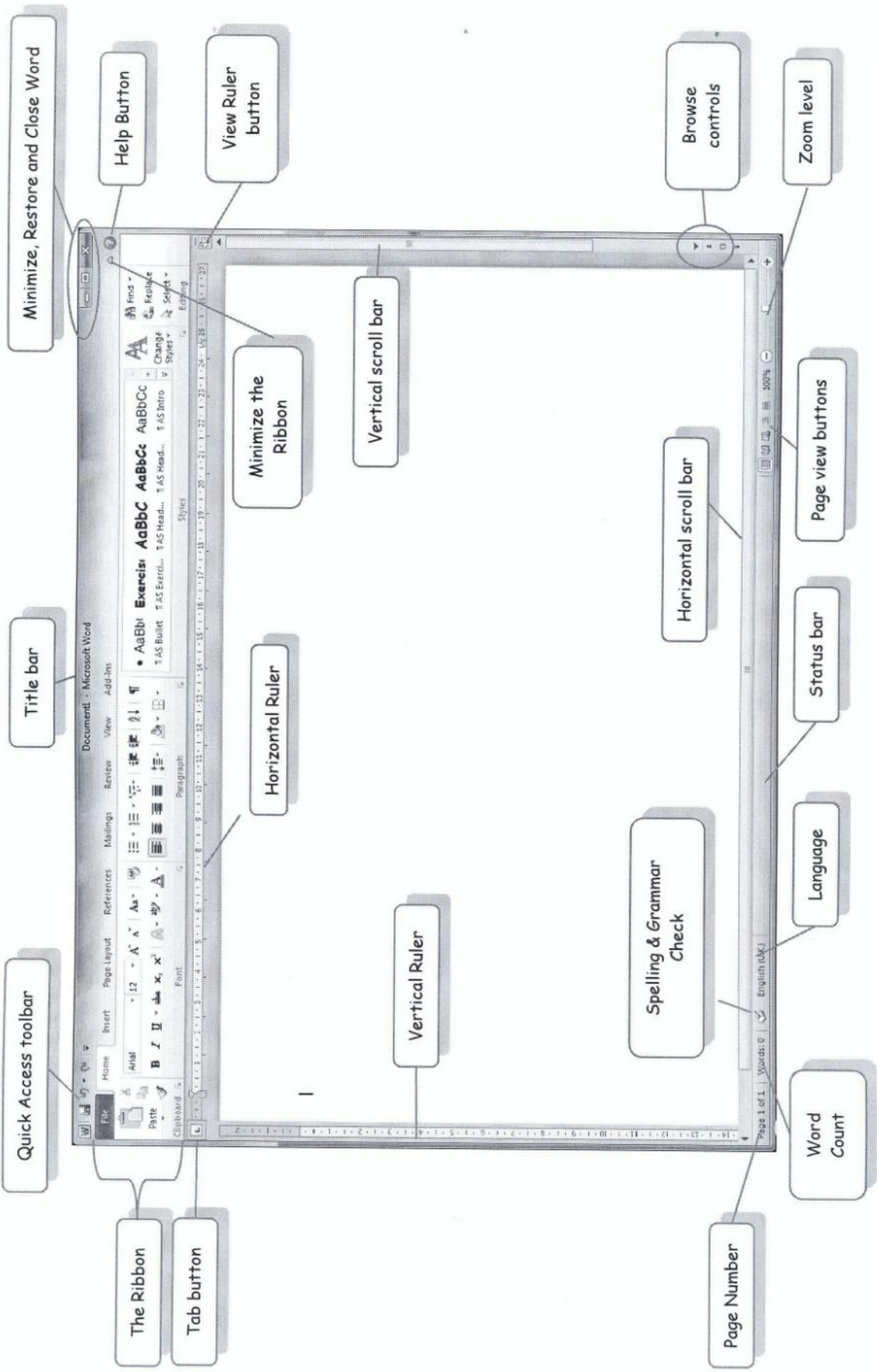


Module 3

Word Processing Using Word 2010



Screen Layout

This section gives an overview of the Word screen elements, shown on the previous page. Detailed explanations about these elements will be given, where relevant, throughout the Examples within this Module.

Title Bar

Identifies the application and name of the current document.

Quick Access Toolbar

Provides buttons for the most frequently used commands.

The Ribbon

Access to all Word commands.

The Ribbon includes the [File] tab, which enables you to create, open, save and send files; as well as protecting, previewing and printing them. It is also the place to set options for Word. The features contained within the [File] tab are known as Backstage view.



The Quick Access toolbar and Ribbon are the components of the Office Fluent user interface. This will be described in Exercise 2.

Pointer

As you move the pointer, it will change its appearance according to which part of the screen it is over and what is currently selected.

Insertion Point

When editing, a flashing | beam shows where the next typed character will appear.

Selection Area

An unmarked area in the left margin used for selecting text – for example, double click in the left margin to select a paragraph.

Document Window

The main working area on the screen – shows the current document, with text and any graphics.

Rulers

Horizontal and vertical. For changing margins, tabs and indents on documents and tables.

Status Bar

Bar across the bottom of the Word window displaying information about a selected command or an operation in progress. Information to be displayed on the Status bar can be amended by right-clicking over the Status bar, to display a menu of available items.

Page Number

Shows the number of pages displayed on screen and the total number of pages in the document.

Word Count

Shows the total number of words in the document.

Spelling & Grammar Check

Used to check spelling and grammatical errors.

Language

Shows the currently selected language.

Page view buttons

Change the way the page is viewed. Options are [Print Layout], [Full Screen Reading], [Web Layout], [Outline] and [Draft].

Zoom level

To adjust page magnification on screen.

Scroll Bars

Shaded bars to the right and bottom of a window. To view different parts of the document:

- Click the scroll bar arrows at top and bottom of a scroll bar
 - To move one line in any direction
- Click either side of the scroll box
 - To move one screen in any direction
- Drag the scroll box
 - To move to other parts of the document

The horizontal scroll bar will only be displayed when the current zoom level does not display the whole width of the document across the screen.

Browse controls

Used to control the way the document is browsed.

Other terms and explanations

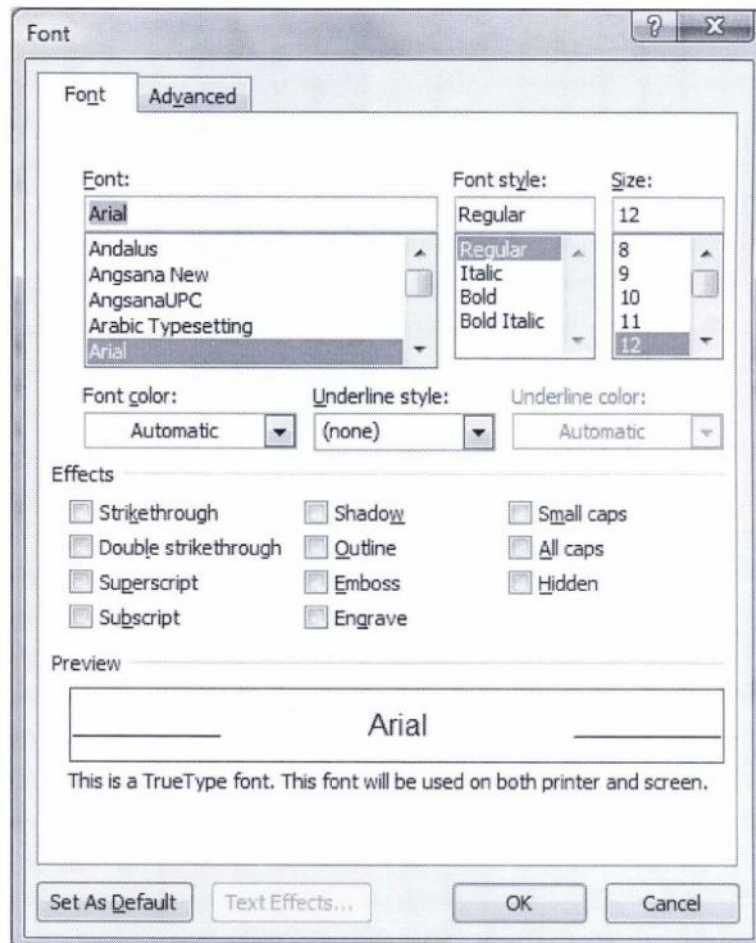
Dialog Box

A window where options can be selected, that relate to a required command.

A typical example is the Font dialog box.

Ribbon [Home] [Font] – clicking the dialog box launcher at the bottom right of the Font group will open the [Font] dialog box. This gives options to choose how and where you want your text formatted.

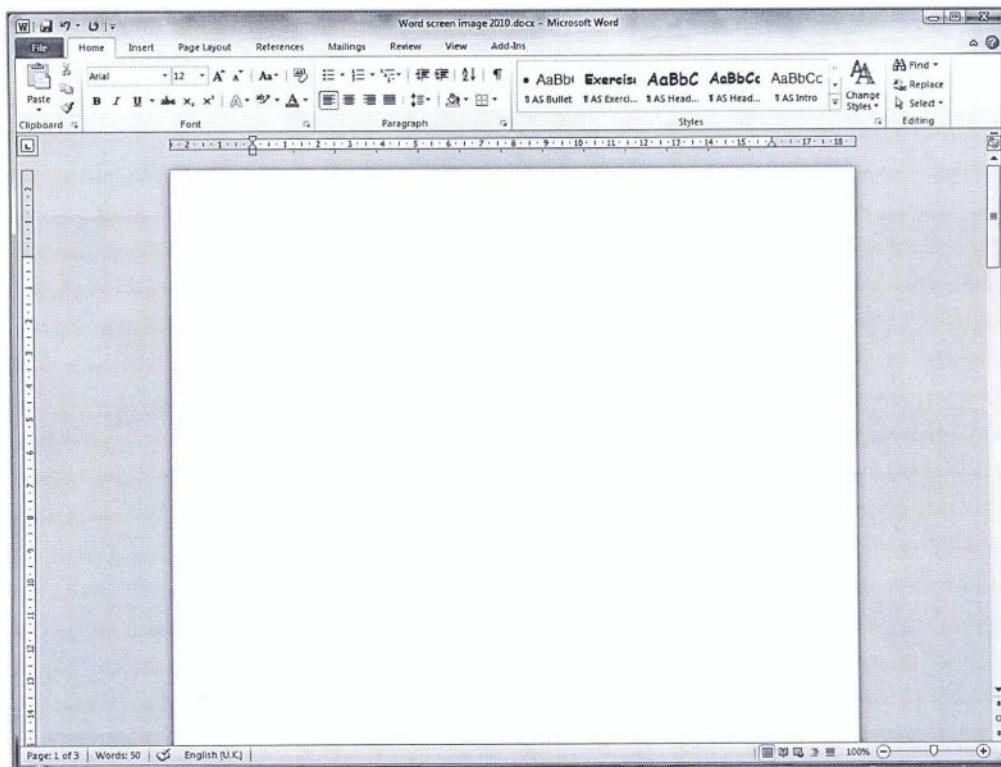
Other dialog boxes give you similar, task related options.



Example 1 - Enhancing productivity

Exercise 1 Open a word processing application

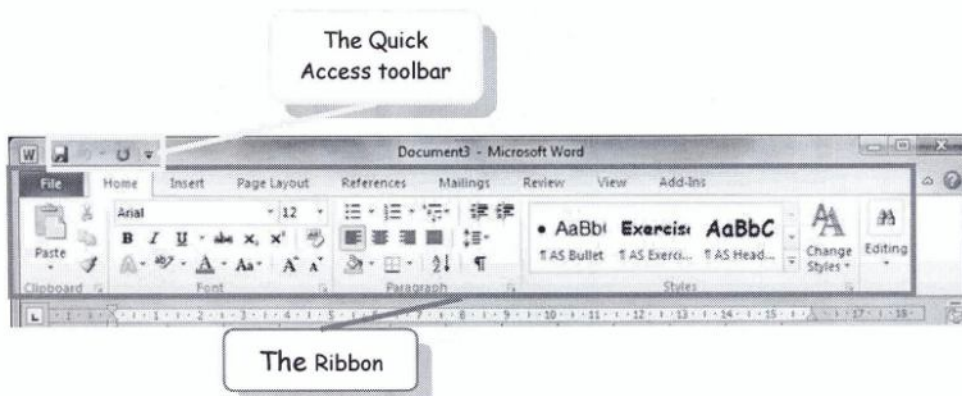
- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft Word will open, with a new, blank document on screen



Exercise 2 The Ribbon and Quick Access toolbar

The Ribbon and the Quick access toolbar are located at the top of the Word window. They make up the “Office Fluent user interface” – the place to find all the tasks and functionality needed to use Word effectively and efficiently.

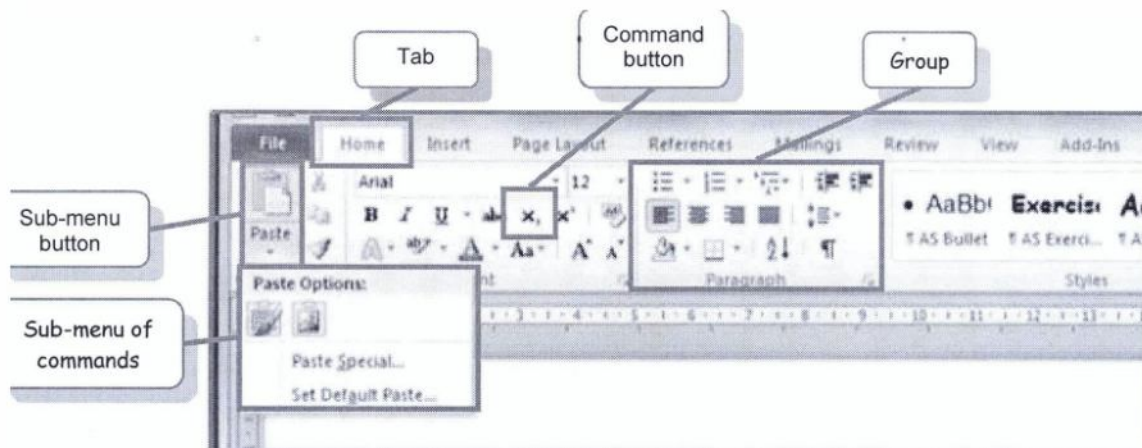
The interface, and other Word options, can be customized, as will be shown in this Exercise. However, this courseware will assume that default settings are in place throughout Word.



The Ribbon



The Ribbon gives access to all the Word commands. It consists of tabs, which contain groups of buttons to carry out Word commands.



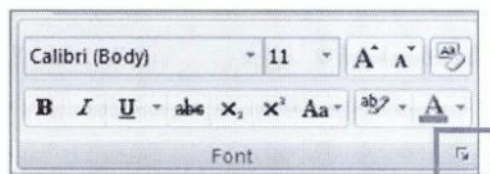
Each **tab** contains commands based around one type of Word task.

Each **group** within a tab contains a set of sub-tasks related to the tab.

The **buttons** in each set of sub-tasks either carry out a specific command, or display a sub-menu of commands. A button is clicked once to activate it.

Dialog box launchers

Some groups have a dialog box launcher at the bottom right of the group. The dialog box associated with this group will be opened when the launcher is clicked. For example, clicking the [Font] group dialog box launcher will open the [Font] tab of the Font dialog box.



Context specific tabs

There are additional tabs that only appear when relevant for the task you are carrying out. These are known as **contextual tabs**.

Contextual tabs contain the tools necessary to work with a selected object, such as a table, a picture or a drawing. When one of these objects is selected, the name of the contextual tools will appear in a different colour above the tabs, and the relevant contextual tabs will appear to the right of the standard tabs.



The contextual tools and tab for pictures

Restore, minimize the Ribbon

It is not possible to remove or hide the Ribbon, but it can be minimized, so that only the Ribbon tabs appear on screen.

To minimize the Ribbon

- At the right of the Ribbon, click the [Minimize the Ribbon] button
 - To hide the Ribbon groups and sub-tasks
 - To view only the Ribbon tabs



While the Ribbon is minimized:

- Click a tab heading
 - To view the groups and sub-tasks for that heading
- Click the heading again
 - To hide the groups and sub-tasks for that heading

To restore the Ribbon

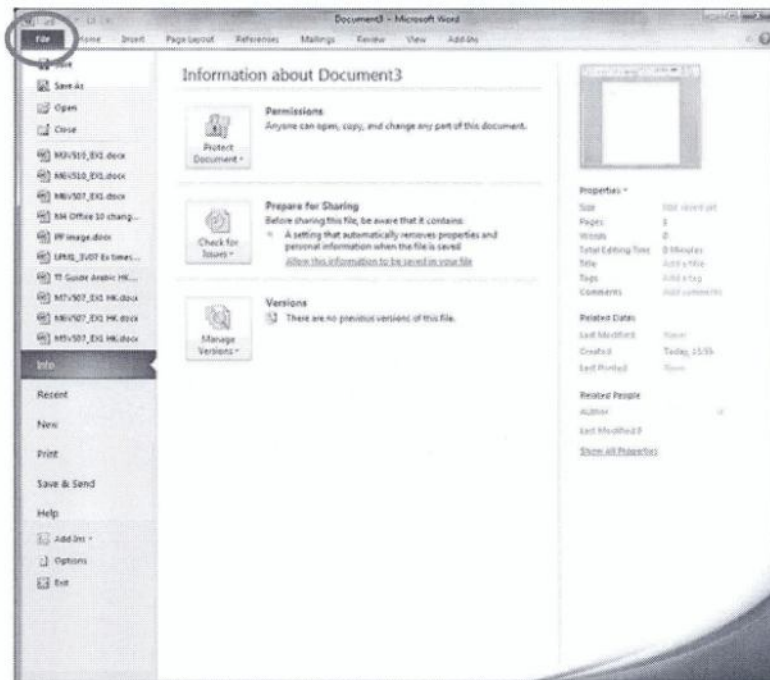
- At the right of the Ribbon, click the [Expand the Ribbon] button
 - To view the Ribbon tabs, groups and sub-tasks



Keyboard shortcut:
• [Ctrl] + [F1]
• To minimize or restore the Ribbon

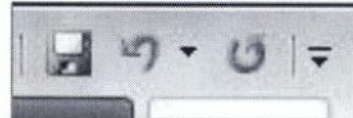
The File tab

The [File] tab is known as 'Backstage view' in Office 2010, and is the place for all document management tasks. It contains commands for opening, saving and closing your documents. It also contains tabs to manage all the actions that need to be carried out for documents, such as printing, sharing and protecting them.



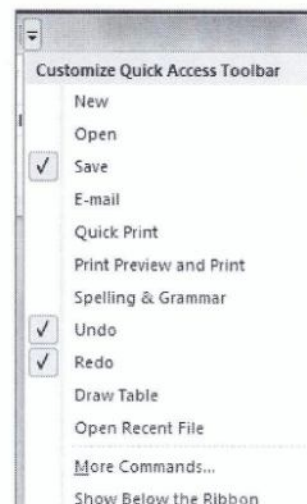
The Quick Access toolbar

The Quick Access toolbar is intended to display the commands you use most frequently. By default, it displays the [Save], [Undo] and [Redo] buttons. You can customize the toolbar by adding to it commands that you use regularly. These commands will then be permanently on display, regardless of which Ribbon tab you have selected.

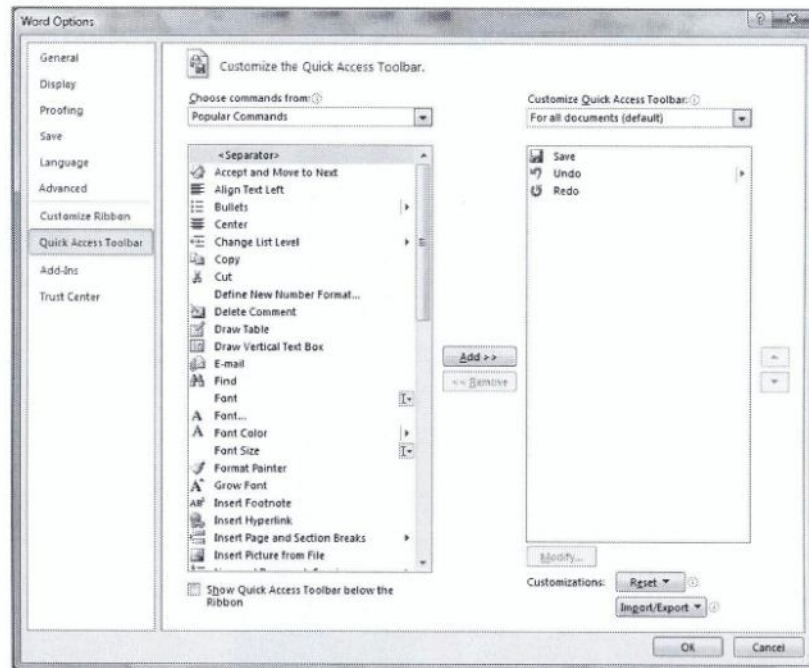


Customize the Quick Access toolbar

- Click the drop down arrow to the right of the Quick Access toolbar
 - To view a list of the most common buttons that you may wish to add
 - The buttons that are currently displayed on the Quick Access toolbar will have a tick to their left
- Click on a button that is not currently displayed
 - To put a tick to the left of this button
 - To display it in the Quick Access toolbar
- Click on a button that is currently displayed
 - To remove the tick from the left of this button
 - To remove it from the Quick Access toolbar



If you wish to add further commands that are not shown in this list, the [More Commands...] button will open the Word Options dialog box at the Customize the Quick Access Toolbar screen. From here, you can select any Word commands to add to the Quick Access toolbar.



