

The Mouse Training Company



# Word 2007

## Introduction

<http://www.mousetraining.co.uk>





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# INTRODUCTION

Word 2007 is a powerful word processing application that allows users to produce typed documents. These can range from simple letters through to fax cover sheets, reference manuals and sophisticated reports incorporating numbered headings, figures and graphics.

## How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Word 2007 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

## Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

## Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

### Keyboard

Keys are referred to throughout the manual in the following way:

**ENTER** – Denotes the return or enter key, **DELETE** – denotes the Delete key and so on. Where a command requires two keys to be pressed, the manual displays this as follows:

**CTRL P** – this means press the letter “p” while holding down the Control key.

### Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon – E.g. “Choose **HOME** from the Ribbons and then **B** for bold”.

When dialog box options are referred to, the following style has been used for the text – “In the **PAGE RANGE** section of the **PRINT** dialog, click the **CURRENT PAGE** option”

Dialog box buttons are shaded and boxed – “Click **OK** to close the **PRINT** dialog and launch the print.”

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

*“Word will not let you close a file that you have not already saved changes to without prompting you to save.”*





---

# SECTION 1 THE BASICS

## **By the end of this section you will be able to:**

- ✦ Understand and use common Windows elements
- ✦ Launch Word
- ✦ Recognise Word screen elements
- ✦ Work with Ribbons
- ✦ Use Menus
- ✦ Get Help



## WINDOWS CONCEPTS

Word is an application that runs under the Windows graphical user interface. When launched, Word sits in its own “window” – the box that surrounds the application elements. The window can be moved, sized, closed, minimised and maximised using the features common to the Windows environment – these are listed below:

**WINDOW BORDER** The box that surrounds the Word screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

**TITLE BAR** The coloured bar that appears at the top of the Word window. The title bar tells you which application you are using and if the workbook you are in is maximised, it will also contain the name of the workbook. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.



**MAXIMISE BUTTON** When working in a workbook, the Word screen contains two windows, an application window and a workbook window. You can maximise both windows to capitalise on the space you have on-screen. If you would like the window that your Word application is in to fill up the whole screen, click the outermost maximise button. You may find that the workbook you are in can still be bigger – click the inner maximise button to fill the remaining space within the Word application window.



**MINIMISE BUTTON** This button is very useful if you need to temporarily switch from Word into another application without closing Word down completely. Click the minimise button to shrink Word to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the Word icon from the task bar to resume. The innermost minimise button will minimise the current workbook window.



**RESTORE BUTTON** This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.



**CLOSE BUTTON** This button is used to close a window. If you click the close button for a workbook window you close the document. The last button will close the Word application.



**DIALOG BOX LAUNCHER** this button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as **FONT**, **CLIPBOARD**, etc



The **OFFICE BUTTON** is the start of Word and has many important commands and option. Such as Word settings, opening, saving, printing and closing files. This will be looked into much further later in the manual.

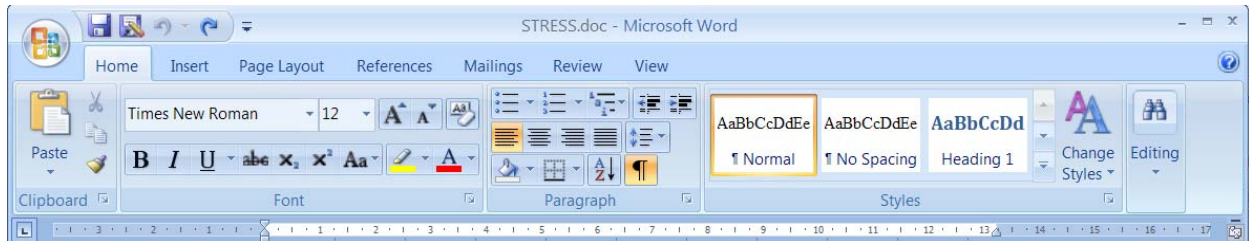


## Menus

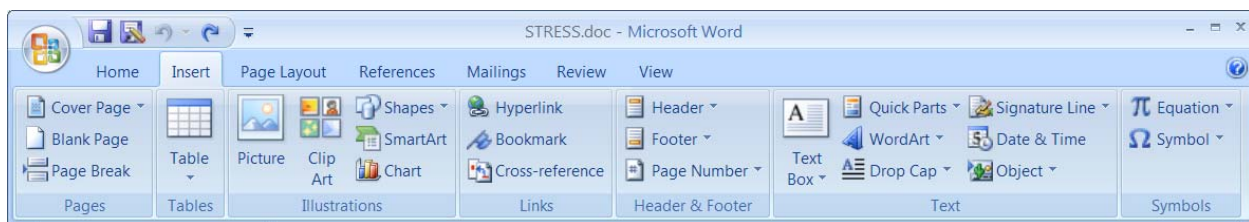
Menu's are no longer used in Word they have been replaced by Ribbons and will be referred to as such throughout the manual

## Ribbons

Ribbons are tabs that show different commands with respect to what you wish to do the **HOME** ribbon shows basic commands of formatting.

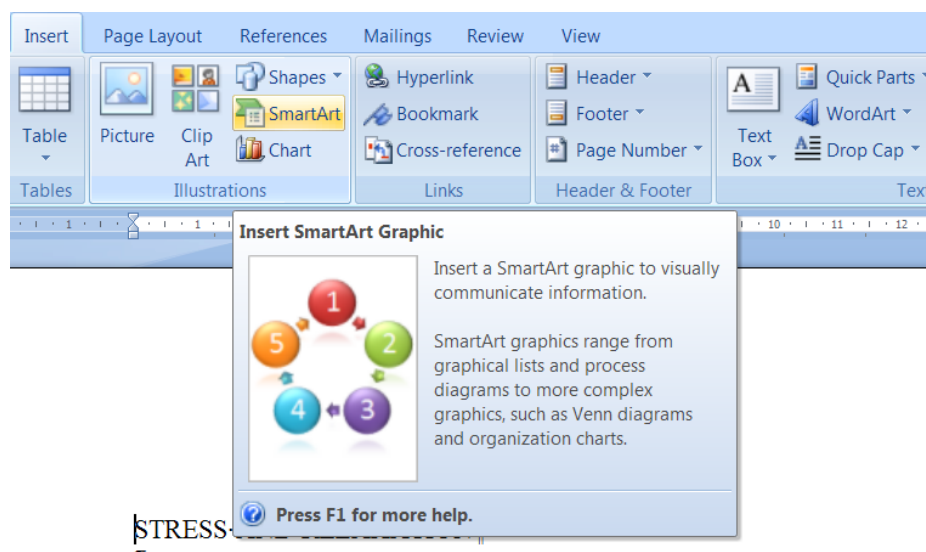


The **INSERT** ribbon allows the insertion of any object. Just click on the named ribbon to see list of commands that you can perform by clicking on the appropriate icon.



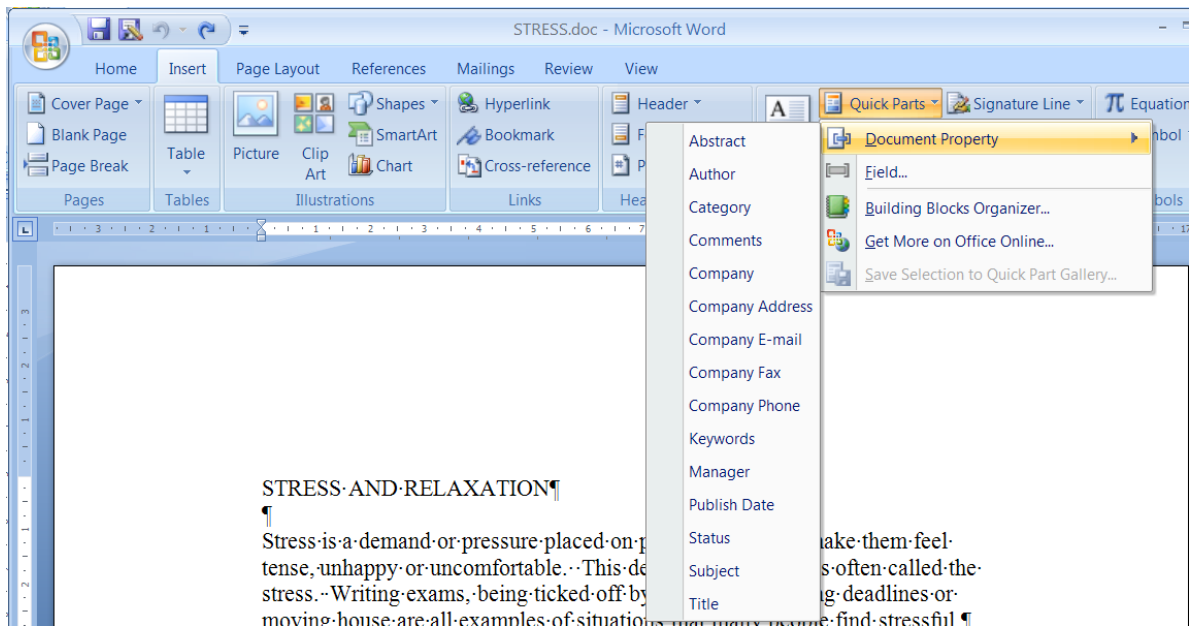
By holding your mouse over an icon, a helpful hint will appear to show you what that command will do. Clicking will apply that command

Any Icon on the ribbon with a down arrow offers other options and sometimes a dialog box.




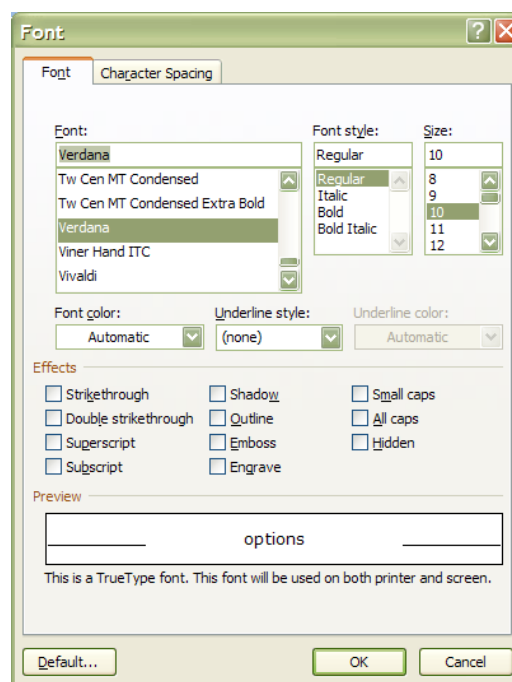


**E.G.** Choosing **QUICK PARTS** in the **TEXT** group allows you to insert a field within your document or a document property adding information to your document that can be updated as the information is changed at source.



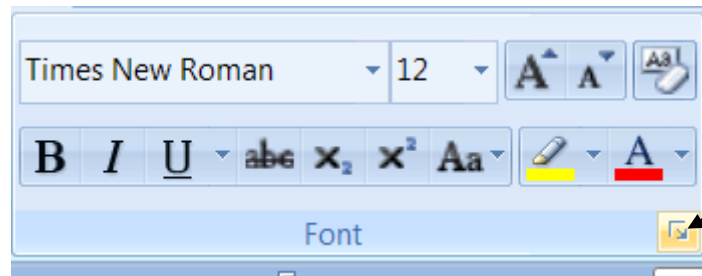
## Dialog Box

To open a dialog box use **DIALOG BOX LAUNCHER**  when the dialog box is open, make a choice from the various options and click **OK** at the bottom of the dialog box. If you wish to change your mind and close the dialog box without making a choice then click on **CANCEL**. The dialog box will close without any choice being applied. If you would like help while the dialog box is open then click on the "?" in the top right hand corner this will bring up a help window that will display the relevant topics.





Look at a group type on the ribbon such as **FONT** and in the bottom right hand corner of that group you may see a small box with an arrow, clicking this is another method to call up a dialog box, this time, directly from the ribbon. Many dialog boxes may be more familiar if you have used Word before.



## Toolbars



There are **only two** toolbars within the new version of Office 2007 there is the **QUICK ACCESS TOOLBAR** seen here next to the **OFFICE BUTTON**, and there is the **MINI TOOLBAR**

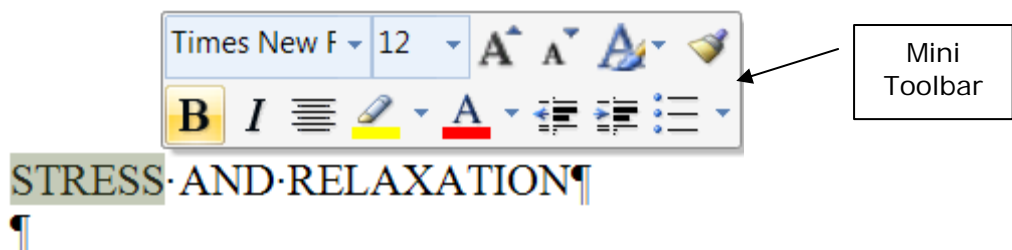


### Quick Access Toolbar

By default there are only three buttons on the **QUICK ACCESS TOOLBAR** but these can be edited and other regularly used buttons can be placed there. Using the drop down menu next to the **QUICK ACCESS TOOLBAR** will allow the customisation of this toolbar adding your most often used commands.

### Mini Toolbar

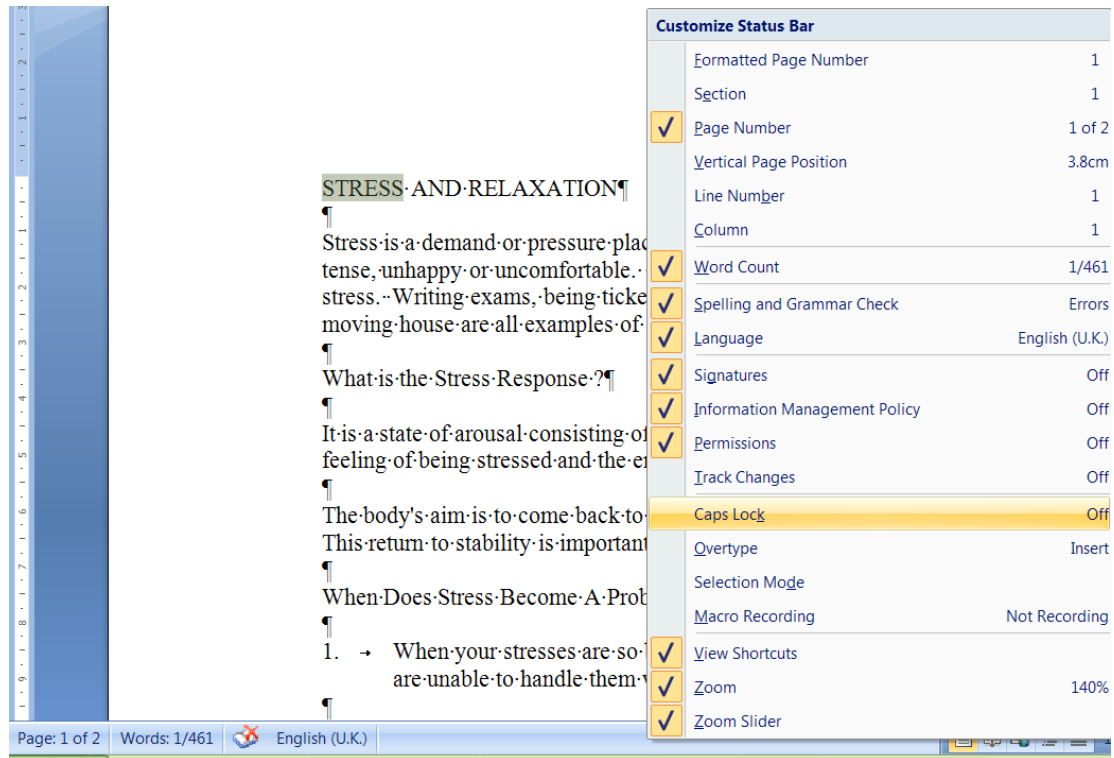
Whenever text is selected within Word a small formatting toolbar will appear above the highlighted text it will disappear if the mouse cursor is moved away from the toolbar and will reappear when the mouse cursor is moved over the highlighted text again.



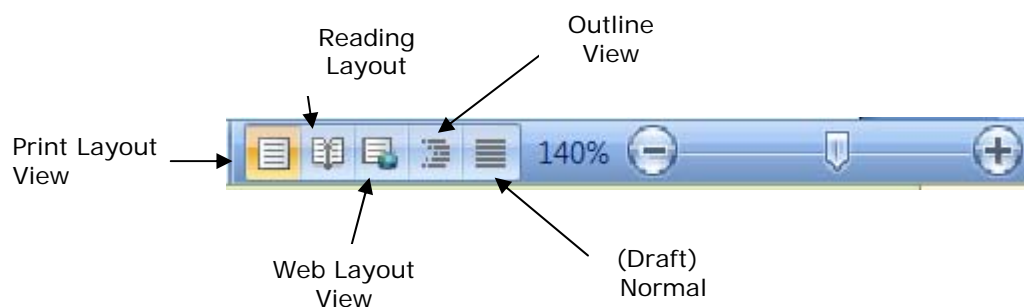


## Status Bar

The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which page you are currently on, which column you are in number of words in document. If you right click on the empty area of the status bar a menu should appear showing the various items of information that can be given on the space bar merely click on the info that you wish displayed and it will appear on the status bar.



To the right of the status bar are firstly, the different views that can be used within Word, and on the far right, the zoom control



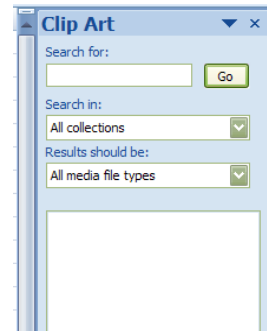




## Task Pane

A task pane is a window that collects commonly used actions in one place. The task pane enables you to quickly create or modify a file, perform a search, or view the clipboard.

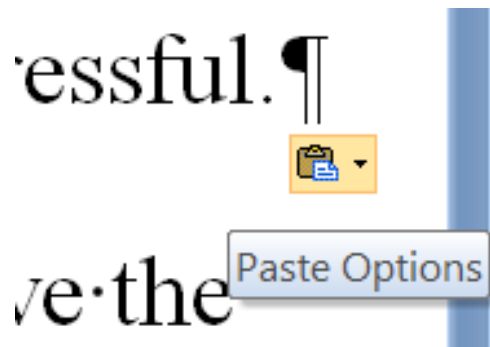
It is a Web-style area that you can either, dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you run them with a single click.



A task pane is displayed automatically when you perform certain tasks, for example when you choose **CLIPART** from the **INSERT**, Ribbon, to insert a picture

## Smart Tags

Smart Tags, first introduced in Microsoft Office XP, make it easier for you to complete some of the most common tasks and provide you with more control over automatic features. Word can recognise a wide range of different data types entered into a document, such as dates, addresses and stock ticker symbols. It converts each recognised piece of data into a smart tag, and you can then use a menu attached to the smart tag to perform useful actions on that data. Before you start using smart tags, you need to check if smart tags are enabled and specific smart tag recognisers are also activated.



You do not have to complete any additional steps to make the Smart Tags appear or disappear in Word. E.G. The **PASTE OPTIONS** smart tag appears automatically after pasting to allow you to quickly choose actions and remain in place until you begin another action. When you complete a paste operation, the **PASTE OPTIONS** button remains in place alongside your text until you begin typing new text.

This feature alerts you via a smart Tag of the paste options when pasting text into your document Click on the drop down arrow to access the options

*If you type any character the smart tag will no longer be available and will disappear*

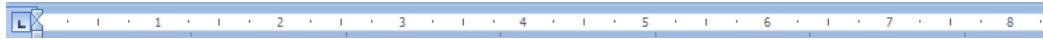
## Scrollbars

The Scrollbars are located along the right and bottom of the document window. They enable you to move to another part of the document by dragging the box or clicking the arrows in the scroll bar.



## Horizontal And Vertical Ruler

Horizontal and vertical rulers are displayed on the left and across the top of the document window.



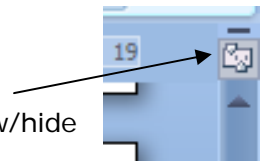
You can use the horizontal ruler to view and set paragraph indents, tab stops, page margins and column widths.

In **PRINT PREVIEW** and **PRINT LAYOUT VIEW**, Word also displays a vertical ruler you can use to adjust top and bottom page margins and row height in tables.

### ➤ To show or hide the horizontal ruler:

#### Mouse

- i. Go to the top of the right hand scroll bar and click on the show/hide ruler button to toggle viewing/hiding the ruler



## Browse Object

You can scroll through a document more quickly by selecting **BROWSE OBJECT** on the vertical scroll bar. It enables you to go to a page, bookmark, footnote, table, comment, graphic, or other location by selecting the item you want.



You can click **NEXT** or **PREVIOUS** to go to the next or previous item of the same type.



## Microsoft Word Help

Word offers several quick ways to get help when performing particular tasks. You can select from a list of topics provided by Help, or you can even type a help request in plain English, and Word will supply the answer using the *Answer Wizard*.

### ➤ To access help:

- i. Click the help button below the title bar on the far right OR press **F1**. The Help window will open:
- ii. This is very similar to a web page
- iii. You may enter search criteria and press **ENTER** (like a search when on the internet)
- iv. The window will display the topics that match your search. Click on a topic in order for it to be displayed

### ➤ To Find a specific topic

- i. The contents page allows you to select from a list of topic headings. Like search results on the internet these are **HYPERLINKS** to help files.
- ii. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Microsoft.





## SECTION 2 ENTERING & EDITING INFORMATION

**By the end of this section you will be able to:**

- ✦ Enter information on the Word screen
- ✦ Edit information
- ✦ Start new documents and save files
- ✦ Close and Open files



## ENTERING AND EDITING INFORMATION

When Word 2007 is launched at the beginning of a work session, it provides a blank document ready for you to start typing. Word assigns the name "Document1" and this appears on the title bar at the top of the screen until you save the document and allocate a filename. Each time a new document is created, Word will assign this temporary name with the number of the document going up in sequence (e.g. the second document created in any one session would be "Document2" and so on).

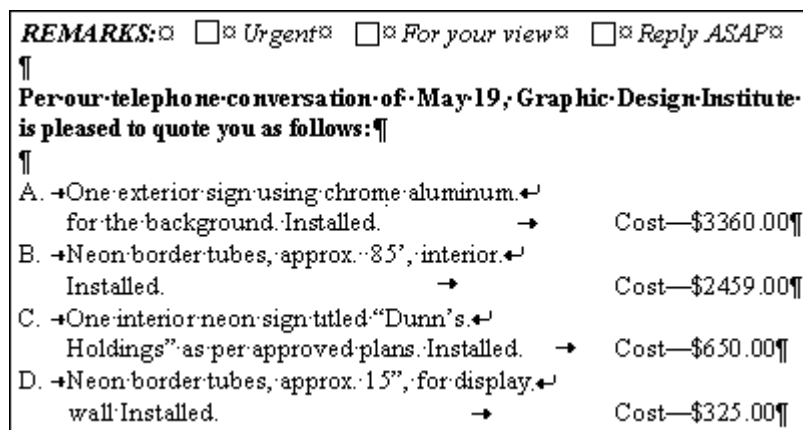
The cursor appears as a flashing vertical bar. To enter text, simply begin to type. If your cursor is at the top of the page and you wish to type text some way down the page, double click with the mouse to anchor your cursor in the desired location. This feature is known as Click and Type.

### Word Wrap

When you are typing in a document, Word has a feature called word wrap. This is what makes the cursor automatically jump onto a new line when the text that you are typing has filled up all the space on the previous line. Therefore the only time that you need to tell Word to begin a new line is if you want to start a new paragraph.

### Hidden Characters

Typing normal text into a word document may seem just like using a type writer and it is as far as just typing basic text, but many characters that you may be instructed to type will enter other, unseen characters to your document that can have dramatic effects later on when formatting or practising more advanced uses of word. These hidden characters can be displayed so that you may see **exactly** what you are entering into your document.



➤ To show/hide hidden characters

#### Mouse

- i. Go to the **HOME** ribbon, **PARAGRAPH** group and click on the **SHOW/HIDE CHARACTERS** button.



## Inserting New Lines And New Paragraphs

When typing, you can end the Paragraph you are in and begin a new **paragraph** by pressing the **ENTER** or **RETURN** key on the keyboard. (Commonly called a **Hard return**)

The **RETURN** or **ENTER** key can be also used to insert a new blank **line** but to do that requires holding down the **SHIFT** key while pressing **ENTER** or **RETURN**. (Commonly called a **Soft return**)

### ➤ To create new paragraphs

#### Keyboard

- i. View Hidden characters
- ii. Position the cursor where you want to break the paragraph and press the **ENTER** key (Hard return)– the text to the right of the cursor will jump down to the next line. You will see a paragraph mark appear indicating you have created a new paragraph
- iii. You may want to insert another paragraph between the two paragraphs – with the cursor positioned at the beginning of the second paragraph press the **ENTER** key again. Another paragraph mark will appear.

### ➤ To create new lines

#### Keyboard

- i. View Hidden characters
- ii. Position the cursor where you want to break the paragraph and force a new line. Hold down the **SHIFT** key and press the **ENTER** key (soft return)– the text to the right of the cursor will jump down to the next line as before but the character that appears will be an END OF LINE Mark (EOL mark) you are now still in the same paragraph but on a new line. Repeat to insert more new lines

## Inserting New Pages

Word knows how many lines will fit onto a page and so as you near the limit; it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks (*see Section 9 – Viewing and Printing for more details on Views*). Sometimes, the positions of the page breaks that Word inserts are not convenient or make the document look imbalanced. You can put the page break in a different place by inserting it manually as described below:

### ➤ To insert a page break:

#### Menu

- i. Position the cursor at the beginning of the line below where you want the page break.
- ii. Choose **INSERT PAGE BREAK** from the **PAGES** group on the **INSERT** ribbon

#### Or

#### Keyboard



- i. Position the cursor at the end of the line above where you want the page to break. Press **CTRL ENTER**.

## To Remove A Manual Page Break

If you need to remove a manual page break, it is best to switch to draft view (see *Section 9 – Viewing and Printing for more details on how to access this view*). You will see the page break represented as a dense dotted line with the word **Page Break** on it. Or use the show/ characters as mentioned to see manual page breaks.

### ➤ To remove a manual page break

#### Keyboard

- ii. Position the cursor on the page break line and tap the **DELETE** key on the keyboard – the page break will disappear.

## EDITING TEXT

Word provides two editing modes: Insert and Overtyping. You can also delete the text you have already typed, undo or redo the changes.

## Insert & Overtyping Mode

The **INSERT** option needs to be selected from the **STATUS BAR** right click menu before this will be seen or is able to be used from the **STATUS BAR**.

In **INSERT** mode (the most common mode), any existing characters beyond the insertion point are moved ahead in the document as you type. In **OVERTYPE** mode, the new characters you type replace the existing characters to the right of the insertion cursor.

The **STATUS BAR** tells you which mode you are in by displaying overtype when **OVERTYPE** mode is active. Clicking on overtype or pressing **INSERT** on the keyboard switches between the two modes (i.e. if Overtyping mode is on, click **OVERTYPE** on the status bar to switch it off).

## Typing Replaces Selection

Overtyping mode allows you to replace one set of characters with another; however, it can cause problems if you forget to switch it off, or if the number of characters you are replacing is different to the number of characters you are adding.

By selecting the text you want to replace and then typing in the replacement text, you have more control over what is deleted.

E.G. in the sentence below, you could change the word “previous” to the word “former” very easily by:

- i. Double-clicking the word “previous” to select it.
- ii. Typing the word “former”

### “Previous performances have included.....”

*Typing replacing selection is a very useful feature. However, it is sometimes easy to select a large area of text and then hit the **ENTER** or **RETURN** keys by accident. This will replace the whole of your selection with a paragraph return, effectively deleting the whole of your text. If this happens, clicking **UNDO** (covered later in this section) will bring your selected text back.*







## Deleting Text

Even the most perfect touch typists occasionally make mistakes! If you need to remove text or add in extra characters, there are a variety of ways to do it.

There are two main keys that remove text from a document, the **DELETE** and **BACKSPACE** keys. The **DELETE** key is easy to find as it generally has the word "Delete" or "Del" written on it. The **BACKSPACE** key is situated immediately above the **ENTER** key and usually has a backwards (←) arrow on it.

The **DELETE** key removes a character in front of the cursor when you press it; the **BACKSPACE** key removes characters behind the cursor. The key you use to remove characters depends therefore on where your cursor sits. The examples below illustrate the use of both **DELETE** and **BACKSPACE**.

### ➤ To use Delete:

#### Keyboard

"fee|eling"

- i. with the cursor positioned in front of the extra "e", use the **DELETE** key to remove it.

