

Skill Set 7

Further Automation

By the end of this Skill Set you should be able to:

Create and Update a Table of Contents

Create an Index

Use AutoText

Create Bookmarks

Create Hyperlinks

Exercise 48 - Creating a Table of Contents

Knowledge:

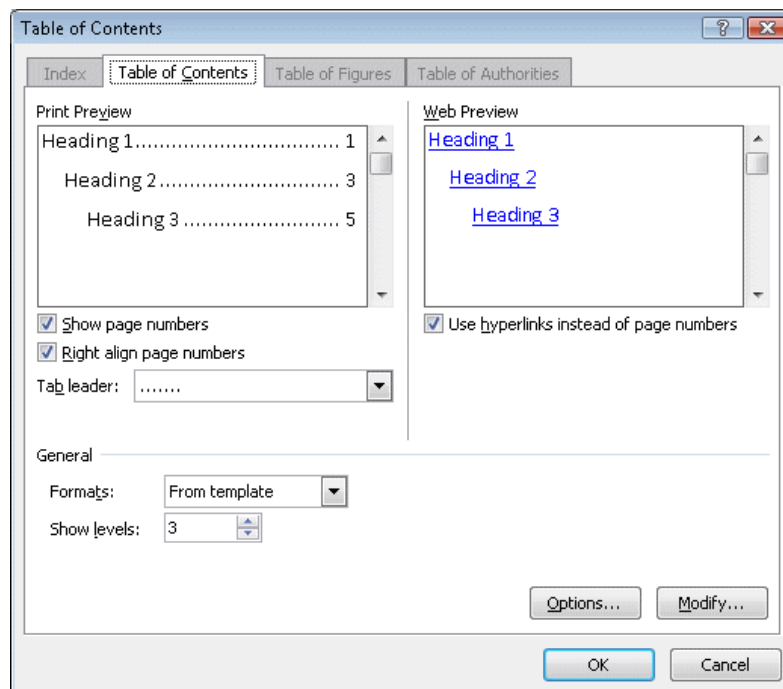
When styles have been created and applied to a document, it is a simple task to create Tables of Contents, Indexes, Captions, etc. Once these tables are created, they can automatically be updated, if any of the information is changed.

Activity:

1. Open **pool times** which is composed of created styles.

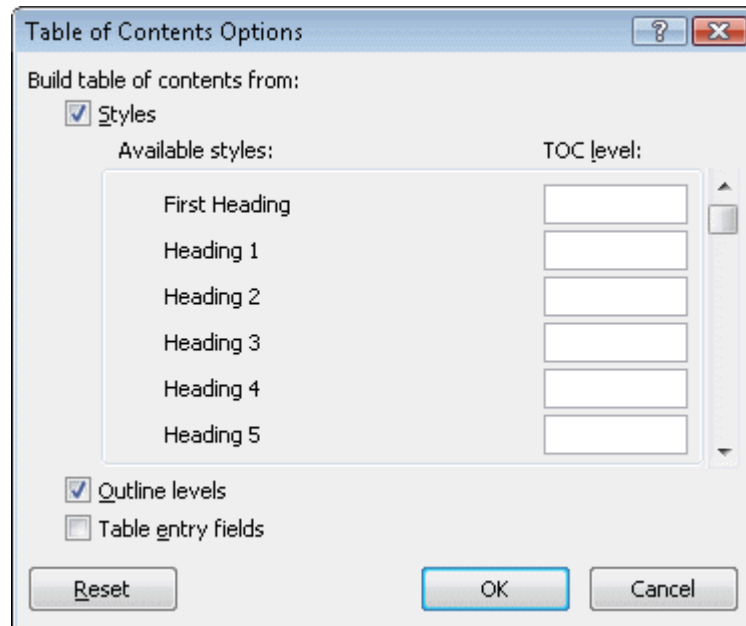
Note: *If previous exercises have not been completed, the sample solution **pool times 46** may be renamed as **pool times** and used instead.*

2. To create space for the **Table of Contents**, press <Enter> before the **Lake View Swimming Pool** heading on page 2 (which is above the graphic) and move back to the beginning of the page.
3. With the **First Heading** style selected, type **Table of Contents**.
4. Press <Enter> and select the **Normal** style.
5. Display the **References** tab, then click the **Table of Contents** button and from the list select **Insert Table of Contents**.



