

Practical Book

**COMPUTER
APPLICATIONS
TECHNOLOGY**

10



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



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As an organisation rooted in technology, we believe in providing a new bold digital world to communities we operate in. This unique digital book provides the fundamental knowledge necessary for a sound grounding from which to make practical use of the complete and indispensable application-oriented information regarding Computer Applications Technology (CAT) and Information Technology (IT). It is a foundational reference for today's secondary school learners and teachers alike – as well as for the next generation of CAT and IT students.

Computer Applications Technology Grade 10 Practical Book

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Dear learner

Welcome to the *Practical Book for Computer Applications Technology Grade 10*. Please read the information below about the book before you start using it. This book provides you with all the information you need to cover the Grade 10 Computer Applications Technology curriculum. It will also help you develop the skills, attitudes and values you need to be successful in your studies.

Each chapter in the book has the following features, which are meant to help you learn:

- **Overview**
This is an overview of the contents and the units of the chapter.
- **Learning outcomes**
These are the objectives that are addressed in the chapter. It states what you should be able to do by the end of the chapter and gives you an idea of what will be expected of you as a learner. After completing each chapter, ask yourself, 'Am I able to do everything stated in the learning outcomes?'. If not, you should revise the content covered in the chapter.
- **Introduction**
The introduction is a brief summary of why you will be learning the content that is covered in the chapter. Sometimes it will give you a brief background of how far technology has come, while at other times it will just give you a short summary that introduces the content that will follow in the chapter.
- **Activities**
These cover questions you have to answer based on the content presented before them. Activities will help you check whether you have understood the content presented in the book or not.
- **'Something to know', 'Take note' and 'Tip' boxes**
The boxes provide extra, interesting content that might caution you to 'take note' of something important; or give you additional information. Note that the content in these boxes will not be part of your exams.
- **QR Codes, Videos and Screen captures**
These will link you to online content. When you are in the eBook, you can easily access the links.
- **Revision activities**
This is a revision activity based on what you have covered in the chapter. Take time to answer the questions on your own. Your teacher may also use these to assess your performance during class.
- **At the end of the chapter**
This is a checklist to ensure you understand all the content covered in the chapters. These criteria are linked to the learning outcomes at the beginning of the chapter.

Before getting started, watch the video in the QR code in the margin.



INTRODUCTION

Before getting started, watch the video in the QR code.



<https://www.youtube.com/watch?v=nKlu9yen5nc>

You can use the QR codes on these pages to link to online content for further information on these topics.

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INTRODUCTION TO WORD PROCESSING

CHAPTER OVERVIEW

Unit 1.1 Introduction to word processing

Unit 1.2 File management in word processing

By the end of this chapter, you will be able to:

- Understand what a word-processing application (app) is used for.
- Describe the basic look and feel of a word-processing application.
- Use file management in a word-processing application.

INTRODUCTION

Word processing is a type of software that is used to create, edit, format and print documents. The most popular word processor today is Microsoft Word.

In this chapter, we will look at what word-processing applications are used for. You will be introduced to the Microsoft Word environment. This chapter will also look at the basic skills, such as inserting, editing and formatting text. Furthermore, we will also look at the different aspects of the page layout.

Something to know

What-You-See-Is-What-You-Get (WYSIWYG) word processors showed users what their final documents will look like when they print them. During the 1990s, Microsoft Word became one of the most popular WYSIWYG word processors.

1.1 Introduction to word processing

A word-processing application is used to type, edit and format documents. Remember, an application is a program or software that you download on your device to perform specific tasks.

The various uses of word-processing applications (among other things) are: Creating documents, formatting documents, reviewing and commenting.

WORKSPACE FEATURES

Before you can start working in Word, you need to open it on your computer.

1. Select the *Start* button.
2. In the search box, type “word” without any quotation marks.
3. Select *Microsoft Word*.
4. Word will open.

There are other ways of opening Microsoft Word (using Windows 10), such as the following:

1. Select the *Start* button.
2. Scroll down the list of applications.
3. Under “W”, select the *Word* icon.

INTERFACE

When you open the word processing application on your computer for the first time, the *Start* screen will appear. You can create a new document, select a template, or even open one of the documents that has recently been edited. From the *Start* screen, select *Blank document*, which will take you to the word processing interface.

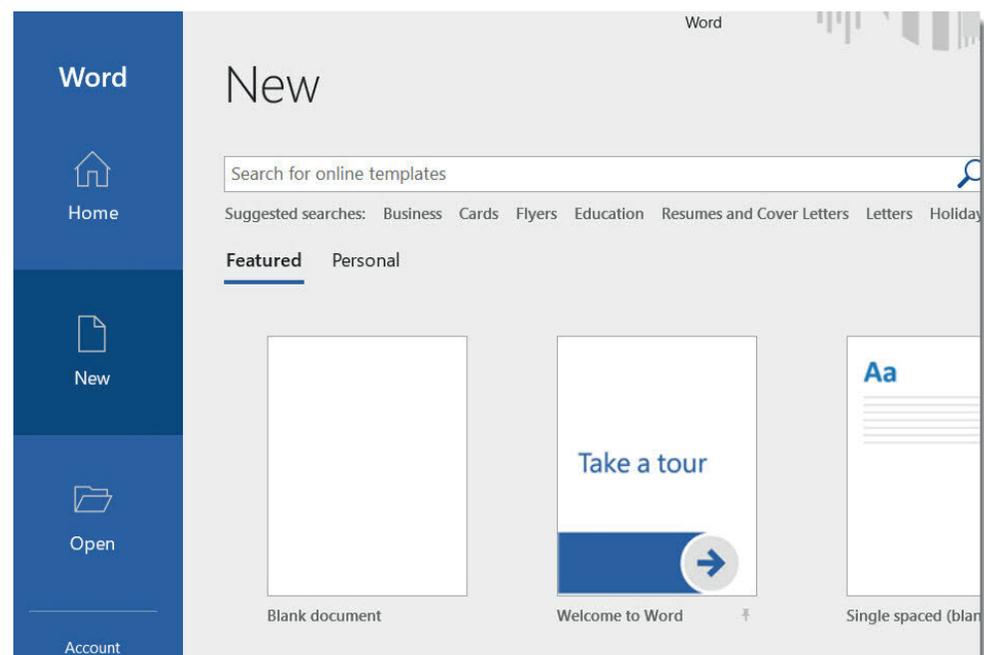


Figure 1.1: Selecting a blank document

THE RIBBON

MS Word uses a tabbed ribbon system. The menu bar of previous versions has been replaced by tabs. The Ribbon (labelled 1 in Figure 1.2) is made up of several tabs that are found at the top of the window under the title bar.

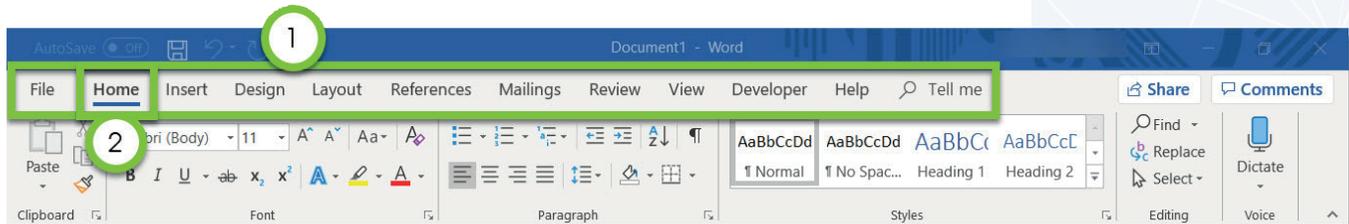


Figure 1.2: Ribbon system

Each tab (labelled 2 in Figure 1.2) is made up of groups of commands that are related to one another. For example, on the *Home* tab, you can find the *Font* group. This contains a set of commands that is used to format text and characters in the document. Hover your cursor over any icon to activate the ToolTip about the function of that command.

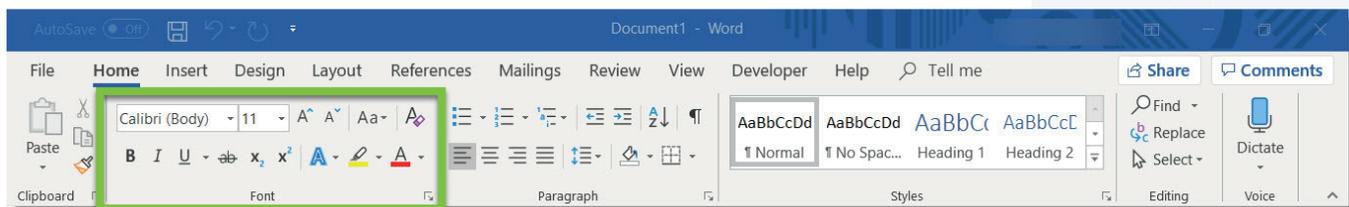


Figure 1.3: The Font group

Some groups may have a small arrow in the bottom-right corner. This is the dialogue launcher. It gives more options that are part of that group.

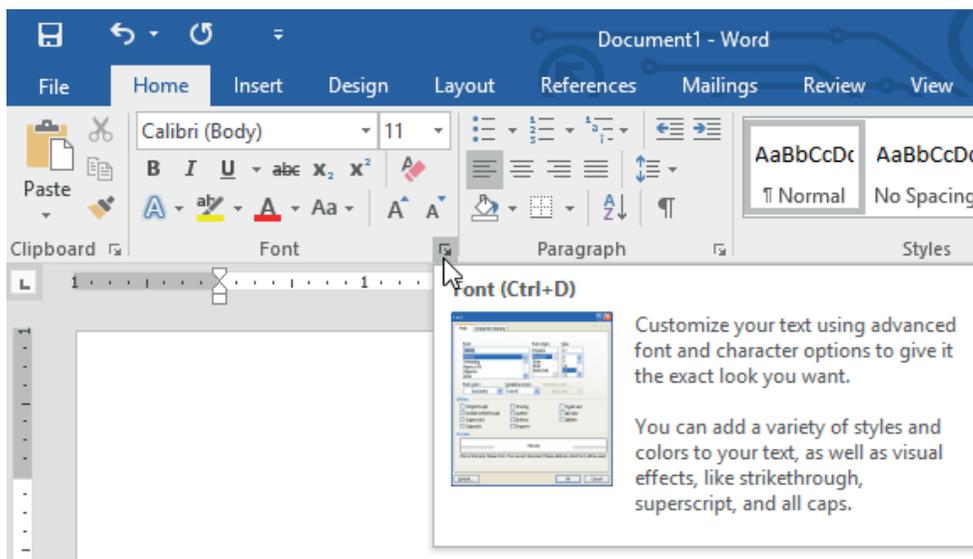


Figure 1.4: Selecting more options

SHOWING AND HIDING THE RIBBON

Should you feel that the Ribbon is taking up too much screen space, you can hide it. You can do this, by selecting the *Ribbon Display Options* arrow that is found in the upper right-hand corner of the Ribbon. Then, choose the option you need from the drop-down list that appears.

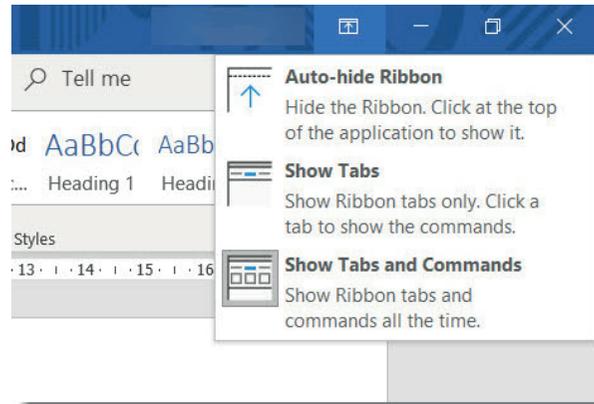


Figure 1.5: Ribbon Display Options

The Ribbon display has several options:

- **Auto-hide Ribbon:** This option displays the document in a full-screen mode and hides the Ribbon completely. If you want to show the Ribbon, you can do so by selecting on the *Expand Ribbon* command, which is found at the top of the screen.
- **Show Tabs:** This option hides all command groups when they are not used; however, the tabs will still be seen.
- **Show Tabs and Commands:** This option shows all the tabs and commands. This is the default setting when opening Word for the first time.

Using the figure below, you will learn more about the Word interface.

TIP

You can easily switch between the *Show Tabs* and *Show Tabs and Commands* by double-clicking on any tab.

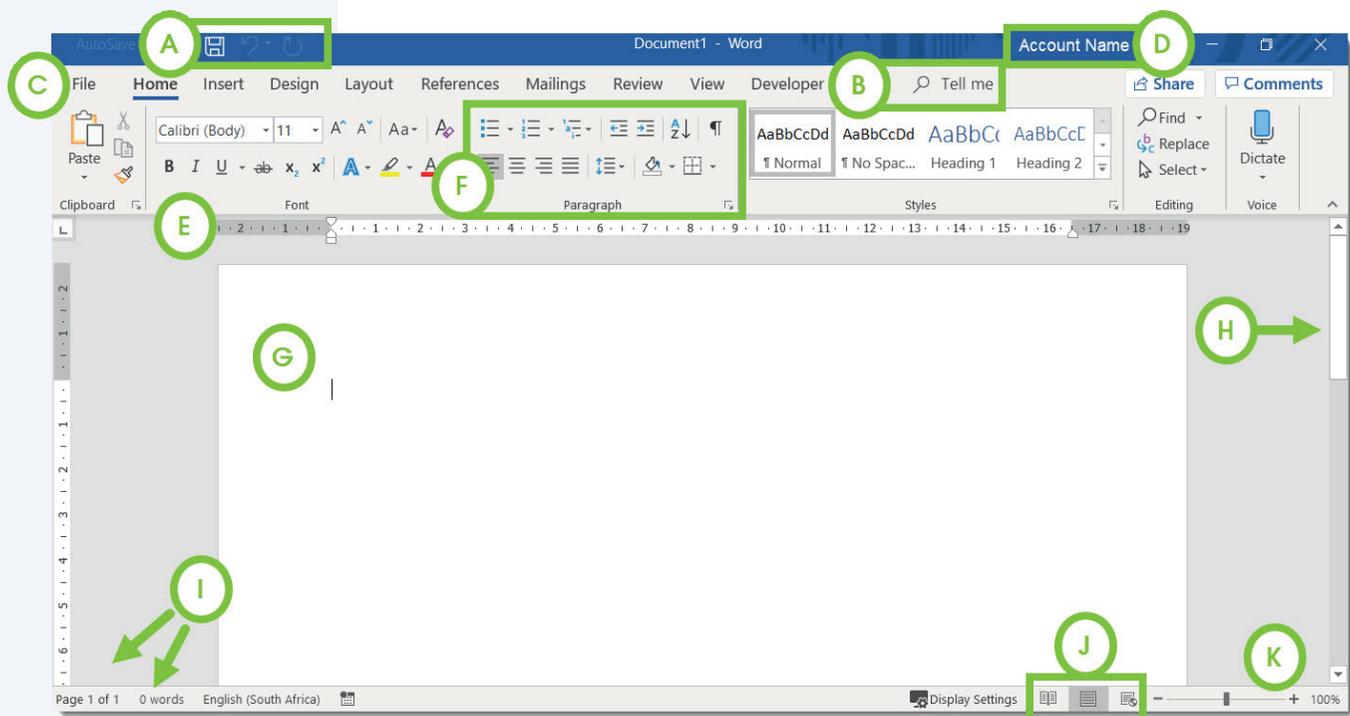
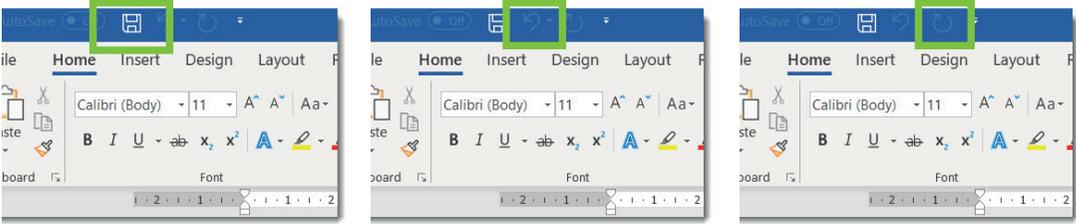


Figure 1.6: Different features of the Word interface

When looking at Figure 1.6, the A represents the *Quick Access Toolbar*, which lets you access *common* commands regardless of the tab chosen. This toolbar always has the default commands, which are *Save*, *Undo*, *Repeat* and *Redo*.

Table 1.1: Default commands on the Quick Access Toolbar

LABEL	BUTTON	FUNCTION
A	Save, Undo and Redo	
B	Tell Me	This bar operates as a help function and lets you search for any commands in Word. This bar is very useful if you do not remember which tab the command can be found in.
C	Ribbon	The Ribbon contains all the commands that you need to perform tasks
D	User sign in	This gives the option to sign in and the user's name will appear here when signed in.
E	Ruler	This is found above the document. (This has to be enabled, if it does not display by default: Go to <i>View</i> , and then tick <i>Ruler</i> .)
F	Command group	Each group contains a set of different commands. To apply a command, all you have to do is select it. Some command groups have an arrow that is found in the bottom-right corner, which launches the group dialogue box that allows you to see more available commands.
G	Document pane	This is the space where you will type and edit any text in the document.
H	Scroll bar	You can select and drag the scroll bar to move up or down the pages of your document. The wheel on the mouse can also be used to scroll between pages in the document.
I	Page and word count	You can see the number of words and pages in your document
J	Document views	Here, you can switch views. They are: <ul style="list-style-type: none"> • Read mode: Shows your document in full-screen mode. • Print layout: This is the default setting when you open a word processing document and shows you how the document will look when it is printed. • Web layout: Displays your document as a web page – for example, it is used when writing a blog post.
K	Zoom control	Select and drag the slider to use the zoom control. The number on the right indicates the zoom percentage.

THE “TELL ME FEATURE”

If you are struggling to find a command, you can use this feature. It works just like a regular search bar – all you have to do is type in what you are looking for. A list of options will appear and you can choose the command you were looking for directly from the menu, without actually spending time looking for it on the Ribbon. It works best when you use the correct terminology. However, note that not everything can be found this way, so if you have tried phrasing it two or three times and you cannot find it, it is probably not available. Then you will have to consult the online *Help* function.



Something to know

Shortcut: Press *Ctrl* + roll your mouse wheel up or down to adjust this.

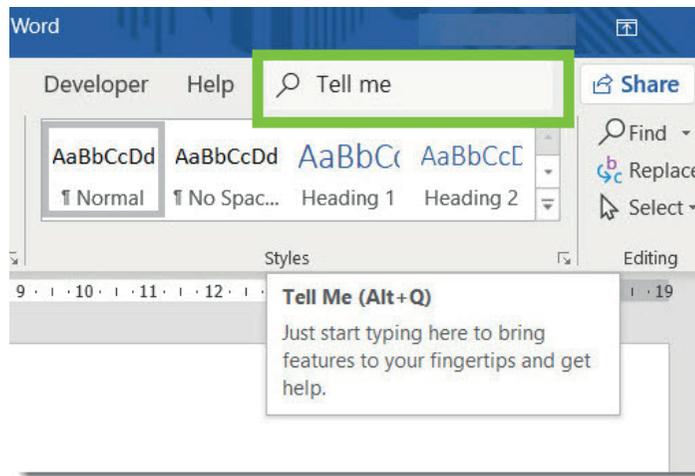


Figure 1.7: Tell Me feature

QUICK ACCESS TOOLBAR

This toolbar is found just above the Ribbon and allows you to access commands that you use the most, regardless of the tab that is selected. The default commands are *Save*, *Undo* and *Redo*. You can, however, always add the commands that you need.

To add commands to this toolbar, do the following:

1. Right click on any command on the Ribbon.
2. Select *Add to Quick Access Toolbar*.

Another method of adding to the Quick Access Toolbar is to select *File > Options > Customise Ribbon*.

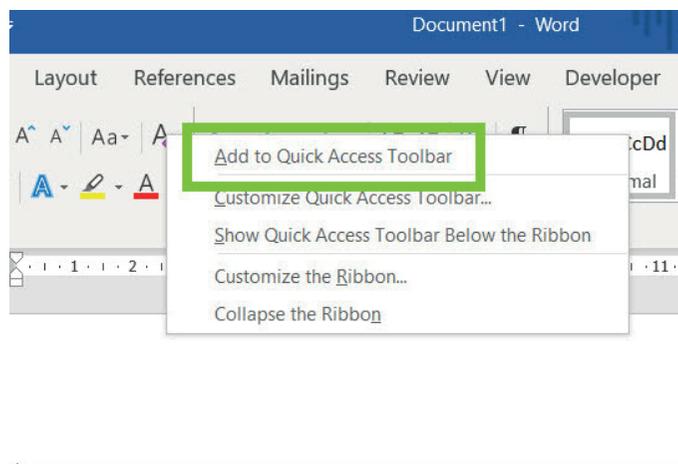


Figure 1.8: Quick Access Toolbar

MINIMISE, MAXIMISE AND CLOSE

The *Minimise*, *Maximise* and *Close* buttons are in the top right above the Ribbon. The *Minimise* button does not close the file, but minimises it to the bottom. The *Maximise* button opens the document to fill the whole screen and the *Close* button closes the document.

BACKSTAGE VIEW

The Backstage view gives you the different options, for example:

- Opening a file
- Printing a file
- Sharing your document

To access the Backstage view, select the *File* tab found on the Ribbon.

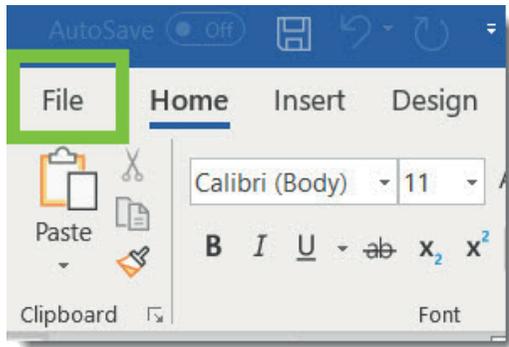


Figure 1.9: Accessing the Backstage view

The following figure shows the different features of the Backstage view. For the purpose of this chapter, we will only look at A to F, however.

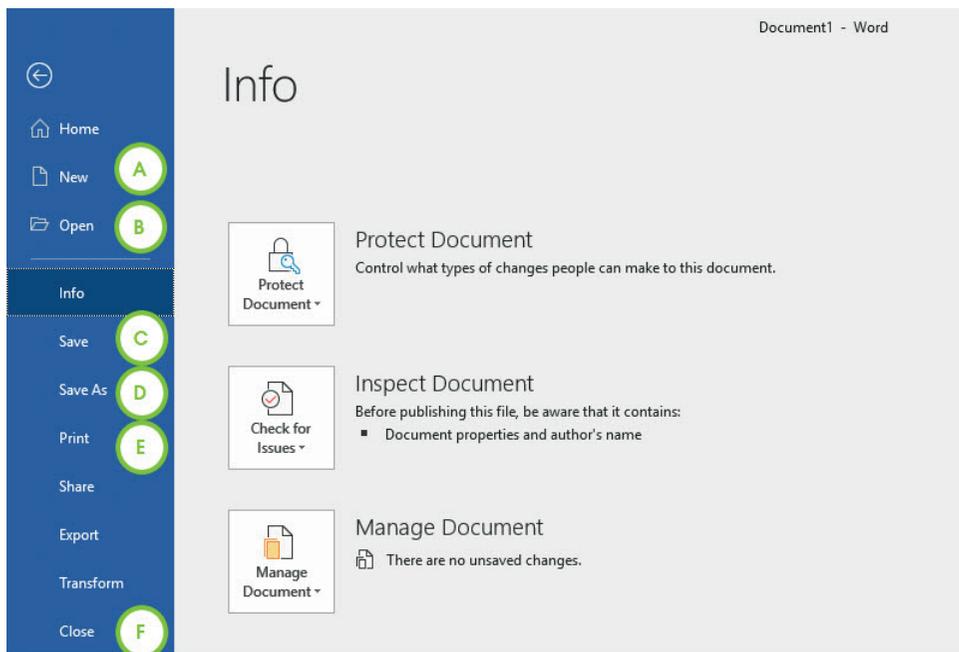


Figure 1.10: Backstage view

- A:** When you select *New*, you can create a new blank document, or even choose from the templates that come already packaged with Word.
- B:** When you select *Open*, it will open a document that is saved on your computer or from the cloud.
- C:** Selecting *Save* allows you to save your document to your computer.
- D:** *Save As* allows you to save your document to your computer, or change the name or location of the document.



Something to know

A template is a sample document that is already created for you. In Word, you can also search online for thousands of templates.

- E:** You can also view a preview of the document by selecting *Print*. Selecting *Print* allows you to change the default print settings and then print your document.
- F:** When you select *Close*, it will close the document you are currently working on without closing the window.

In the next section, you will learn more about these features and how to use them. Note that these features are also available on the Ribbon, or as shortcuts in the Quick Access Toolbar.

CONTEXTUAL TAB

A **contextual tab** is a hidden tab that only appears when working with certain objects. These objects have special commands that can edit and format that specific object, such as a picture or table.

The table below is an overview of the structure of word processing documents.

Table 1.2: *Structure of word processing documents*

STRUCTURE OF WORD PROCESSING	
Lines/Texts	Text are organised into lines in a word processing document. This is helpful if you have to refer to specific lines in a document.
Pages/Sections	In word processing, a section break splits the pages in your document into sections that can be formatted differently and have a different page layout.
Paragraphs	To start a paragraph in a word processing document the <i>Enter</i> key is pressed. A paragraph can be formatted on its own.
Objects	A variety of objects can be inserted into a word processing document, such as PDF files, spreadsheet charts or worksheets, or presentations by linking or embedding them. To insert an object, select <i>Object</i> on the <i>Insert</i> tab.



Guided Activity 1.1

Do this activity in class.

1. On your desktop, open the word processing document *1Areas.doc*. Minimise the document by selecting the flat line in the right-hand corner.
2. Also open the document *1Artists.doc* and then minimise the window.
3. Now open a new word processing document and keep it on your desktop.
4. You can switch between the documents by selecting the one you want to view on the taskbar, one at a time.
5. You can also open all of them on your desktop and resize them as you need. Select the middle button to resize the windows from full page to resize the window.
6. Close all the documents without saving.

1.2 File management in word processing

CREATING A NEW BLANK DOCUMENT

When creating a new word-processing document, you usually have to start with a new blank document.

1. To access the Backstage view, select *File*.
2. Select *New* and then select *Blank document*.
3. A new blank document will then open.

OPENING AN EXISTING DOCUMENT

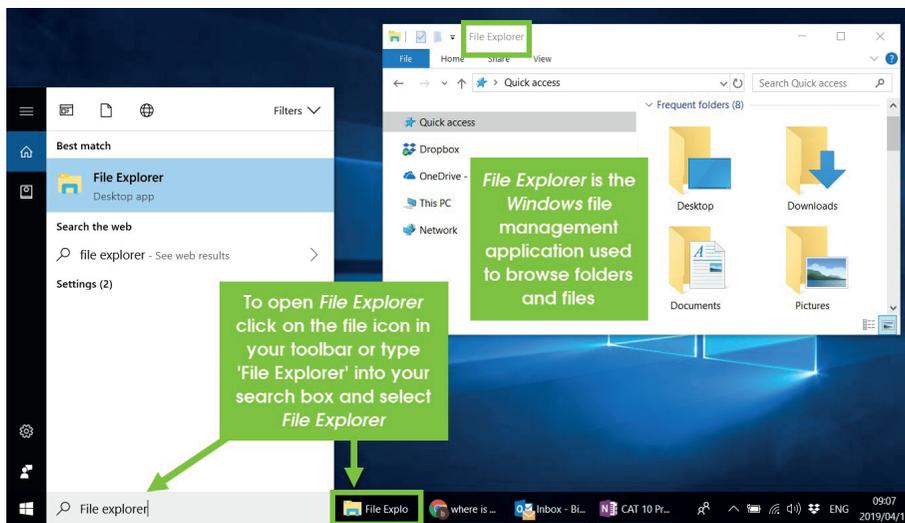
Sometimes you will have to open a document that has been saved previously.



Guided Activity 1.2

Option 1:

1. Open *File Explorer*.
2. Search for the folder.
3. Open the relevant document by double clicking on it.



... continued



CREATING AND OPENING DOCUMENTS

Watch this video to learn more about how to create and open documents in Word:



https://youtu.be/PafCMUVH_OA

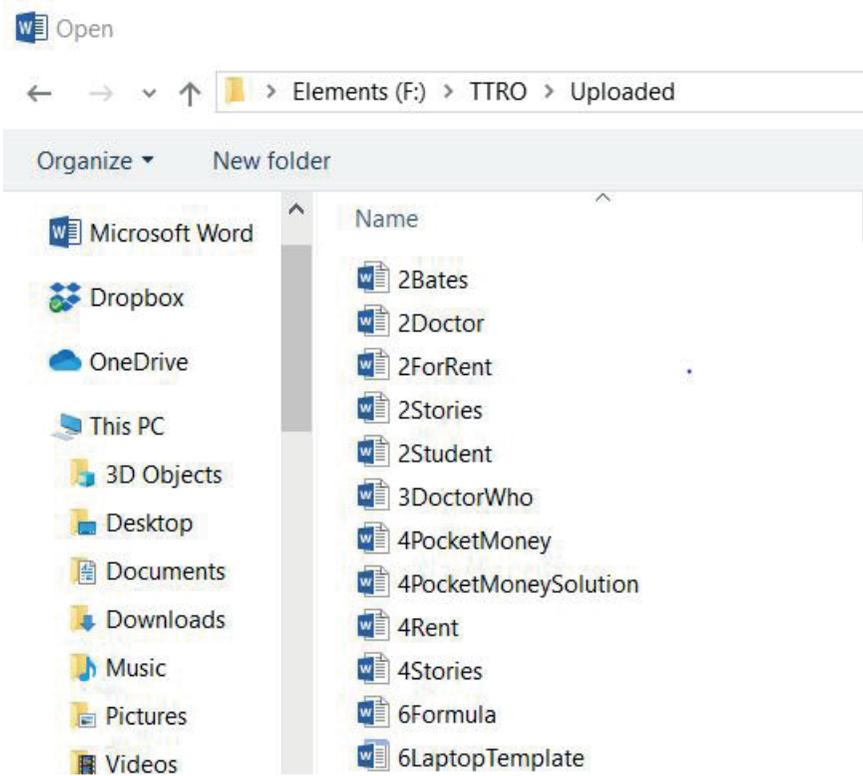


Guided Activity 1.2

... continued

Option 2:

1. To access the Backstage view, select *File* (open the program you're working in, for example Word).



Files and folders that you have opened recently will appear on the right in the *Recent Files* list. There is no need to always “Browse” – usually the file or folder you need, has already been accessed and is available right there.

2. Select *Open*.

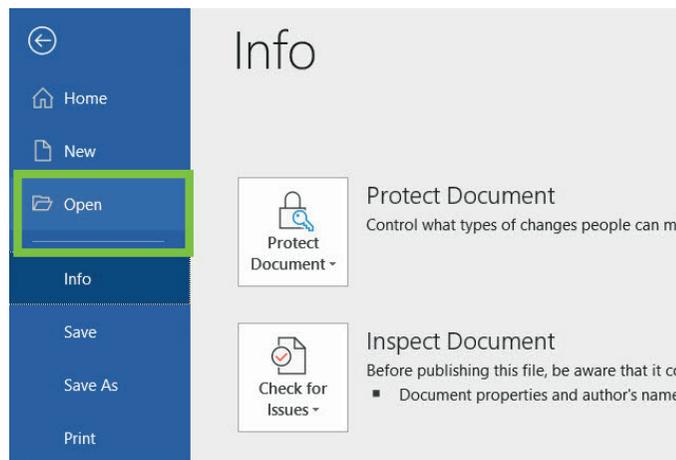


Figure 1.11: Select Open

... continued



Guided Activity 1.2

... continued

- If the document you are looking for is not available in the list, Select *PC*, then select *Browse*.

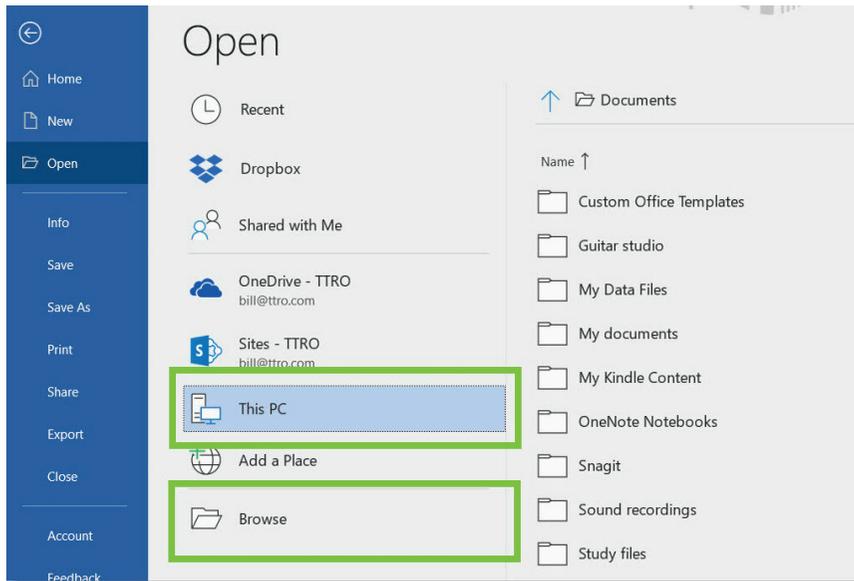


Figure 1.12: Select Browse

- The *Open* dialogue box will then open. Look for the document you need and then select the document. Select *Open*.

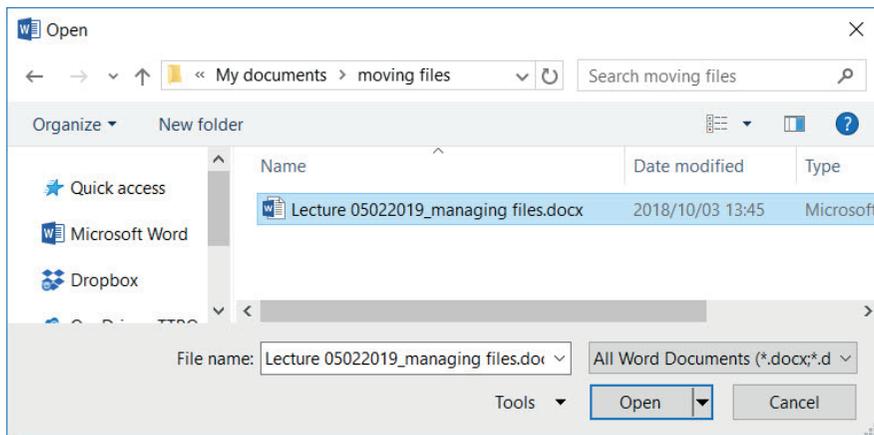


Figure 1.13: Open a document

- The document you selected will then open.

SAVE AND SAVE AS

Whenever you are working on a new document, it is always important to save your work immediately so that there is no chance of you losing your work. Make sure you also take note of the location where you save your documents.

A new word-processing document needs to be saved in case you need to open and edit it later. You can save files to your computer, or to external storage media.

There are two ways to save a file. Both options involve saving, but there are a few major differences you need to take note of:

1. **Save:** After you have created or edited a document, you will use the *Save* command to save the changes you made to the document. This is the command used most of the time. When saving a document for the first time, you will have to choose a file name and a location.
2. **Save As:** This command is used when you create a new document while at the same time keeping the original document. When you choose the *Save As* command, you will need to select a different name or location for the second version.

For example, if you have a file called *Maths Assignment*, you could save it as *Maths Assignment 2*. This allows you to edit the second version, but at the same time, look back at the original version.

To do this, all you have to do is select the *Save As* command in the Backstage view. This is the same as saving the file for the first time, where you have chosen a location for the file and give the file a new name.

Guided Activity 1.3

1. Look for the *Save* command on the Quick Access Toolbar.



Figure 1.14: Select *Save*

2. If the file is being saved for the first time, the *Save As* pane will open and the Backstage view will appear.
3. You will have to select the location (where you want to save the file) and name the file. Select *Browse* to choose a location on your computer.

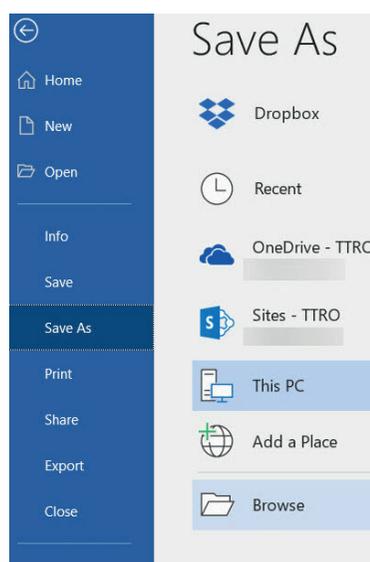


Figure 1.15: Saving a file in a location



TIP

Use Ctrl+S to save.

... continued



Guided Activity 1.3

... continued

4. The *Save As* dialogue box will then appear. Choose the location where the document should be saved.
5. Type in a file name for the document. Select *Save*.
6. The document will then be saved. You can continue working on the document and select the *Save* command to save changes that you make to the document.

CLOSING A DOCUMENT

When you are done with creating or editing your document, you should close it. There are different ways to close a document, but this requires the document to be saved first. If you do not want to save your document, you can close a document by selecting *File* then select *Close* in the Backstage view.

A dialogue box usually appears, reminding you that any changes you made to the document, have not been saved. A quick way to close a document or application is to select the **X** (normally on the top right of the application window).

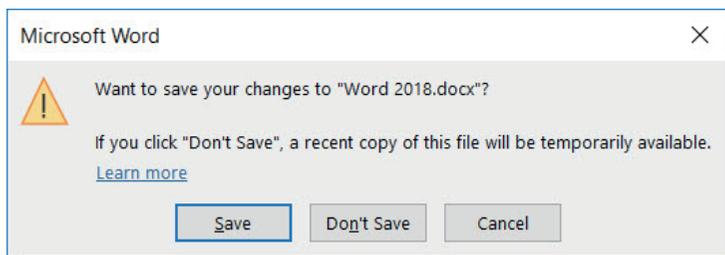


Figure 1.16: Dialogue box

You can choose whether you want to save the document or not before closing it. You can also choose the *Don't Save* option, which will not save any changes that were made to the document, or you can select *Cancel* if you have decided not to close the document. This is a very risky way of saving your document, however. To be safe, always use the *Save* command on the Quick Access Toolbar, or the shortcut *Ctrl+S* before you close a document.



Guided Activity 1.4

1. Open the file: *GA 1_3*.
2. Change the title to "Loadshedding in South Africa".
3. Delete the first paragraph.
4. Use the *Save As* option to save a new copy. Name it: *GA 1_4*.
5. Close the file.
6. Close and view both documents in *File Explorer* by selecting the folder icon on the taskbar (refer to page 9).
7. Lastly, open: *GA 1_4* and save it in the folder. Do not rename this file.
8. Navigate in *File Explorer* and note that two files with the same name can exist in different folders.
9. Save and close the file. (Note that this is the latest and only version you have of this file now.)

PRINTING WITH WORD

Once you have created your document, you may need to print it.

First of all, you need to access the *Print* pane.



Guided Activity 1.5

1. Select the *File* tab and this will take you to the Backstage view.
2. From the Backstage view, select *Print* and the *Print* will then appear.

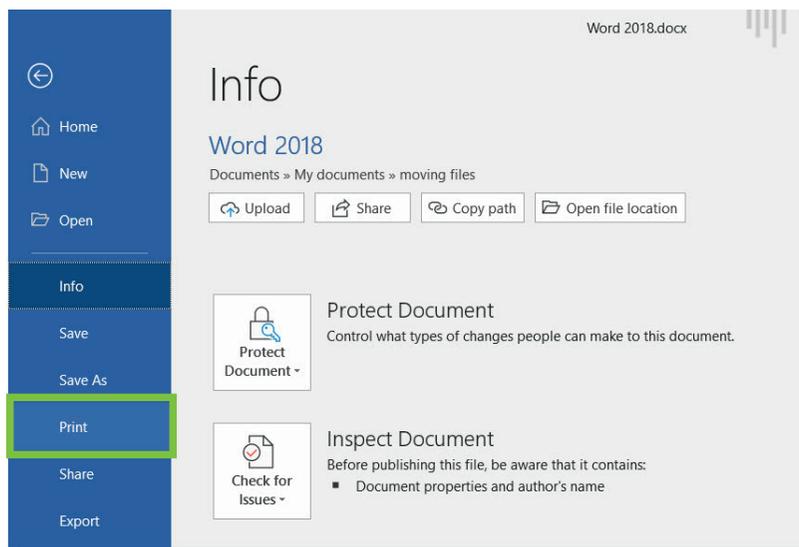


Figure 1.17: Select Print

The following image shows you the different features of the *Print* pane. Before you select print, you need to ensure that all the other settings are correct.



HINT

The shortcut *Ctrl+P*, opens the *Print* pane.

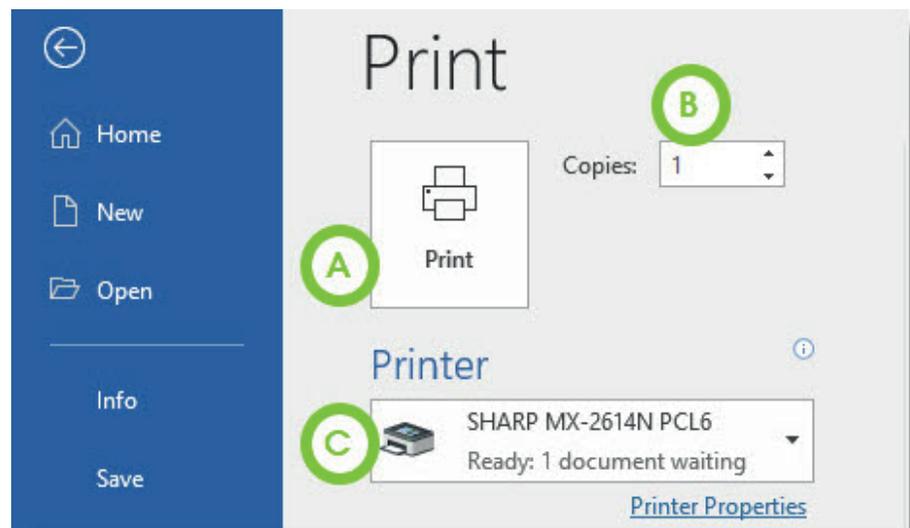


Figure 1.18: Print pane

- A: Select the *Print* button to print your document.
- B: This button allows you to decide how many copies you need to print.
- C: This shows you the *Printer* to which you are connected. If you have multiple printers, you can choose which printer you want to use.

PRINTING A DOCUMENT

Guided Activity 1.6

1. First of all, you need to select the printer from the *Print* pane.

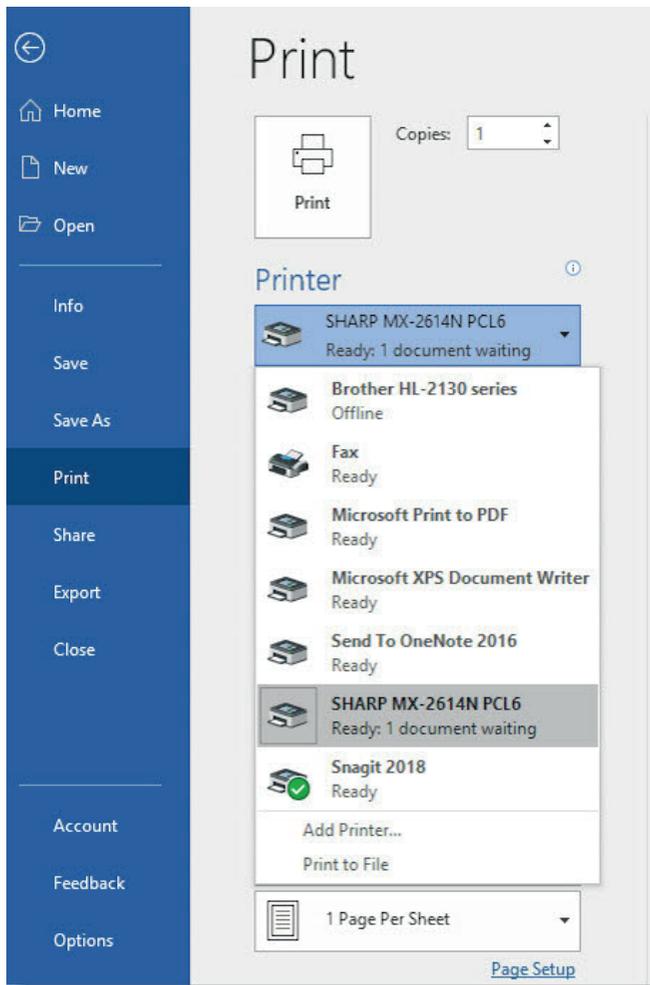


Figure 1.19: Select the printer

2. Indicate the number of copies you want to print.

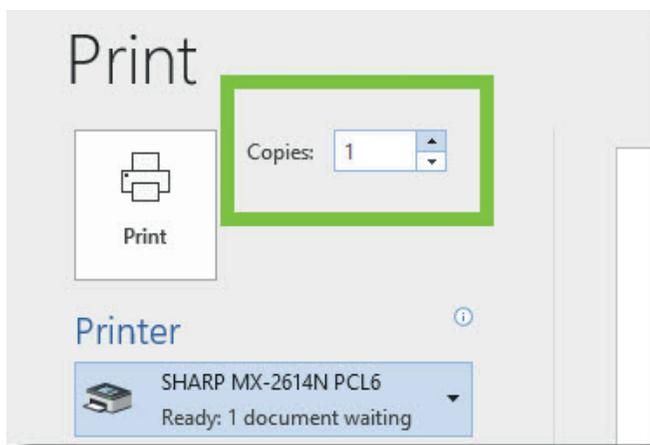


Figure 1.20: Enter the number of copies

... continued



PRINTING DOCUMENTS

You can watch this video to learn more about printing documents in Word:



<https://youtu.be/7bLQFTCsH8Y>



Guided Activity 1.6

... continued

3. Choose any extra settings if you need them.
4. Identify the *Print* button that one would select to print, but don't actually print.

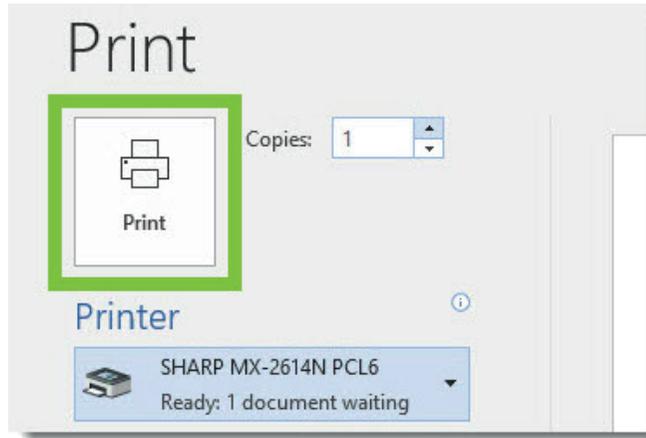
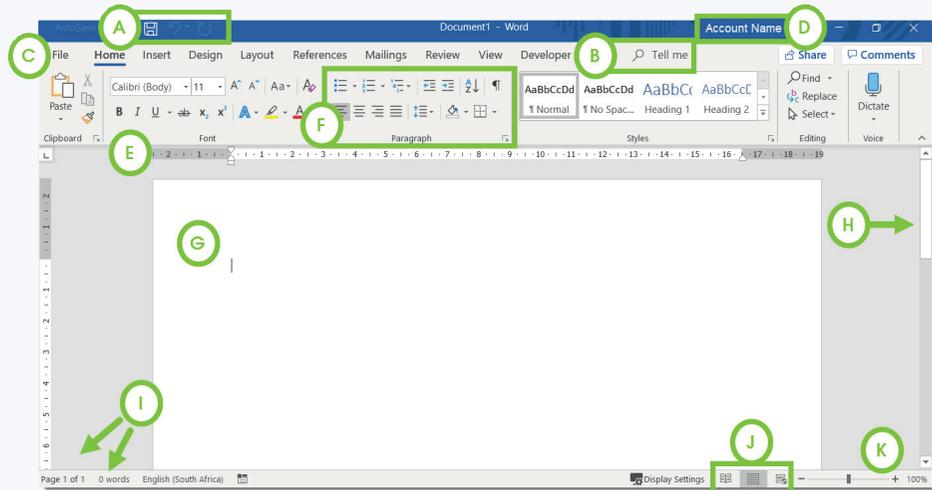


Figure 1.21: Select Print

REVISION ACTIVITY

Answer Questions 1 to 4 in your notebook.

1. Word-processing applications have several uses. List any two uses of a word processor. (2)
2. Look at the screenshot below and write down the labels for the following:
A, E, H, J, I and K (6)



3. Briefly explain when you would use the *Save As* option, compared to when you would use the *Save* option. (3)

... continued

REVISION ACTIVITY

... continued

4. Copy and fill in the missing information (A to D) in the table below: (4)

CONCEPT	DESCRIPTION
A	To return to the normal <i>Window</i> view, select this button.
Title bar	B
C	You select this to enlarge a window
Shortcut	D

Practical question

- 5.1 Open the *RA_1* word-processing document.
- Auto Hide the Ribbon. (1)
 - Change the title to: "Proteas National Cricket team". (1)
 - Delete the picture at the bottom of the page. (2)
 - Type the document word count into the space provided. (2)
- 5.2 Make a copy of this document. (1)
- Use the *Save As* option to save a new copy. Name the file: *Proteas*. (2)
 - Preview the document. (1)

TOTAL: [25]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	DO YOU ...	YES	NO
1.	Understand the basics of using a computer?		
2.	Know how to open a word-processing document?		
3.	Understand how to minimise, maximise and close a document?		
4.	Feel comfortable with identifying the different workspace features of Word?		
5.	Feel that you can apply basic file management skills, such as opening a new document and saving a document?		
6.	Understand how to print preview a document?		
7.	Know how to print a document?		

TEXT BASICS IN WORD
PROCESSING

CHAPTER OVERVIEW

Unit 2.1	Text in word processing
Unit 2.2	Typing
Unit 2.3	Formatting in word processing



By the end of this chapter, you will be able to:

- Enter, edit and delete text.
- Insert symbols.
- Understand the importance of using spaces after basic punctuation.
- Use the keyboard.
- Select text using a keyboard or mouse.
- Use different formatting features.
- Cut, copy and paste text.
- Use the *Find and Replace* tool.
- Use the *Spelling & Grammar* tool.
- Use basic word typography and *AutoCorrect*.

INTRODUCTION

Understanding the different formatting features is important when adding visual appeal to your document or putting focus on specific text.

In this chapter, we will look at basic word processing, the different types of formatting features, as well as basic editing and reviewing. Finally, we will look at basic word typography (the style of the text).

2.1 Text in word processing

In this section, you will learn about the basics of word processing, which includes entering, editing and deleting text.

ENTERING TEXT

The insertion point is a blinking vertical line that you find in a document. This insertion point shows you where you can enter the text on the page. Insertion points can be used in the following ways:

- **Blank document:** In a new blank document, the insertion point is found at the top-left corner of the page. All you need to do is start typing on your keyboard. This will enter text and then you can edit, delete, or apply basic formatting styles.

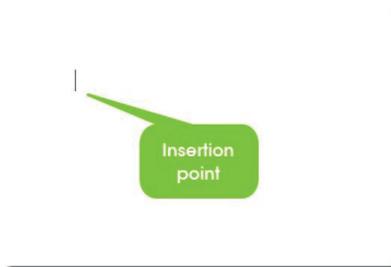


Figure 2.1: Insertion point

- **Cursor:** In a text document, the mouse is referred to as the cursor. The cursor is displayed as an “I” when you select the position you want. The insertion point will move to where the “I” was placed in order to insert text.
- **Add spaces:** Press the spacebar to add spaces between text, words, or characters.
- **New paragraph:** By pressing *Enter*, you will add a new paragraph line and move the insertion point to the next paragraph line.

SYMBOLS

You can insert symbols and special characters very easily. You need to select the *Insert* tab on the Ribbon and go to the *Symbols* group. Select the drop-down arrow under *Symbol*. Remember that more options are available, so it is definitely worth exploring.



Guided Activity 2.1

1. Open a blank document.
2. Place your insertion point where you want the symbol to appear.
3. On the *Insert* tab, select *Symbol* from the *Symbols* group.

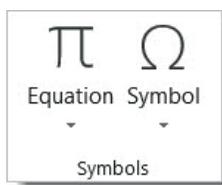


Figure 2.2: Inserting a symbol

... continued



WORKING WITH TEXT

Watch this video on how to enter, edit and delete text:



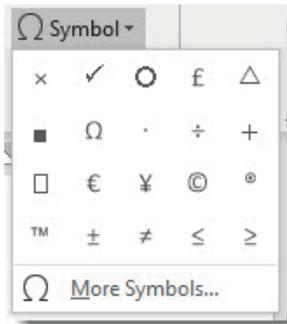
<https://youtu.be/vmEzxQfVj5c>



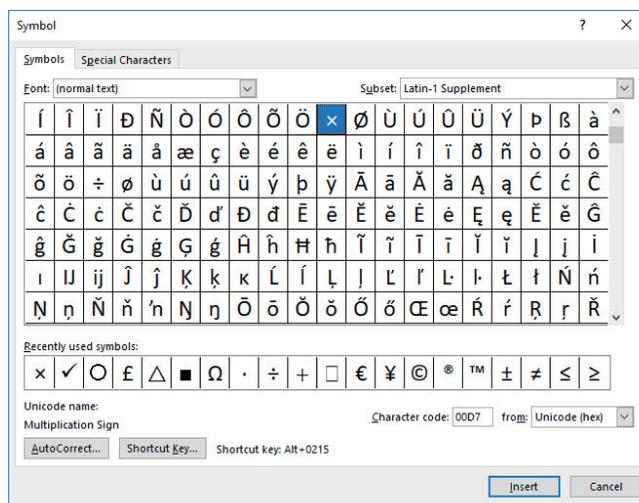
Guided Activity 2.1

... continued

4. Select the symbol that you want from the drop-down box.

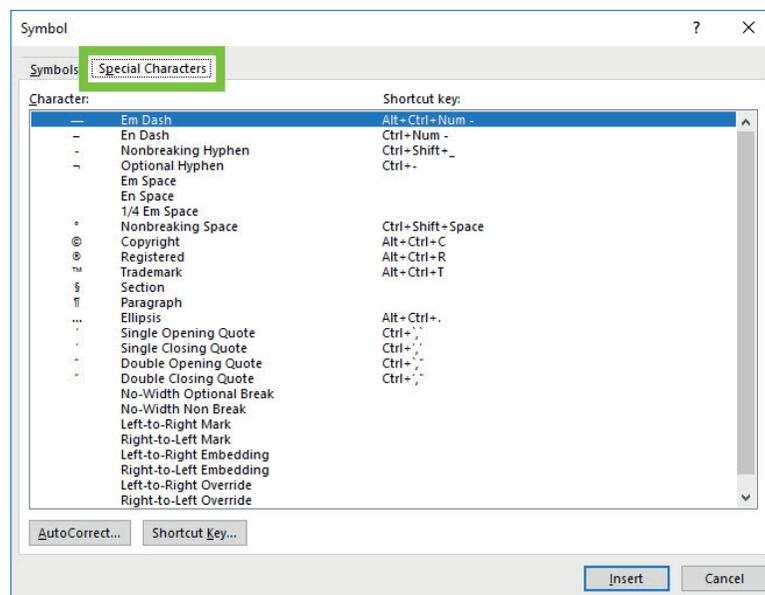


5. If you cannot find the symbol you are looking for, select *More Symbols*.



6. Choose a symbol that you want and then select *Insert*. Close the dialogue box.
7. More symbols can be found in the *Font* drop down list, selecting the Webdings or Wingdings fonts.
8. Close the document without saving.

You can also insert special characters. This is done by selecting *More Symbols*. Select the second tab *Special Characters*. Select the special character that you want and then select *Insert*.



EDITING TEXT

When you add text to a document, apply formatting changes, or correct errors, as well as making the text as clear as possible, it means that you are editing the document.

SELECTING TEXT

To select text in a document, you can use either your keyboard or mouse.

SELECTING TEXT USING A MOUSE

Before you can move or format text, you need to select the text. For this to happen, you need to select and drag your mouse over the text. You then need to let go of the mouse button. The text that has been selected will be highlighted in a different colour on the screen.

1. Microsoft Word has many uses. The best thing is that it is perfect for writing reports and assignments.

Figure 2.3: *Selecting text using a mouse*

When you select text, hover over the text and a toolbar with command shortcuts will appear.

- 
1. Microsoft Word has many uses. The best thing is that it is perfect for writing reports and assignments.

Figure 2.4: *Toolbar with command shortcuts*



Guided Activity 2.2

1. Open the file *GA 2_2*.
2. To select multiple lines of text:
 - a. Move the mouse pointer to the left margin and point to the line that you want to select. The arrow will slant to the right if you are in the correct position.



Bates (2015) refers to online learning as "any form of learning conducted partly or wholly over the internet." This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as 'blended learning'. Garrison and Kanuka (2004) define blended learning as, "the thoughtful integration of classroom face-to-face learning experiences with online learning experiences."

Figure 2.5: *Arrow to the left of a sentence*

- b. Select on the mouse to select the text.



Bates (2015) refers to online learning as "any form of learning conducted partly or wholly over the internet." This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as 'blended learning'. Garrison and Kanuka (2004) define blended learning as, "the thoughtful integration of classroom face-to-face learning experiences with online learning experiences."

Figure 2.6: *Selected text*

3. Save and close the document.



HINT

To select all the text in a document, press *Ctrl+A* on your keyboard.



Guided Activity 2.3

... continued

<p>Delete key</p>	<p>The world's about to end, and here I am, stuck in traffic. Why do you have three mirrors? Why don't you just turn your head? Powerful! Crush the lesser races! Conquer the galaxy! UNIMAGINABLE POWER! UNLIMITED RICE PUDDING! Et cetera! Et cetera! Eh? Doctor who? What's he talking about...? Clara, I'm not your boyfriend. I never said it was your mistake. What's your name? Come on that's side. Run. The thing is, Adam, time travel is like visiting Paris. You've got to throw yourself in! Eat the food, use the wrong verbs, get to know the complete strangers! Or is that just me?</p> <p>To delete the text to the right of the insertion point, using your keyboard, select the <i>Delete</i> key.</p>
<p>Using the mouse</p>	<p>Bates (2015) refers to online learning as "any form of learning conducted partly or wholly over the internet." This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as 'blended learning'. Garrison and Kanuka (2004) define blended learning as the integration of classroom face-to-face learning experiences with online learning.</p> <p>You can also select the text, using your mouse, then select <i>Delete</i>. If you select text and start typing, the text will be replaced by the new text that is being typed.</p>

PUNCTUATION

When you insert text into a document, you need to use the correct spelling, grammar and punctuation marks. You should only insert one space between all words and after all punctuation marks.

There is a way to check to see if you have added more than one space. This is done by selecting the *Show/Hide* symbol (¶), which is found on the *Home* tab in the *Paragraph* group. Refer to the section on formatting marks on the next page.

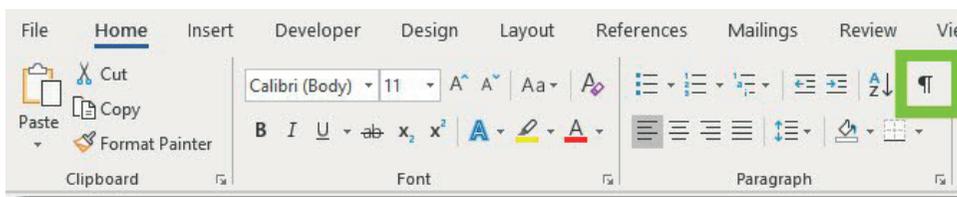


Figure 2.7: The Show/Hide symbol



Something to know

The name QWERTY comes from the first six letters on the left-hand side of the keyboard. The letters are also laid out in a non-alphabetical way, called the “QWERTY layout”.

LEARNING HOW TO TYPE

In the previous section, you learnt about the mouse and how it is the best hardware to interact with the GUI. In this unit, you will learn about the keyboard, which is the best way to enter text, numbers, or both.

A keyboard is used for entering information, such as letters, words, numbers and symbols into the computer. This can also be referred to as input. By pressing any key on the keyboard, the computer receives data.

The basic keyboard, as seen in Figure 2.8, is called the QWERTY keyboard.



Figure 2.8: QWERTY keyboard

The following figure shows the QWERTY keyboard with different colours indicating the different groups of keys that you will find on the keyboard.

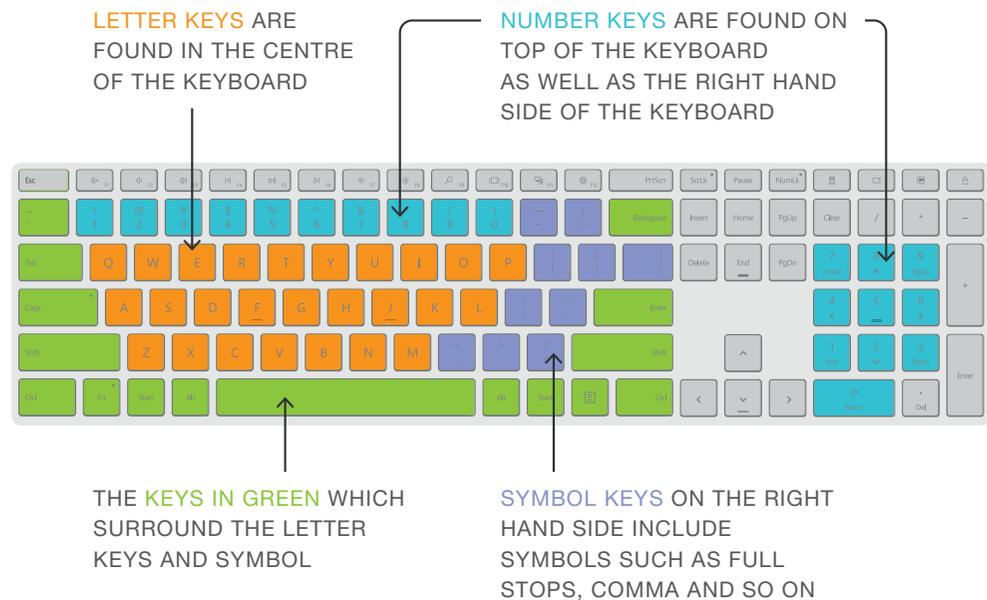


Figure 2.9: Keys on the keyboard

There are keys, other than letters or numbers, that you must know about. Most of these keys are the illustrated green keys shown in Figures 2.9 and 2.10.

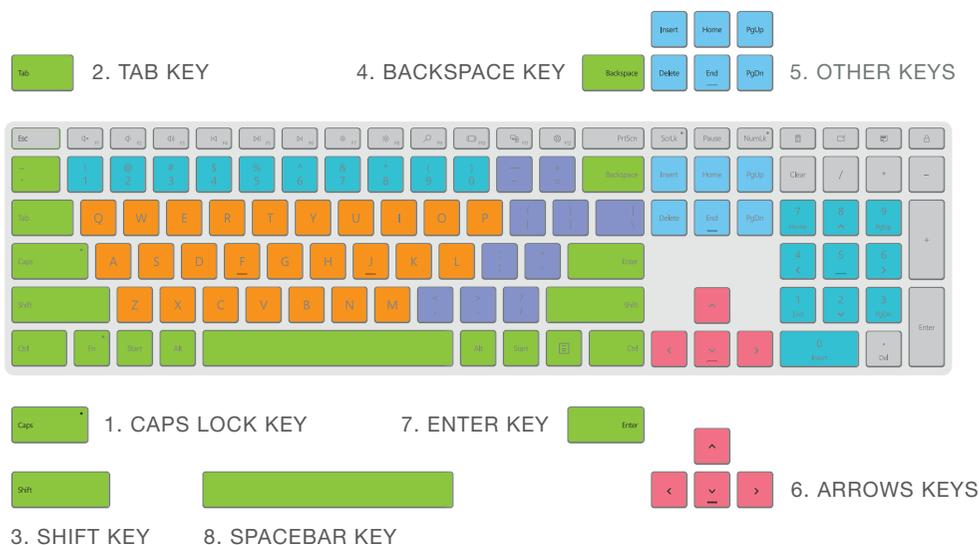


Figure 2.10: Highlighted keys

These keys can be explained in the following way:

1. **CAPS Lock:** This key lets you type in capital letters. If you need to type in capital letters, turn *CAPS Lock* on by pressing it once on the keyboard and then type. When you are done, you can turn it off by pressing it again.
2. **Tab:** This key is used to align text according to a tab setting. You only need to press it once to insert a tab space to apply the tab setting.
3. **Shift keys:** Pressing the *Shift* keys allows you to type capital letters, as well as the symbols found above the number of the number keys. For capital letters, press the *Shift* key down and at the same time, type the letter. For the symbols, press down the *Shift* key and type the symbol. For example, for the \$ symbol, you will press *Shift+4*. When you let go of the *Shift* key, you will type lowercase letters and numbers.
4. **Backspace:** This key is used to delete a word or character to the left of the cursor.
5. Other keys consist of the following:
 - **Insert:** Selecting the Insert button types over any existing text with new text.
 - **Home and End:** By pressing the Home key, the cursor moves to the beginning of the row, while pressing the End key moves the cursor to the end of the row.
 - **Delete:** The Delete key deletes any characters to the right of the cursor.
 - **Page Up or Page Down:** These keys move the cursor a page up or a page down, depending on the key you pressed.
6. **Arrow keys:** These keys allow you to move your cursor in different directions, such as right, left, up, or down.
7. **Enter key:** You press the *Enter* key to start a new paragraph in a text document.
8. **Spacebar:** This key allows you to put spaces between your words. You only need to press it once to add in a space.

USING THE CORRECT FINGERS FOR THE CORRECT KEYS

In this section, you will learn to use the correct fingers on the correct keys. If you want to be able to type fast, this is an important skill to learn.

Figure 2.11 on the next page shows which fingers are used for which keys. Keys *A, S, D* and *F* are for the fingers on the left hand and keys *J, K, L* and *;* are for the right hand. These are known as the *home row* or *home keys*.



PLACE YOUR LEFT HAND
OVER THESE KEYS



PLACE YOUR LEFT HAND
OVER THESE KEYS



Figure 2.11: The correct finger placement on a keyboard

The following keyboard will help you to understand which finger should press each key.



Figure 2.12: Coloured keyboard showing which fingers to use on which keys.



Activity 2.2

1. Open the document *Act 2_2*.
 - a. Copy the first paragraph after the heading and paste it at the end of the document.
 - b. Delete the first line of the paragraph at the end of the document.
2. Select the *Show/Hide* (¶) symbol.
 - a. Type the following sentences after the first paragraph of the document:
 “We formalise the task of loadshedding in data-stream systems as an optimisation problem. The solution has two parts: First choose target-sampling rates, then place loadsheddners to realise the targets.”
 - b. Remember to use the keyboard techniques that you have learned while typing these sentences.
3. Save and close the document.

2.3 Formatting in word processing

In this section, you will learn how formatting is used in word processing documents. You will see that you can change the font type, style, size, colour, highlight and effects. You can also add borders to emphasise specific text, or to give the document visual appeal.

FORMATTING SYMBOLS

Formatting symbols is a set of symbols that only becomes visible when enabled. Select the *Show/Hide* button (¶) in the *Paragraph* section of the *Home* tab to display these formatting symbols.

The *Show/Hide* function is used to display non-printing symbols for spaces between words, tabs, page breaks, etc. It is valuable to see these symbols when troubleshooting and problem solving are necessary. For example, if by mistake a user pressed the spacebar twice, two space symbols will be displayed and the user will be able to rectify the mistake by deleting one of the spaces.

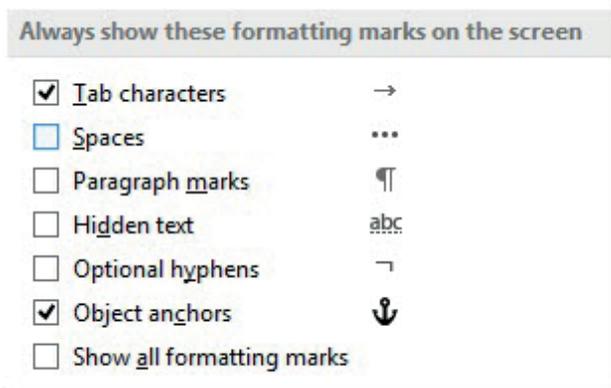


Figure 2.13: Formatting marks

There are different types of formatting marks and these include the following:

- **Tab characters:** These show tab characters as arrows
- **Spaces:** They show spaces as dots between words
- **Paragraph marks:** At the end of a paragraph, you will find the paragraph symbol

FORMATTING

You can adjust text by changing the font type, size and colour. Other formatting includes highlighting or adding effects, such as shadows. In this section, we will look at the different ways in which to format text.

FONT SIZE

Font size is measured in *points* (pt.). To change the size of font, you adjust the *Font* size box in the *Format* group on the *Home* tab.



Guided Activity 2.4

1. Open the document *GA 2_4*.
2. Select the text you want to change.

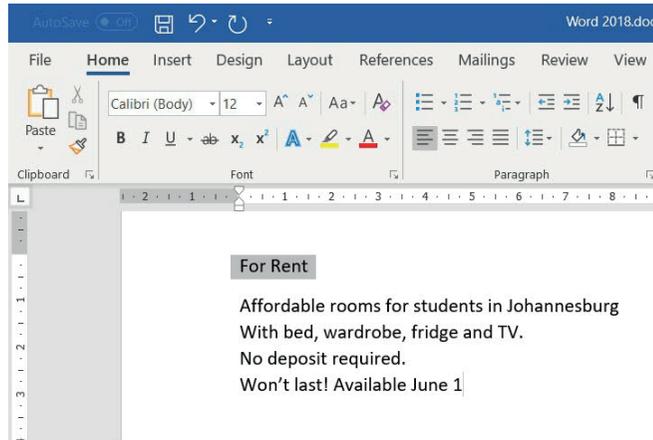


Figure 2.14: Selecting the text

3. On the *Home* tab, in the *Font* group, you will find the *Font* size drop-down arrow. Select the arrow and then choose the font size from this menu. Alternatively, select the *Font* size box, type in the font size that you want AND then press *Enter*.

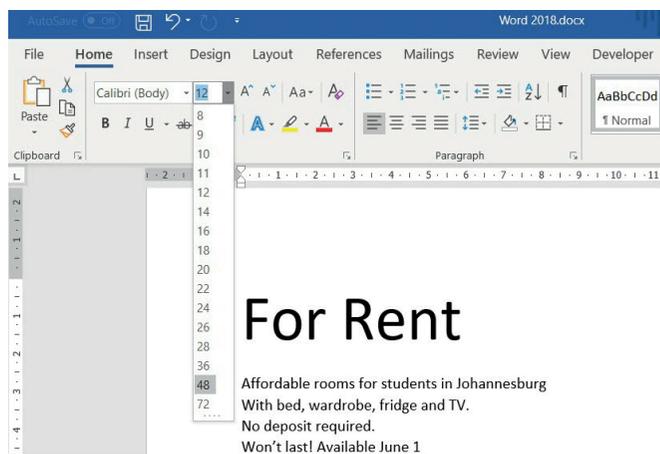


Figure 2.15: Choosing the font size

You can change the font size by using the increase font size or decrease font size commands.

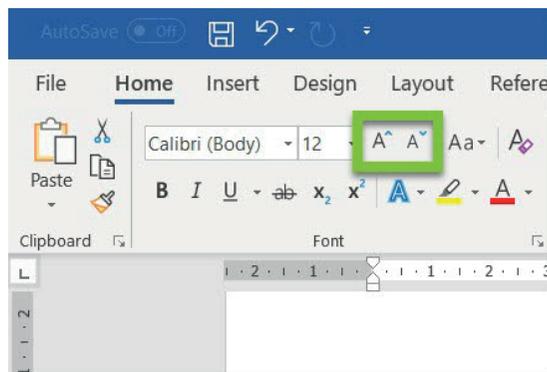


Figure 2.16: Font size commands

4. Save this document as *GA 2_5* and close it.

FONT TYPE

When you open a new document, in most instances the default font type is usually Calibri. You have an option to customise text and change the font type.