### ➤ To use Backspace:

#### Keyboard

"feee|ling"

- i. With the cursor positioned behind the extra "e", use the **BACKSPACE** key to remove it.

## Deleting Whole Words

You can boost the power of the **DELETE** and **BACKSPACE** keys by holding down the Control key as you press them. The Control key is the key marked **CTRL** and is generally situated in the bottom left and right hand corners of the keyboard). **CTRL DELETE** removes a whole word in front of the cursor and **CTRL BACKSPACE** deletes a whole word behind the cursor.

### ➤ To remove whole words:

#### Keyboard

"The course begins at 9 o'clock |sharp"

- i. With the cursor in front of the word "sharp", use **CTRL DELETE** to delete it.

"The course begins at 9 o'clock sharp|"

- ii. With the cursor behind the word "sharp", use **CTRL BACKSPACE** to delete it.



## Joining A Paragraph

To get rid of blank lines, you can use the **DELETE** and **BACKSPACE** keys as described earlier in this manual.

### ➤ To join a paragraph:

#### Mouse

- i. Place the cursor in front or behind the blank line you want to remove and press either the **DELETE** or **BACKSPACE** key.

## The Undo Feature

With a selection made, typing new characters will replace that selection. Obviously, this could cause problems for, if you accidentally touched a key with the whole document selected, you would replace all your text with the character that you pressed! If this happens, or indeed if you do anything in Word and then regret your action at a later stage, you have the option to undo it. During any one work session, Word keeps track of at least 250 of the most recent commands you have issued, and allows you to go back to the version of the document before you carried them out.

### ➤ To undo the most recent action:

#### Mouse

- i. Press the **UNDO** button on the toolbar.



#### Or

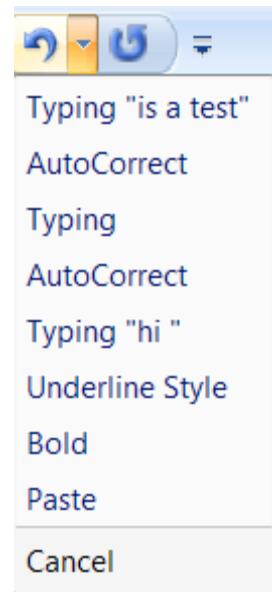
#### Keyboard

- ii. Press **CTRL Z**.

### ➤ To undo several actions:

#### Mouse

- i. Click on the downward arrow that sits just to the right of the Undo button. This will drop down a list of the commands issued during the current work session (the last six actions are displayed, but Word provides a scroll bar to get to earlier actions).
- ii. Click the action you wish to undo – you will notice that if you choose the sixth action in the list, Word undoes all commands from the sixth upwards.





## Redo

The Redo button becomes available as soon as you have undone an action.

### ➤ To redo an action:

#### Mouse

- i. Click the Redo button to redo the most recently undone command.



#### Or

#### Keyboard

- ii. Press **CTRL Y**.

Repeat step one or two to **redo** more actions

*If you simply want to repeat the last action, use F4, Word's repeat key.*

## Autocorrect

Word has the ability to recognise commonly committed typing errors and correct them automatically. For example "Teh" is corrected to "The" as soon as you press the space bar to begin the next word or press Enter to begin a new paragraph.

Other automatic corrections include:

- ↓ Capitalising the first word of a sentence
- ↓ Correcting the accidental use of the CAPS LOCK key
- ↓ Capitalising the names of days
- ↓ Correct two initial capitals
- ↓ Capitalising the first letter of table cells

## Autocorrect Tag

Word 2007 also lets you modify an AutoCorrect correction using the AutoCorrect smart tag, which will appear after the AutoCorrection has been made.

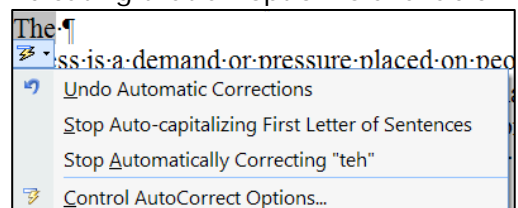
### ➤ To use an AutoCorrect button:

the



#### Mouse

- i. Move the mouse pointer or insertion point to the text AutoCorrect has modified. A bar will appear below to the left of the text indicating that an option is available.
- ii. Move the pointer over the bar and the AutoCorrect Options button will appear.
- iii. Click the button and choose a command from the drop-down menu.



## Auto Spell And Grammar Check

Word 2007 will automatically flag spelling and grammatical errors as you type. A wavy red line under the error indicates spelling mistakes, a wavy green line



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indicates grammatical errors. This feature is covered more fully in the section on Proofing Tools.




## FILE OPERATIONS

You can save any information entered in Word so that you may call it back at a later stage either to add, edit or print the contents. It's a good idea to save work frequently as this will minimise the risk of work being lost in the event of a power cut or system fault.

### New Files

There are a number of ways to create a new file. These will have the default file format that is set for Word 2007. (either .doc or .docx) the settings for the file formats will be discussed later.

➤ To create a new :

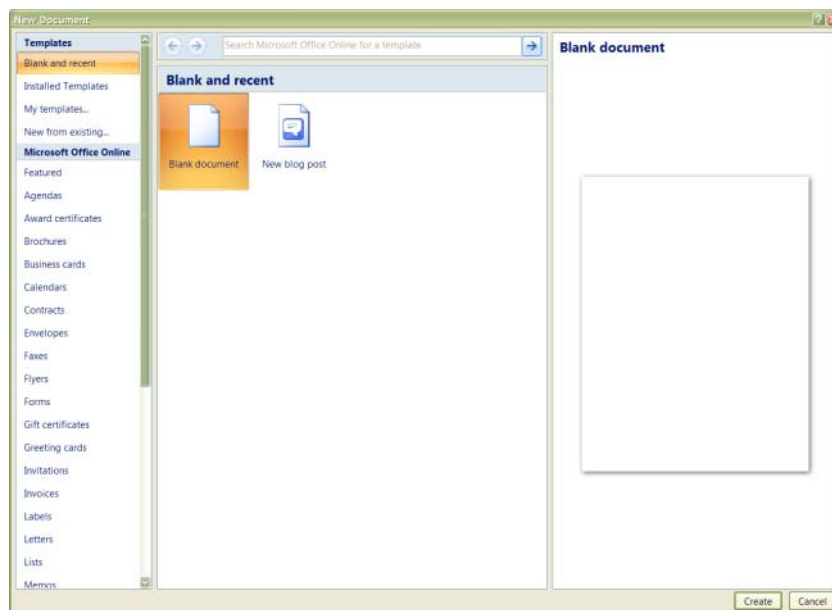
#### Mouse

- i. If you have added the **NEW** button to the **QUICK ACCESS TOOLBAR** as previously discussed. Click the **NEW** button from the **QUICK ACCESS TOOLBAR**. A blank document will appear on-screen ready for you to start entering information.

#### Or



- i. Click on the **OFFICE BUTTON** and select **NEW** a dialog will appear.



- ii. Select the type of document you wish to create (Blank document). Click **OK**. A blank document will appear on-screen ready for you to start entering information.

#### Or

#### Keyboard

- i. **CTRL N** will create a new file.



## Templates

All documents you create in Word are based on a specific template. When you create a new document using the New Blank Document button or **CTRL N**, you are creating a document based on the Normal template. This is a blank template which provides only a few key pieces of information for your file such as margins being of a certain size, portrait page orientation and default text style, size and colour.

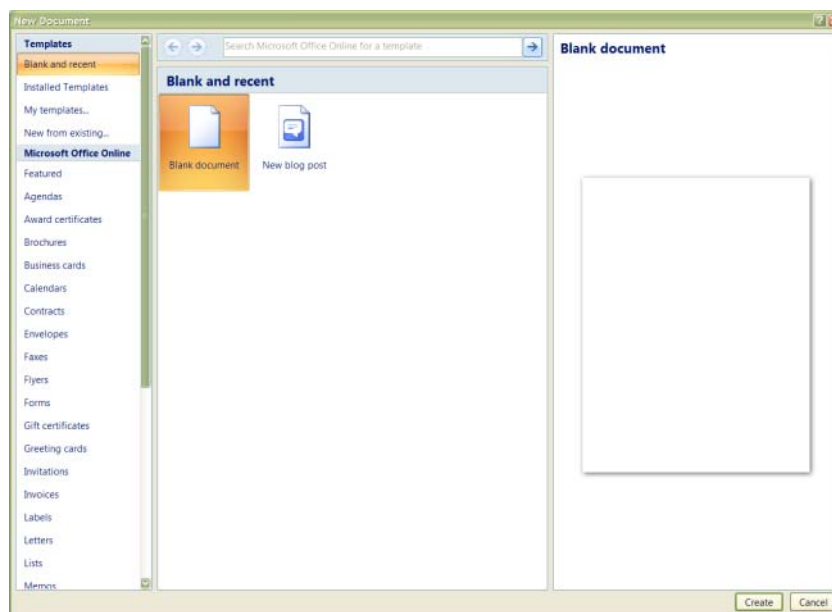
The Normal template is a very good template to base most documents on. However, if you want to base a new document on a specific layout there are other Word templates you can access. These can be used to start you off with a layout for certain documents such as memos and faxes. You can access templates other than Normal in the following way: -

### ➤ To choose a template:

#### Mouse



- i. Click on the **OFFICE BUTTON** and select **NEW** a dialog will appear.



- ii. Select the type of document you wish to create on the left and one of the format types on the right. Click **OK**. A blank document based on your selection will appear on-screen ready for you to start entering information.

#### Or

- i. Double click on the document icon.
- ii. The new document will appear ready for you to start typing.

*The Templates area contains templates that you may have created in the past standard letters and such to access other preset templates go to the Microsoft office online area for common everyday documents like memos, letters and faxes. these can only be accessed when online*



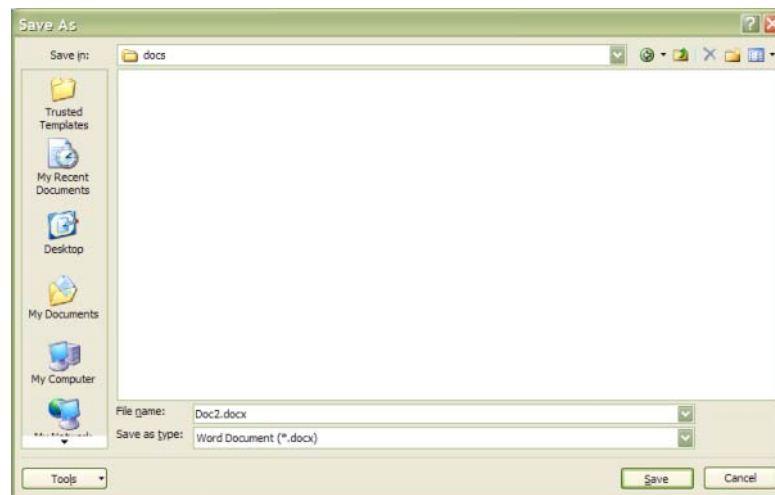
## Saving Files

Word gives any new document you create a temporary name – the word “Document” followed by a number. The number increases by one for each new document you create in any one work session. The new standard for Word 2007 is that all files have a file extension added (previously .doc) which is .docx and previous versions of word will not be able to recognise this so beware of the filetype (extension) you save it as.

➤ To save a  :

### Mouse

- i. Click the **SAVE** button on the **QUICK ACCESS TOOLBAR**. If you haven't saved the document previously, the **SAVE AS** dialog box will appear asking you for a document name and location.



- ii. The first list box marked **SAVE IN** allows you to determine the drive and folder that you want to save the document in. The area below the **SAVE IN** list allows you to see which files are stored in the area currently displayed.
- iii. The **FILE NAME** box allows you to give the file a name before saving just delete all in this box and enter just the name you want to call your file.
- iv. The **SAVE AS TYPE** box allows you to determine what type of file you wish to save the document as:
  - ↓ A current version word document (default)
  - ↓ A word 97-2003 version.
  - ↓ A text document
  - ↓ RTF format (rich text format) which can be read by most word processing packages that are non Microsoft it is a standard formatted document type.
  - ↓ Web page or Template
- v. When all options have been set click **SAVE** the dialog box will close the document will be saved and the filename will appear on the **TITLE BAR** at the top centre of the word window.



## Save Options

### ➤ To change the location:

#### Mouse

- i. Click the drop-down list arrow to the right of the **SAVE IN** list box and choose the desired drive or folder.

*If you choose a drive, you will see a list of folders within that drive inside the dialog box. If the list is very long, Word provides you with a horizontal scroll bar to access folders that are not currently visible. Once you can see your folder, you can double-click to open it.*

### ➤ To name a file:

#### Mouse

- i. Click in the **FILE NAME** box and drag your mouse over the current file name – this will highlight it. Type the new name.

*Word automatically assigns the first few words you typed as the document name. Document names can be up to 255 characters. File names cannot include any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), period (.), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;). You don't need to type the document extension (".docx") as Word automatically adds this to all files you save.*

## Saving Changes To Files



Once you have allocated a name to a file using the **SAVE AS** dialog, clicking the **SAVE** button on the **QUICK ACCESS TOOLBAR** simply saves any new changes to the filename you originally gave. It is worth saving files that you are working on every ten minutes or so, although an Autosave feature will backup your changes in case of a crash it is wise to save often.

### ➤ To save changes to e

#### Mouse

- i. Click on the **SAVE** button on the **QUICK ACCESS TOOLBAR**.

#### Or

#### Keyboard

- i. Press **CTRL S**.

*If the document has never been saved before, the "Save As" dialog will appear, otherwise changes are saved to the file name that you have already allocated..*





## Closing Files

When you finish working on a file, you can close it down using the following methods:

➤ **To close the current file:**

Mouse



- i. Double-click the **OFFICE BUTTON**

Or



- i. Click the **OFFICE BUTTON** and select **CLOSE**.

Or

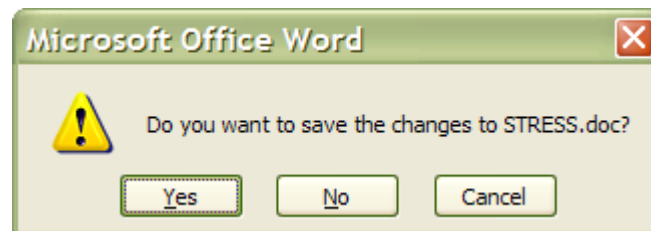
Keyboard

- i. **CTRL F4**.to close active document window.

Or



- i. Click on the cross in the top right hand corner of the document window.
- ii. A dialog may appear, if you have unsaved changes to your document.
- iii. Make a choice as necessary and the document will close.



*You will see two of the Close buttons on-screen – one will close the current file and the other will close the Word application. To close the current file, use the innermost close button. If you have changed a file since the last time you saved it, Word will not let you close that file without prompting you first to save the changes.*



## Opening Files

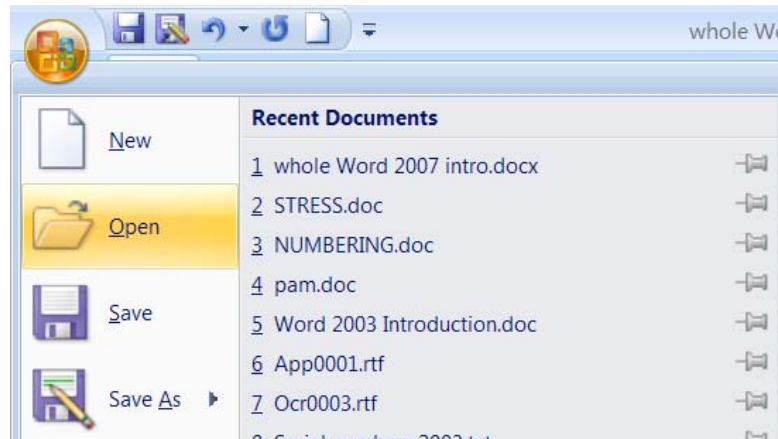
You can open a document on your computer hard disk or on a network drive that you have a connection to.

### ➤ To open a file:

#### Mouse



- i. Click the **OFFICE BUTTON** and select **OPEN**.



- ii. The following dialog will appear
- iii. If the file you want isn't listed in the window, click the **LOOK IN** drop-down list box to change to the location of the desired document.
- iv. To open the file either:
- v. Click once on the file name to select it and click the **OPEN** button.

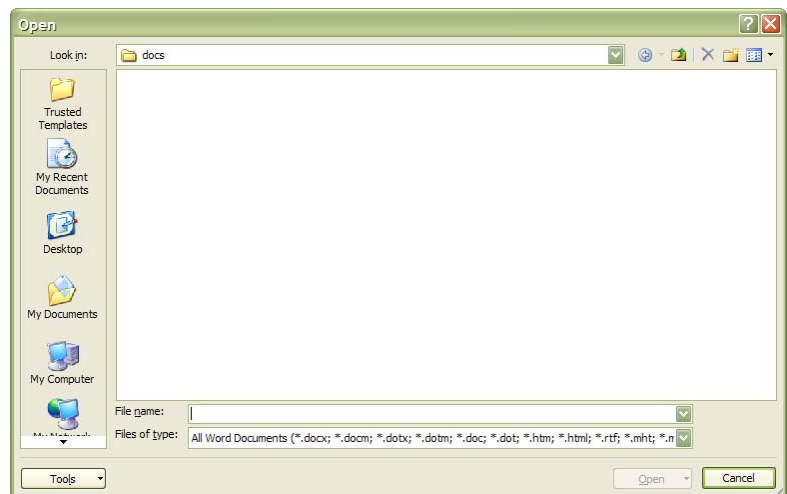
#### Or

- i. Double-click the file name.

#### Or

#### Keyboard

- i. You can also open documents using the key combination **CTRL O**. This will invoke the **OPEN** dialog – follow the steps outlined above to select and open the file that you want.







## SECTION 3 NAVIGATION

**By the end of this section you will be able to:**

- ☀ Use the Mouse to navigate
- ☀ Use the Keyboard to navigate
- ☀ Use Go To dialog box



When working with documents that are several pages long, you need some quick methods for moving the cursor to specific locations.

## The Mouse

When the mouse pointer is positioned over text on the screen, it displays as an "I" beam. This mouse shape can be used to anchor the cursor at a particular point so that edits can be made. Simply click the "I" beam where you want to put the cursor.

If you want to view or edit information not currently visible, use the scroll bars to move the document display and then click the "I" beam where you wish to start editing.

## The Keyboard

The table below lists keystrokes that can be used to move in a document:

<b>→</b>	Move the cursor one character to the right
<b>←</b>	Move the cursor one character to the left
<b>↑</b>	Move the cursor up one line
<b>↓</b>	Move the cursor down one line
<b>CTRL →</b>	Move the cursor right one word at a time
<b>CTRL ←</b>	Move the cursor left one word at a time
<b>CTRL ↑</b>	Move the cursor up one paragraph at a time
<b>CTRL ↓</b>	Move the cursor down one paragraph at a time
<b>HOME</b>	Move the cursor to the beginning of the current line
<b>END</b>	Move the cursor to the end of the current line
<b>PAGE UP</b>	Move up a screen
<b>PAGE DOWN</b>	Move down a screen
<b>CTRL HOME</b>	Move to the beginning of the document
<b>CTRL END</b>	Move to the end of the document

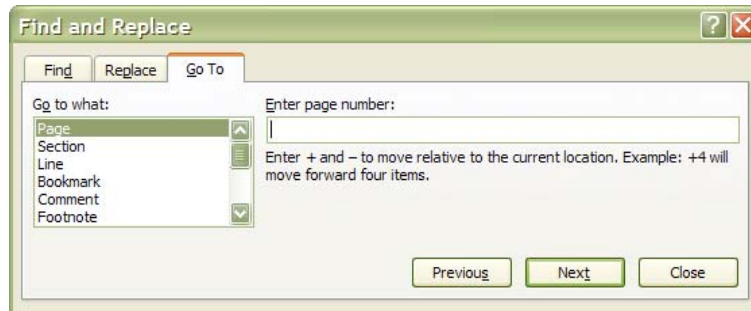
Movement Keys



## Goto

The **GOTO** function within Word can be used to move you to specific items in a document, for example a specific page number.

**F5** is the Microsoft Office GoTo key. Pressing **F5** calls up the **GOTO** dialog box:



The default for the **GOTO** what list is **PAGE** just enter the number.

➤ **To move to a page:**

### Keyboard

- i. Press **F5**.

### Or

- i. Press **CTRL G**.
- ii. Type the number of the page you want to move to in the text box and click **OK** or press **ENTER** to move there.

Word gives other alternatives (lines, sections etc.) which are also numbered within the document and can therefore be referenced when moving.

## Browse By Object

You can scroll through a document more quickly by selecting **BROWSE OBJECT** on the vertical scroll bar. It enables you to go to a page, bookmark, footnote, table, comment, graphic, or other location by selecting the item you want.



You can click **NEXT** or **PREVIOUS** to go to the next or previous item of the same type.





## SECTION 4 EDITING TOOLS

**By the end of this session you will be able to:**

- ✦ Select desired text
- ✦ Move and Copy text
- ✦ Move and Copy text between documents
- ✦ Use the clipboard task pane
- ✦ Insert a file





## SELECTING TEXT

Highlighting text with the mouse or keyboard is essential for most commands that you issue in Word as you normally select text and then perform an action on the selected text.





When using the mouse to select text, the mouse pointer shape being displayed is important as you can perform different actions with different mouse pointers. The mouse pointer will appear as an "I" beam when your mouse is hovering over text in the document. However, when you hover your mouse in the selection bar (the left margin of the page), the mouse pointer will display as a right hand facing diagonal arrow. The diagram below shows you where to hover your mouse to get the different types of mouse pointer.

### Basic Selection

#### ➤ To select text

##### Mouse

- i. Use one of the actions in the table below to select the required amount of text.

	Pointer Shape	Action	Result
Mouse pointer hovering over text	"I" beam	Click and drag over some text	Highlights the text the mouse passed over
	"I" beam	Double-click on a word	Selects the word and the trailing space
	"I" beam	Hold down the <b>CTRL</b> key and click the mouse over a sentence	Selects the sentence
From the selection bar		Click next to a line of text	Selects the whole line
		Click next to a line of text and drag down the selection bar	Selects multiple lines
		Double click next to a paragraph	Selects the whole paragraph
		Triple click in the selection bar	Selects the whole document



## Keyboard

- i. To select text using the keyboard, hold down the **SHIFT** key and follow the instructions in the table below to select the required amount of text.

Action	Result
<b>SHIFT</b> ←	Select one character to the left
<b>SHIFT</b> ↑	Select from the cursor up one line
<b>SHIFT</b> ↓	Select from the cursor down one line
<b>SHIFT</b> <b>CTRL</b> →	Select right word by word
<b>SHIFT</b> <b>CTRL</b> ←	Select left word by word
<b>SHIFT</b> <b>CTRL</b> ↑	Select up one paragraph at a time
<b>SHIFT</b> <b>CTRL</b> ↓	Select down one paragraph at a time
<b>SHIFT</b> <b>HOME</b>	Select from the cursor to the beginning of the current line
<b>SHIFT</b> <b>END</b>	Select from the cursor to the end of the current line
<b>SHIFT</b> <b>CTRL</b> <b>HOME</b>	Select to the beginning of the document
<b>SHIFT</b> <b>CTRL</b> <b>END</b>	Select to the end of the document
<b>CTRL</b> <b>A</b>	Select the entire document

## Extend Mode

If you prefer, you can select blocks of text using Extend mode.

- **To switch Extend mode on:**

### Keyboard

- i. Ensure selection mode is turned on by right clicking and ticking the **SELECTION MODE** option on the status bar.
- ii. Press **F8** (**EXTEND SELECTION** appears on the status bar).
- iii. Each time you press **F8** again, Word increases the amount of text in the selection – 1 press selects the current word, a second press, the current sentence and so on.

- **To switch Extend mode off:**

### Keyboard

- i. When the required amount of text has been selected, press **ESC** to turn off Extend mode.

## Selecting Non-Concurrent Text

There is the ability to select areas of non-concurrent text. For example, you can select a paragraph at the top of a page and a sentence towards the bottom of the page. This then gives you the ability to perform an action (e.g. deletion, formatting) on the non-concurrent areas of text you have selected.

- **To select items that are not next to each other:**

### Mouse and Keyboard

- i. Select the first item you want, such as a table cell or paragraph.



- 
- ii. Hold down **CTRL** and Click and drag anywhere on the page or within your document with your mouse to elect any additional items you want. Keep **CTRL** pressed until all items have been selected.



## MOVE & COPY



Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. The good thing about Word is that once you have entered something once, you can move or copy it anywhere – to other Word documents and even to files that belong to other applications.

All Microsoft products use the same terminology when describing moving and copying items – cut, copy and paste. These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and gluing or pasting it in to the new location.

### Moving Items

#### ➤ To move items:

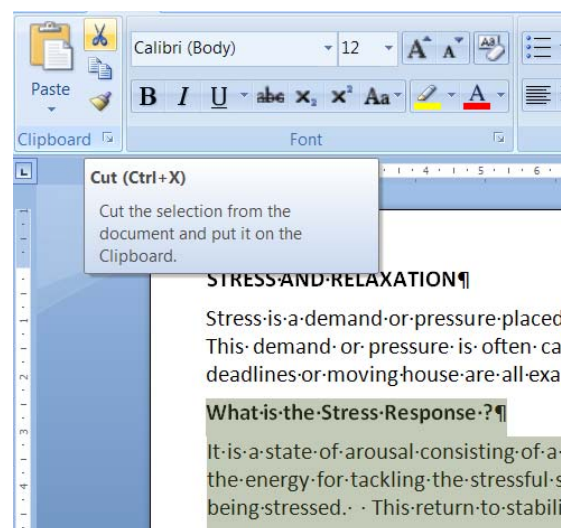
##### Mouse

- i. Select the text that you want to move.
- ii.  Click the **CUT** button on the **HOME** Ribbon. The selected text will disappear
- iii. Move to the location where you want to place the text you cut.
- iv.  Click the Paste button from the **HOME** ribbon

##### Or

##### Keyboard

- i. Select the text you want to move.
- ii. Press **CTRL X** to cut the selected text will disappear.
- iii. Move to the location where you want to place the text you cut.
- iv. Press **CTRL V** to paste the text into their new location.





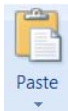
## Copying Items

### ➤ To copy items:

#### Mouse



- i. Select the text that you want to copy. Click the **COPY** button on the **HOME** Ribbon.

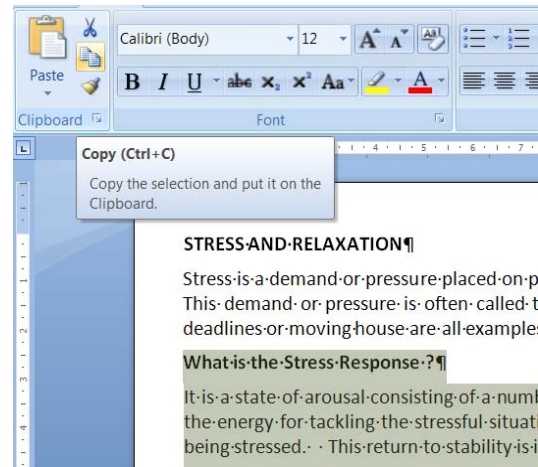


- ii. Move to the location where you want to place the text you copied.
- iii. Click the **PASTE** button from the **HOME** ribbon the copied text will appear

#### Or

#### Keyboard

- i. Select the text you want to copy. Press **CTRL C** to make a copy to the clipboard
- ii. Move to the location where you want the copied text to go. Press **CTRL V** to paste the copied text back in to the document



## Drag And Drop



You can move and copy text by selecting and dragging it with the mouse. When you do this, you must ensure that you have the correct mouse pointer shape displaying before dragging and dropping.

### ➤ To Move:

#### Mouse

- i. Select the text you want to move and move your mouse over the selection.
- ii. Drag the selection through your document; you will see a vertical dotted line near the tip of your mouse cursor indicating the insertion point of the dropped text.
- iii. When you are at the desired position let the mouse button go the text will appear.

### ➤ To Copy:

#### Mouse

- i. If you want to copy the selection, repeat steps one and two above but before clicking the mouse hold down the **CTRL** key on the keyboard **then** drag the text. You will see a plus sign appear next to the mouse pointer to signal the fact that you are copying rather than moving.
- ii. With the fuzzy line positioned where you want the copy, let go of the mouse first and then release the **CTRL** key.

### ➤ Turn on or off drag-and-drop editing

#### Mouse



- i. Click the **OFFICE BUTTON** and select the **WORD OPTIONS** button. Click the **ADVANCED** button, in the editing section, untick the **ALLOW DRAG AND DROP**.

## Moving And Copying Between Documents

You can use any of the methods described above (even drag and drop) to move and copy items from one document to another. When doing this, it is useful to be able to arrange the screen so that you can see the source document (the document containing the items that you want to move or copy) and the destination document (the document where you want to put them) at the same time.

