

# ECDL Module 3

# REFERENCE MANUAL

Word Processing

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**Microsoft Word XP Edition for ECDL Syllabus Four**



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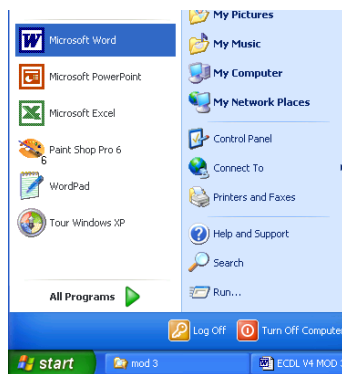
## 3.1 Using the Application

### 3.1.1 First Steps with Word Processing

#### 3.1.1.1 Open (and close) a word processing application.

##### To start Word using the Windows Start menu

- Click on the **Start** icon to display the **Start** menu and then click on the **Microsoft Word** icon.



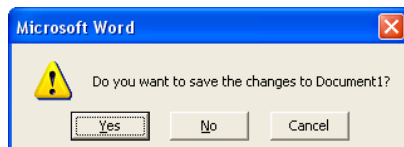
##### To close the Word program

- Click on the **Close** icon displayed at the top right of the Microsoft Word window



**OR** press **Alt+F4**.

If you have not saved your work, a dialog box will be displayed which asks you if you wish to save your changes. Make your choice from one of the following:



**Yes:** Saves the changes and exits the program.

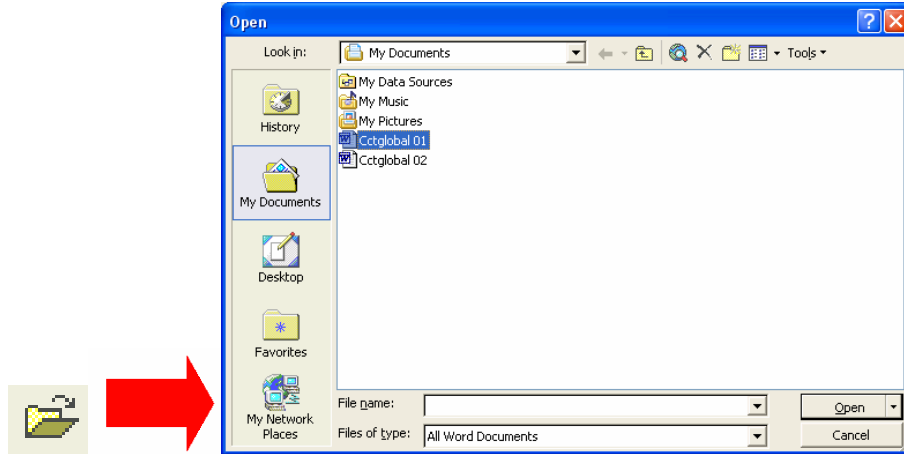
**No:** Does not save the changes and exits the program. Choosing **No** will lose any work which you have done since you last saved the file.

**Cancel:** Cancels the command and stays in the Word program.

### 3.1.1.2 Open one, several documents.

#### To open a file

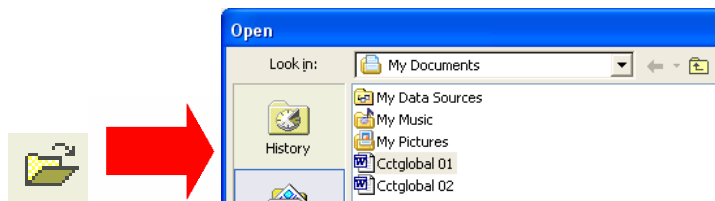
- Click on the **Open** icon and from the dialog box displayed select the required file.



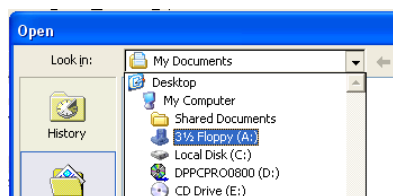
- Use the **Look in** drop down menu to select the drive or folder which contains the file you want.
- To open the file you require either double click on the file name **OR** select the file name by clicking on it, and then click on the **Open** button.

#### Opening a file from a diskette (floppy disk)

- Click on the **Open** icon and a dialog box is displayed.



- Click on the **down arrow** to the right of the **Look in** section.
- From the list displayed select **3½ Floppy (A:)**





- Select the required file and then click on the **Open** button.


#### Tools to help you with opening files

- You can use the buttons across the top of this dialog box to help you in selecting the required file.




 **See recent files:** Click here to access recently opened files or folders (acts like a **Back** button within an Internet browser such as Microsoft Internet Explorer).

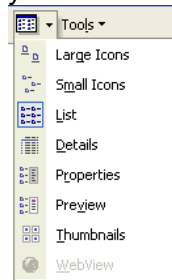
 **Move up one folder level:** Click here to move up one level through your folder (directory) tree.

 **Search the Web:** Click here to search the Internet (assuming that you are connected to the Web!).

 **Delete the selected file:** Click here to delete the selected file or folder.

 **Create a new folder:** Click here to create a new folder beneath the selected folder.

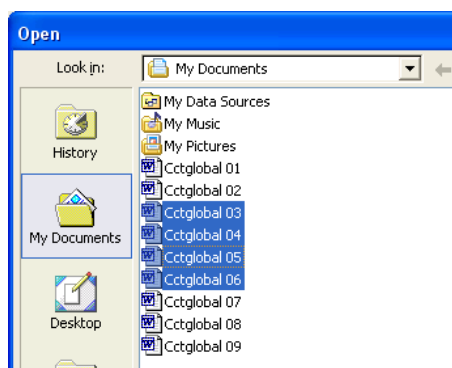
 **See different "opening views":** Click here to see a drop down menu, from which you can select commands, as illustrated.



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### To select a continuous block of files to open

- You can open files one at a time, or if you know how to select multiple files, you can open two or more files at the same time. This technique can save you time!
- Click on the **Open** icon, which will display the Open dialog box.
- Click on the first file of the block you wish to select, and then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.

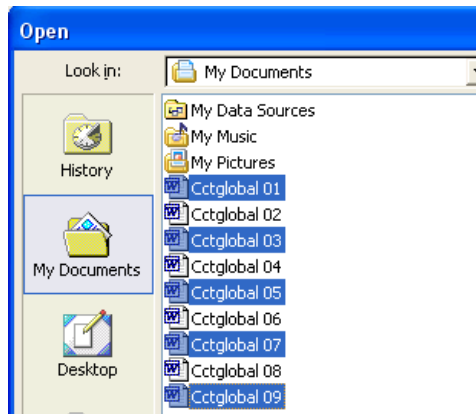


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### To select multiple files (to open) which are not in a continuous block

- Click on the **Open** icon, which will display the Open dialog box.

- Click on the first file which you wish to select and while keeping the **Ctrl** key depressed, click on the other files which you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.



- In either case outlined above, clicking on the **Open** button, once multiple files have been selected, will cause all the selected files to open within Word.

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### 3.1.1.3 Create a new document (based on default, other available template).

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#### To create a new document based on the default template

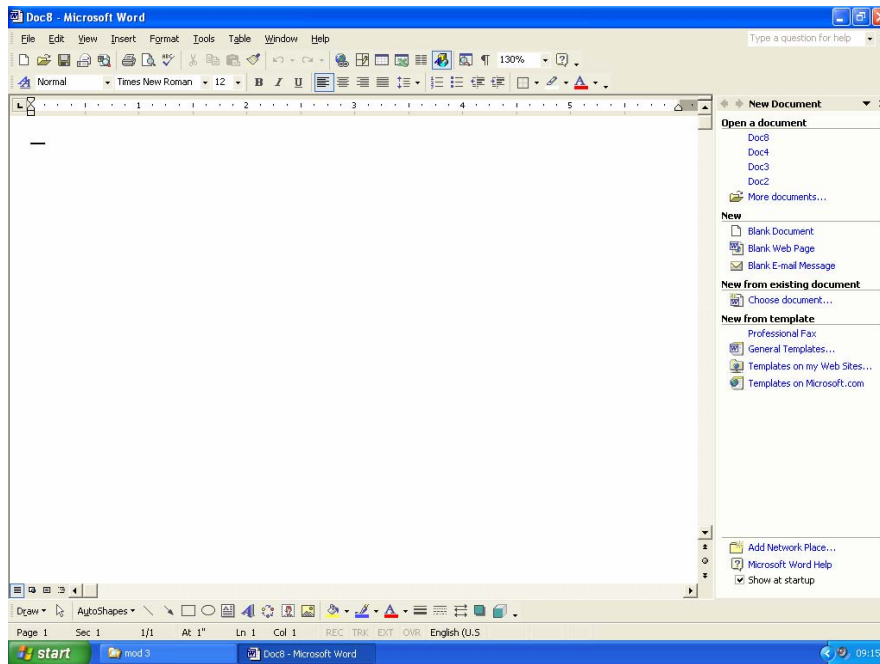
- Click on the **New** icon and a new blank document will be displayed on the screen. This document will be based on the default template within Word.



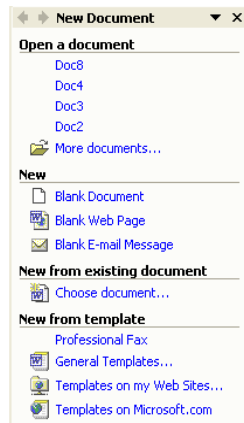
- To save your new document after you have entered your text, click on the **Save** icon and supply a name for the document file.

To create a new document based on another template

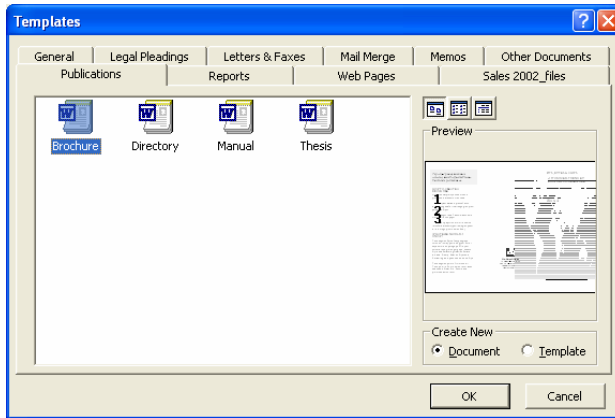
- From the **File** menu select **New** to display the **New Document** task pane.



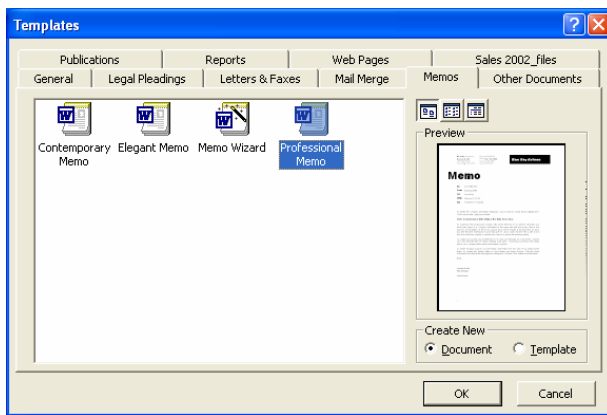
- You will see a range of options displayed within the Task Pane.



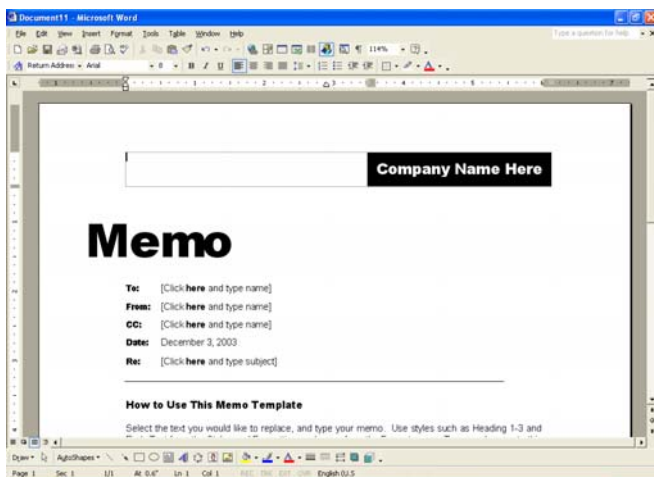
- You can create a new document based on a range of templates. For instance if you wished to create a professional looking memo, then within the **New from template** section, click on **General Templates** and the following dialog will be displayed.



- Clicking on the **Memos** tab and selecting the **Professional Memo** icon will display the following.



- Clicking on the **OK** button will display the outline of a memo on your screen, which you can adapt.



### 3.1.1.4 Save a document to a location on a drive.

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### To save a document using the Save icon

- Click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button.
- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.



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### To create a new folder in which to save your document

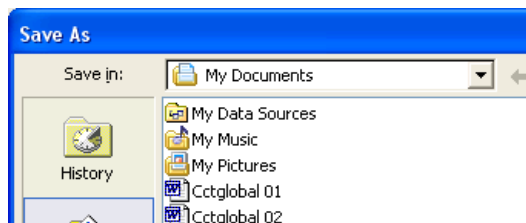
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button. **NOTE:** The folder will be created under the current folder.



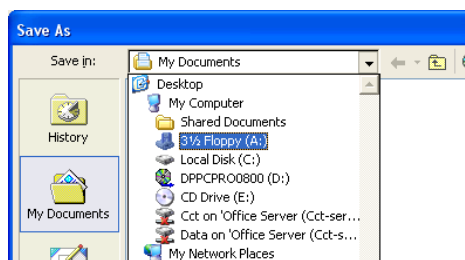
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### To save a file to a diskette

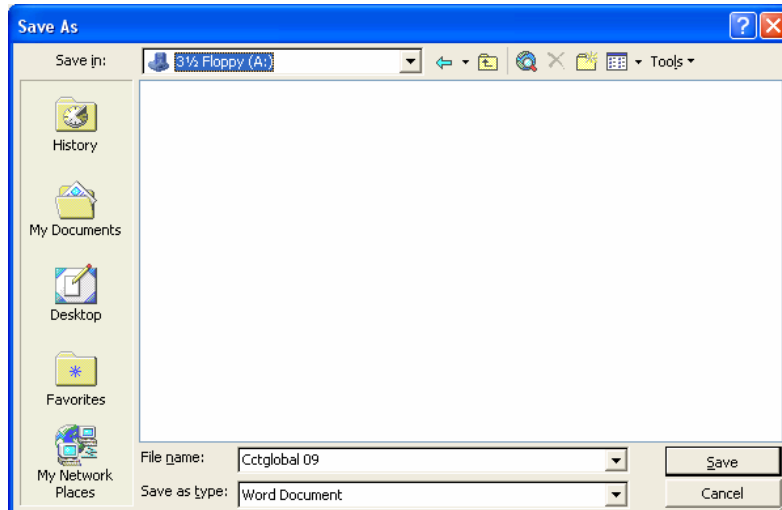
- Click on the **File** drop down menu and select the **Save As** command. A dialog box will be displayed similar to that illustrated.



- Click on the down arrow to the right of the **Save in** section of the dialog box, which will display a drop down menu, as illustrated.



- Select the **3 1/2 Floppy (A:)** icon.



- Enter a file name and then click on the **Save** button.

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### 3.1.1.5 Save a document under another name.

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#### To save using "Save As"

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the **File** menu choose **Save As** command, or use the following keystroke:

#### **Save As F12**

**Note:** The **File Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

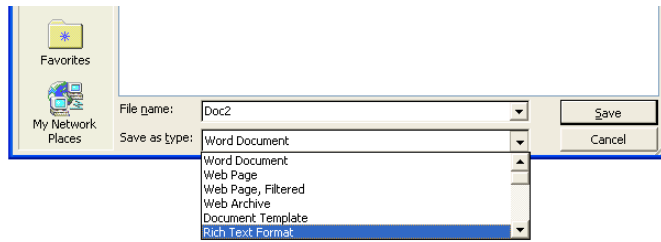
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### 3.1.1.6 Save a document in another file type such as: text file, Rich Text Format, HTML, template, software specific file extension, version number.

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#### To save a file in a format other than Microsoft Word format

- From the **File** drop down menu, click on the **Save As** command.
- If necessary, select the folder which you wish to save the file in from the **Look in** list box.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format you wish to save the file as, i.e. HTML, RTF etc.



- Enter a file name and then click on the **Save** button to save it in the required format.

**NOTE:** Some formatting information which is contained in the original may be lost in the process!

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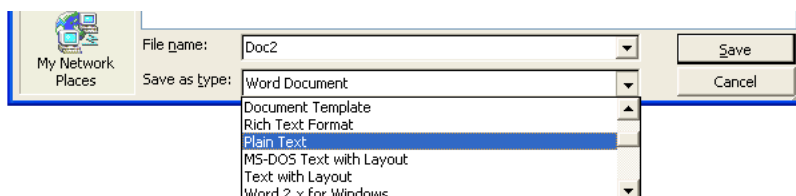
### What is an RTF file?

- An RTF (Rich Text Format) file is a generic file which can be read and used by a wide range of different programs. Thus if you have Microsoft Word XP installed on your PC and wish to send a document to someone who has a different version of Word or maybe a word-processor other than Word, you might wish to send the file in RTF format. Beware that if you have used a lot of complex formatting within your document that a RTF file can be a much larger file size compared to a normal Word file. This may be relevant if you are transferring a file over an Internet or Intranet (or saving the file to diskette which is limited to a 1.44 Mb storage capacity).

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### What is a TXT file?

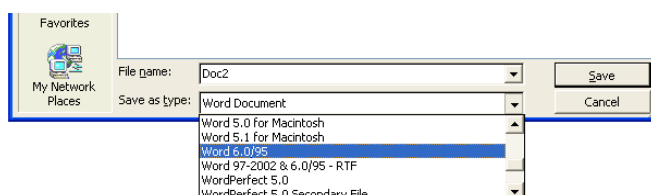
- If you save your file as **Text Only** the file will be saved with a .TXT instead of the normal .DOC file name extension. Also all of your formatting information will be lost (along with any pictures). Only the text will be saved.



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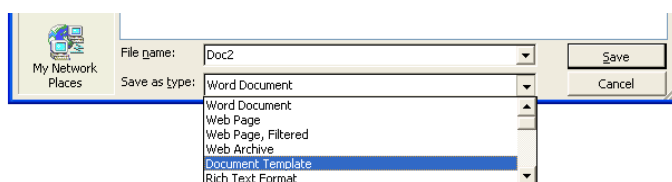
### Saving your file in a different Word version format

- This is useful where different departments within your organisation may be using different versions of the Microsoft Word program. Later versions of Word will be able to read documents saved in earlier versions. However if someone using say Word 6 received a document formatted in say Microsoft Word XP format, they would be unable to open the file. The solution, in this case, is for the person using Word XP to save the file in Word 6 format, as illustrated.



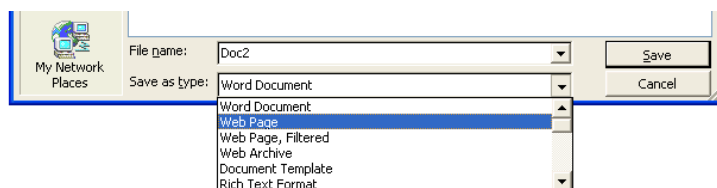
### Saving a file as a template

- A template is a special type of file which can be created once and customised as required. It can then be recycled over and over again. For instance a fax header could be set up as a template containing all your organisations details and then recycled when required, eliminating the need for you to enter your company name, phone number and fax number each time you wish to send a fax.
- From the **File** drop down menu, click on the **Save As** command.
- If necessary, select the folder you wish to save the file in from the **Look in** list box.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format you wish to save the file as, i.e. **Document Template (\*.dot)**.



