Chapter-1

Getting to Know Word 2013

Introduction

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

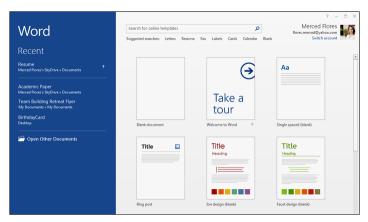
Getting to know Word 2013

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

The Word interface

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

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



Working with the Word environment

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

The Ribbon

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

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

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



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

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

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

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

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

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

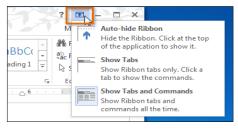
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Contextual tabs will appear on the Ribbon when you're working with certain items, such as tables and pictures. These tabs contain special command groups that can help you format these items as needed. Certain programs, such as Adobe Acrobat Reader,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

To minimize and maximize the Ribbon:

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

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



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

Ribbon is hidden and	Click the Expand
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- Show tabs: This option hides all command groups when not in use, but tabs will remain visible. 0
- To show the Ribbon, simply click a tab 0

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Show tabs and commands: This option maximizes the Ribbon. All of the tabs and commands will be 0 visible. This option is selected by default when you open Word for the first time.

The Quick Access toolbar

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

To add commands to the Quick Access toolbar:

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





The Ruler

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



To show or hide the Ruler:

Backstage view

- 1. Click the View tab.
- 2. Click the check box next to Ruler to **show** 🗹 or **hide** 🛄 the ruler.
- Academic Paper Word DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW Ruler 📃 One Page Rew Window CC Q 100 📃 Arrange All Gridline 🗄 Multiple Pages Zoom 100% ▲ Page Width 🔤 Split Navigation Pane Wi Show Zoom Window w E 5 номе INSERT DESIGN Calibri (Body) - 11 - A A Backstage view gives you various options for saving, opening a file, E)= Pa в A I U ж ² Clipbo

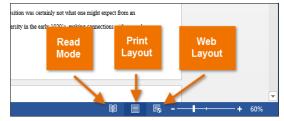
printing, and sharing your document.

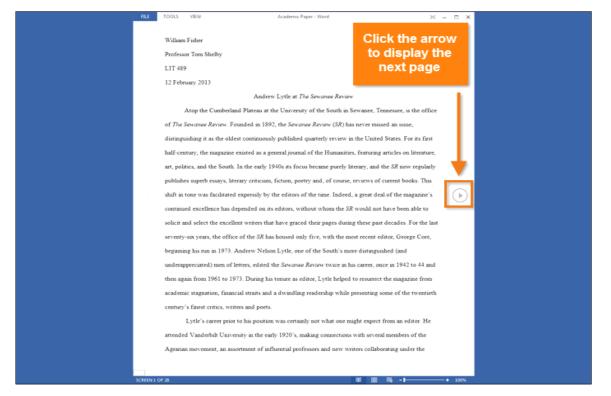
To access Backstage view: Click the File tab on the Ribbon. Backstage view will appear.

Document views

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

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





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

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



Chapter-2

Creating and Opening Documents

Introduction

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

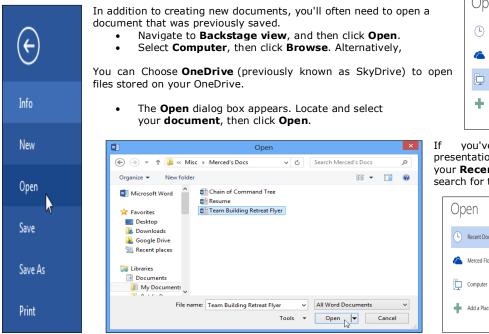
To create a new blank document

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

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



To open an existing document



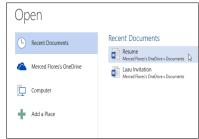
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	t	Add a Place	Browse		

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



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

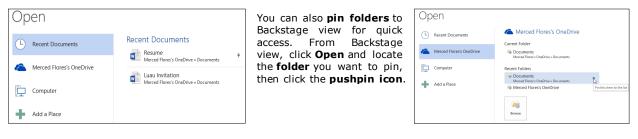
To pin a document

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

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

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Ŀ	Recent Documents	Recent Documents	
6	Merced Flores's OneDrive	Resume Merced Flores's OneDrive » Documents Luau Invitation Merced Flores's OneDrive » Documents	Pin this item to the list
	Computer		
+	Add a Place		

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



Using Templates

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

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Save

Save A

New

Search for online template

Blank document

Suggested searches: Letters Resume

To create a new document from a template:

• Click the File tab to access Backstage view.



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

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

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Fax Labels Cards Calendar

Welcome to Word

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

Compatibility mode

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

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

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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.

Flyer [Com	patibility Mode] · Word	DRAWING TOOLS	Flyer	- Word		DRAWING TOOLS
REFERENCES M	AILINGS REVIEW	VIEW FORMAT	REFERENCES N	AILINGS REVIE	W VIEW	FORMAT
 ▲ Shape Fill ▼ ▲ Shape Outline ▼ □ Change Shape ▼ 	Shadow Effects •	3-D Effects マ の名 のか	 Shape Fill * Shape Outline * Shape Effects * 	Quick Styles - A -	Align Text Directi	, Position
5	Shadow Effects	3-D Effects	5	WordArt Styles 🕞	Text	
	Word 2007 commands			Word 2013 commands		

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

To convert a document

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

• Click the File tab to access Backstage view.



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

Microsoft Word	? ×
Your document will be upgraded to the newest file format.	
While you'll get to use all the new features in Word, this may cause minor layout changes. If you pre	fer not to upgrade, press cancel.
Converting allows you to use all the new features of Word. This document will be replaced by the co	nverted version.
Do not ask me again about converting documents	
Tell Me More	OK Cancel

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

Chapter-3

Saving and Sharing Documents

Introduction

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

OneDrive was previously called SkyDrive. There's nothing fundamentally different about the way OneDrive works; it's just a new name for an existing service. Over the next few months, you may still see SkyDrive in some Microsoft products.

Save and Save As

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

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

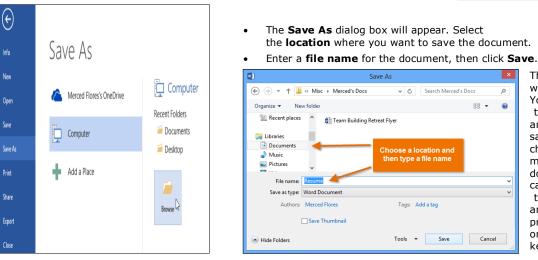
Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version

To save a document

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

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





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

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Info

New Open

Save

Print

Save As

Using Save As to make a copy

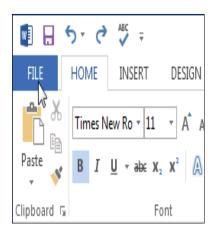
If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

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

To change the default save location

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

Click the File tab to access Backstage view. ٠



Click Options .
Save As
Print
Share
Export
Close
Account
Options

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

General ^	Customize how document	ts are saved.	
Proofing	Save documents		
Save	Click Save, then	Word Document (*.docx)	~
Language	check the box nformation	every 10 🜩 <u>m</u> inutes	
Advanced	Neep the last autosaved ver	rsion if I close without saving	
Customize Ribbon	Auto <u>R</u> ecover file location:	anetzel\AppData\Roaming\Mi	rowse
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Add-Ins		ing, even if sign-in may be required.	
~	Save to Computer by default		_

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AutoRecover

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

To use AutoRecover:

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

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

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

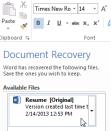


Exporting documents

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

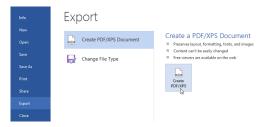
To export a document as a PDF file:





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

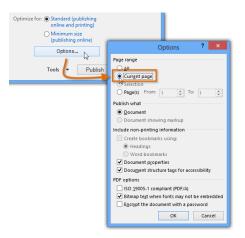
Click the File tab to access Backstage view. Click Export, then select Create PDF/XPS.



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

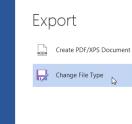
Publ	blish as PDF or XPS
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Organize 👻 New folder	88 - 0
E Recent places	No items match your search. Choose a location, type a file name, then click Publish
File name: Resume	
Save as type: PDF	
Open file after publishing	Optimize for:
Hide Folders	Tools Publish Cancel Cancel

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



To export a document in other file types:

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



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New

Print

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

Change File Type		
Document File Types		
Document Uses the Word Documen	t format	Word 97-2003 Document Uses the Word 97-2003 Document format
OpenDocument Text Uses the OpenDocument	t Text format	Template Starting point for new documents
Other File Types		
Plain Text Contains only the text in	your document	Rich Text Format Preserves text formatting information
Single File Web Page Web page is stored as a s	ingle file	Save as Another File Type
Save As		a common file type, ick Save As to export

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

	Save As		×
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	Word Document		* *
Authors:	Merced Flores Tags:	Add a tag	
Hide Folders	Tools	- Save Cancel	

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

Sharing documents

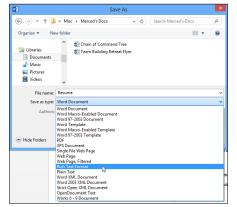
Word 2013 makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

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

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

To share a document:

- 1. Click the **File** tab to access **Backstage view**, then click **Share**.
- 2. The **Share** pane will appear.





Introduction

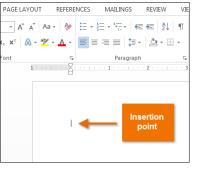
If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize, and edit text. Basic tasks include the ability to **add**, **delete**, and **move text**, as well as the ability to **find and replace** specific words or phrases.

Using the insertion point to add text

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

- Blank document: When a new blank document opens, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.
- Adding spaces: Press the spacebar to add spaces after a word or in between text.
- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

	Press Helease	
Contact: Greg Weaver Tel: 415-555-6182 Cell Phone: 415-555-8 Email: Greg.Weaver@	801	
Date: February 14, 20	13	
PRESIDENT OF GLO	BAL NONPROFIT TO RETIRE IN A	d
	Press Enter to move the insertion point to the next paragraph line	





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

The San Francisco Quintessential Quartet	
Vegan Catering by & Moss Must	
A performance by the Moment of Melody Children's Choir	
	Click to manually place the insertion point in a specific location

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

To select text:

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

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

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as bresident. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

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



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

To delete text:

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

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

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

Copying and moving text

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

To copy and paste text:

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

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

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TT), announced yesterday that she will be retiring in April. She began as a researcher of a

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



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

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL	Copied text
enow Walkase, the president of Tail Trees International Nonport (TT), announce elevatory that alse will be retriting a Aquit. She began as a research ward in the more wy varse, worked her way up to same as president Msr. Walkase has been withi any days as a resource for local attoremums. From overseeing much chotalons, rigranizing local and international tree planting projects, and educating the global morningh, Msr. Walkase has been provide in the growth and ouccess of TTI and the rootworke neatment of the resource of severe, per continuitors to dendrolog en immessarable. The fram wand staff with to recording the many versar of dendrolog	atter of a since its e have
ervice by hosting a farewell dinner at the San Francisco Radix Gardens.	Paste location

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



5. The text will appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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

To cut and paste text:

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

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president, Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the



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



4. Click the **Paste** command on the **Home** tab. The text will appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

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

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hildre	٩	Define			
		Synonyms	•		
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	Q,	Search with Bing			
	۰	Hyperlink			
	٦	New Comment			

To drag and drop text:

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

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



Lenoir Waliace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. Mrs. Waliace has been with TTI since its early days as a resource for local arboretums. She began as a researcher and in the matter of a twe vears, worked her way up to serve as president. From overseeing mulch donalions, organizing local and international tree planting projects, and educating the global community. Mrs. Waliace has been pivolal in the growth and success of TTI and the worldwide heatth of trees. After 19 years of Service, her contributions to dendrology have been immeasurable. Her family and saff wish to recognize her many years of dedicated service by hosting a Jarewell dinner at the San Francisco Radix Gardens. Click and drag the text to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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

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

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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

Find and Replace

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

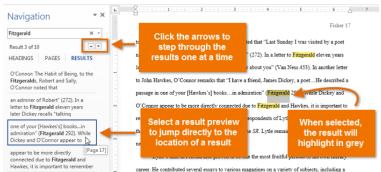
To find text:

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

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



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





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

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

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

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	Fine	d:		1
Use the search box for text or the magnifying glass for everything else	68	Graphics		
		Tables		1
	π	Equations		1
	AB	Footnotes/Endr	otes	i:
		<u>C</u> omments	Þ	it

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.

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

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	E.	Editing	~
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		xt you'd like to t with somethi	

- 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**.

	Find and Replace	
Fin <u>d</u> Replace <u>G</u> o To		
Find what: Sewanee Review		~
Replace with: SR		v
<u>M</u> ore >>	Replace Replace All Find Next	Cancel

- 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.

William Fisher	
Professor Tom Shelby	
LIT 489	
12 February 2013	
-	Jniversity of the South in Sewanee, Tennessee, is nd Replace
Find Replace Go To	
Find what: Sewanee Review	×
Replace with: SR	~
Replace with: SR	×

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

ew Nelson Lytle, on	e of the South's more distinguished (and underappreciated)	
ted the Sewanee Rev	iew twice in his career, once in 1942 to 44 and then again	
3. During his terure	as editor, Lytle helped to resurrect the magazine from	
on, financial s	run in 1973. Andrew Nelson Lytle, one of the South's more	d
· · ···	men of letters, edited th <mark>e SR ty</mark> rice in his career, once in 194	2
	1973. During his tenure as editor, Lytle helped to resurrect the	h

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

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

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

		Find and F	Replace		?	×
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More >>		<u>R</u> eplace	Replace <u>A</u> ll	<u>F</u> ind Next	Cance	el

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More >>

Chapter-5 Formatting Text

Introduction

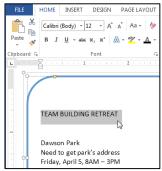
Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the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

To change the font:

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

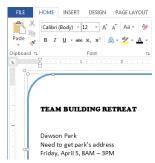
- 1. Select the text you want to modify.
- 2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
- 3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you want to use.





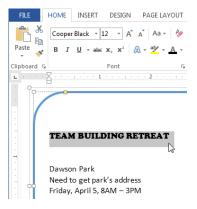
4. The font will change in the document.

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



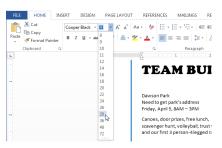
To change the font size:

1. Select the text you want to modify.



2. Select the desired font size formatting option:

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



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



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

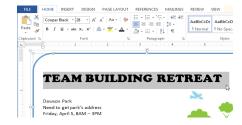


3. The font size will change in the document.



To change the font color:

1. Select the text you want to modify.



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



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



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

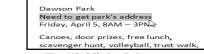


- 19 -

To highlight text:

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

1. Select the text you want to highlight.



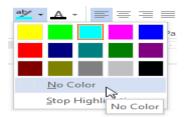
2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



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

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM
Canoes, door prizes, free lunch, scavenger hunt, volleyball, trust walk,
scavenger nunt, volleyball, trust walk,

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

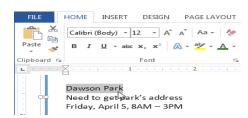


If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter \mathcal{A} . You can then click, hold, and drag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

To use the Bold, Italic, and Underline commands:

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

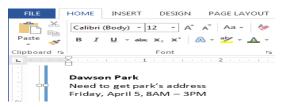
1. Select the text you want to modify.



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

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Clipboard	G		Font		E.
E .	Bold	(Ctrl+B)			2 · ·
	Make	your text b	old.		
Ĩ			o get park April 5, 84		

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



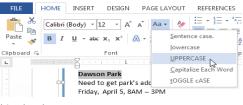
To change the text case:

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

1. Select the text you want to modify.



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



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



To change text alignment:

By default, Word aligns text to the left margin in new documents. However, there may be times when you want to

adjust text alignment to the center or right.

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

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Es.	Paragraph	E.

