

# Inclusive Skills: Software Solutions for Business

## Word-processing

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## Typing practice 1

1. Type the following text

### REDECORATING A HOUSE.

Home decoration opens up great possibilities for the practical, for not only is the work easy, but there is something concrete to show for the labour.

If the worker is a novice he should start work on a relatively unimportant room to gain experience before venturing on any of the main rooms in the house.

The importance of obtaining the very best materials cannot be over- emphasised, as good work cannot be expected from cheap and usually inferior materials, be they paint, wallpaper or anything else.

2. In the first paragraph.
  - Type in the word **person** after the word **practical** and before the comma.
  - Type the words **profitable** and **interesting** , following the word **easy**,
3. Delete the paragraph which begins..... **If the worker**.....
4. Type in the following paragraph after the first paragraph.

**Today there are many books and leaflets which will be useful if you have never attempted this type of work before. However, it is a good idea to refresh your memory by browsing through such guidance, even if you have carried out such work previously.**
5. In the paragraph which starts..... **The importance of**.....
  - Type the words **and lasting** following the word **good**.
  - Delete **cheap and usually** following the words **expected from**
  - Delete from **be they paint** to the paragraph end.
  - Replace the comma ( , ) following the word **materials** with a full stop ( • )
6. Save your file and print a copy.



## Typing practice 2

### **The Airedale Terrier**

The Airedale is “manufactured”, a breed developed for a special purpose. Being only a century or so old, he is looked upon as a modern dog since most breeds can be traced back much further – some for 3,000 years.

His origins lie in a part of England that is hilly & wooded – fine hunting country. The Bradford district of Yorkshire, in the valley of Aire, was filled with all sorts of crafty animals 100 years ago. Hardy Yorkshiremen liked nothing better to hunt one of the most plentiful & rascally of the water dwellers – the otter. For hunting they needed dogs.

Dogs then held a somewhat different place than they do today. For many wanderers – indeed for many family men – a man’s dog was truly his best friend. The friendship & thorough understanding between dog & man at that period was vastly greater than anything today’s owners can claim.

Though bred to be a sportsman’s dog – best suited for suburban or country life – he nevertheless has a lot of appeal as a family pet. He’s gentle, obedient & trustworthy.

The dog’s temper rises slowly, but when he has to fight – whether his adversary be the town mongrel or a bear – he’ll put everything he’s got into it. Airedales were bred for their courage, their tenacity, their true terrier spirit.

1. Type the following text into a word document
2. Select the title: change to font size to 26pt and align centre
3. Select paragraph 1: change to font to Comic Sans, font size 18pt, and align justified
4. Find the word “**tenacity**”, replace with the word “**determination**”
5. Select paragraph 2: change to capitals
6. Select paragraph 3: change to italics and bold
7. Select paragraphs 4 & 5: Insert Bullet Points
8. Select all the text: change the font colour to green
9. Insert your name & date as a Header
10. Insert the page number as a Footer



11. Save your document as *Airedale Exercise*

## Practice 3

# New York

## The Statue of Liberty

The Statue of Liberty, together with its base, stands 300 feet above the waters of New York harbour. It is not only the world's tallest sculpture, but also its most unique & symbolic structure. Its torch is uplifted & held in the Statue's right hand, while her left hand holds a tablet symbolising the Declaration of Independence. The Statue, unveiled in 1886, was designed by Auguste Bartholdi, interior designed by Gustav Eiffel who built the Eiffel Tower; & was a gift of the people of France to the people of the United States. The Statue celebrated its 100<sup>th</sup> birthday in 1986.

## Ellis Island

Sixteen million immigrants passed through Ellis Island between 1892 & 1954. The island was abandoned in 1954; & in May 1965 in order to preserve it as an important symbol of America's history, President Johnson proclaimed Ellis Island a part of the Statue of Liberty National Monument.

## Brooklyn Bridge

The famous Brooklyn Bridge, built over a century ago, was designed by German-born engineer John A. Roebling & completed by his son, Washington, in 1883. It was the first bridge to connect Manhattan with Long Island, & was twice as long as any in existence in the world at that time.

