

Microsoft Word 2007

Intermediate Level



SAMPLE

TUTOR SETUP INFORMATION

Please copy the sample files into the **My Documents** folder

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SAMPLE

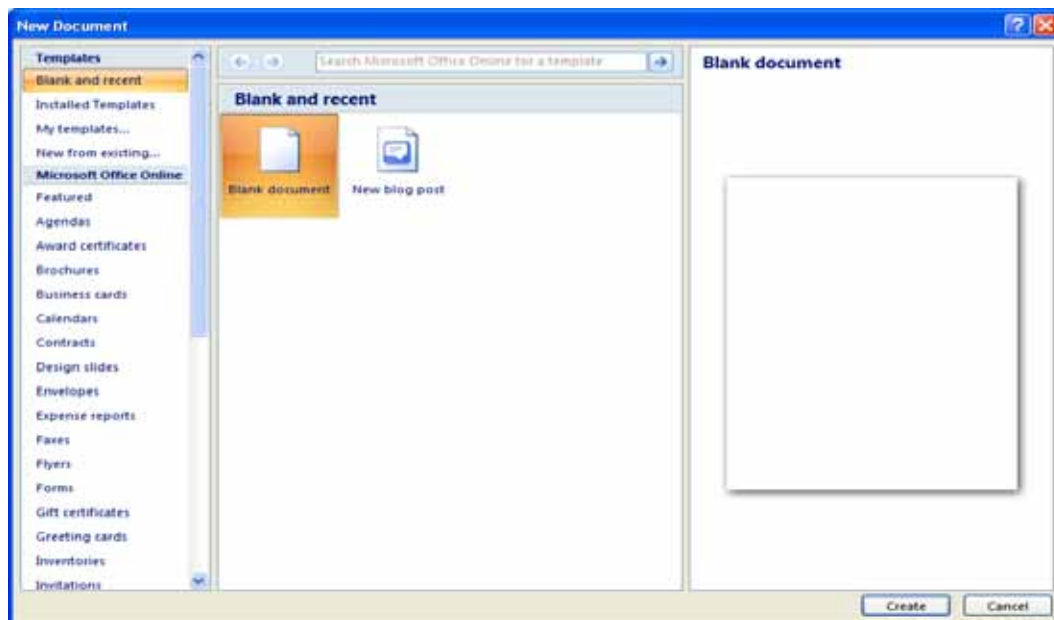
Customising Microsoft Word

Microsoft Word templates

- When you create a new document, you can create a new blank document or you can choose to base your new document on a range of templates that are supplied with Microsoft Word.
- Click on the **Office Button** and select the **New** command.

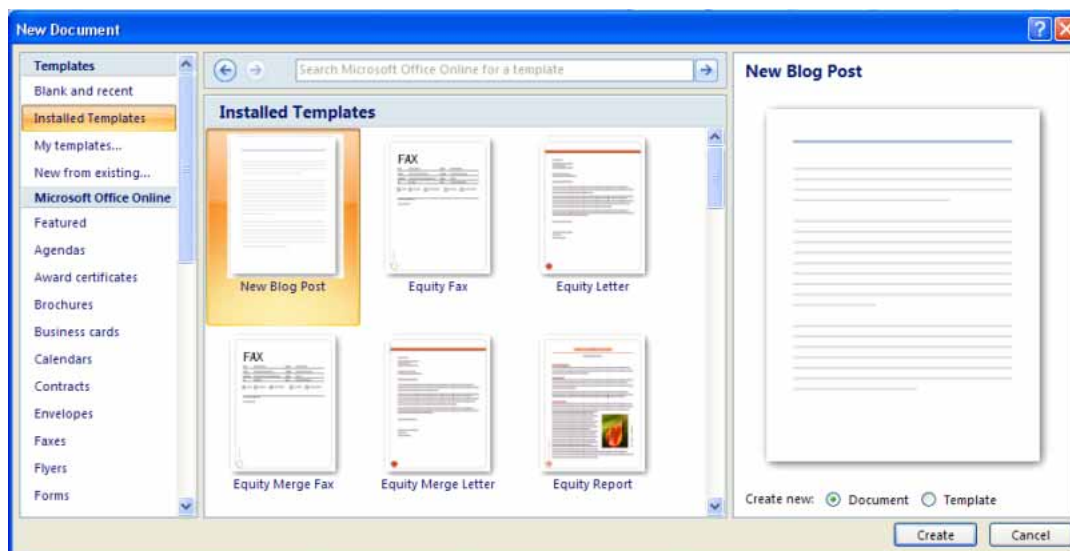


You will see the **New Document** dialog box displayed.

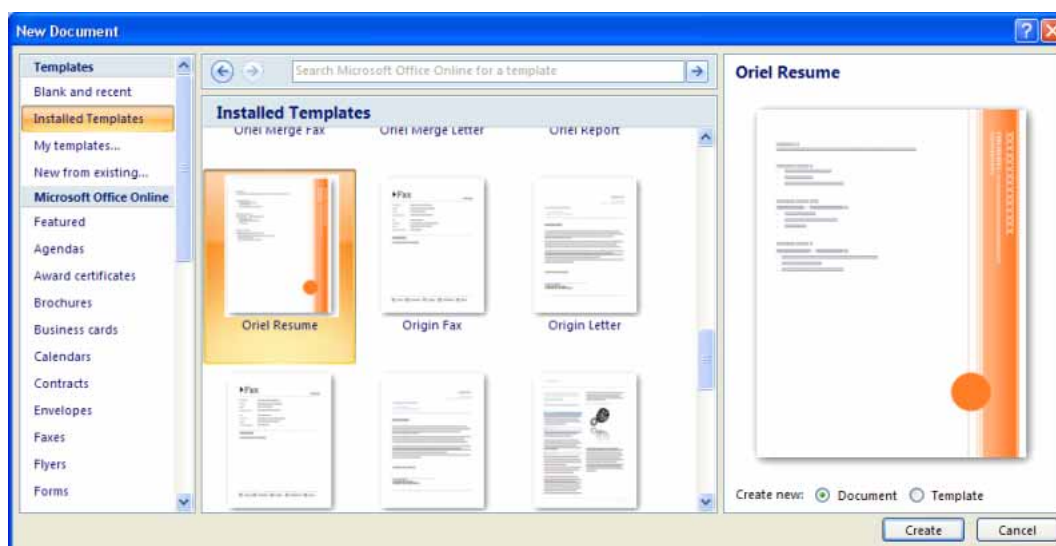


If you look at the list you will see that the first few items in the list are available from your hard disk, while the rest of the available templates in the list are available online (which requires an Internet connection).

- Click on the **Installed Templates** option and you will see the following.



- Slowly scroll down the list of available templates to get an idea of what is available.
- Select a template that looks interesting, an example is illustrated below.



- Click on the **Create** button and the document will be displayed for you.

Saving documents to a specific location

- When you create a new document and then click on the **Save** icon you see the **Save As** dialog box. By default files will be saved in the **My Documents** folder (if you are using Windows XP) or the **Documents** folder if you are using Windows Vista. If you wish to change the location, you need to click on the **down arrow** to the right of the **Save in** section of the dialog box. This will display alternative locations for you to save your file.

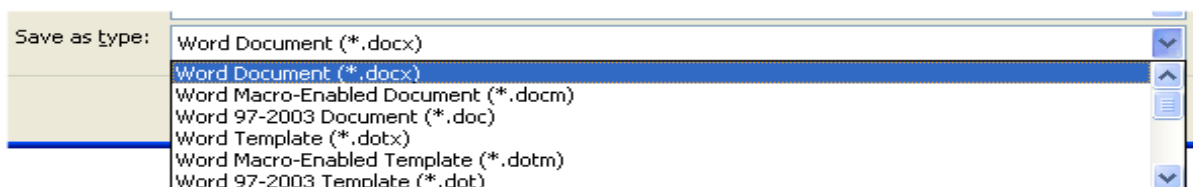


- If you double click on the **Local Disk** icon, you can navigate to a particular folder on your local hard disk.

NOTE: If you choose to overwrite a document using the same file name you will see a warning dialog asking if you want to continue.

Saving documents using different formats

- Normally you simply save a document as a standard Microsoft document. However you can save your document in a range of different formats. It is important to realise that Microsoft Word 2007 stores documents in a different type of file format than used by previous versions of Microsoft Word and you may have to save your documents in a format that can be used by people who are using an earlier version of Microsoft Word.
- Create a new document and type in your name.
- Click on the **Save** icon (top-left of your screen). This will display the **Save As** dialog box. In the **File Name** section of the dialog box, enter the file name 'My file formats'. Click on the **down arrow** to the right of the **Save as Type** section of the dialog box. This will display a drop down list of file format options.



As you can see there are a range of options to select from.

Word Document:

This format will save the document using the standard Microsoft Word 2007 file format. This is the format that is used by default and if you do not go out of your way to select a different file format then this is the format that is used when you normally save a Microsoft Word 2007 document.

Word 97-2003 Document:

Saving your document in this format means that you can distribute copies of your document via disk or email to other people who are using earlier versions of Microsoft Word and they should be able to read and edit the document without problems. If you have used complex formatting or some of the new advanced features within your Microsoft Word 2007 document, then some of the advanced formatting may be lost in the conversion process.

Rich Text Format:

This is a generic word-processing file format. If you wanted to distribute the document to someone using a totally different word-processing program from a different software manufacturer, such as WordPerfect, then you may wish to use this file format. Some advanced formatting may be lost in the file conversion process. The file name extension will change to become .RTF.

There are quite a few other file format options but at this stage we do not need to worry about them!

- Experiment with saving your document in the file formats described above.

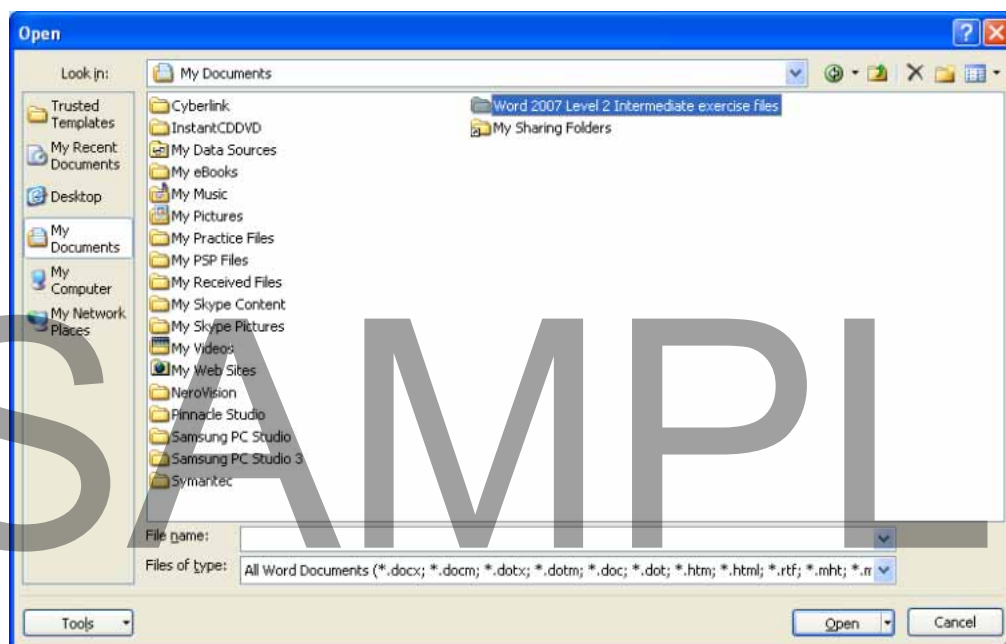
Using the Zoom

- You can use the Zoom tool to reduce or enlarge the view of the document on your screen. This has no effect on how the document will be printed.
- Open a document called **Zoom**.

To do this press **Ctrl+O** to display the **Open** dialog box. Normally this will display the contents of the **My Documents** folder. You should see a subfolder called:

Word 2007 Level 2 Intermediate exercise files

Select this subfolder, as illustrated.



- Once you have selected the subfolder, click on the **Open** button and you will see the exercise files displayed within the Open dialog box. You can now select the file called **Zoom** and click on the **Open** button to open the file.

This document contains text of varying sizes, some of which are difficult to

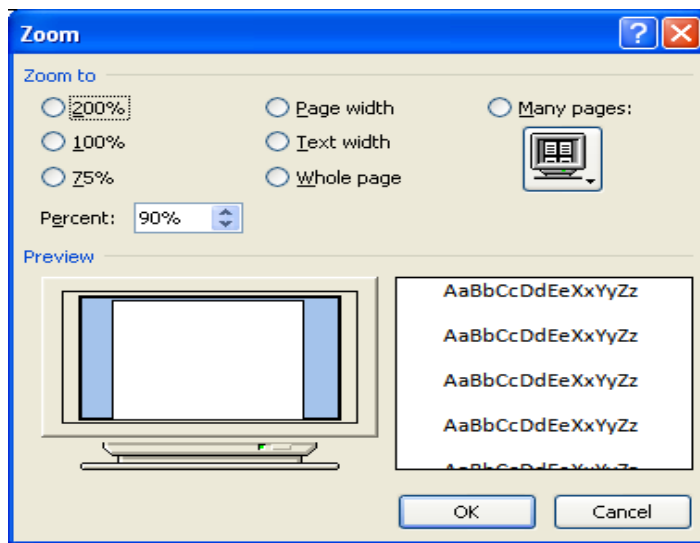
read as they are so small.

