

Microsoft Word XP

Manual - Intermediate Level



SAMPLE

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SAMPLE

TEMPLATES	5
CREATE A TEMPLATE	5
<i>Using Templates.....</i>	5
<i>Accessing Library Templates.....</i>	5
<i>Accessing Microsoft Templates.....</i>	6
<i>Using the Normal Template.....</i>	7
<i>Creating a Template from an existing document.....</i>	7
<i>Selecting a Template from the Templates dialog box.....</i>	8
<i>Modifying a Template.....</i>	9
<i>Using Global Templates.....</i>	9
STYLES	10
<i>Using Styles.....</i>	10
<i>Creating Paragraph Styles.....</i>	10
<i>Applying Styles.....</i>	11
<i>Modifying Styles.....</i>	13
<i>Organizing Styles.....</i>	15
REVIEW QUESTIONS	16
TABLES	18
EDIT CELLS AND CHARTS	18
<i>Merging Cells in a Table.....</i>	18
<i>Sorting Data.....</i>	19
<i>Performing Calculations.....</i>	21
<i>Creating a Chart based on Table Data.....</i>	22
<i>Modifying a Chart based on Table Data.....</i>	24
<i>Converting Tabbed Text into a Table.....</i>	25
EXCEL TABLES	26
<i>Opening an Excel Table.....</i>	26
<i>Linking Excel Data in a Table.....</i>	27
REVIEW QUESTIONS	27
GRAPHICS.....	29
INCLUDE GRAPHICS.....	29
<i>Using Graphics.....</i>	29
<i>Inserting a Clip Art Image.....</i>	29
<i>Adding an AutoShape.....</i>	30
<i>Inserting WordArt.....</i>	33
<i>Inserting an Organization Chart.....</i>	35
REVIEW QUESTIONS	37
TEXT.....	38
INSERT TEXT.....	38
<i>Entering Text.....</i>	38
<i>Using Automatic Text Features.....</i>	38
<i>Formatting Text into Columns.....</i>	40
<i>Controlling Text within a Column.....</i>	42
<i>Wrapping Text around a Graphic.....</i>	42
TEXT EDITING.....	44
<i>Deleting Blocks of Text.....</i>	44
<i>Moving Text.....</i>	44
<i>Copying Text.....</i>	45
<i>Copying Multiple Items.....</i>	45
TEXT FORMATTING.....	46
<i>Applying Character Formats.....</i>	46
<i>Changing the Font.....</i>	47
<i>Changing Font Size.....</i>	47
<i>Adding an Effect to Text.....</i>	48
<i>Changing the Color of Text.....</i>	48

<i>Reusing Formatting</i>	48
REVIEW QUESTIONS	49
ENVELOPES AND LABELS.....	51
ENVELOPES	51
<i>Creating Envelopes</i>	51
<i>Using the Delivery address field</i>	52
<i>Using the Return address field</i>	52
<i>Adding Electronic Postage</i>	52
<i>Using the Envelope Options</i>	52
LABELS.....	54
<i>Using Labels</i>	54
<i>Creating Labels</i>	55
<i>Using Label Options</i>	55
<i>Creating Custom Labels</i>	56
REVIEW QUESTIONS	58
WEB PAGE CREATION	59
CREATE A WEB PAGE	59
<i>Creating a Standard Web Page</i>	59
<i>Using the Web Tools toolbar</i>	59
<i>Creating a Web Page using a Template</i>	67
<i>Saving a Web Document</i>	71
<i>Previewing in a Browser</i>	72
HYPERLINKS.....	72
<i>Creating a Hyperlink</i>	72
<i>Editing a Hyperlink</i>	76
<i>Applying a Theme</i>	76
REVIEW QUESTIONS	77
MANAGING DOCUMENTS.....	78
COMMENTS.....	78
<i>Using the Reviewing Toolbar</i>	78
<i>Using Comments in Documents</i>	81
REVIEW QUESTIONS	81
PRINT.....	82
PAGE DISPLAY.....	82
<i>Inserting a Page Break</i>	82
<i>Setting the Page Display</i>	82
<i>Using the Printing Options</i>	83
<i>Changing Margins</i>	85
<i>Previewing a Document</i>	87
PRINTING THE DOCUMENT	91
<i>Selecting Pages to Print</i>	91
REVIEW QUESTIONS	93

SAMPLE

Templates

When you have completed this learning module you will have seen how to:

- Use Templates
- Access Library Templates
- Access Microsoft Templates
- Use the Normal Template
- Create a Template from an Existing Document
- Create a Template from an Existing Template
- Modify a Template
- Use a Global Template
- Use Styles
- Create Styles
- Apply Styles
- Modify Styles
- Organize Styles

Create a Template

Using Templates

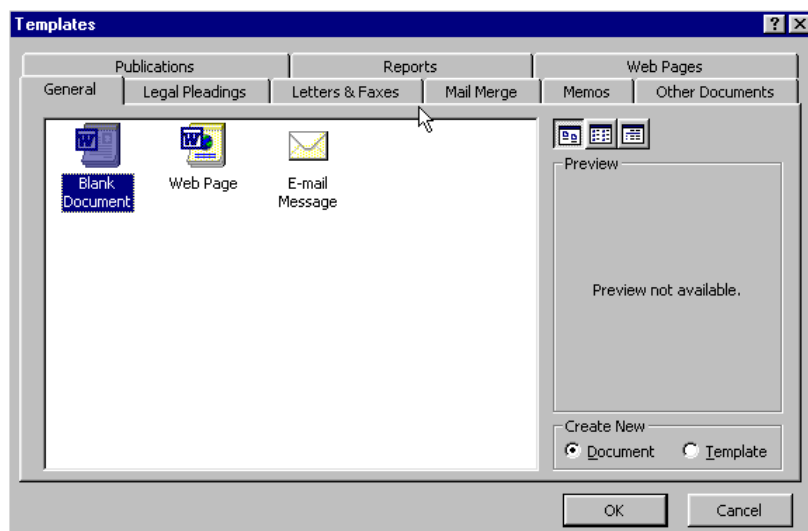
- A **template** sets what text, formatting and graphics will automatically appear in the new document. The template is a base pattern of content for a document.

Templates can be created for expense reports, status reports — any document that is used repetitively.

Templates not only save you time, they allow for a custom editing environment, store tools to edit a document effectively, store Styles, store automated macro procedures, and store AutoText boilerplate text.

Accessing Library Templates

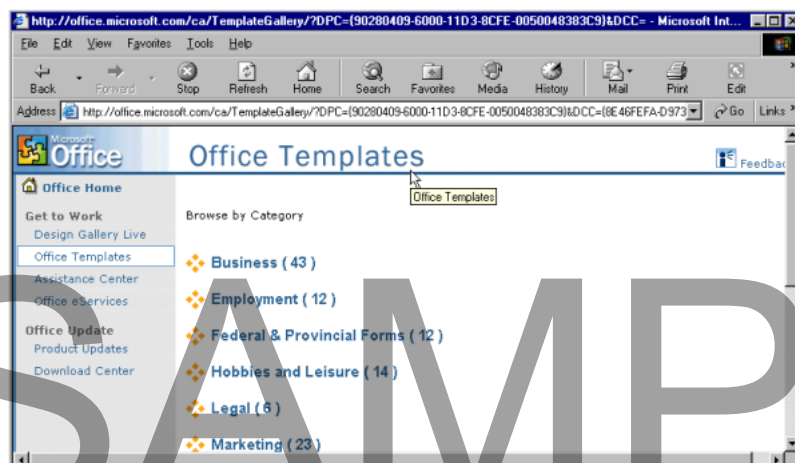
- The built-in **Template Library** gives you access to more than 40 preset templates from within Word.
- From the main menu, choose **File > New** to open the **New Document** pane, and click on **General Templates** to open the **Templates** dialog box:



- The various template tabs allow you to select and use templates to create **Letters, Faxes** and **Memos**, do a **Mail Merge**, etc.
- Most of the templates have built-in directions that cover where to enter information.

Accessing Microsoft Templates

- There are other templates available from the **Microsoft.com** Website.
- From the main menu, choose **File > New** to open the **New Document** pane, and click on **Templates on Microsoft.com** to link to the **Microsoft Office Template Gallery** through your Web browser:



- Browse the template categories to locate the required template. Categories vary from **Marketing** to **Publications** and **Education**.
- For a preview of the template, click on the name of the template, or click on **Go to Preview**.
- When you access the site for the first time, a Microsoft **Security Warning** dialog box will ask your permission to install and run **Microsoft Office Templates**:



- Choose **Yes**, and then the template can be previewed in the browser window.

To open the template:

- Click on the **Edit in Microsoft Word** button in the browser preview pane:

Office Templates

Back to: Office Templates - Marketing

 **Brochure for an event with Accessory theme.**

Provided by: Microsoft Corporation



Back Panel Heading

This is a good place to briefly, but effectively summarize your products or services. Sales copy is typically not included here.

Company Name
Address line 1
Address line 2
City, ST ZIP+4

- This will open the **template** in a new **Word document**. Edit and use as required.

Using the Normal Template

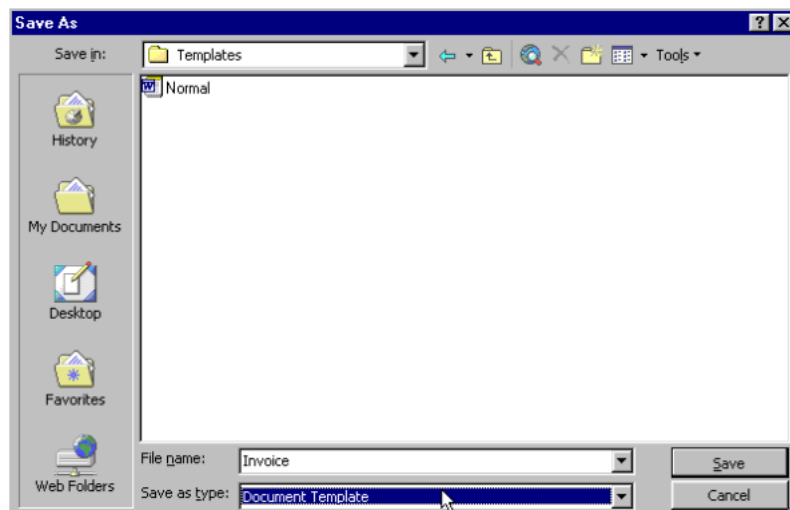
- The most basic template (and the first choice when launching Word) is the **Normal** template, or **Normal.dot** file.
- This template does not have any **text or pictures** stored within it, but it does store any new **Styles**, **AutoText entries** or **Macros** that have been created in past documents.

Creating a Template from an existing document

- When you **create a new document**, you may realize that it could be useful for a different client or project at a later date. At this point, you can **create a template** based on this existing document.

To create a Template from an existing document:

- Make sure that the **document** opens.
- Edit the document to remove any client or project-specific data that should not be carried over into the template.
- Confirm that all **Styles, AutoText Entries, Macros**, toolbars or keyboard shortcuts are set up correctly.
- From the main menu, choose **File > Save As**.
- In the **Save as** type field, select **Template**:



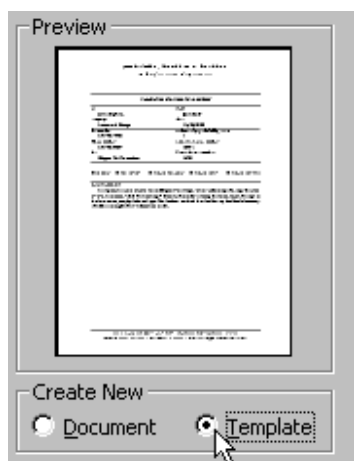
- The **Save in** field will alter to show the Templates folder where the new template will be saved.
- Name the new template in the **File name** field.
- To have the template appear in the **General** tab of the **Templates** dialog box, just click **Save**. To have the template show in a different tab, double-click on the applicable folder and click **Save**.

Selecting a Template from the Templates dialog box

- In instances where you do not know how to **create a template**, but Word may have the appropriate template, use the **Templates dialog box**.

