

# Word 2010 Introduction

Tabs, Tables and Formatting

Stephen Moffat, The Mouse Training Company

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# Word 2010 Introduction

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# Introduction

Word 2010 is a powerful Word-processing application that allows users to create text Documents containing; tables, graphics objects from other applications such as spreadsheets and PowerPoint slides

## How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Word 2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

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

## Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

## Instructions

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

## Appendices

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

## Keyboard

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

[ENTER] – Denotes the return or enter key, [DELETE] – denotes the Delete key and so on.

Where a command requires two keys to be pressed, the manual displays this as follows:

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

## Commands

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

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

When dialog box options are referred to, the following style has been used for the text – “In the Page Range section of the Print dialog, click the Current Page option”

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

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

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

### Tips

At the end of each section there is a page for you to make notes on and a “Useful Information” heading where you will find tips and tricks relating to the topics described within the section.

# 1 The Basics

## By The End Of This Section You Will Be Able To:

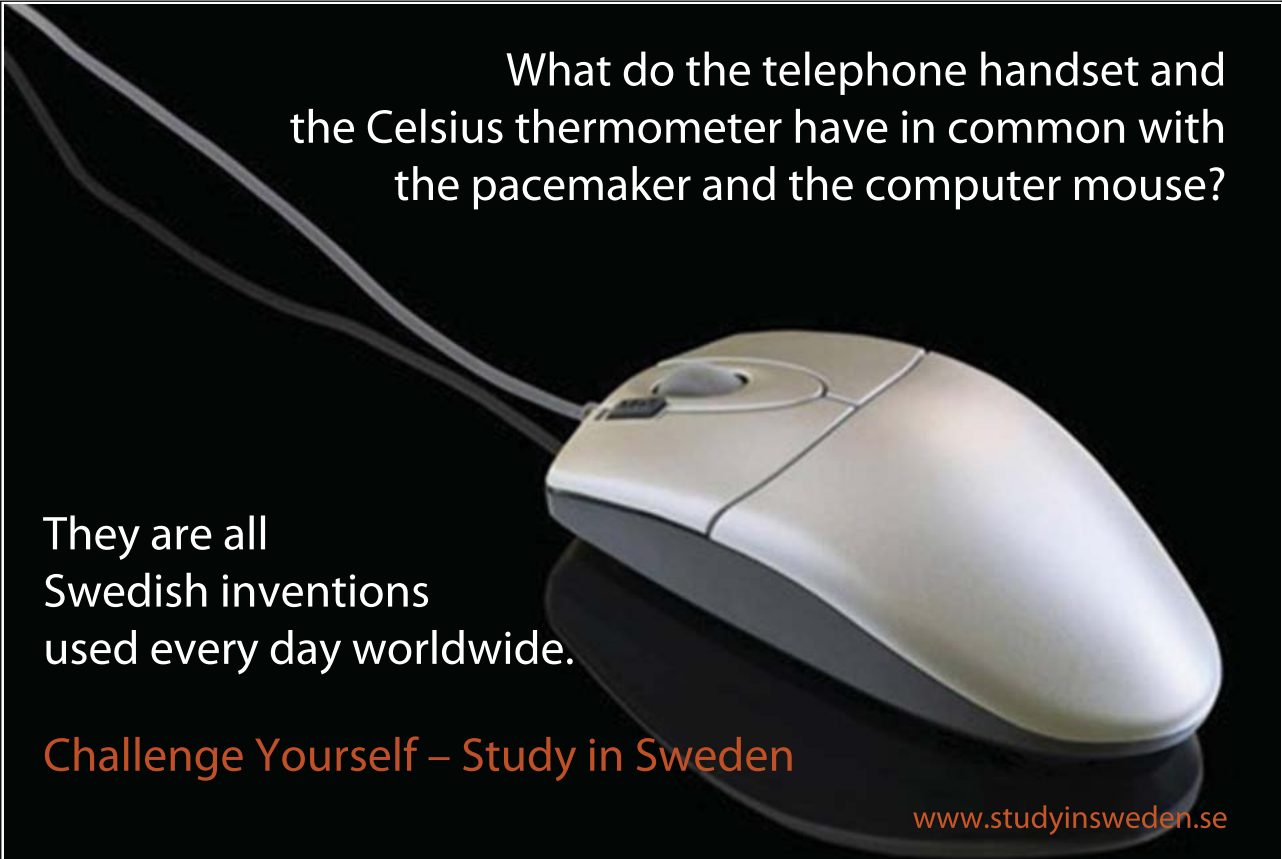
- Understand and use common Windows elements
- Launch Word
- Recognise Word screen elements
- Work with Ribbons
- Use Menus
- Get Help

### 1.1 Windows Concepts

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

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

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

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

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

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

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

 **Dialog Box Launcher** this button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as font, clipboard, etc

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

### 1.1.1 Menus

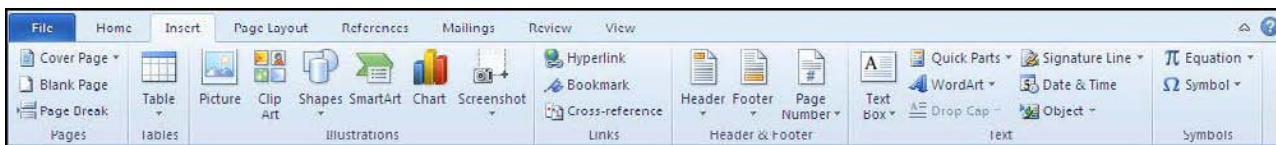
Menu's are no longer used in Word they have been replaced by Ribbons and will be referred to as such throughout the manual

### 1.1.2 Ribbons

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



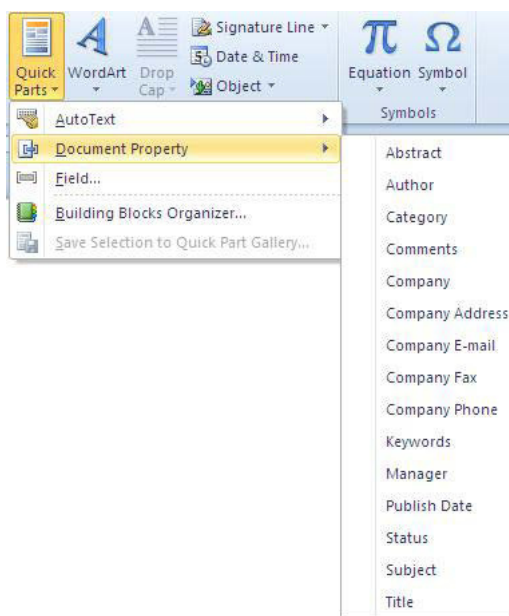
The Insert ribbon allows the insertion of any object. Just click on the named ribbon to see list of commands that you can perform by clicking on the appropriate icon. Any Icon on the ribbon with a down arrow offers other options and sometimes a dialog box.



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

### 1.1.3 Screentips

Screentips are helpful hints that appear, to guide your choice to which command you may wish to apply. These can be useful when locating unfamiliar buttons or commands.




#### To view screentips

Mouse

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

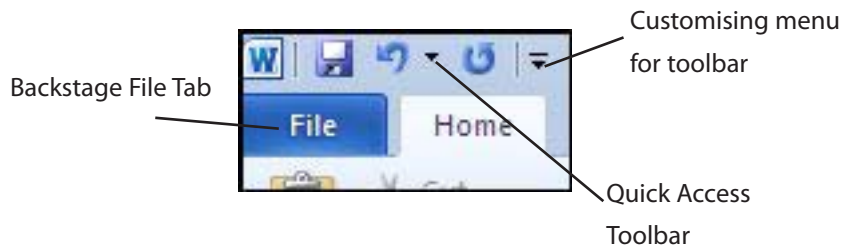
### 1.1.4 Dialog Box

Look at a group type on the ribbon such as font and in the bottom right hand corner of that group you may see a small box with an arrow, this is the dialog box launcher  clicking this is a method to call up a dialog box when the dialog box is open, make a choice from the various options and click ok at the bottom of the dialog box.

If you wish to change your mind and close the dialog box without making a choice then click on cancel. The dialog box will close without any choice being applied. If you would like help while the dialog box is open then click on the “?” in the top right hand corner this will bring up a help window that will display the relevant topics. Many dialog boxes may be more familiar if you have used Word before.

### 1.1.5 Toolbars

There are only two toolbars within the new version of Office 2010 there is the quick access toolbar seen here next to the File tab, and there is the mini toolbar



### 1.1.6 Quick Access Toolbar

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

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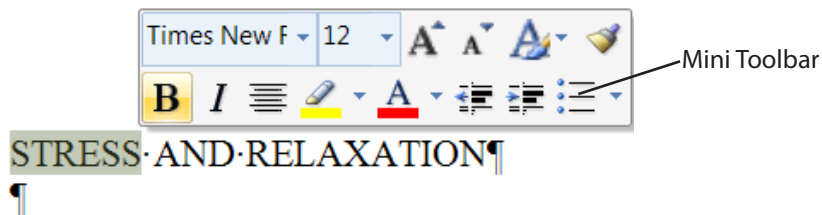
**To add a button to quick access toolbar**

Mouse

1. Click on drop down customisation menu for toolbar
2. Select a button to add (let's say the new button) the New button appears in quick access toolbar

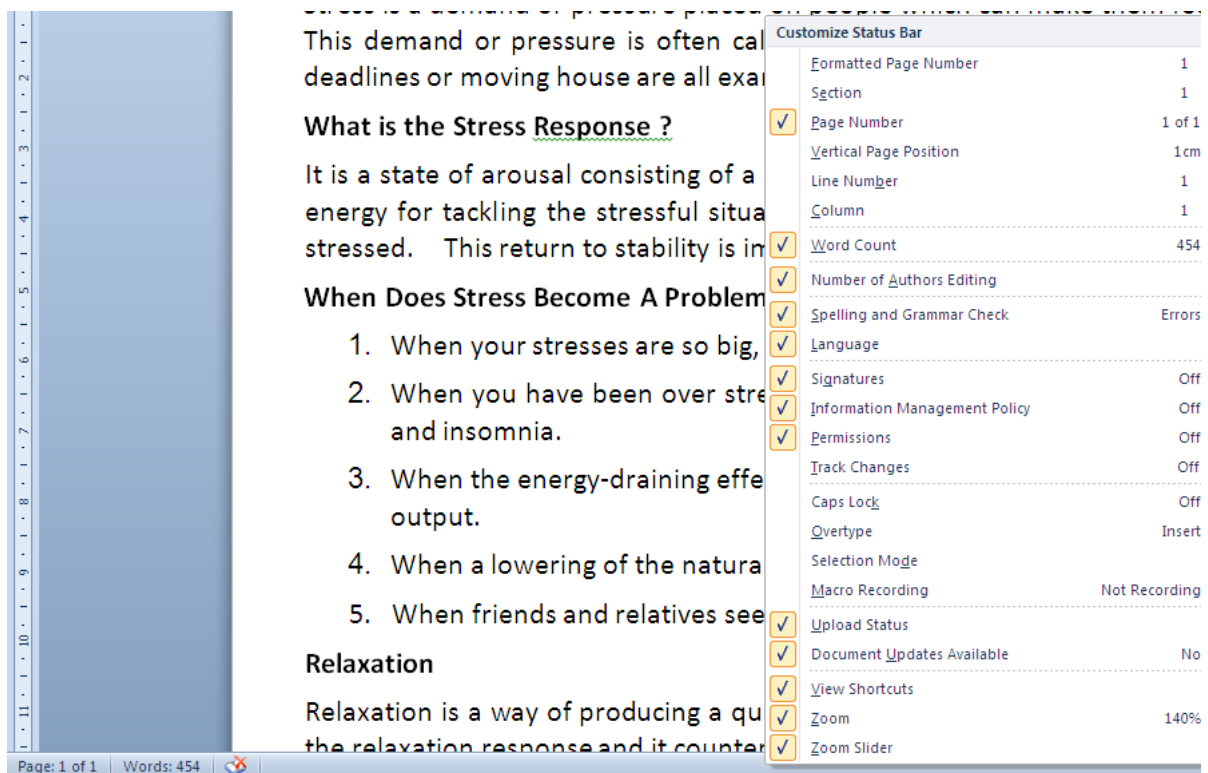
**1.1.7 Mini Toolbar**

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

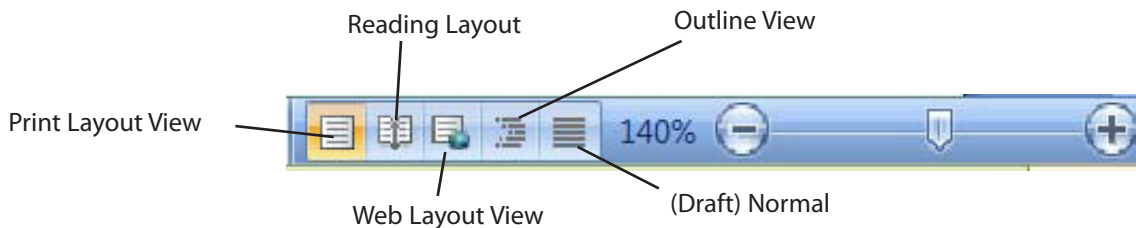


**1.1.8 Status Bar**

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

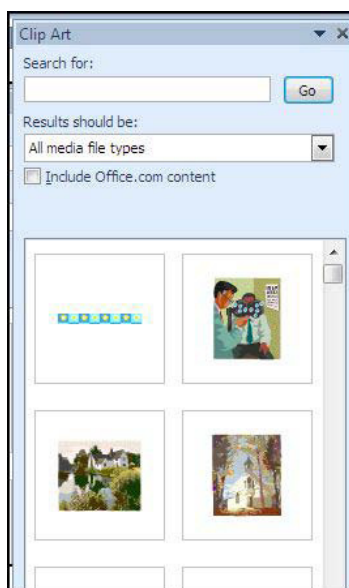


To the right of the status bar are firstly, the different views that can be used within Word, and on the far right, the zoom control



### 1.1.9 Task Pane

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

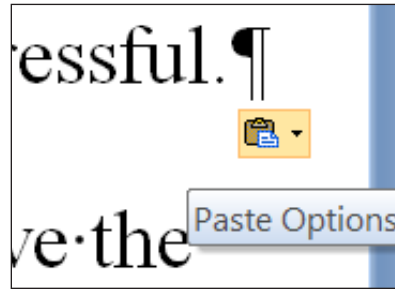


It is a Web-style area that you can either, dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when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

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

### 1.1.10 Smart Tags

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



*You do not have to complete any additional steps to make the Smart Tags appear or disappear in Word.*

E.G. The Paste Options smart tag appears automatically after pasting to allow you to quickly choose actions and remain in place until you begin another action. When you complete a paste operation, the Paste Options button remains in place alongside your text until you begin typing new text.

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

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

### 1.1.11 Scrollbars

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

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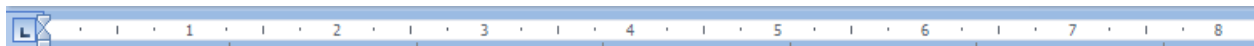






### 1.1.12 Horizontal And Vertical Ruler

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



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

In Print Layout view, Word also displays a vertical ruler you can use to adjust top and bottom page margins and height in tables.

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

Mouse

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




Or

Mouse



2. Go to the view ribbon in the show group and tick the ruler checkbox



### 1.1.13 Browse Object

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



You can click Next  or Previous  to go to the next or previous item of the same type.

### 1.1.14 Microsoft Word Help

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

**To Access Help:**

Mouse

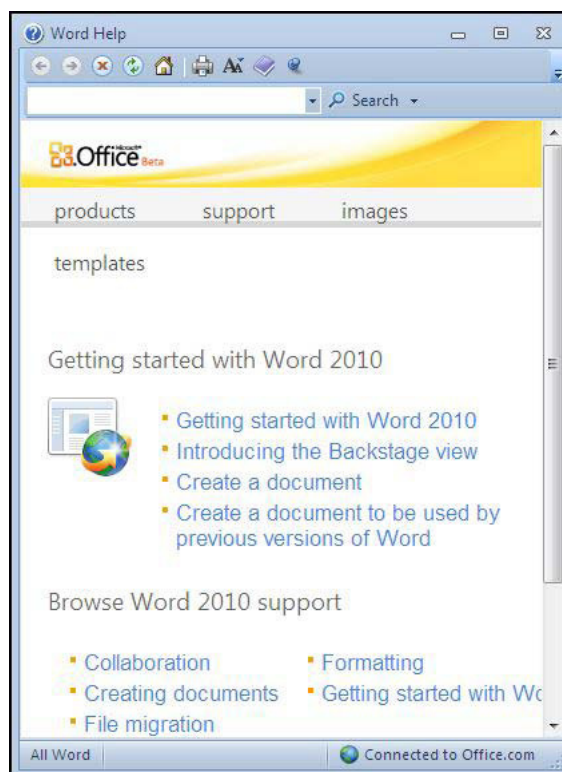
1. Click the help button below the title bar on the far right OR press f1.
2. The Help window will open:
3. The contents page allows you to select from a list of topic headings.
4. Click on a topic in order for it to be displayed

**To Find a specific topic:**

1. Type a topic in the search bar near the top of the page.
2. Press enter or click search
3. The window will display the topics that match your search.

*This is very similar to a web page You may enter search criteria and press Enter (like a search when on the internet)*

4. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Office.com

**1.1.15 Backstage Help**

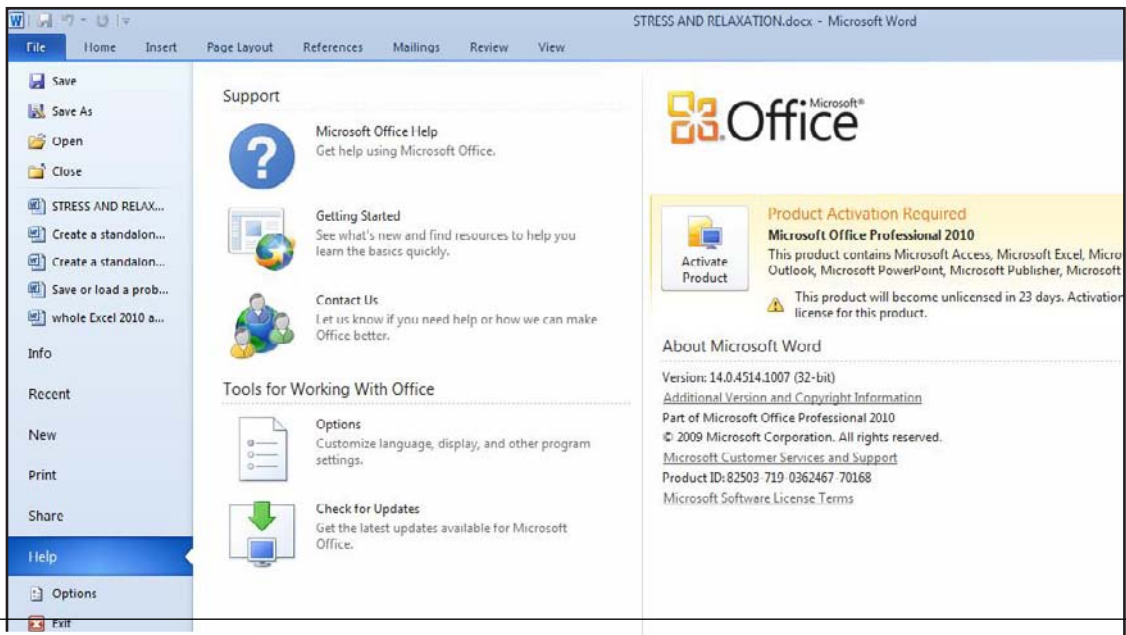
Help and other office features can now be accessed in Backstage view. Backstage view is new to 2010 and is used to access settings, saving, opening, closing, printing, sharing, and help



**To access help from backstage:**

Mouse

1. Backstage help is accessed by clicking on the file tab.
2. click on the help button on the left and make a choice of what kind of help you require from selecting from the various options in the main window.



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## 2 Basic Use And Function

by **The End Of This Section You Will Be Able To:**

- Create new documents and save documents
- Close and Open files
- Enter information on the Word screen
- Understand the keyboard keys for word
- Edit information.
- Navigate using mouse and keyboard

### 2.1 Enter And Edit Text

When Word 2010 is launched at the beginning of a work session, it provides a blank document ready for you to start typing. Word assigns the name “Document1” and this appears on the title bar at the top of the screen until you save the document and allocate a filename. Each time a new document is created, Word will assign this temporary name with the number of the document going up in sequence (e.g. the second document created in any one session would be “Document2” and so on).

#### 2.1.1 Word Wrap

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

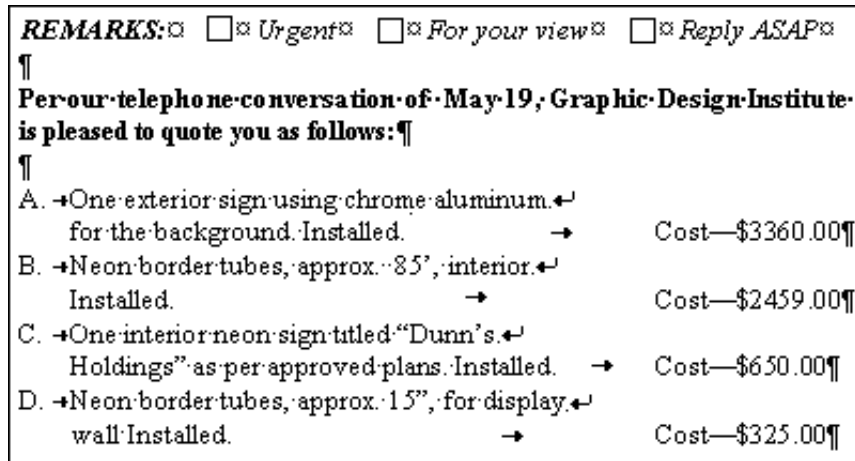
#### 2.1.2 Click and Type

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

*Be aware that using this feature adds hidden characters (following topic) into the document that may affect the appearance when formatting at a later stage.*

#### 2.1.3 Hidden Characters

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



**To show/hide hidden characters**

Mouse

1. Go to the home ribbon, paragraph group and click on the show/hide characters button.

**2.1.4 Inserting New Lines And New Paragraphs**

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

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

**To create new paragraphs**

Keyboard

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

**To create new lines**

Keyboard

1. View Hidden characters
2. Position the cursor where you want to break the paragraph and force a new line Hold down the shift key

and press the ENTER key (soft return)– the text to the right of the cursor will jump down to the next line as before but the character that appears will be an END OF LINE Mark (EOL mark) you are now still in the same paragraph but on a new line. Repeat to insert more new lines

### 2.1.5 Inserting New Pages

Word knows how many lines will fit onto a page and so as you near the limit; it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks (see Section 8 – Viewing and Printing for more details on Views). Sometimes, the positions of the page breaks that Word inserts are not convenient or make the document look imbalanced. You can put the page break in a different place by inserting it manually as described below:

#### To insert a page break:

Mouse

1. Position the cursor at the beginning of the line below where you want the page break.
2. Choose Insert page break from the pages group on the Insert ribbon

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Or

Keyboard

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

### 2.1.6 To Remove A Manual Page Break

If you need to remove a manual page break, it is best to switch to draft view (see Section 8 – Viewing and Printing for more details on how to access this view). You will see the page break represented as a dense dotted line with the word Page Break on it. Or use the show/ characters as mentioned to see manual page breaks.

#### **To remove a manual page break**

Keyboard

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

## 2.2 Editing Text

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

### 2.2.1 Insert & Overtyping Mode

The insert option needs to be selected from the status bar right click menu before this will be seen or is able to be used from the status bar.

#### **To turn on/off overtyping mode**

Mouse

1. Right click on status bar
2. Click overtyping to turn the feature on you should see the word insert in the status bar.
3. Click the word once it should change to overtyping.
4. You are now in overtyping mode
5. Click the word overtyping in the status bar and it should change back to insert
6. You are now in insert mode again.

*To remove the feature from the status bar right click the status bar and uncheck overtyping*

In Insert mode (the default mode), means that any existing characters beyond the insertion point (flashing cursor) are moved ahead in the document as you type.

In Overtyping mode, the new characters you type replace the existing characters to the right of the insertion cursor.

*The status bar tells you which mode you are in by displaying overtyping when Overtyping mode is active. Clicking on overtyping switches between the two modes (i.e. if Overtyping mode is on, click overtyping on the status bar to switch it off).*

### 2.2.2 Typing Replaces Selection

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

While in normal insert mode however there is another method we use to replace text without the laborious task of deleting each character and then retyping .

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

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

1. Double-clicking the word “previous” to select it.
2. Typing the word “former”

*“Previous performances have included.....”*

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

### 2.2.3 Deleting Text

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

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

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

**To use Delete:**

Keyboard

*“fee½eling”*

1. with the cursor positioned in front of the extra “e”, use the DELETE key to remove it.

**To use Backspace:**

Keyboard

*“fee½ling”*

2. With the cursor positioned behind the extra “e”, use the BACKSPACE key to remove it.

**2.2.4 Deleting Whole Words**

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

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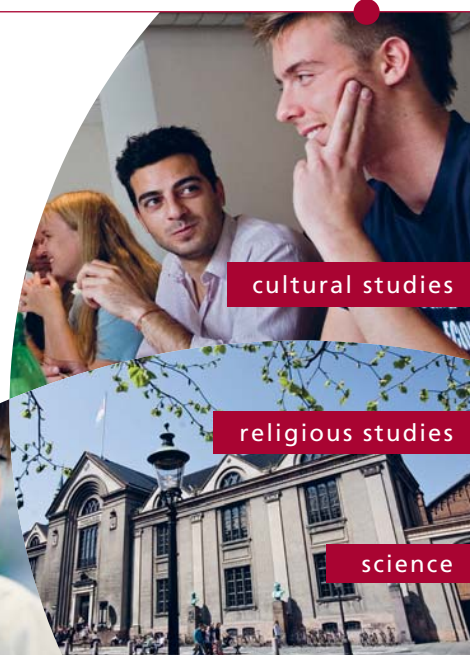


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**To remove whole words:**

## Keyboard

*“The course begins at 9 o'clock |sharp”*

1. With the cursor in front of the word “sharp”, use CTRL DELETE to delete it.

*“The course begins at 9 o'clock sharp|”*

2. With the cursor behind the word “sharp”, use CTRL BACKSPACE to delete it.

### 2.2.5 Joining A Paragraph

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

**To join a paragraph:**

## Mouse

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

### 2.2.6 The Undo Feature

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

**To undo the most recent action:**

## Mouse

1. Press the undo button on the toolbar.

Or

## Keyboard

1. Press CTRL Z.



**To undo several actions:**

Mouse

1. Click on the downward arrow that sits just to the right of the Undo button. This will drop down a list of the commands issued during the current work session
2. Click the action you wish to undo – you will notice that if you choose say the sixth action in the list, Word undoes all commands from the sixth upwards.

