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## A8: Word Processing II

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### Important:

Familiarizing oneself with the background material before getting started is strongly recommended. Doing the tasks in a computer lab is still recommended on Thursdays/Fridays especially if it seems difficult to progress.

### Objectives of the Assignment

The assignment will introduce to you the word processing via MS Word 2016 program. After completing the assignment, the student will

- know how to use language tools for hyphenation and spell check.
- know how to make headers and footers as well as page numbering in a document.
- know how to make an automatically updated table of content in a document.
- know how to create different styles in various parts of the document.
- know how to use group work tools

### Tasks and Grading of the Assignment

There are 2 tasks in the assignment. The maximum total points for the assignment are 10 points.

**Task 1** Text formatting (8 p)

**Task 2** Add comments & track changes (2 p)

### What needs to be submitted?

For task 1 submit a document in its native form docx. For task 2 submit a png- image.

Name the documents as

*A8T1.docx*, and

*A8T2.png*

## At first - Tip

### Background material files

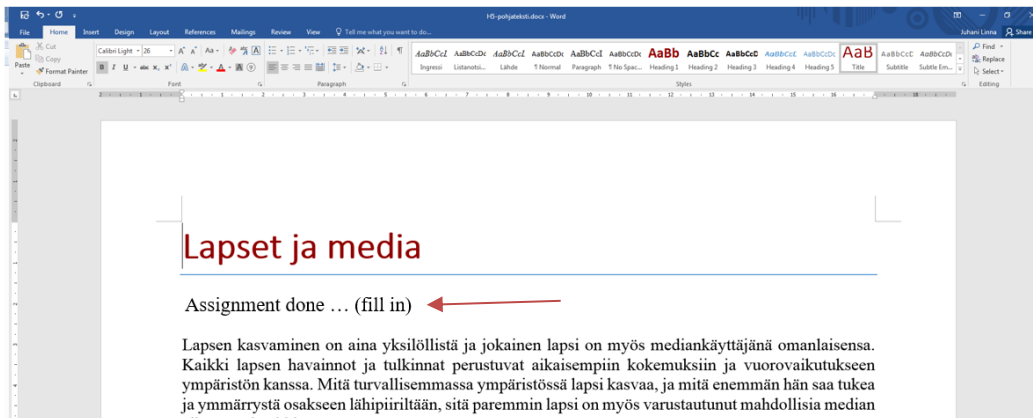
The needed files are compressed in *A8-pohjatiedostot.zip*. Download it on your own computer and extract (take the cursor over the file, right-click and select from the drop-down menu extract all (*Extract all, Extract here.*)).

When documents are downloaded from the web they may open in "read only" mode. The documents can't be directly formatted in this mode. In this situation you will need to first select *View->Edit document* or click over a possible yellow bar *Enable editing*.

Get the document *A8-T1-pohjateksti.docx* from the zip-package. Save the document right away in its native form (Word-document, file extension .docx) as *A8T1.docx*.

Type in the beginning of the document a sentence where the assignment was done, on what kind of computer and on which operating system. For example:

*Assignment done in ML8 computer lab, on a Dell-desktop and on Windows 10.*



**Picture 1. Type the environment information in the line indicated by the arrow**

## Task 1 (8 p): Text formatting

Format the document you opened and saved according to the sections (a)-(h). The task will introduce you to (a) hyphenation, (b) language check and footnotes, (c) automatic numbering of chapters, (d) creating a table of contents, (e) creating a cover page, (f) separating of introduction and table of content pages (g) formatting of headers and footers of page and (h) turning pages. Remember to save every now and then.

- (a) **Hyphenation.** The need for hyphenation is more evident when the document is divided into 2 columns, as is the case in the second chapter of the document, than in page-wide text (Picture 2). Hyphenate the text that is divided into columns (notice: only the second chapter, *not the entire* document). **Tip 1**

Psykologinen kehitys on kuitenkin tavallisesti  
kaikilla samantapaisten vaiheiden  
läpikäymisen jatkumo. Lapsen ikä vaikuttaa  
paljon siihen, millaisena lapsi mediasisällöt

**Picture 2 Big spacing on the second line.**

- (b) **Language check and footnotes.** Use language tools to check the spelling of the document. Correct typos. Remember that the language tools are only tools. They make it easier to find potential errors but there are cases in which they have offered incorrect suggestions for correction. You should always use your own discretion when it comes to accepting the suggested correction. **Tip 2**

*Add a footnote to the introductory text (cf. the example document): The document bases on the instructions of Mannerheim League for Child Welfare, and can be found at: [http://www.mll.fi/vanhempainnetti/tietokulma/lapset\\_ja\\_media/](http://www.mll.fi/vanhempainnetti/tietokulma/lapset_ja_media/)*

- (c) **Automatic numbering of the chapters.** Number the chapters of the text and sub-text automatically. Use numbering that doesn't have a dot in between the numbering and chapter. **Tip 3**
- (d) **Automatic table of contents.** Create a table of contents in between the introduction and the first chapter (automatically, not manually, cf. the example document). **Tip** When the content of a document changes, for example chapter titles or page numbering, the table of contents updates itself automatically if you click Update Table at the top that opens when you click inside the table of contents.