To select a Template from the Templates dialog box:

- From the main menu, choose **File > New** to open the **New Document** panel
- Click on **General Templates** to open the **Templates** dialog box.
- Select the required template. The **Preview** area will show a thumbnail image of the template.
- Select the **Template** option in the **Create New** options area:



- This will create the item as a template rather than a one-time document.
- Click **OK**.
- The new template will open. Make any adjustments if needed, and save with a different name under a different folder.

Modifying a Template

- The templates in the **Template Library** and on the **Microsoft.com** Website cannot be altered until they have been saved in an alternate folder on the hard drive with a different name.
- Once saved, open the template, and make any alterations required.

To save a modified Template:

- From the main menu, choose **File > Save As** to save the template as a template file.
- Confirm that **Document Template** is selected in the **Save as type** field.
- Once all selections are set and confirmed, click **Save**.

Using Global Templates

- The **Style and settings** in a **Global Template** are available for use in any and all open documents. **Normal** is the primary **Global template**, but other **global templates** can be added.
- Create a **Global template** when third-party macros need to be available to all documents, but you don't want to have to copy the macros into the **Normal.dot** template.

OR

Create a **Global template** when a set of macros, Styles or AutoText entries need to be available for use in all documents within one session, but don't need to be available for all sessions.

Note: This is useful when editing invoices only once a week.

- The **global template** can be used for that specific time, without having unnecessary tools and macros being in the way within the **Normal.dot** template.

Styles

Using Styles

- A **Style** is a variety of formats that can be set at the same time to one or more paragraphs, or characters.

Instead of applying **formats** one-at-a-time through the toolbar button, keyboard shortcuts or dialog box, select a **Style** and **Word** will apply it to all formatting automatically.

Styles are connected to templates, since a template creates a pattern for a document that contains not only **Styles**, but also **text**, **graphics** and other **automated tools**.

- There are two different Styles: **Paragraph Styles** and **Character Styles**.

Paragraph Styles allow you to control the format of a whole paragraph. Any manual formatting that happens to a paragraph can be applied as a Paragraph Style.

The features found in the following dialog boxes can be added to a Paragraph Style: the **Font** dialog box, the **Paragraph** dialog box, the **Tabs** dialog box, the **Borders and Shading** dialog box, the **Set Language** dialog box and the **Bullets and Numbering** dialog box.

Character Styles allow you to control the format of only base characters, like attributes of a company name, or address in a template. Character Styles can only be applied from the **Font** dialog box, **Borders and Shading** dialog box and the **Set Language** dialog box.

Creating Paragraph Styles

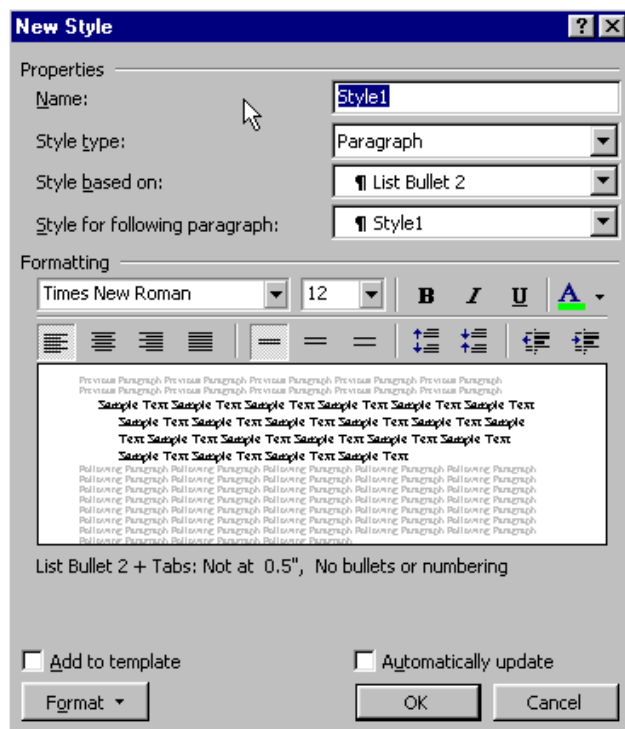
- Format the area of text, and select the text.
- If not already open, from the main menu, choose **View > Toolbars > Formatting** to open the **Formatting** toolbar at the top of the document.
- Click inside the **Style** drop-down menu in the **Formatting** toolbar:



- The Style currently named in the field will be highlighted.
- Enter a new **Style name** in the **Style** field, and press **Enter**.

Creating a Paragraph Style from the New Style dialog box

- Select an area of text that the new Style will be based upon.
- From the main menu, choose **Format > Styles and Formatting**.
- At the top of the **Styles and Formatting** pane, click the **New Style** button to open the **New Style** dialog box:



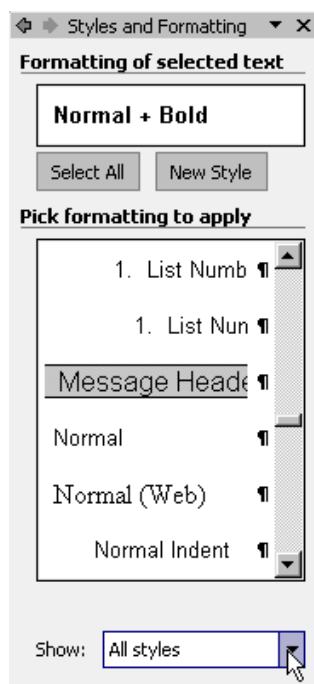
- Enter a name for the new Style in the **Name** field.
- From the **Style type** drop-down menu, select the type of Style being created: **Paragraph**, **Character**, **Table** or **List**.
- Apply any additional formatting as required, from font to line spacing.
- Click **OK**.

Applying Styles

To apply an existing Style from the Styles and Formatting pane:

- From the main menu, choose **Format > Styles and Formatting** to open the Styles and Formatting pane:

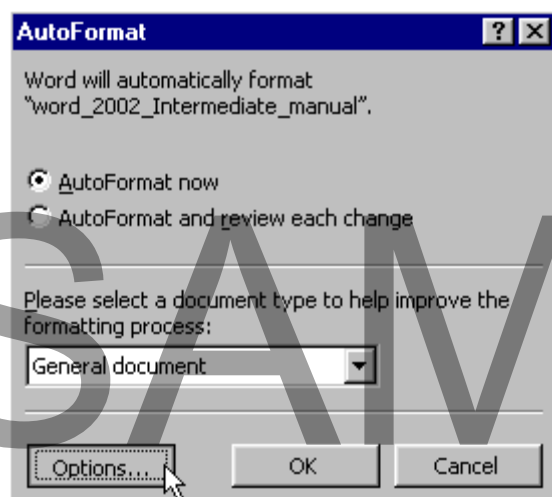
SAMPLE



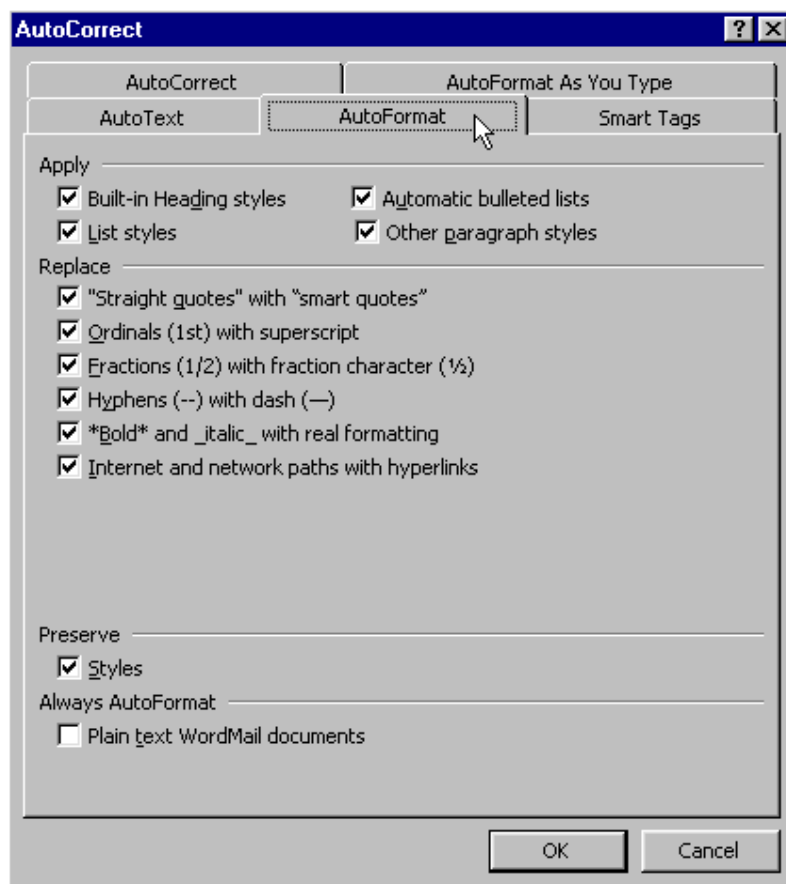
- In the **Pick formatting to apply** area you can scroll through various Styles. Either select a Style, or select **All Styles** from the **Show** drop-down menu to find a Style not listed.

To apply multiple Styles at the same time:

- The **AutoFormat** feature will apply built-in Styles, allowing you to write a document without having to pause to apply independent Styles.
- From the main menu, choose **Format > AutoFormat** to open the **AutoFormat** dialog box, and select the **Options** button:



- This will open the **AutoCorrect** dialog box:



- Select the **AutoFormat** tab.
- From the **Apply** options, select the type of **Style** that Word will be applying to the document: **Built-in Heading Styles**, **List Styles**, **Automatic bulleted lists** or **Other Paragraph Styles**.
- From the **Replace** options, select which typing Styles will replace the manual typing in the document.
- Click **OK**.

Modifying Styles

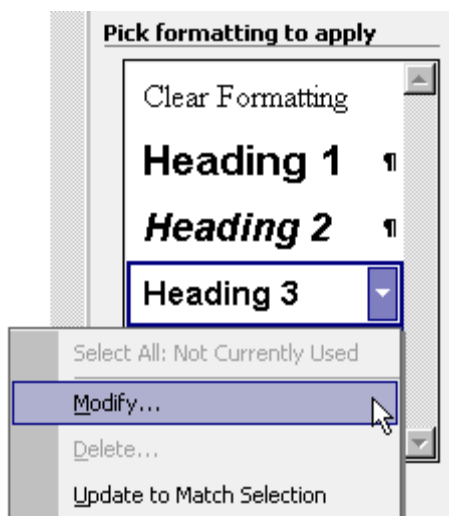
To quickly alter a Style:

- Alter and rearrange the applicable text, setting the new format.
- From the main menu, choose **Format > Styles and Formatting** to open the Styles and Formatting pane.
- In the Styles and Formatting pane, select the original Style name.
- Right-click on the name and from the pop-up menu, select **Update to Match Selection**.

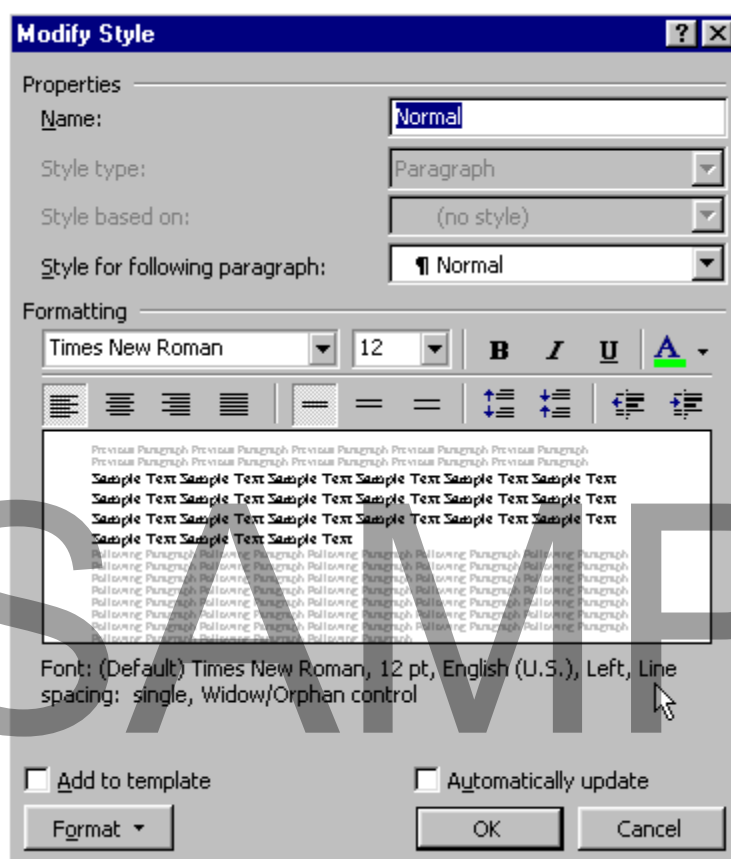
To alter a Style with the Modify Style dialog box:

- From the main menu, choose **Format > Styles and Formatting** to open the Styles and Formatting pane.