1. Type the following text into a new word document
  2. Select all text: change to **Tempus Sans 12pt, green**
  3. Select the main heading: change to **Broadway 24pt, red, underlined**
  4. Select the 3 sub headings: change to **Eras Demi 20pt, blue, underlined.**
  5. Select the first paragraph: **put a box round all the text**
  6. Select the third paragraph: change to *italics*
  7. Go to search and replace: change "&" with "and"
  8. Click above the heading **The Statue of Liberty**: insert a suitable ClipArt image & resize
  9. Click above the heading **Ellis Island**: insert a suitable ClipArt image & resize
  10. Click above the heading **Brooklyn Bridge**: insert a suitable ClipArt image & resize
- Save the document as NEW YORK ATTRACTIONS



Name	Surname	Beginners Exercises	Computer Art	Signs	DTP	Handout Exercises
Amanda	Buroess					
John	Burton					
Janet	Dyer					
Jane	Evans .,					
Sally	Jones					
Jill	Pennv					
June	Perkins					
Alan	Smith					
Sandy	Steventon					

## Practice 4

1. Insert a table 10 rows with 8 columns
2. Type the following details

Fill in the following details using a piece of clip art in each cell.

Amanda; Beginners Exercises, signs John; Computer Art, DTP

Janet; Signs, DTP, Handout

Jane; Beginners Exercises, DTP, Handout Sally; Computer Art

Jill; Computer Art, Signs

June; Computer Art, DTP, Handout Alan; All areas

Sandy; Signs

Save and print a copy.

## Practice 5

Type the following passage:

### 2012 Stadium

London 2012 officials have revealed the design for the new £496m Olympic Stadium to be built in Stratford, East London. It was initially expected to cost £280m but costs have been revised. Work on the 80,000 seater stadium will begin three months ahead of schedule in April 2008. It will have to be finished at least six months ahead of the opening ceremony in July 2012 to allow for test events to take place. Lord Coe, chairman of the London Organising Committee, said it would be a 'stadium for a new era'.

After the Olympic and the Paralympic games, the temporary seating will be removed to leave seating for 25,000 and a permanent athletics track. It will have fabric wrapped around the walls on which images can be projected. Organisers hope it will remain in use for many years to come and believe it is a forward looking design.

Diagram of how the stadium will be pieced together

1. Check any mistakes which are highlighted by red or green underlining, or put the cursor to the beginning of the passage and run the Spellcheck.
2. Save as ab Stadium, where ab are your initials.
3. Select the heading, centre it and make it size 16 and bold.
4. Select the main text and make it size 14.
5. Click in front of 'Work on the 80,000...' and press Enter twice to make a new paragraph.
6. Delete the figures 80,000 and 25,000 and replace them with equivalent words.
7. Select the following words and put them in italics: Stratford East London, Lord Coe
8. At the end of the document find an appropriate image

## Images

1. Open a new document.
2. With your cursor in the blank line, click on the Insert tab, and in the Illustrations group, select Pictures.
3. Insert a picture of a computer
4. Move your cursor to the handle at the bottom right corner of the image, and when it becomes a diagonal double-headed arrow, hold down the mouse button and drag the image to make it smaller. (In the Size group, the Shape Height should be around 3.5 cm.)
5. With the image selected, click on the Layout Options button and note that In Line with Text is selected.
6. Select Square from the With Text Wrapping options.

The image is now 'floating' and you should see the anchor icon .

7. Close the Layout Options callout.
8. Drag the image and watch the anchor icon.

The text will wrap, and the anchor icon will move as the image moves. The image 'anchors' itself to the nearest paragraph.

9. Click on the Layout Options button and choose In Line with Text.

The image should return to its original position and is again inline.

10. Close the Layout Options call-out window.
11. Click on the Home tab, and in the Paragraph group, click on Centre.

Because the image is part of the paragraph, you can use the paragraph settings to position it.

12. Click on Align Left in the Paragraph group move the image back to the margin again.

## Spreadsheets – Exercise 1

1. Create the following table in a new spreadsheet.

Travel and Expenses Budget					
Categories	Mon	Tue	Wed	Thurs	Fri
Airfare	218	0	0	245	0
Car Rental	49	49	49	49	49
Hotel	68	68	68	68	68
Breakfast	5	5	4	5	6
Lunch	6	10	14	9	7
Evening Meal	18	22	19	24	30
Miscellaneous	6	8	4	9	4

1. Put borders around the whole of the table and between each cell.
2. Change the font of the heading “Travel and Expenses Budget” to Arial size 18.
3. Embolden the heading.
4. Embolden all column titles for the days of the week, the categories heading and all subsequent categories.



## Spreadsheets – Exercise 2

1. Create the following table in a new spreadsheet.

House of Wearing		
Summary of Departmental Income		
Department	Budget	Income
Bedding	1026	1137.64
Kitchen	3834	4025.38
Materials	766	1055.66
Gents Clothing	2069	2256.25
Ladies Clothing	3925	4038.50
Children's Wear	3070	4068.05
Stationary	542	1060.34
Music Store	1685	1976.45
Hi-fi and TV	1067	5271.68

1. Put borders around the whole of the table and between each cell.
2. Change the font of the heading "House of Wearing" to Arial size 18.
3. Change the font of the sub-heading "Summary of Departmental Income" to Arial size 16.
4. Embolden the heading and sub-heading.

