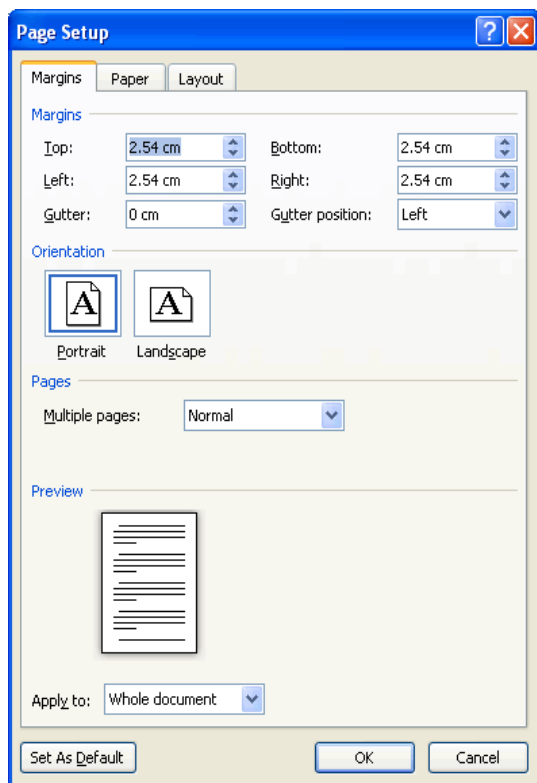
To change the width of the margins in your document, click **Page Layout > Page Setup > Margins**.



The panel that opens displays several standard settings for margins. Select the one you need, or click Custom Margins to define your own margin widths.

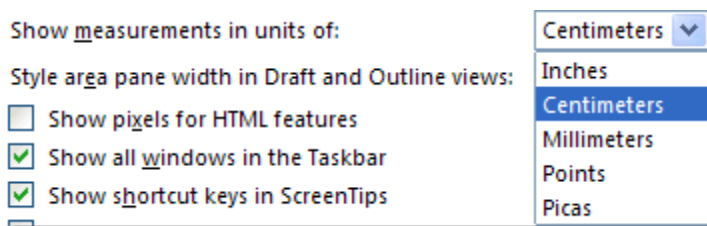


When you select Custom Margins, the Page Setup window opens.



At the top of the window you can see the settings for the top, left, bottom and right margins. You can type in the exact width you need, or you can click and hold on the top and down arrows to the right of the input boxes.

As you can see in the image above, the measurements when I do this are in centimetres (cm). This is because I have centimetres as my default unit in Word. If you want to change your default unit, click the File tab > Options > Advanced and scroll about halfway down. Change the *Show measurements in units of* drop down list to be the one you need.



Gutter Margins In Word

You can use a gutter margin to add extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding.

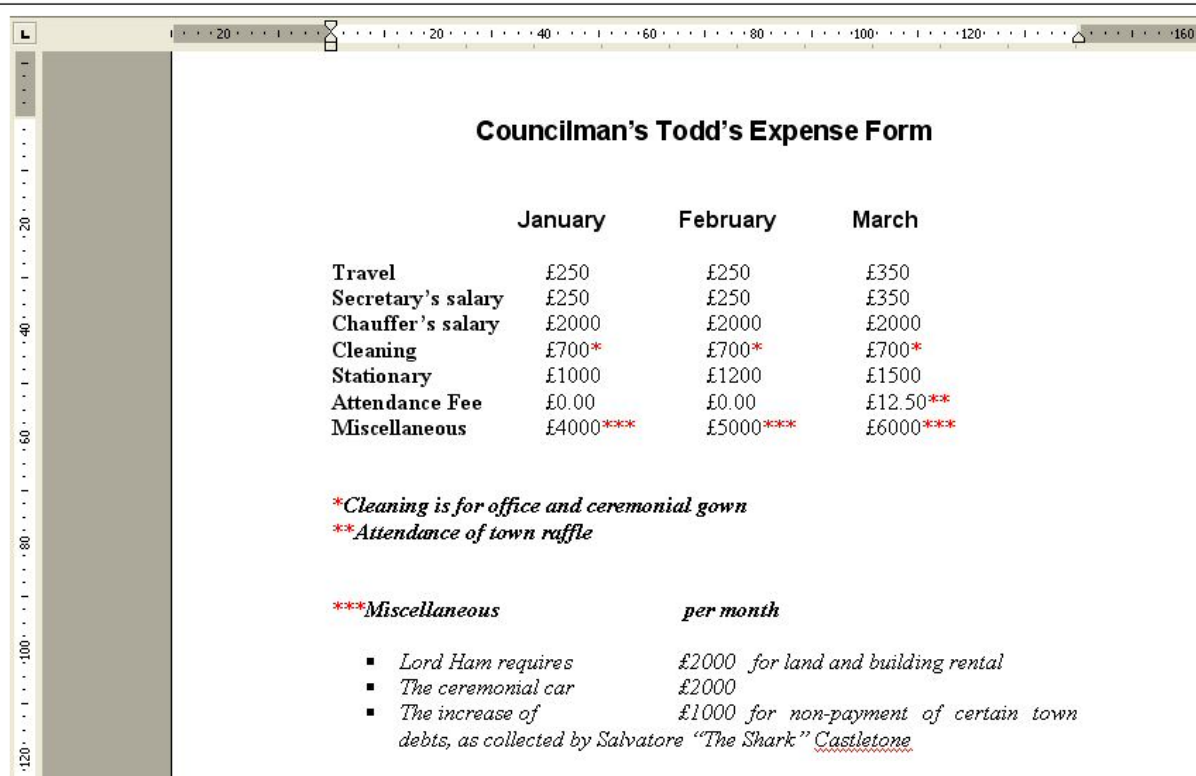
Exercise 3

Councilman Todd has sent his chauffer to your house. The chauffer hands you a rather scruffy document. It is the Councilman's expense form. The chauffer tells you that Councilman Todd wants the look of the document improved. Or else.

You don't quite know what he means by "or else", but you decide not to incur Councilman's Todd's wrath anyway. You'll do it. The document currently looks like this: use **ExpensesForm** file.

For this exercise, improve the look of Councilman Todd's Expense form, so that it looks as neat as the finished version of Constable Tucker's Crime Statistics.

Your finished version might look like this:



	January	February	March
Travel	£250	£250	£350
Secretary's salary	£250	£250	£350
Chauffer's salary	£2000	£2000	£2000
Cleaning	£700*	£700*	£700*
Stationary	£1000	£1200	£1500
Attendance Fee	£0.00	£0.00	£12.50**
Miscellaneous	£4000***	£5000***	£6000***

*Cleaning is for office and ceremonial gown
 **Attendance of town ruffle

***Miscellaneous *per month*

- Lord Ham requires £2000 for land and building rental
- The ceremonial car £2000
- The increase of £1000 for non-payment of certain town debts, as collected by Salvatore "The Shark" Castletone

Your finished document should include the following: Bold text, italics, Bullets, Tabs, Change of font and font size, centre alignment.

Exercise 4

1. In a new document display the Page Setup dialog box and click on the Paper tab.
2. Click on the Paper size to display a list of paper sizes. Select A5. If A5 is not shown, use the custom size options as follows:
 - a. Scroll down and choose the Custom size option.
 - b. Select the measurement in the Width box and type 14.8, press the Tab key and in the Height box type 21.
3. Click on the Margins tab. Change margins to:
Top: 4 cm
Bottom: 2 cm
Left and Right: 3 cm
Ensure the Portrait option is selected.
4. Click on OK.
5. Type the following Letter with correct layout using Calibri 11 pt. Remove all paragraph spacing and ensure line spacing is set to single.

(date)

To: Mrs. Dorothy, 12 Street,

Thank you for your letter of 10th September requesting a copy of the Microwave Chocolate cake recipe which was featured on our “Alive and Cooking” show last week.

We are enclosing a copy of this recipe for you, and I am sure it will become one of your favourite recipes.

Yours sincerely,

Ellen, Editor

6. At the end of the document display the Page Setup, Margin tab and click on the Landscape option. (The Width and Height options will change on the Paper Tab.)
7. Click on the Apply to and choose *This point forward* to insert a section break in your document.
8. Click on OK and type the following recipe. (Note: Type 1 space $\frac{3}{4}$ space which will display 1 $\frac{3}{4}$. The extra space can then be deleted.

Microwave Choclote Cake

1 $\frac{3}{4}$ self raising flour	$\frac{1}{2}$ teaspoon baking soda
$\frac{1}{4}$ tea spoon salt	3 tablespoon cocoa
1 $\frac{1}{4}$ cups sugar	1 cup milk
$\frac{1}{2}$ cup oil	2 eggs lightly beaten

- 1 Sift Flour and cocoa. Add sugar.
- 2 Stir in milk and oil and mix well. Add beaten egg
- 3 Pour into large bowl
- 4 Stand before baking on High for 9 minutes.

This cake can also be split into layers and filled with cream.

9. Vertically justify the recipe.
10. With the cursor on the second page click on the Borders button and select Borders Shading, Page Border tab.
11. Choose 1 $\frac{1}{2}$ pt Width and ensure that the Apply to: box displays *This section*.
12. From the Setting: section click on Shadow.
13. Click on OK. The border will be applied to the second page only.
14. Print preview the document and adjust the left and right margins on the ruler, and/or the settings, to centre the recipe horizontally.
15. Save as Lyons-Choc Cake and close.

Headers and Footers

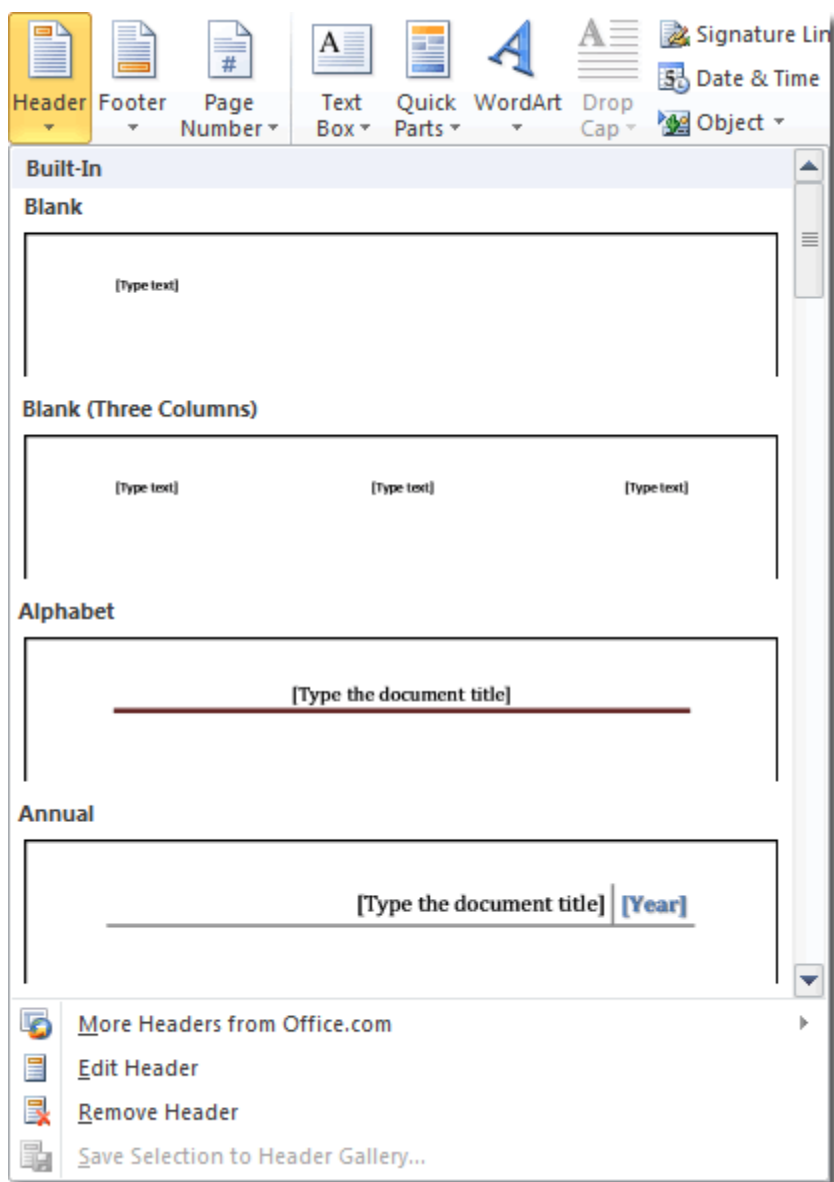
A **header** is text that appears at the top of every page. It's contained in a special, roped-off part of the page where you can place special text.

A **footer** is text that appears at the bottom of every page. Like the header, it has its own, special area and contains special text. You can use a header, a footer, or both.

Insert A Header

To insert a header in your Word document,

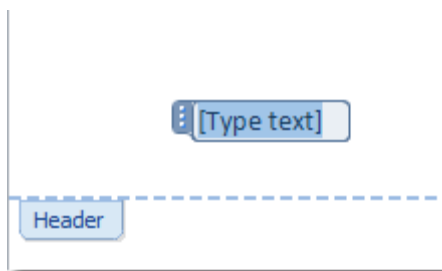
Click **Insert > Header & Footer > Header**



Click to enlarge

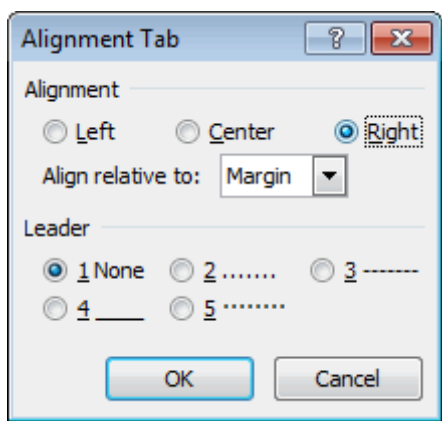
In the panel that opens, you can see a gallery of built in headers that you can choose. The different headers available give different layouts for the text and other elements you need to display in the header. You can also insert a blank header and format it yourself manually. We'll use a blank header for our example.

The blank header should appear at the top of the list, so click on that to insert it. A header will appear with a default text box that you can start typing in. You will also see the *Header & Footer Tools* tab appear in the ribbon.



In our example, we're going to display the document name in the header, so type "Document: " in the box. We're not going to type out the document name ourselves. Instead, we'll let Word do that by inserting a field. On the *Header & Footer Tools* tab, click **Insert > Quick Parts > Field**, and then select FileName and click OK. Leaving the Format selection as *none* ensures that the capitalisation used in the document name is used here.

By default, the text and field that we've just added will be left aligned. Suppose we need to align them to the right of the document. In that case, position the cursor at the start of the text and, still on the *Header & Footer Tools* tab, click **Position > Insert Alignment Tab**.



Select the *Right* option and then click OK. Everything should now be right aligned. Also on the Alignment Tab window, you can see options for left aligning and centering.

When you've finished making changes to the header, you can close the header area by either clicking on the *Close Header and Footer* button to the right of the ribbon, or by double clicking anywhere in the document itself. Similarly, to open up the header area again, you can double click on the header.



Insert A Footer

We follow a similar process when we insert a footer in our Word document: click **Insert > Header & Footer > Footer**. Again, a gallery of footer designs is presented and we can click on one to insert it. We'll select the blank one at the top of the list and format it ourselves. One of the things we'll add is a page number to each page.

To add the page number to the footer, click **Insert > Text > Quick Parts > Field**, and in the field list on the left select *Page*. Click OK.