Guided Activity 2.5

1. Open the document *GA 2_5*.
2. Select the text you want to change.

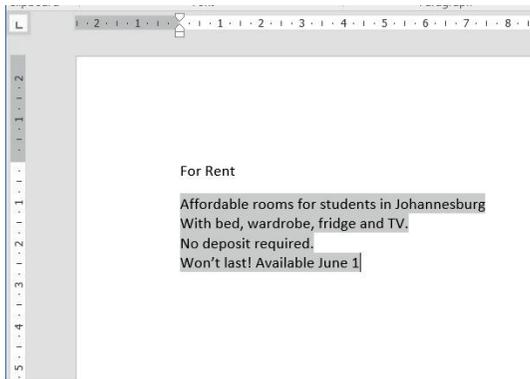


Figure 2.17: Selecting the text

3. On the *Home* tab, select the drop-down arrow in the *Font* box.
4. Choose the font style you want from the menu, by selecting the type you desire. (As you move the mouse from one font type to the next, the text in your document will be displayed as a preview of that specific font.)

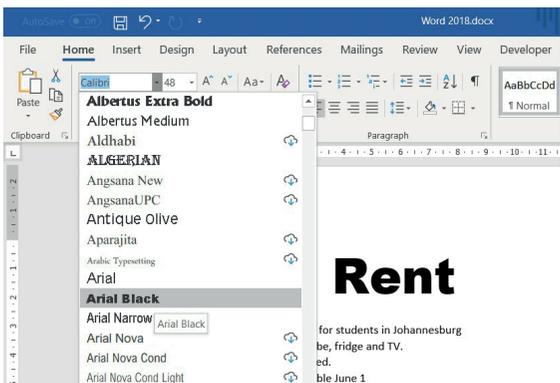


Figure 2.18: Choosing the font type

5. Once you have done this, the font will change in the document. Save this document as *GA 2_6* and close it.

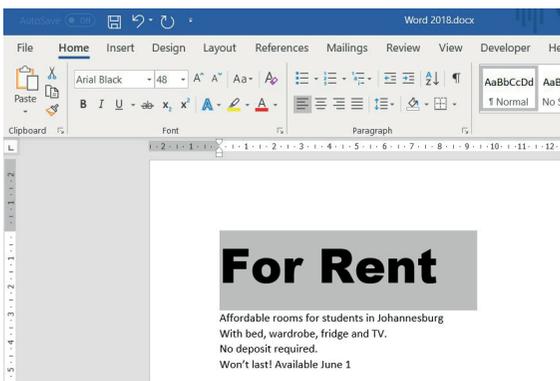


Figure 2.19: Changing the font type

FONT COLOUR



Guided Activity 2.6

1. Open *GA 2_6*. Select the text you want to change.
2. On the *Home* tab, find the *Font* colour drop down arrow. Select this arrow and the *Font* colour menu will be displayed.

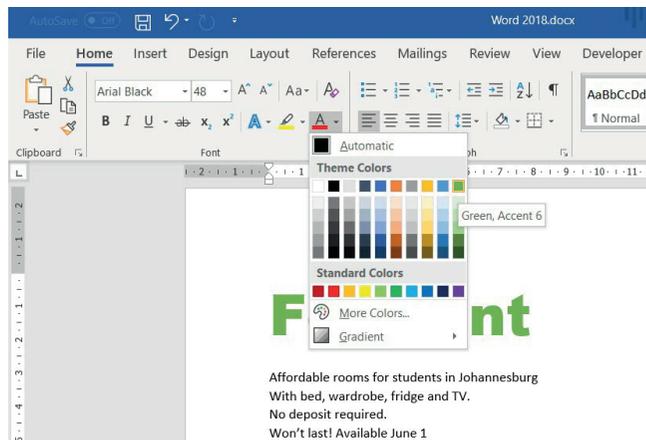


Figure 2.20: Select the Colour drop-down menu

3. Choose the font colour you want to be applied to the selected text.
4. Save and close the document.

Did you know that your choice of colour is not just limited to the drop-down menu? There is a wide range of colours from which you can choose. Select the *Font* colour drop-down arrow and choose *More Colors* at the bottom of the menu. The *Colors* box will open. Select the colour you want and then select OK.



Activity 2.3

1. Open the document *Act 2_3*.
2. Change the font size of the heading "Ten young artists of South Africa" to 28.
3. Find the first paragraph after the heading. Make the following changes:
 - a. Change the font colour of the first paragraph to Blue Accent, 5
 - b. Change the font type to Arial Black
4. Save then close the file.

BOLD, ITALIC AND UNDERLINE COMMANDS

In order to use these commands, you can do the following:

1. Select the text that you want to change.
2. On the *Home* tab, select the *Bold* (**B**), *Italic* (*I*) or *Underline* (U) command. In this example, we will use the *Italic* command for the selected text.
3. The command you chose will then be applied to the selected text.

Text	Italic
Wildlife conservation has become an increasingly important practice	<i>Wildlife conservation has become an increasingly important practice</i>

Something to know

Using the keyboard skills you have already learned, you can also use the following shortcuts:

- *Ctrl+B* to make selected text bold
- *Ctrl+I* to make selected text italic
- *Ctrl+U* to apply an underline to selected text

Activity 2.4

1. Continue working in the document that you used for Activity 2.3, *Act 2_3*.
2. Change the font of the names of the ten artists to: Comic Sans and 14 pt.
3. Find the heading “Jody Paulsen” on page 3. Change the heading to italics and bold.
4. Apply a yellow text highlight to that paragraph.
5. Underline the heading of “Mohau Modisakenh” on page 4.
6. Save and close this document.

HIGHLIGHT TEXT

Highlighting is used to emphasise text in your document.

Guided Activity 2.7

1. Open *GA 2_6*. Select the text to highlight.
2. From the *Home* tab, *Font* group, select the *Text Highlight Color* drop-down menu. The *Highlight Color* menu will then appear.

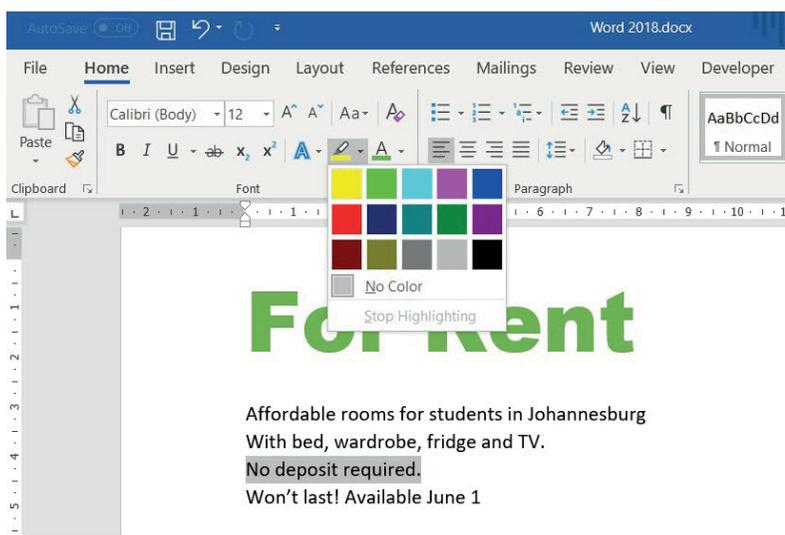


Figure 2.21: Select the Text Highlight Color drop-down menu

3. Choose the highlight colour that you want. Save and close the document.

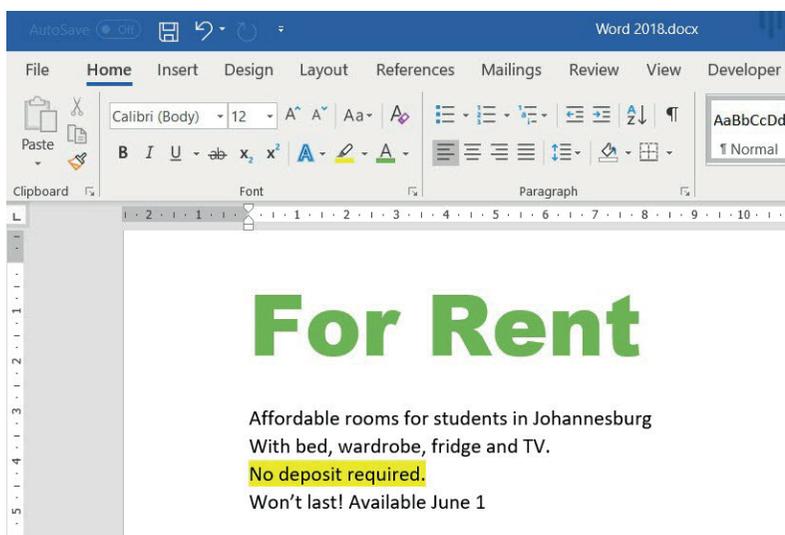


Figure 2.22: Highlighting text

If you need to remove highlighting, select the highlighted text and then select the *Text Highlight Color* drop-down menu. Choose *No Color* from the menu.

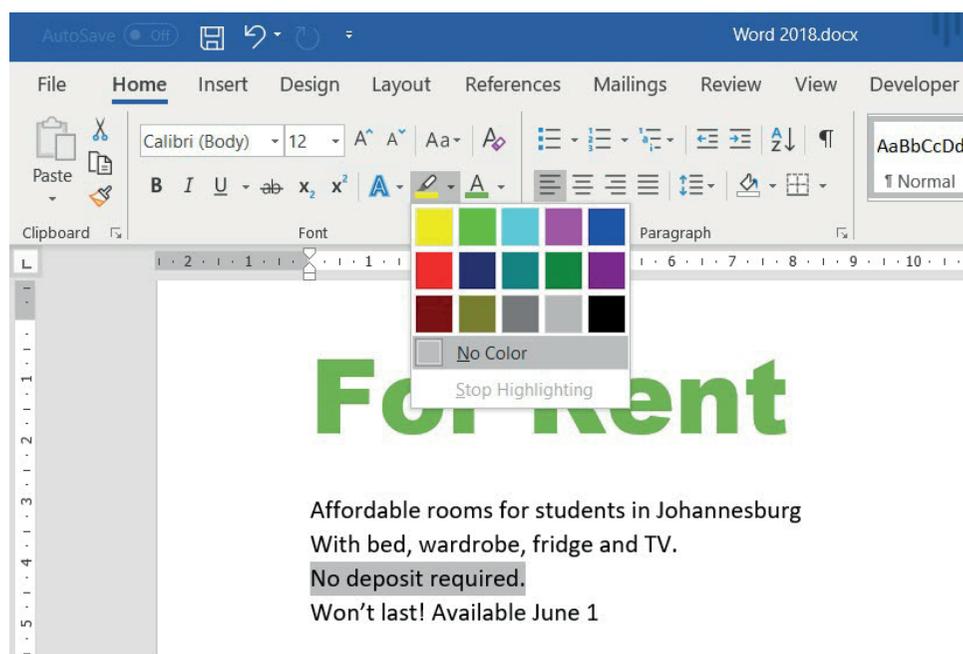


Figure 2.23: Remove highlighting

If you need to highlight many lines of text, instead of selecting and highlighting each line of text, it is better to change the mouse pointer into a highlighter. To do this, do *not* highlight any text. Select the *Text Highlight Color* and choose the colour. The mouse pointer will turn into the highlighter, and you can then select and drag the highlighter over the lines of text that need highlighting. Switch it off by selecting the *highlight* button again.

EFFECTS AND CHARACTER SPACING

You can add text effects in documents. This can emphasise specific text or add visual appeal.



Guided Activity 2.8

1. Open *GA 2_8.*, on the *Home* group, in the *Font* group, select the dialogue box launcher button the small arrow at the bottom right-hand corner of the group.
2. A dialogue box will open.
3. Check the boxes of the effects that you want to apply.
4. Select *OK*.

CHARACTER SPACING

You can change the spacing between text or characters by going to the *Home* tab, *Font* group, drop-down menu. By selecting either *Expanded* or *Condensed* under *Spacing* in the *Advanced* tab, the spacing between the selected characters will be changed.

BASICS OF FORMATTING

Have a look at this video that summarises all the basic formatting features you need to know about:



<https://youtu.be/ViGf0RKbCyA>



Guided Activity 2.9

To condense or expand space between characters, you can still use the *GA 2_9* document.

1. Select the text that you want to format.
2. On the *Home* tab, in the *Font* group, select the dialogue box launcher button.
3. In the dialogue box, select the tab *Advanced*.
4. In the box, next to *Spacing*, select either *Expand* or *Condensed*.
5. Specify by how many points (pt.) in the *By* box.
6. Select *OK*.



Activity 2.5

1. Open the *Act 2_5* document.
2. Select the first two sentences of the document.
3. Open the *Character Spacing* dialogue box.
4. Choose *Expanded*. Use the following values:
 - a. Spacing: 0.7 pt
 - b. Position: Raised by 6 pt
5. Save and close the file.

PARAGRAPHS

When you create your document and change the formatting of the document, you will need to consider factors, such as the paragraph and line spacing, alignment, and borders and shading.

PARAGRAPH SPACING

You can adjust the spacing before and after paragraphs. It is useful when separating paragraphs, but also when adding spacing before or after headings and subheadings.



Guided Activity 2.10

Open the document *GA 2_10*.

To change the paragraph spacing, you can do the following:

1. Using the *Layout* tab on the Ribbon.
2. Alternatively, you can open the *Paragraph* dialogue box on the *Home* Tab.



Guided Activity 2.11

You are still in *GA 2_10*.

To change the spacing, do the following:

1. Select the *Layout* tab and find the *Paragraph* group. Adjust the paragraph spacing by increasing or decreasing the points. Do not save your changes.

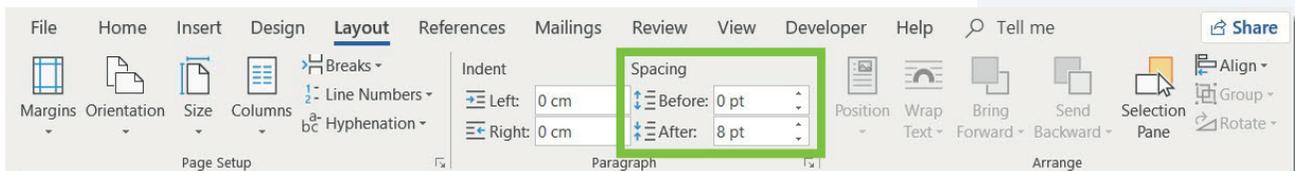


Figure 2.24: Paragraph spacing



Something to know

To change the paragraph and line spacing of the whole document, select all the text (*Ctrl+A*) before changing the paragraph and line spacing. If you want to change the paragraph or line spacing of a single line or paragraph, simply place your insertion point at the specific paragraph. Do not save.

Activity 2.6

1. Open the document *Act 2.6*.
2. Select the title of the document and change the font type to *Verdana*.
3. Increase the font size of the title to 26 and bold.
4. Change the paragraph spacing of the paragraph that starts with “Do you love food? ... some fresh fibre first” to 12 pt before the paragraph.
5. Change the line spacing of the text after heading three, “Eat some fat!”, to 1.5.
6. Save and close this document.

LINE SPACING

With line spacing, you can adjust the spacing before and after the lines in a document.

1. On the *Home* tab, select the *Line Spacing* button in the *Paragraph* group.

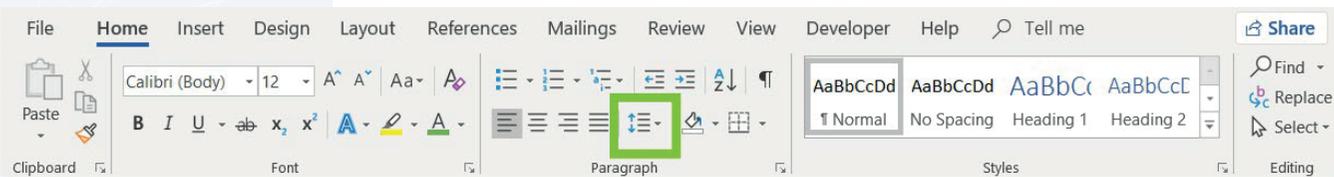


Figure 2.25: Line spacing

2. Select 1 for single spacing, 2 for double spacing and so on.

TEXT ALIGNMENT

The default setting is for text to be aligned to the left margin. However, there might be instances where you would want to align text to the middle, or to the right of the document. In this section, we will look at how to do this.

Guided Activity 2.12

1. Open the *GA 2_9* file. Select the text that you want to change.
2. On the *Home* tab, select one of the four options shown in the *Paragraph* group. In this example, we have chosen *Align Text Left*.

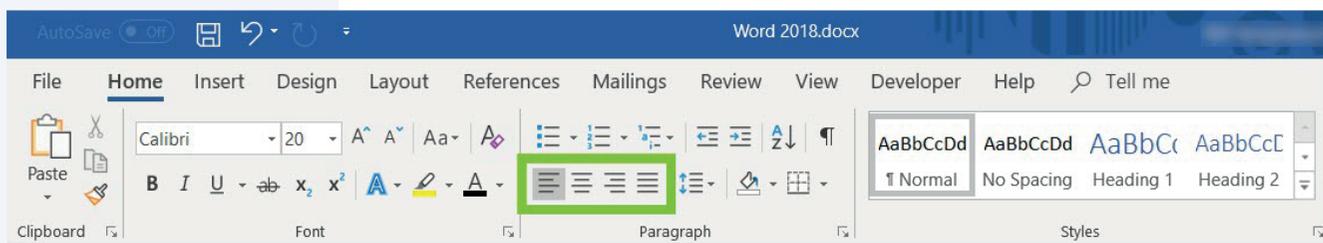


Figure 2.26: Choosing the alignment

... continued



Guided Activity 2.12

... continued

- The text will then be realigned to the alignment option that you chose.



Figure 2.27: Realigned text

- Save this document as *GA_2_12* and close it.

Table 2.2: The four ways to align text

ALIGNMENT	DESCRIPTION	EXAMPLE
Align Text Left	Choosing this option aligns all selected text to the left margin. It is the default text alignment when you open a new document.	Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Align Text Right	Choosing this option aligns all selected text to the right margin.	Sample Text Sample Text Sample Text Text Sample Text Sample Text Sample Text Sample Text Sample Text Text Sample Text Sample Text
Center	Choosing this option aligns all selected text to the centre of the document, with an equal distance from both the right and left margins.	Sample Text Sample Text Sample Text Text Sample Text Sample Text Sample Text Sample Text Sample Text Text Sample Text Sample Text
Justify	This is the type of alignment that most newspapers and magazines use. This aligns text to both the left and right margins.	Sample Text Sample Text Sample Text Text Sample Text Sample Text Sample Text Text Sample Text Sample Text Sample Text Text Sample Text



Activity 2.7

- Use the document: *Act 2.7*.
- Align the first paragraph of text to *Align Text Center*.
- Align the second paragraph of text to *Align Text Right*.
- Align the third paragraph of text to *Justify*.
- Save and close the document.

BORDERS AND SHADING

Borders and shading can be used to enhance text, pictures or objects in a document. Borders are used to add frames around pages, text or pictures, or even differentiate between sections in the same document. Shading can add impact to tables. Borders can be applied to certain sections of text, or to the whole page even.



Guided Activity 2.13

Adding a border or shading is quite simple. You are still working in *GA 2_12*.

1. Select the text or paragraph.
2. In the *Home* tab, on the *Paragraph* group, select the drop-down arrow next to *Borders*. When the menu appears, select the *Borders and Shading* option.

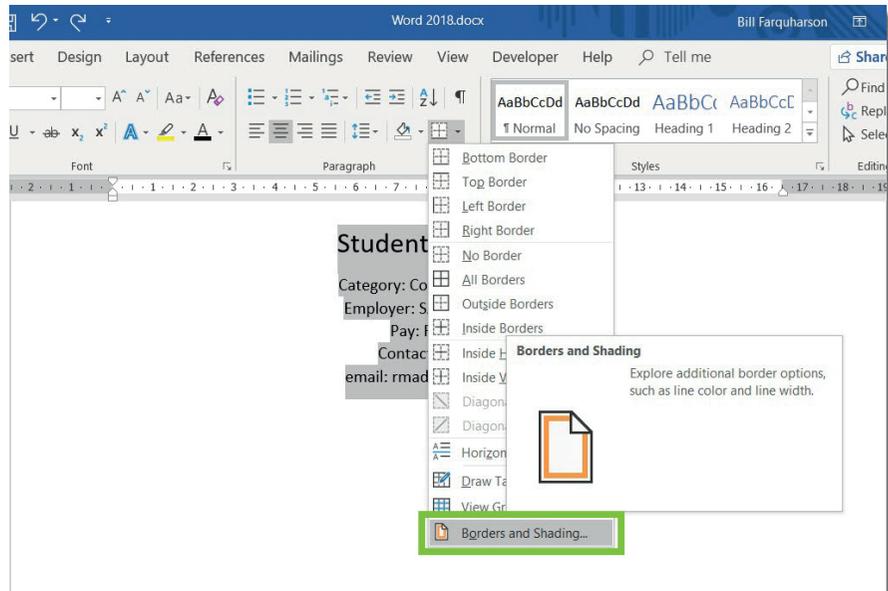


Figure 2.28: Select Borders and Shading

3. In the *Borders and Shading* dialogue box, choose the border style, colour and width.
4. The *Preview* on the right-hand side should display the style that you have chosen. If not, select the diagram, top, left, bottom and right.

In the *Apply to:* box, you should choose either *Text* or *Paragraph*. If you choose *Text*, the border will be around the lines of text. When choosing *Paragraph*, it will create a border around the paragraph.

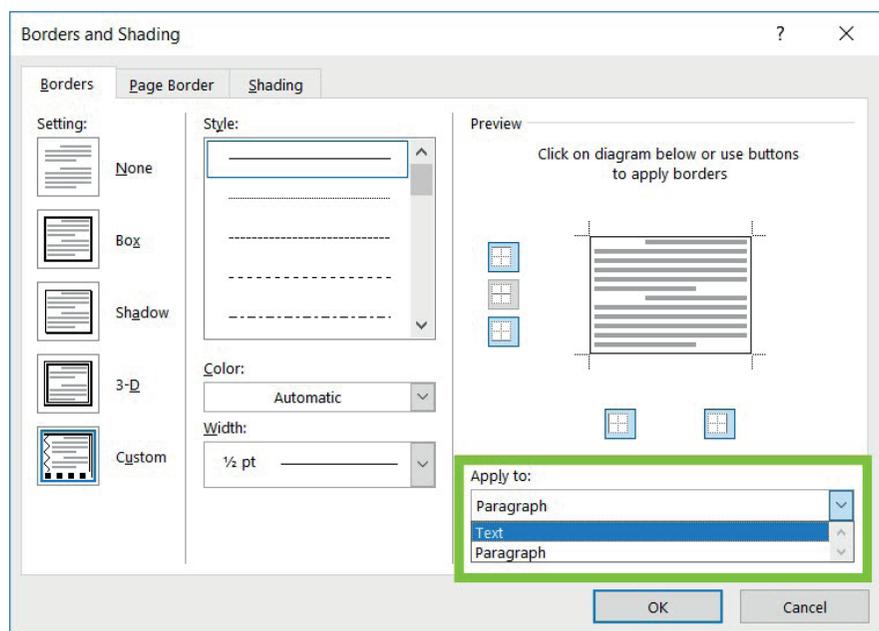


Figure 2.29: Choosing the border type and style

5. Save this document as *GA 2_13* and close it.

... continued



Guided Activity 2.13

... continued

The difference between putting a border around text and a paragraph is shown in the table below.

Table 2.3: Text and Paragraph border

TEXT	PARAGRAPH
<p>Welcome to Creative Commons South Africa!</p> <p>Creative Commons helps you legally share your knowledge and creativity to build a more equitable, accessible, and innovative world</p>	<p>Welcome to Creative Commons South Africa!</p> <p>Creative Commons helps you legally share your knowledge and creativity to build a more equitable, accessible, and innovative world</p>

- In the same dialogue box, under *Setting*, make sure that a style has been selected, for example *Box*, *Shadow* or *3D*.

SHADING

Shading is a colour fill, that is displayed behind the text.



Guided Activity 2.14

In *GA 2_13*, you can apply shading to a word or a paragraph.

- Select the word or the paragraph that needs to be shaded.
- On the *Home* tab, you will find *Shading* (the paint bucket icon) in the *Paragraph* group.
- You can choose the type of colour you want your shading to be by selecting one of the *Theme* or *Standard Colors*.

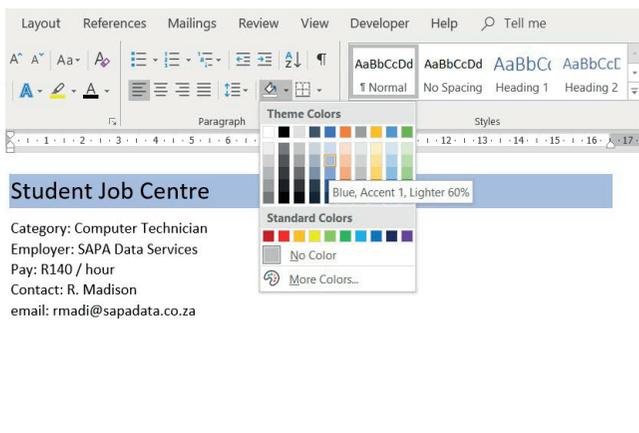


Figure 2.30: Theme Colors

If the colour you are looking for is not under *Theme Colors*, you can get a wide variety of colours by selecting *More Colors*.

- Save the document.

Table 2.4: The difference between shading a word or a paragraph

WORD	PARAGRAPH
<p>Wildlife conservation has become an increasingly important practice of protecting wild plants and animal species and their habits. Wildlife plays an important role in balancing the ecosystem and provide stability to different natural processes of nature like rainfall (transpiration from plant), changing of temperature (heat evolution by animals), fertility of soil (making of manure by earthworm).</p>	<p>Wildlife conservation has become an increasingly important practice of protecting wild plants and animal species and their habits. Wildlife plays an important role in balancing the ecosystem and provide stability to different natural processes of nature like rainfall (transpiration from plant), changing of temperature (heat evolution by animals), fertility of soil (making of manure by earthworm).</p>



TIP

If you use this method, ensure you use the *Show/Hide* feature so that you can select only a word (without the hidden paragraph sign). If you are struggling with applying the shading to a single word, use the *Borders and Shading* dialogue box instead, where you can choose whether it is applied to a word, or to the whole paragraph.



TIP

If you receive an instruction to shade text green, for example, use the *Standard Colors* at the bottom of the dialogue box, hover your cursor over the colours to see the colour name.

Common mistake:
Do not use the highlighting tool when shading is expected.



Activity 2.8

1. Open the document *Act 2_8*.
2. Add a 3 pt triple line shadow paragraph border to the second and third paragraphs in the document.
3. Insert an orange border around the first paragraph (just below the “One of the most controversial topics in today’s age is global warming” heading). It should have the following properties:
 - a. 3D border
 - b. Width should be 3 pt
4. Apply a light blue shading to the second paragraph and underline it.
5. Apply a green shading to the last paragraph and change the font to italics.
6. Save and close this document.

INDENTS

You can use the *Indent* feature to adjust the empty space at the beginning of lines in a document. By selecting the indent commands, it will increase or decrease the indent by 1.27 cm. Using an indent is a better option than using tabs to create a space, as it will make editing the document easier.



Guided Activity 2.15

1. Still in *GA 2_13*, select all the text you want to indent.
2. You will find the *Increase Indent* or *Decrease Indent* command on the *Home* tab in the *Paragraph* group.

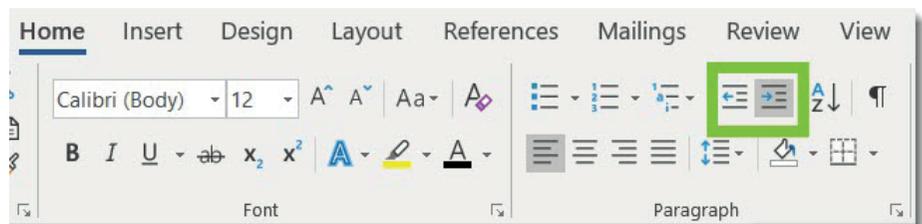


Figure 2.31: Increase or Decrease Indent command

3. If you select *Increase Indent*, the text will then be moved to have an indentation to the right.



Figure 2.32: Indented text

... continued



Guided Activity 2.15

... continued

You can also customise the size of the indent. Open the file *GA 2_13*. Select the *Layout* tab. Enter the values you want under *Indent*.

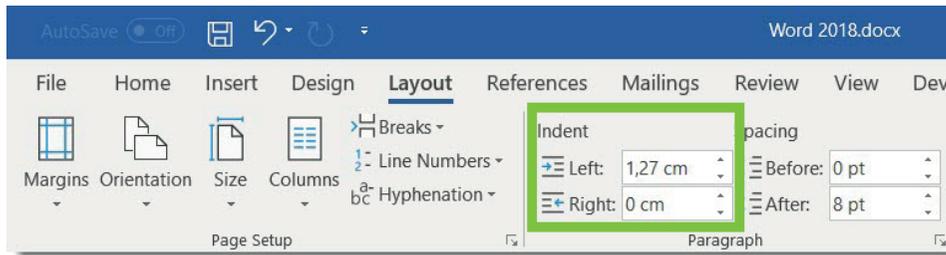


Figure 2.33: Customising indents

When the *Paragraph* dialogue box is opened special indent options are given. Hanging indents are used at the beginning of each new paragraph. First line indents also indicate the beginning of a new paragraph, especially when you do not want to have extra spacing between paragraphs.

Hanging or *First line* indents can be selected and the default spacing of 1.27 cm can also be adjusted. Examples of special indents are given in the table below:

Table 2.5: Difference between hanging and first line indents

HANGING	FIRST LINE
Sample Text Sample Text Sample Text Sample Text Text Sample Text Sample Text Sample Text Sample Text Sample Text	Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

STYLES

Word has a number of built-in styles that can be applied. Styles have pre-set formatting applied, such as font type, size, alignment, paragraph spacing and much more. This helps a user apply formatting effortlessly and consistently (e.g. all headings look the same).



Guided Activity 2.16

To apply a style to your document, follow these steps:

1. Open the file *GA 2_16*.
2. Select the text or paragraph that you want to format. On the *Home* tab, you can preview the style.
3. Expand the *Style* gallery by selecting on the *More* button .



Figure 2.34: Style tab

4. Choose a style. Do not save your changes.



Activity 2.9

1. Open the *Act 2_9* document.
2. Select the text of the first paragraph to change the font size to 28 pt.
3. At the same time, while the text is selected, change the font to *Bookman Old Style*.
4. Change the colour of all the text to red.
5. Highlight your first sentence in yellow.
6. Select all your text and *Center Align*.
7. Create a border of your choice around your paragraph.
8. Apply the *Heading 1* style to the text *Fynbos* on page 1.
9. Save and close the file.

BASIC EDITING

Word allows you to copy text from one document and then paste it into another document or spreadsheet or presentation and so on. This saves you a lot of time and effort. In this section, you will learn how to cut, copy and paste text.

Table 2.6: *The difference between cut, copy and paste*

ACTION	DESCRIPTION
<i>Cut and Paste</i> <Ctrl>X and <Ctrl>V	<i>Cut and Paste</i> , moves text or an image from one place in the document to another location.
<i>Copy and Paste</i> <Ctrl>C and <Ctrl>V	<i>Copy and Paste</i> keeps the text or image in its original place; however, it adds a copy to another location.

COPY AND PASTE TEXT

Copy and *Paste* are useful functions when you need to duplicate information from one document (or from another source) to another and keep the original. There are different options under the *Home* tab in the dialogue box under *Paste*. You can keep the original formatting, or you can just paste the text.



Guided Activity 2.17

1. Open the document *GA 2_17*. Select the last sentence starting with "Garrison..."
2. On the *Home* tab, select the *Copy* command. Or, you can use a shortcut by pressing *Ctrl+C* on your keyboard.

Bates (2015) refers to online learning as "any form of learning conducted partly or wholly over the internet." This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or some other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as 'blended learning'. Garrison and Kanuka (2004) define blended learning as, "the thoughtful integration of classroom face-to-face learning experiences with online learning experiences."

Figure 2.35: *Select Copy*

... continued



Guided Activity 2.17

... continued

- Place your insertion point at the beginning of the document where you want the text to appear.

Bates (2015) refers to online learning as “any form of learning conducted partly or wholly over the internet.” This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or some other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as ‘blended learning’. Garrison and Kanuka (2004) define blended learning as, “the thoughtful integration of classroom face-to-face learning experiences with online learning experiences.”

- On the *Home* tab, select the *Paste* command. Or, you can use the shortcut *Ctrl+V* on your keyboard.

Garrison and Kanuka (2004) define blended learning as, “the thoughtful integration of classroom face-to-face learning experiences with online learning experiences.”

Bates (2015) refers to online learning as “any form of learning conducted partly or wholly over the internet.” This is a deliberately broad definition that means that at some point that learners will use a computer or mobile device for their learning, and that at some point in their studying they have to go online to access information or communicate with an instructor or some other learners. If the learning is conducted through a mix of online and face-to-face methods with an instructor, typically this is referred to as ‘blended learning’. Garrison and Kanuka (2004) define blended learning as, “the thoughtful integration of classroom face-to-face learning experiences with online learning experiences.”

Figure 2.36: Select Paste

- Save and close the document.

COPY AND PASTE

To learn more about the *Copy and Paste* process, have a look at this video:

https://youtu.be/siBhZ-AZyT0

CUT AND PASTE TEXT

When it is not necessary to keep the original text or image on the original document, the *Cut* and *Paste* functions can be used to remove the selected text from one document to paste it in another document. The same *Paste* options apply as in *Copy and Paste*.



Guided Activity 2.18

- Open the document *GA 2_18*. We want to move the last paragraph starting with “Tim” to go above the first paragraph. Select the text you want to cut.
- On the *Home* tab, select the *Cut* command, or you can use the shortcut *Ctrl+X* on your keyboard.

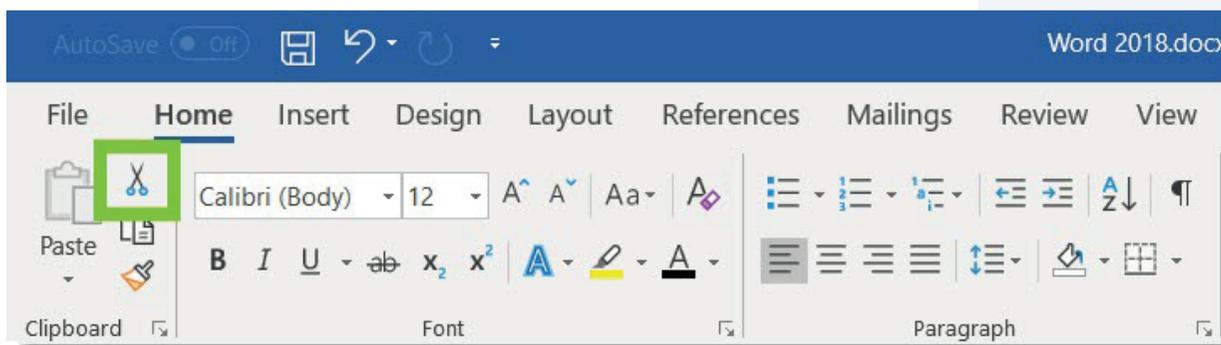


Figure 2.37: Cut command

... continued



Guided Activity 2.18

... continued

- Place your insertion point on the document, or other place where you want the text to appear.
- On the *Home* tab, select the *Paste* tab.

Stories|

Tim begged his dad for a bedtime story. Why do we crave storytelling so much?

For the love of a story, people would do almost anything. Ancient humans used to gather around campfires and beg their elders to retell stories of ancestors, gods or legends repeatedly. Hunts and migrations would be cemented into history in this way and the little ones would be entertained and taught.

Today, we can access stories or information in a number of ways. Books, magazines and other printed matter. Online information, fiction and nonfiction overwhelm us. The best story, however, is the one somebody tells to us. This forms part of our entertainment, movies, TV etc.

Figure 2.38: Paste text

- Save this document as *GA 2_18*.

FIND AND REPLACE

Sometimes when working with long documents, it is difficult to go through the whole document to find a specific word or phrase. With this feature, Word automatically searches the document using the *Find* feature and it also lets you change words or phrases by using the *Replace* feature.

FINDING A WORD OR PHRASE



Guided Activity 2.19

To find a word or phrase in a document, use *GA 2_19*.

- On the *Home* tab, select the *Find* command. You can also use the shortcut *Ctrl+F*.



Figure 2.39: Select Find

- On the left side of the screen, a *Navigation* pane will appear, which can also be switched on in the *View* tab.
- Enter the word or phrase that you are looking for in the field found at the top of the *Navigation* pane. In this example, we will be looking for the word "and".

... continued



Guided Activity 2.19

... continued

- Word will then look for the word or phrase and as a result, the instances of this word will be highlighted in yellow. You will also see that a preview of the results will appear in the *Navigation* pane. You can select each result to move to the different instances of this word.

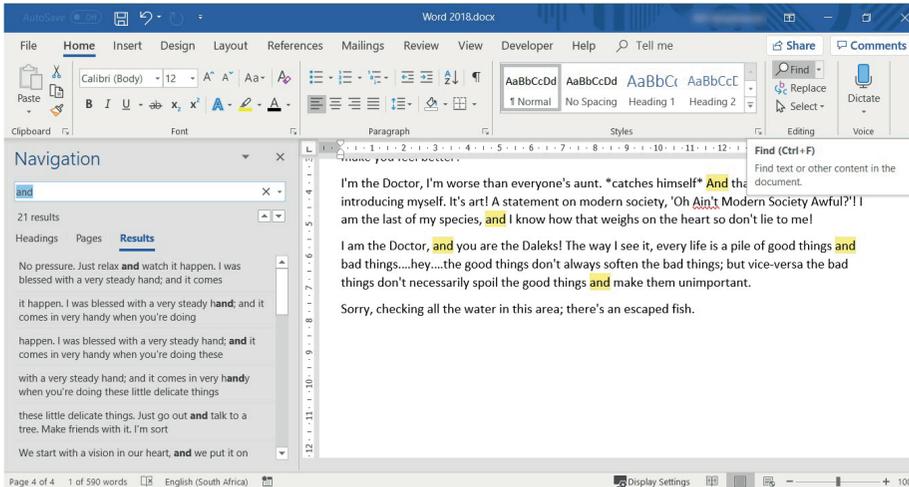


Figure 2.40: Search results

- When you are finished searching for the word, select the *X* to close the *Navigation* pane. The highlighting in the document will also disappear. Save the document.
To access more search options, select the drop-down arrow, which is found next to the *Search* field.

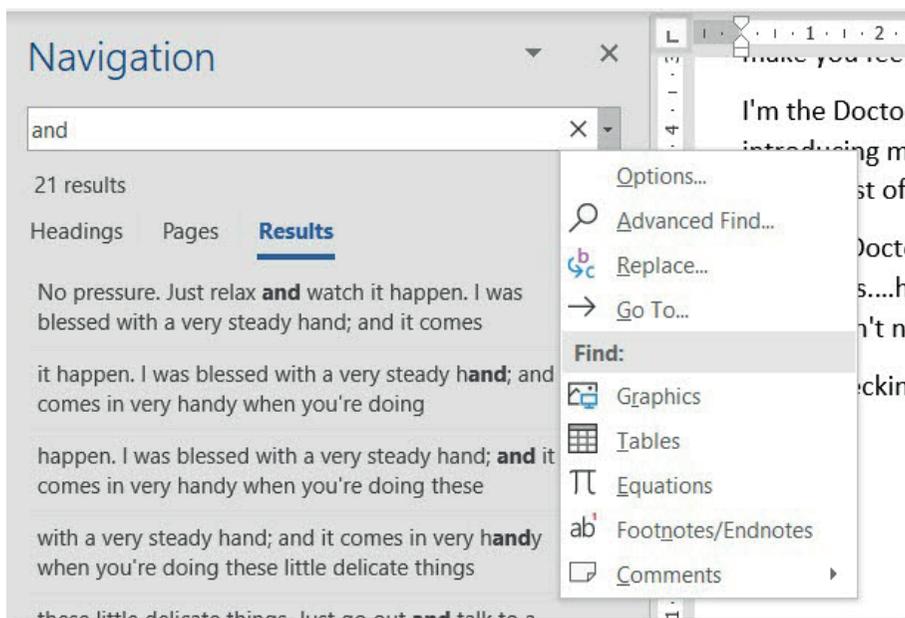


Figure 2.41: Extra options

REPLACING A WORD OR PHRASE

This feature is used when you need to replace one word with another. You can use this feature to quickly make these changes. This would typically be used to perform tasks, such as replacing the name of a person, or exchanging one term for another throughout a document.

In this example, we will use the *Find and Replace* feature to replace the word “Doctor” with the word “Professor”.



Guided Activity 2.20

1. Open the *GA 2_19* document again. On the *Home* tab, select the *Replace* command.

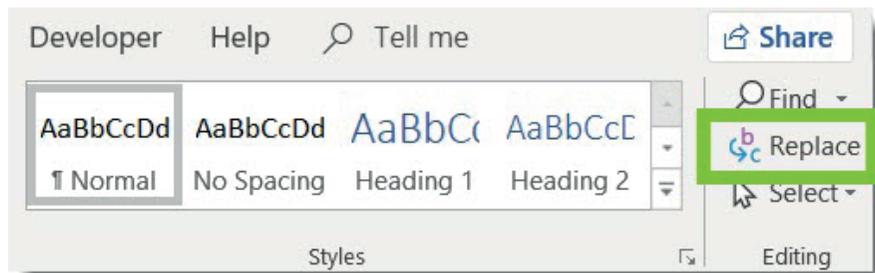


Figure 2.42: Select the *Replace* command

2. The *Find and Replace* dialogue box will appear.
3. Type the word or phrase you are looking for in the *Find what:* field.
4. Type the word or phrase that you want to replace it with in the *Replace with:* field.
Select *Find Next*.

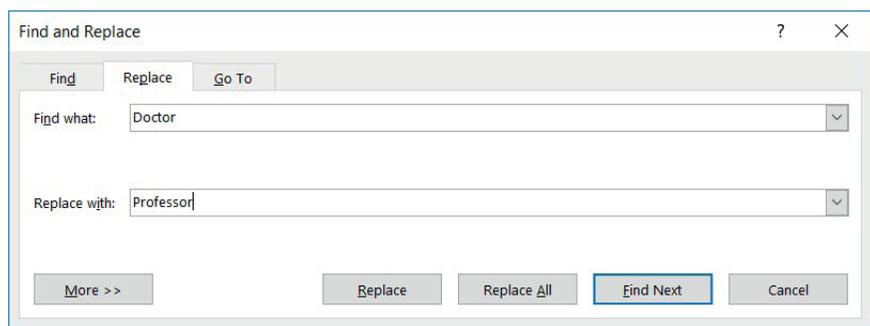


Figure 2.43: *Find and Replace* dialogue box

5. Word will find the word or phrase you are looking for and it will be highlighted in grey.
6. Look at the text and make sure that this is the text that you want to replace.
7. Select *Replace* and the text will be changed. Select *Find Next* to move to the next instance of the text.

I'm the **Professor**, I'm worse than everyone's aunt. *catches himself* And that is not how I'm introducing myself. It's art! A statement on modern society, 'Oh **Ain't** Modern Society Awful?! I am the last of my species, and I know how that weighs on the heart so don't lie to me!

I am the **Professor**, and you are the Daleks! The way I see it, every life is a pile of good things

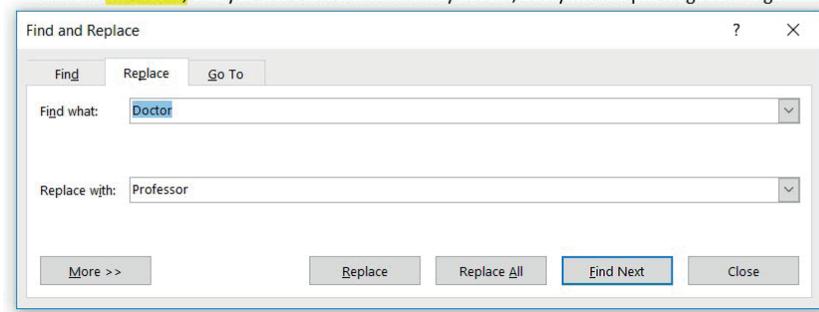


Figure 2.44: Text will be replaced

8. You can select *Replace All* to change every instance of the text that you want to change throughout the document.
9. After you are done, select *Close* or *Cancel* to close the dialogue box.
10. Save the document as *GA 2_20*.

To get more search options, you can select *More* in the *Find and Replace* dialogue box. You can then get the most out of the *Find and Replace* feature by using additional search options, such as matching case and ignoring punctuation.

Be careful when using the *Replace All* function, the function might find words or phrase matches that you did not need and actually never had any intention of changing. You should only use the *Replace All* function if you are 100% sure that it won't change anything that you did not want to change.

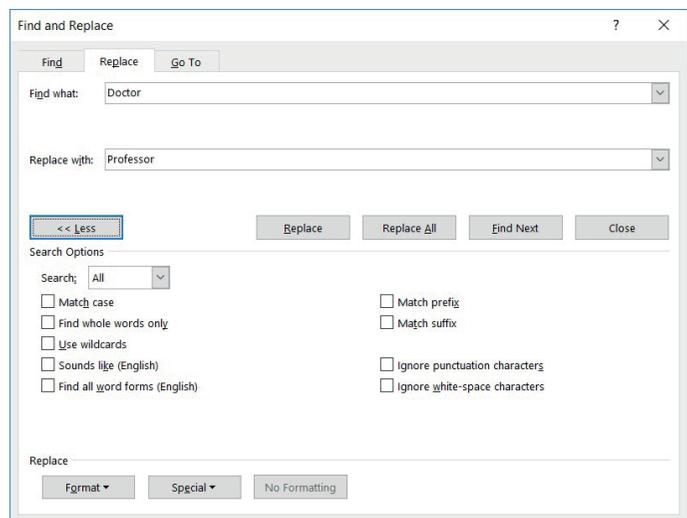


Figure 2.45: More search options



Activity 2.10

1. Open Microsoft Word.
2. Create a new blank document.
3. Open the document *Act 2_10* and copy the first three paragraphs.
4. Paste the paragraphs into the blank document, choose the *Keep Text Only* paste option.
5. Find the word “rhinoceros”, replace each instance with “rhino”. When you have finished, you will receive a prompt indicating that Word has made nine replacements.
6. Save the document as *2Rhino.docx* and close the document.

REVIEWING

The last step in checking a document is reviewing. To review something after editing it, means to check for any spelling or grammatical mistakes. Thanks to the proofing features that Word offers, such as the *Spelling & Grammar* tool, you can create professional, error-free documents.

Proofreading is part of the reviewing process that checks the document for any spelling and grammatical errors.

LANGUAGE

AutoCorrect and *Spelling & Grammar* depend on the language you have selected. To change the language, select all the text (*Ctrl+A*) and set the language in the *Review* tab. The language that is used for proofing in a document is displayed at the bottom left of the window. Language can also be changed by selecting the language displayed here.



FIND AND REPLACE

Check out this video to see how to use *Find and Replace*



<https://youtu.be/p3QI9y3eEyo>

Language can also be changed for a paragraph or word on its own and does not always have to be for the entire document.

AUTOCORRECT

Before running the spell check, many errors can already be avoided by using the *AutoCorrect* feature. This feature in Word picks up common typing errors and automatically corrects them.

For example, if you type the word “doesn’t”, *AutoCorrect* will change “doesn’t” to “doesn’t” after you press the spacebar.

AutoCorrect is also really useful when inserting special characters or symbols. Usually if you need to insert a special character, you have to select the *Insert* tab and go to the *Symbol* command. By default, *AutoCorrect* uses a standard list of symbols and special characters. Using this feature can save you time and effort.

The symbol for the ☺ emoticon is :), so when you type :) in Word, *AutoCorrect* will automatically change it to ☺. If you really want the :), you can always select the *Undo* button immediately and this will undo the *AutoCorrect* change.



Guided Activity 2.21

To open the AutoCorrect dialogue box you can do the following:

1. Select on *File > Options > Proofing > AutoCorrect* options

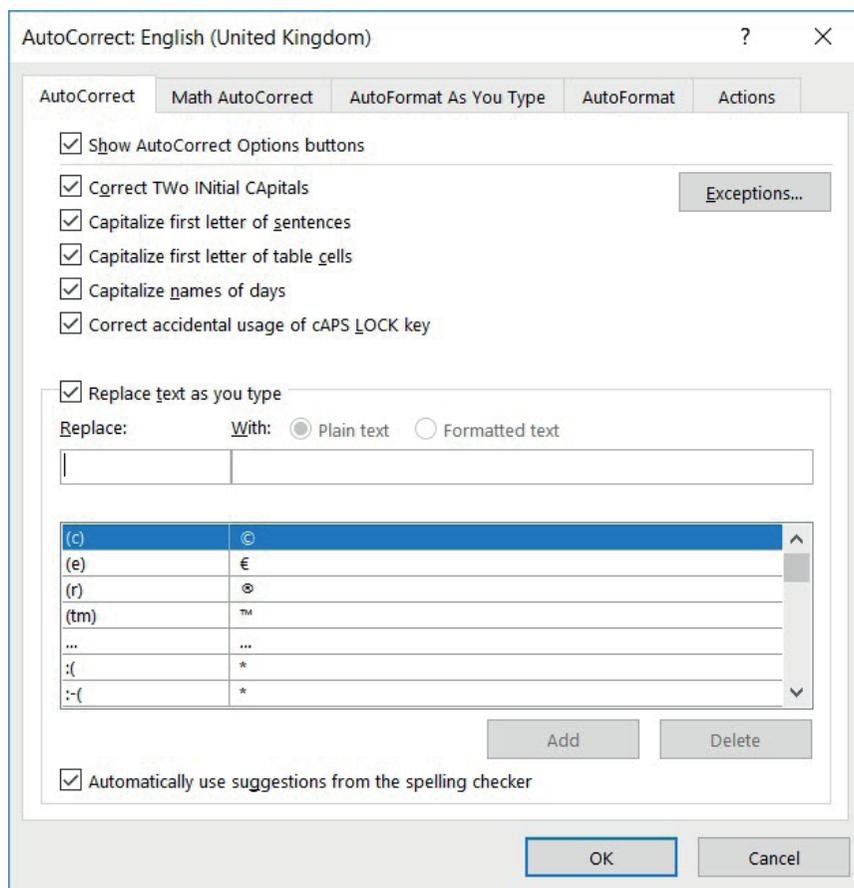


Figure 2.46: *AutoCorrect* dialogue box

... continued



Guided Activity 2.21

... continued

- From here you can enable or disable the different *AutoCorrect* options that are used to improve the typography (the style and appearance) of the document.

For example, you can change normal straight quotation marks to curly quotation marks, or even two hyphens to an en-dash. You can do this by just checking the boxes on the *AutoFormat As You Type* tab.

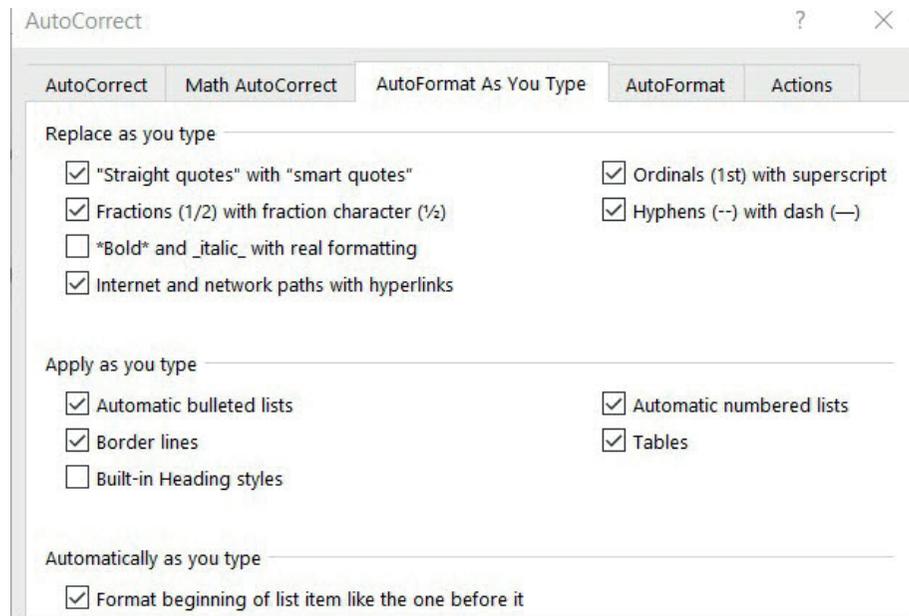


Figure 2.47: Changing Autocorrect options

SPELLING AND GRAMMAR

Spelling and Grammar can be useful functions, but remember to set your *Language* settings at the bottom left of the screen. It can also be set at *Options* in the *File* tab. Select *Proofing* and change how Word corrects and formats your text.



Guided Activity 2.22

To run the *Spelling & Grammar* check, open the *GA 2_20* document:

- On the *Review* tab, select the *Spelling & Grammar* command.

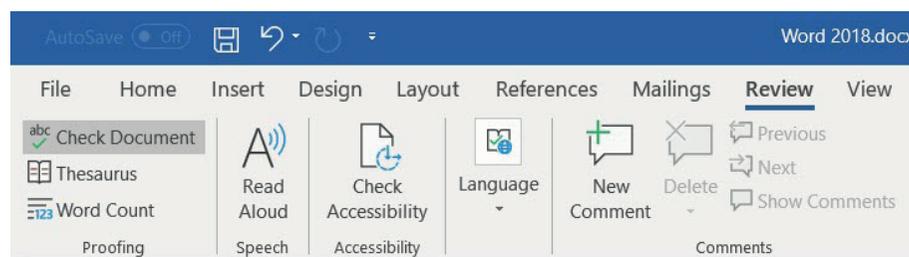


Figure 2.48: Spelling & Grammar command

... continued



Guided Activity 2.22

... continued

- The *Spelling & Grammar* pane will then appear on the right. For every spelling mistake or error, Word will give you one or more suggestions. You can choose a suggestion and select *Change* to correct the mistake.

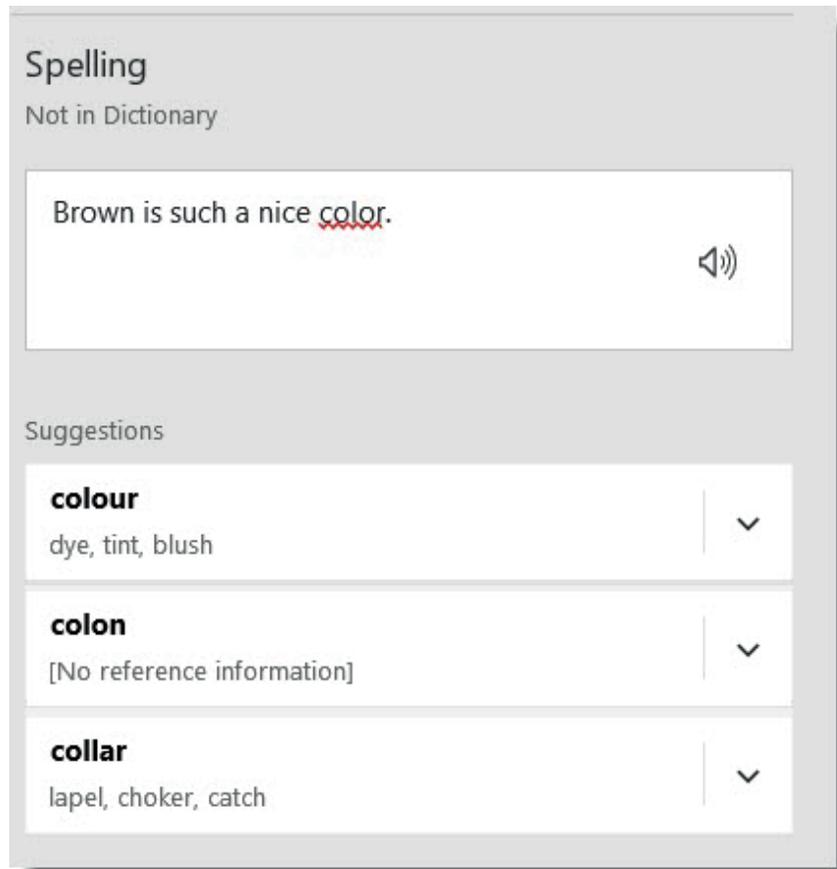


Figure 2.49: Correcting spelling errors

- Word will go through each mistake until you have looked at all of them. After all the errors have been looked at, a dialogue box will appear indicating that the spelling and grammar check is done. Select *OK*. Save this file.

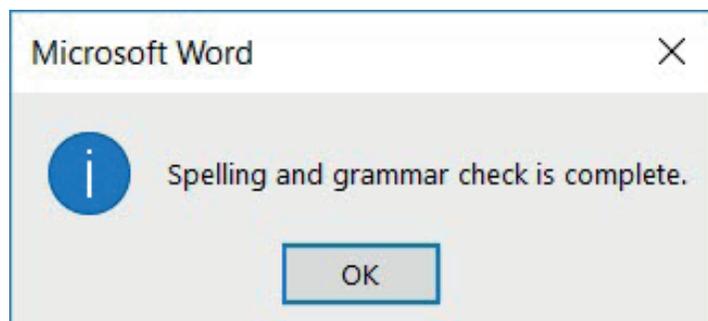


Figure 2.50: Spell Check completed

There are instances where Word will not have suggestions for an incorrect spelling of a word. You can then manually type in the correct spelling. If you are unsure about the spelling of a word, you can always look it up on the internet.



Something to know

Change All: This will change all instances of this error and *Ignore All* will ignore all instances of this error.

IGNORING ERRORS

There are also instances where this tool will indicate that something is an error, but actually it is not. This happens with names and other proper nouns that do not exist in the dictionary. Proper nouns (names of people, countries, etc.) are usually not autocorrected. It is your choice either to add it to the dictionary, or to ignore it.

Even if Word shows that something is an error, you can decide whether to change it or not. You have several options to choose from, depending on whether it is a spelling or grammatical error.



Activity 2.11

1. Open Microsoft Word.
2. Create a blank document.
3. Open the *Act 2_11* document.
4. Copy the text from this document and paste it into the blank document.
5. Run a *Spelling & Grammar* check.
6. Ignore the spelling of names.
7. Add the words that are spelled correctly and are not recognised by Word, to the dictionary.
8. Correct all other spelling and grammar errors.
9. Save the file as *Act 2_11* and then close the file.

REVISION ACTIVITY

Open the document *RA_2*.

1. Format the heading "Ten young artists of South Africa" as follows: (6)
 - a. Centre the heading
 - b. Change the font of the heading to *Forte*
 - c. Expand the character spacing 2 pt
 - d. Change the font size of the heading to 22 pt
2. Change the names of the ten artists to display in the *Book Title* style. (2)
3. Add a paragraph border to the text of the second artist, Daniella Mooney. (2)
 - a. Use the wavy single line style
 - b. The width of the border should be 1.5 pt.
4. Use a word-processing feature to display *ALL* occurrences of the word "culture" in small caps. (2)
5. Replace all occurrences of the text "fashion", with the text "high fashion" in bold and font colour green. (3)
6. Correct the four spelling errors found in the document. (4)
7. Change the line spacing of the whole document to 1.5 pt. (2)
8. Edit the last sentence of the first paragraph to appear as follows: (5)

We discover more about the ten best young artists (Webb, 2017) in South Africa ☺

- a. Use a double line text border
- b. Change the text font to italics
- c. Insert a symbol at the end of the paragraph (*Windings*, character code 74)
- d. Shade the text with a light green colour
- e. Save and close the document.

TOTAL: [26]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	DID YOU ...	YES	NO
1.	Learn how to enter, edit and delete text?		
2.	Learn how to use the keyboard?		
3.	Learn how to insert symbols?		
4.	Select text using a mouse or keyboard?		
5.	Learn how to use the different formatting features?		
6.	Learn how to cut, copy and paste text?		
7.	Understand how to use the <i>Find and Replace</i> tool?		
8.	Understand how to use the <i>Spelling & Grammar</i> tool?		
9.	Learn how to use <i>AutoCorrect</i> ?		

PAGE LAYOUT AND VIEW OPTIONS IN WORD PROCESSING

CHAPTER OVERVIEW

Unit 3.1 Page and document layout

Unit 3.2 View options

By the end of this chapter, you will be able to: 

- Understand the different page and document layout views.
- Use *Print Preview*.

INTRODUCTION

A word-processing application offers different layout and formatting options, and this can affect the amount of information that appears on the page. You can change the page orientation, page size, page margins, page sizes and page borders.

3.1 Page and document layout

In this section, we will learn about the different aspects of page and document layout, such as:

- Margins
- Orientation
- Size
- Borders
- Page numbers
- Page breaks

PAGE LAYOUT

There are different ways to view a document while you are working on it. At the right-hand bottom of the screen, you can set the percentage to view the document, as well as change the ways in which you can view the document – i.e. *Read Mode*, *Print Layout* and *Web Layout*.



Figure 3.1: *Read Mode, Print Layout and Web Layout*

PAGE MARGINS

The *margin* is the space between the text and the edge of the document. Any document opened in Word will have its margins set to *Normal*. Normal shows that there is a 2.54 cm space between the text and the edge of the document.

Word allows you to change the margins of a document. The following section will show you how to customise margins, or select a predefined size.



Guided Activity 3.1

To adjust a page margin, you can do the following:

1. With a blank page open, select the *Page Layout* tab and find the *Page Setup* group.

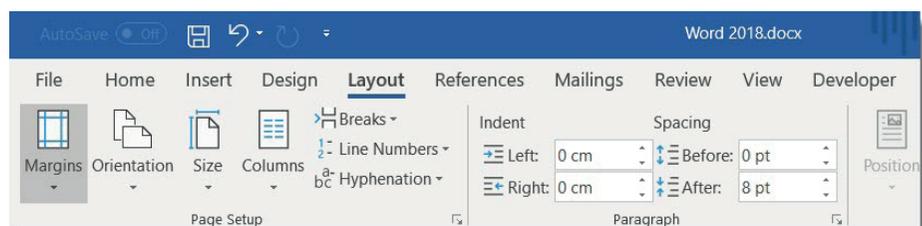


Figure 3.2: *Select Margins*

2. Select the *Margins* command. A drop-down menu will appear.
3. Select the margin type to be applied in the document and notice how the margin size has been adjusted.
4. Go back to the *Margins* command and select *Custom Margins*.

... continued



Guided Activity 3.1

... continued

- The *Page Setup* dialogue box will open, change the top and bottom margin to 4 cm each.



Figure 3.3: Adjust margin settings

PAGE ORIENTATION

Word has two page-orientation options:

- **Landscape:** Page is oriented horizontally.
- **Portrait:** Page is oriented vertically.

The type of orientation you choose will affect the appearance and spacing of text and images.

CHANGING THE PAGE ORIENTATION



Guided Activity 3.2

- Select the *Layout* tab.
- Select the *Orientation* command.

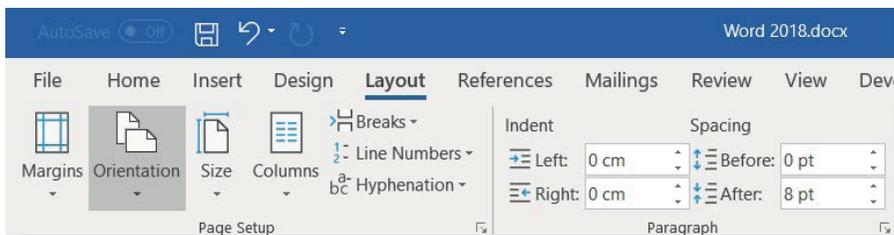


Figure 3.4: Orientation command

- A drop-down menu will then appear. Select the page orientation you want, which will either be *Portrait* or *Landscape* and this will change the page orientation.

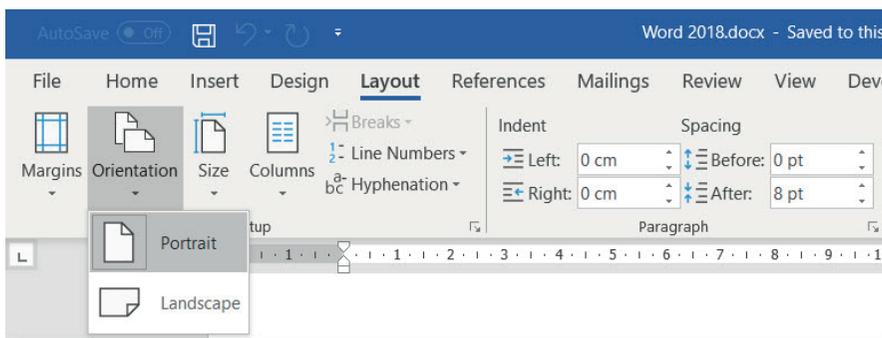


Figure 3.5: Choose the page orientation

- The page orientation of the document will be changed.



HOW TO CHANGE PAGE ORIENTATION

To learn more about the process of how to change the page orientation in a Word document, have a look at this video.



<https://youtu.be/kR-27LK89Jc>

PAGE SIZE

In Word, when you open a blank document, the default size of the new document is A4 (21 cm × 29.7 cm). There are instances where you might need to change the document's size.

Before you change the default page size, you should probably check the page sizes that your printer supports.

CHANGING THE PAGE SIZE



Guided Activity 3.3

Word comes with a set of predefined page sizes from which you can choose.

1. Select the *Layout* tab.
2. Select the *Size* command.

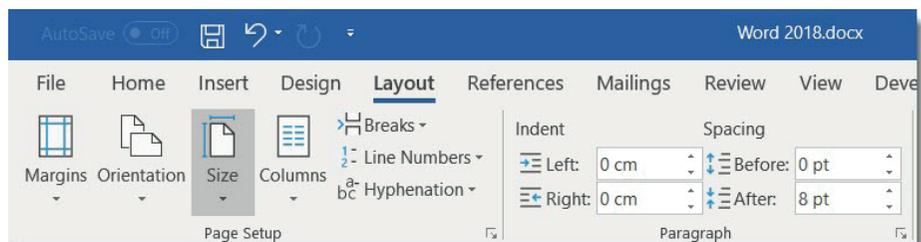


Figure 3.6: Select Size

3. A drop-down menu will appear. You will see that the current page size will be highlighted. Select a predefined page size.

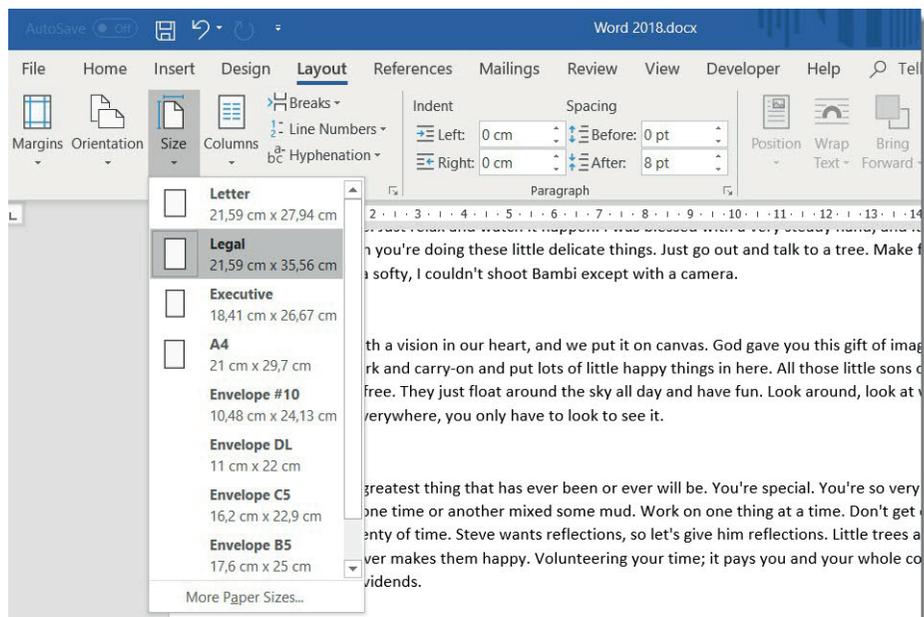


Figure 3.7: Choosing a predefined size

PAGE BORDERS

In a word-processing application, page borders are used as a design element to enhance the appearance of a document.



Guided Activity 3.4

To add a page border, you can do the following:

1. On the *Home* tab, select the drop-down arrow next to *Borders* in the *Paragraph* group.
2. When the menu appears, select the *Borders and Shading* option.
3. The *Borders and Shading* dialogue box will open.
4. Select the *Page Border* tab.

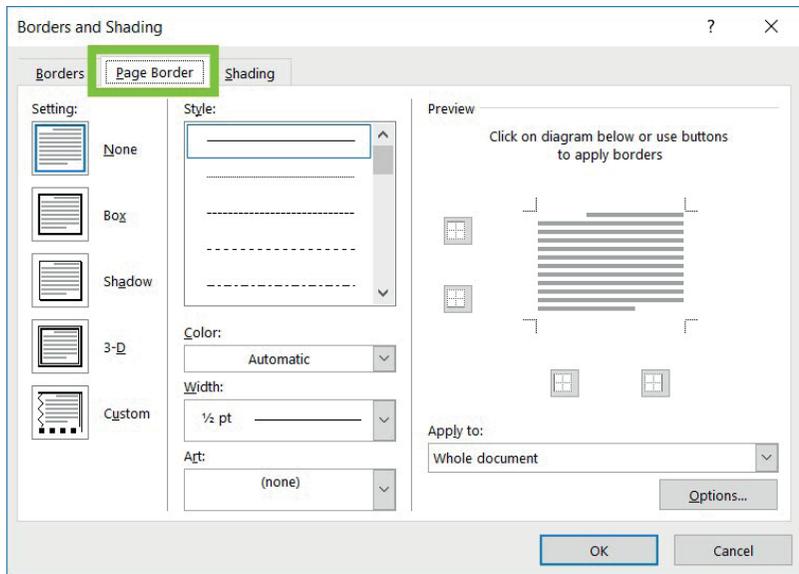


Figure 3.8: Select the Page Border tab

5. In the *Page Border* section, you can choose the page border style, colour and width, as well as art.

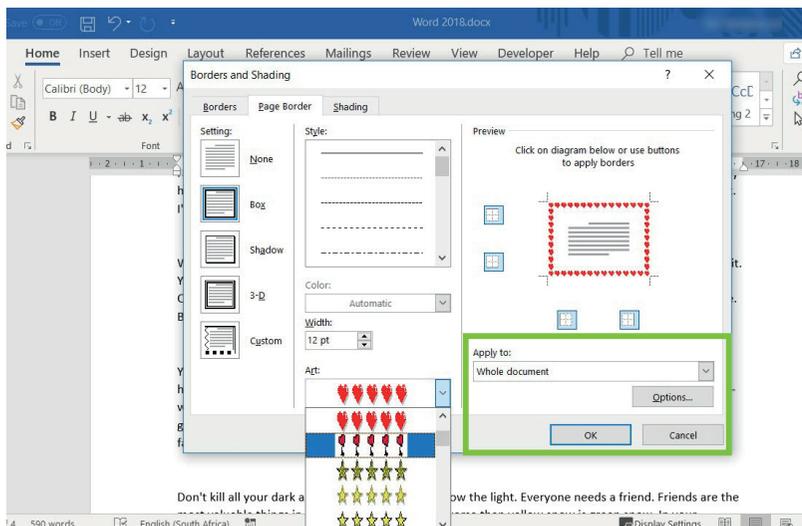


Figure 3.9: Choosing all your border options

6. You can also decide if you want the page border to be applied to:
 - Whole document
 - A specific section
 - A specific section only on the first page
 - A specific section on all pages except the first page
7. Once you have decided on all your border options that you want in your document, select the *OK* button.



PAGE LAYOUT IN WORD

Check this video out to learn more about page layout in Word:



<https://youtu.be/jgNpoksYOLE>

INSERTING PAGE NUMBERS

To learn more about the process of inserting page numbers in a Word document, have a look at this video:



<https://youtu.be/R6ihBQafLTk>

PAGE NUMBERS

Page numbers are used to automatically number each page in a document. Page numbers can be easily customised to how you want them to look and they also come in a variety of formats.

INSERTING A PAGE NUMBER



Guided Activity 3.5

Word can automatically insert the page number into a document:

1. On the *Insert* tab, in the *Header & Footer* group, select *Page Number*.

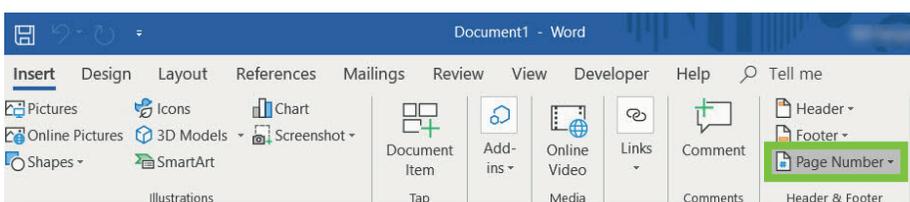


Figure 3.10: *Insert Page Number*

2. Choose where you want the page numbers to appear. This can either be at the top of the page (header), or at the bottom of the page (footer).
3. Under the *Design* tab, on the *Insert number of elements* that can be inserted in your header or footer, select *Date & Time* and the first format to insert the current date.