The Quick Access toolbar drop down button also has the option to [Show Below the Ribbon], in order to display the Quick Access toolbar below the Ribbon.

Exercise 3 Use magnification/zoom tools

The zoom level for a document determines the size that the contents of that document are displayed on screen. This enables you either to see more of a document on screen at one time, or to see greater detail. The larger the zoom percentage selected, the larger the contents are displayed on screen.

The [Zoom] slider bar is located at the right of the status bar.

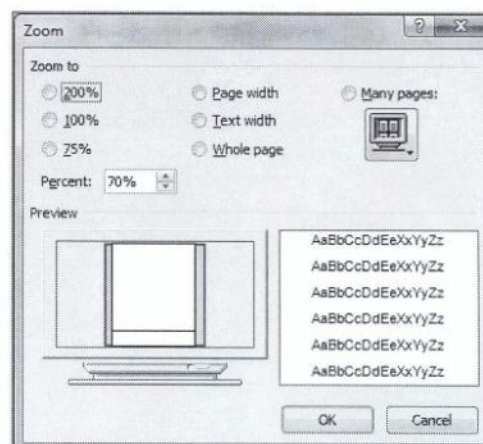
- Click the [-] sign at the left of the [Zoom] slider
 - To zoom out and reduce the size of the document content
- Click the [+] sign at the right of the [Zoom] slider
 - To zoom in and increase the size of the document content

or

- Click and drag the [Zoom] marker to the left or right
 - To amend the zoom level of the document content



- Click the [Zoom level] percentage at the left of the [Zoom] slider bar
 - To open the Zoom dialog box
- In the Zoom dialog box, select a specific magnification percentage or size for your document and click [OK]

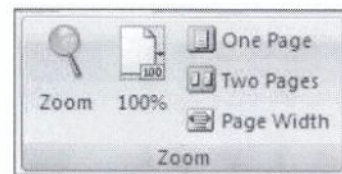




You may like to know:

Alternatively, Ribbon [View] [Zoom] contains the following buttons:

- [Zoom]
 - To open the Zoom dialog box
- [100%]
 - To zoom the document to 100% normal size
- [One Page]
 - To display the whole of one page in the window
- [Two Pages]
 - To display two pages across the width of the window
- [Page Width]
 - To match the width of the page to the width of the window.

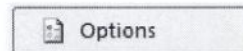


Exercise 4 Set basic options/preferences in the application

It is possible to change some of the default options that are used each time you work with the document. However, if the options and preferences have already been set by your school or organisation, you should adhere to them.

These preferences are stored on screens in the Word Options dialog box:

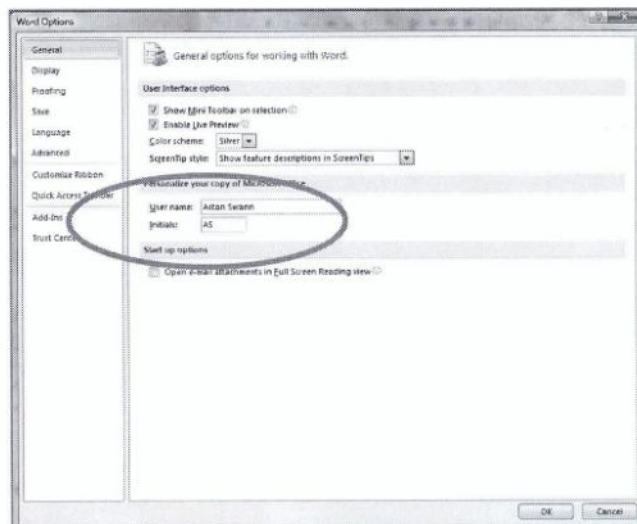
- Ribbon [File] click the [Options] button
 - To open the Word Options dialog box



User name:

This is the name used when inserting user fields into documents.

- In the left pane, select [General]
 - To view the most frequently used options in Word
- In the [User name] field of the 'Personalise your copy of Microsoft Office' section, type in the name you wish to be entered any time you insert the [User name:] field into a document

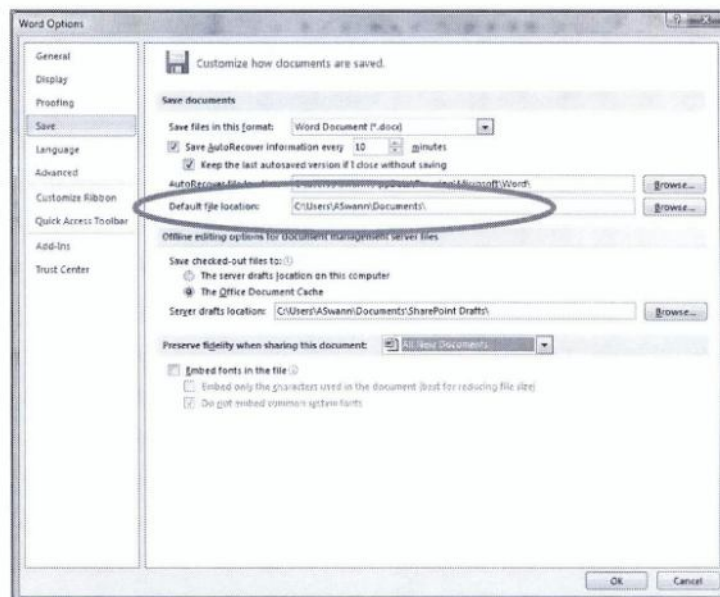


Note that this will personalise your user name for all your Microsoft Office applications.

Default folder to open, save documents:

The default file location is the drive and folder you would normally use to save documents to, and from where you will open existing documents.

- In the left pane of the Word Options dialog box, select [Save]
 - To view the fields where you can customise how documents are saved
- In the [Default file location] of the 'Save documents' section, type the file path of the folder you wish to view each time you select to [Open] or [Save] a file.
- Click [OK]
 - To close the Word Options dialog box



Exercise 5 Use available Help functions

- Click the [Microsoft Word Help] button at the right of the Ribbon
 - To view the Word Help dialog box
 - If your computer is online, you will view Office Online help, in addition to the help contained with the Word program.



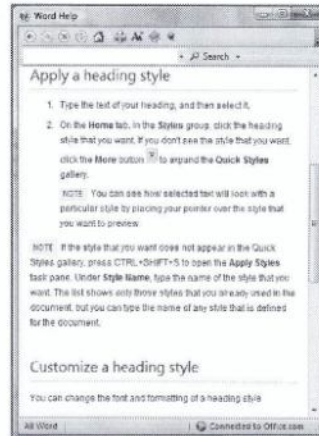
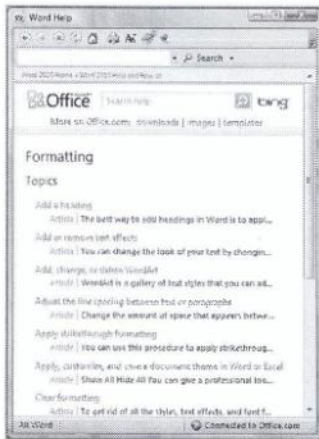
Keyboard shortcut:
• [F1]

View a help topic

The Help dialog box opens with a selection of topics.

- Click one of the topics
 - To view sub-menus of help available concerning the topic you have selected
- Click a sub-menu
 - To view sub-categories of help concerning the sub-menu you have selected
- Select further sub-categories, as relevant
 - Until you view the help text for the topic you have selected



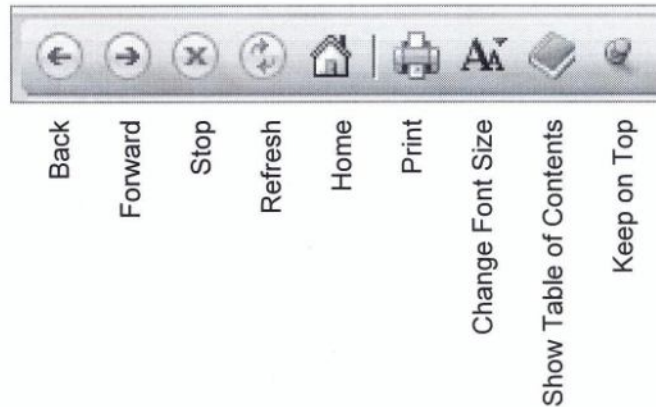


Some of the words in the help text may be in a different colour

- Click these words
 - To view an explanation of the words
- Click the words again
 - To hide their explanation
- Click [+ Show All] at the top of a help topic
 - To view all the explanations in this topic
- Once you have shown all the explanations for a topic, click [- Hide All]
 - To hide the explanations

The Help toolbar buttons


The following buttons are displayed across the top of the Help dialog box:

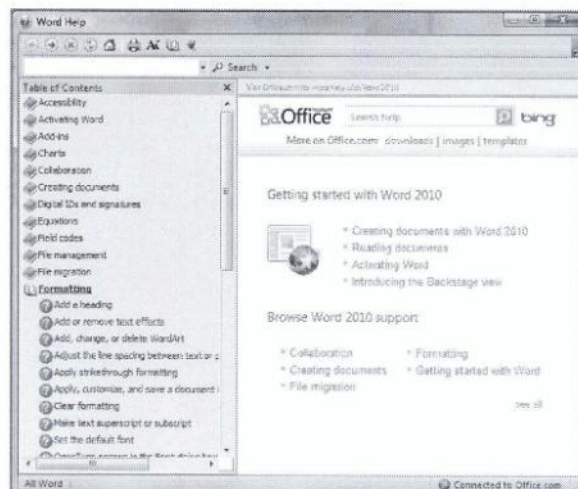
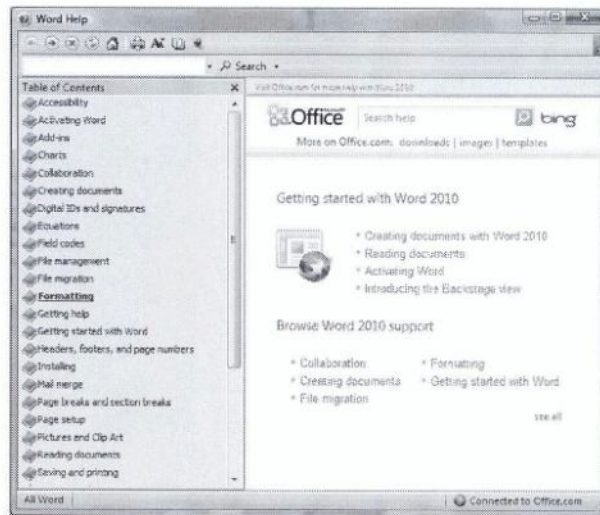


- [Back]
 - Go back to the previous screen
- [Forward]
 - Return to the screen you were viewing before you clicked [Back]
- [Stop]
 - Stop a help page uploading to the Help dialog box
- [Refresh]
 - Refresh an online help page with the latest information available
- [Home]
 - Return to the initial Help screen
- [Print]
 - Open the Print dialog box, in order to print all or part of the current Help topic
- [Change Font Size]
 - Make the font size in the Help dialog box larger or smaller
- [Show Table of Contents]
 - View the Help Table of Contents to the left of the Help dialog box
 - When the Table of Contents is showing, the icon will change to an open book. Click this, to hide the Table of Contents
- [Keep on Top]
 - Toggle between keeping the Help dialog box on top of your Word document whilst you are working and not keeping it on top

Table of Contents

The Table of Contents contains headings for the complete Help manual.

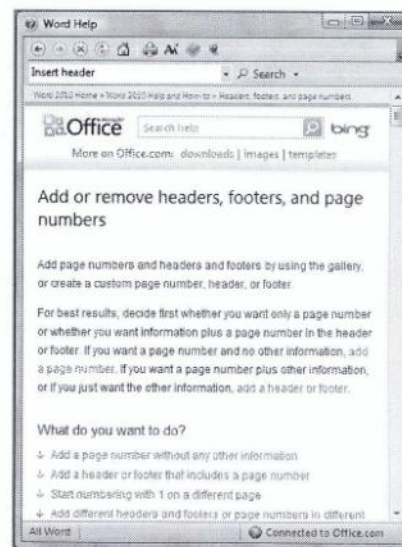
- If the Table of Contents is not showing, click the  [Show Table of Contents] button at the top of the Help dialog box
 - To view the Table of Contents to the left of the Help dialog box
- Select one of the headings with a book icon to its left
 - To view the help topics available for that heading
- Select a help topic with a question mark to its left
 - To view the help text for that topic



Search

The Search field is below the toolbar buttons.

- Type the name of the help topic you wish to view and press [Enter]
 - To view a list of the help topics that match the text you entered into the Search field
- Select the most appropriate entry from the list
 - To view the help text for that topic
- Click the [Back] button on the toolbar
 - To return to the list of help topics
 - To be able to select a different topic from the list



Context-sensitive help

The [Help] button appears at the top right of dialog boxes.

- Click the [Help] button in a dialog box
 - To view help on topics specifically relating to the dialog box

Exercise 6 Close a word processing application

When you have finished working with Word, it is good practice to close the program, so that it does not restrict your computer's performance.

- Ribbon [File] click the [Exit] button
 - To close Word as well as this document



Keyboard shortcut:
• [Alt] + [F4]

Alternatively, clicking the [Close] button at the top right of the screen will close any Word document open in the current window and, if this is the only Word document open, it will also close down Word.



Example 2 - Our trip to France

Over the course of the next 3 Examples, you will create the following report on a trip to Paris. This report will show you how to use a variety of Word features. The subject of the report could easily be changed, to be relevant for any other topic you wish to report on.

Report on school trip

Our trip to Paris

Last month 25 students went on a trip to Paris. We were accompanied by 3 teachers, who looked after us during our stay. We landed at Charles de Gaulle airport and travelled on the metro to our hotel near MONTMARTRE.

We visited the following areas:



1. The Latin Quarter
2. The Left Bank
3. Ile de la Cite
4. Montmartre

In these areas, we visited the following places of interest:

- Eiffel Tower
- Champs Elysees
- L'Arc de Triomphe
- Notre Dame
- Sacre Coeur
- The Seine

Our favourite place overall was the Eiffel Tower. Several people enjoyed our boat trip down the river Seine most of all, whilst quite a few people liked walking down the Champs Elysees.

Place	Time of Day	Day Visited	Hours
Eiffel Tower	Morning	Day 1	2.5
Montmartre	Evening	Day 3	5.75



Exercise 1 Open a word processing application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft Word will open, with a new, blank document on screen

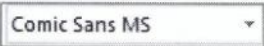

Exercise 2 Formatting text

This Exercise will enter and change the look of the heading for the report.

Enter text into a document

- Type in the heading "Our trip to Paris"
- Press [Enter] twice
 - To move the insertion point down the page
 - To create a new paragraph
- Move the pointer to the beginning of the text you have just typed
- Drag the pointer across the words in the heading
 - To highlight the words "Our trip to Paris"
 - To select these words

Change font size and type

- Ribbon [Home] [Font] – click the drop down arrow to the right of the [Font] button and select [Comic Sans MS] 
- To change the [Font] for the heading
- Ribbon [Home] [Font] - click the drop down arrow to the right of the [Font Size] button and select [14] 
- To change the [Font Size] for the heading



You will need to know:

Select text

In this Exercise you have selected the words contained in the heading. Quick ways to highlight other data in your document are as follows:

Character	Click and drag across the character(s).
Word	Double click over the top of the word.
Several words	Click in the middle of the first word you wish to highlight and drag the pointer to the middle of the last word you wish to highlight. Word automatically highlights all the words contained within the selected area.
Sentence	Click and drag the pointer from one end of the sentence to the other.
Line	Move the pointer into the left margin until it changes to a white right facing arrow. Click in the left margin.
Paragraph	Triple click somewhere in the paragraph. or Move the pointer into the left margin until it changes to a white right facing arrow. Then double click in the left margin.
Entire document	Press [Ctrl] + [A] on the keyboard Or Move the pointer into the left margin until it changes to a white right facing arrow. Then triple click in the left margin.

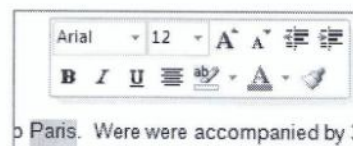
You will use a variety of these selection techniques in the following exercises.



You may like to know:

When you select text, a mini toolbar is displayed next to the highlighted data.

This displays the most commonly used formatting buttons, and is a quick way of formatting your highlighted entry. The mini toolbar is very faint until you move the pointer over it, when it becomes more prominent.



Exercise 3 Text formatting

In this Exercise, you will enter a paragraph of text. You will then use more of the text formatting features available within Word to change the look of parts of this paragraph.

In your document:

- Press [Control] [End] on the keyboard
 - To move to the end of the document
- Type the following:

“Last month 25 students went on a trip to Paris. We were accompanied by 3 teachers, who looked after us during our stay. We landed at Charles de Gaulle airport and travelled on a bus to our hotel near Montmartre.”

- Press [Enter]
 - To move down a line

Apply text formatting: bold, italic, underline

- Move the pointer to the middle of the word “Paris” and double click
 - To select this word
- [Ribbon] [Home] [Font] – click the [Bold] button
 - To change the font of the selected word to bold
- [Ribbon] [Home] [Font] – click the [Italic] button
 - To change the font of the selected word to italic
- [Ribbon] [Home] [Font] – click the [Underline] button
 - To underline the selected word



Keyboard shortcut:

- [Ctrl] + B for bold
- [Ctrl] + I for italic
- [Ctrl] + U for underline

To remove the formatting from any selected text, click the appropriate Font button or shortcut again.

You will need to know:

Apply text formatting: subscript and superscript

- [Ribbon] [Home] [Font] - click the [Subscript] button



- To create small letters below the text baseline

- [Ribbon] [Home] [Font] - click the [Superscript] button



- To create small letters above the line of text

This is an example of _{subscript}

This is an example of ^{superscript}

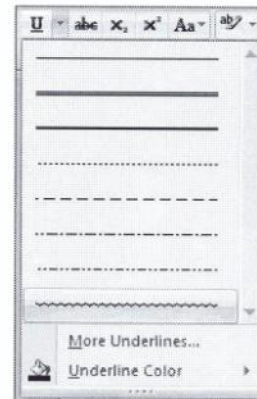


You may like to know:

- [Ribbon] [Home] [Font] - click the drop down arrow

to the right of the underline button

- To view the underlining styles available



Apply different colours to text

- Move the pointer to anywhere within the word "Charles"
- Drag the pointer to anywhere within the word "Gaulle"
 - To select the words "Charles de Gaulle"
- Ribbon [Home] [Font] - click the drop down arrow to the right of the [Font Color] button
 - To view the available font colours
- Select a colour from those available
 - To change the colour of the selected text
- Click away from the selected phrase
 - To view the formatted text

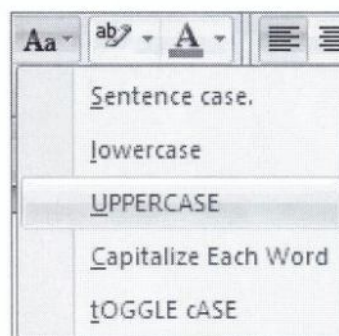


Right click:

- [Font...]
- Select [Font] tab
- To view the font options available

Apply case changes to text

- Move the pointer to anywhere within the word "Montmartre" and double click
 - To select the word "Montmartre"
- Ribbon [Home] [Font] - click the [Change Case] button
 - To view the [Change Case] options
- Select [UPPERCASE]
 - To change the letters in the selected word to uppercase



Keyboard shortcut:

- [Shift] + F3
- To toggle through the case options

You will need to know:

Apply automatic hyphenation

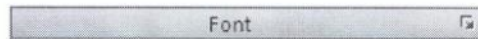
When a word is too long to fit at the end of a line, Word will move the whole word to the beginning of the next line. If you wish to 'hyphenate', or split, these words, automatic hyphenation can be used to insert hyphens where they are needed.

To turn on automatic hyphenation within your document

- Ribbon [Page Layout] [Page Setup] - click the [Hyphenation] button
 - To see the available hyphenation options

To obtain the full range of font formatting available:

- Ribbon [Home] [Font] - click the Dialog Box Launcher



- To open the Font dialog box
- To access all the font formatting options available



Exercise 4 Edit text

This Exercise will work with the text you have just entered into your report. You will learn how to edit and delete existing text, and how to find and replace words and phrases within your document. Once you have made changes to your document, you will learn how to 'undo' the changes you have made.

While learning these skills, you will copy parts of the existing paragraph, and edit this copied text. At the end of the Exercise, one of your final tasks will be to delete the copied text, leaving your document with just the original paragraph.

