

# Microsoft Office 2016 Word 2016: Part 1

Learner's Manual

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# Microsoft<sup>®</sup> Office Word<sup>®</sup> 2016: Part 1

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# **ABOUT THIS COURSE**

# **COURSE PREREQUISITES**

This manual assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Microsoft Word is necessary.

# **COURSE OVERVIEW**

Microsoft Word is the Office suite's word processing productivity software. This version of Word incorporates many new features and connectivity options in order to make collaboration and production as easy as possible. We will cover different features of the interface, show users how to create a basic document, and introduce users to Word's most important tools.

# **COURSE OBJECTIVES**

By the end of this course, students should be comfortable with creating a new document, making it look professional and presentable, and saving their document. Students will also become familiar with using and customizing the Microsoft Word interface.

# How To Use This Book

This course is broken up into nine lessons. Each lesson focuses on several key topics, each of which are broken down into easy-to-follow concepts. At the end of each topic, you will be given an activity to complete. At the end of each lesson, we will summarize what has been covered and provide a few review questions for you to answer. Supplemental learning for selected topics is provided in the form of Lesson Labs at the end of this book.

Before you begin, download the course's Exercise Files to a convenient location (such as the desktop). They will be referenced throughout this course and are a key part of your learning experience.

# LESSON 1: GETTING STARTED WITH WORD

# **Lesson Objectives**

In this lesson you will learn how to:

- Identify the components of the Microsoft Word interface
- Create a Word document
- Get help in Microsoft Word

# TOPIC A: Identify the Components of the Word Interface

Microsoft Word is a powerful, easy-to-use word processor. It can be used to create reports, letters, memos, and all sorts of different documents. If you have used earlier versions of Microsoft Word, or programs like Corel WordPerfect or Lotus Notes, then you may already be familiar with some features of word processors.

# **Topic Objectives**

In this topic, you will learn:

- What Microsoft Office Word 2016 is
- What Word documents look like
- About the parts of the Microsoft Word application window, including the ribbon interface, Backstage view, task panes, and galleries
- Different ways to view documents and arrange Word windows
- How to use the zoom tools

# MICROSOFT OFFICE WORD 2016

Microsoft Office Word 2016 is the 16<sup>th</sup> version of Microsoft's powerful word processing program. Using Word, you can create professional documents of nearly any type. You can also add tables, charts, shapes, photos, and much more. Best of all, Word's interface is intuitive and customizable, so the things you need will be easily accessible.

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Once you launch Microsoft Word 2016, you will see the Start screen:

Double-click the type of document that you would like to create. If you choose a blank document, the Word window will open right away and you'll be ready to go:

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If you choose another type of document, you may be prompted to set related options. Once you click Create, you will see the document window.

# WORD DOCUMENTS

The files that you will create with Microsoft Word are called **documents**. Each document is composed of one or more pages. Since these documents are electronic files, they can be easily saved, modified, shared, and printed.

Microsoft Word contains hundreds of different features so that you can include whatever information you need in your document:



# THE WORD APPLICATION WINDOW

When you open Microsoft Word, you will see something like the following image. This is the user interface:



Let's go over the basics of what you will see and how to interact with the interface. This is just an introduction to each element; you will get more experience with each item as we progress through this course.

### 1: Title Bar

The name of the program and the currently open file are displayed here. You may also see more information about the file (for example, if it's open in read-only mode or has been opened from the Internet).

#### 2: Quick Access Toolbar

As the name implies, the Quick Access toolbar gives you quick access to frequently used commands. This toolbar is completely customizable and can be positioned above or below the ribbon commands.

#### 3: Tabs

Groups of like commands are organized under tab names. Click a tab to view the commands in the ribbon.

#### 4: Ribbon Interface

Displays tab commands organized into groups. If you click the different tabs, you will see the commands change. Notice that some of the commands might be grayed out. This is because those commands are only usable in certain situations.

Word 2016 also features **contextual tabs**. These are special tabs that only appear when you are working with a specific object or group of information. For example, if you were to insert and select a picture, you would see a contextual tab offering commands for that object:



Once you switch back to working with something else, this tab would disappear.

## 5: Tell Me

Search for natural language help in Microsoft Word.

## 6: Program Management

Using the top set of icons in the top right-hand corner of the screen, you can change how the ribbon is displayed, minimize the window, maximize/restore the window, or close the current document. Below this, you will see commands to sign into your Microsoft account and share the current document.

## 7: Working Area

The data contained in the currently open file will be shown here.

#### 8: Scroll Bars

If the Word document spans more than one screen, you can use this scroll bar to move through its pages. You may also see a horizontal scroll bar depending on your view.

#### 9: Status Bar

This bar is used to display information about the document. In the sample image, you will see a page and word count on the left-hand side. (You may also see spell checking and macro commands here depending on your current task.) On the right-hand side you will see commands to change views and zoom into or out of the document.

# THE RIBBON

Microsoft Word's **commands (2)** are accessed via **ribbon tabs (1)**, and split into **groups (3)**. Each group is identified with a name, and the active tab is outlined with a border to differentiate it from the others:

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Here is an overview of each of the tabs.

- File: Access Backstage view, where you can work with your document as a whole.
- Home: Perform basic formatting and editing tasks.
- Insert: Add other elements to your document, such as charts, pictures, videos, cover pages, headers, and footers.
- **Design:** Change the appearance of your document.
- Layout: Change the setup of your document and its elements.
- **References:** Manage document resources, such as the table of contents and index.
- Mailings: Create a mail merge document.
- Review: Perform research and review the document.
- View: View the document and/or open Word windows in different ways.

Remember that Word 2016 also features **contextual tabs**. These are special tabs that only appear when you are working with a specific object or group of information.

#### **Hide the Ribbon**

You can quickly and easily change the ribbon display by clicking the arrow icon (<sup>IIII</sup>) in the top right-hand corner of the Microsoft Word screen:



Each option provides a description of what it will do, and will remain in effect until you choose a different option.

#### **Dialog Box Launchers**

Some groups feature an option button (<sup>15</sup>) beside the group name. Click this button to open a dialog box or task pane with more specific controls relating to this group and other commands in the tab:



### ScreenTips

You can hover your mouse pointer over a command to see the command name. Many commands also include a short description and sometimes a keyboard shortcut. This pop-up is called a **ScreenTip**:



# THE BACKSTAGE VIEW

The File tab opens a special screen called **Backstage view**:

6		Doc	ument1 - Word		?	-		×
	Info						31	
New	IIIIO							
Open		Protect Document Control what types of changes people can make to this document.	Properties * Size	Not saved yet				
Save	Protect Document *		Pages Words	1 0				
Save As		Inspect Document	Total Editing Time Title	3 Minutes Add a title				
Print	Check for	Before publishing this file, be aware that it contains: © Document properties and author's name	Tags Comments	Add a tag Add comments				
Export	issues *		Related Dates					
Close		Manage Document Checklin, check out, and recover unsaved changes.	Created	Today, 10:22 AM				
Account	Manage Document •	There are no unsaved changes.	Related People					
Options			Author	Acme Widgets				
Feedback			Last Modified By	Add an author Not saved yet				
			Show All Properties					

Here is a quick overview of each item on the far left-hand side:

Info	Shows information about the actual document as an entity (called <b>metadata</b> ). Click the commands to show lists of sub-commands, or modify file properties without having to close the document first.
New	Create a new document from a template.
Open	Open a document from your OneDrive account, your computer, or any other location that you have access to.
Save	Update the current file with any changes made since it was last saved. If the file has not been saved, clicking this command will switch you to the Save As category.
Save As	Save the document to your OneDrive account, your computer, or any other location that you have access to.
Print	Preview and browse your document as it would look if it were printed (called <b>print preview</b> ); select which pages to print; and change page formatting such as paper size, margins, etc.
Share	Share this document to the cloud, send this document to others via e-mail, present it online, or post it to a blog.
Export	Save the document as a PDF or XPS file, or choose a different file type.

Close	Close the current document.
Account	Modify your Microsoft account.
Options	Opens the Word Options dialog box.
Feedback	Opens the Windows Feedback tool.

To close Backstage view, click the back arrow at the top of the menu:



# TASK PANES

Some of Microsoft Word's commands are also displayed using **task panes**. For example, if you click the option button in the Styles group on the Home tab, you will see the appropriate task pane:



This task pane works much like a dialog box in that it contains additional commands for the option that you clicked on. You can also click and drag the task pane's title bar to move it around the window:

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File	Home	Insert	Design	Layout	Refere	ences	Mailings	Review	View	¶ Tell	l me what you	want to do									Sign	n Als	hare
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As well, you can use the commands circled in the image above to modify the task pane (using the drop-down arrow) or close it entirely (using the X).

# GALLERIES

Many of Microsoft Word's design options are presented via **galleries**. For example, on the Home tab you can see a gallery of styles. You can click one of these styles to apply it to selected text:

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Clipboard G Font G Paragraph G Styles	5	Editing		~
Tak				
Document Title				

Use the arrows on the right-hand side to scroll through the gallery and see more options. Or, click the More arrow () to see the full gallery:



# **DOCUMENT VIEWS**

The Views group of the View tab gives you different ways to view your document:



All you have to do is click the view you want. Each view is pretty self-explanatory: you can see your document in Read Mode (which shows it full screen), as it will appear on paper (Print Layout), as it will appear on the web, in an outline format, or in a draft format (which will show fewer features).

The first three view commands are also available on the status bar:



#### **Protected View**

When you open documents from potentially dangerous locations, such as the Internet, Microsoft Word will open that file in a special mode called Protected View:



This prevents malicious content from running and protects your computer. If you trust the file, click Enable Editing on the Message Bar to begin working with it. Otherwise, click File  $\rightarrow$  Close to close the file.

# Welcome Back Bookmark

When you re-open a document, Microsoft Word will automatically offer to take you to the last location of the cursor:



Simply click the bookmark to go to that location.

# **WINDOW VIEWS**

To change how you view multiple documents, you can use the Window group on the View tab:

H	5 · O	÷						Document1 - Word		
File	Home	Insert	Design Layout	References	Mailings Review	View				
Read Mode	Print Web Layout Layout	Outline Draft	e Ruler Gridlines Navigation Pane	Zoom 100%	One Page B Multiple Pages	New A Window	rrange Split All	Uiew Side by Side	Switch Windows +	Macros •
	Views		Show		Zoom			Window		Macros

Here is an overview of these options.

New Window	Create a new window showing the current document. Each window can be managed separately. Any changes made to the document will be reflected in all windows.
Arrange All	Arrange all open windows in a way so that they can all be viewed at once.
Split	View two places in the document at the same time.
View Side by Side	Compare two documents side-by-side.

Synchronous Scrolling	When comparing two documents side-by-side, this command toggles simultaneous scrolling in both documents on or off.
Reset Window Position	When comparing two documents side-by-side, this command resets the original window position.

# ZOOM OPTIONS

The **Zoom** group on the View tab lets you zoom in and zoom out of the page:



The first button will open a Zoom dialog which will let you choose specific zoom settings. The next button will automatically set your zoom level to 100%. The other three buttons will set the zoom level automatically to show one page, two pages, or the page width. All you have to do is click to zoom! You can zoom incrementally by clicking and dragging the zoom slider in the status bar, or by clicking the + and – buttons:

		+	100%
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# ACTIVITY 1-1 Identifying the Elements of the Word Interface

In this activity, you will open Microsoft Word 2016 and examine some of its commands.

1. Type "Word 2016" into the search box on the Windows 10 taskbar:



(If you are using Windows 8, start typing at the Start screen to search.)

2. Click the entry for Word 2016 to start the program:



**3.** Microsoft Word will start and prompt you to create a document using the Start screen. Click the thumbnail labelled "Welcome to Word:"



**4.** Microsoft Word will now open this document and show its full commands. Take a moment to hover your mouse over some commands on the Home tab. You may see a small box appear and describe the command – this is called a ScreenTip:



5. Click and drag over the number "5" on the title page to select it:



**6.** Type "10" to replace the existing text with this number:



7. Click the Design tab:

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**8.** Click the Themes command:

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**9.** Mouse over the different themes to see how they will change the document. Click the Frame theme when you are ready:



**10.** Click the View tab:



**11.** Click each of the views in the Views group, starting with Read Mode and ending with Draft. (Print Layout should already be applied.) How does each option change your document?

⊟	5 • ্ ≠				Document1 - Word
File	Home Insert I	Design Layout R	References Mailings Review	View Q Tell me w	/hat you want to do
Read Mode	Print Web Layout Layout	Ruler     Gridlines     Navigation Pane	Zoom     Image: Compare the second seco	New Arrange Split Window All	C View Side by Side Synchronous Scrolling Reset Window Position
	Views	Show	Zoom		Window

Return to Print Layout when you are finished.

**12.** Click the X in the top right-hand corner of the program window to close Microsoft Word 2016:



**13.** When you are prompted to save your document, click Don't Save to complete the exercise:

Micros	oft Word	×
	Want to save your changes to Document1?	
-	If you click "Don't Save", a recent copy of this file will be temporarily availab <u>Learn more</u>	le.
	Save Don't Save Cancel	

# TOPIC B: Create a Word Document

In the last topic, you became familiar with the Microsoft Word interface. You even had a chance to create a simple document in the activity. In this topic, we will look at the basic steps of creating, typing, saving, and printing a Microsoft Word document.

## **Topic Objectives**

In this topic, you will learn:

- About Word's default typing options
- How to show and hide formatting marks
- About the Save and Save As commands
- How to share a document
- How to preview and print a document

# **CREATING A BLANK DOCUMENT**

To create a new document, click File  $\rightarrow$  New:



Then, double-click "Blank document:"



(You can also use the Ctrl + N shortcut.) A new document will open, ready for you to work with.

# **DEFAULT TYPING OPTIONS**

Microsoft Word has a number of default behaviors that are intended to make creating documents easier, including the following options.

#### **Insert Key**

By default, pressing the Insert key on your keyboard will not toggle overtype mode on or off as it did in previous versions.

## Word Wrap

When you reach the end of a line, Word will automatically move to the next line without creating a paragraph or line break.

## AutoCorrect

Word will automatically correct certain text as you type, including common typos, mathematical symbols, and capitalization.

## The AutoCorrect Options Button

When a word is automatically corrected, you will see an option button. Click this button to see options for managing the AutoCorrect feature:

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on xt you want. If you need to stop reading before you reach the end, Word remembers where you Undo Automatic Capitalization Stop Auto-capitalizing First Letter of Sentences Control AutoCorrect Options...

#### **Check Spelling and Grammar as You Type**

Word will mark **spelling errors (2)** and **grammatical errors (3)**, including **contextual spelling errors (1)**, as you type:

I wish that their were mor formatting options in Word.



You can right-click any identified error to see options for resolving it:

wish that their were mor formatting options in Word		
6		in Word
		Ignore Once
	Þ	<u>G</u> rammar
	<del>@</del>	<u>H</u> yperlink
	*7	New Co <u>m</u> ment

#### The On-Screen Keyboard

If you are using a device (such as a tablet) that does not have a keyboard, you can display the on-screen keyboard by tapping your finger or stylus once in the working area of the document. You can use this keyboard just like a regular keyboard.

# **FORMATTING MARKS**

When you type anything, even a space, a character appears on the screen. The symbols for these characters, called **formatting marks**, are hidden by default. If you want to show these characters, click the Show/Hide command in the Paragraph group of the Home tab:





This will make all of the formatting marks in your document appear:

Notice how spaces are denoted as a dot between each word and the paragraph symbol that appears at the end of each paragraph (wherever the Enter key was pressed). To hide these characters, click the Show/Hide icon again.

#### **Line Breaks**

Line breaks are similar to a manual return on a typewriter. They allow you to create a new line while retaining the formatting from the previous line. Because of this, they are often used for titles:



#### **Remove Blank Paragraphs**

Viewing these hidden marks can make it easier to remove blank spaces and paragraphs in your document. This improves its appearance as well as its accessibility.

# **SAVE OPTIONS**

**To save a file for the first time**, you can click the Save icon ( $\blacksquare$ ) on the Quick Access toolbar, press Ctrl + S, click File  $\rightarrow$  Save, or click File  $\rightarrow$  Save As. Any of these options will open the Save As category of Backstage view:



On the left-hand side, choose the **location** that you want to save to **(1)**. Then, click the **specific folder (2)** to place the document in. Or, click Browse to manually choose a location.

Once you choose a folder or click Browse, you will see the traditional Save As dialog box:

🕎 Save As						×
← → ~ ↑	→ This PC → Des	sktop →	√ Č	Search Desktop		P
Organize 🔻 Ne	ew folder				<b>■</b> ■ ■	?
Quick access Desktop Downloads Documents Pictures Music Videos	1 * * * *	MOS5010_Word_ es	2016_1_ExerciseFi	I		
_	~					
File name:	Formatting Feature	es <b>(2)</b>				~
Save as type:	Word Document	3				~
Authors:	John Smith	-	Tags: Add	a tag		
	Save Thumbnail			4		
Hide Folders			Tools 🔻	Save	Cancel	

At the **top of the window (1)**, you can choose a location to save your file. (You can also use the shortcuts on the left-hand side of the window to navigate through your computer.) At the bottom of the window, enter a **file name (2)**. Finally, choose a **file type (3)** if desired. Click **Save (4)** to complete the process.

**Once you have saved a file in this way,** you can use the commands mentioned above (Save icon on the Quick Access toolbar, Ctrl + S keys, or File  $\rightarrow$  Save) to update it. Because you are updating an existing file, you won't need to enter the file name, location, or type again.

If you want to save the file with a different name, location, or type, click File  $\rightarrow$  Save As or use the F12 shortcut. This will re-open the Save As dialog and let you change file information.

#### **Storage Locations**

In the Save As category of Backstage view, you have quick access to your OneDrive account (if you are signed in with a Microsoft account):



To save the current document to your OneDrive account, click the OneDrive entry on the left-hand side and choose the desired folder from the list on the right-hand side.

# **SHARING A DOCUMENT**

Once your document is saved to a cloud location like OneDrive, you can quickly share it using the Share command near the top right-hand corner of the ribbon interface:



Once you click this command, you will see the Share task pane. Here, you will be prompted to enter the user's e-mail address, set permissions, and add a message. (You can also set sharing options here and view who is editing the file.) Click Share when you are ready:



Microsoft Word will then share your document.

You can also click the "Get a sharing link" command at the bottom of the Share task pane to see commands to create editing and viewing links to this document:



#### AutoSave

By default, Microsoft Word will save your document every 10 minutes. You can change this option by clicking File  $\rightarrow$  Options, choosing the Save category, and modifying the appropriate setting:
Word Options		?	×
General	Customize how documents are saved.		
Display			
Proofing	Save documents		
Save	Save files in this format: Word Document (*.docx)		
Language	Save AutoRecover information every 10 🗧 minutes		
Advanced	Keep the last autosaved version if I close without saving		
Customize Ribbon	$\label{eq:cover} Auto\underline{R}ecover file \ location: \\ C: \ Users \ Acme \ Widgets \ AppData \ Roaming \ Microsoft \ Word \ Normalized \ $	Browse	
Quick Access Toolbar	Don't show the Backstage when opening or saving files		
	$\checkmark$ Show additional places for saving, even if sign-in may be required.		
Add-Ins	Save to <u>C</u> omputer by default		
Trust Center	Default local file location: C:\Users\Acme Widgets\Documents\	Browse	
	Default personal <u>t</u> emplates location:		
	Offline editing options for document management server files		
	Save checked-out files to: ①		
	O The server drafts location on this computer		
	The Office Document Cache		
	Server drafts location: C:\Users\Acme Widgets\Documents\SharePoint Drafts\	Browse	
	Preserve fidelity when sharing this document:		
	Embed fonts in the file ①		
	Embed only the characters used in the document (best for reducing file size)		
	✓ Do <u>n</u> ot embed common system fonts		
	ОК	Can	icel

# **PREVIEW AND PRINT OPTIONS**

Microsoft Word 2016 features an all-in-one printing location. To preview or print your document, click File  $\rightarrow$  Print or press Ctrl + P:



The Print category of the Backstage view will show you a preview of your document on the right-hand side and a pane of printing options on the left-hand side:



You can navigate through the pages of the preview using the **arrows (1)** or control the **zoom level** using the commands on the right-hand side of the screen (2).

In the left pane of the Print category, you will see the **Print** command **(1)**, which will tell your computer to actually print this document:



Next to it is the **Copies** increment box (2), where you can choose the number of copies that you would like to print. Below these options is the **Printer** drop-down command (3) that you can use to choose what printer you would like to print to. Finally, the **Settings** section (4) allows you to choose page ranges to print, the page orientation, paper size, margins, and more.

To scale your printout to the paper size, click the last menu in the Print pane, click "Scale to Paper Size," and choose an option:



# ACTIVITY **1-2** Creating a Word Document

In this activity, you will create a basic Word document.

**1.** To begin, open Microsoft Word 2016 by searching for it from the taskbar and clicking the appropriate entry:



(If you are using Windows 8, simply start typing at the Start screen to search.)

2. Click "Blank document" at the Word 2016 Start screen:



**3.** Type the following paragraph exactly as shown in the new Word document that opens:

microsoft Word 2016 has so many great featres to help me create professional-looking document. With plenty of design choices, lots of grate stock images, and a built-in spell checker, their are endless possibilities for my documents.

Notice how Word will wrap your text to the next line when necessary and automatically capitalize the first word in the sentence.

**4.** You should also notice that Microsoft Word fixed the contextual error "their" for you. Move your mouse over this word. You should see a blue line appear. Click this line and then click the AutoCorrect Options button that appears:

Microsoft Word 2016 has so many great featres to help me create professional-looking document. With plenty of design choices, lots of grate stock images, and a built-in spell checker, there are endless possibilities for my documents.

5. You will see some options for handling this feature:



6. Click anywhere in the text to close this menu. Notice how the typo in the first line ("featres") has a red underline. Right-click it to see spelling suggestions:

Microsoft Word 2016 has so many great feature	s to h	elp me create profe	sional-looking document. With
plenty of design choices, lots of grate stock ima	The second	features	ecker, there are endless
possibilities for my documents.		fears	
		feature's	
		features'	
		feasters	
		Ignore All	
		Add to Dictionary	
	8	<u>H</u> yperlink	
	*2	New Co <u>m</u> ment	

7. Click the correct spelling to fix this word:



**8.** Read through what you typed. Notice that there are two typos that Word did not identify:



#### Always proofread your work!

9. Now, let's save your document. Click the Save icon on the Quick Access toolbar:

₿	<u></u> জ- ত	÷						
File	Save (Ctrl+S)	Insert	Design	Layout	References	Mailings	Review	View
ľ	The Conv	Ca	libri (Body)	• 11 • <i>I</i>	A A Aa →			€≣ →≣
Paste *	✓ Format Pair	nter B	Ι <u>υ</u> ≁a	eb∈ X₂ X²	🗛 - 🌌 - 🗚	• = =	≡≡ \$	- 🖄
	Clipboard	Es.		Font		Es .	Paragra	ph

**10.** The Save As category of Backstage view will open. Click the "This PC" link on the left-hand side:



**11.** Next, click the Desktop link:

¢		Document1 - Word
Info	Save As	
New		
Open	OneDrive - Personal jsmith@acmewidgets.onmicrosoft.com	Documents
Save	This PC	Desktop
Save As		- Controp
Print	Add a Place	
Share		
Export	Browse	
Close		

(If you do not see the Desktop link, click the Browse button.)

12. The Save As dialog box will open. Ensure that the desktop is selected from the top of the window. (If it is not, click the link on the left-hand side.) Enter "Activity 1-2 Complete" for the file name. Click Save:

🕎 Save As	×
$\leftarrow \rightarrow \checkmark \uparrow$ $\blacktriangleright$ > This PC > Desktop > $\checkmark$ $\circlearrowright$ Search Desktop	م
Organize 🔻 New folder	₩ <b>- - ?</b>
Quick access Desktop Downloads  Documents  Pictures  Music Wideos Microsoft Word OneDrive	
En Artikul 2 Constal	
File name: Activity I-2 Complete	~
Save as type: Word Document	~
Authors: John Smith Tags: Add a tag	
Save Thumbnail	
Hide Folders Tools - Save	Cancel

**13.** If you look at your desktop, you should see an icon for your document:



**14.** Close Microsoft Word 2016 to complete this exercise.

# TOPIC C: Help

By now, you'll have noticed that there are a lot of things that you can do with Microsoft Word, and we've only scratched the surface. No matter how many books you read or how many courses you take, it's virtually impossible to memorize everything. Luckily, Word comes with a few different help tools so that you can find answers to your questions.

### Topic Objectives

In this topic, you will learn:

- How to use the new "Tell Me" feature
- How to access advanced help options

# **USING TELL ME**

Microsoft Word 2016 features a new natural language help feature. To take advantage of it, type your question in the box by the ribbon tabs:

H	5 · O	÷								F	Report - Word		
File	Home	Insert	Design	Layout	References	Mailings	Review	View					
Ê	Cut	T	ïmes New Ro	• 10 • A	A Aa -	ا ≞ •	1 2 2 3 1 - * <sup>1</sup> - *	€≣ ₹≣	2↓ ¶	AaBbC	AaBbCcDć	AABBCC	AABBCC
Paste	✓ Format Pair	nter I	B I <u>U</u> →	abe X <sub>2</sub> X <sup>2</sup>	\Lambda - 🏰 - 📕	A - = =	= =   🗯	= - 🖄 -	- 🛄 -	¶ Contact	1 Normal	Heading 1	Heading 2
	Clipboard	Gi .		Font		rs.	Paragra	aph	G.				

As you type, you will see various links to the related topic:



At the top, you will usually see shortcuts to **related commands (1)**. (If a command is greyed out, it means that it is not currently available.) Next, you will see an option to open the **traditional Help window (2)**. Finally, there is usually an option for **Smart Lookup (3)**, which will search for the term(s) using the Insight feature.

# **ACCESSING ADVANCED HELP OPTIONS**

When you choose a "Get Help" entry from the Tell Me results, you will see the traditional Help window:



(You can also use the F1 shortcut to open the default page of the Help file.)

In the top right-hand corner, you will see the **Minimize, Maximize/Restore, and Close buttons (1)**. Also at the top is the **Help toolbar (2)** and **search bar (3)**. The main part of the window shows the **main help content (4)**. You can browse through the help content by clicking the blue text, called a **hyperlink**.

This text is linked to relevant information. For example, the "Video: Insert online video" link will show content for adding an online video to a document:



You can perform a new search for help information by typing keywords into the search bar and pressing Enter. After a moment, any results Word thinks are relevant will appear in a list. Click one of the topics in that list to view more information about it.

### The Help Toolbar

The Help toolbar contains commands similar to those you would find in a Web browser. In fact, the Help window behaves very much like a Web browser that only searches for information relevant to Word 2016.

Back	۲	Move back one step at a time through the help topics you have previously read.
Forward	۲	If you click the Back button, the Forward button will become active. This lets you step forward through the topics you have visited.
Home		Click this button to return to the default Help page.
Print	8	Prints the current topic.
Text Size	A	Use this to make the text in the help file larger or smaller.

# **ACTIVITY 1-3**

# **Getting Help in Microsoft Word 2016**

A co-worker has provided you with some sales information. You need help improving the look of the table.

**1.** Double-click the Activity 1-3 file to open it in Microsoft Word 2016:



2. Click to place your cursor anywhere in the document's table:

Name	Rank	Price	Sales	
Screwdriver	1	\$20.00	800	
Hammer	5	\$23.00	250	
Nails	3	\$26.00	1800	
Widget	9	\$29.00	625	
Level	8	\$15.00	210	
Bolts	10	\$20.00	1200	
Rope	7	\$18.00	525	
Chisel	2	\$16.00	450	
Staple Gun	6	\$14.00	150	
All-in-One Tool	4	\$12.00	150	

## Sales Data for Quarter 1

**3.** Now, let's learn about our options for styling tables. Click inside the "Tell Me" field at the top of the ribbon interface:

H	5 - C	÷			Activity 1-3	- Word			Tab	le Tools				
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Design	Layout	🛛 Tell me	what you war	nt to do ]	
<b>F</b>	Cut	Ca	alibri (Body)	• 11 • A	A Aa -	🖗 🗄 + 🗄	- 5 <u>1</u>   9	E Đ≣	ĝ↓   ¶	AaBbCcDc	AaBbCcDc	AaBbCo	AaBbCcE	АаВ
Paste	<ul> <li>Format Pair</li> </ul>	nter B	Ι <u>υ</u> -	abe X <sub>2</sub> X <sup>2</sup>	A - 🏆 - A	• = =	≡ ≡   \$≡	• 🖄 •	<u>- 11</u>	1 Normal	¶ No Spac	Heading 1	Heading 2	Title
	Clipboard	5		Font		G.	Paragrap	h	5				Sty	les

**4.** Type "table style:"

₽	5 · 0	÷			8 - Word			Tabl	ie Tools				
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Design	Layout	Ŷ	table style	
	🔏 Cut	Ca	ibri (Body) 🔻	11 × A	∆ Aa -	<u>ب</u> ا := ب		€≣ →≣	¢L∣¶⊓			Table Styles	•
Pacte	Copy				A abe a	· ·- · ·		- B-	2.4	AabbCcDc	1	Banded Columns	
*	؇ Format Pair	iter B	<u>1 U</u> ∗ai	b∈ X <sub>2</sub> X <sup>*</sup>	A • • • •		-= =   ;	= *   22 .	* *	1 Normal	~	Banded Rows	
	Clipboard	Es .		Font		Fa	Paragr	aph	Fai		6	Bibliography Style	•
											~	Header Row	
											0	Get Help on "table style"	
											ø	Smart Lookup on "table style"	

**5.** Click the "Get Help" link:

	5 · 0	÷			Activity 1-	3 - Word			Tab	ole Tools		
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Design	Layout	Ŷ	table style
	🔏 Cut	6	Calibri (Body)	- 11 - A	Aa -	ሎ := .	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	€≣ →≣	AL T		1	Table Styles
Pacto	🖹 Copy				O obt	· ·	s— i-	P.	2.4	AaBbCcDc	1	Banded Columns
+ dste	؇ Format Pai	nter	B <u>I U</u> +	HE X <sub>2</sub> X	A • 🚩 • 📕	<u> </u>	- = =   1	= *   🗠	* <u>101</u> *	1 Normal	~	Banded Rows
	Clipboard	ra l		Font		Fa	Paragr	aph	Fai		6	Bibliography Style 🔹 🕨
											~	Header Row
											?	Get Help on "table style"
											ø	Smart Lookup on "table style"

6. The full Word 2016 Help window will open. Click the "Style basics in Word" link:



(If you do not see this link, you can choose any other article.)

7. Scan through this article. When you are finished, close the Help window:



8. Type "table style" in the Tell Me field once again:

					Activity 1	-3 - Word							
File	Home	Insert	Design	Layout	References	Mailings	Review	View	Design	Layout	Ŷ	table style	
	🔏 Cut	0	libri (Body)	- 11 - A	Aa -	A := . 1	= + 1=+	<del>€</del> ≣ →≡	AL M			Table Styles	÷
Parte	Copy				O abe	· ·- ·			2.4	AaBbCcDc	1	Banded Columns	
+ dste	؇ Format Pai	nter	<u>1</u> <u>U</u> • a	b∈ X <sub>2</sub> X <sup>*</sup>	A • 🚩 •	<u>A</u> • <u>=</u> =	== ;	= *   2 '	· <u>101</u> •	1 Normal	~	Banded Rows	
	Clipboard	G		Font		G.	Paragr	aph	Gi Gi		63	Bibliography Style	•
											$\checkmark$	Header Row	
											0	Get Help on "table style"	
											ø	Smart Lookup on "table styl	e"

- Header Row
   Get Help on "table style"
   Smart Lookup on "table style Modify Table Sty
   Clear
   New Table Style
- **9.** This time, click the Table Styles command. You will see a gallery of table styles:

**10.** Move your mouse over the different styles. You will see each style previewed on the table as you do this:

<u> </u>	-3 - Word						r i
File Home Insert Design Layout References	Mailings Review View	Design Layout	♀ table styles			Sign in 🔉 Sha	
$ \begin{array}{c c} & & & \\ & & $	♦   = +   = +   = +   = =   ▲ •   = = = = =   = +   <u>△</u>	¢↓ ¶ AaBbCcDc • □ • 1 Normal	Table Styles	Plain Tables     Control			
Clipboard G Pont	G: Paragraph	G :	Eig         Table Properties           M         Styles           Ø         Get Help on "table styles"           Ø         Smart Lookup on "table styles"	Grid Tables			
	Name Rank	Price 520.00	Sales 800				
	Hammer 5 Nails 3	\$23.00 \$26.00	250 1800				
	Veragen 9 Level 8 Bolts 20	525.00 \$25.00 \$20.00	220 220 220				
	Rope 7 Chinal 2 Staple Gun 6	\$16.00 \$16.00 \$34.00	525 450 150				
	All-in-One Tool 4	512.00	150	List Tables			
				00000			
				Modify Clear Mew Tab	Table Style	 	

Once you have found a style that you like, click it to apply it.

**11.** Save your document as Activity 1-3 Complete. Close Microsoft Word 2016 to complete this activity.

# Summary

In this lesson, we learned how to use the basic features of the Word interface. We also learned how to create, view, save, share, and print documents. We wrapped up the lesson with information on using Microsoft Word's help features, with a focus on the new "Tell Me" feature.

## **REVIEW QUESTIONS**

- 1. Which toolbar gives you quick access to frequently used commands?
- 2. Which Microsoft Word feature will automatically correct certain text as you type?
- 3. What options are available when performing a help search with Tell Me?
- 4. What is the command sequence to show or hide formatting marks?
- 5. What is the keyboard shortcut to open the Print category of Backstage view?

# LESSON 2: EDITING A DOCUMENT

# **Lesson Objectives**

In this lesson you will learn how to:

- Navigate through and select text
- Modify text
- Find and replace text

# TOPIC A: Navigate and Select Text

As you begin to work with longer documents, you will need tools to find and work with text. In this topic, we will introduce you to Microsoft Word's basic navigation and editing tools.

#### **Topic Objectives**

In this topic, you will learn:

- How to use the scroll bars
- Techniques for using your keyboard to navigate through a document
- How to select text using a variety of methods

## **SCROLL BARS**

Navigating using the mouse is fine if all your text is on one screen, but documents are rarely a single page. Luckily, you can also navigate through a document using the scroll bar on the right-hand side of the screen.

Place your mouse over the small rectangle in the scroll bar; this indicates your current position in the document. Then, click it and drag it up or down to where you want to go:



You can also click the up and down arrows at the top and bottom of the scroll bar to move through the document one line at a time. If your mouse has a scroll wheel, you can also roll the wheel up or down to scroll through the document.

## **KEYBOARD NAVIGATION**

You can also use keyboard shortcuts to navigate through a document. In the area of the keyboard which separates the letters from the number pad, you should see a section with Insert, Home, Page Up, Delete, End, and Page Down keys. Four of these keys have special functions:

Page Up	Goes up one page.
Page Down	Goes down one page.
Home	Goes to the beginning of a line.
End	Goes to the end of the line.

All of these movements depend on where your cursor is when you press the button. You can also use the Ctrl key with the Home or End keys to go to the very beginning or the very end of the document, respectively.

## **TEXT SELECTION**

### Selecting Text with the Mouse

You can click and drag your mouse to select text. When text is selected, the text will appear highlighted, like this:

```
This text is unselected. This text is selected.
```

Once text has been selected, any changes you make will be applied to the entire selected portion.

#### Selecting Text with the Keyboard

Depending on the application, selecting text with the keyboard is usually faster than using the mouse. Most of these commands involve using the keys in the middle of your keyboard (Home, End, and the arrow keys).

Here's a list of how to select different items:

Select the letter to the left of your cursor	Shift + Left Arrow
Select the letter to the right of your cursor	Shift + Right Arrow
Select text from your cursor to the beginning of a word	Ctrl + Shift + Left Arrow
Select text from your cursor to the end of a word	Ctrl + Shift + Right Arrow
Select from your cursor to one line above	Shift + Up Arrow
Select text from the position of your cursor to one line below	Shift + Down Arrow
Select text from your cursor to one page above	Shift + Page Up
Select text from your cursor to one page below	Shift + Page Down
Select text from your cursor to the beginning of the line	Shift + Home
Select text from your cursor to the end of the line	Shift + End
Select text from your cursor to the beginning of the paragraph	Ctrl + Shift + Up Arrow
Select text from your cursor to the end of the paragraph	Ctrl + Shift + Down Arrow
Select an entire document	Ctrl + A

#### Selecting Text and Objects with the Home Tab

You can also use the Editing group on the Home tab to select text and objects. Click the Select button and then click what you want to select:



You can choose to select all the text in the document or select text with similar formatting. Use the Select Objects command to select images, charts, etc. The final command, Selection Pane, will open a task pane with a list of objects that you can select.

### **Tips and Tricks**

Once you get good at selecting text, you'll find all kinds of ways to make selecting text easier. Here are a few tips and tricks to get you started:

 If you have a block of text selected and you start typing, the selected text will be erased and your new text will replace it.

- You can select a block of text and drag and drop it into anywhere in your document. You can also use the Navigation Pane to move large amounts of text.
- You can select any level of text (letter, word, phrase, paragraph, page, document, or parts thereof) and manipulate it. This means you can bold a single letter the same way you would an entire document.
- Double-click a word to select it. Triple-click to select the whole paragraph.
- If you want to delete a portion of text, you can select it and press either the Backspace or Delete keys on your keyboard rather than cutting it.
- You can cut or copy a portion of text and then paste it in a separate document or word processing program (like Notepad or WordPad, which come with Windows).
- You can select non-adjacent text by selecting the first part, holding the Ctrl key, and selecting another part.
- You can select a large portion of text by selecting the first word, holding the Shift key, and selecting the last word.
- To deselect text, click anywhere in your document.

# **ACTIVITY 2-1**

# **Finding and Selecting Text**

In this activity, you will use various elements of the Microsoft Word interface as well as your keyboard to find and select text.

1. Open Microsoft Word 2016 and open Activity 2-1:



**2.** To start, click and drag the scroll bar. Scroll through the document until you see the table on the last page:

**3.** Once you reach the table, let go of your mouse button. Move your cursor to the icon in the top left-hand corner of the table. Click this icon:

**30–Second Pitch** 

tep	Description	Our Text
ntroduce yourself	Be genuinely sincere about	
	meeting new people. Look	
	them in the eye, stand	
	confidently, and be engaged in	
	the conversation.	
itate your business	Don't wait for a compliment.	
name	Just make a statement.	
f relevant, include	This part of the pitch depends	
where you operate	on the situation. If you are at	
	an international meeting or	
	conference or work globally, it	
	may not be relevant.	
Make it meaningful and	Talk about what you offer in	
memorable	terms of positive outcomes.	
	Your problem statement can	
	be useful here.	

(If you don't see the icon, click a blank part of the page first and move your cursor over the table.)

### **4.** The entire table will be selected:

Lucida Sa • 11 • A A = = =	·						
B I ≡ <sup>a</sup> <sup>b</sup> · <u>A</u> · <u>A</u> · .	B I ≡ 🖄 - A - A - A - M - III - ✓ Insert Delete						
} <b>→</b>							
Step	Description	Our Text					
Introduce yourself	Be genuinely sincere about						
	meeting new people. Look						
	them in the eye, stand						
	confidently, and be engaged in						
	the conversation.						
State your business	Don't wait for a compliment.						
name	Just make a statement.						
If relevant, include	This part of the pitch depends						
where you operate	on the situation. If you are at						
	an international meeting or						
	conference or work globally, it						
	may not be relevant.						
Make it meaningful and	Talk about what you offer in						
memorable	terms of positive outcomes.						
	Your problem statement can						
	be useful here.						

- 5. Press Ctrl + Home to go back to the beginning of the document.
- 6. Close Microsoft Word 2016 to complete this exercise. Do not save any changes to this file.

# **TOPIC B: Modify Text**

One of Microsoft Word's key features is the multitude of options that it offers for editing text. In this topic, you will learn about Word's basic editing features, including the Office Clipboard, undo, and redo.

#### Topic Objectives

In this topic, you will learn:

- About text editing options
- How to use the Clipboard task pane
- About paste options
- About Live Preview
- How to use Undo and Redo

## **TEXT EDITING OPTIONS**

There are several ways to move text around in a Microsoft Word document. The easiest method is **drag and drop**. To use this method, select the text first. Then, click your left mouse button, hold it down, and drag the text to where you want it. When you've reached your location, release the mouse button:



The text will look just like it's been cut and pasted – you will even have paste options!

You can also use the **cut, copy, and paste commands** to move text around. Cutting and copying place the text on the clipboard, which we will cover in a moment. Pasting text involves putting that text somewhere else.

You should **cut** text when you want to move it from one location to another, or when you want to remove text that you may need later. To cut text, select the text first. Then, click the Cut button ( $\frac{36}{5}$ ) on the Home tab. (You can also right-click the text and click Cut or use the Ctrl + X shortcut.)

Use the **copy** command when you want to copy text from one location to another. First, select the text you want to copy. Then, click the Copy button (<sup>ID</sup>) on the Home tab. (You can also right-click on the text and click Copy or use the Ctrl + C shortcut.) It won't look like anything has happened, but your text has been copied to the clipboard.

Once you've cut or copied your text, you can **paste** it anywhere you want. Just click in the spot you want the text to appear and click the Paste button on the Home tab. (You can also right-click in the target location and click one of the Paste commands on the right-click menu or use the Ctrl + V shortcut.) Paste will only insert the last item that was cut or copied.

## THE CLIPBOARD TASK PANE

The clipboard is a location where cut and copied text/objects are stored until they are pasted. Normally you can only store one object at a time on the clipboard. However, if you open the Office Clipboard, you can save up to 24 items at a time and paste them as needed.

To begin, click the option button in the Clipboard group on the Home tab. You will see the Clipboard task pane appear on one side of your screen:



Every time you cut or copy an item, it will automatically appear in the clipboard. You will also see a notification appear in your taskbar, accompanied by the Office Clipboard icon. Right-click this icon for options:



To paste an item from the clipboard, click to place your cursor in the document and then click the item you want to paste from the Clipboard task pane:

E 5-0 =	ZoomFoods - Word		- 🗆 ×
File Home Insert Design Layout Reference	<b>es Mailings Review View</b> 🛛 Tell me what you want to do		Sign in 🔉 Share
$\begin{array}{c c c c c c c c c c c c c c c c c c c $		AaBbCcD AaBbCcDr = Subtitle Subtle Em =	P Find ▼ abc Replace ▷ Select ▼ Editing
Clipboard * X Puts All Clear All Clie un item to Pate	List of Products and Services Market Analysis Who will we sell to? Organizational Structure	筆 置 6	+ 110%

You can right-click items or click the pull-down arrow in the clipboard to view a **context menu** (1) that will allow you to paste or delete the object. There are also **Paste All** and **Clear All buttons (2)** at the top of the clipboard. To close the clipboard, click the X (3):



The Options button at the bottom of the Clipboard task pane controls how the clipboard operates:

	Show Office Clipboard <u>A</u> utor	matically	
	Ctrl+C Pressed Twice		
	<u>C</u> ollect Without Showing Off	ice Clipboard	
~	<ul> <li>Show Office Clipboard Icon on <u>T</u>askbar</li> </ul>		
<b>~</b>	<ul> <li>Show <u>Status Near Taskbar When Copying</u></li> </ul>		
Opti	ons V		

## **PASTE OPTIONS**

You can control how the Paste operation works by clicking the drop-down arrow below the Paste command on the Home tab:



These options may vary depending on the most recently cut/copied object. In the sample image, you can see the following options:

Keep Source Formatting	<b>)</b>	Keep the formatting from the original text.
Merge Formatting	Ĺ,	Change the pasted text's formatting to match that of the document.
Keep Text Only	Ĉà	Changes the formatting of the pasted text back to the default font and size with no formatting.

