

Microsoft®

Word 2016

Core Certification Guide

Exam 77-725

November 2016

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Microsoft® Word 2016 Core Certification Guide

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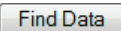
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Working With the Data Files

The exercises in this courseware are designed to utilize a specific set of data files, which are available for download. Follow these instructions to download the data files for this courseware.

- 1 Launch your browser and navigate to the CCI Web site location <http://www.ccilearning.com/data>.
- 2 Enter: **3260** in the **Courseware #** box and click .
- 3 Click **Run** in the File Download – Security Warning window. (Alternatively, you can choose to **Save** the file to a location on your computer.)
- 4 In the Internet Explorer – Security Warning window click **Run** again.
- 5 In the **WinZip Self-Extractor** dialog box, use the **Browse** button to specify the Windows Desktop as the location to unzip the file and then click **Unzip**.

The *3260 Student Files* folder containing the required student work files has now been downloaded to your desktop. It is recommended that you rename the folder using your own name before starting the exercises in this courseware. You can reinstall and use the work files as many times as you like.

What is the Microsoft Office Specialist Certification?

Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.

The Microsoft Office Specialist Program enables you to demonstrate the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap into the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

Microsoft

Office Specialist

The Microsoft Office Specialist (MOS) certification exams validate skills within the applicable Microsoft Office programs. The 2016 exams are more powerful for assessing student skills and preparing students for real-world application. Skill assessments include performance-based formats, revised instructions, multiple projects, and questions integrated with objective domains.

The available Microsoft Office Specialist Program 2016 exams include*:

- Microsoft Office Specialist: Word 2016
- Microsoft Office Specialist: Excel 2016
- Microsoft Office Specialist: PowerPoint 2016
- Microsoft Office Specialist: Outlook 2016
- Microsoft Office Specialist: Access 2016

For more information:

To learn more about Microsoft Office Specialist exams, visit <https://www.microsoft.com/en-us/learning/mos-certification.aspx>

To learn about other Microsoft approved courseware from CCI Learning Solutions, visit mos.ccilearning.com

* The availability of Microsoft Office Specialist certification exams varies by Microsoft program, program version and language. Visit www.microsoft.com/learning for exam availability.

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Course Description

This *Microsoft® Word 2016 Core Certification Guide* teaches the information worker how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist Word 2016 Core Exam #77-725. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Series

This guide is one of seven courses in CCI's Microsoft Office Specialist series. The courses available in the series include:

- Word 2016 Core
- Excel 2016 Core
- PowerPoint 2016
- Outlook 2016
- Access 2016
- Word 2016 Expert
- Excel 2016 Expert

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- | | |
|--|--|
| ☐ start and run Windows | ☐ use Minimize, Restore Down/Maximize, or Close |
| ☐ use the taskbar | ☐ use the left and right mouse buttons |
| ☐ use the Start button | ☐ understand file management techniques |
| ☐ use the Help feature | ☐ navigate between files, folders, or drives |

System Requirements

This courseware was developed using specific software and hardware configurations. To complete this courseware, you should have the following for each student:

- A desktop or laptop system running Microsoft® Windows 10 and Microsoft® Office 2016
- Mouse or comparable pointing device
- 101-key enhanced keyboard
- A headset with a microphone for each student for recording a presentation

Note: Internet access is required to perform some of the hands-on exercises.

In the materials contained in this courseware, we assume that you have met these criteria, and that you have successfully installed both Windows and Office on your computer.

If you subscribe to Office 365, features may be added or updated.

Classroom Setup

The features and exercises shown in this courseware were developed using the standard installation of the Microsoft Office 2016 Desktop applications on a system with Windows 10. If your computers have another version of Windows installed, you will need to adjust accordingly to accommodate for the differences in dialog boxes when saving or opening files.

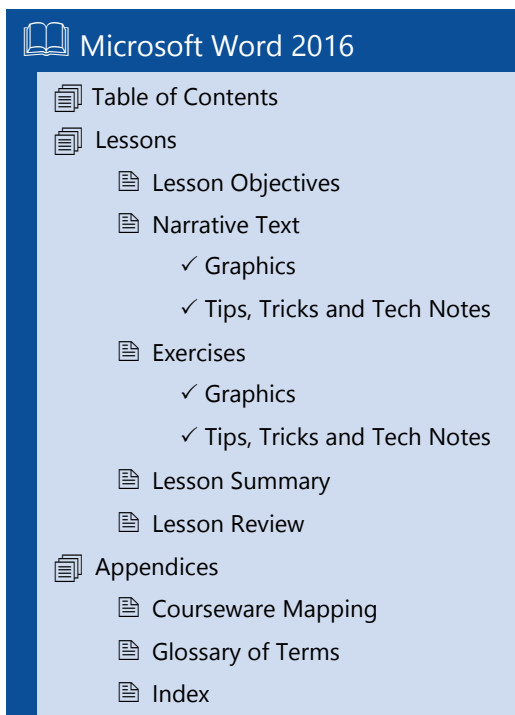
It is likely your teacher set up the classroom computers based on the system requirements to run the software for this course. Most software configurations on your computer are identical to those on your teacher's computer. However, your teacher may use additional software to demonstrate network interaction or related technologies.

Teacher Resources are available and are produced specifically to help and assist a teacher in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Design

This course book was developed for instructor-led training and will assist you during class. Together with comprehensive instructional text and objectives checklists, this course book provides easy-to-follow hands-on lab exercises and a glossary of course-specific terms.

This course book is organized in the following manner:

A screenshot of a navigation menu for Microsoft Word 2016. The menu is displayed on a light blue background with a dark blue header. The header contains a book icon and the text "Microsoft Word 2016". Below the header, the menu items are listed with corresponding icons: a document icon for "Table of Contents", a document icon for "Lessons", a document icon for "Lesson Objectives", a document icon for "Narrative Text", a checkmark icon for "Graphics", a checkmark icon for "Tips, Tricks and Tech Notes", a document icon for "Exercises", a checkmark icon for "Graphics", a checkmark icon for "Tips, Tricks and Tech Notes", a document icon for "Lesson Summary", a document icon for "Lesson Review", a document icon for "Appendices", a document icon for "Courseware Mapping", a document icon for "Glossary of Terms", and a document icon for "Index".

	Microsoft Word 2016
	Table of Contents
	Lessons
	Lesson Objectives
	Narrative Text
	Graphics
	Tips, Tricks and Tech Notes
	Exercises
	Graphics
	Tips, Tricks and Tech Notes
	Lesson Summary
	Lesson Review
	Appendices
	Courseware Mapping
	Glossary of Terms
	Index

When you return to your home or office, you will find this course book to be a valuable resource for reviewing exercises and applying the skills you have learned. Each lesson concludes with questions that review the material. Lesson review questions are provided as a study resource only and in no way guarantee a passing score on a certification exam. Appendices in the back of this course book provide additional information.

Course Objectives

This course book teaches the skills you will need to successfully complete the Word 2016 Core exam. These skill sets are introduced using multiple types of business and personal documents that are commonly used in practical life.

After completing this course, you will be able to:

- ✎ create and manage documents
- ✎ format text, paragraphs, and sections
- ✎ create tables and lists
- ✎ apply references
- ✎ insert and format objects

Conventions and Graphics

The following conventions are used in CCI learning materials.

File and Folder Names – Names of folders and files are indicated in *italic* font style.

Database Fields – Names of database fields are indicated in *purple italic* font style.

Exercise Text – Content to be entered by the student during an exercise appears in `Consolas` font.

Procedures – Procedures and commands you are instructed to activate are indicated in bold font style.

Objective 1.1.1, 1.1.2 – This indicates the numbered objective from the Microsoft Office Specialist exam being covered in this topic. Refer to the Appendix for a complete listing of exam objectives.

Technical Notes point out exceptions or special circumstances that you may find when working with a particular procedure, or may indicate there is another method to complete the task.

Learn Exercise

Learn Exercise headings signal the start of step-by-step, hands-on exercises or other activities.

Microsoft®

Word 2016

Core Certification Guide

Lesson 1: Getting Started

Lesson Objectives

In this lesson, you will learn to create simple documents and introduces you to some file management tools available in Words. Upon completion of this lesson, you should be able to:

- | | |
|---|---|
| ☐ identify elements on the screen | ☐ switch between documents |
| ☐ use the Quick Access Toolbar | ☐ save in different file formats |
| ☐ use the Ribbon | ☐ add document properties |
| ☐ work with text | ☐ close a document |
| ☐ move around the document | ☐ open and edit files |
| ☐ use Backstage to save, open, or create new documents | ☐ import and open PDF files |
-

What is Word?

Word processing is a method of using a computer to create, edit and print documents such as letters, memos, newsletters or reports. A word processing program such as Word enables you to accomplish these tasks.

The benefit of using a word processing program is that you can store the documents you create on your computer, giving you the option to edit or enhance portions or the entire document at any time.

Word is one of the most popular word processing programs; incorporating basic word processing functionality for preparing and editing documents and providing many features that enable you to give documents a “professionally-published” appearance.

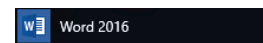
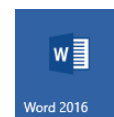
Using Word enables you to focus on your content instead of on formatting as you enter the content. Word includes a number of features to help you create professional documents:

- a variety of illustration types such as pictures, diagrams, or shapes can be inserted into a document at any time
- a variety of formatting effects to enhance text or shapes, including Quick Styles galleries
- use styles or templates to maintain consistent formatting in documents
- combine or merge information together for a mass mailing
- tools to assist in creating, modifying, or publishing documents for the Internet

Starting Word 2016

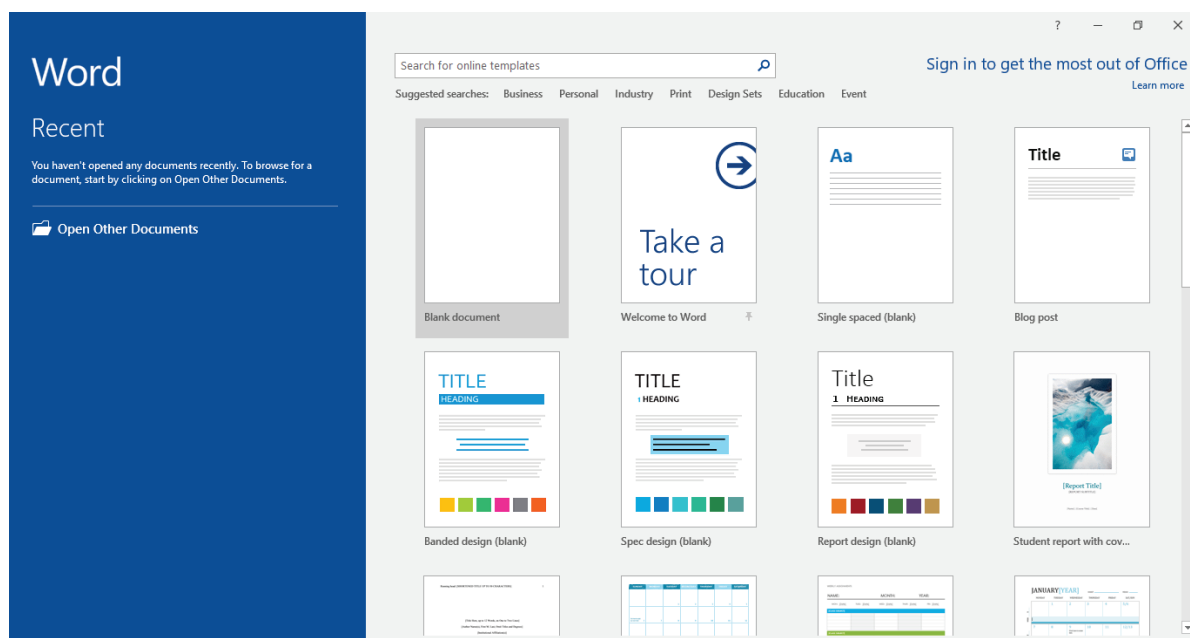
To start the Word program in Windows 10, use one of the following methods:

- press the **WINDOWS** key on the keyboard to open the Start page, click or tap the **Word 2016** tile. You will then switch to the Desktop, where Word runs; or
- click **Start**, scroll through the list of apps, and then click or tap **Word 2016**. You will then switch to the Desktop, where Word runs; or
- on the Desktop, click the **Word 2016 Quick Launch** icon in the taskbar.

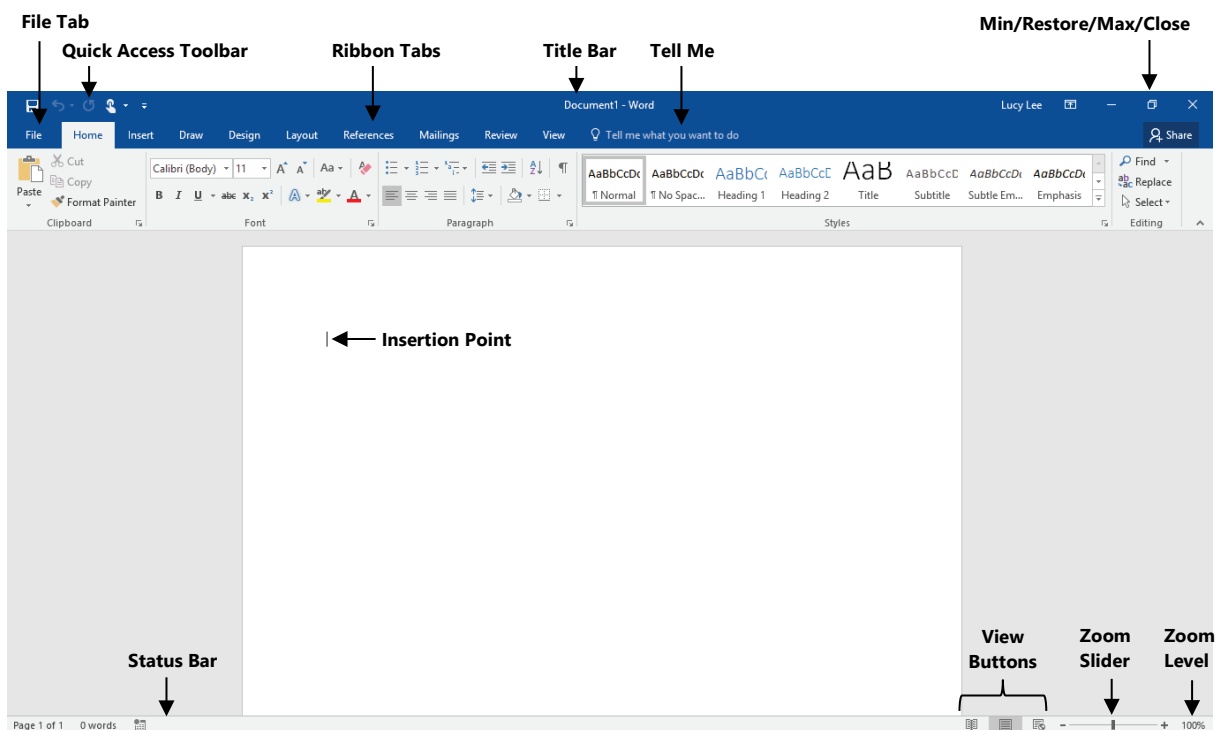


Looking at the Screen

When Word starts, it displays a screen similar to the following Backstage view:



At this point, you can choose to create a new blank document, create a new document using an existing design or template, or open a file from a specific location (discussed a bit later in this lesson). For the purpose of viewing the Word screen, we will create a new blank document.



File Tab – Click this tab to open the Backstage view to manage files.

Quick Access Toolbar – Gain quick access to frequently used commands.

Title Bar – Indicates which file and program is currently displayed in the window.

Minimize/Maximize/Restore Down/Close – Affect how much of the application window displays on the screen.

Ribbon Tabs – Click a tab to access commands to complete a specific type of task.

Tell Me – A Help option where you can type keywords about a particular type of task and view information from the Word Help system on how to complete that task.

Insertion Point – The flashing bar on the screen that indicates your current position in the document; commonly referred to as the cursor.

Status Bar – Find information about the document currently displayed, such as which page you are viewing, or the total number of pages, or whether an error condition exists.

View Buttons – Click to quickly change between the different document views available in the application.

Zoom Slider – Click the buttons to zoom in or out in increments of 10%, or drag the slider button to a specific zoom percentage.

Zoom Level – Click this button to display a window for various percentages to zoom in or out of the document, including how to display multiple pages.

The previous screen displays commonly used areas of the Word screen. As you can customize the screen's appearance, not all parts always appear. For instance, you can choose to turn the ruler on, that is for precise alignment of financial reports. You can also set up defaults, such as the font or the margins, for each new document.

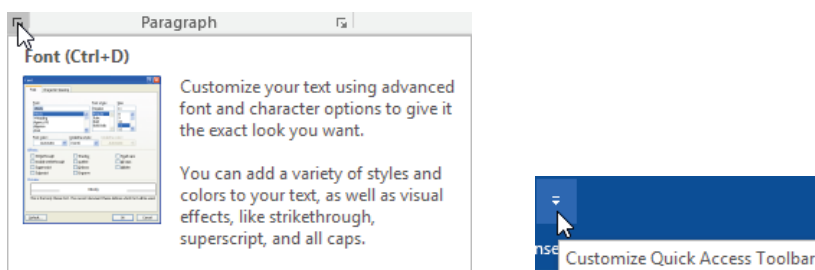
Accessing Commands and Features

Objective 1.4.3

Many features and conventions shown here in Word are consistent across all programs in the Office suite. You can choose to show or hide a number of the elements shown in this section. In most cases, set items by clicking the **File** tab, clicking **Options** and then clicking the **General** category.

Using ScreenTips

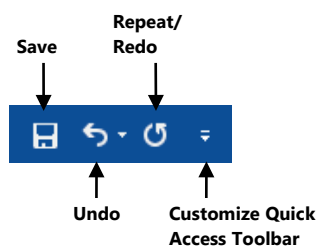
Use ScreenTips to help identify buttons or elements on the tabs of the Ribbon and the screen. To view a ScreenTip, position the mouse cursor on the item. A tip then displays the name of the button along with a description of its purpose. For some items, a keyboard shortcut may also display as an alternative for activating this feature.



Using the Quick Access Toolbar

The Quick Access Toolbar, at the left of the title bar above the Ribbon, contains buttons for frequently used commands. By default, this toolbar contains the Word control icon, Save, Undo, Redo and Customize Quick Access Toolbar buttons. Use the last button to customize or display those commands you use frequently, such as new blank document, print, or spell check.

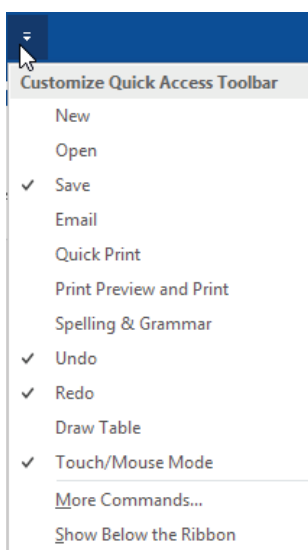
Note: Depending on the configuration of the computing device or if other people use this device, you may have different buttons on the Quick Access Toolbar, such as a button for touch screen or the Print button.



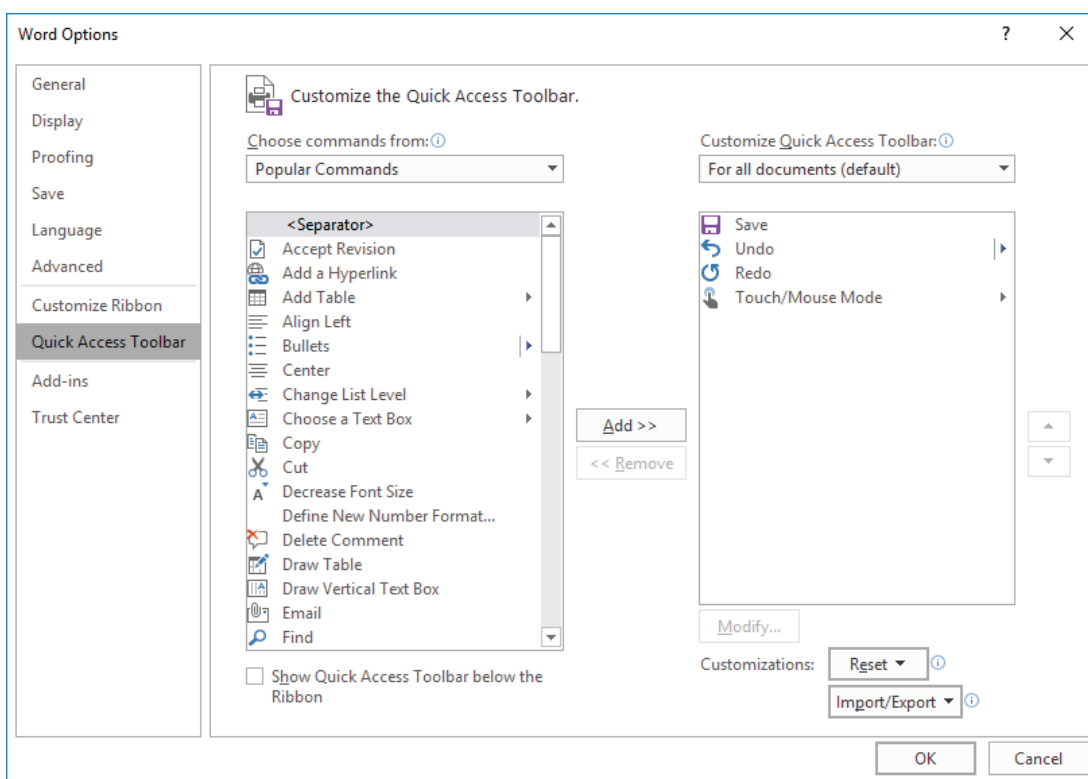
To move the Quick Access Toolbar to below the Ribbon:

- click **Customize Quick Access Toolbar** and then click **Show Below the Ribbon**; or
- right-click the Ribbon and then click **Show Quick Access Toolbar Below the Ribbon**.

You can customize the Quick Access Toolbar to contain commands you use frequently. Click **Customize Quick Access Toolbar** to display a list of other commonly used commands:



If the command you would like to add to the Quick Access Toolbar is not listed here, click **More Commands**.

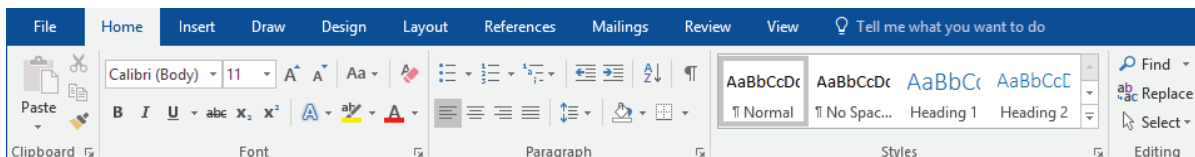


Use the scroll bar to find the command you want in the list of commands for the Popular Commands choice. Click to select the command and then click **Add** (or **Remove**) to include it in the Quick Access Toolbar list at the right. You can then use the Up or Down arrows to rearrange the order of the buttons on the toolbar. Click **OK** when finished customizing the Quick Access Toolbar.

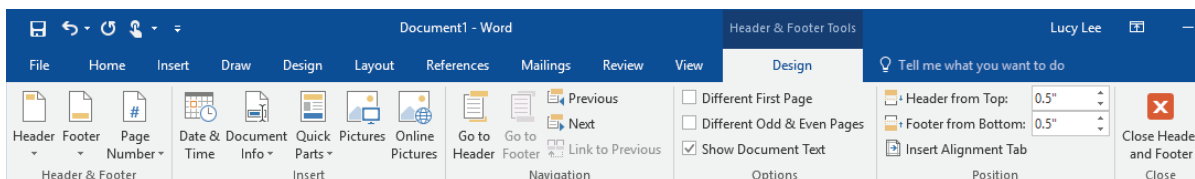
Using the Ribbon

The Ribbon can help you quickly find the commands you require. Commands are grouped on tabs with each tab relating to a type of activity, such as inserting items into a document, changing the view of your document, or formatting text in the document. You can customize the Ribbon to display those commands you use frequently in a particular order, or to add or remove commands for a Ribbon tab.

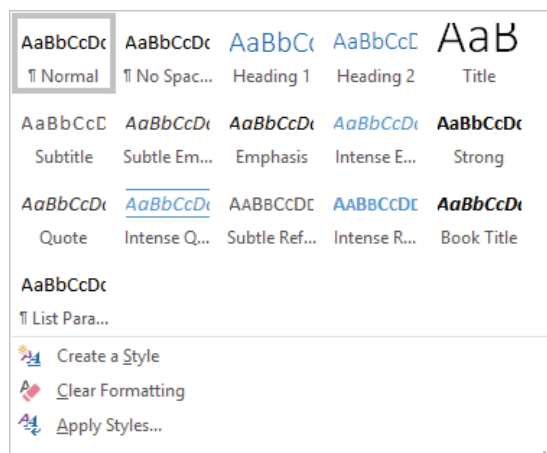
Note: Depending on the computing device, you may see additional tabs as with the following which includes the Draw tab based on the fact that this computing device has touch screen capability.



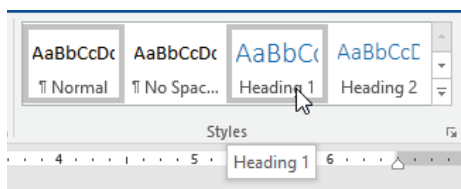
To reduce screen clutter, contextual tabs appear only when they are applicable, for example, Picture Tools, Header and Footer Tools, Table Tools.



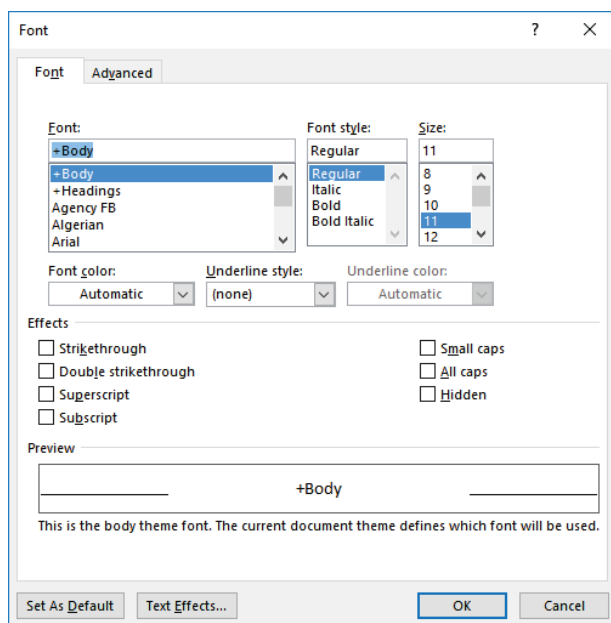
- Each tab on the Ribbon contains groups with similar commands, for example, the Home tab has a group called Font that contains buttons for formatting text characters; the Insert tab contains a group with different types of graphics or illustrations that can be inserted into a document.
- A button that appears in a different background color or has an outline is active; many of these deactivate when you click the same button or click another choice. For instance, the Bold command can be applied to selected text by clicking that button; to turn off the boldface, click the same button again. If you want the text to be larger, click the down arrow for the Size button and choose the required size. When you need to change the font size again, click the down arrow for Size and then select the new size.
- If a group shows a feature with a scroll bar, it also has a button below the bottom scroll button that you can click to display the full list or gallery for that option.
 - When you click the  (**More**) button, the gallery displays more options as seen in the following image. As you point the mouse cursor at an option, Word displays a Live Preview showing how the selected item will appear if you apply this feature. You can turn off this feature in the Word Options.



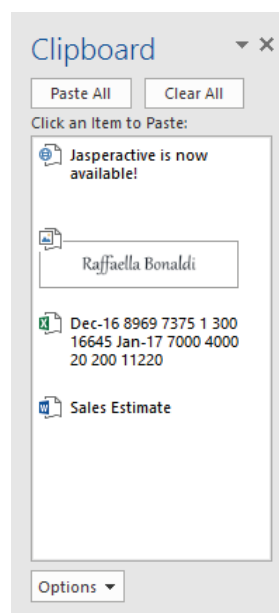
- In a feature where you have a gallery of options, Word shows the current selection with a thick outline whereas the Live Preview shows a thin border.



- Click the  button at the lower right of a group to show a corresponding dialog box, window, or task pane with more options for this feature. Task panes appear at the left or right side of the screen. This button displays the name of the item that appears when you click the button.



Dialog Box



Window/Task Pane

With the dialog box, you can select items from the lists, use the arrow for a list box to display more choices for that list, or click a command to turn the feature on or off. It may display a preview of the changes.

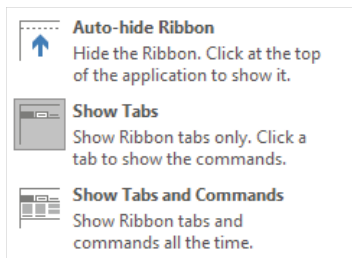
A task pane usually contains options specific to the feature as seen in the preceding graphic that focuses on the styles currently available. Another task pane is the Office Clipboard that displays any item that has been cut or copied.

The Ribbon can be collapsed or minimized if you want to show more of your document or you do not want to display the Ribbon. To collapse the Ribbon:

- click the  button at the far right of the top of the Ribbon, or
- double-click any Ribbon tab, or
- right-click anywhere on the Ribbon and then click **Collapse the Ribbon**, or
- press CTRL+F1.

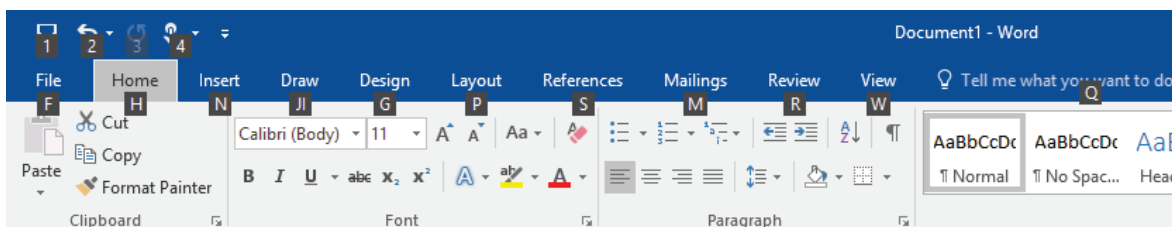
To show the Ribbon again, repeat any of the previous steps used to collapse the Ribbon.

You can also click the  (**Ribbon Options**) button for methods to display or hide the Ribbon:



You can access the Ribbon using the keyboard; some users consider the keyboard a faster method for accessing commands. There is also consistency between Windows programs as some keyboard shortcuts are the same, such as pressing CTRL+C to copy, CTRL+S to save, or CTRL+P to print.

To access the Ribbon using the keyboard, press ALT or F10 to display the keyboard buttons for the commands in the Ribbon.



Then press the corresponding letter for the item you want to access.

To exit or cancel a selection at any time, press ESC. You may need to press ESC more than once to return to your document.

Using the Backstage

When you click the File tab, Word displays the Backstage view for you to select a command to manage your files. This view is available for all the Office programs, setting a consistent look and location for users to use when they want to manage their files.

You use this startup screen to indicate the type of document you want to work with. You can choose to create a blank new document (or workbook, or presentation) by clicking the first template listed in the gallery or you can click one of the other templates to create a document that includes pre-configured elements.

You can access the other elements of the Backstage view from the startup screen by clicking the **Open Other Documents** link.

Use the Backstage view to create, open, save, print and manage your files. The commands and options available here are related to things you can do with the entire file itself. For example, you can display information about the file, create a new file or open an existing file, assign a password, save a file with a different name, print or share the file with others.

You access the appropriate commands on the various tabs of the Backstage view. These tabs are: Info, New, Open, Save, Save As, History, Print, Share, Export, Close and Account. The New tab is the startup screen.

When you want to exit Backstage view and return to editing your document, click the  at the top left corner.

Learn to customize the Quick Access Toolbar

In this exercise you will customize the Quick Access Toolbar to help you manage documents.

- 1 Start Word, if not already active. Click **File**, click **New** and click **Blank document** to create a new blank document.
- 2 On the Quick Access Toolbar, click the **Customize Quick Access Toolbar** button and click **New**.



- 3 Click the **Customize Quick Access Toolbar** button and click **Quick Print**.



- 4 Click the **Customize Quick Access Toolbar** button and click **More Commands**.
- 5 In the list box at the right, click **New File** and click the **Move Up** button to position this command above Save.
- 6 Click **OK** to exit the Customize Quick Access Toolbar dialog box.
The Quick Access Toolbar should show the New File button at the left side.
- 7 Click the New button just added to the Quick Access toolbar to see if Word creates a new blank document for you.
- 8 Click the **Customize Quick Access Toolbar** button and click **Quick Print** to remove this button from the toolbar.
- 9 Click the **Customize Quick Access Toolbar** button and click **New** to remove this button from the toolbar.

Working with Text

Typing (keyboarding) involves using the keyboard to input text into the document displayed on the screen. Editing involves performing such tasks as inserting and deleting single characters, words or multiple lines of text, as well as inserting and deleting blank lines between paragraphs. The following are the basic concepts of typing and editing text in Word:

Insertion Point – The vertical blinking bar on the screen shows where you currently are in the document; it moves to the right as you type new text. This bar is also called the I-beam or cursor.

Deleting Text – To delete a character to the right of the insertion point, press DELETE. To delete a character to the left of the insertion point, press BACKSPACE.

Word Wrap – When you have typed enough words to fill a line, the next word automatically wraps to the next line. Press ENTER at the end of each paragraph of text.

Blank Lines – A blank line is a paragraph with no text. To insert a blank line, press ENTER. This places a paragraph mark (¶) into the document and adds space between paragraphs. To remove a blank line, move to the paragraph mark and delete it as if it were a text character.

Note: The paragraph mark (¶) will only appear when ¶ (Show/Hide ¶) is selected.

Moving Around in the Document

The insertion point indicates the location where Word will insert new text or pasted items. You can use either the mouse or the keyboard to navigate around a document.

To use the mouse to move the insertion point to a new location in the document, point and click at the desired new location.

Listed below are some keyboard methods to move quickly in a document.

Desired Movement	Press	Desired Movement	Press
Next character	RIGHT arrow	Next line	DOWN
Previous character	LEFT arrow	Previous line	UP
Next word	CTRL+RIGHT	Next paragraph	CTRL+DOWN
Previous word	CTRL+LEFT	Previous paragraph	CTRL+UP
Beginning of line	HOME	Next screen	PGDN
End of line	END	Previous screen	PGUP
Beginning of document	CTRL+HOME	Next page	CTRL+PGDN
End of document	CTRL+END	Previous page	CTRL+PGUP
Go to page	CTRL+G or F5		

- When you have a multiple page document, use the vertical scroll bar to move or scroll the view of the screen through the document from top to bottom and vice versa.
- When the document is wider than the screen displays, use the horizontal scroll bar to move or scroll the view from side-to-side, across the document.
- When you drag the scroll box along the vertical scroll bar, a ScreenTip displays your position in the document, similar to . This may be a page number or heading text, depending on how your document is set up.
- You can also use the wheel on the mouse to move up or down in the document.
- You can use the previously listed navigation tools to move left or right by one or more words. This applies to any keyboard options when moving around a document.

Learn to enter text

In this exercise, you will create a new document and type some simple text, using word wrap to determine how many words will fit on each line. You will also learn how to end a paragraph of text.

- 1 In the blank document on your screen, type: **You as a Volunteer** and then press ENTER twice.

Notice how Word allows you to enter text directly onto the screen and, when you press ENTER, the cursor moves to the beginning of the next line. When you press ENTER a second time, you create a blank line.

- 2 Type the following text as shown, pressing ENTER only when you see the ¶ symbol (your text will wrap at a different location than what is shown here as the text shown here is formatted to fit within this instruction box):

Volunteering your time can mean as little as spending a few hours to one or several days a week.¶

There are numerous organizations looking for volunteers – the possibilities are endless in what and how you can help!¶

Or if you prefer, donate some money to the organization so they can continue their work.¶

As you typed the information, you will have noticed that the text wrapped from the right side back to the left side when you ran out of space. This is word wrap which enables you to concentrate on entering your text. Word, by default, uses line spacing of 1.08 and results in the “extra” space between the lines of text. You will learn how to change the line spacing along with other formatting options later in this course; at this point, we will focus on entering and editing the text and managing documents.

Working with Documents

Creating a New Document

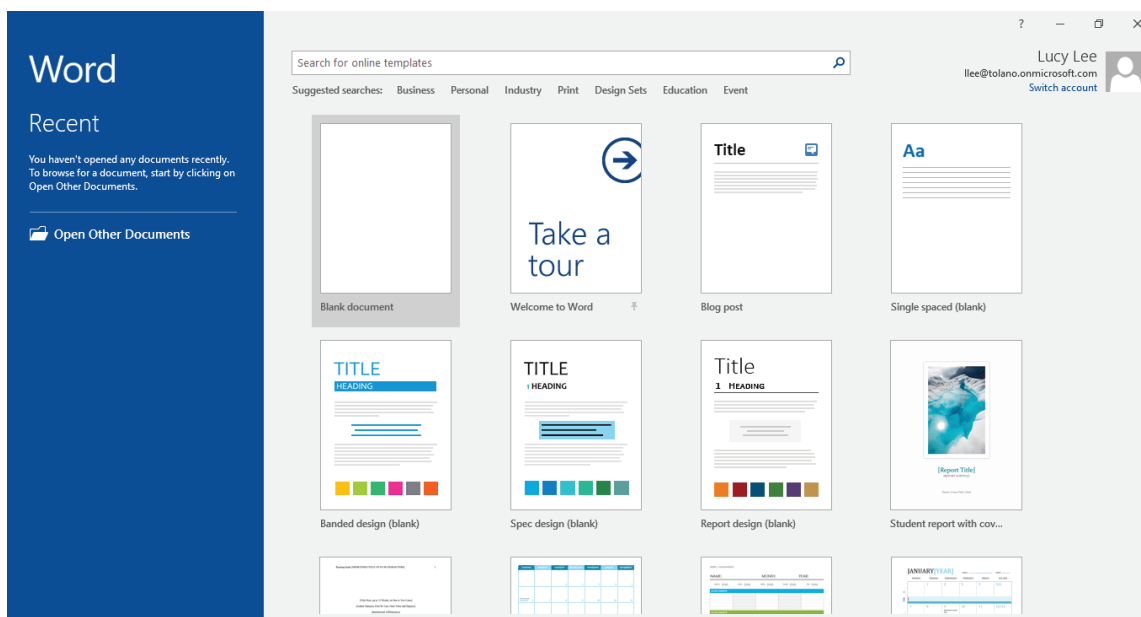
Objective 1.1.1, 1.1.2

When Word initially starts, a blank document appears on the screen. To create a new blank document, you must use a series of commands.

To create a new blank document:

- click **File**, click **New**, click **Blank document**, or
- press CTRL+N.

To create a new document from a variety of pre-designed documents, called *templates*, click **File**, click **New**.



Use a pre-designed template if you are unsure how to lay out a particular type of document, such as an invitation, meeting agenda, or a business memo. You can click a template design in the New window, or click in the Search for online templates field and enter a type of document you want to use. Using the search option displays a pane at the right where you can continue to narrow the search by clicking categories. You can click the **Close** button for a category if you no longer want to include that category in the search.

When you click a selection in the list, the template appears as a preview in the new window where you can verify you want this document type by clicking **Create**; if not, click the arrow on either side of the preview to view the previous or next template in the list. You can also click the  (**Pin this item to the list**) button to pin or set this template to be near the top of the list for easy access; or click  (**Close**) button for the window to choose another template more suitable for the type of document you want to create.

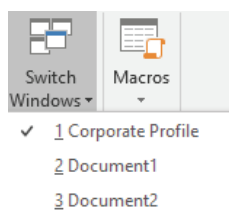


An automatic number appears with each new document to identify it as a new document until you save it. For example, if you have three new documents open and you create a new blank document, the title bar displays it as Document4 thereby ensuring it does not share the same name as the other three documents. The document numbering restarts at 1 when you start a new session of Word.

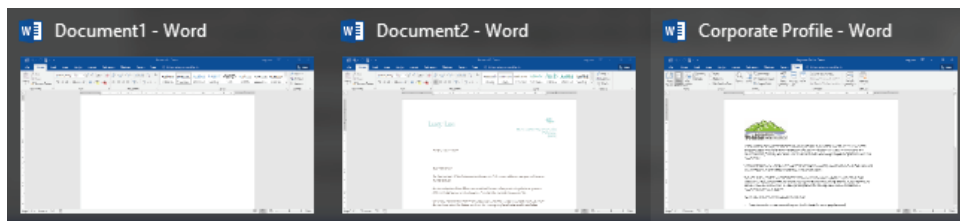
Switching Between Documents

When you have multiple documents open on the screen, you can switch between documents quickly and easily by using one of the following methods:

- click the **View** tab, and in the Window group, click **Switch Windows**, or



- click the **Word** button on the taskbar to display a preview of each open document.



Once you display the preview of open documents, click the document you want to work on and Word will switch you to that document.

Learn to create new documents and add text

In this exercise, you will create new documents and then switch between them to add or change text in the documents.

- 1 Press CTRL+N to create a new blank document.
- 2 Click the **File** tab and click **New**. In the search field, type: **agendas** and press ENTER.

Notice how, in addition to displaying a variety of agenda templates, Word displays an additional list at the right where you can narrow the search. Each item in the list displays the number of templates available for this category. As you continue to narrow the search, you may see these numbers get smaller.

- 3 In the Category list for Agendas, click another category such as Business.
- 4 In the new Category list generated from step 3, click another category such as Hourly.
- 5 Repeat step 4 and click another category such as Attendance.

Let's say at this point you want to return to the previous screen. In this case, all you need to do is remove the search criteria from the category list.

- 6 Point the mouse cursor to the right of one of the categories (these should be highlighted in the list) to display a Close button.
- 7 Click the **Close** button to remove another category from the list. Repeat for each of the subcategories.
- 8 Click the **Agenda** template and click **Create**.

In most cases, when you create a new document using a template, the template includes some areas called *fields* that have been set up to assist you with what information to enter in that location. For instance, in the example we show here, the text [Meeting Title] is a field that has been set up to allow you to enter whatever you want to appear in the final agenda.

- 9 Click in the **[Meeting Title]** box and type: **Soccer Coach Pee Wee League**.

Saving Documents

Objective 1.4.5, 1.5.2

As you begin working with documents, you need to consider how to organize your files for easy access. File organization includes how you name the file, where you save it, specific file type, and whether you want to add or change the properties of the file to help find it later.

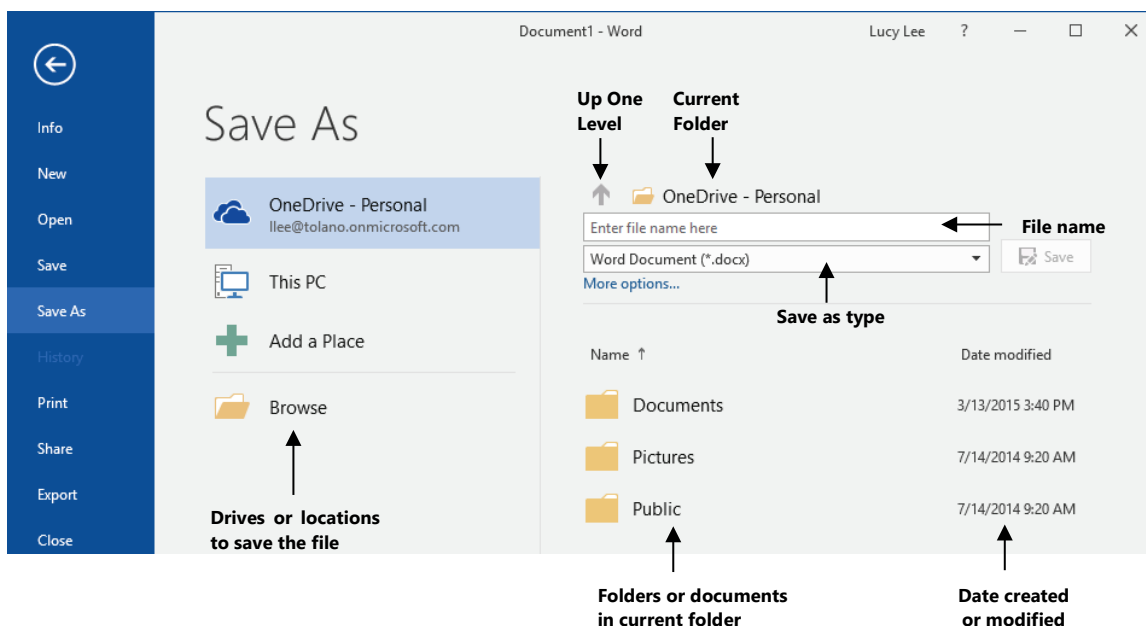
It is important to save your documents as you work on them to be able to use them again. To save changes made to the current document using the same file name, use one of the following methods:

- click **File** and then **Save**, or
- on the Quick Access Toolbar, click **Save**, or
- press CTRL+S.

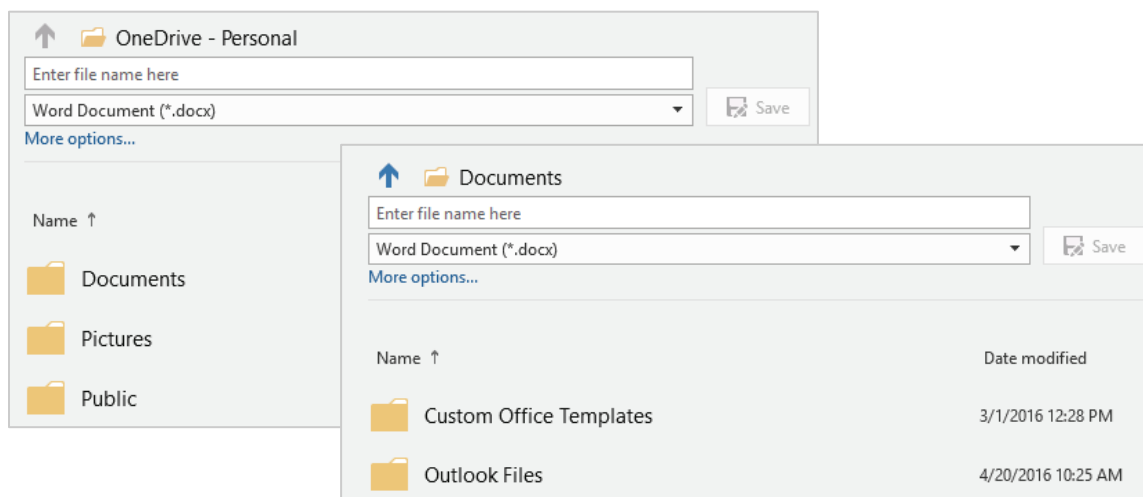
When choosing a name for the document, consider the following:

- The file name may be a maximum of 255 characters (including the drive and folder path), and may not include these characters: / \ : * ? " < > |
- Name the file so you can identify the contents quickly.
- When the suggested file name appears in a shaded box, begin typing the new file name for this document. You can use the arrow direction keys to move anywhere in the existing file name to add or delete text.
- The first time you save a new document, regardless of which method you choose to activate the Save command, the Save As dialog box displays by default. The next time you want to save changes to the existing document, use any of the Save methods to immediately save the document in the background.
- To save an existing document with a new name, click **File** and then click **Save As**.

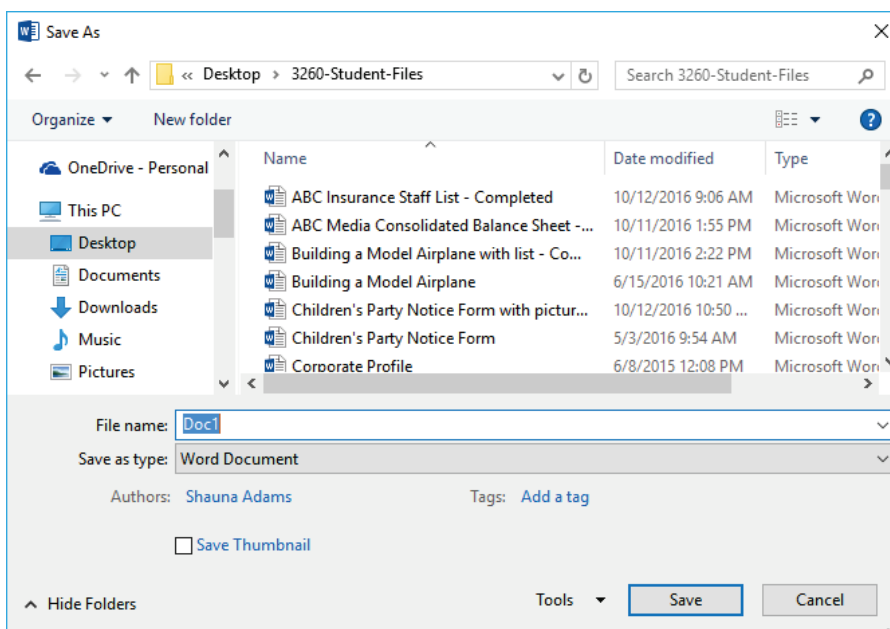
The first time you save a document, the Backstage view opens with the Save As tab selected. The first panel displays the available locations for saving your document (these locations are associated with your account).



The second panel provides you options regarding the file name and file type. It will also display a list of commonly-accessed folders (for example, Documents, or Pictures). These folders vary based on the location currently selected in the first panel. For instance, the first screen in the following images displays what appears if you are using OneDrive, the online storage location provided by Microsoft; the second image displays folders available in the Documents folder on the local drive.



Notice how the location is clearly identified at the top of the second panel, thereby giving you the option to click the arrow before the location name if you want to move to another location. You can also click **More options** to open the Save As dialog box, from which you can navigate to any location.



Click **Save** to save the document.

How often you save a document depends on how much work you put into it. If you make a large number of changes, save the document frequently as you work to preserve your changes. If you see a message from Word prompting you to save a document, this means Word recognizes something has changed in the document since it was last saved. If you're not sure whether you should save the document again, err on the side of caution and save it with a different name than the original.

Understanding Word and File Types

By default, Word automatically assigns a **.docx** extension to the end of the file name; however, you can save a Word document in other file formats.

Word, like most word processing applications, can handle several document types. This allows you to create a file in one program and save it to a format readable by other programs. For example, if you create a file in Word and need to share the file with someone who does not have Word, but has an application that supports any of these listed file types, you can save your document to the type you have in common and then successfully share the file.

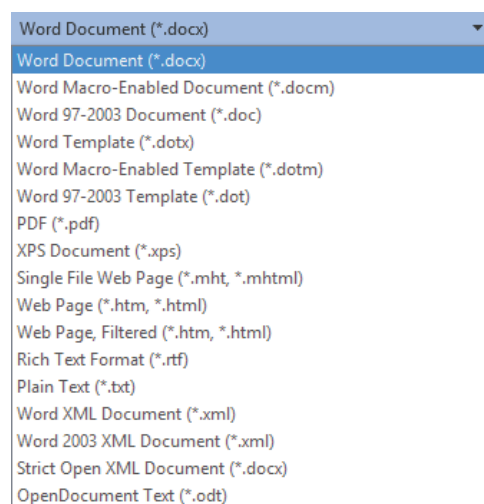
File types commonly associated with word processing programs include:

- **Word Document (.docx)** – this is the file type associated with Microsoft Word 2007 and later. This is the default format for Word 2016.
- **Word Document (.doc)** – this is the file type associated with Microsoft Word versions prior to 2007. Many word processing programs can open files with a **.doc** extension.
- **Plain Text (.txt)** – a text file that can be read by any program on any operating system. This format does not include formatting of any kind, nor does it include images.
- **Rich Text Format (.rtf)** – a text file that preserves font and paragraph formatting and can include embedded images.
- **Portable Document Format (.pdf)** – a file format developed by Adobe that allows you to view documents (with formatting and images) in a web browser, and which prevents others from making changes to the document.
- **Publisher Document File (.pub)** – the default file format used in Microsoft Publisher. This type of file includes layout information and can include formatting, graphics, hyperlinks, charts and other types of objects.

To save a Word document to a different file type, click the arrow for the Save as type field (the field below the file name field) to display a list of available file formats.

If you are unsure whether you have saved a file previously, check the title bar or use **Save As** to give the file a different name, thereby ensuring you have a copy of the current document on screen.

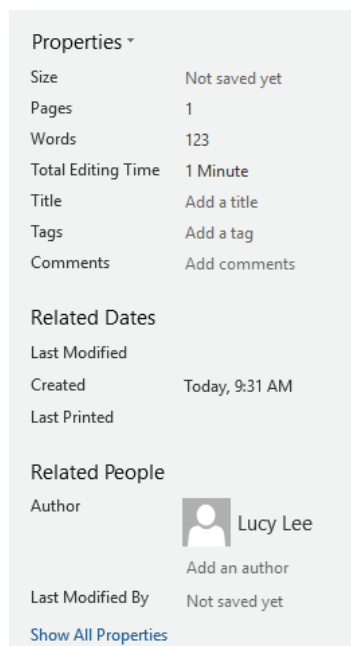
If the file already exists in one location, you can save the same file to another location. Be careful with files which have the same name in different locations as you will need to use other tools to help you and others determine which one is the most current or valid version.



Using Document Properties

Document properties provide information to assist in locating this file based on specific search criteria. How much information you enter will depend on standards set up in your office, or which information you want to use to find documents later.

To view the properties for the current document, click **File**, click **Info**, and review the information in Backstage. These appear in the panel at the right; if you need to see more information about the file, click the **Show All Properties** link at the bottom of the list of fields.



The screenshot shows the 'Properties' panel in Microsoft Word. It is divided into three sections: 'Properties', 'Related Dates', and 'Related People'. The 'Properties' section lists various document attributes with their current values or actions to be taken. The 'Related Dates' section shows the document's creation and last modification dates. The 'Related People' section identifies the author and the last modifier.

Properties	
Size	Not saved yet
Pages	1
Words	123
Total Editing Time	1 Minute
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

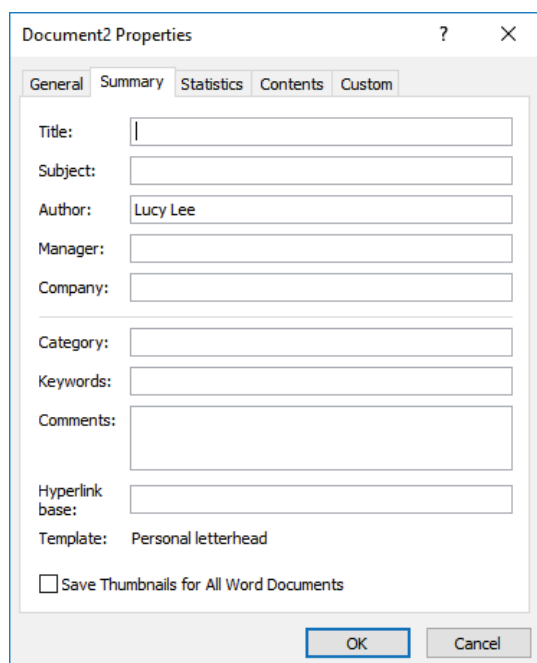
Last Modified	
Created	Today, 9:31 AM
Last Printed	

Related People

Author	 Lucy Lee
	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

To add properties to the file using a method similar to adding properties using the File Manager, click **Properties** and then click **Advanced Properties**. Using this window, you can add or customize properties for the document, such as who checked this document, its subject or category. Each tab in this dialog box displays different information for viewing or modifying. For instance, use the Summary tab to insert specific information for the file, similar to using File Explorer to look at the properties for this file.



The screenshot shows the 'Document2 Properties' dialog box with the 'Summary' tab selected. The dialog box contains several text input fields for document metadata. The 'Author' field is pre-filled with 'Lucy Lee'. The 'Template' dropdown is set to 'Personal letterhead'. There is a checkbox for 'Save Thumbnails for All Word Documents' which is currently unchecked. The 'OK' button is highlighted with a blue border.

Document2 Properties	
General Summary Statistics Contents Custom	
Title:	
Subject:	
Author:	Lucy Lee
Manager:	
Company:	
Category:	
Keywords:	
Comments:	
Hyperlink base:	
Template:	Personal letterhead
☐ Save Thumbnails for All Word Documents	
OK Cancel	

Closing a Document

Once you have finished editing or revising a document, you should close the document to clear the screen and memory, enabling you to create or open another document without leaving old documents on your screen. Closing your document is much like closing a book and putting it back on the shelf before opening another one.

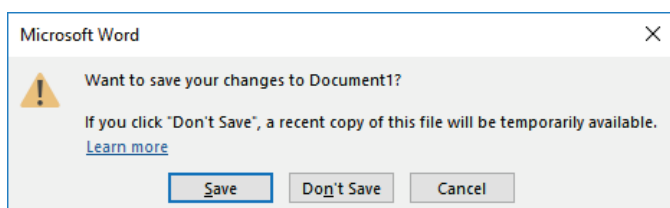
Although you can have multiple documents open at one time, it is best to close those you are not working on. This saves on memory and processing time.

As Word displays each document in its own window, you can use one of the following methods to close a document:

- click **File** and then click **Close**, or
- press CTRL+W or CTRL+F4, or
- point at the Word button in the taskbar and then, in the live preview window displaying the currently open documents, click the  button for that file.

Using these methods to close documents keeps the Word application open on the screen. If you want to close the Word application at the same time as the document, click the  (**Close**) button.

If you add or change something in a new or existing document that has not been saved yet, Word always prompts with the option of saving the document.



When you close all documents in Word, the screen appears grey with only the File tab active. This is a reminder that there are no documents active in Word, and you must now create a new document or open an existing one before the features become available.

Learn to save documents

In this exercise, you will save two of your newly created documents, as well as save the files in different file formats and add some information to the file properties.

- 1 With the *Agenda* document displayed on the screen, in the Quick Access Toolbar, click **Save**.
- 2 Click **This PC** to indicate this is the location where you want to save the document, if not already selected.
- 3 Click **Browse** and navigate to the student files location. In the File name field, type: *Agenda for Soccer Coach Meeting - Student* and, in the Save as type field ensure **Word Document** is selected and press ENTER. If you see a message box indicating Word will be upgrading this file to the 2016 format, click **OK**.

Notice the title bar now displays the name of this file as confirmation that the file has been saved successfully with this name.

Switch to a blank document to save it with a descriptive file name.

- 4 On the taskbar, point at the Word icon and switch to the blank document.
- 5 Press CTRL+S to save this document.
The Save As screen in Backstage should appear.
- 6 Navigate to the student files location. In the File name field, type: [Travel to Europe Notes - Student](#) for the file name and, in the Save as type field click the arrow and then click **Word 97-2003 Document**. Click **Save**.
- 7 Type: [Travel to Europe Seminar](#) and press ENTER twice.
- 8 Type: [Choose one or more cities as your destination](#).
- 9 Press CTRL+S again to save the changes made to this document.
- 10 With the Travel to Europe Notes file open on the screen, click **File** and ensure Info is selected in the left panel.
- 11 Click **Properties** and click **Advanced Properties**.
- 12 Click in the individual fields and type the following:
Title: [Travel to Europe Seminar](#)
Subject: [Notes on how to book a trip to Europe](#)
Keywords: [travel, Europe, tips for travel](#)
- 13 Click **OK** and click the **Back** button to return to the document.
Now make changes to the document.
- 14 Click at the end of the Choose destination line and press ENTER.
- 15 Type: [Compare prices from online travel sites as well as actual travel agencies](#) and press ENTER twice.
- 16 Press TAB, type: [Window shop brochures and write down prices of tours so you can research what they may have to offer online](#) and press ENTER twice.
- 17 Click in the blank line between the second and third paragraphs and press DELETE.
- 18 Click at the beginning of "so" in the third paragraph and drag to select to the end of the line. Then type: [to compare prices shown on various online sites](#).
- 19 Press CTRL+S to quickly save the changes made to this document.
- 20 Click the **Close** button for this document.
- 21 Press CTRL+W to close the next document.
- 22 At the last document (You as a Volunteer), press CTRL+W to close the document.
- 23 When prompted whether to save or not, click **Save**.
- 24 Press END to move to the end of the suggested title for the file, type: [- Student](#), ensure the current location is where your student files are, and press ENTER.
This document is now saved and closed from the screen.