- (e) **Cover page.** Change the style Title; There should be 15cm empty space above the heading and the heading needs to be centered. Formatting mustn't be done by blank lines! Retrieve a picture for the cover page similar to the example picture 3 (not the same picture as in the example. Retrieve a picture from the web onto the computer you are using). **Tip 5**



**Picture 3 The cover page of the document at this point.**

- (f) **Initial pages.** Set the introductory text and the table of contents the *document's initial pages*. Set both to start on their own pages (have a look at the example file). The table of contents can start with a standard page break but in order to have headers and footers defined for the initial pages in the following section, don't set regular page breaks in the beginning of the introductory text and the chapter 1. Instead, set the page break by applying a section. **Tip 6**

- (g) Sections' headers and footers.** It is possible to define headers and footers for a document's different sections. (cf. example document). There is no need for headers and footers on the cover page. However, there should be a header *Lapset ja media* on the first pages, and Roman numbers as footers (i, ii, iii, ...). The rest of the document's content pages should have a header *IT skills - Autumn 2019* and a footer with date on the left, page number in the middle – n – (line on both sides of the number) and time on the right (aligned to the right). <sup>Tip 7</sup>
- (h) Rotating a page to a landscape position.** There are now over 20 pages in your document: cover page, 3 initial pages and content pages of which the first chapter is divided into columns and hyphenated. Create a landscape oriented page (page turned on its long side) between the chapters 2 and 3 in the following way.

Create a new blank page before the 3<sup>rd</sup> chapter's title. Rotate the blank page to a landscape position and create a table (see the example in the example document. There's no need for content in the table, it can be left blank.). <sup>Tip 8</sup> If necessary, correct the landscape page's headers and footers to match with the landscape position (date and time in the margins, page number and header at the top in the middle).

**Task 1 solution:** Formatted document. Submit file A8T1.docx.

**Tip 1.** You can hyphenate a part of the document by first selecting the area to hyphenate (entire chapter divided into columns) and giving it a command **Layout/Page Setup/Hyphenation/Manual**. Word suggests sections to be hyphenated. You can either accept / reject the programs' suggestions for hyphenation in the area you wanted to hyphenate. In this case you will have to click accept / reject for each hyphenation suggestion throughout the entire hyphenated text block.

Alternatively, select (the same place) automatic hyphenation and the entire document will be hyphenated. Then you can select the areas you **don't** want to be hyphenated and disable their hyphenation in paragraph settings as follows: Select the text before the text divided into columns and then **Home/Paragraph/Line and Page Breaks/Don't Hyphenate**. In this "Line and Page Breaks" refers to the tab in the dialog box that opens from the corner arrow of the Home/Paragraph tool bar.

**Notice.** *Hidden hyphen.* If you want to hyphenate only some of the lines manually (in other words, you type the hyphen) don't use the normal hyphen character but instead always **ctrl + -** (hold down the ctrl-key). This way the hyphen will be a hidden hyphen, in other words, it will appear only if the place of word division matches the line break. If the word division moves away from the end of the line the hyphen will remain hidden and won't show in the word in the middle of the line.

**Tip 2.** Set the language of the document English. Select the entire document (ctrl+a) and then: **Review/Language/Set Proofing Language.../English**. Take the cursor to the beginning of the document. Now select **Review/Proofing/Spelling & Grammar**. Go through the document either accepting (change) or ignoring (ignore) the corrections Word suggest. At some points the spelling & grammar check finds an error but can't provide a correction. In these cases you will need to correct the error in the text by yourself and then resume the spelling and grammar check.



**Tip 3.** Move the cursor over the title "Media ja lapsen ikä". Select **Home/Paragraph/Multilevel List** and the hierarchical numbering of various heading styles that opens in the list. (Picture 4).

**Tip 4.** Take the cursor over the sentence in the last part of the introductory ("Voit soittaa tai kirjoittaa luottamuksellisesti.").

Select **References/Table of Contents/Automatic Table 1**.

It is enough to create a table of contents for this task. If you wish, you can format the styles of the table of contents (**TOC Heading, TOC1, TOC2...**).

**Tip 5.** Take the cursor over the title (Lapset ja media) and open the **Styles** dialog box. Format the **Title** spacing in the **Modify Style** -dialog (**HOME/Styles/Title/Modify**) and select **Format/Paragraph**. You can format spacing in the dialog (**Spacing/Before**:). Set to 15 cm (if the unit of measurement is points type the unit in the input field as well: 15 cm). In addition, set the title centered.

You can copy a picture from the web or if you have pictures stored on your computer download it from your picture folder by selecting **Insert**-tab.

When you click on the picture in the document a new tab opens in the tool bar **Picture Tools / Format**. Use the picture tools to determine how on the page the picture is positioned. Here, a suitable layout would be over the text-position: **Picture Tools/Format** -tab **Arrange** -group **Wrap Text/In Front of Text**. You can then move the picture to the desired position.