Paste Special	Opens the Paste Special dialog box, which allows you to perform advanced pasting operations.
Set Default Paste	Opens the Word Options dialog box so that you can control how future paste operations work.

#### The Paste Options Button

Once you have pasted text or an object, you will see the Paste option button at the end of the text:

## List of Products and Services

What will we offer?

Click this icon or press Ctrl to see the same options that are available via the Paste drop-down arrow on the Home tab (minus Paste Special):

## **List of Products and Services**

What will we offer?



## LIVE PREVIEW

Many Microsoft Word formatting features, including the font face and size menus, feature Live Preview. This means that while you are scrolling through the options, you will see a preview of that effect applied to the currently selected or active text or paragraph (depending on the option being previewed):



#### **Preview Paste Options**

Live Preview is also used to give you an idea of how copied objects will look when pasted. These previews are enabled by default and will be displayed automatically when you place your cursor over a paste option on the Paste drop-down command or the Paste Options menu:

List of Products and Service	s
What will we offer?	
Market Analysis Paste Options: Who Paste Options: Who Organizati Keep Text Only (T)	

## THE UNDO COMMAND

You will find the Undo command on the Quick Access toolbar:



This command lets you undo your previous action(s). Alternatively, you can use the Ctrl + Z shortcut.

Clicking the drop-down arrow beside the Undo button gives you the option to undo several actions. Take a look at this text:

## Service List

This is the corresponding drop-down menu by the Undo button:



Here, you can see a list of the recent actions, from most recent to oldest. You can click any action to undo it and any actions after it.

# THE REDO COMMAND

The Redo/Repeat command is next to the Undo command on the Quick Access toolbar:



When available, this command lets you redo your previous action(s). You can also use the Ctrl + Y shortcut.

# **ACTIVITY 2-2**

# **Modifying Text**

In this activity, you will learn how to modify text using a variety of tools.

1. Open Microsoft Word 2016 and open Activity 2-2:



2. Scroll to the fourth page of the document (which has the heading "Business Plan" at the top). Select the text between the "Company Description" and "Executive Summary" headings:

**3.** Click the Cut command on the Home tab:



**4.** Scroll down the page. Select the text "List what we will offer." Do not select the space after the period:



5. Right-click the text and move your mouse over the different paste options:



- ※Gat B Copy B / 型・ak x, x\* A・ダーン・A・画目目目目に、白・ビー・「日田」 料 で ABBCCI ABBCCI Name Hading 1 Hauding 2 Hauding 1 Tale Subtle Subtle File Online Social . Media Door-۲ to-Door 6 List of Products at B I U V · 11 · A A V A. List what we will offer 🐰 🗤 Market Analysis Who will we sell to? Organizational Str 🖻 Eurograph Smart Lool Translate Hyperlink.
- **6.** Click the Keep Source Formatting button when you are ready:

7. Click to place your cursor at the start of the "List of Products and Services" title. Click Insert → Page Break:



8. Scroll down so that this new page is in full view. Select the Product List. Drag and drop it to below the Service List:

# List of Products and Services

# Product List

- > 500 gram single-serve product
- > 750 gram family product
- > 800 gram dessert packages
- > Mix and Match package
- > 30-day meal package

## Service List

- > In-home parties
- > Door-to-door consultants

# K.
9. Delete the extra space at the top of the list:

#### **List of Products and Services**

### Service List

- > In-home parties
- Door-to-door consultants

#### Product List

- > 500 gram single-serve product
- > 750 gram family product
- > 800 gram dessert packages
- > Mix and Match package
- > 30-day meal package
- **10.** Select the Service List heading. Click Home  $\rightarrow$  Underline:



**11.** Select the Product List heading. Click the Redo/Repeat arrow on the Quick Access toolbar to repeat the underline formatting:



**12.** Save your document as Activity 2-2 Complete. Close Microsoft Word 2016 to complete this activity.

# **TOPIC C: Find and Replace Text**

Microsoft Word also provides a number of tools for finding text. The Find tab of the Find and Replace dialog offers many options for searching for words or phrases. For longer documents, the Navigation Pane provides an easy-to-use roadmap. As well, Word has several different features for finding and replacing text and/or formatting.

#### **Topic Objectives**

In this topic, you will learn:

- How to use the Navigation Pane
- How to use the Find and Replace tabs of the Find and Replace dialog box
- How to view additional options in the Find and Replace dialog box
- How to use wildcards when searching with the Find and Replace dialog box

#### THE NAVIGATION PANE

The Navigation Pane can be enabled by clicking View  $\rightarrow$  Navigation Pane:

E	ా	- U	÷									Zoom	Foods - Word
Fi	le F	lome	Insert	Design	Layout	Referenc	es	Mailings	Review	View	Ω		
Rea	d Print de Layour	Web Layout	Outline	Grid	er Ilines igation Pane	Zoom	100%	One P	'age ple Pages Width	New Window	Arrange All	Split	Image: Synchronous Scrolling         Image: Reset Window Position
		Views		~~~~	Show			Zoom					Window

The pane will appear on the left-hand side of the screen:

<b>⊟</b> 5 · 6 ∓	ZoomFoods - Word	æ	-		×
File Home Insert Design Layou	t References Mailings Review View 🛛 Tell me what you want to do			n , R	Share
Read Print Web Print Layout Views Show	Q         Image: Construction of Page         Image: Construction of Page Works         Image: Construction o				^
Navigation * * Search document D P - Headings Page Ruch 2 • Rainess Denvine Georgian Deciption Baccold Search and Search Market navyin Organizational Decictor Francial Projections 30 - Second Rich	Contents         Business Overview         Business Plan         Company Description         Executive Summary         Marketing and Sales Strategy         List of Products and Services         Market Analysis         Organizational Structure         Financial Projections         30-Second Pitch	1 2 			

At the top of the pane is the **search bar (1)**, where you can type the keywords that you are looking for. (You can click the drop-down arrow to access advanced find options, or to find particular objects like graphics and tables.)

Underneath this bar, you will see three tabs: **Headings, Pages,** and **Results (2)**. You can use these tabs to view your document's roadmap in different ways, as well as a list of search results. The **main part of the pane (3)** will show you the contents of the document using the specified view.

#### THE FIND AND REPLACE DIALOG BOX

Another way of searching your document is using the Find and Replace dialog box:

Find and Replace	?	×
Find Replace Go To		
Find what:		~
More >> Reading Highlight  Find In  Find Next	Cancel	

Here is an overview of how to open the various tabs of this dialog.

Command Location	Find Tab	Replace Tab	Go To Tab
Home tab	Home $\rightarrow$ Find $\rightarrow$ Advanced Find	Home → Replace	Home $\rightarrow$ Find $\rightarrow$ Go To
Keyboard Shortcut	N/A	Ctrl + H	Ctrl + G
Navigation Pane	Click the options arrow and click Advanced Find	Click the options arrow and click Replace	Click the options arrow and click Go To

To use the **Find tab** of this dialog box, type what you are looking for and click Find Next. The next instance of the word will be highlighted:

금 5 - ඊ = File Home Insert Design L	.ayout References Mailings Review View 🖇	ZoomFoods - Word ⊋ Tell me what you want to do…	æ	– □ × Sign in 👂 Share
Paste → Format Painter Clipboard rs	• A A A A A A A A A A A A A A A A A A A	Image: split approximately approxim	CcDx Em <del>-</del> Gr	P Find ▼ Sc Replace Select ▼ Editing ▲
	Business Plan	Find and Replace     ? X       Find     Replace       Find     weighter       Find     weighter		
	<ul> <li>S00 gram single-serve product</li> <li>750 gram family product</li> <li>800 gram dessert packages</li> <li>Mix and Match package</li> <li>30-day meal package</li> </ul>	Bore >> Beading Highlight* Find In* End Here Concel		
	Service List  In-home parties  Door-door consultants  Executive Summary  Hare we will summarize the having set along			
	Marketing and Sales Strategy Online			
Page 4 of 8 1 of 281 words			-	+ 126%

To use the **Replace tab**, type what you are looking for and what you would like it to be replaced with. Then, click Replace Next to replace the word one instance at a time, or click Replace All to replace all instances of the word. Note that you can also perform a basic find with this tab:

Find and Replac	e	? >	×
Fin <u>d</u> Repl	ace <u>G</u> o To		
Fi <u>n</u> d what:	dessert	~	~
Replace w <u>i</u> th:	appetizers	×	~
<u>M</u> ore >>	<u>R</u> eplace Replace <u>A</u> II <u>F</u> ind Next	Cancel	

To use the Go To tab, choose what you are looking for from the left-hand side and enter the appropriate reference in the right-hand side. Then, click Go To:

Find and Replace			?	×
Fin <u>d</u> Replace	<u>G</u> o To			
G <u>o</u> to what: Page Section Line Bookmark	^	Enter page number: 5 Enter + and – to move relative to the current location. Exa will move forward four items.	mple: +	•4
Comment Footnote	¥	Previous Go <u>I</u> o	Close	

### **FIND OPTIONS**

On both the Find and Replace tabs, you will see a More command (which displays "Less" after it is clicked). Clicking this command will show options for refining the search:

Find and Replace				?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To					
Find what: dessert					$\sim$
<< Less	Reading Highlight •	F <u>i</u> nd In ▼	<u>F</u> ind Next	Canc	el
Search Options					
Search <u>:</u> All 🗸					
Match case			Match prefi <u>x</u>		
Find whole words only			Ma <u>t</u> ch suffix		
Use wildcards					
Sounds li <u>k</u> e (English)			Ignore punctua	tion chara	cter <u>s</u>
Find all <u>w</u> ord forms (Englis	h)		Ignore white-sp	ace chara	cters
Find					
Format . Consider	No Formatting				
romat · special ·	noronatting				

Note that the options are the same on both tabs. To hide these options, click Less.

#### FIND AND REPLACE WITH WILDCARDS

To allow searching with wildcards, ensure that the "More" option has been clicked in the Find and Replace dialog box. Then, check the "Use wildcards" option:

Find and Replace				?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To					
Fi <u>n</u> d what: dessert					$\sim$
<< <u>L</u> ess	Reading Highlight -	Find In •	<u>F</u> ind Next	Cance	el
Search Options					
Search <u>:</u> All 🗸					
Matc <u>h</u> case			Match prefi <u>x</u>		
Find whole words only			Match suffix		
Use wildcards		_	<b>-</b>		
Sounds like (English)	,		] Ignore punctua	tion chara	cter <u>s</u>
	)	L	_ ignore white-sp	ace chara	cters
Fina					
F <u>o</u> rmat ▼ Sp <u>e</u> cial ▼	No Formatting				

Once checked, the "Match case," "Find whole words only," "Match prefix," and "Match suffix options" will be disabled.

Here is an overview of the wildcard characters that you can use when searching in Word 2016.

Wildcard	Description	Example
*	Can be used to return any number of characters after its placement. This type of character can appear anywhere in a string.	Th* would return That, This, and Thing.
?	Can be used with any single alphabetical character. Can appear anywhere in a string.	A?d would return And or Add.
[]	Returns any single character from those within the square brackets.	B[ae]11 would return Ball or Bell.
[!]	Returns any character other than those within the square brackets, after the exclamation mark.	B[!ae]11 would return Bill or Bull, but not something like Ball or Bell.
[-]	Used to match characters that appear between one placed on the left of the	B[a-f]11 would return Ball or Bell, but it would <b>not</b> return Bill or Bull.

	minus sign and another placed on the right.	
@	Returns one or more occurrences of the character placed to the left of the @ sign.	Fe@d would return Fed or Feed.
<	Returns the string when found at the beginning of the word.	<mate but="" find="" inmate.<="" mated="" not="" td="" would=""></mate>
>	Returns the string when found at the end of the word.	Mate> would find Inmate but not Mated.

#### **Combining Wildcards**

You can also combine wildcards to narrow down search results even further. For example, you could search for Fe@d\* to return Fed, Feed, Feeding, Feeds, etc.

#### **Changing Word Position**

To change the position of words using Find and Replace, use the following syntax in the "Find what" field: (<search term 1>) (<search term 2>). Then, enter the following syntax in the "Replace with" field: \2 \1. (Wildcards must be enabled in order to use this feature.)

Let's look at an example. In our sample document, the name of our company's CEO has been transposed: it should read Hammond Smithers, but it says Smithers Hammond instead. We can use the Find and Replace dialog box to easily make this fix:

Find and Replace					?	×
Fin <u>d</u> Replace <u>G</u>	о То					
Find what: (< Smithe	ers>)( <hammond< td=""><td>&gt;)</td><td></td><td></td><td></td><td><math>\sim</math></td></hammond<>	>)				$\sim$
Options: Use Wild	cards					
Replace w <u>i</u> th: 12/1						$\sim$
<< Less		<u>R</u> eplace	Replace <u>A</u> ll	<u>F</u> ind Next	Cance	el
Search: All						
Match case				Match prefix		
Find whole words	only			Match suffix		
Use wildcards	h)			anore punctuat	ion chara	ctars
Find all word forms	; (English)			gnore <u>w</u> hite-sp	ace chara	cters
Replace F <u>o</u> rmat ▼ Sp <u>e</u>	cial • No F	ormatting				

Once we click Replace All, the replacement will be completed as normal:



## **ACTIVITY 2-3**

## Finding and Replacing Text

In this activity, you will use the Navigation Pane and the Find and Replace dialog.

1. Open Microsoft Word 2016 and open Activity 2-3:



**2.** Click View  $\rightarrow$  Navigation Pane:

₽	5 · 0	÷		Activity 2-3	- Word				Table To	ols			
	Home	Insert	Design Layout	References	Mailings	Review	View	Desi	gn	Layout			D
Read Mode	Print Web Layout Layout	Outline	Ruler Gridlines Navigation Pane	Zoom 100	One Pa	ge e Pages /idth	New Window	Arrange All	Split	CC View [C] Syno IC Rese	r Side by Side hronous Scrolling t Window Position	Switch Windows *	Macros
	Views		Show		Zoom					Wind	DW		Macros

(If this command is already checked, skip to the next step.)



**3.** Click "List of Products and Services" to see that heading:

**4.** The marketing team would like the term "desserts" replaced with "sweets." However, you can see that this word has been spelled correctly and incorrectly:



5. To ensure that we fix all instances in the document, let's use the Find and Replace dialog box. Click Home  $\rightarrow$  Replace to begin:



**6.** The Find and Replace dialog box will open to the Replace tab. Click the More button:

?	×
	~
	~
Cancel	
	?

**7.** Check the "Use wildcards" option:

Find and Replace	?	×
Fin <u>d</u> Replace Go To		
Find what:		$\sim$
Replace with:		$\sim$
<< Less Replace All Find Next	Cance	el
Search Options		
Search: All 🗸		
Match prefix		
Find whole words only Match suffix		
Use wildcards		
Sounds like (English)	on chara	cter <u>s</u>
	ce chara	cters
Replace		
Format • Special • No Formatting		

8. Now we can enter our search terms. In the "Find what" field, type "des@ert\*" without the quotation marks. (This will search for desert, deserts, dessert, and desserts.) In the "Replace with" field, type "sweet." Click Replace All:

ind and Replace					?	×
Fin <u>d</u> Replace	<u>G</u> o To					
Fi <u>n</u> d what: de	s@ert					$\sim$
Options: Use	Wildcards					
Replace w <u>i</u> th: sw	eet					$\sim$
<< <u>L</u> ess		<u>R</u> eplace	Replace <u>A</u> ll	<u>F</u> ind Next	Cance	el
Search Options			3			
Search <u>:</u> All	$\sim$					
Match case				Match prefix		
Find whole w	ords only			Match suffix		
✓ <u>U</u> se wildcard	5					
🗌 Sounds li <u>k</u> e (l	English)			Ignore punctua	tion chara	cter
Find all <u>w</u> ord	forms (English)			Ignore <u>w</u> hite-sp	ace chara	cters
Replace						

9. Microsoft Word should inform you that it made four replacements. Click OK:



**10.** Close the Find and Replace dialog box:

Find and Replace	? ×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To	
Find what: des@ert	~
Options: Use Wildcards	
Replace with: sweet	×
<< Less Replace	Replace <u>All</u> <u>Find Next</u> Close
Search Options	
Search: All	
Match case	Match prefix
Use wildcards	
Sounds like (English)	Ignore punctuation characters
Find all word forms (English)	Ignore white-space characters
Find	
Format ▼ Special ▼ No Formatting	

**11.** You should see the changes reflected in your document:

#### Product List

- > 500 gram single-serve product
- > 750 gram family product
- > 800 gram sweet packages
- > Mix and Match package (includes meals and sweets)
- > 30-day meal package
- **12.** Save your document as Activity 2-3 Complete. Close Microsoft Word 2016 to complete this activity.

# **Summary**

In this lesson, you learned all about editing a document. We covered navigation techniques; text modification tools; undo, redo, cut, copy, and paste; the Office Clipboard; and the Find and Replace dialog. You should now be comfortable with moving through a document and making any necessary edits. You should also feel comfortable with advanced find and replace operations involving wildcards.

#### **REVIEW QUESTIONS**

- 1. When searching in the Find and Replace dialog, what does the "?" wildcard represent?
- 2. List two ways to open the Find and Replace dialog.
- 3. What is the keyboard shortcut for the Cut command?
- 4. What is the opposite of the Undo command?
- 5. What is the command sequence to show or hide the Navigation pane?

# LESSON 3: FORMATTING TEXT AND PARAGRAPHS

## **Lesson Objectives**

In this lesson you will learn how to:

- Apply character formatting
- Align text using tabs
- Display text as list items
- Control paragraph layout
- Apply borders and shading to text
- Apply styles to text
- Manage formatting

# TOPIC A: Apply Character Formatting

Microsoft Word offers a wide variety of formatting options that you can apply to text. Whether you want to create a straightforward, simple design or a vibrant, modern look, Microsoft Word has all the tools that you need.

#### **Topic Objectives**

In this topic, you will learn:

- About fonts
- How to use the mini toolbar
- About the commands on the Font group of the Home tab
- How to highlight text
- How to use the Format Painter

#### **FONTS**

A **font** is a complete set of characters (with typeface and style) that is used to create text in your document. Some fonts are all capitals; other fonts are all symbols. Fonts are very customizable: you can change their size, type, color, spacing, and effects, amongst other options. The fonts that are available in Word depend on what other applications are installed and if you have installed any extra font packages. However, Word and Windows come with quite a few fonts, so you will have plenty of choices.

Here is a sample of some different fonts:

#### The quick brown fox jumped over the lazy dog.

THE QUICK BROWN FOX JUMPED OVER THE LAZY DOG.

The quick brown fox jumped over the lazy dog.

#### The quick brown fox jumped over the lazy dog.

### THE MINI TOOLBAR

You may have noticed the mini toolbar pop up if you move your mouse near selected text or right-click it:



This toolbar contains the most frequently used formatting commands. Here is an overview of each option:

Calibri Light ( 👻 14 🔹	Change the font face and size.
A A	Use these buttons to nudge font size up or down.
**	Click to toggle the Format Painter. This lets you copy the text formatting from the selected text and "paint" it onto other text.
в <i>I</i> <u>U</u>	Apply bold, italic, and/or underlining effects to the text.
aby -	Highlight text. Click the drop-down arrow for additional highlighting colors.
<u>A</u> -	Change font color. Click the drop-down arrow for additional font colors.

	Apply bullets or numbers to the selected text. Click the drop-down arrow to choose a style.
Styles	Apply a style to the selected text.

### FONT OPTIONS

You will find more formatting commands on the Font group of the Home tab:

⊟ <u>କ</u> ୍ଷ ∓			
File Home Inser		3 fer 4 5	lailings Review
Cut	Calibri (Body) 🔻 11 🔹	A a A	:= - ≟= - *≂-
Paste 💉 Format Painter	B I <u>U</u> → ab∈ X <sub>2</sub> X <sup>3</sup>	* 🗛 - 🌌 - A	• <b>E</b> = = <b>E</b>
Clipboard 🕞	6 Font	7 8 9	Parag

The two drop-down menus on the top row of this group allow you to change the **font face (1)** and **size (2)**. Next to those menus, you will find commands to **nudge the font size up or down (3)**, **change the case** of the selected text **(4)**, and **clear formatting** from text **(5)**.

On the second row of this group, the first six buttons allow you to apply **bold**, **italic**, **underline**, **strikethrough**, **superscript**, **and subscript formatting (6)**. (Each button shows you an example of what that formatting looks like. As well, the Underline command has a drop-down arrow that allows you to customize the line's appearance.)

Next, you will see commands to apply **text effects (7)**, **highlight text (8)**, and **change the font color (9)**. (Note that these final two commands work in the same way: click the button to change the color of the text to the one displayed on the button, or click the drop-down arrow to choose a new color.)

Finally, the **option button (10)** opens the Font dialog, which gives you control over all of these settings as well as some advanced options.

#### **Keyboard Shortcuts for Font Styles**

Almost every command in the Font group has a keyboard shortcut. Here is a list of the available shortcuts:

Command	Shortcut	Diagram #
Change font face	Ctrl + Shift + F	1
Change font size	Ctrl + Shift + P	2
Nudge font size up	Ctrl + Shift + .	3
Nudge font size down	Ctrl + Shift + ,	3
Change case	Shift + F3 (cycles through cases)	4
Clear formatting	Ctrl + Spacebar	5
Apply bold effect	Ctrl + B	6
Apply italic effect	Ctrl + I	6
Apply last used underline effect	Ctrl + U	6
Make text subscript	Ctrl + =	6
Make text superscript	Ctrl + Shift + =	6
Open Font dialog	Ctrl + D	10

### **TEXT HIGHLIGHTING OPTIONS**

In addition to the main font color, you can also apply highlighting to text. To do this, first select the text you want to highlight. Then, click the Text Highlight Color command on the Home tab to apply the color shown on the button. You can also click the drop-down arrow and click a different color:



You can apply highlighting without selecting text as well. Just click the Text Highlight Color command first and then use your cursor to click and drag over the text that you want to highlight:



Click the Text Highlight Color command again to turn off this feature. You can remove highlighting by selecting the text and clicking No Color on the Text Highlight Color menu.

The Text Highlight Color command can also be found on the mini toolbar:

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Executive Summary	в	I	U	aly	× A	•	Ξ	• 1 5 5 •	Styles
Here we will summarize the business plan	v	0.0			Text	t Hig	ghlig	ht Color	]
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#### Printing a Document with Highlighted Text

To show or hide highlighting for printing or display, check or uncheck the "Show highlighter marks" option in the Display category of the Word Options dialog:

Word Options			?	×
General	Change how docum	ent content is displayed on the screen and when printed.		
Display				
Proofing	Page display options			
Save	Show white space betwe	en pages in Print Layout view 🛈		
Language	Show <u>h</u> ighlighter marks	0		
Advanced	⊡right show document too <u>l</u> tips	s on hover		
Customize Ribbon	Always show these formattin	ng marks on the screen		
Quick Access Toolbar		$\rightarrow$		
Add-Ins	Spaces			
Truct Center	Paragraph <u>marks</u>	۹		
Hust Center	Hidden text	abc		
	Optional hyphens	7		
	Object anchors	ů		
	Show <u>all formatting mar</u>	ks		

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### THE FORMAT PAINTER

You know that Word can copy and paste text, with or without formatting. But did you know that Word can also copy just the formatting from text?

First, select the text that has the formatting that you want to duplicate. Next, click the Format Painter icon on the Home tab or the mini toolbar. (You can also use the Ctrl + Shift + C or Ctrl + Shift + V shortcuts.) Your cursor will turn into a paintbrush:



Now, select the text that you want to format:

# Company Description Product List

- > 500 gram single-serve product
- > 750 gram family product
- 800 gram dessert packages
- Mix and Match package
- 30-day meal package

#### Service Lis

- In-home parties
- Door-to-door consultants

The new text will take the format of the old text:

Company Description
Product List

- > 500 gram single-serve product
- > 750 gram family product
- 800 gram dessert packages
- Mix and Match package
- 30-day meal package

## Service List

- > In-home parties
- Door-to-door consultants

The Format Painter command will also become deselected. To apply the same formatting to multiple items, double-click the Format Painter and then select as many items as you want. When you are done formatting, click the Format Painter icon again to turn it off.

Remember that formats are not stored on the clipboard, and you can only copy formatting for one set of text at a time.

The Format Painter captures all kinds of formats, including:

- Paragraph formatting (such as spacing, alignment, and indents)
- Font formatting (including effects, spacing, font type, font size, color, and highlighting)
- Borders, fills, and shading
- Bullets and numbering
- Columns

## ACTIVITY 3-1 Applying Character Formatting

In this activity, you will start formatting a product information sheet.

1. Open Microsoft Word 2016 and open Activity 3-1:



**2.** First, let's set up the formatting for the document titles. Select the word "Features" on the first page:



3. Click the Font menu on the Home tab. Scroll down in the list and click Britannic Bold:



4. Press Ctrl + Shift + . five times to increase the font size:

## Features

Makes individual cups of coffee

Starts up in eight seconds

Keeps itself clean with self-sanitizing mode

256 gluten-free, organic flavors currently available

5. With the text still selected, right-click it. Click the Font Color drop-down arrow on the mini toolbar. Click "Blue, Accent 5:"



**6.** Click Home  $\rightarrow$  Format Painter:



7. Select the text "Easy Steps to Your Perfect Cup:"



(You may need to scroll down in the document to see this text.)

**8.** Both titles will now have the same formatting:

## **Features**

Makes individual cups of coffee

Starts up in eight seconds

Keeps itself clean with self-sanitizing mode

256 gluten-free, organic flavors currently available

## **Easy Steps to Your Perfect Cup**

Choose your cup design.

Choose your cup size.

**9.** Click anywhere in the document to de-select the title text. Click Home  $\rightarrow$  Text Highlight Color:



**10.** Highlight what you think are the two most important product features:

## **Features**

Makes individual cups of coffee

Starts up in eight seconds

Keeps itself clean with self-sanitizing mod  $\tilde{\lambda}$ 

256 gluten-free, organic flavors currently available

**11.** When you are finished, press Esc to turn the highlighter off. Save your document as Activity 3-1 Complete and close Microsoft Word 2016.

# **TOPIC B: Align Text Using Tabs**

Microsoft Word also offers a variety of text alignment tools. This topic will introduce you to tabs and rulers, which will allow you to customize where your text appears on the page.

#### **Topic Objectives**

In this topic, you will learn:

- About tabs
- About the ruler
- How to create tab stops on the ruler
- How to use the Tabs dialog box

#### TABS

**Tabs** and **tab stops** control where your text is horizontally aligned. By default, Microsoft Word sets a left tab stop every half-inch, but these can be customized however you like. When you press the Tab key, the cursor will move to the preset tab location. This is much more efficient and consistent than pressing Space multiple times.

#### RULERS

The **ruler** in Microsoft Word is one way to customize and create tab stops. It can also help you line up objects and perform many other tasks.

By default, the ruler is hidden. However, you can show it by clicking View  $\rightarrow$  Ruler:



## TAB STOPS ON A RULER

There are five main types of tabs.

Tab Type	lcon	Description
Left Tab	L	Text will start at this point and flow to the right.
Right Tab		Text will start at this point and flow to the left.
Center Tab	L	Text is centered on this point.
Decimal Tab	1	Use this tab to align numbers around a decimal point.
Bar Tabs	1	These tabs are the only type that do not affect text. It just places a vertical bar at the point of the tab.

To set a tab stop on the ruler, make sure that the ruler is displayed and that the text that you want the tab to apply to is selected (or that the paragraph is active). Now, click the tab selector on the ruler to choose the type of tab you want to apply:



Click on the ruler to place the tab:

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Paste	Cut Copy	Ca inter B	alibri (Body) I <u>U</u> - a	× 11 × A be x, x²	A Aa - Aa - Aa - A	<ul><li></li><li></li><li></li><li></li><!--</td--><td>≣ • 'ह • = =   1</td><td>•= •= •</td><td>⊉↓   ¶ • ⊞ •</td><td>AaBbCcDc AaBbCcDc 1 Normal No Spacing</td><td>AaBbC( Aa Heading 1 He</td><td>aBbCc AaBbCcD eading 2 Heading 3</td><td>AaBI -</td><td>P Fin abc Rep Rep Sel</td><td>d * place ect *</td><td></td></ul>	≣ • 'ह • = =   1	•= •= •	⊉↓   ¶ • ⊞ •	AaBbCcDc AaBbCcDc 1 Normal No Spacing	AaBbC( Aa Heading 1 He	aBbCc AaBbCcD eading 2 Heading 3	AaBI -	P Fin abc Rep Rep Sel	d * place ect *	
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Now, when we place the cursor at the start of this line and press Tab (or click Home  $\rightarrow$  Indent), the created tab will be applied:

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2			750 gra 800 gra Mix an	am family pro am dessert pa d Match pack	duct Ickages Tage				-								
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1.1			30-day	meal packag	e												

You can remove a tab by dragging it off of the ruler.

### THE TABS DIALOG BOX

Another way to set tabs is using the Tabs dialog box. To start, select the text or paragraph(s) that you want to apply the tabs to. Then, click the option button in the Paragraph group of the Home tab:

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Clipboard r <sub>a</sub> Font											tings Fine-tun paragrap indentat	e the layout o bh, including s ion, and more	f the current pacing,		

In the Paragraph dialog that opens, click the Tabs button:

Paragraph			?	×
Indents and Spa	acing Line and Pa	age Breaks		
General				
Alignment:	Left 🗸 🗸			
<u>O</u> utline level:	Body Text 🗸	Collapsed by defau	ult	
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<u>L</u> eft:	0.25"	Special:	B <u>y</u> :	
<u>R</u> ight:	0"	Hanging	✓ 0.25°	* *
Mirror inde	ents			
Spacing				
<u>B</u> efore:	0 pt ≑	Li <u>n</u> e spacing:	<u>A</u> t:	
A <u>f</u> ter:	10 pt ≑	Multiple	~ 1.15	-
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The Tabs dialog box will open:



At the top of this dialog, you can set where you want the **tab to be positioned (1)**. Then, you can set its **alignment/type (2)** and **leading character (3)**. Once these options are set, click the **Set button (4)** to create the tab.

You can also **clear the selected tab (5)** or **clear all tabs (6)** with this dialog. Finally, you can also set the **default tab stops (7)** to whatever interval you desire.

When you have finished setting your tab options, click OK to implement your settings or click Cancel to discard your changes.

## ACTIVITY **3-2** Align Text Using Tabs

In this activity, you will continue formatting your product information sheet. You will focus on customizing text alignment using tabs.

1. Open Microsoft Word 2016 and open Activity 3-2:



**2.** Click View  $\rightarrow$  Ruler to show the rulers:



If the rulers are already displayed, skip to the next step.

**3.** Click to place your cursor at the start of the first line under "Features." Press Tab. This will move the text to the first default tab stop at half an inch:



**4.** Repeat this step for the three remaining lines in this section of text:

## **Features**

Makes individual cups of coffee

Starts up in eight seconds

Keeps itself clean with self-sanitizing mode

256 gluten-free, organic flavors currently available

**5.** Press Ctrl + A to select the entire document. Click the option button in the Paragraph group of the Home tab:



6. In the Paragraph dialog that opens, click the Tabs button:

Paragraph			?	×
Indents and Spa	acing Line and P	age Breaks		
General				
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<u>R</u> ight:	0-	~		*
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QuikBrew - Just	For You!	an and adverse a second to an add adverse a second part of an add adve		
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7. At the top of the dialog, enter "3" as the tab stop position. Choose a Center alignment with the third type of tab leader. Click Set:

Tabs		?	×
Tab stop position:	D	e <u>f</u> ault tab sto ).5"	ops:
	↑ Та	ab stops to b	e cleared:
Alignment			
○ <u>L</u> eft ○ <u>D</u> ecimal	● <u>C</u> enter ○ <u>B</u> ar	○ <u>R</u> ig	ht
Leader			
○ <u>1</u> None ○ <u>4</u>	○ <u>2</u>	● <u>3</u>	
<u>S</u> et	Clea	ar Cl	ear <u>A</u> ll
	ОК		ancel

8. Click OK to apply the new settings:

Tabs			?	×
Tab stop position:	~	De <u>f</u> ault ta 0.5" Tab stops	ab stops: ; to be cle	teared:
☐ <u>L</u> eft ○ <u>D</u> ecimal	● <u>C</u> enter ○ <u>B</u> ar	С	) <u>R</u> ight	
Leader 〇 <u>1</u> None 〇 <u>4</u>	<u> </u>	۲	) <u>3</u>	
<u>S</u> et	С	l <u>e</u> ar	Clear	<u>A</u> II
		ок 🖓	Canc	el
**9.** Click to place your cursor at the beginning of the first paragraph. Press Tab. The tab you just created will be applied. Notice the icon on the ruler:

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**10.** Click and drag the icon off the ruler:



**11.** The tab formatting will revert to the default 0.5 inch setting:

The QuikBrew system is the newest innovation in coffee making. With almost unlimited customization options and the biggest coffee selection on the market, you're sure to find the QuikBrew that's right for you.

**12.** Save your document as Activity 3-2 Complete. Close Microsoft Word 2016.

# TOPIC C: Display Text as List Items

Microsoft Word also provides tools to format text with bullets, numbers, or a combination of bullets and numbers with multiple levels. By the end of this topic, you will be able to create simple bulleted and numbered lists.

#### **Topic Objectives**

In this topic, you will learn:

- About the different types of lists that are available in Microsoft Word
- How to create bulleted and numbered lists

#### LISTS

There are three types of lists that you can create in Word. We will discuss bulleted and numbered lists in this topic. Multilevel lists will be covered later on in this course.

#### **Bulleted Lists**

With a bulleted list, each list item is marked with a character or symbol:

#### **Product List**

- 500 gram single-serve product
- 750 gram family product
- 800 gram dessert packages
- Mix and Match package
- 30-day meal package

#### Numbered Lists

With a numbered list, each item is identified with a number or letter:

# Document Outline

- 1. Executive Summary
- 2. Business Overview
- 3. Company Description
- 4. Marketing and Sales

#### **Multilevel Lists**

A multilevel list separates points, sub-points, and sub-sub points with various symbols, characters, letters, and/or numbers:

# Detailed Document Outline

- 1. Executive Summary
- 2. Business Overview
  - a. 30-Second Pitch
  - b. The Who, What, Why, and How
  - c. Business Plan
- 3. Company Description
  - a. Financial Projections
  - b. Organizational Structure
- 4. Marketing and Sales
  - a. Market Analysis
  - b. List of Products and Services
  - c. Marketing Strategy

#### **BULLETED LISTS**

To convert existing text to a bulleted list, first select the text. Then, click the Bullets command in the Paragraph group of the Home tab to apply the default formatting:



The default bullets will be applied:

#### Product List

- 500 gram single-serve product
- 750 gram family product
- 800 gram dessert packages
- Mix and Match package
- 30-day meal package

You can also click the drop-down arrow next to the Bullets command to choose a different style:

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File Home	Insert Desi	ign Layout	References	Mailings	Review	View	${f Q}$ Tell me what you wa
Clipboard	inter r <sub>x</sub>	ody) v 11 v Å	A → A + -   A - • <u>*</u> - <u>A</u>	Recei	t Library	ts	2↓ ¶ AaBbCcDc
					efine New E	ullet	٢

Note the Recently Used Bullets and Document Bullets sections in the drop-down menu. Use these sections to quickly pick a recently used item or a type of list already used in the document to maintain consistency.

To create a list while you type, click the Bullets command. Type the information for the first bullet and then press Enter to move to the next line:

•	First point
•	I

Once you have finished entering the items in your list, press Enter twice to signify the end of the list.

### **NUMBERED LISTS**

To convert existing text to a numbered list, first select the text. Then, click the Numbering command in the Paragraph group of the Home tab to apply the default formatting:



The default numbering style will then be applied:

# Document Outline

- 1. Executive Summary
- 2. Business Overview
- 3. Company Description
- 4. Marketing and Sales

You can also click the drop-down arrow next to the Numbering command to choose a different style:

🖬 🔊 ৫	÷				ZoomFo	ods - Word
File Home Ins	ert Design	Layout References	Mailings	Review	View	
Clipboard r⊊	Calibri (Body) ▼ B I <u>U</u> ▼ abc	$\begin{array}{c c} 11 & \bullet & A^* & A^* & Aa \bullet \\ \hline \mathbf{x}_2 & \mathbf{x}^2 & A \bullet & \frac{ab^*}{2} \bullet \\ \hline \end{array}$ Font		Recently Use	e = ⊇   2↓ d Number F	¶ AaBbCcDc
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Note the Recently Used Number Formats and Document Number Formats sections in the dropdown menu. Use these sections to quickly pick a recently used item or a type of list already used in the document to maintain consistency.

To create a list while you type, click the Numbering command. Type the information for the first number and then press Enter to move to the next line:

1.	Step One
2.	

Once you have finished entering the items in your list, press Enter twice to signify the end of the list.

# **Астіvіту 3-3**

## **Displaying Text as List Items**

In this activity, you will add lists to your product information sheet.

1. Open Microsoft Word 2016 and open Activity 3-3:



**2.** First, let's apply some bullets to the Features section. Select the four lines of text under that title. Click the Bullets command on the Home tab:

🗄 জিতা 🕫	⊊ Activity 3-3 - Word							=	- 0	×	
File Home Insert	Design Layout	References Mai	ilings Review	View 🛛 Tell	me what you want t	o do				Sign in	Q_ Share
Paste Format Painter	Calibri (Body) $\vee$ 11 $\vee$ A <sup>*</sup> B I <u>U</u> $\sim$ abs; x, x <sup>*</sup>	A <sup>*</sup> Aa - १	=•]=•'\;  == ‡	≣ ≆≣   ĝ↓   ¶ •   ⊉• ⊞ •	AaBbCcDc AaB	BbCcDc AaBbCc Spac Heading 1	AaBbCcE Heading 2	AaB <sub>Title</sub>	AaBbCcC + Subtitle +	P Find ac Replace Replace Replace	• :e •
Clipboard 5	Font	5	Paragrap	h G		S	tyles		5	Editing	^
			Create a bulleted lis	L.							
			Click the arrow to cl	hange the look							
			of the bullet.								
QuikBrew – Just For You!											
	T	he QuikBrew	system is the	newest inno	vation in coff	ee making. W	ith almost	unlimite	ed		
	customization op	tions and the	biggest coffee	e selection of	n the market,	you're sure to	o find the	QuikBrev	N		
	that singht for yo	u.									
	Foaturos										
	i catul co										
	Makes in	dividual cups	of coffee								
	Starts un	in eight secor	ads								
	Starts up	in eight secol	103								
	Keeps its	elf clean with	self-sanitizing	mode							
	256 glute	n-free, organ	ic flavors curr	ently availab	le						
	Easy Step	ps to Ye	our Per	fect C	up						
	Choose your cup	design.									
	Choose your cup	size.									
Page 1 of 1 22 of 89 words	Q8							# =	F6	4 4	136%

**3.** The default bullets will be applied. Select the lines under the "Easy Steps to Your Perfect Cup" text:

## **Features**

- Makes individual cups of coffee
- Starts up in eight seconds
- Keeps itself clean with self-sanitizing mode
- 256 gluten-free, organic flavors currently available

## **Easy Steps to Your Perfect Cup**

Choose your cup design.									
Choose your cup size.									
Choose up to three coffee flavors.									
Add up	Add up to five toppings.								
Press BREW NOW.									
Enjoy!	I								

4. Click the drop-down arrow next to the Numbering command on the Home tab:

H	<del>5</del> • (	∍ 5						Activity	3-3 - Wor
File	Home	Insert	Design	Layout	References	Mail	ings Review	View	Tell me
Paste	K Cut E⊡ Copy ≪ Format P	ainter	Britannic Bold B I <u>U</u> +	20 √ / ab∈ x <sub>2</sub> x <sup>2</sup>	A <sup>*</sup> A <sup>*</sup> Aa - A - ª⊻ -				↓ ¶ ⊞ -
	Clipboard	R		Font		G	Para	graph	G.

5. Choose the third thumbnail in the top row:

File Home Insert Design Layout References Mailings Review View Tell me what you want to do	Ŷ
Calibri (Body) - 11 - A A A A A A A A A A A A A A A A	Do Aa Hea
←EChange List Level →	
Zeine new Number romak ﷺ Set Numbering ⊻alue	

**6.** The numbering style will be applied:

# **Easy Steps to Your Perfect Cup**

- 1) Choose your cup design.
- 2) Choose your cup size.
- 3) Choose up to three coffee flavors.
- 4) Add up to five toppings.
- 5) Press BREW NOW.
- 6) Enjoy!
- 7. Save your document as Activity 3-3 Complete. Close Microsoft Word 2016.

# TOPIC D: Control Paragraph Layout

In addition to the formatting tools that we have covered in this topic, there are some additional ways that you can control how your document is laid out. In this topic, we will discuss some more advanced layout tools, which will give you ways to customize a document's margins, paragraph alignment, indents, spacing, and hyphenation.

#### **Topic Objectives**

In this topic, you will learn:

- How to set page margins
- Where to find paragraph alignment options
- How to indent text using a variety of techniques
- How to change document spacing
- How to use Microsoft Word's hyphenation tools

#### MARGINS

Margins are the white space separating text from the edge of a page (or other object). To change the page margins in your document, click the Margins button in the Page Setup group of the Layout tab and pick a preset size:



If you don't like the options that you see, click the Custom Margins command at the bottom of the menu to open the Page Setup dialog to the Margins tab:

Page Setup			? ×
Margins Paper Layout			
Margins			
<u>T</u> op: 1 韋	<u>B</u> ottom:	1*	
<u>L</u> eft: 1 <sup>-</sup> ₽	<u>R</u> ight:	1"	-
<u>G</u> utter: 0° 🖨	G <u>u</u> tter position	Left	~
Orientation			
Portrait Landscape Pages <u>Multiple pages: Norma</u>	×		
Preview			
Apply to: This section	~		
Set As <u>D</u> efault	O	<	Cancel

Here, you can customize every aspect of your document's margins, as well as set the page orientation.

## **PARAGRAPH ALIGNMENT OPTIONS**

You will find commands to align paragraph text in different ways in the Paragraph group of the Home tab:



Each type of alignment indicates which margin the text lines up with. From left to right, you can apply left alignment, center alignment, right alignment, or justification (where the text is spread out to take up the whole line). Simply select the text that you want to apply the alignment to and then click the appropriate button. Note that one type of alignment must be selected at all times.

You can also set this option in the Paragraph dialog, which can be opened using the option button in the Paragraph group of the Home tab:

Paragraph			?	×
Indents and Spa	icing	Line and Page Breaks		
Ali <u>a</u> nment: <u>O</u> utline level:	Left Cento Right Justif	red Collapsed by default		

#### **INDENTS**

An **indent** is similar to a tab, except that it specifically controls how far text appears from the margin. You can use indents to move text closer to or further away from the margin as you desire.

