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.
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

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).
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

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).
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)

Figure B.3: High-level task sequence for creating address labels (bold entries on the right, Figure 1 of 2).
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

Figure B.4: High-level task sequence for creating address labels (bold entries on the right, Figure 2 of 2).