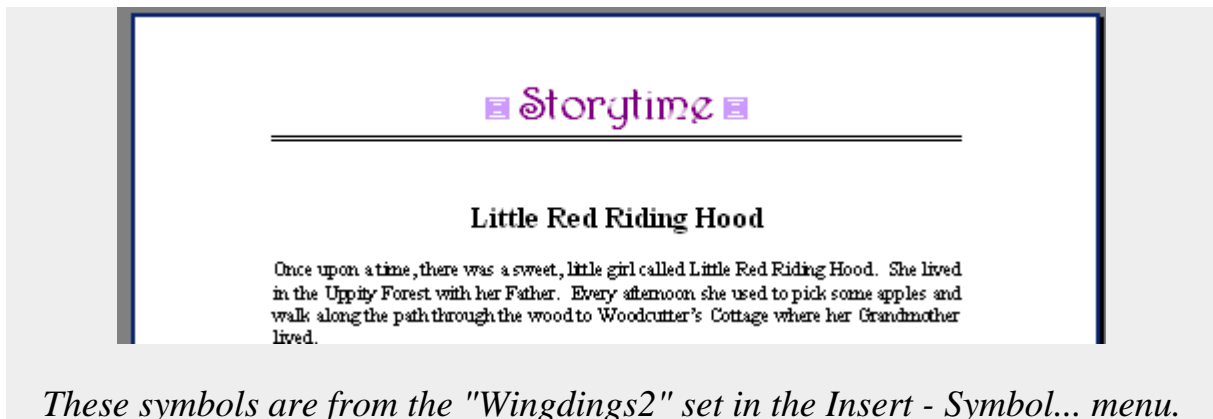
Exercise 5

Open the file called: **Little Red Riding Hood.docx**

Change the margins to: Top: 4cm; Bottom: 2.5cm; Left: 3cm; Right: 3cm.

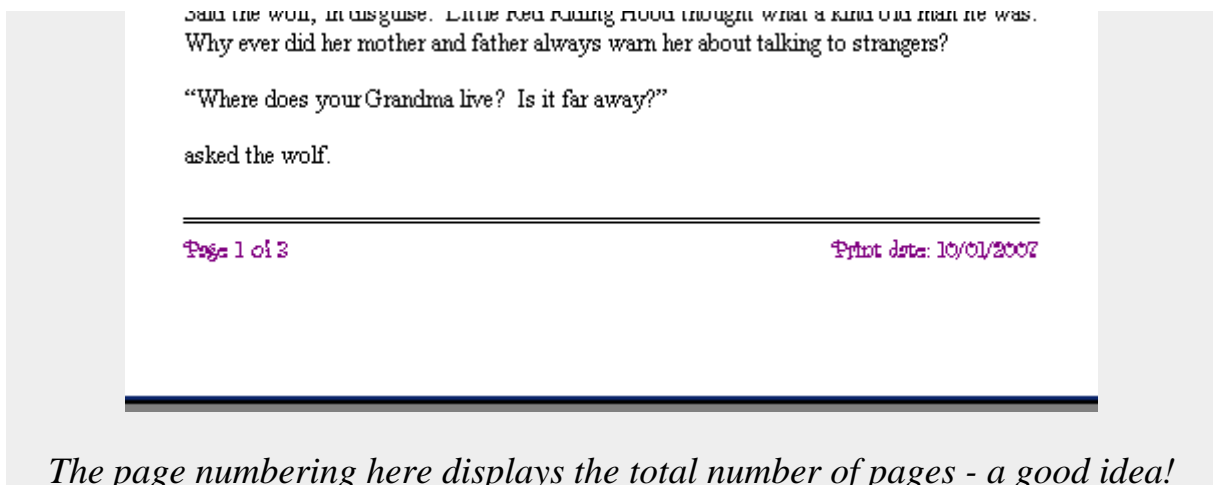
Insert a centred text header of: Storytime

Change the font and colour of the title. Insert fancy symbols either side of the title and add a bottom border line as shown below:



Insert a footer that displays page numbering at the bottom left and the current date at the bottom right of every page (don't forget you may need to change the tab settings because you have altered the page margins).

Add a top border line to the footer as shown below:



The page numbering here displays the total number of pages - a good idea!

Save the document with the new name: **Little Red with Header and Footer**

Print the first 2 pages to check the header and footer (if possible).

Change your header so that you have a ClipArt picture instead of the inserted symbols:

Storytime



Little Red Riding Hood

Once upon a time, there was a sweet, little girl called Little Red Riding Hood. She lived in the Elmritz Forest with her Father. Every afternoon she used to pick some apples and

You can insert any (relevant?) ClipArt picture instead of the books.

Re-save the document with the same name and close it.

Exercise 6

Open the file called: **Wise Owl Holidays.docx**

Change the margins to: Top: 2.3cm; Bottom: 2.3cm; Left: 2.75cm; Right: 2.75cm.

Insert the text: © Wise Owl Holidays at the top left of the header.

Insert the text: American Holidays at the top right of the header and add a bottom border line.

Insert the ClipArt American flag and move it to the far right of the header (you will need to alter the right tab position) as shown below:

© Wise Owl Holidays

American Holidays



Wise Owl Holidays

Holidays in America

You can choose any border line for your header.

Insert a footer that displays page numbering at the bottom right of every page (don't forget you may need to change the tab settings because you have altered the page margins).

Add a top border line to the footer as shown below:

Please do not be alarmed if you are accompanied by an armed guard in your vehicle – this is merely a precaution to ensure your safety.

Page 2 of 2

It will look better if you choose the same border line as for your header.

Save the document with the new name: **Wise Owl Hols with Header and Footer**

Print the document (if possible) and then close it.

Exercise 7

Title page Section

1. Open the file called: **Wise Owl Holidays.docx**
2. At the top of the document insert a Next Page Section Break for a title page (on the Page Layout Ribbon click on the Breaks button and select Next Page)
3. Move the cursor onto the title page. Insert text as shown below, format as desired and centre vertically on the page (ensure This selection is selected)

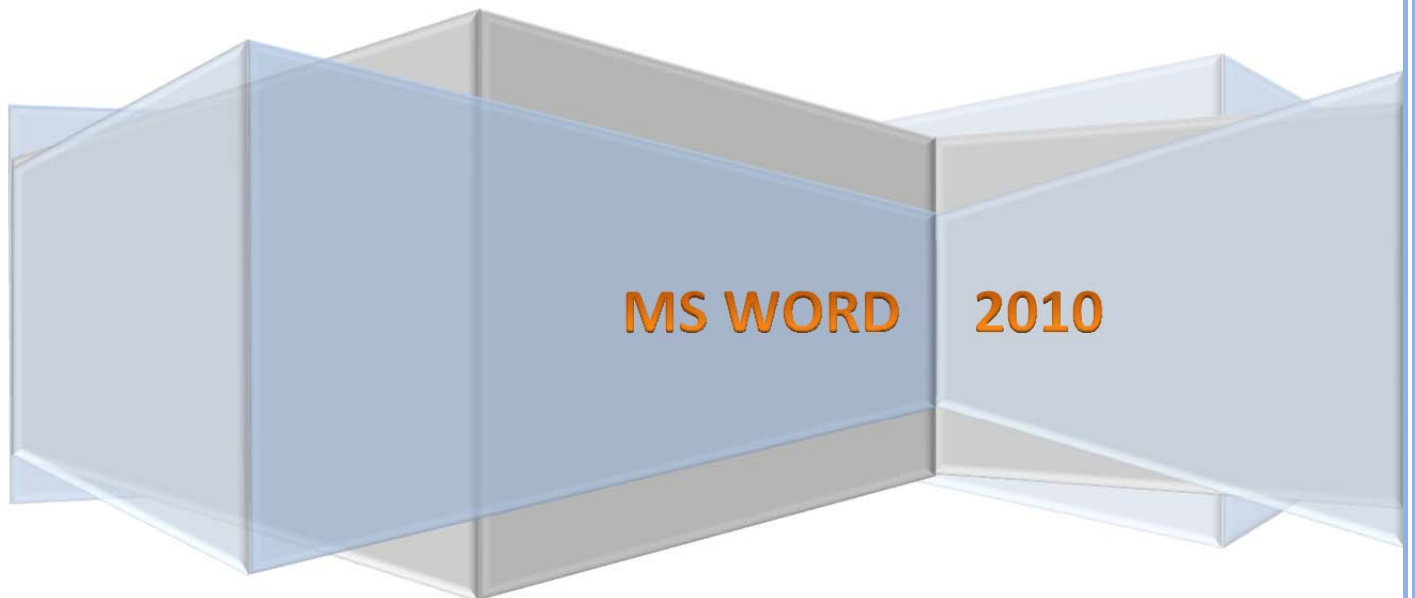
(Note: Vertical Alignment could be found in.: Click **Page Layout > Page Setup > Layout tab**)

Monet
Van Gogh
Renoir
Gauguin
PARIS
In the Late 19th Century
A muse d'Orsay and National Gallery
Exhibition
South Bank, South Brisbane
12 March – 22 May 2012

4. Add Page border (click on the Borders button and select Borders and Shading, Page Border tab, Click on Shadow. Ensure Apply to: displays This Section and click on OK)
5. With the cursor on the second page of the document, click on the Header button and select Edit Header. A blank header will open.
6. Click on the Link to previous button to prevent the header from being displayed on the title page
7. At the left margin type **Paris in the late 19th Century**
8. Press Tab twice, adjust the Right tab on the ruler so it is at the end of the white ruler section. At the right margin type **Queensland Art Gallery**
9. Apply Calibri 10 pt, bold and italics to the header text.
10. With the cursor on the second page of the document, click on the footer button and select Edit Footer.
11. Click on the Link to previous button to prevent footer from being displayed on the title page
12. Click on Page Number button and select Current Position, Plain Number
13. Apply Calibri 10 pt, bold and italics to the footer.
14. To start the first page of the actual document (rather than the title page) as Page 1, click on the Page Number button and select Format Page Numbers. In the Start at: box type: 1
15. Click OK

Print preview and save the document with the new name : **Wise Owl Hols with Title Page**

UNIT III: TABLES



A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

Tables allow you to divide a portion of a page into rows and columns that create cells at their intersections. Tables can be used to systematically arrange information in rows and columns, or they can be used to lay out text and graphics in a document.

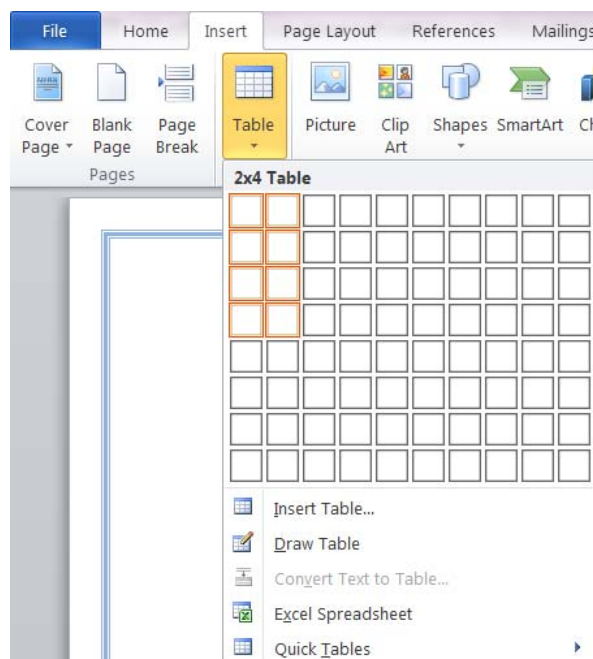
Create a Table

When you create a table, you can specify the number of rows and columns in it. In addition, depending on how you created the table, you can select how the columns' width is determined and choose a table style. In all cases, you can easily modify the table attributes after the original table displays in your document. With the document open in Word, place the insertion point at the appropriate location in the document where you want a table.

Insert a Table Quickly

The Insert tab Tables group offers a variety of methods for creating a table using the default settings. The quickest method is to use the Insert tab.

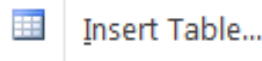
1. In the Insert tab Tables group, click the **Table** down arrow. In the drop-down menu that opens, click the lower-right cell needed to give you the number of rows and columns you want.
2. Type the information you want in the table, pressing TAB as needed to move from cell to cell



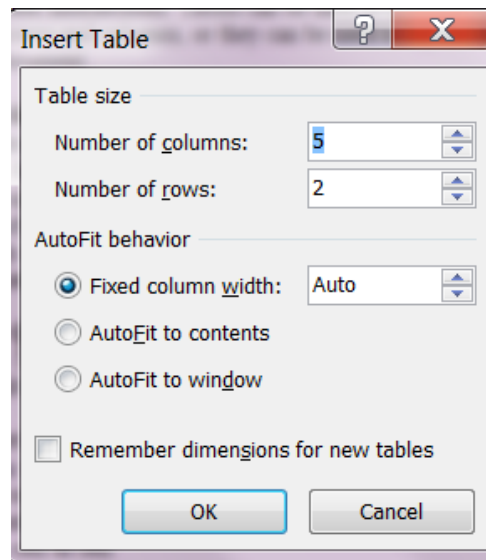
Insert a Table from Dialog Box

The Insert Table dialog box provides several options when initially setting up a table.

1. In the Insert tab Tables group, click the Table down arrow. In the drop-down menu that opens, click Insert Table.



The Insert Table dialog box appears.



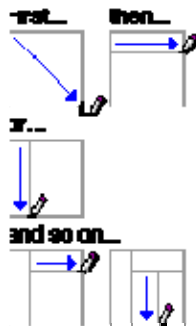
- a. Under Table Size, click the respective spinners or enter a value to determine the number of rows and columns in the table.
 - b. Under AutoFit Behavior, choose a fixed column width by clicking the spinner or entering a value (Auto, the default, sizes the columns equally so that they fill the available width of the table), have Word set each column's width to fit the contents in each column, or have Word size the columns to fit the window the table is in.
2. If you want the size settings you choose to apply to future tables you create, select the Remember Dimensions For New Tables check box.
 3. Click OK to display the table in your document.

DRAW A TABLE

The most hands-on way to create a table is to draw it.

1. With the document open in Word, scroll to the location where you want to draw a table.
2. In the Insert tab Tables group, click the Table down arrow. In the drop-down menu that opens, click Draw Table. The mouse pointer turns into a pencil.

3. Place the pencil-shaped pointer where you want the upper-left corner of the table, and drag it diagonally across and down the page, creating a table outline that is the height and width of the outer border of the table you want.
4. Place the pencil-shaped pointer on the top border at the location of the right edge of the leftmost column you want, and drag down to the bottom border. Repeat that for the other columns you want.
5. Place the pencil-shaped pointer on the left border at the location of the bottom of the topmost row you want, and drag to the rightmost edge where you want the row to end. This may not be the last column in the table (the right outer border) if you don't want the border to span the table. Repeat that for the other rows you want.



6. When you are done drawing, press ESC to return the pencil-shaped pointer to the I-beam pointer.
7. If you want to adjust the location of any of the outer borders or the row or column borders, point at the border you want to adjust. The mouse pointer will turn into a double-headed resize arrow. Drag the selected line to the location you want it.
8. Enter the information you want in the table, pressing TAB as needed to move from cell to cell.

Use Table Tools

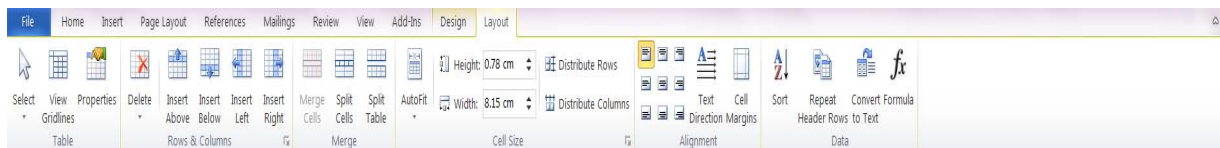
Once you have created a table, you have two sets of tools with which to work with it: the table contextual tabs in the ribbon and the context menus that open when you right-click in a table.

Use the Table's Contextual Tabs

When you create a table in Word 2010, the ribbon automatically displays two table related tabs: Table Tools Design and Table Tools Layout. The Table Tools Design tab, shown in Figure, allows you to apply various styles to tables, as well as apply shading, customize the border, and draw and erase tables or their segments.