#### **Using Indents for Quoted Materials**

If you are creating an academic document, lengthy quotes are usually indented about half an inch from each margin.

## **INDENT MARKERS**

You may remember the two additional options from the tab selector button: hanging indent ( $\square$ ) and first line indent ( $\square$ ). A **first line indent** only indents the first line of the paragraph. A **hanging indent** does the opposite: it doesn't indent the first line of the paragraph, but does indent the rest of the lines.

To add an indent, place your cursor in the paragraph that you want to indent. Then, click through the tab selector to choose the type of indent that you want. Finally, click the position on the ruler where you want the indent to appear:

⊟ চ• ৫ ፣	ZoomFoods - Word	-	- ×	ĸ
File Home Insert	Design Layout References Mailings Review View Q Tell me what you want to do	Sign in	A Share	e
Paste V Format Painter	alibri (Body) + 11 • A* A* Aa + 2 E + E + 12 + 12 + 12 + 12 + 12 + 12	P Find	2	
	Business Overview ZoomFoods will prepare and distribute pre-packaged, frozen, gourmet meals that are sold in grocery stores. Consumers can then purchase the meals and reheat them at home.			

The indent will automatically be applied:



You can also use the triangles on the left and right edges of the ruler to set the paragraph/page boundaries and the first line indent:



Like tabs, if you create an indent in a line that already has text, the indent will only be available for that paragraph. And, indents can be moved just like tabs: by dragging them around the ruler.

### **INDENTATION OPTIONS**

The Indentation section of the Indents and Spacing tab in the Paragraph dialog gives you finer control over related settings:

Paragraph			?	×
Indents and Spa	cing Line and Pa	age Breaks		
General				
Alignment:	Left 🗸 🗸			
<u>O</u> utline level:	Body Text 🗸	Collapsed by defa	ault	
Indentation				
<u>L</u> eft:	0-	<u>S</u> pecial:	B <u>y</u> :	
<u>R</u> ight:	0"	(none)	$\sim$	-
Mirror inde	nts			
Spacing				
<u>B</u> efore:	0 pt 🌲	Li <u>n</u> e spacing:	<u>A</u> t:	
A <u>f</u> ter:	10 pt 🌲	Multiple	~ 1.15	-
Don't add s	pa <u>c</u> e between para	agraphs of the same s	tyle	
Preview				
Previous Paragrapi Previous Paragrapi	h Previous Paragraph Previous P h Previous Paragraph Previous P	aragraph Previous Paragraph Previous P aragraph Previous Paragraph Previous P	haragraph haragraph	
Sample Text Samp Sample Text Samp Sample Text Samp	de Text Sample Text Sample Text 5 de Text Sample Text Sample Text 5 de Text Sample Text Sample Text 5	Sample Text Sample Text Sample Text Sa Sample Text Sample Text Sample Text Sa Sample Text	mple Text mple Text	
Following Paragra	ph Following Paragraph Followin	ng Paragraph Following Paragraph Follo	wing Paragraph	
<u>T</u> abs	Set As <u>D</u> efaul	t OK	Can	icel

Here, you can indent from the left or the right margins, or you can check "Mirror indents" to have options for inside and outside indents. You can also choose a first line or hanging indent from the Special menu, and then set the amount in the "By" text box.

## **SPACING OPTIONS**

To change paragraph spacing, place your cursor in the paragraph that you want to change. Then, click the Line and Paragraph Spacing command on the Home tab and choose the desired option:

H	<del>চ</del> ত									Zoomf	oods - Word
File	Home	Insert	Design	Layout	References	Ma	ilings	Review	View	♀ Tell	me what you v
Paste	X Cut E⊇ Copy ✓ Format Pa	Cal inter B	ibri (Body) I <u>U</u> ≁ a	$\begin{array}{c c} \bullet & 11 & \bullet \\ \hline \bullet & \mathbf{x}_2 & \mathbf{x}^2 \end{array}$	A → Aa →	<b>∻</b> A	E • € ■ = =	• * <del>a</del> ;-• ≡ ≡	╡ ਫ਼ ਫ਼ ਫ਼ ੑੑੑੑੑੑੑੑ	⊉↓   ¶ - ⊞ -	AaBbCcDc 1 Normal
	Clipboard	G.		Font		G.		Para	1.0		
									✓ 1.15		
									1.5		
									2.0		
									2.5		
									3.0		
									Line S	pacing Op	tions
									Add S	pace <u>B</u> efor	e Paragraph
									Remo	ve Space <u>A</u>	fter Paragraph

You can also choose to add or remove spaces around paragraphs. (These options can also be set in the Paragraph group of the Layout tab.)

If you click Line Spacing Options, the Paragraph dialog will open to the Indents and Spacing tab. Here you will find advanced spacing settings:

Paragraph				?	$\times$
Indents and S	pacing	Line and	l <u>P</u> age Breaks		
General					
Alignment:	Left		~		
<u>O</u> utline leve	l: Body	/ Text	Collapsed by	default	
Indentation -					
<u>L</u> eft:	0-	-	Special:	В <u>у</u> :	
<u>R</u> ight:	0"	-	(none)	$\sim$	-
<u>M</u> irror in	dents				
Spacing					
<u>B</u> efore:	0 pt	-	Li <u>n</u> e spacing:	<u>A</u> t:	
A <u>f</u> ter:	10 pt	:	Multiple	~ 1.15	-
🗌 Don't ad	d spa <u>c</u> e	between p	paragraphs of the sam	e style	
Descience					
Preview					
Prevíous Par Prevíous Par	agraph Previou: agraph Previou:	s Paragraph Previo s Paragraph Previo	us Paragraph Previous Paragraph Previ us Paragraph Previous Paragraph Previ	ous Paragraph ous Paragraph	
Sample Text : Sample Text : Sample Text :	Sample Text Sar Sample Text Sar Sample Text Sar	nple Text Sample nple Text Sample nple Text Sample	Text Sample Text Sample Text Sample T Text Sample Text Sample Text Sample T Text Sample Text	ext Sample Text ext Sample Text	
Following Pr	ragraph Follow	ing Paragraph Fol	lowing Paragraph Following Paragraph	Following Paragraph	
	_				

#### **HYPHENATION**

In some situations, you may need a document to be hyphenated. Rather than trying to manage it yourself, let Word do the hard work.

First, click the Layout tab. Then, click the Hyphenation button in the Page Setup group:



You can choose:

- None, which will not hyphenate the document.
- Automatic, which will completely hyphenate your document.
- Manual, which will prompt you each time Microsoft Word thinks that a word needs to be hyphenated.
- Hyphenation Options, which will open a dialog with advanced settings.

Hyphenation	? ×
☐ <u>A</u> utomatically hyphenate do ✓ Hyphenate words in <u>C</u> APS	ocument
Hyphenation zone:	* *
Limit consecutive hyphens to:	No limit 🔶
Manual OK	Cancel

#### Non-Breaking Spaces and Non-Breaking Hyphens

If you want Microsoft Word to keep particular words together, insert a non-breaking hyphen or a non-breaking space from the Symbol dialog:

Symbol				?	×
<u>Symbols</u>	Special Characters				
<u>C</u> haracter:		Shortcut key:			
—	Em Dash	Alt+Ctrl+Num -			
-	En Dash	Ctrl+Num -			
	Nonbreaking Hyphen	Ctrl+Shift+_			
-	Optional Hyphen	Ctrl+-			
	Em Space				
	En Space				
	1/4 Em Space				
	Nonbreaking Space	Ctrl+Shift+Space			
C C	Copyright	Alt+Ctrl+C			
	Registered	Alt+Ctrl+R			
3	Fademark	AIL+CIII+I			
я 1	Paragraph				
	Filinsis	Alt+Ctrl+			
	Single Opening Quote	Ctrl+``			
	Single Closing Quote	Ctrl+'.'			
-	Double Opening Quote	Ctrl+`."			
-	Double Closing Quote	Ctrl+',"			× .
AutoCor	rect Shortcut <u>K</u> ey	·			
			<u>I</u> nsert	Ca	ncel

A non-breaking hyphen uses the Ctrl + Shift + \_ shortcut while a non-breaking space uses the Ctrl + Shift + Spacebar shortcut.

# **Астіvіту 3-4**

## **Controlling Paragraph Layout**

In this activity, you will modify the margins, indents, and spacing for our product information sheet.

1. Open Microsoft Word 2016 and open Activity 3-4:



**2.** First, let's center the title. Make sure your cursor is in the first line of the document. Click Home  $\rightarrow$  Center:

⊟	5 · C								Activity	3-4 - Word							•	-		×
File	Home		Design	Layout	References	Mailings	Review											Sign in	8	Share
Paste		inter rs	libri (Body) I <u>U</u> - a	- 11 - A tec x, x <sup>3</sup>	A Aa -	* = - = • = =	≡ ≡   1 Parag		2↓   ¶ • ⊡ • •	AaBbCcDo 1 Normal	AaBbCcDr 1 No Spac	AaBbCo Heading 1	AaBbCcC Heading 2 Styles	AaB	AaBbCcE Subtitle	AaBbCcDe Subtle Em		P Find C Repla C Repla C Select Editing	v ce	~
-			L L L L L L L L L L L L L L L L L L L	uikBrew he Quikf ptions ar ou.	– Just <u>Fo</u> Brew syste	r You! em is the r	newest e selec	innovat tion on	tion in o	coffee ma	iking. Wii ′re sure t	th almosi	t unlimite e QuikBri	d custor	nization s right for					

**3.** Select the paragraph of text after the title. Drag both of the left triangles on the ruler to 1.5 inches:



(If the ruler is not displayed, click View  $\rightarrow$  Ruler to show it.)

**4.** Then, drag the right triangle to 5 inches. The left and right boundaries of the paragraph will now have been changed:

	H	<del>ه</del> .	G									Activ	ity 3-4 - Word						œ	-		-	×
	File	Hom	: 1	insert	Design	Layout	Reference	es Ma	ilings	Review	View	₽ Te	I me what you	want to do						Sig	yn in	A, sh	are
p	aste	K Cut E Copy ∳ Forma Clipboard	Painte	r B	libri (Body) I <u>U</u> ∙	• 11 • abs X <sub>2</sub> X <sup>3</sup> Font	A A Aa	•   🍖 • 🔺 •	= = :	= - 5= -   = =   <b>:</b> ≡ Paragraj	• 2	21   ¶ - 88 -	AaBbCcD 1 Normal	AaBbCcDt 1 No Spac	AaBbCo Heading 1	AaBbCcD Heading 2 Styles	AaB <sub>Title</sub>	AaBbCcD Subtitle	AaBbCcDt Subtle Em		ind v teplace ielect v liting		~
		Capital Varia		· · · ·		· · · · ·	1		The ( making and t sure t	QuikBrey ng. With the bigge to find t	Qui almo est col he Qu	ikBrev em is t ost unli ffee se iikBrev	ℓ – Just <u>Fo</u> he newe: mited cu: lection oi ⊻ that's ri	r You! t innovati tomizatio t the mark	ion in cof n option κet, you'r u.	fee s		. 6	( · · · 7				~

5. With this paragraph still selected, click Home  $\rightarrow$  Line and Paragraph Spacing  $\rightarrow$  2.0:



**6.** Click Layout  $\rightarrow$  Margins  $\rightarrow$  Moderate:

8	<del>Б</del> т (	<del>ب</del> 15		_		
File	Home	Insert	t Des	sign	Layout	
Margins Or	rientation	Size (	Columns	b <sup>a</sup> Hyr	aks <del>*</del> e Numbers phenation *	*
	<b>Normal</b> Top: Left:	1" 1"	Bottom Right:	:: 1" 1"		1
	Narrow Top: Left:	0.5" 0.5"	Bottom Right:	0.5" 0.5"		
	<b>Modera</b> Top: Left:	n <b>te</b> 1" 0.75"	Bottom Right:	n: 1" 0.75" ►		
	Wide Top: Left:	1" 2"	Bottom Right:	кз :: 1" 2"		
	<b>Mirrore</b> Top: Inside:	ed 1" 1.25"	Bottom Outside	n: 1" e: 1"		
	Office 2 Top: Left:	2 <b>003 Def</b> 1" 1.25"	ault Bottom Right:	:: 1" 1.25"		
Custo	om M <u>a</u> rgi	ns				

**7.** Now, click the Home tab. Click the option button in the Paragraph group to open the Paragraph dialog:

H	÷ • ৫	5 ÷							Activity	3-4 - Word	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	♀ Tell r	me what you w	ant to do
Paste	K Cut E Copy ✓ Format Pa	Ca Binter	elibri (Body) I <u>U</u> - a	r 11 ▼ /	A <sup>°</sup> A <sup>°</sup> Aa - A - ab∕ - A	<ul> <li></li> <li></li></ul>	≣ - '\∓ -   3 ≡ ≡   \$≣	• 🖄	2↓ ¶ - ⊞ -	AaBbCcDc 1 Normal	AaBbCcDc ¶ No Spac
	Clipboard	Gi		Font		G.	Paragrap	bh	Tay.	、	

8. Review the settings on the first tab. On this dialog box, you should see some of the options that you've applied during this activity. Click Cancel when you are finished:

Paragraph			?	×
Indents and Spa	cing Line and	<u>P</u> age Breaks		
General				
Alignment:	Left	1		
<u>O</u> utline level:	Body Text	Collapsed by defa	ult	
Indentation				
<u>L</u> eft:	1.5" 🖨	<u>Special:</u>	B <u>v</u> :	
<u>R</u> ight:	1.5" 🖨	(none)	$\sim$	-
<u>Mirror inde</u>	ents			
Before:	0 pt ≑	Li <u>n</u> e spacing:	<u>A</u> t:	
A <u>f</u> ter:	10 pt 🌲	Double	~	-
Don't add	spa <u>c</u> e between p	aragraphs of the same sty	/le	
Preview				_
Previous Paragra Previous Paragra	oh Previous Paragraph Previo oh Previous Paragraph Previo	us Paragraph Previous Paragraph Previous Par us Paragraph Previous Paragraph Previous Par	agraph agraph	
	The QuikBrew system	is the newest innovation in coffee		
	making. With almost and the biggest coffee	unlimited customization options selection on the market, you're		
<u>T</u> abs	Set As Defa	ault OK	Ca	incel

**9.** Save your document as Activity 3-4 Complete. Close Microsoft Word 2016.

# TOPIC E: Apply Borders and Shading

You can make your text more colorful by adding effects like borders or shading. This can be done quickly from the Home tab, or you can create custom designs with the Borders and Shading dialog. We will explore both methods during this topic.

#### **Topic Objectives**

In this topic, you will learn:

- How to apply borders to text
- About the types of borders that are available in Microsoft Word
- How to apply shading to text
- How to use the Borders and Shading dialog box

#### BORDERS

The term "**border**" refers to a line around a page, paragraph, or word. For example, here we've created a fancy border around a company name for a title page:



## **TYPES OF BORDERS**

To apply borders to a paragraph or a word, select the text or paragraph(s) that you want to format. (If you're just formatting one paragraph, you can simply place your cursor in it.) Then, click the Borders drop-down arrow on the Home tab and choose what kind of border you want to apply:

E	5-								Zooi	mFoods - Word	
F	ile Home	Insert	Design	Layout	References	Mailings	Review	View	Qт	ell me what you	want to do
Pas	Le Cut Copy Ste Sormat	Painter	Calibri Light (F <del>-</del> B I <u>U</u> - al	14 • A	Λ́ Αັ Αa -   Α	<ul> <li>↓ Ξ + Ξ</li> <li>↓ Ξ = Ξ</li> </ul>	= • • <del>•</del> - •   : = =   <b>:</b> ≡	€≣ <b>≥</b> ≣   : -   <u>&amp;</u> -	2↓   ¶	T AaBbCcDe	AaBbCo No Spac
	Clipboard	ra l		Font		Gr.	Paragra	ph		Bottom Border	
										To <u>p</u> Border	
										Left Border	
										<u>R</u> ight Border	
										<u>N</u> o Border	
									⊞	<u>A</u> ll Borders	
										Outside Borders	;
										Inside Borders	
										Inside <u>H</u> orizonta	al Border
										Inside <u>V</u> ertical B	order
										Diagonal Do <u>w</u> n	Border
									/	Diagonal <u>U</u> p Bo	rder
									<u>A=</u> A=	Hori <u>z</u> ontal Line	
										<u>D</u> raw Table	
									III	View <u>G</u> ridlines	
										Borders and Sha	iding

Each command represents a different type of border. You can see a preview of the border that will be applied by looking at the command's icon.

#### **Additional Borders Options**

The last four commands in the Borders menu have important functionality:

- Horizontal Line: Will insert a horizontal line from margin to margin at the point of your cursor.
- **Draw Table:** Changes the cursor to a pencil icon and gives you the ability to manually draw a table.
- View Gridlines: Show or hide table gridlines.
- Borders and Shading: Open the Borders and Shading dialog box.

#### Shading

To apply shading, select the paragraph or text that you want to format. Then, click Home  $\rightarrow$  Shading to apply the default shading, or click the drop-down arrow to choose another color:

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Fi	e	Home	Inse	rt Des	gn L	.ayout	Reference	s N	Mailings	Review	View	Q ⊺ell	me what you	want to do						Sign	in A	≩ Share
Pas *	₩ 000 * *	Cut Copy Format I	ainter	Calibri Lig	ht (F = 14	4 • A x <sub>2</sub> x <sup>2</sup>	(`∧`   Aa	•   🍖	i≣ + ii	= • '~ =   = =   \$	€≣ <b>€</b> ≣ ≣ • <u> </u> 2	ĝ↓   ¶ ≥ • ⊞ • Theme Color	AaBbCcDo 11 Normal	AaBbCcDc No Spacing	AaBbCt A Heading 1 H	aBbCc leading 2	AaBbCcD Heading 3	AaBI <sub>Title</sub>	AaBbCcC + Subtitle +	P Fine the Rep the Sele	ir lace sct≁	
L 		1		1			1			. 2		Standard Col	012	Green, Acce	ent 6	5		6 • • •	<u>ک</u> · · · 7 ·			
					Bu Zoo gou the	sines omFoc irmet n puro	i <mark>s Ove</mark> ds will p meals th chase th	viev orepa nat ar e me	v re and re sold als and	distribu in groce reheat	ute p ery sto them	No Color More Co pres. Cor at home	ors Isumers c	an	Ou	ır Vi	sion					

You can choose from theme colors, standard colors, or no color. You can also click More Colors to create a custom shade. Note that you will see a preview of each color as you point to it.

### THE BORDERS AND SHADING DIALOG BOX

Although the Borders and Shading commands on the Home tab are great for quick formatting, their options are a bit limited. To view more options, click the "Borders and Shading" command from the Borders menu on the Home tab:



You will see the Borders and Shading dialog box, open to the Borders tab:

Borders and Shading	? ×
Borders Page Border Shading	
Setting: 1 Style:	Preview Click on diagram below or use buttons to apply borders
Во <u>х</u> 2	
Shadow	
3-D 3-D Automatic Visit	
Custom 4 1/2 pt ~	Apply to: Paragraph
	8 Options
	OK Cancel

You can choose a **basic setting** from the list on the left **(1).** Then, use the menus in the middle to choose a **style (2)**, **color (3)**, and **width (4)** for your border. Next, use the **buttons on the right-hand side (5)** to toggle parts of the border on or off. (For example, to add a bottom line, you would click the 🖾 button.) You will be able to see a **preview** of your choices as you apply them **(6)**.

You can also choose what to apply the settings to (7), as well as open the Border and Shading Options dialog (8).

Note that there is also a Shading tab in this dialog. You can use this tab to choose a fill color, style type, and pattern color:

Borders and Shading	? ×
Borders Page Border Shading	
Fill Vo Color V	Preview
Style: Clear Color: Automatic	
	Apply to: Paragraph
	OK Cancel

Once you have made your choices, click OK to apply them.

# **АСТІVІТҮ 3-5**

## **Applying Borders and Shading**

In this activity, you will add borders and shading to your sample document.

1. Open Microsoft Word 2016 and open Activity 3-5:



2. Click to place your cursor on the blank line between the title and the first paragraph. Click Home  $\rightarrow$  Borders drop-down arrow  $\rightarrow$  Horizontal Line:



3. Select the title of the document. Click Home → Borders drop-down arrow → Borders and Shading:

⊟	<del>ن</del> • •	<del>ت</del> ک							Act	ivity 3-5 - Word						œ	-	•	×
File	Home	Inser	: Design		References	Mailings											Sign in	A, shi	are
Paste	Cut	Painter	Calibri (Body) B I U +	- 11 - /	A° a <sup>*</sup> Aa - <u>A</u> - <mark>∛</mark>	& ∷. ▲ · = =	≣ • 57.•  ≡ ≡	चा चा ]≡ •   ⊉	21   • 111 •	T AaBbCcDt	AaBbCcD	AaBbC( Heading 1	AaBbCcE Heading 2	AaB <sub>Title</sub>	AaBbCcD Subtitle	AaBbCcDt	P Find		
Ť	Clipboard	ria -		Font		6	Parag	praph	55	Bottom Border			Styles			G	Editing		^
L.		1.1.1					2 · · ·		1 23	Tog Border		1 5		6 .			1.1		
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								Ou	ik 🌐	Inside <u>H</u> orizontal	Border								
-									<b>EE</b>	Inside Vertical Bo	rder								
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1						The Qui	kBrew s	system	s 🚈	Horizontal Line		in coffee							
-1									2	Draw Table									
1						making.	With a	lmost u	nl 🛄	View Gridlines	0	ptions and	d the						
										Borders and Shat	ling 🔉								
1						biggest	coffee s	electio	n on t	the market,	you' <sup>Bor</sup>	ders and Shad	ing						
												than Burnan Turtynum	Explore addi such as line	color and line	options, width.				
N						QuikBre	w that'	s right f	or yo	u.	1901								
											1915								
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-											100								
1.1																			

**4.** The Borders and Shading dialog box will open. Select the Shadow setting from the list on the left-hand side:

Borders and Shading	I	? ×
Borders Page Bo	rder <u>S</u> hading	
Setting: <u>N</u> one Bo <u>x</u> Shadow	Style:	Preview Click on diagram below or use buttons to apply borders
3- <u>0</u>	<u>C</u> olor: Automatic ✓ <u>W</u> idth:	
Custom	1/2 pt V	Apply to: Paragraph Options

5. Scroll down in the Style list. Choose the fourth option from the bottom:

Borders and Shadin	9	? ×
Borders Page Bo	order <u>S</u> hading	
Setting: None Bo <u>x</u> Sh <u>a</u> dow	Style:	Preview Click on diagram below or use buttons to apply borders
3- <u>D</u>	Automatic V Width: 1/2 pt V	Apply to: Paragraph
		OK Cancel

6. Click the Color menu. Choose "Blue, Accent 5:"



**7.** Ensure that Paragraph is selected from the "Apply to" menu and click OK to apply your settings:

Borders and Shading	9	?	×
Borders Page Bo	order <u>S</u> hading		
Setting:	Style:	Preview Click on diagram below or use buttons to apply borders	;
Box			
Shadow			
3- <u>D</u>	<u>W</u> idth:		
Custom	3 pt	App <u>ly</u> to: Paragraph	~
		<u>O</u> ptic	ons
		ОК Са	ancel

8. Now, to finish this title, let's apply some shading. With the title still selected, click Home  $\rightarrow$  Shading drop-down arrow  $\rightarrow$  Blue, Accent 5, Lighter 80%:



9. Save your document as Activity 3-5 Complete. Close Microsoft Word 2016.

# **TOPIC F: Apply Styles**

Styles are one of our favorite Microsoft Word features. They can help you create professionallooking documents quickly and easily. This topic will introduce you to the basic features of this powerful tool.

#### **Topic Objectives**

In this topic, you will learn:

- About styles in Microsoft Word
- How to use style sets
- How to use the Styles task pane
- Techniques for applying styles

#### **WORD STYLES**

A **style** is a saved set of formatting options. For example, let's say that you have a design that you would like to use for major headings, minor headings, and sub-headings. Microsoft Word will allow you to save this formatting so that you can apply it multiple times. This will increase productivity, save time, and ensure that your document remains consistent.

Microsoft Word also includes a wide variety of themes, style sets, and specific styles to give you a starting point for your document's design.

## **STYLE SETS**

The Styles gallery on the Home tab is where you will see the most frequently used styles available in your document. Just click a style to apply it to the selected text:

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File Home	Insert	Design Layout References Maillings Review View 🛛 Tell me what you want to do		Sign in 🛛	Share
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		+ 1	_		

If you click the More arrow () in the bottom right-hand corner of the list, you will see the full gallery:

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AaBbCcDu	AaBbCcDa	AaBbCcDe	AaBbCcDc	AaBbCcDa	AaBbCcDe	AABBCCDE
Subtle Em	Emphasis	Intense E	Strong	Quote	Intense Q	Subtle Ref
AABBCCDE Intense R	<b>AaBbCcD</b> a Book Title	AaBbCcDc ¶ List Para				
≫ <u>A</u> Create a	a <u>S</u> tyle ormatting tyles					

There are many more style sets available than the ones you see here. To see additional options, click the Design tab and examine the gallery in the Document Formatting group:



Simply click a thumbnail to apply this style set to your document. Like the Styles gallery, you can click the More arrow to see all available style sets. Commands for saving and resetting the current style set are also available here:

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## THE STYLES TASK PANE

The Styles task pane gives you access to all available styles. To open it, click the option button in the Styles group on the Home tab:

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File Home Insert Design Layout References Mailings Review View 🖓 Tell me what you want to do		Sign in	A Share
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Clipboard r Font r Paragraph r Styles	<b>F</b> _	Editing	~

The Styles pane will appear on your screen, although it may be in a different posiiton than the image shown here:



Let's take a closer look at the Styles task pane:



This pane is comprised of the following parts:

1	Task pane options	Click the arrow in the title bar to move, resize, or close the pane. Click and drag the title bar to move the pane around the screen. You can also click the X to close the pane.
2	Style List	This is the list of styles. Simply select text and click the style to apply it.
3	Options	Enable or disable style preview (so that the list entry shows what the style will look like rather than just the name) and linked styles.
4	New Style	Click this button to create a new style.
5	Style Inspector	Click this button to analyze the text around where the cursor is currently placed in your document.
6	Manage Styles	Opens the Manage Styles dialog box.
7	Options	Control various aspects of the Styles pane.

#### The Style Inspector

You can click the button marked with a 5 in the previous image to open the Style Inspector:

Style Inspector	- ×
Paragraph formatting	
Normal	۶
Plus: <none></none>	۶
Text level formatting	
Default Paragraph Font	۶
Plus: <none></none>	<b>%</b>
Aq 🏂 Clear All	

This will give you a closer look at the style and formatting applied to the currently selected text as well as commands to manage them.

#### The Apply Styles Task Pane

A related task pane is Apply Styles. You can open it by clicking the More arrow () in the Styles gallery and clicking Apply Styles:

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You can also use the Ctrl + Shift + S shortcut.

This command will open a small window that will allow you to select a style to apply to selected text:

Apply Styles	<del>-</del> ×
Style Name:	
Normal	-
Reapply     Modify       ✓     AutoComplete style names	

You can also modify styles or open the Styles task pane from this window.

## **APPLYING STYLES**

Using the Styles task pane, the task of applying a style is a simple one. First, select the text to format. Then, click the style you want to apply from the Styles task pane. You will see the details of each style as you mouse over it:



You can also access the Styles gallery and related commands from the mini toolbar:

	Calibri (Body) $\cdot$ 11 $\cdot$ A A $\overset{\checkmark}{}$ B I $\underline{U}$ $\overset{ab}{\sim}$ $\cdot$ $\underline{A}$ $\cdot$ $\overset{\checkmark}{=}$ $\cdot$ $\overset{1}{=}$ $\cdot$	Styles			
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You can use styles the same way you use other formatting: turn the style on, type your text, and then turn the style off. The style that the selected text is currently using will be selected in the Styles pane and the Styles gallery.

Don't forget that you can also use the Styles gallery or the Apply Styles task pane to apply styles.

# **Астіvіту 3-6**

## **Applying Styles**

In this activity, you will apply styles to the product information sheet that you have been working on.

1. Open Microsoft Word 2016 and open Activity 3-6:



**2.** Select the first line in the document. Let's make this title a little bit more professional-looking. Click the Title style from the Styles gallery on the Home tab:



**3.** Let's access some more commands by opening the Styles pane. To do this, click the option button in the Styles group on the Home tab:

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Styles	- ×
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Title	<u>¶a</u>
Subtitle	<u>¶a</u>
Subtle Emphasis	a
Emphasis	a
Intense Emphasis	a
Strong	a
Quote	<u>¶a</u>
Intense Quote	<u>¶a</u>
Subtle Reference	a
Intense Reference	a
Book Title	a
List Paragraph	¶
Show Preview Disable Linked Style	es Options
Style Inspec	tor

**4.** Let's see what settings are involved in the style that we just applied. Click the Style Inspector command:
**5.** Hover over the Title style in the Style Inspector task pane. Read the description that appears:



**6.** Close the Style Inspector task pane when you are finished:

Style Inspector	- *
Paragraph formatting	Close
Title	ا
Plus: <none></none>	۶
Text level formatting	
Default Paragraph Font	8
Plus: <none></none>	ا
A M Clear All	

7. Select the text "Features" and "Easy Steps to Your Perfect Cup:"



(You can select separate lines of text at the same time by hold down the Ctrl key on your keyboard and making the selections.)

8. Click the Heading 1 style from the Styles task pane:



**9.** The style will be applied:

#### Features

- Makes individual cups of coffee
- Starts up in eight seconds
- Keeps itself clean with self-sanitizing mode
- 256 gluten-free, organic flavors currently available

#### Easy Steps to Your Perfect Cup

- 1) Choose your cup design.
- 2) Choose your cup size.
- 3) Choose up to three coffee flavors.
- 4) Add up to five toppings.
- 5) Press BREW NOW.
- 6) Enjoy!

**10.** Close the Styles task pane:



 De-select the text by clicking in a blank spot in the document. If necessary, adjust your zoom level and position in the document so that you can see all three titles. Now, click the Design tab:



**12.** Mouse over the thumbnails in the Document Formatting group. As you do so, you will see that style set applied to the document text via Live Preview. Click any style set that you like:



**13.** Save your document as Activity 3-6 Complete. Close Microsoft Word 2016.

# **TOPIC G: Manage Formatting**

To wrap up this lesson, we'll cover three advanced formatting tools. You will learn how to take a closer look at applied formatting with the Reveal Formatting task pane, clear formatting from text, and replace formatting with the Find and Replace dialog box.

#### **Topic Objectives**

In this topic, you will learn:

- How to use the Reveal Formatting task pane
- Ways to clear formatting from text
- How to find and replace formatting

## THE REVEAL FORMATTING TASK PANE

The Reveal Formatting task pane is an extension of the Style Inspector. To open this task pane, open the **Styles task pane (1)**, click the **Style Inspector command (2)**, and then click the **Reveal Formatting command (3)**:

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File Home Insert Design Layout References Mailings Review View 🛛 Tell me what you		Sign in 🔎 Share
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<ul> <li>500 gram single-serve product</li> <li>750 gram family product</li> <li>800 gram dessert packages</li> <li>Mix and Match package</li> <li>30-day meal package</li> </ul>	Style Inspector * × Paragraph formatting Normal Pus: <none> Text level formatting Default Paragraph Font Subtices Pus: <none> Default Paragraph Font Subtices Pus: <none> Pus: <none> Pus</none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none></none>	μ         μ           19         1           19         2           19         2           19         2           19         3           10         10           10         10           10         2           10         10           10         10           10         10           10         10           10         10           10         10           10         10           10         10           10         10
Service List > In-home parties > Door-to-door consultants	Plus: 12 pt, Italic, Accent 4	e Quote <u>113</u> Reference a e Reference a little a ragraph T
Executive Summary Here we will summarize the business plan. Marketing and Sales Strategy	Shou Diea M	Preview Pe Linked Styles Poptions Popt

The Reveal Formatting task pane will then open on the right-hand side of the window. We have closed the other task panes to minimize the clutter:



Let's take a closer look at this pane:



The top of the task pane will show you the **text that you are currently examining (1)**. (If you do not have text selected, it will examine the area around the cursor and display the words "Sample Text.") You can choose to **view another selection**, and compare it to the current one if desired **(2)**.

The body of the task pane contains the formatting elements of the selected text separated into **levels (3)**: font, paragraph, and section. You can click the arrow beside each level to show or hide its information (respectively). Below each level you will see the **details of each formatting** 

element (4). Each element is separated by type (alignment, language, spacing, etc.) and a blue hyperlink (5) allows you to open the specific dialog box for those settings.

Finally, two **checkboxes at the bottom of the pane (6)** allow you to customize your view in this pane. Don't forget that you can move, resize, and close this task pane just like any other.

### **CLEAR FORMATTING OPTIONS**

There are several ways that you can clear formatting from text:



The easiest way is to click the **Clear Formatting command** on the Home tab **(1)**. You can also reapply the Normal style from the **Styles gallery (2)** or the **Styles pane (3)**. Last but not least, you can use the Ctrl + Spacebar shortcut or the Style Inspector.

## FIND AND REPLACE TEXT FORMATTING OPTIONS

Did you know that the Find and Replace dialog contains commands to search for and replace formatting throughout your document? To start, click Home  $\rightarrow$  Replace or use the Ctrl + H shortcut:

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File	Home	Insert	Design Layout	References N	Mailings Review	View					Sign ir	A Share	e
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In the Find and Replace dialog box, click the More button:

	^
Fin <u>d</u> Replace Go To	
Find what:	$\sim$
Replace with:	$\sim$
More >> Replace Replace All Find Next: Can	cel

Ensure that your cursor is in the "Find what" field and click the Format button:

Find       Reglace       Go To         Find what: <ul> <li>Image: Search with:</li> <li>Search Options</li> <li>Search Options</li> <li>Search:</li> <li>All <ul> <li>Match case</li> <li>Match case</li> <li>Match suffix</li> <li>Use wildcards</li> <li>Sounds like (English)</li> <li>Ignore punctuation characters</li> <li>Find all word forms (English)</li> <li>Ignore white-space characters</li> </ul> </li> <li>Replace</li> </ul>	Find and Replace	? ×
Find what:       Image: Search options         Image: Search options       Image: Search options         Image: Search options<	Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To	
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Replace with:     << Less		
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<< Less       Replace       Replace All       Find Next       Cancel         Search Options       Search:       All <ul> <li>Match case</li> <li>Match prefix</li> <li>Match suffix</li> <li>Use wildcards</li> <li>Sounds like (English)</li> <li>Ignore punctuation characters</li> <li>Find all word forms (English)</li> <li>Ignore white-space characters</li> </ul> <li>Replace</li>		
Search Options Search: All Match case Since Match prefix Match prefix Match suffix Match suffix Match suffix Match suffix Ignore punctuation characters Ignore punctuation characters Ignore white-space characters Replace Special  No Formatting	<< Less Replace	Replace All Find Next Cancel
Search:       All         Match case       Match prefix         Find whole words only       Match suffix         Use wildcards       Ignore punctuation characters         Sounds like (English)       Ignore punctuation characters         Find all word forms (English)       Ignore white-space characters         Replace       Special	Search Options	
Match case       Match prefix         Find whole words only       Match suffix         Use wildcards       Ignore punctuation characters         Sounds like (English)       Ignore punctuation characters         Find all word forms (English)       Ignore white-space characters         Replace       Special •         No Formatting	Search <u>:</u> All 🗸	
Find whole words only       Match suffix         Use wildcards       Ignore punctuation characters         Sounds like (English)       Ignore punctuation characters         Find all word forms (English)       Ignore white-space characters         Replace       Special •         No Formatting	Match case	Match prefix
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Replace       Format *     Special *   No Formatting	Sounds like (English)     Eind all word forms (English)	Ignore punctuation characters
Replace Format • Special • No Formatting		ignore white-space characters
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Format  Special  No Formatting	Banlara	
Format - Special - No Formatting	Replace	
	Format ▼ Special ▼ No Formatting	

This will open a menu with different formatting options. Each command will open the related dialog. As a simple example, let's choose Font:

Find and Replace	? ×
Find Replace Go To	
Fi <u>n</u> d what:	~
Replace with:	~
<< Less Replace F	Replace All Find Next Cancel
Search Options	
Search <u>:</u> All	
Eont	Match prefix
Paragraph	Ma <u>t</u> ch suffix
<u>T</u> abs	Ignore punctuation characters
Language glish)	Ignore white-space characters
Fra <u>m</u> e	
<u>S</u> tyle	
R <u>H</u> ighlight	
Format ▼ Special ▼ No Formatting	

We will choose to search for instances of Lucida Sans Unicode:

Replace Font	?	$\times$
Font Advanced		
Font: Font style:	<u>S</u> ize:	
Lucida Sans Unicode		
Lucida Handwriting A Regular A	8	~
Lucida Sans Italic Lucida Sans Typewriter Bold	9	
Lucida Sans Typewriter Bold Italic	11	
Magneto v Not Bold v	12	×
Font <u>c</u> olor: <u>U</u> nderline style: Underl <u>i</u> ne	color:	
No Color 🗸 No Co	olor	$\sim$
Effects		
Striketbrough	inc	
Double striketbrough	143	
Cupercerint		
Supscript		
Preview		
Lucida Sans Unicode		
Set As Default OK	Can	cel

Once we click OK, we will be returned to the Find and Replace dialog where our settings will be shown below the "Find what" field:

Find and Replace	?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To		
Fi <u>n</u> d what: Format: Font: Lucida Sans Unicode		~
Replace with:		$\sim$
Format:		
Keplace     Replace <u>All</u> Search Options	Cance	el
Search <u>:</u> All		
Match prefix		
Find whole words only Match suffix		
Use wildcards	on chara	ctors
Find all word forms (English)	ce chara	cters
Find Sp <u>e</u> cial No Forma <u>t</u> ting		

Then, we can click in the "Replace with" field and repeat the same steps to choose a new format:

Find and Replace	? ×
Fin <u>d</u> Replace <u>G</u> o To	
Find what:	~
Format: Font: Lucida Sans Unicode	
Replace with:	~
Format: Font: Cooper Black	
<< Less Replace	Replace All Find Next Cancel
Search Options	
Search <u>:</u> All	
Match case	Match prefix
Find whole words only	Ma <u>t</u> ch suffix
Use wildcards	
Sounds li <u>k</u> e (English)	Ignore punctuation characters
Find all word forms (English)	Ignore <u>w</u> hite-space characters
Replace	
Format ▼ Special ▼ No Formatting	

We can now click Replace to replace the format one instance at a time, Replace All to replace all instances of the format, or Find Next to find the next instance of this format.

You can also use this technique to apply formatting to particular text throughout a document. For example, let's say that a particular product title should always be bold and italicized. We can enter its name in the "Find what" field and the "Replace with" field, and use the Format  $\rightarrow$  Font menu to specify the formatting to use:

Find and Replace	?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To		
Fi <u>n</u> d what: TinTrax Format:		~
Replace with:     TinTrax       Format:     Font: Bold, Italic		$\sim$
Keplace     Replace All       Search Options	Cance	el
Search: All   Match case  Match prefix Find whole words only Match suffix		
Ose wildcards     Sounds li <u>k</u> e (English)     Ignore punctuatio     Find all <u>w</u> ord forms (English)     Ignore <u>w</u> hite-space	on chara :e charao	cter <u>s</u> cters
Replace F <u>o</u> rmat ▼ Sp <u>e</u> cial ▼ No Forma <u>t</u> ting		

Once you click Replace All, the formatting will be applied.

## **ACTIVITY 3-7**

## **Managing Formatting**

In this activity, you will put the finishing touches on your product information document.