Display and hide non-printing formatting symbols

Page break symbols, line break symbols and other non-printing formatting symbols can be viewed on screen, when editing documents. These allow you to see how your document has been formatted and can be manipulated to reformat your document.

Examples of non-printing formatting symbols are:

Spaces (a small dot)	between words
Paragraph symbols	¶
Manual line break symbols	↵
Tab characters	→

¶

To display or hide the formatting symbols¶

- → Ribbon [Home] [Paragraph] – click the [Show/Hide] button ¶
 - → To toggle between displaying and hiding the non-printing formatting symbols in your document →
Such as paragraph symbols¶

Text with format symbols shown

To display or hide the formatting symbols

- Ribbon [Home] [Paragraph] – click the [Show/Hide] button
 - To toggle between displaying and hiding the non-printing formatting symbols in your document
Such as paragraph symbols

Text without format symbols shown

To display or hide the formatting symbols

- Ribbon [Home] [Paragraph] – click the [Show/Hide] button
 - To toggle between displaying and hiding the non-printing formatting symbols in your document
- To remove a non-printing formatting symbol, use the [Backspace] or [Delete] key on the keyboard



Keyboard shortcut:
• [Ctrl] + [Shift] + 8
• To toggle between showing and hiding formatting symbols

A 'toggle' occurs when the same command is used to turn an action on - and off.

Copy text within a document

The Microsoft Office Clipboard allows you to copy text and graphical items between documents and programs. The Clipboard acts as a holding area for multiple copied items, ready to paste them into your documents.

To copy the paragraph and paste the copy below the original text:

- Move the pointer to the margin area on the left of the typed paragraph
 - The pointer will change to a right pointing white arrow
- Double click
 - To highlight and select the whole paragraph
- Ribbon [Home] [Clipboard]- click the [Copy] button
 - To copy the selected text to the Clipboard
- Move the pointer below the selected text and click
 - To deselect the text
- Press [Enter] twice
 - To move the insertion point further down the document
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the copied paragraph into the document below the original paragraph



Keyboard shortcut:
• [Ctrl] + C



Keyboard shortcut:
• [Ctrl] + V

Move text within a document

Rather than taking a copy of an entry, and pasting it into an additional location in your document, it is sometimes necessary to *move* the entry to a different position. This can be done by 'cutting' and 'pasting' the entry.

You will now experiment with this, using a sentence from the paragraph you have just copied.

- Move the pointer to the beginning of the word "We" on the first line of the copied paragraph
- Drag the pointer to the end of the word "stay" on the second line
 - To select and highlight that sentence
- Ribbon [Home] [Clipboard]- click the [Cut] button
 - To remove the sentence from that location
 - To temporarily place that sentence on the Clipboard
- Move the pointer to the end of the paragraph and click
 - To place the insertion point at the end of the paragraph
- Ribbon [Home] [Clipboard]- click the [Paste] button
 - To insert the cut sentence at the end of the paragraph



Keyboard shortcut:
• [Ctrl] + X

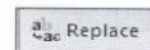


Keyboard shortcut:
• [Ctrl] + V

Use a simple replace command

The Replace function can be used to search for specific words, or a phrase, in a document.

- On the keyboard, press [Ctrl] [Home]
 - To go quickly to the beginning of your document
- Ribbon [Home] [Editing] – click the [Replace] button
 - To open the Find and Replace dialog box, with the Replace tab selected
- Click in the [Find what:] field and type **“a bus”**
- Click in the [Replace with:] field and type **“the Metro”**
- Click the [Find Next] button
 - To find the first instance of “a bus” in your document



Keyboard shortcut:
• [Ctrl] + H
• To open the Find and Replace dialog box with the Replace tab selected

Either

- Click [Replace All]
 - To replace every instance of “a bus” in the document with “the Metro”

Or

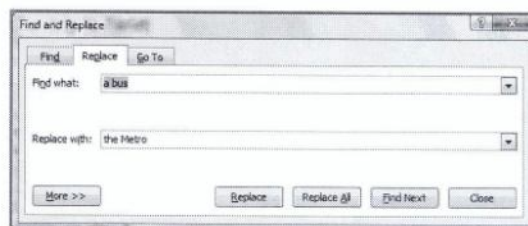
- Click [Replace]
 - To replace just this instance of “a bus” before moving to the next instance and deciding whether to replace that instance

Or

- Click [Find Next]
 - To leave this instance of “a bus” as it is and move to the next instance

When all instances have been found, a message will come up telling you how many replacements have been made.

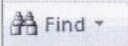
- Click [OK]
- Click [Close]
 - To close the Find and Replace dialog box



Use a simple search command

The exercise above used the Replace function.

If you wish to search for a specific word or phrase, without necessarily replacing it, this can be done using the [Find] function.

- On the keyboard, press [Ctrl] [Home]
 - To go quickly to the beginning of your document
- Ribbon [Home] [Editing] – click the [Find] button 
 - To open the Navigation pane
 - You may see your previous search in the Search Document box
- Type “Paris”
 - To view a list in the Navigation pane of all instances of the word Paris in the document
- Click on an instance
 - To go to that location in the document
- Use the Previous and Next Result buttons
 - To browse through the locations in the document
- Click the cross at the top right of the Navigation pane
 - To close the Navigation pane

Keyboard shortcut:
• [Ctrl] + F
• To open the Navigation pane with the Search Document box highlighted



Use the undo, redo command

It is possible to 'undo' actions you have already carried out within Word. You can undo as many actions as you wish – but have to include all actions carried out since the one you wish to undo. If, after undoing an action, you wish to retain it, it is possible to 'redo' the action.

To undo the last action in the document:

- On the Quick Access Toolbar - click the [Undo] button
 - To undo the last action in the document



Keyboard shortcut:
• [Ctrl] + Z

To redo this action

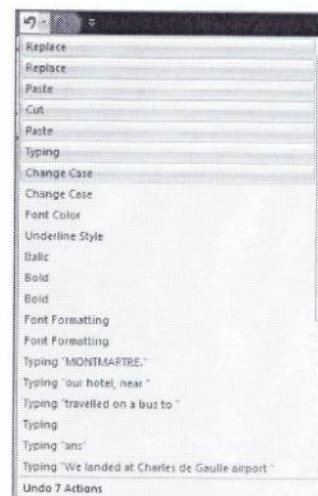
- On the Quick Access Toolbar - click the [Redo] button.
 - To redo the action in the document



Keyboard shortcut:
• [Ctrl] + Y

To undo several actions

- On the Quick Access Toolbar --click the drop down arrow to the right of the [Undo] button
- Scroll down through the list of actions until you have highlighted all those you wish to undo
- Click on the earliest action you wish to undo
 - All these actions will be removed from your document



Enter words within existing text

- In the second paragraph, move the pointer to the beginning of the word 'teachers' and click
 - To move the insertion point to this position
- Type the word 'class' followed by a space
 - To insert an additional word at this point

Overwrite text

- Select the text to be replaced
- Type the new text
 - To delete the selection and replace it with the new text



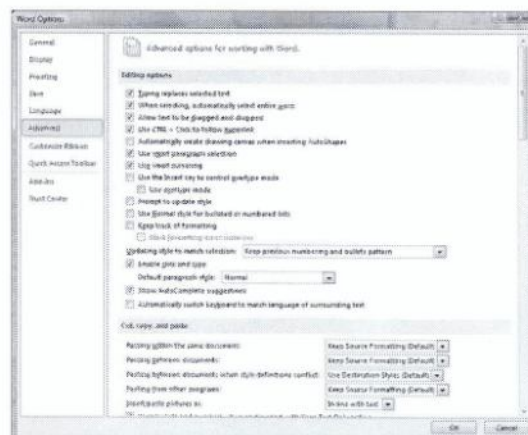
You may like to know:

Overwrite mode

At present, when you type in the middle of existing paragraphs, the new text is inserted in addition to the existing text. There is an overtyping mode available within the Advanced menu of Word options, which would enable you to press the [Insert] key on the keyboard in order to overtype instead of inserting text:

- *Ribbon [File] [Options] [Advanced] - tick [Use overtype mode]*

Be aware that, if you choose to use this mode, it is very easy to 'turn overtyping on' without being aware of it - and find that you are typing over the top of your existing text by mistake.



Remove characters, words from existing text

- Press the [Delete] key on the keyboard
 - To delete a character to the right of the insertion point
- Press the [Backspace] key on the keyboard
 - To delete a character to the left of the insertion point



You may like to know:

The [Backspace] key has a left facing arrow and is usually positioned above the [Enter] key on the keyboard.

Delete text

This will show you how to remove larger amounts of text, by removing the paragraph copied into the document at the beginning of this exercise.

- Use any of the methods you have learned, to select the entire second paragraph
 - To “highlight” or “select” the text you wish to delete
- Press the [Delete] key on the keyboard
 - To delete the selected text
- Press [Ctrl] + [End]
 - To move to the end of the document

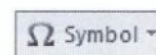
Insert symbols and special characters

It is sometimes necessary to insert symbols or special characters into your documents. Common examples of these are:

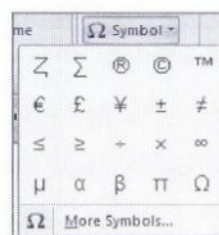
trademark	™
copyright	©
registered	®

To insert these symbols into your document:

- Ensure the insertion point is on a new line at the end of the document
- Type the word “**Trademark**” and press the spacebar
- Ribbon [Insert] [Symbols] – click on the [Insert Symbol] button



- To see the [Insert Symbol] drop down menu
- To see the most commonly used symbols



- Select the trademark sign (™)
 - To insert the selected symbol in your document at the insertion point
- Press [Enter] and type the word “**Copyright**” followed by a space
- Repeat the above process, to insert the copyright (©) sign
- On a new line, type the word “**Registered**” then insert the registered sign (®) into your document.



You may like to know:

The [More Symbols...] button at the bottom of the Symbols drop down menu will open the Symbols dialog box, giving access to a wide variety of symbols.



Exercise 5 Working with documents

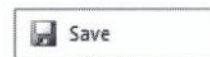
In this Exercise, you will save your document. You will then create a second document, and will learn how to switch between the documents. You will copy text from your Paris Trip document to the new one.

Save a document to a location on a drive

It is very important to save your documents regularly while you are working. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made to the document.

Either

- Ribbon [File] click the [Save] button



Or

- On the Quick Access Toolbar, click the [Save] button



- To open the Save As dialog box

The Save As dialog box opens because this is the first time the document has been saved, therefore Word needs to know the name for the file, and the location to which it is being saved. If [Save] is selected again after the document has previously been saved, the dialog box will not open, but the existing file will be updated, saving any changes you have made.

Keyboard shortcut:
• [Ctrl] + S

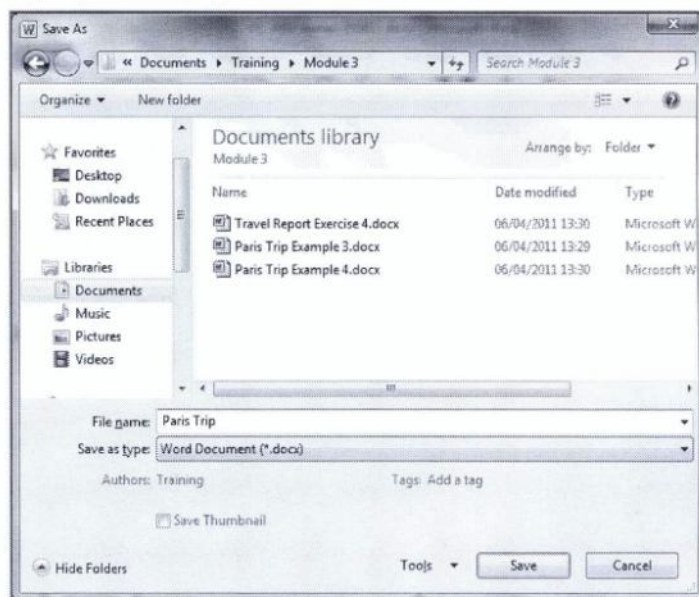
- Type **"Paris Trip"** in the [File name:] field
- Ensure that [Word Document] is selected in the [Save as type:] field
 - So that the file will be saved as a document

Either

- Accept the file location displayed at the top of the Save As dialog box
 - To save the document in your default file location

Or

- Navigate through the drives and folders in your filing system
 - To select a specific folder in which you wish to save the workbook
- Click [Save]
 - To save the workbook in the specified folder



Create a new document based on the default template

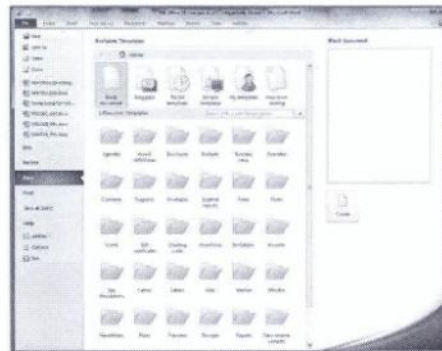
When you create a new document based on the default template, a blank document is opened on the screen. This document will contain the layout and formatting (such as page setup, font and alignment) that are held in the default template, which you can use as a basis to create and control the look of your work. When you start Word, the blank document that is automatically opened on screen is based on this default template.

- Ribbon [File] click the [New] button
 - To view the New dialog box
 - To view the document templates available to you
- Select [Blank document] from the list of available templates
- Click [Create]
 - To create a new, blank document, based on the default template

New

Keyboard shortcut:

- [Ctrl] + N
- To create a new, blank document based on the default template



- [Save] the document as "**Travel Report**" in an appropriate location

You will need to know:

Create new documents based on other available templates

Within the New Document dialog box, there may also be some [Sample templates] for documents such as memos, faxes and agendas. These templates contain the default headings, text and formatting for these documents. There may also be online folders from Office.com, containing many more templates.

If you wish to practise using these templates:

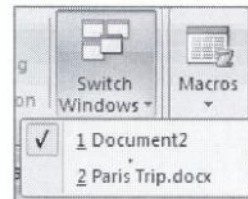
- *Within the New Document dialog box, select [Sample templates] or a folder such as [Agendas], [Faxes] or [Memos] from the Office.com templates*

- *Select an example of a template such as an agenda, a fax or a memo*
- *Click the [Create] or [Download] button to create a new document based on your selected template*
 - *This will contain default content for this type of document*
- *Complete the new document by inserting relevant information in any of the fields in [square brackets], then Save the document with a relevant name*

Switch between open documents

You have two documents open – “Paris Trip” and “Travel Report”. These are contained in two separate windows. You will now switch between these windows.

- Ribbon [View] [Window] – click the [Switch Windows] button
 - To view your currently open document windows
- Click [Paris Trip.docx]
 - To view the Paris Trip document



Keyboard shortcut:

- [Alt] + [Tab] scrolls through all the currently open windows displayed in your Taskbar



You may like to know:

The Taskbar will usually display all your currently open Word documents.

If they are shown side-by-side:

- *Click the document you wish to view,*
 - *In order to switch to that document*



If there is only one button on the Taskbar for Word:

- *Click the Word button*
 - *To view your currently open Word documents*
- *Select the document you wish to view*
 - *In order to switch to that document*



Copy text between open documents



This will copy the first paragraph from Paris Trip to the Travel Report.

- Move the pointer to the margin area on the left of the paragraph
 - The pointer will change to a right pointing arrow
- Double click
 - To highlight and select the whole paragraph
- Ribbon [Home] [Clipboard]- click the [Copy] button 
 - To copy the selected text to the Clipboard
- Ribbon [View] [Window] – click the [Switch Windows] button and select [Travel Report.docx]
 - To view the Travel Report
- Ribbon [Home] [Clipboard] – click the [Paste] button 
 - To paste the copied paragraph into the Travel Report
- On the Quick Access Toolbar click [Save]
 - To update Travel Report with these changes

You will need to know:

Move text between open documents

Rather than copying text into another document, it is also possible to move the entry to the other document. This can be done by 'cutting' and 'pasting':

- *Select the text you wish to move*
- *Ribbon [Home] [Clipboard]- click the [Cut] button* 
 - *To remove the text from the document*
 - *To put the text on the Clipboard*
- *Ribbon [View] [Window] - click the [Switch Windows] button and select the document you wish to move the text to*
- *Place the Insertion Point where you want to insert the text*
- *Ribbon [Home] [Clipboard] - click the [Paste] button* 
 - *To paste the cut text into the current document at the insertion point.*

Exercise 6 Page view modes

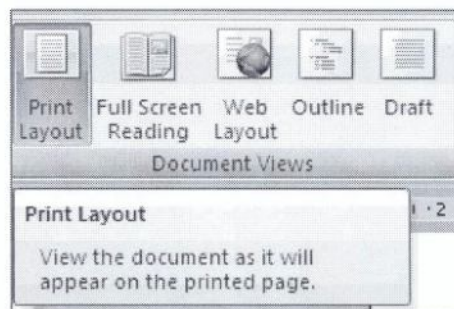
You are currently viewing your documents on screen as they will look when printed. This is known as [Print Layout] view. There are four other page view modes available; each suitable for different tasks you may be undertaking in your word processing document.

The page view modes are as follows:

Print Layout	View the document as it will appear on the printed page.
Full Screen Reading	Maximise the space available for reading or commenting on the document.
Web Layout	View the document as it would look on a Web page.
Outline	View the document as an outline, and show the outlining tools.
Draft	For quick editing. Features, such as headers and footers, will not be shown.

Switch between page view modes

- Ribbon [View] [Document Views] – move the pointer over each view in turn
 - To see the screen tip, explaining that view
- Click the button for the view you wish to use



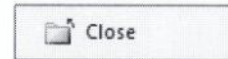
The page view modes are also shown on the Status Bar. They can be selected from here in the same way as above. However, the screen tips will only show the view's name, not an explanation of its use.



Exercise 7 Close a document

This Exercise will close the Travel Report, leaving the Paris Trip document open.

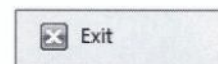
- Select the Travel Report document
- Ribbon [File] click the [Close] button
 - To close the Travel Report
 - To leave the Paris Trip document open



Keyboard shortcut:
• [Ctrl] + [F4]

Exercise 8 Close a word processing application

- Ribbon [File] click the [Exit] button
 - To close Word as well as any open documents
 - If you have any open documents that have not been saved since they were last updated, a warning box will open for each of these documents in turn, asking if you want to save the changes you made to the document.



Keyboard shortcut:
• [Alt] + [F4]

Example 3 - Paris Trip

This Example will continue with the report on the trip to Paris that was started in Example 2.

You will create bulleted lists and numbered lists, and learn how to amend the style of bullets and numbers used.

You will then learn about paragraph formatting. This will cover paragraph spacing and layout, before looking at borders, shading and styles.

Finally, you will work with tabs, to create lists and tables of information.

Our trip to Paris

Last month 25 students went on a trip to **Paris**. We were accompanied by 3 teachers, who looked after us during our stay. We landed at Charles de Gaulle airport and travelled on the Metro to our hotel near MONTMARTRE.

We visited the following areas:

- A. The Latin Quarter
- B. The Left Bank
- C. Ile de la Cite
- D. Montmartre

In these areas, we visited the following places of interest:

- Eiffel Tower
Twelve students went in the lifts to the top of the Tower
- Champs Elysees
- L'Arc de Triomphe
- Notre Dame
- Sacre Coeur
- The Seine

Our favourite place was the Eiffel Tower. Several people enjoyed our boat trip down the river Seine most of all and quite a few preferred walking along the Champs Elysees.

Place	Time of Day	Day Visited	Hours
Eiffel Tower	Morning	Day 1	2.5
Montmartre	Evening	Day 3	5.75

Exercise 1 Open a word processing application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft Word will open, with a new, blank document on screen

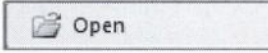
Exercise 2 Open a document and save under another name

With your Module 3 exercise files, there is a copy of the Paris Trip report as it would have been at the end of Example 2. Although you could use the document you created in Example 2, if you use the exercise file document, this will ensure that it is laid out exactly as expected for this Exercise.

Once you have opened the document, you will save it with a new name, to a new location. This will ensure that the original document remains unchanged in your exercise file location.

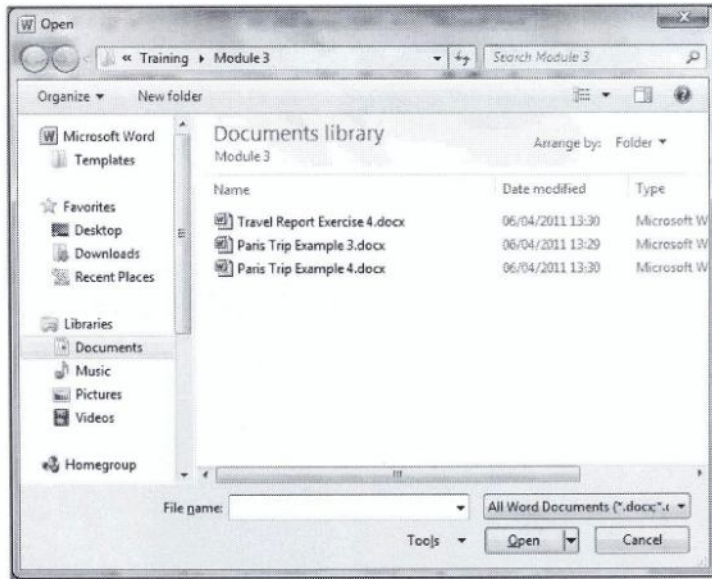
Open a document

This will open the Paris Trip document stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To open the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 3]
- In the Module 3 folder, select the file named "Paris Trip Example 3"
- Click the [Open] button
 - To open the document on screen

Keyboard shortcut:

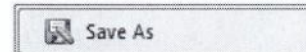
- [Ctrl] + O
- To open the Open dialog box



Save a document under another name

This will save the document to your default file location, with a different file name.