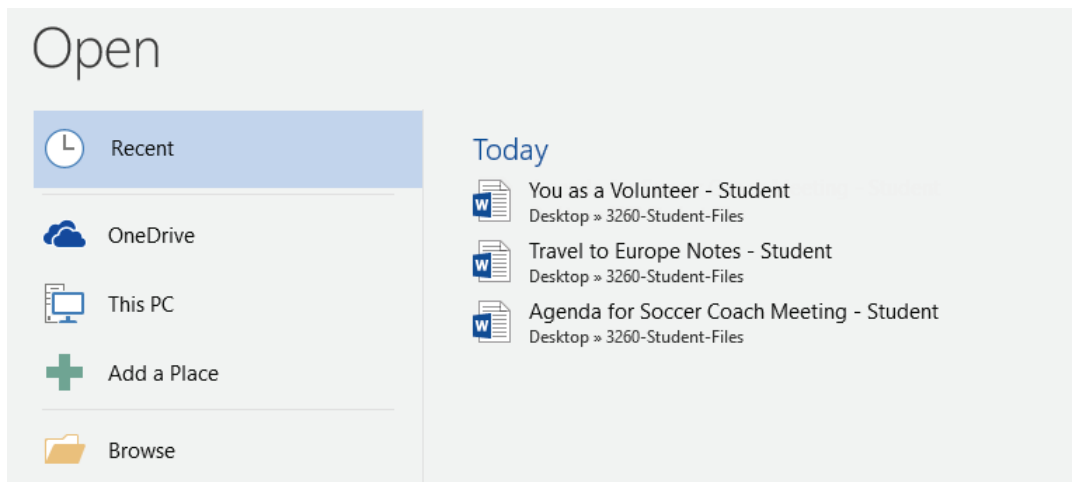
Opening a Document

Objective 1.1.3, 1.1.4

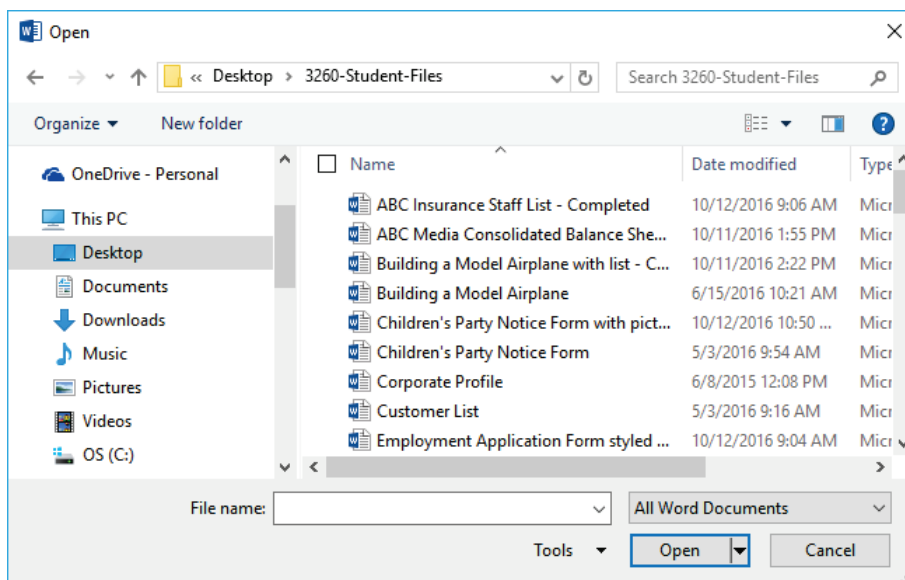
Once a file is saved, you can open it from wherever it is located; the document is presented on the screen for further processing. You can open as many documents as needed; only the amount of available memory on your system limits the number of documents you can have open simultaneously.

Use one of the following methods to open a document:

- click the **File** tab, click **Open**, and then click the file name from the list of Recent documents; or
- press CTRL+O; or

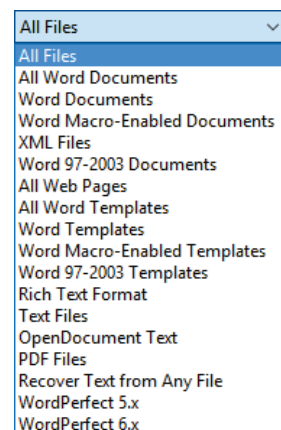


- click the **File** tab, click **Open**, click the location where the file or its folder is located (such as OneDrive or This PC) and click **Browse** to select the file using the Open dialog box; or
- press CTRL+F12.



Notice that the option to the right of the File name box indicates that Word will display All Word Documents. This is the default setting. All Word Documents includes file formats that are native to Microsoft Word, including .docx, .docm, .dotx, .doc, .dot, and others.

You can, however, search for files saved in formats that are not native to Word. Click **All Word Documents** to open the drop-down list. The options in the drop-down list indicate that Word can open several types of documents.



Importing Files

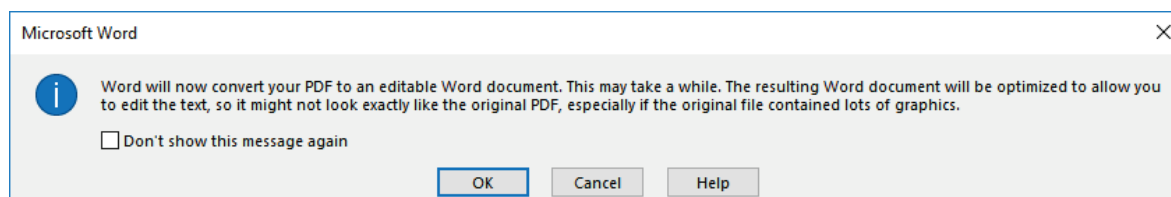
An alternative to opening files with the Open command is to import or insert the files into the Word document. You may choose to use this method when a Word document does not open, or if you want to insert text from one document directly into another document without using copy and paste, such as an Excel worksheet or chart. Any formatting that existed in the imported document updates to reflect the current formatting or styles of this document. You can import content from a file into a new or existing document.

To import an item into a Word document, click the **Insert** tab and, in the Text group, click **Object**. Click **Text from File** to import text into the current document, and then navigate to where the file is stored.

Depending on the document you imported, you may need to adjust or apply formatting as required.

Opening PDF Files

This feature demonstrates how powerful a program such as Word is, giving you access to documents you previously could not access without the appropriate software for the file format. Portable Document Format, or *PDF*, is a file format used to restrict editing of the file contents, to make a file smaller so it can be set up as a link on a web site for downloading, or to maintain the design layout and format of a file for distribution to others.



Once you click **OK**, the PDF document opens as a Word document and you can edit it as if it had been a Word document originally. When changes are complete, you can choose to save it as a Word document, or choose another file format, including PDF. Remember that you can also save the file after making changes in the PDF file format using the Save as type field.

Learn to open a variety of documents

In this exercise, you will open a variety of documents, including a PDF document for editing, and import a text file into a PDF document.

1 Click **File** and then click **Open**.

2 Click **This PC** and then navigate to the student files location.

3 Select the **Corporate Profile** document.

This document now displays on your screen.

4 Press CTRL+O.

Word displays the list of recently used documents for you to select from.

5 Click **Agenda for Soccer Coach** to open this document from the Today list (Recent files).

6 Click **File**, click **Open**, click **This PC** and navigate to the student files, if necessary. Click the **Income Statement** document.

7 Press CTRL+O, click **This PC**, and click the **Sample Prize List** document.

This file was saved in the .rtf or Rich Text Format, a format that is recognized by Word as one it can open automatically. Saving a file using the rtf format generally guarantees that the basic formatting applied to text remains with the file, regardless of which program was used to create it.

8 Press CTRL+W to close this file.

Now try opening a PDF file to add some text.

9 Click **File**, click **Open**, and click **This PC**.

10 Click the **Marketing Strategy** document.

11 Click **OK** at the message indicating the PDF file will be converted into a Word format.

Add text from an .rtf file to this edited document.

12 Move to the end of the Marketing Strategy document in preparation to insert some text into this location. Click the **Insert** tab and then, in the Text group, click the arrow for **Object**. Click **Text from File**.

13 Ensure you are viewing the files for your student files, select the **Sample Prize List** file and click **Insert**.

The Promotions source file is inserted (Promotions to restaurants and tourist sites).

14 Click **Save** on the Quick Access Toolbar to save the document as a Word file.

15 Ensure you are viewing your student files folder, type: - **Student** at the end of the suggested file name (Marketing Strategy), ensure the Save as type field shows as Word Document, and press ENTER.

16 Click **File** and click **Save As**. Ensure you are viewing your student files folder. Keep the file name the same but change the file type to be **PDF (*.pdf)**. Click **Save**.

17 In Word, close this file and also close all remaining files without saving.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|--|--|
| ☒ identify elements on the screen | ☒ switch between documents |
| ☒ use the Quick Access Toolbar | ☒ save in different file formats |
| ☒ use the Ribbon | ☒ add document properties |
| ☒ work with text | ☒ close a document |
| ☒ move around the document | ☒ open and edit files |
| ☒ use Backstage to save, open, or create new documents | ☒ import and open PDF files |
-

Review Questions

- Which screen do you see when you start Word?
 - Backstage
 - Word editing screen
- Which buttons are displayed by default on the Quick Access Toolbar?
 - Save, Undo, Redo, Customize the Quick Access Toolbar
 - New, Save, Undo, Redo, Customize the Quick Access Toolbar
 - Save, Undo, Redo, Print, Customize the Quick Access Toolbar
 - New, Open, Save, Undo, Redo, Customize the Quick Access Toolbar
- When might you use a template to create a new document?
 - To make a copy of an existing document.
 - To save a document with some design elements.
 - For guidance on how to design a commonly-used document.
 - To access a document saved on the network drive.
 - To create a document of this type every time you start Word.
 - To create a new blank document every time you start Word.
- Which keyboard shortcut can you use to create a new blank document?
 - CTRL+N
 - CTRL+O
 - F12
 - CTRL+F12
- Which is the default file extension assigned to Word 2016 documents?
 - .docx
 - .docm
 - .dotx
 - .doc

6. When might you want to save a file as the Word 97-2003 file format?
 - a. The file needs to be copied to a CD drive.
 - b. The formatting needs to be for previous versions of Word.
 - c. The file will be uploaded to OneDrive.
 - d. You need to open this file from a web page
 - e. To open this file in another location with previous versions of Word.
 - f. The file will be saved on a network drive.
7. What would be an example of the type of information you might enter in a file's properties to identify the contents of the file?
 - a. Subject of the document
 - b. Publishing company
 - c. Network domain or name
 - d. Software vendor
8. When you save a document for the first time, which tab displays in Backstage?
 - a. Save As
 - b. Save
 - c. New
 - d. Info
9. Why might you want to import a file instead of opening it in Word?
 - a. You can then format the contents of the imported file in Word as it is plain text.
 - b. This guarantees you can always open any file within Word.
 - c. You can then quickly save the document in the new Word 2013 format.
 - d. This is the only option if you cannot open a file within Word.
 - e. You can then convert the text to any other file format that Word offers.
 - f. You can insert text from another file at a specific location in an existing document.
10. How can you open a PDF file in Word?
 - a. Convert the PDF file into a text only file format.
 - b. Export the PDF file into a Word format in Adobe Acrobat first.
 - c. Open the PDF file as if it was a Word document wherein Word will then confirm it will convert the file into a Word format.
 - d. Convert the PDF file into a compatible Word format in Adobe Acrobat first.

Microsoft®

Word 2016

Core Certification Guide

Lesson 2: Manipulating Text

Lesson Objectives

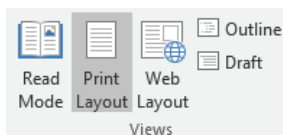
In this lesson, you will learn how to work with simple documents and introduces you to different ways you can manipulate the content or view of documents in Word. Upon completion of this lesson, you should be able to:

- | | |
|--|---|
| ☐ change views | ☐ insert special characters |
| ☐ adjust the zoom | ☐ use cut, copy and paste |
| ☐ use the Show/Hide feature | ☐ use the clipboard |
| ☐ split a window | ☐ find and replace text or items |
| ☐ select text | ☐ use AutoCorrect to replace items |
-

Changing the View

Objective 1.4.1

You can customize the way a document displays to suit your particular requirements by choosing the appropriate options from the **View** tab.



Read Mode – Useful for reading a document, as pages are adapted to the size of your monitor for easy reading. The Ribbon is hidden so you can focus on reading the document at the maximum size for your monitor. A series of buttons you can use in Read mode appears across the top of the screen.

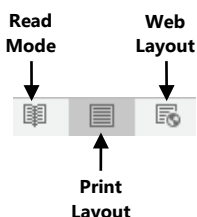
Print Layout – Use this view to adjust the overall layout of information on the document page, or to show how the printed document will look. As you are focusing on the layout of the printed document, you can see how graphical elements such as headers/footers, pictures or columns appear.

Web Layout – Useful for creating web pages: text wraps to the screen size; backgrounds and pictures appear the same as when using a web browser that requires *HTML* (HyperText Markup Language) codes.

Outline – Use to create the outline of a document where you can promote or demote headings within a hierarchical layout, or collapse a document so that only the headings and subheadings appear. This helps to rearrange the topics in a document, as when you move the headings the associated text moves with them.

Draft – Appropriate for most typing, editing and formatting tasks.

View Buttons – Located at the bottom right of the screen. The first three view types are the most commonly used views:



A navigator tool available with the views becomes visible when you make a change to a document, close it and then open it at a later date:

This prompt eventually changes to an icon (second image above), similar to applying a bookmark to a page in a book – it marks where the cursor was last positioned in the document before you closed it. Click the tool to move to the place where you left off. The icon disappears after a few moments of viewing the document. As always, you can use the thumb or elevator in the scroll bar to move to different pages or locations in the document.

Welcome back!

Pick up where you left off:

Article 4 - Disposition of Residue
1 hour ago

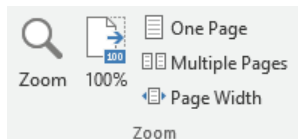


Adjusting the Zoom

Objective 1.4.2

The Zoom setting controls how much (or how little) of a document displays on the screen at a time. To change the Zoom setting:

- click the **View** tab, and in the Zoom group click the appropriate option, or



- drag the Zoom slider or click the incremental buttons on either side of the slider on the status bar, or

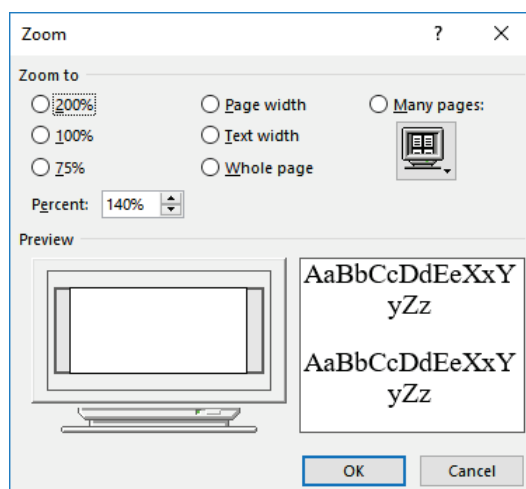


- click the **100%** (**Zoom level**) button on the status bar.

When you use the Zoom command in the Zoom group or click the **Zoom level** button on the status bar, the Zoom dialog box opens and presents you with further options:

The ability to enlarge the text display is useful when you are working with a small font size, whereas the ability to reduce the display is useful when you are working with landscape orientation.

You can set the zoom percentage between 10% and 500%, or you can have Word automatically adjust the magnification so that you can see an entire page on the screen. When changing the view, the position of the insertion point will determine the zoom area.



Keep in mind that the zoom setting affects only the screen display. The amount of text that displays when you change the zoom percentage is determined by the size of your monitor. For example, if you have a 19" monitor or larger, you may see more of a document at 50% than someone who has a 17", but less than someone using a 21" monitor. Changing the magnification has no effect on the document printout.

Hint: You can also use the wheel on the mouse to zoom in or out of the document. Press CTRL as you move the wheel up to increase the zoom or down to decrease the zoom.

Using Show/Hide ¶

Objective 1.4.6

The  (**Show/Hide ¶**) button allows you to show or hide non-printing characters, which can help identify what you have inserted into the document. These characters appear only on the screen; they do not print. Some common non-printing characters include:

 Represents a hard return and is inserted every time you press ENTER.

→ Represents a tab and is inserted every time you press TAB.

* Represents a space and is inserted every time you press SPACEBAR.

..... Represents a *soft page break* (this code is inserted automatically when you type enough text to fill a page); a soft page break is visible only in Draft view.

———— Page Break ————— Represents a *manual or hard page break* (manually insert this code when you want to end the page at the current location and move to the next page).

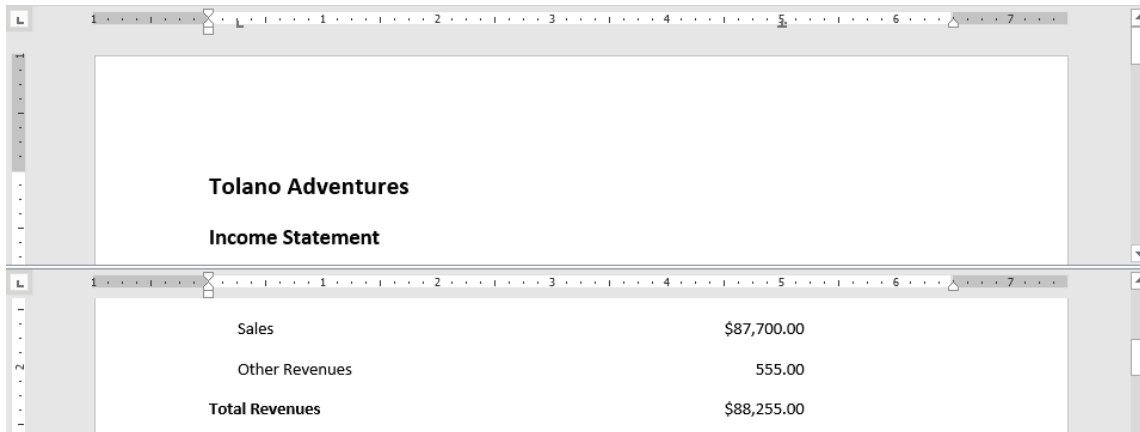
Click the **Show/Hide ¶** button in the Paragraph group on the Home tab to turn the feature on or off. When active, your text will display these characters for editing purposes. Displaying hidden characters is helpful when you need to adjust the layout of text because it allows you to see where an extra hard return or an extra tab may have been inserted.

Postage → → Maryanne¶
 Supplies → → Terry¶
 ¶
 Printer-Supplies → → Albert¶
 ¶

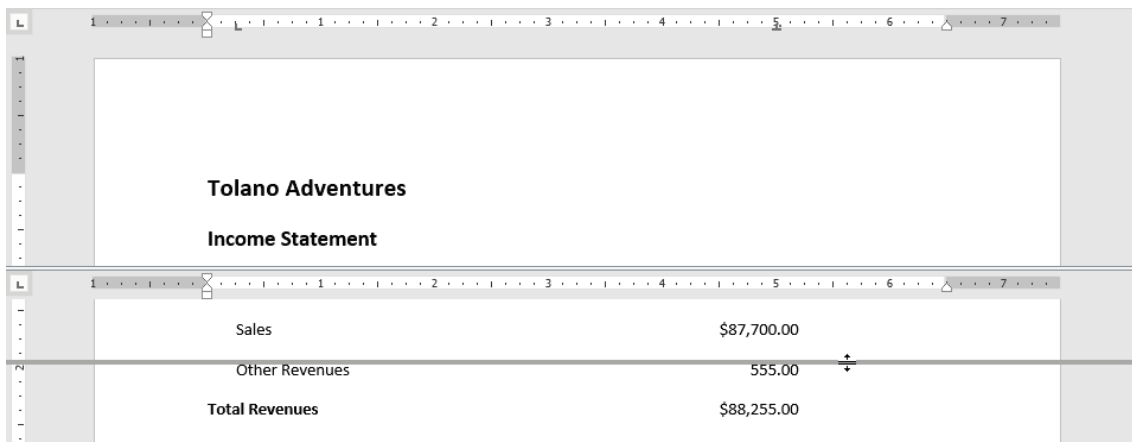
Splitting the Window

Objective 1.4.4

By splitting a document window you are displaying the same document in two different windows on the screen. You can only split the window horizontally into two parts. To split the window, on the View tab, in the Window group, click **Split**.



The mouse cursor will change to display  when you point at the split bar. Click and drag the split bar line to the required height for the top or bottom window.



You can change the view and scroll within each window independent of the other.

- click in the appropriate window to access that document section, or
- drag the split bar up or down to display more or less of either document window.

To remove the split pane:

- on the View tab, in the Window group, click **Remove Split**, or
- double-click the split bar between the windows.

Learn to change the view

In this exercise, you will learn how to change the view of a document using a variety of methods.

- 1 Open the *TEC Employee List* file located in the student files folder.
- 2 Click the **Home** tab, and in the Paragraph group, click the **Show/Hide ¶** command to show formatting marks.

Then scroll through the document. Notice how the paragraph markers show you where the ENTER key was pressed.

- 3 Go to the top of the document. In the lower right corner of the screen, click the **Read Mode** view button.
- 4 Click the arrow at the right to move to the next set of pages to view.
- 5 In the View buttons area, click the **Print Layout** view button to change the view.
- 6 Click the **Zoom level** button, click **Many pages** and then click the monitor button. Point in the drop-down and click to select **1x3** pages, then click **OK**.

You should now be viewing three pages of the document.

- 7 Drag the zoom slider until it is at approximately **100%**.
- 8 Click the **Home** tab, and in the Paragraph group, click the **Show/Hide ¶** button to hide formatting marks.
- 9 Scroll to the top of the document, click the **View** tab and in the Window group, click **Split**.



- 10 Press CTRL+END in the current window to see the end of the document.
Notice how you can now view different areas of the document for comparison or changes, as required.
- 11 On the View tab, in the Window group, click **Remove Split**.
- 12 Close this document without saving.

Selecting Text

Selecting text is a fundamental step in Word prior to formatting, moving, copying, or manipulating text in any way.

Selecting a piece of text or an item such as a picture tells Word to which item you want to apply the next action. Selecting may also be called highlighting; do not confuse this with the Highlight feature in Word. Once you select text, it remains selected in anticipation that you want to apply multiple actions to the selection. The only exception to this is when you delete or replace the selection with new text.

The image below shows four lines of text selected.

New Tour Offering

Tolano Adventures is proud to offer you a new tour listing. We've investigated the sites in our new tour and we think you'll be just as excited as we are!

At this event we plan to introduce you to all the sites included in this new tour and explain how you can mix and match to create your perfect adventure!

Join us at the NY Convention Center during the annual Travel the World Trade Show sponsored by the Adventure Explorers Club. We will have three presentations at the show which runs March 23 – 25.

If you register for any of our sessions before March 1, we'll send you a \$5 discount off the admission fee – book your spot before the event sells out!

Use the non-printing characters to help you see exactly what you are selecting. For example, you can select a line containing a title and the paragraph mark (this is the selection of an entire line of text), or you can select only the title text (this is the selection of text within a line).

If you inadvertently make the wrong selection or you wish to remove the selection, click anywhere to deselect the text or press any arrow direction key, and then begin the selection procedure again.

Selecting Consecutive Text

You can select text using the mouse or keyboard and occasionally you may want to use a combination of mouse and keyboard to select larger pieces of text.

- The basic method of selecting text is to click the mouse at the beginning of the text to be selected, and then drag to highlight the text you want.
- You can increase or decrease the selection as long as you continue to hold the mouse button. You can also select text to the left or right of the starting point.
- When using the keyboard, position the insertion point, hold down SHIFT, and then press the arrow keys to move the cursor to select the text. Release SHIFT when the text is selected.
- To select an entire word, double-click the word.
- To select an entire sentence, hold CTRL and click anywhere within the sentence.
- To select an entire paragraph, triple-click anywhere within that paragraph.

To select the entire document, use one of the following methods:

- on the Home tab, in the Editing group, click **Select** and then click **Select All**, or
- press CTRL+A.

Selecting Non-Consecutive Text

Word offers the ability to select text anywhere in the document, regardless of whether the text is consecutive or not. To select multiple pieces of text, you must select the first piece of text and then press and hold CTRL as you select the next piece of text. Press and hold CTRL to continue selecting more text anywhere in the document.

New Tour Offering¶

Tolano Adventures is proud to offer you a new tour listing. We've investigated the sites in our new tour and we think you'll be just as excited as we are!¶

At this event we plan to introduce you to all the sites included in this new tour and explain how you can mix and match to create your perfect adventure!¶

Join us at the NY Convention Center during the annual Travel the World Trade Show sponsored by the Adventure Explorers Club. We will have three presentations at the show which runs March 23--25.¶

If you register for any of our sessions before March 1, we'll send you a \$5 discount off the admission fee. --book your spot before the event sells out!¶

¶

Sign up now as we know you'll want to hear all about the new offering....¶

Learn to select text

In this exercise, you will practice selecting text in a document.

- 1 Press CTRL+O and navigate to the student files folder. Open the *Corporate Profile.docx* document.

Try selecting a few words to become familiar with this feature.

- 2 Double-click the word **Tolano** in the first paragraph.

The entire word should be highlighted on the screen.

- 3 Press and hold the SHIFT key and click at the end of the **Tolano Adventures provides eco-friendly travel services to a growing market.** sentence. Release the SHIFT key.

Notice Word extended the selection from the first word to where you clicked next. Use the SHIFT key to add consecutive items to the first selection.

- 4 Press the CTRL key, and then drag the cursor to select the **We work with a number of international vendors and are always looking for new and exciting adventures.** sentence. Keep holding the CTRL key and, in the paragraph after the first set of bullet points, click and drag to select the words **we will also review a tour**. Release the key.

You should now have three pieces of text selected in different areas of the document.

- 5 Click anywhere in the document to deselect the text.
- 6 Select both the paragraph that starts with **We review all our tours annually**, and the bullet list that ends with **of bookings and environmental impact**.

You have selected an individual paragraph as well as a bulleted list.

Now try selecting the picture to show how these items can be selected in the same manner as text. Manipulating images requires a different process than manipulating text, but you still need to select the items to be changed prior to making any changes.

- 7 Click anywhere in the document to deselect the previous text items.
- 8 Press and hold the CTRL key, then press the HOME key to move the cursor to the top of the document. Click the image to select it.

Notice the image is selected as there are now eight selection points displayed around the perimeter of the image. These points are called handles and they enable you to control options for the selected image (covered later in this course).

- 9 Click anywhere away from the image to deselect it.
- 10 Close this document without saving.

Working with Text

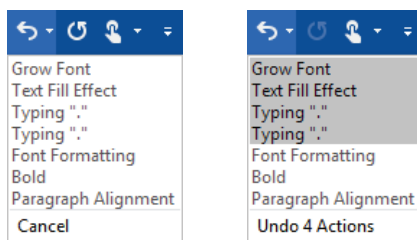
Whenever you add, delete, or change text in a document, you are editing. Many of the commands used for editing are available on the Home tab for quick and easy selection. When editing, it is important to select the text before you perform the next action; otherwise, the action occurs at the cursor position.

To enter text into a document that already contains text, click the mouse cursor at the point where you want to insert the text and begin typing.

Using Undo

Use the Undo feature to reverse an action (for example, deleting, formatting, adding text or setting tabs). To activate Undo:

- in the Quick Access Toolbar, click  (**Undo**); or
 - click the button itself to undo the last action or command performed.
 - click the arrow for this button to undo up to the last 100 consecutive actions or commands performed. You can undo only sequential actions; for example, undo from the Grow Font at the top of the list to the second Typing command. You cannot undo non-sequential actions.



- press CTRL+Z to undo the last action performed. Repeat this key sequence to undo each sequential action one at a time.

Using Repeat or Redo

If you change your mind after undoing an action, you can redo the action by:

- clicking the  (**Redo**) button on the Quick Access Toolbar; or
- press CTRL+Y.

The Redo button only appears when there is something to undo or redo. Note this button icon is the reverse of the Undo arrow.

If you want Word to repeat the last action:

- on the Quick Access Toolbar click  (**Repeat**); or
- press F4.

You can use the Repeat command to apply the last action to another piece of text in any location of the document. For instance, if you just changed the spacing for a paragraph and would like to use the same spacing for two other paragraphs on page 2, you need only to move to page 2 and click in the paragraph to alter its current spacing. Click in the next paragraph to adjust its spacing and so on. Note the moment you perform a different action than spacing, Word will repeat this new action and not the spacing action.

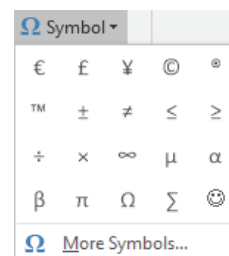
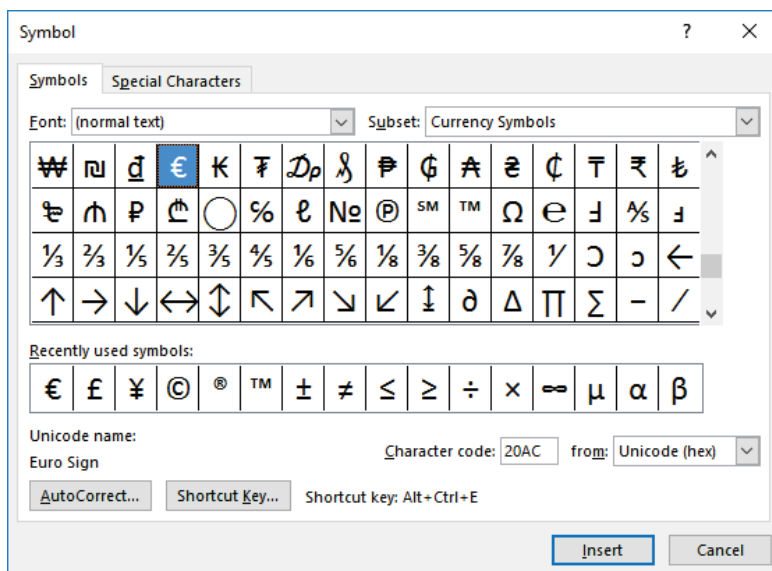
Inserting Special Characters

Objective 2.1.4

When you need a special character in a document, Word provides an easy method to find and then insert the character. Once entered in the document, it can be selected for actions such as copying and pasting, changing the size, or applying color or other effect.

To insert a special character, click the **Insert** tab and in the Symbols group, click **Symbol**.

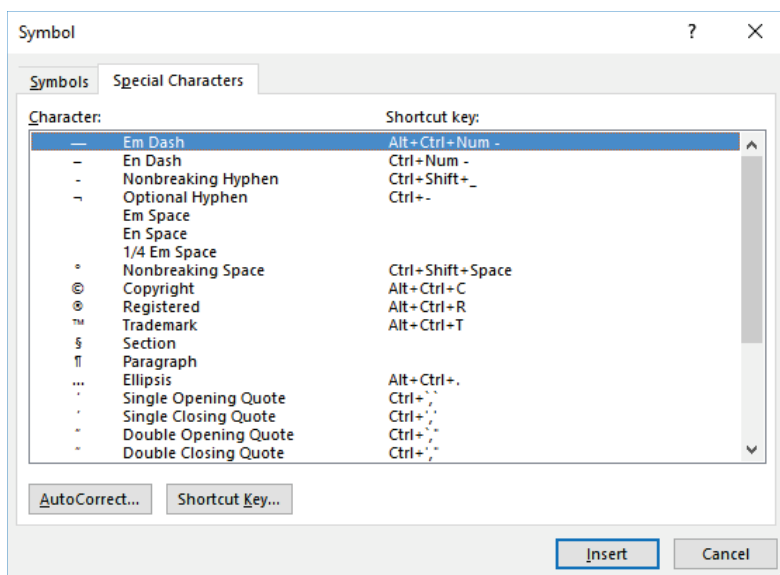
The list contains the most commonly used symbols as well as the ones recently accessed on your computer. If the symbol you want to use is not in the list, click **More Symbols**.



A grid of symbols then appears based on the font that is active. Click the arrow for the **Font** field to choose another font such as Wingdings that contains different sets of symbols.

To add a symbol into the document, either scroll through the grid or use the Recently-used symbols list to find the symbol you want. Select the character and then click **Insert**; you can also double-click on the character to insert it automatically. You can then search for other symbols or close this window to return to the document.

For special characters commonly used with text characters, click the **Special Characters** tab to display a list:



As with inserting symbols, click to select the special character you want and then click **Insert**. Notice the shortcut keys. You can enter these special key combinations from the keyboard to automatically insert special characters into the document without using the Symbol dialog box.

Learn to modify a document using various features

In this exercise you will modify an existing document, use Undo to reverse an action, use an entry from AutoCorrect, and then insert several special characters into a document.

- 1 Open the *Memo on using Lync* file from the student files folder. Save this as *Memo on using Skype - Student* as a Word 2016 document.
- 2 Click at the end of the word **Microsoft** in the paragraph that starts with **David Singh has**. Type: (R). Word should have automatically inserted a ® indicating a registered trademark next to the name. This trademark symbol has been set up as an AutoCorrect option, allowing you to type in the characters to create the symbol. If you do not know which characters to type, you can insert the required symbol using the Symbol dialog box.
- 3 Click at the end of the word **Microsoft** in the next paragraph that starts with **David will send**. On the **Insert** tab, in the Symbols group, click **Symbol**, and then, click **More Symbols**. Click the **Special Characters** tab and select the ® symbol from the list. Click **Insert** and then click **Close**.
A registered trademark now appears next to the word.
- 4 Double-click the word Lync in the first paragraph and type: *Skype for Business* as the replacement text.
- 5 Select the text "Microsoft Office 365 portal and type: *SharePoint Team Site*.
- 6 Click the arrow for the Undo button and select the top two options.
Word has removed both recent text entries in the memo.
- 7 On the Quick Access Toolbar, click **Redo** twice to have Word reverse the Undo action.
- 8 Save and close the document.

Using Cut, Copy and Paste

Objective 2.1.2

To re-use text in another document or in another location in the current document, use the Cut, Copy and Paste commands instead of retyping the information.

 **Cut** – Cut or remove the item from the original location in the current document, and place the item in the Clipboard.

 **Copy** – Copy the item from the original location in the current document, and place the item in the Clipboard.

Paste – Insert an item from the Clipboard into a document at the current cursor position.

Word uses the Clipboard to temporarily store any cut or copied items such as text or graphics. You can then paste these items into the required location.

To cut or move an item, after selecting it:

- on the Home tab, in the Clipboard group, click **Cut**, or
- press CTRL+X, or
- right-click the item and then click **Cut**.

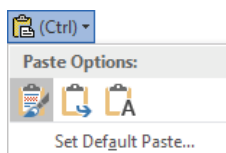
To copy an item, after selecting it:

- on the Home tab, in the Clipboard group, click **Copy**, or
- press CTRL+C, or
- right-click the item and then click **Copy**.

To paste an item, after positioning the insertion point where you want to paste the item:

- on the Home tab, in the Clipboard group, click **Paste**, or
- press CTRL+V, or
- right-click and then click **Paste**, or
- click the item in the Office Clipboard, or
- click the arrow at the right of the item in the Office Clipboard, and then click **Paste**.

Once you paste an item, you will see the Paste Options button appear at the bottom right of the pasted item. When you point at this item, the button displays an arrow you can click to preview how the pasted item will appear in the new location. The number and type of options vary based on what item was pasted; for example, text only, formatted text, pictures.



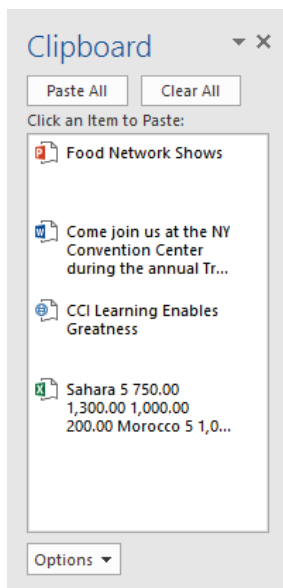
Note: The number and display of options will vary according to the type of item that was cut or copied, although the commands remain the same. For instance, if you paste text into a formatted list of items, an icon with a list style appears, but Word displays options to merge the text into this style, keep the original formatting, or keep the text as text only.

Using the Office Clipboard

While the traditional Windows Clipboard offers the ability to store only one item at a time, the Office Clipboard offers the ability to store and retrieve up to 24 items. It will also show you a preview of the item, along with an icon representing the software program with which the item was created.

To display the Clipboard task pane, on the Home tab, in the Clipboard group, click the **Clipboard** dialog box launcher. The following figure shows the Office Clipboard dialog box with items created in various applications. Any of these items can be pasted into a Word document.

The Clipboard dialog box includes the following options:



Paste All – Pastes all the items currently in the Clipboard in the same order as they appear in the Clipboard.

Clear All – Clears all items from the Clipboard.

Options – Allows you to select options that affect how the Clipboard will behave, such as when it appears, or whether to display an icon in the Taskbar Notification area to remind you this feature is active for collecting items.

The ability to collect up to 24 items is useful if you are working on a report in which you would like to include text from another report, sales numbers from an Excel file, or text or pictures from the company web site. You can collect up to 24 items from any of these programs.

Once you reach the maximum, you will need to clear individual items or all items from the Clipboard in order to collect new items. Alternatively, you can continue to collect items and the oldest entries in the Clipboard will be deleted automatically.

When you point at an item in the Clipboard, a drop-down arrow appears to the right of the item and, when you click that arrow, a menu containing the options to paste or delete the item appears.

Use **Delete** to delete this item from the Clipboard; to paste this item into the document in the current location, use **Paste**.

Moving Text Using Drag-and-Drop

You can also move text using the drag-and-drop method; this method is best used when you want to move text a short distance in the document. This method does not use the Clipboard and therefore leaves the contents of the Clipboard intact.

Select the text, and position the mouse cursor anywhere over the selected area, then drag the text and drop it to the new location. While dragging the text, a “ghost” cursor  appears wherever you point the mouse pointer to indicate the new position where the text is to be placed.

Be careful when using the drag-and-drop method and be sure to release the mouse button only when you have positioned the mouse pointer at the new location for the text. If you release the mouse button too soon, use Undo to cancel the drag-and-drop action.

Learn to cut, copy and paste

In this exercise, you use the copy, cut and paste commands.

- 1 Open the *Fall Newsletter* document from the student files folder and save it as *My Fall Newsletter - Student*.
- 2 On the Home tab, in the Clipboard group click the **Clipboard** dialog box launcher button to display the Clipboard task pane at the left of the screen.
- 3 Open the *Heli Ski Tours Review* and *Experiencing Antarctica* documents from the student files folder.

By opening these two documents, you are preparing to copy or cut items from these documents into the newsletter.

- 4 Switch to the *Experiencing Antarctica* document if it is not the current document on screen. Then, select the heading and the first two paragraphs ending **to experience the natural splendor of Antarctica!**
- 5 On the Home tab, and in the Clipboard group, click **Cut**.
- 6 Switch to the *My Fall Newsletter* document and position the mouse cursor in the blank line below the paragraph starting with **What's happening?**
- 7 On the Home tab, and in the Clipboard group, click **Paste**.

The text should now appear in this location as well as in the Clipboard task pane.



- 8 Switch to the *Heli Ski Tours Review* document and select the heading starting **Heli-Skiing Tours** to the end of the second paragraph of text ending **the environmental impact of our tours**.
- 9 On the Home tab, and in the Clipboard group, click **Copy**.
- 10 This entry should now also appear in the Clipboard.
- 10 Switch to the newsletter document and click in the blank line below the paragraph starting with **Updates**.
- 11 In the Clipboard, click the latest entry at the top of the list to paste the item into the newsletter.
- 12 Save and close the *My Fall Newsletter - Student* document.
- 13 Switch to the *Experiencing Antarctica* document and close it without saving changes.
- 14 Switch to the *Heli Ski Tours Review* document and close it without saving.
- 15 By not saving these documents, any changes you made do not change the original document content.
- 15 In the Clipboard, click **Clear All** to remove all items in the Clipboard.
- 16 Then click the **Close** button to close the Clipboard pane.

Finding and Replacing Items

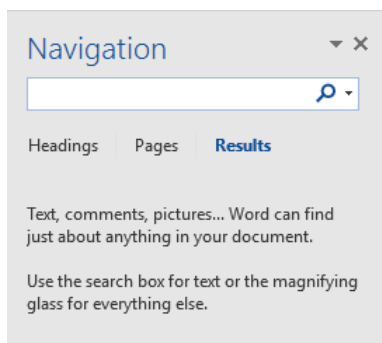
Objective 2.1.1

Finding Items

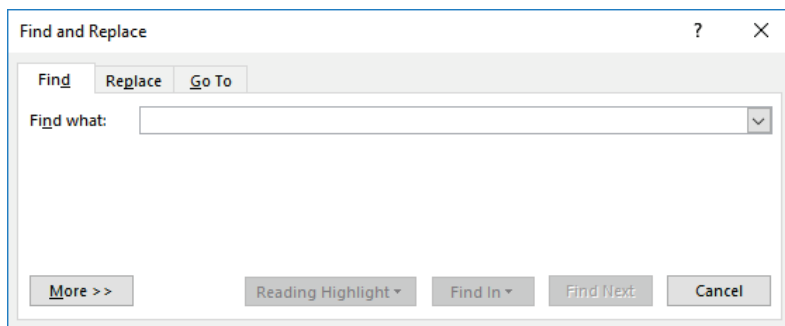
Use the Find feature to move the insertion point to a specified location within a document. You can find a specific word, phrase, symbol or code, or any combination of these. Once found, you can choose to replace the item with something else, or continue working with your document.

To activate the Find feature, use one of the following methods:

- on the Home tab, in the Editing group, click **Find**, or
- press CTRL+F to open the Navigation task pane at the left of the document, or



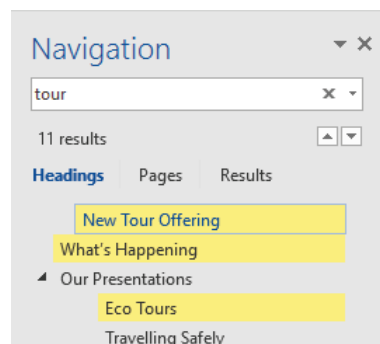
- on the Home tab, in the Editing group, click **Replace** to open the Find and Replace dialog box, then click the **Find** tab in the Find and Replace dialog box.



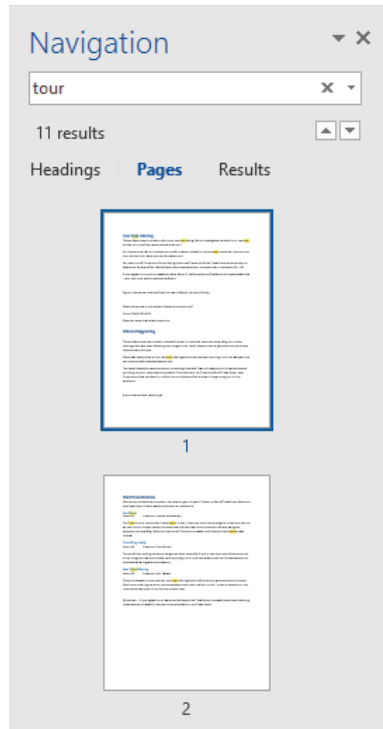
Using the Navigation Pane

If you are working with the Navigation task pane, there are three options available:

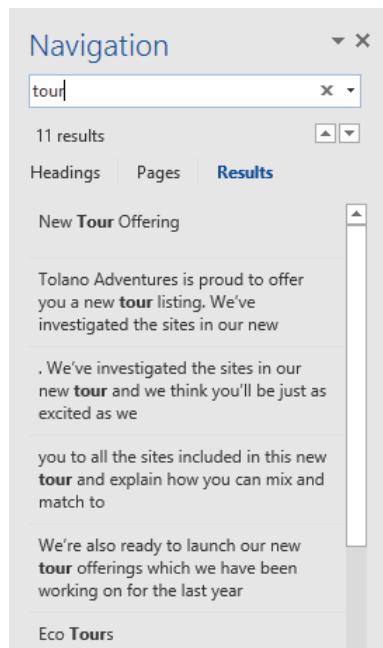
Headings – Displays an outline or hierarchical structure for the headings used in this document.



Pages – Displays each page of the document to show where matches to the search criteria exist.



Results – Displays each occurrence in the document where the search criteria were found.



To find an item, click in the search field of the Navigation pane and begin typing the characters for the search criteria. As Word finds matches, it begins to display items in the Results tab of the Navigation pane. You can then use the   buttons to move to the previous or next result in the list.

To navigate to a specific item, click the item in the list. To clear the search criteria, click the  **Close** button at the right of the search field.

Using the Find and Replace Dialog Box

You can expand the search options to include special characters such as ¶ paragraph markers, — (em dash) or to include formatting options to narrow the search and/or ultimately replace one set of text with a formatted piece of text. To view these search options, click the **More** button:

Search Options

Search: All

☐ Match case

☐ Find whole words only

☐ Use wildcards

☐ Sounds like (English)

☐ Find all word forms (English)

☐ Match prefix

☐ Match suffix

☐ Ignore punctuation characters

☐ Ignore white-space characters

Replace

Format Special No Formatting

Match case – Search for any text that has the exact casing as the word or phrase you typed into the Find what box.

Find whole words only – If you enter a small amount of text in the Find what box, we recommend you select this option if it is the complete word you are searching for. For instance, if you type **red** in the Find what box without selecting this option, Word finds all occurrences of these characters including red, hundred, bred, redline, credible, and so on.

Use wildcards – The ? character represents a single character at a time, for example, entering c?t finds words like cat or cot, but not cart, chat, or crater. The * character represents any number of characters regardless of the word length; for example, entering br* finds words like breath, bred, broth, or brother. To see a full list of wildcards available, use the Help option.

Sounds like (English) – If unsure of the exact spelling of a word, you can use phonetic spelling to narrow the search criteria.

Find all word forms (English) – Use this option when you want Word to find all forms of the word, regardless of whether it is a noun, verb, adjective, or adverb. Word also ignores verb tense (for example, wants, wanting, wanted) and singular and plural forms (for example, book or books).

Match prefix – Use this option when you do not know the full length or all the letters in the word you wish to find. Insert as many characters as you know of the beginning of the word. Word then matches only those words that begin with these characters (for instance, typing psyc* finds psychology, psychic, psyche, and psychometrics).

Match suffix – Insert as many characters as you know of the end of the word. Word then matches only those words that end with these characters (for example, *try would find symmetry, try, or poetry).

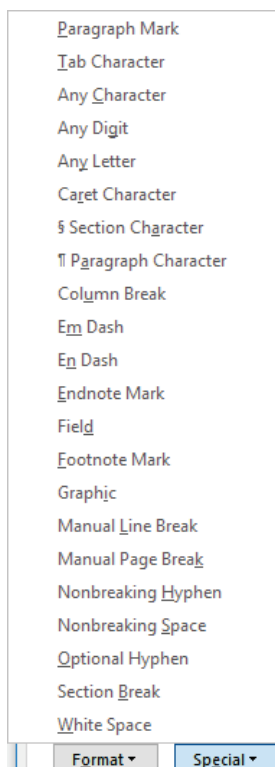
Ignore punctuation characters – Ignore any punctuation characters such as commas, colons, semi-colons, and periods.

Ignore white-space characters – White space refers to regular or non-breaking spaces or tab characters. Select this option to ignore characters such as double spaces that may exist in the document.

Format – Click this to search for items with particular formatting attributes applied to it. For example, you could search for bold text or text that is colored blue. You can specify font, paragraph, tab, language, frame, style and highlight attributes.



Special – Use this to search for special characters such as paragraph marks, page breaks, and tab characters.



No Formatting – Clear any formatting options previously specified.

Each time you activate the Find feature, Word displays the last search criteria entered. Once you exit Word, the boxes in the Find and Replace dialog box will clear, as will the Office Clipboard.

To turn off the display of these options, click the **Less** button.

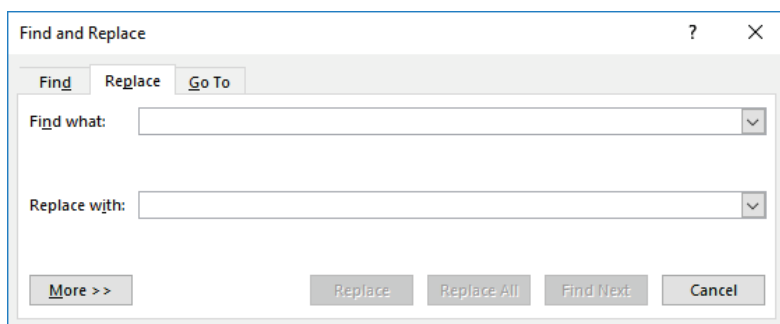
Replacing Items

Sometimes you look for items because you want to replace them with something else. Using the replace feature is a two-part process. Word finds matching text and then replaces it with the text you specify. As Word finds each instance of the word you are searching for, you can decide whether to replace it. You can also replace all occurrences in the document automatically.

It is recommended that you save your document before performing a replace action. That way, if you decide after replacing the text, that you really did not want the changes, you still have the original document saved. This becomes especially important in cases where you have made numerous changes before performing the replacement action.

To replace an item:

- on the Home tab, in the Editing group, click **Replace**, or
- press CTRL+H, or
- if the Find and Replace dialog box is open, click the **Replace** tab.



Find what – Enter the search criteria to find in the document.

Replace with – Enter the replacement text or option for the search criteria.

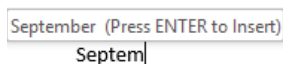
More – Displays more options for the search criteria. These options display if turned on in either the Find or Replace tabs.

Once Word completes the find and replace action, it prompts you with a message indicating the number of changes that were made in the document. This is a guide to help you determine whether the replacement occurred correctly; remember that you can click **Undo** after the replacement to return the document to its original state.

Using AutoCorrect to Replace Items

Objective 2.1.3

As you begin to create or add items into documents, you may occasionally see a ScreenTip appear as you type characters:

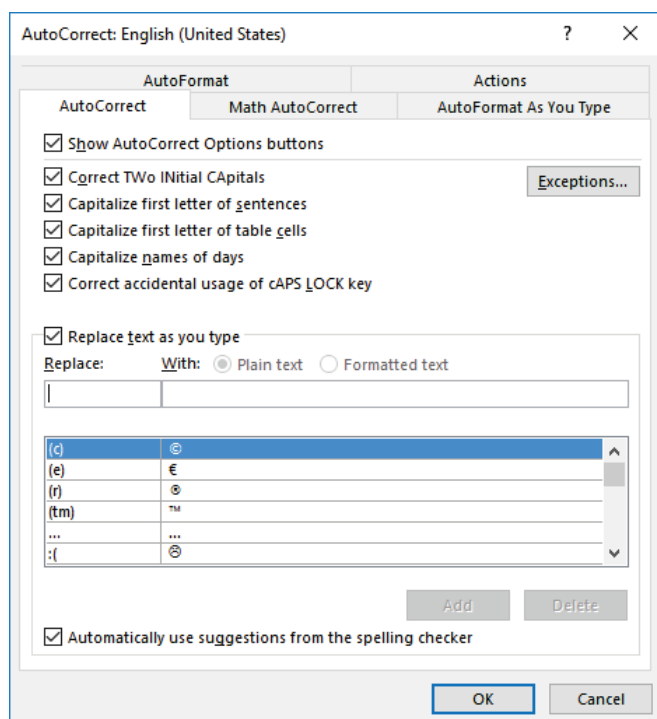


This is an example of the *AutoComplete* feature. Word suggests words that you may want to enter when you type the first few characters. When the ScreenTip appears as shown here, you can press ENTER to automatically insert the word displayed in the ScreenTip.

AutoComplete is part of the AutoCorrect command. With AutoCorrect, Word will attempt to provide you with the correct spelling of a word based on the characters you are typing.

AutoCorrect is one of the proofing tools designed to provide assistance with specific items you enter incorrectly (common spelling errors) or to recognize and apply formats automatically such as bullet points, and hyperlinks.

To add or change an item in the AutoCorrect feature, click **File** and, in the panel at the left, click **Options**. Click **Proofing** and then click **AutoCorrect Options**.



Notice that the first five options of the AutoCorrect tab help you concentrate on the message of the text, not how you enter it. For example, after you type a period at the end of sentence, you can continue typing as Word automatically capitalizes the first letter of the next sentence.

When making entries into AutoCorrect, use **Replace text as you type** to help you focus on entering the text. Consider the following fields in the Replace text as you type section:

Replace – Enter the text you want Word to correct. Entries include commonly misspelled words, phrases, abbreviations, or special characters. For example, suppose you routinely add a space into the middle of the word "button" when you type it. Enter *bu tton* in the Replace field.

With – Enter the replacement for the entry in the Replace box. In our example, you would type *button* in the With field.

Add – Once you enter the appropriate text in the Replace and With fields, click the **Add** button to add the new items to the AutoCorrect list.

Delete – Select an item in the AutoCorrect list and then click the **Delete** button to remove the entry.

Automatically use suggestions from the spelling checker – When Word encounters what it assumes to be an incorrect spelling, it provides suggestions from the AutoCorrect list and the built-in dictionary. Word may also provide suggestions for completing the word you are typing as soon as you type a few characters.

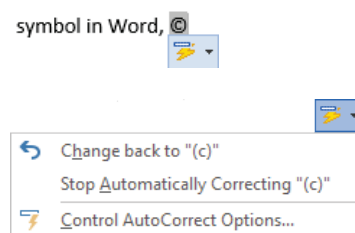
Once you add an entry to the AutoCorrect list, each time you type the word you entered in the Replace field, Word automatically replaces this entry with the item you entered in the corresponding With field as soon as you press the SPACEBAR or enter another character that Word recognizes as non-text such as a period, comma, semi-colon, or quotation mark.

A small blue box will also appear below the item to indicate this item exists in AutoCorrect.

When you place the cursor over this box, it displays the AutoCorrect Options button.

You can then click the box or click the arrow for this button to see the options available for this text entry.

Hint: You can also press BACKSPACE to change the AutoCorrect entry back to the original text entered.



Learn to use Find and Replace

In this exercise, you will find and replace specific items in two different documents. You will also work with the AutoCorrect feature.

- 1 Open the *Invitation to Annual Meeting* document from the student files folder and save it as *Invitation to Annual Meeting 2016 - Student*.
- 2 Select the text: **Insert Date** and begin typing in the current date. Once Word displays the full date as a ScreenTip, press ENTER to accept this suggestion.
- 3 Press CTRL+F to display the Navigation pane.
- 4 Type: **2012** in the search field and then view the Results list to see how many occurrences there may be of this text.
There should be only two occurrences displayed in the Results tab.
- 5 Click in the document and then press CTRL+H to display the Find and Replace dialog box pane.
- 6 Ensure the Find what field shows **2012**. In the Replace with field, delete any characters there and type: **2016**. Then click **Replace All**.
- 7 Word displays a message with the number of replacements that were made. Click **OK** to close the message box.
- 8 Close the Find and Replace dialog box and the Navigation pane.
- 9 Save and close the document.

Turn on the non-printing codes so you can view how the text in the document was set up.

- 10 Open the *TEC Employee List* file located in the student files folder and save it as *TEC Employee List Revised - Student*.
- 11 Click the **Home** tab, and in the Paragraph group, click **Show/Hide ¶** to show formatting marks.
- 12 Scroll through the document. Notice how the paragraph markers shows where the ENTER key was pressed.
- 13 Press CTRL+H to display the Find and Replace dialog box.

Now try finding some special characters to quickly remove some formatting characters.

- 14 Click in the Find what field, delete any characters there, and then click the **More** button if the options do not display. Then click the **Special** button.

- 15 Click **Paragraph Mark**, do this **twice** to insert two codes in the field. This code represents the ¶ (paragraph) character or indicates that the ENTER key was pressed.
- 16 Click in the Replace with field, delete any characters there, click **Special** and then click **Paragraph Mark**, do this **once**.
- 17 Click **Replace All** and then click **OK** to close the message box.

Notice how quickly Word removed all instances where the special character Paragraph Mark appeared twice and has replaced with one Paragraph Mark. You will still need to review the document to determine where page breaks should occur, or if changes are needed in the formatting.

Now try finding a piece of text and replacing it with formatted text.

- 18 Click in the Find what field, delete the text there and type: [Sid Taylor](#).
- 19 Click in the Replace with field, delete the text there and type: [Sid Taylor](#). Click the **Format** button and then click **Font**.
- 20 In the Font style list, click **Bold**. In the Size list, click **12**. Click **OK** to exit this dialog box.
- 21 Click **Replace** to have Word find the first occurrence.
- 22 Click **Replace** once more and then click **OK**. Close the Find and Replace dialog box.

In this instance, you were asked to click the Replace option to verify the first instance of the found text; clicking Replace the second time triggered the replacement to occur and, as there were no other occurrences of the search text, Word displayed the number of occurrences.

- 23 Save and close the document.

Now try using AutoCorrect to automatically correct some pieces of text you frequently type.

- 24 Press CTRL+N to create a new blank document. Turn off the Show/Hide ¶ formatting marks.
- 25 Click **File** and then click **Options**. In the list at the left of the Word Options dialog box, click **Proofing** and then click the **AutoCorrect Options** button. Click the **AutoCorrect** tab if necessary.

Suppose you consistently mistype the phrase, "and the", and want Word to correct the spelling when it identifies it as you type.

- 26 Click in the blank field for Replace and type: [and dthe](#). In the blank field for With, type: [and the](#) and then click **Add**.
- 27 Select the text in the Replace field and type: [tsg](#). Select the text in the With field and type: [travel.state.gov](#) and then click **Add**.
- 28 Click **OK** twice to exit the AutoCorrect dialog box and return to your document.
- 29 Type the following text, including the errors, as shown:

Update for Employee Handbook:

We need to add a page that addresses concerns regarding new and existing tours that may be in countries where advisory warnings have been posted. We also need to ensure all Travel Directors and dthe administrative staff navigate to the tsg web site on a monthly basis. We want to reduce any possibilities of potential danger to employees as well as our customers. It is imperative that should anyone hear of any news that we use the tsg site as a resource immediately.

You should have noticed that, as you typed specific text, Word automatically replaced the text with an entry from the AutoCorrect list

30 Save this document as **Update for Employee Handbook - Student**.

31 Close the document.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|---|--|
| ☒ change views | ☒ insert special characters |
| ☒ adjust the zoom | ☒ use cut, copy and paste |
| ☒ use the Show/Hide feature | ☒ use the clipboard |
| ☒ split a window | ☒ find and replace text or items |
| ☒ select text | ☒ use AutoCorrect to replace items |
-

Review Questions

1. Why would you use the Print Layout instead of the Read Mode view for modifications?
 - a. You must install the Read Mode view whereas Print Layout is installed with Word.
 - b. To display the document as it will appear when printed; you cannot print from the Read Mode.
 - c. Read Mode view is available for documents sent as attachments in messages only.
 - d. All commands are available in Print Layout view whereas Read Mode requires you go to Edit mode first.
2. How can showing the formatting codes be beneficial?
 - a. When you want to identify what may need to be changed in a document such as an extra paragraph or tab mark.
 - b. When you want to check that the document has been saved in a particular location.
 - c. When you want to see where the insertion point is in the document.
 - d. When you want to identify where edits were made in a shared document.
3. How can you use the buttons on either side of the zoom slider?
 - a. The buttons indicate how many windows should be displayed of any open documents.
 - b. The buttons can increase or decrease the zoom percentage of the view.
 - c. The buttons can be show more or less features available on the screen.
 - d. The buttons change the view mode for the document, such as Print Layout.