The Table Tools Layout tab, shown in the following Figure, allows you to modify tables in many different ways, including selecting, deleting, and inserting various table elements, as well as working with cells and their contents.



Add or delete a table column or row

To add or delete columns and rows, right-click a row or column, and then click the command you want.

You can also quickly add a row by clicking in the lower-right cell of the table and pressing the Tab key.

Add a row above or below

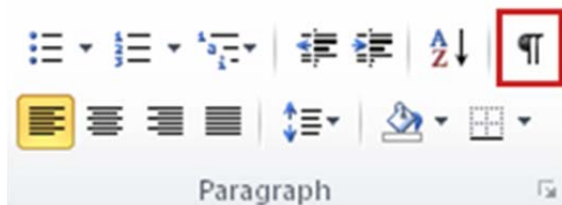
1. Right-click in a cell above or below where you want to add a row.
2. On the shortcut menu, point to **Insert**, and then click **Insert Rows Above** or **Insert Rows Below**.

Add a column to the left or right

1. Right-click in a cell to the left or to the right of where you want to add a column.
2. On the shortcut menu, point to **Insert**, and then click **Insert Columns to the Left** or **Insert Columns to the Right**.

Delete a row

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



- 2.
3. Select the row that you want to delete by clicking to the left of the row.

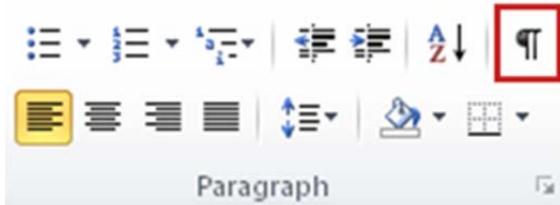


- 4.

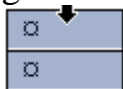
5. Right-click, and then click **Delete Rows** on the shortcut menu.

Delete a column

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.




- 2.
3. Select the column that you want to delete by clicking the column's top gridline or border.



- 4.
5. Right-click, and then click **Delete Columns** on the shortcut menu.

Delete a table

Rest the cursor on the table until the table move handle  appears, and then click the table move handle and press the Backspace key.

If the table move handle doesn't appear, the document might not be in Print Layout view. To switch to Print Layout view, click the Print Layout button at the bottom of the Word window.




Delete the contents of the table.

To delete the information that's inside a table, select that part of the table, and then press the Delete key.

The table row and column borders remain, but all the contents disappear.

Sort the contents of a table

1. In Print Layout view, move the pointer over the table until the table move handle  appears.
2. Click the table move handle to select the table that you want to sort.
3. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.
4. In the **Sort** dialog box, select the options that you want.

Sort a single column in a table

1. Select the column that you want to sort.

2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.
3. Under **My list has**, click **Header row** or **No header row**.
4. Click **Options**.
5. Under **Sort options**, select the **Sort column only** check box.
6. Click **OK**.

Sort by more than one word or field inside a table column

1. To sort the data in a table that is based on the contents of a column that includes more than one word, you must first use characters to separate the data — including data in the header row. For example, if the cells in a column contain both last and first names, you can use commas to separate the names.
2. Select the column that you want to sort.
3. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.
4. Under **My list has**, click **Header row** or **No header row**.
5. Click **Options**.
6. Under **Separate fields at**, click the type of character that separates the words or fields that you want to sort, and then click **OK**.
7. Under **Sort by**, in the **Using** list, select which word or field you want to sort by.
8. In the first **Then by** list, enter the column that contains the data that you want to sort by, and then in the **Using** list, select which word or field you want to sort by.
9. If you want to sort by an additional column, repeat this step in the second **Then by** list.
10. Click **OK**.

Exercise 1

On a new document, create the basic table (with 5 columns and 4 rows) as shown below:

Name	Sex	Age	Eyes	Interests
Richard	M	48	Blue	Travel
Jennifer	F	49	Brown	Music
Ivan	M	54	Brown	Music

You may need to change the column widths.

Add your own details at the end of the table (press TAB key to insert an extra line at the end of the table).

Change the border lines, shading and row height to create a table similar to the example shown below:


Name	Sex	Age	Eyes	Interests
Richard	M	48	Blue	Travel
Jennifer	F	49	Brown	Music
Ivan	M	54	Brown	Music
Michelle	F	39	Blue	Reading Music

Press ENTER to add "Music" below the diagonal line.

Save the document with the name: **Client overview details** and then close it.

Exercise 2

On a new document, create the following table.

Personnel Work Study Results					
Area	No. of Floors	Current Breaks (av. Minutes/day)		Desired Timings (av. Minutes/day)	
		Male	Female	Male	Female
Manchester		9	34	6	10
Bristol		25	12	8	8
London		42	26	12	15

Your table does not have to look exactly like this.

To create this table, you will need to:


- merge cells
- erase column lines (another way of merging cells)
- insert a nested table inside the vertically merged cells above "Manchester"
- insert an in-line ClipArt picture

Save the document with the name: **Work Study Results Table** and then close it.

Exercise 3

On a new document, create the following table:

Doll Sales for March

		North Region		South Region	
Region	No. of shops				
North	18	Forecast (in £k 's)	Actual (in £k 's)	Forecast (in £k 's)	Actual (in £k 's)
South	27				
China dolls		450	380	825	689
Bean bag dolls		150	127	580	566
Plastic dolls 		320	379	450	540

Your table does not have to look exactly like this.

To create this table, you will need to:

- merge cells or erase column lines (another way of merging cells)
- insert a nested table inside the vertically merged cells above "China dolls"
- insert an in-line ClipArt picture

Save the document with the name: **Doll sales table** and close it.

Exercise 4

On a new document, create the following form using a table:

Name:

Address:

Postcode:

Date of Birth: **Sex:** **Male** ☐ **Female** ☐

Dr. Name:

Dr. Address:

Postcode:

Hint: Create a table with the maximum number of columns needed.

To create this table you will need to:

- merge cells
- increase the row heights
- add borders around groups of cells

Here is the table with all the grid lines displayed to help you:

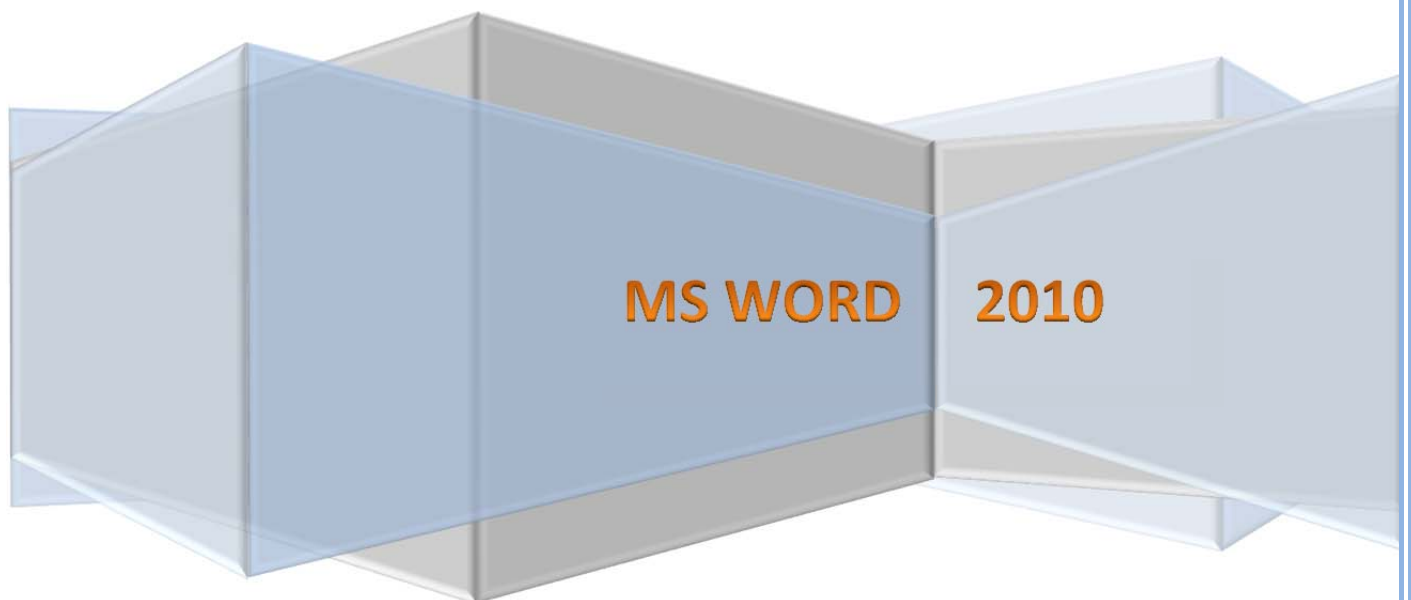
	Name:				
	Address:				
				Postcode:	
Date of Birth:			Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Dr. Name:					
Dr. Address:					
				Postcode:	

This is just one solution.

Save the document with the name: **Personal Details Table**

Print the document (if possible) and then close it.

UNIT IV: MAIL MERGE



You use mail merge when you want to create a set of documents, such as a form letter that is sent to many customers. Each document has the same kind of information, yet some of the content is unique. For example, in letters to your customers, you can personalize each letter to address each customer by name. The unique information in each letter comes from entries in a data source.

The mail merge process entails the following overall steps:

1. **Set up the main document:** The main document contains the text and graphics that are the same for each version of the merged document — for example, the return address in a form letter.
2. **Connect the document to a data source:** A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.
3. **Refine the list of recipients or items:** Microsoft Word generates a copy of the main document for each recipient or item in your data file. If you want to generate copies for only certain items in your data file, you can choose which items (or records) to include.
4. **Add placeholders, called mail merge fields, to the document:** When you perform the mail merge, the mail merge fields are filled with information from your data file.
5. **Preview and complete the merge:** You can preview each copy of the document before you print the whole set.

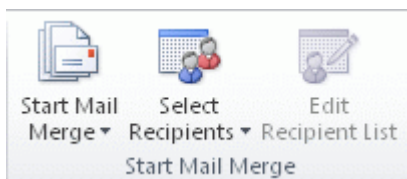
You use commands on the **Mailings** tab to perform a mail merge.

Set up the main document

1. Start Word

A blank document opens by default. Leave it open. If you close it, the commands in the next step are not available.

2. On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**.



3. Click **Letters**.

You can also use mail merge to create:

- **A catalog or directory** The same kind of information, such as name and description, is shown for each item, but the name and description in each item is unique. Click **Directory** to create this type of document.
- **A set of envelopes** The return address is the same on all the envelopes, but the destination address is unique on each one
- **A set of mailing labels** Each label shows a person's name and address, but the name and address on each label is unique
- **A set of e-mail messages** The basic content is the same in all the messages, but each message goes to the individual recipient and each message contains information that is specific to that recipient, such as the recipient's name or some other piece of information

Resume a mail merge

If you need to stop working on a mail merge, you can save the main document and resume the merge later. Microsoft Office Word retains the data source and field information.

1. When you're ready to resume the merge, open the document.

Word displays a message that asks you to confirm whether you want to open the document, which will run a SQL command.

2. Because this document is connected to a data source and you want to retrieve the data, click **Yes**. If you were opening a document that you did not realize was connected to a data source, you could click **No** to prevent potentially malicious access to data.

The text of the document, along with any fields that you inserted, appears.

3. Click the **Mailings** tab, and resume your work.

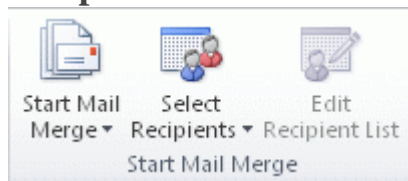
Connect the document to a data source

To merge information into your main document, you must connect the document to a data source, or a data file. If you don't already have a data file, you can create one during the mail merge process.

NOTE: If you use an existing list, make sure that it contains the information that you want to use, including all the columns and the rows. You can make some changes during the merge, but you can't open your data source separately during the merge. The merge process is easier if your data source is ready before you connect to it.

Choose a data file

1. On the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients**.



2. Do one of the following:

- **Use Outlook Contacts** If you want to use your Contacts list in Microsoft Outlook, click **Select from Outlook Contacts**.
- **Use an existing data source file** If you have a Microsoft Excel worksheet, a Microsoft Access database, or another type of data file, click **Use Existing List**, and then locate the file in the **Select Data Source** dialog box.

For Excel, you can select data from any worksheet or named range within a workbook. For Access, you can select data from any table or query that is defined in the database.

For another type of data file, select the file in the **Select Data Source** dialog box. If the file is not listed, select the appropriate file type or select **All Files** in the **Files of type** box. In a mail merge, you can use the following types of data files:

- Files from single-tier, file-based database programs for which you have installed an **OLE DB provider** or **ODBC driver** (a number of which are included with Microsoft Office 2010).
- An HTML file that has a single table. The first row of the table must contain column names, and the other rows must contain data.
- A Microsoft Word document. The document should contain a single table. The first row of the table must contain headings, and the other rows must contain the records that you want to merge.

- Any text file that has data fields separated (or delimited) by tab characters, or commas and data records separated by paragraph marks.

Create a new data file in Word

If you don't have a data file yet, click **Type New List**, and then use the form that opens to create your list. The list is saved as a database (.mdb) file that you can reuse.

Tips for formatting data in Excel

If your data file is an Excel worksheet that includes percentages, currency values, or postal codes, you can preserve the numeric formatting of the data by using Dynamic Data Exchange to connect to the Excel worksheet from Word. For example, you can make sure a five-digit postal code of 07865 from your data file is not displayed as the number 7865 (without the leading zero).

Before you connect to the worksheet, do the following in Word:

1. Click the File tab.
2. Click Options.
3. Click **Advanced**.
4. Scroll to the **General** section, and select the **Confirm file format conversion on open** check box.
5. Click **OK**.
6. With the mail merge main document open, in the **Start Mail Merge** group on the **Mailings** tab, click **Select Recipients**, and then click **Use Existing List**.
7. Locate the Excel worksheet in the **Select Data Source** dialog box, and double-click it.
8. In the **Confirm Data Source** dialog box, click **MS Excel Worksheets via DDE (*.xls)**, and then click **OK**. If you don't see **MS Excel Worksheets via DDE (*.xls)**, select the **Show all** check box.
9. In the **Microsoft Excel** dialog box, for **Named or cell range**, select the cell range or worksheet that contains the information that you want to merge, and then click **OK**.

NOTE To prevent being prompted every time you open a data file, you can clear the **Confirm conversion at Open** check box after you connect to the worksheet.

Type a new list

1. In the **New Address List** dialog box, type the information for the first address, or record, that you want to include in your mail merge.

If you want to add or remove columns, click **Customize Columns**, and then make the changes that you want.

2. After you type all the information for your first record, click **New Entry**, and then type the information for the next record. Continue until you have typed information for all the records that you want to include.
3. When your new list is complete, click **OK**.
4. In the **Save Address List** dialog box, type a name for your new list, and then click **Save**.

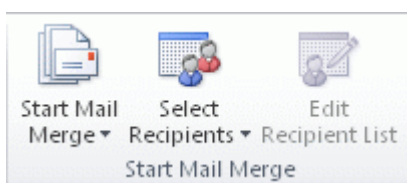
Refine the list of recipients or items

When you connect to a certain data file, you might not want to merge information from all the records (or rows) in that data file into your main document.

If you plan to use your entire list, you can skip ahead to the next step.

To narrow the list of recipients or use a subset of the items in your data file, do the following:

1. On the **Mailings** tab, in the **Start Mail Merge** group, click **Edit Recipient List**.



2. In the **Mail Merge Recipients** dialog box, do any of the following:
 - **Select individual records** This method is most useful if your list is short. Select the check boxes next to the recipients you want to include, and clear the check boxes next to the recipients you want to exclude.

If you know that you want to include only a few records in your merge, you can clear the check box in the header row and then select only those records that you want. Similarly, if you want to include most of the list, select the check box in the header row, and then clear the check boxes for the records that you don't want to include.