HEADERS AND FOOTERS

Apart from page numbers, various other elements can be added to the top or bottom of a document. If you insert text into the header or footer, each new page will display this so that you do not need to retype it for each page you create. The headers and footers can also be different on the first page, or alternate pages can have different content.

Elements that can be added include the following:

- Blank text fields (where you add your own text)
- The date
- File names
- Pictures

1. To access these, navigate to the *Insert* tab. Select *Header* (or *Footer*).
2. Select the drop-down menu to find blank options.
3. Alternatively, select *Edit Header*.

The screenshot below shows the elements that you can select to add in the *Insert* group.

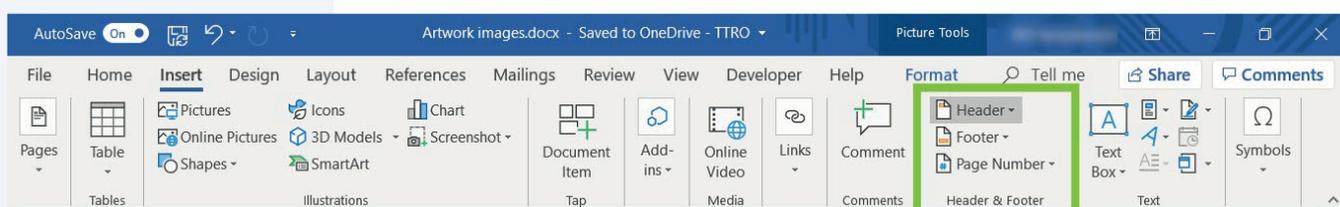


Figure 3.11: *Insert group*



Activity 3.1

1. Open the document *Act 3_1*.
2. Change the page orientation to portrait and all the page margins to 2 cm.
3. Add the current date in the page footer. The date should automatically update every time the document is opened.
4. Insert the file path in the header of the document.
5. Add a page border of your choice to this document.
6. Save the document as *Act 3.3*.
7. Close this document.

PAGE BREAKS

When working with a long document, it might be helpful to add breaks. Page breaks ensure that a new section starts on a new page, without having to press *Enter* to get to the new page. There are different types of breaks including page breaks, section breaks and column breaks.

For the purpose of this book, we will only look at page breaks.

INSERTING A PAGE BREAK



Guided Activity 3.6

1. Open the file *GA 3_6*. Place the insertion point where you want to create the page break. In this example, we will place the insertion point just above the table.

and bad things....hey....the good things don't always soften the bad things; but bad things don't necessarily spoil the good things and make them unimportant. Sorry, checking all the water in this area; there's an escaped fish.

		Yes	No
1	Are you married?		
2	Do you have any children?		
3	Do you live with your parents?		
4	Do you have any siblings?		
5	Are you the youngest in your family?		

Figure 3.12: Placing the insertion point

... continued



Guided Activity 3.6

... continued

2. Navigate to the *Insert* tab. Select *Page Break*.
You can also use the keyboard shortcut *Ctrl+Enter*, to insert a page break.

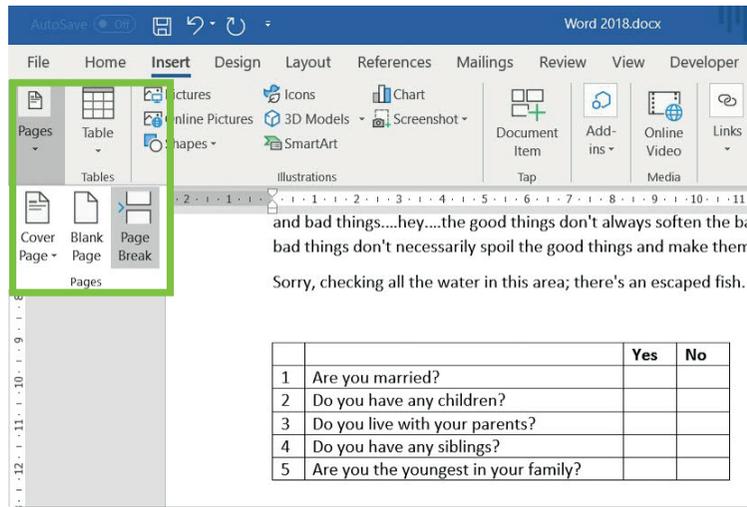


Figure 3.13: Select Page Break

3. The page break will be inserted into the document and the text will be moved to the next page. Breaks are invisible in a document. If you want to see breaks in your document, navigate to the *Home* tab and select the *Show/Hide* command (this is the symbol that looks like this: ) on the *Home* tab.

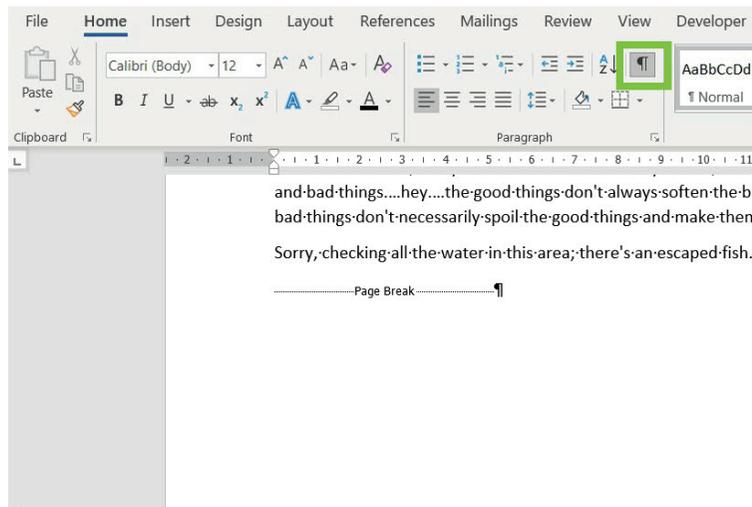


Figure 3.14: Making breaks visible



Activity 3.2

1. Open the document *3Harvest.docx*.
2. Insert a page number at the bottom of the page. The number should be displayed on the right-hand side of the page. (Remember that you should not type the number on the keyboard.)
3. Apply the *Shadow* page border, with a width of 4.5 pt. Use Red, *Accent 2* as the colour for the page border.
4. Select the *Show/Hide* button under the *Home* tab so that you can see hidden symbols. Add a page break to move the paragraph with the heading "General Overview" to the next page.
5. Change the font size of the heading *HARVEST FOOD FESTIVAL* on page 1 to 54 pt.
6. Save and close the document.

3.2 View options

When you are done creating your document, you can preview it before you print it. In this section, you will learn how to use *Print Preview*.

PRINT LAYOUT AND PREVIEW

By default, when you open a Word document, it is set to *Print Layout*. However, if you open a document and it is not in *Print Layout* view, or if you have changed the view by mistake, you can easily change it.



Guided Activity 3.7

Print Layout is the default view when you open a Word document.

1. Open the *GA 3_7* document. Navigate to the *View* tab.
2. Select *Print Layout* found in the *View* group.

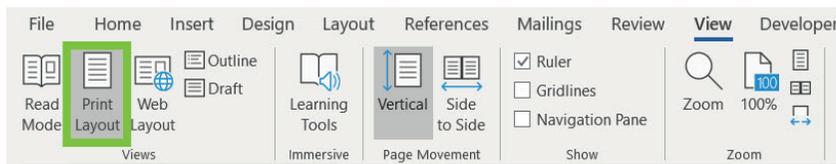


Figure 3.15: *Print Layout*

PRINT PREVIEW

You can always look at how your document will look before you print. It is a good habit to ensure that the document will be printed the way in which you want it.

To access *Print Preview*:

1. Select *File* and then select *Print*.
2. On the right, you will see a preview of how the document looks.
3. If there are several pages in your document, select the arrow found at the bottom of the preview to navigate through the pages. You can also use the zoom slider and adjust it if the text in *Print Preview* is too small to read.

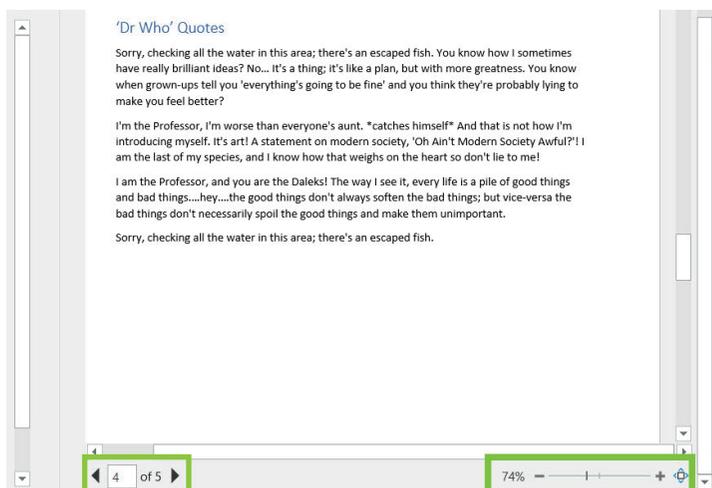


Figure 3.16: *Print Preview*

4. Select the back button , or the *Esc* key on the keyboard, to return to your document without printing it.

REVISION ACTIVITY

Open the *Chapter 3_Revision Activity* word processing document.

1. Change the page size of the document to A4. (2)
2. Set the top margin of the page to 2 cm. (2)
3. Insert your name and surname right aligned in the header of the document. (4)
4. Insert today's date left aligned in the header of the document. (2)
5. Insert automatic page numbering at the bottom of the page (footer) as follows:
 - a. Use "Accent Bar 1" as the page numbering type (2)
 - b. Centre the page numbering at the bottom of the page (2)
6. Apply a page border; it should be a shadow border, which is 3 pt. Also, change the border colour to blue. (4)
7. View the document in *Web Layout*. (2)

Save and close the document.

Answer the following theory questions in your workbook:

1. Word has two page orientations. Briefly explain the two types. (4)
2. What is a page margin? (2)
3. Define what a header in a document means. (2)
4. List two types of information that a header can have. (2)
5. Name three elements that can be added to a header or footer. (3)
6. What are page breaks used for? (2)

Save and close the document.

TOTAL [35]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	DID YOU ...	YES	NO
1.	Learn how to insert margins?		
2.	Learn how to change the page orientation of a document?		
3.	Learn how to change the size of a document?		
4.	Understand how you should add borders to a document?		
5.	Learn how to add page breaks and page numbers?		
6.	Learn how to use <i>Print Preview</i> ?		

GRAPHICS, SHAPES AND DIAGRAMS IN WORD PROCESSING

CHAPTER 4

CHAPTER OVERVIEW

Unit 4.1 Graphics, shapes and diagrams

By the end of this chapter, you will be able to: 

- Insert text boxes.
- Insert pictures, online pictures, *WordArt* and shapes.
- Insert charts and *SmartArt*.

INTRODUCTION

Adding pictures is a good way to give some character to a document. Word offers several tools that allow you to insert them.

4.1 Graphics, shapes and diagrams

In this section, you will learn how to:

- Insert text boxes
- Insert pictures
- Insert Clip Art
- Insert WordArt
- Insert shapes
- Insert charts
- Insert SmartArt

INSERTING TEXT BOXES

Text boxes are useful when you want to bring attention to a specific section text. They are also useful for showing text or information that is not part of the document.



Guided Activity 4.1

Open a new blank word-processing document.

To insert a text box, you can do the following:

1. Select the *Insert* tab and then select the *Text Box* command.

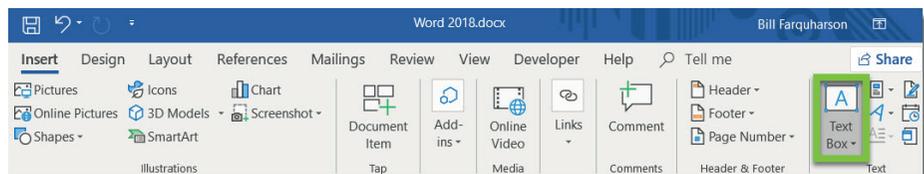


Figure 4.1: Select Text Box

2. From the drop-down menu, select *Draw Text Box*.

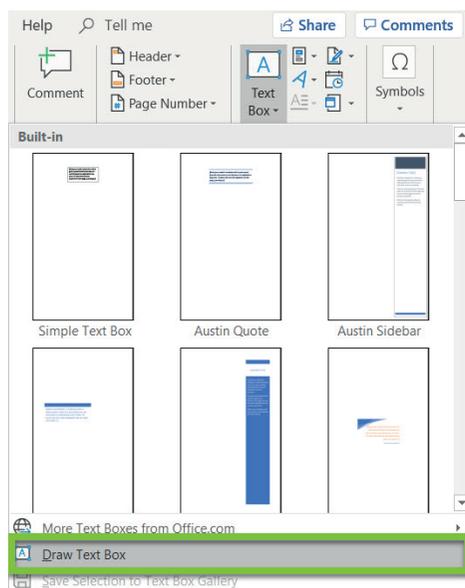


Figure 4.2: Select Draw Text Box

3. To create a text box, select and drag to draw the text box according to the size that you want.
4. To add text, just click inside the box. You can then type or paste the text you want.

MANIPULATING TEXT BOXES

You can format the text inside a text box. All you have to do is select the text in the text box. Then, make use of the formatting options in the *Font* group found on the *Home* tab.

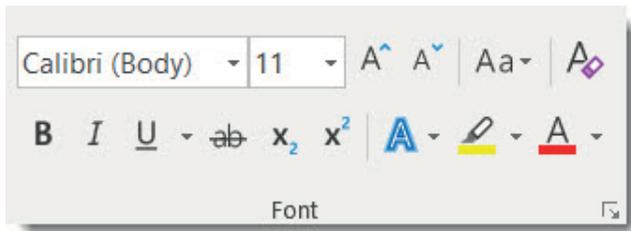


Figure 4.3: Changing the font inside the textbox

- If you want to change the formatting of the text box, you need to use the commands in the *Format* tab, which only appears after you have inserted the text box.
- If you want to change the position of the text box, select the text box and wait until the pointer changes to an image of a cross with arrow heads (✚). You can then drag the text box to a new position by holding down the mouse button.
- Also, if you have several text boxes, you can link them so that text can flow from the one text box to the next. To do this, select the *Create Link* command found on the *Format* tab.
- The text direction and alignment of the text in the text box can be changed on the *Format* tab in the *Text* group.

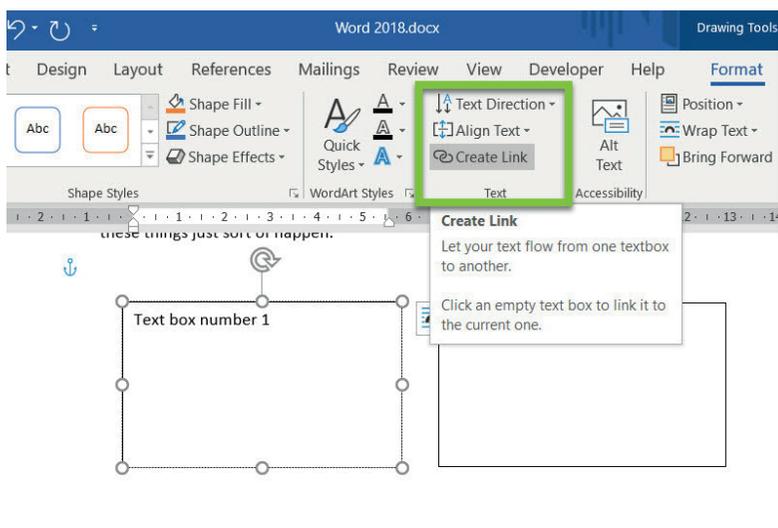


Figure 4.4: Creating a link with text boxes



Activity 4.1

1. Open the *Act 4_1* document.
2. Insert a text box below the heading.
3. In the text box, type the word, *Storytelling*. The font type should be *Calibri*, and the font size should be 38 pt.
4. Adjust the size of the text box so that the text fits nicely in the middle of the text box.
5. Save the document.

INSERTING WORDART

WordArt is decorative text making use of special effects. You can also apply text effect like shadows or outlines.



Guided Activity 4.2

Open *GA 4_2*. To convert regular text into WordArt, you can do the following:

1. Select the text you want to format. In this case, the title or first word, "Stories".
2. Select the *Insert* tab > Select *WordArt*.
3. Choose the *WordArt* style you want.

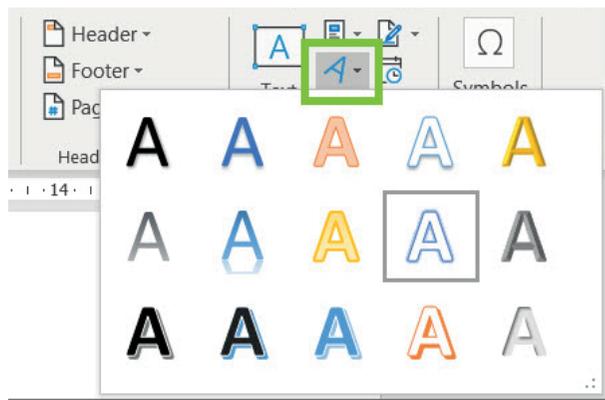


Figure 4.5: Choosing a WordArt style

4. Word will automatically create a text box for the selected text and will then apply the style to the text.



Guided Activity 4.3

To modify or add text effects, you can do the following:

1. Open the *GA 4_3*. Select the text box so that the *Format* tab appears.
2. Select the *Format* tab.
3. Select the *Text Effects* command in the *WordArt Styles* group and a drop-down menu will appear. Here, it will show the different effect categories.

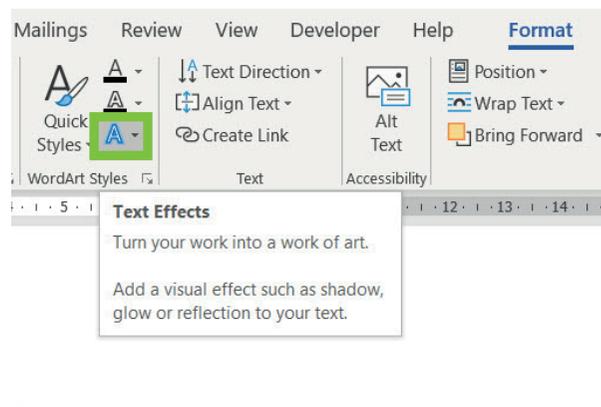


Figure 4.6: Text Effects command

4. Use your mouse and hover over each text effect category, it will then give you a preview of what the different effect presents.
5. Select the effect that you want and it will be applied to the selected text.

INSERTING AND MANIPULATING ILLUSTRATIONS

Using the *Illustrations* group, you can insert several types of illustrations, such as:

- Pictures
- Online pictures
- Shapes
- Icons
- 3D models
- SmartArt
- Chart
- Screenshot

These illustrations can be found on your computer, or they can be found packaged with Microsoft Office, for example.

PICTURES

Selecting *Pictures* on the *Illustrations* group, under the *Insert* tab will open all folders on your computer or external drive. *Online Pictures* will take you to Bing Image Search and OneDrive.

MANIPULATING PICTURES

When you insert a picture into a document, you can resize the picture using the sizing handles. Sizing handles are tiny circles found on the corners and edges of a picture. Resize the picture by dragging the handles outward or inward. When resizing, always drag the handles on the corners of the picture to ensure that the aspect ratio of the picture is not changed.

The *Format* tab appears only if the picture is selected. This *Format* ribbon contains different formatting options, including:

- Resizing and cropping pictures: Cropping is when you cut the edges of a picture and you only keep the part of a picture you want. For example, you can do this if you have a picture inside a frame. You can crop out the frame to have only the main picture.
- Rotating pictures or applying wrapping options: The type of wrapping used will determine if text will flow around a picture, in front of it, or behind it. Wrapping also enables the user to move the picture to a different position on the page.
- Applying different styles and other formatting effects to the picture.
- Adjusting the brightness, contrast and the colour of the picture.

When a picture is selected (A), you can see the layout option (B), as well as handles that appear on the sides and in the corners (C), as indicated below:



Figure 4.7: Resizing a picture



CROPPING IMAGES

To learn more about the process of cropping images in a Word document, have a look at this video:



<https://youtu.be/KYzK96NRAS8>

Just as you can right click selected text to cut, copy or paste, you can do the same with pictures. Right click the picture and choose the relevant option from the menu that appears.

The size of an image can also be adjusted by typing the height and width under the *Format* tab in the *Size* group.



Figure 4.8: *Cropping a picture*



Guided Activity 4.4

You can insert a picture from your computer by doing the following:

1. Open a new document. Place the insertion pointer in the document where you want the picture to appear.
2. Open the Insert tab and in the Illustrations group, select the Pictures group. Browse for the picture on your computer and select the picture by clicking on it.
3. Apply the different wrapping options to the picture and explore the different outcomes.
4. Save and close the document.



Activity 4.2

1. Open the same document that you used for Activity 4.1, *Act 4_1*.
2. Type the words "Printed Copy" at the bottom of the document.
3. Apply any *WordArt* style of your choice to the text. Change the text fill colour to any Green shade.
4. Insert **image 4.2** in the document and the picture should be in the centre beneath the text.
5. Set the text wrapping to Square.
6. Resize the picture by adjusting the height to 3.5 cm.
7. Rename the document to *Act 4_2*.
8. Save then close the document.

SHAPES

In Word, you can also add different shapes to your document. This could be in the form of arrows, callouts, squares, triangles and many more other shapes!

Shapes are used, for example, when creating a diagram that requires a line and flow chart to show a process.



Guided Activity 4.5

To insert a shape, you can do the following:

1. Open a new document. Select the *Insert* tab and then select the *Shapes* command.
2. From the drop-down menu, choose the shape you want.

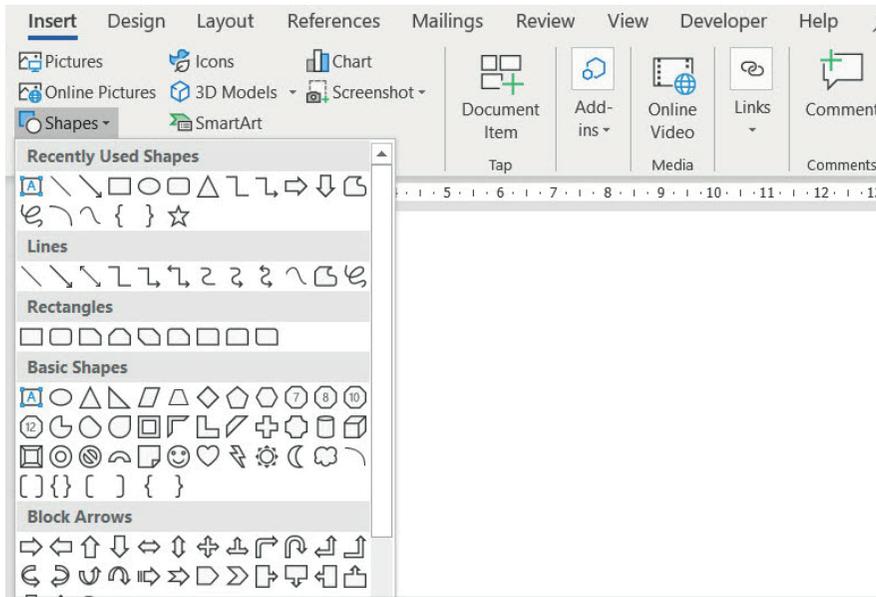


Figure 4.9: Choose a shape

3. Select and draw the shape according to the size that you want.
4. Select and drag the shape to the place you want it to be in the document.
5. You can also add text in a shape after you have dragged the shape into your document. You can change the formatting (font size, font text and colour of the text) by using the formatting options on the *Home* tab.



Figure 4.10: Dragging a shape



SHAPES IN WORD

Watch this video to learn more about working with shapes in Word:



<https://youtu.be/uJLhMtlypbQ>

GROUPING

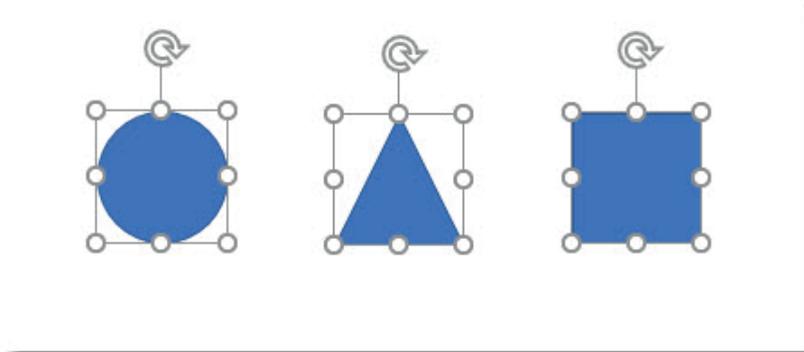
Shapes and images can be grouped to move or be resized, as if it is one object.



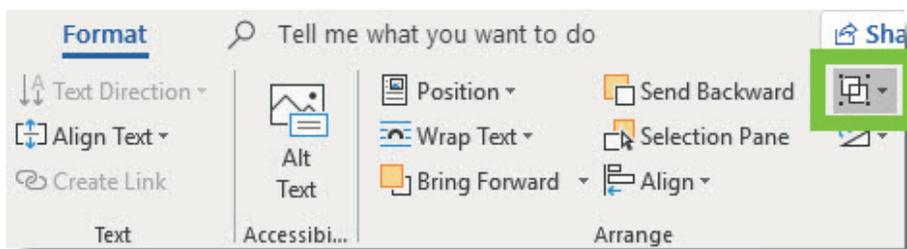
Guided Activity 4.6

Open a new blank document. Insert three different shapes, as shown below.

1. Hold the *Shift* button and select each shape that you want to group together.



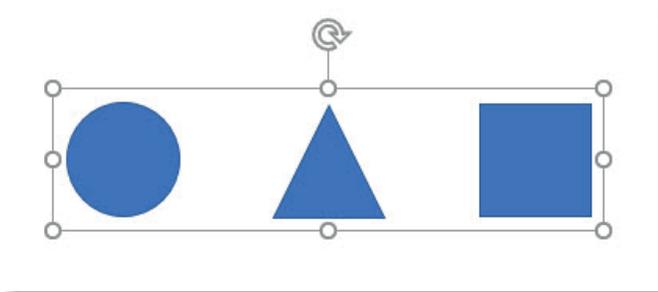
2. In the *Format* tab, in the *Arrange* group, select the *Group* command.



3. From the drop-down menu, select *Group*.



4. The three objects are now grouped together and can be moved, or resized as one object.



CHARTS

Charts are great for showing information visually or in graph form. It helps the reader to understand numerical data better, especially when describing comparisons or trends, for example.

INSERTING CHARTS

Word uses a spreadsheet window to enter and edit data, just like a spreadsheet in Excel. Entering data is quite simple and straightforward. Let's look at how to do this.



Guided Activity 4.7

1. Open *GA 4_7*. Place your insertion point under the table where you want the graph to be.
2. Select the *Insert* tab and select the *Chart* command, which is found in the *Illustrations* group.

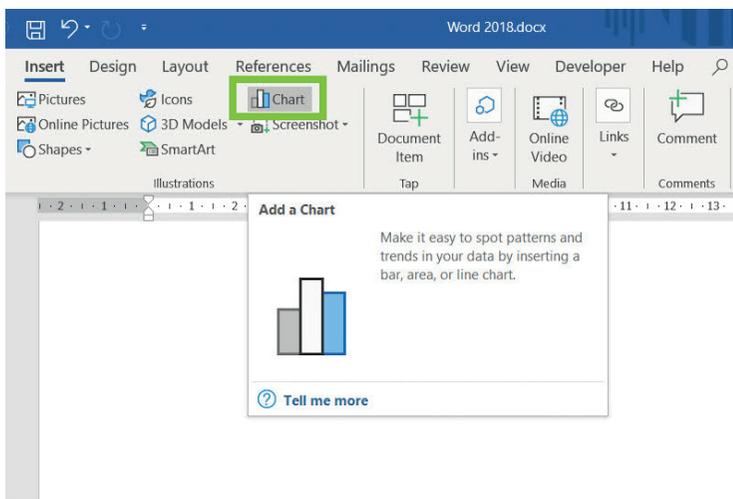
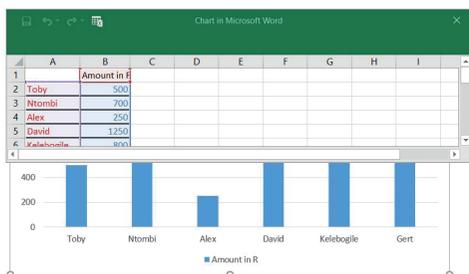


Figure 4.11: Chart command

3. A dialogue box will appear. Choose a chart type in the left pane and have a look at the different types of charts in the right pane.
4. Choose the chart that you want and then select OK.
5. A chart and a spreadsheet window will then appear.
6. In the spreadsheet window, you need to replace the existing data with your own source data. On the screenshot, the *Names* go in the first column and the *Amounts in R* in the second column.

Pocket money per Grade 10 learner per month

Name	Amount in R
Toby	500
Ntombi	700
Alex	250
David	1250
Kelebogile	800
Gert	630

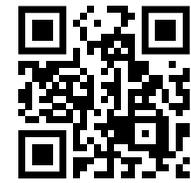


7. The chart will appear in the Word document.
8. Close the spreadsheet window.
9. You can then change the chart layout and styles using the *Design* tab.
10. Save and close the document.



CHARTS IN WORD

Have a look at this video to understand Word charts better:



<https://youtu.be/kiy81vkZQww>



LEARN ABOUT SMARTART

To learn more about SmartArt, watch this video:



<https://youtu.be/Hna1uJN1-qY>

SMARTART

SmartArt uses graphics combined with text. SmartArt can be used to represent data and information in different, visually appealing ways.

Guided Activity 4.8

To insert a SmartArt graphic, you can do the following:

1. Open a new document. Place the insertion point in a document where you want the SmartArt graphic to appear.
2. On the *Insert* tab, under the *Illustrations* group, select the *SmartArt* command.

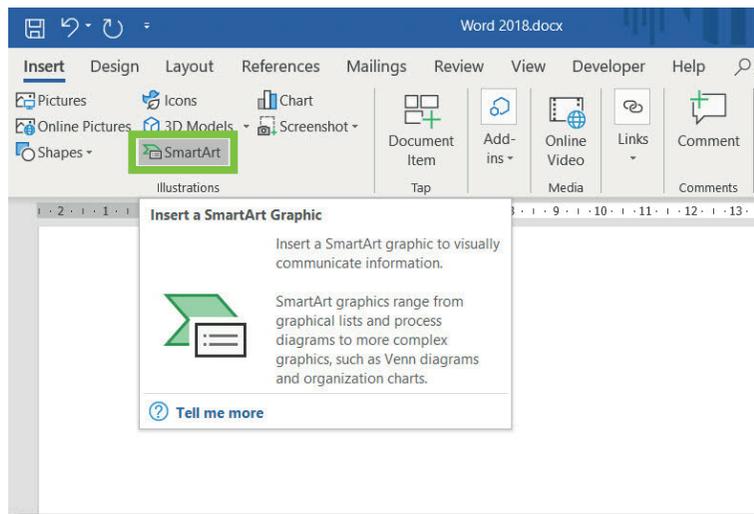


Figure 4.12: SmartArt command

3. A dialogue box will appear. Select the category on the left.
4. Choose the desired SmartArt graphic and then select *OK*.

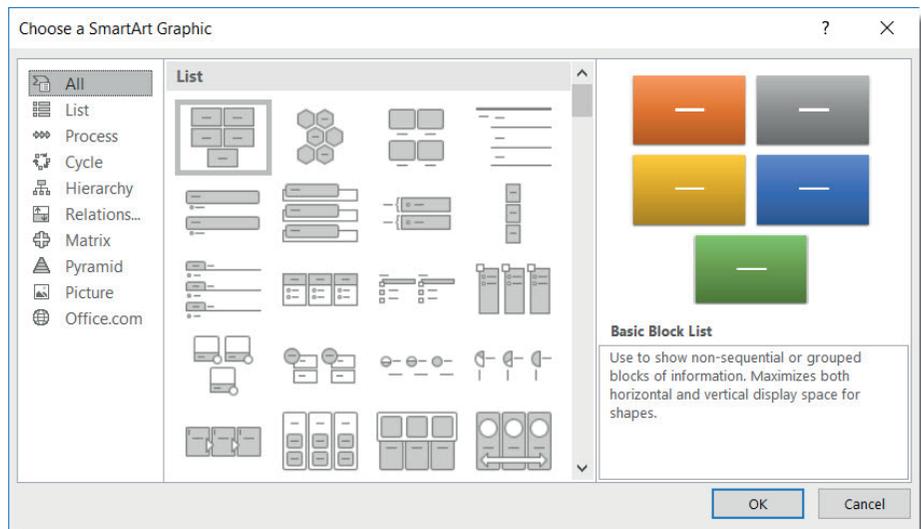


Figure 4.13: SmartArt graphic dialogue box

5. The selected SmartArt graphic will appear in the document.

ADDING TEXT TO A SMARTART GRAPHIC

SmartArt graphics are used for organising and displaying information in a grouped or sequential way. Therefore, adding text is an important skill.



Guided Activity 4.9

1. Open a new document and change the orientation to *Landscape*.
2. Select the *SmartArt* graphic to display the information processing cycle.
3. Select the shape to which you want to add text.
4. Type the text in the shape. The text will then appear in the shape.
5. Format the colours of the *SmartArt*.
6. Save and close the document.



Activity 4.3

1. Open a blank Word document.
2. Insert a pentagon from the *Basic shapes* section.
3. Remove the fill.
4. Insert the text "CAT" in the centre of the shape.
5. Add a shadow effect to the shape and give the shape a purple fill.
6. Save the file as *Act 4_3*.

REVISION ACTIVITY

Open the *RA_4* word-processing document.

1. Make the following changes to the heading "Climate Change and energy use" at the top of the first page. (5)
 - a. Change the heading to any *WordArt*
 - b. Fill the text with any green colour
 - c. Change the font size to 48 pt
 - d. Change the shape outline to yellow and 3 pt
2. The following pictures appear at the bottom of page 1. Make the following changes: (6)



- a. Group the two pictures to move as one object.
- b. Use a blue fill colour for the grouped picture and apply any shadow effect.
- c. Change the size of the grouped picture to a width of 5 cm and height of 4.45 cm.

... continued

REVISION ACTIVITY

... continued

3. Edit the text box on page 1 so that it appears similar to the one shown below: (6)

Brain-teaser

A PC, peripherals and monitor left on standby when not in use will add up to R100 to the annual energy bill of a school. If a school switched off 10 computers rather than leaving them on standby, how much money would they save? There are about 1000 schools in the country, if they all did this, how much money could be saved?

- a. All text must be clearly visible and changed to 10 pt
b. The same shape must be used
c. Change the fill colour to grey
d. The font colour of the text in the shape must be bold and red
4. Insert a 1.5 pt paragraph border on page 2 for the survey form. (3)
5. The Grade 10s decided to create a logo to use on advertisements. The logo must appear at the bottom of the last page. (10)
- a. Insert the picture *Madagascar_Penguins.jpg* provided.
b. The border of the picture must be the same as they appear on the next page, with a yellow outline.
c. Create a callout which will appear, as shown on the next page:
- Shape must be outlined with a red-dashed line
 - The names of the penguins must be clearly visible: *Skipper*, *Kowalski*, *Rico* and *Private*.
- d. Apply *WordArt* to the words "Movie Festival", as well as "Madagascar" as in the example below, and use a blue fill colour for both words.



Save and then close the document.

TOTAL: [30]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Insert images in a Word document?		
2.	Insert <i>WordArt</i> in a Word document?		
3.	Insert charts in a Word document?		
4.	Insert text boxes in a Word document?		
5.	Insert <i>SmartArt</i> in a Word document?		

PARAGRAPHS IN WORD PROCESSING



CHAPTER OVERVIEW

Unit 5.1 Paragraphs

Unit 5.2 Document layout and view options



By the end of this chapter, you will be able to:

- Use bullets, numbering, indents and tabs in paragraphs.
- Customise margins.
- Insert headers and footers.
- Work with multiple documents or windows.
- Use the zoom feature.
- Use the draft and full-screen reading views.

INTRODUCTION

Word-processing applications have come a long way. With each new version, new improvements are made. It is important to have basic skills when using paragraphs.

In this chapter, we will learn about paragraphs and the use of bullets and tabs in a document. You will also learn how to view your document in different ways, as well as how to zoom in and out of your document.

5.1 Paragraphs

In this section, you will learn about:

- Bullets and numbering
- Indents (Tabs)
- Tabs

BULLETED AND NUMBERED LISTS

Bullets and numbered lists are used to organise, or order items of information, to make it easier to understand.



Guided Activity 5.1

To create bulleted lists, you can do the following:

1. Select the text you want to format.
2. Go to the *Home* tab in the Ribbon
3. Go to the *Paragraph* group.
4. Look for the bullets icon. Select the drop-down arrow and a list of bullet types will appear. Type the agenda, as it appears below.

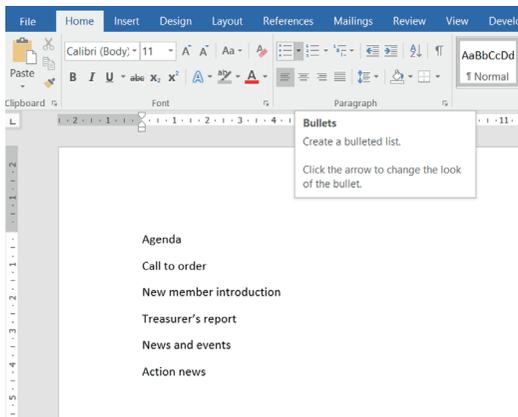


Figure 5.1: Bullets

6. You can hover over the different bullets to see which one you think fits best. Select the text and then the bullet you want to use.

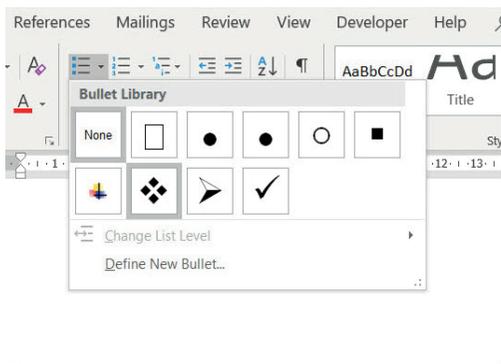


Figure 5.2: Choose the bullet style

... continued



Something to know

To move bullets back against the margin, select text and use the *Decrease Indent* command.



Guided Activity 5.1

... continued

7. The chosen bullets will be applied to the text.

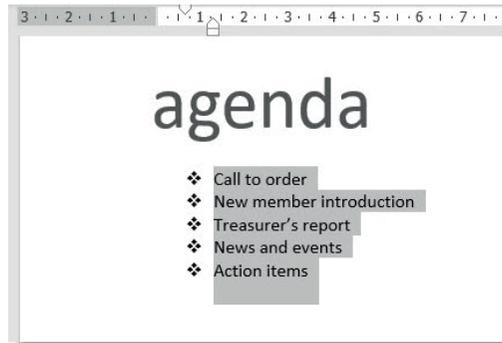


Figure 5.3: Bullets applied

NUMBERED BULLETS

When you want to use numbered lists, Word has several numbering options and numbered lists from which you can choose:

- Numbers
- Pictures
- Letters
- Roman numerals



Guided Activity 5.2

To create a numbered list, you can do the following:

1. Open a new document and type in the list as it appears on the screenshot. Select the text you want to format.
2. Make sure you are on the *Home* tab in the Ribbon.
3. Go to the *Paragraph* group.
4. On the *Home* tab, look for the *Numbering* icon. Select the drop-down arrow and a list of numbering styles will appear.

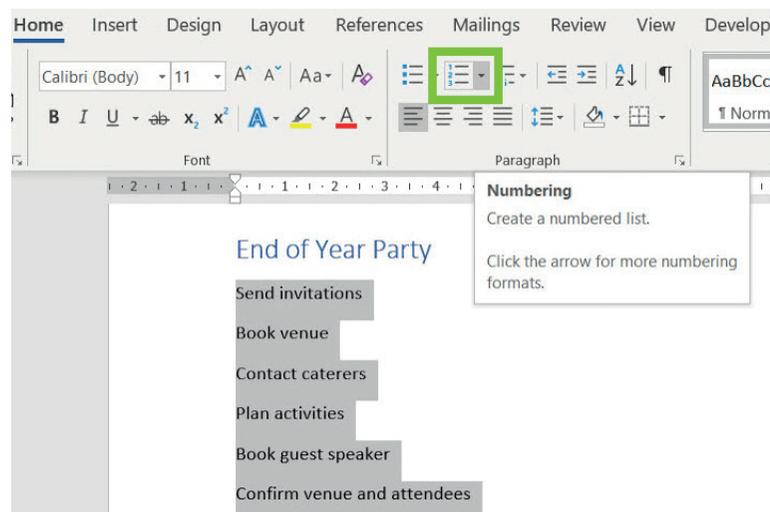


Figure 5.4: Select the numbering icon

... continued



Guided Activity 5.2

... continued

- Use your mouse to hover over the different numbering styles. Each numbering style can be previewed. Select the numbering style you want to use.

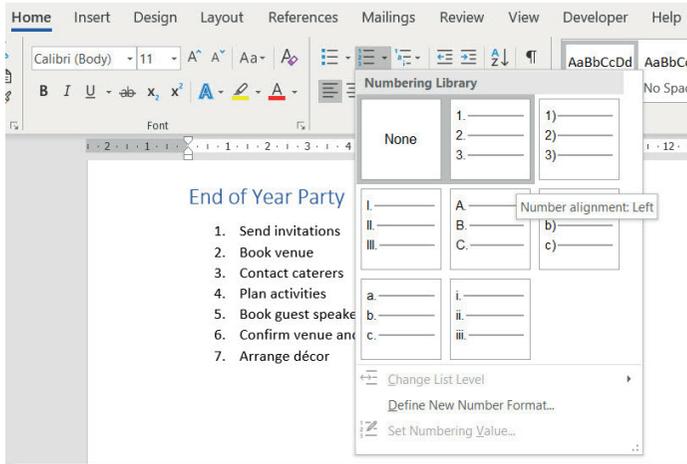


Figure 5.5: Selecting the numbering style

- The text will then be formatted with the numbering style you chose. Make sure that your document looks like the one in the screenshot. Save your file as *EndOfYear.docx*.

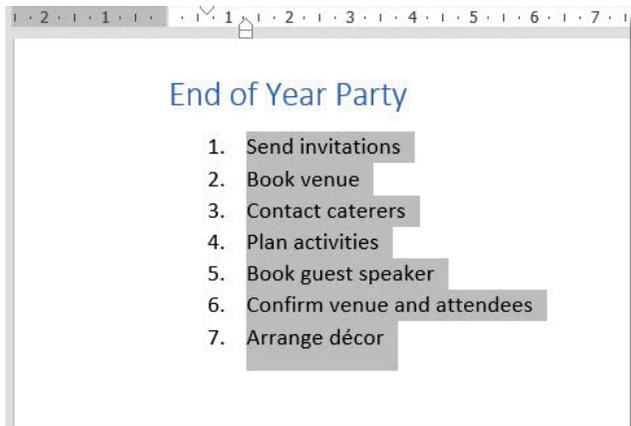


Figure 5.6: Numbered list



Activity 5.1

- Open the document *Act 5_1*.
- Change the list to a bulleted list of your choice.
- Save the document.

INDENTS

LEFT AND RIGHT INDENT

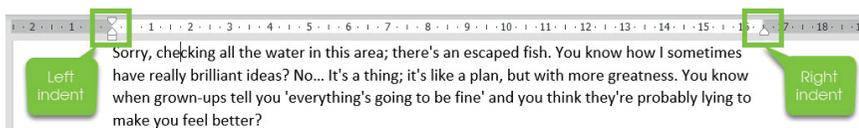


Figure 5.7: Left and right indents

The left indent controls the space between the left margin and the paragraph. The right indent controls the space between the right margin and the paragraph. To insert a left or right indent, you can do the following:

1. Select the text that you want to indent.
2. Right click on the selected text.
3. Select *Paragraph*.
4. In the *General* section, you will see *Alignment*. You can choose *Left* or *Right* to indent the text accordingly.

FIRST LINE INDENT

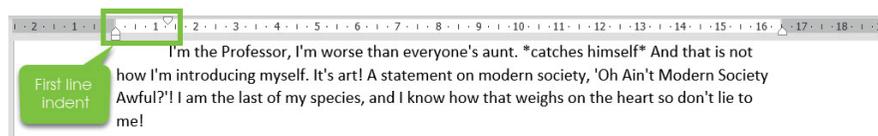


Figure 5.8: *First line indent*

This is used to change the indent of the first line of a paragraph for the entire paragraph.

HANGING INDENT

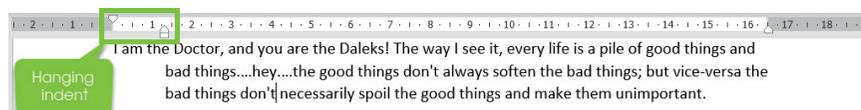


Figure 5.9: *Hanging indent*

A hanging indent is created when all the lines of a paragraph are indented, except the first line of text.



Guided Activity 5.3

There are different ways in which to create a hanging indent. Open the *GA 5_3* document.

1. Select the text you want to indent.
2. Right click on the selected text.
3. In the *Indent* section, you will see *Special*.
4. Select the drop-down arrow and choose *Hanging*.
5. You can indicate the size of indentation in the *By:* box. You can either type it in, or use the increment arrows. The indentation size is measured in centimetres.

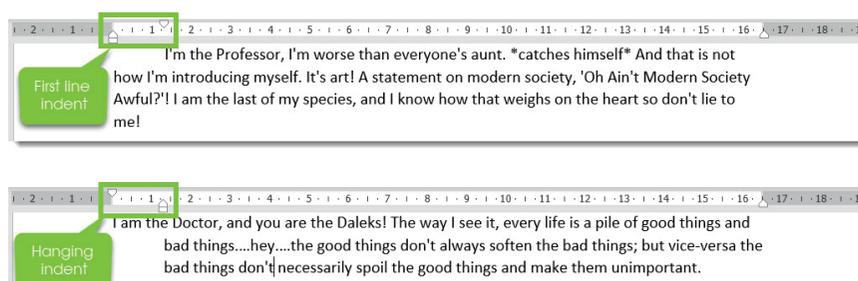


Figure 5.10: *Different types of indents*

You can actually see a preview of how your indented text will look in the *Preview* section of the *Paragraph* dialogue box.

There is an easier way to add an indent. The fastest way to create a hanging indent is by using a ruler.



Guided Activity 5.4

1. Open the file *GA 5_4*. Select the text for which you want to create a hanging indent.
2. Select *View* and make sure the *Ruler* checkbox is selected.
3. Drag the indent marker (this is the lower triangle on the ruler) as far as you can to the right to create the hanging indent.

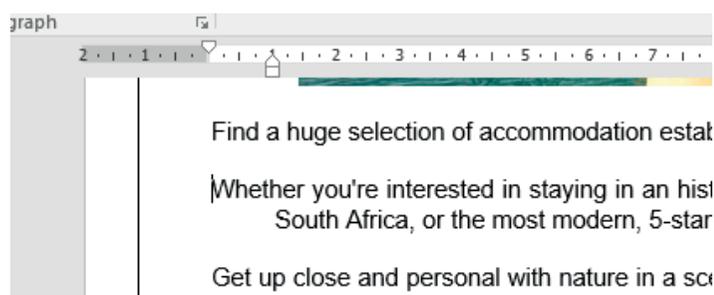


Figure 5.11: Using the ruler



Activity 5.2

1. Use the document that you saved in Activity 5.1, *GA 5_1*.
2. Change the indent of the text so that it is 2.54 cm.
3. Save the document.

TABS

Tabs are used to align and place text in a document. Each time you press the *Tab* key, the insertion point moves 1.27 cm to the right. In this section, we will look briefly at what a tab selector is, the different types of tab stops and how to add tab stops.

TAB SELECTOR

A tab selector is found above the vertical ruler on the left. Point your mouse over the tab selector to see what the name of the active stop is.

TAB STOPS

The table below shows a summary of the different kinds of tab stops.

Table 5.1: Tab stops

TAB STOP	FUNCTION
Left tab	Text is aligned to the left of the tab stop
Right tab	Text is aligned to the right of the tab stop
Centre tab	Text is centre aligned around the tab stop
Decimal tab	Aligns numbers using decimal points
Bar tab	Inserts a vertical line at the tab stop



ADDING TABS IN A DOCUMENT

To learn more about the process of adding tabs in a document, have a look at this video:



<https://youtu.be/AuJaYu4HEi0>

ADDING A TAB STOP



Guided Activity 5.5

1. Open the document you saved earlier as *GA 5_5*. Select all the text in the paragraph or paragraphs to which you need to add tab stops.
If you do not select more than one paragraph, the tab stops will apply to the current paragraph only.
2. Select the tab selector until the tab stop that you want appears. In this example, we will use the *Right* tab. Type in the percentages.

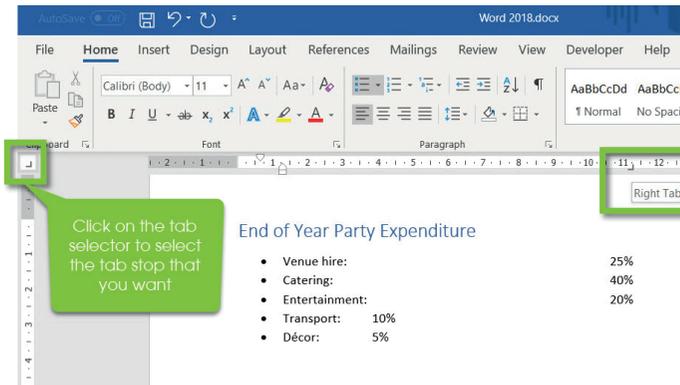


Figure 5.12: *Selecting the tab stop*

3. Using the horizontal ruler, select the ruler at the position where you want your text to be aligned.
4. Place the insertion point next to the text you want to tab. Press the *Tab* key. The text will then move to the next tab point.

DELETING, REMOVING AND RESETTNG TABS

REMOVE TAB STOPS

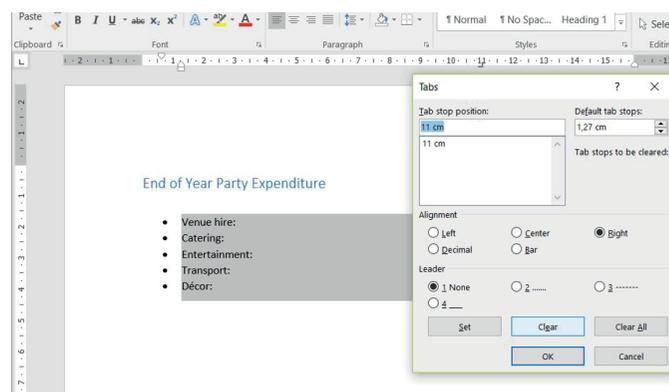


Guided Activity 5.6

To remove tabs in the document, you can do the following:

Option 1:

1. Select the *Paragraph* dialogue launcher in the *Paragraph* group (*Home* tab).
2. Select *Tabs*. In the dialogue box, select the measurement that you would like to delete by double clicking it.
3. Select *Clear* and then *OK*.



... continued



Guided Activity 5.6

... continued

Option 2:

1. Still working in the document from the previous activity *GA 5_5*, remove a single tab stop from a paragraph, by clicking and dragging the tab stop marker off the ruler.

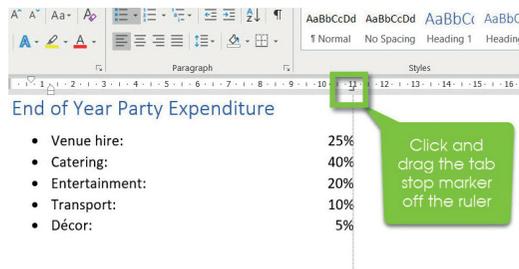


Figure 5.13: Tab stop marker

DELETING ALL TAB STOPS



Guided Activity 5.7

1. You are still working in the *GA 5_5* file. Select the entire document by using *Ctrl+A*. Select the *Paragraph* dialogue launcher in the *Paragraph* group (*Home* tab).
2. Select *Tabs*. In the dialogue box, select *Clear All*.
3. Select *OK*.

INSERTING TAB LEADER LINES

The space between tabs can be shown in the form of dotted lines, dashes, or other types of leader lines. An example of this might be the index of a book, or a price list.



Guided Activity 5.8

To insert tab leader lines, keep on working in *GA 5_8*:

1. Place the insertion point on the paragraph that you want to insert leader lines.
2. Select the *Paragraph* dialogue box launcher.
3. Select *Tabs*. In the dialogue box, under *Leader*, choose the *Leader* option and *Right* alignment at 11 cm.
4. Apply to the paragraph and the percentages should look as follows:

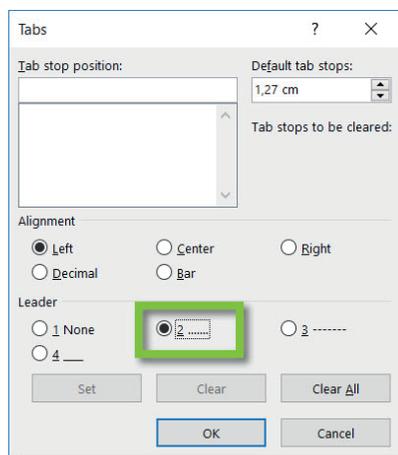


Figure 5.14: Leader lines

... continued



Guided Activity 5.8

... continued



End of Year Party Expenditure

- Venue hire:..... 25%
- Catering:..... 40%
- Entertainment:20%
- Transport: 10%
- Décor:.....|5%

Figure 5.15: Leader lines solution

CHANGING EXISTING TABS



Guided Activity 5.9

To change existing tab stops in the *GA 5_5*, you can do the following:

1. Place the insertion point wherever you would like to change the leader lines, on the paragraph.
2. Select the *Paragraph* dialogue box launcher.
3. Select *Tabs*.
4. In the *Tab* box, adjust the distance between the tab stops.
5. Save the document.



Activity 5.3

1. Open the practice document *GA 5_3*.
2. Create a numbered list of the highlighted items the follow the words '... some popular keyboard shortcuts'.
3. For the second paragraph, add a hanging indent of 2 cm to the right.
4. Set the tab for the beginning of the first paragraph to 1.5 cm using tab stops on the ruler.
5. Use the *Tabs* dialogue box to set the tab stop for the third paragraph (after the number list created in question 2) to start at 2 cm and the right tab stop at 15 cm.
6. Save the document.

5.2 Document layout and view options

CUSTOMISING MARGINS

Word allows you to change the margins of a document. The following section will teach you how to customise margins. Word has a selection of predefined margin sizes from which to choose.



Guided Activity 5.10

To customise margins, you need to do the following:

1. Open a new blank document. Select the *Layout* tab. Select the *Margins* command.
2. From the drop-down menu, select *Custom Margins*.
3. The Page Setup dialogue box will appear.

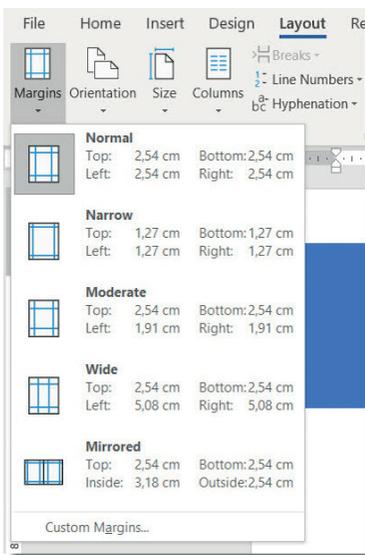


Figure 5.16: Margin command

4. Insert the margin values that you want. Then, select *OK*.

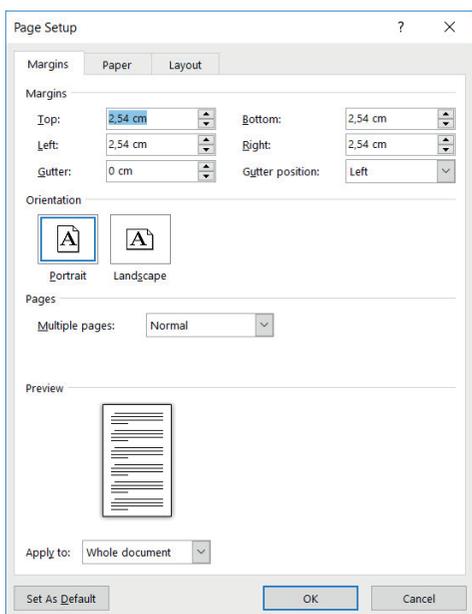


Figure 5.17: Changing the margin values

Something to know

You can also add the header and footer to just the first page, odd pages, or even pages in the document.

HEADERS AND FOOTERS

To learn a bit more about headers and footers, watch this video:



<https://youtu.be/INdjuYuB3o>

MIRROR MARGINS

Mirror margins are used in books and magazines with double-sided pages. The margins on the left page are a mirror image of that on the right page. The same applies to the margin width on the inside; it will be the same as the margin width on the outside.

USE OF THE GUTTER

This sets the amount of space that should be added to the left, right, top and bottom margins for the book to be bound.

HEADERS AND FOOTERS

Headers and footers can help make long documents be more organised like, for example, finding a specific page. Any text that is entered into a header and footer will appear on every page of the document.

The header is the section that appears in the design background at the top of a document. The footer is the section that is found in the design background at the bottom of a document. Headers and footers usually contain information including page numbers, dates and the author's name.

These are just some of the examples that could be inserted as fields instead of plain text. A field updates automatically without the user having to change anything. This can save quite a bit of effort and prevent mistakes.

CREATING A HEADER OR FOOTER

Let's look at the following example to insert a header or footer. In this example, we want to display the *author's name: Itek Knowitall* at the top of each page, so that it will become the header.



Guided Activity 5.11

1. Right click in the top or bottom margin of the document. For this example, we will right click in the top margin.
2. The header or footer space will open. You will see the insertion point appear in the header or footer. Also, you will see that the *Design* tab will be selected.

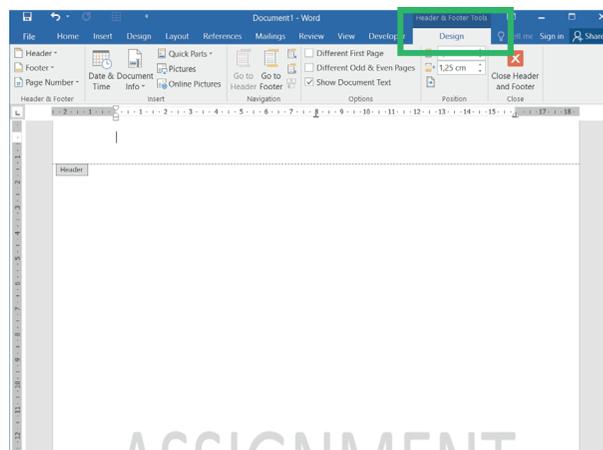


Figure 5.18: Edit the Header section

3. Type in the text or information that you want in the header or footer.

... continued



Guided Activity 5.11

... continued

- In this example, we will enter the author's name. Select the *Quick Parts* on the *Header & Footer Design* tab to insert the author's name as a field.

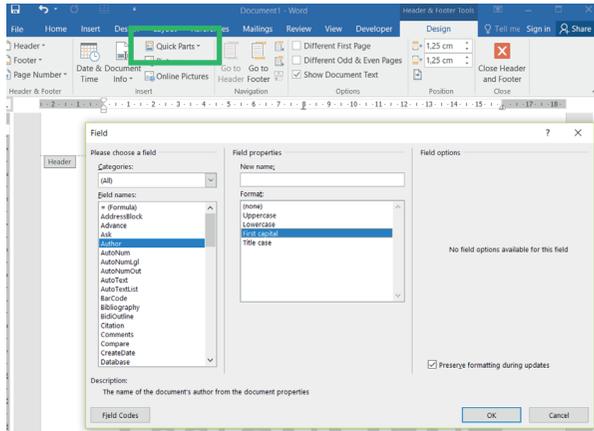


Figure 5.19: Date & Time command

- The pre-set tabs that are visible on the ruler can be used to enter the date on the right-hand side. Press *Tab* twice and use the *Date & Time* command. Select the format of the date you prefer, select the checkbox at the bottom to update the date automatically, and select *OK*.

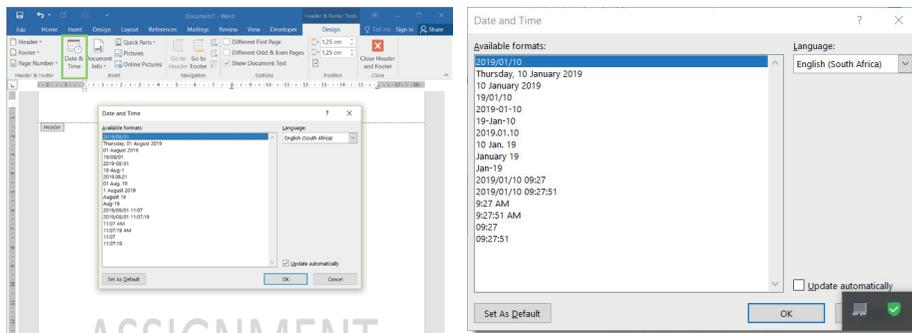


Figure 5.20: Insert the information that you need

- When you are done with inserting the desired information, select *Close Header and Footer*. Alternatively, you can press the *Esc* key or double-click on the body of the document.

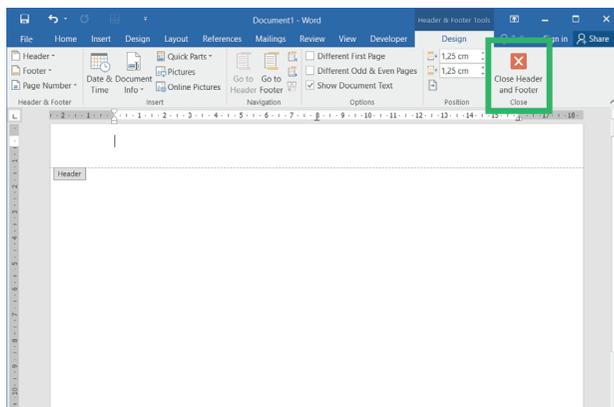


Figure 5.21: Select Close Header and Footer



Guided Activity 5.12

1. Open the *Header and Footer* tab and choose the *Page Number* option in the *Insert* group.

COVER PAGES

You need a cover page when you create a professional report in word processing software to engage your audience and introduce your topic. Microsoft Word offers a variety of cover page templates and even more online.

To insert a cover page, go to the *Insert* tab, *Pages* group and select *Cover Page*.

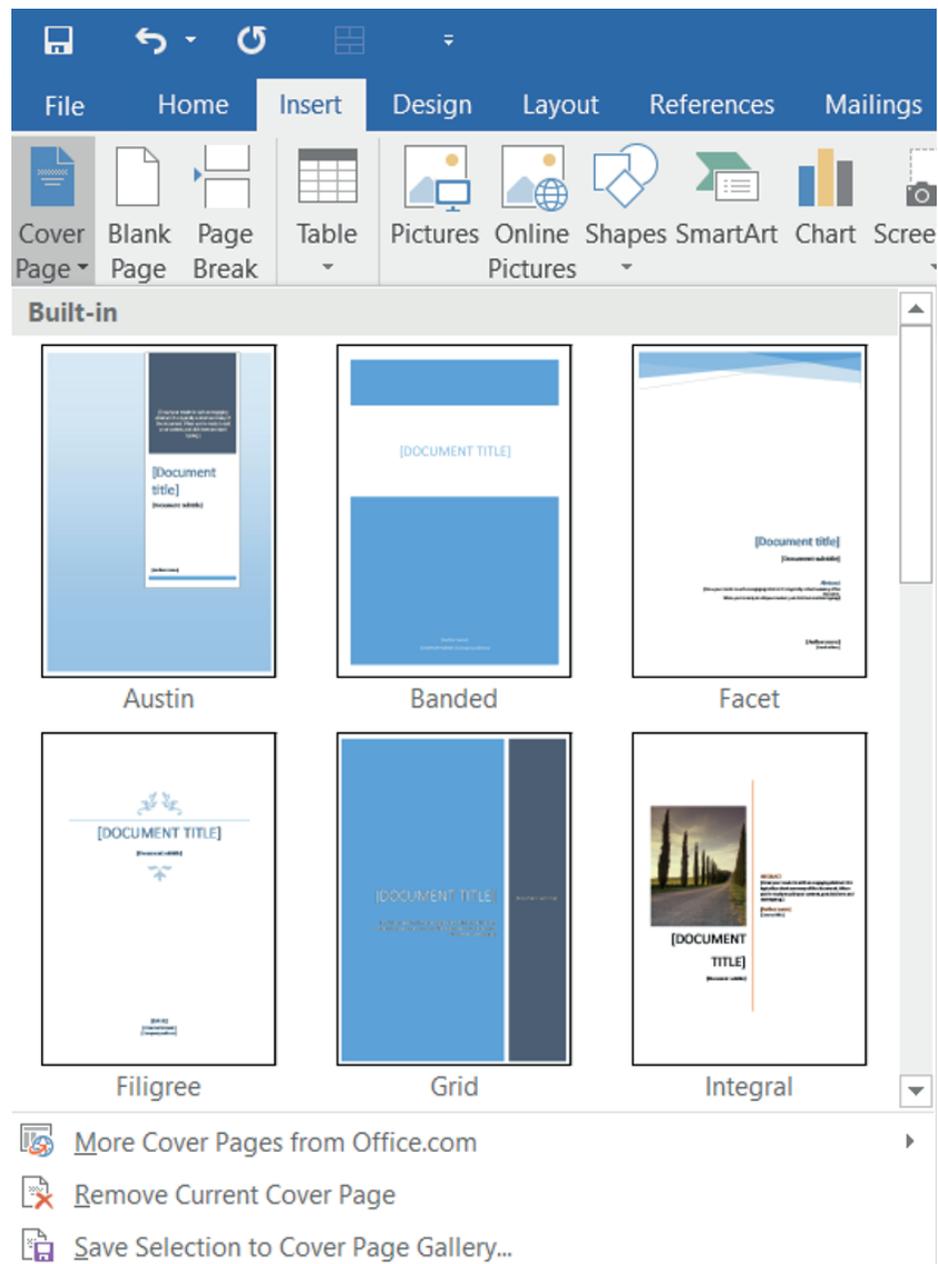


Figure 5.22: Cover page templates

WHEN WORKING WITH MULTIPLE DOCUMENTS

First of all, you need to navigate to the *View* Ribbon tab.

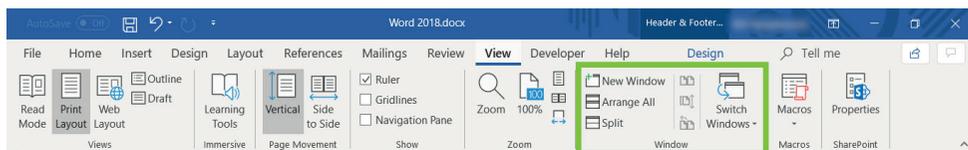


Figure 5.23: *View Ribbon tab*

From there, you can choose one of the following options:

- **Switch Windows:** Selecting this button will display all the open Word windows. It allows you to switch between the different windows.
- **Arrange All:** Selecting this button will arrange all the open documents side by side at the same time on your screen.
- **View Side by Side:** This allows you to open two different documents and compare the two.
- **Split:** You can split the current Word window that you are working on to view different parts of the document at the same time.

Example 5.1 Working with more than one document

James is a Grade 12 learner and has a long document to look at. It is an essay about the literature book they are reading, *Macbeth*. However, he needs to view the document side by side, as well as split it.

Let's look at how James does this by looking at them individually.

Side by Side

James needs to look at the source document and his essay at the same time to compare the two. He does this by viewing the documents side by side.

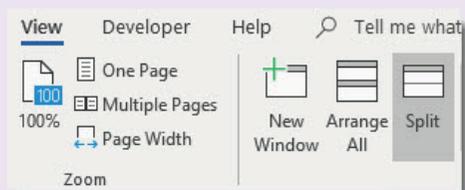
1. First of all, he opens both of the files he wants to compare.
2. He then selects the *View Side by Side* button found on the *View* tab.

He then takes note of the following:

- If he wants to scroll both documents at the same time, he needs to select  *Synchronous Scrolling*, which is also found in the *View* tab.
- When he is done comparing his documents, he closes this view by selecting the  *View Side by Side* button again.

Now he needs to look at the different parts of his essay at the same time. He does this by using the *Split* window option. To do this he does the following:

3. He selects the *Split* button in the *View* tab.

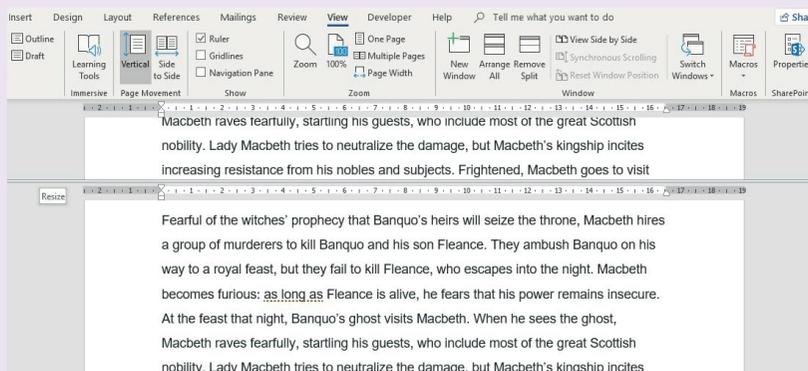


... continued

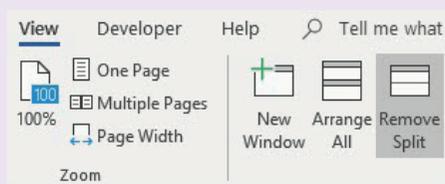
Example 5.1 Working with more than one document

... continued

4. He adjusts the dividing line by moving the mouse pointer into a new position. He selects and drags the dividing line to a new position.



5. He then removes the split by selecting the *Remove Split* button.



Now you know what to do when you have an essay, or a long assignment to compare or view at the same time.

ZOOMING

The zoom feature is used when you want to get a close-up view of the document, or see more of the document, just smaller.

The easiest way to use the zoom feature is by using the zoom slider found at the bottom, on the right-hand side of the document. You can adjust how much you want to zoom in or out with the zoom slider.

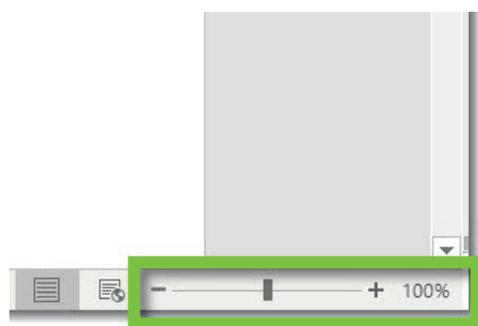


Figure 5.24: Zoom slider

You can also choose a specific zoom setting.

A quick way to zoom in and out is to hold down one's *Ctrl* key and scroll up or down using the mouse wheel.



Guided Activity 5.13

1. Navigate to the *View* tab. In the *Zoom* group, select *Zoom*.

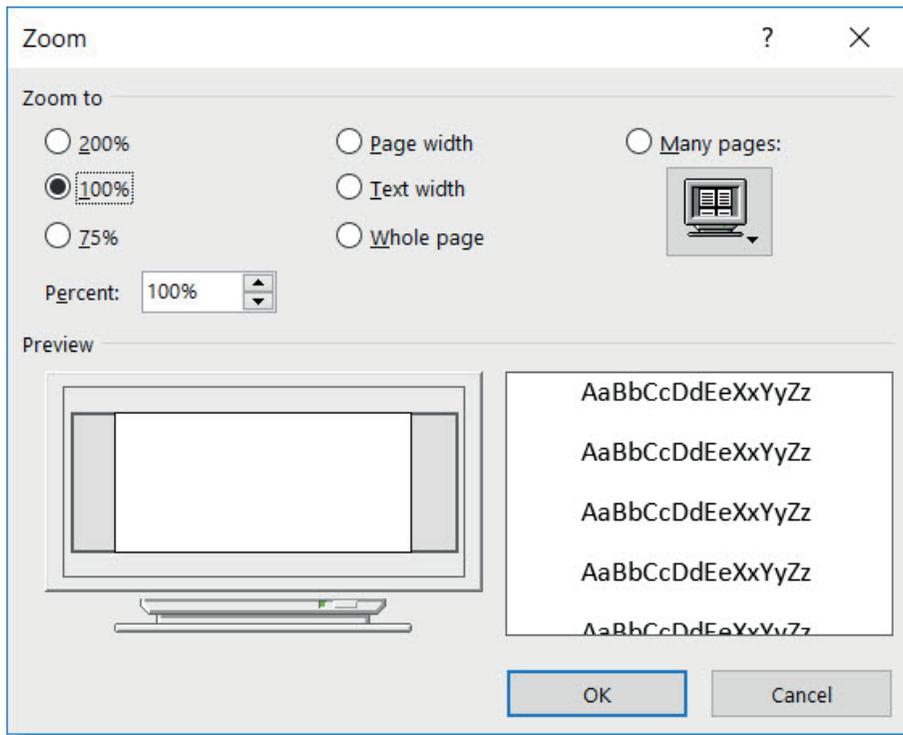


Figure 5.25: *Zoom group*

2. From there, enter the percentage or select any of the settings you want.
3. Select *OK*.
4. The zoom percentage will be applied.