### 2.2.7 Redo

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

**To redo an action:**

Mouse

1. Click the Redo button to redo the most recently undone command.

Or

Keyboard

2. Press CTRL Y.

Repeat step one or two to redo more actions

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

### 2.2.8 Autocorrect

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

Other automatic corrections include:

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

#### Autocorrect Tag

Word 2010 also lets you modify an AutoCorrect correction using the AutoCorrect smart tag, which will appear after the AutoCorrection has been made.

**To use an AutoCorrect button:**

Mouse

1. Move the mouse pointer or insertion point to the text AutoCorrect has modified. A bar will appear below to the left of the text indicating that an option is available.
2. Move the pointer over the bar and the AutoCorrect Options button will appear.
3. Click the drop down button and make a selection from the menu.

### 2.2.9 Auto Spell And Grammar Check

Word 2010 will automatically flag spelling and grammatical errors as you type. A wavy red line under the error indicates spelling mistakes, a wavy green line indicates grammatical errors. This feature is covered more fully in the section on Proofing Tools.

## 2.3 File Operations

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

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### 2.3.1 New Files

There are a number of ways to create a new file. These will have the default file format that is set for Word 2010. (either .doc or .docx) the settings for the file formats will be discussed later.

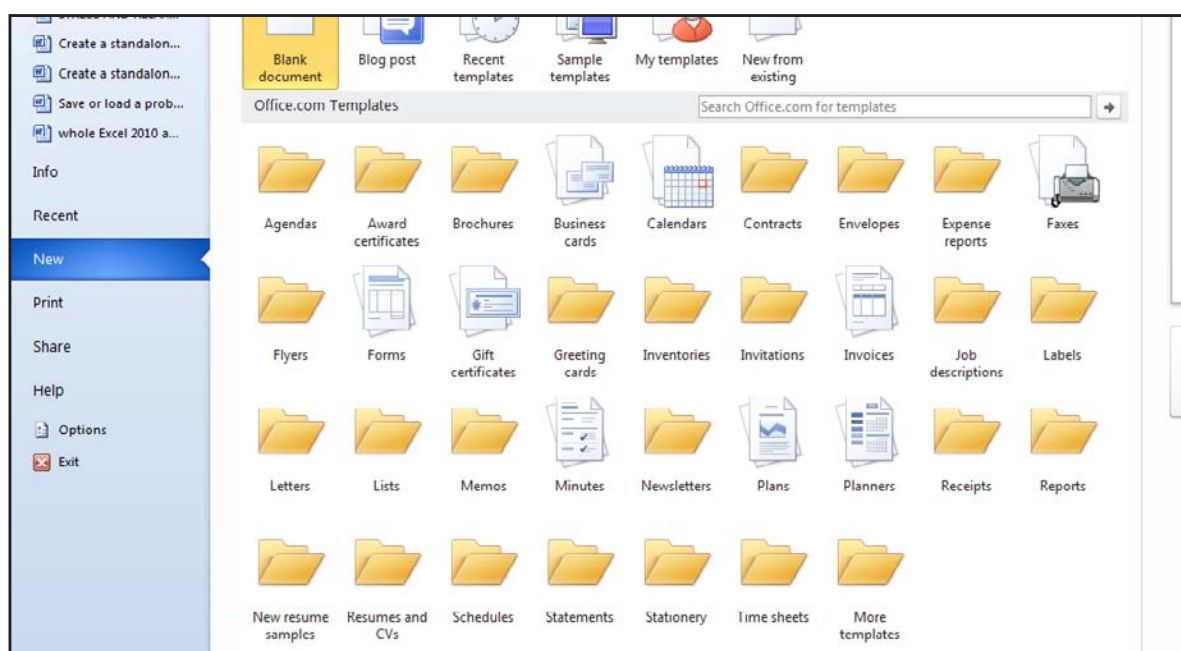
#### To create a new file:

Mouse

1. If you have added the new button to the quick access toolbar (as previously discussed.) Click the new button from the quick access toolbar. A blank document will appear on-screen ready for you to start entering information.

Or

2. Click on the FILE TAB and select new.
3. From the group available templates select the type of document you wish to create (Choose Blank document).
4. Click the create Button underneath the preview on the right. A blank document will appear on-screen ready for you to start entering information.



Or

Keyboard

1. CTRL + N will create a new file.

### 2.3.2 Templates

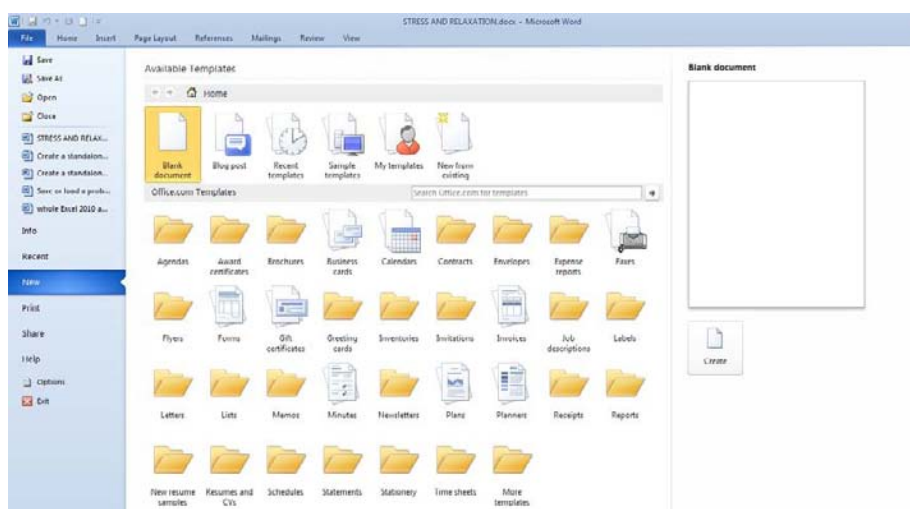
All documents you create in Word are based on a specific template. When you create a new document using the New Blank Document button or CTRL N, you are creating a document based on the Normal template. This is a blank template which provides key pieces of information for your file such as margins being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

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

#### To choose a template:

Mouse

1. Click on the FILE TAB and select new.



2. Select a document type from either the Available templates group or office.com templates.(these will only be available if online)
3. A list of available templates should appear.
4. Select one of the documents from that group. A document based on your selection will appear on-the right to allow you to preview it.
5. If you are happy with your selection click on the create button below the preview.
6. A new document is created ready for you to start entering information.

Or

1. Double click on the document icon. The new document will be created.

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

### 2.3.3 Saving Files

Word gives any new document you create a temporary name – the word “Document” followed by a number. The number increases by one for each new document you create in any one work session. The new standard for Word 2010 is that all files have a file extension added (previously .doc) which is .docx and previous versions of word will not be able to recognise this so beware of the filetype (extension) you save it as.

#### To save a file:

##### Mouse

1. Click the Save button on the quick access toolbar. If you haven't saved the document previously, the Save As dialog box will appear asking you for a document name and location.
2. The first list box at the top and the box to the left allows you to navigate and determine the drive and folder that you want to save the document in. The area below the Save in list allows you to see which files are stored in the area currently displayed.
  - (at the moment we are in the exercises folder)
3. The file name box allows you to give the file a name before saving, Word will suggest a name based on the first line of text in your document. just delete all in this box (or type over highlighted text) and enter just the name you want to call your file.
4. The save as type box allows you to determine what type of file you wish to save the document as:
  - A current version word document (default)

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- A word 97-2003 version.
  - A text document
  - RTF format (rich text format) which can be read by most word processing packages that are non Microsoft it is a standard formatted document type.
  - Web page or Template
5. When all options have been set click save the dialog box will close the document will be saved and the filename will appear on the title bar at the top centre of the word window.

### 2.3.4 Save Choices

#### **To change the location:**

Mouse

1. Select on the left from either Folders or links
2. Navigate on the left to the drive and folder of your choice.
3. Use the back button in the top left to return to a previously viewed folder if you navigate too far.
4. You may also use the double arrows in the top box to help you select a folder.
5. When you have selected where you want to save your file we need to name it.

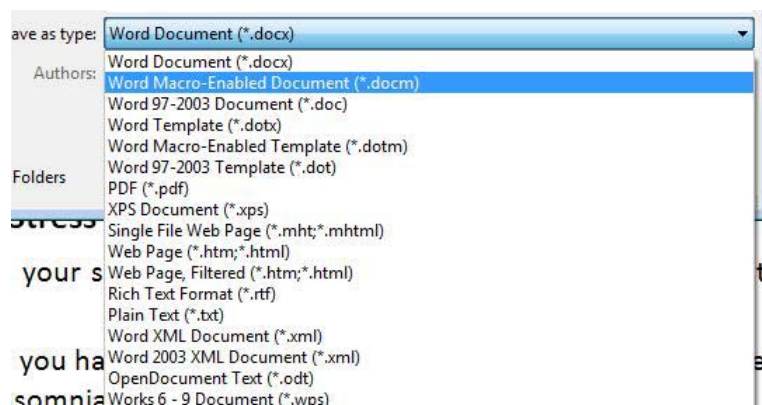
#### **To name a file:**

Mouse

1. Click in the File name box and drag your mouse over the current file name ( if it is not already selected) – this will highlight it.
2. Type the new name.

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

Now you need to decide what type of file you need to save it as because if your file is going to be used by people using earlier versions of Microsoft word or other word-processing applications altogether then you will need to save it as an appropriate filetype.



**To choose filetype**

Mouse

3. Click in the save as type box
4. Make a selection from filetypes shown based on your need.

*Word document is the default but only people using 2007 and 2010 will be able to access it.*

**2.3.5 Saving Changes To Files**

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

**To save changes to a file**

Mouse

1. Click on the Save button on the quick access toolbar.

Or

Keyboard

1. Press CTRL S.

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

**2.3.6 Closing Files**

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

**To close the current file:**

## Mouse

1. Click the FILE TAB and select close.

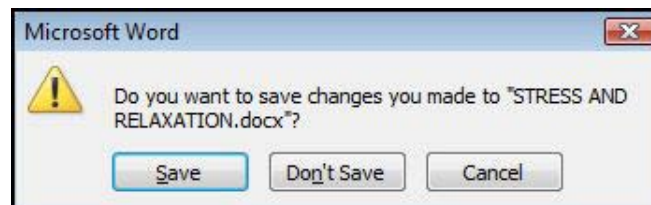
Or

## Keyboard

1. ctrl f4.to close active document window.

Or

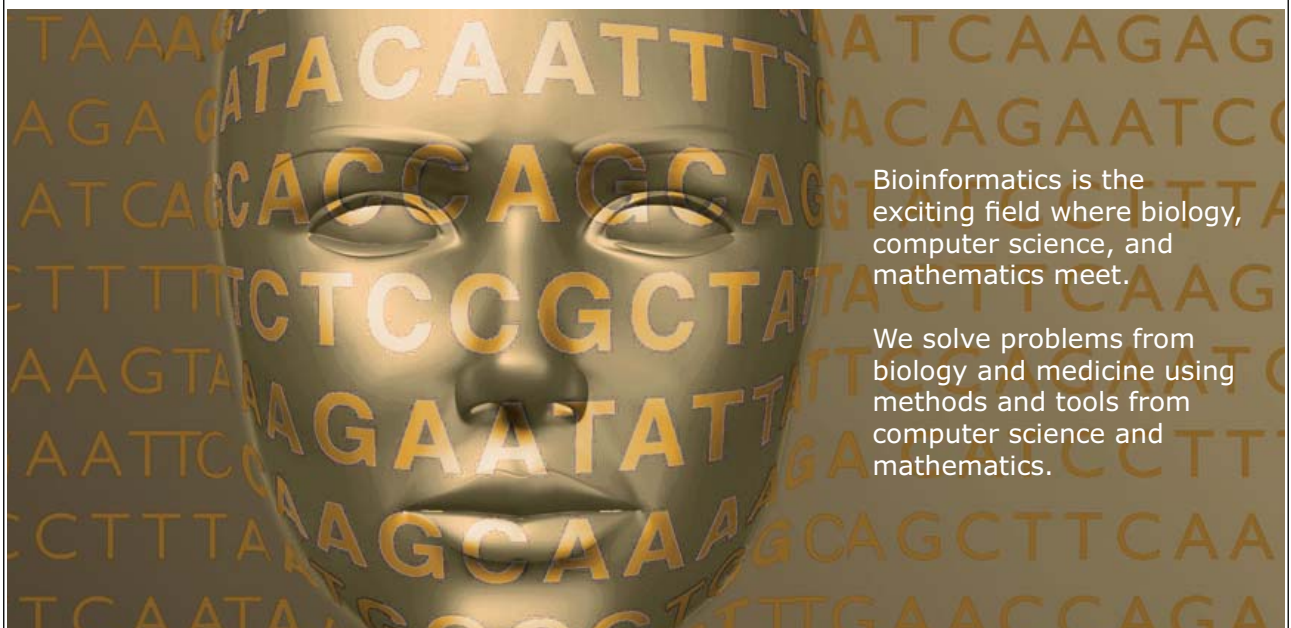
1. Click on the cross in the top right hand corner of the document window.
2. A dialog may appear, if you have unsaved changes to your document.
3. Make a choice as necessary and the document will close.



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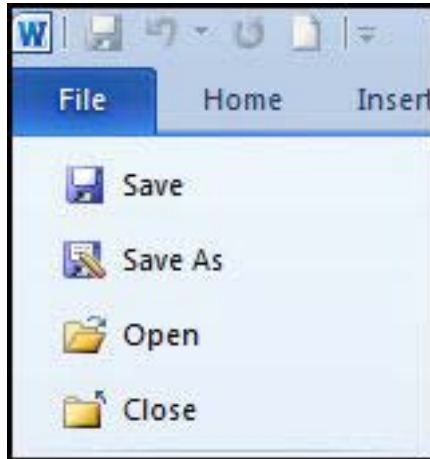


*You will see two of the Close buttons on-screen – one will close the current file and the other will close the Word application. To close the current file, use the innermost close button. If you have changed a file since the last time you saved it, Word will not let you close that file without prompting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

### 2.3.7 Opening Files

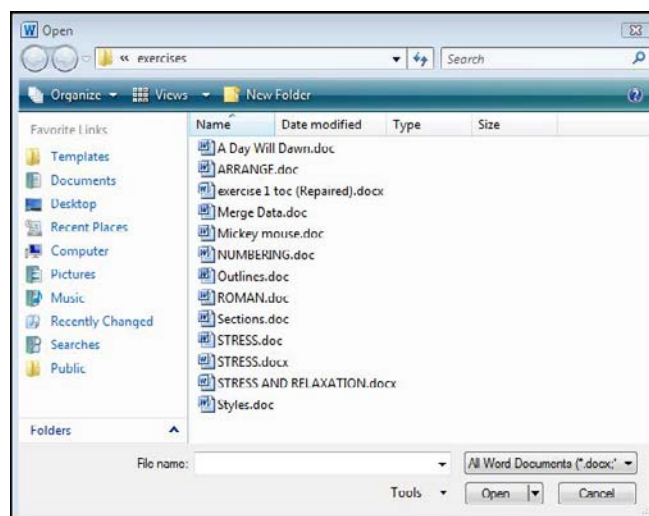
You can open a document on your computer hard disk or on a network drive that you have a connection to.

To open a file:



Mouse

1. Click the FILE TAB and select open.
2. The following dialog will appear
3. Select on the left from either Folders or links
4. Navigate on the left to the drive and folder of your choice.
5. Use the back button in the top left to return to a previously viewed folder if you navigate too far.
6. You may also use the double arrows in the top box to help you select a folder.
7. To open the file either:
8. Click once on the file name to select it and click the Open button.



Or

1. Double-click the file name.

Or

Keyboard

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

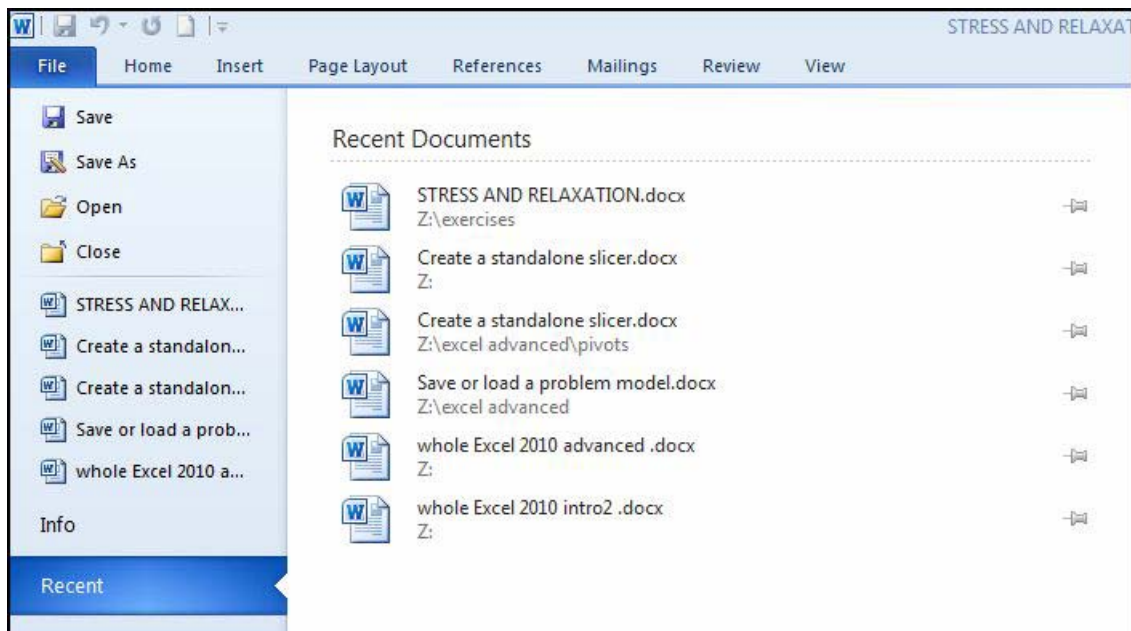
### 2.3.8 Recent

You may also use the recent feature to open files. When you use the same files regularly there is no need to have to navigate through all your folders to find a particular file.

#### To access recently used files

Mouse

1. Click on the file tab and select recent
2. From the main window select a recently used file and click on it  
Even easier use the last accessed files section underneath the close button on the file tab.
3. Just click on file and select one of the last few accessed files from the list under the close button.

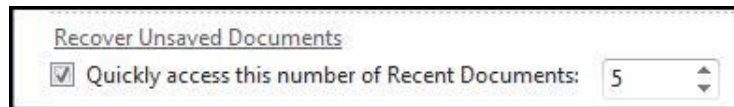


To adjust the number appearing in this list of last accessed files.

Mouse

1. Click on file, then recent
2. Down near the bottom of the main window select how many files you wish to appear in the last accessed section of the file tab.

*It is suggested that you do not make it too many as buttons near the bottom of the file tab will be obscured and you will have to use a scroll bar to access those buttons nearest the bottom as the number of documents increase.*



## 2.4 Navigation Methods

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

### 2.4.1 The Mouse

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

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

### 2.4.2 The Keyboard

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

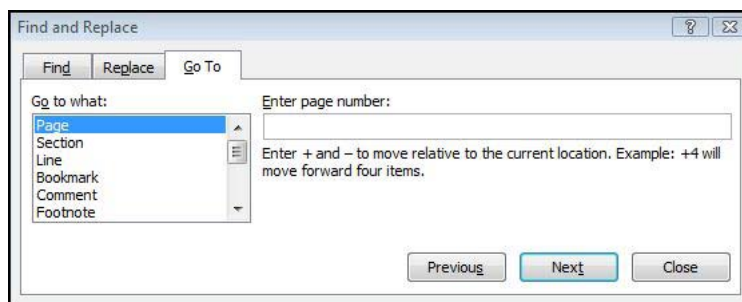
#### Movement Keys

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

### 2.4.3 Goto

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

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



The default for the Goto what list is page just enter the number and press return.

**To move to a page:**

## Keyboard

1. Press F5.

Or

1. Press CTRL G.
2. Type the number of the page you want to move to in the text box.
3. Click OK or press ENTER to move there.

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

#### 2.4.4 Browse By Object

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

You can click Next or Previous to go to the next or previous item of the same type.

# 3 Editing Tools

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

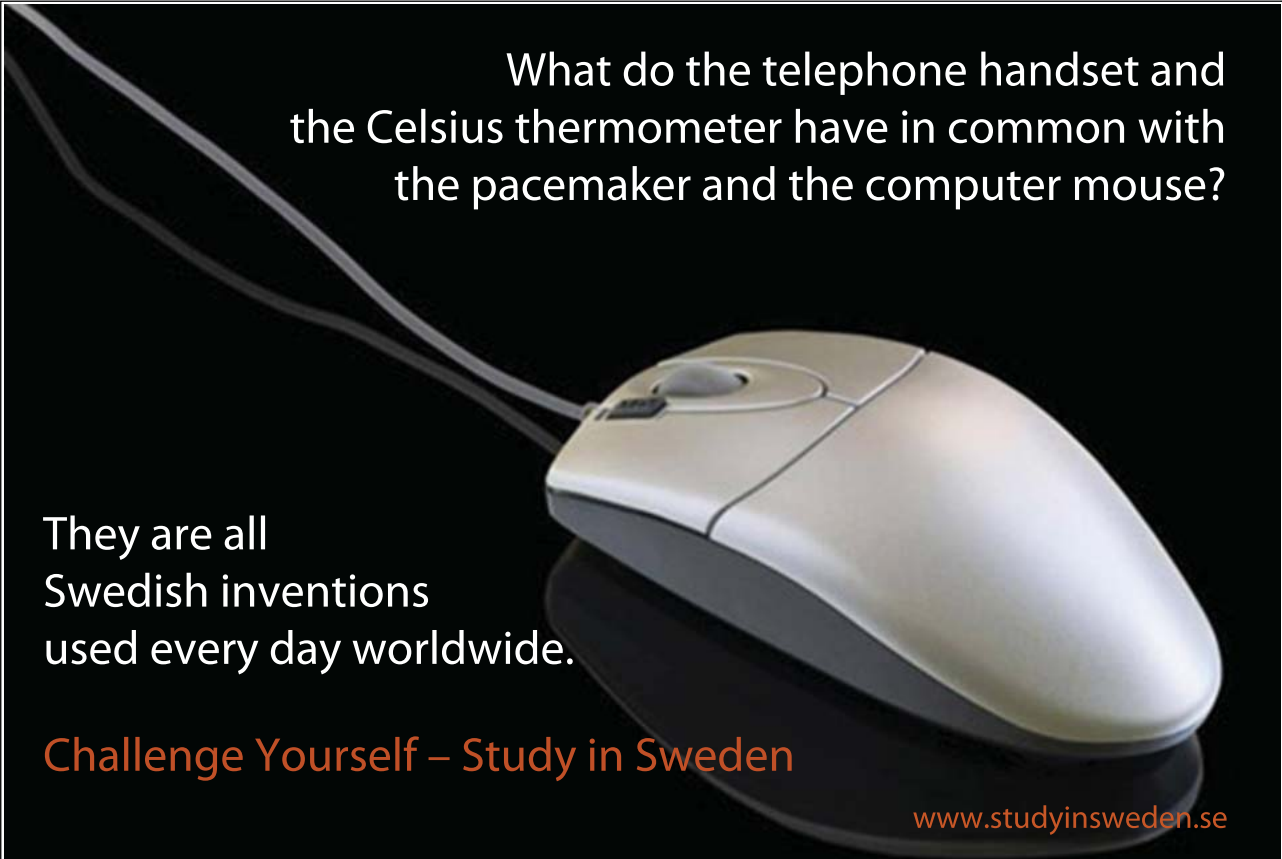
- Select desired text
- Move and Copy text
- Move and Copy text between documents
- Use the clipboard task pane
- Insert a file

## 3.1 Selecting Text

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

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

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

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## 3.1.1 Basic Selection

**To select text**

## Mouse

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

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

## Keyboard

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

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

### 3.1.2 Extend Mode

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

#### To switch Extend mode on:

##### Keyboard

1. Ensure selection mode is turned on by right clicking and ticking the selection mode option on the status bar.
2. Press F8 (extend selection appears on the status bar).
3. Each time you press F8 again, Word increases the amount of text in the selection:
4. 1 press selects the current word,
5. a second press, the current sentence and so on.
6. You may wish to use your movement keys to extend your selection.

Or

1. Use your mouse to click where you wish to select upto.
2. When the required amount of text has been selected, press ESC to turn off Extend mode.