4. Why might you want to split the window for a long document?
 - a. To view two different areas of the document.
 - b. To open a second document to compare to the first.
 - c. To change the zoom for different pages in the document.
 - d. To view the non-printing characters in the document.
5. Which keyboard shortcut can you use to copy a selection of text?
 - a. CTRL+C
 - c. CTRL+V
 - b. CTRL+X
 - d. CTRL+P
6. Why might you want to collect multiple items in the Office Clipboard?
 - a. To ensure the Office Clipboard stays active during this session of Word.
 - b. To be able to paste the items in the Office Clipboard in any file in Word or another Office program.
 - c. To be able to paste the items at any time in Word, even when you close and restart Word several times during the day
 - d. To activate the Office Clipboard in all the Office programs.
7. Which symbol indicates you are moving text by dragging it to a new location?
 - a. Pointer with a "ghost" image of the block
 - b. ?
 - c. +
8. How can you insert a copyright symbol?
 - a. Start the Windows Character feature and select the symbol to insert from that list.
 - b. Press F5.
 - c. Use the Symbol command from the Symbol group on the Insert tab.
 - d. Type the letter C and then press F3.
9. Why might you use the Pages option in the Navigation pane?
 - a. To see how many times the matched search criteria appears per page in the document.
 - b. To check the total number of pages that contain the matched search criteria.
 - c. To see the page numbers for each of the headings in the document.
 - d. To see the page numbers that contain matches to the search criteria entered in the Find field.
10. Why might you use the More button in the Find and Replace dialog box?
 - a. To set the search to include other documents.
 - b. To choose which page to perform the search.
 - c. To show more options on how to replace the search criteria.
 - d. To select more options that can help you narrow the search criteria.

11. How can the AutoCorrect feature help you focus on entering text?
- a. To check the spelling and grammar in the document at any time.
 - b. To automatically correct items whenever you press Enter twice.
 - c. To add commonly misspelled words or acronyms so you can focus on entering text.
 - d. To automatically format the entire document for headings and list items.

Microsoft®

Word 2016

Core Certification Guide

Lesson 3: Formatting Text and Paragraphs

Lesson Objectives

In this lesson, you will look at the various ways you can format a document using individual formatting attributes or in combination with styles. Upon completion of this lesson, you should be able to:

- | | |
|---|---|
| ☐ apply common formatting attributes such as font, size, bold or italics to characters | ☐ set, modify or delete tab stops |
| ☐ adjust text alignment | ☐ use the Format Painter |
| ☐ change line and paragraph spacing | ☐ apply Quick Styles |
| ☐ indent paragraphs | ☐ create bulleted or numbered lists |
| ☐ understand what a tab stop is and recognize the different types of tab stops | ☐ customize list numbering or levels |
| | ☐ convert text to WordArt |
-

Formatting Characters

Objective 2.2.1, 2.2.4, 2.2.5

Character formatting refers to any feature that changes the appearance of characters on the screen and in print. You can use the following options for character formatting:

Font – Describes the typeface or appearance of characters.

Font Size – Refers to the height of the characters; as characters get taller, they grow proportionally wider.

Character Formatting – Refers to the special stylized variations applied to plain characters to make them stand out from other text. They include bold, italics, underline, or color.

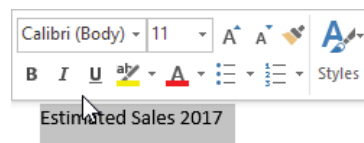
Effects – These are stylizations you can add to text. Strikethrough, superscript/subscript, shadow, and small caps are examples of text effects.

There are a number of ways to apply formatting to text characters:

- On the Home tab, in the Font group, click the appropriate formatting button, or
- use the formatting options in the Font dialog box, or
- press the appropriate keyboard shortcut for the formatting option you want to use, or
- right-click the text in the document, and then click **Font**, or
- click the appropriate option on the Mini toolbar.

Most text formatting features are turned on or off by clicking the button. When a feature is active, the button appears in a different color from the others. Buttons with an arrow contain more options in a drop-down list and selections can be changed simply by clicking a choice from the list. An example of this type of feature is the Text Highlight Color feature where you can click to apply the default yellow highlight on text, or click the list to click another highlight color for application such as No color to clear the highlight.

Notice that the Font group contains items for text formatting whereas the Mini toolbar contains features that also affect the position of the paragraph (for example, centering text between the left and right margins or increasing or decreasing indents). The Mini toolbar contains the most frequently used formatting features; however, this tool appears only initially when you select text. You can turn the display of the Mini toolbar off using the Options feature in Backstage.



You can apply formatting options as you type, or apply them after the text is typed by selecting the text and then applying the appropriate formatting option. Both methods offer advantages. Most users new to word processing find it easier to type the text first, save it, and then apply the formatting. Once you select text, you can apply as many formatting options as required. If you choose to apply formatting as you type, turn the feature on, type the text, and then turn the feature off before resuming typing. You can activate/deactivate as many features as required.

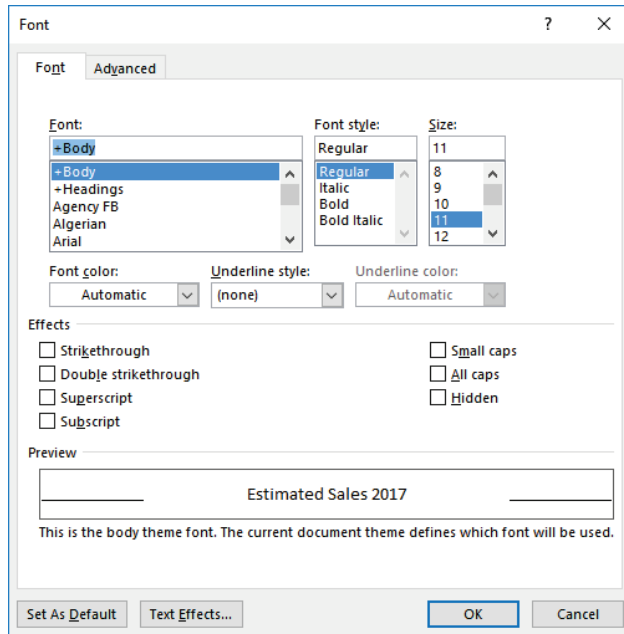
To remove all formatting options from selected text, on the Home tab, in the Font group, click  (**Clear Formatting**). This option is helpful when you want to apply formatting to a piece of text, but it does not appear to change; in this type of scenario, clear the formatting completely from the piece of text and then apply the formatting you want. Note that this feature clears all formatting except for text highlighting which needs to be turned off separately.

Using the Font Dialog Box

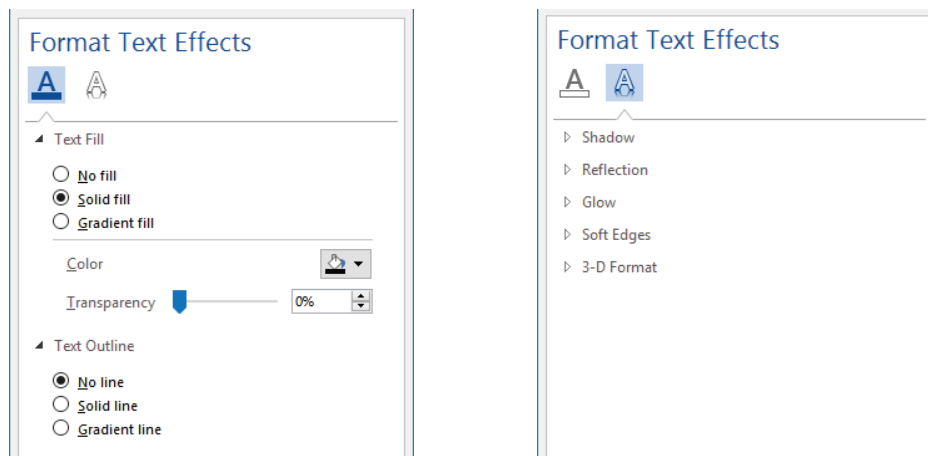
The Font dialog box contains basic formatting and text enhancement options. Use the dialog box when you want to access formatting options not available in the Font group or the Mini toolbar, or when you want to apply several options at the same time. Formatting options found in the Font dialog box can also be applied to selected text or as you type.

To access the Font dialog box:

- on the Home tab, in the Font group, click the Font dialog box launcher; or
- press CTRL+D; or
- right-click the selected text and then click **Font**.



There are a number of effects available in the dialog box that you will not see in the Font group or the Mini toolbar. In addition to the effects in the Effects area, click **Text Effects** to view more options for each effect:



Hint: You can also activate this feature by clicking the **Text Effects and Typography** button in the Font group of the Home tab.

Learn to format text

In this exercise, you will practice various methods to apply formatting.

- 1 Open the *Staff Agenda* document and save it as *Staff Agenda (simple format) - Student*.
- 2 Select the first two lines, **Agenda** and **Staff Retreat**.

- 3 On the Home tab, and in the Font group, click **Bold**.
- 4 With the text still selected, on the Home tab, in the Font group, click the arrow for **Font Size** and click **18**.
- 5 Ensure the text is still selected (From **Agenda** to **Staff Retreat**), and then, on the Home tab, in the Font group, click the arrow for **Font Color** to display the palette of colors and click the **Blue, Accent 1, Darker 25%** color.
- 6 Select the line of text *Pacific Plaza Hotel, Renaissance Conference Room*.
- 7 On the Home tab, in the Font group, click the arrow for **Text Highlight Color** and select the color **Yellow**.
- 8 Select the line of text **9:00 President's Welcome**.
- 9 **Bold** this line, change the text color to **Blue, Accent 1, Darker 25%**, and add a **Yellow** highlight color.

As you apply more formatting attributes to selected text, you will notice that the text can quickly become difficult to read.
- 10 With the (**9:00 President's Welcome**) text selected, on the Home tab, in the Font group, click **Clear All Formatting**.
- 11 Select the line of text again. Click the arrow for **Text Highlight Color** and then click **No Color**.
- 12 Return to the top of the page and select the two title lines (**Agenda** and **Staff Retreat**).
- 13 Click the arrow for font and choose: **Verdana**.
- 14 Save the document.

Formatting Paragraphs

Objective 2.2

Formatting paragraphs refers to the process of applying a format that changes the position of the paragraph, such as alignment, tabs, or indents. These can be applied as you type or after all text has been typed. It may be easier to wait until all text has been typed and edited in the document before applying formatting. You must select the paragraph(s) before applying formatting attributes.

There are a number of ways to format paragraphs:

- on the Home tab, in the Paragraph group, click the appropriate formatting button, or
- use the formatting options in the Paragraph dialog box, or
- press the appropriate keyboard shortcut for the desired formatting option, or
- right-click the paragraph, and then click **Paragraph**, or
- on the Mini toolbar, click the appropriate option.

Many common paragraph formatting features are located on the Home tab, in the Paragraph group. The Mini toolbar appears when text is selected, and presents specific common character and paragraph formatting features.

To remove all formatting options from a selected paragraph(s), click the **Home** tab and, in the Font group, click  (**Clear Formatting**).

Aligning Text

Alignment refers to the position of text relative to the page, margin, or paragraph of text. The default alignment for a Word document is left alignment. You can change the alignment of text for paragraphs in your document using one of the four types of paragraph alignment:

Align Left – Aligns text to the left margin with ragged right edges.

Center – Aligns text between the left and right margins.

Align Right – Aligns text to the right margin with ragged left edges.

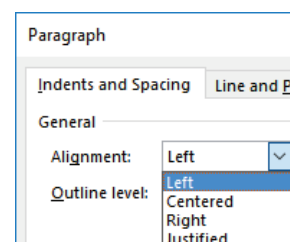
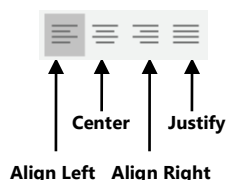
Justify – Aligns text so the left and right edges of the text are flush with both margins, except for the last line of a paragraph.

Remember that paragraph formatting affects the entire paragraph.

You can align text as you type or align existing text. If changing the alignment of existing text, make sure the cursor is positioned in the paragraph, and then choose the desired alignment to format the entire paragraph.

Select alignment options using one of the following methods:

- on the Home tab, in the Paragraph group, click the **Paragraph Settings** dialog box launcher. Ensure you are viewing the Indents and Spacing tab; click the arrow for **Alignment** and then click the required alignment, or
- on the Home tab, in the Paragraph group, click the appropriate alignment button, or



- press the corresponding keyboard shortcut for the appropriate alignment, or:
 - Align Left CTRL+L
 - Center CTRL+E
 - Align Right CTRL+R
 - Justify CTRL+J
- right-click the paragraph, click **Paragraph**, in the Indents and Spacing tab, click the arrow for **Alignment** and click the appropriate alignment.

Changing the Spacing

Objective 2.2.3

You can use spacing as a way of increasing the readability of a document, especially if it contains a large amount of text. Spacing can also be used to give a consistent look, regardless of whether the document is all text or a combination of text and illustrations.

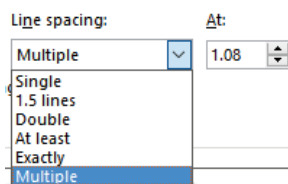
Setting Line Spacing

Line spacing (also called *leading*) refers to the amount of white space between lines of typed text, measured from the baseline of one line of text to the baseline of the next line of text. Word can automatically adjust the amount of space between lines according to the size of characters being used. The size of individual characters is measured in points. A point is equal to roughly 1/72 of an inch. It is an accepted practice that for legibility, the amount of leading is a few points larger than the point size of the font.

In Word, you can specify line spacing in terms of lines or in terms of points. The available line setting options include Single, one and a half (1.5) and Double. Options that refer to point size include At Least, Exactly and Multiple. You can specify line spacing to be set exactly to a specified point size. However, this setting will not allow Word to automatically adjust the leading to accommodate larger text if the font size is changed. Additionally, if you decrease line spacing too much, the lines of text may overlap each other, or the text may not display.

Set the line spacing using one of the following methods:

- on the Home tab, in the Paragraph group, click **Line and Paragraph Spacing**, or
- on the Home tab, in the Paragraph group, click the **Paragraph Settings** dialog box launcher. Then in the Indents and Spacing tab of the Paragraph dialog box, click the arrow for Line spacing to choose the desired line spacing, or



- press the shortcut key for the most commonly used line spacing options, or
 - Single CTRL+1
 - One and a Half CTRL+5
 - Double CTRL+2
- right-click the paragraph, click **Paragraph**, click the arrow for Line spacing and click the required line spacing.

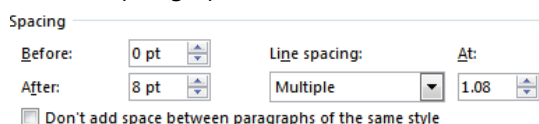
Setting Paragraph Spacing

Paragraph spacing refers to the amount of space between paragraphs. Most published documents use a specific number of points between paragraphs instead of a blank line. This reduces the amount of white space used on a page and also sets consistency between styles used in a document.

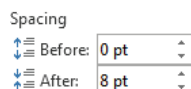
By default, Word sets paragraph spacing of 8pt for every paragraph of text in a new document. This may not be your preference or the standard required by your company.

To set or change the paragraph spacing, use one of the following methods:

- on the Home tab, in the Paragraph group, click the **Paragraph Settings** dialog box launcher. Then, in the Spacing area, click the incremental buttons or type the measurement for the spacing for **Before** or **After** the paragraph text, or



- on the Page Layout tab, in the Paragraph group, click the incremental buttons or type the measurement for **Before** or **After**, or



- right-click the paragraph, click **Paragraph** and, in the Spacing area, specify the spacing for **Before**, **After**, or both options.

Learn to apply formatting

In this exercise, you will continue to apply various formats to selections of text.

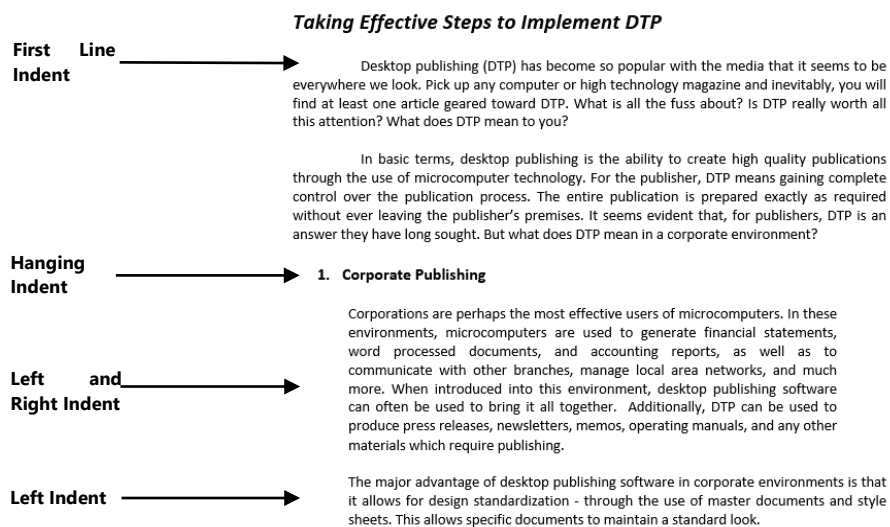
- With the *Staff Agenda (simple format) - Student* file open, ensure the two title lines (from: **Agenda** to **Staff Retreat**) are selected.
- On the Home tab, and in the Paragraph group, click **Center**.
The text should now be centered between the left and right margins.
- Under the December 7th heading, select from **Current status** to the end of **Open session**.
- Click the **Layout** tab, in the Paragraph group, click the down increment button to change the **After** spacing to **6pt**.
- Click at the beginning of the **December 8th** heading.
- On the **Layout** tab, and in the Paragraph group, click the up increment button for **Before** to change this to **12pt**. (You will need to click the button twice.)
There should now be more space between the items for December 7th and the December 8th heading.
- Save the document and keep it open.

Indenting Paragraphs

Objective 2.2.3

An indented paragraph is a paragraph that wraps to a temporary left and/or right margin. Left and right indents are useful for emphasizing parts of a document or for quotations or sub-paragraphs. You can create indents using the ruler, the Paragraph group on the Home tab, the Paragraph command, the Mini toolbar, or keyboard shortcuts.

The following screen shows various types of indents that can be set:



Left Indent – The entire paragraph is indented from the left margin. This type of indent is often used with bulleted lists.

Right Indent – The entire paragraph is indented from the right margin. When combined with a left indent, this type of indent is often used with quotations.

First Line Indent – Only the first line of the paragraph indents from the left margin, similar to pressing TAB but applies this indent measurement automatically for the first line of every following paragraph.

Hanging Indent – The paragraph indents from the left margin, leaving the first line “hanging” at the left margin. This type of indent is commonly used for bullets or numbered paragraphs, or for bibliographies.

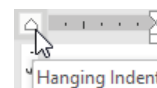
The amount of indent is determined by the current tab settings.

Setting Indents on the Ruler

The ruler offers a quick and easy way of adjusting the indents by using the following indent markers:



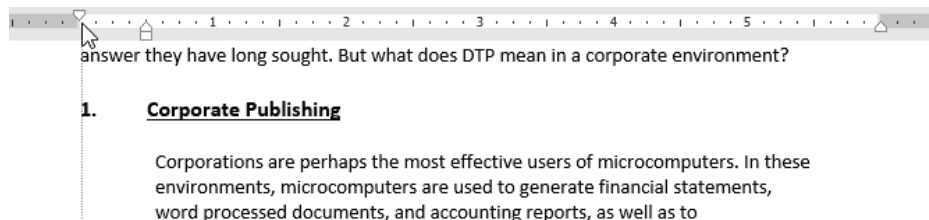
To create an indent marker, click the Tab Selector until the appropriate indent marker displays, then click the ruler at the required location for the indent. If you are not sure which indent marker you want to use, point at the marker in the Tab Selector and a ScreenTip appears with the name of the indent marker as reference.



Note: If the ruler is not visible, click the **View** tab, then in the Show group, select the **Ruler** check box.

The Tab Selector enables you to click continuously through the options which start with the left align tab character and end with the hanging indent marker. If you go past the character or marker you want to use, click the Tab Selector until the character or marker you want to use appears again in the box.

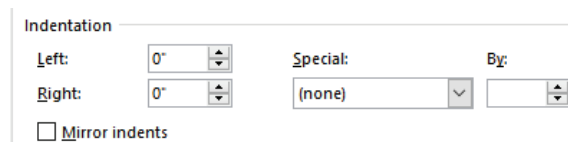
When you click to set or modify an indent marker on the ruler, a vertical line appears as a guide for the indent position:



Using the Paragraph Group

You can set very precise paragraph indents by using one of the following two methods:

- on the Layout tab, in the Paragraph group, set the indent measurement from the **Left** or **Right** margin, or
- on the Home tab, in the Paragraph group, click the **Paragraph Settings** dialog box launcher.



Left – Indents the text from the left margin, similar to using the □ marker on the ruler.

Right – Indents the text from the right margin, similar to using the ▢ marker at the right side of the ruler.

Special – Displays a list to set a First Line Indent, similar to using the ▽ marker on the ruler; or a Hanging Indent, similar to using the ▴ marker on the ruler. Once you select an indent type, **By** becomes available and you can set the required amount for the indentation.

Mirror indents – Adjusts the left and right indents appropriately for odd and even pages.

Adjusting the Indents

Adjust the indents by dragging the markers within the ruler, or changing the settings in the Paragraph dialog box. When you point at an indent marker, a ScreenTips appears to help identify the type of indent.

To move or adjust an indent marker, use one of the following methods:

- drag the appropriate indent marker to indent the paragraph at the desired measurement, or
- press ALT as you drag the indent marker to set precise indent measurements.

On the Home tab and in the Paragraph group, click (**Increase Indent**) or (**Decrease Indent**) to increase or decrease the amount of the indent from the left margin quickly by 0.5" (1.3 cm).

Setting Tabs

Tab settings (stops) are used to align text at specific points in the document. You can also use them for setting up columns of text. When you create a tab stop, text aligns at the tab stop.

There are two methods of setting tabs:

- on the ruler use the Tab Selector, or
- use the Tabs dialog box.

To set *leaders* with your tab positions, you need to use the Tabs dialog box. Leaders are commonly used for a table of contents, or large reports with multiple columns of data such as a stock analysis report or an annual budget.

The ruler is the fastest way of setting and adjusting tabs; however, use the Tabs dialog box for more precise tab positions or leaders.

Hint: For precise measurement of a tab setting on the ruler, press and hold ALT as you click and drag to position the tab setting.

Tab stops can be set before you begin typing or applied to existing text. For existing text, remember to select the text prior to adding or changing the tab stops.

Press TAB to move the cursor from one column to the next when typing. Every time you press TAB, Word inserts a tab code (→). Use the  (**Show/Hide ¶**) feature to see where tabs have been inserted.

Using the Ruler

The advantage of setting tabs using the ruler is that, because the document window is visible, you can see where the tab is placed relative to your text. Use the ruler as a guide to where the tab position should be.

Different tab alignments (and their corresponding tab markers) are shown on the ruler in the following:



T. Jones	VP, Computers	Data Processing	\$65,082.3009
J. Martinez	VP, Supplies	Purchasing	64,376.08
A. Chan	VP, Manufacturing	Manufacturing	62,000.152

Left Tab – The default tab alignment; typed characters begin at the left and move right.

Center Tab – Text centers over the tab position. Use this type of alignment for column headings.

Right Tab – Typed characters begin at the right and move left. This type of alignment is used for short title lines, such as dates, case file numbers, or inventory numbers. It can also be used for aligning columns of numbers without decimal places.

Bar Tab – Draws a vertical line in each line of text at the tab stop. Use a bar tab to visually separate columns of text.

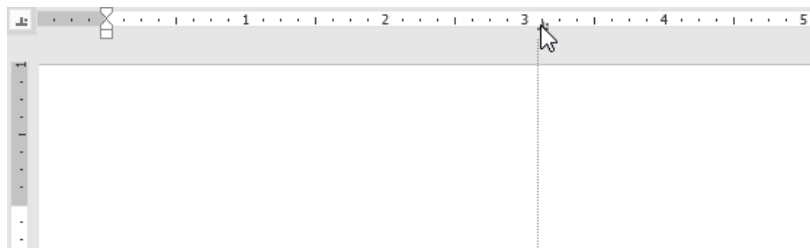
Decimal Tab – Align columns of numbers with decimal points. The typed numbers shift to the left (as with a right tab) until you type the decimal point – the text then moves right.

ScreenTips are available on the ruler to help identify the different tab stop markers. Place the mouse cursor over the tab marker (or the character box in the Tab Selector) to see a description for the tab stop marker.



To choose a tab type, click the Tab Selector box until the desired tab type appears. Each time you click the box, the next tab type displays. Two indent markers also appear in the Tab Selector box. If you click past the tab type you want, keep clicking the Tab Selector to cycle through the options until it displays the tab type you want.

Once you select the tab type, click on the ruler where you want to position the tab stop. As you click on the ruler to insert the tab stop, you will see a line similar to:



When you need to adjust the position of a tab stop, click the tab marker and drag it to the new position. As you drag the marker, the line reappears as a visual guide.

To delete an existing tab stop, click the tab marker and then drag it off the ruler.

Using the Tabs Dialog Box

The Tabs dialog box displays a list of all the tab positions currently set. You can also use it to add new tabs; however, these do not appear on the ruler until you click **OK**. Using the Tabs dialog box allows you to set tabs with precise measurements and also to select other tab options for the tab positions at the same time.

To display the Tabs dialog box, double-click any tab marker on the ruler, or click the **Tabs** button in the Paragraph dialog box:

Tab stop position – Enter the position (measurement on the ruler) for the new tab here. Once you click **Set**, the tab position displays in the list below the Tab stop position box.

Default tab stops – Displays the interval amount that the cursor moves when you press TAB. By default, the cursor moves 0.5" (1.3 cm) each time you press TAB; however, you can change this setting.

Tab stops to be cleared – Click a tab stop that you want to remove, and then click **Clear**.

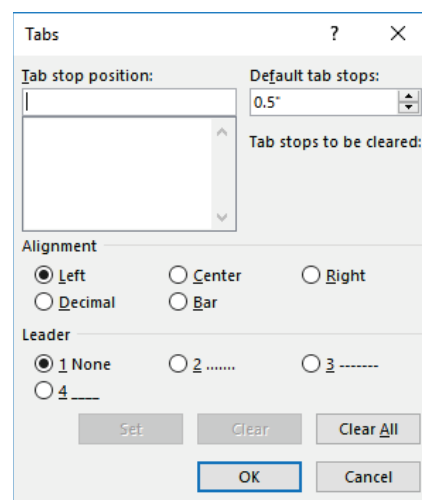
Alignment – Select the alignment required for the selected tab stop. These are the same options as found in the Tab Selector.

Leader – Select the character that will precede the text from one column to the next, giving the audience a visual guide when reading across a page.

Set – Click after entering a new measurement or changing an existing measurement for a tab stop.

Clear – Click to clear (remove) the selected tab stop.

Clear All – Click to clear all tab stops in the list and reset to the default settings.



Learn to use tabs

In this exercise, you will practice setting tab stops and work with indents.

- 1 Create a new blank document and display the ruler if necessary.
- 2 Type: **ABC Media** as the title and then in the Paragraph group of the Home tab, click **Center**. Press ENTER.

Notice how Word has centered the text between the margins, and when you pressed ENTER to start a new line, this line is also center aligned.

3 Type: **Consolidated Balance Sheet** and press ENTER.

4 Type: **At June 30** and press ENTER.

The three lines of the report name are now centered on the page.

5 In the line below the **At June 30** title, press CTRL+L to apply the left alignment format to this line of text and every line thereafter until you specify another alignment type. Press ENTER again to insert more space between the title and the upcoming report figures.

6 On the ruler, click the **Tab Selector** until the **Right Tab** character appears. Then click at the **3.5" (8.9 cm)** mark on the ruler.

7 Click at the **5.5" (14.0 cm)** mark on the ruler.

You are setting right-aligned tab stops at which you will enter the values in the report which are whole integers, that is, they contain no decimal places.

8 Press TAB and type: **Current Year** as the title of the first column of values.

9 Press TAB again and type: **Previous Year** as the title of the second column, and then press ENTER to start a new line of text.

10 Click the **Home** tab and in the Paragraph group, click the **Show/Hide ¶** button to activate this feature.

Notice an arrow pointing to the right each time you pressed the TAB key to move to the next column.

11 Continue typing the rest of the table as shown in the following, pressing TAB to move to the next column and then pressing ENTER at the end of each line.

Assets		
Cash	\$45,430	\$44,536
Customer Deposits	85,930	75,930
Equipment, Net	234,824	235,924
Buildings, Net	1,927,245	1,927,350
Total Assets	\$2,293,429	\$2,283,740
Liabilities		
Accounts Payable	\$42,569	\$36,096
Mortgage Payable	1,592,742	1,592,850
Total Liabilities	\$1,635,311	\$1,628,946
Shareholders' Equity		
Share Capital	\$100,000	\$100,000
Retained Earnings	558,118	554,794
Total Shareholders' Equity	\$658,118	\$654,794
Total Liabilities and Equity	\$2,293,429	\$2,283,740

12 Press CTRL+A to select the entire content of the file.

13 On the Home tab, in the Paragraph group, click **Line and Paragraph Spacing** and then click **Remove Space After Paragraph**.

- 14 Select the text from **ABC Media** to the end of the word **Assets**. Then press CTRL+B to bold this selection of text.
- 15 Select the three title lines of the report (from **ABC Media** to **At June 30**). On the Home tab, click the arrow for **Font Size** and click **16**.
- 16 Select the **Total Assets** text. Press the CTRL key and then select the following text (do not release the key until you have selected the Total Liabilities and Equity text):

Liabilities

Total Liabilities

Shareholders' Equity

Total Shareholders' Equity

Total Liabilities and Equity

- 17 With only these text selections highlighted, press CTRL+B.
- 18 Select only the values (**\$2,293,429** and **\$2,283,740**) for the **Total Liabilities and Equity** row. On the Home tab, in the Font group, click the **Font** dialog box launcher. Click the arrow for **Underline style** and then click the **Double** line option.
- 19 Click **OK** to exit the Font dialog box.
- 20 Select each of the items listed under Assets (From **Cash** to **1,927,350**). Then on the ruler, click and drag the left indent marker two marks to the right.

Now try using the Repeat keyboard shortcut to indent the items for the other two categories in this report.

- 21 Select the two lines of values for Liabilities (**Accounts Payable** and **Mortgage Payable**) and press CTRL+Y.

Notice how these lines are now indented by the same amount as in the Assets category.

- 22 Select the two lines of values for Shareholders' Equity (**Share Capital** and **Retained Earnings**) and press CTRL+Y once more.

Notice how these lines are now indented by the same amount.

Suppose you would like to adjust the columns more to the right to balance the information on the page.

- 23 Click in the column headings line (the paragraph that starts with **Current Year**) and, on the ruler, drag the **3.5"** tab marker one mark to the right (**equivalent to 3.62"**).

Notice how only the Current Year title on this line was adjusted; remember that once text is typed, to change the tab setting for the lines of text, you must select which lines of text to indicate to Word that the tab settings on these lines should be affected

- 24 On the Quick Access Toolbar, click **Undo** to reverse the last action.
- 25 Then, select from the column titles line to the end of the last value for **Total Liabilities and Equity** and adjust the tab settings to your preferences.

ABC Media
Consolidated Balance Sheet
At June 30

	Current Year	Previous Year
Assets		
Cash	\$45,430	\$44,536
Customer Deposits	85,930	75,930
Equipment, Net	234,824	235,924
Buildings, Net	1,927,24	1,927,350
Total Assets	\$2,293,429	\$2,283,740
Liabilities		
Accounts Payable	\$42,569	\$36,096
Mortgage Payable	1,592,742	1,592,850
Total Liabilities	\$1,635,311	\$1,628,946
Shareholders' Equity		
Share Capital	\$100,000	\$100,000
Retained Earnings	558,118	554,794
Total Shareholders' Equity	\$658,118	\$654,794
Total Liabilities and Equity	<u>\$2,293,429</u>	<u>\$2,283,740</u>

26 Turn off the Show/Hide ¶ feature.

27 Save as **ABC Media Consolidated Balance Sheet - Student**, and then close it.

Using the Format Painter

Objective 2.2.2

Use the Format Painter to apply formatting from a piece of text to one or more pieces of text. This saves time and having to remember or identify which formatting options were applied previously to text. The Format Painter can be used with styles or individual formatting applied to text. When active, the cursor shows as .

- To apply formatting features from one piece of text to another piece of text, select the text with the formatting features you want. On the Home tab, in the Clipboard group, click **Format Painter**. Move to the piece of text where you want to apply these formatting features, and then select that text.
- To apply formatting features from one piece of text to multiple pieces of text, select the text with the formatting features you want. On the Home tab, in the Clipboard group, double-click **Format Painter**. As you click each subsequent piece of text, the formatting features are applied and the Format Painter stays active for further applications.
- To turn the Format Painter off, use one of the following methods:
 - on the Home tab, in the Clipboard group, click **Format Painter**, or
 - press ESC, or
 - click another command.

Learn to use the Format Painter

In this exercise, you will apply formatting using the Format Painter, and then use another method to quickly format text.

- 1 With the *Staff Agenda (simple format) - Student* file open, below the December 7th heading, select the list of items from **Current status** to the end of **Open session**.

- 2 On the ruler, drag the left indent marker to **1" (2.5 cm)**.
- 3 Select the **Revenues** and **Upcoming Business** items below Environmental Consulting.
- 4 On the ruler, drag the left indent marker to the right to **1.5" (3.8 cm)**.
- 5 With the two items (**Revenues** and **Upcoming Business**) still selected, on the Home tab, in the Clipboard group, click **Format Painter**.
- 6 Select the line **Strengths & Weaknesses**, the indenting has changed to be the same as the Revenues paragraph (**1.5" (3.8 cm)**).
- 7 Click anywhere in the **Current status** line and on the Home tab, in the Clipboard group, double-click **Format Painter**.
- 8 Starting from **Vision for the Future**, click and drag down to select the text from this point to the end of **Opportunities**.
The indenting will be the same as the Current status paragraph 1" (2.54 cm).
- 9 Click **Format Painter** to turn it off.
- 10 Save and close the document.

Now try using the Format Painter with text in another type of document.

- 11 Open the *Sample Will* document. Press CTRL+H to display the Replace dialog box.
- 12 Delete any text in the Find what field, click the **More** button, if necessary, click **Format** and then **Font**. Change the Font Color to **Red** and click **OK**.
- 13 Click in the Replace with field, delete any text if necessary, click **Format**, click **Font**, and change the Font Color to **Green**. Click **OK**.

You are about to replace any text that displays in red with the identical text in the color that you specified in the Replace with field. In this way, you can use Find and Replace to format text.

- 14 Click **Replace All**. Word makes 32 replacements.
- 15 Click **OK** to close the message box, then close the Find and Replace dialog box.

The color of the title (Your Name) in red changed to Green. Note that while this process is faster, it does presume that you want to replace all occurrences of a specific formatting with another set of formatting. You may prefer this method to finding each occurrence and deciding whether to replace each occurrence. In some instances, however, you may prefer to use the Format Painter to control which text is changed versus performing a global change. Each method offers specific advantages.

- 16 Close the document without saving.

Formatting with Styles

Objective 2.2.6

A *style* is a combination of character and paragraph formatting that you save with a unique style name.

Rather than repeatedly applying the same formatting attributes to selected text, you can use styles to enhance the appearance of these selections quickly and easily. In addition, when you make changes to a particular style, Word automatically reflects those changes in all paragraphs formatted with that style.

Word can also be configured to automatically create styles when you perform certain types of formatting and text placement. For example, when you type a single line of text and then change its formatting, Word will assume you may be creating a heading and creates a style containing the formatting specified.

The two most commonly-used types of styles are:

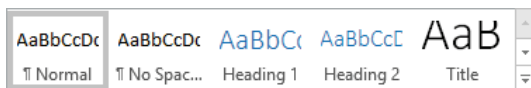
Paragraph ¶	Affects the appearance and position of the entire paragraph. You do not need to select the whole paragraph before applying the style.
Character a	Affects a selected block of text (such as several words), and can include any formatting attributes found in the Font dialog box (font, size, bold, italics, and so on). Character styles include only character level formatting.

Note the following regarding styles:

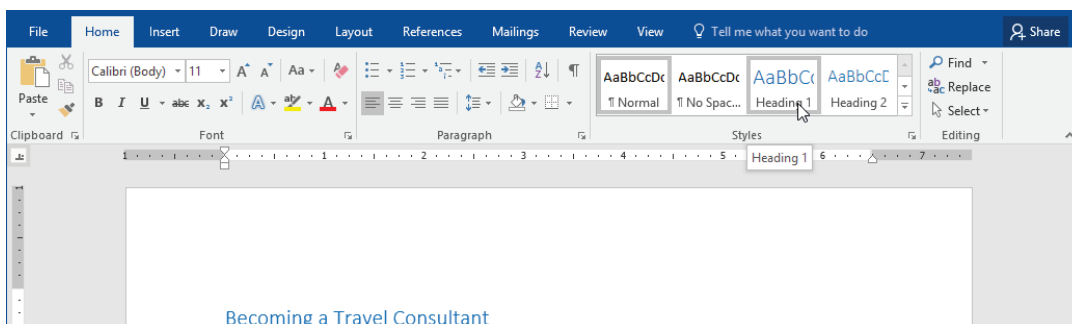
- Applying a paragraph style can change the appearance of any text already formatted with a character style. For example, if you have a paragraph where two words are italicized and the paragraph style you apply has the italics attribute as part of its style, the two words will appear in normal text (no formatting). Character formatting such as bold and italics toggle on and off when they are selected so, when the paragraph style containing italics is applied over a character-level formatting with the same attribute (italics), the paragraph style turns off that character attribute.
- Word offers several built-in styles you can use to format typical or recurring portions of your document, such as headings or lists. One of these built-in styles, Normal, contains the default character and paragraph formatting, and Word automatically applies it to all new paragraphs in a document. These built-in styles are found and accessed on the Home tab, in the Styles group.
- The Styles task pane contains a collection of built-in styles. Point at a style in the Styles task pane to view the specific attributes set within the style.

Using Quick Styles

The Home tab on the Ribbon includes a Quick Styles gallery – the long rectangle in the Styles group that displays thumbnail views of the styles. Any style displayed in the Quick Styles gallery is referred to as a quick style because you can select text in the document, then click the thumbnail to quickly apply the style.



When text is selected, point to a thumbnail in the Quick Styles gallery to display a live preview of how the selected text will appear when the style is applied. In the following image, the title text is selected and Word displays a preview of how the text would appear if you were to apply the Heading 1 style.



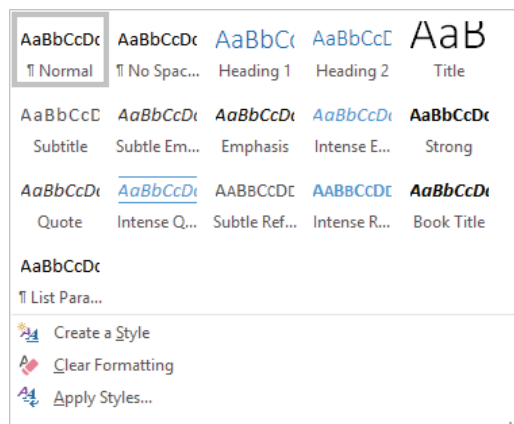
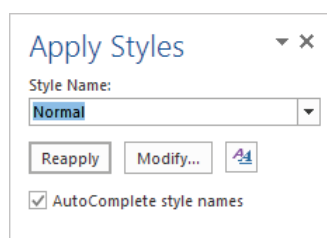
Word keeps the original style (Normal) highlighted in the gallery. As you point to each style, the preview of the selected text changes accordingly to show how the text would appear with the style applied.

Click **More** in the Quick Styles list to display the full gallery of Quick Styles as seen in the following:

Create a Style – Creates and saves your own formatting preferences as a style and adds it to the Quick Styles gallery.

Clear Formatting – Remove and clear all the formatting from the selected text. This does not remove the actual style, but resets the selection back to Normal style so you can apply another style.

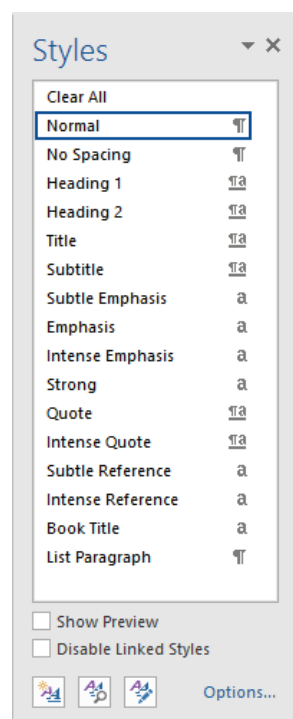
Apply Styles – Displays a window where you can select from a list of styles or type the name of the style to apply. You can also press CTRL+SHIFT+S to display the following:



Hint: Quick Styles can also be accessed from the Mini toolbar using the **Styles** button. Once clicked, it displays the gallery similar to clicking the **More** button from the Styles group on the Home tab.

Using the Styles Pane

Not all built-in styles appear in the Quick Styles gallery. To view more styles, click the **Styles** dialog box launcher in the Styles group in the Home tab to open the Styles pane.



Styles – Displays a list of built-in styles available for every new document.

Show Preview – Displays each style name formatted according to the attributes of the style.

Disable Linked Styles – When you select this feature, linked styles can behave only like paragraph styles, which means you cannot apply a linked style's formatting only to selected text within a paragraph; you must apply it to the entire paragraph.

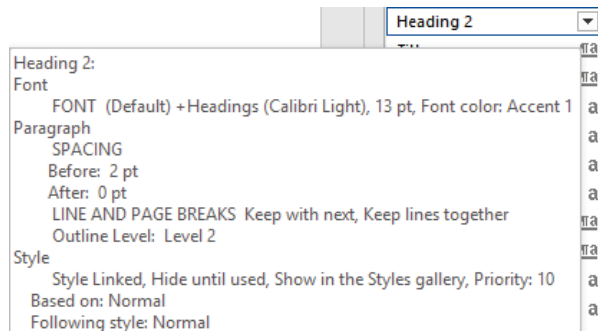
 **New Style** – Create a new style.

 **Style Inspector** – Display a dialog box to review the attributes for this style so you can customize or manage it.

 **Manage Styles** – Set up default options for which styles display in the Styles pane using the default attributes for specific styles. You can also edit styles in this dialog box as needed.

Options – Controls the behavior and appearance of the Styles pane.

You can also view the specific attributes of a style by pointing your cursor at the style name to display a ScreenTip.



Learn to use styles

In this exercise you will apply styles in a document. You will use built-in styles provided by Word.

- 1 Open the *TA Employee List* document and ensure the cursor is on the first line, Tolano Adventures.
- 2 On the Home tab and, in the Styles group, point at **Heading 1** in the Quick Styles gallery.
Notice how the title displays a preview of this style which will be applied once you click on the style in the gallery.
- 3 Click **Heading 1** to apply the style.
- 4 Click anywhere in the **New York** line and click **Heading 2** in the gallery.
- 5 Scroll in the page and then click in the **Cape Town** line. In the Quick Styles gallery, click **Heading 2**.
- 6 Repeat step 2 with the other city names.
- 7 Click anywhere in the Tolano title at the top of the document. On the Home tab, in the Styles group, point at the **Title** style to see how the title would appear if you applied this style.
- 8 Point at the Intense Quote style to see how this style would affect the title.
- 9 Move the mouse to remove the pointer from the Quick Styles gallery.
- 10 Close the document without saving.

Organizing List Information

Objective 3.3.1, 3.3.2, 3.3.4

There are a number of different ways to emphasize or separate the information in a list. These include creating bulleted, numbered and multilevel lists. Use bullets if there is no priority in a list, or apply numbers to prioritize a list. Create a multilevel list when you want to show a progression of topics to discuss:

Popular Tours

- Cycling trips
- Whale watching
- Rock climbing
- Heli skiing
- Hot air ballooning
- Ice climbing

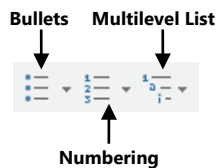
Popular Tours

1. Rock climbing
2. Cycling trips
3. Ice climbing
4. Whale watching
5. Heli skiing
6. Hot air ballooning

Popular Tours

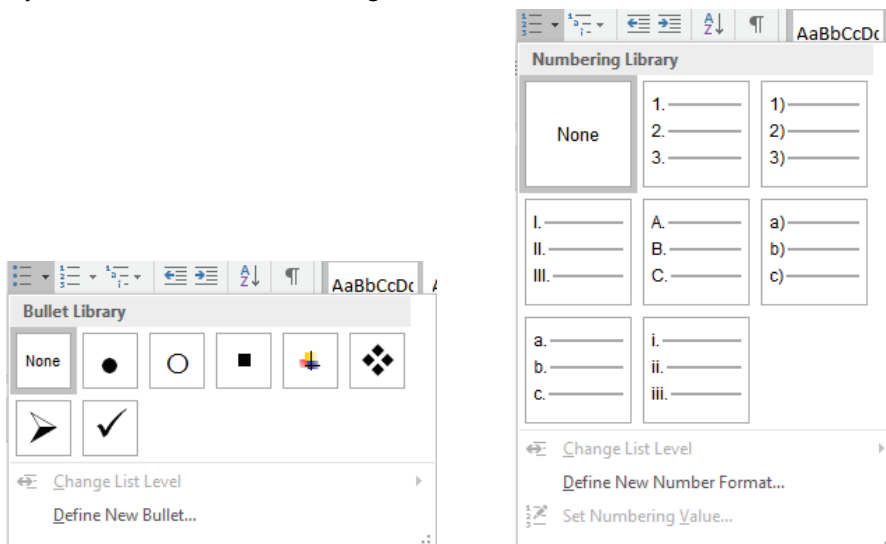
1. Cycling trips
 - a. Copenhagen
 - b. Bogotá
2. Whale watching
 - a. Victoria
 - b. Perth
3. Rock climbing
 - a. Kilimanjaro
 - b. North Carolina
4. Heli skiing
 - a. Rockies
 - b. Colorado

You create bulleted, numbered and multilevel lists by applying one of the pre-defined list styles through clicking the **Bullets**, **Numbering** or **Multilevel List** button. These buttons are located in the Paragraph group on the Home tab.



Variations of each of these styles can be viewed and selected by clicking the arrow at the right edge of each button. For clarity, we will refer to these variations as formats. The pre-defined formats for each style display in a library.

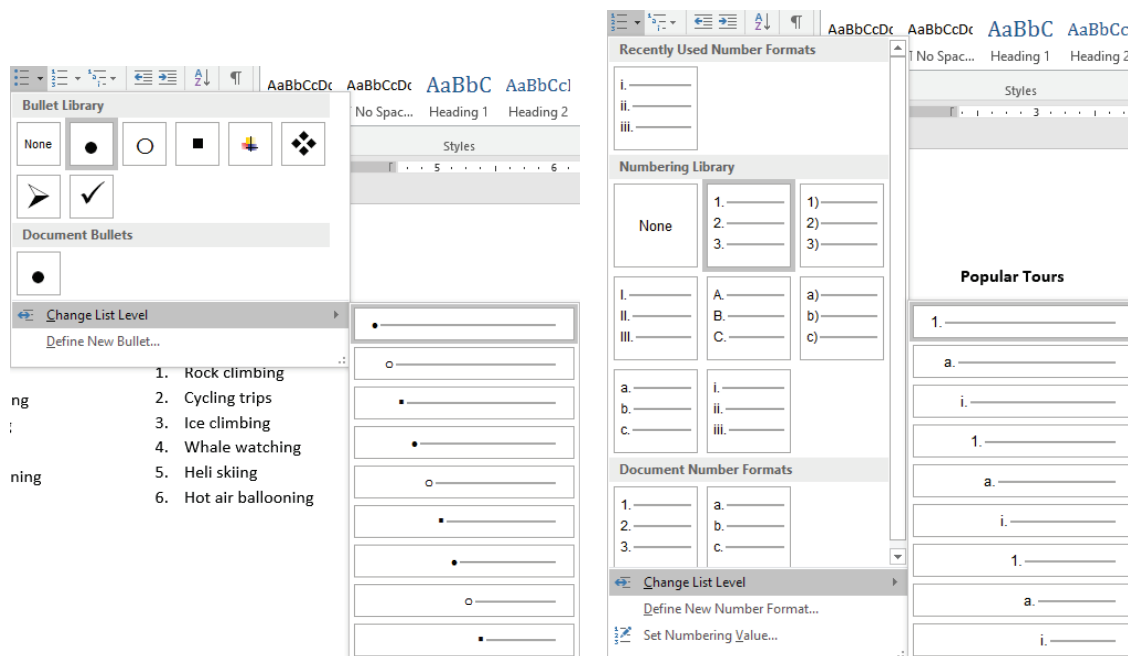
For example, when you click the arrow at the right of the **Bullets** button, the available bullet style formats display in the Bullet Library. The arrow at the right of the **Numbering** button displays various numbering styles, as seen in the second image:



Note: The list styles seen in the preview may differ if these were customized by another user in another document.

To apply a bullet, numbering or multilevel list style to text, on the Home tab, in the Paragraph group, click the appropriate button. Word automatically applies the style using the last format that was selected. For example, if the last bullet style format you used was a square bullet, then the next time you click the **Bullets** button, Word will apply a square bullet.

- To change the format of the bullet style, click the arrow at the right edge of the **Bullets** button to open the library, then click the format you want to use.
- To stop using a list style, turn it off by clicking the button again. Alternatively, if you are finished entering items in a list to which a style has been applied, and you now want to enter "regular" paragraph text, press ENTER twice to exit the list.
- To change the level for a bulleted or numbered list, click the arrow for the button and then click **Change List Level**.



- To remove a list style from a list, select the list then click the **Clear All Formatting** button.

Word includes an automatic list feature that allows you to re-organize information within a list. When you move, cut or add items, Word adds the appropriate bullet or number or, in the case of a numbered list, rennumbers the list as required.

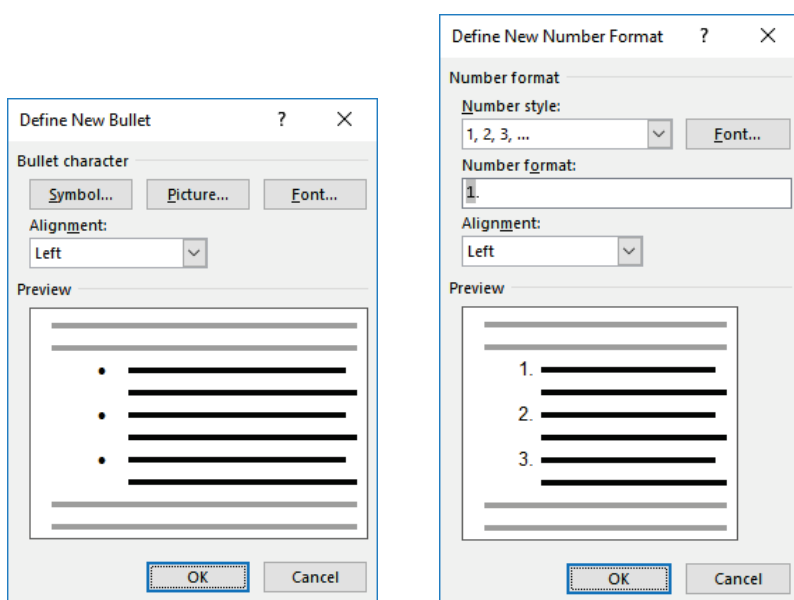
Customizing the Lists

Within a document, the last bullet or numbering or multilevel list format that was applied will be the format that is applied when the Bullet, Numbering or Multilevel List button is clicked again. However, if you open another document, the default bullet, numbering or multilevel format will be applied. You can change the default bullet, numbering or multilevel list format using the options in the Library.

Defining a New List Style

Objective 3.3.3

You can define a new style for the bullet or numbering. When you want to customize an existing bullet style format, use **Define New Bullet**, or if you are using numbers, click **Define New Number Format**.



You can then click the buttons or arrows to select other styles or create new styles for the lists. For instance, to create a new bullet using a picture for selected list items, click **Picture** and navigate to where the picture file is located. Once selected, you can click **OK** to exit the dialog boxes and selected text will show the picture as the bullet.

To choose a different style for the numbering option, click the arrow for the Number style option and click the style of your choice. You can customize this further by changing the font attributes or the character that follows the number style, such as 1> or 1] instead of 1.

Changing the List Numbering

Objective 3.3.5, 3.3.6

There may be occasions when you may include a numbered list in the document, return off the numbered list to enter other text, and then need to return to a numbered list, as shown in the following:

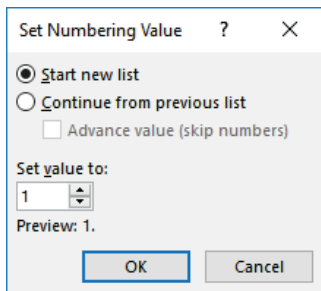
- 2) Henry has researched a number of large and small companies for information on:
 - a) Sick day allotment
 - b) Vacation allotment
 - c) Time-off standards
- 3) A new committee has been started to look into standards dealing with hazardous materials now that the new chemical company has moved into our building. Even though they have taken special precautions during the construction of their premises, we want to ensure we have answers for our staff should enquiries occur.

HR Committee stopped for lunch; resumed at 1:30pm to discuss ongoing issues.

- 4) We have received some queries for consideration into the benefits program in the future, including:
 - a) Daycare facilities
 - b) Supporting sport teams
 - c) Volunteering at local charitable organizations

Whether you change point #4 to a new number will likely depend on how you choose to structure the message of the document. For instance, if you are simply listing the items being discussed by the HR Committee, this is applicable. If, however, you need to show a difference between the morning and afternoon sessions, you may want to change step #4 to start at 1 again.

To restart the numbering, click the point to be reset, and then on the Home tab, in the Paragraph group, click the arrow for Numbering and click **Set Numbering Value**.



Start new list – Indicate that from this point onwards, you want to start a new list.

Continue from previous list – Indicate that this list is a continuation of a previous list.

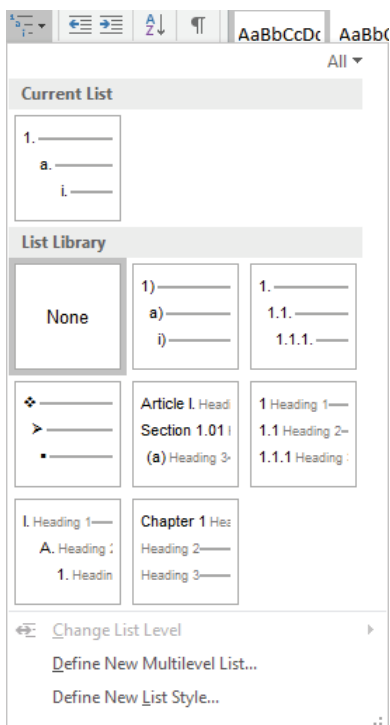
Advance value (skip numbers) – This becomes active only if you are continuing from another list; click this to indicate you need to set a different value as the starting number.

Set value to – Enter (or use the incremental buttons) the new number for the new list.

Creating a Multilevel List

Objective 3.3.4

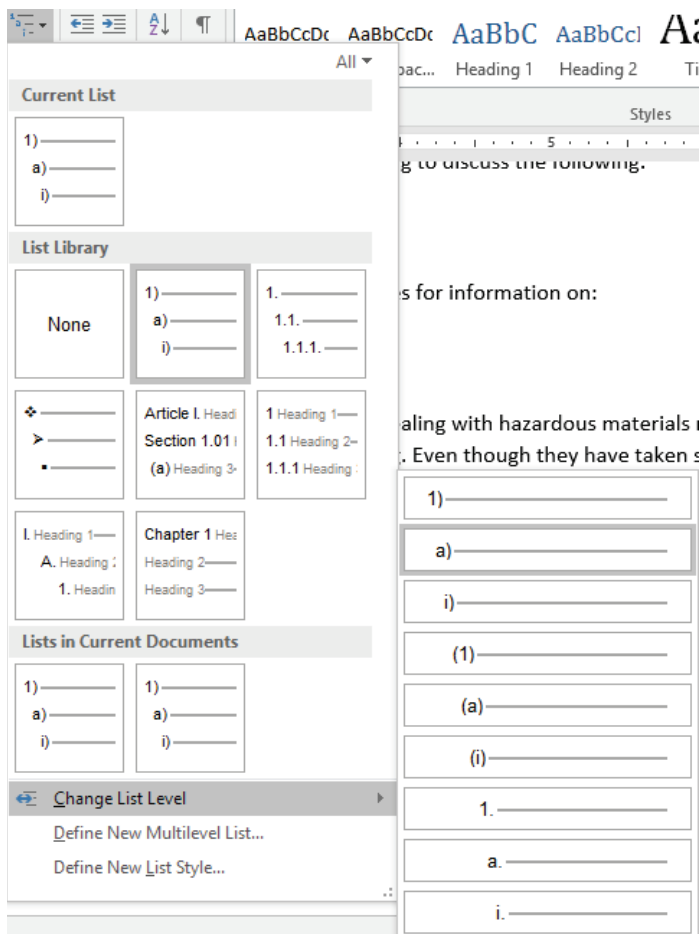
You can create a list with levels of topics using a multilevel list. This is useful when list items are not titles or headings, but you want to prioritize the topics. The multilevel list style can be applied either to existing text or as you type. To apply the multilevel list style, on the Home tab, in the Paragraph group, click  **(Multilevel List)**.



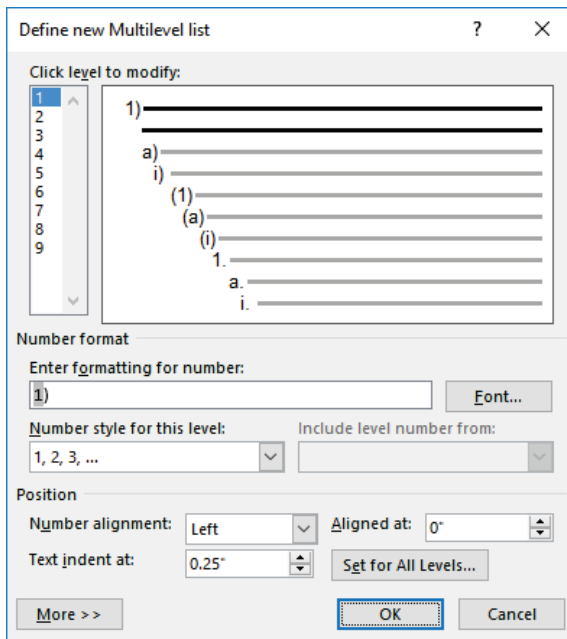
To choose a different numbering format for the list, click a format in the list library. You can also define your own list or style; the ones provided are commonly used in business documents.

In order for Word to apply the appropriate numbering to existing text, tabs must be used with the text to denote the different levels. You can press TAB to demote text or SHIFT+TAB to promote text. Alternatively, you can click the  (**Increase Indent**) or  (**Decrease Indent**) buttons in the Paragraph group of the Home tab to demote or promote text accordingly.

You can also change the level for an item in a list by clicking anywhere in that item and then, on the Home tab, in the Paragraph group, click **Multilevel List** and click **Change List Level**. Then click the level to apply.



To customize a level used in one of the list styles, on the Home tab, in the Paragraph group, click the arrow for **Multilevel List**. Then click **Define New Multilevel List**.



Click the appropriate level in the Click level to modify list to adjust the settings for that level. You can change settings such as the distance from the margin or the font used for the level.

Learn to work with lists

In this exercise, you will learn how to apply styles and simple bullets to lists in a document.

