# Chapter-1

## Getting to Know Word 2013

### Introduction

In January 2013, Microsoft released the latest version of its Office software suite. Word 2013 is a word processing application that allows you to create a variety of documents like letters, flyers, and reports. With the introduction of several enhanced features—including the ability to create and collaborate on documents online—Word 2013 gives you the ability to do more with your word processing projects.

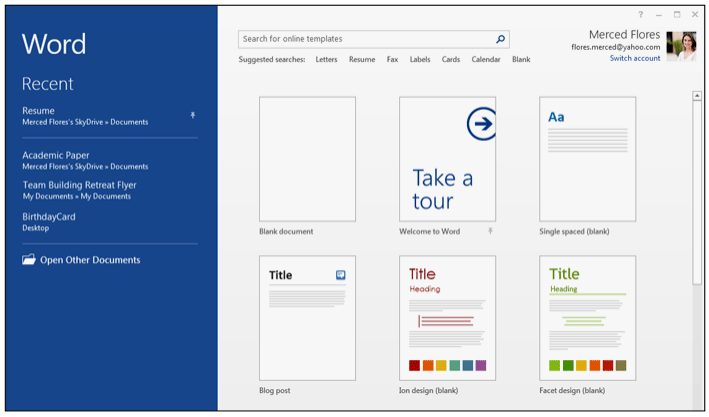
### Getting to know Word 2013

Word 2013 is similar to Word 2010. If you've previously used Word 2010, then Word 2013 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the Word 2013 interface.

### The Word interface

When you open Word 2013 for the first time, the Word Start Screen will appear. From here, you'll be able to create a new document, choose a template, or access your recently edited documents.

From the Word Start Screen, locate and select Blank document to access the Word interface.




### Working with the Word environment

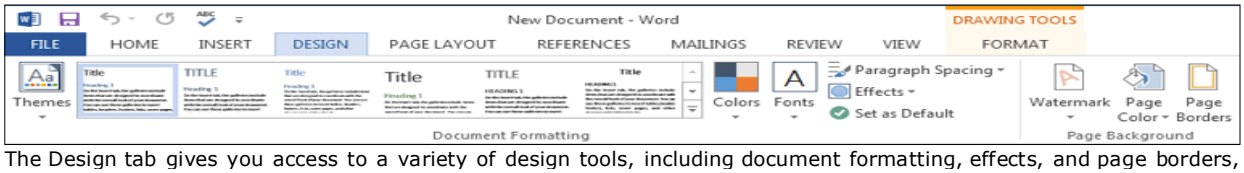
If you've previously used Word 2010 or 2007, then Word 2013 should feel familiar. It continues to use features like the Ribbon and the Quick Access toolbar—where you will find commands to perform common tasks in Word—as well as Backstage view.

### The Ribbon

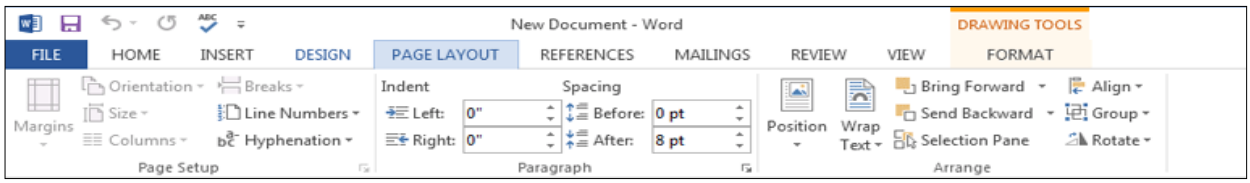
Word 2013 uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in Word.

The Home tab gives you access to some of the most commonly used commands for working with Word 2013, including copying and pasting, formatting, aligning paragraphs, and choosing document styles. The Home tab is selected by default whenever you open Word.

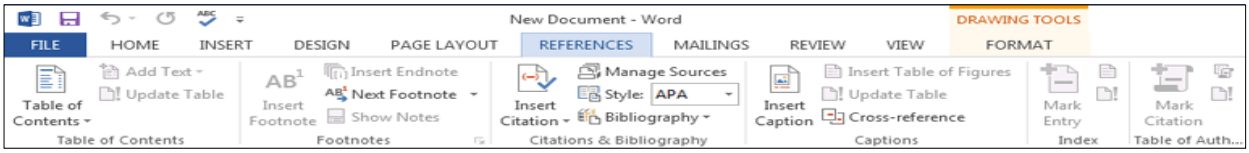
The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages, and more to your document, which can help you communicate information visually and add style to your document.



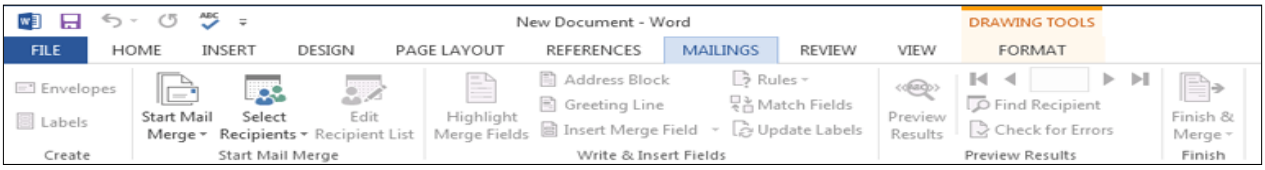

The Design tab gives you access to a variety of design tools, including document formatting, effects, and page borders, which can give your document a polished look.



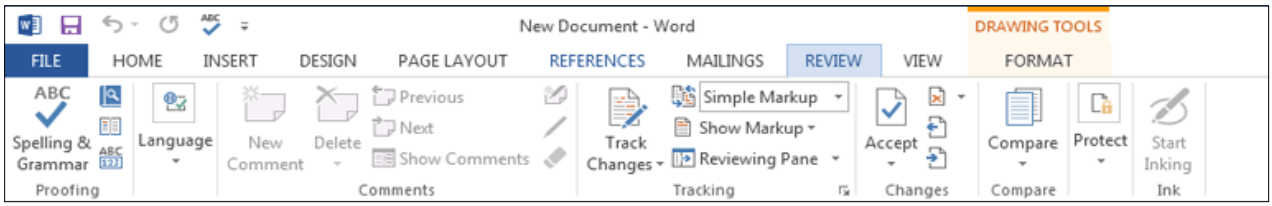
The Page Layout tab allows you to change the print formatting of your document, including margin width, page orientation, and page breaks. These commands will be especially helpful when preparing to print a document.



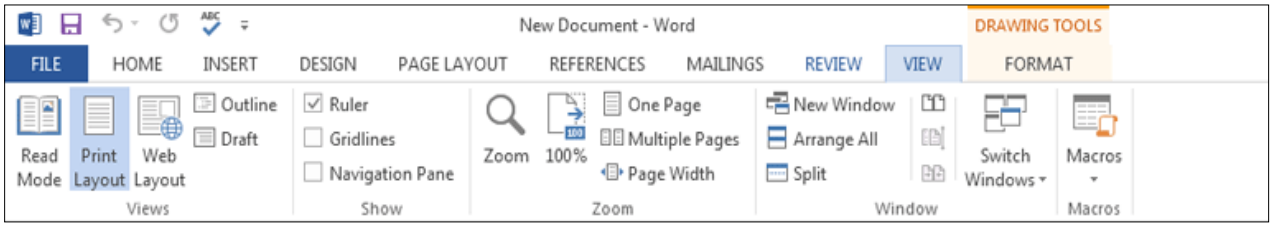

The References tab allows you add annotations to your document, such as footnotes and citations. From here, you can also add a table of contents, captions, and a bibliography. These commands are especially helpful when composing academic papers.



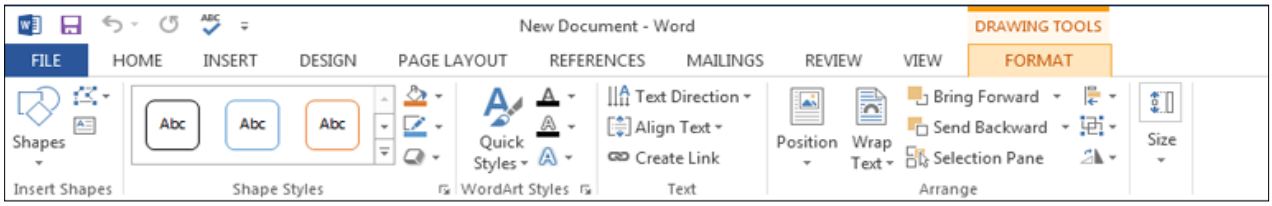

You can use the mail merge feature in the Mailings tab to quickly compose letters, address envelopes, and create labels. This is especially useful when you need to send a letter to several recipients.




You can use the Review tab to access Word's powerful editing features, including adding comments and tracking changes. These features make it easy to share and collaborate on documents.



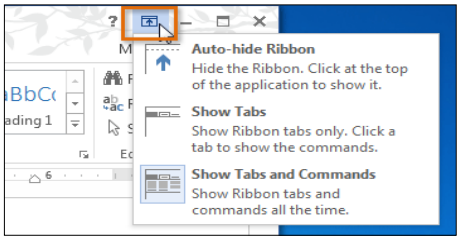

The View tab allows you to switch between different views for your document and split the screen to view two parts of your document at once. These commands will also be helpful when preparing to print a document.




Contextual tabs will appear on the Ribbon when you're working with certain items, such as tables and pictures. These tabs contain special command groups that can help you format these items as needed.
Certain programs, such as Adobe Acrobat Reader, may install additional tabs to the Ribbon. These tabs are called add-ins.

**To minimize and maximize the Ribbon:**

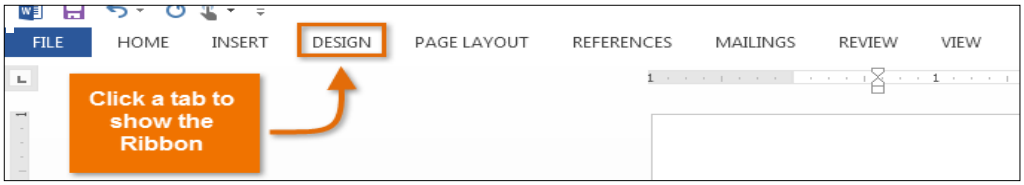
The Ribbon is designed to respond to your current task, but you can choose to minimize the Ribbon if you find that it takes up too much screen space.




1. Click the Ribbon Display Options arrow in the upper-right corner of the Ribbon.
2. Select the desired minimizing option from the drop-down menu:
   - **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view.

- To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.

- **Show tabs:** This option hides all command groups when not in use, but **tabs** will remain visible.
- To **show the Ribbon**, simply click a tab.



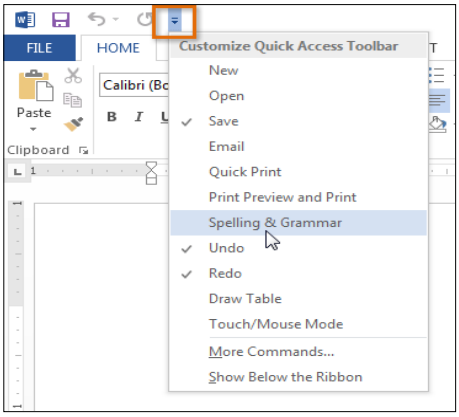

- **Show tabs and commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

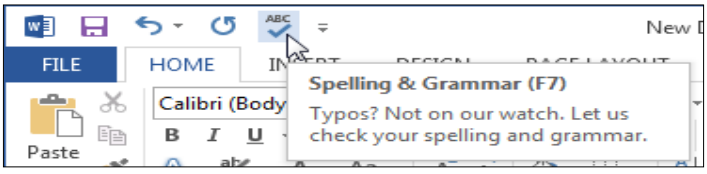
## The Quick Access toolbar

Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

**To add commands to the Quick Access toolbar:**

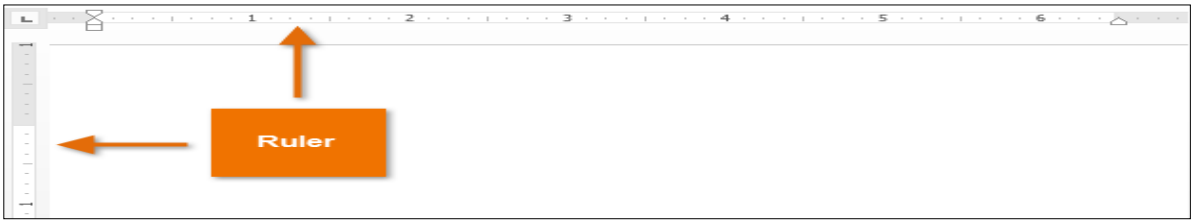
1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
3. The command will be **added** to the Quick Access toolbar.



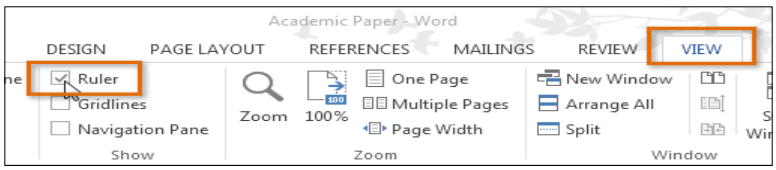

## The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.



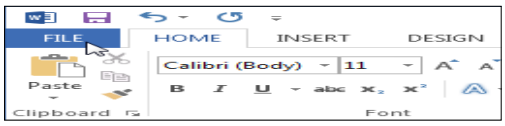

**To show or hide the Ruler:**

1. Click the **View** tab.
2. Click the check box next to Ruler to **show** ☑ or **hide** ☐ the ruler.




## Backstage view

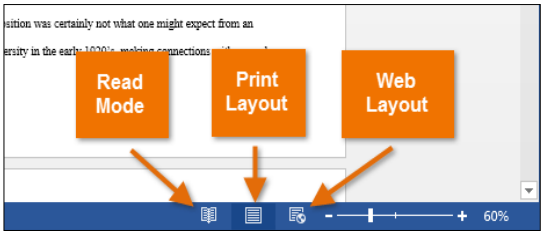
**Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.



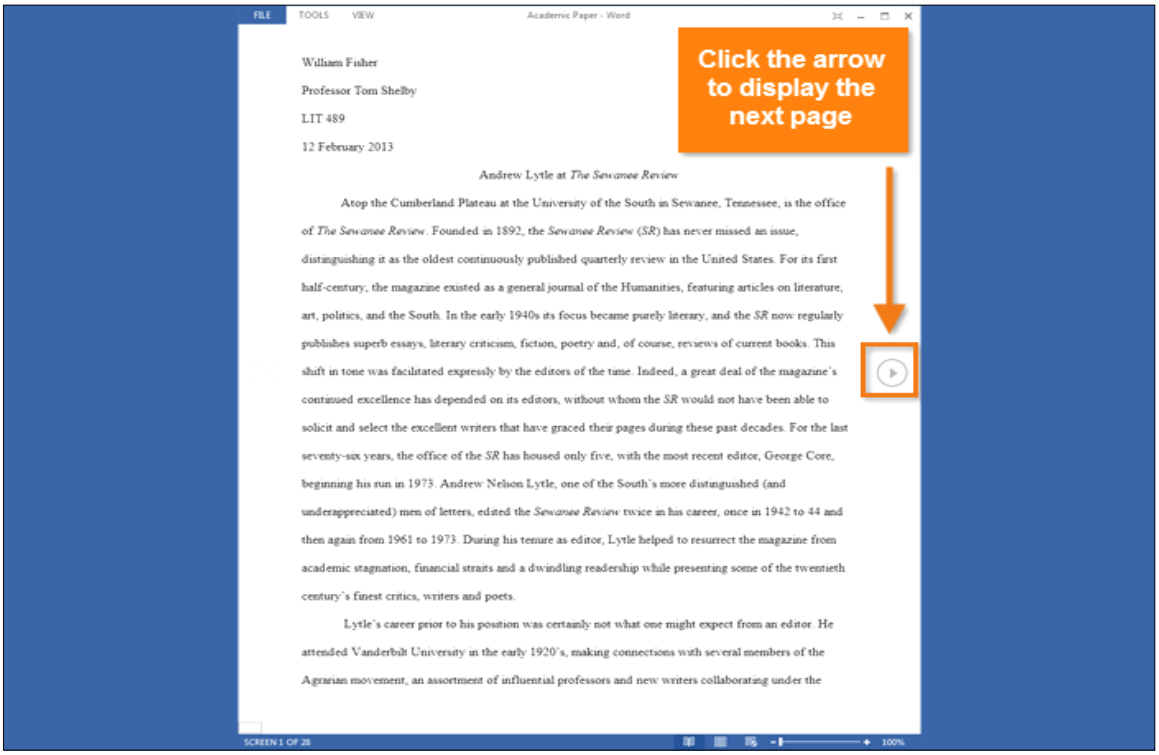

**To access Backstage view:** Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

## Document views

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document.

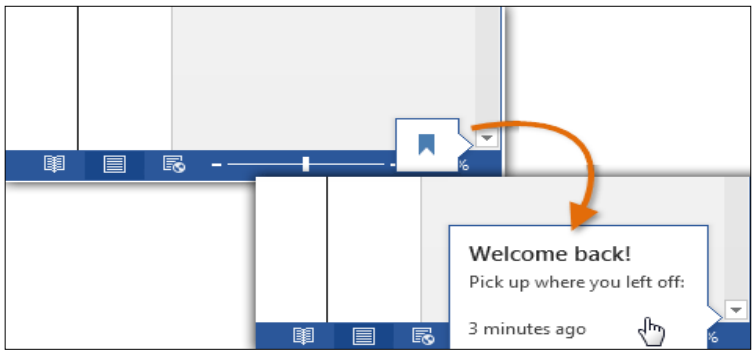



- To **change document views**, locate and select the desired **document view command** in the bottom-right corner of the Word window.
- Click the **arrows** in the slideshow below to review the different document view options.




**Read Mode:** In this view, all of the editing commands are **hidden** so your document fills the screen. Arrows appear on the left and right side of the screen so you can toggle through the pages of your document.

If your document has many pages, Word 2013 has a handy new feature called **Resume Reading** that allows you to open your document to the last page you were viewing. When opening a saved document, look for the **bookmark icon** to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.



# Chapter-2

## Creating and Opening Documents

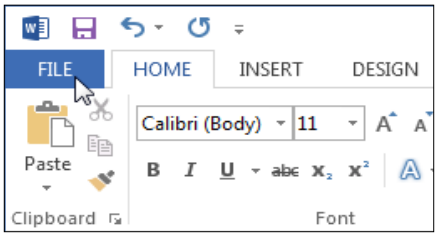
### Introduction

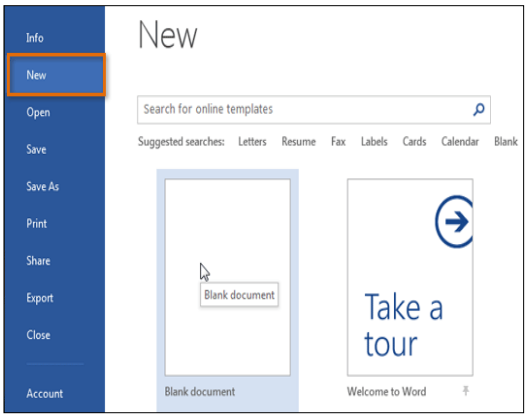
Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

### To create a new blank document

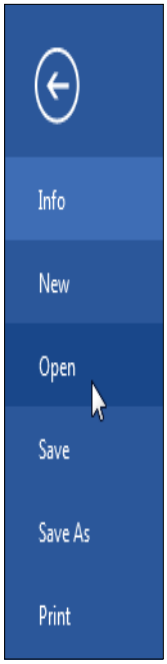
When beginning a new project in Word, you'll often want to start with a new blank document.

- Select the **File** tab. **Backstage view** will appear.
- Select **New**, then click **Blank document**.
- A new blank document will appear.




### To open an existing document

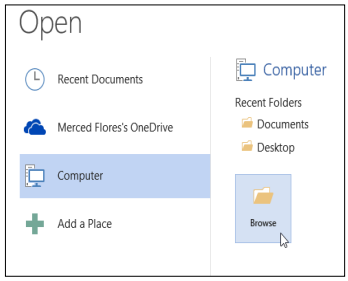


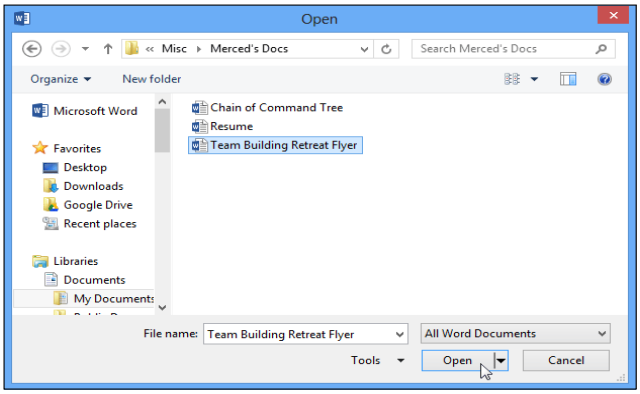

In addition to creating new documents, you'll often need to open a document that was previously saved.

- Navigate to **Backstage view**, and then click **Open**.
- Select **Computer**, then click **Browse**. Alternatively,

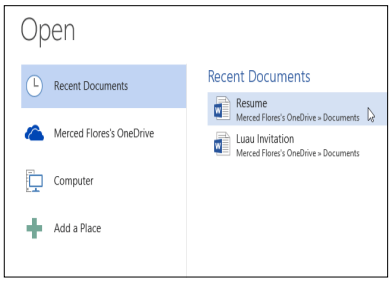
You can Choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.

- The **Open** dialog box appears. Locate and select your **document**, then click **Open**.




If you've opened the desired presentation recently, you can browse your **Recent Documents** rather than search for the file.

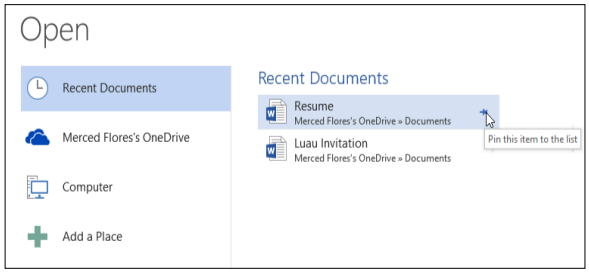



Word 2013 also allows you to open existing PDF files as editable documents. This is useful when you want to modify a PDF file.

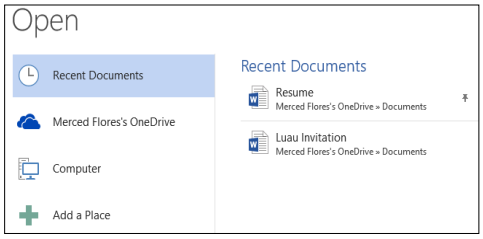
### To pin a document

If you frequently work with the **same document**, you can **pin it** to backstage view for quick access.

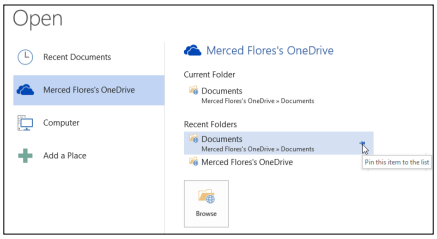
- Navigate to **Backstage view**, then click **Open**. Your **recently edited documents** will appear.
- Hover the mouse over the **document** you want to pin. A **pushpin icon** will appear next to the document. Click the **pushpin icon.**



The document will stay in Recent Documents. To **unpin** a document, click the pushpin icon again.




You can also **pin folders** to Backstage view for quick access. From Backstage view, click **Open** and locate the **folder** you want to pin, then click the **pushpin icon**.

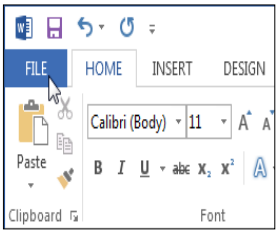



## Using Templates

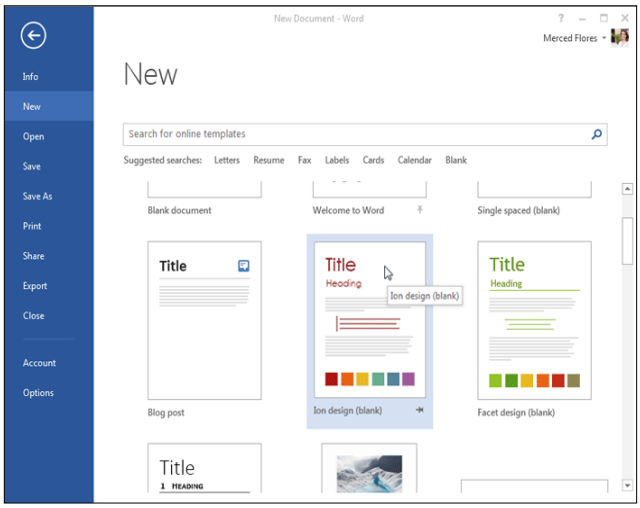
A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

**To create a new document from a template:**

- Click the **File** tab to access **Backstage view**.

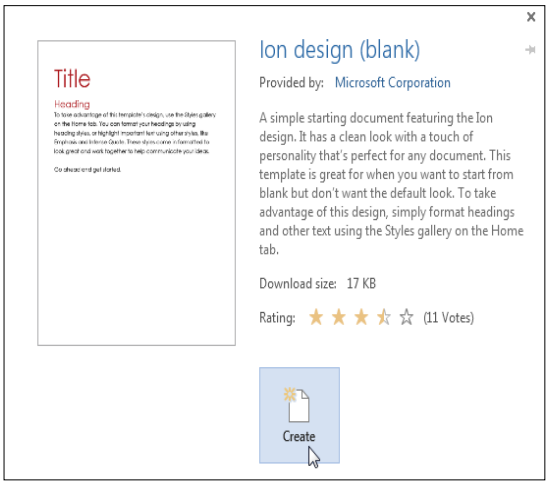


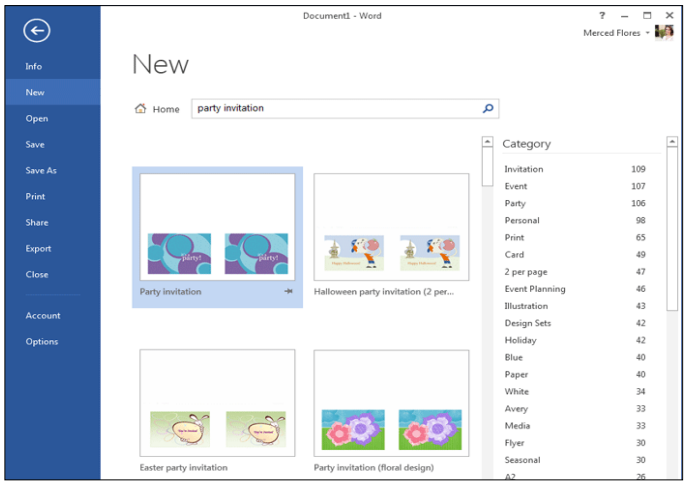

- Select **New**. Several templates will appear below the **Blank document** option.
- Select a **template** to review it.




- A **preview** of the template will appear, along with **additional information** on how the template can be used.
- Click **Create** to use the selected template.
- A new workbook will appear with the **selected template**.

You can also browse templates by category or use the search bar to find something more specific.



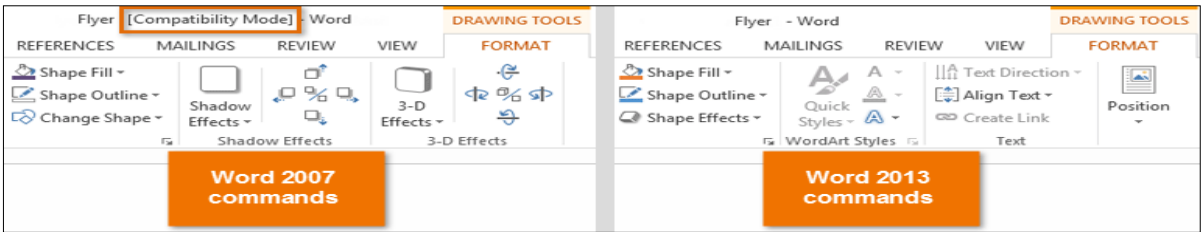

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

## Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.

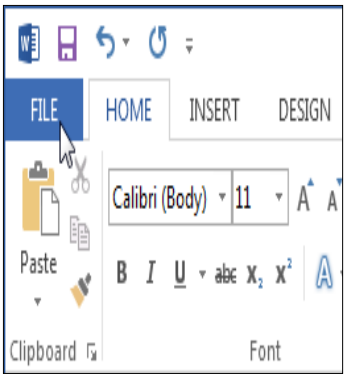



To exit Compatibility mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility mode so the format will not change.

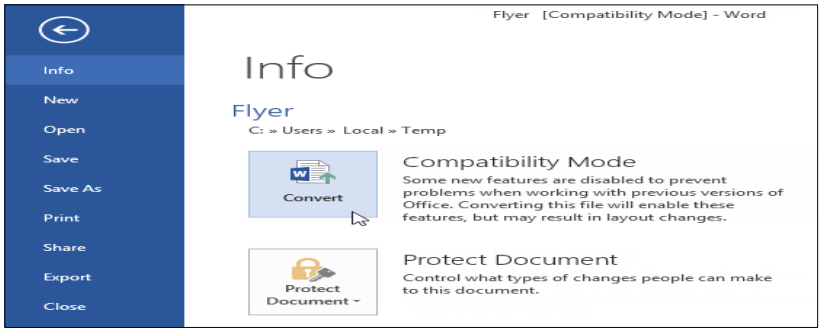
**To convert a document**

If you want access to all Word 2013 features, you can **convert** the document to the 2013 file format.
Note that converting a file may cause some changes to the **original layout** of the document.

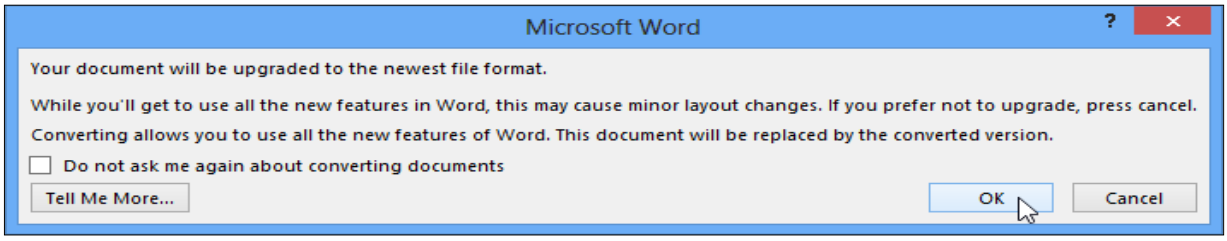
- Click the **File** tab to access Backstage view.




- Locate and select the **Convert** command.




- A dialog box will appear. Click **OK** to confirm the file upgrade.




- The document will be converted to the newest file type.

# Chapter-3

## Saving and Sharing Documents

### Introduction

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.
OneDrive was previously called SkyDrive. There's nothing fundamentally different about the way OneDrive works; it's just a new name for an existing service. Over the next few months, you may still see SkyDrive in some Microsoft products.

### Save and Save As

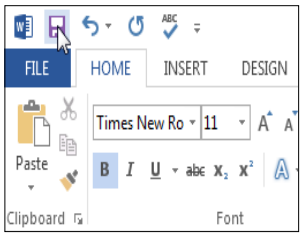
Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

**Save**: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

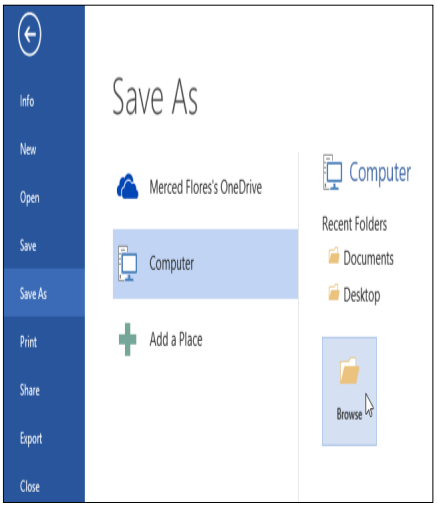
**Save As**: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version

### To save a document

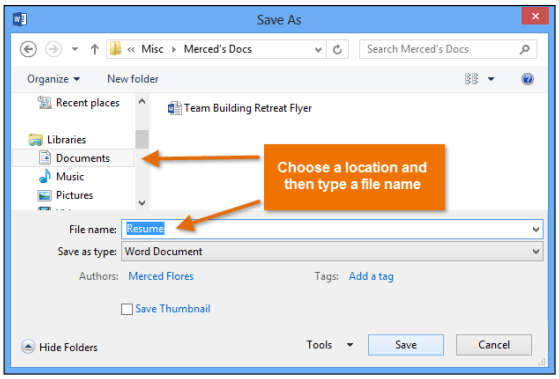
It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.




- Locate and select the **Save** command on the **Quick Access toolbar**.
- If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
- You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, and then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.




- The **Save As** dialog box will appear. Select the **location** where you want to save the document.
- Enter a **file name** for the document, then click **Save**.

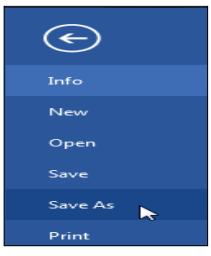



The document will be **saved**. You can click the **Save** comm and again to save your changes as you modify the document. You can also access the **Save** comm and by pressing **Ctrl+S** on your keyboard.

### Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

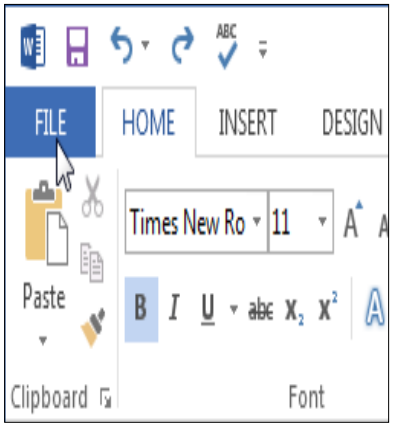
To do this, you'll click the **Save As** command in backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



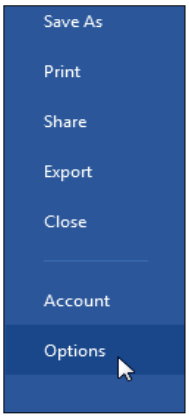

### To change the default save location

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

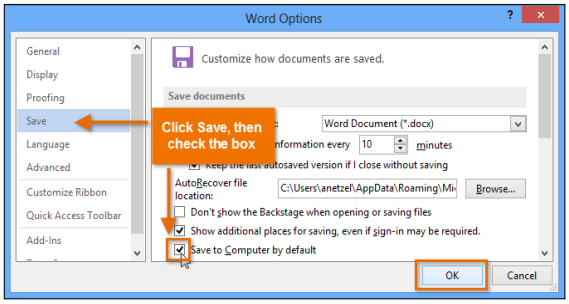
- Click the **File** tab to access **Backstage view**.




- Click **Options**.

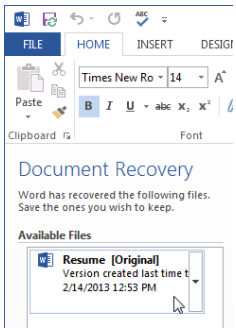



- The **Word Options** dialog box will appear. Select **Save**, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.




## AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

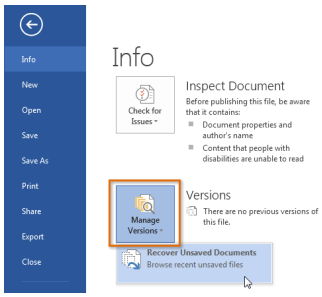



### To use AutoRecover:

1. Open Word 2013. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
2. Click to **open** an available file. The document will be **recovered**.

By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.



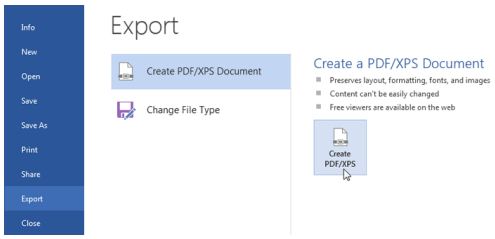

## Exporting documents

Be default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word in a variety of file types.

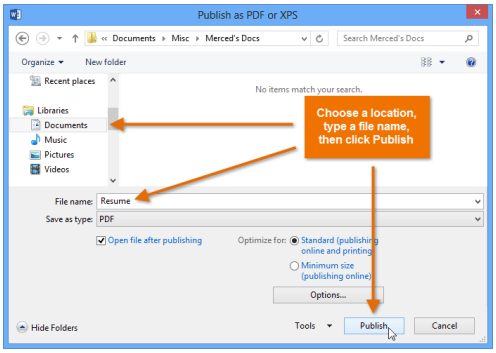
### To export a document as a PDF file:

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

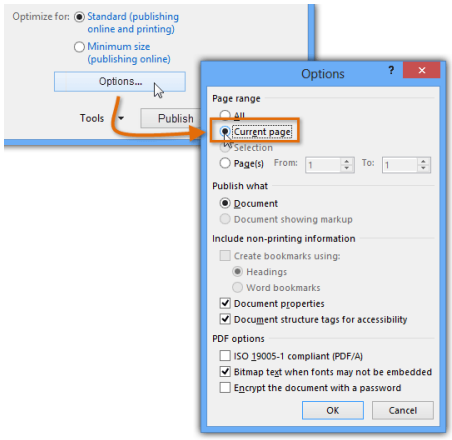
Click the **File** tab to access **Backstage view**. Click **Export**, then select **Create PDF/XPS**.




1. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then **click Publish.**

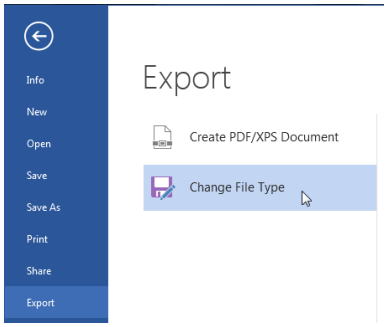



By default, Word will export **all of the pages** in the document. If you want to export only the **current page**, click **Options** in the **Save as** dialog box. The **Options** dialog box will appear. Select **Current page**, then click **OK**.

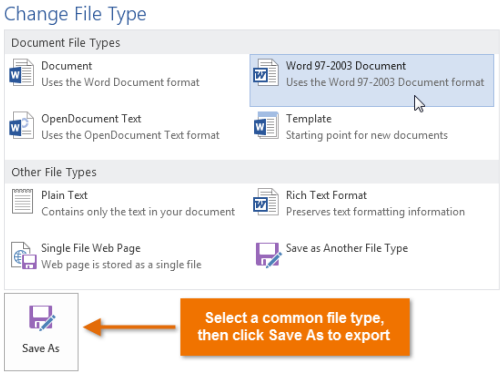



## To export a document in other file types:

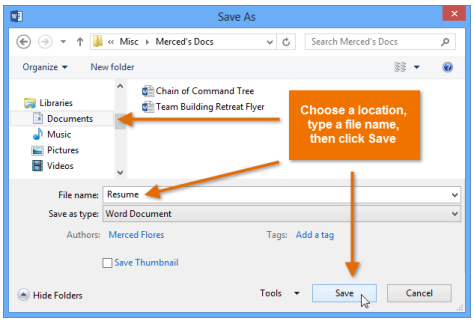
You may also find it helpful to export your document in other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word, or a **.txt file** if you need a **plain text** version of your document.




1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.
3. Select a **file type**, then click **Save As**.

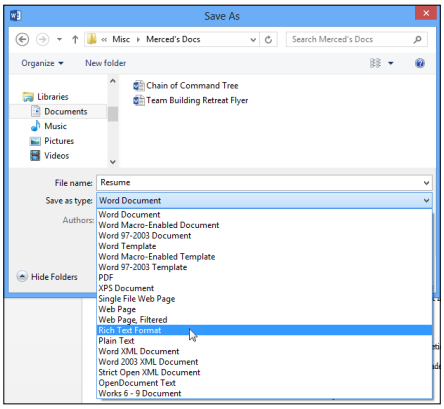



4. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.




You can also use the **Save as type:** drop-down menu in the **Save As** dialog box to save documents in a variety of file types.

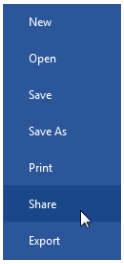
## Sharing documents




Word 2013 makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a document from Word 2013, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

In order to share a document, it must first be **saved to your OneDrive**.




### To share a document:

1. Click the **File** tab to access **Backstage view**, then click **Share**.

2. The **Share** pane will appear.

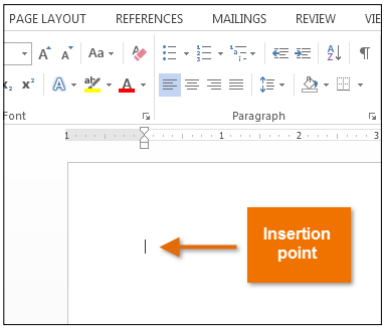
# Chapter-4 Text Basics

## Introduction

If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize, and edit text. Basic tasks include the ability to **add**, **delete**, and **move text**, as well as the ability to **find and replace** specific words or phrases.

## Using the insertion point to add text

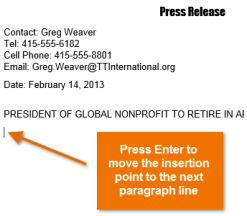
The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:



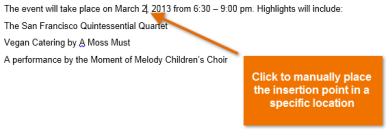

- **Blank document:** When a new blank document opens, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.

- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.




- **Manual placement:** After you've started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



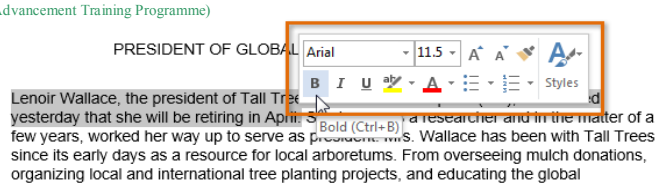

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

## To select text:

Before applying formatting to text, you'll first need to **select** it.

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse, and while holding it down drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

When you select text or images in Word, a **hover toolbar** with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.




Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.

### To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

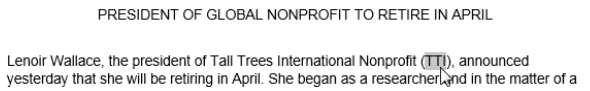
## Copying and moving text

Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

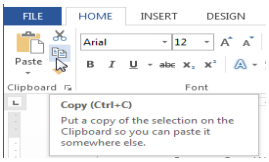
### To copy and paste text:

Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.

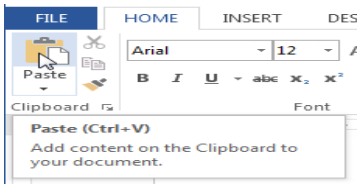



2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.




3. Place the insertion point where you want the text to appear.

4. Click the **Paste** command on the Home tab.



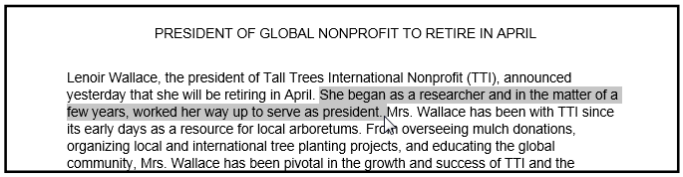
5. The text will appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.

## To cut and paste text:

1. Select the **text** you want to cut.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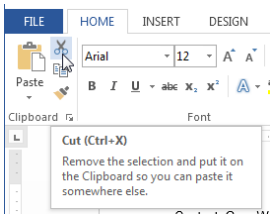
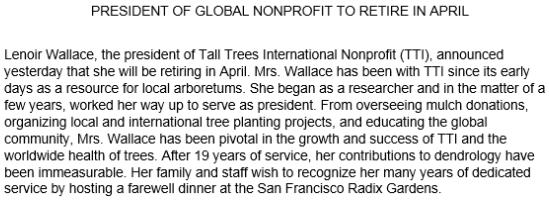
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.




3. Place your insertion point where you want the text to appear.

4. Click the **Paste** command on the **Home** tab. The text will appear.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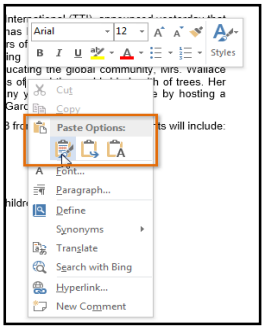
You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.




You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

## To drag and drop text:

Dragging and dropping text allows you to use the mouse to move text.

1. Select the **text** you want to move.

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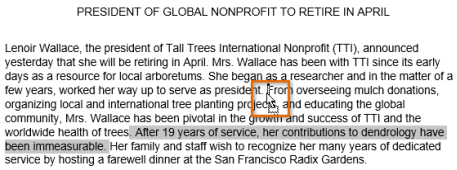
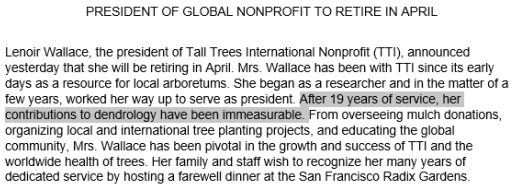
2. Click and drag the **text** to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.




3. Release the mouse button, and the text will appear.

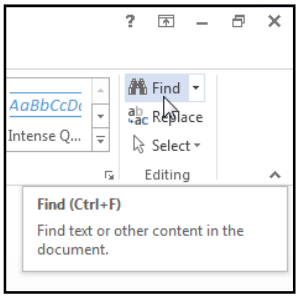



If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

## Find and Replace

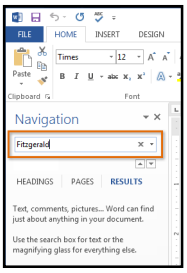
When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

### To find text:

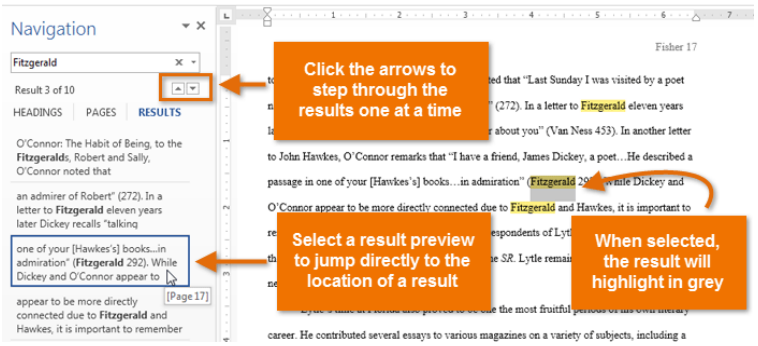



In our example, we've written an academic paper and will use the Find command to locate all references to a particular author's last name.

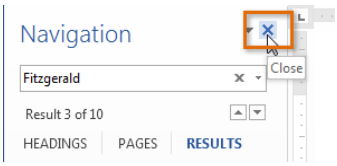
1. From the **Home** tab, click the **Find** command.
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the author's last name.




4. If the text is found in the document, it will be highlighted in yellow, and a **preview of the results** will appear in the **navigation pane**.
5. If the text appears more than once, choose a **review option** to review each instance. When an instance of the text is selected, it will highlight in gray:
   - **Arrows:** Use the arrows to move through the results one at a time.
   - **Results previews:** Select a result preview to jump directly to the location of a specific result in your document.

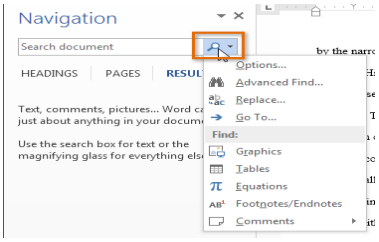


6. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.




You can also access the Find command by pressing **Ctrl+F** on your keyboard.

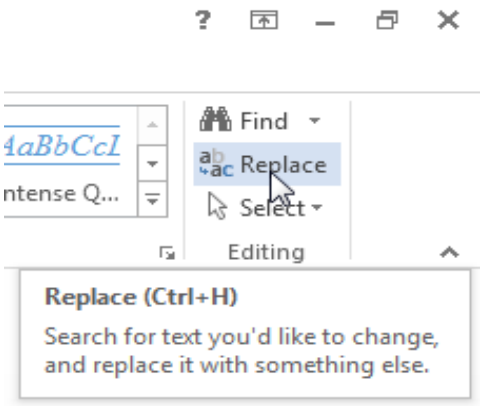
For more search options, click the drop-down arrow next to the search field.



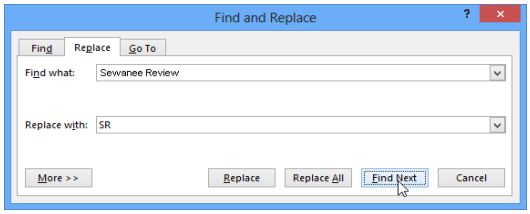

## To replace text:

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

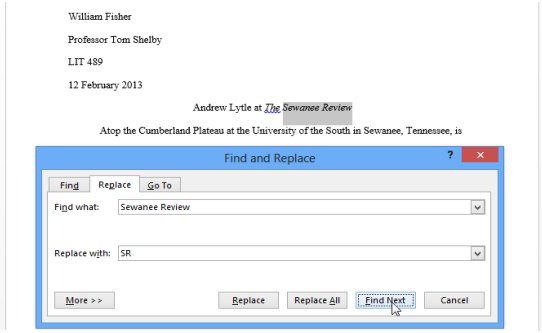
1. From the **Home** tab, click the **Replace** command.



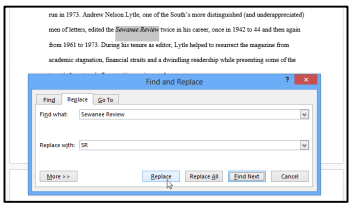

2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



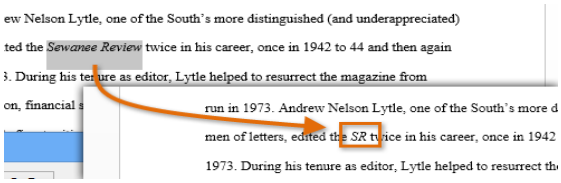

5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again.




7. Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:
   - **Replace** will replace individual instances of text. In our example, we'll choose this option.
   - **Replace All** will replace every instance of the text throughout the document.



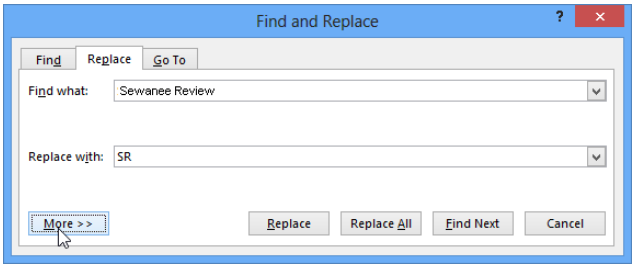
8. The selected text will be replaced.




9. When you're done, click **X** to close the dialog box.

You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.

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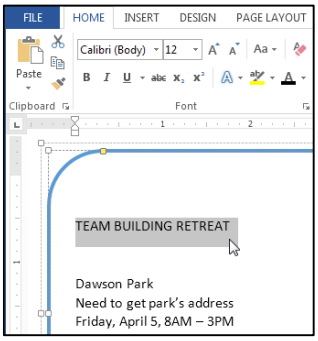
# Chapter-5 Formatting Text

## Introduction

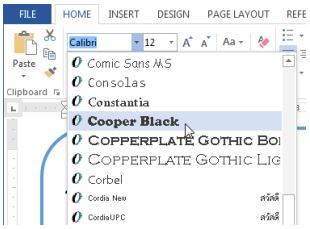
**Formatted text** can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

### To change the font:

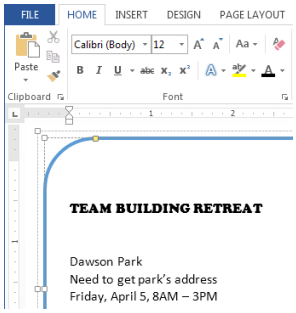
By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text and titles.