### ➤ To view open documents:

#### Mouse

- ii. Open both documents using the techniques described in the File Operations section.
- iii. Click on the title of the file on the windows task bar at the bottom of the screen to switch between documents

#### Or

- iv. Click on the **VIEW** ribbon and select **ARRANGE ALL** or **VIEW SIDE BY SIDE** in the **WINDOW** group,
- v. Use your preferred technique (as described above) to move or copy items from one document to the other.

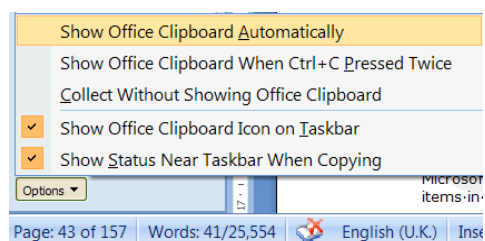
## Clipboard Task Pane

The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document. For example, you can copy some text from a Microsoft Word document, some data from Microsoft Excel, a bulleted list from Microsoft PowerPoint, some text from Microsoft FrontPage or Microsoft Internet Explorer and a datasheet from Microsoft Access, then switch back to Word and arrange any or all of the collected items in your Word document. The Office Clipboard works with the standard Copy and Paste commands. Just copy an item to the Office Clipboard to add it to your collection, then paste it from the Office Clipboard into any Office document at any time. The collected items stay on the Office Clipboard until you exit Office.



You can open the Office Clipboard in the task pane by clicking the **DIALOG LAUNCHER** on the **CLIPBOARD** group, **HOME** ribbon. Provided the **SHOW OFFICE CLIPBOARD AUTOMATICALLY** option is selected (this is done by selecting options at the bottom of the clipboard task pane.), you can have the Office Clipboard automatically opened when you do one of the following,:

- ✿ Copy or cut two different items consecutively in the same program.
- ✿ Copy one item, paste the item, and then copy another item in the same program.
- ✿ Copy one item twice in succession.



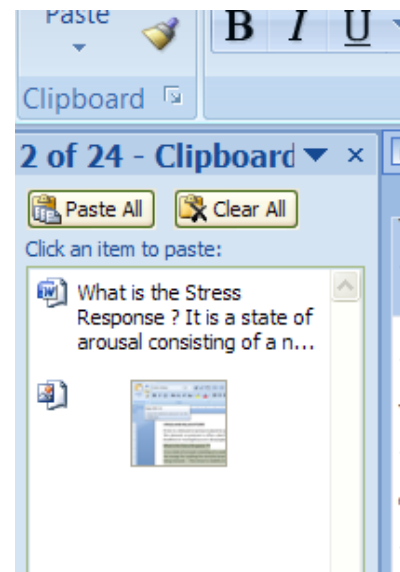


Clicking on the **DIALOG BOX LAUNCHER** the clipboard will open as a taskpane on the left hand side of the screen

The clipboard holds the last 24 items that have been cut or copied from any of the Microsoft applications and allows you to paste the same item many times in many places including other applications.

The clipboard is generic to all applications and needs merely to be displayed as it is here. The clipboard can be cleared at any time or single items deleted

To turn the Show Office Clipboard Automatically option or another Clipboard option on and off, click the Options button near the bottom of the Clipboard task pane.



*If you choose the **Collect Without showing Office Clipboard** option, the Office Clipboard is always active, even when the Clipboard task pane is not displayed.*

If you open the Office Clipboard in the task pane of one Office program, the Office Clipboard does not automatically appear when you switch to another Office program. However, while the Office Clipboard is active, each block of text or graphics that you copy or cut to the Clipboard is stored, up to a maximum of 24 blocks. A message is displayed above the status area to indicate an item has been added to the Office Clipboard and the total number of items in the clipboard.

As items are added to the Office Clipboard, an entry is displayed in the Office Clipboard gallery. The newest entry is always added to the top of the gallery. If you copy a 25<sup>th</sup> item, the Office Clipboard discards the first one.

Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.

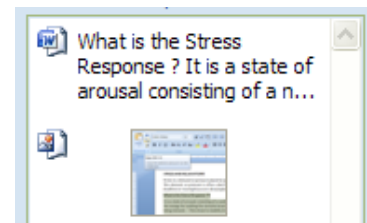
#### ➤ To paste using the Office Clipboard:

##### Mouse

- i. Select the item you want to copy or cut and use one of the copy or cut techniques described earlier.
- ii. Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).

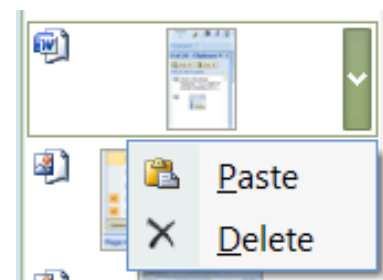


- iii. If you want to display the Office Clipboard in the active program, click the **DIALOG BOX LAUNCHER** in the **CLIPBOARD** group



*If the Office Clipboard is not available, you are in a program or view that doesn't support showing or pasting multiple items from the Office Clipboard.*

- iv. Click where you want the items to be pasted and simply click the description of the item in the list.

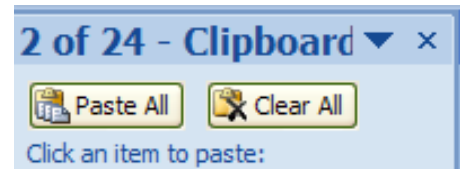




*In some cases such as text, the image displayed in the gallery will look slightly altered. This is because text is always displayed in the gallery using the Tahoma font. However, the correct formatting and font information is restored when the item is pasted from the gallery.*

You can also paste or delete an item from the clipboard by clicking the down arrow that appears to the right of the description when you move the pointer over it and choosing a command from the drop-down menu.

To paste all items stored in the clipboard, click the Paste All button at the top of the Clipboard task pane. The items will be inserted into the document in the order in which they were copied to the Clipboard, i.e. the bottom item will be pasted first and the top item last. To remove all items from the Clipboard, click the Clear All button.



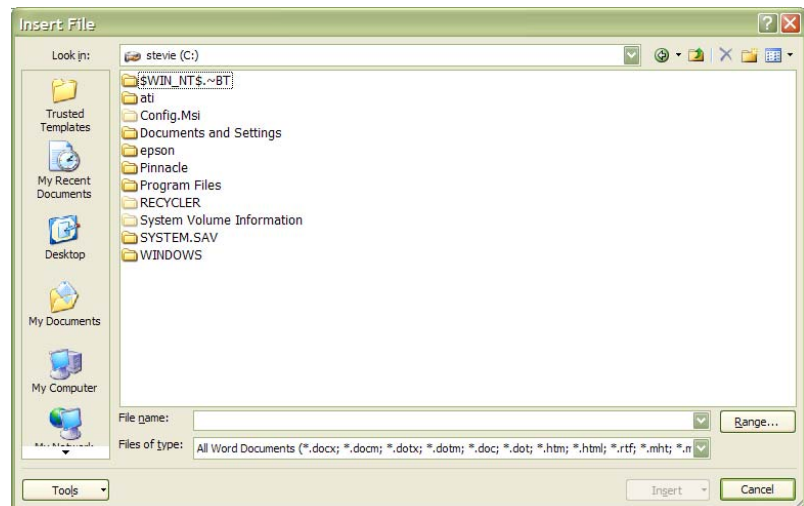
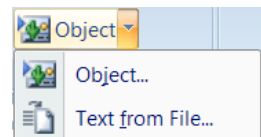
## Insert A File

If you need to copy the entire contents of one file into another, you can use a command on the Insert ribbon.

### ➤ To insert a file:

#### Menu

- i. Position the cursor at the point where you want to insert the file.
- ii. Choose the **INSERT** ribbon **TEXT** group and the drop down arrow to the right of **OBJECT** select **TEXT FROM FILE**. The following dialog box will appear:
- iii. Select the folder containing the file you want to insert and then click the file name to highlight it.
- iv. Click the **INSERT** button to insert the file.









## SECTION 5 FORMATTING

### **By the end of this section you will be able to:**

- ✦ Change the font style and size of characters
- ✦ Apply formatting effects to characters such as Bold, Italic and underline
- ✦ Change the alignment of paragraphs
- ✦ Indent paragraphs
- ✦ Use advanced font and paragraph formats
- ✦ Set tabs
- ✦ Apply borders
- ✦ Apply bullets and numbering



## TEXT FORMATS

Word divides formatting into two types – Character formats and paragraph formats. Character formats can be applied to individual characters within a document. They include **bold**, *italic* and different font styles and **sizes**. Paragraph formats affect whole paragraphs and control the layout of text on a page such as alignment, indents and so on.



### Character Formats

Word is best suited to applying formats to text that has already been typed. It is often better to get the raw information in the document without worrying about how it looks and then going back afterwards and applying the formats.

### Formatting Font Group

The formatting font group on the **HOME** ribbon contains buttons for applying some of the most commonly used formats.



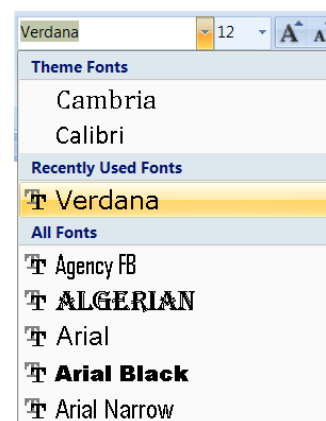
### Font Style

The font style controls what individual characters look like. True Type fonts will always look the same on screen as in a printed copy. Some fonts are serif (the characters have “curly” edges, whilst others are plain (sans serif).

#### ➤ To change the font:

##### Mouse

- i. Select the text to change.
- ii. Click on the drop-down list arrow to the right of the currently displayed font name.
- iii. Select the font to use – the selected text will alter





---

accordingly



Or

### Keyboard

- i. Select the text to change.
- ii. Press **CTRL SHIFT F** to open up the font dialog box focusing on the current font.
- iii. Use the cursor keys to drop down the list of available fonts, use the up and down arrows to move the highlight bar up and down the list and **ENTER** to apply the chosen font to the selected text and close the dialog.

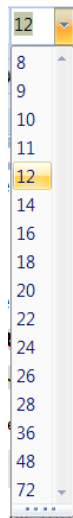
## Point Size

This controls the size of the printed characters.

### ➤ To change the point size :

#### Mouse

- i. Select the text to change.
- ii. Click on the drop-down list arrow to the right of the currently displayed point size.
- iii. Pick a new number from the list – the selected text will change size accordingly.



Or

### Keyboard

- i. Select the text to change.
- ii. Press **CTRL SHIFT P** to open up the font dialog box focusing on the point size.
- iii. Either type the point size that you want to use (your typing will replace the currently selected number) or use cursor keys to move through the list of point sizes
- iv. Press **ENTER** to apply the currently highlighted size to the selected text and close the dialog

*Although Word displays from 8 to 72 points in the list, you can type your own numbers in and press ENTER to apply the format.*



## Bold, Italic And Underline

Bold, italic and underline can be applied to the selection using buttons on the formatting toolbar or keyboard shortcuts.

### ➤ Apply bold, italic or underline:

#### Mouse

- i. Select the text to change.
- ii. Click on either the **B**, *I* or U buttons on the toolbar. The button will “switch on” and the selected text will display the applied format.



#### Or

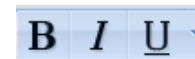
#### Keyboard

- i. Select the text to change.
- ii. Press **CTRL B** to apply bold formatting, **CTRL I** to apply italic formatting or **CTRL U** to apply single underline formatting to the selected text.

### ➤ Remove Bold, Italic and Underline:

#### Mouse

- i. Select the text with the format.
- ii. Click the Bold, Italic or underline button to turn the format off.



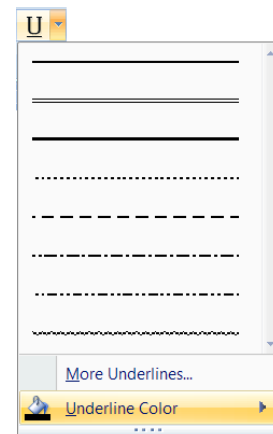
#### Or Keyboard

- i. Select the text with the format.
- ii. Press **CTRL B**, **CTRL I** or **CTRL U** to switch the format off.

### ➤ To access extra underline styles

#### Mouse

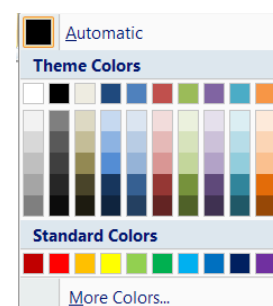
- i. Select text to be underlined
- ii. Click on drop down arrow to right of the U symbol to see more styles scroll until desired style is highlighted.
- iii. Click on style to apply



### ➤ To change underline colour

#### Mouse

- i. Select text to be underlined
- ii. Click on drop down arrow to right of the U symbol move to the **UNLINE COLOUR** option at the bottom to display colours
- iii. Select colour to apply





## Text Highlights

Just as you can use a fluorescent marker to highlight the salient points on a printed page, Word allows you to highlight text on screen. Highlights will show in the printed document in colour if you have a colour printer, or in grey tones if you have a black and white printer.

### ➤ To highlight text:

#### Mouse

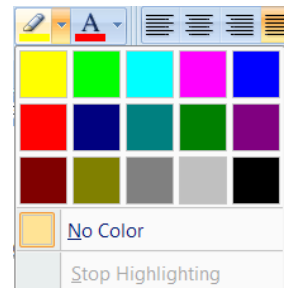


- i. Click the button to switch the highlight tool on.
- ii. Drag your mouse over the text to highlight.
- iii. When you have finished, click the highlight button once more to switch the tool off.

### ➤ To remove highlighting:

#### Mouse

- i. Select the text that has the highlighting.
- ii. Click the drop down list arrow on the right of the Highlight button.
- iii. Choose No Colour to remove highlighting from the selected text.
- iv. If you would like to highlight using a different colour, click the drop-down list arrow to the right of the highlight button and choose the desired colour from the options that appear, then drag across the text to highlight.



## Font Colour

This will change the colour of on-screen text. It will also print the text in the chosen colour if you are connected to a colour printer.

### ➤ To change font colour:

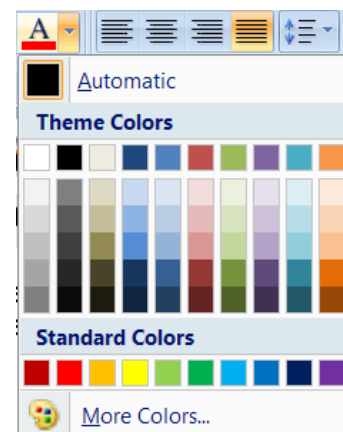
#### Mouse

- i. Select the text you want to change.
- ii. Click the drop-down list arrow displayed on the right-hand side of the button and choose the desired colour.

### ➤ To reset font colour:

#### Mouse

- i. Select the text you want to reset to the default colour.
- ii. Click the drop-down list arrow displayed on the right-hand side of the Font colour button.
- iii. The Automatic option will reset text back to the default colour (normally black).





## FONT DIALOG

The Formatting group contains the most commonly applied formats; however there are more options available in the Format Font dialog box.

### ➤ To access the Font dialog box:

#### Mouse

- i. Select the text to format.
- ii. Clicking on the **DIALOG BOX LAUNCHER** in the font group will open the **FONT** dialog.
- iii. The dialog box contains two tabs – **FONT** and **CHARACTER SPACING** which are discussed below.

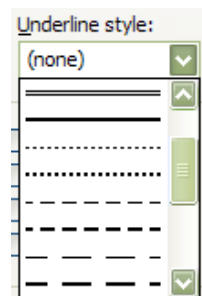
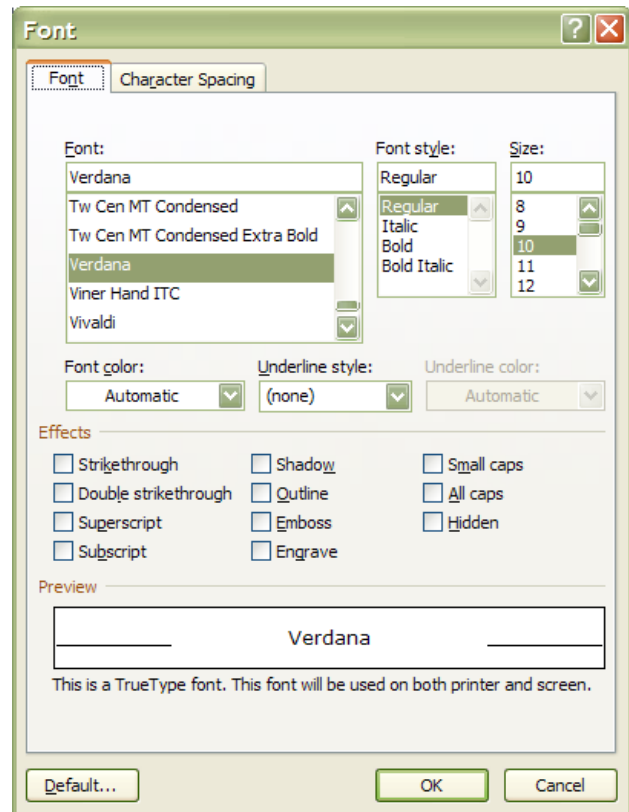
## Font Tab

Many of the options on the Font tab are the same as those on the formatting toolbar, however, the **UNDERLINE** options include some extra underline styles. The dialog box also has more effects than can be achieved using the formatting toolbar.

### ➤ To apply underline styles from dialog

#### Mouse

- i. Select the text to format.
- ii. Access the **FONT** dialog and click the **FONT** tab.
- iii. Click the drop-down arrow to the right of the **UNDERLINE STYLE** box – a list of different underline options will appear.
- iv. Choose your preferred option by clicking on it. The **PREVIEW** window at the bottom of the dialog box displays a preview of how your text will look if you choose to keep the applied formats.
- v. Click the **OK** button to keep the format. Clicking **CANCEL** will abandon any choices you have made and close the dialog box.

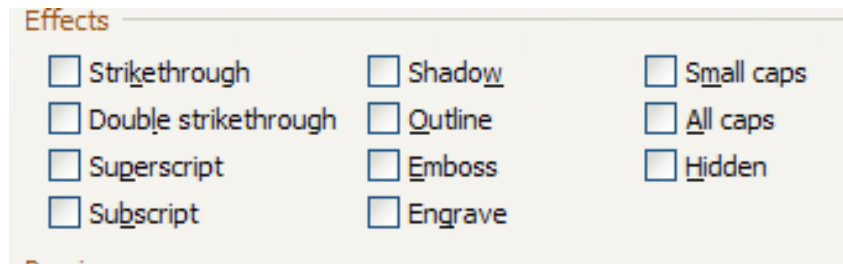






## Effects

Most of the effects change the appearance of the characters. **SUPERSCRIPT** and **SUBSCRIPT** allow you to raise and lower characters (e.g. 10m<sup>2</sup> or H<sub>2</sub>O). Some effects have more useful functions – for example **HIDDEN** renders text on-screen and in the printed document invisible, particularly useful if you want to hide references to the source of a document or picture so they don't get printed. Note however that Hidden text *will* show on-screen if the Show/Hide button is clicked on.



### ➤ To apply effects:

#### Mouse

- i. Select the text to format.
- ii. Access the **FONT** dialog and click the **FONT** tab.
- iii. Check the boxes by clicking in them with the mouse next to the relevant options to switch an effect on. The Preview window will show you what each one looks like.
- iv. Uncheck the boxes to switch an effect off.

*Some effects can be switched on in combination, others are mutually exclusive (for example you cannot have both **SMALL CAPS** and **ALL CAPS** applied as switching one on will automatically disable the other).*



## Character Spacing Tab

This tab contains options that allow you to increase or decrease the amount of space between individual characters in a word, or raise or lower those characters in relation to the other characters positioned on the same line. The **PREVIEW** window at the bottom of the dialog will display what the selected text will look like as you change the settings.

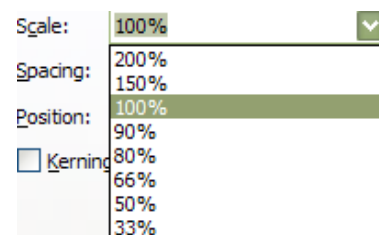
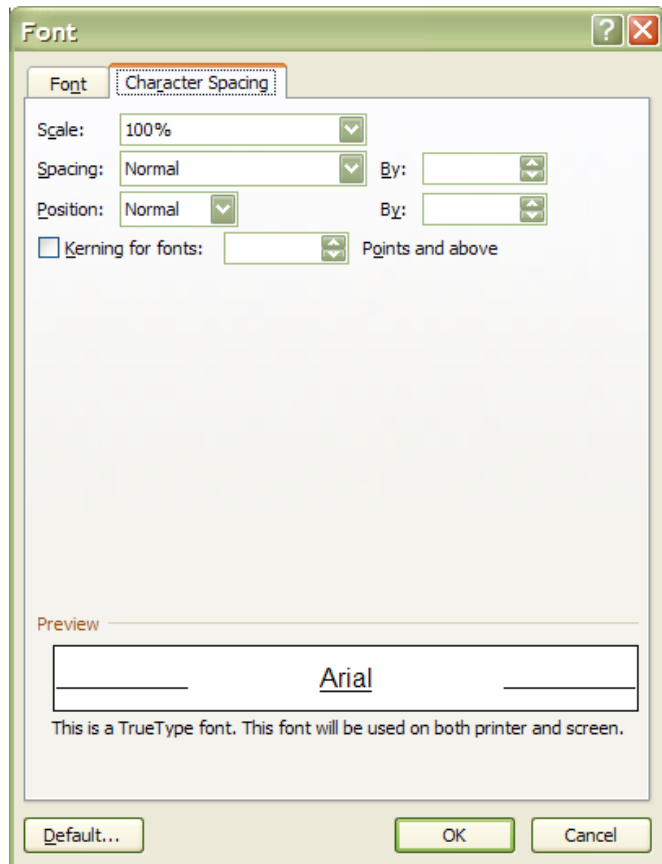
### Scale

Changes the size and space between the individual characters in the selection.

#### ➤ To alter the scale:

#### Mouse

- Select the text to format.
- Access the **FONT** dialog and click the **CHARACTER SPACING** tab.
- Click the drop down list next to the default Scale setting to list other percentage scales, some bigger and some smaller than the current figure.
- Choose a larger percentage to increase the space between the characters in the selected text and make the characters proportionally larger as well. Choose a smaller figure to squash characters together and also decrease their size in proportion to the scale percentage chosen.



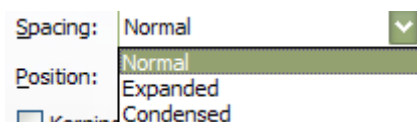
### Spacing

Changes the space **only** between the individual characters without altering their size.

#### ➤ To change spacing:

#### Mouse

- Select the text to format.
- Access the Font dialog and click the character spacing tab.
- Click the drop down arrow to the right of the Spacing option.





- iv. Choose "Expanded" (more space between the individual characters) or "Condensed" (less space between the individual characters).
- v. Use the **BY** box which has up and down arrows that can be clicked to increase or decrease by how many points (or tenths of points) the characters are expanded or condensed.



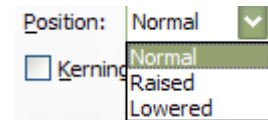
## Position

"Normal" position places the characters on the same level as the other characters on that line. You can choose to have text raised or lowered instead.

### ➤ To change character position:

#### Mouse

- i. Select the text to format.
- ii. Access the **FONT** dialog and click the **CHARACTER SPACING** tab.
- iii. Display the list by clicking the arrow to the right of the Position box.
- iv. Choose "**RAISED**" or "**LOWERED**" – the **BY** box then allows you to increase or decrease (again in tenths of points) by how much your characters should deviate from the base line position.



*The **BY** boxes described above will allow you to type the number of points by which you want to change a setting rather than using the arrow keys to reach the desired figure. Simply click inside the box to get a cursor, delete the number already there and type the new number.*

## Kerning

You need this option because some fonts are proportional and others are not.

**Proportional** fonts will adjust the amount of space between one character and the next depending on what that character is; for example the letter "l" is a thin character and does not need as much space as an "e".

**Non-proportional** fonts allocate the same amount of space for each character regardless of its width. The **POINTS AND ABOVE** box allows you to set a size above which Word will kern the fonts – if you are using a proportional font and you have used the Spacing option, you may need to switch the Kerning on to prevent the same amount of spacing being allocated to each character.

### ➤ To activate kerning:

#### Mouse

- i. Select the text to format.
- ii. Access the **FONT** dialog and click ☐ **Kerning for fonts:**    **Points and above** the **CHARACTER SPACING** tab.
- iii. Click in the **KERNING FOR FONTS** check box to switch kerning on.
- iv. Use the **POINTS AND ABOVE** box to set the size at which Word will begin to kern fonts.
- v. When you have set all the options you require on this tab, click **OK** to apply them. **CANCEL** will abandon any changes you may have made.



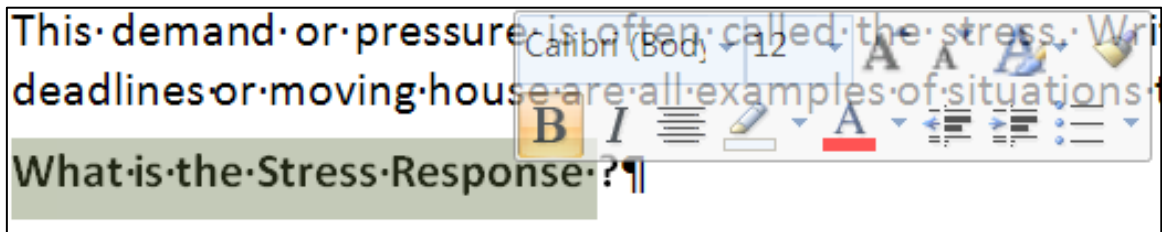


## Formatting By Using The Mini Toolbar

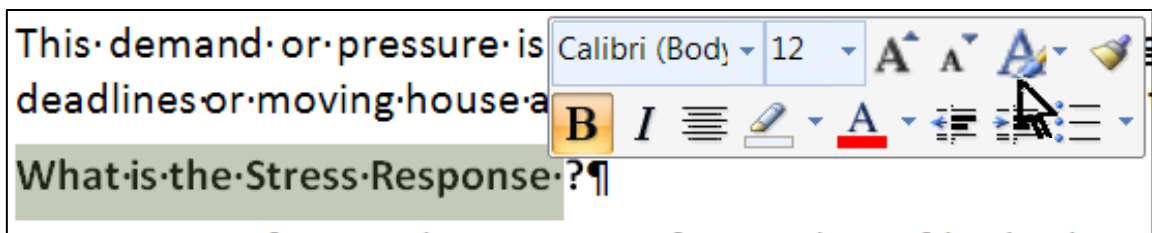
When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

*You cannot customize the Mini toolbar.*

The following shows how the semitransparent toolbar looks when you select text on a slide or in a shape in Microsoft Word



The following shows the Mini toolbar when you rest your pointer on it. To use the toolbar, click any of the available commands.





## Keyboard Shortcuts For Character Formatting

It is sometimes quicker to use key combinations to apply formatting to text within a

Increase the font size	<b>CTRL SHIFT &gt;</b>
Decrease the font size	<b>CTRL SHIFT &lt;</b>
Increase the font size by 1 point	<b>CTRL</b>
Decrease the font size by 1 point	<b>CTRL</b>
Display the Format, Font dialog	<b>CTRL D</b>
Change the case of letters	<b>SHIFT F3</b>
Format letters as all capitals	<b>CTRL SHIFT A</b>
Apply bold formatting	<b>CTRL B</b>
Apply an underline	<b>CTRL U</b>
Underline words but not spaces	<b>CTRL SHIFT W</b>
Double-underline text	<b>CTRL SHIFT D</b>
Apply hidden text formatting	<b>CTRL SHIFT H</b>

document and the table below lists the shortcut keys that you can use to do this:

Apply italic formatting	<b>CTRL I</b>
Format letters as small capitals	<b>CTRL SHIFT K</b>
Apply subscript formatting (automatic spacing)	<b>CTRL =</b>
Apply superscript formatting (automatic spacing)	<b>CTRL SHIFT +</b>
Remove manual character formatting	<b>CTRL SPACEBAR</b>

Keyboard shortcuts for character formatting



## PARAGRAPH FORMATS

When you need to control how a paragraph lines up on a page, you apply paragraph formats. As with character formatting, some of the most commonly used options appear as buttons on the Formatting toolbar whilst others can only be accessed via the Paragraph dialog box.

### Alignment

You can select from four different alignment options in Word by clicking the relevant button (described below) :

#### ➤ To change alignment:

##### Mouse

- i. Position the cursor in the paragraph whose alignment you want to change, or if you are aligning several paragraphs, highlight them.
- ii. Click on the button for the alignment you require (*see below*).