- 1 Open the *HR Training* document and save as *HR Training (final) - Student*. Ensure the cursor is in the **Training Seminar** title line and then on the Home tab, in the Styles group, click **Heading 1** in the Quick Styles gallery.
- 2 Select the **Coaching Files** and the **Project** headings. Apply the **Heading 2** style to these lines.
- 3 Select the first four points under Coaching (starting from **Reaching out to negotiation skills**) and on the Home tab, in the Paragraph group, click **Bullets**.

Notice that Word applies a bullet to the last point even though there was a blank line between the last two points. You can choose to delete the blank line. In this case, we will leave it as is.

- 4 Select the items under the Project heading (from **Measures** to **Story Board**) and click **Numbering**.

Project

1. Measures (observable), for example, dashboard
 2. Timeline (ETA), for example, calendar
 3. Initiative (High Level Overview)
 - talk sheet, for example, summary sheet with outline format (one sheet only)
 4. Milestones
 - Irreversible progress trap (can't go back), for example, dates
 5. Flowchart/Map/Story Board
- 5 Under the Project heading, select the first line with the dash and click the arrow on the **Bullets** button. Then click the **solid bullet** (the filled-in circle) symbol.

Word applies the bullet at the same indent position.

- 6 Click the arrow for the **Bullets** button and then click **Define New Bullet**.
- 7 Click **Symbol** and then click the arrow for Font.
- 8 Scroll in the list and then click **Wingdings**.

Hint: To move quickly to a specific font, type the first character of the font's name.

- 9 Click an arrow symbol that points to the right. Click **OK** twice to exit the dialog boxes.
- 10 On the ruler, drag the **left indent** marker so the bullet aligns with the first character in **Initiative**.
- 11 Click in the second line with the dash bullet and press CTRL+Y.

Notice how Word only changes the indent on this line; this is a result of asking Word to repeat the last action. If you want the point to have all the same options, use the Format Painter instead.
- 12 Click anywhere in the bullet with the arrow bullet, click the **Home** tab and click the **Format Painter** in the Clipboard group.
- 13 Click in the line indicated in step 11.
- 14 Select the three lines below the Benchmarks diagram (from **There is always** to **to tasks**) and then click **Bullets**.
- 15 With the bullets still selected, click the arrow for the **Bullets** button and then click the **solid bullet**.
- 16 Use the **Decrease Indent** button to move the bullets to the left margin. When the bullets change to a numbered list, click the **Bullets** button again.
- 17 Scroll in the document until you are on page 2 and select the four lines starting from **Direct** to the end of **outcome only (abdicate)**.
- 18 On the Home tab, in the Paragraph group, click the arrow for Numbering and then click the **1. 2. 3.** option in the Recently Used Number Formats area.
- 19 Select the three points below the * **Different levels of initiative text**.
- 20 On the Home tab, in the Paragraph group, click **Numbering**.

Suppose you realize the numbering should be continuous from the previous numbered list.
- 21 With the three points still selected, click the arrow for Numbering and click **Set Numbering Value**.
- 22 Click **Continue from previous list**.
- 23 Click **Advance value (skip numbers)**.
- 24 Click in the **Set value to** field and change this to **5**. Click **OK**.

1. Direct – tell them what to do; for example, task specific (short tasks with short timeline => success)
2. Coach – dialog wherein they provide feedback but still being directed on what needs to be done
3. Support – feedback given based on what could be done in job/task (level 3 initiative*)
4. Delegate – outcome only (abdicate)

* Different levels of Initiative

5. Wait to be told (tell me what to do)
6. Ask to be told (what should I do)
7. Suggest options (how about if I do)

25 Save and close the document.

Now try using the multilevel list feature.

26 Open the *Building a Model Airplane* document, and save as *Building a Model Airplane with list - Student*. Then press CTRL+END to move to the end of the document.

27 Press TAB, type: *Build each group separately* and press ENTER.

28 Press TAB twice, type: *Allow to dry completely before attaching anything else* and press ENTER.

29 Press TAB, type: *Assemble each portion together per manual*, and press ENTER.

30 Select each line of text (starting from **Purchase the model** to **together per manual**).

31 On the Home tab, in the Paragraph group, click **Multilevel List** and then click the **1. a. i.** style.

32 Click anywhere in the Open box line and in the Paragraph group, click the **Decrease Indent** button.

Notice Word promoted this line to the same level as the 1. Purchase the model kit line.

33 Click **Undo** on the Quick Access Toolbar to reverse this action.

34 Select the three points below the Purchase line. On the ruler, grab the **left indent** marker and drag it to the left so the First Line Indent marker aligns with the P in Purchase.

35 Select points a, b and c only below the 2. Read instructions line. Press CTRL+Y to repeat the last action.

36 Click in the line i. Allow to dry and drag the left indent marker so the point aligns at **Build**.

37 Save and close the document.

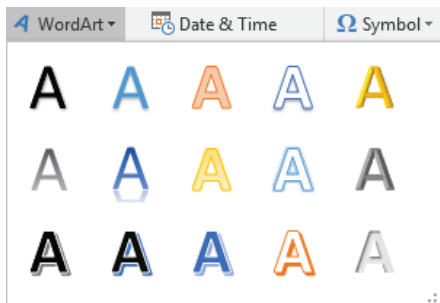
Using WordArt

Objective 2.2.7

On occasion you may wish to emphasize text using a built-in feature called *WordArt*. You can create special text effects by inserting WordArt drawing objects. With WordArt, you can choose a variety of patterns and styles, select a font and size, type text up to 200 characters and insert the text into your document.

After the WordArt drawing object is inserted, it can be edited using the Drawing Tools Ribbon. You can select preset shapes, create unusual alignments, rotate the text and change the character spacing. You can also enhance the WordArt drawing object using features such as shadows, 3-D effects and fill colors.

To add WordArt into a document, click the **Insert** tab, and in the Text group, click **WordArt** to open the WordArt palette.



Click the style you want to use for the WordArt. Once you click a style, a WordArt drawing object is inserted into the document and the Drawing Tools Ribbon appears.



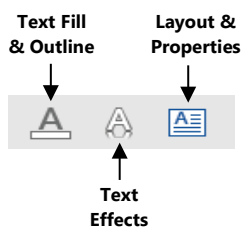
You use the WordArt Styles group on the Drawing Tools Ribbon to apply additional formatting or to enhance or change the WordArt style selected.

- The styles gallery shown in the WordArt Styles group in the Drawing Tools Ribbon contains the same styles as in the WordArt palette.
- The three buttons at the right of the gallery enable you to change the fill color, change the text color or line style, and add special effects, such as a glow, to the text.

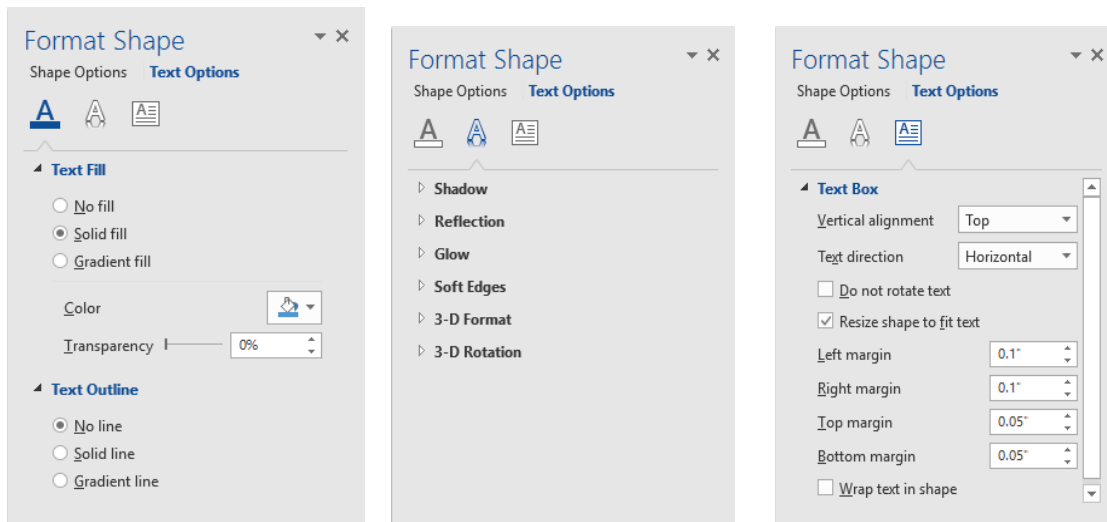


You can click the **Format Text Effects: Text Box** dialog box launcher button to open the Format Shape pane, which provides options for formatting the shape and text of the WordArt object.

The Text Options are shown in the following:



Click one of the icons and then click the arrows at the left to expand or collapse these options. The following images show the formats for each of these Text Options:



Ensure the WordArt text is selected prior to selecting any shape or text options to modify the WordArt shape.

Learn to use WordArt

In this exercise you will create and enhance WordArt.

- 1 Open the *Open House* document, select the words, **Open House**, click the **Insert** tab and, in the Text group, click **WordArt**.
- 2 In the gallery click, select **Fill – Gray, Accent 3, Sharp Bevel**.

Word converts the selected text into a WordArt object that can be modified, or return to your text to change other options. The anchor indicates where the WordArt object is currently located, and the icon at the right refers to the position of this object on the page. You can click this icon to change the position.
- 3 Ensure the WordArt (**Open House**) is selected.
- 4 Click the **Format** tab of the Drawing Tools Ribbon if necessary and, in the WordArt Styles group, click the arrow for the **Text Fill** button and then click **Green, Accent 6**.
- 5 Click the arrow for **Text Effects** and point at the options shown in the sub-menus. Then click **Transform** and click an effect of your choice.
- 6 Make other changes as preferred.
- 7 Close the document without saving.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|--|--|
| ☒ apply common formatting attributes such as font, size, bold or italics to characters | ☒ set, modify or delete tab stops |
| ☒ adjust text alignment | ☒ use the Format Painter |
| ☒ change line and paragraph spacing | ☒ apply Quick Styles |
| ☒ indent paragraphs | ☒ create bulleted or numbered lists |
| ☒ understand what a tab stop is and recognize the different types of tab stops | ☒ customize list numbering or levels |
| | ☒ convert text to WordArt |
-

Review Questions

1. What does formatting characters refer to?
 - a. This process affects how selected text will be positioned on screen or in print.
 - b. This process affects how selected text appears on screen or in print.
 - c. This process affects how the themes will appear in a document.
 - d. This process affects how the styles will be set up for the document.
2. What does paragraph formatting refer to?
 - a. This process affects how the styles will be set up for the document.
 - b. This process affects how the themes will appear in a document.
 - c. This process affects how many paragraphs will be affected on screen.
 - d. This process affects how selected paragraphs will be positioned on screen or in print.
3. Why would you want to change the paragraph spacing?
 - a. To increase or decrease the number of lines available for text per page.
 - b. To change the total page count in a document to be smaller.
 - c. To increase or decrease the amount of white space between paragraphs in a document.
 - d. To increase or decrease the amount of white space between each line of text in a paragraph.
4. Which indent type is applied when you choose bullets or numbering with a list of items?

a. First Line Indent	c. Right Indent
b. Hanging Indent	d. Left Indent
5. Why should you set decimal tab stops to align values with decimal places in a Balance Sheet report?
 - a. Setting specific tab stops helps identify values by decimal places instead of the first or last character.
 - b. This is the tab alignment you should always use when entering values in a financial report.
 - c. This tab alignment will automatically add a \$ symbol at the first and last value in the report.
 - d. This tab alignment will automatically enter two zeros after the decimal point.

6. When might you want to double-click the Format Painter command instead of clicking it once?
 - a. Double-click the Format Painter when you want to apply the formatting to several blocks of text.
 - b. There is no difference between the single or double-click action.
 - c. Double-click the Format Painter to automatically apply styles to headings.
 - d. Use single-click to apply formatting to a 1-page document and double-click for a multiple pages document.
7. Why would you apply numbering to a list of items instead of using bullets?
 - a. To set up a table of contents or an index.
 - b. To combine numbered lists with bulleted lists at the same level.
 - c. To create a list that shows a hierarchy of topics such as headings and subheadings.
 - d. To be able to format the list numbers.
8. Which command should you use to tell Word to restart the number from a previous list?
 - a. Start new list
 - b. Advanced value (skip numbers)
 - c. Set value to
 - d. Define new numbering
9. What is the difference between a character style and a paragraph style?
 - a. Character styles contain formatting attributes and must be applied first.
 - b. There is no difference between these styles; they perform the same thing.
 - c. You can only create new styles for paragraphs.
 - d. Paragraph styles affect the position of the entire paragraph, and character styles affect the appearance of selection of text.
10. Which option from the Quick Styles gallery would you use to apply a style from a window?
 - a. Apply Styles
 - b. Create a style
 - c. Clear Formatting
 - d. Styles dialog box launcher
11. Why might you want to convert text to WordArt?
 - a. WordArt has more choices to enhance text than the text box shape.
 - b. WordArt can be manipulated easier and quicker in a document with numerous visual objects.
 - c. Convert text to WordArt to add effects to text such as turning it upside down or appear as a wave.
 - d. You cannot fit a lot of text into a text box shape but enter many lines in a WordArt shape.

Microsoft®

Word 2016

Core Certification Guide

Lesson 4: Formatting Documents to Print

Lesson Objectives

In this lesson, you will look at ways of formatting a document in preparation to print or distribute copies of the document. Upon completion of this lesson, you should be able to:

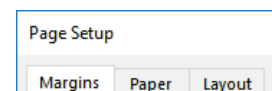
- ☐ work with document formatting
 - ☐ change the paper size, orientation, or margins
 - ☐ insert page or section breaks
 - ☐ work with columns of text
 - ☐ insert page numbers
 - ☐ insert headers or footers
 - ☐ apply backgrounds or themes
-

Modifying the Page Setup

Objective 1.3.1

Each time you request a new blank document, Word creates one using default options that include settings such as paper size and margins. You can change these to customize your documents. New documents created from templates also include specific settings for margins and layout, which you can adjust.

You can view all setup options by clicking the **Page Setup** dialog box launcher on the Layout tab:



Margins – includes settings for margins and page orientation.

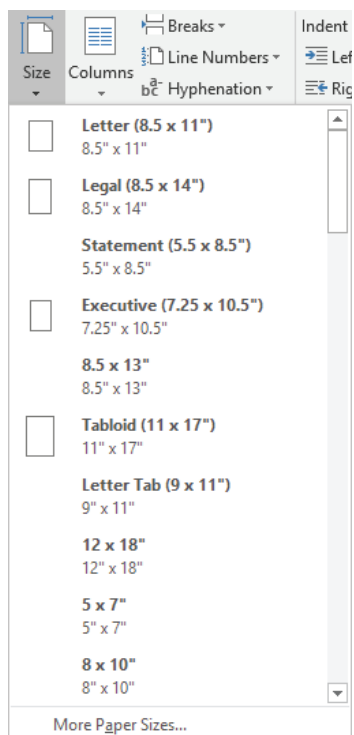
Paper – includes settings for paper size and paper source (that is, which tray on the printer).

Layout – includes settings for document sections, headers and footers, and vertical alignment.

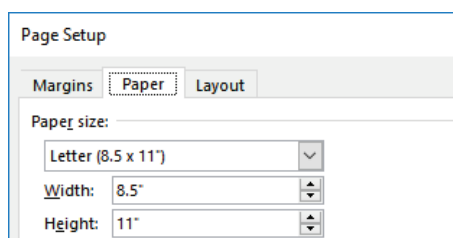
Changing the Paper Size

The default paper size is determined by your computer settings. The default size we are using for this content is Letter 8½ by 11" (21.59 x 27.94 cm). This can be changed using the Layout tab. To change the paper size on a document, use one of the following methods:

- click the **Layout** tab, in the Page Setup group, click **Size**, or



- double-click anywhere in the darker area of the ruler to open the Page Setup dialog box, then click the **Paper** tab.



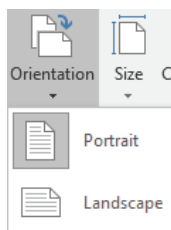
Paper size – Choose a standard paper size such as Letter or Legal (commonly used in North America), or A4 or B5 (commonly used in Europe and Australia). You can also specify a variety of envelope sizes. To specify a new size, select **Custom size** in the Paper size drop-down list and type the horizontal and vertical measurements for the custom paper, for example, personalized note paper.

Changing the Orientation

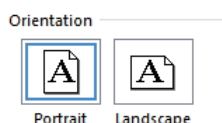
Orientation refers to the printed text layout: *Portrait* refers to vertical orientation, while *Landscape* refers to horizontal orientation.

To change the document orientation:

- click the **Layout** tab, in the Page Setup group, click **Orientation**; or



- double-click a darker area of the active ruler to open the Page Setup dialog box, click the **Margins** tab and then specify the desired orientation.



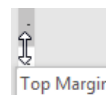
Changing the Margins

A margin is the amount of space between the edge of the paper and the printed text area. Documents have four margins – top, bottom, left and right. The default setting for margins is one inch (2.5 cm) all the way around, but you can change these settings as required. You can adjust the margin settings for the entire document or for specific sections of the document.

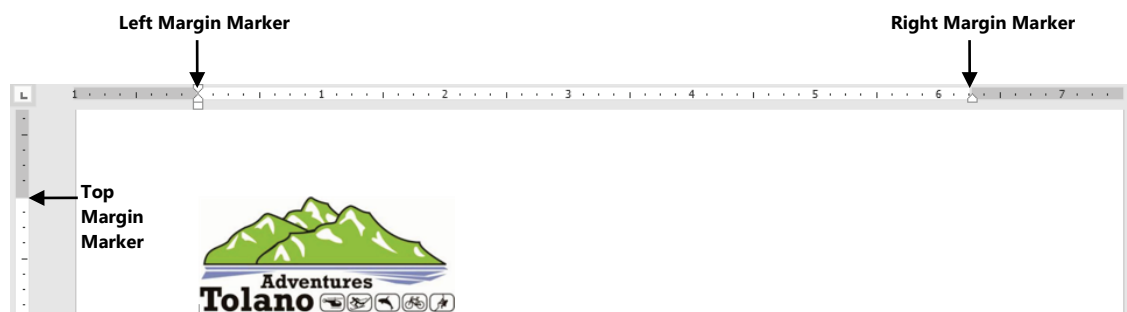
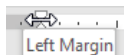
Using the Ruler

To set margins using the ruler, you must be in Print Layout view because this view shows both the horizontal and vertical rulers. The Draft view and Web Layout view do not include the vertical ruler.

The margin boundaries for the top and bottom margins are easy to see – they appear as the divider line between the lighter (inside margin) and darker (outside margin) shades on the ruler. When you position the cursor at the divider line, a ScreenTip appears as shown on the right:



The margin boundaries for the left and right margins appear on the top ruler; however, the indent markers may obscure the left margin. You can access the left margin marker by pointing precisely between the left and first line indent markers. Point above the right indent marker to access the right margin marker.

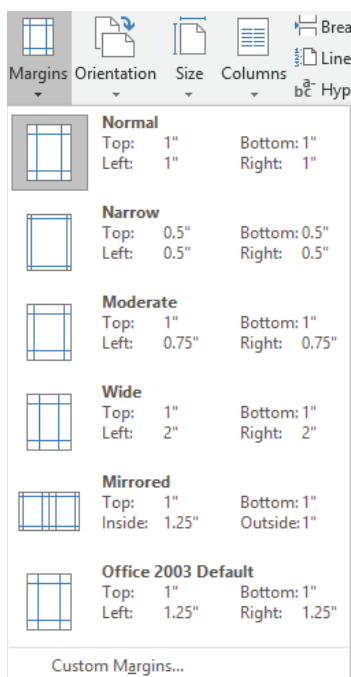


To adjust the margins using the ruler, you need only to point in the ruler at the margin you want to adjust; when the appropriate arrow appears, drag to a new measurement for the margin.



Using the Margins Command

On the Layout tab, in the Page Setup group, click **Margins** to choose a different setting for the margins.

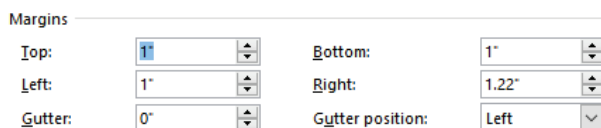


Using the Page Setup Dialog Box

To change the margins from the Page Setup dialog box, use one of the following:

- on the Layout tab, in the Page Setup group, click the **Page Setup** dialog box launcher; or
- double-click one of the darker areas of the horizontal or vertical ruler.

Ensure you are viewing the Margins tab to change the margins.



Top – The amount of space from the top edge of the paper to where the text begins vertically.

Bottom – The amount of space from the bottom edge of the paper to where the text ends for each page.

Left – The amount of space from the left edge of the paper to where text starts on the left side.

Gutter – The amount of white space added to the top or side margin if the document is to be bound, for example, coil, 3-hole binder, card stock folders with metal fasteners.

Gutter position – Sets the gutter or binding position for the document; for example, left, top, inside margin for double-sided pages.

Each method allows you to change some or all margins at the same time. The Margins drop-down menu provides the most common measurements, but you can also click Custom Margins to set different measurements. When using the Page Setup dialog box, you can type the measurements for the margins in the appropriate boxes, or click the incremental buttons to select the measurements.

When you click in the ruler to adjust the left or right margin, you should see the ⇄ symbol with the appropriate ScreenTip before dragging to the new measurement for the margin. The top or bottom margin marker will appear as ⇅. To set a precise measurement, hold ALT while dragging a margin boundary to display the margin measurement.



Learn to modify the page setup

In this exercise, you will specify the page setup for the new brochure.

- 1 Open the *Trade Show Brochure Draft* document, click the **Layout** tab and, in the Page Setup group, click **Margins**. Click **Narrow** to set the new margins for the brochure.
- 2 In the Page Setup group, click **Orientation** then click **Landscape**.

The text now extends the full width of the layout.

Inserting Page Breaks

Objective 2.3.2

Although Word automatically paginates the document as you type, there may be occasions when you want to end a page somewhere other than where Word has determined it should end, such as when you are typing a title page containing only a few lines of text.

When Word calculates that enough text fills the page, a soft page break is inserted. In Draft view, when the non-printing characters (for example, ¶) display, the soft page break appears as:

.....

When you choose to break the page at a desired location, you do so by inserting a manual page break. Avoid pressing ENTER continuously as this makes editing awkward and time consuming. A manual page break (visible only when non-printing characters are displayed) appears as:

.....Page Break.....

You can insert a manual (or hard) page break in the following ways:

- on the Insert tab, in the Pages group, click **Page Break**, or
- press CTRL+ENTER, or
- on the Layout tab, in the Page Setup group, click **Breaks** and then click **Page**.

You can work with page break codes in a similar manner that you work with text characters. Page break codes can be deleted using DELETE or BACKSPACE, depending on where the cursor is at the time you want to remove the code. For instance, if the cursor is at the beginning of the next page, press BACKSPACE to delete the code; alternatively, if you are at the end of the paragraph where the page break code was inserted, press DELETE to delete the code. You may want to display the non-printing (also called formatting) characters to see the code.

Learn to use breaks

In this exercise, you will use page breaks.

- 1 Open the *Sales Figures* document, move the cursor to above the chart image. Press CTRL+ENTER to insert a hard page break.
- 2 Press the BACKSPACE key **twice** to delete the page break and to return to the left margin.
- 3 Click at the beginning of the **Popular Tours** text.
- 4 Click the **Layout** tab and, in the Page Setup group, click **Breaks** and then click **Next Page**.
- 5 Click the **Home** tab, and in the Paragraph group, click the **Show/Hide ¶** command to show formatting marks.

You should now see ¶ indicating every time the ENTER key was pressed to go to a new line, as well as arrows between the tabbed columns.

- 6 Scroll to see where the text ended on page 1.

The section break appears to show where you entered this code in this location.

- 7 Move to the top of page 2, click the **Layout** tab and in the Page Setup group, click **Orientation** and then click **Landscape**.
- 8 Scroll to the right of the document.

Popular-Tours	→		→		→		→	¶
Rock-Climbing	→	250	→	200	→	150	→	225¶
Ice-Climbing	→	175	→	150	→	100	→	125¶
Whale-Watching	→	350	→	250	→	100	→	260¶

Notice there are now two different page layouts on the screen.

- 9 Close the document without saving.

Working with Section Breaks

Objective 2.3.2, 2.3.3

A section break separates a document into sections to which specific formatting is applied. For example, when you need to change the page orientation on page 3 of a document, you need to create a new section in the document by inserting a section break.

To insert a section break, on the Layout tab, in the Page Setup group, click **Breaks**. Then from the Section Breaks area, choose the type of section break you want to insert into the document.

Next Page – Starts a new section on the next page; you would use this type of break if you wanted to change the page orientation or use different headers or footers.

Continuous – Starts a new section on the same page; you would use this type of break to change from a single column format to a multiple column format, or to go back to a single column format (regular text entry).

Even Page – Starts a new section on the next even page; (that is, on the left side of an open book).

Odd Page – Starts a new section on the next odd page; (that is, on the right side of an open book).

A section break code appears at the indicated location (visible only when the ¶ display) with the appropriate type shown in brackets:

.....Section Break (Next Page).....

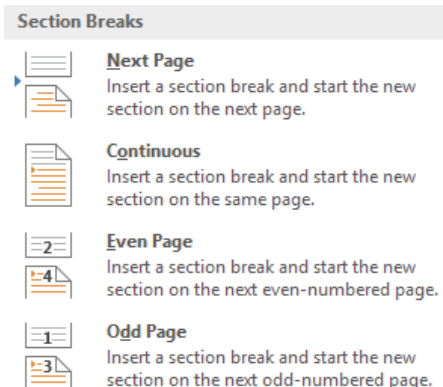
.....Section Break (Continuous).....

.....Section Break (Even Page).....

.....Section Break (Odd Page).....

You can modify page settings for any page between section breaks; for instance, a quarterly revenue report uses portrait orientation with the default margins, but you need to change page 8 to use landscape orientation and a smaller margin to accommodate a large financial report. Inserting a section break before and after the financial report page tells Word to apply the orientation and margins to page 8 only, leaving the rest of the report using portrait orientation and the default margins.

You can remove a section break in the same way as a page break. Be careful when deleting section breaks as they may cause unexpected formatting adjustments in your document. For example, if you delete the section break just before the place where you changed to a landscape orientation for a financial table in your report, the entire document may change to landscape orientation. Display the formatting characters to see the section break code so you can then delete the code.



Working with Columns

Objective 2.3.1, 2.3.2

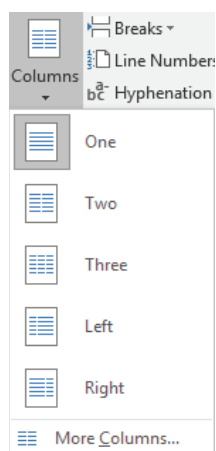
You can use the *Columns* feature to set up to three “newspaper style” columns for a document; the number of columns in a document depends on factors such as column width, margins, paper size and orientation, font size, or document layout. In newspaper style columns, the text from the bottom of one column flows to the top of the next, making it an ideal layout for documents such as newsletters or reports.

When working with multiple columns, Draft view displays the appropriate column widths; however, the columns do not display side by side. To view columns side by side, use Print Layout view.

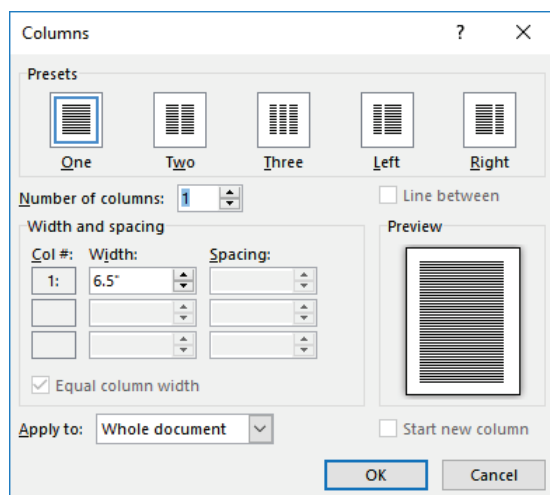
Consider the following when working with columns:

- You can apply columns to text before or after you have typed it. However, you may find it easier to type the text first, and then apply multiple column formatting.
- To break a column manually and force the text to continue in the next column, click the Layout tab, in the Page Setup group, click **Breaks** and click **Column**. Alternatively, press CTRL+SHIFT+ENTER where the column break should be placed.
- To insert a page break, move to where you want the page break to be, and then click the **Insert** tab, in the Pages group, click **Page Break**, or press CTRL+ENTER.
- To set up columns on a page where columns have already been set up, you need to insert a Continuous section break between the two different column layouts. (This way, each column layout resides in its own document section.)
- When you change the column layout of a document, the entire document is affected unless you specify otherwise. If you want to change only the column layout for a portion of the document, you should make that portion a separate section by inserting section breaks in the appropriate places.

To create columns, on the Layout tab, in the Page Setup group, click **Columns**.



To configure more options for the columns, click **More Columns**.



Presets – The One, Two, or Three options provide columns of equal width initially and are generally used for newspaper style columns. The Left or Right column layouts can be used for web pages or manuals where a banner appears on one side, usually for a table of contents.

Number of columns – Enter the number or use the incremental buttons to set the number of columns to be applied in the document.

Width and spacing – Alter the width and spacing between one column and the next in these fields. Use Equal column width to have columns of equal width; if set, only the options for column 1 display as any changes made there will affect the others as well.

Apply to – Select the text to which the column structure is to be applied (as defined here), for example, Whole document, From this point forward, or Selected text.

Line between – Word will automatically insert a vertical line between each of the columns in the document.

Start new column – Only becomes available when you apply the columns from this point forward, similar to inserting a section break after entering text in order to start a new format.

Once columns have been applied to text, you can make changes to the columns. Consider the following when making changes to text in columns:

- To change the number of columns, select the text and use the Columns command to specify a new number of columns.
- To adjust the width of each column or the spacing between each column, use the Columns dialog box or drag the appropriate markers in the ruler for each side of a column to be adjusted (for example, drag  for the left or right margins for the document, or the  marker for the left or right margin of each inside column).
- Each column has its own indent markers that can be adjusted.

To insert or turn off vertical lines between each column, in the Columns dialog box, deselect **Line between**.

Learn to use columns

In this exercise you will apply columns in a document and add column breaks in preparation for items such as pictures to be added as they become available. You will also apply some background effects to a document.

- 1 With the *Trade Show Brochure Draft* document open, save as *Trade Show Brochure Draft with columns - Student*.
- 2 At the top of the document, type: *What's Coming Up at Tolano?* and press ENTER.
- 3 Click the **Layout** tab and, in the Page Setup group, click **Columns**.
- 4 Click **Two** for the number of columns.

Notice how the document now shows the text in two columns, including the title, even though the cursor was at the beginning of the New Tour Offering heading. This is a good start to the newsletter although you want the title to be above the columns of text.

- 5 Select the entire title line and, on the Layout tab, click **Columns** and then click **One**.
- 6 If necessary, delete the blank space between the headings **What's Coming Up at Tolano?** and **New Tour Offering**.

- 7 Select the text **What's Coming Up at Tolano?**.
- 8 Click the **Home** tab and, in the Styles group, click **Heading 1** to apply this style to the title.
- 9 On the Home tab and in the Font group, change the font size to be **18**. Press CTRL+E to center the text. Click the **Layout** tab and in the Paragraph group, change the spacing before to **0pt** and the spacing after to **12pt**.

Notice how the title now appears more in balance at the top of the newsletter, with a visually appealing amount of white space between the heading and the columns of text.

- 10 Scroll through the pages of the newsletter to review how the text flows in this two-column format.

Suppose you decide you want the text of the newsletter to eventually fit on one page; you will start by changing the number of columns to three.

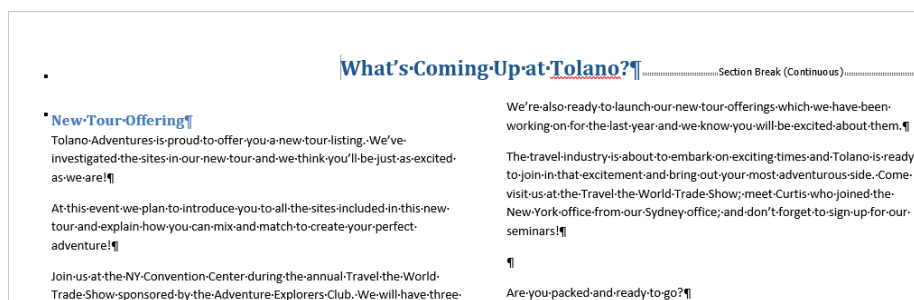
- 11 Click the **Home** tab, and in the Paragraph group, click the **Show/Hide ¶** command to show formatting marks.

You should see the Continuous section break code between the title and the column text.

- 12 Click the **Layout** tab and, in the Page Setup group, click the **Page Setup** dialog box launcher.

The narrow margins are reflected in this dialog box, but you need to change what parts of the document are to be affected.

- 13 Click the arrow for the **Apply to** field and then click **Whole document**. If necessary, reset the margins to **0.5"** each. Click **OK**.



- 14 Turn off the **Show/Hide ¶** feature.

Change the number of columns from two to three.

- 15 Click anywhere in the two column text.
- 16 Click the **Layout** tab and, in the Page Setup group, click **Columns**, and click **Three**.

Word automatically reflows the text; however, notice that there are broken paragraphs in the newsletter.

- 17 Click at the beginning of the **Our Presentations** heading and then press CTRL+ENTER.

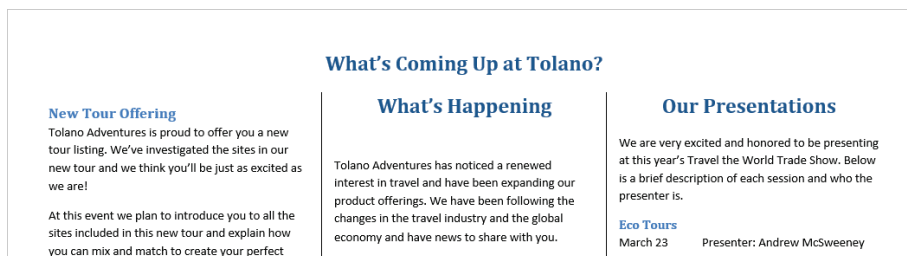
Word has moved the column to the next page instead of the third column. When you use CTRL+ENTER you are inserting a manual page break – not a column break.

- 18 On the Quick Access Toolbar, click the **Undo** button to undo the Page Break action.
- 19 Press CTRL+SHIFT+ENTER to insert a column break.

This time the text has moved to the top of the third column as you inserted a column break instead.

Hint: You can also click **Column** from the Breaks command in the Page Setup group of the Layout tab.

- 20 With the cursor anywhere in the column text starting with **New Tour Offering** and ending with **admission to the Trade Show**, click **Columns** and then click **More Columns**.
- 21 Select **Line between** to display a vertical line between the columns, and then using the incremental buttons for the Spacing of Column 1, change this measurement to **0.3"**. Click **OK**.



Notice that adding lines between the columns did not change the text flow.

- 22 Save and close the document.

Using Headers and Footers

Objective 1.3.4

Headers are text or graphics that appear at the top of a page and footers are text or graphics that appear at the bottom of a page. The header and footer can contain simple information such as the document title, page number, or author's name; or it can contain sophisticated graphics (such as a company logo or product design).

Headers and footers can be the same on every page, or you can alternate different headers and footers on even and odd numbered pages. By dividing your document into sections, you can use different headers and footers for each section of the document. You can also have different headers and footers on the first page of your document or on the first page of a section.

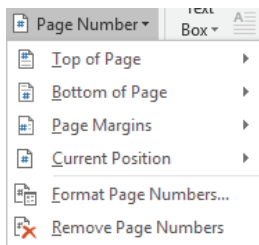
The process to insert a header or footer is the same, although the information will vary. However, anything can be placed in a header versus a footer – the decision of which elements appear in a header or footer may be determined by company or school standards for documents.

Inserting Page Numbers

Objective 1.3.5

Page numbers are inserted into a header or footer, based on the cursor position at the time the page number feature is activated. You can also insert a page number without adding any other text for a header or footer.

To insert page numbers into a document, click the **Insert** tab, in the Header & Footer group, click **Page Number**. Each of these displays more options for the layout and design of the page number.



Top of Page – Choose the style you want to use for adding page numbers at the top of the page or in the header area.

Bottom of Page – Choose the style you want to use when adding page numbers at the bottom of the page or in the footer area.

Page Margins – Choose the margin position for the page number.

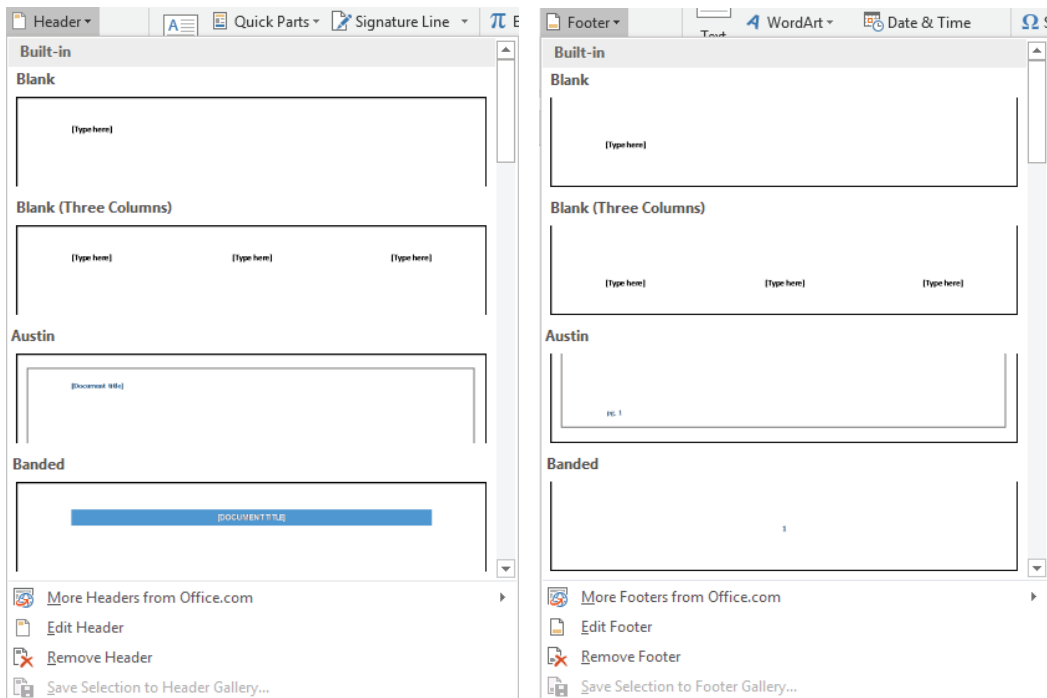
Current Position – Choose a style for the page number using the current position.

Format Page Numbers – Choose a different numbering style (for example, alpha, lowercase Roman numerals or other number format), include a chapter number, or set page numbering to begin at a number other than 1).

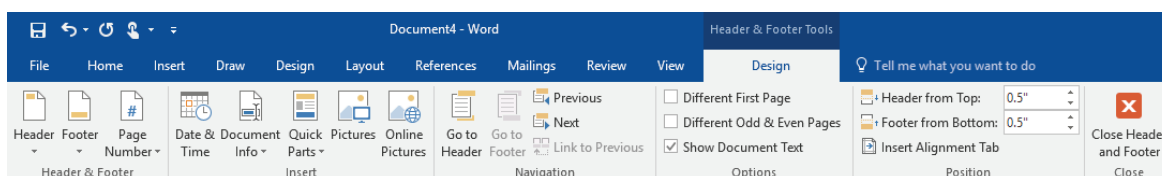
Remove Page Numbers – Remove the page numbers from the document.

Creating Headers and Footers

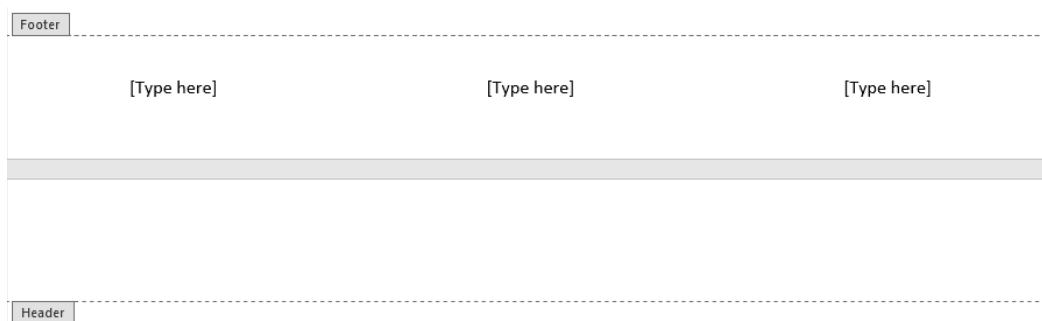
Create headers and footers using the options in the Header & Footer group on the Insert tab. Word includes several built-in styles for headers and footers. Remember that headers appear across the top of the page and footers appear at the bottom of the page.



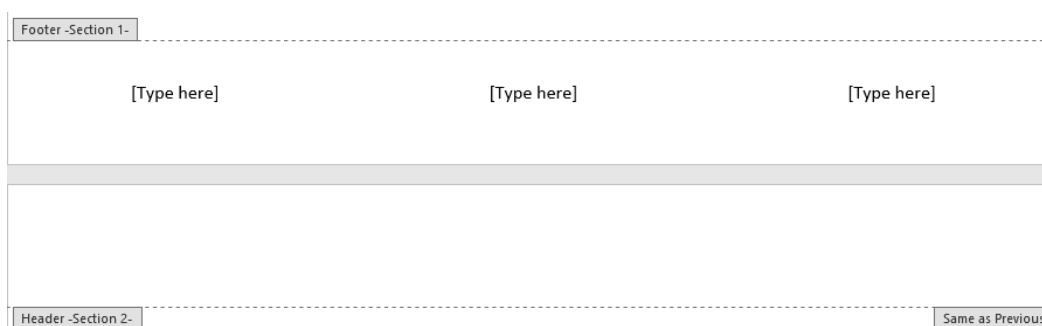
Once you insert a header or footer, the Header & Footer Tools Ribbon becomes available.



In the document, a dashed line with an identifier appears at the top or bottom of a page, making the header or footer area available. You can enter or modify the text or images inside the header or footer.



In a document containing section breaks, Word identifies the different sections in the header or footer. This is helpful if you want to print only specific sections or need to check where changes may be required in your document. You can print sections of text by entering *s#* (where *s* represents the section and *#* is the number of the section) in the Pages box of the Print dialog box.



The Link to Previous option in the Navigation group in the Header & Footer Tools Ribbon gives you the opportunity to use the header or footer defined for the previous section in the current section. If you turn this feature off, you can use a different header or footer in the current section.

Some styles include tab stops for the header or footer, which allow you to left-align, center, and right-align portions of the header or footer text. You can adjust these tabs. You can also change text alignment, insert indents or apply formatting.

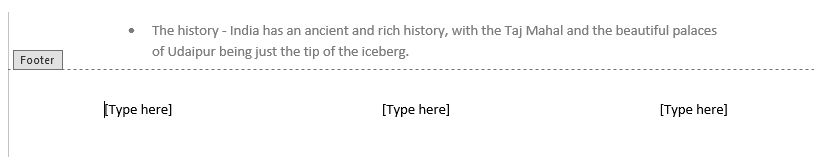
Headers and footers usually contain no more than two or three lines of text. While you can insert pictures into a header or footer, be careful how much information the header or footer contains. Use the screen display to help identify the top or bottom edge of the paper – the dashed line indicates the margin. Word displays the margins used for the header or footer in the Position group of the Header & Footer Ribbon as reference.

To edit an existing header or footer, double-click the header or footer area to open the header or footer and then make the modifications.

Learn to insert a footer

In this exercise, you will insert a footer with a page number. Remember that the process to create a header is similar to a footer, except that the header information is inserted at the top of the document.

- 1 Open the *New Adventures (Approved)* document and save as *New Adventures (Approved Q1) - Student*.
- 2 Click the **Insert** tab and, in the Header & Footer group, click **Footer**. Then click the **Blank (Three Columns)** option.



You can enter the items for the footer by clicking in the [Type here] field.

- 3 Click in the first [Type here] field at the left margin and type: *New Adventures*.
- 4 Click in the second [Type here] field and press DELETE.
- 5 Click in the last [Type here] field and then on the **Design** tab of the Header & Footer Tools Ribbon, click **Page Number** in the Header & Footer group. Point to **Current Position** and then click **Accent Bar 2**.

Word has now set up the footer based on your requirements.

- 6 On the Design tab and in the Close group, click **Close Header and Footer**.
- 7 Save the document.

Working with Document Backgrounds

Backgrounds are often used to enhance online documents, e-mail documents or web pages. Backgrounds use colors, patterns, pictures, gradients, textures, or watermarks to enhance your documents. They may be an informative logo or a decorative texture.

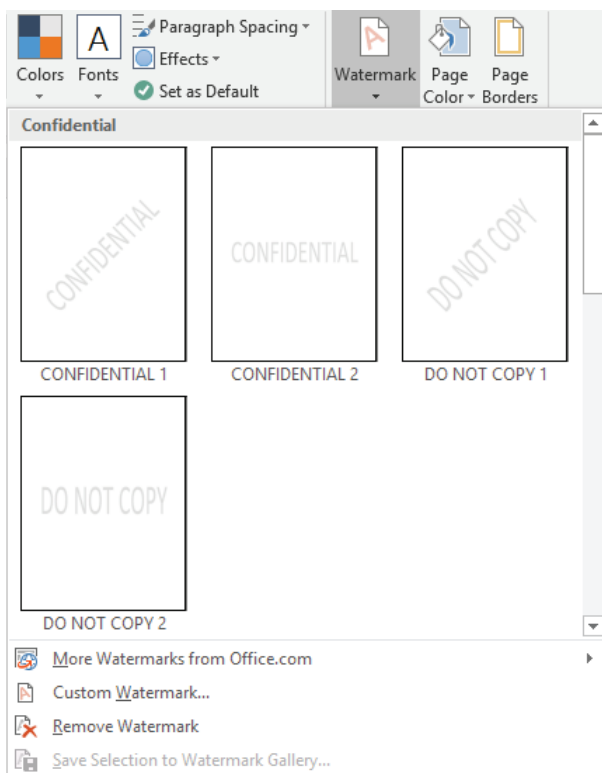
To add a background to a document, click the **Design** tab to select the type of background to apply.

Adding Watermarks

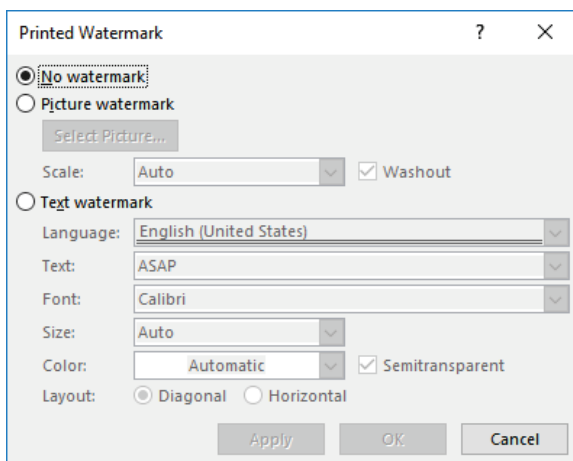
Objective 1.3.6

Watermarks can be text, graphics, shapes, or pictures that appear behind text on every page of the document (unless otherwise formatted). Watermarks appear paler than regular graphics.

Watermarks are used for printed documents while other backgrounds are used for online documents. Watermarks anchor to a header or footer for a point of reference. Watermarks print with the document.



You can choose a watermark from the gallery list, customize it, or remove it. You can also save a watermark design to the gallery. For example, if you need to use Draft Copy Only as a watermark on several documents, you can create this text as a watermark on a blank document and then save it to the Watermark Gallery.



Adding Background Colors

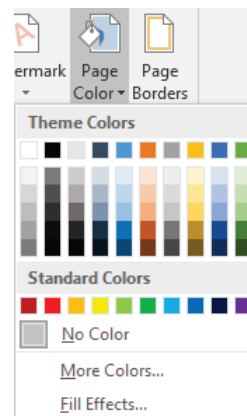
Objective 1.3.6

Use background colors for online documents or web pages, as they do not print with the document text. This can be useful when you want to set up specific colors to help identify types of documents, such as a blue background for general correspondence, yellow for technical support issues, and so on. To add or apply a background color, click the **Design** tab and in the Page Background group, click **Page Color**.

Be careful about the background effect as it can detract from the message in the document. For instance, how easy is it for your audience to read the text if you use a dark background with a light text color? If you use a picture for the background, will the audience focus on the picture rather than the message? Make a habit of changing the views once you apply a background to look at it from different perspectives; for example, is the background more suitable for a web page?

This option has a live preview available so you see the effect of choosing this color immediately on the document. This is useful when comparing the background color with watermark text, changing the font colors, or for any pictures that may also be inserted in the document.

Use **More Colors** to fine-tune the color to be used in the background, such as if you have specific color values for company/organization themes.



Adding Page Borders

Objective 1.3.6

Page borders are an effective way to draw the reader's eye to the document, especially if set up to emphasize items in the document. A page border appears on every page unless a section break is inserted and the page border removed for that section.

As with watermarks and page colors, be careful about the colors you use or the size of the borders. These should be enhancements to a focal point, which generally is the text.

Setting – List of existing types of border settings (such as show the border on all four sides), click **Box**.

Style – Line style for the border.

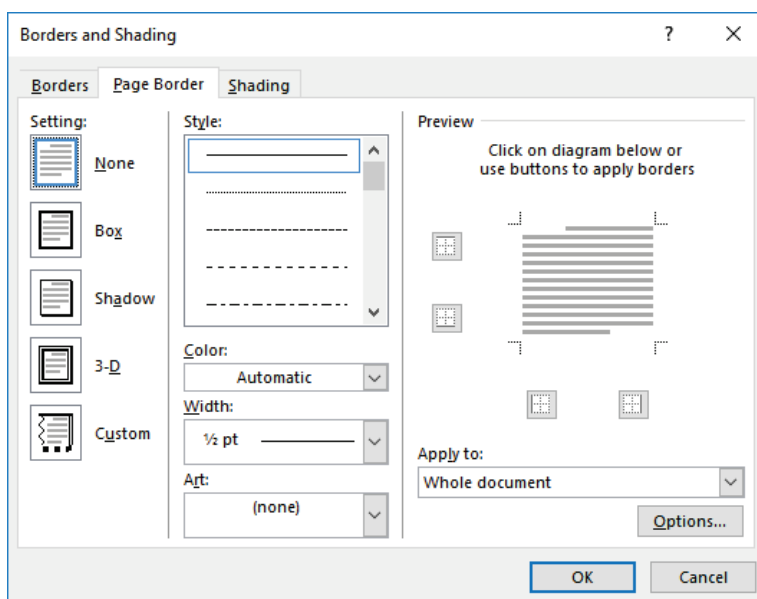
Color – Color of the border.

Width – Width of the border.

Art – Use art shapes instead of lines; click the down arrow to choose from the large variety.

Preview – Displays a preview of all settings selected, with buttons to turn specific border sides on or off.

Apply to – Which part of the document will have these borders applied.



Options – Set other options (such as amount of space between the border and text), whether the border is measured from the edge of the page or the text.

Horizontal Line – Choose from a list of horizontal lines provided by Microsoft to insert a different line style than currently available in the Style or Art lists.

To add or apply a page border, choose an item from the list in Setting and then see how this border will appear in the document in the Preview area. To alter this border, choose options from the middle panel such as the color or width of the border; if you want the border to appear on specific sides, use the buttons in the Preview area to turn on or off the borders.

Hint: Every time you change an option in the middle panel, you will need to click the appropriate border button to preview the change.

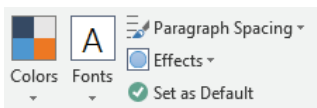
Applying Themes

Objective 1.3.2

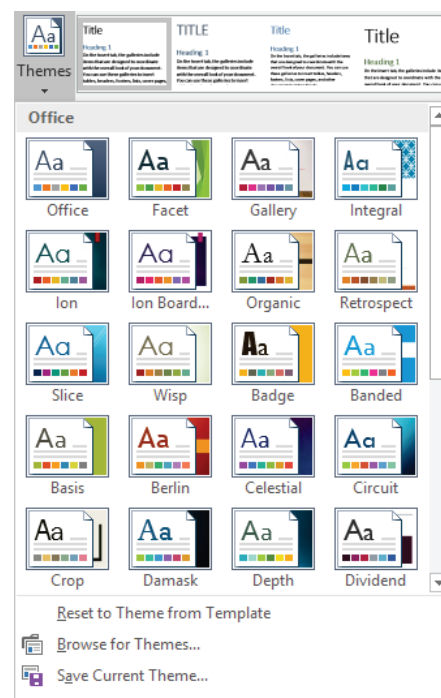
A theme is a set of unified design elements, such as colors, fonts, and graphics, which provides a consistent look for all pages in a document. Applying a theme to a document is a matter of matching a theme to the message. Word includes a live preview of the theme and its options so you can easily decide whether the theme is appropriate for the message in the document.

To apply a theme to a document, on the Design tab, in the Document Formatting group, click **Themes**.

You can also customize a theme to suit the message in your document. You can change the color scheme by using one from another theme, or create your own colors such as those used in your company logo. You can also change the fonts or effects for a theme using one of these options.



If these choices still do not meet your requirements, you can customize these and save the new theme. After making your choice of colors, fonts or effects, on the Design tab, in the Document Formatting group, click **Themes** and then **Save Current Theme**. Note that while you cannot create your own themes from scratch, you can customize one of the built-in themes and then save it with a new theme name. When you save a theme with a new theme name, it appears in the Custom section at the top of the Themes gallery.



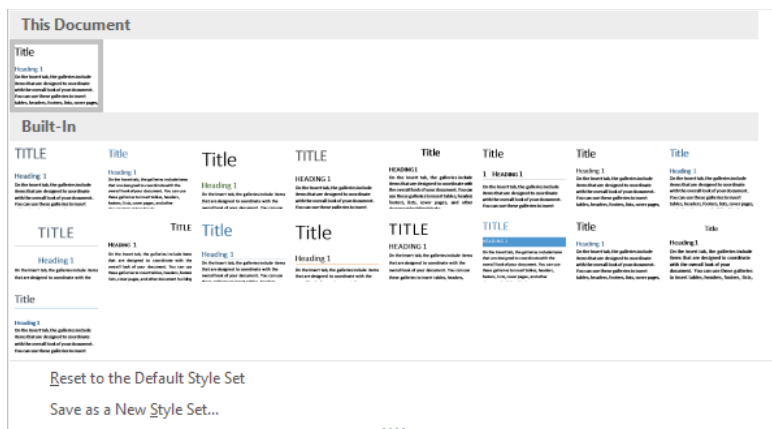
Using Document Style Sets

Objective 1.3.3

Document style sets are a collection or group of styles that can be applied to a document to give it a professional appearance. The document style sets built into Word have been compiled by Microsoft to save you time when you need to ensure there is consistent formatting across the entire document.

Most users who are new to working with styles tend to apply manual formatting to paragraph text instead of modifying the style. In some cases, a character style may be applied to specific text within the paragraph; this can often lead to confusion as to why text remains formatted when the rest of the paragraph does not share the formatting attributes.

Document styles sets can be selected from the Document Formatting gallery on the Design tab.



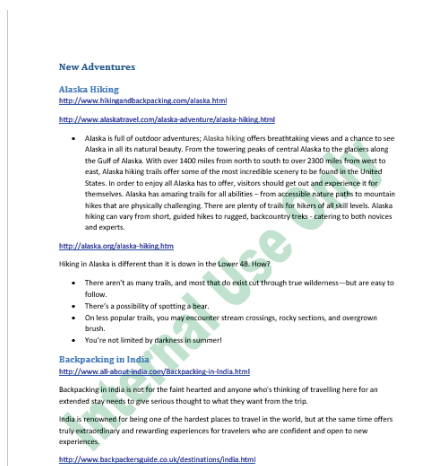
The options below the gallery allow you to revert to the default style set, or to modify a style set and then save those changes as a new style set.

As you point to each style set in the gallery, you can preview how your document will look when the style set is applied.

Learn to use watermarks, page colors or borders, and themes

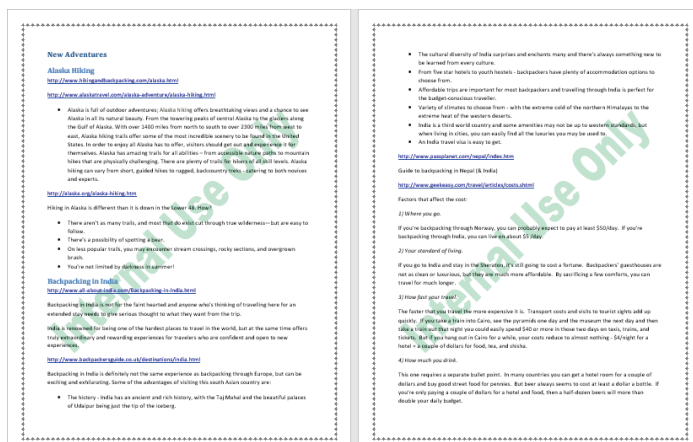
In this exercise, you will look at various methods you can use to apply a background to a document,

- 1 With the *New Adventures (Approved Q1) - Student* document open, click the **Design** tab and in the Page Background group, click **Watermark** and then click **Custom Watermark**.
- 2 Click **Text watermark** and, in the Text field, type: **Internal Use Only**.
- 3 Click the arrow for the **Font** field and click **Arial Black**.
- 4 Click the arrow for the **Color** field, click **Green** from the Standard colors, and then click **OK**.
- 5 Reduce the zoom to approximately **60%**.

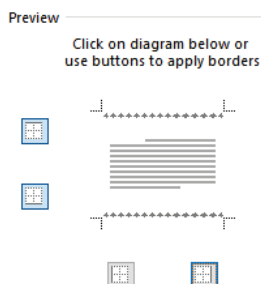


Notice how the watermark appears on the page.

- 6 Change the zoom back to **100%**.
- 7 Click the **Design** tab and in the Page Background group, click **Page Color** and then click **Olive Green, Accent 3, Lighter 80%**.
- 8 Click **Page Color** once more and then click **Blue, Accent 1, Darker 50%**.
Notice how Word adjusts the color of the text based on the color of the dark background.
- 9 Click **Page Color** once more and then click **No Color**.
- 10 In the same group, click **Page Borders**.
- 11 In the Setting list, click **Box**.
- 12 In the second panel, click the arrow for Art and then click the **Gray Diamond** design (it should be a bit more than half way down the list).
- 13 In the Width field, change this measurement to **8pt**. Click **OK**.
- 14 Change the zoom to approximately **50%**.



- 15 To modify the page border, click **Page Borders** once more.
- 16 In the Preview area, click the border buttons for the left and right side to turn off these borders off.



- 17 Click **OK**.

The borders for the left and right side of each page no longer display.

- 18 On the Design tab, and in the Document Formatting group, click the **More** button for the gallery and point at different document styles to see which one might be suitable.

Assume you are not sure which document set to use and decide you may want to apply a theme instead to enhance the appearance of the document.

- 19 Click anywhere outside the styles gallery to close it, then on the Design tab and in the Document Formatting group, click **Themes**. Point at some of the themes where green is the main color.

You should notice that different types of text change in color and font based on options defined in a theme. Let's say you like the green color used in the Facet theme, but don't like the font.

- 20 Click **Facet** in the list of themes.

- 21 On the Design tab and in the Document Formatting group, click **Fonts**, scroll through the list and click the **Georgia** font.

Word applies your font customization to your document even though you are using the Facet theme.

Now select a document style set to use with this document.