- **Sort records** Click the column heading of the item that you want to sort by. The list sorts in ascending alphabetical order (from A to Z). Click the column heading again to sort the list in descending alphabetical order (Z to A).

If you want more complex sorting, click **Sort** under **Refine recipient list** and choose your sorting preferences on the **Sort Records** tab in the **Filter and Sort** dialog box. For example, you can use this type of sorting if you want recipient addresses to be alphabetized by last name within each postal code and the postal codes listed in numerical order.

- **Filter records** This is useful if the list contains records that you know you don't want to see or include in the merge. After you filter the list, you can select or clear the check boxes to include or exclude records.

To filter records, do the following:

1. Under **Refine recipient list**, click **Filter**.
2. On the **Filter Records** tab in the **Filter and Sort** dialog box, choose the criteria that you want to use for the filter.

For example, to generate letters only for addresses that list Australia as the country/region, you click **Country or Region** in the **Field** list, click **Equal to** in the **Comparison** list, and then type or select **Australia** in the **Compare to** list.

3. To refine the filter further, click **And** or **Or** and choose more criteria.

For example, to generate letters only for businesses in Munich, you filter on records whose **City** field contains **Munich** and whose **Company Name** field is not blank. If you use **Or** instead of **And** in this filter, your mail merge includes all Munich addresses

as well as all addresses that include a company name, regardless of city.

Add recipients

To add recipients to the list, do the following:

1. Under **Data source**, click the name of your data file.
2. Click **Edit**.
3. In the **Edit Data Source** dialog box, click **New Entry**, and then type the information for that recipient.

NOTE: Depending on the type of data source that you use, some processes might not be available. If possible, make sure that your data file is complete before you connect it to your main document.

Add placeholders, called mail merge fields, to the document

After you connect your main document to a data file, you are ready to type the text of the document and add placeholders that indicate where the unique information will appear in each copy of the document.

About mail merge fields

The placeholders, such as address and greeting, are called mail merge fields. Fields in Word correspond to the column headings in the data file that you select.

	A	B	C
1	Name	Last Name	Street Address
2	Nancy	Anderson	123 Main St.
3	Ann	Beebe	567 Country Rd.
4			
5			
6			
7			
8			
9			

- 1 Columns in a data file represent categories of information. Fields that you add to the main document are placeholders for these categories.
- 2 Rows in a data file represent records of information. Word generates a copy of the main document for each record when you perform a mail merge.

By putting a field in your main document, you indicate that you want a certain category of information, such as name or address, to appear in that location.

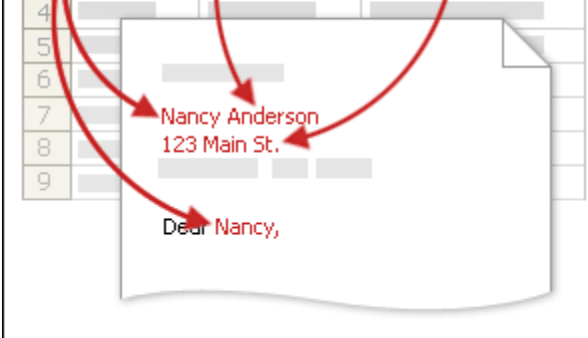


NOTE When you insert a mail merge field into the main document, the field name is always surrounded by chevrons (« »). These chevrons do not show up in the merged documents. They just help you distinguish the fields in the main document from the regular text.

What happens when you merge

When you merge, information from the first row in the data file replaces the fields in your main document to create the first merged document. Information from the second row in the data file replaces the fields to create the second merged document, and so on.

	A	B	C
1	Name	Last Name	Street Address
2	Nancy	Anderson	123 Main St.
3	Ann	Beebe	567 Country Rd.
4			
5			
6			
7			
8			
9			



Nancy Anderson
123 Main St.
Dear Nancy,

Working with fields: Examples

You can add any column heading from your data file to the main document as a field. This gives you flexibility when you design form letters and other merged documents.

For example, suppose you are creating a letter to notify local businesses that they have been selected for inclusion in your annual city guide. If your data file contains a Company column with the name of each business that you want to contact, you can insert the «Company» field instead of typing the name of each individual company.

You can combine fields and separate them by punctuation marks. For example, to create an address, you can set up the fields in your main document like this:

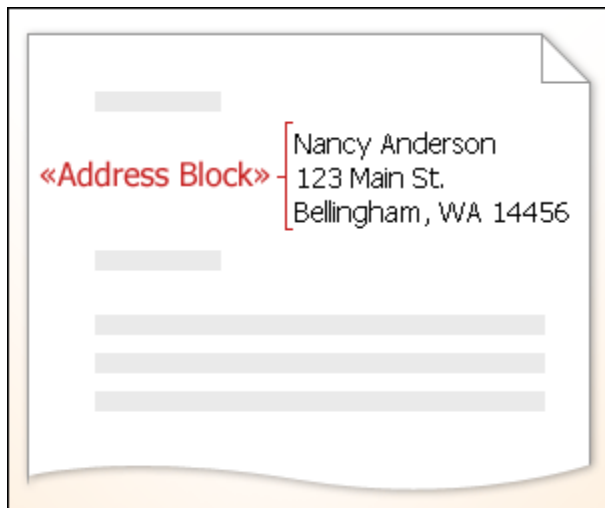
«First Name» «Last Name»

«Street Address»

«City», «State» «Postal code»

For things that you use frequently, like address blocks and greeting lines, Word provides composite fields that group a number of fields together. For example:

- The Address Block field is a combination of several fields, including first name, last name, street address, city, and postal code.



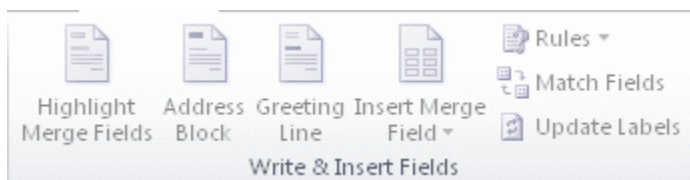
- The Greeting Line field can include one or more name fields, depending on your chosen salutation.

You can customize the content in each of these composite fields. For example, in the address, you may want to select a formal name format (Mr. Joshua Randall Jr.); in the greeting, you may want to use "To" instead of "Dear."

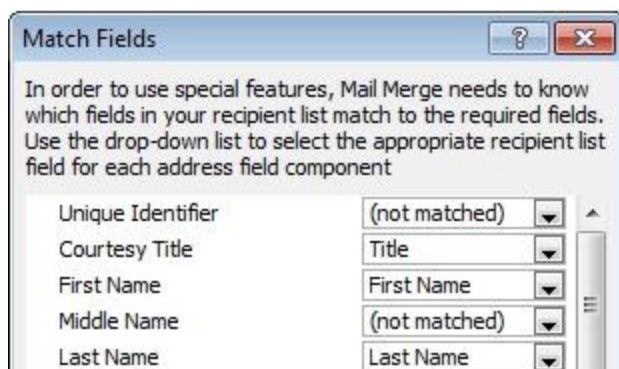
Map mail merge fields to your data file

To make sure that Word can find a column in your data file that corresponds to every address or greeting element, you may need to map the mail merge fields in Word to the columns in your data file.

To map the fields, click **Match Fields** in the **Write & Insert Fields** group of the **Mailings** tab.



The **Match Fields** dialog box opens.



The elements of an address and greeting are listed on the left. Column headings from your data file are listed on the right.

Word searches for the column that matches each element. In the illustration, Word automatically matched the data file's **Title** column to **Courtesy Title**. But Word was unable to match other elements. From this data file, for example, Word can't match **Middle Name**.

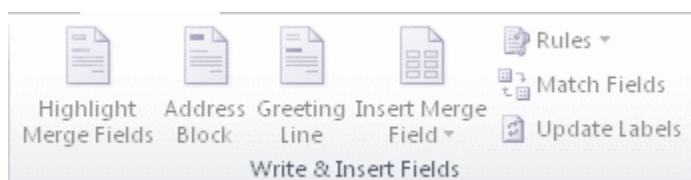
In the list on the right, you can select the column from your data file that matches the element on the left. It is okay that **Unique Identifier** isn't matched. Your mail merge document doesn't need to use every field. If you add a field that does not contain data from your data file, it will appear in the merged document as an empty placeholder — usually a blank line or a hidden field.

Type the content and add the placeholders, or fields

1. In the main document, type any content that you want to appear on every copy of the document.

To add a picture, such as a logo, click **Picture** in the **Illustrations** group on the **Insert** tab.

2. Click where you want to insert the field.
3. Use the **Write & Insert Fields** group on the **Mailings** tab.



4. Add any of the following:

+Address block with name, address, and other information

- +Greeting line
- +Individual fields
- +Custom fields from Outlook contacts

Format the merged data

Database and spreadsheet programs, such as Microsoft Access and Microsoft Excel, store the information that you type in cells as raw data. Formatting that you apply in Access or Excel, such as fonts and colors, isn't stored with the raw data. When you merge information from a data file into a Word document, you are merging the raw data without the applied formatting.

Add formatting

1. Select the mail merge field. Make sure that the selection includes the chevrons (« ») that surround the field.
2. On the **Home** tab, in the **Font** group, apply the formatting that you want. Or click the **Font Dialog Box** launcher for more options.

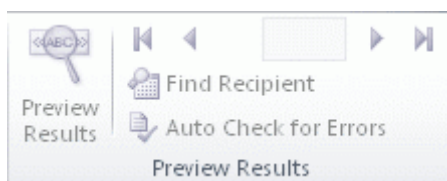
Preview, complete the merge, and print the documents

After you add fields to your main document, you are ready to preview the merge results. When you are satisfied with the preview, you can complete the merge.

Preview the merge

You can preview your merged documents and make changes before you actually complete the merge.

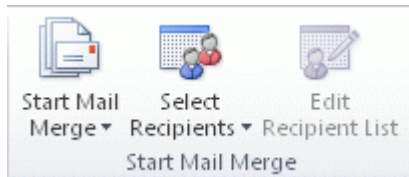
To preview, do any of the following in the **Preview Results** group of the **Mailings** tab:



- Click **Preview Results**.

- Page through each merged document by using the **Next Record** and **Previous Record** buttons in the **Preview Results** group.
- Preview a specific document by clicking **Find Recipient**.

NOTE Click **Edit Recipient List** in the **Start Mail Merge** group on the **Mailings** tab to open the **Mail Merge Recipients** dialog box, where you can filter the list or clear recipients if you see records that you don't want to include.



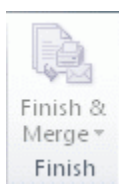
Complete the merge

You can print the merged documents or modify them individually. You can print or change all or just a subset of the documents.

If you want to print a subset of the documents, you can specify the set by a range of record numbers

Print the merged documents

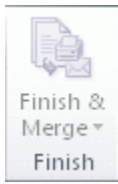
1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Print Documents**.



2. Choose whether to print the whole set of documents, only the copy that's currently visible, or a subset of the set, which you specify by record number.

Change individual copies of the document

1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Edit Individual Documents**.



2. Choose whether you want to edit the whole set of documents, only the copy that's currently visible, or a subset of the set, which you specify by record number. Word compiles the copies that you want to edit into a single file, with a page break between each copy of the document.

After you finish editing the new file of documents, you can print the documents by clicking the **File** tab, clicking **Print**, and then clicking the **Print** button.

Save the main document

Remember that merged documents that you save are separate from the main document. It's a good idea to save the main document itself if you plan to use it for another mail merge.

When you save the main document, you also save its connection to the data file. The next time that you open the main document, you are prompted to choose whether you want the information from the data file to be merged again into the main document.

- If you click **Yes**, the document opens with information from the first record merged in.
- If you click **No**, the connection between the main document and the data file is broken. The main document becomes a standard Word document. Fields are replaced with the unique information from the first record.

Exercise 1

Open the file called: **Table of Interview Appointment Times.doc**

Add your own (fictional!) details to the bottom of the table.

Re-save the file and close it.

On a new document type in the basic letter as shown below:

NAME here	Current Date here
ADDRESS here	
Dear NAME	
Thank you for your application for the post of match-making co-ordinator here at the Amour Dating Agency.	
We are delighted to invite you to attend an interview:	
On: DATE here	
At: TIME here	
Please could you contact our receptionist to confirm or to re-arrange for a more suitable time?	
We look forward to meeting you.	
Yours sincerely	
Mr B Inlove Amour Dating Agency	

You need to insert the merge fields into your letter.

Use the mail merge buttons to insert the correct field codes for each person's NAME, ADDRESS, APPOINTMENT DATE and TIME at the relevant positions in the document.

Save the document with the name: **Mail merge letter for interview appointments**

Use the mail merge buttons to view some of the letters with the details inserted as a quick check that the merge is working correctly.

Use the print merge buttons to send your merge to the printer.

Re-save the document and close it.

Exercise 2

Open the file called: **Full Dating Agency List Table.doc**

Add your own (fictional!) details to the bottom of the table.

Re-save the file and close it.

On a new document type in the basic letter as shown below:

<p>Their NAME here</p> <p>Their ADDRESS here</p> <p>Dear NAME</p> <p>We have pleasure in announcing the Amour Dating Agency Annual Charity Gala Ball will be held on Saturday 19th June at The Ritz Hotel in London.</p> <p>The event starts at 9pm. Dress is black tie. We look forward to a fun evening for everyone.</p> <p>Yours sincerely</p> <p>Clarice Lovejoy Amour Dating Agency</p>	<p>Current Date here</p>
--	--------------------------

Use the Insert - Date and Time... menu option to insert the current date.

Use the mail merge buttons to insert the correct field codes for each person's NAME and ADDRESS

Save the document with the name: **Mail merge letter for agency ball to all**

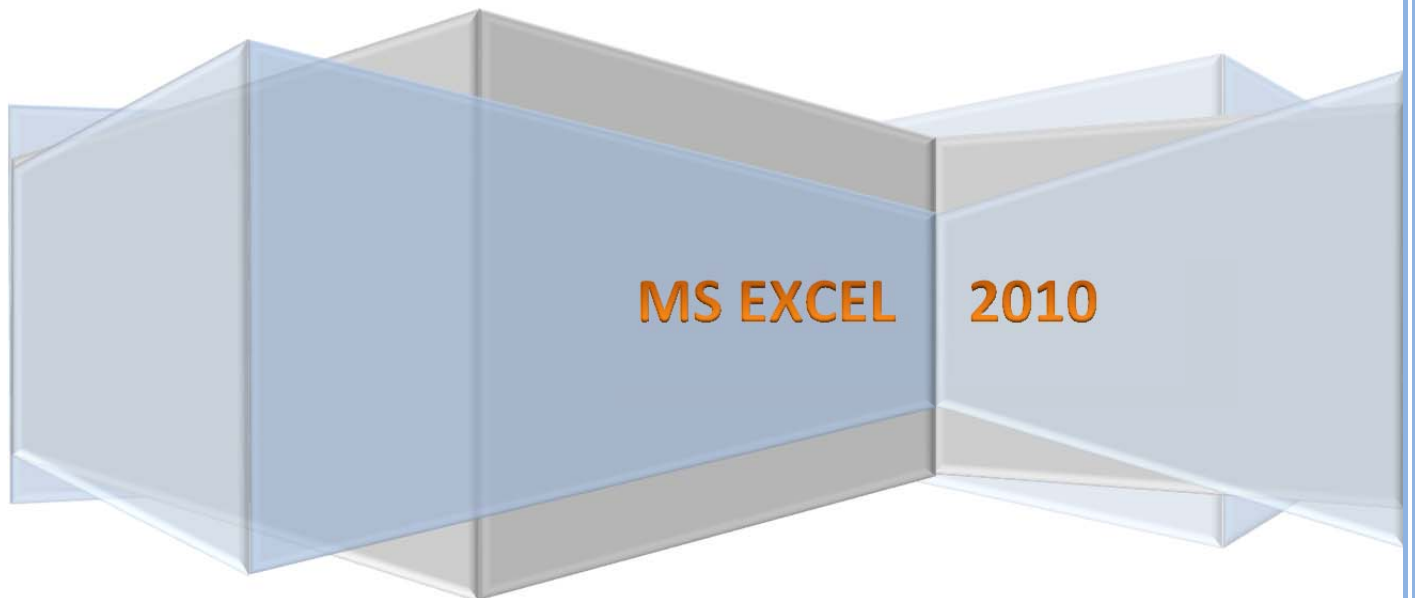
Use the mail merge buttons to view some of the letters with the details inserted as a quick check that the merge is working correctly.

