CHAPTER-1- GETTING STARTED WITH WORD

Introduction

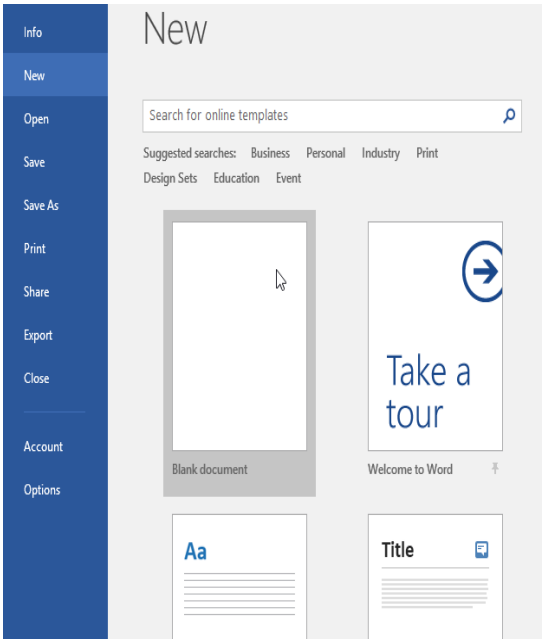
Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Getting to know Word 2016

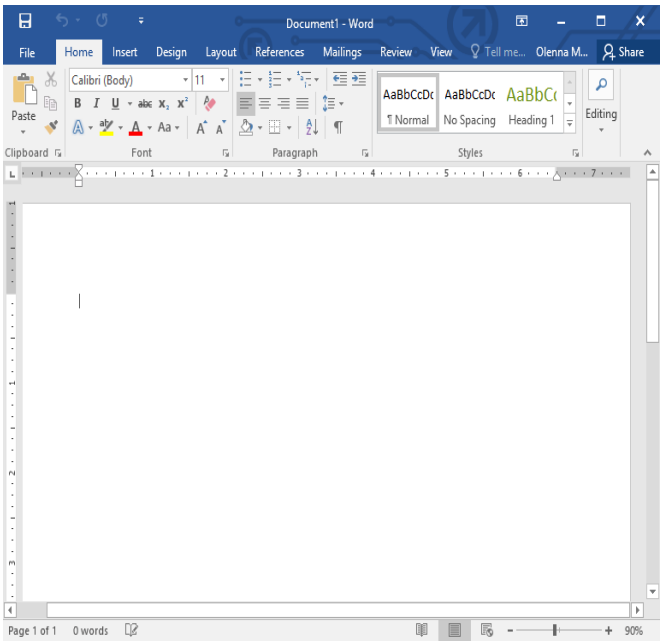
Word 2016 is similar to Word 2013 and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2016 interface**.

The Word interface

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



learn more about the Word interface:

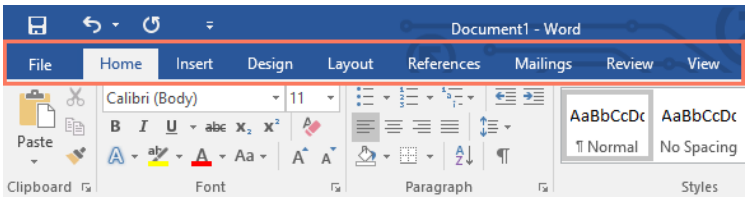


Working with the Word environment

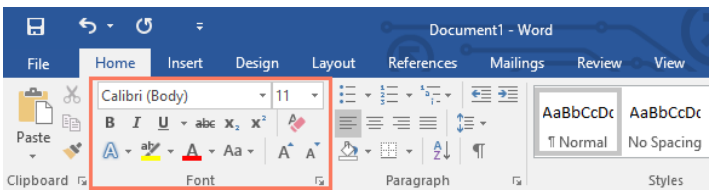
Like other recent versions, Word 2016 continues to use features like the **Ribbon** and the **Quick Access Toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

The Ribbon

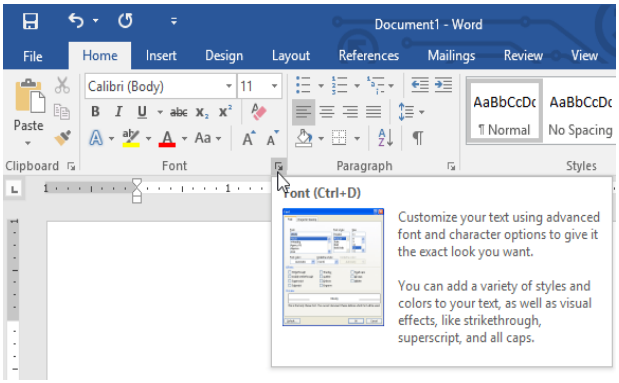
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

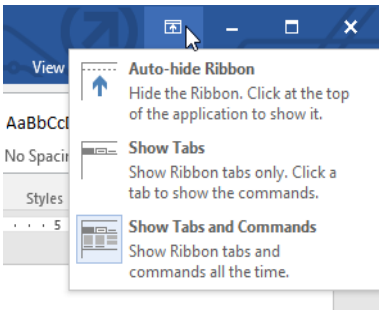


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired 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.

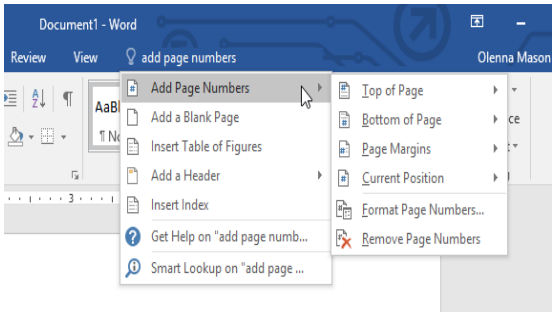
Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.

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.

To learn how to add **custom tabs** and **commands** to the Ribbon, review our Extra on **Customizing the Ribbon**.

Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

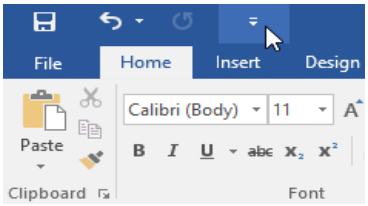


The Quick Access Toolbar

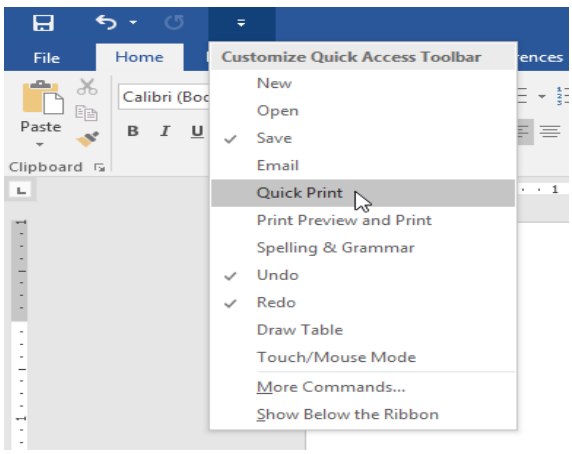
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

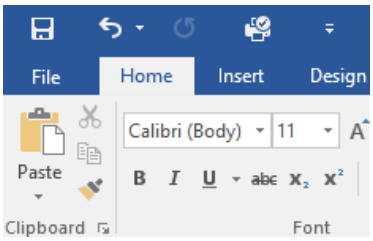
Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



1. Select the **command** you want to add from the menu.



2. The command will be **added** to the Quick Access Toolbar.

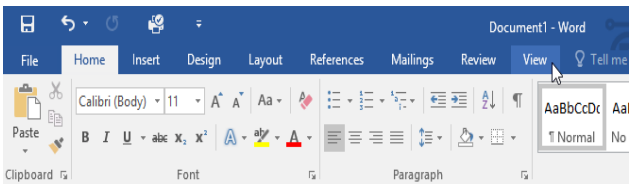


The Ruler

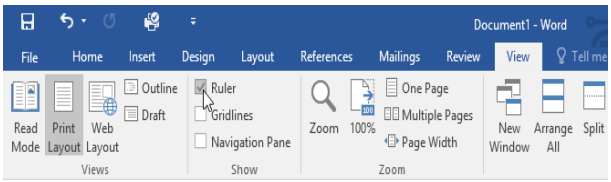
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

Click the **View** tab.

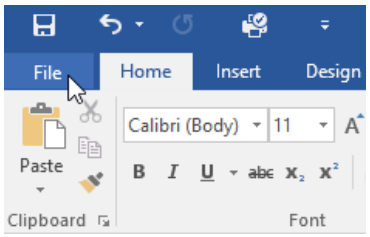


Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.

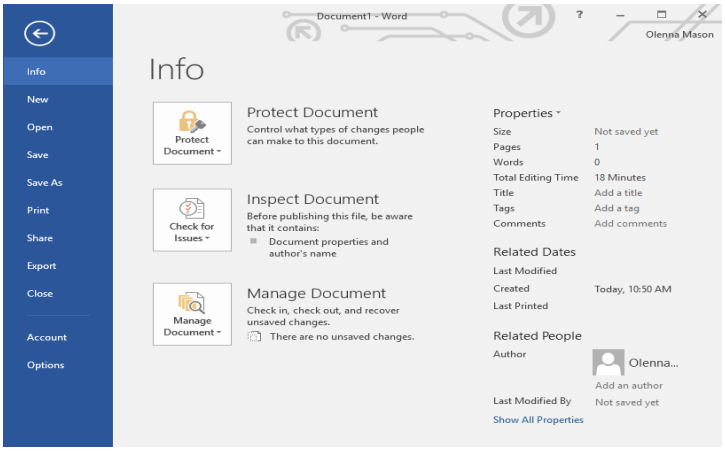


Backstage view

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**.



Click the buttons in the interactive below to learn more about using Backstage view.



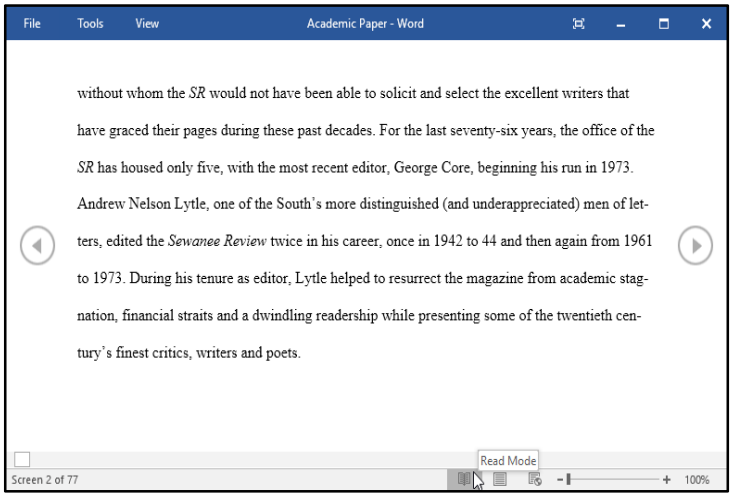
Document views and zooming

Word 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. You can also **zoom in and out** to make your document easier to read.

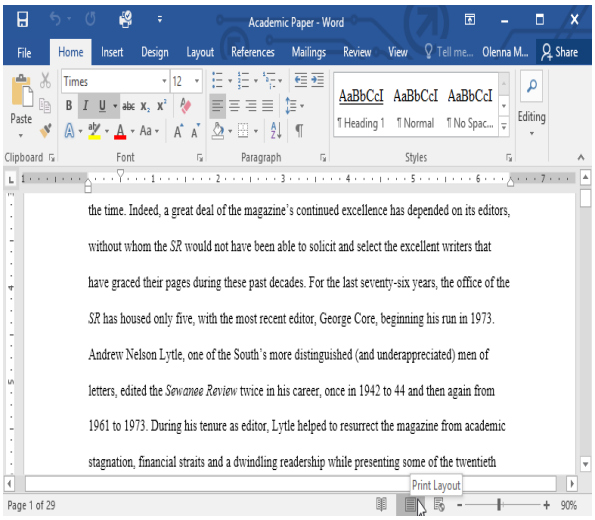
Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

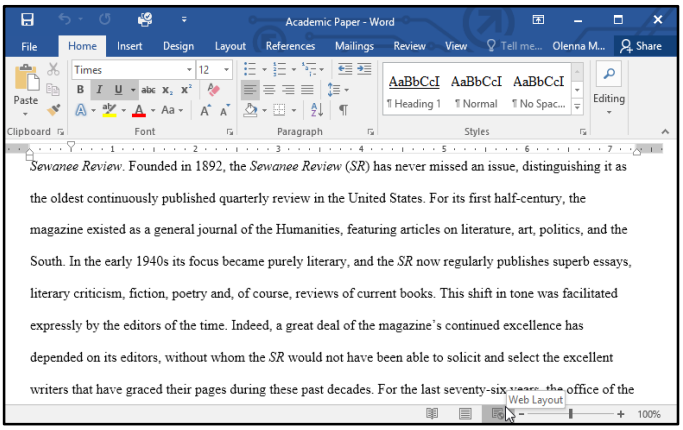
Read Mode: This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



Print Layout: This is the default document view in Word. It shows what the document will look like on the printed page.

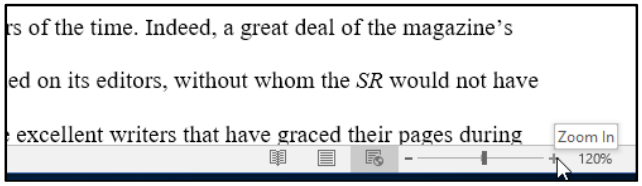


Web Layout: This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.

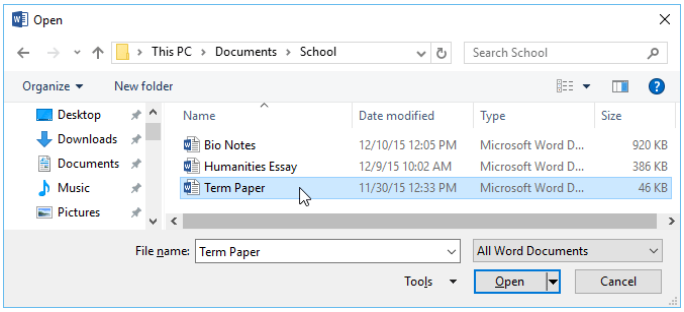


Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar.**

In the **Tell me bar**, type **Shape** and press **Enter**.

Choose a shape from the menu, and double-click somewhere on your document.

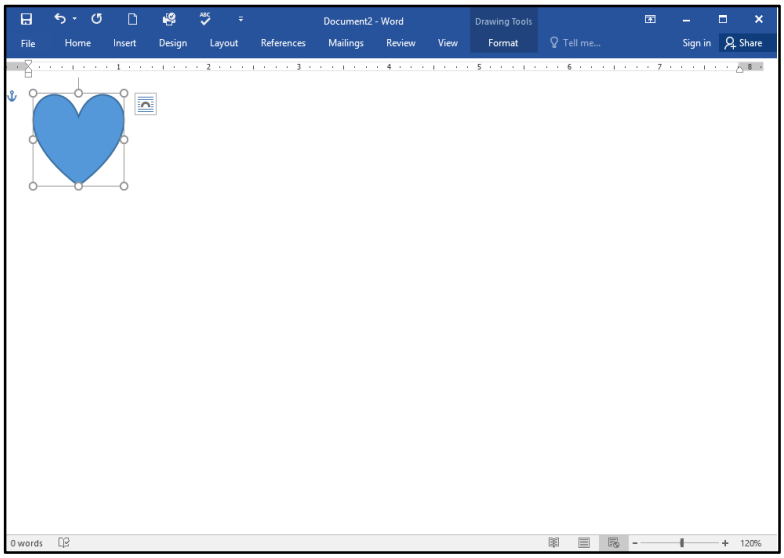
Show the **Ruler** if it is not already visible.

Zoom the document to 120%.

Change the **Document view** to **Web Layout**.

When you're finished, your document should look something like this:

Change the **Ribbon Display Options** back to **Show Tabs and Commands**, and change the **Document View** back to **Print Layout**.



CHAPTER -2- UNDERSTANDING ONEDRIVE

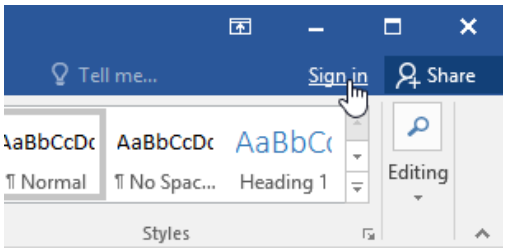
Introduction

Many of the features in Office are geared toward saving and sharing files online. **OneDrive** is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free **Microsoft account**, if you don't already have one.

If you don't already have a Microsoft account, you can go to the **Creating a Microsoft Account** lesson in our Microsoft Account tutorial.

Once you have a Microsoft account, you'll be able to sign in to Office. Just click **Sign in** in the upper-right corner of the Word window.



Benefits of using OneDrive

Once you're signed in to your Microsoft account, here are a few of the things you'll be able to do with OneDrive:

Access your files anywhere: When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.

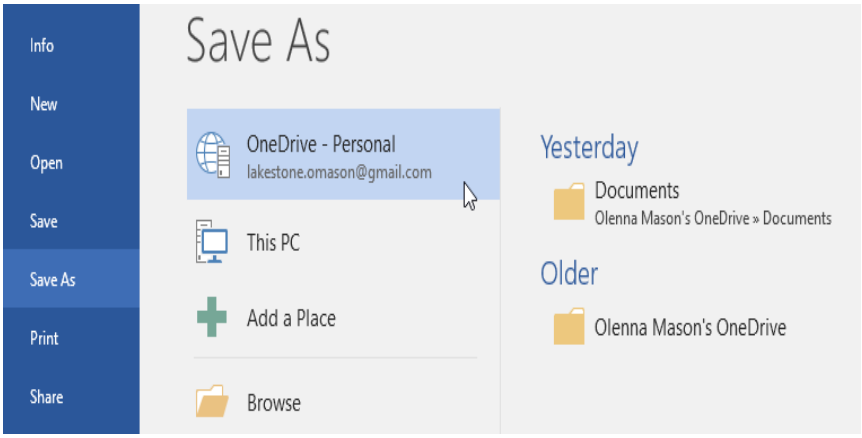
Back up your files: Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.

Share files: It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co-authoring).

Saving and opening files

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click **Save As**, you can select either OneDrive or This PC as the save location.



CHAPTER -3- CREATING AND OPENING DOCUMENTS

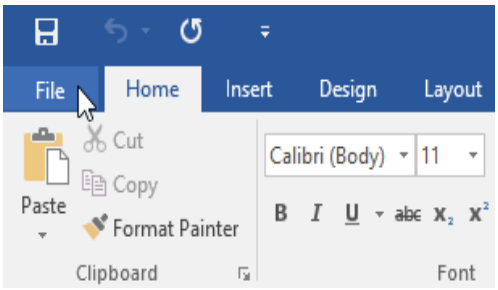
Introduction

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**.

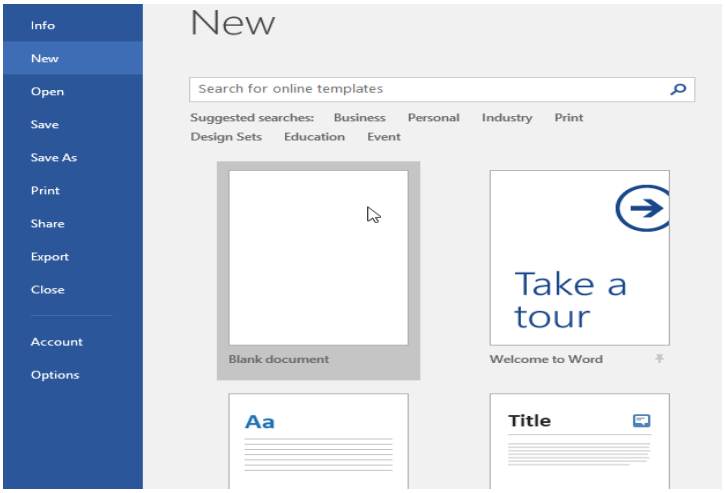
To create a new blank document:

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

Select the **File** tab to access **Backstage view**.



Select **New**, then click **Blank document**.



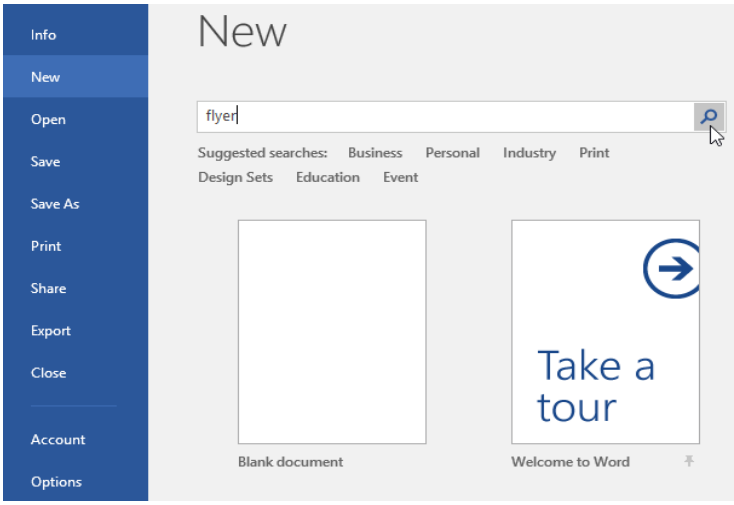
A new blank document will appear.

To create a new document from a template:

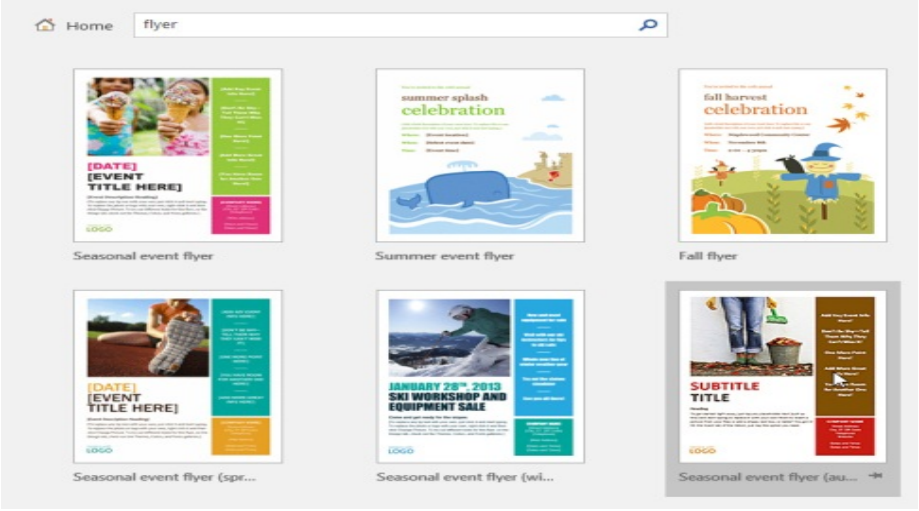
A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

Click the **File** tab to access **Backstage view**, then select **New**.

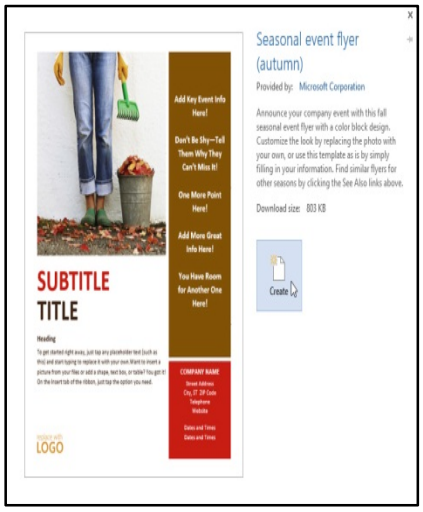
Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.



When you find something you like, select a template to preview it.

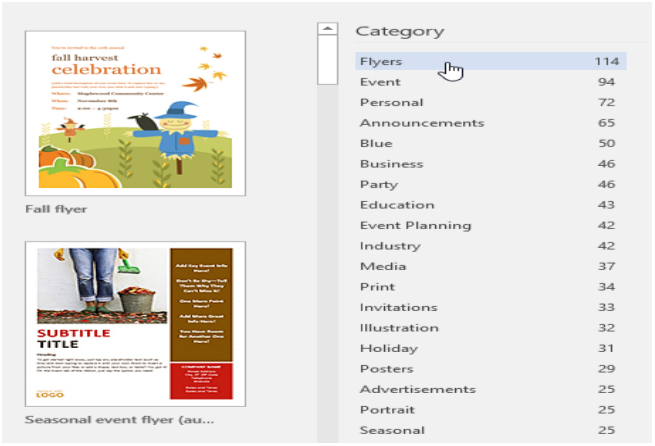


A **preview** of the template will appear. Click **Create** to use the selected template.



A new document will appear with the **selected template**.

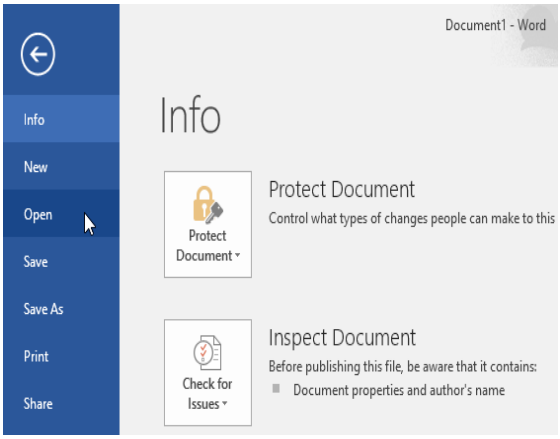
You can also browse templates by category after performing a search.



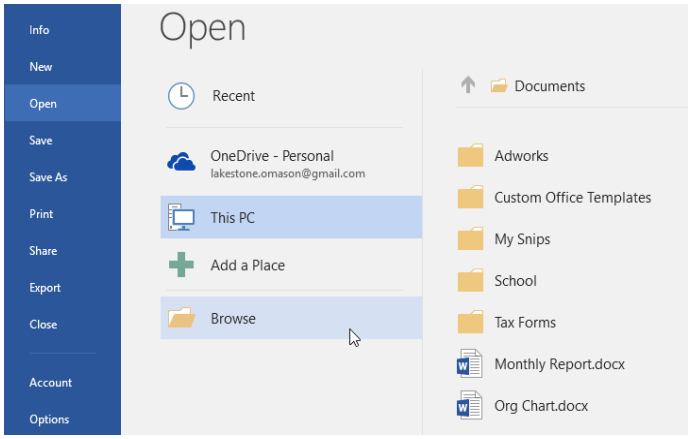
To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on **Saving and Sharing Documents**.

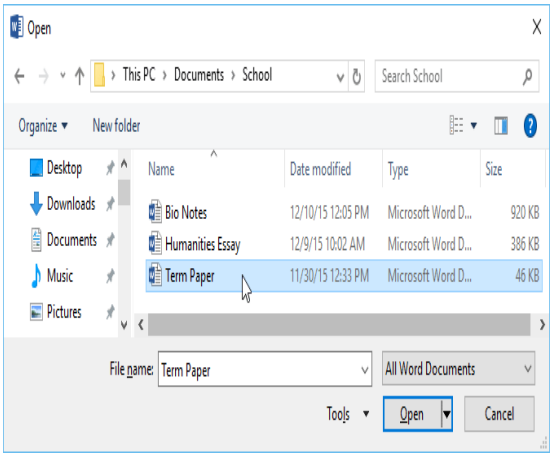
Navigate to **Backstage view**, then click **Open**.



Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.



The selected document will appear.

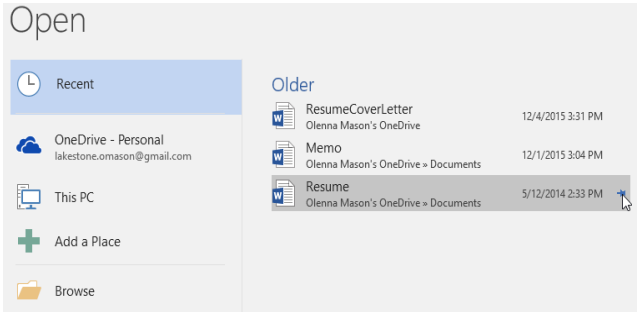
Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account.

To pin a document:

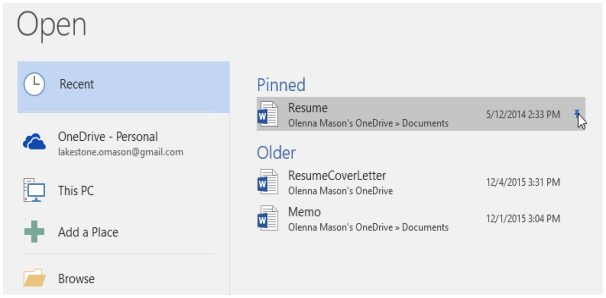
If you frequently work with the **same document**, you can **pin it** to Backstage view for quick access.

Navigate to **Backstage view**, click **Open**, then select **Recent**.

A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon.**



The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.

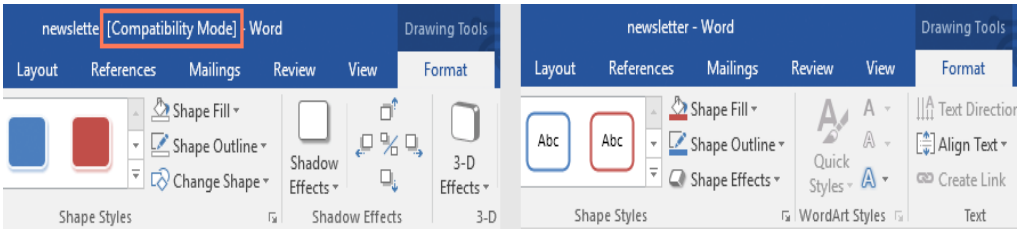


Compatibility Mode

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.



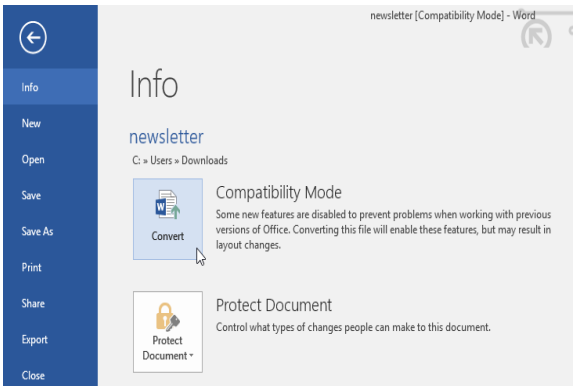
To exit Compatibility Mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility Mode.

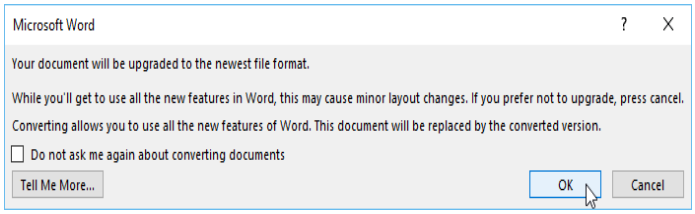
To convert a document:

If you want access to all Word 2016 features, you can **convert** the document to the 2016 file format.

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

Converting a file may cause some changes to the **original layout** of the document.

CHAPTER -4- 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.

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.

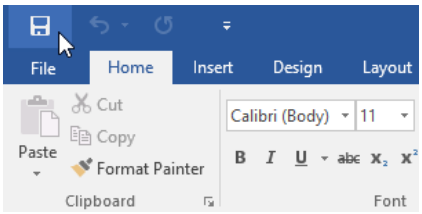
Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

About OneDrive

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account. Review our lesson on **Understanding OneDrive** to learn more.

To save a document:

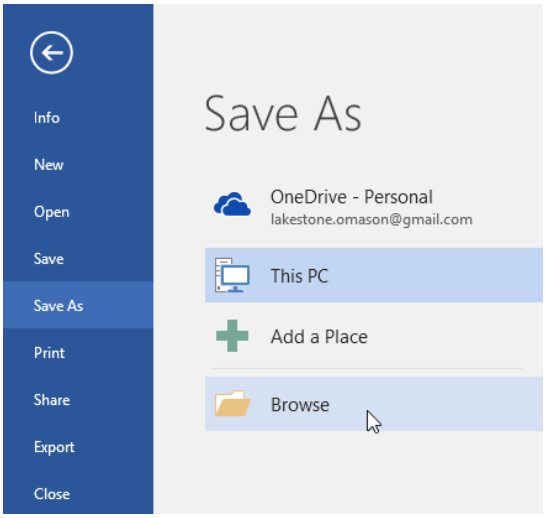
It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.



Locate and select the **Save** command on the **Quick Access Toolbar**.

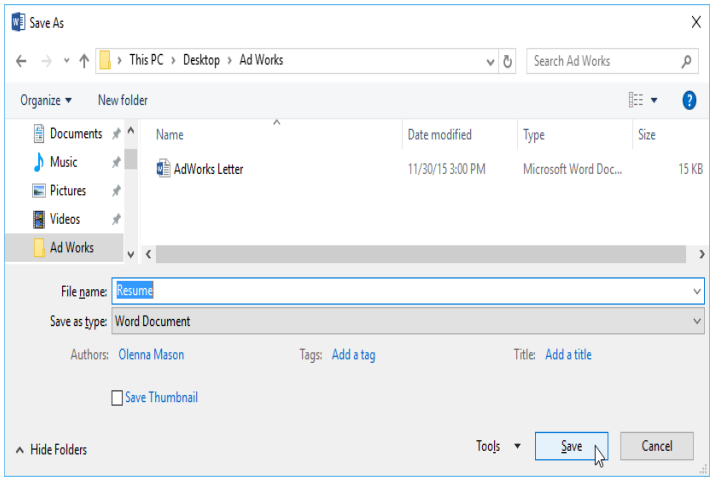
If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. 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**.



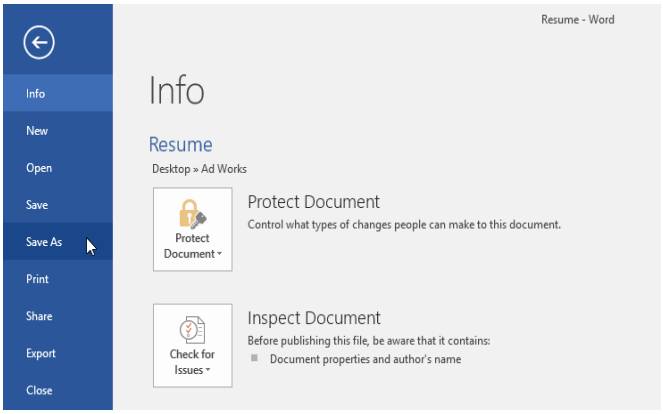
The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

You can also access the **Save** command 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.

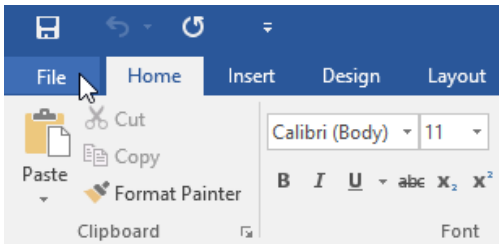
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



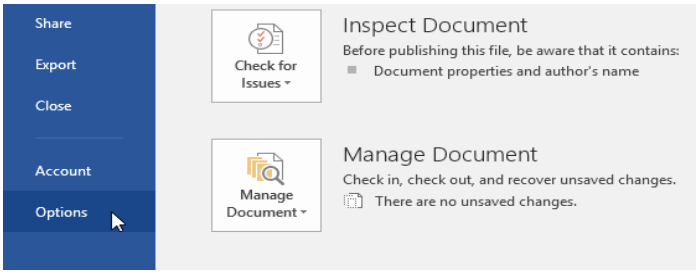
To change the default save location:

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 this inconvenient, you can change the **default save location** so **This PC** is selected by default.

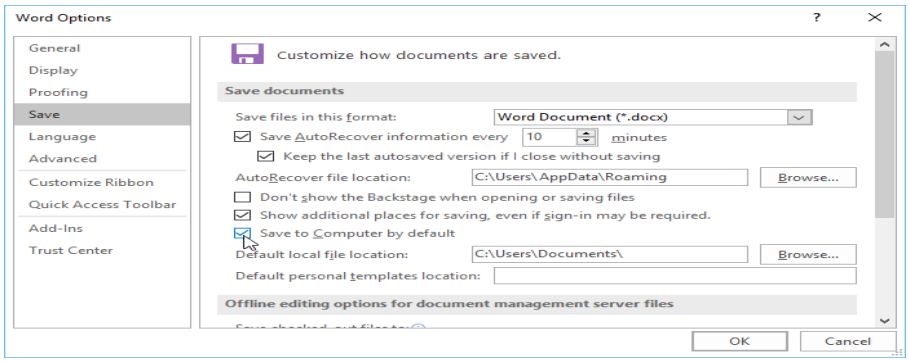
Click the **File** tab to access **Backstage view**.



Click **Options**.



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



AutoRecover

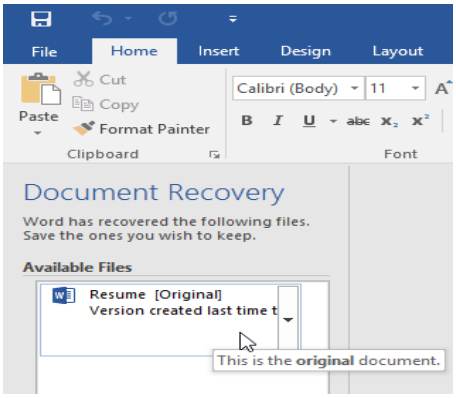
Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:

Open Word. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear on the left.

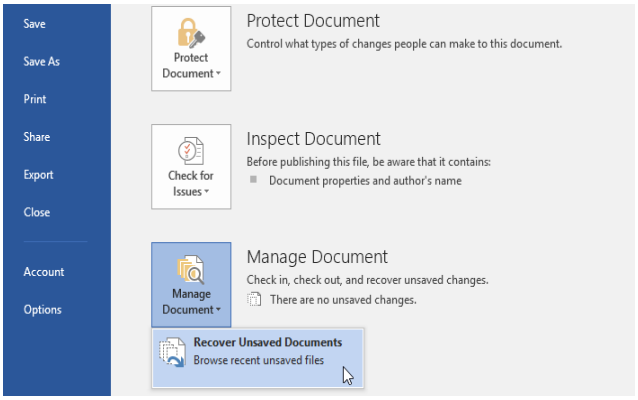
Click to **open** an available file. The document will be **recovered**.

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**.



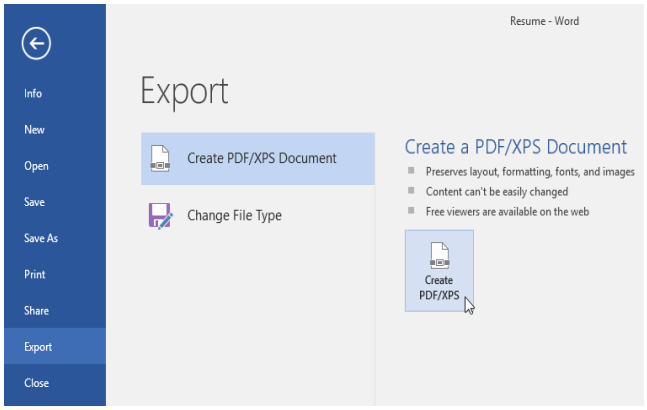
Exporting documents

By 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 to a variety of file types.

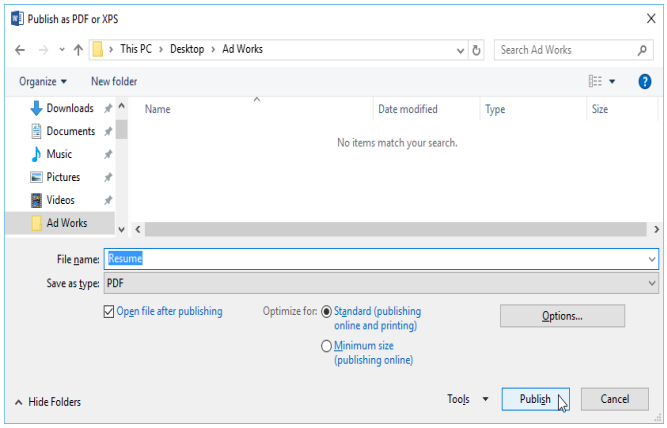
To export a document as a PDF file:

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**, choose **Export**, then select **Create PDF/XPS**.



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

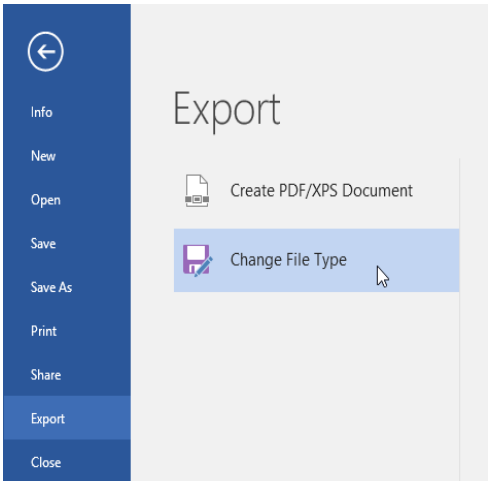


if you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on **Editing PDF Files** for more information.

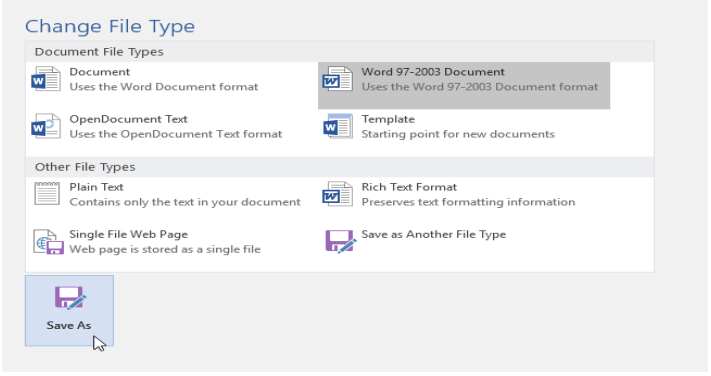
To export a document to other file types:

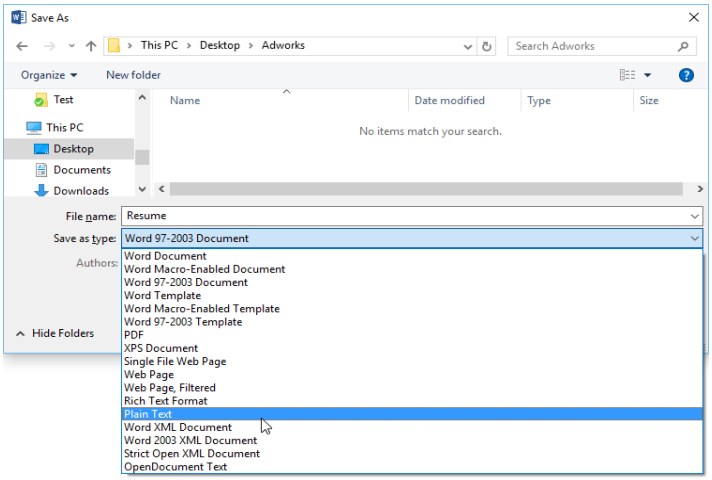
You may also find it helpful to export your document to other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.

Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.



Select a **file type**, then click **Save As**.





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 to a variety of file types.

Sharing documents

Word 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, 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:

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

The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a document.

Click the buttons in the interactive below to learn more about different ways to share a document.

Post to Blog

From here, you can use Word to post entries directly to your **blog** if you use one of the supported blogging sites such as SharePoint Blog, Word Press, or Blogger.

Challenge!

Open our **practice document**.

Use **Save As** to create a copy of the document. Name the new copy **Saving Challenge Practice**. You can save it to a folder on your computer or to your **OneDrive**.

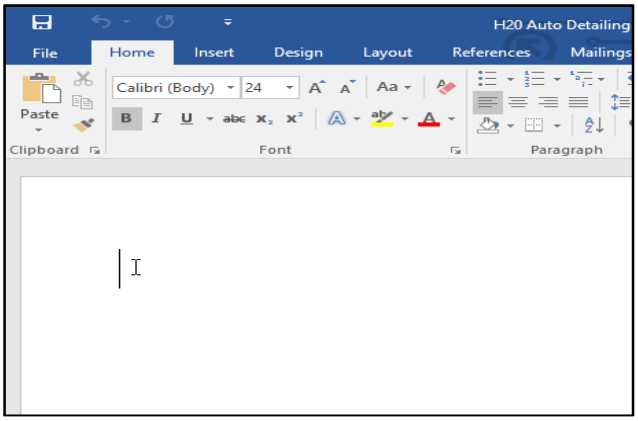
Export your document as a **PDF**.

