Word Processing

Module 3





The Microsoft Word 2007 Screen

Starting Microsoft Word 2007

- If necessary switch on your computer and if required enter the necessary logon and passwords. To start Microsoft Word 2007 click on the **Start** icon, at the bottom left of your screen and you will see a popup menu.
- Click on **All programs**. Another menu level is displayed and you can select **Microsoft Office**. Finally select **Microsoft Office Word 2007**.

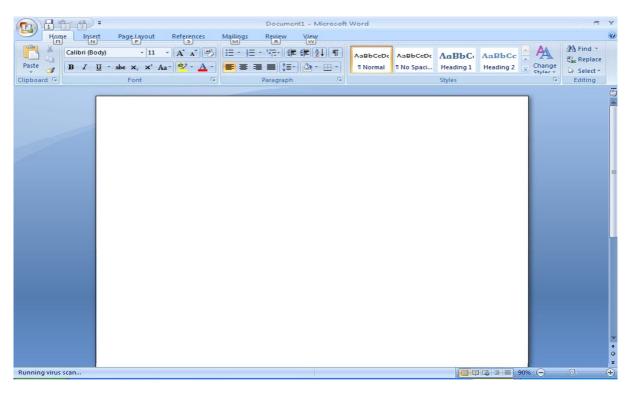


NOTE: These menu options may vary slightly from one computer to another, but with a little hunting around you should be able to locate the Microsoft Word option.

Once you click on the Microsoft Word option this will load the Microsoft Word program from your hard disk into memory. You can then start using the program.

The Microsoft Word 2007 screen

• When the Microsoft Word 2007 program loads, your screen will look Something like this.



TIP: If you have seen previous versions of Microsoft Word, you will notice that at first glance the screen looks different from the way Microsoft Word used to look. Don't panic however, you will find that in fact it is not all that different, and is in many ways easier to use than older versions.



You will find that if you move the mouse pointer over items at the top of the screen a help popup is displayed explaining the function of each item. Try moving the mouse pointer over the big circular icon at the top-left of your screen. Do not click on this circle; just leave the mouse pointer over it for a short time. You will see the following popup.

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Press F1 for more	help.			

As you can see Microsoft Word is telling you what the function of this circular button is.

• Try moving the mouse pointer over the **Change Case** icon and you will see information about this icon, as illustrated below.



• Experiment with moving the mouse pointer over other icons and you will get information about what they do. This trick also works for other parts of the screen. In the bottom right of the screen you will see the following control.



Try moving the mouse pointer over it. You will find that if you move the mouse pointer over the number (90% in the illustration shown, but this may be different on your computer), that you get more detailed information displayed.







Editing

Microsoft Word

The levels of command organization

• The Microsoft Word 2007 screen is made up of different levels of organization.

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Font

Dialog Box Launcher Buttons



The Office Button

Clipboard 🗔

- Clicking on the Office Button will display the following.
- Within the dialog box • displayed are common commands such as **Open** (for opening a Microsoft Word document stored on your hard disk), Save (for saving a Microsoft Word document to your hard disk) and **Print** (for printing a Microsoft Word document). We will use these commands shortly. For now just remember what is available when you click on the **Office** Button.

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Ribbon Tabs

• When you first start Microsoft Word, you normally see the **Home** tab displayed, as illustrated.

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- This tab contains icons and other controls that are most commonly used within Microsoft Word, such as making text display as bold or underlined. You can also find more advanced options such as paragraph alignment, numbering and bulleting. Move the mouse pointer over some of the icons and get a feel for what options are contained within this tab.
- Click on the **Insert** tab and you will see commands and options relating to inserting items within your Microsoft Word document. Again move the mouse pointer over the items and see what is available.

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 Click on the Page Layout tab and briefly examine what is available within this tab. Do the same for the other tabs. In some cases, such as the Mailings tab you won't make much sense out of the commands at the moment, but all will become clear once you start using Microsoft Word for real.

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ICDL Manual

Microsoft Word

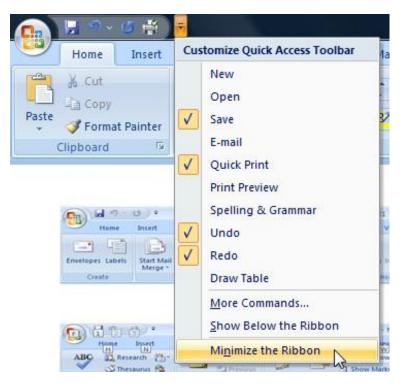
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Minimizing the Ribbon

 On certain computer monitors you may find that the Ribbon occupies a large proportion of the screen area which may be better used for viewing your document. You can reduce the size of the Ribbon by clicking on the **Customize Quick** Access Toolbar icon:

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Select the **Minimize the Ribbon** command from the menu.



The Ribbon will now be hidden from view with only the tabs displayed. Clicking on a tab will temporarily re-display the Ribbon allowing you to select an icon, after which the Ribbon will be hidden once more.

• To restore the Ribbon, simply repeat these steps selecting the **Minimize the Ribbon** command once more.

Switching between tabs using the mouse wheel

• Move the mouse pointer over the ribbon which contains the tabs (displayed across the top of your Microsoft Word document). Move the mouse wheel in one direction and then in the opposite direction. You should find that you scroll through the various tabs.

Groups

• Did you notice that within each tab, commands are grouped? For instance look at the **Home** tab. You normally see the following groups of commands.



• Look at the other tabs and you will see that in each case commands are grouped.

Dialog box launcher

• If you look carefully at the bottom right of many groups, there is a small control called the **dialog box launcher**. Clicking on this will display a dialog box containing even more options. Display the **Home** tab, and click in the **Font dialog box launcher**.

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You will see the Font dialog box displayed. As you can see, this dialog box has a range of additional commands and options such as adding a shadow effect to your text.	Strikethrough Shadow Small caps Double strikethrough Qutline All caps Sugerscript Emboss Hidden Subscript Engrave Preview Head of the provided Head of the prov	
Click on the Cancel button to close the dialog box.	Default OK Cancel	

Starting to Use Microsoft Word 2007

Using the default Microsoft Word document

- When you first start Microsoft Word, it automatically creates a new Microsoft Word document for you. This is like a piece of blank paper on to which you can start typing.
- Type your name.
- Press the **Enter** key a few times. As you can see this drops you down a line each time you press the **Enter** key.
- Type in the following text.

There will be a meeting tomorrow at 11 am in room one to discuss the introduction of our new range of products. Please can everyone attend and bring samples and details of prices.

Saving Microsoft Word documents

- You have typed in some text but this has not been saved. If your computer lost power now then everything you have just typed in could be lost. Saving your Microsoft Word document to disk means that the information will be safely stored as a file on your hard disk and then at a later date you can reopen this file from your hard disk.
- To save your file, click on the Save icon (next to the Microsoft Office button)

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• This will display the **Save As** dialog box as illustrated.

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TIP: By default the Microsoft Word document will be saved into a folder called **My Documents.** If you wanted to change the folder in which the file is saved you would click on the **down arrow** to the right of the **Save in** section of the dialog box and navigate to the required folder.

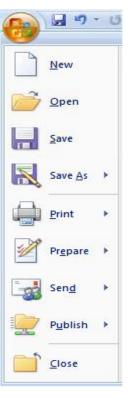
By default Microsoft Word will attempt to create a file name taken from the text at the start of the document.

 Click on the Save button and the document will be saved to disk as a file using the file name suggested by Microsoft Word (probably your name).

Opening and closing documents

- Now that you have saved your document, you can close the file. To do this click on the **Office Button** and select the **Close** command.
- The screen will now look like this. As you can see, most of the commands are now grayed out as they will not be available until you create a new document or open an existing document.

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ICDL Manual

• To open a document, click on the **Office Button** and select the **Open**command.

This will display the **Open** dialog box. Within this dialog box select the file that you saved and click on the **Open** button. Your file will be copied from your hard disk into your computer memory. You will now see your document displayed on the screen again.

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Microsoft Word

Saving your file using a different file name

 Sometimes you might want to save different versions of a document. Once you have opened the document that you typed in earlier, click on the page at the end of your text and press the **Enter** key a few times to insert a few empty lines. Type in the following text:

Please also inform the rest of your team that they need to attend this meeting.

• If we were to click on the **Save** icon that we originally used to save the document, it would overwrite the old version of the file with the contents of the amended document. To save the file using a different file name, click on

the **Microsoft Office button** and from the menu displayed, click on the **Save As** command. This will display the **Save As** dialog box. Use the file name:

Important Meeting.

Then save the file by clicking on the **Save** button.

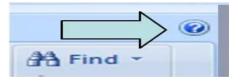
- You now have two versions of this file saved to your hard disk.
- Close the document before continuing.

Creating a new document

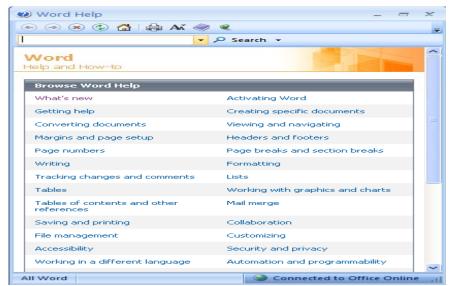
Once Microsoft Word is displayed on your screen you can create a new document by pressing Ctrl+N. This document will use the default Microsoft Word template and be displayed on your screen. Try this now. Once the empty document is displayed, type in your name and save the document using the file name My New Document. Close the document.

Using Help within Microsoft Word

- Press Ctrl+N to display a new, empty document. If you look at your Microsoft Word screen there is a Help icon towards the top-right of the screen. This is in the shape of a question mark.
- Click on this **Help** icon and you will see the following.







• Try clicking on the '**What's New**' item and you will see related topics, as below.

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Reference: Locations of Word 2003 commands in Word 2007		
O Up to speed with the new Microsoft Office		
Disclaimer: Use of Fictitious Names		

• Click on the 'What's new in Microsoft Office Word 2007' topic and you will see a screen itemizing the new features of this version of Microsoft Word.

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Home Insert	Tools that simplify creating and formatting documents are where you need them. Preformatted choices make great-looking documents a snap.	

Microsoft Office Word 2007 helps you produce professional-looking

Microsoft Word

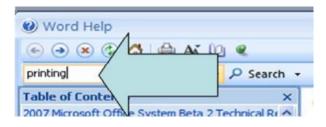
- Scroll down within this window to see more information.
- Click on the 'Show table of contents' icon to display a table of contents down the left side of the window.





You can click within the table of contents to jump to an item of interest. Try it now.

- You can use the **Back** button within the Help window to see previously viewed pages. Clicking on the **Home** button within the Microsoft Word help window will display the default starting page again.
- You can search for help on a particular topic. For instance, try searching for help relating to printing by typing the word '**Printing'** into the **Search** box.



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Table of Contents	× Word	
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Getting help Creating specific documents	Results 1-25 of 38	Page: [1] 2 🖛 Next ⇒
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Margins and page setup Headers and footers	Preview a page before printing Help > Saving and printing > Printing	
Page numbers	Cancel printing Help > Saving and printing > Printing	
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↓Lists → Tables	Print a document with tracked changes Help > Tracking changes and comments	
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Customizing	Word Options (Advanced)	
Accessibility Security and privacy	Create and print envelopes for a mass mailing Help > Mail merge	
Working in a different language Automation and programmability	Check the progress of your print job Help > Saving and printing > Printing	
Add-ins Macros Macros	Save a file in XPS format Help > Saving and printing > Saving	
	Publish as PDF or XP5	
	Create and print labels for a single item or address	

When you click on the **Search** button, you will see the following.

- Use the help to find information about formatting, such as how to make a line a text bold, or displayed in italic. Then use the **Printer** icon within the Microsoft Word **Help** window to print out a page of instructions.
- Before continuing, close the Help window.

Alt key help

• Press the **Alt** key and you will see numbers and letters displayed over icons, tabs or commands, towards the top of your screen.

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- If you type in a number or letter you will activate a command. For instance in the example shown, the number 1 is displayed over the Save icon. Type in 1 and you will see the Save As dialog box displayed. Close this dialog box.
- Press the **Alt** key again and you will see an **N** displayed over the **Insert** tab. Press **N** and you will see the contents of the **Insert** tab displayed.
- This is a very easy way of learning keyboard shortcuts. You now know that Alt+S will display the Save As dialog box and that Alt+N will display the Insert Tab.
- Click on the **Home** tab before continuing.

Microsoft Word

Closing Microsoft Word

 To close the Microsoft Word program, click on the Microsoft Office button and then click on the Exit Word command. If there are any unsaved documents, Microsoft Word will always ask if you want to save these

documents prior to closing.

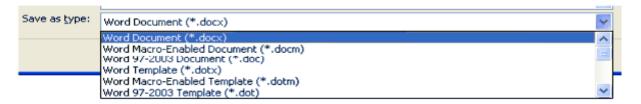
Saving documents using different formats

• Normally you simply save a document as a standard Microsoft Word document. However you can save your document in a range of different formats. It is important to realise that Microsoft Word 2007 stores

documents in a different type of file format than used by previous versions of Microsoft Word and you may have to save your documents in a format that can be opened by people who are using an earlier version of Microsoft Word.

- If necessary start Word.
- Create a new document and type in your name.
- Click on the Save icon (top-left of your screen). This will display the Save As dialog box. In the File Name section of the dialog box, enter the file name 'My file formats'. Click on the down arrow to the right of the Save

as Type section of the dialog box. This will display a drop down list of file format options.



As you can see there are a range of options to select from.

Word Document:

This format will save the document using the standard Microsoft Word 2007 file format. This is the format that is used by default and if you do not go out of your way to select a different file format then this is the format that is used when you normally save a Microsoft Word 2007 document.

Word 97-2003 Document:

Saving your document in this format means that you can distribute copies of your document via disk or email to other people who are using earlier versions of Microsoft Word and they should be able to read and edit the document without problems. If you have used complex formatting or some of the new advanced features within your Microsoft Word 2007 document, some of the advanced formatting may be lost in the conversion process.

Plain Text:

Saving your document as a plain text file will remove all the formatting you have added to your documents (such as bold, italics & underlining). If will also remove any pictures or other features such as tables. Only plain text will be saved. Be very careful about using this option.

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Rich Text Format:

This is a generic word-processing file format. If you wanted to distribute the document to someone using a totally different word-processing program from a different software manufacturer, such as WordPerfect, then you may wish to use this file format. Some advanced formatting may be lost in the file conversion process. The file name extension will change to become .RTF.

Template:

You normally save a document as a document file. You can however save a document as a template. This means that you can create new documents in the future, based on the templates you create.

There are quite a few other file format options but at this stage we do not need to worry about them!

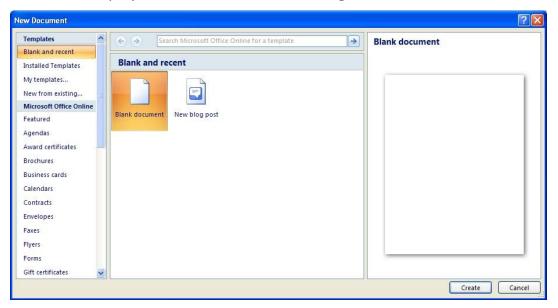
- Experiment with saving your document in the file formats described above.
- When you have finished experimenting, save your changes and close any open documents.
- Close the Microsoft Word program.