- Select a Style to be modified from the **Pick formatting to apply** area, right-click over the Style name, or click on the arrow to the right of the Style name.
- From the pop up box that appears, select **Modify**:



- This will open the **Modify Style** dialog box:

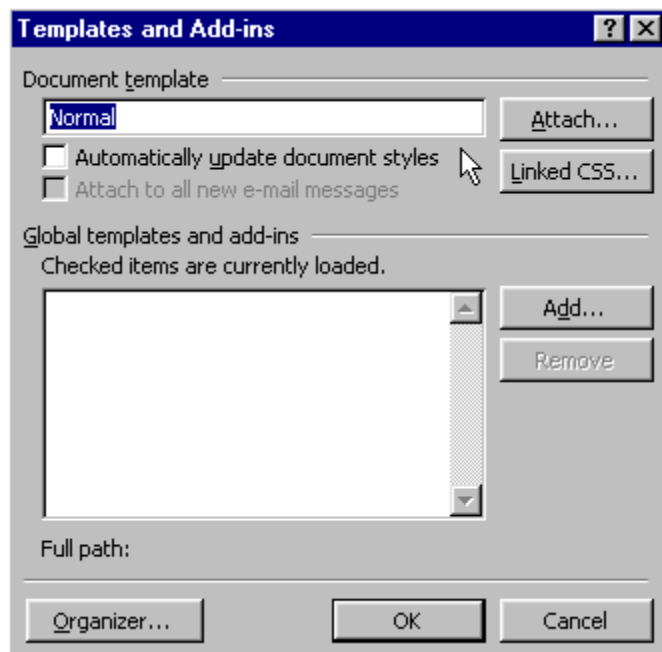


- The selected Style name will appear in the **Name** field, the settings for the Style are listed within the **Description** area, and the appearance of the Style in the documents can be seen in the **Preview** area.

- When a **Style** is altered, the alteration is applied throughout the existing document wherever the Style was used. If the altered Style is added to a template, all new documents based on the templates will contain the change.

To have the Style alteration be applied immediately:

- Save the template that the Style was altered in.
- Open a document that is set from the template with the altered Styles.
- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box:

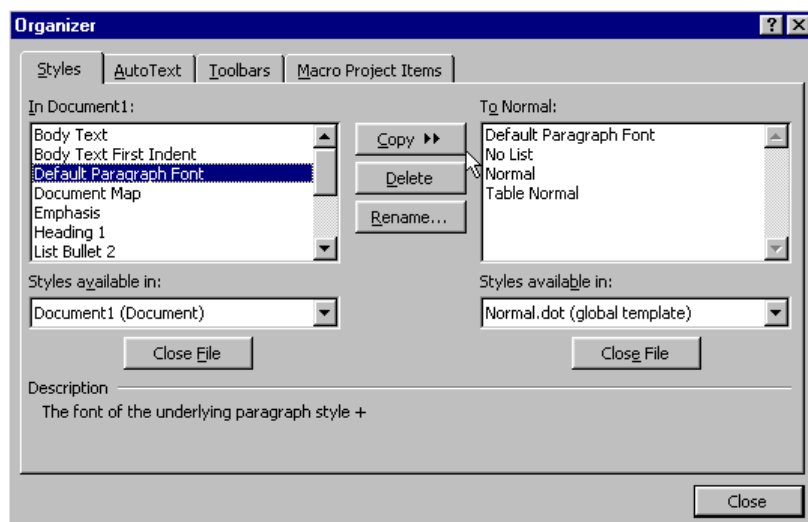


- Select the Automatically update document Styles checkbox.
- Click **OK**, and Word will update the document and reformat according to the Style alterations.

Organizing Styles

- From the main menu, choose **Tools > Templates and Add-Ins** to open the **Templates and Add-Ins** dialog box.
- Click the **Organizer** button to open the **Organizer** dialog box:

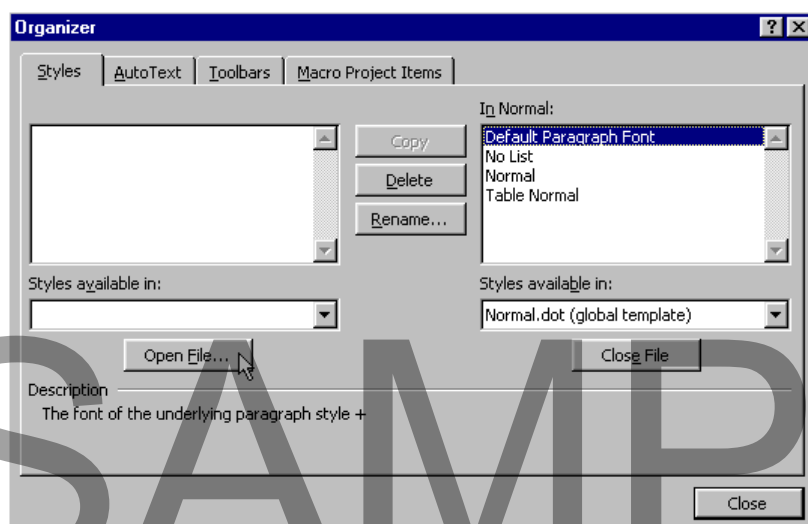
SAMPLE



- In the **Styles** tab, the window on the left shows all Styles that are within the current document, while the window on the right shows the Styles that match the normal template.
- Select a **Style** from either window

OR click **Copy**, **Delete** or **Rename** to alter and organize the Style as required.

- Click the **Close File** button under either window, the window will go blank and the button will alter to say **Open File**:



- Click the **Open File** button, and the **Open dialog box** will appear, along with a current list of document templates from the Templates folder.

To open a template file:

- Select the template name and click **Open**.
- To open a document, select **Word Document** from the **Files of type** field.
- Select the document name and click **Open**.

- Repeat for the other window in the **Organize** dialog box, and proceed to **Copy**, **Delete** or **Rename** Styles from the new files.

Review Questions

How would you:

- Use Templates?
- Access Library Templates?
- Access Microsoft Templates?
- Use the Normal Template?
- Create a Template from an Existing Document?
- Create a Template from an Existing Template?
- Modify a Template?
- Use a Global Template?
- Use Styles?
- Create Styles?
- Apply Styles?
- Modify Styles?
- Organize Styles?

SAMPLE

Tables

When you have completed this learning module you will have seen how to:

- Merge Cells in a Table
- Sort Data
- Perform Calculations
- Create a Chart based on Table Data
- Modify a Chart based on Table Data
- Convert Text into a Table
- Open an Excel Table
- Link Excel Data in a Table

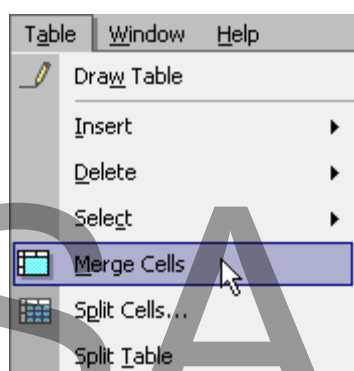
Edit Cells and Charts

Merging Cells in a Table

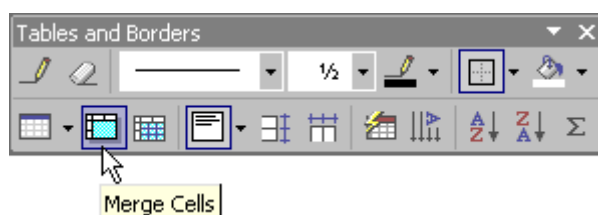
- When **cells** are created to separate information, that information may need to be merged at a later date.
- This can be useful when there might not be enough **horizontal space** for the **table columns**, but there is enough **vertical space** to wrap text within a column.

To Merge Cells in a Table:

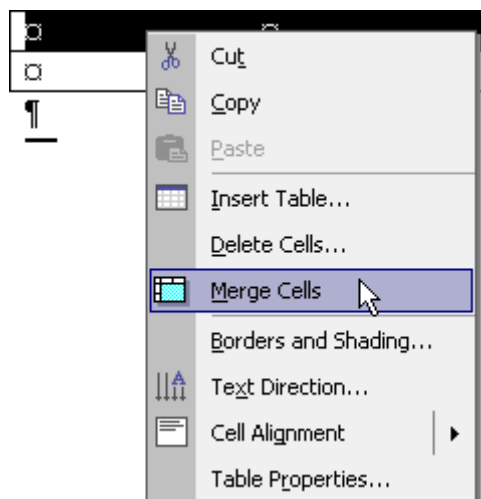
- Select the cells to be merged.
- From the main menu, choose **Table > Merge Cells**:



- Click the **Merge Cells** button in the **Tables and Borders** toolbar:



- Right-click on the selected cells and select **Merge Cells** from the pop-up menu:



- The selected **cells** within a row will now be combined within a **single cell**, with the separated information now divided by a **paragraph marker**.
- The width of the **row** is not altered, neither is the **width of other cells** from the same **column** that were not selected:

Event 1	Jane Doe	status
Event 2	Jack Smith	status

Event 1 Jane Doe		status
Event 2	Jack Smith	status

Sorting Data

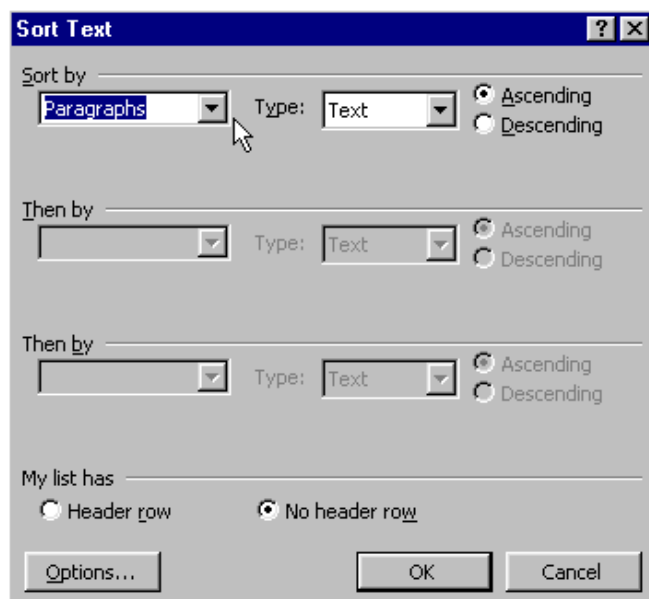
To sort a list by alphabet:

- Select the Sort Ascending or Sort Descending buttons on the Tables and Borders toolbar.

