Microsoft 365

SESSION 2

Producing written documents using Microsoft Word, Part 2

CLASS NOTES

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Via Afrika

In partnership with the Department of Basic Education.

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Course content

Microsoft 365

Session 1: Producing written documents
using Microsoft Word, Part 1

Session 2: Producing written documents
using Microsoft Word, Part 2

Session 3: Producing written documents
using Microsoft Word, Part 3

Session 4: Processing numerical data
using Microsoft Excel, Part 1

Session 5: Processing numerical data
using Microsoft Excel, Part 2

Session 6: Preparing presentations
using Microsoft PowerPoint

Session 7: Keeping things together
using Microsoft OneNote

Session 8: Mastering online and mobile Microsoft Apps
for classroom success

Microsoft 365

Session 2: Producing written documents using Microsoft Word, Part 2

Class Notes

Via Afrika

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Please read the following important information

1. You can download and print the Class Notes for personal use, but you may not share them.

2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.

3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).

4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- use styles effectively
- understand heading levels
- apply built-in styles to format text
- understand layout and paragraph formatting
- understand the use of bullets and numbered lists
- apply bulleted lists to text
- apply numbered lists to text
- increase and decrease indents
- understand how to work with tables
- insert a table into a document
- change borders and shading in a table
- merge cells in a table
- insert or delete rows/columns in a table
- change cell alignment in a table
- change text direction in a cell or column or row in a table
- apply table styles to a table
- use the Show/Hide Button
- insert page and section breaks
- create two pages using forced and manual page breaks
- insert section breaks
- understand how to use illustrations
- understand picture formats
- insert a picture from the laptop
- insert a picture from an online resource
- insert and resize shapes
- apply wrapping options to pictures
- understand how to proof documents
- add a word to the Dictionary

- add a word to Autocorrect
- use the Thesaurus
- find synonyms of words in a text
- use the Find and Replace Feature in a text
- understand how to use headers and footers
- insert basic headers and footers into a document
- insert automatic page numbering into a document

Content of the session

This session will focus on:
- using styles
- applying layout and paragraph formatting
- inserting and working with tables
- using the Show/Hide Button
- inserting page and section breaks
- using illustrations: pictures
- proofing documents
- inserting headers and footers

Outcomes of Session 1 as a reminder

By the end of the session, the participant will be able to:
- use a word processing app (Microsoft Word)
- open and save documents
- do basic formatting
- use copy, cut and paste
- use page view, page layout and page setup
- use layout and paragraph formatting
- use the spelling and grammar check
- decide on various printing options
- apply Word formatting useful to teachers

Overview

Welcome to **Session 2: Producing written documents using Microsoft Word, Part 2**. This is the second of three sessions that will take you through the steps of discovering how to use Microsoft Word as a teacher. In this session we will use the knowledge and skills developed in Session 1 to create a set of class notes you can use. Finally, in Session 3 we will create a test or exam paper. This will add a new set of skills to your word processing app skillset.

You will notice that there are a number of concepts that we have already covered; please refer to Session 1's Class Notes for more information.

Producing class notes

Structuring class notes effectively

All documents have a particular structure. The structure guides us about what to expect in the document and suggests how we should read it. A novel is often broken down into chapters and we read them from the first to the last chapter. Class notes also have a clear structure. Here is an example showing the heading levels from title level to heading level 4. After the fourth level is the text in paragraph form.

Title	Transport through time
Heading level 1	Transport on land
Heading level 2	Animal driven
Heading level 3	Carts and wagons
Heading level 4	Oxen
Heading level 4	Horses
Heading level 4	Mules
Heading level 2	Motorised transport
Heading leve l 3	Trains
Heading level 4	Steam trains
Heading level 4	Electric trains
Heading level 3	Road transport
Heading level 4	Cars
Heading level 4	Motorbikes
Heading level 1	Transport on water
Heading level 2	Sailing ships
Heading level 3	Rafts
Heading level 3	Canoes
Heading level 3	Reed boats
Heading level 2	Motorised ships
Heading level 3	Steamships
Heading level 3	Modern passenger liners

We use this range of heading levels to break the text down into a series of sections and subsections. A set of class notes with a good structure will show the learner the main points, and then how they are broken down into smaller and smaller units. There will be a title, and then three or a maximum of four levels of heading below that. This means that the information we are giving our learners is broken down into digestible pieces.

Give the structure of the text careful consideration when you start preparing your notes.

Using the Styles Group

The Styles Group on the Home Tab will make it easy to structure your class notes effectively.

Heading levels

The Styles Group has a set of suggested heading levels that you can use. Use the arrow on the bottom right-hand side of the Styles Group to look at all the settings.

To create the different heading levels in a document, you will impose what are called styles (in other words the format of the text) on the headings you have written.