1. Select the text you want to modify.
2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you want to use.



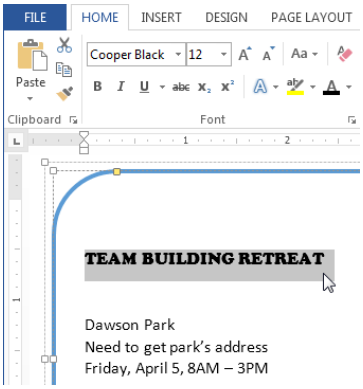

4. The font will change in the document.




When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

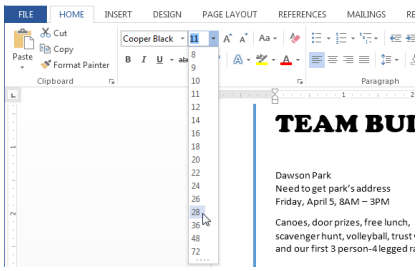
### To change the font size:

1. Select the text you want to modify.

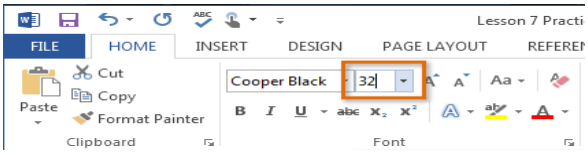



2. Select the desired font size formatting option:

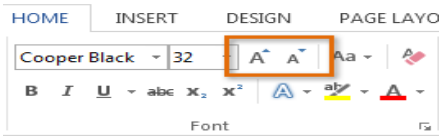
- **Font size drop-down arrow:** On the **Home** tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.



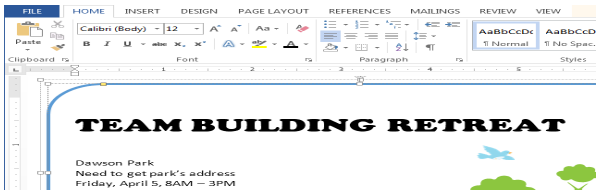

- **Font size box:** When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and **type** the desired font size, then press **Enter**.




- **Grow and shrink font commands:** Click the **Grow Font** or **Shrink Font** commands to change the font size.

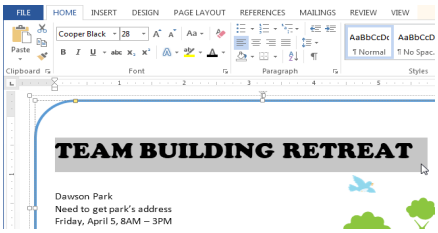



3. The font size will change in the document.

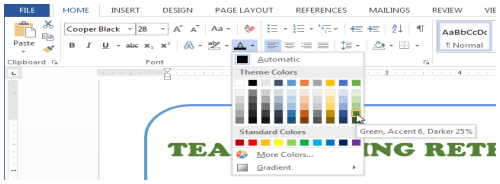



To change the font color:

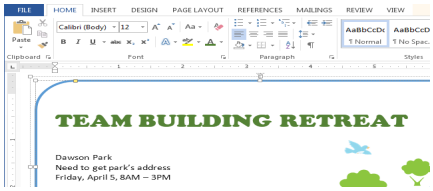
1. Select the text you want to modify.



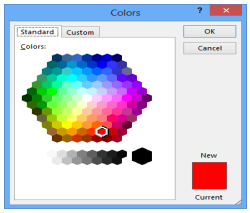

2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
3. Move the mouse over the various font colors. A live preview of the color will appear in the document.




4. Select the font color you want to use. The font color will change in the document.

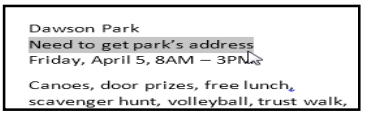



Your color choices aren't limited to the drop-down menu that appears. Select **More Colors...** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**



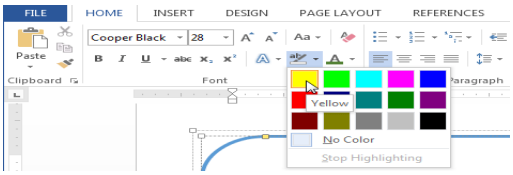
## To highlight text:

Highlighting can be a useful tool for marking important text in your document.

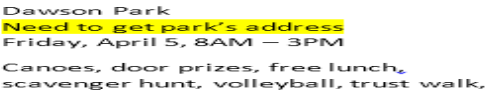



1. Select the text you want to highlight.

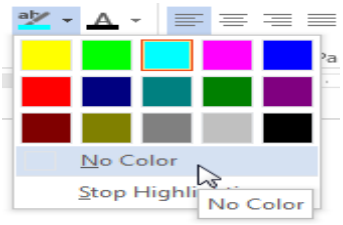
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.




3. Select the desired highlight **color**. The selected text will then be highlighted in the document.



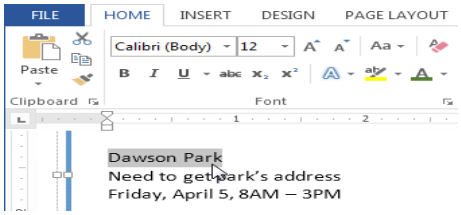

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.




If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter . You can then click, hold, and drag the highlighter over the lines you want to highlight.

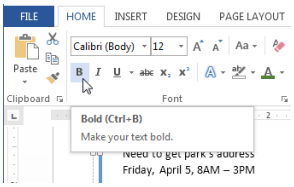
## To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

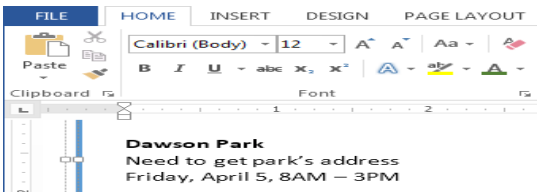



1. Select the text you want to modify.

2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.

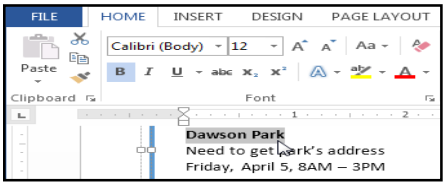



3. The selected text will be modified in the document.

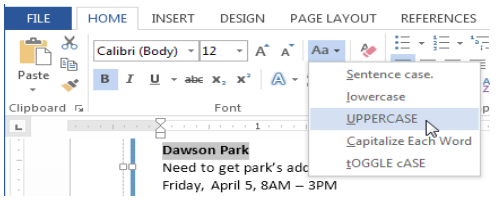


## To change the text case:

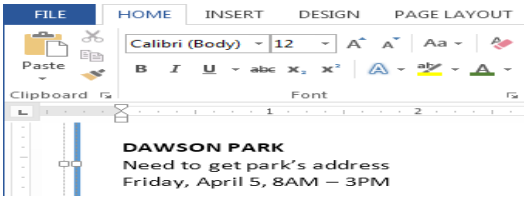
When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.




1. Select the text you want to modify.
2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



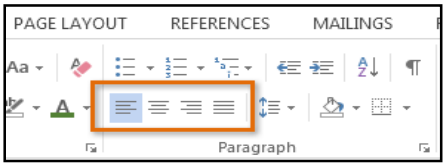

4. The text case will be changed in the document.




## To change text alignment:

**By default, Word aligns text to the** left margin **in new documents. However, there may be times when you want to adjust text alignment to the center or right.**

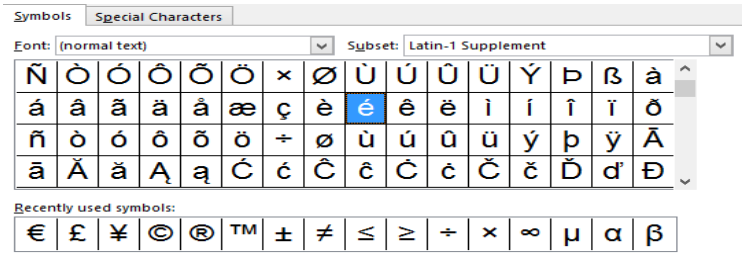
1. Select the text you want to modify.
2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.




## Symbols

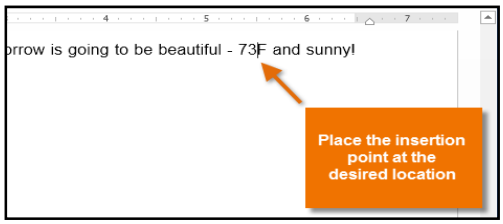
**Sometimes you may find that you need to add a** symbol **to your text, such as the Copyright symbol ©.**

**Word offers a collection of symbols for currency, languages, mathematics, and more.**

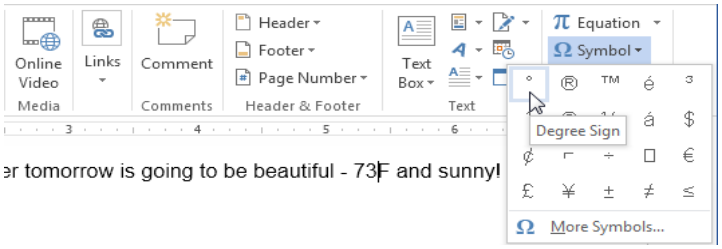


To insert a symbol:

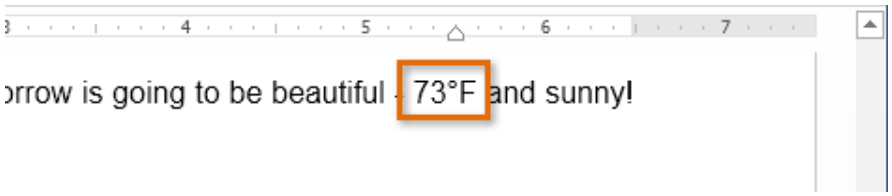
1. Place the **insertion point** in the location where you want to **insert** a symbol.



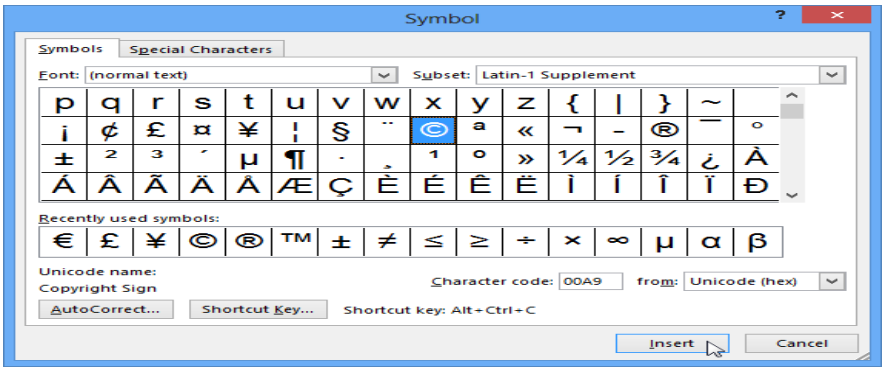

2. On the **Insert** tab, click the **Symbol** drop-down arrow. A menu of symbols will appear.
3. Select the desired **symbol**.




4. The symbol will appear in your document.




If you don't see the symbol you're looking for, click **More Symbols...** to open the Symbol dialog box. Locate and select the desired symbol, then click Insert.

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# Chapter-6 Page Layout

## Introduction

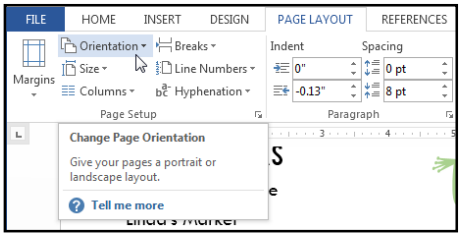
One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the **layout of the page**. The page layout affects how content appears and includes the page's **orientation**, **margins**, and **size**.

## Page orientation

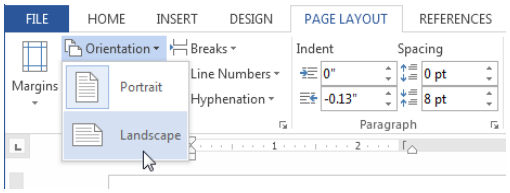
Word offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented **horizontally**, while portrait means the page is oriented **vertically**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

Landscape Portrait

## To change page orientation:




1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.
3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.




4. The page orientation of the document will be changed.

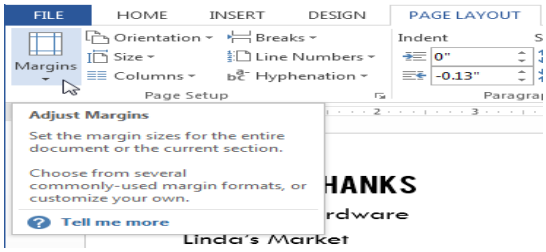
## Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

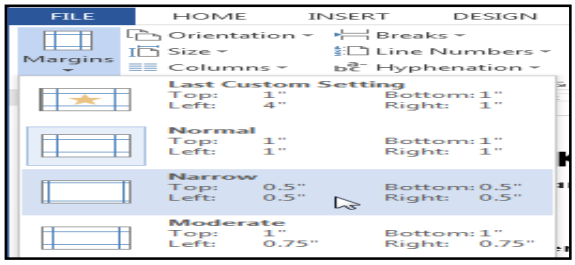
## To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Margins** command.




2. A drop-down menu will appear. Click the **predefined margin size** you want.

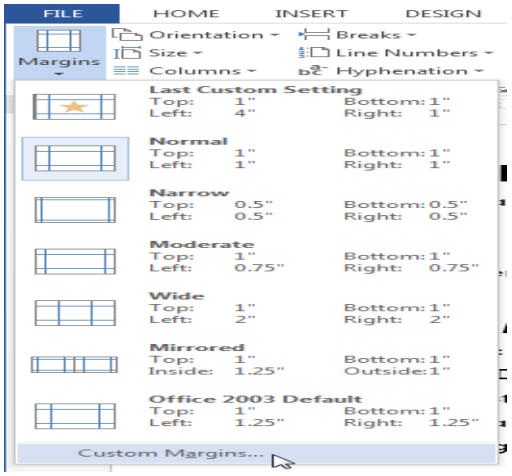



3. The margins of the document will be changed.

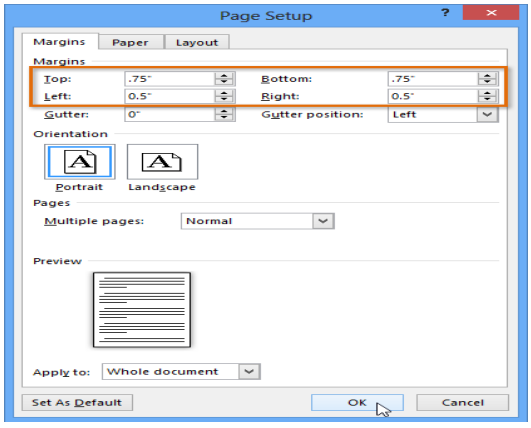
To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Margins**. Select **Custom Margins...** from the drop-down menu.




2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.




4. The margins of the document will be changed.

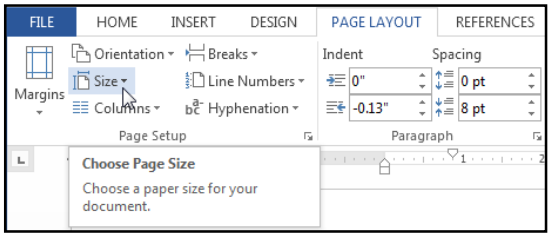
## Page size

By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

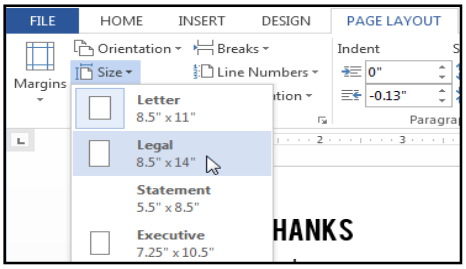
### To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Size** command.




2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

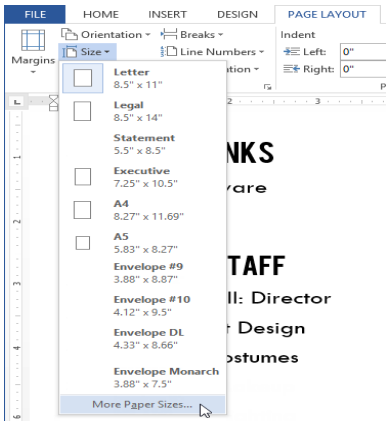



3. The page size of the document will be changed.

### To use a custom page size:

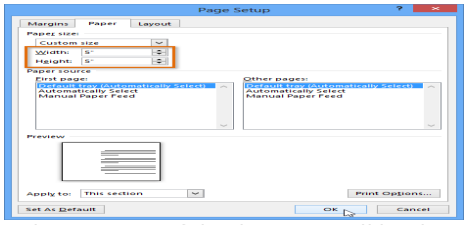
Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Page Layout** tab, click **Size**. Select **More Paper Sizes...** from the drop-down menu.



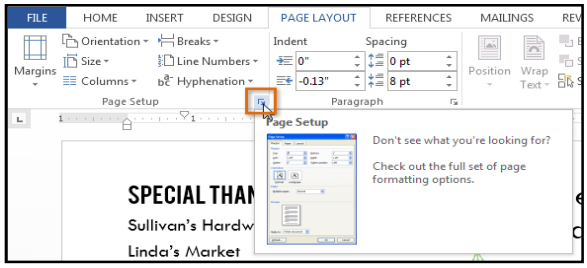

2. The **Page Setup** dialog box will appear.

3. Adjust the values for **Width** and **Height**, then click **OK**.




4. The page size of the document will be changed.

Alternatively, you can open the Page Setup dialog box by navigating to the Page Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



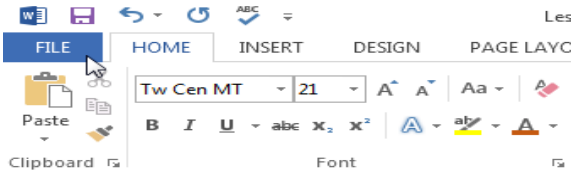
# Chapter-7 Printing Documents

## Introduction

Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.

## To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.




2. **Select** Print**. The** Print **pane will appear.**

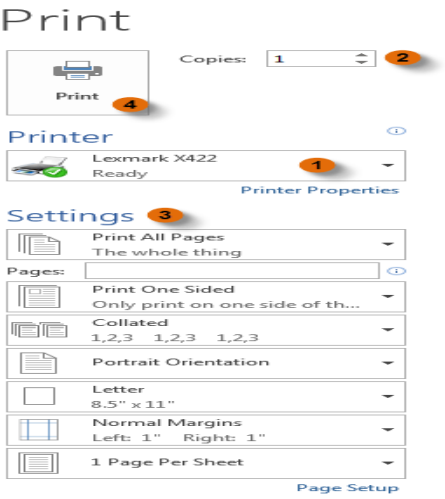
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

## To print a document:

1. Navigate to the **Print** pane and select the desired **printer**.
2. Enter the number of **copies** you want to print.
3. Select any additional **settings** if needed.
4. Click **Print**.

### Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

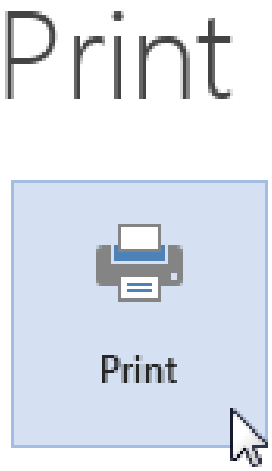



## To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.

3. Click **Print**.



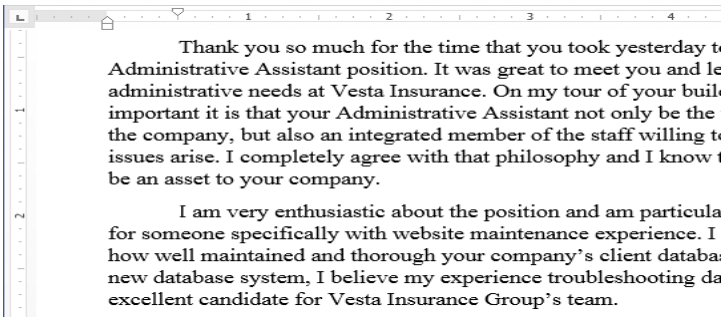
# Chapter-8 Indents and Tabs

## Introduction

**Indenting** text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

## Indenting text

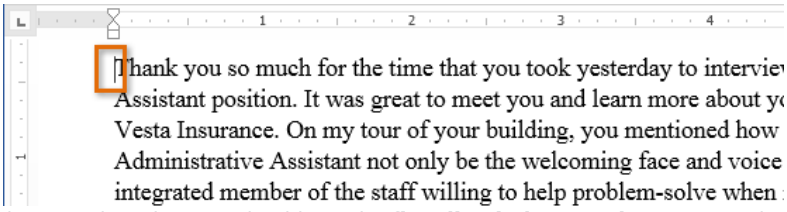
In many types of documents, you may want to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



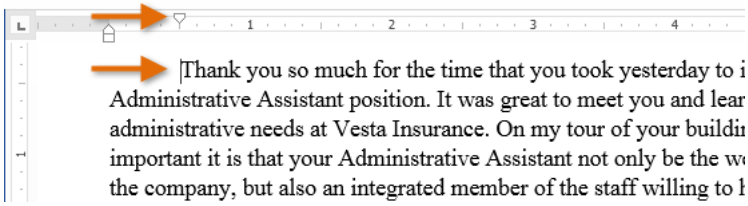

## To indent using the Tab key:

A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

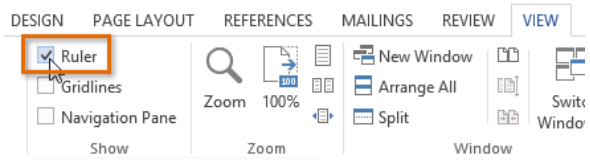
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.




2. Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by 1/2 inch.
3. The first line of the paragraph will be indented.



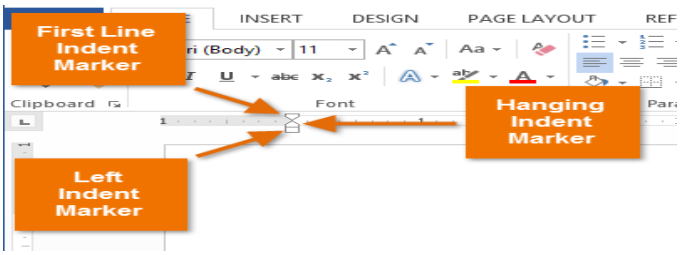

If you can't see the ruler, select the **View** tab, then click the check box ☑ next to **Ruler**.




## Indent markers

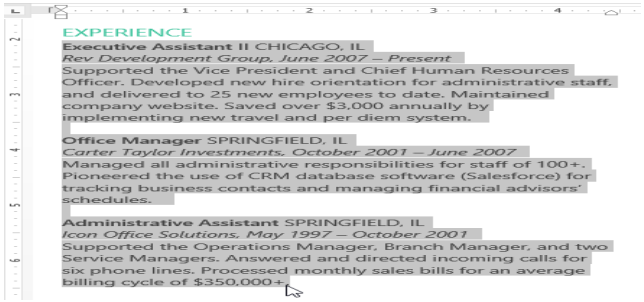
In some cases, you may want to have more control over indents. Word provides **indent markers** that allow you to indent paragraphs to the location you want. The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- **First-line indent marker**: Adjusts the first-line indent
- **Hanging indent marker**: Adjusts the hanging indent
- **Left indent marker**: Moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

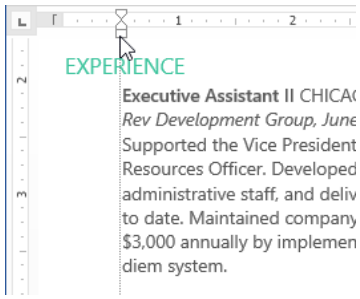



### To indent using the indent markers:

1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.

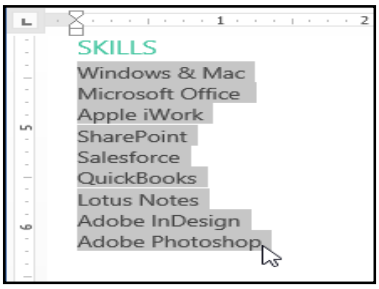



2. Click, hold, and drag the desired **indent marker**. In our example, we'll click, hold, and drag the left indent marker. A live preview of the indent will appear in the document.




3. Release the mouse. The paragraphs will be indented.

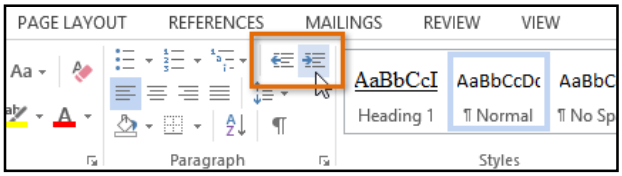
## To indent using the Indent commands:



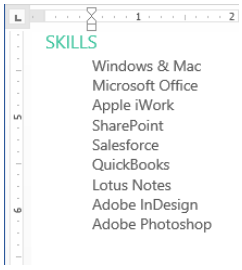

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**.

1. Select the text you want to indent.

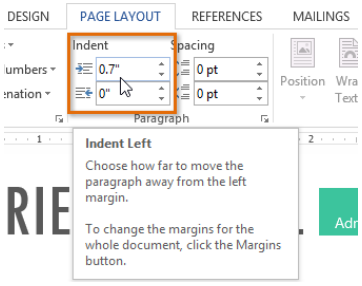
2. On the **Home** tab, click the desired Indent command:
   - **Increase Indent**: This increases the indent by increments of **1/2 inch**. In our example, we'll increase the indent.
   - **Decrease Indent**: This decreases the indent by increments of **1/2 inch**.




3. The text will indent.




To customize the indent amounts, select the **Page Layout** tab and enter the desired values in the boxes under **Indent**.



## Tabs

Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could **left align** the beginning of a line and **right align** the end of the line by adding a **Right Tab**.

Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

## The tab selector

The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.

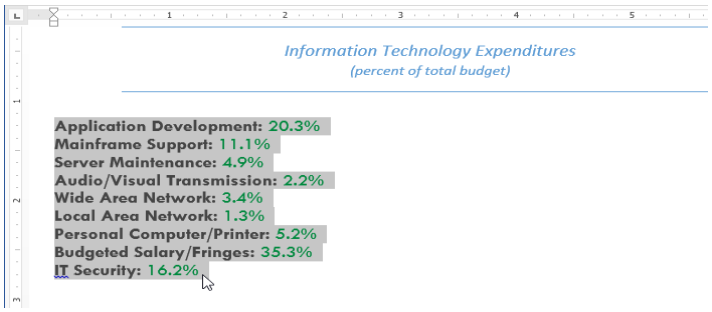
## Types of tab stops include:

- **Left Tab** : Left-aligns the text at the tab stop
- **Center Tab** : Centers the text around the tab stop
- **Right Tab** : Right-aligns the text at the tab stop
- **Decimal Tab** : Aligns decimal numbers using the decimal point
- **Bar Tab** : Draws a vertical line on the document
- **First Line Indent** : Inserts the indent marker on the ruler and indents the first line of text in a paragraph
- **Hanging Indent** : Inserts the hanging indent marker,and indents all lines other than the first line

Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

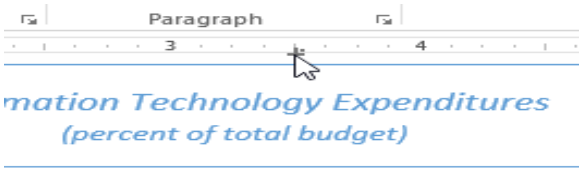
## To add tab stops:

1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.

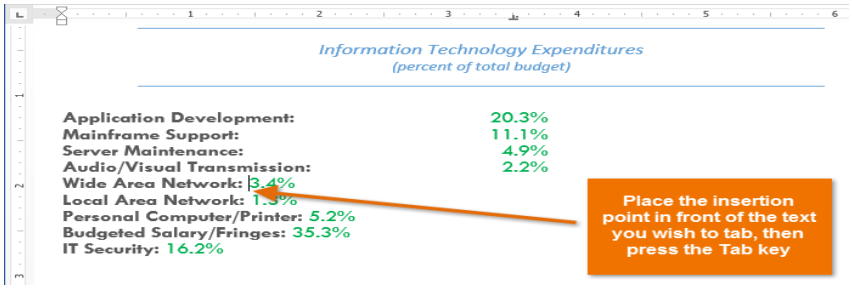


2. Click the **tab selector** until the tab stop you want to use appears. In our example, we'll select **Decimal Tab**.

3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the ruler). You can add as many tab stops as you want.

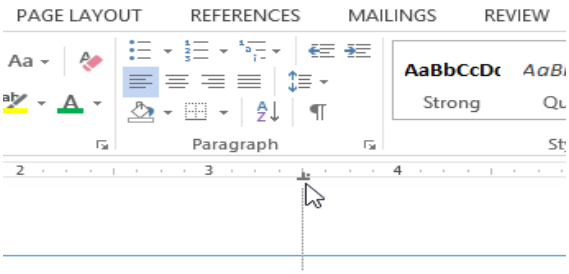



4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop.

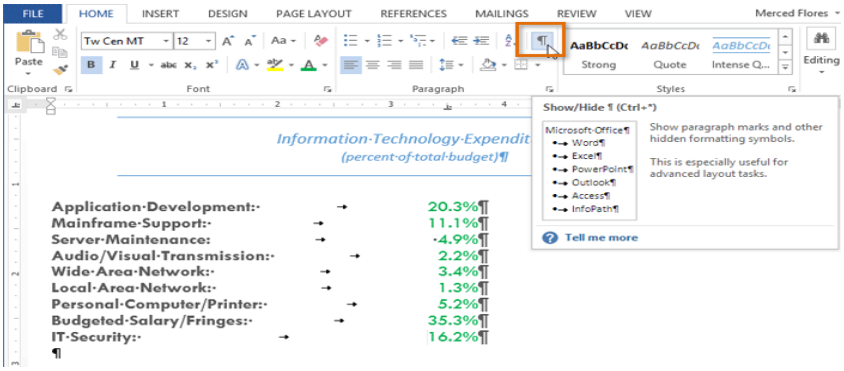



## Removing tab stops

It's a good idea to remove any tab stops you aren't using so they don't get in the way. To remove a tab stop, click and drag it off of the Ruler.




Word can display hidden formatting symbols such as the spacebar ( ··· ), paragraph ( ¶ ), and Tab key ( → ) markings to help you see the formatting in your document. To show hidden formatting symbols, select the **Home** tab, then click the **Show/Hide** command.



# Chapter-9 Line and Paragraph Spacing

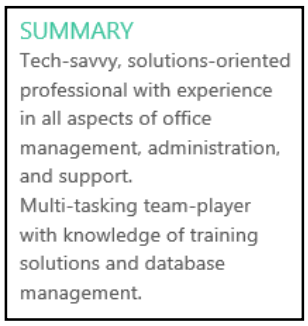
## Introduction

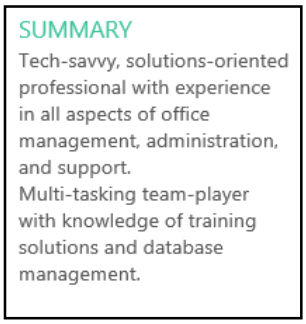
As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability or **reduce** it to fit more text on the page.

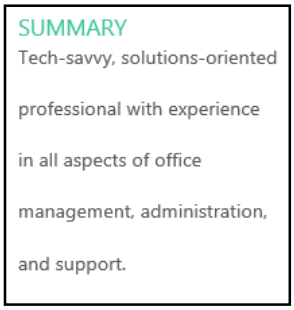
## About line spacing

Line spacing is the **space between each line** in a paragraph. Microsoft Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word 2013 is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show the default line spacing, single spacing, and double spacing.



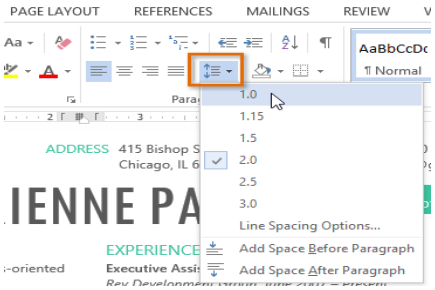



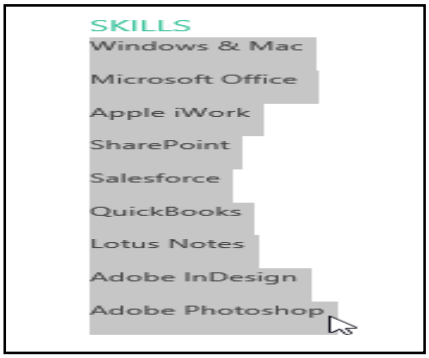

Line spacing is also known as leading (pronounced to rhyme with **wedding**).

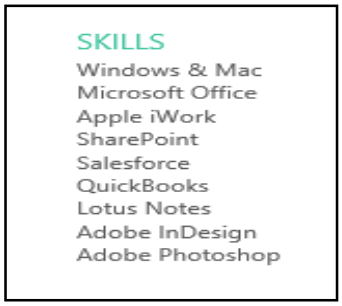
## To format line spacing:

1. Select the text you want to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. A drop-down menu will appear.
3. Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you want to use.



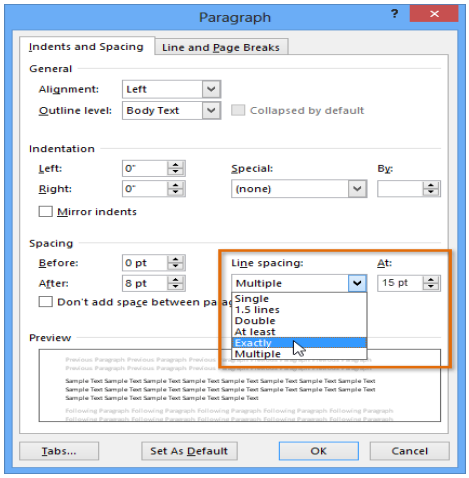

4. The line spacing will change in the document.



## Fine tuning line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing:




- **Exactly:**
When you choose this option, the line spacing is **measured in points**, just like font sizes. Generally, the spacing should be slightly larger than the font size. For example, if you're using **12-point** text, you could use **15-point** spacing.

- **At least:**
Like the **Exactly** option, this option lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.

- **Multiple:**
This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value like **0.9**.

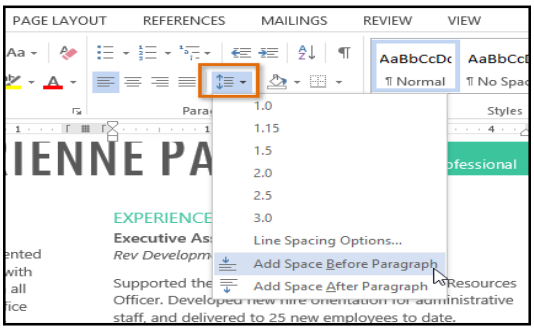
## Paragraph spacing

By default, when you press the **Enter** key Word 2013 moves the insertion point down a little farther than one line on the page. This automatically creates space between paragraphs. Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

## To format paragraph spacing:

In our example, we'll increase the space before a paragraph to separate it from a heading. This will make our document easier to read.

1. Select the paragraph or paragraphs you want to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Hover the mouse over **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. A live preview of the paragraph spacing will appear in the document.
3. Select the paragraph spacing you want to use. In our example, we'll select **Add Space Before Paragraph**.
4. The paragraph spacing will change in the document.



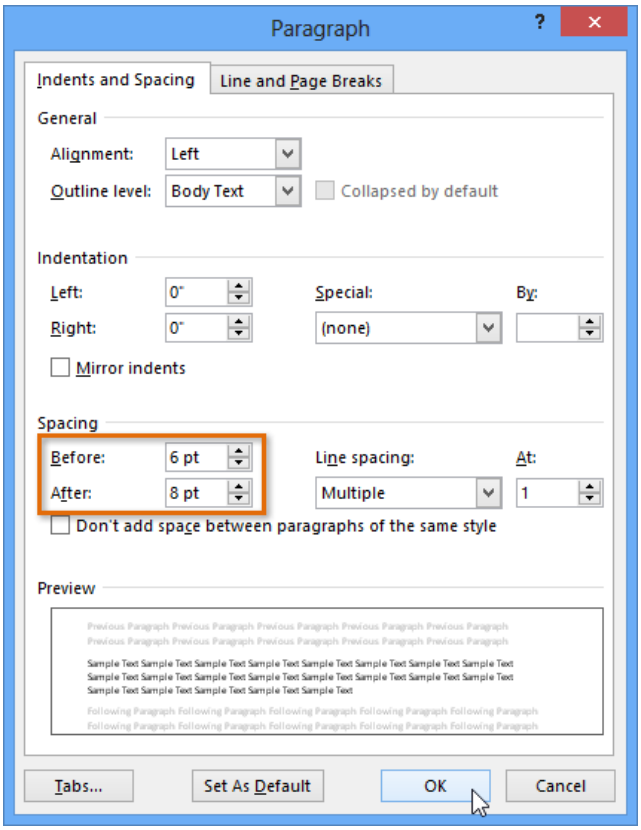
NE PATEL Administrative Professional

EXPERIENCE

**Executive Assistant II** CHICAGO, IL
*Rev Development Group, June 2007 – Present*

Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over $3,000 annually by implementing new travel and per diem system.

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

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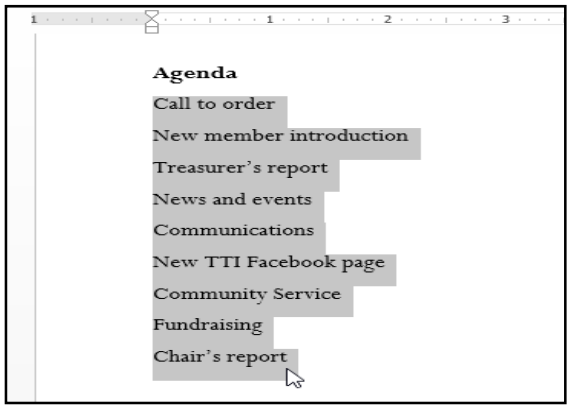
# Chapter-10 Lists

## Introduction

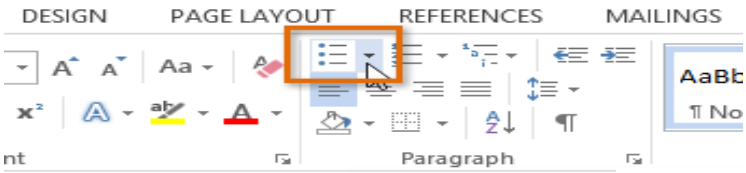
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

## To create a bulleted list:

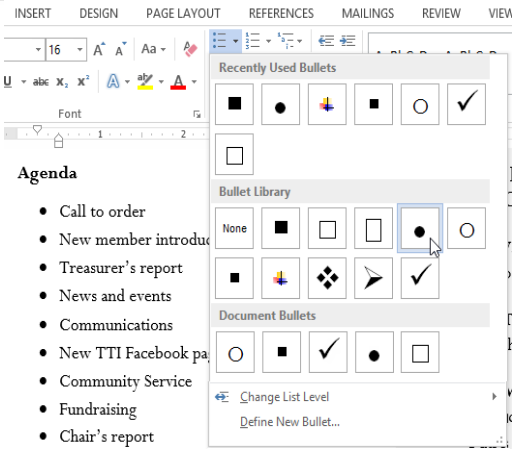
1. Select the text you want to format as a list.



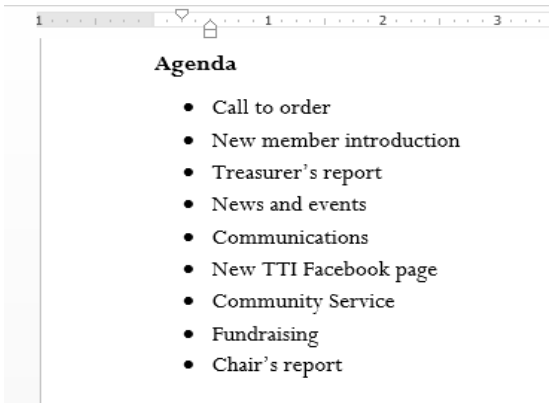

2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.




3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.

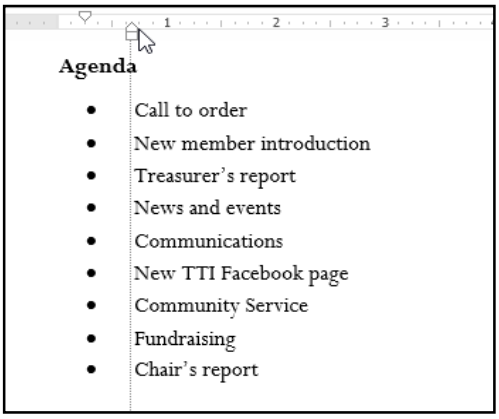



4. The text will be formatted as a bulleted list.



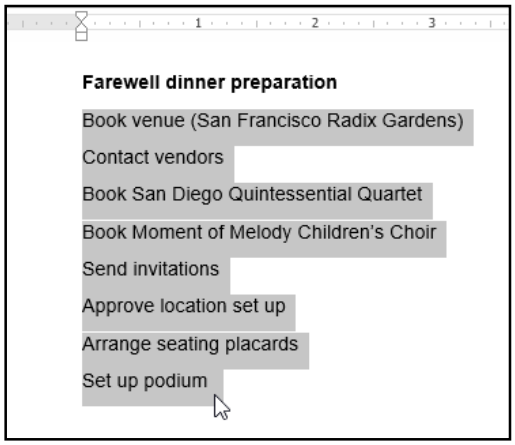
## Options for working with lists

- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.
- When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.



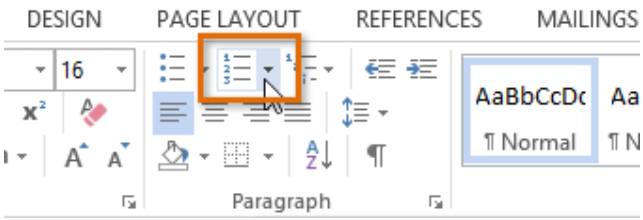

## To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

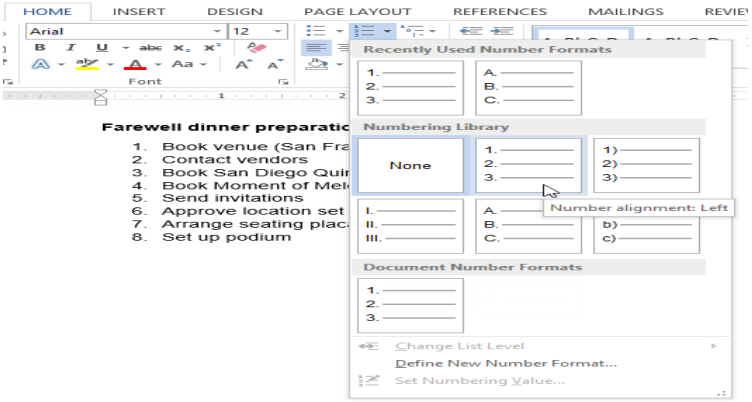



1. Select the text you want to format as a list.

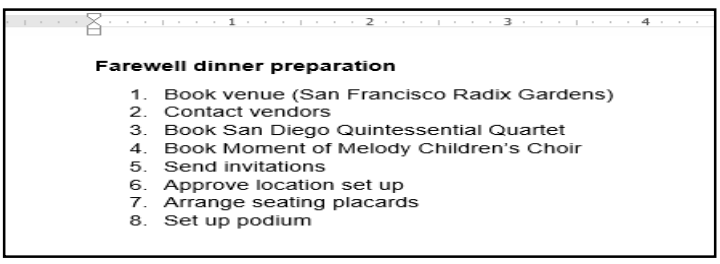
2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.




3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



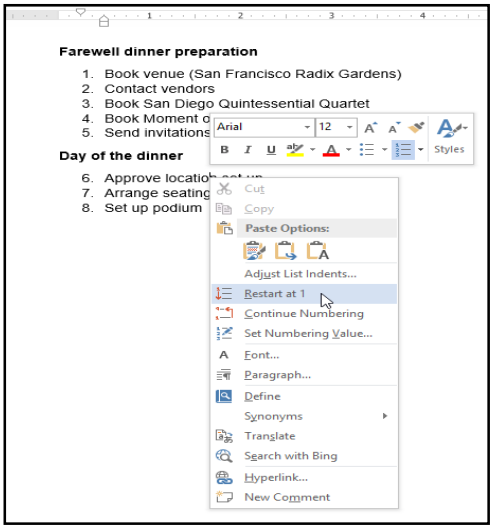

4. The text will format as a numbered list.



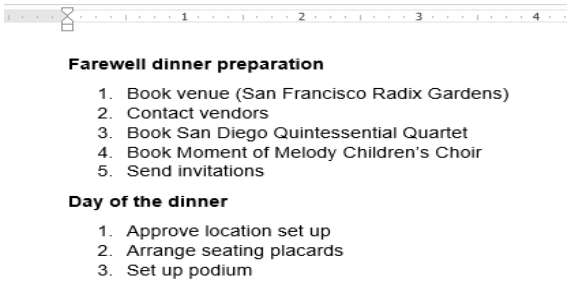
## To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.




2. The list numbering will restart.



**Farewell dinner preparation**

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

**Day of the dinner**

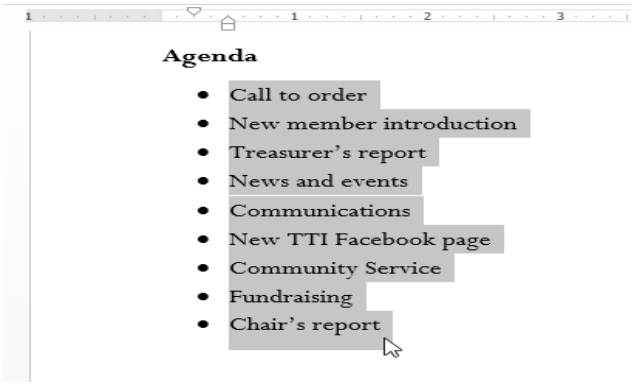
1. Approve location set up
2. Arrange seating placards
3. Set up podium

## Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

## To use a symbol as a bullet:

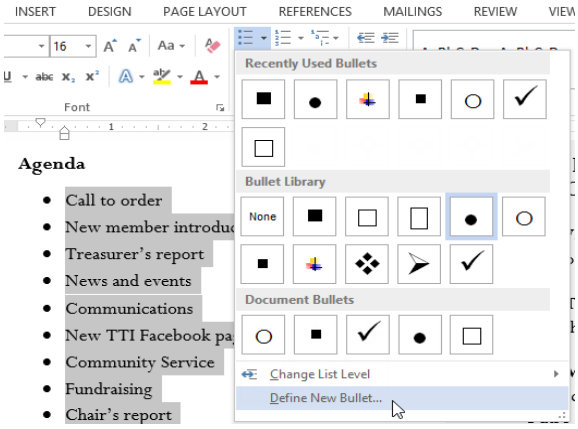
1. Select an existing list you want to format.



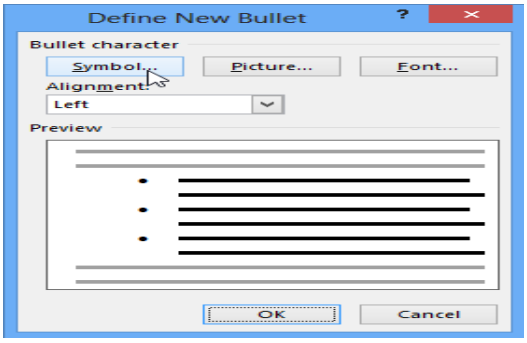
**Agenda**

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook page
- Community Service
- Fundraising
- Chair's report

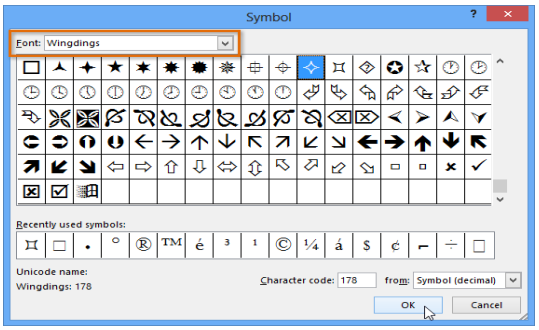
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...**from the drop-down menu.




3. The **Define New Bullet** dialog box will appear. Click the **Symbol...** button.



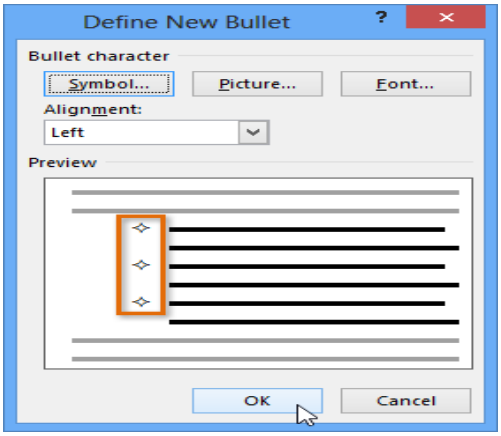
4. The **Symbol** dialog box will appear.



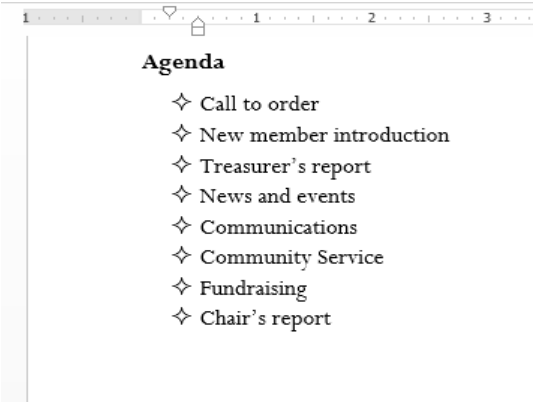

5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.

6. Select the desired symbol, then click **OK**.

7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.

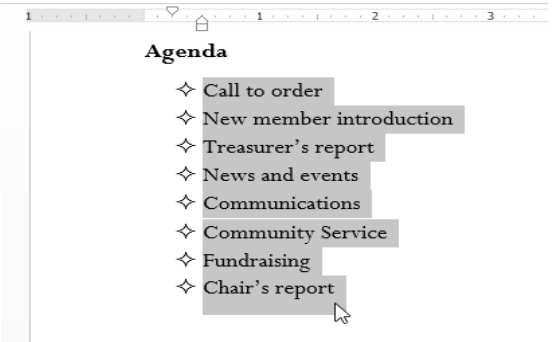



8. The symbol will appear in the list.

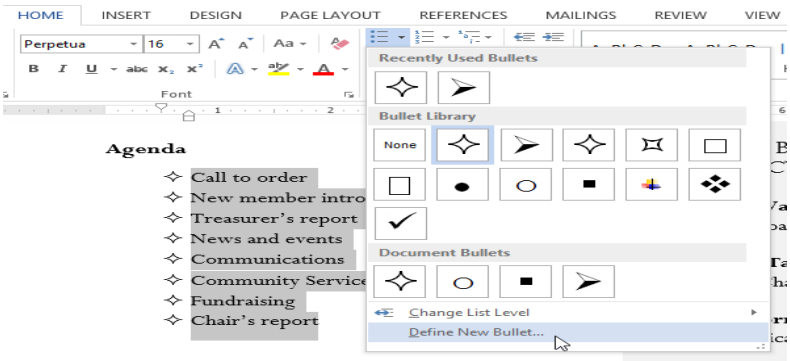



To change the bullet color:

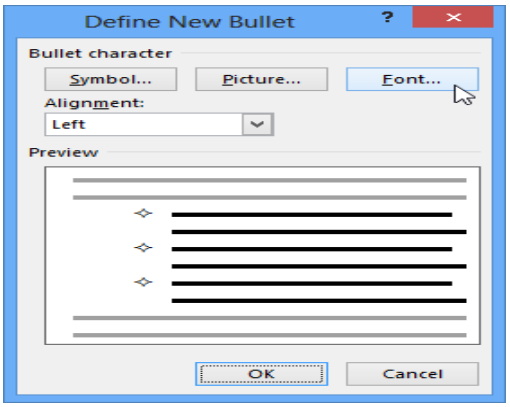
1. Select an existing list you want to format.




2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...**from the drop-down menu.

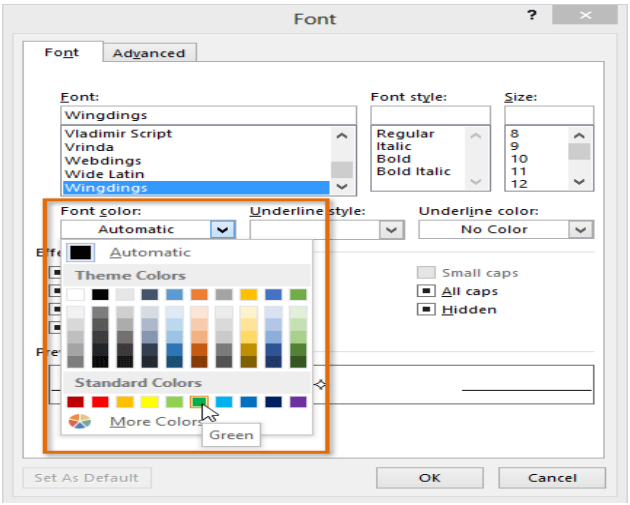


3. The **Define New Bullet** dialog box will appear. Click the **Font** button.

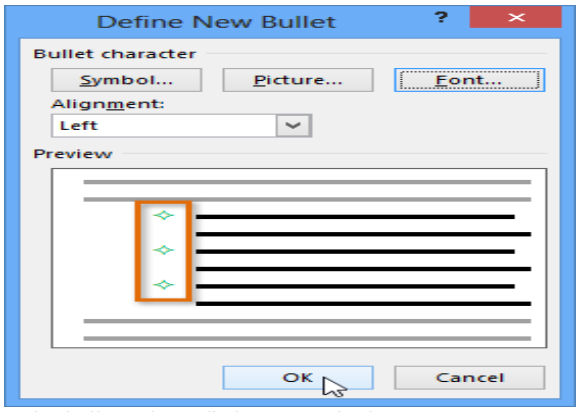



4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.