- The **Zoom control** is displayed at the bottom-right of your screen. Make a note of the current zoom setting (**87%** in the example illustrated)



Experiment with repeatedly clicking on the **plus** or **minus** zoom control and observe the effect on your screen. You can also drag the **Zoom slider control** to the left or right to modify the size of the on-screen display.

- Finally try double clicking on the **Zoom percentage number** (**87%** in the example illustrated). This will display the **Zoom** dialog box.

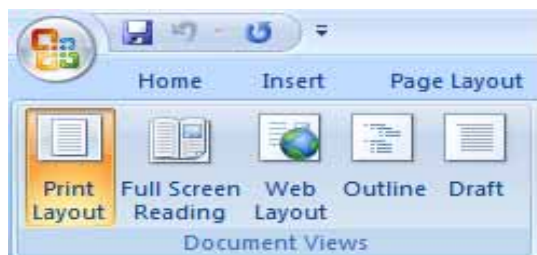


Experiment with using these options and observe the effect.

- Reset the zoom back to its original value.
- Save any changes you have made and close the document.

Page views

- By default, your documents are displayed on the screen in what is called '**Print Layout**'. You can, however, display your document in other types of views which may be better for particular types of document.
- Open a document called **Views**. Click on the **View** tab. You can see the views illustrated below.



Print Layout:

This is the view you normally use when creating or editing a Microsoft Word document. As the name implies, you see a close approximation on the screen of what the document will look like when printed, including the margins, headers and footers.

Full Screen Reading:

This view removes the display of the Office Ribbon and displays an uncluttered layout allowing you to concentrate on reading a Microsoft Word document. To return to **Print Layout** view, press the **Esc** key.

Web Layout:

This view is useful for documents saved in a format that can be uploaded to a Web site.

Outline:

This view is useful for displaying the outline structure of a long document.

Draft:

This view should be used with caution as many print layouts such as the use of multiple columns will be displayed incorrectly in this view.

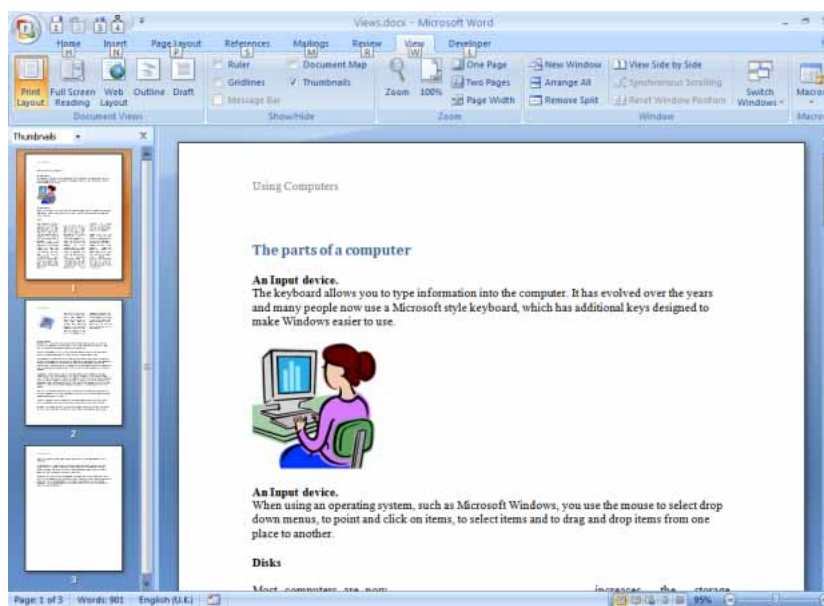
- Experiment with viewing your document in the different views described above. Before continuing, reset the view to **Print Layout**.

Thumbnail views

- Click on the **View** tab and you will see a group called '**Show/Hide**'. Click on the **Thumbnails** command. You will see thumbnail representations of the pages down the side of the document. This can be very useful when editing larger documents.



- Click on this command now and your screen will change as illustrated.



- Before continuing, re-click on the **Thumbnails** command.
- Save any changes you have made and close the document.

Controlling the display of items within Microsoft Word

- Open a document called **Show or hide**. Click on the **View** tab and then select options within the '**Show/Hide**' group. This allows you to switch on or off the display of items such as the **Ruler** or **Guidelines** within the document.



- Switch off the display for all these items and view the effect on the way your document is displayed. Then switch on the display for all these items and observe the effect. Before you continue, switch on the **Ruler** display and switch off the other options.

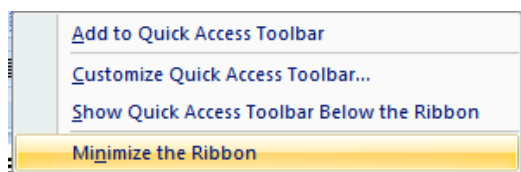
NOTE: You can click on the **Home** tab and then click on the **Show/Hide** icon and you will toggle the **Show/Hide** feature. This can be useful for quick checking of your document to show non-printing characters.



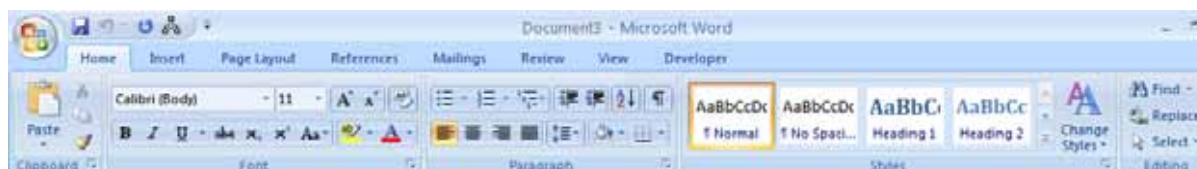
Minimising the Ribbon

- Sometimes you want 'more writing space'. To help achieve this, right click over the Ribbon and from the popup menu displayed, click on the **Minimize**

the **Ribbon** command.



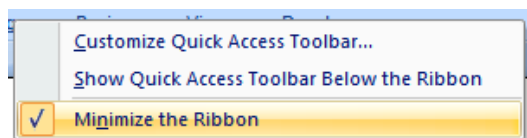
- The Ribbon display will change from this: -



To this: -

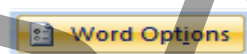


- To display the Ribbon again, right click over any of the tab commands and from the popup menu displayed, re-click on the **Minimize the Ribbon** command (to remove the tick).

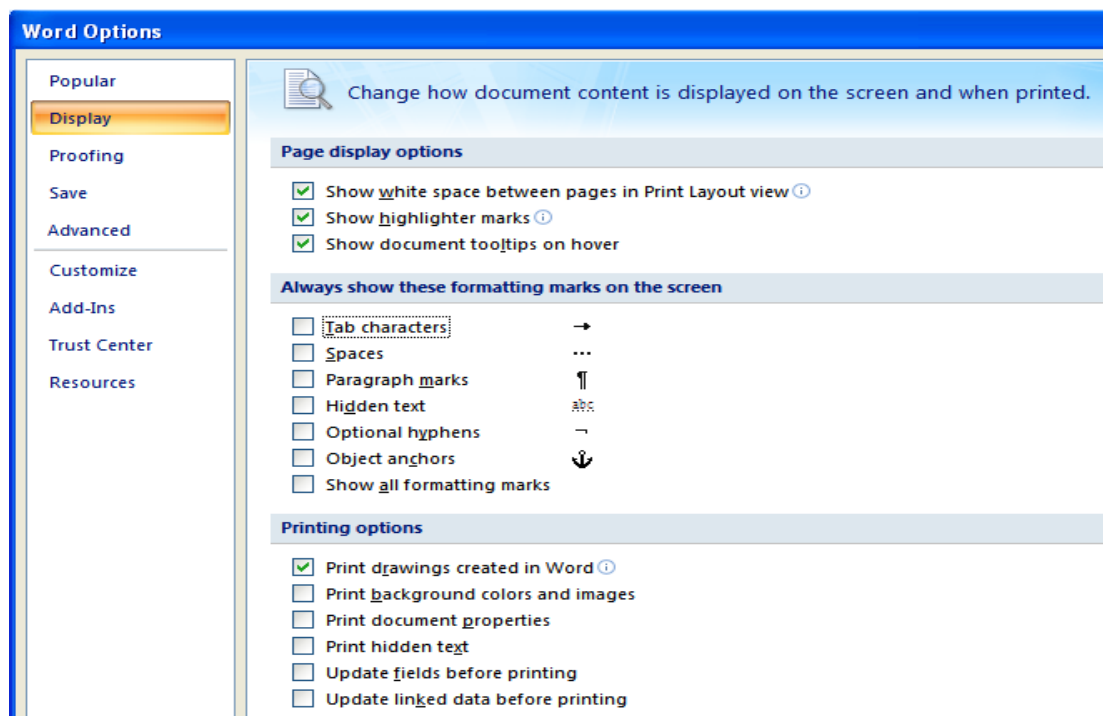


Screen display options

- You can display non-printing characters on the screen. This may be useful if you have received a document and are not sure how it is formatted. Click on the **Office Button** and select the **Word Options** button.



This will display the **Word Options** dialog box. Select the **Display** button and you will see the following options.



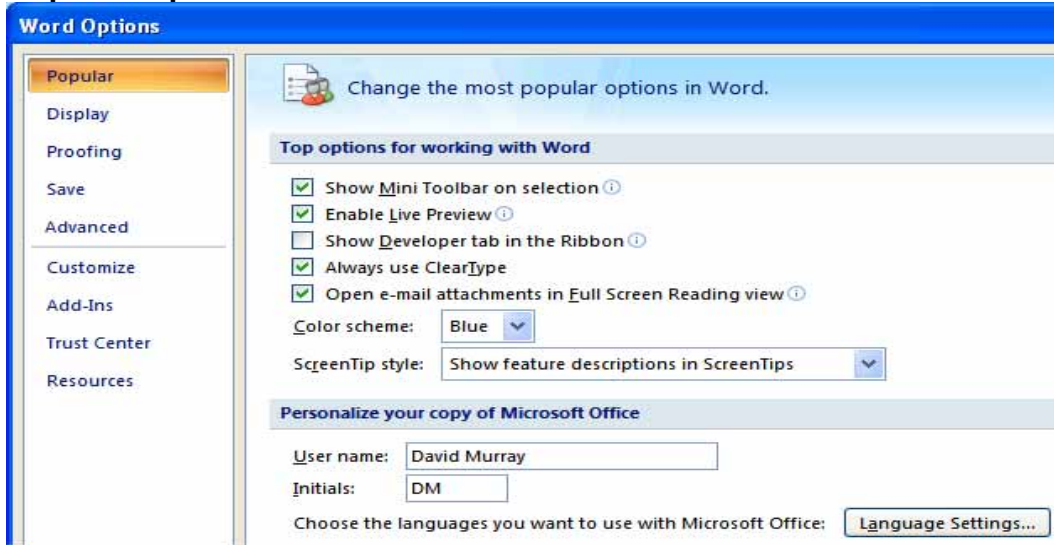
- If you clicked on the **Tab Characters** check box, when you click on the **OK** button you would see any Tab characters displayed in your document as a right-pointing arrow. In the same way you could display spaces, paragraph marks and a range of other options. Experiment with ticking all these options and observe the effect on the display of your document.
- Before continuing, turn these features off again.

Modifying Word options

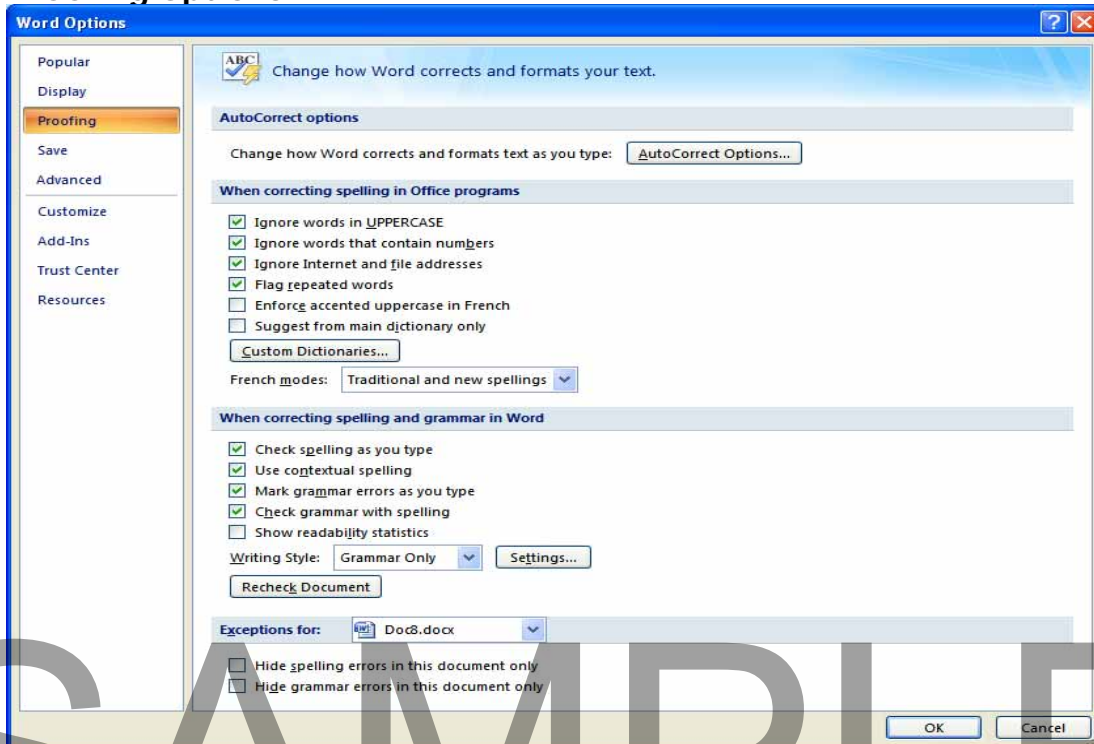
- In addition to modifying the display options, you can also customise a range of other options. Just take a look at what is possible. If you have time use the Help available within Microsoft Word to get more information about these options.