- Ribbon [File] click the [Save As] button
 - To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your document
- Within your filing system, select an appropriate folder
- Click [Save]
 - To save the document with a new name in the selected folder



Keyboard shortcut:

- [Alt] + F
- Then press [A]
- To open the Save as dialog box

Once you have saved your file in this way, your updates will be saved in the new folder, under the new name, and the original exercise file will be unchanged.

As you are working on your document, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made.

- On the Quick Access Toolbar, click the [Save] button
 - To save the document in the same location with the same name



Keyboard shortcut:

- [Ctrl] + S
- To save the document

Exercise 3 Bullets and Numbers

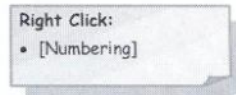
This Exercise will work with bulleted lists and numbered lists. You will create lists of the areas and places of interest that were visited in Paris, before learning how to change the bullets and numbers used.

- Press [Control] [End]
 - To move the insertion point to the end of your Paris trip document
- Press [Enter] twice
 - To move the insertion point down the page
- Type “**We visited the following areas:**” and press enter twice

Add numbers in a list

This will create a numbered list of the areas that were visited.

- Ribbon [Home] [Paragraph] click the [Numbering] button
 - To start a numbered list
 - To automatically enter the first number in your list
- Type “**The Latin Quarter**”
- Press [Enter]
 - To move down to the next line
 - To automatically enter the next number in your list
- Type in the remaining numbered points to complete the list, as shown in the illustration below



We visited the following areas:

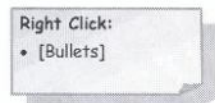
1. The Latin Quarter
2. The Left Bank
3. Ile de la Cite
4. Montmartre

- When you have completed the list press [Enter]
 - To move to a new paragraph
- Press [Enter] again
 - To turn off [Numbering]
- Press [Enter] once more
 - To move the insertion point down the page
- Type “**In these areas we visited the following places of interest:**” and press [Enter]

Add bullets in a list

You will now add a bulleted list of the places of interest that were visited.

- Ribbon [Home] [Paragraph] – click the [Bullets] button
 - To start a bulleted list
 - To automatically enter the first bullet point in your list
- Type “**Eiffel Tower**” and press [Enter]
 - To move down to the next line and automatically enter the next bullet in your list
- Type in the remaining bullet points to complete the list as shown in the illustration below



- When you have completed the list press [Enter] twice
 - To move down the page
 - To turn off [Bullets]

Switch between different bullet and number styles

There is a selection of different styles of bullets and numbering available within Microsoft Word. It is easy to change the styles used in your lists. You will demonstrate this with your numbered list.

- Click any number within the list
 - To select all the numbers in the list
- Ribbon [Home] [Paragraph] – click the arrow to the right of the [Numbering] button
 - To open the Numbering drop down menu
 - To see the various styles of Numbering available to you
- Click a button of your choice
 - To change your numbered list to the chosen style



Right Click:

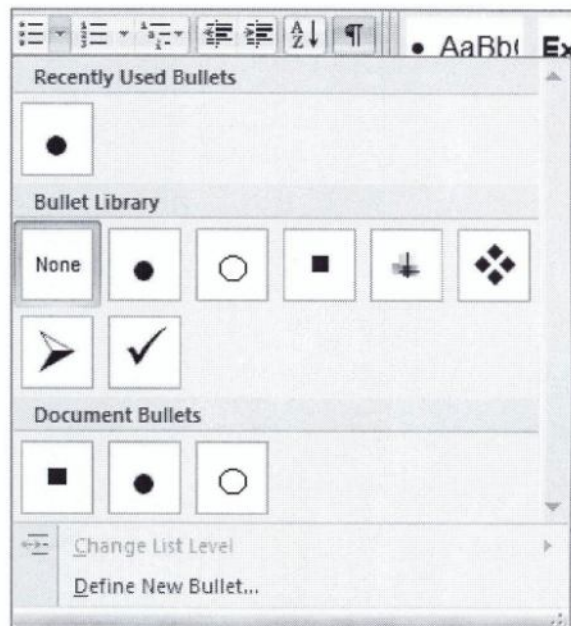
- Hold the pointer over [Numbering]
- Select a style from menu on the right



You will need to know

Changing a bulleted list is done in exactly the same way:

- *Ribbon [Home] [Paragraph] - click the arrow to the right of the [Bullets] button*
- *Select a new style from the drop down list*



You will need to know

Remove bullets and numbers from a list

The [Bullets] and [Numbers] buttons operate like a toggle switch. They are used to turn bullets and numbering off as well as on.

- *Select the paragraphs containing the bullets or numbers*
- *Ribbon [Home] [Paragraph] - click the [Bullets] or [Numbers] button*
 - *To remove the bullets or numbers from the list.*

Exercise 4 Paragraph formatting

This Exercise will create a new paragraph in the report, which you will format. You will work with indents and spacing for the paragraph, then you will apply borders and shading, and use styles to format the paragraph.

Create paragraphs

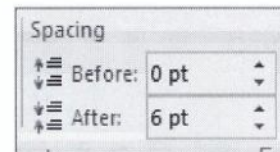
- Press [Control] [End] and then [Enter] twice
 - To move the insertion point to the end of your document and to a new line
- Type the following:
“Our favourite place was the Eiffel Tower.”
- Press [Enter]
 - To move down the page
 - To start a new paragraph
- Type
“Several people enjoyed our boat trip down the river Seine most of all, although quite a few people preferred walking along the Champs Elysees.”

Recognise good practice in paragraph spacing

You will now use the paragraph spacing tools, to add spacing within and between the paragraphs in your document. When spacing paragraphs, it is good practice to use these tools, rather than using the [Enter] key, as this gives you more control when formatting and editing your documents.

Apply spacing below paragraphs

- Place the cursor anywhere within the paragraph commencing “**Our favourite place...**”
- Ribbon [Page Layout] [Paragraph] [Spacing] – click the up arrow to the right of the [After] field once
 - To apply spacing below the paragraph of 6 points



Each time you click the up arrow, the space below the paragraph will increase by a further 6 points. To decrease the space by the same amount, click the down arrow.


You will need to know:

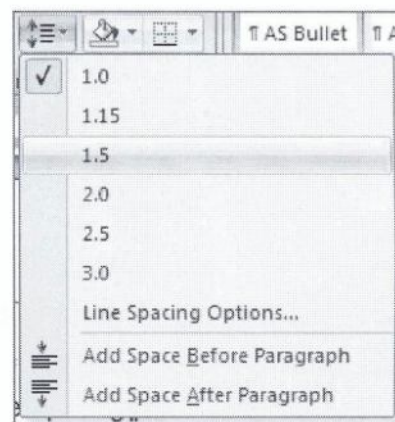
Apply spacing above paragraphs

A similar method is used to increase or decrease the space before a paragraph:

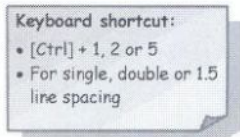
- Ribbon [Page Layout] [Paragraph] [Spacing] - click the up arrow to the right of the Before box once
 - To apply spacing before a paragraph of 6 points

Apply spacing within paragraphs

- Click somewhere within the paragraph commencing "**Last month 25 students...**"
- Ribbon [Home] [Paragraph] – click the Line Spacing Button 
 - To see the Line Spacing drop down menu. A tick will be against the currently selected line spacing
- Select 1.5 on the drop down menu
 - To change the space between the lines of the paragraph to 1.5



As you can see from the diagram above, there are several line spacing sizes available within the Line Spacing drop down menu, including single, 1.5 and double line spacing.



Recognise good practice in aligning text

Your next tasks will be to amend the alignment and indentation of these paragraphs. It is good practice to use the Align, Indent and Tab tools to align text in any documents, as this gives you control when formatting and editing your documents. Inserting spaces to 'move' the text can limit or distort formatting. The Tab tools will be covered in Exercise 5.

Align text

Text can be aligned with the left margin or the right margin, centred between the margins, or justified to align the text with both the left and right margins. When justifying paragraphs, Word inserts extra space between words so that the text fits exactly between the margins.

To justify the last two paragraphs you have just typed:

- Select the two paragraphs
- Ribbon [Home] [Paragraph] – click the [Justify] button
 - To change the alignment of the selected paragraphs to [Justify]
 - To align the selected paragraphs with both the left and right margins



Keyboard shortcut:
• [Ctrl] + J to justify text

You will need to know:

Align text left, right, centre

The same procedure is used to left, right and centre align paragraphs:

- Ribbon [Home] [Paragraph] - click the [Align Text Left] button
 - To left align the selected paragraphs
- Ribbon [Home] [Paragraph] - click the [Align Text Right] button
 - To right align the selected paragraphs
- Ribbon [Home] [Paragraph] - click the [Center] button
 - To centre align the selected paragraphs



Keyboard shortcut:
• [Ctrl] + L to Left align
• [Ctrl] + R to Right align
• [Ctrl] + E to Centre

Indent paragraphs

Indenting from the left or right margins can make paragraphs stand out in your document.

- Click somewhere within the paragraph commencing “**Several people....**”

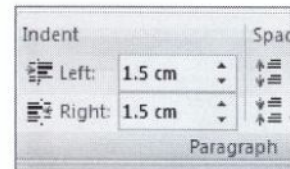
Indent left

- Ribbon [Page Layout] [Paragraph] [Indent] – set [Left] to 1.5 cm
 - To indent the paragraph 1.5cm from the left margin

Keyboard shortcut:
• [Ctrl] + M will indent the current paragraph from the left

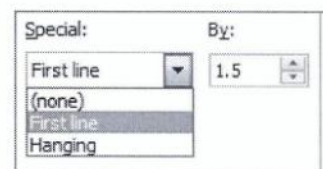
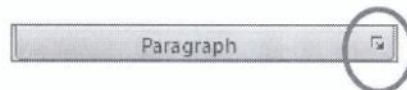
Indent right

- Ribbon [Page Layout] [Paragraph] [Indent] – set [Right] to 1.5 cm
 - To indent the paragraph 1.5cm from the right margin



Indent first line

- Ribbon [Page Layout] [Paragraph] – click the Paragraph dialog box launcher
 - To open the Paragraph dialog box
- Select the [Indents and Spacing] tab
- Click the arrow below [Special:] and from the drop down menu select [First Line]
 - To select a paragraph first line indent
- In the [By:] field either use the keyboard or the arrows to enter “1.5” and click [OK]
 - To set the first line indent to 1.5cm
 - This indent will be in addition to the 1.5cm left indent





You may like to know:

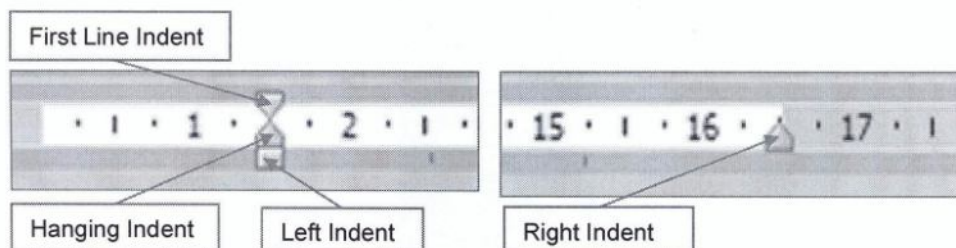
Ribbon [Home] [Paragraph] - the [Decrease Indent] and [Increase Indent] buttons will adjust the indent of the currently selected paragraph by a set amount. However, you cannot select the size of the indent.



You may like to know:

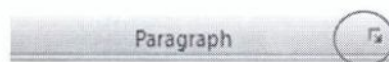
You can also set the left, right, first line and hanging indents using the indent marks on the ruler

- With the cursor in the paragraph to be indented, move the pointer over the appropriate mark, and drag the mark along the ruler, to where you want the paragraph indented



To obtain the full range of paragraph formatting available:

- Ribbon [Home] [Paragraph] - click the dialog box Launcher
 - To open the Paragraph dialog box
 - To access all the paragraph formatting options available



Merge paragraphs

Two paragraphs can be joined, by removing the paragraph mark at the end of the first paragraph. Merged paragraphs will both take on the paragraph formatting of the first paragraph. If formatting marks are hidden, they will not show on screen, but can still be deleted. To show formatting marks, Ribbon [Home] [Paragraph] – click the [Show/Hide] button.



- Place the insertion point at the end of the sentence finishing “...**Eiffel Tower.**” and press the delete key
 - To remove the paragraph mark (¶)
 - To merge the two paragraphs
- Press the space key twice
 - To insert space between the sentences

Insert soft carriage return

It is possible to start a new line without inserting a new paragraph or bullet point. By inserting a line break, the paragraph formatting is retained.

- Within your bulleted list, place the cursor at the end of the bullet point “**Eiffel Tower**”
- Hold down the [Shift] key and press the [Enter] key
 - To insert a line break
 - To move to a new line without starting a new bullet point
- Type “**Twelve students went in the lifts to the top of the Tower**”

You will need to know:

Remove soft carriage return

Line breaks can be removed in the same way as paragraph marks.

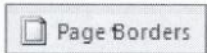
- *Place the insertion point in front of the line break mark*
- *Press the [Delete] key on the keyboard*
 - *To remove the line break mark (↵)*
 - *To move the text from the second line to the end of the first line*

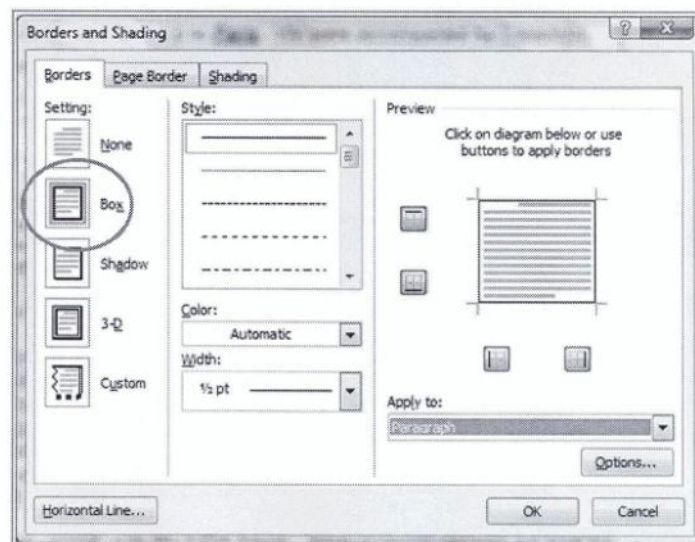
Add borders and shading to a paragraph

You can add prominence to a paragraph by putting a border round it and filling it with coloured shading.

Add a border to a paragraph

This will add a box border around a paragraph.

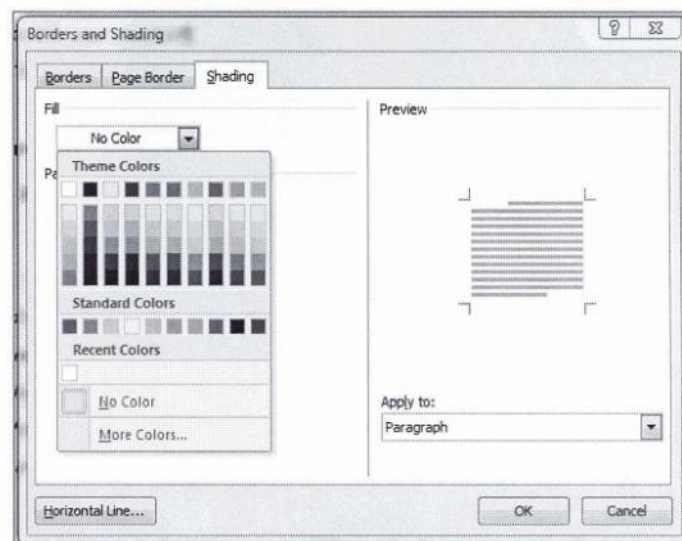
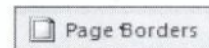
- Click into the first paragraph of your document
- Ribbon [Page Layout] [Page Background] – click the [Page Borders] button 
 - To open the Borders and Shading dialog box
- Click the [Borders] tab across the top of the dialog box
 - To select this page
- In the [Setting] field, select the [Box] option
 - To apply a box around the selected paragraph
- Ensure that the [Apply to:] field has [Paragraph] selected
- Click [OK]
 - To confirm your selection
 - To see the border around the paragraph



You will see from the Borders and Shading dialog box, that there are other border styles available.

Shade a paragraph

- Click into the first paragraph of your document
- Ribbon [Page Layout] [Page Background] – click the [Page Borders] button
 - To open the Borders and Shading dialog box
- Click the [Shading] tab across the top of the dialog box
 - To select this page
- Click the arrow to the right of the [Fill] field
 - To see the [Theme Colors] menu
- Select a suitable shading colour
 - To apply a background shade to that paragraph
- Click [OK]
 - To confirm your selection
 - To see the changes to the paragraph

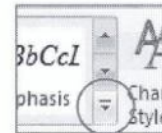


Apply a paragraph style to a paragraph

Word contains many predefined “styles” – formatting, that can be quickly applied to your text to give uniformity to documents throughout your school or college.

Some are paragraph styles, which will affect the entire current paragraph. Others are character styles, which will affect only the word in which the insertion point is currently placed. If you wish to apply a character style to an entire paragraph or sentence, select the appropriate text before applying the style.

- Click somewhere in the heading of the document
- Ribbon [Home] [Styles] – click the drop down arrow below the scroll arrows
 - To view the list of available styles in your document
- Hover over several of the styles in turn
 - To see the effect they have on your current word or paragraph
- Select a paragraph style of your choice
 - To apply it to the heading



You will need to know:

Apply a character style to selected text

To apply a style to just a word or a line within a paragraph, highlight the text to be formatted before selecting the required style from the [Styles] group.

Use copy format tool

Using the format painter, it is possible to copy formatting from one part of a document and apply this formatting to other words, sentences or paragraphs.

- In the first paragraph select the word “**Charles**”
- Ribbon [Home] [Clipboard] – click the [Format Painter] button
 - To change the pointer to a paint brush next to the I-bar
- Select the words “**Eiffel Tower**”
 - To change the format of these words to match that of the word **Charles**



Keyboard shortcut:
• [Ctrl] + [Shift] + C



You may like to know:

To copy the formatting to more than one part of the document, double click the [Format Painter] button. The format painter will then remain effective until you click the [Format Painter] button again, or press [Esc] on the keyboard.



You may like to know:

If you want to copy text formatting only, select just the particular text within a paragraph.

If you want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark.

Exercise 5 Use tabs

Tabs are used to produce neat lists and tables of information. This Exercise will use manual tabs to create a table showing the places visited on each day. This will demonstrate the setting and removing of tabs using the Ruler.

Tab stops are inserted on the Ruler, and are used to line up tabbed text beneath the stops.

If you can't see the horizontal ruler across the top of the page, click the



[View Ruler] button at the top of the vertical scroll bar.



The type of tab you require is selected from the tab selector button at the left of the format ruler:

A **Left Tab** sets the start position of the tabbed text. The text will move to the right as you type.



A **Center Tab** sets the position of the middle of the text. The text centres on this position as you type.



A **Right Tab** sets the right end of the text. As you type, the text moves left.



A **Decimal Tab** aligns numbers around a decimal point.



A **Bar Tab** inserts a vertical bar at the tab position.

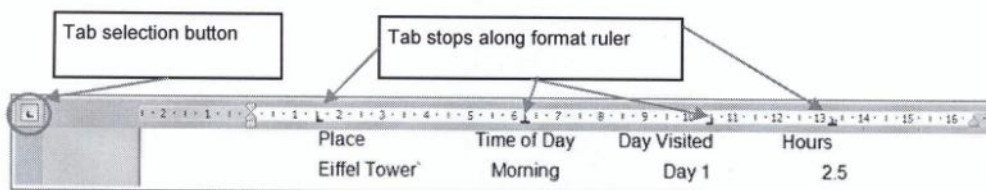


It is also possible to set the hanging indent and first line indent for a paragraph from the tab selector button.