Customize Status Bar	
Formatted Page Number	1
Section	1
<input checked="" type="checkbox"/> Page Number	1 of 1
Vertical Page Position	19.9cm
Line Number	30
Column	36
<input checked="" type="checkbox"/> Word Count	454
<input checked="" type="checkbox"/> Number of Authors Editing	
<input checked="" type="checkbox"/> Spelling and Grammar Check	Errors
<input checked="" type="checkbox"/> Language	
<input checked="" type="checkbox"/> Signatures	Off
<input checked="" type="checkbox"/> Information Management Policy	Off
<input checked="" type="checkbox"/> Permissions	Off
Track Changes	Off
Caps Lock	Off
<input checked="" type="checkbox"/> Qwertype	Insert
<input checked="" type="checkbox"/> Selection Mode	
Macro Recording	Not Recording
<input checked="" type="checkbox"/> Upload Status	
<input checked="" type="checkbox"/> Document Updates Available	No
<input checked="" type="checkbox"/> View Shortcuts	
<input checked="" type="checkbox"/> Zoom	140%
<input checked="" type="checkbox"/> Zoom Slider	



### 3.1.3 Selecting Non-Concurrent Text

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

#### To select items that are not next to each other:

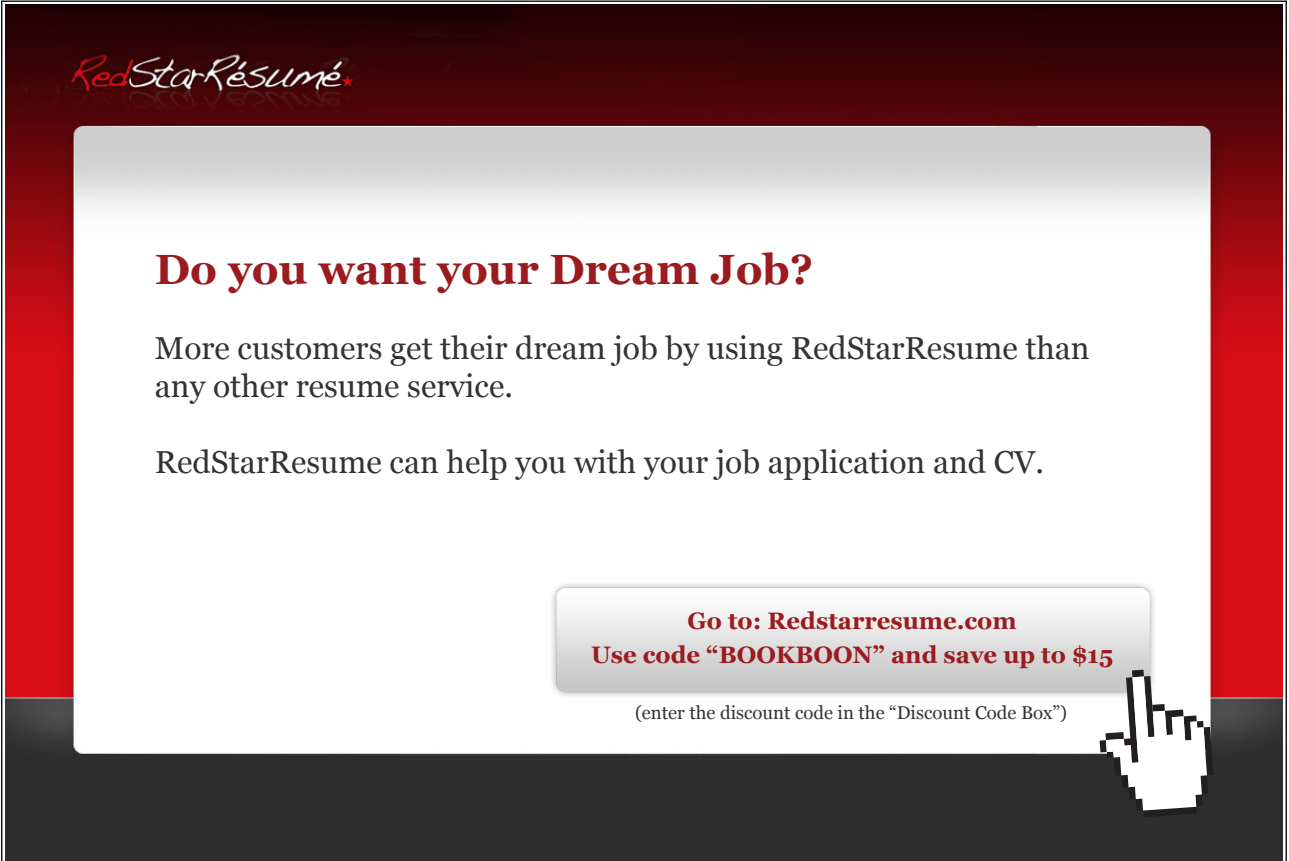
Mouse And Keyboard

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down CTRL and Click and drag anywhere on the page or within your document with your mouse to elect any additional items you want. Keep ctrl pressed until all items have been selected.

## 3.2 Cut – Copy - Paste

Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. An extremely useful feature in any of the office applications is that once you have entered something once, you can move or copy it anywhere – to other Word documents or to files that belong to other applications.

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



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location, and gluing or pasting it in to the new location.



### 3.2.1 Moving Items

#### To move items:

Mouse

1. Select the text that you want to move.
2. Click the Cut button on the Home Ribbon. The selected text will disappear 
3. Move to the location where you want to place the text you cut.
4. Click the Paste  button from the home ribbon

Or


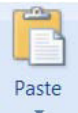
Keyboard

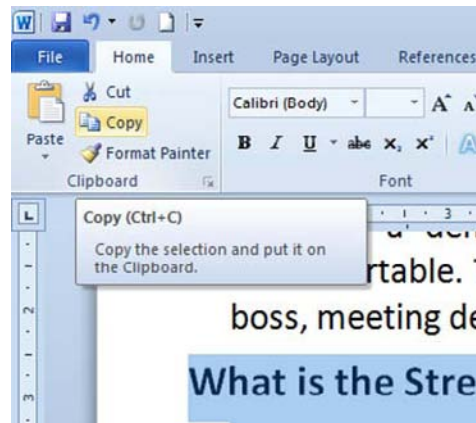
1. Select the text you want to move.
2. Press CTRL X to cut the selected text will disappear.
3. Move to the location where you want to place the text you cut.
4. Press CTRL V to paste the text into their new location.

### 3.2.3 Copying Items

#### To copy items:

Mouse

1. Select the text that you want to copy. Click  the copy button on the Home Ribbon.
2. Move to the location where you want to place the text you copied.
3. Click the Paste  button from the home ribbon the copied text will appear



Or

Keyboard

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

*After copying you may paste your selection several times in different places.*

### 3.2.4 Drag And Drop

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

**To Move:**

Mouse

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

**To Copy:**

Mouse

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

**Turn on or off drag-and-drop editing**

Mouse

1. Click the FILE TAB and select the word options button. Click the advanced button, in the editing section, untick the allow drag and drop.

**3.2.5 Moving And Copying Between Documents**

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

**To view open documents:**

Mouse

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

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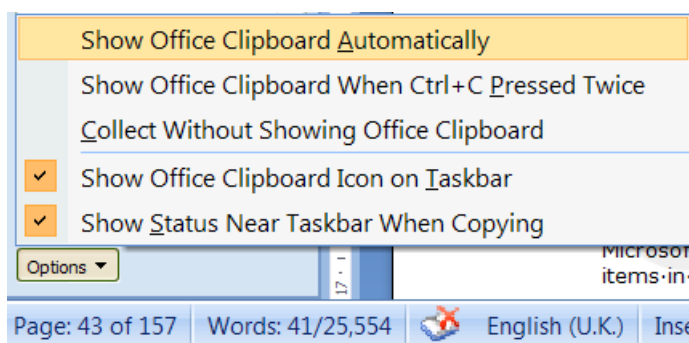
Or

3. Click on the view ribbon and select arrange all or view side by side in the Window group,
4. Use your preferred technique (as described above) to move or copy items from one document to the other.

### 3.2.6 Clipboard Task Pane

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

You can open the Office Clipboard in the  task pane by clicking the dialog launcher on the clipboard group on the home ribbon.



The clipboard may have already been seen by you if the Show Office Clipboard Automatically option is selected has been set

#### To set Clipboard options

Mouse

1. Show clipboard and select options at the bottom of the clipboard task pane.
2. The Office Clipboard can be automatically opened when you do one of the following,:

*Copy or cut two different items consecutively in the same program.*

*Copy one item, paste the item, and then copy another item in the same program.*

*Copy one item twice in succession*

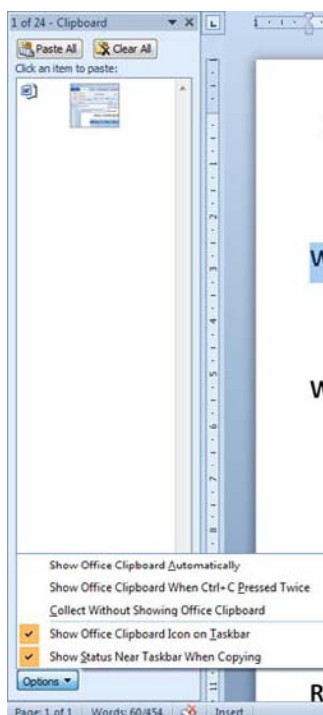
### 3.2.7 Using the clipboard


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

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

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

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



Clicking on the Dialog box launcher  the clipboard will open as a taskpane on the left hand side of the screen

As items are added to the Office Clipboard, an entry is displayed in the Office Clipboard gallery. The newest entry is always added to the top of the gallery. If you copy a 25th item, the Office Clipboard discards the first one and warns you that it is full

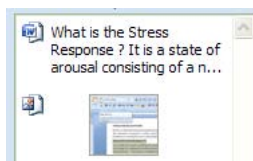
Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.


**To paste using the Office Clipboard:**

Mouse

1. Select the item you want to copy or cut and use one of the copy or cut techniques described earlier.

2. Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).



3. If you want to display the Office Clipboard in the active program, click the Dialog box launcher in the clipboard group 



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

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

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

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– You have to be proactive and open-minded as a newcomer and make it clear to your colleagues what you are able to cope. The pharmaceutical field is new to me. But busy as they are, most of my colleagues find the time to teach me, and they also trust me. Even though it was a bit hard at first, I can feel over time that I am beginning to be taken seriously and that my contribution is appreciated.

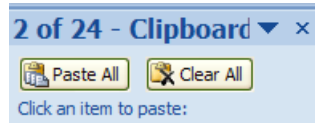


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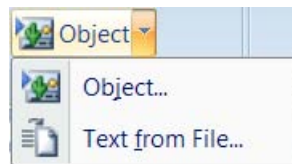
You can also paste or delete an item from the clipboard by clicking the down arrow that appears to the right of the description when you move the pointer over it and choosing a command from the drop-down menu.



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

### 3.2.8 Insert A File

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

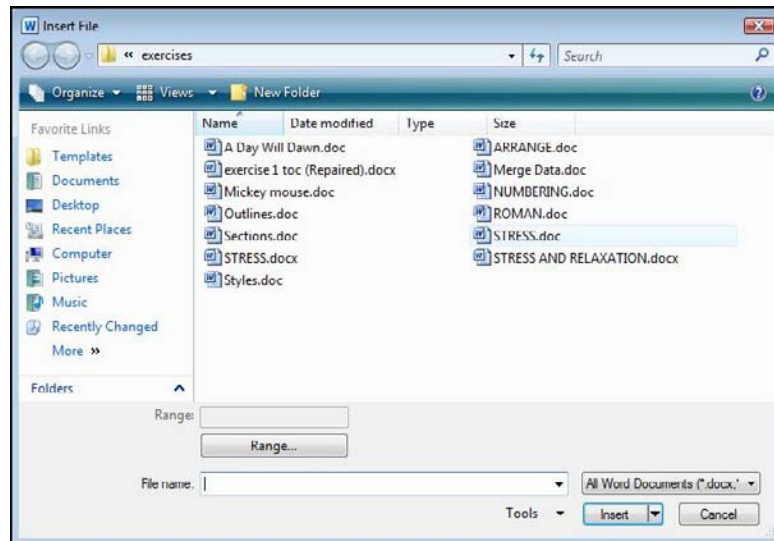


#### To insert a file:

##### Menu

1. Position the cursor at the point where you want to insert the file.
2. Choose the Insert ribbon text group and the drop down arrow to the right of object select text from file.

The following dialog box will appear:



3. Select the folder containing the file you want to insert and then click the file name to highlight it.
4. Click the Insert button to insert the file.



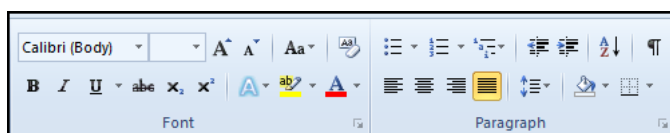
# 4 Formatting

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

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

## 4.1 Character Formats

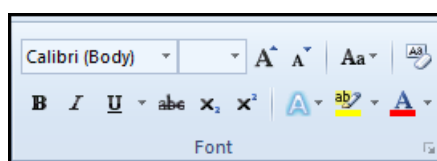
Word divides formatting into two types – Character formats and paragraph formats. Character formats can be applied to individual characters within a document. They include bold, italic and different font styles and sizes. Paragraph formats affect whole paragraphs and control the layout of text on a page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



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

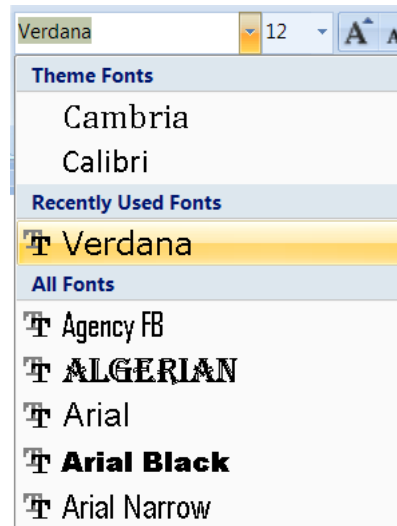
### 4.1.1 Font Group

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



### 4.1.2 Font Style

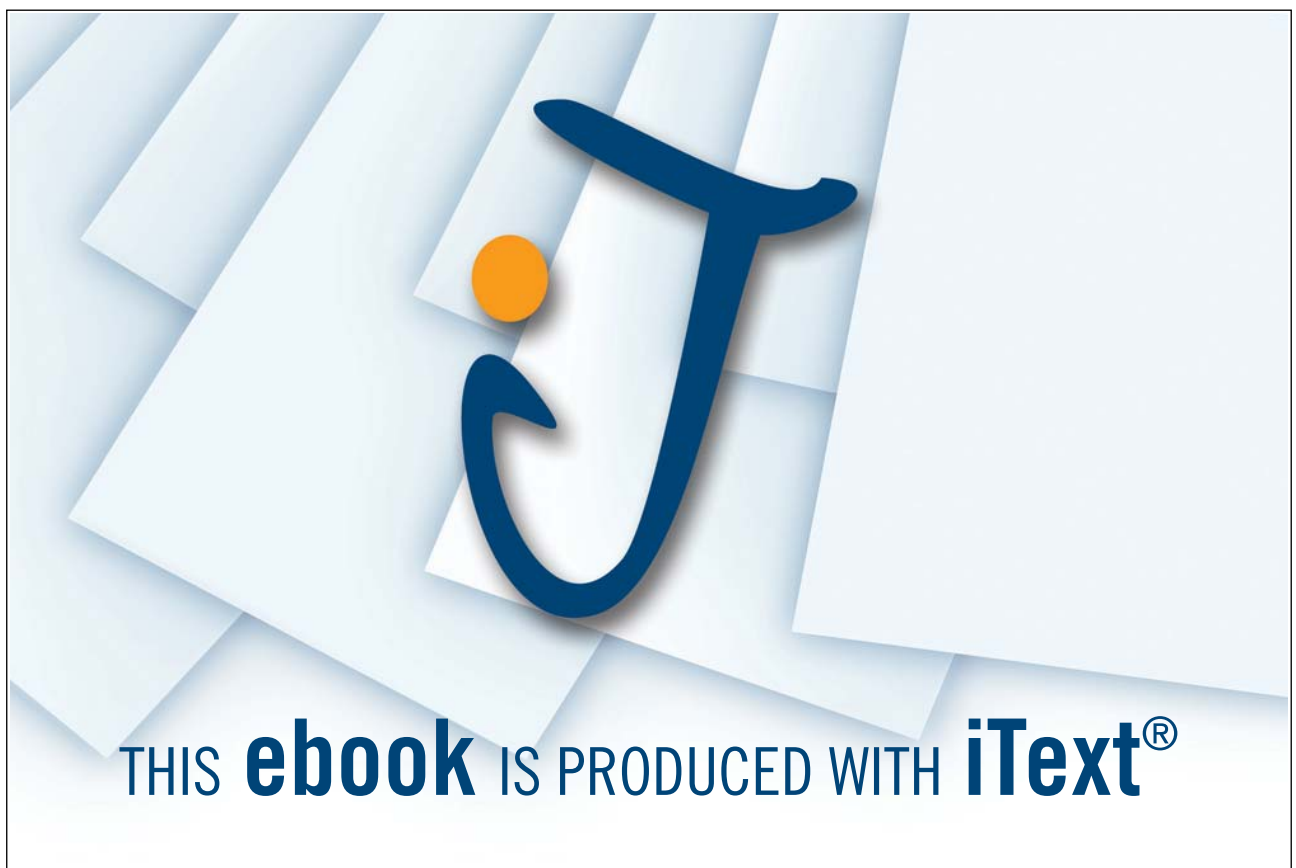
The font style controls what individual characters look like. True Type fonts will always look the same on screen as in a printed copy. Some fonts are serifed (the characters have “curly” edges, whilst others are plain (sans serif).

**To change the font:**

Mouse

1. Select the text to change.
2. Click on the drop-down list arrow to the right of the currently displayed font name.
3. Select the font to use – the selected text will alter accordingly

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Or

Keyboard

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

#### 4.1.3 Point Size

This controls the size of the printed characters.

**To change the point size :**

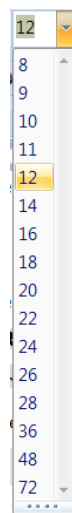
Mouse

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

Or

Keyboard

1. Select the text to change.
2. Press CTRL SHIFT P to open up the font dialog box focusing on the point size.
3. Either type the point size that you want to use (your typing will replace the currently selected number) or use cursor keys to move through the list of point sizes

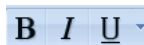


4. Press ENTER to apply the currently highlighted size to the selected text and close the dialog

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

#### 4.1.4 Bold, Italic And Underline

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



##### To Apply bold, italic or underline:

Mouse

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

Or

Keyboard

1. Select the text to change.
2. Press CTRL B to apply bold formatting, CTRL I to apply italic formatting or CTRL U to apply single underline formatting to the selected text.

##### To Remove Bold, Italic and Underline:

Mouse

1. Select the text with the format.
2. Click the Bold, Italic or underline button to turn the format off.




Or

Keyboard

1. Select the text with the format.
2. Press CTRL B, CTRL I or CTRL U to switch the format off.

##### To access extra underline styles

Mouse


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



2. Click on style to apply

**To change underline colour**

Mouse

1. Select text to be underlined 
2. Click on drop down arrow to right of the U symbol move to the underline colour option at the bottom to display colours

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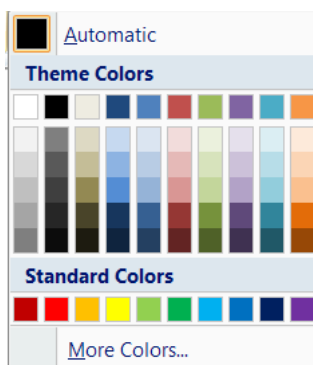
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**Milkround.com: rated the #1 graduate recruitment website in the UK Graduate Careers Survey 2009 of 16,000 university finalists.**

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3. Select colour to apply




#### 4.1.5 Text Highlights

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

##### To highlight text:

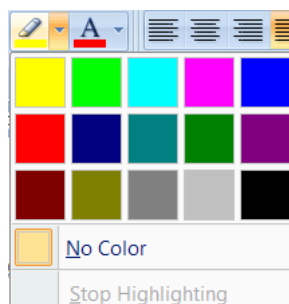
Mouse

1. Click the button to switch the highlight tool on. 
2. Drag your mouse over the text to highlight.
3. Click the highlight button once more to switch the tool off.

##### To remove highlighting:

Mouse

- 1) Select the text that has the highlighting.
2. Click the drop down list arrow on the right of the Highlight button.
3. Choose No Colour to remove highlighting from the selected text.



##### To highlight using a different colour,

1. Click the drop-down list arrow to the right of the highlight button

2. Choose the desired colour from the options that appear,
3. Drag across the text to highlight.

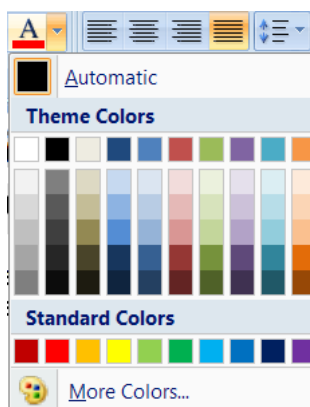
#### 4.1.6 Font Colour

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

##### To change font colour:

Mouse

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



##### To reset font colour:

Mouse

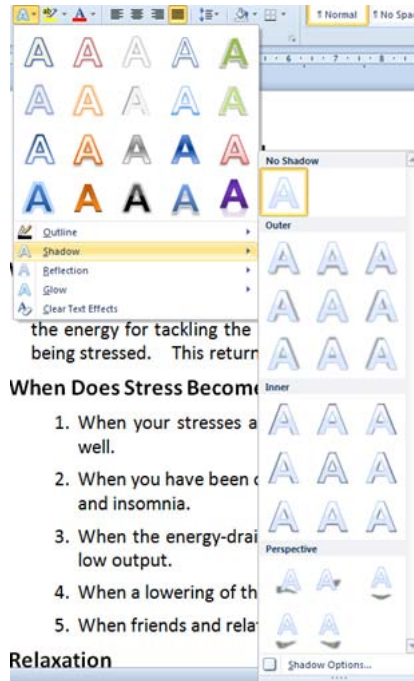
1. Select the text you want to reset to the default colour.
2. Click the drop-down list arrow displayed on the right-hand side of the Font colour button.
3. The Automatic option will reset text back to the default colour (normally black).

#### 4.1.7 Text effects

New to 2010 is the text effects which you can add to normal text within a document. In Word 2007 this was available to text in a text box in some applications or to text in WordArt but now it is available to standard text in a word document.

As you can see from the picture using text effects gives you the opportunity to enhance your text so much more than normal. The use of these will be covered in depth later when dealing with objects.

But we will look at how you can turn these effects on or off when applied to selected text.



**To apply a text effect**

Mouse

1. Select text you wish to enhance
2. Click on the text effects button and select either:

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- Quickstyle effect
- Outline
- Reflection
- Glow

On the shadow option as you may see from the picture there are many options to choose from outer and inner shadows, perspective and NO shadow it is useful to remember the NO shadow as you may wish to turn off an individual effect at a later date.

*A quickstyle effect is one of the pictures of text that has predefined formatting which may be a selection of several text effects and which may be used as a starting point to allow you then further opportunity to edit the effects as mentioned.*

3. Make a selection
  - You may apply MORE than one text effect to a piece of text but some effects may override others

### **To clear text effects**

Mouse


4. Select text you wish to clear text effects from
5. Click on the text effects button
6. Click on clear text effects

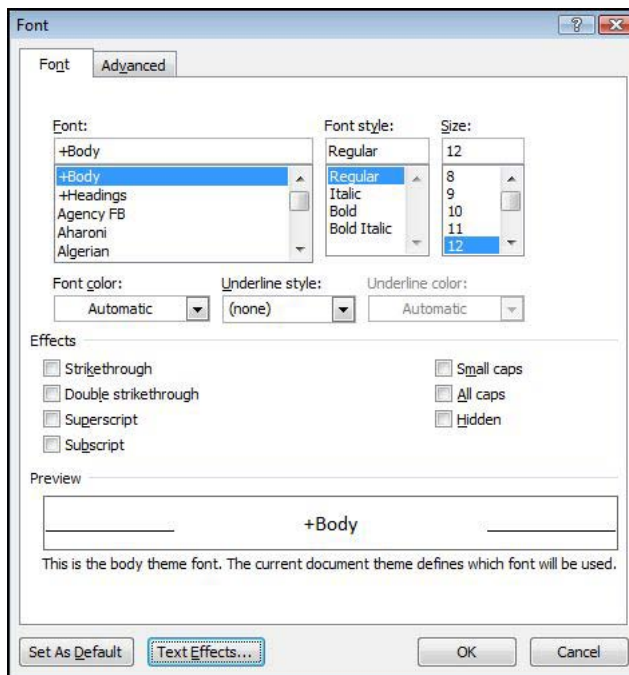
## **4.2 Font Dialog**

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

### **To access the Font dialog box:**

Mouse

1. Select the text to format. 
2. Clicking on the Dialog box launcher in the font group will open the font dialog.
3. The dialog box contains two tabs – Font and Advanced which are discussed below.



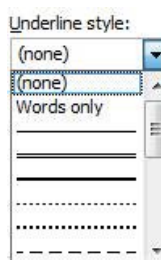
### 4.2.1 Font Tab

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

#### To apply underline styles from dialog

Mouse

1. Select the text to format.
2. Access the Font dialog and click the Font tab.
3. Click the drop-down arrow to the right of the Underline style box
  - a list of different underline options will appear.



4. Choose your preferred option by clicking on it.
  - The Preview window at the bottom of the dialog box displays a preview of how your text will look if you choose to keep the applied formats.
5. Click the OK button to keep the format. Clicking Cancel will abandon any choices you have made and close the dialog box.

4.2.2 Effects

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



4.2.3 To apply effects:

Mouse

1. Select the text to format.
2. Access the Font dialog and click the Font tab.
3. Check the boxes by clicking in them with the mouse next to the relevant options to switch an effect on. The Preview window will show you what each one looks like.
4. Uncheck the boxes to switch an effect off.

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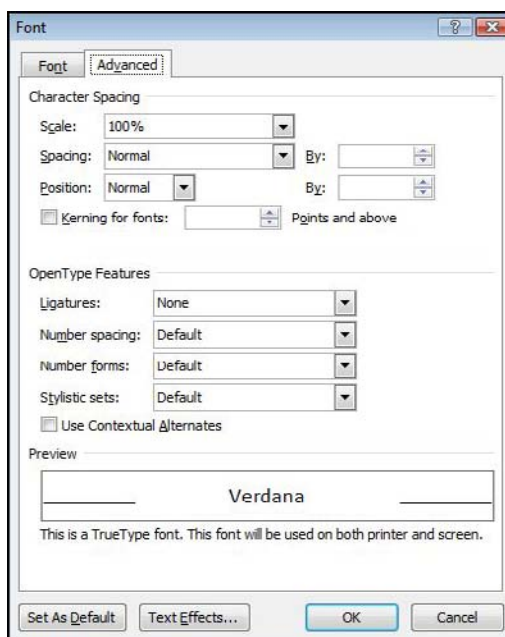
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Some effects can be switched on in combination, others are mutually exclusive (for example you cannot have both Small Caps and All Caps applied as switching one on will automatically disable the other).

