

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	5 practicals (approx. 1-2.5 hours each)
Software Required	Microsoft Word

Learning Outcome

Upon completion of this unit, students will be able to apply advanced document formatting techniques including custom page margins, text justification, and list creation (both bulleted and numbered) to enhance document structure and readability. Students will demonstrate proficiency in creating and formatting professional tables with borders, shading, and shadows while utilizing Word's calculation features for data processing. Learners will master text automation tools including AutoCorrect for abbreviation expansion and change case functions for consistent text formatting, enabling efficient document creation and editing.

Skill 9 : Margins

1. Create a new document.
2. Type and format the document below:

M A R G I N S

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins.

- However, you can position some items in the margins —for example, headers, footers, and page numbers.

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

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To Change the page margins, switch to print layout view. Point to a margin boundary on the horizontal ruler or vertical ruler. When the pointer changes to a double-headed arrow, drag the margin boundary.

3. Justify the paragraphs and Save the document as Skills8.
4. Change the left margin to 6 cm from the left edge of the paper and the right margin to 7 cm from the right edge of the paper.
5. Make the last three paragraphs a bulleted list.
6. Duplicate your document in the same file and make the last three paragraphs a numbered list.
7. Save your document again.

Skill 10: Calculation

Using Word's table feature, create, format (border, shading and shadow) the form below, and use Ms word to calculate the Total.

HANDY PHONE TEST LIST			
NAME	TEST1	TEST2	TOTAL
Sam	23	23	
Vic	76	76	
Urmila	75	55	
Pri a	45	56	

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Skill 11: Formatting (Border, Change Case, Small caps, Symbol, Page border...)

Create and save the following documents:

By using the following features, create the document below:

Border and Shading	Character spacing (Expanded by 10 pt)	Change case (Title case)	Small caps (with shadow)	Symbol	Text effects (Las Vegas Lights)
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Drop cap

Line spacing (exactly at 20 pt)

Bullets

Page Border (Art formatting)

ables are a handy way to format all kinds of documents that you might create for your classroom from syllabi to tests to grade reports. You can quickly create a simple table by using the Insert Table command or you can use the Draw Table tool to quickly create a more complex table.

For example, one that contains cells of different heights or a varying number of columns per row.

Using Draw Table is similar to drawing a rectangle on graph paper: first, draw a line from one corner of the table to the corner diagonally opposite in order to define the boundary of the entire table, and then draw the column and row lines inside.

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Skill 12: AutoCorrect Feature TO CORRECT AND TEXT

Task: Create a new document named **formatting1** and use the appropriate formatting to perform the following exercises.

Main Text to Type:

To maintain a competitive edge in the marketplace, the modern business must take advantage of the latest technologies and online marketing systems.

Use the AutoCorrect feature to expand the following abbreviations into words:

Abbreviation	Full Text
CAB	Computer Applications in Business
PLC	Product Life Cycle
PofM	Principles of Marketing
E-M	Electronic Marketing

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Skill 13: Change Case Feature

MS Word Instructions:

- For AutoCorrect: Tools → AutoCorrect Options
- For Change Case: Format → Change Case (or Shift + F3)

Use the change case feature to capitalise the first letter of each word for the text below:

Electronic-Marketing - New Application of Old Principles

E-Marketing is not a reinvention of marketing, warns Monitor Media's Robert Simmons. Marketers should not forget all that they have learnt. Far from it. The skill of the e-marketer is to take conventional marketing thinking to a new medium and ask "What more does this medium allow me to do?"