CHAPTER -5- TEXT BASICS

Introduction

If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

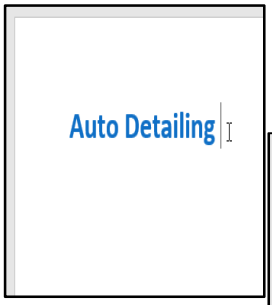
Using the insertion point to add text



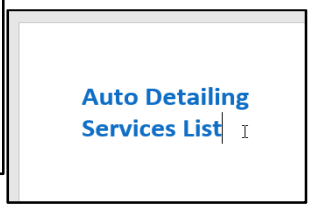
The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

Blank document: When a new blank document opens, the insertion point will appear 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.



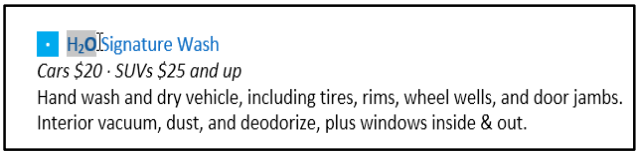
Manual placement: Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

Arrow keys: You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

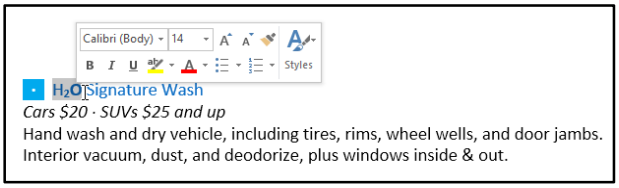
In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.



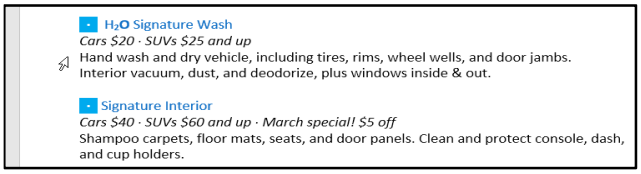
When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.

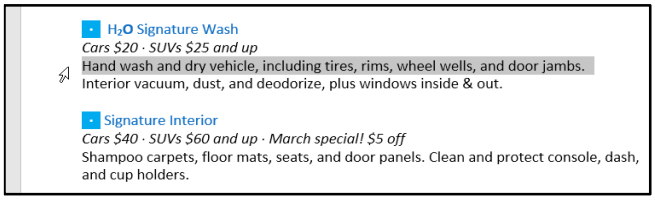


To select multiple lines of text:

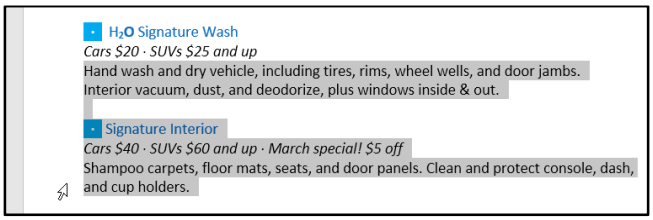
Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.

Click the mouse. The line will be selected.

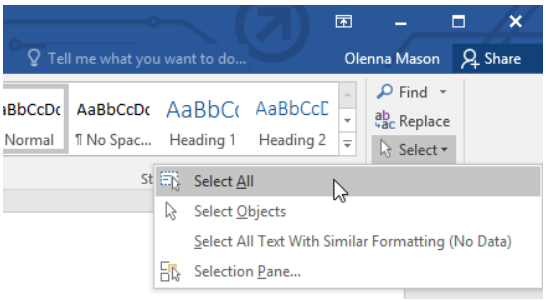




To select multiple lines, click and drag the mouse up or down.



To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

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.

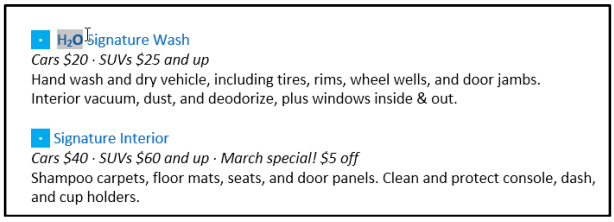
If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

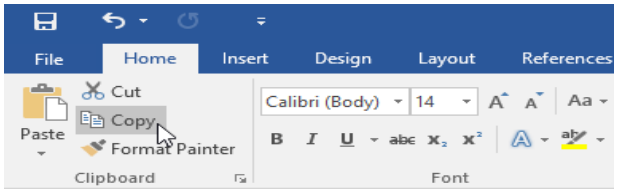
Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

To copy and paste text:

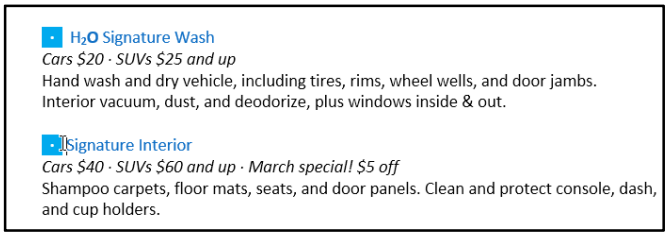
Select the **text** you want to copy.



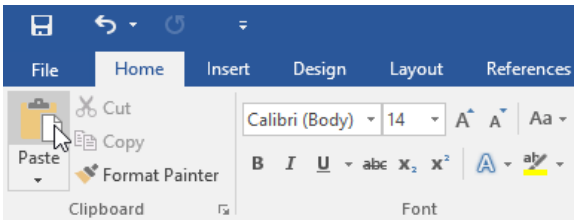
Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



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



Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



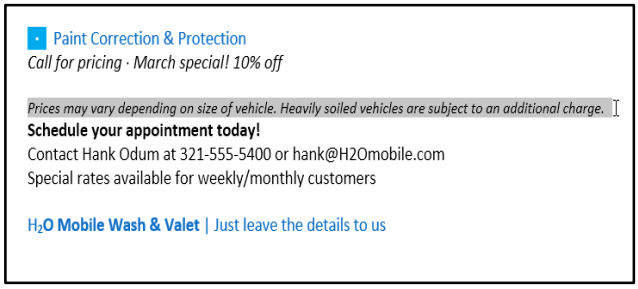
The text will appear.

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**

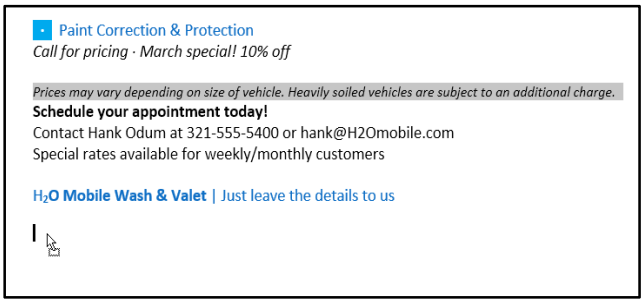
Formatting, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

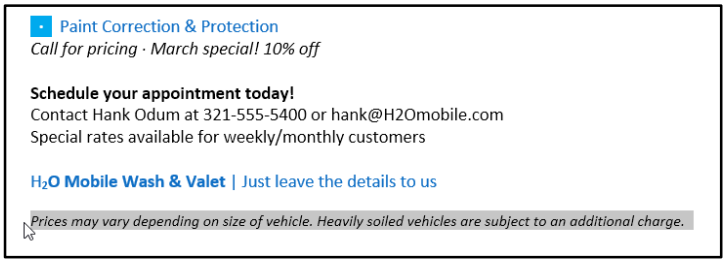
Select the **text** you want to move.



Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.



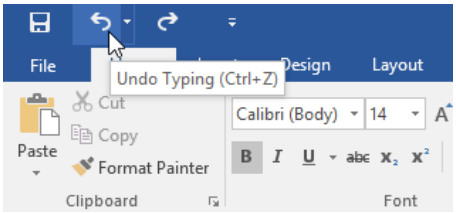
Release the mouse, and the text will appear.



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.

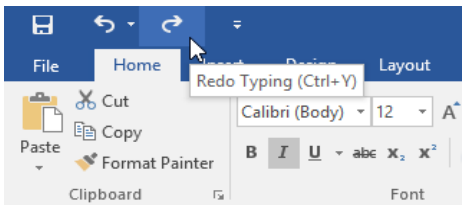
Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.



To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.

By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.

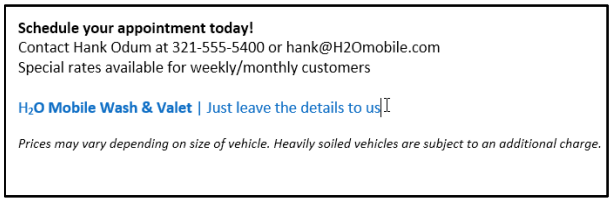


Symbols

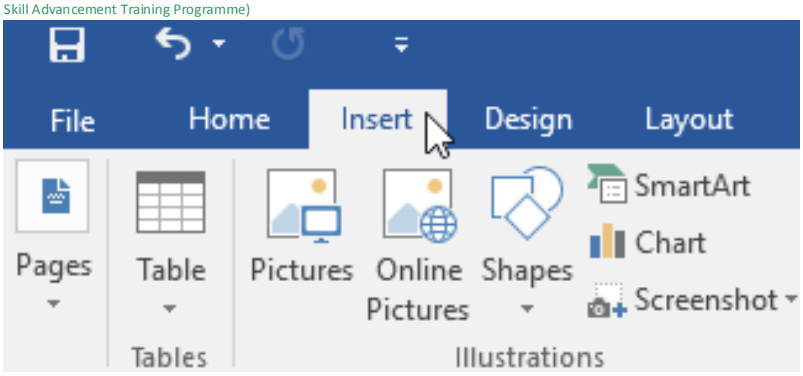
If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

To insert a symbol:

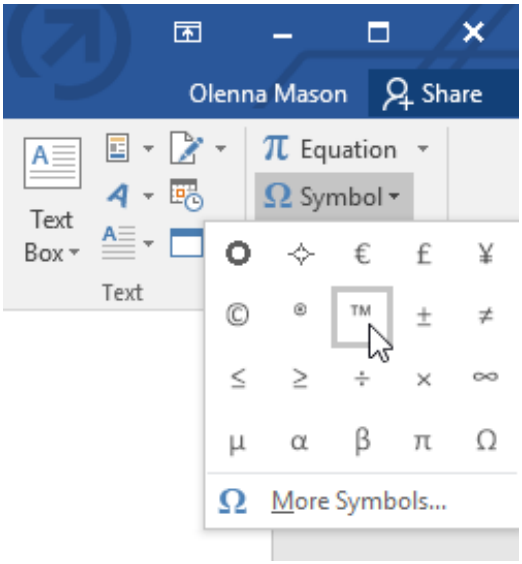
Place the insertion point where you want the symbol to appear.



Click the **Insert** tab.



Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols**.



The symbol will appear in the document.

Schedule your appointment today!
Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

H_2O Mobile Wash & Valet | Just leave the details to us™

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

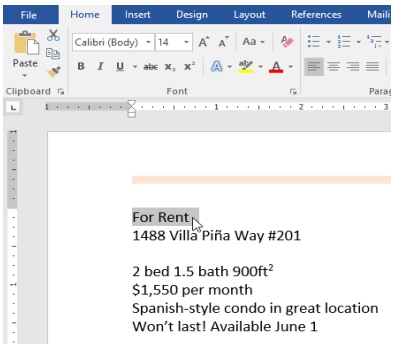
CHAPTER-6- FORMATTING TEXT

Introduction

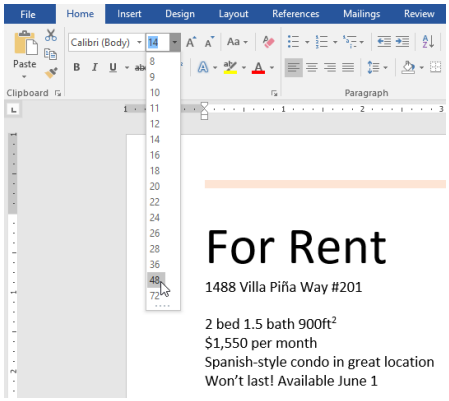
Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the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

To change the font size:

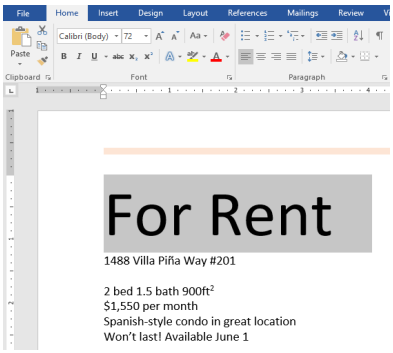
Select the text you want to modify.



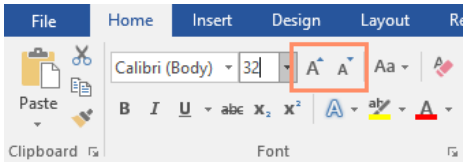
On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.



The font size will change in the document.



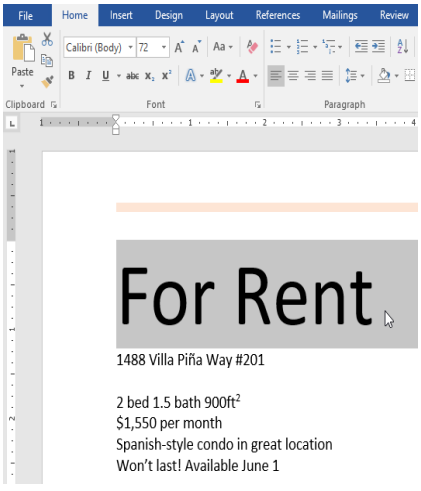
You can also use the **Grow Font** and **Shrink Font** commands to change the font size.



To change the font:

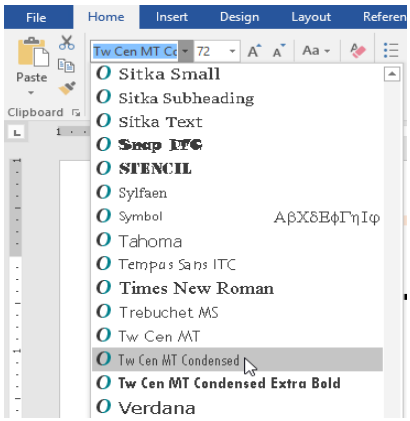
By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

Select the text you want to modify.

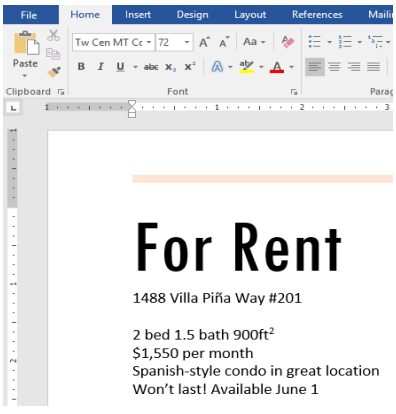


On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.

Select the font style you want to use.



The font will change in the document.

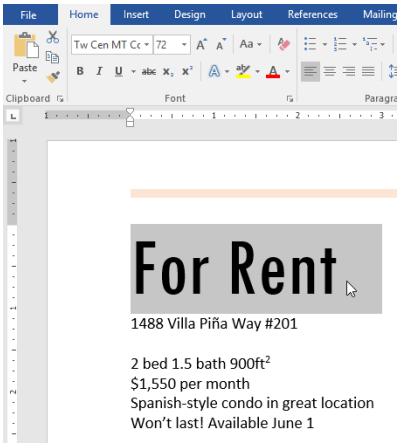


When creating a professional document or a document that contains multiple paragraphs, you'll want to select

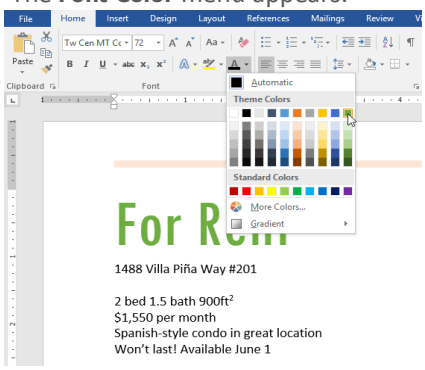
a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font color:

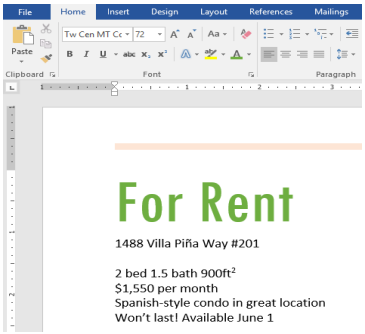
Select the text you want to modify.



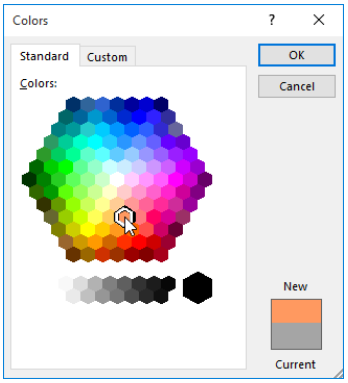
On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.



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



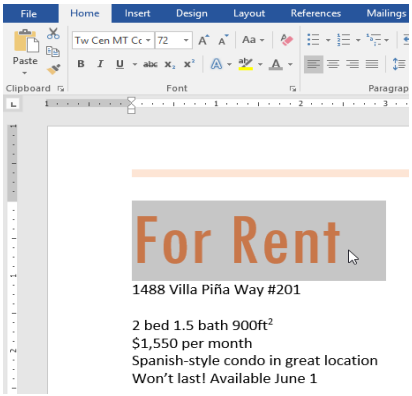
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



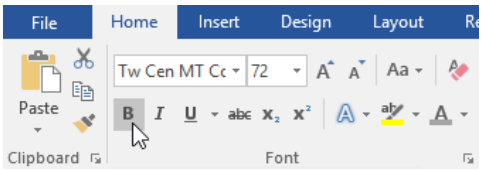
To use the Bold, Italic, and Underline commands:

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

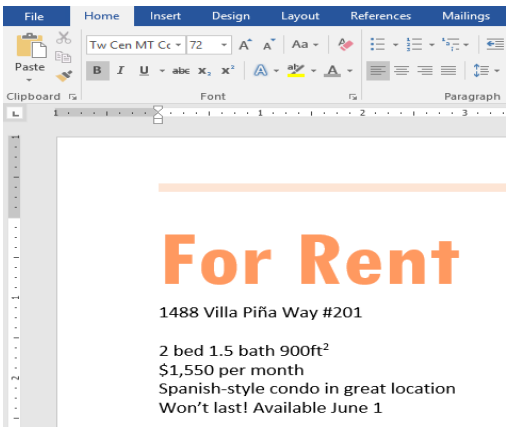
1. Select the text you want to modify.



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.

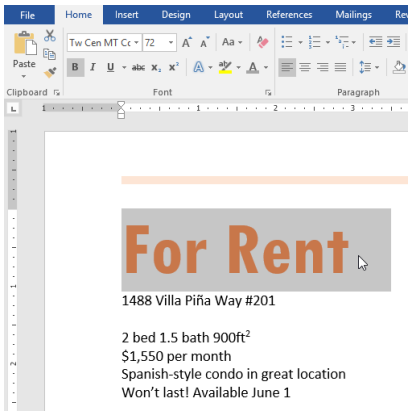


3.The selected text will be modified in the document.



To change text case:

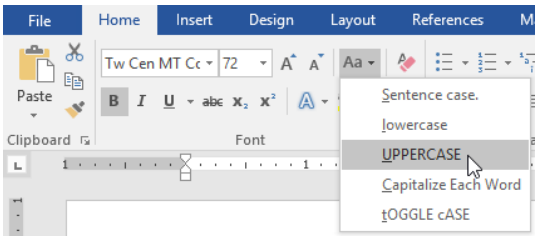
When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.



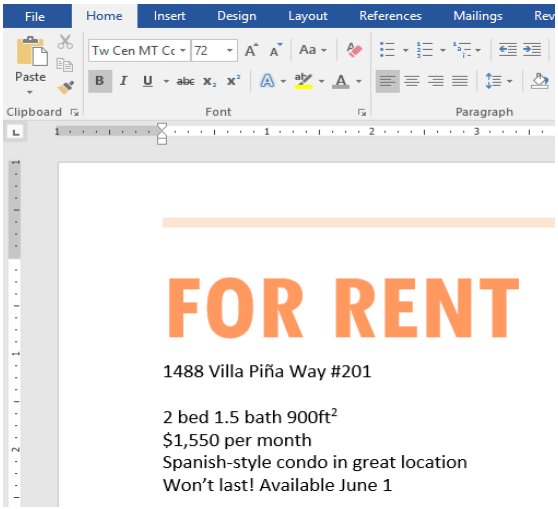
Select the text you want to modify.

On the Home tab, click the **Change Case** command in the **Font** group.

A drop-down menu will appear. Select the desired case option from the menu.



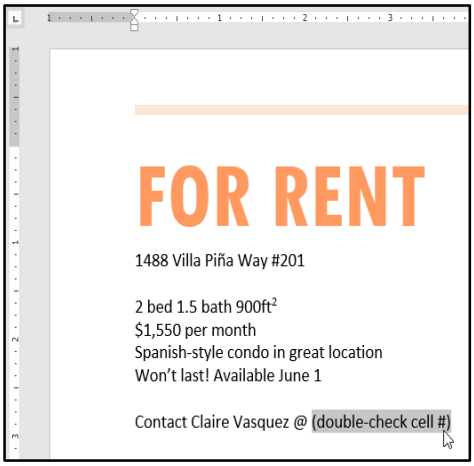
The text case will be changed in the document.



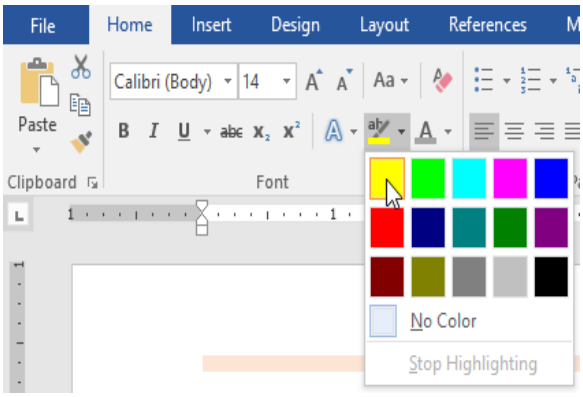
To highlight text:

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

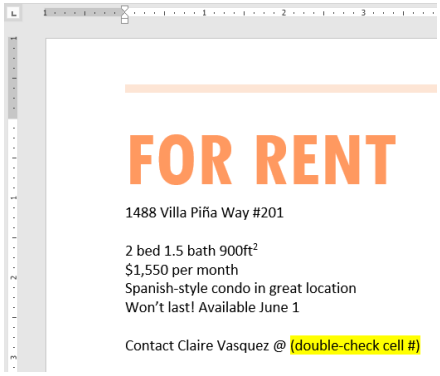
Select the text you want to highlight.



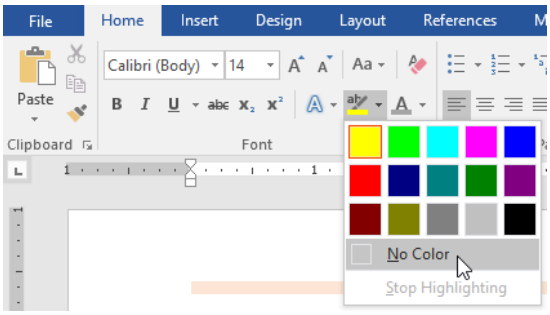
From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



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.

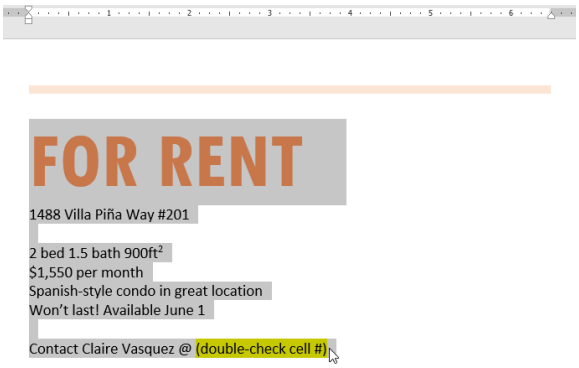


If you need to highlight several lines of text, changing the mouse into a **highlighter** maybe a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click and drag the highlighter over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

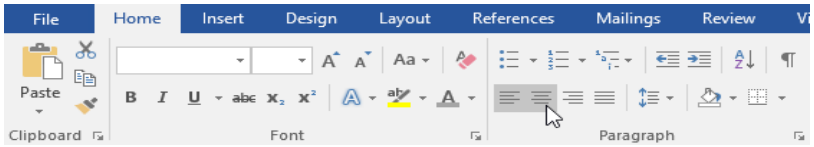
To change text alignment:

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.

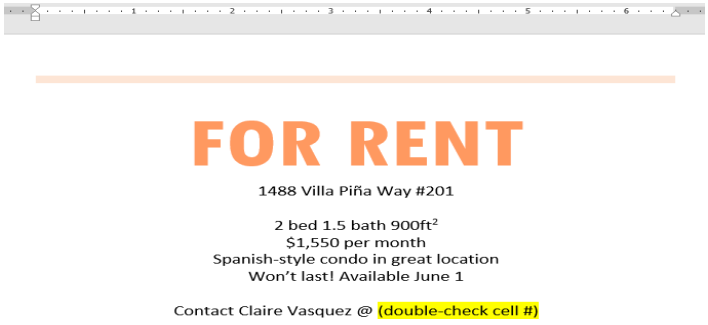
Select the text you want to modify.



On the **Home** tab, select one of the four alignment options from the **Paragraph** group. In our example, we've selected **Center Alignment**.



The text will be realigned in the document.



CHAPTER-7- USING FIND AND REPLACE

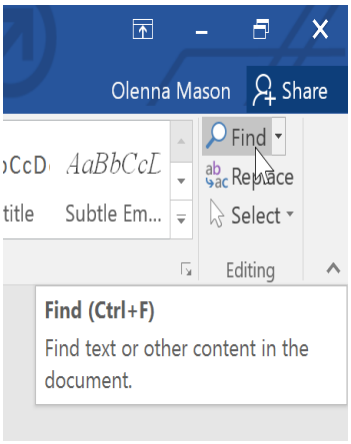
Introduction

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

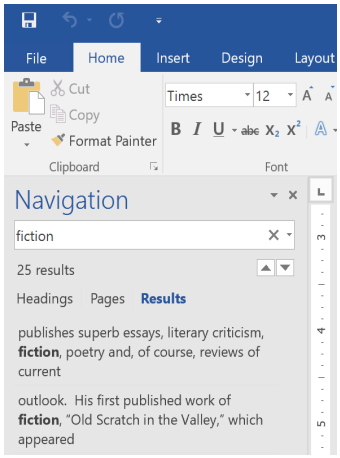
In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.

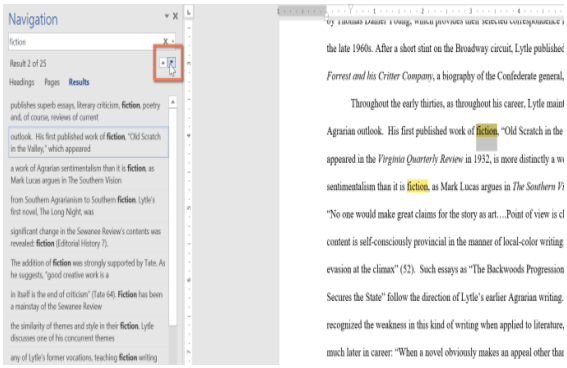


The **navigation pane** will appear on the left side of the screen.

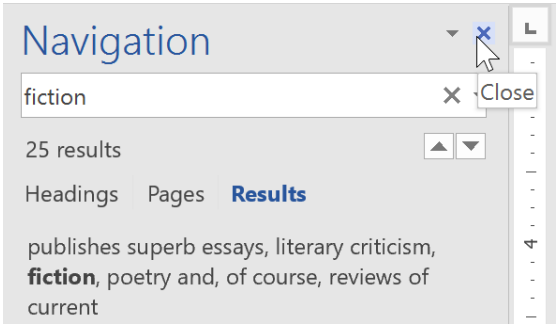
Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



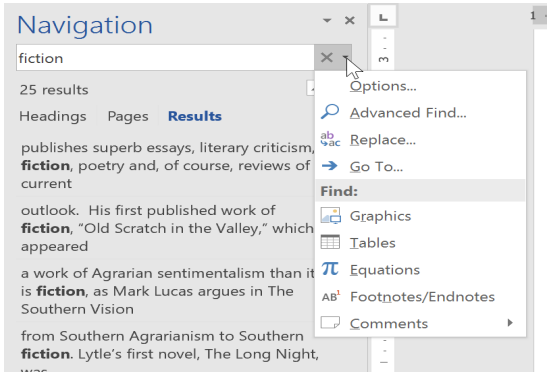
If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.



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



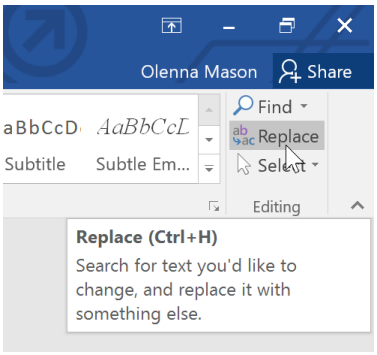
For more search options, click the drop-down arrow next to the search field.



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.

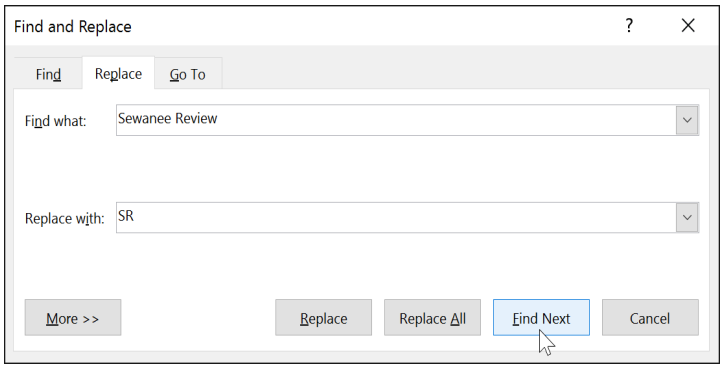
1. From the **Home** tab, click the **Replace** command.
Alternatively, you can press **Ctrl+H** on your keyboard.



2. The **Find and Replace** dialog box will appear.

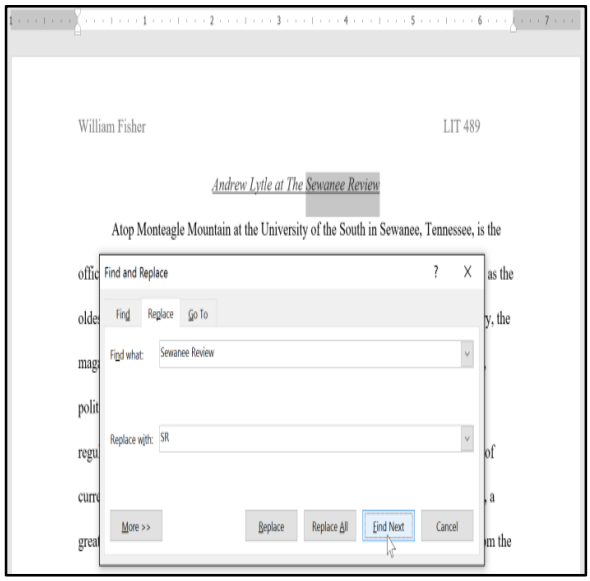
3. Type the text you want to find in the **Find what:** field.

4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.

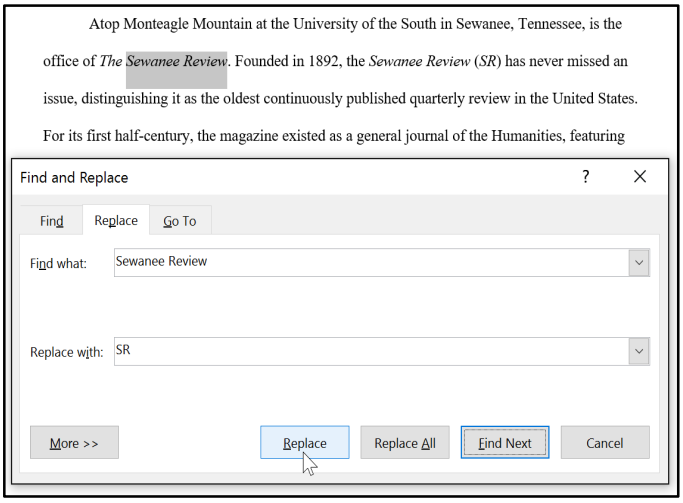


5. Word will find the first instance of the text and **highlight** it in gray.

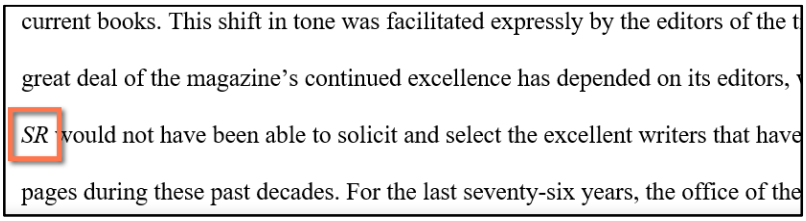
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.



8. The text will be replaced.



When you're done, click **Close** or **Cancel** to close the dialog box.

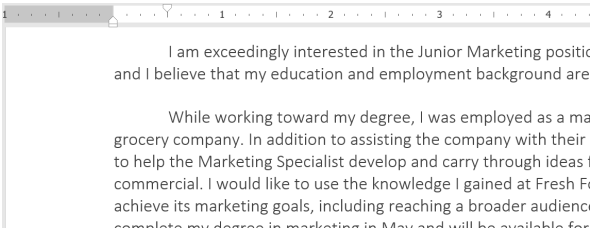
CHAPTER-8- INDENTS AND TABS

Introduction

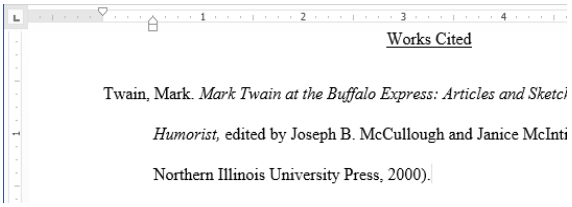
Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

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.



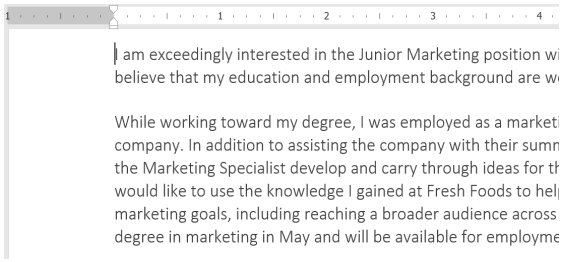
It's also possible to indent every line **except for the first line**, which is known as a **hanging indent**.



To indent using the Tab key

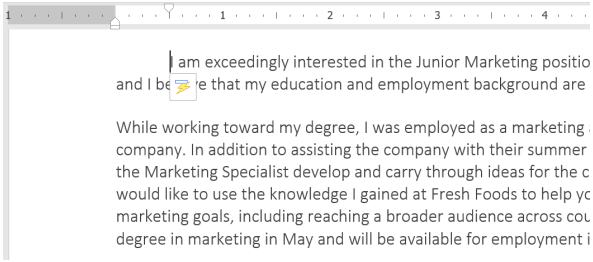
A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

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

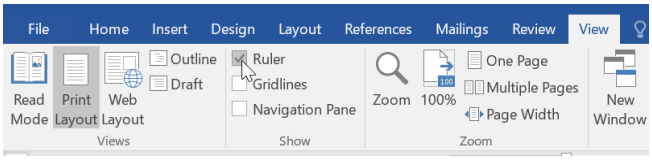


Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**.

The first line of the paragraph will be indented.

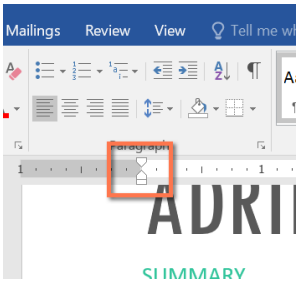


If you can't see the Ruler, select the **View** tab, then click the check box next to the **Ruler**.



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:

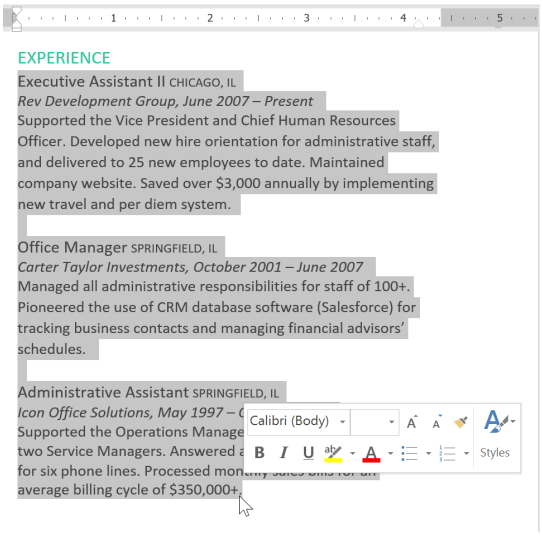
First-line indent marker adjusts the first-line indent

Hanging indent marker adjusts the hanging indent

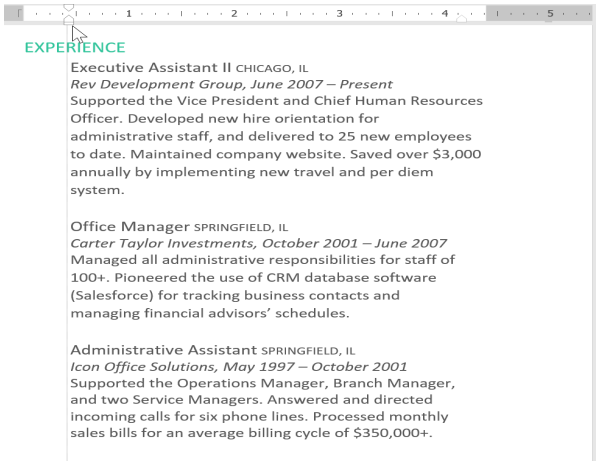
Left indent marker moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

To indent using the indent markers

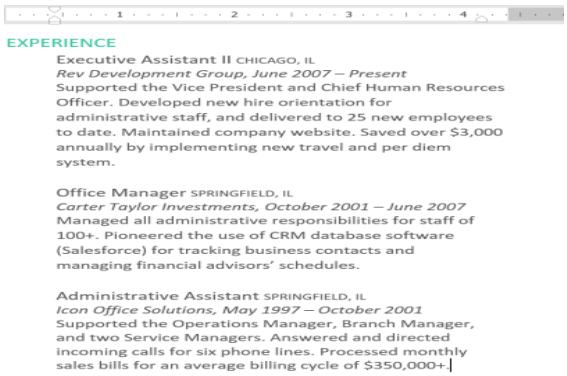
1. Place the **insertion point** anywhere in the paragraph you want to indent,
   or select one or more paragraphs.



2. Click and drag the desired **indent marker**. In our example, we'll click and drag the left indent marker.



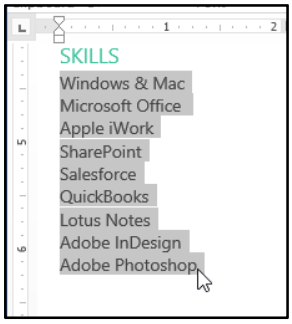
3. Release the mouse. The paragraphs will be indented.



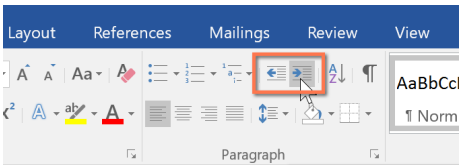
To indent using the Indent commands

If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**. The Indent commands will adjust the indent by **1/2-inch increments**.

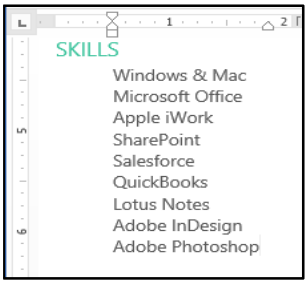
1. Select the text you want to indent.



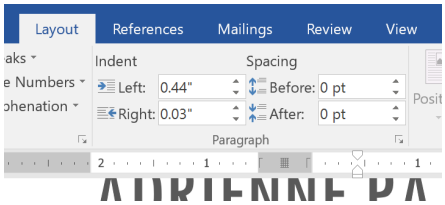
2. On the **Home** tab, click the **Increase Indent** or **Decrease Indent** command.



3. The text will indent.

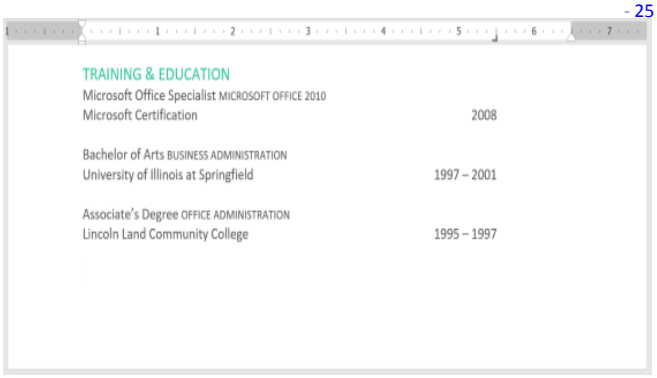


To customize the indent amounts, select the **Layout** tab near the desired values in the boxes under **Indent**.



Tabs

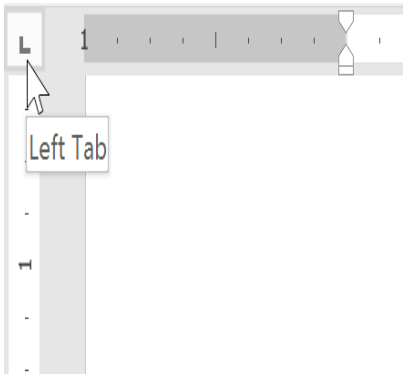
Using **tabs** gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move **1/2 inch** to the right. Adding **tab stops** to the **Ruler** allows you to change the size of the tabs, and Word even allows you to apply more than one tab 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**, as shown in the image below.



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:

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.

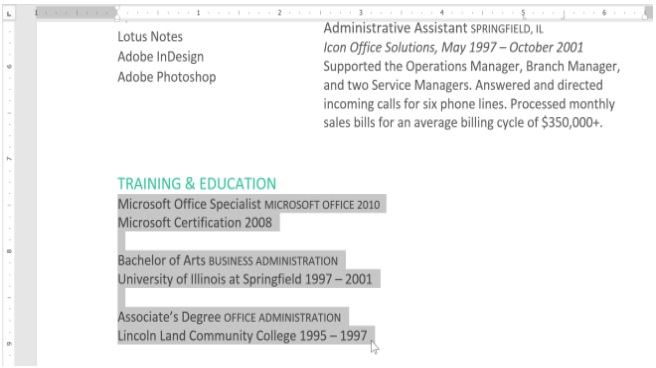
First Line Indent inserts the indent marker on the Ruler and indents the first line of text in a paragraph.

Hanging Indent inserts the hanging indent marker and indents all lines other than the first line.

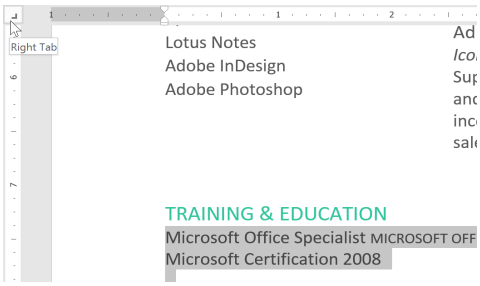
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

To add tab stops

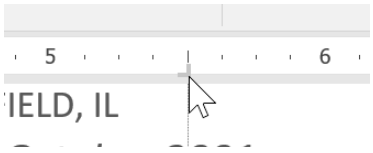
1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.



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



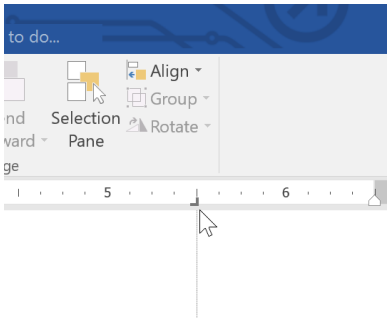
3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the Ruler). You can add as many tab stops as you want.