It is a good idea to decide on the styles you want for your document before you write it. This makes it easier to create an effectively styled document.

Imposing styles

You can impose a style on heading text.
1. Highlight the text.
2. Select the Home Tab. Go to the Styles Group on the Ribbon and click on the style you have chosen for the heading.
3. Microsoft Word will automatically apply that style.

Task

- Set up your class notes document using the following specifications: A4 paper, margins 2.54cm all around, 1.5 line spacing, left-aligned justification.
- Use the Styles Group to structure your notes effectively. Impose title style, and heading levels one to three.

Inserting lists

There are two types of lists that we would use in class notes. These are bulleted lists and numbered lists. Microsoft Word has built-in tools that create these automatically. It is important, though, to ensure that the lists are properly structured.

Bulleted lists

Bulleted lists are useful when you want to list a few items, but it is important to follow some basic rules.

First, all the items in the bulleted list must have a common theme or category.

Second, a bulleted list needs to have a heading (or an introductory sentence). It can be a simple title, or the start of a sentence. If you use an introductory sentence, you would usually use a colon to introduce the list. Look at this example.

Types of transport include:

- air transport
- ground transport
- water transport

Third, all the items in the list must match grammatically. For example, the list could consist of single words **or** phrases **or** sentences, but not a combination of all of these.

Fourth, if the list is of phrases or sentences, every item on it must have the same tense, style, structure and punctuation.

You can insert a bulleted list.

1. Create your list with each item on a new line using the Enter Key to do so.
2. Highlight the list.
3. Select the Home Tab. Go to the Paragraph Group on the Ribbon, click the arrow next to the Bullets Button. You will see the bullet styles that you have used before (if you have), the bullet styles that are in the built-in library, and the bullet styles you may have used already in your document.
4. Choose the bullet style.
5. Microsoft Word will automatically bullet your list.

Numbered lists

We use numbered lists when the number of things on our list is important, or when we want to give a sequence of steps. You follow all the same rules as for creating bullets. It is best to use simple Arabic numerals (1, 2, 3) or Roman numerals (i, ii, iii) unless there is a reason for a different style.

You can insert a numbered list.

1. Create your list with each item on a new line using the Enter Key to do so.
2. Highlight the list.
3. Select the Home Tab. Go to the Paragraph Group, click the arrow next to the Numbers Button. You will see the number styles that you have used before, the number styles that are in the built-in library, and the number styles you have used already in your document, if you have done so.
4. Choose the number style.
5. Microsoft Word will automatically number your list.

Indented lists

The bullet or number style you have chosen may automatically indent the text. The indent is the distance from the margin to the bullets. If you are not happy with the indent, you can change it.

You can change the indent on lists.

1. On the Home Tab, in the Paragraph Group, identify the Increase Indent and Decrease Indent Buttons
2. To increase the indent, place your cursor at the start of the first bullet or list number and click the Increase Indent Button. All the bullets or number list items will move.
3. To decrease the indent, place your cursor at the start of the first bullet or list number and click the Decrease Indent Button. All the bullets or number list items will move.

Task

- Play around with creating bulleted and numbered lists.
- Increase and decrease the indents of the lists.

Inserting tables

Tables are often used to summarise material. Before you insert a table in your document, though, you must know exactly how many columns and rows you will need. To make this easier, spend a few moments thinking about it before you start the process of inserting a table.

Inserting a table

You can insert a table in one of two ways. You can either select the number of rows and columns for your table using the Insert Table Diagram, or you can use the Insert Table Button.

Use the Insert Table Diagram.
1. Select the Insert Tab.
2. Click the arrow below the Table Button on the Tables Group.
3. Let your cursor hover over the table diagram. Drag your cursor across the number of columns you want and down the number of rows you want.
4. Click in the last cell of the last column you have chosen.
5. Microsoft Word will place the table in your document.

Use the Insert Table Button.
1. Select the Insert Tab.
2. Click the arrow below the Table Button on the Tables Group.
3. Click on Insert Table.
4. Insert the number of columns you want and the number of rows you want in the Dialogue Box.
5. Click OK.
6. Microsoft Word will place the table in your document.

Adding rows and columns

You can add rows to your table.
1. Click your cursor in the table. Put the cursor in the row above or below where you want to add a row.
2. Two new tabs are added on the far-right at the top of your screen where all the tabs are. These new tabs are called Table Tabs. One is called Table Design, and the other one Layout.
3. Click on the Layout Tab.

4. In the Rows and Columns Group, click on the Insert Above Button to add a row above the row your cursor is in, or click the Insert Below Button to add a row below the row your cursor is in.

5. If you want more than one row, click the Insert Above or Insert Below Button for each additional row you want to add.

You can add columns to your table.