### To save a file in Web page format

- From the **File** drop down menu, click on the **Save As** command.
- If necessary, select the folder you wish to save the file in from the **Look in** list box.
- Click on the down arrow to the right of the **Save as type:** box, and select the type of file format you wish to save the file as, i.e. **Web Page**



- Enter a file name.
- Click on the **Save** button to save it in the required format. Some formatting information which is contained in the original may be lost in the process!

**NOTE:** You may wish to use the **Web Page Filtered** option. This strips a lot of Microsoft specific code from the web page and make it easier to edit the page in non-Microsoft Web page editors.

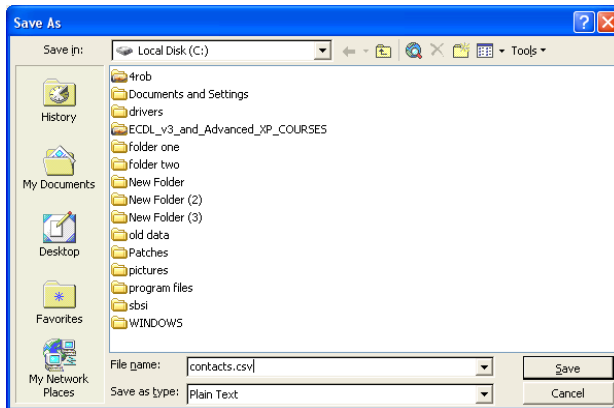
### What is an HTML formatted file?

- If you convert your Word document to HTML (Hyper Text Mark-up Language) format, then you (or your IT staff) can then use the HTML version on a Web server and it will be visible as a web page. This Web page can be viewed on either the WWW (World Wide Web) or your local LAN/Intranet.

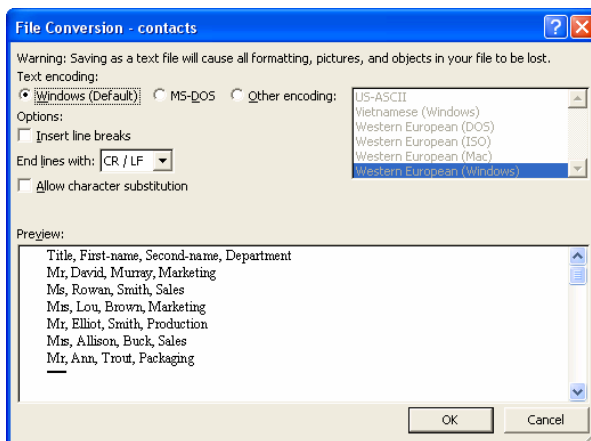
### To save a file using a software specific file extension

- In some cases you may wish to specify a file extension name. For instance, you may want to save a database file, not as a text only file, which by default will have a file name extension of **.TXT**, but as a text file using a **.CSV** file name extension. To do this we will

use the **Save As** option, select the **Plain Text** option, and enter a name along with the file name extension, such as **contacts.csv**.



- When you click on the **Save** option you may see the following dialog box. Select **Windows (Default)** and then click on the **OK** button.



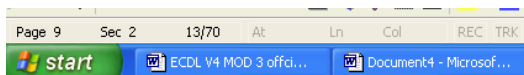
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### 3.1.1.7 Switch between open documents.

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#### To switch from one open document to another one (using the Taskbar)

- Simply click on the required document, as displayed in the Taskbar at the bottom of your Windows screen.

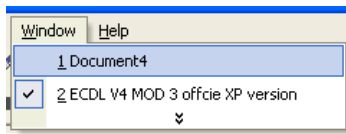


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#### To switch from one open document to another one (using the Window drop down menu)

- Click on the required **Window** drop down menu.

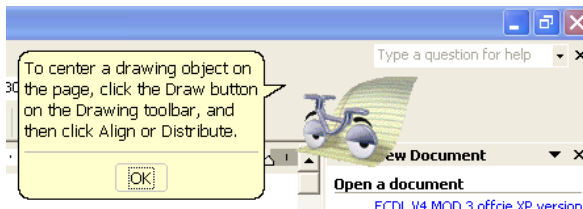
- Click on the required open document from the list displayed.



### 3.1.1.8 Use available Help functions.

#### Today's Tip

- By default Word will display a "tip of the day" each time you start Word. If you take the time to read these tips as they are displayed, then you will soon find that you are on the way to becoming a Word expert!

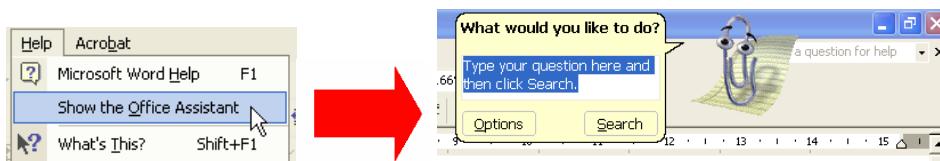


#### What is the Microsoft Office Assistant?

- By default this friendly little creature, will watch what you do and offer tips on how to work more productively. You can ask it questions in plain English! Occasionally the Office Assistant will display information on the screen. If you are unsure about how to use this product you should always read the help offered. You can choose to implement the tip, have it explained, or to ignore the tip.

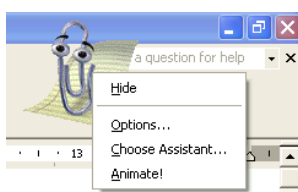
#### Displaying the Office Assistant Help

- The **Office Assistant** is displayed by default. If the assistant has been hidden and you wish to reactivate it, select **Show the Office Assistant** from the **Help** menu.



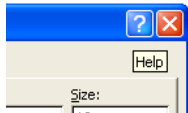
#### To hide the Office Assistant

- Right click on the Office Assistant and from the menu displayed, click on the **Hide** command.

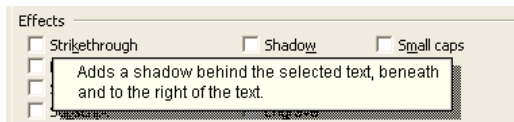


### "What is this" Help

- Within many dialog boxes you will see a question mark symbol in the top-right corner of the dialog box. For instance click on the Format drop down menu, select the Font command and this will display the Font dialog box with this sort of help enabled. Not all dialog boxes have this feature however. To use "*What is this*", click on the question mark and then click on the item in the dialog box which you do not understand.



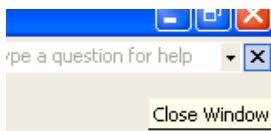
- In the example shown we have clicked on the **Shadow** check box within the Font dialog box, and as you can see help is displayed relating to the Shadow option!



### 3.1.1.9 Close the document.

#### To close a document in Word

- Click on the **Close** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon).



## 3.1.2 Adjust Settings

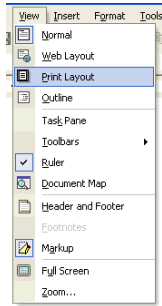
### 3.1.2.1 Change between page view modes.

#### Different Word views

- This feature allows you to select different views of your document such as Normal, Outline, or Print Layout view. Print Layout view gives a better approximation between what you see on the screen and what you will see when you print.
- Normal View is often quicker to use as less memory is required, but often when using complicated formatting does not give a true indication of how the document will print.

### To view a document using different modes

- Click on the **View** menu, and select the required view.



#### Normal

Allows you to type, edit and format documents, but does not display additional information such as headers and footers.

#### Web Layout

Displays the document as it would appear if published on the Web.

#### Print Layout

Allows you to display multiple columns, footnotes, and headers and footers in the document. You can also view graphics in this format.

#### Full Screen

Allows you to type, edit and format a document.

#### Zoom

Allows you to enlarge or reduce the view of a page on-screen.

---

### 3.1.2.2 Use magnification/zoom tool.

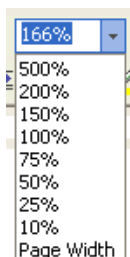
#### The Zoom feature

- This feature allows you to enlarge or reduce the view of a page on the screen. You can show the whole page, or just a section of it.

---

#### To zoom a document using the Zoom icon

- Use the **Zoom** icon on the Standard toolbar to quickly zoom to certain settings. Click on the down arrow next to the Zoom icon to display a drop down list of pre-set screen zoom values. **NOTE:** You can enter any value you like, you do not have to accept the values offered to you.

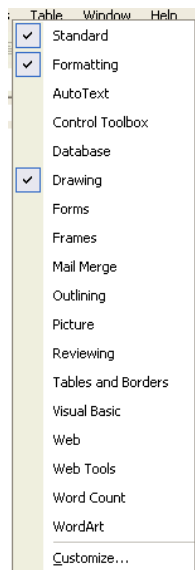


### 3.1.2.3 Display or hide built-in toolbars.

---

#### To display or hide a toolbar

- To display a toolbar, select the **Toolbars** command from the **View** menu to display the **Toolbars** drop down menu. A list of toolbars is displayed which includes: Standard, Formatting, Borders, Database, Drawing etc.
- Choose the **Toolbar** you want to display or hide by clicking on it from the list.



#### The quick way of displaying / hiding toolbars

- **TIP:** A quick way of displaying/hiding toolbars is to right click on an existing toolbar, this will display the **Toolbars** drop down menu, from which you can select or de-select toolbars.

### 3.1.2.4 Display or hide non-printing characters.

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#### What are the non-printing characters?

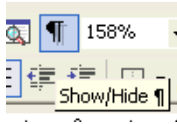
- Printable characters, as the name implies, includes all the characters which you would normally print, such as the letters of the alphabet, punctuation marks etc. The non-printable characters include the codes hidden within the document which control how text and your pages are formatted. For instance when you press the **Enter (Return)** key, this embeds a code within the document to insert a paragraph mark, which marks the end of a paragraph. When non-printing characters are displayed, the text will look like this.

¶  
This is a short paragraph of text. ¶  
¶

---

### To display non-printing characters

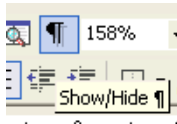
- Click on the **Show/Hide** icon, located within the Standard Toolbar.



---

### To hide non-printing characters

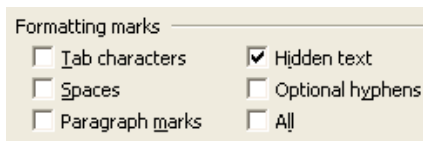
- Click on the **Show/Hide** icon, located within the Standard Toolbar.



---

### To control which non-printable characters are displayed

- Click on the **Tools** drop down menu and select the **Options** command.
- Select the **View** tab. Within the **Formatting marks** section of the dialog box, select **All**, or specify what formatting marks you wish to display.



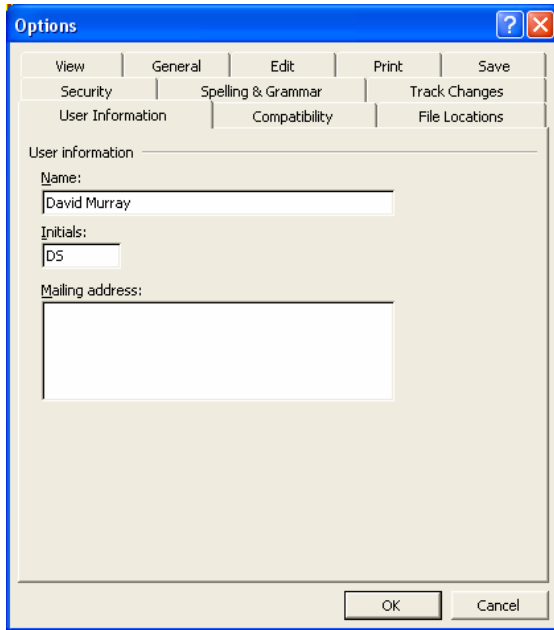
---

## 3.1.2.5 Modify basic options/preferences in the application: user name, default directory/ folder to open, save documents.

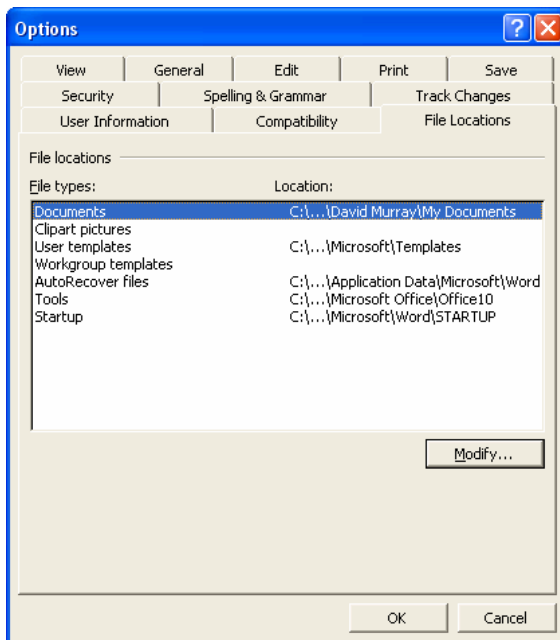
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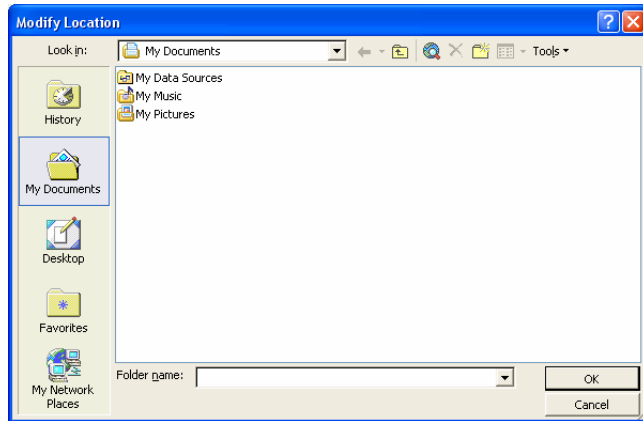
### To modify preference options within Word

- Click on the **Tools** drop down menu and select the **Options** command which will display the **Options** dialog box.
- **To modify the User Information:**  
Click on the **User Information** tab within the dialog box, and modify the information as necessary. You can include your name, initials and mailing address. This data can later be used within Word automatically.



- To modify the default folder:**  
 Click on the **File Locations** tab within the dialog box. Select **Documents** in the **File types** sections. Click on the **Modify** button, and navigate to the folder which you wish to use as the default folder. The default folder is the folder which will, by default, be displayed within the Open or Save dialog boxes in Word.





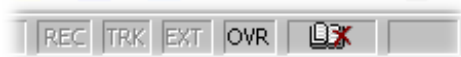
## 3.2 Main Operations

### 3.2.1 Insert Data

#### 3.2.1.1 Insert text.

##### To switch between Insert and Overtyping text entry

- Word normally functions in *Insert* mode which means that text is added to a document without overwriting anything else. Alternatively, Word can function in *Overtyping* mode which will overwrite existing text with any new text which you type in. The status bar at the bottom of the Word window indicates that you are in *Overtyping* mode by highlighting the **OVR** indicator.



##### Using Insert Mode to enter text

- In *Insert* mode, text is inserted into the document at the insertion point. This is the default mode. Text which already exists is moved forward to make way for the new text.
- Position the insertion point where you want to insert the new text.
- When you begin typing, the existing text will move to the right and wrap to the next line.

##### To insert a new paragraph

- When you press the **Enter (Return)** key, Word automatically creates a new paragraph. It is important to realise that Microsoft Word treats the area between depressions of the **Enter (Return)** key as a *paragraph for formatting purposes*.

Normally you will press the **Enter (Return)** key twice so that a blank line is inserted between your paragraphs.

##### What is “Click and Type”?

- Enables you to double click on any blank area of your document and immediately begin to enter text at that location.

##### To use “Click and Type”

- Ensure that you are in **Print Layout** view by clicking on the **View** drop down menu and selecting the **Print Layout** command.
- Double click on any empty area of the page. Word will move the insertion point to that location.
- Type in your text.

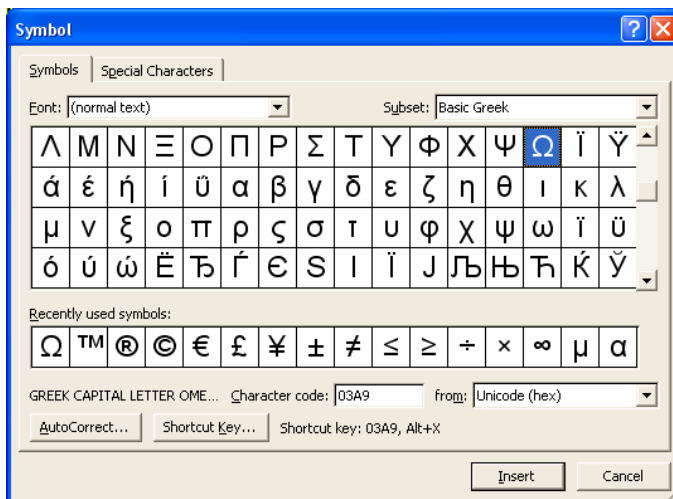
### 3.2.1.2 Insert special characters and symbols.

#### What are special characters and symbols?

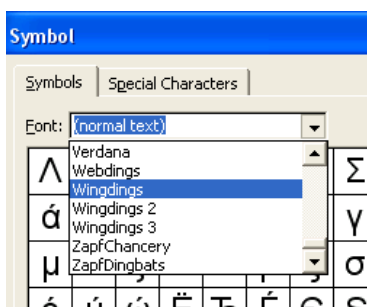
- There are only a limited number of keys on your keyboard and even when you remember that you can use some keys in combination with the Shift key to display different characters, this limits the number of characters which you can see on your keyboard. You often need to insert other characters or symbols, such as a copyright or trademark symbol.

#### To insert special symbols

- Position the insertion point at the location within the document where you wish to insert a special symbol.
- Click on the **Insert** drop down menu and select the **Symbol** command. This displays the **Symbol** dialog box. You can select a symbol and then click on the **Insert** button to insert the symbol into the document.



- **NOTE:** Clicking on the drop down arrow in the **Font** section of the dialog box allows you to view and select other fonts containing symbols, such as the **Wingdings** font!



#### To use AutoCorrect to insert symbols

- AutoCorrect allows you to enter information such as (c) and this will automatically be changed to the copyright symbol.

Entering this:	Will automatically change to this:
(c)	©
(r)	®
(tm)	™

---

### To reverse the automatic changing of text by AutoCorrect

- If you enter (c) and it changes to the copyright symbol, then pressing the **Backspace** key immediately will reverse the change. This is how we were able to produce the pages you are reading!

---

## 3.2.2 Select Data

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### 3.2.2.1 Select character, word, line, sentence, paragraph or entire body text.

---

#### The importance of selection

- In many cases you need to select something within Word (such as a line of text), prior to applying formatting information to the selected item!