Symbols

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

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

Symbo	ols	5 <u>p</u> ecia	l Char	acters	:											
Eont: (normal text) v Subset: Latin-1 Supplement																
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ñ	Ò	Ó	Ô	õ	Ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ	Ā	
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<u>R</u> ecen	ecently used symbols:															
€	£	¥	©	®	тм	±	≠	≤	≥	÷	×	~	μ	α	β	

To insert a symbol:

L _ · · 7 Place the **insertion point** in the location where you 1. rrow is going to be beautiful - 73F and sunny! want to **insert** a symbol. Place the insertion point at the desired location 2. On the Insert tab, click the Symbol drop-down arrow. A menu of symbols will appear. 3. Select the desired **symbol**. 🛅 Header 🕶 🗉 + 📝 + π Equation 👻 ₿ A P 🔓 Footer 🕶 4 - 📆 Ω Symbol • Links Comment Text Online 🔹 Page Number 🔻 A - E Video Box≖ R тм é з 2 Header & Footer Text Media Comments 21 \$ á 6 4 . Degree Sign € ¢ -÷ er tomorrow is going to be beautiful - 73F and sunny! £ ¥ \pm ŧ \leq Ω More Symbols.. 4. The symbol will appear in your document. 3 * * * 1 * * * 4 * * * 1 * * * 5 * * * 🛆 * * * 6 * * * 1 * * * 7 * * * ۰ prrow is going to be beautiful 73°F and sunny!

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

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Chapter-6 Page Layout

Introduction

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

Page orientation

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



To change page orientation:

- 1. Select the **Page Layout** tab.
- 2. 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.

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L		Lands	cape	5a • • • • • • • 1 •		P:	aragı	aph ſ		12	

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

Page margins

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

To format page margins:

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

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

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Margins In Size * Ine Numbers * Indent S Margins In Size * Ine Numbers * Ine Original interval interva	
Adjust Margins	
Set the margin sizes for the entire document or the current section.	
Choose from several commonly-used margin formats, or customize your own.	
7 Tell me more	
Linda's Market	
A drop-down menu will appear. Click	CDI
the predefined margin size you want.	314
	ers -
Margins El Columns be Hyphenatio	-n -
Last Custom Setting Top: 1" Left: 4" Right: 1"	
The margins of the document will be changed.	
Narrow Top: 0.5" Left: 0.5" Right: 0.2	

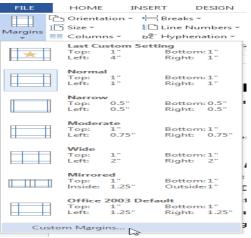
To use custom margins:

2.

3.

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

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



1" 0.75 Bottom: 1" Right: 0.75

Top: Left:

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

Page Setup ? ×							
Margins Paper Layout							
Margins							
Top:	.75" 🗘	Bottom:	.75	÷			
Left:	0.5"	<u>R</u> ight:	0.5	÷			
<u>G</u> utter:	0.	Gutter position:	Left	~			
Orientation							
Portrait Pages	Land <u>s</u> cape						
-	ges: Normal	~					
Multiple pages: Normal Y							
President							
Preview							
2							
Apply to: Whole document							
Apply to.							
Set As Default OK Cancel							

4. The margins of the document will be changed.

Page size

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

To change the page size:

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

- 1. Select the **Page Layout** tab, then click the **Size** command.
- 2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.
- 3. The page size of the document will be changed.

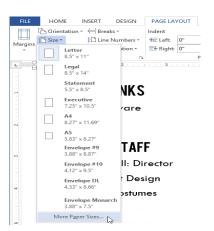




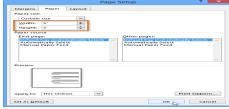
To use a custom page size:

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

- From the Page Layout tab, click Size. Select More Paper Sizes... from the drop-down menu.
- 2. The **Page Setup** dialog box will appear.



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



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

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

FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REV
Margins •	Chientation	🗄 Line	aks + Numbers + phenation +	Indent	Spacing $\downarrow = 0 \text{ pt}$ $\downarrow = 8 \text{ pt}$	Position Wrap	
L	Page Set			Parag Page Setup		ou're looking for?	
	SI	PECIA	LTHAN		Check out the fu formatting optio	ll set of page	
		ullivan's nda's N	Hardw \arket	Max Process I			¢

Introduction

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

To access the Print pane:

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



2. Select Print. The Print pane will appear.

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



To print a document:

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

Custom printing

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

To custom print a document:

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

Print



Pages:		
	Print One Sided	-
	Only print on one side of th	-
rere	Collated	_
	1,2,3 1,2,3 1,2,3	-
	Portrait Orientation	-
	Letter	_
	8.5" × 11"	-
	Normal Margins	_
	Left: 1" Right: 1"	-
	1 Page Per Sheet	-

Page Setup

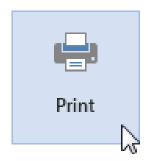
2 🔁

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



3. Click **Print**.

Print



Chapter-8 Indents and Tabs

Introduction

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

Indenting text

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

Thank you so much for the time that you took yesterday to Administrative Assistant position. It was great to meet you and le administrative needs at Vesta Insurance. On my tour of your build important it is that your Administrative Assistant not only be the the company, but also an integrated member of the staff willing to issues arise. I completely agree with that philosophy and I know t be an asset to your company.

I am very enthusiastic about the position and am particula for someone specifically with website maintenance experience. I how well maintained and thorough your company's client databa new database system, I believe my experience troubleshooting da excellent candidate for Vesta Insurance Group's team.

and the second s

To indent using the Tab key:

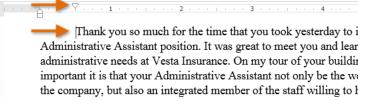
A quick way to indent is to use the Tab key. This will create a first-line indent of 1/2 inch.

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

Assistant position. It was great to meet you and learn more about you vesta Insurance. On my tour of your building, you mentioned how Administrative Assistant not only be the welcoming face and voice integrated member of the staff willing to help problem-solve when

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

611



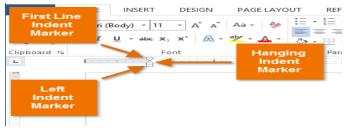
If you can't see the ruler, select the **View** tab, then click the check box \checkmark next to **Ruler**.



Indent markers

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

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



To indent using the indent markers:

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



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



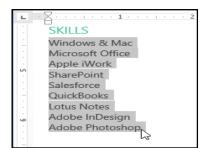
3. Release the mouse. The paragraphs will be indented.



To indent using the Indent commands:

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

1. Select the text you want to indent.



REVIEW

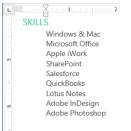
VIFW

MAILINGS

- 2. On the **Home** tab, click the desired Indent command:
 - **Increase Indent**: This increases the indent by increments of 1/2 inch. In our example, we'll increase the indent.
 - Decrease Indent: This decreases the 0 indent by increments of 1/2 inch.
- 3. The text will indent.

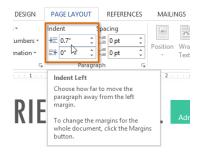


REFERENCES



PAGE LAYOUT

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



Tabs

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



Pressing the Tab key can either add a tab or create a first-

line indent, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.

The tab selector

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

Left Tab	I		8	
-				

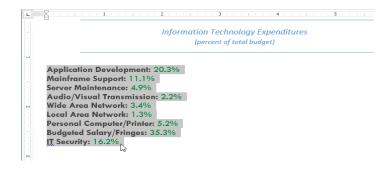
Types of tab stops include:

- **Left Tab** L: 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 上: Aligns decimal numbers using the decimal point
- Bar Tab 1: 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.



SARVA E 2.	DUCATION (SITED) (An I.T & Skill Advancement Training Programme) Click the tab selector until the tab stop you want to use appears. In our example, we'll select Decimal Tab .	Decimal Tab
3.	Click the location on the horizontal ruler where you want your text to appear (it helps to click on the bottom edge of the ruler). You can add as many to rai Paragraph rai	Application De ab stops as you want.

- 32 -

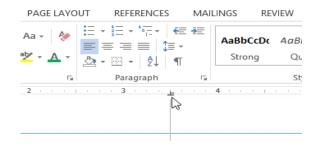
4. Place the **insertion point** in front of the **text** you want to tab, then press the **Tab** key. The text will jump to the next tab stop.

(perce	Technology Exper ent of total budget)	naitures
Application Development:	20.3%	
Mainframe Support:	11.1%	
Server Maintenance:	4.9%	
Audio/Visual Transmission:	2.2%	
Wide Area Network: 3.4%		
Local Area Network: 1.3%		Place the insertion
Personal Computer/Printer: 5.2%		point in front of the tex
Budgeted Salary/Fringes: 35.3% IT Security: 16.2%		you wish to tab, then

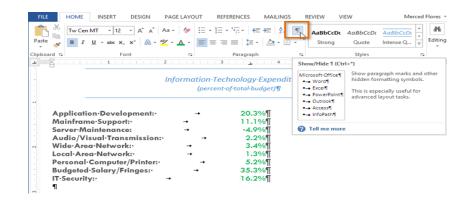
mation Technology Expenditures (percent of total budget)

Removing tab stops

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



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



Chapter-9 Line and Paragraph Spacing

Introduction

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

About line spacing

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

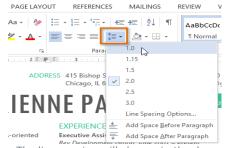
In the images below, you can compare different types of line spacing. From left to right, these images show the default line spacing, single spacing, and double spacing.

SUMMARY Tech-savvy, solutions-oriented professional with experience	SUMMARY Tech-savvy, solutions-oriented professional with experience	SUMMARY Tech-savvy, solutions-oriented
in all aspects of office management, administration,	in all aspects of office management, administration,	professional with experience
and support.	and support.	in all aspects of office
Multi-tasking team-player with knowledge of training solutions and database	Multi-tasking team-player with knowledge of training solutions and database	management, administration,
management.	management.	and support.

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

To format line spacing:

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







SKILLS

Windows & Mac Microsoft Office Apple iWork SharePoint Salesforce QuickBooks Lotus Notes Adobe InDesign Adobe Photoshop

Fine tuning line spacing

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

• Exactly:

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

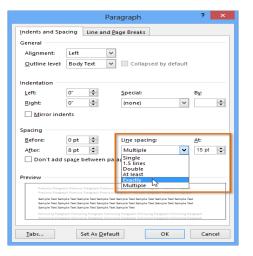
At least:

.

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

• Multiple:

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



Paragraph spacing

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

To format paragraph spacing:

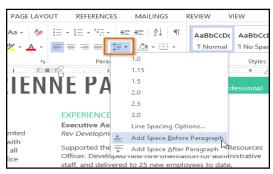
In our example, we'll increase the space before a paragraph to separate it from a heading. This will make our document easier to read.

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



EXPERIENCE

Executive Assistant II CHICAGO, IL Rev Development Group, June 2007 – Present Supported the Vice President and Chief Human Resources Officer. Developed new hire orientation for administrative staff, and delivered to 25 new employees to date. Maintained company website. Saved over \$3,000 annually by implementing new travel and per diem system.



EXPERIENCE

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

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

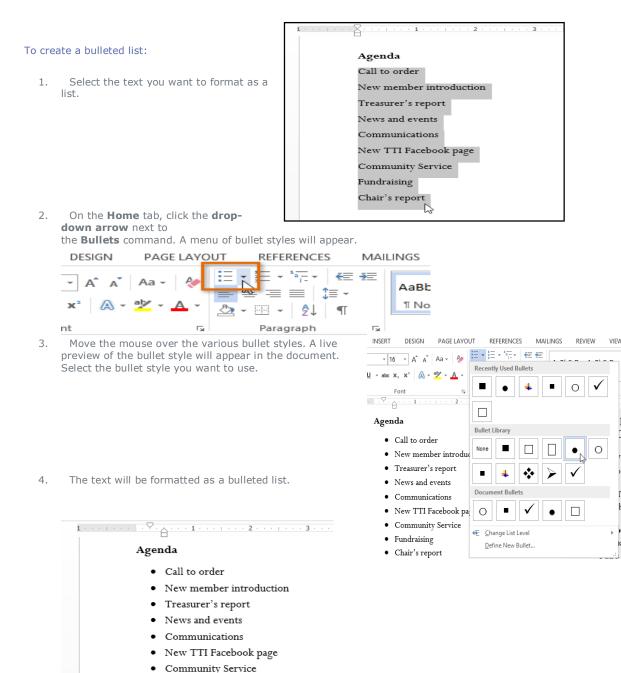
From the drop-down menu, you can also select Line Spacing Options to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

Paragraph ? 🗙							
Indents and Spa	cing Line and Pa	ige Breaks					
General							
Alignment:	Left 🗸						
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Indentation <u>L</u> eft: Right:	0° •	Special:	By:				
Mirror inder		(none)					
	nus						
Spacing							
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A <u>f</u> ter:	8 pt 🚔	Multiple 🗸	1 븆				
Don't add spa <u>ce</u> between paragraphs of the same style Preview Preview Provious Paragraph Provious P							
Tabs Set As Default OK Cancel							

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**.



Fundraising Chair's report

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Options for working with lists

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

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

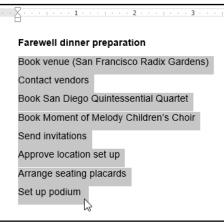
To create a numbered list:

formatting.

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

- 1. Select the text you want to format as a list.
- On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.

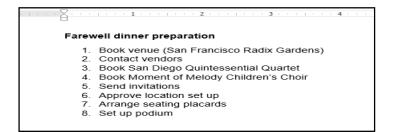




3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.

HOME	INSERT	DESIGN	PAGE L	AYOUT	REFERENCES	MAILINGS	REVIE
i 🙈 = 📲	U - abc x. - A - Aa Font	× &	<u>≡</u> ≡ <u>&</u> •	Recently L	A. B.	_	
	Farewell	dinner pre	paratic	Numberin	g Library		
	2. Cor 3. Boo 4. Boo 5. Ser 6. App 7. Arra	ok venue (S ntact vendo ok San Die ok Moment ok Moment d invitation orove locati ange seatir up podium	ors go Quir of Melo ns on set ng plac	None	B. C.	- 2) - 3) - b) - c)	
				_	e List Level New Number Fo mbering ⊻alue		► .=

4. The text will format as a numbered list.



To restart a numbered list:

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

- Right-click the list item you want to restart the numbering for, then select **Restart at 1** from the menu that appears.
- 2. The list numbering will restart.
 - Farewell dinner preparation
 - 1. Book venue (San Francisco Radix Gardens)

- 2. Contact vendors
- 3. Book San Diego Quintessential Quartet
- 4. Book Moment of Melody Children's Choir
- 5. Send invitations

Day of the dinner

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



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

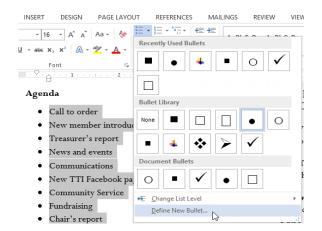
To use a symbol as a bullet:

- 1. Select an existing list you want to format.
- On the Home tab, click the drop-down arrow next to the Bullets command. Select Define New Bullet...from the drop-down menu.



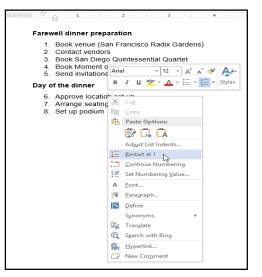
- Call to order
- New member introduction

- Treasurer's report
- News and events
- Communications
- New TTI Facebook page
- Community Service
- Fundraising
- Chair's report
- Chair sreport



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

Define New Bullet	? ×
Bullet character Symbol Alignment Left	<u>F</u> ont
Preview	
ОК	Cancel



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

Picture...

 \sim

ок

Define New Bullet

Bullet character

Align<u>m</u>ent: Left

Preview

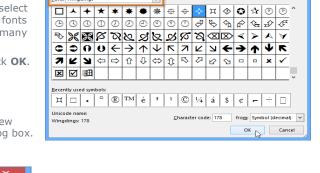
Symbol...

The symbol will appear in the Preview section of the Define New Bullet dialog box.

?

Font...

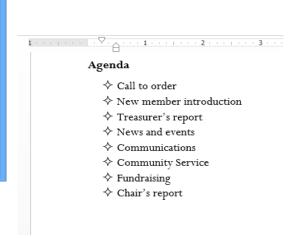
Cancel



Eont: Wingdings

- 39 -

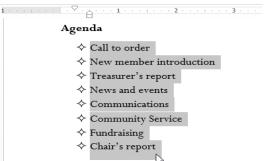
8. The symbol will appear in the list.



To change the bullet color:

7.

1. Select an existing list you want to format.

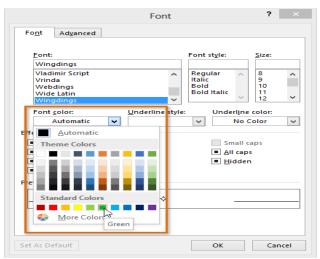


2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. Select **Define New Bullet...**from the drop-down menu.