#### 4.2.4 Advanced Tab

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



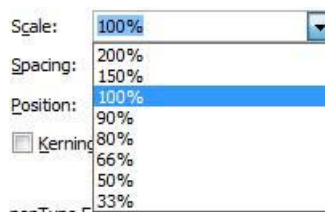
#### Scale

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

#### To alter the scale:

##### Mouse

1. Select the text to format.
2. Access the Font dialog and click the Advanced tab.
3. Click the drop down list next to the default Scale setting to list other percentage scales, some bigger and some smaller than the current figure.

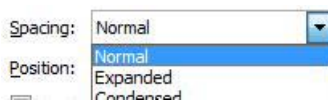


4. Choose a larger percentage to stretch the characters in the selected text. Choose a smaller figure to squish characters together.

## Spacing

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

### To change spacing:



Mouse

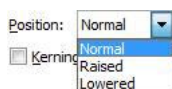
1. Select the text to format.
2. Access the Font dialog and click the advanced tab.
3. Click the drop down arrow to the right of the Spacing option.
4. Choose “Expanded” (more space between the individual characters) or “Condensed” (less space between the individual characters).
5. Use the By box which has up and down arrows that can be clicked to increase or decrease by how many points (or tenths of points) the characters are expanded or condensed.



## Position

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

### To change character position:



Mouse

1. Select the text to format.
2. Access the Font dialog and click the character spacing tab.
3. Display the list by clicking the arrow to the right of the Position box.
4. Choose “Raised” or “Lowered” – the By box then allows you to increase or decrease (again in tenths of points) by how much your characters should deviate from the base line position.



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

## Kerning


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

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

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

### To activate kerning:

Mouse

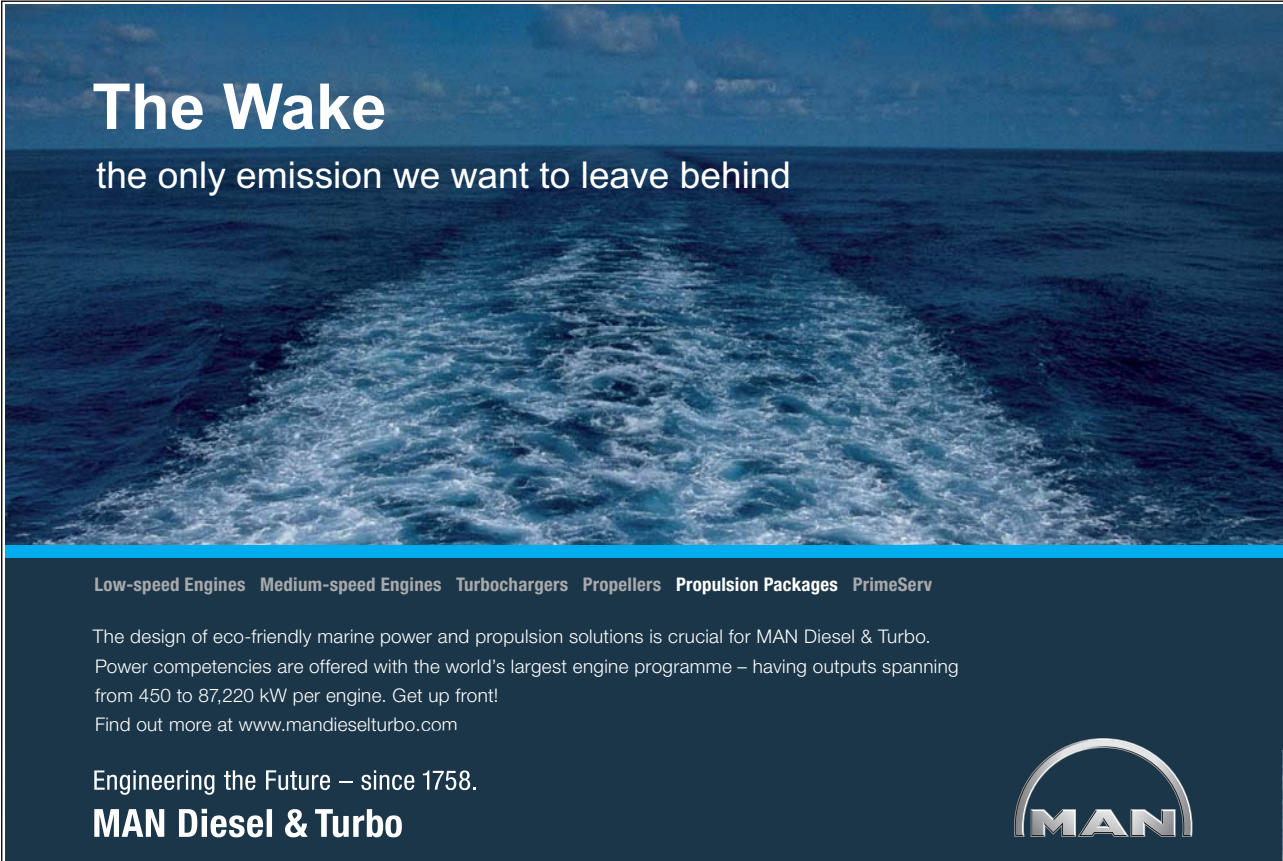
1. Select the text to format. 
2. Access the Font dialog and click the Advanced tab.
3. Click in the kerning for fonts check box to switch kerning on.
4. Use the Points and above box to set the size at which Word will begin to kern fonts.
5. When you have set all the options you require on this tab, click OK to apply them. Cancel will abandon any changes you may have made.

## 4.3 The Mini Toolbar

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

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

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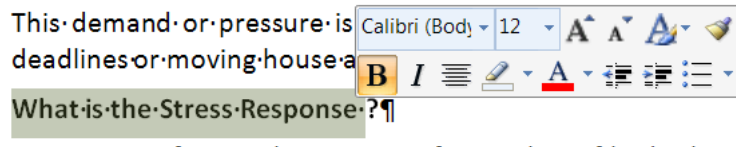
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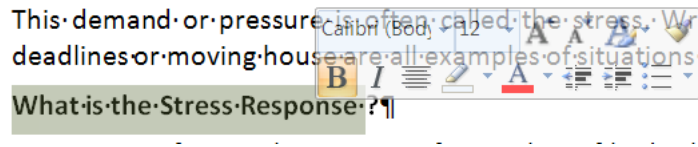
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When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.



### 4.3.1 Keyboard Shortcuts For Character Formatting

It is sometimes quicker to use key combinations to apply formatting to text within a document and the table below lists the shortcut keys that you can use to do this

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

- You cannot customize the Mini toolbar.

## 4.4 Paragraph Formats





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

#### 4.4.1 Alignment

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

##### To change alignment:

###### Mouse

1. Position the cursor in the paragraph whose alignment you want to change, or if you are aligning several paragraphs, highlight them.
2. Click on the button for the alignment you require (see below).  
Click this button to left-align paragraphs. 
- Left alignment ensures that the left edge of each line in the paragraph begins at the same place. Because of the word-wrapping, the right-hand edge of the paragraph won't line up exactly, this is sometimes called a "ragged" edge. Left alignment is the default alignment for new Word documents.  
Click this button to centre paragraphs.
- This will make each line of the paragraph position its centre point in the middle of the page. Both the left and right edges of the paragraph will be ragged. 
- Right alignment ensures that the right edge of each line in the paragraph begins at the same place – the left edge will be ragged. 
- Click this button to justify paragraphs.
- This ensures that both the left-hand and right-hand edges of the lines in the paragraph begin and end at the same position, eliminating any ragged edges. 

Or

###### Keyboard

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

#### 4.4.2 Indents



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

##### To indent from the left:

###### Mouse

1. Click the cursor inside the paragraph whose indent you want to change or, if you are indenting several paragraphs, highlight them.



2. Click the increase indent button to indent the selected paragraphs by ½ an inch from the left. You can click this button again to increase by a further ½ inch and so on. 
3. If you need to decrease the indent by ½ inch, click the decrease indent button to do this. 

Or

Keyboard

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

4.4.3 Use The Ruler To Set Indents

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



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

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

Mouse

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

**To create a right indent:**

Mouse

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

#### 4.4.4 First Line Indent

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

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

**To create a first line indent:**

Mouse

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

**To remove the first line indent:**

Mouse

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

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

#### 4.4.5 Hanging Indent

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

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

**To create a hanging indent:**

Mouse

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

Or

Keyboard

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
2. Press CTRL T

**To remove a hanging indent:**

Mouse

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

Or

Keyboard

1. Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.

2. Press CTRL SHIFT T

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

#### 4.4.6 Other Paragraph Formats

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

#### To access the paragraph dialog:

Mouse

1. Position the cursor in the paragraph to format or select the text if several paragraphs are involved..

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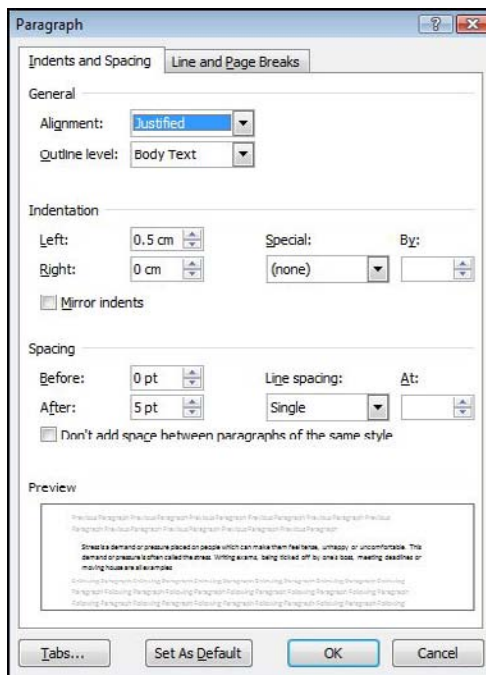


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the North Sea  
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helping foremen  
solve problems

Real work  
International opportunities  
Three work placements







2. Clicking on the Dialog box launcher in the paragraph group will open the paragraph dialog.
3. This dialog box has two tabs, Indents and Spacing and Line and Page Breaks that are discussed below.

#### 4.4.7 Indents And Spacing Tab

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

#### Spacing

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

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

#### Multiple

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

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

## At Least

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

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

## Exactly

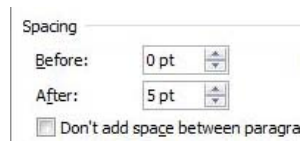
With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off.

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

### To change paragraph spacing:

Mouse

1. Select the paragraphs to change and access the Paragraph dialog, click the Indents and Spacing tab.



2. Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
3. The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
4. Click the OK button to confirm and close the dialog, or click Cancel to close the dialog, abandoning any changes you have made to the settings within.

### To change line spacing:

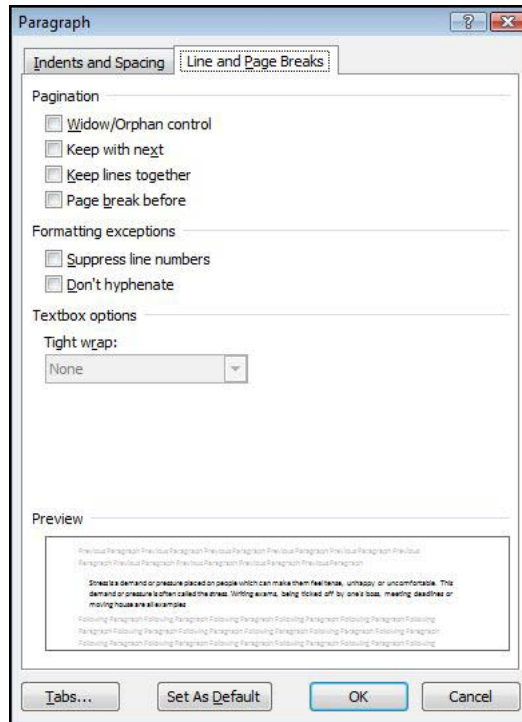
Mouse



1. Select the paragraphs to change.
2. Access the Paragraph dialog and click the Indents and Spacing tab.
3. To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the Line Spacing box.
4. Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
5. The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
6. Click the OK button to confirm the format change and close the dialog. Cancel closes the dialog, abandoning any changes you have made to the settings within.

### 4.4.8 Line And Page Breaks Tab (Pagination)

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



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The advertisement features a collage of three images: a person working at a computer, a man holding a laptop, and two women in business attire talking. The background is a dark blue gradient with a light blue wave graphic. The text 'Please click the advert' is on the left. The website 'www.job.oticon.dk' is at the bottom left, and the Oticon logo with 'PEOPLE FIRST' is at the bottom right.

### Widow/Orphan control

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

### Keep lines together

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

### Keep with next

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

### Page break before

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

#### **To set Widow/Orphan control:**

Mouse

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

#### **To keep lines together:**

Mouse

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

#### **To keep with next:**

Mouse

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

#### **To set page break before:**

Mouse

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



#### 4.4.9 Keyboard Shortcuts For Paragraph Formatting

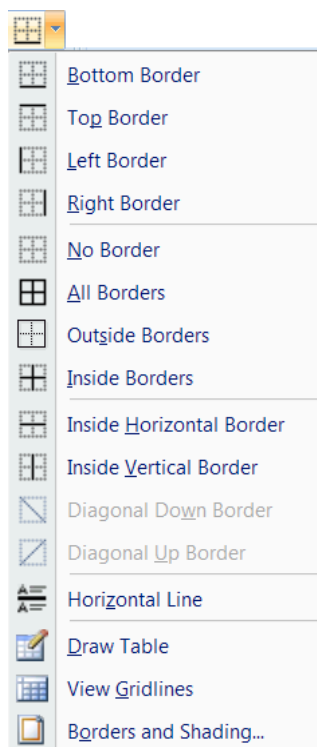
It is possible to access all paragraph formats through the Format, Paragraph dialog box. However, it can be quicker to apply paragraph formats using keyboard shortcuts. Some useful shortcuts are listed in the table below.

Keyboard shortcuts for paragraph formatting

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

#### 4.5 Borders








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



**To add a border to a paragraph:**

## Mouse

1. Select the paragraph.
  2. Click on the drop down arrow to the right of the Borders button in the paragraph group on the home ribbon, displays the palette to the right
  3. Click on any combination of the border tools to determine which edges of the paragraph are bordered.
- The buttons on the palette perform the following functions:

	Applies or removes outside border
	Applies or removes borders both inside and outside
	Applies or removes top border
	Applies or removes left border
	Applies or removes a border horizontally inside a selection
	Applies or removes descending diagonal
	Applies horizontal line

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	Applies or removes inside border
	Removes all borders
	Applies or removes bottom border
	Applies or removes right border
	Applies or removes a border vertically inside a selection
	Applies or removes ascending diagonal

#### 4.5.1 Changing The Paragraph Border Width

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

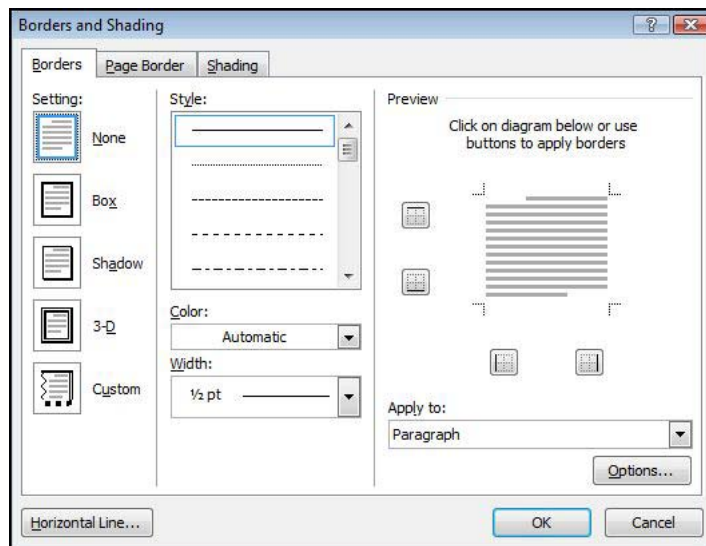
**To reduce the width of the border:**

Mouse

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

#### 4.5.2 More Borders Via The Dialog Box

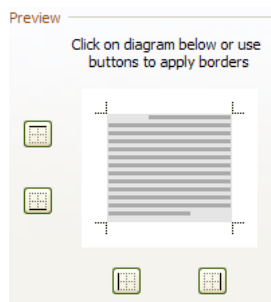
Borders can be added using the borders dialog available from the borders drop down button. Applying borders in this way gives you more options as to line style, shading and so on.



**To apply borders using the Borders and Shading dialog:**

Mouse

1. Select the paragraph(s).to be bordered
2. Click the drop down arrow to the right of the borders button in the paragraph group and select borders and shading the following dialog appears.
3. Click on the Borders tab.
4. Choose the required border style
5. Select a thickness or colour for the border
6. Select an option from the left on where to apply the border OR Use one of the buttons on the left hand side of dialog to apply different borders top, bottom, left or right.




7. Click OK to apply borders to selected text

#### 4.5.3 Format Painter

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

##### To use the format painter:

###### Mouse

1. Select the text that has the formatting you need.
2. Click the Format painter button from the clipboard group on the home ribbon. 
3. Drag across the items you want to format. When you release the mouse, the formats will appear on the selected text.

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

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

#### 4.5.4 Remove Formatting

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

##### To remove all character formats:

Mouse

1. Select text to remove formatting from.
2. Click on the clear formatting button in the font group on the home ribbon



Or

Keyboard

1. Select the text to remove the formats from.
2. Press CTRL SPACEBAR.

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**To remove all paragraph formats:**

## Keyboard

1. Select the text to remove the formats from.
2. Press CTRL Q

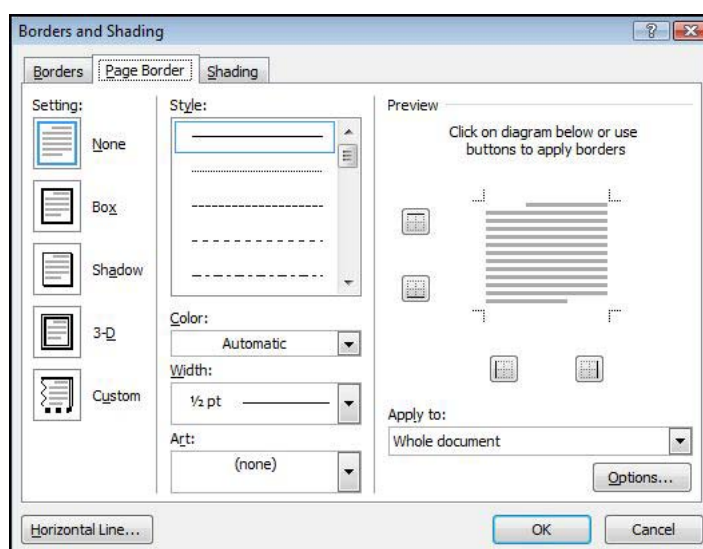
## 4.5.5 Page Borders

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

**To apply a page border:**

## Mouse

1. Select the drop down arrow to the right of the border tool button in the paragraph group and select borders and shading.
  - (If the dialog has already been used then the borders button will change and you only need to click it to bring up the dialog box.)
2. Click the Page Border Tab.



Or

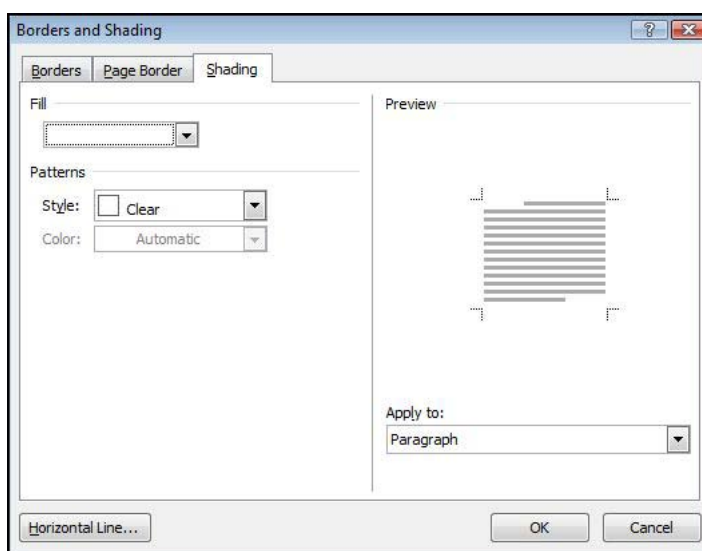
1. on the page layout ribbon Click on the page border button in the page background group
2. Select the appropriate border styles from the Settings palette as you did for a paragraph border and apply them as before.

Or

1. Click the Art drop-down list to select from a range of graphics to use as a page border
2. Click OK.

#### 4.5.6 Shading

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



#### To add shading:

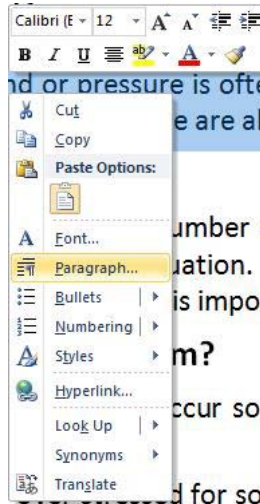
Mouse

1. Select what you want to shade (i.e. a word or phrase, or a whole paragraph).
2. Open the borders shading dialog as previous.
3. Select the shading tab
4. Choose a colour from the colour palette by clicking it.
5. If appropriate, choose a pattern from the pattern drop-down list and assign a colour to the pattern with the Colour drop-down list.
6. Click OK.

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

#### 4.5.6 Shortcut Menus

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



**To apply formats using shortcut menu:**

Mouse

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

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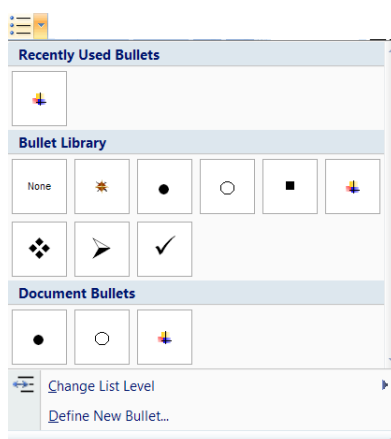
## 4.6 Bulleted And Numbered Lists

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


### 4.6.1 Bullets

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

**To create a bulleted list:**



Mouse

1. Type the list one value per line (paragraph) under the other.
  - If you want blank lines of space between list items select the lines and use the Space after setting in the Paragraph dialog.
2. Click the Bullets button in the Paragraph group to apply bullet symbols to your list using the default bullet style (the button will switch on). 

Or

1. Click on drop down arrow to right of bullets and choose one from the displayed choices. 

*In Word 2010 when you apply bullets, your list is also automatically indented from the left margin. If you do not want this indentation you will need to remove it. See previous instructions in this section about setting and removing paragraph indentations.*

### 4.6.2 Stop using Bullets

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

press the ENTER key. if you press ENTER a second time, Word will assume that you have finished your list and stop using bullets .

#### To switch bullets off:

Mouse

1. Click the cursor on the paragraph where the bullet is, or if the bullets are on several paragraphs, select them.
2. Click the Bullets button in the Paragraph group (the button will switch off)

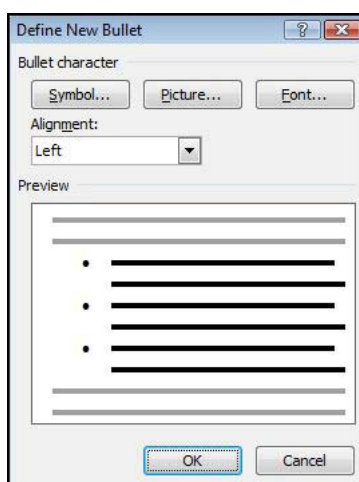
Or

Keyboard

1. Click to position the cursor at the very end of last list item with a bullet. Press enter twice.


#### 4.6.3 Define A New Bullet.

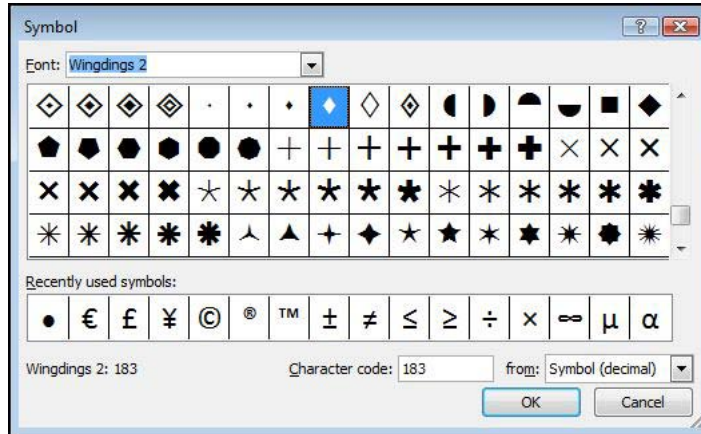
The bullets menu gives you a small selection of pre-picked bullet symbols for you to choose from. If none of those are suitable for your list, you can define a new bullet from scratch with a palette that contains a bigger selection of symbols. You can also change the indent positions of your list items.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



#### To define a new bullet

Mouse

1. Click on drop down arrow to right of bullets and choose define new bullet a dialog will appear. 
2. Click the Symbol button to select a different symbol. This displays the symbol dialog below:
3. Initially Word displays symbols from the Symbol font. You can choose from a different font by clicking the drop down list arrow to the right of the Font box.



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

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

Or

1. Click the Picture button to browse through a gallery of picture bullets. This displays the picture dialog right.
2. Choose a picture from the gallery or click Import to select a picture from disk and click OK

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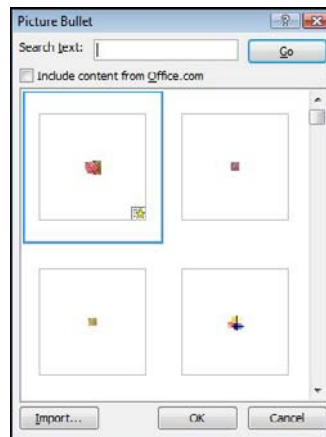
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3. Click OK to replace the existing bullets with your custom bullet.

