

Unit 14 Word processing

Name:

1 Type in words from the box to make instructions from Microsoft Word.

left/right table indent picture hyperlink

- 1 Increase/Decrease
- 2 Insert
- 3 Insert
- 4 Insert
- 5 Align

2 Decide if these features and functions from Microsoft Word appear on the Standard Toolbar or the Formatting Toolbar. Choose from the drop-down menu.

- 1 Typeface
- 2 Hyperlink
- 3 Italic/Bold/Underline
- 4 Print Preview
- 5 Bullets
- 6 Columns
- 7 Undo
- 8 Open

3 Nathaniel is explaining to his classmate, David, how to set up a Macro on Microsoft Word. Complete his instructions by typing in the words in the box.

next like right first finally you what everything then then that

David: Nathaniel, I've been asked to set up a Macro to help me edit this document on Word, but I'm not sure how to do it. Actually, I'm not even sure what Macros do. Can you give me a hand?

Nathaniel: Sure. Macros are basically mini-programs that you can set up within a Word document which carry out automated tasks for you. One of the most useful Macros allows you to go through a whole document and delete any accidental double spaces. I'll show you how to do it. (1) , open up any Word document. (2) put in a couple of double spaces between words, just so you can check that it's worked at the end.

David: OK, I've done (3) now. (4) next?

Nathaniel: (5) , you go to *Tools, Macros*, (6) click on *Record New Macro*.

David: (7) this?

Nathaniel: That's it. Give the Macro a name like 'Doublespace' – it has to be one word. Once you click *OK*, Word is recording your actions so that it can replicate them later. So, do the following commands: *CTRL + Home* – that takes the cursor to the start of the document – *Find and replace, Find*, then hit the space bar twice to do a double space, then click *Replace with* and hit the space bar once before clicking *Replace all*.

David: Is that (8) ?

Nathaniel: Yes, that looks good. (9) , press the little red circle on the Macro command, which will stop the recording. The Macro should now be saved under your Macro menu, just hit *Run* to run it on any Word doc.

David: Is that (10) ? Seems quite simple. Thanks, Nathaniel.



Now listen to the dialogue.