## Exercise – PowerPoint

Activity: adding and editing slides

In this activity you will create a new presentation and practice adding slides and entering different types of information.

1. Open PowerPoint. A new blank presentation will be created automatically, which should look like figure 1. At first the presentation will only contain one slide (shown in the window on the left) with the **title slide** layout.

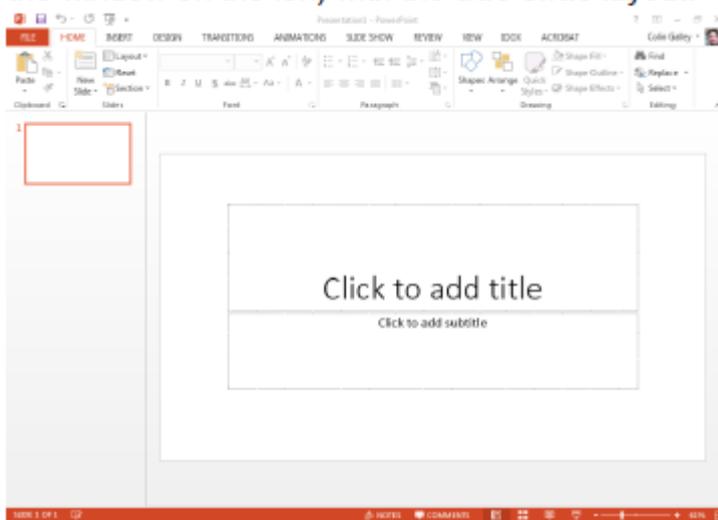


Figure 1

2. Click in the box that says **Click to add title** and type 'Common weeds' add your name to the subtitle box.

3. Open the **Home** menu and click **New Slide**

4. Now select **Layout** from the home menu and choose **Content with Caption** from the drop-down menu that appears.

5. On your slide, add the following information about chickweed provided in the table below, and find a suitable picture.

Title box	Second text box	Graphic box on right-hand side
Chickweed	One of the common weeds, with fragile-looking green stems and leaves and tiny white flowers. This is an annual weed, so easily dealt with – you can feed it to your pet rabbit.	Add graphic
Convolvulus or Great Bindweed	A notorious perennial weed, it is almost impossible to get rid of. It forms strings of heart-shaped leaved on twining stems, which can work their way up into trees or over hedges. Large, white trumpet-shaped flowers in	Add graphic



	summer. Any tiny bit left in the soil will grow into a new plant in no time	
Groundsel	An annual, related to Ragwort, without and 'petals', usually borne in small clusters. Rubbery-looking, small serrated-edge leaves. Anything from an inch to a foot high. It has fluffy seed heads that will spread the seeds all over your garden.	Add graphic
Dandelion	Dandelions are easily identified by their bright yellow flowers and deep taproots. They are perennial plants and very difficult to get rid of.	Add graphic

6. Insert three more slides and add the information about one of the weeds to each slide.

7. Create another slide, using the **Title with Content** layout. Add some text explaining how to get rid of weeds. The information below is given as a short paragraph – pick out the key points and then present the information as a bulleted list. Click in the **Click to add text** box and enter your points one at a time.

**Getting rid of weeds**

It is important in most cases to uproot all of a weed otherwise it will re-grow. Use a hand fork to loosen the roots of larger garden weeds.

For perennial garden weeds, a systemic weed killer such as glyphosate should be used. Use a fork when digging weeds, as it will tease the roots loose; a spade will chop them up, multiplying the problem. Garden weeds invading from adjoining ground can be deterred with a barrier of thick plastic buried in the ground.

8. Add a border to your text

**Exercise – Poster making (Publisher/Word)**

Activity No. 1

1. Open a publication.
2. Insert a shape, then, rotate

3. Insert another shape, then change the fill and outline colour of the shape
4. Change the order of the two shapes you inserted.
5. Align two shapes.
6. Group the shapes you just aligned, then, align the group to the centre of the page.

#### Activity No. 2

1. Create or open a publication.
2. Insert a Clip Art picture. Use the search tools in the Clip Art pane to find a photograph of a family.
3. Crop the picture, then, resize it so that it fits well on the page.
4. Align the picture to the centre of the page.
5. Recolour the picture.
6. Apply a picture style.
7. Add a caption.
8. Compress the picture, then, close the publication and save.