To have more sorting control and options:

- From the main menu, choose **Table > Sort** to open the **Sort** dialog box:

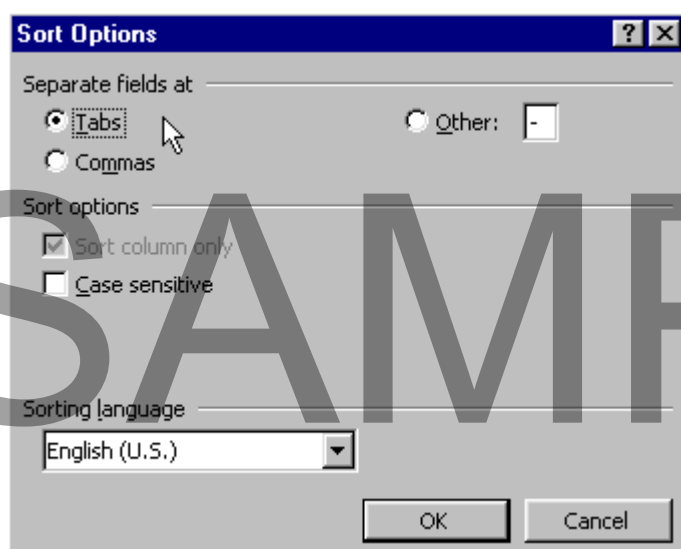
SAMPLE



- Up to three levels of sorting can be applied to a **table**.

Example: If there are three columns containing a company name, the company city, and status of the company, Word can sort by the company name, then by the city, and then by the status.

- To make sure that a header row is not included within a sort, in the **My list has** area of the **Sort** dialog box, select **Header row**. This will tell Word that there is a header row in the table, and the top row will not be included in the sort.
- Select the **Options** button to open the **Sort Options** dialog box:



- This dialog box refines a **Sort** even further.
- If multiple columns were selected, you can set a single column to be sorted by selecting the **Sort column only** option.

- Typically, a sort is not case sensitive. So, the words **smith** and **Smith** will appear together. To have those separated, select the **Case Sensitive** option.

Performing Calculations

- A **Word table** can be used as a spreadsheet to calculate a series of numbers.

To add a list of numbers:

- Click to place an insertion point over an empty cell either under or to the right of the list of numbers you want to add.

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	

- Click on the **AutoSum** button in the **Tables and Borders** toolbar:

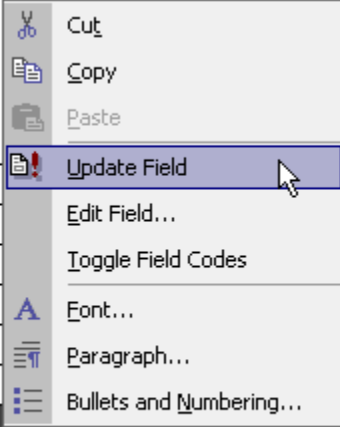


- Word** will insert within the selected cell a field containing a **{SUM}** function that will automatically calculate the cells above or to the left of the field:

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

- The calculation is entered as a field, and can be updated automatically if any numbers are altered in the table.
- Simply select the field, right-click on it and select **Update Field** from the pop-up menu:

No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	16
Total number of calls	122



Creating a Chart based on Table Data

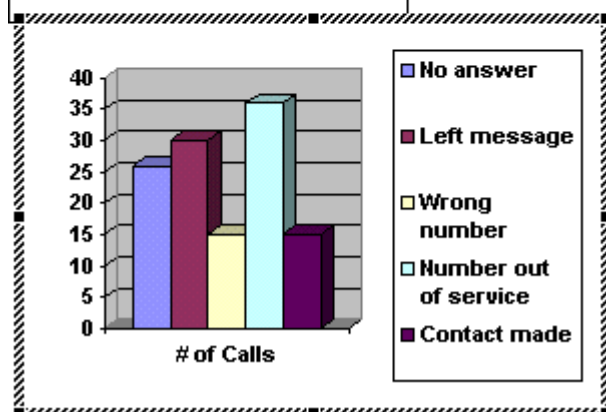
- Select the information in the **table** to create a **chart**.
- Always include at least **one header row** or **header column** within the selection, as this will set the chart definitions.
- Try not to include **cells, rows or columns** containing totals because this can alter the scale of a graph.
- Select only the data that is needed, any empty rows or columns that are selected can alter a true representation in a chart:

Call Detail	# of Calls
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15

- From the main menu, choose **Insert > Picture > Chart**.
- This causes Word to enter **Microsoft Graph** mode, and will insert a 3D column chart (based on the selected data) below the existing table in a floating frame:

SAMPLE

Call Detail	# of Calls
No answer	26
Left message	30
Wrong number	15
Number out of service	36
Contact made	15
Total number of calls	122

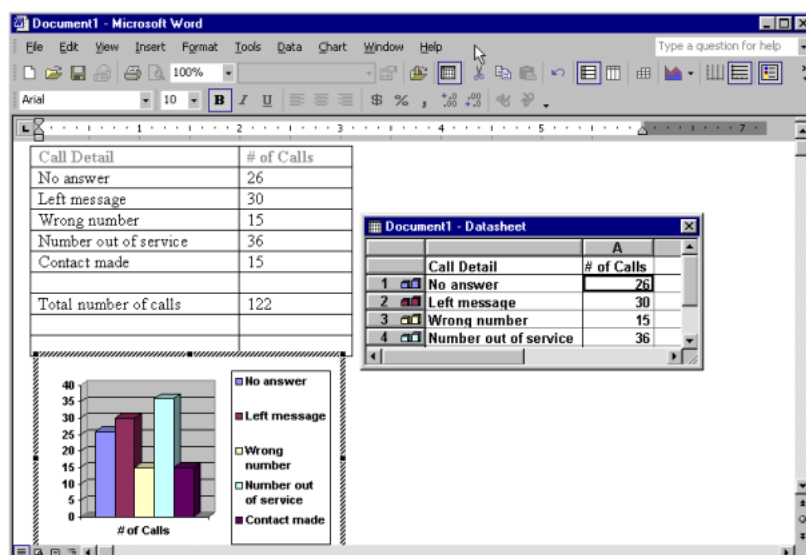


- A **Datasheet** window also opens, showing an **Excel-type** view of the data:

	A	B	C	D	E
	Call Detail	# of Calls			
1	No answer	26			
2	Left messa	30			
3	Wrong num	15			
4	Number o	36			

- The **Graph toolbars** and **menus** will temporarily replace the **standard toolbars and menus**, as long as the chart is selected. While the chart is selected, you will be working in the **Graph** mode:

SAMPLE

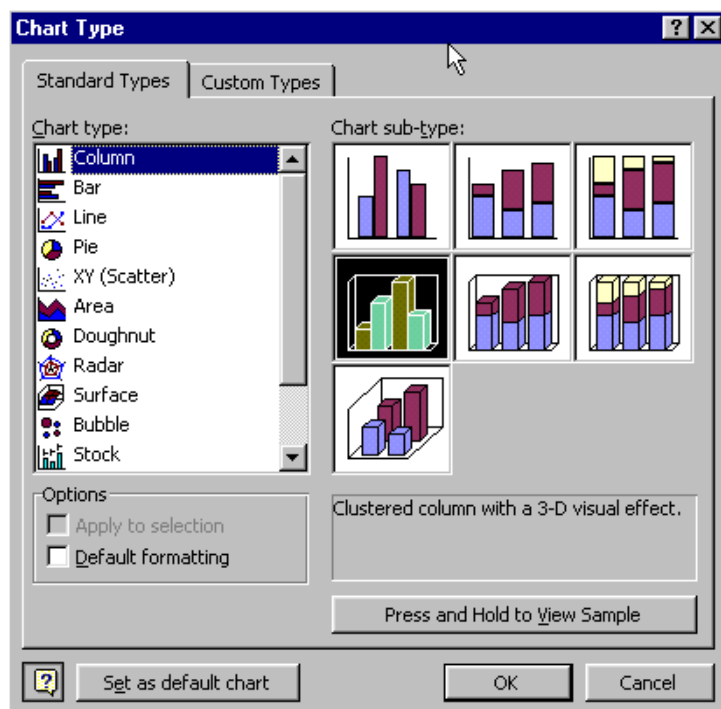


- Click outside of a chart to return to the normal **Word** mode, and click on the chart to return to the Graph mode.

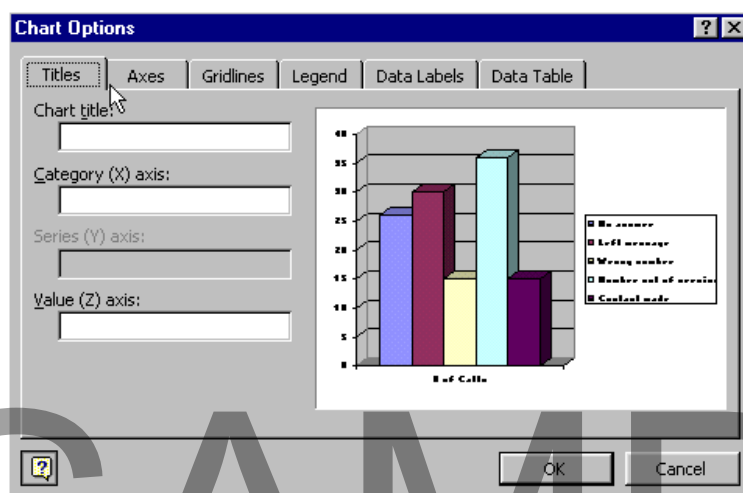
Modifying a Chart based on Table Data

- The **Graph** mode toolbars and menus give you a variety of editing tools to apply to a chart. You can format a chart or its elements, alter the data within the chart, add or alter elements of the chart, as well as add background patterns, shading or pictures to the chart.
- The **Graph** mode toolbar and main menu are basically the same as the Word standard toolbar and main menu, but they feature only items that relate specifically to the chart.
- From the main menu, choose **Chart > Chart Type** to open the **Chart Type** dialog box:

SAMPLE



- The **Chart Type** dialog box allows you to select the type of chart.
- From the main menu, choose **Chart > Chart Options** to open the **Chart Options** dialog box:



- The **Chart Options** dialog box features various tabs that allow you to set a variety of options.

Title tab - Enables you to set the title of the chart, as well as the **X**, **Y** and **Z axis** names.

Axes tab - Enables you to set the primary axis on specific information.

Gridlines tab - Enables you to set the background chart gridlines on the **X**, **Y** or **Z axes**.

Legend tab - Enables you to set where the chart legend will appear in

relation to the chart.

Data Labels tab - Enables you to set specific data labels for each portion in the chart.

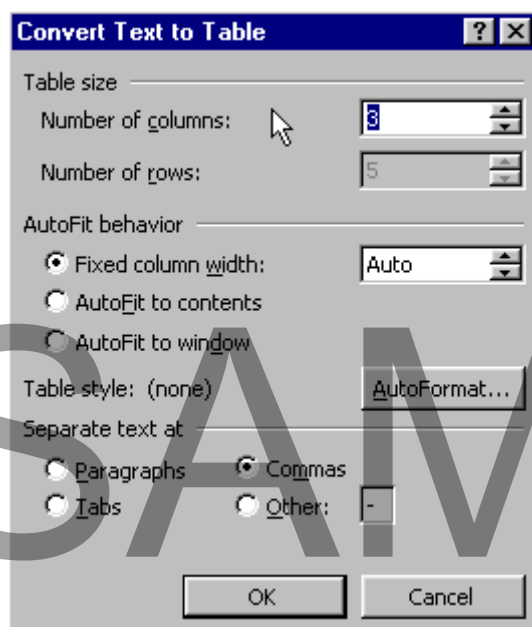
Data Table tab - Enables you to select whether or not to have the data table visible with the chart.

Converting Tabbed Text into a Table

- Confirm that the text has separator characters that Word can use to understand where new cells and rows should occur.
- Tabs or commas are the most common separators to use for new cell locations, and paragraph marks are the most common separators for new rows.
- Select the text to be converted:

```
ABC Company, James Black, President
ABC Company, Jill Black, Vice-President
ABC Company, Paul White, CEO
ABC Company, Jack Sprat, VP Sales
ABC Company, Barb Smith, CFO
```

- From the main menu, choose **Table > Convert > Text to Table** to open the **Convert Text to Table** dialog box:



- The dialog box will automatically set **Table size** options, the number of columns and rows required to place the text effectively into a table.
- The dialog box will also automatically have the **Separate Text at** option selected, because it can read the text before converting.
- Alter the **AutoFit behavior** options as required.