---

#### Sometimes you do not need to select first!

- Normally when using a Windows based product such as Word the golden rule is **select first, then manipulate**. However because Word recognises the concepts of what a word is and what a paragraph is, in some cases you will not have to select first. Thus if you wish to apply font (i.e. word) formatting, such as making a word bold, then you only have to click anywhere within the word and then apply the font formatting, such as clicking on the **Bold** icon to make the word bold. In the same way if you wish to apply paragraph formatting to a whole paragraph, you need only click anywhere within the paragraph to apply the formatting. For example to indent an entire paragraph, click within it and then click on the **Increase Indent** icon located on the **Formatting** Toolbar.



---

#### To select a character

- Click just in front of the character you want to select.
- Press the **Shift** key (and keep it pressed).
- Press the **right arrow** key.
- Release the **Shift** key.

---

#### To select a word

- Double click on the word.

### To select a line

- Move the mouse pointer to the left of the line which you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the "Selection Bar", a hidden screen element.
- Click once with the mouse button to select the line.

---

### To select a sentence

- Move the mouse pointer within the sentence which you wish to select. Depress the **Ctrl** key and then click within the sentence.

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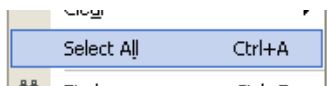
### To select a paragraph

- Move the mouse pointer within the paragraph which you wish to select and click three times.

---

### To select all text

- Press **Ctrl+A**  
**OR** select the **Select All** command, located under the **Edit** drop down menu.



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## 3.2.3 Edit Data

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### 3.2.3.1 Edit content by inserting new characters, words within existing text, over-typing to replace existing text.

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#### To insert text

- If you want to insert text into a document, click at the point you wish to insert the next character or word and start typing.

---

#### To modify existing text

- If you want to change any text within your document, select the text which you wish to change and start typing over the selected text. The text you type in will replace the text you selected.

---

#### Using Overtyping Mode to enter text

- In **Overtyping** mode, text overwrites the existing text.
- Position the insertion point where you want to type the new text.
- Press the **Insert** key to switch to overtyping mode. The **OVR** indicator on the status bar will be highlighted.
- When you begin typing, the existing text will be replaced with your new text.

---

### 3.2.3.2 Use the undo, redo command.

---

#### To use Undo to reverse your last actions

- From the **Edit** menu choose the **Undo** command  
**OR** press **Ctrl+Z**  
**OR** click on the **Undo** button on the **Standard** toolbar.



- Repeat as required to perform multiple undo actions.

---

#### To repeat a command, action, or typing

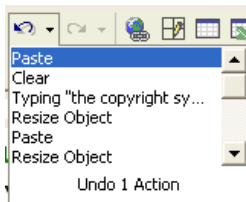
- From the **Edit** menu, select **Repeat**  
**OR** press **F4**  
**OR** click on the **Redo** button on the **Standard** toolbar.



---

#### To undo or repeat a specific number of commands, actions, or typing changes

- Move the mouse pointer over the down arrow located to the right of the **Undo** and **Redo** icons on the **Standard** toolbar and click the left mouse button.
- A scrollable list is displayed from which you can select actions to redo or undo.



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## 3.2.4 Duplicate, Move, Delete

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### 3.2.4.1 Duplicate text within a document or between open documents.

---

#### To copy text within a document

- Select the text which you wish to copy.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Click at the position within the document to where you wish to copy the selected text.

- Click on the **Edit** drop down menu and select the **Paste** command.

---

#### To copy text from one document to another

- Within the first document, select the text which you wish to copy.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Open, or switch to the second document to where you wish to copy the selected text.
- Within the second document, click at the position within the document to where you wish to copy the selected text.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

### 3.2.4.2 Move text within a document or between open documents.

---

#### To move text within a document

- Select the text which you wish to move.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Click at the position within the document to where you wish to move the selected text.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

#### To move text from one document to another

- Within the first document, select the text which you wish to move.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Open, or switch to the second document to where you wish to move the selected text.
- Within the second document, click at the position within the document to where you wish to move the selected text.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

### 3.2.4.3 Delete text.

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#### To delete a character

- Place the insertion point to the left of the character to be deleted and press **Delete**  
**OR** place the insertion point to the right of the character to be deleted and press **Backspace**.

---

#### To delete a word

- Double-click on the word to be deleted and press the **Delete** key  
**OR** place the insertion point to the right of the word to be deleted and press **Ctrl+Backspace**.

---

#### To delete a line or lines

- Place the mouse pointer in the left-hand margin, next to the first line of text or first blank line to be deleted. The mouse pointer changes to an arrow pointing up and to the right.

- Click on the left-hand mouse button to select the line of text or the blank line you wish to delete,  
**OR** drag the mouse pointer down the left-hand margin to select the lines you want to delete.
- Press the **Delete** key.

---

### To delete a sentence

- Depress the **Ctrl** key.
- Place the mouse pointer anywhere on the sentence to be deleted.
- Select the sentence by clicking the left-hand mouse button.
- Press the **Delete** key.

---

### To delete a paragraph

- Place the mouse pointer in the left-hand margin, next to the first paragraph to be deleted.
- To select the paragraph, double-click on the left-hand mouse button.
- Press the **Delete** key.

---

### To delete a block of text

- Select the block of text you wish to delete by dragging the mouse pointer over the text with the left mouse button depressed. Once the text is selected press the **Delete** key.

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## 3.2.5 Search & Replace

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### 3.2.5.1 Use the search command for a specific word, phrase.

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#### What is "Find and Replace"?

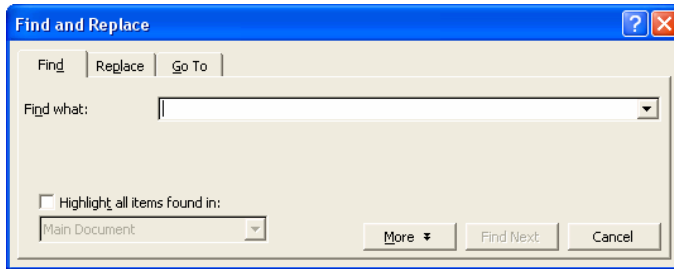
- The **Find** and **Replace** feature allows you to change a word or phrase scattered throughout a document with one simple editing procedure, instead of having to work your way through the document looking for them. You can replace specific text, character formats or paragraph formats, and even text, which has been formatted in a specific way, i.e. bold or italic text, or text formatted with a style. **Note:** Under the **Edit** drop down menu are two similar commands **Find** and **Replace**. In fact, if you use the **Find** command, it will display a dialog box with a **Replace** button which will still allow you to search for a specific word or phrase and then replace it with a different word or phrase.

---

#### To find text in a document

- Place the insertion point where you want to begin the search. Select the **Find** command from the **Edit** menu, or press **Ctrl+F** to display the **Find and Replace** dialog box.

- Type the text you wish to find in the **Find what** text box.



- Click on the **Find Next** button to find the next occurrence of the text you are looking for.

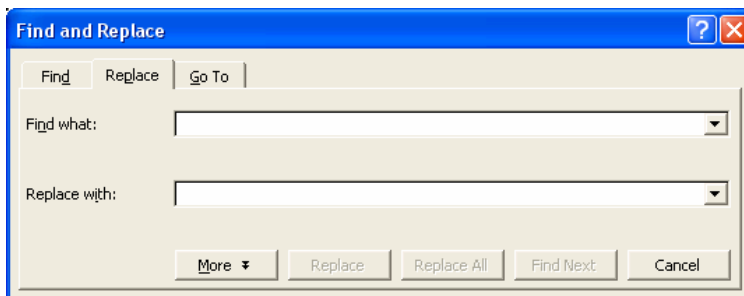
---

### 3.2.5.2 Use a simple replace command for a specific word, phrase.

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#### To find and replace text in a document

- Place the insertion point where you want to begin the search. Select the **Replace** command from the **Edit** menu, or press **Ctrl+H** to display the **Find and Replace** dialog box.
- Type the text you wish to find and replace in the **Find what** text box, this can be up to 255 characters in length.



- Type the replacement text in the **Replace with** text box.
- Depending on the function you wish to perform, you can select from the following:
  - **Find Next:** Finds the next occurrence of the selected word, phrase, or format.
  - **Replace:** Replaces this instance of the word, phrase, or format.
  - **Replace All:** Will replace all occurrences of the selected word, phrase, or format with the text in the **Replace With** text box. Be VERY careful using this particular option, as the results may not be what you expected!
- If you started searching in the middle of the document, a message appears when Word reaches the end of the document asking if you want to continue the search at the beginning of the document. Select **Yes** to search the rest of the document, or **No** to stop searching.
- Select **Cancel** to stop the search or to close the dialog box.

## 3.3 Formatting

### 3.3.1 Text Formatting

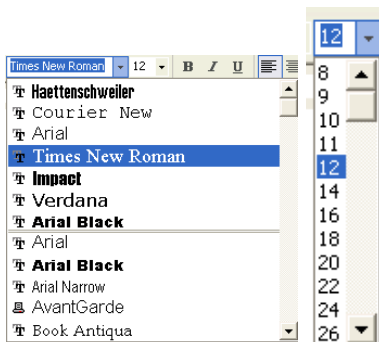
#### What is Word font (text) formatting?

- This feature allows you to change the font type at the insertion point of the document or, indeed, to change the font for any amount of selected text. This enables you to give the text in your documents different looks and styles.

#### 3.3.1.1 Change text appearance: font sizes, font types.

##### To change the font size or type

- Select the text to which you wish to apply a different font. This can be any amount of text in the document from a single character, a word, a sentence, a paragraph, or the entire document.
- A quick way to change the font type or size is to use the icons on the **Formatting** toolbar.

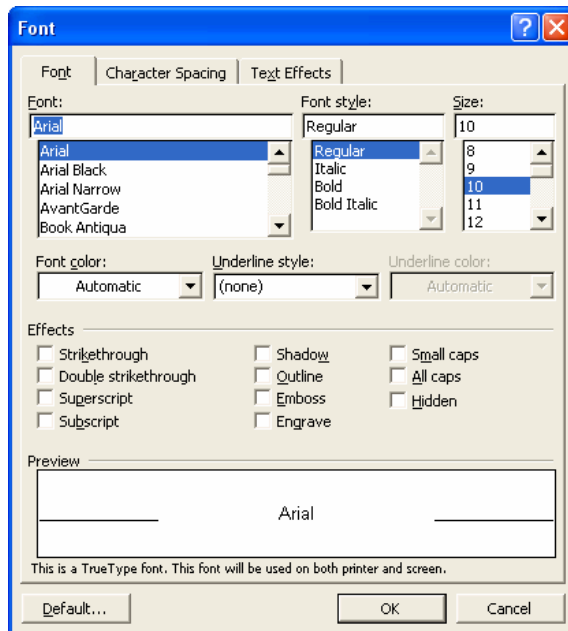


##### Keyboard shortcut for making text bigger or smaller

- Select the text of which you wish to modify the font size.
- To make the font bigger depress the **Ctrl** key and while keeping it depressed, repeatedly press the **]** key on your keyboard. Each time you press the **]** key the selected text will get bigger by a point size.
- To make the selected text smaller use the same procedure, but use the opening square bracket key.

## Using the Font dialog box

- From the **Format** menu, choose the **Font** command. The **Font** dialog box is displayed.



**Font:** Also called a *typeface*, specifies the overall look of the character set.

**Font Style:** Determines the emphasis given to a character, i.e. Bold or Italic.

**Size:** Determines the size of the character in points.

**Underline:** Determines underlining style.

**Color:** Determines the colour of the text.

**Strikethrough:** A strikethrough line is drawn through selected characters.

**Double Strikethrough:** Two strikethrough lines are drawn through selected characters.

**Superscript:** Text is raised above its normal position on the text line.

**Subscript:** Text is lowered below its normal position on the text line.

**Shadow:** Adds a shadow behind the text.

**Outline:** Displays the inner and outer borders of each character.

**Emboss:** Text appears to be raised off the page in relief.

**Engrave:** Text appears to be printed or pressed into the page.

**Small caps:** Text is formatted in small capital letters.

**All Caps:** All text is formatted in capital letters.

**Hidden:** Characters are hidden on the page.

**Preview:** The effect of the font is displayed before you apply it.

---

### 3.3.1.2 Apply text formatting such as: bold, italic, underline.

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#### To format selected text as bold or italic

- Select the text you wish to format as bold or italic.
- Click on the **B** or **I** icon in the **Formatting** toolbar.



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#### To underline selected text in a document

- Select the text you wish to underline.
- Click on the **U** icon in the **Formatting** toolbar.

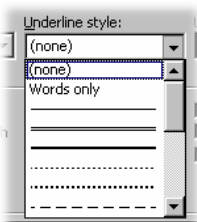


- To switch off the underline re-click on the **Underline** icon in the **Formatting** toolbar.

---

#### To vary the type of underlining applied to selected text (such as single, double or words only)

- Select the text which you wish to underline.
- Click on the **Format** drop down menu and select the **Font** command.
- Click on the down arrow next to the **Underline** option. This will display a drop down list of options, as illustrated. Select the required option and then close the dialog box.



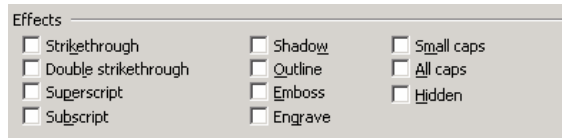
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### 3.3.1.3 Apply subscript, superscript to text.

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#### To apply subscript or superscript formatting

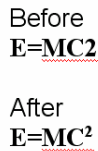
- Select the text which you wish to format as subscript or superscript.
- From the **Format** menu, choose the **Font** command. The **Font** dialog box is displayed. From within the **Effects** section of the dialog box, select either the **Subscript** or **Superscript** command.



**Subscript:** Text is lowered below its normal position on the text line. Take as an example the chemical formula for water. If we type in **H2O**, it is not formatted correctly. We need to select the 2 within the formula and then format it as subscript. The effect is illustrated below.



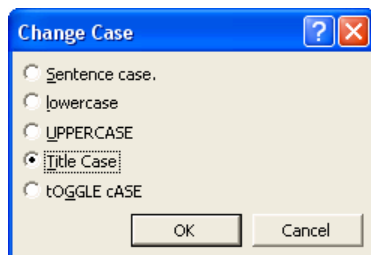
**Superscript:** Text is raised above its normal position on the text line. Take as an example Albert Einstein's famous formula relating mass and energy. If we type in **E=MC2**, it is not formatted correctly. We need to select the 2 within the formula and then format it as superscript. The effect is illustrated.



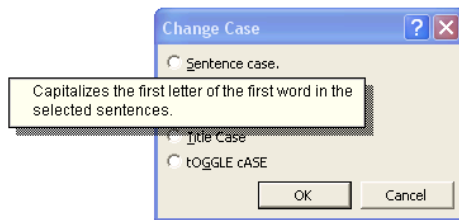
### 3.3.1.4 Apply case changes to text.

#### To change the text case

- Select the text of which you wish to change the case.
- Click on the **Format** drop down menu and select the **Change Case** command. From the dialog box displayed, select the required case, and then click on the **OK** button.



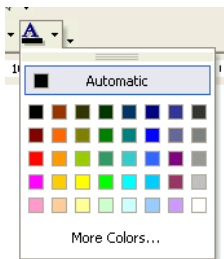
- Remember that you can get help about each of these options by clicking on the question mark icon (top-right of the dialog box) and then clicking on an option within the dialog box. In the example shown, help is displayed for **Sentence Case**.



### 3.3.1.5 Apply different colours to text.

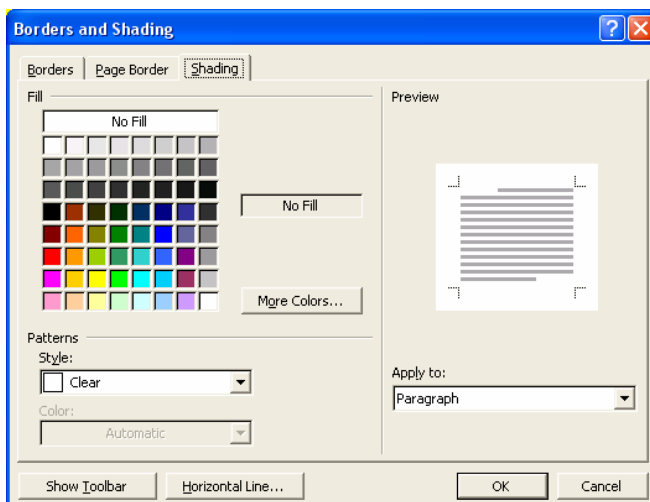
#### To apply colours to selected text

- Select the text to which you wish to apply a colour.
- Click on the down arrow next to the **Font Color** icon, which will display a drop down dialog box.
- Click on the colour you wish to apply. De-select the selected text to see the effect of your formatting changes!



#### To apply different background colours to selected text

- Select the text to which you wish to apply a background colour.
- Click on the **Format** drop down menu, and select the **Borders and Shading** command.
- Within the dialog box displayed, select the **Shading** tab.
- Select the required colour, and then click on the **OK** button.



### 3.3.1.6 Copy formatting from a piece of text to another piece of text.

#### To copy formatting using the Format Painter.

- Select some text which has been previously formatted.
- Click on the **Format Painter** icon. You will notice that the mouse pointer shape has changed to the shape of a small painting brush.



- Select the text to which you wish to copy the formatting to, and when you release the mouse button (and de-select the newly selected text) you will see that the formatting applied to the first block of text has been copied to the newly selected text.

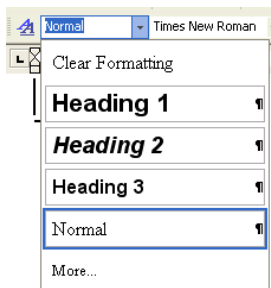
### 3.3.1.7 Apply an existing style to a word, a line, a paragraph.

#### What are Styles?

- This feature allows you to define a group of paragraph and character formats as a style, and then save the styles in a style sheet. A style sheet is a list of styles, which are part of a document or document template. You can then apply these styles to documents to save time formatting text over and over by hand with the same styles.

#### To apply a style

- Select the text to which you wish to apply a style.
- Click on the down arrow to the right of the Style box. The **Style List** box will display Word styles which can be applied to part of a document.
- Select a style and it will be applied to the selected text.

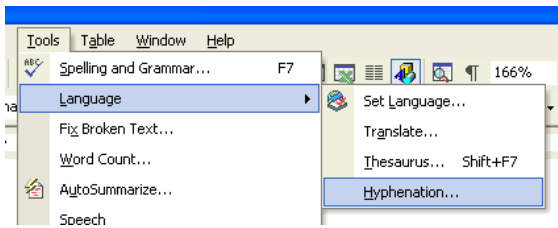


### 3.3.1.8 Use automatic hyphenation.

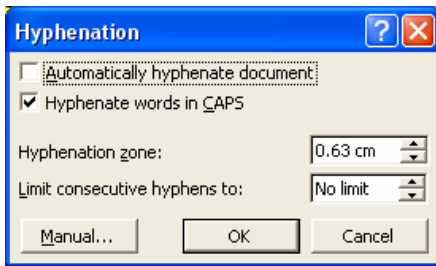
#### To set automatic hyphenation

- Click on the **Tools** drop down menu and select the **Language** command. From the sub-menu displayed select the **Hyphenation** command. This will display the **Hyphenation**

dialog box.