Click this button to left-align paragraphs. Left alignment ensures that the left edge of each line in the paragraph begins at the same place. Because of the word-wrapping, the right-hand edge of the paragraph won't line up exactly, this is sometimes called a "ragged" edge. Left alignment is the default alignment for new Word documents.



Click this button to centre paragraphs. This will make each line of the paragraph position its centre point in the middle of the page. Both the left and right edges of the paragraph will be ragged.



Click this button to right-align paragraphs. Right alignment ensures that the right edge of each line in the paragraph begins at the same place – the left edge will be ragged.



Click this button to justify paragraphs. This ensures that both the left-hand and right-hand edges of the lines in the paragraph begin and end at the same position, eliminating any ragged edges.

##### Or

##### Keyboard

- i. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
- ii. Press **CTRL L** to left align, press **CTRL R** to right align, press **CTRL E** to centre or **CTRL J** to justify.



## Indents

Indents allow you to control the white space at the left and right hand side of a paragraph. There are a variety of different methods for setting indents which are described below.

### ➤ To indent from the left:

#### Mouse

- i. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.



- ii. Click the increase indent button to indent the selected paragraphs by ½ an inch from the left. You can click this button again to increase by a further ½ inch and so on.



- iii. If you need to decrease the indent by ½ inch, click the decrease indent button to do this.

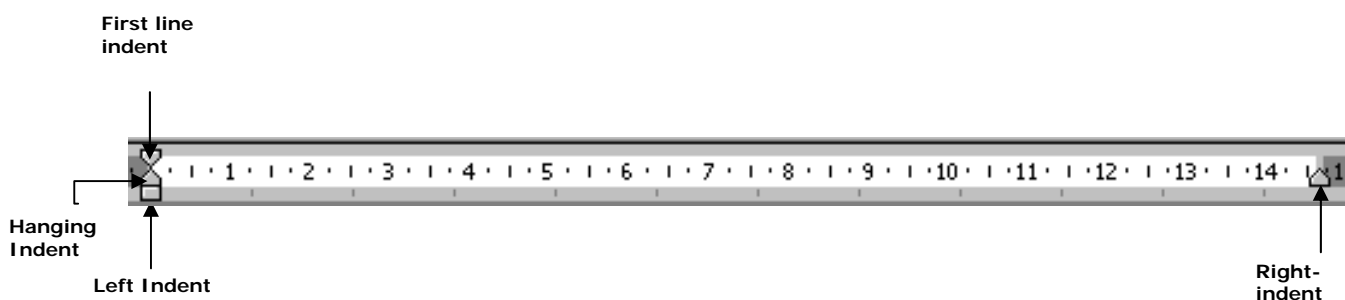
#### Or

#### Keyboard

- i. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
- ii. Press **CTRL M** to increase the indent of the selection ½ inch from the left.
- iii. Press **CTRL SHIFT M** to decrease the indent by ½ inch.

## Use The Ruler To Set Indents

The buttons on the toolbar allow you to indent a set amount from the left only. If you need to indent a paragraph from the right, or you want the indent to be a very specific amount, it is easier to use the ruler.



The markers displayed above sit on the ruler. The first line indent marker controls the first line position of the paragraph and the hanging indent marker the position of all lines following the first line. The left indent rectangle that sits under them maintains any gap between the first line marker and the hanging indent marker so the two can be moved together. The right indent marker controls where the paragraph ends.



➤ **To create a left indent using the ruler:**

Mouse

- i. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- ii. Click on the rectangle (left indent) that sits on the ruler and drag this along the ruler – you will see a vertical guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- iii. Release the mouse to set the indent.

➤ **To create a right indent:**

Mouse

- i. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- ii. Click on the upward triangle that sits on the right-hand side of the ruler (right indent marker) and drag this along the ruler – you will see a guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- iii. Release the mouse to set the indent.

## First Line Indent

A first line indent is used where the first line of a paragraph needs to start further in than the other lines as in the example below:

"It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way."

➤ **To create a first line indent:**

Mouse

- i. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- ii. Click on the downward triangle marker (first line marker) that sits on the left-hand side of the ruler and drag this along the ruler – a guideline appears that the first line will jump to when you release the mouse.

➤ **To remove the first line indent:**

Mouse

- i. Position the cursor in the paragraph to change or select the text if it includes more than one paragraph.
- ii. Drag the first line marker back so that it lines up with the other markers.

*Having created a first line indent, if you then want to indent the whole paragraph, use the rectangular marker (under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.*





## Hanging Indent

A hanging indent is used where the first line of a paragraph needs to start further back than the other lines as in the example below:

*"It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way."*

### ➤ To create a hanging indent:

#### Mouse

- i. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- ii. Use the left indent marker to indent the whole paragraph from the left the desired amount
- iii. Drag the upward triangle (hanging indent marker) back along the ruler – a guideline will appear to show you where all lines (except the first line) in your paragraph will jump to when you release the mouse.

#### Or

#### Keyboard

- i. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- ii. Press **CTRL T**

### ➤ To remove a hanging indent:

#### Mouse

- i. Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- ii. Drag the hanging indent marker back so that it lines up with the other markers.

#### Or

#### Keyboard

- i. Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- ii. Press **CTRL SHIFT T**

*Having created a hanging indent, if you then want to indent the whole paragraph, use the rectangular marker (left indent, under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.*



## Other Paragraph Formats

The most commonly applied paragraph formats can be set using the buttons on the formatting toolbar as described in the previous section; however, there are further formats that can be accessed using the Paragraph dialog box.

### ➤ To access the paragraph dialog:

#### Mouse

- i. Position the cursor in the paragraph to format or select the text if several paragraphs are involved..
- ii. Clicking on the **DIALOG BOX LAUNCHER** in the **PARAGRAPH** group will open the **PARAGRAPH** dialog.



- iii. This dialog box has two tabs, **INDENTS AND SPACING** and **LINE AND PAGE BREAKS** that are discussed below.



## Indents And Spacing Tab

Most of the options on this tab are for formats that can be accessed through other means. The **ALIGNMENT** drop-down list allows you to pick one of the four alignment options that can also be applied using the formatting toolbar. The **INDENTATION** options relate to the amount of left or right indent to be applied, and the **SPECIAL** and **BY** settings allow you to set up first line and hanging indents using the **BY** box to control the amount of each. The options outlined below can **only** be applied through the dialog or via keyboard shortcuts.

### Spacing

Use these settings to control how much white space appears before and after the selected paragraph or paragraphs. You can increase white space by inserting blank lines within you document. (i.e. pressing the **ENTER** key) but this can be time consuming and sometimes inconsistent.

The Line Spacing list allows you to increase the space Word allocates between **each individual line** in a paragraph. There are several settings which are described below:

### Multiple

Choose this option and then use the At box to give the number of lines by which you would like to space your paragraphs.

The default is 3, but you can change the numbers either by using the arrows to increase and decrease, or by selecting the number and typing a new one over it.

### At Least

With the At Least setting, if any of the characters within the selected paragraph are set to more than 18 pts size, the line spacing will adjust to accommodate it.

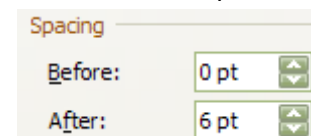
Choose this option and then use the **AT** box to give a minimum number of points by which your lines should be spaced out (e.g. 18 pts).

### Exactly

With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off.

Choose this option and then use the **AT** box to give an exact number of points by which your lines should be spaced out (e.g. 18 pts).

➤ **To change paragraph spacing:**



### Mouse

- i. Select the paragraphs to change and access the **PARAGRAPH** dialog, click the **INDENTS AND SPACING** tab.
- ii. Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
- iii. The **PREVIEW** pane towards the bottom of the dialog shows what your paragraph(s) will look like.

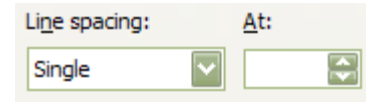


- iv. Click the **OK** button to confirm and close the dialog, or click **CANCEL** to close the dialog, abandoning any changes you have made to the settings within.

➤ **To change line spacing:**

Mouse

- i. Select the paragraphs to change.
- ii. Access the Paragraph dialog and click the **INDENTS AND SPACING** tab.
- iii. To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the **LINE SPACING** box.
- iv. Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
- v. The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- vi. Click the **OK** button to confirm the format change and close the dialog. **CANCEL** closes the dialog, abandoning any changes you have made to the settings within.



## Line And Page Breaks Tab (Pagination)

Settings on this tab primarily control how Word will insert automatic page breaks.

### Widow/Orphan control

As this is a very useful option, most installations of Word will switch it on for all paragraphs by default. It prevents page breaks falling right after the first line of a paragraph leaving the first line stranded at the bottom of a page (i.e. a "widow"). The "orphan" is where a page break falls just before the last line of a paragraph, leaving the final line stranded at the top of a page.

### Keep lines together

This option prevents Word from putting a page break through a paragraph.

### Keep with next

This ensures that the selected paragraph(s) will never be split by page breaks.

### Page break before

This would cause the selected paragraph(s) to always appear at the top of a new page.

➤ **To set Widow/Orphan control:**

Mouse

- i. Tick this box to switch Widow/Orphan control on or off.

➤ **To keep lines together:**

Mouse

- i. Tick this box to prevent an automatic page break falling within the selected paragraph(s).



➤ **To keep with next:**

Mouse

- i. Check this box to prevent the selected paragraph(s) from being separated from the next paragraph by an automatic page break.

➤ **To set page break before:**

Mouse

- i. Check this box to ensure that the selected paragraph(s) always begins on a new page.

## Keyboard Shortcuts For Paragraph Formatting

It is possible to access all paragraph formats through the Format, Paragraph dialog box. However, it can be quicker to apply paragraph formats using keyboard shortcuts. Some useful shortcuts are listed in the table below.

Single-space lines	<b>CTRL 1</b>
Double-space lines	<b>CTRL 2</b>
Set 1.5-line spacing	<b>CTRL 5</b>
Add or remove one line space preceding a paragraph	<b>CTRL 0</b>
Centre a paragraph	<b>CTRL E</b>
Justify a paragraph	<b>CTRL J</b>
Left align a paragraph	<b>CTRL L</b>
Right align a paragraph	<b>CTRL R</b>
Indent a paragraph from the left	<b>CTRL M</b>
Remove a paragraph indent from the left	<b>CTRL SHIFT M</b>
Create a hanging indent	<b>CTRL T</b>
Reduce a hanging indent	<b>CTRL SHIFT T</b>
Remove paragraph formatting	<b>CTRL Q</b>

keyboard shortcuts for paragraph formatting



## Format Painter

When you have applied formats to a block of text, there may be other sections within your document that need to have the same combinations of formats applied. To save you having to repeat the process of applying the same formats all over again, you can use the format painter to pick up the formats from the text that has them and paint them on to the text you want to change.

### ➤ To use the format painter:

#### Mouse

- i. Select the text that has the formatting you need.



- ii. Click the **FORMAT PAINTER** button from the **CLIPBOARD** group on the **HOME** ribbon.
- iii. Drag across the items you want to format. When you release the mouse, the formats will appear on the selected text.

*The Format Painter switches itself off automatically as soon as you release the mouse after selecting the text you want to format. If you have more than one item to format, you can make the format painter stay "switched on" until you have completed painting the formats onto all the items. Do this by double-clicking the Format Painter button. When you no longer need the Format Painter, click the button once more to switch it off or press **ESC** on the keyboard.*

If you want to paint paragraph formats onto text, make sure you select the paragraph mark at the end of the text that has the paragraph formats before you click the Format Painter button.

## Remove Formatting With The Keyboard

You can remove all the formatting that has been applied and reset the selected text back to the document defaults by using the keyboard.

### ➤ To remove all character formats:

#### Keyboard

- i. Select the text to remove the formats from.
- ii. Press **CTRL SPACEBAR**.

### ➤ To remove all paragraph formats:

#### Keyboard

- i. Select the text to remove the formats from.
- ii. Press **CTRL Q**



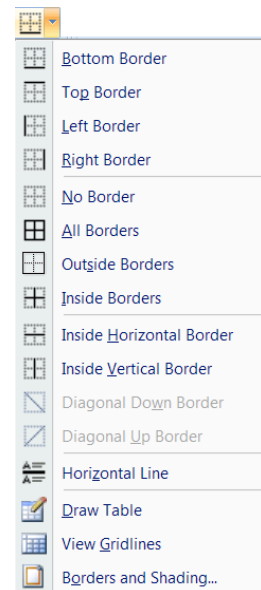
## BORDERS

Borders can be applied to many different objects in Word; for example, you can add borders to tables, paragraph edges or even whole pages in a document. There are also some automatic formatting keystrokes that will add borders to the cursor position in your document (*See the section on AutoFormatting for more information*).

### ➤ To add a border to a paragraph:

#### Mouse

- i. Select the paragraph.
- ii. Click on the drop down arrow to the right of the **BORDERS** button in the **PARAGRAPH** group on the **HOME** ribbon, displays the palette to the right
- iii. Click on any combination of the border tools to determine which edges of the paragraph are bordered.



The buttons on the palette perform the following functions:

	Applies or removes outside border
	Applies or removes borders both inside and outside
	Applies or removes top border
	Applies or removes left border
	Applies or removes a border horizontally inside a selection
	Applies or removes descending diagonal
	Applies horizontal line
	Applies or removes inside border
	Removes all borders
	Applies or removes bottom border
	Applies or removes right border
	Applies or removes a border vertically inside a selection
	Applies or removes ascending diagonal



## Changing The Paragraph Border Width

The width of the border is controlled by the right indent measurement belonging to the paragraph.

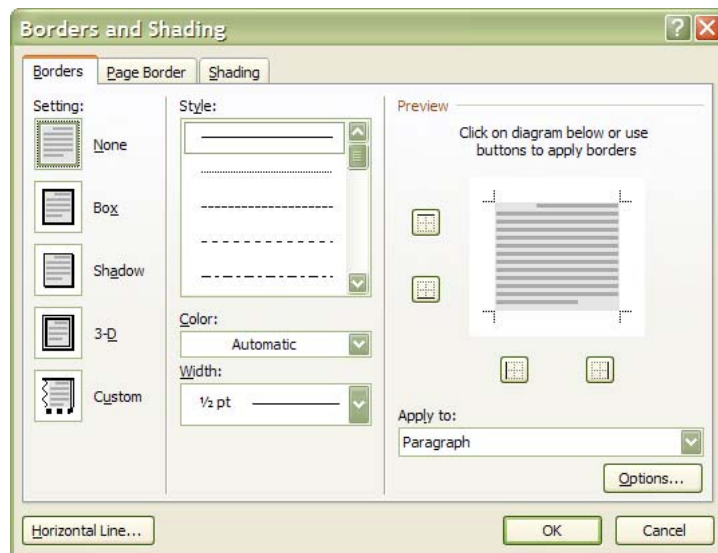
### ➤ To reduce the width of the border:

#### Mouse

- i. Click in the paragraph with the border or select the paragraphs if more than one paragraph's borders need changing.
- ii. Drag the indent markers on the ruler to correspond with the new border width.

## More Borders Via The Dialog Box

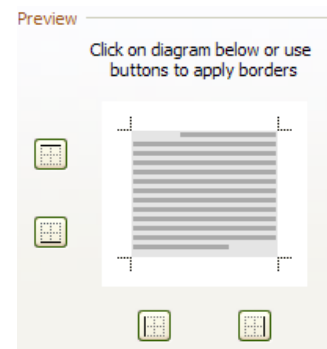
Borders can be added using the borders dialog available from the borders drop down button. Applying borders in this way gives you more options as to line style, shading and so on.



### ➤ To apply borders using the Borders and Shading dialog:

#### Mouse

- i. Select the paragraph(s) to be bordered
- ii. Click the drop down arrow to the right of the borders button in the **PARAGRAPH** group and select **BORDERS AND SHADING** the following dialog appears.
- iii. Click on the **BORDERS** tab.
- iv. Choose the required border style
- v. Select a thickness or colour for the border
- vi. Select an option from the left on where to apply the border **OR** Use one of the buttons on the left hand side of dialog to apply different borders top, bottom, left or right







- 
- vii. Click **OK** to apply borders to selected text



## Page Borders

You are able to apply a border around an entire page. It is generally used in the same way as paragraph borders except you have an interesting addition, Art, where you have the opportunity to select an artistic page border. You may have to alter the border width so that it is not too big.

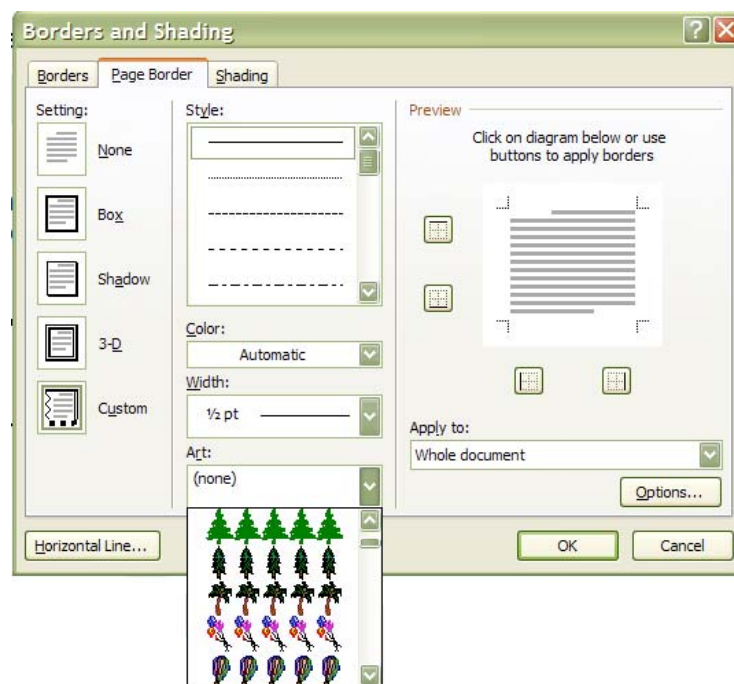
### ➤ To apply a page border:

#### Mouse

- i. Select the drop down arrow to the right of the border tool button in the **PARAGRAPH** group and select **BORDERS AND SHADING**. (If the dialog has already been used then the border button will change and you only need to click it to bring up the dialog box.
- ii. Click the **PAGE BORDER** Tab.

#### Or

- i. Click on the **PAGE BORDERS** button on the **PAGE LAYOUT** ribbon in the **PAGE BACKGROUND** group



- ii. Select the appropriate border styles from the Settings palette as you did for a paragraph border and apply them as before.

#### Or

- i. Click the **ART** drop-down list to select from a range of graphics to use as a page border
- ii. Click **OK**.



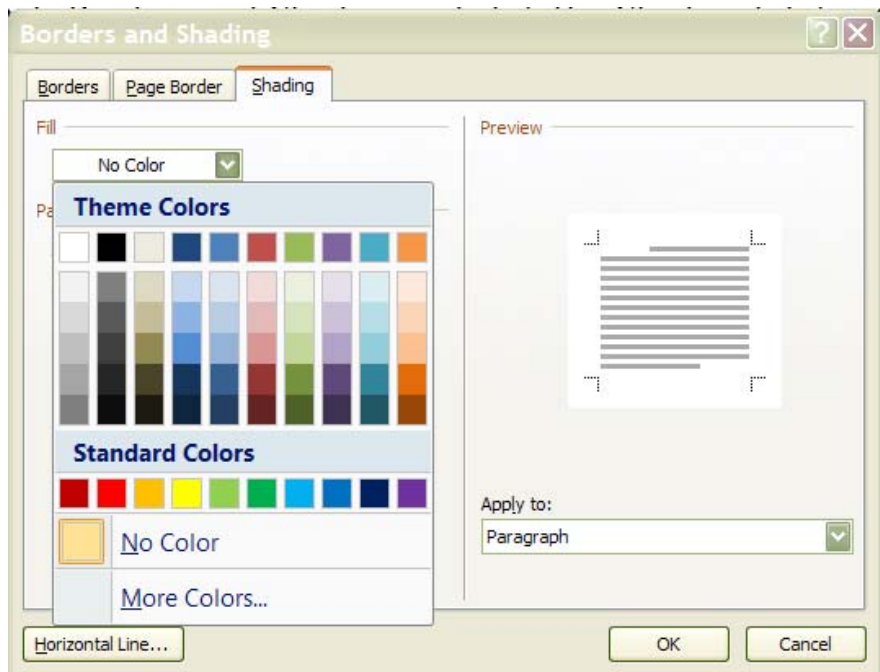
## Shading

The third tab within the Borders and Shading dialog allows you to apply shading to a paragraph or a piece of text.

### ➤ To add shading:

#### Mouse

- i. Select what you want to shade (i.e. a word or phrase, or a whole paragraph).
- ii. Open the **BORDERS SHADING** dialog as previous.
- iii. Select the **SHADING** tab
- iv. Choose a colour from the colour palette by clicking it.
- v. If appropriate, choose a pattern from the pattern drop-down list and assign a colour to the pattern with the Colour drop-down list.
- vi. Click **OK**.



*Do not apply patterns over text as you will not be able to read the text.*

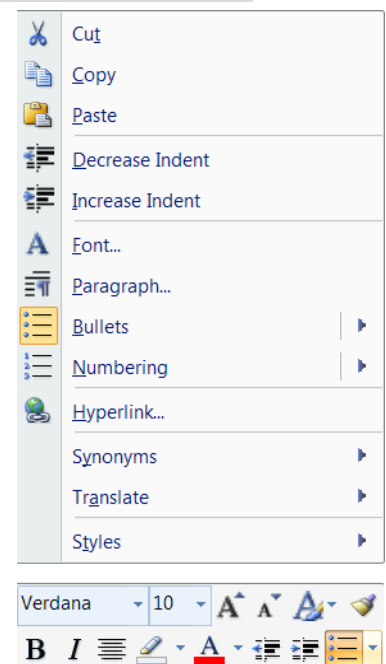
## Shortcut Menus

You can apply both character and paragraph formats using Word's shortcut menus.

### ➤ To apply formats using shortcut menu:

#### Mouse

- i. Select the items to format.
- ii. With the mouse positioned anywhere within the highlighted area, click the right mouse button.
- iii. Select the Font, Paragraph or Indents option by clicking on it with the mouse.
- iv. There is also the mini toolbar to select other formatting options





## BULLETED AND NUMBERED LISTS

Word has tools for automatically assigning bullets and numbers to lists. You can choose from a variety of different number formats and select which bullet symbols to use. You can also create multi-level lists very easily using this feature. With numbered lists, if you move, delete or add items, Word will automatically renumber the list so that you always have the correct numeric sequence.

### Bullets

Bullets are symbols that can be used to denote list items or headings. They attach themselves to paragraphs within a document.

#### ➤ To create a bulleted list:

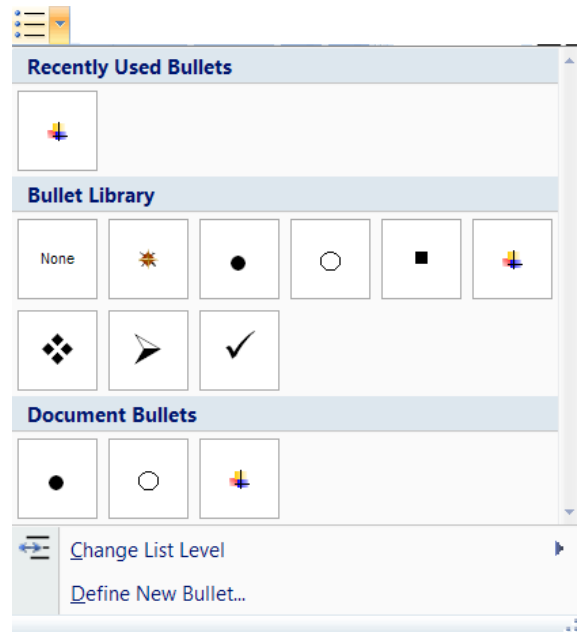
##### Mouse

- i. Type the list one line under the other.
- ii. If you want blank lines of space between list items select the lines and use the **SPACE AFTER** setting in the **PARAGRAPH** dialog.
- iii. Click the **BULLETS** button in the **PARAGRAPH** group to apply bullet symbols to your list using the default bullet style (the button will switch on).



##### Or

- i. Click on drop down arrow to right of **BULLETS** and choose one from the displayed choices.



*In Word 2007 when you apply bullets, your list is also automatically indented from the left margin. If you do not want this indentation you will need to remove it. See previous instructions in this section about setting and removing paragraph indentations.*

### Remove Bullets

When you want to add a paragraph underneath your last list item, you may find that the bullets continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the **ENTER** key. When you don't want the bullets any more, if you press **ENTER** again, Word will assume that you have finished your list and remove it accordingly.

#### ➤ To switch bullets off:

##### Mouse

- i. Click the cursor on the paragraph where the bullet is, or if the bullets are on several paragraphs, select them.
- ii. Click the **BULLETS** button in the **PARAGRAPH** group (the button will switch off)

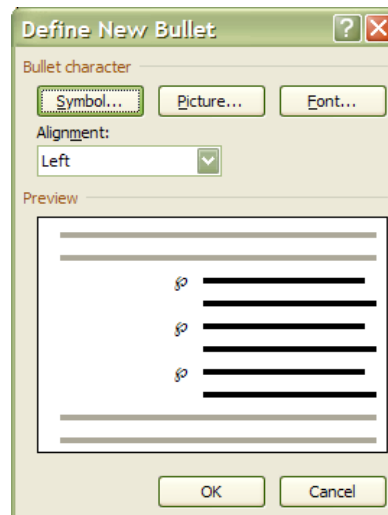
##### Or Keyboard



- i. Click to position the cursor at the very end of last list item with a bullet.
- ii. Press **ENTER** twice.

## Define A New Bullet.

The bullets menu gives you a small selection of pre-picked bullet symbols for you to choose from. If none of those is suitable for your list, you can define a new bullet from scratch with a palette that contains a bigger selection of symbols. You can also change the indent positions of your list items. (Using the paragraph dialog)

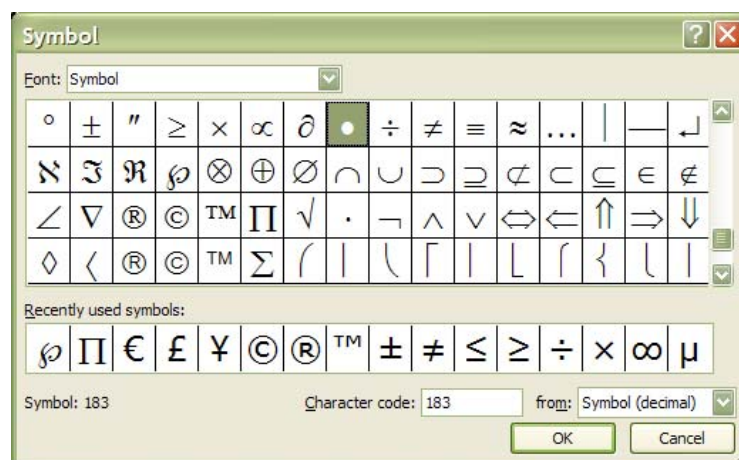


### ➤ To define a new bullet

#### Mouse



- i. Click on drop down arrow to right of **BULLETS** and choose **DEFINE NEW BULLET** a dialog will appear.
- ii. Click the **SYMBOL** button to select a different symbol. This displays the symbol dialog below:
- iii. Initially Word displays symbols from the Symbol font. You can choose from a different font by clicking the drop down list arrow to the right of the **FONT** box.



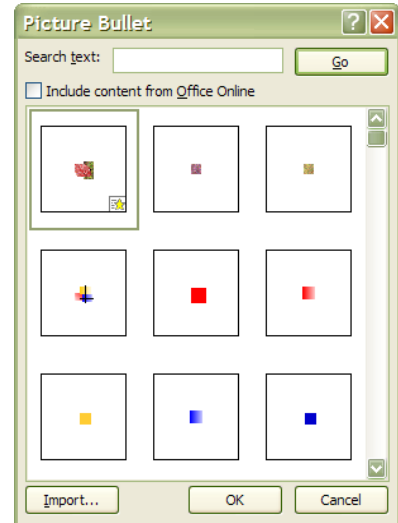


*Wingdings, Webdings and Monotype Sorts have a large variety of useful symbols to use for bullet points. When you alter the bullet symbol Word will use that symbol for all new lists when the Bullets button is clicked*

- iv. Click on a symbol from the palette to select it then click **OK** to go back to the previous dialog. The selected bullet will be displayed in one of the preview panes.
- v. Click the **FONT** button to access the **FONT** dialog if you want to make changes to bullet size and style.