- At the end of your document, press [Enter] on the keyboard twice
 - To move down the page

Insert Tabs

- Click the Tab selector button at the left of the format ruler (shown in the diagram below) repeatedly
 - To scroll through the different tab types available
- Click until you see the left tab
- Click at the appropriate point along the Ruler (as shown in the diagram below)
 - To insert a left tab stop at this point on the format ruler
- Use this method to insert a centre, right and decimal tab stop in turn



Insert a table using tabs

- Press the [Tab] key on the keyboard
 - To move the insertion point to the first tab stop (the left tab)
- Type **"Place"**
 - The beginning of the word will line up with the tab stop
- Press the [Tab] key
 - To move to the next tab stop (The center tab)
- Type **"Time of Day"**
 - The centre of the phrase will line up with the tab stop
- Press [Tab] and type **"Day Visited"**
 - The end of the phrase will line up with the right tab stop
- Press [Tab] and type **"Hours"**
 - Any text or numbers you type will move to the left of the decimal tab stop until you insert a decimal point
- Press [Enter]
 - To move to the beginning of the next line



- Use the above procedure to enter the rest of the table entries, as shown:

Place	Time of Day	Day Visited	Hours
Eiffel Tower	Morning	Day 1	2.5
Montmartre	Evening	Day 3	5.75

You will need to know:

To remove a tab

- *Highlight all the rows containing the tabbed text*
 - *To ensure that the tab stop will be removed from all these rows*
- *On the format ruler, drag the tab stop (up or down) off the format ruler*
 - *The tab stop will be removed from the ruler and the document*
 - *Any entries that were aligned with the tab stop will move to the next tab stop to the right*
 - *Any further tabbed entries along each row will also be moved one tab stop to the right. Be aware that this can affect the layout of the text, if there are no further tab stops for the text to line up with*



You may like to know:

Move tab stops

Existing tab stops can be dragged to different positions on the ruler. You must highlight any rows affected by these tab stop so that they all move at the same time.

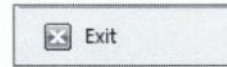
Use tabs to indent paragraphs

The left tab can also be used to apply a first line indent to a paragraph

- *Before typing the paragraph, press the [Tab] key*
 - *To indent the first line of the paragraph*
 - *The second and further lines in the paragraph will begin at the left margin*
 - *Any subsequent paragraphs will also begin at the left margin.*

Exercise 6 Close a word processing application

- Ribbon [File] click the [Exit] button
 - To close Word as well as any open documents
 - If you have any open documents that have not been saved since they were last updated, a warning box will open for each of these documents in turn, asking if you want to save the changes you made to the document.



Keyboard shortcut:
• [Alt] + [F4]

Example 4 - Our Paris Trip



This Example will continue with the report on the trip to Paris that was used in Examples 2 and 3.

In this Example, you will work with graphical objects. You will insert a picture of the Arc de Triomphe that is contained within your exercise files, and will also insert Clip Art relevant to Paris. You will manipulate these objects within the report, and will also copy them to the Travel Report document you created in Example 2.

After this, you will amend the page set up of the document. You will amend the document orientation and margins, and will work with headers and footers.

Travel Report

Our Trip to Paris



Last month 25 students went on a trip to Paris. We were accompanied by 3 teachers, who looked after us during our stay. We landed at Charles de Gaulle airport and travelled on the Metro to our hotel near MONTMARTRE.

We visited the following areas:

- 1) The Latin Quarter
- 2) The Left Bank
- 3) Ile de la Cite
- 4) Montmartre

In these areas we visited the following places of interest:

- Eiffel Tower: Twelve students went in the lifts to the top of the tower
- Champs Elysees
- L'Arc de Triomphe
- Notre Dame
- Sacre Coeur
- The Seine

Our favourite place was the Eiffel Tower. Several people enjoyed our boat trip down the river Seine most of all, although quite a few people preferred walking along the Champs Elysees.

Places we visited

Place	Time of Day	Day Visited	Hours
Eiffel Tower	Morning	Day 1	2.5
Montmartre	Evening	Day 3	5.75

Page 1

Exercise 1 Open a word processing application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft word will open, with a new, blank document on screen

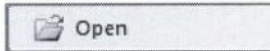
Exercise 2 Open a document and save under another name

With your Module 3 exercise files, there is a copy of the Paris Trip report as it would have been at the end of Example 3. Although you could use the document you created in Example 3, if you use the exercise file document, this will ensure that it is laid out exactly as expected for this Exercise.

Once you have opened the document, you will save it with a new name, to a new location. This will ensure that the original document remains unchanged in your exercise file location.

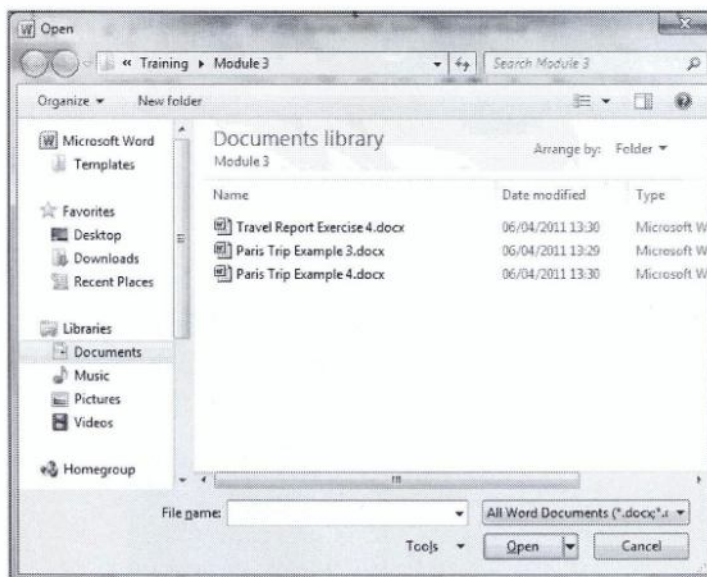
Open a document

This will open the Paris Trip document stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To open the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 3]
- In the Module 3 folder, select the file named "Paris Trip Example 4"
- Click the [Open] button
 - To open the document on screen

Keyboard shortcut:

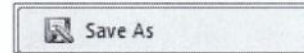
- [Ctrl] + O
- To open the Open dialog box



Save a document under another name

This will save the document to your default file location, with a different file name.

- Ribbon [File] click the [Save As] button
 - To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your document
- Within your filing system, select an appropriate folder
- Click [Save]
 - To save the document with a new name in the selected folder



Keyboard shortcut:

- [Alt] + F
- Then press [A]
- To open the Save as dialog box

Once you have saved your file in this way, your updates will be saved in the new folder, under the new name, and the original exercise file will be unchanged.

As you are working on your document, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any changes you have made.

- On the Quick Access Toolbar, click the [Save] button
 - To save the document in the same location with the same name



Keyboard shortcut:

- [Ctrl] + S
- To save the workbook

Exercise 3 Page breaks

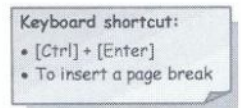
This Exercise will insert a page break into the document. The graphical objects you insert in the next Exercise can then be put onto a separate page.

Recognise good practice in adding new pages

You can insert a new page into your document at any point, by inserting a “page break”. It is good practice to add new pages with a page break command, rather than by using the [Enter] key. Inserting a page break command gives you more control when formatting and editing your documents.

Insert a page break

- Place the insertion point on a new line at the end of the document, where the page break is to occur
- Ribbon [Insert] [Pages] - click the [Page Break] button
- To insert a page break
- To move the insertion point to a new page
- To move any text or images after the insertion point to the next page



Be aware that you will only see the “page break” on screen if you have your paragraph marks and other formatting symbols shown.



You will need to know

Delete a page break

- *Place the insertion point at the beginning of the page break and press [Delete]*
 - *To delete the page break*

Exercise 4 Graphical objects

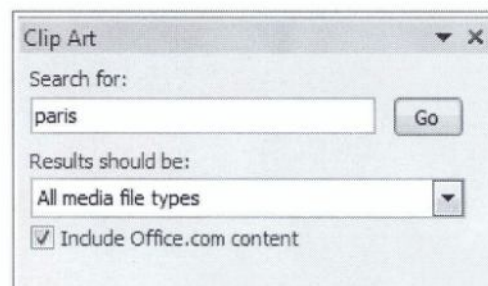
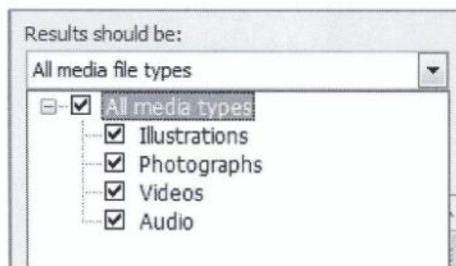
This Exercise will insert a Clip Art image relating to Paris and a picture of the Arc de Triomphe, into your document. These images will be selected, resized, moved and copied. You will also learn how to delete objects.

Insert an image

The first part of the exercise will look for Clip Art that is currently available to you. If you are connected to the Internet, Microsoft Word will automatically search Office Online for images, in addition to the Clip Art that was loaded when Microsoft Word was installed. If you are not connected to the Internet, the amount of Clip Art available to you will be reduced, and your search may not return the results you require.

To search for Clip Art

- Ensure the insertion point is at the beginning of the new page
- Ribbon [Insert] [Illustrations] – click the [Clip Art] button
 - To open the [Clip Art] Task Pane on the right of the screen
- If you are connected to the Internet, ensure there is a tick in the [Include Office.com content] field
 - To include Office Online in the search for images
- Click the arrow to the right of the [Results should be:] field and ensure there is a tick in the [All media types] box
 - To ensure all file types are searched
- In the [Search for:] field , type "**Paris**" and click the [Go] button
 - To search for clip art matching your criteria and to see the result



If no results are found:

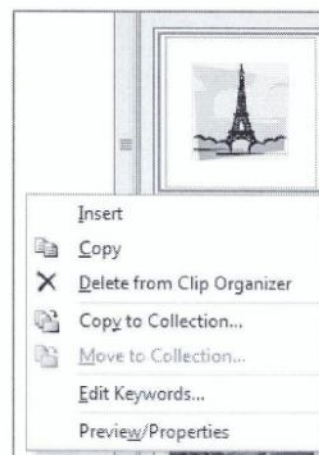
- In the [Search for:] field delete “Paris” and click the [Go] button
 - To search for *all* Clip Art currently available to you
- If the number of results is high, use the scroll bar to the right of the Task Pane
 - To see all the Clip Art matching your search criteria
- Decide which Clip Art you want in your report and move the pointer over it
 - To see an arrow appear to the right of it

Either

- Click the arrow
 - To see the drop down menu showing options for that Clip Art
- Click [Insert] from the drop down menu

Or

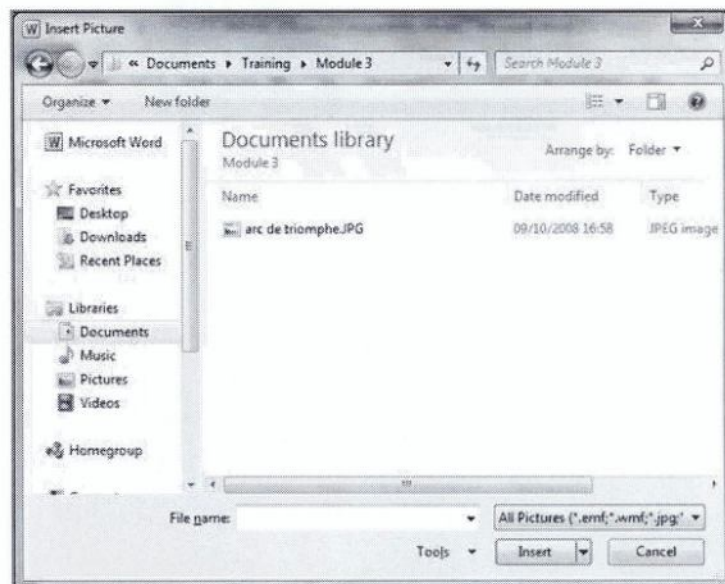
- Click the selected Clip Art
 - To insert the selected Clip Art at the current insertion point
- Press ‘Enter’ on the keyboard
 - To move the insertion point down to the row below the Clip Art
- Click the Clip Art Task Pane [Close] button
 - To close the Clip Art Task Pane



Insert a picture

With your Module 3 exercise files, there is a picture file of the Arc de Triomphe. You will now insert this picture into your document.


- Ribbon [Insert] [Illustrations] – click the [Picture] button
 - To open the [Insert Picture] dialogue box
- Within the Module 3 folder of your exercise files, locate the file named [Arc de Triomphe]
 - Depending on your computer [Views] settings, this may be shown as an icon, or listed as the file name
- Select the Arc de Triomphe picture file, then click the [Insert] button
 - To insert it in your document
 - *Don't worry if the picture sits on top of the Clip Art of Paris – this will be corrected in the next part of this Exercise!*

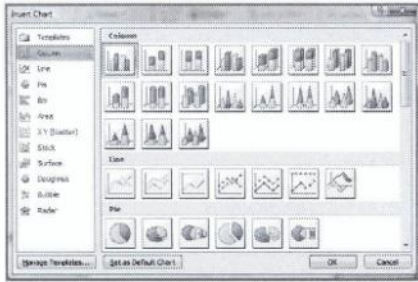


You will need to know:

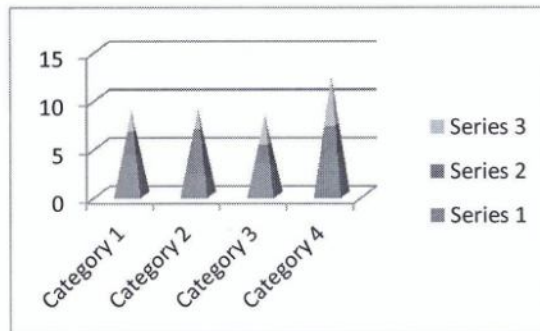
Insert a chart

It is possible to insert many different types of chart into a document.

- Ribbon [Insert] [Illustrations] - click the [Chart] button 
- To view the available charts
- Select a chart type from the left pane and a sub-type from the right pane
- Click [OK]
 - To open an Excel spreadsheet containing default chart data
- Replace the data with that needed for the current chart
- Drag the lower right corner of the range
 - To add extra categories or series as necessary
- Close the Excel spreadsheet
 - To insert the selected chart into the document



	Series 1	Series 2	Series 3
Category 1	4.3	2.6	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

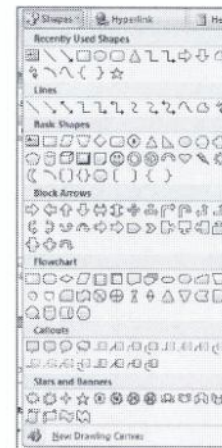
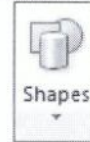


You will need to know:

Insert a drawn object

It is possible to insert many different types of drawn object into a document.

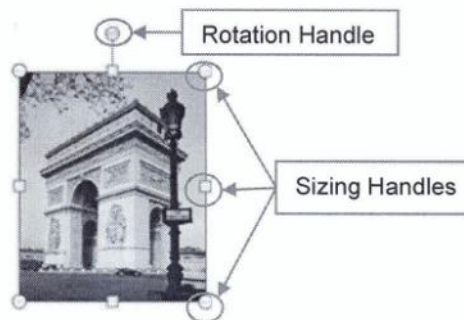
- *Ribbon [Insert] [Illustrations] - click the [Shapes] button*
 - *To view the available shapes*
- *Select a shape and move the pointer to the location you wish to insert the shape*
- *Drag the pointer*
 - *To create the shape in the document*



Select an object

When an object, such as a picture, Clip Art, shape, chart or text box, is inserted in a document, it has to be selected before it can be moved, resized, added to, or changed in any way.

- Click somewhere on the Clip Art of Paris or the Arc de Triomphe picture
 - To select the object
 - To see the sizing handles and rotation handle



Resize an object

- Select one of your objects and move the pointer over one of the corner sizing handles
 - The pointer will change to a double ended diagonal arrow
- Click and hold down the left button and drag to the required size
 - To make the object larger or smaller and maintain its height to width ratio
- Repeat the process to resize your second object

You will need to know

To change the size of an object in one direction only

- *Select the object and move the pointer over the middle sizing handle on the side you want to resize*
 - *The pointer will change to a double ended vertical or horizontal arrow*
- *Click and hold down the left button and drag to the required size*
 - *To stretch or compress that dimension only*
 - *To change the height to width ratio*

Resize an object to an exact measurement

The selection handles enable you to resize an object by eye. Sometimes it is necessary to resize an object to an exact size. This can be achieved from the object Format tab.

Either

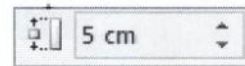
- Click the picture of the Arc de Triomphe
 - To select the picture
 - To show the Picture Tools [Format] tab on the ribbon
- Ribbon – click the [Format] tab



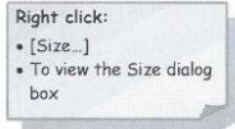
Or

- Double click the picture of the Arc de Triomphe
 - To show the Picture command tools

- Ribbon [Format] [Size] – in the [Shape Height] field type “5” and press [Enter]



- To change the height of the picture to 5cms
- Unless your settings have been amended, the picture's height to width ratio will be maintained



Amend text wrapping

When objects are inserted in documents, by default they have the text wrapping attribute “In Line with Text”. To give the object flexibility to be moved independently of text, the text wrapping attribute must be changed.

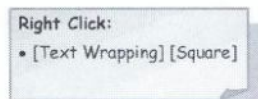
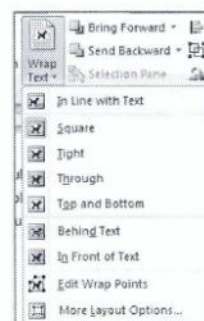
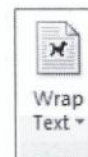
Either

- Click the picture of the Arc de Triomphe
 - To select the picture
 - To show the [Format] tab on the ribbon
- Ribbon – click the [Format] tab



Or

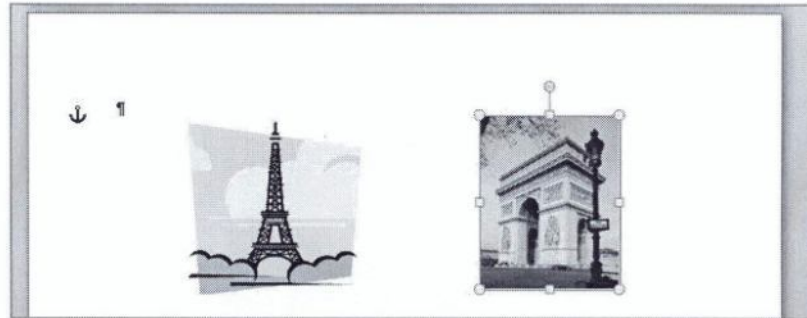
- Double click the picture of the Arc de Triomphe
 - To show the Picture command tools
- Ribbon [Format] [Arrange] – click the [Wrap Text] button and select [Square] from the drop down menu
 - To change the Text Wrapping for the picture to [Square]
- Use the same procedure to change Text Wrapping attribute of the Clip Art picture to [Square]



Move an object

Click and drag each picture in turn

- To position them neatly at the top of your page



You may like to know

A selected object can be moved in small increments using the keyboard arrow keys.

Copy an object

Objects can be copied and pasted within a document in a similar way to text. You will copy a picture onto page one of the document, resize it and position it against the right margin.

- Select the picture of the Arc de Triomphe
- Ribbon [Home] [Clipboard] – click the [Copy] button
 - To copy the selected picture to the Clipboard
- Move the insertion point to anywhere on page 1
 - To select the page where the copied picture will be inserted
- Ribbon [Home] [Clipboard] – click the [Paste] button
 - To paste the copied picture into page one of the document
 - The picture will be pasted to the same position on page one as the position of the original picture on page two



Keyboard shortcut:

- [Ctrl] + C



Paste

Keyboard shortcut:

- [Ctrl] + V

- Click and drag the picture to the right of the bulleted list
- Use the corner handles to reduce the size of the picture
 - To make it an appropriate size for the bulleted list
- Ribbon [Format] [Arrange] – click the [Align] button and select [Align Right] from the drop down menu
 - To align the picture against the right margin



You will need to know

Delete an object

- *Select the object to be removed*
- *Press the [Delete] key on the keyboard*
 - *To delete the selected object*

Copy an object between open documents

It is also possible to copy objects between documents. You will now open the Travel Report document you created in Exercise 2 and copy the picture of the Arc de Triomphe into this document.

With your Module 3 exercise files, there is a copy of the Travel Report document as it would have been at the end of Example 2. Although you could use the document you created in Example 2, if you use the exercise file document, this will ensure that it is laid out exactly as expected for this Exercise.

Once you have opened the document, you will save it with a new name, to a new location. This will ensure that the original document remains unchanged in your exercise file location.

Open a document and save under another name





This will open the Travel Report document stored with your exercise files.