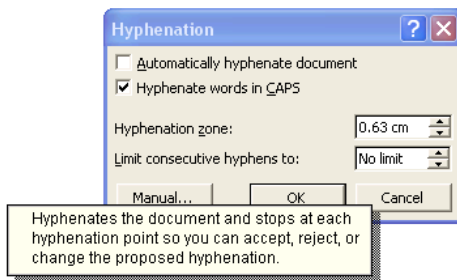
- To automatically hyphenate a document as you type, click on the "**Automatically hyphenate document**" check box.



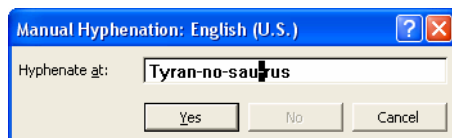
From this dialog box, you can also set the "Hyphenation zone". This is the distance from the right hand side of the page which will result in words being automatically hyphenated. The smaller the value of the "Hyphenation zone" the straighter the right hand edge of your text will be: - But more words will be automatically hyphenated!

### To set manual hyphenation

- Open the hyphenation dialog box (**Tools > Language > Hyphenation**).
- Click in the **Manual** button. Help about the Manual button is illustrated below.



- If hyphenation is required, you will see a dialog box, as illustrated.



- In this case Word is suggesting a hyphen before the 'us' at the end of the word.

Tyran-no-sau+us

- You can press **Yes** to accept this, or you click elsewhere within the word to change the position of the hyphen, then click on the **Yes** button.

## 3.3.2 Paragraph Formatting

---

### 3.3.2.1 Insert or remove paragraph marks.

---

#### To insert a paragraph mark

- Position the insert point at the location on the screen where you wish to insert a paragraph mark.
- Press the **Return (Enter)** key.

#### To remove a paragraph mark

- Either position the insertion point just after the paragraph mark, and press the **Backspace** key  
**OR** position the insertion point just before the paragraph mark, and press the **Del** key.

### 3.3.2.2 Insert, remove soft carriage return (line break) marks.

---

#### To insert a soft carriage return (line break)

- Press the **Enter** key while depressing the **Shift** key. An example is shown below, in which we have clicked on the **Show/Hide** icon to display the line break character.

ining·a·line·break↵

#### To remove a soft carriage return (line break)

- Click on the **Show/Hide** icon to display the line break character.
- Use normal deletion techniques to delete the line break symbol.

### 3.3.2.3 Align text left, centre, right, justified.

---

#### What is text alignment?

- The process of aligning text relative to the left and right margins and the centre of the page will affect the way your documents look. Normally, and for most office correspondence, text will be aligned to the left-hand side of the page or column which results in a “ragged right” appearance. If text is justified, the words will be aligned to the left and right margins as in newsletters, magazines and newspapers where multiple columns are used.

### To align text in a document

- To align text, place the insertion point at the beginning of your new document or where you want to enter new text

**OR** select the text you wish to align.

- Use the alignment icons located on the Formatting toolbar.



- Select from the list to achieve the following results:



**Align Left:** Aligns text flush with the left margin. This is the default setting.



**Center:** Centres text between the left and right margins.



**Align Right:** Aligns text flush with the right margin.



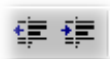
**Justify:** Spreads text evenly between the left and right margins by expanding or reducing the space between individual words.

---

### 3.3.2.4 Indent paragraphs left, right, first line, hanging.

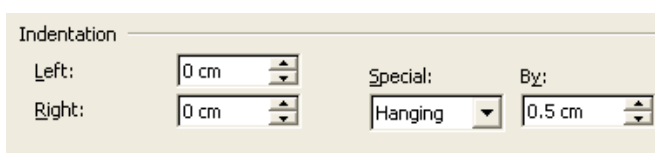
#### Using the Indent icons

- To quickly indent or un-indent a paragraph, you can use the **Increase Indent** or **Decrease Indent** icons on the toolbar.



#### To indent a paragraph

- Select the paragraphs you wish to indent or place the insertion point in the paragraph you wish to indent.
- From the **Format** menu, select the **Paragraph** command to display the **Paragraph** dialog box.
- If not already displayed, select the **Indents and Spacing** tab.
- You can choose from the following options:



#### Left

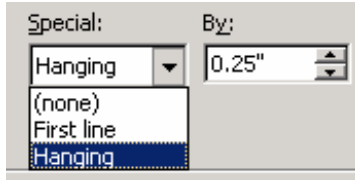
Aligns the paragraph to the left-hand margin when you enter a positive number. Entering a negative number will align the paragraph to the left of the left-hand margin.

### Right

Aligns the paragraph to the right-hand margin when you enter a positive number. Entering a negative number will align the paragraph to the right of the right-hand margin.

### Special

Determines whether the indent is to be a First Line or Hanging indent.



### First Line

To indent the first line of the paragraph only.

### Hanging

To create a Hanging indent.

### None

No indentation.

### By

Determines the distance of the indent from the margin, in tenths of an inch. To increase or decrease the value, use the up or down arrows.

---

## 3.3.2.5 Apply single, double line spacing within paragraphs.

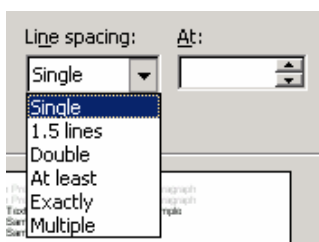
---

### To adjust line spacing in a document

- Place the insertion point where you want to enter new text with new line spacing, or select the text of which you wish to modify the line spacing.
- From the **Format** menu, click on the **Paragraph** command to display the **Paragraph** dialog box.

### Line Spacing

The line spacing is automatically specified according to the tallest character on each line. The options for default line spacing include Single, 1.5 lines, Double, At Least (current point size), Exactly, and Multiple Lines.



### Single

The default setting. Specifies single spacing, does not add any additional space between lines.

**1.5 lines**

Specifies one and a half line spacing, and adds half a line of additional space between lines.

**Double**

Specifies double spacing, and adds a single line of additional space between lines.

**At Least**

Specifies the minimum amount of space between lines. Word for Windows will add any additional space required.

**Exactly**

Specifies a fixed amount of space between lines. Word for Windows will not add any additional space, even if it is required.

**At**

Specifies a customised amount of space between lines, in points or lines.

**Multiple**

In the **At** box, type or select the line spacing you want.

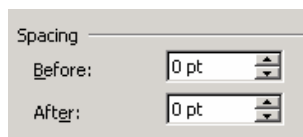
---

### 3.3.2.6 Apply spacing above, below paragraphs.

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#### To control spacing above and below paragraphs

- Position the insertion point within the paragraph of which you wish to alter the spacing, or if you wish to modify paragraph spacing of more than one paragraph at a time, select multiple paragraphs.
- Click on the **Format** drop down menu and select the **Paragraph** command. This will display the **Paragraph** dialog box.
- Within the dialog box, change the **Spacing** section of the dialog box, modify the spacing **Before** and **After**, as required.



- Click on the **OK** button.

---

### 3.3.2.7 Set, remove and use tabs: left, centre, right, decimal.

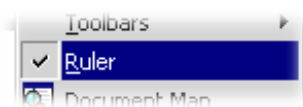
---

#### What are Tabs?

- This feature allows you to set left, centred, right, decimal, and dotted leader tabs quickly and easily. This is not strictly a paragraph formatting feature, but is included in this chapter for comparison with paragraph indenting.

### To set or change tabs using the Ruler

- Select the paragraph(s) into which you wish to place the new tab stops.
- Make sure that the **Ruler** is displayed (if necessary click on the **View** drop down menu and display the **Ruler**).



- Displayed at the extreme left hand side of the Ruler is the Tab type symbol. Repeatedly click on this **Tab** symbol, until the required Tab type is displayed.
- To apply the selected Tab, simply click on the **Ruler** at the location where you wish to apply the Tab stop(s).



Used to insert a left aligned tab stop.



Used to insert a centred tab stop.



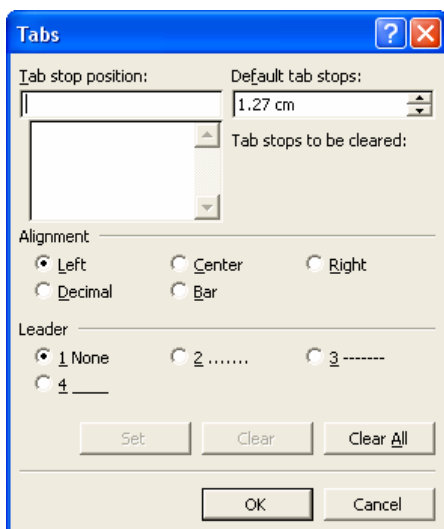
Used to insert a right aligned tab stop.



Used to insert a decimal tab stop (in which case numbers will line up on a decimal point).

### To set, change or clear tabs using the drop down menus

- Select the paragraph(s) for which you want to set tabs, or place the insertion point at the location where you want to start using the tabs. From the **Format** menu, choose the **Tabs** command to display the **Tabs** dialog box.
- If you want to re-set all the tabs, select the **Clear All** button to remove any existing tabs. If you want to adjust a specific tab, type its position in the **Tab Stop Position** text box and choose the **Clear** button.



- To insert a new tab, type its position in the **Tab Stop Position** text box, or select a position from the list. Select **Left**, **Center**, **Right**, **Decimal** or **Bar** from the **Alignment** section to specify how the tab will be aligned.
- In the **Leader** section, select **1**, **2**, **3** or **4**.

Type **1** will give you no dot leaders,  
Type **2** will give you a dotted line,  
Type **3** will give you a dashed line,  
Type **4** will give you a solid line.

You can set as many tabs as you want using the above method. To confirm the tabs and return to the document, select **OK** or press **Enter**. The default tabs are set at intervals of half-an-inch from the left-hand margin. Selecting **Clear All** in the **Tabs** dialog box will return to the default tab settings.

---

### 3.3.2.8 Apply bullets, numbers to a single level list. Remove bullets, numbers from a single level list.

---

#### What are Bulleted Lists?

- Bullets are used to set-off and emphasise sections of text and are symbols such as dots or diamonds. You can select from a number of different bullet types or create your own bullets. Any character available within your fonts can be used as a bullet.

---

#### To apply bullets to a list using the Bullets icon

- Select the list to which you wish to apply number or bullet formatting.
- Click on the **Bullets** tool within the formatting toolbar.



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#### To remove bullet formatting from a list

- Select the list to which the bullet formatting information has been applied.
- Click on the **Bullets** icon on the **Formatting** toolbar.

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#### To add numbering to a list using the Numbering icon

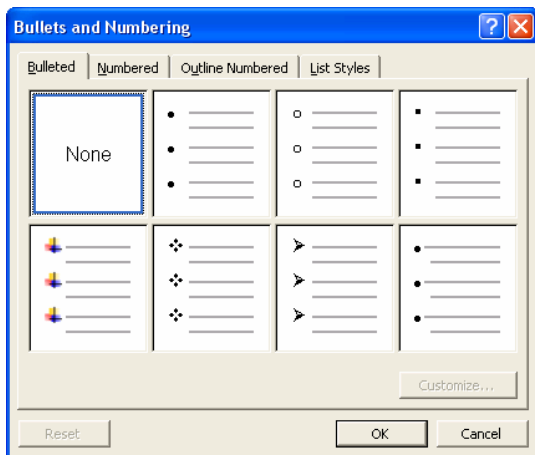
- Select the text you wish to re-format as a numbered list and select the **Numbering** icon from the **Formatting** toolbar.



### 3.3.2.9 Change the style of bullets, numbers in a single level list from built-in standard options.

#### To apply alternate bullet formatting to a list

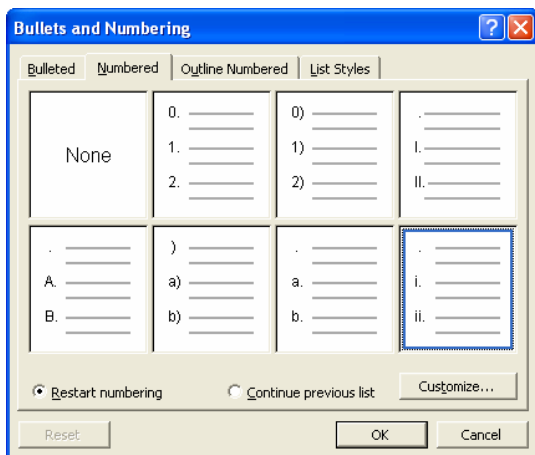
- Select the text to which you want to add bullets.
- From the **Format** menu select **Bullets and Numbering**, to display the **Bullets and Numbering** dialog box.



- The **Bulleted** option tab should be displayed, if not, select it.
- A list of different bulleted styles will appear.
- Select a bullet style from the **Bulleted** folder.
- Click on the **OK** button or press **Enter**.

#### To add alternative numbering styles to a list

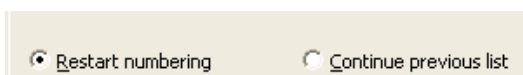
- Select the text you wish to re-format as a numbered list.
- From the **Format** menu select **Bullets and Numbering**, which will display the **Bullets and Numbering** dialog box.
- Click on the **Numbered** tab.



- A list of different numbered styles is displayed, contained in small rectangular boxes. Select the numbering format which you require.
- Click on the **OK** button or press **Enter**.

### To control whether separate lists within a document use continuous numbering (or not)

- If you have a number of separate lists within your document, then you can choose to have each list restart their numbering (normally at 1), or you can choose that the number used at the end of one list is the starting number for the next list. You can control this behaviour via the List numbering section displayed at the bottom of the **Bullets and Numbering** dialog box.



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### 3.3.2.10 Add a top and bottom border, box border and shading to a paragraph.

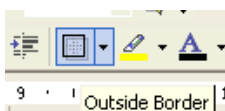
#### What are Borders?

- Borders are often used to add emphasis and structure to document items such as selected text, tables, newsletters and even whole pages. By simply selecting an object, the Border and Shading feature in Word can draw lines and boxes to enclose the object. You can also use a Text Box to enclose the object and define the borders and shading of the Text Box in the same way.

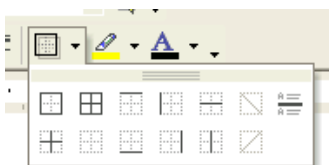
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#### To add a border using the Border icon

- Place the insertion point within the paragraph to which you wish to add a border.
- Click on the **Outside Border** icon.



- If you wish to use other types of border, click on the drop down arrow next to the Outside Border icon and you will see a range of alternative border styles, such as a top or bottom border, or a left or right border.



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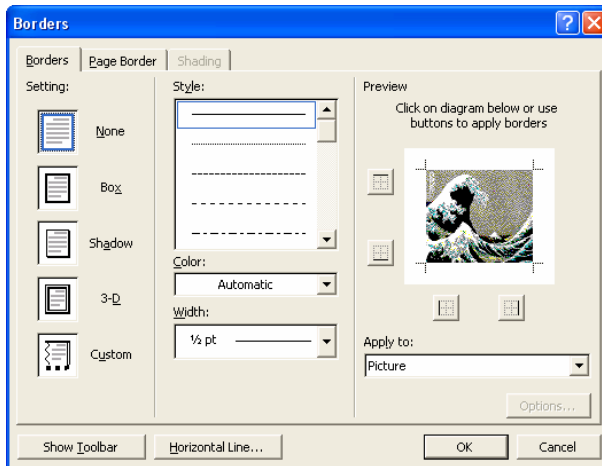
#### Borders between the margins or around selected items!

- Be aware, if you want a “tight border” around, say a name, (as illustrated below), then you would have to select the text first. If you did not select specific text first, and applied a border, then this border would stretch from the left margin to the right margin.

**David Murray**

### To add a border to an object using the drop down menus

- Select the object, i.e. character, word, selected text, paragraph, graphic or table which you want to enclose in a border and then from the **Format** menu, click on **Borders and Shading**. The **Borders and Shading** dialog box appears.



- Select the **Borders** tab within the dialog box. You can customise the border you wish to use, using the following settings

#### Setting

Allows you to define what sort of border you wish to use, choose from **Box**, **Shadow**, **3-D** or **Custom**. If you are applying a border to a table, you will also have the option of All and Grid.

#### Style

Allows you to define the sort of line which will be used for the border.

#### Color

Allows you to define the colour used by the border.

#### Width

Allows you to define the thickness of the border.

#### Preview

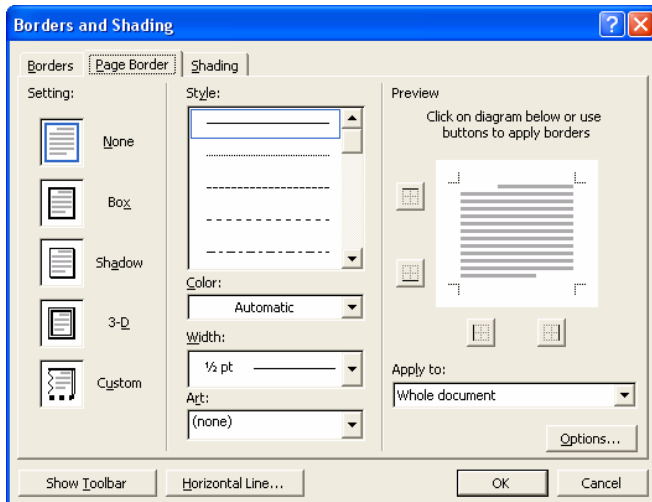
Allows you to preview the effect of the various formatting combinations you have used to create your border.

### To remove a border from an object

- Select the object, i.e. paragraph, graphic or table, from which you want to remove the border and from the **Format** menu, choose **Borders and Shading**. The **Borders and Shading** dialog box appears with the **Borders** folder displayed.
- Select **None** from the **Preset** thumbnail border types.
- To remove the border, choose **OK**, or press **Enter**.

## To add a Page Border

- From the **Format** menu, choose **Borders and Shading**. The **Borders and Shading** dialog box appears with the **Borders** folder displayed.
- Select the **Page Border** tab and from the **Setting** section of the dialog, select the required effect, i.e. **Box**, **Shadow**, **3-D** etc.



You can select from a range of line **styles**, **colours**, **widths** and **Art** effects.

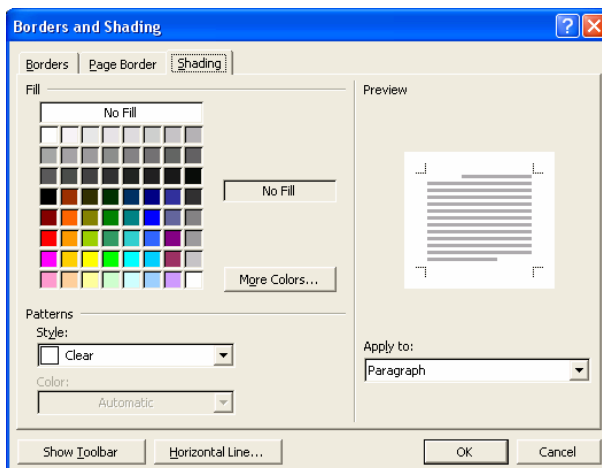
- Click on the **OK** button.

## What is shading?

- You can add borders and boxes to headings, text, pictures and tables to give them more emphasis and make them stand out. Borders can have a shadow around them or be shaded in various patterns. You can also remove their lines or “edges”.

## To add shading

- Select the text, or other object, you wish to format.
- Select **Borders and Shading** from the **Format** menu. The **Borders and Shading** dialog box is displayed.
- Select the **Shading** tab.



**Fill:** Sets the shading for the background colour.

**Style:** Sets the visual pattern or colour depth of the shading.

**Color:** Sets the shading for the foreground colour.

- Select **OK** or press **Enter**.