6. As you are to use created styles and not in-built ones, you must specify which styles to use. Click the **Options** button to specify the order
7. From **Available styles**, remove the existing **TOC level** numbers for **Heading 1, 2 and 3** by highlighting them and then pressing <Delete>.

Exercise 48 - Continued



8. Type **1** next to the **First Heading** style.
9. Scroll down and type **2** next to the **Paragraph Heading** style and click **OK**.
10. Select the **Classic** format from the **Formats** drop down list.
11. From **Tab leader** select the dotted leader. The **Print Preview** shows the effects.
12. Click **OK** to create a table of contents, as in the example below. *Don't worry if the page numbers are different.*

Table of Contents	
TABLE OF CONTENTS.....	2
LAKE VIEW SWIMMING POOL.....	2
Introduction.....	2
INFORMATION ON POOL ACTIVITIES CURRENTLY AVAILABLE.....	4
AquaFit.....	4
Swim Clubs.....	4
Pool Parties.....	4
Hire of Inflatables.....	4
Ladies Only.....	4
Swimming Sessions.....	5
After your swim, why not have a snack at the	5
POOLSIDE CAFÉ.....	5
Attendances.....	6

13. Leave the document open.

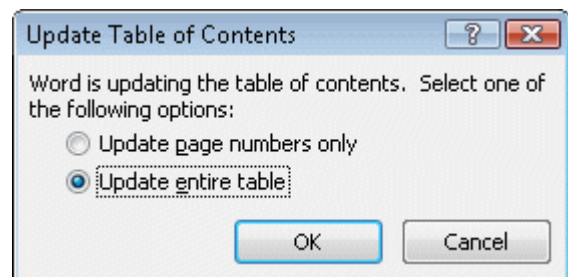
Exercise 49 - Updating a Table of Contents

Knowledge:

Once a table of contents has been created, it is an easy matter to update it if any changes are made to the contents themselves.

Activity:

1. There are entries in the table of contents that are not required, but they use the styles selected when the table was created. Notice the entries for **Table of Contents** and **After your swim....**
2. Select the title **Table of Contents** and change its style to **Normal**.
3. Centre the text and change the font to **Papyrus** (or an alternative if this is unavailable), dark green, **18 pt**, bold. The text looks the same as before, but because it is no longer one of the defined styles, it will not be included in the contents when they are updated.
4. Move to the related page by holding down **<Ctrl>** and clicking **After your swim...** in the contents.
5. Again, change the style to **Normal** and the font to **Papyrus, bold, 14 pt**.
6. Return to the table of contents and place the cursor within it.
7. Press **<F9>** and from the dialog box, select **Update entire table**.
8. Click **OK** to update the contents. Notice how the entries have been removed.
9. Insert a page break before the **Lake View Swimming Pool** title under the table of contents. The page numbers are now incorrect.
10. To update the table, place the cursor within it and press **<F9>**. This time, select **Update page numbers only** and click **OK**.
11. To check that the numbering is correct, hold down **<Ctrl>** and click a page number in the table.



Note: Tables can be automatically updated prior to printing by setting the **Update fields before printing** option in the **Printing options** section of the **Display** screen in **Word Options**.