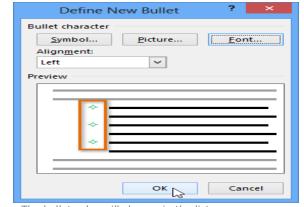
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 New member intro Treasurer's report News and events Communications Community Service Fundraising Compute the service C	Agenda	None 🔶 ≽ 🔶 🎞 🗆	E
Define New Bullet	 New member intro Treasurer's report News and events Communications Communications 	Document Bullets	C Za Da Fa ha Fa

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

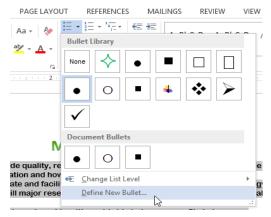
1 ·



Define N	ew Bullet	?	×
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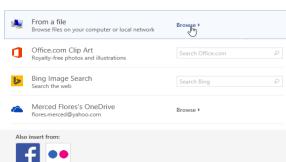
	1,
To use a picture as a bullet: 1. Select an existing list you want to format.	EVALUATE: Constraints of the evaluation of

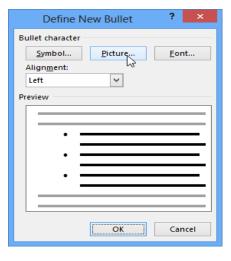
On the Home tab, click the drop-down arrow next to the Bullets command. Select Define New 2. **Bullet...**from the drop-down menu.



- The Define New Bullet dialog box will appear. Click 3. the **Picture** button.
- 4. The Insert Pictures dialog box will appear. From here, you can locate an image file stored on your computer or in your OneDrive (previously called SkyDrive), or you can use the search fields to search for an image online.
- 5. In our example, we'll click Browse to locate a picture stored on our computer.

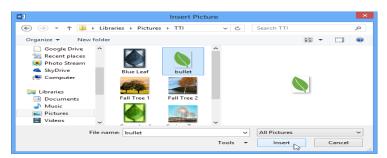
Insert Pictures



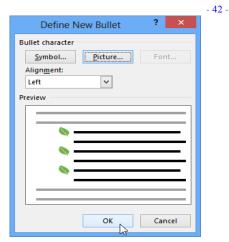


- The Insert Picture dialog box will appear. Locate and select the desired image file, then click Insert. 6.

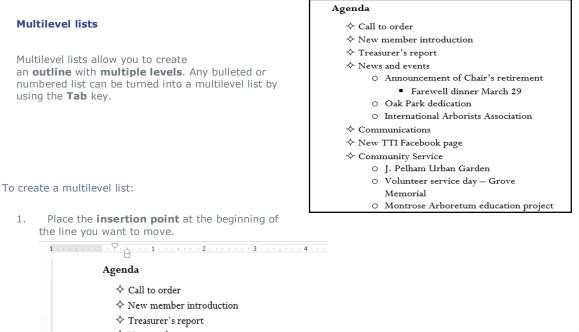
×



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



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



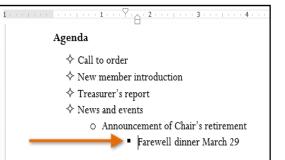
- ♦ News and events
- ♦ Announcement of Chair's retirement
- 2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



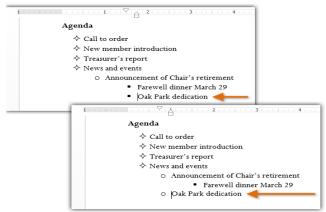
To increase or decrease an indent level:

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

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



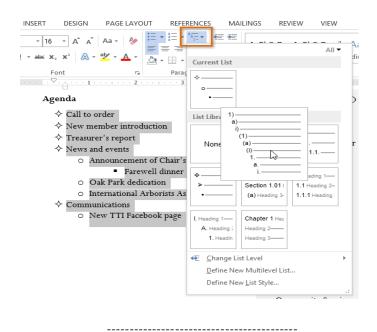
• To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.



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

PAGE LAYOUT		REFERENCES		MAILINGS		REVIEW	VIEW
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E.		Parag			Fa.		

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 images below, you can see a hyperlinked email address and a hyperlinked web address. many years to come.

Sincerely,

Hector Whitnall Claims and Processing Manager Vesta Insurance Group <u>hwhitnall@vestainsurance.com</u>



INSURANCE GROUP

2101-B West Michigan Ave • Chicago, IL 60601 312.555.8998

http://www.vestinsurancegroup.com

www.vestainsurance.com

2101-B Wes Michigan Ave • Chicago, IL 60601 312.555.8998

To format text with a hyperlink:

click on the hyperlink.

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

Acceptance Form that we ask you to fill out and return to our office your acceptance form, we will activate your coverage. If you do no ⁿ, please visit our online Support Center and let us know.

ct us if we can be of any service. We're happy to answer any questi ce Group also has an online customer service webpage, Vesta Care

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

FILE	HOME	INS	ERT	DESIGN	PA	GE LAYOUT	REF	FERENCES	MAIL	INGS	REVIEW	VIEW
🛓 Cover	Page *		•		\square	🛅 SmartArt					/perlink	*
🗋 Blank I	Page	Table	Picture) 🔔 🌐	Shapes	Chart		Apps for	 Online	🕨 Bo	okman	Comment
H Page B	reak	*	FICUL	Pictures		👩 🔒 Screensho	t≖	Office *	Video	Cr	oss-reference	comment
Page	s 1	Tables		11	lustratio	ons		Apps	Media		Links	Comments

SARVA EDUCATION (SITED) (An I.T & Skill Advancement Training Programme)

- 3. 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.
- 5. In the **Address**: field, type the address you want to link to, then click **OK**.

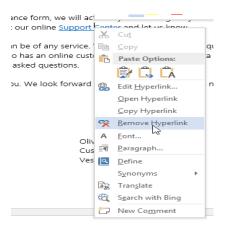


6. The text will then be formatted as a hyperlink.

Acceptance Form that we ask you to fill out and return to our office your acceptance form, we will activate your coverage. If you do no ^h, please visit our online <u>Support Center</u> and let us know.

ct us if we can be of any service. We're happy to answer any questi ce Group also has an online customer service webpage, Vesta Care

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



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

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

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or any service. an online cust I questions.		Paste Options:	ta
e look forward	8	Edit <u>H</u> yperlink Open Hyperlink Copy Hyperlink	2
	99	<u>R</u> emove Hyperlink	- 11
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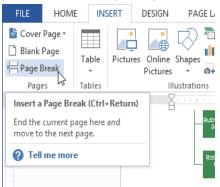
Introduction

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

To insert a page break:

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

- 1. Place the **insertion point** where you want to create the break. In our example, we'll place it at the beginning of our chart.
- On the Insert tab, click the Page Break command. Alternatively, you can press Ctrl+Enter on your keyboard.

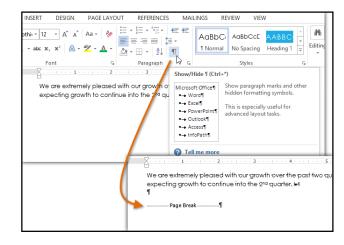


Place the insertion point at the beginning of the text you wish to move to the next page MONTHLY REVENUE BY CLIENT Clients Quarter 4 Union Grove Public Schools \$42,600 Jarvis Unified School District \$31,200 \$16,000

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

	Software Developer Vijay Chavan, Software Developer		
The break will be applied and the text will move to the next page			
	(4)		
-	()		
MONTHLY REVENUE			
MONTHLY REVENUE BY CLIENT			
BY CLIENT Clients	Quarter 4	Quarter 1	
BY CLIENT Clients Union Grove Public Schools	Quarter 4 \$42,600	\$53,600	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District	Quarter 4 \$42,600 \$31,200	\$53,600 \$42,400	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District Mellon Foundation	Quarter 4 \$42,600 \$31,200 \$16,000	\$53,600 \$42,400 \$19,000	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District Mellon Foundation Right Hand International	Quarter 4 \$42,600 \$31,200 \$16,000 \$5,200	\$53,600 \$42,400 \$19,000 \$6,400	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District Metion Foundation Right Hand International DigitPaws.com	Quarter 4 \$42,600 \$31,200 \$16,000 \$5,200 \$3,600	\$53,600 \$42,400 \$19,000 \$6,400 \$4,400	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District Mellon Foundation Right Hand International DigiPaws.com McDowell Plants	Quarter 4 \$42,600 \$31,200 \$16,000 \$5,200 \$3,600 \$2,2400	\$53,600 \$42,400 \$19,000 \$6,400 \$4,400 \$4,600	
BY CLIENT Clients Union Grove Public Schools Jarvis Unified School District Metion Foundation Right Hand International DigitPaws.com	Quarter 4 \$42,600 \$31,200 \$16,000 \$5,200 \$3,600 \$22,400 \$12,400	\$53,600 \$42,400 \$19,000 \$6,400 \$4,400	

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



Section breaks

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

Section Breaks

•	Next Page : This option adds a section break and moves text after the break to the next page of the document. This is useful for creating a new page with normal formatting after a page that contains column formatting.		<u>Next Page</u> Insert a section break and start the new section on the next page.
•	Continuous: This option inserts a section break and allows you to continue working on the same page. This type		Continuous Insert a section break and start the new section on the same page.
	of break is useful when you need to separate a paragraph from columns.	= <u>2</u> =	<u>Even Page</u> Insert a section break and start the new section on the next even-numbered page.
•	Even Page and Odd Page: These options add a		O <u>dd</u> Page Insert a section break and start the new section on the next odd-numbered page.
		L	

section break and move the text after the break to the next

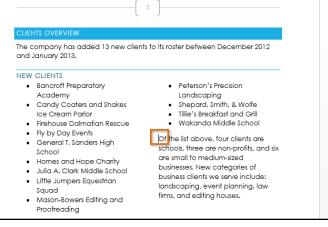
even or odd page. These options may be useful when you need to begin a new section on an even or odd page

(for example, a new chapter of a book).

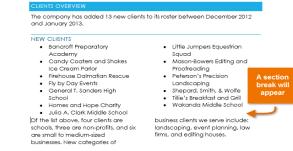
• To insert a section break:

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

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



HOME INSERT DESIGN PAGE LAYOUT REFERENCES FILE 2. On the Page Layout tab, click H Breaks 🔻 다. C Orientation ~ Indent Spacing the Breaks command, then select the I 🔂 Size 🗸 Page Breaks Margins 📰 Columns -Page Mark the point at which one page ends and the next page begins. desired section break from the drop-5 Page Setu down menu that appears. In our example, 4 Column we'll select Continuous so our Indicate that the text following the column break will begin in the next column. paragraph remains on the same page as Text Wrapping Separate text around objects on web pages, such as caption text from body text. the columns. Section Breaks Next Page Insert a section break and start the new section on the next page. Continuo Continuous Insert a section break and start the new section on the same page. لاح Even Page Insert a section break and start the new section on the next even-numbered page =2= 4 Ogd Page Insert a section break and start the new section on the next odd-numbered page. **1** 3. A section break will appear in the document. 1 . . . CLIE



4. The text **before** and **after** the section break can now be formatted separately. Apply the formatting

options you want. In our example, we'll apply one-column formatting to the paragraph so it is no longer formatted as columns.

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	Right	t		Prepara	tory	
	≣≣ More <u>C</u> o	lumns	Academ Candy C	ny Coaters a	ind Sha	ike

5. The text will be formatted in the document.

CLIENTS OVERVIEW The company has added 13 new client	te ite rester between December 2012
and January 2013.	s to its roster between December 2012
NEW CLIENTS	
 Bancroft Preparatory 	 Little Jumpers Equestrian
 Academy Candy Coaters and Shakes 	 Squad Mason-Bowers Editing and
 Canay Coalers and shakes Ice Cream Parlor 	 Mason-bowers Earling and Proofreading
Firehouse Dalmatian Rescue	 Peterson's Precision
 Fly by Day Events 	Landscaping
 General T. Sanders High 	 Shepard, Smith, & Wolfe
School	 Tillie's Breakfast and Grill
 Homes and Hope Charity 	 Wakanda Middle School
 Julia A. Clark Middle School 	

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.

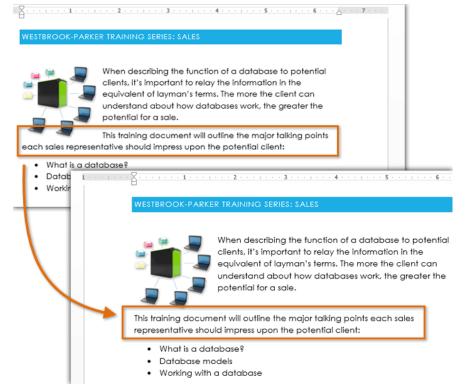
ISERT	DESIGN	PAGE LAYOU	л	REFERENCES				
Breaks -		Indent	S	pacing				
Page Breaks								
Page Mark the point at which one page ends and the next page begins.								
	Column Indicate that the text following the column break will begin in the next column.							
	Text Wrapping Separate text around objects on web pages, such as caption text from body text.							

 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**.

 Fly by Day Ev General T. Sc School 	ers and Shakes arlor Imatian Rescue rents	
 Candy Coat Ice Cream P Firehouse Da Fly by Day Ev General T. So School 	arlor Imatian Rescue rents	
Ice Cream P Firehouse Da Fly by Day Ev General T. So School	arlor Imatian Rescue rents	
 Firehouse Da Fly by Day Ev General T. So School 	Ilmatian Rescue rents	
 Fly by Day Ev General T. So School 	rents	
 General T. Sc School 		
School	anders High	
 Homes and H 	lope Charity	
 Julia A. Clark 	Middle School	
 Little Jumper 	s Equestrian	
 Mc Prc Pe 	serve include: landscaping, event plann	ing, law firms, and editing houses.
La	NEW CLIENTS	
• Sh	 Bancroft Preparatory 	 Little Jumpers Equestrian
 Tilli 	Academy	Squad
• W<	Candy Coaters and Shakes	 Mason-Bowers Editing and
	Ice Cream Parlor	Proofreading Peterson's Precision
	 Firehouse Dalmatian Rescue 	
	 Fly by Day Events 	Landscaping
	 General T. Sanders High 	 Shepard, Smith, & Wolfe Tillie's Breakfast and Grill
	School	

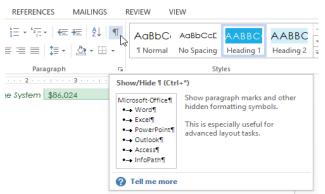
• **Text wrapping**: When text has been wrapped around an image or object, you can use a text-wrapping break to end the wrapping and begin typing on the line below the image.



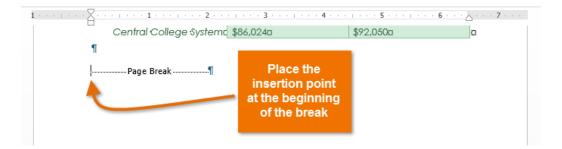
To delete a break:

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

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



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



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

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	A [*] Aa •			
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	Central College System		\$92,050	
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	DataFielder	\$118,656	\$121,975	
	DataHoop	\$152,011	\$167,004	
	DatabaseReporte	\$52,733	\$57,840	
	RounData	n/a	\$48,650	

Chapter-13 Columns

Introduction

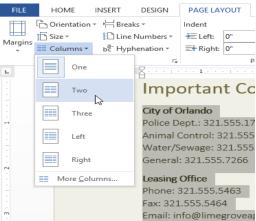
Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents—like newspaper articles, newsletters, and flyers—are often written in column format. Word also allows you to adjust your columns by adding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

To add columns to a document:

- 1. Select the text you want to format.
- 2. Select the **Page Layout** tab, then click the **Columns** command. A drop-down menu will appear.



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

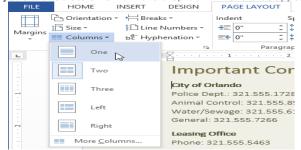


- 4. The text will format into columns.

Important Contact Info

City of Orlando Police Dept.: 321.555.1728 Animal Control: 321.555.8915 Water/Sewage: 321.555.6142 General: 321.555.7266 Leasing Office Phone: 321.555.5463	Fax: 321.555.5464 Email: info@limegroveapts.com Office Hours Monday-Friday 9:00-6:00 Saturday 10:00-5:00 Sunday 1:00-5:00
---	---

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



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

								- 52
			Co	lumns			? ×	
Presets								
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3:	0.9-	+	0.5	*	~			
✓ <u>E</u> qu	al columr	n width						
Apply to:	Selecte	ed sectio	ns 🗸]		Star	t new column	
						ОК	Cancel	

If you want to adjust the spacing and alignment of

columns, click, hold, and drag the indent markers on the Ruler until the columns appear the way you want.