SAMPLE

• Popular Options:

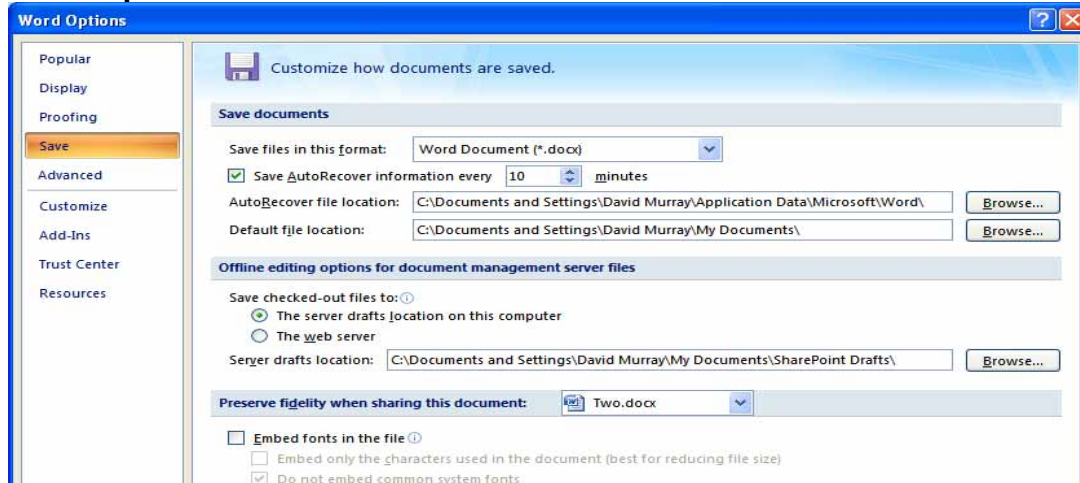


• Proofing Options:

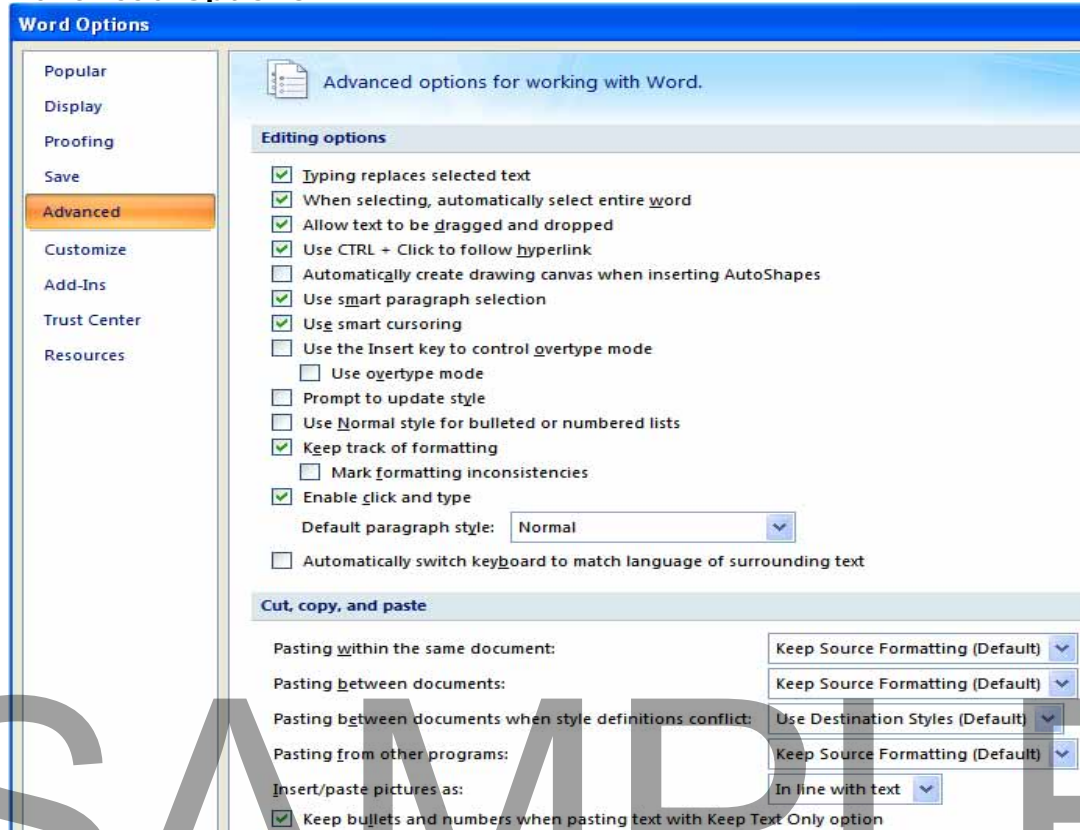


SAMPLE

• **Save Options:**



• **Advanced Options:**

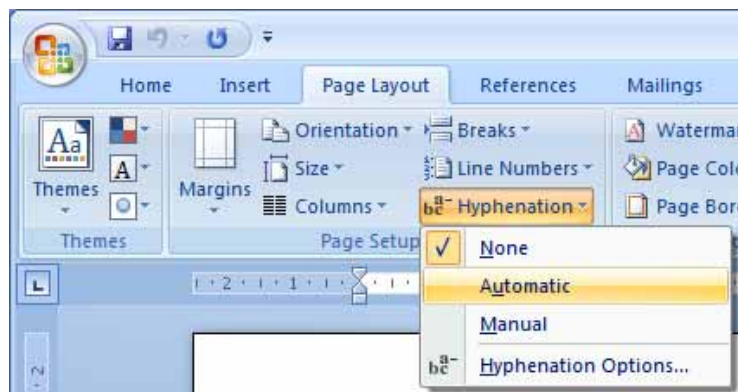


Hyphenation

- If a word within a document is too large to fit at the end of a line then normally Microsoft Word will automatically drop down to the next line and start the word on this new line. I.e. by default the word is not hyphenated.
- Microsoft Word contains a **Hyphenation** option allowing you to automatically or manually hyphenate the text. You can also set the size of the hyphenation zone at the end of a line which determines the maximum amount of space between a word and the right hand margin without hyphenating the word.

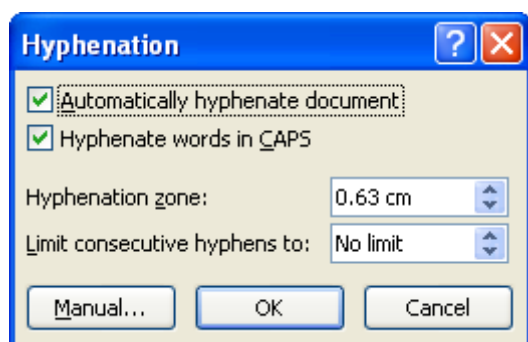
Setting automatic hyphenation

- Open a document called **Hyphenation**.
- To turn on automatic hyphenation click on the **Page Layout** tab. Click on the **Hyphenation** button (located within the **Page Setup** section under the **Page Layout** tab) and then on the **Automatic** command.



Hyphenation options

- Click on the **Page Layout** tab. Click on the **Hyphenation** button and then on the **Hyphenation Options** command. This will display the **Hyphenation** dialog box.



- Use the **Hyphenation zone** section of the dialog box to set the amount of space you want for the hyphenation zone. Experiment.
- Save your changes and close the document.

SAMPLE

Text & Paragraph Editing

Text Editing

Applying Subscript and Superscript text formatting

- Open a document called **Text effects**.
- Type in Einstein's famous equation:

E=MC2

- You typed in the text, as above, but we need to format the equation so that it looks like the illustration below. The **2** needs to be formatted using superscript.

E=MC²

- To format the equation properly, select the **2** in the equation, as illustrated.

E=MC2

- Click on the **Home** tab and from within the **Font** section, click on the **Superscript** icon.



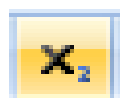
- You will see the equation formatted as illustrated below.

E=MC²

- Next we will apply subscript formatting to the chemical formula for water.
- Type in the following:

H2O

- We need to format the **2** within the formula using subscript. Select the number **2**.
- Click on the **Home** tab and from within the **Font** section, click on the **Subscript** icon.



- You will see the equation formatted as illustrated below

H₂O

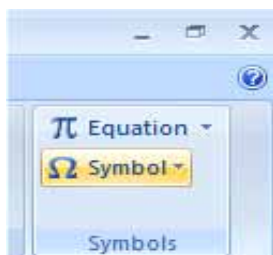
- Format the other lines of text within the document as directed, using other text effects, such as strikethrough and shadow effects.
- Save your changes and close the document.

Inserting special characters and symbols

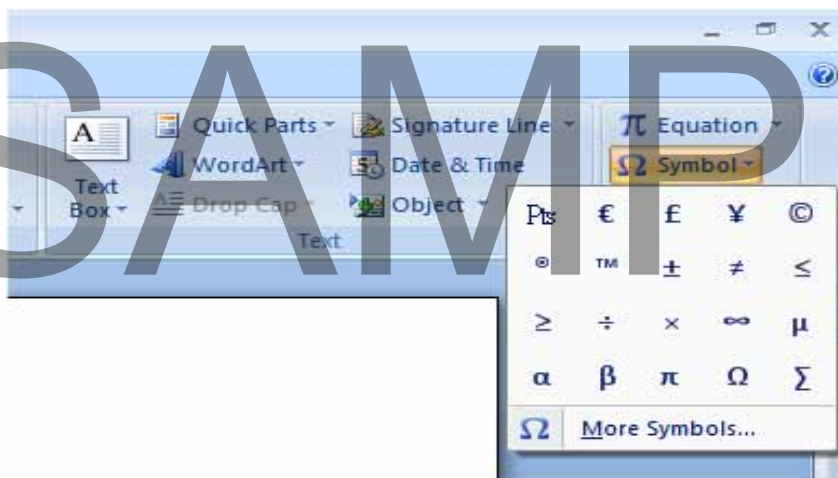
- The keyboard can only contain a limited number of different letters, numbers and other items such as alternative currency symbols and the at (@) sign. You can insert many more symbols and special characters if you wish, examples of which include:

© ™ ∑ Ω € ® ¥

- Open a document called **Symbols**. This document contains a number of symbols and special characters. Click to the right of the first picture of a symbol and then click on the **Insert** tab. You will see the **Symbol** command as illustrated.

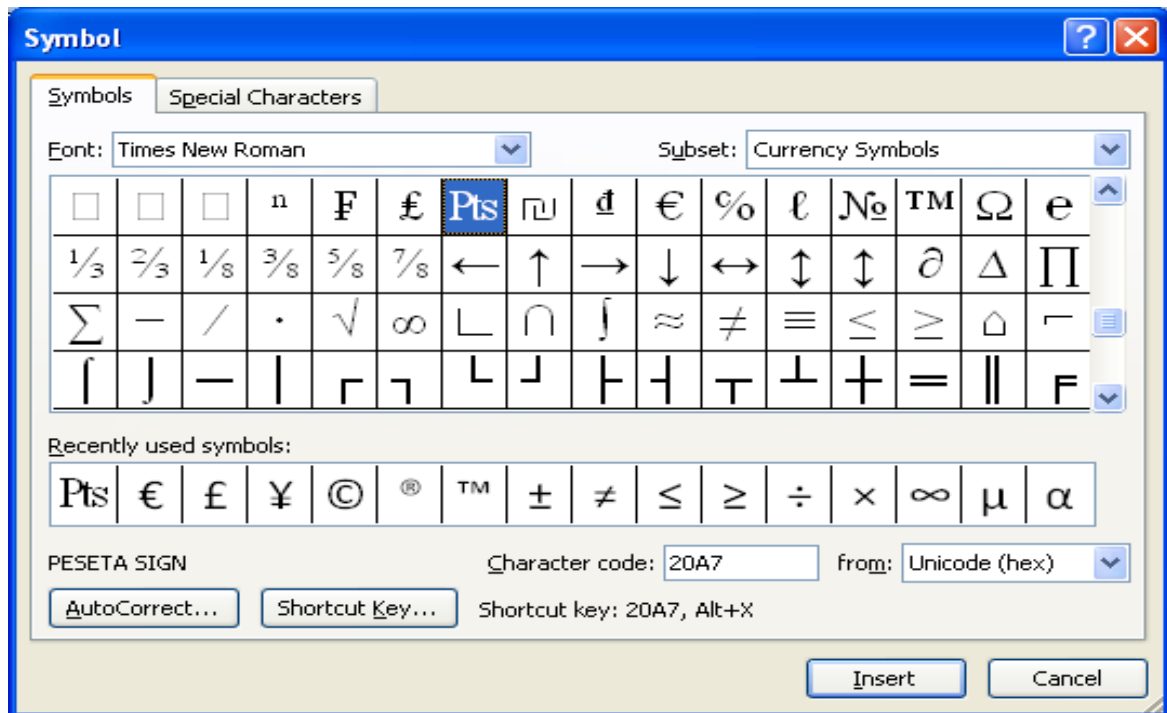


- Clicking on the **Symbol** command will display a drop down list of symbol options, as illustrated.

