



# Word Processing: Unit Standard 112

## Table of Contents

<b>W201: Manage and secure files</b>	<b>1</b>
Identify file formats	2
Manage files and folders	5
Save as another file format	9
Identify file protection options	12
Protect documents with passwords	14
Create backup copies of documents	20
Operate a printer	22
Printer software controls	23
W201 Assignment	29
W201 Answers	32
<b>W202: Create and format tables</b>	<b>33</b>
Create tables	34
Apply basic formats to tables	37
Change the borders and apply shading	42
Merge and split cells	48
Format column headings	52
Manipulate rows and columns	54
Change row height and column width	59
Sort tables	62
Other things you can do with tables	65
W202 Assignment	70
<b>W203: Enhance document text</b>	<b>73</b>
Interpret font terms	74
Enhance text with font styles and effects	77
Apply borders and shading	81
Add a page border to a document	83
Apply bullets and numbering to lists	86
Display text in newspaper columns	91
Hyphenate text	93
Insert pictures into a document	96
Resize, copy, move and delete pictures	98
Display text in text boxes	101
W203 Assignment	106
W203 Answers	109



# Word Processing:

## Unit Standard 112



CYBERKEYS LTD  
books@cyberkeys.co.nz  
www.cyberkeys.co.nz  
(03) 383 5202

<b>W204: Add headers and footers</b>	<b>111</b>
Create headers and footers	112
Edit header and footer text	117
Turn off headers and footers	120
Insert properties and fields into headers and footers	123
Control page breaks	125
W204 Assignment	129
W204 Answers	130
<b>W205: Create and use templates</b>	<b>131</b>
What is a template?	132
Create documents based on templates	136
Create a template	139
Mark variable text locations with blank fields	143
W205 Assignment	147
W205 Answers	148
<b>W206: Prepare mailing documents</b>	<b>149</b>
Create envelopes and labels	150
Plan a mail merge	154
Perform a mail merge	157
Edit a data source	164
Create mail merge labels and envelopes	167
Merge with data in an Excel workbook	170
W204 Assignment	177
W206 Answers	181
<b>Appendix: Correspondence documents</b>	<b>183</b>
Display addresses correctly	184
Personal letters	186
Business letters	188
Memoranda	189
<b>Index</b>	<b>191</b>

**Note:** The content and page numbering shown here are indicative only. The actual content varies slightly between versions and revisions.