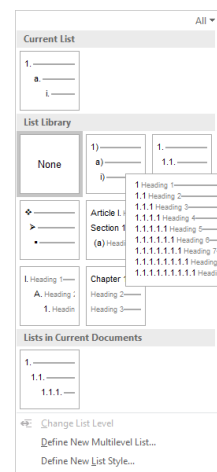
**Tip 6.** Initial pages are separated into their own sections:

- Start the table of contents on its own page with a page break character. Go to the beginning of the table of contents title and add a page break (see the picture on the right): **Layout/Page Setup/Breaks/Page Breaks:Page**.
- Add section breaks to both sides of the initial pages (in the beginning of the introductory text and the first chapter): **Layout/Page Setup/Breaks/Section Breaks:Next Page**.

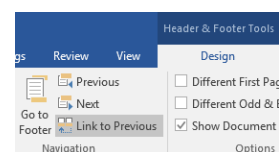
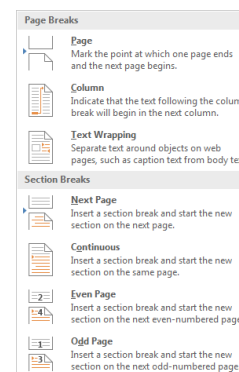
**Tip 7.** Double click the header or footer to open it at the top or bottom of the page. The **Design** tool menu for headers and footers will automatically let you format the content such as page numbers (**Header & footer/Page Number/Current Position**) or the date (**Design/Insert/Date & Time**). The selected content will appear at the active writing location.

- Once the document is divided into sections you can format the headers and footers of different sections as you like. Notice that the headers (and footers) are linked to one another by default (**Link to Previous**) in the headers' and footers' menu tab (picture on the right). In order to prevent the formatting from affecting the other section's headers/footers the link has to be unselected. If the button is selected you can simply turn it off by clicking on it once.
- If you wish to format the automatic page numbering (for example, where the numbering begins), you can activate the footer and format as you like at **Headers & Footers Tools/Design/Header & Footer/Page Number/Format Page Numbers**.
- Gimmick 3 for formatting the cover page: Headers and footers can be quickly removed. Activate the header, tick the box on the tab **Options/Different First Page** that activates in the selection bar **Headers&Footers Tools/Design**.

**Tip 8.** This as well has to be done with the help of **sections**. You can set page layout such as page orientation or page marginals separately for different sections. Therefore, create two page switching section breaks (**Layout/Page Setup/Breaks/Section Breaks:Next Page**) at the end of the page after which the rotated page is added. Keep the hidden characters visible to enable the appearance of the changes you created. You can now rotate the page between the section breaks to a landscape position



**Picture 4.** Select in the Multilevel list hierarchical numbering for different heading styles



(take the cursor on the page and change the orientation in the **Layout/Page Setup/Orientation**). Create a 10x6 table on the landscape page, the cell content doesn't matter.

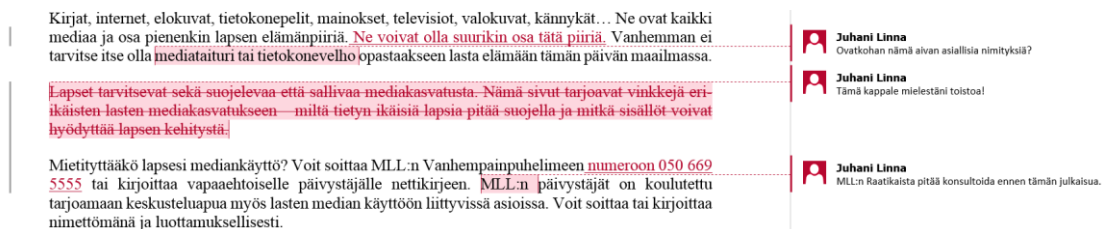
Edit the headers and footers on the landscape page (centered T3 XXX) and page number, date and time at the bottom. When formatting the headers and footers remember first to remove the links between the sections (**Link to Previous**) so that the changes you make will be directed only to the new landscape page section.

## Task 2 (2p): Add comments & track changes

Do the sections (a) and (b) using a document of your choice (you can use, for example, a text block from the previous task).

- With the help of **comments** you can type messages and opinions in your document for the reader without changing the content of the document. Try adding and removing comments. Make at least 2 comments in the text (Review/Comments/New Comment).
- Tracking changes** is suitable for text that is produced in collaboration: When you want to edit the text but you also want your colleague to see the changes you made and to either accept or reject the suggestions you made. Turn on the track changes (Review/Track changes), delete a few words somewhere in the text and add a few words in another part. The changes you made will remain visible. Your peer can then either accept or reject the changes you made when opening the document.

Take a screenshot of the document (ft. picture below), and cut the part of it which shows the comments made as well as deleted and added words. Save the picture as png. **Tip 9**



**Task 1 solution:** A cut picture of a screenshot A8T2.png including

- comments on the right and
- visible changes made to the document.

**Tip 9.** You can save the screenshot as png at Paint-program, for example.