1. Click your cursor in the table. Put the cursor in the column to the left or right of which you want to add a column.

2. The Table Tabs will appear.

3. Click on the Layout Tab.

4. In the Rows and Columns Group, click on the Insert Left Button to add a column to the left of the column your cursor is in, or click the Insert Right Button to add a column to the right of the column your cursor is in.

5. If you want more than one column, click the Insert Left or Insert Right Button for each additional row you want to add.

You can delete columns or rows in your table.

1. Click your cursor in the table. Highlight the row or column you wish to delete.

2. The Table Tabs will appear.

3. Click on the Layout Tab.

4. Click on the arrow below the Delete Table Button and select which ones you wish to delete.

Merging cells

You can combine two or more cells in your table.

1. Click your cursor in the table. Highlight the cells you wish to merge.

2. Of the two Table Tabs, select the Layout Tab.

3. In the Merge Group on the Layout Tab, click the Merge Cells Button.

You can unmerge these cells using the Split Cells Button in the Merge Group on the Layout Tab.

Formatting text in a table

It is possible to format the text in your table to have it aligned centre, right, or left, and to be placed vertically at the top, middle or bottom of a cell. You can also change the direction of the text.

You can change the alignment of the text in your table.

1. Click your cursor in the table. Highlight the cells that contain the text you wish to align. You can select the whole table by clicking the small symbol to the top left of the table that looks like a plus sign.
2. The Table Tabs will appear.
3. Click on the Layout Tab.
4. In the Alignment Group on the Layout Tab, click the button corresponding to where you wish to align the text.
   - Align Top Left
   - Align Top Centre
   - Align Top Right
   - Align Centre Left
   - Align Centre
   - Align Centre Right
   - Align Bottom Left
   - Align Bottom Centre
   - Align Bottom Right

You can change the direction of the text in your table.

1. Click your cursor in the table. Highlight the cells that contain the text you wish to align. You can select the whole table by clicking the small symbol to the top left of the table that looks like a plus sign.
2. The Table Tabs will appear.
3. Click on the Layout Tab.
4. In the Alignment Group on the Layout Tab, click the Text Direction Button until your text is aligned as you wish.

Table design features

It can be quite difficult to make sense of a table of unformatted text. By changing the borders and shading in a table you can make its contents easier to read and understand.

You can change the style of your table.

1. Highlight the table.
2. The Table Tabs will appear.
3. Click on the Table Design Tab.
4. In the Table Styles Group on the Table Design Tab, use the Scroll Bar on the right to choose a style that you think would be suitable for your table.
5. Click on the style.
6. Microsoft Word will automatically apply that style.

You can change the borders of specific cells in your table.

1. Highlight the cells to which you want to draw attention.
2. The Table Tabs will appear.
3. Click on the Table Design Tab.
4. In the Table Styles Group on the Table Design Tab, click the Down Arrow on the Borders Button to select where you want to place the borders around cells. Use the Formatting Buttons in the Borders Group to change the colour and thickness of the border lines.
5. Microsoft Word will automatically apply that style.

You can change the shading of specific cells in your table.

1. Highlight the cells to which you want to draw attention.
2. The Table Tabs will appear.
3. Click on the Table Design Tab.
4. In the Borders Group on the Table Design Tab, click the Down Arrow on the Shading Button to select the colour and style of shading you wish to apply.
5. Microsoft Word will automatically apply that shading.

You can change the shading of specific rows in your table.

1. Click in the table.
2. The Table Tabs will appear.
3. Click on the Table Design Tab.
4. In the Table Style Options on the Table Design Tab, you can select from a number of styles. The most common are:
   • a header row (this highlights the top row of the table)
   • banded rows (this highlights every alternate row in the table)
   • first column (this highlights the first column on the left side of the table)
5. Microsoft Word will automatically apply that option.

The Show/Hide Button

The Show/Hide Button shows paragraph marks and other formatting that is usually hidden in a document. This information is useful when you are formatting a document.

You can show the formatting of a document.

1. Go to the Home Tab.
2. Click the Show/Hide Button in the Paragraph Group on the Home Tab Ribbon.

Inserting page and section breaks

Page breaks can be useful when you wish to split information up so that it appears on different pages. A section break will allow you to change the formatting of one section of a document while keeping the formatting of the rest of the document the same as it was. This is useful, for example, if you wish to create a table that is in landscape orientation because of the amount of text in it, while the rest of the document is in portrait orientation.

You can insert a page break.

1. Show all formatting using the Show/Hide Button.
2. Place your cursor where you wish to break the page. The text below your cursor will go onto the next page.
3. Click the Down Arrow on the Breaks Button in the Page Setup Group on the Layout Tab.
4. Select Next Page.
5. Microsoft Word automatically inserts a break and moves you to the start of the next page.

You can insert a section break.