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

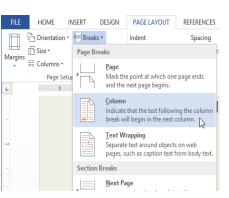
To add a column break:

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

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



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







Chapter-14 Headers, Footers, and Page Numbers

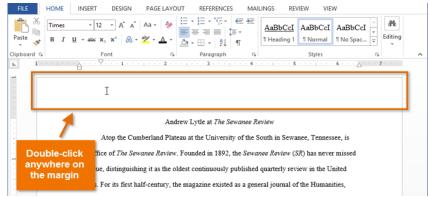
Introduction

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

To create a header or footer:

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

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



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

	NSERT DESIGN PAGE LA	HEADER & FOOTER TOOLS DESIGN	? 🗉 🗕	• •		
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Header & Footer	Insert	Navigation	Options	Position	Close	
		point will a				
	Header	Andrew Lytle at The Sewa	nee Keview			
	Atop the Cu	mberland Plateau at the University of	f the South in Sewanee	e, Tennessee, is		
	the office of The Se	wanee Review. Founded in 1892, the	Sewanee Review (SR)	has never missed		
	an issue, distinguis	ing it as the oldest continuously pub	ished quarterly review	in the United		
2	States. For its first	alf-century, the magazine existed as	a general journal of th	e Humanities.		

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

≡			HEADER & FOOTER T	OOLS				
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1 .		William Fist			Type the desired formatio		5	
H	leader			Andrew	Lytle at Th	ie Sewanee I	Review	
		Atop	the Cumbe	erland Plateau	at the Univ	ersity of the	South in Sewanee, '	Tennesse

		HEADER & FOOTER T	OOLS	? 📧 — 🗆
4	W/han unulua finiahad	DESIGN		
4.	When you're finished, click Close Header and Footer . Alternatively, you can press the Esc key.	nt First Page nt Odd & Even Pages locument Text Options	Header from Top: 0.5" 0.	Close Header and Footer Close Close Header and Footer Close the Header and Footer Tools. You can also double-click the document area to return to editing it.
5.	The header or footer text will appear.	William Fisl	her Andrew Lytle at <i>The Se</i> 9 the Cumberland Plateau at the University	

To insert a preset header

orfooter:

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

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

FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAIL	INGS REVIEW	VIEW	
Cover I Blank F Page B	age	Table Pictu	res Online Pictures	Shapes	Apps for Office *	Online Video	Hyperlink Bookmark Cross-reference	Comment	Header • Footer • Page Number •
Page	s i	Tables		lustrations	Apps	Media	Links	Comments	Header & Footer

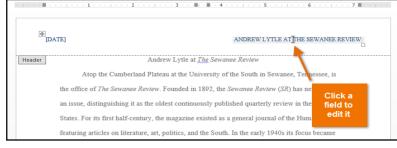
2. In the menu that appears, select the desired **preset header or footer**. In our example, we'll select a header.

REVIEW	VIEW		
*	Header -	A T Equation -	
Comment	l Ion (Light)		
Comments			
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	Semaphore		
		CONFIDENT	IAL
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y of the Sou	Sideline		
the Sewanee	[Document title]		
ublished qu	[[Document treat]		
as a genera	Whisp		
outh. In the e			
perb essays	(DATI)	росських тить	a
		Whisp	
shift in tone	More Headers from	Wide header displaying the date on the left and document title with	
ne's continu	More Headers from Edit Header	current section heading (based on Heading 1 style) on right	F
1 able to sol:	Remove Header	······································	
decades. Fo	Save Selection to H	eader Gallery	

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



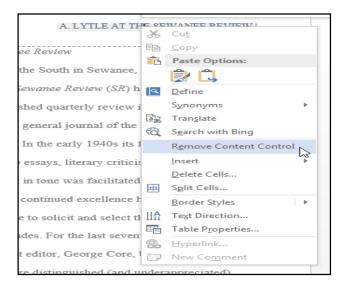
 To edit a Content Control field, click it and type the desired information.



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

	TABLE TOOLS			HEADER & FOOTER TOOLS			?	不	_		×
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Title ANDREW LYTLE AT THE SEWANEE						u can al cument				-	,

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.

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	- +	Andrew Lytle at The Sewanee Review
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click to unlock	he office of 2	1 · · · · · · · · · · · · · · · · · · ·
	an issue, disti	
	States. For its	William Fisher
	featuring artic	VV IIIdili 1 ISIICI
	purely literary	Header Andrew Lytle at <u>The</u> Sewanee Review
	poetry and, of	Atop the Cumberland Plateau at the University of the South in S
	_	the office of The Sewanee Review. Founded in 1892, the Sewanee Review
		an issue, distinguishing it as the oldest continuously published quarterly

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.

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on		Options		Position		

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

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Ľù.	<u>S</u> ave Sel	ection to	Header Ga	llery				

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

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

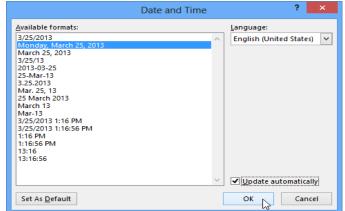
FILE	H	IOME	INSERT	DESIGN	PAG	E LAYOU	T REF	ERENCE	6 N	AILINGS	REVIEW
Header		# Page Number •		Document Info •	Quick Parts *		Online Pictures	Go to Header	Go to Footer	Previous Next Link to P	
Header & Footer					Insert				Na	avigation	

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

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

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

- 1 . . . 2 . 1. Double-click anywhere on the Place the insertion header or footer to unlock it. point where you want the date or Place the **insertion** William Fisher point where you want the date time to appear or time to appear. In our Header Andrew Lytle at The Sewanee Review example, we'll place the insertion point on the line Atop the Cumberland Plateau at the University of the South in Sewanee, Ten below the author's name. the office of The Sewanee Review. Founded in 1892, the Sewanee Review (SR) has no ABC 🛤 🗄 - 📼 Academic Paper - Word HEADER & FOOTER TOOLS INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DESIGN The **Design** tab 2. 🔄 Previous Different First Page <mark>∎</mark>+ H∈ will appear. Click Ē Different Odd & Even Pages 🔤 t Fo 📑 Next the Date & Date & Document Quick Pictures Online Go to Go to Time Header Footer Link to Previous 🖻 Ins ✓ Show Document Text Time command. Info -Parts -Pictures Insert Navigation Options · · · · · 1 · Insert Date and Time Quickly add the current date or time.
- 3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
- 4. Check the box next to **Update Automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option **Date and Time**?

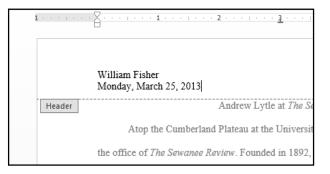


6. The date will appear in the header.

unchecked.

Click OK.

5.



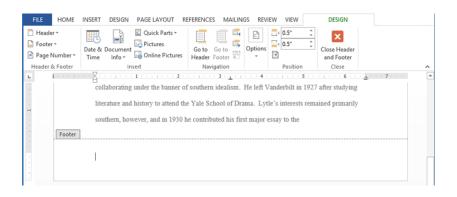
Adding page numbers

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

To add page numbers to a document:

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

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



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

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₽ age Margins	+ ating under the banner of southern idealism. He left Vanderbilt in	1927					
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3. Page numbering will appear.

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Header & Footer	Insert Navigation Position Close	^
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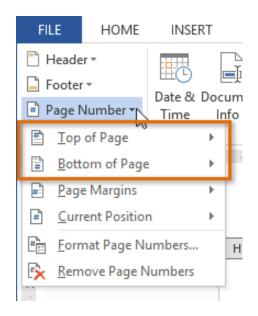
4. To edit the **font**, **font size**, and **alignment** of page numbers, select a page number and click the **Home** tab. Word's text formatting options will appear.

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

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	collaborating under the banner of southern idealism. He left Vanderbilt in 1927 after studying
	literature and history to attend the Yale School of Drama. Lytle's interests remained primarily
	southern, however, and in 1930 he contributed his first major essay to the
	1

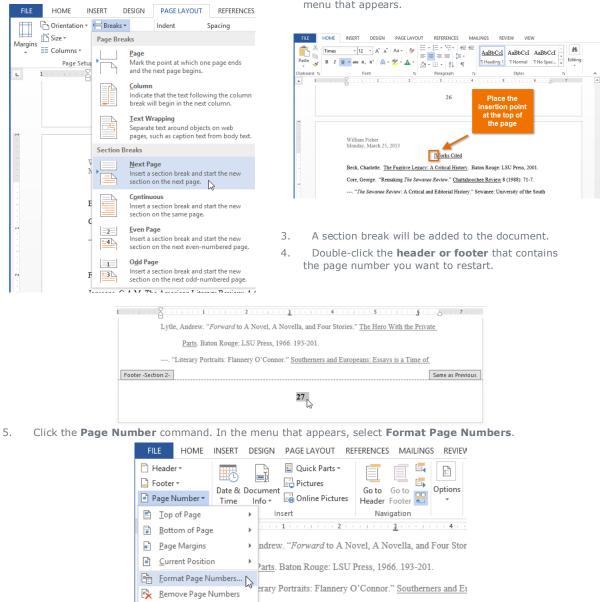
Alternatively, you can add page numbers to the header or footer by clicking the **Page Number** command and then selecting **Top of Page** or **Bottom of Page**. If you have an existing header or footer, it will be removed and replaced with the page number.



To restart page numbering:

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

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



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

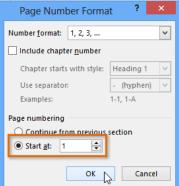
menu that appears.

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

27

Footer -Section 2-

Click OK. 7.



8. The page numbering will restart.

į	1									
	Lytle, Andrew. "Forward to A Novel, A Novella, and Four Stories." The Hero With the Private									
	Parts. Baton Rouge: LSU Press, 1966. 193-201.									
	"Literary Portraits: Flannery O'Connor." Southerners and Europeans: Essays is a Time of									
	Footer -Section 2-									
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Chapter-15 Pictures and Text Wrapping

Introduction

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

To insert a picture from a file:

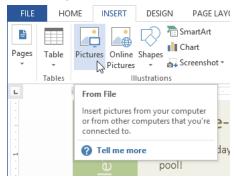
If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer.

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

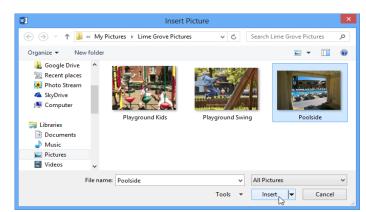


lemonade, slushies, and other cool treats will be served from

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



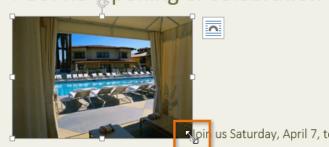
 The Insert Picture dialog box will appear. Select the desired image file, then click Insert.





4. The image will appear in the document.

Pool Re-Opening & Celebration



re-opening of our newly renovated pool!

Features include a resort-style pool deck, private cabanas, g and much more. We can't wait for you to see the transform

Inserting online pictures

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

> OneDrive - Personal All folders > Pictures

4 BACK TO SITES

Breakfast 2592 x 1944

- OneDrive: You can insert an image stored on your OneDrive (previously called SkyDrive). You can also link other online accounts with your Microsoft account, such as Facebook or Flickr.
- **Bing Image Search**: You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means you can use them for your own projects. However, you should go to the image's website to see if there are any restrictions on how it can be used.

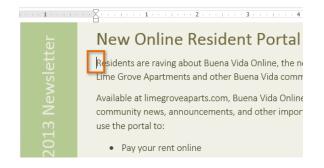
Previously, you also had the option to insert clip art images from Office.com, but this service has been discontinued. Instead, you

Insert

can use Bing Image Search to find images for your document.

To insert an online picture:

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



- 2. Select the **Insert** tab, then click the **Online Pictures** command.
- 3. The **Insert Pictures** dialog box will appear.
- Choose Bing Image Search or your OneDrive. In our example, we'll use Bing Image Search.
- 5. Press the **Enter** key. Your search results will appear in the dialog box.
- 6. Select the desired image, then click **Insert**.



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

Changing text wrapping settings

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

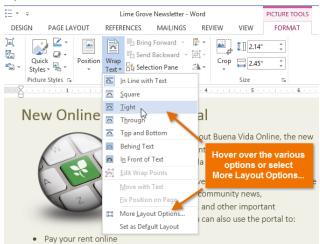
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To wrap text around an image:

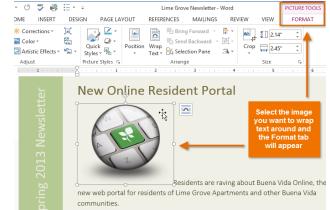
- Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.
- On the Format tab, click the Wrap Text command in the Arrange group. A drop-down menu will appear.
- 3. Hover the mouse over the various **text-wrapping options**.

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



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





If the alignment guides do not appear, select

the **Align** command. Select **Use Alignment Guides** from the drop-down menu that appears.

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nortal for residents of Lime (Grove Anartme	ents and o	ther Ruer	ha V	-

Lime Grove Newsletter - Word

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To use a predefined text wrapping setting:

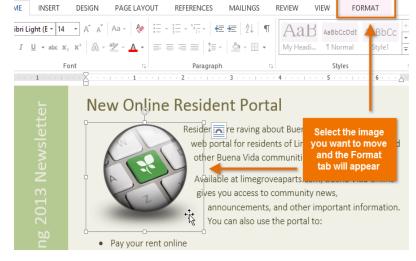
the Page Layout tab, then click

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

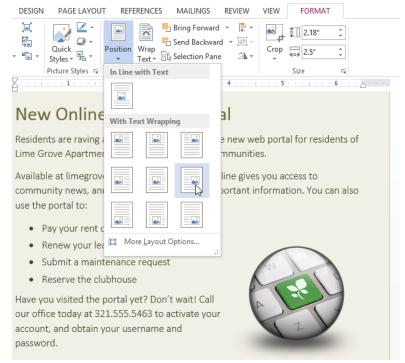
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- Select the **image** you want to move. The **Format** tab will appear on the right side of the Ribbon.
- On the Format tab, click the Position command in the Arrange group.



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



Chapter-16 **Formatting Pictures**

Introduction

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

To crop an image:

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

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Crop your picture to remove any

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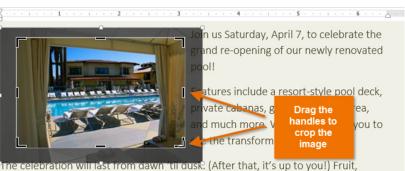
Wrap

Text

2

- 1. Select the image you want to crop. The **Format** tab appears.
- 2. On the Format tab, click the **Crop** command.

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



lemonade, slushies, and other cool treats will be served from 1:00-2:00 PM.

. 4 .

Click the **Crop** command again. The image will be cropped. 4. · 1 ·



Join us Saturday, April 7, to celebrate the grand re-opening of our newly renovated pool!

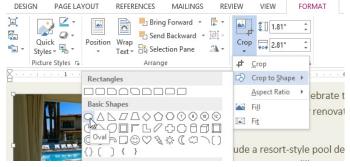
Features include a resort-style pool deck, private cabanas, gourmet grilling area, and much more. We can't wait for you to see the transformation!

The celebration will last from dawn 'til dusk. (After that, it's up to you!) Fruit, lemonade, slushies, and other cool treats will be served from 1:00-2:00 PM.

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

To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab. Click the Crop drop-down arrow. Hover the mouse over Crop to Shape, then select the desired shape from the drop-down menu that appears.



3. The image will appear formatted as the shape.



· · 1

· · · 2

Join us Saturday, April 7, to celebrate the grand re-opening of our newly renovated pool!

· • ·

Features include a resort-style pool deck, private cabanas, gourmet grilling area, and much more. We can't wait for you to see the transformation!

The celebration will last from dawn 'til dusk. (After that, it's up to you!) Fruit, lemonade, slushies, and other cool treats will be served from 1:00-2:00 PM.

- To add a border to a picture:

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

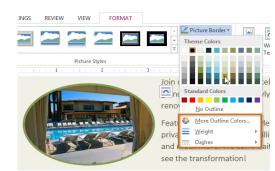


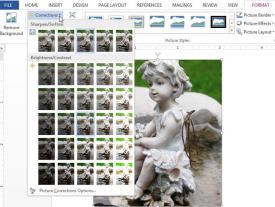
Image adjustments

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

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Adjus							Picture Styl	es			

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

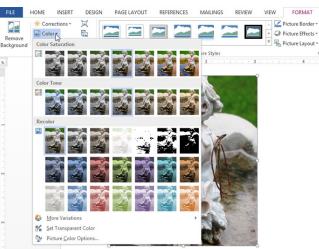
• **Corrections**: This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.