12. Save the document and leave it open.

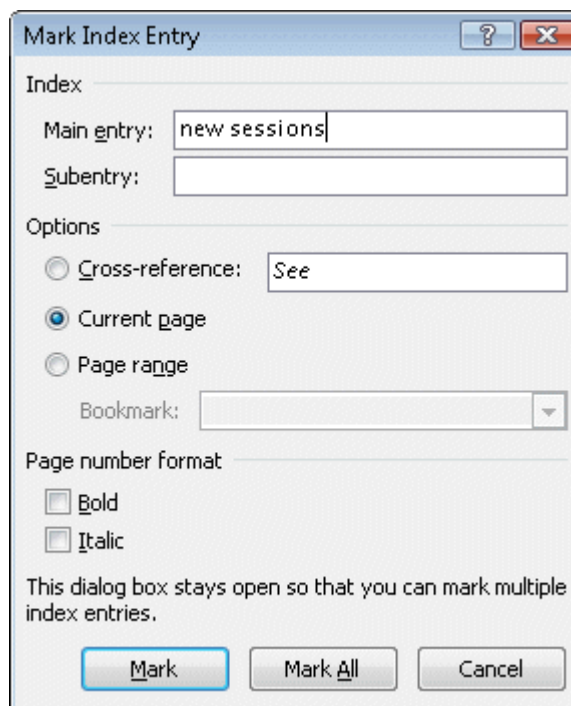
Exercise 50 - Creating an Index

Knowledge:

An index shows the position of selected words or phrases in a printed document. Text required for the index must be marked before the index can be created.

Activity:

1. Using **pool times**, select the text **new sessions** in the **Introduction** paragraph.
2. Display the **References** tab and click the **Mark Entry** button in the **Index** group to display the **Mark Index Entry** dialog box.



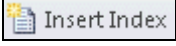

Note: To mark an index entry quickly, select the text and press <Alt Shift X>.

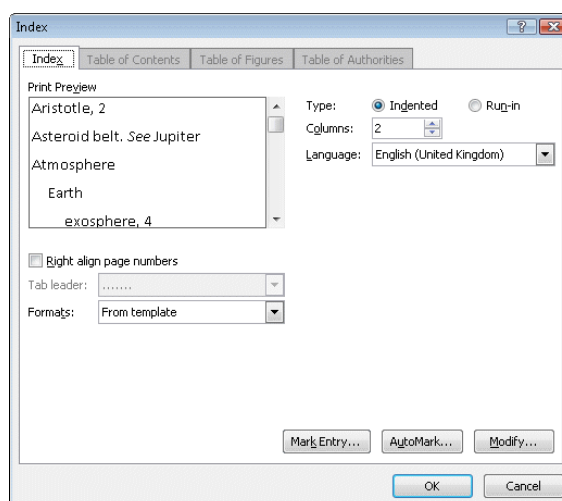
Note: Indexes can also be marked by entering all the words to be indexed in a separate document. Save the document and from the **Index** tab, select **AutoMark**. Select the created file and Word will automatically index every occurrence of the word(s).

3. Ensure **Current page** is selected from **Options**. Check **Italic** in **Page number format**.
4. Click **Mark All** to create an index entry for this and any other occurrences of new sessions. The index entry is shown as a field, beginning with **XE**,
`{ XE:"new sessions":\ }.`

Exercise 50 - Continued

Note: *Mark All* marks the first occurrence in each paragraph, so all entries will not be marked. Indexes are case sensitive: **New** is not the same as **new**.

5. Click **Close** to remove the dialog box.
6. Scroll down and select the heading **Pool Activities** in the table.
7. Press <**Shift Alt X**> to view the **Mark Index Entry** dialog box.
8. Check **Italic** for **Page number format** then click **Mark** and **Close** the dialog box.
9. Create index entries for each paragraph heading in the **Information on pool activities** section.
10. Mark all occurrences of **café**, using the text from the title **Poolside Café**.
11. To insert the index, go to the end of the document and create a page break. Select **Normal** style. Display the **References** tab and then click the **Insert Index** button, .
12. Select the **Classic** format and click **OK** to create an index.
13. Move to page 3 and find the index entry for **new sessions**. If you don't see the **XE** fields, click **Show/Hide**, , on the **Home** tab, **Paragraph** group.
14. To edit the index entry, change the text inside the quotation marks to **new classes**.



Note: *To delete an index entry, select the entire field, including the brackets {}, and then press <Delete>.*

15. To update the index to show the edited entry, move to the last page, click anywhere in the table and press <**F9**>.
16. Above the index and above the section break, type **Index** and apply the **First Heading** style. Update the contents to include the index.
17. Use **Format Painter** so that the **Pool Activities** index entry is the same format as the other entries.
18. Save the document and leave it open.

Exercise 51 - AutoText


Knowledge:

Phrases (or graphics) that are used frequently can be stored in an **AutoText** list, so that they can quickly be added to a document. The required text can be given a different name to identify it and can be called up at any time.