DOCUMENT VIEWS

Word offers different document views. Document views can help the reader move quickly through a document. The five views that Word offer are:

1. *Print Layout*
2. *Full Screen Reading*
3. *Web Layout*
4. *Outline*
5. *Draft*

For the purpose of this section, we will only look at *Draft* and *Full Screen Reading* views.

DRAFT VIEW

This is a general view for a document. The pages in this type of a view are presented in a continuous “roll”. This document is presented to the reader the same way as it will appear when it is printed. However, with the *Draft* view, we cannot see the different pages.



Guided Activity 5.14

1. Navigate to the *View* tab.
2. Select the *Draft* button.
3. When done viewing the document in this way, select *Print Layout*.

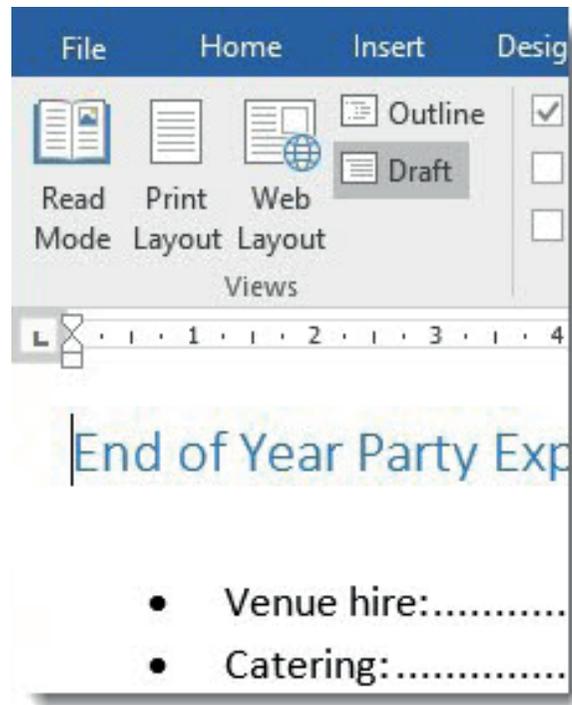


Figure 5.26: Draft view

FULL SCREEN VIEWING

Switching to *Full Screen Viewing* mode minimises the Ribbon and other tools. This allows you to see the document in full-screen mode.



Guided Activity 5.15

To access this mode, you can do the following:

1. Navigate to the *View* tab.
2. Select the *Read Mode* button.
3. When done viewing the document in this way, you can select *View* and *Edit* document.



Activity 5.4

1. Open the document *Act 5_4*.
2. Apply the *Full Screen Viewing*.
3. Save the document.

REVISION ACTIVITY

Open the *RA_5* word-processing document.

1. Change the page size to *Letter*. (2)
2. Set the top margin to 2 cm and the gutter position to the left. (2)
3. Insert automatic page numbering at the top of the page (header).
Use the *Vertical Line* style. (2)
4. In the footer, insert the text “ENERGY”. Make sure that the text is left aligned. (2)
5. Locate the heading “Sustainable and non-sustainable resource use” on page 2.
Format the text below the heading using the correct tab stops, as shown in the example. (4)



Type	Sustainable resource use	Non-sustainable resource use
People	Ecotourism	Large-scale tourism
People	Re-use, recycle and reduce	Continued use of fossils
Socio-economic	Controlled urban growth	Rapid urbanization

6. Locate the bulleted list under the heading “What can we do?” on page 3.
Change the format of the bullets to the picture *1Bullet_Kolpunt* found in the practice document folder. (3)
7. Locate the heading “Measuring” on page 4 of the document and remove the tab with the leader tab lines. (3)
8. On the last page of the document is a form. Apply the leader tabs at the bottom of the form so that it displays as follows: (4)

.....
NAME	SIGNATURE

Save and close the document.

TOTAL: [22]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Use bulleted and numbered lists?		
2.	Customise margins?		
3.	Insert headers or footers, or both?		
4.	Use tabs in a Word document?		
5.	Work with many documents at the same time?		
6.	Use the zoom feature?		
7.	Use the different document views?		

TABLES IN WORD PROCESSING



CHAPTER OVERVIEW

Unit 6.1 Tables



By the end of this chapter, you will be able to:

- Insert a table in Word.
- Use the *Design* and *Layout* tabs when using tables.
- Apply gridlines in a borderless table.
- Change the size of cells.
- Merge and split cells in a table.
- Use text alignment and direction in a table.
- Use AutoFit.
- Work with data in tables - sorting, converting to text and working with formulae (SUM and AVERAGE).

INTRODUCTION

This section covers inserting tables, as well as applying the different design and layout options. This includes creating table borders, changing the size of cells, etc.

6.1 Tables

A table is used to organise information; this can be either numeric, or text data. Data is organised in a grid of cells that are arranged in the form of rows or columns. In this section, we will learn how to insert a table, as well as the different types of formatting we can apply to a table.

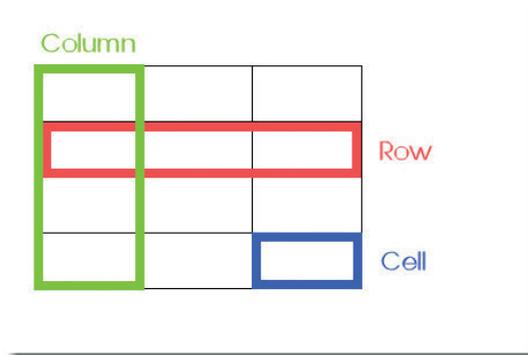


Figure 6.1: Row, column and cell

INSERTING A BLANK TABLE



Guided Activity 6.1

1. Open a new document and place the insertion point in the document where you want the table to appear.
2. On the *Insert* tab, select the *Table* command.
3. A drop-down menu will appear and this will contain a grid. Choose the number of columns and rows you need by running your mouse over the grid. For example, if the table you are looking for is 5×5 , move the mouse until this is visible and then select the mouse to insert the table.
4. The table will then appear.

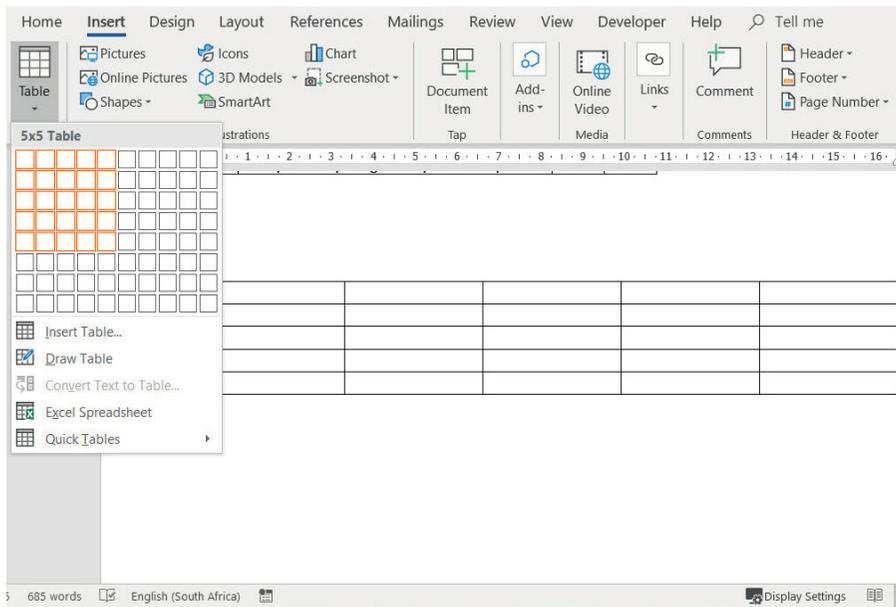


Figure 6.2: Inserting a table

5. Save this document as *GAG_1.docx*.



Guided Activity 6.2

On the same document as the previous activity (GA 6_1), insert another table with five columns and two rows, using this method:

1. On the *Insert* tab, select *Table*.
2. From the drop-down menu, select *Insert Table*.
3. A dialogue box will appear; from there, you can specify the number of columns and number of rows.

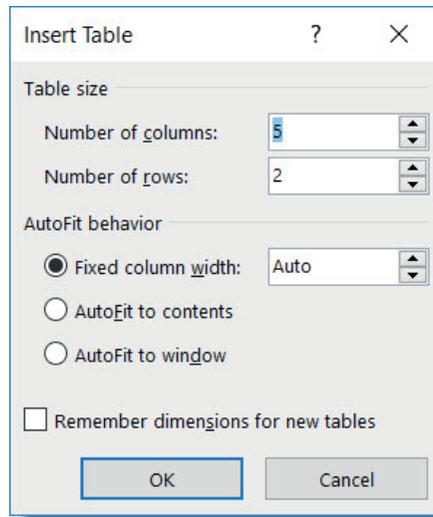


Figure 6.3: *Insert Table* dialogue box

From the *Insert Table* dialogue box, you can select the *AutoFit to contents* button so that the column widths are automatically resized to fit the text in the table. AutoFit can also be selected after the table has been inserted by using the *Layout* tab under *Table Tools*.



Activity 6.1

1. Open a blank Word document.
2. Insert a table with, six columns by five rows.
3. Create your own study timetable.
4. From the second to the fourth row, in the first column, type in the following:
 - a. Monday
 - b. Wednesday
 - c. Friday
 - d. Saturday
5. In the first row, enter the study times, as well as when you will be taking a study break.
6. For each time-frame, enter the subject you will be studying.
7. Save the document as *Act 6_1* and then close the document.

Timetable

	18h-18h45	Break 18h45-19h	19h-19h45	Break 19h45-20h	20h-21h
Monday	Maths		LO		Maths
Wednesday	Science		Maths		English
Friday	LO		English		Science
Saturday	English		Science		LO

TABLE TOOLS AND DESIGN

After you have created the table and then click on it, the *Design* and *Layout* tabs will appear. *Table Tools* allows you to have access to all the styles of tables, as well as a variety of formatting commands that can improve the way the table looks.

TABLE STYLES

You can change the appearance of a table by using *Table* styles. They control the different design elements; including borders, fonts and the colour of text in the table.



Guided Activity 6.3

To apply a table style, you can do the following:

1. Insert a table with five rows and four columns in a new blank document.
2. Select the table to activate the *Design* tab.
3. Navigate to the *Table Styles* group and select the *More* drop-down arrow to show you the full list of built-in styles Word has.
4. Apply the style of table you want.

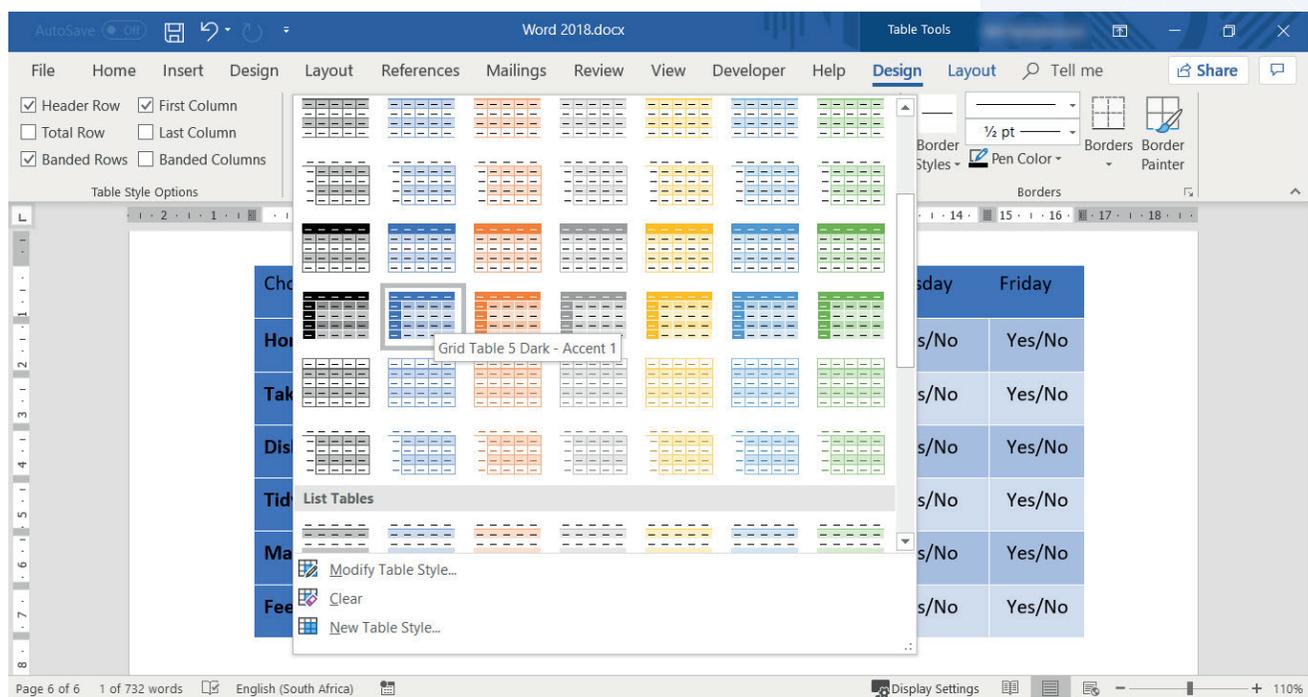


Figure 6.4: Applying a style to a table



LEARNING ABOUT TABLES

To learn more about tables, have a look at this video:



<https://youtu.be/XNBrCEgzddw>

TABLE PROPERTIES

To access *Table Properties*, right click on the table. From the drop-down menu, select *Table Properties*. The *Table Properties* dialogue box will open.

You can do the following:

- Add borders and shading
- Change the size of rows, cells and columns

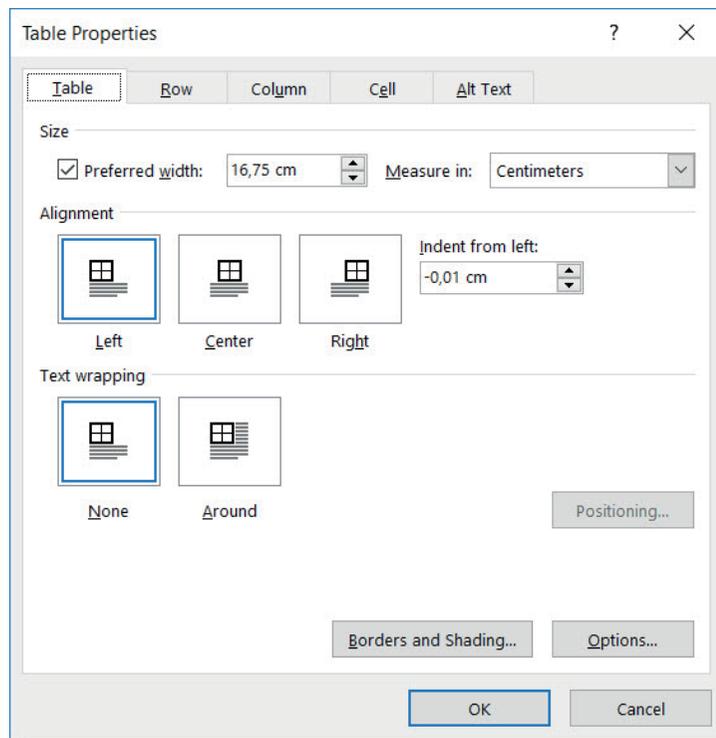


Figure 6.5: *Table Properties* dialogue box

In the *Size* section, you can change the table's overall width. This is measured in centimetres. In the *Alignment* section, you can align your table to the left, right or centre of the page. If you choose *Left*, you can adjust the indentation distance by using the *Indent from left* box. *Borders and Shading*, which lets you change the border style, line colour and line width of the table.

TABLE BORDERS AND SHADING

You can also add borders and shading to a table, in order to improve the layout of the table.



Guided Activity 6.4

Use the document from Guided Activity 6.1 (*GA 6_1*). To add a border and shading to a table, you can do the following:

1. Select the cells in the table to which you want to apply a border. To select the cells, you must hold down the left mouse button and move the mouse in the direction that you want to select. Once you have the selection (the colour will be shaded to indicate that it has been selected), right click and choose *Table Properties*. Open *Borders and Shading* to apply.

... continued



Guided Activity 6.4

... continued

- Choose the setting, style and area to which you want to apply the border. This could be just the cell or the whole table, paragraph, or text.

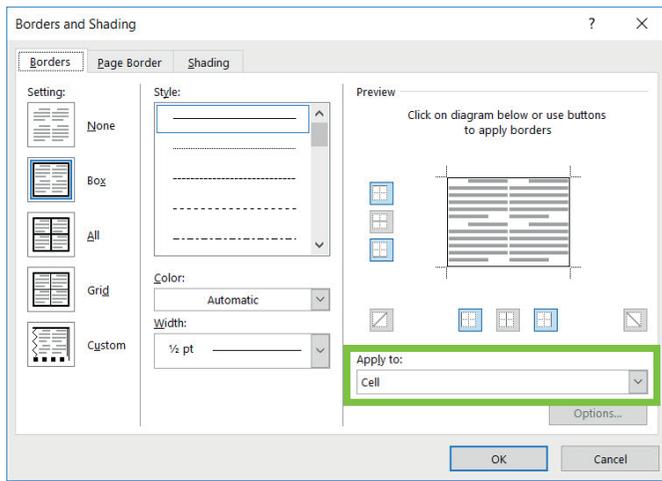


Figure 6.6: Borders and Shading dialogue box

- The same is done to choose the shading. Select the *Shading* tab in the *Borders and Shading* dialogue box. In the *Fill* section, select the drop-down arrow and select a shading colour that you want from the drop-down menu.
- The border and shading will be applied to the cells that you selected.
- Save and close the document.

Table Properties gives you advanced options like text wrapping, preferred cell and column widths, and so on.



Guided Activity 6.5

To access the *Table Properties* dialogue box:

- Open *GA 6_1*.
- Select anywhere on the table.
- Navigate to the *Table Tools Layout* tab and select *Properties*.
- The *Table Properties* dialogue box will open.

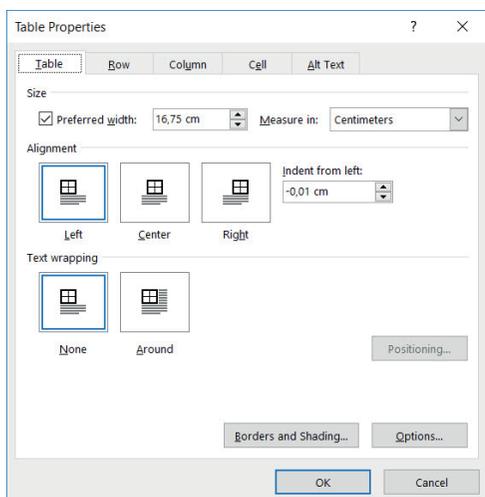


Figure 6.7: Table Properties dialogue box



TIP

It is also possible to customise the table by using the *Design* tab, *Line Style*, *Pen Colour* and *Line Weight*.

TABLE LAYOUT

The *Layout* tab allows you to apply different formatting commands. This section will look at some of these tasks.

GRIDLINES

If you are using a table with borderless tables or table cells, you can use the *View Gridlines* command. This is important to see edges of cells that do not have borders.



Guided Activity 6.6

To show gridlines in the document on which you are working, you can do the following:

1. Open *GA 6_6*.
2. Navigate to the *View* tab in the Ribbon.
3. In the *Show* group, check the *Gridlines* box.

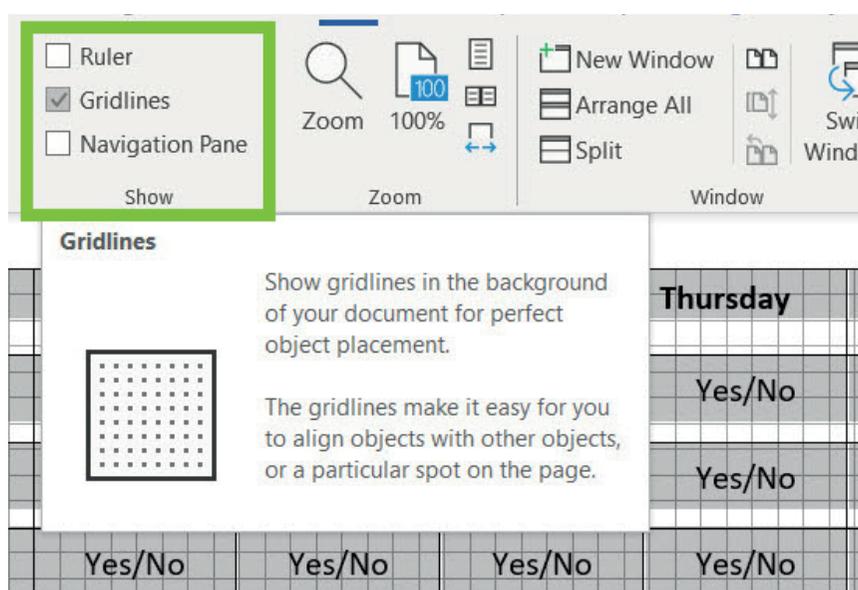


Figure 6.8: Showing gridlines

4. To hide the gridlines, uncheck the *Gridlines* check box.

ROWS AND COLUMNS

In the *Rows and Columns* group on the *Layout* tab, you can do the following:

- Delete rows or columns, or the entire table.
- Insert a row directly above, or below the row that is selected.
- Insert a column to the right, or left of the selected column.
- This command is extremely useful if you need to add a column or row of data in the middle of the table. From Office 2016, this can also be done by hovering the cursor between table rows.

HEADER ROWS

Suppose a table goes onto the next page, the headings of a table will only appear on the first page and won't carry over to the next page. Having header rows repeated helps the reader understand what data you are showing on the second page.



Guided Activity 6.7

To repeat header rows in your document, you can do the following:

1. Work in the spreadsheet *GA 6_6*.
2. Place your mouse cursor on the row that has the table heading.
3. Navigate to the *Layout* tab. Select *Repeat Header Rows*, which is found in the *Data* group.

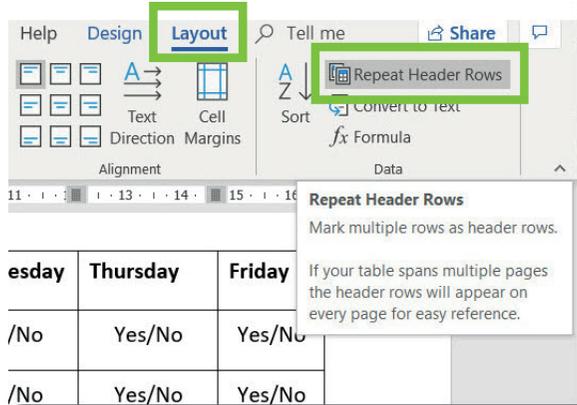


Figure 6.9: Repeat Header Rows

TABLE CELLS

A cell is where a column and row intersect. In this section, we will learn more about size, distribution, merging and splitting of cells in a table.

MERGE (GROUP)

You can combine two or more cells; this is called **merging**.



Guided Activity 6.8

To merge cells in the table you are working on, you can do the following:

1. Work in the spreadsheet *GA 6_6*.
2. Select all the cells that you want to merge.
3. On the *Layout* tab, in the *Merge* group, select *Merge Cells*.

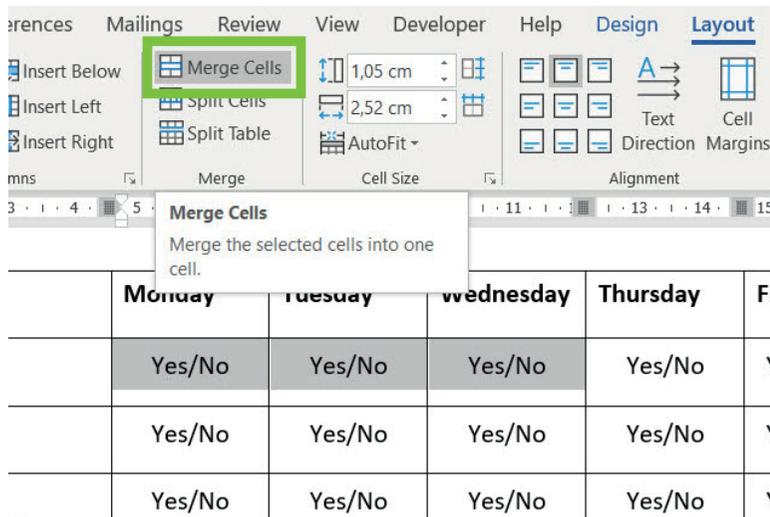


Figure 6.10: Merge Cells

AUTOFIT

By using the AutoFit tool, you can adjust the table or columns to fit the size of the contents in a table.



Guided Activity 6.9

To use this tool, you can do the following:

1. Open the spreadsheet file *GA 6_6*.
2. Select the whole table, or columns that you want to format.
3. On the *Layout* tab, in the *Cell Size* group, select *AutoFit*.

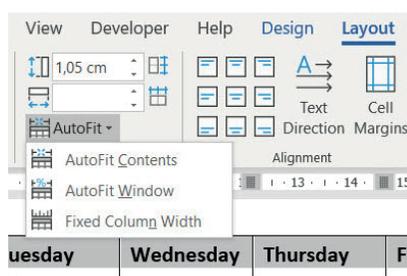


Figure 6.11: Using AutoFit

4. From the drop-down menu, you can choose one of the following options:
 - a. Select *AutoFit Contents* to adjust column width automatically
 - b. Select *AutoFit Window* to adjust table width automatically

The row height will automatically adjust to the size of the content, unless you manually change it.

Remember, this can be done for the whole table, or just specific columns in the table.

SIZE OF CELLS

The size of table cells can be changed by adjusting the column width or row height.

In the example below, the first column is too narrow and does not show the content in one line. So, for all the content to be on one line, we need to change the width of this column.



Guided Activity 6.10

1. Open the spreadsheet file *GA 6_6*.
2. Place the mouse over the column line in the column heading for the mouse cursor to become a resize pointer.

Chore	Monday	Tuesday	W
Homework	Yes/No	Yes/No	
Take out rubbish	Yes/No	Yes/No	
Dishes	Yes/No	Yes/No	
Tidy room	Yes/No	Yes/No	
Make bed	Yes/No	Yes/No	

Figure 6.12: Changing the column width

3. Select and drag the mouse to either increase or decrease the column width.
4. Let go of the mouse. The column width will be changed.

RESIZE A ROW

You can also change the row height. Let's look at how to change the row height:



Guided Activity 6.11

1. Open the spreadsheet file *GA 6_6*.
2. Place the mouse over the row line so that the cursor can become a resize pointer

Chore	Monday	Tuesday	W
Homework	Yes/No	Yes/No	
Take out rubbish	Yes/No	Yes/No	
Dishes	Yes/No	Yes/No	
Tidy room	Yes/No	Yes/No	
Make bed	Yes/No	Yes/No	

Figure 6.13: Changing the column height

3. Select and then drag your mouse to increase or decrease the row height. To increase the row height, drag your mouse downwards. To decrease the row height, drag your mouse upwards.
4. Let go of the mouse button and the height of the selected row will be changed.

Another way to change the cell size, is:

1. Select the table cell/s that you want to format.
2. On the *Layout* tab, in the *Cell Size* group, adjust the *Height* and *Width* of the cell or cells.

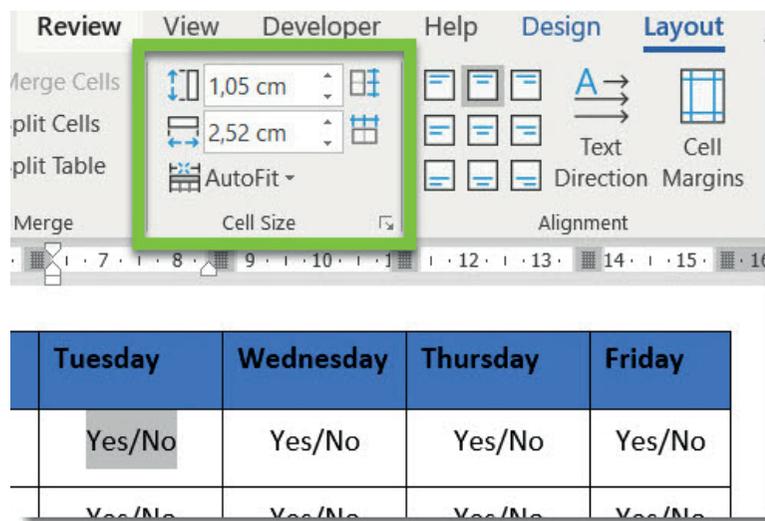


Figure 6.14: Changing the cell size



Activity 6.2

1. Open the document with the file name *Act 6_2*.
2. Change the height and width of all the cells to 2 cm and 4 cm, respectively.
3. Save and then close the document.

DISTRIBUTION

This tool is used when the text in a table is difficult to see or read, or if the content in the table looks too crowded. You can save yourself time by using *Line Spacing* or *Align Data* by letting Word distribute content in the table for you.



Guided Activity 6.12

1. Open the spreadsheet file *GA 6_6*.
2. Select the table cells that you want to distribute.
3. Right click on the menu that appears. You can either choose *Distribute Rows Evenly*, or *Distribute Columns Evenly*.

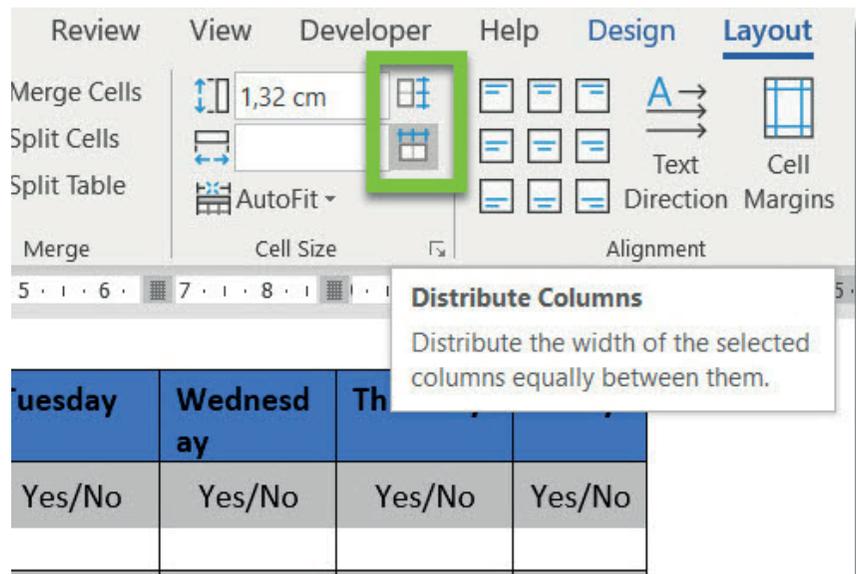


Figure 6.15: Distributing rows or columns

This command can be used for both columns and rows, as it reforms the rows or columns evenly.



Activity 6.3

1. Open the document *Act 6_3*.
2. Use a table feature to display all the data in Column 1 in one line.
3. Make sure that the width of the two columns are the same.
4. Save and close the document.

SPLITTING

As mentioned above, you can combine two or more cells in a table, which is called merging. The cells could be in the same row or in the same column. Merging can be done by using the *Layout* tab, in the *Merge* group and selecting *Merge Cells*.

You can also select the cells that you want to format, then right click on the selected cells. From the menu that appears, select *Merge Cells*.

SPLITTING CELLS

Splitting a cell or multiple cells will divide a cell into several more cells. Usually this is done if you need to add more information.



Guided Activity 6.13

To split cells, open a blank document and insert a table with five rows and two columns.

1. Select the first left hand cell that you want to split.
2. On the *Layout* tab, in the *Merge* group, select *Split Cells*.
3. In the *Split Cells* dialogue box, enter the number of rows and columns that you want to split the selected cell into.

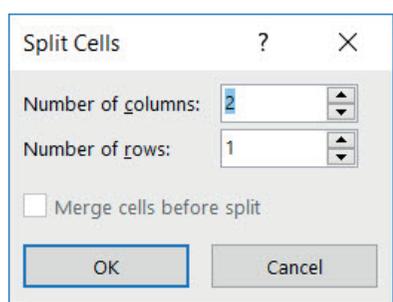


Figure 6.16: Splitting cells

Figure 6.17: Splitting cells into several columns and rows.

SPLITTING TABLES

In Word, you might decide to split a table into one or more tables. This allows you to create smaller tables, or allows you to add text between the tables.



Guided Activity 6.14

To split a table, you can do the following:

1. Open the spreadsheet file *GA 6_6*.
2. Place the mouse cursor on the row that will be the first row of the new table. In this example, it will be the fourth row.

Chore	Monday	Tuesday
Homework	Yes/No	Yes/No
Take out rubbish	Yes/No	Yes/No
Dishes	Yes/No	Yes/No
Tidy room	Yes/No	Yes/No
Make bed	Yes/No	Yes/No

... continued



Something to know

If your table starts at the top of the page and you would like to add simple text above it, click in the first row and choose *Split Table*.



Guided Activity 6.14

... continued

3. Navigate to the *Layout* tab, in the *Merge* group, select *Split Table*.

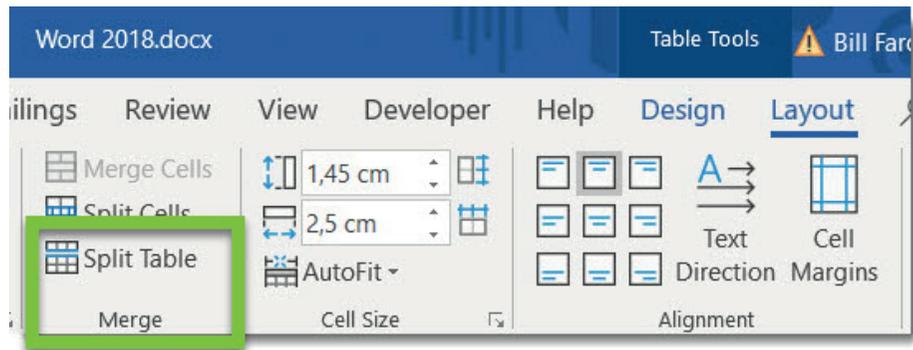


Figure 6.18: *Split Table*

4. The table will split into two separate tables, as shown below.

Chore	Monday	Tuesday
Homework	Yes/No	Yes/No
Take out rubbish	Yes/No	Yes/No

Dishes	Yes/No	Yes/No
Tidy room	Yes/No	Yes/No
Make bed	Yes/No	Yes/No

Figure 6.19: *Splitting the table*



Activity 6.4

1. Open the *Act 6_4*.
2. Merge the cells A, B and 1, 2.
3. Split the table from the letter *C*.
4. Save and then close this document.

TEXT ALIGNMENT AND DIRECTION

In a word-processing application such as Word, you can change the text alignment and direction in a table. Changing the text alignment in a table changes the way text is displayed in a table. It can also help the reader see the text better.

The following image shows the different types of text alignment:



Align top left	Align top centre	Align top right
Align centre left	Align centre	Align centre right

Figure 6.20: Different types of text alignment



Guided Activity 6.15

To align content in a table, you can do the following:

1. Open the spreadsheet file *GA 6_6*.
2. Select the cell or cells that you want to format.
3. On the *Layout* tab, in the *Alignment* group, select any of the alignment options.
4. The content in the cell will then be aligned according to the selected alignment.

TEXT DIRECTION

Changing the text direction in a table is useful when you need to fit in a large amount of text in a specific row or column. This is particularly useful if, for example, you want the title headings to stand out from the rest of the text.



Guided Activity 6.16

To change the text direction, you can do the following:

1. Open the spreadsheet file *GA 6_6*.
2. Select the cell or cells that you want to format.
3. On the *Layout* tab, in the *Alignment* group, select *Text Direction*.
4. Choose the orientation you want.

The text direction in the cell or cells will change according to the style that you chose.



Activity 6.5

1. Open the *Act 6_5* document.
2. Change the text direction of the first row to *Align Bottom Left*.
3. Apply a blue shading to the first row.
4. Save the document.

CELL MARGINS

You can change the cell margins of a table cell, which can be used to fit in more cell contents.



Guided Activity 6.17

To change cell margins, you can do the following:

1. Open the spreadsheet file *GA 6_6*.
2. Select the cell or cells in which you want to change the cell margins.
3. On the *Layout* tab, in the *Alignment* group, select *Cell Margins*.
4. The *Table Options* dialogue box will open. Select the cell margins.
5. Select *OK*.

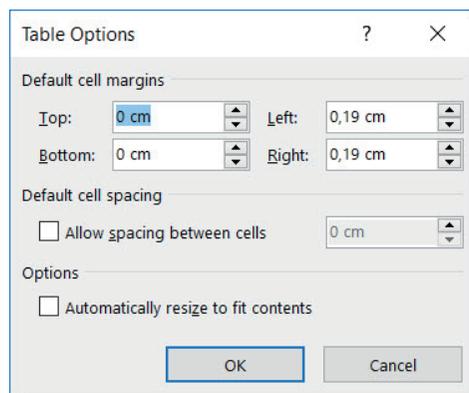


Figure 6.21: Cell margins

WORKING WITH DATA IN TABLES

When working with data in a table, you can use the following tools to make the data in the table more presentable:

- **Repeat Header Rows:** This command will repeat the top row's data if the table runs over more than one page.
- **Sort:** This can sort the data alphabetically or in numerical order. This can be both ascending or descending (A–Z), or descending to ascending (Z–A).

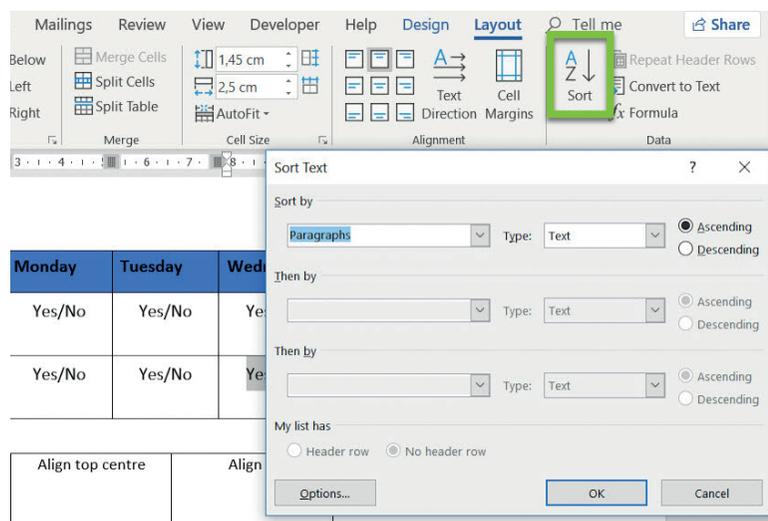


Figure 6.22: Ascending or Descending

- **Convert to text:** This tool is used when you want to convert text in a table to normal text.

- **Formula:** You can use this tool to add a formula to a cell. This can do basic calculations; including SUM, AVERAGE and COUNT.

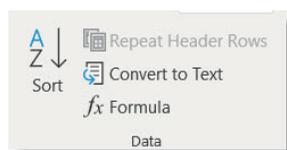


Figure 6.23: Data group

SORT



Guided Activity 6.18

1. Open the spreadsheet file *GA 6_6*.
2. Select the range of table cells you want to modify. In this example, we will select Column 1.

Chore	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Take out rubbish	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Dishes	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Tidy room	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Make bed	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Feed dog	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

Figure 6.24: Select the cells

3. On the *Layout* tab, in the *Data* group, select *Sort*. The *Sort* dialogue box will appear.
4. From there, you can choose the way you want the data to be sorted in the first column. In this case, we chose *Ascending*.

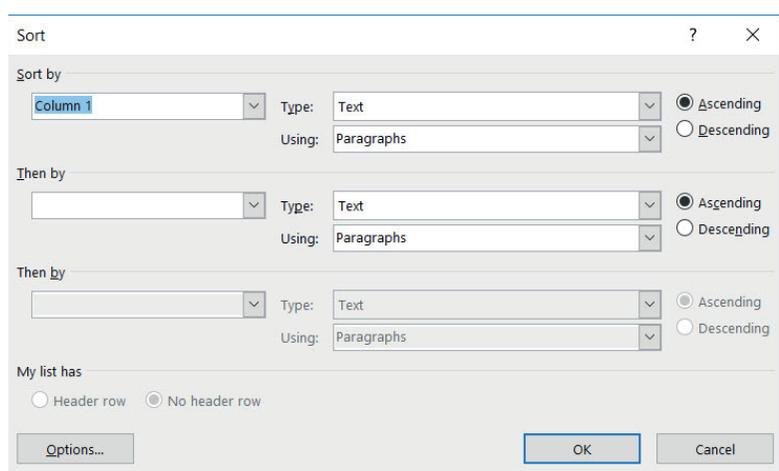


Figure 6.25: Sorting the data

5. Select *OK*.
6. The table will be sorted according to the column you specified.



Activity 6.6

1. Open and work in the same document that you used for Activity 6.5, *Act 6_5*.
2. Sort the names in alphabetical order, in ascending order.
3. Save the document.

CONVERT TEXT TO TABLES

When you have text that has been typed and can be placed in a table, you can use *Convert Text to Table* to complete the task more easily than retyping the data.



Guided Activity 6.19

To convert text into a table, you can do the following:

1. Open the document *GA 6_19*. Select the text that you want to convert.
2. On the *Insert* tab, select the *Table* command.
3. Select *Convert Text to Table*. A dialogue box will open.

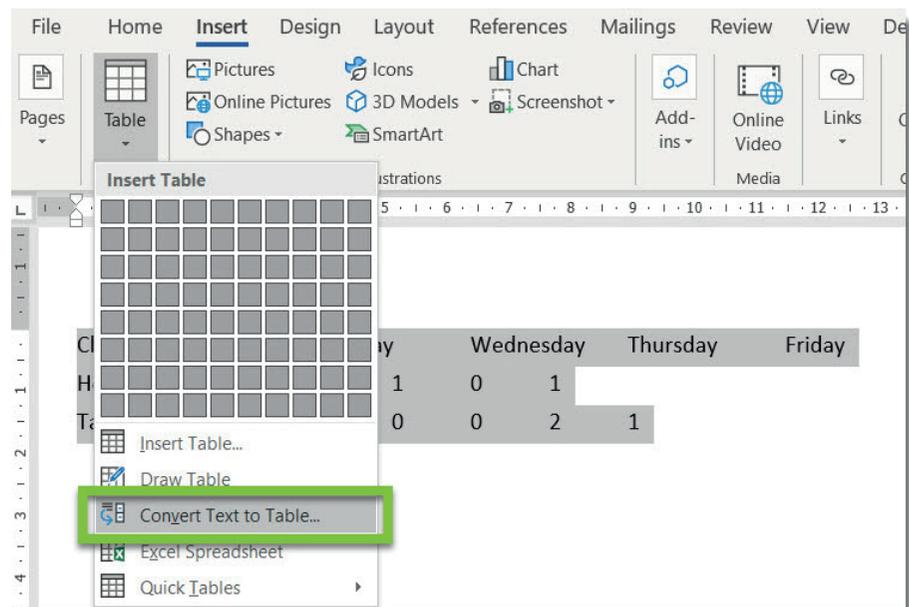


Figure 6.26: Select the correct command

4. Select one of the options in the *Separate text at: Section*. In this case, select *Tabs*. This will be the type of spacing you have used between words. To see what has been used to separate text, the *Show/Hide* command works the best. Word will only know which text to put in a column after you select one of the options.

... continued



Guided Activity 6.19

... continued

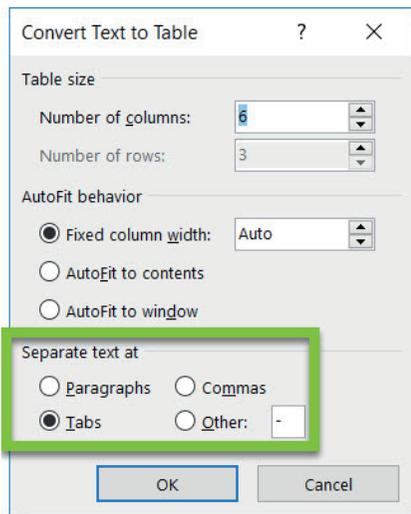


Figure 6.27: Separating text

5. Select OK. The text will be converted into a table.



Activity 6.7

1. Open the document *Act 6_7*
2. Convert the text into a table.
3. Save the document.



HINT

The table should show Computer A being compared to Computer B.

FORMULA

Another example we will look at is using formulas in tables. Just to give you an idea of the different formulas used to do calculations in tables, let's take a look at the following:

Table 6.1: Formulas in tables

SUM	This function adds all the values of the selected column or row.
AVERAGE	This function calculates the average of the values that are included in the selected cells.
COUNT	This function counts the number of cells that have numerical or text values in the selected cells.

The following options between brackets are also possible when using formulas in a table:

Table 6.2: More formulas in tables

=SUM(ABOVE)	Adds the numbers in the column above the cell that you have selected
=SUM(LEFT)	Adds the numbers in the row to the left of the cell that you selected
=SUM(BELOW)	Adds the numbers in the column below the cell that you selected
=SUM(RIGHT)	Adds the numbers in the row to the right of the cell that you selected

USING A FORMULA



Guided Activity 6.20

1. Open the document *GA 6_20*. Select the cell where you want to see the result.
2. In this example, we will use the last cell in the quantity column:

Full Name	Email address	Product	Quantity
Amanda Carter	AmandaC@mail.com	A	15
Amanda Carter	AmandaC@mail.com	C	10
Annie Logan	AnnieL@mail.com	B	8
Binki Matthews	BinkiM@mail.com	B	27
Eva Muro	EvaM@mail.com	D	35
Joseph Dlamini	JosephD@mail.com	A	11
Kyle Govender	KyleG@mail.com	B	50
Mpho Manyi	MphoM@mail.com	C	42

Figure 6.28: Selecting the cell

3. On the *Table Layout* tab, select *Formula*.
4. From drop-down menu, select *SUM*. It should look like this:

Formula

Formula:

=SUM(ABOVE)

Number format:

Paste function:

Paste bookmark:

OK Cancel

Figure 6.29: Using the SUM function

5. Select *OK*.
6. The result will be seen in the selected cell.

Note that you can also change the *Number Format* on the drop-down menu of the answer that will be displayed, for example percentage or currency.



TIP

If you do not want to SUM, first delete everything except the "=", then choose the formula in the drop-down menu that you wish to choose and specify the range.



Activity 6.8

1. Open the *Act 6_8* document.
2. Convert the text to table. Use the tabs separator.
3. Apply the *Table* style: *Light List: Accent 5*.
4. Resize the rows and columns according to the following values:
 - Row height: 1.0
 - Column width: 2.5
5. Change the text alignment of the header row to *Align Center*.
6. Sort the second column according to surname in alphabetical order.
7. Add a row and in the bottom right cell, use the AVERAGE formula and calculate the average of column six.
8. Save and close the document.

REVISION ACTIVITY

Open the *RA_6* word-processing document. The document contains information about street parties of the Rio Carnival.

1. Make the following changes to the document:
 - a. Insert the file path as a field in the footer of the document. (1)
 - b. Complete the automatic numbering of the headings on pages 2 and 3. (2)
 - c. Change the bullet list on page 3 to a numbered list. (1)
 - d. Locate the *Table 1: Pre-Carnival* table and do the following:
 - i. Change the table style to any other table style of your choice. (2)
 - ii. Ensure the table headings will repeat at the top of each page if the table should flow over to the next page. (2)
 - iii. Adjust the width of all the cells to fit the contents. (2)
 - iv. Merge the first five cells in the last row. (2)
 - v. Change the font of only the headings in the first row to small caps. (2)
 - vi. Enter a formula in the last cell in the table (bottom right) to determine the SUM of the estimated public attending block parties. (2)
 - e. Locate the *Table 2: Post Carnival* table and convert the table to text in the document. Separate the text with a hash (#) sign. (2)

The following is an example of a table row after the conversion:

SÒ TAMBORINS#Lapa#2 Mar#21:00#00:00#Travessa Mosquera#3 000

Save and close the document.

TOTAL: [18]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Insert a table in a Word document?		
2.	Use the <i>Design</i> and <i>Layout</i> tabs to apply different styles to the table?		
3.	Insert gridlines in a table?		
4.	Change the size of table cells?		
5.	Merge and split cells in a table?		
6.	Change text alignment and direction in a table?		
7.	Use AutoFit?		
8.	Use simple formulas and work with data in tables?		

REVIEWING AND LAYOUT IN WORD PROCESSING

CHAPTER OVERVIEW

Unit 7.1 Reviewing

Unit 7.2 Page setup

By the end of this chapter, you will be able to: 

- Insert comments in a Word document.
- Use the different options to protect your document.
- Understand why columns are used in Word.
- Use hyphenation in a document.
- Insert watermarks.
- Change the page colour of a document.
- Use hyperlinks.

INTRODUCTION

In this chapter, we will look at how to use the *Comments* feature, as well as how to protect your document. You will also learn about document and page layout. Lastly, we will look at hyperlinks in Word documents.

COMMENTS

Comments are used to give feedback, or make a comment in a document. Let's look at how to add comments in a document.



Guided Activity 7.1

1. Open the document *GA 7_1*. First of all, you need to select some text, or place the insertion point where you want the comment to appear (as per the screenshot below).

Sorry, checking all the water in this area; there's an escaped fish. You know how I sometimes have really brilliant ideas? No... It's a thing; it's like a plan, but with more greatness. You know when grown-ups tell you 'everything's going to be fine' and you think they're probably lying to make you feel better?

I'm the Professor, I'm worse than everyone's aunt. *catches himself* And that is not how I'm introducing myself. It's art! A statement on modern society, 'Oh Ain't Modern Society Awful?! I am the last of my species, and I know how that weighs on the heart so don't lie to me!

I am the Doctor, and you are the Daleks! The way I see it, every life is a pile of good things and bad things....hey....the good things don't always soften the bad things; but vice-versa the bad things don't necessarily spoil the good things and make them unimportant.

Figure 7.1: Select the text

2. Navigate to the *Review* tab. Then select the *New Comment* command found in the *Comments* group.

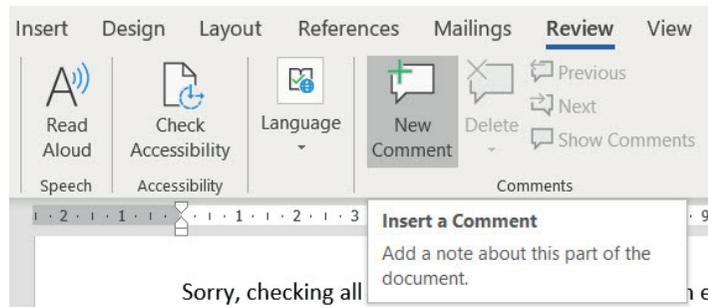


Figure 7.2: New Comment command

3. Type in your comment. After you have completed the comment, you can press *Esc* to exit the comment box, or click anywhere else on the page.

Sorry, checking all the water in this area; there's an escaped fish. You know how I sometimes have really brilliant ideas? No... It's a thing; it's like a plan, but with more greatness. You know when grown-ups tell you 'everything's going to be fine' and you think they're probably lying to make you feel better?

I'm the Professor, I'm worse than everyone's aunt. *catches himself* And that is not how I'm introducing myself. It's art! A statement on modern society, 'Oh Ain't Modern Society Awful?! I am the last of my species, and I know how that weighs on the heart so don't lie to me!

I am the Doctor, and you are the Daleks! The way I see it, every life is a pile of good things and bad things....hey....the good things don't always soften the bad things; but vice-versa the bad things don't necessarily spoil the good things and make them unimportant.

Bill Farquharson A few seconds ago
He doesn't say this – it's a gesture

[Reply](#) [Resolve](#)

Figure 7.3: Insert the comment

DELETING COMMENTS

In some instances, you may have added a comment by mistake, or later decide that the comment is not necessary.



Guided Activity 7.2

To delete a comment, you can do the following:

1. Select the comment you want to delete.
2. From the *Review* tab, in the *Comments* group, select the *Delete* command.

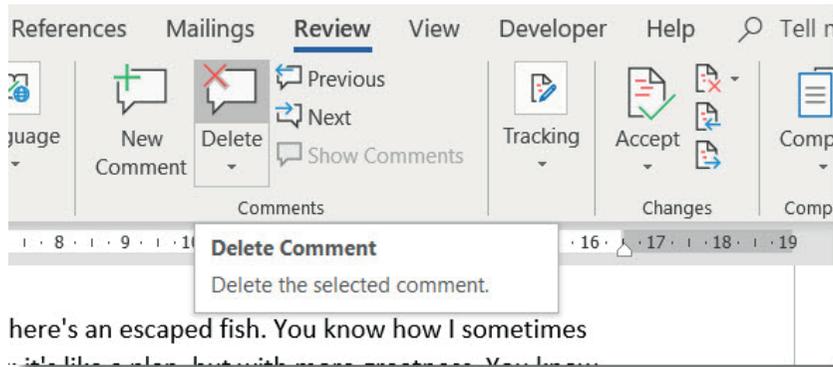


Figure 7.4: Select the *Delete* command

3. The comment will be deleted.

Another way to delete a comment would be to right click on the comment and from the drop-down menu, select *Delete Comment*.

When you are done with your reviewed document, you may have to get rid of all the comments in the document before submitting it. To delete all the comments in the document in one action, select the *Delete* command drop-down arrow. From the list, select *Delete All Comments in Document*.

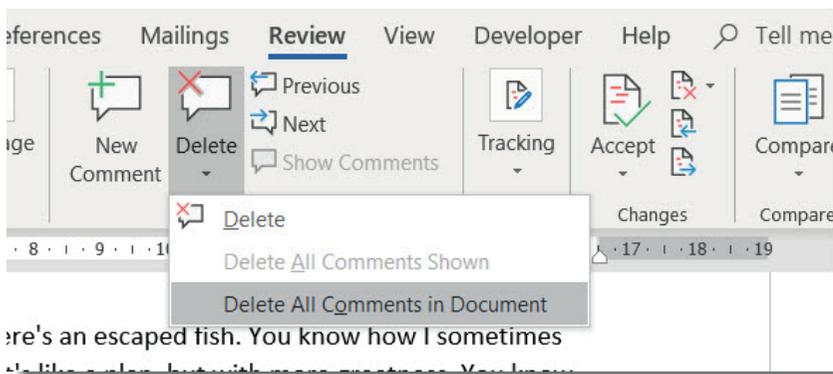


Figure 7.5: Deleting all the comments in a document

PROTECTING YOUR DOCUMENT

When you create a document, anyone you share this document with will have access to open, copy and make changes to the document. However, if you want people to have restricted access to your document, you can protect it.

There are different options when it comes to protecting your document and this depends on how much access you want people to have.



Guided Activity 7.3

To protect your document, you can do the following:

1. Use the same document *GA 7_1*. Navigate to the *File* tab. Select *File* to view the *Backstage* view.
2. Select the *Protect Document* command.
3. A drop-down menu will appear. Choose the option that you want to apply. In this example, we will select *Restrict Editing*. This option shows you that you cannot make changes, unless you opt-in to edit the document.

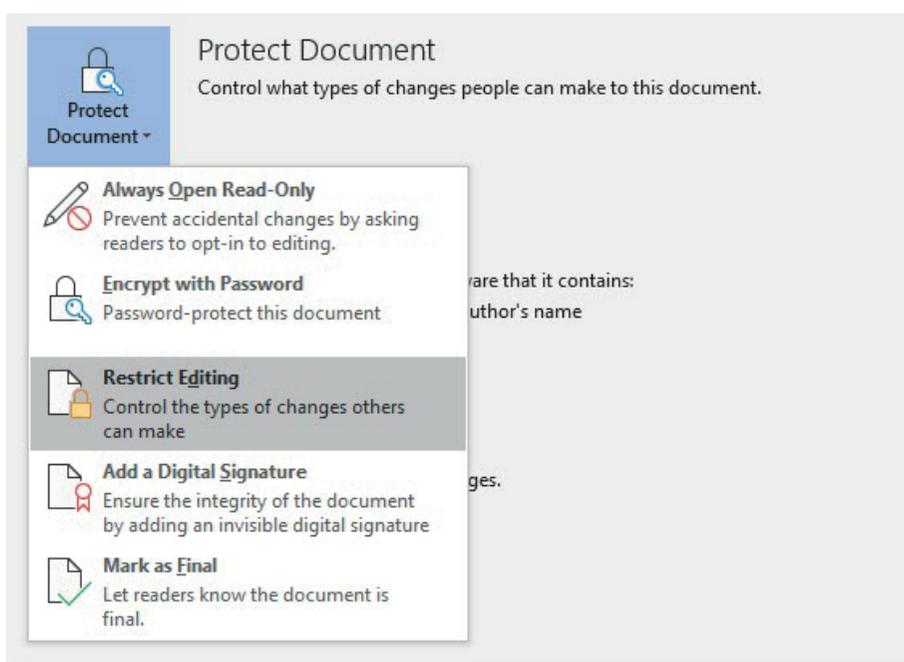


Figure 7.6: Document protection options



Activity 7.1

1. Open the practice document *Act 7_1*.
2. Read through the document and add comments where there are spelling errors, as well as poor sentence structure.
3. Save and close the document.

After reviewing the document, you can still improve the layout of the document by displaying text in columns. You can also add watermarks and page colours to improve the document layout. In this section, we will look at how to do this.

COLUMNS

Newspapers are an example of a publication using columns. Columns improve the readability and a lot more text can be fitted onto one page.



Guided Activity 7.4

To add columns to a document, you can do the following:

1. You are still working in *GA 7_1*. Select the text you want to modify.

Sorry, checking all the water in this area; there's an escaped fish. You know how I sometimes have really brilliant ideas? No... It's a thing; it's like a plan, but with more greatness. You know when grown-ups tell you 'everything's going to be fine' and you think they're probably lying to make you feel better?

I'm the Professor, I'm worse than everyone's aunt. *catches himself* And that is not how I'm introducing myself. It's art! A statement on modern society, 'Oh Ain't Modern Society Awful?!' I am the last of my species, and I know how that weighs on the heart so don't lie to me!

I am the Doctor, and you are the Daleks! The way I see it, every life is a pile of good things and bad things....hey....the good things don't always soften the bad things; but vice-versa the bad things don't necessarily spoil the good things and make them unimportant.

Figure 7.7: Selecting text to format

2. Navigate to the *Layout* tab. Select the *Columns* command found in the *Page Setup* group.
3. A drop-down menu will appear. Select the number of columns you want to create. In this example, we will choose *Three*.

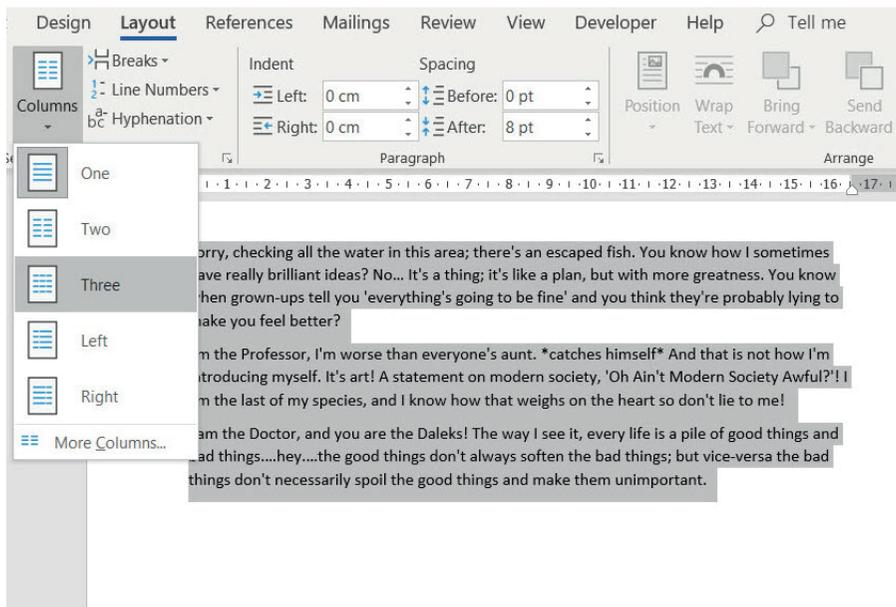


Figure 7.8: Select the number of columns

... continued



- The selected text will then be formatted into columns. The column choices that you have are not limited to the choices on the drop-down menu. Select the *More Columns* found at the bottom of the drop-down menu. This will open a *Columns* dialogue box. You can select the arrows found next to the number of columns to give more column options.

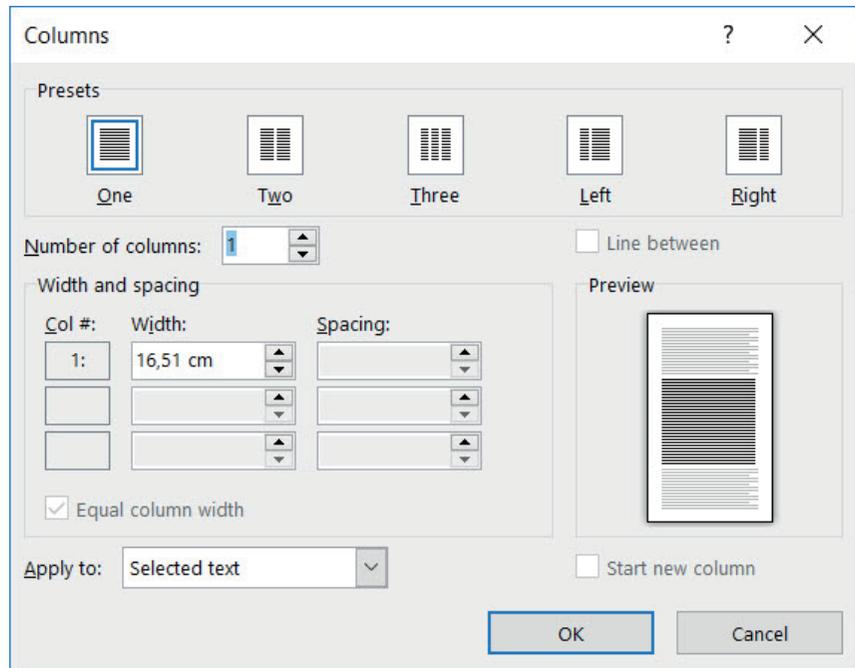


Figure 7.9: Column choices



Something to know

If you need columns with different widths, deselect the Equal column width checkbox.

ADJUSTING COLUMN WIDTH AND SPACING

In a word-processing application, you can adjust the column spacing, as well as width. This can be done in the following way:

- Navigate to the *Layout* tab. Select the *Columns* command found in the *Page Setup* group.
- A drop-down menu will appear. Select the *More Columns* found at the bottom of the drop-down menu. This will open a *Columns* dialogue box.
- In the *Columns* dialogue box, you can adjust the settings under the *Width and Spacing* to choose the column width and the spacing that you require between them.

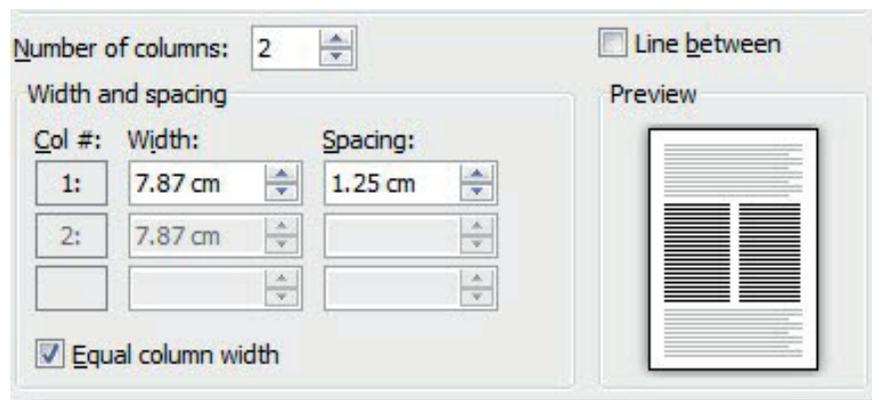


Figure 7.10: Adjusting column width and spacing

You can also adjust the alignment and spacing of the columns by using the indent markers on the ruler.

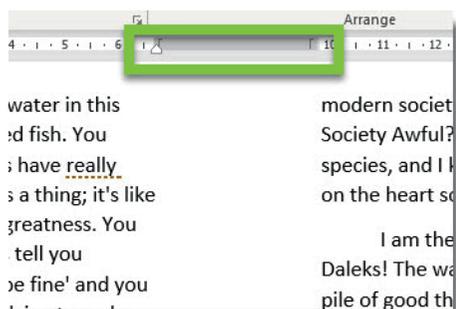


Figure 7.11: Using the indent markers on the ruler

Activity 7.2

1. Open the document *Act 7_2*.
2. Convert the text into three columns.
3. Adjust the first column's width to 12.2 cm and adjust the spacing to 1.5 cm.
4. Save and close the document.

REMOVING COLUMNS

Place the insertion point somewhere in the columns. On the *Layout* tab, select the *Columns* command. From the drop-down menu, select *One*.

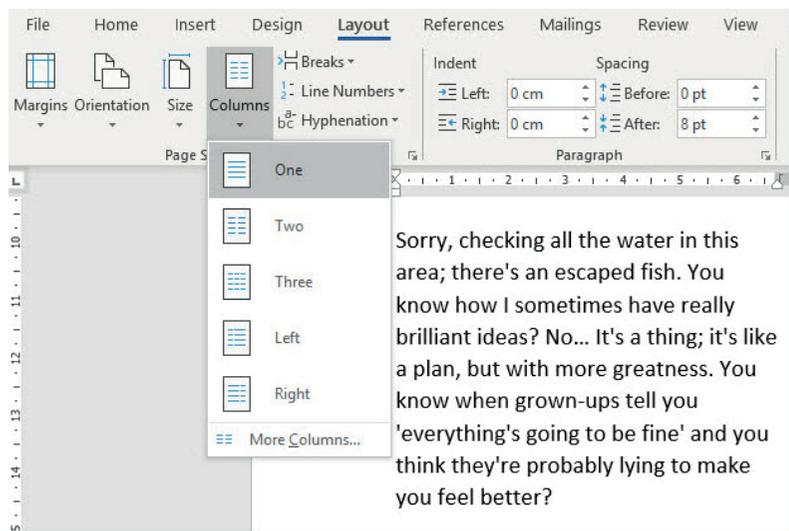


Figure 7.12: Removing columns

COLUMN BREAKS

To ensure that certain text or headings appear at the top of a column, you need to insert a column break. This can be found under the *Layout* tab, *Page Setup* and then find *Breaks*. Select the drop-down menu and select *Column Break*. To have a better understanding of the breaks, remember to use the *Show/Hide* function. If you need to remove a break, you only need to use backspace, or delete on your keyboard.



LEARNING MORE ABOUT COLUMNS

To learn more about columns, watch this video:



<https://youtu.be/X1n2VG1yxFs>

HYPHENATION

Text sometimes does not fit properly and a gap is created at the end of a line, because the word is too long to fit. It will then be broken up into smaller parts with a hyphen in between.

You can choose between automatic or manual hyphenation:

- **Automatic hyphenation:** The application automatically inserts hyphens when required.
- **Manual hyphenation:** This is when the application looks for words that can be hyphenated, but asks you if you want the words to be hyphenated.

By default, the hyphenation setting is set to *None* in Word.



Guided Activity 7.5

To modify the hyphenation settings in Word, you can do the following:

1. Open the *GA 7_1* file. On the *Home* tab, in the *Page Layout* group, select *Hyphenation*.
2. A drop-down menu will appear; from there you can choose *Automatic* or *Manual*.

In this case, we will choose *Automatic*. Save and close the file.

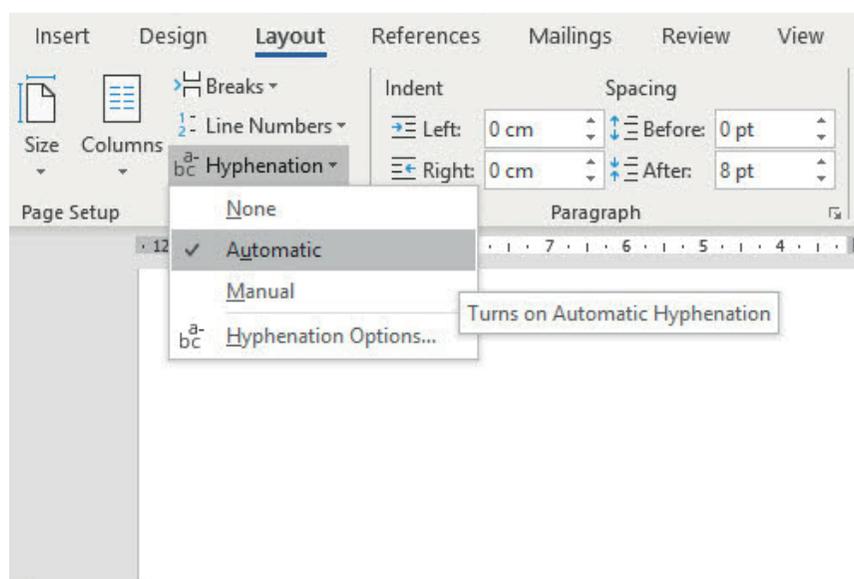


Figure 7.13: Hyphenation options

To disable hyphenation, the same process is followed, except that you select *None* from the drop-down menu.

WATERMARK AND PAGE COLOUR

WATERMARKS

A watermark is a faded image that can be text or a picture. The watermark appears behind the text in the document. If you make use of a picture for your watermark, you can format it to make sure that the watermark does not make reading difficult.

You can insert a watermark from the built-in watermarks, or use a picture from your computer. It is also possible to type in your own text to use as a watermark.



Guided Activity 7.6

To insert an image watermark, you can do the following:

1. Open a blank document. On the *Design* tab, in the *Page Background* group, select *Watermark*.
2. A drop-down menu will appear.

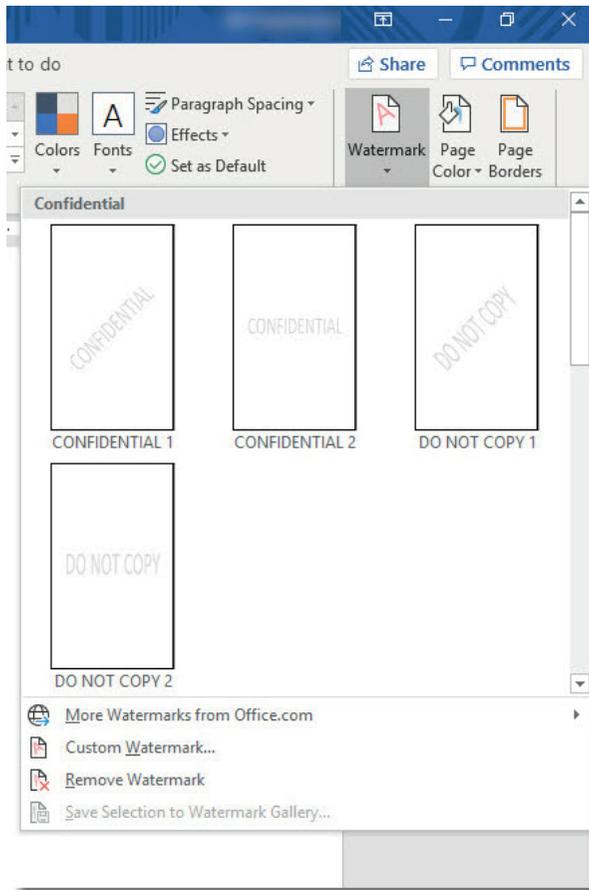


Figure 7.14: Watermark drop-down menu

3. From here, you can choose the built-in watermark designs. Or, select *Custom Watermark* to choose a picture from your computer.
4. A *Printed Watermark* dialog box will appear. Select *Picture watermark*.