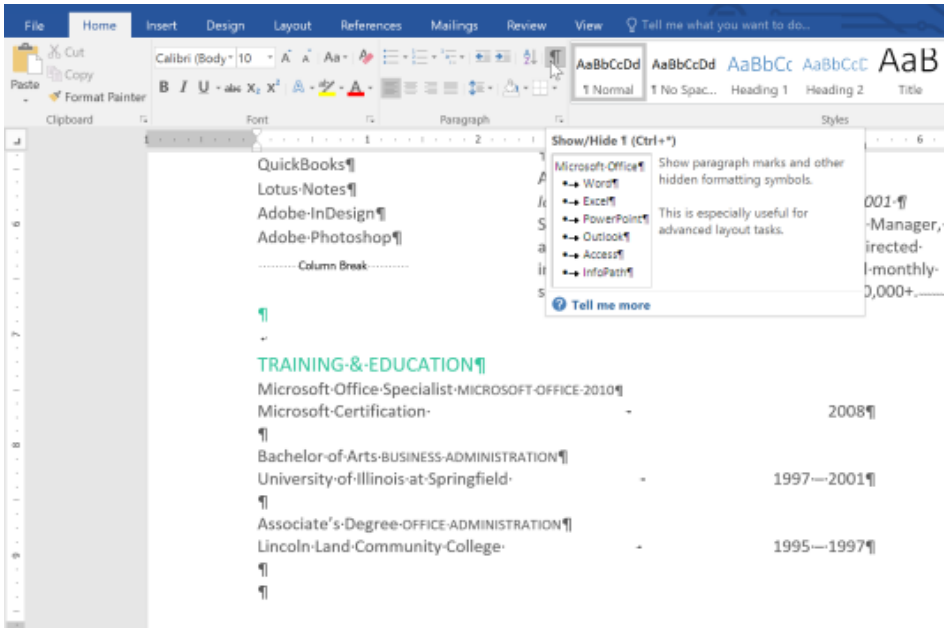
4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop. In our example, we will move each date range to the tab stop we created.

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, first select all of the text that uses the tab stop. Then click and drag it off of the Ruler.



Word can also display hidden formatting symbols such as spaces (··), paragraph marks (¶), and tabs (→) 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 and **reduce** it to fit more text on the page.

About line spacing

Line spacing is the **space between each line** in a paragraph. 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 is **1.08 lines**, which is slightly larger than single spaced.

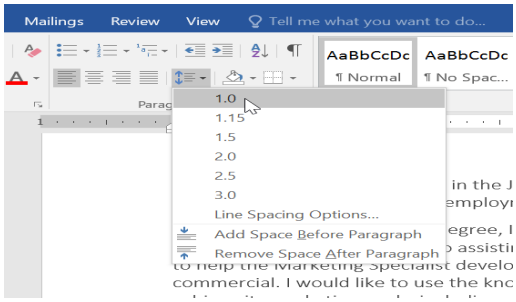
In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

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, then select the desired line spacing.



3. The line spacing will change in the document.

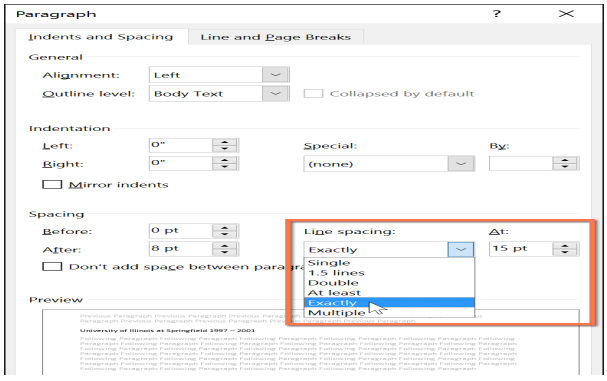
Fine tuning line spacing

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 size. For example, if you're using **12-point** text, you could use **15-point** spacing.

At least: Like the the **Exactly** option, this 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

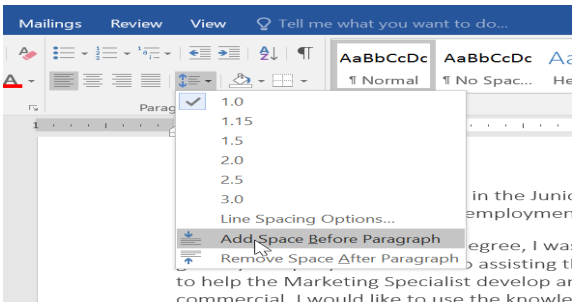
Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

To format paragraph spacing:

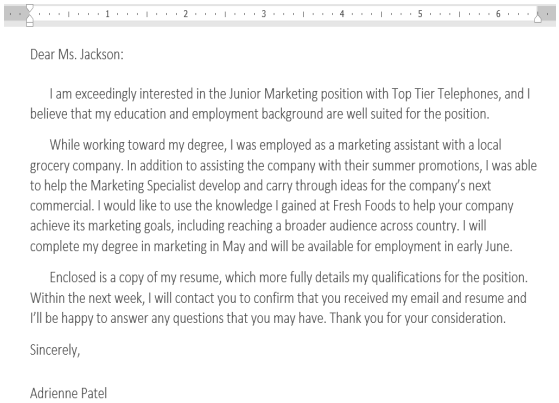
In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

1. Select the paragraph or paragraphs you want to format.

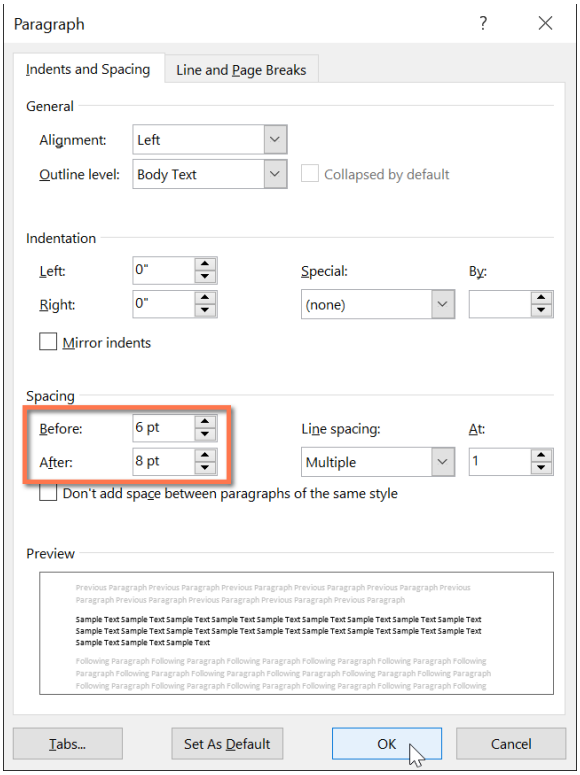
2. On the Home tab, click the Line and Paragraph Spacing command. Click Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu. In our example, we'll select Add Space Before Paragraph.



3. The paragraph spacing will change in the document.



4. 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.

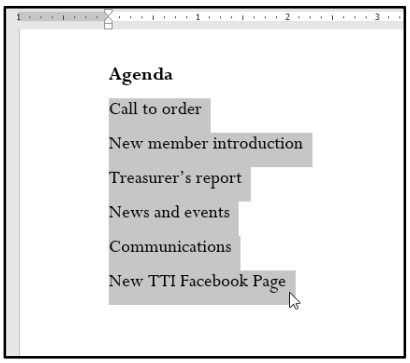


CHAPTER -10- LISTS

Introduction

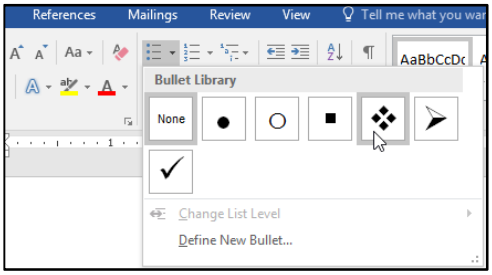
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

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

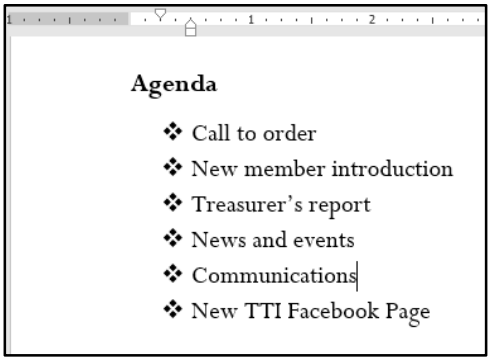


2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.

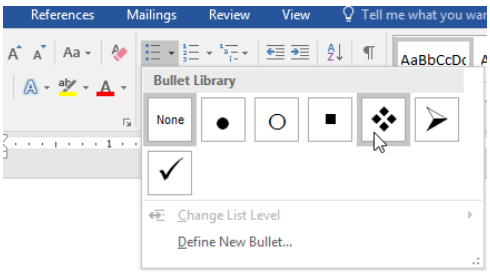
3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.



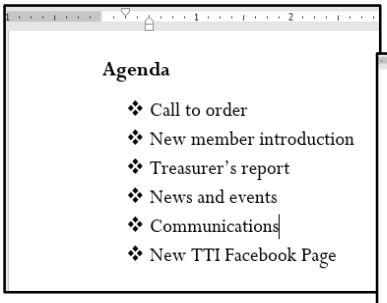
4. The text will be formatted as a bulleted list.



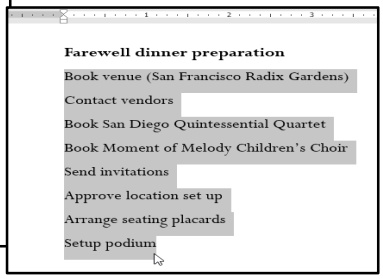
5. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.



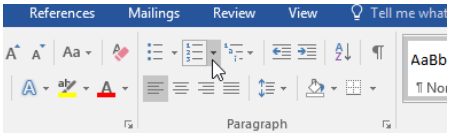
6. The text will be formatted as a bulleted list.



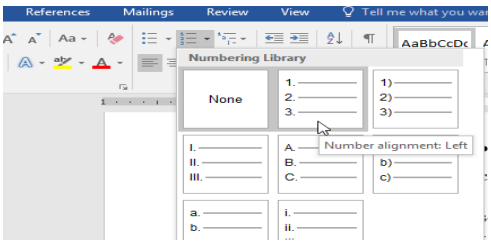
7. Select the text you want to format as a list.



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



9. 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.

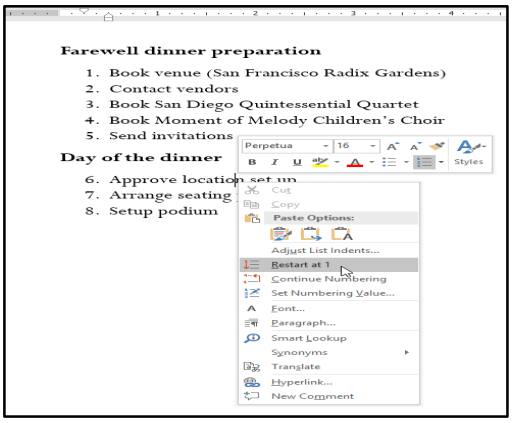


10. The text will format as a numbered list.

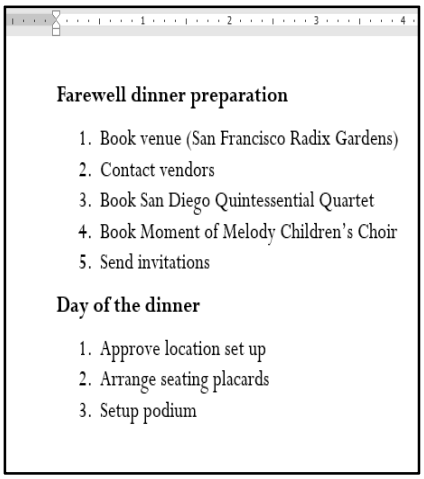
To restart a numbered list:

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.

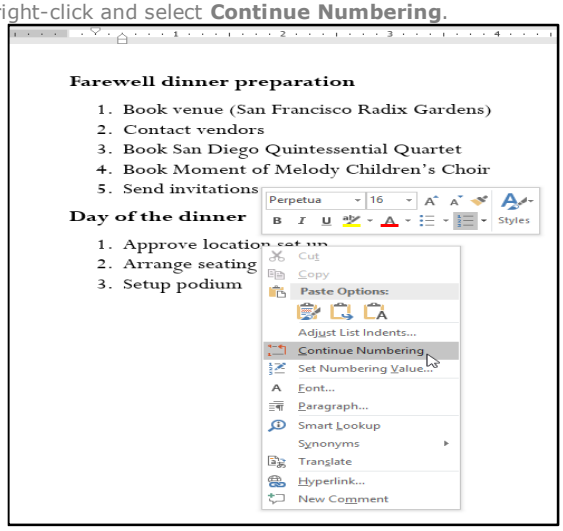
Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.



1. The list numbering will restart.



2. You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

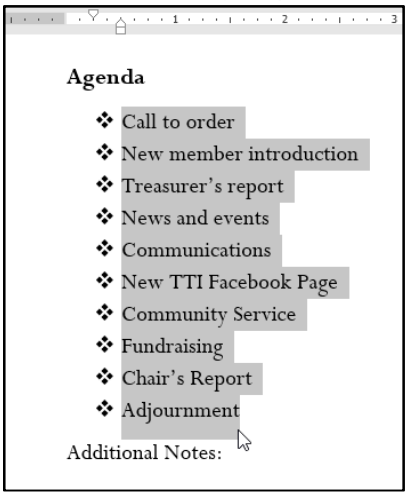


Customizing bullets

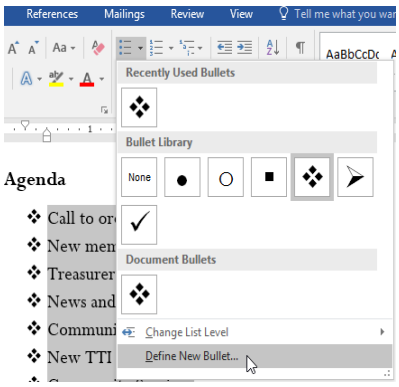
Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.

To use a symbol as a bullet:

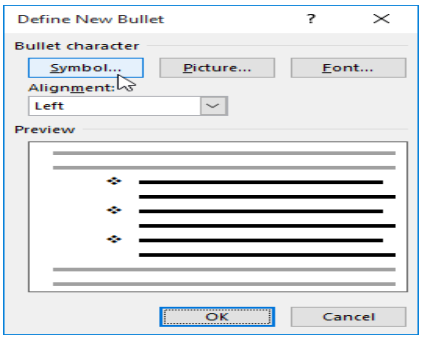
1. Select an existing list you want to format.



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



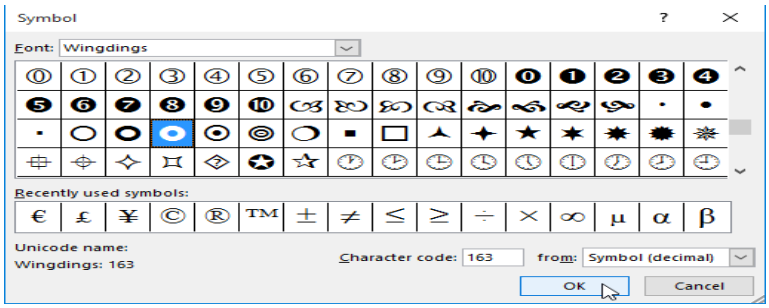
3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.



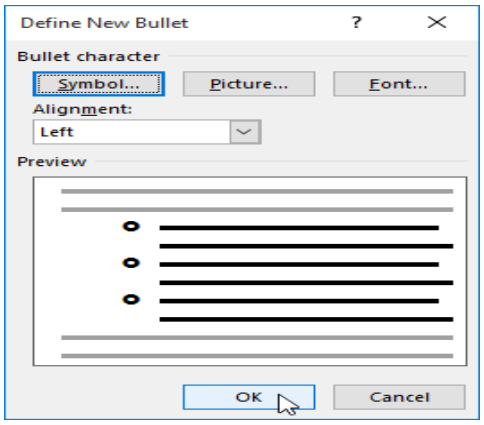
4. The **Symbol** dialog box will appear.

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.

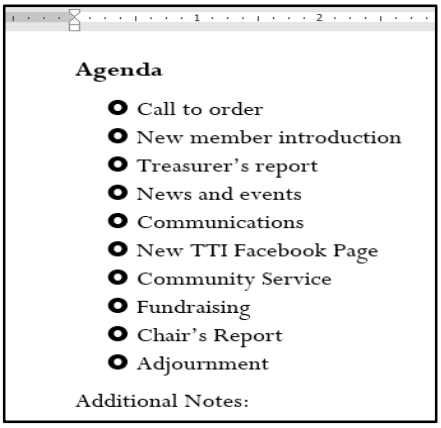
6. Select the desired symbol, then click **OK**.



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

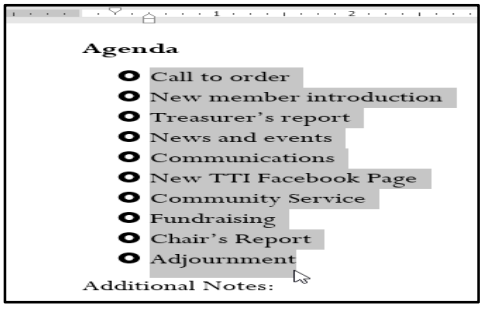


8. The symbol will appear in the list.

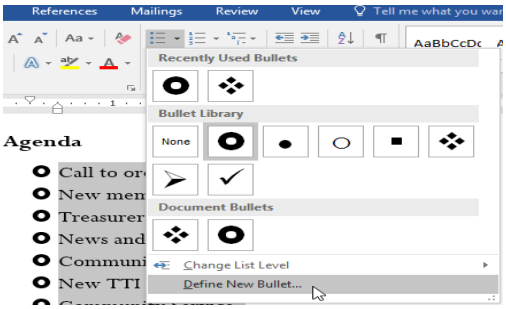


To change the bullet color:

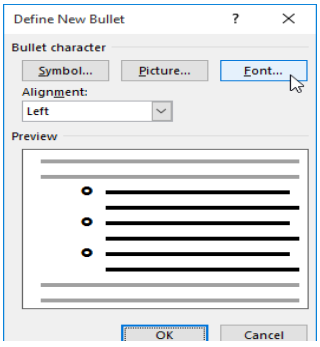
1. Select an existing list you want to format.



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

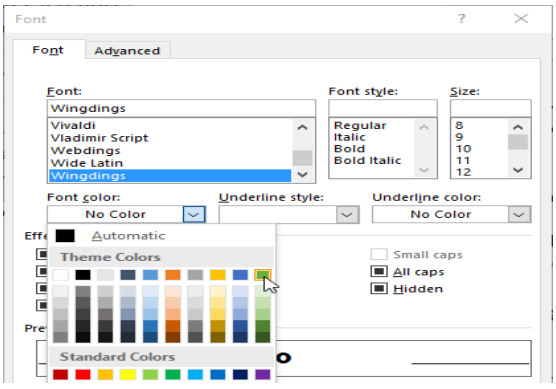


3. The **Define New Bullet** dialog box will appear. Click the **Font** button.

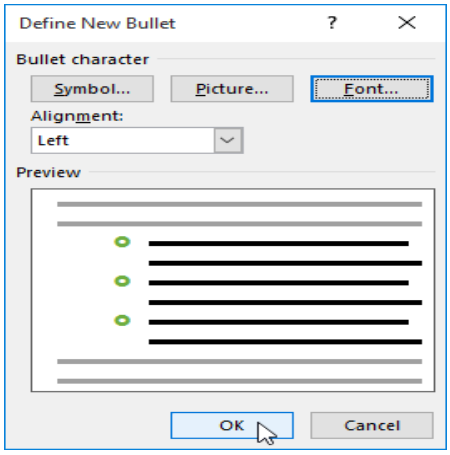


4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.

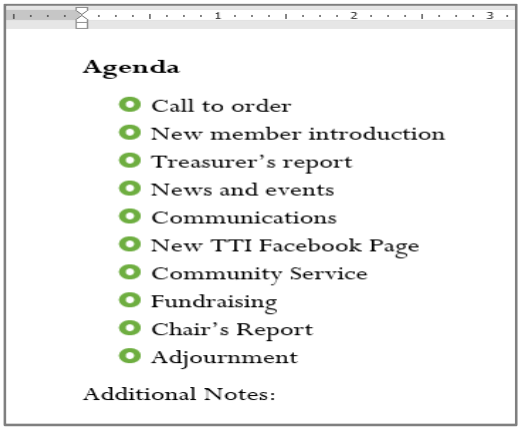
5. Select the desired color, then click **OK**.



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

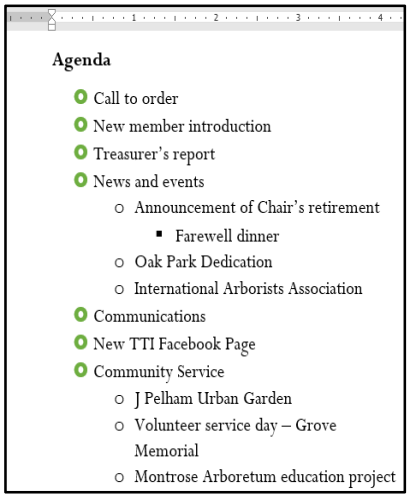


7. The bullet color will change in the list.



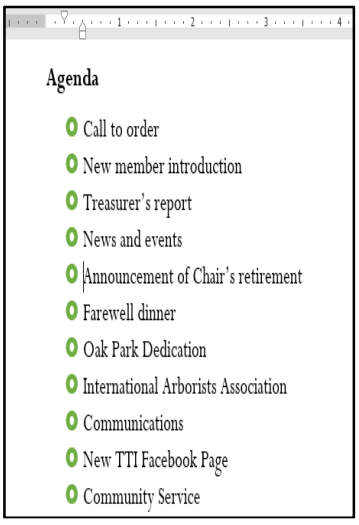
Multilevel lists

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.

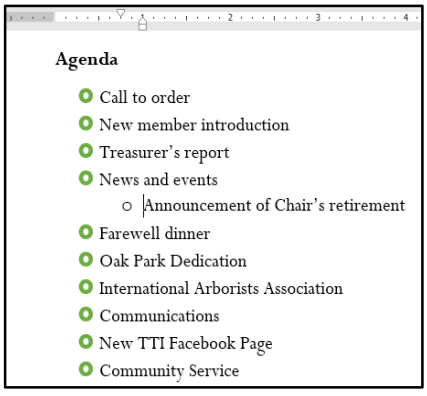


To create a multilevel list:

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



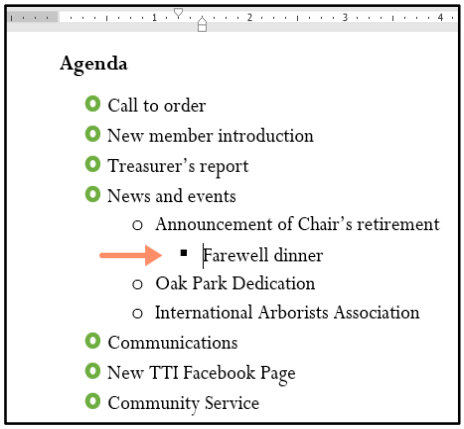
Press the **Tab** key to increase the indent level of the line. The line will move to the right.



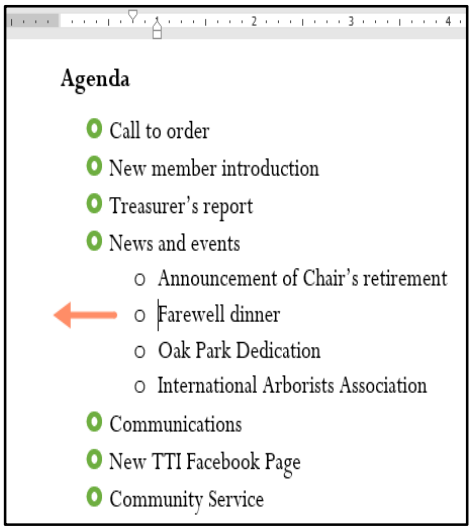
To increase or decrease an indent level:

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.

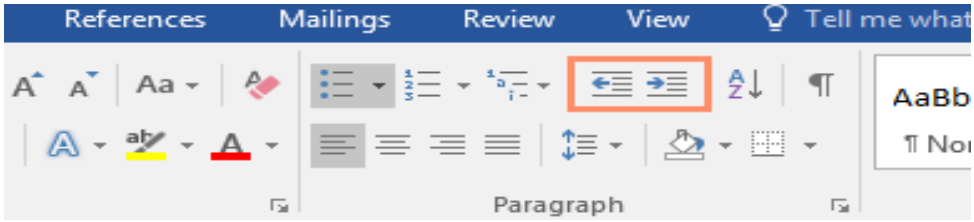
To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line, then press the **Tab** key until the desired level is reached.



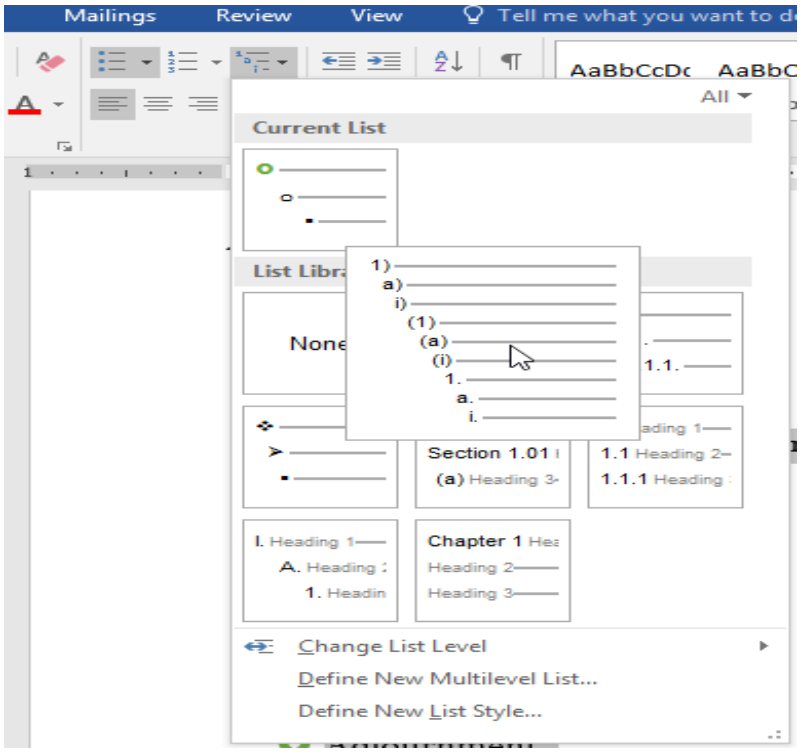
To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and clicking the **Increase Indent** 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.



CHAPTER-11- HYPERLINKS

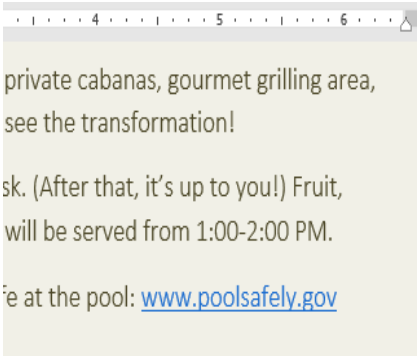
Introduction

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.

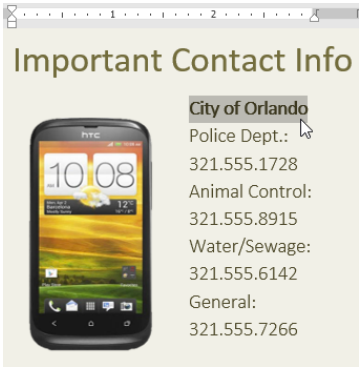
Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the image below, you can see a hyperlinked web address.



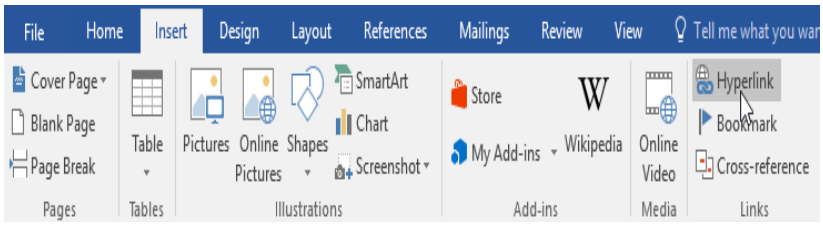
To follow a hyperlink in Word, hold the **Ctrl** key and click the **hyperlink**.

To format text with a hyperlink:

Select the text you want to format as a hyperlink.

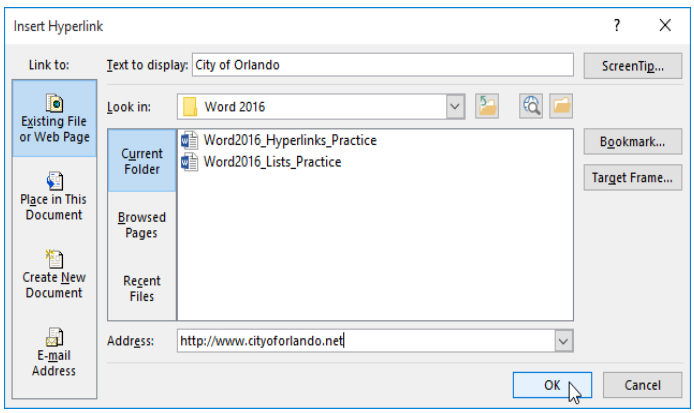


Select the **Insert** tab, then click the **Hyperlink** command.

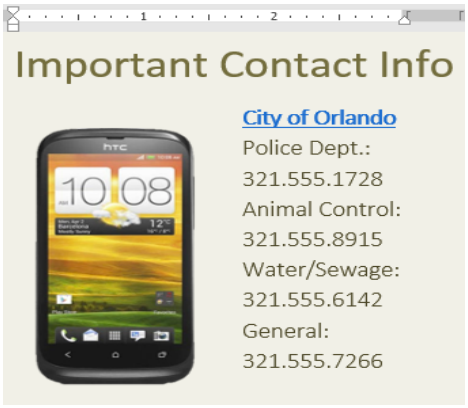


Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink...** from the menu that appears.

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



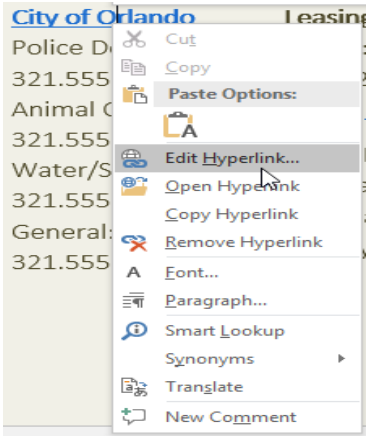
The text will then be formatted as a hyperlink.



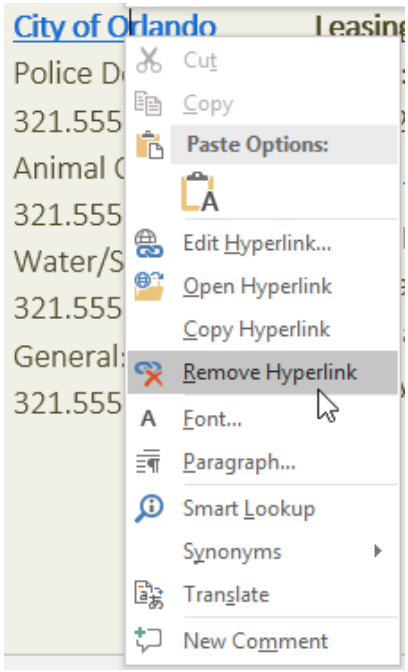
After you create a hyperlink, you should **test** it. If you've linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Editing and removing hyperlinks

Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.



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



CHAPTER-12- PAGE LAYOUT

Introduction

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

Page orientation

Word offers two page orientation options: **landscape** and **portrait**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

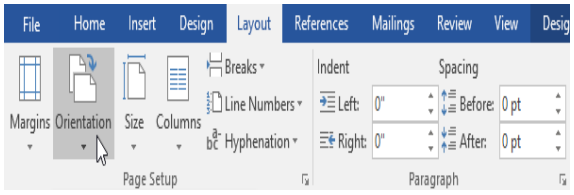
Landscape means the page is oriented **horizontally**.

Portrait means the page is oriented **vertically**.

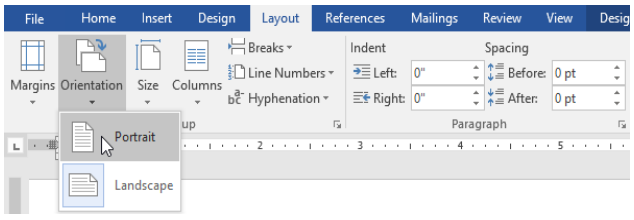
To change page orientation:

Select the **Layout** tab.

Click the **Orientation** command in the Page Setup group.



A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



The page orientation of the document will be changed.

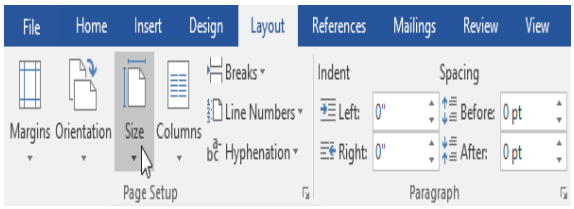
Page size

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.

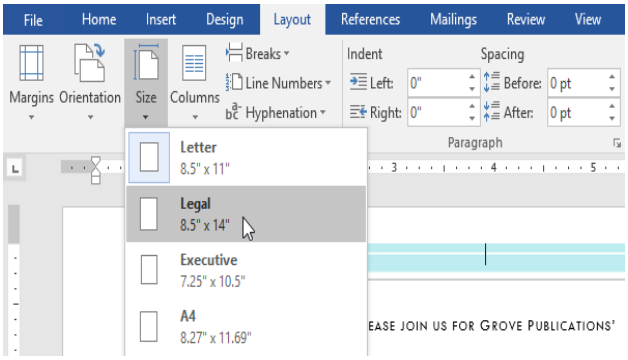
To change the page size:

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

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



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

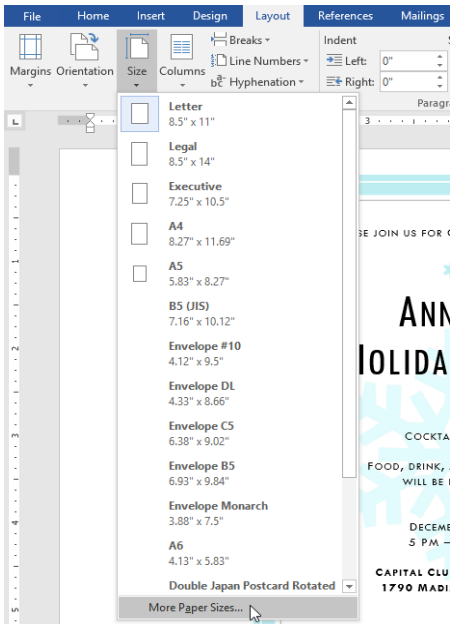


The page size of the document will be changed.

To use a custom page size:

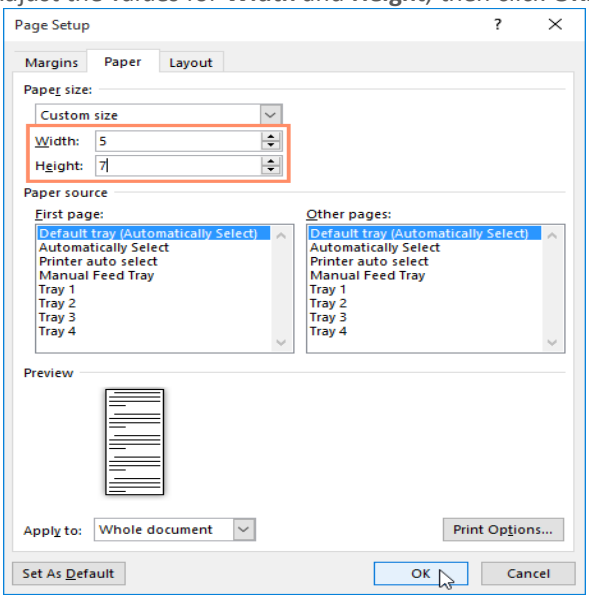
Word also allows you to customize the page size in the **Page Setup** dialog box.

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



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

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



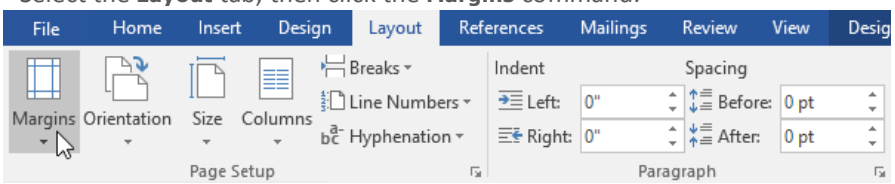
The page size of the document will be changed.

Page margins

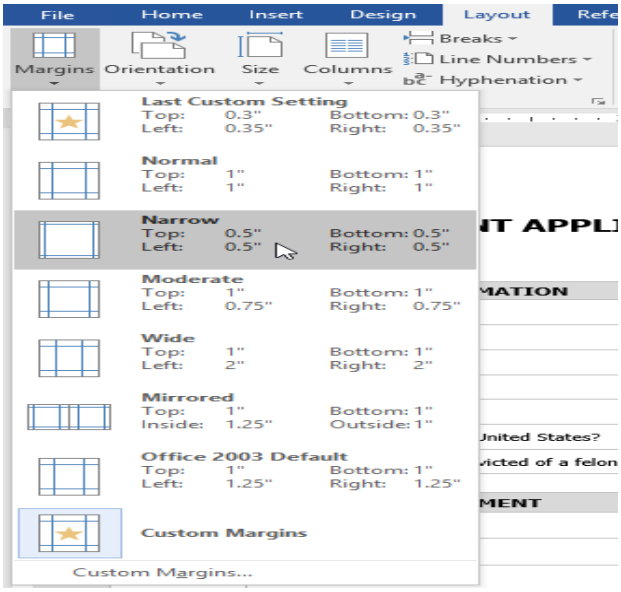
A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of **predefined margin sizes** to choose from.
Select the **Layout** tab, then click the **Margins** command.

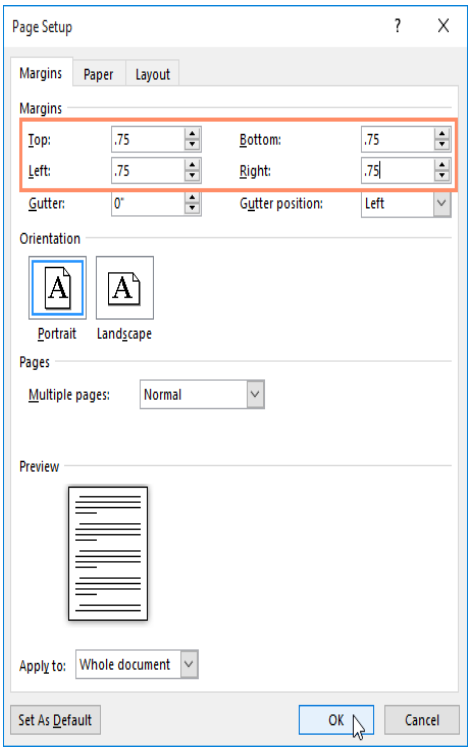


A drop-down menu will appear. Click the **predefined margin size** you want.



The margins of the document will be changed.

Adjust the values for each margin, then click **OK**.

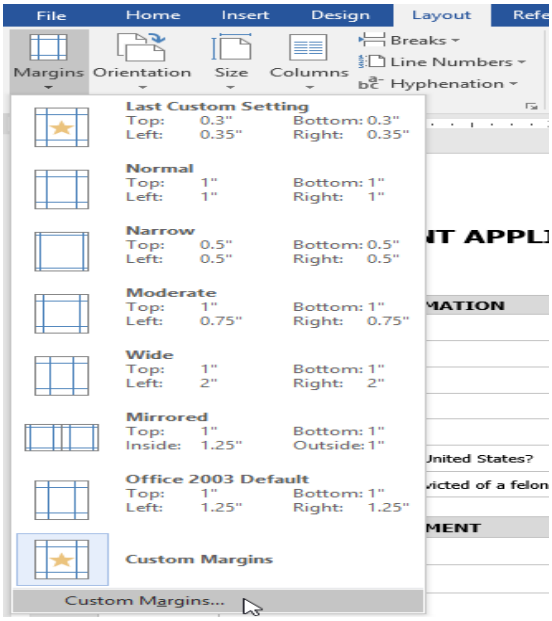


The margins of the document will be changed.

To use custom margins:

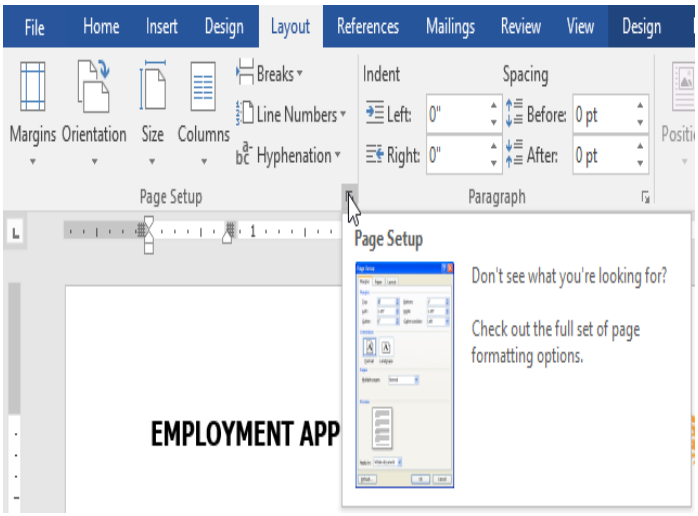
Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

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



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

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

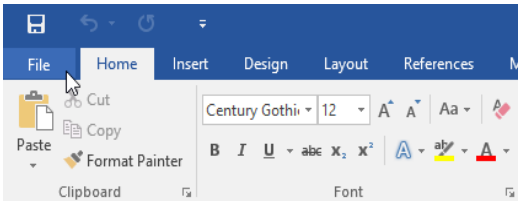


You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on **Changing Your Default Settings in Word**.

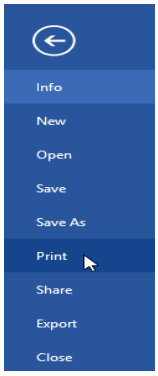
CHAPTER-13- PRINTING DOCUMENTS

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:**

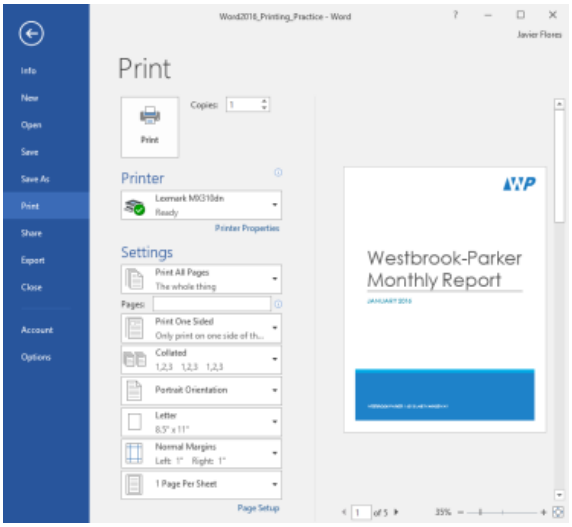
Select the **File** tab. **Backstage view** will appear.



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



Click the buttons in the interactive below to learn more about using the Print pane.



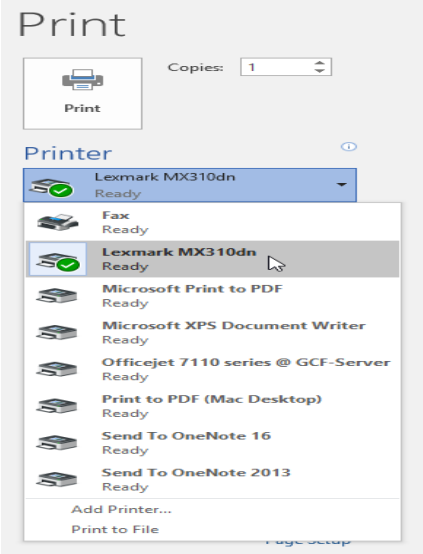
Preview Pane

Here, you can see a preview of how your document will look when printed.