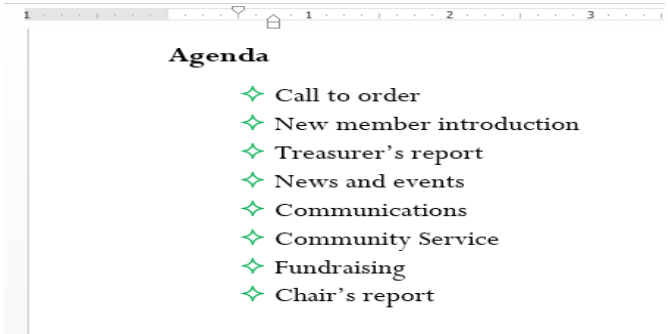
5. Select the desired color, then click **OK**.




6. The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.

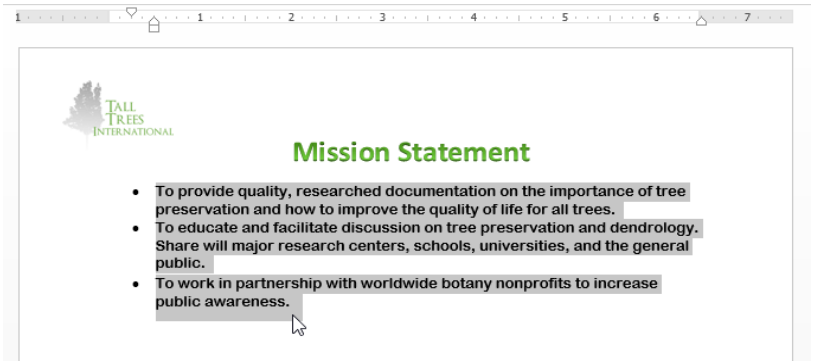



7. The bullet color will change in the list.

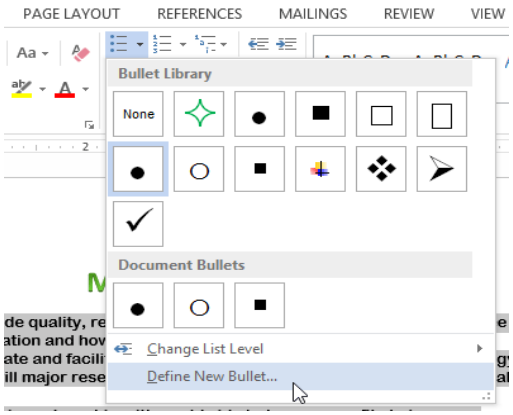


To use a picture as a bullet:

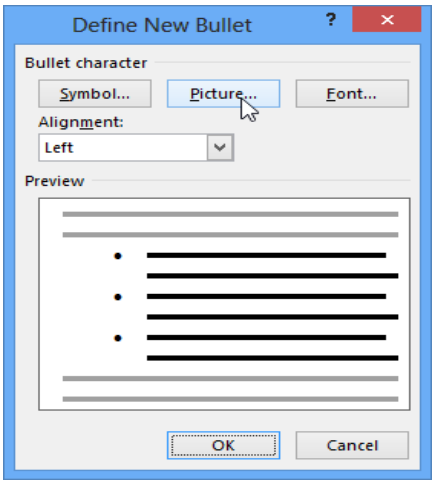
1. Select an existing list you want to format.



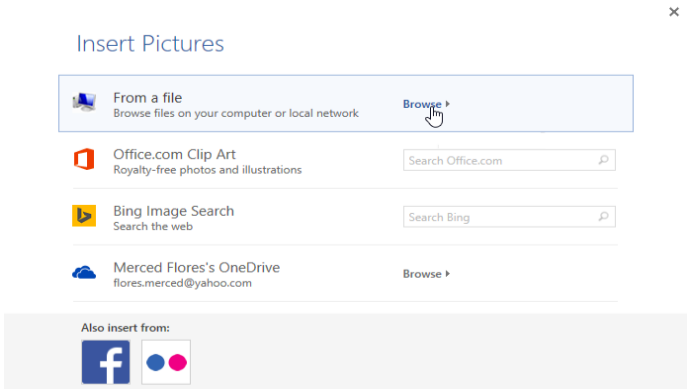

2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...**from the drop-down menu.



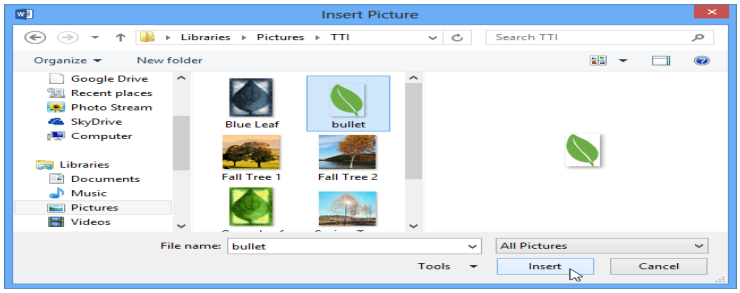

3. The **Define New Bullet** dialog box will appear. Click the **Picture** button.



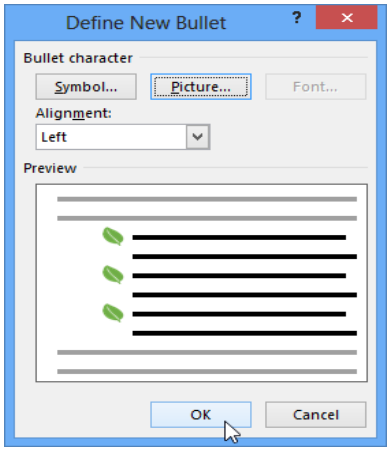

4. The **Insert Pictures** dialog box will appear. From here, you can locate an image file stored on your computer or in your OneDrive (previously called SkyDrive), or you can use the search fields to search for an image online.
5. In our example, we'll click **Browse** to locate a picture stored on our computer.



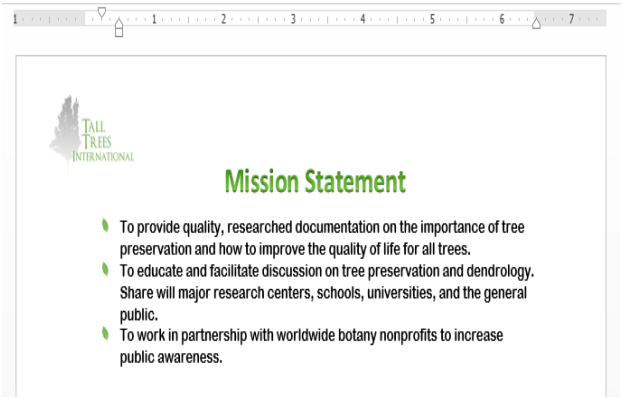

6. The **Insert Picture** dialog box will appear. Locate and select the desired image file, then click **Insert**.



7. The image will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



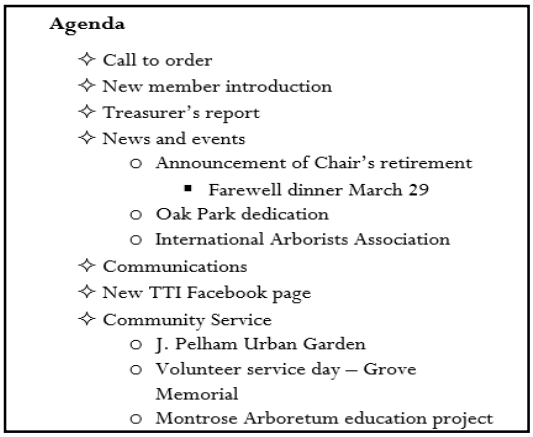

8. The image will appear in the list.




Not all pictures work well as bullets. Generally, it's best to use a **simple graphic** that has a white (or transparent) background. This ensures the bullet will have a recognizable shape.

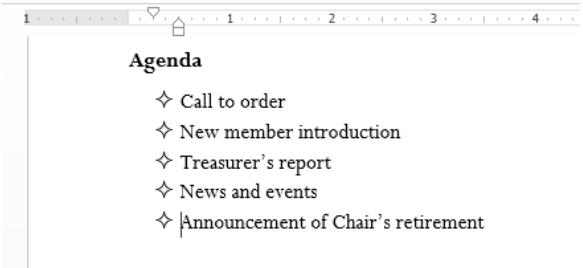
### Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.

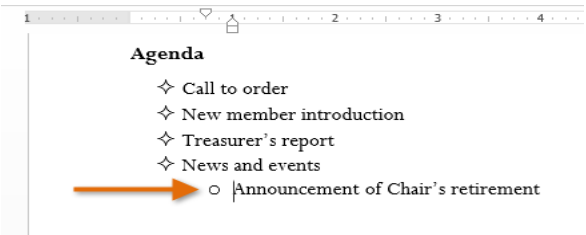



To create a multilevel list:

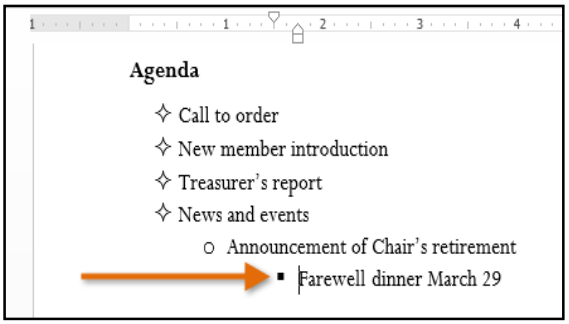
1. Place the **insertion point** at the beginning of the line you want to move.




2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



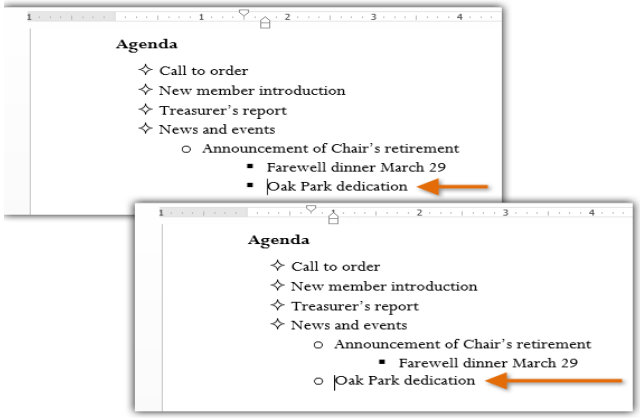
## To increase or decrease an indent level:



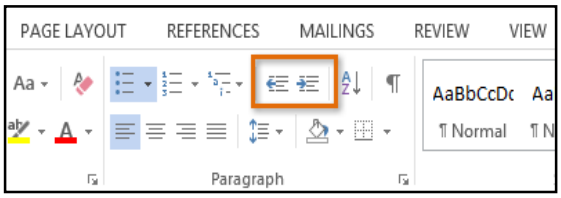

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level:

- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line and press the **Tab** key until the desired level is reached.

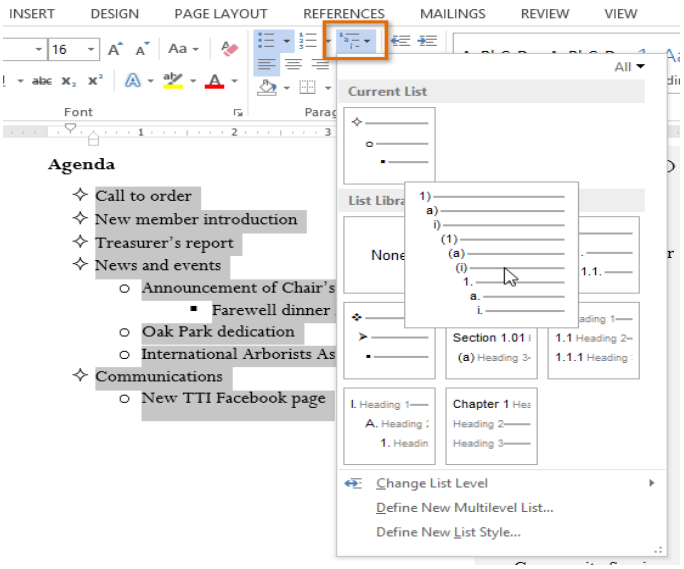
- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.




- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and then clicking the **Increase** or **Decrease indent** commands.




When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list** command on the **Home** tab.

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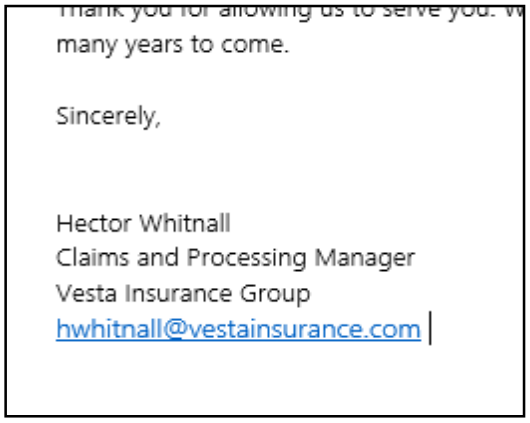
# Chapter-11 Hyperlinks

## Introduction

Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

## Understanding hyperlinks in Word

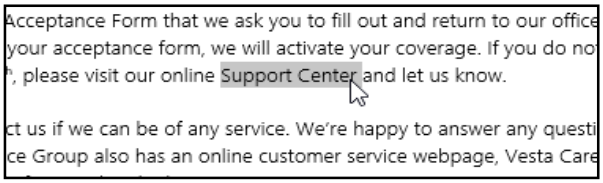
Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be **http://www.popsci.com**, and the display text could be **Popular Science Magazine**. When you create a hyperlink in Word, you'll be able to choose both the address and the display text.
Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the images below, you can see a hyperlinked email address and a hyperlinked web address.



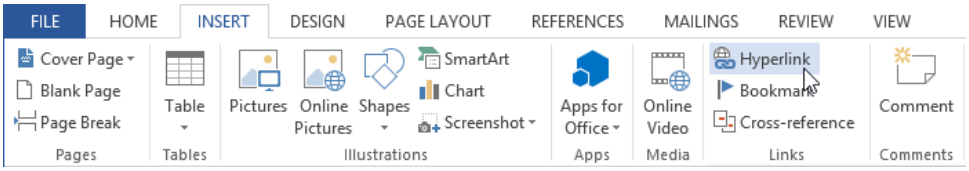
To follow a hyperlink in Word, hold the **Ctrl** key and click on the **hyperlink**.

## To format text with a hyperlink:

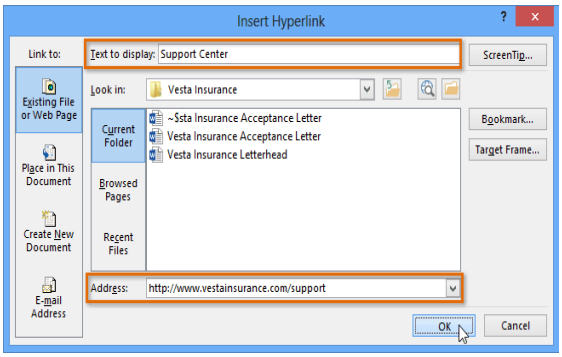
1. Select the text you want to format as a hyperlink.



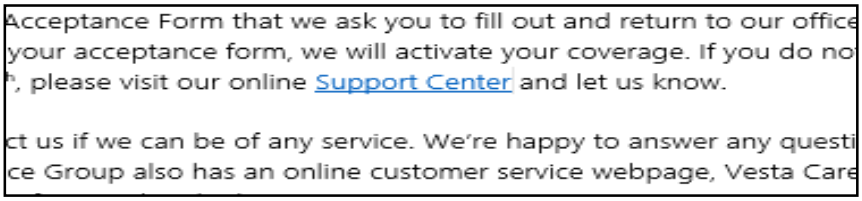

2. Select the **Insert** tab, then click the **Hyperlink** command.



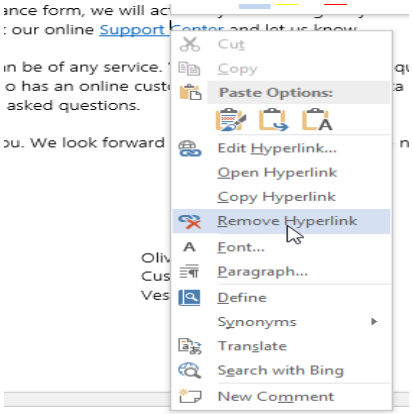
3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address**: field, type the address you want to link to, then click **OK**.




6. The text will then be formatted as a hyperlink.

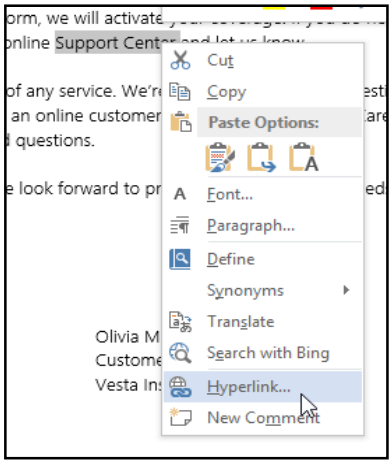


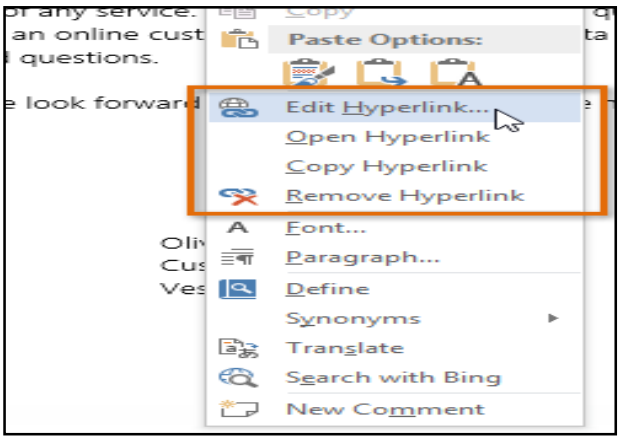

To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.




After you create a hyperlink, you should **test** it. If you've linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink...** from the menu that appears. Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.



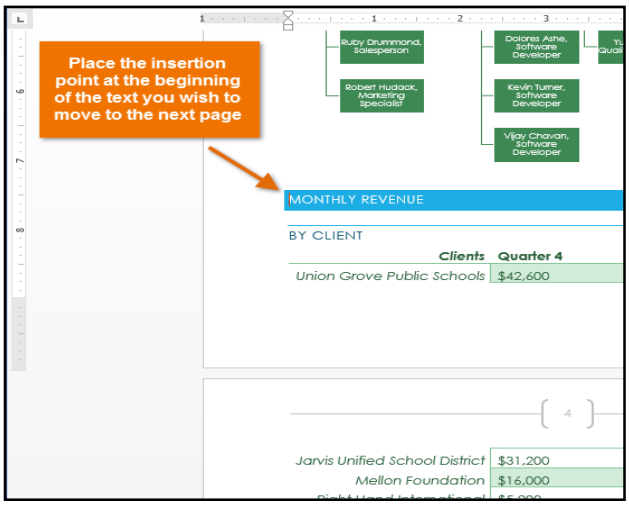
# Chapter-12 Breaks

## Introduction

Adding **breaks** to your document can make it appear more organized and can improve the flow of text. Depending on how you want to change the pagination or formatting of your document, you can apply a **page break** or a **section break**.

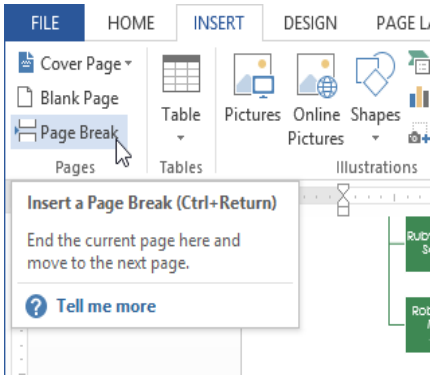
### To insert a page break:

**Page breaks** allow you to move text to the next page before reaching the end of a page. You might use a page break if you're writing a paper that has a **title page** or a **bibliography** to ensure it starts on a new page. In our example, our chart is split between two pages. We'll add a page break so the chart will be all on one page.

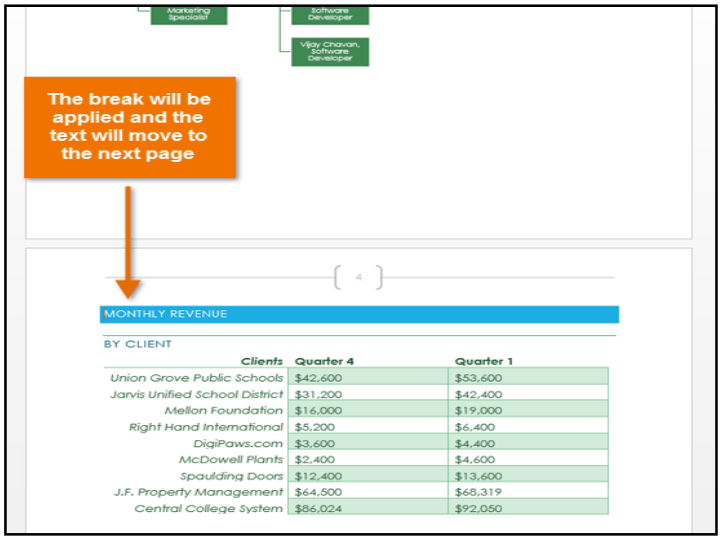



1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of our chart.

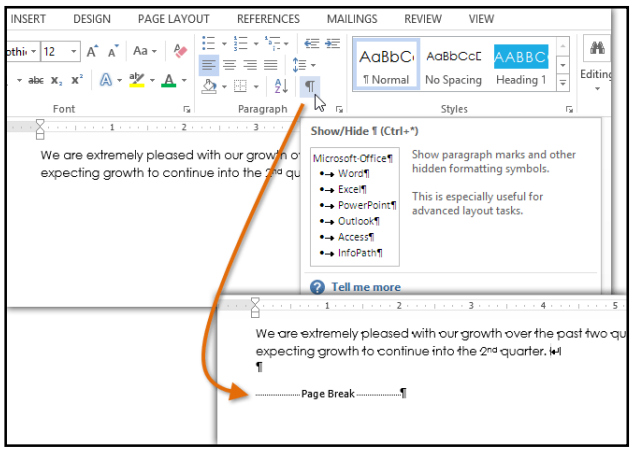
2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.




3. The page break will be applied to the document, and the text will move to the next page. In our example, the chart moved to the next page.

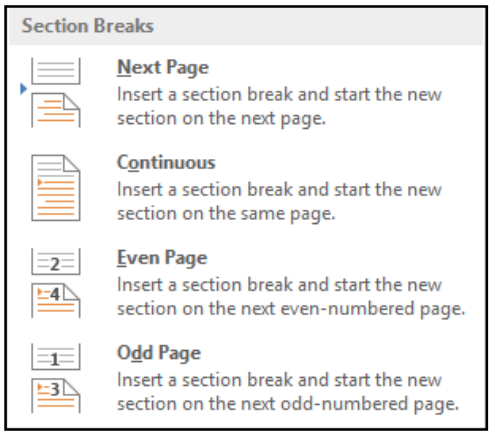


By default, breaks are **hidden**. If you want to show the breaks in your document, click the **Show/Hide** command.




## Section breaks

**Section breaks** create a **barrier** between parts of a document, allowing you to format each section independently. For example, you may want one section to have two columns without adding columns to the entire document. Word offers several types of section breaks:

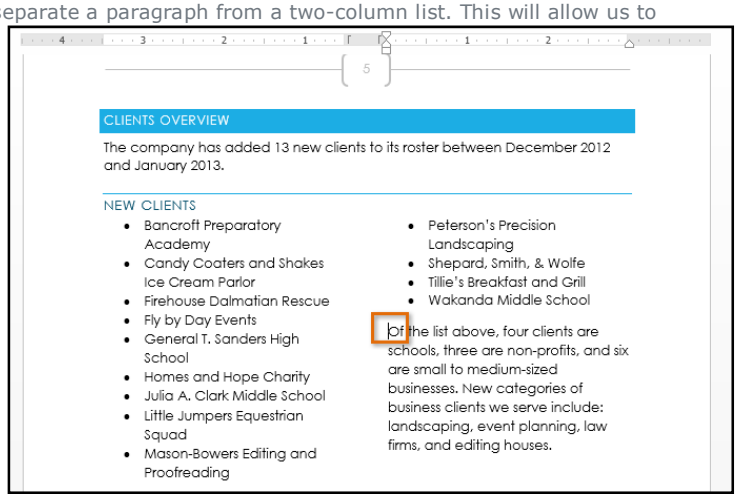



- **Next Page**: This option adds a section break and moves text after the break to the next page of the document. This is useful for creating a new page with normal formatting after a page that contains column formatting**.**
- **Continuous:** This option inserts a section break and allows you to continue working on the same page. This type of break is useful when you need to separate a paragraph from columns.
- **Even Page** and **Odd Page**: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).

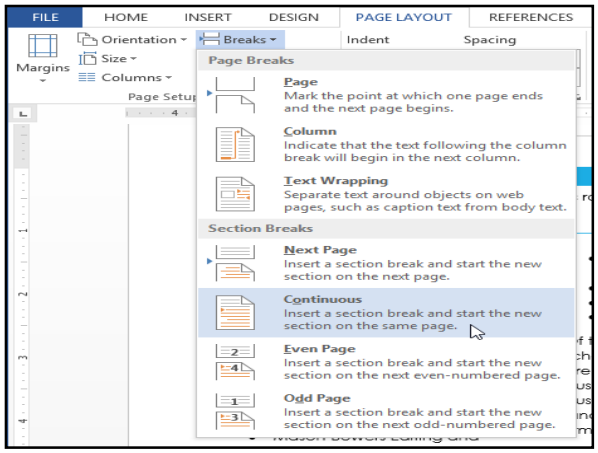
- To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list. This will allow us to change the formatting of the paragraph so it no longer appears formatted as a column.

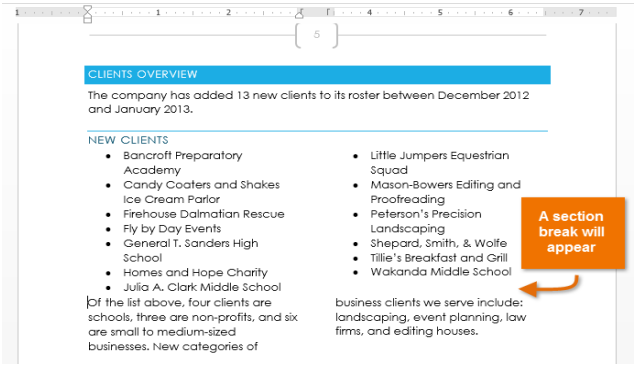
1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of the paragraph we want to separate from column formatting.



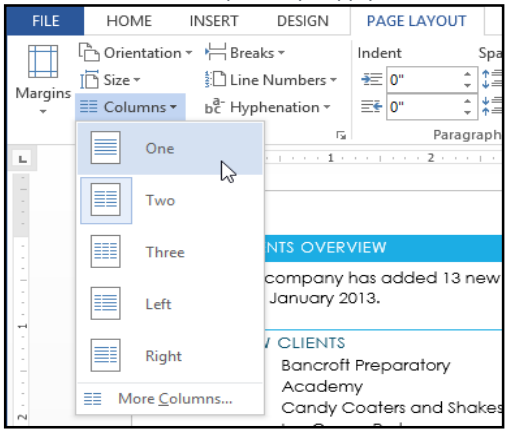
2. On the **Page Layout** tab, click the **Breaks** command, then select the desired section break from the drop-down menu that appears. In our example, we'll select **Continuous** so our paragraph remains on the same page as the columns.



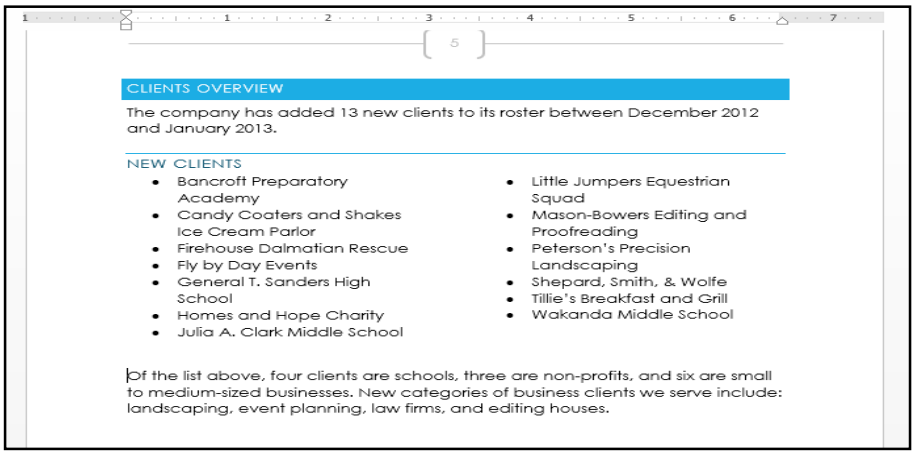

3. A section break will appear in the document.




4. The text **before** and **after** the section break can now be formatted separately. Apply the formatting options you want. In our example, we'll apply one-column formatting to the paragraph so it is no longer formatted as columns.

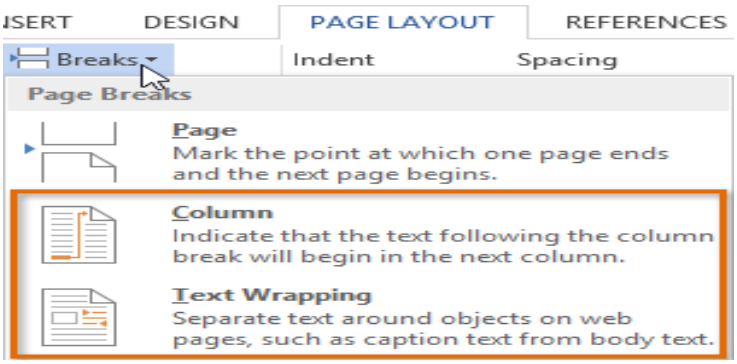



5. The text will be formatted in the document.

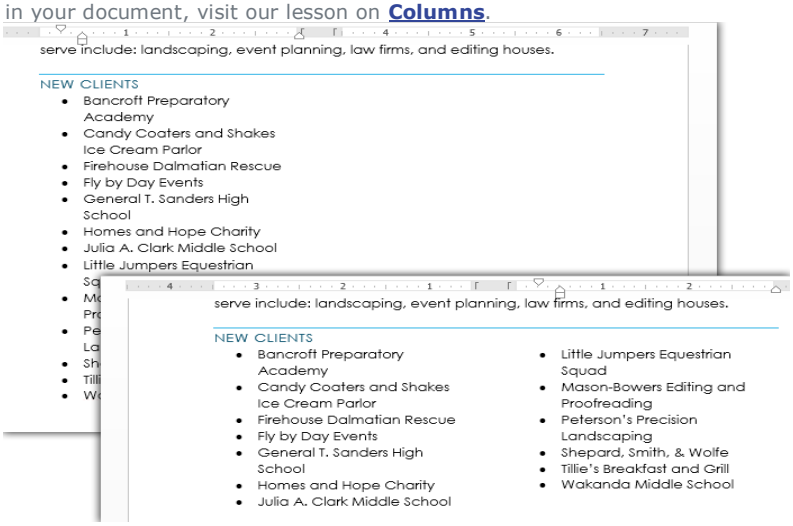


## Other types of breaks

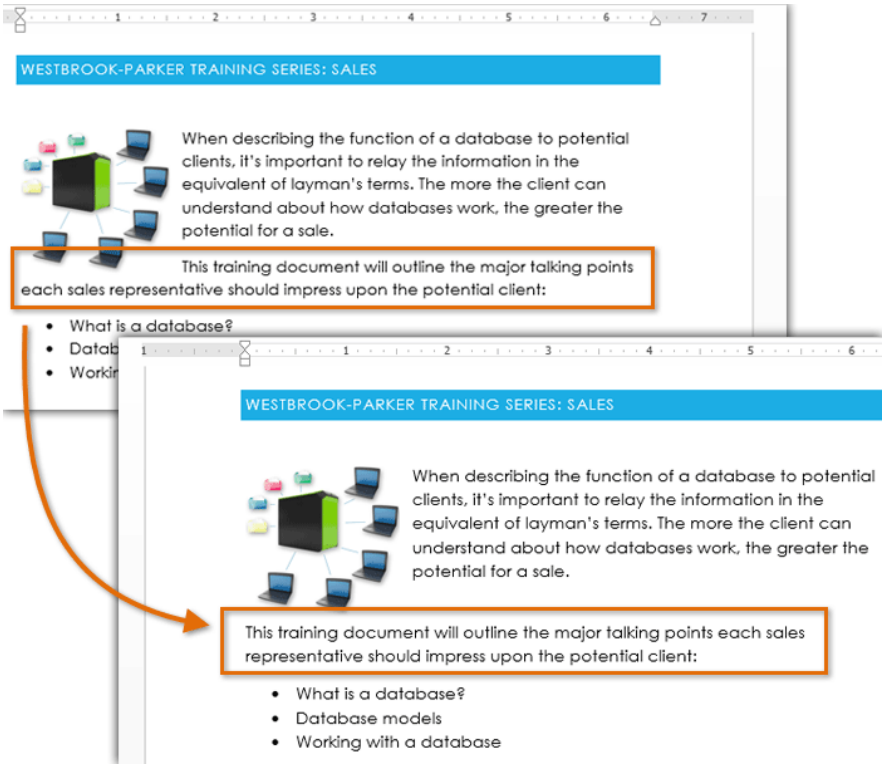
When you want to format the appearance of columns or modify text wrapping around an image, Word offers additional break options that can help.




- **Column**: When creating multiple columns, you can apply a column break to balance the appearance of the columns. Any text following the column break will begin in the next column. To learn more about how to create columns in your document, visit our lesson on **Columns**.



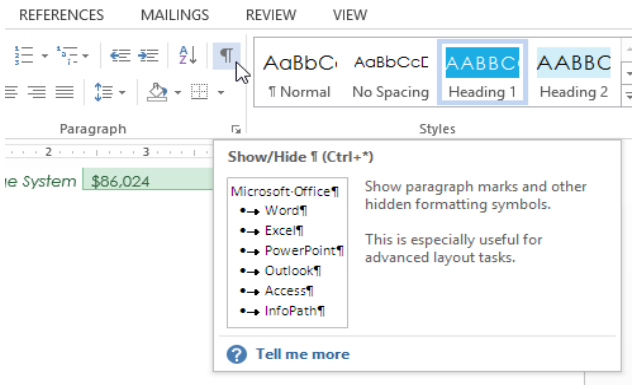

- **Text wrapping**: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.



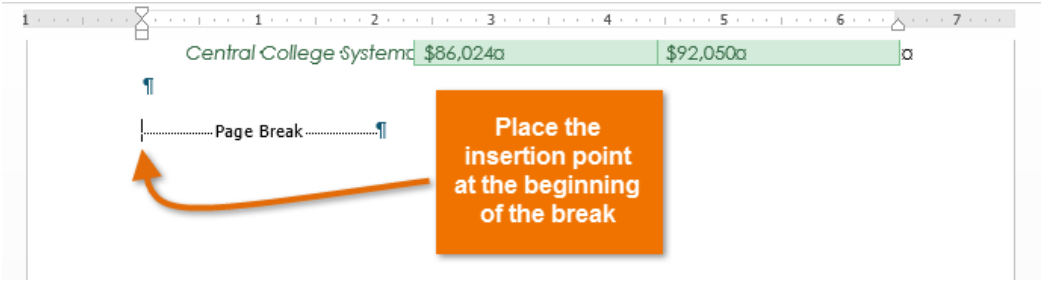
## To delete a break:

By default, breaks are **hidden**. If you want to delete a break, you'll first need to show the breaks in your document.

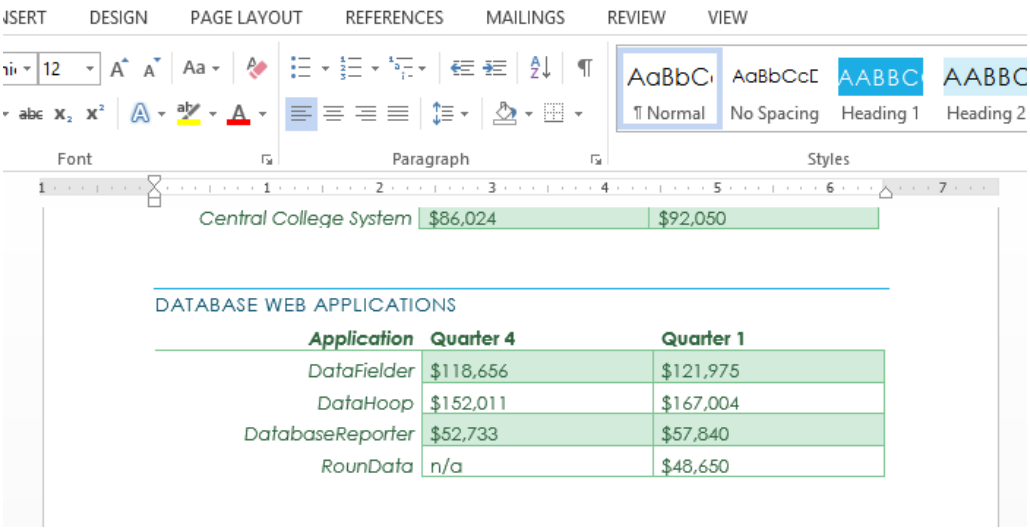
1. On the **Home tab**, click the **Show/Hide** command.




2. Locate the **break** you want to delete. Place the insertion point at the beginning of the break you want to delete.




3. Press the **Delete** key. The break will be deleted from the document.



# Chapter-13 Columns

Introduction

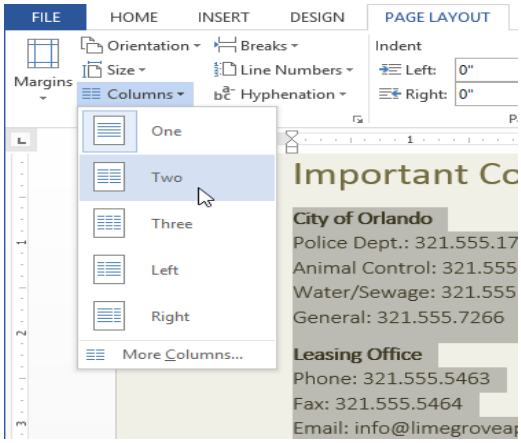
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

To add columns to a document:

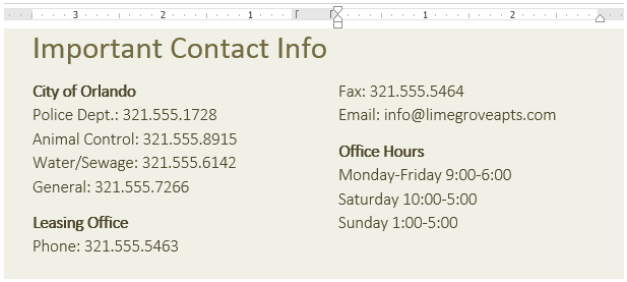
1. Select the text you want to format.

2. Select the **Page Layout** tab, then click the **Columns** command. A drop-down menu will appear.

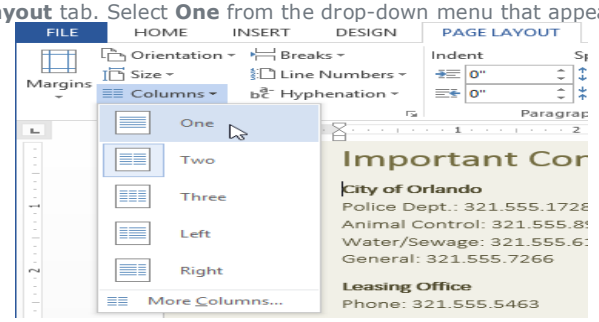
3. Select the number of columns you want to create.



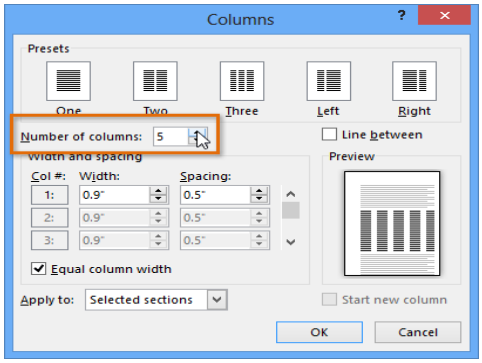

4. The text will format into columns.



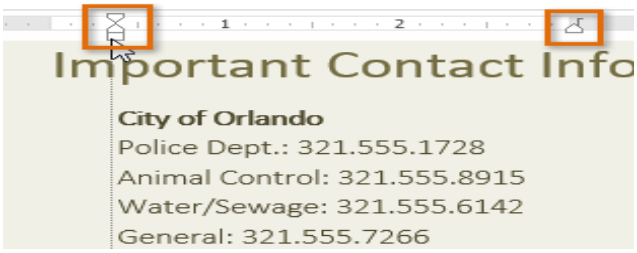

To remove column formatting, place the insertion point anywhere in the columns, then click the **Columns** command on the **Page Layout** tab. Select **One** from the drop-down menu that appears.



Your column choices aren't limited to the drop-down menu that appears. Select **More Columns...** at the bottom of the menu to access the **Columns** dialog box. Click the arrows next to the **Number of columns:** to adjust the number of columns.




If you want to adjust the spacing and alignment of columns, click, hold, and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



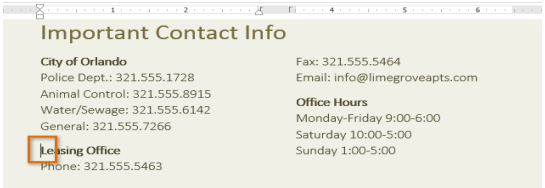

## Adding column breaks

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you may want to control exactly where each column begins. You can do this by creating a **column break**.

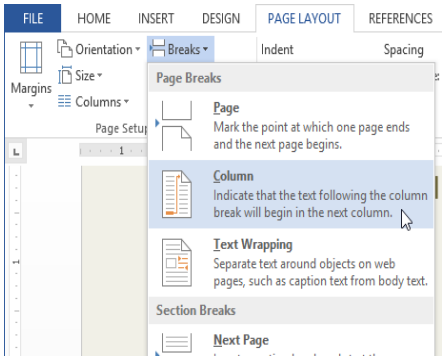
### To add a column break:

In our example below, we'll add a column break that will move text to the beginning of the next column.

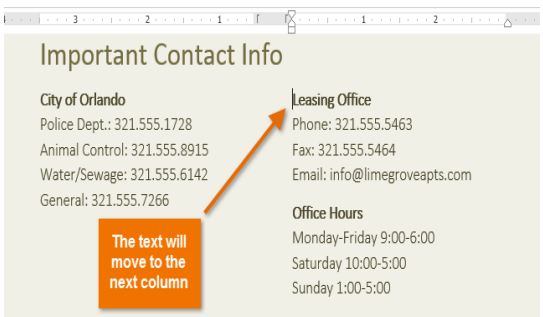
1. Place the **insertion point** at the beginning of the text you want to move.




2. Select the **Page Layout** tab, then click the **Breaks** command. A drop-down menu will appear.
3. Select **Column** from the menu.




4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



# Chapter-14
# Headers, Footers, and Page Numbers

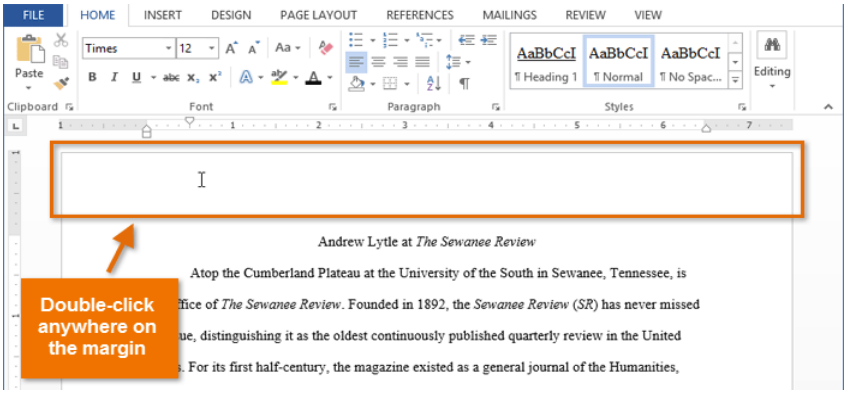
## Introduction

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

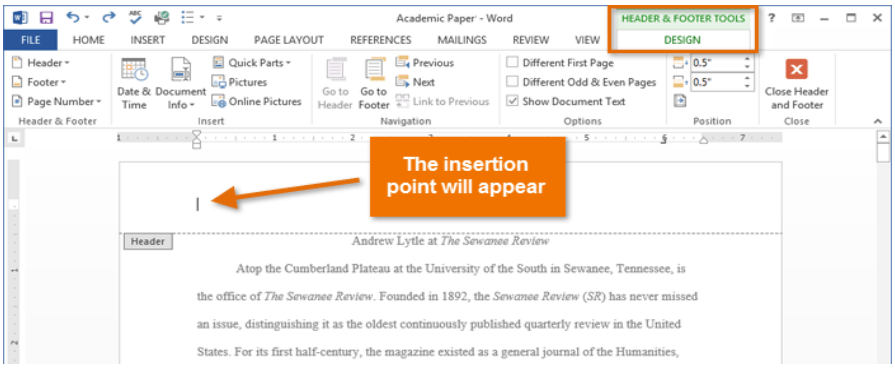
### To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

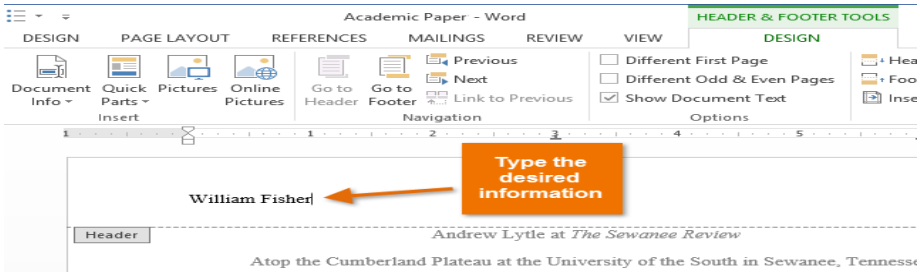
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



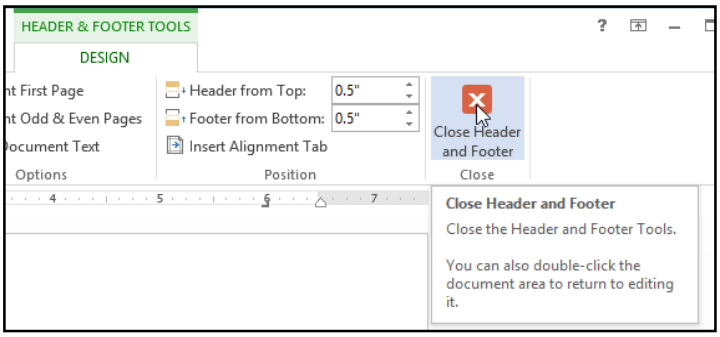

2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



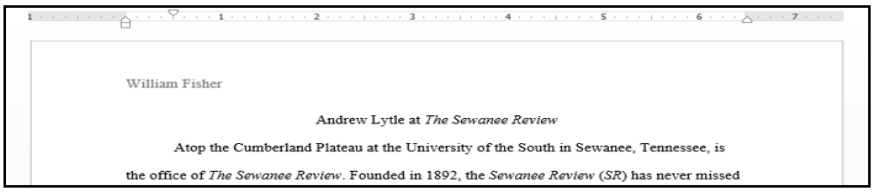

3. Type the **desired information** into the header or footer. In our example, we'll type the author's name.



4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



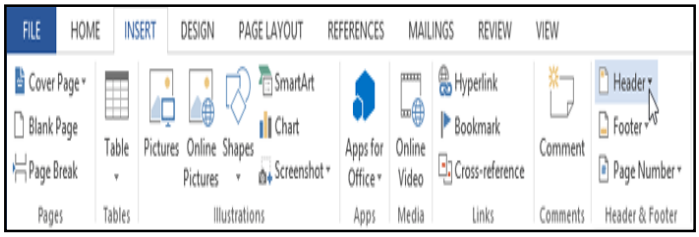

5. The header or footer text will appear.



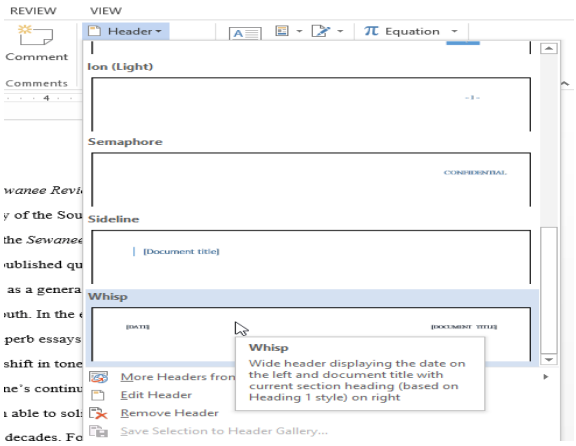

## To insert a preset header orfooter:

Word has a variety of **preset headers and footers** you can use to *enhance your document's design and layout. In our example, we'll add a preset header to our document.*

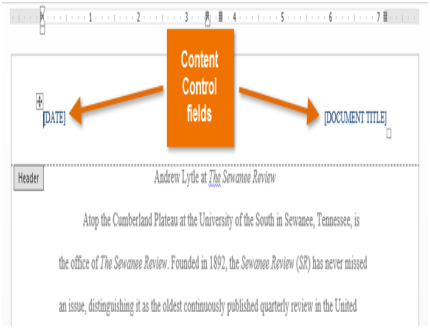
1. *Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.*



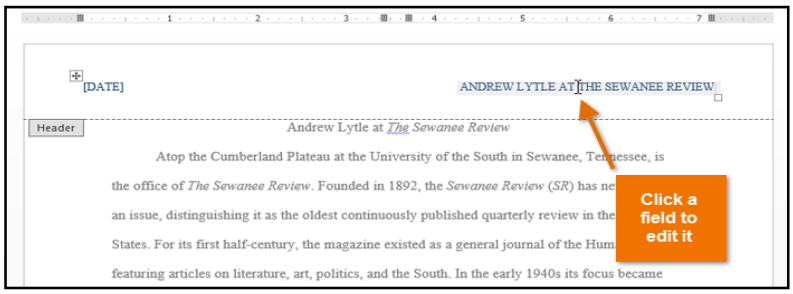

2. In the menu that appears, select the desired **preset header or footer**. In our example, we'll select a header.



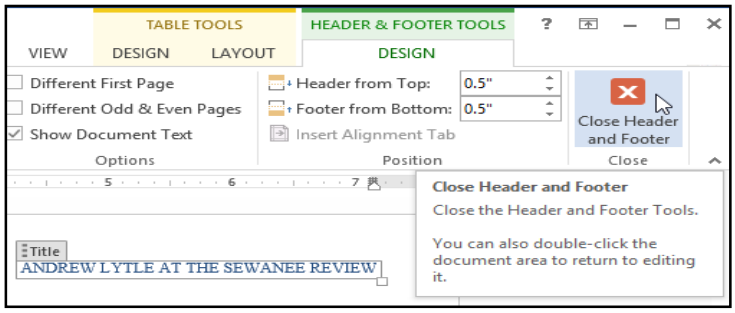

3. The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date; they are known as **Content Control** fields.



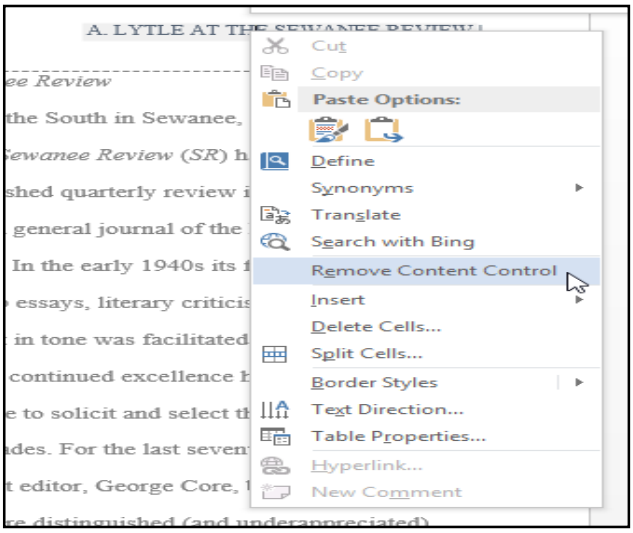
4. To edit a Content Control field, click it and type the **desired information**.




5. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

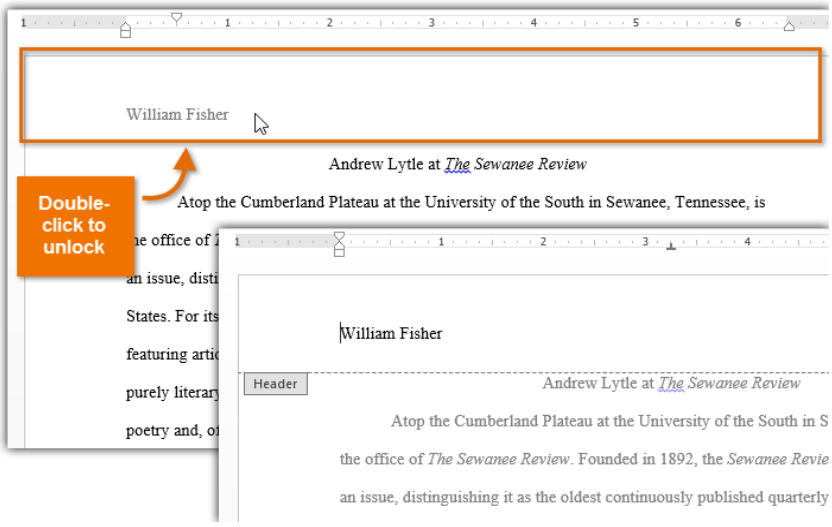



If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.




## Editing headers and footers

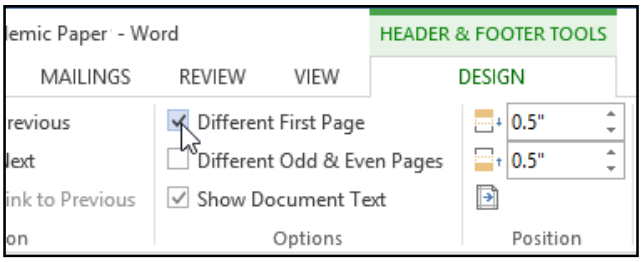
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



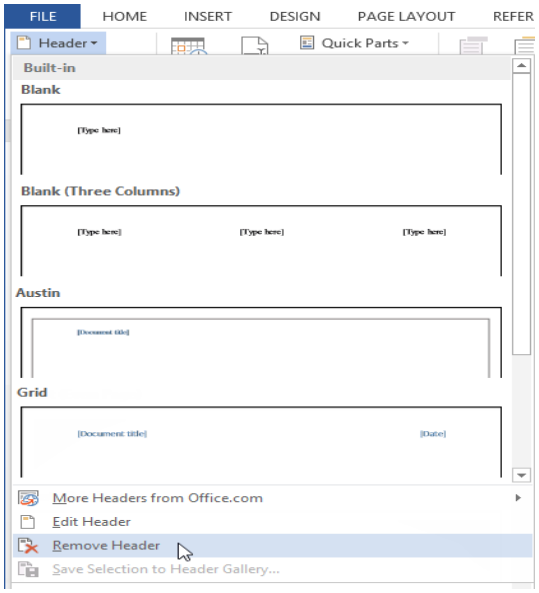
## Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

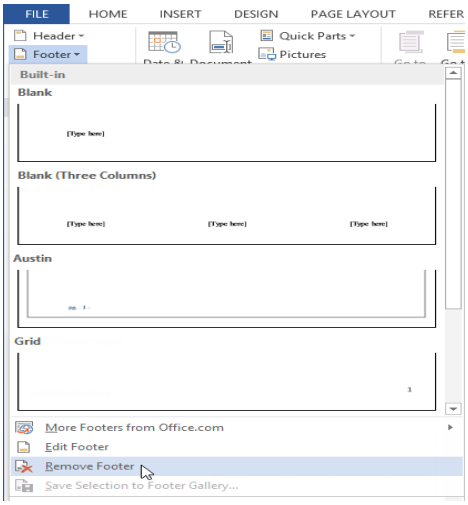
- **Hide the first-page header and footer**: For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to **Different First Page**.



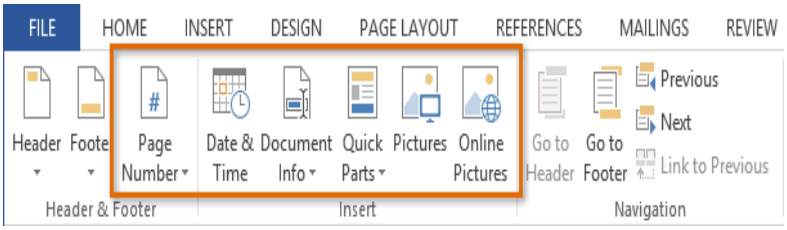

- **Remove the header**: If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears.




- **Remove the footer**: If you want to remove all information contained in the footer, click the **Footer** command and select **Remove Footer** from the menu that appears.




- **Additional options**: With the Page Number command and the commands available in the Insert group, you can **add page numbers**, the **date and time**, **pictures**, and more to your header or footer.

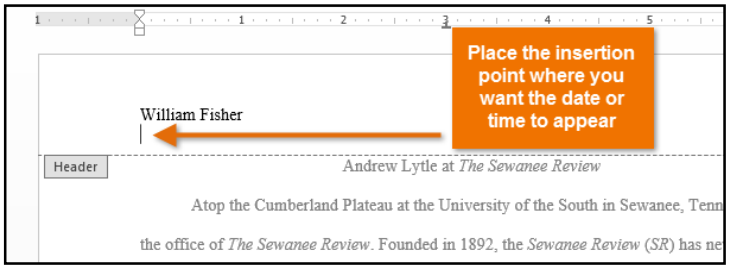


## To insert the date or time into a header or footer:

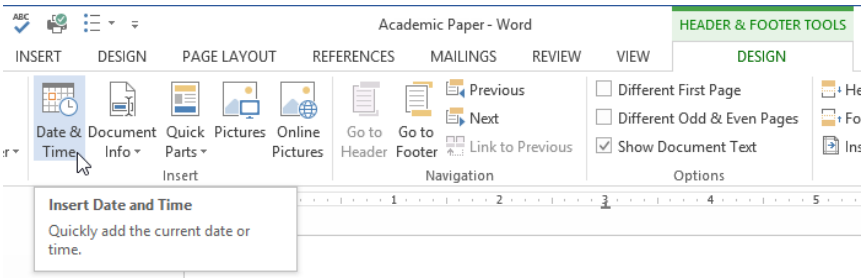
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.



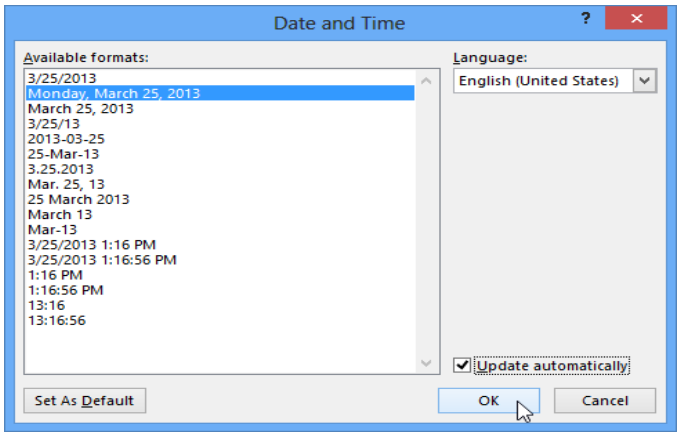

2. The **Design** tab will appear. Click the **Date & Time** command.



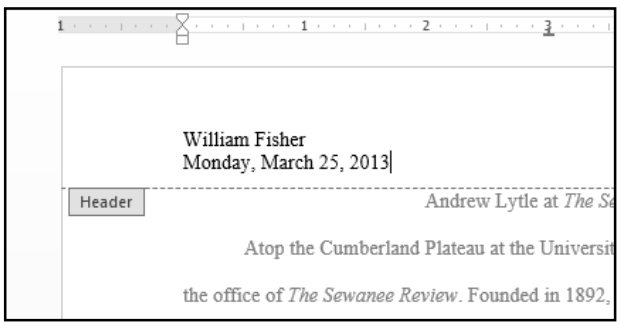

3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.

4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.

5. Click **OK**.




6. The date will appear in the header.



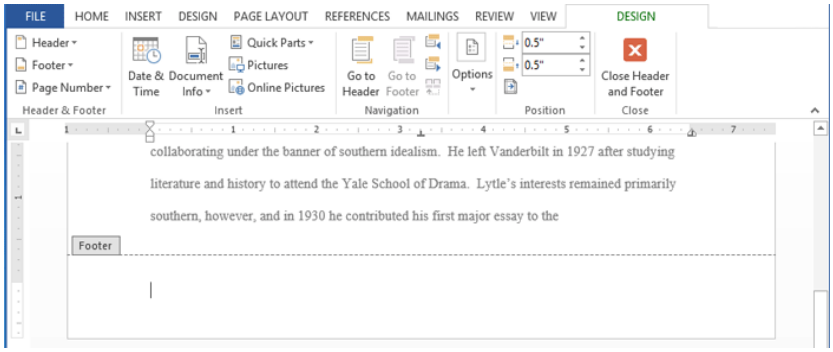
## Adding page numbers

Word can automatically label each page with a page number and place it in a **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

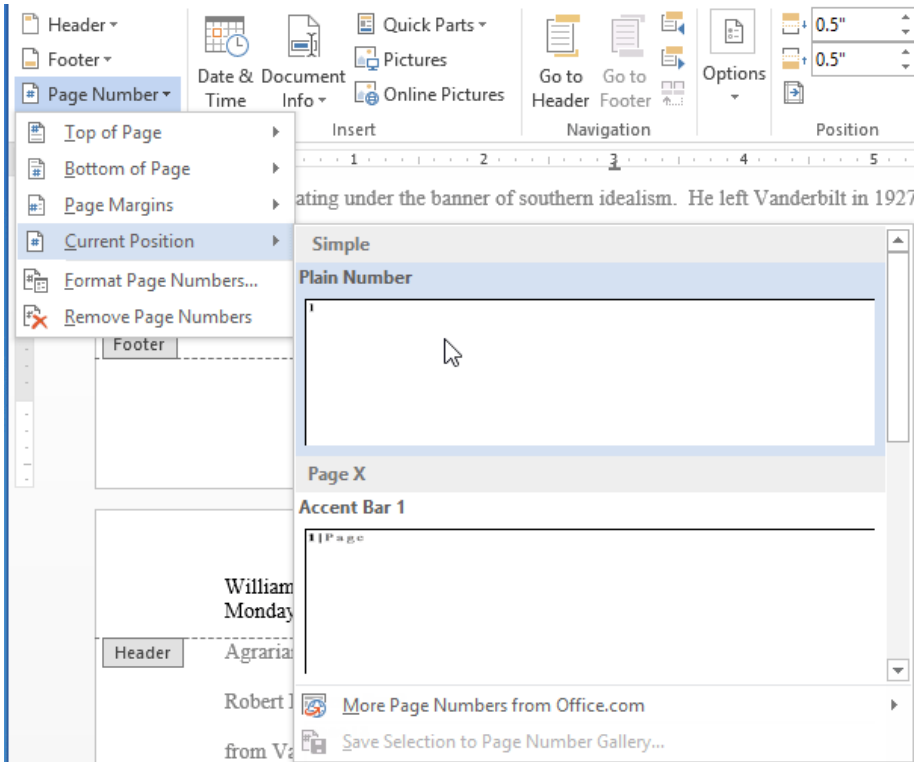
### To add page numbers to a document:

In our example, we'll add page numbering to our document's footer.

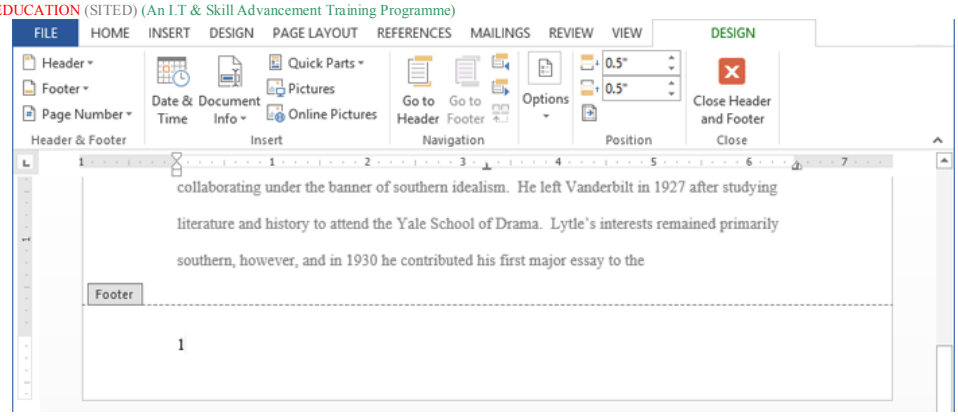
1. Double-click anywhere on the **header** or **footer** to **unlock** it. If you don't already have a header or footer, you can double-click near the **top or bottom of the page**. The **Design** tab will appear on the right side of the Ribbon.



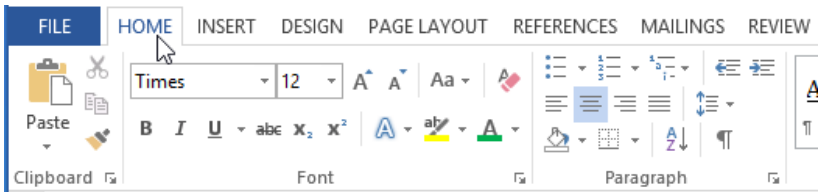

2. Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



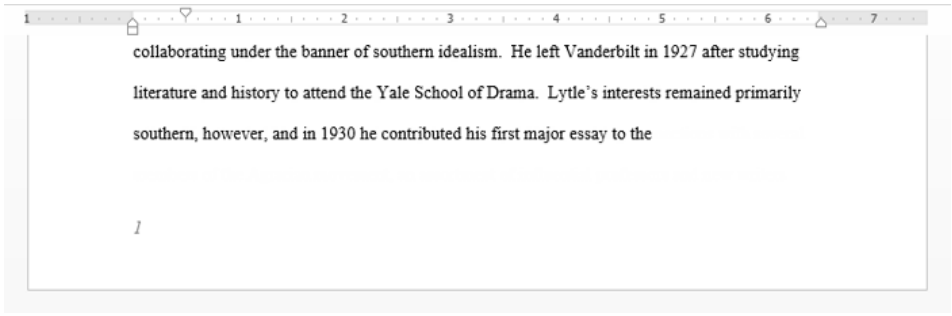

3. Page numbering will appear.



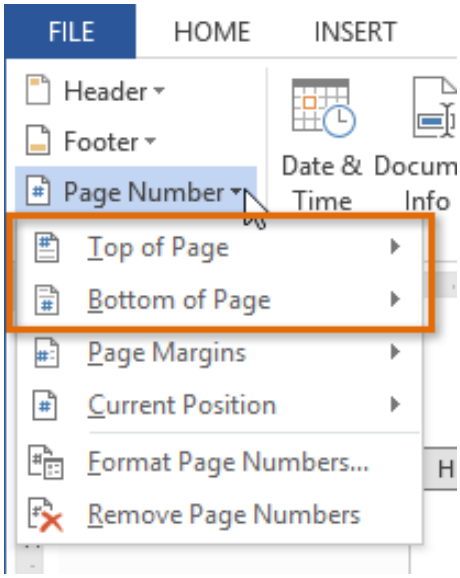

4. To edit the **font**, **font size**, and **alignment** of page numbers, select a page number and click the **Home** tab. Word's text formatting options will appear.




5. When you're finished, press the **Esc** key. The page numbering will be formatted.




Alternatively, you can add page numbers to the header or footer by clicking the **Page Number** command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.

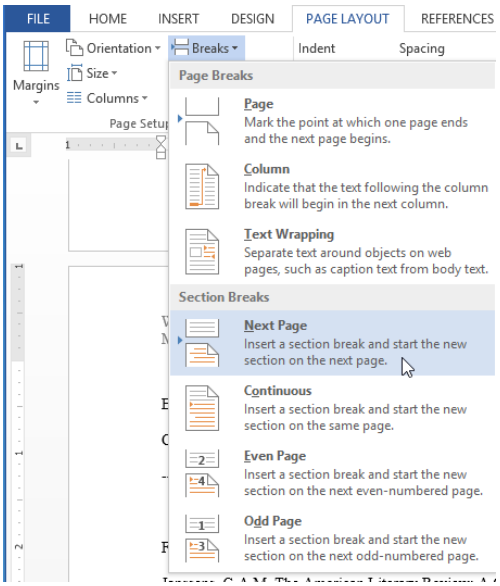


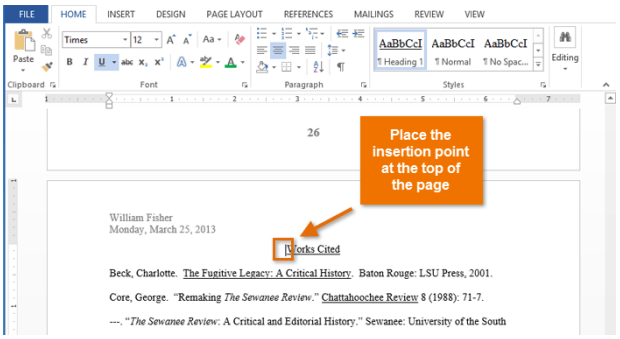
## To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and then selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

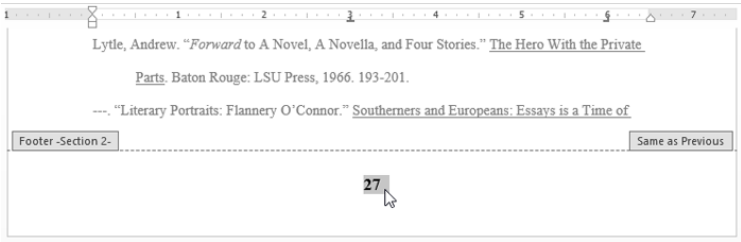
1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.

2. Select the **Page Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.

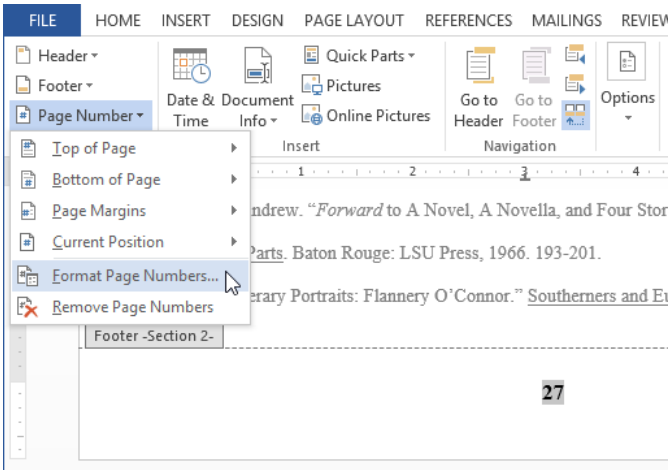


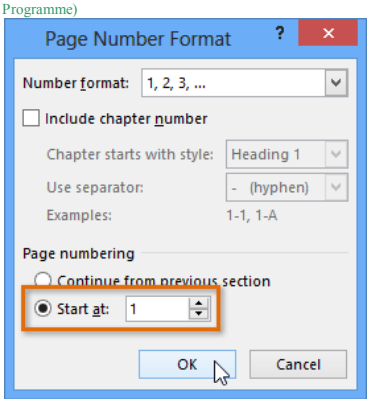

3. A section break will be added to the document.
4. Double-click the **header or footer** that contains the page number you want to restart.



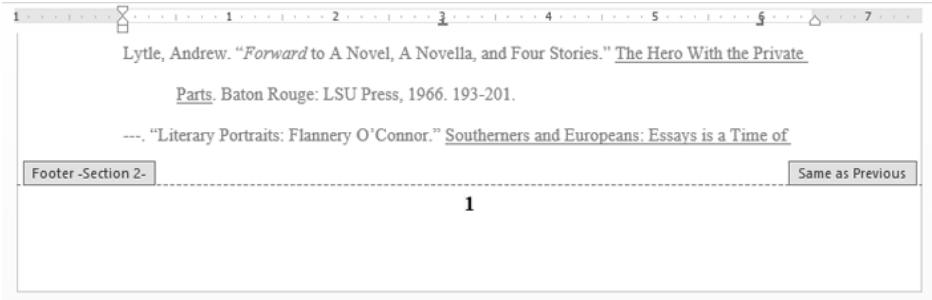

5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.




6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number.
7. Click **OK**.




8. The page numbering will restart.



# Chapter-15
# Pictures and Text Wrapping

## Introduction

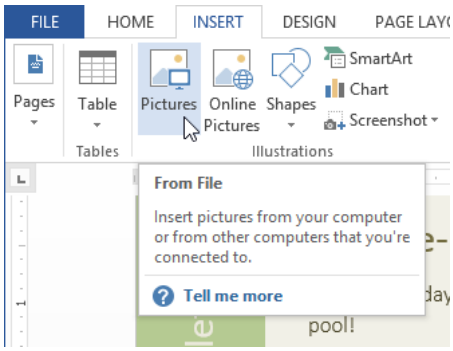
Adding **pictures** to your document can be a great way to **illustrate important information** or add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

### To insert a picture from a file:

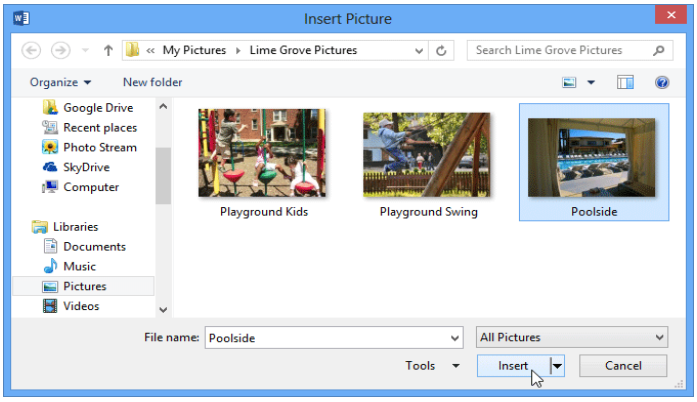
If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer.

1. Place the **insertion point** where you want the image to appear.

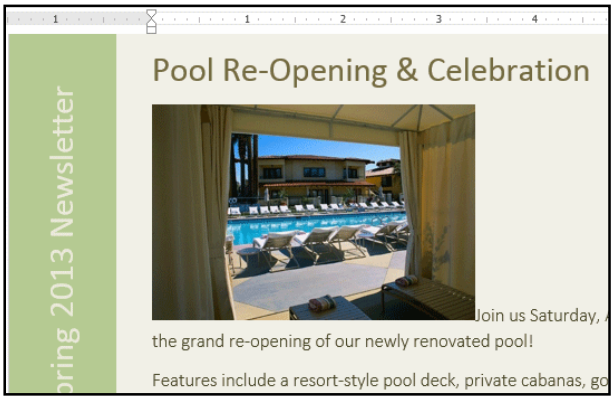
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



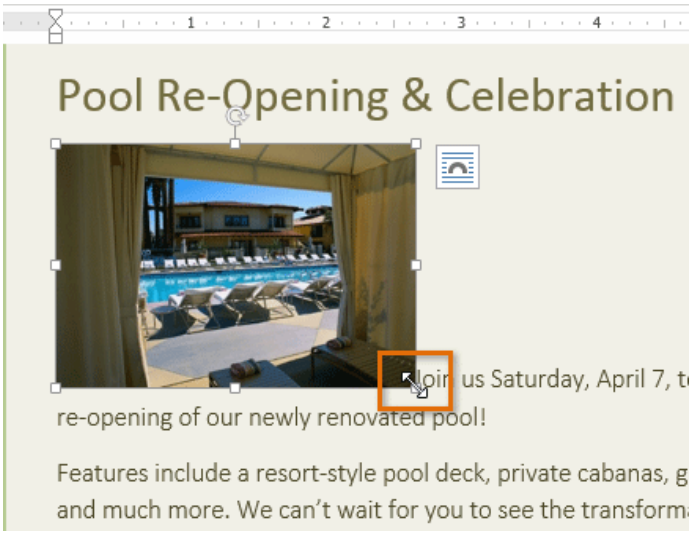

3. The **Insert Picture** dialog box will appear. Select the desired image file, then click **Insert**.




4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles** . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles** .

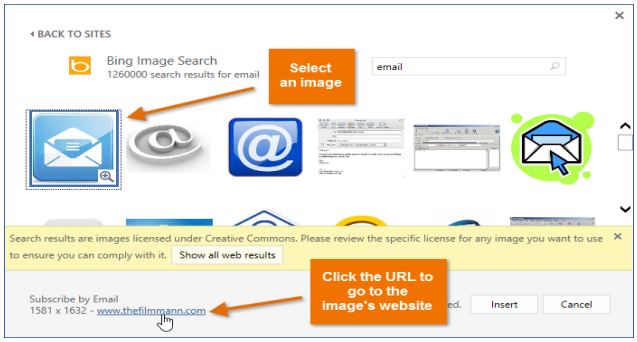



## Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your document. Word offers two options for finding online pictures:

- **OneDrive:** You can insert an image stored on your **OneDrive** (previously called SkyDrive). You can also link other **online accounts** with your Microsoft account, such as Facebook or Flickr.

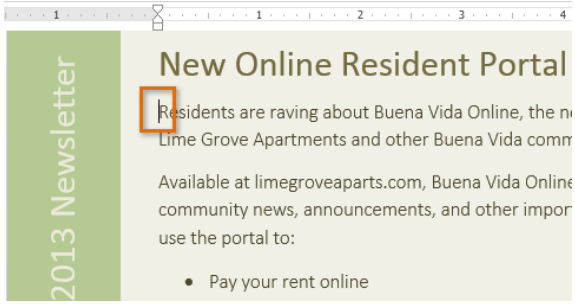
- **Bing Image Search**: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.



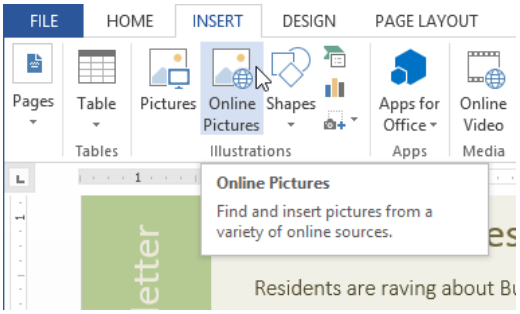

Previously, you also had the option to insert clip art images from Office.com, but this service has been discontinued. Instead, you can use Bing Image Search to find images for your document.

### To insert an online picture:

1. Place the **insertion point** where you want the image to appear.



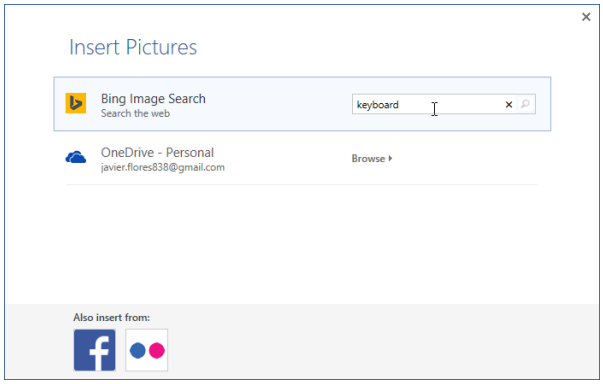
2. Select the **Insert** tab, then click the **Online Pictures** command.



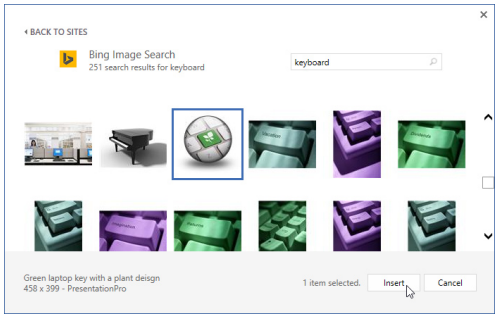

3. The **Insert Pictures** dialog box will appear.

4. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.

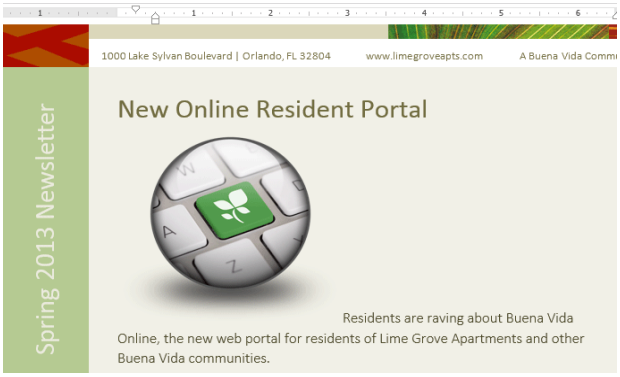
5. Press the **Enter** key. Your search results will appear in the dialog box.




6. Select the desired image, then click **Insert**.




7. The image will appear in the document.

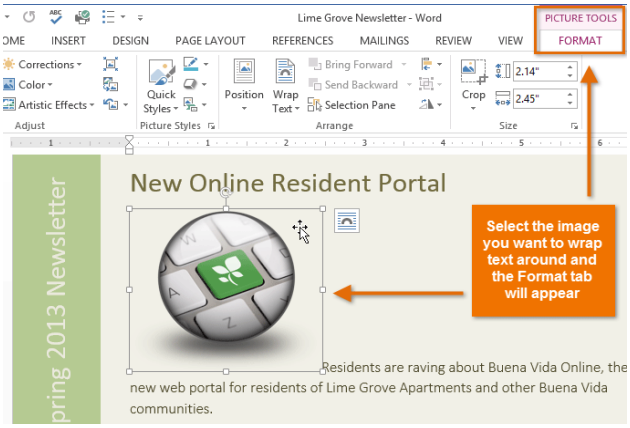



When adding images, videos, or music to your own projects, it's important to make sure you have the legal right to use them. Most things you buy or download online are **protected by copyright**, which means you may not be allowed to use them.

## Changing text wrapping settings

When you insert an image, you may notice that it's difficult to move it exactly where you want. This is because by default the image is in line with the text. If you want to move the image freely, you'll usually need to choose a different **text wrapping** setting. The **text wrapping** for an image is set to **In Line with Text**. You'll need to change the **text-wrapping setting** if you want to move the image freely or if you want the text to wrap around the image in a more natural way.

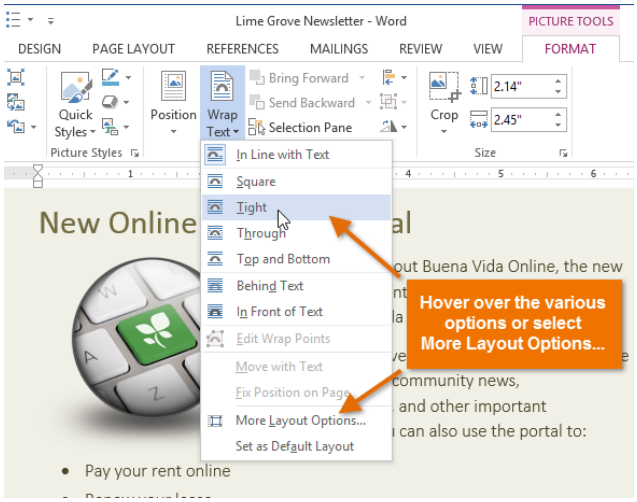
To wrap text around an image:



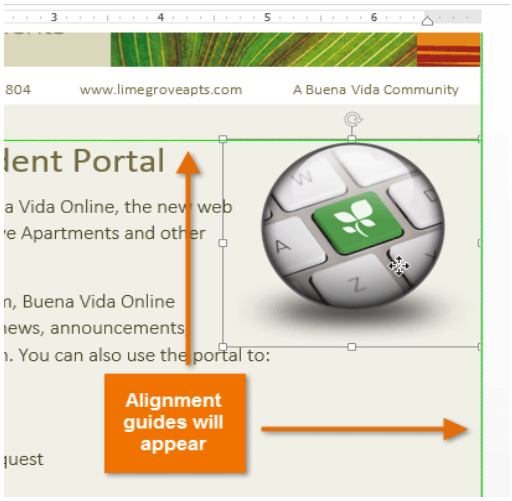

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.

2. On the **Format** tab, click the **Wrap Text** command in the **Arrange** group. A drop-down menu will appear.

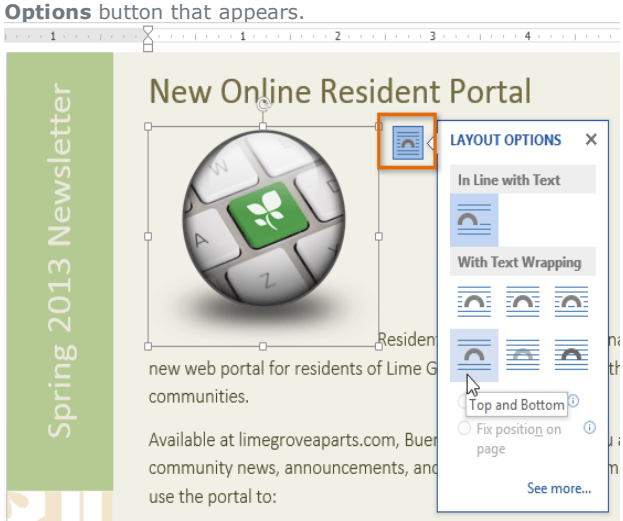
3. Hover the mouse over the various **text-wrapping options**. A **live preview** of the text wrapping will appear in the document. When you've found the text-wrapping option you want to use, click it. Alternatively, you can select **More Layout Options...** to fine tune the layout.



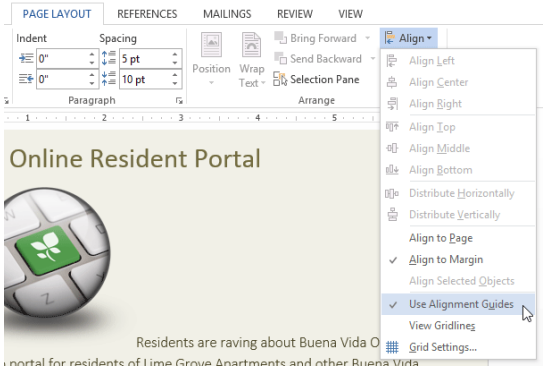

4. The text will wrap around the image. You can now **move** the image if you want. Just click, hold, and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.




Alternatively, you can access text-wrapping options by selecting the image and clicking the **Layout Options** button that appears.



If the alignment guides do not appear, select the **Page Layout** tab, then click the **Align** command. Select **Use Alignment Guides** from the drop-down menu that appears.

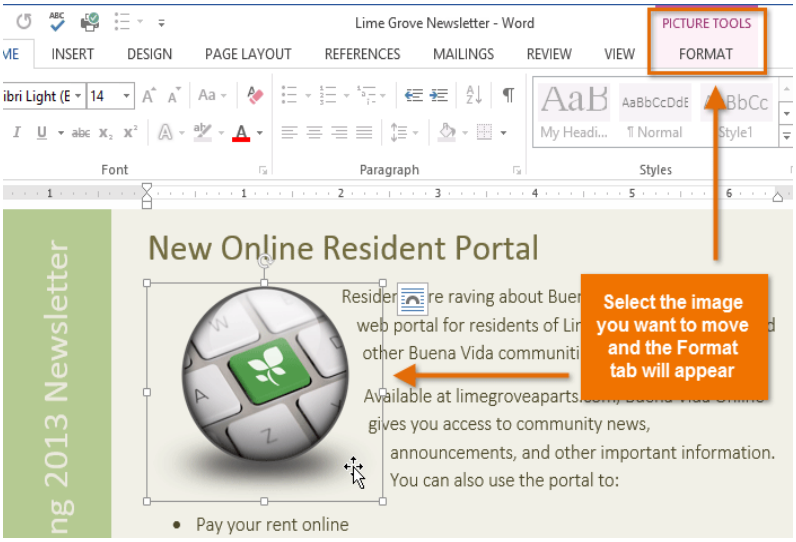



To use a predefined text wrapping setting:

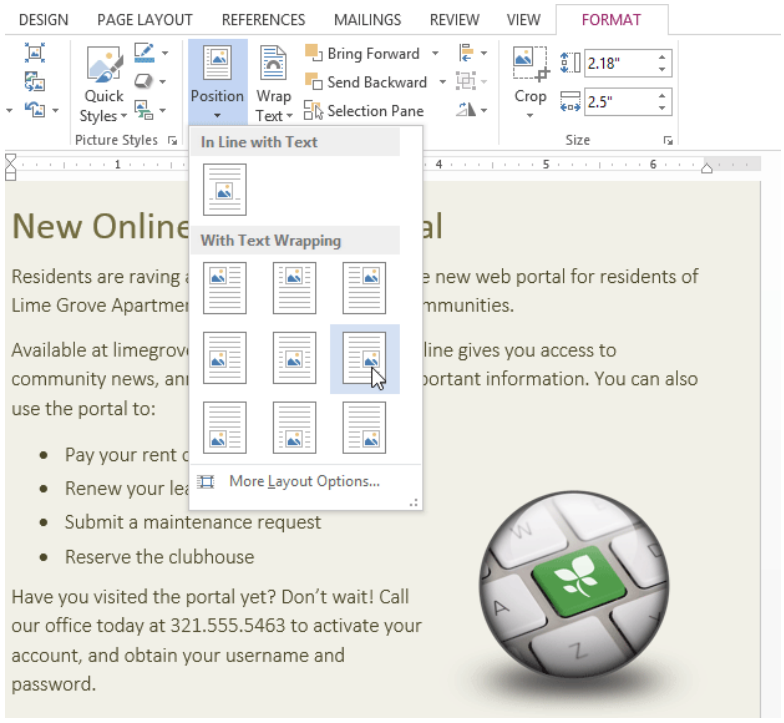
Predefined text wrapping allows you to move the image to a specific location on the page.

1. Select the **image** you want to move. The **Format** tab will appear on the right side of the Ribbon.

2. On the **Format** tab, click the **Position** command in the **Arrange** group.




3. A drop-down menu of predefined image positions will appear. Select the desired image position. The image will adjust in the document, and the text will wrap around it.



# Chapter-16
# Formatting Pictures

## Introduction

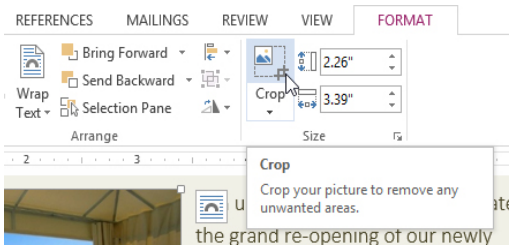
There are a variety of ways to **format** pictures in your document. Depending on how the images are used and where they are placed, you can use Word's **picture tools** to **personalize** and **modify** them in interesting ways.

### To crop an image:

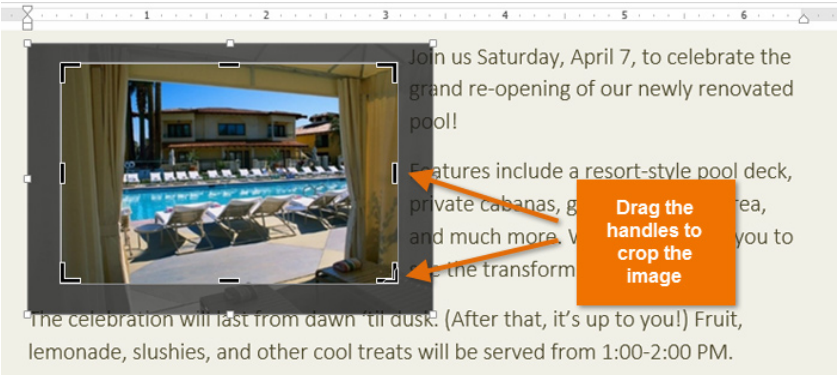
When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

1. Select the image you want to crop. The **Format** tab appears.

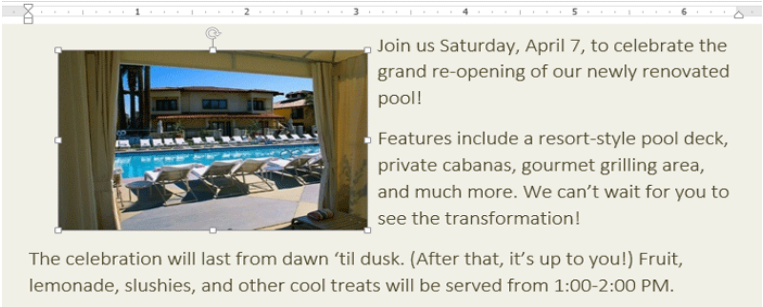
2. On the Format tab, click the **Crop** command.




3. **Cropping handles** will appear around the image. Click, hold, and drag a **handle** to crop the image.




4. Click the **Crop** command again. The image will be cropped.

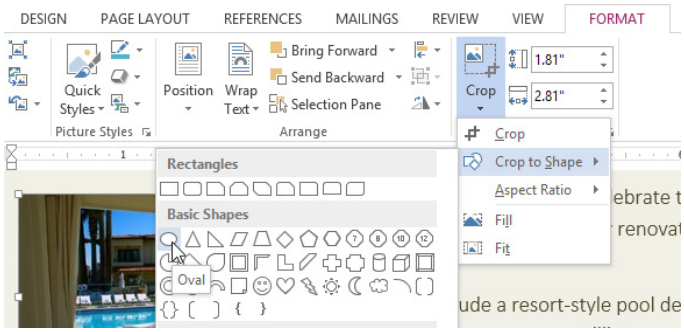



The corner handles are useful for simultaneously cropping the image horizontally and vertically.

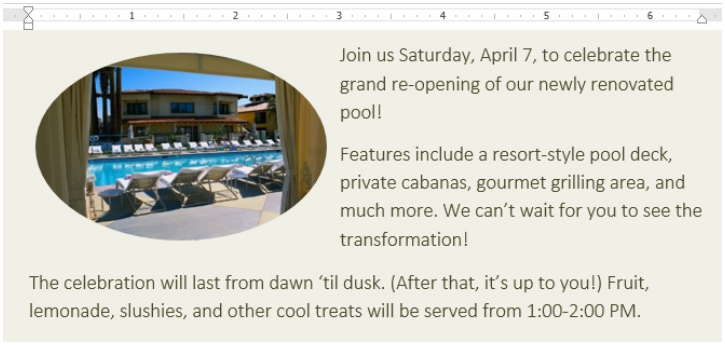
### To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.

2. Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.

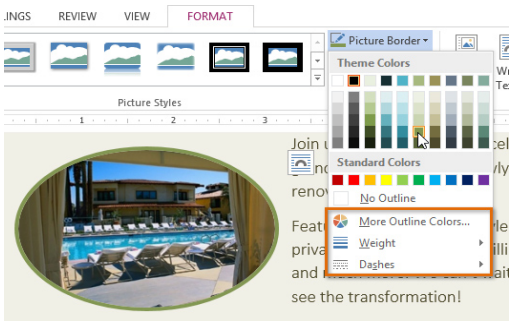



3. The image will appear formatted as the shape.



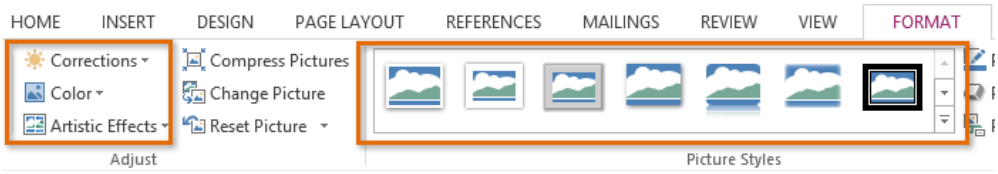

### To add a border to a picture:

1. Select the picture you want to add a border to**,** then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether or not the line is **dashed**.
4. The border will appear around the image.



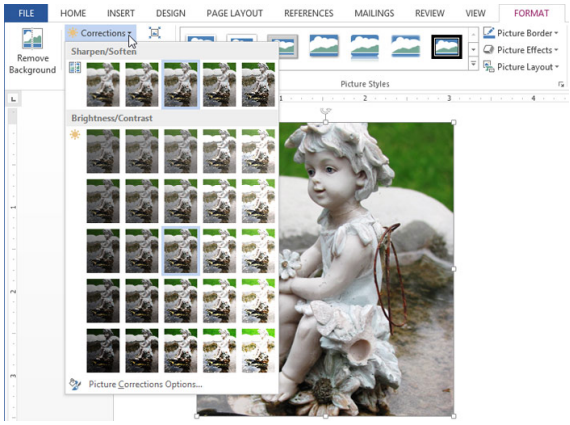

## Image adjustments

Word offers several options for changing the way images appear in your document. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.

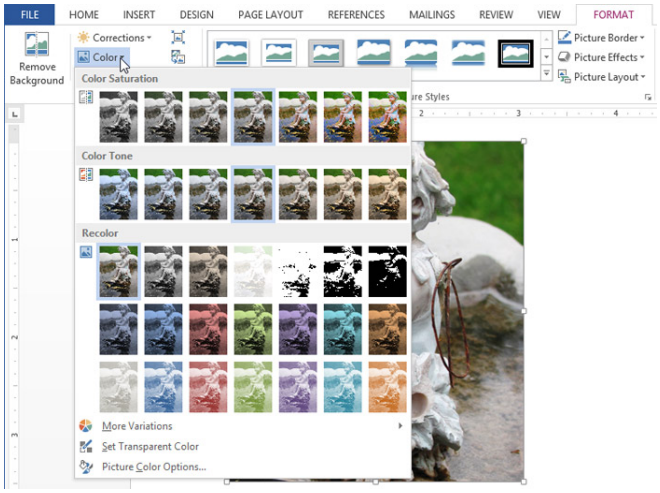



When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the **Format** tab:

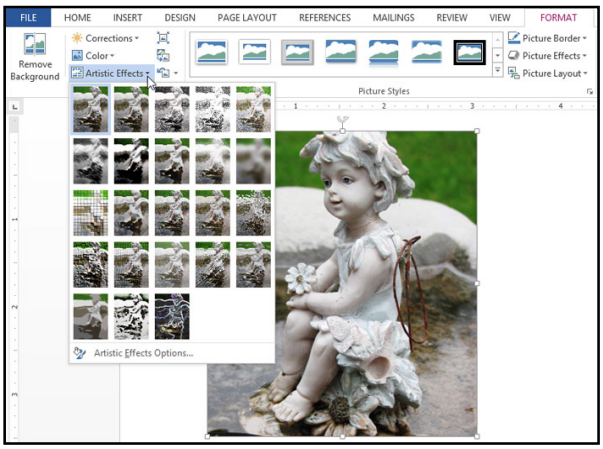
- **Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



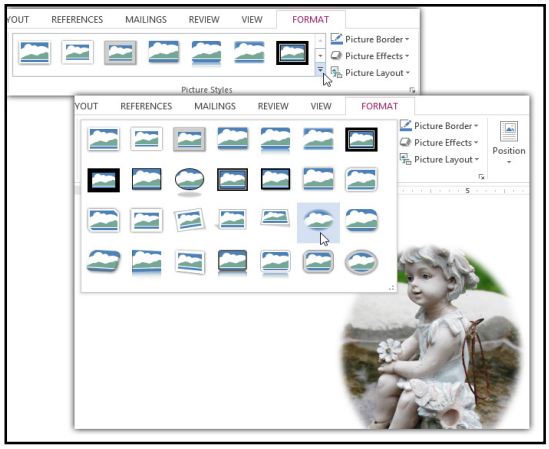
- **Color**: This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image from cool to warm), and **coloring** (changing the overall color of the image).




- **Artistic Effects**: This command is located in the **Adjust** group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.




**Picture Styles Group**: This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.

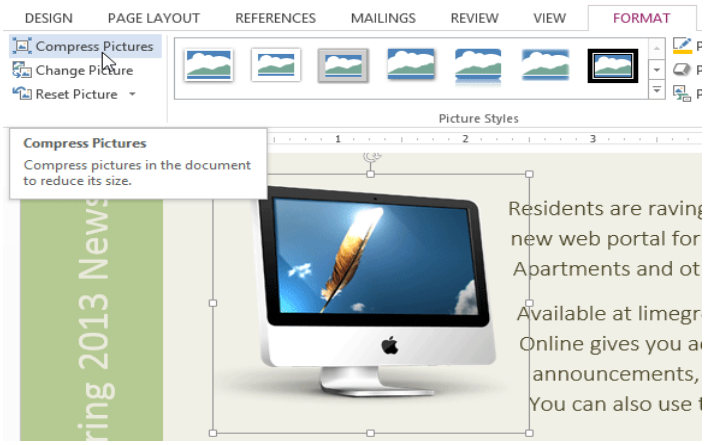



## Compressing pictures

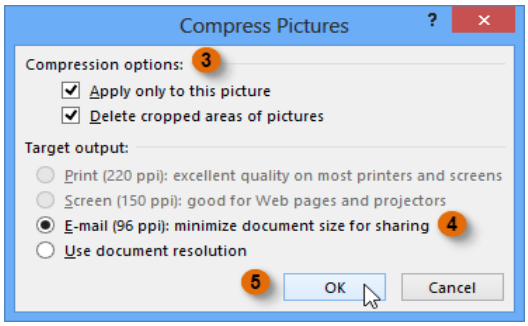
If you intend to email a document that contains pictures, you'll need to monitor its **file size**. Large high-resolution pictures can quickly cause your document to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the document by default, which can add to the file size. Word can reduce the file size by **compressing** pictures, which will lower their **resolution** and **delete cropped areas**.

### To compress a picture:

1. Select the picture you want to compress, then click the **Format** tab.
2. Click the **Compress Pictures** command.
3. A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.

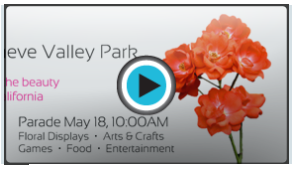


4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.




## Removing the background from an image

### Video: Background Removal



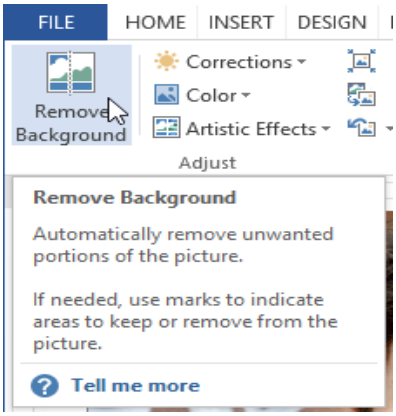

Removing the background from an image can give it a cleaner appearance. If you're printing your document, it can also save ink.

### About Background Removal

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes these areas from the image.

### To remove the background from an image:

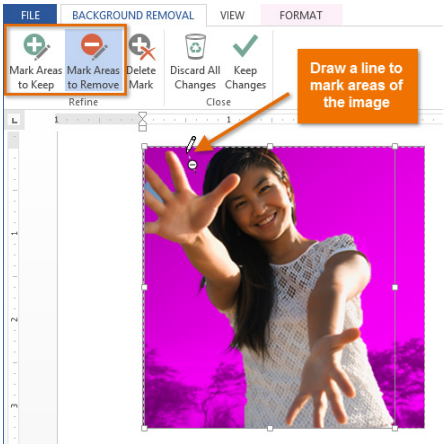
1. Select the desired image, then click the **Format** tab.
2. Click the **Remove Background** command.




3. Word will try to guess which part of the image to remove and mark the background with a **magenta** fill. It will also place a box with selection handles around the image.

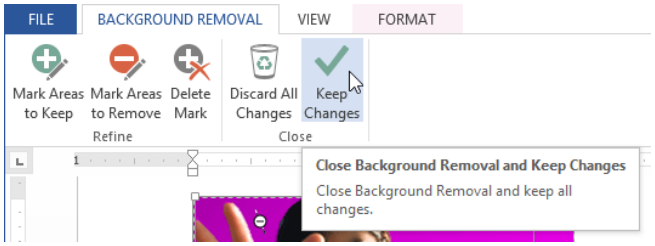
4. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.
5. At this point, you may need to help Word decide which parts of the image are in the **foreground** and which parts are in the **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands:
   - If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.

- If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.