Once an **AutoText** entry has been created, it can be inserted into any document. Some **AutoText** entries already exist within *Word* and can be found within the **Building Blocks Organizer**. This is available from the **Insert** tab and **Quick Parts** from the **Text** group.

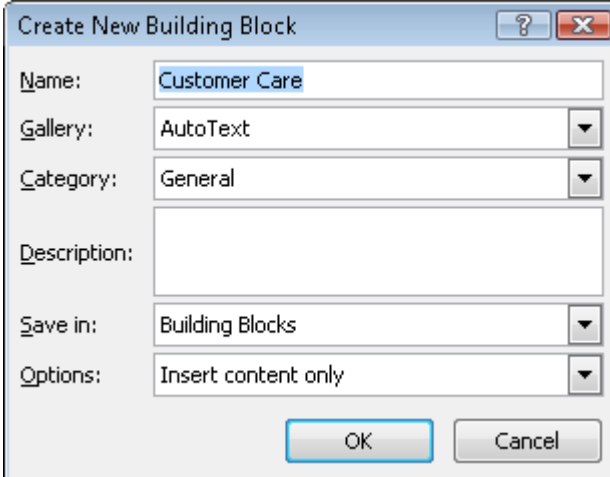
Activity:

1. Open the document **Apology**.

Note: *AutoText* can be added to the **Quick Access Toolbar**. Click the **Office Button**, then  **Word Options**. Click **Customize** in the **Word Options** dialog box. In **Choose commands from**, select **Commands Not in the Ribbon**. Scroll down and select **AutoText** then click **Add**. Click **OK**.

2. Move to the end of the document and select the text **Customer Care Manager**.

3. From the **Quick Access Toolbar**, click **AutoText**, . Click **Save Selection to AutoText Gallery** at the bottom of the drop down menu. The **Create New Building Block** dialog box appears.



The screenshot shows the 'Create New Building Block' dialog box with the following fields and values:

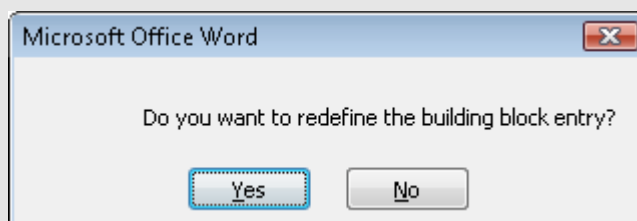
- Name:** Customer Care
- Gallery:** AutoText
- Category:** General
- Description:** (empty)
- Save in:** Building Blocks
- Options:** Insert content only

Buttons: OK, Cancel

4. For the **Name** of the **AutoText** entry, type in **Title**.
5. Click **OK**.

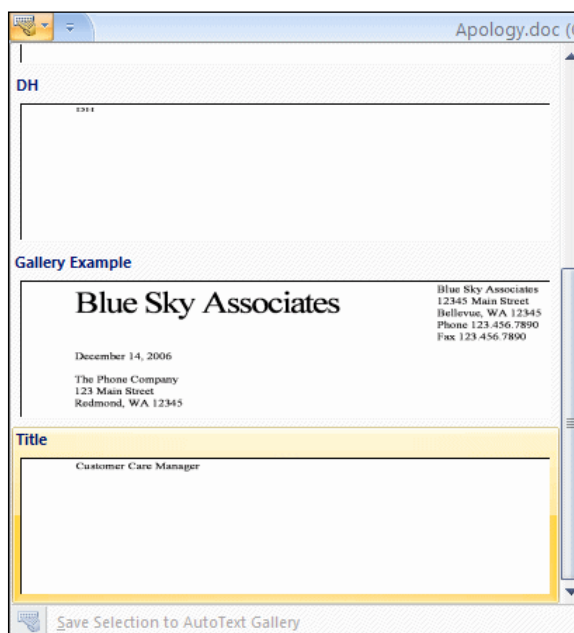
Exercise 51 - Continued

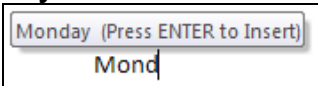
Note: If the name **Title** already exists in the **AutoText** list, the following dialog box appears.