### To change bulleted list indents:

Mouse

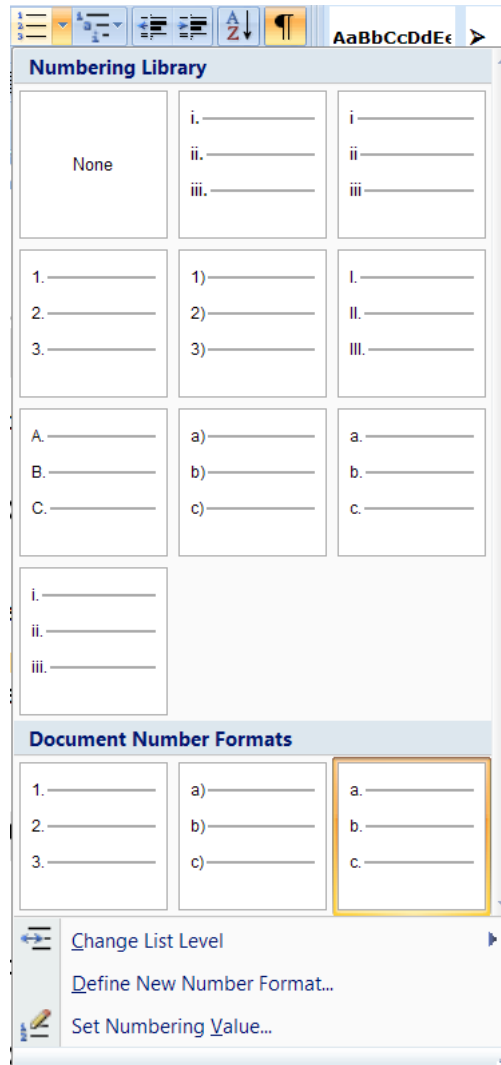
1. Select the list.
2. Open the paragraph dialog using the Dialog box launcher. 
3. To change the bullet position, set the left indent to where you want the bullet to appear



4. From the special drop down box select hanging.
5. In the by box set the measurement where you want the text to line up
6. Click OK to apply the new indents to the selected items and close the dialog.

#### 4.6.4 Numbering

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



**To apply numbers to a list:**

Mouse

1. Type the list. And select it.
2. If you want blank lines of space between list items select the lines and use the after setting in the Paragraph dialog.
3. Click the numbers button on the Paragraph group to apply numbers to your list (the button will switch on).



Or

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



#### 4.6.5 Remove Numbers

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

##### To switch numbers off:

###### Mouse

1. Click the cursor on the paragraph where the number is, or if the numbers are on several paragraphs, select them.
2. Click the numbers button on the Paragraph group. (Button will switch off).



Or

###### Keyboard

1. Click to position the cursor in front of the number to remove.
2. Press BACKSPACE.

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

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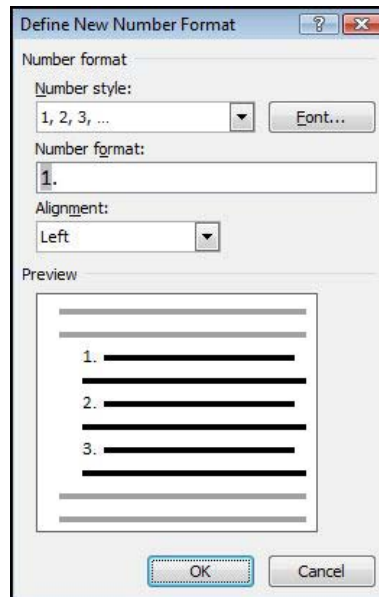
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
#### 4.6.6 Create Or Change A Numbered List

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



#### To change the numbering style:

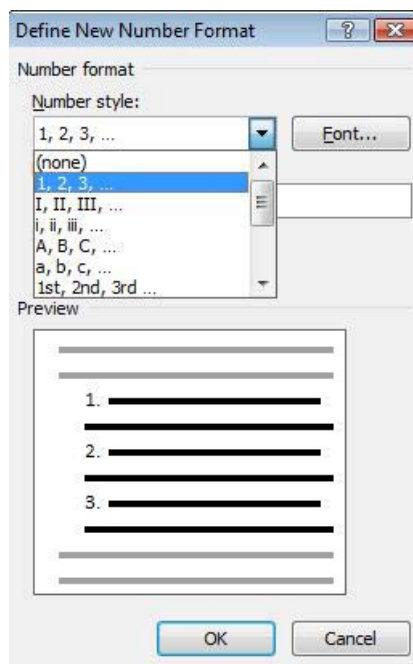
Mouse

1. Select the numbered list.
2. Use the drop down arrow to the right of the numbering button to see a selection of numbering styles after making a different selection click to apply style to highlighted list.
3. You may wish to create your own style of numbering for your document this is very easy in 2010 

#### To create a numbering style

Mouse 

1. Use the drop down arrow to the right of the numbering button to see a selection of numbering styles select at the bottom define a new number format. The dialog box to the above right is displayed with the options:




Number Style: 

1. Click the drop-down list arrow to the right of the Number style box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.
2. Click on the required style from the displayed list.

**Number Format:**

1. Click on the font button. The font dialog opens allowing you to select font options for the selected number style.
2. After selection click ok to return you to the define new number format dialog .
3. Add other characters to the number format text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word “Item”, -dash etc.).
4. Use the alignment drop down box to allow a change in alignment of the numbers to left, right or centre.
5. Click ok to apply all options selected to your list.

**To change numbered list indents:**

1. Select the list.
2. Open the paragraph dialog using the Dialog box launcher. 
3. To change the number position, set the left indent to where you want the bullet to appear



4. From the special drop down box select hanging.




5. In the by box set the measurement where you want the text to start.
6. Click OK to apply the new indents to the selected items and close the dialog.

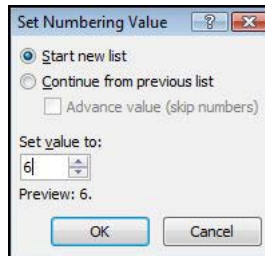
#### 4.6.7 To Change Start Number Of List

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

#### To change the start number:

Mouse

1. Click in the numbered paragraph you wish to change the number for. 
2. Click on the drop down arrow to the right of the numbering button and select, near the bottom set numbering value a dialog will appear.



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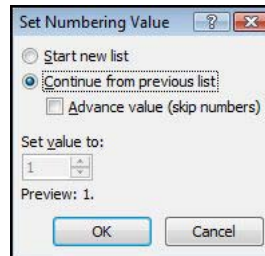
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religious studies

science

3. Enter the desired number value in the set value to box and click ok. The paragraph should now begin with the desired number.

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

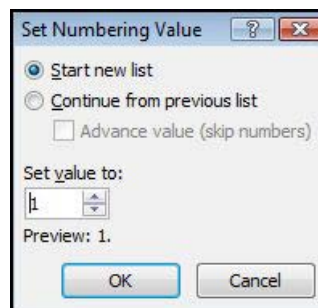


Mouse

1. Click in the numbered paragraph you wish to change the number for.
2. Click on the drop down arrow to the right of the numbering button and select, near the bottom set numbering value a dialog will appear.
3. Select continue from previous list and click ok your list should now continue numbering from the previous list.

#### 4.6.8 Start A New List

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



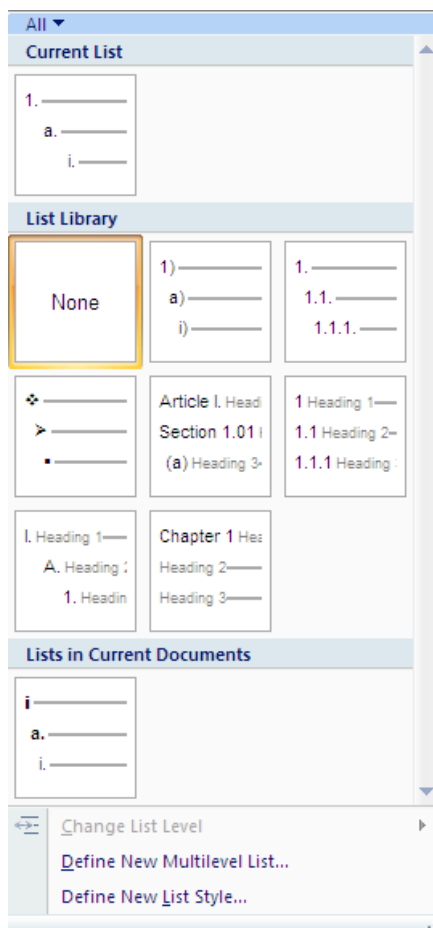
**To restart numbering:**

Mouse

1. Click in the numbered paragraph you wish to change the number for.
2. Click on the drop down arrow to the right of the numbering button and select, near the bottom set numbering value a dialog will appear.
3. Select start new list and click ok your list should now start again from 1.


#### 4.6.9 Applying A Multi-Level List

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



#### To apply a multi-level list:

Mouse

1. Type the list one line under the other.
2. If you want blank lines of space between list items select the lines and use the Space after setting in the Paragraph dialog.
3. Use the drop down arrow to the right of the multi-level numbering button to see a selection of multi-level numbering styles after making a selection click to apply style to highlighted list. 

#### To promote an item:

Mouse

4. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them

and click the indent button in the paragraph group or press the tab key.

Or

1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose change list level and select a new level for your list.

**To demote an item:**

Mouse

1. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and click the outdent button or hold down the shift and tab key.

Or

1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose change list level and select a new level for your list.

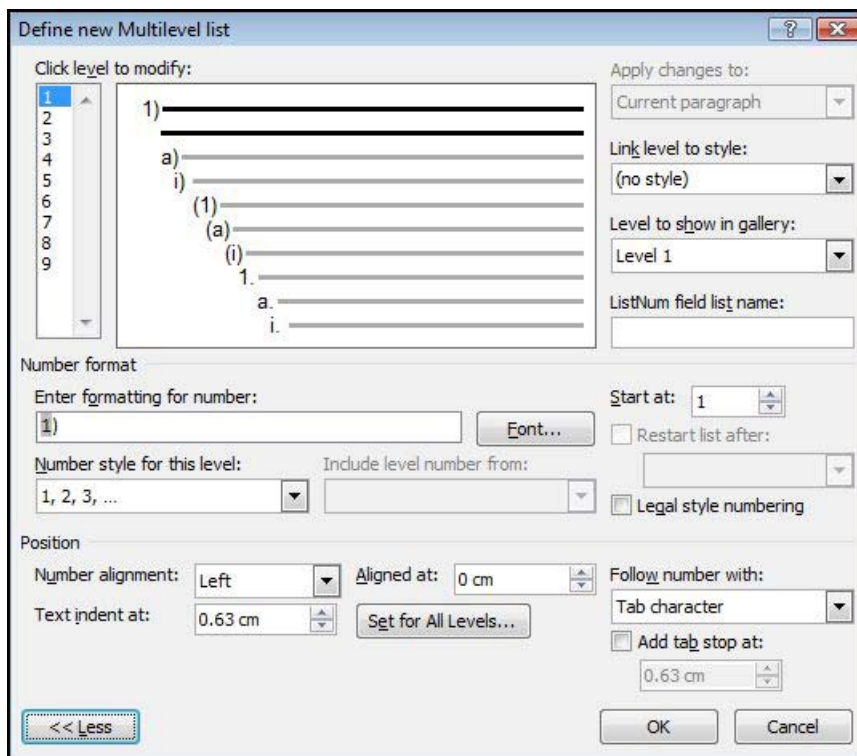
#### 4.6.9 To Define A New Multi Level List

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

**To define new list**

Mouse 

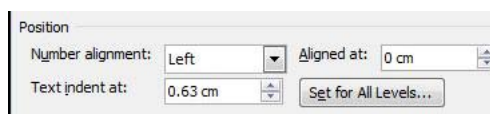
1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom; choose define new multi-level list a dialog (above) will appear.



2. Select a level to modify (1-9)
3. Click the drop-down list arrow to the right of the Number style box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.
4. Click on the required style from the displayed list.
5. Click on the font button. The font dialog opens allowing you to select font options for the selected number style.
6. Add other characters to the enter formatting for number text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word “Item”, -dash etc.).

**Position**

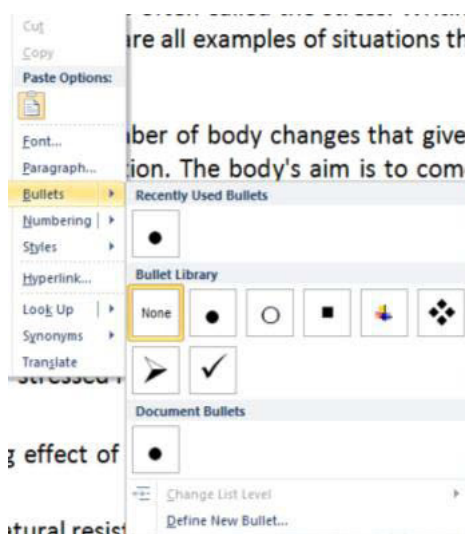
1. Use the number alignment drop down box to allow a change in alignment of the numbers to left, right or centre.



2. Either enter a number or use the spin buttons to set the indent for the number or character for this level.
3. Either enter a number or use the spin buttons to set the indent for the text you will type at this level (where you want your text to start).
4. If you want the same set of indents for all levels then click the set for all levels button the indents chosen will be applied for all levels within your list.
5. You may now work through the levels selecting the alignment , number stle and formatting for as many levels as you would use.
6. Click ok to complete and create your new multi level list

#### 4.6.10 Bullets And Numbering With The Shortcut Menu

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



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

Mouse

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

#### 4.6.11 Apply Bullets And Numbers As You Type

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

**To apply bullets as you type:**

## Keyboard

1. Start the list by typing an asterisk and then press TAB. Type the list text item immediately after and then press ENTER. Word will change the asterisk to the standard bullet symbol and start the next line with the bullet, ready for you to type the next item.
2. To apply numbers as you type:

## Keyboard

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

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

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# 5 Tabs & Tables

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






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

## 5.1 Tabs

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

### 5.1.1 Basic tabs with alignment


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

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

### 5.1.2 Default Tab stop

#### To change default tab stop

Mouse


1. On the Page Layout Ribbon, click the Paragraph Dialog Box Launcher. 
2. In the Paragraph dialog box, click Tabs.
3. In the Default tab stops box, enter the amount of spacing that you want between the default tab stops.



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

### 5.1.3 Set manual tab stops with ruler

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

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

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

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

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

### 5.1.4 Set manual tab stops with dialog

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

#### To set manual tab stops

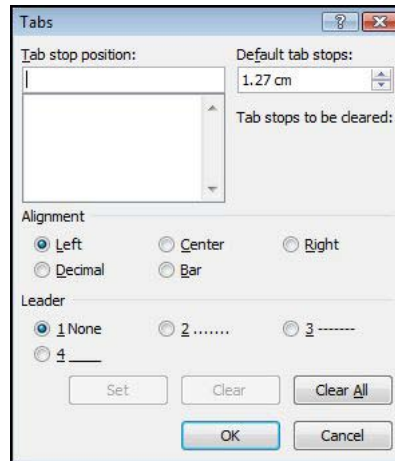
##### Mouse

1. On the Page Layout Ribbon, click the Paragraph Dialog Box Launcher.
2. In the Paragraph dialog box, click the Tabs button. The following dialog appears.
3. In the Default tab stops box, enter the amount of spacing that you want between the default tab stops.

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

### Tab stop position

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



### Default tab stops

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

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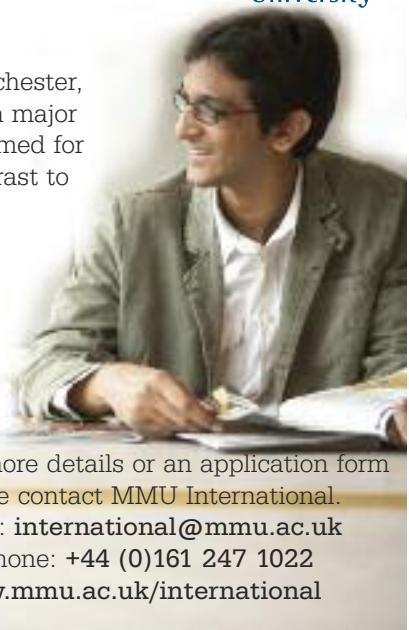
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Tab stops to be cleared

- Displays tab stops that have been marked for deletion from the Tab stop position list. Cleared tabs are deleted from the list when you click OK.

Alignment

- Left Sets a left start position of text that will then run to the right as you type.
- Center Sets the position of the middle of the text. The text centres' on this position as you type.
- Right Sets a right start position of text that will then run to the left as you type.
- Decimal Aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)
- Bar Inserts a vertical bar at the tab position. Not used for positioning text.

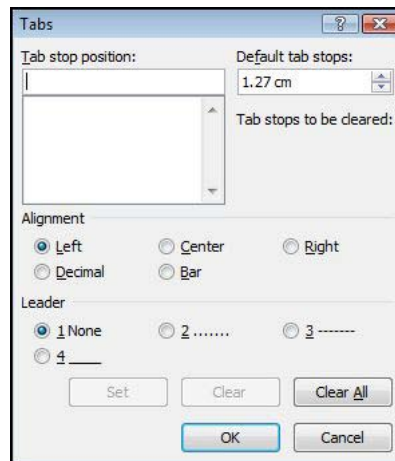
5.1.5 Creating Leader Tabs

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

Chapter 1 ..... 1

Chapter 2 ..... 12

Chapter 3 ..... 20



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

Mouse

1. On the Page Layout Ribbon, click the Paragraph Dialog Box Launcher.
2. In the Paragraph dialog box, click the Tabs button. The tabs dialog appears.

3. Select the tab stop in the Tab stop position: list.
4. Choose one of the 4 Leader types.
5. Click on the Set button to save the tab.
6. Click on OK to return to the document.

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

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

Mouse

1. On the Page Layout Ribbon, click the Paragraph Dialog Box Launcher.
2. In the Paragraph dialog box, click the Tabs button. Type in the new tab position in the Tab stop position: field
3. Choose the Alignment and optionally choose the Leader (the default is None).
4. Click on the Set button to save the tab.
5. Choose OK.

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

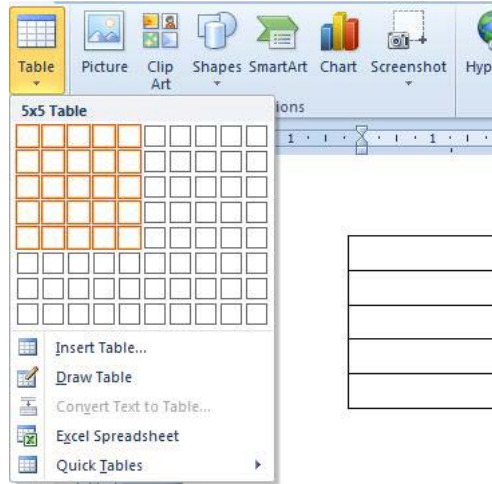
## 5.2 Tables

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

<b>Item</b>	<b>Action</b>
Word 2010 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

### 5.2.1 Creating Tables

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




**To create a table:**



1. Position the cursor where you want to insert the table.
2. Click the table button on the insert ribbon, tables group.
3. Do not click but move your mouse over the grid that appears, to highlight the number of columns and rows that you want your table to have. These will appear in your document and will continually adjust until you have all the rows and columns you need.
4. Click the mouse. The table will appear in your document at the cursor position.

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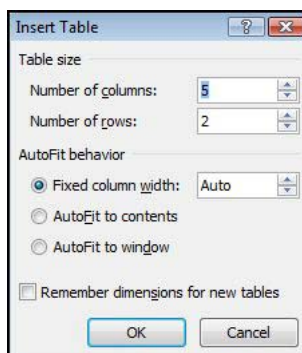
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5. Enter text into your table.

Or

1. Position the cursor where you want to insert the table.



2. Click the table button on the insert ribbon, tables group and click on insert table from the menu.
3. Under Table size, select the number of columns and rows.
4. Under AutoFit behavior, choose options to adjust table size.
5. If you will use this table size regularly then tick the remember dimensions for new tables checkbox
6. Click OK. Enter text into your table.

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

### 5.2.2 Table Navigation

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

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

To	Press
Move to the next cell	TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT TAB
Move to the preceding or next row	↑ or ↓
Move to the first cell in the row	ALT HOME, or ALT 7 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	ALT END, or ALT 1 on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	ALT PAGE UP, or ALT 9 on the numeric keypad (NUM LOCK must be off.)

Move to the last cell in the column	ALT PAGE DOWN, or ALT 3 on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	ENTER
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	

### 5.2.3 Enter Data In A Table

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

#### To enter data in a table:

Keyboard

1. Position the cursor in the cell where you want the information, and type it in.
2. Press ENTER to start a new paragraph within the same cell or shift enter to start a new line.

Or

1. Press TAB to move to the next cell.

### 5.2.4 Select Items In A Table

The table below outlines some methods for selecting table components:

Keyboard

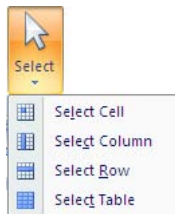
To	Do this
Select a cell	Click the left edge of the cell.
Select a row	Click to the left of the row.
Select a column	Click the column’s top gridline or border.
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Select text in the next cell	Press TAB
Select text in the previous cell	Press SHIFT TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column’s top or bottom cell. Hold down SHIFT and press ↑ or ↓ repeatedly
Extend a selection (or block)	CTRL SHIFT F8, and then use the arrow keys; press ESC to cancel selection mode

Reduce the selection size	SHIFT F8
Select an entire table	ALT 5 on the numeric keypad (with NUM LOCK off)

Mouse

Or

1. You can also select rows, columns, or the entire table by clicking on the table and then using the Select commands from the select button on the layout ribbon, Table group



### 5.2.5 Format Table Data

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

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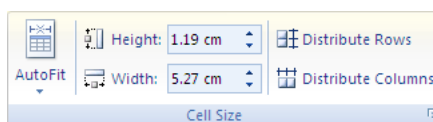
**To format data in a table:**

Mouse

1. Select the data to format.
2. Click the buttons to apply formatting from the home ribbon as discussed in earlier sections  
 Word treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the cell according to the selected alignment.

**5.2.6 Change Column And Row Size**

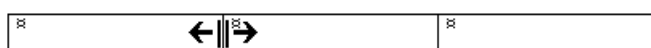
The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.



**To change column widths and row height**

Mouse

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



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

Or

1. In the cell size group on the layout ribbon enter the row and column sizes you wish for the selected rows



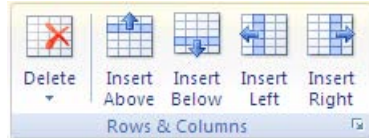
**5.2.7 Add Rows And Columns**

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

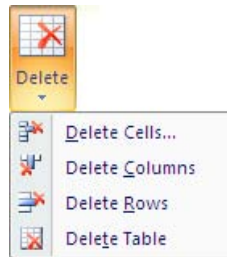
**To add a row or column:**

Mouse

1. Select the row above or below where you want to insert the new row left or right of where you would want a new column.



1. Select from the rows & columns group on the layout ribbon where you would want to insert a row or column.



2. A new column or row will appear. Repeat for more.

### 5.2.8 Remove Rows And Columns

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

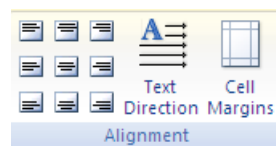
**To remove rows:**

Mouse

1. Select the cells, rows or columns that you want to delete.
2. Select the Delete button from the rows & columns group on the layout ribbon. Choose one of the options.

### 5.2.9 Text Alignment

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



**To align text**

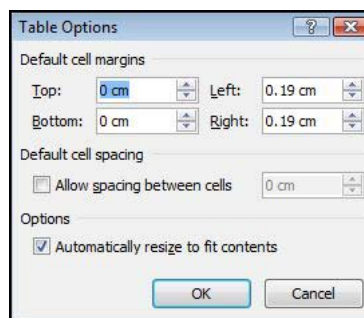
Mouse

1. Select the cell or cells you wish to align the text for.
2. Choose an alignment from the alignment group on the layout tab.

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

Or

1. Select cell margins from the alignment group on the layout tab a dialog will appear.



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2. Enter required margin sizes for selected cells.
3. Click ok to apply

### 5.2.10 Table Borders And Shading

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

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

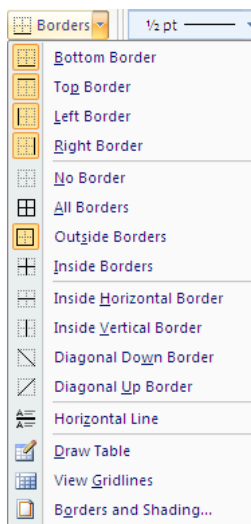
#### To choose the bordered edges:

Mouse

1. Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
2. Click the drop down arrow on the right of the Borders button on the Table styles group on the design ribbon.

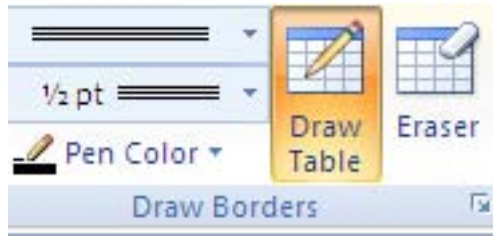


3. From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.



### 5.2.11 Border Style

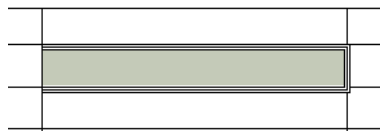
You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2010 by drawing the border around the cells.



**To draw border**

Mouse

1. Click within your table
2. Click on the design ribbon.
3. On the draw borders group select a line style from the topleft box (use drop down arrow) the draw table button will be enabled
4. Select a thickness for your border from the box beneath using the drop down arrow
5. Finally choose a pen colour from the button marked.