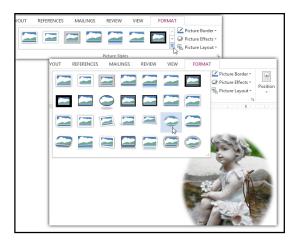
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- Color: This command is located in the Adjust group. From here, you can adjust the image's saturation (how vivid the colors are), tone (the temperature of the image from cool to warm), and coloring (changing the overall color of the image).
- Artistic Effects: This command is located in the Adjust group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.



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

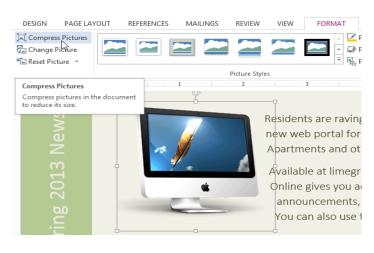


Compressing pictures

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

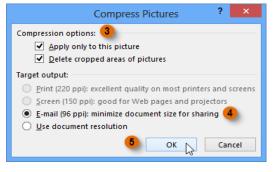
To compress a picture:

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



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



Removing the background from an image

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Floral Displays • Arts & Crafts Games • Food • Entertainment	V

Video: Background Removal

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

About Background Removal

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

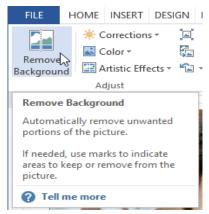




3. Word will try to guess which part of the image to remove and mark the background with a **magenta** fill. It will also place a box with selection handles around the image.



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





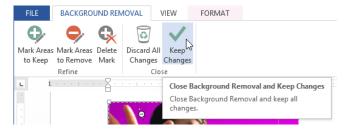
- 4. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.
- 5. At this point, you may need to help Word decide which parts of the image are in the **foreground** and which parts are in the **background**. You can do this by using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

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- 0 If part of the background has not been marked with magenta, click Mark Areas to Remove and draw a line in that region of the image.
- 6. After you add your marks, Word will readjust the image.



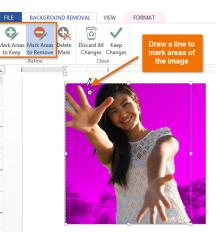




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The background will be removed. You can adjust the image at any time by clicking the Remove 8. Background command again.





Chapter-17 Shapes

Introduction

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

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To insert a shape:

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

from 12:00 - 4:00. Come hungry!

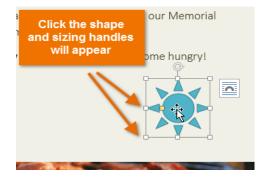


If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting** options on the Home tab to change the font, font size, or color of the text.

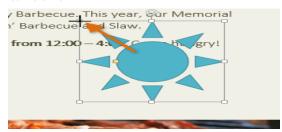


To resize a shape:

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



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



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Barbecue and Slaw. Trom 12:00 – 4:00. Come hungry! Itation handle.

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

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



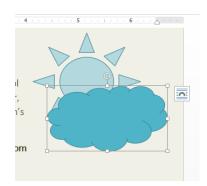
To change the order of shapes:

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

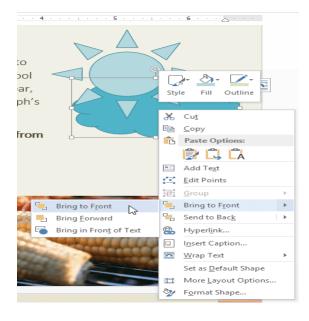
1. Right-click the **shape** you want to move. In our example, we want the cloud to appear in front of the sun, so we'll right-click the cloud.



3. The order of the shapes will change.

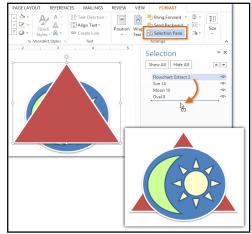


 In the menu that appears, hover over Bring to Front or Send to Back. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose Bring to Front.



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

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



Modifying shapes

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

To change to a different shape:

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





To change the shape style:

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

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

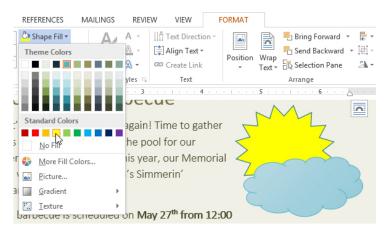


- A drop-down menu of styles will appear. Select the style you want to use.
- 4. The shape will appear in the selected style.

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To change the shape fill color:

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



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

REFERENCES

MAILINGS

To change the shape outline:

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



FORMAT

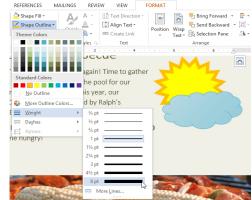
REVIEW VIEW

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

To change shadow effects:

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

1. Select the shape you want to change.



- 75 -

- On the Format tab, click the Shape Effects drop-down arrow. In the menu that appears, hover the mouse over Shadow and select the shadow you want to use.
- 3. The shape will appear with the selected shadow.

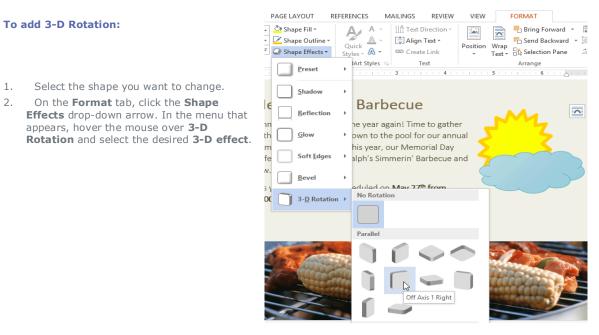
To adjust the shadow color, size, distance and more, select **Shadow Options** from the drop-down menu.

The **Format Shape** pane will appear on the right side of the Word window, allowing you to customize the shadow.

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3D effects

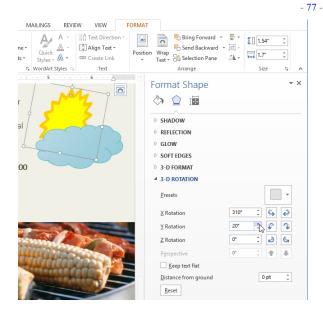
There are two kinds of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing an object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes,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





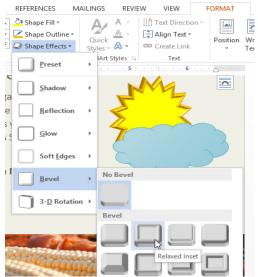
3. The shape will appear in the selected 3-D Rotation effect.

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



To add a bevel:

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



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

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

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Chapter-18 Text Boxes and WordArt

Introduction

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

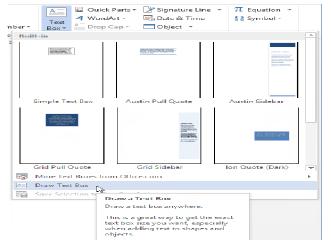
To insert a text box:

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

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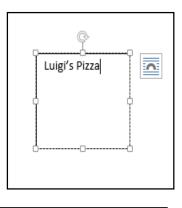
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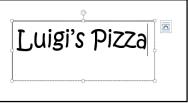
2. A drop-down menu will appear. Select **Draw Text Box**.



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

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





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

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



to

To move a text box:

- 1. Click the **text box** you want to move.
- 2. Hover the mouse over one of the edges of the text box. The mouse will change into a **cross with**

arrows

3. Click, hold, and drag the text box to the desired **location**.



To resize a text box:

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

Luigi's Pizza

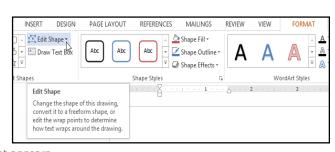
Modifying text boxes

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

To change the text box shape:

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

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



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

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



SARVA EDUCATION (SITED) (An I.T & Skill Advancement Training Programme)

To change the fill color:

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

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

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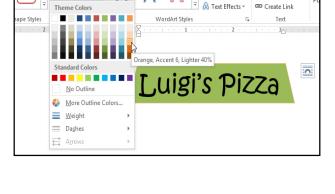
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To change the shape outline:

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

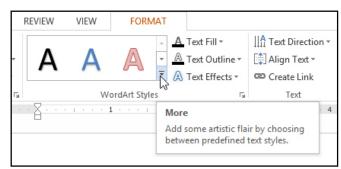
From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.



To change the shape style:

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

- 1. Select the text box you want to change.
- On the Format tab, click the More dropdown arrow in the Shape Styles group.



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



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



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Text Direction -

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To change shadow effects:

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

- 1. Select the text box you want to change.
- On the Format tab, click the Shape Effects drop-down arrow. In the menu that appears, select the shadow you want to use.
- 3. The shape will appear with the selected shadow.



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

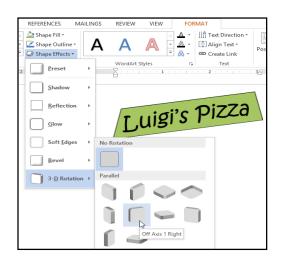
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3D effects

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

To use 3-D Rotation:

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

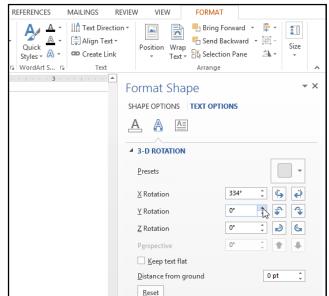


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3. The text box will appear in the selected 3-D Rotation effect.

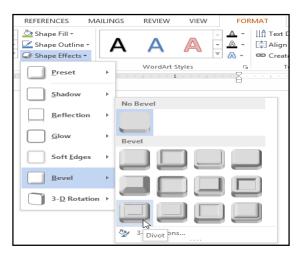
If you want, you can customize the 3-D Rotation. Select **3-D Rotation Options...** from the drop-down menu and the **Format Shape** pane will appear. From here, you can adjust the rotation values.



To use Bevel:

- 1. Select the text box you want to change.
- On the Format tab, click the Shape Effects drop-down arrow. In the menu that appears, select the desired bevel preset.
- 3. The text box will appear in the selected bevel effect.





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

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

Creating WordArt

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

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

To apply a quick style to text:

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

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



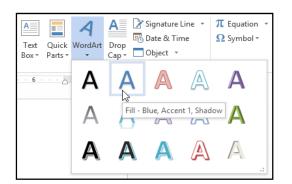
- 2. On the **Format** tab, click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu of text styles will appear. Select the **style** you want to use.
- The text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.

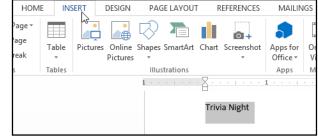


To convert regular text into WordArt:

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

- Select the text you want to convert, then click the **Insert** tab.
- Click the WordArt drop-down arrow in the Text group. A drop-down menu of WordArt styles will appear. Select the style you want to use.

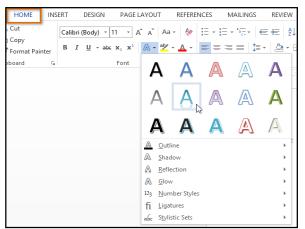




 Word will automatically create a text box for the text, and the text will appear in the selected style. If you want, you can change the **font** or **font color** from the **Home** tab.



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



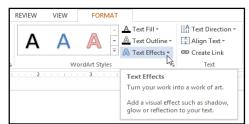
To transform text:

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



- 3. A drop-down menu of effects will appear. Hover the mouse over **Transform** and select a transform effect from the menu that appears.
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 On the Format tab, click the Text Effects drop-down arrow in the WordArt Styles group.



4. The text will transform into the selected style.



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

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Chapter-19 Arranging Objects

Introduction

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

Modifying text wrapping

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

With Text Wrapping

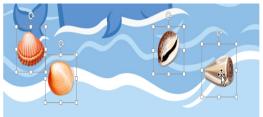
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LAYOUT OPTIONS

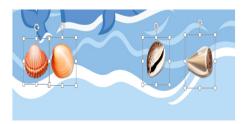
In Line with Text

To align two or more objects:

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



The objects will align based on the option you selected.

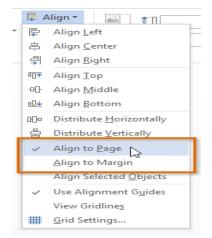


2. From the **Format** tab, click the **Align** command and select one of the six **alignment options**.



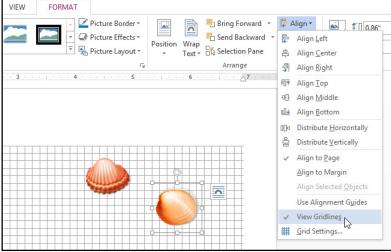


By default, **Align Selected Objects** will be selected, which will allow objects to be aligned without moving them to a different part of the page. If you want the objects to move to the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.



 \times





To distribute objects evenly:

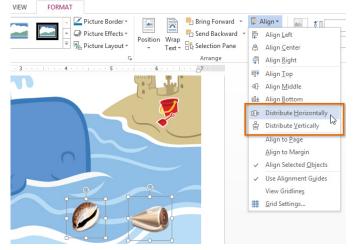
If you have arranged objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this

by **distributing the objects** horizontally or vertically.

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



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



3. The objects will distribute evenly.



Ordering and rotating objects

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

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Understanding levels

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

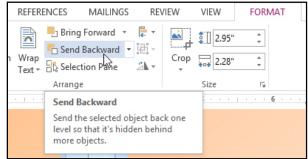
To change the ordering by one level:

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

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



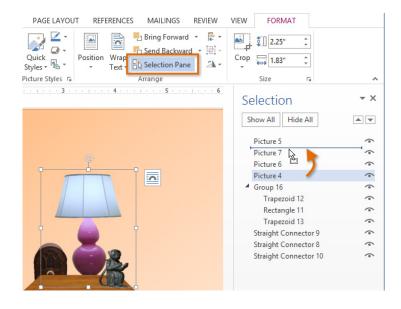
 From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If the object overlaps with more than one other object, you may need to click the command several times to achieve the desired ordering. In our example, we'll select Send Backward.



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



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



To bring an object to the front or back:

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

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

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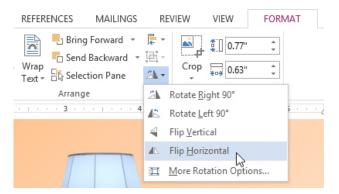
4. The objects will reorder.



To rotate an object:

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



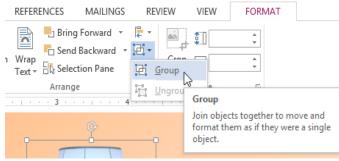


Grouping objects

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

To group objects:

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





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

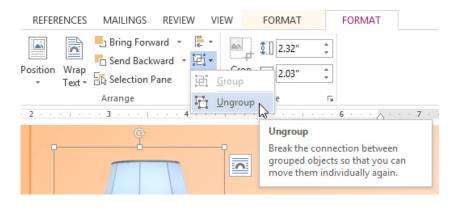


If you want to edit or move one of the objects in the group, doubleclick to select the object. You can then edit it or move it to the desired location.

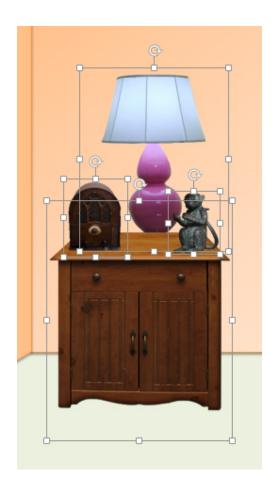


To ungroup objects:

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



3. The objects will be ungrouped.



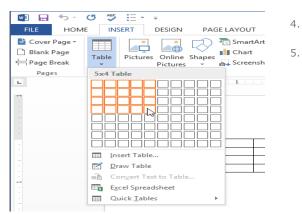
Chapter-20 Tables

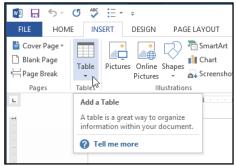
Introduction

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

To insert a blank table:

- 1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
- 2. Click the **Table** command.
- 3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.





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

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Monday	Tuesday	Wed		

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

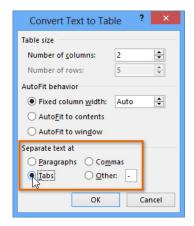
To convert existing text to a table:

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

1. Select the text you want to convert.

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Menu Items \$8	828.45
Paper Items (P	lates, silverware, cups) \$135.15
Rental Equipme	ent (Tables, chairs, linens) \$277.75
Service Fee (18	8% of menu items ordered) \$122.33
Total Cost \$	1,363.68 🔉

- 2. From the **Insert** tab, click the **Table** command.
- Select Convert Text to Table from the drop-down menu.
- 4. A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



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

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

Modifying tables

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

Menu Items

Paper Items (Plates, silverware, cups)

Rental Equipment (Tables, chairs, linens)

Service Fee (18% of menu items ordered)

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5.