1. Show all formatting using the Show/Hide Button.
2. Place your cursor where you wish to break the page and start a new section.
3. Click the Down Arrow on the Breaks Button in the Page Setup Group on the Layout Tab.
4. Select Next Page.
5. Microsoft Word automatically inserts a break and moves you to the start of the next page.
6. If you have no text on this page, press Enter three or four times to make space. If you have text on this page, go to the end of the text you wish to move into the new section.
7. Click the Down Arrow on the Breaks Button in the Page Setup Group on the Layout Tab.
8. Select Next Page.
9. Microsoft Word automatically inserts a break and moves the cursor to the start of the next page.
10. Click anywhere between the two section breaks. You can now change the formatting of only this section. Follow the instructions you have already learned, to change the orientation of the page.

You can check that you have done this correctly.

1. Go to the View Tab.
2. In the Zoom Group, click on the Multiple Pages Button.
3. If necessary, adjust the zoom size of the pages so you can see many pages all at once. You will be able to see the orientation of the different pages.

Inserting illustrations

Illustrations enrich class notes by offering a way to understand more about the text. They do this by adding a decorative element to the text, or by summarising information in it. Illustrations can be drawings, pictures, photographs, shapes or even icons. All these can be found on the Insert Tab in Microsoft Word.

What is a picture?

Microsoft Word defines a picture as any image that has been saved as a JPEG or PNG file.

If you download a picture from the internet, it is saved as one of these formats. If you drew a picture and took a photo of it with your smart device, this would also be saved as either a JPEG file, or a PNG file.

In this session we will explore how to use photographs and scanned images. In Session 6 of this Course – **Preparing Presentations using Microsoft PowerPoint** – you will explore the use of other types of illustrations.

Inserting a picture from your device

You can insert a picture from your device.
1. Put your cursor in your document where you want the picture to be placed.
2. Click on the Down Arrow under Pictures in the Illustrations Group on the Insert Tab.
3. From the three options provided, click This Device.
4. Navigate to the picture you want.
5. Click on the picture.
6. Microsoft Word will automatically place the picture where your cursor is.

Inserting a Stock Image

Stock Images are photos or other illustrations that have been collected by an organisation or company that gives users permission to use the image under certain conditions.

It is legal to use any image that the Microsoft Stock Image Library lists as free to use. If you use an image that is not expressly listed as free, you are breaking the law.

You can insert a Stock Image into your document.

1. Put your cursor in your document where you want the picture to be placed.
2. Go to the Insert Tab. Click on the Illustrations Group. Click on the Down Arrow under Pictures.
3. From the three options provided, click Stock Images.
4. A Dialogue Box will open offering several tabs: Images (in other words photos), icons, cut-out people, stickers and illustrations.
5. Navigate to the picture you want.
6. Click on the picture.
7. Microsoft Word will automatically place the picture where your cursor is.

Text wrapping

You will find that Microsoft Word has placed your image exactly where your cursor was. You may, however, wish to be more creative about how you place it.

You can wrap text around images.

1. Click on the image.
2. Click on the Layout Options Button.
3. Select how you wish to have the text wrap around the image. You will be able to select one of the following options.
   - In Line with Text.
   - With Text Wrapping (Square, Tight and Through, Top and Bottom, Behind Text or In front of Text).

More about inserting pictures

When you click on your image and look at your Tabs Toolbar, you will see that a new tab has appeared. It is called Picture Format. In Session 6 – **Preparing Presentations using Microsoft PowerPoint** – we will explore this tab in detail. Images are useful in Microsoft Word, but in PowerPoint presentations, they are essential. A good PowerPoint presentation relies on outstanding images.

Task
• Insert an image into your document.
• Experiment by wrapping the text in two different ways.

Proofing

To proofread a document is to check it for errors. Proofing is the name of the process used to do this. Microsoft Word has a set of built-in tools to make proofing easy.

Correct spelling

You will remember that any word that has been incorrectly spelled has a red line underneath it on your screen. You should then right-click and find the correct spelling of the word and insert it in place of the misspelled one.

But you will also have noticed that there are often words, like people's names or place names, that the Microsoft Word Dictionary does not recognise.

When Word has indicated that a word is incorrectly spelled, and you know it is correct, you can simply add it to your Dictionary. The next time you type that word, the app will automatically recognise the word as correct.

Adding a word to the Dictionary

You can add a correctly spelled word (that Microsoft Word's Dictionary does not recognise) to the Dictionary.

1. Move your cursor into the word, and right-click on it.
2. Click on the option to Add to Dictionary.
3. The spelling of that word will now be part of the Dictionary across all of Microsoft's apps on your devices.

Autocorrect

You may find that you often key in a word incorrectly. It is possible to have Microsoft Word automatically correct the word.

You can use Autocorrect to assist you.