---

### To format white text on a black background

- Select the text, or other object, you wish to format.
- Select **Borders and Shading** from the **Format** menu. The **Borders and Shading** dialog box is displayed.
- Select the **Shading** tab.
- From the **Style** drop down list, select **Solid (100%)** shading.
- Click on the **OK** button, de-select the selected text and the text will be displayed as below.

**White Text on a Black Background**

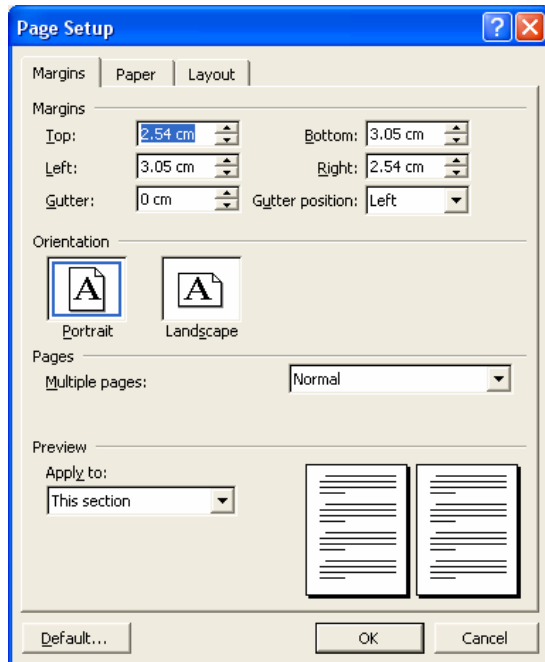
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## 3.3.3 Document Formatting

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### Document Formatting Options

- Most formatting options within Word are found under the **Format** drop down menu. The Document setup options are located under the **File** drop down menu and accessed via the **Page Setup** command.



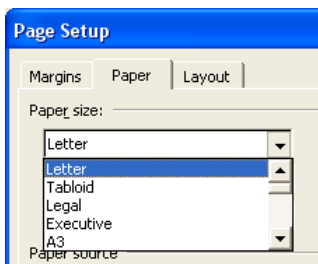
### 3.3.3.1 Change document orientation – portrait or landscape. Change page size.

#### Page Size and Orientation

- This feature allows you to control the paper size and orientation of a page. Here you can specify different sizes for your pages.

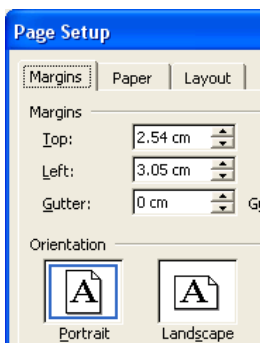
#### To select a page size for the paper you are printing to

- Select the **Page Setup** command from the **File** drop down menu.
- Ensure that the **Paper** tab is selected so that the **Paper** folder is displayed and select the paper size you wish to use from the **Paper Size** drop down list as illustrated.



#### To set the page orientation

- To select the paper orientation, click on the **Portrait** or **Landscape** buttons in the **Orientation** section.



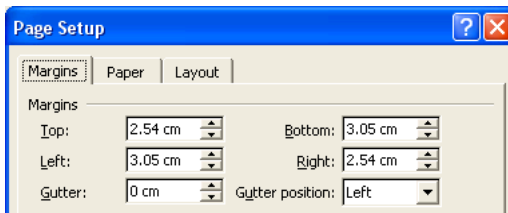
### 3.3.3.2 Change margins of entire document, top, bottom, left, right.

#### What are Page Margins?

- On any page, or in any position in a document, you can change the top, bottom, right and left margins. You can change margin settings for the whole document, for document pages from the position of the insertion point, or even for a single paragraph of a single page.

### To set margins using the Page Setup command

- From the **File** menu choose the **Page Setup** command, the **Page Setup** dialog box is displayed. If it is not already displayed, select the **Margins** tab.



**Top:** To set the top margin.

**Bottom:** To set the bottom margin.

**Left:** To set the left-hand margin.

**Right:** To set the right-hand margin.

**Gutter:** To set the gutter margin width between pages to allow for binding etc.

- **There are also several other options available under the Margins tab**

**From Edge Header:** To adjust the distance of the Header from the top margin on a page.

**From Edge Footer:** To adjust the distance of the Footer from the bottom margin on a page.

**Preview:** To display the adjustments made to margins.

**Mirror Margins:** This check box option ensures margins are the same between left and right pages.

**Apply To:** To apply the margin adjustments to the Whole Document or Selected Text.

- To set the margins, choose **OK** or press **Enter**.

---

### 3.3.3.3 Insert, delete a page break in a document.

---

#### To insert a hard (manual) page break

- Place the insertion point where you want to end one page and start another. Press **Ctrl+Enter**. (If you are viewing the document in 'Normal' view, the page break will look as illustrated below)

.....Page Break.....

---

#### To delete a hard (manual) page break

- If you want to delete a hard page break, change to **Normal** View, place the insertion point below the hard page break (the dotted line) and press **BACKSPACE**.

### 3.3.3.4 Add, modify text in Headers, Footers.

#### What are Headers and Footers?

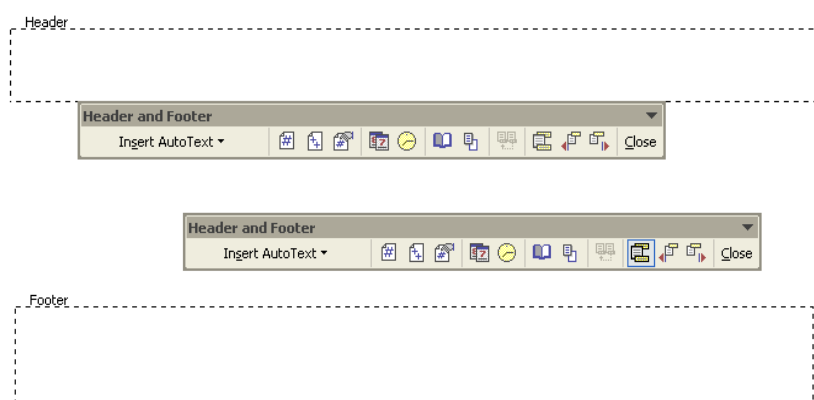
- Headers and Footers allow you to insert information at the top or bottom of every page. This information normally consists of chapter headings, page numbers etc. You can see header and footer information on your screen when in **Print Layout View** and **Print Preview**, but not in **Normal** view.

#### To create a header or footer

- From the **View** menu, select the **Header and Footer** command. If necessary Word automatically changes to **Print Layout** view and the **Header and Footer** toolbar is displayed, as illustrated.



- Outlines of the **Header and Footer** text entry boxes appear at the top and bottom of the page.



- Select the **Header** or **Footer** from the toolbar. You can change between them by clicking on the **Switch Between Header and Footer** button.



- Insert the text for the **Header** or **Footer** in the appropriate text entry box.
- When you have entered your **Header** and **Footer** text, click on the **Close** button on the **Header and Footer** toolbar.


**NOTE:** Clicking on the appropriate Header and Footer toolbar buttons will enable you to insert the current page number, time, or date in the header or footer.





Toggles between the header and footer sections, allowing you to edit the header and footer.





Shows the previous section header/footer (only useful where a document is made up of multiple sections).


 Shows the next section header/footer (only useful where a document is made up of multiple sections).

 Section headers/footers should be the same as the previous section, or new.


 Inserts page numbers into the header or footer.

 Inserts the current date.

 Inserts the current system time.

 Opens the Page Setup dialog box.

 Displays or hides document text.

 Closes the toolbar.

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### To modify a header or footer

- From the **View** menu, select the **Header and Footer** command. Edit the text using the normal text editing techniques.

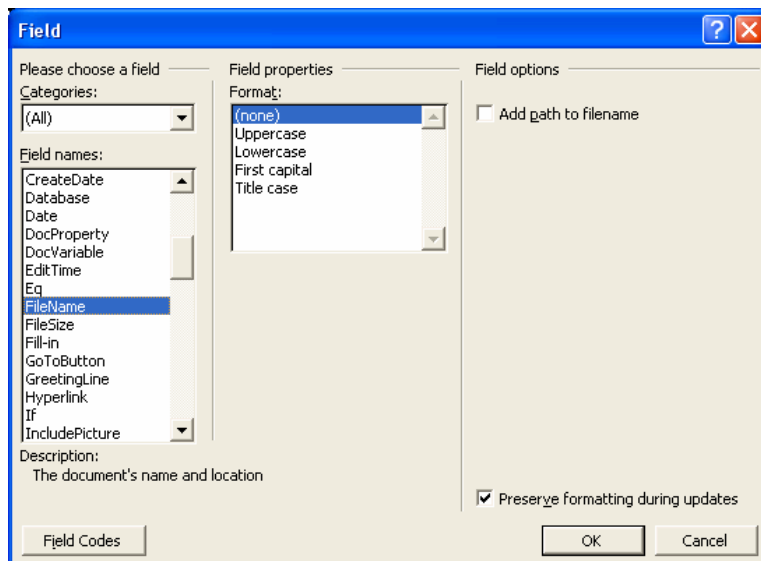
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### 3.3.3.5 Add fields in Headers, Footers: date, page number information, file location.

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#### What are Word Fields?

- Fields are codes which can be inserted into a Word document to automate your work in some way, or make the use of Word more effective. For instance, you can use fields to automatically generate a table of contents at the start of a long document, or use different fields to insert the current time or date. In some cases you must consciously insert a field code, in other cases Word automatically inserts a field code in the document for you.
- You will often need to open the **Field** dialog box, to really get the best effect from using Fields. This is opened by selecting the **Field** command from the **Insert** menu.

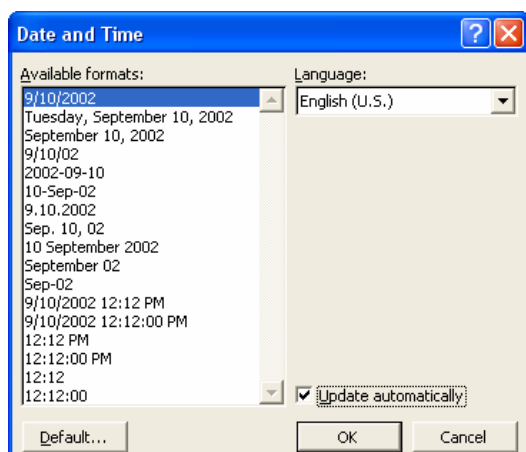


### What is an automatically updating field?

- You can insert the date as 'hard text' or as a field. If you insert the date as hard text, then the date once inserted will not update automatically if you open or print the document at a later date. If the date is inserted as a field, it looks normal on the screen and when printed, but will automatically update if you open or print the document at a later date.

### To insert a date field which will update automatically each time a document is opened

- Position the cursor within the document at the position where you wish to insert the date.
- Click on the **Insert** drop down menu and select the **Date and Time** command. This will display the **Date and Time** dialog box, as illustrated.
- Make sure that the **Update Automatically** box is checked.



- Click on the **OK** button.

### To insert a date which will not be automatically updated.

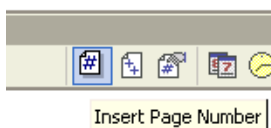
- Position the cursor within the document at the position where you wish to insert the date.

- Click on the **Insert** drop down menu and select the **Date and Time** command. This will display the **Date and Time** dialog box.
- Make sure that the **Update Automatically** box is not checked.
- Click on the **OK** button.

---

### To insert page numbering into a header or footer

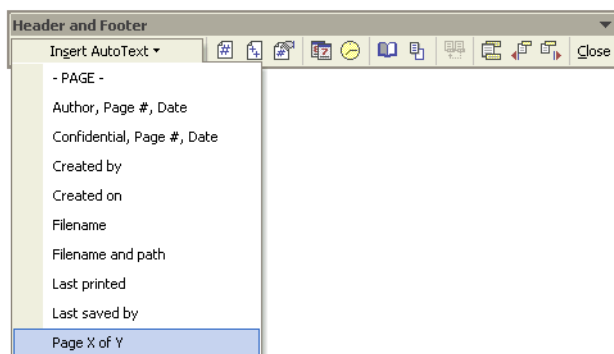
- From the **View** menu, select the **Header and Footer** command. Word changes to **Print Layout** view and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer at the location where you wish to insert the page number, and then click on the **Insert Page Number** icon.



---

### Inserting numbering using the X of Y format

- Sometimes, when you are producing a long document you may want to use a header in the format of say Page 1 of 6 (assuming you have a six page document). To do this, from the **View** drop down menu, select the **Header and Footer** command. Word changes to **Print Layout** view and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer, at the location where you wish to insert the page numbering (using the X of Y format).
- Click on the **Insert AutoText** button within the toolbar. Select **Page X of Y** and the page numbering will automatically be inserted for you, in the required format.



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### To insert the date or time into a header or footer

- From the **View** menu, select the **Header and Footer** command. Word changes to **Print Layout** view and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer at the location where you wish to insert the date, and then click on the **Date** icon.

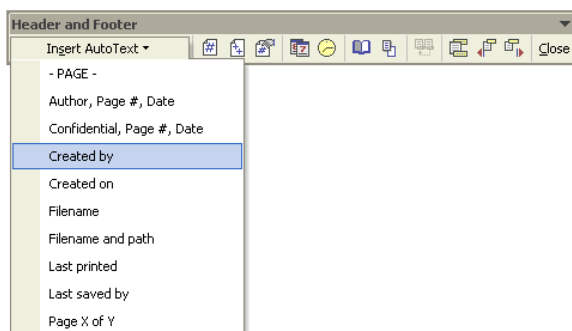


- To insert the time, click on the **Time** icon.

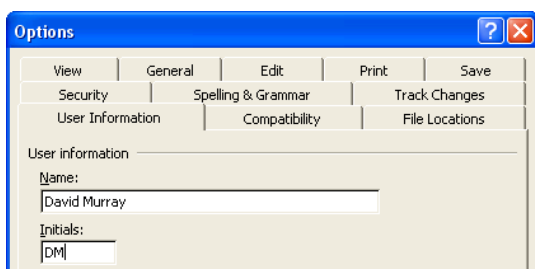


### To insert the author's name into a header or footer

- From the **View** drop down menu, select the **Header and Footer** command. Word changes to **Print Layout** view and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer, at the location where you wish to insert the Author's name. Click on the **Insert AutoText** button within the toolbar. Select **Created by** and the author's name (as stored within Word) will automatically be inserted for you.

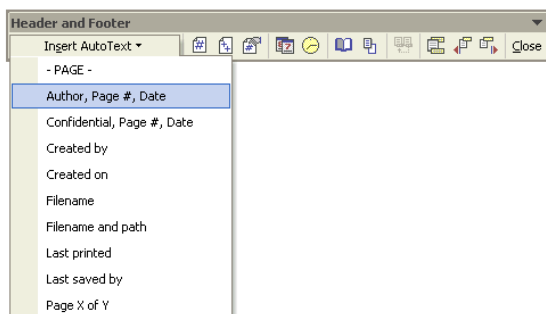


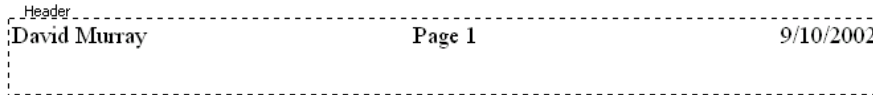
**NOTE:** The author's name is picked up from the name supplied to Word during the installation process when Word was originally installed onto your PC. To change this name, click on the **Tools** drop down menu and select the **Options** command. From the dialog box which is displayed, select the **User Information** tab and edit as necessary.



### To insert the author's name, date and page numbering into a header or footer

- From the **View** drop down menu, select the **Header and Footer** command. Word changes to **Print Layout** view and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer, and then click on the **Insert AutoText** button within the toolbar. Select **Author, Page #, Date** and all three items will automatically be inserted for you.





### To insert the file location

- From the **View** drop down menu, select the **Header and Footer** command and the **Header and Footer** toolbar is displayed.
- Position the insertion point within your header or footer, and then click on the **Insert AutoText** button within the toolbar. Select either **Filename** or **Filename and path**, as required. Once saved this field will change to reflect changes in either the filename or the storage location of the file.

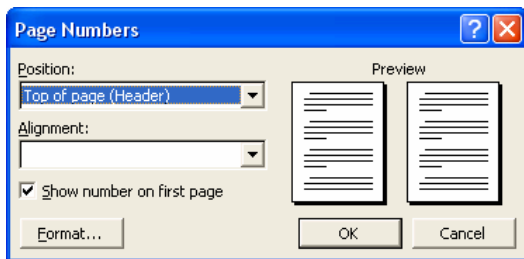
### 3.3.3.6 Apply automatic page numbering to a document.

#### What is Page Numbering?

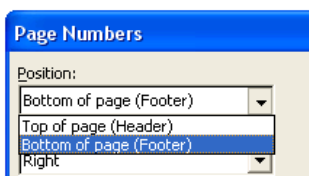
- This is an extremely useful feature which allows page numbers to be inserted automatically, rather than manually. As you add or remove pages then the page number, as displayed in your header, will change automatically.

#### To number pages within a document

- Choose the **Page Numbers** command from the **Insert** menu to display the **Page Numbers** dialog box. To position your page number, you can choose from the following options.



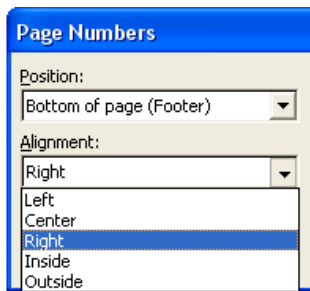
#### Position



**Header:** Places the page number in the header at the top of each page.

**Footer:** Places the page number in the footer at the bottom of each page.

#### Alignment



**Left:** All page numbers are aligned with the left margin.

**Right:** All page numbers are aligned with the right margin.

**Center:** All page numbers are centred between the margins.

**Inside:** Page numbers are placed on the inside margin of facing odd and even pages.

**Outside:** Page numbers are placed on the outside margin of facing odd and even pages.

- To install the page numbers, click on the **OK** button or press **Enter**.

## 3.4 Objects

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### 3.4.1 Tables

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#### What are Tables?

- This feature enables you to create tables in order to organise items in columns and rows, instead of calculating tab settings. In many cases it is better to organise your data within a table rather than using tab stops. The advantage of using a table is that text will flow from one line to the next within the table. Tables are much more flexible than Word columns, they are easier to manipulate and are correctly displayed on-screen in Normal view (unlike columns).

---

#### 3.4.1.1 Create a table ready for text insertion.

##### To create a table using the Insert Table icon

- The quickest way to create a table is to use the **Insert Table** icon on the **Standard** toolbar.
- Place the insertion point where you want the table to be inserted.
- Click on the **Insert Table** icon and drag the mouse over the grid to select the number of rows and columns you require.



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##### Entering data into a table

- Click on any cell and insert text. To move from cell to cell use the **Tab** key.

---

#### 3.4.1.2 Insert, edit data in a table.

##### To insert data into a table

- Click within the cell where you wish to enter your data, and start typing. Press the **Tab** key to move to the next cell within the table.