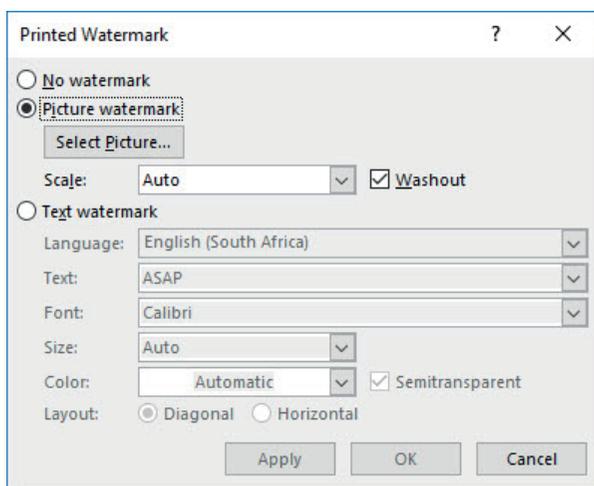


Figure 7.15: Choosing a watermark

... continued



Guided Activity 7.6

... continued

5. Select *Picture*. It will take you to the *Pictures* library.
6. Choose the picture that you want. Select *Insert*.
7. It will take you back to the *Printed Watermark* dialogue box. Select *OK*.
8. Other options in the dialogue box include the following:
 - a. **Scale:** This determines the size of the watermark; whether it should fill the whole page, or just a portion of the page. Scale is measured in percentage.
 - b. **Washout:** You can check the washout box, if you want the watermark to be transparent.
9. Save the document as *GA 7_6*.



Guided Activity 7.7

In the same document *GA 7_7*, insert a text watermark by doing the following:

1. On the *Design* tab, in the *Page Background* group, select *Watermark*.
2. A drop-down menu will appear.
3. Select *Custom Watermark*.
4. Select *Text Watermark*.

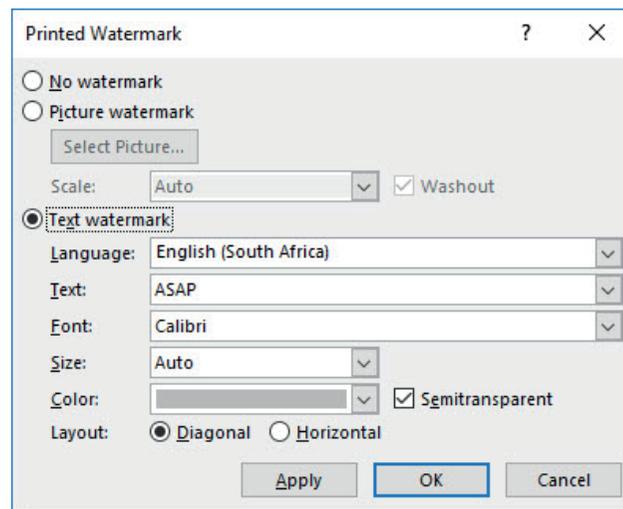


Figure 7.16: Selecting a text watermark

5. From here, you can complete the following:
 - The text to be inserted
 - Type of font
 - Colour of the font
 - Layout of the text
6. Once you have done all of this, confirm the settings by selecting *OK*.
7. The watermark will be applied to all the pages in the document.
8. Save and close the document.

To remove a watermark, select the *Watermark* command in the *Page Background* group. From the drop-down menu, select *Remove Watermark*.



Activity 7.3

1. Open the document that you saved in Activity 7.2, *Act 7_2*.
2. Insert the following *watermark_Watermark.jpeg*. Make sure the *Washout* checkbox is ticked.
3. Save and close the document.



MORE ABOUT WATERMARKS

To learn more about watermarks, have a look at this video.



<https://youtu.be/ObWDFKBbmg>

PAGE COLOUR

In this section, you will learn how to change the background colour of your document.



Guided Activity 7.8

To add page background colour to the same document *GA 7_6*, you can do the following:

1. In the *Design* tab, under the *Page Background* group, select *Page Color*.
2. A drop-down menu will appear with a variety of colours from which to choose.

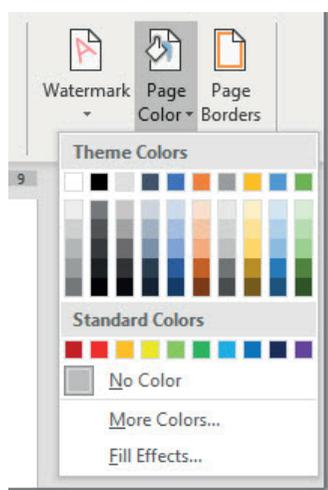


Figure 7.17: Page colour

3. Pick the colour that you want from the list under *Theme Colors* or *Standard Colors*.
4. The selected page colour will be applied to the pages of the document.

If you do not see a colour that you like, select *More Colors*. From there, you have an even wider variety of colours from which to choose.

If you want to format the background colour even more, select *Fill Effects* in the drop-down menu. From here, you can add a gradient, texture, pattern, or even a picture.

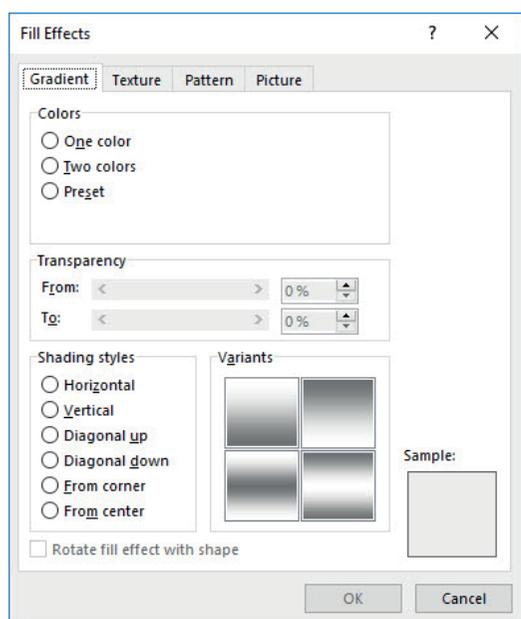


Figure 7.18: Fill Effects

REMOVE A BACKGROUND COLOUR



Guided Activity 7.9

To remove a page background colour, you can do the following:

1. Create a blank document and add a page colour of your choice.
2. On the *Design* tab, in the *Page Background* group, select *Page Color*.
3. A drop-down menu will appear with a variety of colours from which to choose.
4. Select *No Color*.



Activity 7.4

1. Open the practice document *Act 7_4*.
2. Select all the text and format it to three columns.
3. Insert the picture *Computer.png* as a watermark for the document.
4. Use the page colour function and choose the *light orange shade* from the drop-down menu.
5. Change the page orientation to *Landscape*.
6. Save the document.

HYPERLINKS

Hyperlinks are used to link a word processing document to an external document, file or website.

HYPERLINKS IN WORD

Hyperlinks are made up of two parts:

1. The address (URL)
2. Display text

The easiest way to insert a hyperlink is to press *Enter* or *spacebar* after you type the address. However, in some instances you might need to “manually” create a hyperlink.



Guided Activity 7.10

To create a hyperlink, you can do the following:

1. Open the document *GA 7_1*. Select the text “...everything is going to be fine” that you want to format.
2. On the *Insert* tab, in the *Links* group, select *Hyperlink*.
3. The *Insert Hyperlink* dialogue box will appear.

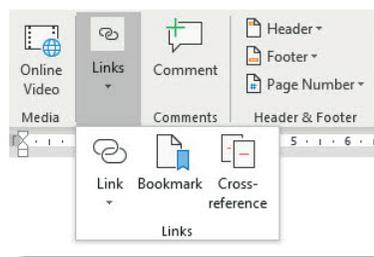


Figure 7.19: Hyperlink command

... continued



Guided Activity 7.10

... continued

- Under the *Link to:* select *Place in This Document*.
- Select *Top of the Document*.

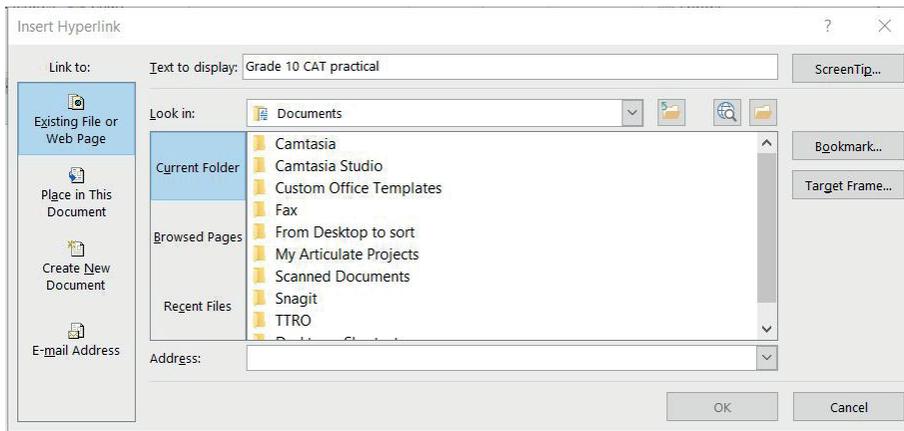


Figure 7.20: Insert Hyperlink

- The selected text will appear in the *Text to Display* field. You can change the text if need be.
- The address will automatically change to where the file is located.
- Select *OK*.
- Save the document.

In a document, you can actually insert hyperlinks that links one part of a document to another part in the same document. This is done by choosing the *Place in This Document* command from the *Insert Hyperlink* dialogue box.

Just remember that after you create a hyperlink, you need to make sure that it actually works. If you created a hyperlink for an external file, for example, when you select the link it should open the file automatically. If it does not work, check that you have used the correct file.



Guided Activity 7.11

To remove a hyperlink, insert the following:

- Open *GA 7_1*.
- Right click the hyperlink.
- From the drop-down menu, select *Remove Hyperlink*.

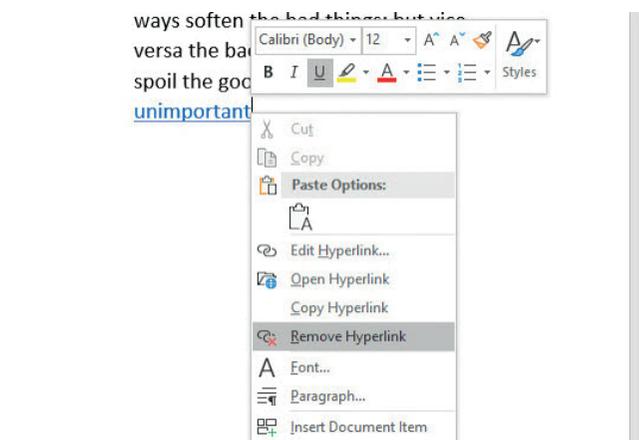


Figure 7.21: Remove hyperlinks



MORE ABOUT HYPERLINKS

To learn more about hyperlinks, have a look at this video:



<https://youtu.be/mNJZo8ESMp0>



Activity 7.5

1. Open and use the document that you worked on in Activity 7.1, *Act 7_1*.
2. In each instance where the word “elephant” is used, create a hyperlink.
Use the following information to create the hyperlink:
 - a. Text to display: *Elephant*
 - b. Link to the document called “Wikipediaorg.docx” in your practice documents folder
3. Save and close your document.

REVISION ACTIVITY

Open the *RA_7* word-processing document.

1. Justify and automatically hyphenate the whole document. (2)
2. Remove the comment on the first page of the document. (2)
3. Make the following changes to the first page as follows: (8)
 - a. Apply the *Car Front* style to the heading “GUIDELINES TO BUYING A CAR”.
 - b. Insert the image *2Cars.jpg* as a watermark WITHOUT any washout effect.
 - c. Place a page border around the first page of the document. The border style must be a 10 pt *Art-Style* border.
 - d. Change the page colour of the whole document to light blue.
4. On page 2, locate the first two paragraphs of the numbered list (1. Decide what type ... and 2. New or used?) (4)
 - a. Place these two paragraphs into two columns
 - b. The columns must have a line between
 - c. The spacing between the columns must be 1.5 cm
5. Add a comment with the word “dangerous” to the word “CO2 emissions” that appear on page 3, under the heading ‘Fuel consumption to the fore’. (2)
6. Add a hyperlink to the heading “Pick a brand” on page 3, to link to the picture *2Cars.jpg* in the practice documents folder. (3)

Save and close the document.

TOTAL: [21]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Add comments in a Word document?		
2.	Protect a document using a password?		
3.	Convert text into columns?		
4.	Remove columns in a Word document?		
5.	Use the hyphenation feature?		
6.	Add a watermark and page colour to a document?		
7.	Create hyperlinks in a document?		

TEMPLATES AND HELP IN WORD PROCESSING

CHAPTER OVERVIEW

Unit 8.1 Templates and help in Word

Unit 8.2 Integration techniques

By the end of this chapter, you will be able to: 

- Create a letter, fax and report using the templates in Word.
- Use built-in templates.
- Access online and offline help.
- Understand what frequently asked questions (FAQs) are.
- Use integration techniques.
- Solve problems using a word processor.
- Solve problems using a word-processing application.

INTRODUCTION

In this chapter, we will be working extensively with templates in Word and how to use the Help feature, both online and offline.

We will also learn more about integration techniques and how to solve problems using a word-processing application.

8.1 Templates and help in Word

A template is a pre-designed document containing page layout, margins, font and styles, etc. already in place. All you need to do is use the correct template for the specific type of document.

In Word, templates are usually in the following file formats:

- .dotx
- .dot
- .dotm.

LETTER TEMPLATE

Let's look at how we can use Word to create a letter from a template.



Guided Activity 8.1

In this example, you are going to make use of the *Executive Letter* template to create a letter template:

1. Select *File*.
2. From the *Backstage* view, select *New*.
3. The *New Document* pane will appear. Word has placed templates according to their different categories. Select *Letters*. (You can also use Office.com templates to download a template.)

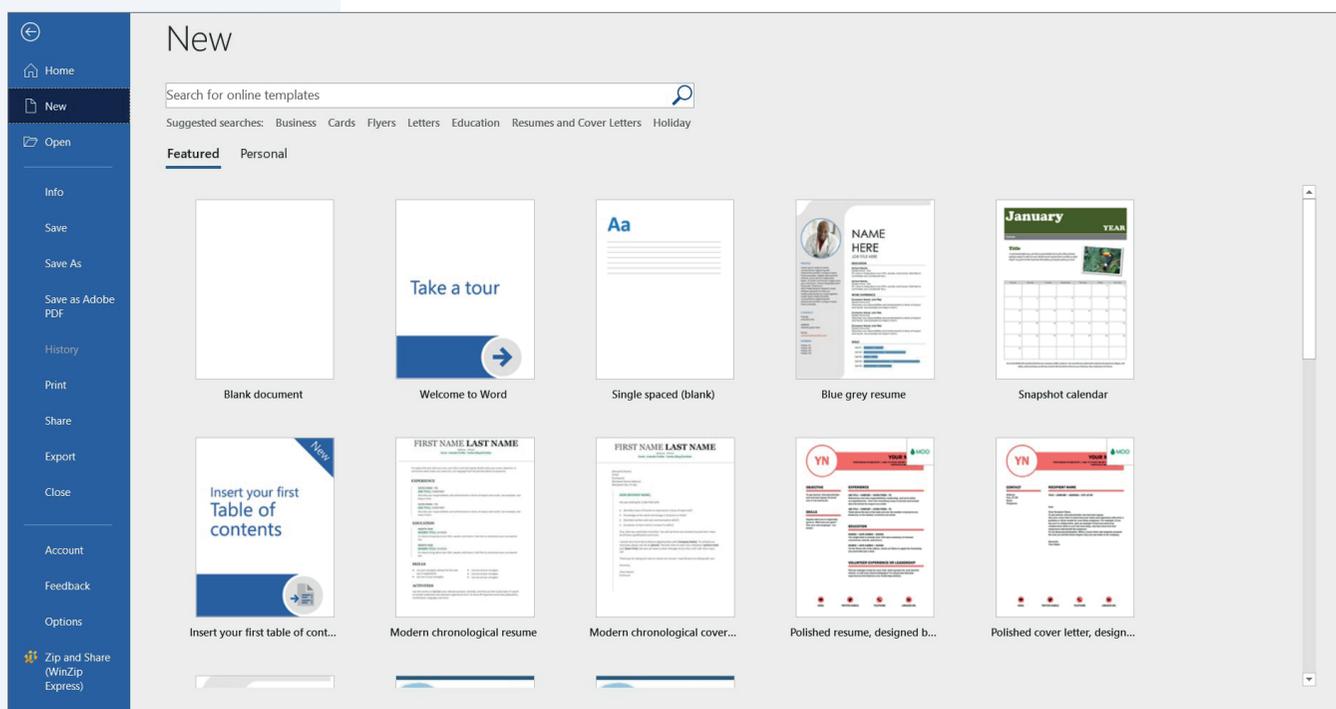


Figure 8.1: Creating a template

4. Choose the letter template you want.
5. A preview of the template will pop up.
6. Select *Create*.
7. The template will then open.
8. Now insert the required content into the template.
9. Save and close.

Be careful when downloading Office.com templates as some of these templates are not uploaded by Microsoft; instead, they are loaded by other people. Therefore, Microsoft cannot guarantee that these templates are safe to use and free from viruses. Before you download an Office.com template, you will see this warning message first:

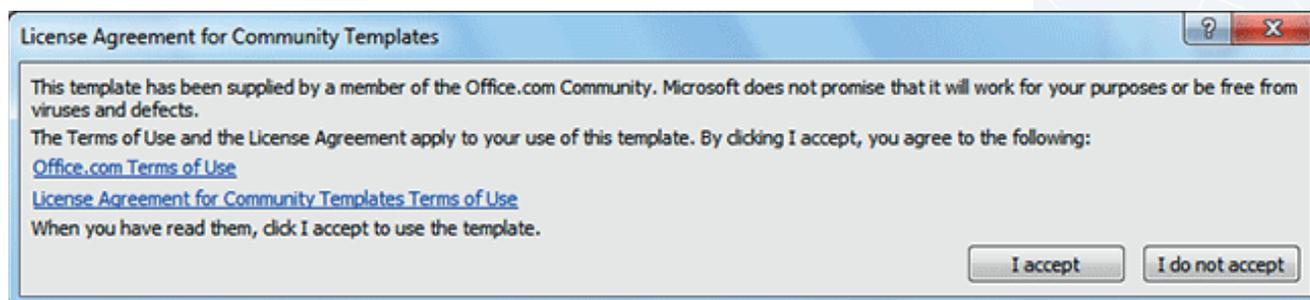


Figure 8.2: Licence agreement

Something to note is that if you are using a computer that is shared by many people, for example in a library, it is not wise to change these settings.

FAX TEMPLATE

When creating a fax template, the same procedure is followed. It is just as easy to create a fax cover sheet using Word templates.

REPORT

When creating a report template, the same procedure as creating a letter is followed. Creating a report using a word template is quite easy.

TEMPLATES BASED ON EXISTING DOCUMENTS

With a word-processing application, such as Word, it is possible to create a template from scratch. As formatting and styles have already been created, it can be used as the basis from which to create new documents.



Guided Activity 8.2

To create a template from scratch, you can do the following:

1. Create a document containing styles or formatting that you want to use repeatedly. For example, a daily report for school.
2. The template should only have headings and other styles that you need for the document. Take out any text that does not need to be in the document.

... continued



Guided Activity 8.2

... continued

3. Save the document as *GA 8_2*. Look at this screenshot and create something similar:

ISSUED LAPTOP FORM

Name : _____	
ID : _____	
Type of Equipment signed out : _____	
Serial Number of item: _____	
All laptops must be returned to school for lockup during the holidays.	
Date: _____	
_____	_____
Signature of Staff Member	IT Systems Manager

4. A *Save As* dialogue box will appear. Type in a name for the template. (This is the same way you save any word-processing document.)

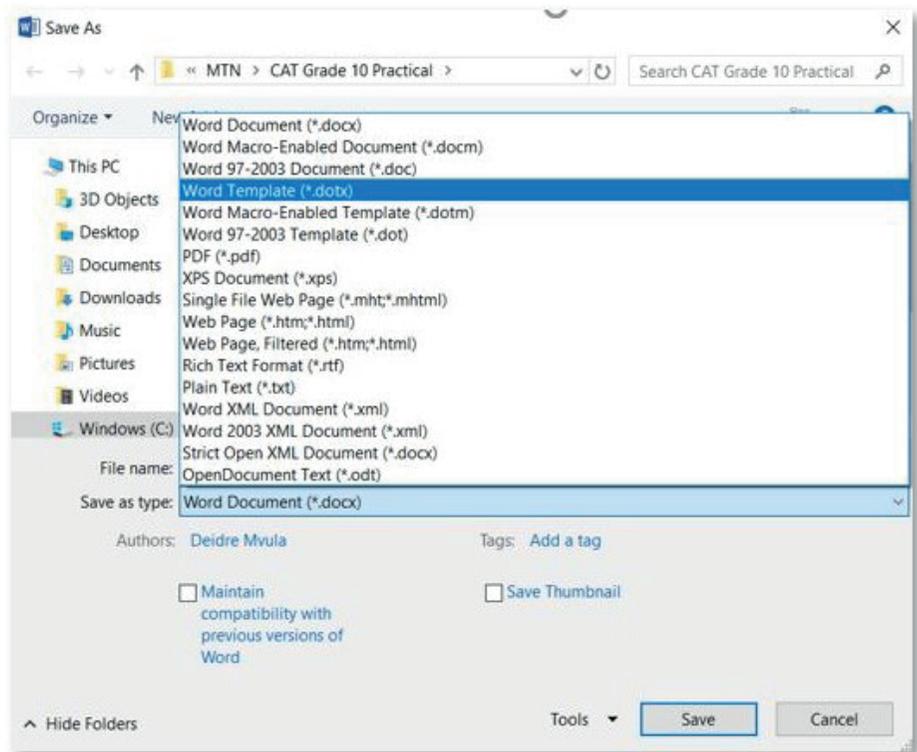


Figure 8.3: Saving a document as a template

... continued



Guided Activity 8.2

... continued

5. From the *Save As* drop-down list, select *Word Template*.
6. Locate the correct folder where you want the template to be saved. By default, templates are saved in *Office Templates*, but you can use any other directory.
7. Select *Save*.



Activity 8.1

1. Now that you have learned more about creating a letter template, help Joey out with creating his own letter template.
2. Open a blank Word document.
3. Use the following information to create a letter:
 - a. Date: *Today*
 - b. Sender company name: *Joey brands*
 - c. Sender company address: *PO Box 345, Middelburg 1050*
 - d. Recipient name: *Nozi Nhlapo*
 - e. Recipient address: *PO Box 2351, Kimberly 8300*
 - f. Salutation: *Dear Ms Nhlapo*
 - g. Main body of the letter: *Please see all the documentation attached for the application.*
 - h. Closing: *Best regards*
 - i. Your name will already be inserted after the closing.
 - j. Sender title: *Brand ambassador*
4. Save this document as a template, with the file name: *Letter for Application*.
5. Close the template.
6. Open the template that you have saved in question (4), use the same information; however, this time, it must be addressed to *Mr John*.
7. Save this document as *Letter to Mr John*.
8. Open the template that you saved in question (4).
9. Change the information in the template to be addressed to yourself.
10. Save this file with a different file name, such as *Letter to me*.

This activity shows you that the same template can be used over and over again to create different documents.

ACCESSING ONLINE HELP

In word-processing applications, the *Help* feature provides online support. By default, the *Online Help* tool is already activated.

MS Office programs also have a search facility called “Tell me what you want to do?” on the Ribbon. Remember that new versions of the software might be released in the future with different help options.

TELL ME WHAT YOU WANT TO DO



Guided Activity 8.3

To use the *Help* function, you can do the following:

1. Type your query in the *Tell me what you want to do* box. Press *Enter*. A list of search results will appear. You can choose the search result that best suits your query.

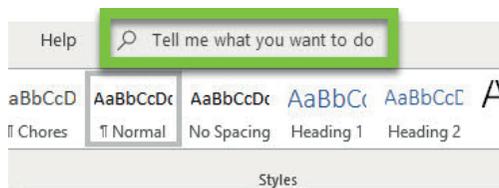


Figure 8.4: *Tell me what you want to do* box

2. In this example, we will search for “print”. A list of search results will appear.

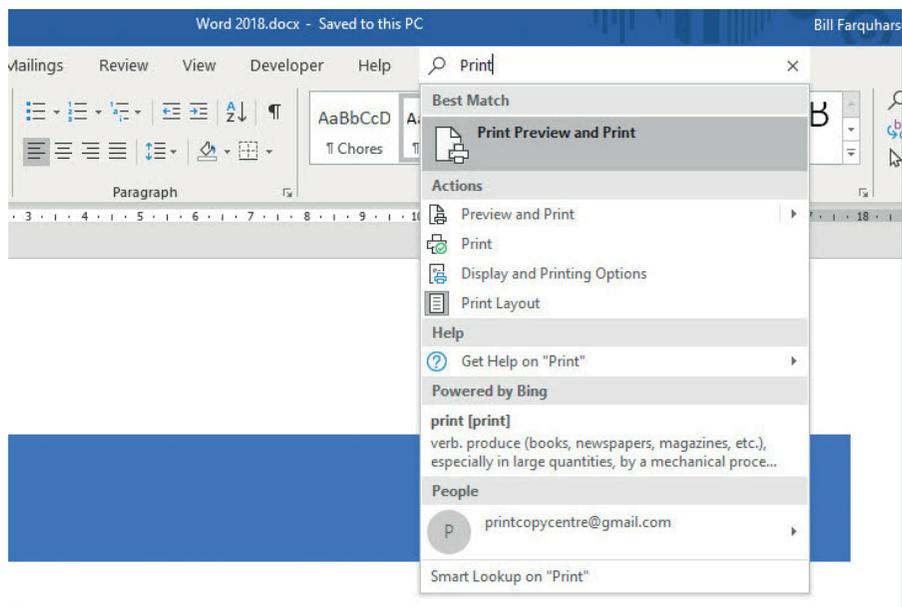


Figure 8.5: Using the *Help* feature

Something to know

Although you can access help for most of the different features of Word, there are certain topics that are not available in this search facility.

FREQUENTLY ASKED QUESTIONS (FAQS)

Frequently asked questions (FAQs) are questions that are generally asked by people who are new to Word. Different information platforms, such as the internet, for example, provide answers to these questions. They provide a list of most commonly asked FAQs for the specific topics.

FAQs are normally written in a question and answer form.

A popular website to check questions and answers to common questions would be: <https://support.office.com/en-us/word>. You can type in your question and if it is on the website, you will see possible answers and solutions to your question.

8.2 Integration techniques

Hyperlinks can be used to link two different documents, for example, a spreadsheet to a word-processing document.

In the same way, you can use a clipboard to exchange information between applications:

COPY AND PASTE

You can copy data from a Word document and then paste it in a spreadsheet or presentation.



Guided Activity 8.4

To do this, you need to open both applications:

1. In a Word document, select and then copy the data that needs to be transferred. Use the document *GA 8_4*.
2. Switch to the other application, in this case, we will use a spreadsheet.
3. Right click in a cell and then select *Paste* from the menu that appears.
4. The selected data will then be copied into the spreadsheet document.

Let's look at the following activity to understand how to do this better.



Activity 8.2

1. Open the following documents for this activity:
 - a. *Act 8_2a* Word document
 - b. *Act 8_2b* Excel document
2. Arrange the two windows side by side.
3. The column *Hours* is missing in the spreadsheet.
4. Copy this column from the Word document into the spreadsheet file.
5. The data in the *Total* column is missing.
6. Copy the data from the Word document into the spreadsheet file.
7. Make sure you have copied all the data from the column correctly into the cells.
8. Save and close both these documents.
9. Remember the same is done the other way around when you need to copy data from a spreadsheet in to a Word document.

PASTE SPECIAL

This feature allows the user to paste an object from one document as a link into another document. Let's look at the following example:

Ben has copied some data from a spreadsheet and inserted it into a Word document. He gets as far as the *Paste Special* dialogue box. Now he is confused whether he should use the *Paste* option, or the *Paste Link* option.



Guided Activity 8.5

Let's see how we can help him!

1. Open the spreadsheet *GA 8_5*. Copy the graph that you want to paste from the spreadsheet.
2. Place the insertion point in the Word document where you want the data to appear.
3. On the *Home* tab, in the *Clipboard* group, select the drop-down arrow below *Paste*.
4. Select *Paste Special*.



Figure 8.6: *Paste Special*

5. A *Paste Special* dialogue box will open.
A shortcut to get to the *Paste Special* dialogue box is *Ctrl+Alt+v*.
6. Choose your option from the *Paste Special* dialogue box. Some of these options are shown in the table below.
7. Select *OK*.

You can choose the paste option based on how you want the data to be shown in a document.

Table 8.1: *Paste Special options*

PASTE OPTION	WHEN TO USE IT
Formatted text	This is when you want the text to be kept in the same format as the source document.
Unformatted Text	This is when you want the text to be formatted according to the destination document.
Microsoft Office <i>Drawing Object</i>	This is when you want the picture that you pasted on <i>Clipboard</i> to appear as a Microsoft Office <i>Drawing Object</i> .
Picture (GIF)	This is when you want the picture that you pasted on <i>Clipboard</i> as a graphics interchange format (GIF) picture.

SOLVING PROBLEMS USING A WORD-PROCESSOR APPLICATION

The *Help* option will provide you with help regarding a variety of topics, troubleshooting and other support services. For this feature to work, you need an internet connection.

TROUBLESHOOTING

Troubleshooting is when you analyse the cause of a problem to find a solution to the problem.

With Word, you may come across various issues that can range from the document not saving, or Word just randomly closing.



Guided Activity 8.6

To use the Help function, you can do the following:

1. Press *F1* on your keyboard to open the *Help* pane.
2. Type your query into the box labelled *Tell me what you want to do*, at the end of the tabs at the top of the document.
3. Select *File* and then the “?” in the top-right corner.

REVISION ACTIVITY

1. Open the *RA_8* word-processing document.
 - a. Merge and centre the first five cells of the bottom row of the table on page 1 and type in the word “AVERAGE”. (2)
 - b. Add a formula to the table in the bottom right-hand cell to calculate the average of the amounts in the column. (3)
 - c. Place the three paragraphs below the heading “HOW TO CHOOSE A GOOD MOVIE TO WATCH” in three columns:
 - i. There must be a line between the columns (2)
 - ii. The distance between the columns should be 1 cm (2)
 - iii. Each sub-paragraph must begin in its own column (2)
 - d. Paste the file *Comedies.docx* as a linked object below the columns. The file must be displayed as an icon. (3)
2. Locate the form at the bottom of page 2.
 - a. Copy all the data inside the border on the last page, starting with Attendance Form and paste it into a blank document. (2)
 - b. Type in the information that must be in the form: (4)
 - i. **Age:** Choose the correct type for the data that must be inserted
 - ii. **Preference:** Insert two choices, i.e. “Fundraising” and “Marketing”
 - iii. **Attendance:** Indicate if you will attend the meeting or not
 - c. Make sure the font is *Arial* 14 pt. (1)
 - d. Add a border of your choice to all the text. (2)
 - e. Save the document as a template. Save as *Chapter 8_Template* under the *My Templates* folder. (2)

Save and close the file.

TOTAL: [25]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Use different built-in templates in Word?		
2.	Use online help?		
3.	Understand what FAQs are?		
4.	Use integration techniques?		
5.	Copy and paste data from two different documents?		
6.	Use <i>Paste Special</i> ?		
7.	Use the <i>help</i> function?		

INTRODUCTION TO SPREADSHEETS

CHAPTER OVERVIEW

Unit 9.1 Basic concepts of spreadsheets

Unit 9.2 Basic calculations with spreadsheets

By the end of this chapter, you will be able to:

- Understand the basic skills and core concepts of spreadsheets.
- Describe the basics of spreadsheets; including rows, columns, cells, sheets and workbooks.
- Use cell references and cell ranges.
- Use basic calculations in Excel.
- Explain what cell contents and cell values are.

INTRODUCTION

VUYO, THE ENTREPRENEUR

Vuyo has started selling cold drinks to raise money for a school sports tour he wants to go on. He needs to be able to keep a record of the money that he spends to purchase the drinks and keep track of what he sells. He also needs to see if he is making any money (profit). Microsoft Excel is a spreadsheet program that is perfect to keep track of all of that information. Vuyo can see at a glance, all his expenses, income and profit.

We will not be going into that much detail; in this chapter, however, we will learn about the basics of spreadsheets. Spreadsheets can be used to show different types of data like graphs, information, numbers and graphics. However, it is mainly used to perform calculations on large sets of data.

Examples of ways spreadsheets can be used:

- Creating an invoice
- Creating a study timetable that calculates your breaks and study time
- Calculating term averages and term marks
- Displaying data visually through graphs or other forms of charts

These are just some uses for spreadsheets. For the purpose of this book, we will use Excel spreadsheets in all our examples.

9.1 Basic concepts of spreadsheets

A spreadsheet program is an application that contains rows and columns. To open a spreadsheet program, such as Microsoft Excel, we can click on the *Start* button and select the program from the list. If there is a shortcut of the application on the desktop or taskbar, it can be selected there. Where a column and a row intersect, it is called a **cell**.

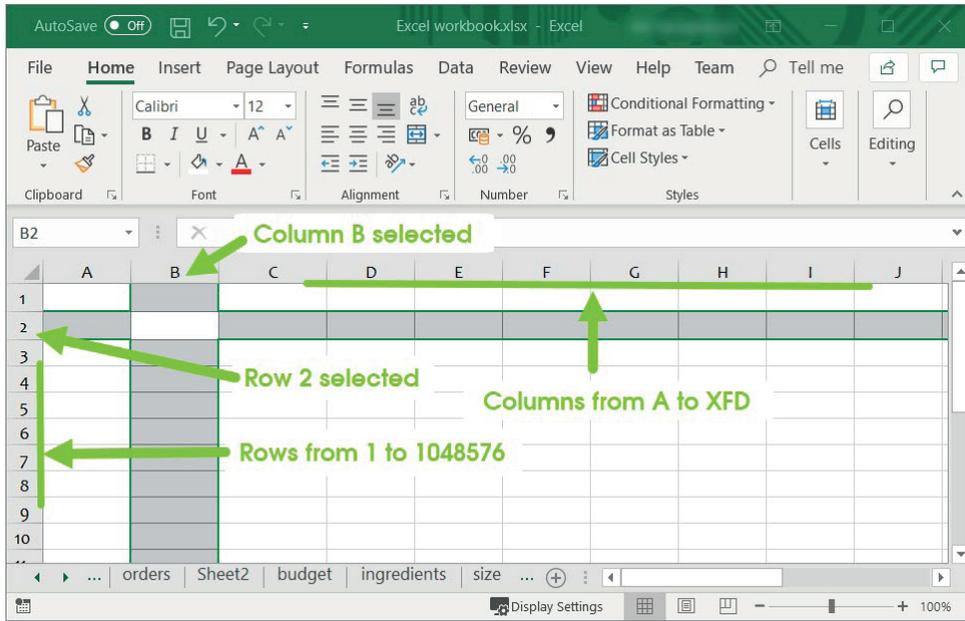


Figure 9.1: Row, cell and column

CELL BASICS AND WORKSPACE

Before we get into all the formulas and calculations, we first need to understand the spreadsheet interface.

A workbook is a spreadsheet file; one workbook consists of one or more worksheets. Figure 9.2 shows an example of a spreadsheet.

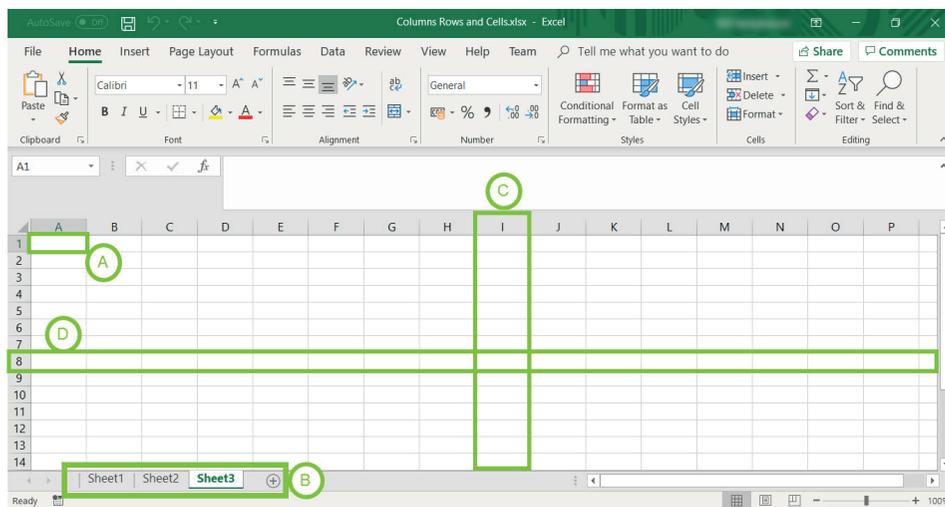


Figure 9.2: Spreadsheet workspace

Let's learn a bit more so that you can get familiar with the spreadsheet interface:

- A:** Every rectangle in a workbook is called a cell. A cell is formed when a row and a column meet. To select a cell, all you have to do is click on it.
- B:** Spreadsheet files are called workbooks. A workbook can contain more than one worksheet. To switch between the sheets, you can just select the sheet tab in which you wish to work.
- C:** A column is a group of cells that run vertically (from the top of the page to the bottom). Columns are named by letters.
- D:** A row is a group of cells that run horizontally so it runs from the left of the page to the right. Rows are labelled by numbers.

THE RIBBON

A spreadsheet makes use of a tabbed Ribbon similar to Word. This contains several tabs and each group has a set of commands. You will make use of these tabs to perform the basic tasks in the spreadsheet.

Each tab has one or more groups.

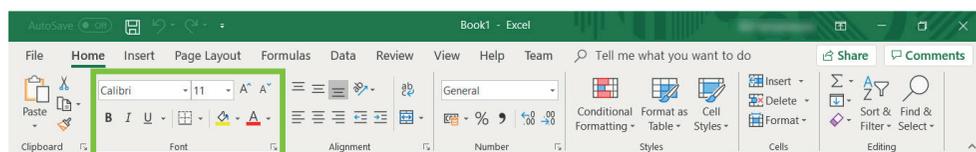


Figure 9.3: Group

UNDERSTANDING CELLS

Every worksheet is made up of many cells. Each cell has its own cell address. This is based on the row and column in which it is found. For example, in the figure above, the selected cell intersects column C and row 5, so the cell address will be C5.

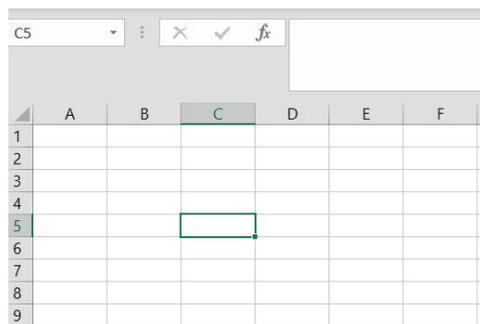


Figure 9.4: Identifying columns and rows

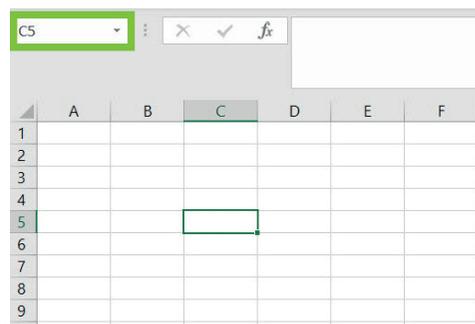


Figure 9.5: Name box

The cell address also appears in the *Name box* in the top-left corner of the workbook. Also, when a cell is selected, the cell row and column headings will be highlighted.

When you select a number of cells at the same time, it is called a range of cells. A **cell range** that includes C1, C2, C3 and C4 is written as **C1:C4**.

Let's look at the following examples just to make it easier for you to understand:

Cell range: A1:A14

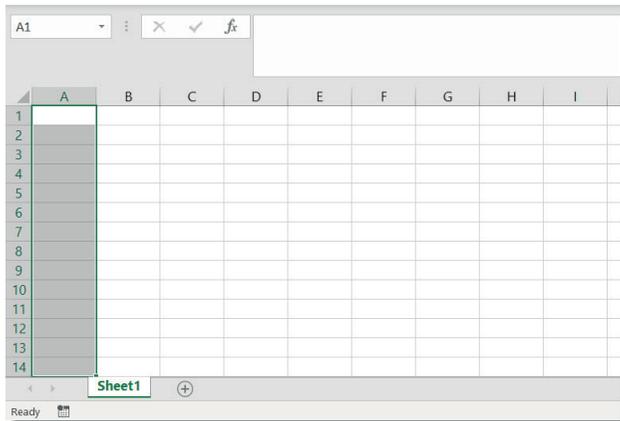


Figure 9.6: Example 1

Cell range: A1:F10

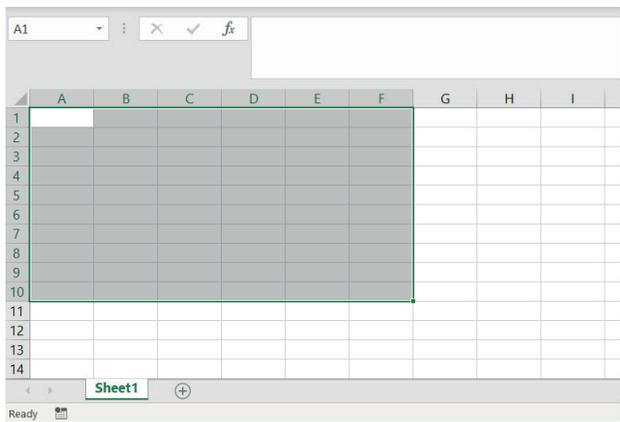


Figure 9.7: Example 2

Cell range: A3:H3

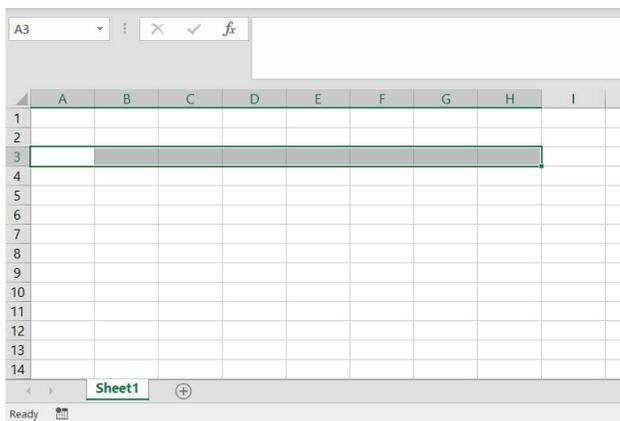


Figure 9.8: Example 3



Activity 9.1

1. Open a blank workbook and save it as *Act 9_1*.
2. You must work on *Sheet 1*. Right click on the tab and change the name to *Cells*.
3. Select the following cells and apply different shading to each selection:
 - a. A5
 - b. E1:E8
 - c. C11:C25
 - d. G2:J10
4. Type the text *Grade 10* in cell A5 and change the text colour to red.
5. In cells E1:E8, type in some of your friends' names. Select column E and centre the text.
6. Save the file as *Act 9_1* and then close the file.

ENTERING DATA

In the following activity, you will be expected to navigate the worksheet and enter text in cells.



Guided Activity 9.1

1. Create a new spreadsheet and type in *Tuckshop Menu* in A1.
2. In cell B1, type in *Price*.
3. Click on A2, type *Coke*, press tab (to move to the next column), type 12 and then press Enter. Notice that it moved to the next row. Do the same with the next nine items and enter their *Prices*, *Stock* and *Sold this week* numbers as well.
4. Change the *Coke* to *Fanta* – for this, you can navigate back to A2 using the arrows on the keyboard and just type in the new value.
5. Change *pie* to *Chic pie*. This time, double-click on the cell to edit the contents of the cell rather than just replacing everything.

This is how your sheet should look. Notice that when you enter numbers in a cell, the numbers are all right-aligned and the text is all left-aligned.

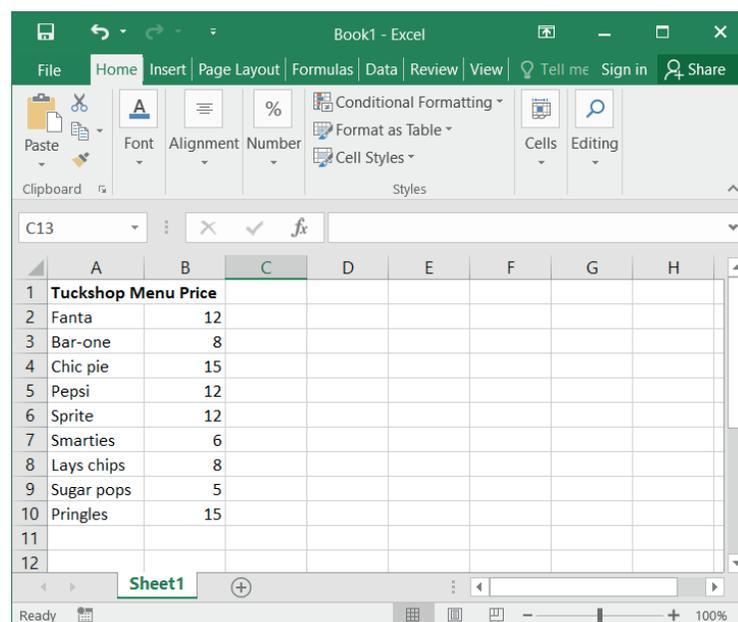


Figure 9.9: Entering text

6. Save this file as *GA 9_1*. You will need the same file for activity 9.2.



Activity 9.2

Match Column B to Column A.

COLUMN A	COLUMN B
1. Every rectangle in a workbook is called a ...	A Left
2. An example of how a spreadsheet can be used	B Cell
3. Text in a cell is always aligned to the ...	C Row
4. A group of cells that run horizontally is called a ...	D Invoice
5. A group of cells that run vertically is called a ...	E Right
6. Spreadsheet pages are called ...	F Name box
7. The cell address appear in the ...	G Column
8. When you select a group of cells, it is called a ...	H Arrow
9. To edit the data in a cell, you can ...	I Worksheets
10. To move to the next cell, you can press this key	J Range
	K Double-click on the cell

FIRST CALCULATIONS

All calculations (functions and formulas) in a spreadsheet starts with an = to distinguish a calculation from a value. Select the cell where you need the answer to be and type in the = sign. Then use the arrows or click on the cells you need to include in your calculation and use the appropriate operators to create your formula. A *formula* is an expression that calculates the value of a cell. A function is a predefined formula already available to use.

	A	B	C	D	E
				Sold this week	
1	Tuckshop Menu	Price	Stock	week	Stock left
2					
3	Fanta	12	210	102	=C3-D3
4	Bar-one	8	485	154	

=	Operator indicating that this is a formula
C3	First cell address
-	Operator
D3	Second cell address

Figure 9.10: A simple formula to calculate leftover stock.



Guided Activity 9.2

1. Open the file *GA 9_2*.
2. Type *Total* under the last item in cell A12.
3. In cell B12, type the equals sign =.
4. Type =12+8+15.
5. Press *Enter*, spreadsheet will return the answer, which is 35.
6. Now move back to cell B5 using the arrows on the keyboard. Notice that the actual content of the cell is the calculation, as displayed in the formula bar, but that the cell only shows the result (answer) of the calculation.

	A	B	C	D	E	F
1	Tuckshop Menu	Price	Stock	Sold this week	Stock left	
2						
3	Fanta	12	210	102	108	
4	Bar-one	8	485	154		
5	Chic pie	15	169	98		
6	Tootsies	5	677	362		
7	Niknaks	7,5	422	187		
8	Simba Lays	7,5	488	205		
9	Crunchie	10	320	104		
10	Sherbet	4	780	444		
11	Mineral water	8	120	65		
12						
13						
14						
15						
16						

Ready

Figure 9.11: *Formula bar*

Now let's say the price of the Chic pie changes to R25. You will need to fix the value in B4 and change the calculation in B5:

7. In cell B4, change the value from 15 to 25.
8. In cell B12, type =12+8+15+5+7.5+7.5+10+4+8.
9. Press *Enter*, the answer is 77.

Obviously, it would take very long if you had to update prices this way each time.

There is a much easier way and that is by using cell references. A *cell reference* is a way of referring to a cell value by using its address.

... continued



Guided Activity 9.2

... continued

10. Now try this: In B5, type =B2+B3+B4 and press *Enter*.

	A	B	C	D	E	F	G
1	Tuckshop Menu	Price					
2	Fanta	12					
3	Bar-one	8					
4	Chic pie	15					
5	Tootsies	5					
6	Niknaks	7,5					
7	Simba Lays	7,5					
8	Crunchie	10					
9	Sherbet	4					
10	Mineral water	8					
11	Total	77					
12							
13							
14							

Figure 9.12: Using a cell reference

11. Change the value of the Chic pie back to 18.

12. The value of cell B5 now instantly changes to 38.

	A	B	C	D	E	F	G
1	Tuckshop Menu	Price					
2							
3	Fanta	12					
4	Bar-one	8					
5	Chic pie	18					
6	Tootsies	5					
7	Niknaks	7,5					
8	Simba Lays	7,5					
9	Crunchie	10					
10	Sherbet	4					
11	Mineral water	8					
12		80					
13							
14							
15							

Figure 9.13: Changing values

Do you see that the value in B5 updated automatically? This happened because we used cell references instead of the actual values. In a spreadsheet, you should always use cell references wherever possible.



TIP

It is important to make use of cell references, because if your cell content changes, the calculations done by the spreadsheet will automatically update as well. It saves you time and effort, and you are not required to change the calculated values manually.

9.2 Basic calculations with spreadsheets



Something to know

Get in the habit of using the buttons on the NumPad to insert these operators.

The main reason why people use spreadsheets is because they can perform calculations. Spreadsheets use standard operators for formulas. All formulas must begin with an equal sign (=). The cell will display the answer.

Table 9.1: Standard operators

OPERATOR	SIGN
Addition	+
Subtraction	-
Division	/
Multiplication	*

ORDER OF CALCULATION

In Mathematics, the Brackets, Of, Division, Multiplication, Addition and Subtraction (BODMAS) rule is applied. In a spreadsheet, the same applies to formula operators. The BODMAS rule also applies.

Brackets are always done first; division and multiplication will be next. Addition and subtraction will be done last. This is all calculated from the left to the right.

To make it easier, let us look at this example:

Example 9.1

If you have the following to calculate:

$$5*(6+2)$$

The calculation in brackets will be calculated first.

$$5*(8)$$

Which will give you 40.

Another example would be:

$$8-2*2$$

Multiplication will be done first.

$$8-4$$

Which will give you 4.

Brackets are used to separate parts of the formula. We can actually use brackets for a certain part of the formula to be worked out first, before the rest of the formula is calculated.

We will see this in the next example:

In the example, the calculation between the brackets will be done first.

	A
1	8
2	3
3	$=(A1+A2)*3$
4	

	A
1	8
2	3
3	33
4	

Figure 9.14: Calculation with brackets

However, if we did not make use of brackets, the answer will be completely different.

	A
1	8
2	3
3	$=A1+A2*3$
4	

	A
1	8
2	3
3	17
4	

Figure 9.15: Calculation without brackets

Activity 9.3

1. Open a blank worksheet.
2. Create the following spreadsheet. Type the data, as shown below:

	A	B	C	D	E	F
1	Day	No. of cold drinks sold	Cost price per can	Sales price per can	Profit per can	Total profit per day
2	Monday					
3	Tuesday					
4	Wednesday					
5	Thursday					
6	Friday					
7	Total profit for the week					

Figure 9.16: Activity spreadsheet

- a. In cell B2, type in 12.
- b. In cell C2, use 3.50 as the price per can.
- c. In cell D2, type in the number 5 as the sales price per can.
- d. In cell E2, use a formula to work out what the profit is per can. *Remember that profit is sales price minus cost price.*
- e. In cell F2, use a formula to calculate the total profit per day. You can calculate this by multiplying the number of drinks sold by the profit per can.
- f. Repeat the process above so that all the days of the week are completed.
- g. In cell F7, calculate the total profit for the week.
- h. Save the file as *Act 9_3*.



Activity 9.4

1. Open the Workbook with the name *Act 9_4*.
2. Calculate the total in Column D for each product.
3. Calculate the subtotal in cell D18.
4. Calculate the tax in cell D19. To do this, we will assume tax is 15%, which is written as 15/100, or 0.15 to calculate the cost of tax. Tax is calculated as 15% of the subtotal.
5. Calculate the total in cell D20, remember that tax should be added to the calculated total.
6. Save the workbook.



Activity 9.5

1. Open the *Act 9_5* workbook and study the data on Sheet 1. Write the answers to questions 2–6 in your notebooks.
2. What would the formula be to calculate the total fare in E24? Write it down.
3. To easily copy the information in Column H over to Column E, what would be the formula entered into Column H?
4. Why is the data in Column B aligned to the left and the data in Column C aligned to the right?
5. The data in Column D contains numbers. Why is it not aligned to the right?
6. In Column G, write out the formula to calculate the tax on the prices of the *Fare* in Column E. Tax is 15%. Do the remaining questions in the *Act 9_5* workbook.
7. You can see the “Fare” column E has missing information. Use the information in Column H to complete Column E.
8. Calculate the total in E24.
9. Save the file.

REVISION ACTIVITY

1. True or False?
 - a. A spreadsheet is an application made for the manipulation of figures.
 - b. $=A3 * 15%$ is a formula that can be used to calculate VAT.
 - c. By clicking the mouse on the row letter, a whole column can be selected.
 - d. The contents of an inactive cell is always visible in the formula bar.
 - e. You can save paper by first using the *Print Preview* option before printing to see if you have created a suitable layout for your document. (5)
2. a. Cells A2, A3 and A4 contain the Life Sciences test marks of three learners. Their teacher calculates the average mark by typing the following formula into cell A5 = $A2+A3+A5/3$:
 - i. Explain why this formula will give an incorrect answer. (2)
 - ii. Write down the correct formula that the teacher should have used. (2)
- b. Give two reasons why spreadsheets are very useful for people who own or run small businesses. (2)
3. Which function or formula in Column B matches the description in Column A?

NO.	COLUMN A		COLUMN B
1.	The total of cells A1:A3	A.	$=0.15*E5$
2.	To calculate the VAT on a price stored in E5	B.	$=G4*8$
3.	An exam mark out of 150 is stored in H10; convert the mark to a percentage.	C.	$=A1+A2+A3$
4.	The cost of a book is stored in cell G4; calculate the cost of eight books.	D.	$=H10/150*100$

(4)

... continued

REVISION ACTIVITY

... continued

Practical activity

Create a new spreadsheet by entering the data as indicated.

1. Enter the following information into a new sheet correctly. (4)

	A	B	C	D
1	Treehouse budget			
2				
3	Resources	Quantity	Cost	Total Cost
4	Hardwood planks	30	R 10.00	
5	Nails (Pkts)	15	R 5.00	
6	Drill	1	R 500.00	
7	Hammer	1	R 40.00	
8	Saw	1	R 20.00	
9	Varnish (tins)	5	R 15.00	
10	Wood dye (tins)	6	R 20.00	
11	Subtotal			
12	Tax			
13	Total			
14	Answer 1			
15	Answer 2			
16	Answer 3			

Figure 9.17: Activity spreadsheet

- a. Calculate the total cost for each resource in Column D. (7)
- b. Calculate the subtotal in cell D11. (3)
- c. Calculate the tax (at 15%) in cell D12. (3)
- d. Calculate the total in cell D13. (3)

Save this file as RA_9.

TOTAL: [35]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Define a cell, row and column?		
2.	Identify the different features of a spreadsheet?		
3.	Enter text into a spreadsheet?		
4.	Do basic calculations?		
5.	Use cell references?		
6.	Insert cell content and values?		

FORMATTING, EDITING AND FILE OPTIONS IN SPREADSHEETS



CHAPTER OVERVIEW

Unit 10.1 Formatting cells

Unit 10.2 Common skills with spreadsheets



By the end of this chapter, you will be able to:

- Apply borders and shading to cells.
- Change the alignment of cell contents.
- Change the text direction of cell contents.
- Format rows and columns.
- Merge and split cells.
- Use AutoFill.
- Use text wrapping.
- Understand the different data types.
- Understand the different page layout options in a spreadsheet application.
- Insert illustrations in a spreadsheet application.
- Print a worksheet.

INTRODUCTION

All the cells in a worksheet may look the same and reading a worksheet with a lot of data without any formatting, could be very difficult.

10.1 Formatting cells

Formatting can change the appearance of the worksheet, allowing the reader to understand the content and information better. In this section, we will look at how to format cells, as well as basic editing concepts.

CELL BORDERS AND SHADING

Cell borders and shading work the same as they do in *Tables* in Word.



Guided Activity 10.1

In this example, we will add shading to the header cells.

1. Select the cell or cells that you want to format.
2. On the *Home* tab, in the *Font* group, select the *Fill Colour* tool, which is the paint bucket icon. Choose the fill colour that you want. In this example, we will use green.

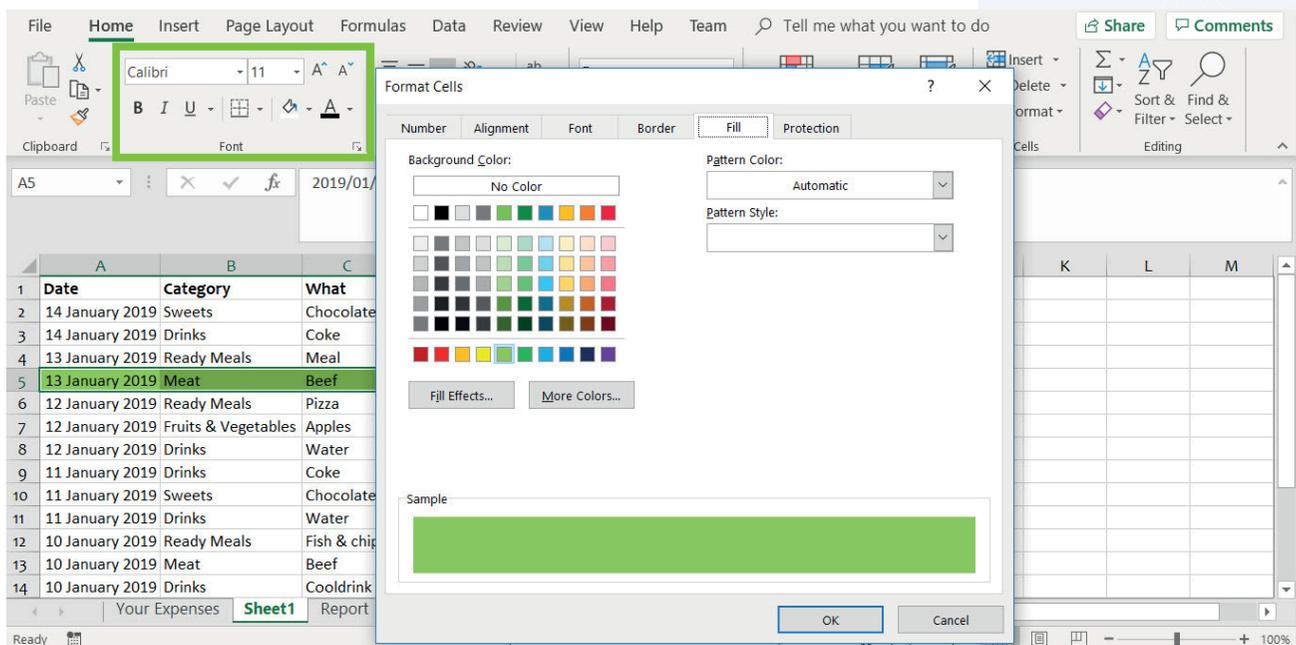


Figure 10.1: Choosing the shade colour

3. The selected *Fill* colour will be applied to the cells that were selected. Something to note is that sometimes, the shade of colour you choose might make the text unclear. You either need to change the colour of the text, or the shade of colour you chose.

FILL EFFECTS

There are different fill effects that you can apply to cells in a worksheet.

APPLYING PATTERN TO CELLS

1. Select the cell or cells that you want to format. Cells A1:D4 are selected in this example.
2. On the *Home* tab, in the *Font* group, select the dialogue box launcher. From the *Format Cells* dialogue box, select the *Fill* tab.

- On the right side, you will see the pattern section. From there, you can change the pattern colour and style. In this example, we will choose the colour *Yellow* and *Diagonal stripe* as the pattern.

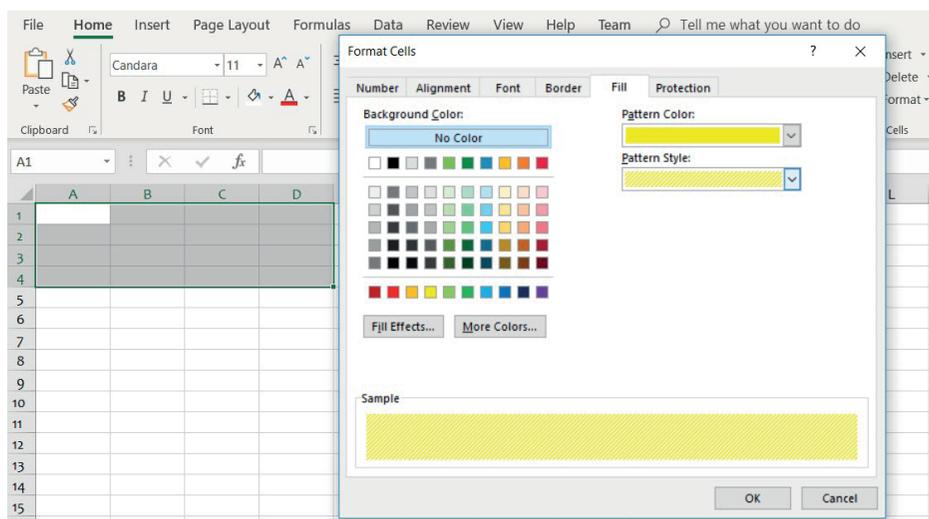


Figure 10.2: Applying pattern to cells

- Select *OK*.

APPLYING GRADIENT TO CELLS

- Select the cell or cells that you want to format. Cell A1 is selected in this example.
- On the *Home* tab, in the *Font* group, select the dialogue box launcher. From the *Format Cells* dialogue box, select the *Fill* tab.
- Select *Fill Effects*.
- You can choose the two colours (in this example, red and blue).
- You can also change the shading style; in this example, we will choose *Diagonal down*.

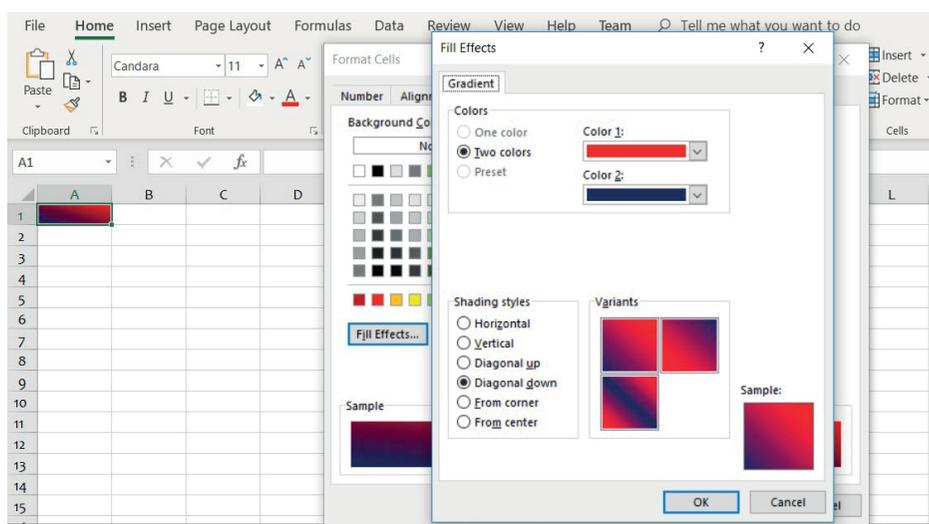


Figure 10.3: Applying gradient to cells

- Select *OK*.

ADDING A CELL BORDER



Guided Activity 10.2

1. Select the cell or cells that you want to format in a new spreadsheet.
2. On the *Home* tab, in the *Font* group, select the dialogue box launcher.
3. From the *Format Cells* dialogue box, select the *Border* tab. On the left, choose the style and the colour AND then on the right, select the areas of the cells that should have this border.
4. Choose the border style that you desire.
5. Select *OK*. The selected border style will then be applied.

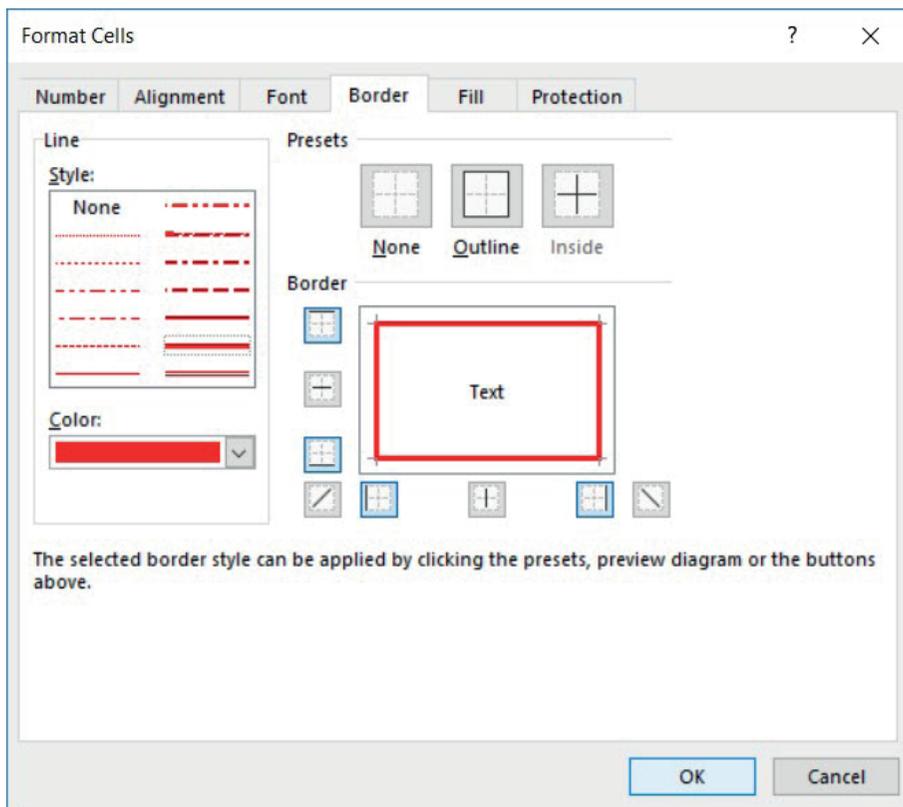


Figure 10.4: Creating a border



Activity 10.1

The details of the schools and their bullying policies are stored in a workbook called *Act 10_1*. Open the *Chapter 10_Schools* workbook.

1. Work in the *Policy* worksheet.
2. Format the worksheet as follows:
 - a. Apply a red-coloured fill to the merged cells A1:H1.
 - b. Cells A2:G2 have been merged. Change this merged cell so that cell H2 is also included in the merged cell.
 - c. Change the font colour of the text in the merged cells A2:H2 to white.
 - d. Apply the pattern style: *Diagonal Crosshatch* to cells A2:H2.
 - e. Place a double-line outside border around cells A1:H2.
3. Save and close the file.

CELL STYLES

Just like Word, you can change the styles of cells in a worksheet by using the predesigned cell styles. Cell styles add a professional appearance to a worksheet and can be applied to headers, titles and so on.



Guided Activity 10.3

In this example, we will apply the cell style to the header and title cells. To apply a cell style, you can do the following:

1. Open the file *GA 10_3* and select the *Shift_Skof* tab. Select the cell or cells that you want to format.
2. On the *Home* tab, in the *Styles* group, select the *Cell Styles* command. Choose the style that you want. Please note that the available colours are linked to the *Theme Colours*, which can be changed on the *Page Layout* tab.

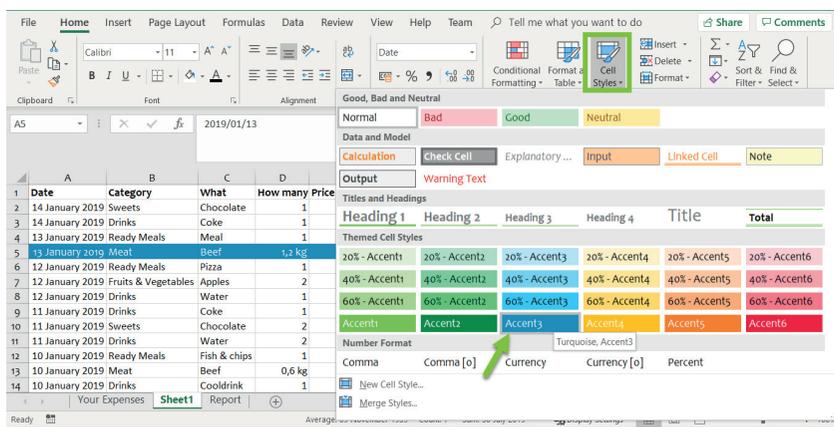


Figure 10.5: Cell Styles command

3. The cell style will be applied to the selected cells.

ALIGNMENT

When you open a worksheet, by default the text that is entered, will always be aligned to the bottom left of a cell. Numbers will be aligned to the bottom right. When you change the alignment of the content in the cell, it allows you to select the way in which the content is displayed in the cell.

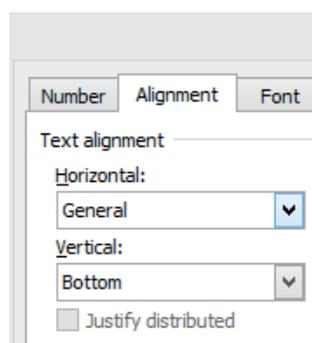


Figure 10.6: Alignment command

The table on the next page shows you the different text alignments that you can find in a worksheet.



Something to know

Just remember that when you apply a cell style, it will override any of the other formatting you did, except cell alignment. If you have done a lot of cell formatting, it might be a good idea to not use cell styles.

You can also specify alignment in the dialogue box. Refer to the table below:

Table 10.1: Types of text alignment

ALIGNMENT SETTINGS	OUTPUT																																								
Vertical: Top Horizontal: Left 	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="4" style="text-align: center;">Interschool Athletics</td> </tr> <tr> <td>2</td> <td>Name of team</td> <td>Pts for long jump</td> <td>Pts for shotput</td> <td>Pts for high jump</td> </tr> <tr> <td>3</td> <td>GWS</td> <td>14</td> <td>4</td> <td>12</td> </tr> <tr> <td>4</td> <td>WSG</td> <td>22</td> <td>10</td> <td>11</td> </tr> <tr> <td>5</td> <td>SWG</td> <td>34</td> <td>12</td> <td>13</td> </tr> <tr> <td>6</td> <td>ABC</td> <td>30</td> <td>11</td> <td>19</td> </tr> <tr> <td>7</td> <td>FOB</td> <td>28</td> <td>9</td> <td>21</td> </tr> </tbody> </table>		A	B	C	D	1	Interschool Athletics				2	Name of team	Pts for long jump	Pts for shotput	Pts for high jump	3	GWS	14	4	12	4	WSG	22	10	11	5	SWG	34	12	13	6	ABC	30	11	19	7	FOB	28	9	21
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Guided Activity 10.4

To align content in a cell, you can do the following:

1. Open a new worksheet. Select the cell or cells that you want to format. Type a word in each.
2. On the *Home* tab, in the *Alignment* group, select *Left Align*, *Centre Align* or *Right Align* to align the content in a cell. You can also experiment with the middle alignment options as well.
3. The content on the cell will then be aligned according to the selected alignment.



Activity 10.2

Open the *Act 10_2a* workbook.

1. Resize row 1 to display the content in A1:G1 correctly.
2. Format cells A2:B2, as follows:
 - i. Change the alignment of these two cells to Vertical: Centre, Horizontal: Right.
 - ii. Add a patterned fill effect of your choice to these two cells.

Save and close the workbook.

3. Open the *Act 10_2b* workbook. Enter the any missing information from the table below into the workbook.

	A	B	C	D
1	Public transport	Holiday transport	Private transport	
2	3%	6%	10%	
3	3%	7%	10%	
4	3%	7%	6%	
5	3%	7%	4%	
6	3%	7%	2%	
7	3%	7%	2%	
8	3%	6%	2%	
9	2%	6%	2%	
10				

4. Change the alignment of the cells A1:C1 to Vertical: Bottom, Horizontal: Right.
5. Change the fill colour of A1:A9 to blue.
6. Apply the font colour white to cells A1:A9.
7. Change the alignment of the cells C3:C9 to Vertical: Bottom and Horizontal: Left.
8. Save the workbook.