1. Go to the File Tab.
2. Click Options.
3. Click on the Proofing Options.
4. Click on Autocorrect Options.
5. Check if your hard-to-spell word is in the list under the heading: Replace text as you type.
6. If the word is not there, add it to the list, add the correct spelling and then click OK.

You can use Autocorrect to speed up your keying in of your commonly used phrases.

1. Go to the File Tab.
2. Click Options.
3. Click on the Proofing Options.
4. Click on Autocorrect Options.
5. In Replace text as you type, put a short form of the phrase you often use in Replace, and then put in the full phrase in With.
6. Click OK.

Find and Replace

If you find that you have made an error repeatedly in your document – for example, spelling an unusual term incorrectly or using the wrong word – you can use Find and Replace to solve your problem.

You can find and replace a word.

1. Click Find in the Editing Group on the Home Tab.
2. Type the word (or phrase) you want to find in the Find What Box.
3. Type the change you want in the Replace Box.
4. Click Next.
5. Check that your replacement will be accurate in all instances, and then click Replace. (If you are certain your replacement is accurate, you can click Replace All.)
6. Repeat these steps until Microsoft Word says there are no more matches.
7. Click Cancel.

Using the Thesaurus

A Thesaurus is a book that provides a list of words in groups of synonyms and related ideas. Microsoft Word has a Thesaurus built into the app so you can easily find a synonym, and even an antonym, for a word.

You can find a synonym for a word.

1. Click on the Review Tab.
2. In the Proofing Group, click on Thesaurus and a Toolbar will open on the right of your screen.
3. Type in the word you would like to replace with a synonym, and you will get some options.
4. Select the word you wish to use.

You can find a synonym for a word using a shortcut.

1. Right-click in the word you wish to find a synonym for.
2. Select Synonyms from the menu.
3. Let your cursor hover over the words that are suggested and then click on the best word for your context.
4. Microsoft Word will automatically replace the word.

Inserting page numbers, headers and footers

A header is the information you could put at the top of the document. It will appear at the very top, above the text of the document on every page. You could, for example, put in the grade, and your name.

A footer is the information that you could put at the bottom of each page. You could put any information in a footer, for example, the date of the class notes, the name of your school, and so on.

Although we can insert page numbers at the top or the bottom of a page, it is more reader-friendly to insert them at the bottom of the page, as part of the footer.

Inserting headers and footers

You can insert a header (or footer) using the same steps.

1. Go to the Header and Footer Group on the Insert Tab.
2. Click on the Down Arrow next to Header.
3. Scroll down to see the various options available.
4. Select where you would like to put the header and click on that selection.
5. Microsoft Word will open the header and highlight where the header will go.
6. Key in what you wish to be in the header.
7. Click Close Header and Footer in the Close Group on the Insert Tab.

Inserting page numbers

You can insert page numbers.

1. Go to the Header and Footer Group on the Insert Tab.
2. Click on the Down Arrow next to Page Number.
3. Select where you would like to put the page numbers and click on that selection.
4. Microsoft Word will open the header or footer (depending on your choice in step 3) and highlight where the page number will go.
5. If you are happy with the placement, click Close Header and Footer in the Close Group on the Insert Tab.

Task
• Add a header with your name, and the subject and grade of the class notes.
• Insert page numbers as a footer at the bottom of your document

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

_____

has successfully completed the attendance and assessment requirements of:

**PRODUCING WRITTEN DOCUMENTS
(USING MICROSOFT WORD) PART 2**

This training is endorsed for 5 SACE Professional Development points.

_____   _____
Date   Christina Watson
                                       Chief Executive Officer

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Department:
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Final Assessment

	Indicate the ONE correct response for each question.
1	You can impose a style on heading text by following these steps in order.
a	(1) Highlight the text. (2) Select the Design Tab. Go to the Styles Group on the Ribbon and click on the style you have chosen for the heading. (3) Microsoft Word will automatically apply that style.
b	(1) Select the Home Tab. (2) Go to the Styles Group on the Ribbon and click on the style you have chosen for the heading. (3) Microsoft Word will automatically apply that style.
c	(1) Highlight the text. (2) Select the Home Tab. Go to the Styles Group on the Ribbon and click on the style you have chosen for the heading. (3) Microsoft Word will automatically apply that style.
2	You can insert a bulleted list by following these steps in order.
a	(1) Create your list with each item on a new line using Enter to do so. (2) Highlight the list. (3) Select the Home Tab. Go to the Paragraph Group on the Ribbon, click the arrow next to the Bullets Button. You will see the bullet styles that you have used before (if you have), the bullet styles that are in the built-in library, and the bullet styles you may have used already in your document. (4) Choose the bullet style. (5) Microsoft Word will automatically bullet your list.
b	(1) Create your list with each item on a new line using Enter to do so. (2) Select the Home Tab. (3) Go to the Paragraph Group on the Ribbon, click the arrow next to the Bullets Button. You will see the bullet styles that you have used before (if you have), the bullet styles that are in the built-in library, and the bullet styles you may have used already in your document. (4) Choose the bullet style. (5) Microsoft Word will automatically bullet your list.