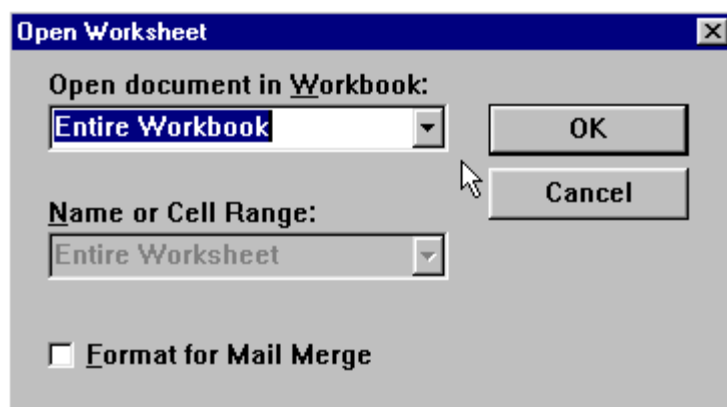
- Click **OK**, and the text will be converted into a table and can be used and altered as necessary:

ABC Company	James Black	President
ABC Company	Jill Black	Vice-President
ABC Company	Paul White	CEO
ABC Company	Jack Sprat	VP Sales
ABC Company	Barb Smith	CFO

Excel Tables

Opening an Excel Table

- Create a table in the Word document that you want to insert Excel data into.
- From the main menu, choose **Insert > File** to open the **Insert File** dialog box.
- Select the Excel file to be inserted into the table. The **Open Worksheet** dialog box will open:



- If you want to open the entire **Excel workbook**, select Entire Workbook. If you only want to open one sheet within the workbook, select the name of the sheet in the **top and bottom field**.
- This will be a relatively slow process if no definitions have been preset in terms of **creating labels or envelopes**.

Linking Excel Data in a Table

- Start **Excel application**, then open the **Excel worksheet** that data will be linked from.
- Select and copy the information in the **Excel sheet**:

	A	B
1	Call Information	# of Calls
2	No answer	26
3	Left message	30
4	Wrong number	15
5	Number out of service	36
6	Contact made	15

- Open the Word document, and **insert a chart**.
- Select the datasheet in **Graph mode**.
- From the main menu, choose **Edit > Paste Link**.
- If there is already information in the datasheet, a dialog box will open asking if the information should be overwritten by the linked information.
- Click **OK**.
- The copied information from the **Excel sheet** will now appear in the datasheet, and will be represented in the chart.
- Updating will not occur automatically unless **Excel and Word** are open, and Word is in the **Graph mode**.

Review Questions

How would you:

- Merge Cells in a Table?
- Sort Data?
- Perform Calculations?
- Create a Chart based on Table Data?
- Modify a Chart based on Table Data?
- Convert Text into a Table?
- Open an Excel Table?
- Link Excel Data in a Table?

SAMPLE

Graphics

When you have completed this learning module you will have seen how to:

- Use Graphics
- Insert ClipArt Images
- Add AutoShapes
- Insert WordArt
- Insert an Organization Chart

Include Graphics

Using Graphics

- Word has a highly capable system that **imports and edits** graphics within a document.
- **Graphics** that can be added include images on file, **scanned pictures**, digital clip art, charts, as well as hand-drawn images.
- Graphics within a document allow you to emphasize **a point, add detail, or simply spice up a document** to grab attention.

Inserting a Clip Art Image

- From the main menu, choose **Insert > Picture > Clip Art** to open the **Clip Art** side pane:



- The **Search text** field allows you to enter one or more words pertaining to a specific subject.
- Click the Search button to begin the search.

- Thumbnail pictures of the images will appear.

To insert a picture:

- Click on the thumbnail image or click and drag the image onto the page.

To search again:

- Click the **Modify** button to return to the search area.

Adding an AutoShape

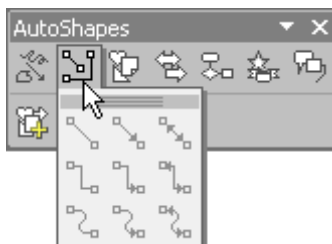
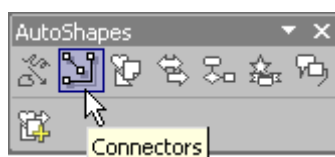
- From the main menu, choose **Insert > Picture > AutoShapes** to open the **AutoShapes** toolbox:

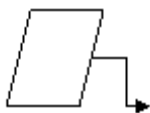


- **AutoShapes** are basically pre-grouped and organized clip art images.
- Every **AutoShape** features a green handle that you can use to rotate the shape. The usual handles for resizing a shape are also available on all corners and sides of the AutoShape.
- The **Lines** button inserts straight or hand-drawn lines into the document:

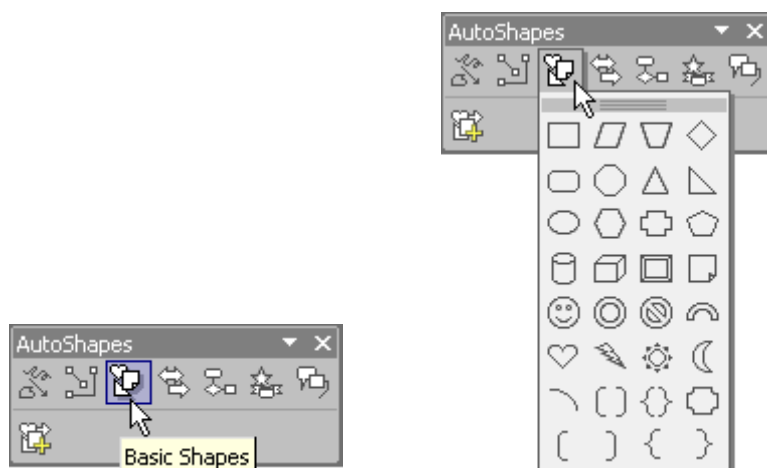


- The **Connectors** button connects lines or arrows to act as a connection between an item and its description:

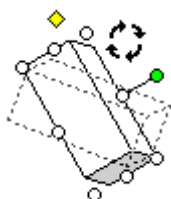




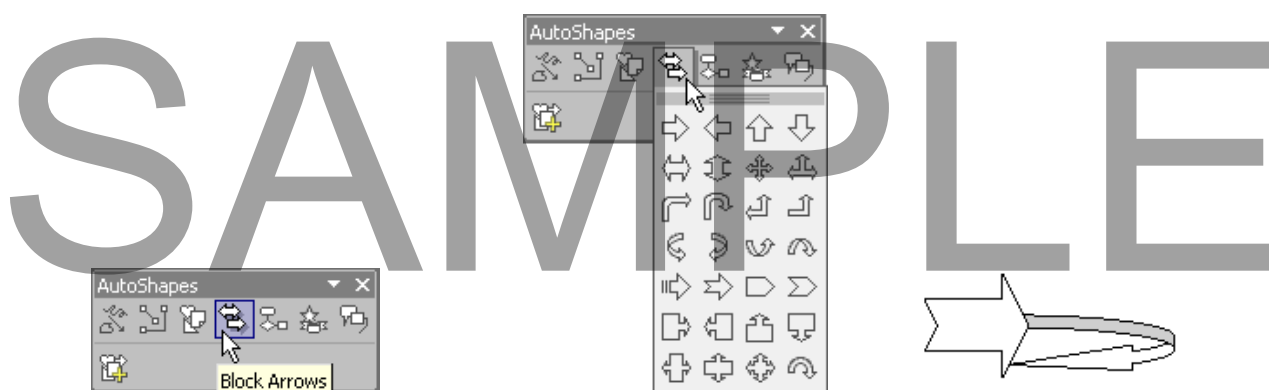
- The **Basic Shapes** button creates basic drawing shapes, including circles, a happy face or a lightning bolt:



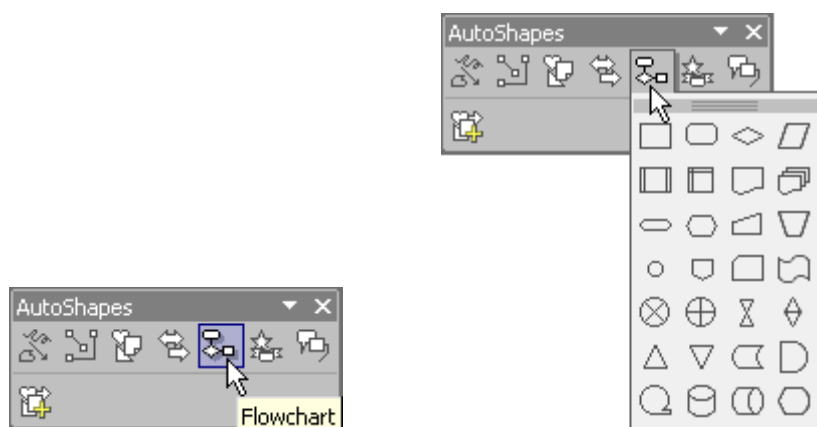
- The green handle allows you to rotate any of the **Auto shapes**, in a circular direction, pivoting on its central axis:



- The **Block Arrows** button inserts a variety of arrows that are block style, rather than a single line:

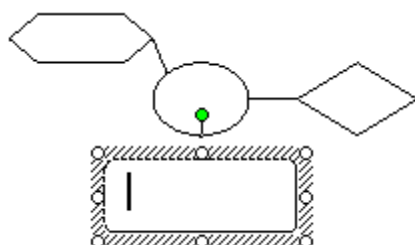


- The **Flowchart** button selects a variety of flowchart text boxes that can be connected with the **Connectors** tool:

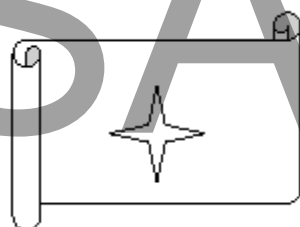


To enter text into a flow chart image:

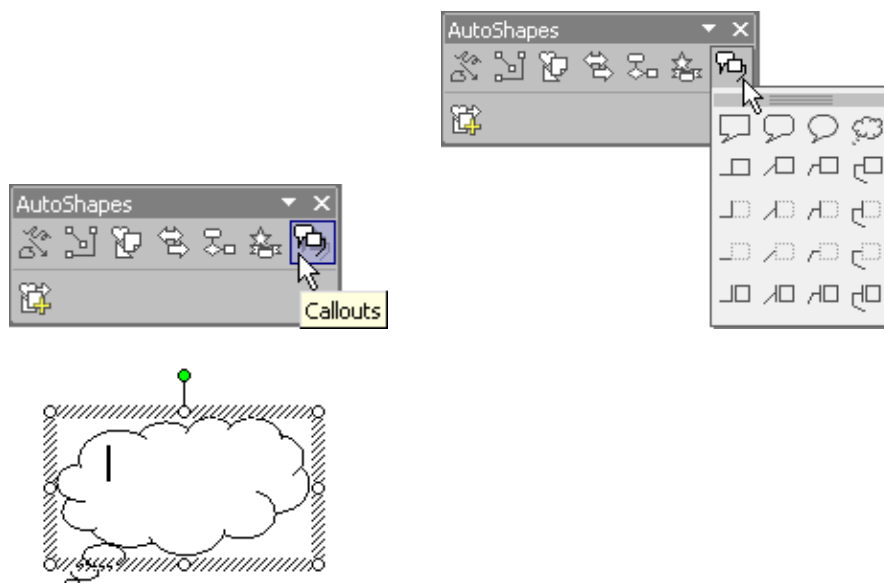
- Right-click on the image and select **Enter Text** from the pop-up menu. A text insertion point will appear within the image. Place the cursor over each **Flowchart** item to see its description for usage.