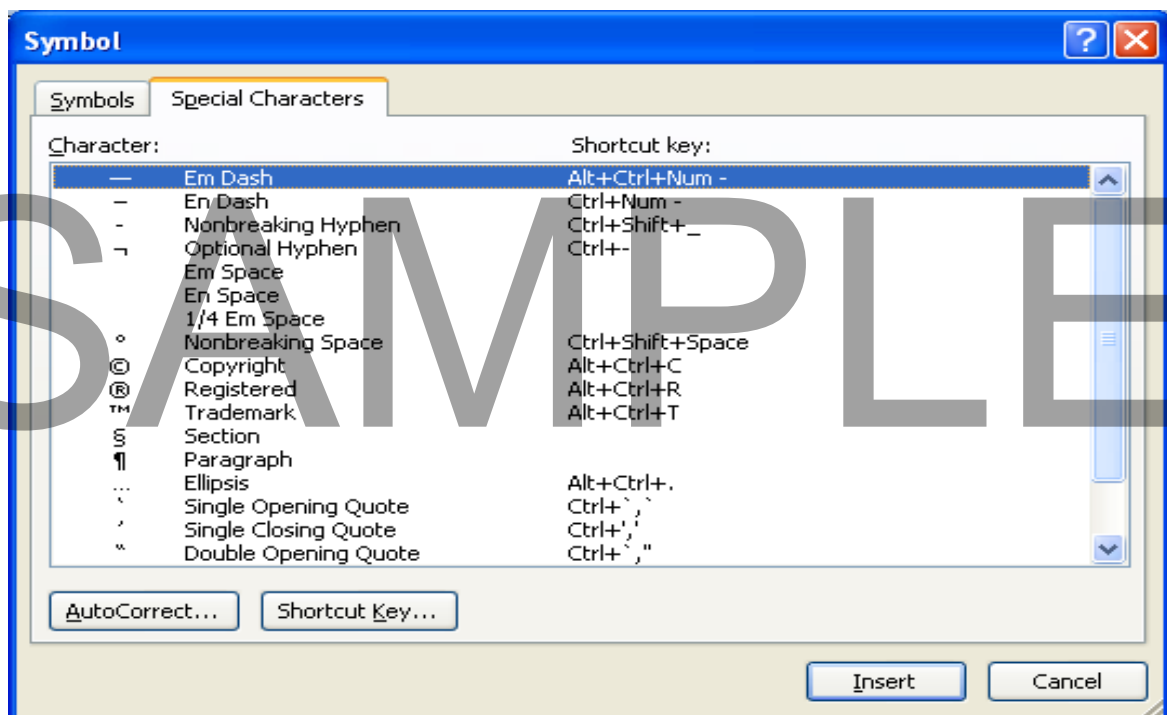


- Clicking on any one of these will insert the symbol that you clicked on (at the Insertion point).

- Clicking on **More Symbols**, will display additional symbols and options, as illustrated.



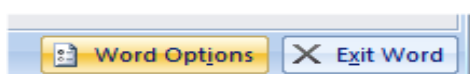
- If you click on the **Special Characters** tab within this dialog box, you will see a list of special characters. As you can see, many of these special symbols have a shortcut key displayed to the right of the special character, within the dialog box. These can be useful if you need to insert a special character on a regular basis.



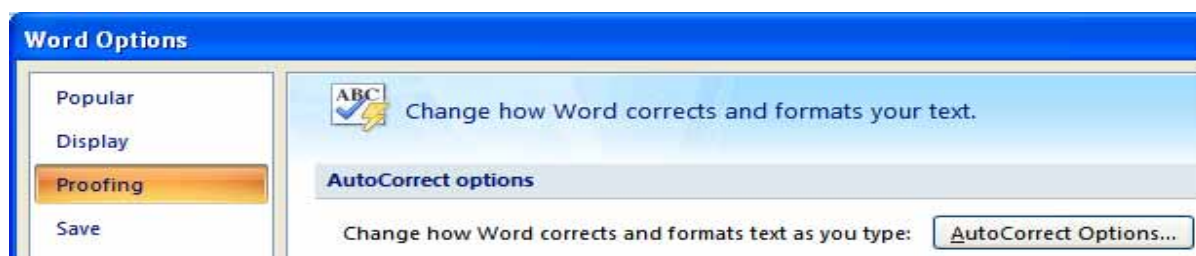
- Work through the exercises contained within the **Symbols** document. When you have finished, save your changes and close the document.

AutoCorrect options

- Microsoft Word has an AutoCorrect facility that allows common typing errors to be automatically corrected. For instance if you type in '**teh**' instead of '**the**', Microsoft Word will automatically correct your spelling error.
- To open the **AutoCorrect** dialog box, click on the **Office Button** (top-left of your screen). Click on the **Word Options** button at the bottom of the dialog box.

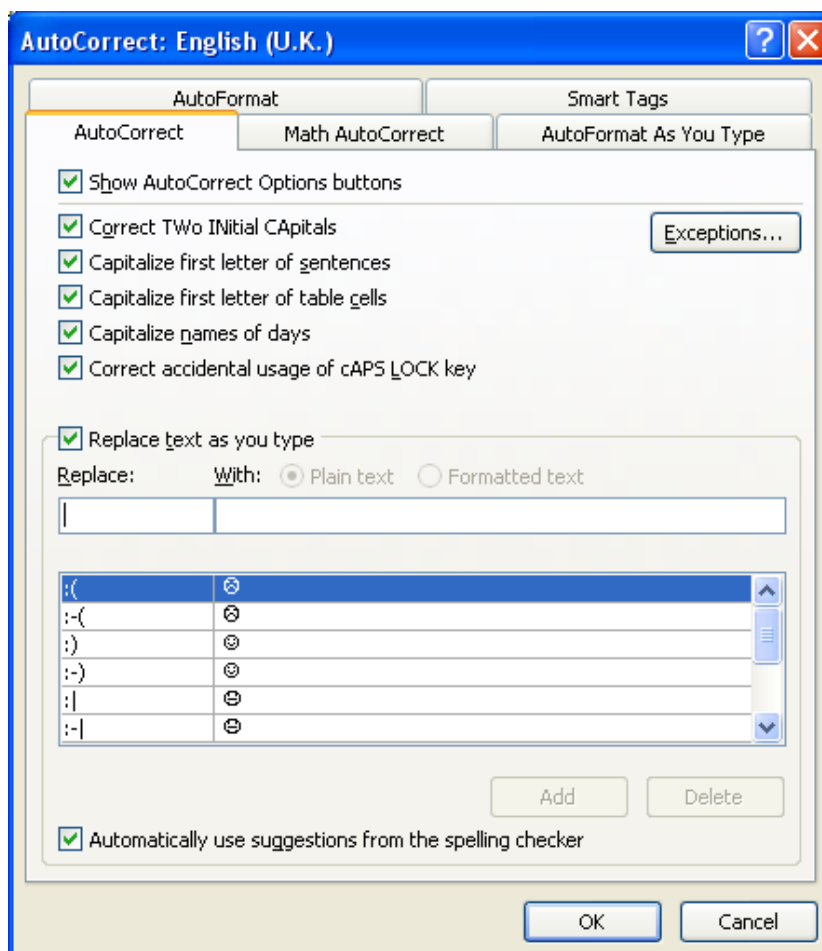


- Click on the **Proofing** option, and then click on the **AutoCorrect Options** button.



This will display the **AutoCorrect** dialog box.

SAMPLE



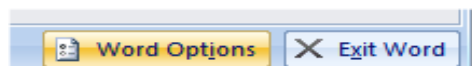
- As you can see this has a number of options such as the ability to correct words where you have accidentally typed in the first two letters in capitals. It will also automatically capitalise the first letter within a sentence and also the first letter within a table cell and the days of the week. A very useful feature is to automatically correct the effect of accidentally pressing the **Caps Lock** key!
- In the lower part of the dialog box is a scrollable section which tells you what Microsoft Word will act on and change automatically. For instance if you wanted to insert a smiling face symbol ☺ you would type in a colon, followed by dash, followed by a closing bracket. As you scroll down this list you will see examples of incorrectly spelt words that Microsoft Word will automatically correct for you.
- Add some words that you commonly spell incorrectly, into the **Replace** section of the dialog box, along with the correct spelling in the **With** section of the dialog box.

AutoFormat as you type

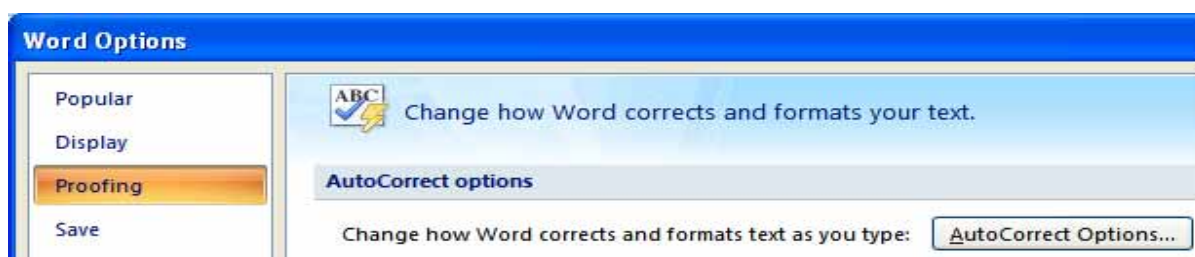
- You can use the '**AutoFormat As You Type**' feature to automatically format as you type text into your document. For instance a fraction such as a half or a quarter can be typed in and automatically reformatted as illustrated below.

1/4 automatically changes to ¼

- To open the **AutoFormat** dialog box, click on the **Office Button** and then click on the **Word Options** button at the bottom of the dialog box.

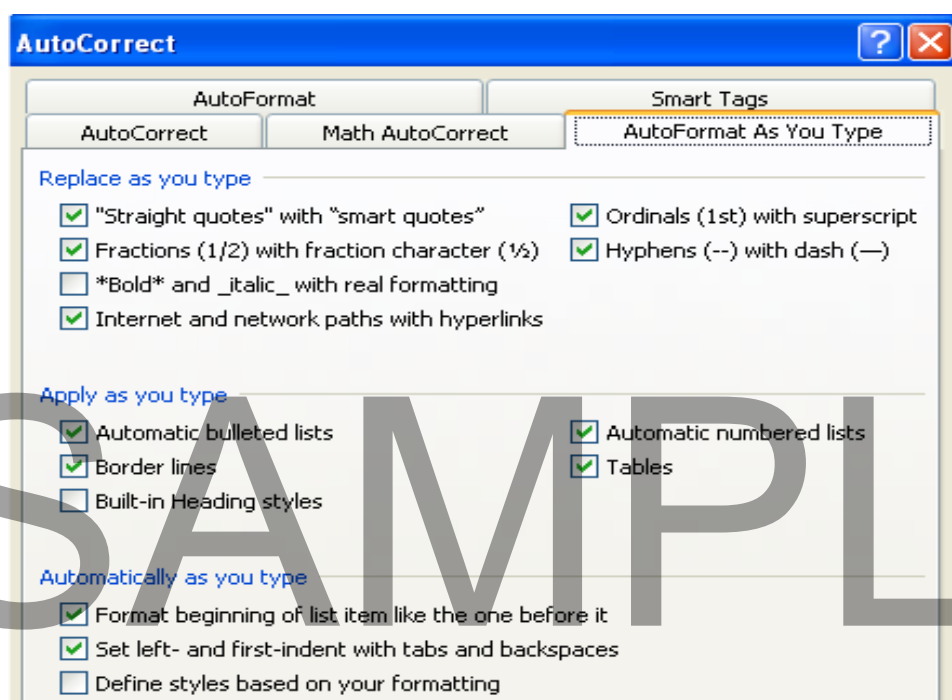


- Click on the **Proofing** option, and then click on the **AutoCorrect Options** button.



This will display the **AutoCorrect** dialog box.

- Click on the **AutoFormat As You Type** tab to see the **AutoCorrect** dialog box.



As you can see there are many formatting options that you can control, such as automatically applying **Smart quotes** rather than having the beginning and ending quotes that look the same.

Normal quotes look like this:

'Normal quotes'

Smart Quotes look like this:

'Smart Quotes'

- Close the AutoCorrect dialog box.

Animated text effects

- Within Microsoft Word 2003 you could apply text animation effects to selected text. However there are no text animation effects within Microsoft Word 2007. If you have a document created using an earlier version of Microsoft Word you can still view text effects within Microsoft Word 2007.
- To remove text effects (created in a document using an earlier version of Microsoft Word), select that text from which you want to remove the animation effects and then press **Ctrl+Spacebar**.

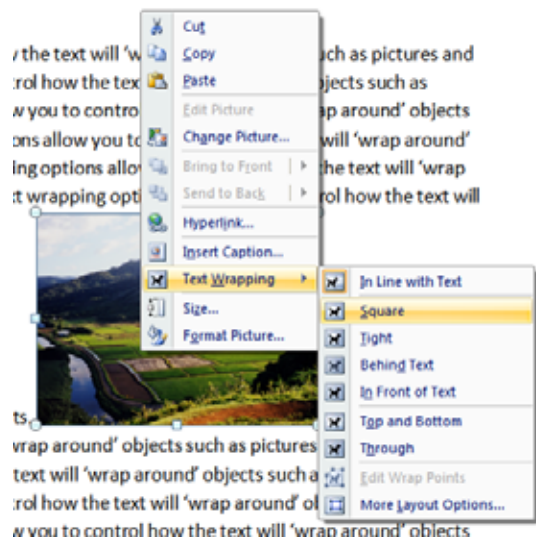
Text wrapping options

- You can control how text will 'flow' around a graphic. Open a document called **Text wrapping**. Click within the middle of the text, half way down the page. Click on the **Insert** tab and select **Picture**. Select and insert a picture into your document. Your document will look something like this:



If your picture is displayed much bigger than in the illustration, resize it so that it is smaller (by dragging one of the picture corners towards the centre of the picture).