1. Open Microsoft Word 2016 and open Activity 3-7:



2. Select the first paragraph in the document. Press Shift + F1 to open the Reveal Formatting task pane:



**3.** Click the Indentation link to open the appropriate dialog box:

Reveal Formatting
Selected text
The QuikBrew syster
Compare to another selection
Formatting of selected text
Font     FONT     (Default) +Body (Calibri)     11 pt     LANGUAGE     English (United States)
<ul> <li>Paragraph         <u>ALIGNMENT</u>             Left         </li> <li><u>INDENTATION</u>             Left: 1.5         Right: 1.5         <u>SPACING</u>         Before: 0 pt         After: 8 pt         Line spacing: Double     </li> </ul>

**4.** Change the indentation for the left and right sides to 0. Click OK:

Paragraph				? ×
Indents and Spa	cing Line and P	age Breaks		
General				
Alignment:	Left 🗸	]		
Outline level:	Body Text 🗸 🗸	Collapsed by de	efault	
Indentation				
Left:	0	<u>S</u> pecial:	I	В <u>ү</u> :
<u>R</u> ight:	0	(none)	$\sim$	-
<u>B</u> efore: After:	0 pt	Li <u>n</u> e spacing: Double		<u>A</u> t:
Don't add	spa <u>c</u> e between pa	ragraphs of the same	style	
Preview				
Previous Paragrap Previous Paragrap The QuikBrew sy unlimited custor you're sure to fin	oh Previous Paragraph Previous oh Previous Paragraph Previous stem is the newest innovation it mization options and the bigges of the QuikBrew that's right for t	Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previou n coffee making, With almost n coffee selection on the market, you,	s Paragraph s Paragraph	
<u>T</u> abs	Set As <u>D</u> efau	ilt OK		Cancel

5. You will see the changes reflected in the Reveal Formatting task pane. You can now close the pane:



**6.** Select the numbered list at the end of the document. Click Home  $\rightarrow$  Clear Formatting to remove the numbers:

File Home Insert Design Layout References Mailings Review	View ♀ Tell me what you want to do… Sign in ;	₽, Share
Paste $\checkmark$ Format Painter Cipboard rs Format Painter Cipboard rs Format Painter	Thormal TNo Spac Heading 1 Heading 2 Title Subtitle      Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNo Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 1 Heading 2 Title Subtitle      Tormal TNO Spac Heading 2 Title Subtitle      Tormal TNO Spac      Tormal TNO Spac Heading 2 Title Subtitle      Tormal TNO Spac      Thormal TNO Spac      Tormal TNO Spac	^
QUIKBREW — JU The <u>QuikBrew</u> system is the newest innovation and the biggest coffee selection on the market	IST FOR YOU!	
Features Makes individual cups of coffe Starts up in eight seconds Keeps itself clean with self-san 256 gluten-free, organic flavor	tizing mode currently available	
Easy Steps to Your Perfect Cu 1) Choose your cup design. 2) Choose your cup size. 3) Choose up to three coffee flavors. 4) Add up to five toppings. 5) Press BREW NOW. 6) Enjoyl	p	

**7.** Click anywhere in the document to de-select the text. Click Home  $\rightarrow$  Replace:



**8.** In the Find and Replace dialog box, click the More button:

Find and Replace				?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To					
Find what:					$\sim$
Replace w <u>i</u> th:					$\sim$
More >>	Replace	Replace All	Find Next	Canc	el

**9.** Ensure that your cursor is in the "Find what" field. Click Format  $\rightarrow$  Font:

Find and Replace		? ×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To		
Find what:		~
Replace w <u>i</u> th:		~
<< <u>L</u> ess	Replace Replace All	Find Next Cancel
Search Options		
Search <u>:</u> All 🗸		
Font	Ma	atch prefi <u>x</u>
Paragraph	Ma	a <u>t</u> ch suffix
<u>T</u> abs	🗌 Igr	nore punctuation characters
Language	glish) 🗌 Igr	nore <u>w</u> hite-space characters
Fra <u>m</u> e		
<u>S</u> tyle		
R <u>H</u> ighlight		
F <u>o</u> rmat ▼ Sp <u>e</u> cial	No Formatting	

**10.** In the Font dialog, choose +Body from the Font list and 11 from the Size list. Click OK:

Find Font			?	)	Х
Fo <u>n</u> t Ad <u>v</u> anced					
<u>F</u> ont: +Body +Body +Headings	Fo	ont style: Regular talic	<u>Si</u> i 1 ^ 8 9	ze: 1	^
Agency FB Algerian Arial	B ₩ N	Sold Sold Italic Not Bold	× 1	0 1 2	<mark>ا</mark> پ
Font <u>c</u> olor: U No Color V Effects Stri <u>k</u> ethrough Doub <u>l</u> e strikethrough Su <u>p</u> erscript Su <u>b</u> script	nderline style:	Unde	rl <u>ine col</u> No Colo nall caps I caps dden	or: ir	~
	+Body				
	_				
Set As Default		OK	D.	Canc	el

11. Back in the Find and Replace dialog, move your cursor to the "Replace with" field. (Also, notice that your font choices appear below the "Find what" field.) Click Format → Font:

Find and Replace	? ×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To	
Fi <u>n</u> d what: Format: Font: +Body (Calibri), 11 pt	Y
Replace w <u>i</u> th:	~
Format:	
<< Less Replace	Replace <u>All</u> <u>Find Next</u> Cancel
Search Options	
Search: All <u>Eont</u> <u>P</u> aragraph	☐ Match prefi <u>x</u> ☐ Ma <u>t</u> ch suffix
<u>T</u> abs <u>L</u> anguage <b>g</b> lish)	☐ Ignore punctuation character <u>s</u> ☐ Ignore <u>w</u> hite-space characters
Fra <u>m</u> e <u>S</u> tyle	
R <u>H</u> ighlight	
Format ▼ Special ▼ No Formatting	

**12.** In the Font dialog, choose Leelawadee UI from the Font list and 12 from the Size list. Click OK:

Replace Font	?	×
Fo <u>n</u> t Ad <u>v</u> anced		
Font: Font style:	<u>S</u> ize:	
Leelawadee UI Semilight Lucida Bright Lucida Calligraphy Bold Italic	8 9 10 11	Î
Lucida Console V Not Bold V Font <u>c</u> olor: <u>U</u> nderline style: Underl <u>i</u> ne	12 color:	~
No Color V No C	olor	$\sim$
Strikethrough       Small cap         Double strikethrough       All cap	aps s	
Superscript  Kubscript	1	
Preview		
Leelawadee UI		
Set As Default	Can	icel

#### **13.** Click Replace All:

Find and Replace	?	×
Find Replace Go To		
Fi <u>n</u> d what: Format: Font: +Body (Calibri), 11 pt		~
Replace with: Fort: Leelawadee UI, 12 pt		~
Keplace     Replace All       Search Options     Search Options	Cance	
Search:     All       Match case     Match prefix       Find whole words only     Match suffix		
Gost Windcards     Sounds li <u>k</u> e (English)     Ignore punctuation     Find all <u>w</u> ord forms (English)     Ignore <u>w</u> hite-space	n charac e charac	ter <u>s</u> ters
Replace F <u>o</u> rmat ▼ Sp <u>e</u> cial ▼ No Forma <u>t</u> ting		

**14.** Microsoft Word should inform you that it has made four replacements. Click OK in this dialog:

Microsoft	t Word	×
1	All done. We made 4 replacement	nts.
	ОК	

**15.** Close the Find and Replace dialog:

ind and Replace	? ×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To	
Find what:	~
Format: Font: +Body (Calibri), 11 pt	
Replace w <u>i</u> th:	~
Format: Font: Leelawadee UI, 12 pt	
<< Less Replace	Replace <u>All</u> <u>Find Next</u> Close
Search Options	k
Search <u>:</u> All $\checkmark$	
Match case	Match prefix
Find whole words only	Ma <u>t</u> ch suffix
Use wildcards	
Sounds li <u>k</u> e (English)	Ignore punctuation characters
Find all word forms (English)	Ignore <u>w</u> hite-space characters
Find	
Format  Special  No Formatting	

**16.** Look at the changes to the document:

🔒 ्र ि द Activity 3.7 - Word	a	-	- x
File Home Insert Design Layout References Mailings Review View Q Tell me what you want to do		Sign in	Q. Share
Solution     Leethwadee     12     A     A     A     Image: A and	AaBbCc Subtitle	P Find → Sc Replace C Select → Editing	^
QUIKBREW — JUST FOR YOU!			
customization options and the biggest coffee selection on the market, you're sure to find <u>QuikBrew</u> that's right for you.	the		
<ul> <li>Features</li> <li>Makes individual cups of coffee</li> <li>Starts up in eight seconds</li> <li>Keeps itself clean with self-sanitizing mode</li> <li>256 gluten-free, organic flavors currently available</li> </ul>			
Easy Steps to Your Perfect Cup			
Page 1 of 1 89 words 🕼	Eg	1	+ 136%

**17.** Save your document as Activity 3-7 Complete. Close Microsoft Word 2016.

# Summary

In this lesson, we discussed the various formatting options available in Microsoft Word. We began with simple formatting options on the mini toolbar and the Home tab. Then, we moved on to creating tabs, using rulers, and formatting text as lists. We also covered how to control paragraph layout, apply borders and shading, and apply styles. To wrap up the lesson, we discussed some advanced formatting management tools.

You should now feel comfortable formatting any type of document from start to finish.

### **REVIEW QUESTIONS**

- 1. Which group on the Home tab contains most font formatting commands?
- 2. Which tool allows you to analyze the text around the location of the cursor?
- 3. What is the command sequence to show or hide the ruler?
- 4. What is the shortcut to open the Find and Replace dialog box to the Replace tab?
- 5. Which tabs contain the Line and Paragraph Spacing command?

# LESSON 4: ADDING TABLES

## **Lesson Objectives**

In this lesson you will learn how to:

- Insert a table
- Modify a table
- Format a table
- Convert text to a table

# **TOPIC A: Insert a Table**

Tables are an excellent way to organize information in a document. In this topic, we'll learn how to add tables in a few different ways. We'll also discuss how to navigate through a table.

#### **Topic Objectives**

In this topic, you will learn:

- What a table is
- How to use tables to control page layout
- Techniques for creating a table
- How to insert a Quick Table
- How to add Excel data to a document
- How to navigate through a table

## TABLES

A table has **rows** (which go horizontally), **columns** (which go vertically), and **cells** (each small box). Here's an example:

Month	Widgets	Hammers	Nails
January	64860	96297	54252
February	60251	82447	64876
March	84433	62753	50868
TOTALS	209544	241497	169996

This table summarizes sales data. The top row shows us the product names. The first column contains the time ranges. Then, the actual data is in the majority of the cells.

## USING TABLES TO CONTROL PAGE LAYOUT

Tables are an excellent way to organize content in a document. They provide an easy way to arrange text, format different areas of the page, and use different column sizes. They are also simpler to use than other tools that could achieve the same effects, such as multiple sections.

## **TABLE CREATION OPTIONS**

There are a few different ways to add a table to your document. The easiest is to click Insert  $\rightarrow$  Table. Then, drag out the dimensions of the table on the grid and click:



The table will appear in the document, ready for you to add text:

ਜ਼ <del>5</del> -0 =	Document1 - Word			۵		
File Home Insert Design Layou	References Mailings Review View	Design Layout	♀ Tell me what you want to do		Sign in	A Share
✓ Header Row     ✓ First Column       Total Row     Last Column       ✓ Banded Rows     Banded Columns			Shading     Border     Shyles     Shyl			
Table Style Options	Table Styles		Borders 15			^
	Sales Report					

If your table is larger than the grid shown in the menu (or if you're having trouble clicking and dragging), click the Insert Table command from the Table menu:



Then, you will see the Insert Table dialog, where you can enter the number of columns and rows that you want in your table, and set the desired AutoFit behavior. Click OK when you are ready:

Insert Table	?	×
Table size		
Number of <u>c</u> olumns:	4	-
Number of <u>r</u> ows:	5	-
AutoFit behavior		
• Fixed column <u>w</u> idth:	Auto	-
O Auto <u>F</u> it to contents		
○ AutoFit to win <u>d</u> ow		
Remember dimen <u>s</u> ions	for new	tables
ОК	Car	ncel

The table will appear just as before. Another way to create a table is to click the Draw Table command in the Table menu:



Your cursor will turn into a pencil. You can then click and drag to create the table outline:

## Sales Report



You will then need to add rows and columns manually by drawing them.

#### **Contextual Tabs**

You may have noticed two new tabs appear when we inserted a table:

H	<del>ب</del> ج	Q	÷			Docume	nt1 - Word			Table	Tools			
File	Hon	ne	Insert	Design	Layout	References	: Mailin	gs Review	v View	Design	Layout			
<ul><li>✓ Head</li><li>✓ Total</li><li>✓ Band</li></ul>	der Row I Row ded Rows	✓ F	irst Colum ast Colum anded Col	n n umns								Shading	Border Styles + Pen Color +	Borders •
	Table S	tyle O	ptions					Table S	Styles				Borders	Es.

The first tab is **Design** (pictured above). This tab provides commands to change the appearance of your table. We'll take a closer look at it in Topic C.

The second tab is **Layout**. This tab provides commands to change the structure of your table. We'll take a closer look at it in Topic B.

## **QUICK TABLES**

Word also provides some sample tables for common tasks, called Quick Tables. To add one of these to your document, click Insert  $\rightarrow$  Table  $\rightarrow$  Quick Tables and click a thumbnail:

H	<del>ر</del> ه	- U	÷								D	ocumer
File	н	ome	Insert	Design	Layout	References	Mailings	Review	View	🛛 Tell m	e what yo	u want '
Cover Page *	Blank Page Pages	Page Break	Table •	Pictures ( Prt Table	Dnline Shape	es SmartArt C	Chart Screensho	🗎 Sto ot 🌎 My	re Add-ins Add-in	W Wikipedia	Online Video Media	🛞 Hy  ► Bc 
				<u>D</u> raw Table Convert Text t	o Table	Built-In						
				Excel Spreadsh	ieet	Calendar	1					
				Quick <u>T</u> ables		Decer	nber					
						2 3 Calendar 1 7 8 14 121 2 Calendar	4 5 6 2 MAY V T 2 3 1 9 10 1 5 16 17 1 2 23 24 2 3 3	1 7 8 4 5 1 1 12 1 8 19 2 5 26 2 Wed	s 6 13 20 27 7 Thu	cember	2	
						Calendar Calendar Double T The Greek a Litter name	4 Tuesday Weddradd 1 16 Weddraddy Turdwy 2 17 Turndw Yiddy 3 18 able tphabet • Uppersase A	Lowercase	c 1	Uppercase N	Lowercase	•
						Beta Gamma Delta Epsilon Zeta	B A E Z	β γ δ ζ uick Tables	Xi Omicron Pi Rho Sigma	Ξ Ο Π Ρ Σ	ξ α π ρ σ	

The table will then be inserted and ready to modify.

## **INSERTING EXCEL DATA**

To create a table containing Excel data, click to place your cursor where you want the spreadsheet to go. Then, click Insert  $\rightarrow$  Table  $\rightarrow$  Excel Spreadsheet:



Now, you will see the Excel embedded object interface in Word. You can enter your data using the Excel interface:

Decomment - Wand	
land mutation □ \$\mathcal{P} + c^2 - x Home Regulagent Fermulae Data Review View \$\mathcal{V}\$Tilline subtry to sust to do	A Share
No.         Contain         - (1 - h', a')         = =         ⊕ +         Prime Test         Prim Test         Prime Test <th< td=""><td>~</td></th<>	~
A1 * X × X k	v
Color Demost	
Sales Report	
A         B         C         D         E         F         G         C           1	
9 10 	
Paper of 2 and 2 and 3 a	4 + 1365

When you are finished, press the Esc key or click in a blank part of the document to return to Microsoft Word.

## **TABLE NAVIGATION METHODS**

When you are working with a table, you can click in any cell to move to it. You can also navigate through a table using the keyboard shortcuts shown below.

Location To Move To	Keyboard Shortcut
One cell to the right	Tab (or right arrow key if cell is empty)
One cell to the left	Shift + Tab (or left arrow key if cell is empty)
One row up	Up arrow key
One row down	Down arrow key
First row	Alt + Page Up
Last row	Alt + Page Down
First column	Alt + Home
Last column	Alt + End

#### **Nonprinting Characters in Tables**

If you turn on hidden characters, you will see special markers at the end of rows and columns:

E 5.0 :	Docur Daring Laund Reference	ment1 - Word	Table Tools	Q. Tall one what you want to do.				E O Sh	×
Paste Format Painter	alibri (Body) = 11 = A° A° Aa I I <u>U</u> - aac x, x° (A) - <sup>4</sup> 2	· ♦ E · E · E · E · E	AaBbCcDi	AaBbCcDr AaBbCc AaBbCcD 1 No Spac. Heading 1 Heading 2	AaB AaBbCcE Title Subtitle	AaBbCcDr AaBbCcDr AaBbCcDr Subtle Em., Emphasis Intense E	P Find *		
Clipboard /s	Font	ra Paragraph	Show/Hide 1 (C	(rl+ <sup>5</sup> )	Styles		G Editing		^
	6-1	December 2	Microsoft-Office Wordy + Excel + PowerPoint - Outlooky + Accessi - IntroPathy	Show paragraph marks and other hidden formatting symbols. This is especially useful for advanced layout tasks.					
	Sal	les·Repor	C¶ O Tell me mo	re					
	_1								
	, p	Ħ		Ħ	Ħ	a a			
	Ħ	H		Ħ	¥	Ħ			
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As well, any hidden borders will be displayed as blue gridlines. These will never be printed, but you can toggle their display on or off by clicking Table Tools – Layout  $\rightarrow$  View Gridlines.

## ACTIVITY 4-1 Inserting a Table

In this activity, you will begin constructing a report using tables.

1. Open Microsoft Word 2016 and open Activity 4-1:



**2.** First, let's add a Quick Table to the document. Click to place your cursor below the "Supplies Required" heading:

🖬 🛸 · 🗇 🔹 Activity 4-1 - Word				
File Home Insert Design Layout References Mailings Review View ♀ Tell me what you want to do		Sig	nin As	hare
Construing 0 - 13 - パ パ ム ム ・ 少 田・日・下・田田 別 で     AsBCCCC ASBCCCC ASBCCC ASCCC ASCCCC ASCCC ASCCC ASCCC ASCCC ASCCC ASCCCC ASCCC ASCCC ASCCCC ASCCC AS	AaBbCcDe Strong		P Find + Replace	
Clipboard G Font G Patagraph G Styles		5	Editing	
Production Summary Totals by Product Supplies Required I				
Paget of 1 Tweeds [2]	15	+	+	36%

Then, click Insert  $\rightarrow$  Table  $\rightarrow$  Quick Tables  $\rightarrow$  Tabular List: 3.

	^চ -	G												Activit
File	Hom	ne	Insert	Design	Layo	ut f	References	Ma	ilings	Review	View	Tell me w	/hat you w	/ant to
<u>د</u>						$\bigcirc$			0+	省 Sto	re	W		(
Cover Page ∗	Blank F Page B	Page Ireak	Table •	Pictures	Online Pictures	Shapes :	SmartArt C	hart S	creenshot *	5 My	Add-ins 🔻	Wikipedia	Online Video	Hyper
	Pages		Insert	Table			ations				Add-ins		Media	
							]							
			💷 In	sert Table.										
			E Dr	aw Table										
			1 C	onvert Tex	t to Table									
			E Fr	cel Spread	sheet									
				uick Table	5	÷		3	18					
					-		Double T	able						
							The Greek al	phabet						
							Letter name	։ Սրբ	ercase L	owercase	Letter name	Uppercase	Lowercase	
							Beta		B	β	Xi	E	Ę	
							Delta		Δ Ε	δ	Pi	П	π	
							Zeta		z	č	Sigma	Σ	σ	
							Matrix							
							City or Town	n	Point A	Point B	Point C	PointD	PointE	
							Point B Point C		87 64		-			
							Point D Point E		37 93	32 35	91 54	43	-	
							Tabular Li	st						
							ITEM	NEEDED						
							Magazines Notebooks Paperpads Pens Pencils Highlighter Scissors	3 1 1 3 2 2 colorr 1 pair				2		
							With Sub	heads	1					
							Enrollmentin	n local col	eges, 2005					
									New stud	ents	Graduating stud	ients Change		
							College		Undergra	duate				-
							College Cedar Unive	ersity	Undergra 110	duate	103	+7		
							College Cedar Unive Elm College	ersity	Undergra 110 223	duate	103 214	+7 +9		
							College Cedar Unive Elm College Maple Acad With Subl	ersity emy heads	Undergra 110 223 197	duate	103 214 120	+7 +9 +77		
							College Cedar Unive Elm College Maple Acad With Subl Enrollment in	emy heads	Undergra 110 223 197 2 eges, 2005	duate	103 214 120	+7 +9 +77		
							College Cedar Unive Elm College Maple Acad With Subl Enrollmentin College	emy heads	Undergro 110 223 197 2 eges, 2005 New stud	ents	103 214 120 Graduating stud	¢7 +9 ¢77 Ients Change		
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							College Cedar Unive Elm College Maple Acad With Subl Enrollment in College Cedar Unive Elm College	emy heads hlocal col	Undergro 110 223 197 2 eges, 2005 New stud Undergro 110 223	ents duate	103 214 120 Graduating stud 103 214	+7 +9 +77 Ients Change +7 +9	,	

4. The table will be inserted. We can update its contents later:

## **Production Summary**

**Totals by Product** 

<sub>#</sub> Supplies I	Required
ITEM	NEEDED
Books	1
Magazines	3
Notebooks	1
Paper pads	1
Pens	3
Pencils	2
Highlighter	2 colors
Scissors	1 pair

5. Now, let's add a table for the first heading. Click to place your cursor under "Totals by Product:"

## **Production Summary**

Totals by Product

**6.** Click Insert  $\rightarrow$  Table  $\rightarrow$  Insert Table:

日	<del>ر</del> ه.	ত	÷			
File	н	ome	Insert	Design	Layo	ut Re
Cover Page <del>•</del>	Blank Page Pages	Page Break	Table	Pictures	Online S Pictures	Shapes Sr
				Insert Table.		
				<u>D</u> raw Table		45
				Con <u>v</u> ert Text	t to Table.	
			×	Excel Spread	sheet	
				Quick <u>T</u> ables	5	►

7. The Insert Table dialog box will open. Enter 5 for the number of columns and 7 for the number of rows. Click OK:

Insert Table	?	Х
Table size		
Number of <u>c</u> olumns:	5	÷
Number of <u>r</u> ows:	7	÷
AutoFit behavior		
• Fixed column width:	Auto	-
O Auto <u>F</u> it to contents		
○ AutoFit to win <u>d</u> ow		
Remember dimensions	for new t	ables
ОК	Can	icel
**8.** The table will be inserted. Fill it out to match the example below by clicking and typing in each cell:

	Lantern	Flashlight	Task Light	Overhead Light
January	3837	3635	3939	2997
February	4248	2889	3394	2714
March	3781	3087	2721	3626
April	3208	4079	3866	3941
May	4355	3865	3870	3839
June	3084	4346	4190	3972

9. Save your document as Activity 4-1 Complete. Close Microsoft Word 2016.

## **TOPIC B: Modify a Table**

In the last lesson, we learned how to insert a basic table. However, there is so much more that you can do with tables! In this topic, you will learn how to select and modify a table. You will also learn how to use the Table Tools – Layout contextual tab and the Table Properties dialog box.

#### **Topic Objectives**

In this topic, you will learn:

- Techniques for selecting a table
- About the commands on the Table Tools Layout tab
- About the Table Properties dialog box
- How to add, delete, move, and resize rows and columns
- How to customize cell margins
- How to add a title to a table

#### TABLE SELECTION METHODS

To select a table, place your mouse over any part of the table. Then, click the four-headed arrow icon above the top left corner of the table:

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You can also click and drag over the table or any of its parts:

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Or, use the Select menu on the Table Tools – Layout tab to select a table or its parts:

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R		:						<b>e</b>	-				►×+	🔋 🛛 Height	: 2.89"	Distribute Rows
Select	View Prop Gridlines	oerties	Draw Table	Eraser	Delete *	Insert Above	Insert Below	lnsert Left	lnsert Right	Merge Cells	Split Cells	Split Table	AutoFit *	🛺 Width:	2.55"	Distribute Columns
🛄 Se	elect Cell		D	raw		Rows &	B: Colum	ns	E <sub>2</sub>		Merge				Cell Size	Fa
III Se	ele <u>c</u> t Column															
💷 Se	elect <u>R</u> ow															
🛄 Se	elec <u>t</u> Table															

Just as with regular text, selecting parts of a table will tell Word what you want to modify.

#### THE TABLE TOOLS – LAYOUT CONTEXTUAL TAB

The Table Tools – Layout contextual tab is available when you select a table or when your cursor is inside it:

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S		<b>1</b>			•				[ ] Heigh	t 2.89° 🗘	🗄 Distribute Rows			₽↓		fx			
Select v	View Properties Gridlines	Draw Eraser Table	Delete	Above Below	Insert Insert Left Right	Merge Cells	Split Split Cells Table	AutoFit	Width	2.55* 🗘	🗄 Distribute Columns	Text	Cell Margins	Sort	Repeat Header Rows	Convert Formula to Text			
	Table	Dearer		Danne & Calum	-		Marga			Call Cine		Alianment			Del				

Let's look at its commands.

- **Table group:** Work with the table as a whole.
- Draw group: Manually draw a table, columns, or rows.
- Rows & Columns group: Modify rows and columns in the table.
- Merge group: Modify cells in the table.
- **Cell Size group:** Modify the size of rows and columns.
- Alignment group: Change how text is displayed in cells.
- Data group: Modify how table data is arranged.

#### THE TABLE PROPERTIES DIALOG BOX

The next item that we're going to look at is the Table Properties dialog box. This is the central location for most table settings.

First, make sure that you select the portion of the table that you want to format. Then, to open the dialog, right-click the table and click Table Properties or click the Properties command on the Table Tools – Layout tab:

🗄 🖘 🖱 🕫	Document1 - Word	Table Tools	
File Home Insert Design	Layout References Mailings Review	View Design Layout 🛛 Tell me what you want to do	Sign in 🔒 Share
Select Gridlines Table	Polete - Above Below Left Right Rows & Columns	Split Split Split Split Height C.14" : Distribute Rows Split Split Rege	Cell Sort Repeat Convert Formula Header Rove: to Text Data
Page1 of 1 2 words (2)	Sales Repo	rt Cater (Body) - [1] _ A ^ A ^ ♥ ■ I = 2 . A . A . I Inset Dente B / I = 2 . A . A . I Inset Dente Corr Corr E Parte Option: I control E table E Control E Control E table E Control E Contr	

With either command, you will see this dialog box:

Table Prop	perties	?	×
<u>T</u> able	<u>R</u> ow Col <u>u</u> mn C <u>e</u> ll <u>A</u> lt Text		
Size			
Pref	erred width: 0° 🗘 Measure in: Inches		$\sim$
Alignmer	nt		
Laft			
Text wrag	<u>center</u> <u>rign</u> t		
Non	e <u>A</u> round	Positioni	ng
	<u>B</u> orders and Shading	Option	ns
	ОК	Car	ncel

Let's take a look at what each tab in this dialog does.

Table	Set the preferred width, alignment, indent, and text wrapping for the table. This tab also contains commands for the Borders and Shading dialog and the Table Options dialog (used to set cell margins and spacing).
Row	Specify the row height and if it is allowed to break across pages.
Column	Specify preferred column width.
Cell	Specify preferred width and alignment. Also contains an Options button, which opens a dialog where you can set cell margins and wrap options.
Alt Text	Specify alternative text for the table, which will improve its accessibility.

#### **INSERTING AND DELETING ROWS AND COLUMNS**

The easiest way to insert a row is to move your cursor to the beginning of the row that you want the new row to appear after. Then, click the Insert Row icon:

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You can also use this technique to insert columns:

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You will also find commands to insert and delete rows and columns on the right-click menu and on the mini toolbar:



And in the Rows & Columns group of the Table Tools – Layout tab:

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File	Home	Inse	rt [	Design	Layout	Refe	rences	Mai	lings	Review	Vie	w I	Design	Layout		hat you want to do
$\square$					X			÷	•					🚺 Height:	2.89" 🌲	E Distribute Rows
Select +	View Pr Gridlines	operties	Draw Table	Eraser	Delete •	Insert Above	Insert Below	Insert Left	lnsert Right	Merge Cells	Split Cells	Split Table	AutoFit *	🛺 Width:	2.55" 🗘	🗄 Distribute Columns
	Table		D	raw		Rows 8	k Columi	ns	Fa.		Merge				Cell Size	Fa.

You can also select entire rows or columns and press Backspace on your keyboard to delete them. To delete the entire table, select it using the methods described previously and press Backspace on your keyboard.

#### **MOVING AND RESIZING ROWS AND COLUMNS**

To manually adjust the size of rows or columns, click and drag the row or column separator:

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You can double-click the separator itself if you want Word to fit the row or column to its text:

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+			
	Month +	+	
	January		
	February		
[	March		
	April		
	May		
	June		
l	June		

You can also set the height of rows and the width of columns in the Cell Size group on the Table Tools – Layout tab:

						Do	ocument	t1 - Wor	d								
File	Hom	e Ins	sert	Design	Layout	Refe	rences	Mai	lings	Review	Vie	w I	Design	Layout	♀ Tell me	wha	at you want to do
$\mathbb{R}$					×			€	•				►×+	Height:	2.89"	÷	🗄 Distribute Rows
Select	View I Gridlines	Properties	5 Draw Table	r Eraser	Delete	Insert Above	Insert Below	Insert Left	lnsert Right	Merge Cells	Split Cells	Split Table	AutoFit *	🛺 Width:	2.55"	÷	🛗 Distribute Columns
	Table		1	Draw		Rows 8	& Colum	ns	E.		Merge				Cell Siz	е	E.

This can apply to all rows and columns or just those that you have selected. The **Distribute Rows** command will make all selected rows the same height, while **Distribute Columns** will make all selected columns the same width.

Finally, you can use the AutoFit commands to have Word automatically size your table based on various criteria:

B	<del>ب</del> ج	Q	÷			Do	ocument	t1 - Wor	ď				Table	Fools				
File	Hom	e Inse	ert	Design	Layout	Refe	rences	Mai	lings	Review	Vie	w	Design	Layout				
Z				1				<del>~</del>	-				►×+	🐌 🗌 Heigh	t: 0.14"	*	<b>∃</b> Distribute Rows	
Select *	View P Gridlines	roperties	Drav Tabl	v Eraser e	Delete *	Insert Above	Insert Below	Insert Left	lnsert Right	Merge Cells	Split Cells	Split Table	AutoFit	💭 Width	: 1.62"	*	🛗 Distribute Columns	;
	Table			Draw		Rows 8	k Colum	ns	G.		Merge		A	, utoFit <u>C</u> onte	nts	ze	r	G,
													A	utoFit <u>W</u> indo	w			
													Fi Fi	xed Colum <u>n</u>	Width			

To move columns or rows, use the cut, copy, and paste commands.

#### **CUSTOMIZING CELL MARGINS**

To customize the amount of white space between the table's cell borders and their contents, click Table Tools – Layout  $\rightarrow$  Cell Margins:

	<b>5 -</b> ()		Document1 - Word		
File	Home Inse	rt Design La	yout References Mailings	Review View Desi	esign Layout Q Tell me what you want to do
B			🗙 🟥 🧰 🔛 📑		Height 0.14"
Select	View Properties Gridlines	Draw Eraser De Table	lete Insert Insert Insert Insert Above Below Left Right	Merge Split Split A Cells Cells Table	AutoFit width: 1.62" Distribute Columns
	Table	Draw	Rows & Columns 5	Merge	Cell Size 🕞 Alignment 😡

(You can also click the Options button in the Table Properties dialog box.)

Then, enter the desired margins and click OK:

Table Opti	ons		?	×							
Default cell margins											
<u>T</u> op:	.08	<u>L</u> eft:	0.08-	-							
<u>B</u> ottom:	.08	<u>R</u> ight:	0.08-	-							
Default cell	l spacing										
Allow	spacing betwee	n cells	0"	*							
Options -											
🗹 Auton	Automatically resize to fit contents										
OK Cancel											

Note that these settings can only be applied to the entire table.

#### **SETTING TABLE TITLES**

To add a title to the table, right-click the table and click Table Properties or click the Properties command on the Table Tools – Layout tab:

⊟ 5• ್ ∓	Document1 - Word	Table Tools	œ – □ ×
File Home Insert Design Layout	References Mailings Review View	Design Layout Q Tell me what you want to do	Sign in 👂 Share
Select View Gridlines Table Draw Eraser Table Draw	Inset Inset Inset Inset Above Below Left Right Cells Cells Right Merge	AudoFit Widek 142 Cell Stee 75 Alignment	Cell Soft Repeat Convert Formula Margins Header Rous to Text
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		Py ste Ontions	
		ert >	
	5	lete Jable	
		tribute Columns Evenly	
		rder Styles 🕨	
		toFit >	
	1	et Caption	
	1	ble Properties	
	t	w Comment	

The Table Properties dialog box will open. Click the Alt Text tab:

Table Properties	?	×
Table         Row         Column         Cell         Alt Text           Size         Size		
Preferred width: 0°	5	$\sim$
Left <u>C</u> enter Right		
Text wrapping		
<u>N</u> one <u>A</u> round	Positionin	g
<u>B</u> orders and Shading	Option:	s
ОК	Can	cel

Here, you	ı can enter	a title as wel	l as a descri	ption if desired:
-----------	-------------	----------------	---------------	-------------------

Table Pro	perties					?	×
<u>T</u> able	Row	Col <u>u</u> mn	C <u>e</u> ll	<u>A</u> lt Text			
T <u>i</u> tle Sales I <u>D</u> escripti	Report - Qu	uarter 1					
Alternati Titles and informat may not A title ca whether	ve Text d descriptio ion contain ion is usef be able to n be read t they wish	ons provide ned in tables ul for people see or unde to a person v to hear the o	alternativ s, diagram e with visi rstand the with a dis descriptio	e, text-bas is, images, on or cogr e object. ability and n of the co	ed represen and other nitive impain is used to ontent.	itations objects. rments v determir	of the This vho ne
					OK	Ca	ncel

Click OK to apply the title to the table. It will not be visible in the document but will be accessible by screen readers and other accessibility programs.

## ACTIVITY **4-2** Modifying a Table

In this activity, you will further modify the table that you created in the last activity.

1. Open Microsoft Word 2016 and open Activity 4-2:



2. First, we need to add a new column for a product that was omitted from the first draft of the report. Move your mouse over the column separator between "Task Light" and "Overhead Light." Click the Insert Column icon that appears:

4	Totals by Prod	otals by Product											
		Lantern	Flashlight	Task Light	Överhead Light								
	January	3837	3635	3939	2997								
	February	4248	2889	3394	2714								
	March	3781	3087	2721	3626								
	April	3208	4079	3866	3941								
	May	4355	3865	3870	3839								
	June	3084	4346	4190	3972								

3. Fill in the this new column with the values shown below:

rotalo Sy rrodate											
	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light						
January	3837	3635	3939	4188	2997						
February	4248	2889	3394	4492	2714						
March	3781	3087	2721	3462	3626						
April	3208	4079	3866	4574	3941						
May	4355	3865	3870	3961	3839						
June	3084	4346	4190	3256	3972						

4. Now, let's add a total row. Ensure that you are in the last row of the table. Then, click Table Tools – Layout → Insert Below:

B				Activity 4-	2 - Word						
File	Home	Insert Design	Layout	References	Mailings	Review	View	Design	Layout		at you want to do
S		1 🗹 🗹			÷ .				🔋 🛛 Heigh	t: 0.14" 🗘	Distribute Rows
Select *	View Properti Gridlines	ies Draw Eraser Table	Delete In • Ab	sert Insert ove Below	Insert Insert Left Right	Merge Cells	Split Split Cells Table	AutoFit	🛺 Width	1.3" 🗘	🗄 Distribute Columns
	Table	Draw	Ro	ows & Colum	Nà G		Merge			Cell Size	5

#### Totals by Product

5. Place your cursor in the first cell of this row. Type, "TOTALS:"

#### ➡ Totals by Product

	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					
	•	•		•	

**6.** Next, let's adjust the cell margins. Click Table Tools – Layout  $\rightarrow$  Cell Margins:

				Activity 4-2 -	Word							
	Home Inse	rt Design	Layout	References	Mailings	Review	View	Design	Layout			
2			×						🚺 Heigh	nt: 0.14" 🌲	🗄 Distribute Rows	
Select •	View Properties Gridlines	Draw Eraser Table	Delete	Insert Insert In Above Below L	sert Insert .eft Right	Merge Cells	Split Split Cells Tabl	t AutoFit	🕞 Width	n: 1.3" ‡	🛗 Distribute Columns	Text Cell
	Table	Draw		Rows & Columns	5		Merge			Cell Size	5	Alignment

7. Enter .08 for both the top and bottom margins. Click OK to apply your settings:

	Table Opti	ons			?	×
0	efault cel	margins -				
	<u>T</u> op:	.08	-	<u>L</u> eft:	0.08*	-
	<u>B</u> ottom:	.08	-	<u>R</u> ight:	0.08-	-
0	)efault cel	spacing –		•		
	Allow	spacing be	etwee	n cells	0"	* *
(	Options —					
	Auton	natically res	si <u>z</u> e to	o fit cont	ents	
			C	ж 🖓	Can	cel

**8.** The changes will be applied. Next, click the four-headed arrow icon in the top left-hand corner of the table to select it:

Totals by Pr	oduct				
hố	Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					
TOTALS					

**9.** Click Table Tools – Layout  $\rightarrow$  AutoFit  $\rightarrow$  AutoFit Contents:

	<del>ن</del> ۍ (				Activity 4	-2 - Wor	d								
File	Home	Insert	Design	Layout	References	Mail	lings	Review	Vie	ew	Design	Layout			
R		-	7			•	-					🚺 Heigh	t: 0.14"	÷	E Distribute Rows
Select *	View Pro Gridlines	perties	Draw Eraser Table	Delete	Insert Insert Above Below	Insert Left	Insert Right	Merge Cells	Split Cells	Split Table	AutoFit	🛺 Width	: 1.3"	÷	🛗 Distribute Columns
	Table		Draw		Rows & Colum	ns	G		Merge			utoFit <u>C</u> onte	ints ,	ze	E.
											Hit A	utoFit <u>W</u> inde	w bi		

**10.** The table will be automatically resized to better suit its contents:

+	Totals by Product												
		Lantern	Flashlight	Task Light	Storm Lamp	Overhead Light							
	January	3837	3635	3939	4188	2997							
	February	4248	2889	3394	4492	2714							
	March	3781	3087	2721	3462	3626							
	April	3208	4079	3866	4574	3941							
	May	4355	3865	3870	3961	3839							
	June	3084	4346	4190	3256	3972							
	TOTALS												

**11.** Save your document as Activity 4-2 Complete. Close Microsoft Word 2016.

## **TOPIC C: Format a Table**

Now that we've learned the basics of creating tables, it's time for the fun stuff. In this lesson, we'll learn how to use pre-defined styles to format tables. We'll also look at the Table Tools – Design contextual tab.

#### Topic Objectives

In this topic, you will learn:

- How to format a table with styles
- How to change the fonts in a table
- How to use the Table Tools Design contextual tab

#### TABLE STYLES

Table styles are the easiest way to format a table. To apply a style, place your cursor inside the table. Then, click one of the thumbnails in the Table Styles gallery on the Table Tools – Design tab. You will see a preview as you move your mouse over each thumbnail:

🖬 🐬 ा 🔍 Document1 -						
File Home Insert Design Layout References	Mailings Review View	Design Layout			in A SH	nare
✓ Header Row     ✓ First Column       ✓ Total Row     Last Column       ✓ Banded Rows     Banded Columns			Pading Border Styles - ∠ Pen Color - Painter			
Table Style Options	Table Styles		Borders 12			^
Sale	s Report					
Month	Widgets Hamm	ers Nails				
January	64860 9	6297 54252				
February	60251 82	2447 64876				
March	84433 63	2753 50868				
TOTALS	209544 24	1497 169996				

Like other style galleries we have looked at, you can click the up and down arrows to navigate through the available styles, or click the More arrow () to see all styles:



Note the Clear command at the bottom of the menu, which will clear the current style from the table.

#### **TABLE FONTS**

There are a few ways that you can modify the fonts used in a table. The easiest way is to select the desired text and use the commands on the Home tab or mini toolbar, just as you would with regular text:



Or, you can modify the table's style to change the font. This will in turn change the font for any table that uses that same style. To begin, right-click the style thumbnail from the Table Styles gallery on the Table Tools – Design tab and click Modify Table Style:

B	<del>•</del> 5 •	Q	÷			Document1	- Word			Table	Tools
File	Hon	ne	Insert	Design	Layout	References	Mailings	Review	View	Design	Layout
<ul><li>✓ Head</li><li>✓ Total</li><li>✓ Bande</li></ul>	er Row Row ed Rows	✓ F	irst Colum .ast Colum Banded Col	n umns		Apply (and <u>C</u> lear Apply and <u>M</u> aint	r Formatting) tain Formatting	9			
	Table S	tyle O	ptions			<u>N</u> ew Table Style			les		
						Modi <u>f</u> y Table Sty	/le				
						D <u>e</u> lete Table Styl	e	N	-		
						Set as <u>D</u> efault					
						Add Gallery to Q	uick Access To	olbar	-		

The Modify Style dialog box will open. In the middle of this dialog box, you will see commands to change the font face, size, effects, and color:

Modify Style				?	$\times$
Properties					
<u>N</u> ame:	Table Grid				
Style type:	Table				$\sim$
Style <u>b</u> ased on:	🗄 Table Normal				$\sim$
Formatting					
Apply formatting to:	Whole table				$\sim$
Calibri (Body) 🗸 11 🗸	BIUA	utomatic 🗸 🗸			
½ pt	Automatic		No Color	$\sim$	
Jan	Feb	Mar	Tota		
East 7	7	5	19		
West 6	4	7	17		
South 8	7	9	24		
Total 21	18	21	60		
Line spacing: single, Space After: 0 pt. Box: (Single solid	lline Auto 0.5 pt Line	width) Priority: 6	0		
Based on: Table Normal		·····,, · ····,	-		
● Only in this <u>d</u> ocument ○ N	ew documents based o	n this template			
F <u>o</u> rmat ▼			ОК	Car	ncel

You can access more advanced options by clicking Format  $\rightarrow$  Font:

Modify Style					?	×
Properties						
<u>N</u> ame:	Table G	irid				
Style type:	Table					$\sim$
Style <u>b</u> ased on:	🖽 Tal	ole Normal				$\sim$
Formatting						
Apply formatting to:	Whole	table				$\sim$
Calibri (Body) 🗸 11	✓ B I	<u>U</u> A	utomatic 🗸 🗸			
¥ 1/2 nt		Automatic		No Color		
· 72 pt		Rutomatic			¥	
		Lab	Mar	Tata		
East 7	1	7	5	19	1	
West 6		4	7	17		
South 8		7	9	24		
Total 21		18	21	60		
Line spacing: single, S After: 0 pt, Box: (Single Based on: Table Norma	pace e solid line, Au I O New docu	ito, 0.5 pt Line ments based o	width), Priority: 60 n this template	D		
F <u>o</u> rmat ▼				ОК	Car	ncel
Tabl <u>e</u> Properties						
<u>B</u> orders and Shading	g					
Ban <u>d</u> ing						
Eont						
Paragraph						
<u>T</u> abs						
Text Effects						

Once you have finished making your font changes, click OK to apply the style modifications.

#### THE TABLE TOOLS – DESIGN CONTEXTUAL TAB

In addition to the Table Styles gallery, you will find a number of other design commands on the Table Tools – Design tab:

H	<del>ن</del> ب	Q	÷			Docume	ent1 - Word			Table	Tools		
File	Hor	ne	Insert	Design	Layout	Reference	; Mailin	gs Reviev	v View	Design	Layout		
<ul><li>✓ Head</li><li>✓ Total</li><li>✓ Band</li></ul>	ler Row Row led Rows	✓ F	irst Colum ast Colum anded Col	n n umns								Shading	Border Styles - Pen Color - + Painter
	Table S	tyle O	ptions					Table	Styles				Borders 🕞

Here's an overview of the groups on this tab:

- Table Style Options group: Toggle various types of table formatting on and off.
- **Table Styles group:** Control the appearance of the table.
- **Borders group:** Customize the borders in the table.

#### **ACTIVITY 4-3**

#### **Formatting a Table**

In this activity, we will format the table in our production summary report.