Or

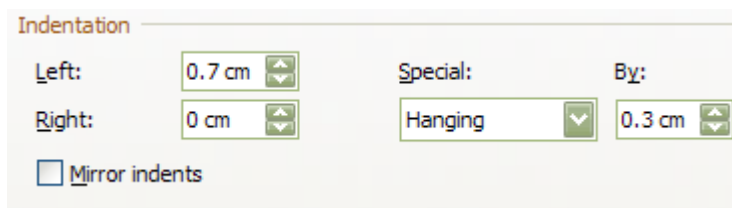
- i. Click the **PICTURE** button to browse through a gallery of picture bullets. This displays the picture dialog right.
- ii. Choose a picture from the gallery or click **IMPORT** to select a picture from disk and click **OK**
- iii. Click **OK** to replace the existing bullets with your custom bullet.



➤ **To change bulleted list indents:**

Mouse

- i. Select the list.
- ii. Open the **PARAGRAPH** dialog using the **DIALOG BOX LAUNCHER**.
- iii. To change the bullet position, set the left indent to where you want the bullet to appear



- iv. From the **SPECIAL** drop down box select **HANGING**.
- v. In the **BY** box set the measurement where you want the text to line up
- vi. Click **OK** to apply the new indents to the selected items and close the dialog.



TM

## Numbering

You can add numbers to paragraphs in a document. Word lets you choose between a variety of different numbering styles.

### ➤ To apply numbers to a list:

#### Mouse

- i. Type the list. And select it.
- ii. If you want blank lines of space between list items select the lines and use the **AFTER** setting in the **PARAGRAPH** dialog.
- iii. Click the **NUMBERS** button on the **PARAGRAPH** group to apply numbers to your list (the button will switch on).

#### Or

- i. Use the drop down arrow to the right of the **NUMBERING** button to see a selection of numbering styles after making a selection click to apply style to highlighted list.

## Remove Numbers

When you want to add a paragraph underneath your last list item, you may find that the numbers continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the **ENTER** key.

### ➤ To switch numbers off:

#### Mouse

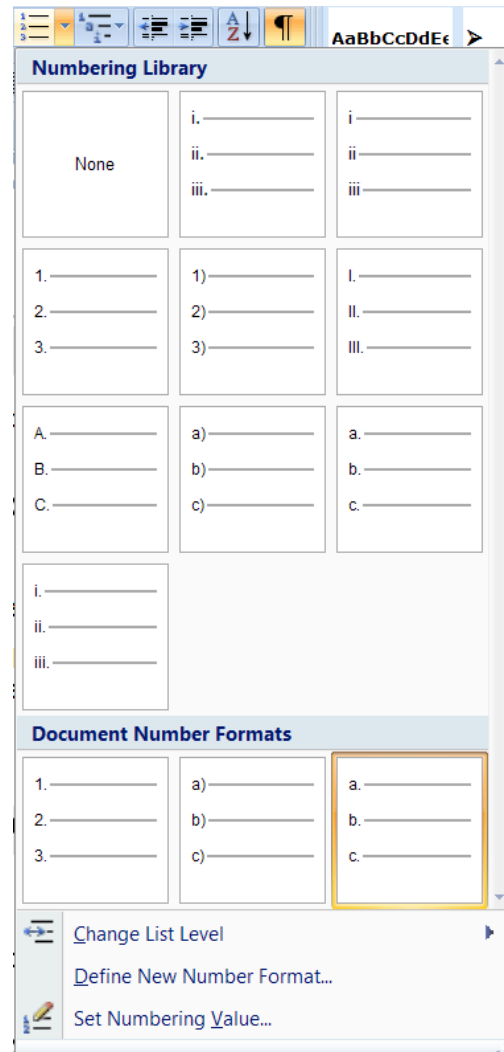
- i. Click the cursor on the paragraph where the number is, or if the numbers are on several paragraphs, select them.
- ii. Click the **NUMBERS** button on the **PARAGRAPH** group. (Button will switch off).

#### Or

#### Keyboard

- i. Click to position the cursor in front of the number to remove.
- ii. Press **BACKSPACE**.

*If you have switched numbers on and are typing your list, when you don't want the numbers any more, press **ENTER** to begin a new line – the number will appear but if you press **ENTER** again, Word will assume that you have finished your list and remove it accordingly.*





## Create Or Change A Numbered List

Word applies the number style that you chose last time you used the bullets and numbering option. You may want to use a different numbering style.

### ➤ To change the numbering style:

#### Mouse

- i. Select the numbered list.
- ii. Use the drop down arrow to the right of the numbering button to see a selection of numbering styles after making a different selection click to apply style to highlighted list.



You may wish to create your own style of numbering for your document this is very easy in 2007

### ➤ To create a numbering style

#### Mouse

- i. Use the drop down arrow to the right of the **NUMBERING** button to see a selection of numbering styles select at the bottom **DEFINE A NEW NUMBER FORMAT**. The dialog box to the above right is displayed with the options:



#### Number style:

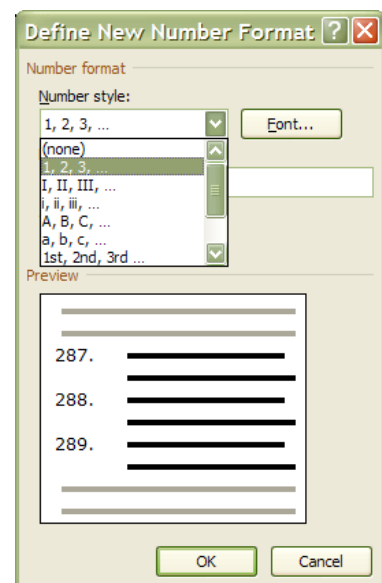
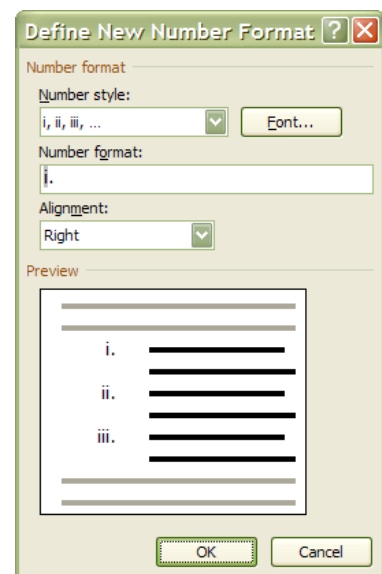
- ii. Click the drop-down list arrow to the right of the **NUMBER STYLE** box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.



- iii. Click on the required style from the displayed list.

#### Number format:

- iv. Click on the **FONT** button. The **FONT** dialog opens allowing you to select font options for the selected number style.
- v. After selection click **OK** to return you to the **DEFINE NEW NUMBER FORMAT** dialog box.
- vi. Add other characters to the **NUMBER FORMAT** text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word "Item", -dash etc.).
- vii. Use the **ALIGNMENT** drop down box to allow a change in alignment of the numbers to left, right or centre.
- viii. Click **OK** to apply all options selected to your list.







➤ **To change numbered list indents:**

- i. Select the list.



- ii. Open the **PARAGRAPH** dialog using the **DIALOG BOX LAUNCHER**.
- iii. To change the number position, set the left indent to where you want the bullet to appear

- iv. From the **SPECIAL** drop down box select **HANGING**.
- v. In the **BY** box set the measurement where you want the text to start.
- vi. Click **OK** to apply the new indents to the selected items and close the dialog.

## To Change Start Number Of List

Some list points can be several paragraphs long. When this is the case, you will need to switch the numbering off for those paragraphs that “belong” to the previous paragraph’s number. When you are ready to start numbering again, Word will allow you to continue using the next number in sequence.

➤ **To change the start number:**

### Mouse

- i. Click in the numbered paragraph you wish to change the number for.
- ii. Click on the drop down arrow to the right of the **NUMBERING** button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.
- iii. Enter the desired number value in the **SET VALUE TO** box and click **OK**. The paragraph should now begin with the desired number.

➤ **To continue numbering from a previous list:**

### Mouse

- i. Click in the numbered paragraph you wish to change the number for.
- ii. Click on the drop down arrow to the right of the **NUMBERING** button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.
- iii. Select **CONTINUE FROM PREVIOUS** list and click **OK** your list should now continue numbering from the previous list.



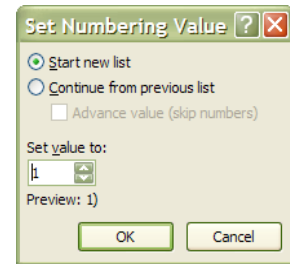
## Start A New List

There may be occasions where you need to end one list and begin a new one straight away. Unless you tell it otherwise, Word will assume that the numbering should follow on in sequence from the previous list.

### ➤ To restart numbering:

#### Mouse

- i. Click in the numbered paragraph you wish to change the number for.
- ii. Click on the drop down arrow to the right of the **NUMBERING** button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.
- iii. Select **START NEW LIST** and click **OK** your list should now start again from 1.





## Applying A Multi-Level List

You can apply lists using Word's automatic numbering tools that have many different list levels. This is useful if the list you are creating has sub-points which need to line up properly. Word will initially use the top level style for all list items. Use the keyboard to demote and promote items to the required levels.

### ➤ To apply a multi-level list:

#### Mouse

- i. Type the list one line under the other.
- ii. If you want blank lines of space between list items select the lines and use the **SPACE AFTER** setting in the **PARAGRAPH** dialog.
- iii. Use the drop down arrow to the right of the **MULTI-LEVEL NUMBERING** button to see a selection of multi-level numbering styles after making a selection click to apply style to highlighted list.

### ➤ To promote an item:

#### Mouse

- i. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and click the indent button in the paragraph group or press the **TAB** key.

#### Or

- i. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose **CHANGE LIST LEVEL** and select a new level for your list.

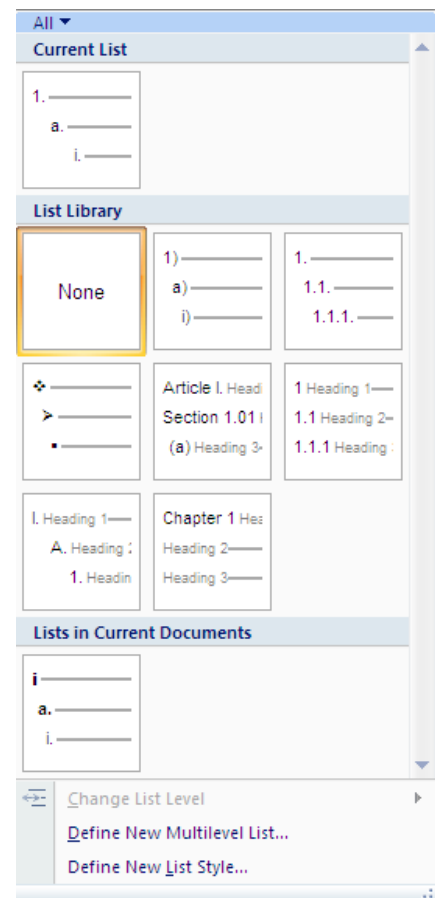
### ➤ To demote an item:

#### Mouse

- i. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and click the outdent button or hold down the **SHIFT** and **TAB** key.

#### Or

- i. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose **CHANGE LIST LEVEL** and select a new level for your list.





## To Define A New Multi Level List

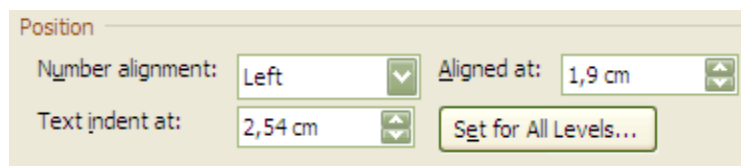
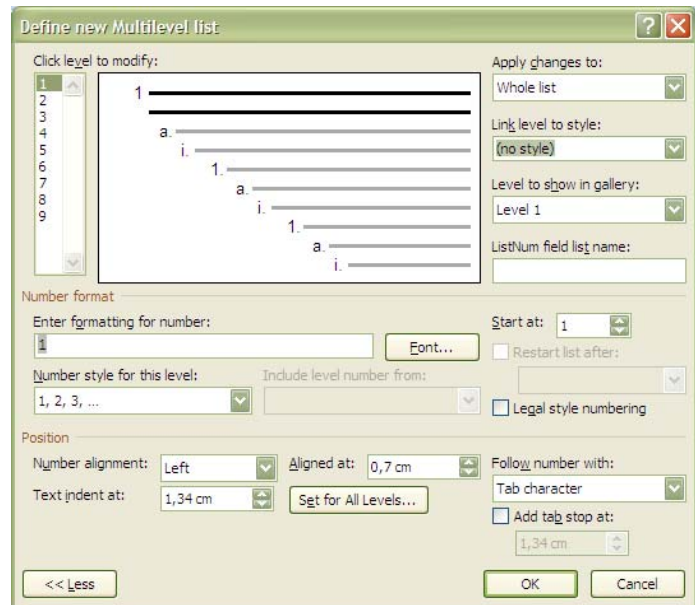
If none of the multi level lists suit your purposes it is possible to define one of your own with many options all in one place to set the indents and number styles required for your document

### ➤ To define new list

#### Mouse



- i. Use the drop down arrow to the right of the multi-level numbering button and near the bottom; choose **DEFINE NEW MULTI-LEVEL LIST** a dialog (above) will appear.
- ii. Select a level to modify (1-9)
- iii. Click the drop-down list arrow to the right of the **NUMBER STYLE** box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.
- iv. Click on the required style from the displayed list.
- v. Click on the **FONT** button. The **FONT** dialog opens allowing you to select font options for the selected number style.
- vi. Add other characters to the **ENTER FORMATTING FOR NUMBER** text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word "Item", -dash etc.).



#### Position

- vii. Use the **NUMBER ALIGNMENT** drop down box to allow a change in alignment of the numbers to left, right or centre.
- viii. Either enter a number or use the spin buttons to set the indent for the number or character for this level.
- ix. Either enter a number or use the spin buttons to set the indent for the text you will type at this level (where you want your text to start).
- x. If you want the same set of indents for all levels then click the **SET FOR ALL LEVELS** button the indents chosen will be applied for all levels within your list.
- xi. You may now work through the levels selecting the alignment, number style and formatting for as many levels as you would use.



- xii. Click **OK** to complete and create your new multi level list

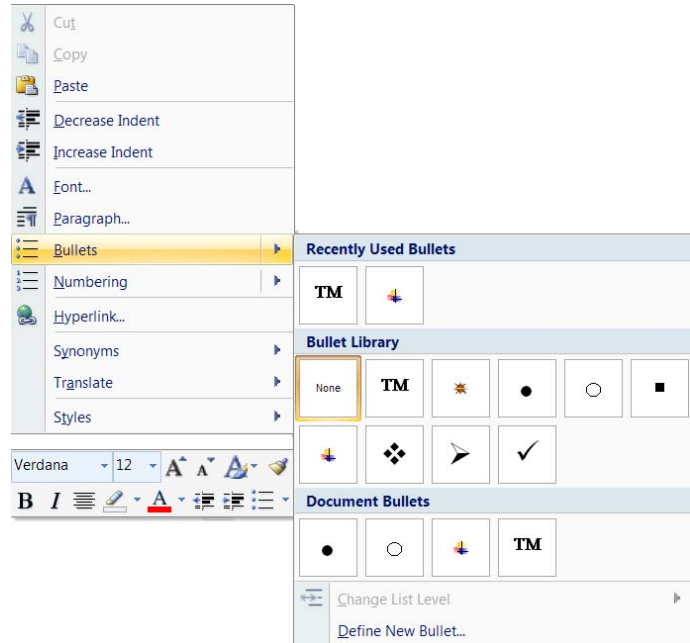
## Bullets And Numbering With The Shortcut Menu

You can apply Bullets and Numbering from the shortcut menu that appears when you click the right-mouse button over a selection.

### ➤ To use shortcut menu for bullets/numbering

#### Mouse

- i. Select the items to numbered or bulleted.
- ii. Position the mouse anywhere over the highlighted area and click the right mouse button.
- iii. From the resulting shortcut menu, choose the Bullets or Numbering options you should see the same options as if you had used the drop down arrow to the right of the buttons on the home ribbon.
- iv. Click on the style you want to apply that style of bullets or numbering to your selected text.



## Apply Bullets And Numbers As You Type

You can tell Word that you are about to type a numbered or bulleted list by starting the first list item in a special way. When you press **ENTER** to start a new line, Word will autoformat your current text with standard bullets and numbers.

### ➤ To apply bullets as you type:

#### Keyboard

- i. Start the list by typing an asterisk and then press **TAB**. Type the list text item immediately after and then press **ENTER**. Word will change the asterisk to the standard bullet symbol and start the next line with the bullet, ready for you to type the next item.

### ➤ To apply numbers as you type:

#### Keyboard

- i. Type the first number and press **TAB**. Type the first list item immediately after and then press **ENTER**. Word will continue the numbering on the new line ready for you to type the next item.

*You can use a soft return to insert blank (un-numbered or un-bulleted) lines between list items.*





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## SECTION 6 TABS & TABLES

**By the end of this section you will be able to:**

- ✦ Understand tabs
- ✦ Use tabs to create a list
- ✦ Set leader tabs within a document
- ✦ Insert a table
- ✦ Enter and format text on tables
- ✦ Navigate and select text
- ✦ Change the table layout
- ✦ Format tables








## TABS

Tabs allow you to create simple tables of data that line up along a particular vertical position. You can also use advanced tab settings to create paper forms for print outs, or basic tables of contents. Generally, these items contain dotted or solid lines for you to sign on or to indicate a page number for a topic - these lines can be generated with leader tabs.

### Basic tabs with alignment


There are several different kinds of alignments with tabs we will explore some of them here.

-  A **LEFT TAB** stop sets the start position of text that will then run to the right as you type.
-  A **CENTER TAB** stop sets the position of the middle of the text. The text centers on this position as you type.
-  A **RIGHT TAB** stop sets the right end of the text. As you type, the text moves to the left.
-  A **DECIMAL TAB** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)
-  A **BAR TAB** stop doesn't position text. It inserts a vertical bar at the tab position.

### Default Tab stop

#### ➤ To change default tab stop


##### Mouse

-  i. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
- ii. In the **PARAGRAPH** dialog box, click **TABS**.
- iii. In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops.

*When you press the **TAB** key, your tab will stop across the page at the distance that you specified.*

### Set manual tab stops with ruler

You might want to use the ruler to set manual tab stops at the left side, middle, and right side of your document. If you don't see the horizontal ruler that runs along the top of the document, click the **VIEW RULER** button at the top of the vertical scroll bar.

-  You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want.





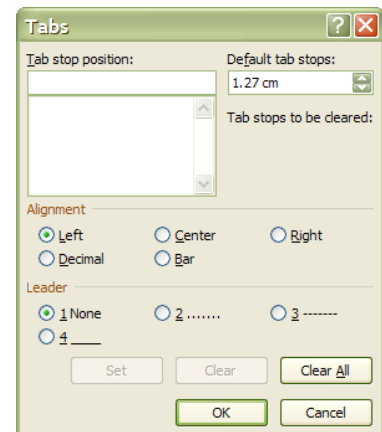
## ➤ To use the horizontal ruler to set tab stops

- i. By default, there are no tab stops on the ruler when you open a new blank document.
- ii. The final two options on the tab selector are actually for indents. You can click these and then click the ruler to position the indents, rather than sliding the indent markers along the ruler. Click **FIRST LINE INDENT**, and then click the upper half of the horizontal ruler where you want the first line of a paragraph to begin. Click **HANGING INDENT**, and then click the lower half of the horizontal ruler where you want the second and all following lines of a paragraph to begin.
- iii. When you set a **BAR TAB STOP**, a vertical bar line appears where you set the tab stop (you don't need to press the **TAB** key). A bar tab is similar to strikethrough formatting, but it runs vertically through your paragraph at the location of the bar tab stop. Like other types of tabs, you can set a bar tab stop before or after you type the text of your paragraph.
- iv. You can remove a tab stop by dragging it (up or down) off the ruler. When you release the mouse button, the tab stop disappears.
- v. You can also drag existing tab stops left or right along the ruler to a different position.

*When multiple paragraphs are selected, only the tabs from the first paragraph show on the ruler. If you set manual tab stops, the default tab stops are interrupted by the manual tab stops that you set. Manual tab stops that are set on the ruler override the default tab stop settings.*

## Set manual tab stops with dialog

If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **TABS** dialog box. To display this dialog box, double-click any tab stop on the ruler.



## ➤ To set manual tab stops

### Mouse



- i. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
- ii. In the **PARAGRAPH** dialog box, click the **TABS** button. The following dialog appears.
- iii. In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops.

*When you press the **TAB** key, your tab will stop across the page at the distance that you specified.*

### Tab stop position

Type the position on the ruler where you want to create a new tab stop, or select an existing tab stop from the list to modify its properties.

### Default tab stops

Specifies amount of spacing that is applied each time you press the **TAB** key.



## **Tab stops to be cleared**

Displays tab stops that have been marked for deletion from the **TAB STOP POSITION** list. Cleared tabs are deleted from the list when you click **OK**.

## **Alignment**

**LEFT** Sets a left start position of text that will then run to the right as you type.

**CENTER** Sets the position of the middle of the text. The text centers on this position as you type.

**RIGHT** Sets a right start position of text that will then run to the left as you type.

**DECIMAL** Aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)

**BAR** Inserts a vertical bar at the tab position. Not used for positioning text.

## **Creating Leader Tabs**

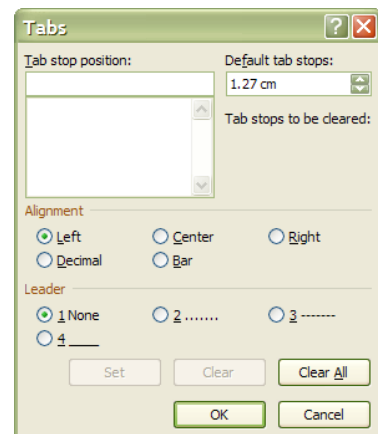
Use this feature to fill the empty space before a tab stop with dotted, dashed or solid lines. This effect is most commonly seen in a table of contents. The right aligned tab for the numbers in the example below has a dotted leader tab.

Chapter 1.....	1
Chapter 2.....	12
Chapter 3.....	20

### ➤ **To create a leader from an existing tab:**

#### Mouse

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
- In the **PARAGRAPH** dialog box, click the **TABS** button. The **TABS** dialog appears.
- Select the tab stop in the **TAB STOP POSITION:** list.
- Choose one of the 4 Leader types.
- Click on the **SET** button to save the tab.
- Click on **OK** to return to the document.



*You can also create the Tab from scratch in the Tab dialog box*

### ➤ **To create a new tab and assign a leader:**

#### Mouse

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
- In the **PARAGRAPH** dialog box, click the **TABS** button. Type in the new tab position in the **TAB STOP POSITION:** field



- iii. Choose the **ALIGNMENT** and optionally choose the **LEADER** (the default is None).
- iv. Click on the **SET** button to save the tab.
- v. Choose **OK**.

*The **CLEAR** button removes the selected tab, whilst **CLEAR ALL** removes all the tabs in the selected paragraph(s). Note **TABS** are a paragraph format and as such will display differently when you click in different paragraphs*

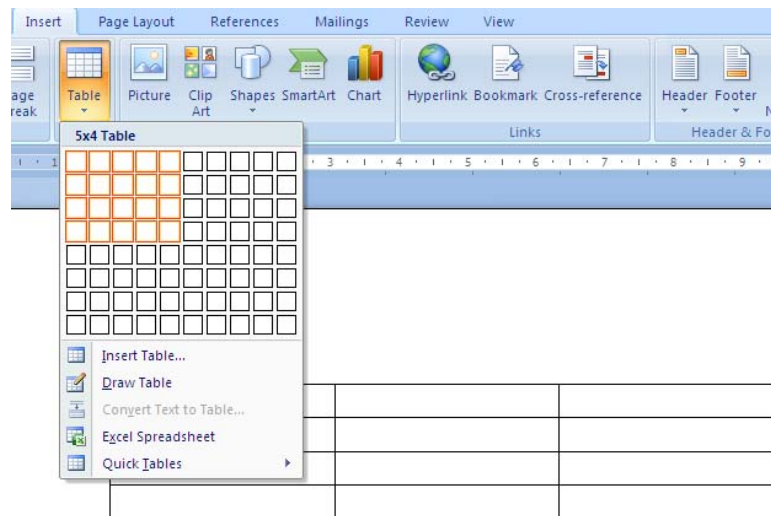
## TABLES

Tables give you the ability to lay information out in columns and rows. An example of a table is shown below:

Item	Action
Word 2007 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

## Create Tables

When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it. Your table is made up of rows and columns. Where the rows and columns intersect to form boxes, Word refers to those as cells.



### ➤ To create a table:

#### Mouse

- i. Position the cursor where you want to insert the table.
- ii. Click the table button on the **INSERT** ribbon, **TABLES** group.
- iii. Do not click but move your mouse over the grid that appears, to highlight the number of columns and rows that you want your table to have. These will appear in your document and will continually adjust until you have all the rows and columns you need.
- iv. Click the mouse. The table will appear in your document at the cursor position.

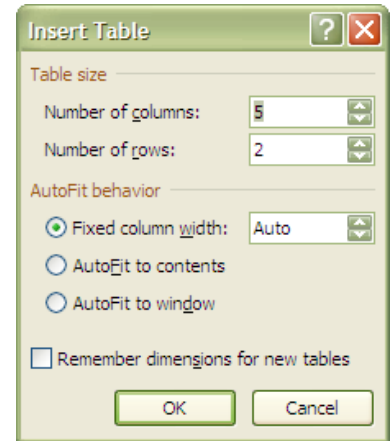




- v. Enter text into your table.

Or

- i. Position the cursor where you want to insert the table.
- ii. Click the table button on the **INSERT** ribbon, **TABLES** group and click on **INSERT TABLE** from the menu.
- iii. Under **TABLE SIZE**, select the number of columns and rows.
- iv. Under **AUTOFIT BEHAVIOR**, choose options to adjust table size.
- v. If you will use this table size regularly then tick the **REMEMBER DIMENSIONS FOR NEW TABLES** checkbox
- vi. Click **OK**.
- vii. Enter text into your table.



*You can add new rows by pressing **TAB** when the cursor is in the last cell if you don't know precisely how many rows your table will need.*

## Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	<b>TAB</b> (If the insertion point is in the last cell of a table, pressing <b>TAB</b> adds a new row.)
Move to the preceding cell	<b>SHIFT TAB</b>
Move to the preceding or next row	<b>↑</b> or <b>↓</b>
Move to the first cell in the row	<b>ALT HOME</b> , or <b>ALT 7</b> on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	<b>ALT END</b> , or <b>ALT 1</b> on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	<b>ALT PAGE UP</b> , or <b>ALT 9</b> on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	<b>ALT PAGE DOWN</b> , or <b>ALT 3</b> on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	<b>ENTER</b>
Add a new row at the bottom of the table	<b>TAB</b> at the end of the last row
Add text before a table at the beginning of a document	<b>ENTER</b> at the beginning of the first cell



## Enter Data In A Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small page your text will wrap you can insert objects, set indents and numbering and the text can be formatted as usual.

### ➤ To enter data in a table:

#### Keyboard

- i. Position the cursor in the cell where you want the information, and type it in.
- ii. Press **ENTER** to start a new paragraph within the same cell or **SHIFT ENTER** to start a new line.




#### Or

- i. Press **TAB** to move to the next cell.

## Select Items In A Table

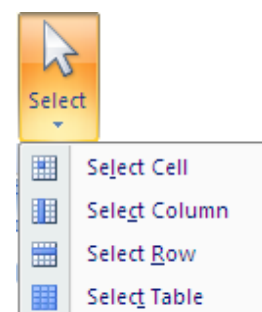
The table below outlines some methods for selecting table components:

#### Mouse

To	Do this
Select a cell	Click the left edge of the cell. 
Select a row	Click to the left of the row. 
Select a column	Click the column's top gridline or border. 
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down <b>SHIFT</b> while you click another cell, row, or column.
Select text in the next cell	Press <b>TAB</b>
Select text in the previous cell	Press <b>SHIFT TAB</b>

#### Or

- i. You can also select rows, columns, or the entire table by clicking on the table and then using the Select commands from the **SELECT** button on the **LAYOUT** ribbon, **TABLE** group





## Keyboard

To	Press
Select the next cell's contents	<b>TAB</b>
Select the preceding cell's contents	<b>SHIFT TAB</b>
Extend a selection to adjacent cells	Hold down <b>SHIFT</b> and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down <b>SHIFT</b> and press <b>↑</b> or <b>↓</b> repeatedly
Extend a selection (or block)	<b>CTRL SHIFT F8</b> , and then use the arrow keys; press <b>ESC</b> to cancel selection mode
Reduce the selection size	<b>SHIFT F8</b>
Select an entire table	<b>ALT 5</b> on the numeric keypad (with NUM LOCK off)

## Format Table Data

You can apply the same character and paragraph formats to table data as to standard text.