Creating documents using different templates

- Re-open the Microsoft Word program. By default the Word program opens and displays a new, blank document, based on the default template. We will now investigate some of the other templates available.
- Click on the **Office button** and select the **New** command.



This will display the **New Document** dialog box.





• Click on the **Installed Templates** option (displayed in the list within the left section of the dialog box). This will display templates installed on your computer.

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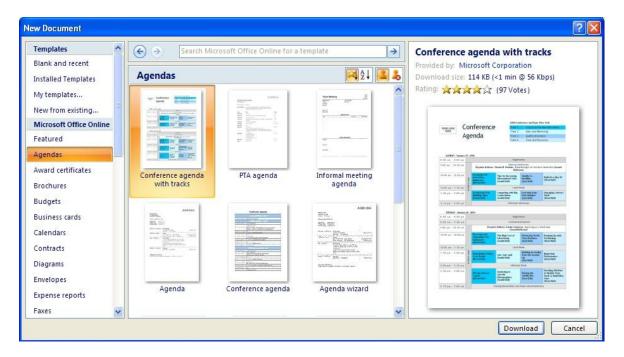
- Use the scroll bar in the middle section of the dialog box, to scroll down and see what templates are available. Select one of the **fax** templates and then click on the **Create** button.
- You will see a fax document, based on the particular fax template that you selected, as illustrated.

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Page: 1 of 1 Words: 71 🎸 English (U.S.) 🔚		le la] 🖾 🗔 🚍 100% (∍	•

- Microsoft Word
- You could then fill-in the details on your fax as required. As this is just an example, do not fill in the fax, simply close the document without saving your changes.
- If your computer is connected to the Internet, you could try experimenting with some of the other templates. The example below shows the options displayed within the **Brochures** section.



• Experiment with creating new documents based on the **Agenda** templates, as illustrated below.



- Save the document based on an **Agenda** template as **My New Agenda**.
- Experiment with creating new documents based on the **Memo** templates, as illustrated below (note you may have to scroll down the **Template** list to see the **Memo** templates available).

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- Save the document based on a **Memo** template as **My New Memo**.
- When you have finished experimenting, close Word saving any of your changes.

Switching between Word Views

- Word has a number of different views that you can us to display a document.
- Start Word and open a document called **Views**.
- Click on the View tab and look at the options within the Document Views section.

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• By default the **Print Layout** view is displayed. Click on the **Full Screen Reading** icon and the screen will change to look like this. As you can see this view makes is easier to read the document on your screen, as the screen clutter is not displayed.

Microsoft Word

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	•	Access (data base)	

- Press the **Esc** key to return to the **Print Layout** view.
- Click on the **Draft** icon and the document will be displayed in draft mode. Formatting, such as multiple columns will not be displayed properly. You may need to click on the **100%** icon to magnify the display. You will find

this icon within the **Zoom** section of the **View** tab.



• Click on the **Outline** icon to display the document in Outline mode.





Outlining	u) ⊽ Home Insert Page Layout Reference	Document1 Microsoft Word	
Body Text		Show Collapse Close	
	Show First Line Only Outline Tools	Document Subdocuments Outline View Master Document Close	
Dean	rersity of Dammam rship of the preparatory year <u>ok of Computer Skills</u> IT Windows Word Possessing Power point Access (data base)		

CDL Manual

Microsoft Word

Outline mode is useful when viewing long documents, as you can easily identify headings and sections within the document.

• To exit from the Outline view, click on the **Close Outline View** icon.



- Click on the **Web Layout** icon. This will display the document as it would appear on a web site.
- Click on the **Print Layout** icon to return to the default view display.
- Close Word without saving any changes that you may have made.

Manipulating Text

Select, then format

 Remember the general rule when using Microsoft Windows. Normally you need to select an item first (so that Windows knows what you are interested in), and then format it.

Selecting text

- Use the **Microsoft Office** button to open a document called **Editing**.
- Click once in the middle of a word within your document. Press the **Shift** key down (and hold it down). Press the **Left arrow key** or **Right arrow key** once. Then let go of the **Shift** key. As you can see you have just selected a character.
- Repeat the last operation using a different word, but this time press the arrow key a few times. This allows you to select more than one character.
- Selecting a word is even easier. Double click on any word within the document. The word is now selected.
- Experiment with selecting to the beginning of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **Home** key. Release the **Shift** key.
- Experiment with selecting to the end of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **End** key. Release the **Shift** key.
- Experiment with selecting an entire line of text. To do this move the mouse pointer to the left of the line which you wish to select, until the mouse pointer changes from an I bar shape, to an arrow shape pointing upwards and to the right. You are now in the "Selection Bar", a special screen area. Click once with the mouse button to select the line.
- Experiment with selecting a sentence. To do this, move the mouse pointer within the sentence which you wish to select. Depress the **CTRL** key and then click within the sentence.
- Experiment with selecting a paragraph. To do this triple click within a paragraph.
- Experiment with selecting the entire document. To do this press **Ctrl+A**.





Microsoft Word

Inserting, deleting, undo and redo

- Click at the very start of the text within the document and then press the **Enter** key twice. This will add some spaces to the top of the document.
- Type in your full name and then press the **Enter** key twice to insert some space.
- Within the first paragraph click just before the word '**Windows**'. Type in the word '**Microsoft**' and press the **Spacebar**. As you can see inserting a word within a paragraph is easy.
- Select your name at the top of the document and delete it, by pressing the **Delete** key.
- Click on the **Undo** icon and undo this deletion. Your name reappears!

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(COM)	V	ndo Clear (C	(r1+Z)

• Click on the Redo icon. What happens?

Insert and overtype mode

- You should know the difference between **insert** and **overtype** mode, when using the keyboard. By default when you are editing a document the new text is inserted within the existing text. In overtype mode new text will overwrite existing text, if you are not paying attention you can lose data.
- Click once between two words within the document and you will see that if you type in a new word, it is inserted between the existing words. Click on the **Undo** icon to undo this.
- In older versions of Microsoft Word pressing the **INS** (or **Insert**) key would enable overtype mode typing. This had the effect of typing in a new word between existing words and overwriting the existing text. The good news is that pressing the **Insert** key when using this version of Microsoft Word has no effect.



TIP: If you really want to enable Overtyping mode then you can enable it via the **Word Options** available via the **Office Button**. Most people however will be glad that accidentally pressing the **Insert** key will no longer cause problems.

Copying text within a document

- Select the first paragraph. Press **Ctrl+C**. This copies the selected text into the Clipboard.
- Click at the end of the document.
- Press the **Enter** key to insert a space.
- Press **Ctrl+V**. This pastes the text from the Clipboard to the current position of the 'Insertion point'.

TIP: The 'Insertion Point' is indicated by the flashing, vertical cursor.

• Click on the **Undo** icon to reverse this action.





Moving (cutting) text within a document

- Select the first paragraph. Press **Ctrl+X**. This cuts (i.e. moves) the selected text onto the Clipboard.
- Click at the end of the document.
- Press the **Enter** key to insert a space.
- Press Ctrl+V. This pastes the text from the Clipboard to the current position of the Insertion point.
- Click on the **Undo** icon to reverse this action.
- Save your changes and close the document.

The Clipboard

Using the Clipboard

• When using Microsoft Word you will find the **Cut**, **Copy** and **Paste** icons under the **Home** tab.



• You can also use the normal Microsoft Windows shortcuts:

Cut	Ctrl+X	Сору
Ctrl+C		Paste
Ctrl+V		

 You will notice that there is a **down arrow** under the **Paste** command. Clicking on this will display more options, such as the **Paste Special** option, which, when clicked on, will allow you more control on how items in the Clipboard are pasted into a document.

	Paste Special
Home Insert Home Insert Calibri (Body) Paste V B I U V	Source: Microsoft Office Word Document Document2
Paste Paste Special Paste as Hyperlink	Result Inserts the contents of the Clipboard as HTML Format. OK Cancel

Microsoft Word

The Office Clipboard

- Open a document called **Office Clipboard**. This document contains a few items that you can copy into the Office Clipboard.
- If you click on the **Clipboard dialog box launcher**, you will see the **Microsoft Office Clipboard pane**.



- Select all the text and press **Ctrl+C** to copy the text to the Clipboard. You should see a representation of this copied text displayed in the **Microsoft Office Clipboard** pane.
- Select the first graphic within the document and press **Ctrl+C** to copy the graphic to the Clipboard. You will see the graphic displayed within the **Microsoft Office Clipboard pane**.
- Repeat this for the other graphics within the document.
- Scroll down to an empty part of the document. Click where you would like to insert
 a copy of an item that is stored on your Clipboard. Click on that item within the
 Microsoft Office Clipboard pane. The item will be displayed. Experiment with
 pasting both text and pictures.

Removing items from the Office Clipboard

 Select an item within the Office Clipboard, as displayed within the Microsoft Office Clipboard pane. Right click on the item and from the popup menu displayed, select the Delete command. Try this now for a few items displayed within the Microsoft Office Clipboard pane.





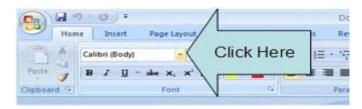
Text Formatting

What is text formatting?

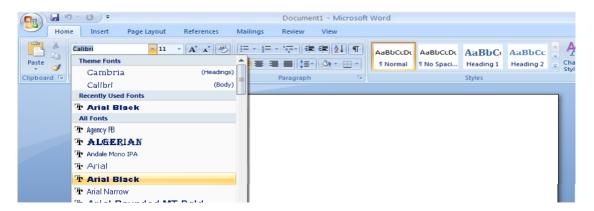
• You can format a document at different levels within Microsoft Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font color and font attributes such as bold italic or underlining.

Font type

- Great a document and called **Text formatting**.
- By default Microsoft Word 2007 uses a font called **Calibri**.
- Make sure that the **Home** tab is displayed.
- Select the paragraph starting with the text FONT TYPE within your document (by quickly clicking three times within the paragraph) and experiment with applying different font types. To do this, make sure that the Home tab is selected, and then click on the down arrow, to the right of the text within the Font control.



• You will be able to select a different font from the drop down list supplied.



• Experiment with formatting your paragraphs using different fonts. You can also experiment with applying different font types to individual words or sentences.



TIP: This is just an exercise. In real life do not have lots of different fonts all mixed up within a document. It looks cheap and conveys a very bad visual impression!



Font size

- The font size refers to the height of the text. Below 8 pt font size text is almost unreadable, so try and use a font size that is easy to read on the screen and also easy to read when printed.
- Make sure that the **Home** tab is displayed. Select the paragraph starting with **FONT** • SIZE. Click on the down 1 17 -(J) = **arrow** to the right of the Maili Home Insert Page Layout References Font Size control X to Arial 11 - A A 🕾 🗄 display a drop down 8 from Paste B abe X U **I** 9 Clipboard 🕞 154 Font which you can 10 select 11 1 + 2 + 1 + 1 + 1 + 2 + 1 · 1 4 the required font 12 size. 14 Set 16 \sim 18 the font size to 20. 20 22 24 26 28 36

48 72 Microsoft Word

Grow Font and Shrink Font icons

Experiment with selecting text and then clicking on the **Grow Font** and Shrink Font icons.

- - -
A

Font size keyboard shortcut

Make sure that the paragraph starting with the text '**FONT SIZE**' is selected. Press down the **Ctrl** key and while keeping the **Ctrl** key pressed down, press the 'closing square brackets' key]. While keeping the Ctrl key pressed down, repeatedly press the 'closing square brackets' key. As you can see, each time you press the] key, the text gets bigger. To make the selected text smaller, use the **Ctrl+[** keys.

Bold, italic or underline

You can add emphasis to parts of your text by displaying them in Bold, Italic or Underlined, or in a combination of these attributes. Select a word within the paragraph relating to **bold**, **italic or underline**.

TIP: To select a word, double click on the word.

To format the selected word as bold, italic or underlined, click on the icons displayed on the **Home** tab.





TIP: You can combine these attributes by clicking on the **Bold** icon and then the **Italic** icon.





- To remove this formatting from a word, Select the word and re-click on the **Bold**, **Italic** or **Underline** icon.
- Experiment with applying this formatting to words or entire paragraphs.

Subscript and superscript

• Sometimes you need to display a character above or below the normal text line. Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

 $X = x^2 + y^3$

Subscript refers to text displayed below the normal line of text. An example would be the chemical formula for water.

 $X = x_2 + y_3$

 Within the paragraph relating to subscript and superscript, select the 2 within Einstein's equation. To format this as superscript, click on the **Superscript** icon in the **Font** section of the **Home** tab.

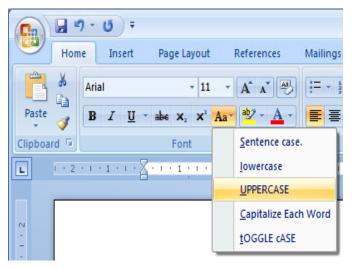
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	Font										

• Select the **2** within the formula for water. To format this as subscript, click on the **Subscript** icon in the **Font** section of the **Home** tab.

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Case changing

- This feature allows you to select a portion of text and then change the capitalization within that text. For instance you could select a heading within your document and format it to display as all upper case letters.
- It is also very useful if you have accidentally pressed the Caps Lock key and
- have then typed in text with the capitalized appearing reversed. This feature allows you to correct this mistake without having to delete the text and start again!
- Select the entire the paragraph relating to case changing. Within the Font section of the Home tab click on the Change Case icon. This will display a drop down list of options. Click on the UPPERCASE command.
- Experiment with applying the other case change options to this paragraph.





Microsoft Word

Highlighting

- The highlighting feature is great if you are reviewing a document and is used in the same fashion as you would use a pen highlighter on a printed copy. You can change the highlighting color but if you intend to print the document in black and white, do not use a very dark highlighting color, as you may find the highlighted words are blacked out and unreadable.
- Within the paragraph relating to highlighting, select some text and then click on the **Text Highlight Color** icon (located in the **Font** section of the **Home** tab). This will apply highlighting to the selected ab 🤊 text.
- To change the highlighting color click on the **down arrow** to the right of this icon. You can click on one of these colors to change the A 를 좀 클 highlighting color the next time you apply highlighting.
- Select another portion of text and try applying a highlight color.





TIP: To remove highlighting from

highlighted text, select the text and then

on the **down arrow** to the right of the **Highlight** icon. Select **No** Color.

Font color

You can apply different colors to your text which can add impact to your documents if you are going to print them using a color printer. Do not use too many colors on a single page as this can look messy. The rule with color is that less is good.

Be careful when using faint colors which may not show up well when printed.

Finally consider that some people have various types of color blindness and may not be able to read some colors as others would.

- To change the font color click on the **down arrow** to the right of the **Font Color** icon. You can click on one of these colors to change the font color the next time you change the color using the **Font Color** icon.
- Within the paragraph relating to Font Color, select some text and then click on the Font Color icon. This will apply color to the selected text.
- Experiment with applying different font colors to different words within the paragraph.