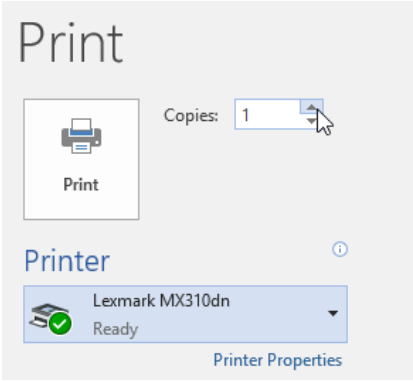
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a document:

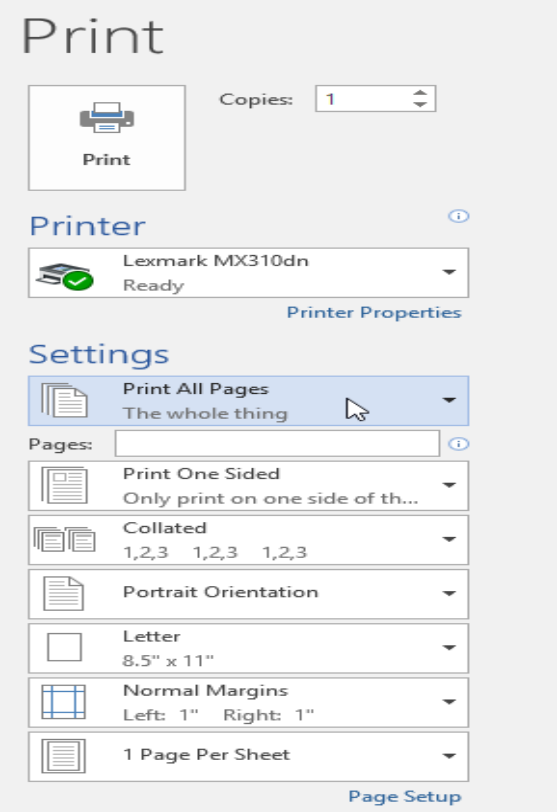
1. Navigate to the **Print** pane, then select the desired **printer**.



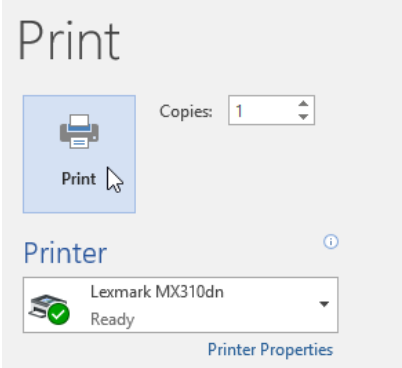
2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed.



4. Click **Print**.



Custom printing

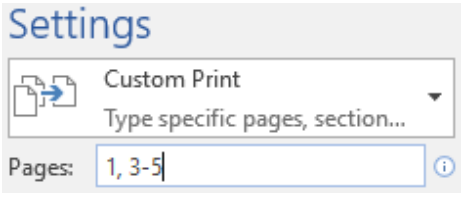
Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

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).

Navigate to the **Print** pane.

In the **Pages:** field, enter the pages you want to print.



Click **Print**.

If your document isn't printing the way you want, you may need to adjust some of the page layout settings.

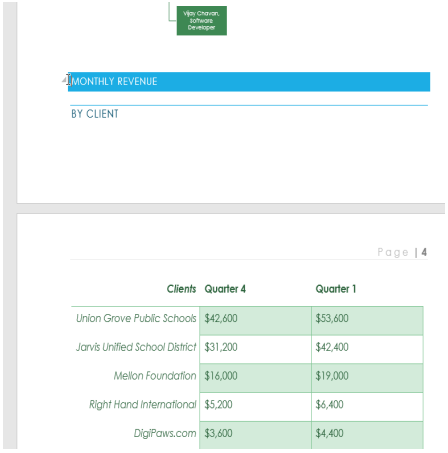
CHAPTER-14- BREAKS

Introduction

When you're working on a multi-page document, there may be times when you want to have more control over how exactly the text flows. **Breaks** can be helpful in these cases. There are many types of breaks to choose from depending on what you need, including **page breaks**, **section breaks**, and **column breaks**.

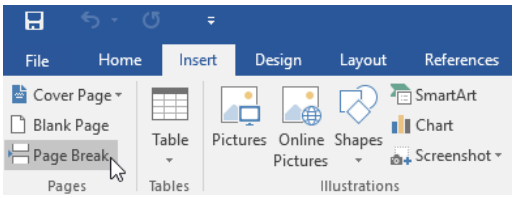
To insert a page break:

In our example, the section headers on page three (**Monthly Revenue** and **By Client**) are separated from the table on the page below. And while we could just press **Enter** until that text reaches the top of page four, it could easily be shifted around if we added or deleted something in another part of the document. Instead, we'll insert a**page break**.

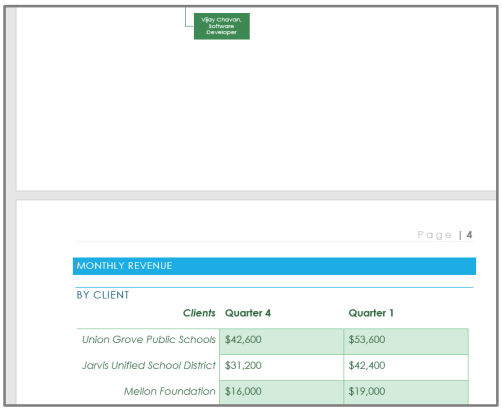


Place the **insertion point** where you want to create the page break. In our example, we'll place it at the beginning of our headings.

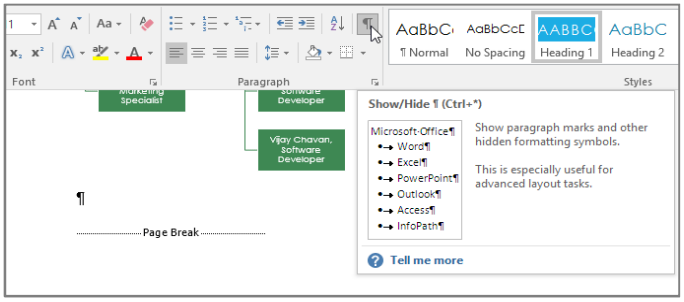
On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl+Enter** on your keyboard.



The page break will be inserted into the document, and the text will move to the next page.



By default, breaks are **invisible**. If you want to see the breaks in your document, click the **Show/Hide** command on the **Home** tab.



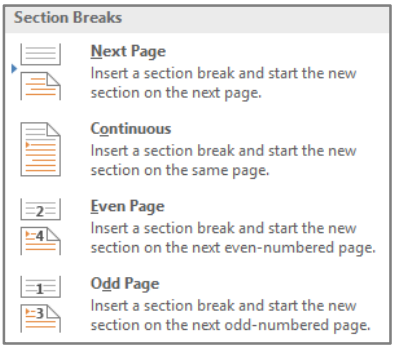
Section breaks

Section breaks create a **barrier** between different 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 inserts a section break and moves text after the break to the next page of the document.

Continuous: This option inserts a section break and allows you to continue working on the same page.

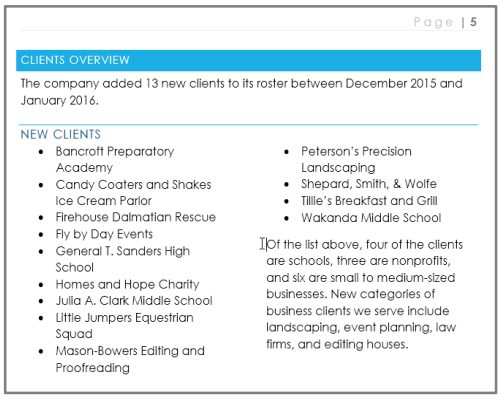
Even Page and **Odd Page**: These options add a section break and move the text after the break to the next even or odd page. These options may be useful when you need to begin a new section on an even or odd page (for example, a new chapter of a book).



To insert a section break:

In our example, we'll add a section break to separate a paragraph from a two-column list.

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 two-column formatting.


Page | 5

CLIENTS OVERVIEW

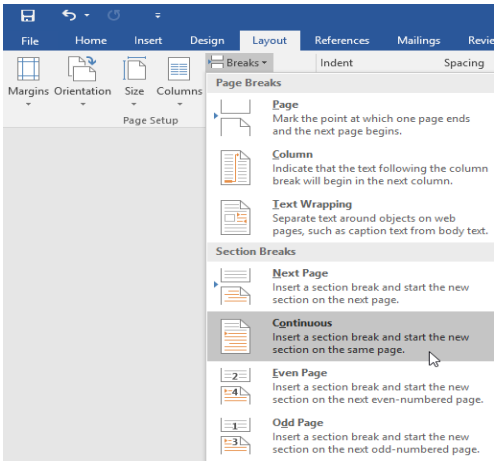
The company added 13 new clients to its roster between December 2015 and January 2016.

NEW CLIENTS

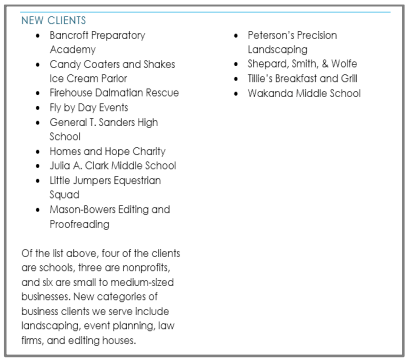
- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

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



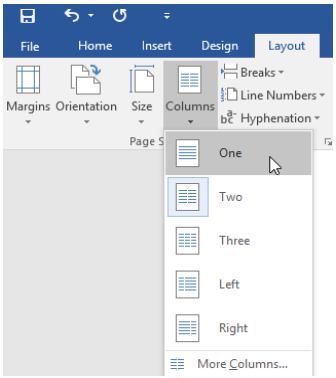
2.A section break will appear in the document.


NEW CLIENTS

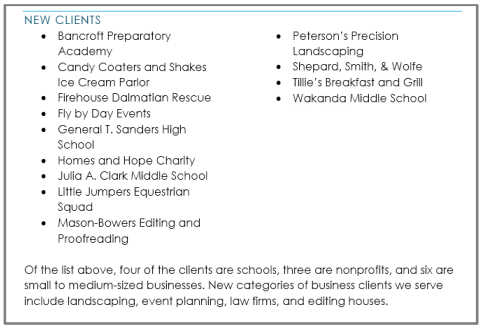
- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

3.The text **before** and **after** the section break can now be formatted separately. In our example, we'll apply one-column formatting to the paragraph.



4.The formatting will be applied to the current section of the document. In our example, the text above the section break uses two-column formatting, while the paragraph below the break uses one-column formatting.


NEW CLIENTS

- Bancroft Preparatory Academy
- Candy Coaters and Shakes Ice Cream Parlor
- Firehouse Dalmatian Rescue
- Fly by Day Events
- General T. Sanders High School
- Homes and Hope Charity
- Julia A. Clark Middle School
- Little Jumpers Equestrian Squad
- Mason-Bowers Editing and Proofreading
- Peterson's Precision Landscaping
- Shepard, Smith, & Wolfe
- Tillie's Breakfast and Grill
- Wakanda Middle School

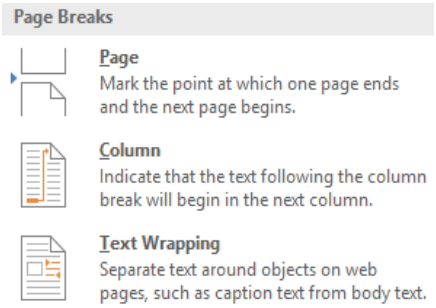
Of the list above, four of the clients are schools, three are nonprofits, and six are small to medium-sized businesses. New categories of business clients we serve include landscaping, event planning, law firms, and editing houses.

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**.

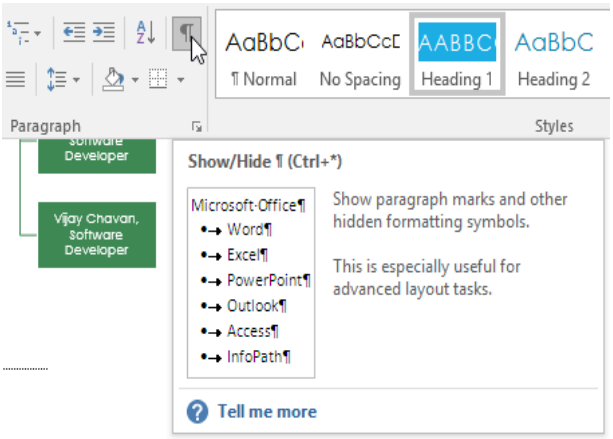
Text wrapping: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image. Review our lesson on **Pictures and Text Wrapping** to learn more.



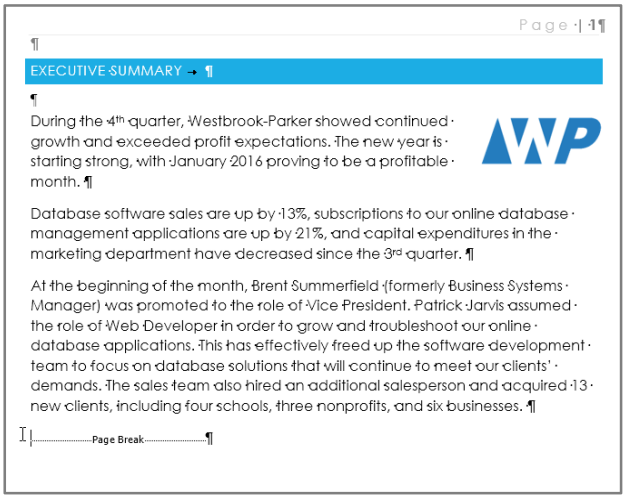
To delete a break:

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

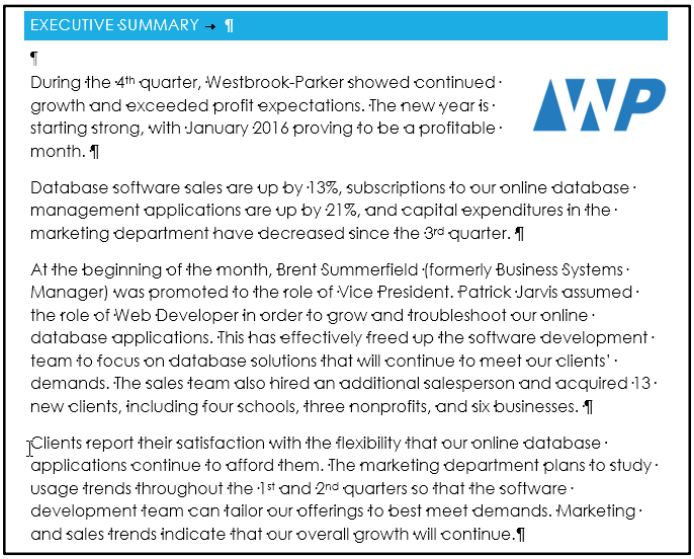
On the **Home** tab, click the **Show/Hide** command.



Locate the **break** you want to delete, then place the insertion point at the beginning of the break.



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



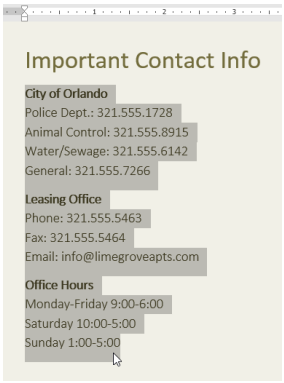
CHAPTER-15- COLUMNS

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**.

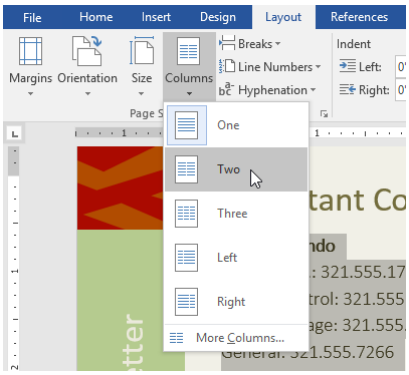
To add columns to a document:

1. Select the text you want to format.

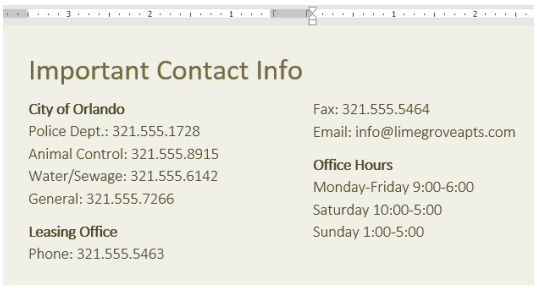


Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.

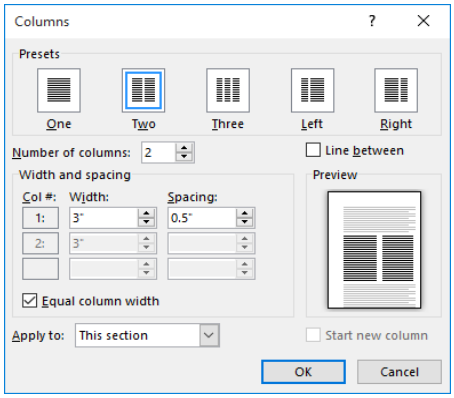
2. Select the number of columns you want to create.



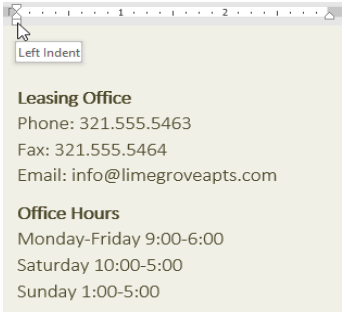
3. The text will format into columns.



4. 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 **Number of columns:** to adjust the number of columns.

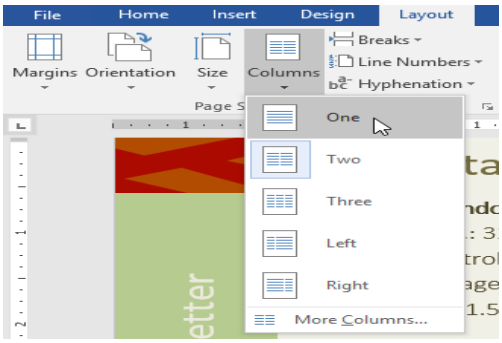


5. If you want to adjust the spacing and alignment of columns, click and drag the **indent markers** on the **Ruler** until the columns appear the way you want.



To remove columns:

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

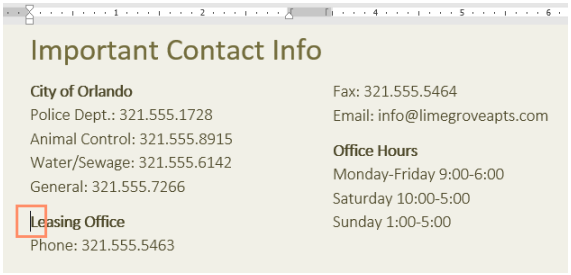


Adding column breaks

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:

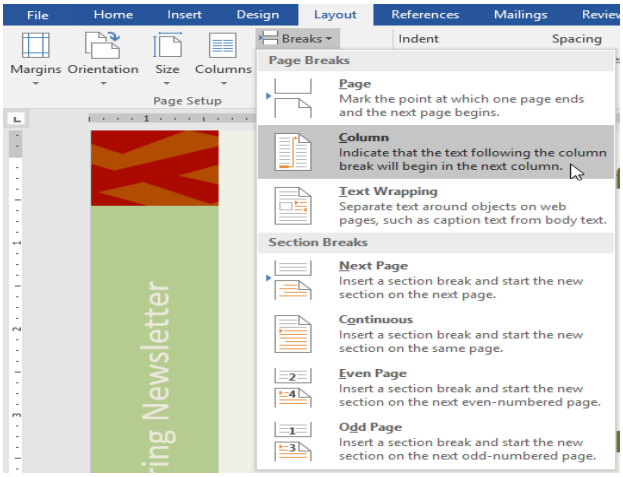
In our example below, we'll add a column break that will move text to the beginning of the next column.



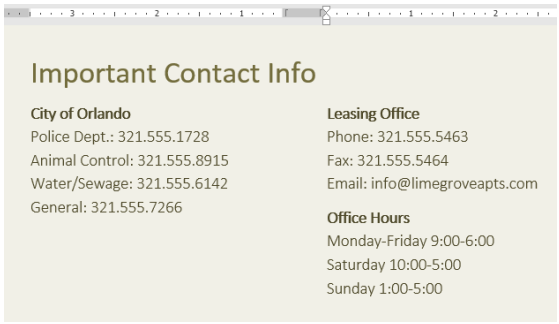
Place the **insertion point** at the beginning of the text you want to move.

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

Select **Column** from the menu.



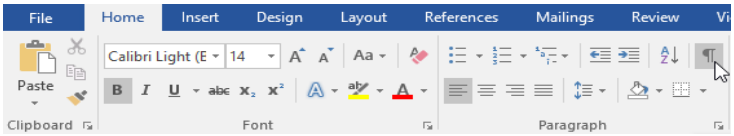
The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



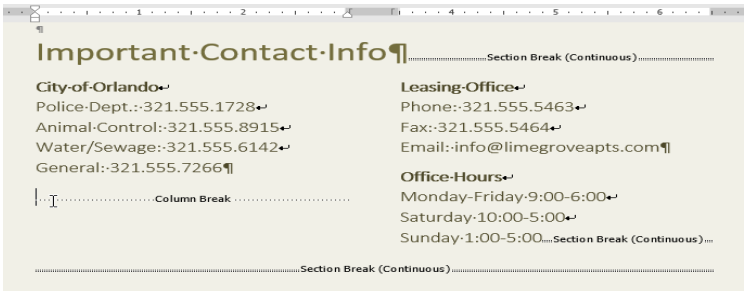
To learn more about adding breaks to your document, visit our lesson on **Breaks**.

To remove column breaks:

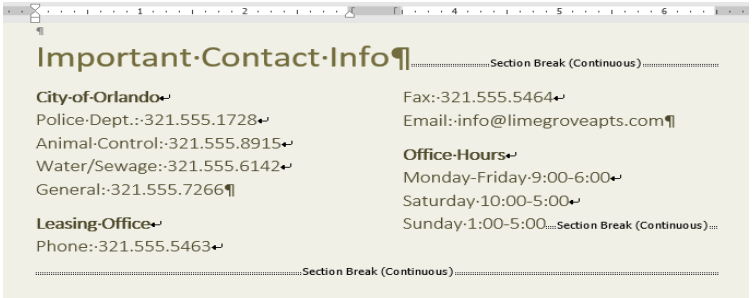
By default, breaks are hidden. If you want to show the breaks in your document, click the **Show/Hide** command on the **Home** tab.



Place the insertion point to the left of the break you want to delete.



Press the delete key to remove the break.



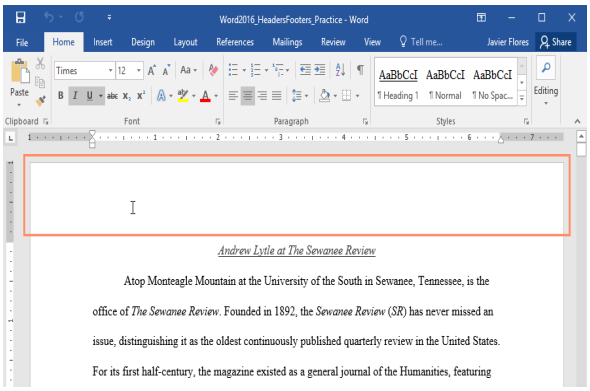
CHAPTER-16- HEADERS AND FOOTERS

Introduction

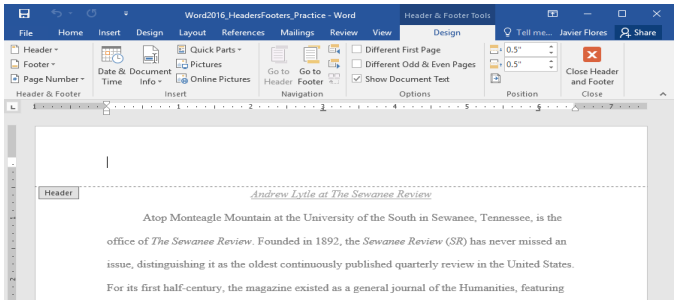
The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, 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:

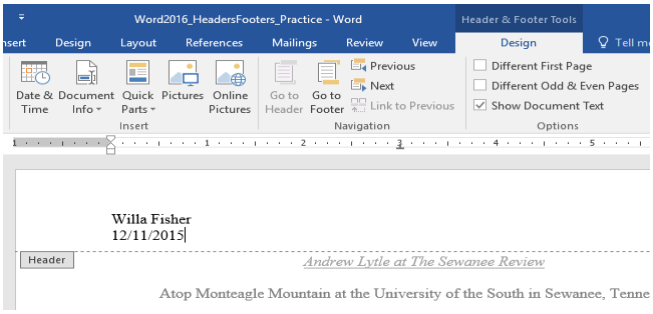
In our example, we want to display the author's name at the top of each page, so we'll place it in the header. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



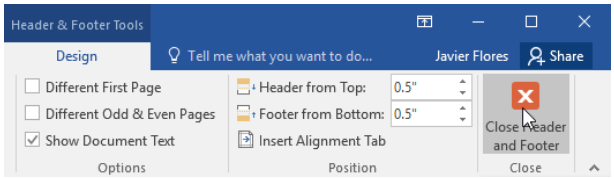
The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



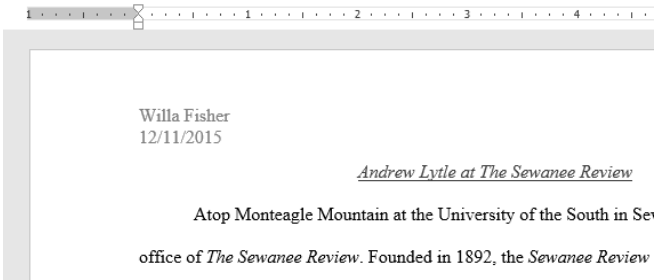
Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



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



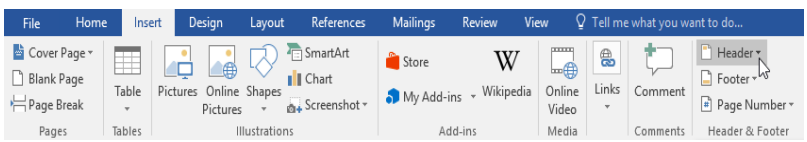
The header or footer text will appear.



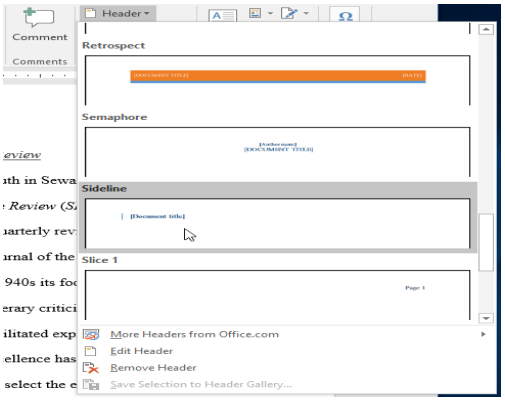
To insert a preset header or footer:

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.

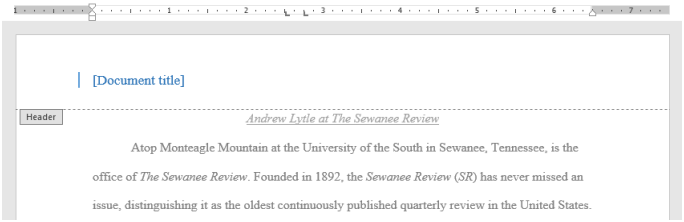
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



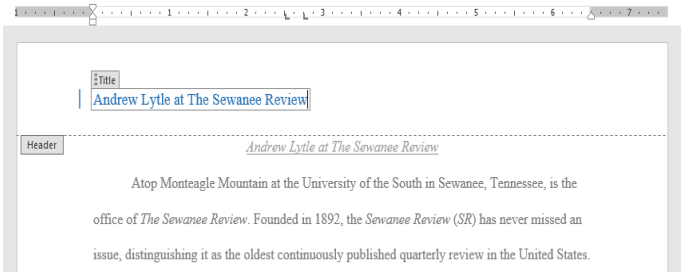
2. In the menu that appears, select the desired **preset header or footer**.



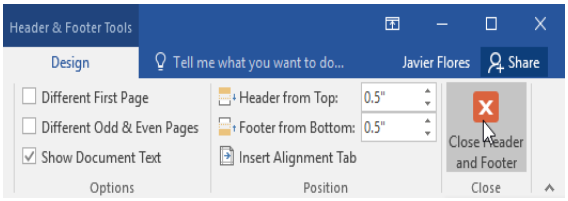
3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



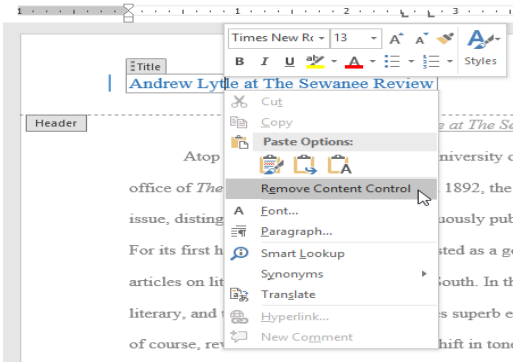
4. To edit a Content Control field, click it and type the **desired information**.



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

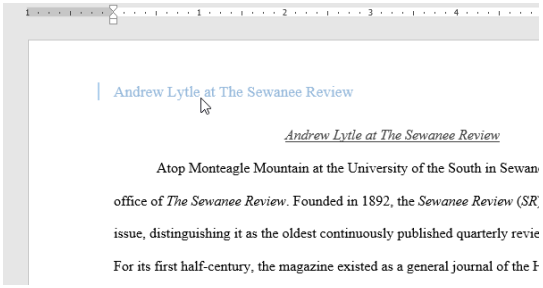


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



Editing headers and footers

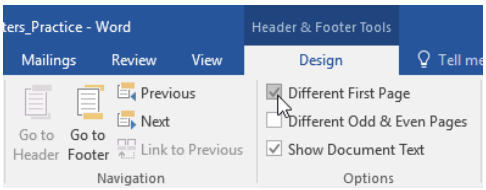
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



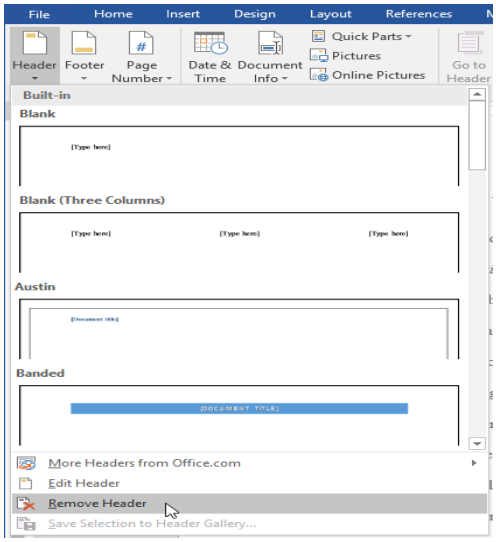
Design tab options

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:

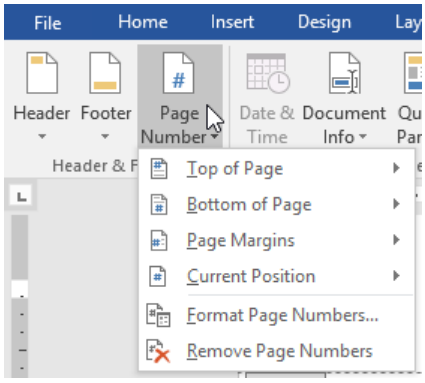
Hide the first-page header and footer: For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to **Different First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



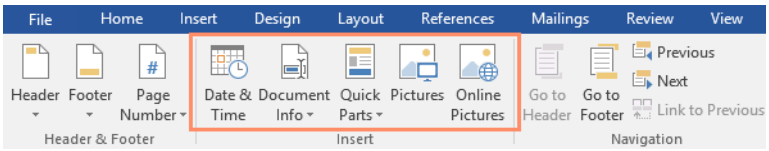
Remove the header or footer: If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears. Similarly, you can remove a footer using the **Footer** command.



Page Number: You can automatically number each page with the Page Number command. Read our **Page Numbers** lesson to learn more.



Additional options: With the commands available in the Insert group, you can add the **date and time**, **document info**, **pictures**, and more to your header or footer.



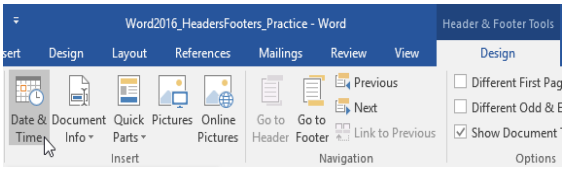
To insert the date or time into a header or footer:

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.

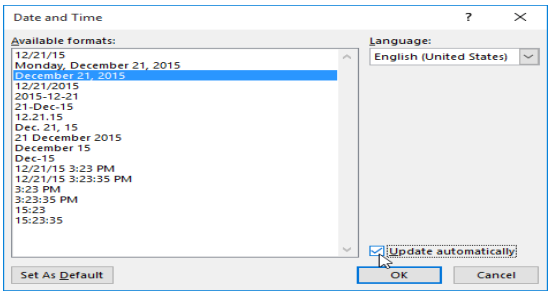
Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.

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



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

Click **OK**.



The date will appear in the header.

CHAPTER-17- PAGE NUMBERS

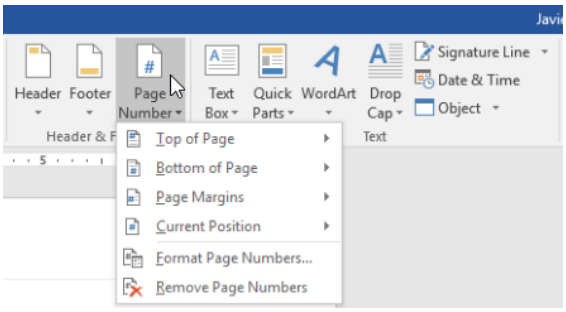
Introduction

Page numbers can be used to automatically number each page in your document. They come in a wide range of number formats and can be customized to suit your needs. Page numbers are usually placed in the **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

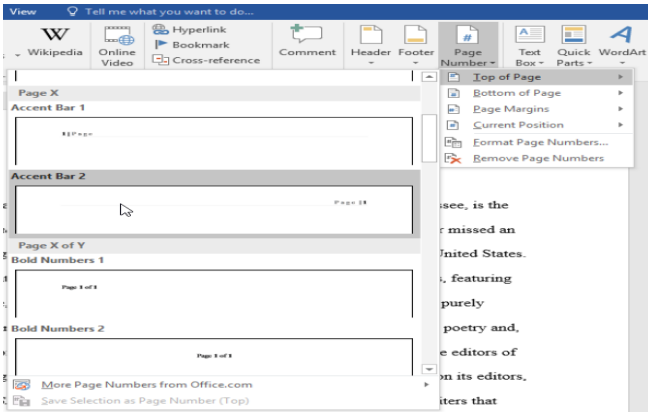
To add page numbers:

Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

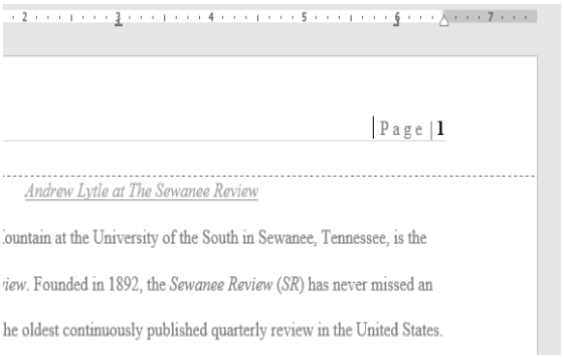
1.On the **Insert** tab, click the **Page Number** command.



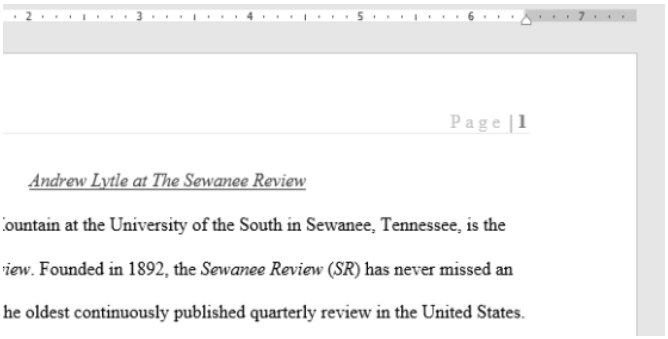
2.Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the page number to be positioned. Then select the desired style of header.



3.Page numbering will appear.



4.Press the **Esc** key to lock the header and footer.



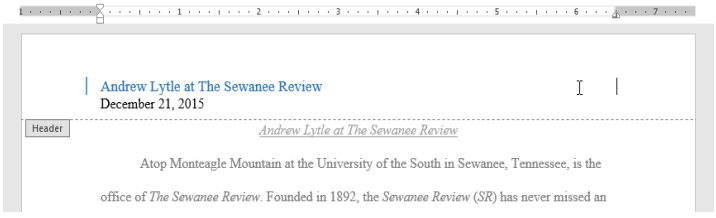
If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

If you've created a page number in the **side margin**, it's still considered part of the **header** or **footer**. You won't be able to select the page number unless the header or footer is selected.

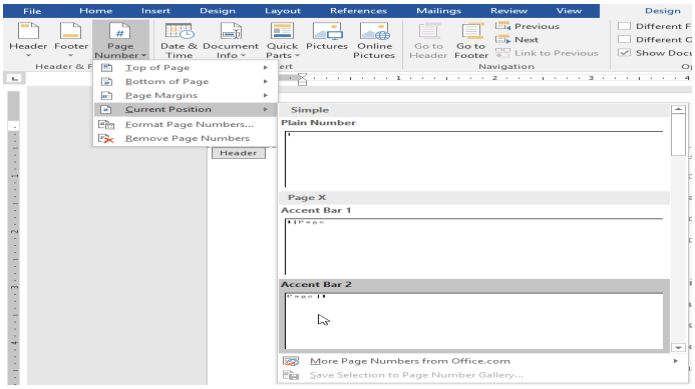
To add page numbers to an existing header or footer:

If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

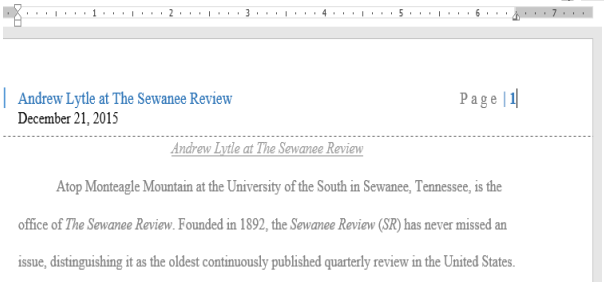
1. Double-click anywhere on the **header** or **footer** to **unlock** it.



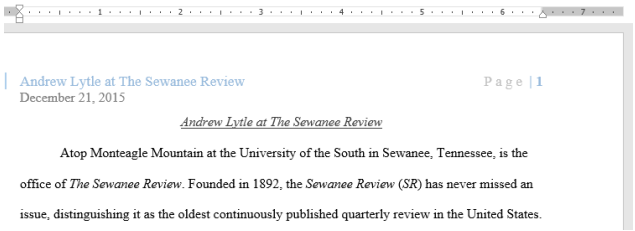
2. On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



3. Page numbering will appear.



4. When you're finished, press the **Esc** key.

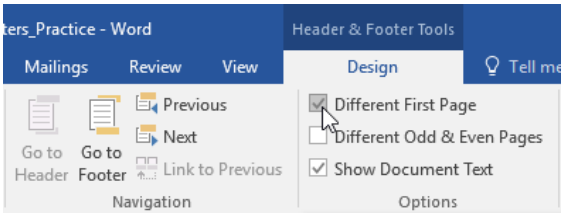


To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

Double-click the header or footer to unlock it.

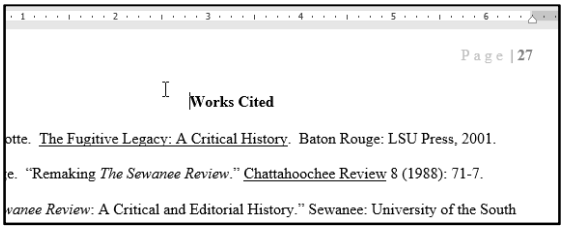
From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.



If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.

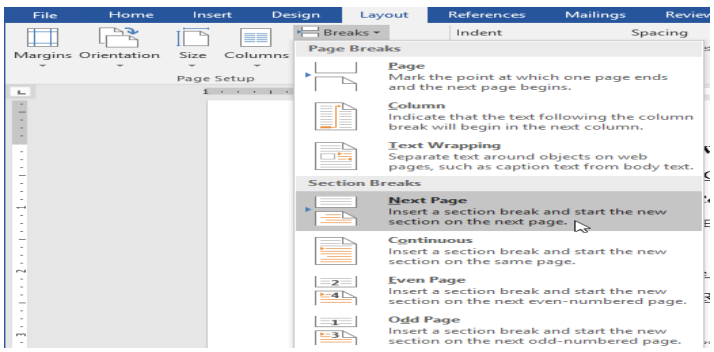
To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and 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.



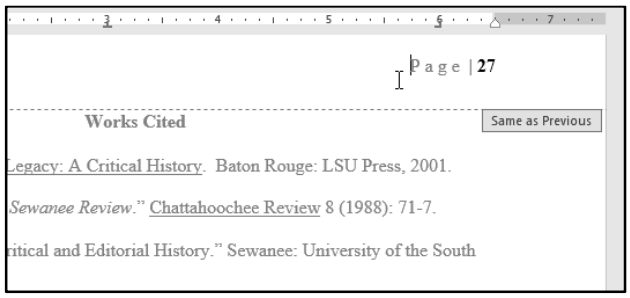
1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.

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

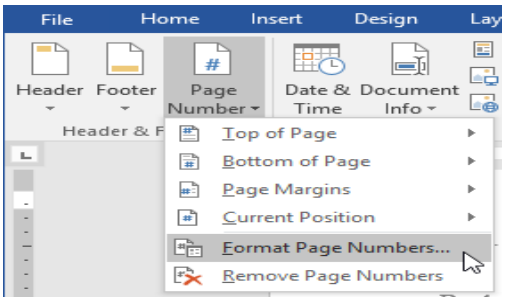


A section break will be added to the document.

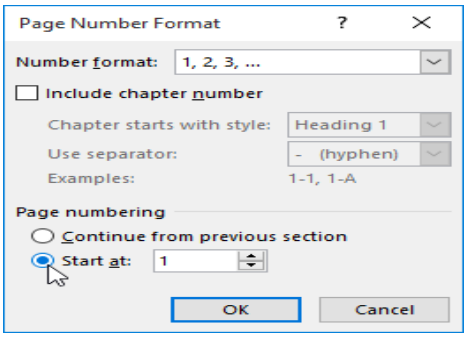
3.Double-click the **header or footer** containing the page number you want to restart.



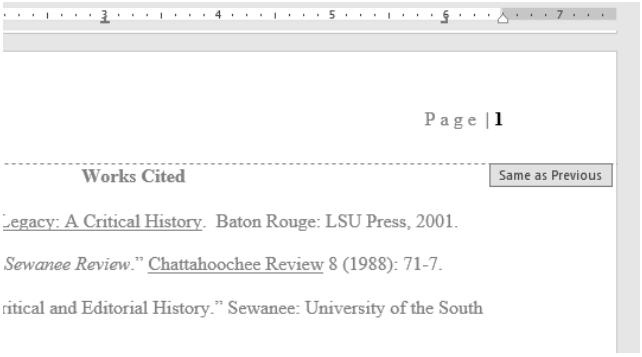
4.Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



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



6.The page numbering will restart.