- 22 On the Design tab and in the Document Formatting group, click the **More** button on the gallery and then click the **Lines (Simple)** style set.

- 23 Save and close the document.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|--|---|
| ☒ work with document formatting | ☒ insert page numbers |
| ☒ change the paper size, orientation, or margins | ☒ insert headers or footers |
| ☒ insert page or section breaks | ☒ apply backgrounds or themes |
| ☒ work with columns of text | |
-

Review Questions

- Why might you choose to change the margins to Narrow in a document?
 - To utilize the maximum amount of space available between the margins.
 - This is mandatory when you are creating a document with a landscape orientation.
 - To enable you to place pictures outside the margins after the text has been entered.
 - To maximize the frame of white space around the text.
- When does a soft page break occur in a document?
 - A soft page break occurs when you enter enough text to fill one page and the text flows to the next page.
 - A soft page break occurs when you enter a code to force text from one page to another.
 - A soft page break occurs when you enter a code to force text from one column to another.
 - A soft page break occurs when you enter a code that starts a new section on a page.

3. Why might you insert a continuous section break into a page in a document?
 - a. Insert a continuous section break when you want to insert a picture or shape object.
 - b. Insert a continuous section break when you want Word to start to a new page.
 - c. Insert a continuous section break when you need to change the header or footer from one page to another.
 - d. Insert a continuous section break when you want some content on a given page to contain a different layout such as changing the number of columns.
4. What is the difference between a column break and a page break?
 - a. A column break forces text to the top of the next column; a page break forces text to the top of the next page.
 - b. A column break is used only within tables; a page break can be used with all types of document text.
 - c. A column break occurs naturally when you reach the end of a column; a page break can only be inserted manually.
 - d. A column break cannot be used within tables; a page break can be used only within tables.
5. Why would you insert a footer into a long report?
 - a. A footer can include information such as a report or section title or a page number.
 - b. You must insert a footer into a report if your report will contain hyperlinks.
 - c. You must insert a footer if you later want to insert a table of contents.
 - d. You must insert a footer into a report if that report will include bookmarks.
6. If you wanted to insert the page number in a shape located at the lower right third of the document, which option would you use?
 - a. Current Position
 - b. Top of Page
 - c. Bottom of Page
 - d. Page Margins
7. Why might you choose to apply a document style set to a document instead of applying individual styles?
 - a. Apply a document style set when you want Word to apply a coordinated set of styles for a particular report.
 - b. Apply a document style set so that you can override the default styles Word provides.
 - c. Apply a document style set whenever you apply a theme to a document because that will make more styles available.
 - d. Apply a document style set to provide more style options for pictures you are inserting into a document.
8. What can a watermark consist of?
 - a. A watermark can consist of any type of text or object that you want to appear behind the text on each page in a document.
 - b. A watermark can consist only of the text in one of the preset options that Word provides.
 - c. A watermark can consist only of a company logo behind the text.
 - d. A watermark can consist only of the images in one of the preset options that Word provides.

9. How can using background colors help you work with documents?
 - a. Word automatically applies a theme when you apply a background color.
 - b. You can then print the document with the background color.
 - c. Apply different colors to represent specific types of reports.
 - d. They match web requirements for pages on a web site.
10. Applying a page border will automatically display on every page unless which type of break is inserted?
 - a. Column break
 - c. Section break
 - b. Page break
 - d. Line break
11. Why might you want to apply one of Word's default built-in themes to a 15-page document that is currently unformatted?
 - a. To give the document a uniform and coordinated appearance.
 - b. To select the standard company colors when you don't know which colors to use for the overall document.
 - c. A theme comes with its own pictures so you don't need to insert or manipulate these in the document.
 - d. To match the colors or fonts used in your email messages.

Microsoft®

Word 2016

Core Certification Guide

Lesson 5: Distributing Documents

Lesson Objectives

In this lesson, you will look at ways of formatting a document in preparation to print or distribute copies of the document. Upon completion of this lesson, you should be able to:

- | | |
|---|--|
| ☐ proofread your document | ☐ inspect a document for compatibility issues |
| ☐ navigate around the document using special tools | ☐ inspect a document for hidden or personal information |
| ☐ prepare to print documents | ☐ inspect a document for accessibility issues |
-

Proofing Your Document

Before printing your document, you should proofread it for spelling or grammatical mistakes, contextual errors, or repetitive text. Word provides tools to help automate some of the proofing tasks so you can concentrate on document flow instead of data entry. Word also displays visual hints when it encounters items that should be reviewed prior to finalizing the document:

Texr - Red wavy lines indicate a word that is not recognized in the dictionary set for Word.

whenever their is a - Blue wavy lines indicate a possible grammatical or contextual text error.

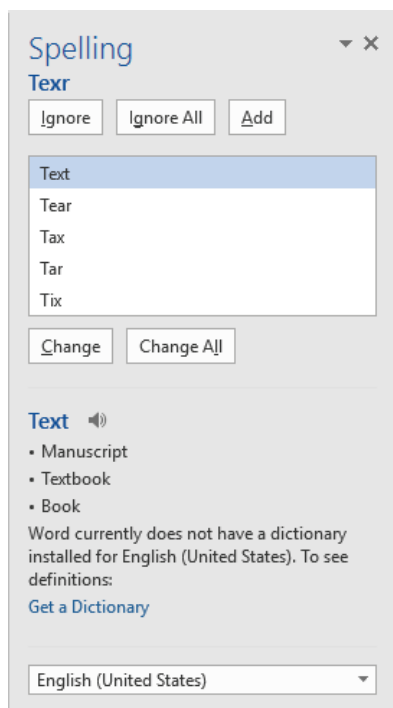
The Spelling and Grammar feature provides options for checking spelling and grammatical errors, and offers the option of creating custom dictionaries.

- The spelling portion of the feature checks for incorrect spelling, duplicate words, and incorrect capitalization.
- The grammar portion of the feature uses natural language grammar to detect sentences with grammatical errors or weak writing style, based on standards set in the language selected for checking spelling and grammar.

The automatic Spelling and Grammar feature checks for spelling and grammatical mistakes as you type. Using this feature enables you to correct the mistakes immediately, or to wait until you have finished creating the document. To activate the Spelling and Grammar feature:

- click the **Review** tab, in the Proofing group, click **Spelling & Grammar**, or
- press F7.

When Word finds the first misspelled word in the document, the word is displayed in the Spelling pane:



Unknown word – Displays the misspelled word, the grammatical or contextual error. Use one of the options to change or ignore the item.

Ignore – Ignore this occurrence, but continue to find other occurrences of words with the same spelling.

Ignore All – Ignore all occurrences of words with this spelling. You would select this option to ignore the spelling of a person's name or specialized industry terminology.

Add – Add this word to the custom dictionary that holds miscellaneous words you want Word to check the spelling against in addition to the default dictionary.

List of Suggestions – Displays a list of suggestions for the misspelled word. If the correct word is in the list, click it and then click **Change**. Alternatively, double-click the word in the list to change it immediately.

Note: If you click in the document to change the noted error, Word will change the buttons to show **Resume**, notifying you that you need to click this button to go back to the Spelling activity.

Change – Change this occurrence with the selected word from the list of suggestions.

Change All – Change all words with this spelling to the selected word from the list of suggestions.

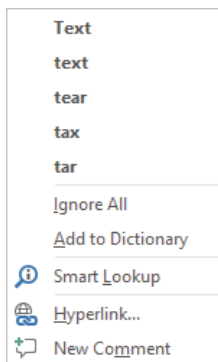
Definition – Displays an audio icon so you can listen to the pronunciation of the word, as well as a definition of the word as applicable. Depending on the word and its usage, Word may also display a list of synonyms (words with similar meaning) or antonyms (words of opposite meaning).

Get a Dictionary – Download a dictionary from the Microsoft store if a dictionary has not been installed on your system; the dictionary you choose to install will depend on what is available for your location and language.

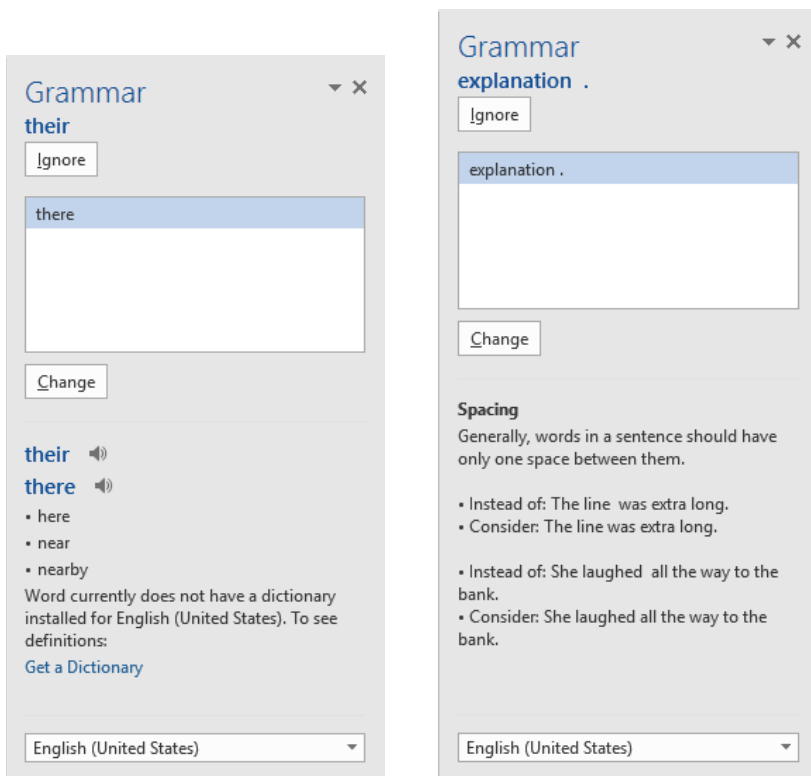
Language – Displays the default language enabled for checking the spelling of all documents.

You may also notice that the Proofing tool on the status bar changes in appearance if there is a potential error in the document. A  icon means Word is beginning the check or that there are no errors whereas  indicates there is at least one item you need to check in the document.

You can also right-click the noted error to view options on how to change the word, as needed.



Grammatical or contextual errors appear in the Grammar pane:



Grammar error – Displays the reason why the text was marked with the green wavy line. The rule will change with the grammatical error.

List of Suggestions – Provides a list of suggestions on how to correct this error.

Note: As with the spelling portion, if you click in the document to make a change to the text, the Resume button displays as reminder to click this before you can resume the spelling feature.

Ignore – Ignore all occurrences of this grammatical error in the document.

Change – Change the noted error in the top box with the highlighted option in the list of suggestions.

Explanation – Depending on the grammatical error, Word will display an explanation of what the error is and how you might correct it.

Language – Displays the default language enabled for checking the grammar of all documents.

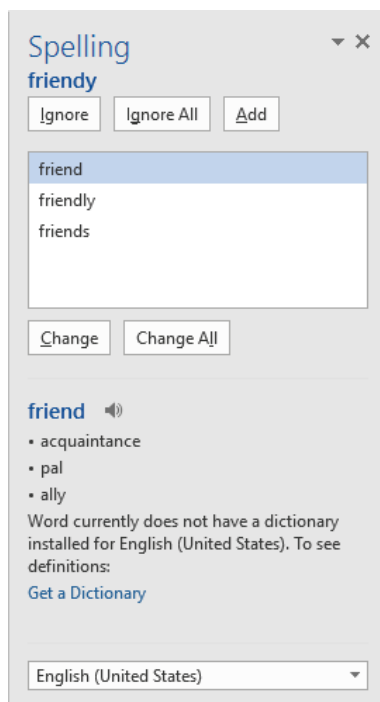
Contextual errors refer to words that are pronounced the same, but have different spellings and meanings. Examples of common contextual errors are:

- there (refers to a place), their (possessive form), or they're (contraction for they are), or
- its (possessive form) and it's (contraction for it is), or
- weather (climate) and whether (which one).

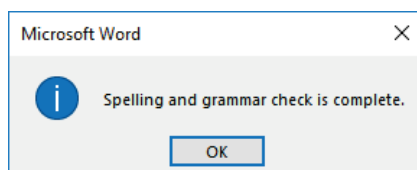
Learn to use the proofing tools

In this exercise, you will use the proofing tools to check for any errors that may exist in a document prior to printing or distributing it to others for review.

- 1 Open the *TA Corporate Profile* document, click the **Review** tab and, in the Proofing group, click **Spelling & Grammar**.



- 2 For "**friendly**", click **friendly** in the suggestion list and then click **Change**.
- 3 Continue with the rest of the spelling and grammar check, making changes as appropriate.



- 4 Click **OK** to complete the proofing of this report.
- 5 Close the document without saving.

Navigating with References

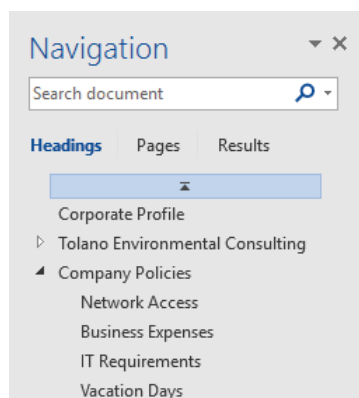
Moving around or navigating a document can be time-consuming when using only the keyboard or the scroll bar. Word provides you with various tools to help navigate within a document, either for editing or for reading your document.

Using the Navigation Pane

Objective 1.2.1

If you use Heading styles in a report, you can use the Navigation pane to quickly navigate to another part of the same document. To view the Navigation pane, click the **View** tab and in the Show group, click **Navigation Pane**. Then click the **Headings** tab.

Hint: If you activate the Find command, the Navigation pane appears and you can click the **Headings** tab to utilize this feature.



Notice that the headings display in a hierarchical structure, similar to a table of contents. Items with arrows at the left can be expanded or collapsed as required.

To navigate to a header in the list, click the heading name. As more headings appear in the list, you can scroll through the list and click the heading name to move quickly to that location.

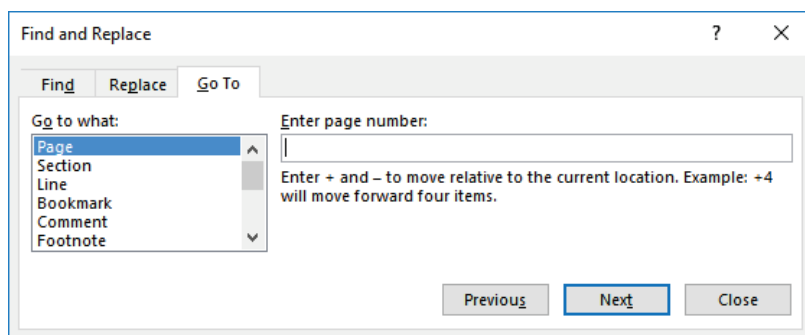
Remember that you can also enter text into the search field to find text in the document and then use the Headings or Results tab to go directly to that text. Word highlights the matches with a yellow highlight effect. You need only click the highlighted entry to move to that result.

Using the Go To Command

Objective 1.2.4

The Go To feature in Word enables you to move quickly to another location in the document without having to search for it manually. To activate the Go To command, use one of the following methods:

- on the Home tab in the Editing group, click the arrow for Find and then click **Go To**, or
- if the Find and Replace dialog box is active on the screen, click the **Go To** tab, or
- press CTRL+G or F5.



Go to what – Click the item from the list to tell Word what to navigate to in the document.

Enter [Go To item] – Enter what you want Word to find or navigate to in this field.

Previous/Next – Move to the previous or next item for the specified Go To item.

Working with Hyperlinks

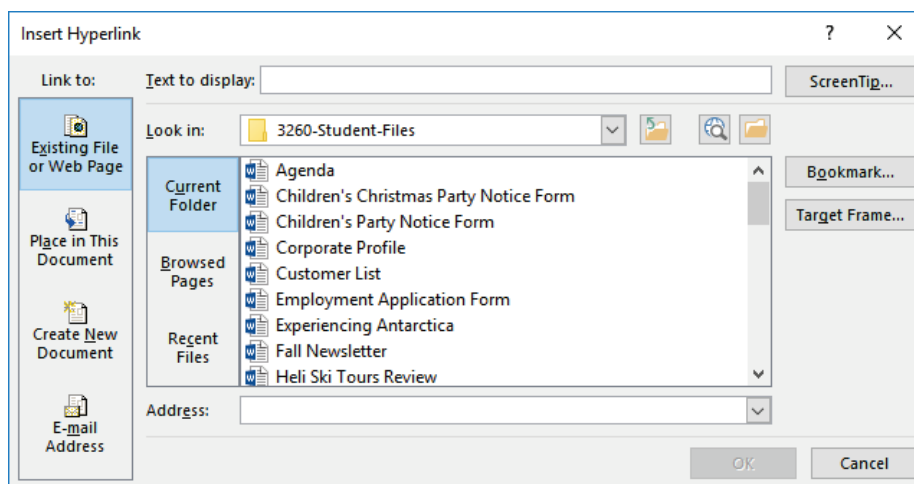
Objective 1.2.2

Word provides a number of ways to navigate or move to different parts of a document without scrolling page by page in the document. A common method is to use hyperlinks which can direct you to another part of the same document, a different document, a web page on the Internet. You can also use a hyperlink to open a new blank email.

In many cases, when you type text similar to an email or a web site address, Word will automatically convert the address to a hyperlink.

To insert or modify a hyperlink, use one of the following methods:

- on the Insert tab, in the Links group, click **Hyperlink**, or
- right-click the text and then click **Hyperlink**, or
- press CTRL+K.



Link to – Click the type of hyperlink you want to set.

Text to Display – Enter the text you want to display in the document instead of the link address.

ScreenTip – Enter a brief help message for the text that displays for the link.

Look in – Go to the appropriate location if you are linking to a file saved on a local or network drive.

Bookmark – Click to display a list of bookmarks that can be linked to this item.

Target Frame – Select a frame in the web page layout of the document to show the link destination.

Address – Type or paste the web address.

To modify a hyperlink, use one of the following methods:

- right-click the hyperlink and then click **Edit Hyperlink**; or
- click in the link and, on the Insert tab, in the Links group, click **Hyperlink** to display the Edit Hyperlink dialog box; or
- click in the link and press CTRL+K.

To delete a hyperlink in the document, use one of the following methods:

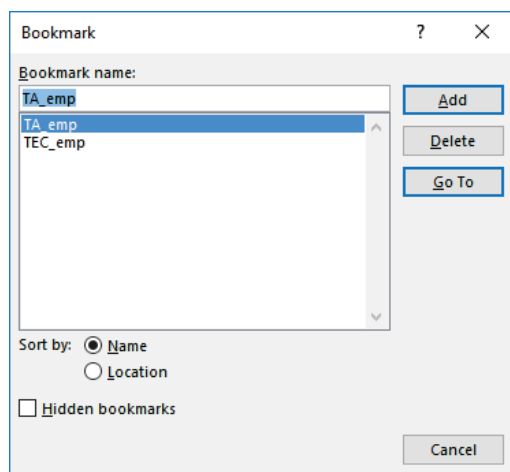
- right-click the link and then click **Remove Hyperlink**; or
- click in the link and, on the Insert tab, in the Links group, click **Hyperlink** to display the Edit Hyperlink dialog box, click **Remove Link**; or
- click in the link, press CTRL+K to display the Edit Hyperlink dialog box and then click **Remove Link**.

Creating Bookmarks

Objective 1.2.3

Bookmarks are useful reference points for navigation. When you create a bookmark, you assign a name to the item or location in your document. Once the bookmark has been created, you can select it by using the **Go To** feature. This is similar to using a bookmark to mark your place in a book or to mark a web site in a web browser.

To create a bookmark, click the **Insert** tab, in the Links group, click **Bookmark**.



Bookmark names can contain up to 40 characters using letters, numbers and underlines. Spaces, punctuation marks or other characters cannot be used.

You can choose to sort or display the bookmarks by name or by location in the document.

If you enter a bookmark with the wrong name or want to delete one from the list, select it in the list and click **Delete**.

To move to a bookmark in your document after displaying the Go To tab of the Find and Replace dialog box, click **Bookmark** from the Go To what field, and then enter the name of the bookmark.

Learn to use navigation tools

In this exercise, you will use different navigation tools to move to different parts of a document.

- 1 Open the *New Adventures (Approved)* document, and save as *New Adventures (Approved) Online - Student*. Click the **View** tab and, in the Show group, click **Navigation Pane**.

If necessary, click the Headings tab. Notice the headings appear in a hierarchical structure; the structure indicates the heading level.

- 2 In the Navigation pane, click the **New Adventures** heading to move to the heading in the document. Click the **Home** tab and, in the Styles group, notice which style is applied to the first heading.

You should notice that the **Heading 1** style is applied.

- 3 In the Navigation pane, click **Backpacking in India**, which is indented beneath the New Adventures heading. Which style is applied here? It should be Heading 2.
- 4 In the document, click the hyperlink below the Backpacking in India heading (<http://www.all-about-india.com/Backpacking-in-India.html>) and, in the Styles gallery, click **Heading 3**.

Word applies the style and also displays a new heading in the Navigation pane.

- 5 In the Quick Access Toolbar, click the **Undo** button to undo the Apply Quick Style action and change the link back to regular text.

Notice that the Heading 3 text no longer appears in the Navigation pane.

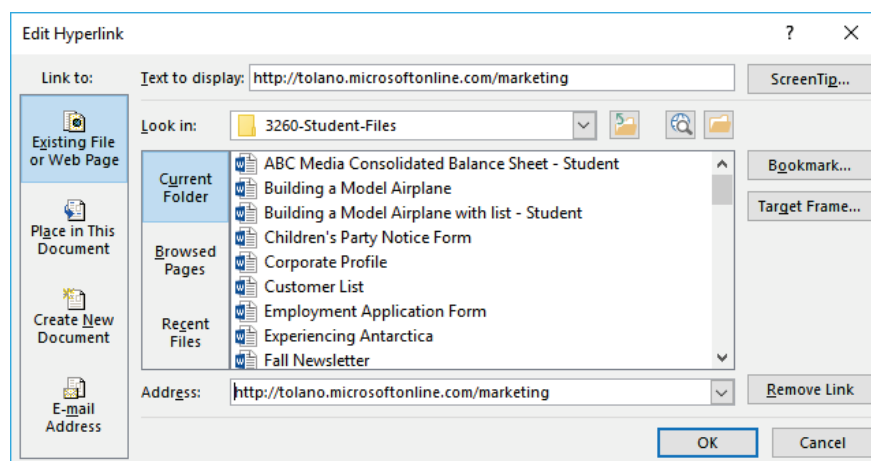
- 6 Move quickly to the end of the document by pressing CTRL+END.

Now add a few hyperlinks to the document

- 7 Press ENTER, then type: For status on these new adventures, go to <http://tolano.microsoftonline.com/marketing> and press ENTER.

Notice that Word inserts the hyperlink automatically as soon as you pressed ENTER. This is because Word identified the <http://> portion as part of a web address.

- 8 Click anywhere in the web address <http://tolano.microsoftonline.com/marketing> and press CTRL+K.



- 9 Click in the **Text to display** field, delete the text there and type: [Marketing Updates](#). Then click **OK**.

The hyperlink now displays the text you specified (instead of the URL).

Note: The specified URL (<http://tolano.microsoftonline.com/marketing>) is not a live URL and will result in an error if you click the link.

- 10 On the next line, type: Web site updates: www.tolanoadventures.com and press ENTER.
- 11 Point the mouse cursor at the link www.tolanoadventures.com entered in the previous step, and press CTRL+click.

The default web browser on your system should start and navigate to the Tolano Adventures web site.

- 12 Close the web browser to return to the document.

Now add bookmarks within the same document so you (or the audience) can quickly move to specific text when reading the document on screen.

13 Click in the search field of the Navigation pane and type: **factors**.

14 When you can see the highlighted factors word in the document (page 2), click in the document and position your cursor at the beginning of the word. Click the X button at the end of the search field to clear it. Then click the **Insert** tab and, in the Links group, click **Bookmark**.

15 Type: **factors** in the Bookmark name field and click **Add**.

Now test to see if you can move quickly to this bookmark from anywhere in the document.

16 Press CTRL+HOME to move quickly to the beginning of the document.

17 Then press CTRL+G to display the Go To tab of the Find and Replace dialog box.

18 Click **Bookmark** in the Go to what list.

factors appears automatically as it is the only bookmark in this document. When you have multiple bookmarks you can use the arrow for the Enter bookmark name field to display the list of bookmarks available for selection.

19 Click **Go To** (or press ENTER).

Word should now display page 2 where the **factors** text appears.

20 Close the Find and Replace dialog box.

21 Save the document.

Preparing to Print

Objective 1.5.1, 1.5.3

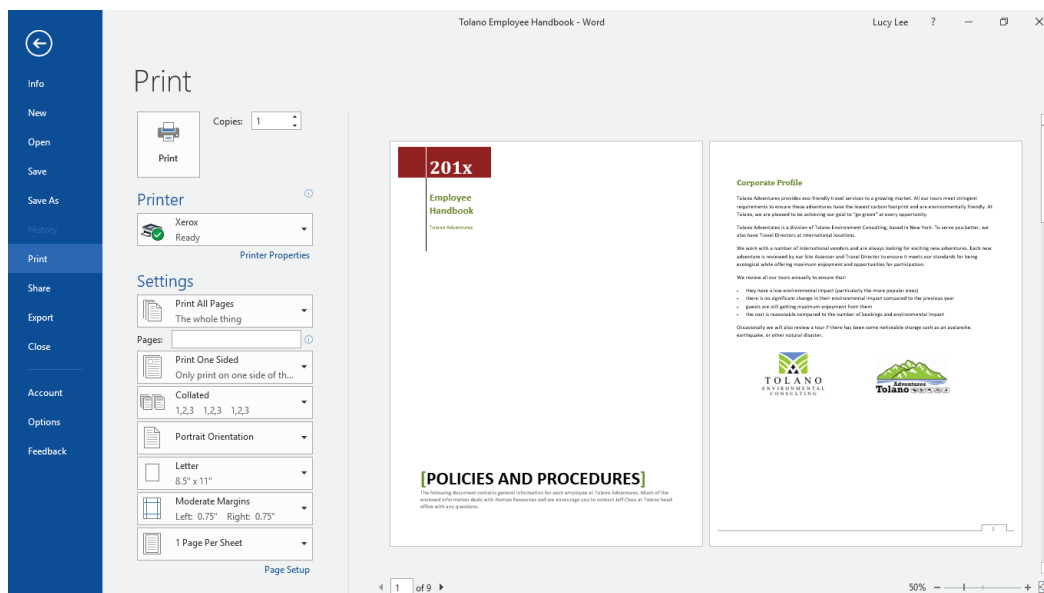
Once you are satisfied with the document content, you may want to preview it for overall page layout. Although the screen gives an accurate view of how the document will look when printed, you may still want to check the document before you use the Print command. Remember that different printers support different tolerances for margins. Therefore, if you create and modify a document in the office, but then want to print it at home, you should open and preview the document before printing it on your home printer. Normally a laser printer allows for margins to a minimum of 0.25" (0.6 cm) whereas an inkjet printer may have a minimum of 0.55" (1.4 cm). By previewing the document with the current printer selected, you can check whether you need to make any other changes before printing.

When you activate the Print command, you have an instant preview of the document in Backstage. You can also select which options you may need to change for the printer, specify what (if anything) you want to print along with the document, or add properties to the file.

In the Print tab of Backstage view, the document appears as it will when printed. All headers, footers, multiple columns and page numbers appear in their appropriate locations. You can also make changes to the margins, paper size, or orientation right from Backstage view – similar to opening the Page Setup dialog box.

To preview or print a document:

- click the **File** tab and click **Print**, or
- press CTRL+P.



Use the zoom slider at the lower right to zoom in or out of the previewed document, or the Zoom to Page button to switch back to preview the full page.

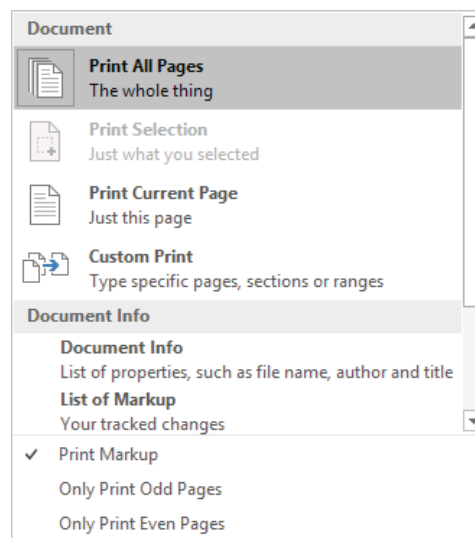
All print options are available in this view:

Print – Click to send the document to the printer using the options set.

Copies – Specify the number of copies to be printed.

Printer – Indicates which printer is active. To change settings for the printer (such as print in color), click Printer Properties.

Print All Pages – Set print options for the document, such as printing the current page only, display document properties, tracked changes, and so on.



Pages – Specify the page range to print:

Pages:

#-# – Only these pages; for example, 3-7, 1-3.

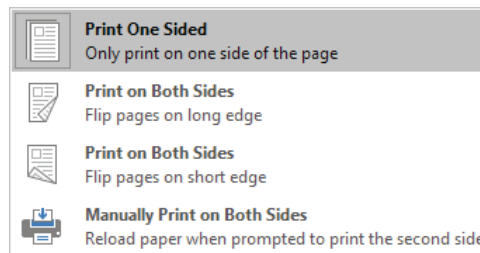
#,#,# – Only the pages specified; for example, 3,5,6

-# – From page 1 to the specified page; for example, 11

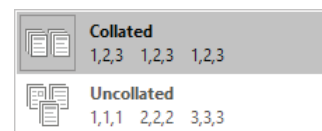
#- – From this page to the last page; for example, 33

s#-s# – From this section to this section; for example, Section 9 to Section 11

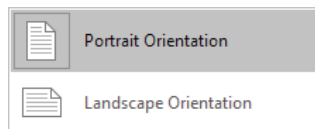
Print One Sided – You can also specify to print on both sides, and specify whether to flip pages on the long edge or the short edge.



Collated – Specify how multiple copies of the document will be printed; for example, do you want to print all copies of page 1, followed by all copies of page 2, or do you want to print the first copy of the entire document, and then the next copy of the entire document and so on for each copy requested.



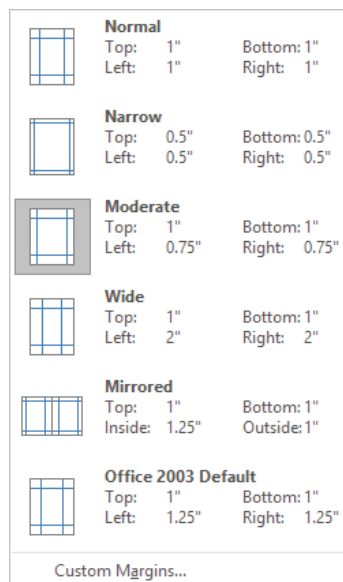
Portrait Orientation – Select the orientation here.



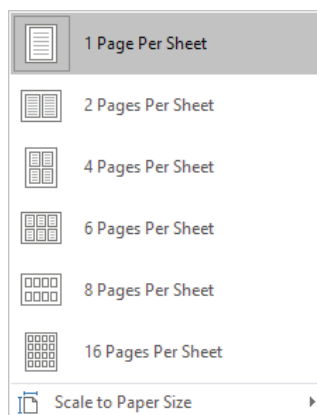
Letter – Select the paper size.



Normal Margins – Select the margins.



Scaling – Select how many pages of the document will print on a sheet of paper; note that you are scaling the document to fit onto x number of sheets but this scaling does not affect the document – only how it prints. This is very useful for printing a draft of the layout of the document on the minimum number of pages.



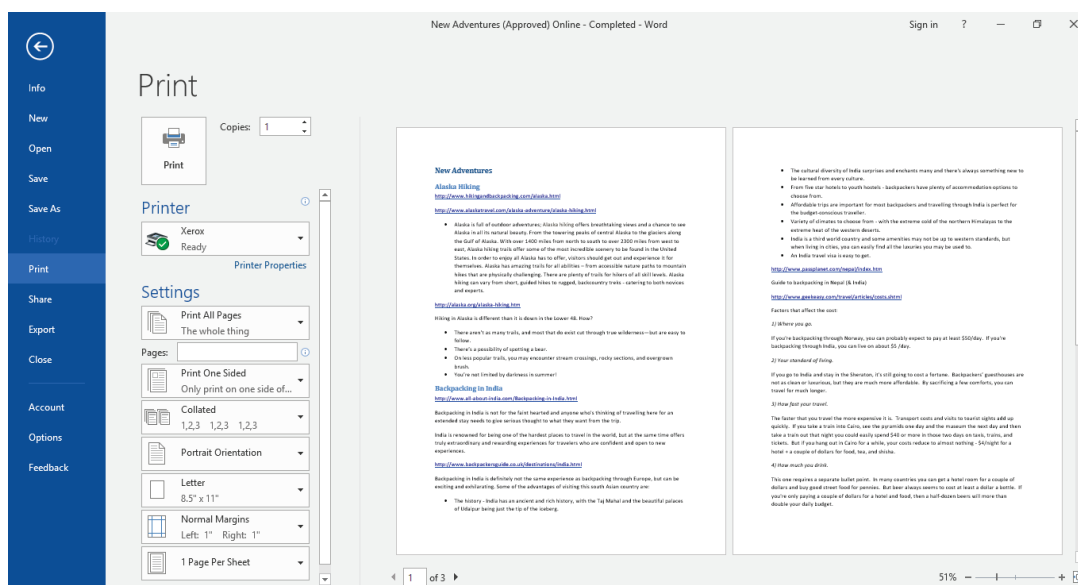
Page Setup – Open the Page Setup dialog box to make other layout changes to the document, as needed.

You should save your document prior to printing so that, if problems occur during printing, you will not lose your work.

Learn to set print options

In this exercise, you will preview a document and make some adjustments prior to printing it.

- 1 With the *New Adventures (Approved) Online - Student* file open, click the **File** tab and then click **Print**.



You are now previewing the document as it will appear when printed.

Zoom into the document to read the text in the report.

- 2 Increase the size of the preview so you can see the headings and the text.
- 3 Click the **Zoom to Page** button at the bottom right to return the preview to full page.
- 4 Click the page buttons to move from one page to the next and back so you can see each page of the document.
- 5 Change the number of copies to **3**.

Now change some printer settings to see how these affect the document.

- 6 Click **Portrait Orientation** and then click **Landscape Orientation**.
- 7 Click **Normal Margins** and then click **Narrow**.

Even though the margins and the orientation were changed, the document is still three pages in length.

- 8 Change the orientation back to **Portrait**.
- 9 On review of this change, reset the margins to **Normal**.
- 10 At this point you could click **Print** to send the document to printer. For the purpose of this exercise click the **Back** button to return to the document.
- 11 Close the document.

Inspecting a Document

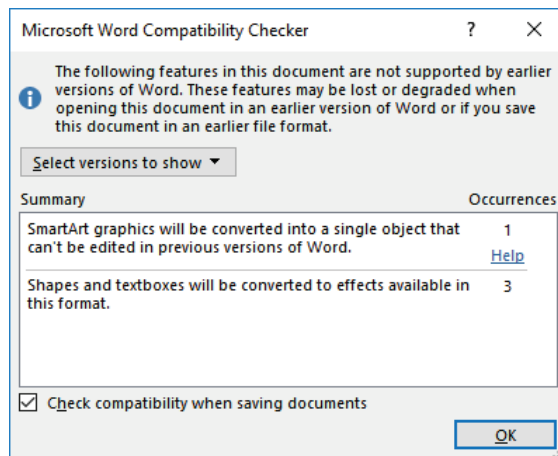
Maintaining Compatibility

Objective 1.5.6

Occasionally with documents saved in a different format than Word 2016, you may find there are incompatibilities for working with the file; for example, formatting options, tab alignments or SmartArt diagrams converting to a single image. Word provides tools to check the document to ensure it is compatible with other Word versions.

To check whether there are problems with converting your document to a different file format than Word 2016, click **File**, click **Info**, click **Check for Issues**, and then click **Check Compatibility**.

Potential issues between the versions appear in the list and you need to decide whether to continue saving the file in this file format or return to the document to make appropriate changes. For instance, SmartArt is a feature that did not exist in versions earlier than Word 2007. If you need this document to be available in a format other than Word 2007 or higher, this diagram will appear in the document, but cannot be modified.



Using the Document Inspector

Objective 1.5.4

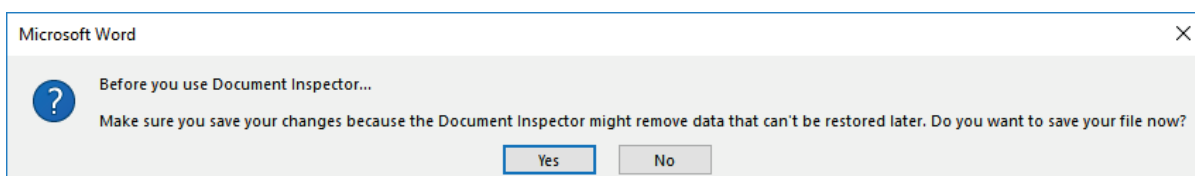
This feature gives you the option to decide what type of information is to be associated with the document being sent for distribution. Depending on who you are sending this file to, you may want to take a closer look at data that may be hidden from normal view.

The Document Inspector is designed to look for certain types of data stored in documents and then report them to you. Some of these items include:

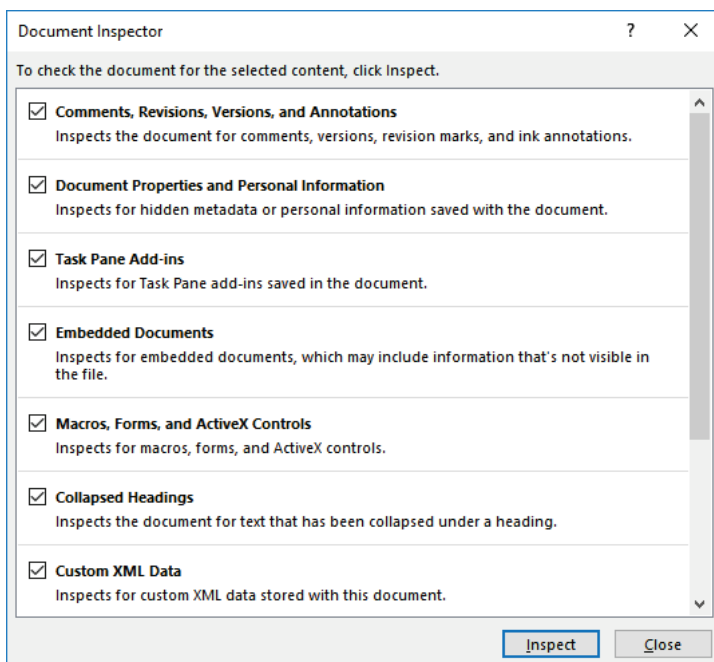
- Comments, revision marks, document versions, or annotations containing names of people who have made changes or notations in the document.
- Properties of the document such as statistics, e-mail headers, user name, template name, routing slips, information in the Custom tabs of the Document Properties dialog box; these may be referred to as metadata and often include personal information about the originator.
- Information in any headers or footers, including watermarks.
- Hidden text.

By knowing that these types of data exist in a document, you can decide, whether or not it is appropriate to keep this data.

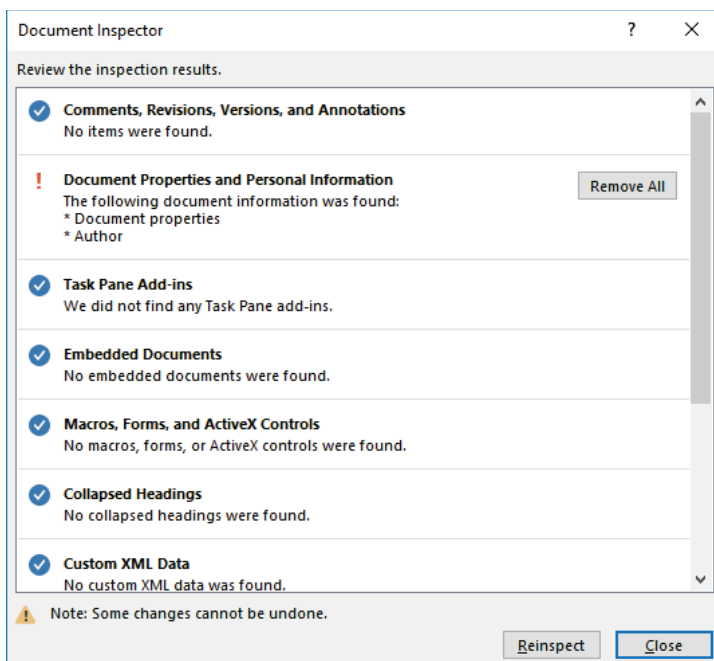
To activate this feature, click **File** and, with the Info category active, click **Check for Issues** and then click **Inspect Document**.



Word displays this message as a reminder that once you select options to be removed, they are removed permanently. It is best to save a copy of your document prior to proceeding, based on your needs.



Select the options you want Word to check and mark if they exist in the document before you distribute it to others, then click **Inspect**. After a few moments of reviewing the items that were checked in the list, Word displays which items need to be addressed before the document is shared with others.



Just click **Remove All** on those items you want Word to remove completely. This process is one of the last steps you apply to a document before distributing the document. For instance, you may want to ensure all revisions and tracked changes are removed from the document before sending the document to others.

Checking Documents for Accessibility

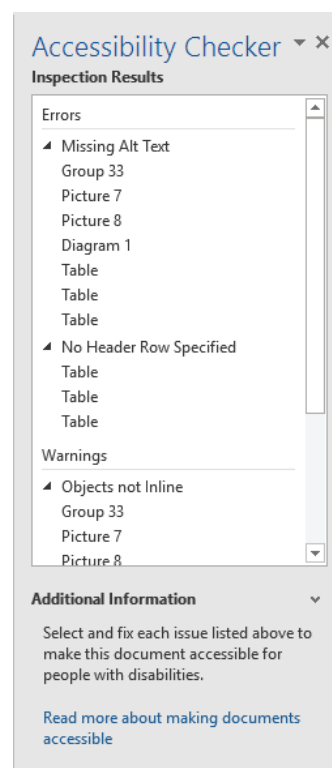
Objective 1.5.5

Word also provides a feature you can use to check your documents for any accessibility issues. This is similar to using the Document Inspector to check for any incompatibilities with a document before you distribute it. This feature focuses on items that may be missing or misunderstood if there are no details or tags to help identify the item for visual or audio recognition.

To check a document's accessibility, click **File**, ensure the Info category is selected, and click **Check for Issues**. Then click **Check Accessibility**.

You can click an item from the list to have Word display an explanation of how to fix this issue.

Not all issues will be related to multimedia as seen in this screen; some issues may have to do with formatting or how text has been entered that could lead to problems with reading the text. For example, notice how Word identifies there is no heading row set for the tables in the document. Even if the table is small and doesn't require a heading row to be set, adding one for the table works similar to using Alt text as an identifier for what titles are used with the data.



Learn to check a document for issues

In this exercise you will check a document for potential issues such as hidden properties, accessibility or compatibility before distributing it to others.

- 1 Open the *New Adventures (Approved) final* document and save as *New Adventures (Approved) final - Student*. Then click the **File** tab and ensure Info is selected in the panel at the left.
 - 2 Click **Check for Issues** and click **Inspect Document**. Click **Yes** at the message.
 - 3 Click **Inspect**.
 - 4 Click the **Remove All** button for the Document Properties and Personal Information option.
 - 5 Click **Reinspect**.
 - 6 Click **Close** to return to the document.
- Now try checking your document for any accessibility issues.
- 7 Click the **File** tab and click **Check for Issues**.
 - 8 Click **Check Accessibility**.

Word displays a number of items that require you to make some changes that will enable the document to be accessible on a global basis.

- 9 Click the first hyperlink in the displayed list and read the explanation at the bottom of the pane

In actual practice you would add Alt-text to the link so anyone with a disability reading this document would be given a description of what the link does or where it navigates. You would also make the appropriate changes for the diagram and shapes on the last page of the document. For the purpose of exercise, you will ignore these links.

- 10 Close the Accessibility Checker pane.

Let's now check the document for any compatibility issues.

- 11 Click the **File** tab and click **Check for Issues**.

- 12 Click **Check Compatibility**.

- 13 In this instance, there are no compatibility issues. If any had been found, you would need to read the listed items carefully to determine whether you would want to save the document to an earlier format.

- 14 Click **OK**.

- 15 Save, and then close the document.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|--|---|
| ☒ proofread your document | ☒ inspect a document for compatibility issues |
| ☒ navigate around the document using special tools | ☒ inspect a document for hidden or personal information |
| ☒ prepare to print documents | ☒ inspect a document for accessibility issues |
-

Review Questions

- How can you identify if a grammatical error has been detected in the document?
 - The error is marked with a green wavy line under the text in the document.
 - The error is marked with a red wavy line under the text in the document.
 - The error is marked with a blue wavy line under the text in the document.
 - The error is marked with small purple dots under the text in the document.
- Which type of styles help you navigate in the document when using the Navigation Pane?
 - Paragraph
 - Normal
 - Headings
 - Character
- Which keyboard shortcut can you use to display the Go To tab in the window?
 - CTRL+G
 - CTRL+T
 - CTRL+F
 - CTRL+H

4. Which keyboard shortcut can you use to insert or modify a hyperlink in a document?
 - a. CTRL+H
 - b. CTRL+K
 - c. CTRL+L
 - d. F9
5. Which feature would you use to go to a bookmark?
 - a. Search field in the Navigation Pane.
 - b. Go To tab in the Find and Replace window.
 - c. Mark index entry.
 - d. Add citation placeholder.
6. Why should you preview a document before printing it?
 - a. Preview a document to check that all pictures include appropriate alternate text.
 - b. Preview a document to ensure that the appropriate keywords have been added to the document properties.
 - c. Preview a document to ensure it will be saved after printing.
 - d. Preview a document to check the document's final layout is what you expected.
7. Which printer options would you use to print only specific pages of a document?
 - a. Use the Page Setup option to print only specific pages of a document.
 - b. Use the 1 Page per Sheet option to print only specific pages of a document.
 - c. Use the Printer Properties option to print only specific pages of a document.
 - d. Use the Print All Pages option to select to print only specific pages of a document.
8. Why might you want to maintain the compatibility for a document?
 - a. Different versions may cause issues with specific features.
 - b. All documents need to be saved with the .docx file type.
 - c. Ensure all documents must be for the PC only.
 - d. Ensure all documents can be compatible with Windows 10.
9. Why should you inspect a document before sharing it with others?
 - a. To remove any possible properties you do not want others to see.
 - b. To remove the creation and modification dates for a document.
 - c. To check for any possible hidden programs such as adware or viruses.
 - d. To check the document is compatible with Word 2003 or higher.
10. What would be an example of an accessibility issue to fix?
 - a. Theme colors
 - b. Heading styles
 - c. Alt-text
 - d. Font styles

Microsoft®

Word 2016

Core Certification Guide

Lesson 6: Using Tables

Lesson Objectives

In this lesson, you will look at tables and how they can be used to align text in a document. You will also learn how to format a table and its contents. Upon completion of this lesson, you should be able to:

- | | |
|--|---|
| ☐ create tables | ☐ set row headings |
| ☐ enter items into tables | ☐ format tables |
| ☐ adjust rows and columns | ☐ modify cell margins or spacing |
| ☐ merge and split cells | ☐ convert tables to text or text to tables |
| ☐ split tables | ☐ sort data in a table |
| ☐ insert and delete cells, rows and columns | |
-

Working with Tables

One of the quickest and easiest ways to arrange columns of text and numbers in Word is to use the Table feature. You can also use this feature to group paragraphs side by side and create many types of forms by adding borders and shading.

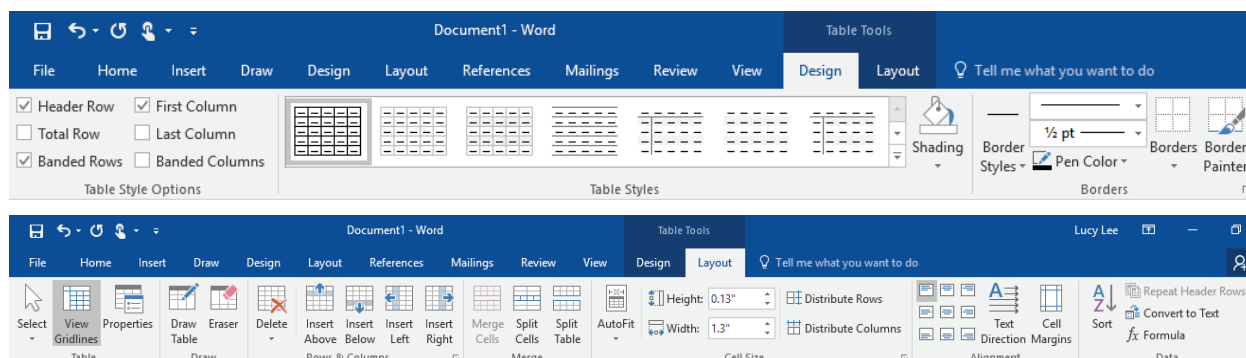
The Table feature is similar to a spreadsheet program such as Microsoft Excel, as it makes use of cells, rows and columns to arrange text and graphics. You can insert spreadsheets from Excel into your Word document, and then make changes to column widths or borders. Similarly, you can insert tables you created in Word into an Excel worksheet. Excel treats the data like any other spreadsheet data.

Note the following when you are working with tables:

- Each horizontal line in a table is called a *row*. Rows are numbered consecutively from the top downward (for example, 1, 2, 3, 4).
- Each vertical line is called a *column*. Columns are listed alphabetically from left to right (for example, A, B, C, D).
- The intersection of a row and column is called a *cell*. The cell uses the column letter and row number as its identification. For example, cell B5 is located in the second column across, and five rows down.
- Use the grid or borders as your guide to determine how wide the columns are, how high the rows are, or how text or objects appear in the table.
- You can enter text, numbers or graphics into a cell.
- You can create a table before or after you type the text.
- Before you type the text, design the overall appearance and layout of the table. You can make adjustments to exact cell size later to accommodate the longest line of text for the rows or columns.
- You can also make adjustments to the table layout in relation to the page by using the various options in the Properties command in the Layout tab of the Table Tools Ribbon.
- By default, Word adds a single line border to the table; these can be removed or modified as required.
- The gridlines for a table work in the same way as non-printing characters. They do not print, but appear on the screen, showing you where the edges of your columns, rows and cells are.



- Display end of cell markers ¶ to show where you are in the table, or to help you determine how text appears in the cells using the Show/Hide ¶ feature.
- A new table uses the default settings defined in Word, unless you change them.
- You can move a table to any position in the document by dragging the Table Selector ⇧ symbol, which appears when you point the cursor in or near the table.
- The Table Tools Ribbon appears when your cursor is inside a table. There are two tabs with specific commands you can use to manipulate the table:



Inserting a Table

Objective 3.1.3

The Insert Table command is best used when you want to create a simple table. This command enables you to insert a table that contains evenly sized columns and rows. These can be adjusted at any time during or after text entry.

There are two ways to insert a table with equal column width and row height:

- Click the **Insert** tab, in the Tables group, click **Table**. Then starting from the top box in the drop-down, drag to specify the number of columns and rows you want.

As you drag across and down, Word displays the number of columns and rows for reference in the title area of this list. This is useful when you want to create a table with a maximum of 10 columns by 8 rows.

- If you need a larger table, use the **Insert Table** feature from within this menu, where you can set the following options:

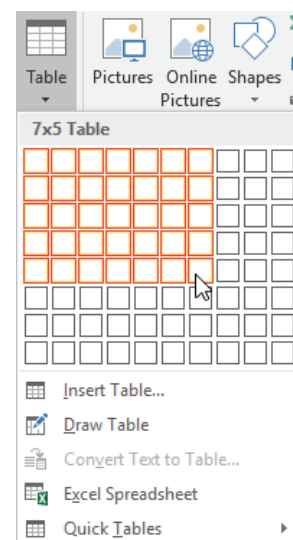
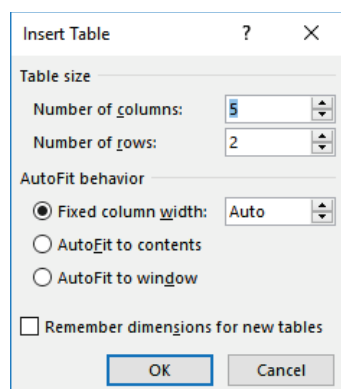


Table size – Enter the number of columns and rows directly in the appropriate boxes or use the increment buttons.

AutoFit behavior – Specify how you want the columns to behave when you start entering text

- Select **AutoFit to contents** to have each column accommodate the text you enter into it; the columns will not necessarily remain evenly sized.
- To ensure that each column is the same size, select **Fixed column width**. You can specify a measurement for the column width, or leave it set to *Auto*, which results in evenly sized columns that will stretch from the left margin to the right margin.

Remember dimensions for new tables – Select this option as the default for all your new tables. You can adjust column widths or row heights after creating the table.

Working with Text

Once you have created a table layout, Word places the insertion point in the first cell of the table so that you can begin entering text.

You can move within a table by:

- Pressing ENTER to add more lines of text in the same cell. This will increase the row height.
- Using the arrow keys to move through the text in the cell.
- Using TAB to move forward to the next cell.
- Using SHIFT+TAB to move backward to the previous cell.
- If you need to insert a tab or indent, press CTRL+TAB.
- If you need additional rows to enter text, in the last cell in the last column, press TAB.

Formatting the Table

Once text has been entered into a table, you can format it in a similar manner to regular text. You must select the text before making any changes. Formatting refers to any feature or attribute that enhances the appearance or changes the position of text, such as bold, font size, font color, or centered text. Note that as with regular text, if you change the font size, the height of the row will change with the size. You will learn how to alter the row height only later in this lesson.

Although you may be tempted to format the text as you type, consider waiting until you have entered all the text. This will give you a better idea of what needs to be changed, for example, column width, row height, length of text or font size.

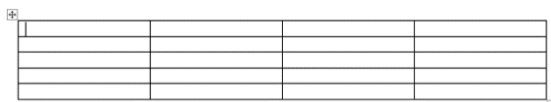
Use options in the groups of the Table Tools Ribbon to format or adjust the appearance of the content such as aligning the text, merging cells,

Learn to create tables

In this exercise you will look at how to create simple tables and enter text into the cells.

- 1 Create a new blank document.
- 2 Click the **Insert** tab and then, in the Tables group, click **Table**.
- 3 Starting at the top box in the grid, drag in the grid for a table with **4** columns and **5** rows, then click to insert the table.

Your new table should be similar to:



1			

- 4 Click in the first cell (row 1, column 1) of the table and type: **First Name**. Then press TAB to move to the next cell to the right.
- 5 Type: **Last Name** in the second cell and then press TAB.
- 6 In the third column, type: **Division** and press TAB.

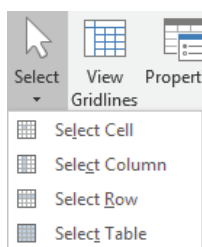
- 7 In the last column, type: **Local #** and press TAB to move to the first cell of the second row.
- 8 Type the following information into the table, pressing TAB to move to the next cell.

First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3302
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
- 9 Click at the end of the text in the Local # cell for the Calinda row, and press TAB to create a new row.
- 10 In the first blank cell in the new row, type: **Hope**. Press TAB, type: **Misaka**, press TAB, type: **Life**, press TAB and type: **3308**.
- 11 Save the document as **ABC Insurance Staff List - Student**.

Modifying Tables

Text and other objects (such as pictures and drawings) can be inserted into a table; however, when you want to change the text or the object, you must select it first. There are some fast methods of selecting items:

- To select an entire column, move the cursor to the top of the column until you see **↓**. Click to then select the entire column.
- To select an entire row, move the cursor to the left margin and click to select the entire row.
- To select multiple columns or rows, click and drag across the columns or rows.
- To select one cell, move the cursor to the lower left corner of that cell until you see **↖**. Then click to select the entire cell.
- To select multiple adjacent cells, click and drag across those cells.
- To select multiple non-adjacent cells, select the first cell, and then press CTRL as you click each subsequent cell to select.
- To select the entire table, click the **⛶** symbol at the top left corner of the table. This symbol appears whenever the mouse cursor is pointing anywhere in a table.
- Under Table Tools, on the Layout tab, in the Table group, click **Select** and then click the appropriate selection.



Adjusting the Width or Height

Objective 3.2.4

You can adjust the width of each column, the height of each row, and the alignment of the table. You can also evenly space selected rows or columns in a table.

Use one of the following methods to adjust the column width or row height:

- under Table Tools, on the Layout tab, in the Cell Size group, change the width or height as required, or
- place the cursor on a vertical border on either side of the column to be adjusted. When you see , click and drag the border left or right to the desired column width, or
- place the cursor on the top horizontal border for the row to adjust. When you see , click and drag the border up or down to the desired row height, or
- click the  in the ruler representing the right border of the column to adjust, and drag to the desired width, or
- under Table Tools, on the Layout tab, in the Table group, click **Properties**. Then in the Table Properties dialog box, click the appropriate tab to change the row height, column width, or cell width.

If the cursor is not positioned within a cell of the table, you will not see the column markers in the ruler for the table. This is a visual clue to check where your cursor is in the document. Only when the cursor is in the table will you be able to activate options from the Table Tools Ribbon for the table.

To distribute the columns or rows evenly, under Table Tools, on the Layout tab, in the Cell Size group, click



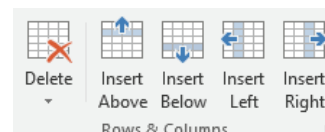
Inserting Rows, Columns or Cells

You can easily insert, delete or move rows or columns once you have created a table. However, remember to select the appropriate rows or columns before performing any of these actions.

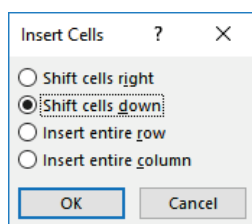
When inserting multiple rows, columns or cells at once, you must select the appropriate number of units in the table to insert the same number of rows, columns or cells.

To insert a row or column, position the cursor in a cell where you want to insert the row or column and then:

- under Table Tools, on the Layout tab, in the Rows & Columns group, click the appropriate option to insert, or



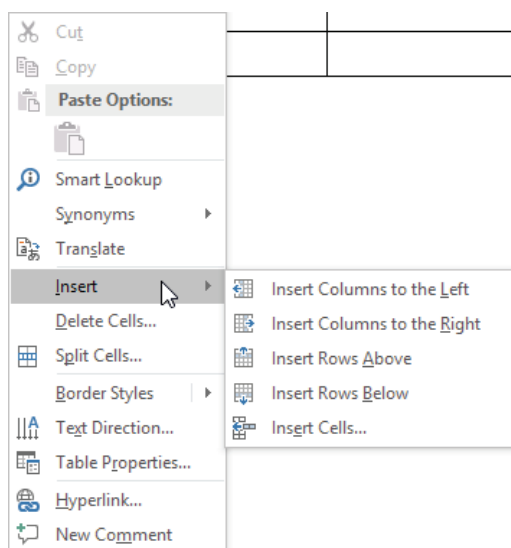
- under Table Tools, on the Layout tab, in the Rows & Columns group, click the **Table Insert Cells** dialog box launcher. Then click the appropriate item to insert from the Insert Cells dialog box, or



- point at the border between the two rows or columns where you want to insert a row or column, and click the Add symbol when it appears. Click the + (as seen in the following images) to add a row below the current row or to add a column to the right of the current column; or



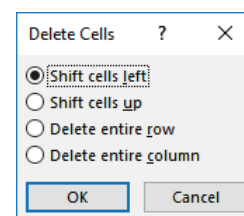
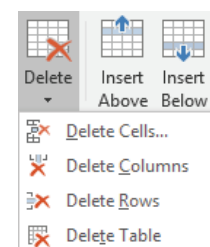
- in the last cell of the last row in a table, press TAB to quickly insert a new row at the bottom of the table, or
- right-click a row or column to display the shortcut menu and then point to **Insert** and select an option from the menu.