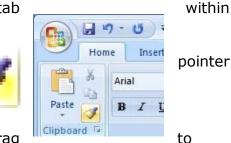
Copying text formatting

- This feature allows you to pick up the formatting that has been applied to one portion of text and apply that formatting to another portion of text.
- Click within the paragraph relating to '*Copying text formatting*'. Click on the Format Painter icon (displayed on the Home tab the **Clipboard**

section).

You will notice that the shape of your mouse has changed.

Move the mouse pointer to the start of a different paragraph within the



pointer

document and while pressing the mouse key down drag

the end of that paragraph and then release the mouse button. The formatting contained

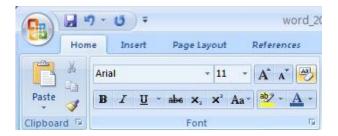
within the original paragraph is now copied to the second paragraph. The mouse pointer now displays its original shape.



TIP: If you double click over a paragraph that you want to copy text formatting from, then the mouse pointer changes shape until you press the **Esc** key. This means that you can copy formatting to more than one portion of text at a time.

Removing formatting

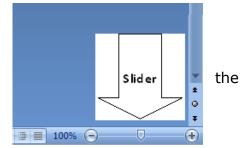
- This feature can be very useful if you get yourself into a mess with your formatting, or if you receive a document from someone else that has been 'over formatted'.
- Select a portion of text and apply formatting such as bold, italic and underlining.
- Click on the **Clear Formatting** icon. The formatting is removed.





Using Zoom

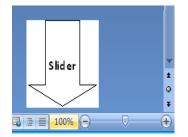
- Open a document called **Zoom**. This document contains some very small text!
- Drag the slider control, displayed at the bottomright of the document to make the document display page at a larger zoom level. Experiment.
- You can double click on the Zoom percentage number displayed at the bottom-right of the screen.



Microsoft Word

• This displays the **Zoom** dialog box.

Zoom		? 🛛
Zoom to ○ 200% ④ 100% ○ 75% Percent: 100% ♀	 <u>P</u>age width <u>T</u>ext width <u>W</u>hole page 	Many pages:
Preview	Aa Aa Aa Aa Aa	BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz BbCcDdEeXxYyZz



- You can use the **Zoom** dialog box to display the page at preset zoom levels. You can type a type a value into the percentage box. As you increase the percentage value, the screen magnifications is increased.
- Experiment with using different zoon levels.
- Resent the zoom level back to 100%.
- Save any changes you have made and close the document.

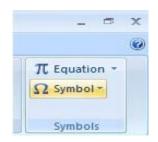
Inserting special characters and symbols

 The keyboard can only contain a limited number of different letters, numbers and other items such as alternative currency symbols and the at (@) sign. You can insert many more symbols and special characters if you wish, examples of which include:

µ∞€≤≠∫£..ect

- Open a document called **Symbols**. This document contains a number of symbols and special characters. Click to the right of the first picture of a symbol and then click on the **Insert** tab. You will see the **Symbol** command as illustrated.
- Clicking on the **Symbol** command will display a drop down list of symbol options, as illustrated.

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	α	β	π	Ω	Σ
	Ω	More	Symb	ols	



- Clicking on any one of these will insert the symbol that you clicked on (at the Insertion point).
 - Clicking on **More Symbols**, will display additional symbols and options, as illustrated.
 - If you click on the **Special Characters** tab within this dialog box, you will see a list of special characters. As you can see, many of these special symbols have a shortcut key displayed to the right of the special character, within the dialog box. These can be useful if you need to insert a special character on a regular basis.

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-													Inse	rt		Cano	el

• Work through the exercises contained within the **Symbols** document. When you have finished, save your changes and close the document.

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		Nonbreaking Space		Ctrl+Shift+Space		
	C B	Copyright Registered		Alt+Ctrl+C Alt+Ctrl+R		
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					Insert	Cancel



Paragraph Formatting

What is paragraph formatting?

• Paragraph formatting includes items such as alignment and indenting as well as numbering and bulleting of lists. If you click on the **Home** tab, you will see a paragraph section within the **Ribbon**.



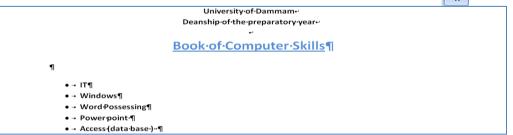


TIP: To select a paragraph **triple click** within the paragraph.

Paragraph marks

- To insert a paragraph mark, press the Enter key. This inserts a single paragraph mark. Often you will insert two paragraph marks to end one paragraph and insert a space on the screen before starting the next paragraph mark.
- To remove a paragraph mark, click at the end of a paragraph and press the **Del** (**Delete**) key.

TIP: To see a paragraph mark, click on the **Show/Hide** icon and you will see the paragraph break as illustrated below. This makes it easier to identify and then remove the paragraph break.



 great a document Dammam allied Paragraph Formatting. Click on the Show/Hide icon ar Backspace key to delete this paragraph mark.

Soft paragraph (line break) marks

 When you press the Enter key you insert a paragraph mark. If you press the Shift+Enter keys you insert a soft paragraph mark, which is also known as a line break.

The visual effect is often the same, but when you insert a line break, then the text after the line break (up to the next paragraph mark) will be treated as a single paragraph. Click on the **Show/Hide** icon and you will be able to see the soft paragraph marks within the document. Re-click on the icon and you will no longer see the soft paragraph marks.



 To remove a soft paragraph mark, click at the end of a line break and press the Del (Delete) key.



TIP: To see the line break, click on the **Show/Hide** icon and you will see the line break as illustrated below. This makes it easier to identify and then remove the line break.

	University of Dammam.	
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	• → Windows¶	
	• → Word Possessing¶	
	● → Powerpoint-¶	
	● → Access(data base))*¶	

- Click at the end of a sentence within a paragraph. Insert a soft paragraph line break. Insert another soft paragraph line break and notice that this type of mark looks different from a paragraph mark. Delete the two soft paragraph line breaks.
- Click on the **Show/Hide** icon so that the marks are no longer visible.

Good practice aligning and indenting text

- Text can be aligned to the left or to the right. It can also be centered or justified. If you justify text, Microsoft Word inserts extra spaces into the lines of text so that the left and right edges of the text line up vertically, you do not see a ragged edge down the right side of the text.
- When aligning text use the tools that are built into Microsoft Word. For instance if you wish to centre a paragraph, as we shall see you could click within the paragraph and then click on the **Center** icon. You should not insert spaces or tab stops and try and line up paragraphs visually.
- The same advice applies to indenting. There are indent icons you can use. Aligning text
- Click within a paragraph. Experiment with using the alignment icons displayed within the **Home** tab.



Indenting paragraphs

- It is easy to indent a paragraph. You would normally indent a paragraph from the left by a specified amount, but you can also indent from the right. You may wish to format your text using hanging indents, as illustrated below.
- Click within a paragraph that is aligned to the left. Experiment with using the **Increase Indent** and the **Decrease Indent** icons displayed within the

Home tab.		Indent		Spacing		
	* *	≹ ≣ Left	0" 🛟	🚦 Before	0 pt	\$
		≣ ≝ Right	0" 🛟	‡≣ After	10 pt	-
			Parag	raph		5

Click Here





TIP: Each time you click on the **Increase Indent** icon, the paragraph is indented further to the right.

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= = = **=** (≡• △• ⊞•

Paragraph

• Click within another paragraph that is aligned to the left. Click on the **Paragraph Dialog Box Launcher**.

This will display the **Paragraph** dialog box.

You can use the dialog box to set exact left or right indents.

Experiment with setting both left and right indents for this paragraph.

 Use the Undo icon to reverse these left and right indents. Click on the down arrow next to the Special section of the dialog box. Select First Line.

aragraph				?
Indents and Spa	icing Line and P	age Breaks		
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Indentation				
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<u>R</u> ight:	0 cm	*	(none)	*
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Your paragraph will now look something like this. The first line is indented, while the rest of the paragraph is not indented.





Applying single or double line spacing within paragraphs

Within a paragraph you can adjust the spacing between the lines of that paragraph.



NOTE: Do not confuse adjusting line spacing within a paragraph with adjusting the spacing between each paragraph.

Click within a paragraph. On the **Home** tab, within the **Paragraph** section, click on the Line Spacing icon.

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Paragraph	

This will display a drop down list, from which you can select line spacing options.

Select 1.5 and look at what happens to the formatting of your paragraph.

\$≣-	💁 - 🔚 - 📔 1 Normal 1 No
	1.0
\checkmark	1.15
-	1.5
	2.0
	2.5
	3.0
	Line Spacing Options
*	Add Space <u>B</u> efore Paragraph
*	Remove Space <u>A</u> fter Paragraph

Applying spacing above or below paragraphs

You can adjust the spacing between your paragraphs. This can sometimes make long documents clearer, or can be used to bring attention to certain paragraphs within a document. In the example below we have increased the spacing before a paragraph.

Although interest in clinical guidelines has never been greater, uncertainty persists about whether they are effective. The debate has been hampered by the lack of a rigorous overview. We have identified 59 published evaluations of clinical guidelines that met defined criteria for scientific rigour; 24 investigated guidelines for specific clinical conditions,

27 studied preventive care, and 8 looked at guidelines for prescribing or for support services. All but 4 of these studies detected significant improvements in the process of care after the introduction of guidelines and all but 2 of the 11 studies that assessed the outcome of care reported significant improvements. We conclude that explicit guidelines do improve clinical

Select a paragraph within your document. Within the paragraph section of the • Home tab, click on the Paragraph Dialog Box Launcher. Within the Spacing section of the Paragraph dialog box, use the Before and After control to set the space that will be inserted before and after the paragraph. Experiment with inserting different amounts of spacing and look at the effect.



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Spacing					
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A <u>f</u> ter:	2 pt	\$	Single	~	*
Don't add space between paragraphs of the same style					

Good Practice: Use paragraph spacing rather than using the Return key

It is considered better practice to use Word templates with fairly large pre-set paragraph spacing. This means there is less need to press the **Return** key to insert visual spacing between each paragraph.

Applying bullets to a list

- You can easily format a list to display using bullet points. Scroll down your document and you will find a list of first names. Select the list of first names by clicking in front of the first name and then while pressing the mouse button, drag the mouse pointer to the end of the last name in the list.
- Click on the **Bullets** icon (located within the Paragraph section of the Home tab). The list will then be displayed as a

bulleted list.

TIP: If you have time, click on the down arrow to the right of the bullets icon. This will display a drop down menu allowing you to use different types of bullets.

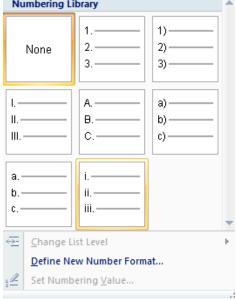
Applying numbering a list

- Microsoft Word can automatically number a list for you. Select the list of second names.
- Click on the **Numbering** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a numbered list.
 - **TIP**: If you have time, click on the **down arrow** to the right of the numbering icon. This will display a drop down menu allowing you to use different types of numbering styles. **NOTE:** If you add a name to the end of your list it will automatically be assigned the next sequential number. If you delete a name within the list then the whole list will be automatically renumbered. Experiment with adding deleting items within the list.
- Save your changes and close the document.

175

:= ─ := < '?:-' := := (\$↓) ¶ Aal	BbCc
Recently Used Bullets	
Bullet Library	
None	*
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← Change List Level	Þ
Define New Bullet	
·	

글록 '종리 建 建 全나 ¶ AaBbCcDc Numbering Library



Modifying bullet and numbering formatting

- create a document and saved as **Modifying bullet and numbering**.
- Select the items within the numbered list as illustrated.
- Click on the down arrow to the right of the **Numbering** icon.
 Select a different numbering format, as illustrated.
- Use the same technique to modify the bullet formatting, but this time click on the down arrow to the right of the Bullet icon.
- Save your changes and close document.

ered list as illustra	ted.	ii. iii.	Red Green Blue Yellow		
v 11 v A A W ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩	Recently Used	1	ats	_	
Numbered List I. Red II. Green III. Dlue IV. Yellow	I II III III a b c		(b)	-([the

Numbered List

Removing bullet or numbering formatting

- Open a document called **Removing bullets and numbering**.
- Select the items within the numbered list as illustrated.

• Click on the **Numbering** icon to remove the numbering formatting.



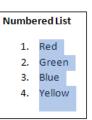
NOTE: You can also click on the **down arrow** to the right of the **Numbering** icon and from the drop down menu displayed, click on **None**.

 Select the bulleted items within the document and click on the **Bullets** icon to remove the bullet formatting.

> NOTE: You can also click on the down arrow to the right of the Bullets icon and from the drop down menu displayed, click on None.

• Save your changes and close the document. Adding borders and shading

吕▼= * ╦ · 鍵 譯 急↓ ¶ AaBbCcDc	
Recently Used Bullets	ŀ
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ICDL Manual

• You can display a border around a paragraph to add more impact to that paragraph. You can also add shading. To emphasize a paragraph you could reverse the normal colour display, so that text within that paragraph is displayed as white text on a black background.

Adding a border

- Open a document called **Borders and shading**.
- Click within the header (containing the words **Computer Memory**).
- Within the Paragraph section on the Home tab, click on the Down arrow to the right of the Border icon. This will display a drop down list from which you can select the type of border you wish to apply. In this case select the Outside Borders command.

A border will be applied around this paragraph.

Computer Memory

 Click within the next paragraph. Apply a bottom border to this paragraph. Click on the **Undo** icon to remove this border. Experiment with applying some of the other border types (after each time click on the **Undo** icon).

	1 Normal	¶ No Spaci.			
	<u>B</u> ottom Border				
	To <u>p</u> Border				
	<u>L</u> eft Border				
	<u>R</u> ight Border				
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⊞	<u>A</u> ll Borders				
	Outside Borders				
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	Inside <u>V</u> ertical Border				
800					
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	Diagonal <u>Up</u> Bor				
	Diagonal <u>Up</u> Bor Hori <u>z</u> ontal Line				

Modifying your borders

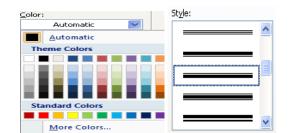
• Click within a paragraph which does not have a border applied to it. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Border** icon. From the list displayed, select the **Borders and**

Shading command.

This will display the **Borders and Shading** dialog box. (look to last pic) You can use this dialog box to change the shading setting, style, color and width.

 From the Setting section of the dialog select the 3-D. Use the Style section of the dialog to select a different border style.

Borders and Shading		? 🛛
Borders Page Border Shadi	ng	
Setting: Style:	Pre	view Click on diagram below or use buttons to apply borders
Вох		
Shadow		
3-D Color:	itomatic 🗸	
Width:		
Custom 1/2 pt		ly to:
	Pa	ragraph
		Options
Horizontal Line		OK Cancel



- Click on the **down arrow** to the right of the **Color** section to display a list of colors. Select a color.
- Click on the **down arrow** to the right of the **Width** section to display a list of widths. Select a width.
- Click on the **OK** button to close the dialog box and apply the border.

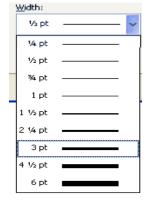
Adding shading

- Click within a paragraph.
- Within the **Paragraph** section on the **Home** tab, click on

the Down arrow

to the right of the **Shading** icon. This will display a drop down list from which you can select the color of the shading you wish to apply.