---

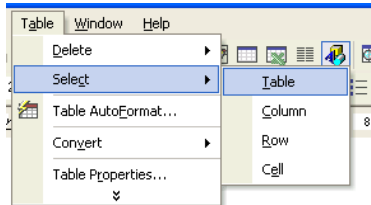
##### To edit data within a table

- Click within the cell which contains the data which you wish to edit. Use the normal word-processing editing techniques to edit the data within the cell. Press the **Tab** key to move to the next cell within the table.

### 3.4.1.3 Select rows, columns, cells, entire table.

#### To select parts within a table, using the Table drop down menu

- Click within the table at a location where you wish to select a cell, row or column.
- Click on the **Table** command, click on **Select** and from the submenu select the required item, **Table**, **Column**, **Row** or **Cell**.



### 3.4.1.4 Insert and delete rows and columns.

#### To insert a column or row into the table

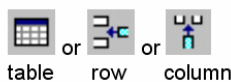
- Select the column or row where you want to insert a new column or row.
- From the **Table** menu, select the **Insert Columns** or **Insert Rows** command.

#### To delete a column or row within a table

- Select the column(s) or row(s) you want to delete and then from the **Table** menu, choose **Delete Columns** or **Delete Rows**.

#### To insert rows or columns using toolbar icons.

- Select a row or column and then click on the icon in the Standard toolbar which is normally used to insert a table. You will notice that the icon has been renamed to **Insert Row** or **Insert Column**, depending on what you selected.



#### Tables and the Del key

- If you select a row or column and press the **Del** key, then only the data contained within the selected area is deleted (i.e. not the row or column itself).
- However if you select a few rows at the top or bottom of a table AND ALSO a line above or below the table, then depressing the **Del** key will remove this line PLUS the selected rows of the table.

### 3.4.1.5 Modify column width, row height.

---

### To specify row height

- Select a row.
- Click on the **Table** drop down menu select the **Table Properties** command. The **Row** tab should be selected.
- Click on the **Specify Height** check box, and enter a value next to this.
- Click on the **OK** button to apply the change.

---

### To specify column width (the long way)

- Select a column.
- Click on the **Table** drop down menu select the **Table Properties** command. The **Column** tab should be selected.
- Click on the **Preferred width** check box, and enter a value next to this.
- Click on the **OK** button to apply the change.

---

### To specify column width (the easy way)

- Move the mouse pointer to the vertical border, to the right of the column of which you wish to change the width. You will notice that the mouse pointer shape changes when you are pointing exactly at the vertical border. When the mouse shape changes, depress the mouse button and drag to the left or right to change the width of the column. When you release the mouse button the change will be applied.

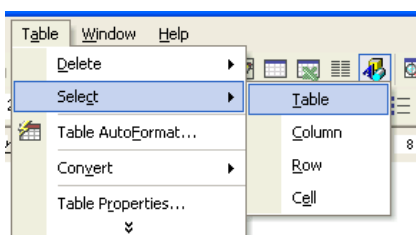
---

## 3.4.1.6 Modify cell border width, style and colour

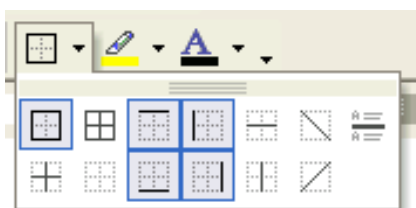
---

### To add a border to a table

- Click once within your table.
- Click on the **Table** drop down menu and then click on the **Select** command. From the sub-menu displayed, click on **Table**. This will select the entire table for you.

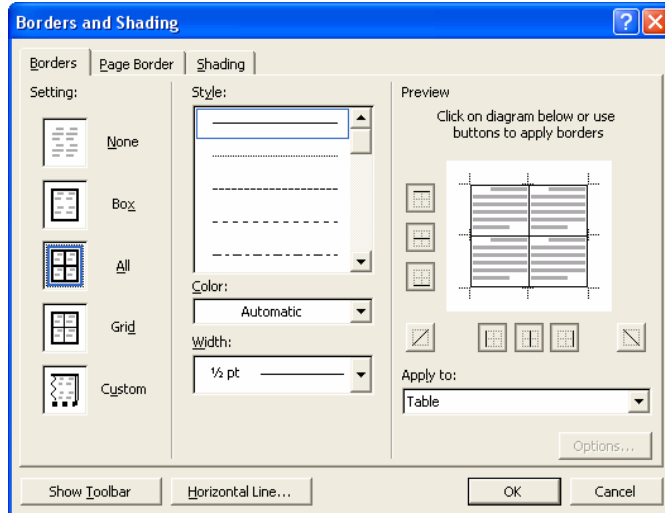


- Once the table is selected click on the down arrow next to the **Border** icon (on the Formatting toolbar) to select and apply border formats to your table. De-select your table to view the results.

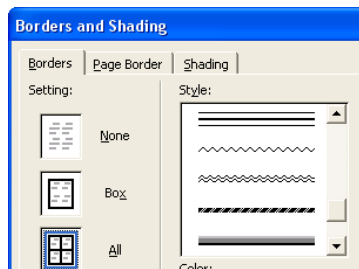


**To specify a border width, style and colour.**

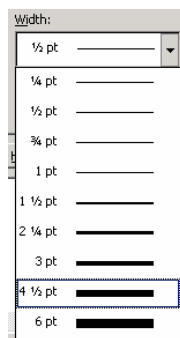
- Click within the table of which you wish to change the border width or style.
- Click on the **Format** drop down menu and select the **Borders and Shading** command.
- If necessary, select the **Borders** tab of the dialog box.



- Select the style as required. You can use the scroll bars within this part of the dialog box to display a wide range of options as illustrated.



- Select the width as required. You can use the scroll bars within this part of the dialog box to display a wide range of options as illustrated.

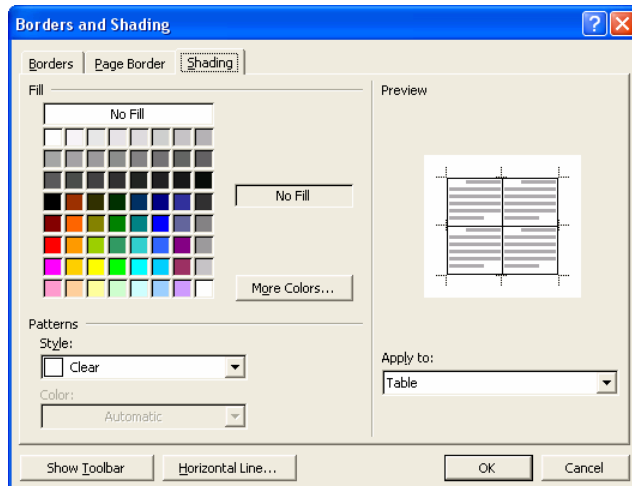


- Select a colour as required from the **Color** section of the dialog box.
- Click on the **OK** button to apply your selections.

### 3.4.1.7 Add shading to cells.

#### To apply shading to cells within a table.

- Select particular cells within a table, or select the entire table.
- Click on the **Format** drop down menu and select the **Borders and Shading** command.
- If necessary, select the **Shading** tab of the dialog box.



- Select the required colour, and then click on the **OK** button.

## 3.4.2 Pictures, Images and Charts

### Using pictures within Word

- Word is a graphical word-processor. This means that as well as allowing you to type text into Word you can also insert pictures. These pictures may take the form of clip art (a gallery of picture images which is supplied with Word), graphs (charts) or even movies! Make the best of these features, they can really brighten up your documents!

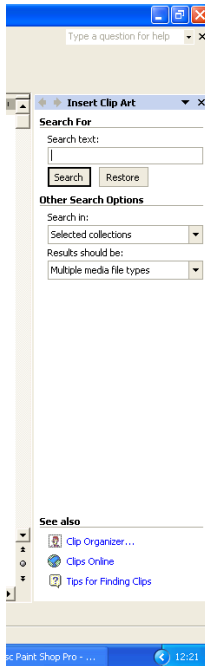
### 3.4.2.1 Insert a picture, an image, a chart into a document.

#### To insert Clipart

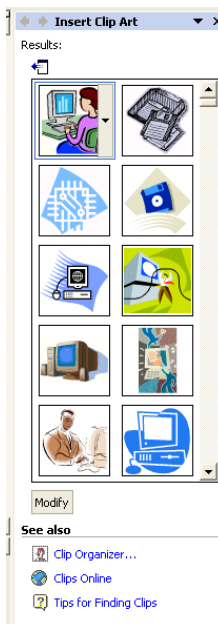
- Make sure that the **Drawing** toolbar is displayed. If it is not, then click on the **Drawing** icon displayed within the Standard toolbar.



- Click at the location where you wish to insert the clipart picture.
- Click on the **Insert Clip Art** icon, located in the **Drawing** toolbar. You will see the Clip Art options displayed to the right of your screen.

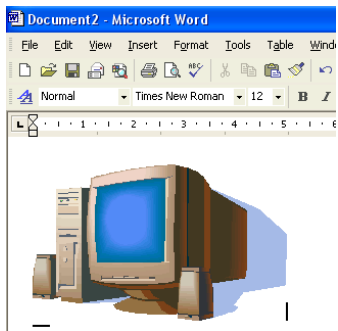


- In the Search section enter a search word such as **computers**. Then click on the **Search** button. Matching Clip Art will be displayed, as illustrated.



- If necessary use the scroll bars to display the required picture.

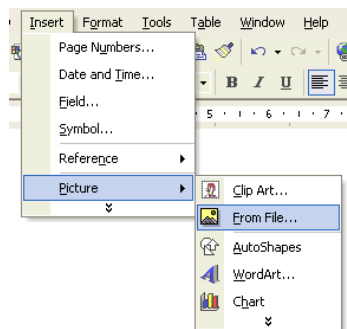
- Click on the picture which you wish to insert.



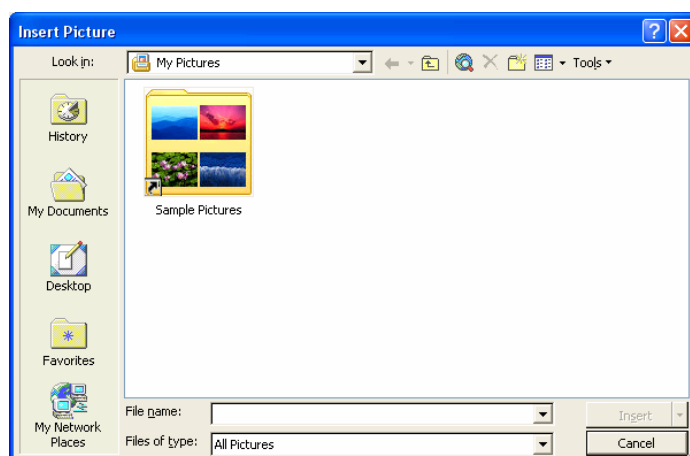
---

### To insert a picture held as a file on your hard disk

- Click within your document at the location where you wish to insert the picture.
- Click on the **Insert** drop down menu and select the **Picture** command.
- From the submenu displayed, select **From File**.



- Use the dialog box which is displayed to select the required file. You may have to select a different drive or folder if the file is stored in a different location. You will see a preview of the selected file, as illustrated.



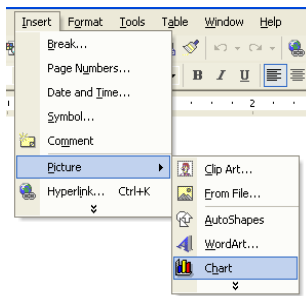
- Once you have selected the required file, click on the **Insert** button.

---

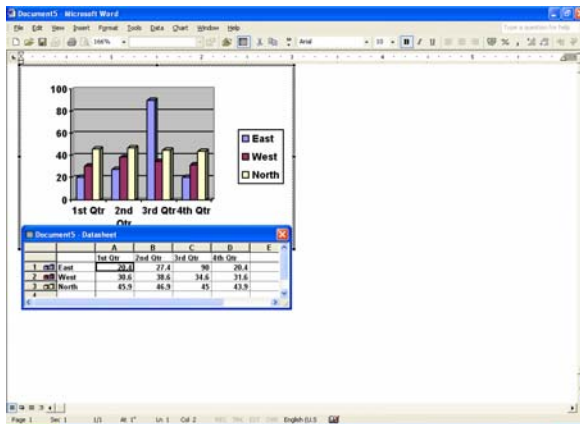
### To insert a chart into a document

- Click at the location within the document where you wish to insert the chart.

- Click on the **Insert** drop down menu and select the **Picture** command. From the submenu click on **Chart**.



- A chart will be inserted into the document.



### 3.4.2.2 Select a picture, image, chart in a document.

#### To select a graphic

- Click once on the graphic. The selected graphic is surrounded by 8 'handles' (small black squares) as illustrated. The same technique applies to pictures, images or charts.



### 3.4.2.3 Duplicate a picture, image, chart within a document, between open documents.

---

### To copy a graphic within a document

- Select the graphic you wish to copy by clicking on it once.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Click within the document at the location to where you wish to copy the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

### To copy a graphic between open documents

- Select the graphic you wish to copy by clicking on it once.
- Click on the **Edit** drop down menu and select the **Copy** command.
- Switch to, or open the second document to which you wish to copy the selected graphic.
- Click within the second document at the location to which you wish to copy the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

## 3.4.2.4 Move a picture, image, chart within a document, to another document.

---

### To move a graphic within a document

- Select the graphic you wish to move by clicking on it once.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Click within the document at the location to which you wish to move the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

### To move a graphic between open documents

- Select the graphic you wish to move by clicking on it once.
- Click on the **Edit** drop down menu and select the **Cut** command.
- Switch to, or open the second document to which you wish to move the selected graphic.
- Click within the second document at the location to which you wish to move the graphic.
- Click on the **Edit** drop down menu and select the **Paste** command.

---

## 3.4.2.5 Resize a picture, image, chart.

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### To resize a graphic within a document

- Select the graphic by clicking on it once.
- Move the mouse pointer to one corner of the selected graphic, until the mouse pointer changes to a line at 45 degrees with an arrowhead at each end.
- Depress the mouse button and drag to resize the image within the document.
- Release the mouse button.

---

## 3.4.2.6 Delete a picture, image, chart.

**To delete an image**

- Click once on the image to select it.
- Press the **Delete** key.

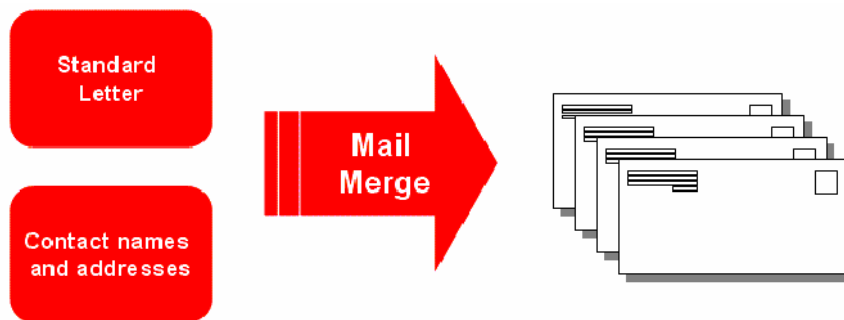
## 3.5 Mail Merge

### 3.5.1 Concept and Practice

#### 3.5.1.1 Understand the term mail merge and the concept of merging a data source with a main document such as a letter or a label document.

##### What is Mail Merging?

- The Mail Merge feature is used to insert variable data into a fixed format by combining two files into one file. Two files need to be created before you can merge them, these are the *data* file and the *main document* file. The variable information, such as names and addresses, is stored in the data file ready to merge into the main document file. The information which remains constant and the field names are stored in the main document file, where each field name relates to a field name in the data file. The data in the two files is merged as a series of personalised letters or envelopes.

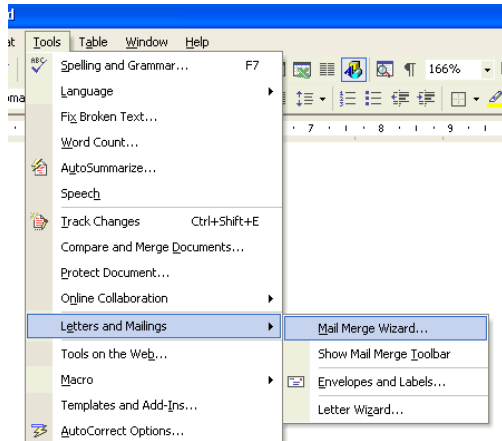


#### 3.5.1.2 Open, prepare a main document for a mail merge by inserting data fields.

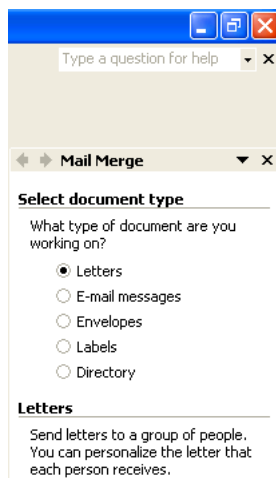
- **PLEASE NOTE:** The rest of this mail merge section is identical to the **WORKBOOK** instructions, as it important to follow through these instructions to properly understand them!

##### Creating a new main document and merging to a personalised letter

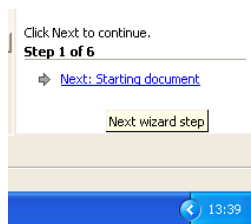
- Click on the **New** icon to create a new document.
- Click on the **Tools** drop down menu and select the **Letters and Mailing** command.
- From the submenu select **Mail Merge Wizard**.



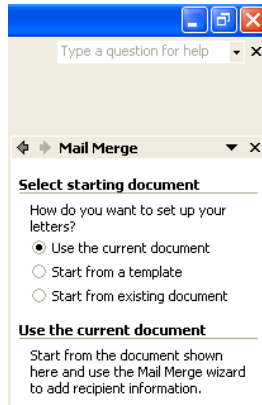
- You need to select a document type, such as **Letters**.



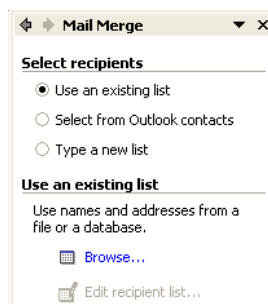
- To continue, click on the **Next** link at the bottom-right on the screen.



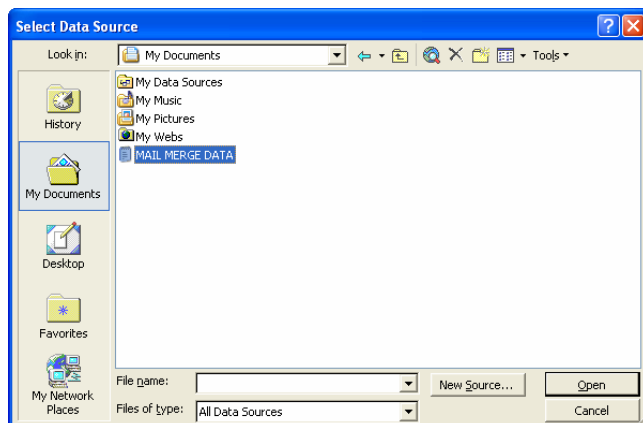
- The next screen allows you to specify which letter to use as the main document. In this case we will use the current document.