To add a row or column:

- Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.
- 2. A new row or column will appear in the table.

\$828.45
\$135.15
\$227.75
\$122.33

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

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		Border Styles	F		Insert Rows Below
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\$828.45

\$135.15

\$227.75

\$122.33

To delete a row or column:

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

Delete Cells	? ×
 Shift cells lef Shift cells up Delete entire Delete entire 	: <u>r</u> ow
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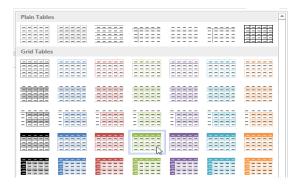
4. The column or row will be deleted.

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	Beverage Items		\$828.45 \$315.50	
	Paper Items (Plates, silverw	are, cups)	\$135.15	
	Rental Equipment (Tables, o	chairs, linens)	\$277.75	
m	Service Fee (18% of menu i	tems ordered)	\$122.33	
	Total		\$1,679.18	
				0

3. Select the **desired style**.



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

To apply a table style:

4.

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

The selected table style will appear.

To modify table style options:

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

- 1. Click anywhere on the table.
- Click the Design tab on the right side of the Ribbon, then check or uncheck the desired options in the Table Style Options group.



3. The table style will be modified.

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

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

Category

Total

Menu Items

Beverage Items

Paper Items (Plates, silverware, cups)

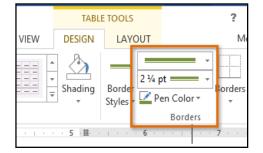
Rental Equipment (Tables, chairs, linens)

Service Fee (18% of menu items ordered)

+

To add borders to a table:

- 1. Select the cells you want to add a border to.
- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.



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

Amount

\$828.45

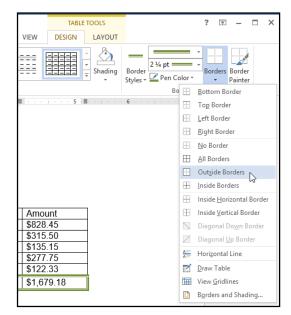
\$315.50

\$135.15

\$277.75

\$122.33

\$1,679.18



5. The border will appear around the selected cells.

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

Chapter- 21 Charts

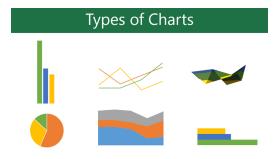
Introduction

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

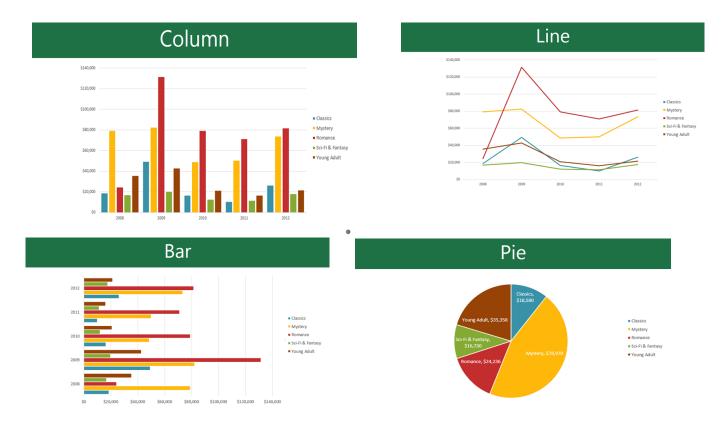
Types of charts

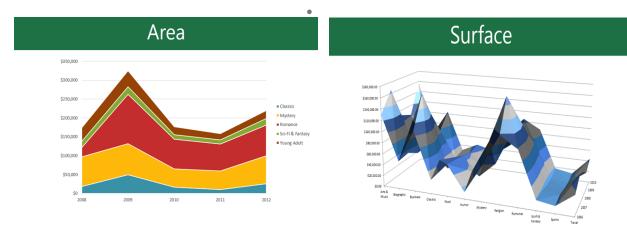
Word has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

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



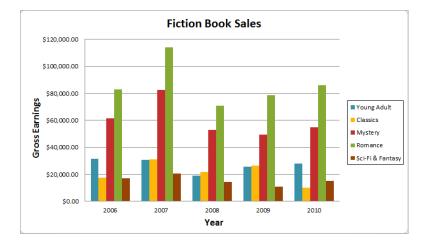
Word has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Word.





Identifying the parts of a chart

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

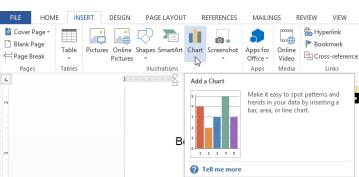


Inserting charts

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

To insert a chart:

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



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

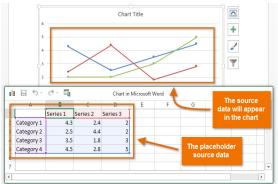


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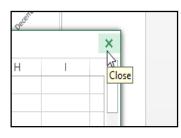
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- 3. Select the desired **chart**, then click **OK**.
- 4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** that you will replace with your own information. The source data is used to create the Word chart.



- If necessary, click and drag the lower-right corner of the blue line to increase or decrease the data range for rows and columns. Only the data enclosed by the blue lines will appear in the chart.
- When you're done, click the X to close the spreadsheet.



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

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8	July	\$20,000								
9	August	\$18,000								
10	September	\$18,000								
11	October	\$16,000								
12	November	\$18,000								
13	December	\$23,000								
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8. The chart will be completed.

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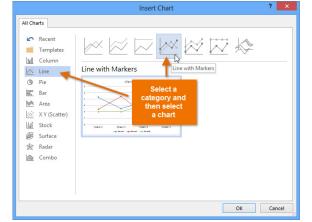
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Bumble & Moore's Book Sales in 2013



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

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Chart in Microsoft Word

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Creating charts with existing Excel data

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

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

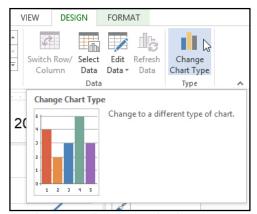
Modifying charts with chart tools

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

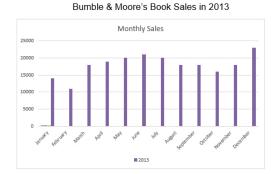
To change the chart type:

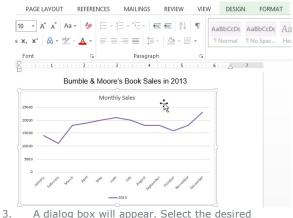
If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **line** chart to a **column** chart.

- Select the chart you want to change. The **Design** tab will appear on the right side of the Ribbon.
- 2. From the **Design** tab, click the **Change Chart Type** command.

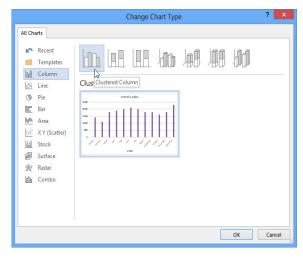


4. The chart will change in the document.





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

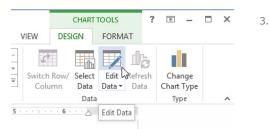


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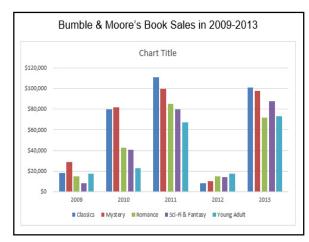
To switch row and column data:

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

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



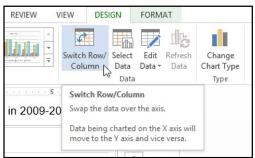
4. The rows and columns will be **switched**. In our example, the data is now grouped by year, with columns for each genre.



Bumble & Moore's Book Sales in 2009-2013



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



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

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1	Ī		Classics Mystery		Romance	
2	2009		\$18,000	\$80,000	\$111,000	
3	2010		\$29,000	\$82,000	\$100,000	
4		2011	\$15,000	\$43,000	\$85,000	
5		-012	\$8,000	\$41,000	\$80,000	
6		2013	\$17,667	\$22,500	\$67,000	
7						
	Add an before in the		c data			

To change the chart layout:

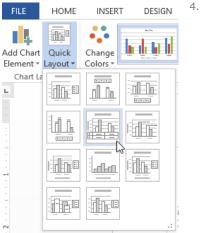
Word's predefined chart layouts allow you to modify chart elements—including **chart titles**, **legends**, and **data labels**—to make your chart easier to read.

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

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FILE HOME INSERT DESIGN	PAGE LAYOUT REFERENCES MAILINGS REVIEW	IEW DESIGN FORMAT
Add Chart Quick & Charge Element * Layouts Chart Layouts		Switch Row/ Select Edit Refres Column Data Data Data
L Quick Layout Change the overall layout of the chart.	Bumble & Moore's Book Sales in 2009-20	· · · · · · 6 · · ·

- 99 -

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

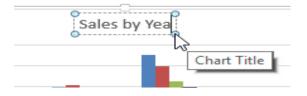


The chart will update to reflect the new layout.

Chart Title \$120.000 \$100,000 \$80.000 litle \$60.000 Axis \$40,000 \$20,000 \$0 2009 2010 2011 2012 2013 Classics \$18,000 \$80,000 \$111,000 \$8,000 \$101,000 Mystery \$29.000 \$82.000 \$100.000 \$10.000 \$98.000 Romance \$15,000 \$43,000 \$85.000 \$15,000 \$72,000 Sci-Fi & Fantasy \$8,000 \$41,000 \$80,000 \$14,000 \$88,000 Voung Adult \$17,667 \$22,500 \$67,000 \$17,500 \$73,500

Bumble & Moore's Book Sales in 2009-2013

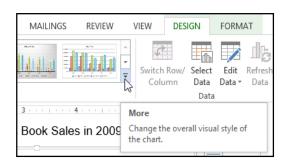
To change a chart element (such as the chart title), click the element and begin typing.



To change the chart style:

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

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



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



4. The chart will appear in the selected style.



Bumble & Moore's Book Sales in 2009-2013

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



Bumble & Moore's Book Sales in 2009-2013

Checking Spelling and Grammar Chapter-22

Introduction

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

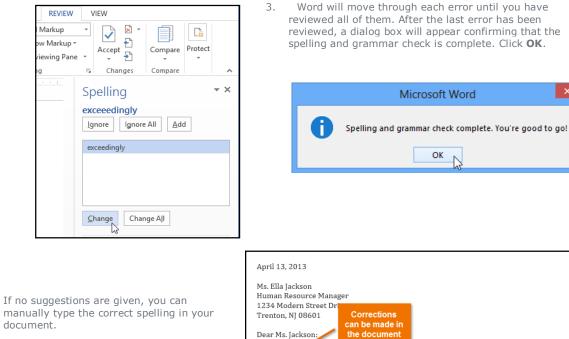
To run a Spelling and Grammar check:

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

FILE	HOME I	NSERT I	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	RE	VIEW	VIEW	1
ABC Spelling & Grammar		New Comment	Delete	Previous	Track	All Markup Show Markup ¥ Reviewing Pane	•	Accept	× × €	1
Proofing			Col	mments	Т	racking	E.	Cha	nges	
Typos? Not	Grammar (F on our watcl spelling and	h. Let us	. 2 .		4 .	5 .			6 · ·	· .

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position. While working toward my degree, I was employed as a marketing assistant with a local

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



manually type the correct spelling in your document

Ignoring "errors"

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

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

For spelling "errors":

- **Ignore:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of the word in the document.
- Add: This adds the word to the dictionary so it will never come

up as an error. Make sure the word is spelled correctly before

choosing this option.

Spelling	- ×
DeWhitt	
Ignore All Add	
Dewitt	
DeWitt	
Change Change A <u>l</u> l	

Grammar - ×
detail Ignore
details
Change
Subject-Verb Agreement
The subject and verb should agree in number. They should both be singular, or they should both be plural.
 Instead of: What was Stephen and Laura like as schoolchildren?
as schoolchildren? • Consider: What were Stephen and Laura like as schoolchildren?
Instead of: Tom watch the snowy egret stab
at the fish. • Consider: Tom watches the snowy egret stab at the fish.

• For grammar "errors":

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

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

Automatic spelling and grammar checking

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

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

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position. Working toward my degree, I was employed as a marketing assistant w Grammar company. In addition to assisting the company with there symmer prov ble error to help the marketing specialist develop and carry through ideas for the commercial. I would like to use I gained at Fresh Foods to nerp ye Spelling g reaching a broader audience across company acheive it marketing error country. I will complete my deg g in May and will be available for employment in early June.

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

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

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To correct spelling errors:

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

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

To correct grammar errors:

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

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

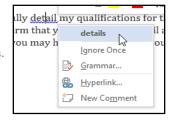
To change the automatic spelling and grammar check settings:

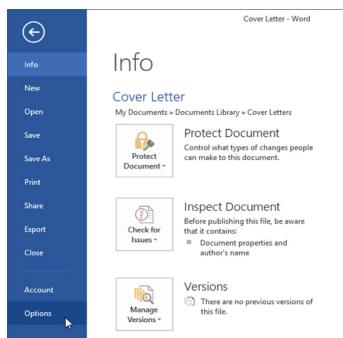
- 1. Click the File tab to go to Backstage view, then click Options.
- (ϵ) A dialog box will appear. On the left 2. Info side of the dialog box, select **Proofing**. The dialog box gives you several options to choose from: New Cover Letter If you don't want Word to Open My Documents » Documents Library » Cover Letters automatically check spelling, uncheck Check spelling as you Protect Document Save type. Control what types of changes people Protect can make to this document. 0 If you don't want grammar Save As Document * errors to be marked, uncheck Mark grammar errors Print as you type. Inspect Document 3 Before publishing this file, be aware Export Check for that it contains: Issues * Document properties and Close author's name Versions Account Q There are no previous versions of Manage this file. Options Versions *
 - 0

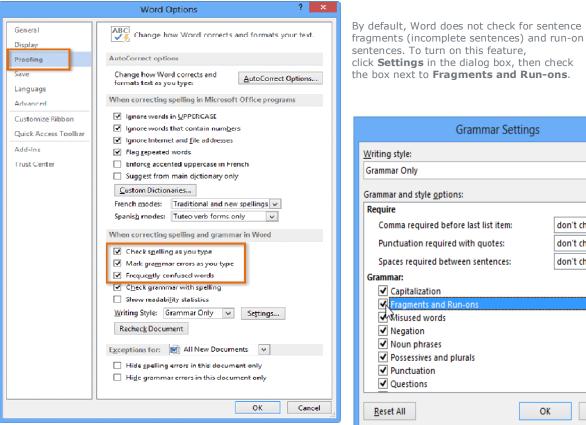
If you don't want Word to check for contextual errors, uncheck Frequently confused words.

Enclosed is a copy of my resume, which Within the next week, I will contact you and I'll be happy to answer any questio consederation.

o: 1		consideration
Sincerely,		confederation
Jane Flores		considerations
,		Ignore All
		<u>A</u> dd to Dictionary
	8	<u>H</u> yperlink
	*2	New Co <u>m</u> ment







click **Settings** in the dialog box, then check the box next to Fragments and Run-ons. ? Grammar Settings Writing style: v Grammar Only Grammar and style options: Require ٨ don't check Comma required before last list item: v Punctuation required with guotes: don't check v Spaces required between sentences: don't check 🛛 🗸 Grammar: Capitalization Fragments and Run-ons Misused words Negation Noun phrases Possessives and plurals Punctuation Questions

OK

Cancel

By default, Word does not check for sentence

If you've turned off the automatic spelling and/or grammar

checks, you can still run a check by going to the **Review** tab and clicking the **Spelling & Grammar** button.

To hide spelling and grammar errors in a document:

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

Reset All

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



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

Exceptions for: Cover Letter	
✓ Hide <u>spelling</u> errors in this document only ✓ Hide grammar errors in this document only	
	OK Cancel

4. The lines in the document will be hidden.

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

When correcting spelling and grammar in Word					
Check spelling as you type					
✓ Mark grammar errors as you type					
✓ Frequently confused words					
✓ Check grammar with spelling					
Show readabi <u>l</u> ity statistics					
Writing Style: Grammar Only V Settings					
Rechec <u>k</u> Document					
Exceptions for: Cover Letter 🗸					
Hide spelling 🕡 All New Documents					
Hide gramma 🖾 Cover Letter					
Post Interview Thank You Letter	4				
OK Cancel	I				

Chapter-23 Track Changes and Comments

Introduction

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

Understanding Track Changes

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

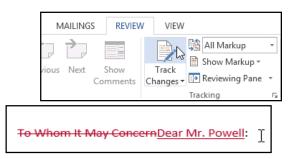
To Whom It May ConcernDear Mr. Powell:

Thank you for taking the time to meet <u>with me</u> 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 <u>with the</u> competence of the staff at your companyQuality 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.
- Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.