To modify the existing entry, click **Yes**.

6. After **at your convenience** in the second paragraph, type **The also wishes to visit you**.
7. Position the cursor between **The** and **also**, then click the **AutoText** button.
8. **Title**, the entry created earlier, is available from the list in the drop down menu. Scroll down and click on it to place the **AutoText** in the document. Adjust the spacing if necessary.
9. To delete the **Title AutoText**, click the **AutoText** button, scroll down the list and right click on the **Title** entry.
10. Click **Organize and Delete** and the **Building Blocks Organizer** is displayed, with the **Title AutoText** highlighted. Click **Delete** and then **Yes**. Close the **Organizer**.
11. Close **Apology** without saving and start a new document.
12. Some words, such as days of the week and months, can be inserted automatically. Start to type **Monday** and when the box



appears, , press **<Enter>** to complete the entry. This is called **AutoComplete**.

13. Close the document without saving.

Note: To remove a button from the Quick Access Toolbar, right click on it and select **Remove from Quick Access Toolbar**.


Exercise 52 - Creating Bookmarks

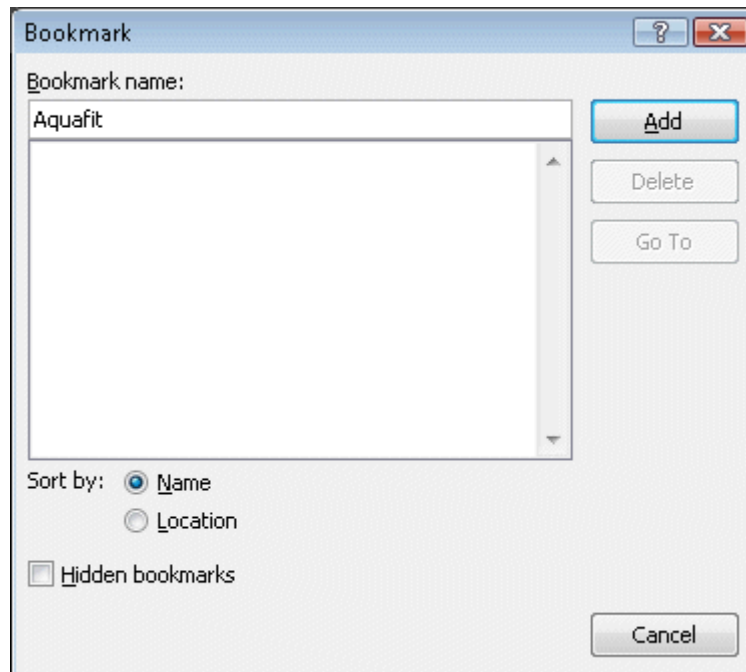
Knowledge:

A **bookmark** is used to move to certain parts of a document very quickly. Once a place within a document has been given a bookmark, it is easier to locate. Text and graphics can be given bookmarks.

One of the main uses for bookmarks are as targets for hyperlinks. These are covered in the next exercise.

Activity:

1. Using **pool times**, on page 4 of the document, select the **Aquafit** heading.
2. Display the **Insert** tab and click the  button.
3. Enter **Aquafit** as the **Bookmark name**.