### ➤ To format data in a table:

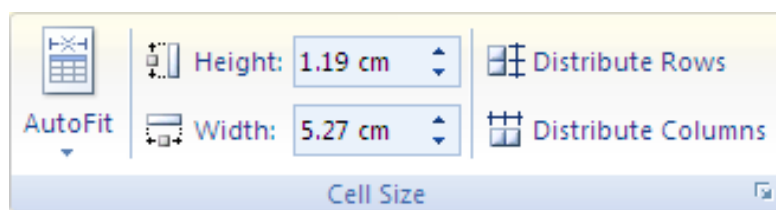
#### Mouse

- Select the data to format.
- Click the buttons to apply formatting from the **HOME** ribbon as discussed in earlier sections

Word treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the **cell** according to the selected alignment.

## Change Column And Row Size

The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.





### ➤ To change column widths and row height

#### Mouse

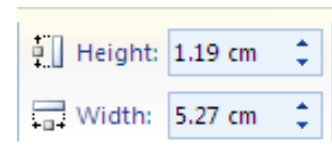
- Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
- Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).
- Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.



- Release the mouse. The column will “jump” to its new width.

#### Or

- In the **CELL SIZE** group on the layout ribbon enter the row and column sizes you wish for the selected rows



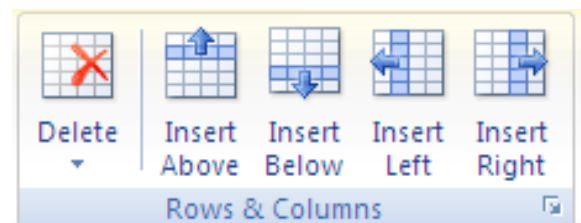
## Add Rows And Columns

A new row can be added to the bottom of a table by pressing the **TAB** key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

### ➤ To add a row or column:

#### Mouse

- Select the row above or below where you want to insert the new row left or right of where you would want a new column.
- Select from the **ROWS & COLUMNS GROUP** on the **LAYOUT** ribbon where you would want to insert a row or column.
- A new column or row will appear. Repeat for more.



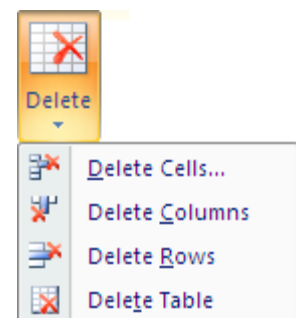
## Remove Rows And Columns

You can delete selected rows and columns from your table if they are no longer needed.

### ➤ To remove rows:

#### Menu

- Select the cells, rows or columns that you want to delete.
- Select the Delete button from the **ROWS & COLUMNS GROUP** on the layout ribbon. Choose one of the options.





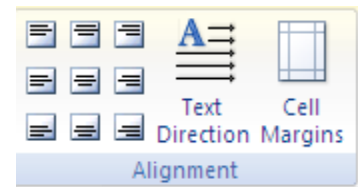
## Text Alignment

Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell. I.E. you may have a one word tile in a tall cell and wish to align it to the very centre of the cell.

### ➤ To align text

#### Mouse

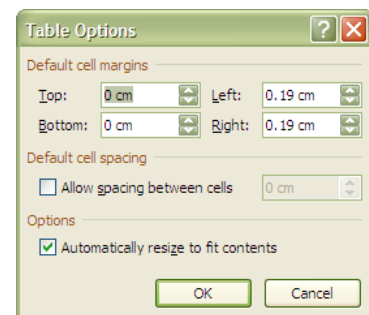
- Select the cell or cells you wish to align the text for.
- Choose an alignment from the **ALIGNMENT** group on the **LAYOUT** tab.



#### Or

*If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly*

- Select cell margins from the **ALIGNMENT** group on the **LAYOUT** tab a dialog will appear.
- Enter required margin sizes for selected cells.
- Click **OK** to apply



## Table Borders And Shading

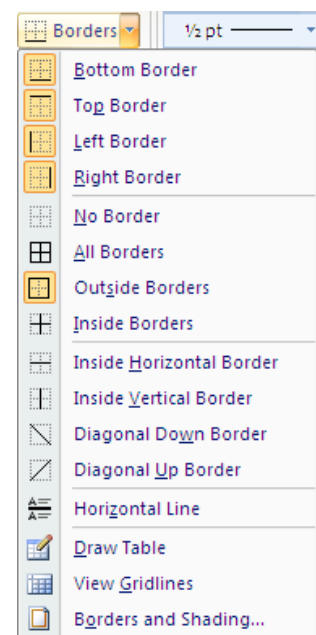
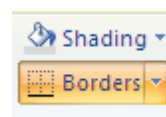
When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

You can decide which borders should appear in parts of the table, or in the table as a whole.

### ➤ To choose the bordered edges:

#### Mouse

- Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
- Click the drop down arrow on the right of the **BORDERS** button on the **TABLE STYLES** group on the design ribbon.
- From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.







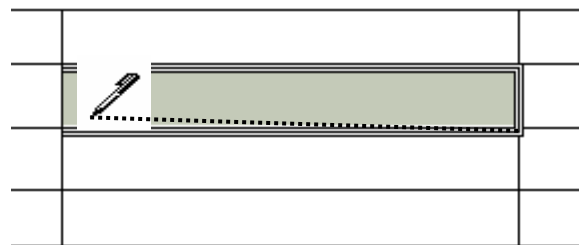
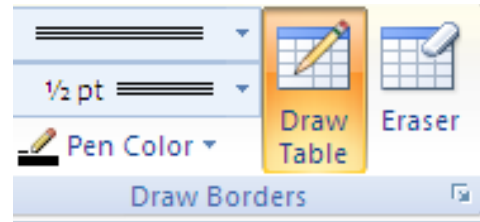
## Border Style

You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2007 by drawing the border around the cells.

### ➤ To draw border

#### Mouse

- i. Click within your table
- ii. Click on the **DESIGN** ribbon.
- iii. On the **DRAW BORDERS** group select a line style from the topleft box (use drop down arrow) the **DRAW TABLE** button will be enabled
- iv. Select a thickness for your border from the box beneath using the drop down arrow
- v. Finally choose a pen colour from the button marked.
- vi. Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
- vii. Repeat step around cell or table to apply your border formatting

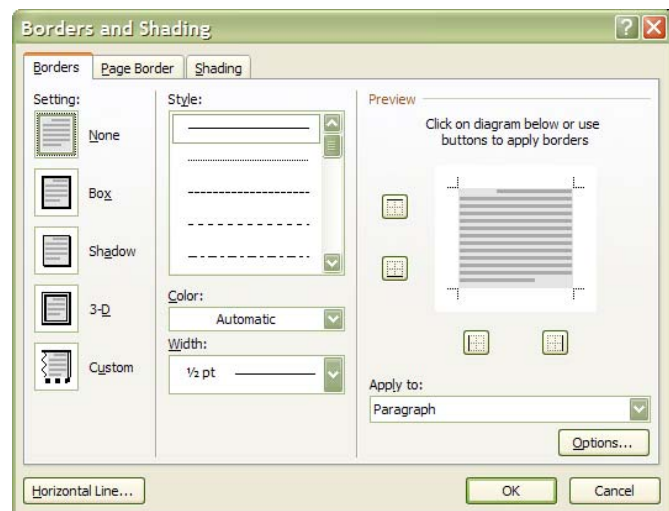


#### Or

### ➤ To apply border

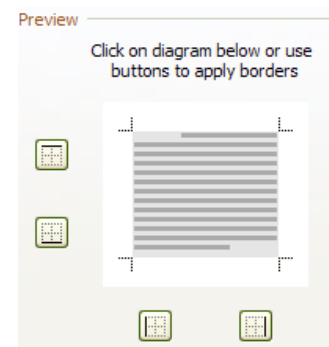
#### Mouse

- i. Select the drop down arrow to the right of the border tool button in the **PARAGRAPH** group and select **BORDERS AND SHADING**
- ii. Click on the **BORDERS** tab and choose the required border style
- iii. Select a thickness or colour for the border
- iv. Select an option from the left on where to apply the border.



#### Or

- i. Use the buttons on the right hand side of dialog to apply different borders top, bottom, left or right
- ii. Click **OK** to apply borders to selected cells





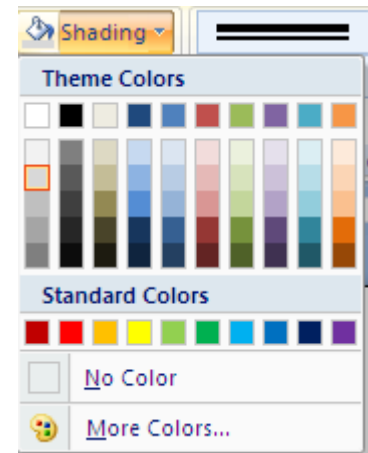
## Table Shading

You can apply shading to tables using an option on the **TABLE STYLES** group on the **DESIGN** ribbon.

### ➤ To apply shading:

#### Mouse

- Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- Click the drop down arrow to the right of the Shading colour button on the **TABLE STYLES** group on the **DESIGN** ribbon. to display a list of different colours.
- Click the required colour to apply it to your selection.



*You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the **No colour** option*

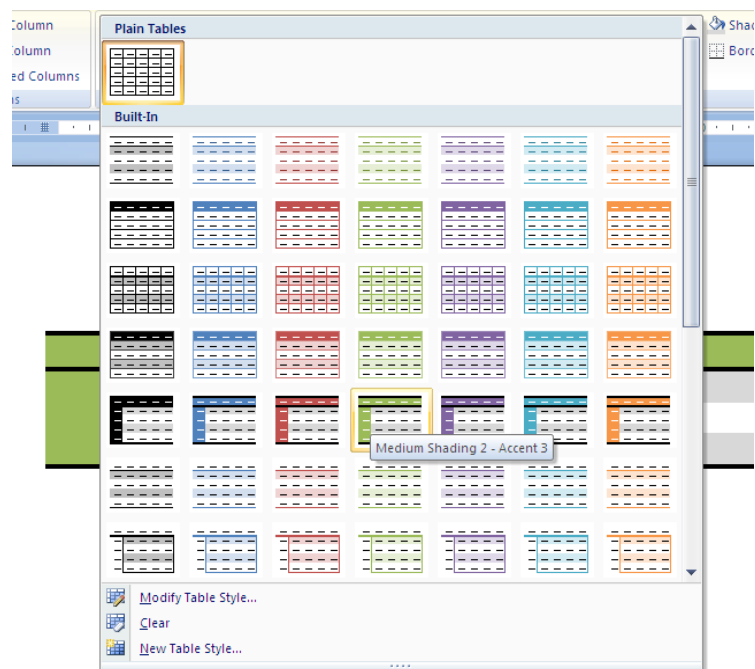
## Table Styles

There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.

### ➤ To apply a table style

#### Mouse

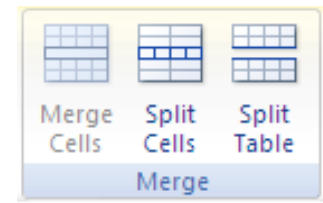
- Click within the table you wish to format.
- Move your mouse cursor over the various styles. The style will preview on your your table. When you have located the style you wish click and the style will be applied.





## Merging And Splitting

When you have inserted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2007 this feature is easy to do. Not only can you split cells but you can split a whole table into multiple tables if the need arises



### ➤ To split cells

#### Mouse

- i. Select the cell(s) you wish to split
- ii. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT CELLS** button.

### ➤ To merge cells

#### Mouse

- i. Select the cells you wish to merge.
- ii. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **MERGE CELLS** button.

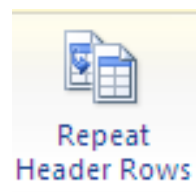
### ➤ To split Table

#### Mouse

- i. Click in the row that you wish to be the first row of the split table.
- ii. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT TABLE** button.
- iii. The table will split above the row your cursor is in.

## Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.



### ➤ To repeat table headings:

#### Mouse

- i. Select the rows that you want to repeat at the top of each page the table prints on.
- ii. Go to the **DATA** group on the **LAYOUT** ribbon and click the **REPEAT HEADER ROWS** button



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*You will only see the repeating headings when you are in Print Layout or Print preview*





## SECTION 7 PROOFING TOOLS

**By the end of this session you will be able to:**

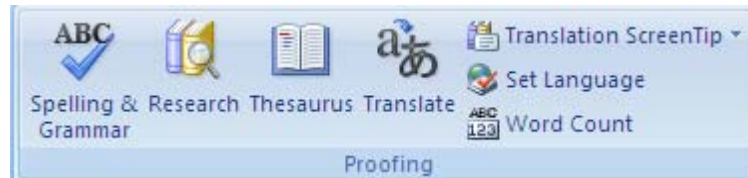
- ✦ Spell check documents
- ✦ Grammar check documents
- ✦ Use Thesaurus



## SPELL CHECKER & THESAURUS

### Auto Spelling /Grammar Check

The proofing tools in Word are very useful in ensuring that the documents you print and distribute are as error-free as possible.



Word 2007 automatically checks spelling and grammar as you type provided the options have been set in the Word Options. Spelling mistakes are flagged by a wavy red line under the error whilst grammatical faults show with a wavy green line. You can correct these mistakes as they are flagged by moving the mouse over the error and clicking the right mouse button – a shortcut menu will appear offering suggestions.

#### ➤ To correct a flagged mistake:

##### Mouse

- i. Click the right mouse button over the flagged mistake (e.g. a miss-spelt word).
- ii. Click on a suggestion from the top section of the short cut menu to replace the flagged word or phrase with the one offered by the spell/grammar checker.

##### Or

- i. Choose **IGNORE ALL** to prevent Word from flagging any other occurrences of the word or phrase (useful with proper nouns, peoples' names etc.) within the current document.

##### Or

- i. Select **ADD** to add a copy of the flagged item to your custom dictionary – this will ensure that the word/phrase remains unflagged when you use it in the future. And if it is misspelt in the future it will flag you to let you know it is misspelt.

*The AutoCorrect option gives another sub-menu of words pulled from the AutoCorrect list – these are generally the same as the suggestions at the top of the menu unless you have added a number of typographical errors to the autocorrect list manually.*



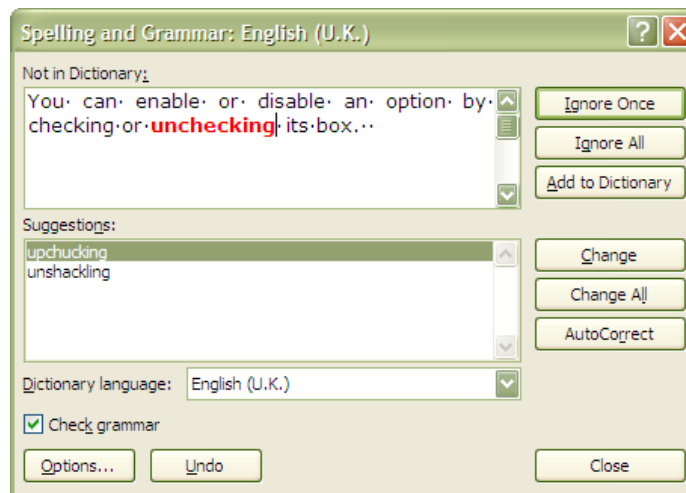
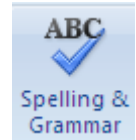
## Manual Spelling/Grammar Check

You can check the spelling and grammar of your document in one go by launching the spell/grammar checker. There are several ways you can do this, but as Word will start checking from wherever your cursor is **down** the document; it makes sense to first move the cursor to the very beginning (use **CTRL HOME**) before you commence the check).

### ➤ To launch the spelling/grammar checker:

#### Mouse

- i. Click the **SPELLING & GRAMMAR** button from the **REVIEW** ribbon in the **PROOFING TOOLS** group.
- ii. Word will launch the Spelling and Grammar dialog shown below:



- iii. The "error" shows in red in the box marked **NOT IN DICTIONARY** while any suggestions are listed in the box below. Down the right-hand side of the dialog are a series of buttons allowing you to carry out different commands and these are described below:

### ➤ To ignore the mistake:

#### Mouse

- i. Click **IGNORE** to ignore the highlighted word and move on to the next item.

#### Or

- ii. Click **IGNORE ALL** to ignore all occurrences of the highlighted item throughout the current document and move to the next item.

### ➤ To add a word to the custom dictionary:

#### Mouse

- i. Clicking **ADD TO DICTIONARY** appends the highlighted word to your custom dictionary, ensuring that it will never be flagged as an error again. The spelling/grammar check will move on to the next item.

### ➤ To change the mistake:





## Mouse

- i. Select the suggestion you want to replace the highlighted item with by clicking it with the mouse.
- ii. Click the **CHANGE** button, to substitute the suggestion for the flagged word and move you to the next item.

## Or

- i. If you have made the same mistake throughout a document, when the spell/grammar check hits the first one you can correct them all by clicking the **CHANGE ALL** button. The check will move on to the next item.

### ➤ To use Autocorrect:

## Mouse

- i. Click **AUTOCORRECT** to allow Word to make a decision about the error for you using its AutoCorrect feature (described later in this manual).

### ➤ To undo a command:

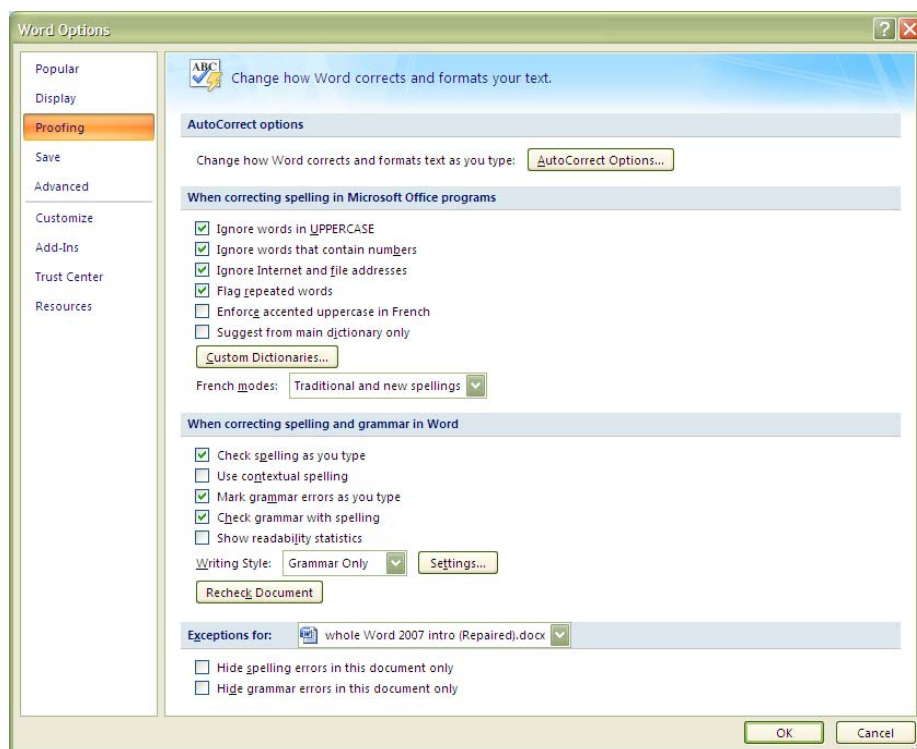
## Mouse

- i. If you don't like the replacement you can click the **UNDO** button which will become available at the bottom of the dialog to go back one step.

### ➤ To alter options:

## Mouse

- i. To alter any Spelling or Grammar checker settings, click the **OPTIONS** button. The following dialog box will appear:
- ii. You can enable or disable an option by checking or unchecking its box. Click **OK** to save the new settings and return to the spell/grammar check.





## Pausing The Spell/Grammar Check

When a check is launched, you can see the highlighted items that Word considers to be errors behind the dialog box that it supplies to correct them. If none of the options in the dialog box are suitable you can follow the instructions below to make changes.

### ➤ To pause the spelling/grammar checker:

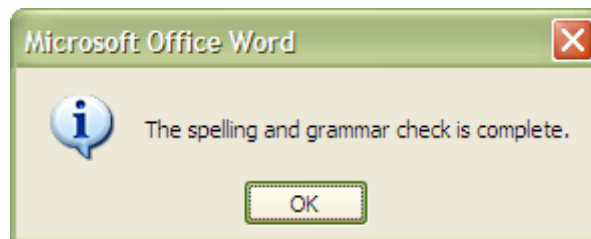
#### Mouse

- i. Click outside the box, in the document itself and make manual corrections. This will pause the spell/grammar check (the dialog box options will appear “dimmed”).
- ii. Once you have finished editing, click the **RESUME** button to reactivate the spell/grammar check.

## End The Check

When Word can find no further errors it will display the following dialog box:

- i. Click **OK** to complete the check.



#### Keyboard

- i. You can launch the spell/grammar check using the keyboard by pressing **F7**.

Word displays fewer buttons in the Spelling & Grammar dialog box if it is checking a grammatical error and you will see a **NEXT SENTENCE** button which you can use to move to the next item.

## Check Item By Item

You can make use of this feature if Auto spell or grammar is enabled.

### ➤ To check item by item:

#### Mouse



- i. Click the book icon on the status bar – Word will highlight the first “mistake” and offer you a shortcut menu of alternatives.
- ii. Pick your choice from the menu.
- iii. Click the book icon again to move to the next error.



## Disable/Enable Auto Spelling And Grammar Check



Word 2007 settings are found by clicking the **OFFICE BUTTON** within Word Options. The dialog box that appears has multiple buttons on the left, which aim to group options of a similar type.

### ➤ To disable the automatic spell/grammar check:

#### Mouse



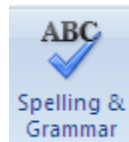
- i. Click on the **OFFICE BUTTON** and then **WORD OPTIONS** at the bottom of the menu.
- ii. Click the button marked **PROOFING** on the left
- iii. Click the check boxes marked **CHECK SPELLING AS YOU TYPE** and **CHECK GRAMMAR AS YOU TYPE** so that the tick disappears.

### ➤ To switch back on:

#### Mouse

- i. Simply follow the instructions above but click the check boxes so that the tick reappears.

*When disabled, the spell checker and grammar checker can be run manually whenever you wish, by clicking the Spelling and Grammar button.*



## Thesaurus

Word's Thesaurus can be used to look up alternatives to words you have typed in a document. Whilst it mainly helps to find synonyms to words, in some instances it will also look up antonyms. You can then click buttons in the dialog box to replace the looked up word with your chosen synonym.

### ➤ To launch the Thesaurus:

#### Mouse

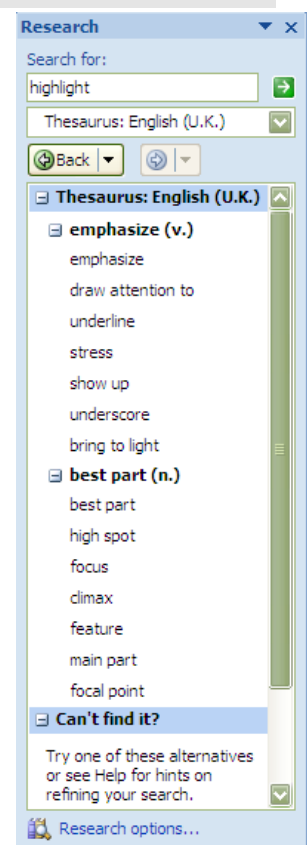
- i. Select the word you want to look up.
- ii. Click the **THESAURUS** button from the **REVIEW** ribbon in the **PROOFING TOOLS** group.



#### Or

#### Keyboard

- i. Hold down **SHIFT** press **F7** key.
- ii. The Thesaurus task pane is shown right.
- iii. The **SEARCH FOR** box holds the word you selected before launching the thesaurus. In the main area underneath you will see bold words with a minus to one side to expand or collapse that definition. Multiply definitions may be there as many words hold a different definition in different contexts





iv.

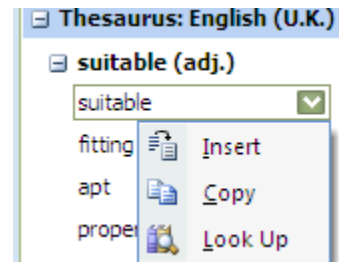
## Choosing A Meaning:

If the synonyms offered don't match the context in which you are using the word you are looking up, you can select a different meaning.

### ➤ To choose a meaning:

#### Mouse

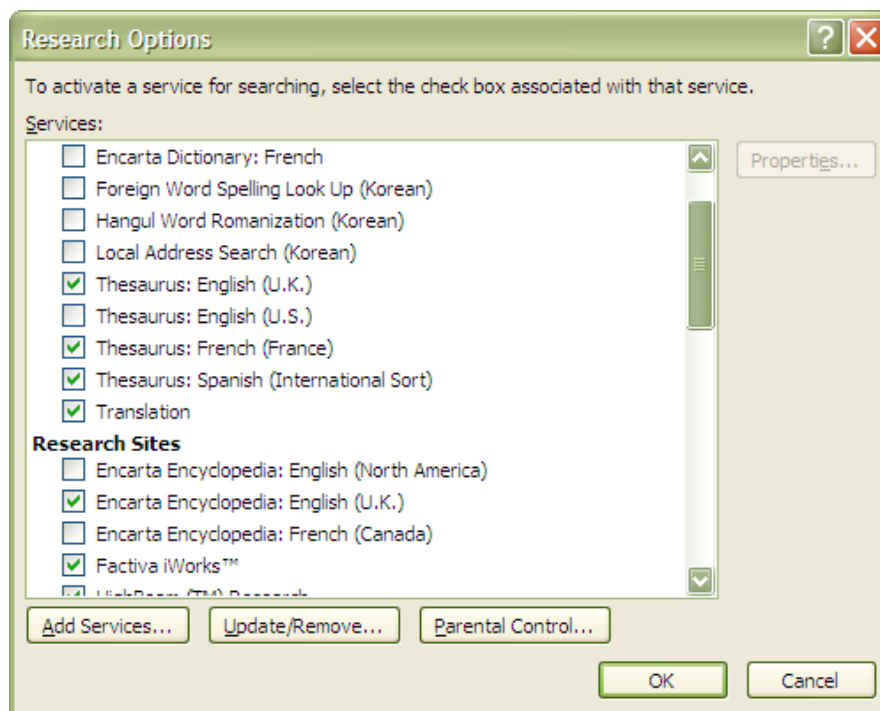
- i. Move your mouse over the most appropriate word, a drop down arrow will appear.
- ii. Select an option if you choose to look up then the thesaurus will look for other synonyms of that word.
- iii. Choosing insert will replace selected word in document.
- iv. Choosing copy will allow you to paste the word later in an appropriate place in your document.



*You may leave the thesaurus TaskPane open and type other words directly into the **SEARCH FOR** text box and pressing **ENTER** or you may elect to close the TaskPane by clicking on the cross in the top left hand corner*

## Searching Other Sources

If the thesaurus does not offer you the results you wish you may elect to go online and use the thesaurus to search other reference books. Clicking on the research options at the bottom of the TaskPane allows you to set options for where the thesaurus will search. See below.





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## SECTION 8 PAGE LAYOUT

**By the end of this session you will be able to:**

- ✦ Insert page breaks
- ✦ Change margins and page orientation
- ✦ Create headers and footers
- ✦ Number pages

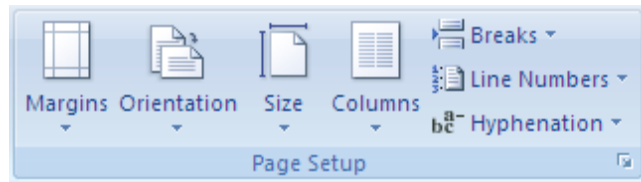


## PAGE SETUP

There are some settings that apply themselves to documents as a whole rather than just the selected portions. These include margins, paper size and orientation and some others. There are many easy ways for changing the page setup in Word 2007 they can be found on the page layout ribbon but all the options and more are in the page setup dialog box.

### Page Setup Group

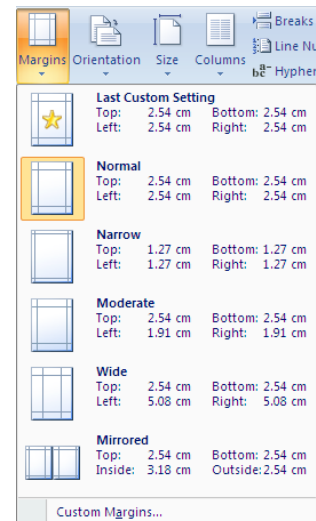
The **PAGE SETUP** group can be found on the **PAGE LAYOUT** ribbon and contains many of the basic settings to apply to your page such as margins, paper size and orientation. Other useful tools are found here as well (covered in other sections) they are easy to use and are easier to access than using the **PAGE SETUP** dialog



#### ➤ To apply margins

##### Mouse

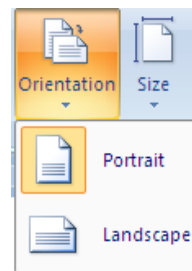
- Click on the **MARGINS** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
- Make a selection to apply margin sizes to document.
- If the sizes are not what you wish click on **CUSTOM MARGINS** to open the **PAGE SETUP** dialog box to enter custom sizes. (next Topic)



#### ➤ To change orientation

##### Mouse

- Click on the **ORIENTATION** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
- Choose either landscape or portrait to change the layout of your document.