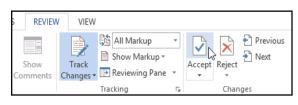


Reviewing changes

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

To accept or reject changes:

- 1. Select the change you want to accept or reject.
- 2. From the **Review** tab, click the **Accept** or **Reject** command.

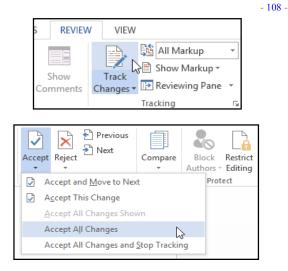


Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your companyQuality Furnishings. I would love the chance to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

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

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your companyQuality 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** dropdown arrow, then select **Accept All**. If you no longer want to track your changes, you can select **Accept All and Stop Tracking**.

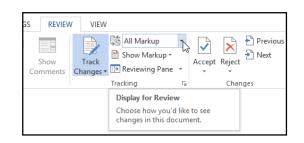


Track Changes viewing options

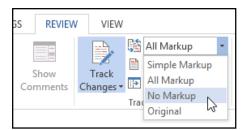
If you have a lot of tracked changes, they may become distracting if you're trying to read through the document. Fortunately, Word provides a few different ways to customize how tracked changes appear, including the option to **hide** tracked changes.

To hide tracked changes:

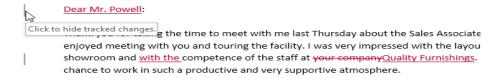
1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.



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



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



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

To show revisions in balloons:

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

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

S REVIEW	VIEW							Javier Flor	es 🔹 🚫
Show	Track	-	All Markup 🔻	Accont	► Previous Next	Compare	Block Rest	rict Linked	
Comments	Changes 🕶	~	<u>C</u> omments		*	+	Authors - Edit	ing Notes	;
		~	ln <u>k</u>		Changes	Compare	Protect	OneNo	te 🔺
		~	Insertions and Del	etions					
		~	<u>F</u> ormatting						
		B	<u>B</u> alloons	×.	Show Revisions	in <u>B</u> alloons	Ν		
			Specific People	÷	Show All Revisio	ons Inline	13		
			Highlight <u>U</u> pdates		✓ Show Only <u>C</u> om	nments and	Formatting in B	alloons	
			Other Authors						

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

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 Quality furnishings. I would love the chance to work in such a productive and very supportive atmosphere. Javier Flores Deleted: your comparing the facility. I was of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would drive sales and increase customer satisfaction ratings at Quality Javier Flores Deleted: drive Flores Deleted: dr

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

Comments

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

To add comments:

 Highlight some text, or place the insertion point where you want the comment to appear. As we talked about in our meeting, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would drive sales and drive-increase customer satisfaction ratings at Quality Furnishings.

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.



Javier Flores 3 minutes ago Ð 3 You can also **respond** to an existing comment. Just click How many years? the **Reply** button and type your response. Julia Fillory A few seconds ago Good point! Six years total—I'll add that detail. To delete comments: Javier Flores 2 minutes ago 0 the <mark>superior sales training p</mark>rogram at Should this be capitalized? Select the comment you 1. program are sure to bolster sales. I want to delete.

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

urnishings.

3. The comment will be deleted. PAGE LAYOUT REVIEW REFERENCES MAILINGS VIEW Previous 👫 All Markup 🖹 Show Markup -র্জী 🖓 Next the superior sales training program at New Delete Track Changes - 🕞 Reviewing Pane Show Comments program are sure to bolster sales. I Commen Furnishings. Comments Tracking

To delete all comments, click	PAGE LAYOL	IT REFERENCES MAILING	GS REVIEW VIEW
the Delete drop-down arrow and	×	Previous	All Markup 👻
select Delete All Comments in Document.	New Comment	Delete Show Comments	Track Changes • E Reviewing Pane •
bocument.	Comment	Delete	acking 5
		Delete <u>A</u> ll Comments Show	m
		Delete All C <u>o</u> mments in Do	cument

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.

REVIEV	VIEW										
Show Comments	Track Changes •	 All Markup Show Markup ▼ Reviewing Pane 	•	Accept	Reject	← Previous → Next	Compare •	Block Authors	Restrict Editing	Linked Notes	
		Tracking	Fa		Char	nges		<u>C</u> ompare Compare tw document (I			L.
								Co <u>m</u> bine Combine rev authors into			Ŭ
							sho	ow Source D	ocuments		+

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



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

	Compare [Documents	? ×
Original document Thank You Letter.docx	v 🖻	<u>R</u> evised document Thank You Letter Edite	
Lab <u>e</u> l changes with		La <u>b</u> el changes with Ja	vier Flores
	<u>+</u>	- -	
More >>		ОК	Cancel

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

Co	ompared Document	×	Original Document (Thank You Letter	×
	June 22, 2013	-	To Whom It May Concern:	*
	Roger Powell Sales Manager Quality Furnishings 125 West Hannover Street Raleigh, North Carolina 27601		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	
	T o Whom It May Concern: Dear Mr. Powell <u>:</u>		with the layout of the showroom and competence of the staff at your company. I	¥
			Revised Document (Thank You Letter_Ec	×
	Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I		Dear Mr. Powell:	^
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		Thank you for taking the time to meet with me last Thursday about the Sales Associate	
	your companyQuality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.		position. I enjoyed meeting with you and touring the facility. I was very impressed	
	askharres arreshireres		,,	

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

Compare Block Restrict Authors * Editing	
Compare Compare two versions of a document (legal blackline).	
Combine Combine revisions from multiple authors into a single document.	
Show Source Documents	Hide Source Documents
	Show <u>O</u> riginal
	Show <u>R</u> evised
	Show <u>B</u> oth

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Chapter- 24 Finalizing and Protecting Documents

Introduction

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

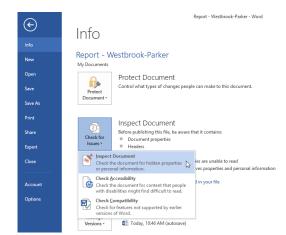
Document Inspector

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

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

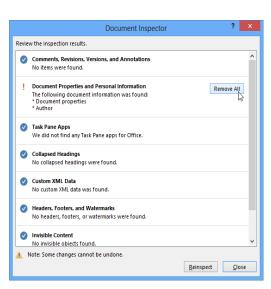
To use the Document Inspector:

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



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

- The Document Inspector will appear. Check or uncheck the boxes, depending on the content you want to review, then click Inspect. In our example, we'll leave everything selected.
 - ? × Document Inspector To check the document for the selected content, click Inspect. Comments, Revisions, Versions, and Annotations nspects the document for comments, versions, revision marks, and ink annotations ✓ Document Properties and Personal Information Inspects for hidden metadata or personal information saved with the document. ✓ Task Pane Apps Inspects for Task Pane apps saved in the document. ✓ Collapsed Headings Inspects the document for text that has been collapsed under a heading. Custom XML Data Inspects for custom XML data stored with this document Headers, Footers, and Watermarks Inspects the document for information in headers, footers, and watermarks. Inspects the document for objects that are not visible because they have been formatted as invisible. This does not include objects that are covered by other objects. Inspect Close



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

	Document Inspector		?	×
Revie	w the inspection results.			
0	Comments, Revisions, Versions, and Annotations No items were found.			^
0	Document Properties and Personal Information Document properties and personal information were successfully remo	oved.		
0	Task Pane Apps We did not find any Task Pane apps for Office.			
0	Collapsed Headings No collapsed headings were found.			
Ø	Custom XML Data No custom XML data was found.			
0	Headers, Footers, and Watermarks No headers, footers, or watermarks were found.			
0	Invisible Content No invisible objects found.			
	Note: Some changes cannot be undone.			~
	-	nspect	<u>C</u> lo	se N

Protecting your document

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

To protect your document:

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



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



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

	Microsoft Word ×
•	This document has been marked as final to indicate that editing is complete and that this is the final version of the document.
U	When a document is marked as final, the status property is set to "Final" and typing, editing commands, and proofing marks are turned off. You can recognize that a document is marked as final when the Mark As Final icon displays in the status bar.
	Don't show this message again
	ОК

6. The document will be marked as final.

	5-0				Repor	t - Westbrook	-Parker [Read-O	nly] - Word
FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW
() MA	rked as fin	AL An auth	ior has marke	d this document as	final to discourage	editing.	Edit Anyway	
L 1. 1		100 A. 100 A.	· · 1 ·		2	3	1	4 .
-								
-	EX	ECUT	VE SU	MMARY				
-								
_								

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

Chapter-25 Smart Art Graphics

Introduction

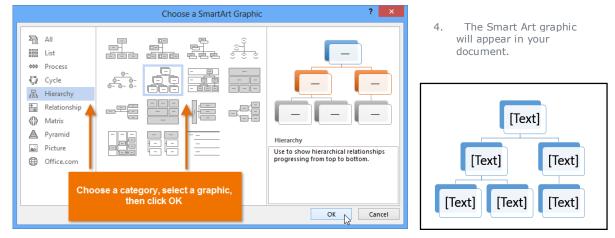
Smart Art allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

To insert a Smart Art graphic:

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

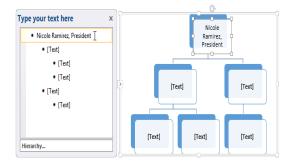
INSERT	DESIG	N P	AGE LA	/OUT	REFERE	ENCES
			\bigcirc			0+
Table	Pictures	Online	Shapes	SmartArt	Chart	Screenshot
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Tables			Illus	trations 4	ĩ	

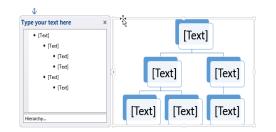
3. A dialog box will appear. Select a **category** on the left, choose the desired Smart Art graphic, then click **OK**.



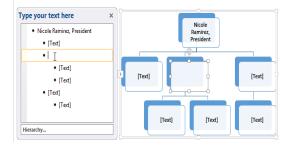
To add text to a Smart Art graphic:

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





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

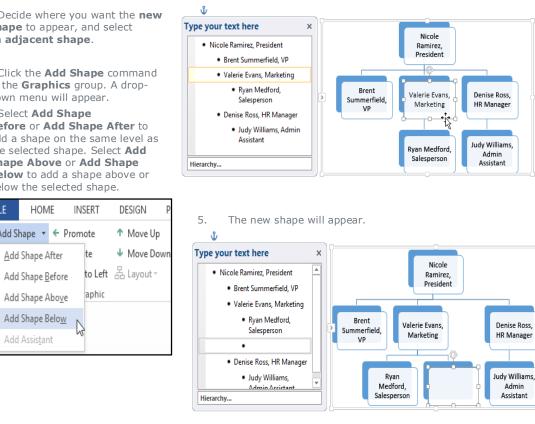


You can also add text by clicking on the desired shape and then typing. This works well if you only need to add text to a few shapes. However, for more complex Smart Art graphics, working in the task pane is often faster.

Changing the Smart Art organization

To add a shape:

PAGELAVOUT DESIGN REFERENCES MAILINGS REVIEW Select the Smart Art 1. ↑ Move Up graphic, then click ارتكري Move Down the **Design** tab on the right 🖧 Layout side of the Ribbon. Layout ů 2. Decide where you want the **new** shape to appear, and select Type your text here × an adjacent shape. Nicole Ramirez, President Brent Summerfield, VP Click the Add Shape command 3. Valerie Evans, Marketing in the Graphics group. A drop- Ryan Medford, Brent down menu will appear. Salesperson Summerfield, VP Select Add Shape 4. Denise Ross, HR Manager Before or Add Shape After to Judy Williams, Admin add a shape on the same level as Assistant the selected shape. Select Add Shape Above or Add Shape Hierarchy... Below to add a shape above or below the selected shape. HOME FILE INSERT DESIGN 5. The new shape will appear. 📩 Add Shape 🔹 🗲 Promote ↑ Move Up ů Move Down Type your text here x Add Shape After te . to Left 🖁 Layout - Nicole Ramirez, President ۰. Add Shape Before



To promote or demote shapes:

Add Assistant

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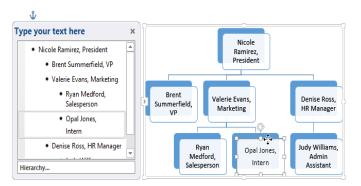
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Select the Smart Art graphic, then 1. click the **Design** tab on the right side of the Ribbon.

DESIGN PA	GE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	DESIGN	FORMAT
↑ Move Up ↓ Move Down 品 Layout ~	- 					Change Colors	
			Layouts				

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



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

move it to a lower level, click Demote.

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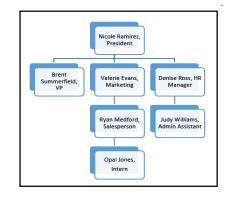
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Change

Colors

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

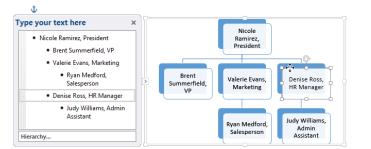
You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information,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



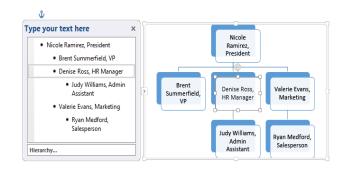
To rearrange shapes on the same level:

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

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

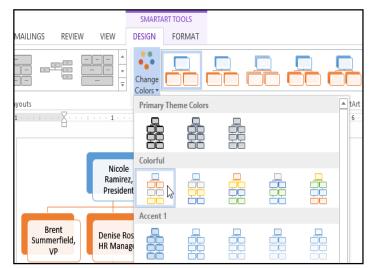


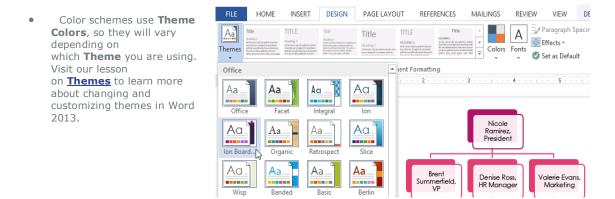
Customizing Smart Art

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

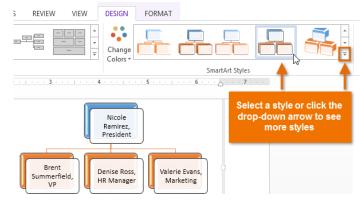
To customize Smart Art

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

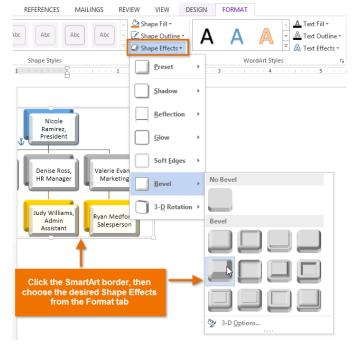




• Word also includes several different **Smart Art styles**, which allow you to quickly modify the look and feel of your Smart Art. To change the style, select the **desired style** from the **Smart Art styles** group.



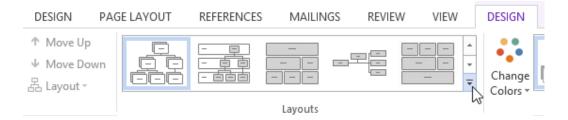
• You can add **shape effects** to your Smart Art, such as **beveling** and **3D rotation**. Select the entire Smart Art graphic by clicking the border, selecting the **Format** tab, then choosing the desired **Shape Effects**. You can also click on an individual shape to customize it separately.



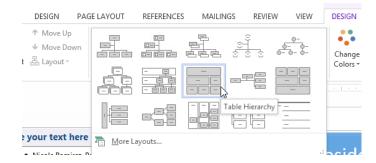
To change the Smart Art layout:

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

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



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



4. The selected layout will appear.



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

Chapter-26 Styles

Introduction

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

To apply a style:

- 1. Select the text you want to format.
- 2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.

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4. The text will appear in the selected style.

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New Clients

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3. Select the **desired style** from the dropdown menu.

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

To apply a Style set:

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

 From the **Design** tab, click the **More** dropdown arrow in the **Document** Formatting group.