Use the print merge buttons to send your merge to the printer.

Re-save the document and close it.

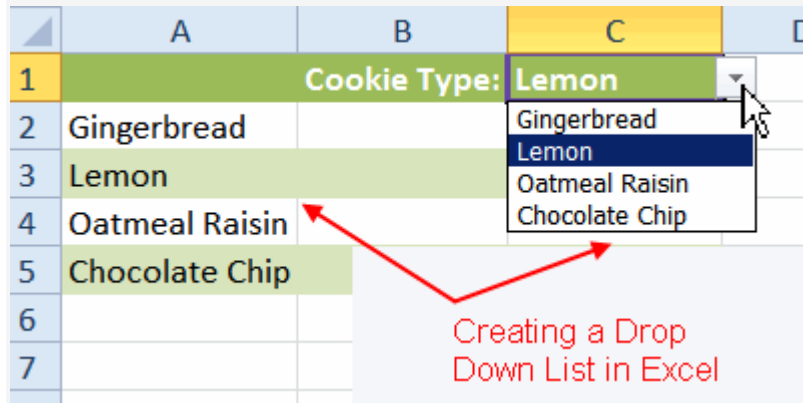
UNIT I:

DROP DOWN LIST FOR DATA VALIDATION



Introduction

Using a Drop Down List for Data Validation in Excel



Using a Drop Down List for Data Validation in excel

Excel's data validation options include creating a drop down list that limits the data that can be entered into a specific cell to a pre-set list of entries.

The benefits for using a drop down list for data validation include:

- making data entry easier
- preventing data entry errors
- restricting the number of locations for entering data

Click on the Down Arrow

When a drop-down list is added to a cell, an arrow is displayed next to it. Clicking on the arrow will open the list and allow you to select one of the list items to enter into the cell.

The items that are added to the list can be located on

- the same worksheet as the list
- on a different worksheet in the same Excel workbook

Entering the Data

	A	B	C	
1		Cookie Type:		
2	Gingerbread			
3	Lemon			
4	Oatmeal Raisin			
5	Chocolate Chip			
6				
7				

The first step to creating a drop down list in Excel is to enter the data. Enter the data below into cells A2 to B1 of an Excel worksheet as seen in the image above.

The drop down list will be added to cell C1.

Note: The data for the drop down list has been situated next to the drop down list in order to simplify this tutorial. Normally the list data would be placed in a column outside the data area of the worksheet.

Enter the following data into the cells indicated:

A2 - Gingerbread

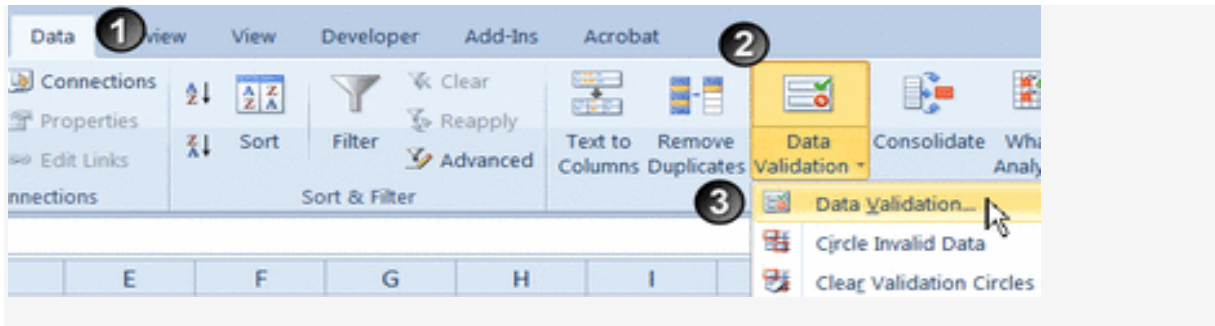
A3 - Lemon

A4 - Oatmeal Raisin

A5 - Chocolate Chip

B1 - Cookie Type:

Opening the Data Validation Dialog Box



All data validation options in Excel, including drop down lists, are set using the data validation dialog box.

In addition to adding drop down lists to a worksheet, data validation in Excel can also be used to control or limit the type of data that can be entered into specific cells in a worksheet.

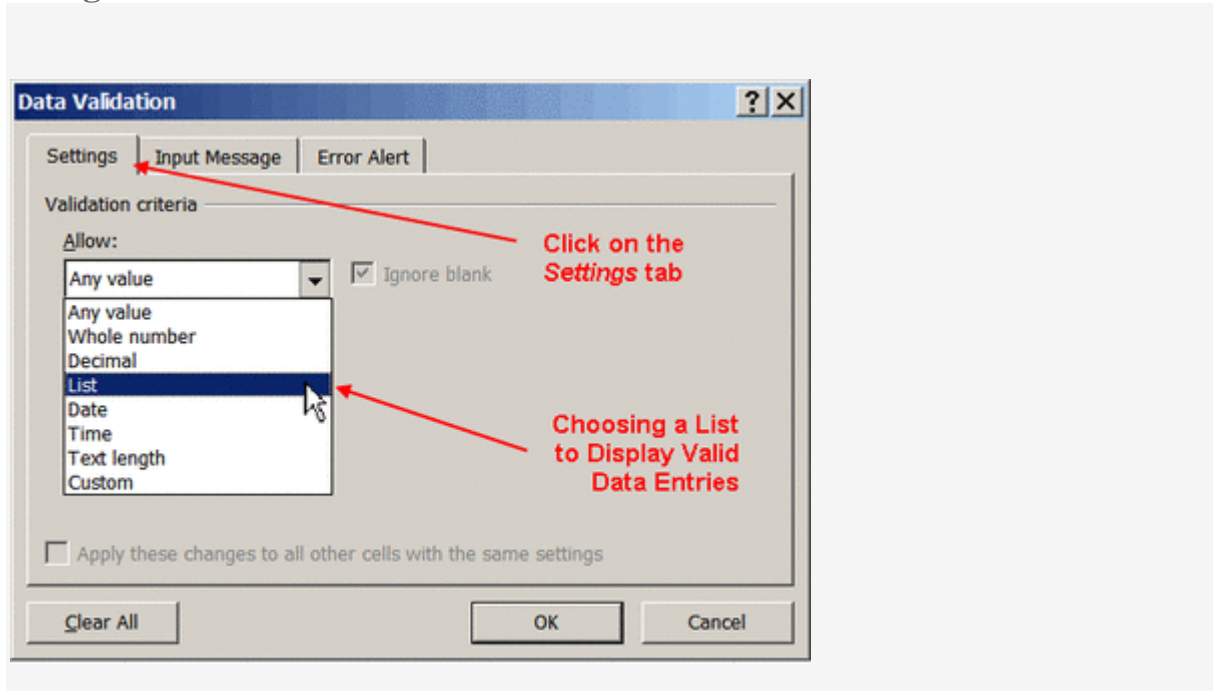
Steps

For help with these instructions, see the image above.

1. Click on cell D1 to make it the active cell - this is where the drop down list will be located.
2. Click on the *Data* tab of the ribbon menu above the worksheet.
3. Click on the *Data Validation* icon on the ribbon to open the drop down menu.
4. Click on the *Data Validation* option in the menu to open the Data Validation dialog box.

The selections made and the data and/or cell references entered into the dialog box set the parameters for data validation in cell C1.

Using a List for Data Validation



Selecting a Type of Data Validation

As mentioned there are a number of options for data validation in Excel in addition to a drop down list.

Some of the more commonly used options:

- list
- dates and/or times
- whole numbers
- text
- formulas (set under the *Custom* option)

In this step we will choose the *List* option as the type of data validation to be used for cell D1 of the worksheet.

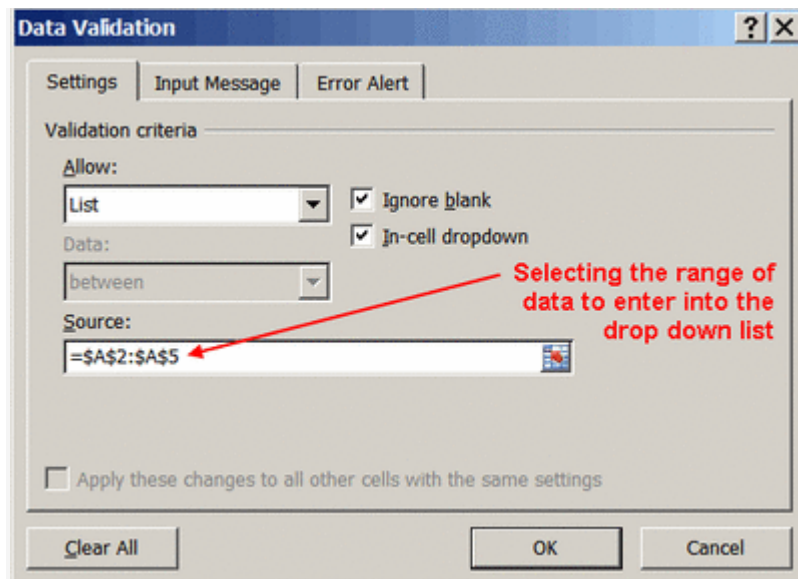
Steps

For help with these instructions, see the image above.

1. Click on *Settings* tab in the dialog box
2. Click on the down arrow at the end of the *Allow* line to open the drop down menu.

3. Click on *List* to choose a drop down list for data validation in cell C1 and to activate the **Source** line in the dialog box.
4. In the next step we will add the cell references for our list items as the source for our list items

Entering the Data Source and Completing the Drop Down List



The list range contains the data that forms the choices in the drop down list.

One option for entering the list items is to just type the data for the list into the *Source* line in the dialog box.

A better method is to enter the data into a range of cells in the worksheet as we did in step 2 and then add the cell references for this range as the source.

Steps

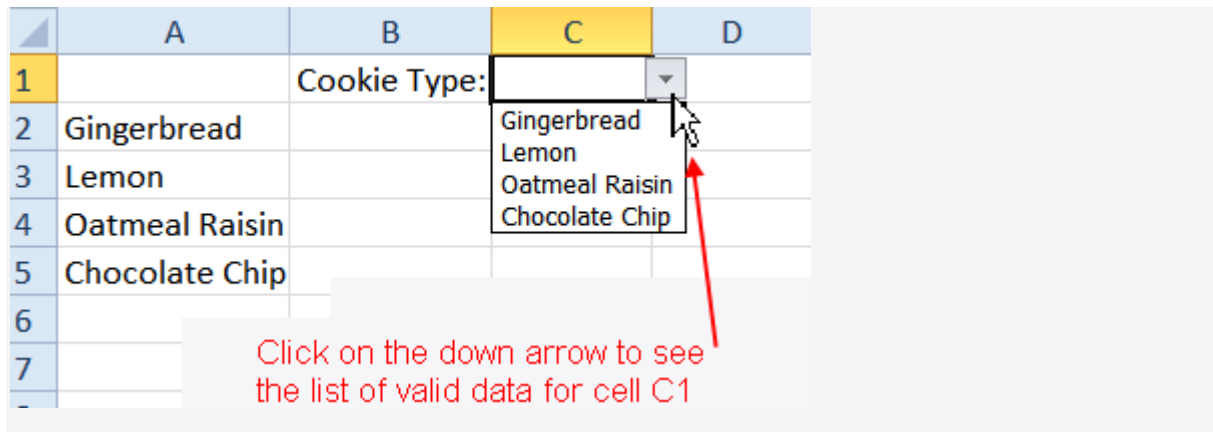
For help with these instructions, see the image above.

1. Click on the **Source** line in the dialog box
2. Drag select cells A1 - A4 in the worksheet
3. Click **OK** to complete the drop down list and close the *Data Validation* dialog box

Note: Entering cell references to the data into the *Source* line of the dialog box rather than the data itself makes it easier to update the list items. If you choose

to enter data directly into the *Source* line of the dialog box the list items must be separated by a comma such as: Gingerbread, Lemon, Oatmeal Raisin, Chocolate Chip

Testing the Drop Down List



Testing the Drop Down List

Once the *Data Validation* dialog box closes a down arrow should appear next to cell C1 indicating that the cell contains a drop down list.

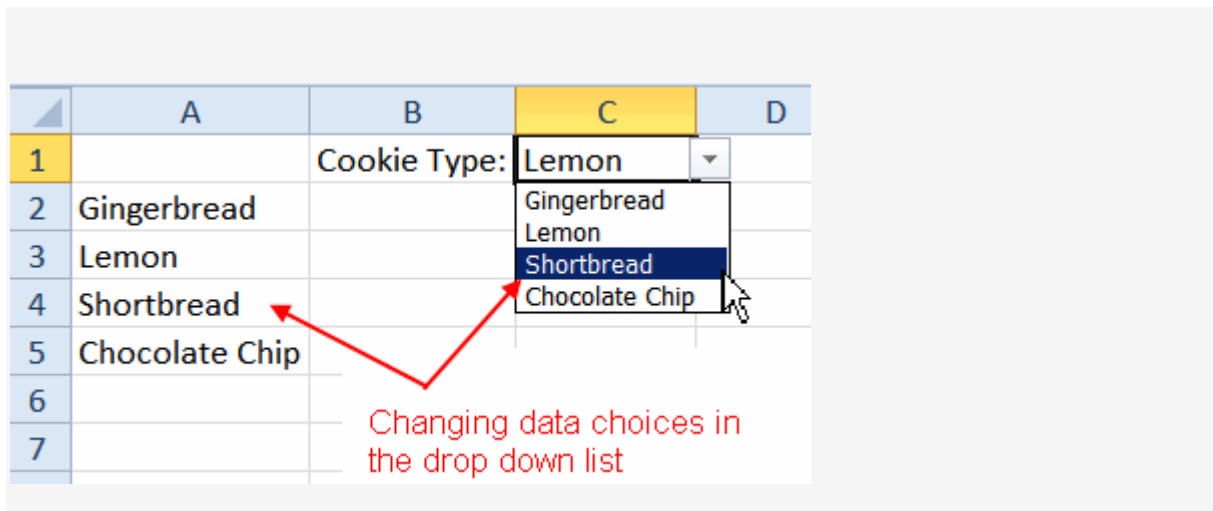
Entering data from the list into cell C1 is a simple matter of opening the drop down list and clicking on a list item.

Steps

For help with these instructions, see the image above.

1. Click on the down arrow at the end of cell C1 to open the drop down list
2. The open list should display the four cookie names entered as the data source in step 4 of this tutorial
3. Click on a cookie type in the list to enter that data into cell C1
4. To change the name displayed cell C1 click on the arrow in the drop down list again and choose a different name from the list

Changing the List Items



Changing the List Items

To keep the drop down list up to date with changes in our data, it may be necessary to periodically change the choices in the list.

Since we entered the cell references (A2:A5) for our list items into the dialog box rather than the actual list names, changing the cookie names in cells A2 to A5 immediately changes the names in the drop down list.

If the data is entered directly into the dialog box to make changes to the list you need to go back into the dialog box and edit the data source.