Deleting Rows, Columns or Cells

To delete a row, column or cell, use the same procedure as to insert a row, column or cell. Select the table item to be deleted, and then use one of the following methods:

- under Table Tools, on the Layout tab, in the Rows & Columns group, click **Delete**, or
- right-click a row or column and then click **Delete Rows** or **Delete Columns**, or
- if you click **Delete Cells**, the Delete Cells dialog box appears to select the appropriate option.



Merging and Splitting Cells

Objective 3.2.3

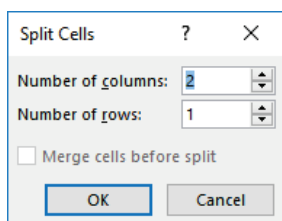
Table cells can be merged to create a single cell, or a cell can be split into more columns or rows as required. Merging is particularly useful when creating a title row. (This is an example of why you may want to consider entering the text into the table before making any changes to the table layout.) Once the text is entered in the table, you can see, at a glance, which cells should be merged and which just need width adjustments.

To merge cells, select the cells and then:

- under Table Tools, on the Layout tab, in the Merge group, click **Merge Cells**, or
- right-click and then click **Merge Cells**.

To split cells, select the cell to be split and then:

- under Table Tools, on the Layout tab, in the Merge group, click **Split Cells**, or
- right-click and then click **Split Cells**.



Splitting a Table

Objective 3.2.5

Use the Split Table command whenever you want to split a table at a specific spot, such as to separate a company list of phone directories by department on different pages, or to break up a form into two individual tables.

To split a table, place the cursor in the row that will become the first row of the new table, then on the Layout tab under Table Tools, in the Merge group, click **Split Table**.

Setting Row Headings

Objective 3.2.6

When the table spans multiple pages, each page should show the headings for the data columns. This reminds the viewer of what type of data is shown in each column. You can ensure that row headings appear at the top of subsequent pages by identifying them as row headings and specifying to repeat them on each page that the table spans. Row headings can include multiple rows, but these must be located at the top of the table – row headings cannot be set on rows in other locations of the table.

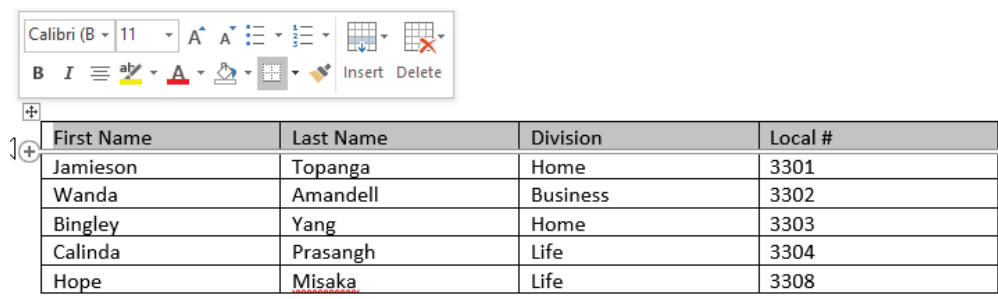
Note: To set row headings for another area of the report, you will need to split the table into separate tables where you can then select the new row headings to repeat on subsequent pages.

To set row headings, select the top row(s) to be displayed at the top of each page, and then on the Layout tab, in the Data group, click **Repeat Header Rows**.

Learn to modify a table

In this exercise, you will modify various rows and columns in a directory table.

- 1 Point the mouse at the left of the first row and click to select the entire row.



The Mini toolbar shows options for font face (Calibri), font size (11), bold (B), italic (I), text color, background color, and table actions (Insert, Delete). Below it is a table with 5 rows and 4 columns.

First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3302
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
Hope	Misaka	Life	3308

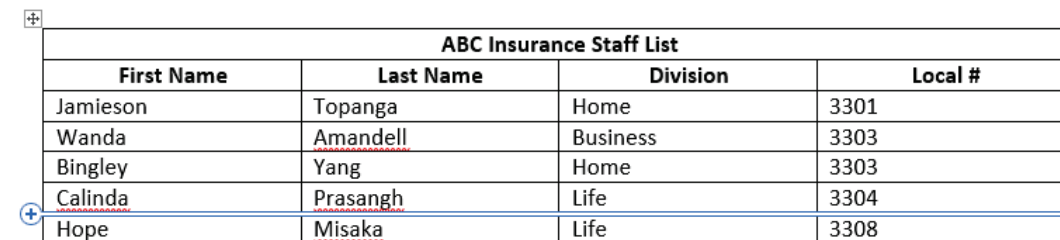
- In the Mini toolbar, click the **Insert** option and then click **Insert Above** to insert a new row above the selected row.
- With the cells in the newly inserted row still selected, click the **Layout** tab on the Table Tools Ribbon, and in the Merge group, click **Merge Cells**.

You should now have one large cell here for the title of the table.

- In this cell, type: **ABC Insurance Staff List**.

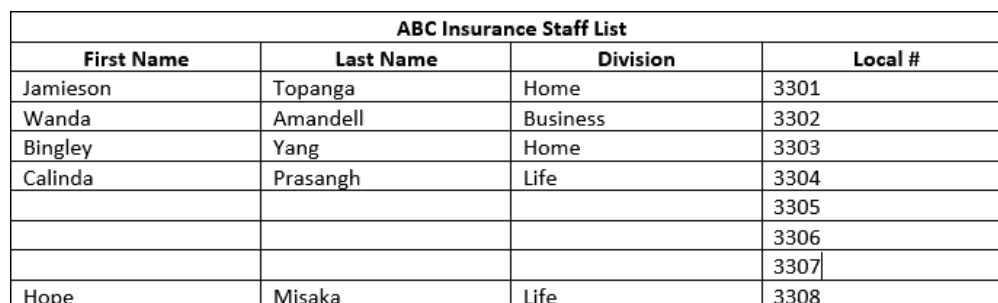
The table now contains 7 rows.

- Select the first two rows in the table and then press CTRL+B to bold the text in these rows.
- With both rows selected, press CTRL+E so the text is center aligned.
- Click in the **Calinda Prasangh** row and then point at the border between this and the next row.



ABC Insurance Staff List			
First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3303
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
Hope	Misaka	Life	3308

- Click the + symbol.
- A new row now appears between the two rows.
- Click the + symbol two more times. Then type the three local numbers from 3305 to 3307.



ABC Insurance Staff List			
First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3302
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
			3305
			3306
			3307
Hope	Misaka	Life	3308

At this point, the table could be considered complete as all the data has been entered. However, you can improve the readability of the table by adjusting the column widths or choosing other options to enhance the contents.

- 10 Point the mouse cursor anywhere on the last vertical border of the table. When you see  drag the border to the left about **1" (2.5 cm)** to narrow the column width.

ABC Insurance Staff List			
First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3302
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
			3305
			3306
			3307
Hope	Misaka	Life	3308

- 11 Click the Table Selector box at the top left of the table to select the entire table.
- 12 On the Layout tab under Table Tools, in the Cell Size group, click **Distribute Columns**.
- 13 In the Table group, click **Properties**.
- 14 In the Alignment area, click **Center** and then click **OK**.
- The table is now centered between the margins.
- 15 Click in the first row with the title of the table.
- 16 On the Layout tab under Table Tools, in the Cell Size group, click the **Table Properties** dialog box launcher.
- 17 Click the **Cell** tab, and then click the **Options** button at the bottom right.
- 18 In the Cell margins area, click **Same as the whole table** to turn this off, and then change the measurement to **0.05" (0.13 cm)** for the **Top** and **Bottom**.
- 19 Click **OK** twice to exit the dialog boxes.

ABC Insurance Staff List			
First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301

There is now more spacing between the top and bottom margins for the first row.

- 20 Save the document.

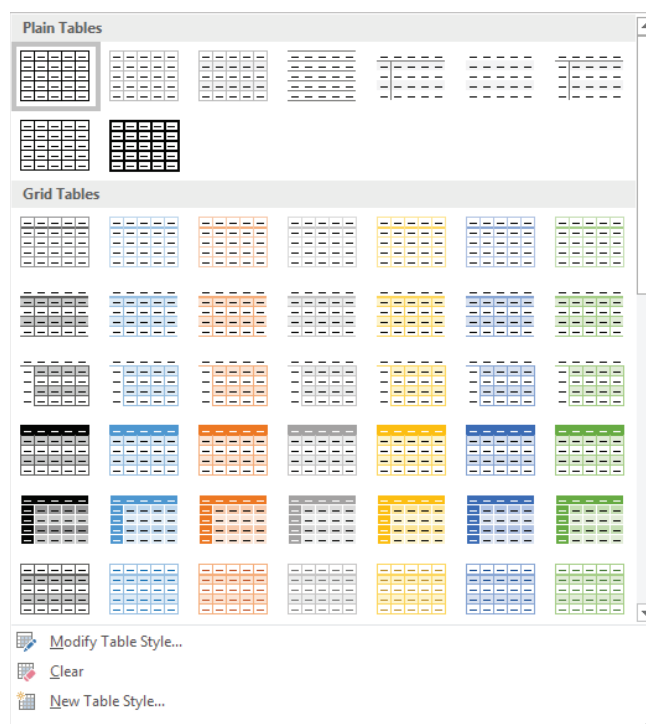
Using Table Styles

Objective 3.1.4

Table Styles are similar to Quick Styles; they are pre-designed formats that can be applied to a table. Table styles provide a quick and easy way to enhance a table. To access the table styles gallery, under Table Tools, on the Design tab, in the Table Styles group, click **More** to display a variety of table styles.

Simply click a style to apply it. This option also includes a live preview so you can view the effect of this style on the table. Point to a style to preview it on your table data. You can also modify an existing table style or create your own and save it in the list for easy access.

The style you choose will depend on the content of the table. Some common themes use a darker color to highlight the column or row headings, whereas other themes use borders to focus on the data or alternative row shading to indicate different groups of information. Use the preview as a guide when formatting the table to ensure it matches the colors used in the document, or that the style does not detract from the content.



Learn to use table styles

In this exercise, you will apply a table style on a simple report and make changes to the formatting for portions of the table. You will also work with a larger document to set a table style and identify row headings.

- 1 Open the *Saturday Course Schedule* document and save as *Saturday Course Schedule formatted - Student*. Then select the title **Saturday Course Schedule** (row 1, column 1).
- 2 Click the **Home** tab if necessary and, in the Paragraph group, click **Center**.
- 3 Press CTRL+B to apply the Bold attribute to the title.
- 4 Change the font size to 20.
- 5 Click the right edge of the table and drag it to the right to approximately the **6" (15.2cm)** mark on the horizontal ruler.

Notice how the third column is now wider than before (it could be too wide), thereby enabling you to change the width of the first column.
- 6 Select the text in the first column, click the vertical border at the right of the column and drag it to the right by approximately **0.5" (1.3cm)**.
- 7 Select the text in the second column, click the vertical border at the right of the column and drag it to the right by approximately **0.5" (1.3cm)**.
- 8 Under Table Tools, click the **Design** tab and, in the Table Styles group, click the **More** button to display the gallery of styles.
- 9 To ensure there are no previous styles that could change the table style appearance, click **Clear**.

Notice how Word has removed all borders from the table, displaying only the gridlines. If no gridlines appear, click the **Layout** tab and in the Table group, click **View Gridlines**.

10 Display the table styles gallery again.

11 Click **Grid Table 4 - Accent 2** to apply the style.

The title row is now orange, and the title (**Saturday Course Schedule**), is white.

Saturday Course Schedule		
Room 105	The Perfect Vacation Shot	Val Nelson
Room 235A	Exploring the Internet	Isla O'Brien
Library	Picking the Best Mortgage for You (free seminar)	HSBC Financial Services
Gym	Learn to Golf with the Pros	<u>Reedlands Pro Golf</u>

12 Save and close the document.

Now try making some adjustments to a longer form.

13 Open the *Employment Application Form* file and save as *Employment Application Form styled - Student*.

14 With the cursor on the APPLICATION FOR EMPLOYMENT title on page 1, under Table Tools, click the **Layout** tab and, in the Data group, click **Repeat Header Rows**.

15 Scroll to the top of page 2 to see how the report now looks.

The same heading should be continued from the first page so you can see the name of the form.

Next, apply a table style so you can observe how a table style's formatting attributes can affect any formatting that may exist in the original document.

16 Under Table Tools, click the **Design** tab and, in the Tables Styles group, click **More** to display the gallery.

17 Point at different styles to view the effects on the table appearance.

You should notice how some table styles change the form from two pages to one based on the spacing used in the style. Others may apply too much color to the form, especially if this form may be printed and then completed using a pen.

18 Click the **Grid Table 1 Light - Accent 3** style. Notice how the spacing between the rows is tight.

19 Click the **More** button again to display the gallery and then click **Modify Table Style**.

20 Click the **Format** button and then click **Paragraph**. Change the spacing before to 3 pt and spacing after to 4 pt.

21 Click **OK** twice to accept the change and exit the dialog boxes. As you can see, not only has the space before and after setting been applied to the cell at the intersection of row 1 and column 1; the modified style (which includes the new spacing before and after setting) has been applied to the whole table.

Also notice that the heading no longer appears on page 2. Even though you identified a header row, the selected table style does not include a repeat header row setting. When you applied the style, the header row setting was removed from your table.

- 22 Move to the beginning of the form, ensuring the cursor is in the first row. Then click the **Layout** tab under Table Tools, and in the Data group, click **Repeat Header Rows**.

- 23 Save and close the document.

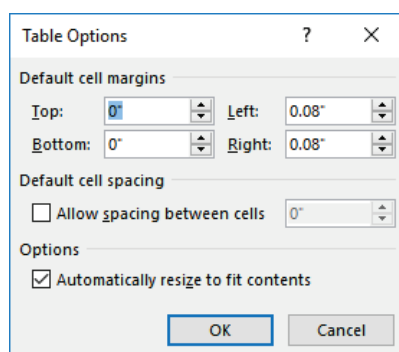
Modifying Cells

Objective 3.2.2

You can adjust the amount of white space, or the margins, around a cell to affect the amount of space available for the contents. For instance, you may want the column titles to fill the cell width whereas the cell contents may not be as wide as the titles. Another example could be if you insert a picture into a cell and you want it to start as close as possible to the left border for a cell.

You can also adjust the amount of spacing between the cells, similar to adding spacing before or after paragraphs.

To modify the margins or spacing for cells, under Table Tools, on the Layout tab, in the Alignment group, click **Cell Margins**.



Learn to modify cell and table properties

In this exercise you will modify some of the properties for the ABC Insurance Staff List table.

- 1 With *ABC Insurance Staff List - Student* active on the screen, place the cursor in the first row of the table containing the text **ABC Insurance Staff List**.
- 2 Under Table Tools, click the **Layout** tab and, in the Table group, click **Properties**.

The Table Properties dialog box opens.

- 3 Click the **Alt Text** tab and, in the Title field type: *ABC Insurance Directory*.
- 4 In the Description field, type: *List of Staff at Downtown location*. Then click **OK** to exit the dialog box.

While it appears that nothing has changed in the table, you have added a description for the table that can be read by screen reading software (for a user with a visual impairment).

- 5 Click the left border of the **Division** column and drag to the right approximately **0.5" (1.3cm)**. Drag the left border of the **Local #** column by the same amount.

Word adjusts the two column widths and centers the table between the left and right margins.

Now adjust the width of the first two columns to make them equal.

- 6 Select the cells for the **First Name** and **Last Name** columns.
- 7 On the Layout tab under Table Tools, and in the Cell Size group, click **Distribute Columns**.

Now look at how to split a table.

- 8 Point at the row for Hope Misaka and insert a new row above this one.
- 9 Merge the cells together to make one cell and type: **Executive Team** in the row.
- 10 On the Layout tab under Table Tools, in the Merge group, click **Split Table**.

ABC Insurance Staff List			
First Name	Last Name	Division	Local #
Jamieson	Topanga	Home	3301
Wanda	Amandell	Business	3303
Bingley	Yang	Home	3303
Calinda	Prasangh	Life	3304
			3305
			3306
			3307

Executive Team			
Hope	Misaka	Life	3308

- 11 Save and close the document.

Converting Tabular Information

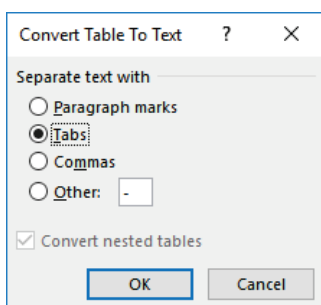
If you work with reports where columns of data are required, you will find that using tab stops may be faster than putting the data into a table structure. Alternatively you may decide it would be simpler if the data could be in a table for easy manipulation or to apply a simple formula. Word provides you with options to convert data from text to tables or vice versa.

Converting a Table to Text

Objective 3.1.2

A table can be converted to text with specified separators between the columns of text. This is helpful when you want to convert a table created in Word that will then be used in another program such as a spreadsheet or database program.

To convert a table to text, click anywhere in the table. Then under Table Tools, click the **Layout** tab, and in the Data group, click **Convert to Text** to open the Convert Table To Text dialog box. Specify how you want to separate your columns of text, then click **OK**.



Paragraph marks – Insert a paragraph mark between each column of text, resulting in data from each column being placed into a separate paragraph.

Tabs – Insert a tab character between each column of text, resulting in the data appearing as if you had set tab stops for each piece of data.

Commas – Insert a comma between each column of text, resulting in a file that can be imported into a spreadsheet or database program that recognizes a comma as a field (column) delimiter.

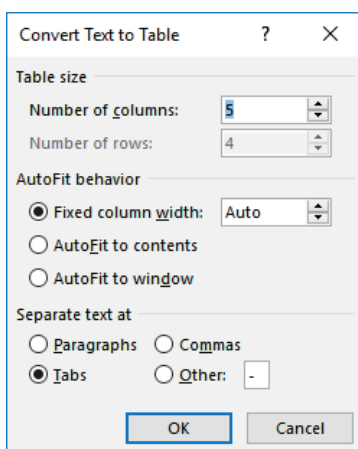
Other – Insert another character to separate each column of text. This option is generally used to generate a file that will be imported into another program that requires the use of a specific character as a field delimiter.

Converting Text to a Table

Objective 3.1.1

You can convert text separated by tab characters, commas or paragraph marks into a table. Word uses these characters to place the text into individual table cells. Be careful about the number of tabs between the columns as Word reads each tab character → as a new column in the table.

To convert text information to a table format, select the text and then click the **Insert** tab, in the Tables group, click **Table** and click **Convert Text to Table**.



You can also select the text and on the Insert tab, in the Tables group, click **Table** and click **Insert Table** to quickly create a table, although this option creates a one column table regardless of how many tab stops are included in the selected text.

Learn to convert text to a table

In this exercise you will convert text to tables, and convert tables to text.

- 1 Open the *Income Statement* document, and save as *Income Statement Text Report - Student*.
- 2 Select all the text for this report from **ABC Insurance Services** to **\$12,884.75**. Then click the **Insert** tab, and in the Table group, click **Table**, and click **Convert Text to Table**.
- 3 In the Number of columns field, change the value to 3.
- 4 In the Separate text at section, click **Tabs** (the Number of rows field now displays 19), and click **OK**. The text **ABC Insurance Services** is now the first row of the table.

ABC Insurance Services		
Income Statement		
Revenues:		
	Sales	\$87,700.00
	Other Revenues	555.00
Total Revenues	\$88,255.00	
Expenses:		
	Rent	\$63,450.00
	Telephone	1,833.75
	Internet	1,630.92
	Courier	4,582.62
	Postage	670.59
	Supplies	2,451.92
	Photocopier	750.45
Total Expenses	\$75,370.25	
Net Income	\$12,884.75	

Depending on how the original document was set up, you may find that you need to make some changes to the new table.

- 5 Under Table Tools, click the **Design** tab and in the Borders group, click the arrow for Borders and then click **No Border** to remove all the borders, displaying only the gridlines. These gridlines appear on screen only and do not print whereas borders do.
- 6 Select the **ABC Insurance Services** row, click the **Layout** tab under Table Tools, and in the Merge group, click **Merge Cells**. Repeat for the **Income Statement** row, and then merge the two rows together.
- 7 Continue formatting the table until it appears similar to the sample shown below. Note that you may need to cut and paste text.

Revenues:		
Sales		\$87,700.00
Other Revenues		555.00
Total Revenues		\$88,255.00
Expenses:		
Rent		\$63,450.00
Telephone		1,833.75
Internet		1,630.92
Courier		4,582.62
Postage		670.59
Supplies		2,451.92
Photocopier		750.45
Total Expenses		\$75,370.25
Net Income		\$12,884.75

This is an example of how you could format the tabbed report after it has been converted to a table.

- 8 Under Table Tools, click the **Layout** tab and in the Table group, click **Properties**.
- 9 On the Table tab click **Center** to align the table between the left and right margins.
- 10 Click **Preferred width** and type: 5.0" (12.7 cm).
- 11 For the text wrapping value, specify **None**.
- 12 Click the **Alt Text** tab, and in the Title field enter: *Income Statement*, in the Description field enter: *ABC Insurance report* and click **OK**.

The Income Statement table is now centered between the margins.

- 13 In the Table group, click **View Gridlines** to turn this option off.
- 14 Save and close the document.

Now try converting a table form into text.

- 15 Open the *TA Status Update (January)* file.
- 16 Scroll through the document so you can see how using a table for recording meeting minutes can be an effective way to align and format text.
- 17 At the top of the Tolano Adventures Status Update for: January table, click the **Table Selector** icon to select the entire table.
- 18 Under Table Tools, click the **Layout** tab and in the Data group, click **Convert to Text**. Click **Tabs** as the separator and then click **OK**.
- 19 Scroll through the report to see how the report now appears.

This is an example of how tables can often be more beneficial in designing a report versus using tab stops. In a scenario such as this where you have items that will be affected by word wrap or you want to be able to quickly match one column of information with another, using a table structure can improve the legibility of the document.

- 20 Close this document without saving.

Sorting Lists of Data

Objective 3.2.1

You can quickly arrange text by sorting it alphabetically or numerically. The Sort command can be used to sort paragraphs, lists created with tab characters, commas, or rows in a table. This feature is particularly useful when you have a list of names or items that you may want to sort in a specific order, such as a list of prospective customers sorted by the last name, or a directory listing sorted by telephone numbers.

You can sort data using up to three different columns as the sort fields and then specify to sort in ascending or descending order.

When sorting data in a table, Word will sort by the first column of data unless otherwise specified. Word identifies each column heading making it easier to specify which information to sort.

To sort text not entered in a table, click the **Home** tab, in the Paragraph group, click **Sort**.

To sort text in a table, under Table Tools, click the **Layout** tab, in the Data group, click **Sort**.

Sort by – Choose which data you want Word to use as the sort field; if the data includes column headings, these display when you click the arrow for the column list.

Type – Choose the type of data, for example, text, number, or date.

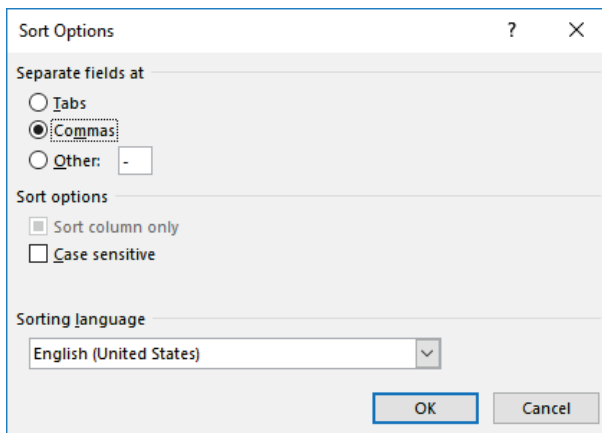
Using – Select how the data for each row in the table is separated, for example, into paragraphs.

Order – Select whether the data is to be sorted in ascending (A-Z, 0-9) or descending (Z-A, 9-0) order.

Then by – Specify subsequent sort fields.

My list has – Specify if the information includes column titles; these are collectively called a *header row*.

Options – Opens the Sort Options dialog box to specify the field separator character, and to specify whether the sort is case sensitive.



Learn to sort text

In this exercise, you will learn how to sort text in various report structures.

- 1 Open the *Keyboard Shortcuts* document, then on the Home tab, in the Paragraph group, click **Sort**. Word selects all the text, then opens the Sort Text dialog box.

Notice how the Sort by field shows the word Paragraphs instead of Action which is the name or header used to identify this column of information.

- 2 Click the **Header row** option at the bottom of the dialog box; then click the arrow for the Sort by field and click **Action**.
- 3 Accept the defaults and click **OK**.

Action	Keys
Apply bold formatting	Ctrl+B
Cancel an action	Esc
Change the case of letters	Shift+F3
Close a document	Ctrl+W
Copy selected text or graphics to the office clipboard	Ctrl+C
Copy the selected text or object	Ctrl+C
Create a new document	Ctrl+N

The actions are now listed alphabetically (Ascending). As you scan the list, you should notice that there is at least one keyboard shortcut action that uses the same keys. Try sorting the list by the keys instead of the actions.

- 4 Click **Sort** once more. Ensure that the Header row option is selected, then in the first Sort by field, click the arrow and select **Keys** (the header for the second column) to sort it in **Ascending** order. Click **OK**.

Action	Keys
Open the folder one level above the selected folder	Backspace
Apply bold formatting	Ctrl+B
Make letters bold	Ctrl+B
Copy selected text or graphics to the office clipboard	Ctrl+C
Copy the selected text or object	Ctrl+C
Open the font dialog box to change the formatting of characters	Ctrl+D
Open the navigation task pane (to search document)	Ctrl+F

This time the list is sorted by the keyboard shortcuts and you can clearly see there are duplicate items in the list.

- 5 Close the document without saving.

Try sorting a report with multiple fields that can be selected as part of a sort order.

- 6 Open the *Customer List* document.

- 7 Under Table Tools, click the **Layout** tab and in the Data group, click **Sort**.

Notice how Word automatically suggests Last Name as the primary sort based on common sort orders for reports of this type.

- 8 Ensure the **Sort by** field shows **Last Name**. Leave the other options as is.

- 9 Click the arrow for the **Then by** field and click **First Name**. Leave the other options as is.

- 10 Click the arrow for the second **Then by** field and click **Country**. Leave the other options as is and then click **OK** to sort the table.

First Name	Last Name	City	State/Prov	Zip/Postal	Country	E-mail
Rafael	Avila	Lisbon		4250	Portugal	raf-avila@lisbonnet.org
Bryan	Bailey	Toronto	ON	M3V 8W1	CA	bb6661@bell.ca
Helene	Bouchard	Nice		98001	FR	bouchard77@gmail.com
Peter	Bouchard	Toronto	ON	M1M 8T6	CA	pbouchard@bell.ca
Davey	Brackett	Kalgoorlie	Western Australia	6430	AU	2brackett@gmail.com
Neil	Brown	Wyndham	Western Australia	650216	AU	neil_brown@gmail.com
Elaine	Cameron	Winnipeg	MN	R2C 7Y6	CA	ecameron@hotmail.com

Change the sort to list the customers by their country and then by the city using the Sort command in the Table Tools Ribbon.

- 11 Under Table Tools, on the **Layout** tab and in the Data group, click **Sort**. Click the arrow for the Sort by field and click **Country**. Click the arrow for the Then by field and click **City**. Click the arrow for the second Then by field and click **(none)**. Click **OK**.

Notice the Country column is ordered according to the criteria set.

First Name	Last Name	City	State/Prov	Zip/Postal	Country	E-mail
Katey	Macintosh	Canberra	New South Wales	26101	AU	Kmac44@newsouth.net
Davey	Brackett	Kalgoorlie	Western Australia	6430	AU	2brackett@gmail.com
Neil	Brown	Wyndham	Western Australia	650216	AU	neil_brown@gmail.com
Jonas	Edwards	Wyndham	Western Australia	650216	AU	Jedwards45@wyndham.net
Kelly	O'Brien	Wyndham	Western Australia	650216	AU	kobrien@wyndham.net
Jenny	Peterson	Wyndham	Western Australia	650216	AU	jcpeterson@whyndham.net
Owen	Grant	Edmonton	AB	T3R 9N1	CA	ogrant55@rogers.com
Larry	Lewis	Halifax	NS	B0P 2N3	CA	llewis@sprint.ca
Frank	Smithers	Lethbridge	AB	T2J 5A4	CA	smithers-f@gmail.com

- 12 Close the document without saving.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|---|--|
| ☒ create tables | ☒ set row headings |
| ☒ enter items into tables | ☒ format tables |
| ☒ adjust rows and columns | ☒ modify cell margins or spacing |
| ☒ merge and split cells | ☒ convert tables to text or text to tables |
| ☒ split tables | ☒ sort data in a table |
| ☒ insert and delete cells, rows and columns | |
-

Review Questions

- Why might you want to erase the borders between particular cells in a table?
 - You want to apply shading to the table and need to remove the borders first before applying any shading.
 - You need to add text in the table first before you can change the borders.
 - You are creating a form and you will decide where borders will be placed for cells in the form.
 - You want to change the border style and have to remove the borders first before applying a new style.
- Which command would you use to set five columns to have the same column width?
 - Distribute Columns
 - AutoFit
 - Distribute Columns Evenly
 - Align Columns
- If the table has six columns, how can you turn the first row into one cell to enter a title?
 - Use the Eraser tool to erase the first row so you can insert a new row with only one cell.
 - Use Insert Table to create a new row that is only one cell in width.
 - Select the entire table so you can insert a row with a single cell at the top of the table.
 - Select the first row and merge the cells together to create one large cell to enter a title.
- What is the quickest method to insert a row between the title row and the column headings row?
 - Select the two rows and then on the Layout tab of the Table Tools ribbon, click Insert Row.
 - Click the + symbol that appears when you position the cursor between two rows.
 - Place the cursor in the title row and then on the Layout tab of the Table Tools ribbon, click Insert Rows Below.
 - Place the cursor in the column headings row and then on the Layout tab of the Table Tools ribbon, click Insert Rows Above.

5. What would you do to make three columns the same width in the table?
 - a. Select the three columns and then use the Distribute Columns feature.
 - b. Size the first to the size and then repeat for the other two columns.
 - c. Select the three columns and drag at the right column heading of a column.
 - d. Select the three columns and drag a vertical border for one of the columns.
6. When you click the Add Row symbol, where is the new row automatically inserted from the selected row?
 - a. Above the selected row.
 - b. Below the selected row.
7. Where should the cursor be before you activate the Split Table feature?
 - a. In the row that will become the first row of the new table.
 - b. Anywhere in the table.
 - c. At the blank line after the last row of the table.
 - d. On a new page for easy reference.
8. Which feature would you alter to give you more space to enter items in a cell before it wraps to a new line in the cell?
 - a. Cell margins
 - b. Cell spacing
 - c. Line spacing
 - d. Page margins
9. You need to convert a sales report from a Word table to a format that will import the report easily into Excel. Which separator character should you select when converting the table?
 - a. . (period)
 - b. ? (question mark)
 - c. , (comma)
 - d. * (asterisk)

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Core Certification Guide

Lesson 7: Working with Illustrations

Lesson Objectives

In this lesson, you will look at the different types of illustrations such as pictures, object shapes, text boxes, and diagrams that you can insert into a document. You will also learn about the types of modifications or enhancements that can be applied to these illustrations. On completion of this lesson, you should be able to:

- | | |
|---|--|
| ☐ insert and modify pictures | ☐ create, arrange and enhance shapes |
| ☐ insert screen shots or screen captures | ☐ insert text boxes |
| ☐ move or reposition objects | ☐ insert, modify and format SmartArt diagrams |
| ☐ apply picture effects, styles, or artistic effects | ☐ add alternative text to objects for accessibility |
| ☐ remove picture backgrounds | |
-

Inserting Images

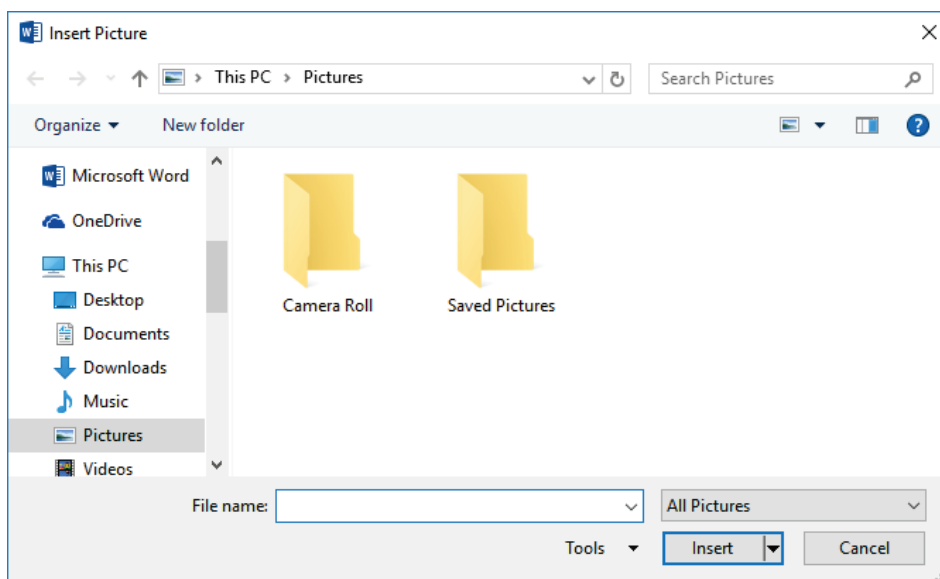
Objective 5.1.2

You can insert images or pictures into any document from various sources such as images or photographs stored on a local or network drive, or online graphics found using a search engine such as Bing, Google, or Yahoo!. It is possible to insert picture files in a variety of file formats, in addition to the commonly used Windows Metafile (*.wmf), JPEG File Interchangeable format (*.jpg, *.jpeg), Portable Network Graphics (*.png), Windows Bitmap (*.bmp), or Graphics Interchange format (*.gif).

When you use an image that you have not created yourself make sure you are not infringing on someone else's copyright. In many instances the pictures could be available as part of the Creative Commons, an organization that manages licenses on how images (or other products) can be used. When in doubt, always check with the owner of the picture and request permission to use it.

Inserting Picture Files

To insert a picture, position the cursor approximately where you want the picture to be placed and click the **Insert** tab and, in the Illustrations group, click **Pictures** to open the Insert Picture dialog box.

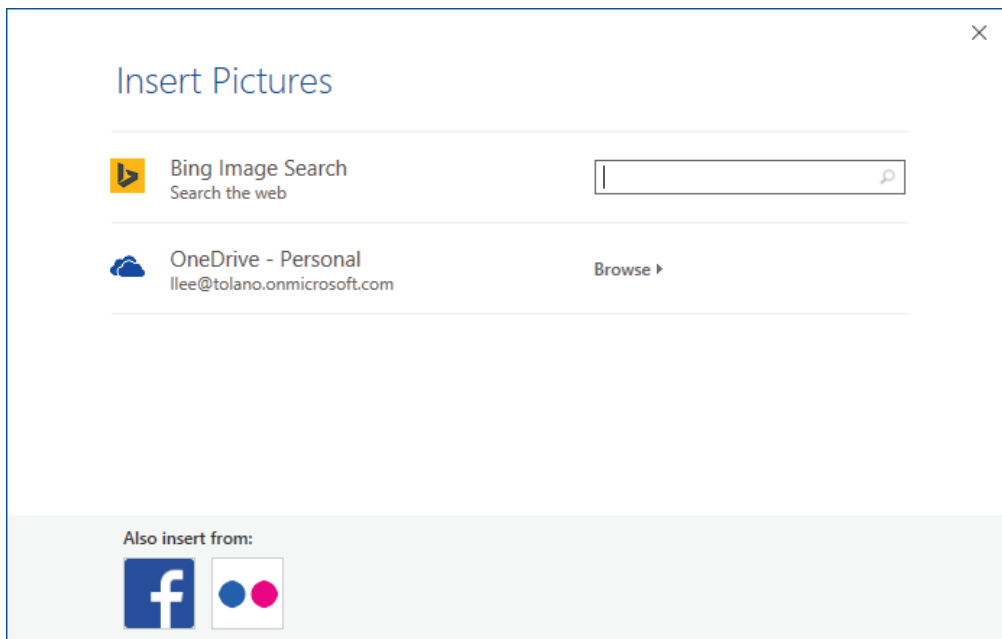


The Insert Picture dialog box allows you to select and insert a picture file. Navigate to where the picture file is located, select the file and then click **Insert** to insert it into the document.

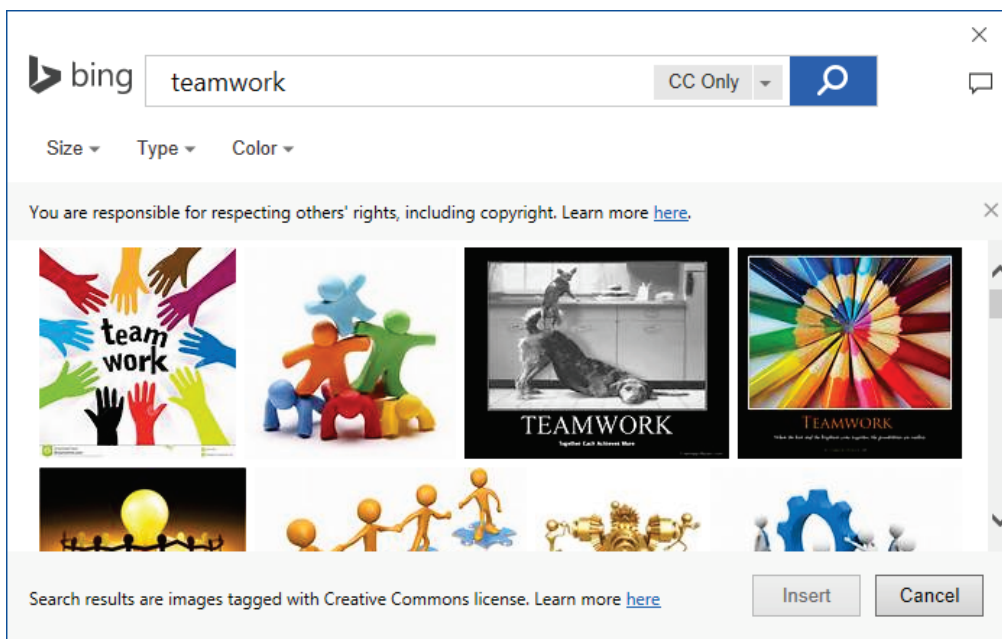
You can insert a picture from a web page by copying it from the web page to the Office clipboard and pasting it into the Word document. This picture can also be set as a hyperlink to the web page.

Inserting Online Pictures

Many pictures can be found on the Internet of various file formats. To insert an image from an online site, position the cursor approximately where you want to place the graphic and, on the Insert tab, in the Illustrations group, click **Online Pictures** to open a search box you can use to find the pictures you want.

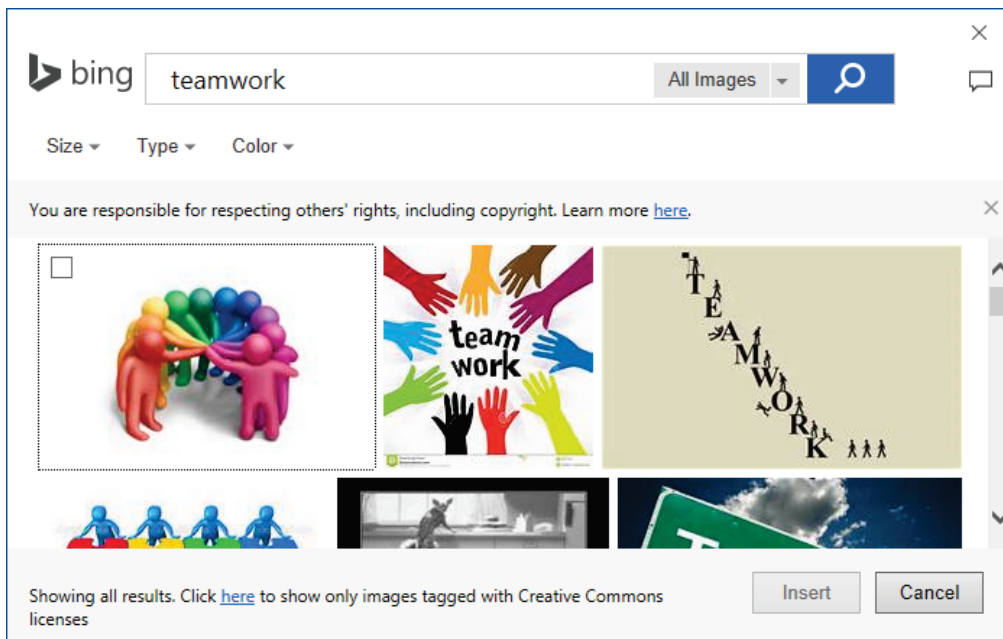


Once you enter the search criteria, you can click the , or press ENTER to begin the search.



The number and variety of pictures that appear will vary. By default, the search results are images covered under the Creative Commons license. If you want to view as many pictures as possible that match the search criteria, click the arrow at the right of the CC Only field and click **All Images**.

Note: It is your responsibility to ensure you are not violating copyright laws when you insert images returned in the search results page.



You can point at an image to show some picture properties, specifically where this picture is located and who may own the picture, as seen in the following:



To insert the image, click the checkbox at the top left of the image and then click **Insert**.

If there is more than one image on the search results page that you would like to insert into the document, click each image you want to use. The images will be inserted into the current cursor location, and can then be moved to other parts of the document.

You can also narrow the search by choosing one of the links below the search field if you have specific requirements such as the size of the image.

Size ▾ Type ▾ Color ▾

To search for another category of pictures, delete the text in the search field and enter the new search criteria.

Learn to insert pictures

In this exercise, you will add a picture to a document using the online option, and then insert a picture from the resource files folder into the same document.

- 1 Open the *Children's Party Notice Form* document and save as *Children's Party Notice Form with pictures - Student*. Then position the cursor at the beginning of the second paragraph, which begins: **Kindly fill out.**
- 2 Click the **Insert** tab and, in the Illustrations group, click **Online Pictures**.

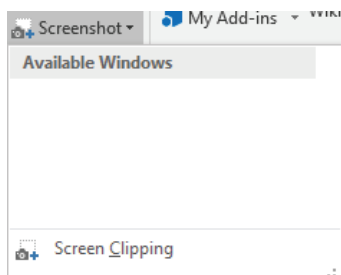
- 3 Click in the **Bing Search** field, type: [summer picnic](#) and then press ENTER.
- 4 Scroll through the results.
If this list doesn't quite meet your needs, try narrowing the search.
- 5 Click at the beginning of the search criteria in the Search Bing field, type: [children](#), press the SPACEBAR and press ENTER.
As this is a company-sponsored event, some of the more personal images may not be suitable.
- 6 Click **Show all results**.
- 7 Scroll through the list to see whether there is a suitable picture. Click to select a picture of your choice and then click **Insert**.
If necessary, press ENTER before the sentence beginning with: **Kindly fill out**.
- 8 Press CTRL+HOME to move the cursor to the top of the document.
- 9 Click the **Insert** tab, then in the Illustrations group, click **Pictures**.
- 10 Navigate to the student files location, if necessary. Double-click the **logo.jpg** file to insert the picture into the document.
- 11 Position the cursor just to the right of the image, and press ENTER twice to separate the image from the document title text.
- 12 Select the image and press CTRL+L to align the picture to the left margin.
You have now inserted a picture from a file saved on the computer.
- 13 Save and close the document.

Inserting Screenshots

Objective 5.1.3

The Screenshot feature can be helpful when you need to capture a screen of information that may change or expire. An example could be a special deal on a web page, a diagram you need for reference or to capture an error message on the screen.

To capture a screen, on the Insert tab, in the Illustrations group, click **Screenshot**.



Screens in the Available Windows list are any programs that are open and available to capture as a screenshot. Click the picture in this list if you want to use it as your screenshot entry. Otherwise, to take a screenshot, click **Screen Clipping**.

The cursor changes to a large crosshair (⊕) and Word switches you to another program so you can take the screenshot. The program screen appears to be dimmed out, but you can then click at the top left corner of what the screenshot is to contain, the screen becomes full color again and you can drag to the bottom right corner of what will be the contents of the screenshot.

Once you release the mouse, Word will automatically insert the screenshot into the cursor location in the document as if it was a picture you just inserted.

Learn to capture a screen

In this exercise you will take a screen clipping.

- 1 Start a web browser and in the Address bar, type: www.bing.com.
- 2 Switch to Word and create a new blank document.
- 3 Click the **Insert** tab and in the Illustrations group, click **Screenshot** and then click **Screen Clipping**.

You should now be viewing the web page from step 1. The screen also appears in a washout display as if it is not active.

- 4 Position your cursor slightly above the top left corner of what you would like to take a screenshot of and drag to the bottom right corner of the item on the screen.

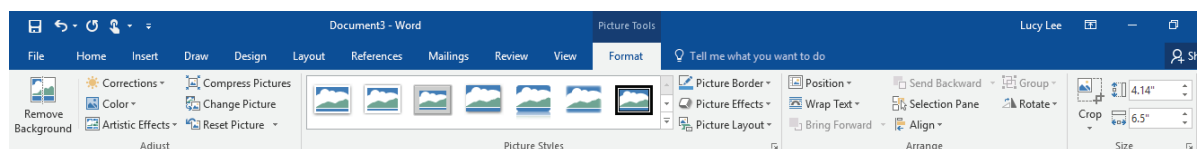
Word should now display the screenshot in the blank document.

- 5 Close the document without saving.
- 6 Close the web browser.

Manipulating Pictures

Objective 5.2.4

Once a picture has been inserted into a document, you can make changes to its size, placement, text wrapping properties, brightness and contrast. The picture must be selected before you can make changes. When the picture is selected, the Picture Tools Ribbon appears with features for manipulating the picture.



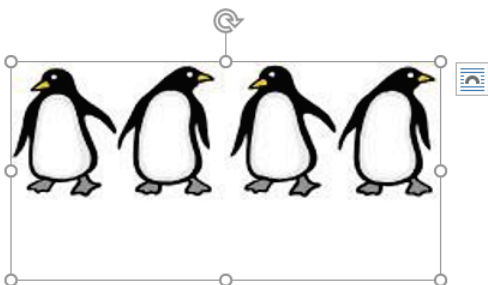
These tools enable you to change the position or enhance the appearance of graphics in the document. To edit the actual picture, you must use a dedicated graphic design program such as Adobe Photoshop, Adobe Illustrator, or CorelDRAW. These graphic design programs provide more flexibility for editing pictures than Word can, and are outside the scope of this courseware.

- By default, Word inserts graphics using the *in line with text* layout. This means that when Word inserts the image, the bottom of the picture lines up with the bottom of the text line. You can then treat this image as you would text characters; for example, you can center it or press TAB to align the image with the next tab position.

- The other layout option is to turn the image into a *floating* image, with text wrapping around it. This is discussed further in this lesson.

When the image is inserted, it is selected automatically. An image is selected when it shows eight small circles around its perimeter. These circles are called *handles* and enable you to manipulate the selected image.

All graphics have eight handles around the picture with a circular handle at the top, as seen in the following image. Use the handles to adjust the size; use the circular handle to rotate the picture.



You can restore the picture to its original settings by using **Reset Picture** in the Adjust group of the Format tab in the Picture Tools Ribbon.

The  (**Layout Options**) button also appears at the right of any selected object that can be used to change the wrap text style (discussed later in this lesson). You can also access other layout options for the object.

Sizing a Picture

When you insert a picture into a document, the scale used in the original picture is maintained. However, you can resize and/or scale the picture to any required proportions.

You must select the picture before making any adjustments. Note the following when using the handles to adjust the picture size:

- Point the cursor on one of the handles in the middle of the top or bottom border to adjust the height of the picture. The cursor will change to show .
- Point the cursor on one of the handles in the middle of the left or right side border to adjust the width of the picture. The cursor will change to show .
- Point the cursor on one of the corner handles to adjust the height and width of the picture proportionately at the same time. The cursor will change to show  or .
- To size the picture proportionately from its center, press and hold the CTRL key as you drag the handle.
- To size the picture proportionately using a handle, press and hold the SHIFT key as you drag the handle.

Scaling the Picture

If you want to resize the picture to a more precise measurement, use the Size tab of the Layout dialog box to specify the appropriate measurements. To open the dialog box, under Picture Tools, on the Format tab, in the Size group, click the **Advanced Layout: Size** dialog box launcher.

Scale

Height:	18 %	Width:	18 %
☒ Lock aspect ratio			
☒ Relative to original picture size			

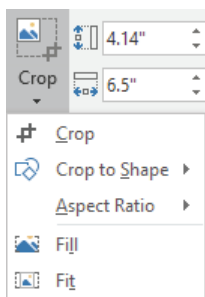
When a picture is inserted, or as you size it using the mouse, Word adjusts the size and scaling of the picture based on default options. You can change these settings to control how Word sizes and scales the image. Notice that Word also displays the original size of the picture for reference at the bottom of the dialog box.

If you want to change all the settings back to the original, click **Reset**.

Cropping the Picture

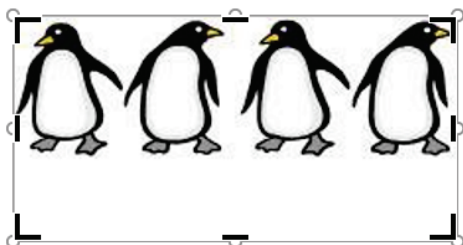
Objective 5.2.4

The Crop tool enables you to cut away certain portions of the picture. You can crop a picture to affect the height or width of the picture, fit it to a shape, or set options for the cropped picture:

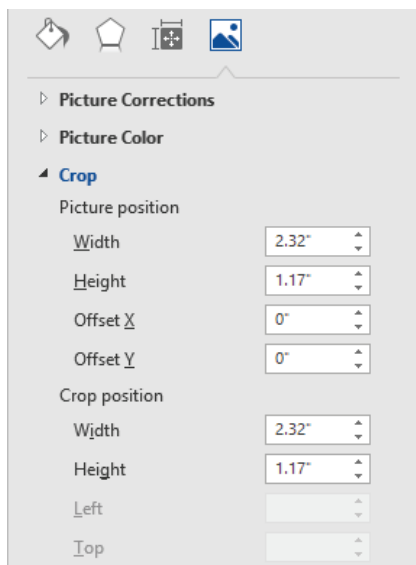


To crop a picture horizontally or vertically, select the picture and then:

- Under Picture Tools, click the **Format** tab, and then click **Crop** in the Size group. Then crop the picture using the appropriate crop handle; or

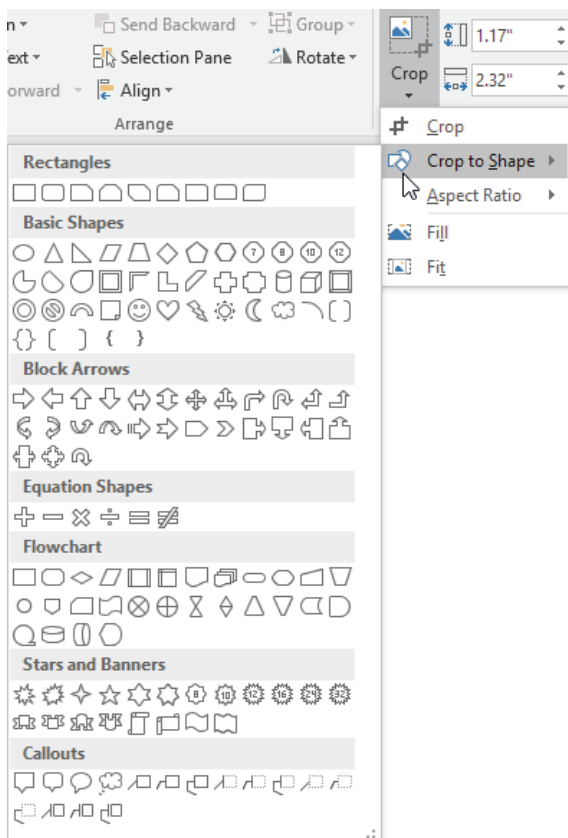


- right-click the image and select **Format Picture** to open the Format Picture pane. In the Format Picture pane, click the **Picture** icon, click **Crop** and then enter the new measurements.

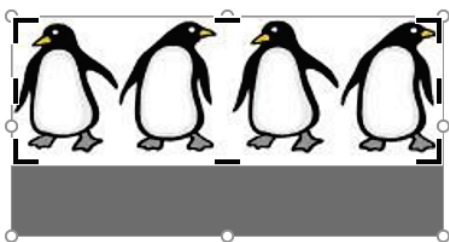


Once the Crop feature is active, notice the appearance of the handles to specify which area of the picture will be cropped. For instance, dragging a corner crop handle will crop the two adjacent sides for the corner.

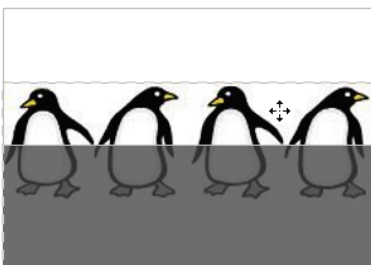
To crop a picture to a shape, select the picture and, under Picture Tools, on the Format tab, in the Size group, click the arrow for **Crop**, point to **Crop to Shape** and then click a shape.



As you crop the picture, the portion being cropped appears in shadow so you can see what is being cut out of the image. This makes it easy to decide how much of the picture should be cropped.



Once you decide what to crop from the original picture, you can further customize what is being cropped by dragging the cropped area (the darker area) or the picture to a different position, as seen in the following:



In this instance we moved the crop area to a different area of the picture. By dragging the crop area into this position, notice that a different portion of the picture will be used when the Crop feature is turned off, in effect changing what portion of the picture will appear in the document after the initial crop action.

To turn off the Crop feature, click the **Crop** button again or click away from the picture.

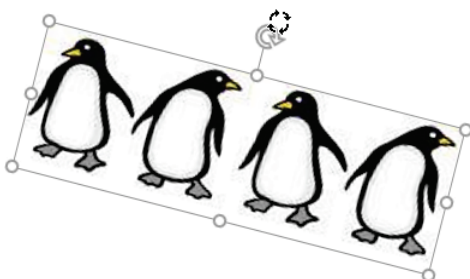
Rotating the Picture

Objective 5.2.4

You can rotate pictures by 90° at a time, or you can set the rotation to a specific angle. Each object rotates based on its center point. Note that not all images can be rotated. When you select an image, if there is a circle arrow at the top of the image you can rotate the picture to any angle required.

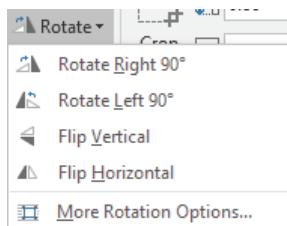
To rotate a picture, select it and then:

- Drag the circular handle to rotate the object. When you point at the handle, Word displays a four-arrow symbol to show the rotation direction. As you click the handle, it displays a circular motion on the symbol as a reminder, or



Hint: To rotate the object by 15° at a time, press the SHIFT key as you drag the object.

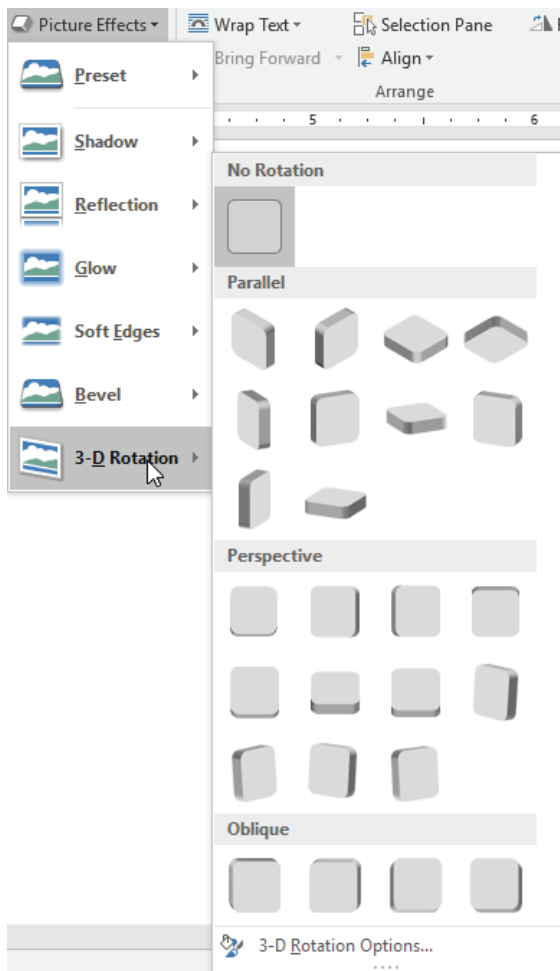
- under Picture Tools, on the Format tab, in the Arrange group, click **Rotate**, or



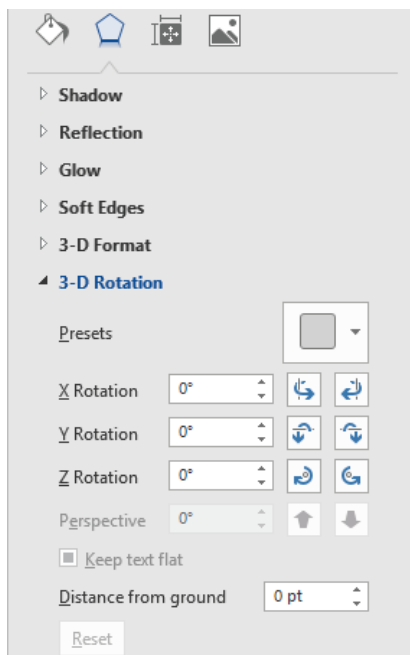
- under Picture Tools, on the Format tab, in the Arrange group, click **Rotate** and then **More Rotation Options**. In the Rotation area, enter the measurement for the rotation.



To set a more specialized rotation using 3-D effects, under Picture Tools, on the Format tab, in the Picture Styles group, click **Picture Effects** and then **3-D Rotation**.



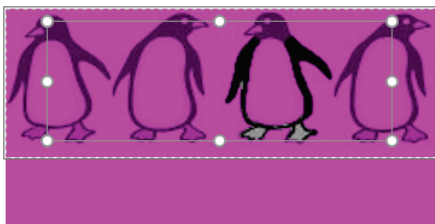
To further customize the rotation, click **3D Rotation Options** (or click the **3-D Rotation** command on the Effects icon of the Format Picture pane).



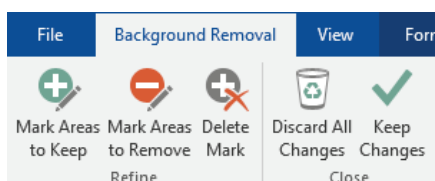
Removing the Background

Objective 5.2.3

Word provides you with a tool that can remove the background from a picture. To activate this option, under Picture Tools, on the Format tab and in the Adjust group, click **Remove Background**.



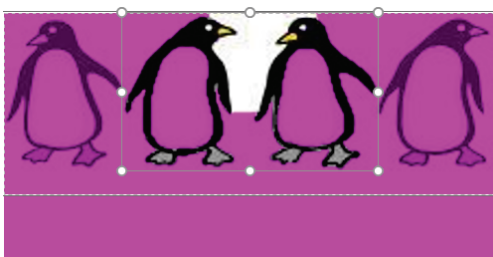
Word automatically marks what makes up the background of the picture and highlights it for reference. You can use the handles of the selection box to increase or decrease the portion of the picture that will be adjusted, and then use the appropriate tool on the Background Removal tab to select those areas to keep or remove in the selection box.