- The **Stars and Banners** button allows you to select from a variety of star and banner images:



- The **Callouts** button allows you to select from a variety of text “balloons”:

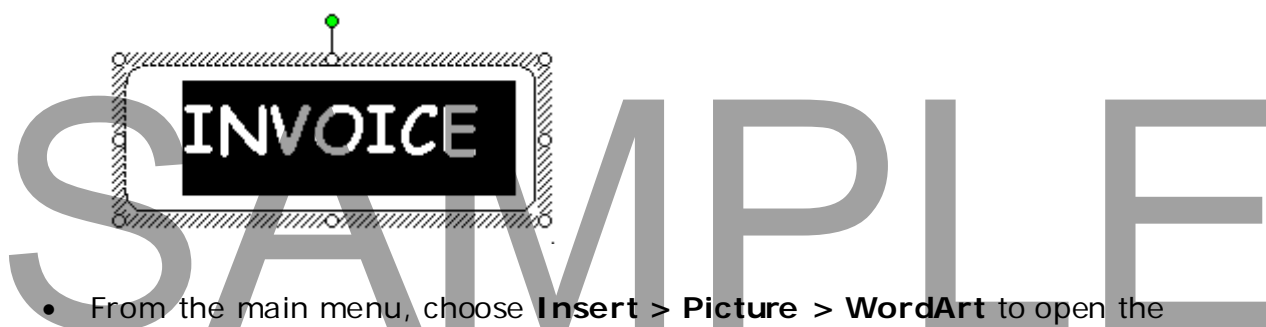


- The **More AutoShapes** button will open the **Clip art** panel where you can search for more shapes to insert:

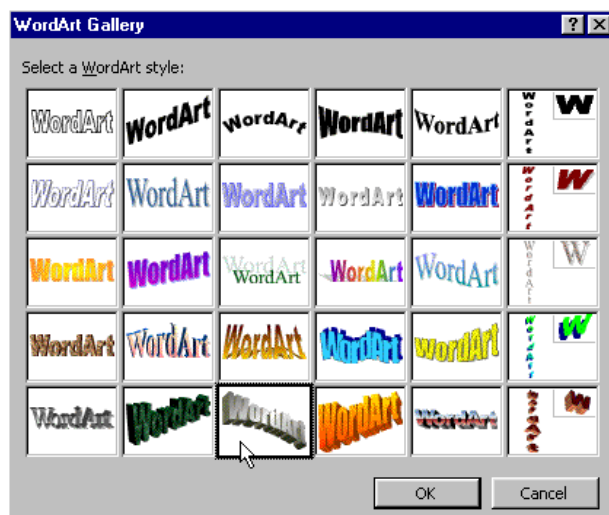


Inserting WordArt

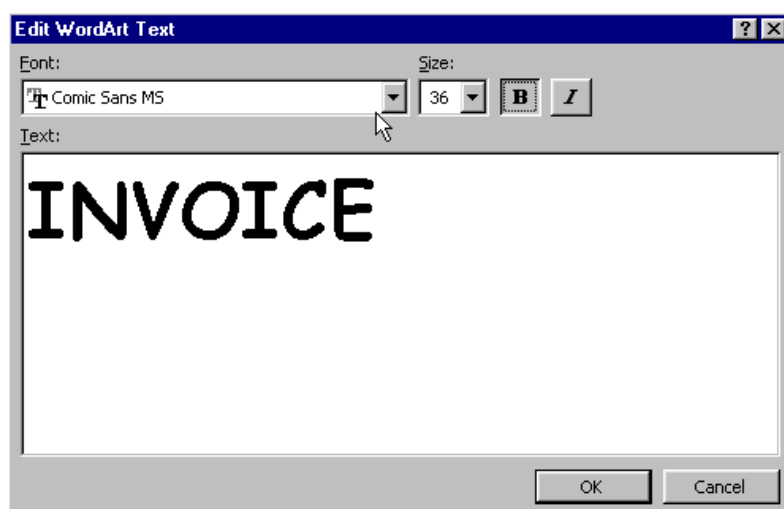
- **WordArt** is an excellent tool for adding extra emphasis on text.
- Select the text that you want to apply the **WordArt** to:



- From the main menu, choose **Insert > Picture > WordArt** to open the **WordArt Gallery** dialog box:



- Select the style of WordArt to apply to the selected text.
- Click **OK**.
- This will open the **Edit WordArt Text** dialog box so you can alter the font, size and basic style:



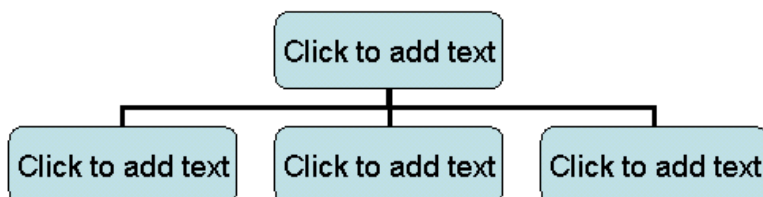
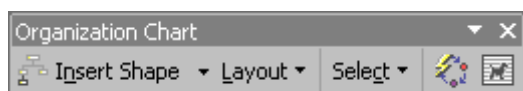
- Click **OK**.
- The previously selected text will now appear with the **WordArt Style**:



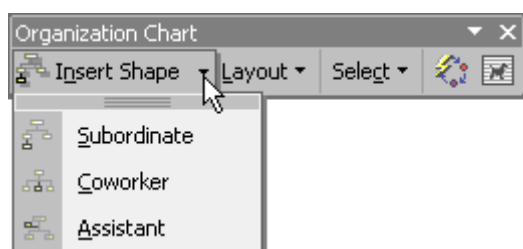
SAMPLE

Inserting an Organization Chart

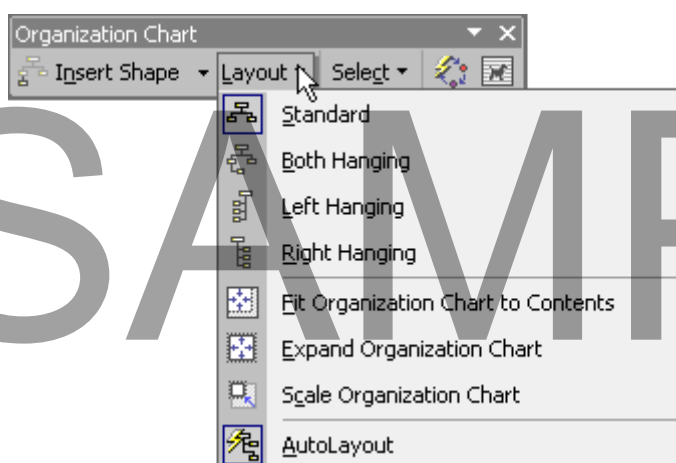
- The **Organization Chart** option allows you to create a chart containing as many branches as required, from a base chart.
- From the main menu, choose **Insert > Picture > Organization Chart**.
- The base chart will open on the page, along with the **Organization Chart** toolbox:



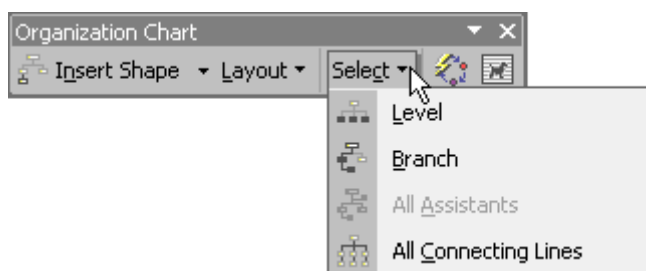
- The **Insert Shape** option allows you select the type of organization level to add: **Subordinate**, **Coworker** or **Assistant**:



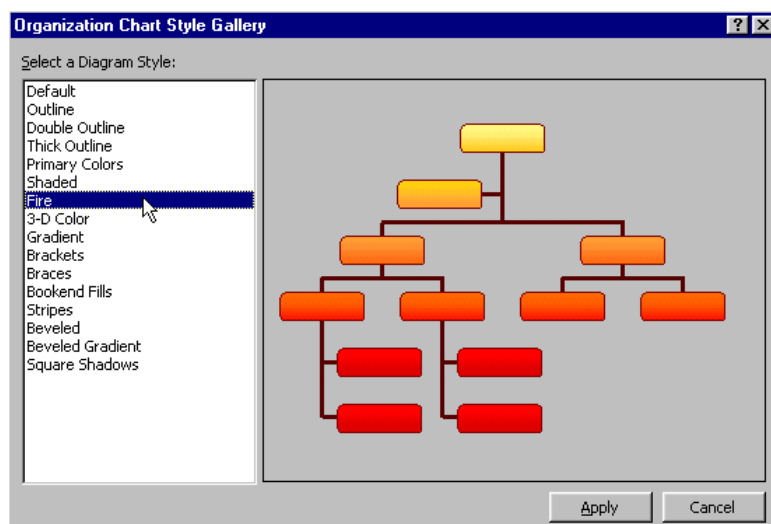
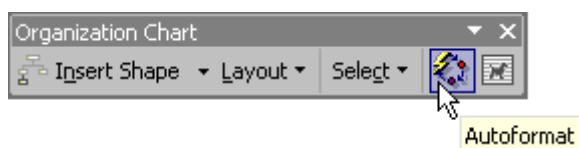
- The **Layout** option allows you to select how the chart should be organized, and outline its appearance:



- The **Select** option allows you to select a particular **Level**, **Branch**, **All Assistants** or **All Connecting Lines** to work on and edit simultaneously:

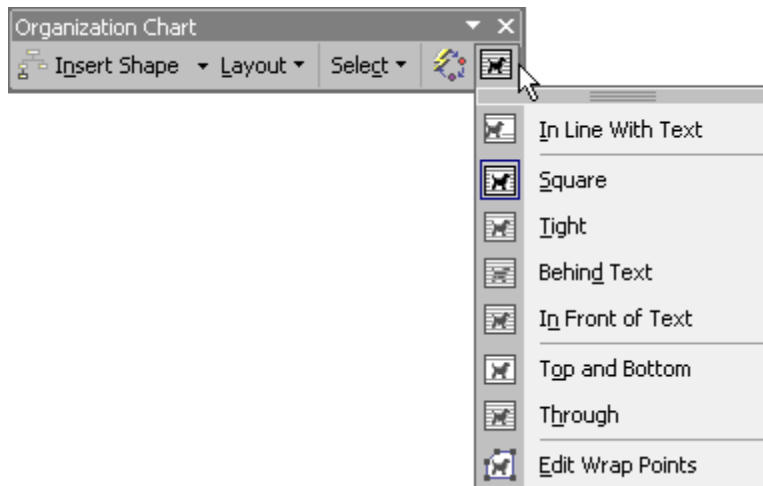


- The **AutoFormat** option will open the **Organization Chart Style Gallery** dialog box. The style of the diagram can be selected from the left side, and a preview of the style will appear on the right side:



- The **Text Wrapping** option allows you to set how text will appear and wrap:





Review Questions

How would you:

- Use Graphics?
- Insert ClipArt Images?
- Add AutoShapes?
- Insert WordArt?
- Insert an Organization Chart?

SAMPLE

Text

When you have completed this learning module you will have seen how to:

- Enter Text
- Use Automatic Text Features
- Format Text into Columns
- Control Text within a Column
- Wrap Text around a Graphic
- Delete Blocks of Text
- Move Text
- Copy Text
- Copy Multiple Items
- Apply Character Formats
- Change Fonts
- Change Font Size
- Add Effects to Text
- Change Text Colour
- Reuse Formatting

Insert Text

Entering Text

- **Text** can be entered manually anywhere on a blank page by double-clicking to place the insertion point.
- Once entered, text can be **cut and pasted** into an area, and by selecting the text, **clicking and dragging**, it can be moved anywhere on the page.
- **AutoText** can also be entered into a document, be it preset and often-used greetings, paragraph starters, etc.