CHAPETS-18- PICTURES AND TEXT WRAPPING

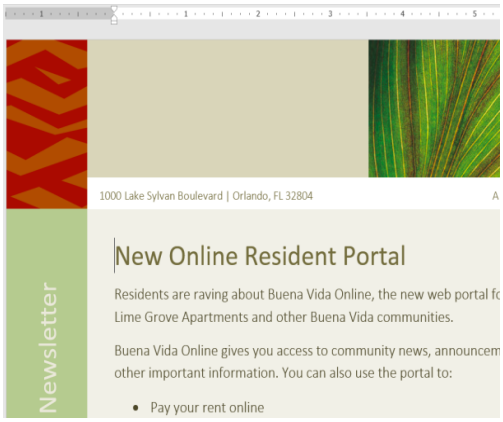
Introduction

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

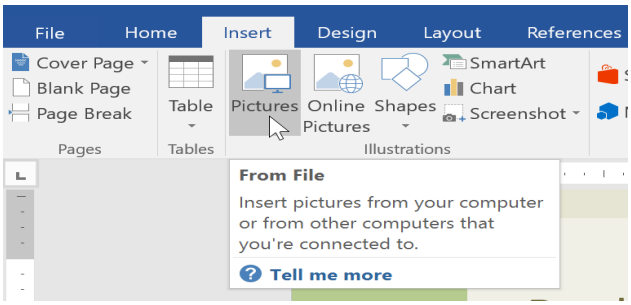
To insert a picture from a file:

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. If you'd like to work along with our example, right-click the image below and save it to your computer.

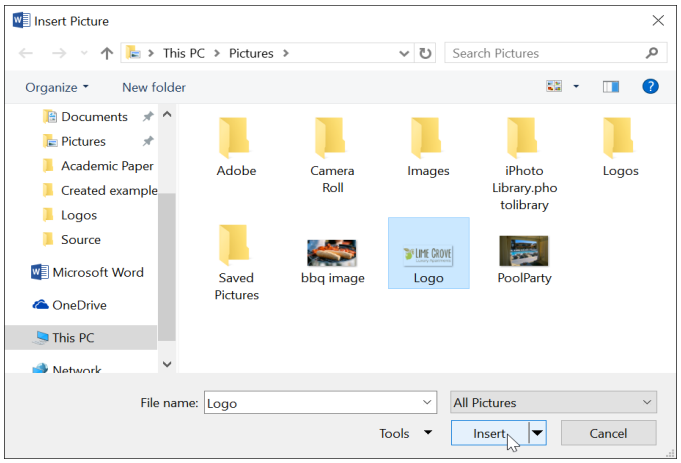
1. Place the **insertion point** where you want the image to appear.



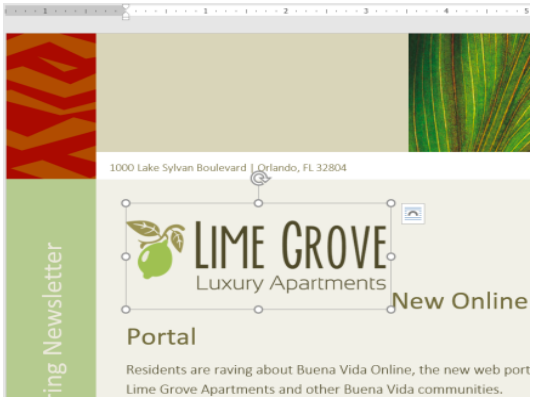
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



4. The image will appear in the document.



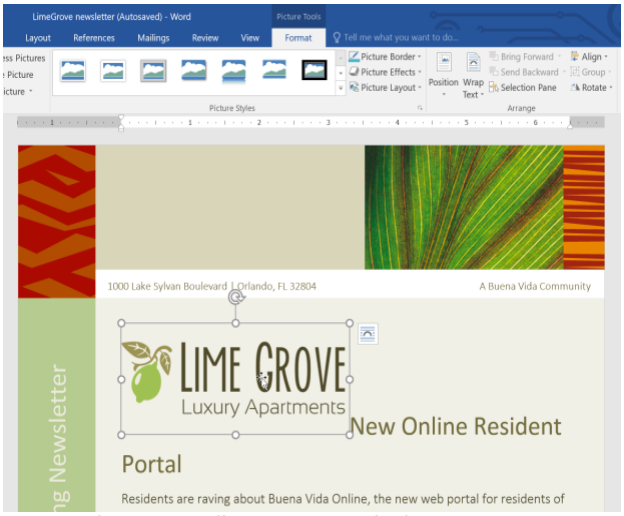
5. To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

Changing text wrapping settings

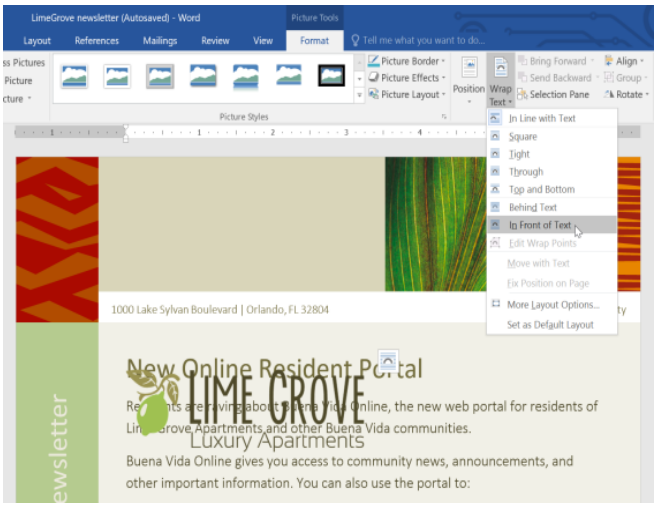
When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

To wrap text around an image:

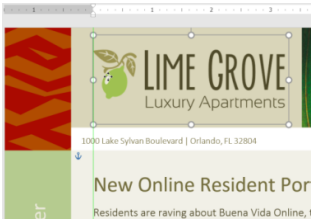
1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.



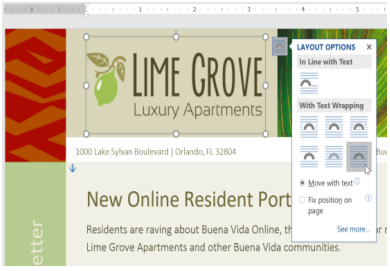
2. On the **Format tab**, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. Alternatively, you can select **More Layout Options** to fine tune the layout.



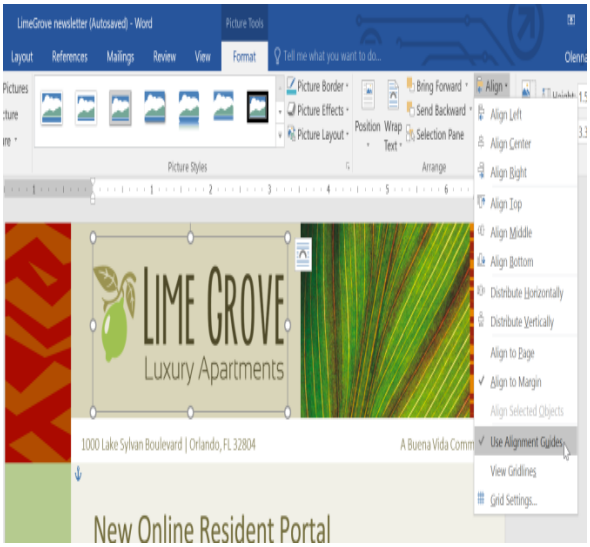
3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



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

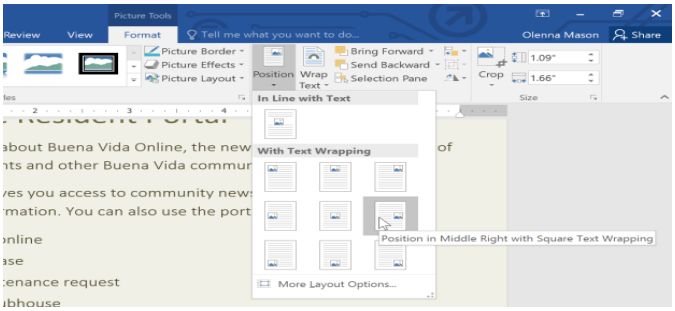


5. If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



Using a predefined text wrapping setting

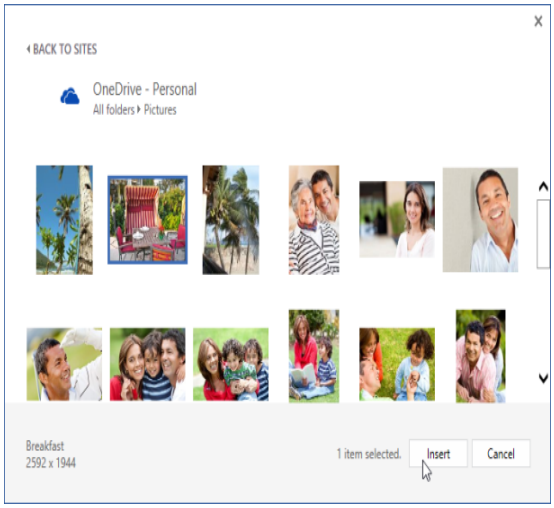
Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.



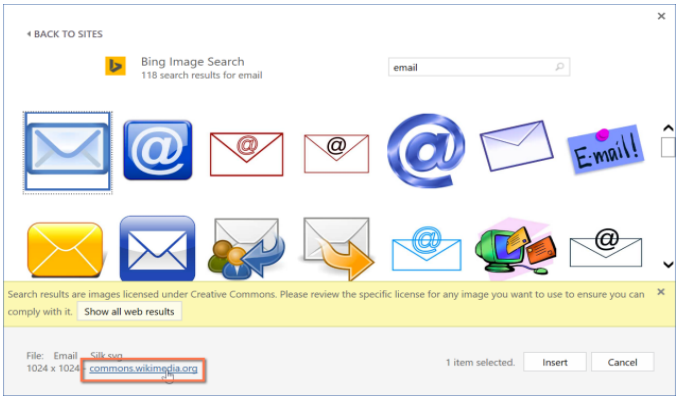
Inserting online pictures

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.

1. **OneDrive**: You can insert an image stored on your OneDrive. You can also link other **online accounts** with your Microsoft account, such as Facebook and Flickr.



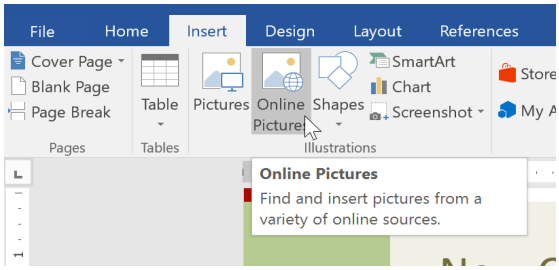
2. **Bing Image Search**: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should click the link to the image's website to see if there are any restrictions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



To insert an online picture:

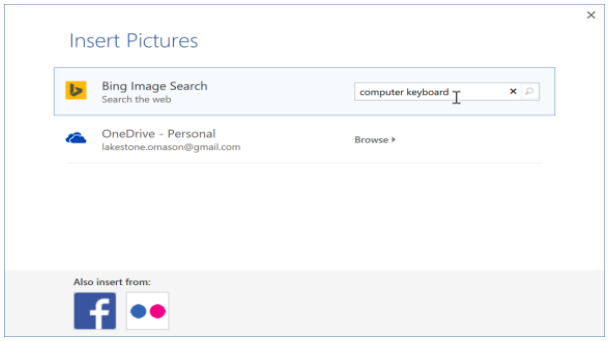
1. Place the **insertion point** where you want the image to appear.

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

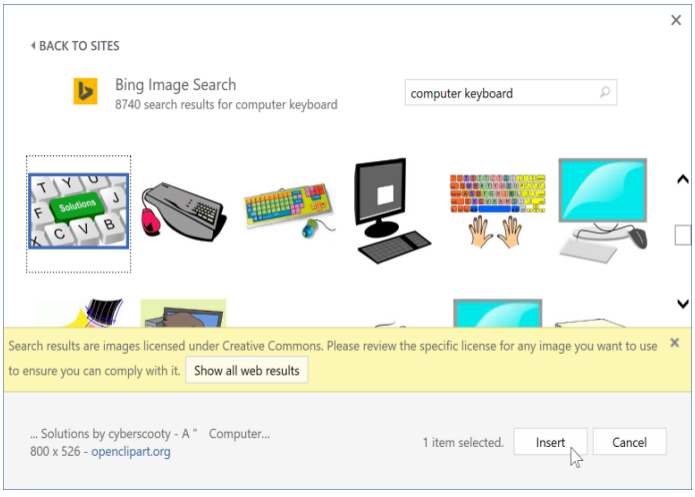


The Insert Pictures dialog box will appear.

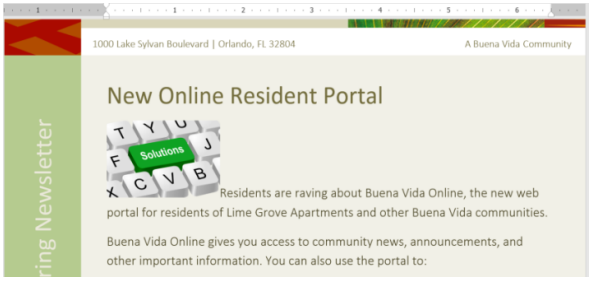
3. Choose Bing Image Search or your OneDrive. In our example, we'll use Bing Image Search.



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



5. The image will appear in the document.



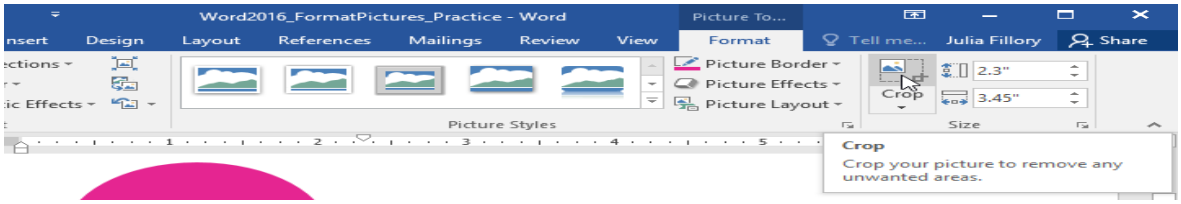
CHAPTER-19- FORMATTING PICTURES

There are many ways to format pictures in Word. For instance, you can change the size or shape of an image to better suit your document. You can also enhance its appearance using Word's image adjustment tools. **To crop an image:**

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

Select the image you want to crop. The **Format** tab will appear.

From the Format tab, click the **Crop** command.



Cropping handles will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.

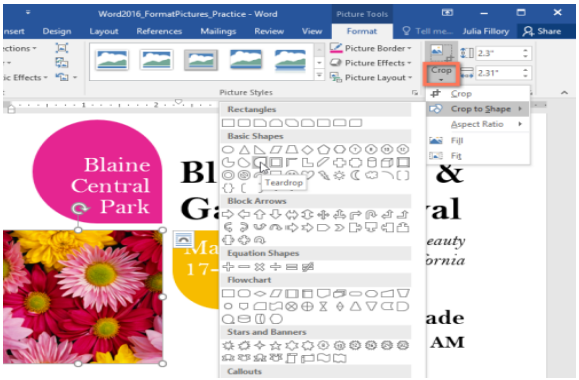
The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

To confirm, click the **Crop** command again. The image will be cropped.

To crop an image to a shape:

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

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



2. The image will be cropped to the chosen shape.

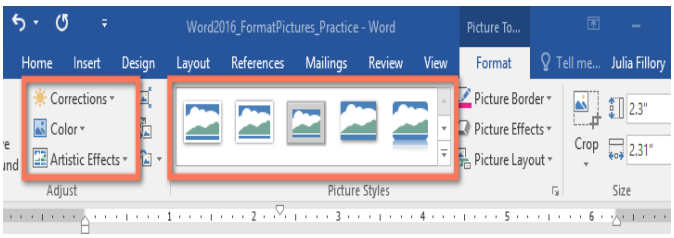
To add a border to a picture:

Select the picture you want to add a border to, then click the **Format** tab.
Click the **Picture Border** command. A drop-down menu will appear.
From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.
The border will appear around the image.

Making image adjustments

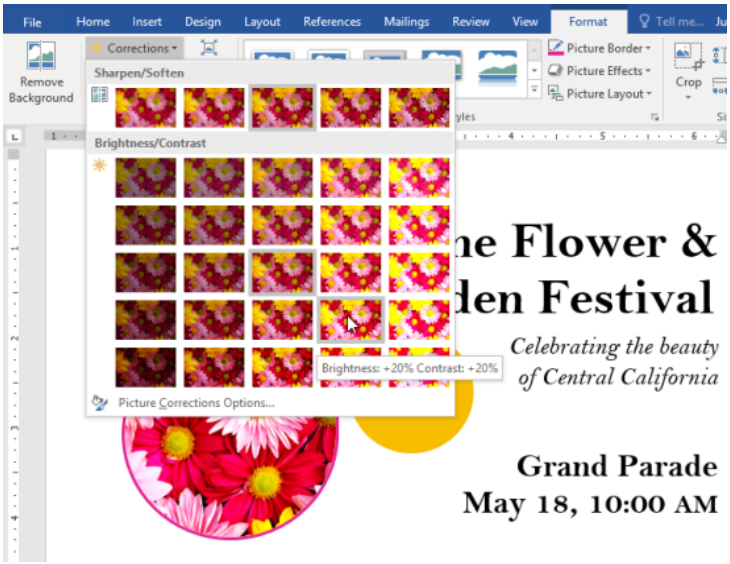
With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



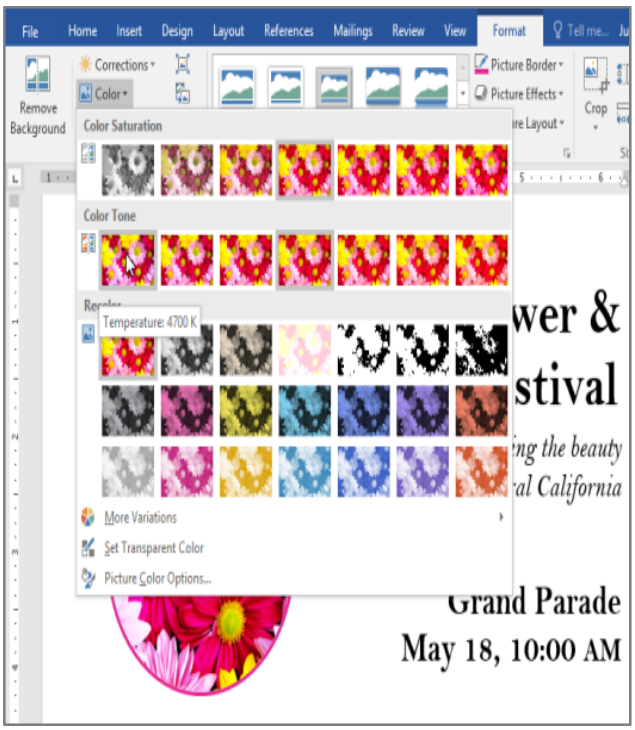
Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



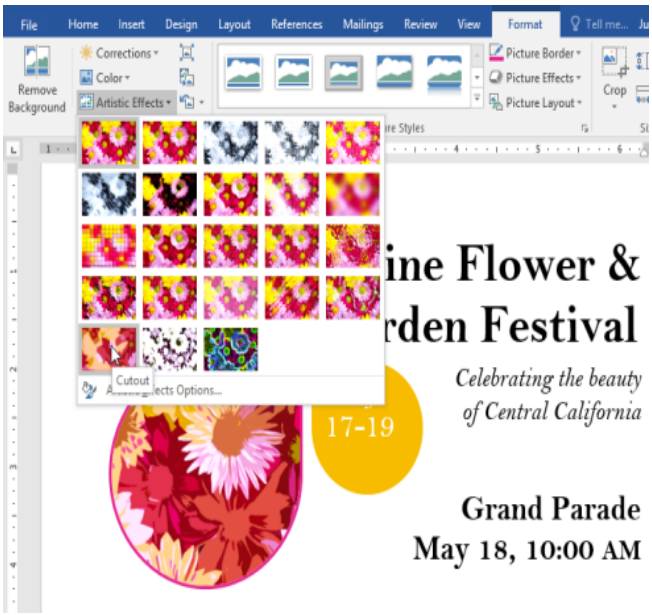
Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring**(the overall tint of the image).



Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



Picture Styles group

This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.

Compressing pictures

If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

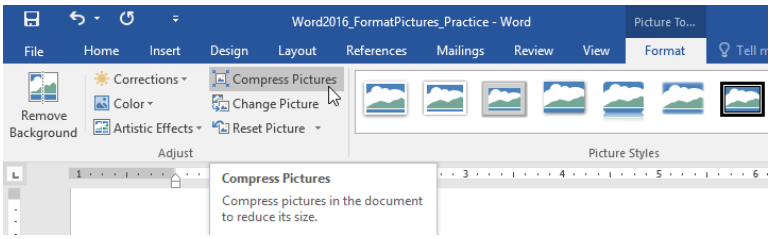
Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixilated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

To compress a picture:

Select the picture you want to compress, then navigate to the **Format** tab.

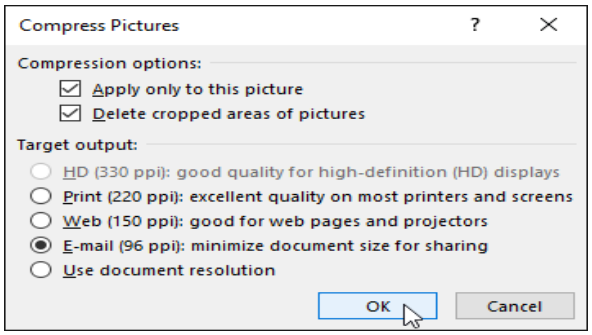
Click the **Compress Pictures** command.



A dialog box will appear. Check the box 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.

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

Click **OK**.



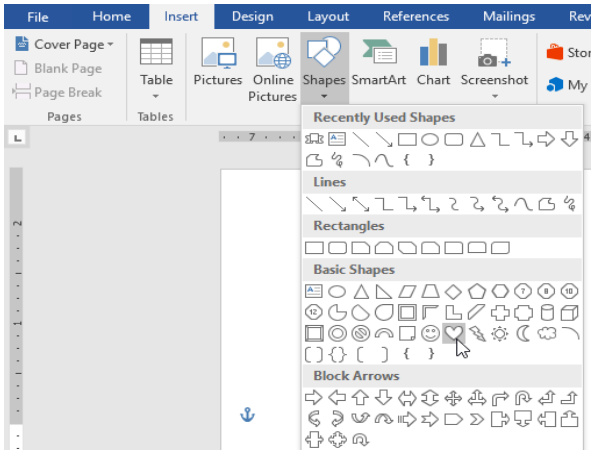
CHAPTER-20- SHAPES

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**.

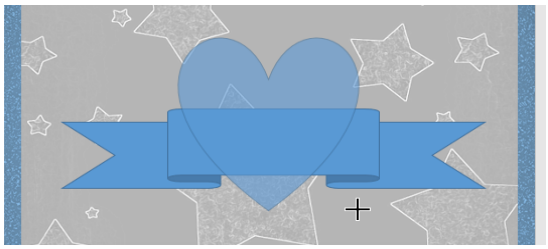
To insert a shape:

Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.

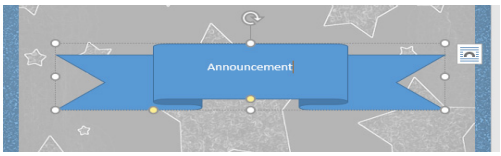
Select the desired **shape**.



Click and drag in the desired location to add the shape to your document.



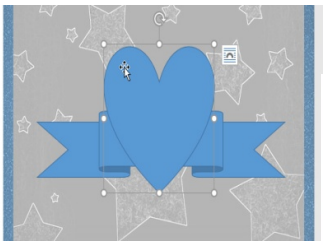
If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



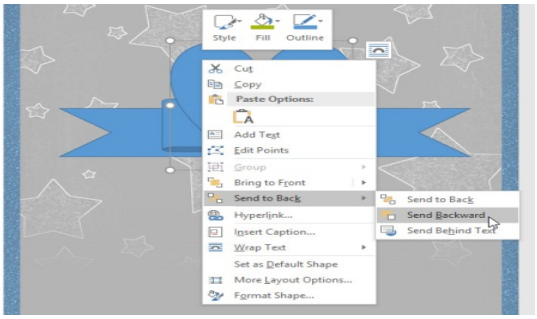
To change the order of shapes:

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 to Front** or **Send to Back** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

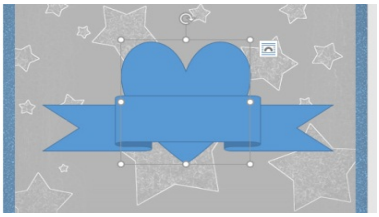
1. Right-click the **shape** you want to move. In our example, we want the heart to appear behind the ribbon, so we'll right-click the heart.



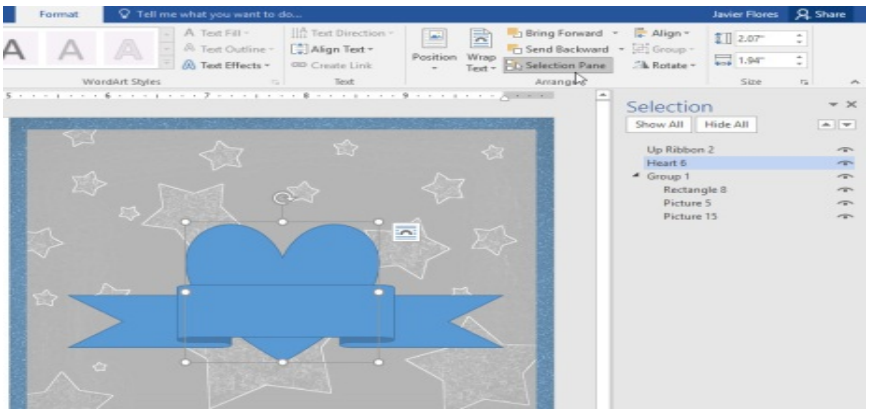
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Send to Back**.



3. The order of the shapes will change.

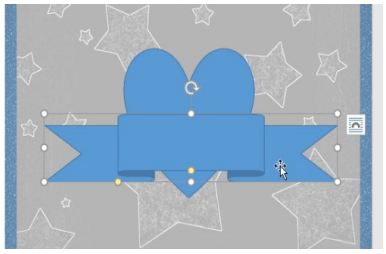


In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, try selecting the same option again or try a different option. If you have several shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection pane** allows you to select a shape and drag it to a new location. To access the Selection pane, click **Selection Pane** on the **Format** tab.

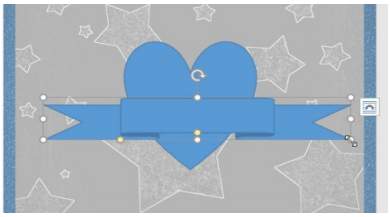


To resize a shape:

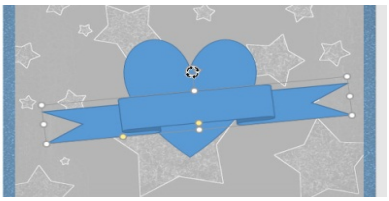
1. Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.



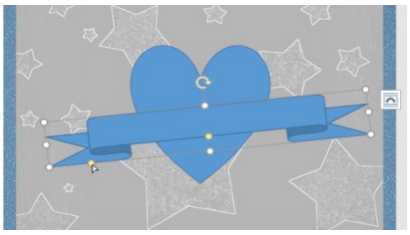
2. Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



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



4. Some shapes also have one or more yellow handles that can be used to modify the shape. For example, with banner shapes you can adjust the position of the folds.



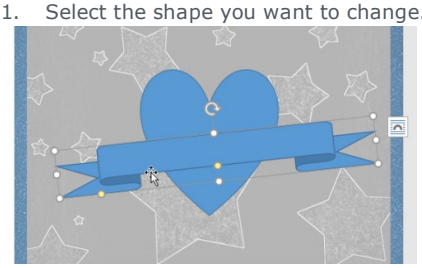
Modifying shapes

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 various **effects**.

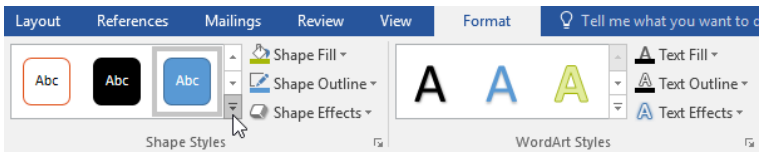
To change the shape style:

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.

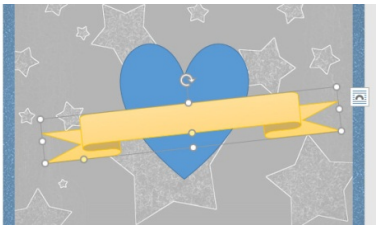


2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



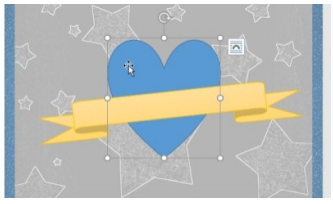
3. A drop-down menu of styles will appear. Select the **style** you want to use.

4. The shape will appear in the selected style.

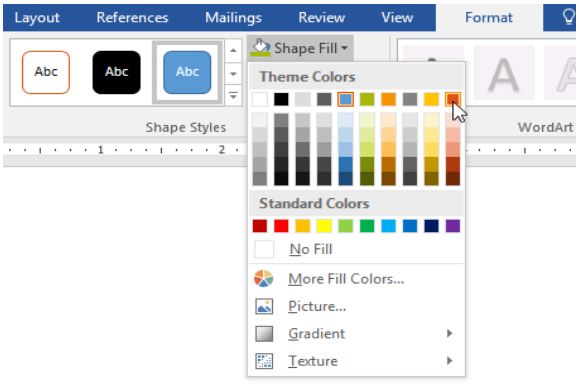


To change the shape fill color:

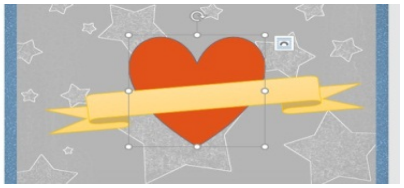
1. Select the shape you want to change.



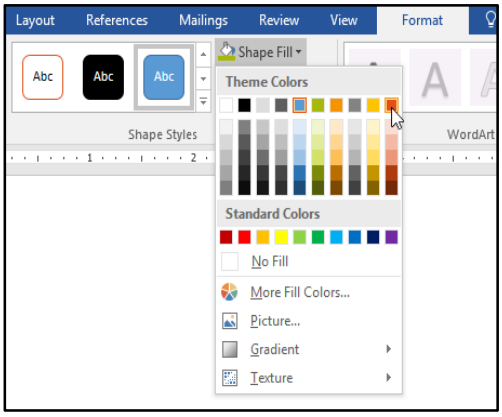
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



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

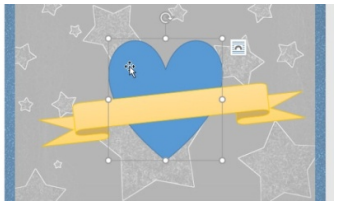


If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.



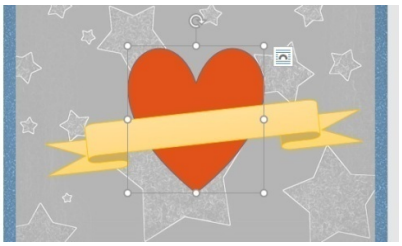
To change the shape fill color:

1. Select the shape you want to change.



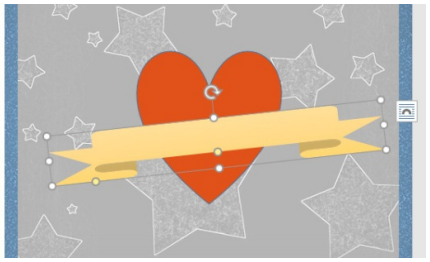
2. On the **Format** tab, click the **Shape Fill** drop-down arrow. Select the **color** you want to use. To view more color options, select **More Fill Colors**.

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

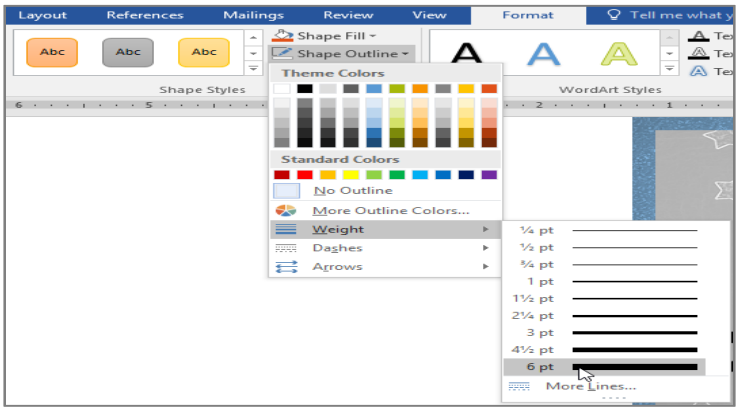


If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

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

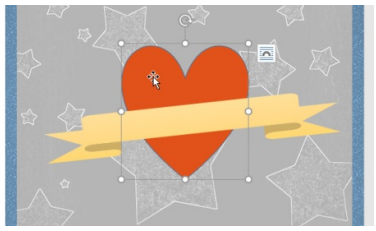


5. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.



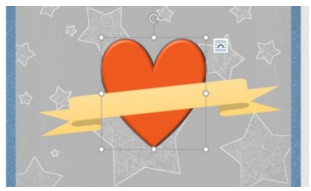
To add shape effects:

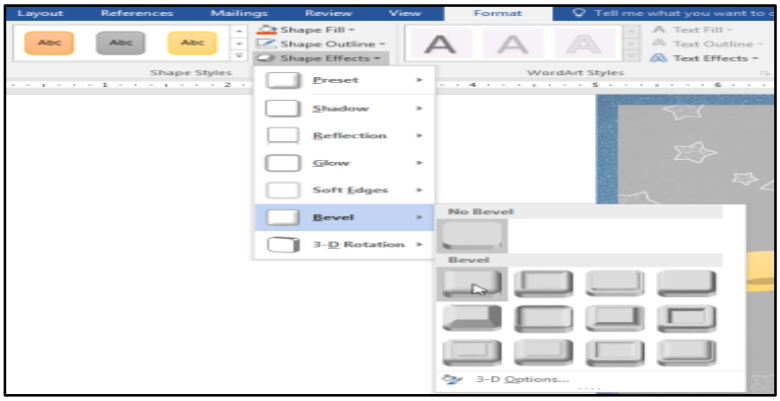
1. Select the shape you want to change.



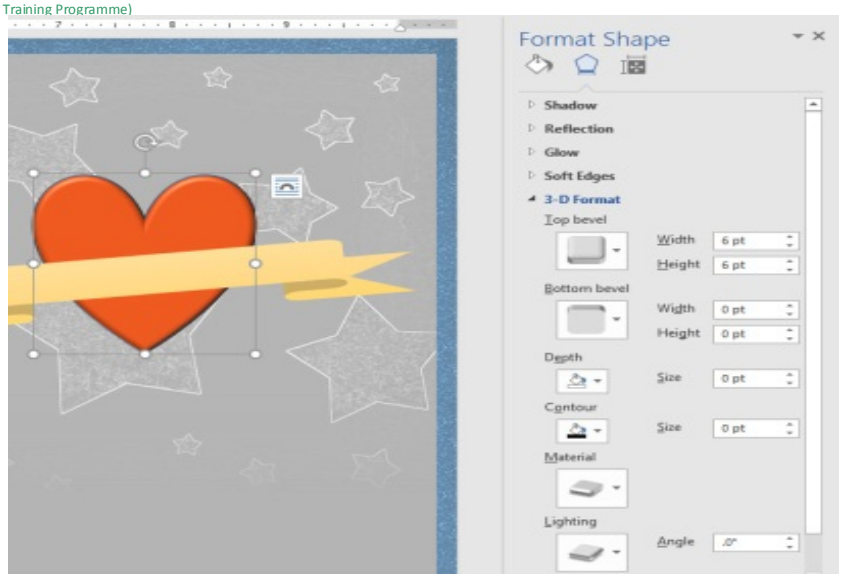
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.

3. The shape will appear with the selected effect.



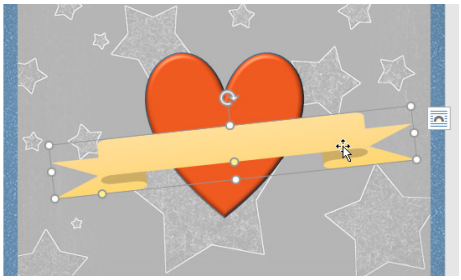


4. To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.

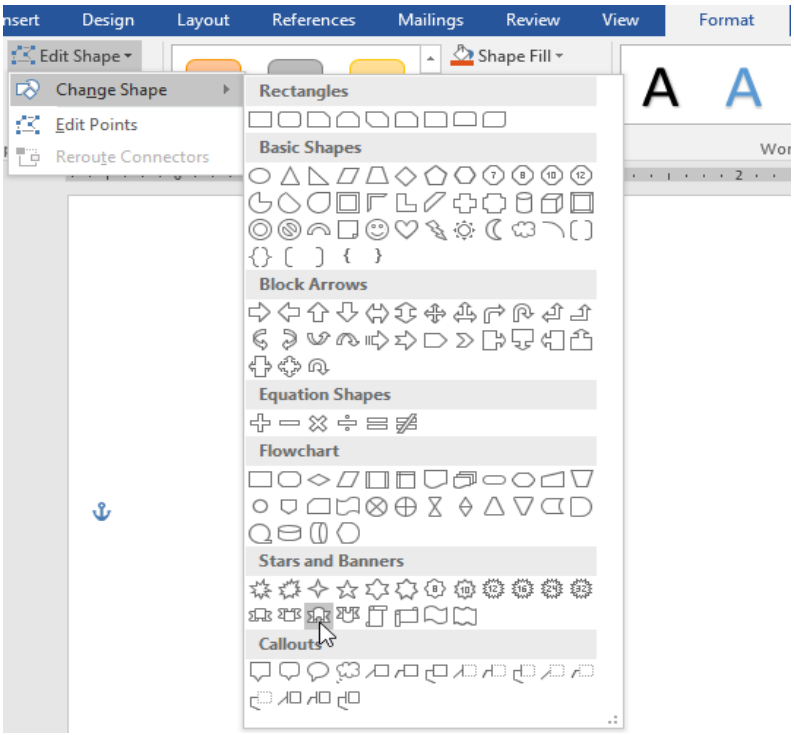


To change to a different shape:

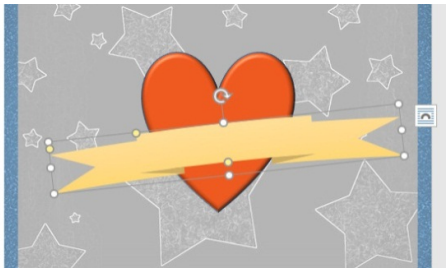
1. Select the shape you want to change. The **Format** tab will appear.



2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape**, then select the desired **shape**.



3. The new shape will appear.



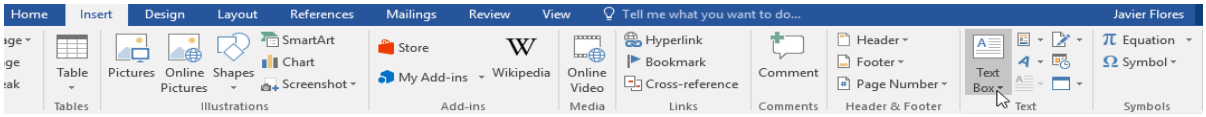
CHAPTER-21- TEXT BOXES

Introduction

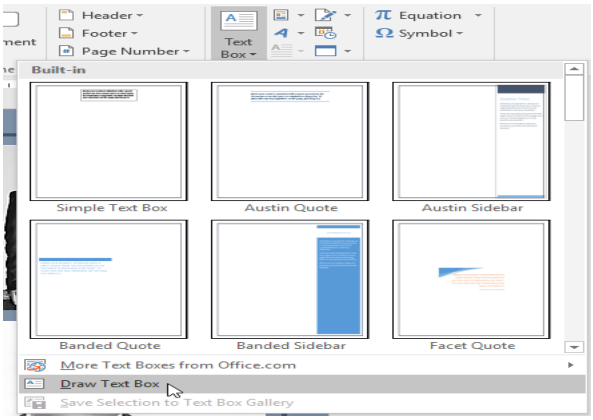
Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

To insert a text box:

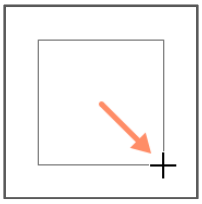
1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



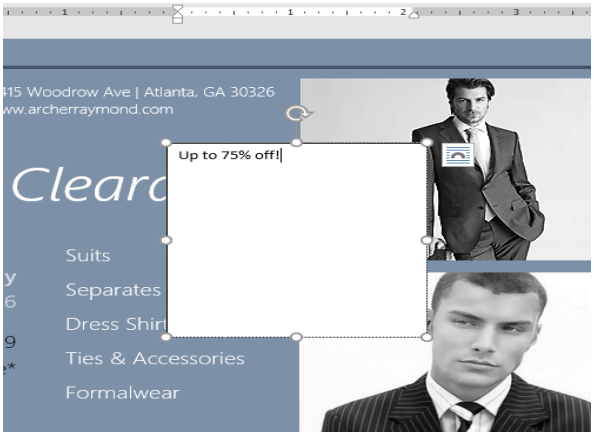
2. A drop-down menu will appear. Select **Draw Text Box**.



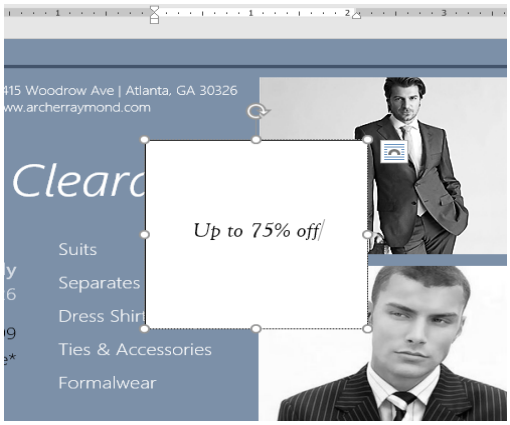
3. Click and drag anywhere on the document to create the text box.



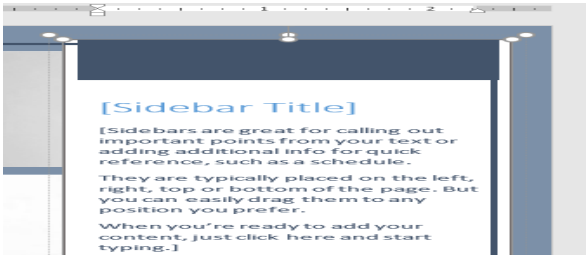
4. The insertion point will appear inside the text box. You can now type to create text inside the text box.



5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Format** and **Home** tabs. To learn more about using these formatting commands, see our **Formatting Text** lesson.



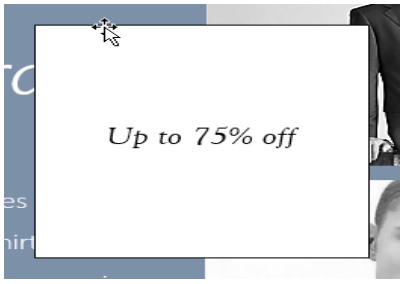
6. You can also select one of the **built-in** text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.



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

To move a text box:

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



To resize a text box:

Click the **text box** you want to resize.

Click 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

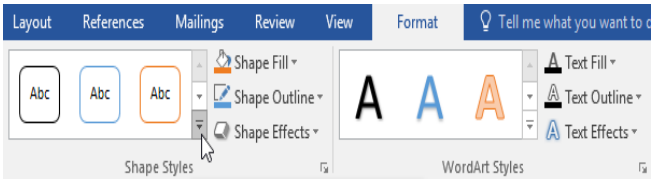
Word offers several options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes or add various effects.

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.

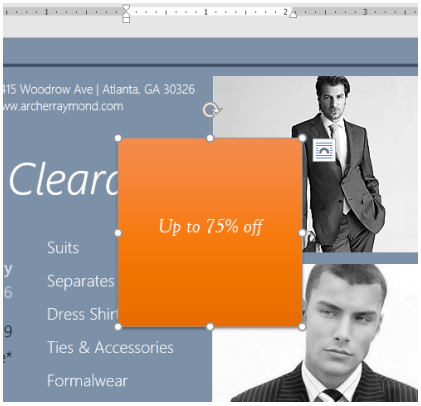
1. Select the text box you want to change.

On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



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

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



If you want to have more control over text box formatting, you can use any of the shape formatting options such as **Shape Fill** and **Shape Outline**. To learn more, see our **Shapes** lesson.