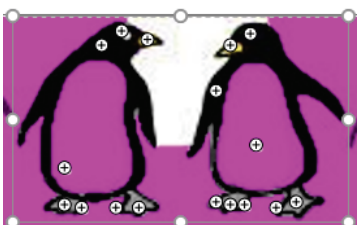
Here are the basic steps you can use to adjust the background of a picture:

Hint: Zoom into the picture so you can see where individual parts in the picture may start, end or overlap to help determine what can be kept or removed.

1. Drag the handles on the selected area to set up which part of the picture you want to keep and adjust the background.



2. Click **Mark Areas to Keep**. Point the marker pen and click at those areas of the picture to keep. These appear as  and you need only to click on the main areas to keep.



- Click away from the picture to see how the picture appears once you've marked what you want to keep in the picture.



Wrapping Text Around a Picture

Objective 5.2.6

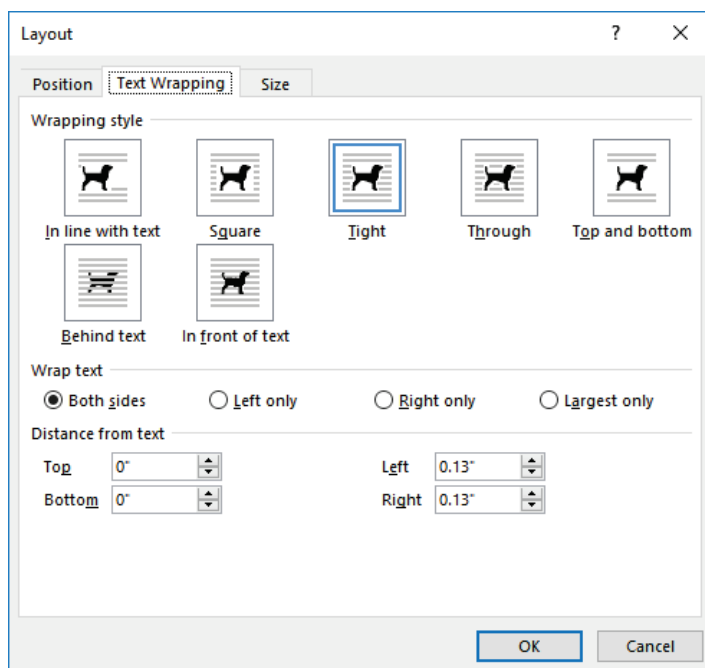
Wrapping styles affect the way the text flows around pictures and change how the pictures are positioned in relation to the surrounding text.

By default, the picture wrapping style uses the In Line with Text wrapping style, which places the graphic at the insertion point on a line of text in the document. The graphic then moves with the text, so that if text is added before the graphic, the graphic moves down to make room for the new text.

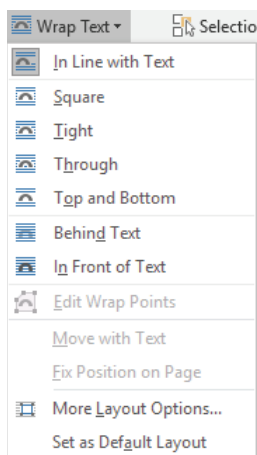
Changing the wrapping style can give the document a completely different look and enables the picture to “float” or be positioned anywhere in the document. Word provides a number of tools to achieve this effect including a method that uses the most common types of layout for pictures in a document.

To change the text wrapping style for a picture object, after selecting the picture use one of the following methods:

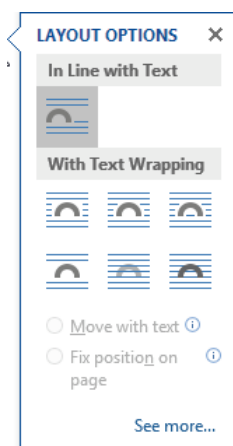
- Under Picture Tools, on the Format tab, in the Arrange group, click **Position** to select a specific position where the graphic is to be placed and the appropriate text wrapping style, or



- under Picture Tools, on the Format tab, in the Arrange group, click **Wrap Text** to choose the appropriate text wrapping style, or

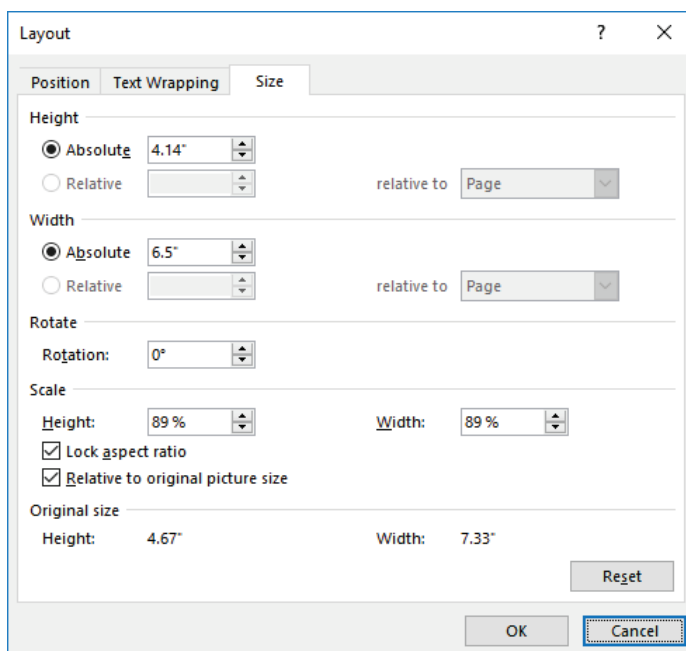


- click the  (**Layout Options**) button at the top right of the selected image.



You can also click **More Layout Options** or the **See more** link to display the appropriate tab of the Layout dialog box showing advanced options for adjusting the picture position or text wrapping style.

These settings can be used to customize the text wrapping position, such as the amount of white space between the margin and the picture. Options in the Position tab do not become available until you change the text wrapping style from In Line with Text to another wrapping style.



Each text wrapping style provides a different effect for the picture and the text in the document. Use the previews as a guide to which text wrap style is suitable for the picture and the document. You can also use a combination of these methods to achieve the desired effect.

Moving a Picture

Objective 5.2.7

Pictures can be moved in the document using drag-and-drop along with a transparent preview of the picture to show where it can be placed. There is a subtle difference in the mouse pointer when you try to move an inline graphic versus a floating graphic, as noted below:

- This is how the mouse pointer appears if you move an In Line with Text graphic. The pointer looks the same as if you were dragging text to another location.

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- This is how the mouse pointer appears if you move a floating graphic. Not only does the pointer change to , but a copy of the image appears as you drag this picture to its new location.

opportunity.

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We work with a number always looking for new



division of Tolano Environment York. We also have Travel Directors to serve you better.

of international vendors and are and exciting adventures. Each new

Once a picture has been moved, you can continue to adjust the location by moving it on the screen. You can also use the arrow direction keys to make minor adjustments to the location. This is called “nudging” the picture.

Applying Quick Styles

Objective 5.2.2, 5.2.5

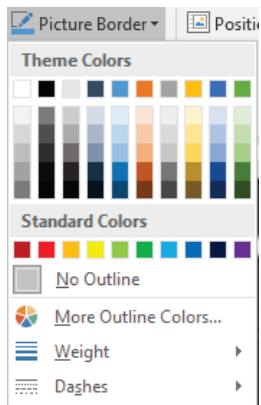
Quick Styles are pre-designed effects that can create a specific mood for the document message. For example, inserting a picture of your latest product in a promotional flyer may be effective, but adding a style that makes the picture look as if it is reflected on a shiny surface may capture the reader’s eye.

You can apply a wide variety of effects to a picture before or after a style has been selected. You can also apply these effects in place of a picture style. These design features are located under Picture Tools, on the Format tab, in the Picture Styles group.

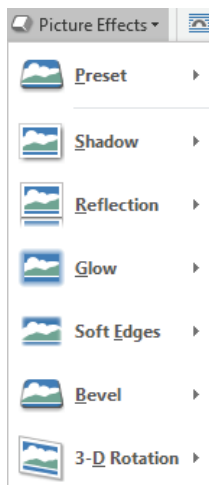
- Click the **More** button to display the Picture Styles Gallery to preview different style effects for the picture:



- Click **Picture Border** to apply or modify a border style around the picture:



- Click **Picture Effects** to apply or modify a special effect to the picture (or click the effect to use from the **Effects** icon on the Format Picture pane):

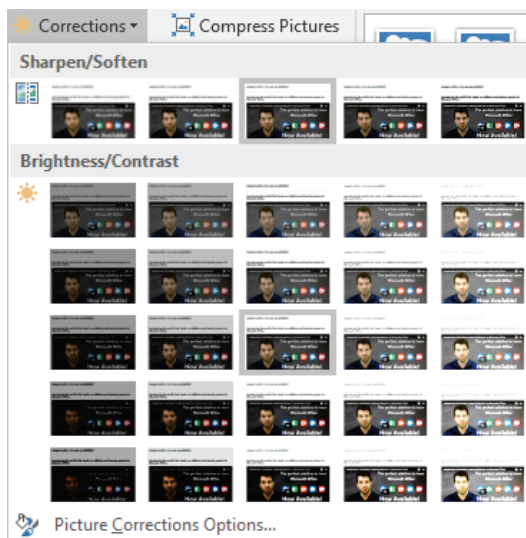


Adjusting the Picture's Color

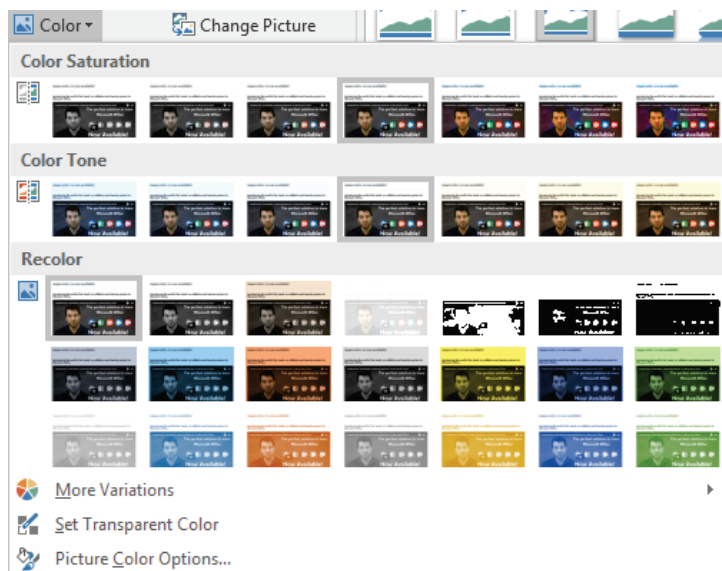
Objective 5.2.1, 5.2.2

You can change the brightness or contrast of pictures, sharpen or soften the picture, or add an artistic effect. Use these features when you need to adjust the quality of a photograph, but don't have a dedicated graphics program to assist you. Word provides tools to correct the appearance of a photograph, although these do not offer the same level of detail as dedicated graphics programs. In general, brightness adds more light while contrast sharpens the image.

- To adjust the clarity of the picture, under Picture Tools, on the Format tab, in the Adjust group, click **Corrections**.

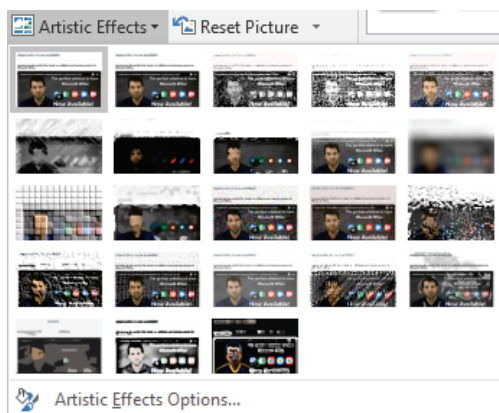


- To change the color of the picture, under Picture Tools, on the Format tab, in the Adjust group, click **Color**. Use this option when you want to follow a simple color scheme using a specific color for pictures and black for text. For example, a memo regarding recycling could have all pictures in a shade of green while the text remains black.



Hint: Both these commands can be accessed by clicking the **Picture** icon on the Format Picture pane.

- To apply an artistic effect to the picture, under Picture Tools, on the Format tab, in the Adjust group, click **Artistic Effects**.



Hint: You can also access this command by clicking the **Effects** icon in the Format Picture pane.

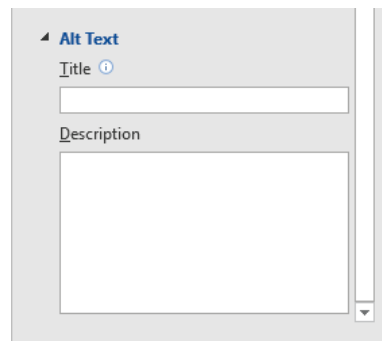
Tagging the Picture

Objective 5.2.8

If the document into which you are inserting pictures will be shared with others, you can help them find the image by its name or location. This is also helpful if your document is to be converted to a media file and someone will be narrating the text in the document, which will also include a brief description of the image in the document – a requirement for global accessibility for the document.

To add a tag to the picture, select the picture. Under Picture Tools, click the **Format** tab and in the Picture Styles group, click the **Format Shape** dialog box launcher to open the Format Picture pane. Click the **Layout & Properties** icon and then click **Alt Text**.

Enter a title for the image and then a brief description of the image (or its purpose in the document). Depending on the requirements, it may be helpful to enter the path where the picture is stored for others to find and access it.



Learn to manipulate pictures

In this exercise, you will learn to insert and manipulate pictures in a document.

- 1 Open the *Experiencing Antarctica* document and save as *Experiencing Antarctica Flyer - Student*. Then ensure the cursor is at the beginning of the heading **Experiencing Antarctica**.
- 2 Click the **Insert** tab and, in the Illustrations group, click **Online Pictures**.
- 3 Type: *Antarctica* in the **Search Bing** field and press ENTER.
- 4 Locate and click an image of a map of Antarctica.
- 5 Click **Insert** and position the cursor to the right of the map picture.
- 6 Repeat steps 2 to 5 to search for and insert an image of two or more penguins.
- 7 If necessary, move the cursor to the right of the penguin picture. On the **Insert** tab, in the Illustrations group, click **Pictures**.

- 8 Navigate to the student files location, if necessary. Double-click **iceberg.jpg** to insert this image into the document.

You should now have 2 online images and 1 image inserted from file before the title.

- 9 Click the penguin picture, and drag it down to the beginning of the **Wildlife tour** bullet point.
- 10 Point at one of the corner handles for the penguin picture, press SHIFT and then drag inwards until the picture is approximately **1" (2.5 cm)** in height.
- 11 With the penguin picture still selected, click the **Layout Options** button and then click **Square**.
- 12 Drag the picture to the right side of the bullet point. Resize and reposition the picture as needed.
- 13 Return to the top of the document and select the map image. Under Picture Tools, on the Format tab, in the Size group, click in the Height field and type: **1.5" (3.25 cm)** for the new height.
- 14 With the **map** image still selected, on the Format tab, in the Arrange group, click **Wrap Text** and then click **Square**.
- 15 Drag the picture to the right side of the opening paragraph.
- 16 Click the **iceberg** image, cut it from its current location and then paste it on the first blank line at the **end** of the document.
- 17 Resize this image to approximately **2" (5 cm)** in height and then center the image.
- 18 With the iceberg picture still selected, on the **Format** tab, click the **More** button to display the Picture Styles gallery. Point at different picture styles in the gallery to preview the effect each has on the image. Then click **Reflected Rounded Rectangle**.

- A stop on South Shetland Islands where you will see thousands of Chinstrap penguins



- 19 On the Format tab, in the Adjust group, click **Remove Background**,



Word now displays the picture with a suggestion of which part of the picture can be removed.

- 20 Click the middle handle on the left border of the selection area and drag a bit to the left so you show a bit more of the iceberg.
- 21 Click the middle handle on the bottom border and drag up to reduce the amount of water in front of the iceberg.
- 22 To include more of the iceberg on the right, on the Background Removal tab, click **Mark Areas to Keep**.

- 23 As the cursor has changed to , begin clicking in various areas of the iceberg and water at the right of the iceberg, similar to the following:



You may notice that this requires some time to determine how much and where you need to click to add specific areas. Depending on the amount of time available, as well as your skill set for manipulating graphics, you may choose to crop a picture instead.

- 24 On the Background Removal tab, in the Close group, click **Discard All Changes**.
- 25 Ensure the iceberg picture is selected and then, under Picture Tools, on the **Format** tab, click **Crop**
- 26 Click the middle handle on the bottom of the picture and drag upward by approximately **0.5" (1.3 cm)** to reduce the amount of sea in the image.
- 27 Click the middle handle on the right side and drag inward by approximately **0.5" (1.3 cm)**.
- The picture has been reduced, similar to using scissors to trim a photograph. However, Word also provides you with the option to reposition the picture within the cropped area.
- 28 With the mouse pointer positioned anywhere within the cropped area, drag the image down in the cropped area.
- 29 Release the mouse to set the picture in this location. Click anywhere in the document to turn off the crop feature.
- Notice that the top of the picture is blank. This is an example of how you can manipulate the picture, but you should also be aware of what the final effect may be once you release the mouse.
- 30 Click the picture to select it once more and then on the **Format** tab click the **Crop** feature. Move the image within the cropped background so that the image fills the cropped area.



- 31 Click **Crop** to turn the feature off.
- 32 Select the map picture. On the **Format** tab, in the Adjust group, click **Corrections**.
- 33 Point at some of the different options so you can see how Word can help adjust the brightness or clarity of the picture. Then click the option **Brightness: +20% Contrast: -40%** to apply it to the picture.
- 34 Ensure the map image is still selected, then on the **Format** tab, in the Adjust group, click **Color**.
- 35 Point at some of the different options so you can see how Word can recolor the picture. Choose **Sepia**.
- 36 With the map picture still selected, click **Artistic Effects**. Point at various effects and then apply the **Film Grain** artistic effect.

Now add some text to help others understand what the pictures represent in your document.

- 37 Right-click the first image and click **Format Picture**.
- 38 Click **Layout & Properties** in the Format Picture pane.
- 39 Click **Alt Text** and type: **Map of Antarctica** as the title. Type: **map of Antarctica in a neutral color** for the description.
- 40 Click the penguin image, and in the Format Picture pane, click in the Title field, type: **Penguins** and type: **picture of penguins in Antarctica** for the description.
- 41 Click the iceberg picture, in the Format Picture pane, type: **Iceberg** as the title and type: **picture of iceberg with reflection effect** for the description.
- 42 Close the Format Picture pane.
- 43 Save and close the document.

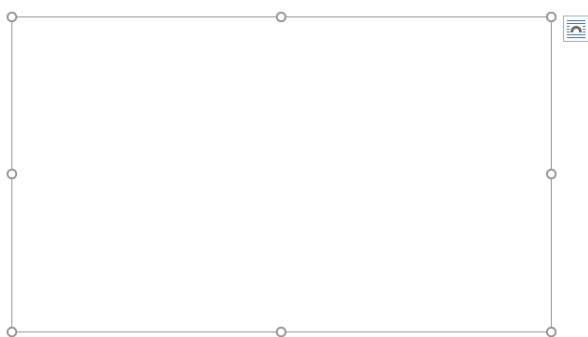
Working with Shape Objects

Objective 5.1.1

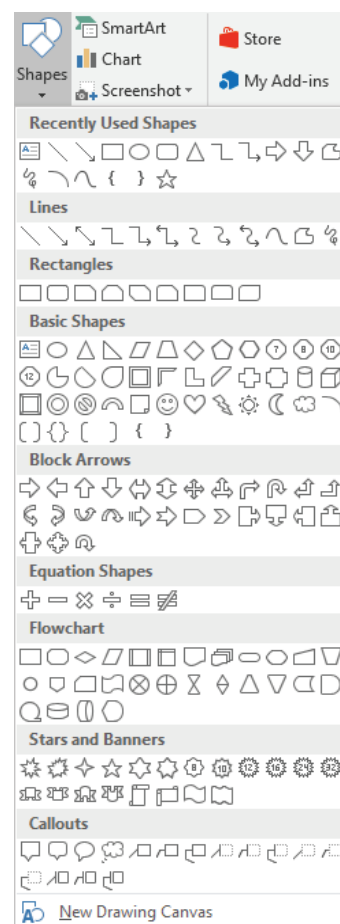
In addition to inserting graphics into your document, you can enhance your documents by creating your own drawings using the Shapes feature located on the Insert tab, in the Illustrations group. Click **Shapes** to see all the pre-set objects available, as seen at the right.

Shapes have been organized so you can see all the available shapes in one location, grouped by type.

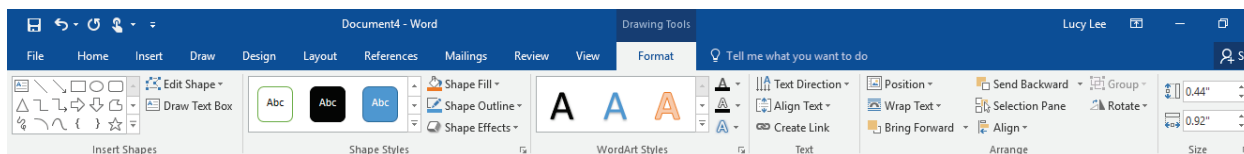
When creating a number of shapes that are related to each other, consider using a drawing canvas to keep the shapes together within that canvas. By default, Word does not display a drawing canvas when you activate a shape. To create a drawing canvas when you need one, on the Insert tab, in the Illustrations group, click **Shapes** and then click **New Drawing Canvas**.



To set up a drawing canvas to appear every time you create a shape, click the **File** tab and then click **Options**. Click the **Advanced** category and, under Editing options, click **Automatically create drawing canvas when inserting AutoShapes**.



The handles around an object are similar to those that display around a picture. When an object is selected, the Drawing Tools Ribbon displays with options to format the object. The options often provide a preview of the effect, and may become active for the selected object, as seen in the following:

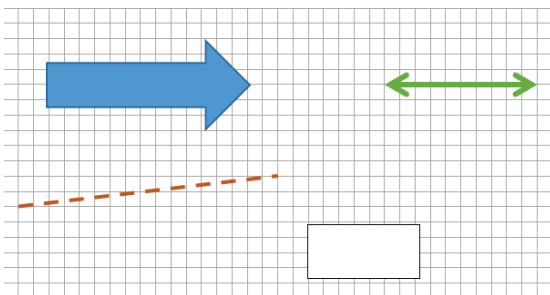


Drawing Shapes

Objective 5.1.1

Once you click the shape you want to draw, the cursor changes to show a $\oplus$ (crosshair). Most objects are created by clicking in the document where you want the top left corner of the object to start, and then dragging until the object is the required size.

If you need to create objects with precise measurements or of a consistent size, turn on the gridlines for easy reference. To display the gridlines, click the **View** tab and, in the Show group, click **Gridlines**.



You can also display gridlines from the Drawing Tools Ribbon. Click the **Format** tab and, in the Arrange group, click **Align** and then click **View Gridlines**.

Once an object has been drawn, the selected tool deselects. If you want to draw another object of the same type, you must click the appropriate tool again and then draw the new object.

- To draw a straight line or a perfectly proportioned object such as a square, circle or triangle, click and drag to begin drawing the object, press SHIFT as you draw the object to the required size.
- To draw an object that is an equal distance in height or width from its center point, press CTRL as you draw the object to the required size and form a perfect circle or square. You can combine the SHIFT and CTRL keys to draw a proportionally-sized object starting from its center point.
- To insert text into an object, use one of the following methods:
 - select the object and begin typing, or
 - click **Draw Text Box** from the Format tab of the Drawing Tools, or
 - right-click the object and then click **Add Text**.
- To edit the text, click in the text area and make the appropriate changes.
- To create a text object only, click **Text Box** from the Shapes menu.

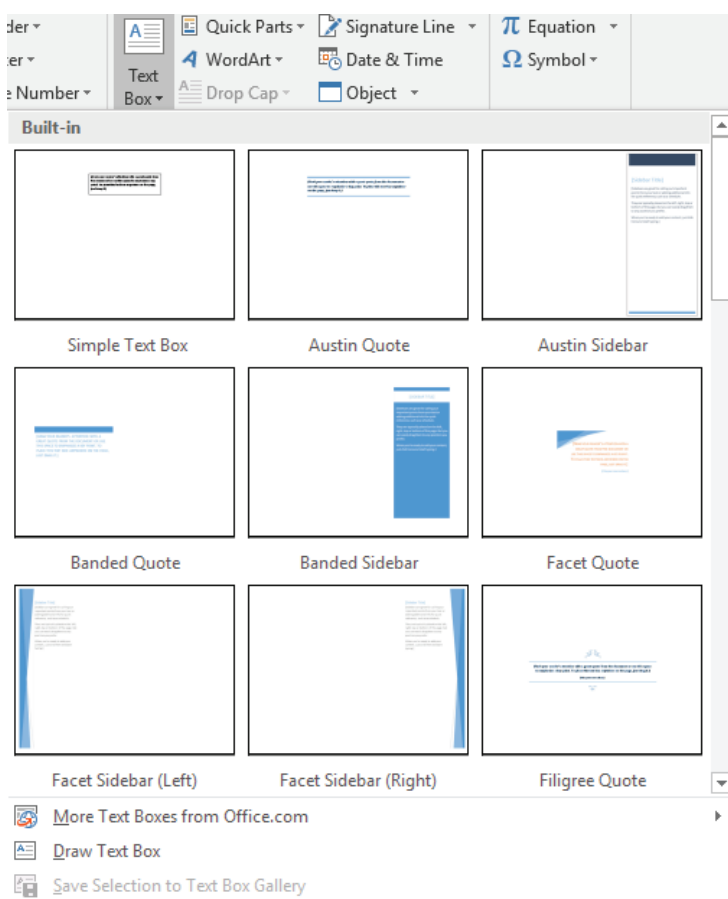
Using Text Boxes

Objective 5.1.4

In addition to drawing simple text boxes in a document, you can use text boxes to emphasize specific areas of the document. For instance, if you want to use a vertical box to insert a list of headings or a horizontal border that expands from left to right margin to emphasize a title, Word provides a feature to help you create one easily.

The Text Box Gallery contains pre-formatted text boxes into which you can enter text directly, usually in a specific area of the document, to offset information or draw attention to a particular message. Word provides a gallery of several styles of text box as well as the option to create your own and position it anywhere in a document.

To use a text box, on the Insert tab, in the Text group, click **Text Box**.

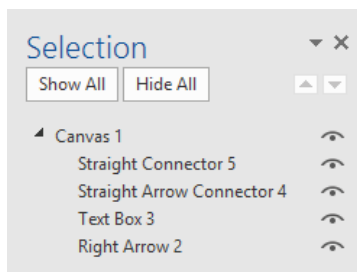


The styles shown here were compiled from the most common types of uses for text boxes in business documents. For example, there are a number of vertical boxes that are designed as a banner or panel where you can insert information related to the main content. Another common text box often used in magazine articles is for quotes to emphasize information.

Manipulating Shapes

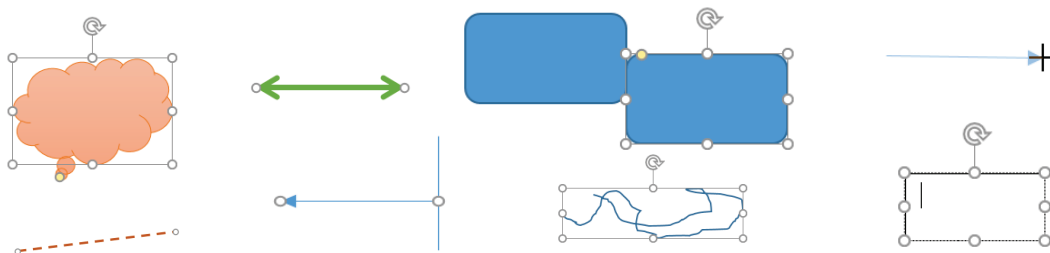
Click a drawn object to select it. To select multiple objects, click the first object, press SHIFT or CTRL and click the other objects.

You can also select items using the Select command on the Home tab. Choose one of the options to select particular shapes. This is helpful when there are a number of objects close to each other on the screen; when you click **Selection Pane**, you can click each item on the list to move to the object you want to change.



Choose **Select Objects** to draw a marquee around the objects you want to select. Note that when you draw the marquee, any objects within the marquee area are also selected. If the objects are very close to each other, you may want to zoom into the objects and use SHIFT or CTRL to select the specific objects.

Once you select an object, handles appear around the object until you click somewhere else in the document window. You can then apply or remove as many options as desired to the selected object(s). The number of handles that appear depends on the drawing object; for example, a straight line or arrow will display only two handles whereas a square, oval or freehand line will display eight handles.



A shape can be manipulated in ways similar to those you use with text; that is, you can cut, copy, move, paste and format selected shapes. When you paste a shape, the copy appears close to the location of the original shape.

To delete an object, click the object to select it, then press DELETE.

Customizing Shapes

Objectives 5.2.4

Customizing an object can refer to anything that changes the appearance of text boxes or other drawn objects, such as adding, changing, or removing a fill or border color, or grouping several objects. The number and type of options available to you within each enhancement tool depend on the object selected. For example, options available for lines and arrows differ from those available for a circle or rectangle shape.

When a shape is selected, handles appear around the perimeter:

- Use the circular handles to resize the selected shape.
- Use the outlined circular handle to rotate the selected shape.
- Use the yellow circle(s) to change the depth or breadth of the selected shape.



You can also click the appropriate option in the Format tab of the Drawing Tools Ribbon to alter the appearance or position of the shape.

Keep the following points in mind when using commands in the Arrange or Size group:

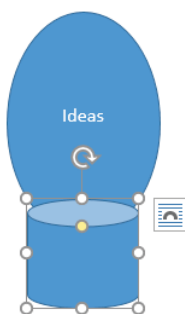
- Use the commands in the Arrange group to lay out the position of the shapes. For example, if you want to overlap two objects, you will need to send one of them behind the other. If you want several objects to be affected at the same time, each time you want to apply a feature, group these objects so they are treated as one large object instead of several individual objects.
- Use the Size group to change the height or width of a shape. You can also use the **Size** tab in the Format Shape dialog box to set the height and width.
- Use the Layout Options button at the right of the shape to change how text will wrap around, or how to position this object with other objects or text.
- Click the dialog box launcher button for a group to display a pane with more options to customize the object. You will find the pane will display options to manipulate the shape or any text in the shape.



Learn to draw and modify shapes

In this exercise, you will learn to insert shapes to show a process flow.

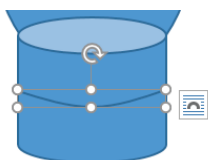
- 1 Create a new blank document and save it as **My Drawing - Student**.
- 2 Type: **Light Ideas** as the title and then press ENTER.
- 3 Click the **Insert** tab and, in the Illustrations group, click **Shapes**.
- 4 In the **Basic Shapes** area of the Shapes menu, click **Oval**.
- 5 Click and drag to draw to an oval shape, approximately **1.0" (2.5 cm)** wide by **2" (5.0cm)** high, starting at the left margin.
- 6 With the object still selected, type: **Ideas**.
- 7 On the Format tab, in the Insert Shapes group, click the **More** button to display the gallery of shapes. In the Basic Shapes area, click **Cylinder**.
- 8 Draw the new object starting approximately **0.5" (1.3 cm)** from the bottom of the oval. Drag to make the cylinder approximately **0.85" (2.16 cm)** in height and **0.87" (2.2 cm)** in width.



- 9 If the edges of the cylinder do not meet the edge of the oval, drag the cylinder shape up until the two objects overlap.

Now try drawing a line for some embellishment later in the cylinder shape.

- 10 On the Format tab, in the Insert Shapes group, click **More** to display the gallery of shapes. In the Lines group, click **Curve**. Starting from the middle left side of the cylinder object, drag to a bit lower than the center of the object and click, then drag the line to the middle of the right edge of the can object.
- 11 Click you reach the middle right edge of the object, double-click to stop drawing the curved line:

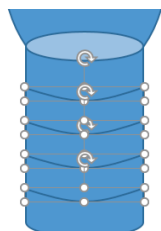


Suppose at this point you want the cylinder object to be taller to make it look similar to a container.

- 12 Click the cylinder object and then drag the middle bottom handle down to increase the height to approximately **1.5" (3.8 cm)**.
- 13 Click the curved line created previously and drag it up to approximately one quarter from the top of the cylinder object.

Hint: You may want to zoom into the drawing so you can be more precise in placing shapes.

- 14 Press CTRL+C to copy the line and then press CTRL+V three times. Place the lines as evenly spaced apart within the cylinder object as possible. The addition of the curved lines should make the cylinder look like a tin can.
- 15 Press SHIFT and click on each of the curved lines to select the four curved lines. On the Format tab, in the Arrange group, click **Align** and then click **Align Left**.
- 16 Click **Align** once more and then click **Distribute Vertically**.
- 17 With the four curved lines still selected, move the lines so the edges of the lines overlap the edges of the can object (this should appear as if they are carved into the can object).
- 18 Drag the lines to where you think the lines should appear on the can object (our example shows the lines being set so the space at the top and bottom of the can are about the same height).



- 19 In the Arrange group, click **Group** and click **Group**.

This now enables the four lines to be changed at one time and saves you having to select the four lines individually if you click somewhere else.

- 20 With the grouped curved lines still selected, on the Format tab, in the Shape Styles group, click the arrow for Shape Outline, click **Weight** and click **2¼ pt**.
- 21 In the Shape Styles group, click the arrow for Shape Effects, click **Bevel**, and then click **Soft Round**.
- 22 In the Shape Styles group, click the arrow for Shape Fill, and then click **Gray 25%, Background 2, Darker 75%**.
- 23 In the Shape Styles group, click the arrow for Shape Outline, and then click **Gray 25%, Background 2, Darker 75%**.

Hint: If the curves appear to extend beyond the width of the can shape, resize the curves so the edges align with the borders of the can shape.

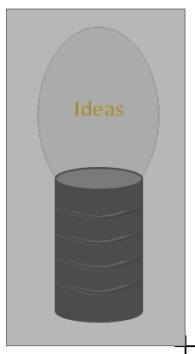
- 24 Select the can object and in the Shape Styles group, click the **Shape Fill** button and then click the **Shape Outline** button.
- 25 Click the oval shape. In the Shape Styles group, click the arrow for Shape Outline and click **Gray 25%, Background 2, Darker 25%**.
- 26 In the Shape Styles group, click the arrow for Shape Fill, and then click **Gray 25%, Background 2**.
You have just changed the oval to give it a bit of a transparent effect.
- 27 In the Shapes Style group, click the arrow for Shape Effects, click **Soft Edges** and then click **1 Point**.
- 28 Select the text in the oval and in the WordArt Styles group, click **More** to display the Gallery. Click **Fill – Gold, Accent 4, Soft Bevel**.
- 29 With the text still selected, click the arrow for Text Effects, click **Bevel** and then click **Art Deco**.
- 30 Increase the size of the text to **16 pt**.

Your diagram should appear similar to:



Now add Alt Text to the drawing for accessibility purposes.

- 31 Click the **Home** tab and in the Editing group, click **Select** and then click **Select Objects**.
- 32 Starting a bit above the top left of the drawing, drag to the bottom right of the drawing to select all the objects in the drawing.



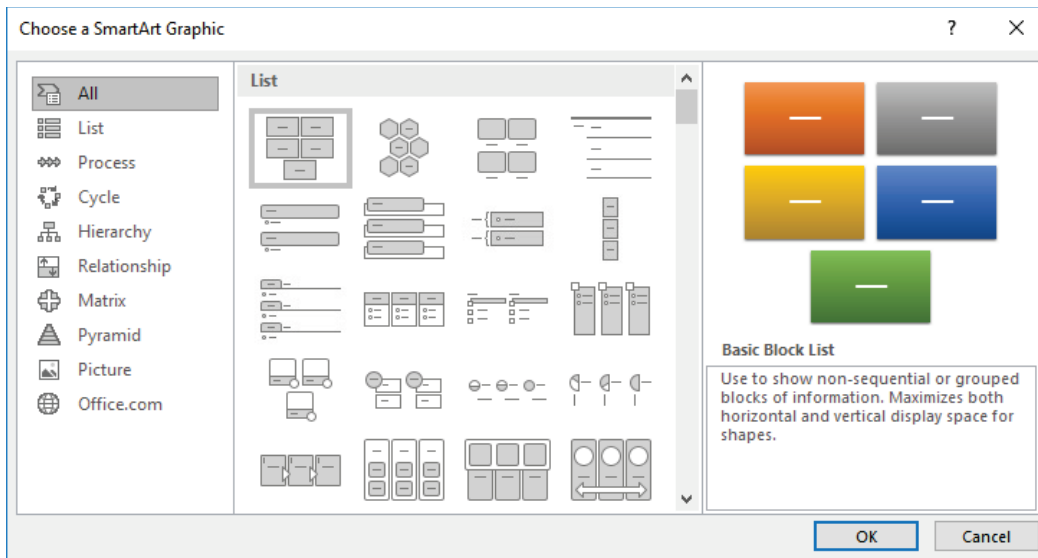
- 33 On the Format tab of the Drawing Tools ribbons, in the Arrange group, click **Group** and then click **Group**. The drawing is now considered a single object.
- 34 Drag the grouped drawing to align with the left margin. Then in the Shape Styles group, click the **Format Shape** dialog box launcher.
- 35 Click **Layout & Properties** in the Shape Options row of the Format Shape pane. Then click **Alt Text**.
- 36 Type: **Drawing** for the Title, and then type: **Drawn image to represent light bulb of new ideas.**
- 37 Close the Format Shape pane.
- 38 On the Format tab, in the Insert Shapes area, click **Draw Text Box**.
- 39 Start at approximately 0.5" (1.3cm) from the top right of the drawing, drag to create a text box approximately 2" wide (5cm) by 1" high (2.5cm).
- 40 Type: **Engage greatness with our bright ideas!** in the text box.
- 41 Click the border of the text box and click the **Home** tab. Change the size to **18pt**.
- 42 Under Drawing Tools, click the **Format** tab, and in the WordArt Styles group, click **More** in the gallery and click **Fill – Gold, Accent 4, Soft Bevel**.
- 43 In the WordArt Styles group, click the arrow for **Text Effects**, click **Shadow** and click **Inside Right**.
- 44 In the Shape Styles group, click the arrow for **Shape Outline**, and click **No Outline**.
- 45 Resize the text box so the text fits on two lines
- 46 Apply **Heading 1** to the title of the document.
- 47 Click the **Insert** tab and in the Text group, click **Text Box**.
- 48 Scroll and point at the various text box styles you can include with a document. Then click **Facet Sidebar (Right)**.
- 49 Click the **Design** tab, click **Themes**, and in the list of themes, click **Parcel**.
- 50 Save and close this document.

Using SmartArt

Objective 5.3.1

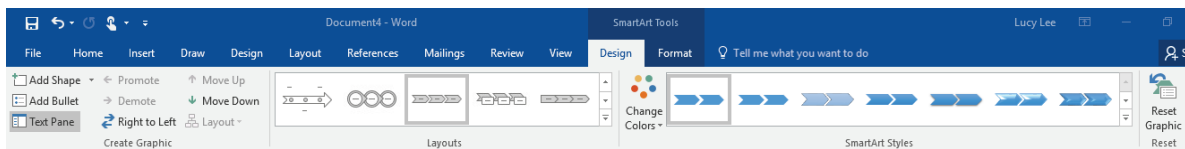
Use the SmartArt feature to create a diagram such as an organization chart or to show a process of tasks. A variety of types and styles of diagram is available. You can also create diagrams manually using individual shapes.

To create a SmartArt object, click the **Insert** tab, in the Illustrations group, click **SmartArt**.

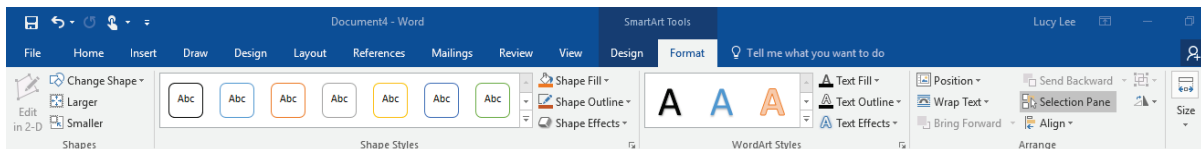


Once the object is created, the SmartArt Tools Ribbon displays with two tabs for enhancing the SmartArt object:

- The Design tab displays options to modify the design of the SmartArt object.

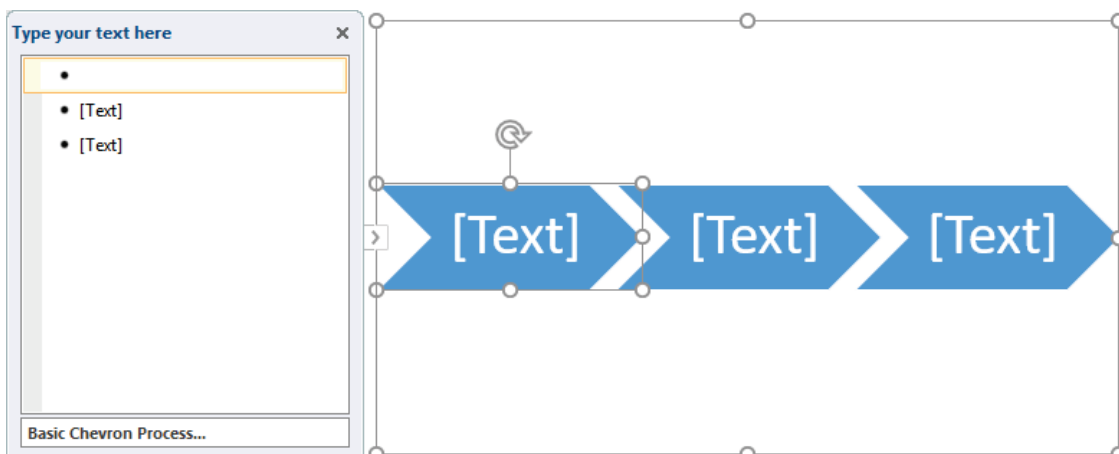


- The Format tab displays options to modify how the text or shapes will appear in the SmartArt object.



Using the Text Pane

When entering text into the SmartArt object, you can choose to enter the text directly into the shapes, or use the Text Pane.



Depending on how your system is configured, this pane may appear as a small tab at the left of the SmartArt border. Click this  to show the Text Pane; click **Close** to hide the Text Pane. You can also click the Text Pane command in the Create Graphic group of the Design tab to display the text pane.

Demote text by pressing TAB or promote text by pressing SHIFT+TAB. If you want more blocks in the SmartArt diagram, press ENTER on a bulleted line. To move from one bulleted line to another, click the line you want to move to, or press the UP or DOWN key.

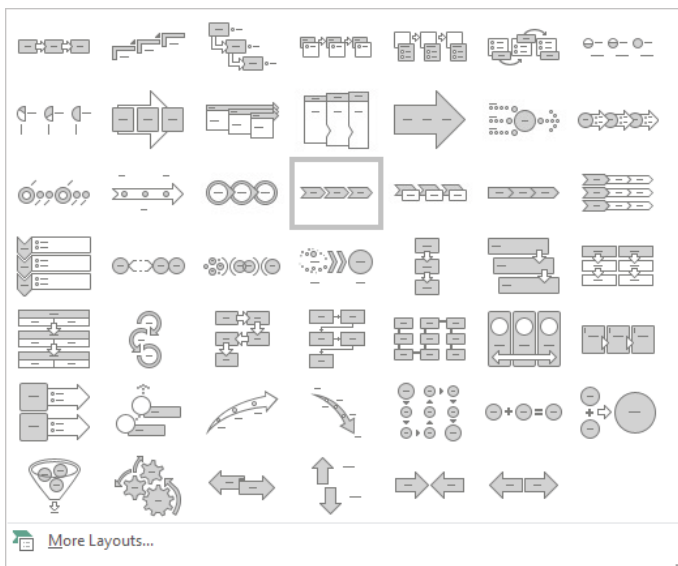
Manipulating the SmartArt

Objective 5.3.2, 5.3.3

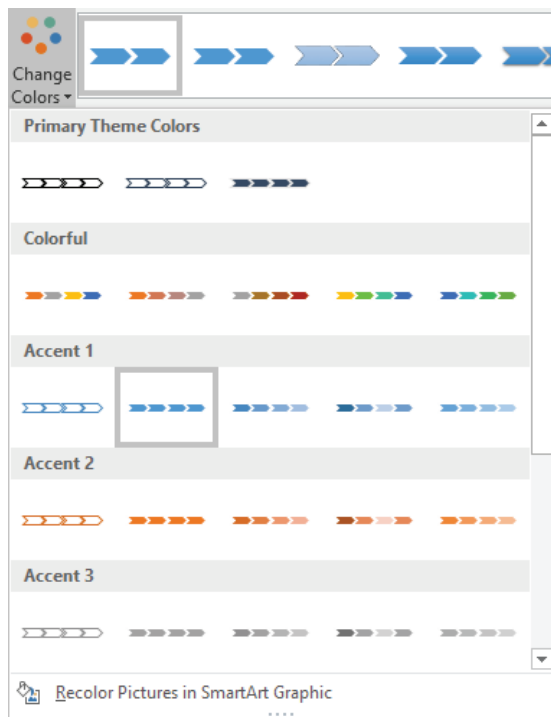
When the SmartArt diagram is drawn, you can make changes to individual boxes or the entire diagram, using various commands in the SmartArt Tools Ribbon tabs. Many options here are similar to working with pictures or shapes, providing you with choices in a dialog box or from the Format Shape pane.

Always select the item in the diagram that is to be affected prior to selecting any options from the SmartArt Ribbon tab.

- To change the layout style for the diagram, under SmartArt Tools, on the Design tab, in the SmartArt Styles, click **More** to display the gallery to select another layout.



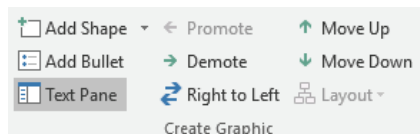
- To change the color of the diagram, under SmartArt Tools, on the Design tab, in the SmartArt Styles, click **Change Colors** to choose a color scheme.



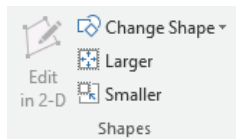
- To change the style of the diagram, under SmartArt Tools, on the Design tab, in the SmartArt Styles, click **More** to display the gallery to apply another style.



- If you need to add more shapes in the diagram, you can use the Text Pane to enter the text for the shape at the level and location for the new shape; or click **Add Shape** in the Create Graphic group on the Design tab.
- To change the placement of boxes in the diagram, you can cut and paste these items in the Text Pane, or click one of the options in the Create Graphic group.



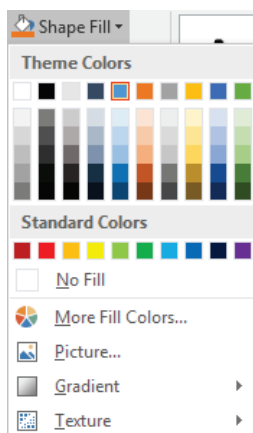
- To change the format of a shape in the diagram, click the shape and then select an option from the Shapes group of the Format tab.



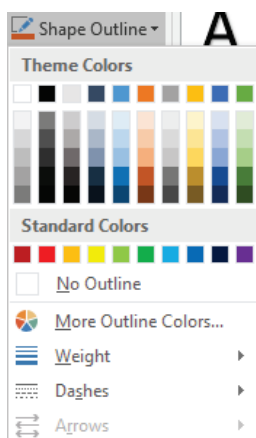
- To apply a style to a shape or the entire diagram, click **More** to display the Styles gallery in the Shape Styles group on the Format tab.



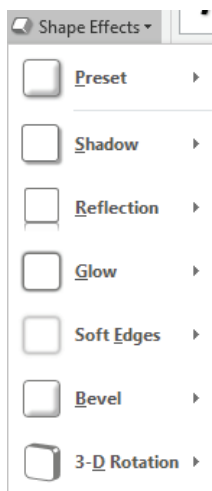
- To apply a fill, on the Format tab and in the Shape Styles group, click **Shape Fill**. If the color of the fill is what you want, click the  portion of the Shape Fill button.



- To apply an outline, on the Format tab and in the Shape Styles group, click **Shape Outline**. If the color of the fill is what you want, click the  portion of the Shape Outline button.



- To apply an effect, on the Format tab and in the Shape Styles group, click **Shape Effects**.



Learn to create SmartArt

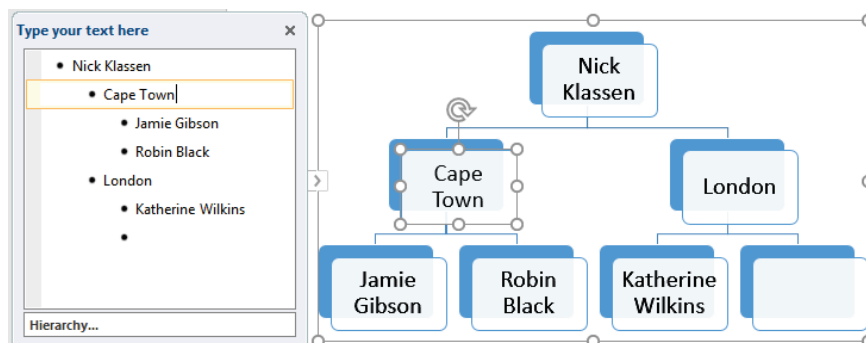
In this exercise, you will learn how to create an organizational chart using a SmartArt object. You will then enhance the SmartArt object.

- 1 Create a new blank document and save it as **Org Chart - Student**.
- 2 Click the **Insert** tab and in the Illustrations group, click **SmartArt**.
- 3 Click **Hierarchy** for the category, click **Hierarchy** (the second layout in the second row of center pane) and then click **OK**.

A blank diagram appears on the screen, waiting for you to enter text. You can choose to enter text directly into each box in the diagram, or use the Text Pane to enter the text in one location.

- 4 If the Text Pane does not display, under SmartArt Tools, on the Design tab and in the Create Graphic group, click **Text Pane**.
- 5 In the Text Pane, type: **Nick Klassen** and then press the DOWN arrow.
- 6 Type: **Cape Town** and then click in the next line to type: **Jamie Gibson**.

- 7 Press the DOWN arrow and type: **Robin Black**.
- 8 Press the DOWN arrow and type: **London**. Press the DOWN arrow once more and type: **Katherine Wilkins**. Press ENTER.



Notice that Word automatically creates a new bullet line for you at the same level. This is similar to using the multilevel feature where Word will create a new line at the same level once you press ENTER. To promote the point, press SHIFT+TAB for each level you want to move up, or press TAB to demote the point to a lower level.

- 9 Type: **Kyla McGill**.
- 10 Click the **X** to close the Text Pane.
- 11 Click the **Layout** tab and, in the Page Setup group, click **Margins** and click **Narrow**.
- 12 On the **Layout** tab and in the Page Setup group, click **Orientation** and then click **Landscape**.
- 13 Click the bottom right corner of the diagram and drag to resize the diagram to fit the width of the page.
- 14 Under SmartArt Tools, click the **Design** tab and, in the Layouts group, click the **More** button to display the layout styles in the gallery.
- 15 Point at each of the layouts to see how the diagram would change if you apply this layout style. Then click **Organization Chart**.

Let's look to see which options we can apply to enhance the appearance of this diagram.

- 16 On the Design tab, in the SmartArt Styles group, click **Change Colors** and then click **Colorful Range - Accent Colors 4 to 5**.
- 17 Click the **More** button for the SmartArt Styles gallery and point at different styles to preview the style. Then click **Polished**.

Suppose you hear that a new office will be opened next year and you want to see how this addition might change the diagram.

- 18 Click the **Nick Klassen** box in the diagram and, on the Design tab, in the Create Graphic group, click **Add Shape**.
- 19 Type: **Toronto** for the name of this office.
- 20 Click the arrow for Add Shape and click **Add Shape Below**. Type: **Toby Belanger** for the text in this box.
- 21 Save and close the document.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|--|---|
| ☒ insert and modify pictures | ☒ create, arrange and enhance shapes |
| ☒ insert screen shots or screen captures | ☒ insert text boxes |
| ☒ move or reposition objects | ☒ insert, modify and format SmartArt diagrams |
| ☒ apply picture effects, styles, or artistic effects | ☒ add alternative text to objects for accessibility |
| ☒ remove picture backgrounds | |
-

Review Questions

1. What happens when you point at a picture in the search results window from Office.com?
 - a. When you point at a picture in the search results window, a menu appears with a list of options you can use to edit or insert the picture.
 - b. When you point at a picture in the search results window, a reminder of copyright appears for you to read.
 - c. When you point at a picture in the search results window, a ScreenTip appears to show keywords you can use to find more pictures of this type.
 - d. When you point at a picture in the search results window, a preview of the picture appears in a larger size to show more details of the picture.
2. Before you use an image, what do you need to consider regarding possible copyright infringement?
 - a. Copyright is not a concern as long as you include a reference to the owner of the material.
 - b. You must request permission from Microsoft as well as the owner of the image you want to use before you can insert any image from the Internet.
 - c. Images stored on your company's machines are protected under the copyright of your company whereas there is no copyright to consider for images stored on the Internet.
 - d. If you use an image from the Internet, you recognize that you must research the copyright of the image to determine how it can be used legally.
3. How can you tell if an image is an inline graphic?
 - a. An inline graphic always appears at the top of the current page in the document.
 - b. An inline graphic is any picture you inserted from a drive you can access.
 - c. An inline graphic acts similar to a text character and can only be moved within the text line by adding spaces or tabs, or by applying alignment settings.
 - d. An inline graphic can be moved to anywhere in the document using the anchor at the left of the image.

4. Which most closely describes the difference between using the Insert Pictures and the Insert Online Pictures commands?
 - a. The Insert Pictures command helps find and insert a picture stored on your computer/network; the Insert Online Pictures command pastes in an image stored in the Office Clipboard.
 - b. The Insert Pictures command opens a new drawing canvas to draw a picture; the Insert Online Pictures command helps find and insert a picture stored on the Internet.
 - c. The Insert Pictures command pastes an image stored in the Office Clipboard; the Insert Online Pictures command finds and inserts a picture stored on the Internet.
 - d. The Insert Pictures command finds and inserts a picture stored on your computer/network; the Insert Online Pictures command finds and inserts a picture stored on the Internet.
5. What appears in the Available Windows list when you want to insert a screenshot?
 - a. Any programs that are open at the time you activate this command.
 - b. Only Windows Explorer or Internet Explorer if they are open.
 - c. Any Office programs that are open at the time you activate this command.
 - d. The same dialog box as when I try to insert an online picture.
6. What is the purpose of the circular handle that appears when you select an object?
 - a. Use the circular handle to adjust color intensity of the object.
 - b. Use the circular handle to edit the object using Microsoft Paint.
 - c. Use the circular handle to move the object to another location in the document.
 - d. Use the circular handle to rotate the object.
7. What is the purpose of the Layout Options icon?
 - a. Use this icon to specify options that affect the size or placement of the object in the document.
 - b. Use this icon to apply a shadow effect to all pictures in the document with one click.
 - c. Use this icon to quickly apply special effects to the object instead of using commands on the ribbon.
 - d. Use this icon to specify how all the pictures should be placed in the document.
8. How can you use the Crop command?
 - a. Use Crop to select multiple pictures you want to cut portions at the same time.
 - b. Use Crop to permanently delete a picture from the document and the drive at the same time.
 - c. Use Crop to change the picture to a photographic negative.
 - d. Use Crop to cut away certain portions of the selected picture.
9. What is the purpose of the eight boxes around the perimeter of an object?
 - a. These are called handles and they indicate the object is selected for changes.
 - b. These are called selectors and they indicate the object is selected for changes.
 - c. These are called handles and they indicate the object has been inserted.
 - d. These are called selectors and they indicate the object has been inserted.

10. Which key can you use to size a picture proportionally?
 - a. ALT
 - b. CTRL
 - c. SHIFT
 - d. CTRL+SHIFT
11. What angle can you rotate pictures?
 - a. Only 45° at a time.
 - b. Only 90° at a time.
 - c. Only 15° at a time.
 - d. At any angle.
12. What does the selection box in the background for a picture enable you to do?
 - a. Set the area you want to keep for the picture.
 - b. Delete the colors in this selection box.
 - c. Set the size for the final picture.
 - d. Set the colors you may want for this portion of the picture.
13. When you apply a text wrap option for a picture, what type of picture are you then working with?
 - a. Inline graphic
 - b. Floating graphic
14. What visual clue indicates you are moving a floating image?
 - a. The mouse cursor changes to the same symbol as when moving selected text.
 - b. Blank line appear behind the picture as you drag it in the document.
 - c. Measurements appear at the top right of the image to confirm the location as you drag.
 - d. The mouse cursor appears with a four-headed arrow as you drag it to its new location.
15. Why might you apply want to apply a Quick Style to a picture?
 - a. To add an effect that can capture the attention of a reader.
 - b. It applies a specific theme to the picture for color and effects.
 - c. It assigns a location in Alt-text to the location where the file is stored.
 - d. It suggests the best appearance for this type of picture.
16. Which feature in general sharpens an image?
 - a. Brightness
 - b. Contrast
17. Why would you add Alt-text information for a picture?
 - a. To anchor the picture in the document.
 - b. To set the picture as is so no one else can change the picture's properties.
 - c. So others can determine where the picture can be found or what the picture is.
 - d. To set the quality of the picture in the final version of the document.

18. Why might you want to use a drawing canvas when creating shapes?
- a. Use the drawing canvas when you will be using the Freehand shape tool to create shapes in the document.
 - b. Use the drawing canvas to mark the area where you will need to insert the shapes.
 - c. Use a drawing canvas to contain the shapes so you can manipulate all of them at once by selecting the canvas.
 - d. Use the drawing canvas to tell Word that you will need a particular amount of space in the document for inserting shapes of any size.
19. Which group would contain commands to alter which shape appears at the front?
- a. Arrange
 - b. Layout
 - c. Size
 - d. Styles
20. Why might you use the Text Box to insert a box for a quote instead of drawing one in the document?
- a. These are automatically inserted and you do not need to type any text.
 - b. The designs in this feature are based on the common types of text boxes for documents.
 - c. This is the only shape you should use when inserting a quote into a document.
 - d. The text is automatically inserted into the Alt-text box.
21. Explain what SmartArt is and when you might use it.
- a. A feature that lists the images you frequently use to insert these images in a document.
 - b. A feature that enables you to convert bulleted lists into tree diagrams.
 - c. A feature that enables you to create diagrams such as organization charts, cyclical processes, or pyramid diagrams.
 - d. A feature that contains a number of commonly-used art shapes that you can insert into a document.
22. Which key will demote the text and shape when using the Text Pane?
- a. ENTER
 - b. SHIFT+TAB
 - c. CTRL+TAB
 - d. TAB
23. What must you do before you can change the color, layout or style of a SmartArt diagram?
- a. You must select what will be modified in the diagram before choosing any command.
 - b. You must have chosen the theme for the SmartArt diagram first.
 - c. You must have already entered the Alt-text for the diagram.
 - d. The diagram must be placed in a new drawing canvas.

Microsoft®

Word 2016

Core Certification Guide

Lesson 8: Working with References

Lesson Objectives

In this lesson, you will be working with a variety of common references found in business documents such as captions, footnotes or endnotes, citations and bibliographies. Upon completion of this lesson, you should be able to:

- | | |
|--|--|
| ☐ insert and modify captions | ☐ insert and modify bibliographies |
| ☐ insert and modify footnotes or endnotes | ☐ insert and update a table of contents |
| ☐ insert and modify citations | ☐ insert cover pages |
-

Why Use References?

Whenever you use information created by others it is important to acknowledge the owner of the copyright. Copyright laws were introduced to protect original works created by an individual or an organization. A license may be provided by the owner granting appropriate access so others can use all or part of the works, as dictated by the license. In general, copyright is implied whenever you are viewing something that was not created by you or your organization. The copyright symbol © often appears with the works; even if you do not see this symbol, you should ensure you reference the source in your document to give credit to the owner as well as prevent any possibility of copyright infringement or plagiarism. Note that the original work does not have to be published to be copyrighted.