6. After you add your marks, Word will readjust the image.

7. When you're satisfied with the image, click **Keep Changes**.

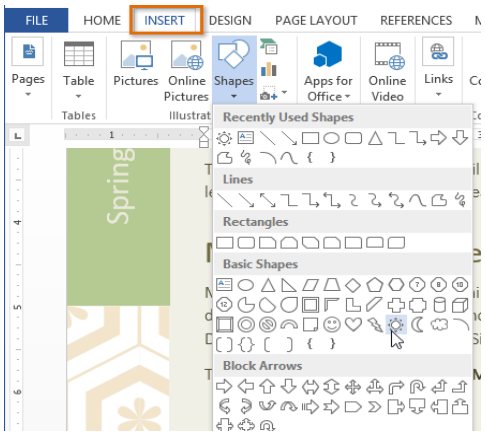



8. The background will be removed. You can adjust the image at any time by clicking the **Remove Background** command again.

# Chapter-17 Shapes

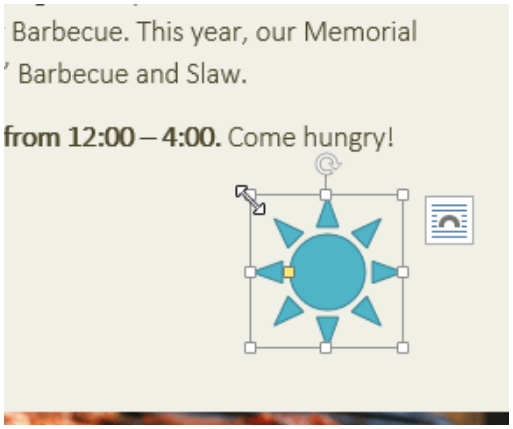
## Introduction

You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

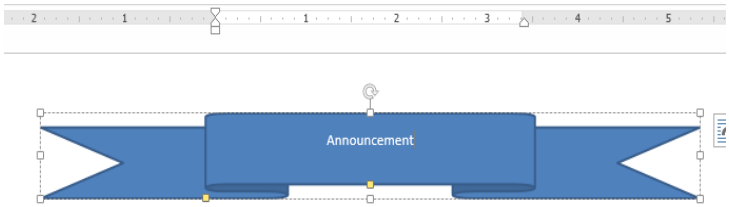



### To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.
3. Click, hold, and drag in the desired location to add the shape to your document.

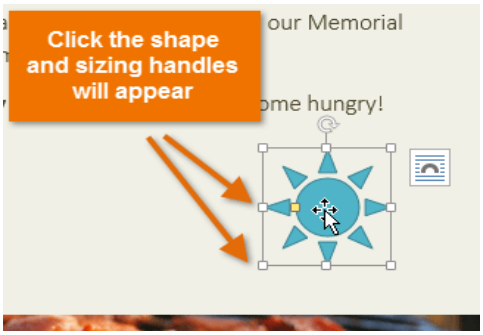



If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

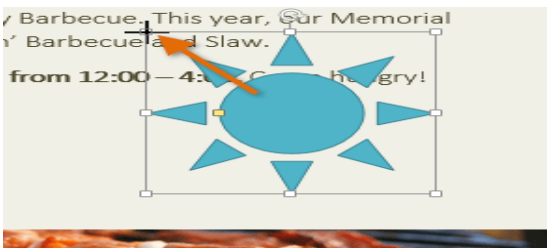



### To resize a shape:

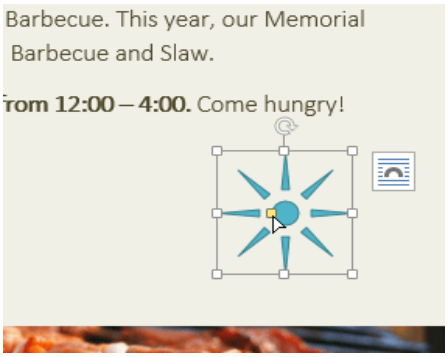
1. Select the shape you want to resize. **Sizing handles** will appear.



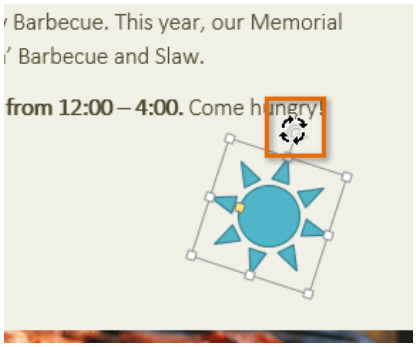

2. Click, hold, and drag the **sizing handles** until the shape is the desired size. you can use the corner sizing handles to change the shape's **height** and **width** at the same time.



Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.



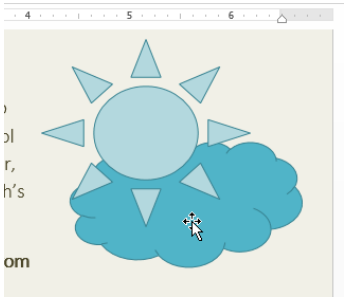

To rotate the shape, click, hold, and drag the rotation handle.



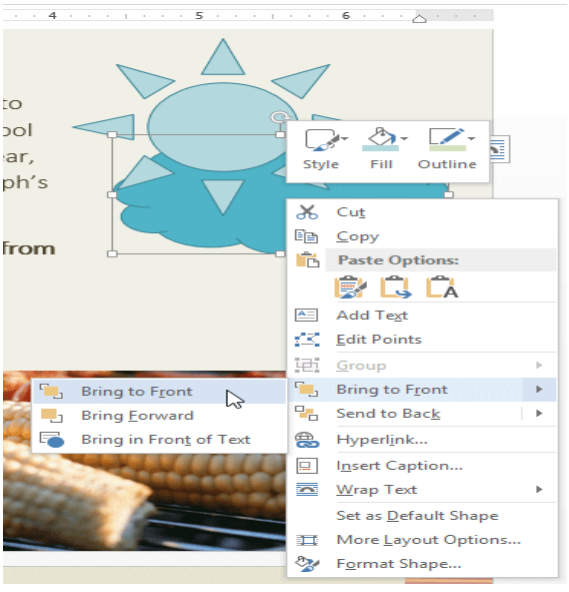

## To change the order of shapes:

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

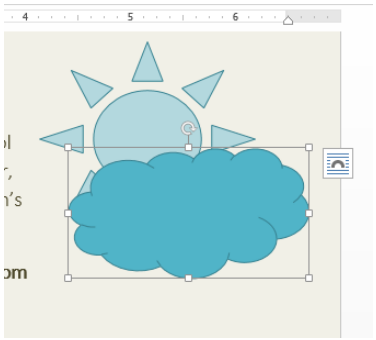
1. Right-click the **shape** you want to move. In our example, we want the cloud to appear in front of the sun, so we'll right-click the cloud.



2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Bring to Front**.

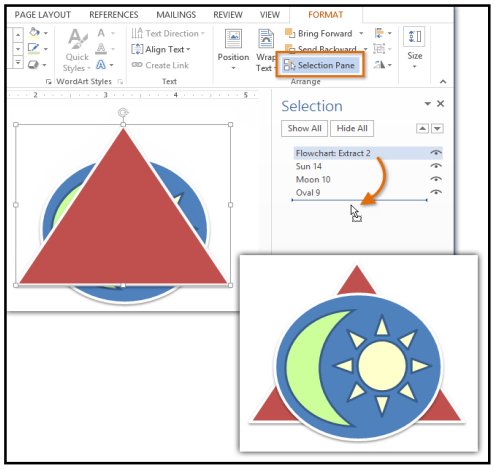



3. The order of the shapes will change.



In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, try selecting the same option again or try a different option.

If you have many shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection Pane** allows you to select a shape and drag it to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.

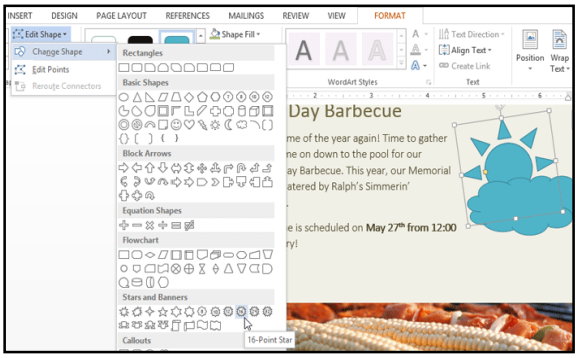



## Modifying shapes

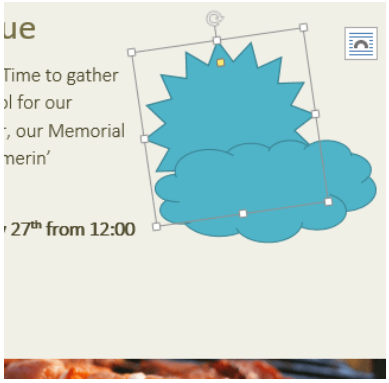
Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different shape**, **format a shape's style and color**, and add **shadow effects**.

### To change to a different shape:

1. Select the shape you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.



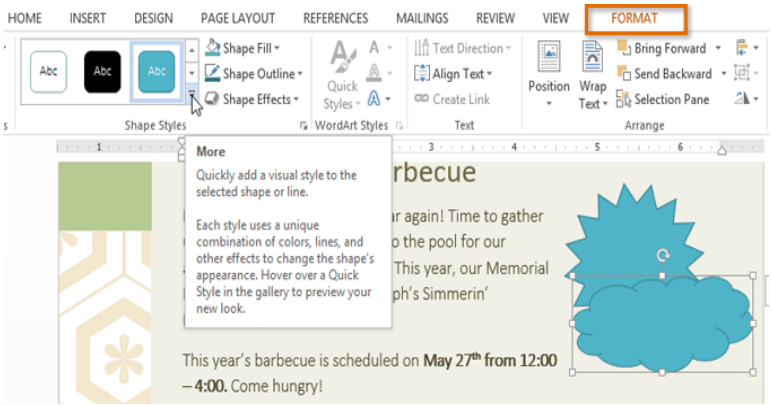

3. The new shape will appear.




### To change the shape style:

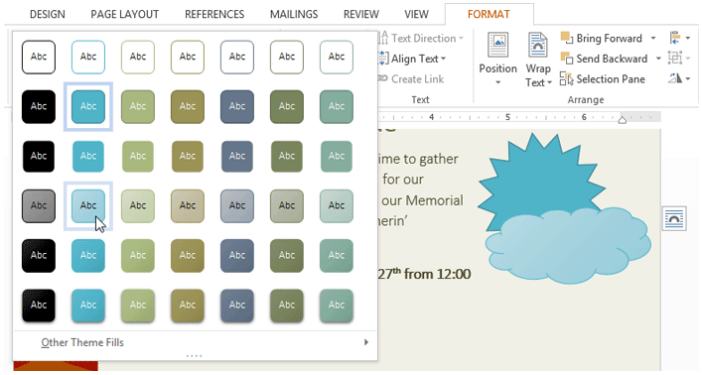
Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

1. Select the shape you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.

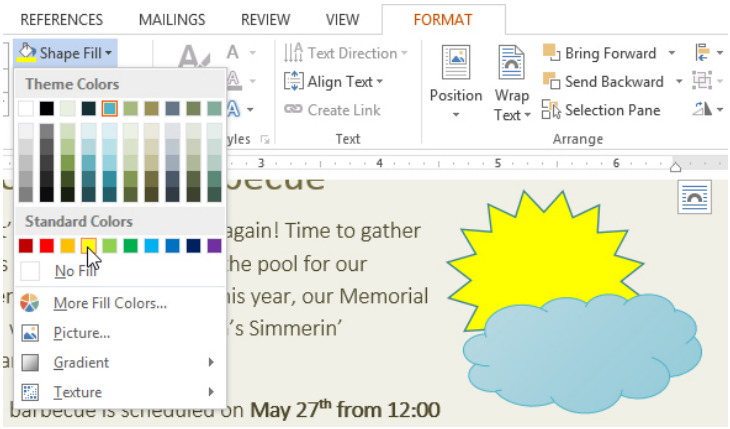
4. The shape will appear in the selected style.




## To change the shape fill color:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu appears.
3. Move the mouse over the various colors. Select the **color** you want to use. To view more color options, select **More Fill Colors**.

4. The shape will appear in the selected fill color.

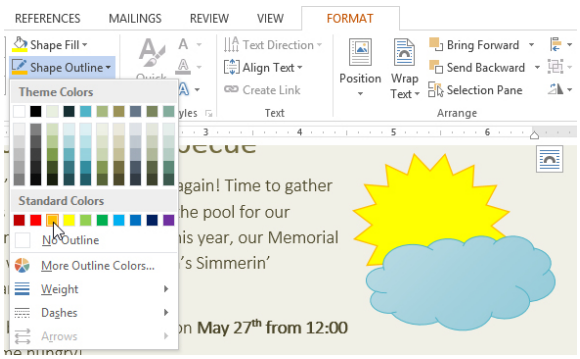



If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

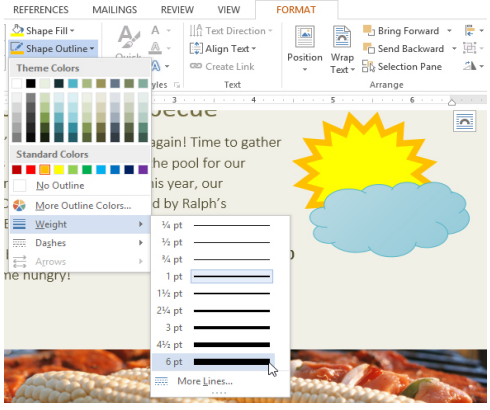
## To change the shape outline:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.

4. The shape will appear in the selected outline color.




From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

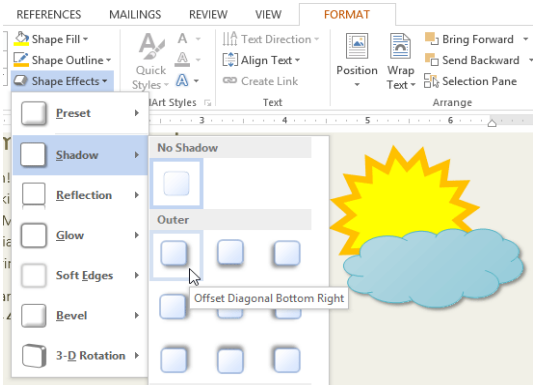



## To change shadow effects:

Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

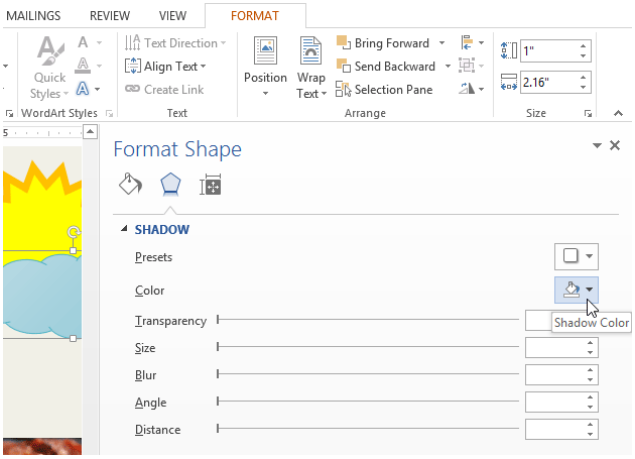
1. Select the shape you want to change.

2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Shadow** and select the shadow you want to use.




3. The shape will appear with the selected shadow.

To adjust the shadow color, size, distance and more, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window, allowing you to customize the shadow.

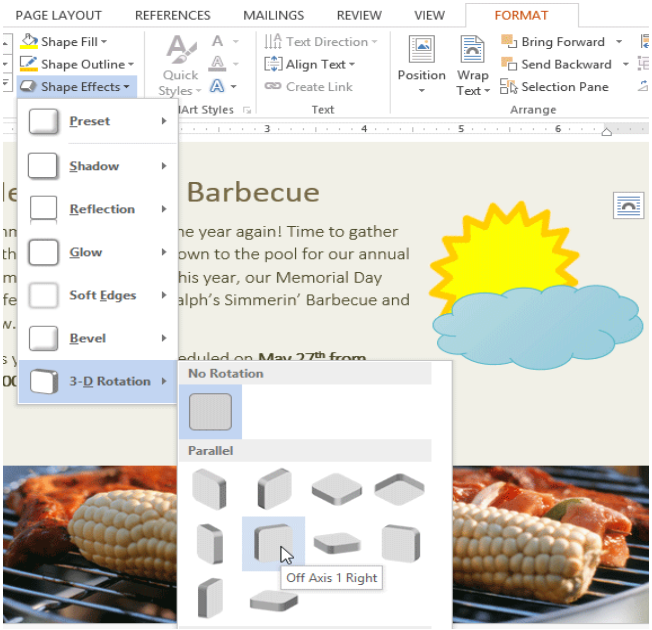



## 3D effects

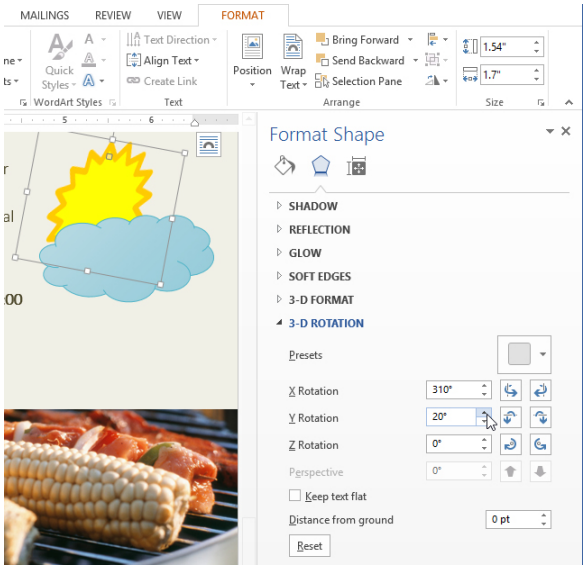
There are two kinds of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing an object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

### To add 3-D Rotation:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **3-D Rotation** and select the desired **3-D effect**.



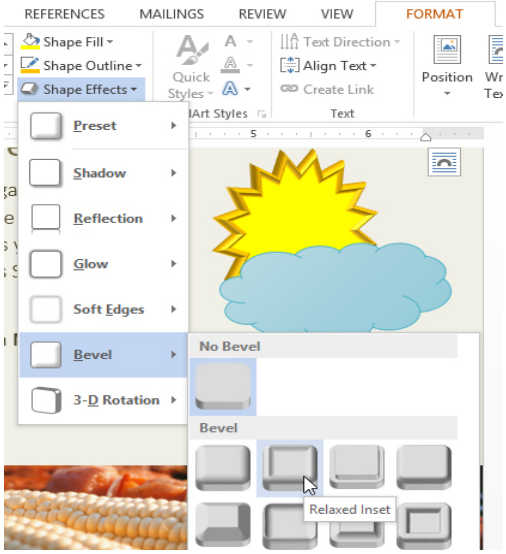
3. The shape will appear in the selected 3-D Rotation effect.



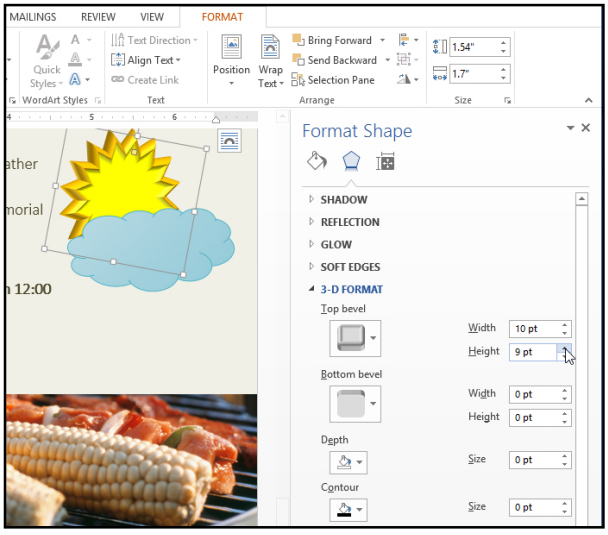

If you want, you can customize 3-D Rotation. Select **3-D Rotation Options...** from the drop-down menu, and the **Format Shape** pane will appear on the right side of the Word window. From here, you can adjust the rotation values.

## To add a bevel:

1. Select the shape you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Bevel** and select the desired **bevel preset**.




3. The shape will appear in the selected bevel effect.




If you want, you can customize the bevel effect. Select **3-D Options...** from the drop-down menu. The **Format Shape** pane will appear on the right side of the Word window. From here, you can modify the width, height, and depth of a bevel. You can also change the shape's material to give it a metal, plastic, or translucent appearance, as well as choose the lighting type to change how the shape is illuminated.

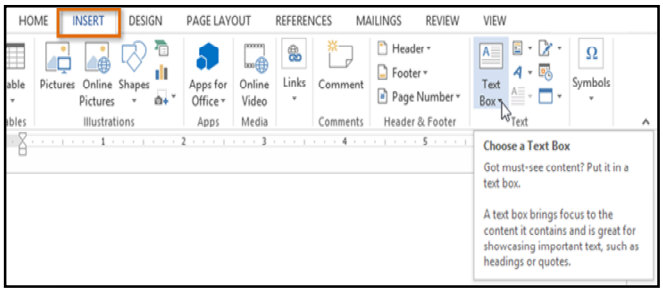
# Chapter-18 Text Boxes and WordArt

## Introduction

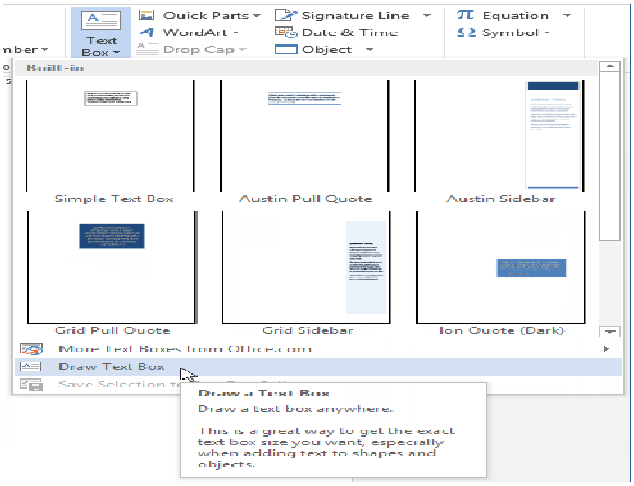
Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them as **WordArt**.

## To insert a text box:

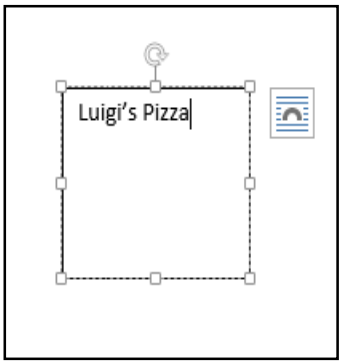
1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



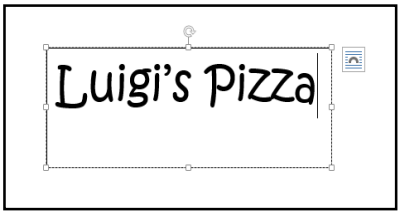

2. A drop-down menu will appear. Select **Draw Text Box**.




3. Click, hold, and drag to create the text box.




4. The insertion point will appear inside the text box. You can now type to create text inside the text box.
5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Home** tab.

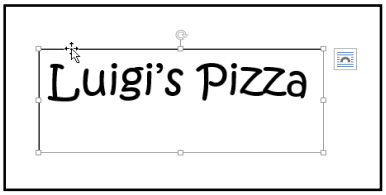



6. Click anywhere outside of the text box to return to your document.

You can also select one of the **built-in** text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.

To move a text box:

1. Click the **text box** you want to move.
2. Hover the mouse over one of the edges of the text box. The mouse will change into a **cross with arrows** .
3. Click, hold, and drag the text box to the desired **location**.




To resize a text box:

1. Click the **text box** you want to resize.
2. Click, hold, and drag any of the **sizing handles** on the corners or sides of the text box until it is the desired size.

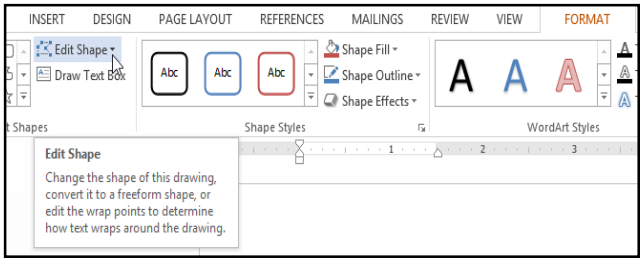
## Modifying text boxes

Word offers many options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes. Additionally, when you want to add a little more dimension you can add a **shadow** effect.

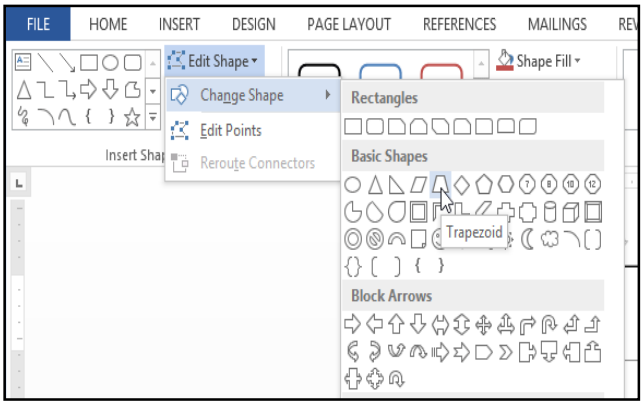
### To change the text box shape:

Changing the shape of a text box can be a useful option for creating an interesting look in your document.

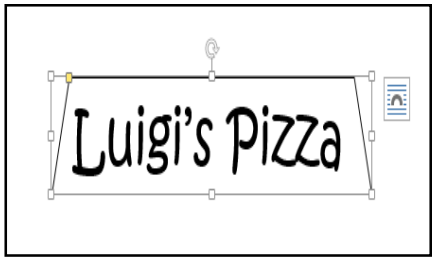
1. Select the text box you want to change. The **Format** tab will appear.
2. From the **Format** tab, click the **Edit Shape** command.



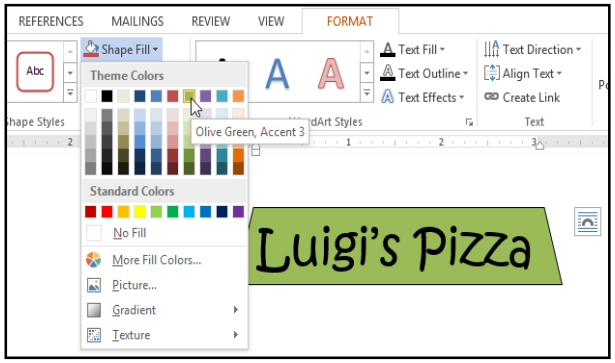

3. Hover the mouse over **Change Shape**, then select the desired **shape** from the menu that appears.




4. The text box will appear formatted as the shape.



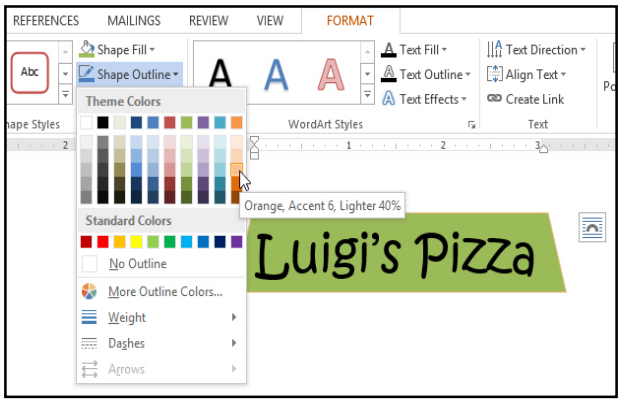
### To change the fill color:




1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. The **Shape Fill** menu will appear.
3. Select the **color** you want to use. To view more color options, select **More Fill Colors**.
4. The text box will appear in the selected fill color.

If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

### To change the shape outline:

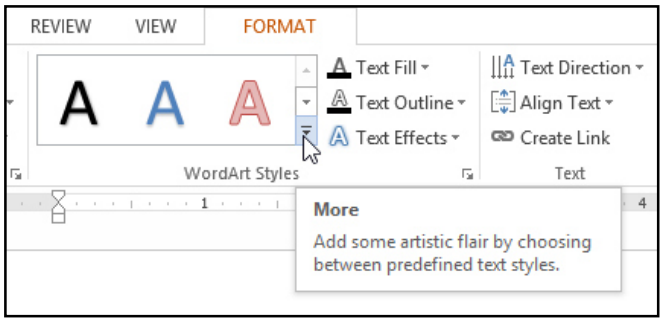



1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu appears.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.
4. The text box will appear in the selected outline color.

From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

### To change the shape style:

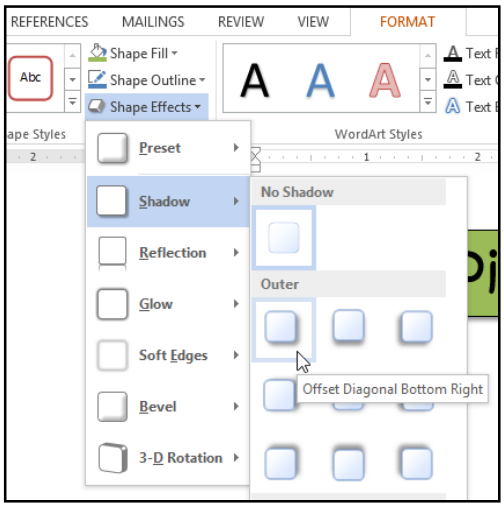
Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box.




1. Select the text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.
3. A drop-down menu of styles will appear. Select the **style** you want to use.

4. The text box will appear in the selected style.

## To change shadow effects:

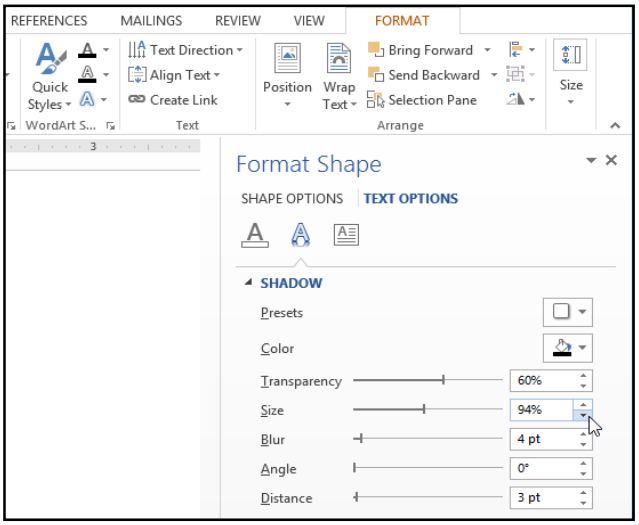



Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

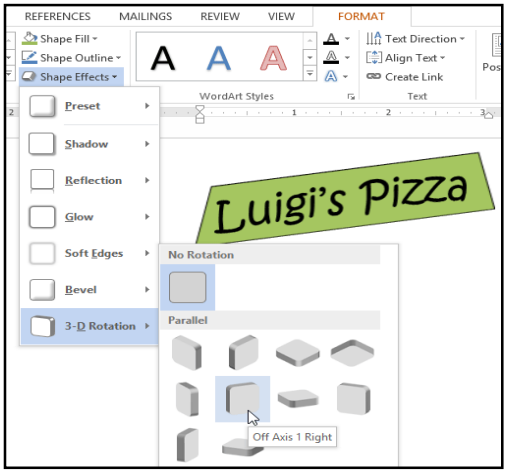
1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the **shadow** you want to use.

3. The shape will appear with the selected shadow.

To adjust the shadow color, size, distance, and more, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear.




## 3D effects



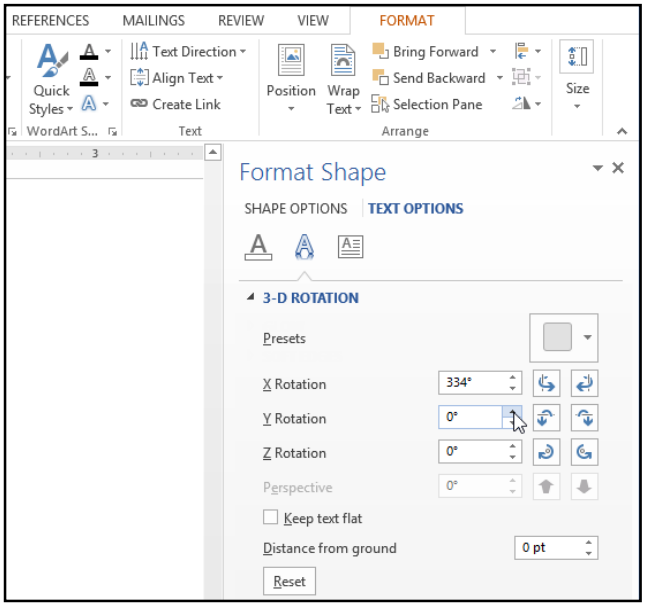

There are two kinds of effects you can apply to text boxes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** makes text boxes appear as if you are viewing the text box from a different angle. **Bevel** adds thickness and a rounded edge to text boxes.

### To use 3-D Rotation:

1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the desired **3-D Rotation** effect.

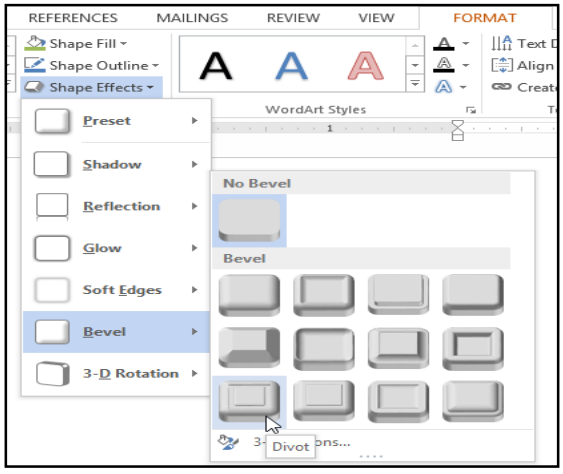
3. The text box will appear in the selected 3-D Rotation effect.

If you want, you can customize the 3-D Rotation. Select **3-D Rotation Options...** from the drop-down menu and the **Format Shape** pane will appear. From here, you can adjust the rotation values.




To use Bevel:

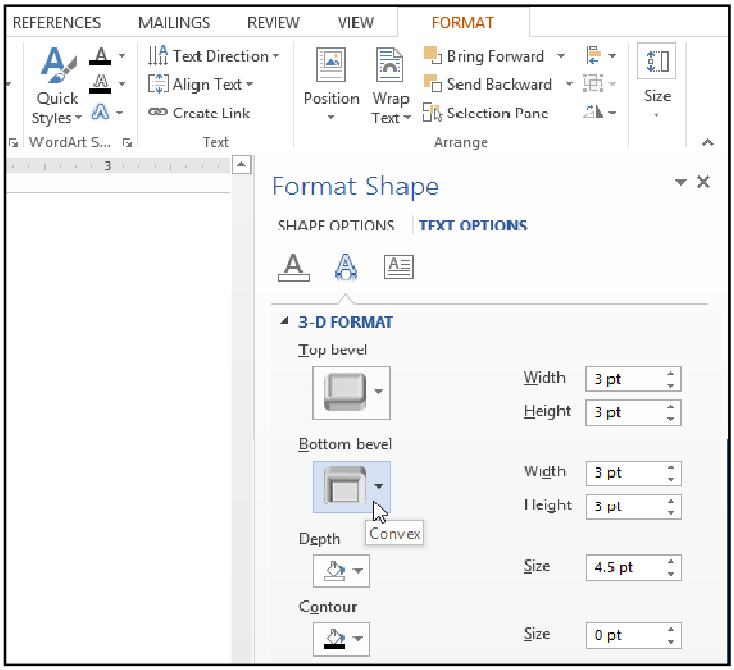
1. Select the text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, select the desired **bevel preset**.




3. The text box will appear in the selected bevel effect.

If you've changed the shape of your text box, it's important to note bevel doesn't work with every type of shape.

If you want, you can customize the bevel effect. Select **3-D Options...** from the drop-down menu. The **Format Shape** pane will appear. From here, you can modify the width, height, and depth of a bevel.



## Creating WordArt

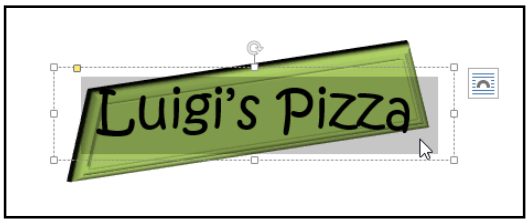
In addition to adding effects to a text box, you can add effects to the **text inside the text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

Generally, you shouldn't use WordArt in more formal documents like resumes and cover letters because it may appear too casual.

### To apply a quick style to text:

A **quick style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box.



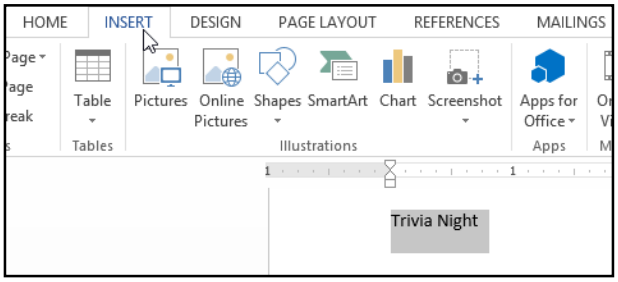

2. On the **Format** tab, click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu of text styles will appear. Select the **style** you want to use.

3. The text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.

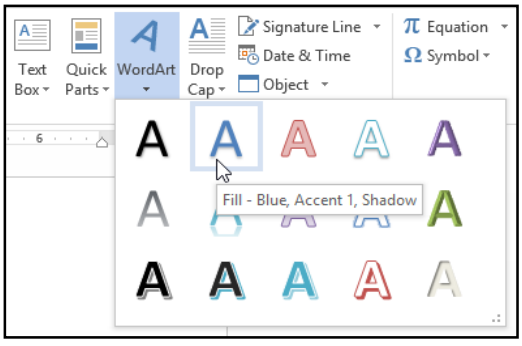
### To convert regular text into WordArt:

For text to be formatted as WordArt, it must be inside a **text box**. However, there is a shortcut that allows you to convert text into WordArt even if it's not in a text box.

1. Select the text you want to convert, then click the **Insert** tab.

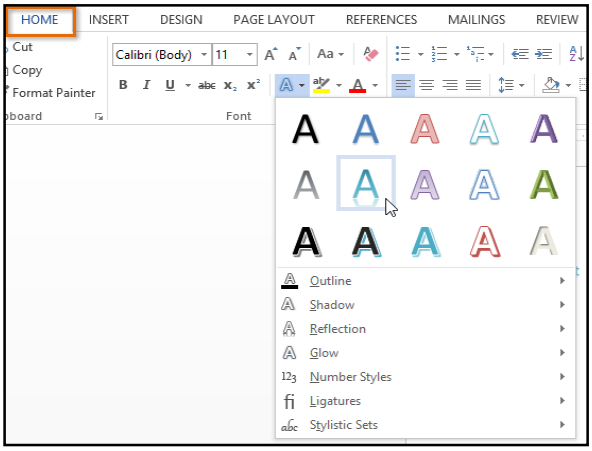



2. Click the **WordArt** drop-down arrow in the **Text** group. A drop-down menu of WordArt styles will appear. Select the style you want to use.




3. Word will automatically create a text box for the text, and the text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.

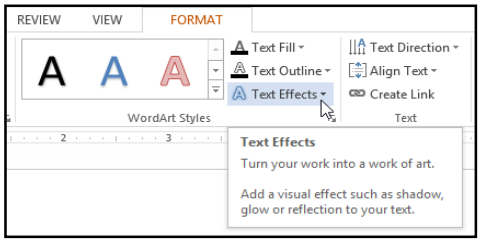
Some effects, such as **shadows**, can be added from the **Text Effects** menu in the **Home** tab. When you add effects in this way, it will not place the text in a text box.



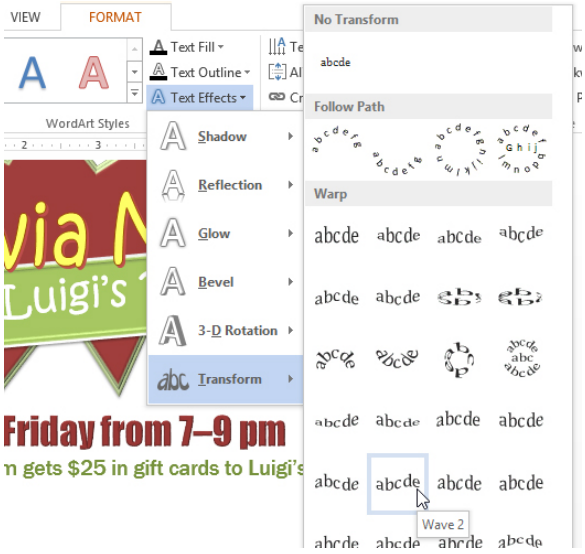

To transform text:

1. Select the text box, or select some text inside of the text box.

2. On the **Format** tab, click the **Text Effects** drop-down arrow in the **WordArt Styles** group.




3. A drop-down menu of effects will appear. Hover the mouse over **Transform** and select a transform effect from the menu that appears.



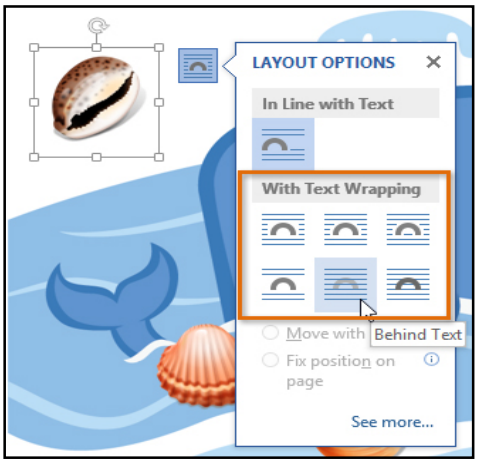

4. The text will transform into the selected style.

If desired, you can add additional effects such as shadow, bevel, and more to the transformed text.

# Chapter-19 Arranging Objects

## Introduction

In Word, a page may have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by **aligning**, **ordering**, **rotating**, and **grouping** them in various ways.

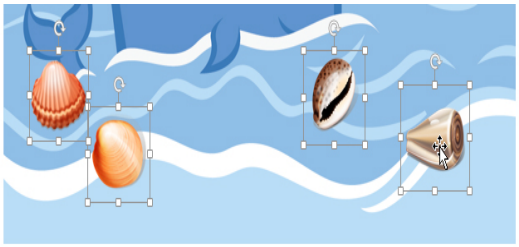



## Modifying text wrapping

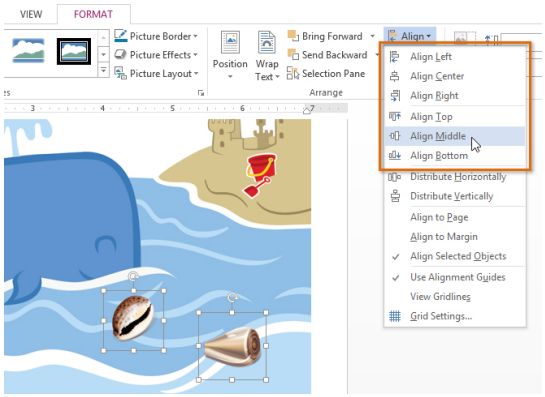
When pictures are first inserted, you may notice that it's difficult to move them. This is because by default, pictures are **in line with the text**. To arrange them, you'll always need to choose a different **text-wrapping setting**. To review how to modify text wrapping, visit our lesson on **Pictures and Text Wrapping**.

## To align two or more objects:

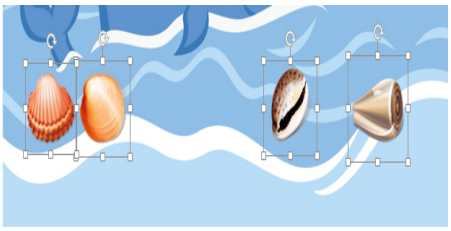
1. Hold the **Shift** (or Ctrl) key and click the objects you want to align.



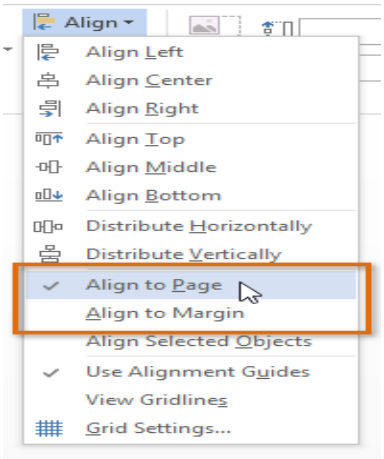
2. From the **Format** tab, click the **Align** command and select one of the six **alignment options**.



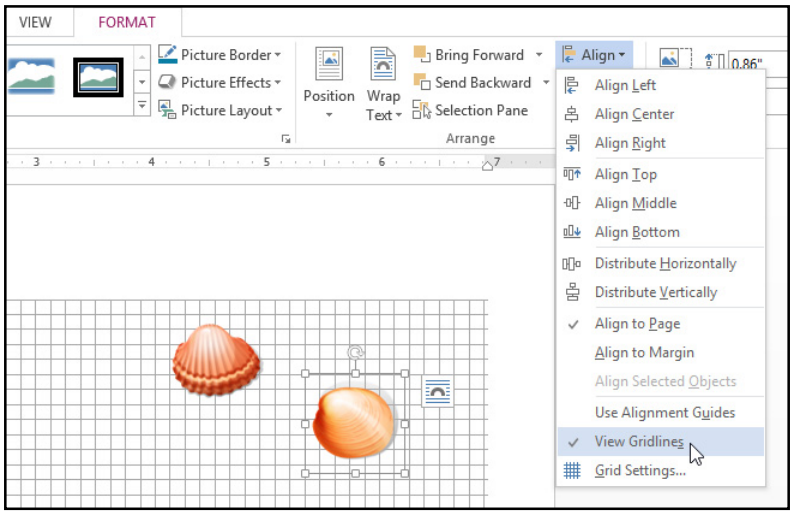

3. The objects will align based on the option you selected.



By default, **Align Selected Objects** will be selected, which will allow objects to be aligned without moving them to a different part of the page. If you want the objects to move to the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.

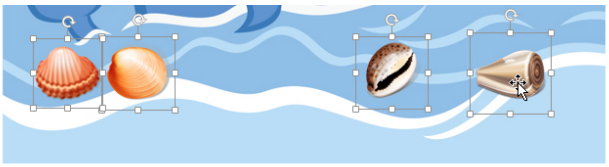


If you prefer to align objects manually, select **View Gridlines**. This option **snaps** objects to a grid, making it easier for you to align them with the mouse.



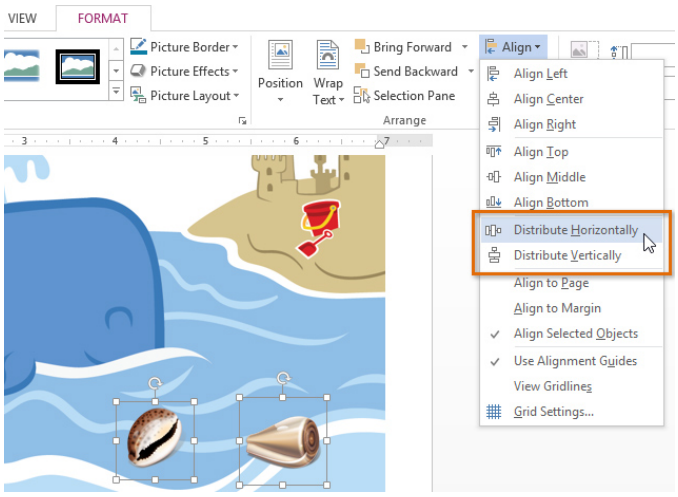

## To distribute objects evenly:

If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.



1. Hold the **Shift** (or Ctrl) key and click the objects you want to align. The Format tab will appear.

2. On the **Format** tab, click the **Align** command and select **Distribute Horizontally** or **Distribute Vertically** from the drop-down menu that appears.

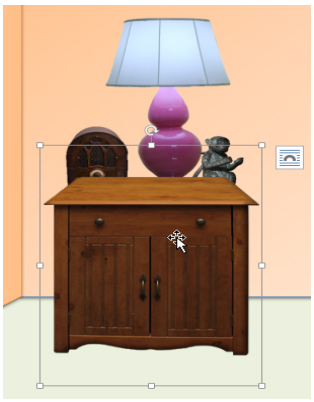



3. The objects will distribute evenly.

## Ordering and rotating objects

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

## Understanding levels

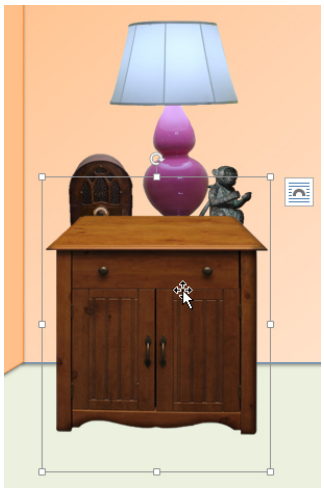


When objects are inserted into a document, they are placed on **levels** according to the **order** in which they were inserted into the document. In the image below, the table is on the top level, but we can **change the level** to put it behind the other objects.

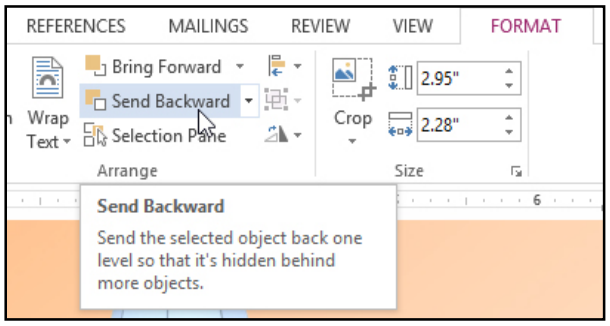
## To change the ordering by one level:

In our example, we'll change the ordering so the table moves back by one level.

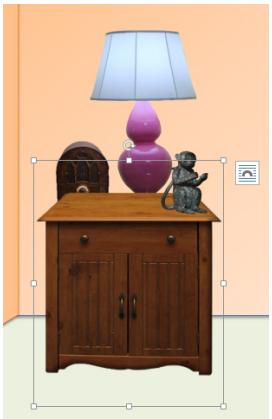
1. Select an object. The Format tab will appear.



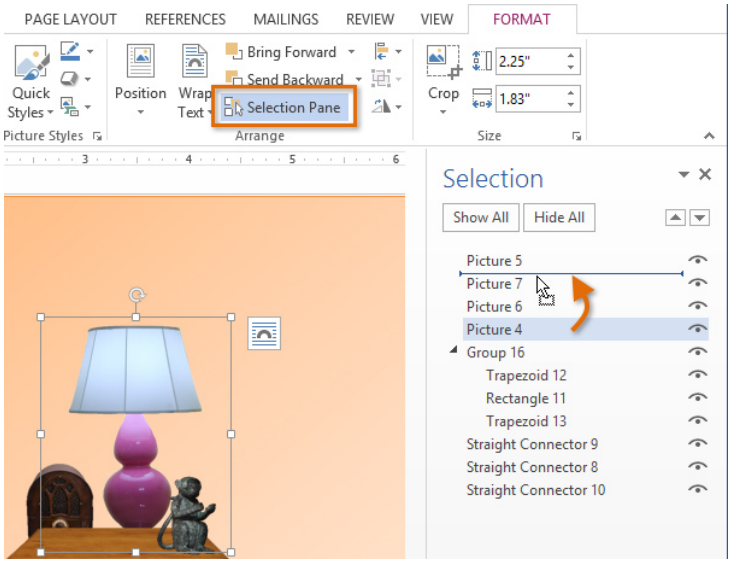
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If the object overlaps with more than one other object, you may need to click the command **several times** to achieve the desired ordering. In our example, we'll select **Send Backward**.




3. The objects will reorder. In our example, the table is now one level below the statue.



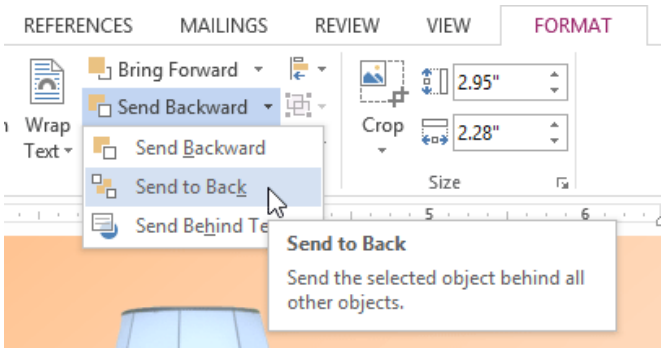
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a new location. To access the Selection Pane, click **Selection Pane** on the **Format** tab.