1. Open Microsoft Word 2016 and open Activity 4-3:



Activity 4-3 Microsoft Word Document 12.6 KB

 Click inside the first table to place your cursor there. Then, click the Table Tools – Design tab:

<u> </u>					Table Tools										•
e Home Inser	rt Design	Layout Refere	ices Mailings	Review Vie	ov Design Layo	ut 🛛 Tell me wi	nat you want to do							Sign ir	n A, shi
的 Copy	Calibri (Body) *	11 · A' A' A	a- 🖗 🗄 -	10 - 17 - 180 s	AaBbC	cDx AaBbCcDx /	aBbCr AaBbCcE	АаВ	AaBbCcD A	AaBbCcDi A	AddbCcDv	AaBbCcDi	AaBbCcDr	- 12cF	Replace
📌 Format Painter	B / U - M	× x, x,   00 - 2	· 🔺 · 📰 s	s ==   \$2 •	2 · Lin I Nom	tel 1 No Spec 1	leading 1 Heading 2	Title	Subtitle S	iubtle Em	Emphasis	Interse E	Strong	≡ Bs	select *
capooard is		Fort		Paragraph				50/	5					5 6	seng
		-													
		Pr	oduc	tion S	Summa	ry									
			als by Pr	oduct				_							
			Lant	tern Flashlig	ght Task Light	Storm Lamp	Overhead Ligh	nt							
		Jan	Jary 383	7 3635	3939	4188	2997								
		Feb	ruary 424	8 2889	3394	4492	2714								
		Ma	rch 378	1 3087	2721	3462	3626								
		Apr	il 320	8 4079	3866	4574	3941								
		Ma	/ 435	5 3865	3870	3961	3839								
		Jun	e 308	4 4346	4190	3256	3972								
		TOT	ALS												
								-							
		Sup	plies Re	quired											
		1114		EEDED											
		Tan	o 1												

**3.** Click the More arrow in the Table Styles gallery:

		G				Activity	4-3 - Word							
File	Hon	ne	Insert	Design	Layout	Reference	s Mailing	gs Review	v View	Design	Layout			
<ul> <li>✓ Head</li> <li>Total</li> <li>✓ Band</li> </ul>	ler Row Row led Rows	✓ Fi	rst Colum 1st Colum 1nded Col	n umns								▲ → Shading	Border	Borders Border
	Table S	tyle Oj	otions					Table 9	Styles			13	Borders	- Ginter

4. Click the thumbnail for the "Grid Table 5 Dark – Accent 1" style:

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List Tables				
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🐺 <u>C</u> lear				
🛗 <u>N</u> ew Ta	ble Style			

5. The style will then be applied:

++	Totals b	y Produ	ict			
		Lantern	Flashlight	Task Light	Storm Lamp	<b>Overhead Light</b>
	January	3837	3635	3939	4188	2997
	February	4248	2889	3394	4492	2714
	March	3781	3087	2721	3462	3626
	April	3208	4079	3866	4574	3941
	May	4355	3865	3870	3961	3839
	June	3084	4346	4190	3256	3972
	TOTALS					

**6.** Let's modify the font for this style. Right-click the style thumbnail in the Table Styles group and click Modify Table Style:

⊟	•চ •	Q	Ŧ			Activity 4	-3 - Word			Table	Tools
File	Hon	ne	Insert	Design	Layout	References	Mailings	s Review	View	Design	Layout
<ul><li>✓ Head</li><li>Total</li><li>✓ Band</li></ul>	ler Row Row ed Rows Table S	F	irst Colum ast Colum anded Co ptions	in Iumns			Apply (and <u>C</u> Apply and <u>M</u> <u>N</u> ew Table St	lear Formattin laintain Format	g) ting		
							Modi <u>f</u> y Table	e Style	કે		
							D <u>e</u> lete Table	Style			
							Set as <u>D</u> efaul	lt			
							Add Gallery t	to Quick Acces	s Toolbar		

**7.** The Modify Style dialog box will open. Click the Font drop-down menu and click Candara:

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Properties							
<u>N</u> ame:	Accent 1						
Style type:	Table						$\sim$
Style <u>b</u> ased on: 🔢 Table Norr							$\sim$
Formatting							
Apply formatting to:	Whole	table					$\sim$
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#### 8. Change the font size to 12:

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woodity style				1 ^			
Properties							
<u>N</u> ame:		Grid Table 5 Dark -	Accent 1				
Style type:		Table		$\sim$			
Style <u>b</u> ased on:		🗄 Table Normal		~			
Formatting							
Apply formatting to:		Whole table		~			
Candara V 11 B I U Automatic V							
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11							
. 14	2	Feb	Mar	Total			
East 16		7	5	19			
West 20		4	7	17			
South 22		7	9	24			
Total 26	<b>×</b>	18	21	60			
Font: Candara				^			
After: 0 pt, Box: (Single	pace e solid	line, Background 1,	0.5 pt Line width)				
Pattern: Clear (Accent 1	Pattern: Clear (Accent 1), Priority: 51						
Only in this <u>d</u> ocument	○ Ne	w documents based	on this template				
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**9.** Click OK to apply the changes:

Modify Style				?	×		
Properties							
<u>N</u> ame:	G	rid Table 5 Dark -	Accent 1				
Style type:	Т	Table 🗸					
Style <u>b</u> ased on:		🗄 Table Normal 🗸 🗸					
Formatting							
Apply formatting to:	Apply formatting to: Whole table						
Candara V 12 B I U Automatic V							
v	⁄₂ pt — ∨	Automatic	✓ ⊞ ▼				
	Jan	Feb	Mar	Total			
Last	7	7	5	19			
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Total	21	18	21	60			
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Line spacing: sing After: 0 pt, Box: (S	jle, Space ingle solid lii	ne, Background 1	, 0.5 pt Line width)				
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Only in this document	ent O New	documents based	d on this template				
F <u>o</u> rmat ▼	-			ок 💦	Cancel		

#### **10.** The font will now be updated:

#### 

	Lantern	Flashlight	Task Light	Storm Lamp	<b>Overhead Light</b>
January	3837	3635	3939	4188	2997
February	4248	2889	3394	4492	2714
March	3781	3087	2721	3462	3626
April	3208	4079	3866	4574	3941
May	4355	3865	3870	3961	3839
June	3084	4346	4190	3256	3972
TOTALS					

**11.** Click to place your cursor in the second table in the document:

8	<del>ن</del> •	Q	•		Activity 4-	3 - Word		Tel	ile Tools		
File	Hor	ne Ira	ert Design	n Layou	t References	Mailings	Review V	iew Design	Løyout	P Tell me what you want	to do
Head	ler Row	E First (	Column							÷ 🛆 — 🗧	
Band	led Rows	Band	ed Columns	8	80000	0000 80	<b>-</b>		80000	v Shading Border	Pen Color * Bainter
	Table 5	Style Optio	ns				Table Styles			aijus _	Borders
					Dura	-I <b>.</b>					
					Pro	duct	ion S	sumr	mary	/	
					Totals	by Pro	duct				
					1.	Lant	ern Fla	shlight 1	ask Ligh	t Storm Lamp	<b>Overhead Light</b>
					Januar	y 3837	7 363	5 3	1939	4188	2997
					Februa	ary 4248	3 288	9 3	394	4492	2714
					March	3781	308	7 2	721	3462	3626
					April	3208	3 407	9 3	866	4574	3941
					May	4355	386	5 3	870	3961	3839
					June	3084	1 434	6 4	190	3256	3972
					TOTAL	.S					
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					Tape	1 1	[				
					Notebo	ioks 1					
					Paper p	ads 6	-				
					Hamme	opa or 1	ickages				
					Turning						
Page 1 o	f1 66	words [	4C								

 Click the More arrow in the Table Styles gallery. Then, click the thumbnail for the "Grid Table 5 Dark – Accent 1" style:



**13.** The style, including the custom font, will be applied:

÷	<sub>₽</sub> Supplies Required							
	ITEM	NEEDED						
	Таре	1						
	Notebooks	1						
	Paper pads	6						
	Pens	3 packages						
	Hammer	1						

14. Save your document as Activity 4-3 Complete. Close Microsoft Word 2016.

## TOPIC D: Convert Text to a Table

Although Word does have the ability to create great tables, you may find that you need to move data into another program. Although not all data programs support Word's default format, most programs do support plain text files (.txt) or comma separated values (.csv) files. Conversely, you may find the need to convert plain text into tables. These tasks will be covered during this topic.

#### **Topic Objectives**

In this topic, you will learn:

- How to use the Convert Text to Table dialog box
- How to use the Convert Table to Text dialog box

#### THE CONVERT TEXT TO TABLE DIALOG BOX

To convert data into a table, first select the target data. Then, click Insert  $\rightarrow$  Table  $\rightarrow$  Convert Text to Table:



Then, specify the number of columns you want, how Word should AutoFit the text, and how the text is separated. (Usually Word is good at picking up this information from the table, but always double-check the settings.) Click OK when you are ready:

Convert Text to Table	?	×					
Table size							
Number of <u>c</u> olumns:	4	-					
Number of rows:	8	*					
AutoFit behavior							
Fixed column <u>w</u> idth: Auto							
○ Auto <u>F</u> it to contents							
○ AutoFit to win <u>d</u> ow							
Separate text at							
○ <u>P</u> aragraphs ○ Co <u>m</u>	mas						
● <u>T</u> abs ○ <u>O</u> the	er: -						
ОК	Ca	ancel					

Once you click OK, your text will be transformed into a table. You'll have some adjusting and formatting to do, but it's a start!

#### Sales Report

÷÷				
	Month	Widgets	Hammers	Nails
	January	97827	85792	77670
	February	91756	93059	80148
	March	83462	69023	54002

#### THE CONVERT TABLE TO TEXT DIALOG BOX

To convert a table into plain text, first select it. Then, click "Convert to Text" in the Data group of the Table Tools – Layout tab:



Then, specify how you want your data to be separated. (Typically you will want to pick tabs or commas.) Click OK to convert the table:

Convert Table To Text	?	×
Separate text with <ul> <li><u>P</u>aragraph marks</li> <li><u>Tabs</u></li> <li>Co<u>m</u>mas</li> <li><u>O</u>ther:</li> </ul>		
Convert nested tables	Ca	ncel

Now your table will appear as plain text:

Month	Widgets	Hammers	Nails
January	97827	85792	77670
February	91756	93059	80148
March	83462	69023	54002

To complete the conversion, save your document as a plain text (.txt) file.

#### **АСТІVІТҮ 4-4**

#### **Converting Text to a Table**

In this activity, you will use Word's conversion tools to make sense out of a poorly formatted production report.

## Summary

This lesson was all about tables. You learned how to insert a table, modify its components, and format it using a variety of different tools. You also learned how to convert text to a table and vice-versa.

#### **REVIEW QUESTIONS**

- 1. Which two contextual tabs are available when working with tables?
- 2. What are the horizontal components of tables properly referred to as?
- 3. Which keyboard shortcut allows you to move to the last column of a table?
- 4. List at least one way to insert a row into a table.
- 5. Which dialog box contains many settings for tables?

## LESSON 5: MANAGING LISTS

#### **Lesson Objectives**

In this lesson you will learn how to:

- Sort a list
- Renumber a list
- Customize a list

## **TOPIC A: Sort a List**

Earlier in this course, you learned how to create bulleted and numbered lists. In this topic, you will learn how to automatically sort these lists. In fact, you can apply Microsoft Word's sorting tools to any text, including tables and paragraphs.

#### **Topic Objectives**

In this topic, you will learn:

- About the sort types available in Microsoft Word
- What sort fields are
- How to sort text

#### **SORT TYPES**

Microsoft Word allows you to sort lists based on three data types:

- **Text:** Sorts data numerically and then alphabetically.
- Number: Sorts data numerically.
- Date: Sorts items in chronological order. Works for both dates and times.

All of these sorts can be performed in ascending or descending order.

#### **SORT FIELDS**

**Sort fields** set the criteria that data is sorted by. For example, you could have Word sort a table by first name and then last name to get an alphabetical list. You can choose up to three fields when sorting data in Microsoft Word.

#### **SORTING TEXT**

To sort text, select the items to sort and then click the Sort command on the Home tab:



The Sort Text dialog box will appear. Here, you can set your **sort field (1)**, **data type (2)**, and **sort order (3)**. You can even choose multiple fields if you like:

Sort Text				?	_	×
Sort by		- 6			3	
Paragraphs 🗸 1	Тұре:	Text	$\sim$		scend	ing dina
<u>T</u> hen by				-		
· · □	Type:	Text	$\sim$		scend	ing ding
Then <u>b</u> y					-csccm	unig
1	Type:	Text	$\sim$		scend	ing
My list has					escen	aing
O Header row   No header	ro <u>w</u>					
Options			OK		Cance	el 🛛

When you are ready, click OK. Your data will be sorted according to the chosen criteria.

Here, we have performed a simple alphabetical sort. Word has renumbered our list to reflect the new order applied by the sort:

### Document Contents

- 1. Business Overview
- 2. Company Description
- 3. Executive Summary
- 4. List of Products and Services
- 5. Market Analysis
- 6. Marketing and Sales Strategy
- 7. Organization Structure

## ACTIVITY 5-1 Sorting a List

In this activity, you will sort a time sheet by several criteria.

1. Open Microsoft Word 2016 and open Activity 5-1:



**2.** Click inside the table. Click Home  $\rightarrow$  Sort:



**3.** We want to sort this table by last name and then by hours billed. For the "Sort by" field, click the drop-down arrow and click Last Name:

c	ort				2	$\sim$
3	on				1	^
<u>s</u>	ort by					
	First Name 🗸 🗸	Туре:	Text	~	• <u>A</u> scen	ding
	First Name	Usina:	Paragraphs	~	O Desce	nding
	Last Name	g.				
Ī	Hours billed V					
		Ty <u>p</u> e:	Text	~	As <u>c</u> en	ding
		Using:	Paragraphs	~	O Desce	nding
Tł	hen <u>b</u> y					
	~	Type:	Text	~	Ascen	ding
		Using:	Paragraphs	~	O Descei	nding
м	ly list has					
	Header <u>r</u> ow O No head	ler ro <u>w</u>				
	Options		ОК		Can	cel

**4.** Word will automatically detect that this is a text field. As well, the ascending sort option is fine for our purposes. Next, click the first "Then by" field and click Hours Billed:

Sort				?	×
Sort by	Type: Using:	Text Paragraphs	>	● <u>A</u> scend ○ <u>D</u> escen	ding nding
Then by	Ty <u>p</u> e: Using:	Text Paragraphs	~	Ascend Descer	ding <u>n</u> ding
	Type: Using:	Text Paragraphs	~	<ul> <li>Ascent</li> <li>Descer</li> </ul>	ding nding
My list has Header <u>r</u> ow No heade Options	er ro <u>w</u>	[	ОК	Cano	cel

5. Word should automatically detect that this field contains numbers. (If not, select the Number option from the Type menu.) Ascending order is also fine for this sort:

Sort				?	×
Sort by					
Last Name	/ Тұре:	Text	$\sim$	<u>A</u> scen	ding
	Using:	Paragraphs	$\sim$	⊖ <u>D</u> esce	nding
Then by					
Hours Billed	/ Type:	Number	$\sim$	• As <u>c</u> en	ding
	Using:	Paragraphs	$\sim$	O Desce	nding
Then <u>b</u> y					
·	<ul> <li>Typ<u>e</u>:</li> </ul>	Text	$\sim$	Ascen	d <u>i</u> ng
	Using:	Paragraphs	$\sim$	O Desce	nding
My list has					
● Header <u>r</u> ow ○ No hea	der ro <u>w</u>				
Options			ОК	Can	cel

6. Click OK:

Sort				?	×
Sort by					
Last Name 🗸 🗸	Тұре:	Text	$\sim$	• <u>A</u> scen	ding
	Using:	Paragraphs	$\sim$	○ <u>D</u> esce	nding
<u>T</u> hen by					
Hours Billed 🗸	Ty <u>p</u> e:	Number	$\sim$	Ascen	ding
	Using:	Paragraphs	$\sim$	⊖ Desce	<u>n</u> ding
Then <u>b</u> y					
~	Typ <u>e</u> :	Text	$\sim$	Ascen	d <u>i</u> ng
	Using:	Paragraphs	$\sim$	O Desce	ndin <u>q</u>
My list has					
Header <u>r</u> ow O No header	er ro <u>w</u>				
Options			ок	Can	cel

7. The data will now be sorted:

First Name	Last Name	Hours Billed
Bob	Hanson	40
Amanda	Hines	35
Gabriel	Mintern	25
Xavier	Mintern	40
Alice	Smith	35
Carl	Warner	25

8. Save your document as Activity 5-1 Complete and close Microsoft Word 2016.

## **TOPIC B: Renumber a List**

When working with lists, you may want to continue the list elsewhere in the document. Or, you may want to set a particular starting value for your list. Luckily, Microsoft Word makes it easy to renumber and customize list values.

#### **Topic Objectives**

In this topic, you will learn:

About renumbering options for ordered lists

#### **RENUMBERING OPTIONS**

To add to an existing list, place your cursor at the end of the last item in the current list, press Enter, and type your text:



If you have used the same numbering style for a second list, you can right-click the second set of numbers and choose to continue the numbering:


If you have continued the numbering, a "Restart at 1" command will be available as well:



You can also click Set Numbering Value from this menu to choose what starting value the list will have:

Set Numbering Value	?	×
<ul> <li><u>Start new list</u></li> <li><u>Continue from previo</u></li> <li>Advance value (ski</li> </ul>	us list ip num	bers)
Set <u>v</u> alue to: h Preview: 1.		
ок	Ca	ncel

# ACTIVITY 5-2 Renumbering a List

In this activity, you will add numbers to two existing lists.

1. Open Microsoft Word 2016 and open Activity 5-2:



2. Select the four lines below "Salaried Staff" and the three lines below "Contractors:"

🗄 <u>5 · 0</u> =	Activity 5-2 - Word	E	- 8	×
File Home Insert	Design Layout References Mailings Review View ${\mathbb Q}$ Tell me what you want to do		Sign in 🔉 S	hare
Cut Paste Clipboard rs	albri (Body) - 11 - A' A' Aa / ◆ 臣 - 1三 - 1元 - 1元 - 1 三 電 急 小 町 1 上 - exe x, x' 魚 - 之 - Font G Paragraph G Styles	AaB <sub>Title</sub>		^
	Time Sheet Reporting Procedures Salaried Staff Log into TimePlex using your assigned user name and password. Select Log Time from the main screen. Fill in the details as appropriate. Click Submit when you are finished.			
इनि	Contractors Complete the TimePlex PDF form. Ensure that all fields are filled in. E-mail the completed form to <u>billing@acmewidgets.com</u> . Print a copy of the form for your records.			
Page 1 of 1 56 of 63 words	1 III III III III III III III III III I	Fi	+ 1	36%

(Remember, to select non-adjacent blocks of text, hold the Ctrl key while clicking and dragging.)

**3.** Click Home  $\rightarrow$  Numbering drop-down arrow and choose the style shown below:

<b>.</b> 5 0	Ŧ					Activ	vity 5-2 - Word
File Home	Insert Desi	gn Layout	References	Mailings	Review	View	🛿 Tell me what you wa
Cut Paste ♥ Format Pair Clipboard	Calibri Lig	ht (F × 26 · ) A Į • abe X, X <sup>2</sup> Font	Ϋ́Αັ́ Αα τ   Α τ α⊻ τ Δ	★ III + 5	E = 1 <sup>3</sup> = 1 Numbering None 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		2↓ ¶ AaBbCcDc

4. The numbering will be applied. Click anywhere in the document to de-select the lists:

## Time Sheet Reporting Procedures

#### Salaried Staff

- 1. Log into TimePlex using your assigned user name and password.
- 2. Select Log Time from the main screen.
- 3. Fill in the details as appropriate.
- 4. Click Submit when you are finished.

#### Contractors

- 5. Complete the TimePlex PDF form. Ensure that all fields are filled in.
- 6. E-mail the completed form to <a href="mailto:billing@acmewidgets.com">billing@acmewidgets.com</a>.
- 7. Print a copy of the form for your records.

5. Right-click the first line in the Contractors section. Click "Restart at 1:"

## Time Sheet Reporting Procedures

#### Salaried Staff



6. Both lists will now have separate numbering:

#### Salaried Staff

- 1. Log into TimePlex using your assigned user name and password.
- 2. Select Log Time from the main screen.
- 3. Fill in the details as appropriate.
- 4. Click Submit when you are finished.

#### Contractors

- 1. Complete the TimePlex PDF form. Ensure that all fields are filled in.
- 2. E-mail the completed form to <u>billing@acmewidgets.com</u>.
- 3. Print a copy of the form for your records.
- 7. Save your document as Activity 5-2 Complete and close Microsoft Word 2016.

# **TOPIC C: Customize a List**

Like many other features in Microsoft Word, lists offer many customization options, particularly when dealing with multilevel lists. In this lesson, we will introduce you to some of the most common list customization techniques.

#### **Topic Objectives**

In this topic, you will learn:

- About multilevel lists
- How to increase and decrease list levels
- How to create a new list style
- How to use the Multilevel List gallery
- How to customize the appearance and formatting of a list

#### **MULTILEVEL LISTS**

A multilevel list is a hierarchical list that has multiple levels of points and sub-points, each with their own ordering scheme (letters, numbers, bullets, etc.) and style. As with a bulleted or numbered list, multilevel lists can be applied to existing text or can be created as you type.

To start creating a multilevel list from existing text, select the target text. Then, click Home  $\rightarrow$  Multilevel List and choose the desired style:

H								Zoo	mFoods - Wor	d	
File	Home	Insert	Design	Layout	References	Mailings	Review	View	♀ Tell m	e what you v	vant to d
Paste	X Cut	Cal	ibri (Body)	11 ▼ A	A → Aa →	* E• #	- <sup>1</sup> - 1	⊨∍≣	ĝ↓ ¶	AaBbCcDc	AaBb( All ▼
-	💎 Format Pai	inter		Eant		_	Curren	it List			
	Liipooaro	Lar I		Font		ta	1. <u>a. </u> i				
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							Nor	ne	1) a) i)	1 1.1 1.1.1	
							* *		Article I. Headi Section 1.01 I (a) Heading 3-	1 Heading 1 1.1 Heading 1.1.1 Head	g 2-
							I. Headin A. He 1. F	g 1 ading 1 Headin	Chapter 1 Heading 2		
							e <u>C</u> h	ange Lis	t Level		Þ
							<u>D</u> ef	fine Nev	v Multilevel Lis	t	
							Def	fine Nev	v <u>L</u> ist Style		.:

#### **INCREASING AND DECREASING LIST LEVELS**

To demote an item (move it down a list level), select that line (or multiple lines) and click the Increase Indent command in the Paragraph group of the Home tab. You can also press Tab:



To promote an item (move it up a list level), select that line and click the Decrease Indent command or press Shift + Tab:



If you want to create a list from scratch, click Home  $\rightarrow$  Multilevel List and type your list as normal, promoting and demoting items as necessary using the commands listed above.

#### **Converting a Numbered List**

If you are working with a bulleted or numbered list and demote items as shown above, Microsoft Word will automatically convert it to a multilevel list.

#### LIST STYLES

The Multilevel List drop-down command also contains the Define New List Style option. This option is used to create a new list style that can be saved to the document template and used later on:

E 5 · (	5 ÷					z	oomFoods - Wa	rd
File Home	Insert	: Design	Layout	References	Mailings	Review Vie	w 🛛 🖓 Tell m	ne what you want to d
Cut		Calibri (Body)	- 11 - A	A Aa 🗸 🔌	∃≣ • <u>§</u> ≣	• 🔁 • 🔁	≣   2↓   ¶	AaBbCcDc AaBb
Paste 🗸 Format Pa	ainter	B <i>I</i> <u>U</u> ≁a	le∈ X₂ X²	🗛 - 🌌 - 🗛 -	· = = =			All 🔻
Clipboard	Gi		Font		5	Current List	7	
						1		
						i.—		
						List Library	-	
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						* *	Article I. Head Section 1.01 (a) Heading 3-	1 Heading 1— 1.1 Heading 2- 1.1.1 Heading :
						I. Heading 1 A. Heading 3 1. Heading	Chapter 1 Heat Heading 2	
						↔ Change	List Level	Þ
						Define N	lew Multilevel Li	ist
						Define N	lew <u>L</u> ist Style	<u>.</u>

This command will open the Define New List Style dialog box. Simply set your options and click OK to create the new style:

Define New List Style		?	×
Properties			
<u>N</u> ame:	Style1		
Style type:	List		$\sim$
Formatting			
<u>S</u> tart at:	1		
Apply formatting to:	1st level		$\sim$
× ×	B I U		
1, 2, 3,	νΩ 🖳 🖼 🧮		
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	1.		—
Indent: Left: 0.25" Hanging: 0.25", Outline nu Alignment: Left + Aligned at:	mbered + Level: 1 + Numbering Style: 1, 2, 3, + Sta 0.25" + Indent at: 0.5", Priority: 100	rt at: 1 +	
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Once you have defined a style, the new style will appear in the Multilevel List drop-down menu:

H	<del>ა</del> თ	÷						Zoor	mFoods - Wor	d	
File	Home	Insert	Design	Layout	References	Mailings	Revi	ew View	Tell me	what you wa	nt to do
Paste	K Cut È Copy ≸ Format Pair lipboard	Cali nter B	ibri (Body) I <u>U</u> - a	$\begin{array}{c c} 11 & \bullet & A^{*} \\ \hline \bullet & \mathbf{x}_{2} & \mathbf{x}^{2} \\ \hline & Font \end{array}$	A <sup>™</sup> Aa - A - ª <sup>™</sup> - 4	<ul> <li></li></ul>	= * **; = (	urrent List	<b>2</b> ↓ ¶	AaBbCcDo	AaBbC All ▼
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							L	ist Library			_
								None	1) a) i)	- 1. - 1.1. - 1.1.1.	
							•	·	Article I. Head Section 1.01 (a) Heading 3	fi 1 Heading H 1.1 Heading H 1.1.1 Heading	1 Ig 2 ding :
							I.	Heading 1— A. Heading : 1. Headin	Chapter 1 He Heading 2	8	
							L	ist Styles			
							I)	a) i)			
							÷	<u>Change</u> L	ist Level		Þ
								Define Ne	w Multilevel L	ıst	

#### Define New Multilevel List vs. Define New List Style

When you define a list in this way, it can be saved to the document template and used for future documents. If you simply define a new list via the drop-down menus on the Home tab, it will only be available in the current document.

#### THE MULTILEVEL LIST GALLERY

Let's take a closer look at the gallery that opens when you click the Multilevel List command:

		All 🔻	•
Current List			
l) a) i)			
List Library			
None	1) a) i)	1 1.1 1.1.1	
* * •	Article I. Headi Section 1.01 I (a) Heading 3-	1 Heading 1	
I. Heading 1— A. Heading : 1. Headin	Chapter 1 Hea Heading 2 Heading 3		
List Styles			
	st Level v Multilevel List v <u>L</u> ist Style		•

You will see sections for the list currently in use, a library of styles available, and custom styles. At the bottom of the menu, you will see commands to change the current list level (which will be unavailable if a list item is not selected), define a new list, or create a new list style.

#### LIST APPEARANCE CUSTOMIZATION OPTIONS

To further customize a list, click the Define command at the bottom of any of the three dropdown menus. For example, here is the command for the Bullets drop-down menu:

H	<u>জ</u> ন ত	÷							Zoo	mFoods	- Word	
File	Home	Insert	Design	Layout	References	N	lailings	Review	View	Q 1	Tell me wl	hat you wai
	🔏 Cut 🗈 Copy	Cali	bri (Body)	• 11 • A	A Aa →	Ņ		* <sup>1</sup> <u>a</u>	€≣ ₹≣	₽↓	¶ Aa	BbCcDc /
Paste	💉 Format Pair	nter B	I <u>U</u> ₹	abe X <sub>2</sub> X <sup>2</sup>	\Lambda - 🎽 -	A -	Bullet L	ibrary				
	Clipboard	Es.		Font		Fa	None	•	0		4	*
							$\triangleright$	$\checkmark$				
							⊕ <u>C</u> ha	inge List L	evel			
							<u>D</u> ef	ine New B	ullet		N	
											W3	.:

And here is the resulting dialog:

Define New Bullet	?	×		
Bullet character				
Symbol <u>P</u> icture	ol <u>P</u> icture <u>F</u> ont			
Align <u>m</u> ent:				
Left 🗸				
Preview				
·				
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#### LIST APPEARANCE FORMATTING OPTIONS

You can customize many of the formatting aspects of lists in the same way that you can with regular text. For example, you can increase the spacing between list items using the Line and Paragraph Spacing command on the Home tab:



# **ACTIVITY 5-3**

## **Customizing a List**

Your Time Sheet Reporting Procedures document has gone through a revision by management. You need to create a custom multilevel list style to display the steps correctly.

1. Open Microsoft Word 2016 and open Activity 5-3:



**2.** Click Home  $\rightarrow$  Multilevel List  $\rightarrow$  Define New List Style:

H								Acti	ivity 5-3 - Word	i
File	Home	Insert	Design	Layout	References	Mailings	Review	View	♀ Tell me	what you want to d
Paste	X Cut E Copy ✓ Format Pai	Cal nter B	ibri Light (F I <u>U</u> - a	26 ▼ A	- <mark>ab∕</mark> - Aa	<ul><li>♦ E • E</li><li>• E = E</li></ul>	× <sup>s</sup> =-× ≡ Curre	€ €	2↓ ¶	AaBbCcDc AaBbC All ▼
	Clipboard	G <sub>2</sub>		Font		Ex .	1.— a	i. ——		
							List L	ibrary		
							N	one	1) a) i)	1 1.1 1.1.1
							*		Article I. Head Section 1.011 (a) Heading 3-	1 Heading 1
							L Head	ding 1— Heading 1 1. Headin	Chapter 1 Hes Heading 2 Heading 3	
							⊕ (	hange Lis	it Level	. ⊦
								etine Nev	v Multilevel Lis	t
							Ľ	Jefine Nev	v <u>L</u> ist Style	

**3.** For the name, enter "Time Sheet List." Ensure that the "Apply formatting to" menu says "1st level:"

Define New List Style		?	×
Properties			
<u>N</u> ame:	Time Sheet List		
Style type:	List		$\sim$
Formatting			
<u>S</u> tart at:	1 💠		
A <u>p</u> ply formatting to:	1st level		$\sim$
× ×	В <i>I</i> <u>U</u>		
1, 2, 3,	Y Ω ➡ Ξ		
1)			
a)			
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(1)			_
(1)			_
Indent: Left: 0" Hanging: 0.25", Outline nun Alignment: Left + Aligned at: 0	bered + Level: 1 + Numbering Style: 1, 2, 3, + * + Indent at: 0.25", Priority: 100	Start at: 1 +	•
Only in this <u>d</u> ocument ON	w documents based on this template		
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4. Click the Format button and click Numbering:

Define New List Style			2	$\sim$
Define New List Style			ſ	^
Properties				
<u>N</u> ame:	Time Sheet List			_
Style type:	List			$\sim$
Formatting				
<u>S</u> tart at:	1			
Apply formatting to:	1st level			$\sim$
~ ·	→ B <i>I</i> <u>U</u>	$\checkmark$		
1, 2, 3,	- Ω	<u>€</u> ≡		
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(1)				
Indent: Left: 0"				
Hanging: 0.25", Outline Alignment: Left + Aligned a	numbered + Level: 1 + Number it: 0" + Indent at: 0.25", Priority	ing Style: 1, 2, 3, + Si v: 100	art at: 1 +	
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dDS				
<u>b</u> order				
Language				
Fra <u>m</u> e				
Numbering				
Shortcut key				
lext <u>E</u> ffects				

**5.** The Modify Multilevel List dialog will open. In the "Enter formatting for number" field, type "1." Click OK:

Modify Multilevel list			?	×
Click level to modify:	i. ————			
Number format Enter f <u>o</u> rmatting for number 1.			<u>F</u> ont.	
Number style for this level:		lude level numbe	er from:	~
Position				
N <u>u</u> mber alignment: Left Text <u>i</u> ndent at: 0.25°	~ •	<u>A</u> ligned at: 0 <sup>-</sup> S <u>e</u> t for All Lev	els	-
More >>		ОК	Car	ncel

6. Back in the Define New List Style dialog, change the font color to "Blue-Gray, Text 2:"

Define New List Style		?	$\times$
Properties			
<u>N</u> ame:	Time Sheet List		
Style type:	List		$\sim$
Formatting			
<u>S</u> tart at:	1		
Apply formatting to:	1st level		$\sim$
~ ~	B I U		
i= :=   1.2.3 m	Automatic		
<u>-</u> - <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u> <u>-</u>	Theme Colors		_
a)			_
(4)	Standard Colors		
(1)			
Indent: Left: 0" Hanging: 0.25", Outline nu Alignment: Left + Aligned at:	mbered + Level: 1 + Numbering Style: 1, 2, 3, + Sta 0° + Indent at: 0.25°, Priority: 100	rt at: 1 +	
Only in this <u>d</u> ocument	lew documents based on this template		
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#### 7. Add a bold effect:

Define New List Style		?	×
Properties			
<u>N</u> ame:	Time Sheet List		
Style type:	List		$\sim$
Formatting			
<u>S</u> tart at:	1 🜩		
Apply formatting to:	1st level		$\sim$
× ×			
1, 2, 3,	Ω 📑 🚈		
1. a) i) (1)			
Font color: Text 2, Text Fill, Ind Left: 0° Hanging: 0.25°, Outline nu Alignment: Left + Aligned at:	ent: mbered + Level: 1 + Numbering Style: 1, 2, 3, + Sta 0° + Indent at: 0.25°, Priority: 100 lew documents based on this template	rt at: 1 +	
F <u>o</u> rmat ▼	ОК	Cano	el.

8. Click the "Apply formatting to" menu and click "2nd level:"

Define New List Style		?	×									
Properties												
<u>N</u> ame:	Time Sheet List											
Style type:	List		$\sim$									
Formatting												
<u>S</u> tart at:	1											
Apply formatting to:	1st level		$\sim$									
↓     ↓     ↓     ↓       ↓     ↓     ↓     ↓       a)     ↓     ↓     ↓       i)     ↓     ↓     ↓	1st level 2nd level 3rd level 4th level 5th level 6th level 7th level 8th level 9th level	\$	~									
Font: Bold, Font color: Text 2, Text Fill, Indent: Left: 0" Hanging: 0.25", Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25", Priority: 100												
■ Only in this <u>d</u> ocument ON	ew documents based on this template	Cano	el:									

9. Click Bullets in the Define New List Style dialog:

Define New List Style		?	×
Properties			
<u>N</u> ame:	Time Sheet List		
Style type:	List		$\sim$
Formatting			
<u>S</u> tart at:	1		
Apply formatting to:	2nd level		$\sim$
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a)			
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Only in this <u>d</u> ocument ON	ew documents based on this template		
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**10.** Click the drop-down menu next to the Bullets command. Choose the diamond bullet:

Define New List Style		?	×
Properties			
<u>N</u> ame:	Time Sheet List		
Style type:	List		$\sim$
Formatting			
Start at:	1		
Apply formatting to:	2nd level		$\sim$
Symbol 🗸 🗸	В І <u>U</u>		
3 = := Bullet: • 00001,00002,00 Bullet: • Bullet: • Bullet: • Bullet: • i) (1)		_	
Font: Symbol, Indent: Left: 0.25" Hanging: 0.25", Outline nu Indent at: 0.5", Priority: 100	nbered + Level: 2 + Numbering Style: Bullet + Aligne	d at: 0.2	.5° +
Only in this <u>d</u> ocument ON	ew documents based on this template		
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**11.** The two list levels are now complete. Click OK to create the new style:

Define New List Style		?	×									
Properties												
<u>N</u> ame:	Time Sheet List											
Style type:	List		$\sim$									
Formatting												
Start at:	1											
Apply formatting to:	2nd level		$\sim$									
Symbol 🗸 🗸	B I U Automatic ~											
Bullet: •	🖌 Ω 📑 🚈											
1.												
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a			_									
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Font: Symbol, Font color: Auto Left: 0.25" Hanging: 0.25", Outline nur Indent at: 0.5", Priority: 100	Font: Symbol, Font color: Auto, Indent: Left: 0.25' Hanging: 0.25', Outline numbered + Level: 2 + Numbering Style: Bullet + Aligned at: 0.25' + Indent at: 0.5' Priority 100											
Only in this <u>d</u> ocument ON	ew documents based on this template											
F <u>o</u> rmat ▼	ОК	Cano	el									

**12.** Select the text under the "Salaried Staff" section of the document. Click Home  $\rightarrow$  Multilevel List and choose the style that you just created:

🗄 🕏 🖉 🕫	Activity 5-3 - Word	æ – t	×
File Home Insert E	Design Layout References Mailings Review View 🖓 Tell me what you want to do	Sign in	A Share
Paste Clipboard ™	(Bedy) • 11 • A A A → A → E • E • E • E • E = E = 2 ↓ 1 Aaabbccbt Aaabbccb Aabbcc Aabbc Aabbcc Aabb	AaBi Title v Kosee	ace tt *
Chpboard r	Fort       Umment list         Time Sheet Re       0         Salaried Staff       0         Op into TimeBeg wong voy our solg       0         Fill in the details as appropriat       0         Fill in the details as appropriat       0         First Name       0         Last Name       0         Concepted be       0         Hours for each day entered into the correct box         Cited Submit when you are finished.	i telev	
Page 1 of 1 55 of 92 words	2. E-mail the completed form to <u>billing@acmewidgets.com</u> . 3. Print a copy of the form for your records.		+ 106%

**13.** Select items 2 and 3 in the list. Click Home  $\rightarrow$  Increase Indent:



**14.** The selected items will now be at level 2, using the diamond bullet. Select the items that are now 4 through 9. Press Tab to demote them:

#### Salaried Staff

- 1. Log into TimePlex using your assigned user name and password.
  - User Name: FirstName\_LastName
  - Password: Chosen by you during orientation
- 2. Select Log Time from the main screen.
- 3. Fill in the details as appropriate.
- 4. Employee ID
- 5. First Name
- 6. Last Name
- 7. Time Period
- 8. Hours for each day entered into the correct box
- 9. Click Submit when you are finished.
- **15.** We made a mistake: the last item should still be numbered. Click to place your cursor in that line and click Home → Decrease Indent:

.⊟ •5• Ø =	Activity 5-3 - Word		- 0	×
File Home Inser			Sign in 🔍 Sha	are
E 5 C C C C C C C C C C C C C C C C C C	Caller (dex)       Time A Mark       Mark	aBI Title	- E Sign in 2, Sh A Find - 2, Sh Replace b Select - 5 Edding	×
	Last Name     Time Period     Hours for each day entered into the correct box     Cick Submit when you are finished.			

16. Your list is now complete:

#### Salaried Staff

- 1. Log into TimePlex using your assigned user name and password.
  - User Name: FirstName\_LastName
  - Password: Chosen by you during orientation
- 2. Select Log Time from the main screen.
- 3. Fill in the details as appropriate.
  - Employee ID
  - First Name
  - Last Name
  - Time Period
  - Hours for each day entered into the correct box
- 4. Click Submit when you are finished.
- 17. Save your document as Activity 5-3 Complete and close Microsoft Word 2016.

# Summary

In this lesson, you learned how to manage lists to present text more effectively. We covered sorting lists, renumbering lists, and customizing list appearance. We also discussed multilevel lists in depth.

#### **REVIEW QUESTIONS**

- 1. What is the command sequence to sort a paragraph of text?
- 2. What tab contains commands to create and manage all types of lists?
- 3. What is the keyboard shortcut to promote a list item?
- 4. How do you customize the starting value of a numbered list?
- 5. How many levels of sorting does Microsoft Word support?

# LESSON 6: INSERTING GRAPHIC OBJECTS

# **Lesson Objectives**

In this lesson you will learn how to:

- Insert symbols and special characters
- Add images to a document

# TOPIC A: Insert Symbols and Special Characters

In addition to standard keyboard characters, Microsoft Word includes a variety of additional symbols and special characters that you can add to documents. In this topic, we will learn how to insert those elements.

#### **Topic Objectives**

In this topic, you will learn:

How to insert symbols and special characters into a document

#### **Symbols**

To add a symbol to your document, click Insert  $\rightarrow$  Symbol. You can choose a frequently used symbol from the menu or click More Symbols to open the Symbol dialog:

8														ods - Word										•				×		
File		ome	Insert	Design		Referenc		Aailings																		Sign in	R,s	hare		
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Cover Page	Blank Page	Page Break	Table v	Pictures On Pict	line Shap ures *	ies SmartAr	t Chart	Screenshot *	🎝 My	Add-ins	<ul> <li>Wikipedia</li> </ul>	Online Video	Hyperlink	Bookmark	Cross- reference	Comment	Header *	Footer	Page Number •	Text Bax *	Quick Parts *	WordArt *	Drop Cap *	Object *	Equa	ition Sy	mbol N			
	Pages		Tables			llustrations				Add-ir	15	Media		Links		Comments	He	ader & F	Faater				Text			Symit	% ←	÷	£	
																											¥C		ты	
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Here is the Symbol dialog box:

Symbo	I														?		×
Symbo	Symbols Special Characters																
Eont:	Eont: (normal text) Subset: Currency Symbols															[	~
₩	٦	₫	€	¥	¥	Ďр	ß	₽	¢	A	₹				巷	^	
₽	Ψ	₽	Ο	%	f	N空	P	SM	тм	Ω	e						
⅔	⅓	⅔	⅔	⁴⁄₅	⅛	5⁄6	1⁄8	⅔	5/8	7∕8	1						
$\rightarrow$	$\checkmark$	$\leftrightarrow$	$\updownarrow$	Г	Z	Ы	Z	<u>‡</u>	9	Δ	Π	2			<u> </u>	~	
Recen	tly use	ed sym	ibols:														
€	£	¥	©	®	тм	±	≠	≤	≥	÷	×		μ	α	β		
Unico Euro S	Unicode name: Euro Sign														~		
Auto	Corre	ct	Sh	ortcut	<u>K</u> ey	Sh	ortcut	t key: /	Alt+Ct	rl+E							
			3								4		<u>I</u> nsert	t	C	ance	

Here are the steps to follow to insert a symbol using this dialog.

- Pick the font to use (1). By default, Word will display symbols in the current font. Choosing a font can be important as some fonts (such as Wingdings) are all symbols and contain symbols not available in other fonts. Some fonts also have special subsets, like the currency symbols shown here.
- **Click a symbol (2)** to select it for insertion, or use the scroll bar to scroll through the symbols.
- Click the Insert button (4) to add the selected symbol to your document. Once you click the Insert button, the Cancel button will become a Close button. You can then add more symbols or close the dialog.
- You can also use the AutoCorrect and Shortcut Key buttons (3) to make inserting this symbol easier in the future.

If you want to format or delete the symbol, you may do so as you would with any other text.

#### The Wingdings Font

Microsoft Word includes a special font set called **Wingdings**, which features a wide variety of symbols that you can add to your document:

Symbol	?	Х
Symbols Special Characters		
Eont: Wingdings		
✐✐✗٭ୡ୵≙◧▯▯◙◙⊠⊑छ⊄₫₫	<u>م</u>	
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🙍 🐇 🖏 🤄 🗢 🛩 🚽 🖗 💯 😳 😂 🍑 🎗	Þ	
P→ ☆ ▲ ☆ ☆ ☆ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥	<u>א</u> *	
Recently used symbols:		
first firs	β	
Unicode name: Wingdings: 32 from: Symbol	(decimal	) ~
AutoCorrect Shortcut Key Shortcut key:		
Insert	Car	ncel

As of this writing, there are three sets of Wingdings fonts, as well as Webdings.

#### **SPECIAL CHARACTERS**

You can also insert special characters like ellipses and non-breaking spaces using the Special Characters tab of the Symbol dialog:

<u>Symbols</u>	Special Characters				
Character:		Shortcut key:			
	Em Dash	Alt+Ctrl+Num -			
-	En Dash	Ctrl+Num -			
-	Nonbreaking Hyphen	Ctrl+Shift+_			
- 1	Optional Hyphen	Ctrl+-			
	Em Space				
	1/4 Em Space				
•	Nonbreaking Space	Ctrl+Shift+Space			
©	Copyright	Alt+Ctrl+C			
ĕ	Registered	Alt+Ctrl+R			
тм	Trademark	Alt+CtrI+T			
ş	Section				
۳	Paragraph				
	Ellipsis	Alt+Ctrl+.			
	Single Opening Quote	Ctrl+`,`			
	Single Closing Quote	Ctrl+',			
	Double Opening Quote	Ctrl+,			U .
	Double closing Quote	cui+,			
<u>A</u> utoCor	rect Shortcut <u>K</u> ey				
			<u>I</u> nsert	Ca	ncel

Simply click a character to select it and then click Insert. You can also view and edit the AutoCorrect and Shortcut Key entries for special characters using the buttons at the bottom of this tab.

# **ACTIVITY 6-1**

## **Inserting Symbols and Special Characters**

In this activity, you will add a variety of symbols and special characters to a document.

1. Open Microsoft Word 2016 and open Activity 6-1:



**2.** First, let's see how AutoCorrect works with fraction symbols. Click inside the first cell of the second column of the table. Type "1/4" and press the spacebar:

One-fourth	1⁄4
Infinity Symbol	
Arrow	
Skull and crossbones	
Trademark symbol	

The numbers will automatically be converted to a fraction.