FORMATTING COLUMNS AND ROWS

When you open a worksheet, all rows and columns have the same height and width. In this section, we will learn about how to change the sizes of rows and columns, as well as *Insert*, *Delete*, *Hide*, and *Unhide columns and rows*.

RESIZING COLUMNS AND ROWS

In the example below, Column B is too narrow and does not show all the cell contents. So, for all the content to be displayed, we need to change the width of the Column B.



Guided Activity 10.5

1. Open the spreadsheet *GA 10_5*. Place the mouse over the column line in the column heading for the mouse cursor to become a double arrow.

	A	B	C	D	E	F	G
1	Date	Category	What	How many	Price per item	Price (sum)	Where
2	14 January 2019	Sweets	Chocolate	1	R16,00	R16,00	Supermarket
3	14 January 2019	Drinks	Coke	1	R11,00	R11,00	Fast Food
4	13 January 2019	Ready M	Meal	1	R38,00	R38,00	Fast Food
5	13 January 2019	Meat	Beef	1,2 kg	R90,00	R108,00	Supermarket
6	12 January 2019	Ready M	Pizza	1	R83,00	R38,00	Home Delivery
7	12 January 2019	Fruits & V	Apples	2	R5,00	R10,00	Street market
8	12 January 2019	Drinks	Water	1	R6,00	R6,00	Supermarket

Figure 10.7: Resizing columns

... continued



TIP

If you double-click, the width will automatically adjust to fit the longest length of text.



Something to know

Dragging the mouse to the right will increase the column width and dragging the mouse to the left, will decrease the column width. In some cases, you might come across a cell or cells that display hashtags (#####), which means that the column might contain dates or numbers and the column width is just too narrow. All you have to do is increase the column width to make the data readable.



Guided Activity 10.5

... continued

2. Select and then drag the mouse to either increase or decrease the column width.
3. Let go of the mouse. The column width will be changed.

You can also resize many columns at the same time.

1. To select all the columns that contain data, select the letter that indicates the column (A, B, C, etc.) and drag the mouse until you reach the last letter of a column that contains data.
2. Double-click on any column line and all the columns will be resized automatically.
3. Alternatively, you can increase the width of a column line by dragging the mouse as wide as you want, and all the columns will be adjusted to have the same width.

More or less the same is done for row height. Let's look at how to change the row height in the following activities.



Guided Activity 10.6

1. Use the same spreadsheet *GA 10_5* as in the previous exercise. Place the mouse between the row 1 and 2. The cursor can become a double arrow, as seen below:

	A	B	C	D	E	
1	Date	Category	What	How many	Price per item	Price
2	14 January 2019	Sweets	Chocolate	1	R16,00	
3	14 January 2019	Drinks	Coke	1	R11,00	
4	13 January 2019	Ready M	Meal	1	R38,00	
5	13 January 2019	Meat	Beef	1,2 kg	R90,00	
6	12 January 2019	Ready M	Pizza	1	R83,00	
7	12 January 2019	Fruits & \	Apples	2	R5,00	
8	12 January 2019	Drinks	Water	1	R6,00	

Figure 10.8: Place the mouse pointer to create a double arrow

2. Select and then drag your mouse to increase or decrease the row height. To increase the row height, drag your mouse downwards. To decrease the row height, drag your mouse upwards.
3. The height of the selected row will be changed.

SETTING SPECIFIC COLUMN OR ROW SIZES

1. Right click on the number or letter (row or column). In this example, we will select Column C.
2. A pop-up menu will appear and then choose *Column Width*.
3. Enter the column width that you want.

	A	B	C	D	E	F	G
1	Date	Category	What	How many	Price per item	Price (sum)	Where
2	14 January 2019	Sweets	Chocolate	1	R16,00	R16,00	Supermarket
3	14 January 2019	Drinks	Coke	1	R11,00	R11,00	Fast Food
4	13 January 2019	Ready M	Meal	1	R38,00	R38,00	Fast Food
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6	12 January 2019	Ready M	Pizza	1	R83,00	R38,00	Home Delivery
7	12 January 2019	Fruits & \	Apples	2	R5,00	R10,00	Street market
8	12 January 2019	Drinks	Water	1	R6,00	R6,00	Supermarket

Figure 10.9: Resizing columns

4. Select *OK*.

The same steps apply to row height, just right-click on the number of the row and continue with the steps.

HIDE AND UNHIDE COLUMNS AND ROWS

In worksheets, there is a feature that can hide or unhide columns and rows. In this example, we want to hide Column C.

Guided Activity 10.7

1. Use the previous spreadsheet *GA 10_5*.
2. Right click on the Column C, or the cell number. Select *Hide* or *Unhide* from the *Context* menu.

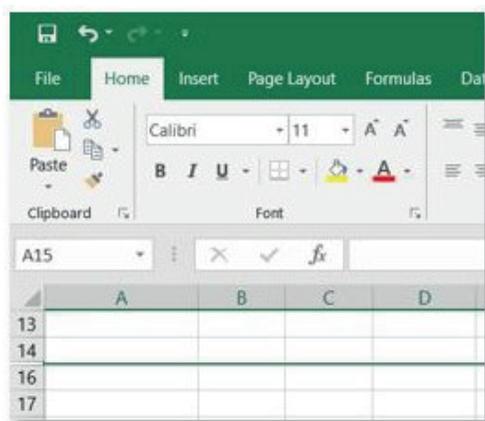


Figure 10.10: Unhide a column

INSERT OR DELETE COLUMNS AND ROWS

Guided Activity 10.8

Use the previous spreadsheet *GA 10_5*.

1. Select the column letter to the right of where you want the new column to be displayed. For example, if you want to place a column between Columns A and B, select Column B.

	A	B	C	D	E	F	G
1	Date	Category	What	How many	Price per item	Price (sum)	Where
2	14 January 2019	Sweets	Chocolate	1	R16,00	R16,00	Superm
3	14 January 2019	Drinks	Coke	1	R11,00	R11,00	Fast Fo
4	13 January 2019	Ready Meals	Meal	1	R38,00	R38,00	Fast Fo
5	13 January 2019	Meat	Beef	1,2 kg	R90,00	R108,00	Superm
6	12 January 2019	Ready Meals	Pizza	1	R83,00	R38,00	Home L
7	12 January 2019	Fruits & Vege	Apples	2	R5,00	R10,00	Street r
8	12 January 2019	Drinks	Water	1	R6,00	R6,00	Superm

Figure 10.11: Select the column

... continued



TIP

You can also double-click on the column that has been hidden as soon as you see the double-line arrow.



Something to know

A worksheet will always insert a row or column before the column or row you select.



Something to know

For example, if you want to insert five columns, you should select five columns.

Right-click from the drop-down menu and select *Insert*, and five columns will be inserted automatically.



Guided Activity 10.8

... continued

2. Right click on a row number, or you can right-click on a cell, from the context *Insert*.

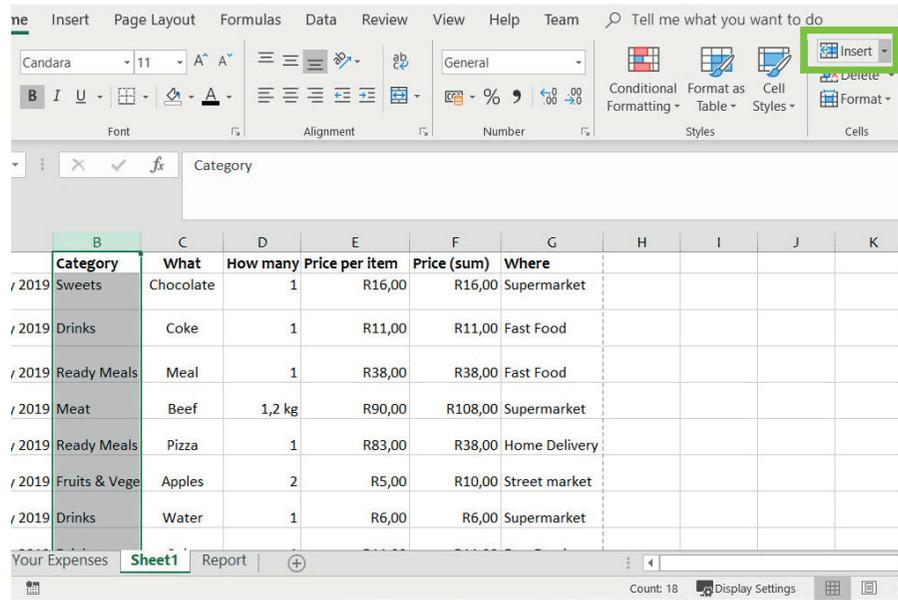


Figure 10.12: Select *Insert*

3. You will see a new column appear to the left of the selected column.



Guided Activity 10.9

Use the previous spreadsheet *GA 10_5*.

1. Select the row number below the place where you want the new row to be displayed. For example, if you want to place a row between rows 3 and 4, select row 4.

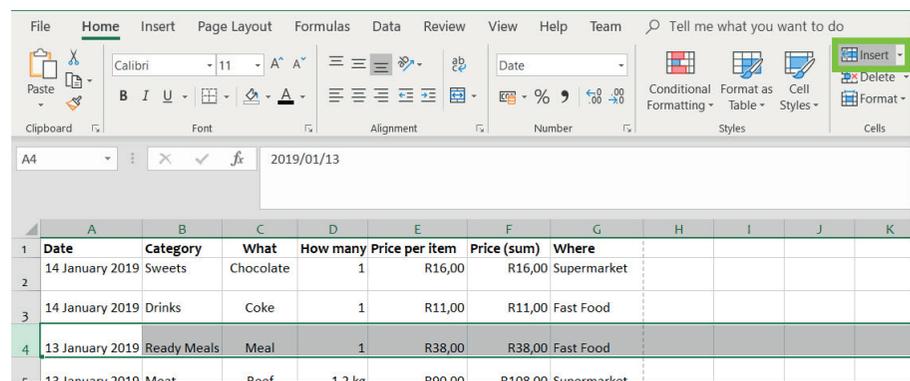


Figure 10.13: Selecting a row

2. On the *Home* tab, select *Insert* in the *Cells* group. Or, you can also just right click the row number from the drop-down menu. Select *Insert*.
3. You will see a new row appear above the selected row.



Something to know

When inserting rows or columns, you need to make sure that the entire row or column is selected. To do this, select the column letter or row number.

Selecting the *Insert* command will only insert one new cell.

DELETING ROWS OR COLUMNS

It is actually very simple to delete a row/s or column/s. In this example, we will delete a column, but you can use the same method to delete a row.



Guided Activity 10.10

Use the previous spreadsheet *GA 10_5*.

1. Select the column that you want to delete. In this example, we will select Column C:

The screenshot shows a spreadsheet with the following data:

	A	B	C	D	E	F
1	Date	Category	What	How many	Price per item	Price (sum)
2	14 January 2019	Sweets	Chocolate	1	R16,00	R16,00
3	14 January 2019	Drinks	Coke	1	R11,00	R11,00
4	13 January 2019	Ready Meals	Meal	1	R38,00	R38,00
5	13 January 2019	Meat	Beef	1,2 kg	R90,00	R108,00
6	12 January 2019	Ready Meals	Pizza	1	R83,00	R38,00
7	12 January 2019	Fruits & Vege	Apples	2	R5,00	R10,00
8	12 January 2019	Drinks	Water	1	R6,00	R6,00

Figure 10.14: Select the column to be deleted

2. On the *Home* tab, select *Delete* in the *Cells* group.

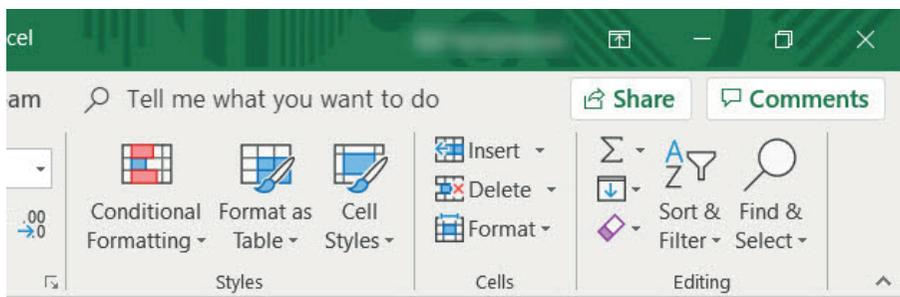


Figure 10.15: Delete

... continued



Guided Activity 10.10

... continued

- The selected column will be deleted. All the other columns will then shift. So, in this example, Column D has shifted and will become Column C.

	A	B	C	D	E	F
1	Date	Category	How many	Price per item	Price (sum)	Where
2	14 January 2019	Sweets	1	R16,00	R16,00	Supermar
3	14 January 2019	Drinks	1	R11,00	R11,00	Fast Food
4	13 January 2019	Ready Meals	1	R38,00	R38,00	Fast Food
5	13 January 2019	Meat	1,2 kg	R90,00	R108,00	Supermar
6	12 January 2019	Ready Meals	1	R83,00	R38,00	Home Del
7	12 January 2019	Fruits & Vege	2	R5,00	R10,00	Street ma
8	12 January 2019	Drinks	1	R6,00	R6,00	Supermar

Figure 10.16: Columns will shift

DELETING CELL CONTENTS

Just remember that you should understand the difference between deleting a row or column and clearing cell contents. If you just need to remove cell contents from a row and column, all you have to do is right click on the heading, and then select *Clear Contents* from the drop-down menu.

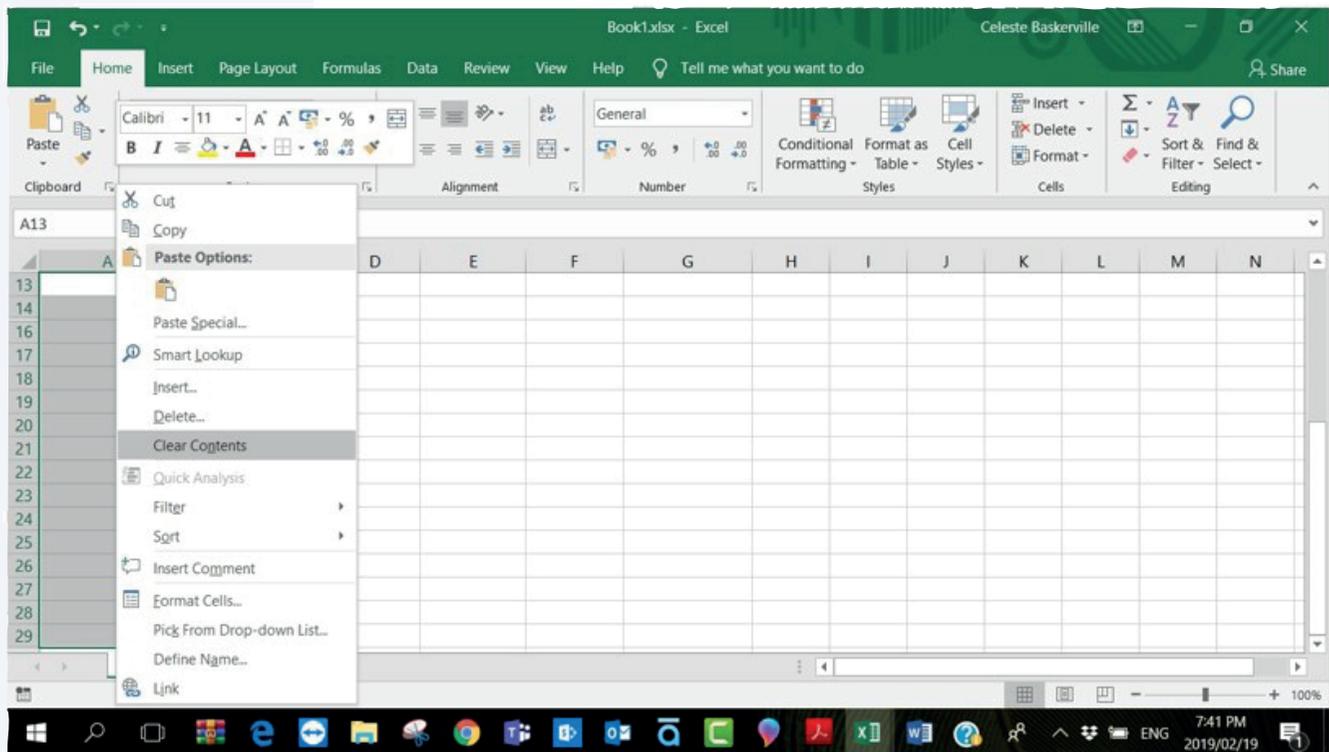


Figure 10.17: Clear contents from a cell

TEXT WRAPPING AND MERGING

In a cell, the cell content is usually displayed on one line. However, if there is too much cell content in the cell, you will either need to resize the column width/row height, wrap the text, or merge the cell. These actions will display the cell contents better.

Text Wrapping will allow the contents of the cell to be shown in several lines, but still within one cell.

Cell Merging allows you to combine the cell with other cells next to it to create one big cell.

WRAP TEXT



Guided Activity 10.11

Open the spreadsheet *GA 10_11*.

1. Select the cells that you want to wrap. For this example, we will select cell A1:A12.

	A	B	C
1	Wilma Lec	54	
2	Dorian Co	55	
3	Scotty Ne	75	
4	Estrella Se	77	
5	Barbara Fc	54	
6	Anita Tille	68	
7	Odessa Co	74	
8	Winfred G	79	
9	Sondra Va	69	
10	Jacqueline	66	
11	Jacquelyn	52	
12	Florencio	79	

Figure 10.18: Selecting the cells

2. On the *Home* tab, in the *Alignment* group, select the *Wrap Text* command.

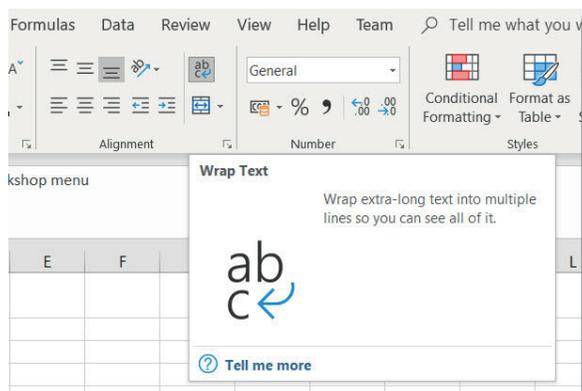


Figure 10.19: Select the Wrap Text command

... continued



Something to know

To unwrap the text, just select the *Wrap Text* command again.



Guided Activity 10.11

... continued

3. The selected cells will be wrapped.

	A	B
1	Wilma	
2	Leopard	54
3	Dorian	55
4	Scotty	75
5	Estrella	
6	Sechrest	77
7	Barbara	54
8	Anita Tiller	68
9	Odessa	
10	Collings	74
11	Winfred	
12	Gilchrest	79
13	Sondra	
14	Vanwormer	69
15	Jaqueline	
16	Holtzclaw	66
17	Jacquelyn	
18	Riser	52
19	Florencio	
20	Roma	79

Figure 10.20: Cell wrap

Table 10.2: Troubleshooting

PROBLEM	SOLUTION
The row does not automatically expand, so it looks like the text is cut off	Resize the row
The column width is not wide enough to display all text	The wrap text won't result in any visual change since there is no need to display text over two rows

MERGE CELLS

In this example, we will merge cell A1:E1 to have a title heading at the top of the worksheet.



Guided Activity 10.12

Open the spreadsheet *GA 10_12*.

1. Select the cells that you want to merge (cell range). In this case, they are cells A1 through to E1.

	A	B	C	D	E
1	Food Budget				
2	Date	Category	What	How many	Price per item
3	14 January 2019	Sweets	Chocolate	1	R16,00
4	14 January 2019	Drinks	Coke	1	R11,00
5	13 January 2019	Ready Meals	Meal	1	R38,00
6	13 January 2019	Meat	Beef	1,2 kg	R90,00
7	12 January 2019	Ready Meals	Pizza	1	R83,00
8	12 January 2019	Fruits & Vege	Apples	2	R5,00
9	12 January 2019	Drinks	Water	1	R6,00

Figure 10.21: Selecting the cell range

... continued



Guided Activity 10.12

... continued

- On the *Home* tab, in the *Alignment* group, select the *Merge & Center* command.

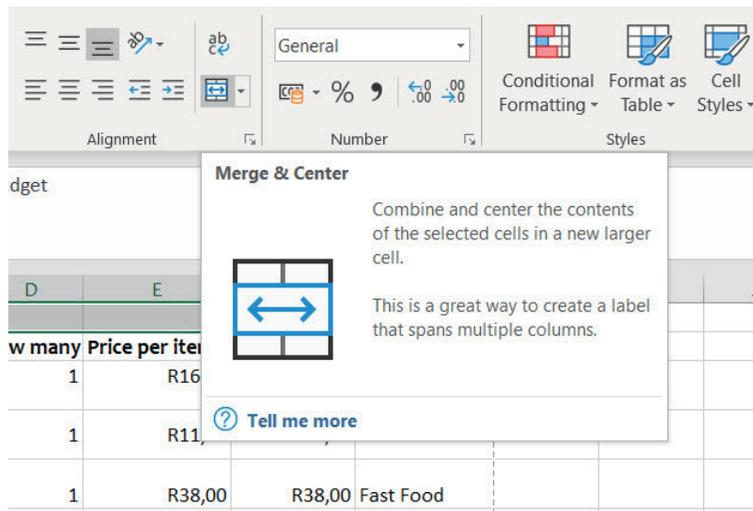


Figure 10.22: Merge & Center command

- The selected cells will then be merged. The text will also be centred.

ACCESSING MORE MERGE OPTIONS

Did you know that there are actually more merge options available in a worksheet? All you have to do is select the drop-down arrow next to the *Merge & Center* command on the *Home* tab.

From the *Merge* drop down arrow menu, you can select one of the following options:

- **Merge & Center:** This option merges all the selected cells into one and centres the text.
- **Merge Cells:** This option just merges all the selected cells into one cell; however, it does not centre the text.
- **Unmerge Cells:** This option unmerges the selected cells.

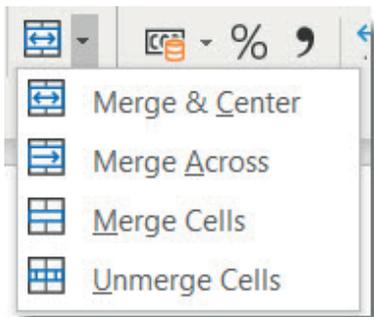


Figure 10.23: Other options

UNMERGING CELLS

To unmerge cells that have been merged, select *Merge* again, or use the *Unmerge* command.

TEXT ORIENTATION

If you want to change the direction of text in a cell, use *Text Orientation*. This is particularly useful, for example, if you want the title headings to stand out from the rest of the text. It also can make the text easier to read.



Guided Activity 10.13

Open the spreadsheet *GA 10_13*.

1. Select the cell or cells that you want to modify.
2. On the *Home* tab, in the *Alignment* group, select the dialogue box launcher. Select the *Alignment* tab. You can also customise the angle in the *Format Cells* dialogue box.
3. The type of alignment that you selected will be applied to the selected text.

The example below shows lengthy headings:

	A	B	C	D	E	F	G	H	I	J	K
1	Surname_Van	Name_Naam	DOB_GEB	Oudedeur_Grpd	Aafged_Aar			School_Skool		Code_Kode	
2	LION	Alex	1996/12/15	17		Y	N	Hoërskool Superior			
3	SMIT	Jason	1994/01/29	19	C	Y	N	Dhloti Secondary			
4	HAMERSMA	Daniel	1993/05/14	20	C	Y	N	Bay Intermediate			
5	BIEMO	Cliff	1994/08/09	19	C	N	N	Dhloti Secondary			
6	RADHAKRISNAN	Chris	1997/07/27	16	B	Y	N	Hoërskool Excellence			
7	MOHUBA	Heidi	1998/06/07	15	B	N	N	Prince HT High			
8	COOPASAMY	Natalie	1998/12/31	15	B	Y	Y	Nhlakanipho Secondary			

Figure 10.24: Lengthy headings in a sheet

Let's then rotate the headings (Row A1) to 90 degrees.

	A	B	C	D	E	F	G	H	I	J	K
1	Surname_Van	Name_Naam	DOB_GEB	Age_Oudedoom	Group_Groep	Bullied_Afgeknoou	Reported_Aangemeld	School_Skool		Code_Kode	
2	LION	Alex	1996/12/15	17		Y	N	Hoërskool Superior			
3	SMIT	Jason	1994/01/29	19	C	Y	N	Dhloti Secondary			
4	HAMERSMA	Daniel	1993/05/14	20	C	Y	N	Bay Intermediate			
5	BIEMO	Cliff	1994/08/09	19	C	N	N	Dhloti Secondary			
6	RADHAKRISNAN	Chris	1997/07/27	16	B	Y	N	Hoërskool Excellence			

Figure 10.25: Using Text Orientation

Now, as you can see, the data fits better.

Something to know

Vertical alignment and vertical orientation are not the same thing. **Vertical alignment** refers to where cell contents are placed in the cell. **Vertical orientation** refers to the direction of the text in the cells.



Activity 10.3

PART 1: Practical questions

1. Open a worksheet.
2. Design a five-day study and extra-mural timetable. You only have to set up the framework; you do not need to add details for each day.
 - a. Type the heading (*Timetable*) in A1 and merge to F1.
 - b. Type the five days in B2 up to F2 and bold the text.
3. Add your own study plans and extra-mural activities for Monday only.

... continued



Activity 10.3

... continued

- Do not increase the width of the cells; use wrapping to ensure that all data is visible.
- Change the colour of all the text to *Blue Accent 1*.
- Change the cell alignment of row 2 (the days) to be rotated upwards at 90°.
- Save the file as *Act 10_3*.

PART 2: Theory questions

- To create a column between D and E, which column should be selected?
- Give one example where text wrapping can be used.
- To combine cells, such as A1 up to B5; what is this called?
- You want to change the direction of the cell contents in row A1. Briefly explain what this is called and how will you change the way the cell contents appear.

AUTOFILL

The *AutoFill* feature in a worksheet allows you to automatically fill in cells with cell content that follows a specific pattern. This is extremely useful when your worksheet requires the entry of a series of numbers or dates that follow each other. Making use of this feature can save you time and effort when adding data to a worksheet!

Let's look at the following example on how to use *AutoFill*:

Example 10.1 Using AutoFill

AutoFill is actually quite smart, because it can figure out if the selected cell or cells follow a specific pattern or series. Such as, for example, months of the year (January, February, March and so on).

In some instances, you might need to select several cells before the *AutoFill* handle can actually figure out the series order. In the example below, the fill handle is used to add the days of the week in the rows next to the selected cell.



Guided Activity 10.14

To use *AutoFill* in creating a series of days of the week, you can do the following:

- Type the day of the week on which you need to start.
- Move the mouse to the bottom corner and wait until you see the "+" sign.

D	E	F	G	H	I
Monday					

Figure 10.26: *AutoFill* on days of the week

- Drag the *AutoFill* handle downwards or to the right, until you have all the days that you need.

D	E	F	G	H	I
Monday	Tuesday	Wednesday	Thursday	Friday	

Figure 10.27: *AutoFill* on days of the week



Something to know

The *AutoFill* handle has a "+" sign and this only shows when the position of the mouse is on the right-bottom corner of the selected cell or cells on the small square.



HOW TO USE AUTOFILL

If you want to learn more about how to use the *AutoFill* handle, you can watch the following video:



<https://youtu.be/Ww56q-BSSXw>



Guided Activity 10.15

Create a new spreadsheet and enter the data in the screenshot.

You can use *AutoFill* to copy the same formula.

1. In this example, it shows the quantities and items prices where the same calculation needs to be performed on many rows.
2. Use a calculation in the first cell and then use *AutoFill* to copy the formula down. Save the file as *10_15.xlsx*.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tuckshop order														
2	Product	Quantity	Cost	Total cost											
3	Nik Naks	40	R 4.00	R 160.00											
4	Coke	33	R 5.00	R 165.00											
5	Chicken pie	54	R 7.50	R 405.00											
6	Fanta	40	R 5.00	R 200.00											
7	Bar one	45	R 3.50	R 157.50											
8	Sour worms	35	R 2.65	R 92.75											
9	Jelly beans	25	R 3.45	R 86.25											
10	Crème soda	15	R 6.00	R 90.00											
11															
12															
13															
14															
15															

Figure 10.28: Formulas can also be copied in the same way



Activity 10.4

Do this activity on your own. Use the study timetable that you created in the previous activity.

Open *Act 10_3*, which you have saved previously.

1. Use *AutoFit Column Width* for the entire timetable.
2. Change the row height for the title row to 27 pt.
3. Make sure the text in the title row is still clearly visible.
4. Create a column in between *Monday* and *Tuesday*.
5. Save the workbook.
6. Open a blank workbook and type in the headings.
7. Use *AutoFill* to fill in the days, months, dates and times.
 - Days: Tuesday to Sunday
 - Months: February to October
 - Dates: 5.12.2015–13.12.2015
 - Times: 05:45 to 13:45

DATA TYPES

When you enter data in a cell, each cell needs a data type. It is designed to recognise the type of data that is entered and will assign the cell with the correct type.

By default, when you create a new file, all the cells in the worksheet are of the general data type. So, when you start entering data (values), a worksheet tries to figure out what type of data you want to enter, which could be text, a numerical value, currency, date, time and so on.

The following table shows you some examples of data types.

Table 10.3: Some examples of data types

DATA TYPE	DESCRIPTION	EXAMPLES
General	Any type of text or numerical values	Computer Science 5 6 7
Number	These values are used in calculations	5.4333
Currency	This is a numerical value that appears in the currency that you want	\$4, £18 R3.45
Text data	Type any text	Computer
Time	Time displayed in the format set by your computer's regional settings, or a custom format set by the user	10h43
Date	A date displayed in short or long date format, which is determined by your computer's regional settings, or a custom format set by the user	Short date: 02/01/2019 Long date: Wednesday, 02 January 2019



TIP

Remember that cell numbers should be set on Text or the zero will not be displayed. You can alternatively use a single quotation mark before you start entering the number, which will also display the zero.

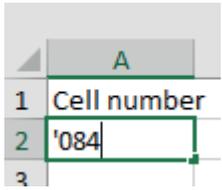


Figure 10.29: Inserting a quotation mark



Guided Activity 10.16

You can set your own date format in a worksheet. Open *GA 10_16* and select the *Clients* tab:

1. Select Column A and widen the column so that the data is visible.
2. Select the cells that you need to format.
3. On the *Home* tab, in the *Number* group, select the dialogue box launcher.
4. On the *Number* tab, select *Custom* from the *Category* list.

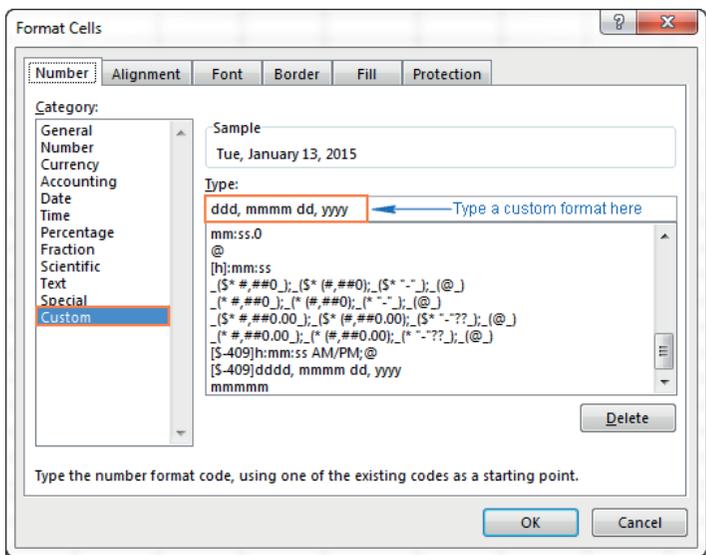


Figure 10.30: Creating a custom date

5. Type the date format you want in the *Type* box. This example will show *dd-mmm-yyyy*.
6. Select *OK*.
7. Select the data in Column H and change the decimal setting to 2. Go to the *Number* group in the *Home* tab and select the *Increase Decimal* icon.



Something to know

The data type that you want to display depends on the data in a cell. If the incorrect data type is used, a worksheet will not be able to recognise the data used in the cell and, therefore, will not assign the correct data type.



Something to know

When setting up the custom date format, you can use the following codes:

Table 10.4: Codes used for custom date formatting

CODE	DESCRIPTION	EXAMPLE (MARCH 8, 2019)
m	Month number without a zero	3
mm	Month number with a zero before it	03
mmm	Name of the month but in short form	Mar
mmmm	Full name of the month	March
d	The day number without any zero	8
dd	The day number with a zero before it	08
ddd	Days of the week in short form	Fri
dddd	Full name of the day of the week	Friday
yy	Year (first two digits)	19
yyyy	Year (last four digits)	2019

Example 10.2

To use the different data types, you need to on the *Number Format* found in the *Numbers* group on the *Home* tab. In this example, we will display numbers as a currency in (R).

Let's see how we are going to do this:

1. Select the cell or cells you want to format.
2. Select the drop-down arrow in the *Numbers* group on the *Home* tab.
3. On the *Number* tab, select *Currency*.
4. In the *Symbol* box, select the currency that you desire. In this example, we will choose the (R ZAR).

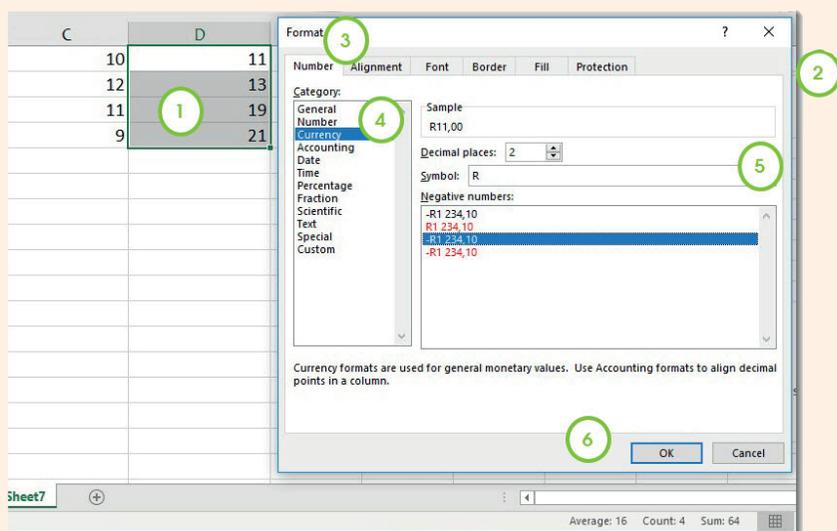


Figure 10.31: Data type

5. Select *OK*.
6. The selected cells will be changed to display the currency.

Remember, the same process is followed with each data type.

... continued

Example 10.2

... continued

You do not need to type the “R” symbol when typing in a monetary value. As seen in the figure below, the value in the formula bar will stay a number; however, the cell in the worksheet will display the R symbol. No calculations can be done if you have typed numbers and letters in one cell.

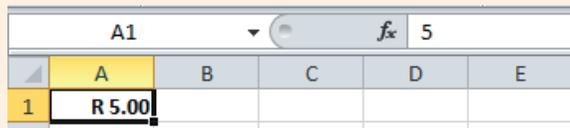


Figure 10.32: Data type



Activity 10.5

1. Open the *Act 10_5* workbook.
 - a. Format the values in Column E to display in a percentage format with one decimal place.
2. Change the format of all the data in Column G to appear as dates in the format 1998-03-26.
3. Save the workbook.

10.2 Common skills with spreadsheets

In word processing, you learned how to change the layout of your document, add illustrations and how use the search and proofing features. The same can be done with worksheets. In this section, we will recap quickly how to perform these tasks in a worksheet.

PAGE LAYOUT

Once you have decided on your page layout settings, you can then print the workbook or worksheet.

MARGINS

A **margin** is the space between the edge of the page and the content. The margins can be adjusted to fit the data in the page better.

To adjust the margins, you can do the following:

1. On the *Page Layout* tab, in the *Page Setup* group, select *Margins*.
2. From the drop-down menu, select the margin that you want.

In this example, we will select *Wide*.

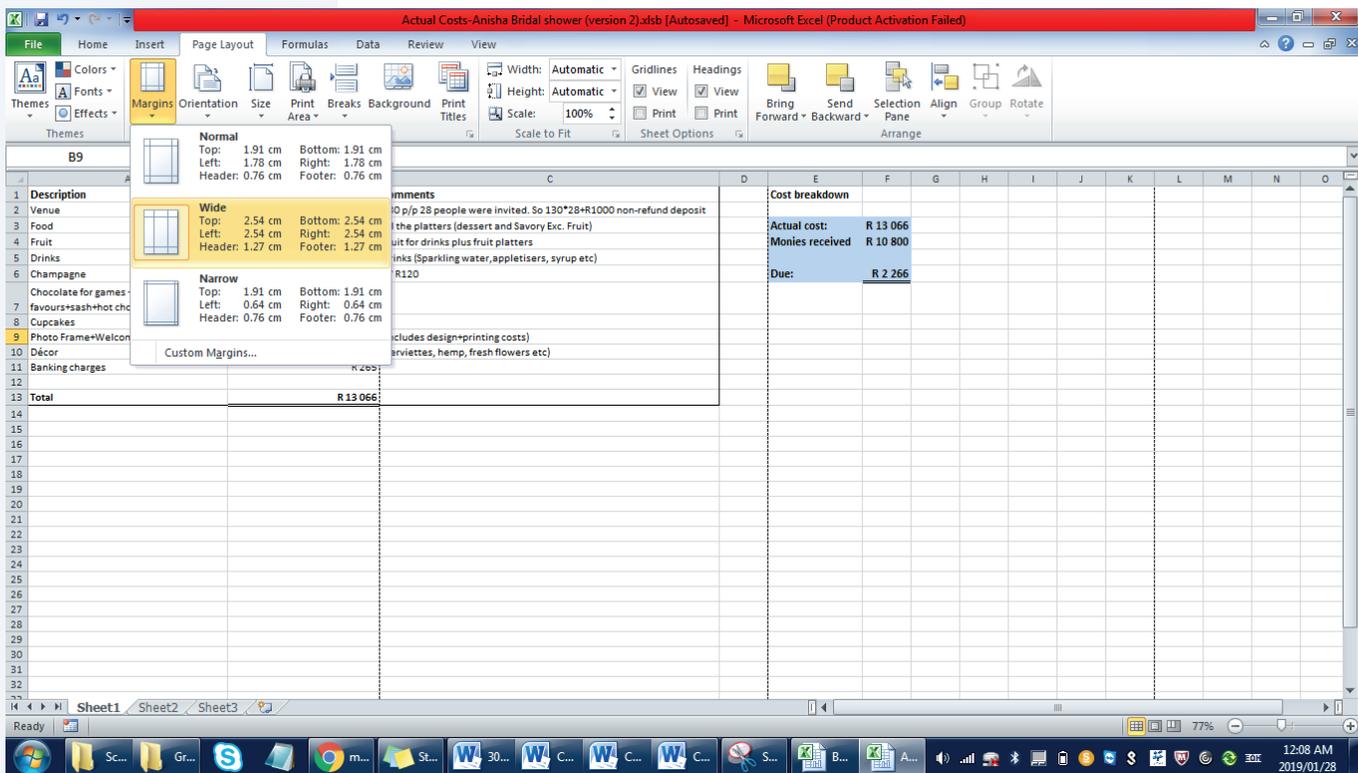


Figure 10.33: Adding a margin

CUSTOM MARGINS

You can adjust margins by yourself, by doing the following:

1. On the *Page Layout* tab, in the *Page Setup* group, select *Margins*.
2. From the drop-down menu, select *Custom Margins*.
3. Enter the new margin values in the Left, Right, Top and Bottom text boxes.
4. You can select one or both *Center on page Horizontally* and *Vertically* checkboxes.
This is optional and it centres the data between the current margin settings.

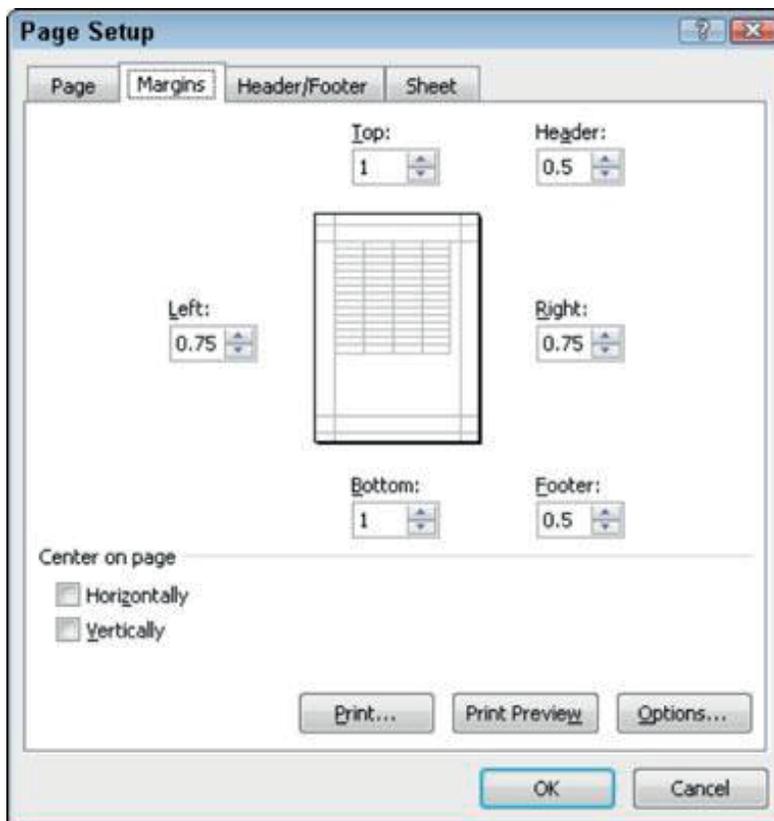


Figure 10.34: Custom margins

5. Select *OK*.

PAGE ORIENTATION

There are two page-orientation options in a worksheet:

1. Landscape
2. Portrait

To change the page orientation, you can do the following:

1. On the *Page Layout* tab, in the *Page Setup* group, select *Orientation*.
2. Choose the type of orientation from the drop-down menu.

SIZE

The size of the paper can be changed as follows:

1. On the *Page Layout* tab, in the *Page Setup* group, select *Size*.
2. Choose the size type from the drop-down menu.
3. Change back to *Normal View*.

In the figure below, the size has been changed to *Executive*.

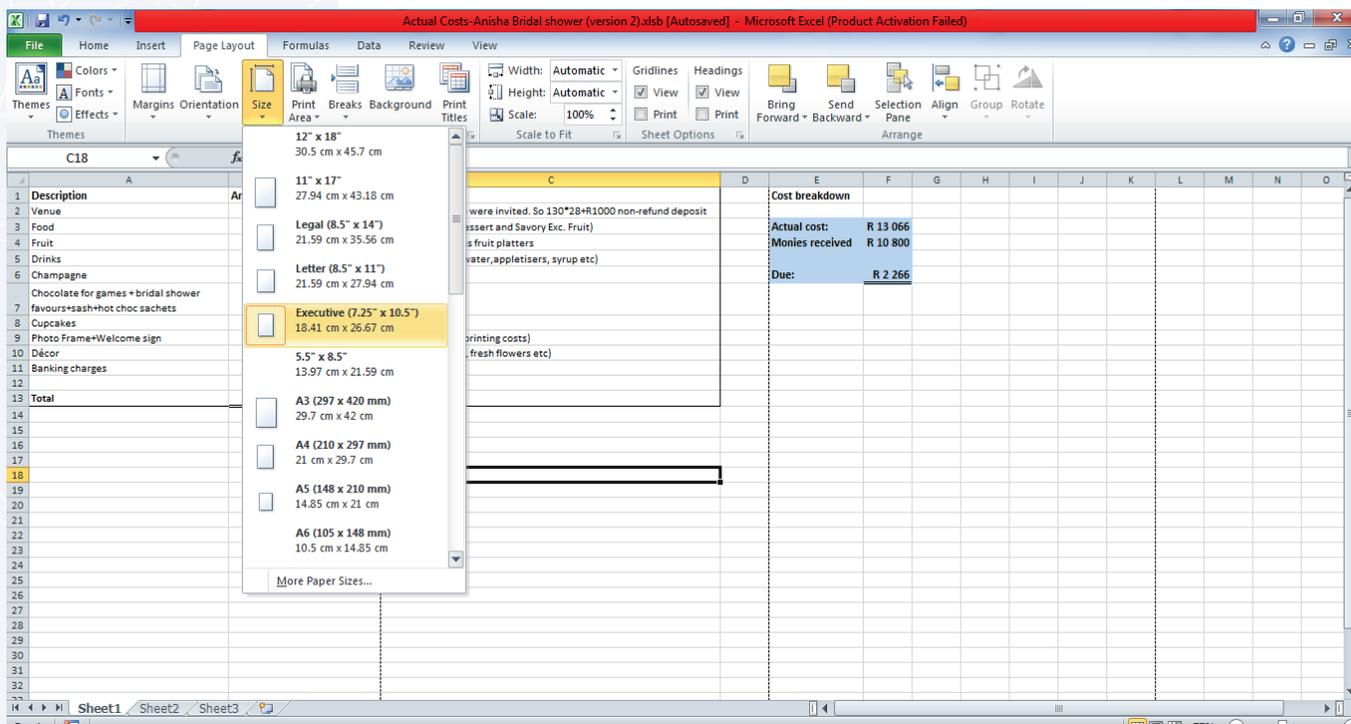


Figure 10.35: Size of paper

SPELL CHECK

Before you share your workbook, it is always important to make sure that it does not have any spelling errors. A worksheet does have a *Spell Check* tool that can help you identify spelling mistakes.

FIND AND REPLACE

Finding and replacing data in a spreadsheet can be done by selecting the *Find and Select* option on the *Editing* group on the *Home* tab.

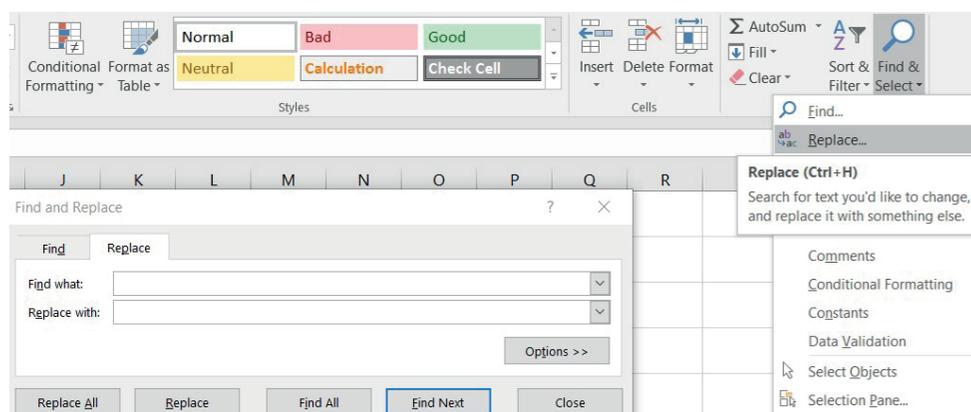


Figure 10.36: Find and replace



Guided Activity 10.17

Open any of the previous spreadsheets used in this chapter. To *Spell Check* your workbook, you can do the following:

1. On the *Review* tab, select the *Spelling* command.

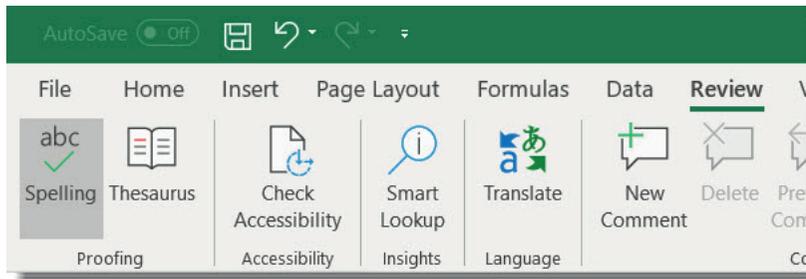


Figure 10.37: Select the *Spelling* command

2. The *Spelling* dialogue box will open. The dialogue box will show you all the spelling errors that *Spell Check* has found (if there are any) and will give you suggestions for the correct spelling. You can then choose the suggestion and select *Change* to correct the mistake.
3. When done select *OK* to close the *Spell Check*.

INSERTING ILLUSTRATIONS

You can add pictures to your worksheet from a file on your computer.



Guided Activity 10.18

Open a new blank workbook. To add a picture from your computer:

1. Select the cell that will display the top left corner of the picture.
2. Navigate to the *Insert* tab and in the *Illustrations* group. Select *Pictures*.



Figure 10.38: *Insert* tab

3. A dialogue box will appear. Browse to find the picture you want from your computer.
4. Select *Insert*.
5. The image will then appear in the worksheet.

After the picture is inserted, the *Picture Format* tab will open in the Ribbon. This tab will have the tools to format the picture to your needs.

PRINTING A WORKSHEET

You need to make sure that you print the worksheets that you need. Sometimes you need to print the whole workbook, or in some instances, you only need to print active worksheets, or only certain areas in the sheet.

PAGE LAYOUT AND PRINTING

To learn more about page layout and printing, have a look at this video:



<https://youtu.be/8XcFTeCu98k>

Page layout is important when printing your worksheet. Select the area to be printed by selecting the relevant cells. If you do not set your print area, everything on that worksheet will be printed.

Make sure that the default printer has been chosen.

Open *Print Preview* to ensure that the selected cells only will be printed. If you are not satisfied, you can make adjustments in the *Page Layout* tab.

It is also possible to set the print area by using the *Print Area* function on the Ribbon. Refer to the screenshot below:

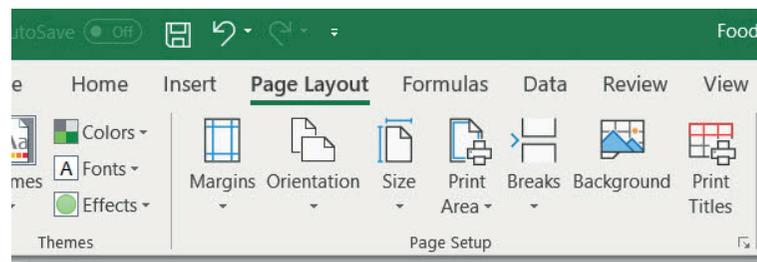


Figure 10.39: *Page Layout commands*

The following activity below practices the printing of a worksheet.



Guided Activity 10.19

Open any of the previous spreadsheets used in this chapter. To access the *Print* pane, you can do the following:

1. Select *File*. The *Backstage* view will be displayed.
2. Select *Print*. The *Print* pane will appear.



Figure 10.40: *Print Pane*

... continued



Guided Activity 10.19

... continued

- Select *Print Preview*.
- Make adjustments in *Page Orientation* and *Margins*, if necessary, in order to fit the print area on one page.
- Choose the printer that you want to use.
- Enter the number of copies that you want to print. Do not print; save the worksheet.



Guided Activity 10.20

To print active sheets, you can do the following:

1. To select a sheet, click on it. If you need to print several sheets, select the sheet and at the same time, hold the *Ctrl* key. You can then select any other sheets that you need to print.
2. Navigate to the *Print* pane.
3. From the drop-down menu, select the *Print Active Sheets*. Do not print; close the file.

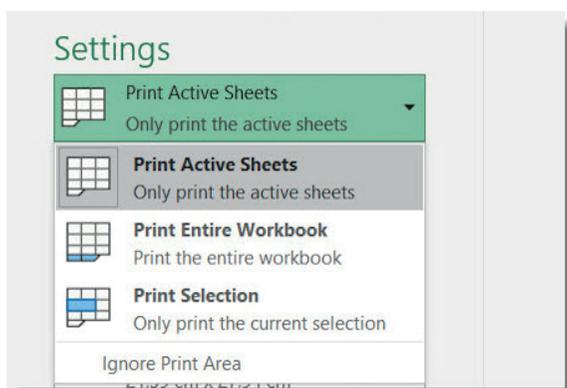


Figure 10.41: Page Range drop-down menu



Activity 10.6

Use the timetable that you created in *Act 10_4*.

1. Open this workbook.
2. Delete the column that you created in the previous activity.
3. Insert the image *Garden*.
4. Change the page orientation to *Landscape*.
5. Change the page margins to *Wide*.
6. Preview *Sheet 1*.
7. Save the workbook as *Act 10_6*.

REVISION ACTIVITY

1. Open the *RA_10a* worksheet and work in the *Stats* worksheet.
 - a. Format the worksheet as follows to improve readability: (12)
 - i. Merge and centre the text in cells A1:E1.
 - ii. Set the row height of row one to 80 pt.
 - iii. Increase the font size of the heading to 20 pt.
 - iv. Use the font type *Verdana*.

... continued

REVISION ACTIVITY

... continued

- b. Make sure all the headings in row 2 are similarly aligned with the text clearly visible and readable by adjusting the text direction.
 - c. Apply any pattern style of your choice to row 2.
 - d. Save the worksheet.
 2. Work in the *Extreme* worksheet. (6)
 - a. Format the worksheet as follows:
 - i. Merge cells A1:J1, but do not centre the text.
 - ii. Change the background colour of the merged cells to light green.
 - iii. Rotate the headings in row 2 by 90 degrees.
 - iv. Change the colour of ONLY the bottom border of cells A2:J2, to red.
 - b. Save the worksheet.
 3. Work in the *Music* worksheet. (8)
 - a. Adjust the width of Column B so that all the data in this column is displayed and visible.
 - b. Change the headings in cells A1:H1 as follows:
 - i. Display the headings in bold.
 - ii. Shade the background in yellow.
 - iii. Use a cell-formatting feature to display the headings over two lines.
 - c. Hide Column F.
 - d. Change the picture size and reposition to fit in the merged cell J1.
 - e. Save the worksheet.
 4. Work in the *Artist* worksheet. (4)
 - a. Use *AutoFill* to fill in the missing data in the *TOTAL* cost column.
 - b. Unhide Column I and use *AutoFill* to fill in the missing dates.

Save and close the worksheet.

TOTAL: [30]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Apply borders and shading to cells?		
2.	Insert rows and columns?		
3.	Delete rows and columns?		
4.	Clear cell contents?		
5.	Apply basic formatting to cells, rows and columns?		
6.	Merge cells?		
7.	Wrap cells?		
8.	Change the text direction and alignment of cells?		
9.	Insert illustrations in a worksheet?		
10.	Print a worksheet?		

INTRODUCTION TO FUNCTIONS IN SPREADSHEETS

CHAPTER 11

CHAPTER OVERVIEW

Unit 11.1 Functions in spreadsheets

By the end of this chapter, you will be able to: 

- Understand the difference between a function and a formula.
- Use basic functions.
- Identify the common error indicators.
- Fix the common error indicators.

INTRODUCTION

In this chapter, we will shift our focus to the various functions in spreadsheets. We will start off by explaining the difference between a function and a formula. We will then show you how to use the basic functions and lastly, we will show you how to identify common error indicators, as well as how to fix them.

11.1 Functions in spreadsheets

We can use formulas in a spreadsheet to perform calculations and obtain answers; just like we would with a calculator. However, the true power of a spreadsheet is in *Functions*, where data can be analysed, filtered, sorted and even presented visually.

FUNCTIONS

A function is a built-in procedure to do calculations in a spreadsheet. It uses reserved words, which process the input by the user to produce the output in the cell where the answer is supposed to be displayed.

Functions and formulas always start with an =

A formula does calculations by using operators (+, *, /,-) combined with data in the selected cells, for example =B3+B4.

The formula used in cell B11 would be:

```
=B3+B4+B5+B6+B6+B7+B8+B9
```

	A	B	C	D
1	Budget for James			
2	Expense	Cost	Actual	
3	Rent	2300		
4	Groceries	500		
5	Water and electricity	360		
6	Social	300		
7	Clothes	300		
8	Clothing accounts	23		
9	DSTV	1500		
10				
11	Total			
12				

Figure 11.1: Using a formula

PARTS OF A FUNCTION

For a function to work, it needs to be written in a specific layout and order. This is called the **syntax**.

In a spreadsheet, the basic syntax of a function follows the following format:

- equals sign (=)
- the function name, for example SUM
- the **arguments** (in this case, the cell range) in **parenthesis** (brackets)

In the following example, the function will add the values of the cell range B3:B9:



Figure 11.2: The syntax of a function

ARGUMENTS

Arguments are the information with which you need to do the calculations. An argument sometimes refers to individual cells or cell ranges. The *Tooltip* that appears when the function is typed in will guide you on what is necessary for each function. Arguments are always placed within parentheses (brackets).

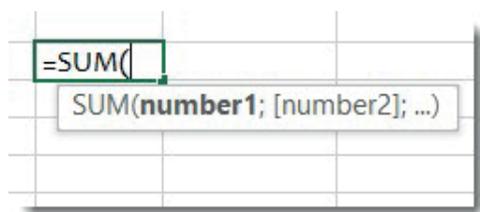


Figure 11.3: Arguments placed in parentheses

WORKING WITH ARGUMENTS

Arguments are placed within parentheses. Cell ranges or individual values inside the parentheses are separated by commas.

Colons create a reference to a specific range of cells.

For example: `=SUM(B5:B11)`: The sum of the cell range from B5 to B11 will be created.

Commas (or semi-colons) are used to separate individual values, cell ranges, or cell references inside parentheses. So, if there is more than one argument, you need to use a comma to separate each argument.

Example 11.1 One argument

In the function, `=SUM(C1:C5)`, this would calculate the sum of the values in the cell range C1:C5. This function only has ONE argument.

	A	B	C	D
1			10	
2			13	
3			22	
4			11	
5			8	
6			<code>=SUM(C1:C5)</code>	
7				
8				
9				
10				

Figure 11.4: An example of a function with only one argument



Something to know

Please take note that the regional settings on a computer can change the comma into a semi-colon.

TYPES OF FUNCTIONS

There is a variety of functions that a spreadsheet application offers. However, for the purpose of this book, we look at the following most commonly used functions.

Table 11.1: Common Functions

FUNCTION	DESCRIPTION	EXAMPLE
SUM	This function adds all the values in a cell range.	=SUM(B2:B10)
AVERAGE	This function calculates the average of the values.	=AVERAGE(B2:B10)
COUNT	This function counts the number of cells that have numerical values.	=COUNT(B2:B10)
MIN	This function finds the minimum value in a specific cell range.	=MIN(B2:B10)
MAX	This function finds the maximum value in a specific cell range.	=MAX(B2:B10)

Let's look at a few examples to help you understand how to use basic functions.

Example 11.2 Using SUM

In this example, we will use the basic function (SUM) to calculate the total number of T-shirts ordered by the soccer players.

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
Total				

Figure 11.5: T-Shirts ordered



Guided Activity 11.1

Open the spreadsheet *GA 11_1*.

1. We need to calculate the total number of T-shirts ordered. Type in the equals sign (=) and then enter the required function name. In this example, we will type =SUM.

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
Total				=SUM(

Figure 11.6: Using the SUM function

2. From here, you need to enter the cell range for the argument.
3. Use the mouse to select E3, scroll down, and press and hold down the *Shift* key. Then, select E19. You will see that the cell range E3:E19 will be displayed. The click-and-drag method can also be used.
4. Insert a closing bracket.

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
Total				=SUM(E3:E19)

Figure 11.7: Cell reference

... continued



Something to know

After typing in SUM, press Tab to insert the open bracket.



Guided Activity 11.1

... continued

- Using your keyboard, press *Enter*. The function will then be calculated and the result will appear in the cell.

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
Total				30

Figure 11.8: Calculated function

Using the same example, we will use the *AVERAGE*, function using the *TOTAL* row.



Something to know

As soon as you have typed in the first four letters, you can press *TAB* to autocomplete.



Guided Activity 11.2

You are still working on the same worksheet *GA 11_1*.

To use the *AVERAGE* function, you can do the following:

- Type in the equals sign (=) and then enter the required function name. In this example, we will type *=AVERAGE*.
- Enter the cell range for the argument (E3:E19).

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
AVERAGE				=AVERAGE(E3:E19)

Figure 11.9: Using the *AVERAGE* function

... continued



Guided Activity 11.2

... continued

- Press *Enter* after you have inserted the close bracket. The result will appear in the cell.

School Soccer T-shirt Order				
Name	Gender	Grade	Size	Number of t-shirts
AA	F	10	M	2
BB	M	11	L	1
CC	F	10	M	2
DD	M	10	M	1
EE	M	11	M	2
FF	F	12	L	3
GG	M	12	L	2
HH	M	12	S	2
II	F	10	S	1
JJ	M	10	S	3
KK	F	10	L	2
LL	M	10	M	1
MM	F	11	M	2
NN	M	12	L	1
OO	F	10	S	2
PP	M	12	L	1
QQ	F	11	M	2
AVERAGE				1,764705882

Figure 11.10: Calculated value

USING AUTOSUM

There are several ways to use or insert functions. Another way than what has already been explained, is to enter functions by using *AutoSum*. The *AutoSum* command automatically inserts common functions. This includes the most commonly used functions, such as *SUM*, *AVERAGE*, *COUNT*, *MIN* and *MAX*.

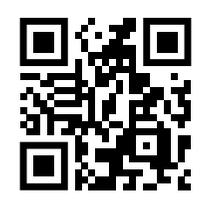
Select the cell where you want the result to appear. In this example, it will be B10.

Chocolate cake	
Ingredients	Cost
Flour	R20,00
Butter	R15,00
Sugar	R20,00
Eggs	R17,00
Baking powder	R5,00
Cocoa powder	R25,00
Average	

Figure 11.11: Selecting the cell


**LEARN MORE ABOUT
AUTOSUM**

You can watch this video to learn more about *AutoSum*:



<https://youtu.be/4MxeY2m-hcl>

1. On the *Home* tab, in the *Editing* group, select the arrow next to the *AutoSum* command. Choose the required function, which in this case, Amy will choose *Average*.

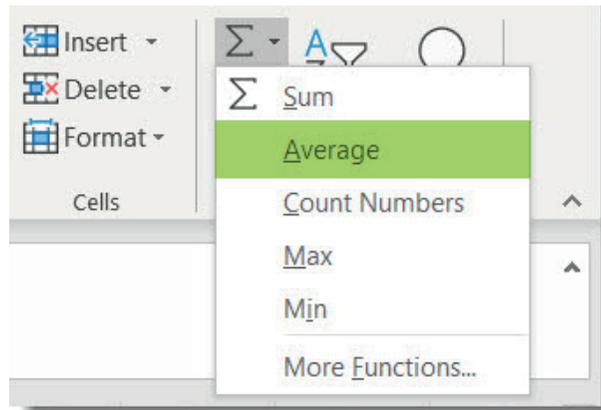


Figure 11.12: *AutoSum* function

2. Excel will insert the function into the selected cell, and automatically select the cell range for the argument. In this example, B3:B9 was selected to calculate the average cost.

	A	B	C	D
1	Chocolate cake			
2	Ingredients	Cost		
3	Flour	R20,00		
4	Butter	R15,00		
5	Sugar	R20,00		
6	Eggs	R17,00		
7	Baking powder	R5,00		
8	Cocoa powder	R25,00		
9				
10	Average	=AVERAGE(B3:B9)		
11				

Figure 11.13: *Function inserted*

If the spreadsheet application you are using uses the incorrect cell range, you can manually enter or use the mouse, to select the correct cell range into the argument.

3. On your keyboard, press *Enter*. The function will be calculated and the result will appear in the selected cell. In this example, the average of B3:B9 will be R17.

	A	B	C	D
1	Chocolate cake			
2	Ingredients	Cost		
3	Flour	R20,00		
4	Butter	R15,00		
5	Sugar	R20,00		
6	Eggs	R17,00		
7	Baking powder	R5,00		
8	Cocoa powder	R25,00		
9				
10	Average	R17,00		
11				

Figure 11.14: *Result*



Activity 11.1

1. Open the *Act 11_1a* spreadsheet, which includes a summary of the gallery's sales:
 - a. Insert a function in J3 to calculate the average amount spent (Column G) by the participants.
 - b. Add a function in J4 to calculate the total number of days it took to sell the participants' art pieces (Column F).
 - c. Insert a function in cell J5 to determine the average commission that the participants received (Column E).Save and close the workbook.
2. Open the *Act 11_1b* spreadsheet.
 - a. Calculate the average distance jumped by the first five participants in the long jump event.
 - b. Which one of the participants in the whole set of data jumped the longest had the highest distance? Calculate the answer in B47 using the MAX function and type your answer in cell B47.
 - c. Which one of the participants performed worst in this data set? Use the MIN function to calculate this. Type your answer in cell D46.Save and close the spreadsheet.

MULTIPLE ARGUMENTS

Multiple arguments have to be separated by a comma. For example, in the function `=SUM(C1:C5, E1:E3, F1:F4)`, there are three arguments, as shown in the different colours. The function will add all the values of the cells from three arguments.

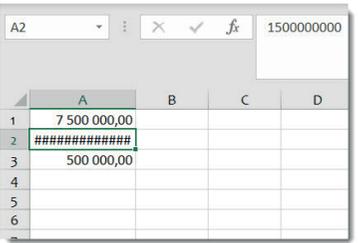
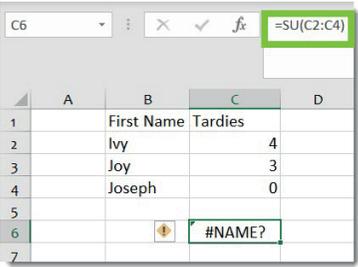
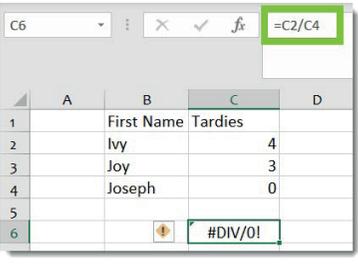
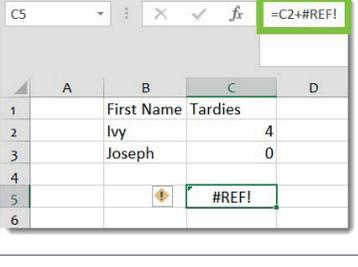
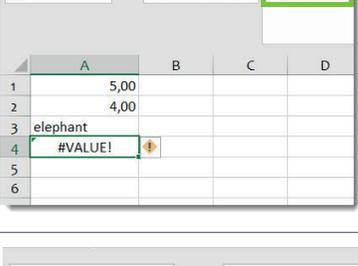
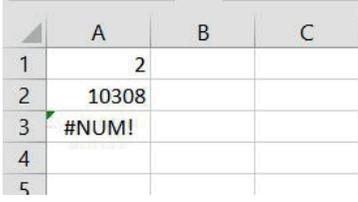
	A	B	C	D	E
1			10	11	9
2			13	12	8
3			22	52	3
4			11		1
5			8		
6					
7			<code>=SUM(C1:C5;D1:D3;E1:E4)</code>		
8			SUM(number1; [number2]; ...)		
9					
10					
11					
12					
13					

Figure 11.15: Working with multiple arguments

ERROR INDICATORS

In some instances, when you enter spreadsheet formulas you might get **error indicators**, which are shown in the table on the following page. Some of these errors could refer to functions that you will learn about later on.

Table 11.2: Common error indicators

INDICATOR	WHY DOES IT HAPPEN?	HOW CAN IT BE FIXED?	EXAMPLE
####	This means that the column is not wide enough to display the numerical cell contents.	You should widen the column.	 <p>A screenshot of an Excel spreadsheet. The formula bar shows '150000000'. The spreadsheet has columns A, B, C, and D. Row 1: A=7 500 000,00, B=, C=, D=. Row 2: A=#####, B=, C=, D=. Row 3: A=500 000,00, B=, C=, D=. Row 4: A=, B=, C=, D=. Row 5: A=, B=, C=, D=. Row 6: A=, B=, C=, D=.</p>
#NAME!	This is when an incorrect function name is used.	Make sure the spelling of the function names is correct.	 <p>A screenshot of an Excel spreadsheet. The formula bar shows '=SU(C2:C4)'. The spreadsheet has columns A, B, C, and D. Row 1: A=, B=First Name, C=Tardies, D=. Row 2: A=, B=Ivy, C=4, D=. Row 3: A=, B=Joy, C=3, D=. Row 4: A=, B=Joseph, C=0, D=. Row 5: A=, B=, C=, D=. Row 6: A=, B=, C=#NAME!, D=. Row 7: A=, B=, C=, D=.</p>
#DIV/0!	This is when the formula tries to divide by 0, or by a cell reference with no value. This is not possible in Mathematics.	Correct the cell reference so that it can refer to the correct cell reference.	 <p>A screenshot of an Excel spreadsheet. The formula bar shows '=C2/C4'. The spreadsheet has columns A, B, C, and D. Row 1: A=, B=First Name, C=Tardies, D=. Row 2: A=, B=Ivy, C=4, D=. Row 3: A=, B=Joy, C=3, D=. Row 4: A=, B=Joseph, C=0, D=. Row 5: A=, B=, C=, D=. Row 6: A=, B=, C=#DIV/0!, D=.</p>
#REF!	This error occurs when the cell reference is not valid anymore, i.e. if the cell is deleted.	Make sure the correct cell reference is used.	 <p>A screenshot of an Excel spreadsheet. The formula bar shows '=C2+#REF!'. The spreadsheet has columns A, B, C, and D. Row 1: A=, B=First Name, C=Tardies, D=. Row 2: A=, B=Ivy, C=4, D=. Row 3: A=, B=Joseph, C=0, D=. Row 4: A=, B=, C=, D=. Row 5: A=, B=, C=#REF!, D=. Row 6: A=, B=, C=, D=.</p>
#VALUE!	This occurs when the cells have an incorrect data type, i.e. words rather than numbers for a calculation.	Make sure the cell value is correct.	 <p>A screenshot of an Excel spreadsheet. The formula bar shows '=A1+A2+A3'. The spreadsheet has columns A, B, C, and D. Row 1: A=5,00, B=, C=, D=. Row 2: A=4,00, B=, C=, D=. Row 3: A=elephant, B=, C=, D=. Row 4: A=#VALUE!, B=, C=, D=. Row 5: A=, B=, C=, D=. Row 6: A=, B=, C=, D=.</p>
#NUM!	Performing an impossible calculation: A number is too big or too small.	Make sure the correct cell values are used.	 <p>A screenshot of an Excel spreadsheet. The spreadsheet has columns A, B, and C. Row 1: A=2, B=, C=. Row 2: A=10308, B=, C=. Row 3: A=#NUM!, B=, C=. Row 4: A=, B=, C=. Row 5: A=, B=, C=.</p>



Activity 11.2

1. Study the screenshot of the spreadsheet below and answer the questions that follow:

MEGARITE FOOD SUPPLIERS				
Invoice no: 267458				
Address: 60 Armstrong Ave Durban 4001			Contact: 0311112000 E-Mail: mega@food.co.za	
Date		07-May-2017		
Item	Unit Price	Quantity	Discount	Total Cost
Chicken	R22,00	20	R20,00	R420,00
Ground Beef	R65,00	14	R15,00	R895,00
Potatoes	R25,00	16	R0,00	R400,00
Rice	R50,00	41	R12,00	R2 038,00
Carrots	R12,00	35	R0,00	R420,00
Fish	R42,00	28	R7,00	R1 169,00
Eggs	R30,00	52	R0,00	R1 560,00
Amount Due:			#####	

- What formatting technique was used to ensure that the supplier's name appears across Columns A to E?
- Give one reason why the # sign is displayed in cell D19 and explain how this can be resolved.
- What term is used to refer to a series of cells?
- Write down the formula that was used to calculate the total cost found in cell E11.
- Explain why the contact number in cell E5 was formatted as text.

REVISION ACTIVITY

Open the *RA_11* spreadsheet that contains statistical data about the VMA Awards.

- Work in the *Rewards* worksheet.
 - Merge and centre the text in cells A1:F1. (2)
 - Set the row height to 60 pt and increase the font size of the heading to 26 pt. (2)
 - Shade the background of row 1 to light green. (2)
- Use a function in the following cells to determine the total awards received by: (8)
 - Cell G10 – Adele
 - Cell G20 – Beyoncé
 - Cell G27 – Drake
 - Cell G30 – Justin Bieber
- By using a function in cell D32, determine which artist received the most nominations and in cell F32, which artist received the most awards. (2)
Save the worksheet.

... continued

REVISION ACTIVITY

... continued

4. Open the *Films* worksheet. (8)
- Ensure that all the data is visible in Column B.
 - Use *AutoFill* to complete the numbering in Column A.
 - Add a function in cell D26 to determine the average cost per film, using the data in Column D.
 - Use a function in cell E27 to add the total to the total cost of renting all the films, as displayed in Column E.
 - Insert a function in cell E28 to determine the film that costs the least to rent. Save and close the file.