Click on the **Undo** button and apply a different color of shading.







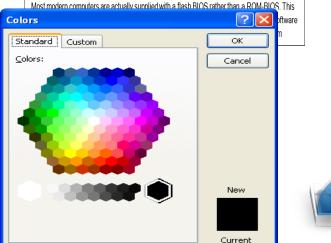


As you are applying black shading to be used as a background for black text, you might expect the text to become invisible (i.e. black text on a black background). In fact Microsoft Word automatically reverses the text color in this case so that you see white text on a black background.

Modifying your shading

Read Only Memory (ROM) as the name suggests is a special type of memory chip which holds software which can be read but not written to. A good example is the ROM-BIOS chip, which contains read-only software. Often network cards and video cards also contain ROM chips.

The 'Read Only Memory Basic Input Output System' chip is a chip located on the computer's system (mother) board, which contains software. This software performs a variety of tasks. When you first switch on the computer the ROM-BIOS software performs a self-diagnostic to cneck that the computer is working UK. This software then loads your operating system from the disk into the RAM.



Microsoft Word

- Click within a paragraph. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. From the list displayed, select the **More Colors** command.
- Select a color and then click on the **OK** button.

Applying borders to selected text

- You can apply borders and shading to an entire paragraph. However if you select a word or portion of text within a paragraph, then you can apply border and shading to just the selected text. Try experimenting with selecting words or sentences within your document and apply border and shading effect.
- Save your changes and close the document.

Finding and replacing text

• Sometimes documents can be very long and you may need to search that document for a particular word or phrase. You can use the built-in search feature to do this for you. If you need to find a particular word or phrase and replace this item with alternative text, then you can use the search and replace feature.

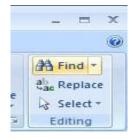


WARNING: Using the search and replace feature sounds great, but you need to be careful. I always make a backup copy of a document before using this feature as it is very easy to get it horribly wrong. Many words have within them smaller words. The word **WARNING** for instance has the words **WAR** and **WARN** within it, and if you replaced the word **WAR** with something else, then the first three letters of the word **WARNING** will also be replaced.

There are ways to stop Microsoft Word from doing this, but you must be careful!

Finding text

- create a document and saved as **Searching and replacing**.
- Click on the Find button, located within the Editing section of the Home tab.



This will display the **Find** dialog box.

• Within the Find what section type in the text you wish to search for, in this case type in the word Internet. Click on the

Find and Replace		? X
Find Replace Go To		
Find what:		~
More >>	Reading Highlight Find in Find Next Ca	ncel



Find Next button. The next occurrence of the word Internet will be found and highlighted within the document. Keep clicking on the Find Next button to find more occurrences of the word. When there are no more instances of the text to be found you will see the following dialog box.

• Close the **Find** dialog box.





TIP: An easy way to display the **Find** dialog box is to press **Ctrl+F**.

Replacing text

 Click on the **Replace** button, located within the **Editing** section of the Home tab This will display the **Replace** dialog box. In this case we will replace the text World Wide Web with WWW, as illustrated.

Click on the **Find Next** button. next instance of the text will selected. Click on the Replace but In the same way replace all instar of the text World Wide Web WWW.



The	Find and Replace	? 🗙
be ton.	Find Reglace Go To Find what: World Wide Web	~
nced with	Replace with: WWW	~
	More >> Replace Replace All Eind Next Cance	



TIP: To display the **Replace** display box, press **Ctrl+H**.

Save your changes and close the document.

Tabs

Tab stops

- In early versions of Microsoft Word, using 'Tab Stops' was a vital method for formatting particular items within a Microsoft Word document. Tabs were commonly used for displaying columns of data, with each column of data being separated from the next column by a tab space.
- As newer versions of Microsoft Word have been released over the years the use of tab stops within a document has lessened, as Microsoft Word will now

View Ruler

automatically insert tab spaces into document elements such as a 'table of contents'. Microsoft Word 2007 also has many pre-designed pages available to you such as customizable front pages which again makes the need to manually insert tab stops less important than it used to be in earlier versions of Microsoft Word.

• When you create a new, blank document, by default the Ruler does not contain tab stops.

Setting and removing tabs

- Before manually inserting tabs stops, you should display the Microsoft Word Ruler. This Ruler allows you to easily insert tab stops. If the Ruler is not displayed click on the View Ruler button (displayed at the top of your vertical scroll bar).
- If clicking on this button removes the display of the Ruler, click on it again and the Ruler will be displayed again across the top of your document.

- You can set the tab type by repeatedly clicking the tab selector (displayed at the left edge of the ruler) until it displays the required tab type.
- You can click along the ruler at the location you wish to insert the tab.
 Tab types include:

n) 🖬 🔊 - 🙂 =			
Home Insert Page	Layout	References	Mail
Arial	* 11	• A A) (E
Pa	× A	a* <u>ab</u> ? * <u>A</u> *	
Tab Selector	t	5	
	1 + 2	1 3 1 1 4	1 1 5
	J I		



Left Tab stop:

This sets the starting location of text which will

display to the right as you type text into this tab stop location.

Centre Tab stop:

This sets the position used for the middle of the text, which will centre



on this tab stop as you type in text. **Right Tab stop:**

This sets the right end for your text and when you enter text at this tab stop it will move to the left.



Decimal Tab stop:

This is used to align numbers around a decimal point.



Bar Tab stop:

This displays a vertical bar at the tab stop location.





NOTE: There are two more options, but these relate to indents rather than tab stops.

Indent First Line:

Click on this control and then click on the top part of the horizontal ruler where you would like the first line of that paragraph to begin.



Hanging Indent:

Click on this control then click the bottom half of the horizontal ruler where you would like all the lines after the first line of the paragraph to be indented to.

To move a Tab Stop left or right you can drag it using the mouse pointer (with the mouse button pressed down when you are dragging the tab stop).

To delete a Tab Stop drag it off the Ruler (with the mouse button pressed down when you are dragging the Tab Stop).

- Great a document and saved **Tabs**.
- Select the data within the document as illustrated.
- Click on the **Ruler** above the start of the text '**2005 Sales**', as illustrated.

Area	2005 S	ales	200	6 sale
North R	legion	89	94	
South R	legion	67	98	
East Re	gion	64	83	
West Re	egion	23	77	

• Drag this tab stop to the right, as illustrated.

· A · · · 1 · · · 2 · ·	3 1 4 4	1 * 5 * 1 * 6 * 1 * 3	7 •
Area	2005 S	ales 2006 sales	1
North Region	89 94		
South Region	67 98		
South Region	07 98		
East Region	64 83		
0			
West Region	23 77		

· [· · · · ·	L · 2 ·	t,	• 3	• •	-	4	•	1	•	5	•	1	1
Area	2005					20			-	al		•	
Area	2005	52 (nes	5	1	20	0	0	S	a	e	s	
North Re	gion	8	9		9	94	ŀ	Г					
South Re	gion	6	7		9	98	3	L					
East Regi	on	6	4		8	83	3	L					
West Reg	ion	2	3			77	,						

- Click on the **Ruler** at the start of the text '**2006 Sales**' as illustrated.
- Drag the tab stop to the right, so that the data looks like this.



	1	_/_
	,	2
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l	VV U	
	I U	

Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

To change the tab type, double click on one of the tab stops on your Ruler and you will see the **Tabs** dialog box. Experiment with changing the tab types of each of your Tab Stops and check the effect of your changes.

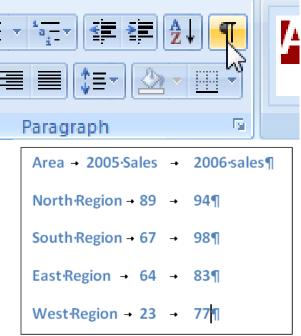
Tabs	? 🛛
Tab stop position:	De <u>f</u> ault tab stops:
3.25 cm	1.27 cm 😂
3.25 cm 5.75 cm	Tab stops to be cleared:
Alignment	
⊙ <u>L</u> eft	◯ <u>C</u> enter ◯ <u>R</u> ight
O <u>D</u> ecimal	◯ <u>B</u> ar
Leader	
<u>1</u> None	○ 2 ○ 3
<u> </u>	
Set	Clear Clear All
	OK Cancel



- Try deleting one of your tab stops by dragging it off the Ruler. Use the **Undo** key to reverse this deletion.
- When you have finished experimenting, save your changes and close the document.

Viewing tab marks within a document using the Show/Hide icon

- create a document called **Viewing tabs**.
- This document contains tabs but normally you cannot see them within the document.
- Click on the Show/Hide icon (contained within the Paragraph section of the Home tab).
- The tabs will be displayed as illustrated below.
- Close the document.



Styles

• You can create a collection of formatting rules and then save them as a **Microsoft Word style**. This style can then be applied to selected text within a document.

Applying styles to a word, line or a paragraph

- Open a document called **Applying styles**.
- Select the first line 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 Microsoft Word styles which can be applied to part of a document. Select the **Title** style and it will be applied to the selected text.
- Your document will now look like this and select it
- Save your changes and close your document.

	1 Normal	AaBbCcDc ¶ No Spaci	Heading 1	Heading 2	A Change Styles *	件 Find ▼ ab Replace Select ▼
][АаВ	AaBbCc.	AaBbCcDi	AaBbCcDu	G.	Editing
1	Title	Subtitle	Subtle Em	Emphasis	17 · 1 · 18	- 1 - 19 🛛 🙀
	Title AaBbeeb	AaBbCcDc	AaBbCcDı	AaBbCcDi		

Page Formatting

What is page formatting?

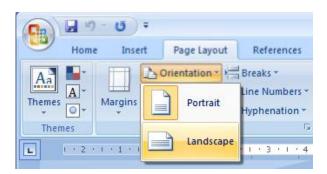
• Page formatting relates to formatting that normally affects the whole page, such as page orientation. The page is either **Portrait** or **Landscape** orientated. It also includes items such as page size and margins.

Page orientation and paper size

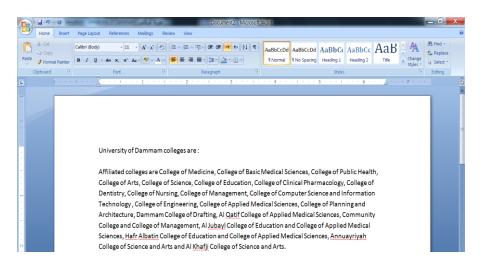
 Normally your Microsoft Word document will be displayed in **Portrait** page orientation, which is like looking at a photograph, where the long edge is the vertical line. You may change to **Landscape** orientation for certain types of documents such as notices.



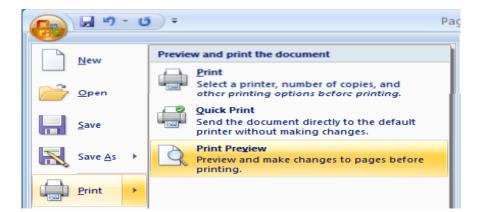
- The physical size of the paper used within printers varies from country to country. In the United States the normal paper size is called 'Letter' size and the dimensions are measured in inches. A 'Letter' sized paper is shorter but wider than 'A4' sized paper.
- In Europe and many other places the paper size used within computer printers is normally called A4 sized paper. This may be measured in inches or centimeters (depending on the country). A4 sized paper is longer and slightly narrower than 'letter' sized paper.
- create a document and saved Page layout. Click on the Page Layout tab.
 Within the Page Setup section click on the Orientation button. A drop down list allows you to select either Portrait or Landscape page orientation. Select Landscape.



• Your document will now look something like this.



• To see the effect better, click on the **Microsoft Office** button and click on the **arrow** next to the **Print** option. From the submenu displayed select the **Print Preview** command.



• This will display the document in **Print Preview** view.

Print Preview	Document2 (Preview) - Microsoft Word	
0 0 0 0 0	Q III One Page Ø Show Ruler I Next Page III QI Tho Pages Ø Magnifier III No Page Ø Magnifier IIII Close Print Com J00% Sig Page Width Q' Show Ruler IIII Preview Preview	
Print Page Setup 5	Zoom Preview	
	University of Dennan collegesters : Affilized colleges on Collegest Modelse, Collegest Stack Wester Science, Collegest Affilia Hash, Collegest Africa, Collegest Science, College of Sciencia, College of Collect Americang, Collegest Stack Wester Science, College of Africa, Hash, Collegest Science, College and Science Technice, Collegest Science, Collegest Science, College and Collegest Africange Collegest Science, College Collegest Science, Allowed Collegest Africane, Collegest Science, Collegest Africane, Collegest Science, Allowed Collegest Science, Allowed Collegest Science, Collegest Science, Collegest Science, Collegest Science, Scienc	

• Click on the Close Print Preview button to return to Print Layout view.

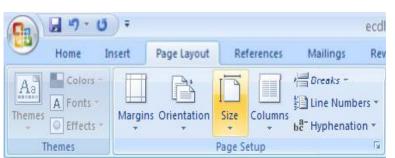
Microsoft Word



• Reset the page orientation back to **Portrait** orientation.

Changing the page size

 Experiment with changing the page size. To do this click on the Page
 Layout tab and from within the Page Setup section of the Ribbon, click on the Size icon, as illustrated.



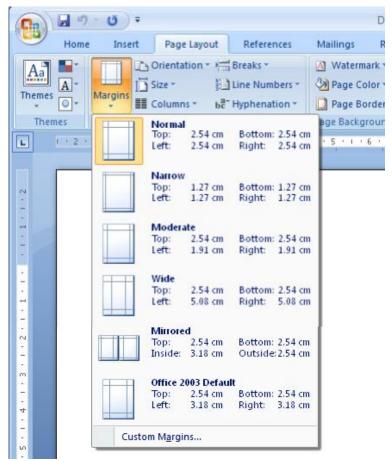
• You can click on an item within the drop down list to change the page size.

Cn	
Home Insert Page Layout	References Mailings Review
Aa Colors * A Fonts * Margins Orientation * Effects *	Size Columns be Hyphenation *
Themes	Letter 21.59 cm x 27.94 cm
	Tabloid 27.94 cm x 43.18 cm
	Ledger 43.18 cm x 27.94 cm
	Legal 21.59 cm x 35.56 cm
	Executive 18.41 cm x 26.67 cm
	A3 29.7 cm x 42 cm
	A4 21 cm x 29.7 cm
	C5 16.19 cm x 22.89 cm
	11 x 17 27.94 cm x 43.18 cm
	Screen 16.51 cm x 13.15 cm
	More Paper Sizes

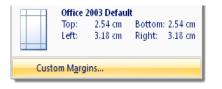
187

Page margins

- Your document has а top, bottom, left and right margin. This is the space between the edge of your text and the edge of your page. Each margin may be increased or decreased. Be careful not to decrease it too much have or vou may problems printing the documents.
- To modify your page margins, click on the Page Layout tab. From the Page Setup section, click on the Margins button. A list of preset options is displayed, as illustrated.
- Experiment with applying these different preset margin options.
- To create your own custom margins, click on the Custom Margins command



displayed at the bottom of the Margins drop down list.