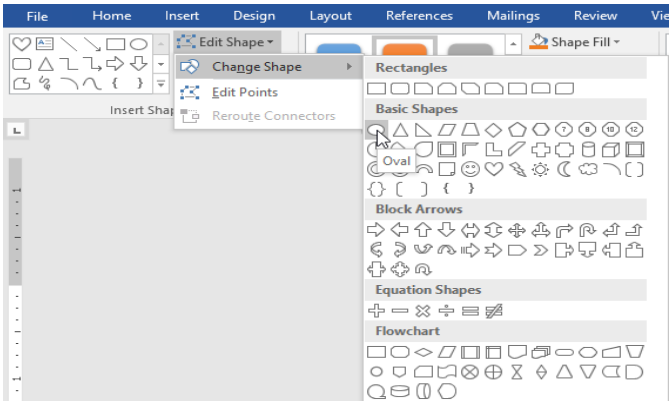
To change the text box shape:

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

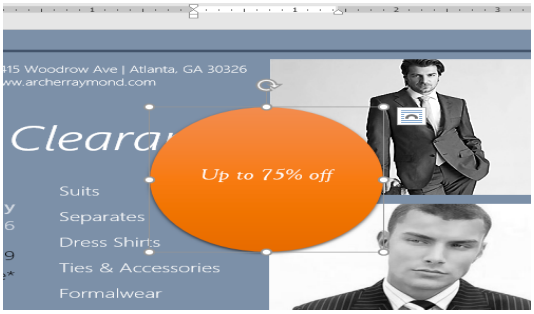
1. Select the text box you want to change. The **Format** tab will appear.

From the **Format** tab, click the **Edit Shape** command.

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



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



CHAPTER-22- ALIGNING, ORDERING, AND GROUPING

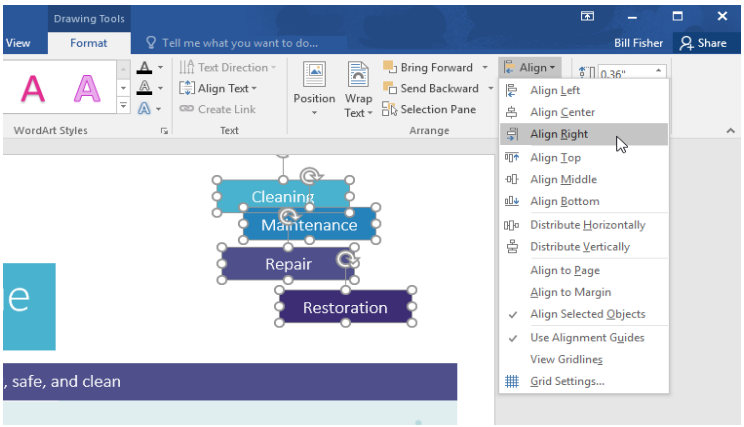
Introduction

There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning**, **grouping**, **ordering**, and **rotating** them in various ways.

To align two or more objects:

1.Hold the **Shift** (or **Ctrl**) key and click the objects you want to align. In our example, we'll select the four shapes on the right.

From the **Format** tab, click the **Align** command, then select one of the **alignment options**. In our example, we'll choose **Align Right**.



3.The objects will be aligned based on the selected option. In our example, the shapes are now aligned with each other.

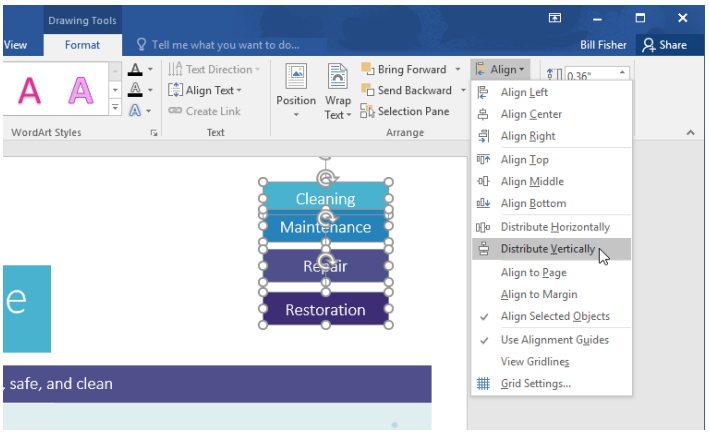
Note that the **Align Selected Objects** option is selected by default, which allows you to align objects without moving them to a different part of the page. However, if you want to move the objects the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.

To distribute objects evenly:

If you have arranged your 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.

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

1.On the **Format** tab, click the **Align** command, then select **Distribute Horizontally** or **Distribute Vertically**.



2.The objects will be evenly spaced from one another.

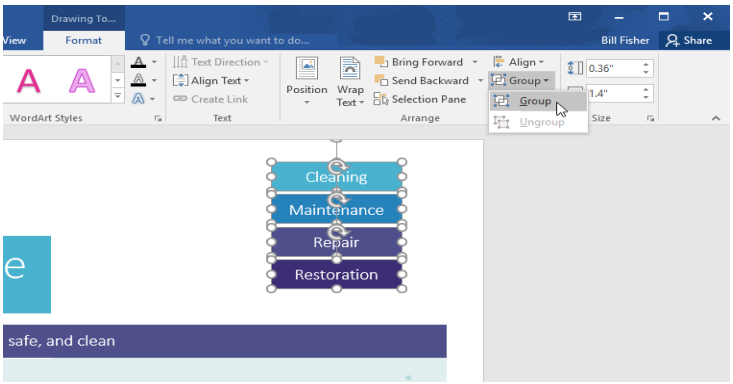
Grouping objects

At times, you may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

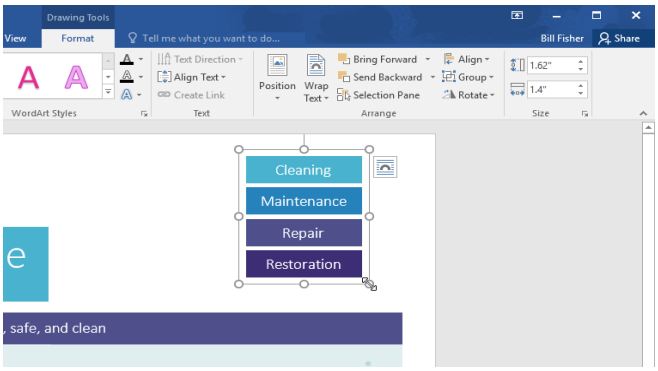
To group objects:

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

1.Click the **Group** command on the **Format** tab, then select **Group**.

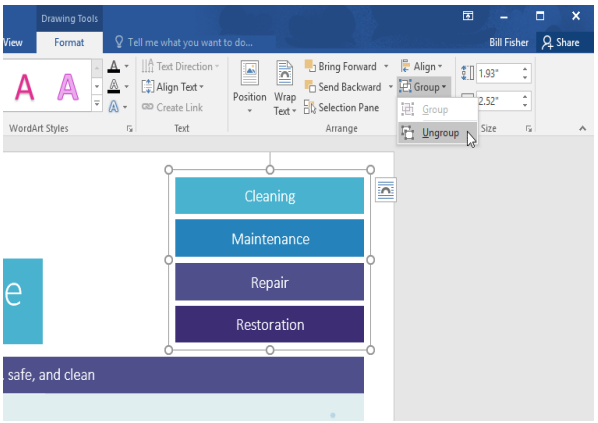


2.The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.



To ungroup objects:

1.Select the grouped object. From the **Format** tab, click the **Group** command and select **Ungroup**.



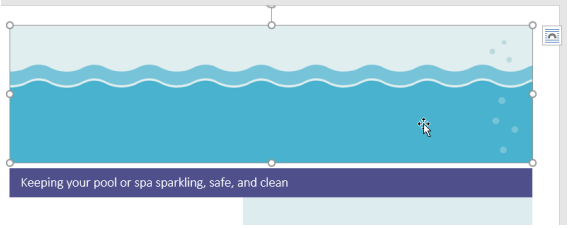
2.The objects will be ungrouped.

Ordering 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 determines which objects are in the **front** or the **back**.

Understanding levels

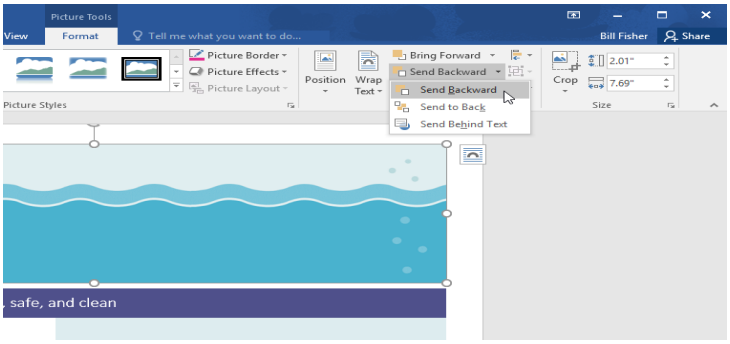
Objects are placed on different **levels** according to the **order** in which they were inserted into a document. In the example below, if we move the waves image to the beginning of the document, it covers up several of the text boxes. That's because the image is currently on the highest—or top—level. However, we can **change its level** to put it behind the other objects.



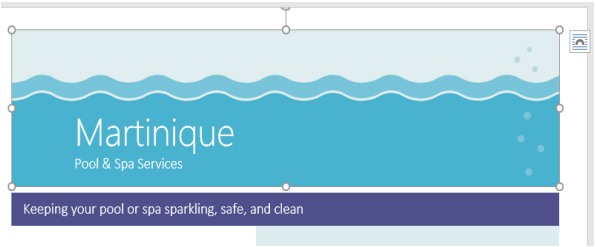
To change an object's level:

Select the object you want to move. In our example, we'll select the image of the waves.

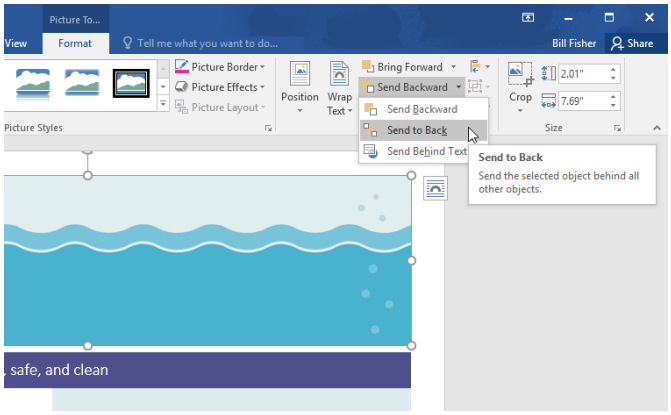
1.From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. In our example, we'll select **Send Backward**.



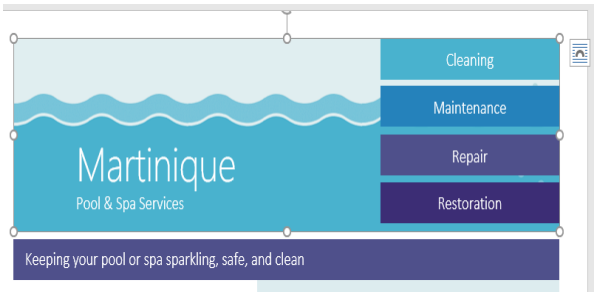
2.The objects will be reordered. In our example, the image is now behind the text on the left, but it's still covering the shapes on the right.



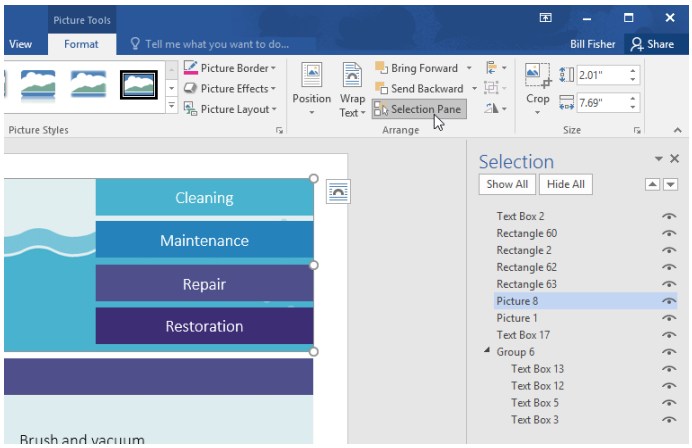
3.If you want to move an object behind or in front of several objects, it's usually faster to use **Bring Forward** or **Send Backward** instead of clicking the other ordering command multiple times.



4.In our example, the image has been moved behind everything else on the page, so all of the other text and shapes are visible.



5.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 different level. To view the Selection Pane, click **Selection Pane** on the **Format** tab.

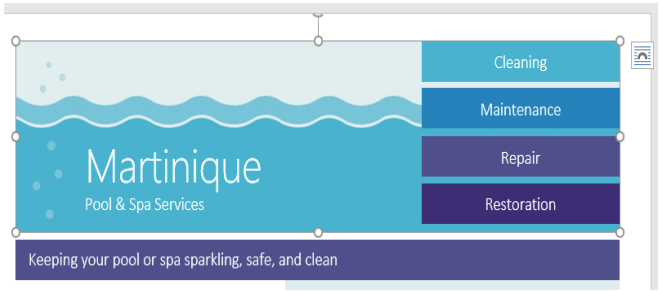


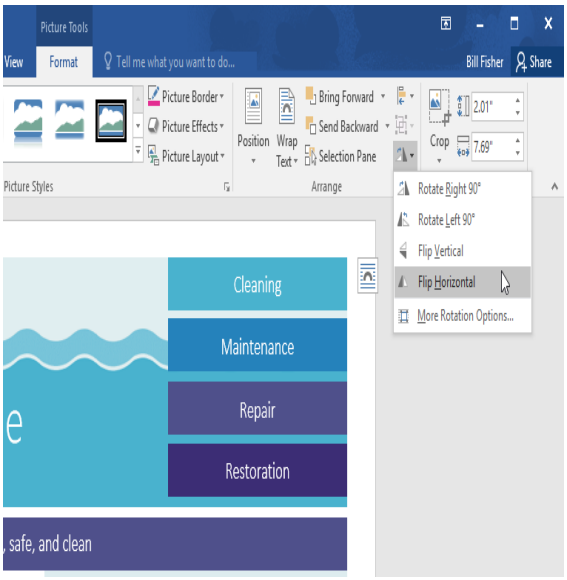
To rotate or flip an object:

1.If you need to turn an object so it faces a different direction, you can **rotate it** to the left or right, or you can **flip it** horizontally or vertically.

With the desired object selected, click the **Rotate** command on the **Format** tab, then choose the desired **rotation option**. In our example, we'll choose **Flip Horizontal**.

2.The object will be rotated. In our example, we can now see the bubbles on the left that were previously hidden behind the text boxes.





CHAPTER-23- TABLES

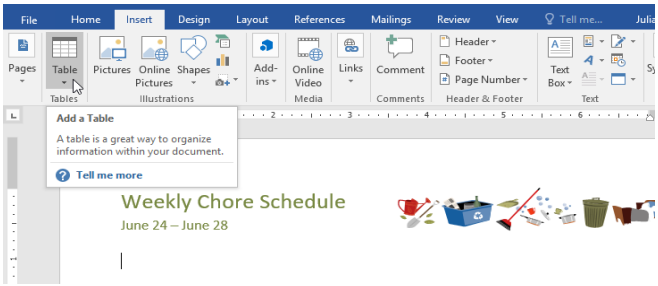
Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

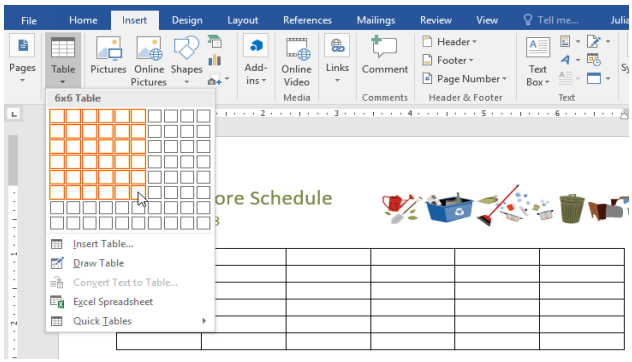
To insert a blank table:

1.Place the insertion point where you want the table to appear.

Navigate to the **Insert** tab, then click the **Table** command.

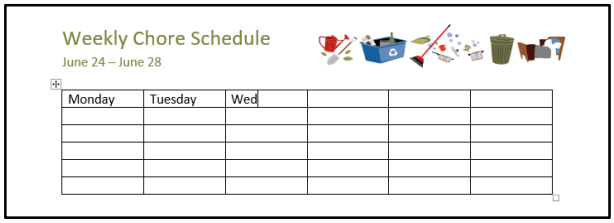


2.This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.



3.Click the grid to **confirm** your selection, and a table will appear.

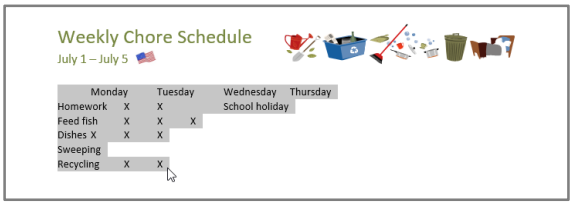
To **enter text**, place the insertion point in any cell, then begin typing.



To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. 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:

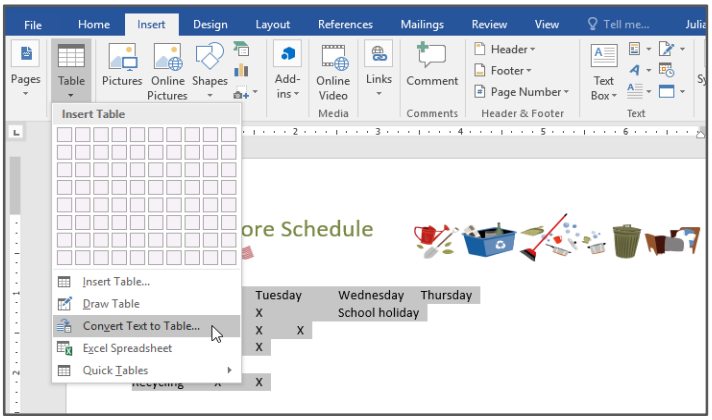
1.In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.



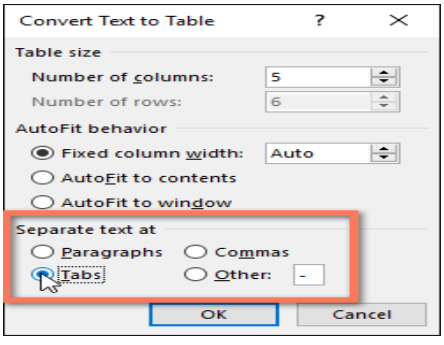
Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

2.Go to the **Insert** tab, then click the **Table** command.

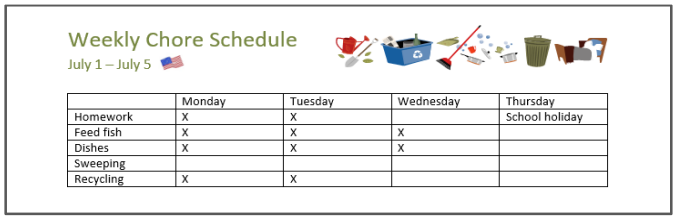
Select **Convert Text to Table** from the drop-down menu.



3.A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



4.Click **OK**. The text will appear in a table.



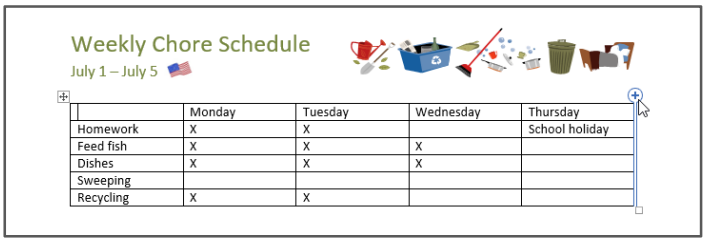
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

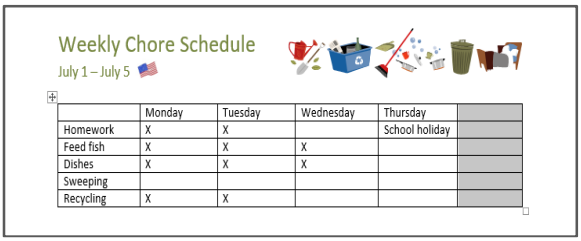
To add a row or column:

1.Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.



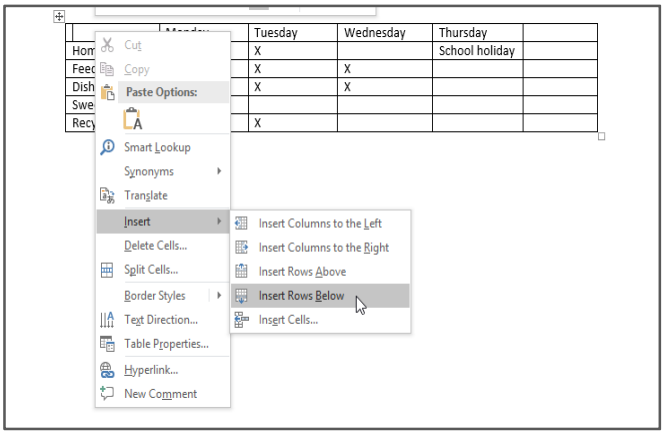
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2.A new row or column will be added to the table.



	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

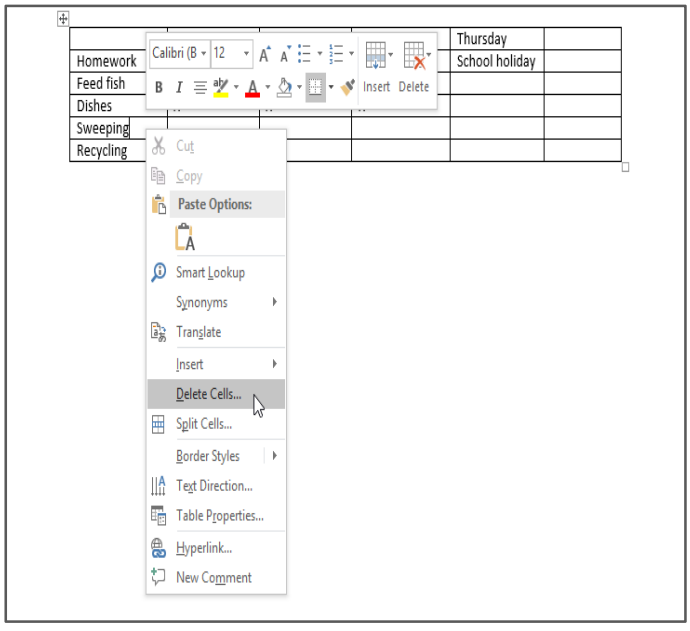
3.Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.



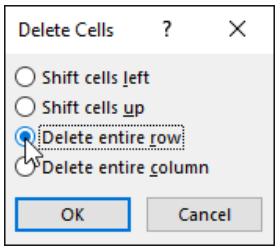
To delete a row or column:

Place the insertion point in the **row** or **column** you want to delete.

Right-click, then select **Delete Cells** from the menu.



A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

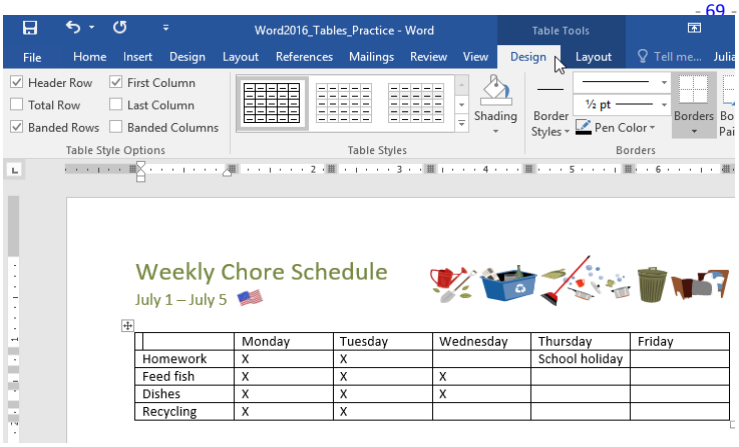


The row or column will be deleted.

To apply a table style:

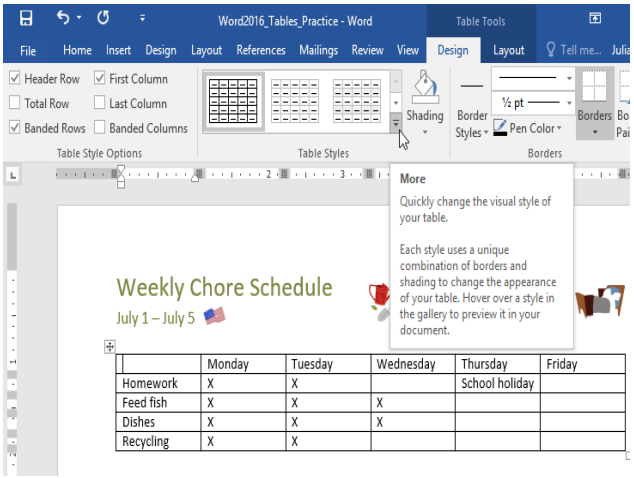
Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1.Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.

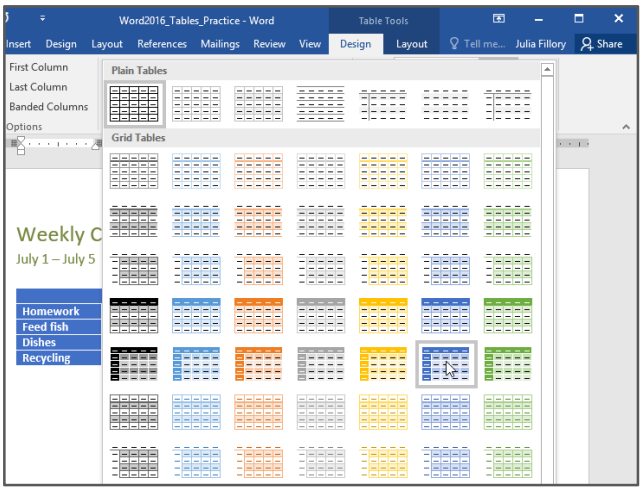


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

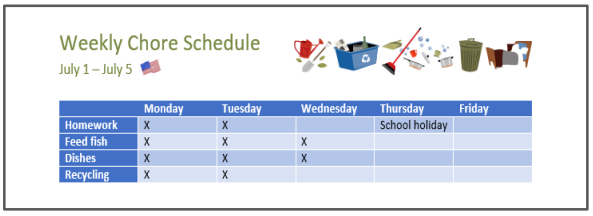
2.Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.



3.Select the **table style** you want.



4.The table style will appear.



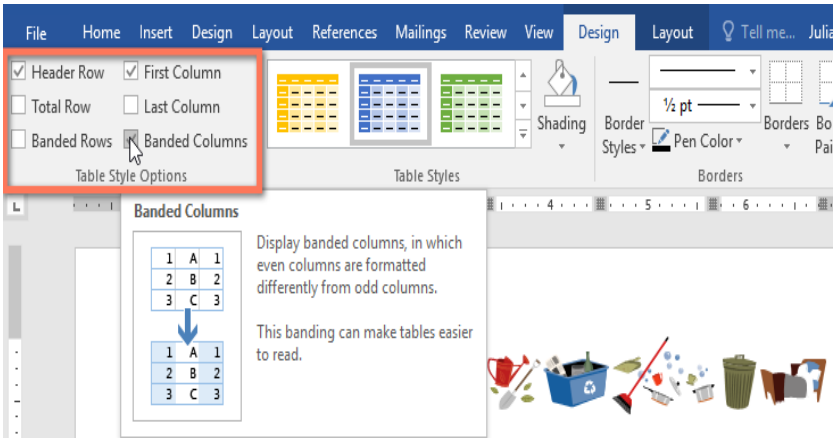
	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

To modify table style options:

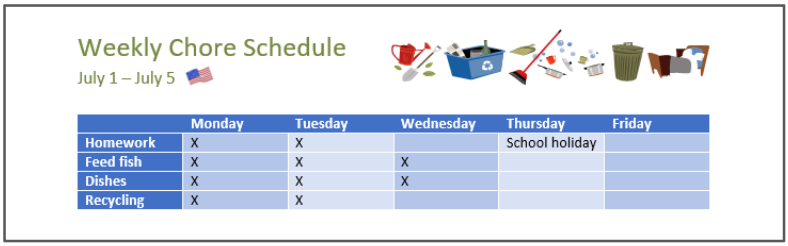
Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

Click anywhere in your table, then navigate to the **Design** tab.

Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



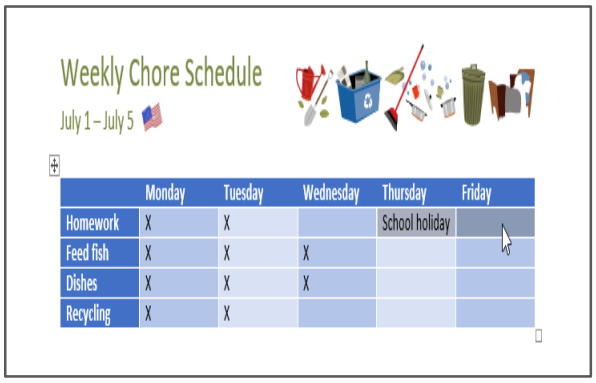
The table style will be modified.



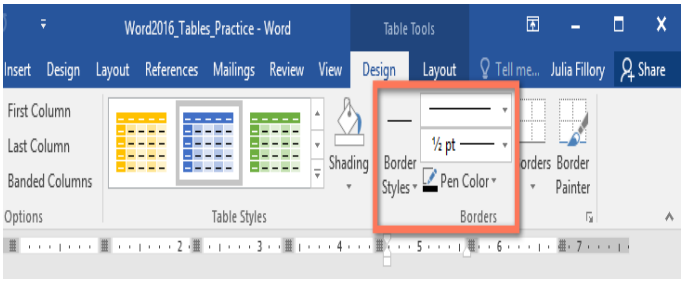
Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

To apply borders to a table:

1.Select the **cells** you want to apply a border to.

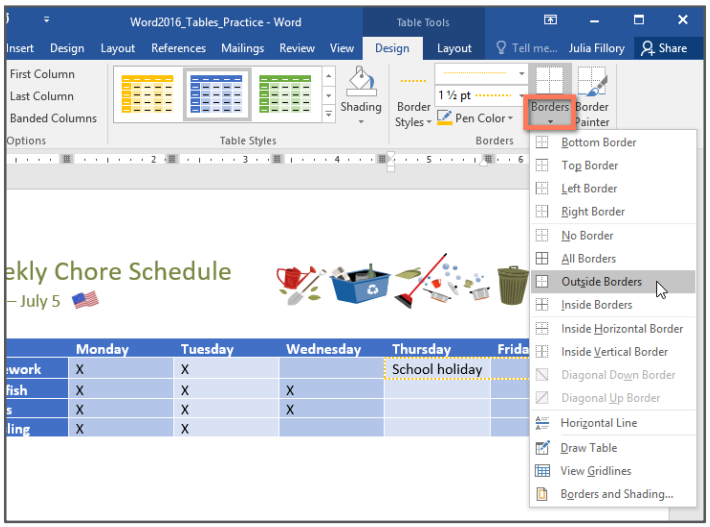


2.Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.

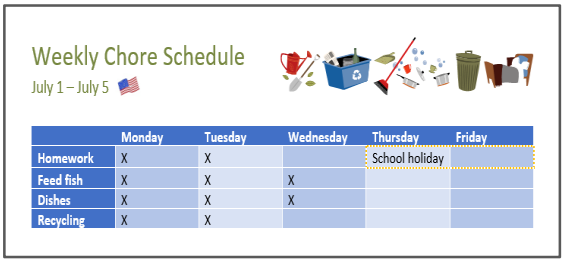


Click the **drop-down** arrow below the **Borders** command.

3.Choose a **border type** from the menu.



4.The border will be applied to the selected cells.



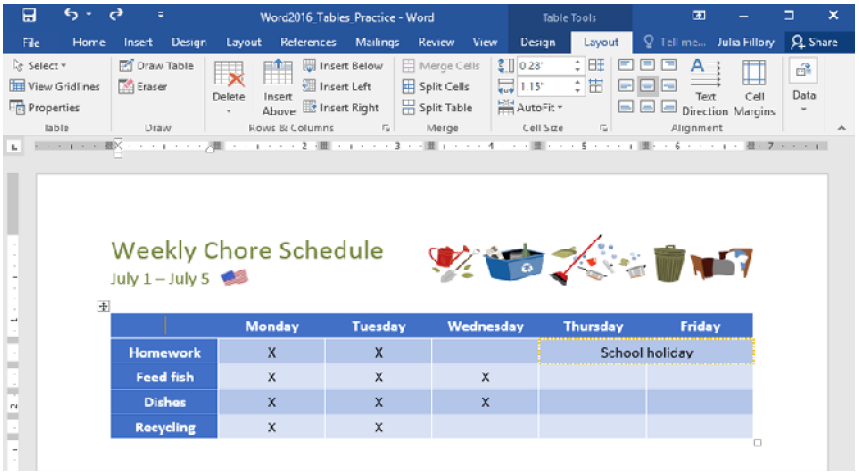
Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Click the buttons in the interactive below to learn more about Word's table layout controls.

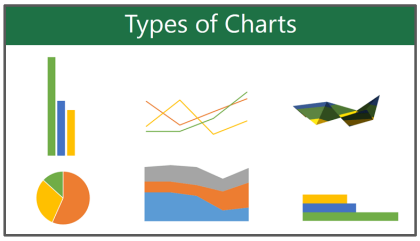
Change Text Direction

You can easily change the direction of your text from **horizontal** to **vertical**. Making



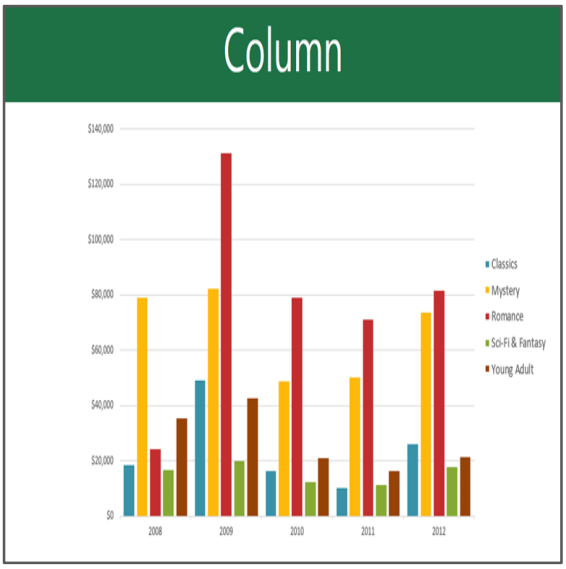
CHAPTER-24- CHARTS

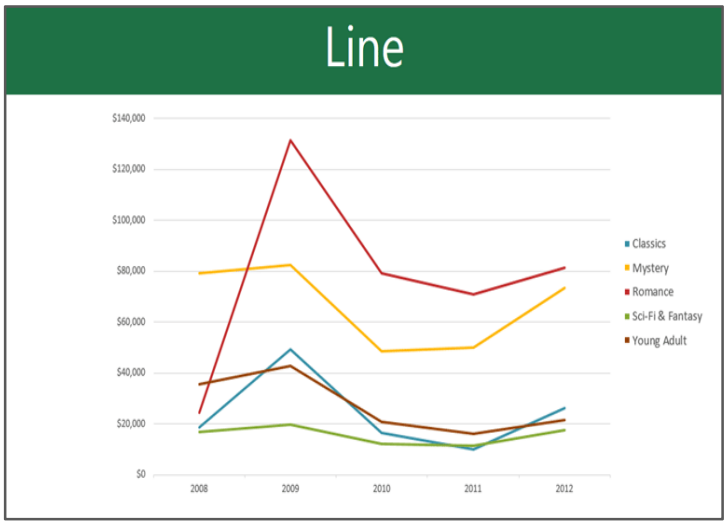
A **chart** is a tool you can use to **communicate information graphically**. Including a chart in your document can help you illustrate numerical data—such as comparisons and trends—so it's easier for the reader to understand.-

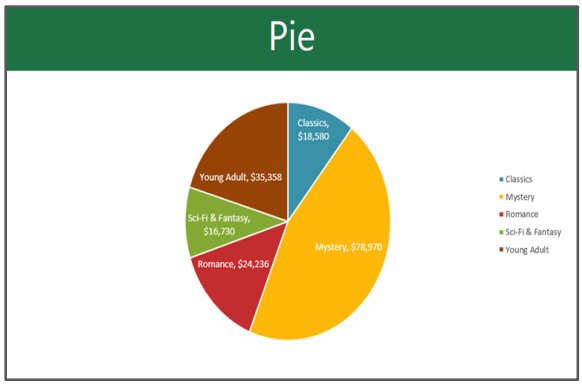


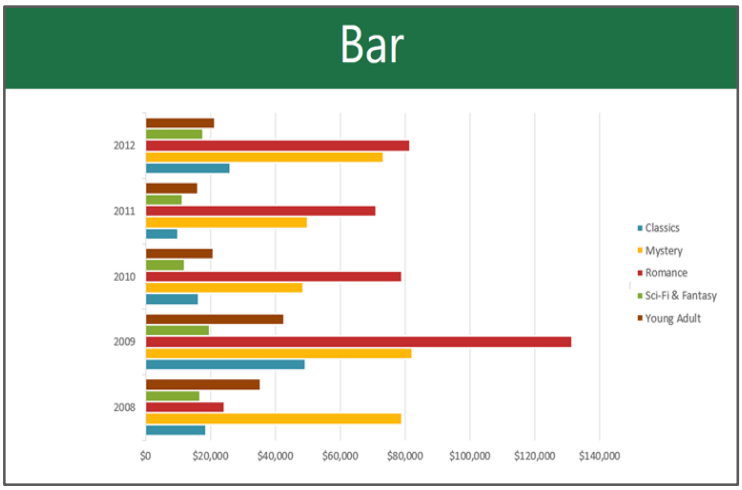
Types of charts

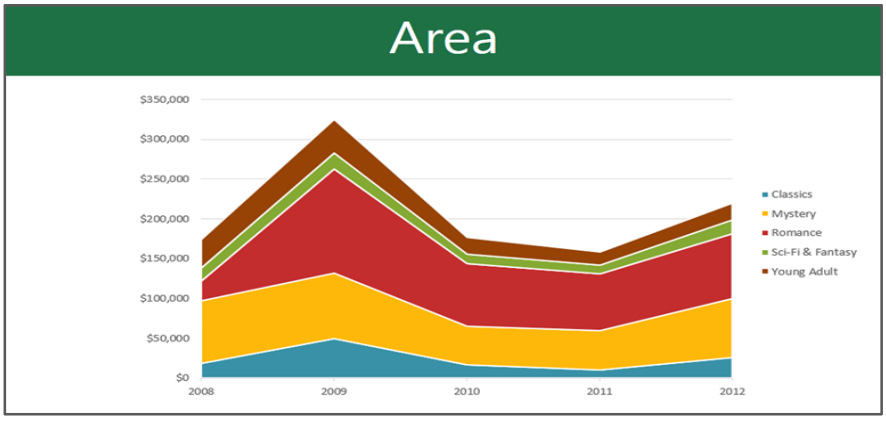
There are several **types** of charts to choose from. To use charts effectively, you'll need to understand what makes each one unique.







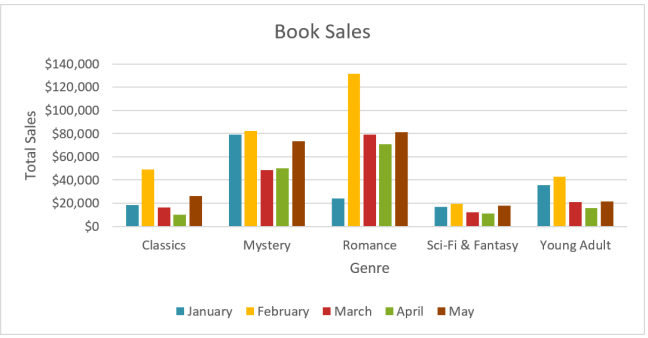




Identifying the parts of a chart

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements—or parts—that can help you interpret data.

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



Inserting charts

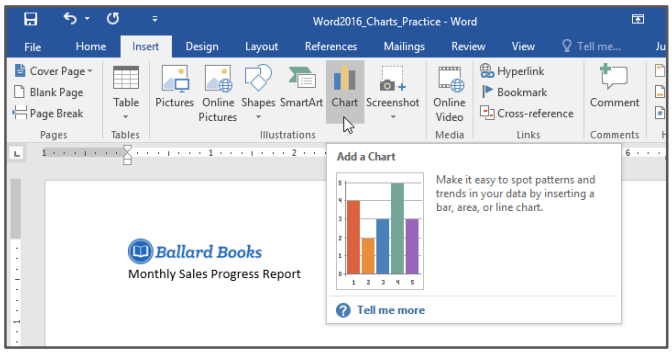
Word utilizes a separate **spreadsheet window** for entering and editing chart data, much like a spreadsheet in Excel. The process of entering data is fairly simple, but if you're unfamiliar with Excel, you might want to review our **Cell Basics** lesson.

To insert a chart:

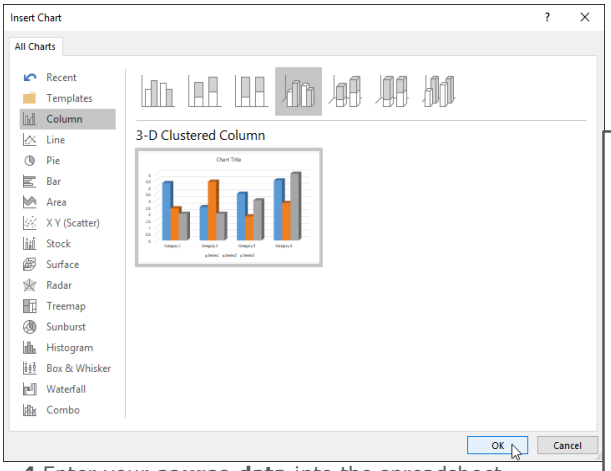
1.Place the **insertion point** where you want the chart to appear.

Navigate to the **Insert** tab, then click the **Chart** command in the **Illustrations** group.

A dialog box will appear. To view your options, choose a **chart type** from the left pane, then browse the **charts** on the right.

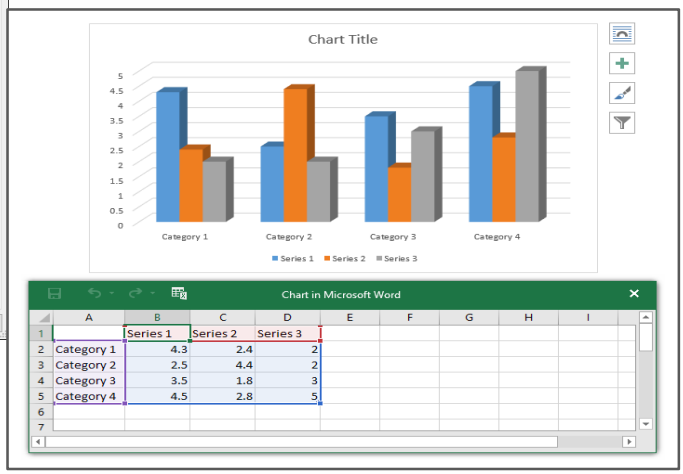


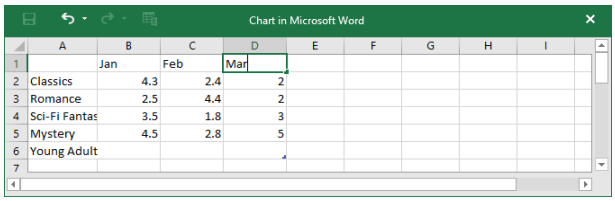
2.Select the desired **chart**, then click **OK**.



3.A chart and spreadsheet window will appear. The text in the spreadsheet is merely a **placeholder** that you'll need to replace with your own source data. The source data is what Word will use to create the chart.

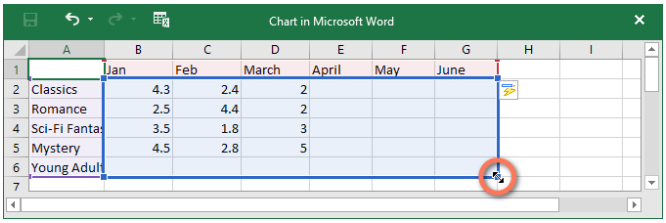
4.Enter your **source data** into the spreadsheet.