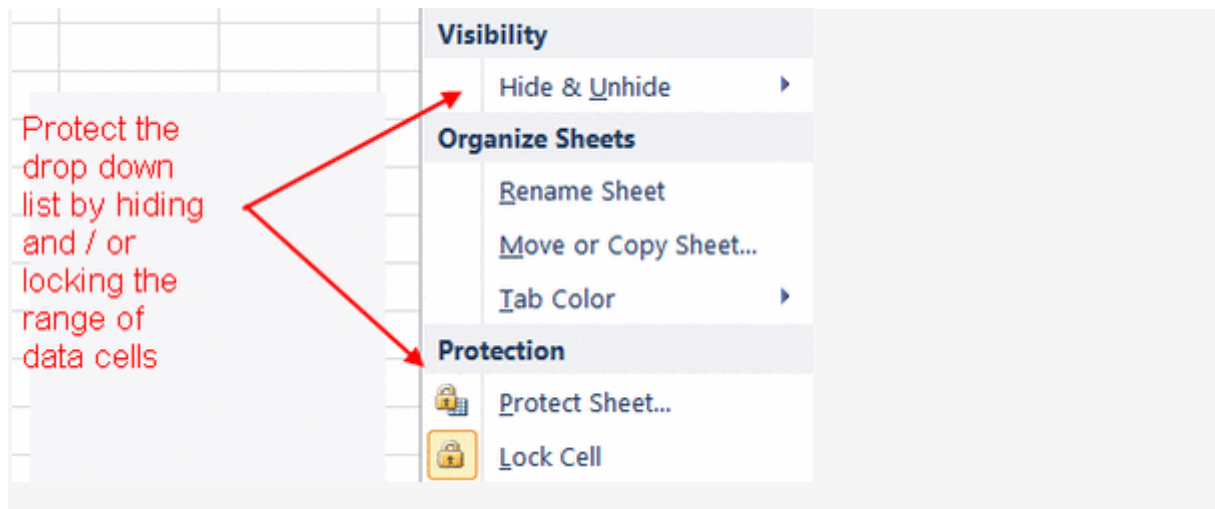
In this step we will remove *Oatmeal Raisin* from the drop down list and add *Shortbread*.

Steps

For help with these instructions, see the image above.

1. Click on cell A4 (*Oatmeal Raisin*) to make it the active cell
2. Type *Shortbread* into cell A4 and press the Enter key on the keyboard
3. Click on the down arrow for the drop down list in cell C1 to open the list
4. Item 3 in the list should now read *Shortbread* instead of *Oatmeal Raisin*

Option for Protecting the Drop Down List



Options for Protecting the Drop Down List

Since our data is on the same worksheet as our drop down list two options we have to protect our list data are:

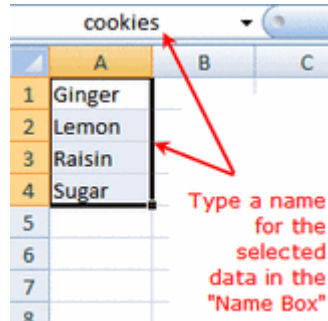
- Hide the column containing the data (column A)
- Protect the worksheet which involves locking cells A2 to A5

If security is not a concern, hiding the column containing the list data is a good option since it makes it easier to update the list when needed.

If security is a concern a password can be added when protecting the worksheet to prevent changes to the list items.

Following part covers creating a drop down list on a different worksheet.

Example: Creating a drop down list with data on a different worksheet



For help with this example, see the image above.

1. Enter the following data into the correct cells on **Sheet 1** or a worksheet:

E1 - The Cookie Shop

D2 - Cookie Type:

2. Click on the Sheet tab for Sheet 2.

3. Enter the following data into the correct cells on **Sheet 2** or a worksheet:

A1 - Gingerbread

A2 - Lemon

A3 - Oatmeal Raisin

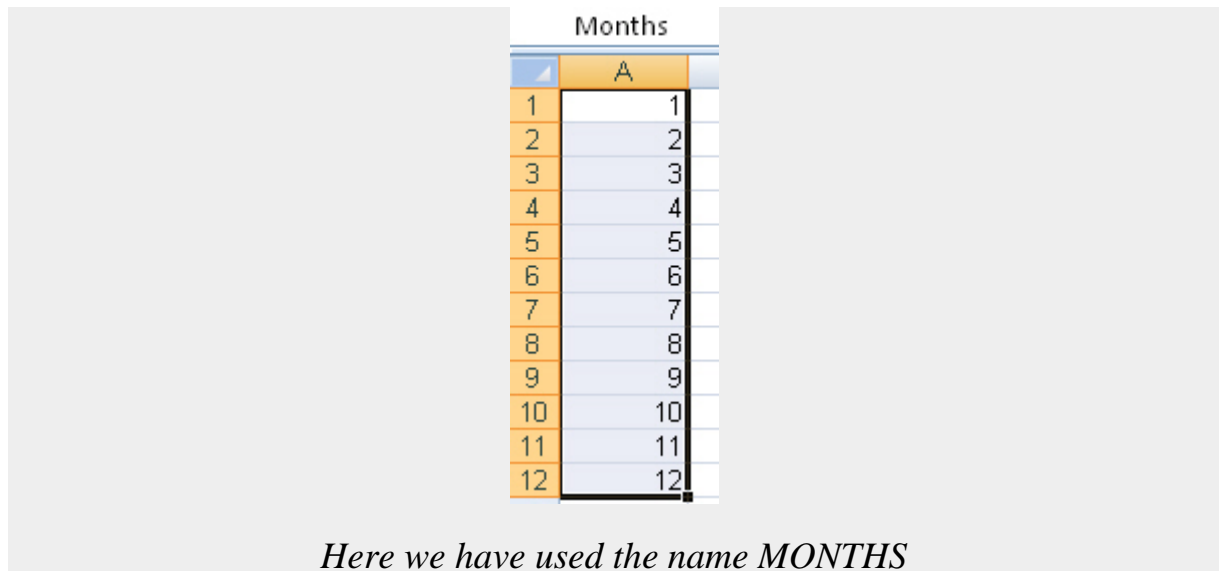
A4 - Chocolate Chip

4. Drag select cells A1 - A4 on Sheet 2.
5. Type " cookies " (no quotes) in the Name Box and press the **ENTER** key on the keyboard.
6. Click on the Sheet tab for Sheet 1.
7. Click on cell E2 - the location where the results will be displayed.
8. Click on the *Data* tab.
9. Click on the **Data Validation** option from the ribbon to open the menu.

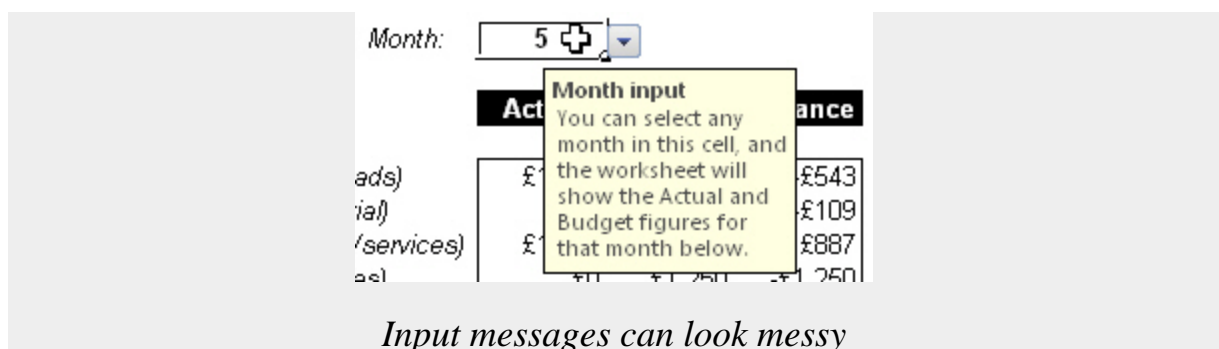
10. Click on the **Data Validation** in the menu to bring up the dialog box.
11. Click on **Settings** tab in the dialog box.
12. From the **Allow** menu choose *List*.
13. Type " =cookies " (no quotes) on the **Source** line in the dialog box.
14. Click **OK** in the dialog box.
15. A down arrow should appear next to cell E2.
16. When you click on the arrow the drop down list should open to display the four cookie names.

Exercise 1

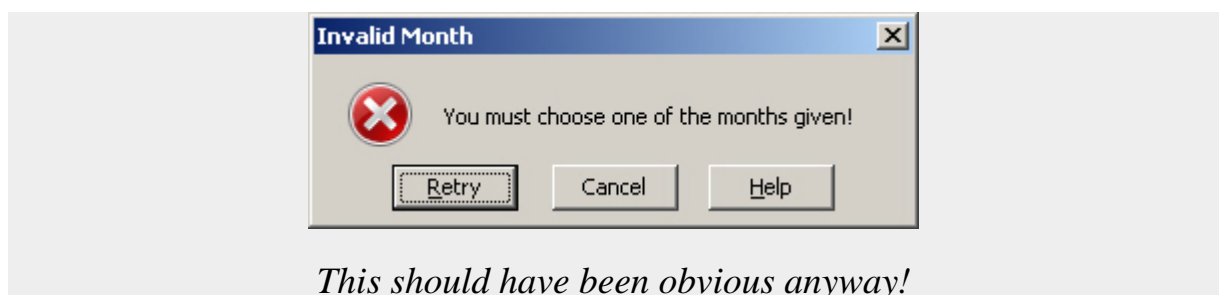
Create a new worksheet with a list of possible month choices. Give the block of cells a range name.



Apply validation to cell **B2** (Use **Monthly Report File**) so that when you click on the cell you see and input message telling you what you can do:

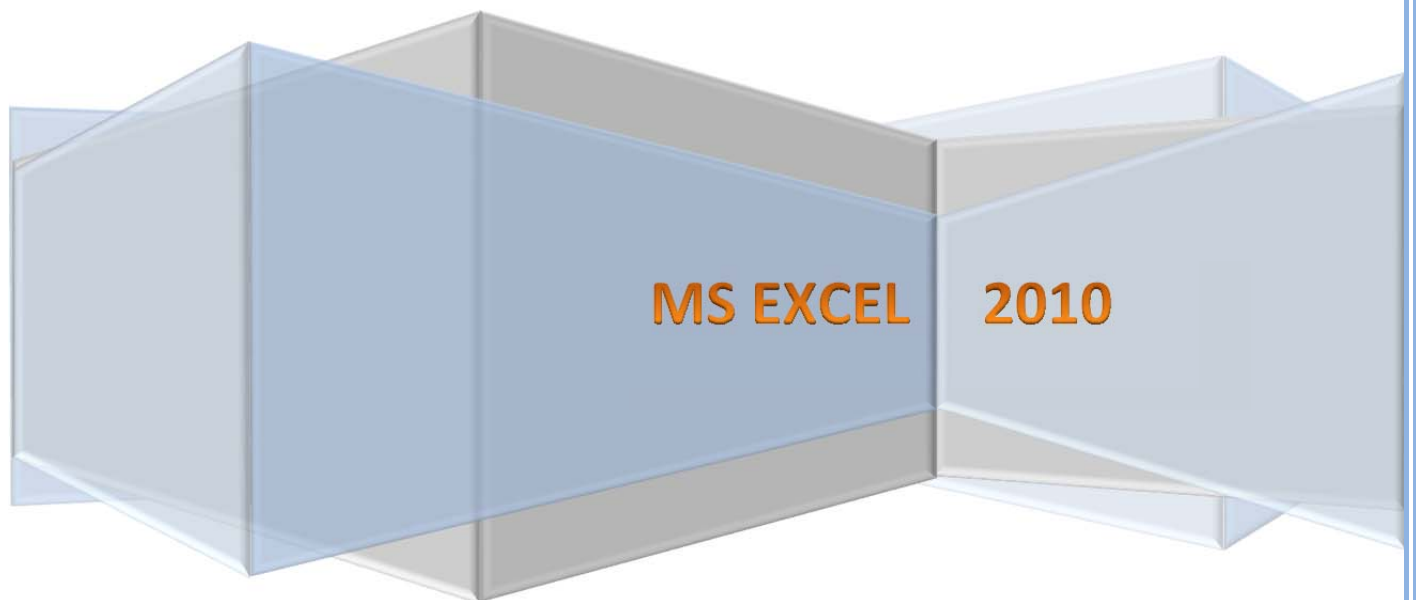


Extend the validation so that when a user chooses a month that doesn't exist, they see this message:



Save the file with the same name, and then close it down.

UNIT II: CHARTS



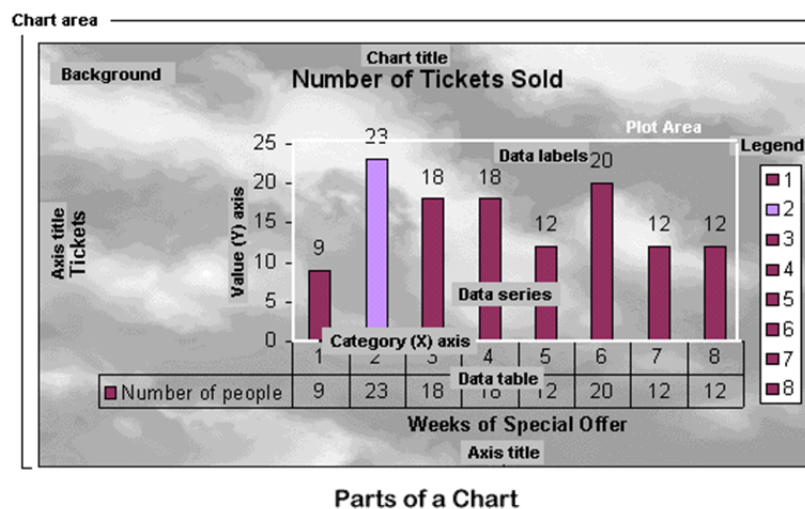
Introduction

In Microsoft Excel, you can represent numbers in a chart. On the Insert tab, you can choose from a variety of chart types, including column, line, pie, bar, area, and scatter. The basic procedure for creating a chart is the same no matter what type of chart you choose. As you change your data, your chart will automatically update.

You select a chart type by choosing an option from the Insert tab's Chart group. After you choose a chart type, such as column, line, or bar, you choose a chart sub-type. For example, after you choose Column Chart, you can choose to have your chart represented as a two-dimensional chart, a three-dimensional chart, a cylinder chart, a cone chart, or a pyramid chart. There are further sub-types within each of these categories. As you roll your mouse pointer over each option, Excel supplies a brief description of each chart sub-type.

Parts of a Chart

It might help to know the parts of a chart before you try to format one. Some types of charts do not have all of these parts. For example, a pie chart does not have axes.



Plot area where the data is actually pictured

Data series the bars or dots or wedges that represent the values you are charting

Data label the value for a bar or dot or wedge, displayed near it on the chart

Axis the vertical or horizontal edge of the chart that is marked off in even lengths

Data table a table of the values plotted on your chart

Chart area includes all of the chart parts - the plot area, the titles, the data table, legend, and background

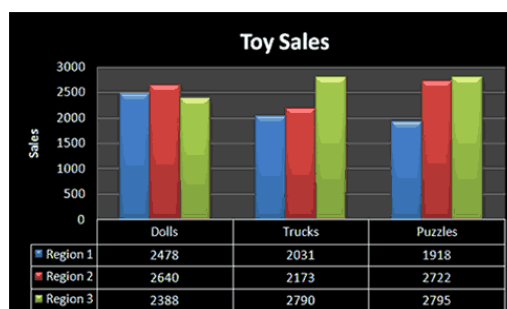
Background the color, pattern, or image behind the actual chart

Titles the title for the whole chart and titles for each axis

Legend shows what the colors or patterns on the chart represent

Chart tips a popup that identifies the part your pointer is over. A tip can name the data series and gives the data point's value.