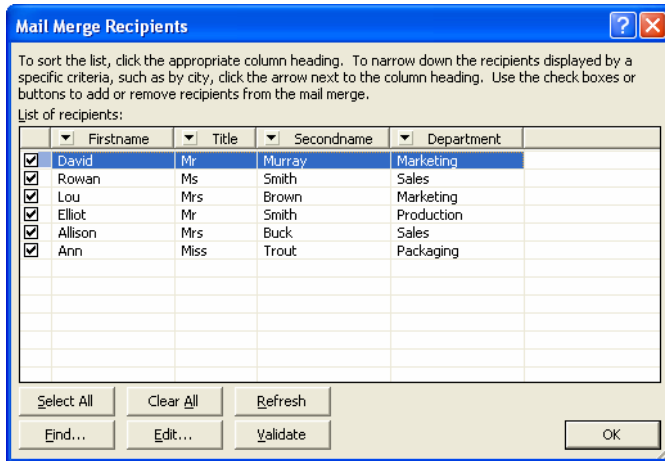
- To continue, click on the **Next** link at the bottom-right on the screen.
- The next screen allows you to select a recipient. In this case we will use an existing list.



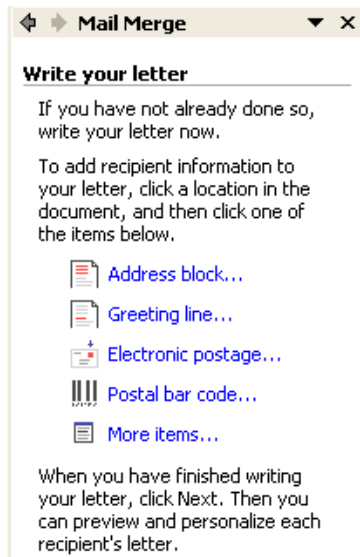
- To continue, click on the **Next** link at the bottom-right on the screen.
- You can then select an existing data file using a dialog box, similar to that illustrated below. You may have to change to a different folder. In this case we have changed to the **My Documents** folder, and selected a file called **MAIL MERGE DATA**.



- Once you have selected a data file, and clicked on the **Open** button, you may see a dialog box, as illustrated below.



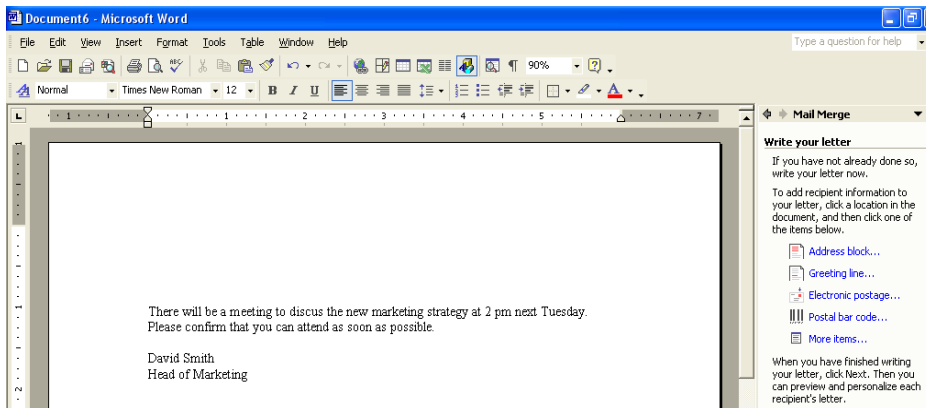
- If everything appears to be in order, click on the **OK** button.
- To continue, click on the **Next** link at the bottom-right on the screen. The next screen allows you to write your letter.



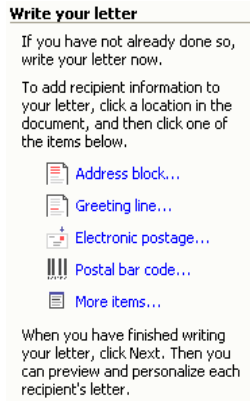
- Enter the following text to create a new letter, as illustrated.

*There will be a meeting to discuss the new marketing strategy at 2 pm next Tuesday. Please confirm that you can attend as soon as possible.*

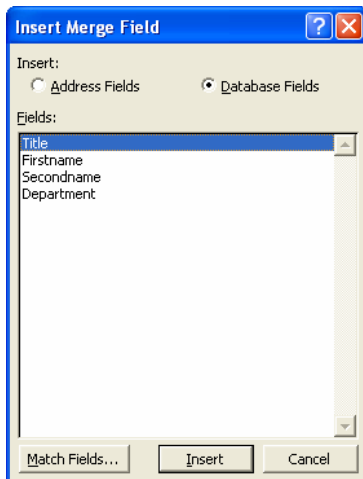
*David Smith  
Head of Marketing*



- We have now created the body text of our letter, next we need to add the fields which will personalise the document.
- Click at the top of the document at the location you would wish to insert the name and contact details of the person to whom the document will be sent. If you look at the right of the screen you will see the following.



- Click on **More Items** and you will see the following dialog box displayed (the information in this dialog box comes from our Data file).



- Click on **Title** and then click on the **Insert** button. Click on the **Close** button.
- Press the **spacebar** (to insert a space).
- Click on **More Items** once again.
- Click on **firstname** and then click on the **Insert** button. Click on the **Close** button.
- Press the **spacebar** (to insert a space).
- Click on **More Items** once again.
- Click on **secondname** and then click on the **Insert** button. Click on the **Close** button.
- Press the **return** key (to insert a paragraph space).
- Click on **More Items** once again.
- Click on **Department** and then click on the **Insert** button. Click on the **Close** button.
- Press the **return** key (to insert a paragraph space) and the document should now look like this.

«Title» «Firstname» «Secondname»  
 «Department»

There will be a meeting to discuss the new marketing strategy at 2 pm next Tuesday.  
 Please confirm that you can attend as soon as possible.

David Smith  
 Head of Marketing

- Click on the **Next** link to continue.

**Step 4 of 6**

⇒ [Next: Preview your letters](#)

- The screen will display the following details of a letter addressed to 'recipient 1'.

- To see other recipients click on the double arrow pointing to the right.



- Click on the **Next** link to continue.

**Step 5 of 6**

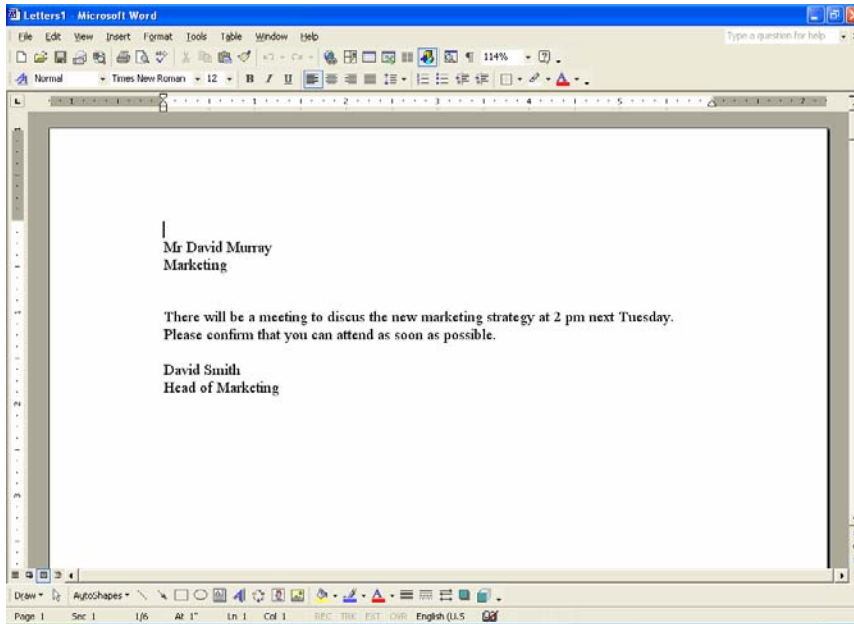
⇒ [Next: Complete the merge](#)

- The next screen displays the following message in the task pane.

- To print all the personalised letters we would click on Print. In this case however to save paper, we will click on the **Edit individual letters** link which will merge the document with the data file and create a new large document containing all the individually addressed letters. When you click on this link you will see the following dialog box displayed.



- Click **All** and then click on the **OK** button.
- You will then see the following. A new document containing all the letters.



- If you scroll through this document you will see it is made up of many pages, each addressed to a different person.
- Save this new document in the using the filename **MY MERGED LETTER**.
- Close all open documents without saving your changes.

---

### 3.5.1.3 Open, prepare a mailing list, other data file, for use in a mail merge.

---

#### Creating a mailing list, data file.

- Create a new document
- Insert a table containing 4 columns and 7 rows Use the **Insert Table** icon).



- Enter the following data into the table.

Title	First-name	Second-name	Department
Mr	David	Murray	Marketing
Ms	Rowan	Smith	Sales
Mrs	Lou	Brown	Marketing
Mr	Elliot	Smith	Production
Mrs	Allison	Buck	Sales
Mr	Ann	Trout	Packaging

- Click within the table.
- Click on the **Table** drop down menu and select the **Convert** command. From the submenu displayed, select **Table to Text**. In the dialog box displayed, select **Tabs**, and click on the **OK** button. This will convert the table to a format, where the data fields are separated by tabs. This type of format is called a tab delimited format (delimited means separated).



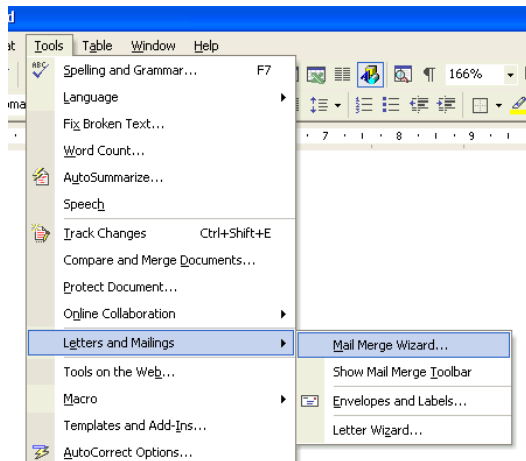
- We need to save the file as a text only formatted file. To do this click on the **Save** icon, and enter a file name, such as **MY Data File**. Click on the down arrow to the right of the **Save as type** box and select **Plain Text**. Select a location to save the file, such as the **My Documents** folder. Click on the **Save** button to save the file.
- The **File Conversion** dialog box will be displayed, click on the **OK** button.

### 3.5.1.4 Merge a mailing list with a letter, label document.

#### Mail merging to labels

- In the section **3.5.1.2**, we mail merged to a letter. If you wish to mail merge to a label, the process is largely the same, except that in the first Mail Merge Helper screen, you need to select **Mailing Labels**, rather than **Form Letters**. Later in the merge process you will be asked to select the type of label required, as illustrated. For practice we will perform this mail merge step-by-step.
- Close any documents which may be open.
- Click on the **New** icon to create a new document.
- Click on the **Tools** drop down menu and select the **Letters and Mailings** command.

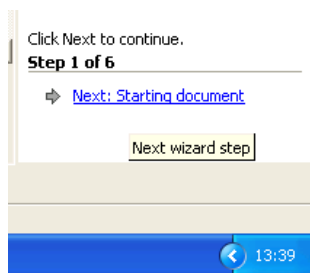
- From the submenu select **Mail Merge Wizard**.



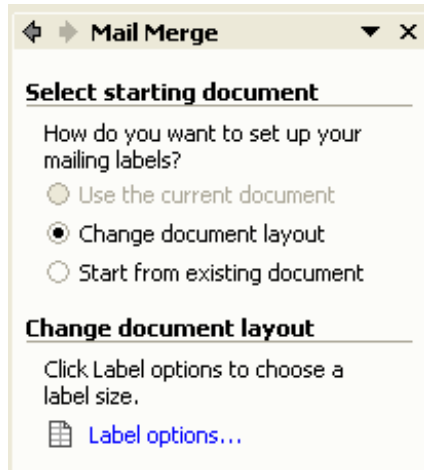
- **MAIL MERGE STEP 1 OF 6: - SELECT DOCUMENT TYPE**  
You need to select a document type, such as **Labels**.



- To continue, click on the **Next** link at the bottom-right on the screen.

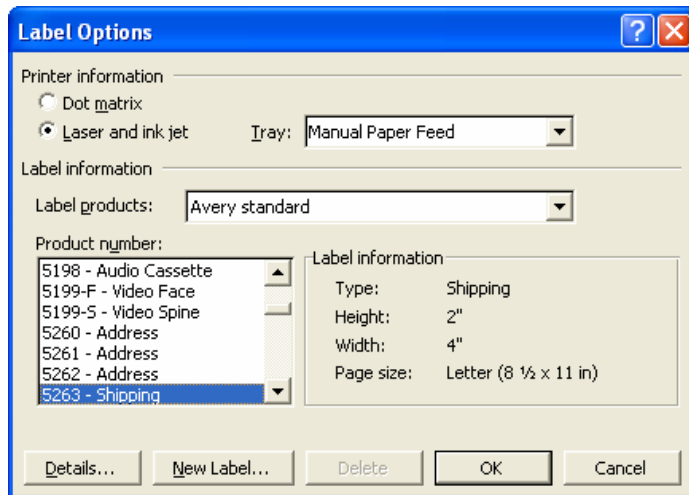


- **MAIL MERGE STEP 2 OF 6: - SELECT STARTING DOCUMENT**  
The next screen allows you to specify the starting document. In this case we will use the current document by selecting the **Change document layout** option.

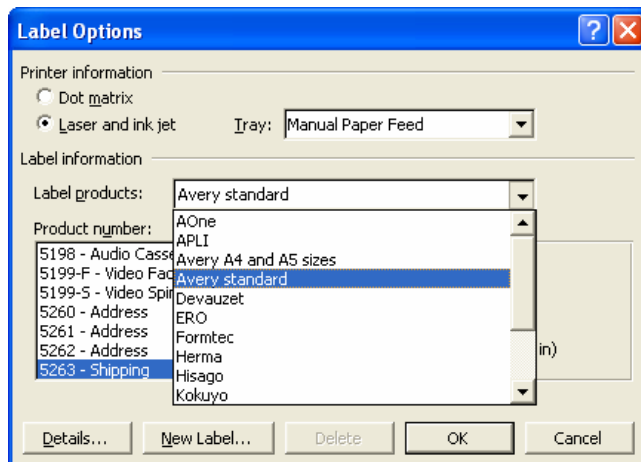


- **MAIL MERGE STEP 2 OF 6: - CHANGE DOCUMENT LAYOUT**

In the **Change Document Layout** section of the Task Pane, click on the **Label options** link. This will display the Label Options dialog box.

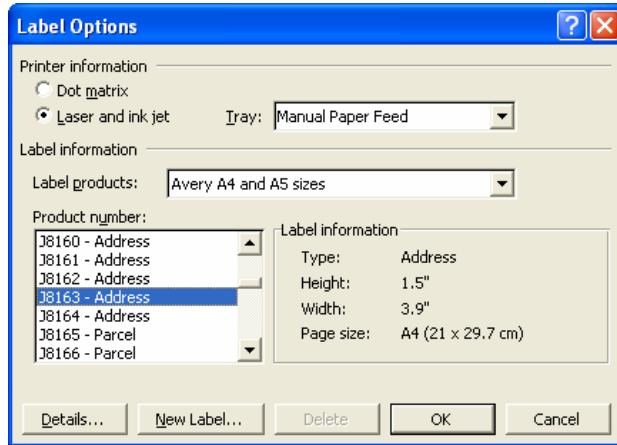


- In the **Label products** section use the drop down arrow to the right to select the manufacturer of the labels which you are using.

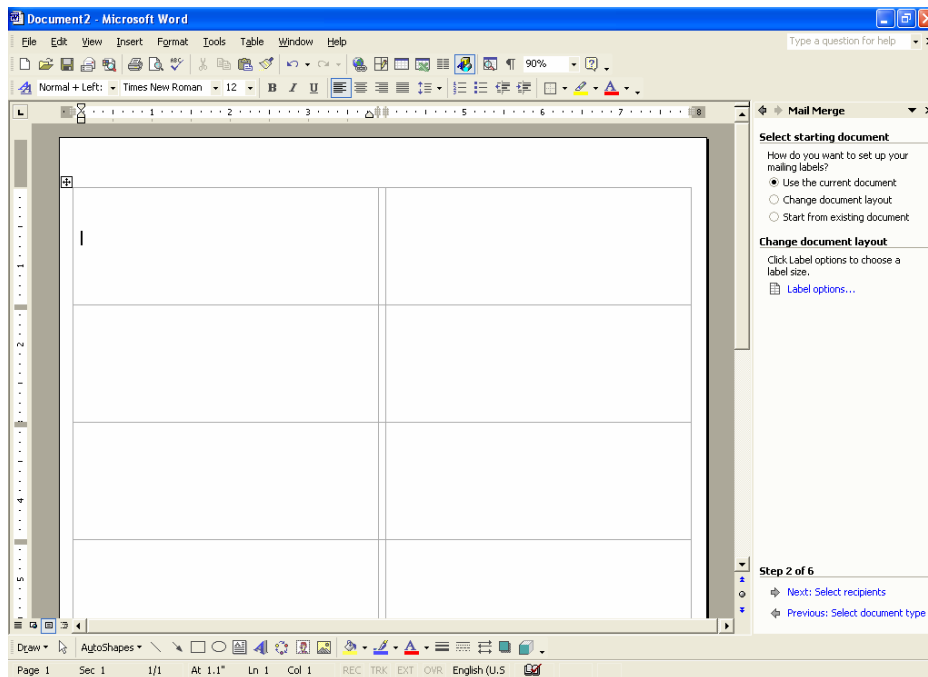


**NOTE:** In Europe, if you are using Avery products, be sure to select **Avery A4 and A5 sizes**. Avery standard relates to standard US sizes!

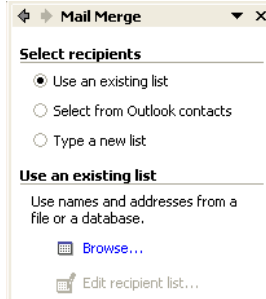
- If using European Labels (be sure to first select **Avery A4 and A5 sizes** in the **Label products** section), select Product number **J8163 - Address** as illustrated below.



- Click on the **OK** button to close the **Label Options** dialog box.
- When you close the dialog box, you will see a representation of the labels on your screen, as illustrated below.

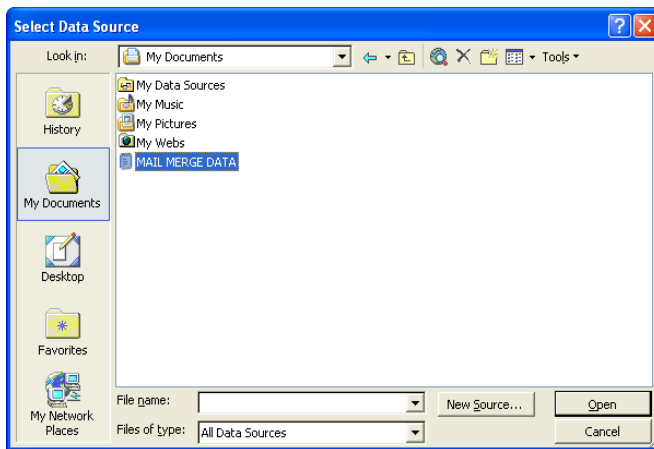


- To continue, click on the **Next** link at the bottom-right on the screen.
- **MAIL MERGE STEP 3 OF 6: - SELECT RECIPIENTS**  
Within the **Section recipients** section of the task pane, you can select a recipient. In this case we will use an existing list.