	Final Assessment (continued)	
Indicate the ONE correct response for each question.		
c	(1) Highlight the list.	
	(2) Select the Home Tab.	
	(3) Go to the Font on the Ribbon, click the arrow next to the Bullets Button. You will see the bullet styles that you have used before (if you have), the bullet styles that are in the built-in library, and the bullet styles you may have used already in your document.	
	(4) Choose the bullet style.	
	(5) Microsoft Word will automatically bullet your list.	
3	You can increase the indent on lists by following these steps in order.	
a	(1) On the Home Tab, in the Paragraph Group, identify the Increase Indent and Decrease Indent Buttons.	
	(2) Place your cursor at the start of the first bullet or list number and click the Increase Indent Button.	
	(3) All the bullets or number list items will move.	
b	(1) On the Home Tab, in the Paragraph Group, identify the Increase Indent and Decrease Indent Buttons	
	(2) To increase the indent, place your cursor at the start of the first bullet or list number and click the Decrease Indent Button.	
	(3) All the bullets or number list items will move.	
c	(1) On the Insert Tab, in the Pages Group, identify the Increase Indent and Decrease Indent Buttons.	
	(2) To increase the indent, place your cursor at the start of the first bullet or list number and click the Increase Indent Button.	
	(3) All the bullets or number list items will move.	

Indicate the ONE correct response for each question.

4	You can combine two or more cells in your table by following these steps in order.
a	(1) Click your cursor in the table. (2) Select the Layout Tab. (3) In the Merge Group on the Layout Tab, click the Merge Cells Button.
b	(1) Click your cursor in the table. Highlight the cells you wish to merge. (2) Select the Table Design Tab. (3) In the Merge Group on the Design Tab, click the Merge Cells Button.
c	(1) Click your cursor in the table. Highlight the cells you wish to merge. (2) Of the two Table Tabs, select the Layout Tab. (3) In the Merge Group on the Layout Tab, click the Merge Cells Button.
5	You can insert a table using the following steps in order.
a	(1) Select the Design Tab. (2) Click on Tables Group. (3) Click on Insert Table. (4) Insert the number of columns you want and the number of rows you want in the Dialogue Box. (5) Click OK.
b	(1) Select the Insert Tab. (2) Click the arrow below Table on Tables Group. (3) Click on Insert Table. (4) Insert the number of columns you want and the number of rows you want in the Dialogue Box. (5) Click OK.
c	(1) Select the Table Tabs. (2) Click the arrow below Table on Tables Group. (3) Click on Insert Table. (4) Insert the number of columns you want and the number of rows you want in the Dialogue Box. (5) Click OK.

|	**Final Assessment (continued)**
	Indicate the ONE correct response for each question.
6	The Show/Hide Button shows:
a	table sizes that are hidden in a document.
b	review formatting that is usually hidden in a document.
c	paragraph marks and other formatting that is usually hidden in a document.
7	Microsoft Word defines a picture as any image that has been saved as a:
a	JPEG or PNG file.
b	JPEG or GIF file.
c	JPEG or Word file.
8	Stock Images are:
a	photos or other illustrations of cows and other farm animals that are free to use.
b	photos or other illustrations that have been collected by an organisation or company that you must never use.
c	photos or other illustrations that have been collected by an organisation or company that gives users permission to use the image under certain conditions.
9	You can find a synonym for a word by using the following steps in order.
a	(1) Left-click in the word you wish to find a synonym for. (2) Select Synonyms from the menu. (3) Let your cursor hover over the words that are suggested and then click on the best word for your context. (4) Microsoft Word will automatically replace the word.
b	(1) Right-click in the word you wish to find a synonym for. (2) Select Synonyms from the menu. (3) Let your cursor hover over the words that are suggested and then click on the best word for your context. (4) Microsoft Word will automatically replace the word.
c	(1) Double-click in the word you wish to find a synonym for. (2) Select Synonyms from the menu. (3) Let your cursor hover over the words that are suggested and then click on the best word for your context. (4) Microsoft Word will automatically replace the word.

