

British Apples Word Processing

1. Apply Capitalise each word to the heading *british APPLES*
 - a) **Home > Change Case** button > **Capitalise each word**
2. Apply a 1 point black box outside border to the heading
 - a) Home > Gridlines dropdown (borders) > Borders and Shading
 - b) Set the Width to 1pt > click the Box button on the left > OK
3. In the paragraph beginning *Some dessert apples...*, start a new paragraph at the sentence beginning *In 1870...*
 - This means start a new paragraph at that point – click and press Enter
4. Merge the paragraphs beginning *Only 20% of the apples...* and *In the last 10 years...*
 - This means make them into one paragraph.
5. Apply a first line indent of 1.5 centimetres to the paragraph beginning *Some dessert apples...*
 - a) Highlight > right click > **Paragraph > Indents and Spacing** tab > in the **Indentation** section, use the **Special** list to select **First line** > change the **By** box to 1.5
6. Apply 36 point **Before spacing** to the paragraph beginning *Amongst the few thousand...*
 - a) **Right click > Paragraph > Indents and Spacing** tab > **Spacing – Before** box
7. Apply a 24 point **After spacing** to the paragraph beginning *Only 20% of the apples...*
 - a) **Right click > Paragraph > Indents and Spacing** tab > **Spacing – After** box
8. Set a Left tab at 2.5. centimetres in the paragraph beginning *Gala is one of my...*
 - a) Select the paragraph > **Right click > Paragraph > Tabs** (at bottom)
 - b) Under **Alignment**, make sure the **Left** option is set > Type **2.5** in the **Tab stop position** box
 - c) Click the **Set** button > OK > press the **Tab** button (under Esc)
9. In the first paragraph, apply the character style **Intense Quote** to the words *Duck's Bill*
 - a) Highlight the words *Duck's Bill* (just those words)
 - b) Open the **Styles** box at the top > choose **Intense Quote**
10. Apply the paragraph style Intense emphasis to the paragraph beginning *Cox's Orange Pippin...*
 - a) as 9...
11. Automatically replace all occurrences of the word Eastern with Western
 - a) **Home** tab > **Replace** (far right) > set **Find** to Eastern and **Replace** to Western > **Replace All**
 - b) Make sure you click OK to keep searching when prompted
12. Copy only the formatting of the heading *Apples you have heard of*. Apply the formatting to the heading *Unusual apples*
 - a) Highlight > **Home** > click **Format Painter** (on the left)
 - b) Highlight the heading *Unusual apples* > the format should change

13. Apply bold, underlined and italic formatting to the word **Gala** (under *Apples you have heard of...*). Change the font colour to red.
 - a) Apply the same formatting to the words *Braeburn, Cox's Orange Pippin* and *Jonagold*
HINT: try using Format Painter. You can use Find to find the words
14. At the bottom of the document insert a table with 4 columns and 6 rows
 - a) **Insert > Table > Insert table**
15. Apply a different background colour of your choice to the left column
 - a) **Highlight** the column > **Design** tab on right > **Shading** > choose colour
16. Insert a new column to the right of the table
 - a) Click in the column on the right > **Table Tools – Layout** tab > **Insert column to right**
17. Set the width of the first column to 1 cm
 - a) Highlight left column > **Table Tools – Layout** tab (on right) > use the Width box
18. Change the width of all borders in the table to 2¼ point
 - a) Highlight the entire table > **Table Tools – Design** tab > set the Border to 2¼
 - b) Click on the arrow **below Borders** > choose **All Borders**
 - c) Click the **Borders** tab > set the **Width** to 1 > click **All** on the left > **OK**
19. Apply a **Date** field to the left hand side of the document header.
 - a) **Insert > Header > choose the top option**
 - b) Press the **Date & Time** button > choose a Date format > tick **Update Automatically**
 - c) Close the Header & Footer: Header and Footer – Design (on right) > Close
20. Change the left margin to 1.5 centimetres
 - a) **Layout > Margins > Custom Margins** (at bottom) > in the **Left** box enter **1.5** > OK
21. Insert a page break after the paragraph starting *Jonagold is a blend...*
 - a) Click after the paragraph > **Layout > Breaks > Page**
22. Apply **Automatic hyphenation** throughout the document
 - a) **Layout > Hyphenation > Automatic**
23. Apply the **Automatic page numbering** function. They should be right aligned in the footer
 - a) **Insert** tab > **Page Number > Bottom of Page** > choose a left aligned design
24. Switch to **Outline view** mode
 - a) **View > Outline**
 - b) Experiment with the **Draft view** before going back to the **Page Layout view**
25. Show **non-printing formatting marks** in the document
 - a) **Home** tab > **Show/Hide** button (looks like ¶)