University of Glasgow
MSc/Dip Information Technology
Information Systems and Databases

Exercise **IM0** *Started* **Week 1** *Due* **Tuesday 6/10/2009 2 pm**

A Multi-Program Document

Setup

Within your *Workspace* folder, create a folder called IM and inside that a folder called IM0. Your task is to create a Word document called *IM0.doc* in folder *IM/IM0*.

Introduction / Aim

The exercise is intended to help familiarise yourself with standard document preparation software and how it has been set up in the lab. It is also intended to demonstrate how a number of document preparation programs can be used in conjunction with each other to produce a complex result.

Task

1. Introduction

Your task is to create a document which describes yourself to your tutor. It will consist of a word processing document with embedded graphics and spreadsheet. This is an opportunity for you to get to grips with document preparation using the software available to you. You should also have fun exploring the various options and getting acquainted with standard user interface techniques, such as menus, toolbars, palettes, keyboard accelerators, tool tips, tabbed panes, etc.

The document should hold the following:

1. A title including your name.
2. An introductory section outlining the content of the following sections.
3. A section describing yourself, where you come from, what you have done in the past and what your interests are. This should use at least three different paragraph styles with different indentations, spacing etc. and not use multiple spaces, blank lines or tabs to position text – see Section 2 for more on this.
4. This should include at least one graphical object, drawn by yourself, which may be, for instance, a self-portrait, or a picture illustrating one of your interests. Sections 3 and 4 describe ways of doing this.
5. A section indicating your current intentions with regard to the course – what you are hoping to get out of the course, the modules you plan to take, the area in which you might like to do a project, etc – clearly none of this is binding in any sense.

6. Included in this should be an Excel spreadsheet giving your weekly timetable for the Foundations period including hand-in deadlines. See Sections 3 and 5 for how to do this.
7. A list of the Styles you have used, what formatting they impose and where they are used.

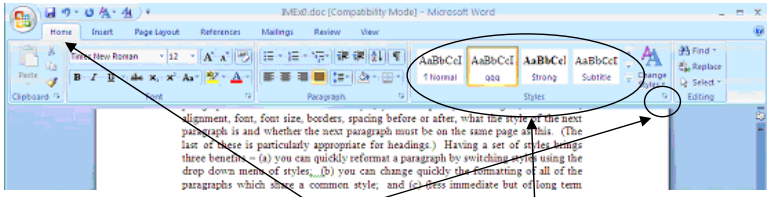
2. Paragraph Styles in Word

In order to format a piece of text and position various fragments within it, you could use spaces and tabs and blank lines. Although this is probably ok for a small document that you are preparing quickly, it will cause *maintenance problems*[1] for larger documents or if you are collaborating on a document or if you are preparing a consistent set of documents, such as course handouts or a series of books.

In this case, you should create a set of **styles**, which govern the appearance of a paragraph. In the definition of a style, you can specify the margins, indentation, alignment, font, font size, borders, spacing before or after, what the style of the next paragraph is and whether the next paragraph must be on the same page as this. (The last of these is particularly appropriate for headings.) Having a set of styles brings three benefits – (a) you can quickly reformat a paragraph by switching styles using the drop down menu of styles; (b) you can change quickly the formatting of all of the paragraphs which share a common style; and (c) (less immediate but of long term value) you are imposing a structure on your document which makes it easier for you to maintain and easier for a computer to analyse. For instance, Word has a tool which creates the table of contents by picking out all those paragraphs using heading styles.

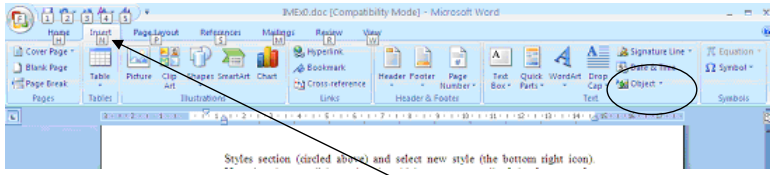
You can do this in one of two ways.

The easiest way is to take a paragraph, format it to get the effect you want and then right click on the paragraph, choose the styles option and then "Save selection as new quick style".