#### ➤ To change paper size

##### Mouse

- Click on the **SIZE** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
- Select a size from the most popular sizes present.
- If the sizes are not what you wish click on **MORE PAPER SIZES** to open the **PAGE SETUP** dialog box for more options. (next Topic)





## Page Setup Dialog

### ➤ To access the Page Setup dialog:

#### Mouse



To access the dialog go to the **PAGE LAYOUT** ribbon and click on the **DIALOG BOX LAUNCHER** on the **PAGE SETUP** group. (The dialog below appears)

There are three tabs within the dialog box, each relating to a different page setting.

## Margins Tab

The margin measurements control the amount of white space that shows around the four edges of your page.

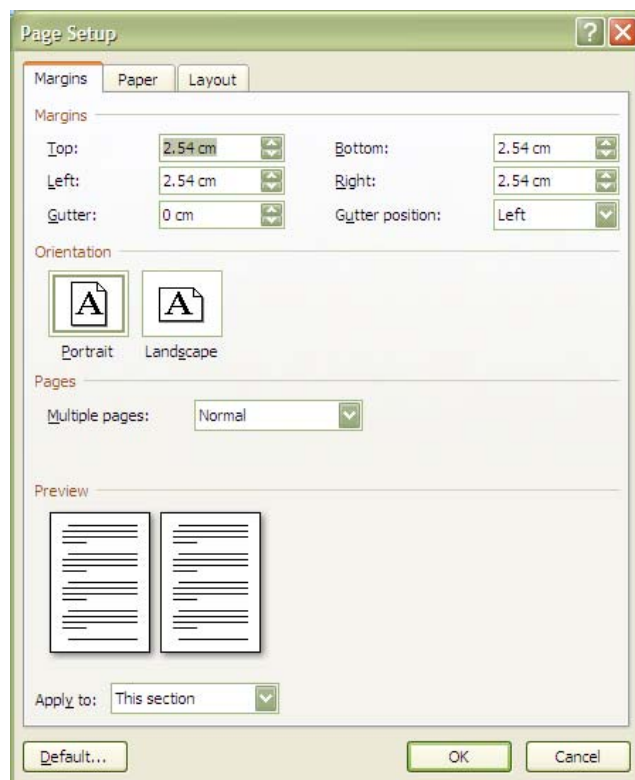
### ➤ To change Margins:

#### Mouse

- i. Click the up and down arrows (spin buttons) in the boxes labelled Top, Bottom, Left and Right to increase and decrease the margin measurements. Or type in the measurements you require.
- ii. The **PREVIEW** represents a printed page and will alter to show you what the new margins will look like.

#### Gutter

- iii. When a document needs to be bound, you can reserve the amount of space needed for the binding by setting the gutter measurement. This will ensure that the binding will not "eat" into the left margin (the left margin measurement is unaffected by the gutter).
- iv. Click the up and down arrows in the **GUTTER** box to change the gutter settings – the **PREVIEW** will show you the effects of your new settings.



#### Orientation

- v. Click the option button for either **PORTRAIT** or **LANDSCAPE**. Portrait is the default orientation. The Preview will show you what the page will look like if you confirm the settings.



## Paper Tab

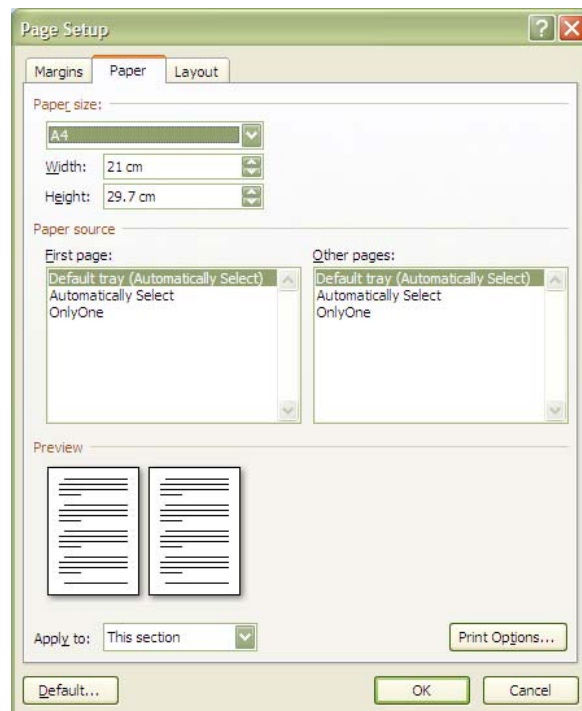
This tab contains settings to control the size and print options for your pages.

### **Paper Size**

➤ **To change paper size:**

#### Mouse

- i. Click the Paper Size drop-down list to pick out the standard paper size or envelope size that you want to print the document on.
- ii. If you are printing on a piece of paper of a non-standard size, you can choose the Custom size option and then use the Width and Height boxes below to set the exact of your page. The Preview will display the chosen size.



### **Paper Source**

With a document that runs to several pages, you may need to specify that the first page should be printed on headed paper, while the other pages should be printed on normal blank sheets.

➤ **To set the Paper Source:**

#### Mouse

- i. Click the tray in the First page list that you want to print the first page of your document on.
- ii. Click the tray in the Other pages list that you want to print all other pages of your document on.

You can also specify manual feed when the paper you wish to use is not pre-loaded. This will allow you to load paper into the printer and then press the On-line button to commence printing.





## Layout Tab

This tab contains settings that relate primarily to sections within a document. This topic is not discussed in this manual. However, you can use the layout tab to set various options relating to your headers and footers.

### Headers and Footers

You can use these settings to determine how far from the edge of your page the header and footer will print.

#### ➤ **Set the From edge amount:**

### Mouse

- i. Change the measurements by clicking the up and down arrows in the Header and Footer From edge boxes – a higher number will move the header or footer further away from the edge of your paper (i.e. further into your document), while 0 represents the edge of the paper.

You won't see these settings change on the page preview within the dialog, but you will notice in the views that display the header and footer.

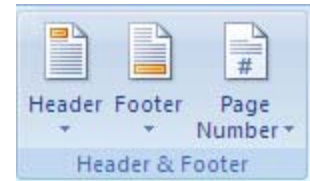
*It is important that the header and footer margins are never larger than the margins for the page.*





## Headers And Footers

Headers and footers are used for items that you want to appear on every page of your document. The header appears in the top margin and the footer in the bottom margin. Examples of the types of things you might want as your header would include, a logo the current file name or the current date and time. The most common footer item is page numbers.



When you are adding header or footer items, Word automatically sets the view to Print Layout as this is the only working view where you can see the header and footer area. (there is print preview mentioned later. While you are in the header or footer, the rest of the document appears dimmed to show that it is currently unavailable for editing. As soon as you close the header or footer, your document comes back "online".

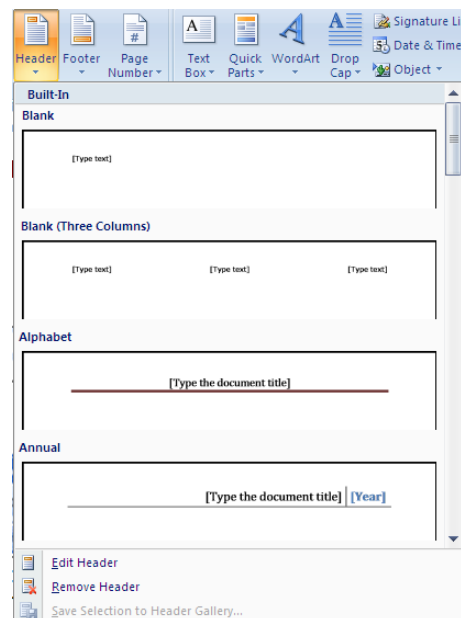
### ➤ To insert headers and footers:

#### Mouse

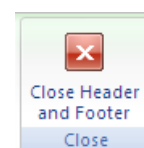
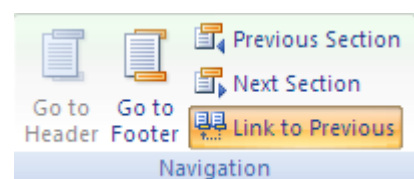
- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button.
- ii. Select a choice from the displayed selection to apply it to your document.

#### Or

- i. Click on **EDIT HEADER** (or footer) to open them up for editing.
- ii. Within the header section, enter the items that you want to appear at the top of each page. Word has pre-set tabs that you can use to place items at the centre and right hand side of the page; simply press the tab key to move the cursor to these positions.



- iii. Format the items as you would document text.
- iv. If you want to set up a footer, click the **GO TO HEADER** or **GO TO FOOTER** button in the **NAVIGATION** group on the **DESIGN** ribbon – Word will display the footer section which also contains pre-set centre and right tabs.
- v. Enter the items to appear at the bottom of each page in the footer.

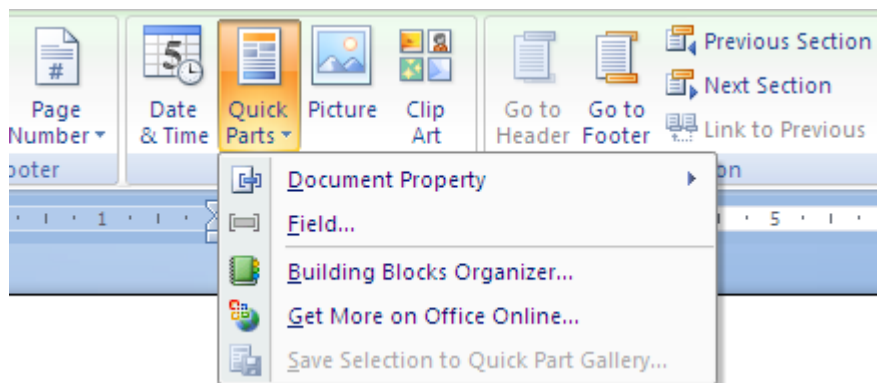




- vi. When you have finished, click the Close button on the far right of the design ribbon

## Insert Header And Footer Basic Field Codes

The **DESIGN** ribbon for Headers and Footers has some buttons that you can use to place the current **DATE & TIME**, or the **PAGE NUMBER** and in the header or footer. The buttons insert these items as field codes. Field codes are pieces of program code that give Word an instruction to do something in the document at the point they have been inserted. The main reason they are so useful to use is that they will update automatically every time the document is saved or printed. So for example, if you were printing a daily time sheet, you could insert a date field in the header which would always return the current date, regardless of when you print it out.



### ➤ To insert Date

#### Mouse

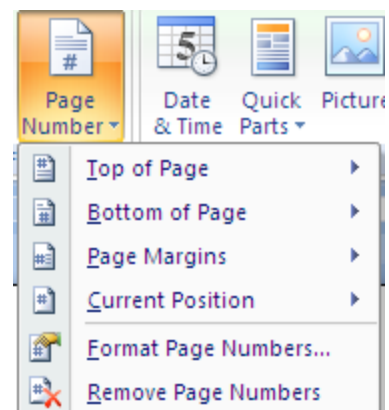
- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.
- ii. Position the cursor where you want the information.
- iii. Click the **DATE & TIME** button from the **DESIGN** ribbon
- iv. Select and format it as though it were text
- v. Click the **CLOSE** button on the design ribbon to close the header and footer.

Field codes display grey shading when you click on them. You can delete them by dragging over them with the mouse to select them and pressing the **DELETE** key.

### ➤ To enter page numbers

#### Mouse

- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.
- ii. Position the cursor where you want the information.
- iii. Click the **PAGE NUMBER** button from the **DESIGN** ribbon and make a selection choosing any one of the first four options opens a side bar allowing you to place the number left, centre or right. If these are not what you want then click on





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current position to insert the numbering where your mouse cursor has been placed.



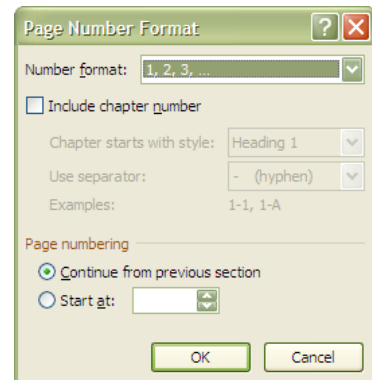
### ➤ To format page numbers

#### Mouse

- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.

#### Or

- i. Double click on the header or footer in page layout view. (if one has previously been inserted)
- ii. Click on the field containing the page numbers.
- iii. Click the **PAGE NUMBER** button from the **DESIGN** ribbon and select **FORMAT PAGE NUMBERS** from the options the following dialog will appear.
- iv. Select the number format from the drop down box at the top
- v. Click **OK**.



### ➤ To remove page numbers

#### Mouse

- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.

#### Or

- i. Double click on the header or footer in page layout view.
- ii. Click on the field containing the page numbers.
- iii. Either Click the **PAGE NUMBER** button from the **DESIGN** ribbon and select **FORMAT PAGE NUMBERS** OR press the **DELETE** key.

## Suppress Page Numbers

Word gives you an option not to print a number on the first page of your document. This may be useful if you have included a title page at the beginning of your file where you don't want a number.

### ➤ To suppress numbers on the first page:

#### Mouse

- i. Open the page layout dialog by clicking on the **DIALOG BOX LAUNCHER** from **PAGE SETUP** group on the **PAGE LAYOUT** ribbon
- ii. Go to the **LAYOUT** tab
- iii. Check the box marked **DIFFERENT FIRST PAGE**.
- iv. Click **OK** to save the settings and close the dialog box.
- v. You now have a different section in your header called **FIRST PAGE HEADER** which you can employ a completely different header and footer including no numbering.



## Different Odd Even Page Numbering

Word also gives you an option to allow you to place your page numbering in different locations on odd and even pages. It is useful if you are going to print our document and bind it you may wish the page numbers on the outer side of each page.

### ➤ To apply different numbering for odd/even pages:

#### Mouse

- i. Open the page layout dialog by clicking on the **DIALOG BOX LAUNCHER** from **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and go to the **LAYOUT** tab
- ii. Check the box marked **DIFFERENT ODD AND EVEN**.
- iii. Click **OK** to save the settings and close the dialog box.
- iv. You now have a different sections in your header or footer called **ODD PAGE HEADER** and **EVEN PAGE** header where you can employ completely different headers and footers including numbering in different locations

## Using Pictures In Headers And Footers

If you need a picture to appear on every page of your document, you can put it in the header or footer. Because pictures are graphics, they aren't confined to the margin areas like text in headers or footers, so you can place them on the middle of the page if you like. This can be very useful for company logos. (just like this manual)

### ➤ To insert a picture in a header/footer:

#### Mouse

- i. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.

#### Or



- ii. Double click on the header or footer in page layout view. (if one has previously been inserted)
- iii. Ensure your mouse cursor is in the correct position within the header or footer.
- iv. Click the **PICTURE** button on the **DESIGN** ribbon a dialog box will appear.
- v. Browse to locate the picture you wish to insert and click on insert.
- vi. Resize the picture as necessary by using the corner handles to click and drag.
- vii. With the picture selected, you can format it by choosing options from the **FORMAT** ribbon. (Covered in advanced)
- viii. Drag the picture around the header or footer until it is in the correct position. Click **CLOSE** from the design ribbon to close the header and footer.



---

The picture can only be seen in **PAGE LAYOUT** view or **PRINT PREVIEW**







---

## SECTION 9 VIEWING AND PRINTING

**By the end of this section you will be able to:**

- ✴ Use different views
- ✴ View multiple documents
- ✴ Preview documents
- ✴ Print documents

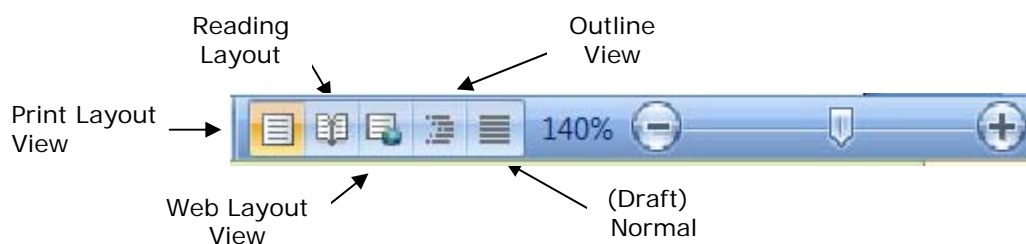


## VIEWING YOUR DOCUMENT

This section concentrates on the different ways a Word document can be viewed.

Word provides several different ways a document can be viewed on screen. The view that you choose depends on the type of document that you are creating, and whether speedy performance or exact layout is important to you.

You can switch between different views using the view buttons at the bottom left corner of your screen (seen below) or by choosing the **VIEW** ribbon and then selecting the appropriate view from the displayed choices in the **DOCUMENT VIEWS** group.



### Draft View

This view shows the document being viewed or edited as a scrolling list. Page breaks are represented as dotted lines across the screen. Draft view doesn't display graphics or inserted objects but it is the quickest view for editing and review purposes as it uses less memory. It is therefore a good view to use when working on long documents. (in earlier versions of word called normal view)

#### ➤ To switch to draft View:

##### Mouse



- i. Click on the fifth view selector button (draft view).

##### Or

- i. Click on the **DRAFT** option on the **VIEW** ribbon.

### Print Layout View

**PRINT LAYOUT** View shows the current document exactly as it will be printed on paper. This is very useful for reviewing the layout of a document and checking if the "white spaces" (i.e. margins, blank lines) look right. Graphics can be seen in **PRINT LAYOUT** view so therefore it is a good view to use when inserting pictures and diagrams. However, there is a performance overhead – it uses more memory than **DRAFT VIEW** and so with large documents, Word may take longer to update changes.

#### ➤ To switch to Print Layout View:

##### Mouse



- i. Click the first view selector button (Print Layout).

##### Or



- 
- ii. Click on the **PRINT LAYOUT** option on the **VIEW** ribbon.



## Web Layout View

Web Layout View shows your document as it would look if you published it to the Web or an intranet. In this view, you can see backgrounds, AutoShapes, and other effects that are commonly used in Web documents or documents that you view on the screen.

### ➤ To switch to Web layout view:

#### Mouse



- i. Click on the third view selector button (Web Layout).

#### Or

- ii. Click on the **WEB LAYOUT** option on the **VIEW** ribbon

## Outline View

In Outline View, Microsoft Word simplifies the text formatting to help you focus on the structure of your document. Outline view looks very different from other views. The text appears with symbols down the left-hand edge and an extra toolbar is displayed.

Word indents each heading according to its level. The indentations appear only in outline view; Word removes the indentations when you switch to another view.

When reorganising long documents, outline view gives the user tools for quickly repositioning large blocks of text and promoting and demoting heading levels where appropriate. You can also view a document fully expanded, showing headings and their detail text, or collapsed (headings only).

The structure of the document seen in Outline View is controlled by heading styles used in the document. The use of heading styles is covered in later Word courses and is therefore not dealt with in this manual.

### ➤ To switch to Outline view:

#### Mouse



- i. Click the fourth View Selector button.

#### Or

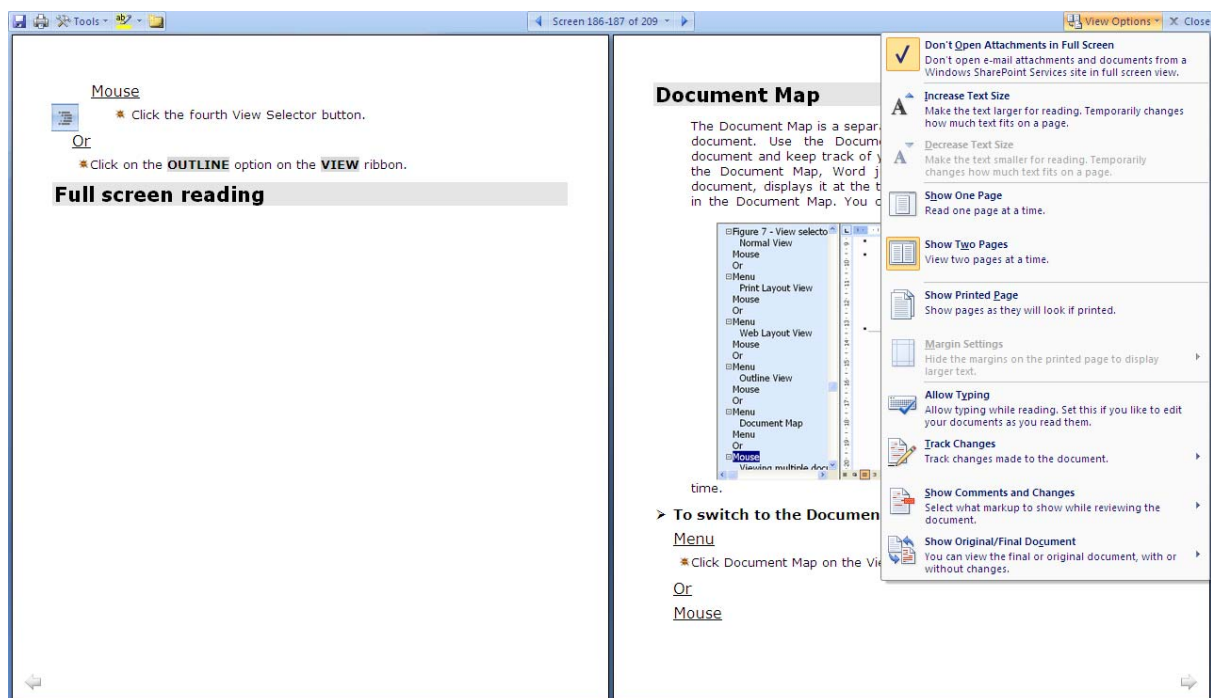
- ii. Click on the **OUTLINE** option on the **VIEW** ribbon.



## Full Screen Reading

is a useful view to employ as it allows you to just read through your document in two page style as though it was a book. It does not allow edition of the material shown but it designed for reviewing documents and allows the insertion of comments and the highlighting of text with the highlight tool (mentioned earlier)

Text size can be increased easily for the reader, however, this is only for reading it does not actually increase the text size in the document. Text is broken up to make it easier to read and again this does not bear any relation to the print layout of the working document it is only laid out for reading.



### ➤ Turn on Full Screen Reading view

- i. On the **VIEW** ribbon, in the **DOCUMENT VIEWS** group, click **FULL SCREEN READING**.

### ➤ Exit Full Screen Reading view

- i. Click **CLOSE**, or press **ESC**.



When you receive a Microsoft Office Word document in e-mail, it may automatically open in Full Screen Reading view. To prevent this, do the following:

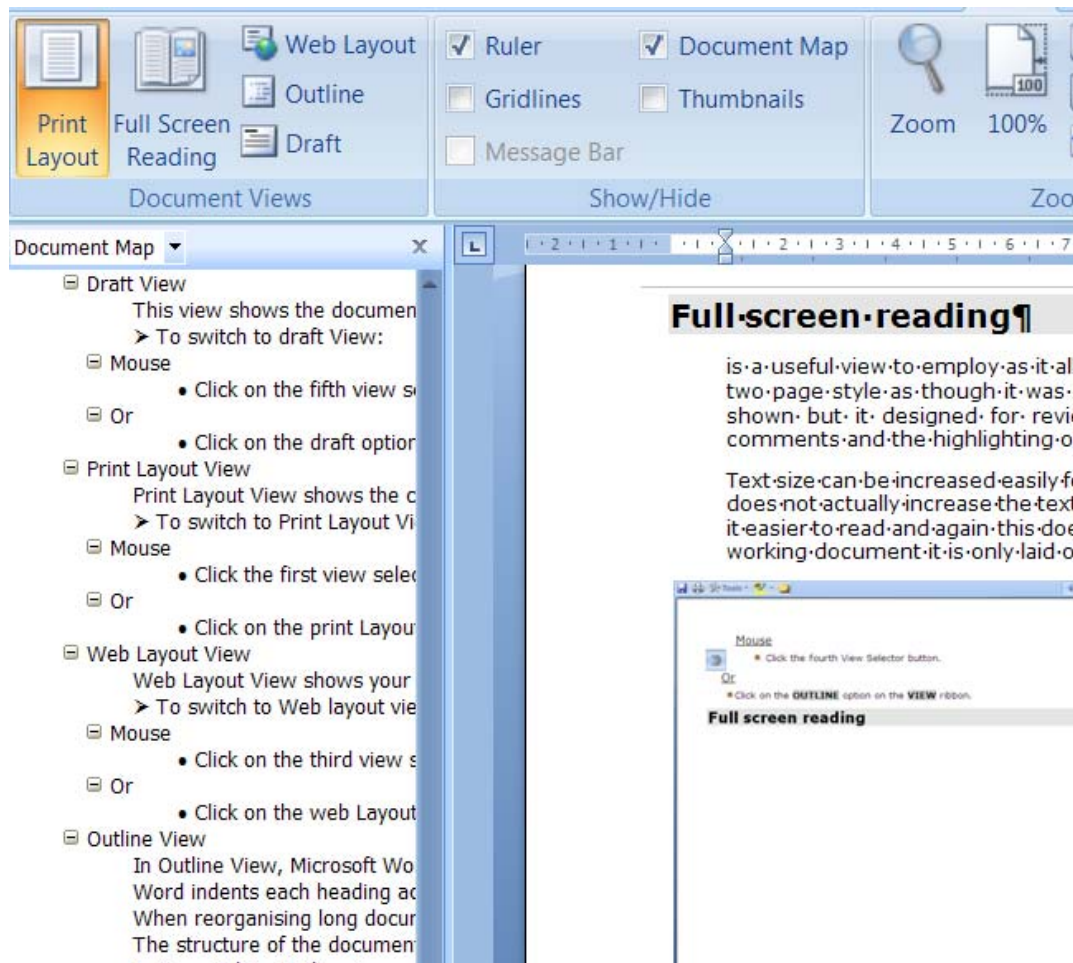
### ➤ Prevent documents from automatically opening in Full Screen Reading view

- i. In **FULL SCREEN READING** view, click **VIEW OPTIONS**.
- ii. Click **OPEN ATTACHMENTS IN FULL SCREEN** to turn off the feature, and then click **CLOSE** to return to **PRINT LAYOUT** view.



## Document Map

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it. When you click a heading in the Document Map, Word jumps to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map. You can show or hide the Document Map at any time.



### ➤ To switch to the Document Map:

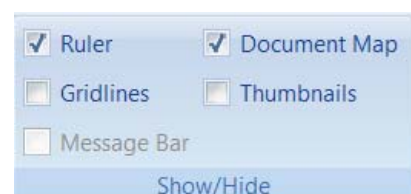
#### Mouse

- Click the check box for **DOCUMENT MAP** on the **VIEW** ribbon in the **SHOW/HIDE** group.

### ➤ To use document map

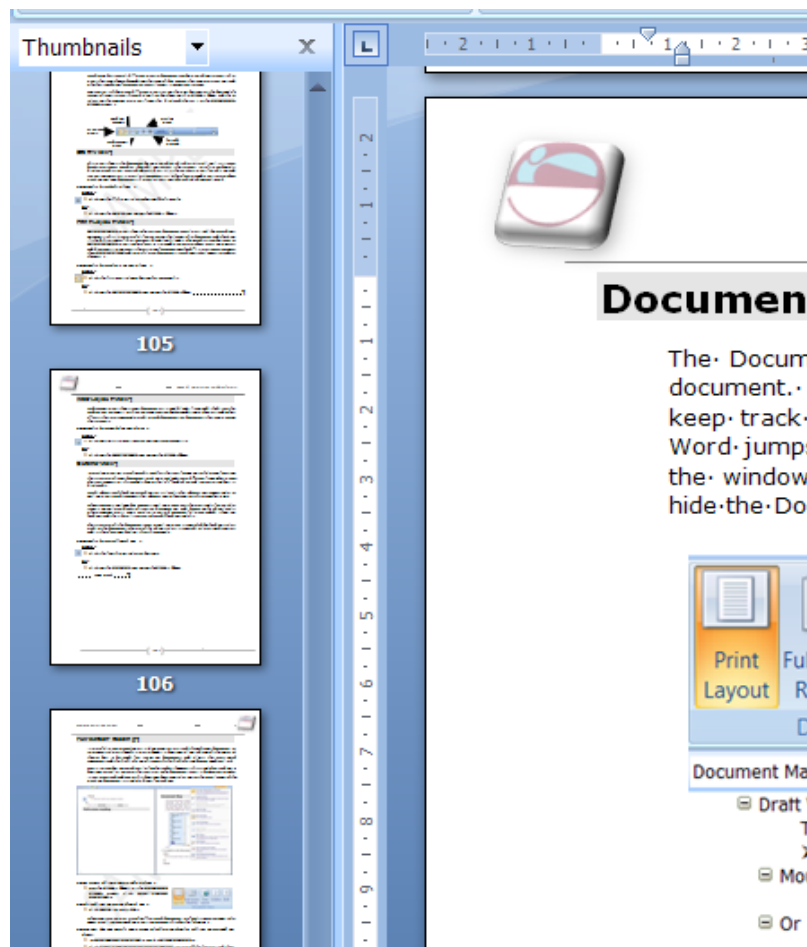
- Collapse or expand headings with the **PLUS** signs or **MINUS** signs.
- Scroll and click on a particular piece of text to take you to that specific location.