As you can see the text does not flow around the picture. Right click on the picture and from the popup menu displayed, select the **Text Wrapping** command. From the submenu displayed, select a text wrapping option such as **Square**.



- You text will now wrap around the picture, as illustrated.



- Experiment with using some of the other text wrapping options. If you get lost remember that you can always use the **Undo** icon.
- Save your changes and close the document.

Text orientation formatting options

- Text orientation options are available within tables. Normally when you enter text it is orientated horizontally, as in a book. Open a document called **Text alignment**.

- Select the first row of cells, as illustrated.

Text alignment		
One	Two	Three
Four	Five	Six
Seven	Eight	Nine

- Click on the **Layout** tab and then click on the **Text Direction** button.



The selected text will change as illustrated.

Four	Five	Six
Seven	Eight	Nine

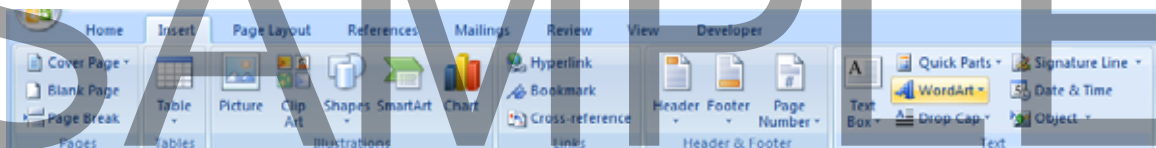
- Click on the **Text Direction** button again and you will see the following.

One	Two	Three
Four	Five	Six
Seven	Eight	Nine

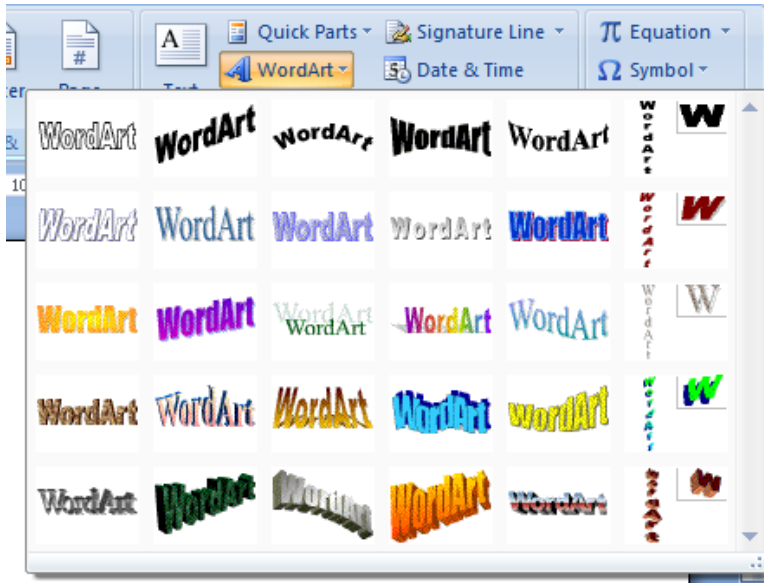
- Select each row in turn so that text in each row uses a different text direction.
- Save your changes and close the document.

WordArt

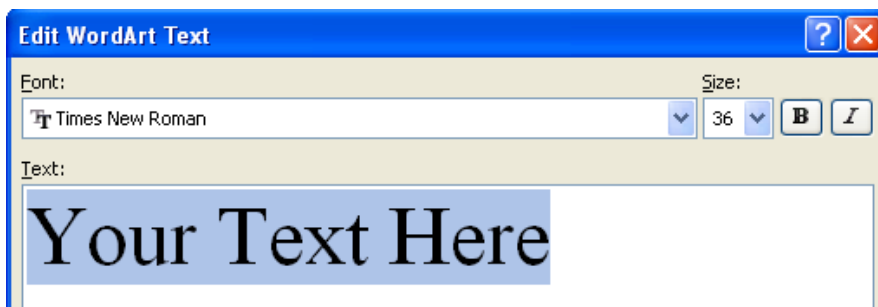
- WordArt allows you to enter text and treat it as graphics within a document so that the text may be flipped, rotated, curved or subjected to other special effects. Once a WordArt object is inserted it may be enlarged or reduced using the normal drag and drop method for scaling graphics.
- Create a new document by pressing **Ctrl+N**. Type in your name, press the **Enter** key a few times to insert a few empty lines and save the document as **My WordArt**.
- Click on the **Insert** tab and then click on the **WordArt** button.



- The WordArt drop down will be displayed, as illustrated.



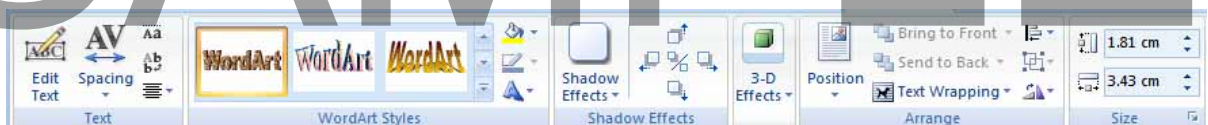
- Click on a design that you like, and you will see the **Edit WordArt Text** dialog box.



- Enter some text such as your first name. Click on the **OK** button and your name will be displayed using the design you selected.



- You will notice when you select a WordArt object that WordArt specific controls are displayed, as illustrated.



- Click on some of the options within the **WordArt Styles** section to change the format.

- You can use the **Shadow Effect** control to add interesting shadow effects to your WordArt image.



- You can experiment with the **3-D** control to add interesting three dimensional effects.

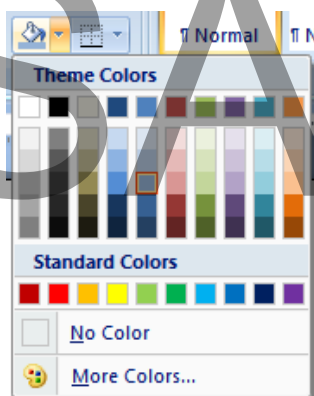


- If you have time investigate some of the other WordArt controls. If you get lost, you can use the **Undo** icon to reverse your changes.
- Save your changes and close the file.

Paragraph Editing

Paragraph shading options

- You can add shading effects to your paragraphs. This can be used to emphasise particular paragraphs within a document. Open a document called **Shading**. Click within the first paragraph. Click on the **Home** tab and then click on the **down arrow** next to the **Shading** icon (displayed within the **Font** section of the **Home** tab). This will display a range of colours that can be used to shade that paragraph. Click on a colour.

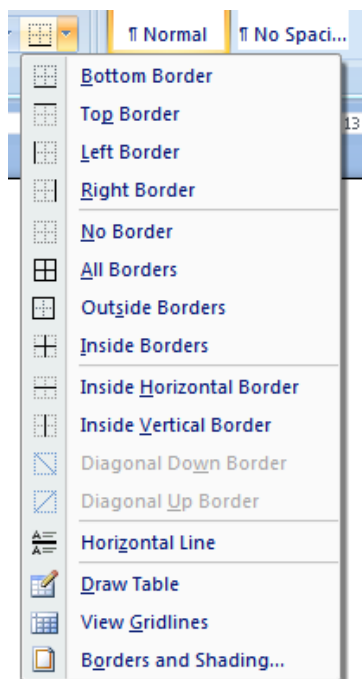


- Apply different colours to the other paragraphs

- Save your changes and close the document.

Paragraph border options

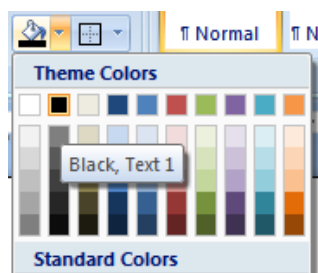
- You can add border effects to your paragraphs. This can be used to emphasise particular paragraphs within a document. Open a document called **Borders**. Select the first paragraph (by triple clicking within the paragraph). Click on the **Home** tab and then click on the **down arrow** next to the **Borders** icon. This will display a range of borders that can be applied to the paragraph. Click on '**Outside Borders**'.



- Experiment with selecting other paragraphs and applying different border effects.
- Save your changes and close the document.

Reversing the colour of a paragraph

- Normally your text is displayed as black text on a white background. You can reverse this so that the text is displayed in white on a black background. Open a document called **Reverse**.
- Click on the **Home** tab and then click on the **down arrow** next to the **Shading** icon. This will display a range of colours that can be used to shade that paragraph. Click on the **Black** option, as illustrated.



Normally your text is displayed as black text on a white background. You can reverse this so that the text is displayed in white on a black background. Normally your text is displayed as black text on a white background. You can reverse this so that the text is displayed in white on a black background. Normally your text is displayed as black text on a white background. You can reverse this so that the text is displayed in white on a black background.

- Save your changes and close the document.

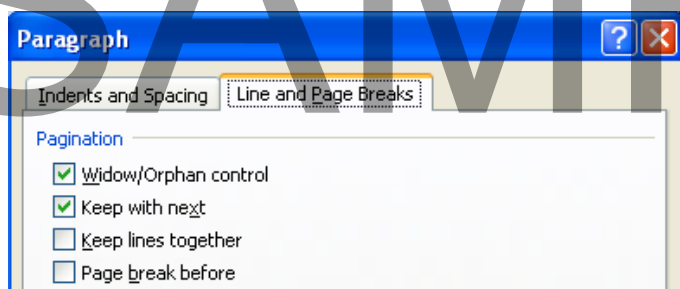
Widow paragraphs and orphan paragraphs

- By default Microsoft Word automatically prevents widow paragraphs and orphan paragraphs via the automatic **Widow/Orphan** feature built into Microsoft Word.

This stops Microsoft Word from printing the last line of a paragraph at the top of a page by itself. This would be called a '**widow paragraph**'.

It also stops Microsoft Word from printing the first line of a paragraph at the bottom of a page by itself. This would be called an '**orphan paragraph**'.

- Press **Ctrl+N** to create a new document. Quickly type in a few paragraphs of text (about anything you like).
- To make sure that this feature is active, select the paragraphs within the document to which you wish to apply widow/orphan control.
- Click on the **Page Layout** tab. Within the **Paragraph** section click on the **Paragraph Dialog Box Launcher**. From the dialog box displayed, select the **Line and Page Breaks** tab. Make sure that the **Widow/Orphan** control check box is active.



TIP: As you should see, the **Widow/orphan control** is active by default.

- In the **Line and Page Breaks** tab of the **Paragraph** dialog box, you will also see other options:

Keep with next:

This inserts a page break automatically between the paragraph you have selected and the next paragraph.

Keep lines together:

This stops a page break within the selected paragraph.

Page break before:

This automatically inserts a page break before the selected paragraph.

- Close your document without saving your changes.

SAMPLE

Styles and Templates

Styles

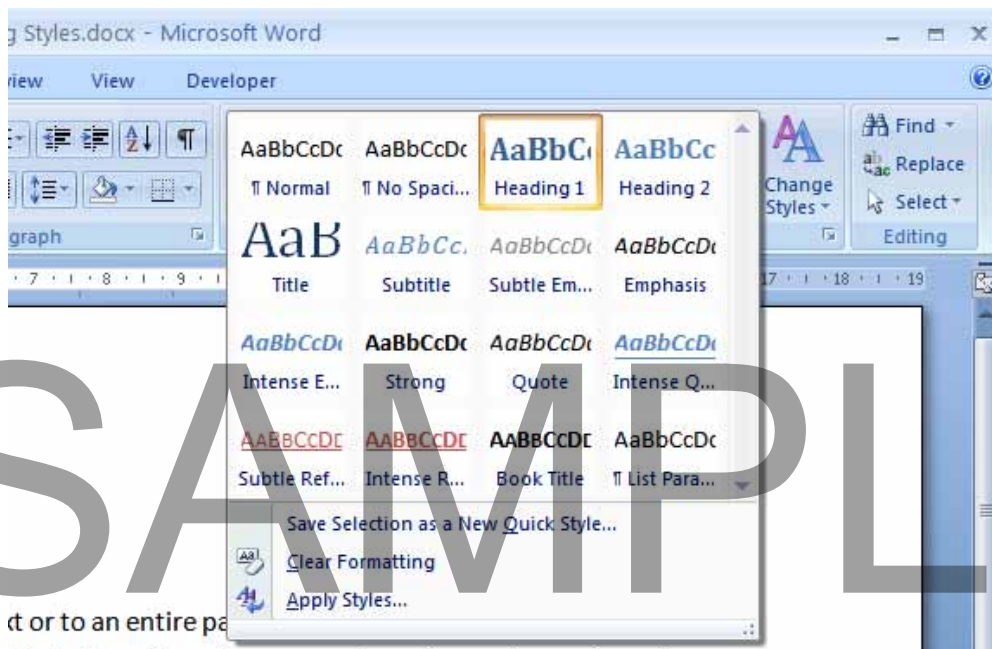
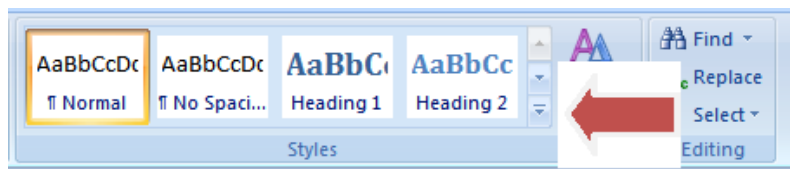
- A style is a collection of formatting information that is given a name. You can apply a style to selected text using the **Quick Styles** gallery. Microsoft Word contains a number of preformatted styles. You can also create your own styles if you need to.

