

Appendix B

Label Creation Task, Chapter 3

Chapter 3 discusses a label creation task in Microsoft Word 97 and 2000. This section presents the full 55-step label creation task as well as the correlation between this 55-step task sequence and the high-level task presented in Chapter 3.

B.1 Complete Task Sequence

Figures B.1 and B.2 depict the complete task sequence for the label creation task.

B.2 High-Level Task Sequence

Figures B.3 and B.4 depict the correlation between this 55-step task sequence and the high-level task presented in Chapter 3.

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1. Select Tools menu
 2. Select Envelopes and Labels item
 3. Click Options button
 4. Select label size from list
 5. Click OK button
 6. Click New Document button
 7. Type address in first label
 8. Highlight address
 9. Click Center button
 10. Select Format menu
 11. Select Borders and Shading item
 12. Select Box setting
 13. Click OK button
 14. Click on right mouse button while over highlighted text
 15. Select Copy option
 16. Move cursor to second label (top middle)
 17. Click right mouse button
 18. Select Paste option
 19. Highlight address
 20. Select Format menu
 21. Select Borders and Shading item
 22. Select Box setting
 23. Click OK button
 24. Move cursor to third label (top right)
 25. Click right mouse button
 26. Select Paste option
 27. Highlight address
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Figure B.1: Complete task sequence for creating address labels (six on a sheet with a square border around each label) in Microsoft Word 97 and 2000 (Figure 1 of 2).

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28. Select Format menu
 29. Select Borders and Shading item
 30. Select Box setting
 31. Click OK button
 32. Move cursor to fourth label (bottom right)
 33. Click right mouse button
 34. Select Paste option
 35. Highlight address
 36. Select Format menu
 37. Select Borders and Shading item
 38. Select Box setting
 39. Click OK button
 40. Move cursor to fifth label (bottom middle)
 41. Click right mouse button
 42. Select Paste option
 43. Highlight address
 44. Select Format menu
 45. Select Borders and Shading item
 46. Select Box setting
 47. Click OK button
 48. Move cursor to sixth label (bottom left)
 49. Click right mouse button
 50. Select Paste option
 51. Highlight address
 52. Select Format menu
 53. Select Borders and Shading item
 54. Select Box setting
 55. Click OK button
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Figure B.2: Complete task sequence for creating address labels (six on a sheet with a square border around each label) in Microsoft Word 97 and 2000 (Figure 2 of 2).

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1. Select Tools menu (**1. Change document to label format**)
 2. Select Envelopes and Labels item
 3. Click Options button
 4. Select label size from list
 5. Click OK button
 6. Click New Document button
 7. Type address in first label (**2. Type address**)
 8. Highlight address (**3. Center address**)
 9. Click Center button
 10. Select Format menu (**4. Add border**)
 11. Select Borders and Shading item
 12. Select Box setting
 13. Click OK button
 14. Click on right mouse button while over highlighted text (**5. Copy address**)
 15. Select Copy option
 16. Move cursor to second label (top middle) (**6. Move cursor to next label**)
 17. Click right mouse button (**7. Paste address**)
 18. Select Paste option
 19. Highlight address (**8. Select address**)
 20. Select Format menu (**9. Add border**)
 21. Select Borders and Shading item
 22. Select Box setting
 23. Click OK button
 24. Move cursor to third label (top right) (**10. Move cursor to next label**)
 25. Click right mouse button (**11. Paste address**)
 26. Select Paste option
 27. Highlight address (**12. Select address**)
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Figure B.3: High-level task sequence for creating address labels (bold entries on the right, Figure 1 of 2).

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28. Select Format menu (**13. Add border**)
 29. Select Borders and Shading item
 30. Select Box setting
 31. Click OK button
 32. Move cursor to fourth label (bottom right) (**14. Move cursor to next label**)
 33. Click right mouse button (**15. Paste address**)
 34. Select Paste option
 35. Highlight address (**16. Select address**)
 36. Select Format menu (**17. Add border**)
 37. Select Borders and Shading item
 38. Select Box setting
 39. Click OK button
 40. Move cursor to fifth label (bottom middle) (**18. Move cursor to next label**)
 41. Click right mouse button (**19. Paste address**)
 42. Select Paste option
 43. Highlight address (**20. Select address**)
 44. Select Format menu (**21. Add border**)
 45. Select Borders and Shading item
 46. Select Box setting
 47. Click OK button
 48. Move cursor to sixth label (bottom left) (**22. Move cursor to next label**)
 49. Click right mouse button (**23. Paste address**)
 50. Select Paste option
 51. Highlight address (**24. Select address**)
 52. Select Format menu (**25. Add border**)
 53. Select Borders and Shading item
 54. Select Box setting
 55. Click OK button
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Figure B.4: High-level task sequence for creating address labels (bold entries on the right, Figure 2 of 2).