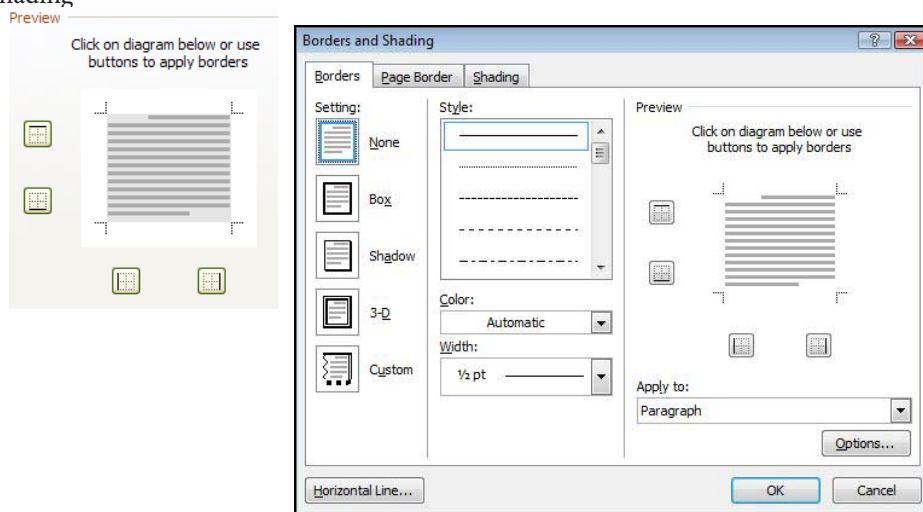


6. Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
7. Repeat step around cell or table to apply your border formatting

**To apply border**

Mouse

1. Select the drop down arrow to the right of the border tool button in the paragraph group and select borders and shading



2. Click on the Borders tab and choose the required border style
3. Select a thickness or colour for the border
4. Select an option from the left on where to apply the border.

Or

1. Use the buttons on the right hand side of dialog to apply different borders top, bottom, left or right
2. Click OK to apply borders to selected cells

### 5.2.12 Table Shading

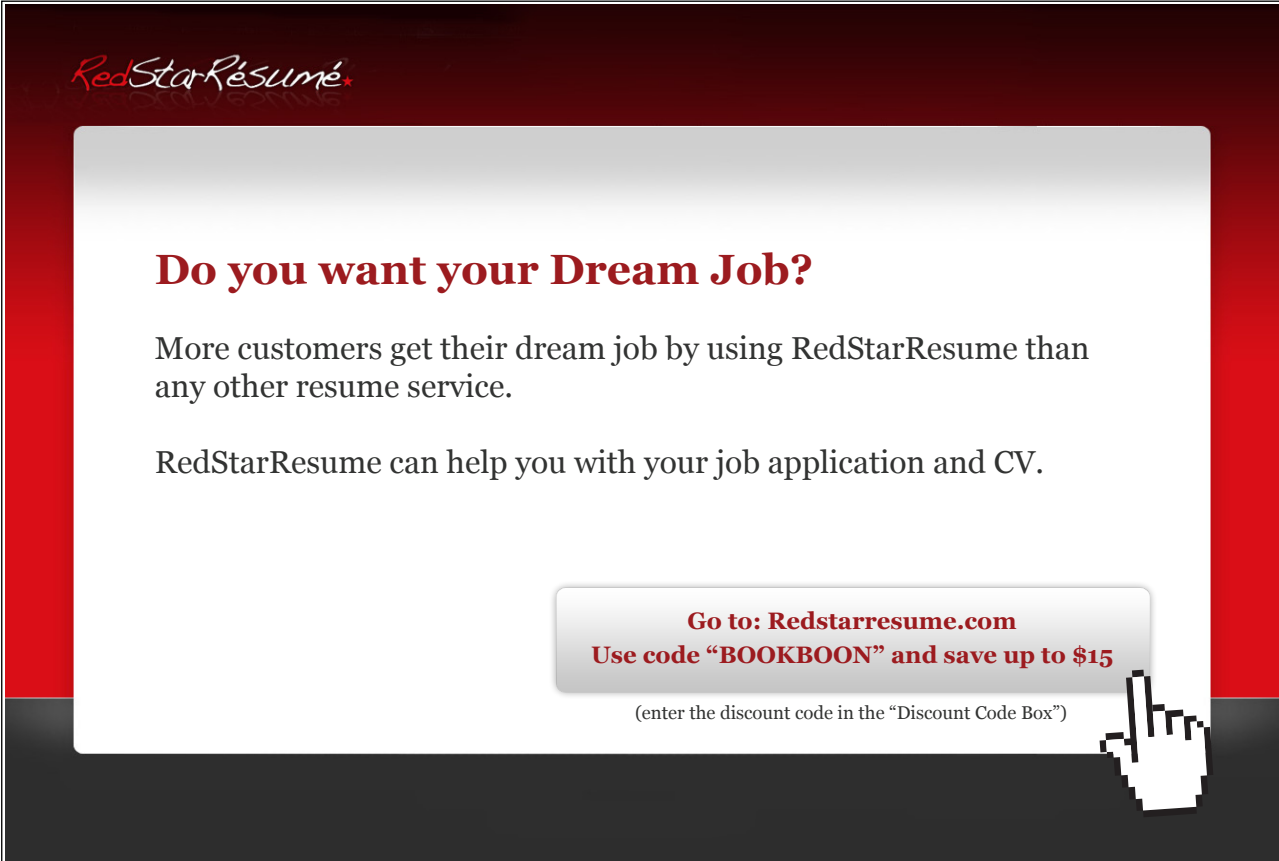
You can apply shading to tables using an option on the Table styles group on the design ribbon.

#### To apply shading:

Mouse

1. Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.

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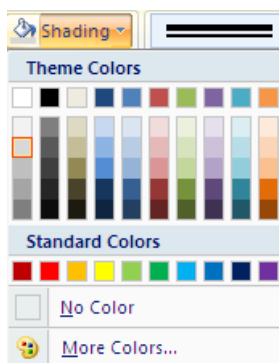
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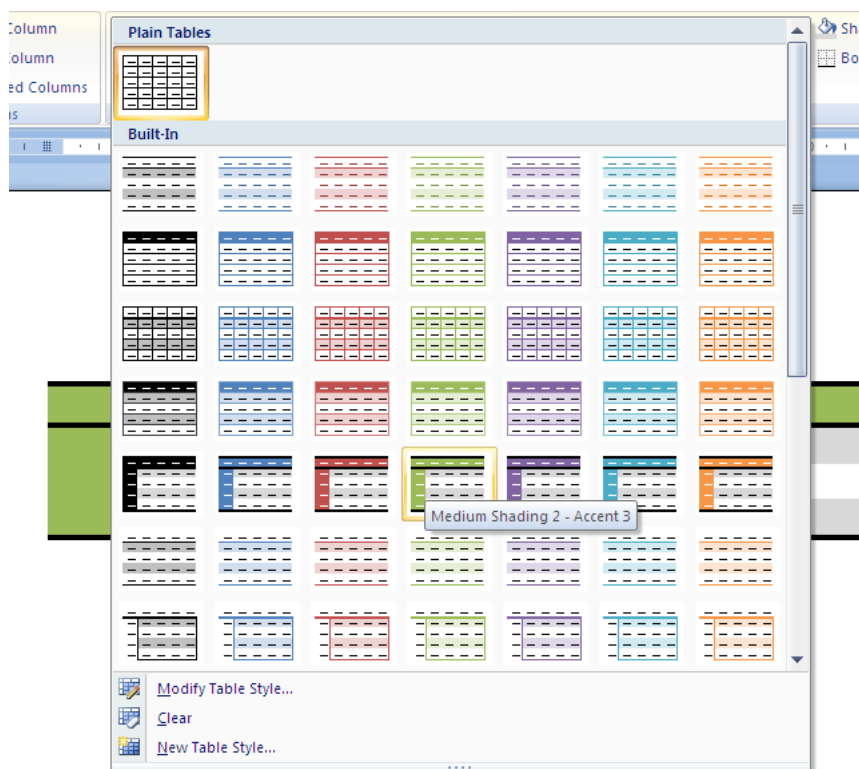


2. Click the drop down arrow to the right of the Shading colour button on the Table styles group on the design ribbon. to display a list of different colours.
3. Click the required colour to apply it to your selection.

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

### 5.2.13 Table Styles

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



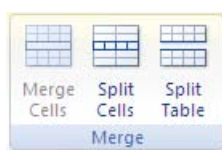
**To apply a table style**

Mouse

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

**5.2.14 Merging And Splitting**

When you have inseted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2010 this feature is easy to do. Not only can you split cells but you can split a whole table into multiple tables if the need arises

**To split cells**

Mouse

1. Select the cell(s) you wish to split
2. Go to the merge group on the layout ribbon and click the split cells button.

**To merge cells**

Mouse

1. Select the cells you wish to merge.
2. Go to the merge group on the layout ribbon and click the merge cells button.

**To split Table**

Mouse

1. Click in the row that you wish to be the first row of the split table.
2. Go to the merge group on the layout ribbon and click the split Table button.
3. The table will split above the row your cursor is in.

**5.2.15 Repeating Table Headings**

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



**To repeat table headings:**

Mouse

1. Select the rows that you want to repeat at the top of each page the table prints on.
2. Go to the data group on the layout ribbon and click the Repeat header rows button

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

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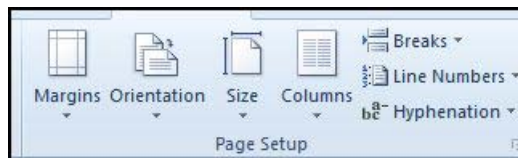
# 6 Page Layout

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

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

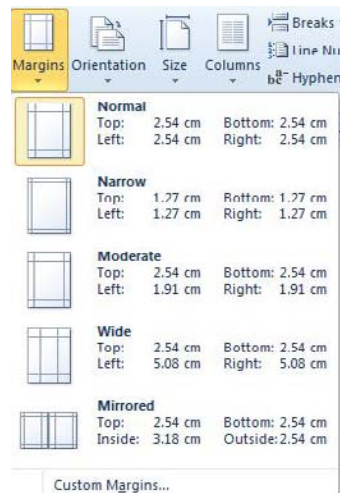
## 6.1 Page Setup

There are some settings that apply themselves to documents as a whole rather than just the selected portions. These include margins, paper size and orientation and some others. There are many easy ways for changing the page setup in Word 2010 they can be found on the page layout ribbon but all the options and more are in the page setup dialog box.



### 6.1.1 Page Setup Group

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



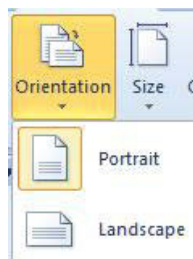
### To apply margins

Mouse

1. Click on the Margins button on the page layout ribbon in the page setup group the menu right – will be displayed

2. Make a selection to apply margin sizes to document.
3. If the sizes are not what you wish click on custom margins to open the page setup dialog box to enter custom sizes. (next Topic)

### To change orientation



#### Mouse

1. Click on the orientation button on the page layout ribbon in the page setup group the menu right – will be displayed
2. Choose either landscape or portrait to change the layout of your document.

### To change paper size




#### Mouse

1. Click on the size button on the page layout ribbon in the page setup group the menu right – will be displayed
2. Select a size from the most popular sizes present.
3. If the sizes are not what you wish click on More paper sizes to open the page setup dialog box for more options. (next Topic)

### 6.1.2 Page Setup Dialog

#### To access the Page Setup dialog:

Mouse

1. To access the dialog go to the page layout ribbon and click on the Dialog box launcher on the page setup group. (The dialog below appears)  There are three tabs within the dialog box, each relating to a different page setting.

### 6.1.3 Margins Tab

The margin measurements control the amount of white space that shows around the four edges of your page in page layout view or when printing.

- Margins may appear differently when in full screen reading view, outline or draft views. But these are only screen views and do not affect the way the document will be printed.

#### To change Margins:

Mouse

1. Click the up and down arrows (spin buttons) in the boxes labelled Top, Bottom, Left and Right to increase and decrease the margin measurements. Or type in the measurements you require.

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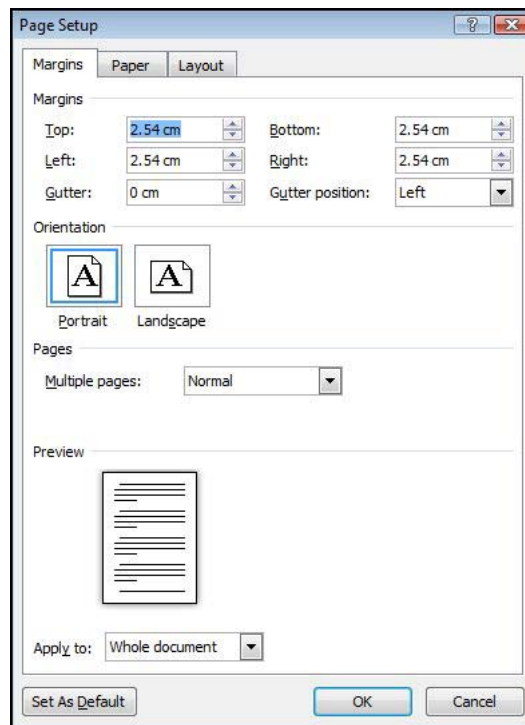


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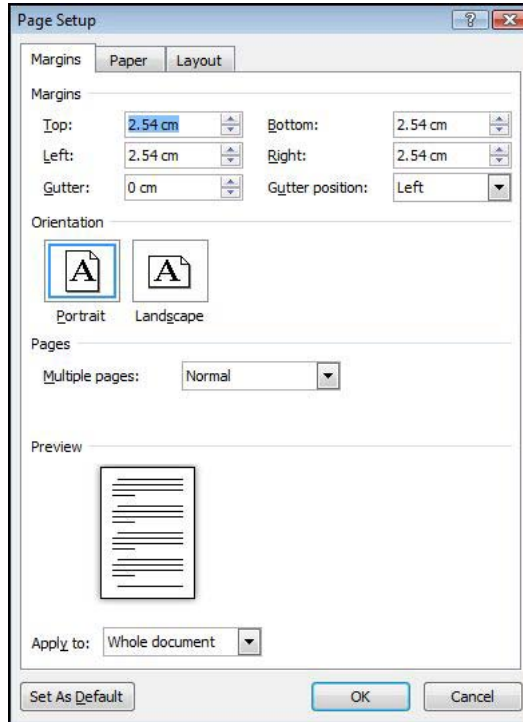
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2. The Preview represents a printed page and will alter to show you what the new margins will look like.



## Gutter

1. When a document needs to be bound, you can reserve the amount of space needed for the binding by setting the gutter measurement. This will ensure that the binding will not “eat” into the left margin (the left margin measurement is unaffected by the gutter).
2. Click the up and down arrows in the Gutter box to change the gutter settings – the preview will show you the effects of your new settings.

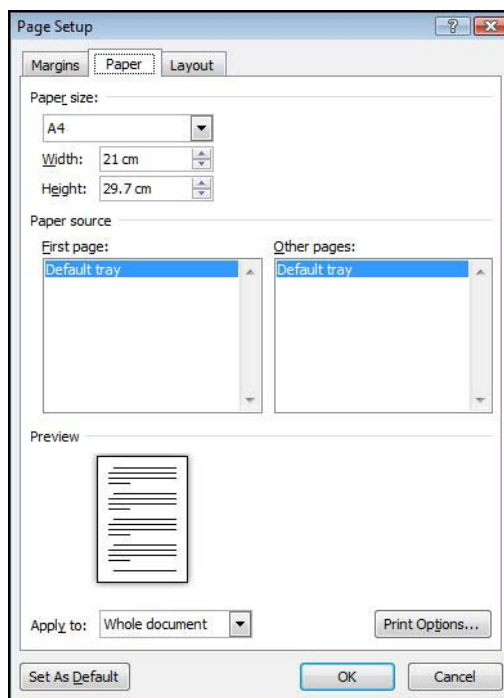


**Orientation**

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

**6.1.4 Paper Tab**

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



## Paper Size

### To change paper size:

Mouse

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

## Paper Source

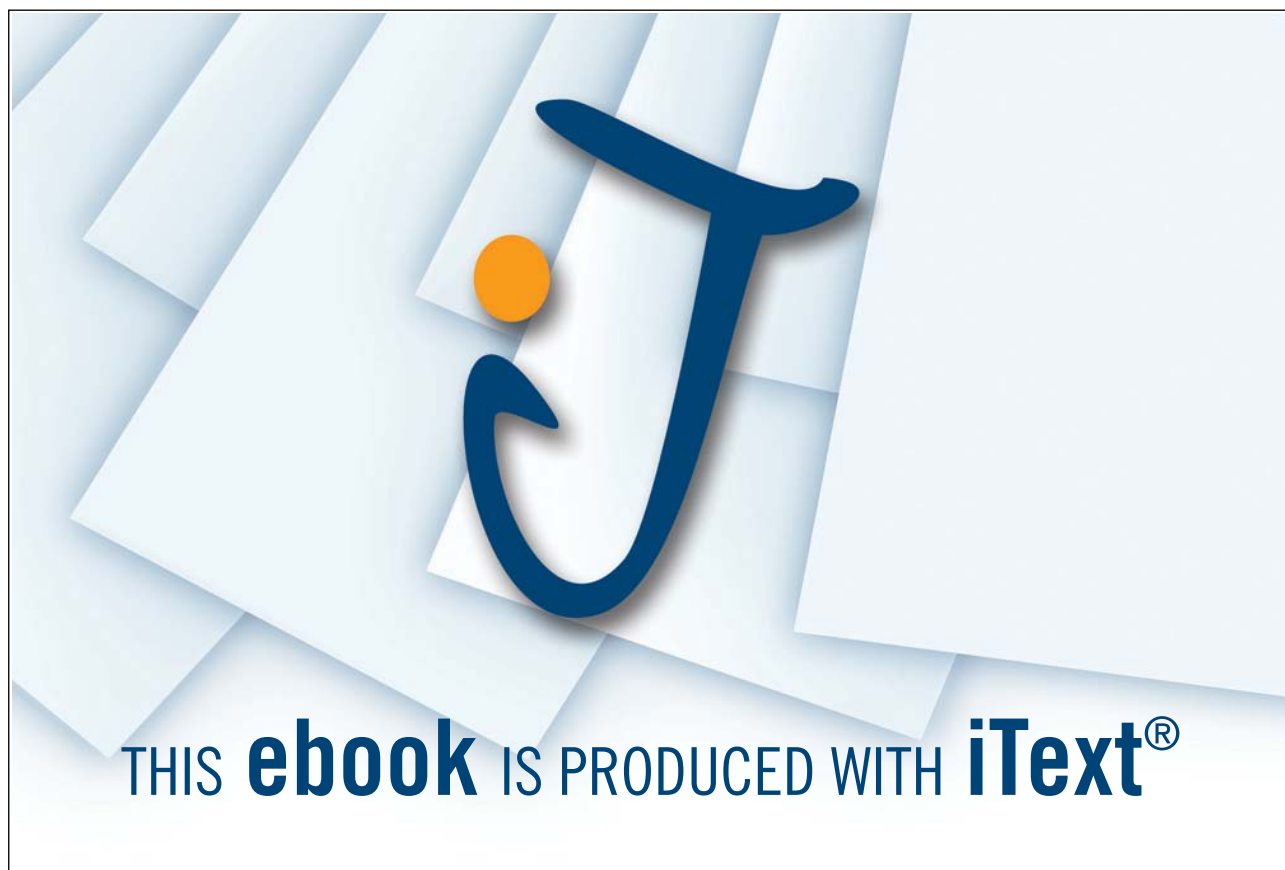
With a document that runs to several pages, you may need to specify that the first page should be printed on headed paper, while the other pages should be printed on normal blank sheets.

### To set the Paper Source:

Mouse

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

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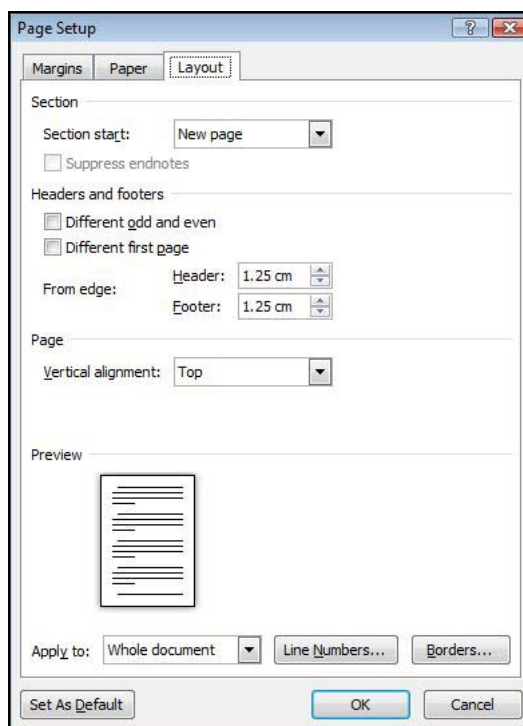


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You can also specify manual feed when the paper you wish to use is not pre-loaded. This will allow you to load paper into the printer and then press the On-line button to commence printing.

### 6.1.5 Layout Tab

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



### Headers And Footers

You can use these settings to determine how far from the edge of your page the header and footer will print. We will look further into headers and footers in the next topic.

#### Set the From edge amount:

Mouse

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

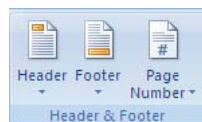
You won't see these settings change on the page preview within the dialog, but you will notice in the views that display the header and footer.

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

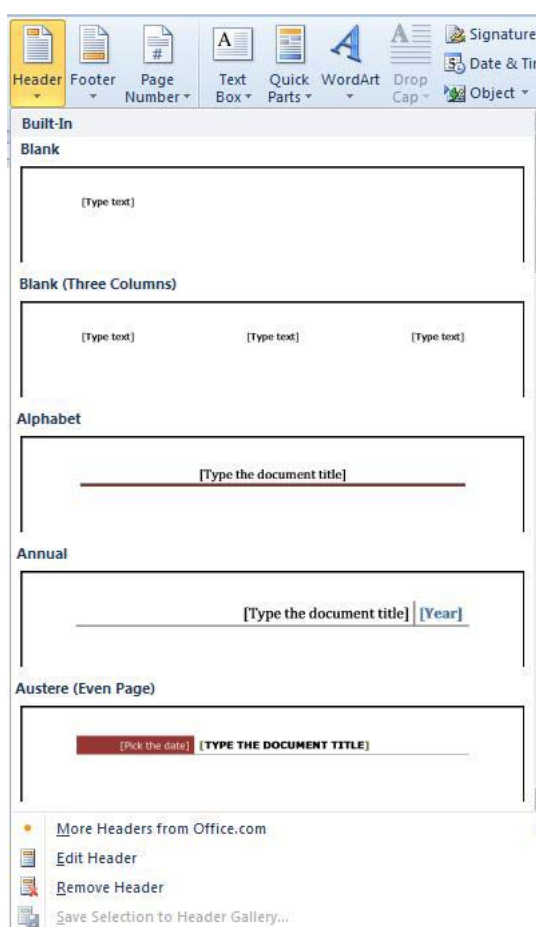


## 6.2 Headers And Footers

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



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



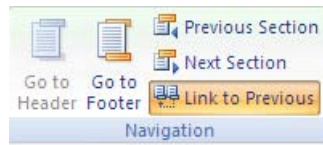
### To insert headers and footers:

Mouse

1. Go to the header & footer group on the insert ribbon and click the header or footer button.
2. Select a choice from the displayed selection to apply it to your document.

Or

3. Click on edit header (or footer) to open them up for editing.
4. Within the header section, enter the items that you want to appear at the top of each page. Word has pre-set tabs that you can use to place items at the centre and right hand side of the page; simply press the tab key to move the cursor to these positions.
5. Format the items as you would document text.



6. If you want to set up a footer, click the go to header or go to footer button in the navigation group on the design ribbon – Word will display the footer section which also contains pre-set centre and right tabs.
7. Enter the items to appear at the bottom of each page in the footer.
8. When you have finished, click the Close button on the far right of the design ribbon



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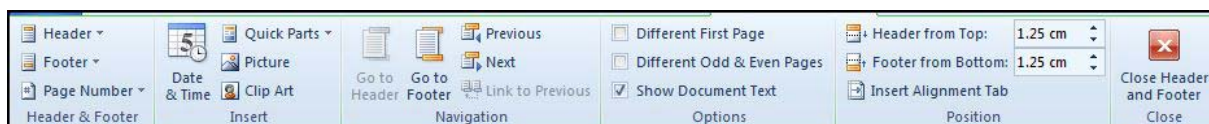
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### 6.2.1 Insert Header And Footer Basic Field Codes

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



#### To insert Date

Mouse

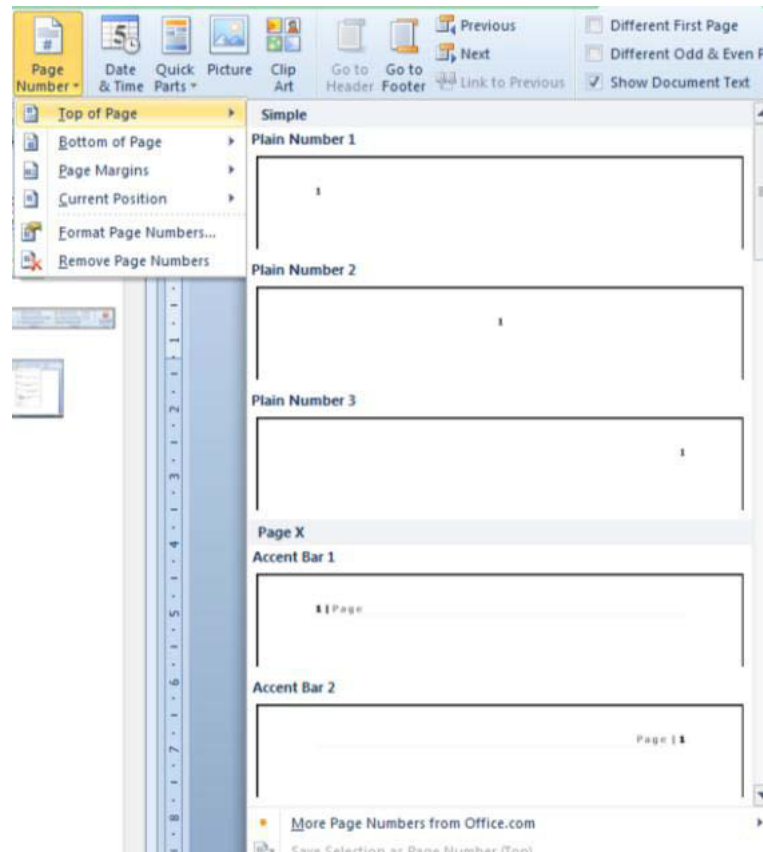
1. Go to the header & footer group on the insert ribbon and click the header or footer button click on edit header or footer.
2. Position the cursor where you want the information.
3. Click the date & time button from the design ribbon.
4. A date field code is entered
5. Select and format it as though it were text
6. Click the Close button on the design ribbon to close the header and footer.
  - Field codes display grey shading when you click on them. You can delete them by dragging over them with the mouse to select them and pressing the DELETE key.