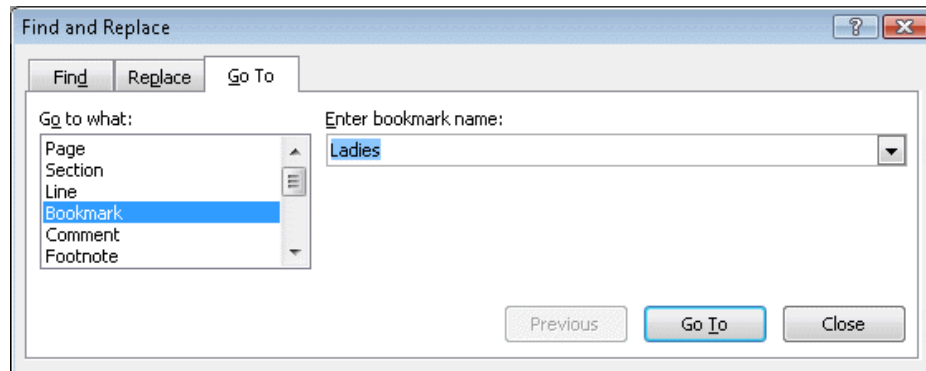


4. Click **Add** to create the bookmark.
5. Create further appropriately named bookmarks for the **SwimClubs**, **Pool Parties**, **Hire of Inflatables** and **Ladies Only** headings. The **Bookmark Name** must not contain spaces. Use a single word, e.g. **SwimClubs**, **Parties**, **Inflatables**, **Ladies**.
6. Move the cursor to the beginning of the document.
7. From the **Home** tab, click on the **Find** drop down arrow and select **Go To**.

Note: The dialog box can also be displayed by pressing <F5>.

Exercise 52 - Continued

8. Select **Bookmark** from the **Go to what** box and the **Ladies** bookmark from the bookmark name drop down list.



9. Click **Go To** to go to the **Ladies Only** paragraph.
10. In the same way, use bookmarks to move to the **SwimClubs** paragraph.
11. Close the **Find and Replace** dialog box.
12. Create a bookmark to the **Poolside Café** heading on page 6.
13. Save the document and leave it open.

Note: Bookmarks can be removed by selecting **Delete** from within the **Bookmark** dialog box.


Exercise 53 - Creating Hyperlinks

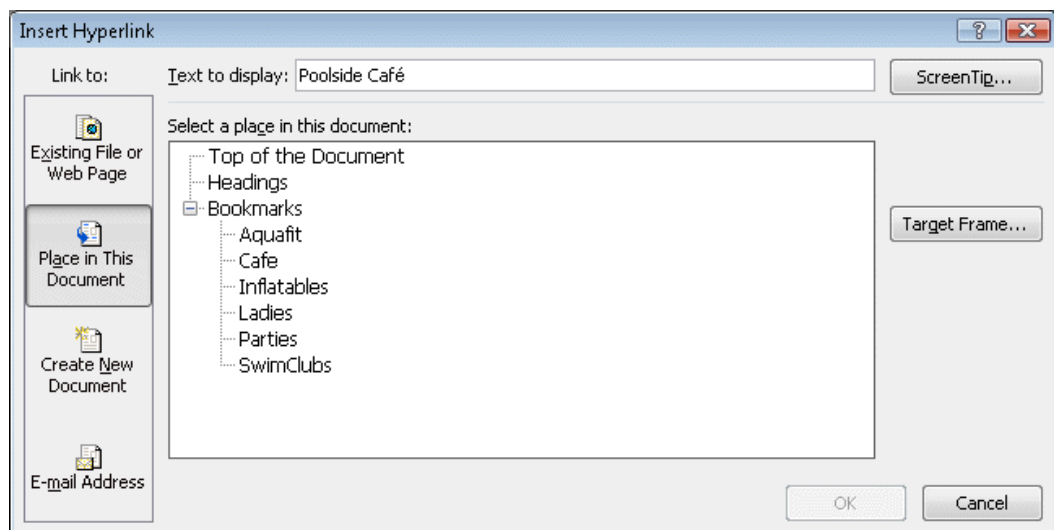
Knowledge:

A hyperlink can be created in a document to go to another place in the document (using bookmarks), to another document or file or to a web site address.

If a web page was being created then hyperlinks are used to move around it.

Activity:

1. On page 1 of the **Pool Times** document, select the text **Poolside Café**, display the **Insert** tab and click the **Hyperlink** button.
2. Select **Place in This document** and if necessary, click the  at the left of **Bookmarks** to reveal the list of bookmarks created earlier.