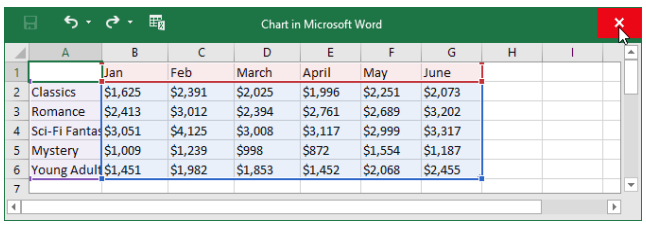




5.Only the data enclosed in the **blue box** will appear in the chart. If necessary, click and drag the **lower-right corner** of the blue box to manually increase or decrease the data range.

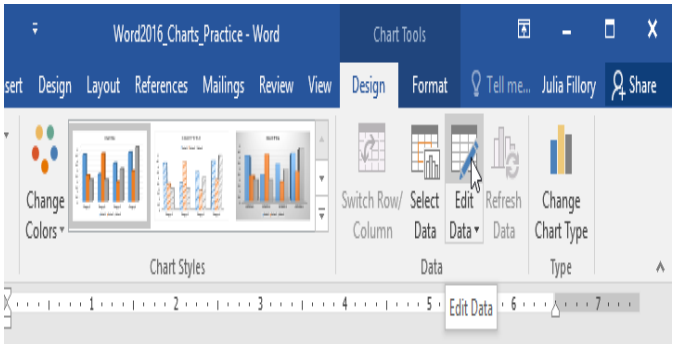
6.When you're done, click **X** to close the spreadsheet window.





7.The chart will be complete.

8.To edit your chart again, simply select it, then click the **Edit Data** command on the **Design** tab. The spreadsheet window will reappear.



Creating charts with existing Excel data

If you already have data in an **existing Excel file** that you'd like to use in Word, you can **copy and paste** it instead of entering it by hand. Just open the spreadsheet in Excel, copy the data, then paste it as the source data in Word.

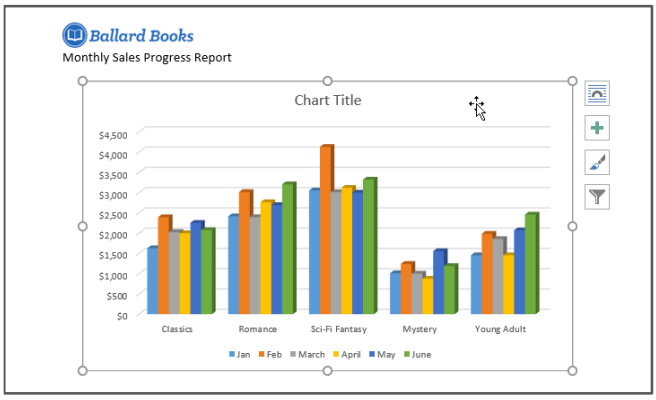
You can also **embed** an existing Excel chart into your Word document. This is useful if you know you're going to be updating your Excel file later; the chart in Word will update automatically any time a change is made.

Modifying charts with chart tools

There are many ways to customize and organize your chart in Word. For example, you can quickly change the **chart type**, **rearrange** the data, and even change the chart's **appearance**.

To switch row and column data:

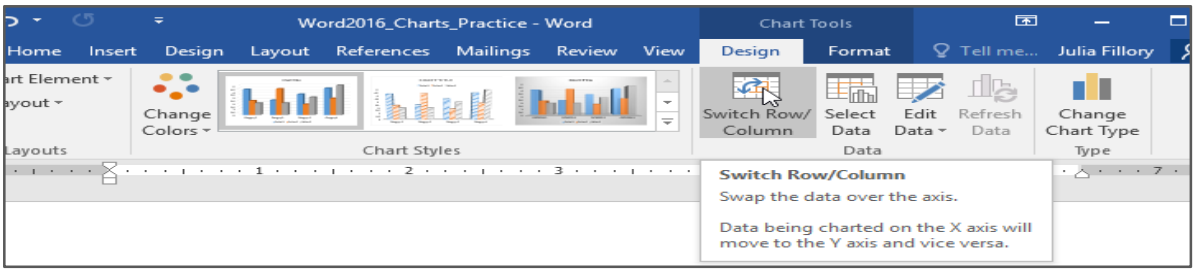
Sometimes you may want to change the way your chart data is **grouped**. For example, in the chart below the data is grouped **by genre**, with columns for **each month**. If we switched the rows and columns, the data would be grouped **by month** instead. In both cases, the chart contains the same data—it's just presented in a different way.



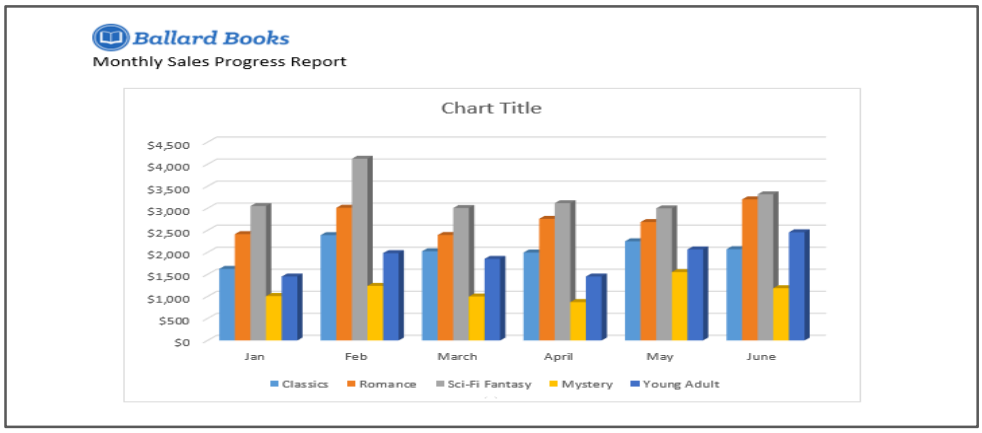
1.Select the **chart** you want to modify. The **Design** tab will appear on the right side of the Ribbon.

2.From the **Design** tab, click the **Edit Data** command in the **Data** group.

3.Click the **chart** again to reselect it, then click the **Switch Row/Column** command.



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

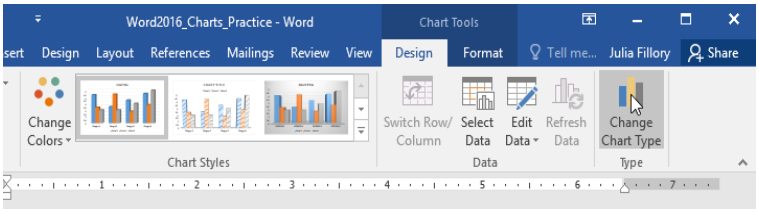


To change the chart type:

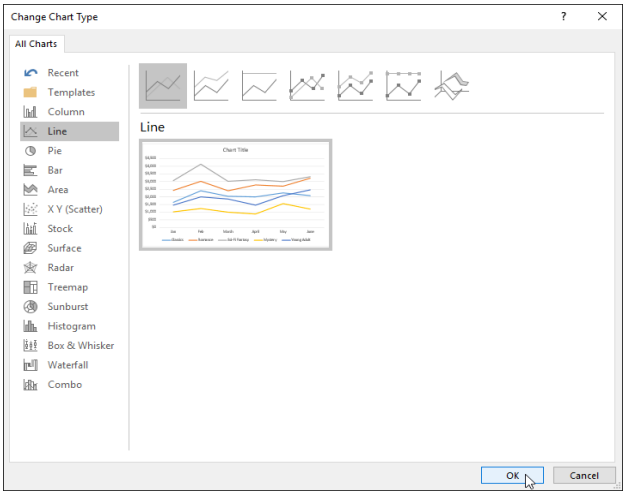
If you find that your chosen **chart type** isn't suited to your data, you can change it to a different one. In our example, we'll change the chart type from a **column** chart to a **line** chart.

1.Select the **chart** you want to change. The **Design** tab will appear.

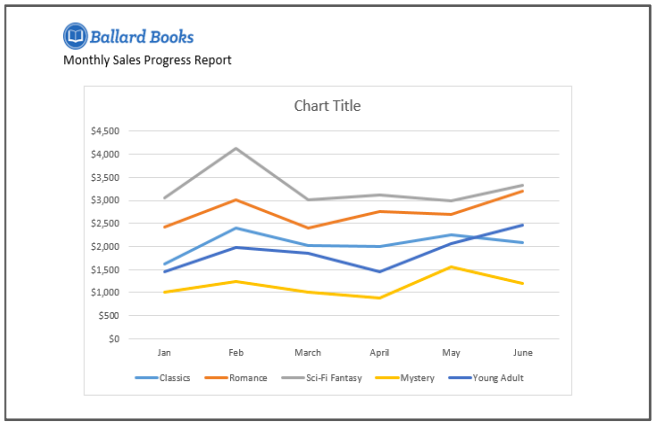
From the **Design** tab, click the **Change Chart Type** command.



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



3.The new chart type will be applied. In our example, the line chart makes it easier to see trends over time.

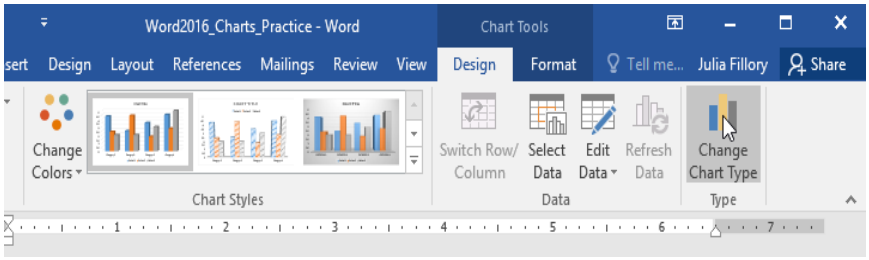


To change the chart layout:

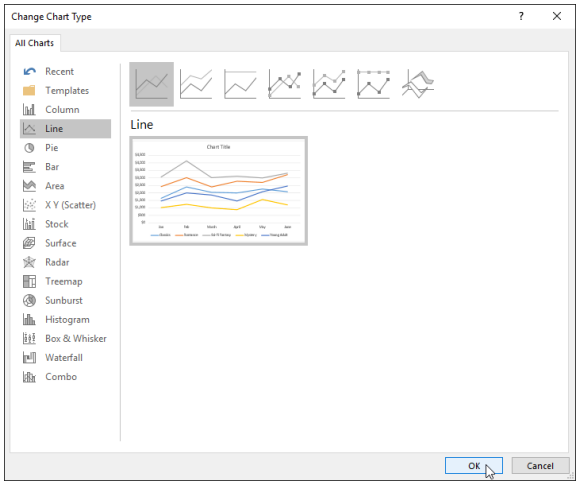
To change the arrangement of your chart, try choosing a different **layout**. Layout can affect several elements, including the chart title and data labels.

1.Select the **chart** you want to change. The **Design** tab will appear.

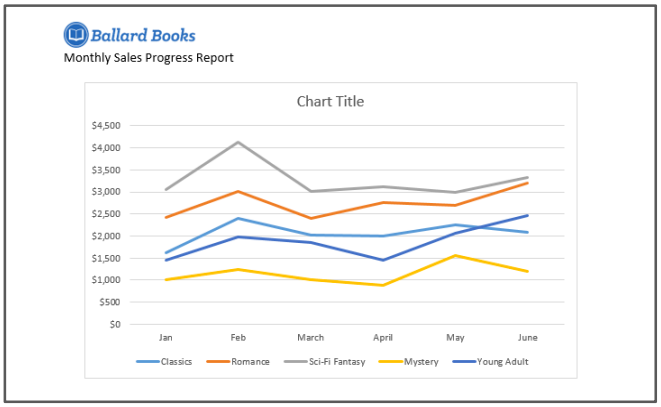
From the **Design** tab, click the **Change Chart Type** command.



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



3.The new chart type will be applied. In our example, the line chart makes it easier to see trends over time.

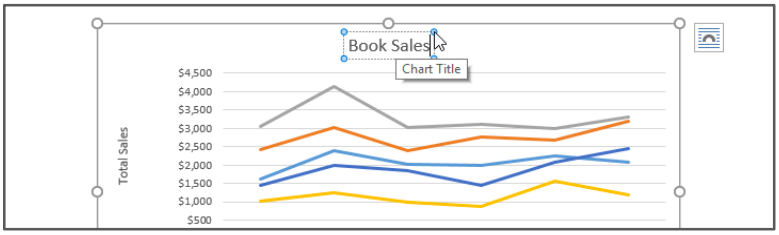


To change the chart layout:

To change the arrangement of your chart, try choosing a different **layout**. Layout can affect several elements, including the chart title and data labels.

If you don't see a chart layout that has exactly what you need, you can click the **Add Chart Element** command on the **Design** tab to add **axis titles**, **gridlines**, and other chart elements.

To fill in a placeholder (such as the **chart title** or **axis title**), click the element and enter your text.

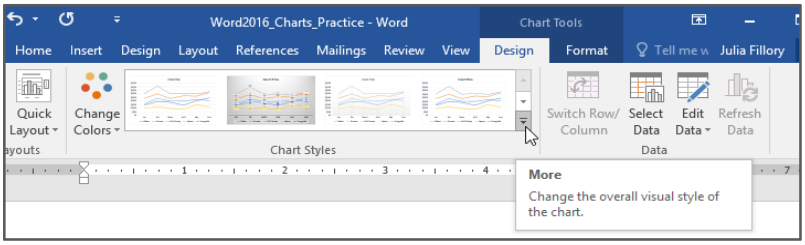


To change the chart style:

Word's **chart styles** give you an easy way to change your chart's design, including the color, style, and certain layout elements.

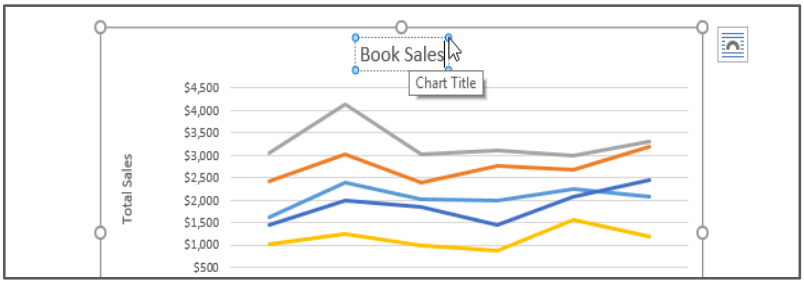
Select the **chart** you want to modify. The **Design** tab will appear.

From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



If you don't see a chart layout that has exactly what you need, you can click the **Add Chart Element** command on the **Design** tab to add **axis titles**, **gridlines**, and other chart elements.

To fill in a placeholder (such as the **chart title** or **axis title**), click the element and enter your text.

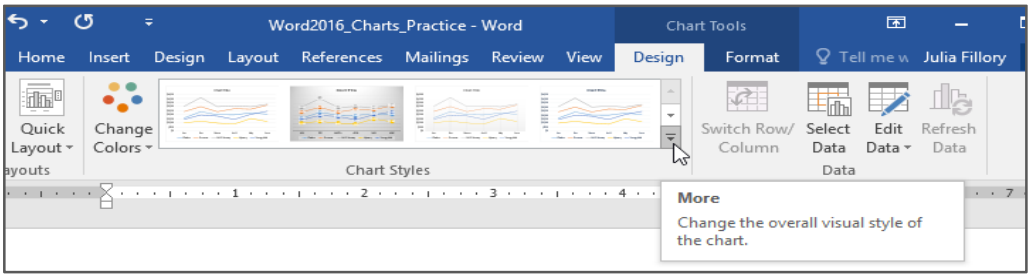


To change the chart style:

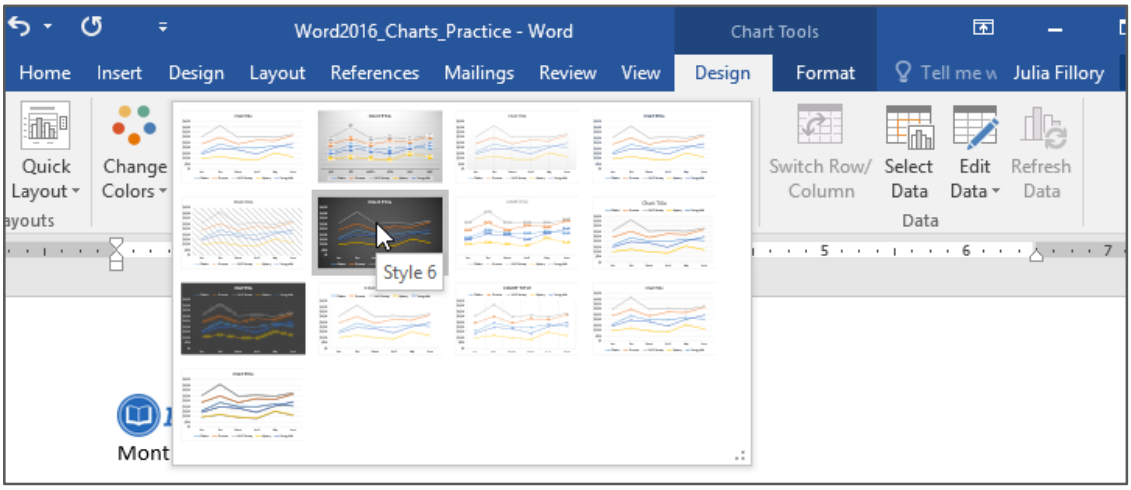
Word's **chart styles** give you an easy way to change your chart's design, including the color, style, and certain layout elements.

Select the **chart** you want to modify. The **Design** tab will appear.

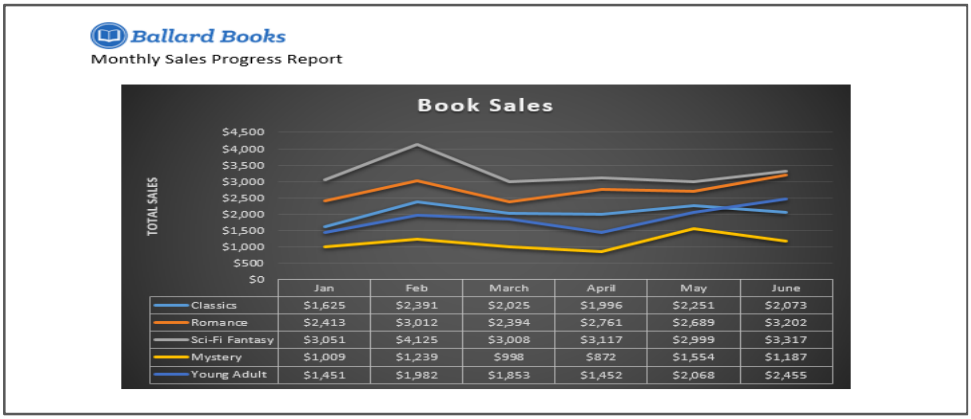
From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.



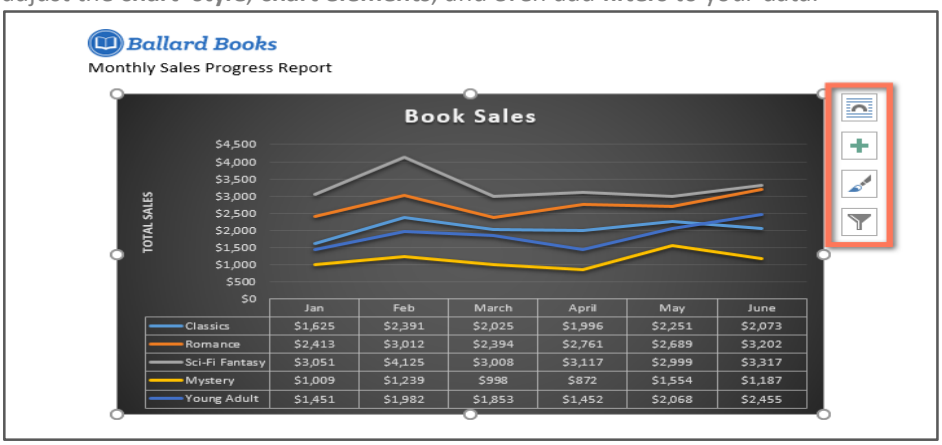
A drop-down menu of styles will appear. Select the **style** you want.



The chart style will be applied.



For even faster customization, use the formatting shortcuts to the right of your chart. These allow you to adjust the **chart style**, **chart elements**, and even add **filters** to your data.



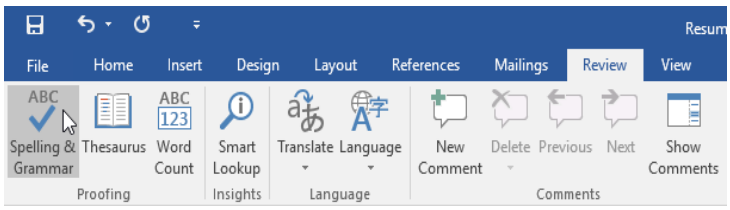
CHAPTER-25- CHECKING SPELLING AND GRAMMAR

Introduction

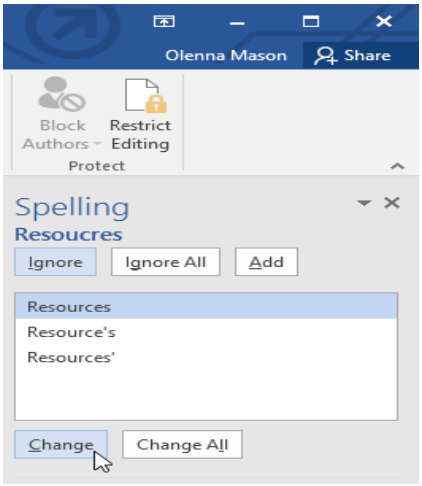
Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

To run a Spelling and Grammar check:

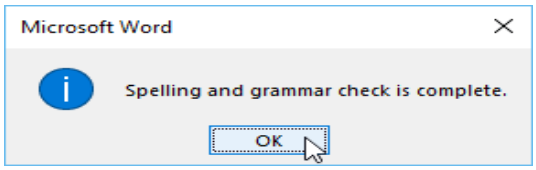
1.From the **Review** tab, click the **Spelling & Grammar** command.



2.The **Spelling and Grammar** pane will appear on the right. 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**.



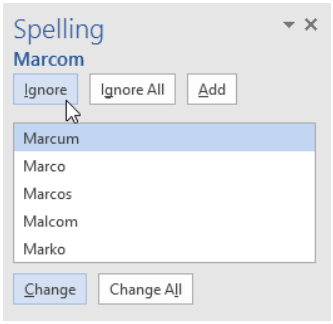
If no suggestions are given, you can manually type the correct spelling in your document.

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 names and other proper nouns, 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":



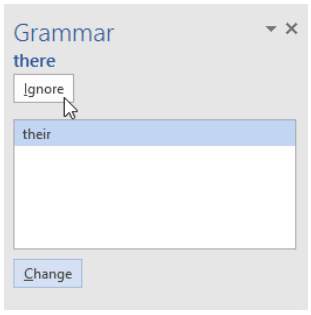
Ignore: This will skip the word without changing it.

Ignore All: This will skip the word without changing it, and it will also skip all other instances of the word in the document.

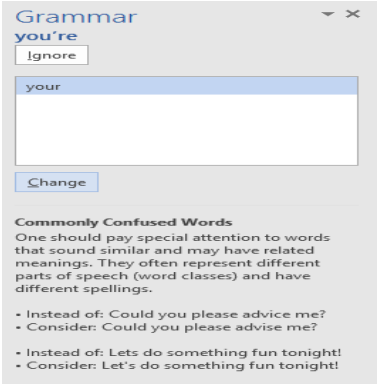
Add: This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.

For grammar "errors":

Ignore: This will skip the word or phrase without changing it.

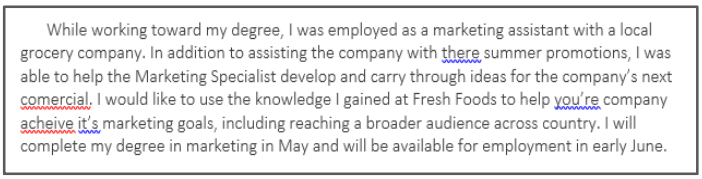


For some grammatical errors, Word will provide an explanation for why it thinks something is incorrect. This can help you determine whether you want to change or ignore it.



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**.



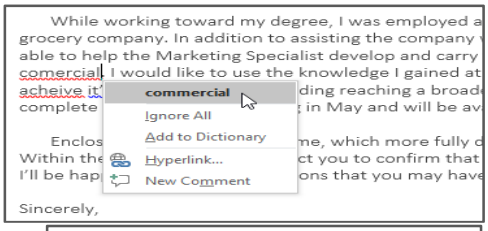
The **red line** indicates a misspelled word.

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**.

To correct spelling errors:

Right-click the **underlined word**, then select the **correct spelling** from the list of suggestions.

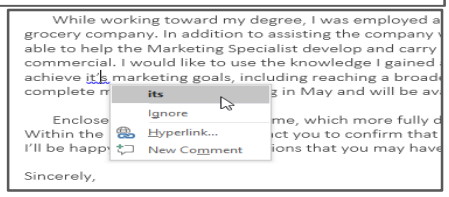


The corrected word will appear in the document.

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

To correct grammar errors:

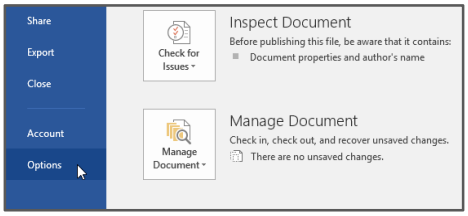
Right-click the **underlined word or phrase**, then select the **correct spelling or phrase** from the list of suggestions.



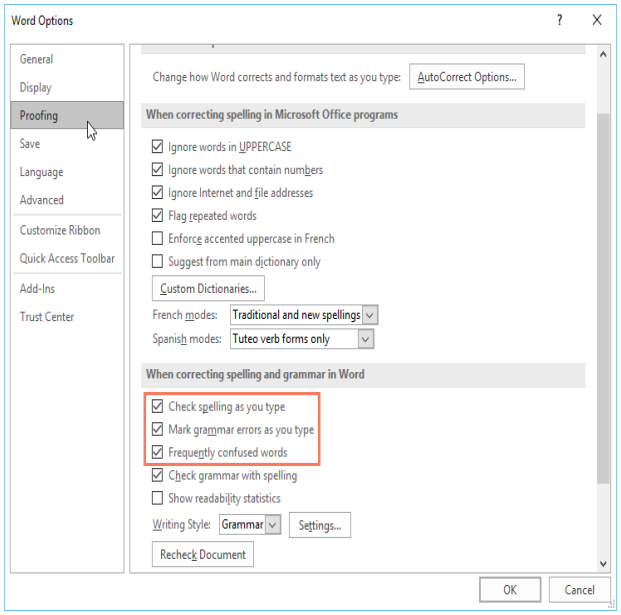
The corrected phrase will appear in the document.

To change the automatic spelling and grammar check settings:

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



A dialog box will appear. On the left side of the dialog box, select **Proofing**. From here, you have several options to choose from. For example, if you don't want Word to mark **spelling errors**, **grammar errors**, or **frequently confused words** automatically, simply uncheck the desired option.



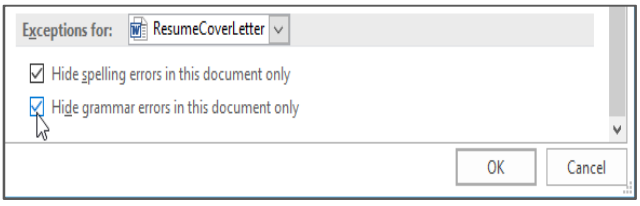
If you've turned off the automatic spelling and/or grammar checks, you can still go to the **Review** tab and click the **Spelling & Grammar** command to run a new check.

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.

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

A dialog box will appear. Select **Proofing**, then check the box next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**, then click **OK**. The lines in the document will be hidden.



CHAPTER-26- TRACK CHANGES AND COMMENTS

Introduction

Let's say 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.

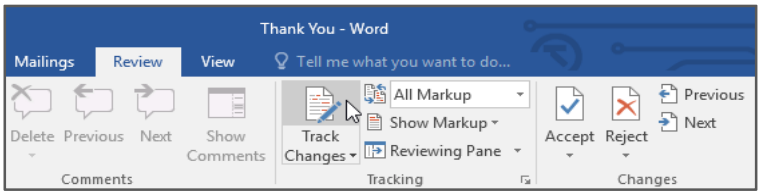
~~To Whom It May Concern:~~ Dear Mr. Powell:

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:

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.

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.

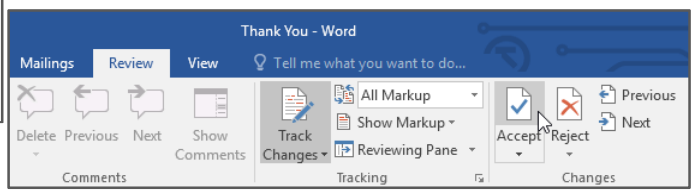
To accept or reject changes:

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

To Whom It May Concern:

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.

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

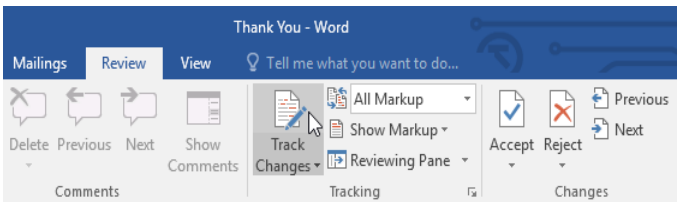


3.The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed all of them.

To Whom It May Concern:

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 a document. Fortunately, Word provides a few ways to customize how tracked changes appear:

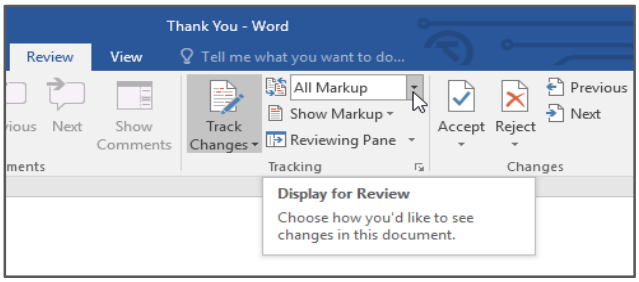
Simple Markup: This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.

All Markup: This shows the final version with inline markups.

No Markup: This shows the final version and hides all markups.

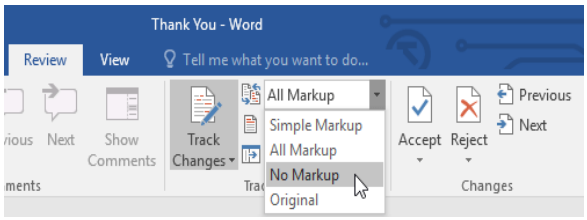
Original: This shows the original version and hides all markups.

To hide tracked changes:



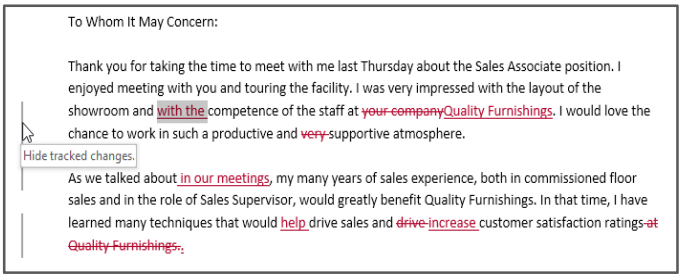
1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.

2.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.



Remember that 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.

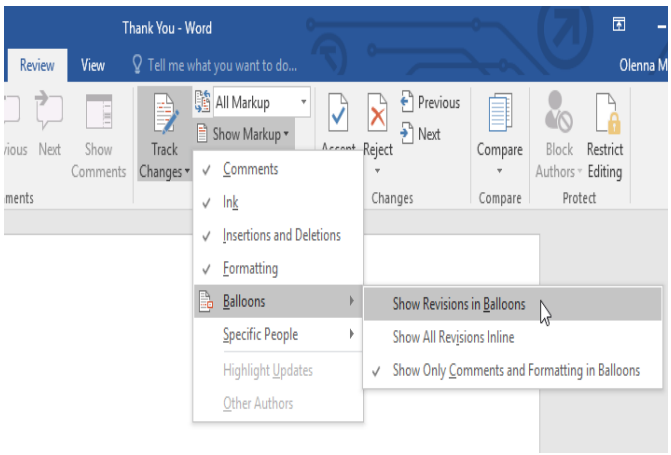
3.You can also click the marker in the left margin to switch between **Simple Markup** and **All Markup**.



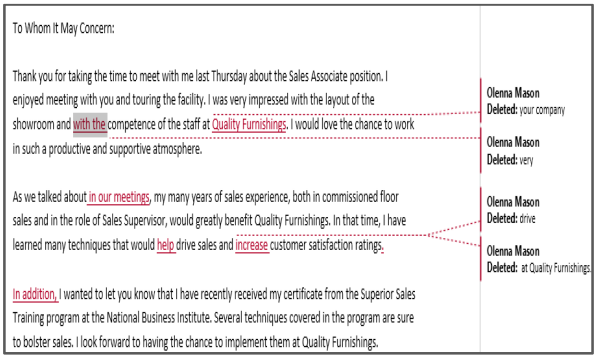
To show revisions in balloons:

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**.

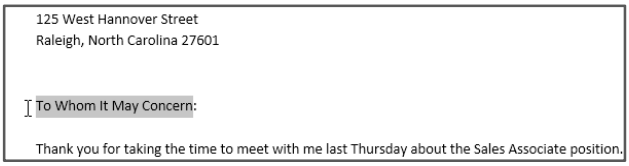
Comments

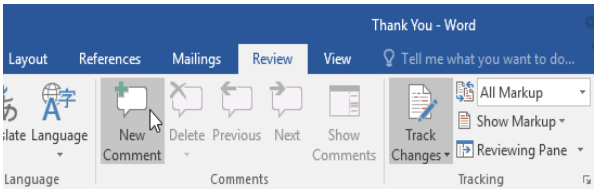
Sometimes you may want to add a **comment** to provide feedback instead of editing a document. While it's often used in combination with Track Changes, you don't necessarily need to have Track Changes turned on to add comments.

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.



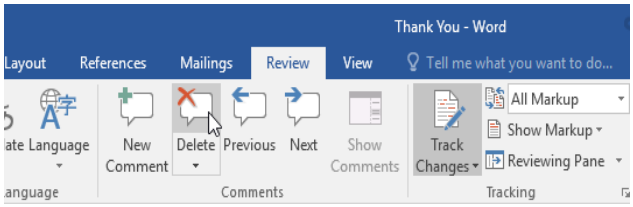


3.Type your comment. When you're done, you can close the comment box by pressing the **Esc** key or by clicking anywhere outside the comment box.

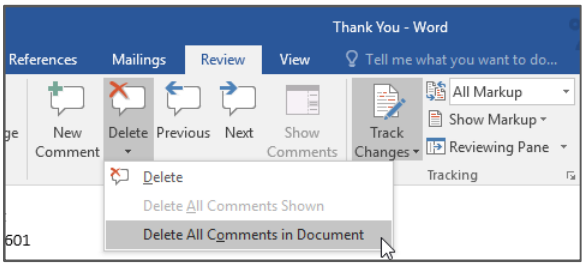
To delete comments:

1.Select the comment you want to delete.

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



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

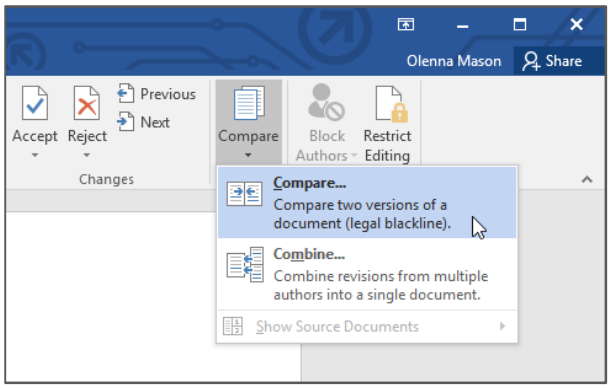


Comparing documents

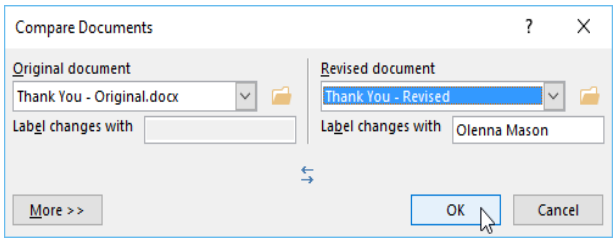
If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document (the documents must also have different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



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.

CHAPTER-27- INSPECTING 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 **inspect** and **protect** your document.

Document Inspector

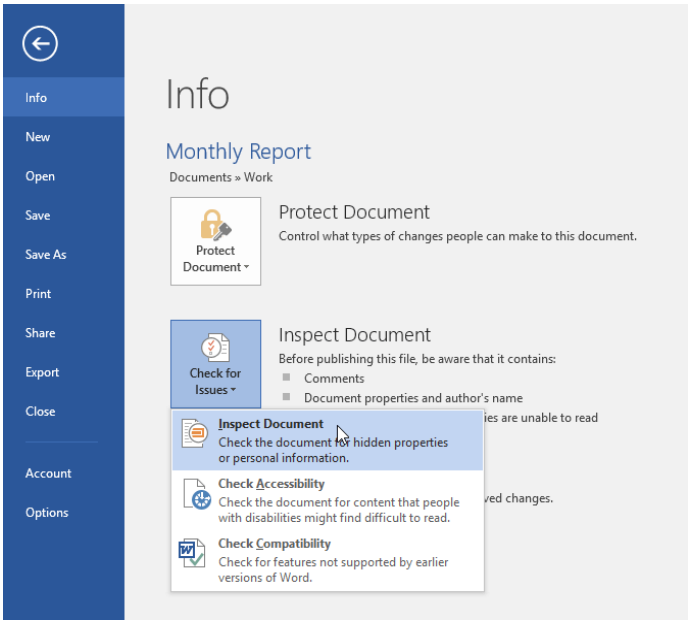
Whenever you create or edit a document, certain **personal information** may be added to the file automatically—for example, information about the document's author. You can use **Document Inspector** to remove this type of information before sharing a document with others.

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 Document Inspector.

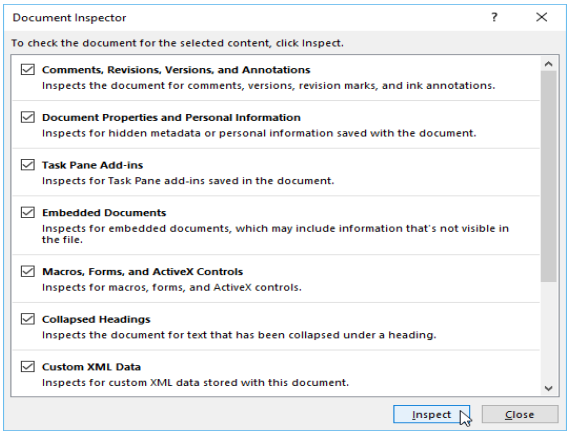
To use Document Inspector:

1.Click the **File** tab to go to **Backstage view**.

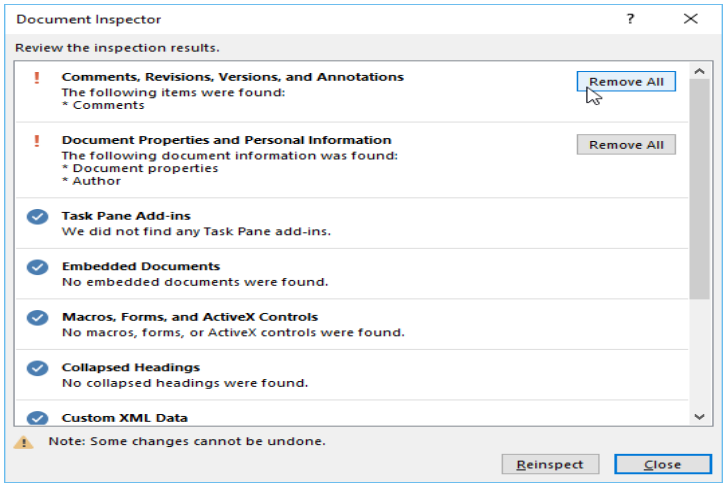
From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



2.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.



3.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.



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

Protecting your document

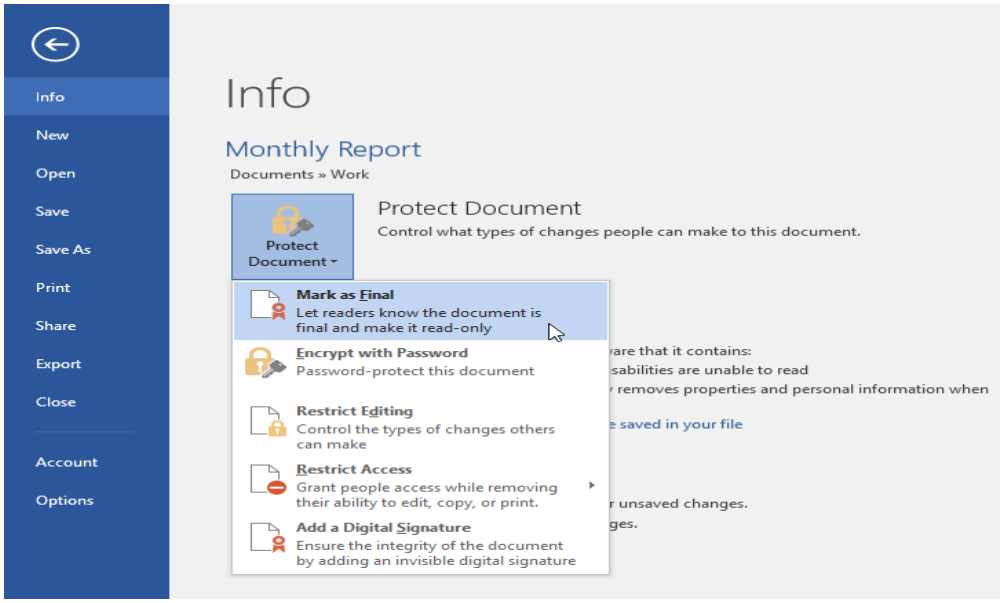
By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a document, depending on your needs.

To protect your document:

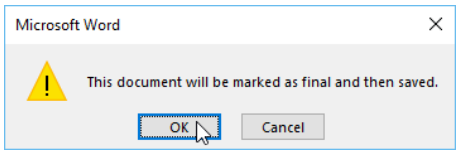
Click the **File** tab to go to **Backstage view**.

From the **Info** pane, click the **Protect Document** command.

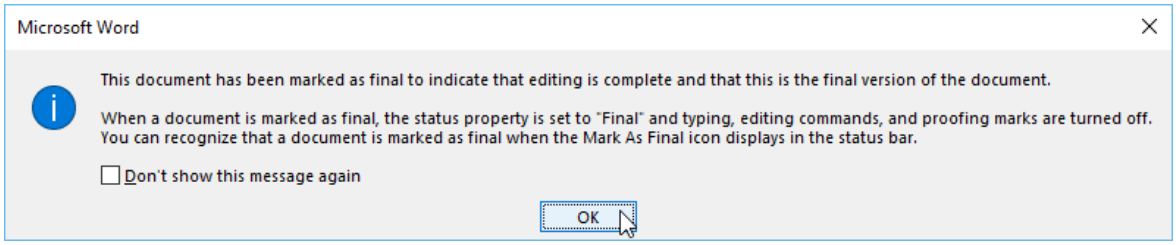
In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your document as final is a good way to discourage others from editing the file, while other options give you more control if you need it.



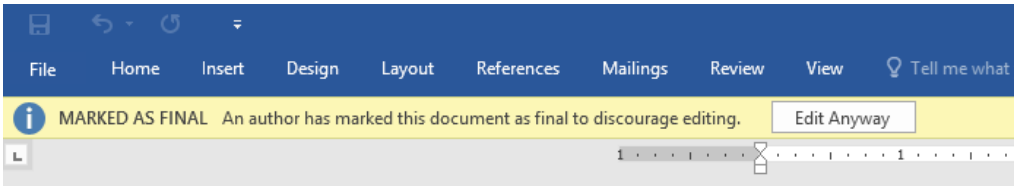
A dialog box will appear prompting you to save. Click **OK**.



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



The document will be **marked as final**. Whenever others open the file, a bar will appear at the top to discourage them from editing the document.



Marking a document as final will not actually prevent others from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing the document, you can use the **Restrict Access** option instead.

