

PC SIMPLICITY!

SIMPLE WORD 2003: Popular Functions

How to create, design and modify a document by word processing.

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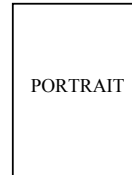


Step 24. Enter the following text shown the box below.

The next page is to be set up as a Landscape page. There are two Page Orientation setting Portrait and Landscape. When working with a Landscape page you may need to reduce the Zoom so you can view the entire width of the page.

Step 25. Perform the Save function to resave all the changes made to this document.

Step 26. Come down two lines (*Press the Enter key twice*) to ensure that we are not too close to the above text.



We will be inserting a Landscape page.

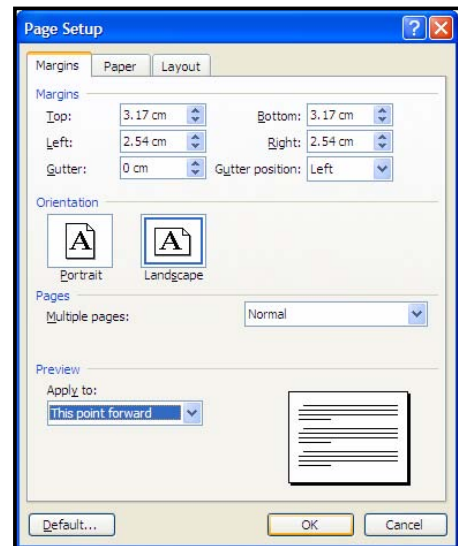
Step 27. Insert a new page with a Landscape Orientation setup, ensure that you apply the Landscape setting to 'From this Point Forward' and not 'Whole Document'.

PAGE SET UP

- a. Click on **File** from the main menu
- b. Click on **Page Set-up** from the next menu
- * The Page Setup window appears
- c. Click on the **Margins tag**
- d. Click on **Landscape** in the **Orientation area**
- e. Click on the **Apply to scroll bar** and select **This point forward**
- f. Click on the **Ok** button

Warning: If you don't select 'This Point Forward' all the pages will convert to the Landscape orientation.

Notice that your Right Margin has expanded as the page is now much wider. Use the scroll bar located at the bottom of the screen to view the end of the page width. Remember to scroll back again.



Step 28. Perform the Print Preview function and view all the pages on the screen. (*Click on Print Preview icon, click on the Multiple Page icon and click on the four page display*) Notice the page with the Landscape layout. Close the Print Preview.

Step 29. Create the document shown on the next page.

- * Title Font = Algerian, Size = 24, Underline = Thick
- * Column Titles Space them out using the Spacebar as they will need to be adjusted when you have entered the body area. Adjust by deleting or entering more spaces.
- * Body Set Decimal Tabs to line up numbers

* Organisers Names Space them out using the Spacebar. Do not set Tab Stops as it is too much effort for one line of text.

Only apply the Tab Stops for the Decimal Tabs as shown on the ruler below. Do not set up Tab Stops in a situation where the data is only entered once, as Tabs are to help you with multiple entry of data.

Font, Draw and other functions

CHANGE RATES FOR ITC CENTRE - DUE FEBRUARY

CODE:	NEW SOUTH WALES		QUEENSLAND		VICTORIA	
	From	To	From	To	From	To
NTUSS	34.5	36.5	72.9	48.5	39.6	85.4
LTSS	29.4	31.5	78.9	53.8	42.6	46.8
UUXSS	30.2	39.8	42.6	78.5	23.6	28.9
NTUFR	31.5	32.8	45.8	49.6	35.7	37.9
LTUFR	28.8	29.3	34.8	36.8	37.8	38.8
UUXSS	39.0	29.0	23.5	23.6	42.5	43.6
NTUDDS	28.9	29.3	31.4	31.5	36.5	37.6
LTUDDS	31.2	34.8	38.9	38.9	21.4	19.8
UUXDDS	42.8	41.3	28.9	26.5	32.3	33.5

ORGANISERS: TOM MATHEWS FRED LONG JERRY HENDERSON

Page 3

Step 30. Press the Enter key twice to make a little space, then insert a new page with a Portrait Orientation layout ensure to select 'This point forward'.

PORTRAIT

- a. Click on **File** from the main menu
- b. Click on **Page Set-up** from the next menu, the Page Setup window appears
- c. Click on the **Margins tag**
- d. Click on **Portrait** in the **Orientation area**
- e. Click on the **Apply to scroll bar** and select **This Point Forward**
- f. Click on the **Ok** button

Step 31. Come down two lines then create the following page using a variety of borders.
(Format/Border and Shading)