Open the *RA_11 Errors* spreadsheet.

5.
 - In sheet 1, correct the function in Column C so that it shows the average of each student's marks. (2)
 - Use the correct function in cell F14 so that it calculates the minimum value of the column. (2)
 - On sheet 2, change the spreadsheet so that ##### does not appear anywhere in the sheet. (2)
 - Fix the #VALUE error in the worksheet. (2)
 - Correct the function in cell E14 so that it calculates the total of Column E. (2)
 Save and close the file.

TOTAL: [34]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Distinguish between a formula and a function?		
2.	Use basic functions in a spreadsheet application?		
3.	Understand what the different error indicators mean and why they occur?		
4.	Fix basic error indicators?		

ADVANCED FUNCTIONS IN SPREADSHEETS

CHAPTER 12

CHAPTER OVERVIEW

Unit 12.1 More functions

Unit 12.2 Sorting

By the end of this chapter, you will be able to: 

- Use new basic functions.
- Use relational operators.
- Use the COUNTIF, COUNTA, COUNTBLANK functions.
- Round numbers.
- Use the *Sort* function.

INTRODUCTION

In this chapter, you will learn more about the different functions in spreadsheets. You will also learn about using rounding numbers, as well as the different types of sorting methods.

Table 12.1: *More basic functions*

FUNCTION	DESCRIPTION
=TODAY()	Using this function inserts the current date.
=RANDBETWEEN()	This function generates a random number in a cell, according to a set of criteria.
=MEDIAN(B2:B10)	This function shows the middle number in the cell range.
=MODE(B2:B10)	This function will show the most frequent value in the cell range.
=COUNTA(B2:B10)	This function will count the number of cells that are not empty in a cell range.
=COUNTBLANK(B2:B10)	This function will count the number of cells that are empty in a cell range.
=COUNTIF(B2:B10)	This function will count the number of cells that meet a specific criterion. For example, this function will count the number of times a certain item was bought in a shop during the day.

INSERTING THE DATE

To insert a date so that it updates every time you open the spreadsheet, we use the *TODAY* function.

In this example, we will insert the date in cell A1.

1. Open a blank workbook.
2. In cell A1 insert the function: =TODAY().

	A	B	C	D
1	=TODAY()			
2				
3				
4				
5				
6				
7				

	A	B	C
1	2019/01/27		
2			
3			
4			
5			

3. The date will automatically be inserted.
4. Save and close the file as *Today_Function.xlsx*

Earlier on, you learnt about basic functions. In this section, we will extend our knowledge on the other types of basic functions.

COUNTIF FUNCTION AND RELATIONAL OPERATORS

The *COUNT* function counts all the numerical data in a cell range. The *COUNTIF* function allows you to count the cells that meet a specific condition.

For example, if we apply the *COUNT* function to D3:D13, it will give us 11, since there are 11 cells in the selected cell range. However, if we use the *COUNTIF* function and set a specific criterion, for example count only the people who ordered two pairs should be counted, the formula would be `=COUNTIF(D3:D13,2)`. You will get a result of six, because only six people bought two pairs of shoes.

The screenshot shows a spreadsheet with the following data:

Basketball Shoes Order				
	Name	Grade	Shoe size	Number of pairs ordered
3	AA	10	7	2
4	BB	11	5	1
5	CC	10	7	2
6	DD	10	6	1
7	EE	11	10	2
8	FF	12	11	3
9	GG	12	10	2
10	HH	12	9	2
11	II	10	10	1
12	JJ	10	11	3
13	KK	10	12	2
15	COUNT			11
16	COUNTIF			6

The formula bar shows `=COUNTIF(D3:D13;2)`.

Figure 12.1: Using the *COUNT* and *COUNTIF* functions

The *COUNTIF* function can also be used to count the cells that contain a specific text value, such as, for example, the medium-sized (M) T-shirts that were ordered for a soccer team in Figure 12.2: `=COUNTIF(D3:D19,"M")`.

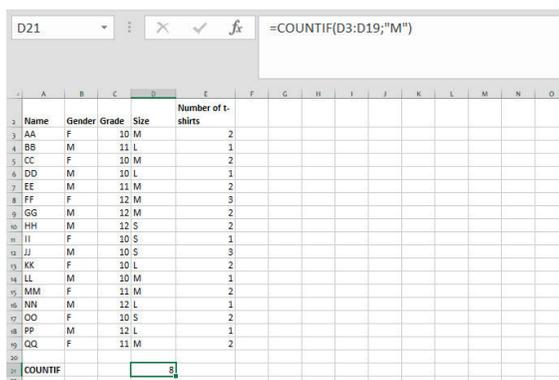


Figure 12.2: Using the *COUNTIF* function with text

Text has to be enclosed in quotation marks. In the example above, it shows that the cell range has eight cells containing the word (M). Therefore, when using the *COUNTIF* function, it should return a value of 8.

Activity 12.1

Open the *Act 12_1* spreadsheet. Work in the *Policy_Beleid* worksheet.

1. Insert a function in cell K4 to determine the number of schools that have policies against cyber-bullying.
2. Insert a function in cell K6 to determine all the schools from the Western Cape.
3. Select the worksheet, Marks in the file GA12.1
4. In cell B20, generate a random number between 80 and 100.
5. In cell B21, show the mark in the middle from the marks cell range.
6. In cell B22, show the mark most repeated in the cell range.
7. In cell B23, show the number of learners with marks.
8. In cell B24, show the number of learners with no marks.
9. In cell B25, show the number of learners with distinctions (marks equal and above 80)

RELATIONAL OPERATORS

The *COUNTIF* function can also be used to find values that are higher or lower than a specific number. This is why we make use of relational operators. There are six types of relational operators used in spreadsheet applications. This is shown in the table below.

Table 12.2: Relational operators

OPERATOR	DESCRIPTION
>	Greater than
<	Less than
=	Equal to
>=	Greater or equal than
<=	Equal to or less than
<>	Less than or greater than, but not equal to

Quotation marks are used to state the condition. Without the quotation marks, the equal to and greater than will just be considered a number. In this example, the result is 10. Ten cells had a value greater than one.

With a relational operator, we can compare two values to check if the relational expression is True or False. Using the example in Figure 12.2, we can use a relational operator to count only the cells that contain the values that are greater than one T-shirt purchased (TRUE). To do that, the function will look as follows: =COUNTIF(E3:E19,">1").

Guided Activity 12.1

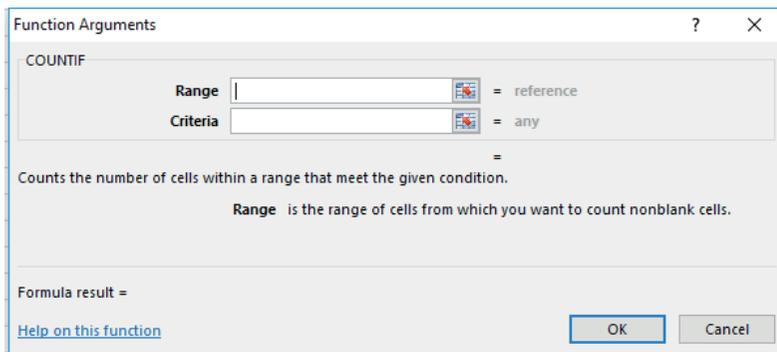


Figure 12.3: Working with relational operators

Open the file GA 12_1.

1. Use a COUNTIF function in cell E21 to calculate the numbers of shirt orders that are more than one.

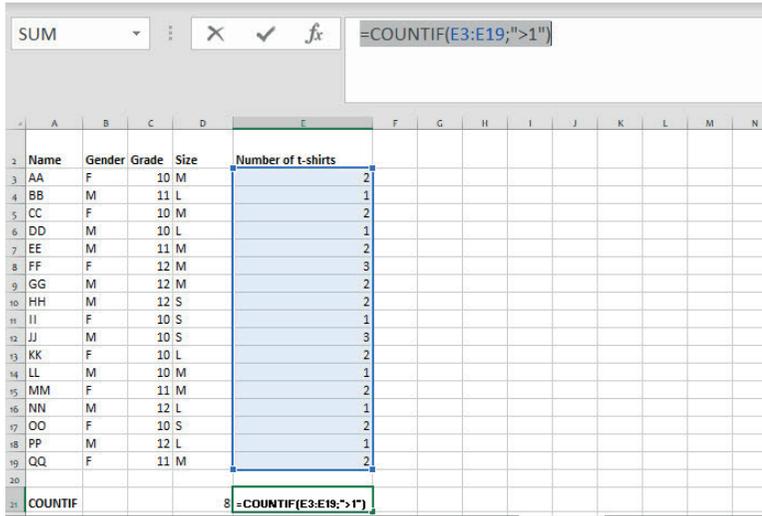


Figure 12.4: Entering the function

2. Press Enter on your keyboard. The result should appear in the selected cell.

Activity 12.2

1. Open the Act 12_2 spreadsheet. A bakery sells a number of different cakes. The number of each cake sold is shown in the Bakery worksheet.
2. Using the functions that you have learned and determine the following:
 - a. In cell B18 insert a function to find the biggest number of carrot cakes sold in one month. Enter the month in which this happened in cell C18.

... continued

Activity 12.2

... continued

- b. In cell B19 insert a function to find the biggest number of cakes sold between January and May. Write the month in which this happened in cell C19 and the type of cake in cell D19.
- c. In cell B20 insert a function to find the monthly sales figure which occurred most often in 2017. HINT: Use the MODE() function.
- d. In cell F13, use the COUNT function and count the number of carrot cakes sold in May.
- 3. Use the COUNTIF function to answer the following questions:
 - a. In cell B14, type in the correct function to calculate during which month or months were 18 or more vanilla cakes ordered.
 - b. In cell B15 insert a function to count how many times 15 or less cakes were ordered between January and May.
 - c. In cell B16 insert a function to determine how many times in 2017 the answer to 2(c) occurred. The answer to this question must update automatically if the answer to 2(c) changes.

ROUNDING NUMBERS

There are instances where you will need to round a number to the nearest whole number or decimal place. There are several ways to round a number in a spreadsheet. In this section, we will look at how to round numbers using cell formatting.

Note that this only changes the appearance (format) of the number. The number remains the same; it is just displayed differently.

ROUNDING NUMBERS WITH CELL FORMATTING

If you need to round numbers in a spreadsheet, you can change the formatting of the cell by doing the following:

Guided Activity 12.2

- 1. Open the spreadsheet *GA 12_2*.
- 2. Select the cells in Column E containing the Total.
- 3. Right click on the selected cells to open the *Format Cells* dialogue box. Or, you can press *Ctrl+1* to do the same, as seen in Figure 12.5:

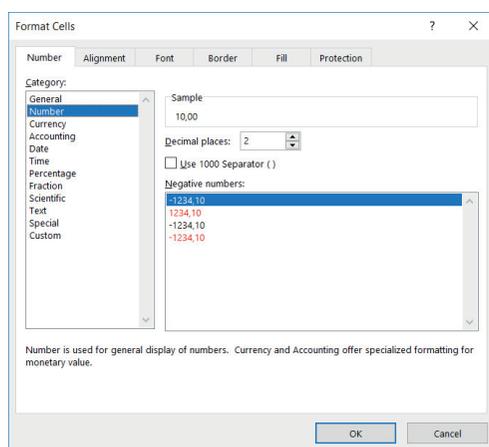


Figure 12.5: *Format Cells* dialogue box

... continued



Guided Activity 12.2

... continued

- In the *Format Cells* dialogue box, select either the *Number* or *Currency* tab. Specify the number of decimal places to which you want the values to be rounded off. In this example, we will choose "0". If you look at the *Sample* section, you will see a preview of how the rounded number will look.
- Select *OK* and this will save the changes. The dialogue box will close.

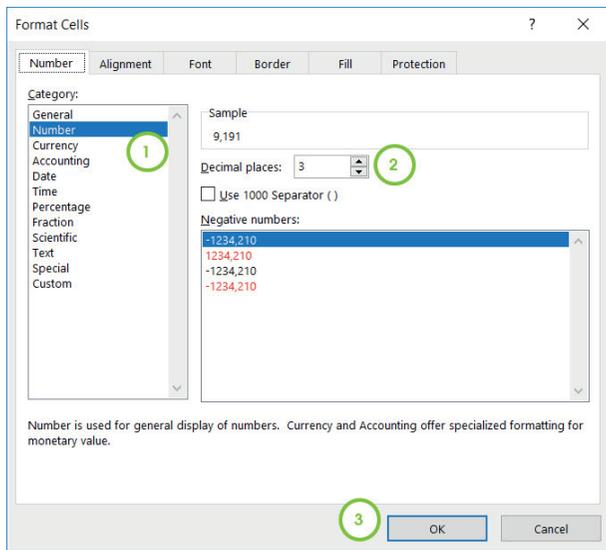


Figure 12.6: Round numbers using cell formatting

INCREASING OR DECREASING A DECIMAL ON THE RIBBON

- In the *12Bicycle* spreadsheet, go to the *Home* tab, in the *Number* group. You can increase or decrease the decimal. Change the *Account Balances* to 2 decimal places again.

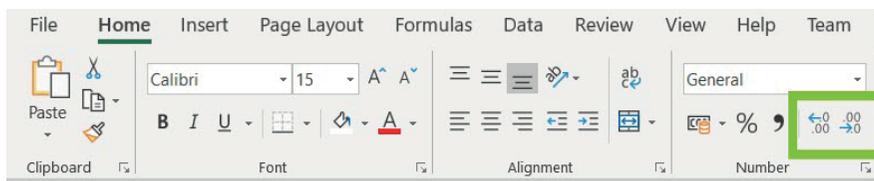


Figure 12.7: Increasing or decreasing the decimal



Activity 12.3

- Open the practice document *Act 12_3*.
- Insert a function in cell B14 to calculate the average of the cell range (B3:B12)
- Save the spreadsheet.

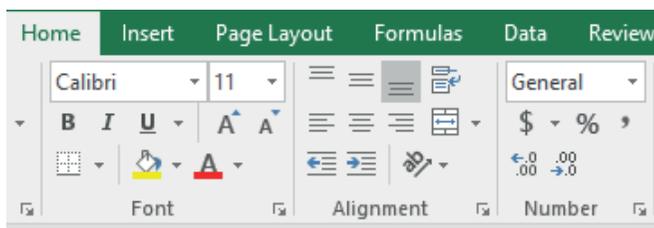


Figure 12.8: Calculating the average of a cell range in the Number group

Information across a row in a spreadsheet is usually related and should be kept together. **Sorting** in a spreadsheet is usually done by columns. When sorting, it is very important to keep the information organised in rows so that you do not mix up the data.

It is best to select the whole range when sorting only one column. In that way, the row data associated with that column will be kept together.

For example, when learners' names in a mark list are sorted, the marks of each learner have to be moved with the name.

SORTING A RANGE

Now we will look at how to sort a range using the following spreadsheet. We will sort according to the dates when the products were ordered. This is the safest way to sort a range.

Guided Activity 12.3

Open the file *GA 12_3*. To sort a range, you can do the following:

1. Select the cell range that you want to sort. In this example, we will select A2:H20.

	A	B	C	D	E
1	BICYCLE COMPONENT ORDERS	FULL NAME	EMAIL	ORDER RECEIVED	TOTAL
2	Frame: 6061 Aluminum	AMANDA CARTER	ac@mail.co.za	18/11/08	R749,99
3	Crankset: CC Urban Crankset	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R99,99
4	Bottom Bracket: Taper LE 108mm	NICO SMIT	ns@mail.co.za	19/01/10	R35,95
5	Pedals: Adventure Works CC Pedals	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R74,95
6	Chainrings: Crossing Guard 130	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R23,99
7	Rear Derailier: Adventure Works	AMANDA CARTER	ac@mail.co.za	18/12/13	R89,99
8	Cables: Deluxe	AMANDA CARTER	ac@mail.co.za	18/12/13	R16,95
9	Cassette: AW-950 11-34T	NICO SMIT	ns@mail.co.za	18/11/15	R36,56
10	Chain: AW-970 9 Speed	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R31,95
11	Shifters & Levers: AW SCR-5	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R39,15
12	Brakes: AW Forged Alloy	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R29,95
13	Handlebars: Alloy 31.8mm Bullhorn	NICO SMIT	ns@mail.co.za	19/01/10	R25,49
14	Stem: AWCS 110mm	AMANDA CARTER	ac@mail.co.za	18/11/20	R29,99
15	Tires: Puncture-resistant 700c x 230	NICO SMIT	ns@mail.co.za	19/01/10	R44,84
16	Hubs: Sealed Bearing Alloy 32H	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R33,50
17	Spokes: AW Champion 14g	AMANDA CARTER	ac@mail.co.za	18/11/23	R43,20
18	Rims: Double-Walled Alloy 32H	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R49,10
19	Seatpost: AW Standard	SOPLY WINTER	sw@mail.co.za	19/02/25	R40,78
20	Saddle: AW CC Leather	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R49,99

Figure 12.9: Select a range

2. On the *Data* tab, select *Sort*.

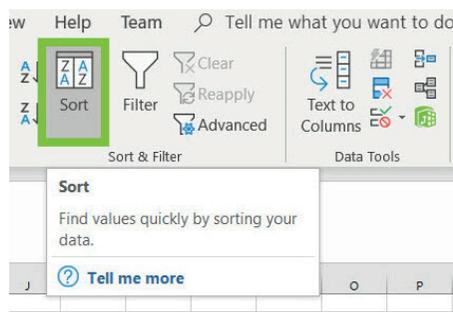


Figure 12.10: Sort

... continued



Guided Activity 12.3

... continued

- The *Sort* dialogue box will open. Choose the column you want to sort. In this example, we want to sort the data according to when the order was received. From the drop-down menu, we will select *Order received*.

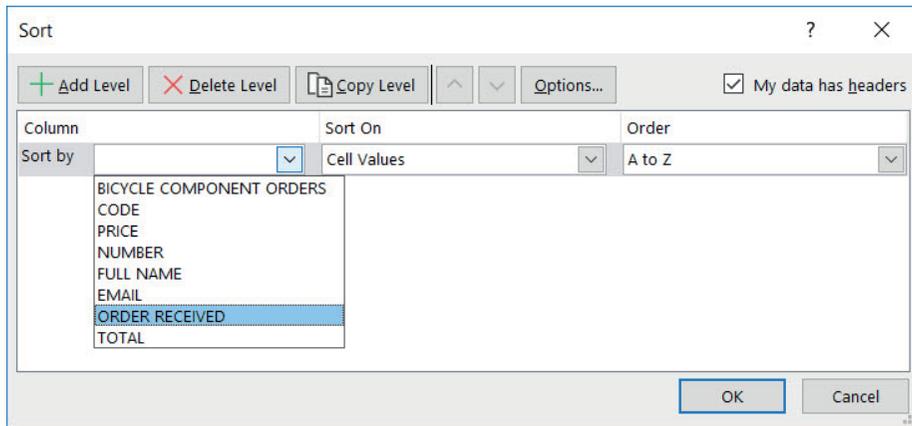


Figure 12.11: Sort dialogue box

- Decide the sorting order: *Ascending* or *Descending*.
- Once you are satisfied with the selection you have made, select *OK*.
- The cell range will be sorted by the selected column. In this example, the orders were sorted from the first order placed, to the most recent order placed. The row data has been moved accordingly.

	A	B	C	D	E
1	BICYCLE COMPONENT ORDERS	FULL NAME	EMAIL	ORDER RECEIVED	TOTAL
2	Frame: 6061 Aluminum	AMANDA CARTER	ac@mail.co.za	18/11/08	R749,99
3	Crankset: CC Urban Crankset	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R99,99
4	Rims: Double-Walled Alloy 32H	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R49,10
5	Cassette: AW-950 11-34T	NICO SMIT	ns@mail.co.za	18/11/15	R36,56
6	Stem: AWCS 110mm	AMANDA CARTER	ac@mail.co.za	18/11/20	R29,99
7	Spokes: AW Champion 14g	AMANDA CARTER	ac@mail.co.za	18/11/23	R43,20
8	Rear Derailleur: Adventure Works	AMANDA CARTER	ac@mail.co.za	18/12/13	R89,99
9	Cables: Deluxe	AMANDA CARTER	ac@mail.co.za	18/12/13	R16,95
10	Bottom Bracket: Taper LE 108mm	NICO SMIT	ns@mail.co.za	19/01/10	R35,95
11	Handlebars: Alloy 31.8mm Bullhorn	NICO SMIT	ns@mail.co.za	19/01/10	R25,49
12	Tires: Puncture-resistant 700c x 230	NICO SMIT	ns@mail.co.za	19/01/10	R44,84
13	Pedals: Adventure Works CC Pedals	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R74,95
14	Chain: AW-970 9 Speed	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R31,95
15	Shifters & Levers: AW SCR-5	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R39,15
16	Chainrings: Crossing Guard 130	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R23,99
17	Brakes: AW Forged Alloy	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R29,95
18	Hubs: Sealed Bearing Alloy 32H	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R33,50
19	Saddle: AW CC Leather	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R49,99
20	Seatpost: AW Standard	SOLLY WINTER	sw@mail.co.za	19/02/25	R40,78

Figure 12.12: Cell range sorted

- Save the file as *GA 12_4*.

SORTING A SHEET

In this example, we will sort the codes in Column B in alphabetical order.



Guided Activity 12.4

Open file *GA 12_4*.

1. Select the cell in the column that you want to sort. In this case, it will be Cell B2.

	A	B	C	D	E
1	BICYCLE COMPONENT ORDERS	FULL NAME	EMAIL	ORDER RECEIVED	TOTAL
2	Frame: 6061 Aluminum	AMANDA CARTER	ac@mail.co.za	18/11/08	R749,99
3	Stem: AWCS 110mm	AMANDA CARTER	ac@mail.co.za	18/11/20	R29,99
4	Spokes: AW Champion 14g	AMANDA CARTER	ac@mail.co.za	18/11/23	R43,20
5	Rear Derailier: Adventure Works	AMANDA CARTER	ac@mail.co.za	18/12/13	R89,99
6	Cables: Deluxe	AMANDA CARTER	ac@mail.co.za	18/12/13	R16,95
7	Crankset: CC Urban Crankset	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R99,99
8	Rims: Double-Walled Alloy 32H	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R49,10
9	Chainrings: Crossing Guard 130	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R23,99
10	Brakes: AW Forged Alloy	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R29,95
11	Hubs: Sealed Bearing Alloy 32H	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R33,50
12	Saddle: AW CC Leather	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R49,99
13	Pedals: Adventure Works CC Pedals	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R74,95
14	Chain: AW-970 9 Speed	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R31,95
15	Shifters & Levers: AW SCR-5	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R39,15
16	Cassette: AW-950 11-34T	NICO SMIT	ns@mail.co.za	18/11/15	R36,56
17	Bottom Bracket: Taper LE 108mm	NICO SMIT	ns@mail.co.za	19/01/10	R35,95
18	Handlebars: Alloy 31.8mm Bullhorn	NICO SMIT	ns@mail.co.za	19/01/10	R25,49
19	Tires: Puncture-resistant 700c x 230	NICO SMIT	ns@mail.co.za	19/01/10	R44,84
20	Seatpost: AW Standard	SOLLY WINTER	sw@mail.co.za	19/02/25	R40,78

Figure 12.13: *Sorting a column*

2. On the Ribbon, select the *Data* tab. From there, you can select the A–Z command to sort A to Z, or the Z–A command to sort Z to A. In this example, we will sort A to Z.

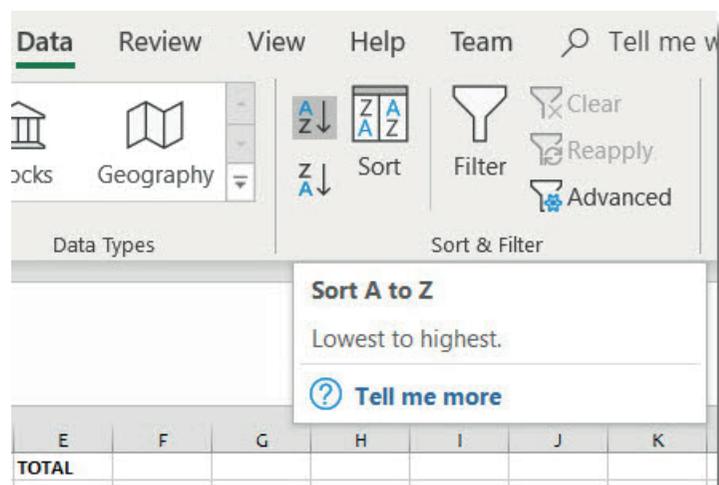


Figure 12.14: *Using the Sort function*

... continued



Guided Activity 12.4

... continued

- The worksheet will then be sorted according to the selected column. In this example, the worksheet is now sorted by full name. Remember to select all the cells that need to be included in the *Data Sort*. A *Custom Sort* can also be done to sort the data according to two criteria, for instance *Bicycle Component Orders* and *Total*. To add another level to sorting, select *Add level*.

	A	B	C	D	E
1	BICYCLE COMPONENT ORDERS	FULL NAME	EMAIL	ORDER RECEIVED	TOTAL
2	Bottom Bracket: Taper LE 108mm	NICO SMIT	ns@mail.co.za	19/01/10	R35,95
3	Brakes: AW Forged Alloy	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R29,95
4	Cables: Deluxe	AMANDA CARTER	ac@mail.co.za	18/12/13	R16,95
5	Cassette: AW-950 11-34T	NICO SMIT	ns@mail.co.za	18/11/15	R36,56
6	Chain: AW-970 9 Speed	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R31,95
7	Chainrings: Crossing Guard 130	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R23,99
8	Crankset: CC Urban Crankset	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R99,99
9	Frame: 6061 Aluminum	AMANDA CARTER	ac@mail.co.za	18/11/08	R749,99
10	Handlebars: Alloy 31.8mm Bullhorn	NICO SMIT	ns@mail.co.za	19/01/10	R25,49
11	Hubs: Sealed Bearing Alloy 32H	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R33,50
12	Pedals: Adventure Works CC Pedals	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R74,95
13	Rear Derailleur: Adventure Works	AMANDA CARTER	ac@mail.co.za	18/12/13	R89,99
14	Rims: Double-Walled Alloy 32H	EDWIN KHUMALO	ek@mail.co.za	18/11/09	R49,10
15	Saddle: AW CC Leather	GEORGE PLAATJIES	gp@mail.co.za	19/02/22	R49,99
16	Seatpost: AW Standard	SOLLY WINTER	sw@mail.co.za	19/02/25	R40,78
17	Shifters & Levers: AW SCR-5	NATASHA NAIDOO	nn@mail.co.za	19/01/11	R39,15
18	Spokes: AW Champion 14g	AMANDA CARTER	ac@mail.co.za	18/11/23	R43,20
19	Stem: AWCS 110mm	AMANDA CARTER	ac@mail.co.za	18/11/20	R29,99
20	Tires: Puncture-resistant 700c x 230	NICO SMIT	ns@mail.co.za	19/01/10	R44,84

Figure 12.14: Column sorted



Activity 12.4

- Open the practice document *Act 12_4*.
- Sort the data according to the date the product was first ordered. Display the newest orders first.
Tip: Use column C
- Then sort the worksheet alphabetically according to surname as well as by name.
- Save the spreadsheet.

REVISION ACTIVITY

- Open the *RA_12* spreadsheet. Work in the *Filter* worksheet.
 - Filter the data in the worksheet to display the countries with "Good" air quality description. (1)
 - Sort from largest to smallest by 'Urban population coverage (%)' (1)
- Work in the *Mass_Massa* worksheet. The data shows the results of an inter-class recycling project.
 - In cell B3 insert a function to display the current date. (1)
 - Insert a function in cell A25 to display the number of classes who participated in the project. (2)
 - Add a function to cell B25 to display the average mass of paper collected. Do the same in cells C25 to E25 to display the average mass of plastic, cans and glass collected. (4)
 - Insert a function in cell F25 to display the total mass of recycling (column F) collected. (2)

... continued

REVISION ACTIVITY

... continued

- e. Each class received either a backpack or a T-shirt. Insert a function in cell H25 to determine how many classes received a T-shirt. Do the same in cell H27 to show how many classes received a backpack. (6)
 - f. Column J contains the cost for one backpack or one T-shirt. Format the data to display the amounts as Currency (R) and as whole numbers, i.e. with no decimal points. (2)
 - g. Use formulas to calculate the costs of the rewards given to the learners:
 - i. In cell K7 add a formula to calculate the Subtotal. Copy the formula down the rest of the column. (2)
 - ii. In cell L7 add a formula to calculate the VAT at 15%. Copy the formula down the rest of the column. (2)
 - iii. Cost In cell M7 add a formula to calculate the total cost. Copy the formula down the rest of the column. (3)
 - h. Format all amounts in Columns K, L & M to display in South African Rands correct to two decimal places. (1)
3. Work in the Countries_Lande worksheet
- a. Insert a function in cell G3 to determine the value for the most frequently occurring population coverage (%) in Column D. (2)
 - b. Insert a function in cell G4 to determine the value that will appear in the middle of the numbers given in Column B. (2)
 - c. Insert a function in cell G5 to display a random number between 0 and 20. (3)
 - d. Insert a column to the left of Column A. Use *AutoFill* in Column A to number all the countries from **1 to 90**. (2)
 - e. Sort the data in Column B so that the countries are displayed in alphabetical order. (2)
- Save and close the file.

TOTAL: [38]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU ...	YES	NO
1.	Use the COUNTIF, COUNTA, COUNTBLANK functions?		
2.	Can you use the RANDBETWEEN, MEDIAN and MODE functions?		
3.	Use relational operators?		
4.	Round numbers using cell formatting?		
5.	Sort a column in a spreadsheet application?		

WORKBOOKS AND WORKSHEETS

CHAPTER OVERVIEW

Unit 13.1 Working with sheets

By the end of this chapter, you will be able to: 

- Rename worksheets.
- Give a worksheet a tab colour.
- *Hide/Unhide* worksheets.
- Insert headers and footers.
- Print a worksheet.

INTRODUCTION

Workbooks, by default, usually have three sheets, named automatically: *Sheet 1*, *Sheet 2* and *Sheet 3*.

It is easy to get confused with sheet names. Renaming these sheets will help solve this problem.

13.1 Working with sheets

In this section, we will look at how to rename a sheet, insert headers and footers, as well as look at how to print a worksheet.

RENAMING SHEETS

Guided Activity 13.1

Open the spreadsheet *GA 13_1* to rename a specific worksheet, you can do the following:

1. At the bottom of the screen, Right-click on the appropriate sheet tab. A menu will pop up. Select *Rename*.



Figure 13.1: Renaming a worksheet

2. Type the name that you want to give to the worksheet.
3. Press *Enter* on your keyboard, or select anywhere outside the tab. The worksheet will be renamed.



Figure 13.2: Renamed worksheet

HIDE AND UNHIDE WORKSHEETS

Sometimes not all of the sheets need to be displayed. It is possible to hide sheets and unhide them again when needed. Refer to the following activity to see how it is done.



Guided Activity 13.2

To hide a sheet, you can do the following:

1. Work in *GA 13_1*. Select *Sheet2* that you want to hide.
2. Right click on the sheet.
3. From the menu that appears, select *Hide*.

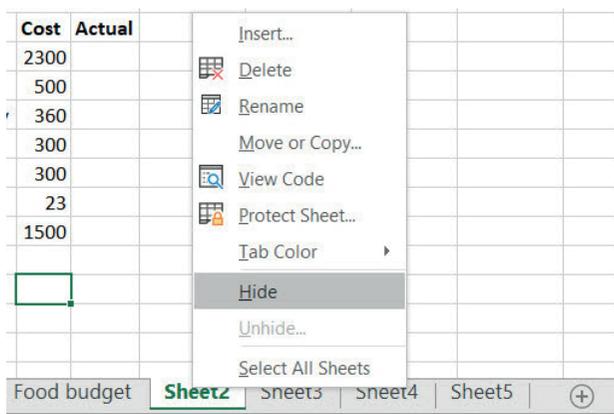


Figure 13.3: Hide command



Guided Activity 13.3

To unhide a sheet, you can do the following:

- On the bottom tab, right click on any sheet tab.
- From the menu, select *Unhide*.
- The hidden sheet will then appear.

TAB COLOUR

To add tab colour, you can do the following:

1. Right click the sheet tab.
2. From the menu, select *Tab Color*. From the *Theme Colors*, select the colour you want.

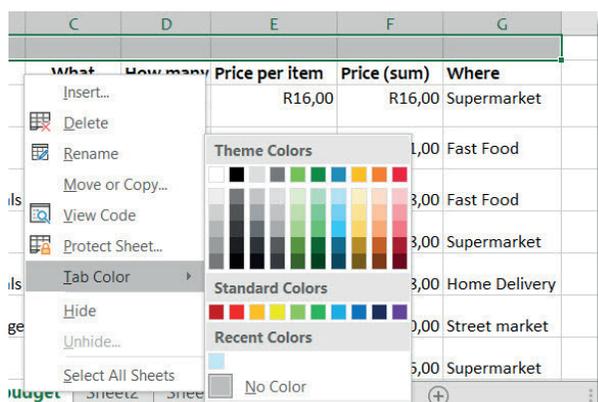


Figure 13.4: Using Tab Color



Something to know

Something to keep in mind is that if you have hidden several sheets, a list of all the hidden sheets will be displayed. Select only the sheet you want to unhide.



Activity 13.1

1. Open the *Act 13_1* spreadsheet that contains statistical data about the VMA Awards.
 - a. Rename the worksheet to *Awards*.
 - b. Change the tab colour of the worksheet in (a) to light green.
 - c. Hide the *Graph* sheet.
 - d. In column G display the total number of Awards in Column G for each artist. Use a function.
 - e. Save this workbook.

HEADERS AND FOOTERS

A header is found in the top margin of a worksheet and the footer is found in the bottom margin. Headers and footers are only visible in the *Page Layout* view, not in the *Normal* view of a worksheet.

Headers and footers could contain information, such as:

- Page number
- Date
- Workbook name

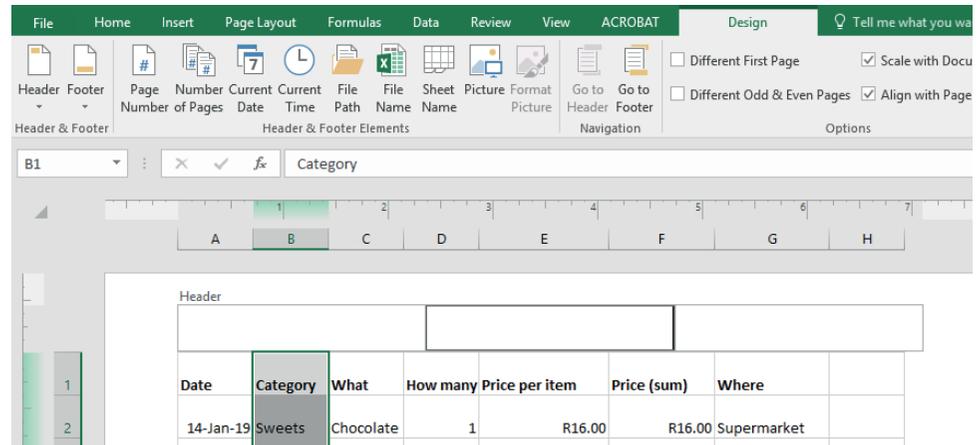


Figure 13.5: Header



Figure 13.6: Footer



Guided Activity 13.4

Keep on working in the same file *GA 13_1*. To insert a header or footer, you can do the following:

1. Navigate to the bottom right-hand side of the workbook. Select the *Page Layout* view command. The worksheet will then be shown in the *Page Layout* view.

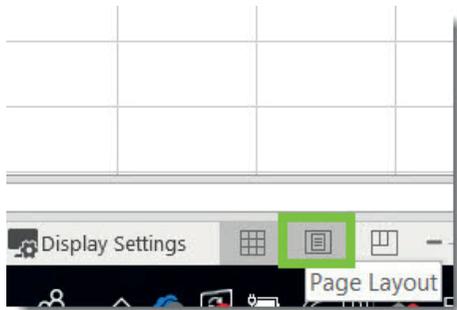


Figure 13.7: *Page Layout* command

2. Select inside the area (left, middle or right) in the header or footer that you want to format. In this example, we will modify the header at the top of the page.

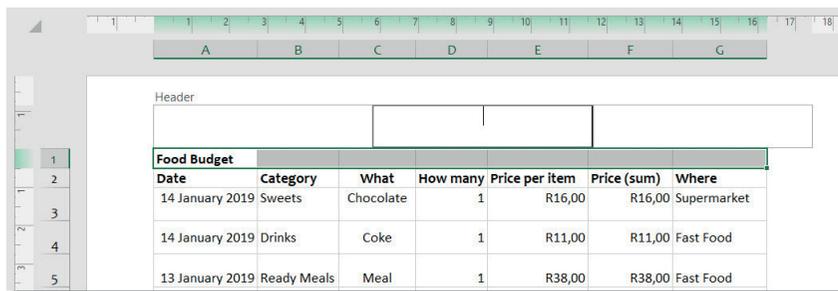


Figure 13.8: *Header or footer*

3. The *Header & Footer Tools* tab will appear in the Ribbon. From here, you can add page numbers, dates, workbook names and so on. In this example, we will add page numbers to the header.

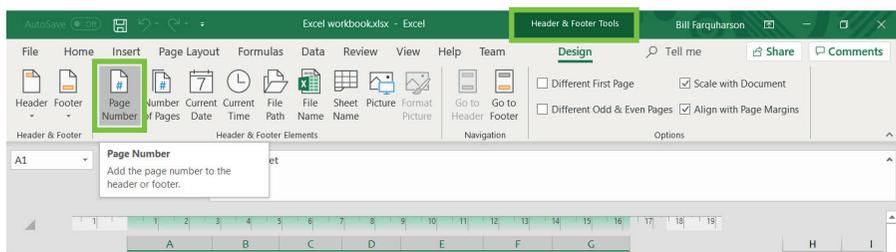


Figure 13.9: *Header & Footer Tools*

4. It will insert a placeholder *and the [page]*. Select outside of the header area to see the result.

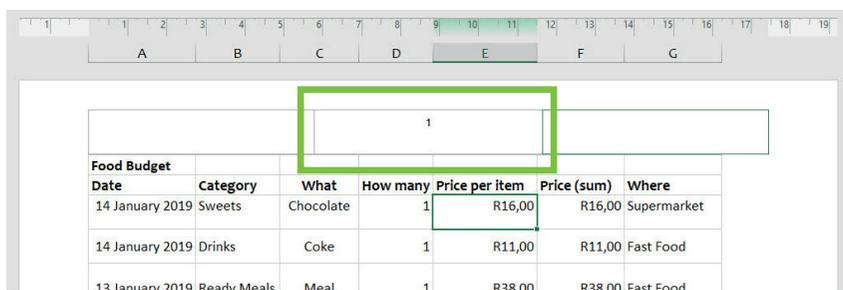


Figure 13.10: *Header page numbers*



Take note

When you return to the *Normal View*, the header and footer will not be visible. Only when you print or work in the *Page Layout View*, you will see it again.

PRINTING WORKSHEETS

PRINT AREA

A print area is one or more ranges of cells that you can select to print instead of printing the whole worksheet. To use the Print area, you can do the following:

1. Select the cells that you want to use as the *Print Area*.
2. On the *Page Layout* tab, in the *Page Setup* group, select *Print Area*. Then select *Set Print Area*.

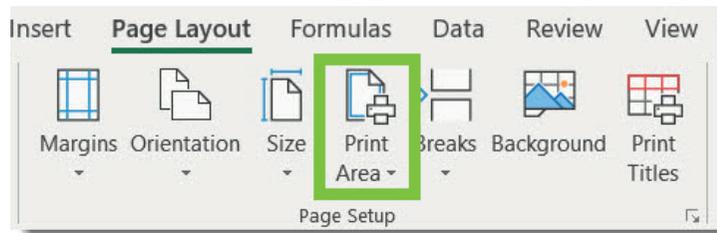


Figure 13.11: *Print Area*

HEIGHT AND WIDTH OPTIONS

If the worksheet has too many columns or rows, you can scale the worksheet by using the *Scale to Fit* options. This will reduce the size of the worksheet, so that it is printed on one page.

1. On the *Page Layout* tab, in the *Scale to Fit* options, select the width and height that you want.

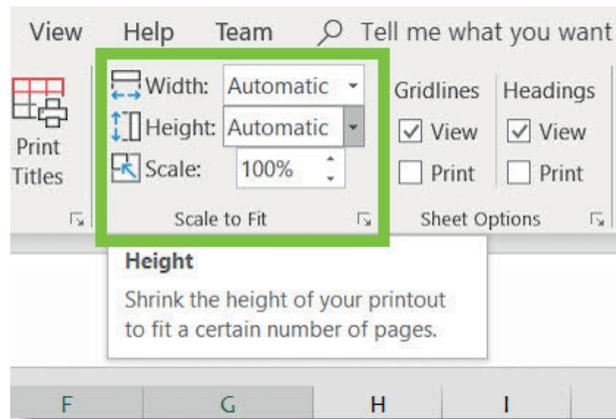


Figure 13.12: *Changing height and width options*

ADDITIONAL PRINT SETTINGS!

The worksheet print settings are very similar to the word-processing settings. Just to give you an idea of the different settings, have a look at the following section:

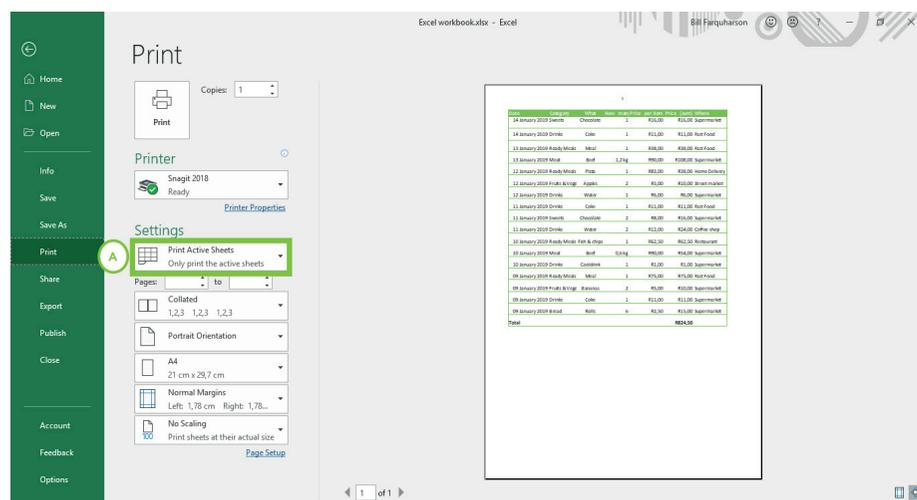


Figure 13.13: Printer interface

A: This is the *Print Range*. You can decide if you want to print the *active sheets*, the *entire workbook*, or a *selection* of worksheets.



Something to know

Using the shortcut *Ctrl+P*, you can access the *Print* pane.



Activity 13.2

1. Open the spreadsheet *Act 13_2*.
 - a. Rename *Sheet1* to *Grade 10*.
 - b. Add page numbers to appear on the left in the footer.
 - c. Change the page orientation to *Landscape*.
 - d. Highlight the data in Column E by shading it in yellow to emphasise the *Total:150*.
 - e. Save the file.

REVISION ACTIVITY

Open the *Chapter 13_Revision Activity* spreadsheet.

1. Do the following:
 - a. Delete *Sheet1* since it is no longer needed. (1)
 - b. Create a new sheet and name it *Population*. (2)
 - c. *Unhide* the *Foreign* worksheet. (1)
 - d. Rename the *Foreign* worksheet to *Worksheet 1*. (1)
2. Change the tab colour of the *Summary_Opsom* sheet to light blue. (1)
 - a. Add the worksheet name as a field in the left section of the header. (3)
 - b. In the middle section of the footer, add page numbers. (2)
3. Rename the *Visit_Besoek* worksheet to *Visitors*. (1)
 - a. Set the print area to print the range A1:H3. (2)
 - b. Ensure that the gridlines will print. (1)
 - c. Use a spreadsheet feature to ensure that all the data will fit onto one sheet. (2)

Do NOT print the spreadsheet.

Save and close the spreadsheet.

TOTAL: [17]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Rename worksheets?		
2.	<i>Hide/Unhide</i> worksheets?		
3.	Add a tab colour to a worksheet?		
4.	Print a worksheet?		
5.	Insert headers and footers in a worksheet?		

GRAPHS IN SPREADSHEETS

CHAPTER OVERVIEW

Unit 14.1 Types of graphs

Unit 14.2 Inserting a graph

Unit 14.3 Basic integration in graphs

Unit 14.4 Troubleshooting

By the end of this chapter, you will be able to:

- Describe what pie, line, column and bar graphs are.
- Understand the purpose of each of these graphs and where they are best used.
- Create and format a graph in a spreadsheet application.
- Interpret information from a graph.
- Use basic integration techniques.
- Troubleshoot spreadsheet problems.

INTRODUCTION

Graphs or **charts** are the visual representation of the data in a worksheet. When dealing with worksheets, it might be difficult to interpret large amounts of data by just looking at it. By creating a graph, the data is interpreted graphically and made easier for you to understand trends and comparisons. An example is shown below.

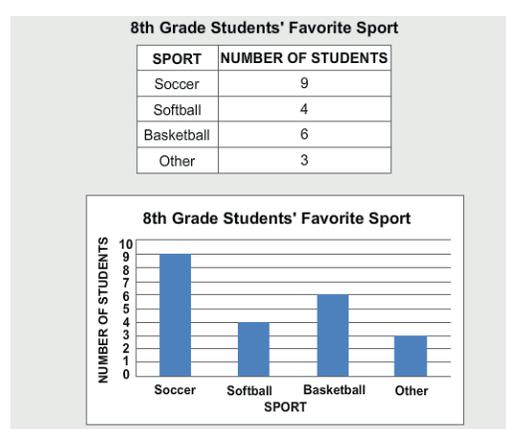


Figure 14.1: Data created into a graph

Understanding how to use the different types of graphs can help you when analysing data for your PAT.

Take note

Note we use the words “graph” and “chart” interchangeably in this textbook.

14.1 Types of graphs

A spreadsheet application has different types of graphs to use. Certain graphs are best suited for specific sets of data. You need to decide which type of graph best suits your data set. In this section, we will look at the different graphs and what they are used for.

Table 14.1: Types of graphs

NAME OF CHART	USE OF CHART	IMAGE																						
Column graph	Column graphs use vertical bars to represent data. These graphs can be used for various sets of data, but they are best used when comparing information.	<table border="1"> <caption>Interschool Athletics Points for Long Jump</caption> <thead> <tr> <th>Team</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>GWS</td> <td>14</td> </tr> <tr> <td>WSG</td> <td>22</td> </tr> <tr> <td>SWG</td> <td>34</td> </tr> <tr> <td>ABC</td> <td>30</td> </tr> <tr> <td>FOB</td> <td>28</td> </tr> </tbody> </table>	Team	Points	GWS	14	WSG	22	SWG	34	ABC	30	FOB	28										
Team	Points																							
GWS	14																							
WSG	22																							
SWG	34																							
ABC	30																							
FOB	28																							
Line graph	Line graphs have data points that are connected with lines. This makes it easier for the reader to see if the values are increasing or decreasing over a period of time. This type of graph is best used when trying to show trends	<table border="1"> <caption>Interschool Athletics Points for Long Jump (Line Graph)</caption> <thead> <tr> <th>Team</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>GWS</td> <td>14</td> </tr> <tr> <td>WSG</td> <td>22</td> </tr> <tr> <td>SWG</td> <td>34</td> </tr> <tr> <td>ABC</td> <td>30</td> </tr> <tr> <td>FOB</td> <td>28</td> </tr> </tbody> </table>	Team	Points	GWS	14	WSG	22	SWG	34	ABC	30	FOB	28										
Team	Points																							
GWS	14																							
WSG	22																							
SWG	34																							
ABC	30																							
FOB	28																							
Pie graph	A pie graph, just like the name, is the shape of a "pie" with slices. Each <i>sector</i> (slice) is a value shown in the pie, making it easy to see which values make up the <i>percentage of a whole</i> . Pie graphs are best used to compare proportions. A pie graph shows data distribution.	<table border="1"> <caption>Girls and Boys in Grade 10</caption> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Number of boys</td> <td>61%</td> </tr> <tr> <td>Number of girls</td> <td>39%</td> </tr> </tbody> </table>	Gender	Percentage	Number of boys	61%	Number of girls	39%																
Gender	Percentage																							
Number of boys	61%																							
Number of girls	39%																							
Bar graphs	Bar graphs are similar to column graphs, but use horizontal bars instead of vertical bars. They are best used when comparing information or track changes over time.	<table border="1"> <caption>Test 1 Results</caption> <thead> <tr> <th>Name</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Electra Wild</td> <td>55%</td> </tr> <tr> <td>Richard Leech</td> <td>65%</td> </tr> <tr> <td>Glint Paper</td> <td>45%</td> </tr> <tr> <td>Andrew Bucket</td> <td>80%</td> </tr> <tr> <td>Ricket Joints</td> <td>50%</td> </tr> <tr> <td>Andy James</td> <td>35%</td> </tr> <tr> <td>Rain Light</td> <td>80%</td> </tr> <tr> <td>Mary Lam</td> <td>85%</td> </tr> <tr> <td>Jade Box</td> <td>60%</td> </tr> <tr> <td>Bernard Towel</td> <td>70%</td> </tr> </tbody> </table>	Name	Percentage	Electra Wild	55%	Richard Leech	65%	Glint Paper	45%	Andrew Bucket	80%	Ricket Joints	50%	Andy James	35%	Rain Light	80%	Mary Lam	85%	Jade Box	60%	Bernard Towel	70%
Name	Percentage																							
Electra Wild	55%																							
Richard Leech	65%																							
Glint Paper	45%																							
Andrew Bucket	80%																							
Ricket Joints	50%																							
Andy James	35%																							
Rain Light	80%																							
Mary Lam	85%																							
Jade Box	60%																							
Bernard Towel	70%																							

GRAPH INTERFACE

The following images show the different parts of a graph. This will help you to understand graphs a bit better before moving on to creating a graph.



Figure 14.2: Graph interface

The parts of the graph are as follows:

Table 14.2: Parts of a graph

A	Graph title: This is the title of the graph that shows the reader what the graph is illustrating.
B	Vertical axis (y-axis): The vertical axis shows and measures the value of the columns. In this example, it will be the number of points each team got.
C	The title of the vertical axis is shown in C.
D	This shows the bar in the bar graph.
E	This is the horizontal axis, or the x-axis: The horizontal axis shows the categories of the graph. In this example, it shows us the team names.
F	The horizontal axis title is shown with the letter F.
G	Legend: This shows which data series each colour in the graph represents.
H	Data labels: This shows the different data points in a graph. It helps you identify the different data points easily.



LEARN MORE ABOUT GRAPHS

To learn more about graphs, watch the following video:



https://youtu.be/_Wu7jYTr1Pk

When drawing a graph from data, it is usually shown in the following format:

Table 14.3: Number of points each grade scored in interschool athletics

TEXT/LABELS	NUMERICAL VALUES
Grade 8	14
Grade 9	24
Grade 10	18
Grade 11	32

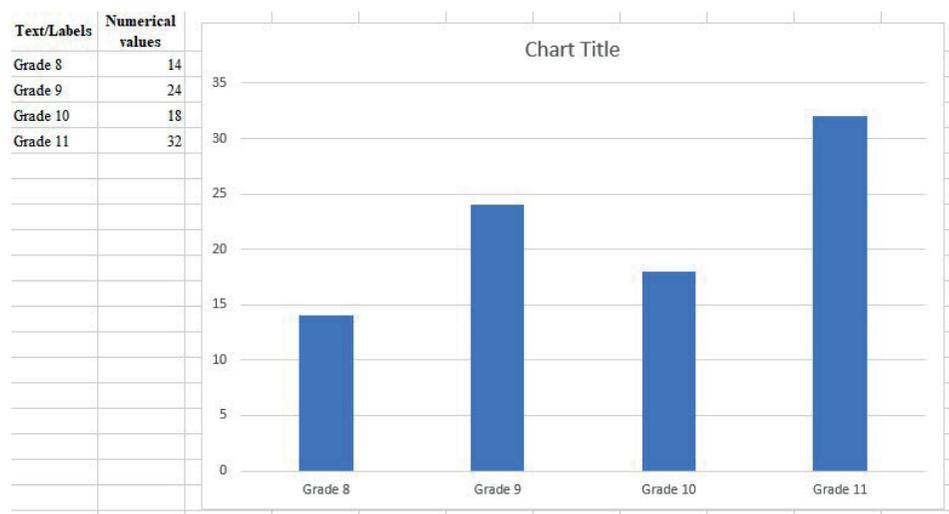


Figure 14.3: Data converted into a graph

14.2 Inserting a graph

To insert a graph, the selection of data from the worksheet is the first and most important step. Always select from top to bottom and left to right. Select the column headings as well. The title of the graph can be added once the graph has been created.

Using the graph element command, you can do the following:

- Add a title to a graph
- Give titles to the x- and y-axis
- Change the position of the titles
- Change the position of the legend
- Change the names of the titles
- Add a legend
- Show or hide gridlines
- Add data labels



Guided Activity 14.1

Open the file *GA 14_1*. To insert a graph, you can do the following:

1. Select the cells that you want to use in your graph. This includes the column and row titles. The selected cells or cell range will be the source data for the graph. In this example, we will select the cells A2:B7.

	A	B	C
1	School Tuckshop Weekly Stats		
2	Day	Number of Learners	
3	Monday	86	
4	Tuesday	112	
5	Wednesday	76	
6	Thursday	98	
7	Friday	50	
8			
9			
10			
11			
12			

Figure 14.4: Selected cell range

... continued



TIP

To select data that is not next to each other (non-adjacent data), select the first cell or range of cells. Hold down the *Ctrl* button on your keyboard while you select the other cell or cells.



Take note

When you return to the *Normal* view, the header and footer will not be visible. Only when you print or work in the *Page Layout* view, you will see it again.



Guided Activity 14.1

... continued

- On the *Insert* tab, in the *Graphs* group, choose a graph that suits your data. In this example, we will use the *Column* graph.

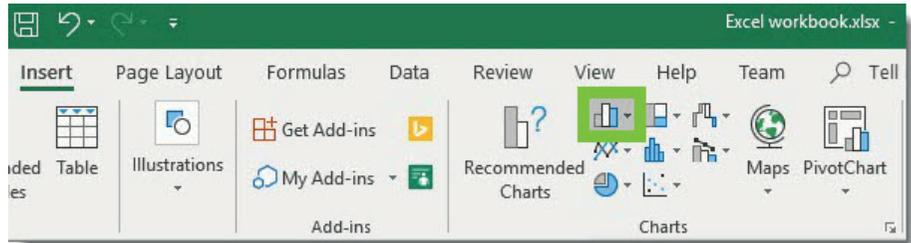


Figure 14.5: Graph command

- Choose the type of column graph that you want from the drop-down menu.

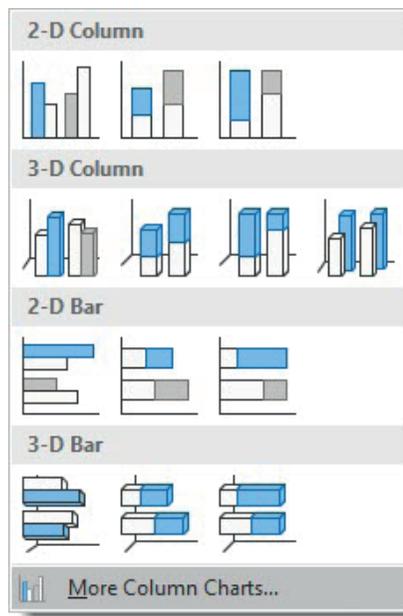


Figure 14.6: Graph type

- The selected graph will then be inserted into the worksheet.

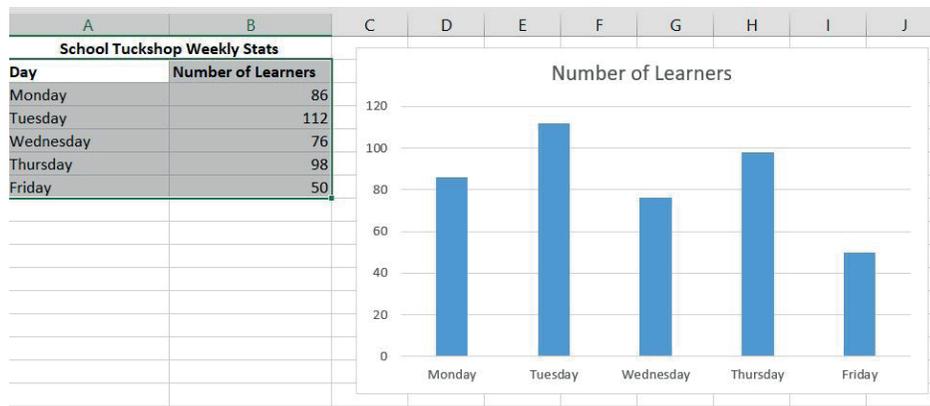


Figure 14.7: Selected graph inserted

- Save this spreadsheet.



Guided Activity 14.2

Open the spreadsheet *GA 14_2*. You can also select specific data in a row or rows to create a graph.

1. Type the data in, as illustrated in the picture below
Select the first row.

Hold down the *Ctrl* button on your keyboard while you select the other row or rows.
(Remember to always select top to bottom and left to right.)

	A	B	C	D
1	Interschool athletics			
2	Name of team	Pts for long jump	Pts for shotput	Pts for high jump
3	GWS	14	4	12
4	WSG	22	10	11
5	SWG	34	12	13
6	ABC	30	11	19
7	FOB	28	9	21
8				
9				
10				
11				
12				
13				
14				

Figure 14.8: *Selecting data in a row*

2. On the *Insert* tab, in the *Graphs* group, select a bar graph.



Something to know

Sometimes you might be confused about which graph to use. A helpful feature to use would be the *Recommended Charts* command. This will recommend the different graphs based on the source data.

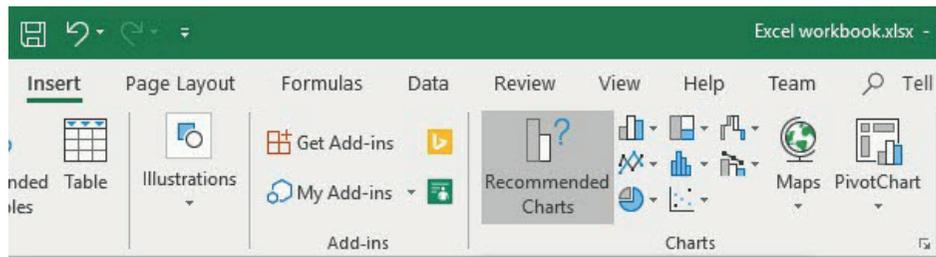


Figure 14.9: *Recommended graphs*

You can use the same method for creating any of the other graphs that were mentioned earlier on. Remember, certain graphs are best used for specific sets of data.

FORMATTING AND EDITING GRAPHS

Every part of a graph can be formatted. After inserting a graph, there are various ways that can change the way the data is displayed. The simplest way is using the *Graphs Elements* button. Once you select the graph, the *Plus Sign* icon will appear on the right. It contains a list of graph elements that you can add to your graph.

Select the chart element's checkbox in the list when adding a specific element. If you are removing a specific element, uncheck the graph element's checkbox.

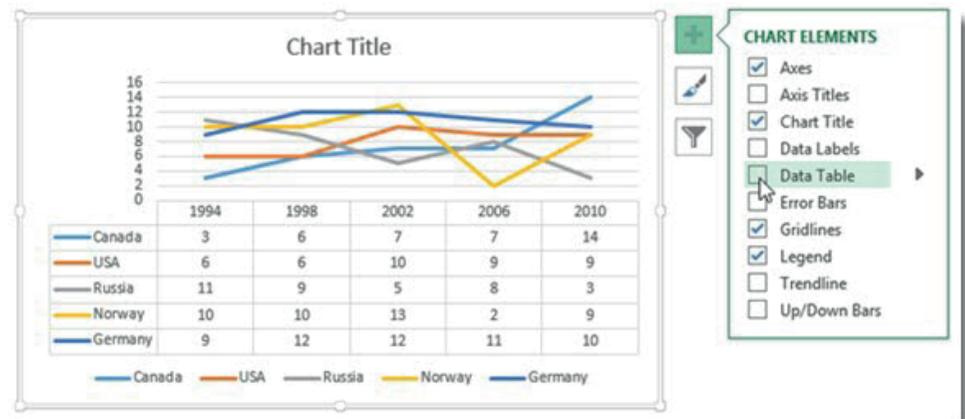


Figure 14.10: Chart Elements

GRAPH COMMAND

An alternative to using the *Plus Sign* icon is to use the *Design* tab. Let's look at the file *GA 14_1*.

1. Excel lets you add chart elements. For example, you can add chart titles, legends and data labels. This can make your graphs easier to understand and read. If you want to add a chart element, on the *Design* tab, select the *Add Chart Element* command. You can choose the element that you want from the drop-down menu.

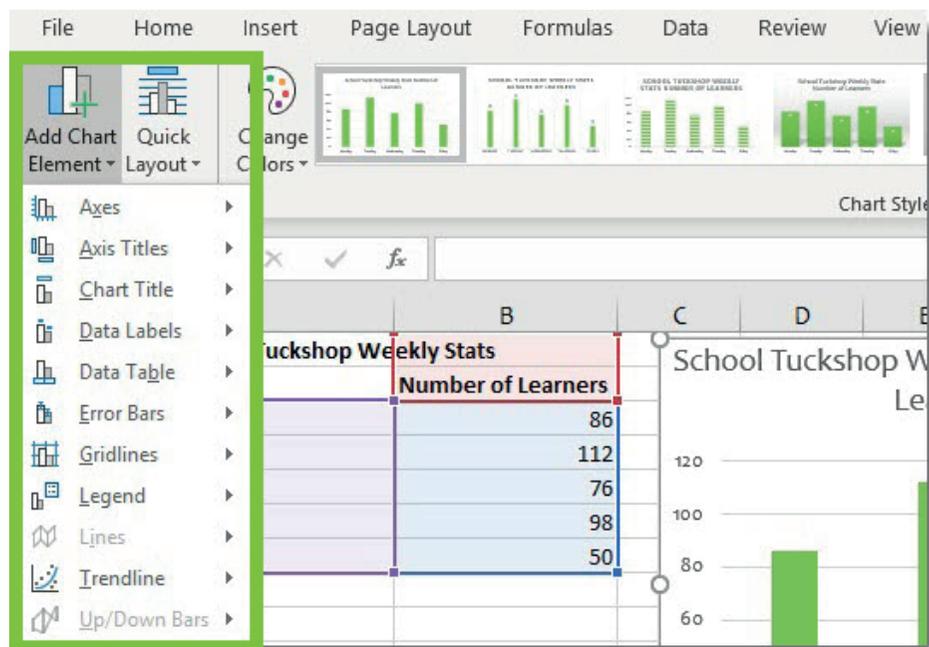


Figure 14.11: Chart Element command

- You can edit a graph element, for example, the graph title. This is done by double-clicking the placeholder text and then typing in the graph title.

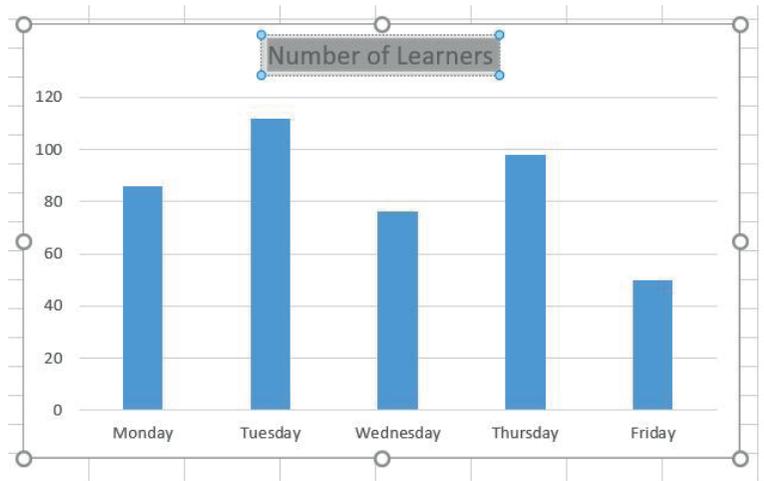


Figure 14.12: Changing a chart element

You can use one of the pre-installed layouts in the worksheet. Select the *Quick Layout* command and then choose the layout that you want from the drop-down menu.

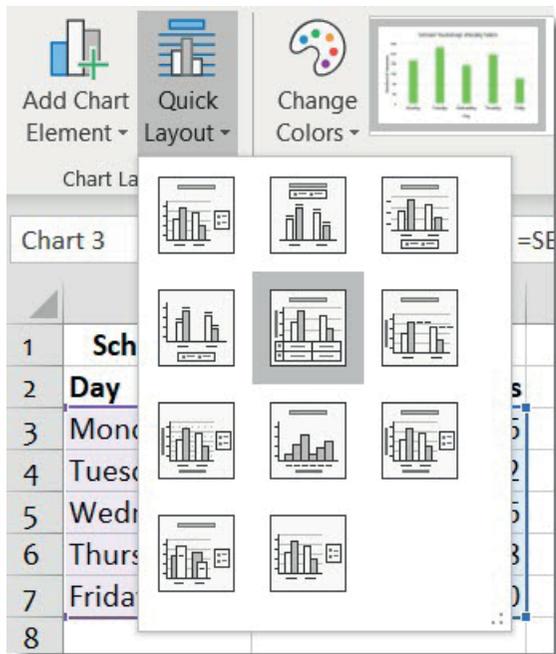


Figure 14.13: Using the *Quick Layout* command

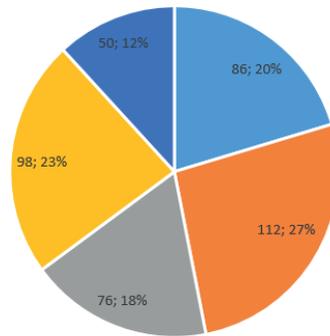


Guided Activity 14.3

Use the *GA 14_1* file and create a pie graph.

1. On the *Design* tab, in the *Graph Layouts* group, select *Quick Layout*.
2. From there, you can choose the layout that shows the percentages in the graph.

School Tuckshop Weekly Stats Number of Learners



Monday Tuesday Wednesday Thursday Friday

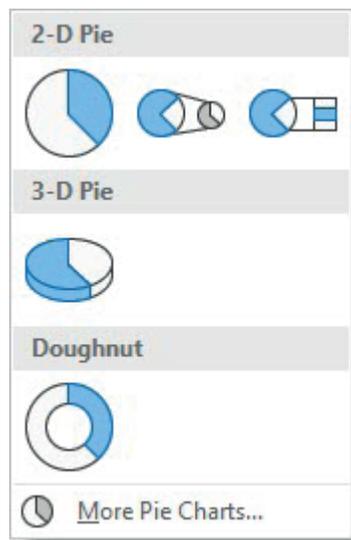


Figure 14.14: Quick Layout options

GRAPH STYLES

There are different graph styles from which to choose. This allows you to modify what a graph looks like. To change a graph style, you can select a graph style from the *Chart Styles* group. If you want to see more chart styles, select the drop-down arrow.



Figure 14.15: Chart Styles tab

INTERPRETATION

To interpret a graph means to understand what the graph is displaying. For example, if you look at the graph below, what do you see?

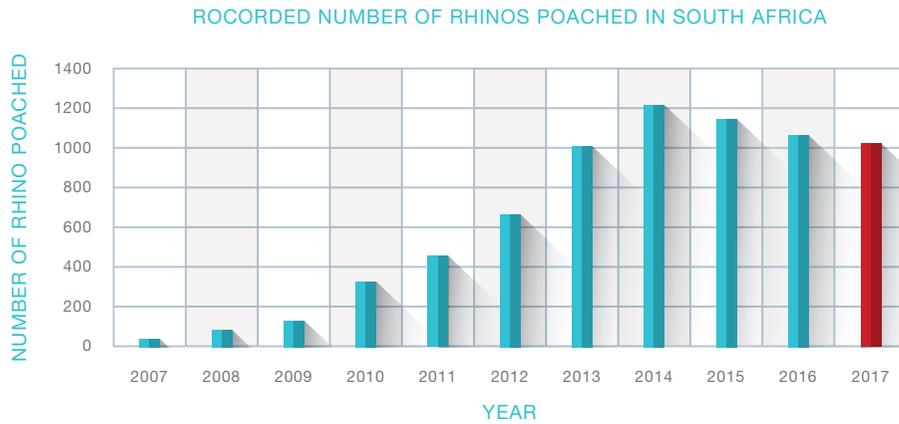


Figure 14.16: Rhino poaching

From the graph, you can see:

- The graph is about the number of rhinos that were poached in South Africa from 2007 to 2017
- The highest number of rhinos were poached in 2014
- There is a decrease by a small amount over the past three years

So, when creating a graph, make sure you can understand what the graph is displaying.

To interpret graphs better, you can do the following:

- Use data labels
- Use descriptive titles
- Use a graph title
- Choose the correct type of graph. For example, a pie graph will not be suitable for the rhino-poaching information.



Activity 14.1

1. Insert the data below into a new workbook. Use this data to create the following graphs:

- Bar graph
- Line graph

	A	B
1	Revenue	
2	2013	R 23 877,00
3	2014	R 43 266,00
4	2015	R 36 455,00
5	2016	R 29 888,00
6	2017	R 42 988,00

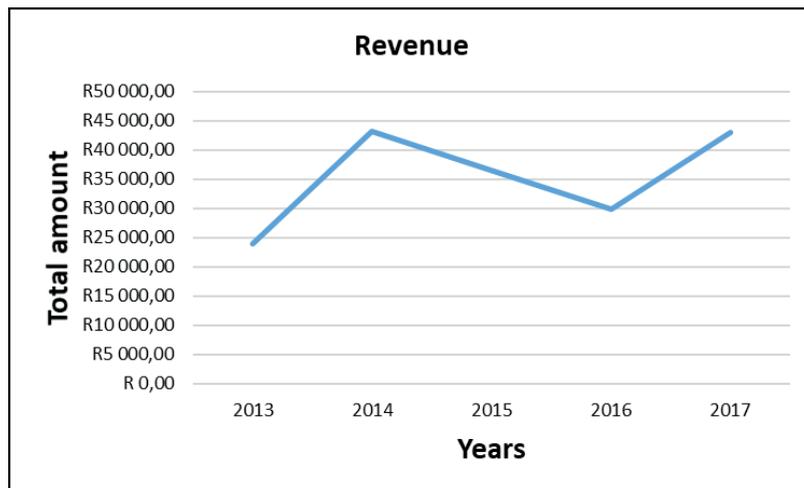
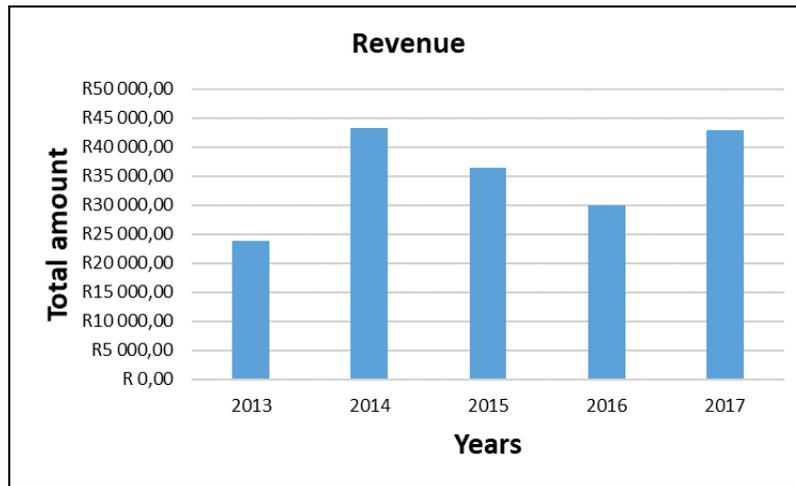
... continued



Activity 14.1

... continued

2. The graphs should look like the examples below. Add titles to the axis and give each graph a title.



3. Use the following data set to create a pie graph. Use *Sheet 2* of the workbook to enter the data. Indicate percentage data labels of the different genres in the graph.

	A	B
1	Genre	2015
2	Action	R 76 899,00
3	Chick flick	R 45 322,00
4	Comedy	R 36 455,00
5	Animation	R 39 877,00
6	Sci Fi	R 29 877,00

- Rename *Sheet 1* and *Sheet 2*, respectively:
 - Revenue
 - Pie graph
- Save the file as *Act 14_1* and close the file.