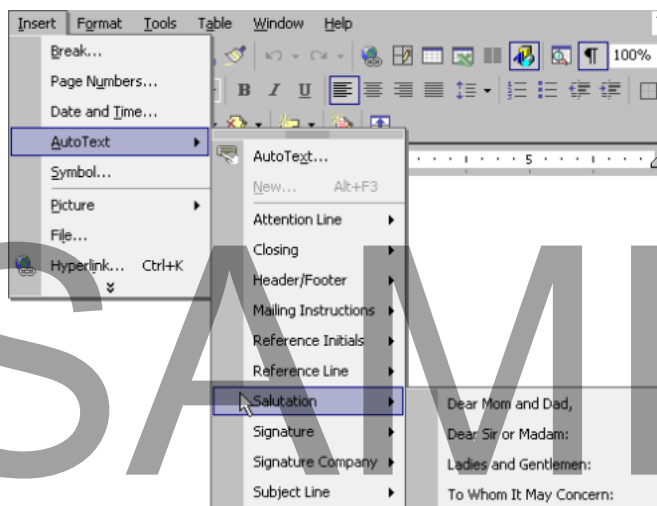
Using Automatic Text Features

- From the main menu, choose **Insert > AutoText > AutoText** to open the **AutoCorrect** dialog box set to the **AutoText** tab:

SAMPLE



- Select the AutoText to be inserted into the document from the window under the **Enter AutoText entries here** field.
- For more selections, from the main menu, choose **Insert > AutoText** and select from a title to view various options:

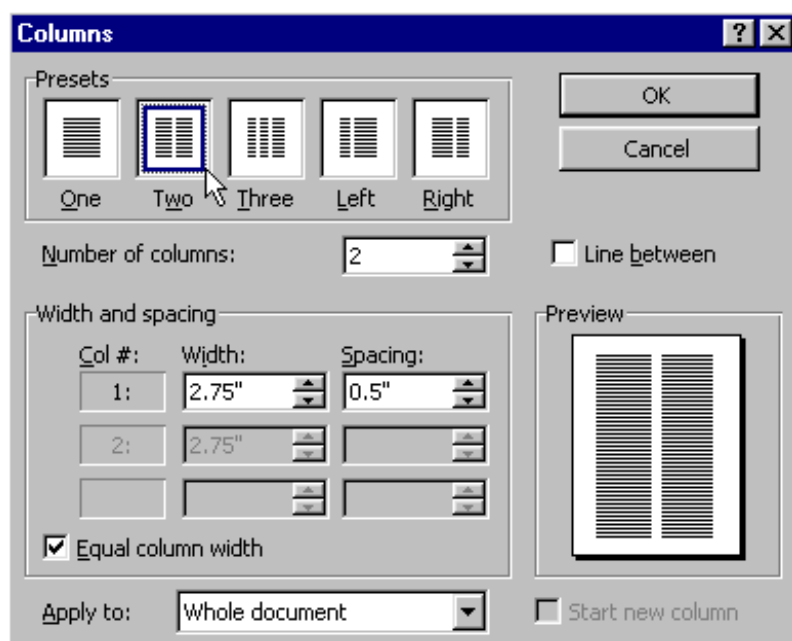


- **Attention Line** - Allows you to insert a line stating that the letter is specifically for someone.
- **Closing** - Allows you to select a closing line for a letter.
- **Header/Footer** - Allows you to select automatic headers and footers.
- **Mailing Instructions** - Allows you to select a specific instruction for handling.

- **Reference Initials** - Allows you to insert initials.
- **Salutation** - Allows you to select a greeting for a letter.
- **Signature** - Allows you to select an automatic signature.
- **Signature Company** - Allows you to select a company signature.
- **Subject Line** - Allows you to insert a subject line into the letter.

Formatting Text into Columns

- From the main menu, choose **Format > Columns** to open the **Columns** dialog box:



- The **Presets** area allows you to select **One**, **Two** or **Three** column setting, as well as choose from two columns formats that have the **Left** or **Right** column smaller than the other:

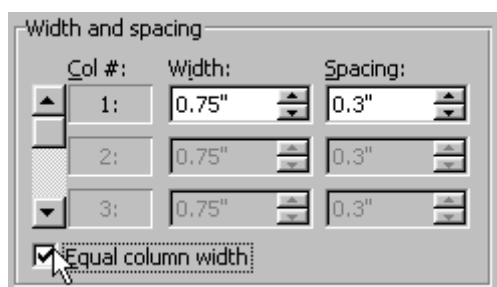


- The **Number of columns** scroll area allows you to select from 1 to 12 columns to insert into the document:

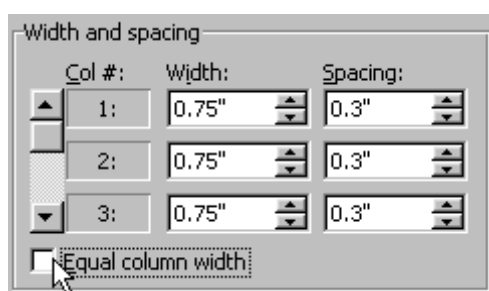


- The **Width and Spacing** options area allows you to set the width of a column, and the spacing between columns. Typically, to keep columns readable, **Spacing** should be set between **0.25"** and **0.5"**. The default setting is **0.5"**. The spacing should be wider if the **Line between** option is selected, to allow for extra space between the line and the column. If the

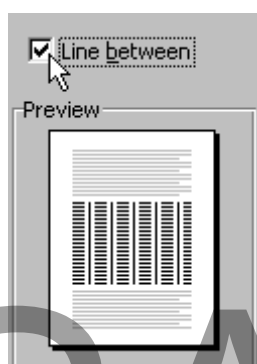
Equal column width checkbox is selected, only the first column can be adjusted. All others will be the same size:



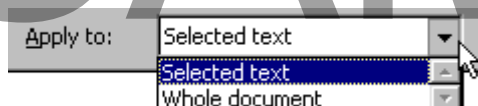
- If the **Equal column width** checkbox is not selected, then all columns can be altered:



- The **Line Between** checkbox allows you to add a line between columns, and the Preview pane will show a thumbnail image of the columns and how they look with various selections:



- The **Apply to** drop-down menu allows you to select how the columns will be applied, depending on how the cursor is placed within the text:

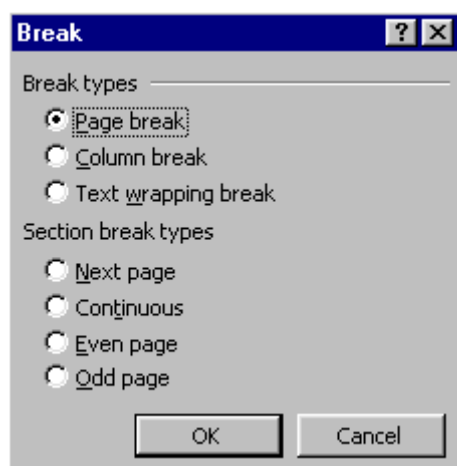


- **This section** – Allows you to have columns occur only in a pre-selected portion of the document.
- **Whole document** – Allows you to apply columns to the entire document.
- **Selected text** – Allows you to apply the columns to only a portion of selected text.

- **This point forward** – Allows you to have the columns start after the insertion point within the document.
- Once done, click **OK** and the columns will be applied to the document.
- Typically, it is best to select the columns before entering text, as reformatting can be extensive. However, columns can be added to a document at any point.

Controlling Text within a Column


- Text should be balanced within columns, to make the columns look better and easier to read.
- Click to set the insertion point at the end of the text that needs to be balanced.
- From the main menu, choose **Insert > Break** to open the **Break** dialog box:



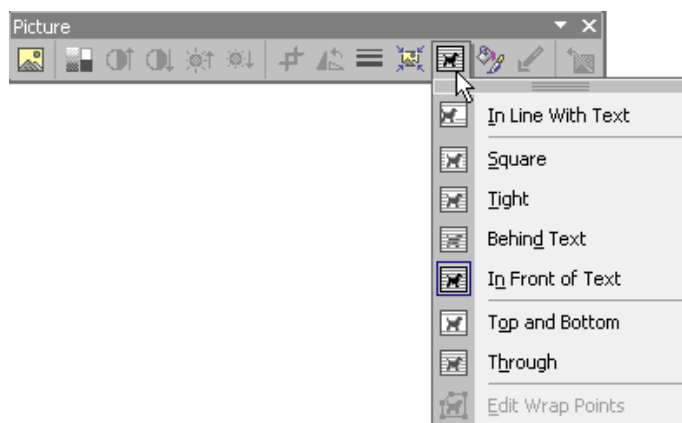
- Under the Section break types options, select Continuous.
- Click **OK**.
- The section will now be broken and the text in the columns should appear even.

Wrapping Text around a Graphic

- When an image is placed within a line of text, it will be treated as a part of the line. This is called **“in line with text”**:

The pie  was sitting on the table

- From the main menu, select **View > Toolbars > Picture** to open the **Picture** toolbar, and select the **Text Wrapping** button:



- **In Line With Text** - This is the default setting, which places the image within the line of text, as mentioned above.
- **Square** - Allows you to wrap text to the left and the right of the box holding the image. If the image is at the left margin, this will wrap only to the right:

The pie was sitting on the it. We had ice cream in the fridge to drink with it. The helped to make it in some made the ice cream to go mother with the crust, and together.



table, waiting to cool before we could eat freezer to eat with the pie, and milk in the pie was strawberry and rhubarb, and we all way. Sally collected the eggs, John and I along with the pie, Karen had helped Terrance had helped to stir the ingredients

- **Tight** - Allows you to wrap the text around the left and right edges of the image itself, not the box holding the image:

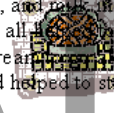
The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the The pie was strawberry and some way. Sally collected the along with the pie, Karen had Terrance had helped to stir the



pie, and milk in the fridge to drink with it. rhubarb, and we all helped to make it in eggs, John and I made the ice cream to go helped mother with the crust, and ingredients together.

- **Behind Text** - Allows you to have text appear on top of the image. This is the setting to use when working with watermark images:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



- **In Front of Text** - Allows you to have the image appear on top of the text:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, a the fridge to drink with it. The pie was strawberry and rhubarb, and we al make it in some way. Sally collected the eggs, John and I made the ice cre ng with the pie, Karen had helped mother with the crust, and Terrance had l the ingredients together.



- **Top and Bottom** - Allows you to force the text to stop when it reaches the top of the image, and begin again underneath the image. No text will appear on either side of the image:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream



in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.

- **Through** - Similar to the **Tight** option, except the outer boundary of the wrap is not set, and can be altered with the **Edit Wrap Points** option:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



- **Edit Wrap Points** - Allows you to have text wrap around the corners of an image in a precise way, by manually altering the wrapping boundary either outward to move text away from the image, or inward to pull text closer to the image:

The pie was sitting on the table, waiting to cool before we could eat it. We had ice cream in the freezer to eat with the pie, and milk in the fridge to drink with it. The pie was strawberry and rhubarb, and we all helped to make it in some way. Sally collected the eggs, John and I made the ice cream to go along with the pie, Karen had helped mother with the crust, and Terrance had helped to stir the ingredients together.



Text Editing

Deleting Blocks of Text

To remove text from a document:

- Click and drag to select an entire sentence or paragraph.
- With the text highlighted, press the **Backspace** button on the keyboard

OR press the **Delete** button on the keyboard

OR right-click on the highlighted text and select **Cut**

OR from the main menu, choose **Edit > Cut**

OR from the main menu, choose **Edit > Clear** and select either **Formats** or **Contents** to be removed.

Moving Text

- Select the text to be moved:

The fox jumped over the red hen. The red hen crawled under the fence and the car.

- From the main menu, choose **Edit > Cut**

OR right-click on the selected text and choose **Cut** from the pop-up menu:

The fox jumped over the red hen. The red hen crawled under the fence

- Click to place the insertion point where the text is being moved.
- From the main menu, choose **Edit > Paste**

OR right-click on the area where the text is being moved and select **Paste** from the pop-up menu:

The fox jumped over the red hen and the car. The red hen crawled under the fence.

Copying Text

- Select the text to be copied:

The cat ran through the woods. The dog ran through the kitchen and sniffed the air.

- From the main menu, choose **Edit > Copy**

OR right-click on the selected text and choose **Copy** from the pop-up menu.