Applying styles

- Open a document called **Applying Styles**. Click within the first line of text within the document, i.e. with the text:

'Styles and Microsoft Word'

- Click on the **Home** tab and select the required style from the **Styles** group. You can click on the **More** button to display additional style options.

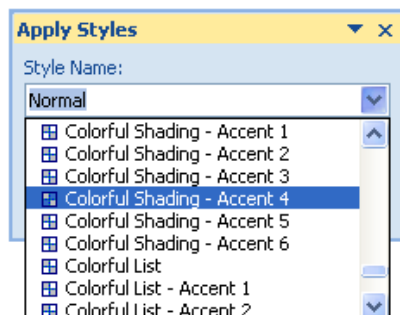


- In this case select **'Heading 1'**

TIP: To see how the style will look within a document, point to the style that you wish to preview, without actually clicking the mouse button.

- The first line of your document will now be formatted using the '**Heading 1**' style.
- Click within one of the longer paragraphs within your document and experiment with applying different styles to that paragraph.

TIP: To see more styles press **Ctrl+Shift+S** to open the **Apply Styles** task pane. Click on the **down arrow** within this control to display more style options, as illustrated. Experiment by applying some of these styles to paragraphs within your document.



- Save your changes and close the document.

Modifying styles

- Microsoft Word is supplied with a number of available styles. You can easily modify an existing style. Open a document called **Modifying styles**. Select the first line and apply a '**Heading 1**' style to it. It should now look like this.



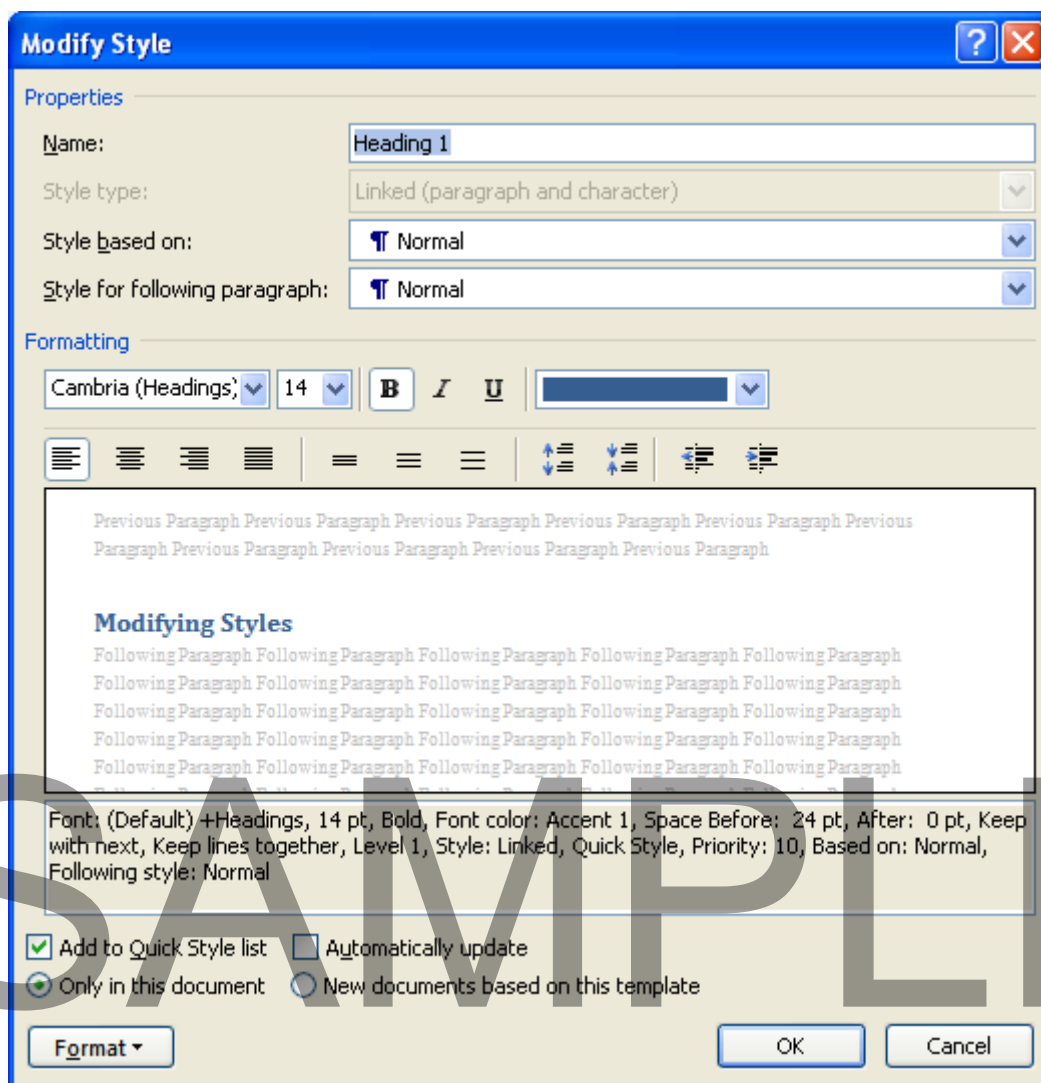
Modifying Styles

- We will now modify the '**Heading 1**' style so that it uses a different font and displays using a different colour.
- Right click over the '**Heading 1**' quick style and from the popup menu displayed select the **Modify** command.

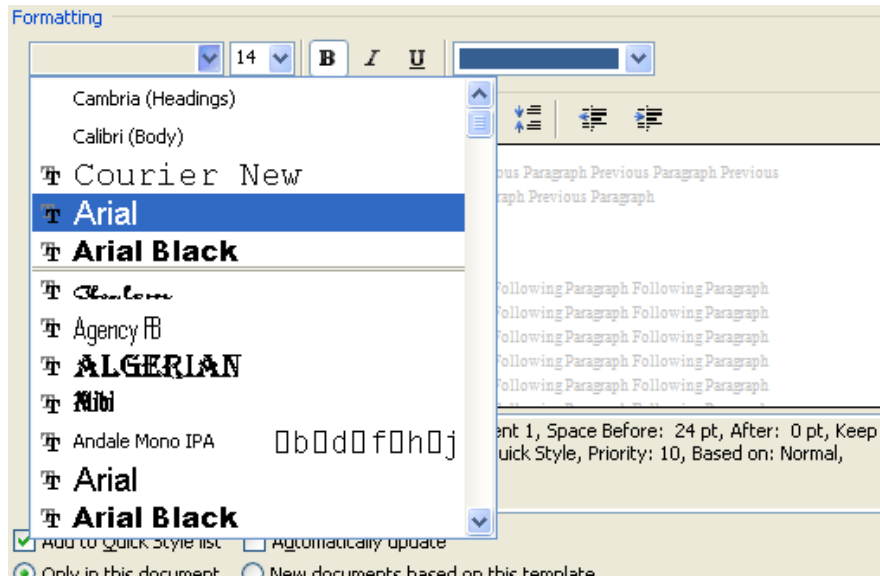
SAMPLE



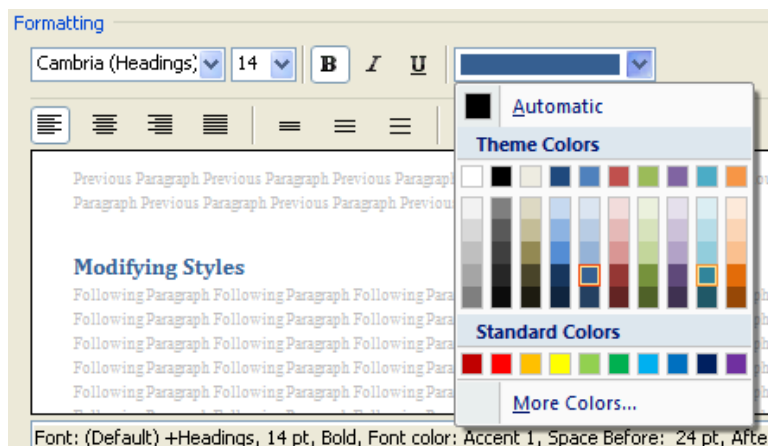
- This will display the **Modify Style** dialog box.



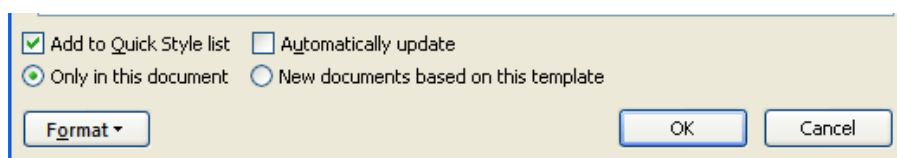
- To change the font type used by this style, click on the **down arrow** next to the **Font** box, and select a different font, such as **Arial**.



- To change the font colour used by this style click on the **down arrow** next to the **Font Colour** box and select a different colour, such as **Blue** or **Green**.



TIP: If you look at the bottom of the dialog box, you will see details of how the modified style will be stored. If you select the **'Only in this document'** option then the style will only be modified within the active document. If however you wanted the modification to be available to all new documents that you subsequently create based on this template, then you would select the 'new documents based on this template' option. In this case make sure that **'Only in this document'** is selected.

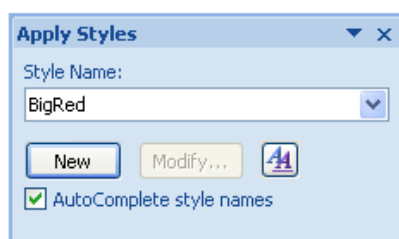


- Click on the **OK** button and the style will have been modified.

- Click on the header line lower down the page and apply the modified 'Header 1' style to that paragraph.
- Save your changes and close the document.

Creating styles

- Press **Ctrl+N** to create a new document. Type in **your name**. Press the **Enter** key a few times to insert a few empty lines. Select your text. Format your text using the **Arial** font, and to be displayed in **bold**, using a **20 pt font size** and finally using a **red text colour**.
- Press **Ctrl+Shift+S** to display the **Apply Styles** box. Type in the name of the new style, in this case **BigRed**, as illustrated.



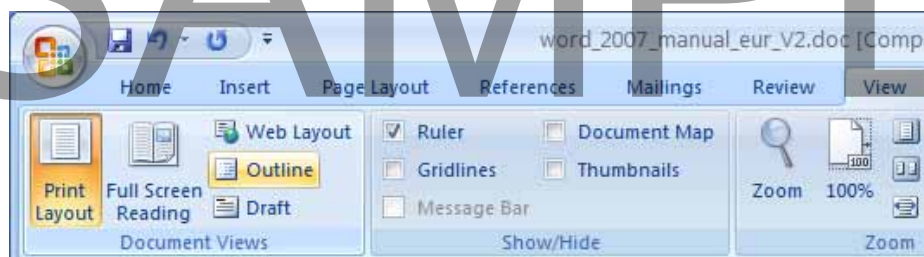
- Click on the **New** button and close the **Apply Styles** box.
- You can now type in some text at the bottom of your document and try applying the new style to that text.
- Save your changes and close the document.

Using Outline View with header styles

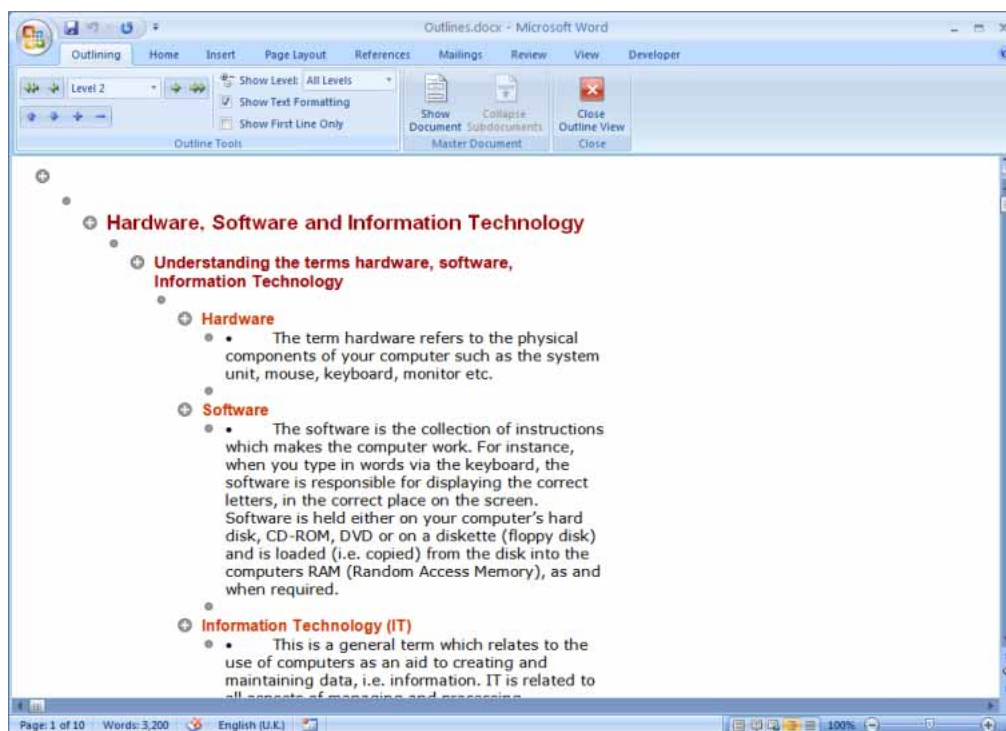
- Outline view displays the structure of a document. The indentations visible in Outline view provide an overview display of how your document is put together in terms of body text and header levels.