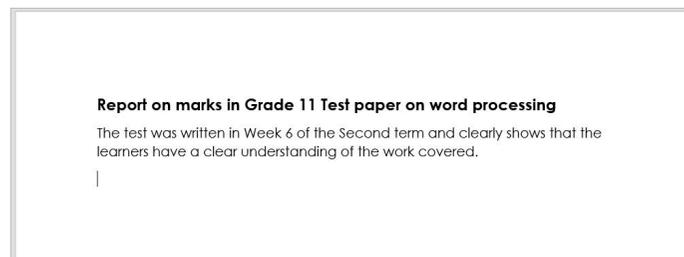
14.3 Basic integration in graphs

Spreadsheets can be integrated with other applications in different ways. Integration is when you use data or information from one program in another program, by copy and paste, and creating a link between the two applications. In Word, you can only do basic calculations. Integration is very useful in these instances, since you can use the spreadsheet application to do more complicated calculations. Then integrate the results into the word document.

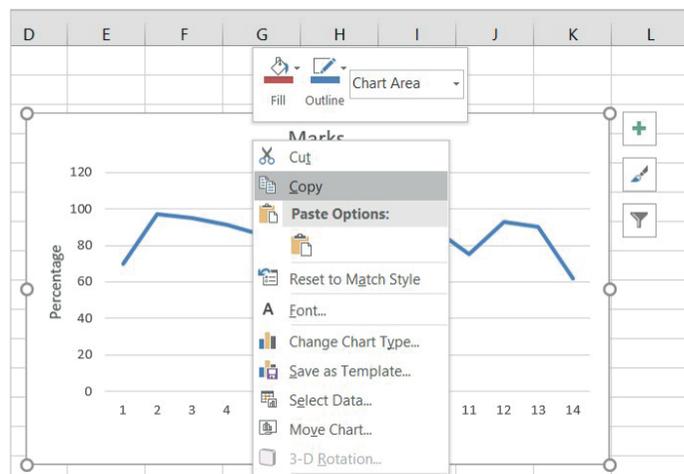
An example of integration.

Step 1: It is sometimes necessary to insert a graph from a spreadsheet into a word processing document to explain and highlight information.

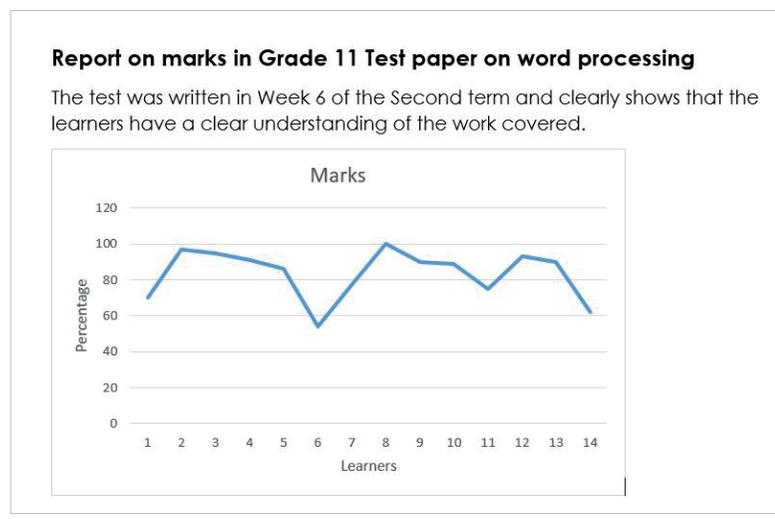
Step 2: Open your document to where you want to insert the graph.



Step 3: Open your spreadsheet and select the graph and copy.



Step 4: In the correct place in the word processing document, paste the graph.



The error indicators that you learned about earlier on, is a valuable clue to help you spot what went wrong. If a worksheet cannot calculate a formula, it will give you an error, that is specific to the problem. Table 14.4 gives you a list of troubleshooting tips.

Table 14.4: *Troubleshooting tips*

ERROR	DESCRIPTION	SOLUTION
Incorrect value	Your formula returned a date instead of a number.	Your formula is in a cell that is formatted as <i>Date</i> or <i>Time</i> . Change the cell formatting to <i>Number</i> or <i>General</i> to view the correct result.
Function returns the function	The formula you entered displays as the formula or function and not as a value.	Make sure the cell is not formatted as text and that there is nothing before the equal sign. Make sure you have used an equal sign at the start of your expression.

SOLVING PROBLEMS

The *Help* function in a spreadsheet application is a useful tool for finding out how to do something, or for finding an answer to a question you have. As in Word, there are three ways in which to access the help files in Excel:

1. Press *F1* on your keyboard to open the *Help* pane, but it is only available when online.
2. Type your query into the box labelled *Tell me what you want to do* at the end of the tabs at the top of the document.
3. Select *File* and then the *?* in the top-right corner.

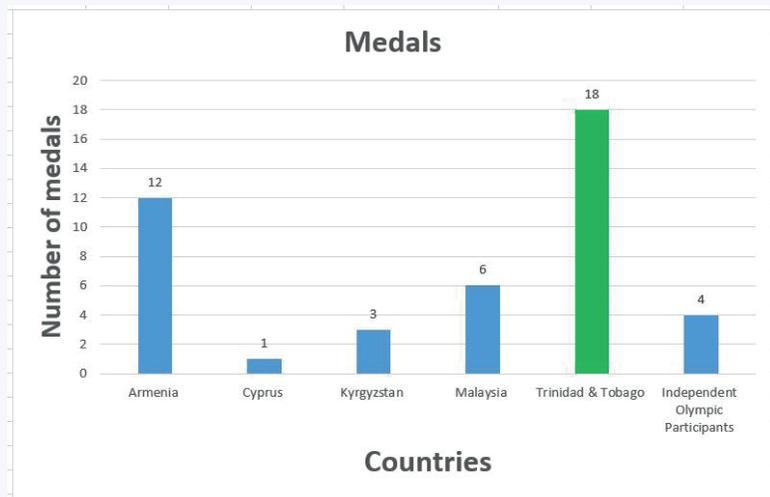
REVISION ACTIVITY (A)

1. Open the *RA 14A* spreadsheet. The spreadsheet contains data with statistical information that you need to process
Work in the *Stats worksheet*.
 - a. The heading of the worksheet is partially obscured by an image. Centre the heading of the worksheet vertically and horizontally. (2)
 - b. Adjust the width of Column C so that all the data in this column is visible. (1)
 - c. Adjust the row height of rows 6 to 16 to 20 pt. (2)
 - d. The cell range M6:N9 displays the amount of money rewarded for each medal. Insert a formula in cell K7 to calculate the total amount of money that Brazil received. Round the amount off to the whole number. (4)
 - e. Insert a column chart or graph to display only the countries and the total number of medals won for only the six lowest total number of medals. Your chart should look like the example below:
 - i. Add the title *Medals* at the top of the chart
 - ii. Add data labels to the chart
 - iii. Change the colour of the bar of the country with the most medals to any other colour of choice
 - iv. Hide all gridlines
 - v. Note the labels on both the axes (6)

... continued

REVISION ACTIVITY (A)

... continued



Save the worksheet.

2. Open the *RA 14A* worksheet.
 - a. What type of graph or chart is this? Type your answer in cell B26. (1)
 - b. Which country had the greatest number of medals per athlete? How many medals per athlete? Type your answer in cell B27 and B28. (2)
 - c. Which countries had the least number of medals per athlete? Type your answer in cell B29. (2)
 - d. Create a pie chart using the same information on how to create a graph. (HINT: Create a new sheet and enter the information from the graph into this new sheet.) (8)
 - e. Rename the new sheet to *Medals Pie Chart*. (1)
 - f. Apply a light-green tab colour to the sheet. (1)
- Save and close the spreadsheet.

TOTAL: [30]

REVISION ACTIVITY (B)

Open the *RA 14B* spreadsheet.

Work in the *Data worksheet*.

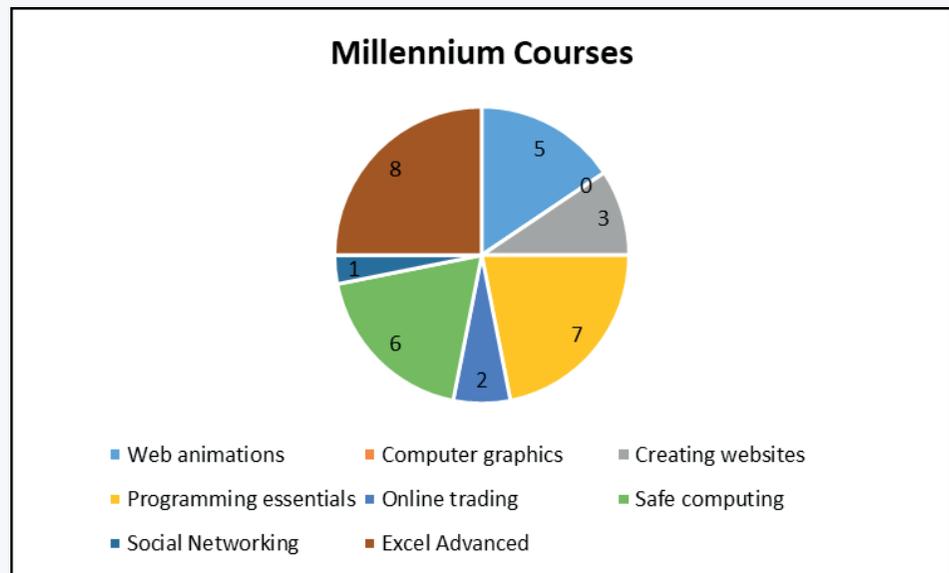
1. Change the heading in row 1 as follows:
 - a. Merge the cells and centre the heading to spread over columns A–F. (2)
 - b. Change the font to *Arial Black* 16 pt. (2)
 - c. Change the font colour to dark blue. (1)
- Adjust the column and row widths so that all data is visible. (1)
2. Perform the following calculations:
 - a. Use a formula in Column D to calculate the total cost per course if all the course places are taken. (2)
 - b. Use a function to find the average cost of the courses. Type your answer in cell B12. (2)
 - c. Use a function to find the lowest cost of the courses. Type your answer in cell B13. (2)
 - d. Use a function to find the most expensive course. Type your answer in cell B14. (2)
 - e. Determine in cell F12 how many times the community group participate in the various computer courses. (3)

... continued

REVISION ACTIVITY (B)

... continued

3. Create a pie chart showing the available places for the different computer courses. (2)
Format your graph as follows:
 - a. Insert a graph title, *Millennium Courses*. (1)
 - b. Show data labels so that they appear on the inside of the chart. (2)
 - c. The legend should appear at the bottom of the chart. (1)
 - d. Move the chart to a new sheet and label the sheet as *Chart*. (2)



TOTAL: [25]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Describe the different types of graphs?		
2.	Use data to create a graph best suited to the data?		
3.	Format a graph?		
4.	Interpret information from a graph?		
5.	Use integration techniques in a spreadsheet application?		
6.	Troubleshoot spreadsheet problems?		

PRESENTATIONS

CHAPTER 15

CHAPTER OVERVIEW

- Unit 15.1 Introduction to presentations
- Unit 15.2 File management and formatting in presentations
- Unit 15.3 Illustrations and animations
- Unit 15.4 Basic integration techniques: Charts and tables
- Unit 15.5 Reviewing in presentations

By the end of this chapter, you will be able to:

- Understand what presentations are used for.
- Use the different layouts in a presentation.
- Insert and delete slides.
- Insert slide numbers, as well as headers and footers.
- Insert illustrations and customise animations in a presentation.
- Understand the orientation and size of slides in a presentation.
- Explore the different view options in a presentation.
- Use basic integration techniques like *Insert charts* and *tables*.
- Use the *Spelling* tool to review the presentation.
- Start a slide show.

INTRODUCTION

A presentation application contains slides. A *slide* is a page in a presentation that allows you to do the following:

- Insert text
- Insert and manipulate graphics
- Format text
- Add animations

Presentations are used in a variety of environments, for example the workplace, in class, and to showcase ideas to colleagues and team members. Knowing how to use the different features in a presentation application will be beneficial to you when you do your PAT and when you need to present other assignments in school, as well as when you are an adult.

Presentations are used for various reasons; the main one being to communicate important information to an audience.

You can present a slide show using your computer screen. Or, you can use a video projector for a bigger audience.

15.1 Introduction to presentations

To open a new presentation, search for the program by opening the *Start* button and navigate to the program. Choose *Blank Presentation* to open a new presentation. From here, we can see what the presentation interface looks like. You can open, save, close and print slide shows in the same way you do in Word:

- When you select *New*, you can create a new blank presentation, or select a template from the templates that are built into PowerPoint.
- When you select *Open*, it will open the presentation that is saved on your computer or from the cloud.
- *Save* and *Save As* allow you to save your presentation to the computer.
- Selecting on *Print* allows you to change the default print setting and then print your presentation. You can also view a preview of the presentation.
- When you select *Close*, it will close the presentation you are currently working on.

The Backstage view is the same as in Word.

PRESENTATION WORKSPACE

Figure 15.1 shows the layout of the presentation window.

Something to know

The Ribbon options in presentations are the same as Word.

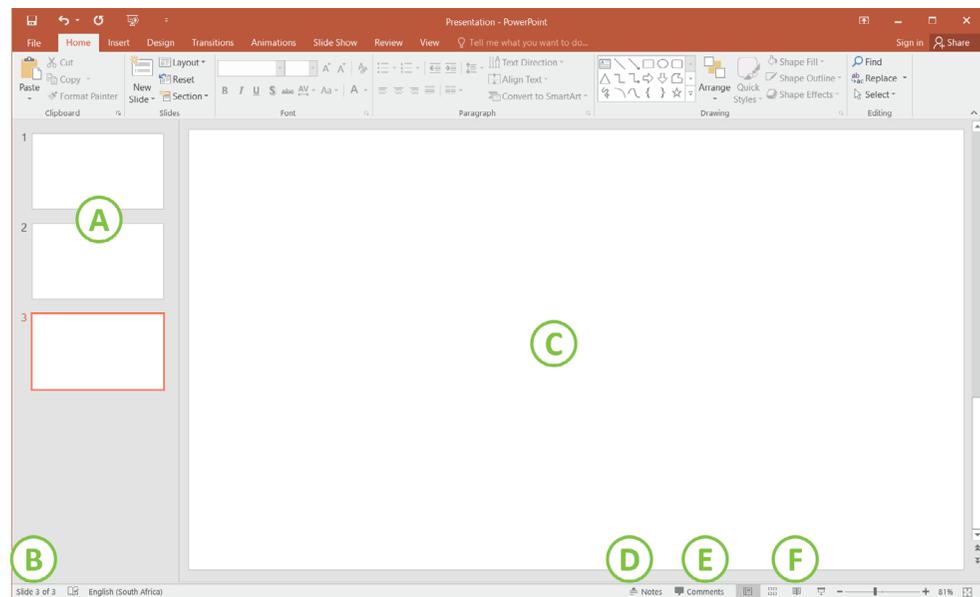


Figure 15.1: Presentation interface

- A: Slide navigation:** Lets you view or preview slides in the presentation.
- B: Slide number indicator:** This shows the total number of slides in the presentation, as well as the slide you are currently on.
- C: Slide pane:** This lets you view and edit the slide that you are currently on.
- D:** You can select *notes* to add notes, or also known as *speaker notes*, to your presentation. This can help you when preparing for your presentation.
- E:** You can use the *Comments* feature to view comments in the presentation.
- F: Slide views:** This lets you view the presentation in four different ways. Select the command to choose the view that you want.

In this section, we will look at how to open new and existing presentations, as well how to save and close these slides.

CREATING A NEW PRESENTATION



Guided Activity 15.1

To create a new presentation, you can do the following:

If you are creating a presentation, you usually have to start with a new blank presentation.

1. To access the Backstage view, select *File*.
2. Select *New* and then select *Blank Presentation*.

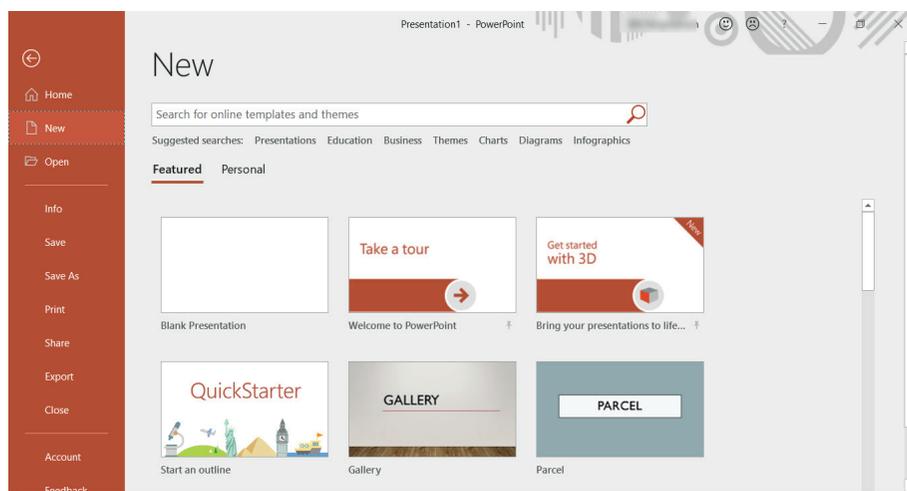


Figure 15.2: Create a new presentation

3. A new blank presentation will then open.
4. Save this presentation as *GA 15_1.pptx*.

OPENING A PRESENTATION

In some instances, you will have to open a presentation that was saved previously.



Guided Activity 15.2

1. To access the Backstage view, select *File*.
2. Select *Open*.
3. Select *This PC* and then select *Browse*.
4. The *Open* dialogue box will then open, look for *EU.pptx* and then select the presentation. Select *Open*.
5. The document you selected will then open. Explore the presentation and close it again.



PRESENTATION BASICS

To learn more about the basics of a presentation, have a look at this video:



<https://youtu.be/k6pg4nZS6fA>

SLIDE BASICS

Before creating your slide show, you need to know the basics of working with slides. In this section, you will learn how to insert a new slide, change the formatting of a slide, as well as change the view option of a slide.

There are placeholders on each slide to indicate what kind of content could be added. When you create a slide, you will first need to choose a slide that best displays the content that you want to display.

Placeholders contains different types of content, for example text, images, animations, charts and videos. Placeholders generally have icons that you can select to add a type of content. In the example below, you will see that the slide has placeholders for the title and content.

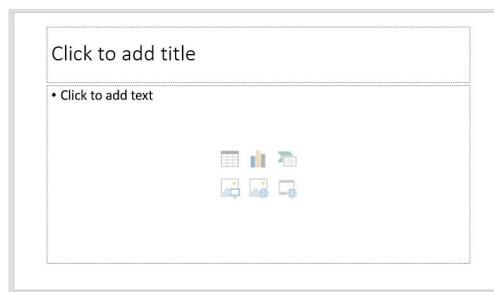


Figure 15.3: Example of icons in a slide

INSERT SLIDES

Whenever you open a new presentation the presentation will contain only one slide with the *Title Style* layout. You can insert as many slides as you want by using one of the following methods:

- Insert a new slide from the *Home* or *Insert* tab on the Ribbon;
- You can press the *Enter* key after you have selected the slide in the *Slide*, after which you want a new slide.
- This can also be done by right clicking and then selecting *New Slide*. The presentation will insert a slide and you can then adjust the layout.



Guided Activity 15.3

Open your saved presentation *GA 15_1*.

1. On the *Home* tab, in the *Slides* group, select the *Insert Slide* command.

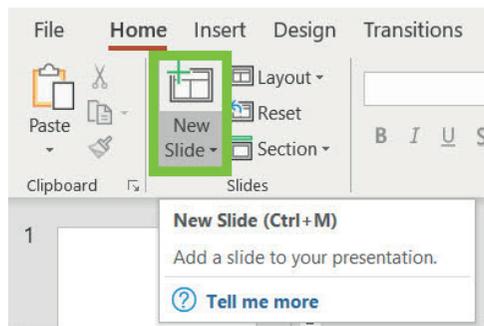


Figure 15.4: Insert New Slide command

... continued



Guided Activity 15.3

... continued

- From the drop-down menu, select the slide layout that you want.
- A new slide will appear. You can select the icon to insert an image or chart. Insert an image or a chart.
- Insert another slide and change the layout of a slide, select the slide and then select the *Layout* command. From there, you can choose the layout that you want.

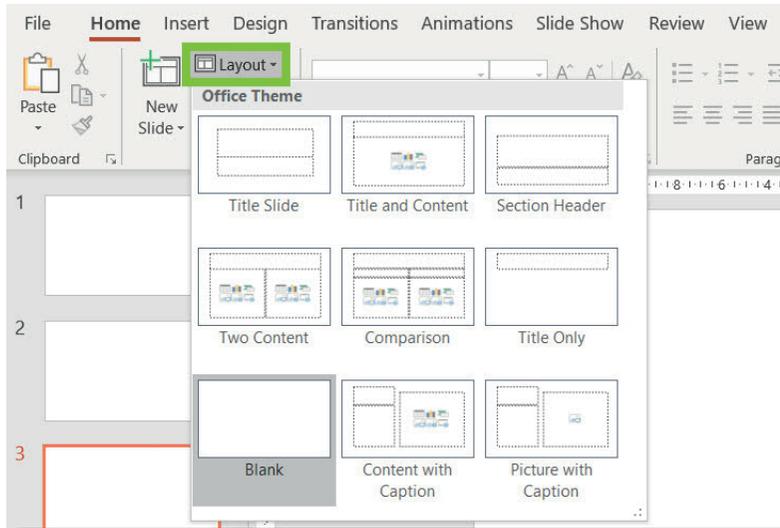


Figure 15.5: *Layout command*

- Save this presentation as *GA 15_3*.

SLIDE LAYOUT

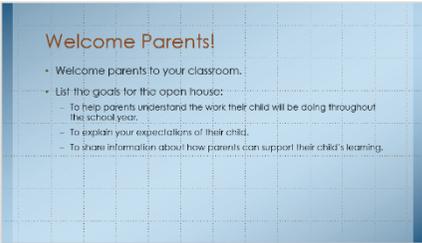
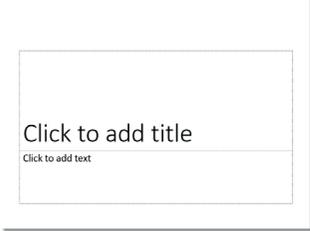
A presentation application can offer different layout options, which can affect the amount of information that can appear on a slide. You can change the page orientation and the size of the slides to fit more information, or even improve the readability of the presentation.

Table 15.1: *The different layout types*

TYPE OF LAYOUT	DESCRIPTION	HOW IT APPEARS
Title slide	Used at the start of the presentation to add title.	

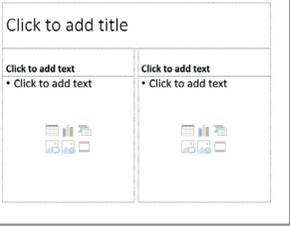
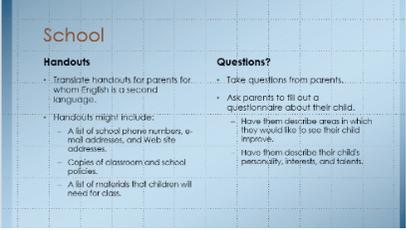
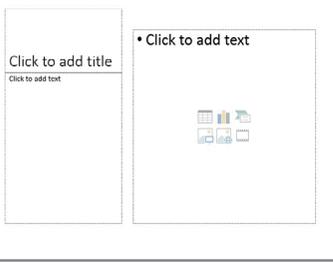
... continued

... continued

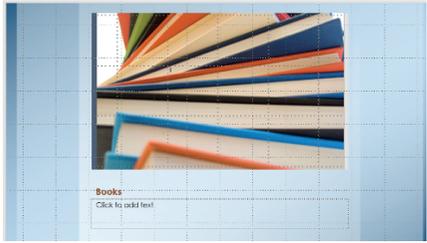
TYPE OF LAYOUT	DESCRIPTION	HOW IT APPEARS
Title and content	This is the default slide layout from which to choose the layout option.	 <p>Click to add title</p> <p>• Click to add text</p>  <p>Welcome Parents!</p> <ul style="list-style-type: none"> • Welcome parents to your classroom. • List the goals for this open house: <ul style="list-style-type: none"> - To help parents understand the work their child will be doing throughout the school year. - To explain your expectations of their child. - To share information about how parents can support their child's learning.
Section header	Used to separate different sections in the same presentation. This is usually done in long presentations.	 <p>Click to add title</p> <p>Click to add text</p>  <p>Welcome Parents!</p> <p>We come parents to your classroom. List the goals for this open house.</p> <p>Your class rules might include:</p> <ul style="list-style-type: none"> - Be respectful. - Be responsible. - Follow directions. - Be punctual. - Be organized. - Be a soft-starter. - Be prepared.
Two content	This slide layout is used to display text with a graphic element.	 <p>Click to add title</p> <p>• Click to add text</p> <p>• Click to add text</p>  <p>Class Rules</p> <ul style="list-style-type: none"> • Explain the behavior you expect in your classroom. • Your class rules might include: <ul style="list-style-type: none"> - Be respectful. - Be responsible. - Follow directions. - Be punctual. - Be organized. - Be a soft-starter. - Be prepared. <p>Click to edit Master text styles</p>

... continued

... continued

TYPE OF LAYOUT	DESCRIPTION	HOW IT APPEARS
Comparison	This is similar to the two-content layout. It can be used to compare two types of similar content or text with a graphical element.	 
Title only	This slide layout is used when you want to only display a title on the slide.	 
Blank	This type of slide layout is used when no text or other information is needed to be displayed. You can insert a picture or another graphical object.	
Content with caption	Content, such as a graphical object, can be inserted in the right of the slide. The left can be used to add the caption to describe the graphical object.	 

... continued

TYPE OF LAYOUT	DESCRIPTION	HOW IT APPEARS
Picture with caption	The top part of the slide can be used for a graphical object, like a chart or picture. For the bottom part, you can add the caption to describe the graphical object.	 

ORIENTATION

Presentations have two orientation options:

- **Landscape:** Page is oriented horizontally
- **Portrait:** Page is oriented vertically

The type of orientation that you choose will affect the type of appearance and spacing of text and images, as well as the amount of text and images that you can fit in a slide.

CHANGING THE SLIDE ORIENTATION



Guided Activity 15.4

1. You are still working in *GA 15_3*. Select the *Design* tab, in the *Customize* group, select the *Slide Size* command. Go to *Custom Slide Size* on the drop-down menu.

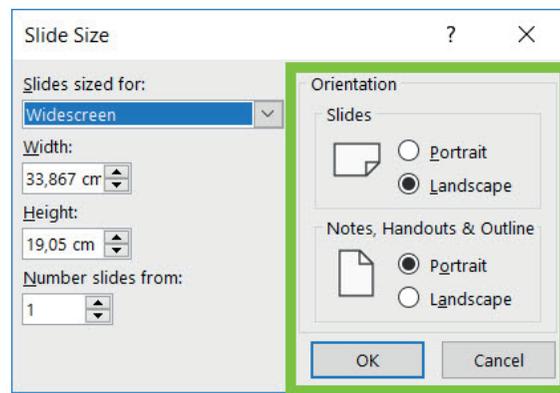


Figure 15.6: Orientation command

2. A drop-down menu will then appear. Select the page orientation that you want, which is either portrait or landscape and will change the page orientation.
3. The page orientation of the presentation will be changed.
4. Save this presentation as *GA 15_4.pptx*.

SLIDE SIZE



Guided Activity 15.5

1. Open *GA 15_1.pptx*. Select the *Design* tab, in the *Customize* group and then select the *Slide Size* command.
2. The default setting is that the slides are sized for an on-screen show. However, you can select the drop-down arrow and choose one of the other options that better suit what you want.
3. You can then change the width and height of the slides by selecting on the radio or option buttons. When you are done adjusting the slide size, select *OK*.

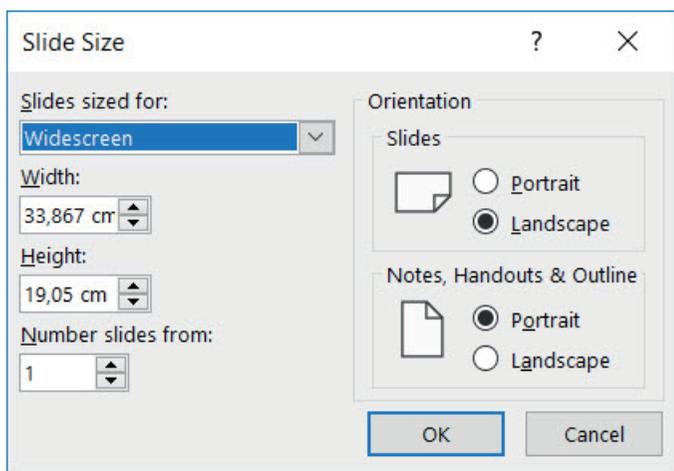


Figure 15.7: Slide Size dialogue box

VIEW OPTIONS

You can view your presentation in several ways. Some views are best when you are creating your presentation and some views are better suited when delivering your presentation.

The different presentation view options can be found on the *View* tab in the *Presentation Views* group.

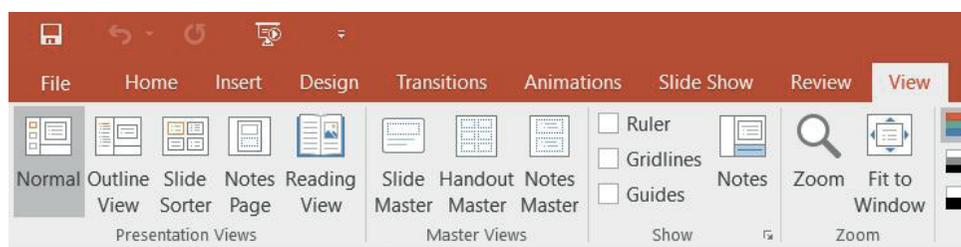


Figure 15.8: Presentation view options

You can select the different view commands to view your presentation in that specific view. The following section will look at the descriptions of the different views.

NORMAL VIEW

The *Normal* view is the editing view that you will mostly work with when creating a presentation. With the *Normal* view, you will see slide thumbnails on the left that mean the following:

- A: A large window
- B: Shows the slide that you are working, on as well as a section beneath the current slide
- C: This is where you can insert speaker notes for the current slide

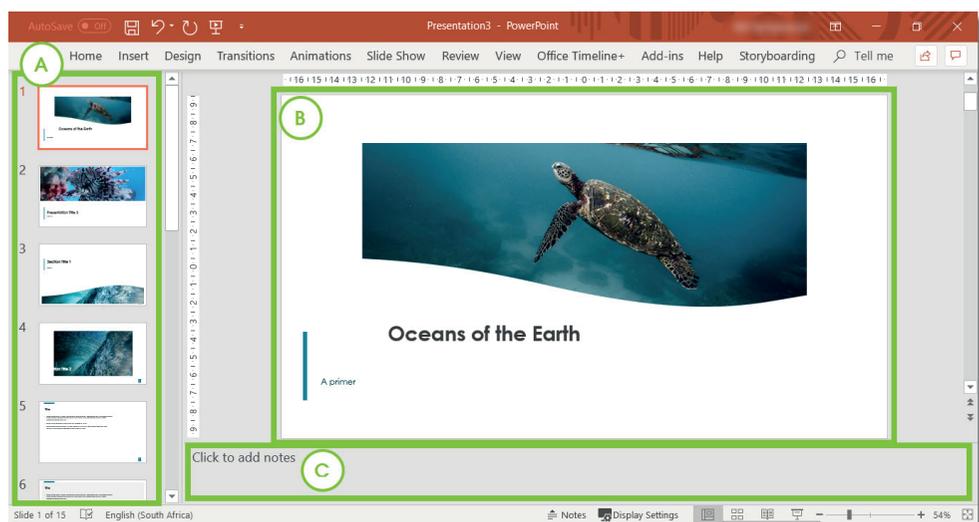


Figure 15.9: Normal view

SLIDE SORTER

This view shows all the slides in your presentation in a horizontal sequence. From here, you will see all the slides as thumbnails. This view is used when you need to organise your slides. To do this, you can select the slide and then drag it to the position where you want it to appear, or add sections between a few slides.

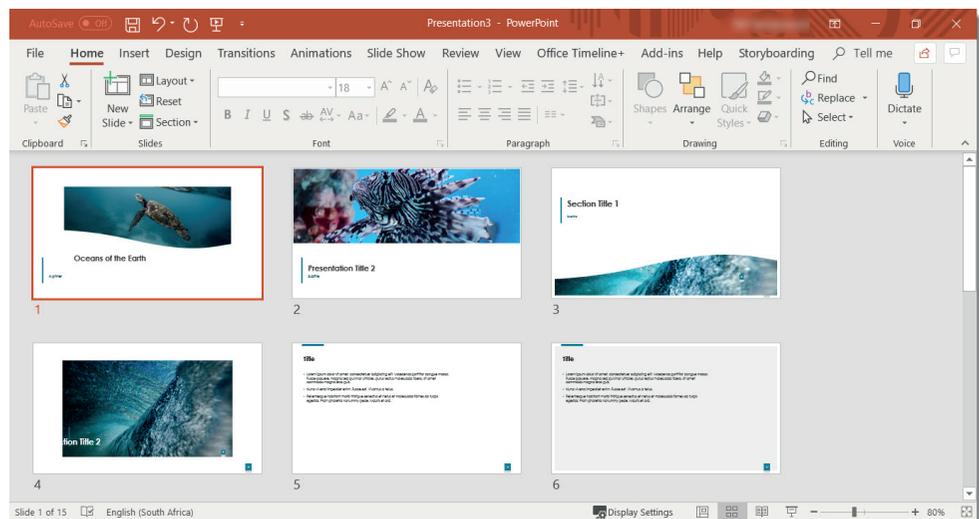


Figure 15.10: Slide Sorter view

NOTES

The *Notes Page* view is used to add speaker notes to each slide. You can access this view by selecting on the *Notes Page* view command in the *Presentation Views* group on the *View* tab.

You can also print the presentation with the notes, or you can include the notes when presenting the slide show.

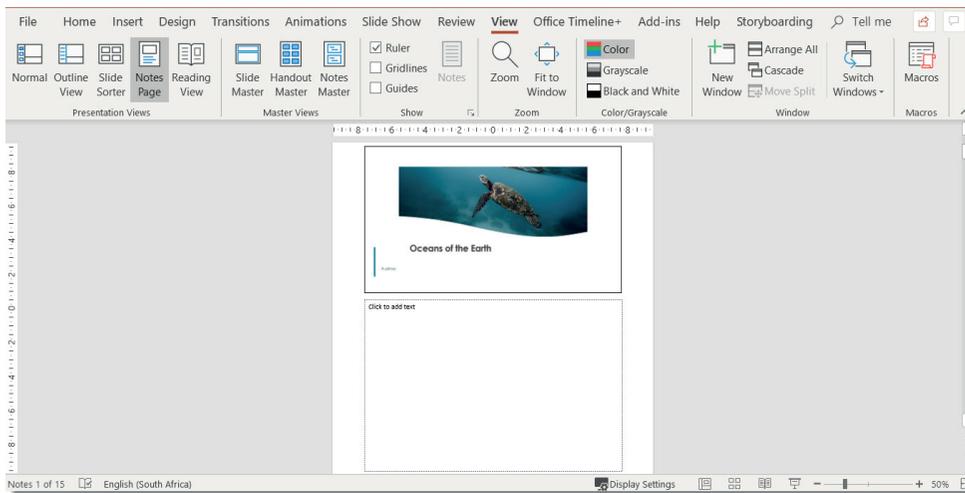


Figure 15.11: *Notes Page* view

SLIDE SHOW

You can access the *Slide Show* view by selecting this icon  found at the bottom right of the taskbar.

This is the view that you use when presenting the slide show to your audience. This view uses the whole computer screen, so it is perfect for presenting on a big screen.

Activity 15.1

1. Open PowerPoint. Create a blank presentation.
2. On the title slide, type in your name and surname.
3. In the *Tell me* bar, type in *Explosion star*.
 - a. The shape menu will appear and you can select the style of star that you want.
 - b. Double-click anywhere on your slide. The shape should be inserted into the slide.
4. Insert a second slide and apply the *Title and Content* layout. Change the page layout as follows:
 - a. Change the slide orientation to *Portrait*
 - b. Change the slide size to *Ledger Paper* (11 x 17 inches)
 - c. Change the slide width and height to 22 and 30
5. Save the file as *Act 15_1*.



Something to know

To delete a slide, you can also select the slide. Then press *Backspace* or *Delete* on your keyboard.

DELETING SLIDES



Guided Activity 15.6

Open the *GA 15_6* presentation. To delete a slide from your presentation, you can do the following:

1. Right click the slide that you want to delete.
2. A menu will appear. From the menu, select *Delete Slide*. Do not save the changes.
3. Keep the presentation open for the following activity.

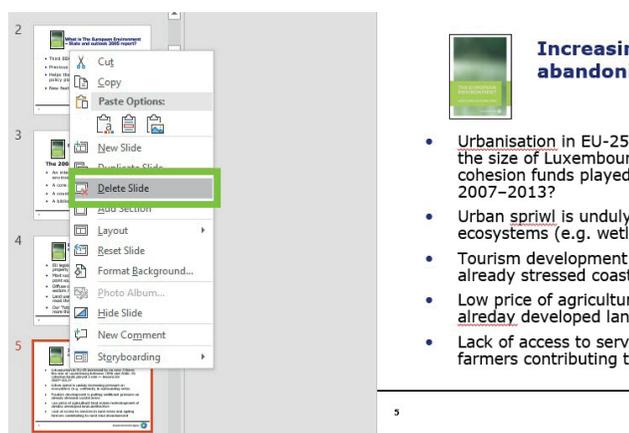


Figure 15.12: Delete a slide

ADDING SLIDE NUMBERS

As with any documentation, slide numbers can be used in presentations to make it easier to refer to a specific slide, or when you print out slides and notes.



Guided Activity 15.7

To add slide numbers, you can do the following:

1. Open the presentation *GA 15_6.pptx*.
2. Navigate to the *Insert* tab, in the *Text* group, select *Header & Footer*.

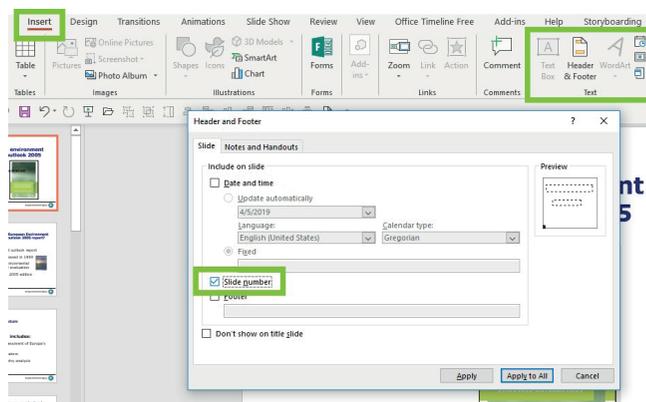


Figure 15.13: Insert tab

3. To add slide numbers, select the *Select number* checkbox.
4. Select *Apply*.

INSERTING HEADERS AND FOOTERS

To insert a header, go to the *Insert* tab, in the *Text* group and select *Header & Footer*.

Select the *Notes and Handouts* tab. To add a header or footer or both, select the *Header & Footer* checkbox. Select *Apply to all*. The header and footer will be inserted.

ENTERING TEXT

Text can be entered into placeholders or in text boxes. Using a text box will insert text in a slide. The advantage of text boxes is that they will always stay in the same place, even if you change the theme.

To insert text in a slide, select the placeholder and then type the text. Or, you can use a text box.

THEMES

In presentations, there are predesigned themes that are already installed. You can use these themes to enhance the layout and design of your presentation. Each theme has its own set of slide layouts. Layouts determine what your slide will look like in terms of fonts, colours, as well as how content is arranged on a slide.

The following example shows the difference between two different themes. The type of theme you choose affects the appearance of your presentation. The theme you choose is also dependent on your *target audience* (the people who will watch the presentation).



Figure 15.14: *Difference between two themes*



Something to know

After you have applied a theme, you can select a variant for it. You can choose a variant for your theme from the *Variants* group. This feature lets you use different colours, but at the same time, still use the same theme.



THEME BASICS

To learn more about themes, select this video:



https://youtu.be/_gYShF6i94



Guided Activity 15.8

To apply a theme in a presentation, you can do the following:

1. Open *GA 15_1*.
2. Navigate to the *Design* tab. In the *Themes* group, you will see a variety of themes.
3. Select the drop-down arrow to see all the different themes.

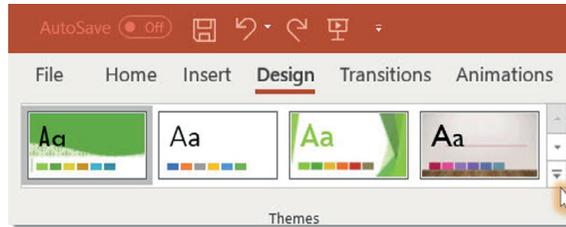


Figure 15.15: Drop-down arrow

4. Choose the theme that you want.
5. The theme will then be applied to the whole presentation. If you are not happy with the theme that you chose, just select another theme from the *Themes* group.
6. Save this presentation as *GA 15_8.pptx*.

BASIC EDITING IN PRESENTATIONS

A presentation application allows you to copy text in one presentation and then paste it in another presentation, spreadsheet or document. This saves you a lot of time and effort. In this section, you will learn how to cut, copy and paste text.



Guided Activity 15.9

Open the *GA 15_6* presentation. To copy and paste several slides with the same layout, you can do the following:

1. Select the slide in the *Slide Navigation* pane that you want a copy of. On the *Home* tab, select the *Copy* command. Or, you can use a shortcut by pressing *Ctrl+C* on your keyboard.

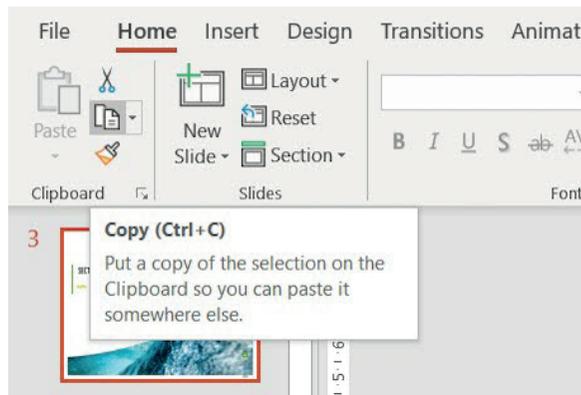


Figure 15.16: Copying and pasting slides

2. In the *Navigation* pane, select just below the slide, or exactly the location of where you want the slide to be placed. A horizontal insertion point will appear.
3. On the *Home* tab, select the *Paste* command. Or, you can use the shortcut *Ctrl+V* on your keyboard.
4. The slide that appears will be in the location that you selected.



Activity 15.2

1. Create a slide show that has seven slides. Your topic will be: The internet. The following are guidelines for how your presentation should look:
 - a. Slide 1: Cover slide with the topic name and your name and surname
 - b. Slide 2: A brief history of the internet
 - c. Slide 3: How the internet became so popular
 - d. Slide 4: The main uses of the internet
 - e. Slide 5: Advantages and disadvantages of the internet
 - f. Slide 6: Conclusion
 - g. Slide 7: A list of all the places you got your information from, including the website addresses
2. Use a different layout for each slide.
3. Use the theme *Austin*.
4. Make sure the cover slide could be distinguished from the rest of the slides. Use a different variant than the one used in the theme.
5. Add slide numbers to your presentation.
6. Insert a footer: *Mini Presentation*.
7. Save the presentation as *Act 15_2*.

FORMATTING IN PRESENTATIONS

The formatting done in a word processor works the same in presentations. Take note that the following are done in the same way as they are done in a word processor:

- Editing text
- Entering text
- Deleting text
- Copying and pasting text
- Cutting and pasting text
- Using *Find & Replace*
- Spell Check



Activity 15.3

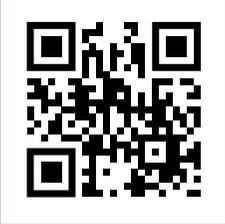
1. Open the practice presentation *Act 15_3*.
2. There is an error in the presentation; the word *Europa* is used. Replace all these instances with *Europe*.
3. Use the *Find* feature and indicate how many soil sites were threatened by erosion in Europe. Type your answer on a new slide, which you can insert after the last slide.
4. Apply the *Executive* theme to this presentation.
5. Align all the text on your slides to *Align Text Left*.
6. Move Slide 2 to go after Slide 4.
7. Do a spell check on the presentation.
8. Save the presentation.

15.3 Illustrations and animations



INSERTING PICTURES

You can watch this video to learn more presentation:



<https://youtu.be/gvwIC4sTbxQ>

Adding illustrations and animations enhance the appearance of your presentation by making it more engaging and interesting. You can insert a picture from your computer onto a slide, or make use of a presentation's tools to get online pictures.

In this section, you will learn about inserting illustrations and animations into your presentation.

INSERTING PICTURES



Guided Activity 15.10

To insert a picture from a file, you can do the following:

1. Open the presentation *GA 15_8.pptx*.
2. Place your insertion point on the slide that you want the picture to appear.
3. Select the *Insert* tab, in the *Images* group and select the *Pictures* command.

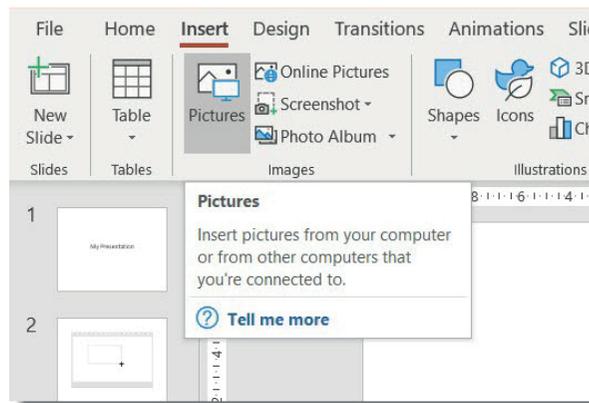


Figure 15.17: Picture command

4. The *Insert Picture* dialogue box will pop up. Browse to find the image that you need. Then select *Insert*.
5. The picture will appear in the slide that you selected.
6. Save the presentations *GA 15_10.pptx*.



Something to know

You can also select in the placeholder on the slide to insert a picture, by selecting on the *Picture* command.





Activity 15.4

1. Open the practice presentation *Act 15_4*.
2. Open the title slide.
3. Use the *Pictures* command and insert the image *fruits.jpeg*.
4. Make sure your picture is placed on the left side of the slide and does not cover the title.
5. The image on Slide 4 needs to be resized. It should be:
 - a. Height: 6.2 cm
 - b. Width: 8.5 cm
6. Save and close the presentation.

SMARTART GRAPHICS

SmartArt lets you convey information through graphics and not just by using text. You can choose from the different styles to display the information in different ways.



Guided Activity 15.11

To insert a *SmartArt* graphic, you can do the following:

1. Open the presentation *GA 15_10.pptx*.
2. Choose the slide where you want the *SmartArt* graphic to appear.
3. On the *Insert* tab in the *Illustrations* group, select the *SmartArt* command.

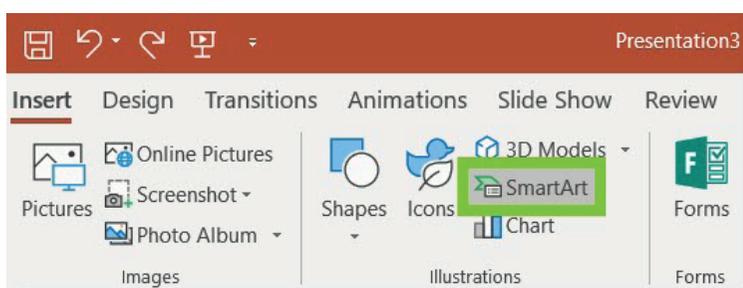


Figure 15.18: *SmartArt* command

4. A dialogue box will appear. Select the category on the left.
5. Choose the desired *SmartArt* graphic and then select *OK*.

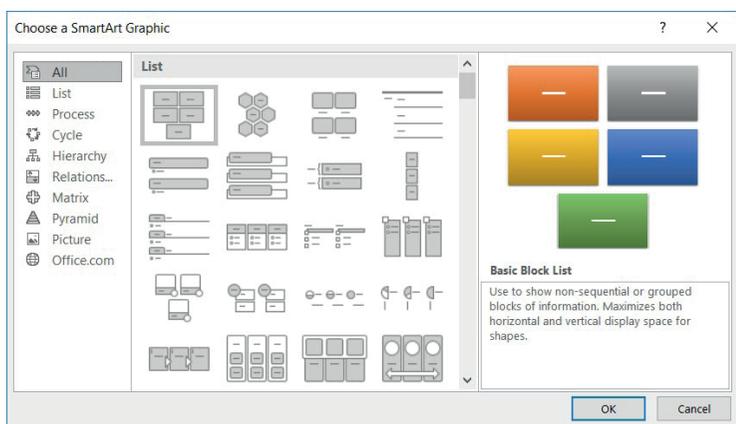


Figure 15.19: *SmartArt* dialogue box

6. The selected *SmartArt* graphic will appear in the selected slide.
7. Save the presentation *GA 15_11.pptx*.



TIP

You can also select the *SmartArt* placeholder in a slide to insert the graphic.

To insert text into a *SmartArt* graphic is exactly the same as you would for a word-processing application. To remember how to do this, refer back to Chapter 3.



INSERTING SHAPES IN PRESENTATIONS

Have a look at this video to understand more about inserting shapes into a presentation:



<https://youtu.be/lwBSCkmhwJA>



Something to know

You can also add text in a shape. After you have drawn the shape in your slide, you can start typing in your shape. You can change the formatting (font size, font text and colour of the text) by using the formatting options on the *Home* tab.

Note that:

- **Drag:** Means to move
- **Draw:** Means to place the shape on the slide

INSERTING SHAPES

Shapes can make your presentations interesting, as well as more engaging.



Guided Activity 15.12

To insert a shape, you can do the following:

1. Place your insertion point on the slide where you want the shape to appear.
2. On the *Insert* tab in the *Illustrations* group, select the *Shapes* command. A drop-down menu will appear that shows you a variety of shapes.

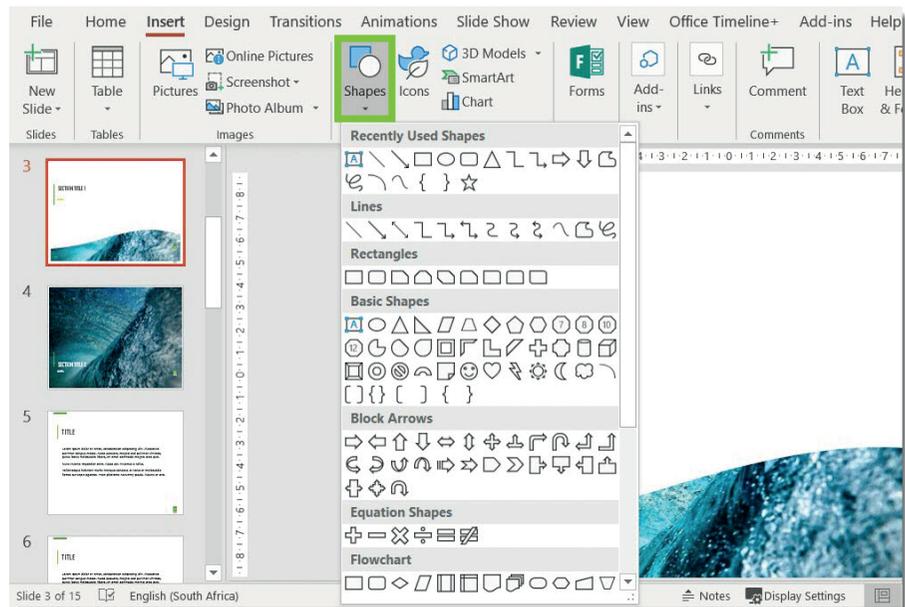


Figure 15.20: Shapes command

3. Select and draw the shape to be the size that you want. You can then drag the shape to the position you want.



Activity 15.5

1. Open a blank presentation, change the layout of the first slide to *Title and Content*.
2. Type the title *Gas Exchange*
3. Select the *SmartArt* command and insert a *Block Cycle* graphic from the *Cycle* category.
4. Enter the following text in an anti-clockwise order:
 - a. Oxygen
 - b. Red blood cells
 - c. Organs
 - d. Carbon dioxide
 - e. Lungs
5. Change the colours of the SmartArt to any selection from the *Colourful Range*.
 - a. Apply the *Powder* style to the graphic.
6. Save the presentation as *Activity 15.5*.

INSERT TRANSITION ANIMATIONS

You can add a slide transition animation to one, or all the slides in a presentation at once. Transition is how one slide changes into the next slide on the screen.



Guided Activity 15.13

To insert a slide transition animation in a presentation, you can do the following:

1. Open the presentation *GA 15_12.pptx*.
2. On the *Transition* tab, in the *Transition to this Slide* group, select any of the available transition effects.

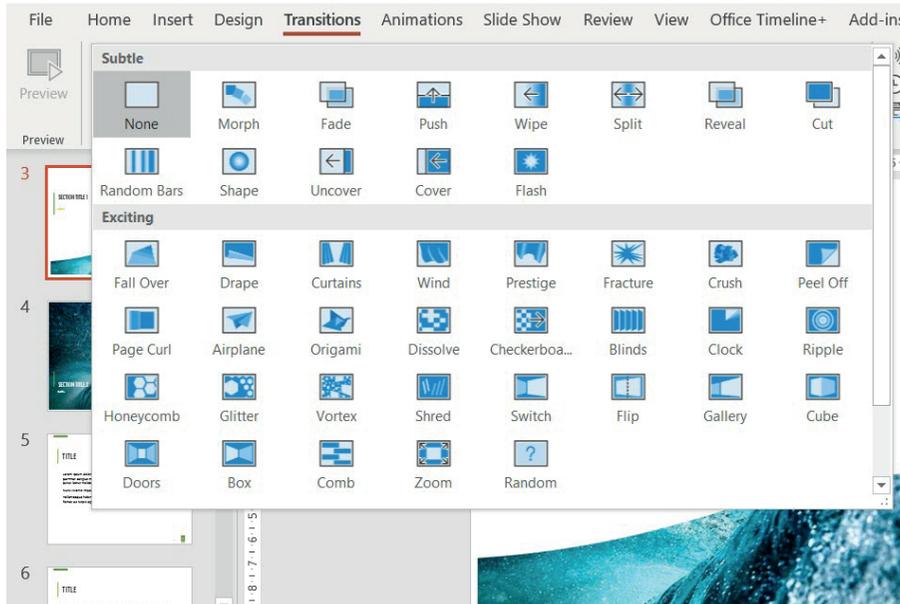


Figure 15.21: Transition animation

3. Save the presentation *GA 15_13.pptx*.

CUSTOM ANIMATIONS

You can animate text and objects like shapes, pictures and *Clip Art* in presentation. Animation is another word for *movement* and it is used to bring attention to a specific object or content that you want your audience to focus on within a slide.

Let's look at the following example to see how a custom animation is created.

You can insert a shape, picture or any other graphic to create a custom animation.

Max is trying out the different things that he has learned with presentation. He knows a lot about custom animations. He starts off by inserting a shape in the slide.



Guided Activity 15.14

Then Max does the following:

1. Open the presentation *GA 15_13.pptx*.
2. On the *Animations* tab in the *Animation* group, he chooses the *Wheel* animation.

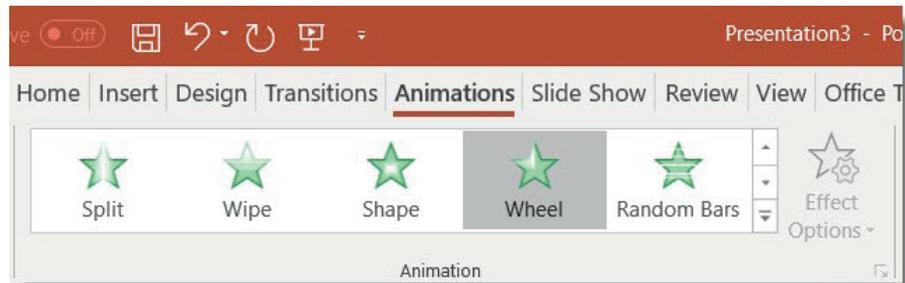


Figure 15.22: Custom animations

3. He then selects on the *Animation* pane command in the *Advanced Animation* group. An *Animation* pane will appear on the right-hand side of the presentation window.
4. He selects the drop-down arrow to open the *Effect Options* dialogue box.

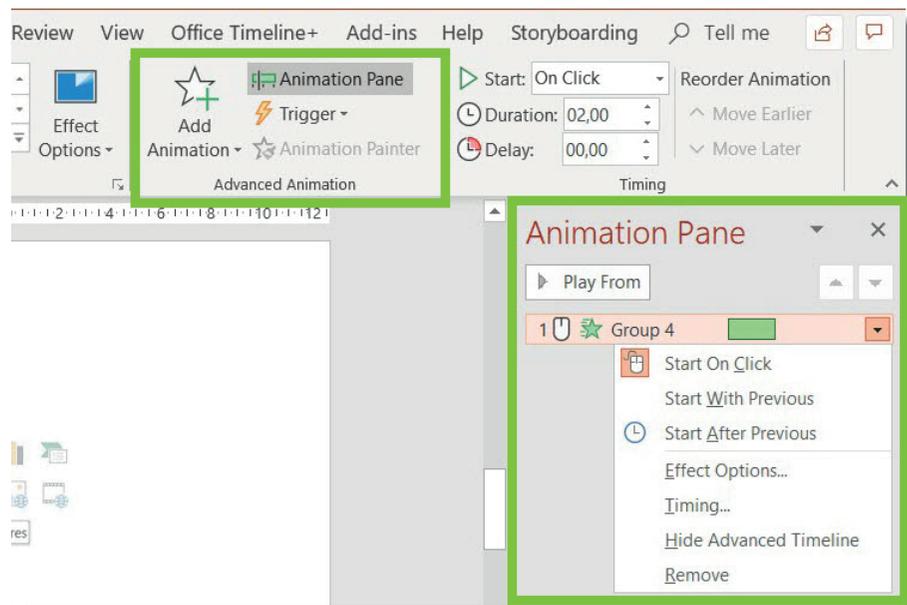


Figure 15.23: Effect Options dialogue box

5. From here, he can add effects like sound, animate the text and set the timing on when exactly the animation should start.
6. He chooses to have no sound and delays the animation by three seconds.
7. He then selects *OK*.
8. He then changes the direction from where the animation should come from and chooses *From Right*, by selecting on the *Effect Options* command in the *Animations* group.

Now Max has created his own custom animation by using the tools in the presentation application.

9. Save the presentation *GA 15_14.pptx*.



Activity 15.6

1. Open a blank presentation and do the following:
 - a. Change the layout of the first slide to 'Blank'. Insert the shape of a five-point star into the first slide.
 - b. Make sure it is as big as follows:
 - i. Height: 15 cm
 - ii. Width: 15.5 cm
 - c. Apply the shape transition to the first slide.
 - d. Insert a new blank slide.
 - e. Insert a shape of your choice.
 - f. Apply the *Float In* animation to the shape.
 - g. Delay the animation in the second slide by five seconds.
 - h. Insert a new blank slide.
 - i. Insert any image.
 - j. Apply the *Wheel* animation to the image you added in (i) and *Shape* transition to the slide.
 - k. Save presentation and close the file.

15.4 Basic integration techniques: Charts and tables

CHARTS

Charts can also be inserted into a presentation.



Guided Activity 15.15

To insert a chart, you can do the following:

1. On the *Insert* tab, in the *Illustrations* group, select the *Chart* command.
2. A *Chart* dialogue box will appear.
3. Select the type of chart you want. Select *OK*.
4. A spreadsheet with sample data will open in a different window.
5. Replace the sample data with your own data.
6. Close the spreadsheet so that you can see the chart on the slide.

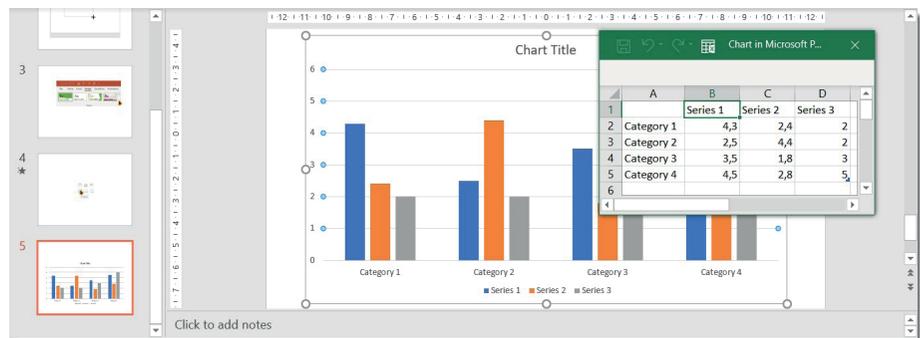


Figure 15.24: Inserting a chart in a presentation

You can also copy this chart that you created in an application, such as a spreadsheet, and then paste it in a placeholder on a slide in a presentation.



Something to know

You can also import a chart from a spreadsheet into your presentation. This chart should be in a spreadsheet. You can import and create a link to your presentation. Also, if you import a spreadsheet chart into a presentation, any changes you make on your spreadsheet will automatically update in your presentation. However, this means that your files should always remain in the same location.



Guided Activity 15.16

To import a chart from spreadsheet, you can do the following:

1. Navigate to the *Insert* tab, in the *Text* group, select the *Insert Object* command.

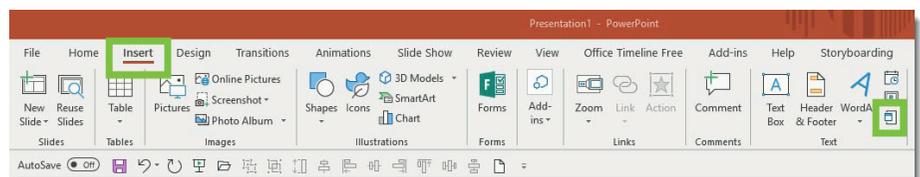


Figure 15.25: Insert Object command

2. A dialogue box will open. Select *Create from file*.
3. Select *Browse*.
4. Locate and then select the spreadsheet chart that you want. In the spreadsheet *14Tuckshop*, there is a chart on the second tab. Select *OK*.
5. You can select *Link*, if you want to link the data to the spreadsheet chart. This is useful if you will still be working on your chart in spreadsheet. So, any changes that you make will automatically updated in the presentation.
6. Select *OK*.
7. The chart will be inserted into your presentation.

Just note that after you have imported a chart from spreadsheet, do not delete the spreadsheet file or move the original file. This will affect the chart in your presentation. If you do this by mistake, you will need to insert the chart again so that it appears in your presentation.

TABLES

The easiest way of inserting a table in a presentation is by creating a table in a spreadsheet, or a word-processing application. Copy the table from either application and then paste the table into a placeholder on a slide in the presentation.



Guided Activity 15.17

To create a table directly into a presentation as well, you can do the following:

1. On the *Insert* tab, in the *Images* group, select the *Table* command.
2. From the drop-down menu, select *Insert Table*.
3. The *Insert Table* dialogue box will open. Specify the number of rows and columns that you want.
4. Select *OK*.
5. The table will be inserted.

Once the table has been inserted on a slide, you can add text and apply the formatting skills that you have learned in word processing to the tables in your presentation.



Activity 15.7

Your school has an interschool athletics event. You need to show your teacher how the different age groups performed.

Open the presentation *Act 15_7*. As you can see, the data in the presentation is not sorted at all. The first slide just shows the names of the different teams and age groups, and the slides after show the points of the different teams.

1. Create a cover slide with the title being *Interschool Athletics*.
2. Insert the image *Interschool.jpeg* from the practice documents folder into the cover slide. Place this image in the right side of the slide.
3. Insert a new blank slide.
4. Create a new table in this slide. The table should show the AA team, age groups, as well as the points. See example below.
5. Take note of the following:
 - a. Font: Heading row 20 pt, *Arial* and bold
 - b. Rest of Table: 18 pt *Arial*
6. Create another new blank slide.
7. Using the table that you created, insert a column chart using the *Chart* command.
8. The chart title should be *Team AA*. Add titles to each axis. Apply any theme style of your choice.
9. Insert another new Title and Content slide. Give the slide a suitable heading. Answer the following questions on that slide. Type the following questions as well as the answers:
 - a. Which team performed the best in the interschools athletics?
 - b. Which team performed the worst in the interschools athletics?
 - c. Which age group in the BB team performed the best?
10. Save this file.

Team	Age groups	Points
AA	19	43
	18	27
	17	26
	16	20
	15	22

15.5 Reviewing in presentations


 Something to know

There are instances where the *Spelling* tool will not have suggestions for an incorrect word; here, you can manually type in the correct spelling. If you are unsure about the spelling of a word, you can always look on the internet.


 START A SLIDE SHOW

When you are done with your presentation, you will need to present it to your audience. To learn more about setting up a slide show, have a look at this video:



<https://youtu.be/7-2oM3AGHQM>

The last step of checking a presentation is reviewing. When you have created a new presentation, you might be worried about spelling mistakes that you might have made. Thanks to the proofing features that presentation offers, like the *Spelling* tool, you can check your work.

Proofreading is part of the reviewing process that checks the presentation for any spelling and grammatical errors. You can use the *Spelling* tool to check any spelling mistakes in your presentation.


 Guided Activity 15.18

Open the *GA 15_6* and run the *Spelling* tool:

1. On the *Review* tab, select the *Spelling* command.

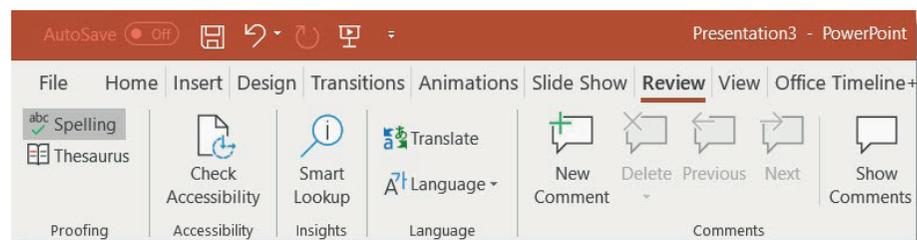


Figure 15.26: *Spelling* tool

2. The *Spelling* dialogue box will then appear. For every spelling mistake, it will give you one or more suggestions. You can choose a suggestion and select *Change* to correct the mistake, or *Ignore* if the word is not a mistake, but maybe only in a different language, etc.
3. The tool will go through each spelling error until you have looked at all of them. After all the errors have been looked at, a dialogue box will appear indicating that the spelling and grammar check is done. Select *OK*.

Presentation applications are not as specialised as word-processing applications; they only have a basic spell-check tool. So, when it comes to checking the grammar of a slide, you will actually have to double-check the content that you have entered.


 Activity 15.8

1. Open the practice document *Act 15_8*.
2. Run the spell check.
3. Make sure to check every slide, i.e. the title and content.
4. Correct the eight mistakes found in the presentation. (Europa is not one of them.)
5. Save the file.



Guided Activity 15.19

Open the *GA_15_6*. There are several ways to start a slide show:

1. Locate the *Slide Show* view command found at the bottom right-hand corner of the presentation window.
2. Select this command to start the presentation from the current slide.



Figure 15.27: *Slide Show* view command

You can also press F5 on your keyboard and the slide show will be presented in full-screen mode.

Another way to start a slide show, is to do the following:

1. On the *Slide Show* tab, in the *Start Slide Show* group, select *From Beginning* if you want your presentation to start from the beginning, or select *From Current Slide* to start the presentation from the current slide that you have selected.

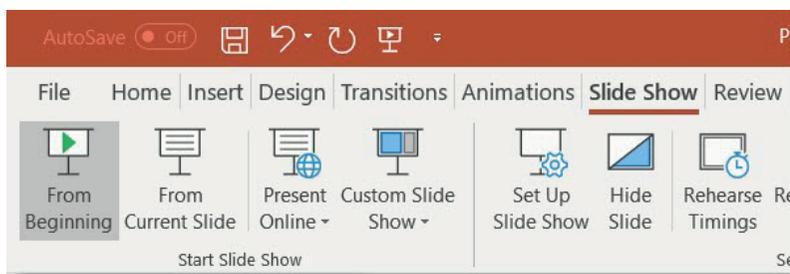


Figure 15.28: *Slide Show* tab

REVISION ACTIVITY

Question 1

Open the *RA_15A* presentation and do the following:

- 1.1 Change the orientation of the presentation to *Landscape*. (1)
- 1.2 Change the screen size to *Widescreen*. (1)
- 1.3 Insert a new title slide as the first slide of the presentation: (1)
 - a. Insert the text *iHeart* as the title and the text *Radio Awards* as the subtitle of this slide. (2)
- 1.4 Apply the *Austin* design theme to all the slides. (2)
- 1.5 Remove the strikethrough from the words that have it. KEEP the words; only remove the strikethrough. (3)
- 1.6 Change the layout of the third slide so that the text is logically displayed in two columns. (3)

... continued

REVISION ACTIVITY

... continued

- 1.7** Locate the text *iHeartRadio* on the third slide and change the text as follows:
a. Apply *WordArt* with a light blue outline, white fill and glow effect to the text. See below:

iHeartRadio

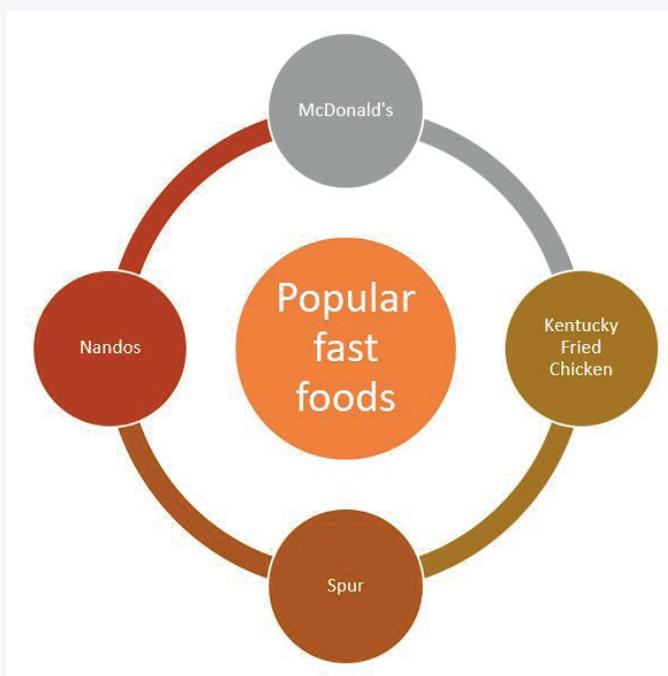
(4)

- 1.8** Add a footer with the name of your school at the bottom of each slide. Add page numbers as headers to each slide. (3)
- 1.9** Use the correct feature to replace all instances of the word *platform* with the word *stage*. (2)
- 1.10** Locate the text box containing the text 'The Edge and Bono' on slide 5 and make the following changes:
a. Fill the text with colour: light green (1)
b. Change the text outline to 1 pt (1)
c. Change the font size to 24 (1)
- 1.11** Insert the *RA_15Graph* on the last slide. (2)
- 1.12** Ensure that this graph is inserted as a link and updates automatically. (2)
- 1.13** Fix any spelling mistakes in the document. (3)
- Save and close the *Chapter15_RevisionActivity1* presentation. [32]

Question 2

Open the presentation *RA_15B*.

- 2.1** Apply a transition so that the second slide appears with a *clock* transition. (2)
- 2.2** Apply animation as follows to the Slide 3:
a. The text in the first bullet should wipe immediately when the slide shows (2)
b. The text in the next bullet should appear one second after the first bullet (2)
- 2.3** Insert a new blank slide at the end of the presentation. Create a new graphic on this slide (Slide 5) so that it looks similar to the example below:



(5)

Save and close *Chapter15_RevisionActivity2*.

[11]

TOTAL: [43]

AT THE END OF THE CHAPTER

Use the checklist to make sure that you worked through the following and that you understand it.

NO.	CAN YOU...	YES	NO
1.	Remember what presentations are used for?		
2.	Use the different slide layouts?		
3.	Insert and delete slides in a slide presentation?		
4.	Insert slide numbers in the headers and footers?		
5.	Insert illustrations?		
6.	Customise animations?		
7.	Change the size and the orientation slides in a presentation?		
8.	Use the basic integration techniques like inserting charts and tables in a presentation?		
9.	Use the <i>Spelling</i> tool in a presentation?		
10.	Start a slide show?		