	Final Assessment (continued)
**Indicate the ONE correct response for each question.**
10	A header is the information you could put:
a	at the bottom of the document.
b	at the top of the document.
c	at the side of the document.
11	You can delete columns or rows in your table by following these steps in order.
a	(1) Click your cursor in the table. Highlight the row or column you wish to delete. (2) The Table Tabs will appear. (3) Click on the Layout Tab. (4) Click on the arrow below the Delete Table Button and select which ones you wish to delete.
b	(1) Click your cursor in the table. (2) The Table Tabs will appear. (3) Click on the Editing Tab. (4) Click on the arrow below the Delete Table Button and select which ones you wish to delete.
c	(1) Click your cursor in the table. Highlight the row or column you wish to delete. (2) Click on the Layout Tab. (3) Click on the arrow below the Delete Table Button and select which ones you wish to delete.
12	To insert a page number go to the:
a	Header and Footer Group on the Insert Tab.
b	Header and Footer Group on the File Tab.
c	Number Group on the Insert Tab.
13	On which tab would you find the Editing Group?
a	File Tab.
b	Layout Tab.
c	Home Tab.

	Final Assessment (continued)	
Indicate the ONE correct response for each question.		
14	On which tab would you find the Show/Hide Button?	
a	File Tab.	
b	Home Tab.	
c	View Tab.	
15	On which tab would you find the Paragraph Group?	
a	Home Tab.	
b	Insert Tab.	
c	Design Tab.	

Additional Resources

The keyboard of a laptop
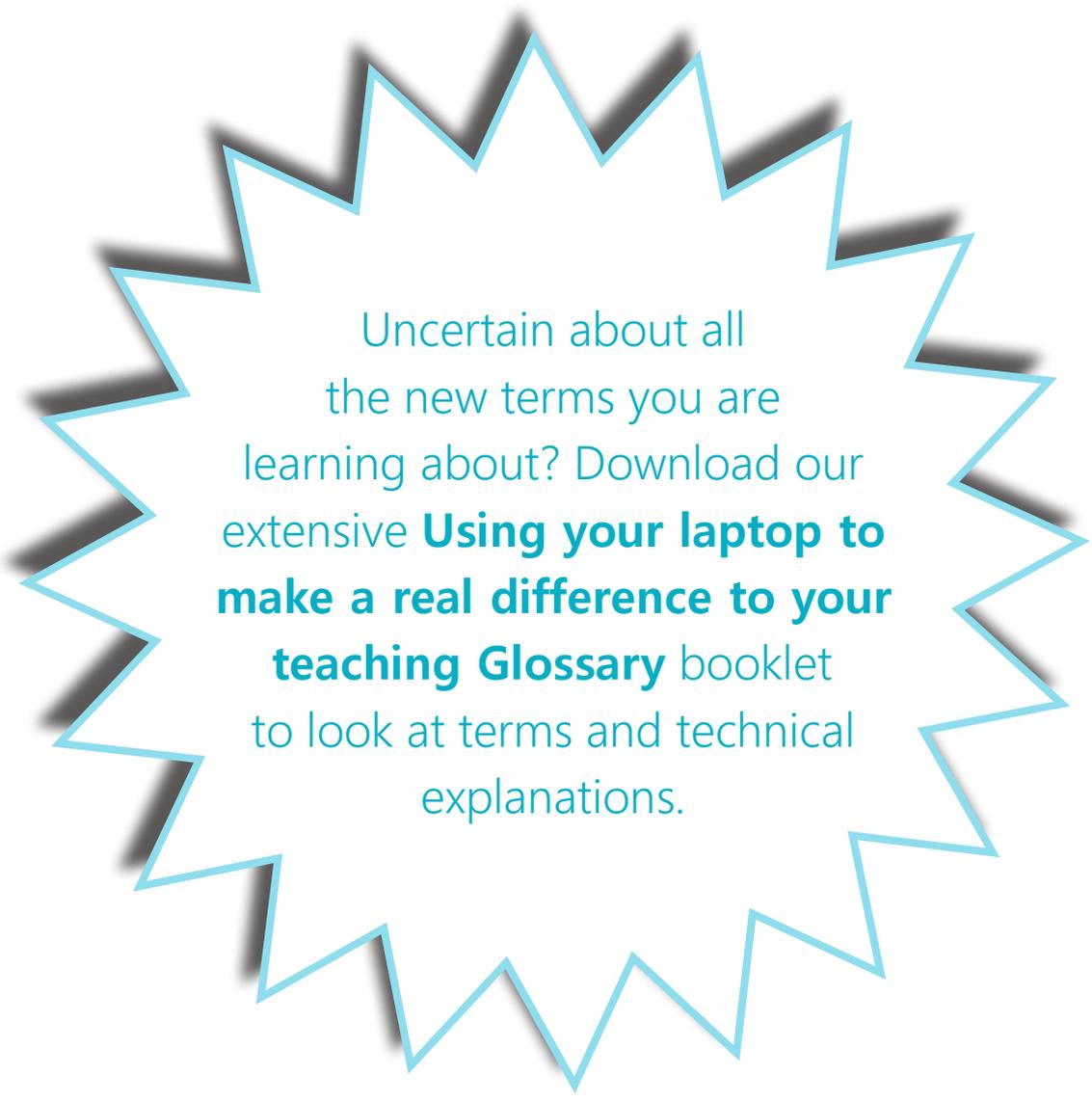
Uncertain about all
the new terms you are
learning about? Download our
extensive **Using your laptop to
make a real difference to your
teaching Glossary** booklet
to look at terms and technical
explanations.