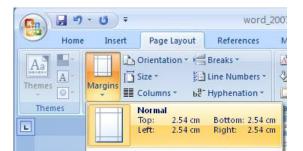


This will display the **Page Setup** dialog box, allowing you to set exact values for the margins. Experiment with setting different margins values.

 Before continuing, reset the margins to the Microsoft Word default values by clicking on the **Margins** button and selecting the **Normal** margin command.

Page Setup				? 🔀
Margins Pa	aper Layout			
Margins				
<u>T</u> op:	2.54 cm 😂	<u>B</u> ottom:	2.54 cm	\$
Left:	2.54 cm 😂	<u>R</u> ight:	2.54 cm	\$
<u>G</u> utter:	0 cm ᅌ	Gutter position:	Left	~
Orientation -				
Portrait				





Inserting Page Breaks

- When you start typing into a document, the text normally starts at the topleft of the page and as you type more words they are displayed on the line moving towards the right of the page. When the words you are typing reach the right side of the screen they automatically drop down to the next line. If you continue typing you eventually fill that page, at which point Microsoft Word automatically moves on to the next page. These automatic page breaks that are inserted by Microsoft Word are called 'soft' page breaks. Sometimes you wish to force Microsoft Word to leave a blank area displayed at the bottom of one page and the next text to be displayed on a new page. To do this you need to insert a manual page break (sometimes called a hard page break).
- Insert a few page breaks into your document. To do this click at the point you wish to insert the page break and then press **Ctrl+Enter**.

Deleting Page Breaks

- Normally you do not see the page break within a document, only the effect of the page break.
- Click on the Home tab and from within the Paragraph group, click on the Show / Hide icon.



- Any page breaks within the document will now be displayed as illustrated below.
- -----Page Break-------
- To remove a page break, click to the right of the page break and press the **Backspace** key.

Good practice – Use page breaks rather than repeatedly pressing the Return key

• If you wish to insert a new page, always use 'page break' method. Never

keep pressing the **Return** key until Word skips to a new page.

Headers and footers

- If you are planning to print a document, it is a good idea to add a footer or header to the document, especially if it is a long document.
- Click on the Insert tab and from the Header and Footer section click on the **Header** icon. A drop down list is displayed. Select the **Edit Header** command.



The header area will be displayed on screen as illustrated.



- Type in your header text. In this case type in your name.
- If you look closely you will see that a special header and footer ribbon is displayed. This ribbon displays related commands to enhance your header or footer.

Page layout.docx - Microsoft Word				Header & F	ooter Tools									
9	Home	Insert	Page	e Layout 🛛 🛛	References	Mailin	gs Review	View	Developer	Desi	ign			
			5	📑 Quick Par	ts -	I	🔄 Previous Section	n 🕅	Different First P	age	Heade	r from Top:	1.25 cm	¢
		#	190	Ricture		_	🗊 Next Section		Different Odd 8	k Even Pages	Footer	from Bottom:	1.25 cm	\$
Header	Footer	Page Number *	Date & Time	🙎 Clip Art	Header	Go to Footer	🛄 Link to Previous	V	Show Documen	t Text	🕑 Insert /	Alignment Tab		
He	ader & I	Footer		Insert		Na	vigation		Option	s	Ū	Position		

- Click on the **Close Header and Footer** icon.
- You can see your header displayed at the top of your page. •





Dammam	
University of Dammam colleges are :	
Affiliated colleges are College of Medicine, College of Basic Medical Sciences, College of Arts, College of Science, College of Education, College of Clinical Phar Dentistry, College of Nursing, College of Management, College of Computer Sci Technology, College of Engineering, College of Applied Medical Sciences, Colleg Architecture, Dammam College of Drafting, Al Qatif College of Applied Medical College and College of Management, Al Jubayl College of Education and College Sciences, Hafr Albatin College of Education and College of Applied Medical Science College of Science and Arts and Al Khafji College of Science and Arts.	rmacolo ence and ge of Pla Sciences e of Appl

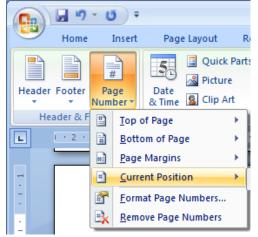
 To insert a footer, click on the Footer icon and select the Edit Footer command.



• Type in the following text as your footer and then close the **Header and Footer** ribbon. **`Draft copy only**'

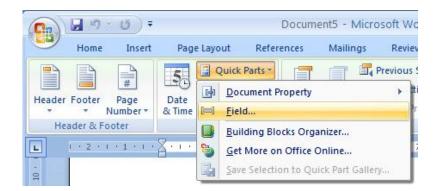
Page numbering

- You can insert automatic page numbering into a document header or footer. As this is inserted as a field when you modify the number of pages within the document the page numbering is also updated on each page.
- Click on the Insert tab and from the Header and Footer section click on the Header icon. A drop down list is displayed, select the Edit Header command. You should see your name displayed as the header.
- Click just after your name and press the **Tab** key twice.
- Click on the **Page Number** button and then select **Current Position**.
- Select Plain Number from the Page Number gallery.
 The page number should be inserted into your document. Close the Header and Footer ribbon.

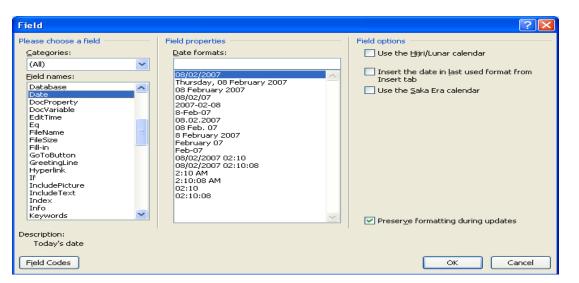


Header and footer fields

- Microsoft Word fields are easy to insert and can be automatically updated. For instance you could insert the date within the header of a document and arrange it so that each time you reprinted the document, the current date was displayed. This would mean that if you printed the document each month, then the correct month would be displayed within the header.
- Click on the Insert tab, and from the Header and Footer section click on the Footer icon. A drop down list is displayed, select the Edit Footer command. You should see your footer text. Click at the end of the footer text. Press the Tab key twice.
- Click on the **Quick Parts** button. From the drop down list displayed select the **Field** command.



This will display the **Field** dialog box. This allows you insert a wide range of fields. In this case select **Date**, as illustrated.



• Click on the **OK** button. Close the **Header and Footer** Ribbon and you will see your footer displayed at the bottom of each page.



Saturday, June 04, 2011	Dammam University

- If you have time, have a brief look at some of the other fields that you can insert into your header or footer.
- The **Filename** field is particularly useful as if you insert this into a header or footer and then save your document this field will record the file name. You will find with a little experimentation that this field can also include the folder storage location on your hard disk.
- Save your changes and close the document.

Cover pages

- This feature was introduced in Microsoft Word 2007. It inserts a professional looking front cover page into your document.
- create a document and saved **Cover page**. Click at the start of the document. Click on the **Insert** tab and then click on the **Cover Page** button (within the **Pages** section).
- This will display a drop down from which you can select a cover page type. In this case select the **Motion** type.
- Once you select a cover page type you will see the following.
- Click on the **[Type the document title]** and then enter a title, such as

'university of dammam'.

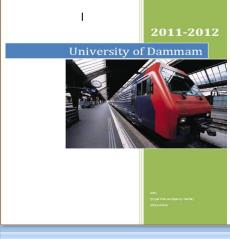
- You can also insert a subtitle and abstract.
- Click on the **[year]** control to insert today's date.
- View the document in **Print Preview** view. To do this click on the **Office Button**. Click on the **arrow** to the right of the **Print** command, and then select the **Print Preview** command.
- When you have finished previewing your document, click on the Close Print Preview icon and you will display the document in Print Layout view.
- Save your changes and close the file.

Applying Automatic Hyphenation

• If a word at the end of a line of text is too long to fit on that line Word 2007

will move that word to the beginning of the next line rather than hyphenate it. If you wish you can set up Word to automatically hyphenate text. You can even control the length of the area at the end of a line that will trigger automatic hyphenation, when required.





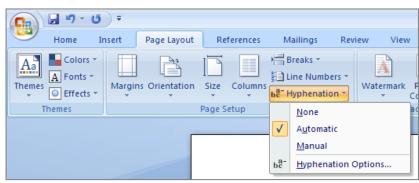


something like the illustration below. You should see that hyphenation is not active.

- Click on the Page Layout tab and from within the Page Setup group, click on the Hyphenation button. From the drop down displayed click on the Automatic command.
- The document will now display hyphens at the end of some lines, as illustrated below.
- Before continuing turn off automatic hyphenation by clicking on the Page Layout tab and from within the Page Setup group, click on the Hyphenation button. From the drop down displayed click on the None command, as illustrated below.
- Close your document without saving your changes.

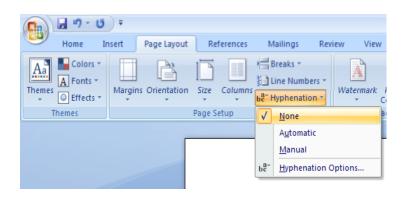
Hyphenation

Some iong words include abstractionists, accommodatingly, acquisitiveness, hierarchically, untraditionally, transmembrane, vindictiveness, truthfulnesses, unpretentiously, misrepresenting, mistranslations, obliguenesses, valuelessnesses, transformations, unsteadinesses, passionately, transplantation, unobjectionable, persuasiveness, photoexcitation, visionarinesses, verifiableness and vascularisation.



Hyphenation

Some long words include abstractionists, accommodatingly, acquisitiveness, hierarchically, untraditionally, transmembrane, vindictiveness, truthfulnesses, unpretentiously, misrepresenting, mistranslations, obliquenesses, valuelessnesses, transformations, unsteadinesses, passionately, transplantation, unobjectionable, persuasiveness, photoexcitation, visionarinesses, verifiableness and vascularisation.



195

Tables

Using Tables

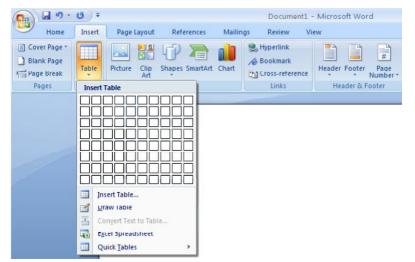
 You can insert a table into your document. Each cell within the table can display text or a graphic. Each cell or the entire table can be formatted as required.

Inserting a table

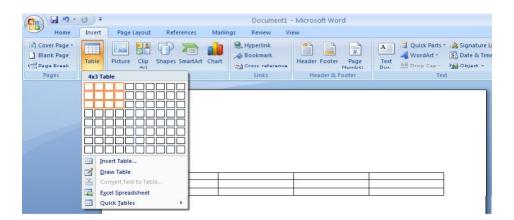
- create a document and saved as **Tables**. insert a table containing 4 columns and 3 rows.
- Display the **Insert** tab and you will see the **Tables** group displayed as illustrated.



• Clicking on the table will display the following.



• If you move the mouse pointer over the cells displayed in the drop down you will see that a preview version of the table is displayed within your document.





• Click when you see a **4x3 Table** displayed (in the area immediately above the cell drop down). The table will be inserted into the document, as illustrated.

- Notice that the display at the top of your screen has changed. As you are within the table you have just selected, Microsoft Word automatically displays commands and options related to modifying and formatting your table.
- Click outside your table and the table will display its original commands. Re- clicking

💼 🖬 🤊 - O 🕫		Document1 - I	Microsoft Wo	rd	Table Tools					_ =	x
Home Insert	Page Layout	References	Mailings	Review View	Design	Layout					0
 Header Row First Total Row Last Banded Rows Bar 	Column						Shading •		Draw Eras Table	a er	
Table Style Opti	ons			Table Sty	les			Draw Bor	ders	15	

within the table will again display Table related commands. If you do not see the table commands displayed you will notice that there is a **Table Tools** option displayed at the top of your page (above the normal tabs). Click on this to display your table related commands.

	Table Tools	n
View	Design	Layout

Navigating within a table

- Click within the first cell in the table. Type in the name of the town or city in which you live.
- To move to the next cell press the **Tab** key (or click within the cell using the mouse pointer). Type in the name of another town or city. Carry on in a similar fashion until all the cells contain the name of a town or city.
- Try pressing **Shift+Tab**. As you will see this moves you to the previous cell.

Selecting and editing text within a table

 Click within the first cell. Double click on the word within this cell and change the word to your first name. Navigate to the second cell and overwrite the contents with your second name. You can edit the text within a cell rather than replace the entire text by selecting the part of the text you wish to edit and then typing in your changes.

Selecting cells, rows, columns or the entire table

It is important to know how to select elements within your table. Practice these selection techniques using the table you have created.
 To select a cell. Move the mouse pointer to the left side of the cell you want to select. The mouse pointer will change to the shape of a small solid black arrow pointing upwards and to the right. Click when you see the pointer change to this shape and the cell will be selected.

To select a row.

Move the mouse pointer to the left of the row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected.

To select multiple rows which are next to each other.

Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Shift** key and then click on the last row of the block of cells you wish to select.

To select multiple rows which are not connected to each other.

Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Ctrl** key while clicking to select other rows.

To select a column.

Move the mouse pointer to the area just above the column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected.

To select multiple columns which are next to each other.

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While

holding down the **Shift** key, click above the column at the end of the block of columns that you want to select.

To select multiple columns which are not next to each other.

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, downpointing arrow, click once and the column will be selected. While holding down



the **Ctrl** key, click above the other columns that you wish to select. Release the **Ctrl** key when you have finished selecting columns.

To select the entire table.

Click within the last cell of the table. While holding the mouse key down, move to the first cell within the table. When you release the mouse button the entire table will be selected.

Inserting and deleting rows and columns

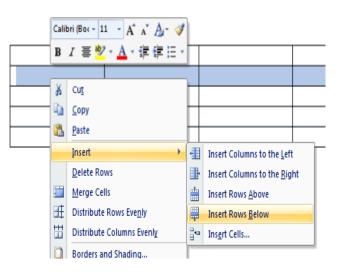
 Once you have created a table it is very easy to insert or delete new rows or columns.

• To insert a row.

Select the second row within your table and right-click over the selected row. You will see a popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a row above or below the row you selected. In this case insert a row below the selected row.

• To delete a row.

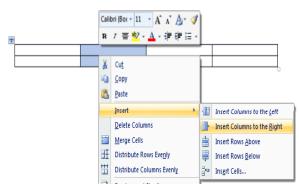
Select the first row within your table and right click over the selected row. From the popup menu displayed select the **Delete Rows** command. Use the



Undo icon (towards the top-left of your screen) to undo this deletion.

To insert a column.

Select the second column within your table and right-click over the selected column. You will see a popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a column to the left or to the right of the column you selected. In this case insert a column to the right of the selected column.



• To delete a column.

Select the second column within your table and right click over the selected column. From the popup menu displayed select the **Delete Columns** command. Use the **Undo** icon (towards the top-left of your screen) to undo this deletion.

Microsoft Word

Modifying column width or row height

• It is easy to reduce or increase row heights. You can also make columns wider or narrower. You can use 'drag and drop' techniques using the mouse or you can set exact heights or widths using the **Table Properties** dialog box.

• Using the mouse to adjust column width or row height.