**3.** Press the Down arrow key to move down one cell. Click Insert  $\rightarrow$  Symbol  $\rightarrow$  Infinity:

File		*	Inset																								• A	Share	
Cover	Dark P		Table	Pictures	Doline Shap	es SmartAr	t Cha	screensh	i Ste	re Addition	W Wikipedia	Online	Hyperfini	Bookmark	Cross-	Comment	Header	Footer	Page	A Test	Quick V	<b>A</b> NortArt	A	Z Signature Line *	π	Ω Symb	01		
Page -	Page Br	reak			ictures -					Add-Ins		Video			reference				Number -	Bax -	Perts -	-	Cap-	Object *			1		
	Pages		Tables			llustrations				Add-le	<u>6</u>	Media		Links		Comments	i Hi	iader & F	ntoo				Text		Syn	εe	£	χ 6	ġ.
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																										+	х [	75 I	i.
																										β	π	0 3	2
																										Ω	More S	ymbel	s

**4.** Press the Down arrow key to move down one cell. Click Insert  $\rightarrow$  Symbol. The arrow that we want is not in this menu, so click More Symbols:

*1日ち・0・	Activity 6-1 - Word Preview	Tab	ie Tools					12.	Œ	- 5	×		
File Home Insert	Design Layout References Mailings	Review View Design	Layout	Tell me what you want	to do 🛛 🖗			John Smith		så Shar	. 🙂		
🖹 🗋 🕂 🔳	🔏 🎑 🖓 🍋 💼 🗛	ब Store 🛛 W		🍓 🕨 🗄	8 🐌	D 🗋 🔒	A 🗉 🗛	A Signature Line -	π	Ω			
Cover Blank Page Table Page * Page Break *	Pictures Unine Shapes SmartArt Chart Screenshot Pictures * *	My Add-ins - Whopeda	Video	Hyperank bookmark Cros refere	s- Comment	* * Number *	Box * Parts * *	Cap - Object -	equation *	symbol *			
Pages Tables	Illustrations	Add-Ins	Media	Links	Comments	Header & Footer		Text	Symi		ε£	×	
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										2	+ ×	μ	
										β	πΩ	Σ	
										Ω Ν	ore Sym	nbols	ł

5. In the Symbol dialog box, click the Subset menu and click Arrows:

Symbol	?	$\times$
Symbols Special Characters		
Font: (normal text) V Subset: Mathematical Operators		•
V $\stackrel{\frown}{=}$ L ∩ J $\approx$ ≠ Ξ ≤ Superscripts and Subscripts Currency Symbols Combining Diacritical Marks for 3 4 5 6 7 8 9 10 11 GLetterlike Symbols	or Symbols	^
192000000000000000000000000000000000000		v
	<b>4</b> ,	
Recently used symbols:		
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6. Click to select the Left Right Arrow and click Insert:

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7. Now, let's insert the Skull and Crossbones symbol. With the Symbol dialog still open, click to place your cursor in the empty cell beside that entry:

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(You can move the Symbol dialog if necessary by clicking and dragging its title bar.)

8. Back in the Symbol dialog, click the Font menu and click Wingdings:

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9. Click the skull and crossbones icon and click Insert:

**10.** With the Symbol dialog still open, click to place your cursor in the last empty cell of the table:

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**11.** Click the Special Characters tab:

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**12.** Click Trademark and click Insert:

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**13.** Close the Symbol dialog:

	Special characters			
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•	Nonbreaking Space	Ctrl+Shift+Space		
©	Copyright	Alt+Ctrl+C		
ē	Registered	Alt+Ctrl+R		
тм	Trademark	Alt+CtrI+T		
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**14.** Your document should look like this:

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	Arrow	$\leftrightarrow$
	Skull and crossbones	<b>.</b>
	Trademark symbol	тм

**15.** Save your document as Activity 6-1 Complete and close Microsoft Word 2016.

# TOPIC B: Add Images to a Document

It's now time to move beyond creating basic documents. Pictures can give you more ways to present information and make your documents more appealing than ever. This topic will cover different types of illustrations and show you how to add images to your documents.

#### **Topic Objectives**

In this topic, you will learn:

- About illustrations, including SmartArt and charts
- How to insert local and online pictures into a document
- About the Picture Tools Format tab

#### **I**LLUSTRATIONS

An **illustration** refers to a graphic file created in or inserted into a Microsoft Word document. Microsoft Word allows you to insert pictures, shapes, SmartArt, charts, and screenshots. It also provides tools to modify and manage these illustrations.

#### SmartArt

SmartArt is Microsoft's intelligent way of adding diagrams to your Office documents. It gives you a way to present text and information as a graphic.

#### Charts

Charts are graphical representations of data and relationships in a dataset. They are often created to make interpreting tabular data easier.

#### **LOCAL PICTURES**

To insert a picture from a file on your computer, place your cursor where you want the image to go. Then, click Insert  $\rightarrow$  Pictures:

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Cover	Blank	Page	Table	Pictures	Online Shap	es SmartArt	Chart	Screenshot
Page 🔻	Page	Break	-		Pictures 🔹			Ψ
	Pages		Tables	13		llustrations		

You will then be prompted to locate and choose the file. (Most common image formats are supported, including BMP, JPEG, PNG, TIF, and GIF.) Click a single file or hold Ctrl and click multiple files. Click Insert when you're ready:

Insert Picture						×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ $\blacksquare$ $>$ This PC	> Pictures >	ٽ ~	Search Pictures			9
Organize 👻 New folder				•		?
<ul> <li>✓ Quick access</li> <li>✓ Desktop</li> <li>✓ Downloads</li> <li>✓ Documents</li> <li>✓ Documents</li> <li>✓ Pictures</li> <li>✓ Music</li> <li>✓ Videos</li> <li>✓ Microsoft Word</li> <li>✓ OneDrive</li> <li>✓ This PC</li> <li>✓ Network</li> </ul>	Camera Roll	Saved Pictures	Logo			
File name:	Logo		~ All Pictures			$\sim$
		Tools	▼ Insert	C	ancel	

The picture will then be added to your document and resized (if necessary) to fit the page. The Picture Tools – Format contextual tab will also become available:



#### **ONLINE PICTURES**

Microsoft Word 2016 also gives you the ability to insert images from online sources, like OneDrive, Bing, and Flickr. (You may need to obtain copyright permissions for these images depending on how you are going to use them.)

To start, click to place your cursor where you want the picture to go. Next, click Insert  $\rightarrow$  Online Pictures:



Now, you can search Bing for an image or browse your OneDrive account (if you are connected to it) for the necessary files. You can also install additional connectors for applications like Facebook and Flickr:

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	Insert Pictures		
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	OneDrive - Personal jsmith@acmewidgets.onmicrosoft.com	Browse ►	
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Here we are going to search for airplane images on Bing:

In	sert Pictures		
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AI	io insert from:		

Once the results have been returned, you can click any image to select it and click Insert to add it to your document:

4 BACK TO SITES		×
Bing Image Search 88 search results for airplane	airplane 🔎	
	*	
Search results are images licensed under Creative Commons. Please review to ensure you can comply with it. Show all web results	the specific license for any image you want to use	×
Airplane 500 x 326 - www.flickr.com	1 item selected. Insert	

The image will be added and you can modify it like any other:

1	a •	5 · 0	Ŧ								Picture To	als.	ZeomFood	s - Word								80	-		×
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#### THE PICTURE TOOLS – FORMAT CONTEXTUAL TAB

When you add any type of picture to your document, you will see the Picture Tools – Format contextual tab:



It contains the following groups:

- Adjust group: Modify the contents of the picture.
- Picture Styles group: Apply a border to the photo. You can choose a pre-configured style or create your own style with the Picture Border and Picture Effects commands. You can also convert this image to a SmartArt diagram with the Picture Layout menu.
- Arrange group: This group will help you place the photo in the document and lay out pictures.
- Size group: Change the size of the picture.

# **ACTIVITY 6-2**

## **Adding Images to a Document**

In this activity, you will add an image from a file and an online image to a product information document.

1. Open Microsoft Word 2016 and open Activity 6-2:



**2.** First, let's add the product logo to the document. To begin, click Insert  $\rightarrow$  Pictures:



**3.** Browse to the Lesson 6 folder of your Exercise Files. Select the Logo image file and click Insert:

Organize • New folder      Possible *      Possible * </th <th>Starting Files for A</th> <th>&gt; Lesson b V C Search</th> <th>Lesson o</th>	Starting Files for A	> Lesson b V C Search	Lesson o
Quick access     Desktop     Access     Downloads     Documents     Pictures     Pictures     Music     Videos     Microsoft Word     OneDrive     This PC	Organize 👻 New folder		
Network	Quick access     Desktop     Pownloads     Documents     Pictures     Music     Wideos     Microsoft Word     OneDrive     This PC     Network		

4. The image will be inserted and the Picture Tools – Format tab will be displayed:



(Your picture may be in a different location than our example. If so, that's OK.)

5. Let's make the picture smaller. Type "2" in the Width field on the Picture Tools – Format tab and press Enter:

Picture Tools	s Activity 6-2 - Word					E	a –		×
Format	Q Tell me what you want to do						Sign i	n Aps	hare
		Picture Border →     Q Picture Effects →     Q Picture Layout →	Position Wrap	Bring Forward	F Align •	Crop	Height: 3.9	8" ‡	]
	Picture Styles	G		Arrange			Size	17	~
6. Now let's position the image. Click Picture Tools – Format → Position → Position in Top Right with Square Text Wrapping:



7. With the first image placed, we can now add an online image. Click to place your cursor next to the text "Easy Steps to Your Perfect Cup." Click Insert → Online Pictures:



**8.** In the Bing Image search field, type "coffee" and click the Search button:



**9.** When the results are displayed, choose any image you like. Click to select it and click Insert:

		×
A BACK TO SITES	<u></u>	<mark>!</mark>
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Coffeel Low water Reverses Low water Reverse	)	<b>^</b>
		~
Search results are images licensed under Creative Commons. Please review the specific license for any image you want to us to ensure you can comply with it. Show all web results	use	×
So you like this coffee "Even though I felt 1 item selected. Insert Cance	el	]

**10.** To position the image, click the Layout Options button:



**11.** Click "In Front of Text:"



12. If the image is overlapping the text, click and drag it to reposition it:



**13.** Save your document as Activity 6-2 Complete and close Microsoft Word 2016.

# **Summary**

In this lesson, you learned how to add symbols, special characters, illustrations, and pictures to a document. You also learned how to modify images with the Picture Tools – Format contextual tab. You should now feel ready to improve your document's visual appeal using these tools.

#### **REVIEW QUESTIONS**

- 1. Name one font that is all symbols.
- 2. What should you be aware of when inserting online images into a document?
- 3. What is SmartArt?
- 4. Which tab contains commands to add symbols and illustrations to your document?
- 5. List one location that online images can be inserted from.

# LESSON 7: CONTROLLING PAGE APPEARANCE

# **Lesson Objectives**

In this lesson you will learn how to:

- Apply a page border and color
- Add a watermark to a document
- Add headers and footers to a document
- Control page layout

# TOPIC A: Apply a Page Border and Color

So far in this course we have focused on creating and editing the content of your document, including text, graphics, tables, and lists. In this topic, we will shift our focus to the overall appearance of the pages in a document.

#### **Topic Objectives**

In this topic, you will learn:

- How to add a border to a page
- How to customize the page border
- How to apply a page color

#### **PAGE BORDERS**

The term **"border"** refers to a stylized line around a page, paragraph, or word. In this topic, we will focus on page borders. Here we have added an artistic border to a title page:



### **BORDER OPTIONS**

To add a border to a page, click Design  $\rightarrow$  Page Borders:



You will then see the Page Border tab of the Borders and Shading dialog box:

Borders and Shading	? ×
Borders Page Border Shading	
Setting: 1 Style:	Preview Click on diagram below or use buttons to apply borders
Вох 2	
Shadow	
3-D Color: Automatic V Width:	
<u>Custom</u> 4 ½ pt ∨	App <u>ly</u> to:
A <u>r</u> t: 5 (none) ✓	Whole document 9 Options
	OK Cancel

This tab of the dialog works just like the Borders tab that we looked at in Lesson 3. You can choose a **basic setting** from the list on the left **(1)**. Then, use the menus in the middle to choose a **style (2)**, **color (3)**, and **width (4)** for your border. You can also choose an **art-based border (5)**.

Next, use the **buttons on the right-hand side (6)** to toggle parts of your border on or off. (For example, to add a bottom line, you would click the 🖾 button.) You will be able to see a **preview** of your choices as you apply them **(7)**.

You can also choose what to apply the settings to (8), as well as open the Border and Shading **Options dialog (9)**. Once you have made your choices, click OK to apply them.

### PAGE COLOR OPTIONS

Microsoft Word also lets you change the page color for all pages within a document. To do this, click Design  $\rightarrow$  Page Color and choose a color from the menu:



You will notice as you hover over each color that a preview will appear on the page. Note that this change will apply to the entire document, not just to the current page or section.

#### **Printing Backgrounds**

If you want your page color to be printed, open the Word Options dialog box by clicking File  $\rightarrow$  Options. Then, click the Display category and check "Print background colors and images:"

Word Options		?	×
General Display	Change how document content is displayed on the screen and when printed.		
Proofing	Page display options		
Save Language	Show white space between pages in Print Layout view  Show highlighter marks  Show document tooltips on hover		
Customize Ribbon	Always show these formatting marks on the screen		
Quick Access Toolbar Add-Ins Trust Center	Iab characters       →         Spaces       •••         Paragraph marks       ¶         Hidden text       abs         Optional hyphens       ¬         Object anghors       ✔         Show all formatting marks       ▼		
	Printing options		
	<ul> <li>Print drawings created in Word <sup>①</sup></li> <li>Print background colors and images</li> <li>Print document properties</li> <li>Print hidden text</li> <li>Update fields before printing</li> <li>Update linked data before printing</li> </ul>		
	ОК	Ca	ncel

# ACTIVITY 7-1 Applying a Page Border and Color

In this activity, you will start formatting a document to accompany a product presentation.

1. Open Microsoft Word 2016 and open Activity 7-1:



2. First, let's add a border to the title page. Ensure that your cursor is on that page and then click Design → Page Borders:



**3.** Choose a 3-D border style:

Borders and Shading	9	? ×
<u>B</u> orders <u>P</u> age Bo	order <u>S</u> hading	
Setting:	Style:	Preview Click on diagram below or use buttons to apply borders
Box		
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3- <u>D</u>	Color: Automatic V	
Custom	<u>W</u> idth: ½ pt ~	Apply to:
	A <u>r</u> t: (none)	Whole document
		OK Cancel

4. Scroll down in the Style list and choose a double solid line:

Borders and Shadin	9	? ×
<u>B</u> orders <u>P</u> age Bo	order <u>S</u> hading	
Setting: None Box Shadow 3-D Custom	Style:	Preview Click on diagram below or use buttons to apply borders
		OK Cancel

5. The Color and Width settings look great, so we'll leave those at their default options. Click the "Apply to" drop-down menu and choose "This section – first page only:"

Borders and Shadin	g	? ×
Borders Page B	order <u>S</u> hading	
Setting: None Bo <u>x</u> Sh <u>a</u> dow	Style:	Preview Click on diagram below or use buttons to apply borders
3- <u>D</u>	<u>C</u> olor: Automatic V	
C <u>u</u> stom	<u>W</u> idth: 1/2 pt V	Apply to:
	A <u>r</u> t: (none)	Whole document Whole document This section
		This section - First page only This section - All except first page

6. Click OK to create your border:

Borders and Shadi	ng	? ×
<u>B</u> orders <u>P</u> age I	Border <u>S</u> hading	
Setting:	St <u>v</u> le:	Preview
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3- <u>D</u>	Color:	
Custom	<u>W</u> idth: <sup>1</sup> ⁄ <sub>2</sub> pt →	Apply to:
	A <u>r</u> t:	This section - First page only
	(none) 🗸	Options
		OK Cancel

**7.** The border will now be applied:



8. Now let's change the page color. Click Design → Page Color → Blue, Accent 1, Lighter 80%:

	Activity 7-1 - Word	00 – 0 ×
The North Course of the second	Accord Voter V and Conference of the Second Voter Vote	Vatermark Page Page Page Page Bonders Page Color × Bonders
	QuikBrew Product Presentation	Page 8 Theme Colors Standard Colors His Color His Colors His Colors His Colors

**9.** Scroll through the document to view the effects of this formatting change:



**10.** Save your document as Activity 7-1 Complete and close Microsoft Word 2016.

# TOPIC B: Add a Watermark

In addition to page borders and colors, you can also add watermarks to your document. These watermarks help make important information about your document visible and easy to see.

#### **Topic Objectives**

In this topic, you will learn:

- About watermarks
- How to use the Printed Watermark dialog box

#### WATERMARKS

Watermarks often appear on checks or other legal documents. They are visible when you hold the document up to light and might say something like "ORIGINAL DOCUMENT," or it might outline a pattern.

In Microsoft Word, watermarks can be text or pictures. These watermarks will appear as a washed-out item in the background of the page. To add a watermark to your document, click Design  $\rightarrow$  Watermark and click the watermark that you want to apply:

E b c a Zoomfoods - Word	■ - ■ ×
File         Number         Count         Depart         Management         Number         Numer         Numer         Numer <th>Sign in 24 Share</th>	Sign in 24 Share
Decument Formatting	Confidential
	CONFIDENTIAL CONFIDENTIAL STATE
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	BRAFT DRAFT SHART
	DRAFT 1 DRAFT 2 SAMPLE 1
	SAMPLE
	SAMPLE 2
	Custom Watermark
	Bernove Watermark
	Re Save Selection to Watermark Gallery

#### **THE PRINTED WATERMARK DIALOG BOX**

For additional watermark options, click Design  $\rightarrow$  Watermark  $\rightarrow$  Custom Watermark. The Printed Watermark dialog box will open:

Printed Waterr	nark	?	×
No waterma Picture wate	rmark		
Select Pict	ure		
Scale:	Auto 🗸 Washout		
◯ Te <u>x</u> t waterm	ark		
Language:	English (United States)		$\sim$
Text:	ASAP		$\sim$
Font:	Calibri		$\sim$
Size:	Auto		
Color:	Automatic 🗸 🗹 Semitransp	parent	
Layout:	Diagonal O Horizontal		
	Apply OK	Can	cel

This dialog gives you options to create a watermark from a picture or using text. You can also remove an existing watermark by choosing the "No watermark" option.

## **ACTIVITY 7-2**

## **Adding a Watermark**

In this activity, you will add a custom watermark to a document.

1. Open Microsoft Word 2016 and open Activity 7-2:



Activity 7-2 Microsoft Word Document **2.** Click Design  $\rightarrow$  Watermark  $\rightarrow$  Custom Watermark:



**3.** The Printed Watermark dialog will open. Click the "Text watermark" radio button to make those options available:

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4. Click the Text menu and click "DO NOT COPY:"

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Click the Color menu and click Red:

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5. Click OK to create the watermark:

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6. The watermark will be applied. Scroll through the document:

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7. Save your document as Activity 7-2 Complete and close Microsoft Word 2016.

# TOPIC C: Add Headers and Footers

Another way in which you can customize page appearance is using headers and footers. Headers and footers are groups of information set apart from the body of your document. Headers are located at the top of a page, while footers are set at the bottom. They can make your document more user-friendly, and make it look polished and professional. In this topic, you will receive an introduction to this formatting tool.

#### **Topic Objectives**

In this topic, you will learn:

- How to insert page numbers
- How to add headers and footers to a document
- How to use the Header & Footer Tools Design tab

#### **INSERTING PAGE NUMBERS**

To add page numbers to a document, click Insert  $\rightarrow$  Page Number, and then choose one of the first four options to set the location of the page numbers:

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Then, you will see a gallery of options for the chosen location. Click the type of page number to create:

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				Accent Bar 3	
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				More Page Numbers from Office.com	•
				E Save Selection as Page Number (Bottom)	

The page numbers will then be added to your document. As well, the header and footer area will be open for editing and the Header & Footer Tools – Design tab will be shown:

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	Tester Seture 2	
Page 3 of 9 285 words []8		010 📰 076 - 🕕 + 96%

### **HEADERS AND FOOTERS**

To add a full header to your document, click Insert  $\rightarrow$  Header. Then, click the type of header that you want to add:

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			Facet (Odd Page)
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			Remove Header
			Save Selection to Header Gallery

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It will automatically be inserted into the document:

You can now add whatever elements you like, including text and images. When you are finished, click "Close Header and Footer" on the Header & Footer Tools – Design tab. If you want to edit the header again, double-click it.

To insert a footer, follow the same process, but click the Footer command on the Insert tab instead:



#### Fields

Headers and footers often use **fields**, which are placeholders for data. This might include automatic page numbering, or a date and time that updates each time the document opens.

### THE HEADER & FOOTER TOOLS – DESIGN TAB

The Header & Footer Tools – Design contextual tab appears whenever you are editing a header or footer:

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Hea	ader Fo √	ooter	Page lumber	v Date & Time	l Document Info +	Quick Parts *	Pictures Online Pictures	Go to Header	Go to Footer	🔚 Link f	o Previous	Show Document	Text	🖻 Insert Alignment Tab		Close Header and Footer
	Head	er & Fo	oter			Insert			Na	avigation		Options		Position		Close

Let's look at the commands on this tab:

- Header & Footer group: Add or change a header or footer. (These are the same commands that you will find on the Insert tab.) You can also choose from pre-designed page numbers.
- Insert group: Here you will find commands to add the date and time, document information, Quick Parts, and pictures to your header or footer.
- Navigation group: The first two buttons in this group let you move between the header and footer. Then, you have commands to navigate between sections and link or unlink them.
- **Options group:** Control how the header or footer will behave.
- **Position group:** Control the exact position of the header and the footer on the page. Also provides commands to add alignment tabs to either element.
- Close group: The last group lets you close Header and Footer view. You can also close this view and the contextual tab by double-clicking in the body of the document or pressing Esc on your keyboard.

## **ACTIVITY 7-3**

## **Adding Headers and Footers**

In this activity, you will add a header and a footer to our sample document.

1. Open Microsoft Word 2016 and open Activity 7-3:



**2.** Click Insert  $\rightarrow$  Header  $\rightarrow$  Blank:

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**3.** Type "QuikBrew Product Presentation" into the header placeholder that appears:

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**4.** Select the text that you just typed. Then, use the Font group on the Home tab to apply the Copperplate Gothic Bold font, increase the size to 14, apply an italic effect, and change the color to a shade of blue:

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5. Now let's remove the header from the title page. Click the Header & Footer Tools – Design tab and check the "Different First Page" box:

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6. The header will now be removed from the title page and only applied to the rest of the document. Now let's insert a page number as the footer. Click the "Go To Footer" command and then click the Next command (both on the Header & Footer Tools – Design tab). This will place your cursor in the area simply marked "Footer" on the second page of the document:



7. On the Header & Footer Tools – Design tab, click Page Number  $\rightarrow$  Bottom of Page  $\rightarrow$  Accent Bar 3:

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**8.** Close the Header and Footer view:

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He	ader & F	ooter			Insert			Navigation		Options		Position		Close Vs

9. Scroll through your document to view your headers and footers:



**10.** Save your document as Activity 7-3 Complete and close Microsoft Word 2016.

# **TOPIC D: Control Page Layout**

To wrap up this lesson, we will look at some global page management options. After you complete this topic, you will feel comfortable controlling page layout using a variety of tools.

#### **Topic Objectives**

In this topic, you will learn:

- How to set margin options
- How to change page orientation
- How to set a page's vertical alignment
- How to change paper size
- How to manually insert page breaks
- How to use the Page Setup dialog box

### **MARGIN OPTIONS**

The term **"page margins"** refers to the white space around a page's edges. To change the margins in your document, click Layout  $\rightarrow$  Margins and pick a preset size. Notice that each option includes a small preview of what that setting looks like:



This change will affect your entire document.

If you don't like the options that you see, click the Custom Margins button to open the Page Setup dialog to the Margins tab. (We will discuss this dialog at the end of the topic.)

#### **Gutter Margins and Mirrored Margins**

If your document is going to be printed and bound (like this textbook), you can add extra margin space to the left and/or top pages using gutter margins. You can also use mirrored margins to add extra space to alternating left and right pages.

#### **PAGE ORIENTATION**

Page orientation refers to how the text is positioned on the page. With **portrait** orientation, paper will be printed on with the long side vertically. With **landscape** orientation, the paper will be printed on with the long side horizontally.

To change your document's orientation, click Layout  $\rightarrow$  Orientation and choose the desired option:



#### VERTICAL ALIGNMENT OPTIONS

You can also change how text is positioned vertically on the page. To start, click the Layout tab and click the option button in the Page Setup group:



Then, click the Layout tab in the Page Setup dialog. Here you can use the "Vertical alignment" drop-down menu to choose the desired setting:

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Apply to: Whole document $\checkmark$ Line <u>N</u> umbers <u>B</u> orders								
Set As Default OK Cancel								

When you have finished making your changes, click OK to apply them.

### THE PAPER SIZE OPTION

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Typically, you will be using Word's default paper size: 8 ½ by 11 inches, called **letter size**. If you want to change this, however, you can do so using the Size command. Simply click Layout  $\rightarrow$  Size and click the size that you want:

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			<b>B5 (ISO) 176x</b> 6.93" x 9.84"	250mm	
			Executive 7.25 7.25" x 10.5"	5x10.5in.	
			A4 210x297m 8.27" x 11.69"	m	
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If your desired paper size isn't there, click More Paper Sizes to open the Page Setup dialog, which we'll look at in a moment.

#### **PAGE BREAKS**

A **page break** is a physical end to the text on a page. Although Word will manually break up your pages as necessary, you can also insert manual page breaks.

There are two ways to do this. The first is by pressing Ctrl + Enter. The cursor, and anything after it, will be moved to the next page in the document.

You can also click to place your cursor where you want to place the break and then click Layout  $\rightarrow$  Breaks  $\rightarrow$  Page or Insert  $\rightarrow$  Page Break:

If you have special characters shown, a page break looks like this:

If you later want to remove a page break, place your cursor at the beginning of the page after the page break and press Backspace.

#### White Space Between Pages

By default, Microsoft Word shows you extra white space between pages. You can show or hide this white space by placing your cursor over the area and double-clicking it:



### THE PAGE SETUP DIALOG BOX

All along, we've been referring to the Page Setup dialog box. As we saw, you can open it from the Size or Margin menus. You can also open it by clicking the option button in the bottom right-hand corner of the Page Setup group on the Layout tab:



Here is what the Page Setup dialog box looks like:

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Margins				
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Orientation          Image: Description         Portrait         Landscape         Pages         Multiple pages:	~			
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Set As <u>D</u> efault	OK		Cance	el

Let's take a brief look at each tab.

Margins	Control margin size, page orientation, and the type of pages in the document.
Paper	Set the paper size and source.
Layout	Set advanced options including section options, header and footer configuration, and vertical alignment. This tab also contains commands for line numbers and page borders.

Each tab also has a preview area (where you can see the effects of your changes before you apply them) and a Set As Default button (so that every new document will have the current page settings).

## **ACTIVITY 7-4**

## **Controlling Page Layout**

In this activity, you will apply some finishing touches to your product presentation handout.

1. Open Microsoft Word 2016 and open Activity 7-4:



2. Let's add a blank page to the document so that the user can record notes. Scroll to page 4 and place your cursor after the table. Click Layout  $\rightarrow$  Breaks  $\rightarrow$  Page:

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**3.** Type the word "Notes." Click the Home tab and click the Heading 1 style to apply it:

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**4.** Now let's adjust the margins. Click Layout  $\rightarrow$  Margins  $\rightarrow$  Moderate:

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	Wide Top: Left:	1" 2"	Bottom: 1" Right: 2"	
	<b>Mirror</b> Top: Inside:	ed 1" 1.25"	Bottom: 1" Outside: 1"	
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**5.** Next, let's increase the paper size. Click Layout  $\rightarrow$  Size  $\rightarrow$  Legal:

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	A5 148x21 5.83" x 8.27	0mm	<b></b>
	<b>B5 (ISO) 1</b> 6.93" x 9.84	76x250mm	
	Executive 7.25" x 10.5	7.25x10.5in.	
	A4 210x29 8.27" x 11.6	<b>)7mm</b> 9"	
	Letter 8.5 8.5" x 11"	x11in.	
	Legal 8.5x 8.5" x 14"	14in.	5
	<b>10x15cm</b> 4" x 6"		
	<b>4хбіп.</b> 4" х б"		
	<b>10х15сm</b> ( 4" х б"	(tab)	
	<b>4хбіп. (tab</b> 4" x б"	)	
	<b>A6 105x1</b> 4 4.13" x 5.83	18mm "	
	<b>5x7in.</b> 5" x 7"		
	<b>8x10in.</b> 8" x 10"		
	Envelope # 4.12" x 9.5"	#10 4.1x9.5in.	
	<b>Envelope I</b> 4.33" x 8.66	DL 110x220mm	
	<b>Envelope</b> 4.37" x 5.75	<b>\2 111x146mm</b> "	<b>T</b>
	More P <u>a</u> per Siz	es	

**6.** Press Ctrl + Home to go back to the beginning of the document. Click the option button in the bottom right-hand corner of the Page Setup group on the Layout tab:



7. On the Margins tab, notice that the settings for the Moderate preset are shown:

Page Setup	?	×
Margins Paper Layout		
Margins		
Top: 1 🖨 Bottom:	1*	÷
<u>L</u> eft: 0.75 <sup>*</sup>	0.75"	÷
<u>G</u> utter: 0 <sup>+</sup>	Left	$\sim$
Orientation		
Portrait Landscape		
Pages		
Multiple pages: Normal 🗸		
Preview		
Apply to: Whole document 🗸		
Set As Default OK		Cancel

8.	Click the Paper tab.	You will see the se	ettings for your	Legal size paper:
----	----------------------	---------------------	------------------	-------------------

Page Setup	?	×
Margins Paper Layout		
Pape <u>r</u> size:		
Legal 8.5x14in. 🗸		
<u>W</u> idth: 8.5° ►		
Height: 14"		
Paper source		
<u>First page:</u> <u>O</u> ther pages:		
Tray 1		~
Preview		
Apply to: Whole document $\checkmark$ P	rint Op <u>t</u> i	ions
Set As <u>D</u> efault OK	c	ancel

**9.** Finally, click the Layout tab and review the options shown here. You may recognize your header and footer settings from the previous activity:

Page Setup				?	×
Margins Paper	Layout				
Section	Ь	5			
Section start:	New pa	ge	$\sim$		
Suppress endn	otes				
Headers and footers	5				
Different <u>o</u> dd a	and even				
✓ Different first <u>p</u>	oage				
From edge:	<u>H</u> eader:	0.5"	-		
-	<u>F</u> ooter:	0.5"	-		
Page					
Vertical alignment	: Тор		$\sim$		
Preview					
Apply to: Whole d	ocument	$\sim$	Line <u>N</u> umbers	<u>B</u> or	ders
Set As <u>D</u> efault			ОК		Cancel

**10.** Cancel out of this dialog without changing any options. Save your document as Activity 7-4 Complete and close Microsoft Word 2016.

## Summary

In this lesson, you learned how to format pages using a variety of tools. You should now be able to add a watermark to a document, format a page using borders and colors, and add headers and footers to a document. You should also feel comfortable controlling page layout by modifying the margins, orientation, paper size, vertical alignment, and page breaks.

## **REVIEW QUESTIONS**

- 1. Which tab(s) contain(s) the command to insert a page break?
- 2. What is the command sequence to insert a pre-built watermark?
- 3. If you want your page color to be printed, what option needs to be enabled?
- 4. Which contextual tab is available when working with headers and footers?
- 5. What are the two available orientation options for a Microsoft Word document?

# LESSON 8: PROOFING A DOCUMENT

## **Lesson Objectives**

In this lesson you will learn how to:

- Check the spelling and grammar of a document
- Use other proofing tools, such as the thesaurus and translator
- Check the accessibility of a document

# TOPIC A: Check Spelling and Grammar

Microsoft Word 2016 has many tools to make sure your writing is grammatically correct. In this topic, you will learn about the basic spelling and grammar check tools, as well as the dictionary and the Insights pane. You will also learn how to perform a word count and check the readability score of a document.

### **Topic Objectives**

In this topic, you will learn:

- How to check the spelling and grammar of a document
- About the types of dictionaries available in Microsoft Word
- How to use the Insights pane
- How to view a document's readability statistics
- How to perform a word count

## **SPELLING AND GRAMMAR CHECK OPTIONS**

By default, Microsoft Word will mark **spelling errors (2)** and **grammatical errors (3)** as you type. Word 2016 also checks for **contextual spelling errors (1)**, where a word is spelled correctly but used incorrectly.



You can right-click the underlined item to see commands for fixing that error and performing more spelling-related actions:

I wish that their were mor formatting options in Word.		
64		in Word
		Ignore Once
	Þ	<u>G</u> rammar
	<b>@</b>	<u>H</u> yperlink
	*7	New Co <u>m</u> ment

To run a full spelling and grammar check, click Review  $\rightarrow$  Spelling & Grammar or use the F7 shortcut key:

B	<del>ა</del> . ი	÷						ZoomFood	is - Word
File	Home	Insert	Desig	in Layout	References	Mailings	Review	View	${f Q}$ Tell me what you want to do
ABC		ABC 123		ab At					Simple Markup 🔻
Gramma	r Thesaurus	Word Count	Lookup	Translate Langua	ge New Comment	Delete Prev	nous Next	Show Comments	Changes - P Reviewing Pane -
13	Proofing		Insights	Language		Com	ments		Tracking 5

Word will look for the first incorrect word or sentence. When it finds an error, you will see the Spelling task pane:



Here, you will see the **identified error (1)**, as well as **suggestions for fixing it (2)**. You can use the options at the top to **ignore one or all instances of this error** or **add the word** to the dictionary **(3)**. Below the suggestion, there are commands to **fix one or all instances of this error** using the suggested correction **(4)**. At the bottom, you will see **additional information (5)** about the word. (You can also click the speaker icon to have Word pronounce the word for you.) Finally, the menu at the bottom of the pane allows you to choose your **proofing language (6)**.

Options for addressing grammatical issues are similar. Fewer commands are available, however, and information about the grammatical error will be displayed instead of a dictionary definition:

🖬 🐬 🖑 🕫 ZoomFoods - Word	⊡ – □ ×
File Home Insert Design Layout References Mailings Review View 🛛 Tell me what you want to do	Sign in 👂 Share
ABC         Image         I	Previous         Image: Compare Compare Compare Compare Compare Compare Protect         Image: Compare Compa
Business Plan Company Description Product Lat Sog gram single-serve product 250 gram family product 250 gram dessert packages 20 day meal package 30 day meal package 30 day meal package boor-to-door consultants Exerctive Summary Here we will summarize the business plan. Marketing and Sales Strategy Online Social Media Door- to-Door	K X SOO gram     Jonore     Jonore     Jonore     Jonore     Soo gram     Jonore     Change     The analytic state of the state of
Page 4 of 9 4 of 285 words	

Once you have chosen how to manage each error, the next error will be shown. When all spelling and grammar errors have been addressed, Microsoft Word will inform you that the check is complete:



## THE DICTIONARY

Word checks for spelling errors by comparing every word in your document against its dictionary. If a word is not in the dictionary, then it is considered incorrect. Of course, this might not always be the case.

### **Custom Dictionaries**

Microsoft Word's main dictionary cannot be customized. However, Word also includes a customizable dictionary which allows you to add words (such as proper names) to it and expand its spell-checking capabilities. To view this dictionary, or add other custom dictionaries, click File  $\rightarrow$  Options:



In the Word Options dialog box, click the Proofing category. Then, click the Custom Dictionaries button:

Word Options		?	×
General Display	Change how Word corrects and formats your text.		^
Proofing	AutoCorrect options		
Save	Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>		
Language Advanced	When correcting spelling in Microsoft Office programs		
Customize Ribbon	Ignore words in UPPERCASE		
Quick Access Toolbar	Ignore words that contain name Ignore Internet and file addresses		
Add-Ins	Flag repeated words		
Trust Center	Enforce accented uppercase in French     Suggest from main dictionary only     Custom Dictionaries  French modes: Traditional and new spellings  Spanish modes: Tuteo verb forms only		

The Custom Dictionaries dialog will open and allow you to manage and modify all custom dictionaries:

Custom Dictionaries		?	х
Dictionary <u>L</u> ist	Edit	t Word	List
All Languages:	_		
RoamingCustom.dic (Default)	<u>C</u> ha		fault
CUSTOM.DIC		New	
English (United States)		<u></u>	
✓ default.dic		<u>A</u> dd	
			e
File path:			/se
Dictionary language: All Languages 🗸			
ОК		Can	cel

## **THE INSIGHTS PANE**

The new Insights pane can offer you all kinds of information about a selected word or phrase. To begin, select the text you want to look up. Then, click Smart Lookup on the Review tab or the right-click menu:

	<b>৬</b> - ৫	; =						ZoomFood	ds - Word						F	-	□ ×
File	Home	Insert	Desig	in Layout	References	Mailings	Review	View	♀ Tell me v	/hat you want	to do					Sign in	A Share
ABC Spelling 8 Gramma	k Thesaurus r Proofing	ABC 123 Word Count	Smart Lookup Insights	Translate Langu	age New Comment	Delete Pre	evious Next	Show Comments	Track Changes •	Simple M Show Mar Reviewing Tracking	arkup * kup * Pane *	Accept Rej	Previous	Compare Compare	Bloc	ck Restri ors - Editin Protect	ct ig
				Bu Zoc gou the	Calibri (Body) Si B I U Thereous way pro- Cut Cut Cut Cut Cut Cut Cut Cut Cut Cut	v 11      v ▲      v     ppare and u     ptions:     h     hokup     ns      k <u>n</u> ment	A A A A A A A A A A A A A A A A A A A	Styles =packaged, ores. Consum at home.	frozen, hers can	To l lean higi pac sole	<b>Ir Visic</b> be the w der in he h-quality kaged n utions.	on vorld ealthy, v, pre- neal					

The Insights task pane will then open. You may be prompted to accept a privacy statement. Click "Got it" to proceed:

Insights • ×
We value your privacy
To bring you relevant Insights, we send data to Bing that includes your highlighted term and some surrounding content.
Before we go ahead, please take a moment to read through our privacy statement for more details.
Got it

(Once this statement is accepted, you should not be prompted to accept it in the future.) The Insights pane will display all sorts of information about the selected text:



You can navigate through this pane using the text and image hyperlinks.

To see a definition, click the Define tab:



## THE READABILITY STATISTICS DIALOG BOX

Microsoft Word also features a tool that gauges the readability of your document. In a nutshell, **readability** refers to how easy a piece of writing is to read. A publication such as Reader's Digest scores low, meaning it is accessible to many people, where a magazine such as The New Yorker scores high.

If these statistics are relevant to you, you can have Microsoft Word display a document's readability score after completing a spelling and grammar check. To do this, check the "Show readability statistics" option in the Proofing category of the Word Options dialog box:

Word Options		?	×
General Display Change how Word corrects and formats your text.			^
Proofing AutoCorrect options			
Save Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>			
Language When correcting spelling in Microsoft Office programs Advanced			
Customize Ribbon       Ignore words in UPPERCASE         Quick Access Toolbar       Ignore words that contain numbers         Add-Ins       Ignore Internet and file addresses         Add-Ins       Flag repeated words         Trust Center       Ignore internet and file addresses         Suggest from main djctionary only       Custom Dictionaries         French modes:       Traditional and new spellings v         Spanish modes:       Tuteo verb forms only v			
When correcting spelling and grammar in Word         Check spelling as you type         Mark grammar errors as you type         Frequently confused words         Check grammar with spelling         Show readability statistics         Writing Style:         Grammar         Recheck Document         Exceptions for:         Exceptions for:			~
EXCEDITIONS TOT: IMPL ACTIVITY 3-3	ОК	Can	cel

You will now see advanced statistics at the end of a spelling and grammar check:

Readability Statistics	?	$\times$
Counts		
Words	244	
Characters	1,369	
Paragraphs	49	
Sentences	14	
Averages		
Sentences per Paragraph	2.8	
Words per Sentence	9.0	
Characters per Word	4.8	
Readability		
Flesch Reading Ease	66.7	
Flesch-Kincaid Grade Level	6.1	
	OK	

The top part offers a count of various elements in your document, much like the Word Count dialog box. Next, the averages of those elements are shown. Finally, you can see how readable your document is.

#### **Readability Scores**

The formula for the Flesch Reading Ease score is:

206.835 – (1.015 x ASL) – (84.6 x ASW)

Where:

- ASL = average sentence length (the number of words divided by the number of sentences)
- ASW = average number of syllables per word (the number of syllables divided by the number of words)

The formula for the Flesch-Kincaid Grade Level score is:

(0.39 x ASL) + (11.8 x ASW) – 15.59

Where:

- ASL = average sentence length (the number of words divided by the number of sentences)
- ASW = average number of syllables per word (the number of syllables divided by the number of words)

## THE WORD COUNT DIALOG BOX

Microsoft Word also offers a tool that will count words, pages, and more for you. You can view a quick count in the status bar:



You can click the Words item in the status bar or click the Word Count command in the Proofing group of the Review tab to perform a full word count:



The Word Count dialog box will provide basic statistics for the entire document:

Word Count	?	×		
Statistics:				
Pages	8			
Words	282			
Characters (no spaces)	1,555			
Characters (with spaces)	1,782			
Paragraphs	63			
Lines	116			
$\hfill \square$ Include textboxes, $\underline{f} ootnotes$ and endnotes				
	Clo	se		

## ACTIVITY 8-1 Checking Spelling and Grammar

In this activity, you will check the spelling and grammar of a product information document you have been working on. You will also ensure that it is under 100 words and at an appropriate reading level.

In order to complete this activity, you should have the Bing dictionary installed.