Acknowledgements

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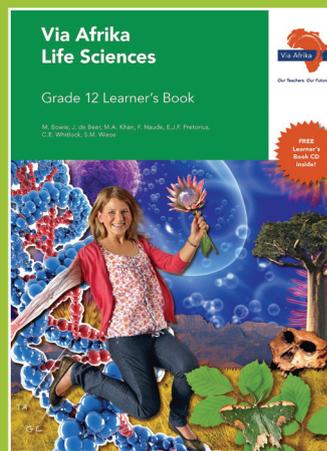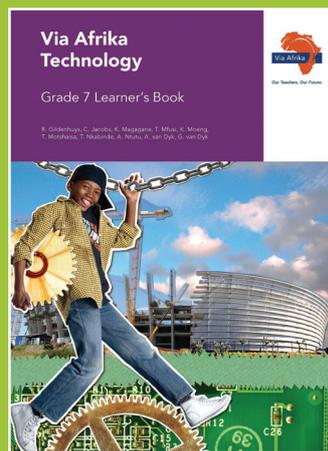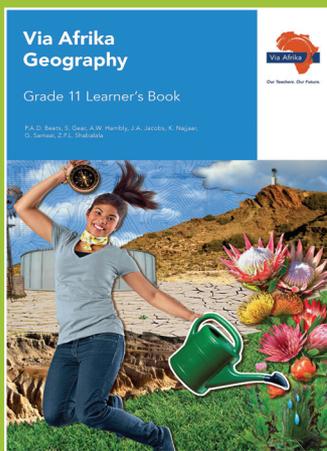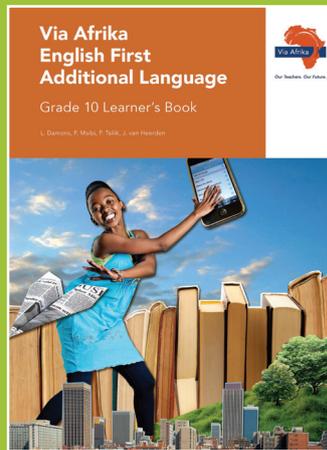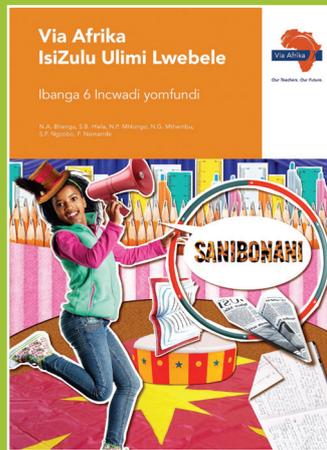
These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.

Notes

WHAT ELSE WE DO

CAPS approved printed books

Via Afrika Natuurwetenskappe en Tegnologie
Graad 4 Leerderboek

M.N. Mpanza, J.C. Norton, H. Steenkamp, R.S.A. Thomas, E.M. van Huyssteen

Via Afrika IsiZulu Ulimi Lwebele
Ibanga 6 Incwadi yomfundi

N.A. Bhengu, S.B. Hlela, N.P. MNlungo, N.G. Mthembu, S.P. Ngcobo, P. Nemande

SANIBONANI

Via Afrika English First Additional Language
Grade 10 Learner's Book

L. Damons, P. Mubu, P. Talib, J. van Heerden

Via Afrika Sesotho Puo ya Lapeng
Kereiti 2 Buka ya moithuti

M.T. Kokoali, M.J. Lephepholo, O.A. Malahle, A.M. Matsisano, N.M. Sefatsa, M.A. Thuthani

DUMELANG

Via Afrika Geography
Grade 11 Learner's Book

P.A.D. Beets, S. Gear, A.W. Hambly, J.A. Jacobs, K. Nagiaer, O. Samsao, Z.P.L. Shabalala

Via Afrika Technology
Grade 7 Learner's Book

R. Gilderhuys, C. Jacobs, K. Magagane, T. Mfusi, K. Moeng, T. Motshaisa, T. Nkabinde, A. Ntulu, A. van Dyk, G. van Dyk

Via Afrika Life Sciences
Grade 12 Learner's Book

M. Bowie, J. de Beer, M.A. Khan, F. Naude, E.J.F. Pretorius, C.E. Whitlock, S.M. Wese

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