Move the mouse pointer within the table until it is over the vertical edge of one of the columns. The shape of the mouse pointer changes to a shape made up of two small vertical lines with arrows pointing out horizontally. When the mouse pointer changes, depress the mouse button and move the mouse to the left or right as required. When you release the mouse button the width of the column will be altered.

You can use the same technique to adjust the row height, but this time move the mouse pointer to the horizontal edge of any row, and then drag and drop the edge as required.

Experiment with adjusting row heights and columns widths using this method.

Adjusting column width or row height using exact measurements.

Select the row (or rows) that you wish to change the height of. Right click over the selected row(s) and from the popup menu displayed select the

Table Properties command. This will display the **Table Properties** dialog box. Select the **Row** tab within this dialog box, as illustrated.

Т	able Pro	perties		? 🔀
ſ	<u>T</u> able	<u>R</u> ow	Column Cell	
	Rows Size -			
		pecify he	ight: 0 cm 🔅 Row height is: At least	~

Click on the **Specify height** check box. Use the **Up** or **Down** controls to set the exact row height and then in the '**Row height is'** section, select '**Exactlv**'.





NOTE: You can use the **Previous Row** and **Next Row** button to set each row in the table to a different height as required. When you have finished

click on the \mathbf{OK} button to close the dialog box.

🔮 Previous Row 🛛 🗣 Next Row

You can set exact column widths using the same method, but you need to select the **Column** tab within the dialog box. You can use the **Previous Column** and **Next Column** buttons to adjust each column width within the table.

Table Properties ? 🔀
Table Row Column Cell
Column 2: Size
Preferred width: 3.75 cm 📚 Measure in: Centimeters 💟
Previous Column Previous Column Previous Column

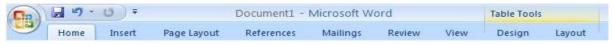
• Modifying the table width.

Right click on the table and from the popup menu displayed select the **AutoFit** command. You can select options as required to automatically resize the table.



Modifying cell borders

• Click within the table. You will see the **Table Tools** tab displayed above the normal tabs.



• Click on the **Table Tools** tab and you will see the following tools displayed.

	Document1 - Microsoft Word	Table Tools			
Home Insert Page Layou	ut References Mailings Review View	Design Layout			
♥ Header Row ♥ First Column □ Total Row □ Last Column ♥ Banded Rows □ Banded Columns			Shading •		Draw Eraser
Table Style Options	Table Styles			Draw Borde	rs D

 Select the cell, row(s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Borders** control (You will find this under the Design tab).



You can select the required border type from the drop down list.

Adding shading to cells

 Select the cell, row(s) or column(s) that you wish to adjust the border style of and then click on the down arrow to the right of the Shading control. (You will find this under the Design tab).

Shading 🔻
Borders 🔻



You can select the required shading type from the drop down list.

Modifying cell border width, color and style

 create a document and saved as Cell borders.

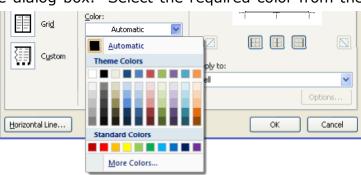
- Select the top row. To modify the cell ٠ border widths of the selected cells, right click over the selected cells and from the popup menu displayed select the Borders and Shading command.(such as)
- This will display the **Borders and** • Shading dialog box. Within the Width section of the dialog box, click on the **down arrow** to display a range of cell widths that you can select. Select a really thick width, so that you can you easily see the effect.
- Click on the **OK** button and you should see something similar to the illustration below.

To see how to modify the cell border style, select the first row, right click and from the popup menu select the Borders and Shading Style: command. Make sure that the **Borders** tab is selected within the dialog box. Within the **Style** section of the dialog box, scroll down until you find the type of border style you are looking for.

An example is shown below.

To see how to modify the cell border color, select the first row, right click and from the popup menu select the Borders and Shading command. Make sure that the **Borders** tab is selected within the dialog box. Select the required color from the **Color** section of the dialog box.

Save your changes and close the document.





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		<u>M</u> erge C	ells		t		
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	Line	1 pt				OK	Cancel
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		3 pt					
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Ж Cut

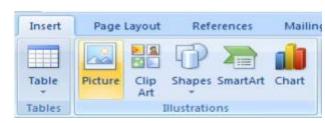
Copy

8 Paste Incod

Graphics

Using graphics within Microsoft Word

• Microsoft Word has a range of graphic formats that can be inserted into a document, including Pictures, ClipArt, Shapes, SmartArt and Charts.



Inserting Pictures

- Create a new document, by pressing Ctrl+N.
- Click on the **Insert** tab and then on the **Pictures** icon.

Insert	Page	Layout	Refe	erences	Mailing	
Table	Picture	Clip Art		SmartArt	Chart	click
Tables		1	llustratio	ns		

This will display the **Insert Picture** dialog box.



•You should see a folder called '**Sample Pictures**'. Double click on this folder to view the contents, as illustrated.

• Select one of the pictures, such as **Sunset**, and then either double click on the selected picture or click on the **Insert** button. This will insert the picture into your document.

• Save the document as a called **Inserting Pictures**. Close the document.



Microsoft Word

Inserting Clip Art

- Create a new document, by pressing Ctrl+N.
- Click on the **Insert** tab and then click on the **Clip Art** icon.



• This will display the Clip Art pane down the right hand side of the screen.

Clip Art	▼ ×
Search for:	
	Go
Search in:	
Selected collections	~
Results should be:	
All media file types	~

• Within the 'Search for' section type in a keyword that describes the type of clip art you are looking for. In this case type in the word **computer**, and then click on the **Go** button.



NOTE: You may see the following message. If so click on the **Yes** button as you will be able to use more clip art images.

	Microsof	t Clip Organizer 🛛 🔀
	?	Do you want to include thousands of additional clip art images and photos from Microsoft Office Online when you search?
L	1	You can change this setting at any time by using the Search in list on the Clip Art task pane.
		Yes No

- After a short delay the clip art images will be displayed down the right side of your screen. You will need to use the scroll bars to review all the images that are available.
- To insert a Clip Art item all you have to do is to click on the thumbprint image. You can insert as many clip art images as you like.





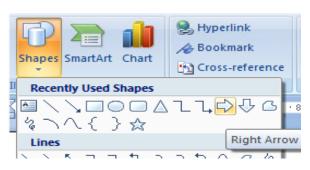
References

• Save the document as a file called **Inserting Clip Art**. Close the document.

Insert

Inserting Shapes

- Create a new document and save the document as a file called My Shapes. Click on the Insert tab and then click on the Shapes icon.
- This will display a drop down from which you can select the shape you wish to insert into your document.
- We will insert a right pointing arrow into our document. To do this click on the Right Arrow shape.

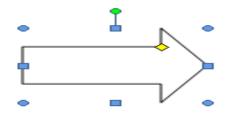




Page Layout

• You may not notice any change, but if you move the mouse pointer down over the white space within your document, you will notice that the mouse pointer has changed to the shape of a small cross. Click (and hold the mouse button down). Move the mouse pointer down diagonally across the page.

You will see a preview outline of the arrow displayed. Release the mouse button and you will see an arrow shape displayed on your page.



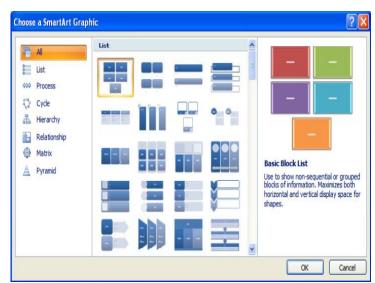
- Save your changes and close the document. Inserting SmartArt
- Create a new document and save the document as a file called My
 SmartArt. Click on the Insert tab and then click on the SmartArt icon.



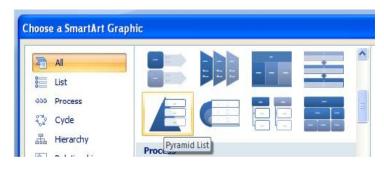


Mailing

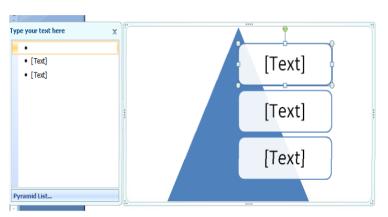
You will see the **Choose a SmartArt Graphic** dialog box displayed.



- Slowly scroll down the list to view the amazing variety of SmartArt graphic shapes that are available.
- Scroll back up the list and select the **Pyramid List** graphic.



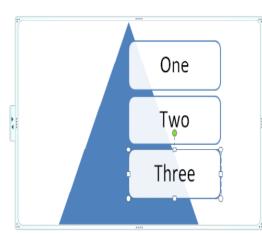
- Click on the **OK** button
- You will see an area to the left called 'Type your text here'. Click on the first text section and type the word 'one'. In a similar fashion type in the word 'two' and 'three' into the other text input section.



• Click on the **Close** icon as illustrated below.



• Your page will now look like this.



Type your text here	
One	Close
• Two	
Three	

• Double click below the graphic and you will be able to type normally into the document. Type in your name. Save your changes and close the document.

_

Inserting a chart

 Create a new document and save the document as a file called My chart.

Click on the **Insert** tab and then click on the **Chart** icon.

- This will display a drop down from which you can select the type of chart you wish to insert into your document.
- In this case use the default options, by clicking on the **OK** button. Your screen will now look like this.

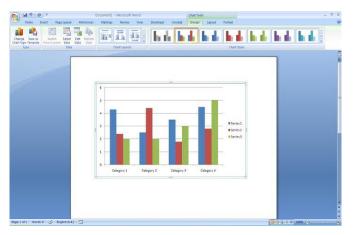


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9	Home	Insert	Page	Layout	Re	ference	s Mai	lings
Cover Page *		eak	ble P	licture	Clip Art	Shapes Ilustratio	SmartArt ons	Chart
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A	Surface Doughnut Bubble Radar	Line				\bowtie		
<u>☆</u>	Radar age Templates		fault Chart				ок	Cancel

• In the example shown, the Word document is displayed to the left, while a copy of Excel is displayed to the right. If you wish you can edit the text or data

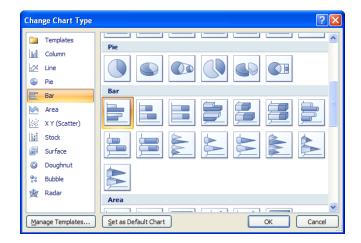


- Close the Excel workbook, by clicking on the Excel Close icon (top-right of the Excel window). Your screen will then look like this.
- If you have time you may like to experiment with applying different chart
 - layouts or chart styles, use the chart related icons in the Ribbon.
- Also if you have time, try clicking on the Change Chart Type icon (within the Type section of the Design tab).

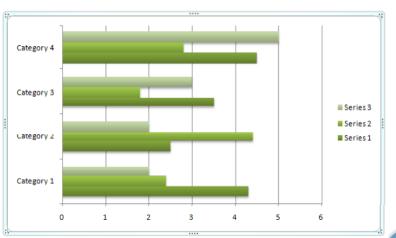




This will display **Change Chart Type** dialog box. Try changing the chart from a **Column** to a **Bar** chart, as illustrated.



- The chart will now look something like this.
- Save your changes and close the document.



Selecting, resizing and deleting graphics

• Selecting a graphic:

Create a document and saved it as **Graphic objects**. This document contains a number of different types of graphic objects. Try clicking once on a graphic. Then click on another graphic. As you can see, selecting a graphic is very simple.

• Resizing a graphic:

Click on a graphic to select it. To resize the graphic and keep the height and width ratios the same, move the mouse pointer to any corner, and while keeping the mouse button pressed drag diagonally across the screen. When you release the mouse button the graphic will resize.

• If you wish you can stretch the graphic either vertically or horizontally by dragging from the centre of any edge.

Deleting a graphic:

- Click on a graphic to select it. Press the **Del** key.
- Save your changes and close the document.

Copying or moving graphics

- You can copy or move a graphic using the Clipboard or using normal drag and drop techniques.
- create a document and saved it **Copying and moving graphics**.
- Save the file as **My Copying and moving graphics**.
- Copying a graphic using the Clipboard: Select the second graphic in the document. Press the Ctrl+C keys to copy the graphic to the Clipboard. Click towards the bottom of the document and press Ctrl+V to paste the graphic to the insertion point.

• Moving a graphic using the Clipboard:

Select the first graphic in the document. Press the **Ctrl+X** keys to move the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.

- Use the **Undo** icon to reverse the move and copy operations you have just performed.
- Moving a graphic using drag and drop:

Select the first graphic in the document. Depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. When you release the mouse button the graphic will have moved to the location that you dragged it to.

• Copying a graphic using drag and drop:

Select the first graphic in the document. Depress the **Ctrl** key and while keeping it depressed, depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. Release the mouse button and the **Ctrl** key and the graphic will have been copied to the location that you dragged it to.

• Save your changes and close the document.

Multiple Documents

Using multiple documents within Microsoft Word

 Microsoft Word is an application that runs on an Operating System called Microsoft Windows. Windows is a multitasking operating system which means that you can run more than one program at a time. It is important that you know how to move or copy text and graphics from one document to another, or between Microsoft Word and a different program such as Microsoft Excel (a spreadsheet program).

Switching between open documents

- When you use Microsoft Word 2007 you can work on more than one document at a time. You can use the Clipboard to copy selected text or a graphic from one document to another.
- create a document and saved as **Dammam 1**.
- create a document and saved as **Dammam 2**.
- create a document and saved as **Dammam 3**.
- Press the **Alt** key and hold it down. Press the **Tab** key a few times. You will notice a popup window that lets you move from document to document, each time you press the **Tab** key. Release the **Alt** key and you will switch to the

document selected in the popup window. Practice this technique a few times if you have not used it before.



 You can also use the Switch Windows icon to switch from one document to another. To use this feature, click on the View tab and click on the Switch Windows tool (located within the Window group under the View tab). You will see a drop down list allowing you to switch to another open document window.



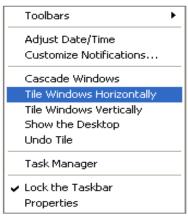
Tiling or cascading documents on your screen

• You can arrange multiple documents on the screen. To do this right click over an empty part of the Taskbar (at the bottom of your screen). You will see a popup menu displayed.



NOTE: If you see a different popup menu displayed this is because you may have accidentally right-clicked over an icon within the Taskbar, in which case try again, making sure you click on an empty part of the Taskbar.

 Experiment with selecting the commands 'Cascade Windows', 'Tile Windows Horizontally' and 'Tile Windows Vertically'.



Microsoft Word

• Before continuing, use the **Maximize** icon (top-right of each document window), to maximize each document window.

Comparing documents side by side

- This feature allows you to compare two versions of a document, side by side.
 Open a document called **Compare 1**. Open a second document called **Compare 2**.
- Switch to display the document called **Compare 1**.
- Click on the **View** tab and click on the **View Side by Side** command (located within the **Window** section under the **View** tab).



This will display the two documents side by side. As you scroll down one document, the other document also scrolls down the screen. Try scrolling through each document to practice using this feature.

• Close both documents before continuing.