#### Activity No. 3

1. Open a publication.
2. Create a table with two columns and eight rows.
3. Add text to the table. If you're using the example, you can simply copy and paste some of the text from the existing table.
4. Insert an additional column to the left of the first column.
5. Merge two cells, then, split them again.
6. Align the text in the far-right column to the bottom left.
7. Apply a table style.
8. Select a row of cells and apply a border and fill colour.

## Outlook -Email

Write two e-mails, on separate sheets of paper, using the situation you created in 1. The maximum length for each e-mail is 100 words.

- **e-mail 1: Write to the person you are going to meet. What do you need to tell them? Perhaps you** need to let them know what you want to discuss. Do you want them to arrange anything for you?
- **e-mail 2: Write an e-mail to all your colleagues. Tell them about your plans and ask them if they** want you to take / do / find out / bring back anything.

## Image creation

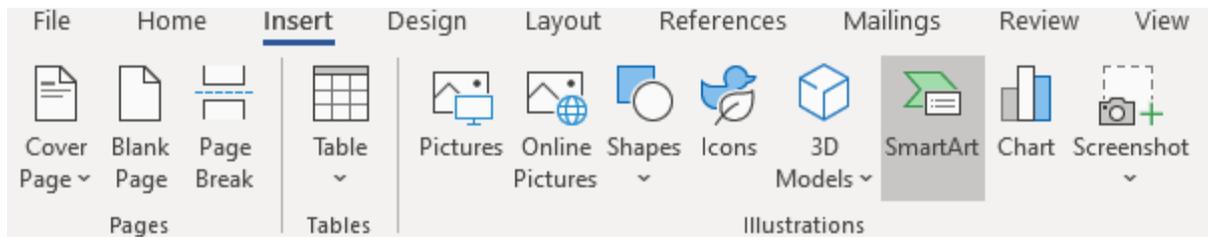
<https://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson4/>

## Picture Tools

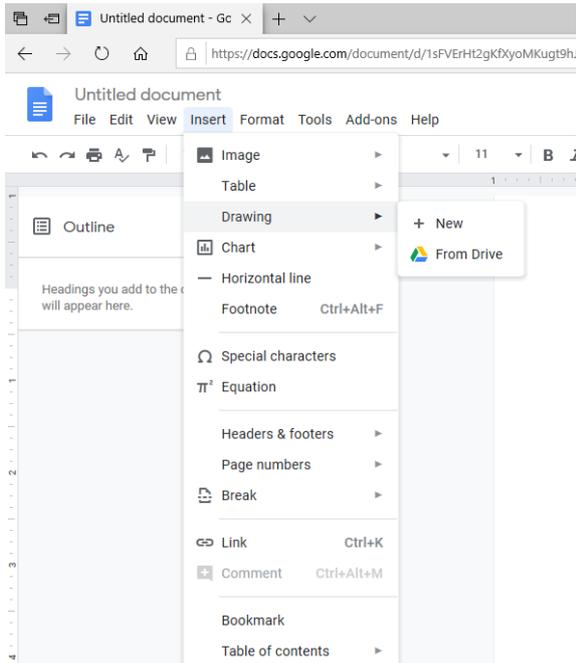
As always, when you want to edit a picture or any element place in a Word document, you can click on it and the appropriate tab will appear on the Ribbon.

With pictures, that tab is “Picture Tools.” Here we see you can make all kinds of corrections to the picture on-the-fly. For example, you can correct brightness and contrast, the colour, add a border.

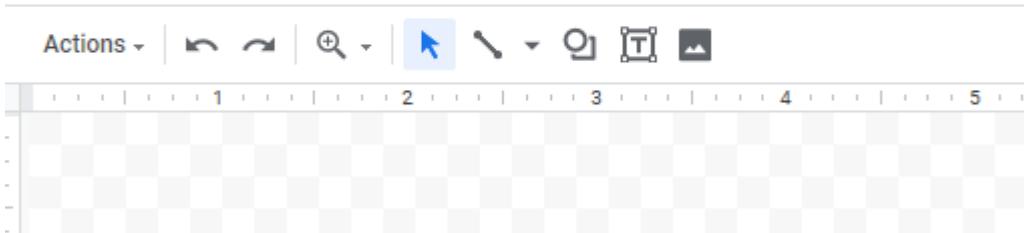
## MS Word



## Google Docs



## Drawing



### Image task 1

Create the following image using your word-processor



### Image task 2

Create an image using shapes for the How-To Geek School