Viewing a document in Outline View

- Open a document called **Outline View**.
- Click on the **View** tab and then click on the **Outline** button.



- Your screen will now look like this.



As you can see the document displays layers of indented text. The indents relate to **Header 1**, **Header 2** levels etc and to body text within the document.

- Switch between **Print Layout** view and **Outline** view a few times as you move down the document. You should begin to see how the **Outline View** relates to the header structure within the document.
- Save any changes you have made and close the document.

Creating a document in Outline view

- Create a new document by pressing **Ctrl+N**.
- Click on the **View** tab and then click on the **Outline** button.



The **Outlining** ribbon will be displayed.



- Enter text for the first heading (anything will do) and press **Enter**. A first-level heading is inserted.
- To type another heading which is the same level as the previous heading, type in the new heading text and press **Enter**.
- To enter a heading that is a level below the previous heading (indented to its right), you demote the level heading. This is sometimes called a **subordinate** level. To demote a heading level, press **Tab**, or click the **Demote** icon (the right arrow) on the **Outlining** tab.

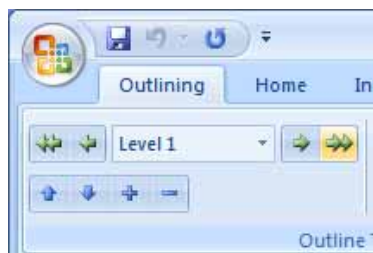


- To enter a heading that is a level above the previous heading (moved to its left), you promote the level heading. This is sometimes called a **superior** level. To promote a heading level, press **Shift-Tab**, or click the **Promote** icon (the left arrow) on the **Outlining** tab and then type the heading.



- To enter your body text after an outline heading, click on the **Demote to Body Text** button on the **Outlining** tab, or press **Alt+Shift+5** (on the **numeric keypad**) and then type in the text.

TIP: To use some of these keyboard shortcuts, ensure that the **NUM Lock** is switched off!



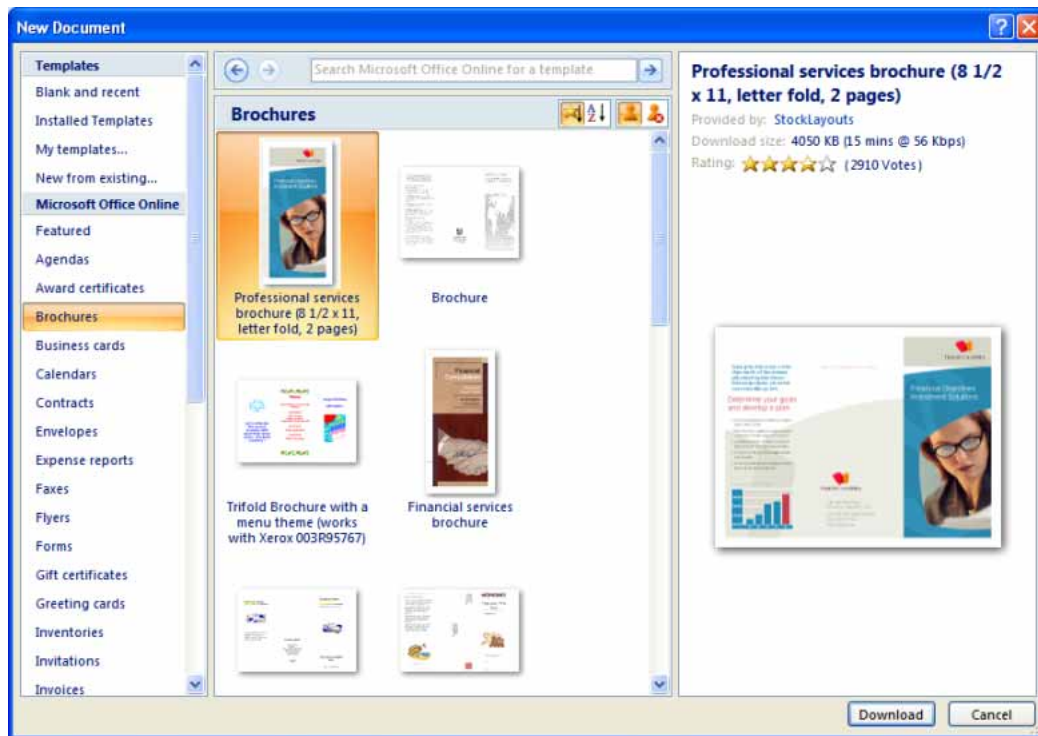
- To move a heading up or down to a different location in the Outline, select the header you wish to move, click on the **Move Up** or **Move Down** button.



- Experiment with entering different header levels into your document and every so often switch back to **Print Layout** view to see the effects of your work.
- Save your document as **My Outline Document**, and close the document.

Templates

- All documents that you create within Microsoft Word are based on templates. The default template is a file called **Normal.dotm**. If you created a new document by pressing **Ctrl+N**, then you are not asked which template you want to use. A document is created based on information contained within the default template, i.e. **Normal.dotm**. Within this template formatting information is stored, such as the text size, font and colour. Much more formatting information such as margins, line spacing, etc. is also stored within this file. If you wanted all new documents based on the default template to use a particular font, then all you would have to do is to modify the file, **Normal.dotm**.
- When you click on the **Office button**, and then click on the **New** command, you are offered a choice of templates on which to base the new document.



Each of these different options is stored in different templates. You can create your own template files and they will show up in the list of choices that you are offered within the new dialog box.

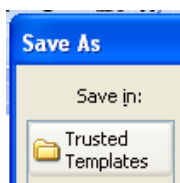
Creating a new template based on an existing document or template

- You can create a template by creating a new document and then after customising the document, save it as a template.

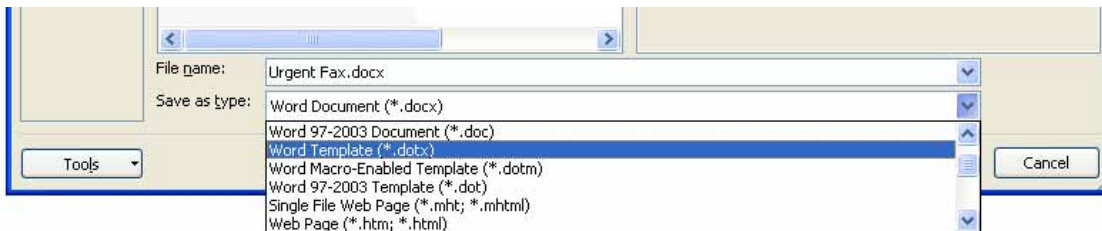
You can modify an existing document and save it as a template.

Lastly you can open an existing template and after making your modifications resave the template using a different name.

- As an example of creating a template, open a document called **Urgent Fax**. This is a document file, not a template file. Next to the text '**Name**' in the '**From**' section, type in your name. To save this document as a template, click on the **Office** button (top-left) and then click on the **Save As** command. Use the file name **Urgent Fax**.
- Click on the **Trusted Templates** folder icon within the **Save As** dialog box.



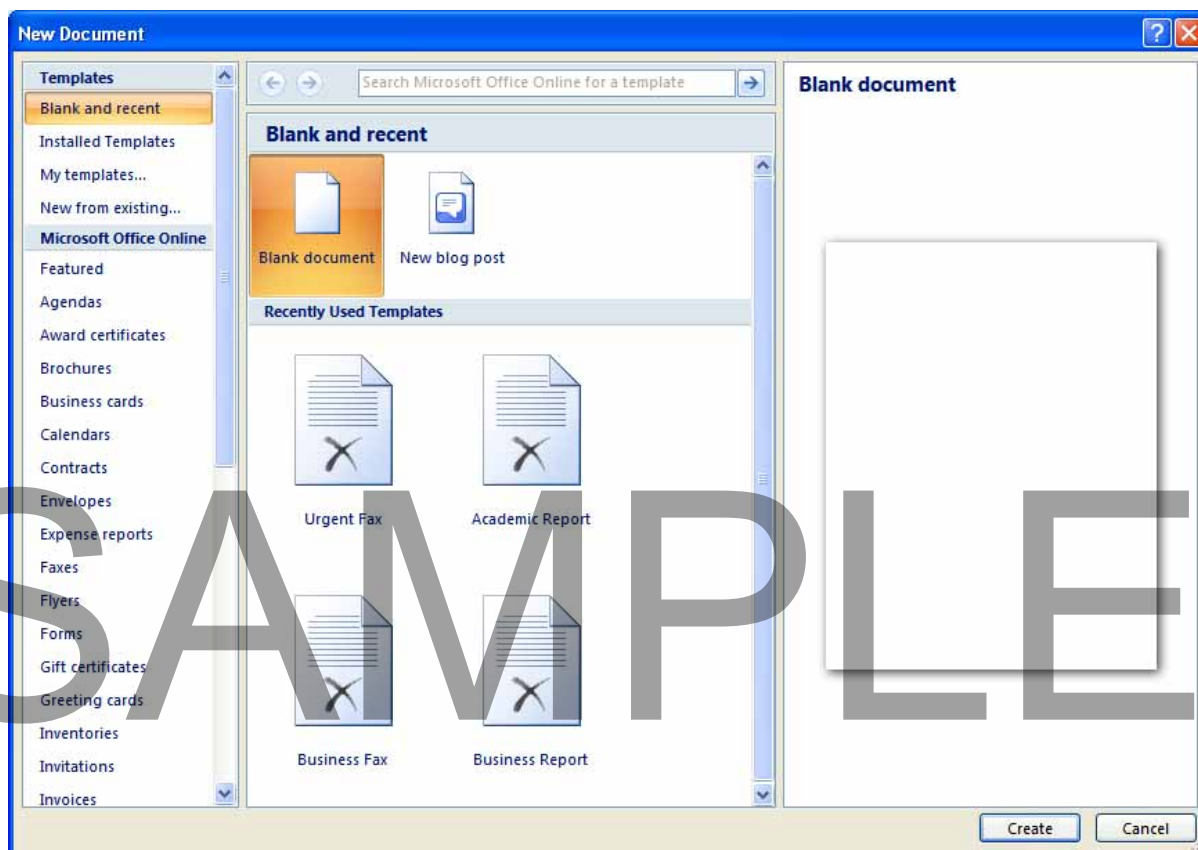
- Click on the **down arrow** next to the **Save as type** section of the dialog box. Select **Word Template**, as illustrated.



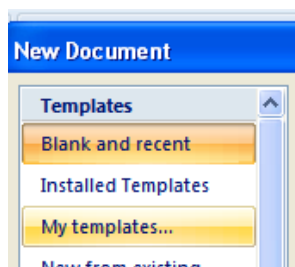
- Click on the **Save** button.
- Close the document.
- To use this template, click on the **Office Button** and then click on the **New** command.



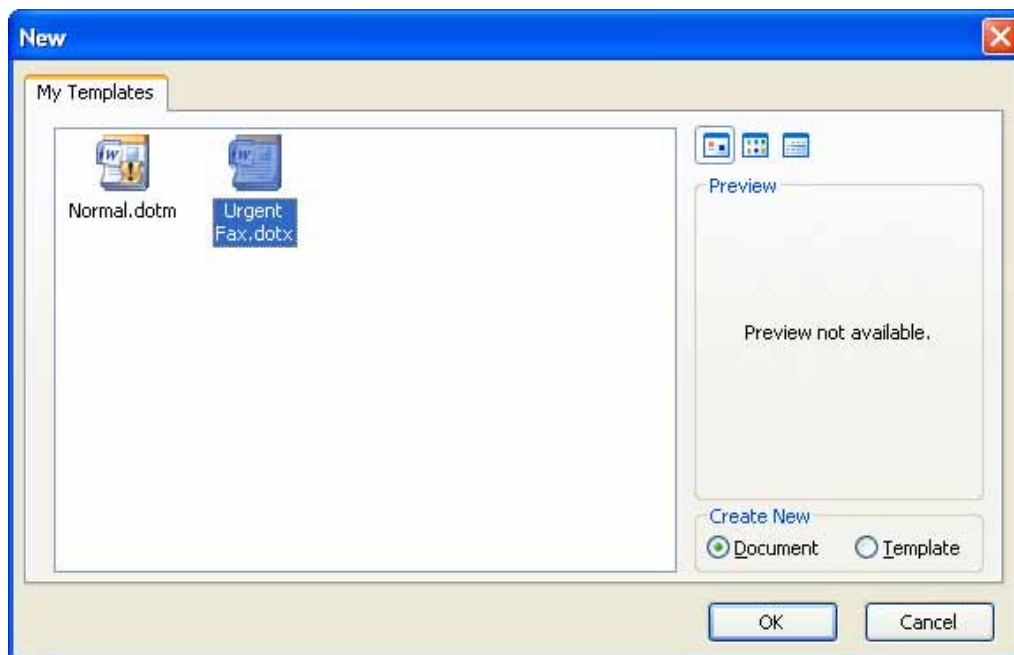
You will see the **New Document** dialog box similar to that illustrated below.