Copying or moving selected items between documents

 Copying a graphic between documents using the Clipboard: Switch to the document called Multiple 1. Select the first graphic in the document. Press the Ctrl+C keys to copy the graphic to the Clipboard. Switch to the document called Multiple 2. Click towards the bottom of the document and press Ctrl+V to paste the graphic to the insertion point. The graphic will be copied to this document.

Moving a graphic between documents using the Clipboard: Switch to the document called Multiple 1. Select the first graphic in document. Press the Ctrl+X keys to move the graphic to the Clipboard. Switch to the document called Multiple 2. Click towards the bottom of the document and press Ctrl+V to paste the graphic to the insertion point. The graphic will be moved to this document.

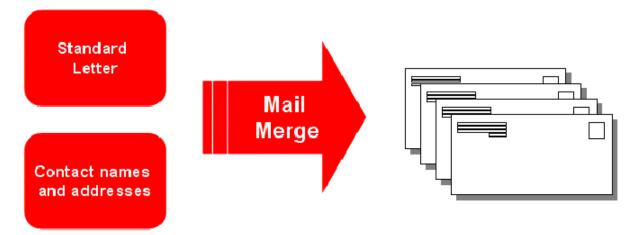
- Copying selected text between documents using the Clipboard: Switch to the document called Multiple 1. Select the first paragraph in the document. Press the Ctrl+C keys to copy the paragraph to the Clipboard. Switch to the document called Multiple 2. Click towards the bottom of the document and press Ctrl+V to paste the paragraph to the insertion point. The paragraph will be copied to this document.
- Moving selected text between documents using the Clipboard: Switch to the document called Multiple 1. Select the first paragraph in the document. Press the Ctrl+X keys to move the paragraph to the Clipboard. Switch to the document called Multiple 2. Click towards the bottom of the document and press Ctrl+V to paste the paragraph to the insertion point. The paragraph will be moved to this document.



Mail Merge

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 personalized letters or envelopes.

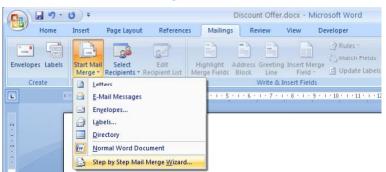


Starting the Mail Merge Wizard

- Open a document called **Company Meeting**. This is typical of a general letter which can be individually addressed and mailed. In order to mail merge this letter we need to insert codes to tell Microsoft Word where to insert items such as the name and address of each person we are going to send this letter to. We also need to tell Microsoft Word which list of names and addresses we are going to use and where this list is stored.
- To start the process, click on the Mailings tab. Click on the Start Mail Merge button.

Mail Merge Wizard - Step 1 of 6 'Select document type'

 From the drop down list displayed, select the Step by Step Mail Merge Wizard command.



Mail Merge

working on? Etters E-mail messages

Select document type

Envelopes

You can personalize the letter that each person receives. Click Next to continue.

C Labels O Directory

Letters

- You will see a panel displayed to the right of your document. In this case we wish to produce a mail merged letter, so we will use the **Letters** selection.
- At the bottom right of the screen you have the option of clicking on '**Next**' to take you to the next page of the mail merge wizard.

•	Step 1 of 6
*	Next: Starting document

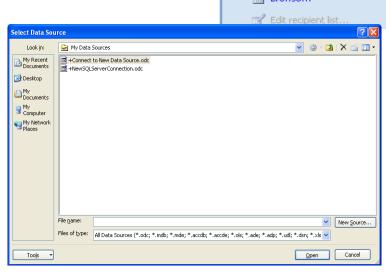
Mail Merge Wizard - Step 2 of 6 'Select Starting document'

- You will see the following options displayed to the right of your document. In this case we will use the current document that is displayed on your screen.
- Click on **Next** at the bottom right of your screen.

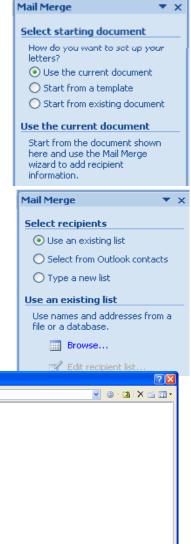


Mail Merge Wizard - Step 3 of 6 'Select recipients'

- The next step of the wizard lets you determine which list of recipients will be used for the mail merge process.
- In this case we will select the option **Use an existing list**.
- Click on the Browse button. This will display the Select • Data Source dialog box.
- Use this dialog box to navigate to the folder containing a list called **Staff**. Select this file.
- Click on the **Open** button. This will display the File **Conversion** dialog box.
- Click on the **OK** button which will display the Mail Merge **Recipients** dialog box.







Microsoft Word

- Click on the **OK** button to continue.
- Click on the **Next** option at the bottom right of the screen

Mail Merge Wizard -'Write your letter' The following optio

bottom right of the screen.	This is the list of recipients checkboxes to add or remo					list. Use th
5	Data Source	Firstname 👻	Title 👻 Se	condname 👻	Department	+
	C:\ COURSES\20	Dennis	Mr Ha	stert	Marketing	
	C:\COURSES\20	Nancy	Ms Pel	osi	Marketing	
Char 0 - 5 C	C:_COURSES\20	George		danovich	Marketing	
Step 3 of 6	C:_COURSES\20			riete	Marketing	
	C:\COURSES\20	Ruth		eifuss	Marketing	
Next: Write your letter	C:\COURSES\20			mas avani	Marketing Marketing	
W Mext, white your letter	C:\ COURSES\20			svani	Marketing	
	C:\ COURSES\20			eney	Packaging	
🗢 🗢 Previous: Starting document	C:\ COURSES\20	Ernst	Mr Ma		Packaging	
	C:\COURSES\20	 Christopher 	Mr Co	x	Production	
	C:_COURSES\20			Lay	Production	
	C:) COURSES\20 5 Data Source	Christa Refine recip	Ms Hu	00	Production	
il Merge Wizard - Step 4 of 6	C:\COURSES\2007 of	Eiter				
rite your letter'				Mail Merge		-
The following options are				Write your	letter	
The following options are					e not already : letter now.	done so,
displayed to the right of your do	ocument.			your letter	ipient informal , click a locatio and then click elow.	on in the
Click at the start of your docum	ent (where	we insert	• the	🗎 Ac	Idress block	
2		we moere	. the		eeting line	
codes relating to the				Ele	ectronic posta	ge
5				📑 Mo	ore items	
person to whom the letter is ad	aressed).			your letter	have finished , click Next. Tl	hen you
Click on More items .				can previe recipient's	w and persona letter.	alize each

Click at the start of codes relating to th

Click on More item

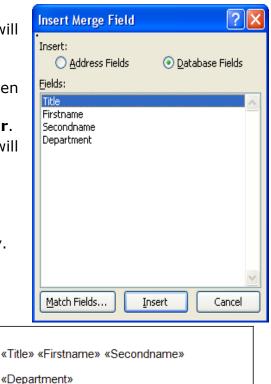
More items...

This will display the Insert Merge Field dialog box.

 Make sure that Title is selected and then click on the Insert button. Click on the Close button. Press the Space bar.

Mail Merge Recipients

- Click on the More items command. This will display the **Insert Merge** Field dialog box.
- Make sure that **Firstname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the **More items** command. This will display the **Insert Merge** Field dialog box.
- Make sure that **Secondname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Enter** key.
- Click on the More items command. This will display the **Insert Merge** Field dialog box.
- Make sure that **Department** is selected and then click on the Insert button. Click on the Close button.



Your document should now contain the following merge field codes.



Mail Merge

following:

Make changes

recipient list:

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the

Recipient: 1 >>

You can also change your

Edit recipient list... Exclude this recipient When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual

letters to add personal comments.

		4	Ì
		Mici	
		Microsoft Word	
		Word	

Mail Merge Wizard - Step 5 of 6 'Preview your letters'

- The following options are displayed to the right of your document
- Click on the **Next** option at the bottom right of the screen.

Mail Merge Wizard - Step 6 of 6

This is the final stage of the Mail Merge Wizard. You will see the following choices.

If you were to click on the **Print** option, you would the **Merge to Printer**

dialog box which lets you select what to print.

Merge to Printer	? 🗙
Print records Image: All or an and the second of	
ОК	Cancel

1	Mail Merge 🔹 💌 🗙	
•	Complete the merge	see
	Mail Merge is ready to produce your letters.	
	To personalize your letters, click "Edit Individual Letters." This will open a new document with your	
	merged letters. To make changes to all the letters, switch back to the original document.	
	Merge	
l	🍃 Print	
l	Edit individual letters	

• In this case click on the **Edit Individual letters** option. You will see the following dialog box which lets you select what to merge.

Merge to N	ew Docum	ent	? 🛛
Merge record			
O <u>F</u> rom:		<u>T</u> o:	
(OK		Cancel

- Click on the **OK** button to merge all the print records. A new document will be created containing your mail merged letters. In real life you could check through this and print later. In this case to save paper we will not actually print this document. Scroll through the document to see if everything is as you expected. Save the document as **My First Mail Merge**. Close the mail merged document.
- Close the open document and save your changes.



Creating a mailing list to be used within a mail merge

- In many cases when you perform a mail merge your mailing list will have been prepared and formatted by someone else. If it is a mailing list to be sent out to business customers, it may have been bought in from a company that specialises in providing business mailing lists.
- There are rules for formatting a mailing list, so that when you perform a mail • merge Microsoft Word will recognise the format. The mailing list should have a header row at the top of the list which describes the contents of each column. For instance a column may be called First name, and the next column called Second_name, and the next column could be called Telephone_number and so on. It does not matter what you call each column, but keep the name as short as possible and for maximum compatibility with other programs do not use spaces in the description but use hyphens to join the words in a column description.
- You can create a list within a Microsoft Word document with each column of data being separated by a Tab space or a comma. Alternatively you could create your data within an Excel worksheet. Normally when you buy in a mailing list it is supplied in CSV (Comma-Separated Values). A CSV file is a text file using commas to separate each column.
- We shall now create a small mailing list in CSV format. Create a new document by pressing **Ctrl+N**.
- Type in the following details, in each case separating one item of information from the next by a comma. Press the **Enter** key at the end of each line.



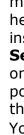
NOTE: Do not press the **Enter** key at the end of the last line relating to **Robert Menendez.**

First-name, Second-name, Department George, Radanovich, Marketing Hilda, Solis, Sales Dennis, Hastert, Marketing Tom, DeLay, Production Roy, Blunt, Sales Tom, Feeney, Packaging Mark, Kirk, Sales Michael, Ferguson, Sales Christopher, Cox, Production Nancy, Pelosi, Marketing Steny, Hoyer, Marketing Robert, Menendez, Sales

Click on the **Save** icon, and the **Save As** dialog box will display the following.

First.docx 💌	
Word Document (*.docx)	
<u>S</u> ave	Cancel
ļ	First.docx Word Document (*.docx)

- In the file name section use the name **My-List**.
- Click on the **down arrow** in the **Save as type** section and select **Plain text** (you may have to scroll down to see this option)



Save as <u>t</u> ype:	Word Document (*.docx)	¥	
	Web Page (*.htm; *.html)	^	
	Web Page, Filtered (*.htm; *.html) Rich Text Format (*.rtf)		Cancel
	Plain Text (*.txt)		
	Word XML Document (*.xml)		
	Word 2003 XML Document (*.xml)	~	

• Save the file. You may see a warning dialog box telling you that you are saving your file as a text only file, if so confirm the save. You have just created your first file in CSV format. Close your document.

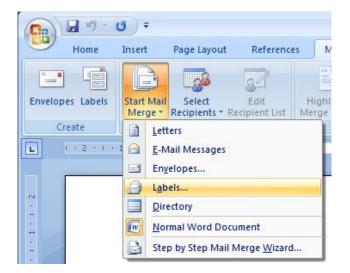
Merging a mailing list to produce labels

- When you are performing a mail merge to produce mail merged letters you can use Windowed envelopes so that the address in your mail merged letters matches the window in your windowed envelopes. Alternately you may post your mail merged letters in non-windowed envelopes in which case you will need to perform a separate mail merge to produce sheets of labels, with each label displaying a different address. If you do this, be very careful to match up the correct printed letters, with the correct printed labels!
- Alternatively you may want to send out a standard marketing flyer to many addresses, in which case you need to mail merge your mailing list to sheets of labels.



WARNING: You can buy sheets of labels for use in a printer. If you are using a laser printer be sure that the labels you are intending to use are properly approved for use in a laser printer. Inside a laser printer is much hotter that the inside of an inkjet printer and you may find that if you use the wrong type of labels they curl up, or even worse, cause damage to your laser printer!

 To merge a mailing list to labels is very easy. Create a new blank document, by pressing Ctrl+N. Click on the Mailings tab. Click on the Start Mail Merge button, and from the list displayed select Labels.



Microsoft Word

 The Label Options dialog box is displayed. First select the manufacturer of your labels.

Label Options	? 🔀
Printer information Continuous-feed printers Page printers Tray:	Default tray (Automatically Select)
Page printers <u>I</u> ray: [Label information Label vendors: Microsoft	
Microsoft Microsoft Ace Label 1/2 Letter 1/2 Letter 1/4 Letter 1/4 Letter 30 Per Page C-Line Product 30 Per Page Compulabel PinAcTIVA ET Details	rs Inc. age size: 21.59 cm X 27.94 cm

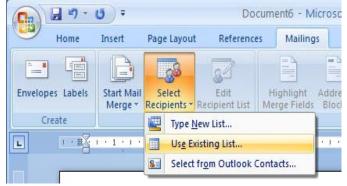


NOTE: Avery has different product codes for **A4** sized sheets and **US letter** sized label sheets. Be sure to select the correct category if you are using Avery labels.

- In this case choose **Avery** as the manufacturer.
- One you have selected a manufacturer you need to select a **Product Number**. The product number relates to the size of each individual label, how
 they are laid out on a sheet and how many labels are contained within
 each sheet. You will notice that as you select a **Product number**,
 information about this label type is displayed in the **Label Information** section.



Select an Address Label, the exact product number is not important as we will not actually be printing any labels in this exercise. Click on the OK button once you have made a selection. We have selected our label type, next we need to select a mailing list that will be used to print the labels. Click on the Select Recipients button and then click in Use Existing List.



- The Select Data Source dialog box will be displayed, which by default may display the contents of the My Data Source folder. You will need to navigate to the folder containing your sample files.
- Once the folder containing your sample files is displayed, select a Microsoft Word document called Label data list.