- Ribbon [File] click the [Open] button 
 - To open the Open dialog box
- Navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 3]
- In the Module 3 folder, select the file named "Travel Report Exercise 4"
- Click the [Open] button
 - To open the document on screen
- [Save] the document in an appropriate folder in your filing system, with an appropriate name

Keyboard shortcut:
• [Ctrl] + O
• To open the Open dialog box

Copy the object

Either

- Ribbon [View] [Window] –click the [Switch Windows] button 
 - Or
- Use the Taskbar
- To switch to the Paris Trip document
- Select the picture of the Arc de Triomphe
- Ribbon [Home] [Clipboard]- click the [Copy] button 
 - To copy the selected picture to the Clipboard
- Switch to the Travel Report document
- Ribbon [Home] [Clipboard] – click the [Paste] button 
 - To paste the copied picture into the Travel Report document
 - To copy the picture to the same position on the page as the original
- Click and drag the picture to where you want it on the page
- Save and Close the Travel Report document 

Keyboard shortcut:
• [Ctrl] + C

Keyboard shortcut:
• [Ctrl] + V

You will need to know

Move an object between open documents

Moving objects is carried out in a similar way to copying them.

- *Click the object you want to move*
 - *To select that object*
- *Ribbon [Home] [Clipboard] - click the [Cut] button*
 - *To remove the object from the document*
 - *To place the object on the Windows Clipboard*
- *Switch to the document you want to move the object to*
- *Ribbon [Home] [Clipboard] - click the [Paste] button*
 - *To paste the object in the other document*

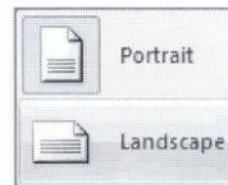


Exercise 5 Setup

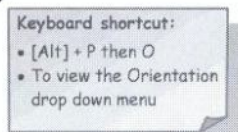
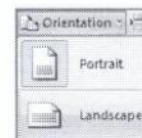
This Exercise will amend the page layout for the report. You will change the orientation of the report. Once the orientation has changed, you will amend the margins, to suit this new layout. After this, you will work with headers and footers and page numbering.

Change document orientation

Orientation determines which way round the page is rotated. It can be either portrait or landscape, as can be seen in the orientation image below. When changing document orientation, Microsoft Word automatically adjusts the text to fit the dimensions of each page.



- In the Paris Trip document, press [Ctrl] + [Home] on the keyboard
 - To move to the beginning of the document
- Ribbon [Page Layout] [Page Setup] – click the [Orientation] button and select [Landscape] from the drop down menu
 - To change the document orientation to landscape
 - To adjust the text layout on each page, to fit the new dimensions



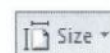
You will need to know

Change paper size

The paper size will need to be changed if you are printing to particular paper.

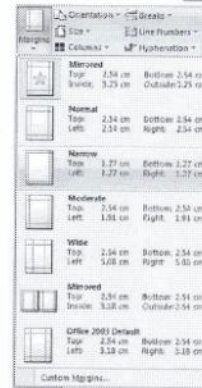
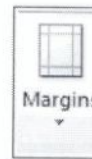
Be aware that the content of the document will sit differently on the page if the paper size is changed.

- Ribbon [Page Layout] [Page Setup] - click the [Size] button
 - To see the [Page Size] drop down menu
- Select a suitable size from the drop down menu



Change margins

- Ribbon [Page Layout] [Page Setup] – click the [Margins] button
 - To see the [Margins] drop down menu showing the pre-set top, bottom, left and right margins available to you
- Click one of the pre-set margin settings
 - To set the margins in the document to the values shown



Keyboard shortcut:
• [Alt] + P then M
• To view the Margins drop down menu

Sometimes it is necessary to set margins to a measurement that is not contained with the pre-sets. We will now reduce the top and bottom margins, in order to fit the document onto fewer pages. Left and right margins would be changed in the same way.

- Ribbon [Page Layout] [Page Setup] – click the [Margins] button and select [Custom Margins...]
 - To open the [Page Setup] dialog box on the [Margins] tab
- In the [Margins] [Top:] field type "2"
 - To change the top and bottom margin sizes to 2cm
- In the [Margins] [Bottom:] field type "2" and click the [OK] button
 - To realign the text on the pages



Example 5 - A weekly timetable

This Example will create a weekly timetable, displaying the week days and the daily periods. This will cover all the skills needed for table creation and formatting.

The timetable will be saved as a template, rather than a Word document. Templates contain the data and formatting that will be needed each time a similar document is created, thereby eliminating unnecessary repetition when recreating new documents.

You will use the template to create a new timetable document, into which you can insert the details of your daily lessons.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
BREAK					
Period 3					
Period 4					
LUNCH					
Period 5					
Period 6					

Exercise 1 Open a word processing application

- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft word will open, with a new, blank document on screen

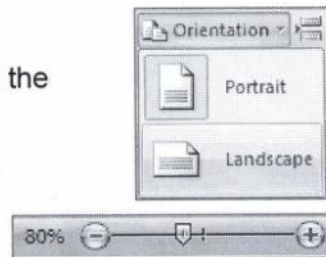
Don't forget, as you are working on your document, it is a good idea to save it at regular intervals. This ensures that, if there is a power cut or some other problem with your computer, you do not lose any work you have done. At the end of this example you will save the timetable as a template.

Exercise 2 Prepare document

The timetable will fit more effectively on the page in landscape orientation; therefore this Exercise will amend the page layout for the document to landscape, before you begin creating the table. You will also enter a heading for the timetable.

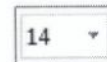
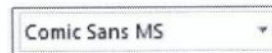
Change page orientation

- Ribbon [Page Layout] [Page Setup] – click the [Orientation] button and select [Landscape] from the drop down menu
- If required, amend the [Zoom level]
 - To fit the page width to the screen



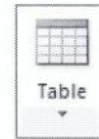
Enter heading

- Ribbon [Home] [Paragraph] – click the [Center] button
 - To centre the heading as you type
- Ribbon [Home] [Font] – click the [Bold] button
 - To make the heading stand out
- Ribbon [Home] [Font] – click the arrow to the right of the [Font] field and select [Comic Sans MS] from the drop down menu
 - To change the font to Comic Sans MS
- Ribbon [Home] [Font] – click the arrow to the right of the [Font size] field and select [14] from the drop down menu
 - To change the font size to 14
- Type in the heading “**Weekly timetable**” and press [Enter]
- Press [Control] [Space bar]
 - To return the font formatting to the default for further text
- Ribbon [Home] [Paragraph] – click the [Align Text Left] button
 - To align further text with the left margin



Exercise 3 Create a table

- Ribbon [Insert] [Tables] – click the [Table] button
 - To see the [Insert Table] drop down menu

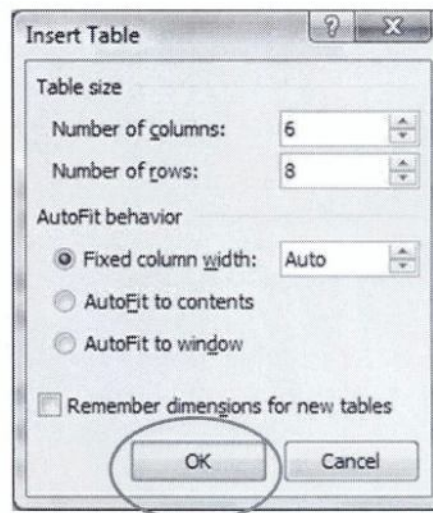
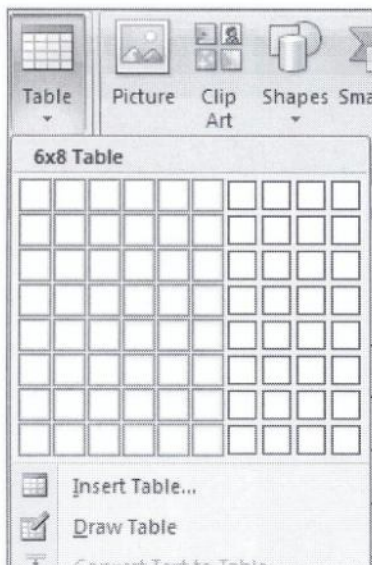


Either

- Move the pointer over the squares at the top of the drop down menu and highlight eight squares down and six across, then click the left button
 - To insert an empty table consisting of 8 rows and 6 columns in the document

Or

- Select [Insert Table...] from the drop down menu
 - To open the Insert Table dialog box
- In the Table size section of the Insert Table dialog box, change the [Number of columns] field to **6**
- Change the [Number of rows] field to **8**
- Click the [OK] button
 - To insert an empty table consisting of 8 rows and 6 columns in the document



Exercise 4 Insert data in a table

- The cursor should be flashing in the top left cell of the table. If not, click this cell
- Press the [Tab] key on the keyboard
 - To move right, to the next cell in the top row
- Type **“Monday”**, then press [Tab] again
 - To move to the next cell in the top row
- Type **“Tuesday”**
- Repeat the above to insert the remaining days of the week
- At the end of the first row, press [Tab] again
 - To move to the first cell of the second row
- Type **“Period 1”**
- Use the [down arrow] on the keyboard
 - To move to the first cell in the third row
- Insert all the period numbers in this way

Weekly timetable					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Period 6					
Period 7					

You will need to know

Edit data in a table

Data in a table is selected and edited in the same way as within a document.



You may like to know

The AutoComplete function within Microsoft Word may give you the option to automatically complete the days of the week once you have entered the fourth letter of each name. Once the AutoComplete tip appears, click [Enter] to insert the suggested word into your table.

Exercise 5 Select rows, columns, cells, entire table

In this Exercise you will select different parts of the table.

You will select the row containing the days of the week, in order to amend the formatting of the entries in this row. After this, you will select the column containing the periods and format these entries. Finally, you will select the entire table and amend the font used for every cell in the table.

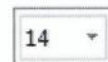
Select a row

- Position the pointer in the margin to the left side of row 1
 - The pointer will change to a white right facing arrow
- Click the left button
 - To select all of row 1



Format entries

- Make the [Font] for the selected cells larger and [Bold]
- [Center] each day in its cell



	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Period 6					
Period 7					

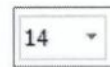
Select a column

- Position the pointer on the top line of column 1
 - The pointer will change to a small, thick, downward facing black arrow
- Click the left button
 - To select all of column 1



Format entries

- Use the Ribbon [Home] [Font] tools
 - To make the [Font] [14pt] and [Bold]
- Ribbon [Home] [Paragraph] – click the [Align Text Right] button
 - To line up all the Period details to the right of column 1



	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Period 6					
Period 7					

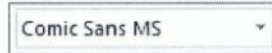
Select the table

- Move the pointer anywhere in the table
 - To see the four way arrow appear at the top left of the table
- Click the four way arrow
 - To select all the cells in the table



Amend font

- Ribbon [Home] [Font] – click the drop down arrow to the right of the [Font] field and select [Comic Sans MS]
 - To change the font for all the cells in the table



You will need to know

Select a cell

- *Move the pointer to the left of the cell you wish to select*
- *When the pointer changes to a thick black arrow angled upwards - click*
 - *To select the cell*

Select a series of adjacent cells

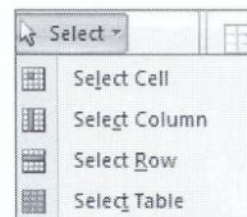
- *Click the first cell of those you wish to select*
- *Drag to the last cell you wish to select*
 - *To select the required series of cells*



You may like to know:

It is also possible to select parts of a table using the Ribbon:

- *Click the row, column or cell you wish to select*
- *Ribbon [Layout] [Table] - click the [Select] button*
 - *To view the drop down list of Select options*
 - *To be able to select the current cell, column, row or table.*



Exercise 6 Insert, delete, rows and columns

This Exercise will insert a row for 'break time' and a row for 'lunch time' each day. The cells in each of these rows will be merged, so that each row consists of just one cell.

You will also insert an additional column, and will learn how to delete rows and columns in a table.

Insert a row

This will insert a row between "Period 2" and "Period 3", for 'break time'.

- Click the cell containing the words "Period 3"
- Ribbon [Layout] [Rows & Columns] – click the [Insert Above] button
 - To insert a new row above the selected cell

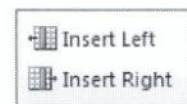


Right click:
• [Insert]
• Select from sub menu

Insert a column

If Saturday is a working day, you may wish to add an additional column to the right of the existing columns for this. *Although you will be adding a column to the right, it is also possible to add columns to the left, as can be seen in the instructions below.*

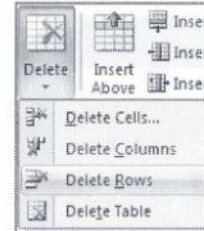
- Click a cell to the left or right of where you want the new column
- Ribbon [Layout] [Rows & Columns] – click the [Insert Left] or [Insert Right] button
 - To insert a new column to the left or right of the selected cell



Delete a row

This will delete the "Period 7" row, leaving the timetable with 6 periods.

- Select any cell in the "Period 7" row
- Ribbon [Layout] [Rows & Columns] – click the [Delete] button and select [Delete Rows] from the drop down menu
 - To delete the "Period 7" row

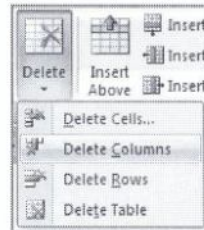


Right click:
• [Delete cell ...]
• Select from the Delete Cells dialog box

Delete a column

If you do not require the "Saturday" column, or one of the other days, the following instructions will show you how to delete it.

- Select any cell in the column to be deleted
- Ribbon [Layout] [Rows & Columns] – click the [Delete] button and select [Delete columns] from the drop down menu
 - To delete the column



You may like to know



Work with multiple columns

To delete multiple, adjacent columns, select a cell in each of the columns you wish to delete, before deleting.

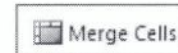
To insert multiple, adjacent columns, select a cell in the number of columns you wish to insert, before inserting.

Merge cells

This will merge the cells in the 'break time' row.

You should be aware that, once cells are merged in a row, inserting and deleting columns can affect the layout of the merged row.

- Select all the cells in the new row 4
- Ribbon [Layout] [Merge] – click the [Merge Cells] button
 - To merge the selected cells into one
- Type the word "**BREAK**" in the merged cell



- Click the cell containing the words "Period 4"
- Ribbon [Layout] [Rows & Columns] – click the [Insert Below] button
 - To insert a new row below the selected cell
- Merge the cells in the new row and type the word "**LUNCH**"
- [Center] the 'BREAK' and 'LUNCH' entries in their merged cells

Exercise 7 Table formatting

This Exercise will modify the look of the table. You will amend column widths and row height, and will change the look of the lines around the cells of the table. You will also add shading to some of the cells in the table, to make them stand out.

Modify column width

- Move the pointer over the vertical line between columns 1 and 2
 - The pointer will change to a double-ended arrow
- Click and drag the line to the left
 - To resize the column width
 - To make column 1 narrower, and column 2 wider
- Select all the cells in columns 2 to 6
- Ribbon [Layout] [Cell Size] – click the [Distribute Columns] button
 - To make the selected columns equal width



Modify row height

- Move the pointer over the horizontal line between rows 1 and 2
 - The pointer will change to a double-ended arrow
- Click and drag the line down to the required position
 - To resize the row depth as required
 - To make the heading row deeper

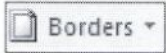


Column widths and row height can also be adjusted to an exact measurement:

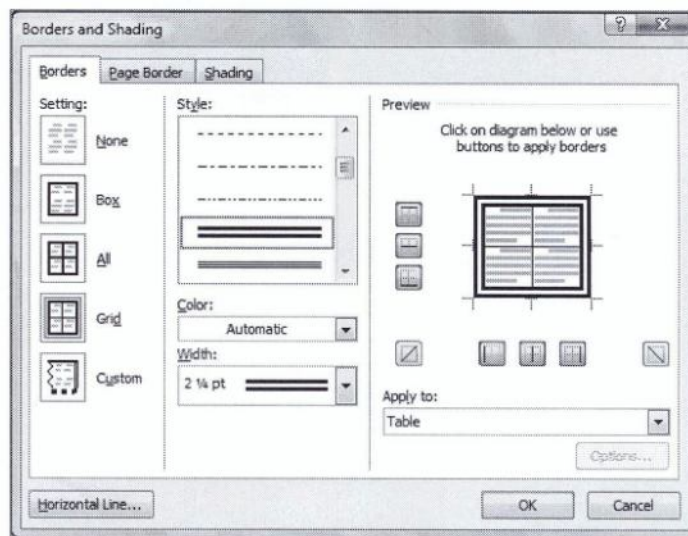
- Select the row or column to be amended
- Ribbon [Layout] [Cell Size] – adjust the [Table Row Height] or [Table Column Width] fields as required



Modify cell borders

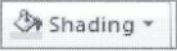
- Place the cursor in any cell in the table
- Ribbon [Design] [Table Styles] – click the drop down arrow  to the right of the [Borders] button and select (Borders and Shading) from the drop down menu
 - To open the Borders & Shading dialog box
- In the Borders and Shading dialog box, select the [Borders] tab
- In the Setting: section of the Borders tab, select [Grid]
- In the Style: section use the scroll bar to see the border styles available to you and select one suitable for the outside border of the table
- Click the arrow to the right of the [Color:] field and select a colour to use for your borders
- Click the arrow to the right of the [Width:] field and select 2¼ pt from the drop down menu
- In the [Apply to:] field select [Table] and click [OK]
 - To change the outside border of the table to the selected style

Right click:
• [Borders and Shading...]
• To view the Borders and Shading dialog box



With a cell, or group of cells, selected in a table, the borders for the selected cell(s) can be selected from the [Borders] button drop down menu, without opening the Borders and Shading dialog box.

Add shading to cells

- Select the cells in the top row that contain the days of the week
- Ribbon [Design] [Table Styles] – click the [Shading] button 
- From the drop down menu, hover over the colours
 - To see how the colours look in the selected cells
- When you have found a colour that is not too dark for the text, select it
 - To change the selected cells to the chosen colour
- Use the same method to change the colour of the “LUNCH” and “BREAK” rows

Right click:

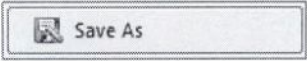
- [Borders and Shading...]
- To view the Borders and Shading dialog box

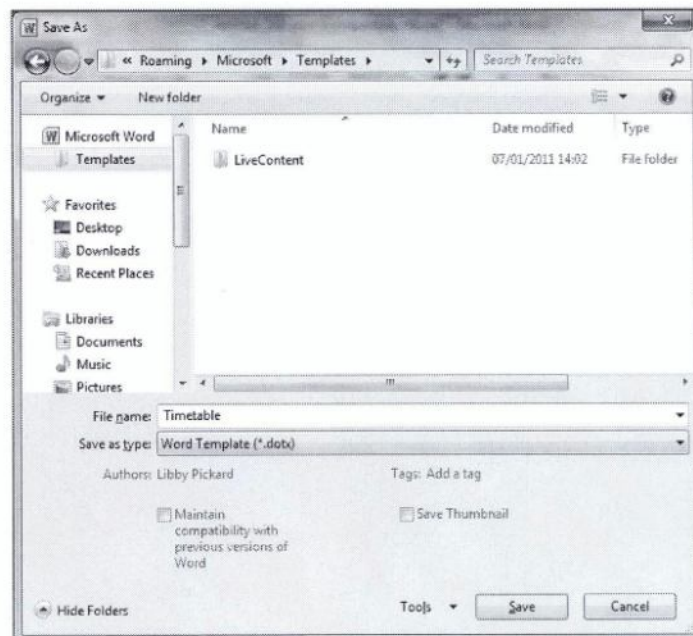
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
BREAK					
Period 3					
Period 4					
LUNCH					
Period 5					
Period 6					

Exercise 8 Save a document as another file type

This Exercise will save the table document as a template.

It is possible to save templates in any folder available to you. However, it will be easier to locate and use them in the future, if you save them in the templates folder that is provided for your version of Microsoft Word.

- Ribbon [File] click the [Save As] button 
- To open the Save As dialog box
- Type an appropriate name in the [File name:] field
- Click the drop down button to the right of the [Save as type:] field
 - To view the available file types
- Select [Word Template] from the available file types
- In the [Favorite Links] section at the left of the window, select [Templates] as the folder in which to save the file
- Click [Save]
 - To complete the operation
 - To save the document as a template in your Templates folder

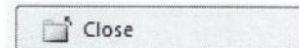


It is possible to save Word files under other names and in other formats using the Save As dialogue box. Typical examples of other file types are:

File Type	Use of File
Web page	A Word document that will open in a web browser eg .HTML (HyperText Markup Language).
Various text formats	A text document that can be read by many other programs eg .RTF (Rich Text Format).
Previous Word versions	A Word document that can be read by older versions of Word eg Word 97-2002 & 6.0/95.
OpenDocument text file	OpenDocument text files are supported by a wide variety of word processing applications, including free software applications. An OpenDocument text file has the extension .ODT. It is also possible to save Word files as other software specific file types, as shown in the [Save as type:] drop down list.
Template	A master document, from which a new document is created each time you require a copy of it – using the preset document layout eg .DOT.