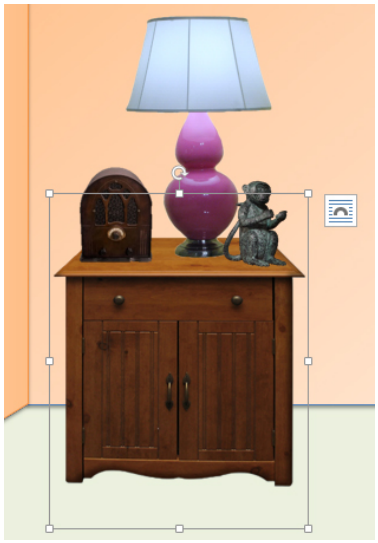
## To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down box.
3. From the drop-down menu, select **Bring to Front** or **Send to Back**.

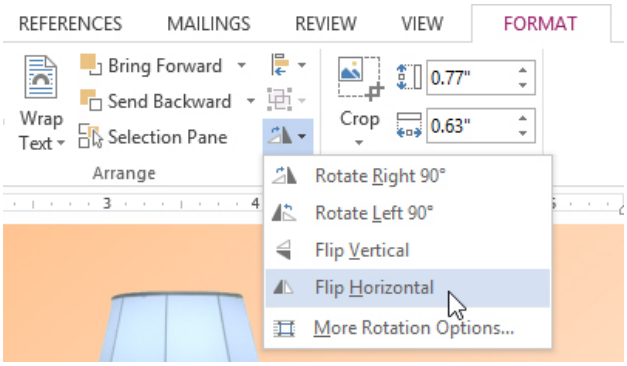



4. The objects will reorder.



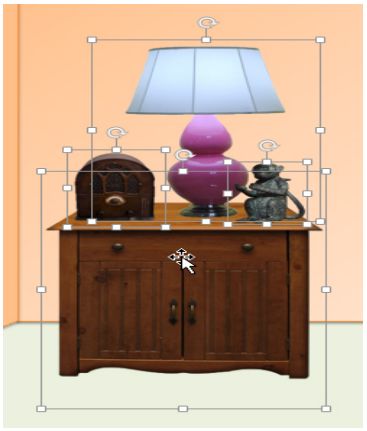
## To rotate an object:

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3. Select the desired **rotation option**.
4. The object will rotate.



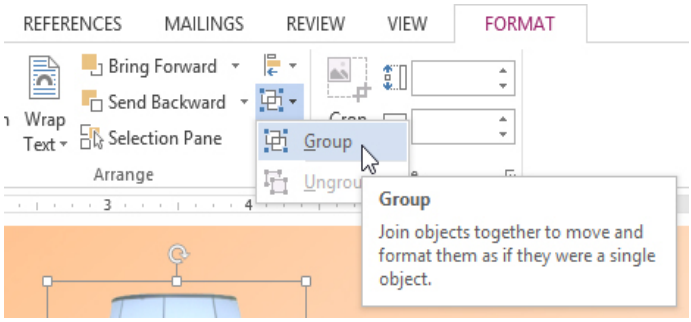
## Grouping objects

At times, you may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. Often, this is easier than selecting all of the objects every time you want to move them. Shapes, clip art, and text boxes can be grouped together.

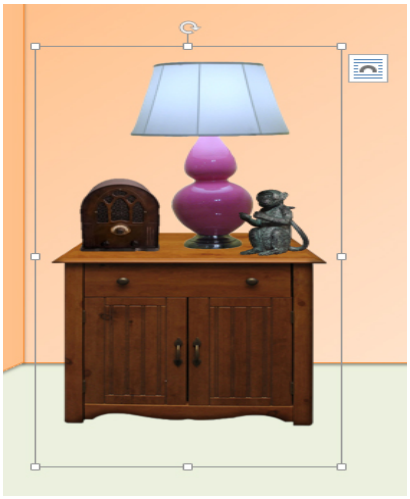


### To group objects:

1. Hold the **Shift** (or Ctrl) key and click the objects you want to group.
2. From the **Format** tab, click the **Group** command and select **Group**.



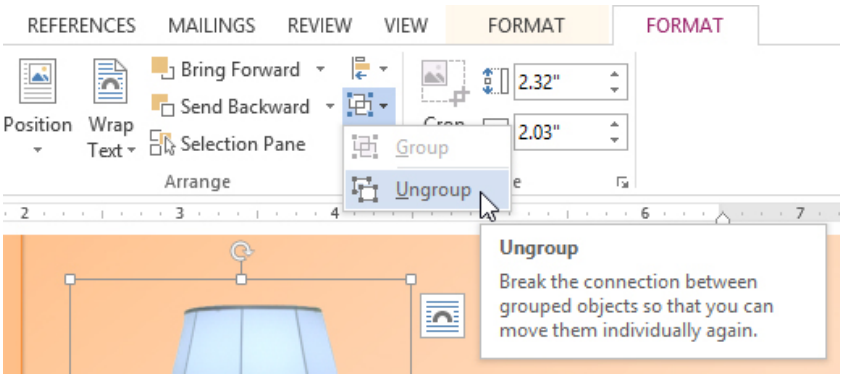

3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one object. You can now move or resize all of the objects at once.



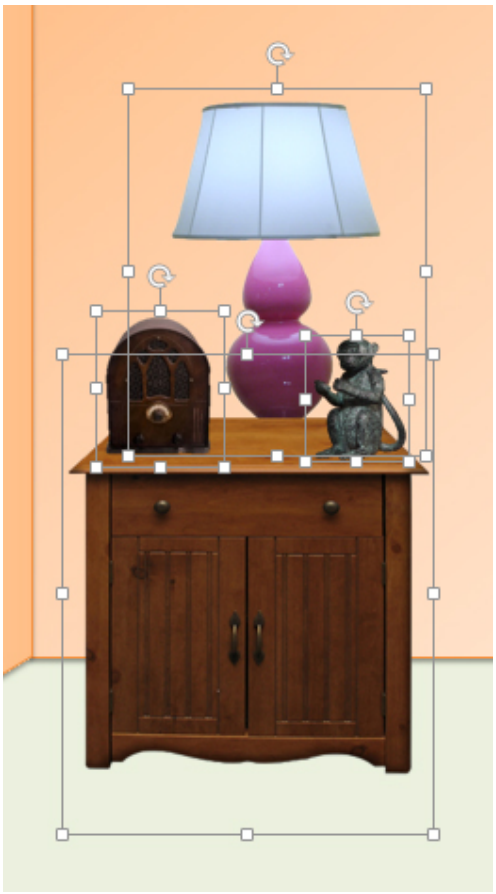
If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.

To ungroup objects:

1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command and select **Ungroup**.




3. The objects will be ungrouped.



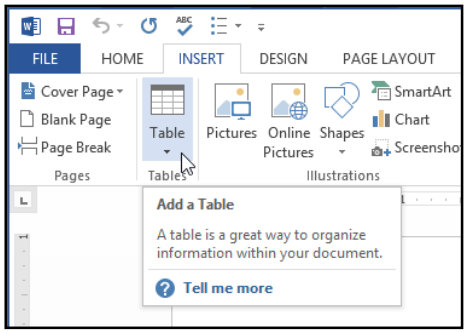
# Chapter-20 Tables

## Introduction

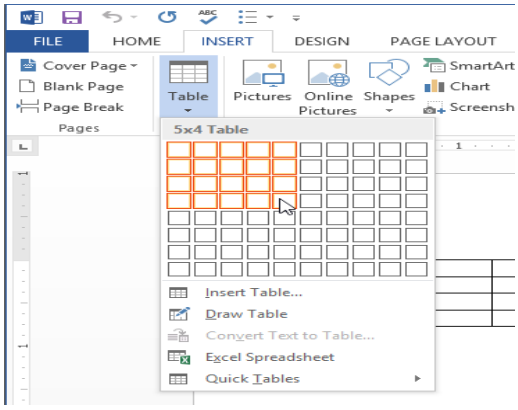
A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

### To insert a blank table:

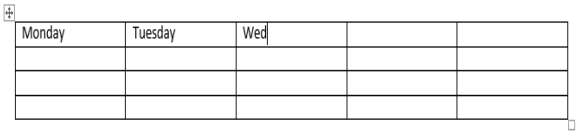
1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
2. Click the **Table** command.




3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.




4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

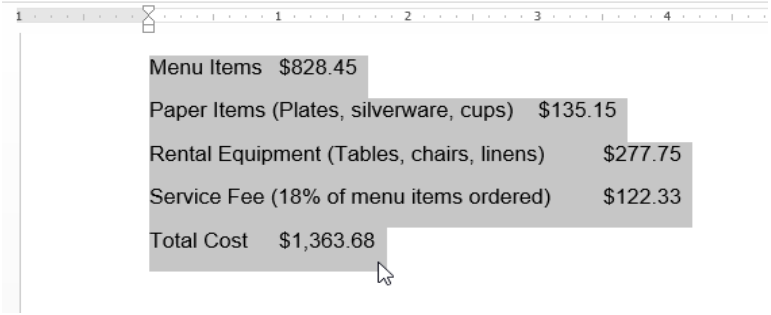



To move the insertion point to the next cell, press the **Tab** key while typing. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

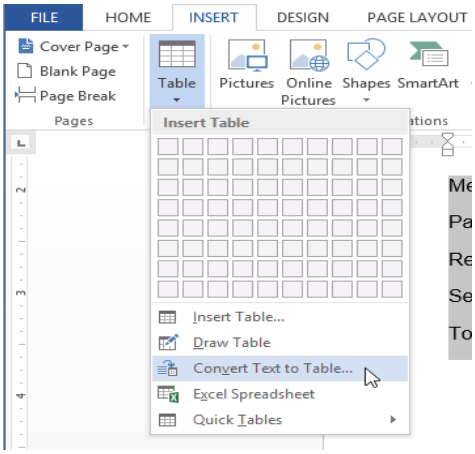
### To convert existing text to a table:

In this example, each row of information contains an **item name** and **price**, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

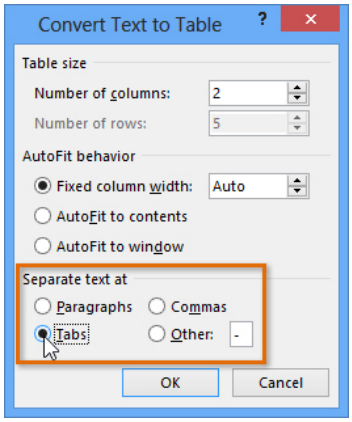
1. Select the text you want to convert.



2. From the **Insert** tab, click the **Table** command.
3. Select **Convert Text to Table** from the drop-down menu.




4. A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.




5. Click **OK**. The text appears in a table.

| | |
|---|---|
| Menu Items | $828.45 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $277.75 |
| Service Fee (18% of menu items ordered) | $122.33 |
| Total Cost | $1,363.68 |

## Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

### To add a row or column:

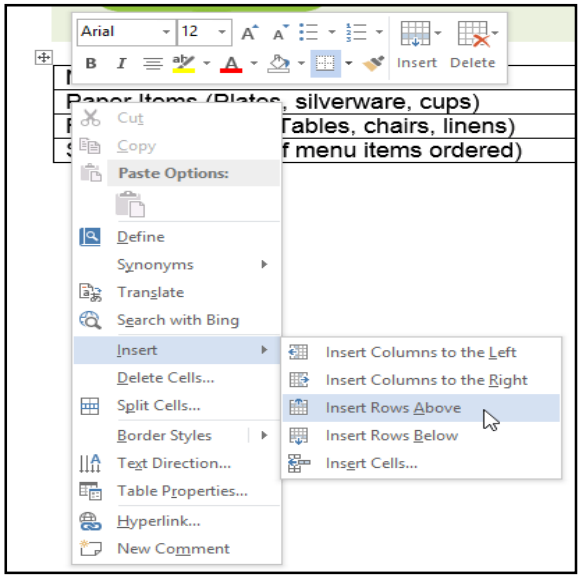
1. Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.

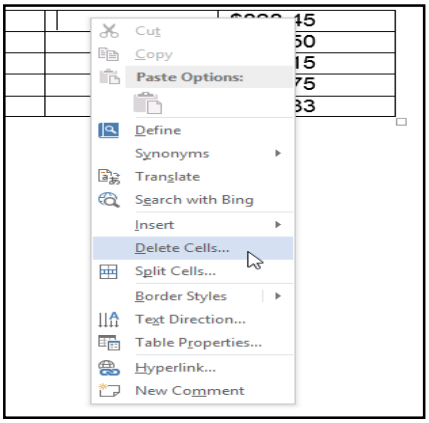
| | |
|---|---|
| Menu Items | $828.45 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $227.75 |
| Service Fee (18% of menu items ordered) | $122.33 |

2. A new row or column will appear in the table.

| | |
|---|---|
| Menu Items | $828.45 |
| | |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $227.75 |
| Service Fee (18% of menu items ordered) | $122.33 |

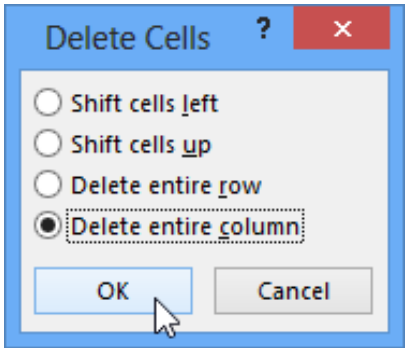
Alternatively, you can right-click the table, then hover the mouse over **Insert** to see various row and column options.






To delete a row or column:

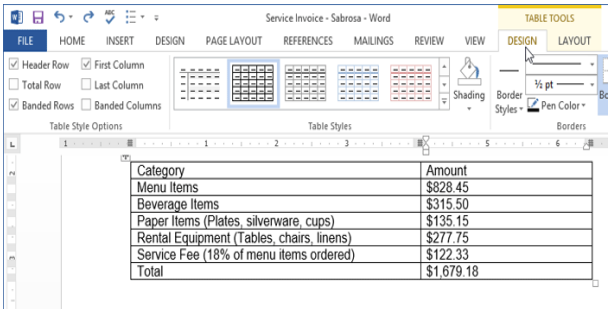
1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click the mouse, then select **Delete Cells...** from the menu that appears.
3. A dialog box will appear. Select **Delete entire row** or **Delete entire column**, then click **OK**.

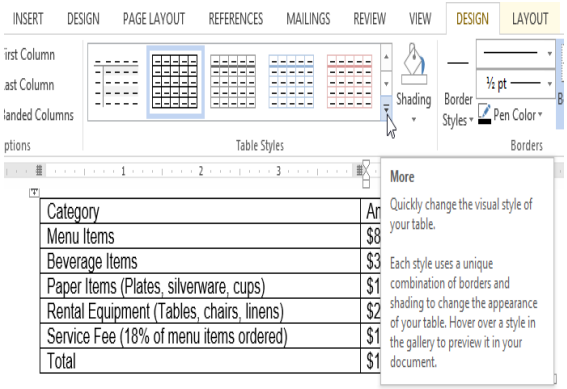



4. The column or row will be deleted.

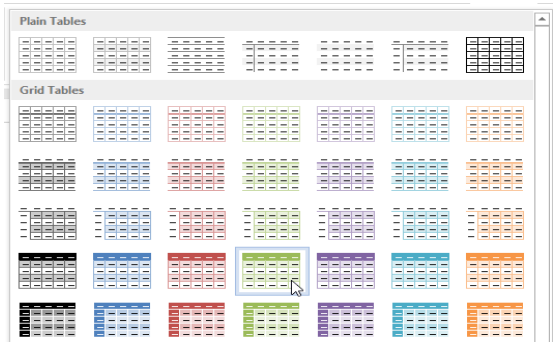
To apply a table style:

1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.
2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.




3. Select the **desired style**.

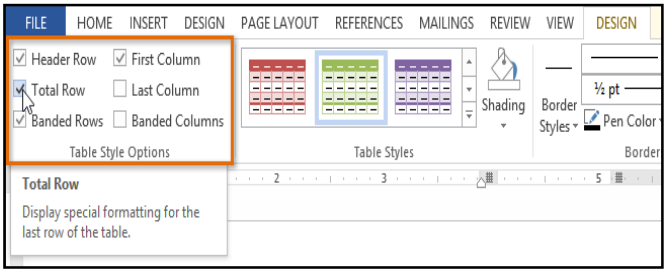



4. The selected **table style** will appear.

| Category | Amount |
|---|---|
| Menu Items | $828.45 |
| Beverage Items | $315.50 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $277.75 |
| Service Fee (18% of menu items ordered) | $122.33 |
| Total | $1,679.18 |

## To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.




1. Click anywhere on the table.
2. Click the **Design** tab on the right side of the Ribbon, then **check** or **uncheck** the desired options in the **Table Style Options** group.
3. The table style will be modified.

| Category | Amount |
|---|---|
| Menu Items | $828.45 |
| Beverage Items | $315.50 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $277.75 |
| Service Fee (18% of menu items ordered) | $122.33 |
| Total | $1,679.18 |

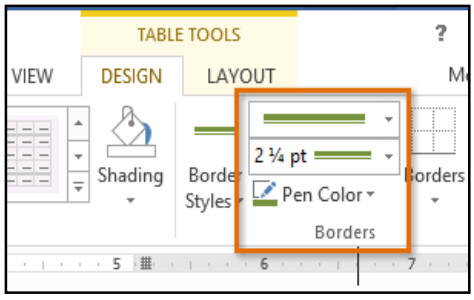
Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to experiment to get the exact look you want.

### To add borders to a table:

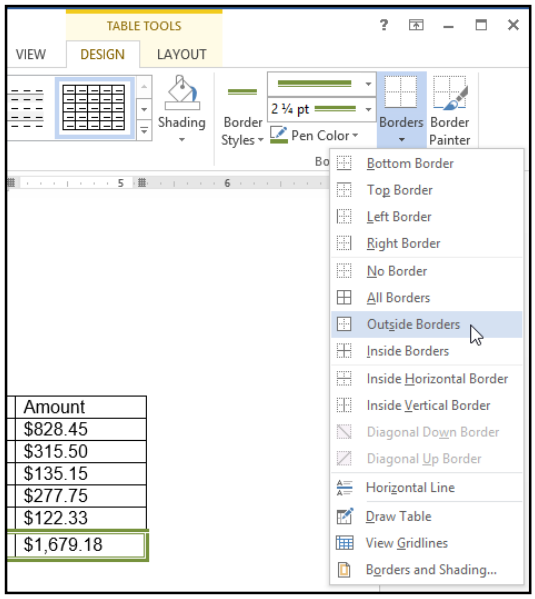
1. Select the cells you want to add a border to.

| Category | Amount |
|---|---|
| Menu Items | $828.45 |
| Beverage Items | $315.50 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $277.75 |
| Service Fee (18% of menu items ordered) | $122.33 |
| Total | $1,679.18 |

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.




3. Click the **Borders** drop-down arrow.
4. Select the desired **border type** from the menu that appears.




5. The border will appear around the selected cells.

| Category | Amount |
|---|---|
| Menu Items | $828.45 |
| Beverage Items | $315.50 |
| Paper Items (Plates, silverware, cups) | $135.15 |
| Rental Equipment (Tables, chairs, linens) | $277.75 |
| Service Fee (18% of menu items ordered) | $122.33 |
| Total | $1,679.18 |

# Chapter- 21 Charts

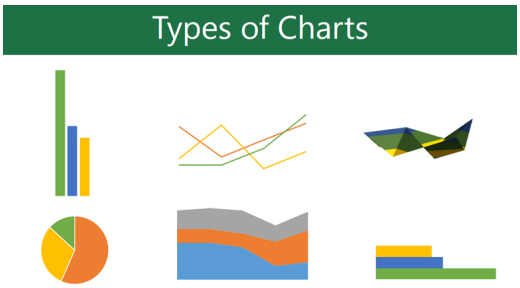
## Introduction

A **chart** is a tool you can use to **communicate data graphically**. Including a chart in your document can allow your reader to see the **meaning behind the numbers**, and it can make showing **comparisons** and **trends** easier.

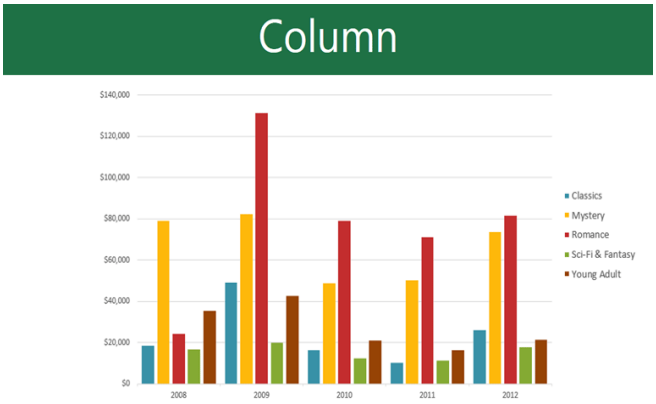
### Types of charts

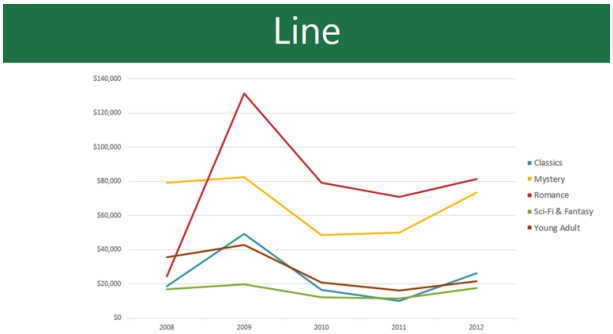
Word has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

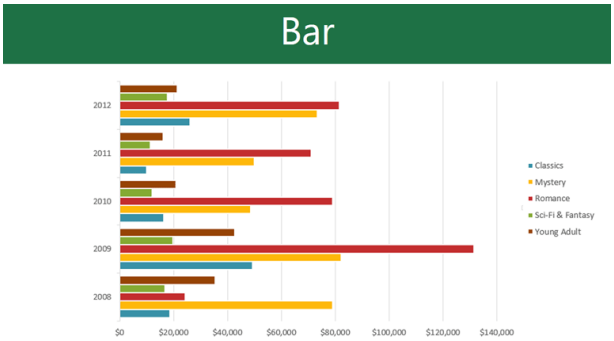
Click the arrows in the slideshow below to learn more about the types of charts in Word.

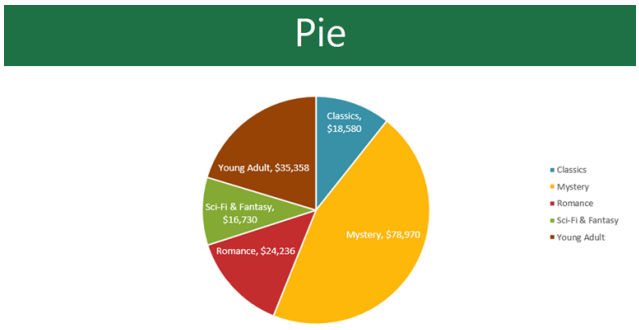


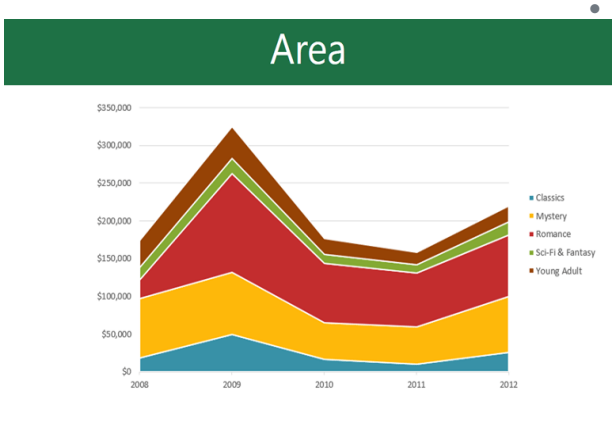

Word has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Word.

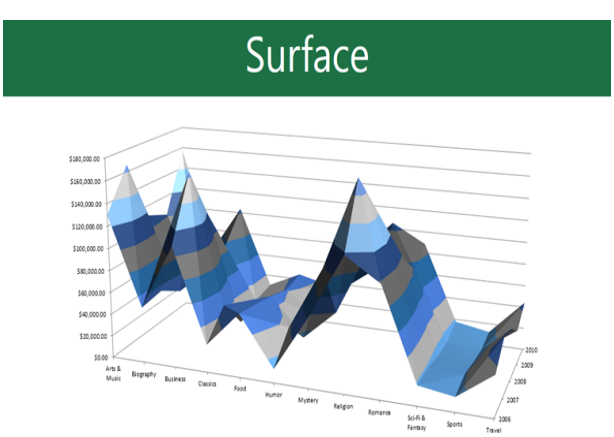


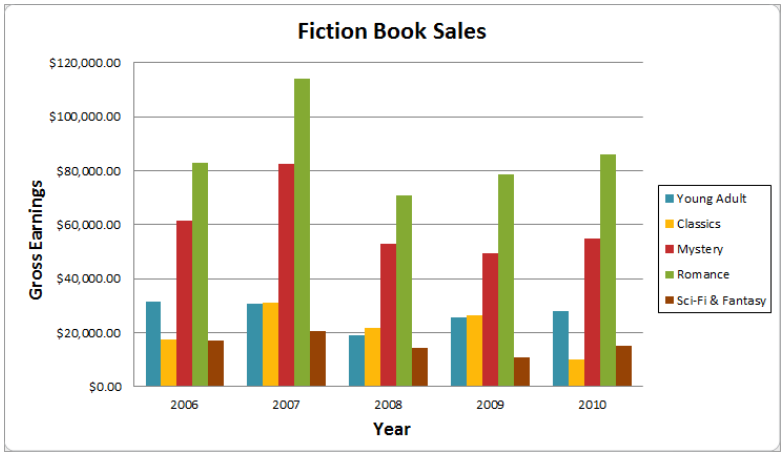






## Identifying the parts of a chart

Click the buttons in the interactive below to learn about the different parts of a chart.

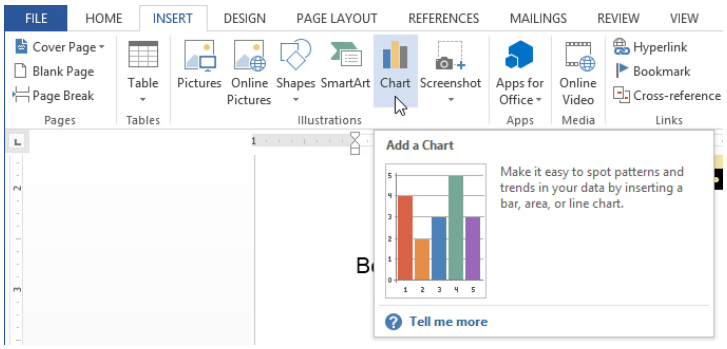



## Inserting charts

Word uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel 2013 **Cell Basics** lesson.

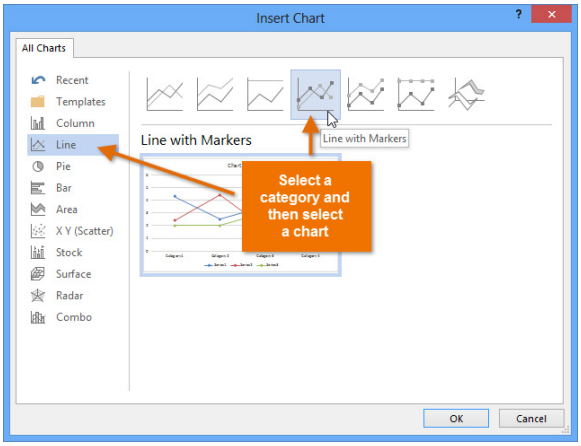
To insert a chart:

1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.

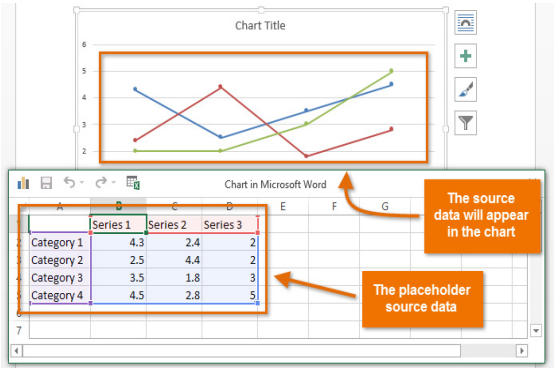



2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.

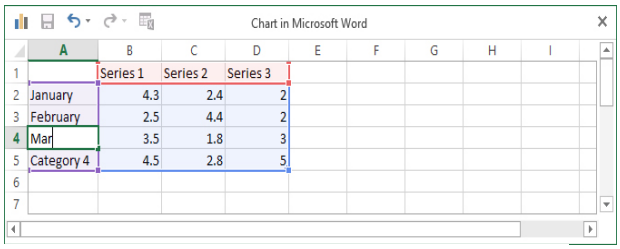
3. Select the desired **chart**, then click **OK**.



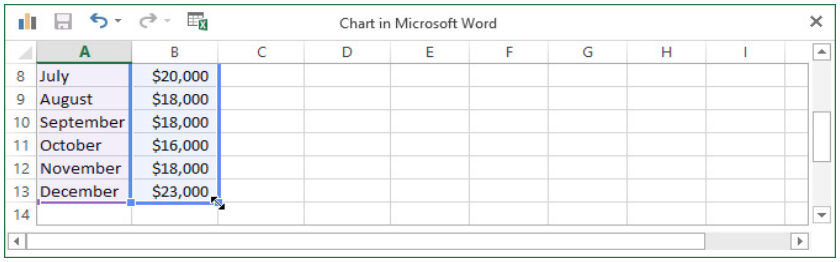

4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** that you will replace with your own information. The source data is used to create the Word chart.



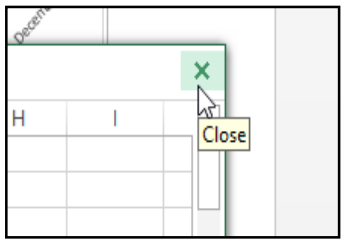

5. Enter your **data** into the worksheet.



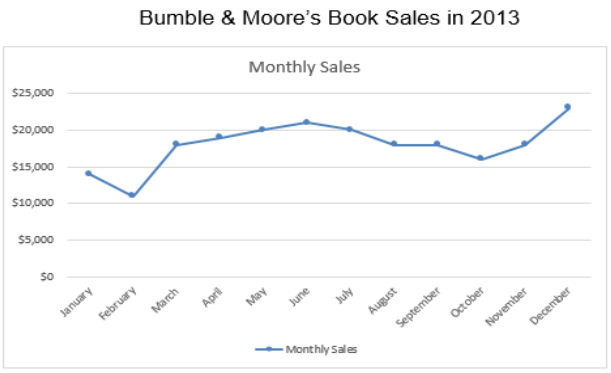

6. If necessary, click and drag the **lower-right corner** of the **blue line** to increase or decrease the **data range** for rows and columns. Only the data enclosed by the blue lines will appear in the chart.



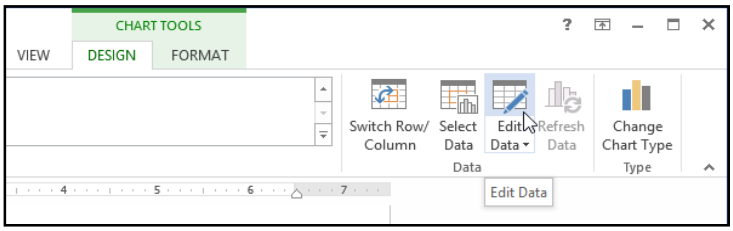

7. When you're done, click the **X** to close the spreadsheet.




8. The chart will be completed.




You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.



## Creating charts with existing Excel data

If you already have data in an existing **Excel file** that you would like to use for a Word chart, you can transfer the data by **copying** and **pasting** it. Just open the spreadsheet in Excel, select and copy the desired data, and paste it into the source data area for your Word chart.

You can also **embed** an existing Excel chart into your Word document. This can be useful when you know you'll need to update the data in your Excel file and would like the Word chart to automatically update whenever the Excel data is changed.

### Modifying charts with chart tools

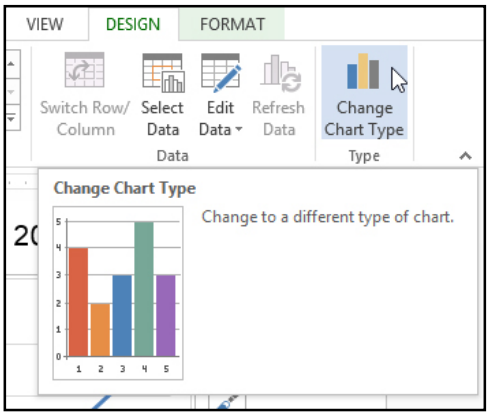
There are many ways to customize and organize your charts. For example, Word allows you to change the **chart type**, **rearrange** a chart's data, and even change the **layout** and **style**.

### To change the chart type:

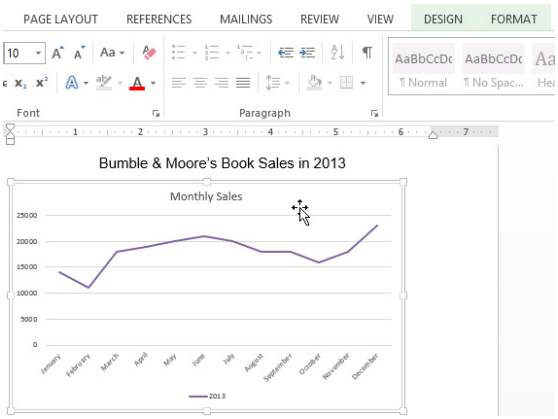
If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **line** chart to a **column** chart.

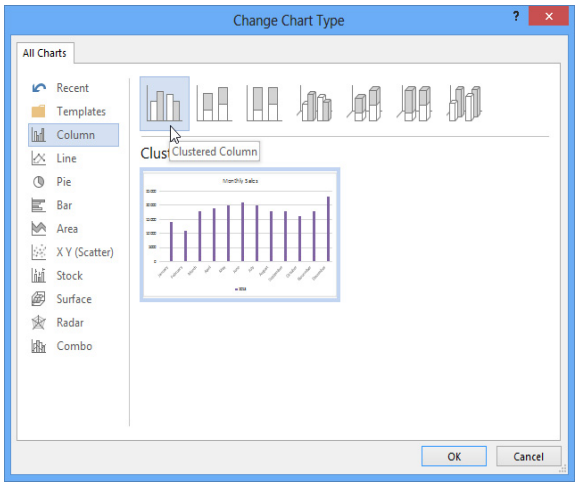
1. Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.

2. From the **Design** tab, click the **Change Chart Type** command.

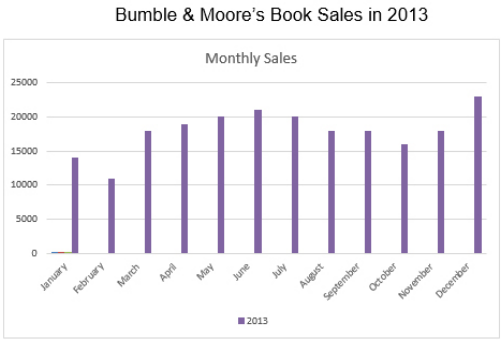



3. A dialog box will appear. Select the desired chart **type**, then click **OK**.



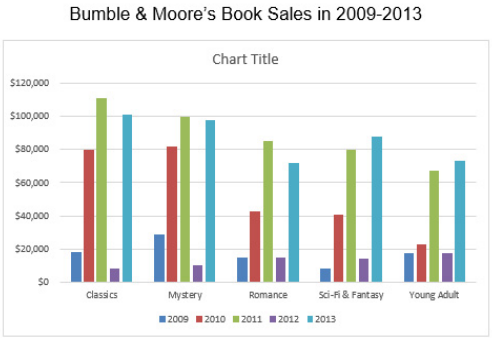




4. The chart will change in the document.

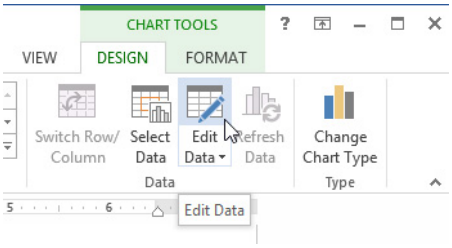


## To switch row and column data:

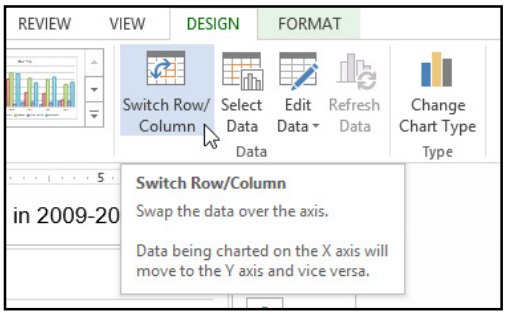
Sometimes you may want to change the way charts **group** your data. For example, in the chart below the book sales data is grouped **by genre**, with columns for **each year**. However, we could switch the rows and columns so the chart will group the data **by year**, with columns for **each genre**. In both cases, the chart contains the same data; it's just organized differently.



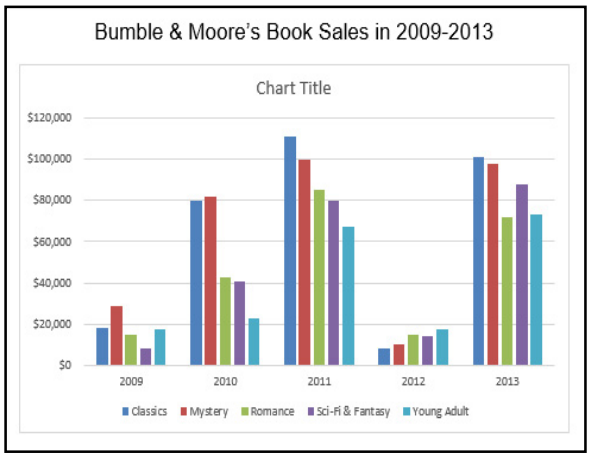

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, select the **Edit Data** command in the **Data** group.



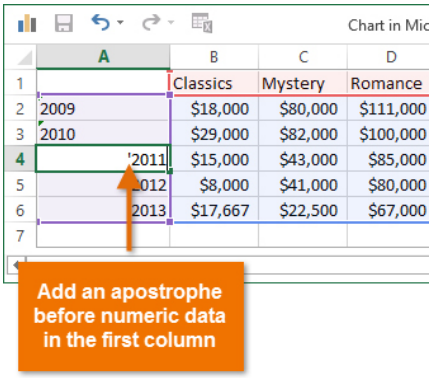

3. Click the **chart** again, then select the **Switch Row/Column** command in the **Data** group.




4. The rows and columns will be **switched**. In our example, the data is now grouped by year, with columns for each genre.




We've noticed that when **numeric data** has been entered in the **first column** of the spreadsheet, switching rows and columns may cause unexpected results. One solution is to **type an apostrophe before each** number, which tells the spreadsheet to format it as **text** (instead of a numeric value). For example, the year **2013** would be entered as **'2013**.

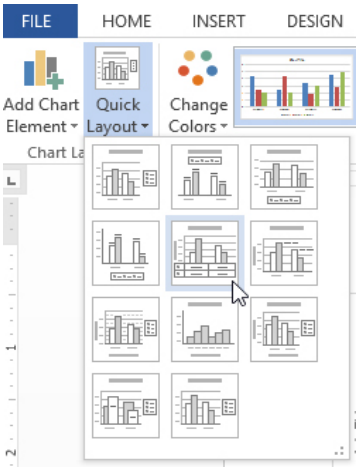



## To change the chart layout:

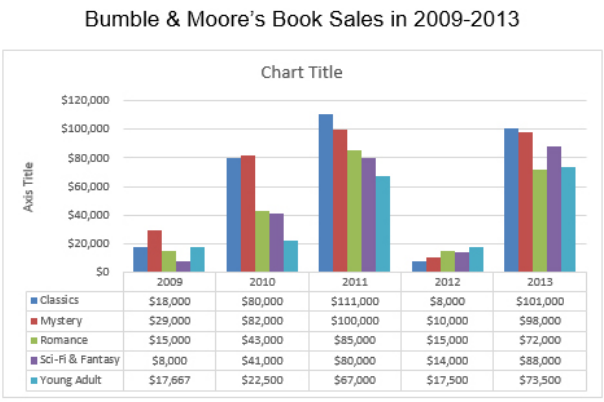
Word's predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.

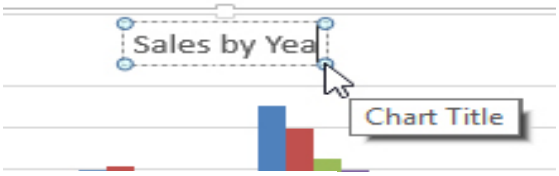
3. Select the desired **predefined layout** from the menu that appears.




4. The chart will update to reflect the new layout.



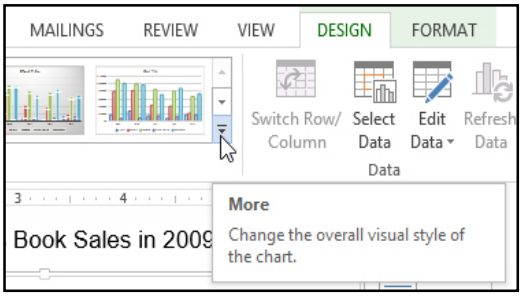

To change a chart element (such as the chart title), click the element and begin typing.




## To change the chart style:

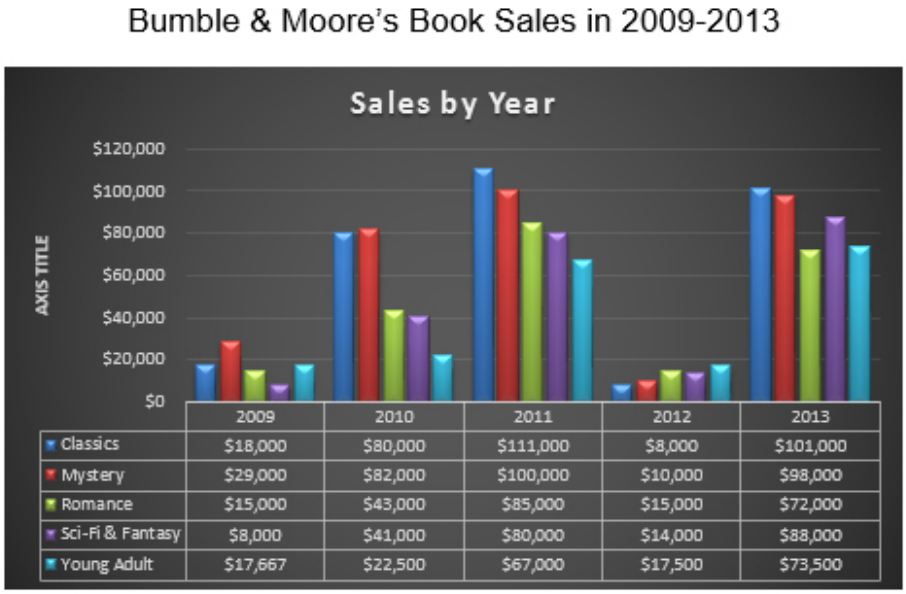
**Chart styles** allow you to quickly modify the look and feel of your chart.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.

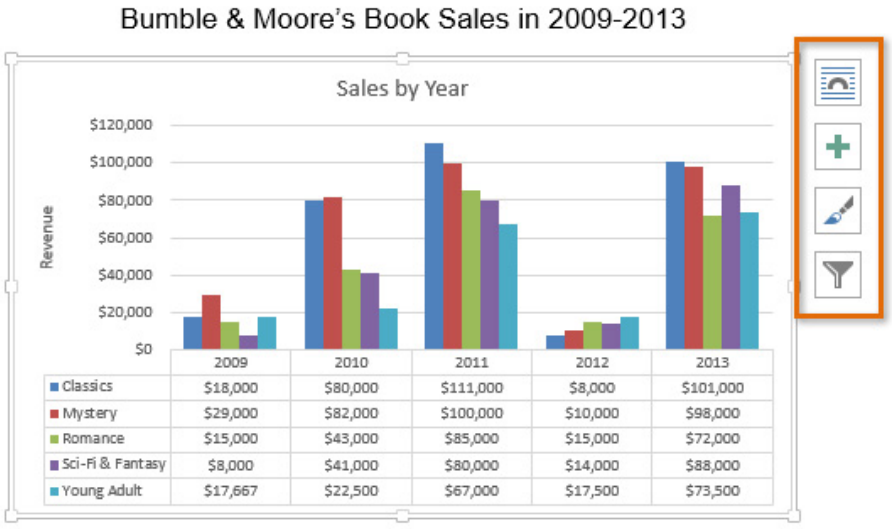



3. A drop-down menu of styles will appear. Select the **style** you want to use.

4. The chart will appear in the selected style.




You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.



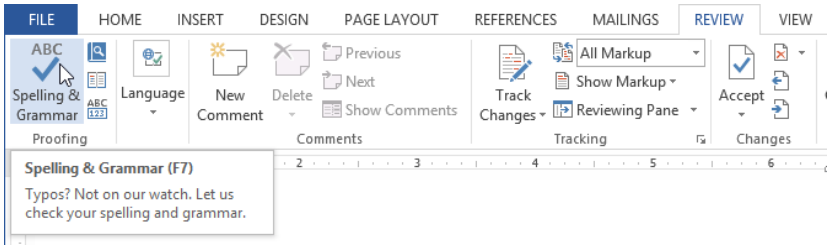
# Chapter-22 Checking Spelling and Grammar

## Introduction

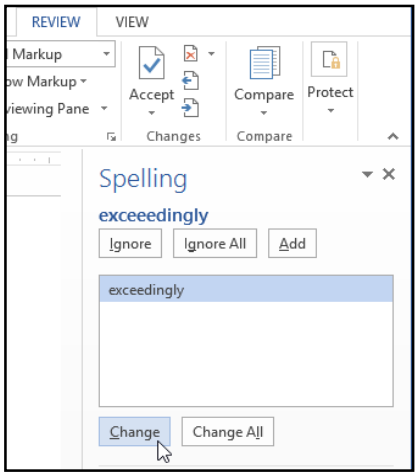
Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents

## To run a Spelling and Grammar check:

1. From the **Review** tab, click the **Spelling & Grammar** command.

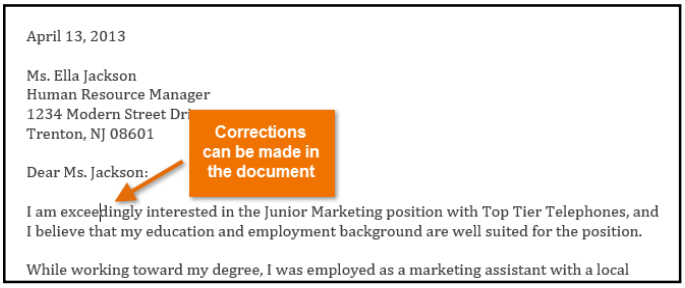



2. The **Spelling and Grammar** pane will appear. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.




3. Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**.

If no suggestions are given, you can manually type the correct spelling in your document.

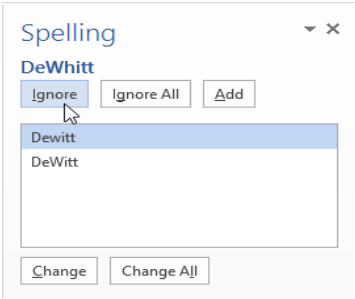



## Ignoring "errors"

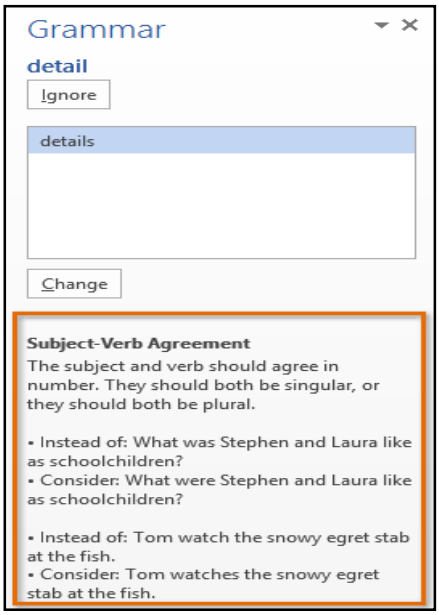
The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something is an error when it's actually not. This often happens with people's names, which may not be in the dictionary.

If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammatical error, you can choose from several options:

**For spelling "errors":**




- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- **Add:** This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.

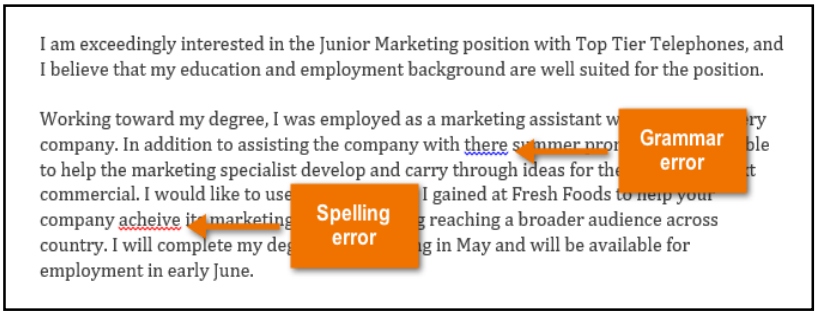



- For grammar "errors":
- **Ignore:** This will skip the word or phrase without changing it.

For grammar errors, Word provides an explanation for why it thinks something is incorrect. This can help you determine whether you want to change or ignore it.

## Automatic spelling and grammar checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate check. These errors are indicated by **colored, wavy lines**.

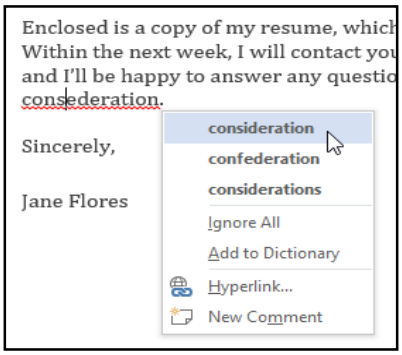



- The **red line** indicates a misspelled word.
- The **blue line** indicates a grammatical error, including misused words.

A **misused word**—also known as a contextual spelling error—occurs when a word is spelled correctly but used incorrectly. For example, if you used the phrase **Deer Mr. Theodore** at the beginning of a letter, **deer** would be a contextual spelling error. **Deer** is spelled correctly, but it is used incorrectly in the letter. The correct word is **dear**.

In previous versions of Word, grammar errors were marked with a **green line**, while contextual spelling errors were marked with a **blue line**.

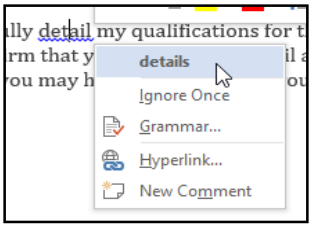
To correct spelling errors:




1. Right-click the **underlined word**. A menu will appear.
2. Select the **correct spelling** from the list of suggestions.
3. The corrected word will appear in the document.

You can also choose to **Ignore All** instances of an underlined word or add it to the **dictionary**.

To correct grammar errors:

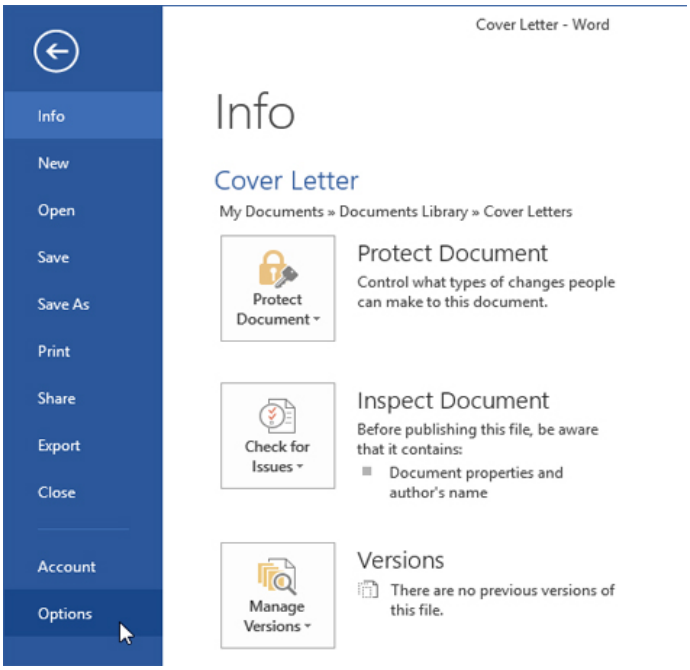



1. Right-click the **underlined word or phrase**. A menu will appear.
2. Select the **correct spelling or phrase** from the list of suggestions.
3. The corrected phrase will appear in the document.