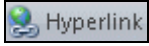


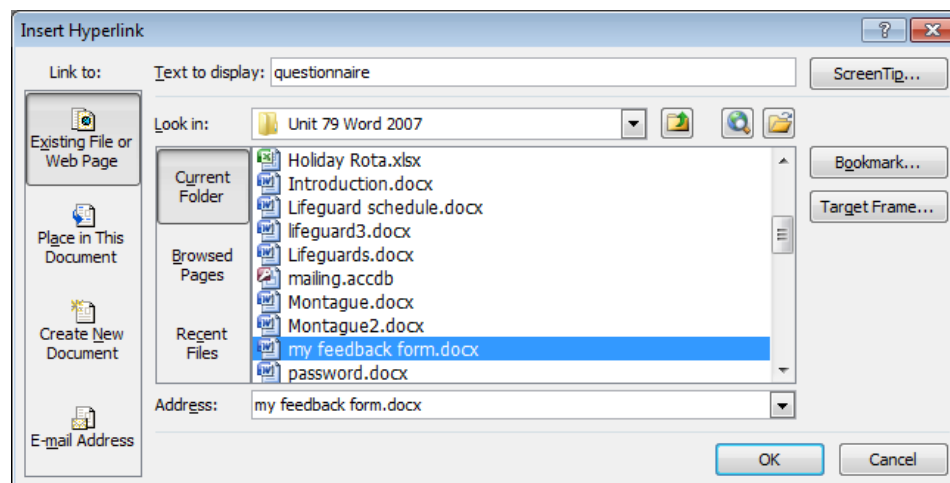
3. Select **Café** from the list and click **OK**. The text becomes underlined, indicating it is a hyperlink.
4. Hold down **<Ctrl>** and move the mouse over the text. It changes to a pointing hand.

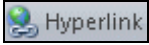


5. With **<Ctrl>** still held down, click the text to move to the hyperlink destination.
6. In the same way, create hyperlinks from each of the activities in the table on page 4 to the bookmark text on page 5 (only create a single hyperlink for each entry on the table).
7. Test the hyperlinks.

Exercise 53 - Continued

8. Move to page 7 and position the cursor beneath the chart.
9. Select the **Main Body** style and type in **Please complete our questionnaire if you have time**. Press <Enter> and type **Visit our web site here**.
10. Select all of this text and increase the spacing before it to **18 pt**, change the colour to **red** and embolden it.
11. Select the word **questionnaire** and click **Hyperlink** button, , from the **Insert** tab.
12. Select **Existing File or Web Page** and select the data file location from the **Look in** drop down list.
13. Select the **my feedback form** document.



14. Click **OK** to create the hyperlink.
15. Select the word **here** and click the **Hyperlink** button, .
16. Select **Existing File or Web Page** and type **www.ciatraining.co.uk** in the **Address** box. *Word* will add **http://**. Click **OK**.
17. Test the link on **questionnaire** to open the feedback form. Close the form document.
18. Test the link on **here**. If you have an active Internet link the **CiA Training** web site will be opened in your browser application. Close the browser.
19. Save the **pool times** document and close it.

Exercise 54 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the document **toffington**. On page 2 ensure the picture is formatted as **Normal** style and centred.

Note: *If previous exercises have not been completed, the sample solution **Toffington 47** may be renamed as **toffington** and used instead.*

2. Insert a page break in front of the heading **Toffington Hall**, to create a new page 2. At the top of this new page, type **Contents**, using the **Main Title** style.
3. Beneath this, using **Normal** style, insert a table of contents. It should use the **Formal** format, show one level only (**Paragraph Title**) and have leaders.
4. At the end of the document, insert a new page and type **Index** at the top in **Paragraph Title** style. Create an index on this page, using the **Classic** format and create the entries by marking the following text in the document (these page numbers only apply when **Show/Hide** is off):

Page 3	Opening Information
Page 4	Lord Toffington (all entries)
	house (all entries)
	guided tour (all entries)
	museum (all entries)
	formal garden (all entries)
	landscaped gardens (all entries)
	folly (all entries)
	fountain (all entries)
Page 5	maze (all entries)
	lily pond
	Pets' Corner (all entries)
Page 6	gift shop (all entries)
	tea room (all entries)
Page 7	events
Page 8	temperatures
	rainfall

5. Update the **Table of Contents**.
6. Save and close the document.

Summary: Further Automation

In this Skill Set you have demonstrated the understanding and use of referencing.

You have also added and used AutoText.

Your OCR ITQ evidence must demonstrate your ability to:

- Cross reference using a table of contents and an index
- Insert a bookmark
- Use hyperlinks