Select Data Sou	rce 🛛 🕅 🔀
Look in:	😥 My Data Sources 🔽 🕲 - 🚺 🗙 📑 📰 -
My Recent Documents	In +Connect to New Data Source.odc
🚱 Desktop	
[€] Documents	
9 My Computer	
Ny Network Places	

Click on the **Open** button and you will see the following:

<u></u>	Grouping Shapes.doc	x
	Label data list.docx	
	Modifving Styles.doc:	x

inner Inset Page Layout Referen In All Post Referen Labels Start Mail Select Edit Merge Recipients Recipient List te	Highlight Address Greeti Merge Fields Block Line Write 8	W L II Rules - Match Fields Field - Update Labels k Insert Fields	Lavout UN 4 1 M 4 Preview Results Preview Results	Finish & Merge *
	·············	· am i · m · i · 11 · i · 12 · i · 13	· I · 14m I · m · I · 16 · I · 17 · I ·	18 • 1 • 19 • 1 • 20
æ	«Next Record»	«Next Record»	«Next Record»	
«Next Record»	«Next Record»	«Next Record»	«Next Record»	
«Next Record»	«Next Record»	«Next Record»	«Next Record»	
	One Insert Page Layout Reference Labels Start Mail Select Edit Labels Start Mail Select Edit Start Mail Select Edit Herge Image: Record and the select Select Select Image: Record and the select Select Select Image: Record and the select Select Select	Insert Page Juyout References Mailings: Perever Labets Start Mail Merge Feight Highlight Address Grede Grede Labets Start Mail Merge Recipient List Highlight Address Grede Grede Labets Start Mail Merge Recipient List Merge Fields Block List K Next Record> «Next Record» «Next Record» «Next Record» «Next Record» «Next Record» «Next Record» «Next Record»	Insert Page Jayout References Millinges Reiser Developer Developer Developer Labels Start Mail Select Edit Highlight Address Greening Insert Herge Match Fields Labels Start Mail Select Edit Match Fields Write & Linsert Herge Update Labels Image Image	Insert Page Lyout Persences Names Review Use of the second Labets Start Mail Merge Felds Field Field

Microsoft Word

- The insertion point should be displayed at the start of the first line in the first label.
- Move the mouse pointer over the Insert merge Field button.

You will notice that this button consists of two parts. Click on the upper part of this button, i.e. the part displaying as an icon

e	s	Mailing	s Re	view	View	Developer	Design	
	Hig	phlight ge Fields	Address Block	Greeting	Insert Mer Field *	e Rules Match		
IL	Write & Insert Fields							



This will display the Insert Merge Field dialog box displaying fields you can insert into the document.

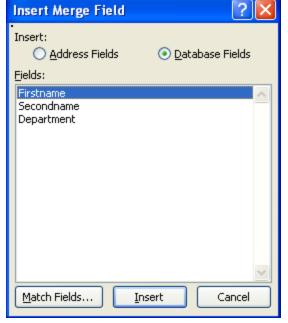
In this case click on the **Cancel** button.

If you click on the lower part of the button you will see a drop down list of merge fields.

Insert Merge Field -

You could use either method to insert your merge fields. In this example we will use the lower part of the button.





- Click on **Firstname** from the drop down list.
- Press the **Spacebar** and then insert the field name **Secondname**.
- Press the Enter key to drop down to the next line and insert the field name Department.
- Click on the **Update Labels** button. Your screen will now look like this.
- Click on the Finish & Merge • button.







 If you simply wished to print the merged labels you could click on the **Print Document** command. You would see the **Merge to Printer** dialog box, allowing some control on what to print, as illustrated.

B Home	🛛 🔹 Do Insert Page Layout Reference	cument4 - Microsoft Word	Table Tools Developer Design Layout	_ 0	1 X
relopes Labels Create	Start Mail Merge * Recipients * Recipient List Start Mail Merge	Highlight Address Greeting Insert M Merge Fields Block Une Fiel Write & Insert Fiel	Arge Update Labels	Image: Second	
	«Firstname» «Secondname» «Department»	«Next Record#«Firstname» «Secondname» «Department»	«Next Recorda«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	1 E
F	«Next Record» «Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	
F	«Next Record» «Firstname» «Secondname»	«Next Record»«Firstname» «Secondname»	«Next Record»«Firstname» «Secondname»	«Next Record»«Firstname» «Secondname»	* •

- •
- In this case we will merge the data to a new document. To do this click on the **Edit Individual Document** command.

ient k for Errors	Finish & Merge *	
s 💭 Edit	Individual Do	cuments

You will see the **Merge to New Document** dialog box.

 Click on the **OK** button and the mailing list will be merged to create a new document which can later be printed to sheets of labels, as illustrated.

6 9-01-		Labels2 - M	icrosoft Word	T	ible Tools		1001
Home Insert	Page Layout	References Mailin	ngs Review Vie	w Developer	Design Layout		
Arial	ale x, x' As		= = = (5+) ⊙ - 1= - 15+ (# 0#	Associa	T No Spaci Heading 1	AaBbCc AA Heading 2 Change Styles*	A Find Car Rep La Sete
and G	Fort		Parapraph		Styles		Editir
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88							
George Ra	danovich	Hilda Solis	6	Dennis Haster	t Tom	DeLay	
Marketing		Sales		Marketing	Proc	luction	
Roy Blunt		Tom Feen	ey	Mark Kirk	Mich	ael Ferguson	
Sales		Packaging	e	Sales	Sale		
Christophe	er Cox	Nancy Pel	osi	Steny Hoyer	Rob	ert Menendez	

Merge to New Document	? 🗙
Merge records	
O Erom: Io:	
ОК	Cancel

- You may print the merged document if you ask your tutor first (to make sure that the printer is connected and contains labels)
- Save and close all open files.

221

Customization

Setting and customising Microsoft Word Options

There are a range of options that you can set or customize within Word. To view these options, click on the Office Button and then click on the Word **Options** button, that is displayed at the bottom-right of the dialog box that is displayed.

	[n.c.
🔡 Word Options	X Exit Word

The Word Options dialog box is displayed.

As you can see there are a number of items listed down the left side.

Popular	Change the most popular options in Word.
Display Proofing	Top options for working with Word
Save Advanced	Show <u>M</u> ini Toolbar on selection ① Enable Live Preview ① Show Developer tab in the Ribbon ①
Customize Add-Ins Trust Center Resources	 ✓ Always use Clear∑ype ✓ Open e-mail attachments in Eull Screen Reading view ① Color scheme: Blue ▼ ScreenTip style: Show feature descriptions in ScreenTips
	Personalize your copy of Microsoft Office User name: Initials: MSOffice Choose the languages you want to use with Microsoft Office: Language Settings
	OK Cancel

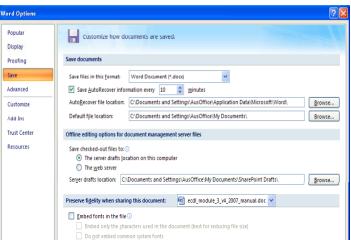
Setting the User Name

Within the **Popular** options is a section that allows you to personalize your copy of Microsoft Office. You can enter your name into the **User name** section. This information can be used by the various Microsoft Office applications to automatically insert your details into documents.

Save

Setting the default opening and saving folder

- Display the **Save** options within the Word Options dialog box.
- You can use the Default file • **location** section of the dialog box to set the folder that by default will be looked at when vou open files within Word. This folder will also be used as the default folder location when saving new documents.



- Click on the **Browse** button and set this default folder to the folder containing your sample files. Close the dialog box.
- Click on the **Office Button** and then click on the **Open** icon.
- You should see that by default files in your sample folder are displayed.
- Create a new document and then click on the **Save** icon. You



should see that by default the file will be saved to the folder containing your sample files. Cancel the file saving and close the new document that you have just created without saving it.

• If you have time investigate some of the option Word customization options.

Proofing and Printing

The importance of proofing

- When you have finished writing a letter always read it through before printing. Change any errors you find. Run the spell checker to find any spelling or grammatical errors. The keyboard shortcut to run the spell checking program is **F7**.
- Preview the document within the **Print Preview** view. Does the text look balanced on the page? Does everything else look correct?
- Print out the document and read through it one more time. Often when you read a printed document you see errors that you somehow missed when reading the document on the screen.

Spell checking a document

- Open a document called **Printing**.
- Press **F7** to start the spell checking program. Allow any changes that you think are necessary and then close the spell checking program.

Adding words to the built-in custom dictionary

 The spell checker works by comparing words contained within your document with a list of words contained within a dictionary. Sometimes Microsoft Word will highlight a word it does not recognize but this word may be a specialist word or a trademark word used within your particular business or organization. You can easily add words to the dictionary. Type in the word cctglobal. Run the spell checker program (by pressing F7). You will see the Spelling and Grammar dialog box displayed.

Spelling and Gran	nmar: English (U.K.)	? 🔀
Not in Dictionary:		
cctglobal	<u>^</u>	Ignore Once
		Ignore All
	~	Add to Dictionary
Suggestio <u>n</u> s:		
(No Spelling Suggestio	(No Spelling Suggestions)	
		Change All
	~	AutoCorrect
Dictionary language:	English (U.K.)	
🗹 Chec <u>k</u> grammar		
Options	Undo	Cancel



- Click on the **Add to Dictionary** button. From now on when you use the spell checker, it will recognize this word.
- Save and close the document. Create a new document and type in the word cctglobal. Run the spell checker and you should find that this word is no longer indicated as a potential problem by the spell checking program.

Removing a word from the spell checking dictionary

- Sometimes you may have accidentally added a word to the spelling dictionary, so it is important that you know how to remove a word from the dictionary.
- Click on the Office Button, and then click on the Word Options. The Word Options dialog box is displayed. Select the Proofing button (displayed down the left side of the dialog box).

ord Options		? 🛛
Popular Display	Change how Word corrects and formats your text.	
Proofing	AutoCorrect options	
Save	Change how Word corrects and formats text as you type: <u>AutoCorrect Options</u>	
Advanced	When correcting spelling in Office programs	
Customize	✓ Ignore words in ∐PPERCASE	
Add-Ins	✓ Ignore words that contain numbers	
Trust Center	 ✓ Ignore Internet and file addresses ✓ Flag repeated words 	
Resources	Enforce accented uppercase in French	
	Suggest from main dictionary only	
	Custom Dictionaries	
	French modes: Traditional and new spellings 🗸	
	Trener models indicate the spennings	

• Click on the **Custom Dictionaries** button. This will display the **Custom Dictionaries** dialog box.

Custom Dictionaries	? 🛛
Dictionary List	Edit Word List
All Languages:	
CUSTOM.DIC (Default)	Change Default
	<u>N</u> ew
	<u>A</u> dd
	Remove
File path: C:\Documents and Settings\David Murray\Application Data\Microsoft\UProof	Browse
Dictionary language:	
ОК	Cancel

H 9

New

Open

Microsoft Word

• Click on the **Edit Word List** button, select the word you wish to delete (in this case cctglobal), and then click on the **Delete** button. Click on the **OK** button to close the dialog box.

CUSTOM.DIC	?
W <u>o</u> rd(s):	
Dictionary:	
Cctglobal	
	Add Delete all
	OK Cancel

Printing options

• You can choose from a variety of printing option. Click on the **Office Button** and select the **Print** button.

This displays the **Print** dialog box.

Print				? 🛛	<u>S</u> ave
Printer					Save As
<u>N</u> ame;	📓 \\DELL\HP LaserJet 435	0 PCL 6 (Cupy I)	¥	Properties	Save As
Status:	Idle			Find Printer	Print
Type:	HP LaserJet 4350 PCL 6				1000
Where:	DOT4_001			Print to file	
Comment:					
Page range		Copies			
⊙ <u>∧</u> II		Number of copies:	1 🗘		
O Curr <u>e</u> nt	t page 🛛 Selection				
O Pages:			Colleba		
	age numbers and/or page		🗹 Colla <u>t</u> e		
ranges	separated by commas counting				
	e start of the document or the For example, type 1, 3, 5–12				
	l, p1s2, p1s3–p8s3				
Print <u>w</u> hat:	Document 🗸	Zoom			
P <u>r</u> int:	All pages in range 🗸 🗸	Pages per sheet:	1 page	~	
		Scale to paper size:	No Scaling	~	
Options			ОК	Cancel	

• Use the **Print** dialog box to select required options such as: **Printer Name:**

You may have more than one printer available that you can print to. Click on the **down arrow** to the right of the **Printer Name** section to see what printers are available. In the example shown you can print to a fax, which means that rather than printing to a printer, you would be prompted for a fax number and the document would be sent as a fax to this number.

Print			? 🛛
Printer			
<u>N</u> ame:	\\DELL\HP LaserJet 4350 PCL 6 (Copy 1)	4	Properties
Status: Type:	INDELL HP Laser let 4350 PCL 6 (Copy 1)	>	Fin <u>d</u> Printer
Where: Comment:	Adobe PDF		Print to file
Page range <u>A</u> ll	Auto hp deskjet 990c series on CCT-SERVER-XP	≡	
O Curr <u>e</u> nt	Som Fax		
Type pa ranges s from the	Microsoft Office Document Image Writer	~	

Page Range:

You can print the entire document, the current page or a range of pages.

Number of Copies:

You can print multiple copies and choose to collate these.

Zoom:

The zoom option allows you to print multiple document pages on a single sheet of printed paper. This facility may vary from one printer to another.

Printing only odd or even pages

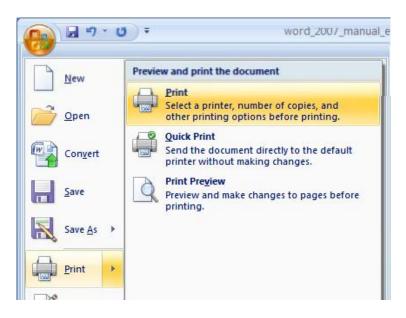
Some printers are capable of printing on both sides of the paper. These are
often called 'duplex printers'. If you need to print on both sides of the paper
but your printer only prints on one side of the paper, you can try printing all
the odd pages of your document, and after turning the printed document
upside-down within your printer then print just the even pages.



NOTE: Laser printers are often very hot inside and may curl your paper so this may not always work and can cause paper jams.

• To print just the odd or even pages of a document, click on the **Office button**. A menu is displayed. Click on the arrow next to the **Print** command. Within the submenu displayed, click on the **Print** option.

Microsoft Word



• This will display a dialog box. You should see a **Print** section within your dialog box. Clicking on the **down arrow** next to this option lets you choose to print only odd pages or only even pages.

Print <u>w</u> hat:	Document 👻
Print:	All pages in range 🛛 🔽
	All pages in range
	Odd pages
	Even pages
Options	

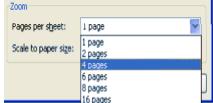
Printing part of a document

 You may have a very long document but only wish to print part of the document. To do this, select the part of the document that you wish to print. Open the **Print** dialog box. Within the **Print Range** section of the dialog box click on the **Selection** button. Now only the selected portion of the document will be printed.

Page range								
○ <u>A</u> ll								
○ Current page								
O Pages:								
Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3								

Printing more than one page of a document per printed sheet

 To save paper you can print more than one document page per printed sheet. To do this, open the **Print** dialog box. Within the **Zoom** section click to the right of the '**Pages per sheet**' option and select the number of pages to be printed on each printed page.



Previewing and printing a document

• It is vital that you get into the habit of previewing a document before you print it. This can save a lot of wasted paper! To preview a document click on



the **Office Button** and select the **Print** button. Click on the **Print Preview** button.



• The document will now be displayed in **Print Preview** mode and you will see different icons displayed across the top of the screen.

Print Pre	view		Docume	nt2 (Preview) - Microsoft V	/ord
Print Options	Margins Orientation	Size	One Page Two Pages Page Width	V Magnifier	t Page Close Print Preview
Print	Page Setup	Ta .	Zoom	Previe	W

• You can use these icons to make any last minute changes that are required, such as modifying the layout of your document