CHAPTER-28- SMARTART GRAPHICS

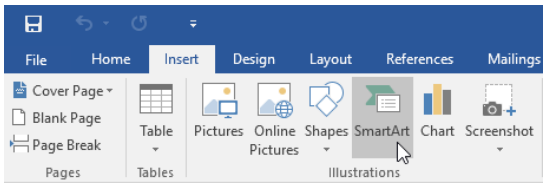
Introduction

SmartArt 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.

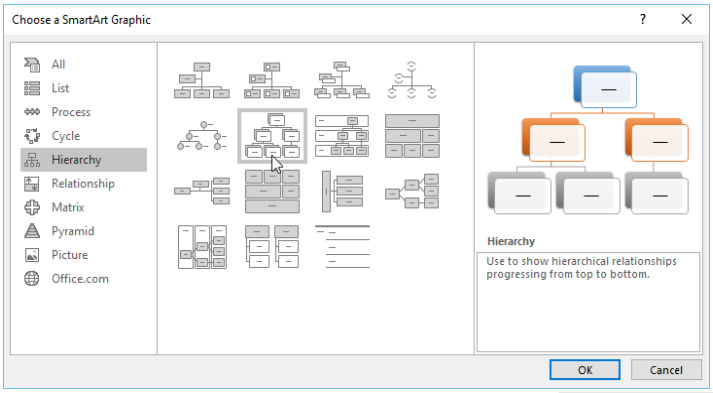
To insert a SmartArt graphic:

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

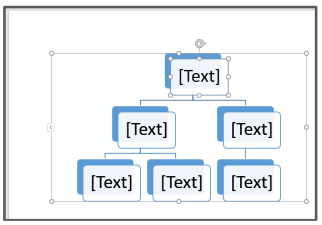
From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



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



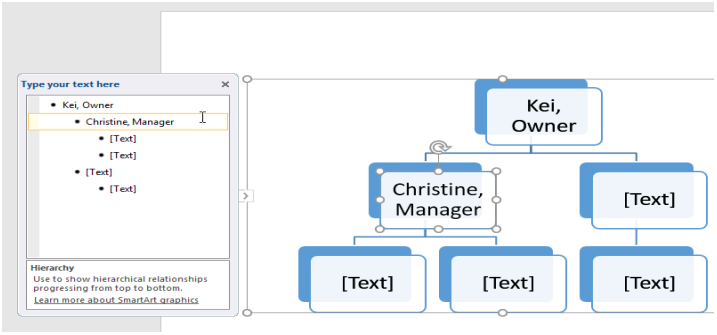
3.The SmartArt graphic will appear in your document.



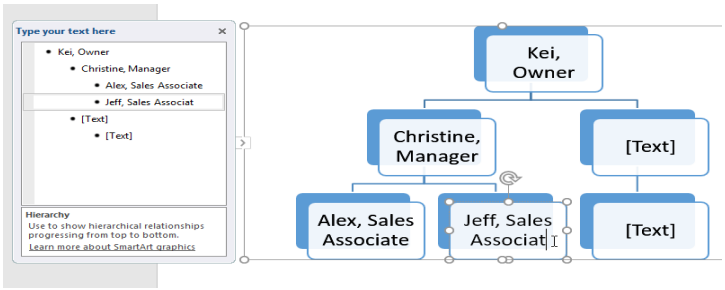
To add text to a SmartArt graphic:

1.Select the SmartArt graphic. The **text pane** will appear to the left

Enter text next to each bullet in the text pane. The text will appear in the corresponding shape. It will be resized automatically to fit inside the shape.



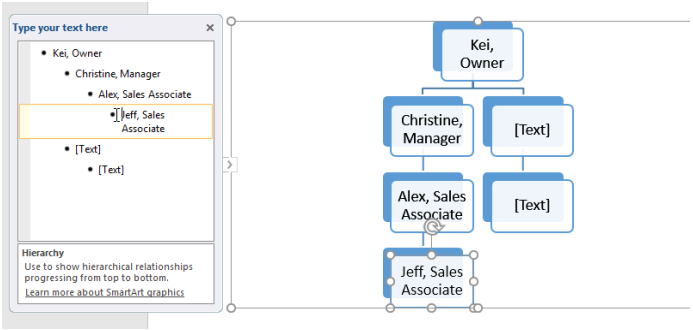
2.You can also add text by clicking the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **text pane** is often quicker and easier.



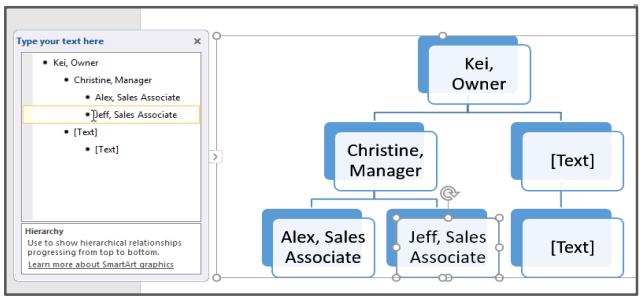
To reorder, add, and delete shapes:

It's easy to add new shapes, change their order, and even delete shapes from your SmartArt graphic. You can do all of this in the text pane, and it's a lot like creating an outline with a **multilevel list**. For more information on multilevel lists, you may want to review our **Lists** lesson.

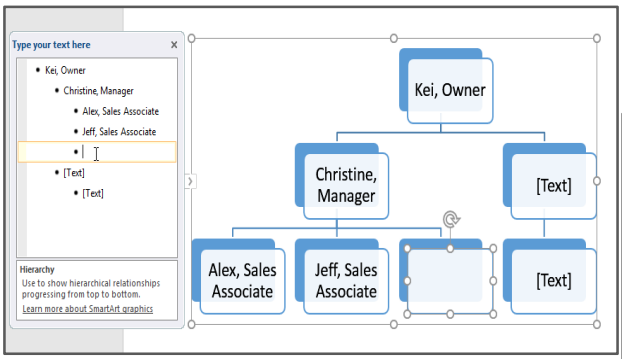
1.To **demote a shape**, select the desired bullet, then press the **Tab** key. The bullet will move to the right, and the shape will move down one level.



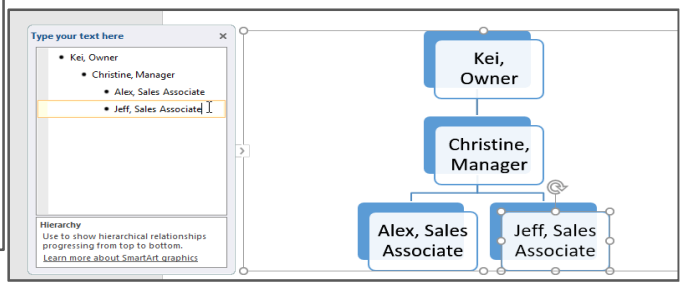
2.To **promote a shape**, select the desired bullet, then press the **Backspace** key (or **Shift+Tab**). The bullet will move to the left, and the shape will move up one level.



3.To **add a new shape**, place the insertion point after the desired bullet, then press **Enter**. A new bullet will appear in the text pane, and a new shape will appear in the graphic.



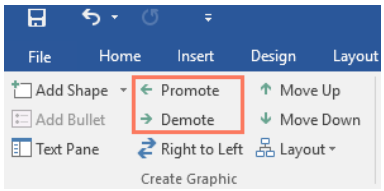
4.To **remove a shape**, keep pressing **Backspace** until the bullet is deleted. The shape will then be removed. In our example, we'll delete all of the shapes without text.



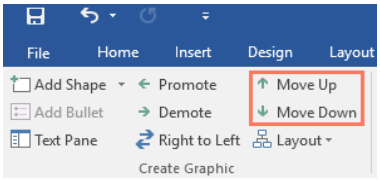
Organizing SmartArt from the Design tab

If you'd prefer not to use the text pane to organize your SmartArt, you can use the commands on the **Design** tab in the **Create Graphic** group. Just select the shape you want to modify, then choose the desired command.

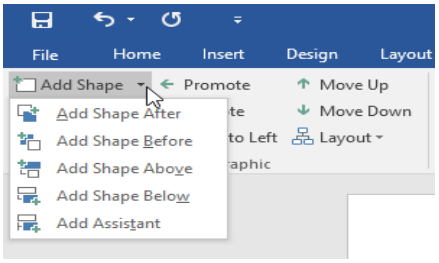
1.Promote and **Demote**: Use these commands to move a shape up or down between levels.



2.Move Up and **Move Down**: Use these commands to change the order of shapes on the same level.



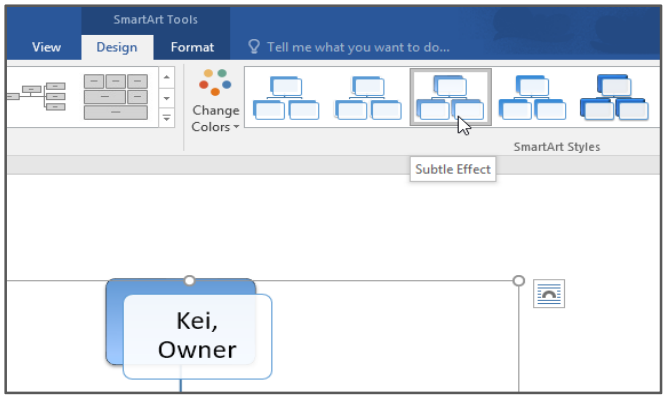
3.Add Shape: Use this command to add a new shape to your graphic. You can also click the drop-down arrow for more exact placement options.



In our example, we've been organizing a graphic with a hierarchical layout. Not all SmartArt graphics use this type of layout, so remember that these commands may work differently (or not at all) depending on the layout of your graphic.

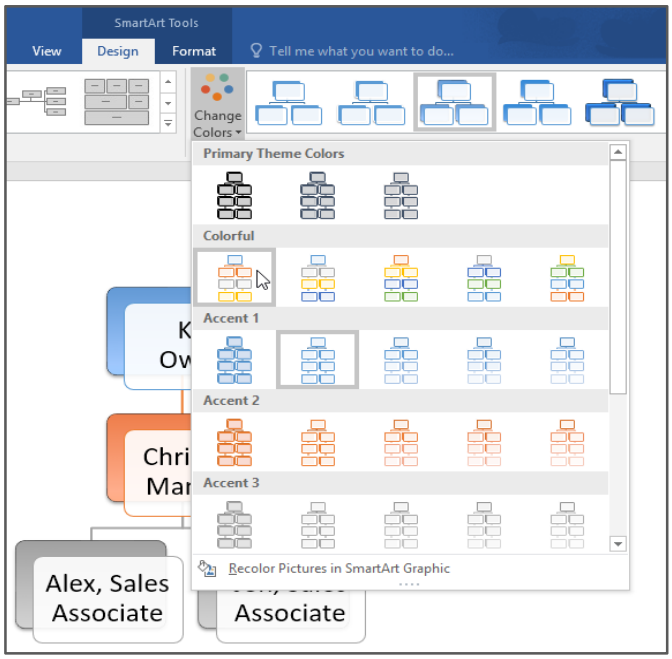
Customizing SmartArt

After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt 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 SmartArt graphic.

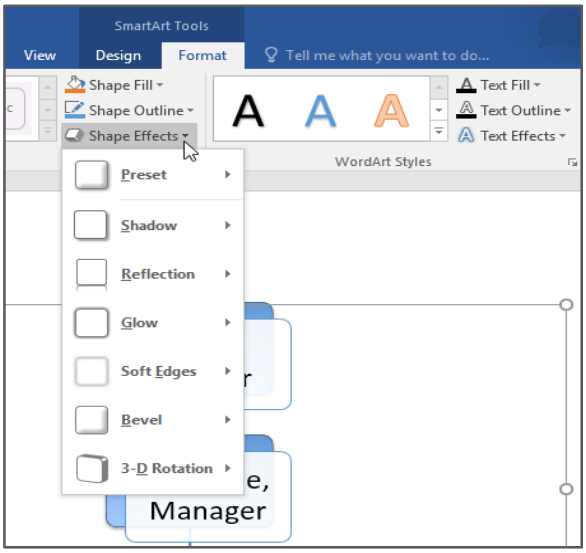


1.There are several **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.

2.You have a variety of **color schemes** to use with SmartArt. To change the colors, click the **Change Colors** command and choose the desired option from the drop-down menu.



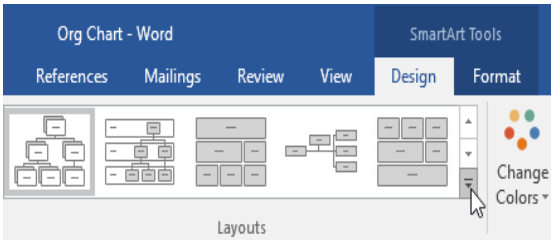
3.You can also customize each shape independently. Just select any shape in the graphic, then choose the desired option from the **Format** tab.



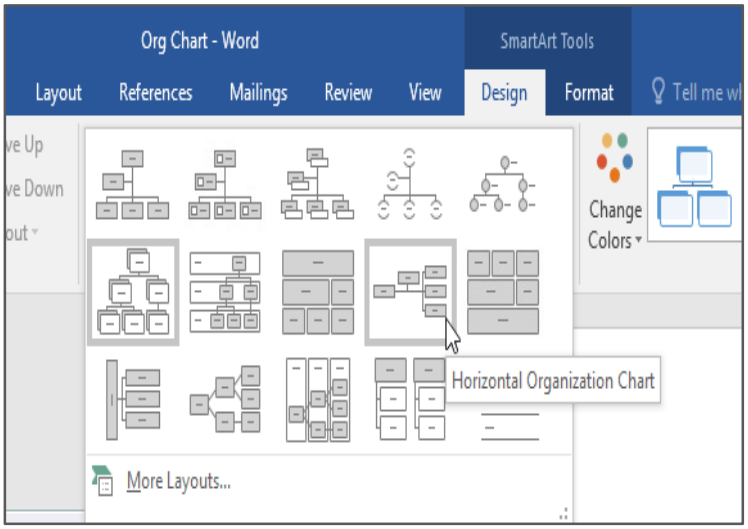
To change the SmartArt layout:

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

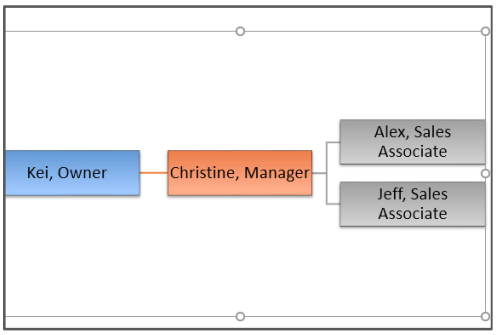
1.From the **Design** tab, click the **More** drop-down arrow in the Layouts group.



2.Choose the desired layout, or click **More Layouts** to see even more options.



3.The selected layout will appear.



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

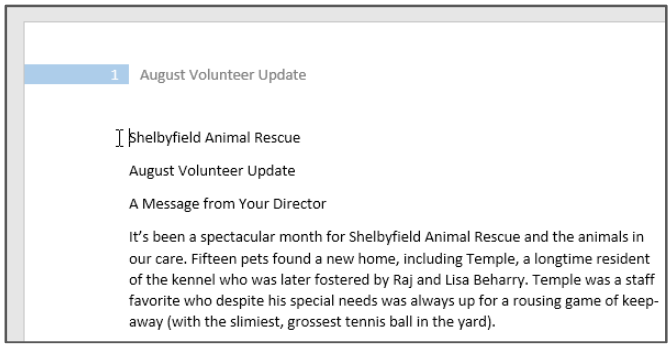
CHAPTER-29- APPLYING AND MODIFYING STYLES

Introduction

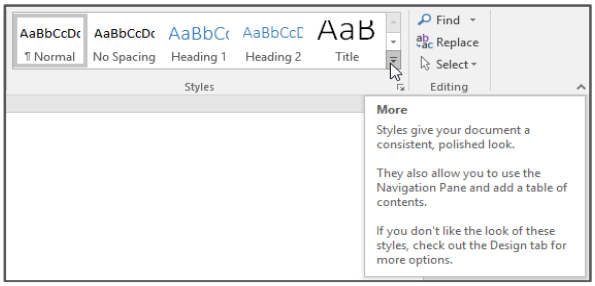
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

To apply a style:

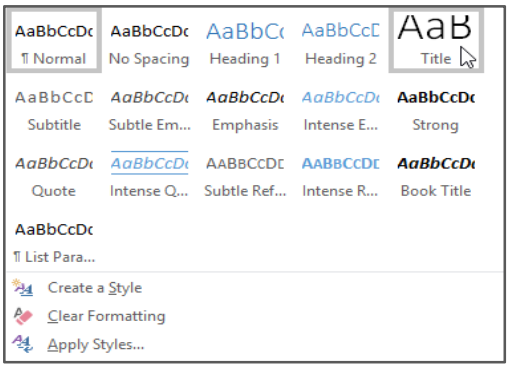
1.Select the text you want to format, or place your cursor at the beginning of the line.



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.



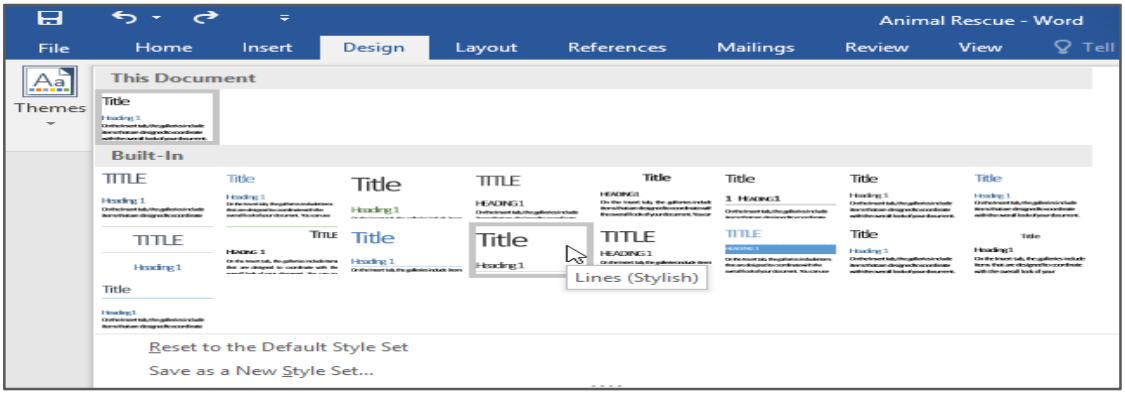
4. The text will appear in the selected style.

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.

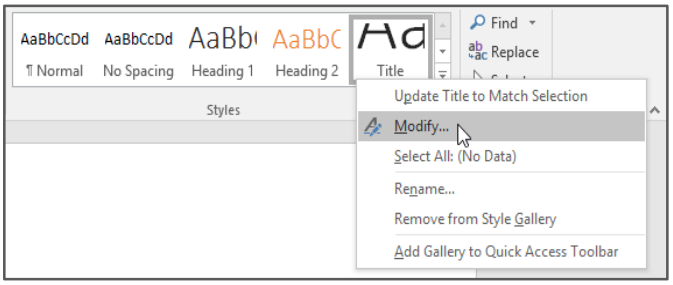
2.Choose the **desired style set** from the drop-down menu.



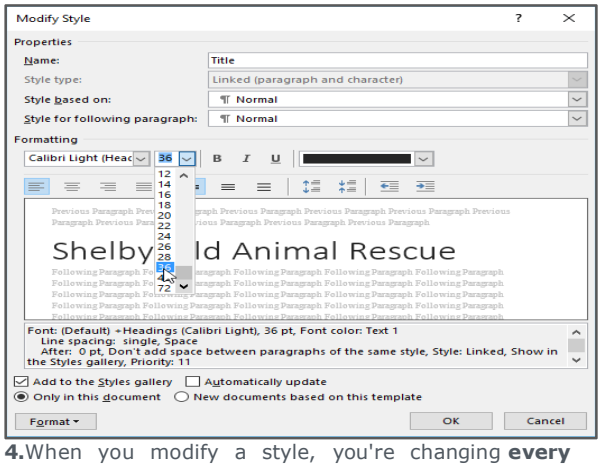
3.The selected style set will be applied to your entire document.

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. Click **OK** to save your changes.

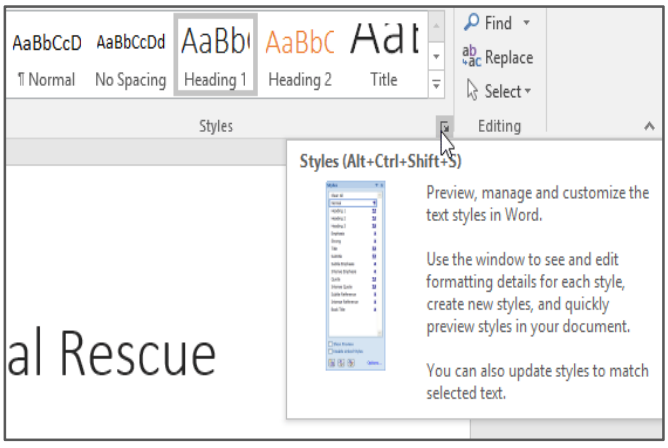


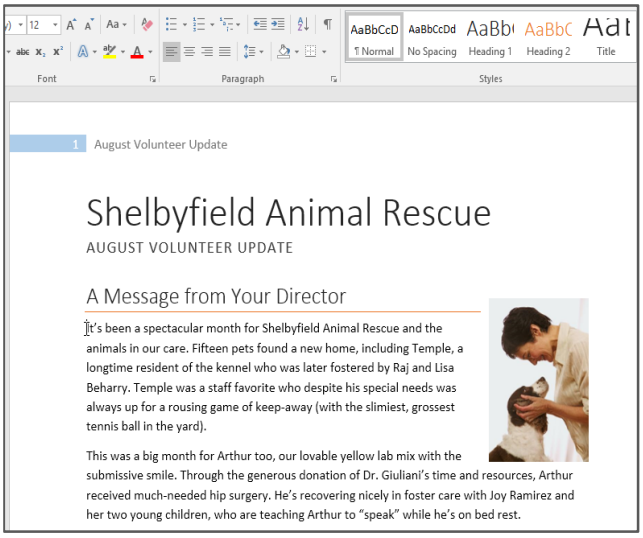
3.The style will be modified.

4.When you modify a style, you're changing **every instance** of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size.

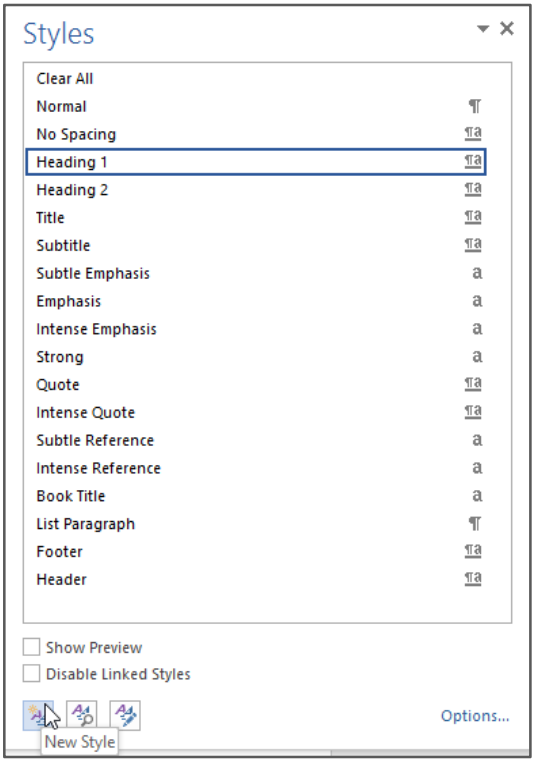
To create a new style:

1.Click the **arrow** in the bottom-right corner of the **Styles** group.

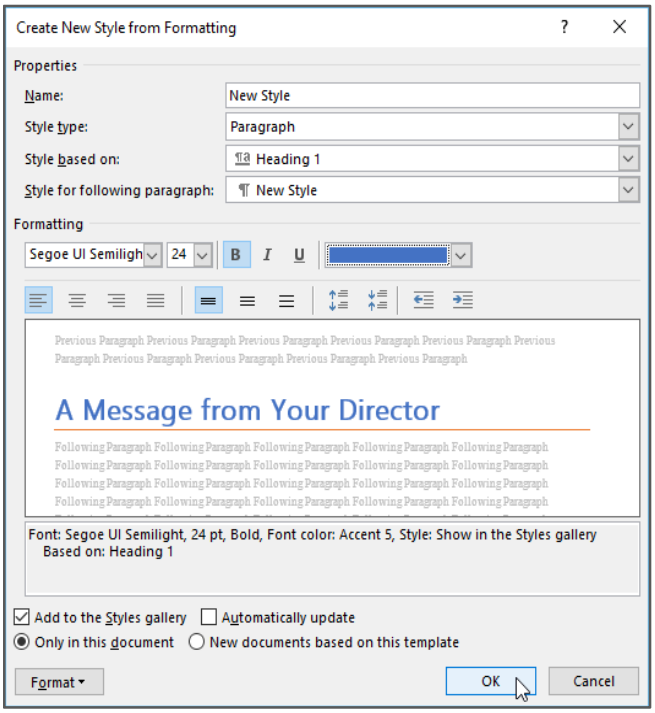




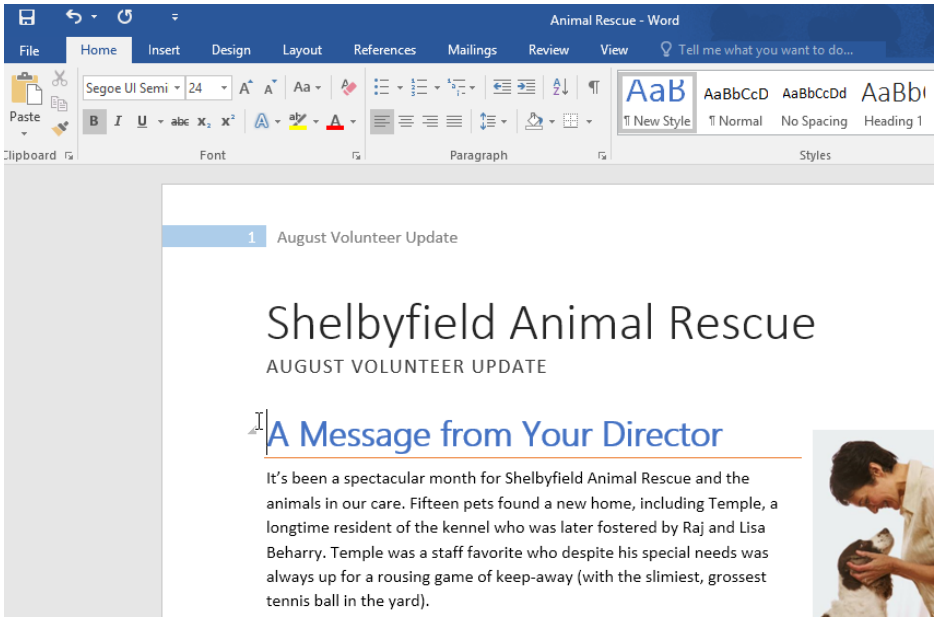
2.The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3.A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.



4.The new style will be applied to the currently selected text. It will also appear in the **Styles** group.



You can also use styles to create a **table of contents** for your document.

CHAPTER-30- MAIL MERGE

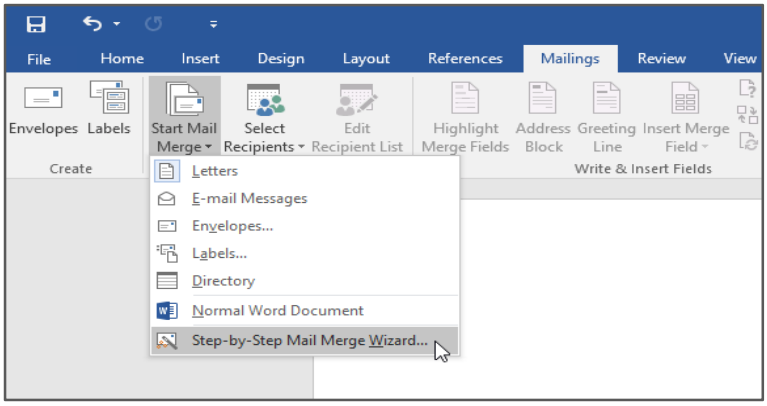
Introduction

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:

Open an **existing** Word document, or create a **new** one.

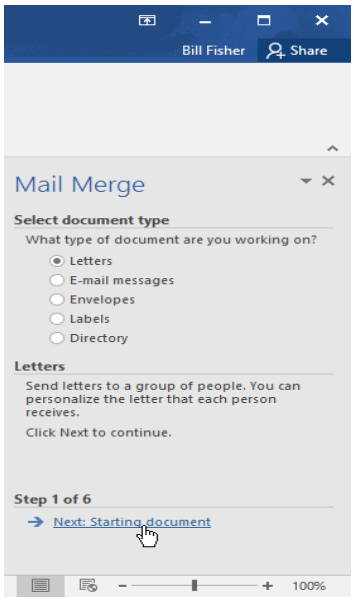
From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



The Mail Merge pane will appear and 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**.

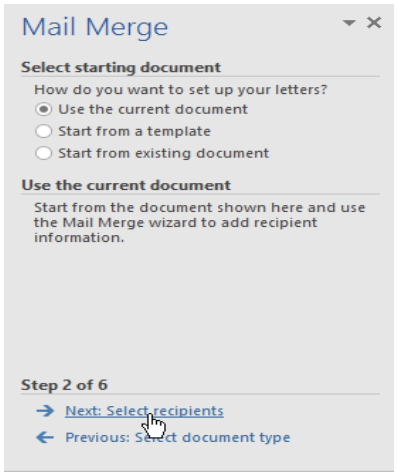
Step 1:

From the Mail Merge task pane on the right side of the Word window, 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:

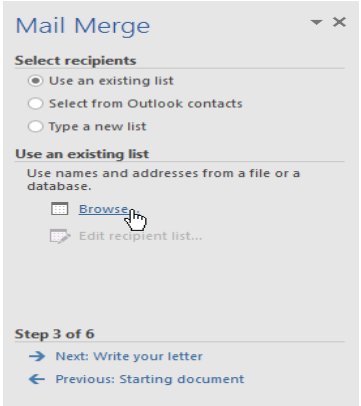
Select **current document**, then click **Next: Select recipients** to move to Step 3.



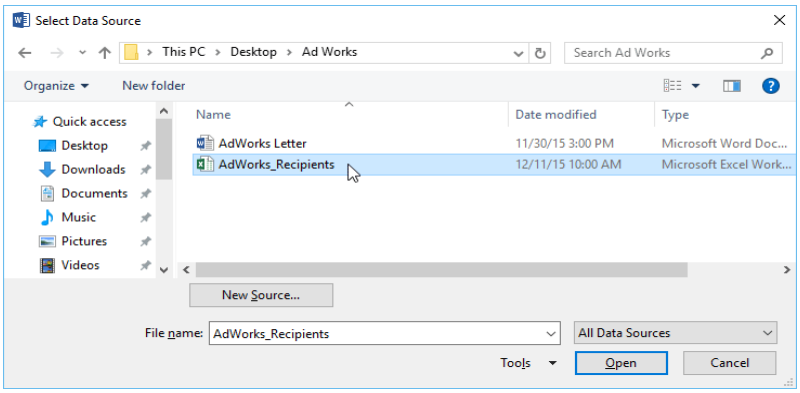
Step 3:

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.

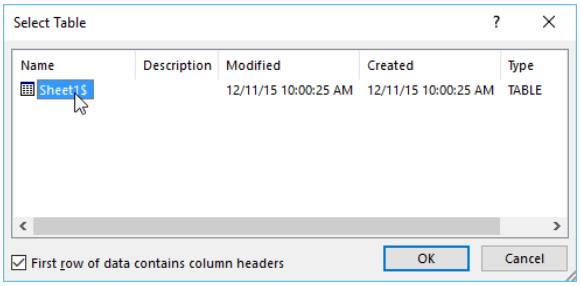
Select **Use an existing list**, then click **Browse** to select the file.



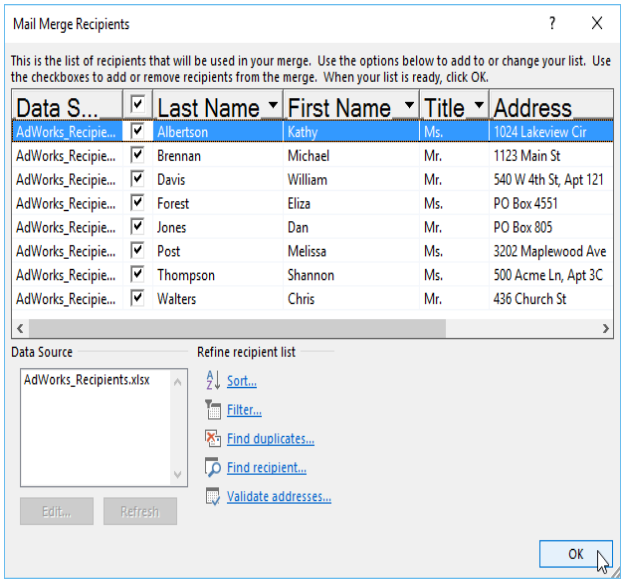
Locate your file, then click **Open**.



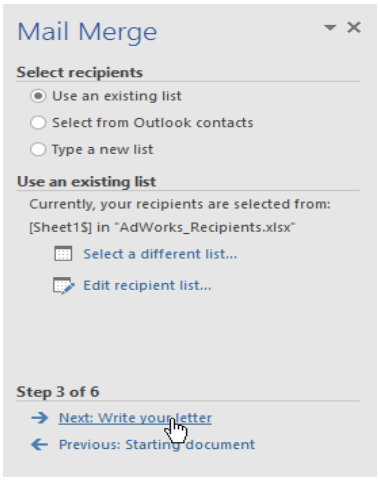
If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



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**.



Click **Next: Write your letter** to move to Step 4.



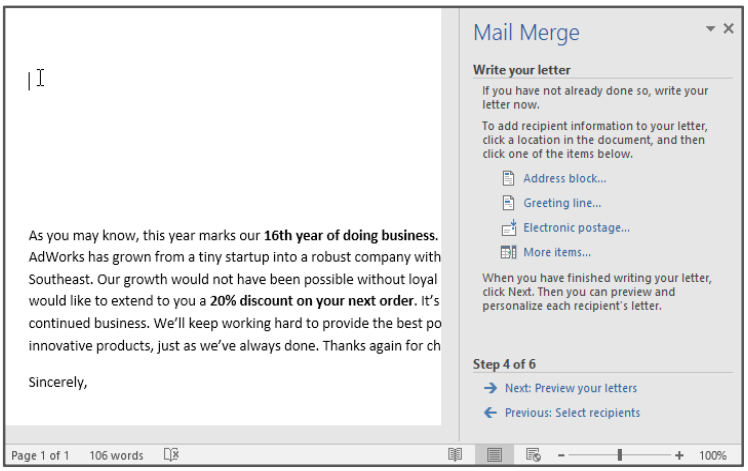
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**, then type your address list manually.

Step 4:

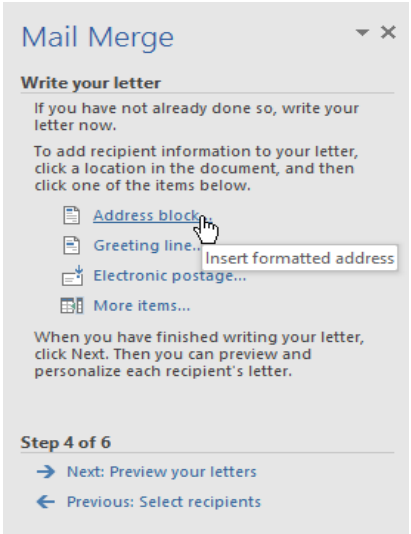
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

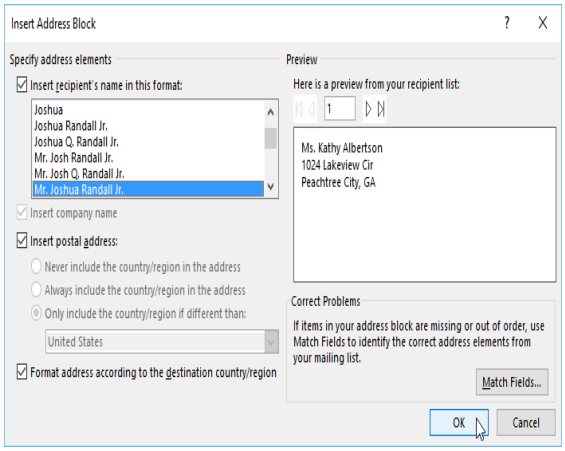
1.Place the insertion point in the document where you want the information to appear.



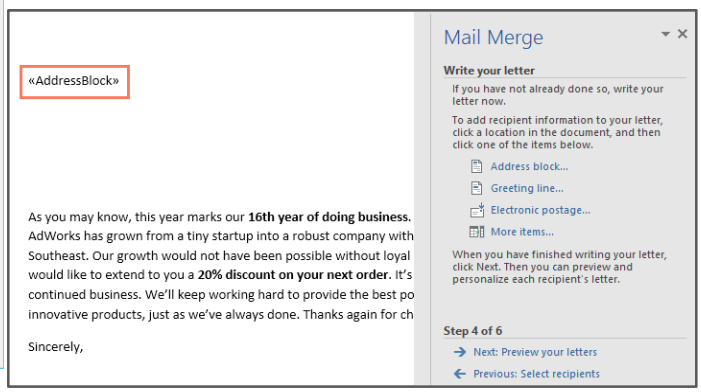
2.Choose one of the **placeholder** options. In our example, we'll select **Address block**.



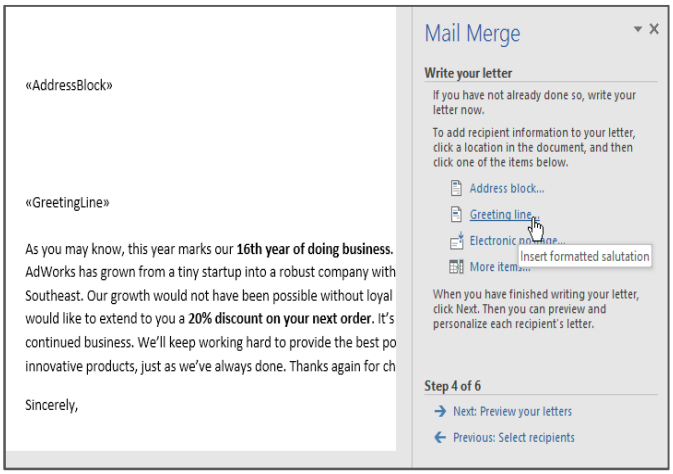
3.Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.



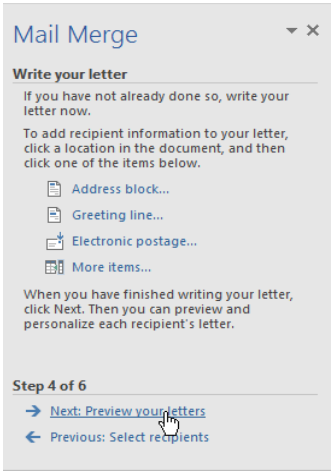
4.A placeholder will appear in your document (for example, **«Address Block»**).



5.Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.



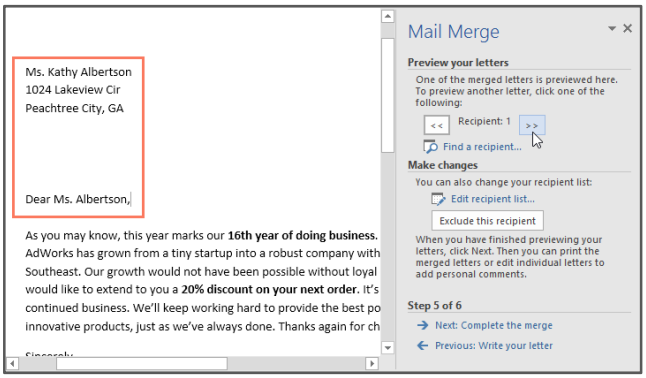
6 .When you're done, click **Next: Preview your letters** to move to Step 5.



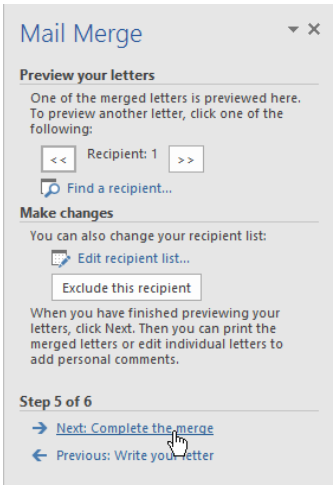
For some letters, you'll only need to add an **Address block** and **Greeting line**. But you can also add more placeholders (such as recipients' names or addresses) in the body of the letter to personalize it even further.

Step 5:

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 version of the document.

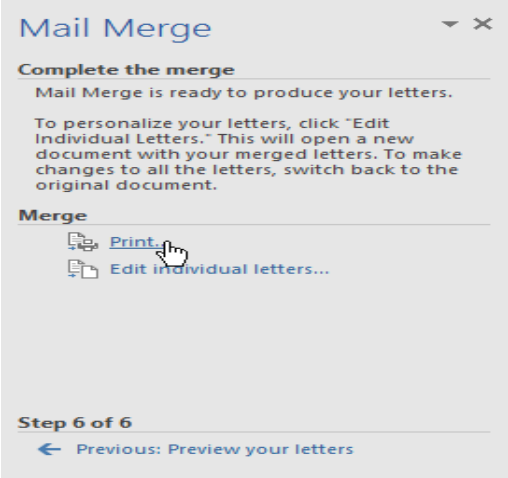


If everything looks correct, click **Next: Complete the merge** to move to Step 6.

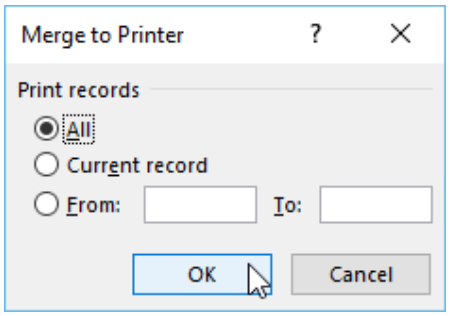


Step 6:

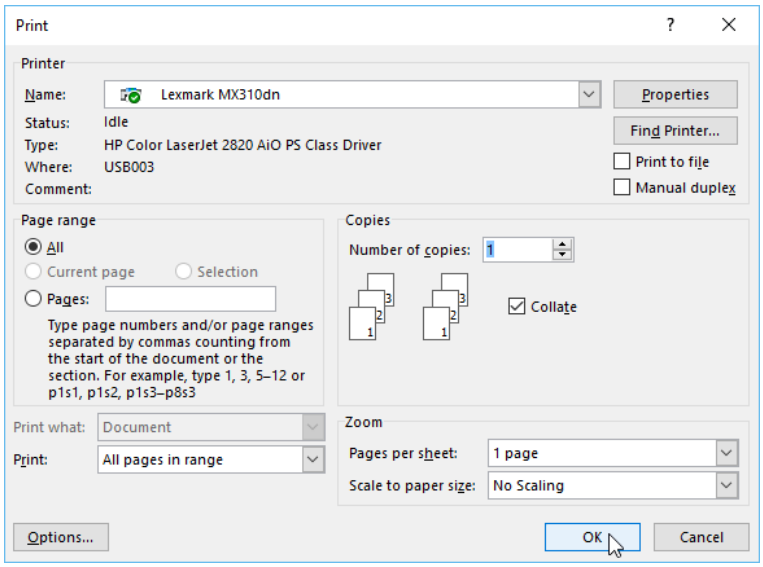
1.Click **Print** to print the letters.

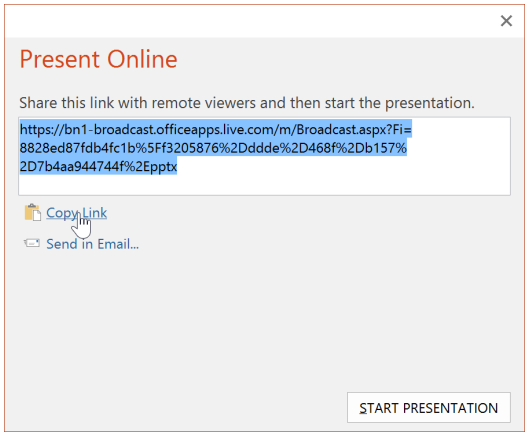


2.A dialog box will appear. Decide if you want to print **All** of the letters, the current document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



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





Simplified

E- BOOK

MS Word 2016

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