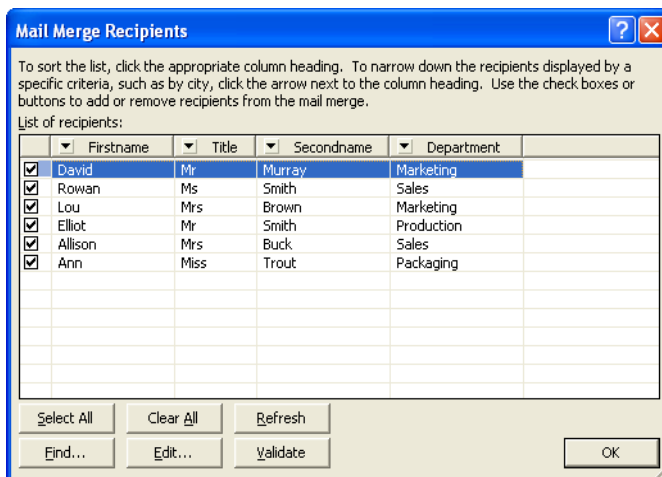


- **MAIL MERGE STEP 3 OF 6: - USE AN EXISTING LIST**

Within the **Use an existing list** section of the task pane, click on the **Browse** icon which will display a dialog box. In this case select a file called **MAIL MERGE DATA**, as illustrated.



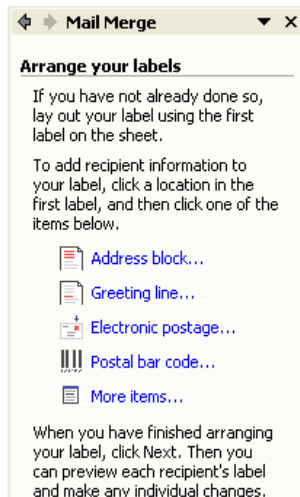
- Click on the **Open** button and a new dialog box will be displayed as illustrated below.



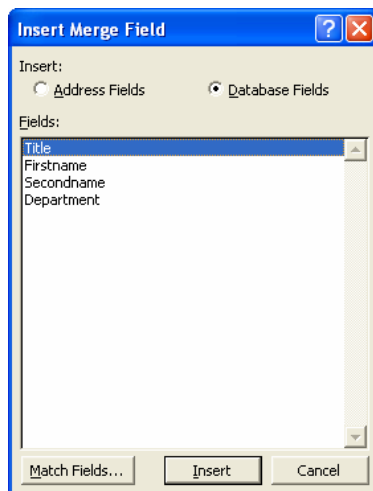
- In this case click on the **OK** button to continue.
- To continue, click on the **Next** link at the bottom-right on the screen.

- **MAIL MERGE STEP 4 OF 6: - ARRANGE YOUR LABELS**

You will see the following displayed in the Task Pane.



- Click on the **More items** links to enable you to insert items relating to the particular database you are using as your data source. This will display a dialog box as illustrated,



- Click on the first item, i.e. **Title**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the spacebar to insert a space.
- Click on the **More Items** link to reopen the dialog box.
- Click on the second item, i.e. **Firstname**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the spacebar to insert a space.
- Click on the **More Items** link to reopen the dialog box.
- Click on the third item, i.e. **Secondname**.
- Click on the **Insert** button, and then click on the **Close** button.
- Press the Return key to insert a paragraph.
- Click on the **More Items** link to reopen the dialog box.
- Click on the last item, i.e. **Department**.
- Click on the **Insert** button, and then click on the **Close** button.

- The first label should now look like this.

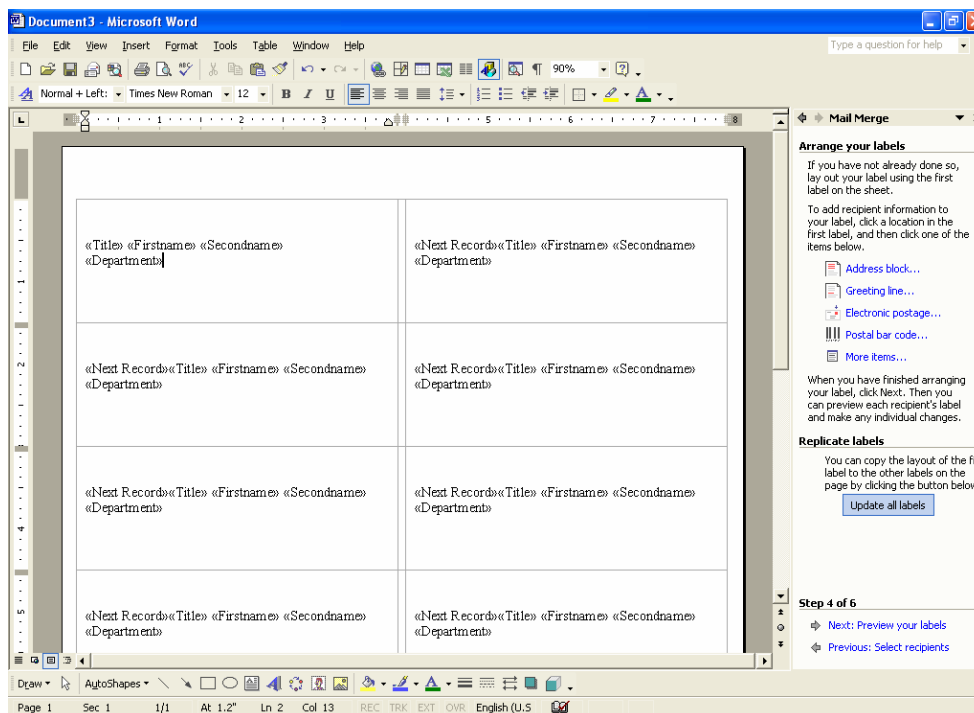
«Title» «Firstname» «Secondname»  
«Department»

- **MAIL MERGE STEP 4 OF 6: - REPLICATE LABELS**

In the lower part of the task pane you will see the following:



- Click on the **Update all labels** button and you will see the following.



- To continue, click on the **Next** link at the bottom-right on the screen.

- **MAIL MERGE STEP 5 OF 6: - PREVIEW YOUR LABELS**

You will following displayed within the task pane.



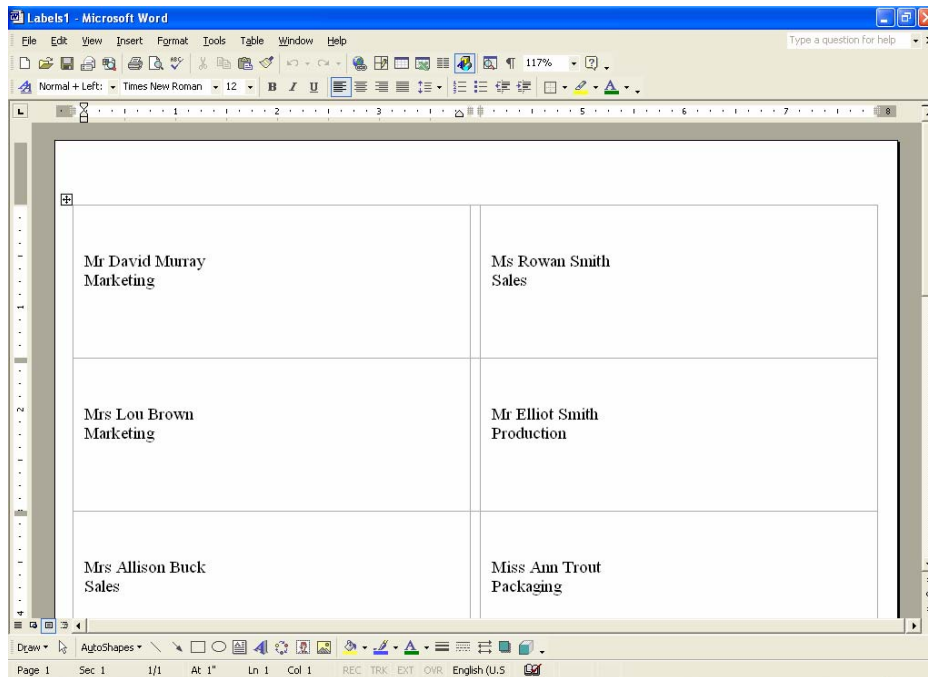
- You can click on the right pointing arrow to preview the labels. In this case we will click on the **Next** link to continue.
- **MAIL MERGE STEP 6 OF 6: - PREVIEW YOUR LABELS**  
You will see the following displayed within the Task Pane.



- If you wanted to print directly to a printer you would click on the **Print** link. In this case we will output the merged information to a new document (which could be printed later), by clicking on the **Edit individual labels** link. A dialog box will be displayed, click on the **OK** button.



- A new document will be created, as illustrated below.



- Save this file and call the file **MY MERGED LABELS**.
- Close any other open files, without saving any changes.

## 3.6 Prepare Outputs

### 3.6.1 Preparation

**3.6.1.1 Understand the importance of proofing your document such as: checking the layout, presentation (margins, appropriate font sizes and formats) and spelling.**

#### Manually check your documents!

- Always proof read your documents prior to sending them to customers! I once had a letter sent to me (addressed to Cheltenham **Computer** Training), from a very large insurance company and signed personally by their head of IT training, stating that they had no need of our word processing courses. They spelt the second word in the letter i.e. **computer** incorrectly. Personally I think they needed the training!

Also visually check that the document looks good. Use the Print Preview facility.

**3.6.1.2 Spell-check a document and make changes such as correcting spelling errors, deleting repeated words.**

#### Spell Checking

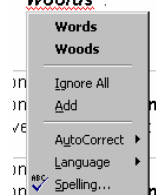
- Word will display incorrectly spelt words as underlined in red. You can run the Spell checker program at any time by clicking on the **Spelling** icon in the **Standard** toolbar (or pressing **F7**). You can also check the grammar used within your document.



#### To immediately correct a word you have incorrectly spelt

- TIP:** If you enter an incorrectly spelt word and wish to correct it immediately, then as soon as the red underlining is displayed, right click on the word and a pop-up dialog box will be displayed suggesting alternative, correctly spelt words. In the example, "**Words**" was incorrectly entered as "**Woords**".

Example below, "**Woords**"



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### To disable automatic spell checking

- Click on the **Tools** drop down menu and select the **Options** command.
- Click on the **Spelling & Grammar** tab.
- Remove the check next to **Check spelling as you type**.

---

### To check spelling in a document

- Place the insertion point where you want the spell check to begin, or select the text you wish to check. Click on the **Spelling** icon in the **Standard** toolbar to display the **Spelling and Grammar** dialog box. The first unmatched word will be displayed in the **Not in Dictionary** text box. You can select one of the following actions:

**Ignore:** Leaves the word as it is.

**Ignore All:** Will not change any further occurrences of the word.

**Add:** Adds the word to the dictionary.

**Change:** Will change the word to the suggested word.

**Change All:** Changes all further occurrences of the word to the suggested word.

**AutoCorrect:** Enables the AutoCorrect feature for further occurrences.

**Cancel:** Exits the Spell check.

**Dictionary Language:** Allows you to select the language used for spell checking.

**Undo:** Will undo the previous correction.

**Suggestions:** A list of suggested corrections is displayed.

**Options:** Enables you to change the Spell Checking options.

**Delete:** Deletes a duplicated occurrence of a word, such as "the the".

---

### 3.6.1.3 Add words to a built-in custom dictionary.

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#### To add a word to the custom dictionary

- If a word is displayed as an unknown word within the Spell Checker dialog box, then if you are sure that this word is spelt correctly you can add the word to the 'custom dictionary' This means that this word will in future be recognised by the spell checking programs, and will not be displayed as an unknown word when you re-run the spell checking program. Examples would include people's names or company names. Click on the **Add to dictionary** button to add the word to the dictionary.

---

### 3.6.1.4 Preview a document.

### Always proof read before and after printing

- Use the spell checker prior to printing.
- Check your document in Print Preview prior to printing.
- Read through your document after printing, **before** sending it to your customers!

### To preview a document

- Click on the **Print Preview** icon. The Print Preview screen appears.
- Click once in the document and the mouse cursor will change to a **Zoom** tool.
- Click on the document again to view it more closely and click again to zoom back out.



### The Print Preview Toolbar Icons



#### Print

The document is sent to the printer.



#### Magnifier

The same as clicking inside the document. It gives a single-level zoom.



#### One Page

Single-page view.



#### Multiple Pages

Allows you to print preview up to six pages at a time on the screen.



35%

#### Zoom Control

Allows you to control **Zoom** view percentages.



#### View Ruler

Allows you to view the ruler showing tabs and measurements.



#### Shrink to Fit

Enables you to fit a document which is just more than one page long onto a single page.



#### Full Screen

Allows you to change to **Full Screen** view.



#### Close

Allows you to leave **Print Preview** and return to the Word screen.



#### Help

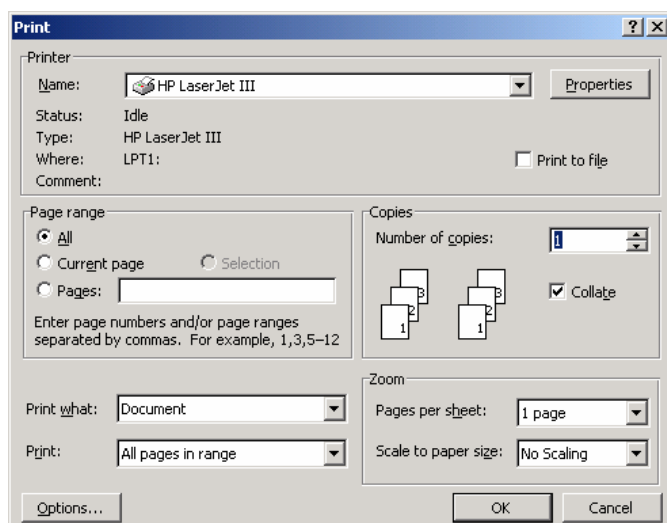
Allows you to get **Help** on **Print Preview**.

## 3.6.2 Printing

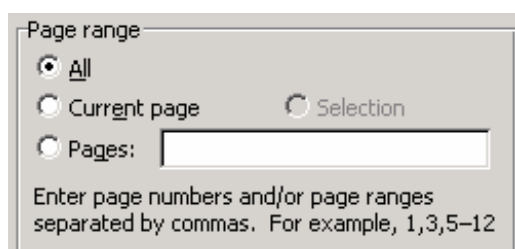
### 3.6.2.1 Choose print output options such as: entire document, specific pages, number of copies.

#### To specify what to print

- Click on the **File** drop down menu and select the **Print** command.



Make changes as required within the **Page range** section of the dialog box.



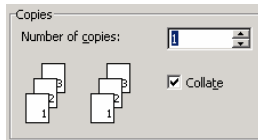
To print the entire document, click on **All**.

To print only the page you are viewing, click on **Current page**.

To specify the pages you wish to print, click on **Pages** and enter the pages which you wish to print. For instance if you want to print page 3, and also pages 6-7 inclusive, you would enter 3, 6-7

#### To specify the number of copies required

- Click on the **File** drop down menu and select the **Print** command. Enter the number of copies required within the **Copies** section of the dialog box



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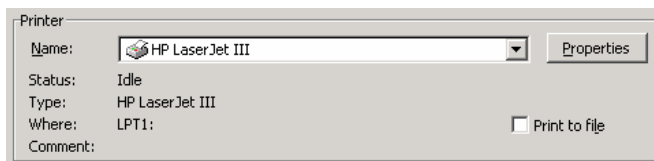
### Why print to disk (as a print file)?

- This is useful when the printer is not available and you wish to print to disk for copying to a printer at a later date!

---

### To print a document to a file

- Click on the **File** drop down menu and select the **Print** command. Within the **Printer** section of the dialog box select the **Print to file** option.



- A dialog box will then be displayed in which you can specify a file name and storage location.

---

### 3.6.2.2 Print a document from an installed printer using defined options, default settings.

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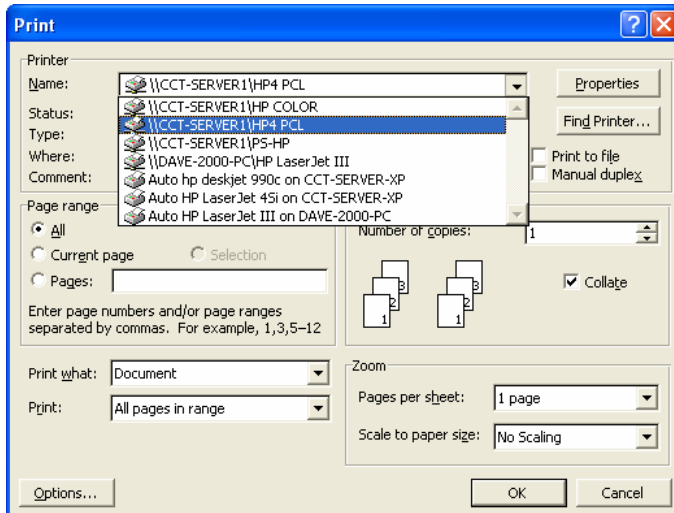
### Printing within Word

- Word requires a Windows printer driver to be installed which matches the printer you are currently using. All Windows programs share this same printer driver. If you change your printer type, then another printer driver suitable for that printer must be installed.
- If more than one printer driver has been installed, you can easily and quickly change from one printer driver to another. Windows will only allow one printer driver to be active at any one time.
- Most printers are only supplied with limited amounts of printer memory in which to store the images to be printed. If you have problems printing documents which contain a large amount of graphics you should consider adding more memory to your printer.

---

### To select a printer

- From the **File** menu, choose the **Print** command to display the **Print** dialog box.
- Click on the down arrow to the right of the **Name** section of the Printer dialog box, and select the required printer. This list you see will depend on how your IT Support people have set up your computer.



### To print to the default printer

- Click on the **Print** icon.

## APPENDIX 1 - Useful Keyboard Shortcuts

### Useful Keyboard Shortcuts

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<b>CTRL+N</b>	Create a new document
<b>CTRL+O</b>	Open an existing document
<b>CTRL+W</b>	Close the document
<b>CTRL+S</b>	Save the document
<b>CTRL+B</b>	Apply bold formatting
<b>CTRL+U</b>	Apply underline formatting
<b>CTRL+I</b>	Apply italic formatting
<b>CTRL+B</b>	Apply bold formatting
<b>CTRL+I</b>	Apply italic formatting
<b>CTRL+U</b>	Apply underline formatting
<b>CTRL+C</b>	Copy the selected item to the Clipboard
<b>CTRL+X</b>	Cut the selected item to the Clipboard
<b>CTRL+V</b>	Paste item from the Clipboard
<b>CTRL+Z</b>	Undo the last action
<b>CTRL+Y</b>	Redo the last action
<b>CTRL+F</b>	Display the Find dialog box
<b>CTRL+H</b>	Display the Replace dialog box
<b>CTRL+P</b>	Print the document

### Useful Function Keys

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<b>F1</b>	Display the Office Assistant
<b>F3</b>	Insert an AutoText item
<b>F5</b>	Display the 'Find and Replace' dialog box
<b>F7</b>	Start the Spell checker
<b>F9</b>	Update selected Word fields
<b>F10</b>	Activate the menu bar
<b>F11</b>	Go to the next field
<b>F12</b>	Display the 'Save As' dialog box