Create a Chart



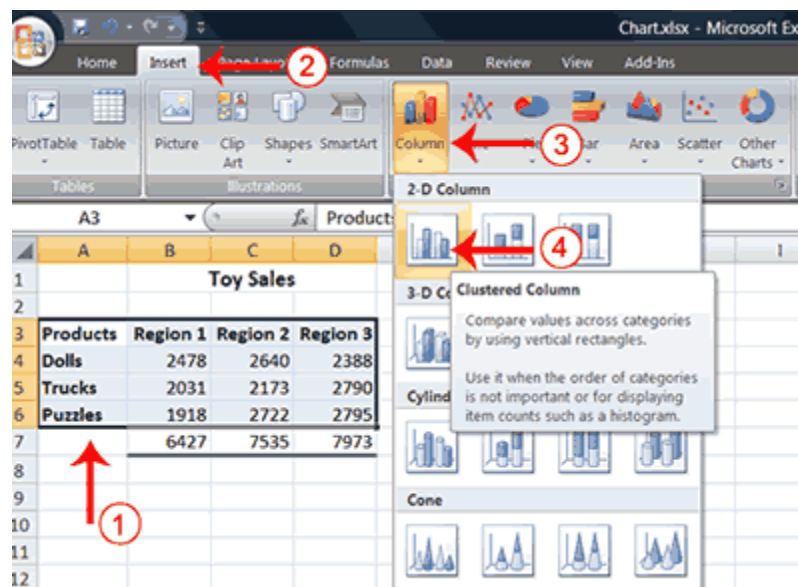
To create the column chart shown above, start by creating the worksheet below exactly as shown.

	A	B	C	D	E
1		Toy Sales			
2					
3	Products	Region 1	Region 2	Region 3	
4	Dolls	2478	2640	2388	
5	Trucks	2031	2173	2790	
6	Puzzles	1918	2722	2795	
7	Total	6427	7535	7973	
8					

After you have created the worksheet, you are ready to create your chart.

EXERCISE 1

Create a Column Chart



1. Select cells A3 to D6. You must select all the cells containing the data you want in your chart. You should also include the data labels.
2. Choose the Insert tab.
3. Click the Column button in the Charts group. A list of column chart sub-types appears.
4. Click the Clustered Column chart sub-type. Excel creates a Clustered Column chart and the Chart Tools context tabs appear.

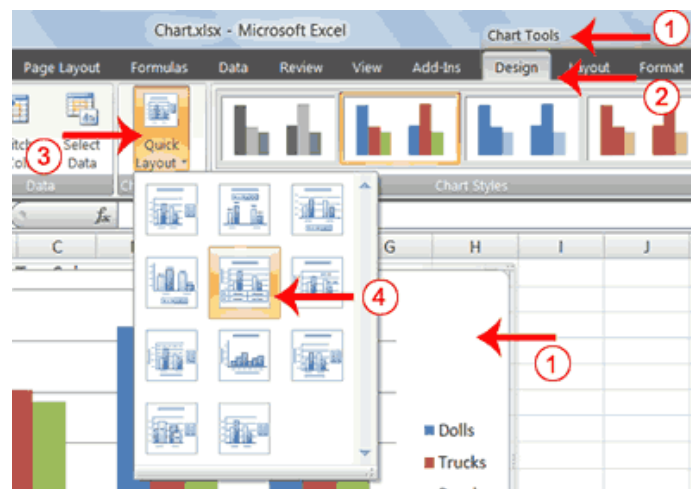
Apply a Chart Layout

Context tabs are tabs that only appear when you need them. Called Chart Tools, there are three chart context tabs: Design, Layout, and Format. The tabs become available when you create a new chart or when you click on a chart. You can use these tabs to customize your chart.

You can determine what your chart displays by choosing a layout. For example, the layout you choose determines whether your chart displays a title, where the title displays, whether your chart has a legend, where the legend displays, whether the chart has axis labels and so on. Excel provides several layouts from which you can choose.

EXERCISE 2

Apply a Chart Layout



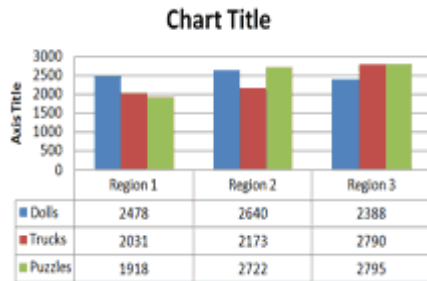
1. Click your chart. The Chart Tools become available.
2. Choose the Design tab.
3. Click the Quick Layout button in the Chart Layout group. A list of chart layouts appears.
4. Click Layout 5. Excel applies the layout to your chart.

Add Labels

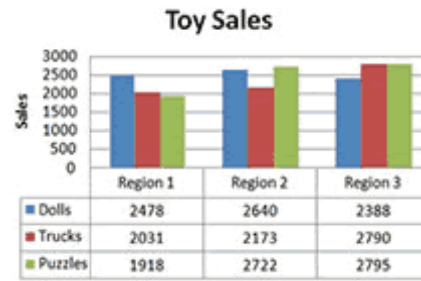
When you apply a layout, Excel may create areas where you can insert labels. You use labels to give your chart a title or to label your axes. When you applied layout 5, Excel created label areas for a title and for the vertical axis.

EXERCISE 3

Add labels



Before



After

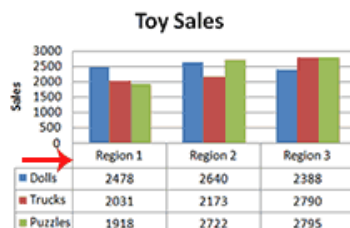
1. Select Chart Title. Click on Chart Title and then place your cursor before the C in Chart and hold down the Shift key while you use the right arrow key to highlight the words Chart Title.
2. Type **Toy Sales**. Excel adds your title.
3. Select Axis Title. Click on Axis Title. Place your cursor before the A in Axis. Hold down the Shift key while you use the right arrow key to highlight the words Axis Title.
4. Type **Sales**. Excel labels the axis.
5. Click anywhere on the chart to end your entry.

Switch Data

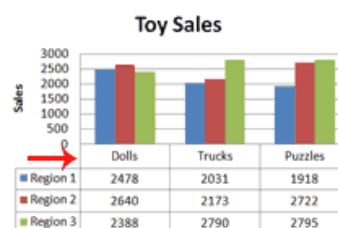
If you want to change what displays in your chart, you can switch from row data to column data and vice versa.

EXERCISE 4

Switch Data



Before



After

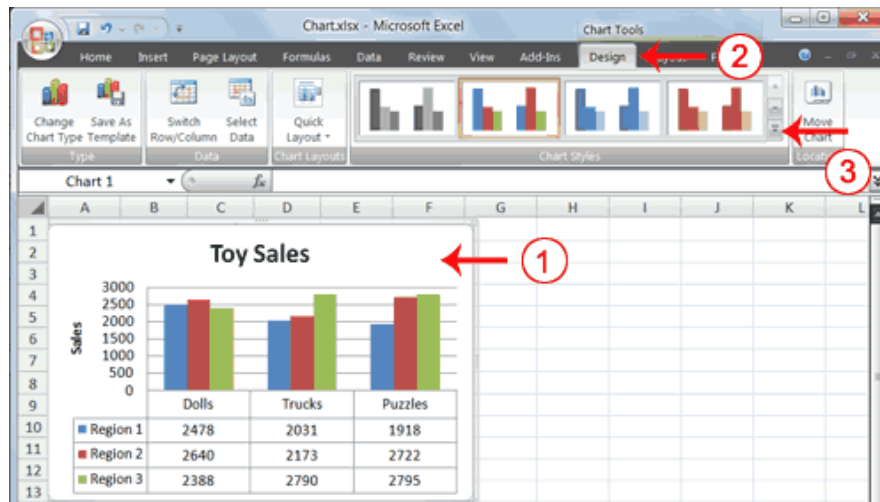
1. Click your chart. The Chart Tools become available.
2. Choose the Design tab.
3. Click the Switch Row/Column button in the Data group. Excel changes the data in your chart.


Change the Style of a Chart

A style is a set of formatting options. You can use a style to change the color and format of your chart. Excel 2007 has several predefined styles that you can use. They are numbered from left to right, starting with 1, which is located in the upper-left corner.

EXERCISE 5

Change the Style of a Chart



1. Click your chart. The Chart Tools become available.
2. Choose the Design tab.
3. Click the More button  in the Chart Styles group. The chart styles appear.



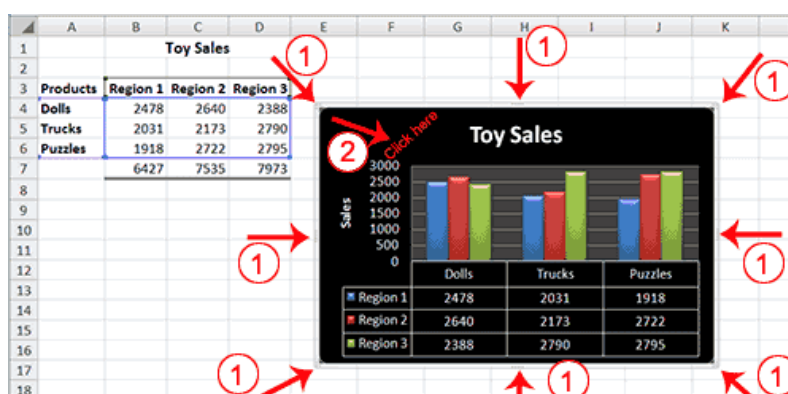
4. Click Style 42. Excel applies the style to your chart.

Change the Size and Position of a Chart

When you click a chart, handles appear on the right and left sides, the top and bottom, and the corners of the chart. You can drag the handles on the top and bottom of the chart to increase or decrease the height of the chart. You can drag the handles on the left and right sides to increase or decrease the width of the chart. You can drag the handles on the corners to increase or decrease the size of the chart proportionally. You can change the position of a chart by clicking on an unused area of the chart and dragging.

EXERCISE 6

Change the Size and Position of a Chart



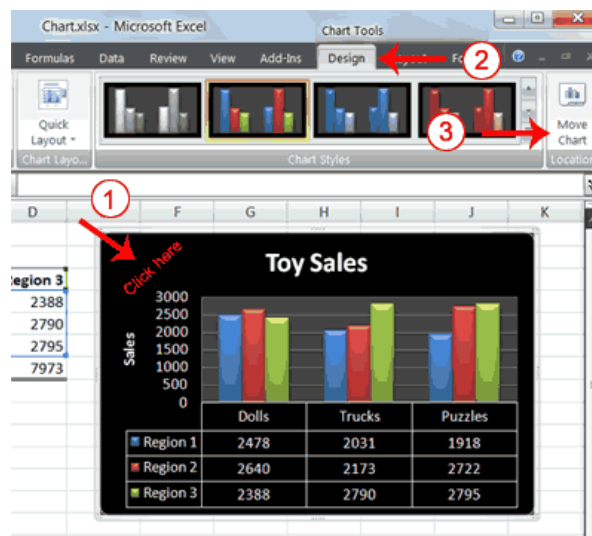
1. Use the handles to adjust the size of your chart.
2. Click an unused portion of the chart and drag to position the chart beside the data.

Move a Chart to a Chart Sheet

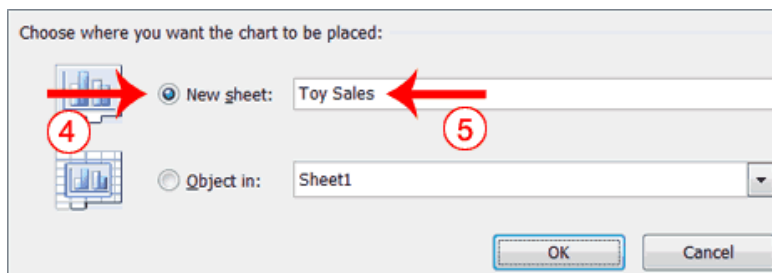
By default, when you create a chart, Excel embeds the chart in the active worksheet. However, you can move a chart to another worksheet or to a chart sheet. A chart sheet is a sheet dedicated to a particular chart. By default Excel names each chart sheet sequentially, starting with Chart1. You can change the name.

EXERCISE 7

Move a Chart to a Chart Sheet



1. Click your chart. The Chart Tools become available.
2. Choose the Design tab.
3. Click the Move Chart button in the Location group. The Move Chart dialog box appears.



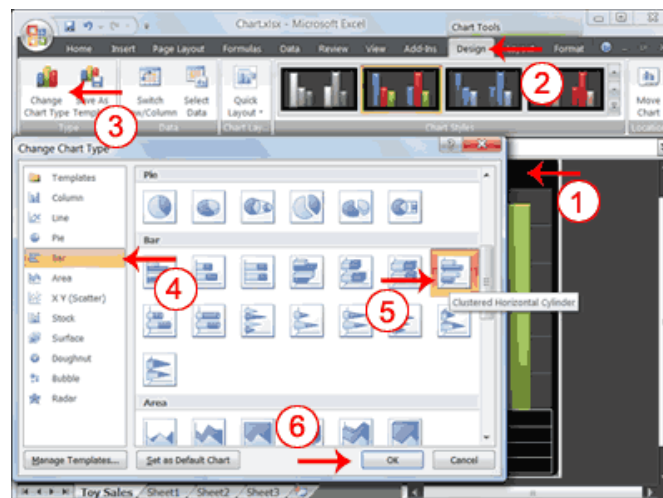
4. Click the New Sheet **radio** button.
5. Type Toy Sales to name the chart sheet. Excel creates a chart sheet named Toy Sales and places your chart on it.

Change the Chart Type

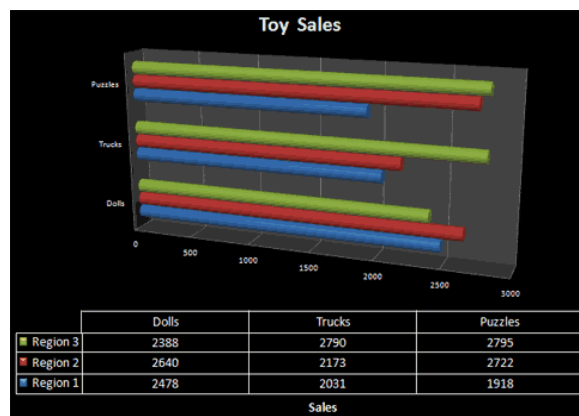
Any change you can make to a chart that is embedded in a worksheet, you can also make to a chart sheet. For example, you can change the chart type from a column chart to a bar chart.

EXERCISE 8

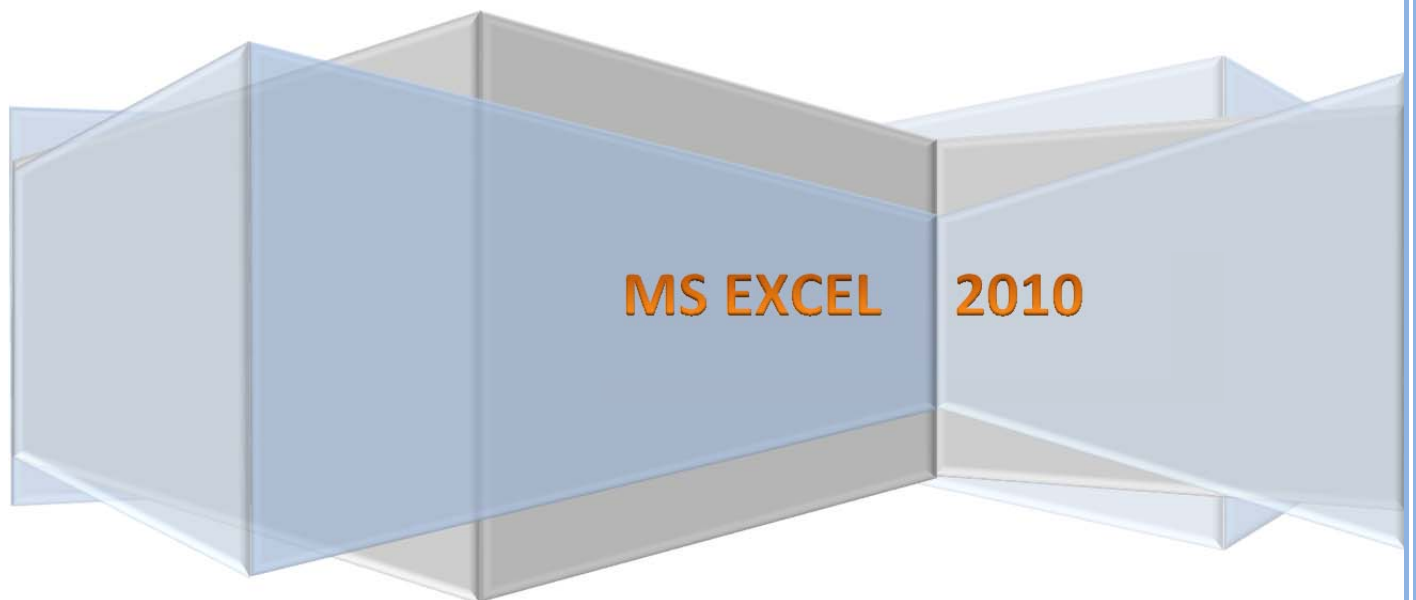
Change the Chart Type



1. Click your chart. The Chart Tools become available.
2. Choose the Design tab.
3. Click Change Chart Type in the Type group. The Chart Type dialog box appears.
4. Click Bar.
5. Click Clustered Horizontal Cylinder.
6. Click OK. Excel changes your chart type.