Close the template file

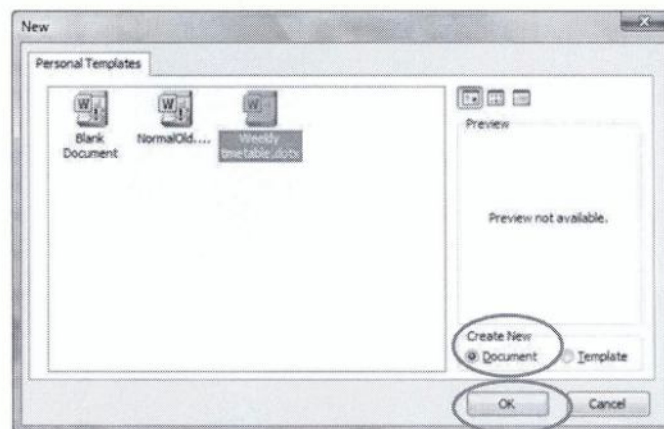
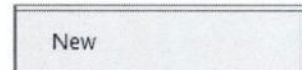
- Ribbon [File] click the [Close] button
 - To close the current document and leave Microsoft Word open.



Exercise 9 Create a new document based on an available template


As you saw in Example 2, the Word templates that are available to you are shown in the New Document dialog box.

- Ribbon [File] click the [New] button
 - To open the New dialog box
- In the Available Templates section of the New dialog box select [My templates...]
- In the New dialog box select the template you previously saved in Exercise 8
 - To open the New dialog box with your personal templates shown
- In the New dialog box select the template you previously saved in Exercise 8
- In the [Create New] section select [Document] and click [OK]
 - To create a new document based on the weekly timetable template



- Fill in some timetable details in the new timetable document
- Save the new file as a Word document in an appropriate folder, with an appropriate name
 - This document will not be linked to the timetable template.

Exercise 10 Close a word processing application

- Ribbon [File] click the [Exit] button The image shows a rectangular button with a light gray background and a thin border. On the left side of the button is a small square icon containing a white 'X' on a dark background. To the right of the icon, the word 'Exit' is written in a standard sans-serif font.
- To close Word as well as any open documents
- If you have any open documents that have not been saved since they were last updated, a warning box will open for each of these documents in turn, asking if you want to save the changes you made to the document

Keyboard shortcut:
• [Alt] + [F4]

Example 6 - Mail merge

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	Last Name	First Name	Form	Day	Time	Location	Role
<input checked="" type="checkbox"/> Drama club auditi...	Evans	Jonathon	CLJ	Wednesday	16:00	Main Hall	Nanki-Poo
<input checked="" type="checkbox"/> Drama club auditi...	Taylor	James	CRJ	Wednesday	16:15	Main Hall	Nanki-Poo
<input checked="" type="checkbox"/> Drama club auditi...	Turner	Lawrence	CRJ	Wednesday	16:30	Main Hall	Ko-Ko
<input checked="" type="checkbox"/> Drama club auditi...	Davis	Lawrence	SRE	Wednesday	16:45	Main Hall	Ko-Ko
<input checked="" type="checkbox"/> Drama club auditi...	Hart	Alan	SLE	Wednesday	17:00	Main Hall	Pooch-Bah
<input checked="" type="checkbox"/> Drama club auditi...	Jones	John	ALE	Wednesday	17:15	Main Hall	Pooch-Bah
<input checked="" type="checkbox"/> Drama club auditi...	Davies	Isobel	ALJ	Wednesday	17:30	Dining Room	Yum-Yum
<input checked="" type="checkbox"/> Drama club auditi...	Masters	Julie	CLE	Wednesday	17:45	Dining Room	Yum-Yum
<input checked="" type="checkbox"/> Drama club auditi...	Turner	Heidi	CLE	Wednesday	18:00	Dining Room	Pitti-Sing
<input checked="" type="checkbox"/> Drama club auditi...	Whiting	Lorna	LEF	Wednesday	18:15	Dining Room	Pitti-Sing
<input checked="" type="checkbox"/> Drama club auditi...	Haddad	Ali	LLG	Thursday	16:00	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	Martin	Alice	CLJ	Thursday	16:15	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	Smith	Alison	SRE	Thursday	16:45	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	White	Mark	SRE	Thursday	17:00	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	Tamini	Mona	ALJ	Thursday	17:15	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	Bowen	Jessica	LLG	Thursday	17:30	Main Hall	Chorus
<input checked="" type="checkbox"/> Drama club auditi...	Godwin	Lynne	SRE	Thursday	17:45	Main Hall	Chorus

Data Source: Drama club auditions.mdb

Refine recipient list

- Sort...
- Filter...
- Find duplicates...
- Find recipient...
- Validate addresses...

Buttons: Edit, Refresh, OK

Mailing list

2nd November 11

Dear <First_Name>

Thank you for your interest in our forthcoming performance of the Gilbert and Sullivan opera, The Mikado.

We will be holding auditions next week. Please find below details of the time and place of your audition, and the role for which you will be auditioning.

Day	<Day>
Time	<Time>
Location	<Location>
Role	<Role>

Please return the slip below to the Drama Department stating whether you will be coming to your audition.

Good luck—and we look forward to seeing you on <Day>

Joe Brown

Drama Department

<Full Name> will not be attending the audition for The Mikado next <Day>

<First_Name> <Last_Name>

Form <Form>

Main document

Jonathon Evans Form CLJ	James Taylor Form CRJ	Lawrence Turner Form CRJ	Lawrence Davis Form SRE
Alan Hart Form SLE	John Jones Form ALE	Isobel Davies Form ALJ	Julie Masters Form CLE
Heidi Turner Form CLE	Lorna Whiting Form LRF	Ali Haddad Form LLG	Alice Marie Form CLJ
Alison Smith Form SRE	Mark White Form SRE	Mona Tamini Form ALJ	Jessica Bowen Form LLO
Lynne Godwin Form SRE	Alan Clifford Form SLH	Form	Form

Label document

This Example will prepare and output mail merge documents. These documents will be an individual letter to potential actors in a students' performance of the opera, 'The Mikado'; giving details of the role that person is going to audition for. The letter will end with a section to be returned by the student, stating whether they will be attending their audition. The individual participants' details will be taken from a mailing list that is contained within your exercise files.

The mailing list records will then be used to create mailing labels, to attach to the individual envelopes to be sent to each club member.

What is Mail Merge?

Mail merge is the process of combining a **mailing list** and a **main document**, to print a run of documents with differing information in certain parts of each document.

The **main document** (this can be a letter, e-mail message, envelope or label) contains the information that is going to stay the same in each copy of the document; with 'fields' showing where the individual information will be entered into each copy of the document.

The **mailing list** contains the information that is going to change in each document.

Each piece of information in the data source is known as a **field**.

The information in the mailing list about each individual person, student or organisation is known as a **record**.

Exercise 1 Open a word processing application

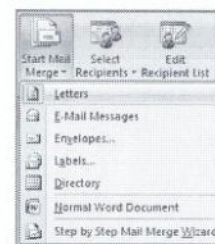
- From the Task Bar at the bottom of the screen, click the [Start] button
- Select [All Programs] [Microsoft Office] [Microsoft Office Word]
 - Microsoft word will open, with a new, blank document on screen

Exercise 2 Preparation

This Exercise will prepare the document that will be used for the mail merge. It will also select the mailing list to be merged with the document, before typing text into the document and inserting merge fields where appropriate.

Prepare a document

- Start with a new, blank document on your screen
- Ribbon [Mailings] [Start Mail Merge] – click the [Start Mail Merge] button and select [Letters] from the drop down menu
 - To select the type of document to be prepared

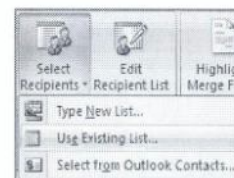


Select a mailing list

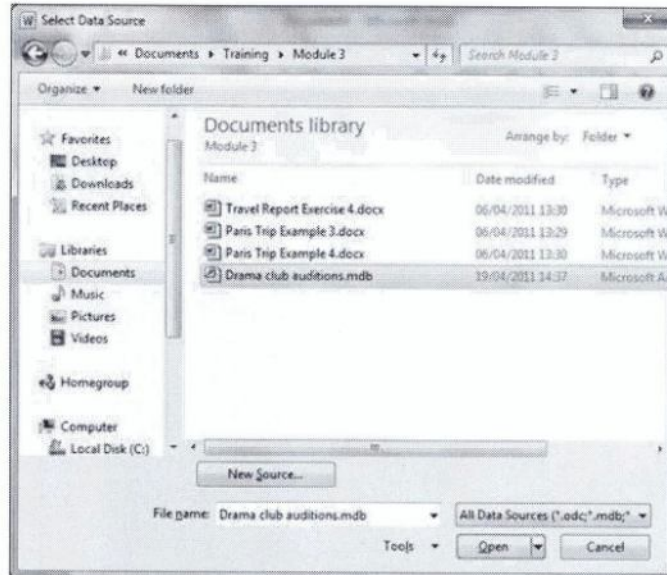
A large variety of database documents can be used as mailing lists for mail merges in Microsoft Word. These include Address Lists created within the Mailings section of Word, Microsoft Access databases, Microsoft Excel lists and Microsoft Office address lists (such as Outlook Contacts). It is possible to use an existing list, or create a new list for your current mail merge.

This will select an existing mailing list that is stored with your exercise files. The list was created as a Word Address List, and contains details of each student's name and form, together with the role for which they are auditioning, and the time and place of their audition.

- Ribbon [Mailings] [Start Mail Merge] – click the [Select Recipients] button and select [Use Existing List...]
 - To open the Select Data Source dialog box
- In the Select Data Source dialog box, navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 3]



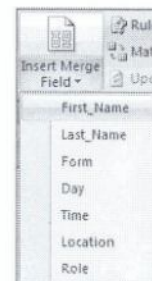
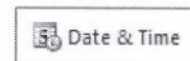
- In the Module 3 folder, select the file named "Drama club auditions" and click the [Open] button
 - To select the [Drama club auditions] file as the data source



Insert data fields

The data fields available will be the fields in the [Drama club auditions] file.

- Ribbon [Insert] [Text] – click the [Date & Time] button and select from the available formats
- Click [OK]
 - To insert the date into your letter
- In a new paragraph, type "Dear" and press the [Spacebar]
 - To insert a space before the first merge field
- Ribbon [Mailings] [Write & Insert Fields] – click the arrow below the [Insert Merge Field] button
 - To view the data fields available
- Select [First_Name] from the drop down menu
 - To insert the [First_Name] field into the document



- Start a new paragraph and type the following:
“Thank you for your interest in our forthcoming performance of the Gilbert and Sullivan opera, The Mikado.”
- In a new paragraph continue typing:
“We will be holding auditions next week. Please find below details of the time and place of your audition, and the role for which you will be auditioning.”
- Insert a 2 column x 4 row table below the paragraphs (as explained in Example 5)
- Type the text headings in the left column of the table and insert the matching merge fields in the right column, as shown below

of your audition, together with the role for which you will be auditioning.

Day	«Day»
Time	«Time»
Location	«Location»
Role	«Role»

- Below the table, insert the following 2 paragraphs:
**“Please return the slip below to the Drama Department stating whether you will be coming to your audition.
 Good luck – and we look forward to seeing you on ”**
Note that the second paragraph ends with a space
- After the space, insert the [Day] merge field.
- Sign the letter off by typing your name and role
- Press [Enter] twice

You will now insert a line to separate the body of the letter from the reply slip. The easiest way to do this is using the AutoCorrect feature, which can automatically replace certain text as you type:

- On the keyboard press the [Hyphen] key 3 times followed by [Enter]
 - To insert a horizontal line from one margin to the other

- On the keyboard press [Enter] twice
- Type:
 "I will / will not be attending the audition for The Mikado next",
 followed by a space
- After the space, insert the [Day] merge field
- In a new paragraph, insert the [First_Name] and [Last_Name] merge fields, with a space between the fields
- On a new line, type the word **"Form"**, followed by a space and insert the [Form] merge field.

Exercise 3 Outputs

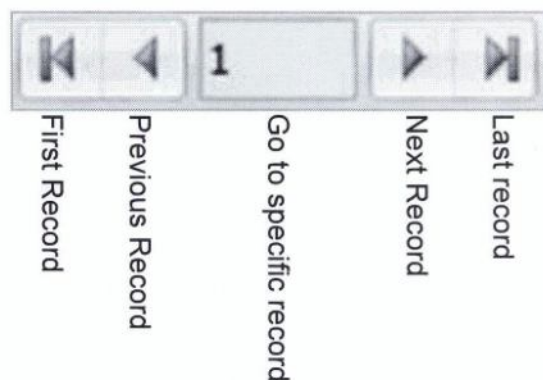
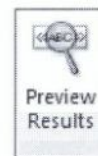
This Exercise will merge the audition letter with the mailing list.

Merge a mailing list with a letter

You will preview the merged letter on screen, to see how each student's letter will appear; before looking at the printing options available for your merged documents.

Preview merged documents

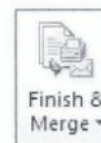
- Ribbon [Mailings] [Preview Results] -. Click the [Preview Results] button
 - To see the letter completed with details relating to the first person on the mailing list
- Ribbon [Mailings] [Preview Results] – use the navigation controls to look through the mailing results



If you wish to return to view the letter containing the merge fields, click the [Preview Results] button again.

Print mail merge letters

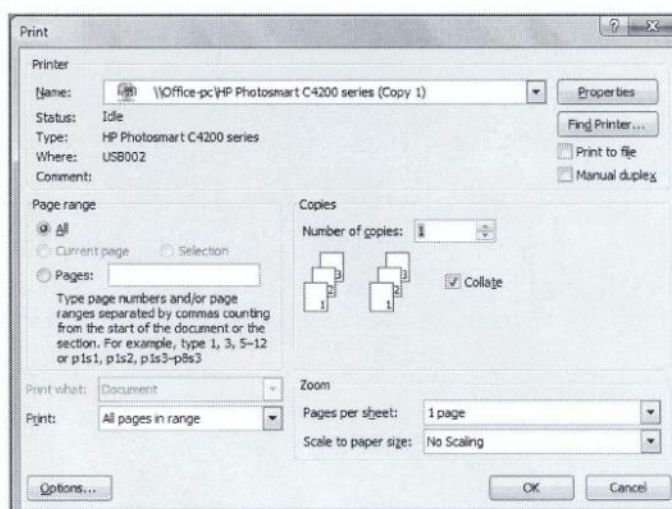
- Ribbon [Mailings] [Finish] – click the [Finish & Merge] button
 - To see the drop down menu of options available
- From the drop down menu, select [Print Documents...]
 - To open the Merge to Printer dialog box



- In the Merge to Printer dialog box, select the radio button for the records you wish to print, as shown in the table below:

All	To print one letter for each student in the mailing list
Current record	To print a letter just for the record currently on screen
From: To:	To print letters for specific records. In the From: and To: fields, enter the numbers of the records as they were shown in the [Preview Results] field

- Click the [OK] button
 - To open a Print dialog box
- Select your printer options and click the [OK] button
 - To print the letters you selected in the Merge to Printer dialog box



You may like to know



Edit and save individual records

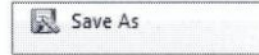
It is also possible to edit individual records and then save them to a separate document.

- *Ribbon [Mailings] [Finish] - click the [Finish & Merge] button*
 - *To see the drop down menu*
- *From the drop down menu select [Edit Individual Documents...]*
 - *To open the Merge to New Document dialog box*
- *In the Merge to New Document dialog box, select the current record, or the range of records you wish to edit and click the [OK] button*
 - *To open the selected record(s) in a new document*
- *Make any additions or alterations needed to the individual records*
- *[Save] and [Close] the document, using an appropriate name .*



Exercise 4 Save and close the merge letter

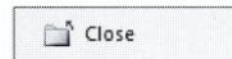
- Ribbon [File] click the [Save As] button
 - To open the Save As dialog box
- In the [File name:] field, type an appropriate name for your document
- Within your filing system, select an appropriate folder
- Click [Save]
 - To save the document in the selected folder



Keyboard shortcut:

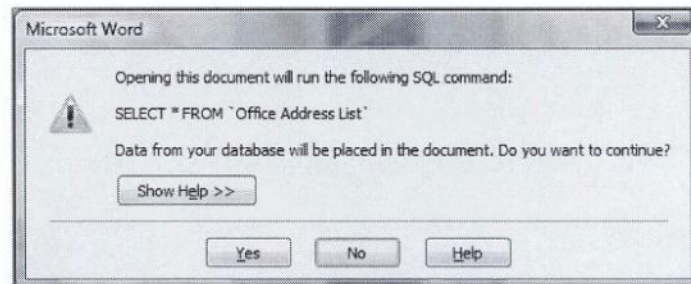
- [Alt] + F
- Then press [A]
- To open the Save as dialog box

- Ribbon [File] click the [Close] button
 - To close the current Microsoft Word document



You may like to know

When re-opening a mail merge main document, the following message will be displayed:



Select [Yes] to ensure that the mailing list data is placed in the main document, in order to mail merge again.

Exercise 5 Create and print mailing labels

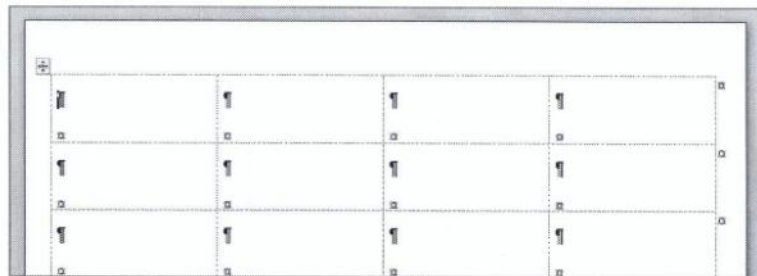
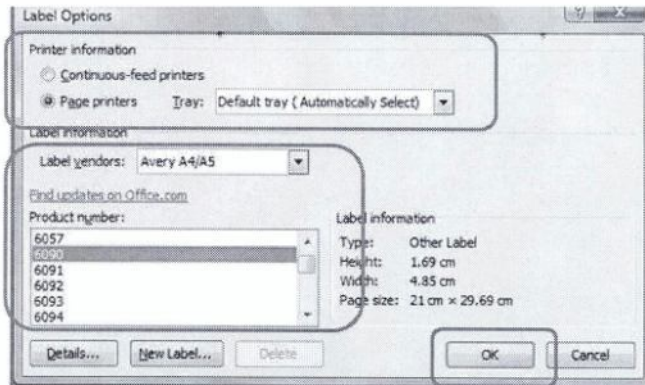
This Exercise will merge the mailing list to a label document, ready to attach to the envelope for each student.

Open a document

- Create a new, blank document
- Ribbon [Mailings] [Start Mail Merge] – click the [Start Mail Merge] button and, from the drop down menu, select [Labels...]
 - To open the Label Options dialog box
 - To be able to specify the label type and printer details for your labels



- In the Printer information section of the Label Options dialog box, select the correct radio button to suit the way your printer handles labels
- If you have a page printer, rather than a continuous feed printer, click the drop down arrow in the [Tray:] field and select the tray your labels will be in
- From the [Label vendors:] field, click the drop down arrow and select the correct label manufacturer for your labels
- Scroll through the [Product number:] field
 - To find and select the label number that matches the labels you have
- Click [OK]
 - To close the Label Options dialog box
 - To select this label type for your document
 - To see the label layout on screen



If the lines round each label are not shown on screen:

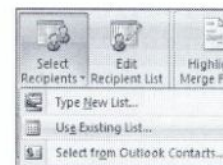
- Ribbon [Layout] [Table] – click the [View Gridlines] button
 - To view the lines and see the size of each label on screen

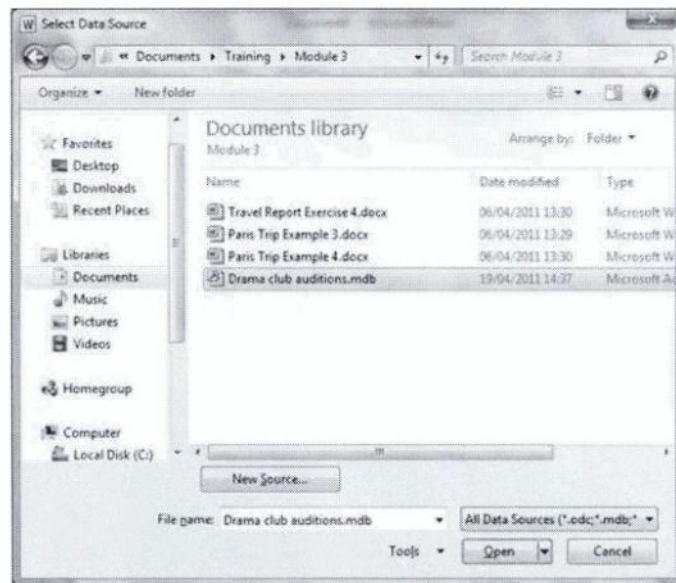


Select recipients

This will select the existing mailing list stored with your exercise files. The list includes details of each student's name and form that will be used on the address labels.

- Ribbon [Mailings] [Start Mail Merge] – click the [Select Recipients] button and select [Use Existing List...]
 - To open the Select Data Source dialog box
- In the Select Data Source dialog box, navigate through the drives and folders in your filing system and select your exercise file location
- From the list of folders in your exercise file location, select [Module 3]
- In the Module 3 folder, select the file named "Drama club auditions" and click the [Open] button
 - To select the [Drama club auditions] file as the data source





Insert data fields


This will select the fields you wish to insert in the address labels.