#### To enter page numbers

Mouse

1. Go to the header & footer group on the insert ribbon and click the header or footer button click on edit header or footer.



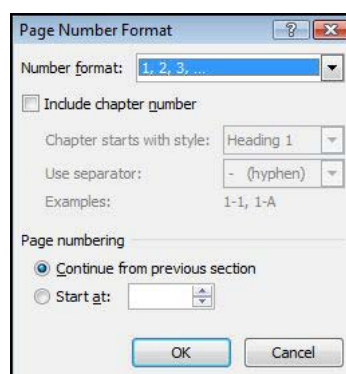
2. Position the cursor where you want the information.
3. Click the Page number button from the design ribbon and make a selection choosing any one of the first four options opens a side bar allowing you to place the number left, centre or right. If these are not what you want then click on current position to insert the numbering where your mouse cursor has been placed.

**To format page numbers**

Mouse

1. Go to the header & footer group on the insert ribbon and click the header or footer button click on edit header or footer.

Or



2. Double click on the header or footer in page layout view. (if one has previously been inserted)
3. Click on the field containing the page numbers.
4. Click the Page number button from the design ribbon and select format page numbers from the options near the bottom of the menu. The following dialog will appear.
5. Select the number format from the drop down box at the top then Click Ok.

### To remove page numbers

Mouse

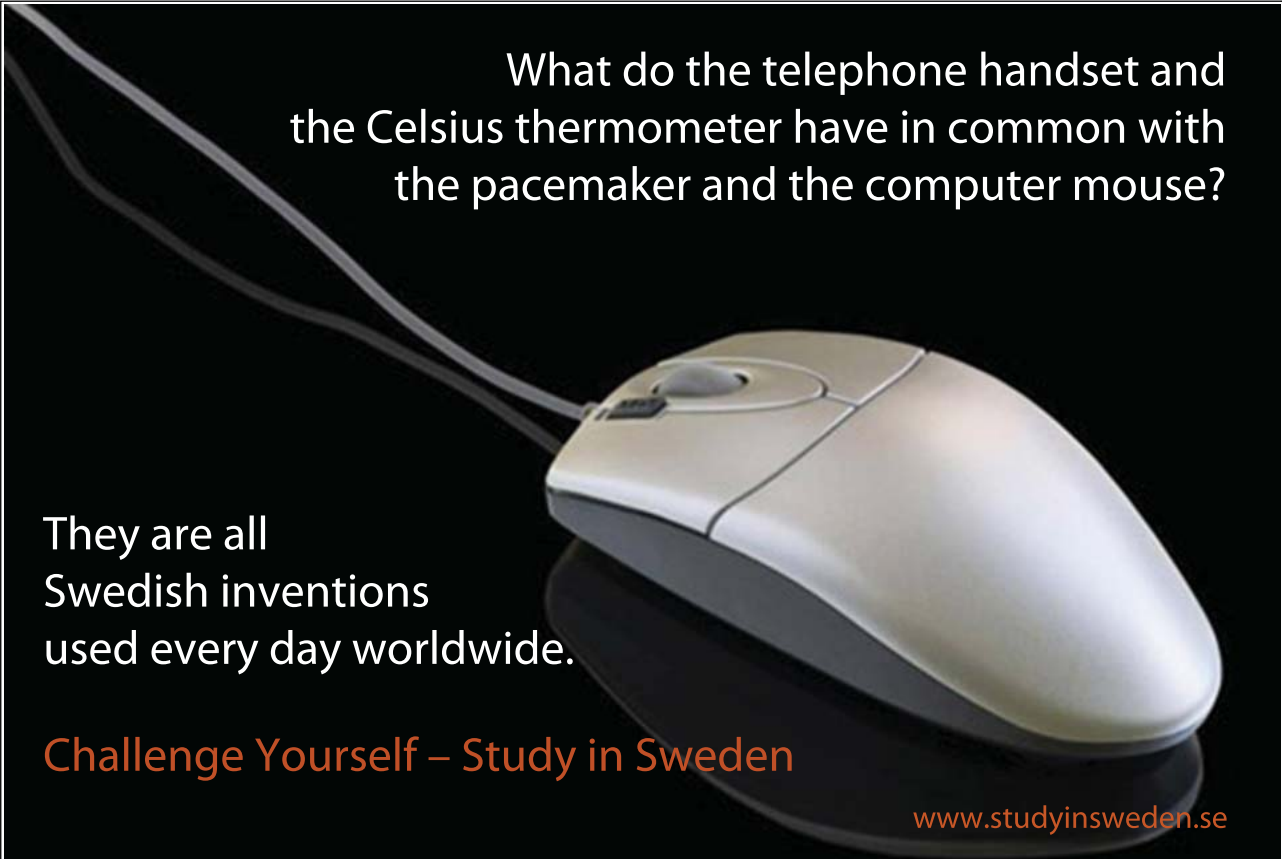
1. Go to the header & footer group on the insert ribbon and click the header or footer button click on edit header or footer.

Or

2. Double click on the header or footer in page layout view.
3. Click on the field containing the page numbers.

1. Either Click the Page number button from the design ribbon and select Remove page numbers OR Press the delete key.

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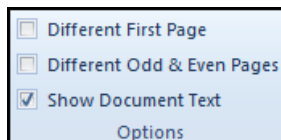
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### 6.2.2 Suppress Page Numbers

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

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

Mouse



1. Click the different first page checkbox in the options group on the design ribbon while in headers and footers view.

Or

2. Open the page layout dialog by clicking on the Dialog box launcher from page setup group on the page layout ribbon
3. Go to the Layout tab.
4. Check the box marked different first page.
5. Click OK to save the settings and close the dialog box.
  - You now have a different section in your header called first page header which you can employ a completely different header and footer including no numbering.

### 6.2.3 Different Odd Even Page Numbering

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

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

Mouse

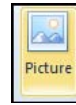
1. Click the different Odd and even checkbox in the options group on the design ribbon while in headers and footers view.

Or

1. Open the page layout dialog by clicking on the Dialog box launcher from page setup group on the page layout ribbon and go to the Layout tab
2. Check the box marked different odd and even.
3. Click OK to save the settings and close the dialog box.
4. You now have a different sections in your header or footer called odd page header and even page header (or footer) where you can employ completely different headers and footers including numbering in different locations

## 6.2.4 Using Pictures In Headers And Footers

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



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

Mouse

1. Go to the header & footer group on the insert ribbon and click the header or footer button click on edit header or footer.

Or

1. Double click on the header or footer in page layout view. (if one has previously been inserted)
2. Ensure your mouse cursor is in the correct position within the header or footer.
3. Click the Picture button on the design ribbon a dialog box will appear.
4. Browse to locate the picture you wish to insert and click on insert.
5. Resize the picture as necessary by using the corner handles to click and drag.
6. With the picture selected, you can format it by choosing options from the format ribbon. (Covered in the advanced course)
7. Drag the picture around the header or footer until it is in the correct position. Click Close from the design ribbon to close the header and footer.
8. The picture can only be seen in Page Layout view or Print preview

# 7 Proofing Tools

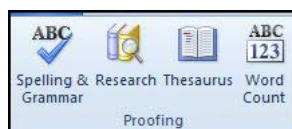
By the end of this session you will be able to:

- Spell check documents
- Grammar check documents
- Use Thesaurus

## 7.1 Spell Checker & Thesaurus

### 7.1.1 Auto Spelling /Grammar Check

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



Word 2010 automatically checks spelling and grammar as you type provided the options have been set in the Word Options. Spelling mistakes are flagged by a wavy red line under the error whilst grammatical faults show with a wavy green line. You can correct these mistakes as they are flagged by moving the mouse over the error and clicking the right mouse button – a shortcut menu will appear offering suggestions.

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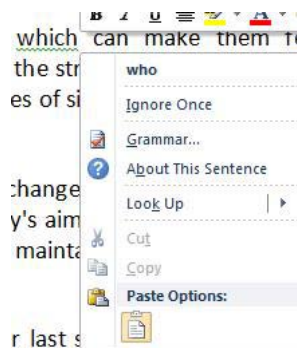
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**To correct a flagged mistake:**



Mouse

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

Or

1. Choose Ignore once / All to prevent Word from flagging any other occurrences of the word or phrase (useful with proper nouns, peoples' names etc.) within the current document.

Or

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

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

**7.1.2 Manual Spelling/Grammar Check**

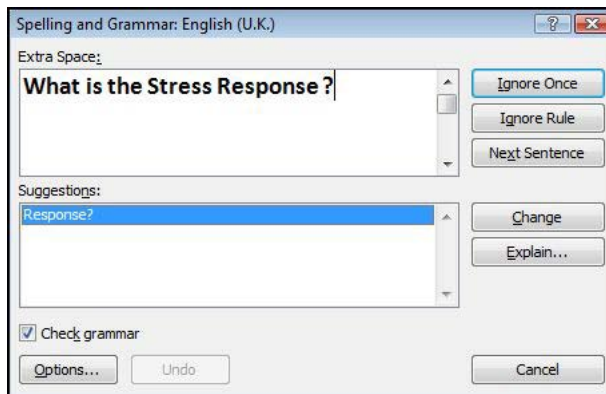
You can check the spelling and grammar of your document in one go by launching the spell/grammar checker. There are several ways you can do this, but as Word will start checking from wherever your cursor is down the document; it makes sense to first move the cursor to the very beginning (use CTRL HOME)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



**To launch the spelling/grammar checker:**

Mouse

1. Click the Spelling & Grammar button from the Review ribbon in the proofing tools group.
2. Word will launch the Spelling and Grammar dialog shown on the right:



3. The “error” shows in red in the box marked Not in Dictionary while any suggestions are listed in the box below. Down the right-hand side of the dialog are a series of buttons allowing you to carry out different commands and these are described below:

**To ignore the mistake:**

Mouse

1. Click Ignore to ignore the highlighted word and move on to the next item.

Or

1. Click Ignore All to ignore all occurrences of the highlighted item throughout the current document and move to the next item.

**To add a word to the custom dictionary:**

Mouse

1. Clicking Add to dictionary appends the highlighted word to your custom dictionary, ensuring that it will never be flagged as an error again. The spelling/grammar check will move on to the next item.

**To change the mistake:**

Mouse

1. Select the suggestion you want to replace the highlighted item with by clicking it with the mouse.
2. Click the Change button, to substitute the suggestion for the flagged word and move you to the next item.

Or

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

**To use AutoCorrect:**

Mouse

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

**To undo a command:**

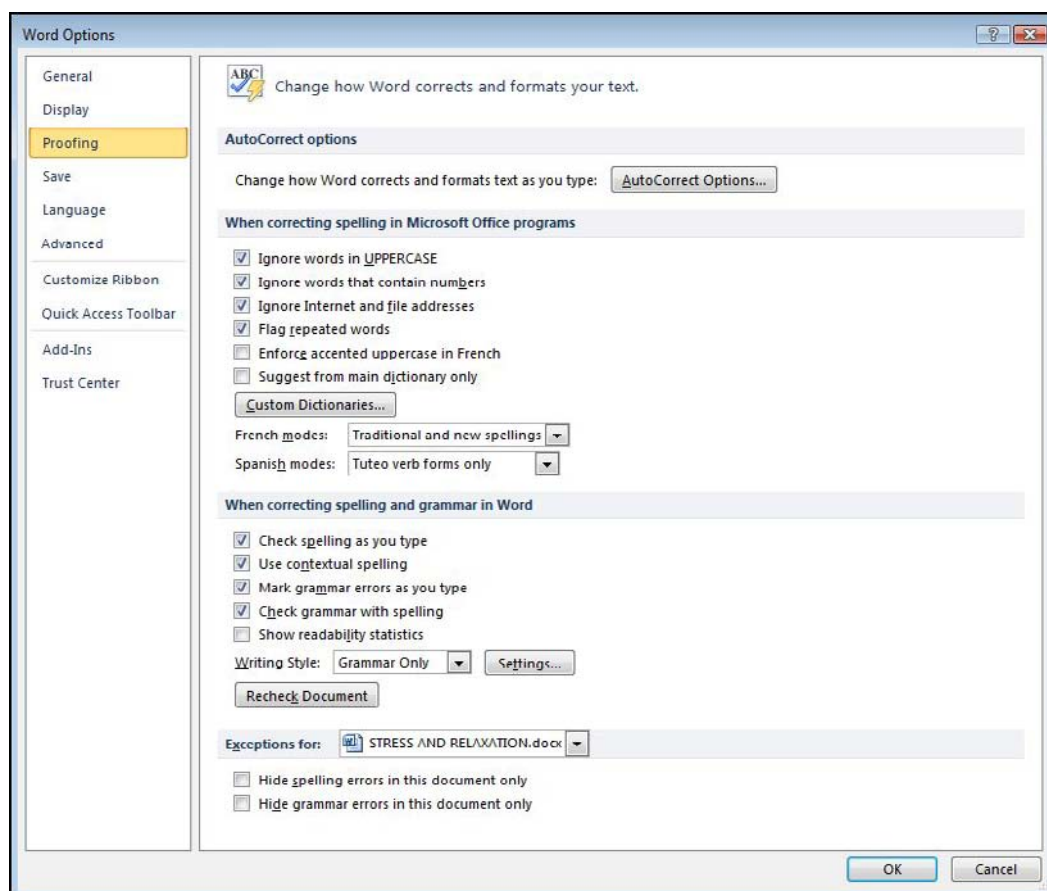
Mouse

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

**To alter options:**

Mouse

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



### 7.1.3 Pausing The Spell/Grammar Check

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

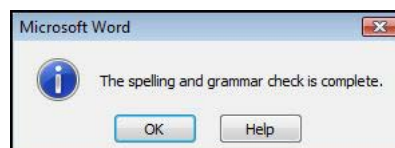
#### To pause the spelling/grammar checker:

Mouse

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

### 7.1.4 End The Check

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



1. Click OK to complete the check.

Keyboard

1. You can launch the spell/grammar check using the keyboard by pressing F7. Word displays fewer buttons in the Spelling & Grammar dialog box if it is checking a grammatical error and you will see a Next Sentence button which you can use to move to the next item.

### 7.1.5 Check Item By Item

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

#### To check item by item:

Mouse

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

### 7.1.6 Disable/Enable Auto Spelling And Grammar Check

Word 2010 settings are found by clicking the FILE TAB and clicking on Options. The dialog box that appears has multiple buttons on the left, which aim to group options of a similar type.

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

Mouse

1. Click on the FILE TAB and then options at the bottom of the menu.
2. Click the button marked proofing on the left
3. Click the check boxes marked Check spelling as you type and Check grammar as you type so that the tick disappears.

#### **To switch back on:**

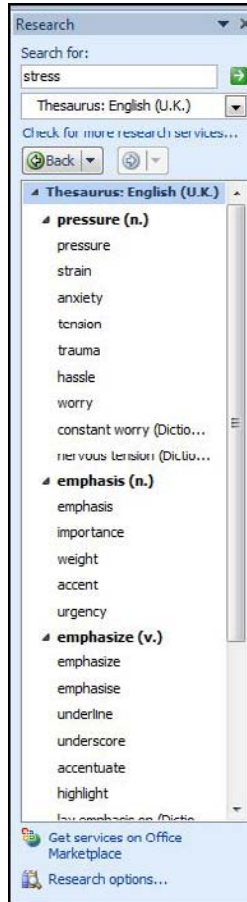
Mouse

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

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

### 7.1.7 Thesaurus

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



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**To launch the Thesaurus:**

Mouse

1. Select the word you want to look up.
2. Click the Thesaurus button from the Review ribbon in the proofing tools group.

Or

Keyboard

1. Hold down shift press F7 key.
2. The Thesaurus task pane is shown right.
- 3) The Search for box holds the word you selected before launching the thesaurus. In the main area underneath you will see bold words with a minus to one side to expand or collapse that definition. Multiply definitions may be there as many words hold a different definition in different contexts

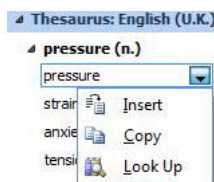
### 7.1.8 Choosing A Meaning:

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

**To choose a meaning:**

Mouse

1. Move your mouse over the most appropriate word, a drop down arrow will appear.



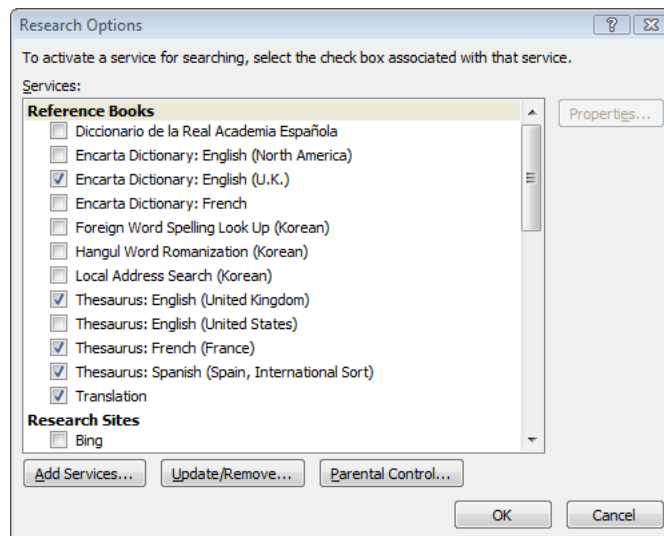
2. Select an option if you choose to look up then the thesaurus will look for other synonyms of that word.
3. Choosing insert will replace selected word in document.
4. Choosing copy will allow you to paste the word later in an appropriate place in your document.

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

### 7.1.9 Searching Other Sources

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

- Many of these will only be available if you are online





# 8 Viewing And Printing

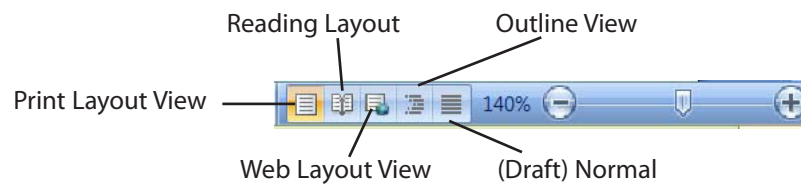
By the end of this section you will be able to:

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

## 8.1 Viewing Your Document

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

Word provides several different ways a document can be viewed on screen. The view that you choose depends on the type of document that you are creating, and whether speedy performance or exact layout is important to you. You can switch between different views using the view buttons at the bottom left corner of your screen (seen below) or by choosing the View ribbon and then selecting the appropriate view from the displayed choices in the document views group.



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### 8.1.1 Draft View

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

#### To switch to draft View:

Mouse

1. Click on the fifth view selector button (draft view). 

Or

1. Click on the draft option on the View ribbon.

### 8.1.2 Print Layout View

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

#### To switch to Print Layout View:

Mouse

1. Click the first view selector button (Print Layout). 

Or

1. Click on the print Layout option on the View ribbon.

### 8.1.3 Web Layout View

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

#### To switch to Web layout view:

Mouse

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

Or

1. Click on the web Layout option on the View ribbon

#### 8.1.4 Outline View

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

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

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

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

#### To switch to Outline view:

Mouse

1. Click the fourth View Selector button.

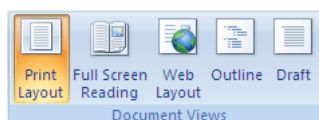


Or

1. Click on the outline option on the View ribbon.

#### 8.1.5 Full Screen Reading

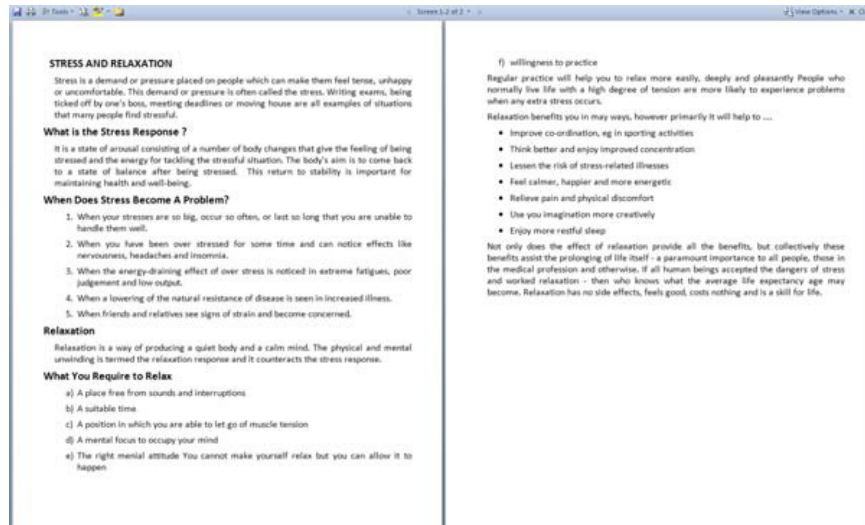
is a useful view to employ as it allows you to just read through your document in two page style as though it was a book. It does not allow edition of the material shown but it designed for reviewing documents and allows the insertion of comments and the highlighting of text with the highlight tool (mentioned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



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

**Turn on Full Screen Reading view**

1. On the View ribbon, in the Document Views group, click Full Screen Reading.



**Exit Full Screen Reading view**

1. Click Close, (top right corner) or press ESC.

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

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International opportunities  
Three work placements





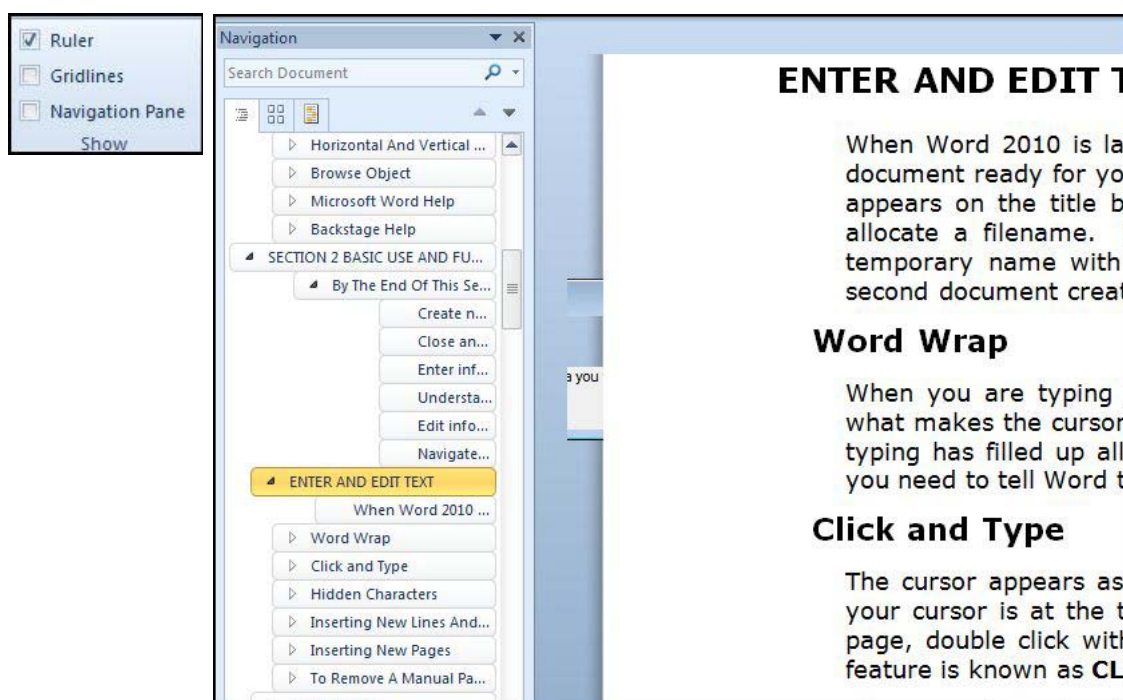
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### Prevent documents from automatically opening in Full Screen Reading view

1. In Full Screen Reading view, click View Options.
2. Click Open Attachments in Full Screen to turn off the feature, and then click Close to return to Print Layout view.

### 8.1.6 Navigation Pane

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



#### To switch to the Navigation Pane:

Mouse

1. Click the check box for Navigation Pane on the View ribbon in the show group.

#### To use Navigation Pane

1. Collapse or expand headings with the Arrows next to the headings
2. Scroll and click on a particular piece of text to take you to that specific location.

**To view pages**

1. To allow you to navigate in a different way. Click on the second tab under the search box in the Navigation Pane in the pane the ScreenTip should say browse the pages in your document.
2. Navigate by page instead (see picture on right)

**8.1.7 Searching with navigation pane**

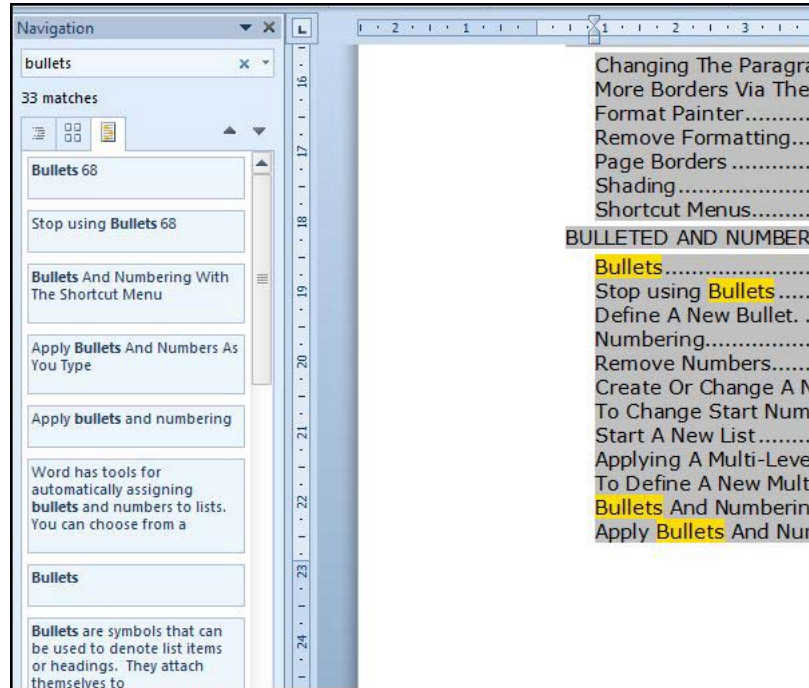
A new way of browsing your document is by a particular piece of text. Suppose you have a long document and you wish to edit or read a paragraph containing a specific item of text but this piece of text occurred many times throughout your document. In the normal way of things you would scroll through scanning and possibly miss it. You could use the normal find tool but if then you would only be able to go forward through the document and may overshoot the reference.