UNIT III: IF FUNCTION



Introduction

How the IF Function Works

f_x	=IF(E6<30000,\$E\$3*E6,\$E\$4*E6)		
	D	E	F
	Deduction Calculations for Employees		
	Deduction Rate		
	< \$30,000:	6%	
	>=\$30,000:	8%	
	Name	Salary	Deduction
	Smith B.	\$45,987	\$3,678.96
	Wilson C.	\$23,412	\$1,404.72
	Thompson J.	\$67,265	\$5,381.20
	James R.	\$27,354	\$1,641.24
	Ramirez A.	\$34,678	\$2,774.24

The Excel IF function adds flexibility to your spreadsheets by introducing decision making. It does this by testing a specified condition in your spreadsheet to see if it is true or false.

If the condition is true, the function will carry out one action. If the condition is false, it will carry out a different action.

The function allows you to specify what actions it should carry out depending on whether the condition is true or not. These actions can include executing a formula, inserting a text statement, or leaving the target cell blank.

IF Function Step by Step

This tutorial uses the IF function to calculate a fictitious annual deduction for employees based on their yearly salary.

The function tests to see if an employee's salary is above or below the threshold of \$30,000. Depending on the result, different deduction rates are used in calculating the annual deduction.

Following the steps in the tutorial topics below walks you through creating and using the IF function seen in the image above to calculate this deduction for multiple employees.

Entering the Data

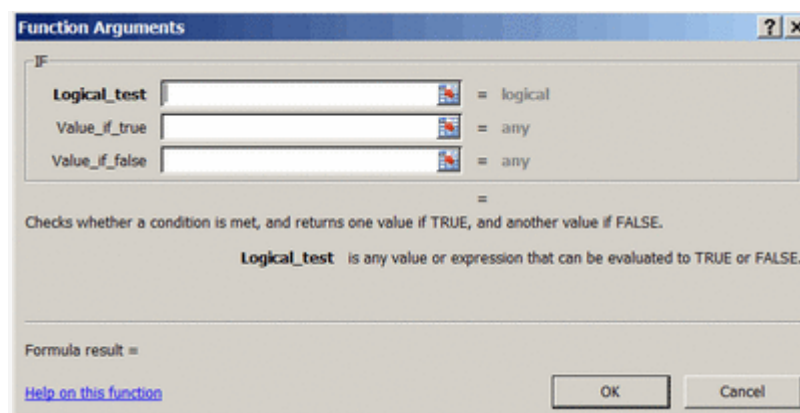
D	E	F
Deduction Calculations for Employees		
Deduction Rate		
< \$30,000:	6%	
>=\$30,000:	8%	
Name	Salary	Deduction
Smith B.	\$45,987	
Wilson C.	\$23,412	
Thompson J.	\$67,265	
James R.	\$27,354	
Ramirez A.	\$34,678	

For help with these instructions see the image above.

The first step to using the IF function in Excel is to enter the data.

Enter the data into cells D1 to F5 of an Excel worksheet as seen in the image above.

Starting the IF Function



Opening the IF Function Dialog Box

Although it is possible to just type the IF function into a cell in a worksheet, many people find it easier to use the function's dialog box to enter the function.

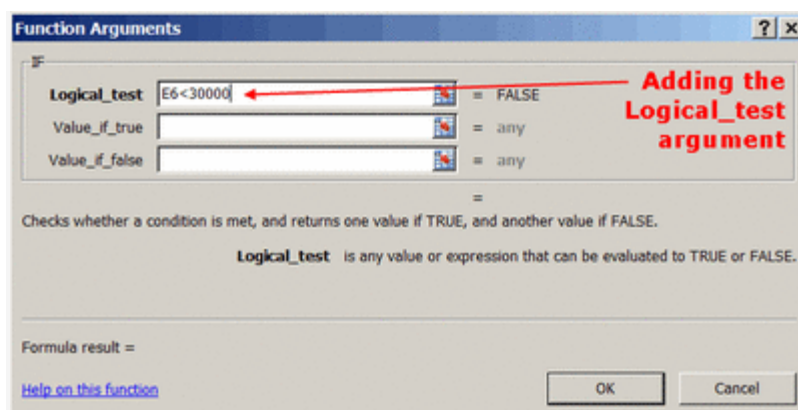
In this tutorial, we want to use the same function in a number of cells. The first step will be to enter the function into one cell in the group and then copying it to the rest.

1. Click on cell F6 to make it the active cell. This is where we will enter the IF function.
2. Click on the *Formulas* tab.
3. Click on the **Logical** icon on the ribbon to open the Logical function drop down list.
4. Click on *IF* in the list to bring up the IF function's dialog box.

The data that we enter into the three blank rows in the dialog box will form the arguments of the IF function.

These arguments tell the function what condition we are testing and what actions to take depending on whether the condition is true or not.

Entering the Logical Test Argument



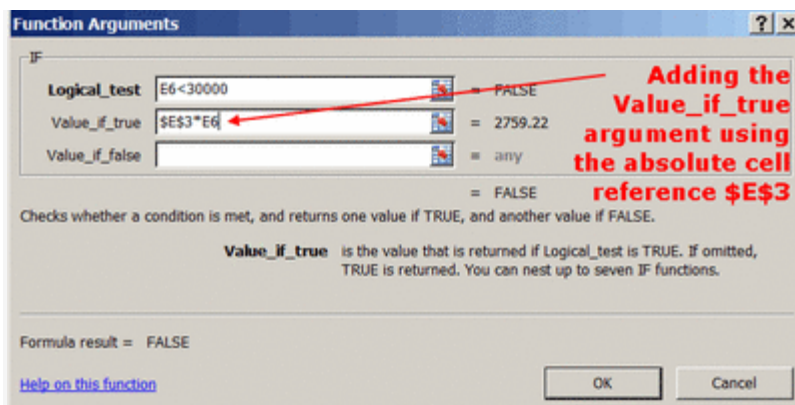
The logical test can be any value or expression that gives you a TRUE or FALSE answer. The data that can be used in this argument are numbers, cell references, the results of formulas, or text data.

In this tutorial we are comparing the value in cell E6 with the threshold salary of \$30,000. Between these two amounts we place a *comparison operator*. Since we want to know if E6 is less than \$30,000, we will use the **Less Than** operator "<".

For help with these instructions, look in the image above.

1. Click on the *Logical_test* line in the dialog box
2. Click on cell E6 to add this cell reference to the *Logical_test* line.
3. Type the less than key " < " on the keyboard.
4. Type **30000** after the less than symbol.
5. **Note:** Do not enter the dollar sign (\$) or a comma separator (,) with the above amount. An **Invalid** error message will appear at the end of the *Logical_test* line if either of these symbols are entered along with the data.
6. The completed logical test should read: **E6 < 30000**

Entering the Value if true argument



The Value if true argument tells the IF function what to do if the Logical Test is true.

The Value_if_true argument can be a formula, a block of text, a number, a cell reference, or the cell can be left blank.

In this tutorial we are testing to see if the data in cell E6 is less than \$30,000. If it is, we want the IF function to use a formula to multiply the employee's annual salary in cell E6 by the deduction rate of 6%, which is located in cell E3.

Relative vs Absolute Cell References

After we complete the IF function in cell F6 we will be copying it to cells F7 to F10 to find out the deduction rate for the other employees in our data sample.

Normally, when a function is copied to other cells the cell references in the function change to reflect the function's new location. These are called relative cell references and they make it easier to use the same function in multiple locations.

Occasional, however, having cell references change when a function is copied will result in errors.

To prevent these errors, the cell references can be made *Absolute* which stops them from changing when they are copied. Absolute cell references are created by adding dollar signs around a regular cell reference, such as **\$E\$3**.

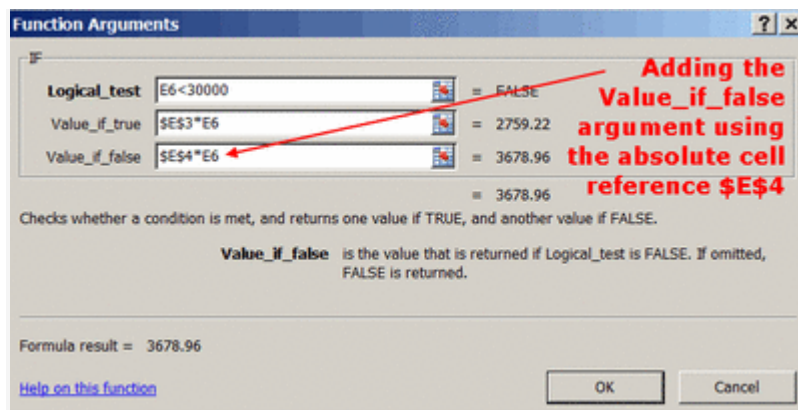
For this tutorial we will enter the deduction rate located in cell E3 as an absolute cell reference into the *Value_if_true* line of the dialog box.

Adding the dollar signs is easily done by pressing the **F4** key on the keyboard after the cell reference has been entered into the dialog box.

For help with these instructions, look in the image above.

1. Click on the *Value_if_true* line in the dialog box.
2. Click on cell E3 in the worksheet to add this cell reference to the *Value_if_true* line.
3. Press the **F4** key on the keyboard to make E3 an absolute cell reference (**\$E\$3**).
4. Press the asterisk (*) key on the keyboard. The asterisk is the multiplication symbol in Excel.
5. Click on cell E6 to add this cell reference to the *Value_if_true* line.
6. **Note:** We will **not** make E6 into an absolute cell reference because we want it to change when the function is copied.
7. The completed *Value_if_true* line should read: **\$E\$3 * E6**.

Entering the Value if false argument



The *Value_if_false* argument tells the IF function what to do if the Logical Test is false.

The *Value_if_false* argument can be a formula, a block of text, a value, a cell reference, or the cell can be left blank.

In this tutorial we are testing to see if the data in cell E6 is less than \$30,000. If it is not, we want the IF function to use a formula to multiply the employee's annual salary in cell E6 by the deduction rate of 8%, which is located in cell E4. As with the preceding step, we will be entering the deduction rate (E4) into the *Value_if_true* line of the dialog box as an absolute cell reference (**\$E\$4**).

This is being done to prevent cell reference errors from occurring when we copy the IF function to other cells later in the tutorial.

1. Click on the *Value_if_false* line in the dialog box.
2. Click on cell E4 to add this cell reference to the *Value_if_false* line.
3. Press the **F4** key on the keyboard to make E4 an absolute cell reference (**\$E\$4**).
4. Press the asterisk (*) key on the keyboard. The asterisk is the multiplication symbol in Excel.
5. Click on cell E6 to add this cell reference to the *Value_if_false* line.
6. **Note:** We will **not** make E6 into an absolute cell reference because we want it to change when the function is copied.

7. The completed Value_if_false line should read: **\$E\$4 * E6**.
8. Click OK to close the dialog box and enter the completed IF function into cell F6.
9. The value of **\$3,678.96** should appear in cell F6.
10. Since B. Smith earns more than \$30,000 per year, the IF function uses the formula $\$45,987 * 8\%$ to calculate his annual deduction.
11. When you click on cell F6, the complete function **= IF (E6<30000, \$E\$3*E6, \$E\$4*E6)** appears in the formula bar above the worksheet.

Copying the IF Function using the Fill Handle

=IF(E6<30000,\$E\$3*E6,\$E\$4*E6)			
D	E	F	G
Deduction Calculations for Employees			
Deduction Rate			
< \$30,000:	6%		
>=\$30,000:	8%		
Name	Salary	Deduction	
Smith B.	\$45,987	\$3,678.96	
Wilson C.	\$23,412	\$1,404.72	
Thompson J.	\$67,265	\$5,381.20	
James R.	\$27,354	\$1,641.24	
Ramirez A.	\$34,678	\$2,774.24	

Using the Fill Handle to copy the IF function to cells F7:F10

To complete the worksheet, we need to add the IF function to cells F7 to F10. Since our data is laid out in a regular pattern, we can copy the IF function in cell F6 to the other four cells.

As the function is copied, Excel will update the relative cell references to reflect the function's new location while keeping the absolute cell reference the same. To copy down our function we will use the Fill Handle.

1. Click on cell F6 to make it the active cell.
2. Place the mouse pointer over the black square in the bottom right corner. The pointer will change to a plus sign " + ".
3. Click the left mouse button and drag the fill handle down to cell F10.
4. Release the mouse button. Cells F7 to F10 will be filled with the results of the IF function.

Comparison Operators Used in the IF Function

The comparison operators that can be used in the logical test of an Excel IF function are:

Equals (=)

Less than (<)

Less than or equal to (<=)

Greater than (>)

Greater than or equal to (>=)

Not equal to (<>)

Exercise 1

Open the file **Movies Flop - questions**

Create an If function to calculate whether each movie was a flop or a success. Use the following criteria:

- If the profit was less than 100,000,000 then the movie is a flop
- Otherwise the movie is a success

Copy the function down to rate each movie in the list.

Van Helsing	170,000,000	300,150,546	130,150,546	Success
Shrek the Third	160,000,000	733,012,359	573,012,359	Success
Poseidon	160,000,000	181,674,817	21,674,817	Flop
Alexander	155,000,000	167,297,191	12,297,191	Flop

I can't believe Van Helsing was a success either

Save the file with the same name and close it down.

Exercise 2

Open the file **Poohsticks rating - IF question**

Create an If function to rate the players based on the following criteria:

- If a player scores more than 15 points he has a **High score**
- Otherwise he must **Try harder**

Copy the function down to rate all the players.

Poohsticks score	Matches Played	Rating
14	3	Try harder!
17	3	High score
15	2	Try harder!

Only scores more than 15 are high scores

Save the file with the same name and close it down.

Exercise 3

Open the file **Widget sales - IF question**

Create an If function to calculate a total order value based on the following criteria:

- If less than 1000 units are ordered each unit costs the normal price
- Otherwise each unit costs the discounted price

Copy the formula down and check that it works.

Customer	Quantity	Order Total
Donald Duck	950	£ 950.00
Mickey Mouse	1090	£ 981.00
Bugs Bunny	500	£ 500.00

I don't know what Mickey needs so many widgets for

Save the file with the same name and close it down.

Exercise 4

Open the file **Bob the Builder Charge Sheet - IF question**

Create an If function to calculate the total for each labour item in the charge sheet based on the following criteria:

- If the rate is **Standard** the row total is equal to **Hours** multiplied by the standard rate
- Otherwise the row total is equal to **Hours** multiplied by the overtime rate

Copy the formula down and make sure that it works.

Bob the Builder - Charge Sheet					
Item	Hours	Rate	Total	Rates	
Removing old plaster	4	Standard	200	Standard	Overtime
Brew time	0.5	Standard	25	£ 50.00	£ 75.00
Preparing walls	3	Standard	150		

Range names make this exercise much easier

Save the file with the same name and close it down.