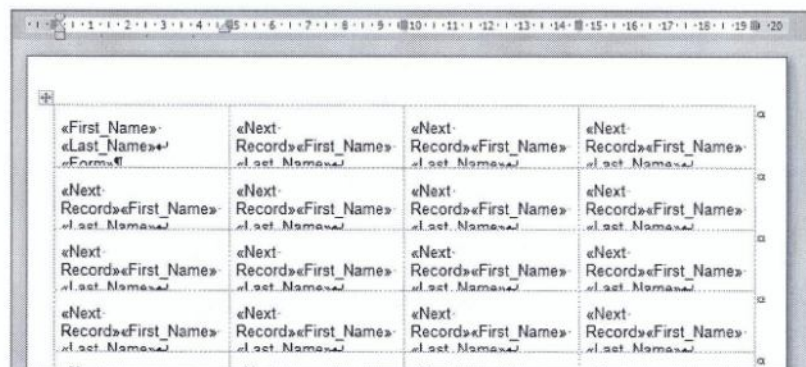
- Ribbon [Mailings] [Write & Insert Fields] –click the arrow below the [Insert Merge Field] button and select [First_Name] from the drop down menu
 - To insert the [First_Name] field into the document
- On the keyboard press the [spacebar]
- Insert the [Last_Name] merge field
- On the keyboard press [Shift] [Enter]
 - To move down to the next line without starting a new paragraph
- Type the word “Form” followed by a space, then insert the [Form] merge field



Update labels

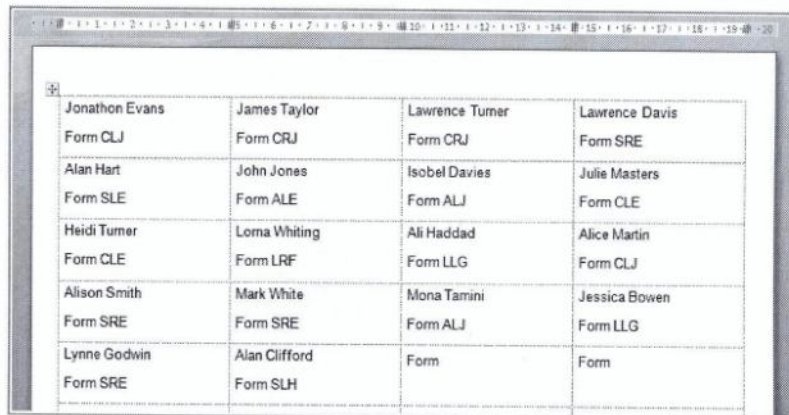
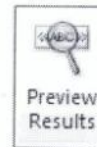
This will update all the labels in the document with the fields inserted in the first label.

- Ribbon [Mailings] [Write & Insert Fields] – click the  [Update Labels] button
 - To see the inserted fields in all the labels
 - *Dependent upon the size of the labels you are using, the First name and Last Name fields may not be shown on the same line. This is due to the length of the field names, and will not affect the way the merged records will be displayed within each label*
- [Save] the mailing labels document in a suitable folder, with an appropriate name
 - This will enable you to recreate labels from this document in the future, merging these fields with details in any mailing list you have access to



Merge a mailing list with a label document

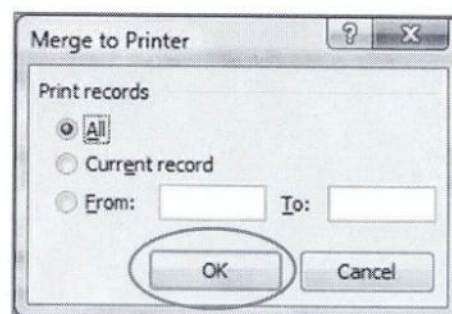
- Ribbon [Mailings] [Preview Results] – click the [Preview Results] button
 - To see all the label details in the document

A screenshot of a spreadsheet application window showing a 6x4 grid of data. Each cell contains a name and a form ID. The data is as follows:


Jonathon Evans Form CLJ	James Taylor Form CRJ	Lawrence Turner Form CRJ	Lawrence Davis Form SRE
Alan Hart Form SLE	John Jones Form ALE	Isobel Davies Form ALJ	Julie Masters Form CLE
Heidi Turner Form CLE	Lorna Whiting Form LRF	Ali Haddad Form LLG	Alice Martin Form CLJ
Alison Smith Form SRE	Mark White Form SRE	Mona Tamini Form ALJ	Jessica Bowen Form LLG
Lynne Godwin Form SRE	Alan Clifford Form SLH	Form	Form

Print labels

- Ribbon [Mailings] [Finish] – click the [Finish & Merge] button
 - To see the drop down menu of options available
- From the drop down menu, select [Print Documents...]
 - To open the Merge to Printer dialog box
- In the Merge to Printer dialog box, select the [All] radio button
 - So that a label will be printed for each record in the mailing list
- Click the [OK] button
 - To open the Print dialog box
- Select your printer options and click the [OK] button
 - To print the label document, with one label for each record



Exercise 6 Close a word processing application


- Ribbon [File] click the [Exit] button 
 - To close Word as well as any open documents
 - If you have any open documents that have not been saved since they were last updated, a warning box will open for each of these documents in turn, asking if you want to save the changes you made to the document

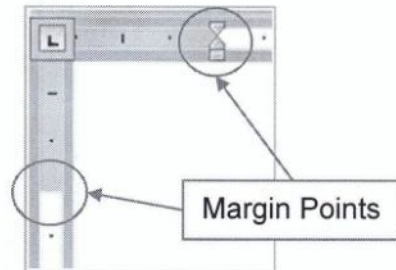
Keyboard shortcut:
• [Alt] + [F4]



You may like to know

Margins can also be changed using the horizontal and vertical rulers.

- *If you cannot see the rulers, click the [View Ruler] button* 
- *On the ruler, hover over one end of the horizontal or vertical margin point*
 - *The pointer changes to a double headed arrow*
- *Click and drag the top, bottom, left or right margin to the required position*



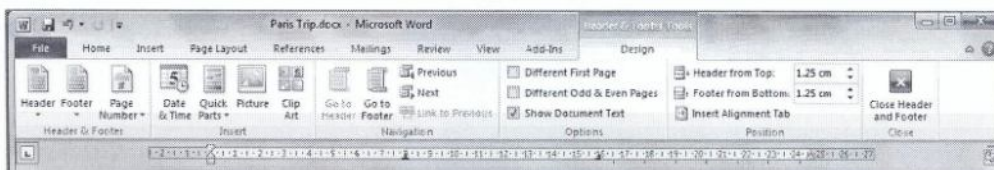
Add text in headers, footers

Headers and footers enable you to repeat the same text at the top (header) and/or bottom (footer) of each page of your document. If headers and footers are saved into your educational templates, they can standardise your documents, displaying such information as your class, college and subject area.

- Ribbon [Insert] [Header & Footer] – click the [Header] button
 - To open the Built-In header drop down menu
- Use the scroll bar to the right of the drop down menu
 - To view the predefined header styles available to you
- From the options at the bottom of the menu select [Edit Header]
 - To open the header at the top of the document
 - To see the [Header & Footer] [Design] Ribbon tools



Move the pointer over the header area
Right Click:
• [Edit Header]



Headers and footers automatically contain two tabs on the horizontal ruler – a centre tab in the middle of the ruler and a right tab at the right margin of the ruler. These tabs enable you to easily insert entries at the left, middle and right of the header and footer.

Because you have changed the orientation of your document, and the document is therefore wider than it was, these tabs will no longer be in the middle and right of your ruler. To move them to the correct location:

- On the horizontal ruler, click and drag the [Middle Tab] to the middle of the ruler
- Click and drag the [Right Tab] so that it lines up with the right margin
- Press the [Tab] key twice
 - To move the insertion point to the right tab
- Type "**Report on school trip**"



Edit text in headers, footers

Text in headers and footers is selected and edited in the same way as text within a document.

- Select the header text you have just inserted
- Format the text to be [Bold] and amend the [Font Size]

Add fields in headers, footers

A lot of header and footer text can be automatically inserted – such as page numbers, date and time information, author, user information, file name and location. These are called fields.

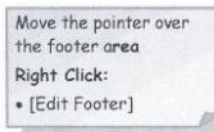
You will now add the file name, page number and date in the document's footer.

Either

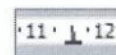
- Ribbon[Insert] [Header & Footer] – Click the [Footer] button and select [Edit Footer] from the drop down menu
 - To open the Footer text box at the bottom of the document
 - To see the [Header & Footer Tools] [Design] Ribbon

Or, if the [Header & Footer Tools] [Design] Ribbon is open

- Ribbon [Header & Footer Tools] [Design] [Navigation] – Click the [Go to Footer] button



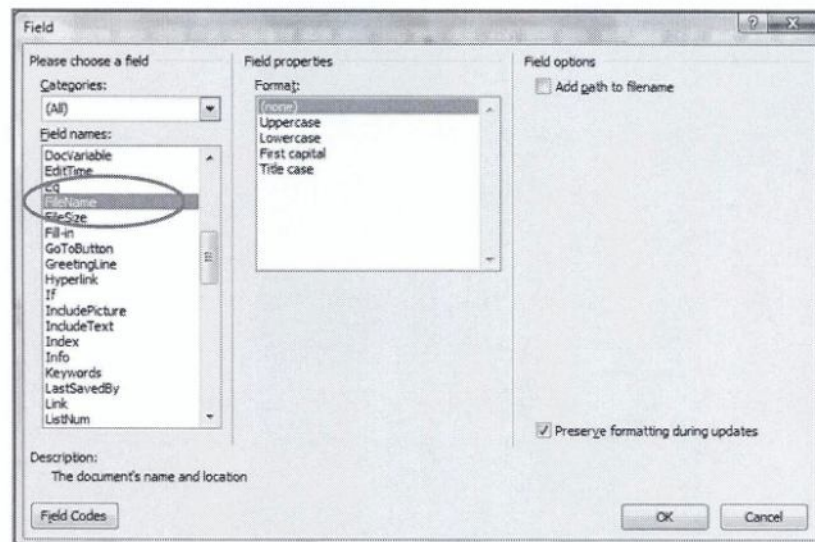
- On the horizontal ruler click and drag the [Right Tab] so that it lines up with the right hand margin
- On the horizontal ruler click and drag the [Center Tab] so that it is in the middle of the margin
- Ribbon [Header & Footer Tools] [Design] [Insert] – click the [Quick Parts] button and select [Field] from the drop down menu
 - To open the [Field] dialog box



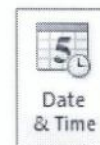
- In the [Field] dialog box, ensure the [Categories:] box has (All) selected
- Use the [Field names:] scroll bar to find and select [FileName]
 - To see the format options available to you
- In [Field properties] [Format:], select the format of your choice
- In [Field options] selecting [Add path to filename] would show the complete file path and identify where the file is stored

You should be aware that, if you add the path, the footer entry may become very long, and could spread across the centre tab in the footer.

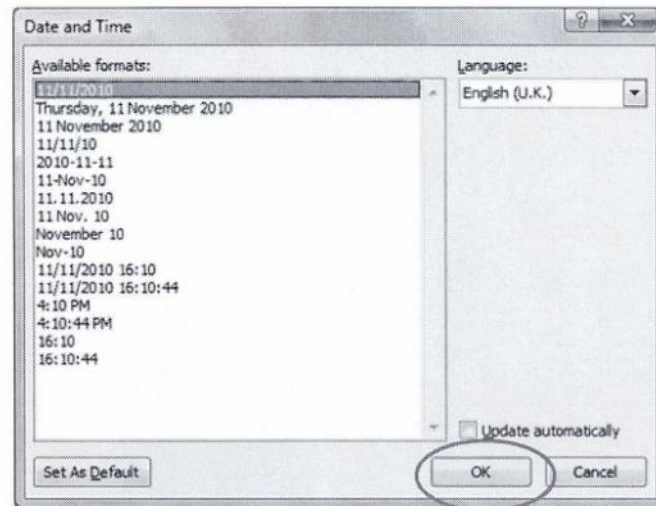
As you are about to insert a centre tab to your footer, it would be better not to add the file path here.
- Select [OK]
 - To add the filename to the footer on each page of the document



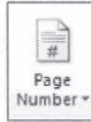

- Press the [Tab] button on the keyboard
 - To move the insertion point to the centre tab
- Ribbon [Header & Footer Tools] [Design] [Insert] – click the [Date & Time] button
 - To open the [Date and Time] dialog box
 - To see the date format options available to you



- In [Available formats:], select the format of your choice and click [OK]
 - To insert the date and / or time in the centre of the footer on each page of the document



Add automatic page numbering

- Press the [Tab] button on the keyboard
 - To move the insertion point to the right tab
- Ribbon [Header & Footer Tools] [Design] [Header & Footer] – click the [Page Number] button
 
- From the drop down menu, select [Current position] and, using the scroll bar, view the available number formats
- Select the number format you wish to use
 - To insert the page number at the current cursor position in the footer of each page of the document
- Ribbon [Header & Footer Tools] [Design] [Close] – click the [Close Header and Footer] button
 
 - To return to the main body of your document
 - To view your header and footer 'greyed out' on each page.

Exercise 6 Check the document

Before you send a document to print, it should be checked to ensure all the words are correctly spelt, that it is grammatically correct and that it will be laid out on the printed page as you want it.

Microsoft Word contains a spelling and grammar checker. The default setting in Microsoft Word enables these to be checked as you type.

If you type text that the spelling and grammar checker considers incorrect:

A red wavy underline appears beneath a *misspelt* word

A green wavy underline appears beneath *incorrect grammar*

A blue wavy underline appears beneath a correctly spelt word that may be *out of context*

- Right click over a red, green or blue wavy underlined word
 - To see the drop down menu, with a list of suggested alternatives and actions
- Select from the list
 - To replace the incorrect text with the appropriate alternative

Spell check the document

The Spelling and Grammar dialog box will only open if there are errors in the current document.

- Press [Ctrl] + [Home]
 - To return to the beginning of the document
- Ribbon [Review] [Proofing] – click the [Spelling & Grammar] button
 - If there are any errors in the document, the Spelling and Grammar dialog box will open
 - Suggested corrections for the first error will be displayed
- Select the correction you require
- Click the relevant button. as explained below



Keyboard shortcut:

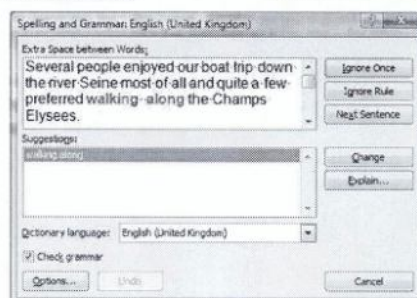
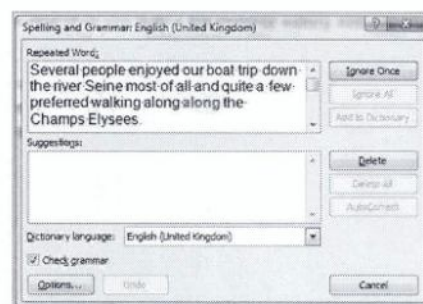
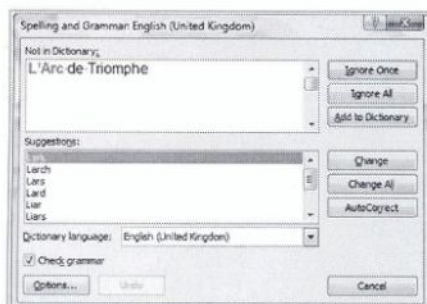
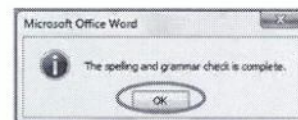
- [F7]
 - To begin a spell check
- [Shift] + [F7]
 - To spell check just the currently selected word

The options available in the Spelling and Grammar dialog box will vary, depending on the type of error found

- Click [Ignore Once]
 - To retain your current spelling/grammar in this instance
- Click [Ignore All] or [Ignore Rule]
 - To ignore all instances of this spelling in the document
 - To ignore the displayed grammar rule in the document
- Click [Add to Dictionary]
 - To add your spelling to the Word custom dictionary
- Click [Change]
 - To change the spelling of this word in the document to the highlighted suggested amendment
- Click [Change All]
 - To change the spelling of all instances of this word in the document to the highlighted suggested amendment
- Click [Delete]
 - To delete a repeated (duplicated) word in a sentence

When the check is complete the dialogue box a message will be displayed.

- Click the [OK] button
 - To close the message



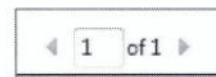
Add words to a built-in custom dictionary

When you click the [Add to Dictionary] button, the word that you add will not be shown as a spelling error in future documents that you create.

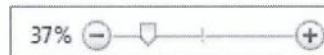
Preview the document

Before printing your document, it is good practice to check how it will appear on paper. This ensures you can correct any layout errors and other mistakes without wasting paper and ink.

- Ribbon [File] click the [Print] button
 - To open the Print dialog box
 - To view the print options
 - To preview the document on screen as it would print
- At the bottom of the dialog box, use the left and right arrows
 - To move between the pages of the document
 - To see how the document would currently print out

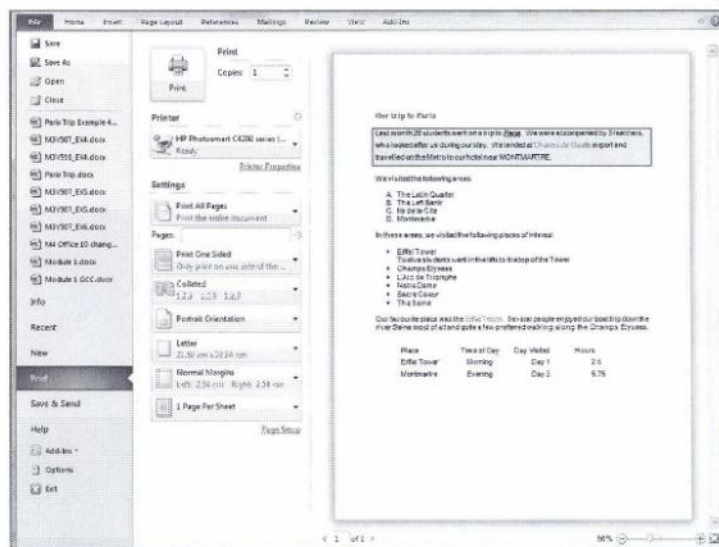


- At the bottom of the dialog box, adjust the zoom
 - To change the size of the previewed page



Keyboard shortcut:

- [Ctrl] + F2
- To open the Print Preview window



Print the document

- Ribbon [File] click the [Print] button
 - To view the Print dialog box
 - To preview the document

Print

In the Print section:

- Use the arrows to the right of the [Copies:] section
 - To select how many copies of the document you wish to print

In the Printer section:

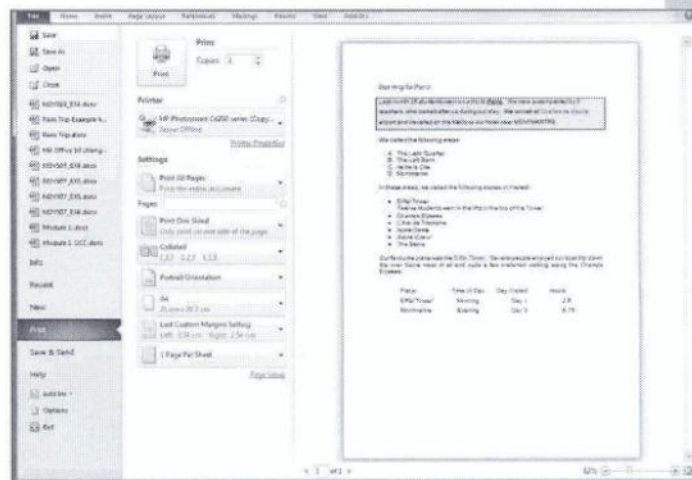
- Select the appropriate printer from the drop down list

In the Settings section:

- Click the drop down arrow to the right of [Print All Pages]
 - To view and select the appropriate options for what to print, such as the entire document, the selected range or the current page, and also if you wish to print just odd or even pages
- To print particular page ranges, type these ranges in the [Pages] field
The [i] button explains the format to enter page ranges into this field
- Page setup options, such as orientation, page size and margins, can also be amended from the Settings section
 - Clicking [Page Setup] at the bottom of this section will open the Page Setup dialog box, giving access to all the page setup functions
- Click the [Print] button
 - To print the document with the currently selected print options

Keyboard shortcut:

- [Ctrl] + P will open the Print dialog box



Exercise 7 Close a word processing application

- Ribbon [File] click the [Exit] button
 - To close Word as well as any open documents
 - If you have any open documents that have not been saved since they were last updated, a warning box will open for each of these documents in turn, asking if you want to save the changes you made to the document.



Keyboard shortcut:
• [Alt] + [F4]