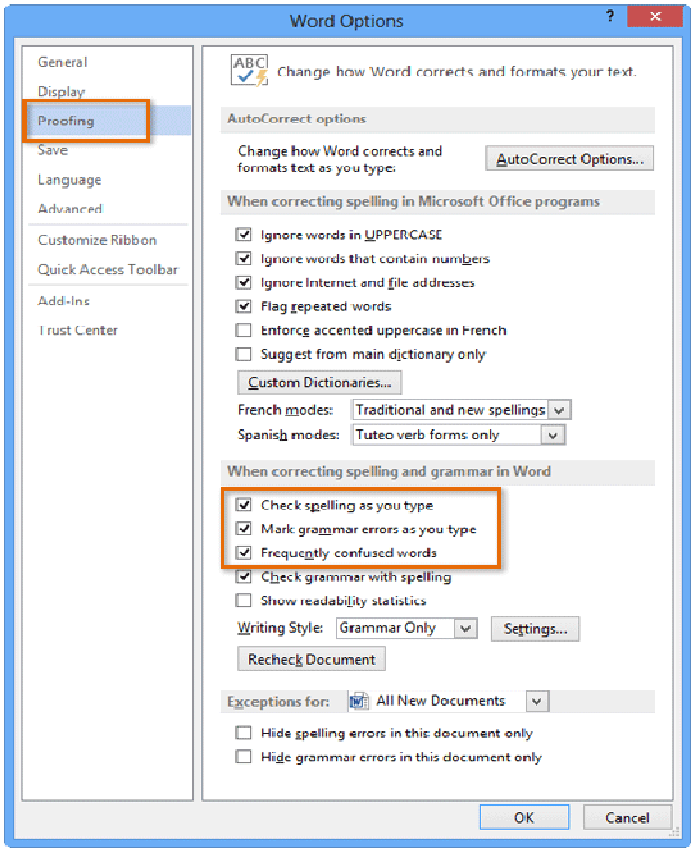
You can also choose to **Ignore** an underlined word or phrase or go to the **Spelling & Grammar** pane for information about the grammar rule.

To change the automatic spelling and grammar check settings:

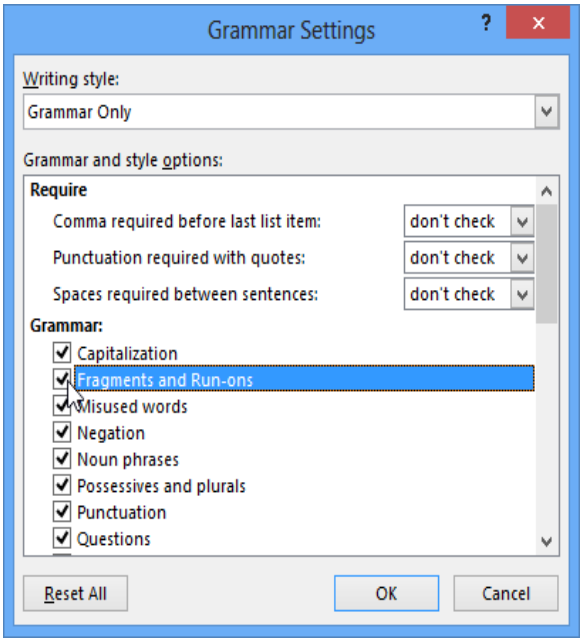
1. Click the **File** tab to go to **Backstage view**, then click **Options**.




2. A dialog box will appear. On the left side of the dialog box, select **Proofing**. The dialog box gives you several options to choose from:
   - If you don't want Word to automatically check spelling, uncheck **Check spelling as you type**.
   - If you don't want grammar errors to be marked, uncheck **Mark grammar errors as you type**.
   - If you don't want Word to check for contextual errors, uncheck **Frequently confused words**.




By default, Word does not check for sentence fragments (incomplete sentences) and run-on sentences. To turn on this feature, click **Settings** in the dialog box, then check the box next to **Fragments and Run-ons**.

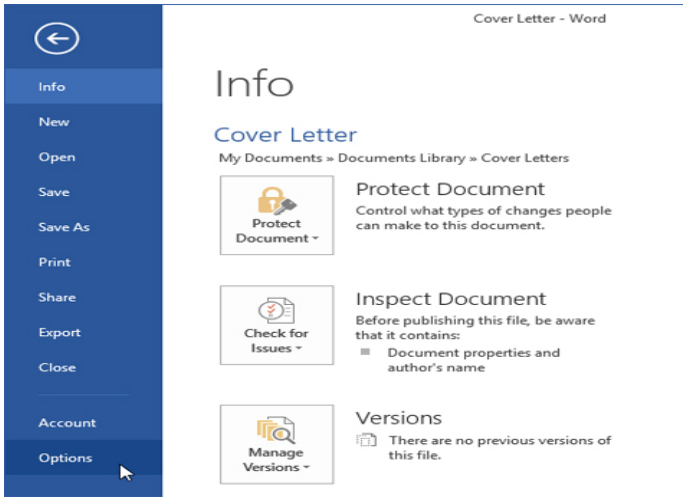



If you've turned off the automatic spelling and/or grammar checks, you can still run a check by going to the **Review** tab and clicking the **Spelling & Grammar** button.

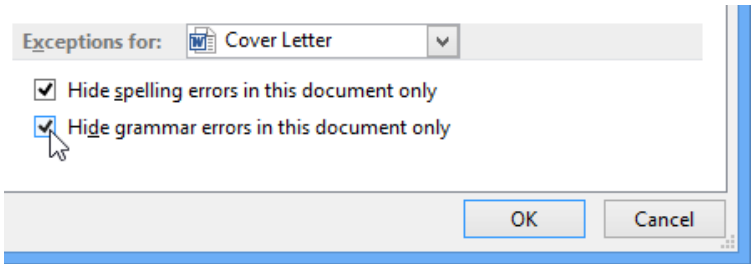
## To hide spelling and grammar errors in a document:

If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show up on any computer.

1. Click the **File** tab to go to **Backstage view**, then click **Options**.



2. A dialog box will appear. On the left side of the dialog box, select **Proofing**.
3. Check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only,** then click **OK**.




4. The lines in the document will be hidden.

If you have more than one document open, click the drop-down box next to **Exceptions for:** and select the desired document.

# Chapter-23 Track Changes and Comments

Introduction

Let's suppose someone asks you to proofread or collaborate on a document. If you had a printed copy, you might use a red pen to cross out sentences, mark misspellings, and add comments in the margins. Word allows you to do all of these things electronically using the **Track Changes** and **Comments** features.

## Understanding Track Changes

When you turn on **Track Changes**, every change you make to the document will appear as a colored **markup**. If you delete text, it won't disappear—instead, the text will be **crossed out**. If you add text, it will be **underlined**. This allows you to see edits before making the changes permanent.

~~To Whom It May Concern~~Dear Mr. Powell:

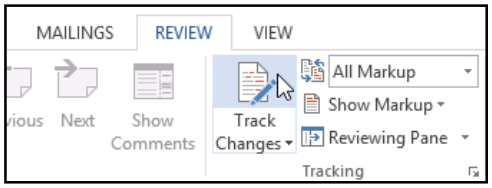
Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~Quality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

If there are multiple reviewers, each person will be assigned a different markup color.

### To turn on Track Changes:

1. From the **Review** tab, click the **Track Changes** command.

2. Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.




~~To Whom It May Concern~~Dear Mr. Powell:

### Reviewing changes

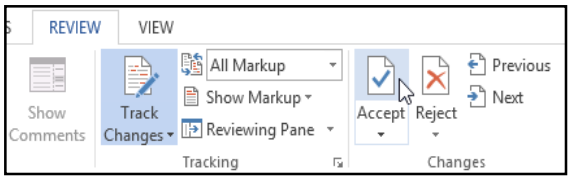
Tracked changes are really just suggested changes. To become permanent, they must be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

### To accept or reject changes:

1. Select the change you want to accept or reject.

2. From the **Review** tab, click the **Accept** or **Reject** command.

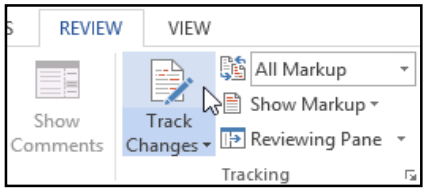
Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~Quality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.



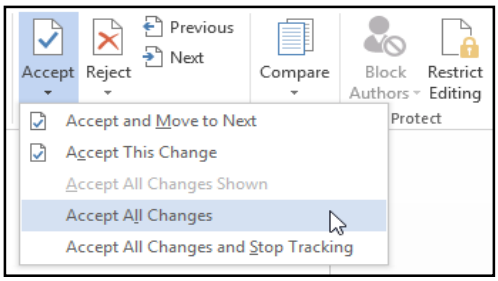

3. The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed all of them.

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at ~~your company~~Quality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

4. When you're finished, click the **Track Changes** command to **turn off** Track Changes.




To accept all changes at once, click the **Accept** drop-down arrow, then select **Accept All**. If you no longer want to track your changes, you can select **Accept All and Stop Tracking**.

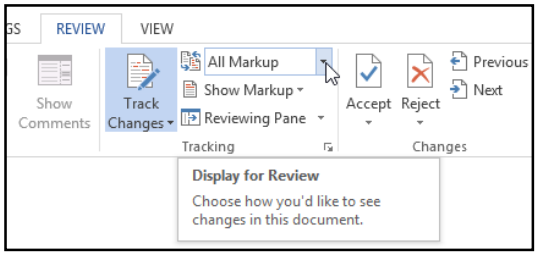



## Track Changes viewing options

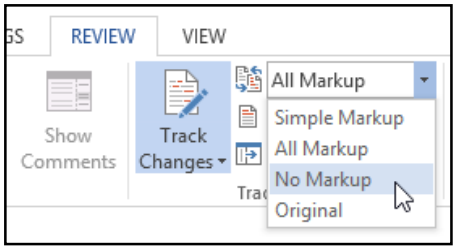
If you have a lot of tracked changes, they may become distracting if you're trying to read through the document. Fortunately, Word provides a few different ways to customize how tracked changes appear, including the option to **hide** tracked changes.

### To hide tracked changes:

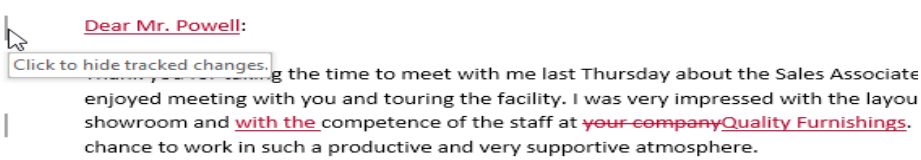
1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.




2. In the drop-down menu, there are four options:
   - **Simple Markup:** This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.
   - **All Markup:** This shows the final version with inline markups.
   - **No Markup:** This shows the final version and hides all markups.
   - **Original:** This shows the original version and hides all markups.
3. Select the desired option from the drop-down menu. In our example, we'll select **No Markup** to preview the final version of the document before accepting the changes.




You can also click the marker in the left margin to switch between **Simple Markup** and **All Markup**.

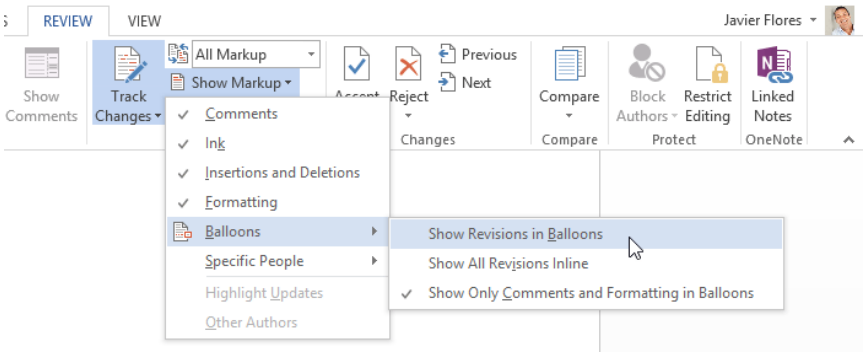



Hiding Track Changes is not the same as **reviewing changes**. You will still need to **accept** or **reject** the changes before sending out the final version of your document.

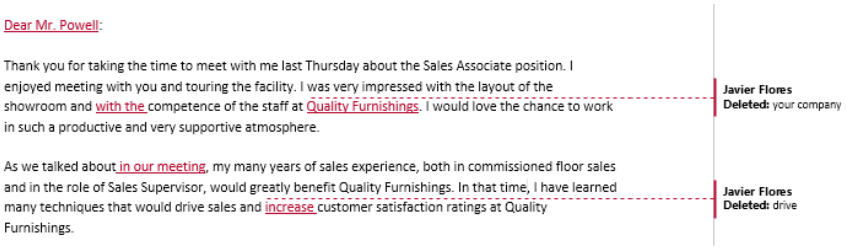
To show revisions in balloons:

By default, most revisions appear **inline**, meaning the text itself is marked. You can also choose to show the revisions in **balloons**, which moves most revisions to the right margin. Removing inline markups can make the document easier to read, and balloons also give you more detailed information about some markups.

1. From the **Review** tab, click **Show Markup** ➔ **Balloons** ➔ **Show Revisions in Balloons**.




2. Most revisions will appear in the right margin, although any added text will still appear inline.



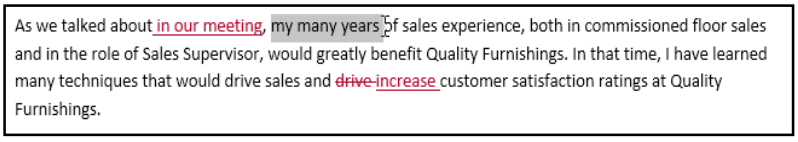

To go back to **inline** markups, you can select either **Show All Revisions Inline** or **Show Only Comments and Formatting in Balloons**.

### Comments

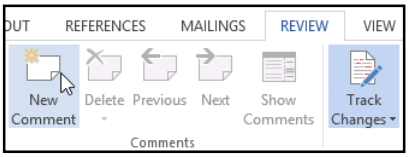
Sometimes you may want to add a **comment** to provide feedback instead of editing a document. While it's often used in combination with Track Changes, you don't necessarily need to have Track Changes turned on to use comments.

To add comments:

1. **Highlight some text**, or place the **insertion point** where you want the comment to appear.

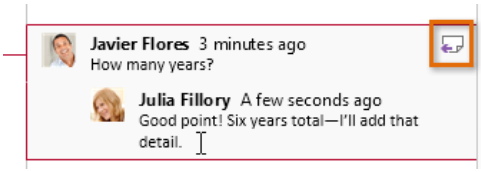



2. From the **Review** tab, click the **New Comment** command.




3. Type your comment. When you're done, you can close the comment box by pressing the **Esc** key or by clicking anywhere outside the comment box.

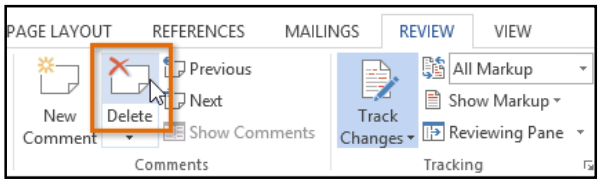
You can also **respond** to an existing comment. Just click the **Reply** button and type your response.



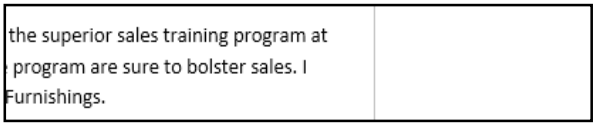

## To delete comments:

1. Select the comment you want to delete.

2. From the **Review** tab, click the **Delete** command.




3. The comment will be deleted.



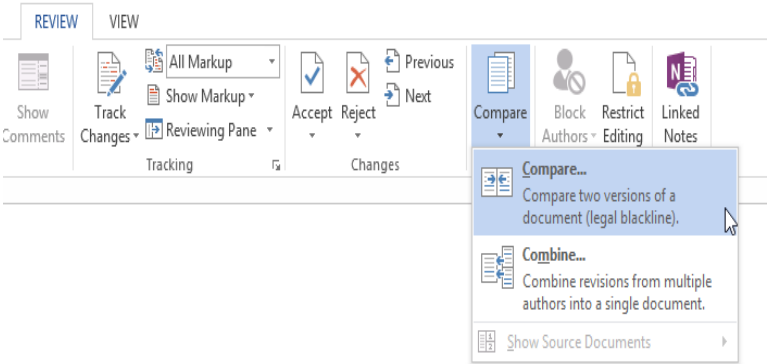

To delete all comments, click the **Delete** drop-down arrow and select **Delete All Comments in Document**.

## Comparing documents

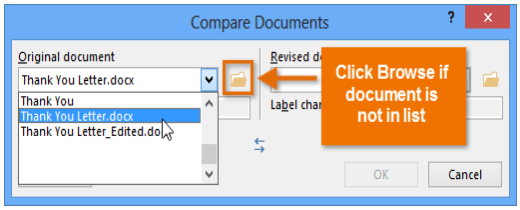
If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document (the documents must also have different file names).

## To compare two documents:

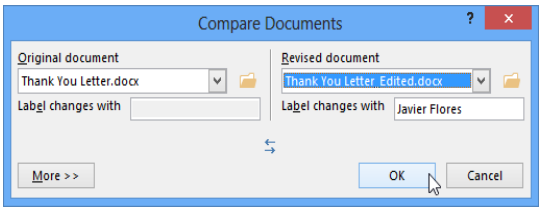
1. From the **Review** tab, click the **Compare** command, then select **Compare...** from the drop-down menu.



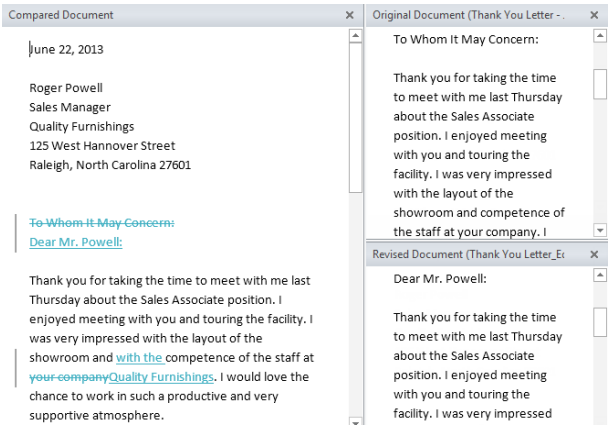
2. A dialog box will appear. Choose your **Original document** by clicking the drop-down arrow and selecting the document from the list. If the file is not in the list, click the **Browse** button to locate it.



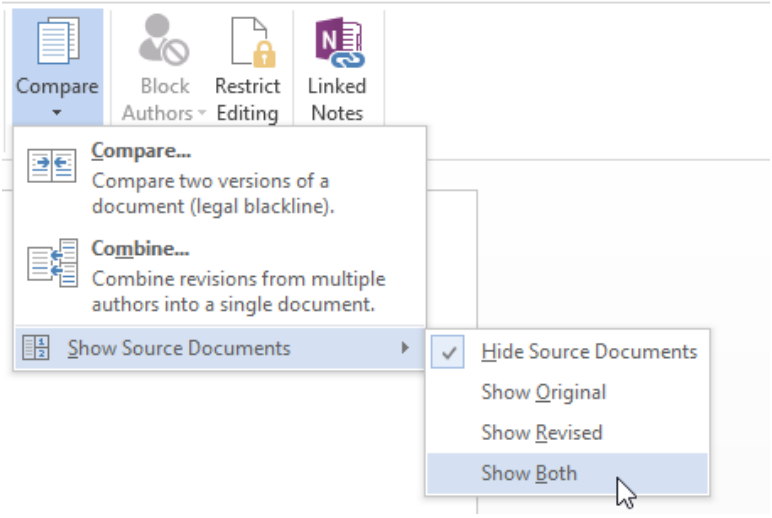

3. Choose the **Revised document**, then click **OK**.




4. Word will compare the two files to determine what was changed and then create a new document. The changes will appear as colored **markups**, just like **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.




The original and revised documents will appear in a pane to the right that you can use for reference (although you can't edit them). If you don't see the pane, click **Compare** ➞ **Show Source Documents** ➞ **Show Both**.



# Chapter- 24 Finalizing and Protecting Documents

## Introduction

Before sharing a document, you'll want to make sure it doesn't include any information you want to keep private. You may also want to discourage others from editing your file. Fortunately, Word includes several tools to help **finalize** and **protect** your document.

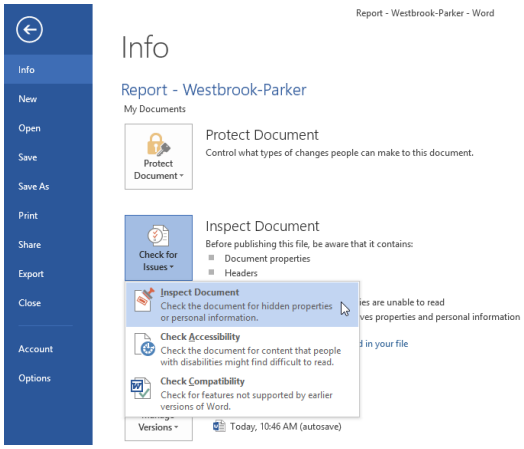
### Document Inspector

Whenever you create or edit a document, certain **personal information** may be added to the file automatically. You can use the **Document Inspector** to remove this type of information before sharing a document with others.

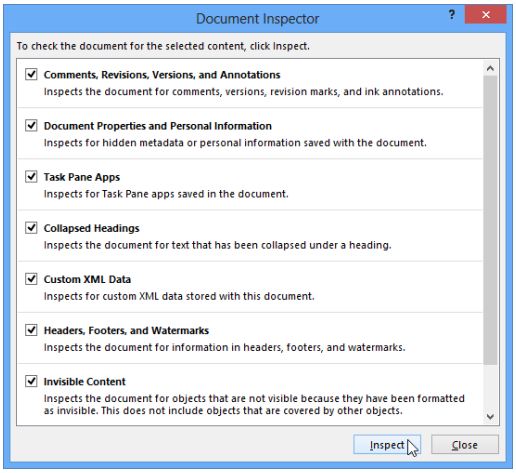
Because some changes may be permanent, it's a good idea to use **Save As** to create a backup copy of your document before using the Document Inspector.

### To use the Document Inspector:

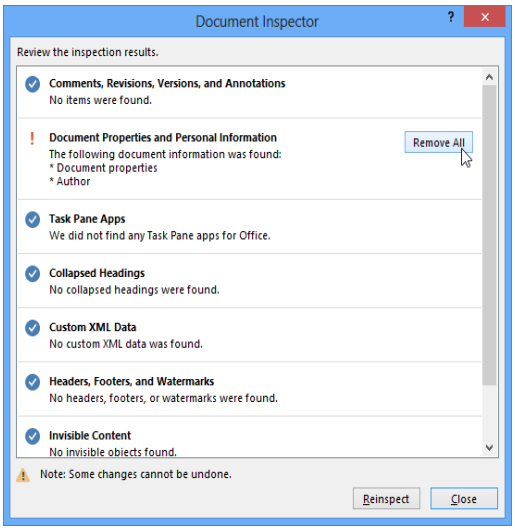
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



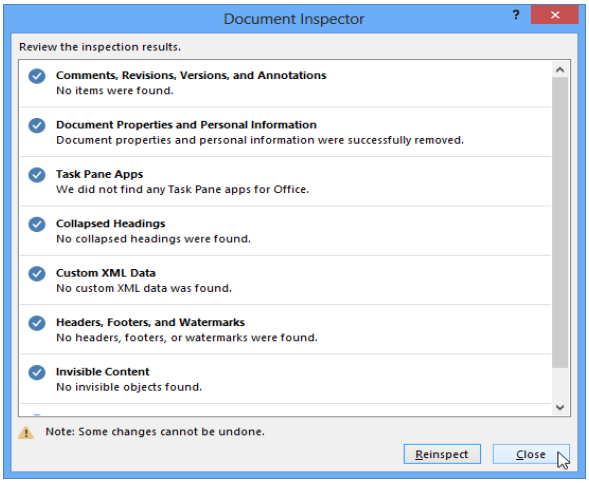

3. The **Document Inspector** will appear. Check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll leave everything selected.




4. The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.




5. When you're done, click **Close**.

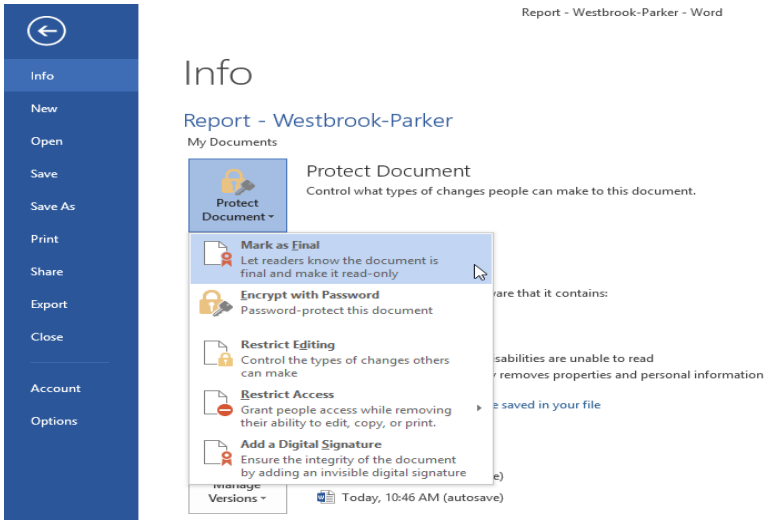


## Protecting your document

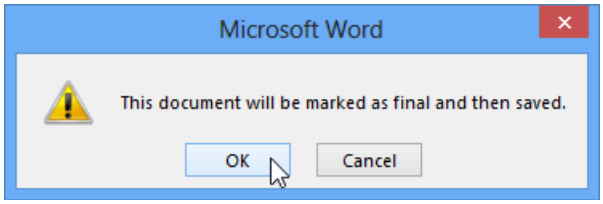
By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a document, depending on your needs.

### To protect your document:

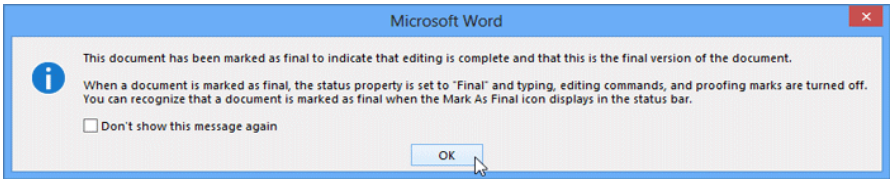
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click the **Protect Document** command.
3. In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your document as final is a good way to discourage others from editing the file, while other options give you even more control if needed.



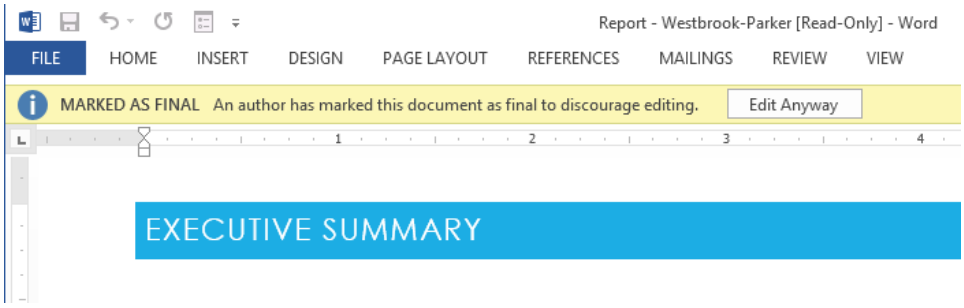

4. A dialog box will appear prompting you to save. Click **OK**.




5. Another dialog box will appear. Click **OK**.




6. The document will be marked as final.




Marking a document as final will not prevent someone from editing it. If you want to prevent people from editing it, you can use the **Restrict Access** option instead.

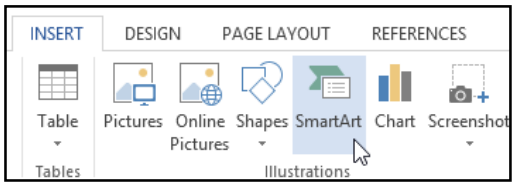
# Chapter-25 Smart Art Graphics

## Introduction

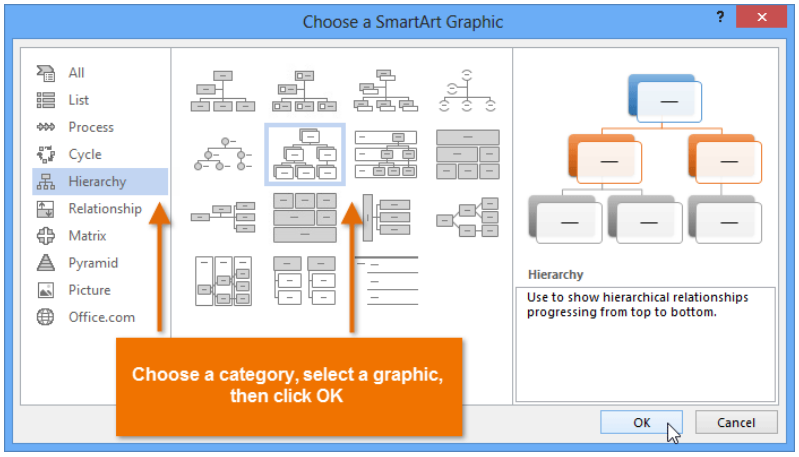
Smart Art allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

## To insert a Smart Art graphic:

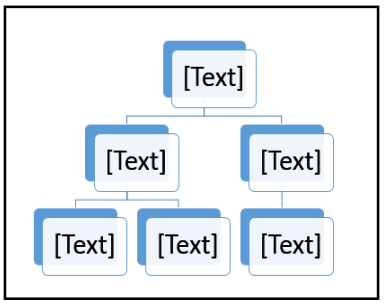
1. Place the insertion point in the document where you want the Smart Art graphic to appear.
2. From the **Insert** tab, select the **Smart Art** command in the **Illustrations** group.




3. A dialog box will appear. Select a **category** on the left, choose the desired Smart Art graphic, then click **OK**.

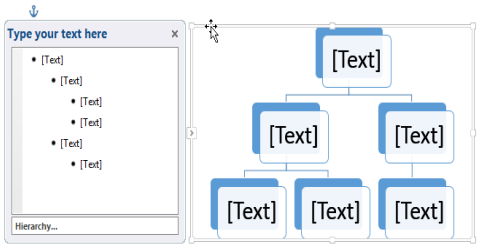


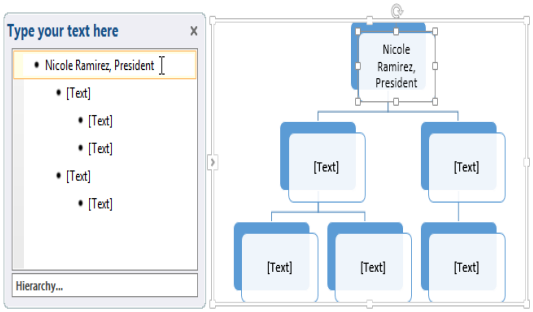

4. The Smart Art graphic will appear in your document.



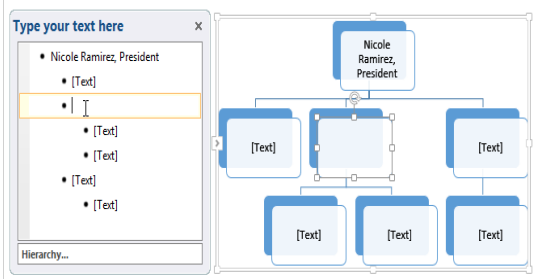

## To add text to a Smart Art graphic:

1. Select the Smart Art graphic. The **Smart Art task pane** will appear to the left.
2. Enter text next to each bullet in the task pane. The text will appear in the graphic and will resize to fit inside the shape.




3. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you're not using to remove the shapes.

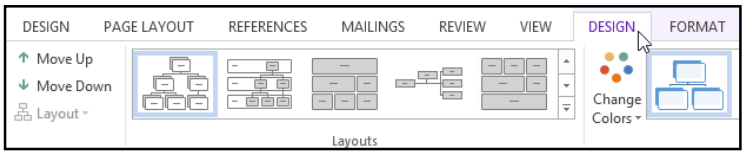


You can also add text by clicking on the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex Smart Art graphics, working in the **task pane** is often faster.

## Changing the Smart Art organization

### To add a shape:

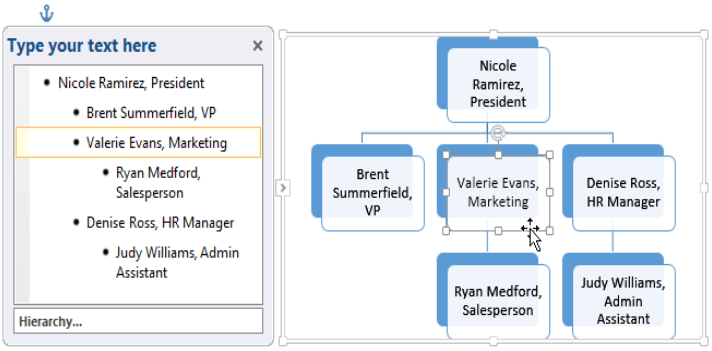
1. Select the Smart Art graphic, then click the **Design** tab on the right side of the Ribbon.

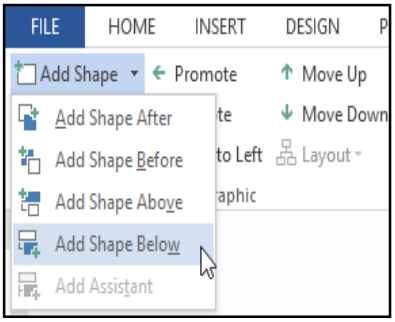



2. Decide where you want the **new shape** to appear, and select an **adjacent shape**.

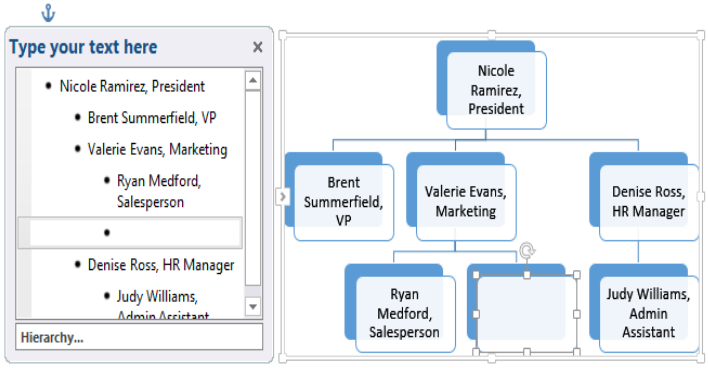
3. Click the **Add Shape** command in the **Graphics** group. A drop-down menu will appear.

4. Select **Add Shape Before** or **Add Shape After** to add a shape on the same level as the selected shape. Select **Add Shape Above** or **Add Shape Below** to add a shape above or below the selected shape.



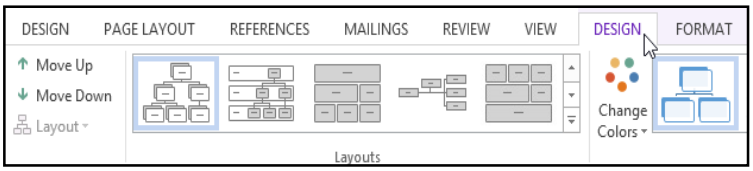




5. The new shape will appear.

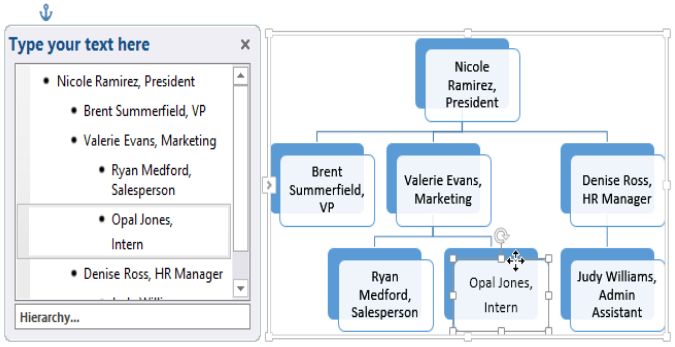



### To promote or demote shapes:

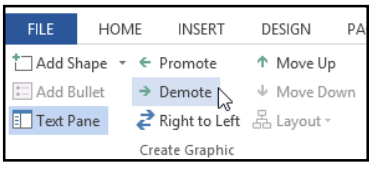
1. Select the Smart Art graphic, then click the **Design** tab on the right side of the Ribbon.



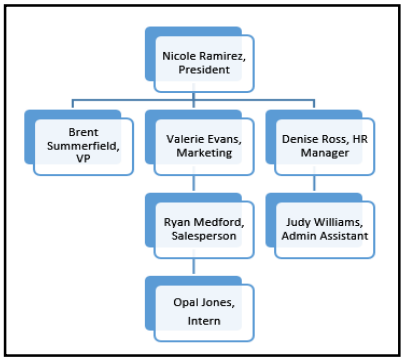

2. Select the **shape** you would like to promote or demote. In our example, we'll **demote** a shape.




3. To move the shape to a higher level, click the **Promote** command in the **Create Graphic** group. To move it to a lower level, click **Demote**.



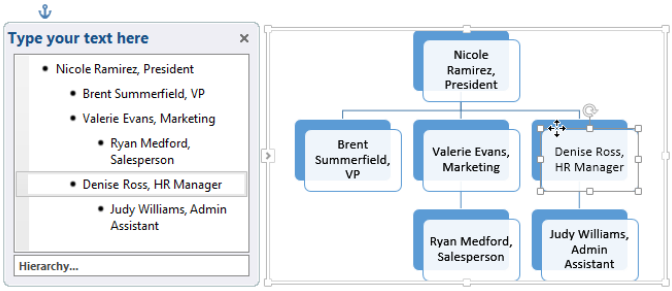
4. The shape will move one level higher or lower.

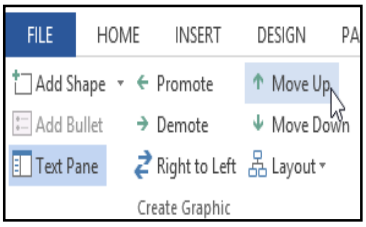



You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information, you may want to review our **Lists** lesson.

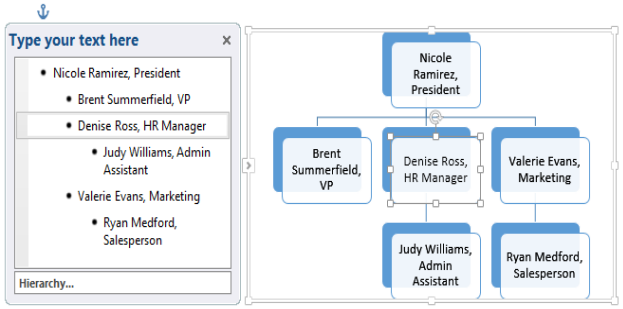
## To rearrange shapes on the same level:

1. Select the Smart Art graphic, then click the **Design** tab.
2. Select the **shape** you would like to move.
3. In the **Create Graphic** group, click **Move Up** or **Move Down**.




4. The shape will move to a new location on the same level, and any shapes nested below it will also move.

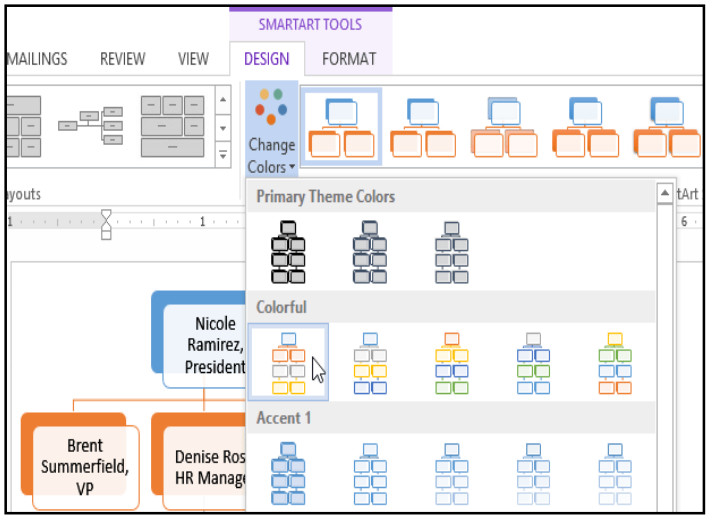



## Customizing Smart Art

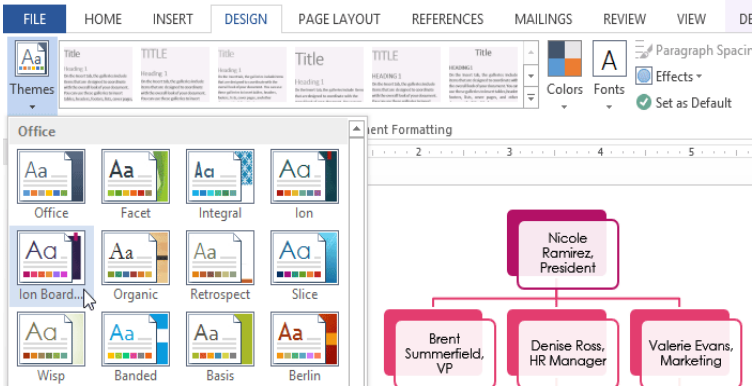
After inserting Smart Art, there are several things you might want to change about its appearance. Whenever you select a Smart Art graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From there, it's easy to edit the **style** and **layout** of a Smart Art graphic.

## To customize Smart Art

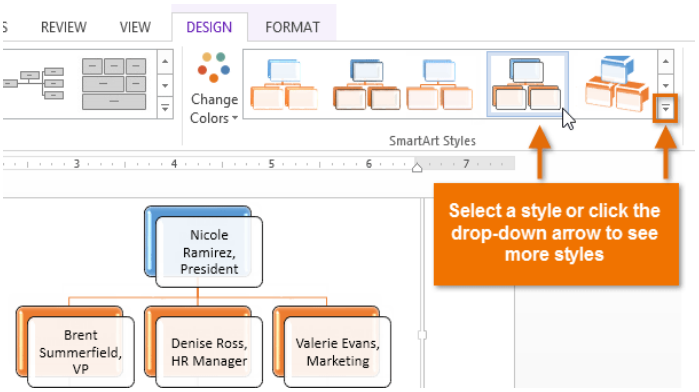
- Word provides a variety of **color schemes** to use with Smart Art. To change the colors, simply select the Smart Art, click the **Change Colors** command, and choose the desired colors from the drop-down menu.



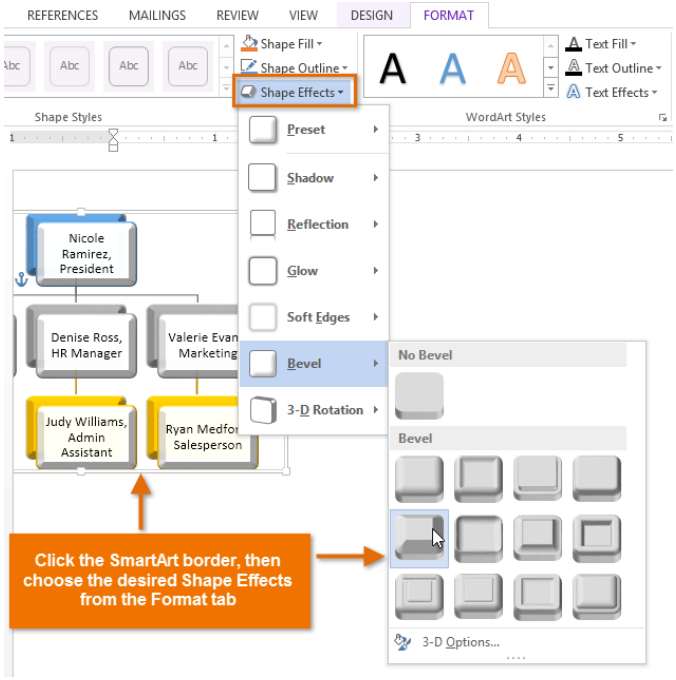
- Color schemes use **Theme Colors**, so they will vary depending on which **Theme** you are using. Visit our lesson on **Themes** to learn more about changing and customizing themes in Word 2013.




- Word also includes several different **Smart Art styles**, which allow you to quickly modify the look and feel of your Smart Art. To change the style, select the **desired style** from the **Smart Art styles** group.



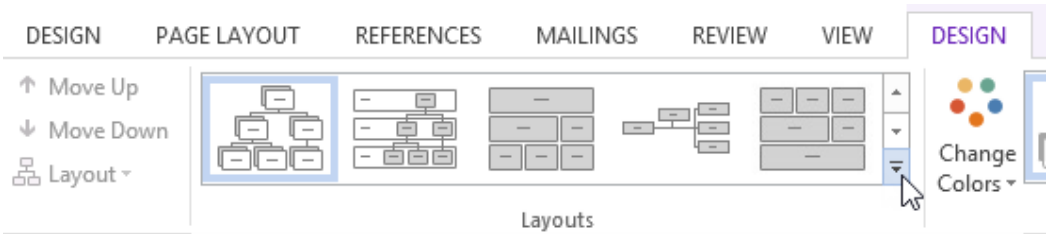

- You can add **shape effects** to your Smart Art, such as **beveling** and **3D rotation**. Select the entire Smart Art graphic by clicking the border, selecting the **Format** tab, then choosing the desired **Shape Effects**. You can also click on an individual shape to customize it separately.



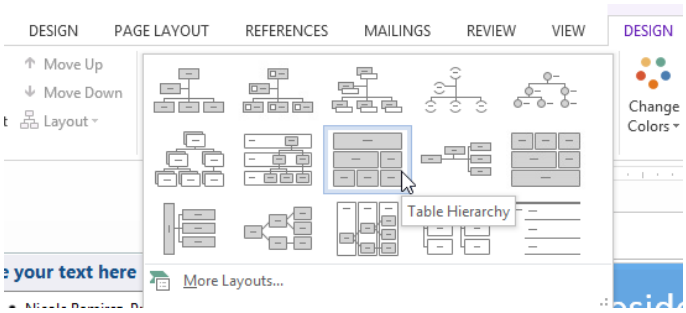
## To change the Smart Art layout:

If you don't like the way your information is organized within a Smart Art graphic, you can always change its **layout** to better fit your content.

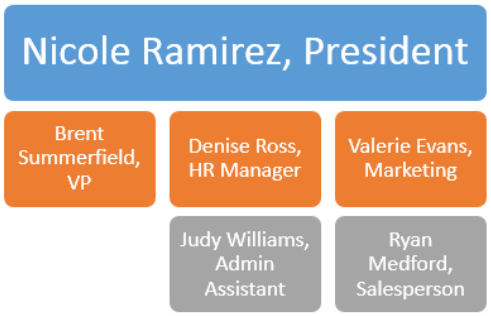
1. Select the Smart Art graphic, then select the **Design** tab.
2. In the **Layouts** group, click the **More** drop-down arrow.




3. Select the desired layout, or click **More Layouts...** to see even more Smart Art options.




4. The selected layout will appear.




If the new layout is too different from the original, some of your text may not show up. Before deciding on a new layout, check carefully to make sure no important information will be lost.

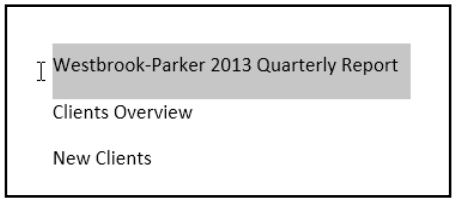
# Chapter-26 Styles

Introduction

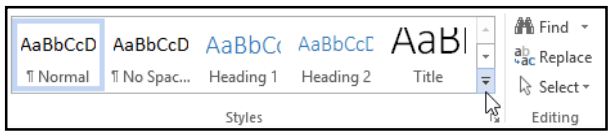
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional appearance.

To apply a style:

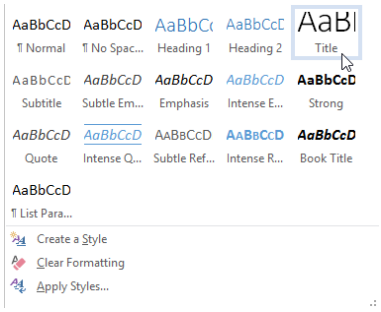
1. Select the text you want to format.




2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.




3. Select the **desired style** from the drop-down menu.



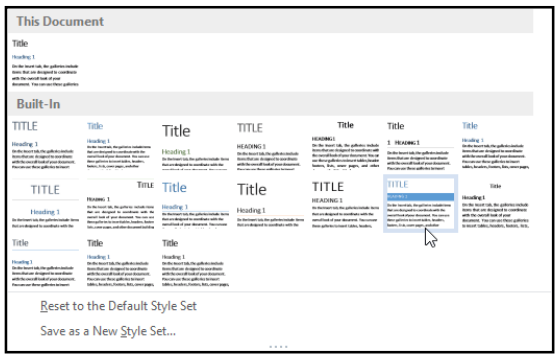

4. The text will appear in the selected style.

You can also use styles to create a **table of contents** for your document. To learn how, review our article on **How to Create a Table of Contents in Microsoft Word**.

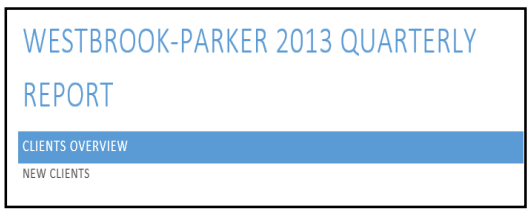
**To apply a Style set:**
**Style sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.

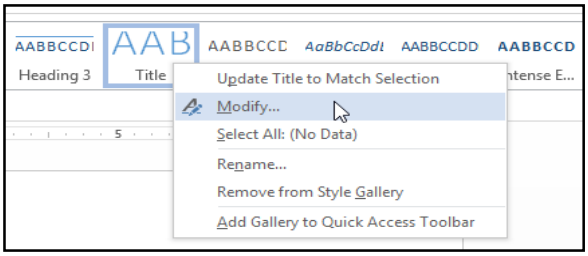
2. Choose the **desired style set** from the drop-down menu.



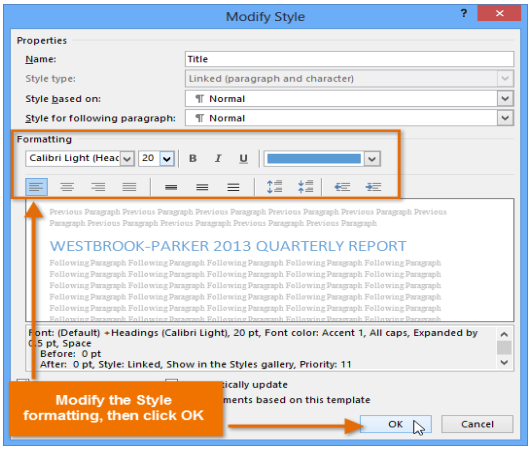

3. The selected style set will be applied to your entire document.



## To modify a style:

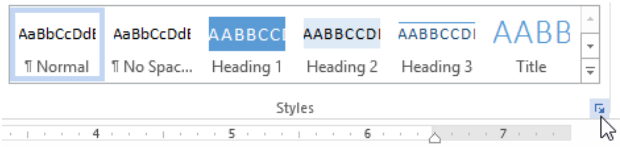


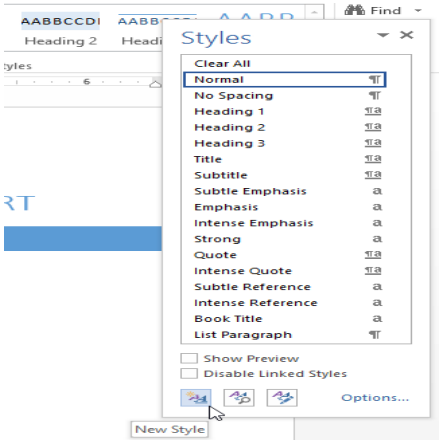

1. Locate and right-click the **style** you want to change in the **Styles** group, then select **Modify...** from the drop-down menu.
2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style.
3. When you're satisfied, click **OK** to save your changes.
4. The style will be modified.



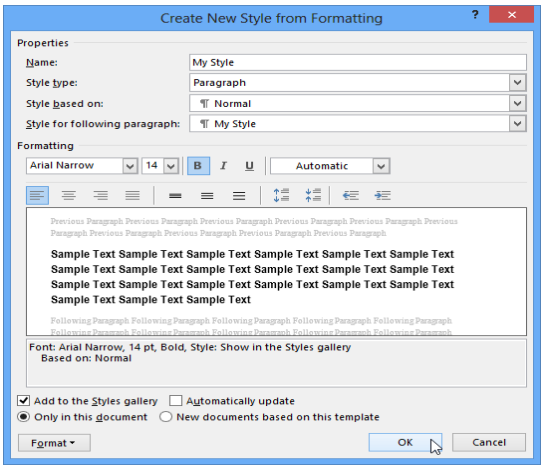

## To create a new style:

1. Click the **arrow** in the bottom-right corner of the **Styles** group.
2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.