Using the search tool in the navigation pane when you enter the search text a list of all possible locations appear in the pane and you can move easily through your document checking them all in any order you wish. The preview may even give you a clue as to the likeliest location and in that way speed up your search.

**To search with the navigation pane**

Mouse

1. Turn on the navigation pane
2. Click on the third tab under the search box the ScreenTip will say browse the results from your current search.
3. Enter a piece of text in the search box and either click on the magnifying glass or press return.



4. Click on any of the results to immediately take you to that piece of text within your document.
- You will notice that all found items within your document will be highlighted to make them easier to locate

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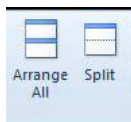
**oticon**  
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### 8.1.8 Viewing Multiple Documents

In Word, there are several ways you can view all open documents on the screen at the same time on the screen to enable you to compare, move or copy information between them, reference related material etc.

### 8.1.9 Viewing Single Document In Multiple Windows

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

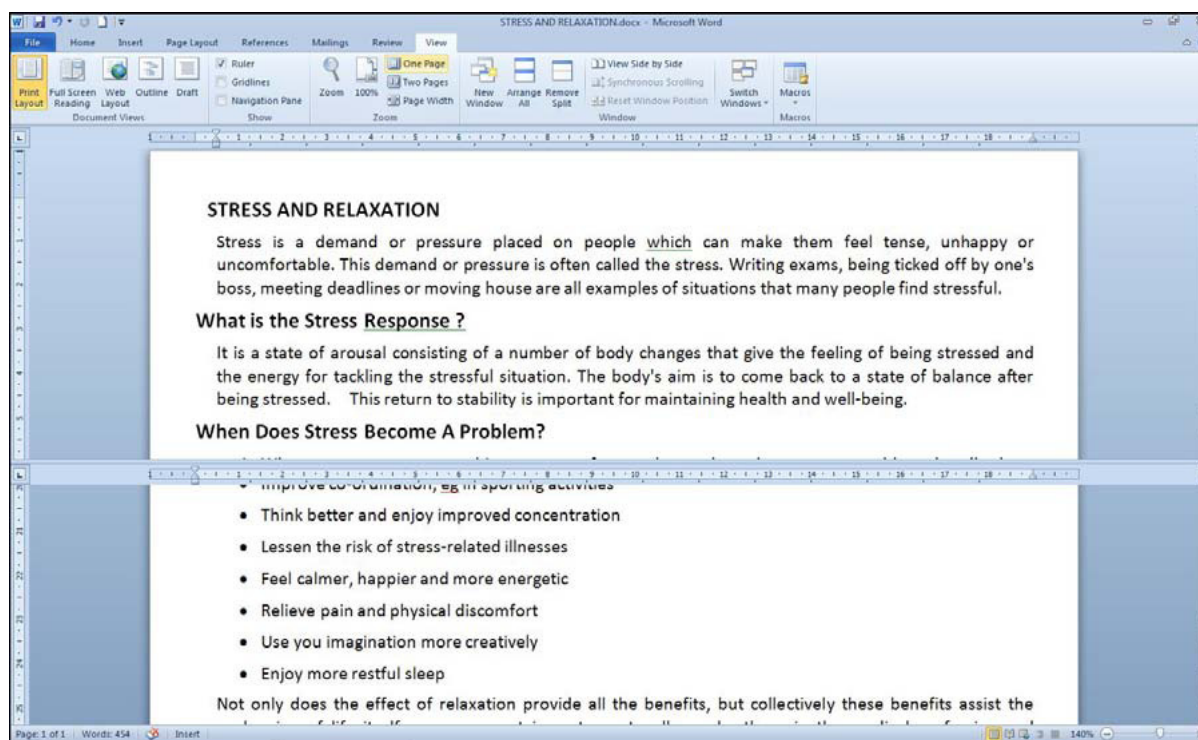


#### To split a window

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

Or

1. Move mouse over split until a double arrowed cursor appears and double click to remove the split.





### 8.1.10 View documents Side By Side

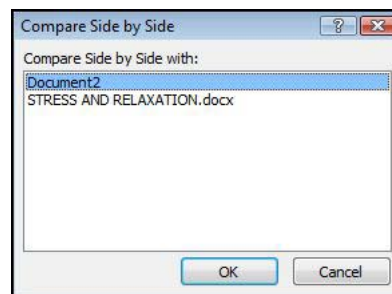
You can display several documents tiled in various ways on screen. These options can be found on the view ribbon and the window group.



To display documents side by side: 

Mouse


1. Go to the view ribbon and click on the view side by side button a dialog is launched
2. Choose a file you wish to compare the document you are viewing at the moment and you will see it side by side with your original file.



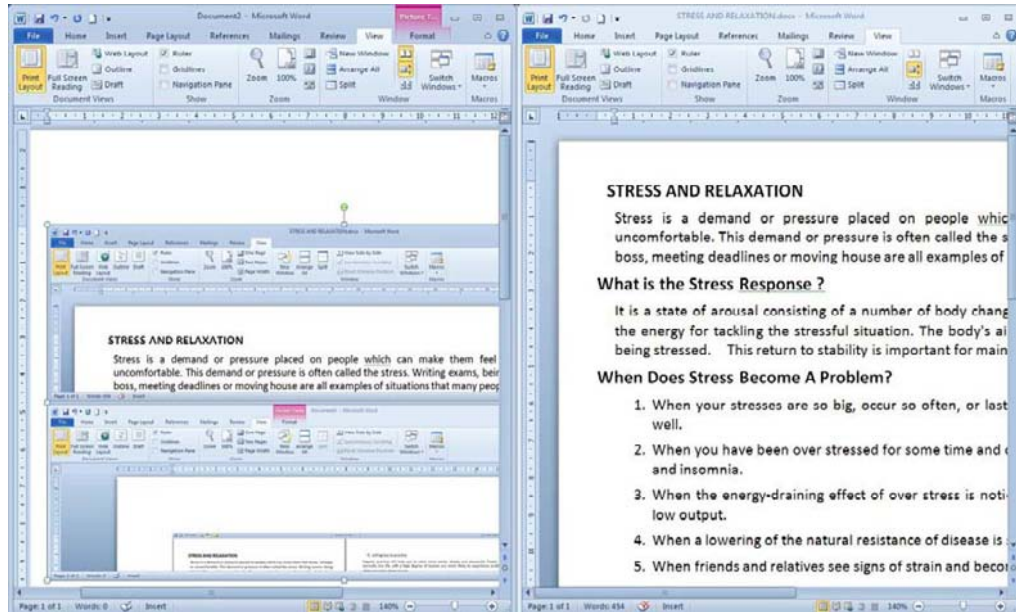
3. Click ok

Synchronous scrolling 

When the windows are opened with the method viewed side by side, the button for synchronous scrolling will allow simultaneous scrolling for both documents. If this feature does not help it can be switched off. This is only available when documents are viewed side by side

Reset window positions 

If you resize your windows as you reference, compare and work with your document you may use this button to reset the window positions so they are the default side by side setting you started with.



8.1.11 Arranging

To view more than one document:

Mouse

1. If the Microsoft Word documents you want to arrange are minimized, restore the minimized documents first.

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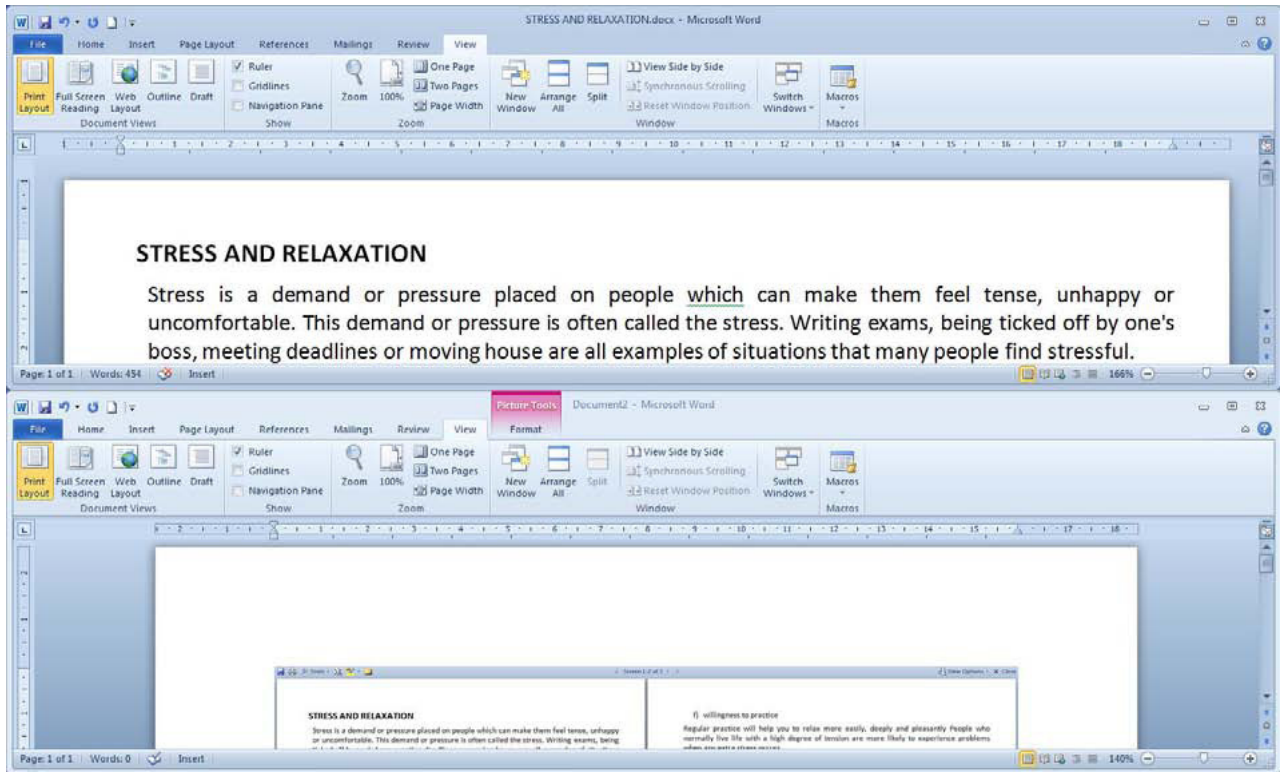
What do the telephone handset and the Celsius thermometer have in common with the pacemaker and the computer mouse?

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2. On the view ribbon, window group, click Arrange All.
3. The windows of your open documents will arrange themselves horizontally
4. if you need to focus on one document again then maximise that individual window



Picture above shows tiled windows

### 8.1.12 View Ruler

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

To toggle the ruler on and off:  Show Ruler

Mouse

1. Tick or untick the show ruler checkbox on the print preview ribbon

Or

1. Go to the top of the vertical scroll bar on the right and click the View ruler button.
2. Each time you click the button, the ruler will toggle on or off.

### 8.1.13 Zoom

You can adjust the scale of the on-screen display with the Zoom command. Word allows you to specify any percentage between 1 and 100 for viewing on-screen data. If there is a particular range that you need to make visible on one screen without scrolling, you can use the Fit selection option.



#### To zoom screen display:

Mouse

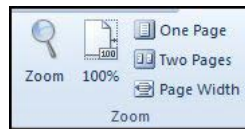
1. In the bottom right hand corner of the screen click on the Plus or minus buttons to zoom in or out of your spreadsheet

Or

2. Click on the percentage button on the bottom right hand corner of your screen and a dialog box will open.

Or

3. Click on the zoom button on the view ribbon in the zoom group.



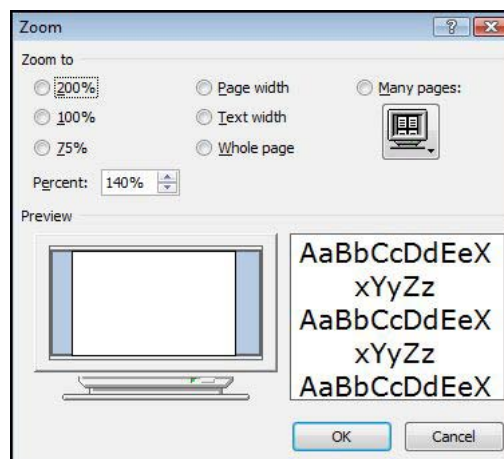
4. A dialog box will open.

Either

5. Choose a percentage from the dialog box
6. Click OK to apply the zoom and close the dialog.

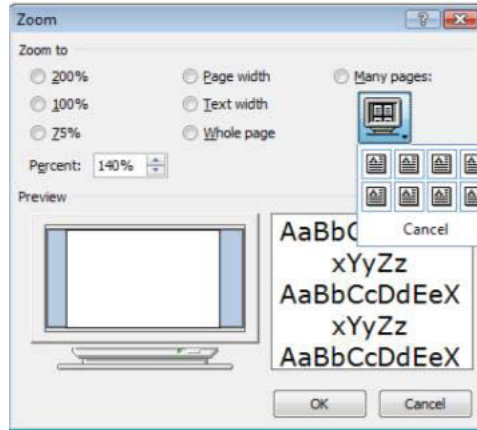
Or

7. Highlight the percentage figure currently displaying in the Custom Zoom text box and type the figure you want to use.



8. Click OK to apply the zoom and close the dialog.
  - Selecting page width or text width will give varying zoom percentages dependant on your monitor resolution.

**To view more than one page**



**Mouse**

1. Click on the view two pages button in the zoom dialog box

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Or

2. Select two pages from the view ribbon zoom group

Or

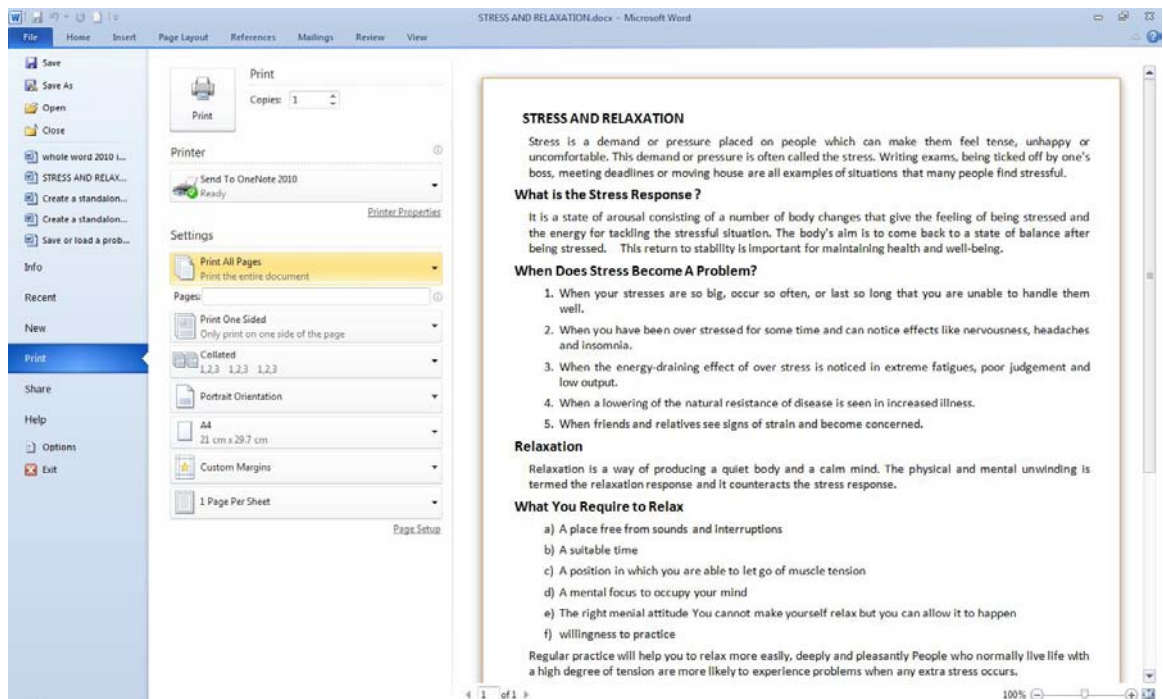
3. Use drop down arrow in the zoom dialog on the many pages icon and select however many pages you wish to see. Click ok to apply the zoom setting.

## 8.2 Printing

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

### 8.2.1 Print Preview

This is another way that you can view your document. The method of preview is very different in Word 2010 as we use backstage view to perform all of the actions we would want to do with printing.



#### To access print preview:

Mouse

1. Click on the File tab and select print.
2. Click the Next page or Previous page buttons to scroll backwards and forwards through your document's



**To close the Print Preview:**

Mouse

3. Click on any of the other Ribbon Tabs.

### 8.2.2 Magnification

When you are in Print preview, use the slider control to change your zoom settings



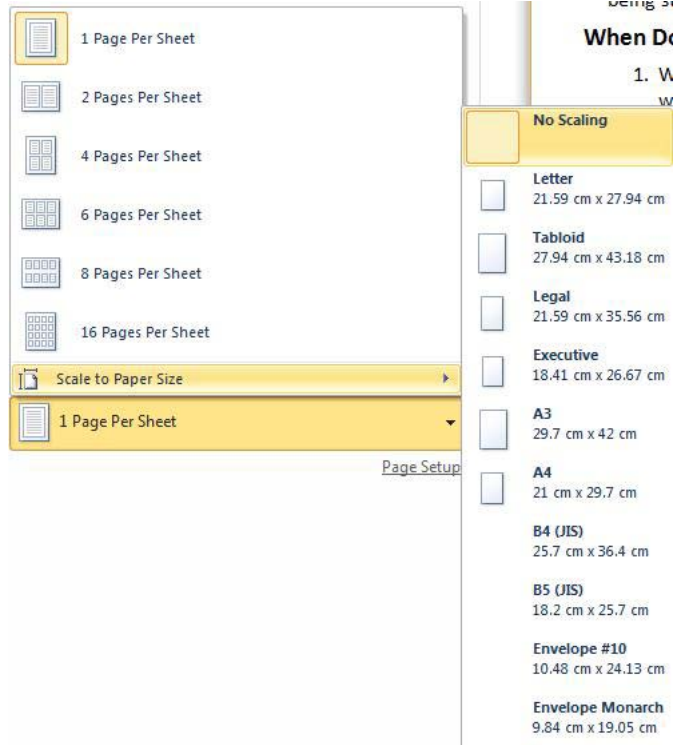
**To change magnification:**

Mouse

1. Click on the plus or minus buttons on the slider control or drag the slider to change zoom settings.
2. Click on the restore button to zoom to single page view (to the right of the slider)

### 8.2.3 Scaling

If you wish to print your document onto less pages or scale an A4 document to the Letter size as you print then you can use one the new scaling options to ensure that all of your document is printed correctly



**To scale:**

Mouse

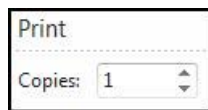
1. From the print preview screen, click the 1 page per sheet button.
2. Make a selection from the available choices.

**8.2.4 Number of copies**

You can set the number of copies you wish to print and then either collate them or leave them uncollated

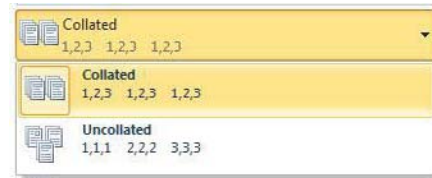
- Collation allows each document to be printed completely before the next copy is printed rather than printing all of the first pages then the second pages etc as this needs to be arranged manually later.

**To set number of copies**



Mouse

1. Use the spin buttons to set number of copies this is located near the main print button.
2. Use the collated button to choose whether to collate or not.



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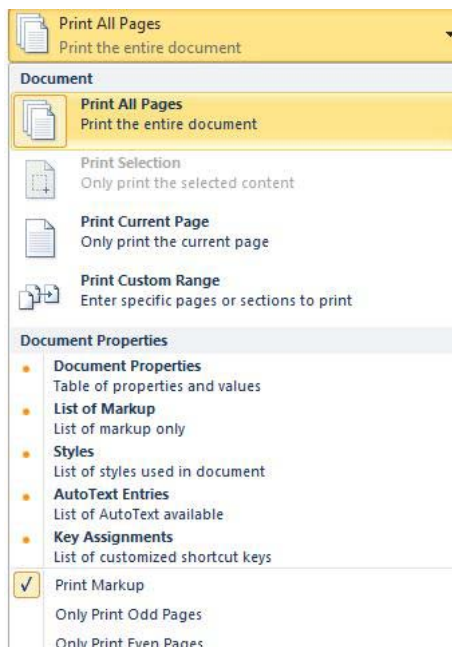






### 8.2.5 Print range

There may be other things you wish to print (or not) such as a specific page, or the document properties or any Markup (tracked changes) you may even wish to print completely unrelated pages within your document.



#### To set the print range

Mouse

1. Click on the print button make a selection from the choices displayed
2. If you wish to print a range of pages click on the Print custom range button a small pages text box appears.
3. Enter the range of pages or individual pages to complete your range.
4. Press return
  - When entering a range then use the dash to separate the values such as 5-7 individual pages must be followed by a comma such as 4,7,9

### 8.2.6 Print A Document

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

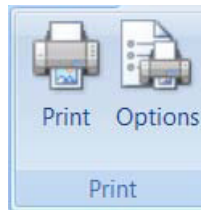
#### To print the document:

Mouse

1. Click on the File tab and select print select the print button.

### 8.2.7 Print options

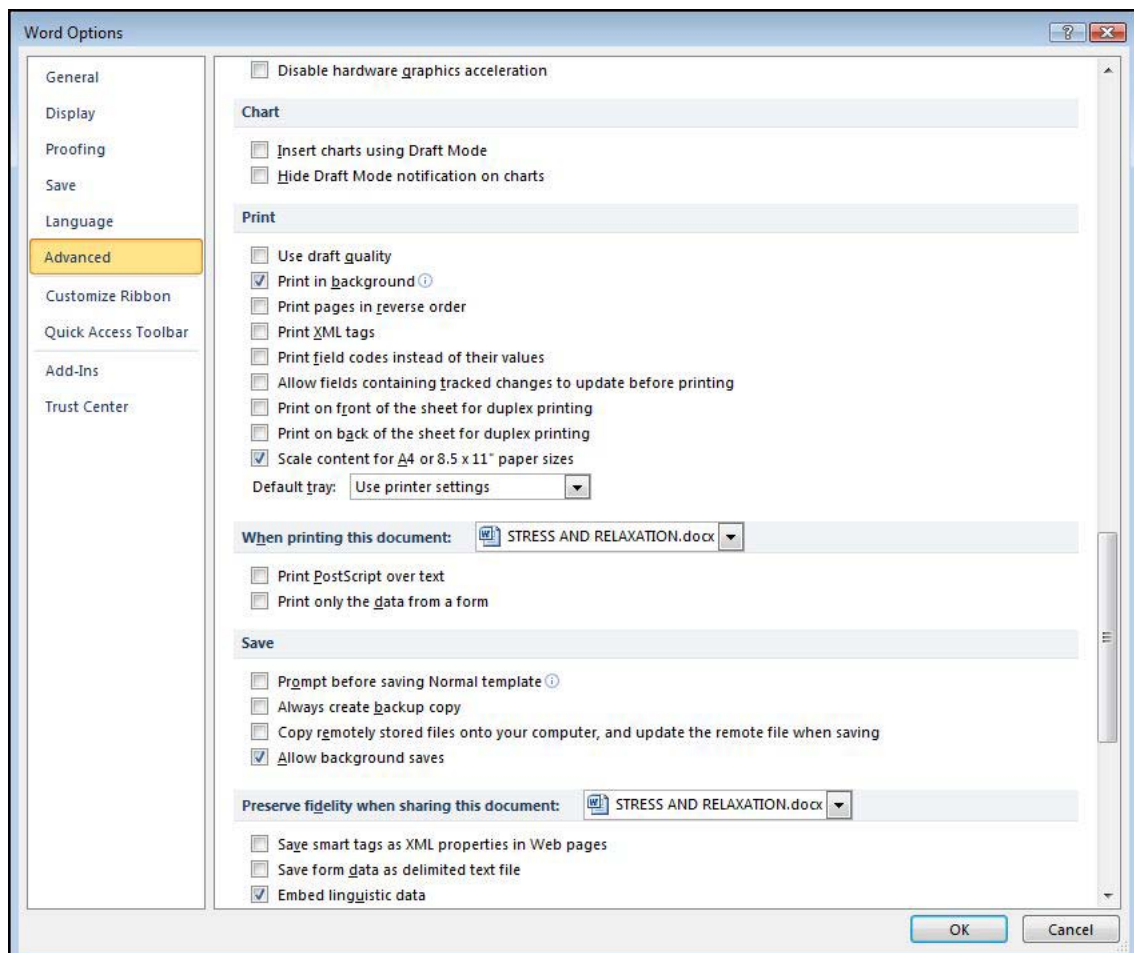
The options for printing allow you to determine what aspects of your document should be printed xml tags field codes.



#### To set print options

Mouse

1. Click on the file ribbon and options to access the options dialog. Go to advanced and scroll down to see the print options
2. Select which options you wish to apply to your print
3. Click ok.



### 8.2.8 Cancel A Print

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

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# 9 Appendix

## 9.1 One Keyboard Shortcuts

### 9.1.1 Movement Keys

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

### 9.1.2 Selection Keys

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

## 9.1.3 Keyboard Shortcuts For Character Formatting

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

## 9.1.4 Keyboard Shortcuts For Paragraph Formatting

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

## 9.1.5 Shortcuts Keys For Table Navigation

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

## 9.1.6 Shortcut Keys For Selecting Text In A Table

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

Prepared by Stephen Moffat on the 13th January 2010