1. Open Microsoft Word 2016 and open Activity 8-1:



**2.** Let's ensure the settings for what we want to do are correct. Click File  $\rightarrow$  Options:



**3.** When the Word Options dialog appears, click the Proofing category on the left:

Word Options		?	×
General Gene	ral options for working with Word.		
Proofing User Interfa	ce options		
Save     ☑ Show M       Language     ☑ Enable L       Advanced     ☑ Update       Customize Ribbon     Screen Tip st       Quick Access Toolbar     Personalize st       Add-Ins     User name:       Trust Center     Initials:       Offrice Back     Offrice Back	ini Toolbar on selection ① jive Preview ① document content while dragging ① tyle: Show feature descriptions in ScreenTips v rour copy of Microsoft Office Acme Widgets AW use these values regardless of sign in to Office. ground: Clouds v ne: Colorful v		
Start up opti	ons		
Choose the ☑ Tell me ☑ Ωpen e- ☑ S <u>h</u> ow th Real-time co	extensions you want Word to open by default: Default Programs if Microsoft Word isn't the default program for viewing and editing documents. mail attachments and other uneditable files in reading view <sup>(1)</sup> e Start screen when this application starts Illaboration options ames on presence flags		
	ОК	Can	cel

**4.** Make sure all options under the heading "When correcting spelling and grammar in Word" are checked. Make sure no options under the "Exceptions for" heading are checked. Click OK:

Word Options		?	×
General Display	Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>		^
Proofing	When correcting spelling in Microsoft Office programs		
Save	Ignore words in UPPERCASE		
Language	☑ Ignore words that contain num <u>b</u> ers		
Advanced	Ignore Internet and <u>fi</u> le addresses		
Customics Diblers	✓ Flag repeated words		
Customize Ribbon	Enforce accented uppercase in French		
Quick Access Toolbar	Suggest from main dictionary only		
Add-Ins	Custom Dictionaries		
Trust Center	French modes: Traditional and new spellings V		
	Spanis <u>h</u> modes: Tuteo verb forms only		
	When correction and another in Wood		
	when correcting spening and grammar in word		
	Check sgelling as you type		
	Mark grammar errors as you type		
	Frequently confused words		
	Check grammar with spelling		
	Show readability statistics		
	Writing Style: Grammar V Settings		
	Rechec <u>k</u> Document		
	Exceptions for: Activity 8-1		
	Hide spelling errors in this document only		
	Hide grammar errors in this document only		
	<u>ОК</u>	Ca	ncel

**5.** Click Review  $\rightarrow$  Spelling & Grammar to start a full spelling and grammar check:



**6.** The Spelling task pane will open. The first error isn't actually an error; it's our product name. Click Add to add it to the dictionary:

Norme       Next       Design       Lycot       References       Mailings       Never       Yes       Period       Sign (P)       Addition       Sign (P)       Addition       Sign (P)       Addition       Sign (P)       Addition       Accept Reject       New (P)       Description       Descripti
Setting of Insearce Were Linguige Linguige Comment Comment Source Provides Net Source Linguige Comment
Speling       **         QUIKBREW JUST FOR       Image: Control of the superscription of the super
QUIKBREW – JUST FOR YOU!       Image: Construction of the construction of the construction of the construction on coffee making. With almost unlimited customization options and the biggest coffee selection on the market, you're sure to find the CoukBrew that's right for you.       Image: Construction of the construction of the market, you're sure to find the customization options and the biggest coffee selection on the market, you're sure to find the         Peatures       •       •         Makes individual cups of coffee •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •         •       •       •
The QuikBrew system is the newest inovation in coffee making. With almost unlimited customization options and the biggest coffee selection on the market, you're sure to find the QuikBrew that's right for you. Features • Makes individual cups of coffee • Stars up in eight seconds • Keeps itself clean with self-sanitizing mode • 256 gluten-free, organic flavors currently available
Casionization options in the biggest conce selection on the market, you're and to ind the CalikBrew that's right for you.  Features  Makes individual cups of coffee  Makes individual cups of coffee  Keeps itself clean with self-sanitizing mode  Z56 gluten-free, organic flavors currently available
Features Makes individual cups of coffee Starts up in eight seconds Keeps itself clean with self-sanitzing mode 256 gluten-free, organic flavors currently available
Easy Steps to Your Perfect Cup 1. Choose you're cup design. 2. Choose you're cup size. 3. Choose up to time coffee flavors. 4. Add up to five toppings. 5. Press BREW NOW. 6. Enjoy!
English (United States)
Page 1 of 1 1 of 95 words [1]8 [1]6 - 1 + 96%

7. The next error is a typo. Click Change to fix it:

Spellin inovation	g 1	- ×
<u>l</u> gnore	Ignore All Add	
innovatio	n	
<u>C</u> hange	Change A <u>I</u> I	
innovatio	on 🐠	
<ul> <li>novelty</li> </ul>		
<ul> <li>invention</li> <li>revolution</li> </ul>	1	

8. The next two errors involve commonly confused words. Fix both of these errors:



9. The final error is a typo. Click Change to fix it:

Spelling thre	× ×
Ignore Ignore All Add	
three	
threw	
the	
there	
throe	
Change A <u>I</u>	
three 🐠	

**10.** The spelling and grammar check will now be complete. When the Readability Statistics appears, review the scores that have been calculated and the word count. Click OK to close this dialog:

Readability Statistics	?	×
Counts		
Words	89	
Characters	472	
Paragraphs	14	
Sentences	9	
Averages		
Sentences per Paragraph	1.1	
Words per Sentence	6.6	
Characters per Word	4.8	
Readability		
Flesch Reading Ease	73.1	
Flesch-Kincaid Grade Level	4.7	
	OK	2

**11.** Finally let's double-check the length of the document. You can find this information in the status bar. You will see that it is indeed under 100 words, although the count is slightly different than the one displayed in the Readability Statistics dialog box:



**12.** Finally, let's check out the new Insights pane. Right-click any instance of the word "Coffee" and click Smart Lookup:



**13.** The Insights pane will open with information about coffee. Review this information:



**14.** Next, click the Define tab:



**15.** Click the speaker icon to hear the pronunciation of this word:



**16.** Once you have listened to the pronunciation, close the Insights task pane:



17. Save your document as Activity 8-1 Complete and close Microsoft Word 2016.

# **TOPIC B: Other Proofing Tools**

We know that you can right-click a spelling or grammatical error and see possible solutions. In addition to these contextual commands, you can use Microsoft Word's research tools to look up information such as encyclopedia articles, definitions, and more. This topic will introduce you to these tools.

### **Topic Objectives**

In this topic, you will learn:

- How to use the thesaurus
- How to use the Thesaurus task pane
- How to translate text
- How to use the Research Options dialog box

## **THE THESAURUS**

To use the thesaurus, right-click a word and choose Synonyms:



If you want to replace the current word with a word in the list, just click it.

You can click Thesaurus in the right-click menu or click Review  $\rightarrow$  Thesaurus to open the full tool:

- 5 · 0 ∓		ZoomFoods - Word		⊠ – ⊡ ×
File Home Insert Design	Layout References Mailings	eview View 🛛 Tell me what y		Sign in 🛛 🗛 Share
ABC Spelling & Thesaurus Word Grammar Proofing Insights	Inguage	s Next Show Comments Changes • Track	Simple Markup * Show Markup * Reviewing Pane * king rs Changes	us Compare Block Restrict Compare Compare Protect
Busi Calibri (Body) Zoom Bourry Month L Bourry Month L Page 2 Page 2 Pag	provide a straight of the s	l, frozen, imers can To be leade high- packa soluti	Vision the world in healthy, gaed meal ions.	Thesaurus       *         © gournet       ©         • epicurean (adj.) epicurean pleasure-toking pleasure-toking pleasure-toking spartan (Antonym)       •         • epicure (n) epicurean connoisseuri foodie gournand food lover (Dictionary Form)       •         • gournet       • </td

Now you can use the Thesaurus task pane to find an appropriate synonym. When you are finished, click the X in the task pane to close it.

## THE THESAURUS TASK PANE

Let's take a closer look at the Thesaurus task pane:



At the top of the task pane, you can enter a search term and press Enter to **perform a search** (1). The results of your search will be displayed in the **main area of the task pane (2)**. You can click a word to search for it or right-click it for options. Below the results, you will see a **definition (3)** for the search term. (You can also click the speaker icon to hear the pronunciation of the word.) Finally, at the bottom of the task pane, you can choose the **language (4)** you want to use. Like any other task pane, the Thesaurus task pane can be resized or moved. When you have finished working with it, click the X to close it.

## **THE TRANSLATION FEATURE**

To translate a word or selected text, click Review  $\rightarrow$  Translate:



As you can see, there are three options.

- Translate Document will convert the whole document via machine translation.
- Translate Selected Text will translate the selected word or phrase, replacing that word or phrase with the translated text.
- Mini Translator will add a ScreenTip-style translation for a word or phrase.

#### **Use Other Languages**

To change display, help, and editing languages, click Review  $\rightarrow$  Language  $\rightarrow$  Language Preferences:



This will open the Word Options dialog box to the Language category. You can use the commands in this category to make the desired changes:

ord Options				?
General	Set the Office Language Pre	ferences.		
Display	A			
Proofing	Choose Editing Languages			
Save	Add additional languages to edit you dictionaries, grammar checking, and	ur documents. The ed sorting	diting languages set language-spec	ific features, including
Language	Editing Language	Keyboard Layout	Proofing (Spelling, Grammar)	
dvanced	English (United States) <default></default>	Enabled	Installed	Remove
ustomize Ribbon				Set as Default
Quick Access Toolbar				
dd-Ins	[Add additional editing languages]	~	Add	
	······································			
	Set the language priority order for th Display Language	e buttons, tabs and l	Help Language	
	1. Match Microsoft Windows <d< th=""><th>efault&gt;</th><th>1. English <default></default></th><th>· · · · · · · · · · · · · · · · · · ·</th></d<>	efault>	1. English <default></default>	· · · · · · · · · · · · · · · · · · ·
	2. English	-	2. Match Display Languag	e
	Set as D <u>e</u> fault		Set as De <u>f</u> ault	
	View display languages installed f	or each Microsoft Of	fice program	
	🛞 How do I get more Display and H	Help languages from	Office.com?	
				OK Cancel

Note that some languages may require you to download and/or purchase special installation packages from Microsoft.

## THE RESEARCH OPTIONS DIALOG BOX

To customize Microsoft Word's research tools, click File  $\rightarrow$  Options to open the Word Options dialog box:



Then, click the Trust Center category. Here, click the Trust Center Settings button:



The Trust Center dialog box will open. Here, click the Privacy Options category and click the Research Options button:

Trust Center	?	Х
Trusted Publishers Trusted Locations Trusted Documents	Privacy Options Send personal information to Microsoft to make improvements to Office.	
Trusted Add-in Catalogs Add-ins	Let Office connect to Microsoft's online services to provide functionality that's relevant to your location and preferences.           Read our privacy statement	
ActiveX Settings	Document-specific settings	
Macro Settings	Warn before printing, saving or sending a file that contains tracked changes or comments	
Message Bar	Store random numbers to improve Combine accuracy () Make hidden markup visible when opening or saving	
File Block Settings	Remove personal information from file properties on save	
Privacy Options	Research & Reference	
	Translation Options Research Options	
	OK Car	icel

The Research Options dialog box will now open:

Research Options	?	×
To activate a service for searching, select the check box associated with tha	t servic	e.
Services:		
Reference Books Diccionario de la Real Academia Española	Proj	perti <u>e</u> s
Encarta Dictionary: English (North America)	<u> </u>	vorite
Encarta Dictionary: English (U.K.)		
Encarta Dictionary: French		
Thesaurus: English (United Kingdom)		
Thesaurus: English (United States)		
Thesaurus: French (France)		
🗹 Thesaurus: Spanish (Spain)		
✓ Translation		
Research Sites Bing [Current Favorite]		
Bing (Arabian countries, English)		
Bing (Australia)		
Add Services Update/Remove Parental Control		
ОК	(	Cancel

Using this dialog, you can customize the research services that are available, as well as add new services and enable parental control filters.

## **ACTIVITY 8-2**

## **Using Other Proofing Tools**

In this activity, you will use some of the other proofing tools on the Review tab. An Internet connection is required for this exercise.

1. Open Microsoft Word 2016 and open Activity 8-2:



**2.** First, let's simplify a few words in this document. Select the word "innovation" in the first paragraph. Then, right-click it and point to Synonyms:

<b>B</b> 5-0 :		alian 0.7 - Wood			m	100	<b>—</b> ×
File Home Insert Design	n Lavout References Mailinos Review View	9 Tell me what you w				Sign in	Q Share
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Page1 of 1 1 of 55 words (2)	QUIKBREW — JUS The QuikBrew system is the newest innovati customization options and the biggest coffe QuikBrew that's right for you. Eeatures • Makes individual cups of coffe • Starts up in eight seconds • Steps itself clean with self-san • 256 gluten-free, organic flavor Easy Steps to Your Perfect Cup 1. Choose your cup design. • Choose your cup size. • Choose yup to three coffee flavors. • Add up to five toppings. • Press BREW NOW.	Lectawade - 12 B I U C - A OTIN COTTEM Control Contemporation Control Contemporation Control Contemporation Contemporati	A A Y Ay-     Soles      ang. With almost unlin      movelty     invertion     revolution     origination     modemization     improvement     advance     modemizm      modemizm      modemizm      modemizm	nited to find the		1	- + 1105

**3.** Click the Thesaurus option to open the full tool:

<u>∎ 5-0</u> •		Activity 8-2 - Word			⊞ - ⊡ ×
File Home Insert Desi	gn Layout References Mailings Review V	iew 🛛 Tell me what	you want to do		Sign in 🔉 Share
Paste Sormat Painter	e • 12 • A A A A A • ♦ E • E • 5. •		mal No Spac Heading 1	AaBbC( AAI Heading 2 Title	AaBbCc Subtitle
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	QUIKBREW — JU The QuikBrew system is the newest inno	JST FC Leelawadee • 12 B 7 U 22 • 1 Dovation in coffee	A A A A III - III - Styles making. With almost	t unlimited	
	customization options and the biggest	cc 🖹 Copy	the market, you're	sure to find the	
		Paste Options:			
	QuikBrew that's right for you.				
		A Eont			
		Beragraph			
		Smart Lookup			
	Features	Translate	invention		
	Makes individual cups of a	Hyperlink	revolution		
	<ul> <li>Starts up in eight seconds</li> </ul>	D New Comment	origination		
	Keeps itself clean with self	f-sanitizing mod	modernization		
	<ul> <li>256 gluten-free, organic fl</li> </ul>	lavors currently	improvement IV2 advance		
			modernism		
			Thesaurus		
	Easy Steps to Your Perfect Cu	In	Contraction of the Contraction		
	1 Choose your cup design	·P			
	2 Choose your cup size				
	<ol> <li>Choose up to three coffee flavor</li> </ol>	s.			
	<ol><li>Add up to five toppings.</li></ol>				
	5. Press BREW NOW.				
	6. Enjoy!				
	anni doutacture				
Page 1 of 1 1 of 95 words				181	■ 55 - + 116%

**4.** The Thesaurus pane will display the results. The word "advance" sounds a bit more straightforward. Right-click this word and click Insert:



5. The replacement will be made:

## QUIKBREW – JUST FOR YOU!

The QuikBrew system is the newest advance  $\ln$  coffee making. With almost unlimited

customization options and the biggest coffee selection on the market, you're sure to find the

QuikBrew that's right for you.
**6.** Next, copy and paste the word "organic" from the fourth Features bullet into the Thesaurus. Click the magnifying glass icon to perform the search:



**7.** Ensure that the word "organic" is still selected. Right-click the word "natural" and click Insert:



8. We're all done replacing words, so close the Thesaurus task pane:



9. Now, we need to familiarize ourselves with the Spanish translation of some of the terms in this document. To begin, click Review → Translate → Choose Translation Language:



**10.** The Translation Language Options dialog will open. In the "Choose Mini Translator" section, choose Spanish for the "Translate to" language:

Translation Language Optic	ons	?	×
af Choose transla	tion languages		
Choose document tran	slation languages		
Translate <u>f</u> rom: Eng	lish (United States)		~
Translate t <u>o</u> : Spa	nish (Spain)		$\sim$
Choose Mini Translator	language		
<u>T</u> ranslate to: <sup>a</sup> 곬	Spanish (Spain)		~
a <del>z</del>	Korean		^
a7	Latvian		F
	Lithuanian		
a ta	Malay (Malaysia)		
a:B	Maltese		
a.F.	Norwegian (Bokmål)		
a.F	Persian (Iran)		
a£	Polish		
a.æ	Portuguese (Brazil)		
а <del>љ</del>	Romanian		
a tá	Russian		
a:B	Serbian (Cyrillic, Serbia)		
a:B	Serbian (Latin, Serbia)		
a.B	Slovak		
a fo	Slovenian		
aुक्त	Spanish (Spain)		
ag	Swedish (Sweden) は		
ੈੱਡ	Thai		
a ta	Turkish		
action and a constraint of the second s	Ukrainian		
ag B	Urdu (Pakistan)		
ag B	Vietnamese		
a7.	Welsh		
De	Frank Distance Frank (All Hold and All		
<u>P</u>	Encarta Dictionary: English (North America)		$\sim$

#### **11.** Click OK:

Translation Language	Options		? >	<
af Choose tra	nslation languages			
Choose document	translation languages			
Translate <u>f</u> rom:	English (United States)		$\sim$	1
Translate t <u>o</u> :	Spanish (Spain)		$\sim$	
Choose Mini Trans	lator language			
<u>T</u> ranslate to:	a 🚡 Spanish (Spain)		~	ıl
		ОК	Cancel	

**12.** Now, click Review  $\rightarrow$  Translate  $\rightarrow$  Mini Translator:

H	<del>ა</del> . (	j ÷							Activity 8-2	- Word
File	Home	Insert	Design	Lay	out Re	ferences	Mailings	Review	View	Tell me
ABC		ABC 123	j	af	字	×				
Spelling & Gramma	& Thesauru: Ir	Word Count	Smart Lookup	Translate •	Language *	New Comment	Delete Pre	vious Next	Show Comments	Trac Chang
Proofing       Insights       Iranslate Document         ab       Translate your document using an online translation service         Image: Translate Selected Text       Translate the selected text into a different language										
					<u>M</u> ini Transla Pause on wo	ator [Spanis] ords or select	h <b>(Spain)]</b> ted paragrap	hs for a quic	k translation	÷
				Cho	oose Transla	ation <u>L</u> angua	age			

**13.** Click Yes to confirm the operation:



(If you do not see this dialog box, skip to the next step.)

**14.** Move your mouse over any instance of the word "coffee." After a moment, you should see the mini translator appear with the translation. It will look faded; move your mouse over it to view the complete translation:



**15.** Try using the mini translator on a few more words:

#### Features

r cut	<ul> <li>Makes individua</li> </ul>
	• Starts up in eigh B $I \perp \mathbb{B} \times \mathbb{A} \times \mathbb{H} $ Styles
	Keeps itself clea
	256 gluten-free     Bilingual Dictionary
Easy	clean 1. adjetivo limpio 2. adverbio coloquial (completely) completamente 3. verbo transitivo limpiar ; clean one's teeth limpiarse los dientes; I must have my coat cleaned tengo que llevar el abrigo a la tintorería
1.	Choose your cup desig 👸 🗈 📄 🍞
2.	Choose your cup size.
3.	Choose up to three coffee flavors.
4.	Add up to five toppings.

- 4. Add up to live toppings.
- 5. Press BREW NOW.
- 6. Enjoy!
- **16.** When you're finished, save your document as Activity 8-2 Complete and close Microsoft Word 2016 to complete this activity.

# **TOPIC C: Check Accessibility**

As you complete work on a document, it's important to ensure that its content can be accessed by everyone. In this topic, we will learn about the components of making a document accessible and how to ensure that your document can be read by anyone in your audience.

#### **Topic Objectives**

In this topic, you will learn:

- About the elements of an accessible document
- About Section 508, which governs document accessibility in the United States
- How to use the Accessibility Checker
- How to add alternative text to objects

### ACCESSIBILITY

There are eight key elements to making a document accessible. Let's explore each of these components.

#### **Alternative Text**

The term "alternative text" refers to text that is assigned to an object so that it can be used by screen readers to describe an image to users with visual impairments.

#### **Table Accessibility**

To help users interpret the data in a table, always ensure that tables have proper column and row headings. Table data should read from left to right and top to bottom.

As well, try to avoid awkward layouts, such as complex split cells or blank cells.

#### Styles

Using styles in an appropriate manner can help all readers understand the flow of a document. For example, heading styles should be used in descending order. If you are creating your own styles, name them appropriately so that readers can easily navigate the text.

The default fonts for headings and regular (body) text are defined using the top-level styles +Heading and +Body. This gives readers another way to easily identify the structure of your document.

#### Hyperlink ScreenTips

When creating hyperlinks, you can set a ScreenTip that will be displayed by screen readers or when the reader moves the cursor over the link:

Insert Hyperlin	k				? ×
Link to:	<u>T</u> ext to displ	ay: gourmet			ScreenTip
e Existing File	Look in:	Documents	× 📔	₿	-0
or Web Page	C <u>u</u> rrent	Set Hyperlink ScreenTip	? ×		B <u>o</u> okmark
5	Folder	Screen <u>T</u> ip text:			Target Frame
Pl <u>a</u> ce in This Document	<u>B</u> rowsed	1			
稻	Pages		OK Cancel		
Create <u>N</u> ew Document	Re <u>c</u> ent Files				
E- <u>m</u> ail	Addr <u>e</u> ss:			~	
Address				OK	Cancel

Use this ScreenTip to include descriptive text about the link, rather than just the link itself.

#### **Blank Characters**

Try not to manually add empty space to your document. Instead, use formatting tools to do so automatically. Otherwise, users and screen readers might think that the blank space means the end of the document.

#### **Floating Objects**

To maximize accessibility, use the "In line with text" wrapping style. Other styles can make the document hard to read and/or interpret.

#### Watermarks

Avoid using watermarks if people with visual impairments will need to read your document. Watermarks can be hard to see and can also be misinterpreted by screen readers. Instead, add the information as an appendix or in the footer.

#### **Closed Captions**

If your document includes audio or video that does not support closed captioning, include a text-only transcript of the file in the document.

### SECTION 508

In the United States, Section 508 lays out the requirements for accessibility to technology by people with disabilities. This means that every government service, document, product, etc. must meet certain standards in order to ensure that they can be used by everyone.

As of this writing, their requirements for Microsoft Word documents reflect the information discussed in the last topic:

Using styles for formatting

- Adding alternate text to graphics and objects
- Using minimal text wrapping
- Setting up tables in a consistent manner

They also recommend:

- Avoiding hyphenation and drop caps
- Using columns
- Converting text boxes to regular paragraphs
- Using vision-friendly colors when formatting the document

## **ACCESSIBILITY CHECKER**

Microsoft Word 2016 comes with a tool to help you check your document for possible accessibility issues. To begin, click File  $\rightarrow$  Info  $\rightarrow$  Check for Issues  $\rightarrow$  Check Accessibility:

${ \bige { \bige \b$	ZoomFoods - Wor
Info	Info
New	ZoomFoods
Open	Documents
Save	Protect Document
Save As	Protect Document *
Print	
Share	Inspect Document
Export	Check for Issues  Characters formatted as hidden text
Close	Inspect Document Check the document for hidden properties or personal information.
Account Options	Check Accessibility Check the document for content that people with disabilities might find difficult to read.
Feedback	Check Compatibility Check for features not supported by earlier versions of Word.

The Accessibility Checker task pane will then be displayed on the right-hand side of your screen:

Its contents will be divided into three sections, each of which will list issues of the related type. You can click on any issue to go to that document object and view more information about the problem in the Accessibility Checker task pane:



#### **Inspection Results**

#### Errors

This section will list items in the document that people with disabilities will not be able to access. This includes objects without alternate text, tables that do not have header rows, and manual formatting.

#### Warnings

This section will list items in the document that people with disabilities will find difficult to access. This includes some text wrapping styles, blank characters, awkward table formatting, long headings, and hyperlinks that don't have ScreenTips.

#### Tips

The final section of the Accessibility Checker will give you additional information on ways that you can improve the accessibility of your document even further. This includes the use of closed captions, proper reading order, no watermarks, and correct order of heading styles.

## **ADDING ALTERNATIVE TEXT TO OBJECTS**

We've learned that alternative text is an important step in making documents accessible. To add alternative text to any object in a Microsoft Word document, right-click that object and click the appropriate Format command. Here, we are working with a chart so the command is Format Chart Area:

🗄 🔊 🖉 📼	ZoomFoods - Woo	rd	⊞ – ⊟ ×
File Home Insert Design Lay	yout References Mailings Review View 🛛 Tell me wh	nat you want to do	Sign in 🔉 Share
Clipboard rs	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	ABBCCDC ABBCCC ABBCC ABBCC ABBCC ABBCCD ABBC No Spacing Heading 1 Heading 2 Heading 3 Title Styles	P Find ▼
R	inancial Projections	Prill Outline Chart Area	
	O Projected Total Sa	Ale Cut Cut Cut Copy Paste Options:	
	\$5,000,000	Reset to Match Style     A Font	
5	\$4,000,000	Change Chart Type	
Ś	\$3,000,000		
	\$2,000,000	Im_     Bring to Front     ►       Im_     Send to Back     ►	
	\$0	□ Insert Caption <u>W</u> rap Text	
	Year1 Year2 Year3 Year4	4 Format Chart Area La	

The related Format task pane will open. In this task pane, you should see a Layout & Properties category. Here, you can enter a title and description for the object:

Format Chart Area	× ×
Chart Options  Text Options	
ا 🖒 🗘	
Alt Text	
<u>T</u> itle 💿	
Description	

# **ACTIVITY 8-3 Checking Accessibility**

In this activity, you will make your product information document more accessible.

1. Open Microsoft Word 2016 and open Activity 8-3:



Microsoft Word Document

**2.** Let's run the Accessibility Checker on this document. Click File  $\rightarrow$  Info  $\rightarrow$  Check for Issues  $\rightarrow$  Check Accessibility:



**3.** You will be returned to the document and the Accessibility Checker will be open on the right-hand side of the window:



**4.** The first issue indicates that one image does not have alternative text. Click this entry to select the affected image:



5. To add alternative text to this object, right-click the image and click Format Picture:



**6.** The Format Picture task pane will open beside the Accessibility Checker. Click the Layout & Properties category:



**7.** This category contains two sub-categories. Click the arrow next to the Alt Text category:



8. Now, fill out the title and description as shown below:



**9.** Close the Format Picture task pane:

Format Picture	Close
> Text Box	
Alt Text	
<u>T</u> itle <sup>(1)</sup>	
Coffee with Heart	
Description	
Cup of coffee with the steam forming a heart.	

**10.** The related warning will no longer appear in the Accessibility Checker. Now we can address the next error. Click the "Picture 1" entry to select it:

Accessibility Checker	× ×
Warnings	
<ul> <li>Objects not Inline</li> </ul>	
Picture 1	
<ul> <li>Repeated Blank Characters</li> </ul>	
6 Characters	

**11.** Click the Layout Options button next to this image and click "In Line with Text:"



**12.** The image will now be moved and the warning will disappear. Click the final warning in the Accessibility Checker:



**13.** The repeated characters will now be selected. Press the Backspace key on your keyboard to remove them:



14. All accessibility issues should now be resolved:



**15.** Save your document as Activity 8-3 Complete and close Microsoft Word 2016.

# Summary

In this lesson, you learned about the tools in the Proofing group on the Review tab: the spelling and grammar checker, the thesaurus, the translator, word count, and the Insights pane. You also learned about readability statistics, the dictionary, and the Research Options dialog box. Last but not least, we discussed how to use the Accessibility Checker and alternative text to make your document accessible to all audiences.

## **REVIEW QUESTIONS**

- 1. If Microsoft Word detects a contextual spelling error, what color will it underline the error with?
- 2. What interface elements displays tools like the thesaurus, spelling and grammar check, and Accessibility Checker?
- 3. What is the shortcut key to run a spelling and grammar check?
- 4. What is the command sequence to run the Accessibility Checker?
- 5. What part of the Microsoft Word interface will show you a quick word and page count of the current document?

# LESSON 9: CUSTOMIZING THE WORD ENVIRONMENT

# **Lesson Objectives**

In this lesson you will learn how to:

- Customize the Word interface
- Set additional save options
- Manage additional file types

# TOPIC A: Customize the Word Interface

One of the main design goals in every new version of Microsoft Office is to enable you to do your work faster and more efficiently. In order to achieve this, you have the ability to customize just about everything in the program. We'll show you some different ways to customize the Microsoft Word interface in this lesson.

#### **Topic Objectives**

In this topic, you will learn:

- About the Word Options dialog box
- How to customize the ribbon interface
- How to customize the Quick Access toolbar
- About the AutoCorrect dialog box, particularly the AutoCorrect tab

# THE WORD OPTIONS DIALOG BOX

The Word Options dialog box is the central hub where you can find many of Word's custom settings. These options are divided into ten categories, each with its own set of tools.

To open the Word Options dialog box, click File  $\rightarrow$  Options:



Once open, you will see the ten categories listed on the left-hand side of the dialog box, with the General category already displayed:

Word Options		?	×
General Display	General options for working with Word.		
Proofing	User Interface options		
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Show Mini Toolbar on selection  Live Preview  Live Preview  Live Preview  ScreenTip style: Show feature descriptions in ScreenTips  Personalize your copy of Microsoft Office Liser name: Acme Widgets Initials: AW Always use these values regardless of sign in to Office. Office Background: Clouds		
	Start up options		
	Choose the extensions you want Word to open by default: Default Programs Tell me if Microsoft Word isn't the default program for viewing and editing documents. Depen e-mail attachments and other uneditable files in reading view  Show the Start screen when this application starts		
	Real-time collaboration options		
	Show names on presence flags		
	OK	Car	ncel

Below is a breakdown of what kind of settings you can find in each category:

General	This category includes settings to change the general appearance of Word. This includes changing the color scheme and your user name.
Display	Set page display options, formatting mark options, and printing options.
Proofing	Customize how Word find and corrects spelling errors.
Save	Customize how documents are saved.
Language	Specify the language that you would like to use for Microsoft Word and Microsoft Office as a whole.
Advanced	The settings in this category control some of the more complex aspects of Word. This includes things like image size and quality, editing options, and more.
Customize Ribbon	Customize what controls appear on the ribbon and where.

Quick Access Toolbar	Customize what controls appear on the Quick Access toolbar and where.
Add-Ins	Manage Office add-ins.
Trust Center	This category allows you to access the Trust Center, which allows you to choose from a variety of privacy and security settings.

## **CUSTOMIZING THE RIBBON**

To customize the ribbon, right-click in the ribbon interface and click "Customize the Ribbon:"



Or, you can open the Word Options dialog box and choose the Customize Ribbon category. Either action will open the following window:

Word Options		?	×
General	Customize the Ribbon and keyboard shortcuts.		
Display			
Proofing	Choose commands from: () Customize the Ribbon: ()		
	Popular Commands V Main Tabs	<b>Y</b>	Ĵ
Save			
Language	Accept Revision		
Advanced	Align Left		
	Bullets		
Customize Ribbon	E Center		
Quick Access Toolbar	En Conv		
Add Inc	Cut		
Add-Ins	Define New Number		
Trust Center	Delete		
	Draw Vertical Text 3		
	I Email		
		6	*
	In the Window Width Sector		-
	Font Developer		
	A Font Settings		
	Font Size IV Blog Post		
	AB <sup>4</sup> Footnote		
	Format Painter 🗉 🗹 Outlining		
	A Grow Font		
	Insert Comment		
	H Insert Page Section Breaks		
	Insert Picture New Tab New Group	Rename	
	Insert Text Box		
	Kasharadahastasta Custania	8	
	Import/Export		
		OK Ca	ncel

Here is an overview of the options in this category.

- The **"Choose commands from" drop-down menu (1)** is used to choose what commands are displayed in the **"Choose commands from" list (2)**.
- The Add and Remove buttons (3) are used to add selected commands from the "Choose commands from" list to the selected custom group, or to remove commands from the "Customize the Ribbon" list.
- The "Customize the Ribbon" drop-down menu (4) is used to select what tabs are displayed in the "Customize the Ribbon" list (5).
- The **Move Up** and **Move Down arrows (6)** are used to move a selected tab, group, or command up or down within the hierarchy in this list.
- There are also commands to add and rename tabs and groups (7).
- Finally, you will see options to reset, import, and export ribbon customizations (8).

## CUSTOMIZING THE QUICK ACCESS TOOLBAR

Similar in look and function to the Customize Ribbon category, the Quick Access Toolbar category allows you to choose what controls appear on the Quick Access toolbar.

You can select this category directly from the Word Options dialog, or right-click the ribbon interface and click "Customize Quick Access Toolbar:"

<u>ଲ ଚ୍ୟ</u>	Ŧ		Doc	ument1 - Word
File Home Inse	ert Design Layout	References Mailings	Review View	${\mathbb Q}$ Tell me what you want to do
Paste	Calibri (Body) $\cdot$ 11 $\cdot$ A B I U $\cdot$ abc $\mathbf{x}_2$ $\mathbf{x}^2$	A <sup>×</sup>   Aa •   <	E・"╦╸│ ़ ॼ =   श ≡ ≡   ध •   ゐ • !	AaBbCcDc AaBbCcC AaBbCc AaBbCcC AaBbCc AaBbCcC
Clipboard 🖙	Font	Fa	Paragraph	Add Group to Quick Access Toolbar
				Customize Quick Access Toolbar
				Show Quick Access Toolbar Below the Ribbon
				Customize the <u>R</u> ibbon
				Collapse the Ribbo <u>n</u>

(Notice that you can also add commands directly to the toolbar with this right-click menu.)

With either command, you will see the following screen:

rd Options				?
eneral	Customize the Quick Acce	ss Toolbar.		
isplay	Choose commands from:		Customize Ouick Access Tool	bar: 🛈
roofing	Popular Commands	¥	For all documents (default)	
ave				
anguage	<separator></separator>	^	- Save	
	Accept Revision		S Undo	•
dvanced	🛞 Add a Hyperlink		C Redo	
ustomize Ribbon	🖽 Add Table			
distormize habbon	Align Left			
uick Access Toolbar	Bullets	•		
dd Inc	= Center			
aa-ins	😔 Change List Level			
rust Center	🚈 Choose a Text Boy			
	🖻 Сору			
	🔏 Cut			
	A Decrease Font Size	Add	>>	
	Define New Number Format			6
	🏷 Delete Comment	<< <u>R</u> e	move	
	📝 Draw Table			
	IIA Draw Vertical Text Box			
	🕛 Email			
	🔎 Find			
	Fit to Window Width			
	Font	1-		
	A Font Color	•		
	A Font Settings			
	Font Size	1-	Modify	
	AB <sup>1</sup> Footnote	~	Moury	
	Show Quick Access Toolbar be Ribbon	low the <b>7</b>	Customizations: Reset • Import/Exp	ort 🔻 🛈
				01/ 0

The **"Choose commands from" drop-down menu (1)** allows you to choose which commands are displayed within the **"Choose commands from" list (2).** The **Customize Quick Access Toolbar list (5)** is used to display the commands currently on the Quick Access toolbar and how they are organized. You can then use the **Add** and **Remove buttons (3)** to move commands between the lists, or use the **Move Up** and **Move Down arrows** to reorganize commands **(6)**.

Finally, the **Customize Quick Access Toolbar drop-down menu (4)** is used to choose if new customizations will be applied to only the current document or to Word itself.

At the bottom of the dialog, you will see options to **move the toolbar (7)**, as well as **reset**, **import**, and/or **export** its settings **(8)**.

Another, simpler method to customize the toolbar is via the Customize Quick Access Toolbar menu. While your options are a little more limited when you use this menu, it is much more straightforward than having to dig through the commands in the Word Options dialog box.

To open the Customize Quick Access Toolbar menu, click the Customize Quick Access Toolbar button ( ) on the right-hand side of the Quick Access toolbar:



This drop-down menu will list many common commands that can be (or already are) added to the Quick Access toolbar. Commands with a checkmark placed next to them have already been added to the Quick Access toolbar, while those without the checkmark have not been added yet. Clicking any of these options will add or remove them, depending upon if they have already been placed there or not. Additionally, the **More Commands** option will open the Word Options dialog box to the Quick Access Toolbar category. The **"Show Below the Ribbon"** option will shift the Quick Access toolbar from above the ribbon to below it.

# THE AUTOCORRECT DIALOG BOX

To control the way AutoCorrect behaves, click File  $\rightarrow$  Options to open the Word Options dialog:



Then, click the Proofing category and click AutoCorrect Options:

Word Options		?	×
General	ABC Change how Word corrects and formats your text.		^
Display			
Proofing	AutoCorrect options		
Save	Change how Word corrects and formats text as you type:		
Advanced	When correcting spelling in Microsoft Office programs		

This will open the AutoCorrect Options dialog box for your specified language:

	A		A		
1.1.5	AUTOFO	mat	Actions		
AutoCorre	α	Math AutoCorrect	AutoFormat	As You Typ	)e
Show Au	toCorrect	Options buttons			
Correct T	Wo INitia	l CApitals		Exceptio	ns
Capitalize	e first lett	er of <u>s</u> entences			
✓ Capitalize	e first lett	er of table <u>c</u> ells			
Capitalize	e <u>n</u> ames o	of days			
Correct a	ccidental	usage of cAPS LOCK key			
Replace t	ext as you	u type			
Replace:	<u>W</u> ith:	Plain text O Form	natted text		
•					
(c)	©				^
(e)	€				
<u>(r)</u>	۲				
(tm)	TM				-
 1	 (A)				- U
-1					
			1.1.1	Detete	
_			Add	Delete	
A	cally use	suggestions from the sp	elling checker		
	-				

There are many details to cover in this dialog, so let's go over the different tabs.

AutoCorrect Tab	At the top of this tab (shown on the previous page) you can enable or disable the most common AutoCorrect actions. If "Replace text as you type" is checked, Word will automatically replace characters with symbols such as Copyright ©, the ubiquitous smiley face ©, and common typing errors like replacing "dont" with "don't" or "it;s" with "it's."
Math AutoCorrect Tab	If you frequently use equations for math, physics, chemistry, or other applications, Word features a number of symbols and functions that you can insert by typing a code, similar to (c) producing ©.
AutoFormat As You Type Tab	The actions listed in this tab expand on the options shown in the AutoCorrect tab. Here, you can specify if you would like Word to perform more complex formatting as you type in your document.
AutoFormat Tab	The options in the AutoFormat tab are nearly identical to those found in the AutoFormat As You Type tab. However, the AutoFormat tab contains a command to preserve document styles if something is AutoFormatted. You also have the option to apply the various AutoFormat commands to plain text that has been pasted into Word.
Actions Tab	Microsoft Word is capable of recognizing and interacting with certain elements of your document, such as the date and contact information. This tab allows you to enable, disable, and customize those actions.

# THE AUTOCORRECT TAB

Let's take a closer look at the AutoCorrect tab of the AutoCorrect dialog:

utoCorrect: Engli	sh (United States)	?
Au	utoFormat	Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Show AutoC	orrect Options buttons	
Correct TWo	INitial CApitals	2 Exceptions.
🗹 Capitalize fir	st letter of <u>s</u> entences	
🗹 Capitalize fir	st letter of table <u>c</u> ells	
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	8	~
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:(	y use suggestions from the s	Add Delete pelling checker

At the top of this tab, you will see options to toggle **basic options on or off (1)**. You can also set **exceptions (2)** for this feature. The middle section allows you to **toggle AutoCorrect on or off entirely (3)** as well as **enter your own AutoCorrect replacements (4)**. Finally, the main part of the dialog will show you **each AutoCorrect entry (5)** and allow you to remove them. You can also set the option to **automatically use spell check suggestions with AutoCorrect (6)**.

As with any other dialog, when you are finished setting your options click OK to apply them.

# ACTIVITY 9-1 Customizing the Word Interface

In this activity, you will customize the Word interface in preparation for work on a photo album.

1. Open Microsoft Word 2016 and open Activity 9-1:



**2.** First, let's set some options using the Word Options dialog box. Click File  $\rightarrow$  Options:



**3.** The General category will be displayed by default. Ensure that the information in the "User name" and Initials sections are correct:

Word Options		?	×
General Display	General options for working with Word.		
Proofing	User Interface options		
Save	Show Mini Toolbar on selection ()		
Language	Enable Live Preview ()		
Advanced	☑ Update document content while <u>d</u> ragging ③		
Customize Ribbon	ScreenTip style: Show feature descriptions in ScreenTips		
Quick Access Toolbar	Personalize your copy of Microsoft Office		
Add-Inc	User name: Acme Widgets		
Trust Center	Initials: AW		
Tust Center	Always use these values regardless of sign in to Office.		
	Office Background: Clouds v		
	Office Theme: Colorful V		

If the information is not correct, change the information by clicking and typing in the appropriate boxes.

4. Click the Customize Ribbon category:

Word Options		?	×
General Display	General options for working with Word.		
Proofing	User Interface options		
Save	Show Mini Toolbar on selection 🛈		
Language	Enable Live Preview 🛈		
Advanced	✓ Update document content while <u>d</u> ragging <sup>①</sup>		
Customize Ribbon	Screen lip style: Show feature descriptions in Screen lips		
Quick Access Toolbar	Personalize your copy of Microsoft Office		
Add-Ins	User name: Acme Widgets		
Trust Center	Initials: AW		
	Always use these values regardless of sign in to Office.		
	Office Background: Clouds		
	Office Theme: Colorful V		

**5.** In the lower right-hand corner of this category, click the Import/Export button. Click "Import customization file:"

eneral	Customize the Ribbon and	keyb	oard shortcuts.		
isplay	Choose commands from:			Customize the Ribbon	
roofing	Popular Commands		~	Main Tabs	
ave					
anguage	Accept Revision	•	^	Main Tabs	
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**6.** Browse to your Exercise Files folder. Open the Lesson 9 folder and select the Photo Tab file. Click Open:

📳 File Open										×
← → ~ ↑	« Starting	Files for	r A > Less	on 9	~ (	5	Search Lesson 9			0
Organize 🔻 Ne	w folder						[			?
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Videos</li> <li>Microsoft Wore</li> <li>OneDrive</li> <li>This PC</li> <li>Network</li> </ul>	* (		Photo Tab.e EXPORTEDU 1.17 KB	xportedUI II File						
	File name:	Photo	Tab.exported	IUI	Tools	~ •	Exported Office	Ul file	Cancel	~
							45			

7. Click Yes to confirm the operation:



8. You will now see a new Photo Commands tab in the list on the right-hand side of the Word Options dialog. Click to select this tab and click Move Up until this new tab is at the top of the list:

General       Display         Proofing       Customize the Ribbon and keyboard shortcuts.         Save       Main Tabs         Language       Add Table         Advanced       Add Table         Customize Ribbon       Center         Quick Access Toolbar       Copy         Add-Ins       Define New Number Format         Delete       Delete         Draw Vertical Text Box       Main Tabs         Find       Billets         Find       Billets         Find       Billets         Find       Billets         Find       Billets         Customize Ribbon       Add-Ins         Trust Center       Draw Vertical Text Box         Main Tabs       Billets         Draw Vertical Text Box       Billets         Find       Find         Fino	ord Options					?	×
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**9.** Click the Quick Access Toolbar category:

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**10.** Let's customize the Quick Access toolbar for just this document. Click the "Customize Quick Access Toolbar" menu on the right-hand side of the dialog and choose "For Activity 9-1:"

General       Display         Display       Customize the Quick Access Toolbar.         Proofing       Save         Language       ✓         Advanced       Accept Revision         Advanced       ✓         Quick Access Toolbar       ✓         Mada Hyperlink       ✓         Quick Access Toolbar       ✓         Add al Hyperlink       ✓         Quick Access Toolbar       ✓         Add Ins       ✓         Choose a Text Box       ✓         Cottomize Ribbon       Activity 9-1         Quick Access Toolbar       ✓         Add Ins       ✓         Choose a Text Box       ✓         Cottom Number Format       ✓         Define New Number Format       ✓         Define New Number Format       ✓         Define New Number Format       ✓         Prind       ✓         Find       ✓         Print Settings       ✓         For Settings       ✓	ord Options		?
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**11.** In the "Choose commands from" list, you should see the "Insert Picture" command. (If you do not see this command, scroll down in the list.) Click this command to select it and click Add:

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	Eont	T-					
ist Center	A Font Color						
	A Font Settings						
	Font Size	T-					_
	ant Ecotocte	1. I	<u>Add &gt;&gt;</u>				<b></b>
	S Format Painter		<< Remove				-
	A Increase Font Size		_				
	A Increase Font Size						
	Lesert Dage Section Presks						
	Insert Page Section Breaks						
	A losert Text Per						
	T Line and Descent Consistent						
	Line and Paragraph Spacing						
	New File						
	I Next Comment						
	3 Numbering			Modify			
	Open 🖉	•		0.1.1.1	Dent -		
	Show Quick Access Toolbar below	v the		Customizations:	Keset *		
	Ribbon				Import/Export -	)	
					OK	0	ance

**12.** Scroll to the bottom of the "Choose commands from" list. Choose the Shapes command and click Add:

rd Options					?	>
rd Options eneral isplay torofing ave anguage dvanced ustomize Ribbon usto Access Toolbar dd-Ins rust Center	Customize the Quick Access Choose commands from: () Popular Commands Pargraph Settings Paste Paste Paste Quick Print Quick Print Reject Revision Reject Revision Save As Save As Sa	y y	r. Add >> << Bemove	Customize Quick Access Toolbar: For Activity 9-1	?	
	A Styles Text Highlight Color Text Styles Couch/Mouse Mode Track Changes	•   •				
	<ul> <li>Undo</li> <li>View Macros</li> <li>View Whole Page</li> </ul>	•	<b>y</b>	Modify		
	Show Quick Access Toolbar below Ribbon	v the		Customizations: Reset • Customizations:	•	
				ОК	C	ancel
**13.** Click OK to close the Word Options dialog:

ord Options					?	)
General	Customize the Quick Acco	ess Toolba				
Display						
	Choose commands from: ()			Customize Quick Access Toolbar: ()	)	
roofing	Popular Commands	~		For Activity 9-1	$\sim$	
ave	· ·	lana		-		
	Eff Paragraph Settings	,		Insert Picture		
anguage	Paste			Shapes	F.	
dvanced	Paste	►			_	
Dill.	Previous Comment					
ustomize Ribbon	Print Preview and Print					
uick Access Toolbar	🗳 Quick Print					
	C Redo					
dd-Ins	Reject Revision					
rust Center	E Save					
	Save As					
	Save Selection to Text Box Ga	llery				
	See Multiple Pages		Add >>	1		
	Set Numbering Value		1.000			
	5 Shapes	+	<< <u>R</u> emove			Ŧ
	🏷 Spelling & Grammar					
	Style	1-				
	Add Styles					
	Text Highlight Color					
	Text Styles					
	Touch/Mouse Mode					
	Track Changes					
	Undo					
	View Macros			Modify		
	View Whole Page	`	,			
	Show Quick Access Toolbar b	elow the		Customizations: Reset • 0		
	Ribbon			Import/Export -	. 🕡	
				+	-	

**14.** You should see your changes reflected in the interface:

H	<del>ن</del> ک	5	C)	rð -	÷						Activity 9-1	- Word
File	Photo	Comma	inds	Home	Insert	Design	Layou	t Refe	rences	Mailings	Review	w View
More Brightness	More S Contrast	None	Down	Left	<ul> <li>Description</li> <li>Descrip</li></ul>	Corrections C	)ptions	Copy as I Picture	Disassemble Picture	Paste as JPEG	Compress Pictures	Change Picture
				Editing					Image	Managen	nent	

**15.** Let's make one more change to the interface. Click the photo on the first page of the document to display the Picture Tools – Format contextual tab. Then, click that tab to display it:



16. Right-click the Picture Styles gallery and click "Add Gallery to Quick Access Toolbar:"



**17.** The gallery will be added to the toolbar and the exercise is now complete. Save your document as Activity 9-1 Complete and close Microsoft Word 2016.