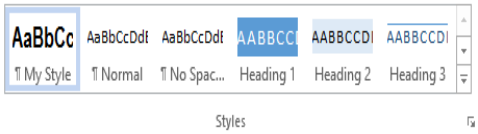



3. A dialog box will appear. Enter a **name** for the style, and choose the **desired text formatting**.
4. When you're satisfied, click **OK**.




5. The new style will appear in the **Styles** group.



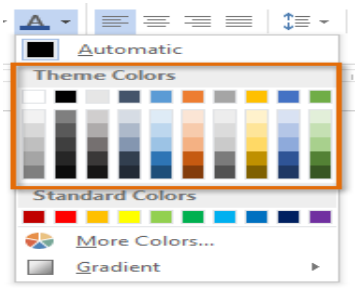
# Chapter-27 Themes

## Introduction

A **theme** is a set of **colors**, **fonts**, and **effects** that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

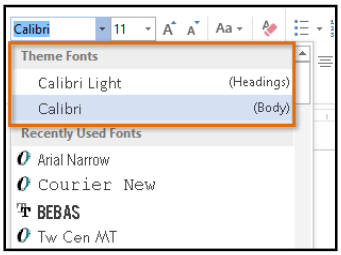
### Themes

All documents in Word 2013 use a theme. In fact, you've already been using a theme, even if you didn't know it: the default **Office** theme. Every theme—including the Office theme—has its own **theme elements**:

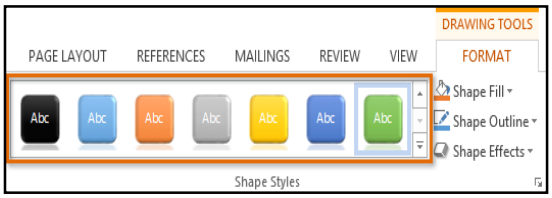



- **Theme colors**: There are **10 theme colors**, along with darker and lighter variations, available from every **Color** menu.

- **Theme fonts**: There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.




- **Theme effects**: These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or Smart Art graphic.

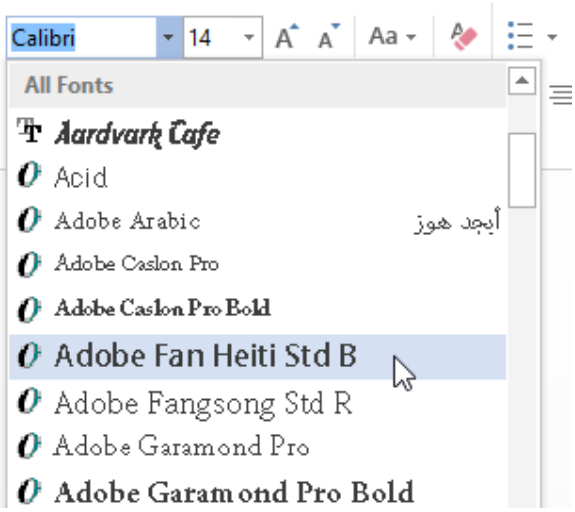



## Why use theme elements?

If you're using **theme elements**, you'll probably find that your document looks pretty good and that all of the colors work well together. But there's another great reason to use theme elements: When you switch to a different theme, all theme elements will **update** to reflect the new theme, allowing you to quickly change the look and feel of the entire document.

In the images below, you can compare the **default Office theme** and the **Organic theme**.

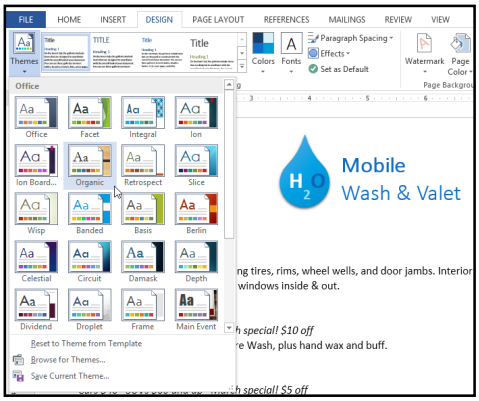
Remember, the colors and fonts will only update if you're using **theme fonts** or **theme colors**. If you choose colors that are not **theme colors** or any **fonts** that are not **theme fonts**, your document will not change when you apply a new theme.



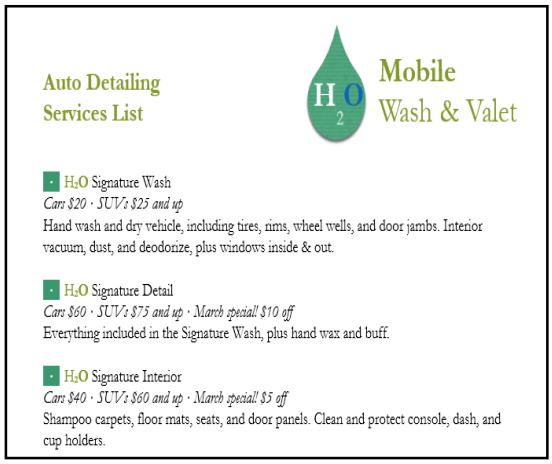

If you're using built-in **styles**, you may notice that the fonts for these styles change when you select a different theme. This is because all of the built-in styles are based on the **theme fonts**. If you don't want the styles to change, you'll need to create **custom styles**. Review our lesson on **Styles** to learn more.

## To change the theme:

1. From the **Design** tab, click the **Themes** command.
2. Select the **desired theme** from the drop-down menu.



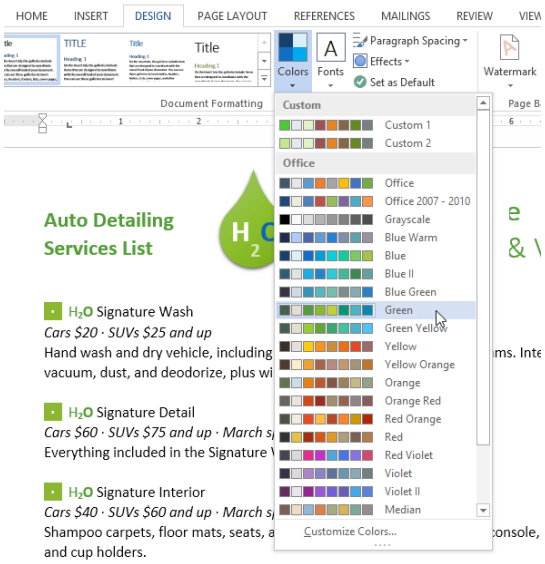

3. The selected theme will appear.



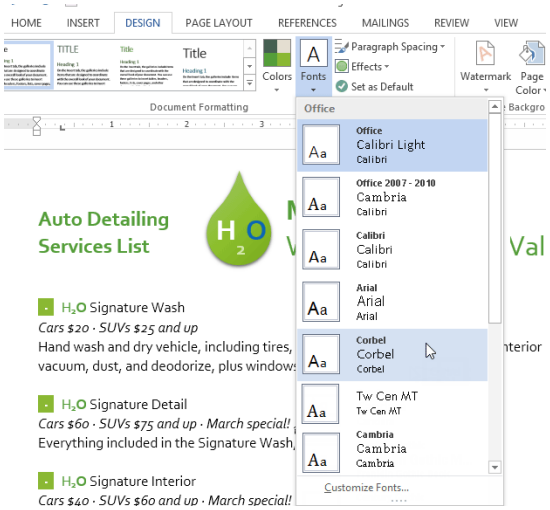

## Customizing themes

Let's say you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. Word allows you to mix and match the **colors**, **fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **theme colors**, **fonts,** and **effects** from the **Design** tab.

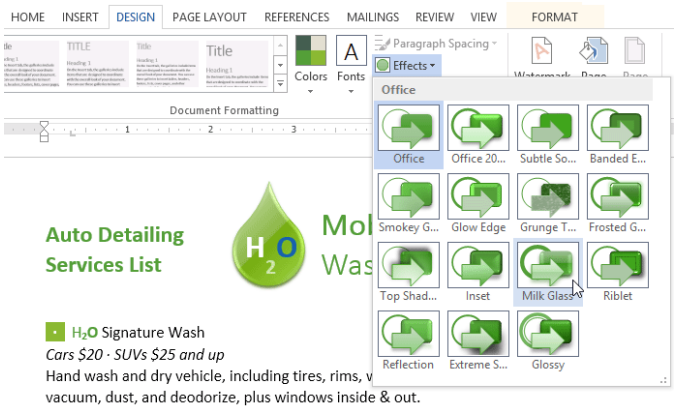
- To change the theme colors, click the **Colors** command. A drop-down menu will appear. Select the **desired colors** or select **Customize Colors...** to customize each color individually.



- To change the theme fonts, click the **Fonts** command. A drop-down menu will appear. Select the **desired font** or select **Customize Fonts...** to customize each font individually.




- To change the theme effects, click the **Effects** command. A drop-down menu will appear. Select the **desired effect** from the menu.

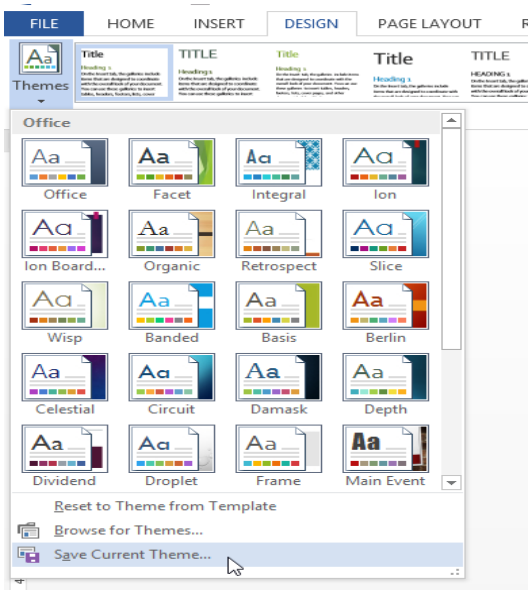



When choosing theme colors, try to find a part of your document that uses several colors to get an idea of how the colors will look together.

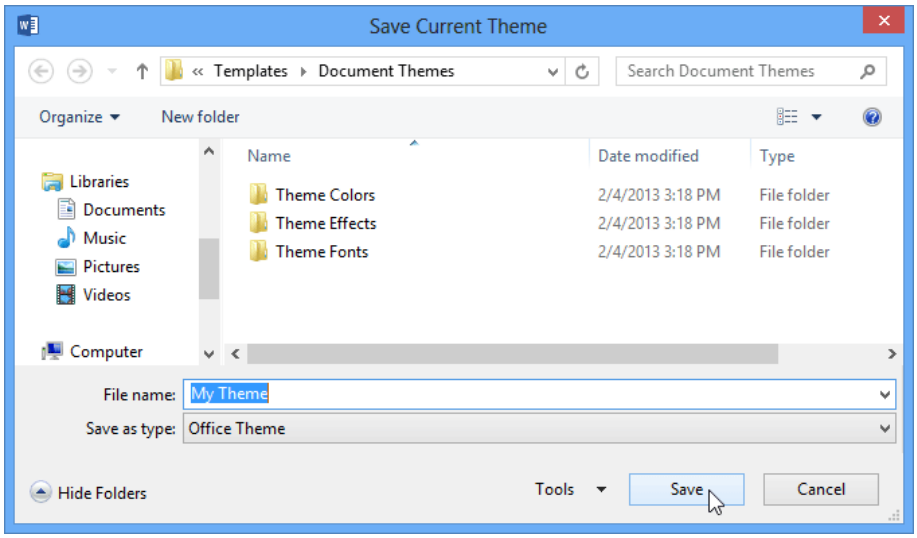
To save a theme:

Once you've found settings you like, you may want to save the theme so you can use it in other documents.

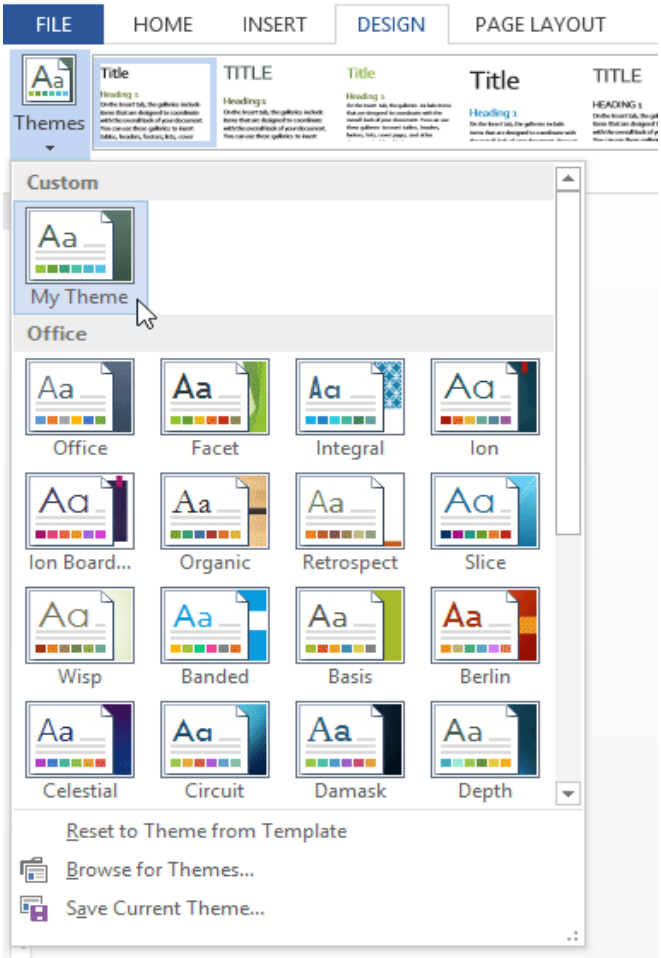
1. From the **Design** tab, click the **Themes** command, then select **Save Current Theme...** from the drop-down menu.



2. The **Save** dialog box will appear. Type a **name** for your theme, then click **Save**.




3. The theme will be **saved**. You can apply it to any document by selecting it from the available **themes**.



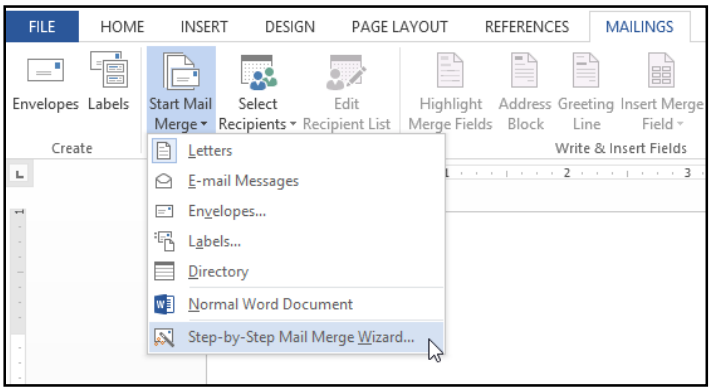
# Chapter-28 Mail Merge

Introduction

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.

To use Mail Merge:

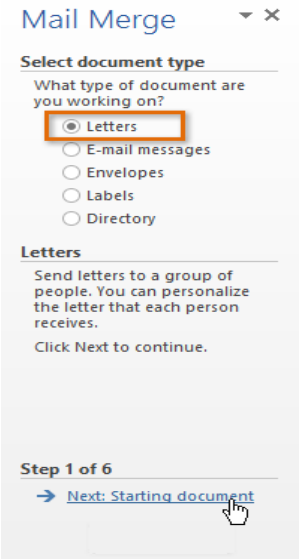
1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step by Step Mail Merge Wizard** from the drop-down menu.




The Mail Merge pane appears and will guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

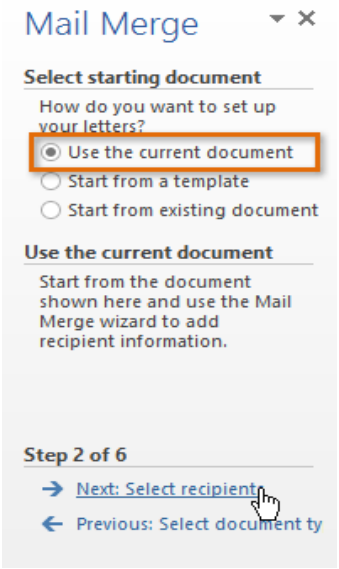
Step 1:

- Choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.



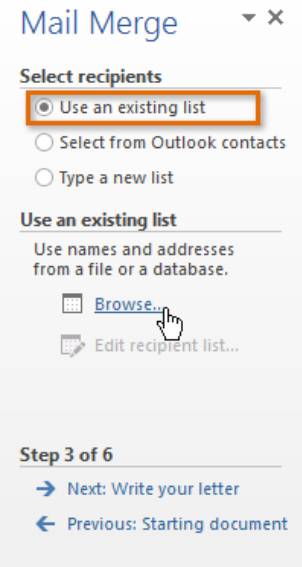

Step 2:

- Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.



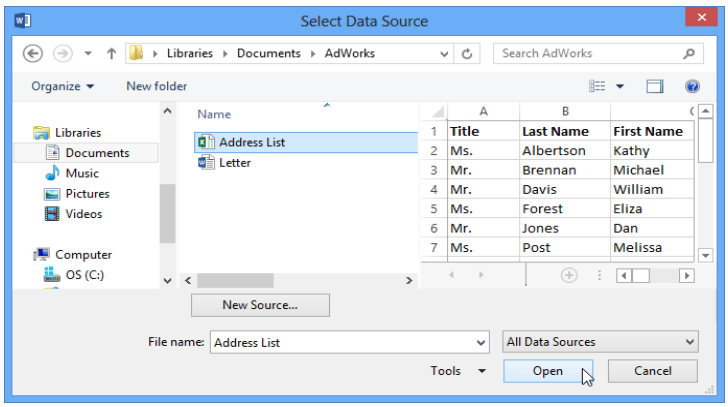
Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

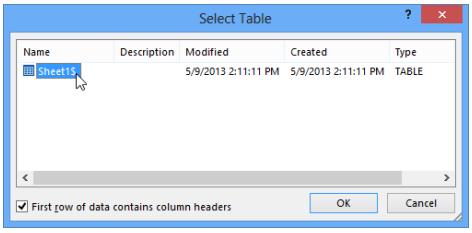



1. From the **Mail Merge** task pane, select **Use an existing list**, then click **Browse...** to select the file.

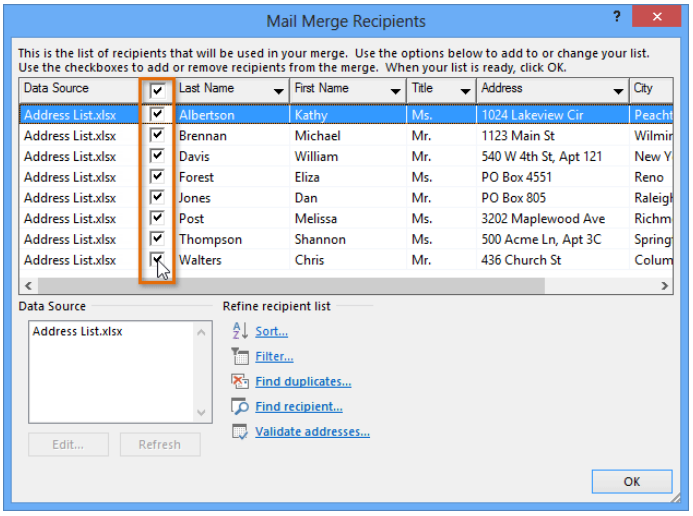
2. Locate your file and click **Open**.



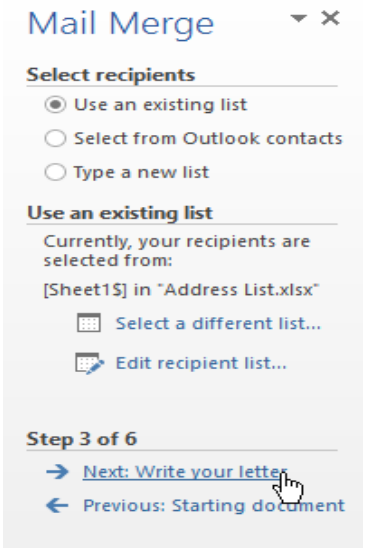

3. If the address list is in an Excel workbook, select the **worksheet** that contains the list and click **OK**.




4. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click **OK**.



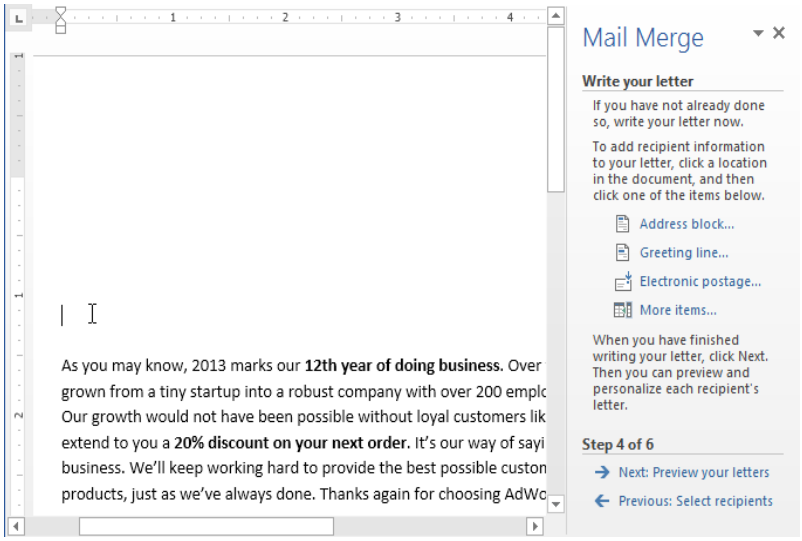

5. From the **Mail Merge** task pane, click **Next: Write your letter** to move to Step 4.




If you don't have an existing address list, you can click the **Type a new list** button and click **Create**. You can then type your address list.

Step 4:

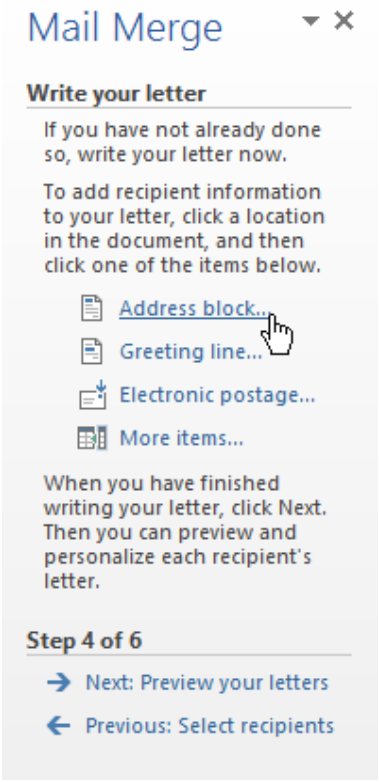
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.



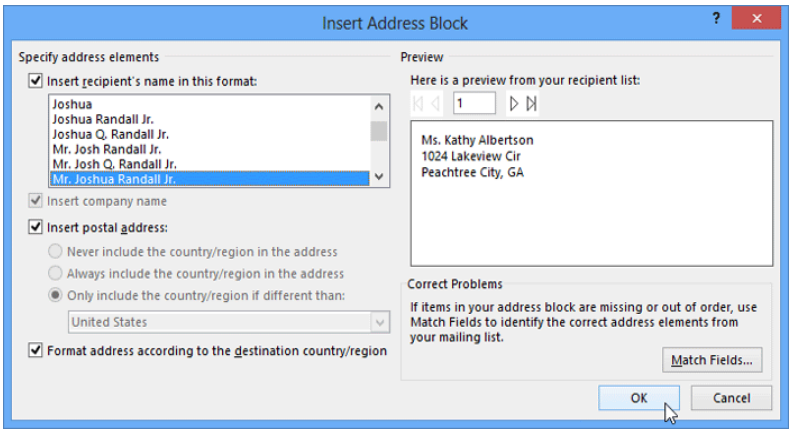

To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.

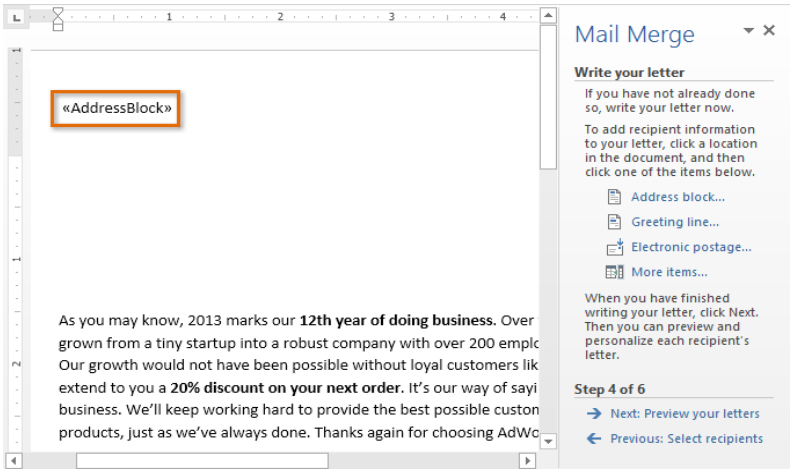
2. Choose one of the four **placeholder** options: **Address block**, **Greeting line**, **Electronic postage**, or **More items**.




3. Depending on your selection, a dialog box may appear with various options. Select the desired options and click **OK**.

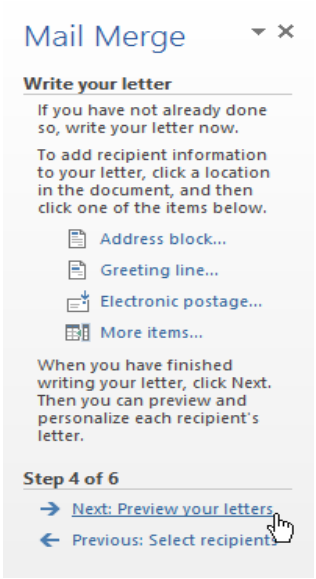


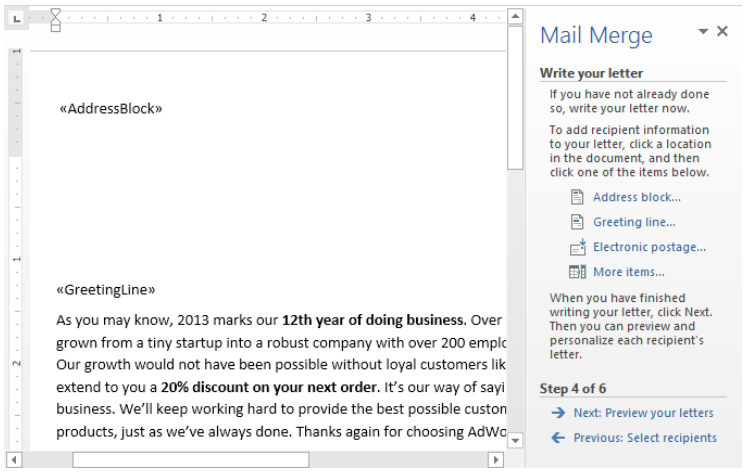

4. A placeholder will appear in your document (for example, **«Address Block»**).



5. Repeat these steps each time you need to enter information from your data record. In our example, we'll add a **Greeting line**.

6. When you're done, click **Next: Preview your letters** to move to Step 5.

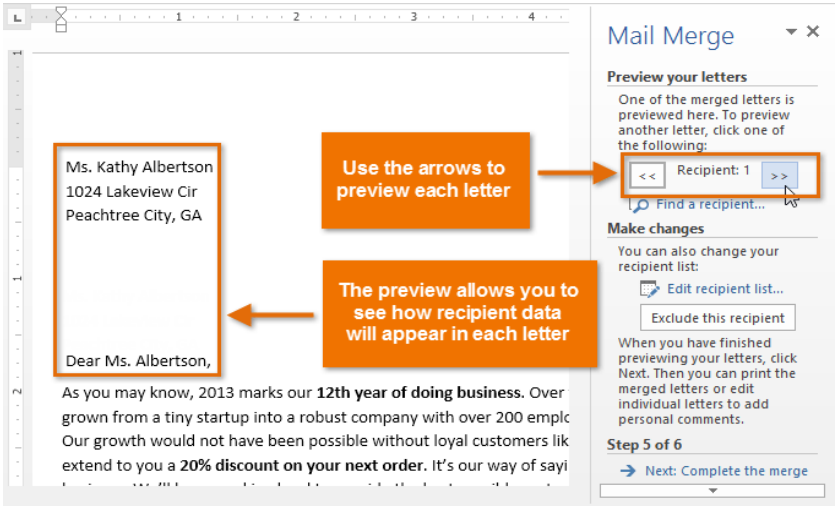


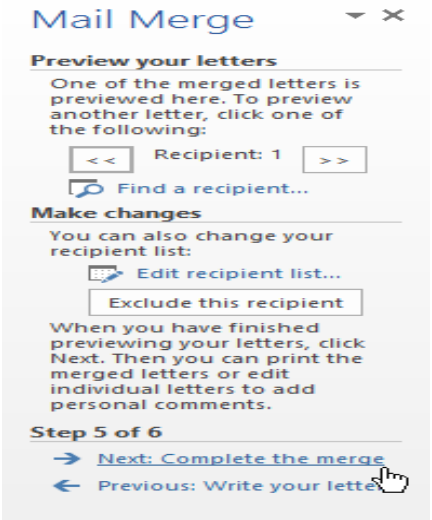

For some letters, you'll only need to add an **Address block** and **Greeting line**. Sometimes, however, you may want to place **recipient data** within the body of the letter to **personalize it** even further.

### Step 5:

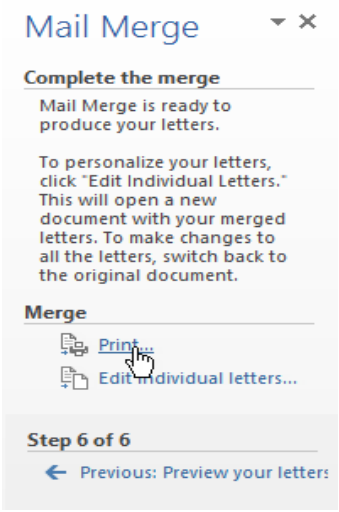
1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.




2. Click **Next: Complete the merge** to move to Step 6.



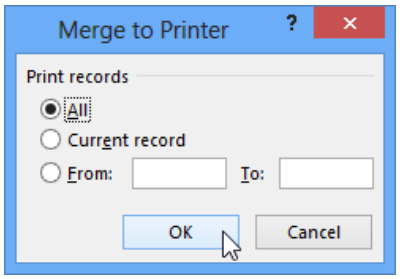
Step 6:



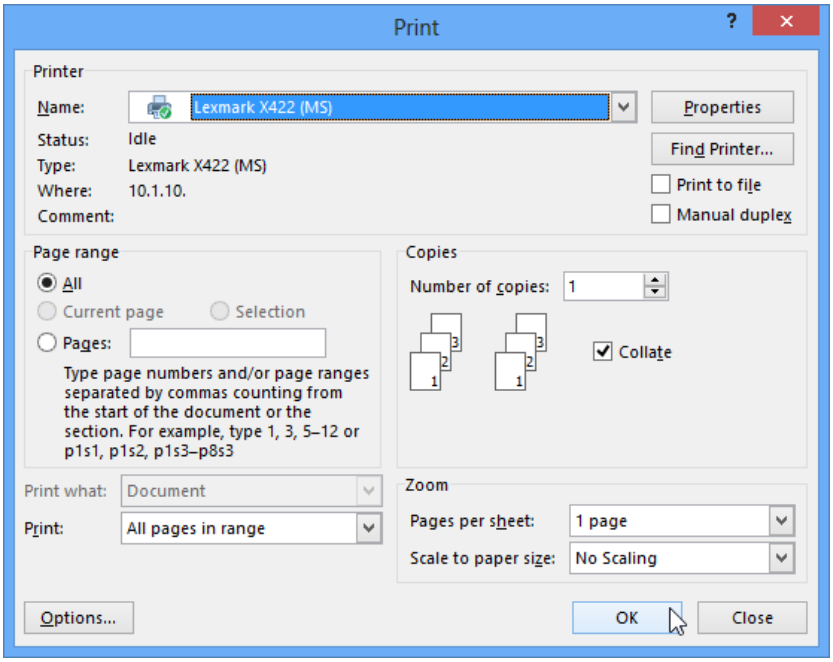

1. Click **Print...** to print the letters.

2. A dialog box will appear. Click **All**, then click **OK**

.




3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



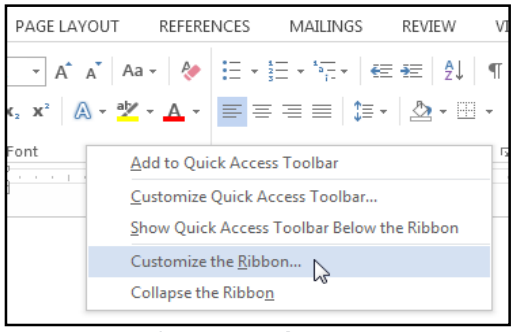
# Chapter - 29 Customizing the Ribbon

Customizing the Ribbon

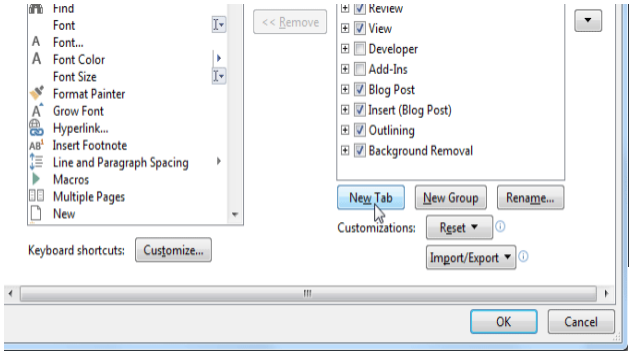
You can customize the Ribbon by creating your own **tabs** with the commands you want to use. Commands are always housed within a **group**, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

To customize the Ribbon:

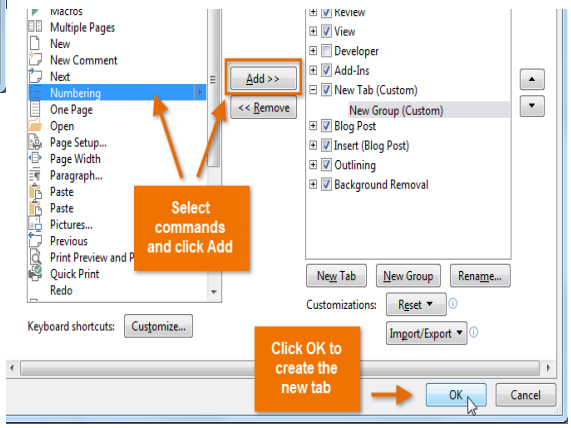
1. Right-click the **Ribbon**, then select **Customize the Ribbon...** from the drop-down menu.



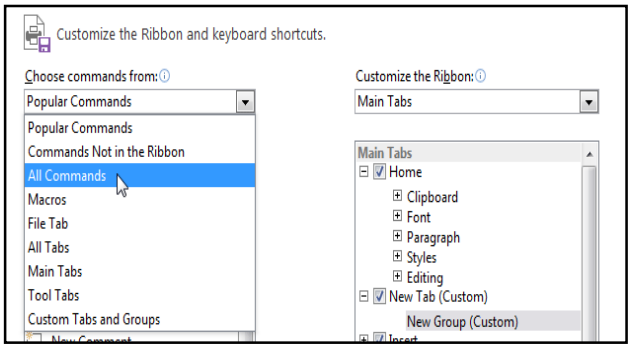

2. The **Word Options** dialog box will appear. Locate and select **New Tab**.




3. Make sure the **New Group** is selected, select a **command**, then click **Add**. You can also drag commands directly into a group.
4. When you're done adding commands, click **OK**. The commands will be added to the Ribbon.



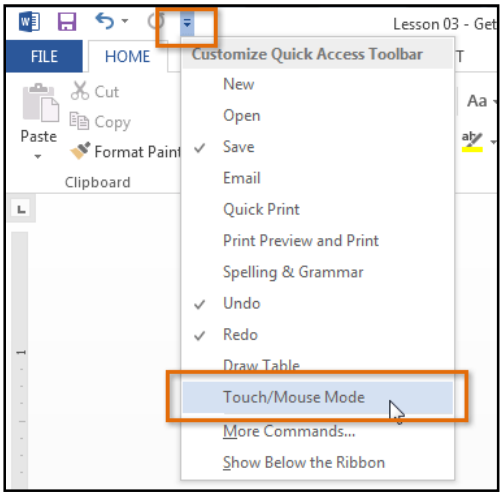

If you don't see the command you want, click the **Choose commands from:** drop-down box and select **All Commands**.



# Chapter-30 Enabling Touch Mode

## Enabling Touch Mode

If you're working on a touch-screen device, you can enable **Touch Mode** to create more open space on the Ribbon, making commands easier to tap with your fingers.

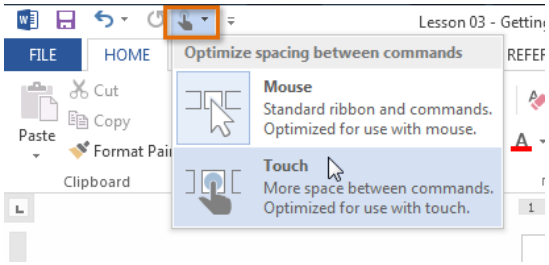



### To view the Ribbon in Touch Mode:

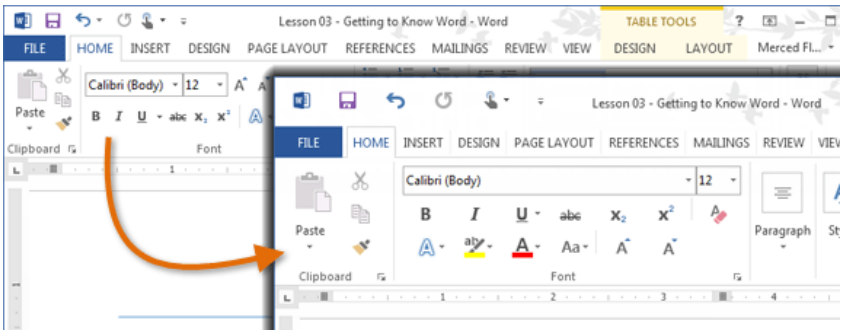
1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**, then select **Touch/Mouse Mode** from the drop-down menu.

2. The **Touch/Mouse Mode** command will appear on the Quick Access toolbar.

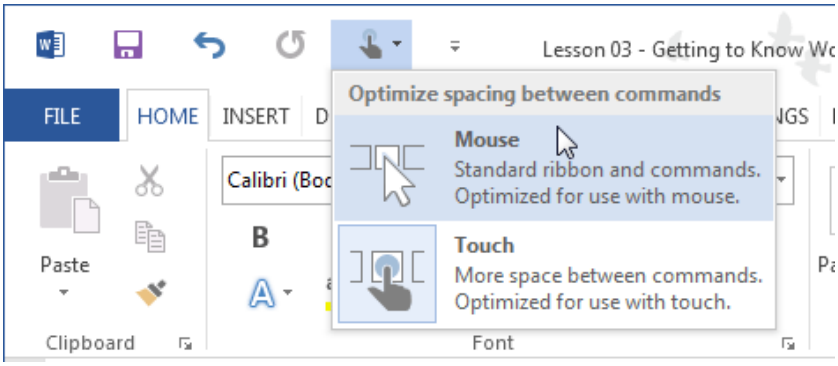
3. Click the **Touch/Mouse Mode** command, then select **Touch** from the drop-down menu.




4. The Ribbon will switch to **Touch Mode**.



To **turn off Touch Mode**, click the **Touch/Mouse Mode** command, then select **Mouse** from the drop-down menu.



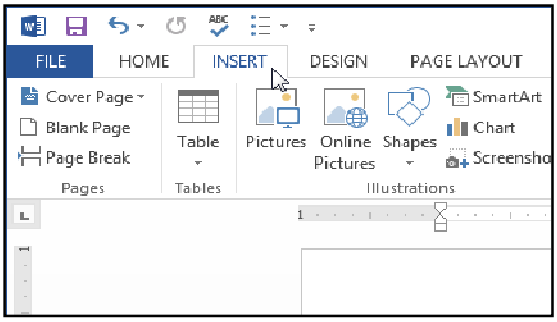
# Chapter-31 Embedding an Excel Chart

## Embedding an Excel chart

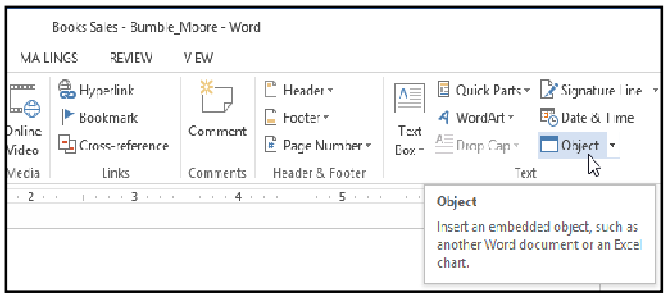
If you have already created a chart in Excel, you can **embed** and **link** it to your Word document. When you embed an Excel chart in Word, any updates you make to the original Excel chart will **automatically update** in your Word document, as long as the files remain in the same location. This helps the data stay **in sync**, so you won't have incorrect or out-of-date information in your chart.

### To embed a chart from Excel:

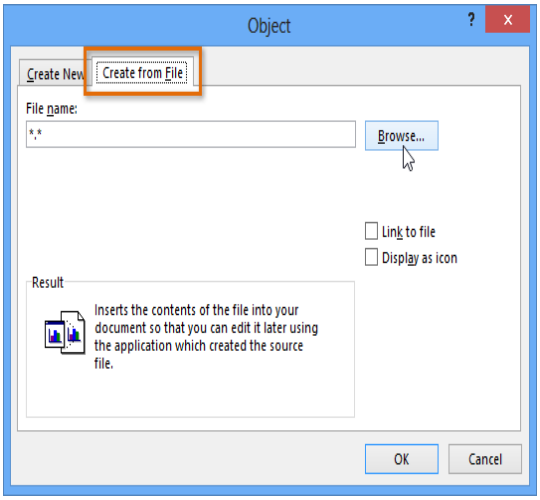
1. In Word, select the **Insert** tab.



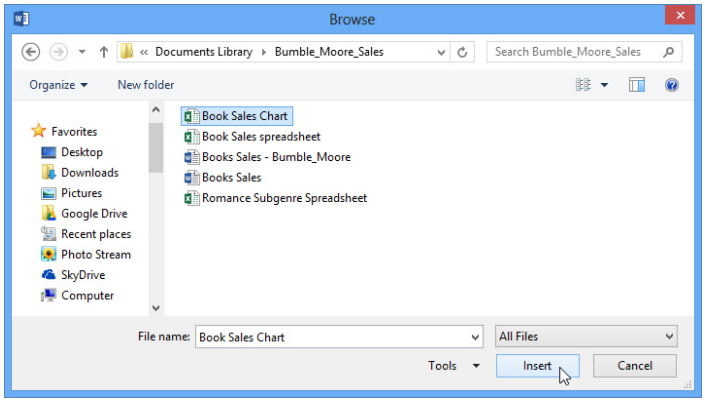

2. Click the **Object** command in the **Text** group.




3. A dialog box will appear. Select the **Create from File** tab, then click **Browse**.

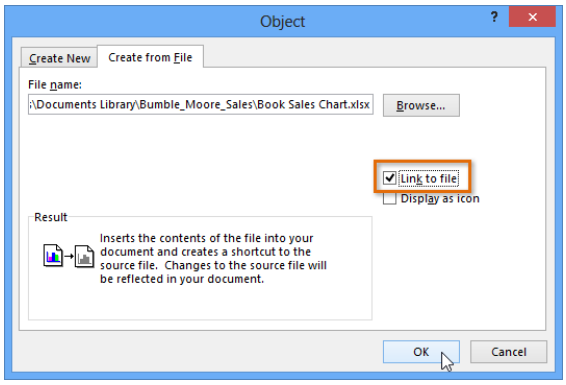



4. Locate and select the desired **Excel chart**, then click **Insert**.

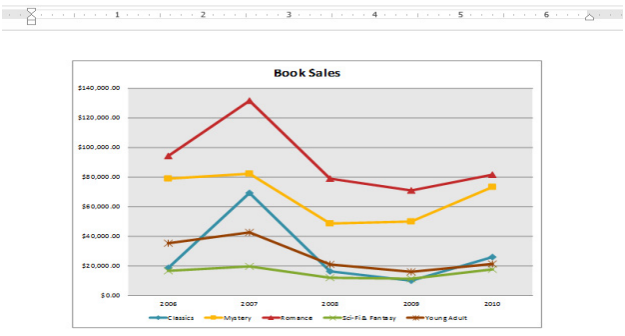



5. Check the box next to **Link to file** if you would like to **link the data** to the Excel chart. This will enable your Word chart to update itself when changes are made to the Excel chart.

6. Click **OK**.




7. The chart will now appear in your Word document.



# Chapter-32 Editing PDF Files

## Editing PDF files

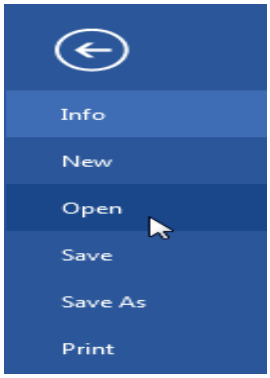
A **PDF file** is a type of file that is designed to be **viewable on any computer**. It is useful when you want to send a document to someone and you're not sure whether that person has Microsoft Word. PDF files are designed for viewing rather than editing, so they are ideal for situations where you have a final version that does not need any changes. However, if you need to **edit a PDF file** for any reason, Word 2013 allows you to edit it by **converting it into a Word document**.

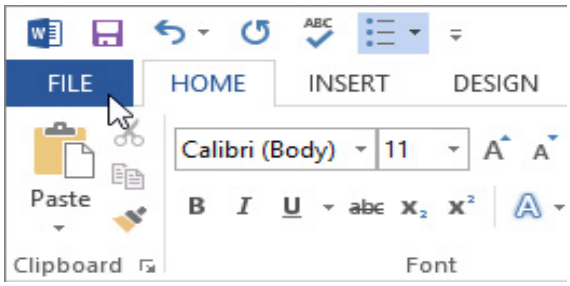
Converting a PDF file into a Word document may cause some graphics and content to look different or disappear altogether.

## To edit a PDF file:

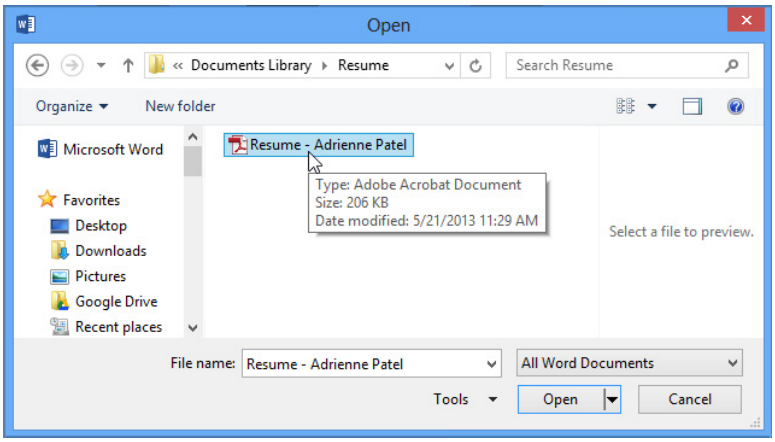
1. Select the **File** tab.

2. **Backstage view** will appear. Click **Open**.

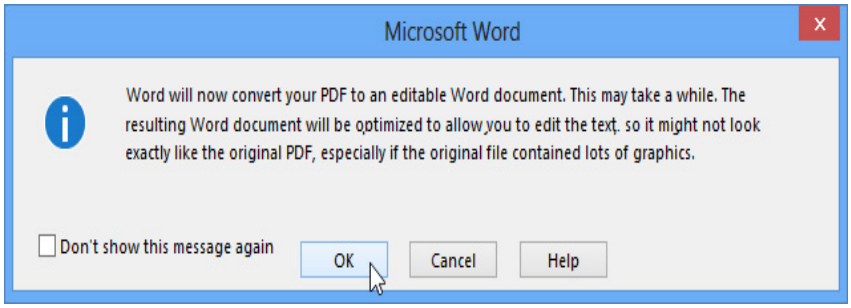



3. Locate and open the **PDF file** you want to edit.

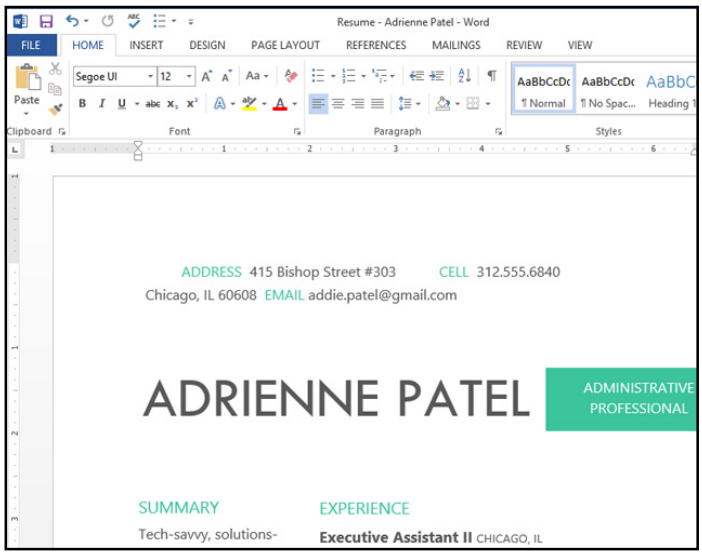



4. A dialog box will appear confirming whether you want to convert the PDF file into a Word document. Click **OK**.

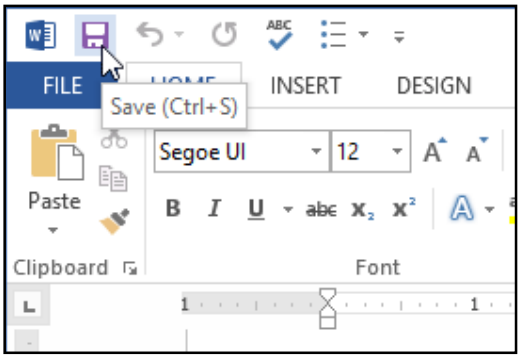



5. If the PDF file has content that Word is unable to convert, another dialog box may appear. Click **OK**.

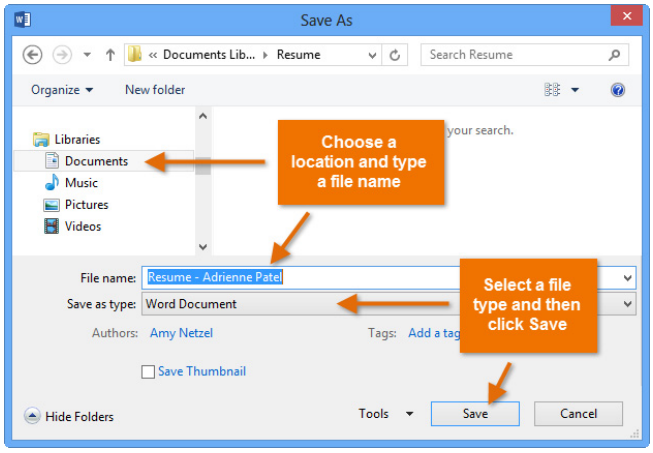
6. The PDF file will appear in the Word window as an editable document. You can now make any changes you want.




7. When you're ready to save, locate and select the **Save** command on the **Quick Access toolbar**.




8. The **Save As** dialog box will appear. Select the **location** where you want to save the document. If you want, enter a new **file name**.
9. Click the **Save as type:** drop-down box, then select a **file type**. You can choose to save the document as a **Word Document** or as a **PDF** file.
10. Click **Save**.




## Which file type should you choose?

After you finish converting and editing your PDF file, you'll need to decide whether to save it as a PDF file or a Word document. Depending on your situation, one option may work better than the other:

- **PDF:** If you don't want to make any more changes to the document—or if you want to ensure that the file can be opened on any computer—save it as a PDF file.
- **Word document:** If you want to continue making changes to the document—or if other people need to edit it—save it as a Word document. You can always save it as a PDF file when you're done making changes.

*Simplified*

# E- BOOK

# MS Word 2013

SARVA EDUCATION

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**Centre Stamp**

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