### ➤ To view thumbnails





- i. to allow you to navigate in a different way. Click on drop down arrow to the right of where it says **DOCUMENT MAP** in the pane and select **THUMBNAILS**.



- ii. Navigate by page instead (see following picture)

## Viewing Multiple Documents

In Word, you can view all open documents on the screen at the same time by arranging them top to bottom on the screen.

### ➤ To view more than one document:

#### Mouse

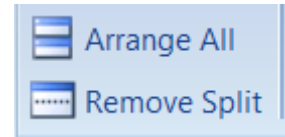
- i. If the Microsoft Word documents you want to arrange are minimized, restore the minimized documents first.
- ii. On the **VIEW** ribbon, **WINDOW** group, click **ARRANGE ALL**.
- iii. if you need to focus on one document again then maximise that individual window





## Viewing Single Document In Multiple Windows

Viewing a single document in more than one window is useful if you want to compare or check information in two parts of a long document on screen.

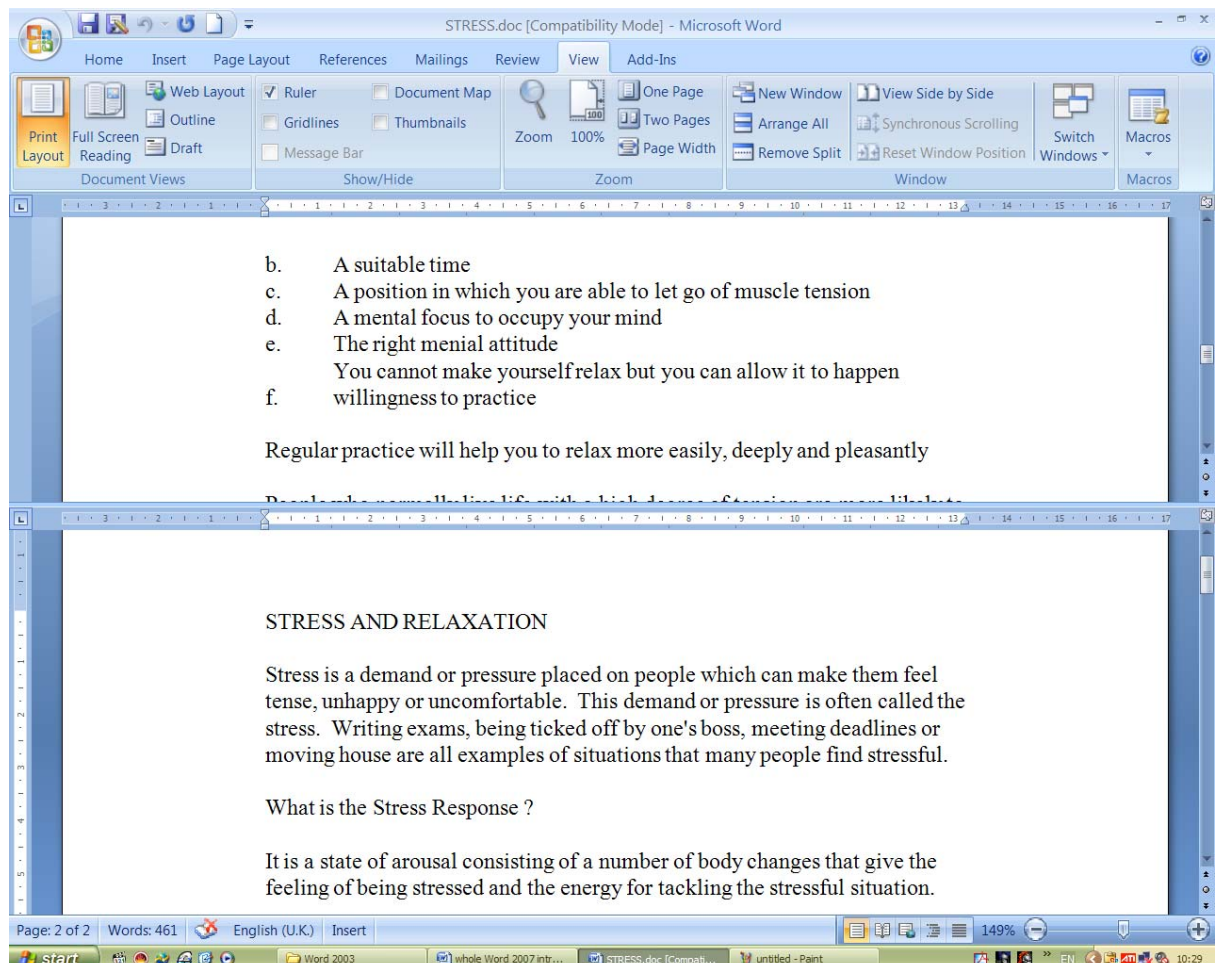


### ➤ To split a window

- i. On the **VIEW** ribbon, **WINDOW** group, click **SPLIT** a line will appear across the screen attached to your mouse click where you want to split the document
- ii. Treat each part as separate as far as scrolling is concerned but remember it is the **same document** you are working with to add or delete in one it is done in the other. This is only two views of the same document.
- iii. To remove the split and view just one window click **REMOVE SPLIT**.
- iv. The split is removed

Or

- i. Move mouse over split until a double arrowed cursor appears and double click
- ii. The split is removed





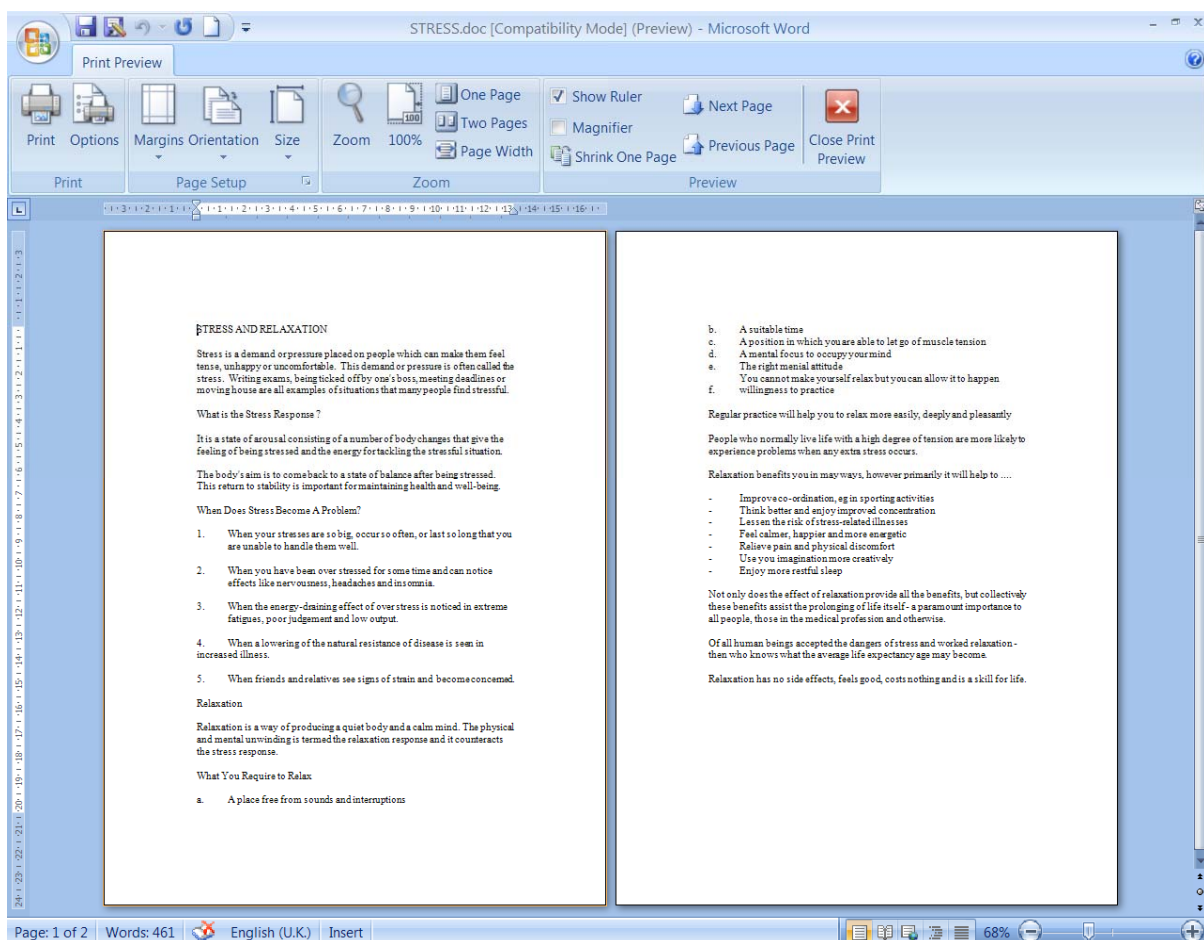


## PRINTING

The open document can be printed in its entirety, or alternatively you can print individual pages or ranges of pages. Word gives you the ability to choose which pages you want to print, or if you need to be even more specific, you can print only the selected items. Before sending any document through to the printer, it is always a good idea to preview what the hard copy will look like so that you can rectify any problems before printing it.

### Print Preview

This is another way that you can view your document. When you are in print preview, Word gives you a special toolbar for changing the number of pages per screen, zooming in and out and so on. If you spot mistakes as you are previewing a document, you can edit them in print preview.

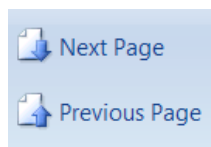


➤ To access print preview:

#### Mouse



- i. Click on the **MICROSOFT OFFICE BUTTON** and select **PRINT** select **PRINT PREVIEW** from the menu

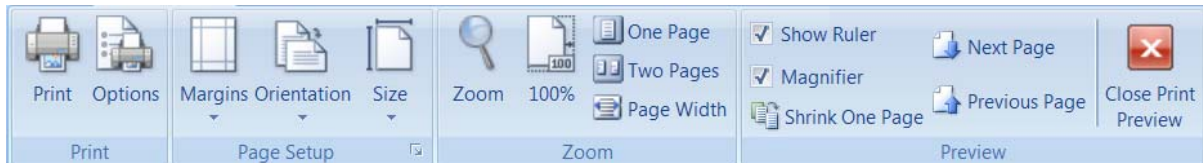




- ii. Click the **NEXT PAGE** or **PREVIOUS PAGE** buttons to scroll backwards and forwards through your document's pages.
- iii. Press **PAGE UP** or **PAGE DOWN** on your keyboard

## The Print Preview Ribbon

The **PRINT PREVIEW** toolbar only appears when you are in Print preview. It gives you useful tools for changing such things as magnification and how many pages you can see on one screen. The button functions are described in detail below:



### ➤ To close the Print Preview:

#### Mouse

- i. Click the button marked **CLOSE** from the **PRINT PREVIEW** Ribbon.
- ii. OR Press **ESC** on the keyboard.

## Magnification

When you are in **PRINT PREVIEW**, Word can change your mouse pointer into a magnifying glass that you can use to zoom and out on particular areas of the currently displayed page.

### ➤ To change magnification:

#### Mouse

- i. Check the **MAGNIFIER** check box on the **PRINT PREVIEW** ribbon
- ii. In the **PRINT PREVIEW** screen position your mouse over the area that you want to zoom in on and click.
- iii. To zoom out, click the mouse a second time.

### ➤ To go back to edit mode

#### Mouse

- i. Uncheck the **MAGNIFIER** check box on the **PRINT PREVIEW** ribbon

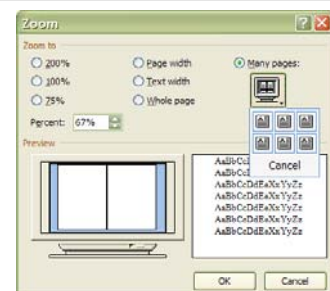
## Pages Per Screen

You can preview your document page by page in the Print preview screen or you can see several pages at once.

### ➤ Change the number of pages viewed:

#### Mouse

- i. From the **PRINT PREVIEW** ribbon, click the **ZOOM** button a dialog will appear





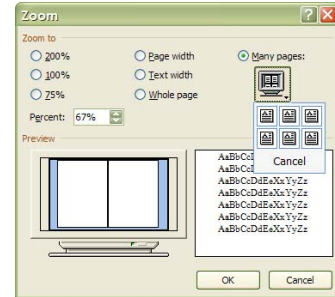
- ii. Click the many pages drop down button. Drag your mouse over the grid to select the number of pages you want to see and click. Your Print Preview screen will change to reflect your choice.

Or

- i. Click the One page button to show only a single page in the Print preview.

## Zoom

Word will automatically scale your document to fit in the preview screen depending on how many pages you selected to view. You can change the scale with the Zoom drop down list which offers you different percentages. Choosing **PAGE WIDTH** would ensure that the width of the page fits in to the preview screen, whereas **WHOLE PAGE** would fit both the width and the height. **TWO PAGES** would show consecutive pages side by side.



➤ **To change the Zoom:**

Mouse

- i. From the **PRINT PREVIEW** ribbon, click the **Zoom** button to access the **Zoom** dialog
- ii. Select the required option by clicking it and then click **OK**. Word will change the preview according to your choice.

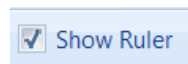
## View Ruler

The ruler is useful if you are editing in the Print preview screen as it allows you to change the position of tabs and indent markers. However, it does use up space so if you want to maximise the scale of the page within the preview window, you would have more room if you switched the ruler off.

➤ **To toggle the ruler on and off:**

Mouse

- i. Tick or untick the **SHOW RULER** checkbox on the **PRINT PREVIEW** ribbon



Or

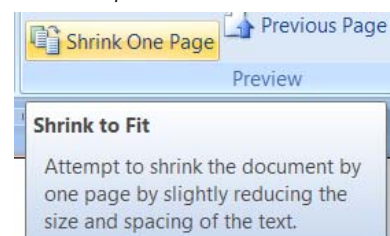


- i. From the **PRINT PREVIEW** screen go to the top of the vertical scroll bar on the right and click the **VIEW RULER** button to switch the ruler on or off.
- ii. Each time you click the button, the ruler will toggle on or off.

## Shrink To Fit

If only a small amount of text appears on the last page of a short document, you may be able to reduce the number of pages by clicking Shrink to Fit in print preview. This feature works best with documents that contain only a few pages, such as letters and memos. In order to shrink the document, Word decreases the font size of each font used in the document.

➤ **To shrink to fit:**





## Mouse

- i. From the **PRINT PREVIEW** screen, click the **SHRINK ONE PAGE** button.

*You can undo a Shrink to Fit operation by clicking Undo Tools Shrink to Fit on the Edit menu. However, after you save the document and close it, there is no quick way to restore the original font size.*



## Quick Print A Document

You can print a document directly from whatever view you are using. Word will send the document to your default printer.

### ➤ To print the document:

#### Mouse



- i. Click on the **MICROSOFT OFFICE BUTTON** and select **PRINT** select **QUICK PRINT** from the menu

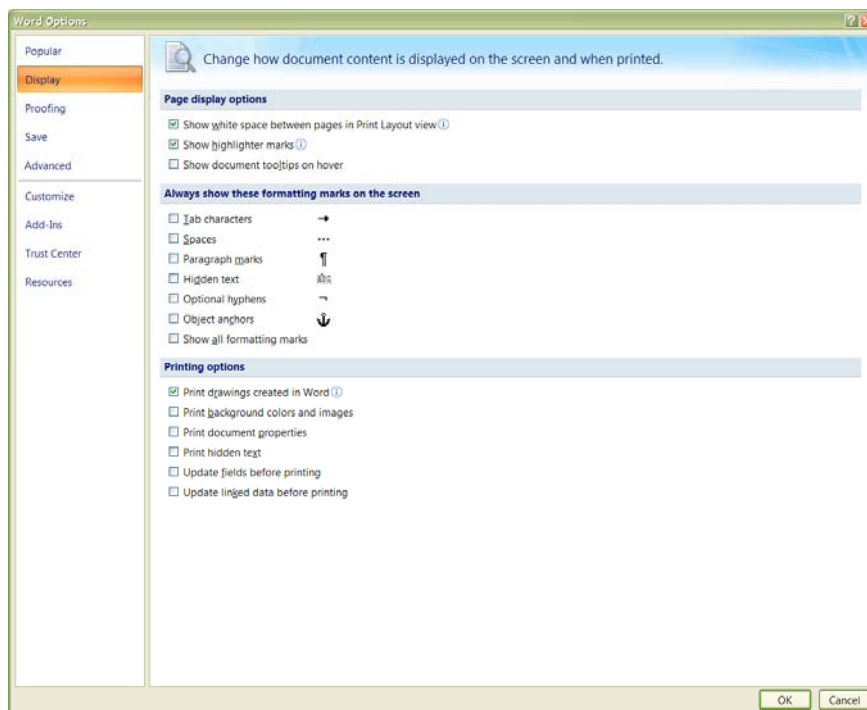
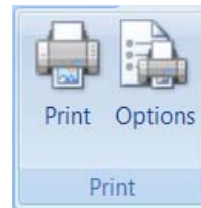
## Print options

The options from the **PRINT** group allow you to determine what aspects of your document should be printed such as document properties, hidden text etc.

### ➤ To set print options

#### Mouse

- i. Click on **OPTIONS** on the **PRINT PREVIEW** ribbon to access the **OPTIONS** dialog.

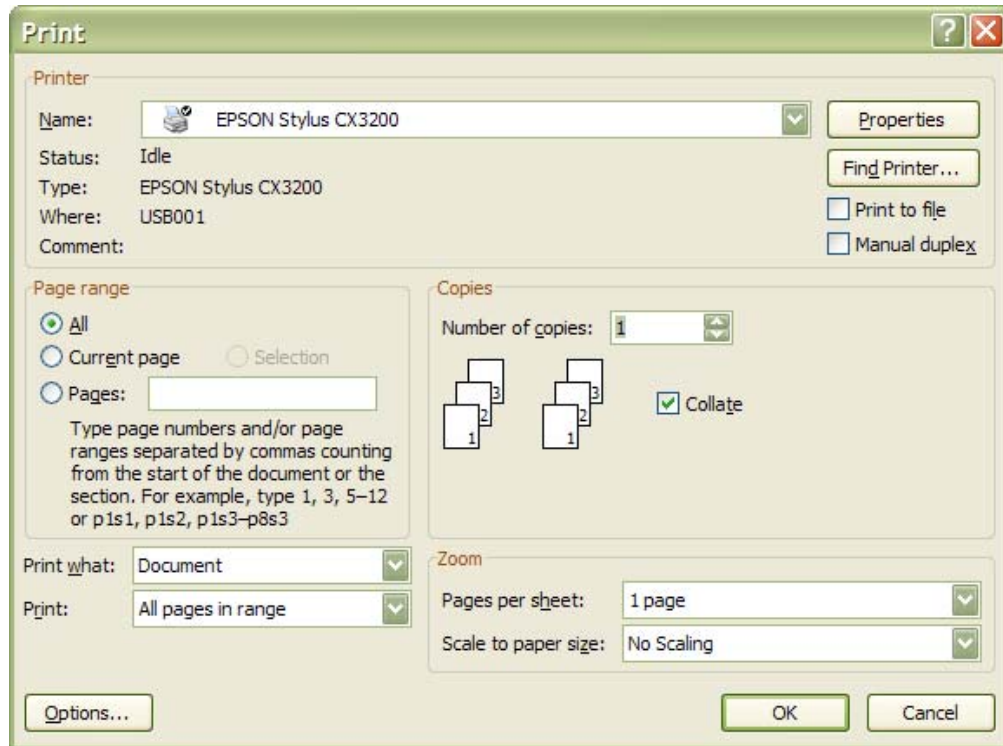


- ii. Select which options you wish to apply to your print
- iii. Click **OK**.



## Print Part Of A Document

The print button from the toolbar will always open the print dialog to allow you to allow you to choose what is printed such as print to pages 1 and 2, or you may want to be even more specific and print just one paragraph. To do any of these, you need to access the Print dialog.



### ➤ To print a specific page or range of pages:

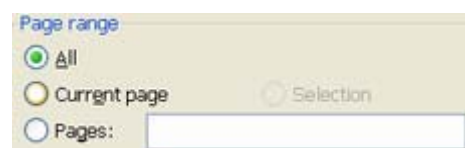
#### Mouse

- Click on **PRINT** on the **PRINT PREVIEW** ribbon to access the **PRINT** dialog.

#### Or

#### Keyboard

- Press **CTRL P**.
- The following dialog box will appear:
- In the Page Range section of the dialog, click in the text box next to pages. Type in the page number that you want to print, or tell Word the range of pages (e.g. 1-6). If your pages are not consecutive, you can enter them separated by commas (e.g. 1,10,13).
- Click the **OK** button to launch the print.

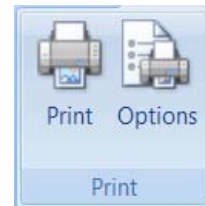




➤ **To print the current page:**

Mouse

- i. Locate the page you wish to print and click on that page so you see the flashing cursor anywhere on that page
- ii. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
- iii. Click the **CURRENT PAGE** option button in the **PAGE RANGE** section of the dialog.
- iv. Click **OK** to launch the print.



➤ **To print the selection:**

Mouse

- i. Select the text you want to print.
- ii. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
- iii. Click the **SELECTION** option button in the **PAGE RANGE** section of the dialog.
- iv. Click **OK** to launch the print.

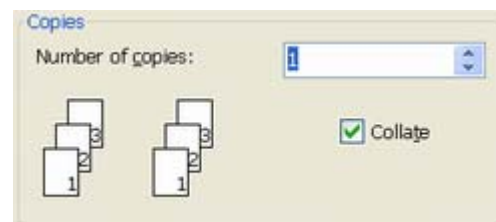
## Copies

By default, Word will print one copy of the item you have sent to print. You can print multiple copies by changing the Print dialog settings. When you print multiple copies of a document, Word lets you choose whether the copies are collated (Word prints each whole document before it starts on the next copy) or uncollated (Word prints however many copies you have requested of each page).

➤ **To print multiple copies:**

Mouse

- i. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
- ii. In the **COPIES** section of the dialog, use the up and down arrows to the right of the **NUMBER OF COPIES** text box to set the number of copies you require.
- iii. Set the **COLLATE** check box by clicking in it to change the current setting.
- iv. Click **OK** to launch the print.



## Cancel A Print

If you accidentally send something to print and need to cancel it, you can do so by double-clicking on the document printing icon that appears on the status bar.





# APPENDIX ONE KEYBOARD SHORTCUTS

## MOVEMENT KEYS

<b>→</b>	Move the cursor one character to the right
<b>←</b>	Move the cursor one character to the left
<b>↑</b>	Move the cursor up one line
<b>↓</b>	Move the cursor down one line
<b>CTRL →</b>	Move the cursor right one word at a time
<b>CTRL ←</b>	Move the cursor left one word at a time
<b>CTRL ↑</b>	Move the cursor up one paragraph at a time
<b>CTRL ↓</b>	Move the cursor down one paragraph at a time
<b>HOME</b>	Move the cursor to the beginning of the current line
<b>END</b>	Move the cursor to the end of the current line
<b>PAGE UP</b>	Move up a screenful of lines
<b>PAGE DOWN</b>	Move down a screenful of lines
<b>CTRL HOME</b>	Move to the beginning of the document
<b>CTRL END</b>	Move to the end of the document

## SELECTION KEYS

Action	Result
<b>SHIFT ←</b>	Select one character to the left
<b>SHIFT ↑</b>	Select from the cursor up one line
<b>SHIFT ↓</b>	Select from the cursor down one line
<b>SHIFT CTRL →</b>	Select right word by word
<b>SHIFT CTRL ←</b>	Select left word by word
<b>SHIFT CTRL ↑</b>	Select up one paragraph at a time
<b>SHIFT CTRL ↓</b>	Select down one paragraph at a time
<b>SHIFT HOME</b>	Select from the cursor to the beginning of the current line
<b>SHIFT END</b>	Select from the cursor to the end of the current line
<b>SHIFT CTRL HOME</b>	Select to the beginning of the document
<b>SHIFT CTRL END</b>	Select to the end of the document
<b>CTRL A</b>	Select the entire document





## KEYBOARD SHORTCUTS FOR CHARACTER FORMATTING

Increase the font size	<b>CTRL SHIFT &gt;</b>
Decrease the font size	<b>CTRL SHIFT &lt;</b>
Increase the font size by 1 point	<b>CTRL</b>
Decrease the font size by 1 point	<b>CTRL</b>
Display the Format, Font dialog	<b>CTRL D</b>
Change the case of letters	<b>SHIFT F3</b>
Format letters as all capitals	<b>CTRL SHIFT A</b>
Apply bold formatting	<b>CTRL B</b>
Apply an underline	<b>CTRL U</b>
Underline words but not spaces	<b>CTRL SHIFT W</b>
Double-underline text	<b>CTRL SHIFT D</b>
Apply hidden text formatting	<b>CTRL SHIFT H</b>
Apply italic formatting	<b>CTRL I</b>
Format letters as small capitals	<b>CTRL SHIFT K</b>
Apply subscript formatting (automatic spacing)	<b>CTRL =</b>
Apply superscript formatting (automatic spacing)	<b>CTRL SHIFT +</b>
Remove manual character formatting	<b>CTRL SPACEBAR</b>

## KEYBOARD SHORTCUTS FOR PARAGRAPH FORMATTING

Single-space lines	<b>CTRL 1</b>
Double-space lines	<b>CTRL 2</b>
Set 1.5-line spacing	<b>CTRL 5</b>
Add or remove one line space preceding a paragraph	<b>CTRL 0</b>
Centre a paragraph	<b>CTRL E</b>
Justify a paragraph	<b>CTRL J</b>
Left align a paragraph	<b>CTRL L</b>
Right align a paragraph	<b>CTRL R</b>
Indent a paragraph from the left	<b>CTRL M</b>
Remove a paragraph indent from the left	<b>CTRL SHIFT M</b>
Create a hanging indent	<b>CTRL T</b>
Reduce a hanging indent	<b>CTRL SHIFT T</b>
Remove paragraph formatting	<b>CTRL Q</b>





## SHORTCUTS KEYS FOR TABLE NAVIGATION

To	Press
Move to the next cell	<b>TAB</b> (If the insertion point is in the last cell of a table, pressing <b>TAB</b> adds a new row.)
Move to the preceding cell	<b>SHIFT TAB</b>
Move to the preceding or next row	<b>↑</b> or <b>↓</b>
Move to the first cell in the row	<b>ALT HOME</b> , or <b>ALT 7</b> on the numeric keypad ( <b>NUM LOCK</b> must be off.)
Move to the last cell in the row	<b>ALT END</b> , or <b>ALT 1</b> on the numeric keypad ( <b>NUM LOCK</b> must be off.)
Move to the first cell in the column	<b>ALT PAGE UP</b> , or <b>ALT 9</b> on the numeric keypad ( <b>NUM LOCK</b> must be off.)
Move to the last cell in the column	<b>ALT PAGE DOWN</b> , or <b>ALT 3</b> on the numeric keypad ( <b>NUM LOCK</b> must be off.)
Start a new paragraph	<b>ENTER</b>
Add a new row at the bottom of the table	<b>TAB</b> at the end of the last row
Add text before a table at the beginning of a document	<b>ENTER</b> at the beginning of the first cell

## SHORTCUT KEYS FOR SELECTING IN A TABLE

To	Press
Select the next cell's contents	<b>TAB</b>
Select the preceding cell's contents	<b>SHIFT TAB</b>
Extend a selection to adjacent cells	Hold down <b>SHIFT</b> and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down <b>SHIFT</b> and press <b>↑</b> or <b>↓</b> repeatedly
Extend a selection (or block)	<b>CTRL SHIFT F8</b> , and then use the arrow keys; press <b>ESC</b> to cancel selection mode
Reduce the selection size	<b>SHIFT F8</b>
Select an entire table	<b>ALT 5</b> on the numeric keypad (with <b>NUM LOCK</b> off)





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Prepared by Stephen Moffat on the 15<sup>th</sup> October 2007