- Click to place the insertion point where the text is being moved to.
- From the main menu, choose **Edit > Paste**

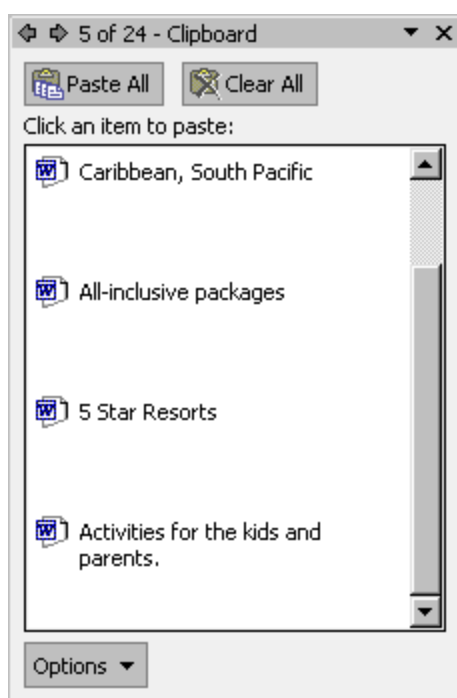
OR right-click on the area where the text is being moved to and select **Paste**

from the pop-up menu:

The cat ran through the
woods and sniffed the air.
The dog ran through the
kitchen and sniffed the air.

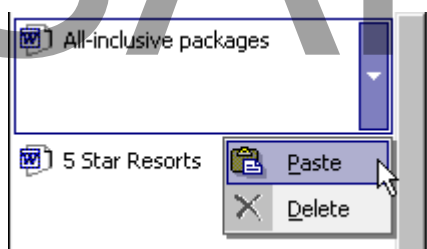
Copying Multiple Items

- When something is copied, it is automatically placed in the **Office Clipboard** side pane.
- From the main menu, choose **Edit > Office Clipboard** to view the **Clipboard** pane:



To work with multiple items and text:

- Simply select them from the Clipboard pane. Ensure that the insertion point is placed at the appropriate area in the document, and select **Paste** from the drop-down arrow at the side of the selected **Clipboard** item:

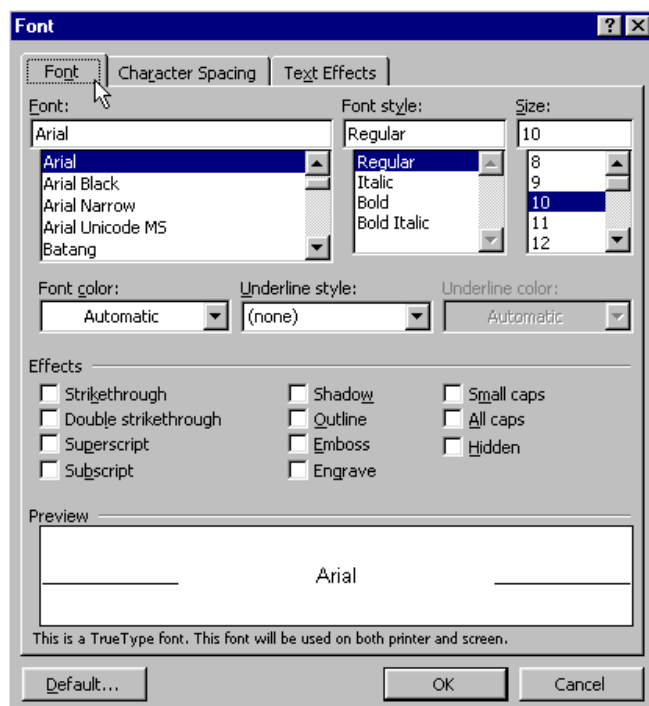


- This way, many items can be copied one after another from the document, and can all be pasted at the same time.

Text Formatting

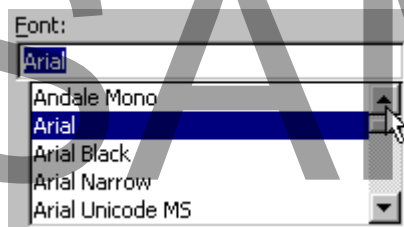
Applying Character Formats

- The **Format** options in the main menu alter the style of text from within the **Font** dialog box:



Changing the Font

- Select the **text** to which the font will be changed.
- From the main menu, choose **Format > Font** to open the **Font** dialog box.
- In the **Font** scroll through field, select the font:

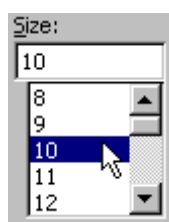


- Click **OK** to apply the changes to the text.

Changing Font Size

- Select the text for which the size will be changed.
- From the main menu, choose **Format > Font** to open the **Font** dialog box.

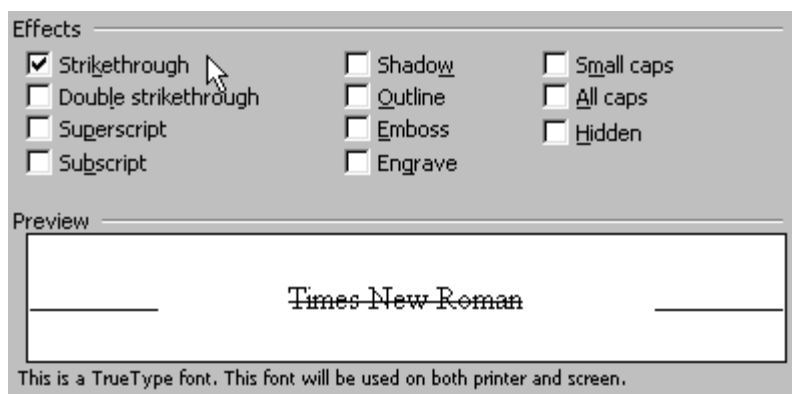
- In the **Size** scroll through field, select the required size for the text:



- Click **OK** to apply the changes to the text.

Adding an Effect to Text

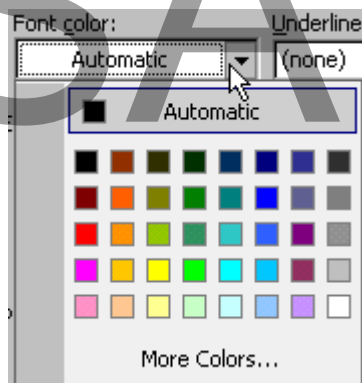
- Select **the text** to which the **effect** will be applied.
- From the main menu, choose **Format > Font** to open the **Font** dialog box.
- In the **Effects** options area, select the required effect for the text. Anything selected will be displayed in the **Preview** window:



- Click **OK** to apply the changes to the text.

Changing the Colour of Text

- Select the text to which the new colour will be applied.
- From the main menu, choose **Format > Font** to open the **Font** dialog box.
- In the **Font color** drop-down menu, select the desired colour for the text:



- Click **OK** to apply the changes to the text.

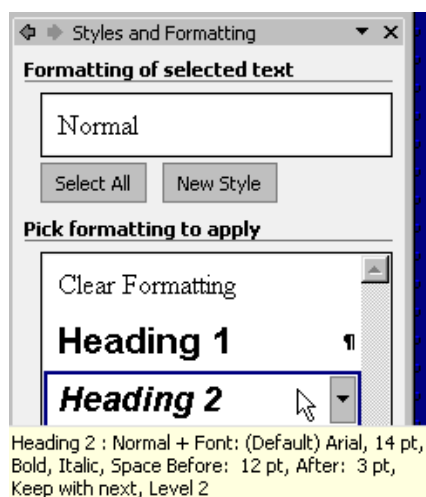
Reusing Formatting

- The **Styles and Formatting** pane automatically tracks all formatting that occurs within a document. This allows you to reuse specific formats that were created for earlier text areas, and apply those formats to new text areas.
- Select the text that you want to reformat:

All-inclusive packages

To reuse formatting:

- From the main menu, choose **Format > Styles and Formatting** to display the Styles and Formatting pane.
- Scroll through the **Pick formatting to apply** area to select the format to apply to the area of selected text. The format name will show the Style of the format:



- Click on the heading to adjust the selected text:

All-inclusive packages

Review Questions

How would you:

- Enter Text?
- Use Automatic Text Features?
- Format Text into Columns?
- Control Text within a Column?

- Wrap Text around a Graphic?
- Delete Blocks of Text?
- Move Text?
- Copy Text?
- Copy Multiple Items?
- Apply Character Formats?
- Change Fonts?
- Change Font Size?
- Add Effects to Text?
- Change Text Colour?
- Reuse Formatting?

SAMPLE

Envelopes and Labels

When you have completed this learning module you will have seen how to:

- Create Envelopes
- Use the Delivery Address field
- Use the Return Address field
- Add Electronic Postage
- Use Envelope Options
- Use Labels
- Create Labels
- Use Label Options
- Creating Custom Labels

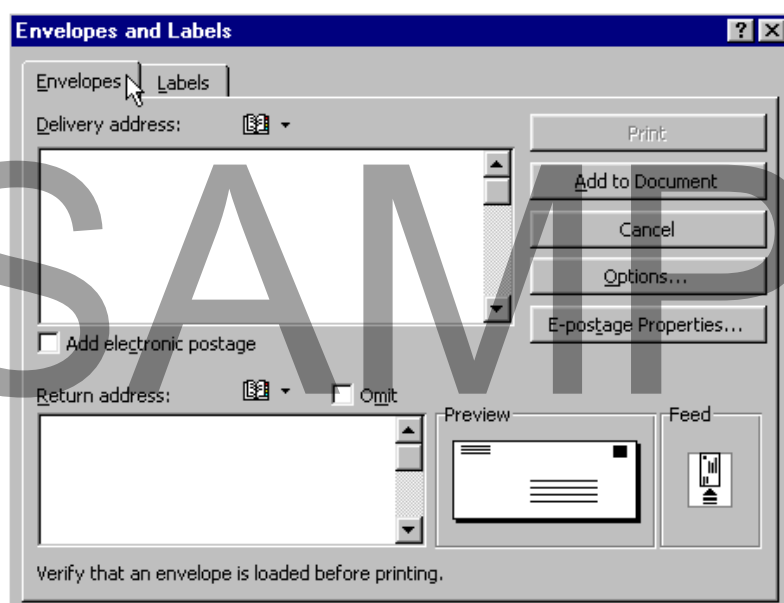
Envelopes

Creating Envelopes

- Word allows you to automatically create envelopes based on an address in a letter, on a contact, or on manually-entered address information.
- The **Envelopes and Labels** dialog box allows you to create envelopes based on past addresses and create new addresses.

To create envelopes:

- From the main menu, choose **Tools > Letters and Mailings > Envelopes and Labels** to open the Envelopes and Labels dialog box.
- Select the **Envelopes** tab:



Using the **Delivery address field**

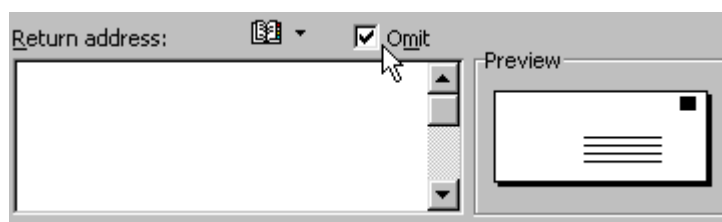
- If there is an address within the document, Word will look for it and insert it in the **Delivery address** field. If not, the view will remain blank.
- Manually enter the address information into the **Delivery address** field.

To use an address from Outlook Contacts:

- Select the **Address book** icon above the **Delivery address** field.
- The **Select Name** dialog box will open, listing all names within your **Contacts** folder.
- Select a name and click **OK**.
- The contact address will appear in the **Delivery address** field.

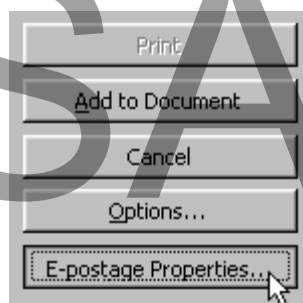
Using the **Return address field**

- If your address is entered in the **User Information** tab, Word will place it into the **Return address** field.
- From the main menu, choose **Tools > Options** and select the **User Information** tab to enter your information.
- Select the **Omit** checkbox above the **Return address** field if you do not want a return address added to the envelope. The **Preview** field will display the change to the envelope:



Adding Electronic Postage

- If you are connected to **E-postage** via the Web, you can automatically attach **E-postage** amounts to the envelope by clicking on the **E-postage Properties** button:



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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