Another way is available from the *Home* tab. Select the drop-down in the *Styles* section (circled above) and select new style (the bottom right icon). You then have a dialogue box in which you can set all of the features of a style. Styles appear in a scrollable set shown with the larger circle above.

[1] This is very similar to the maintenance problems created by poorly structured programs.



3. Overview of Files, Objects, Linking and Embedding

When adding a component such as a picture or a spreadsheet to a Word document, there are a wide variety of possibilities both of the final effect and the means to achieve each effect. Try to experiment with these possibilities. In particular, there are the following five possibilities:

a) The embedded component can be created entirely inside Word. In the Insert tab, select the drop down menu for Object, circled above, and choose "Object". You can then choose a particular type of file (e.g. Excel) and create it.

b) Creating the component using a separate program (such as Excel and Paint) and copying it into Word, by doing *Edit::Copy* in the other program and *Edit::Paste* into Word. This creates a version of the component in Word format – e.g. turning a spreadsheet into a table.

c) Creating the component using a separate program (such as Word and Paint) and copying it into Word, by doing *Edit::Copy* in the other program and *Paste Special* in the Paste drop down of the Home tab. This creates a version of the component in the document but retains its original format.

d) Creating a file in the separate program and **embedding** the file into the Word Document using *Insert::Picture*, *Insert::File* or *Insert::Object* (using the *Create from File* tab). In this case, the component is formatted entirely within Word.

e) Creating a file in the separate program and **linking** the file into the Word Document again using *Insert::Picture*, *Insert::File* or *Insert::Object* (using the *Create from File* tab), but selecting the *Link to File* radio button. This time, attempts to edit the component will return you to the other program.

4. Adding a Drawing

A drawing can be created using any of the following (although (iv) and (v) are quite advanced and are optional):

i) using the drawing facilities in Word. These are available in the Insert tab – with drop downs of Shapes, Clip Art etc..

ii) using the painting facilities in Word. These are activated by choosing *Insert::Object* and choosing to create a new bitmap image. This brings up a little editing window and palette.

iii) using Paint – this is available via the Windows *Start::Programs::Accessories* menu. This program provides you with some simple mechanisms for creating an image;

iv) using *PaintShop Pro* which has much more sophisticated drawing features; or

v) using any other software available on the course machines – for instance many people prefer using PowerPoint for creating diagrams.

For options (iii) to (v), you can use copy-and-paste, copy-and-paste special, insert object, or insert picture to embed or link the picture as described in Section 2. Then you can move it around by dragging it after selection. One of the properties of the picture that can be modified is its *wrapping*. This determines how the text flows around the picture and can be edited by selecting the picture and then using the *Layout* tab in *Format::Picture*. Note, however, that Word very often behaves strangely when positioning objects such as pictures.

5. Adding a Spreadsheet

There are several ways of doing this:

i) Create a Spreadsheet file using Excel. Then choose *Insert::File* and locate the file by browsing. This inserts a table into the Word document.

ii) Create a file with the Spreadsheet in it, using Excel. Then choose *Insert Object* and the *Create from File* tab, then locate the file by browsing. This inserts a table into a view onto an Excel document. Selecting this will make the spreadsheet editable within Word.

iii) Choose *Insert Object* and the *Create New* tab, scroll down to select a Microsoft Excel Worksheet. This will also create view onto an Excel spreadsheet, but the only copy of it will be inside the Word document.

iv) In Excel, select the area you want, choose *Edit::Copy* and go back to the Word document and choose *Edit::Paste*. This creates a table, in the same way as option (i).

v) In Excel, select the area you want, choose *Edit::Copy* and go back to the Word document and choose *Edit::Paste Special* with the Paste radio button selected (the default). This creates an editable spreadsheet, just like options (ii) and (iii).

vi) In Excel, select the area you want, choose *Edit::Copy* and go back to the Word document and choose *Edit::Paste Special* with the Paste Link radio button selected. This creates a view onto the spreadsheet, but now selecting this view returns you to Excel. NB – there is also an option to display the spreadsheet as an icon if you want.

Submission

Add the following declaration at the bottom of the document

> *I confirm that this submission is entirely my own work and that I have ensured that this work has not been made available to other students.*

print the document and post in your tutor's drop box.