- Click on the **My templates** option

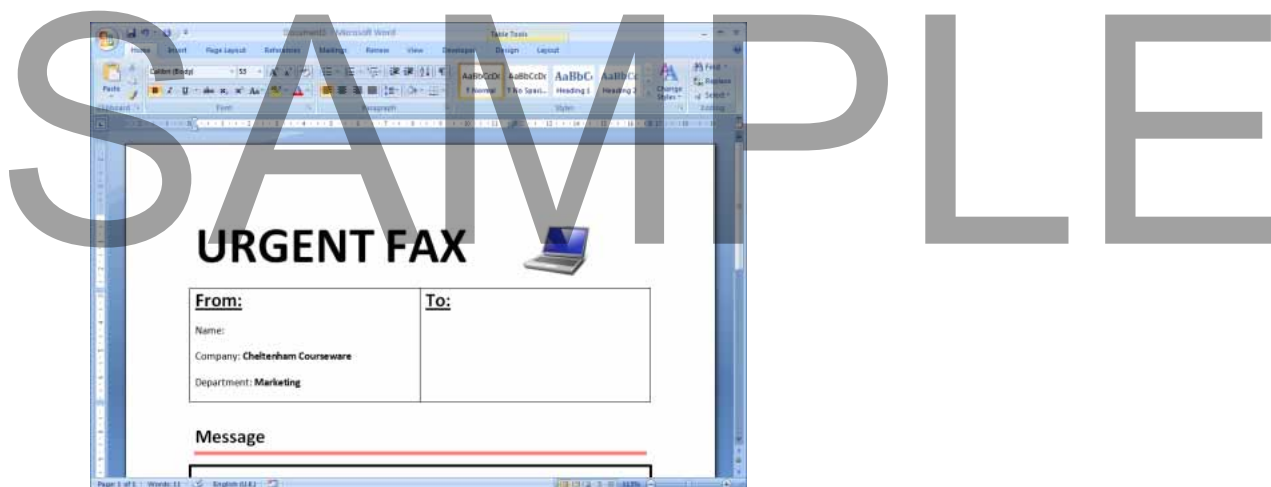


This will display the **New** dialog box. Select your template, in this case **Urgent Fax**, and click on the **OK** button.



A document will be displayed based on your template.

NOTE: You have not opened the template file; you have created a new document based on the template. Any changes that you make to this new document will not affect the template file in any way.



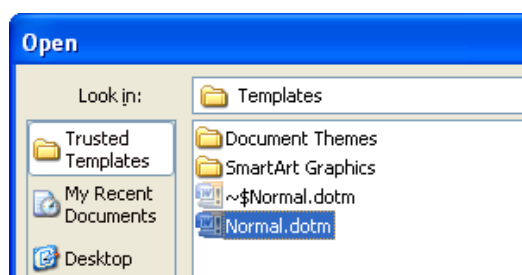
- Save the document as **My Urgent Fax** and close the file.

Customising Normal.dotm

- When you create a new document within Microsoft Word, by default the document is based on formatting information contained within a template file called **Normal.dotm**. If you open this template file and make any changes, then these changes will apply to all new documents that you create based on the default template.
- Opening the template file will vary slightly depending on whether you are using Windows XP or Windows Vista.

If you are using **Windows Vista**, then click on the **Microsoft Office Button**. From the menu displayed click on the **Open** command. Click on **Templates** and then double-click the **Normal.dotm** file to open it.

- If you are using **Windows XP**, then click on the **Microsoft Office Button**. From the menu displayed click on the **Open** command. Look in Trusted Templates and double click on the **Normal.dotm** file.



- When you have opened the template file, you should see the name **Normal** displayed within the Microsoft Word document title bar.
- You can make changes to this template now. Press **Ctrl+A** to select the entire (empty) document. Apply the **Arial** font (using the **Font** control on the **Home** tab).



- Make other changes such as increasing the margin sizes or setting the page layout to landscape (if you do not know how to do this try using the online **Help** available within Microsoft Word).
- Save your changes and close the template file.
- Create a new document based on the default template, by pressing **Ctrl+N**. Type in your name. You should find that the font used in this new document is the Arial font you specified in the Normal template file. Save the file as **My**

Arial Document. Close the document.

Recreating a default Normal.dotm file

- If you delete or rename the Normal template file, Microsoft Word will create a new, default version of this template file the next time you restart Microsoft Word. This can be a useful trick if your default template file has become corrupted or over customised and you want to reset to the default settings.

Remember that the 't' in .dotm indicates a template file.

SAMPLE

Sections and Column Formatting

Section Breaks

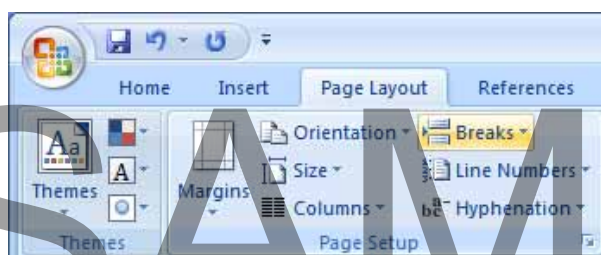
- Section breaks can be used to apply a particular layout or format to a page or range of pages, such as a chapter within a document. Using section breaks you could apply different chapter headers and footers to different chapters within a single document. Section breaks can be used to specify different formatting options for different parts of your document, including the following formatting and layout options:
 - Paper orientation
 - Paper source when printing
 - Page borders
 - Vertical text alignment
 - Headers and footers
 - Columns
 - Page numbering
 - Line numbering
 - Footnotes and endnotes
 - Margins
 - Paper size

Creating sections within a document

- Open a document called **Sections**. Within the first page, click just in front of the text

'Section One'

- Click on the **Page Layout** tab and then click on the **Breaks** button



This will display the **Breaks** dialog box.

- As you can see you can insert **page breaks** within the top section of the dialog box and **section breaks** using the bottom section of the dialog box.
- There are different types of section breaks that you can insert into your document.

Next Page:

The new section will start on the next page within your document. The next

page section break is often used for starting a new chapter within a document on a new page.

Continuous:

The new section starts on the same page. This type of section break is often used to control formatting such as displaying text within columns. When you format text as columns this type of section break is automatically setup up for you by Microsoft Word.

Even Page:

The new section starts on the next available even page within the document. This is often used for starting a new chapter within a document on an even page

Odd Page:

The new section starts on the next available odd page within the document. This is often used for starting a new chapter within a document on an odd page

- Select **Odd Page** section break from the dialog box. Click just in front of the text

'Section two'

and insert an odd section break.

NOTE: You would use the same method for even section breaks.

- View the document in **Print Preview** view. To do this click on the **Office button** (top-left of your screen), and then click on the **arrow** to the right of the **Print** command. From the menu displayed select the **Print Preview** command.
- Select the **Two Pages** option to make the effects of your formatting easier to view.



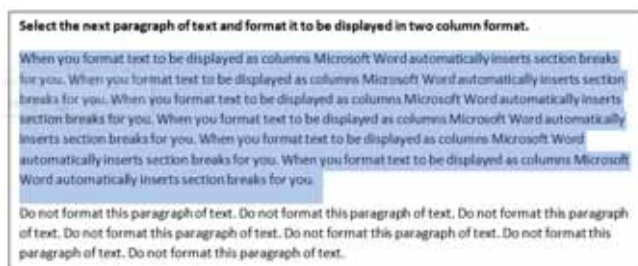
- Scroll up and down the document: as you can see each chapter starts on an odd page.
- Click on the **Close Print View** command to return to the **Print Layout** view.



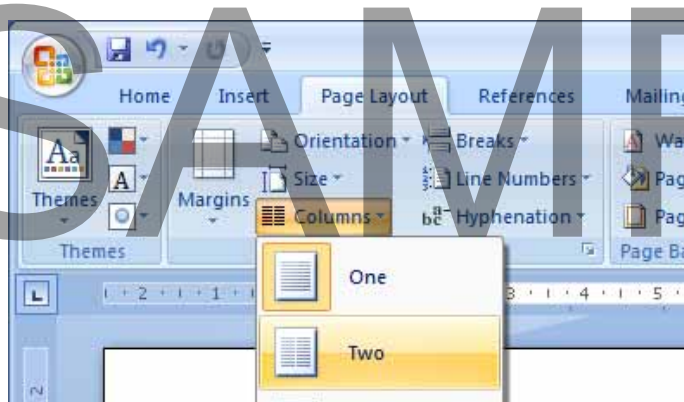
- Use the **Undo** icon to remove the section breaks you inserted and experiment with the effect of inserting the other types of section breaks into your document.
- Finally reinsert your odd page section breaks, save your changes and close the document.

Viewing and deleting section breaks within a document

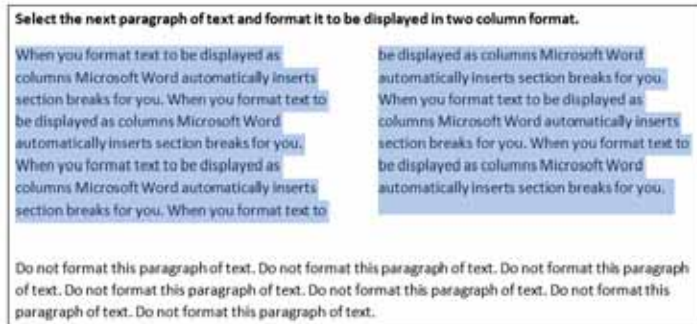
- As you have seen, you can manually insert section breaks within your document. However there are occasions when you will apply formatting to a document, such as column formatting where Microsoft Word will automatically insert section breaks for you.
- Open a document called **Section columns**. Select the first main paragraph, as illustrated.



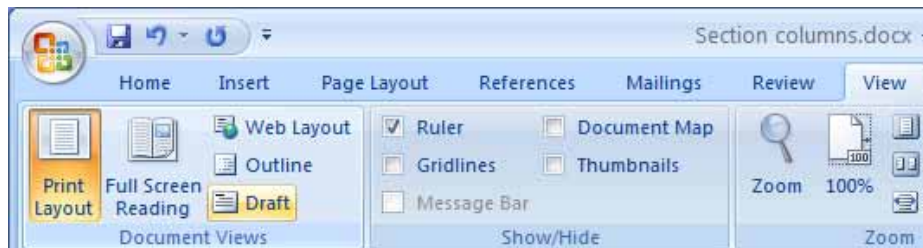
- Click on the **Page Layout** tab and click on the **Columns** button. From the drop down list displayed, select **Two**, to display the selected text as two column text.



- The document will now look like this.



- You cannot see the section breaks in **Print Layout** view. Click on the **View** tab and select the **Draft** view from the **Document Views** section.



- You will be able to see the section break, as illustrated.

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

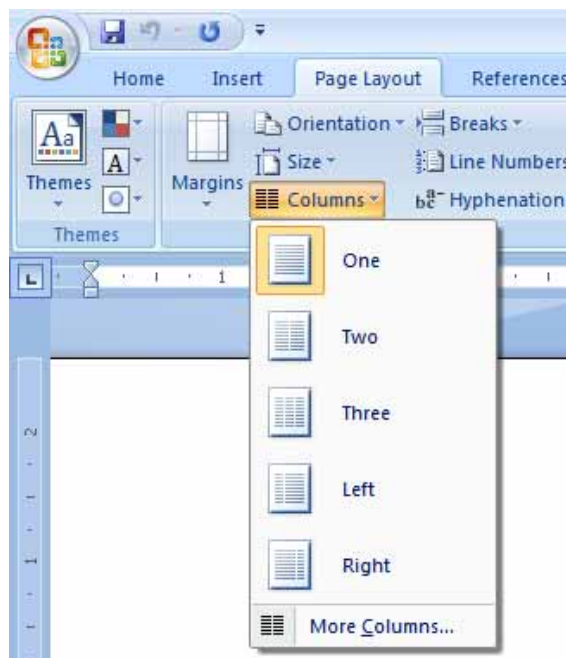
- If you scroll down you will find another section break. The two column formatting is contained within the two section breaks.
- It is important to realise that a section break controls the section formatting of the text that **PRECEDES** the section break.
- To illustrate this we will delete the first section break within your document. To do this, select the first section break and press the **Del** key. Switch back to **Print Layout** view. You will see that the single column formatting of the first section within the document has been replaced by the two column formatting of the second section within the document. Click on the **Undo** icon to un-delete the first section break. Delete the second section break and then view the effect in **Print Layout** view. As you can see, this second section break contained the information about 2 column formatting.
- Save your changes and close the document.

Columns

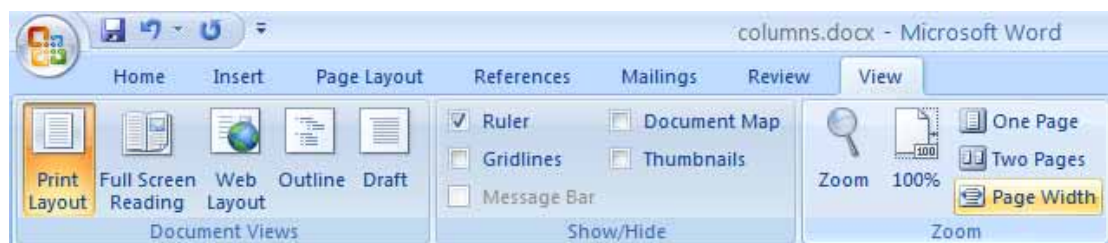
- Normally you use a single column layout. You can easily select and format it using a multi-column layout.

Creating multiple column layouts

- Open a document called **Columns**, and then click on the **Page Layout** tab. Click on the **Columns** command and you will see a drop down list of column formats.



- Click on the **Two** column option and observe the effect.
- To more clearly see the effect, scroll to the start of the document and then click on the **View** tab and set the view to **Page Width**.



- Click on the **Page Layout** tab again and set the text to display as three columns.
- Experiment with using the **Left** and **Right** columns options (you may have to scroll to the first page to see the effect more clearly).

SAMPLE

End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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