# TOPIC B: Additional Save Options

By default, Microsoft Word 2016 saves files using the .docx file type. But what if you want to save to a format for an older version of Word? Or what if a coworker doesn't use Word at all? In this lesson, we'll learn about how to use different file formats and how to ensure that your documents are compatible with older versions of Microsoft Word. We'll also learn how to use AutoRecover and AutoSave, and how to recover unsaved documents.

#### **Topic Objectives**

In this topic, you will learn:

- About Word 2016 file formats
- About the Compatibility Checker
- How to use AutoSave and AutoRecover
- How to recover unsaved documents

### WORD 2016 FILE FORMATS

Microsoft Word 2016 offers the ability to save your documents in a number of different file formats so that other programs can read the data in the file. All of these formats can be accessed from the Save and Save As dialogs via the "Save as type" drop-down menu:



Here are some of the most popular formats that Microsoft Word supports.

- Word Document (.docx): The default format for Word 2007-2016.
- Word Macro-Enabled Document (.docm): Same as the default Word document type but with support for macros.
- Word 97-2003 Document (.doc): The default format for Word documents from versions 97 to 2003.
- Word Template (.dotx): Format for Word 2007-2016 templates.
- Word Macro-Enabled Template (.dotm): Format for Word 2007-2016 templates with support for macros.
- Word 97-2003 Template (.dot): Format for Word templates in versions 97 to 2003.
- PDF (.pdf): This file format creates a non-editable version of the file that is useful for distribution to others. PDF files are viewable on nearly every computing platform, including handheld devices and smartphones.
- **XPS Document (.xps):** Microsoft's version of a PDF file.
- Single File Web Page (.mht): A web page saved as a single file, also known as a web archive.
- **Rich Text Format (.rtf):** A proprietary Microsoft format with support for basic elements. This format is similar to .docx but with fewer features.
- Plain Text (.txt): Plain text files can be opened by almost any word processing program on nearly every computing platform.
- **OpenDocument Text (.odt):** This is a file format used by OpenOffice, an open-source software productivity suite with many of the same features as Microsoft Office.

#### Advantages of the XML File Format

The "X" at the end of the newer Microsoft Word file formats stands for "XML." XML is a computer language that is understood by nearly all computer platforms. This new XML format means that files are less susceptible to corruption, smaller in size, more secure, and more compatible with other programs.

### **COMPATIBILITY CHECKER**

If you need to save a document for an older version of Microsoft Word, you should first run the Compatibility Checker. To start, click File  $\rightarrow$  Info  $\rightarrow$  Check for Issues  $\rightarrow$  Check Compatibility:



Word will look through your document for possible issues. It will then let you know what elements are incompatible and how they will be dealt with upon saving:

Microsoft Word Compatibility Checker	? >	×						
<ul> <li>The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when opening this document in an earlier version of Word or if you save this document in an earlier file format.</li> </ul>								
Select versions to show 🔻								
Summary	Occurrer	nces						
Content controls will be converted to static content.	3	^						
	<u>Help</u>							
SmartArt graphics will be converted into a single object that	2							
can't be edited in previous versions of Word.	<u>Help</u>							
A chart in this document may contain data in cells outside of	1							
beyond 256 (IV) columns by 65,536 rows will not be saved.		~						
Check compatibility when saving documents								

Some problems will have a solution; others are simply items you need to be aware of. Note the combo box at the top of the dialog: it allows you to choose what versions the tool will check for compatibility issues with. By default, the Compatibility Checker will look for issues with all versions:



Once you have made note of the possible issues, click OK. You can now decide what changes should be made before you save your document.

#### **Compatibility Mode**

Word 2016 is capable of opening many different file formats. For example, you might receive some Word documents in .doc format, the format used by Microsoft Word 97-2003. If the file you are viewing in Word is of an older, compatible format, you will see the words [Compatibility Mode] in the title bar:

H	5 - C	÷						Zo	omF	oods [Compat	ibility Mode]	- Word
File	Home	Insert	Design	Layout	References	Mailings	Review	View 🛛	Tell ı	ne what you w	vant to do	
Paste	X Cut E Copy	Cal inter B	ibri I <u>U</u> -	$\mathbf{x}$ 11 $\mathbf{x}$ A abs $\mathbf{x}_2$ $\mathbf{x}^2$	A - ab∕ -	<ul> <li></li> <li><!--</td--><td>E・SE・   € ≔ ≡   \$≣∙</td><td>■ <b>=</b>   2↓   •   2 •</td><td>¶ ·</td><td>AaBbCcDc 1 Normal</td><td>AaBbCcDc No Spacing</td><td>AaBbC( Heading 1</td></li></ul>	E・SE・   € ≔ ≡   \$≣∙	■ <b>=</b>   2↓   •   2 •	¶ ·	AaBbCcDc 1 Normal	AaBbCcDc No Spacing	AaBbC( Heading 1
	Clipboard	Es.		Font		5	Paragrap	ı	Б			

You can upgrade the document to the newest file format by clicking File  $\rightarrow$  Info  $\rightarrow$  Convert:



#### Click OK to confirm the operation:

Microsoft Word	?	×
Your document will be upgraded to the newest file format.		
While you'll get to use all the new features in Word, this may cause minor layout changes. If you prefer not	t to upgrade, pr	ess cancel.
Converting allows you to use all the new features of Word and reduces the size of your file. This document converted version.	will be replaced	d by the
Do not ask me again about converting documents		
Tell Me More	ок	Cancel

The document will then be upgraded.

## **AUTOSAVE**

If you are used to using computers, you'll probably have discovered that Word (and Windows) do not always work as they should. Murphy's Law states that if something can go wrong, it will. Fortunately, Word features a backup option called **AutoSave** to help minimize the loss of data that may be suffered due to things like software bugs, crashes, or power and hardware failures.

To modify these options, click File  $\rightarrow$  Options to open the Word Options dialog box. Then, click the Save category:

Word Options		?	×			
General Display	Customize how documents are saved.					
Proofing	Save documents					
Save	Save files in this <u>format:</u> Word Document (*.docx)					
Language	Save AutoRecover information every 10 🚔 minutes					
Advanced	☑ Keep the last autosaved version if I close without saving					
Customize Ribbon	Auto <u>R</u> ecover file location:         C:\Users\Acme Widgets\AppData\Roaming\Microsoft\Word\	Browse				
Quick Access Tephor						
	Show additional places for saving, even if sign-in may be required.					

To turn AutoSave on, make sure that the "Save AutoRecover information" box is checked. You can specify how often you want Word to save your changes as well as the backup location. Unless you are advised otherwise, we recommend using the default options.

### **AUTORECOVER**

If Word or Windows crashes when AutoSave and AutoRecover are enabled, you will see a task pane appear on the left-hand side of the window when you re-open Word. This task pane will list all the files you had open when Word crashed, and the various versions of those files:

Vord ha ave the <b>\vailab</b>	as recovered the following files. e ones you wish to keep. <b>le Files</b>		
Report [Original] Version created last time t			
2 Whi	ich file do I want to save?		

You can right-click any file in this list to open the file, save it, or delete it. You can leave the task pane open while you view the different versions of your file(s) until you determine which one(s) you want to keep.

If you try to close the recovered file without having viewed all the files, you will see a warning stating that some recovered files have not yet been opened. You will then have the option to save or delete the recovered file, or to cancel out of the dialog and return to your document.

#### **RECOVERING AN UNSAVED DOCUMENT**

If you close Word and forget to save your file (or accidentally click No when you are prompted to save it), you may still be able to recover it. Just open the last saved version of the file and click File  $\rightarrow$  Info. You may then see older versions of your file:



Click any version to open it in Microsoft Word. You can then work with and save the document as normal.

#### To remove any version, right-click it and click Delete This Version:



# **ACTIVITY 9-2**

# **Setting Additional Save Options**

In this activity, you will check your AutoSave and AutoRecover options. You will also save a document in the Word 97-2003 format.

1. Open Microsoft Word 2016 and open Activity 9-2:



#### **2.** Click File $\rightarrow$ Options:



**3.** Click the Save category:

Word Options		?	×
General Display	General options for working with Word.		
Proofing	User Interface options		
Save Language Advanced Customize Ribbon	Show Mini Toolbar on selection ()  Fabile Live Preview ()  Update document content while gragging ()  Scgeen Tip style: Show feature descriptions in Screen Tips v  Personalize your conv of Microsoft Office		
Quick Access Toolbar Add-Ins Trust Center	User name: Acme Widgets Initials: AW Aw Aw Aways use these values regardless of sign in to Office. Office Background: Clouds Office Ineme: Colorful  Start un ontions		
	Choose the extensions you want Word to open by default: Default Programs  Tell me if Microsoft Word isn't the default program for viewing and editing documents.  Open e-mail attachments and other uneditable files in reading view <sup>①</sup> Show the Start screen when this application starts  Real-time collaboration options		
	Show names on presence flags OK	Ca	ncel

**4.** Ensure that the "Save AutoRecover information" box is checked. (If not, check it now.) Click OK:

Word Options		?	×
General	Customize how documents are saved.		
Display			
Proofing	Save documents		
Save	Save files in this format: Word Document (*.docx)		
Language	Save AutoRecover information every 10 🚔 minutes		
Advanced	Keep the last autosaved version if I close without saving		
Customize Ribbon	$\label{eq:constraint} Auto\underline{R}ecoverfilelocation: \\ C:\Users\Acme Widgets\AppData\Roaming\Microsoft\Word\AppData\Roaming\Microsoft\Word\AppData\Roaming\Microsoft\Word\AppData\Roaming\AppData\Roaming\AppData\Roaming\AppData\AppData\Roaming\Microsoft\Word\AppDataAppApApaApaApaApaApaApaApaApApApApApaApApApAa$	Browse.	
Quick Access Toolbar	Don't show the Backstage when opening or saving files		
	Show additional places for saving, even if sign-in may be required.		
Add-Ins	Save to <u>C</u> omputer by default		
Trust Center	Default local file location: C:\Users\Acme Widgets\Documents\	Browse.	
	Default personal <u>t</u> emplates location:		
	Offline editing options for document management server files		
	Save checked-out files to: ①		
	O The server drafts location on this computer		
	The Office Document Cache		
	Server drafts location: C:\Users\Acme Widgets\Documents\SharePoint Drafts\	Browse.	
	Preserve fidelity when sharing this document: 🗑 Activity 9-2 🗸		
	Embed fonts in the file ()		
	Embed only the characters used in the document (best for reducing file size)		
	✓ Do not embed common system fonts		
	OK	Car	
	UK	Can	.ei

5. Now let's check this document for compatibility issues. Click File → Info → Check for Issues → Check Compatibility:



**6.** The Compatibility Checker will run and display any possible issues. Click the dropdown arrow at the top of the dialog box and uncheck Word 97-2003:



7. How does the list of issues change?



Click OK to close the Compatibility Checker.

8. Now we're ready to save the document in the .doc format. Click File  $\rightarrow$  Save As  $\rightarrow$  Browse:



**9.** Navigate to your desktop. Change the file name to "Activity 9-2 Complete." Finally, choose Word 97-2003 Document as the file type. Click Save:

🕎 Save As	×
← → ▼ ↑ 🔲 > This PC > Desktop V Ō Search Desktop	Q
Organize 🔻 New folder	
Quick access          Desktop       MOS5010_Word_2016_1_ExerciseFiles         Downloads       es         Documents       Music         Videos       Microsoft Word         Microsoft Word       Videos	
File name: Activity 9-2 Complete	~
Save as type: Word 97-2003 Document	~
Authors: Acme Widgets Tags: Add a tag	
Save Thumbnail	
Hide Folders	Cancel

**10.** The Compatibility Checker will remind you that there may be issues with this document when opening it in older versions of Word. Click Continue to complete the save process:

Microsoft Word Compatibility Checker	?	×				
The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when you save this document in an earlier file format. Click Continue to save the document. To keep all of your features, click Cancel, and then save the file in one of the new file formats.						
Summary	Occur	rences				
Content controls will be converted to static content.	16					
	Hel	<u>p</u>				
Some text box positioning will change.	14					
	Hel	<u>p</u>				
Shapes and textboxes will be converted to effects available in this format.	39					
Check compatibility when saving documents						
<u>Continue</u>	Can	cel				

**11.** Close Microsoft Word 2016 to complete the activity.

# TOPIC C: Manage Additional File Types

In addition to the standard Microsoft Word document format, you can also open a variety of other file types in Microsoft Word. In this topic, we will learn about opening, importing, and editing these non-native files, particularly PDF documents. We will also learn how to append text to a document and link to other documents.

#### **Topic Objectives**

In this topic, you will learn:

- How to open non-native files in Microsoft Word
- About importing files into Microsoft Word
- How to open and edit PDF documents
- How to append text to a document
- How to link to another document

#### **OPENING NON-NATIVE FILES IN MICROSOFT WORD**

To open a non-native file in Microsoft Word, click File  $\rightarrow$  Open  $\rightarrow$  Browse:



Then, in the Open dialog, navigate to the location of your file. Choose "All files" from the menu in the bottom right-hand corner:

🕎 Open			×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\Rightarrow$ This PC $\Rightarrow$	Desktop > V	Ō	Search Desktop 🔎
Organize 🔻 New folder			
<ul> <li>✓ Quick access</li> <li>✓ Desktop</li> <li>✓ Downloads</li> <li>✓ Documents</li> <li>✓ Pictures</li> <li>✓ Music</li> <li>✓ Videos</li> <li>✓ Microsoft Word</li> <li>✓ OneDrive</li> <li>✓ This PC</li> <li>✓ Network</li> </ul>	MOS5010_Word_2016_1_Exer es	ciseFil	
File name:	Tools	•	All Word Documents

Now, select the file you want to open and click Open:

🕎 Open					×
← → • ↑ <b>⊑</b>	→ This PC →	Desktop >	√ Ū	Search Desktop	٩
Organize 🔻 Ne	w folder				- 🔳 🕐
📌 Quick access	*	MOS5010_Word_2016_ es	I_ExerciseFil		
Downloads Documents Pictures	*	Sample Document.wp WPS File 1.10 MB			
👌 Music 📑 Videos					
関 Microsoft Word	d				
🐔 OneDrive					
💻 This PC					
💣 Network					
	File name: San	nple Document.wps	∽ Tools ▼	All Files	∼ Cancel

The file will then open:



You will need to save any further changes in one of Microsoft Word's native formats.

#### **IMPORTING FILES**

In previous versions of Microsoft Word, opening some file types (such as comma-delimited text files) would cause an import wizard to launch. Now, this process is automatic. Word will convert the file for you and display the data appropriately.

#### **OPENING AND EDITING PDF DOCUMENTS**

Microsoft Word 2016 also provides the ability to open and edit PDF documents. To begin, click File  $\rightarrow$  Open  $\rightarrow$  Browse:

¢	
Info	Open
New	
Open	L Recent
Save	Other Web Locations
Save As	
Print	This PC
Share	Add a Place
Export	Browse
Close	\?

PDF files should automatically be displayed in the Open dialog. Choose your file and click Open:

0pen		×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\rightarrow$ This PC $\rightarrow$ Desktop $\rightarrow$ $\checkmark$ $\circlearrowright$ Search Deskt	op	Q
Organize 🔻 New folder	<u>■</u> ■ - ▼	•
Quick access MOS5010_Word_2016_1_ExerciseFil es		
<ul> <li>Downloads *</li> <li>Documents *</li> <li>Pictures *</li> <li>Music</li> <li>Test Import Files</li> <li>Videos</li> <li>Microsoft Word</li> <li>OneDrive</li> <li>This PC</li> <li>Network</li> </ul>		
File name: Sample PDF V All Files	<b> </b>	✓ Cancel

Word will then show you a dialog box about PDF conversion. Click OK to proceed:



The PDF file will then open in Word:

<b>⊟</b> 5 · 0 =	Sample	PDF - Word	æ	– 🗆 X
File Home Insert Design La	vout References Mailings Review View 🛛 Tell me what you			Sign in <b>Q</b> Share
Cipboard rs F	· A* A* Aa ·      · □ · □ · □ · □ · □ · □ · □ · □ · □     AabCCD:       · ** A* A* ·      · □ · □ · □ · □ · □ · □ · □ · □ · □ · □	ti AaBbCcDeti AaBbCc AaBbCc AaBb aaBbCcc aeBbCcb 1No Spac_ Heading 1 Heading 2 Title Subtitie Subtitie Subtitie Subtitie Subtitie	di AaBbCcDdi AaBbCcDdi Emphasis Intense E =	P Find → ∰ac Replace ▷ Select → Editing ∧
	Crisis Mai Viable organizations need to be ready for emergencies because th kind of plan at all, and the best plans are tested and adjusted is of plans for fine, weather disasters, and all the different kinds of criss respond, and recover from all crises. This two-day course will help criss.	rey are a fact of doing business. The worst plan is not to have any hat they work over time. Fortunately, you do not need separate that can occur. One solid plan will help you to prevent, you ensure your organization is ready to manage any kind of		
	what will students Learn?	what Topics are Covered?		
	Assign people to an appropriate crisis team role     Conduct a crisis audit	What is crisis management?     Training leaders and staff		
	Establish the means for husiness continuity	Conducting the crisis audit		
	<ul> <li>Determine how to manage incidents</li> </ul>	Performing a risk level analysis		
	<ul> <li>Help your team recover from a crisis</li> </ul>	<ul> <li>Developing a response process</li> </ul>		
	✓ How to apply the process	<ul> <li>Consulting with the experts</li> </ul>		
		<ul> <li>Incident management techniques</li> </ul>		
		<ul> <li>Working through the issues</li> </ul>		
		<ul> <li>Establishing an emergency operations center</li> </ul>		
		<ul> <li>Building business continuity and recovery</li> </ul>		
		<ul> <li>Recovering and moving on</li> </ul>		
		<ul> <li>Plenty of case studies and practice opportunities</li> </ul>		
	What's Included?			
	✓ Instruction by an expert facilitator ✓	<ul> <li>Specialized manual and course materials</li> </ul>		
	Small, interactive classes	<ul> <li>Personalized certificate of completion</li> </ul>		
	Pre-Registration Information	Your Information		
	Yes! I would like to attend Crisis Management! Sign me up for the	ne Position:		
"Sample PDF": 1.937 characters (an approximate value	ri.		00 00 00 -	+ 116%

You can now work with the file as normal.

If you want to save your updated file as a PDF, use the File  $\rightarrow$  Save As  $\rightarrow$  Browse command and be sure to choose PDF as the file type:

🕎 Save As	×
← → ~ ↑ 🔜 > This PC > Desktop > v 🖏 Search Desk	top $ ho$
Organize 🔻 New folder	≣≓ ▼ (?)
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Test Import Files</li> <li>Videos</li> <li>Microsoft Word</li> <li>ConeDrive</li> </ul>	
File name: Sample PDF	~
Save as type: PDF	~
Authors: Add an author Tags: Add a tag	
Optimize for:  Standard (publishing Options Online and printing) Ominimum size (publishing online) Options	blishing
Hide Folders Tools - Save	Cancel

Otherwise, the file will be saved in the same location as a Microsoft Word document.

### **APPENDING TEXT TO A DOCUMENT**

Microsoft Word also provides an easy way to insert text from another document. To begin, place your cursor where you want the appended text to appear. Then, click Insert  $\rightarrow$  Object  $\rightarrow$  Text from File:



Then, navigate to and select the document. Click Insert:

🕎 Insert File					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\Rightarrow$ This PC	> Desktop >		~ Ū	Search Desktop	Q
Organize 🔻 New folder					?
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Videos</li> <li>Microsoft Word</li> <li>OneDrive</li> <li>This PC</li> <li>Network</li> </ul>	MOS5010_Word_2016_1_ExerciseFil es	Resource List Microsoft Word Document 14.5 KB			
Range	Range				
File name:	Resource List	1	∽ īools ▼	All Word Documents	× I

Store Store Text Quick WordArt Drop Box\* Parts\* \* Cap Signature Lin πΩ Table Pictures Online der Footer Page Cross-re Add-ins Links Health and Safety Training – Acme Widgets Inc. Day One 1. Course Overview What is Health and Safety?
 An Overview of Our Health Resources 4. An Overview of Our Safety Policy 5. Day One Wrap-Up Day Two Day Two Introduction
 Violence in the Workplace
 What is Bullying? Resources Available to You
 Workshop Wrap-Up Resource List
 Acme Widgets Employee Handbook, accessible at • "Your Rights and Responsibilities" pamphlet, included in your training kit Sarah McKinley, Union Representative, 555-602-3598 8 8 5 --÷

The text will now be added to the document and can be edited as normal:

#### LINKING TO OTHER DOCUMENTS

If you want to insert content from a document that is frequently updated, you can have Word perform that update for you automatically. To begin, place your cursor where you want the linked text to appear. Then, click Insert  $\rightarrow$  Object:

₽	<del></del> চ- ত					ning Agenda - Word						⊐ ×
File	Home	Insert	Design Layout Referenc	es Mailings Review View							Sign in	A Share
÷			📑 🖓 🖓 🖚	📗 👩 🖡 🗎 Store	W	Hyperlink	t,		🔼 🗖 🗛	Signature Line ×	π	Ω
Cover Page *	Blank Page Page Break	Table *	Pictures Online Shapes SmartAr Pictures *	t Chart Screenshot	<ul> <li>Wikipedia Online</li> <li>Video</li> </ul>	Cross-reference	Comment	Header Footer Page * * Number* B	Test Quick WordArt Drop Box* Parts* * Cop*	Object *	Equation S	ymbol
	Pages	Tables	Illustrations	Add-ir	15 Media	Links	Comments	Header & Footer	Text	13	Symbo	ls 🔺

The Object dialog box will open. Click the "Create from File" tab:

Object	?	· >	<
Create New       Create from File         Object type:       Image         Bitmap Image       Image         Microsoft Equation 3.0       Microsoft Excel 97-2003 Worksheet         Microsoft Excel 97-2003 Worksheet       Image         Microsoft Excel Ohart       Image         Microsoft Excel Chart       Microsoft Excel Macro-Enabled Worksheet         Microsoft Excel Worksheet       Image         Microsoft Graph Chart       Image         Result       Inserts a new Bitmap Image object into your document.	Displ <u>a</u> y as icon		
	ОК	Cancel	

Now, click Browse:

Object	? ×
<u>Create New</u> Create from File File name: *.*	<u>B</u> rowse
Result Inserts the contents of the file into your document so that you can edit it later using the application which created the source file.	☐ Lin <u>k</u> to file ☐ Displ <u>a</u> y as icon
	OK Cancel

The Browse dialog box will open. Select your file and click Insert:

Browse				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > This PC	> Local Disk (C:) > Users > Acme Widgets > Desktop >	∽ Ō	Search Desktop	<i>م</i>
Organize 🔻 New folder				?
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Finally, check the "Link to file" box and click OK:

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<u>Create New</u> Create from <u>File</u>		
File <u>n</u> ame:		
C:\Users\Acme Widgets\Desktop\Resource List.docx		
Result Inserts the contents of the file into your document and creates a shortcut to the source file. Changes to the source file will be reflected in your document.	con	
ОК	Ca	ncel

The text will now be added to the document and can be edited as normal:



However, every time this document is opened, the linked file will be checked for updates, and any changes will be applied. Of course, this will only work as long as the linked file is accessible. If the file is moved or deleted, the update will no longer occur.

# ACTIVITY 9-3 Managing Additional File Types

You have been given a set of files that need to be combined together to create a workshop handout. You will use the tools that you learned about in this lesson to accomplish this task.

**1.** To begin, open Microsoft Word 2016. At the Start screen, click Open Other Documents:



2. Click Browse:



**3.** Navigate to the Lesson 9 folder of your Exercise Files. Select Activity 9-3A (which is a PDF file) and click Open:

🕎 Open				×
← → • ↑ 📙 « Sta	rting Files for A > Lesson 9 v さ Search Le	sson 9	ر	ρ
Organize 👻 New fold	er			?
<ul> <li>✓ Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Videos</li> <li>Microsoft Word</li> <li>✓ OneDrive</li> <li>This PC</li> </ul>	Activity 9-1 Microsoft Word Document 1.24 MB Activity 9-2 Microsoft Word Document 1.24 MB Repf Activity 9-3A PDF File 368 KB Activity 9-38 Microsoft Word Document 17.0 KB			
- NEWOIK				
File n	ame: Activity 9-3A V All Word Tools V Open	Documents	Cancel	<b>~</b>

**4.** Word will then show you a dialog box about PDF conversion. Read the information and click OK:



5. The document will open. Go to the second page. Change the text from "Map One" to "Area Map:"



**6.** Now, go to the end of the document. Click Insert  $\rightarrow$  Page Break:



7. Click Insert  $\rightarrow$  Object  $\rightarrow$  Text from File:



**8.** Navigate to the Lesson 9 folder of your Exercise Files. Select the Activity 9-3B document. Click Insert:

📰 lasart 51a			
me insert rite			
← → · ↑ « Deskto	MOS5010_Word_2016_1_ExerciseFiles > Starting Fil	es for Activities → Lesson 9 🛛 🗸 진	Search Lesson 9 🔎
Organize 👻 New folder			
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Music</li> <li>Videos</li> <li>Microsoft Word</li> <li>OneDrive</li> <li>This PC</li> <li>Network</li> </ul>	Activity 9-1 Activity 9-38 Activity 9-38 Activity 9-38 T7.0 K8	Activity 9-2 Microsoft Word Document 1.24 MB	Activity 9-3A PDF File 368 KB
Range	s		
	Range		
File name:	Activity 9-3B	~	All Word Documents ~
		Tools 👻	Insert Cancel

**9.** The text will now be added to the document:

																							•			×
		me	Insert					lailings																	A, Sha	re
Cover Page *	Blank Page Pages	Page Break	Table Tables	Pictures Or Pict	line Shape	s SmartArt ustrations	Chart	Screenshot	着 Store	e Add-ins = Add-ins	W Wikipedia	Online Video Media	Hyperlink P Bookmark Cross-reference Links	Comments	Header Foo	ter Page Number •	Text Box *	Quick Parts *	<b>A</b> WordArt	Drop Cap *	📝 Sigi 🖳 Dat 🥅 Obj	nature Line e & Time ect =	E	π quation ! Symbol	Ω iymbol	*
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Page 8 c	f8 2	069 word	is DB																	88		15 -	-		+ 116	86

**10.** Now, let's save the document as a PDF file. Click File  $\rightarrow$  Save As  $\rightarrow$  Browse:



**11.** Navigate to your desktop. Change the file name to "Activity 9-3 Complete." Finally, choose PDF as the file type. Click Save:

🔃 Save As	×
← → ∽ ↑ 🗔 > This PC > Desktop	✓ Č Search Desktop $𝒫$
Organize 🔻 New folder	
	)_Word_2016_1_ExerciseFil
File name: Activity 9-3 Complete	~
Save as type: PDF	~
Authors: John Smith	Tags: Add a tag
Optimize for:      Standard (publishing online and printing) Minimum size (publishing online)	Options  Open file after publishing
A Hide Folders	Tools   Save Cancel

**12.** Close Microsoft Word 2016 to complete the activity.

# Summary

In this final lesson, you learned about customizing the Microsoft Word environment. You should now feel comfortable using the Word Options dialog box to personalize your Microsoft Word 2016 experience.

You also learned how to set save options, check files for compatibility; open non-native files in Microsoft Word; and import, append, and link files. You even learned how to open, edit, and save PDF documents using Microsoft Word 2016.

#### **REVIEW QUESTIONS**

- 1. Which two categories in the Word Options dialog box are similar in look and function?
- 2. You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?
- 3. Which category of the Word Options dialog box controls AutoRecover options?
- 4. How do you recover an unsaved document?
- 5. Which tab of the AutoCorrect dialog box allows you to manage how Word recognizes elements like dates and contacts?

# **Answer Keys**

### **LESSON 1 REVIEW QUESTIONS**

- 1. Which toolbar gives you quick access to frequently used commands? This statement describes the Quick Access toolbar.
- 2. Which Microsoft Word feature will automatically correct certain text as you type? AutoCorrect will automatically correct common errors as you type.
- **3.** What options are available when performing a help search with Tell Me? You will see shortcuts to related commands, a Smart Lookup command, and a command to open the full Help window.
- **4.** What is the command sequence to show or hide formatting marks? Click Home → Show/Hide.
- 5. What is the keyboard shortcut to open the Print category of Backstage view? Press Ctrl + P to open the Print category of Backstage view.

#### **LESSON 2 REVIEW QUESTIONS**

- 1. When searching in the Find and Replace dialog, what does the "?" wildcard represent? The question mark wildcard can represent any single alphabetical character.
- List two ways to open the Find and Replace dialog.
   You can use the Home tab, shortcut keys, or the Navigation Pane.
- 3. What is the keyboard shortcut for the Cut command? Press Ctrl + X to cut the selected text or object.
- 4. What is the opposite of the Undo command? Redo/Repeat is the opposite of the Undo command.
- 5. What is the command sequence to show or hide the Navigation pane? Click View → Navigation Pane.

#### LESSON 3 REVIEW QUESTIONS

- **1. Which group on the Home tab contains most font formatting commands?** The Font group on the Home tab contains most font formatting commands.
- **2.** Which tool allows you to analyze the text around the location of the cursor? This statement describes the Style Inspector.
- 3. What is the command sequence to show or hide the ruler? Click View → Ruler.
- **4.** What is the shortcut to open the Find and Replace dialog box to the Replace tab? Ctrl + H is the shortcut to open the Find and Replace dialog box to the Replace tab.
- 5. Which tabs contain the Line and Paragraph Spacing command? This command can be found on both the Home and Layout tabs.

#### **LESSON 4 REVIEW QUESTIONS**

- Which two contextual tabs are available when working with tables? The Table Tools – Design and Table Tools – Layout tabs are available when working with tables.
- 2. What are the horizontal components of tables properly referred to as? The horizontal components of tables are called rows.
- **3.** Which keyboard shortcut allows you to move to the last column of a table? The Alt + End shortcut will take you to the last column of a table.
- List at least one way to insert a row into a table.
   You can use the Insert Row icon, the mini toolbar, the right-click menu, or the Table Tools – Layout tab.
- 5. Which dialog box contains many settings for tables? The Table Properties dialog box is the central location for most table settings.

#### **LESSON 5 REVIEW QUESTIONS**

- 1. What is the command sequence to sort a paragraph of text? Click Home → Sort.
- **2.** What tab contains commands to create and manage all types of lists? List commands are found in the Paragraph group of the Home tab.
- **3. What is the keyboard shortcut to promote a list item?** Press Tab to promote a list item.
- **4.** How do you customize the starting value of a numbered list? Right-click the desired starting item and click Set Numbering Value. Then, enter the desired starting value and click OK.
- **5.** How many levels of sorting does Microsoft Word support? You can sort by up to three levels.

#### **LESSON 6 REVIEW QUESTIONS**

- Name one font that is all symbols. Wingdings, Wingdings 2, Wingdings 3, and Webdings are all symbol fonts. You may have other symbol fonts depending on what programs are installed on your computer.
- What should you be aware of when inserting online images into a document? Always obtain the appropriate copyright permissions when working with online images.
- 3. What is SmartArt?

SmartArt is Microsoft's intelligent way of adding diagrams to your Office documents.

- **4.** Which tab contains commands to add symbols and illustrations to your document? These commands are found on the Insert tab.
- List one location that online images can be inserted from.
   Online images can be inserted from a Bing image search, OneDrive, Facebook, or Flickr.
# **LESSON 7 REVIEW QUESTIONS**

- 1. Which tab(s) contain(s) the command to insert a page break? This command can be found on the Insert tab and the Layout tab.
- 2. What is the command sequence to insert a pre-built watermark? Click Design → Watermark and click the watermark that you want to apply.
- 3. If you want your page color to be printed, what option needs to be enabled? The "Print background colors and images" option in the Display category of the Word Options dialog box must be checked.
- 4. Which contextual tab is available when working with headers and footers? The Header & Footer Tools – Design tab provides commands for working with headers and footers.
- 5. What are the two available orientation options for a Microsoft Word document? You can apply portrait or landscape orientation to a document.

## **LESSON 8 REVIEW QUESTIONS**

1. If Microsoft Word detects a contextual spelling error, what color will it underline the error with?

Contextual spelling errors and grammatical errors are underlined in green.

- 2. What interface elements displays tools like the thesaurus, spelling and grammar check, and Accessibility Checker? All of these tools are displayed via task panes.
- **3.** What is the shortcut key to run a spelling and grammar check? Press the F7 key to run a spelling and grammar check.
- 4. What is the command sequence to run the Accessibility Checker? Click File → Info → Check for Issues → Check Accessibility.
- 5. What part of the Microsoft Word interface will show you a quick word and page count of the current document?

The status bar shows a quick word and page count.

# **LESSON 9 REVIEW QUESTIONS**

- 1. Which two categories in the Word Options dialog box are similar in look and function? The Customize Ribbon and Quick Access Toolbar categories are very similar.
- 2. You have a text file created in Excel that you want to import into Microsoft Word. How will you do this?

Open the file as normal using the File  $\rightarrow$  Open  $\rightarrow$  Browse command sequence. Microsoft Word will convert and import the file for you.

- **3.** Which category of the Word Options dialog box controls AutoRecover options? These options are set in the Save category of the Word Options dialog box.
- 4. How do you recover an unsaved document? Click File → Info. Then, click the unsaved document's entry from the Manage Document section.
- 5. Which tab of the AutoCorrect dialog box allows you to manage how Word recognizes elements like dates and contacts?

These options are controlled in the Actions tab.

# **A**PPENDICES

# **Keyboard Shortcut Quick Reference Sheet**

L.	Open a new document	Ctrl + N				
men	Save a file	Ctrl + S				
anage	Open a file	Ctrl + O				
ile M	Print document	Ctrl + P				
	Close Microsoft Word	Alt + F4				
	Select all	Ctrl + A				
	Copy text	Ctrl + C				
g	Cut text	Ctrl + X				
Editir	Paste text	Ctrl + V				
Text	Toggle Format Painter on	Ctrl + Shift + C Ctrl + Shift + V				
	Undo last action	Ctrl + Z				
	Redo last action	Ctrl + Y				
	Shift cursor focus to Search field in Navigation Pane	Ctrl + F				
k Panes	Open Replace tab of Find and Replace dialog	Ctrl+ H				
s/Tas	Open Go To tab of Find and Replace dialog	Ctrl + G				
ialog	Open Font dialog	Ctrl + D				
pen D	Open Help window	F1				
Ō	Switch focus to Tell Me field	Alt + Q				
	Check spelling	F7				

	Open Thesaurus task pane	Shift + F7
Task Panes	Open Styles task pane	Alt + Ctrl + Shift + S
	Open Apply Styles task pane	Ctrl + Shift + S
Deen	Open Reveal Formatting task pane	Shift + F1
0	Open Navigation Pane	Ctrl + F
	Apply bold formatting	Ctrl + B
	Apply underlining	Ctrl + U
	Apply italic formatting	Ctrl + I
	Align text to center	Ctrl + E
ols	Align text to left	Ctrl + L
ng To	Align text to right	Ctrl + R
matti	Justify text	Ctrl + J
t For	Increase font size	Ctrl + Shift + .
Te)	Decrease font size	Ctrl + Shift + ,
	Change font face via Font dialog	Ctrl + Shift + F
	Change font size via Font dialog	Ctrl + Shift + P
	Cycle through cases	Shift + F3
	Clear formatting	Ctrl + Spacebar
ŝrs	Show formatting marks	Ctrl + Shift + 8
aracte	Insert page break	Ctrl + Enter
al Chá	Insert nonbreaking hyphen	Ctrl + Shift + _
Speci	Insert nonbreaking space	Ctrl + Shift + Spacebar

Table Navigation	Move one cell to the right	Tab (right arrow if cell is empty)		
	Move one cell to the left	Shift + Tab (left arrow if cell is empty)		
	Move one row up	Up arrow key		
	Move one row down	Down arrow key		
	Go to first row	Alt + Page Up		
	Go to last row	Alt + Page Down		
	Go to first column	Alt + Home		
	Go to last column	Alt + End		

# Glossary

#### Accessibility Checker

Tool that automatically checks a document for issues that users with disabilities may encounter.

#### alternative text

Text that is used by screen readers to describe an object to users with visual impairments.

#### AutoCorrect

A feature that automatically corrects text as you type.

#### AutoRecover

A feature that automatically recovers documents if your computer encounters a problem.

#### AutoSave

A feature that automatically saves a document at set intervals.

#### **Backstage view**

A component of the interface that shows a number of categories that group file-related commands together.

#### border

A stylized line around a page, paragraph, or word.

#### cell

The area where a row and column intersect in a table.

#### chart

Graphical representation of data and relationships in a dataset.

### clipboard

An area of your computer's memory that stores cut and copied items.

column Vertical elements in a table.

#### contextual spelling error

Occurs when a word is spelled correctly but used incorrectly.

#### contextual tabs

Special tabs that appear when you are working with a specific object.

## **Compatibility Checker**

Tool that automatically checks a document for possible issues if it were to be opened in a previous version of Microsoft Word.

#### dialog box launcher

Button in the lower right-hand corner of a group that opens a dialog box or task pane. Also called an option button.

#### document

In this context, an electronic document created in Microsoft Word.

## Flesch Reading Ease/Flesch-Kincaid Grade Level

Scores that evaluate the readability of a document.

#### font

A complete set of characters, including typeface and style.

#### footer

A group of information set apart from the body of your document. Typically appears throughout the document at the bottom of each page.

### formatting marks

A set of characters that indicate spaces, formatting, page breaks, and other document features that are usually hidden.

#### Format Painter

A tool that is used to copy formatting from one selection of text to another.

#### gallery

A set of options presented visually via the Microsoft Word interface.

#### groups

Sets of commands in each ribbon tab.

#### header

A group of information set apart from the body of your document. Typically appears throughout the document at the top of each page.

#### indent

Setting that controls how far text appears from the margin.

#### illustration

A graphic created in or inserted into a Microsoft Word document.

#### Insights pane

Task pane that allows the user to search for research and/or dictionary information about a word.

#### line break

Feature that creates a new line while retaining formatting from the previous line.

#### **Live Preview**

Allows the user to see how various options will look before applying them.

#### margin

The white space separating text from the edge of a page or other object.

#### mini toolbar

Contextual toolbar that appears when text or objects are selected.

#### multilevel list

A hierarchical list that contains points within points.

#### **Navigation Pane**

Feature that allows the user to view important parts of a document. Also provides search tools.

#### page break

Horizontal line that indicates where one page ends and another begins.

#### PDF

Stands for Portable Document Format. Standardized electronic document format that can be read by many platforms.

#### **Quick Access Toolbar**

Customizable toolbar providing quick access to frequently used commands.

#### Quick Table

A type of table template that allows the user to quickly insert objects like calendars and matrices.

#### ribbon interface

The group of commands at the top of the Microsoft Word screen. Encompasses File tab, Quick Access toolbar, tabs, and groups.

#### ribbon tabs

Groups of like commands accessed using the buttons at the top of the ribbon interface.

**row** Horizontal elements in a table.

#### ScreenTip

A small message that will give you information about the object over which your cursor is hovering.

#### SmartArt

Microsoft Word feature that allows you to create and edit diagrams.

#### Smart Lookup

Tool that opens the Insights pane. Provides research and dictionary information about a word or phrase.

#### sort fields

The criteria that data is sorted by.

#### status bar

Horizontal bar at the bottom of the Microsoft Word window that displays information about the document.

style In Microsoft Word, a saved set of formatting options.

#### tabs/tab stops

Feature that controls where and how text is horizontally aligned.

#### table

An object that allows the user to organize information in rows and columns.

#### task pane

Vertical pane that provides additional commands for a task.

#### Tell Me

Natural language help feature accessed directly on the ribbon interface.

#### thesaurus

Research tool that offers synonyms and antonyms for words.

#### translation

The process of converting a document from one language to another.

#### watermark

A washed-out item in the background of the page.

#### wildcard

A character that can represent one or more other values. Typically used while searching.

#### Wingdings/Webdings

Special font sets that are all symbols.

#### word wrap

A feature that automatically wraps text to the next line of the document without creating a line or paragraph break.

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