Plagiarism is the act of taking an original work, altering it slightly (as with rephrasing the sentence), and then taking credit for the new item as an original work you created. Music, lyrics, storylines, pictures and published works are examples of the types of material that can be plagiarized.

The Internet contains so much information that it can be very easy to find and use material that does not appear to be copyrighted. However, copyright laws apply to anything you find on the Internet in the same manner as they apply with any published materials. As there is no official Internet entity that checks to ensure copyright laws are adhered to, you should assume that copyright exists for anything you see on any web site and refer to these sources in your document.

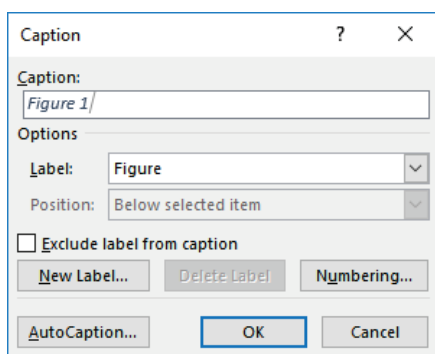
Word provides a variety of methods to reference material to suit the type of document you are using. For instance, if you were creating a research paper on environmental impacts over the last decade and include some statistics, you could enter a footnote with these statistics to indicate where you obtained them. At the end of the document, you could generate a bibliography that includes the name of the report or book where the statistics were obtained. Another example would be if you copied a picture of a product from a web site – you could use a caption to indicate where this picture was obtained, or enter an endnote in the text that precedes the picture, indicating the source of the picture. Even if you are only planning to insert a quote into the document, the quote should be referenced with the source.

Using Captions

Objectives 4.1.6, 4.1.7

Occasionally you may need to put a statement or caption below a picture or table as a reference to text in the document or for the audience's information such as *Figure 1 - Lithograph #3 by John Smith*, *Table 3 – Quarter 3 Projected Product Sales*. Captions are helpful if a picture, table, or figure does not immediately follow the text reference.

To insert a caption, position the cursor at the location for the caption and then click the **References** tab, in the Captions group click **Insert Caption**.



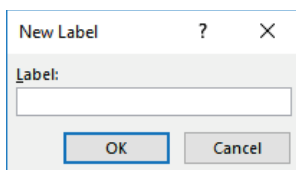
Caption – Displays the caption text; this is usually the description of the item being captioned.

Label – Select one of the existing labels of **Equation**, **Figure**, or **Table** for the caption. You can also create your own labels as required.

Position – Specify whether the caption should display above or below the item.

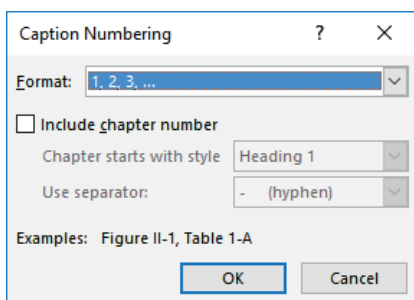
Exclude label from caption – Use this feature if you don't want the label to be shown with the caption description – for example, show the text of the caption as *Lithograph by John Smith* instead of *Figure 1 - Lithograph by John Smith*.

New Label – Use this to create a different label than those already built into Word.

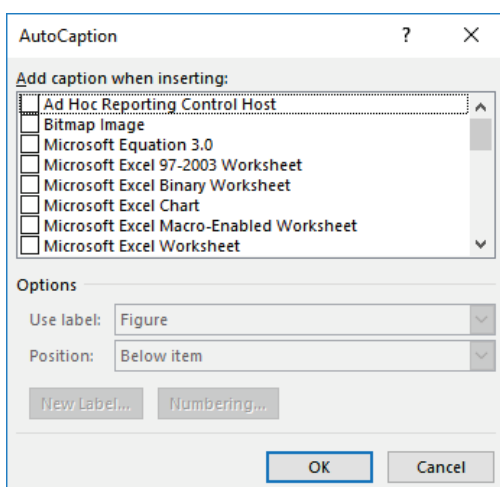


Delete Label – Delete one of the labels.

Numbering – Determine the numbering style to be used with the captions.



AutoCaption – Specify which items Word will automatically mark for captioning, such as an Excel worksheet, Word table, or media clip.

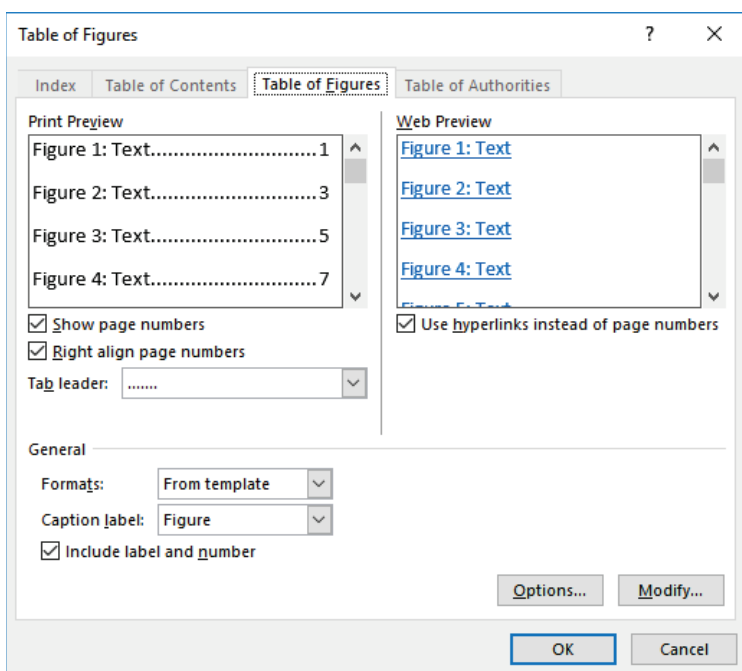


To delete a caption, select it and press DELETE.

Inserting a Table of Figures

Once captions have been added to appropriate items in the document, you may want to provide a list of captions as a quick reference for anyone reading your report. The list is similar to a table of contents or an index with options to customize its appearance.

To insert a table of figures, click the **References** tab and, in the Captions group, click **Insert Table of Figures**.

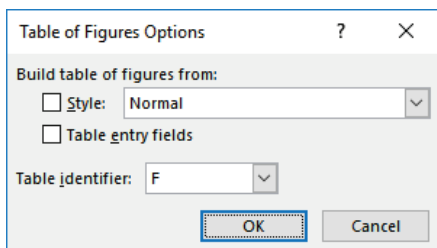


Print Preview – Click options and preview how this list will appear if these options are set.

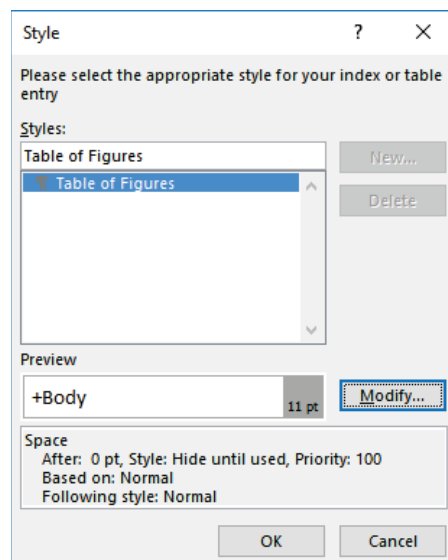
Web Preview – This provides a preview of how this list will appear if this document is placed on the web.

General – Select general options regarding the format style for the table, the caption label to generate, and what to include in the list.

Options – Specify options that control how Word generates the table of figures.



Modify – Select the style you want to be applied to the items in the list. A built-in style exists, but you can change various attributes using the Modify button, which opens the Modify Style dialog box.



Learn to add captions

In this exercise you will add captions to different items in the document.

- 1 Open the *Tolano Employee Handbook*, save this as *Tolano Employee Handbook (sources) - Student*, then move to the bottom half of page 2 and then click the **Tolano Environmental Consulting** picture.
- 2 Click the **References** tab and, in the Captions group, click **Insert Caption**.
- 3 If necessary, in the Label field, click the arrow and then click **Figure**.
- 4 In the Caption field, type: - **TEC Division** and then click **Numbering**.
- 5 Click the arrow for **Format** and select **A, B, C,** Click **OK**.
- 6 If necessary, click the arrow for **Position** and click **Above selected item**. Click **OK** to exit.



Even though it may seem repetitious to enter the same information as shown in the picture, remember that you can generate list of all items that have been captioned in a document. This is beneficial when someone wants to quickly locate a particular item.

Notice also that the text box for the caption causes the text from the previous paragraph to wrap around the text box. You can choose to add more space between the text and the images or resize the text box.

- 7 With the caption text box selected, resize it to half its original height. Click away from the text box to view the caption and the text.

At this point you can decide if you want more space between the paragraph and the caption. We will leave it as is.

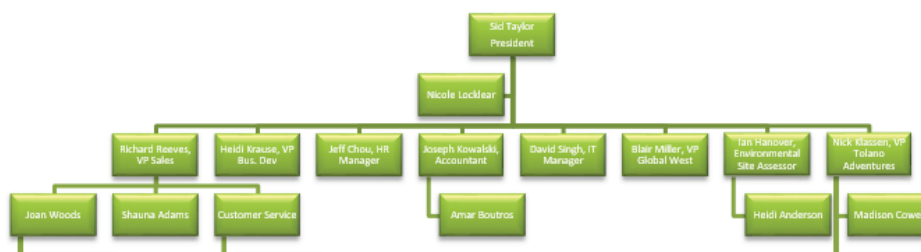
- 8 Select the Tolano Adventures picture and on the References tab, click **Insert Caption**. Type: - **TA Division** and click **OK**. Also resize the caption text box to half its original height.



Depending on company standards, you may want to change the position of the captions to be below the image if you want the captions to align on the same line below the images. For the purpose of this demonstration, we will leave them above the images.

- 9 Go to the page with the SmartArt diagram and then select it. On the References tab, click **Insert Caption**. Type: - Tolano Organization Chart and click **OK**.

Figure C - Tolano Organization Chart



- 10 Go to the bottom of the next page and select the entire table. On the References tab, click **Insert Caption**. In the Label field, click the arrow and then click **Table**.
- 11 Click the **Numbering** button and if necessary, click the **Format** arrow and change this to **1, 2, 3,** Click **OK**.
- 12 Click in the Caption field, type: - Vacation Days and then click **OK**.

Vacation Days

Table 1 - Vacation Days

Year	Entitlement
1	Two weeks of vacation in the first year of employment.
2 to 5	Three weeks of vacation in the second year to the fifth year of employment.
6+	Four weeks of vacation starting the sixth year of employment. The employee will then earn 1 day of vacation for each successive year they remain at the company.

- 13 Using steps 10 and 12, add captions for the two tables on page 9. Use **Dental Coverage** and **Long Term Disability Plan** as the text for the captions.
- 14 Go to the end of the document and then press CTRL+ENTER to create a new page.
- 15 Type: **List of Figures and Tables** and press ENTER. Apply a **Heading 2** style to this title.
- 16 Click in the blank line below the **List** title and click the **References** tab. Then in the Captions group, click **Insert Table of Figures**.
- 17 In the Caption label field, click the arrow and click **Figure**. Then click **OK** to insert the table of figures.
- 18 Press ENTER, then click **Insert Table of Figures** once more and change the Caption label field to **Table** if necessary. Click **OK**.

List of Figures and Tables

Figure A - TA Division	2
Figure B - TEC Division.....	2
Figure C - Tolano Organization Chart	6
Table 1 - Vacation Days	7
Table 2 - Dental Coverage	9
Table 3 - Long Term Disability Plan	9

- 19 Save the document.

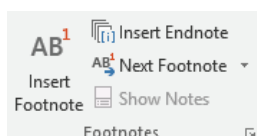
Using Footnotes or Endnotes

Objective 4.1.1, 4.1.2

Footnotes and endnotes are commonly used to reference a selected item in the document, and generally include information about the author or originator of the item. Footnotes and endnotes can also be used as a method of pointing you to more information.

Footnotes usually appear at the bottom of the page, but may also be placed directly below the text. Each footnote has a numbered note reference mark, which usually restarts on each page. The footnote reference mark is generally placed after the text you are referencing. Endnotes appear at the end of the document or document section.

Footnotes and endnotes can be inserted or modified using the Footnotes group of the References tab.



To create a footnote, on the **References** tab, in the **Footnotes** group, click **Insert Footnote**. The footnote appears at the bottom of the screen, similar to:

You can then enter the text for the footnote. The footnote number changes to reflect the number and placement of the footnotes in the document.

To create an endnote, on the References tab, in the Footnotes group, click the **Footnote & Endnote** dialog box launcher. Then click **Endnotes**.

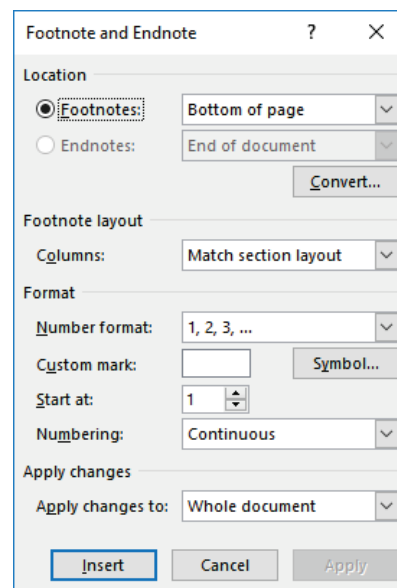
To customize a footnote or endnote, on the References tab, in the Footnotes group, click the **Footnote & Endnote** dialog box launcher.

Location – Determines the location of the footnote or endnote in the document.

Format – Choose the number format or a custom mark such as an asterisk or logo for the footnote or endnote. You can also choose to begin footnote or endnote numbering at a specific number or continue from previous footnotes or endnotes in this or another document or document section.

Apply – Apply the footnote or endnote settings to the entire document or selected text.

- To view the text for a footnote or an endnote, point at the note reference icon in the document. You can also move from one note to another using the Show Note feature in the Footnotes group.

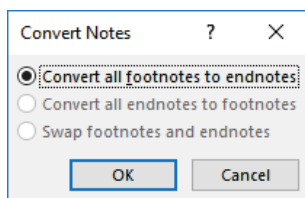


Based on articles found on www.idealists.org about volunteering.¹

The importance of volunteering cannot be emphasized enough.¹

- To move a footnote or endnote to another location in the document, cut the footnote or endnote reference from its current location in the document and paste it into the new location.

- To delete a footnote or endnote, select the footnote or endnote reference mark and press DELETE.
- To convert a footnote to an endnote or vice versa, select the reference and then on the References tab, in the Footnotes group, click the **Footnote & Endnote** dialog box launcher. Then click the **Convert** button.



An example of when you might want to convert footnotes to endnotes is when you want to list all the references in one location.

Learn to insert a footnote and endnote

In this exercise, you will insert a footnote and endnote into a document.

- 1 With the *Tolano Employee Handbook (sources) - Student* file displayed, go to page 3 and, in the second column, click at the end of **Heidi Anderson**.
- 2 Click the **References** tab and, in the Footnotes group, click **Insert Footnote**.
- 3 In the footnote area, type the following: *Heidi joined Ian's group in November 2012 after completing her degree in Geophysics.*

¹ Heidi joined Ian's group in November 2012 after completing her degree in Geophysics.

Don't worry that the footnote uses the column format. We will focus on entering the text for the footnotes first and then change the format later.

- 4 Go to page 5 and click at the end of the word **Seattle**. In the Footnotes group, click **Insert Footnote**.
- 5 Type: *This office was leased as of December 2012 with Office 365 as a pilot for office resources.*
- 6 Go to page 7 and click at the end of the **Vacation Days** heading. In the Footnotes group, click **Insert Endnote**.

Notice that Word automatically moved you to the end of the document to type the endnote.

- 7 Type: *Benefits listed in this Handbook are based on employee standards as set by the local government and negotiations with a national benefits plan provider.*
- 8 Go back to page 5 and click anywhere in the footnote for the Seattle office.
- 9 In the Footnotes group, click the **Footnote & Endnote** dialog box launcher. In the Footnote layout area, click the arrow for **Columns** and click **1 column**. Then click **Apply**.

² This office was leased as of December 2012 with Office 365 as a pilot for office resources.

- 10 Repeat step 9 for the footnote on page 3.
- 11 Return to the endnote at the end of the document and click anywhere in the endnote. In the Footnotes group, click the **Footnote & Endnote** dialog box launcher.

- 12 Click the arrow for **Number format** and then click the **1, 2, 3, ...** format. Click **Apply** to change the numbering format for the endnote.
- 13 Save the document.

Inserting Citation Sources

Objectives 4.1.3

Citations are reference sources used or cited in your document, and are usually included in a bibliography when the document is complete. The main purposes for using citations is to ensure credit is provided for the reference sources and to give the audience the opportunity to decide if the referenced material supports the discussion in the document based on the type and number of sources included.

Word includes a number of widely accepted style guides which identify how to correctly ascribe credit to various types of documents. These style guides include:

APA – American Psychological Association; used primarily for information regarding psychology, education, or social sciences.

Chicago – Chicago Manual of Style; used in the publishing industry for all published works such as books, magazines, newspapers, or other non-scholarly publications.

GB7714 – Chinese National Standards for referencing bibliographies or citations.

GOST – Standards used in Europe and Asia for referencing technical information.

Harvard – Reference style implemented by Harvard University and Anglia Ruskin University.

IEEE – Reference style used primarily for referencing electrical and computer engineering sources.

ISO 690 – A standard for bibliographic referencing for all sorts of documents, including electronic documents. The ISO 690 standard was created and maintained by the International Organization for Standardization.

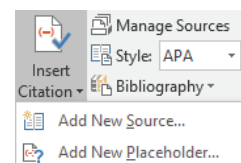
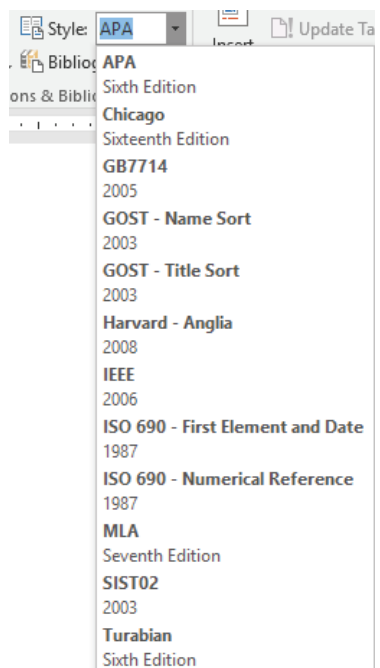
MLA – Modern Language Association; used primarily to reference literature, arts or humanities publications.

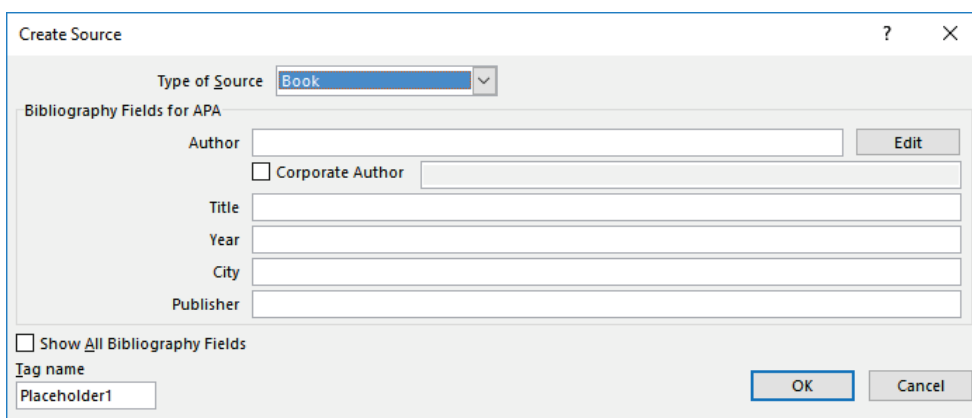
SIST02 – Standards for Information of Science & Technology.

Turabian – Similar to the APA style; primarily used by college students for all subjects.

To add a citation, click the **References** tab, in the Citations & Bibliography group, click the arrow for **Insert Citation** and specify whether to add a new source or a new placeholder.

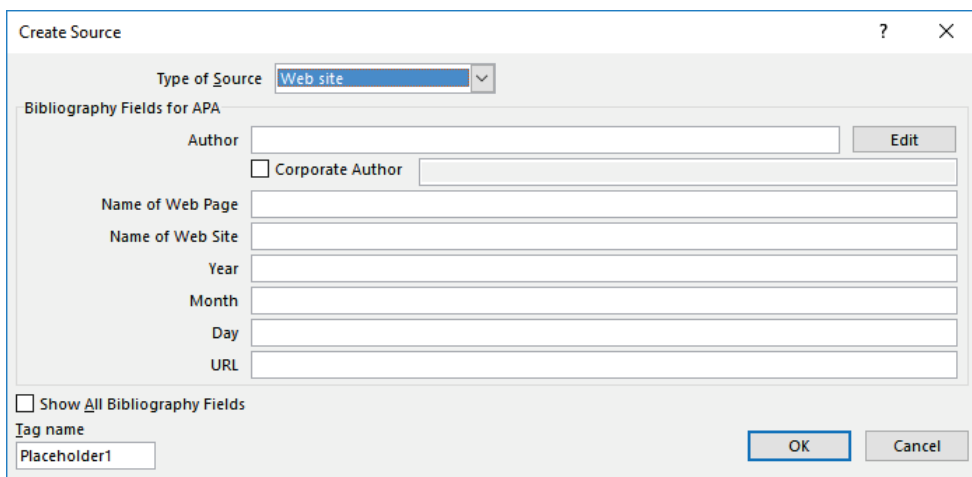
Add New Source – Click this option to insert a citation in the current location, entering as many details as available for the citation in the Create Source dialog box.





The 'Create Source' dialog box is shown with the 'Type of Source' dropdown set to 'Book'. Under the 'Bibliography Fields for APA' section, the following fields are visible: Author (with an 'Edit' button), Corporate Author (checkbox), Title, Year, City, and Publisher. At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Placeholder1' entered, and 'OK' and 'Cancel' buttons.

The number and type of fields will vary depending on the source you choose. For instance, the previous image displays the type of information that is usually entered for a published book, whereas the following image displays the types of information that should be provided for a web site source:



The 'Create Source' dialog box is shown with the 'Type of Source' dropdown set to 'Web site'. Under the 'Bibliography Fields for APA' section, the following fields are visible: Author (with an 'Edit' button), Corporate Author (checkbox), Name of Web Page, Name of Web Site, Year, Month, Day, and URL. At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Placeholder1' entered, and 'OK' and 'Cancel' buttons.

Notice with this source, there are more fields to address information to help someone find this information on this web site. Each type of source, including non-text items such as media or pictures, includes a set of fields containing information you should provide indicating where the information can be found.

Add New Placeholder – Use this option when you know you want to add a citation but do not yet have the information for this source; adding a placeholder marks this location for entry later.

Editing an Author

Use the Edit button at the right of the Author field to add more names such as additional authors or individuals to be given credit on the published works.

Use the Show All Bibliography Fields option to enter information for this source so it can be inserted into a bibliography later. Citations do not have to be included in a bibliography, but remember that the more sources you include, the more weight and validity will be associated with the points presented in your document.

Inserting a Bibliography

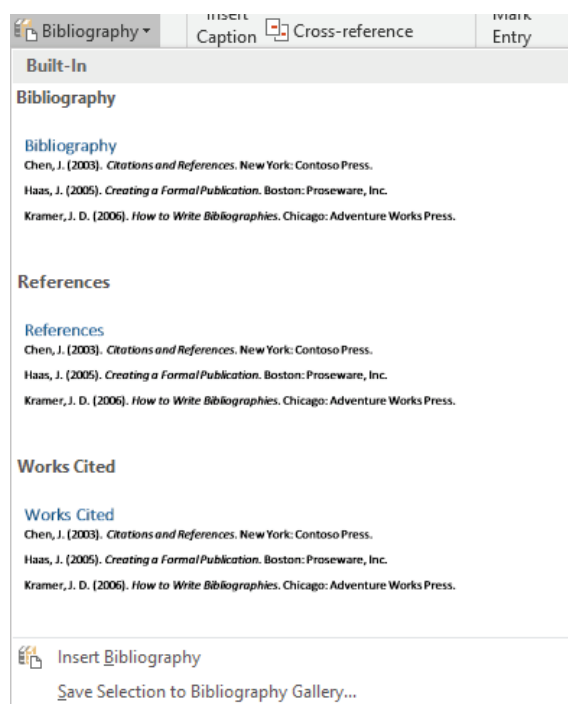
Objective 4.1.5

A bibliography is a list of the sources used in the creation of a document, including any published or unpublished books, magazine articles, journals, or web sites where information was gathered for the document. A bibliography usually appears at the end of a document.

You can insert the sources for your document and then generate the bibliography based on these entries. To generate the bibliography, click the **References** tab, in the Citations & Bibliography group, click **Bibliography**.

The Bibliography list box presents several styles for a bibliography. Select one of these styles based on the type of bibliography you want to generate in the document. For instance, if you want a descriptive bibliography where information entered for the citation is used, use the Bibliography style. Use the References style if the majority of your sources came from research performed on various web sites on the Internet where you may not have as much detail available for the sources.

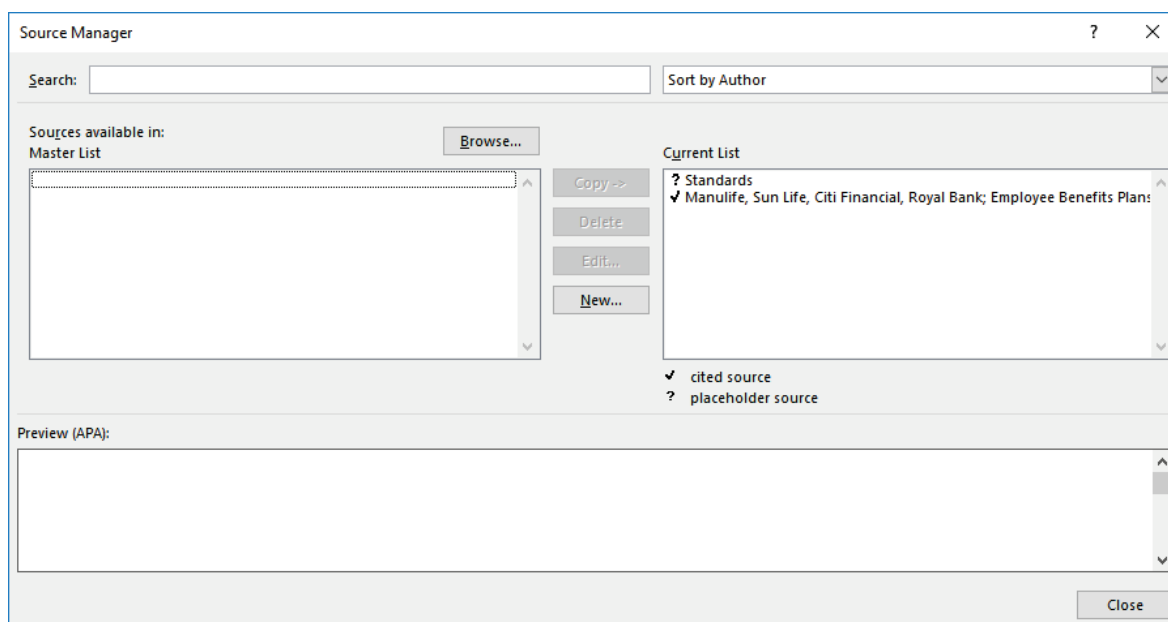
You can also select one of these formats, modify the formatting and then save it in the gallery for future use. Alternatively, to generate a bibliography for every citation in the document, click **Insert Bibliography**.



Managing Your Sources

Objective 4.1.4

You can make a change to a citation or other type of source using the Manage Sources option in the Citations & Bibliography group. The sources display in a list for selection in the Source Manager dialog box.



Word gives you the option to copy, delete, edit, or create a new source from within this dialog box. A preview of the source is also available for quick reference.

If you select a citation for editing, a screen appears that is similar to the one used when you created the citation. You can then make the required changes.

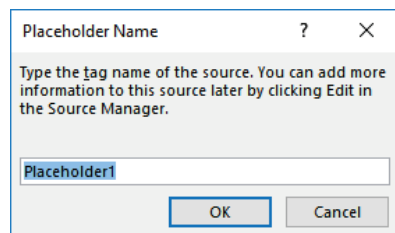
Learn to use citations and bibliographies

In this exercise you will add two citations to the document and you will generate a bibliography at the end of the report.

- 1 With *Tolano Employee Handbook (sources) - Student* open, go to page 8 and press ENTER at the end of the paragraph below the Sick Days heading.

Assume you know a citation is required here, but you still need to find all the information. In this instance you will insert a placeholder as a reminder to add the information later.

- 2 Click the **References** tab and, in the Citations & Bibliography group, click **Insert Citation** and then click **Add New Placeholder**.



- 3 Type: *Standards* as the name of the placeholder for the citation and click **OK**.
- 4 Go to the next page and click the blank line below the paragraph of text for Life Insurance.

- 5 In the Citations and Bibliography group, click **Insert Citation** and then click **Add New Source**. Enter the information as shown in the following:

- 6 Click **OK**.

Life Insurance

Life insurance coverage is 10% of the employee's annual salary. Please speak to increase this coverage.

(Manulife, Employee Benefits Plan, 2012)

Notice that the citation shows Manulife, Employee Benefits Plan, 2012 as the main text. You want the financial services to be listed instead.

- 7 In the Citations and Bibliography group, click **Manage Sources**.
- 8 Click the **Manulife, Sun Life...** entry in the Current List box (not the Master List box), and then click **Edit**.
- 9 Click **Edit** at the right of the Interviewee field (Manulife, Sun Life, CITI Financial).
- 10 Click **Delete** to remove the existing entry. Type: **Manulife** in the Last field and click **Add** (or press ENTER).
- 11 Repeat step 10 to add **Sun Life, CITI Financial**, and a new entry: **Royal Bank**. Then click **OK** twice.
- 12 Click **Yes** and then click **Close**.

Life Insurance

Life insurance coverage is 10% of the employee's annual salary. Please speak to increase this coverage.

(Manulife, Sun Life, CITI Financial, & Royal Bank, 2012)

- 13 Move to the end of the document and, in the blank line before the endnote, insert a page break.
- 14 At the top of the last page, type: **Appendix** for the title and press ENTER. Apply a **Heading1** style.
- 15 In the blank line between the Appendix title and the endnote, type: **Endnotes** and apply a **Heading2** style.
- 16 Move the cursor to the beginning of the Endnotes heading and click the **References** tab. In the Citations & Bibliography group, click **Bibliography**. Click the **Bibliography** option in the drop-down list.

Appendix

Bibliography

Manulife, Sun Life, CITI Financial, & Royal Bank. (2012, September 20). Employee Benefits Plan. (J. Chou, Interviewer)

Endnotes

¹ Benefits listed in this Handbook are based on employee standards as set by the local government and negotiations with a national benefits plan provider.

Notice that Word automatically inserts the citations for you. In this case there is only one shown as you inserted only a placeholder (versus entering the source information) for the second citation.

17 Save and close the document.

Creating a Table of Contents

Objective 4.2.1, 4.2.2

Word has a feature that creates a table of contents, complete with the corresponding page numbers and selected formatting. One advantage of using this feature is that, when you edit the document, you can easily update the table of contents. Another advantage is having Word automatically generate a table of contents for any title that has a heading style applied to it.

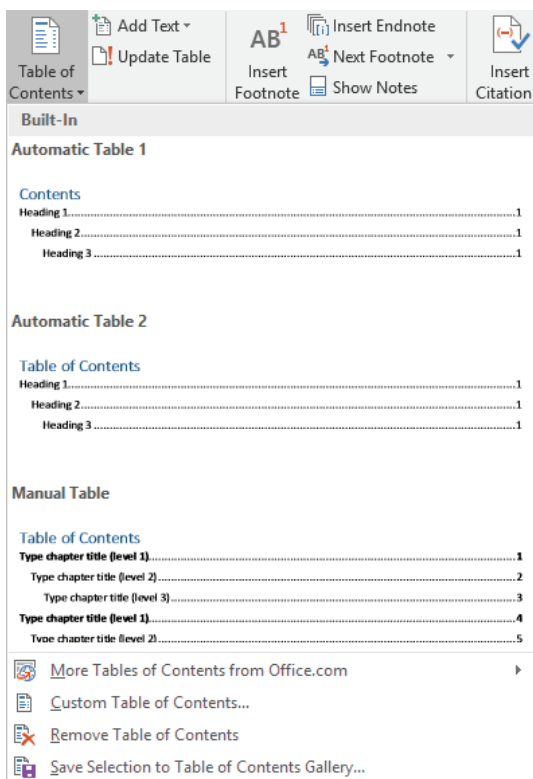
To create a table of contents, you must work through three basic steps:

1. Select the heading text you want to include.
2. Select the format.
3. Compile the table of contents.

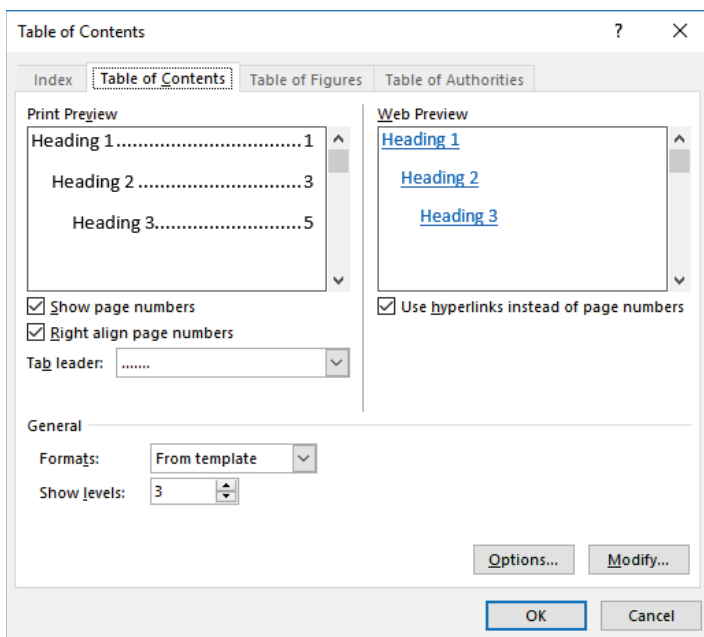
Consider the following regarding the table of contents feature:

- The fastest and simplest way to create a table of contents automatically is to apply Word's standard heading styles (Headings 1 through 9) to the titles in the document.
- You can choose your own custom styles; however, it is more time consuming and you must provide details for the table of contents about these styles.
- If you want the table of contents to use a different page numbering format, add a section break after the table of contents page and then start the page numbering at 1 for the first page where the document content begins. Otherwise, the table of contents affects the page numbering for the rest of the document.
- If you are including an index in a document, create it (and apply a standard Word heading style to the title) before you compile the table of contents to include the index in the table of contents.
- The table of contents entries behave similarly to hyperlinks. Click any entry in the table of contents to move to that item's location. You may turn this feature off.

Once you have applied styles to the document headings and specified the text for the table of contents, you are ready to compile and format the table of contents. To create a table of contents, on the References tab, in the Table of Contents group, click **Table of Contents**.



Word provides different styles you can apply to the table of contents. To customize this, on the References tab, in the Table of Contents group, click **Table of Contents**, then click **Custom Table of Contents**.



Print Preview – Displays a preview of the table of contents with the selected options.

Web Preview – Displays how the table of contents will appear if you save the document as a web page.

Show page numbers – Use if you want page numbers for the table of contents entries.

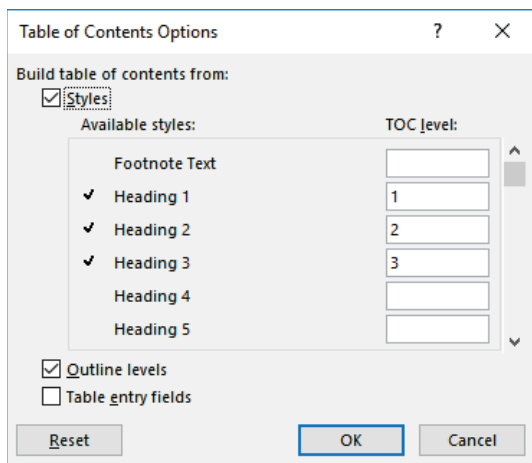
Right align page numbers – Use if you want the page numbers to be aligned at the right margin.

Tab leader – Select the leader type to be used between the table of contents entry and the page number.

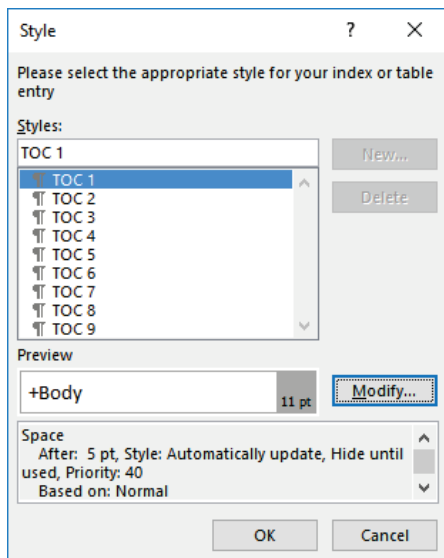
Use hyperlinks instead of page numbers – Use if you want the table of contents entries to appear as hyperlinks instead of page numbers. This is useful for sharing documents where the users can move to the heading instead of looking for the page number.

General – Select the format or layout style to use for the table of contents. You can also set which heading levels you want to include in the table of contents.

Options – Select the styles to use as table of contents entries. For instance, if you create your own styles for headings, select these instead of the default heading styles provided in Word. You can also enter the level for styles for non-heading text; for instance, if you want the captions to also appear at level 3 with Heading 3 text, you can type 3 in the box for the Captions style.



Modify – Change the formatting attributes set for the styles to use in the table of contents.



If you make changes to your document, you must also change the table of contents. Changes that affect pagination, headings or text placement also affect the table of contents entries. Word does not automatically reflect the changes; the table of contents must be refreshed.

To edit an entry in the table of contents, edit its corresponding heading in the document, or use the Add Text command appropriately. To update a table of contents, click anywhere in the existing table of contents and then use one of the following methods:

- on the References tab, in the Table of Contents group, click **Add Text** or **Update Table**, or

- in the tab above the table of contents, click **Update Table**.



Table of Contents	
Corporate Profile.....	3
Tolano Environmental Consulting.....	4
Tolano Adventures	6
Company Policies	7
Network Access	7

The first button in the tab for this feature displays the built-in styles for the table of contents and includes an option to remove the table of contents.

Learn to add a table of contents

In this exercise you will learn how to generate a table of contents.

- 1 Open the *HR Training formatted* document and save as *HR Training Report - Student*.
- 2 At the beginning of the document, press CTRL+ENTER to create a new page.
- 3 Return back to page 1. Click the **References** tab, and in the Table of Contents group, click **Table of Contents**, click **Automatic Table 2**.

Suppose you find out that the report will be printed and will not require the links with the table of contents.

- 4 Click anywhere in the table of contents. Then on the References tab, in the Table of Contents group, click **Table of Contents** and click **Custom Table of Contents**.
- 5 Click **Use hyperlinks instead of page numbers** to turn this feature off.
- 6 Click the arrow for Formats and click various formats for the table of contents. Then click **Distinctive**. Click **OK**.
- 7 Click **Yes** to replace the current table of contents.
- 8 Save the document.

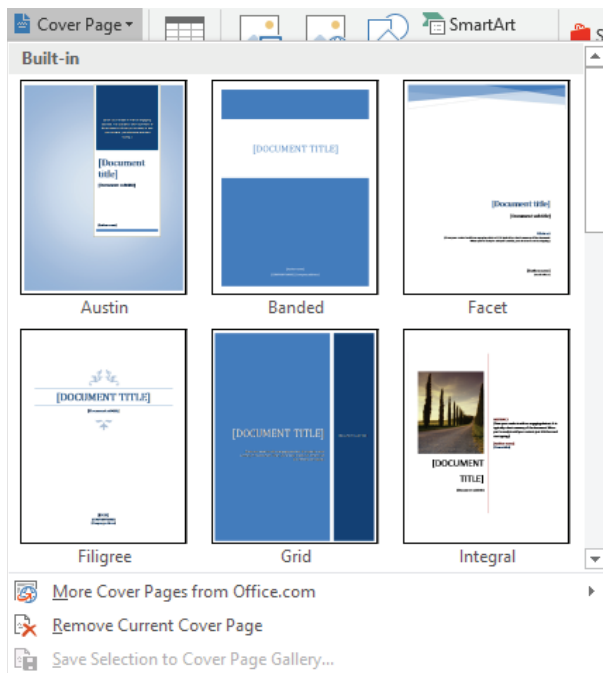
Inserting a Cover Page

Objective 4.2.3

A long or formal report should include a title or cover page showing what the report contains. The cover page usually includes the name of the person who is presenting (or wrote) the report, as well as possibly the date of the presentation. Depending on the purpose of the report, it may also include a brief summary of the contents of the report, generally below the report title.

Word provides a tool to insert a cover page using many of the common features found on cover pages frequently used for business or academic reports. You need only to insert the specific text in the fields set up on the cover page.

To display a list of the cover pages available, click the **Insert** tab and in the Pages group, click **Cover Page**.



Once you select a cover page, Word will then automatically create a new page for you to continue with the report, as with a Table of Contents or an Executive Summary.

Learn to add a cover page

In this exercise you will add a cover page to the document as a title page.

- 1 With the *HR Training Report - Student* document open, go to the beginning of the document. Click the **Insert** tab and in the Pages group, click **Cover Page**.
- 2 Click the **Retrospect** cover page layout.
- 3 Scroll down the cover page to see how some information has been added from the properties that had been saved previously with the document.
- 4 Click the **Document Subtitle** field and type: *Training Notes*.
- 5 Save and close the document. Then exit Word.

Lesson Summary

Now that you have completed this lesson, you should be able to:

- | | |
|---|---|
| ☒ insert and modify captions | ☒ insert and modify bibliographies |
| ☒ insert and modify footnotes or endnotes | ☒ insert and update a table of contents |
| ☒ insert and modify citations | ☒ insert cover pages |

Review Questions

1. Why is it important to include proper references to your research sources when you create a research document?
 - a. Inserting references prevents others from using your research as their own.
 - b. Inserting references to the ideas included in your document makes those ideas your own.
 - c. Inserting references helps you avoid plagiarism and copyright infringement.
 - d. Inserting references automatically makes you the copyright holder for all the research included in the document.
2. Why should you add a caption to a picture?
 - a. A caption stores the original dimensions of an inserted image, even if you resize it.
 - b. A caption identifies pictures in the document and then enables you to link to the stored locations of the pictures.
 - c. A caption identifies the path where the picture is located.
 - d. A caption can inform the viewer what the picture is meant to illustrate; additionally, captions can be automatically included in a list of references.
3. How can a table of figures be beneficial in a document?
 - a. A table of figures will list the page numbers where the figures or labeled captions appear in a document.
 - b. A table of figures will show numerical statistics about the document, such as the number of words, the number of pages, the number of footnotes, etc.
 - c. A table of figures will list the path for each image file inserted into the document.
 - c. A table of figures will verify that all hyperlinks in the document are valid.
4. Which note type is usually found at the bottom of the page where it is referenced?
 - a. Comment
 - c. Footnote
 - b. Endnote
 - d. Citation
5. If you don't have the full information for a reference source, what can you do to mark the location where you will eventually cite the source?
 - a. Click Bibliography from the Citations & Bibliography group on the Reference tab to mark the location where you want to enter the information for the citation.
 - b. Click Insert Caption from the Captions group on the Reference tab to insert a placeholder for the missing citation.
 - c. Click Manage Sources from the Citations & Bibliography group on the References tab.
 - d. Click Insert Citation from the Citations & Bibliography group on the Reference tab, then click Add New Placeholder.

6. Why select the Show All Bibliography Fields option in the Create a Source dialog box?
 - a. Use this option to indicate you will be entering more information for the source.
 - b. Use this option to enter enough information for the citation to include it in the bibliography later.
 - c. Use this option to restrict the types of sources that can be used in the document, thereby limiting what the bibliography will contain.
 - d. Use this option when you want to update the bibliography after all the sources are entered in full.
7. Why might you want to use the Edit button in the Create a Source or Manage Sources dialog box?
 - a. To set up restrictions on the type of sources that can be used in the document.
 - b. To specify who can make changes to the sources in this document.
 - c. To add or change information for the source.
 - d. To turn on a feature that requires every reviewer of the document to fill in as much information as they can for a source.
8. To generate a bibliography for all sources, which style would you use from the Bibliography drop down list?
 - a. Table of Authorities
 - b. Bibliography
 - c. Works Cited
 - d. References
9. What is the simplest way to create a table of contents automatically?
 - a. Apply the Heading styles appropriately to the titles in the document.
 - b. Create your own styles for all text and apply these appropriately in the document.
 - c. Mark the titles as entries for the table of contents.
 - d. Apply the Title styles appropriately to the titles in the document.
10. Why use the Insert Cover Page feature instead of creating your own title page?
 - a. There are numerous commonly used designs provided for documents.
 - b. This feature includes a table of contents page that generates automatically.
 - c. You can choose one as a default for all documents.
 - d. This feature automatically includes page numbers for the document.

Microsoft®

Word 2016

Core Certification Guide

Appendices

Appendix A

Courseware Mapping

Appendix B

Glossary of Terms

Appendix C

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Appendix A: Courseware Mapping

Skills Required for the Microsoft® Office Specialist Word 2016 Core Exam 77-725:

Objective Domain				Lesson
1	Create and Manage Documents			
	1.1	Create a document		
		1.1.1	create a blank document	1
		1.1.2	create a blank document using a template	1
		1.1.3	open a PDF in Word for editing	1
		1.1.4	insert text from a file or external source	1
	1.2	Navigate through a document		
		1.2.1	search for text	2, 5
		1.2.2	insert hyperlinks	5
		1.2.3	create bookmarks	5
		1.2.4	move to a specific location or object in a location	5
	1.3	Format a document		
		1.3.1	modify page setup	4
		1.3.2	apply document themes	4
		1.3.3	apply document style sets	4
		1.3.4	insert headers and footers	4
		1.3.5	insert page numbers	4
		1.3.6	format page background elements	4
	1.4	Customize options and views for documents		
		1.4.1	change document views	2
		1.4.2	customize views by using zoom settings	2
		1.4.3	customize the Quick Access toolbar	1
		1.4.4	split the window	2
		1.4.5	add document properties	1
		1.4.6	show or hide formatting systems	2
	1.5	Configure documents to print or save		
		1.5.1	modify print settings	5
		1.5.2	save documents in alternative file formats	1
		1.5.3	print all or part of a document	5

Objective Domain				Lesson
		1.5.4	inspect a document for hidden properties or personal information	5
		1.5.5	inspect a document for accessibility issues	5
		1.5.6	inspect a document for compatibility issues	5
2	Format Text, Paragraphs, and Sections			
	2.1	Insert text and paragraphs		
		2.1.1	find and replace text	2
		2.1.2	cut, copy and paste text	2
		2.1.3	replace text by using AutoCorrect	2
		2.1.4	insert special characters	2
	2.2	Format text and paragraphs		
		2.2.1	apply font formatting	3
		2.2.2	apply formatting by using Format Painter	3
		2.2.3	set line and paragraph spacing and indentation	3
		2.2.4	clear formatting	3
		2.2.5	apply a text highlight color to text selections	3
		2.2.6	apply built-in styles to text	3
		2.2.7	change text to WordArt	3
	2.3	Order and group text and paragraphs		
		2.3.1	format text in multiple columns	4
		2.3.2	insert page, section, or column breaks	4
		2.3.3	change page setup options for a section	4
3	Create Tables and Lists			
	3.1	Create a table		
		3.1.1	convert text to tables	6
		3.1.2	convert tables to text	6
		3.1.3	create a table by specifying rows and columns	6
		3.1.4	apply table styles	6
	3.2	Modify a table		
		3.2.1	sort table data	6
		3.2.2	configure cell margins and spacing	6
		3.2.3	merge and split cells	6
		3.2.4	resize tables, rows, and columns	6

Objective Domain				Lesson
		3.2.5	split tables	6
		3.2.6	configure a repeating row header	6
	3.3	Create and modify a list		
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		3.3.2	change bullet characters or number formats for a list level	3
		3.3.3	define a custom bullet character or number format	3
		3.3.4	increase or decrease list levels	3
		3.3.5	restart or continue list numbering	3
		3.3.6	set starting number value	3
4	Apply References			
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		4.1.2	modify footnote and endnote properties	8
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	5.1	Insert graphic Elements		
		5.1.1	insert shapes	7
		5.1.2	insert pictures	7
		5.1.3	insert a screen shot or screen clipping	7
		5.1.4	insert text boxes	7

Objective Domain			Lesson
	5.2	Format graphic elements	
	5.2.1	apply artistic effects	7
	5.2.2	apply picture effects	7
	5.2.3	remove picture backgrounds	7
	5.2.4	format objects	7
	5.2.5	apply a picture style	7
	5.2.6	wrap text around objects	7
	5.2.7	position objects	7
	5.2.8	add alternative text to objects for accessibility	7
	5.2.8	apply artistic effects	7
	5.3	Insert and format SmartArt graphics	
	5.3.1	create a SmartArt graphic	7
	5.3.2	format a SmartArt graphic	7
	5.3.3	modify SmartArt graphic content	7

Appendix B: Glossary of Terms

Accessibility – A feature provided in Word for you to check that the document can be accessed globally on various devices for users with accessibility issues, such as eyesight.

Alignment – The position of text in relation to the margins (such as center, left, right, or justify), tab settings, or a specific location.

Alt-Text – The feature where you enter information to describe what this object is so an accessibility program can interpret the purpose of the object, such as a picture or table of numbers.

AutoCorrect – A feature that automatically corrects many common spelling, punctuation and capitalization errors as you type. This feature can also be used to expand abbreviated words.

Backgrounds – Set a color or picture to apply as the background behind text.

Backstage – The view that appears when you start Word or when you click the File tab; provides commands that deal with the entire file.

Bibliography – A list of the references sources cited or used in your document; usually appears at the end of the document.

Bookmark – A feature for marking text or a place in the document to find a marked place quickly and easily.

Bullets – The feature that enables you to apply bullets to text.

Caption – A piece of text that identifies the table or figure shown in the document. Can be placed above or below the table or figure.

Change Case – The feature that enables you to switch the casing of text from all lowercase to all uppercase or to Title Case.

Character Spacing – Refers to the amount of white space between individual characters, words, or lines of text or objects.

Citation – Identifying the source where the information was researched, and copyright of the work is protected.

Clip Art – Images created by Microsoft or other third party vendors and made available for use in Word documents.

Column – A vertical arrangement of text that is separated from other columns by white space or a ruling line.

Compatibility – A feature provided by Word for you to check the document to ensure it can be opened in other editions of Word or another format required for another program.

Copy – An editing function used to duplicate designated text, objects or files using the Office Clipboard.

Cover Page – A feature provided by Word to insert a title or cover page for the beginning of a document.

Creative Commons – An organization that deals with licensing of intellectual property from artists or companies.

Cut – An editing function used to move designated text, objects or files to the Office Clipboard.

Dialog box launcher – The button at the lower right of a group in a ribbon tab that displays a dialog box or a pane with more options for specific features.

Document Inspector – A tool provided by Word to enable you to check a document for items you may not want others to see if you share a document, such as personal information.

Document Style Sets – Additional styles that can be applied to text to complement a theme.

Document Window – The window where the contents of a document appears, enabling you to also split the window so you can view different parts of the same document.

Drawing Canvas – A placeholder where you can insert objects, including text, and keep the items within that canvas as a single entity.

Drawing Objects/Shapes – Objects that can be selected from the Insert tab or the Drawing Tools tab to be drawn in a document. See Shapes.

Edit – The process of manipulating (adding, removing, formatting) text.

Endnote – Further explanation provided for a marked reference in the document; usually appear at the end of a document.

Fields – A code that Word inserts to represent a specific type of information, such as file name, date, page number, and so on

File name – The first part of the name given to a file. The file name may be up to 255 characters and usually describes the contents of the file.

File Formats – The last part of the name given to a file. An extension may be up to three characters and usually describes the type of file (for example, .DOCX for Word documents).

Find – A feature that enables you to find specified text within a document.

Font – A specific typeface design.

Font Size – The vertical measurement to identify the height of proportionally printed characters (72 points equals 1 inch).

Footer – Text or graphics that repeat at the bottom of every page. A footer may include automatic page numbers.

Footnote – A mark on specific text where you want to reference further information; usually appears on the same page as the marked text.

Format – Word processing instructions as to how the text is to be printed (for example, margins, tabs, bold text, underline, and so on).

Format Painter – A feature that enables you to copy or paint formatting from one selection of text to another single or multiple selections of text.

Formatting Characters – Codes provided by Microsoft to help identify certain features or actions in the document, such as ¶ displays when the ENTER key is pressed, ➞ displays when the TAB key is pressed, and so on.

Gallery – An area that stores multiple entries for specific items such as headers, footers, AutoText, bibliographies, styles, and so on.

Gutter – The extra space provided at the inside margin to accommodate punch holes or binding.

Header – Text or graphics that repeat at the top of every page. A header may include automatic page numbers.

Hyperlink – A feature that allows you to link one item to another to move quickly to another location. Hyperlinks can be set up in a Word document or a web page.

Indent – A temporary left and/or right margin, usually in effect for one paragraph at a time.

Index – A feature generated by Word to find all marked entries that will be included in an alphabetic list, with page number references. An index is often located at the end of a document.

Line Spacing – The white space between the bottom of one line of text and the top of the next line of text; this is also referred to as leading.

Margin – The white space or area from the edge of the paper to the text.

Monospacing – The type of consistent spacing used between characters, measured in CPI (characters per inch) or pitch. Each character uses the same amount of space.

Multilevel List – The feature that enables you to apply numbering or bullets to multiple levels of text.

Navigation Pane – When active, a pane that appears on the left side of the screen to help you search for text and displays the results by the headings, the pages, or a list of results in the document.

Normal.dotx – The default template provided by Word whenever you create a blank document. Macros, AutoText, or customization of toolbars or menus will be saved with this template unless otherwise indicated.

Numbering – The feature that enables you to apply numbering to text.

Office Clipboard – A place to store data temporarily pending retrieval.

OneDrive – A location to store files that can be accessed from any computer with an Internet connection; this location is also be used when sharing files with others.

Online Pictures – A feature that enables you to find and use media from the Internet, both from Creative Commons or anywhere on the Internet.

Orientation – The direction of the paper for text flow; Portrait takes advantage of the length of the paper vertically whereas Landscape uses the length of the paper horizontally.

Page – The number of lines designated to create a page of data. Word automatically divides the document into pages based on the margin settings, the line spacing and the size of text.

Page Border – A feature that enables you to apply a border on every page around the contents of the document.

Page Break – The division between two pages. Word automatically creates Soft Page Breaks that are adjusted accordingly when you add or remove text. You can create Hard Page Breaks which are always in effect.

Page Color – A feature that enables you to apply a color to every page of a document that will be viewed online.

Page Numbering – The feature that enables you to have Word display the current page number in the document.

Page Setup – The process that determines how Word displays or prints the document, such as margins, paper size, and so on

Paragraph Spacing – The amount of white space between each paragraph.

Paste – The editing function of placing cut or copied data into a new location.

PDF (Portable Document Format) – A file format that is used when you do not want others to alter the contents of the document. Word can save and open files in this format.

Picture – A graphic file that can be inserted into a Word document. This can be in a large variety of file formats, including Windows Metafile (*.wmf), JPEG File Interchangeable format (*.jpg, *.jpeg), Portable Network Graphics (*.png), Windows Bitmap (*.bmp), or Graphics Interchange format (*.gif).

Picture Effects – Features that enable you to adjust or apply to a picture such as the color, brightness, contrast, sharpness, soften, or an artistic effect. You can also choose to remove the background of a picture.

Proofing Tools – The feature that enables you to check the spelling, grammar, or use of contextual text in a document. You can also activate a thesaurus feature to find words with similar meanings to prevent redundancy in a document.

Properties – A feature you can use to access or enter information about a file such as the author's name, the keywords to help find this document later, and so on

Proportional Spacing – The space used for individual characters and is measured in point size. With proportional spacing five WWWWW's take up more space than five LLLLL's. Proportionally spaced text is easier to read than monospaced text and allows approximately 25% more text per page.

Quick Access Toolbar – By default, located next to the Office Button and contains popular commands such as Save, Undo, and Redo. This toolbar can be customized for those commands you use frequently.

Quick Styles – A feature to access styles commonly used such as Heading 1, Heading 2, Normal, and so on.

References – A type of information that has been accredited with a source to indicate copyright, such as a citation, caption or bibliography.

Replace – A feature that enables you to find and then replace specified text throughout the document.

Ribbon – A collection of tabs located directly below the title bar, providing quick access to commands required to complete a task.

Ribbon Groups – Refers to the groupings on each ribbon tab for specific tasks, such as the Font group displays commands to enhance the appearance of selected text, the Arrange group displays commands to arrange or position selected objects in the document, and so on

Ribbon Tabs – Relates to a type of activity, organizing command buttons into logical groups. The group name appears on the Ribbon tab below the group of command buttons.

Ruler – Located below the Ribbon. The ruler displays icons that allow you to perform functions such as changing margins, tabs and indents quickly.

Save – The process of storing or copying the information in the memory to a disk. If you turn the computer off without saving to a disk, you lose all the information you have entered in the memory.

Screenshot – A feature you can use to capture or insert a portion of the screen into the document; you can then modify it as if it was an image you inserted from a file or from an online source.

Section Break – The division between two different sections or areas of text, indicating a change that affects only that section or area, such as portrait versus landscape orientation, different headers and footers, and so on

Select – The feature that enables you to select or highlight data for a future action such as deleting, copying, formatting, converting to a table, and so on.

Shapes – Objects that can be selected from the Insert tab or the Drawing Tools tab to be drawn in a document.

SmartArt – An illustration type for common types of diagrams, containing a text pane for easy text entry.

Sorting – An option that enables you to arrange data in alphabetical or numerical order, by ascending or descending criteria.

Split Tables – A feature that enables you to break a table into separate tables with a blank line between the tables.

Styles – A feature that contains formatting attributes you can apply to text in a document for consistency purposes.

Symbol – A character that can be inserted into a document, either as a text character or for a bullet or numbering style.

Tab – A character that causes the text to move to an exact predefined location (tab stop). Could also refer to a divider indicator within a dialog box, or the key that moves the cursor by a set measurement.

Table – A grid design that allows you to enter columnar information that can then be formatted. Often considered to be easier to set up for columns of information instead of setting up tab positions.

Table of Contents – A feature that can be generated from the use of headings applied in the document to create a list of topics with page number references. A table of contents is often located after the title page or a page acknowledging author contributors for the document.

Table of Figures – A feature generated in Word that lists any figures or captions marked in the document; each item in the list is referenced with a page number.

Template – A pre-designed form created either by Microsoft or a user that can be used to create a specific type of document. Setting up a template enables documents of that type to have a consistent look.

Text Box – A specific shape that can be drawn, or use the feature to insert text into a commonly used layout design for text boxes; for example, for quotes, sidebars, and so on.

Themes – A set of integrated document design elements that make your online documents appealing and effective.

View Options – Different ways of being able to view the document, usually to assist in working with the text, page layout, web layout, an outline, or reading.

Watermark – Text, graphics, AutoShapes, drawing objects, or pictures that usually appear behind text.

WordArt – A feature that enables you to create text objects that can be enhanced with various shapes, styles, rotation or formats.

Zoom – The feature that enables you to increase or decrease the view percentage of the document.

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