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					Document Fo	rmatting		6	

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

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

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To modify a style:

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

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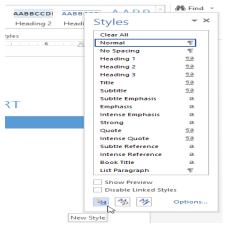
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4. The style will be modified.

To create a new style:

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



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

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Styles

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

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When you're satisfied, click **OK**.

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Chapter-27 Themes

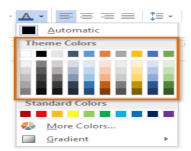
Introduction

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

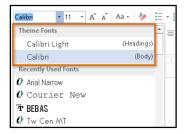
Themes

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

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



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



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



Why use theme elements?

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

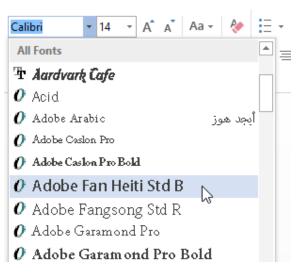
In the images below, you can compare the **default Office theme** and the **Organic theme**.





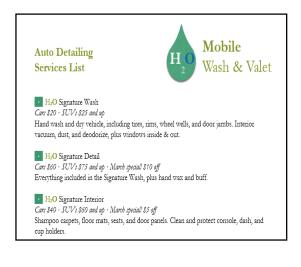
Remember, the colors and fonts will only update if you're using **theme fonts** or **theme colors**. If you choose colors that are not **theme colors** or any **fonts** that are not **theme fonts**, your document will not change when you apply a new theme.

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



To change the theme:

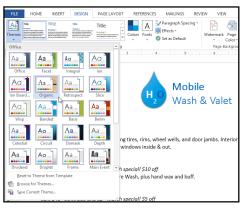
- 1. From the **Design** tab, click the **Themes** command.
- 2. Select the **desired theme** from the drop-down menu.
- 3. The selected theme will appear.

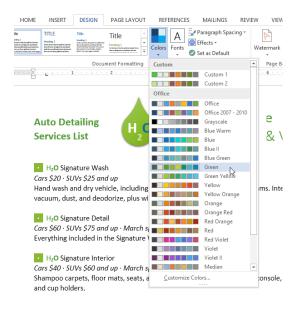


Customizing themes

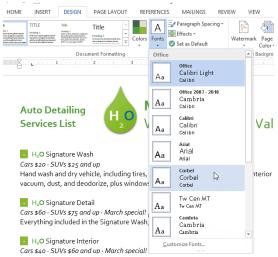
Let's say you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. Word allows you to mix and match the **colors, fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can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

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





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



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



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

To save a theme:

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

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



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

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

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Chapter-28 Mail Merge

Introduction

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

To use Mail Merge:

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

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	🔊 Step-by-Step Mail Merge <u>W</u> i	zard	
		Ь3°	

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

Step 1:

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

Step 2:

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

Mail Merge 🔹 👻
Select starting document How do you want to set up
vour letters? Use the current document
 Start from a template Start from existing document
Use the current document Start from the document shown here and use the Mail Merge wizard to add recipient information.
Step 2 of 6
→ <u>Next: Select recipient</u>
 Previous: Select document ty



Step 3:

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

- 1. From the **Mail Merge** task pane, select **Use an existing list**, then click **Browse...** to select the file.
- 2. Locate your file and click **Open**.

1	Select Data	a Sourc	e				×
ا 🛞 😸	Libraries Documents AdWorks	s	`	0	Search AdWorks		,p
Organize 👻 Ne	w folder				1==	•	(?)
	^ Name			A	В		(-
🥽 Libraries	Address List		1	Title	Last Name	First Name	2
Documents			2	Ms.	Albertson	Kathy	
J Music	📹 🗎 Letter	3 Mr.	Mr.	Brennan	Michael		
Pictures			4	Mr.	Davis	William	
Videos			5	Ms.	Forest	Eliza	
			6	Mr.	Jones	Dan	
🜉 Computer			7	Ms.	Post	Melissa	
🚢 OS (C:)	v <	>		<	+ :	•	Þ
	New Source						
	File name: Address List			~	All Data Sources		~
			То	ols 🔻	Open 💦	Cancel	

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

5.

Data Source	~	Last Name				 City
Address List.xlsx	•	Albertson	Kathy	Ms.	1024 Lakeview Cir	Peach
Address List.xlsx	•	Brennan	Michael	Mr.	1123 Main St	Wilmi
Address List.xlsx	•	Davis	William	Mr.	540 W 4th St, Apt 121	New
Address List.xlsx	•	Forest	Eliza	Ms.	PO Box 4551	Reno
Address List.xlsx	•	Jones	Dan	Mr.	PO Box 805	Raleig
Address List.xlsx	•	Post	Melissa	Ms.	3202 Maplewood Ave	Richn
Address List.xlsx	•	Thompson	Shannon	Ms.	500 Acme Ln, Apt 3C	Spring
Address List.xlsx	民	Walters	Chris	Mr.	436 Church St	Colur
<	43					>
Data Source		Refine r	ecipient list			
Address List.xlsx		^ ∧	ort			
		Ten Fi	lter			
			nd duplicates			
		🗸 🔰 🖓 Ei	nd recipient			
		- Va	alidate addresses			

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

From the Mail Merge task pane,

Mail Merge 🔷 🔻 🗙
Select recipients
Use an existing list
 Select from Outlook contacts
○ Type a new list
Use an existing list
Currently, your recipients are selected from:
[Sheet1\$] in "Address List.xlsx"
Select a different list
Edit recipient list
Step 3 of 6
Novti Write your letter

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

- → Next: Write your letter
- Previous: Starting document

▼ X

Mail Merge

Select recipients

Use an existing list

O Type a new list

Use an existing list

Step 3 of 6

Use names and addresses from a file or a database.

Edit recipient list..

→ Next: Write your letter
 ← Previous: Starting document

Select from Outlook contacts

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.
- Choose one of the four placeholder options: Addres s block, Greeting line, Electronic postage, or More items.

Mail Merge

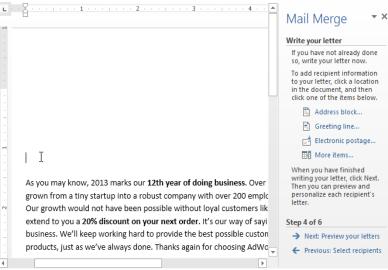
Write your letter

- If you have not already done so, write your letter now.
- To add recipient information to your letter, click a location in the document, and then click one of the items below.
 - Address block... Greeting line... Electronic postage... More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

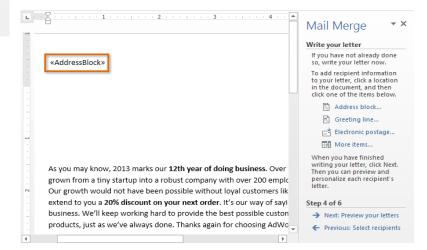
- Next: Preview your letters
- Previous: Select recipients



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

Insert	Address Block ? ×
Specify address elements ✓ Insert recipient's name in this format: Joshua Randall Jr. Joshua Q. Randall Jr. Mr. Josh Q. Randall Jr. Mr. Joshua Randall Jr. Mr. Joshua Randall Jr. Mr. Joshua Randall Jr. ✓ Insert company name ✓ Insert postal address: Never include the country/region in the address 	Preview Here is a preview from your recipient list:
 Always include the country/region in the address Only include the country/region if different than: 	Correct Problems If items in your address block are missing or out of order, use
United States	 Match Fields to identify the correct address elements from
✓ Format address according to the <u>d</u> estination country/reg	your mailing list. Match Fields OK Cancel

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



- Repeat these steps each time you need to enter information from your data record. In our example, we'll add a Greeting line.
- When you're done, click Next: Preview your letters to move to Step 5.

Mail Merge 🔹 👻

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

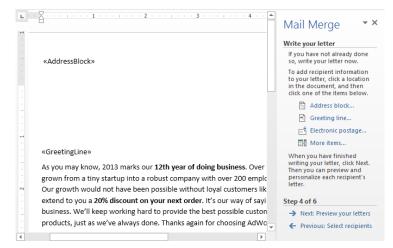
- Address block...
- Greeting line...
- Electronic postage...

📑 More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

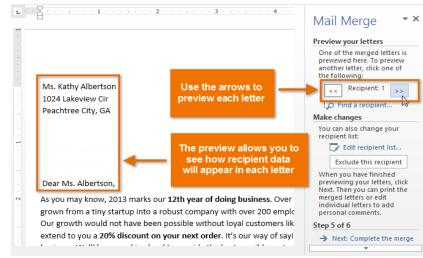
→ <u>Next: Preview your letters</u>
 ← Previous: Select recipient



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

Step 5:

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



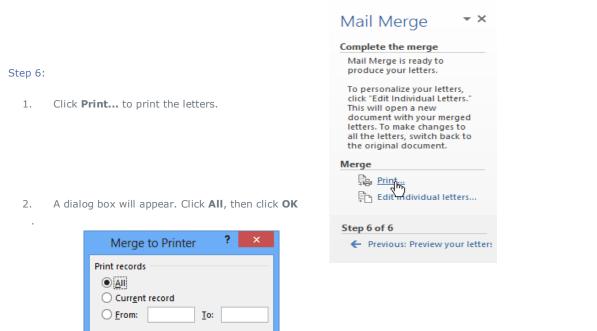
2. Click Next: Complete the merge to move to Step 6.

Mail Merge 🔹 👻
Preview your letters
One of the merged letters is previewed here. To preview another letter, click one of the following:
Recipient: 1 Find a recipient
Make changes
You can also change your recipient list:
Edit recipient list
Exclude this recipient
When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.
Step 5 of 6
→ Next: Complete the merge
Previous: Write your lette

- 128 -

OK

Cancel



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

		Print		?	×
Printer					
<u>N</u> ame:	kexmark X422 (MS)		¥	<u>P</u> roperties	
Status:	Idle		F	in <u>d</u> Printer.	
Type: Where:	Lexmark X422 (MS) 10.1.10.			Print to file	
Comment:				Manual du	ole <u>x</u>
Page range		Copies			
) <u>A</u> li		Number of copies:	1 🗘		
separat the sta section	page Selection ge numbers and/or page ranges led by commas counting from t of the document or the . For example, type 1, 3, 5–12 or 1s2, p1s3–p8s3		✓ Colla <u>t</u> e		
Print what:	Document 🗸	Zoom			
P <u>r</u> int:	All pages in range 🛛 👻	Pages per s <u>h</u> eet:	1 page		Y
		Scale to paper size:	No Scaling		~
Options			ок С	Clos	e

Chapter - 29 Customizing the Ribbon

Customizing the Ribbon

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

		PAGE	LAYOUT	REFERENCES	MAILINGS	REVIEW VI	
To customize the Ribbon:		-	A A A	a + 🔌 😑	• \$ <u>=</u> • \$ <u>=</u> • €	≘ 2 ≣ 2↓ ¶	
1. Right-click the Ribbon , then		K ₂ X ²	🔉 - 🎝	· · A · =	≡ ≡ ‡≡ •	• 🖄 • 🖽 •	
Ribbon from the drop-down	menu.	Font	_	Add to Quick Acc	cess Toolbar	6	
		1		<u>C</u> ustomize Quick	Access Toolbar		
					ess Toolbar Below f	the Ribbon	
				Customize the <u>R</u> il	bbon		
2. The Word Options dialog bo	ox will appear. Locate and	1		Collapse the Ribb			
iffù Find Font Iv << <u>₿</u> emov	e 🗹 View	•		select New	Tab.		
A Font A Font Color Font Size ✓ Format Painter A Grow Font Hyperlink A ^{al} Insert Footnote time and Paragraph Spacing Multiple Pages New Keyboard shortcuts: Customize			3.	selected, se click Add . Y commands When you commands,	ed to the Ribb	hand, then drag a group. ling be commands bon.	
۲ (ا		•	Multiple Pa	-	± ♥ Kev ♥ ♥ Viev	ew	
	OK		New Comm New Comm New Comm New Comm Page Vidth Page Setup Page Width Page Width Page Vidth Page Vidth Page Vidth Page Vidth Page Vidth Page Page Page Page Vidth Page Vidth Page Vidth Page Vidth Page Vidth Vidt	Select commands and click Ac	▲dd>>> ↔ ♥ Add ♥ ♥ Nev ♥ ♥ Blo ♥ ♥ Insu ♥ ♥ Sac	Id-Ins w Tab (Custom) New Group (Custom) og Post etr (Blog Post) etring ckground Removal ab	ame

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

Customize the Ribbon and keyboard sho	ortcuts.
Choose commands from: 1	Customize the Ri <u>b</u> bon: ()
Popular Commands 💌	Main Tabs
Popular Commands	
Commands Not in the Ribbon	Main Tabs
All Commands	🖃 📝 Home
Macros	Clipboard
File Tab	± Font
All Tabs	🕀 Paragraph
Main Tabs	
	Editing
Tool Tabs	🖃 🔽 New Tab (Custom)
Custom Tabs and Groups	New Group (Custom)
New Comment	F Incet

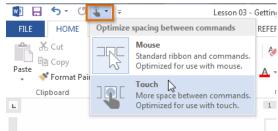
Chapter-30 Enabling Touch Mode

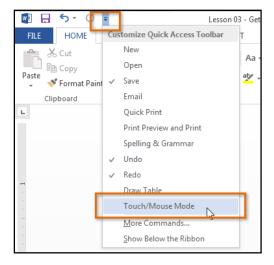
Enabling Touch Mode

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

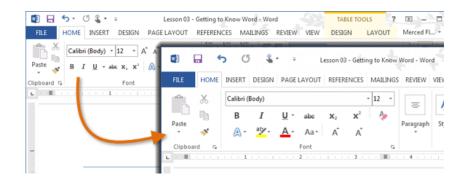
To view the Ribbon in Touch Mode:

- Click the drop-down arrow to the right of the Quick Access toolbar, then select Touch/Mouse Mode from the drop-down menu.
- The Touch/Mouse Mode command will appear on the Quick Access toolbar.
- 3. Click the **Touch/Mouse Mode** command, then select **Touch** from the drop-down menu.





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



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

		5 (5	- 4 -	Lesson 03 - Getting to Kr	now Wo
FILE	HOME	INSERT D	Optimize	e spacing between commands	JGS I
	*	Calibri (Boc		Mouse Standard ribbon and commands. Optimized for use with mouse.	•
Paste	₽ <u>₽</u>	B A, - i]]	Touch More space between commands. Optimized for use with touch.	Pa
Clipboa	rd 🗔			Font	Fa l

Embedding an Excel Chart Chapter-31

Embedding an Excel chart

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

📃 Quick Parts 🐐 📝 Signature Line

🐴 WordArt 🚈 📧 Date & Eme

Insertian embedded object, such as another Word document or an Excel

W

All Drop Cap * 📃 Object 🔹

Text

To embed a chart from Excel:

Books Sales - Bumble_Moore - Word REVIEW

V EW

Comment

Comments

MALINGS

🖶 Hyperlink

🕨 Bookmark

E Cross-reference

Links

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nline:

/ideo

/edia

- 2

- In Word, select the **Insert** tab. 1.
- 2. Click the **Object** command in the **Text** group.

🖺 Header 🛛

📔 Hooter *

🖹 Page Number -

Header & Footer

5

1 5-	C 🏅	
FILE HOM	IE INS	SERT DESIGN PAGE LAYOUT
皆 Cover Page ~ 🗋 Blank Page 💾 Page Break	Table	Pictures Online Shapes Pictures - Screensho
Pages	Tables	Illustrations
L.		1

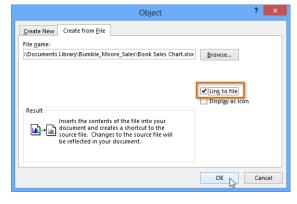
A dialog box will appear. Select 3. the Create from File tab, then click Browse.

	Object	?
<u>C</u> reate New	Create from File	
File <u>n</u> ame: *.*		Browse
		2
		Lin <u>k</u> to file
Result		Displ <u>a</u> y as icon
	Inserts the contents of the file into your document so that you can edit it later using	
<u>ra</u> je	the application which created the source file.	

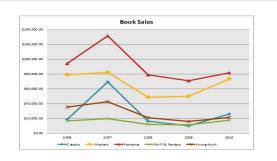
5. Check the box next to Link to file if you would like to link the

data to the Excel chart. This will enable your Word chart to update itself when changes are made to the Excel chart.

Click OK. 6.



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



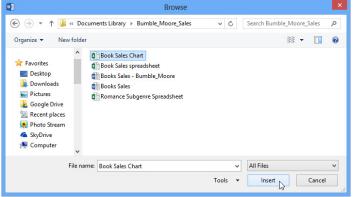
Locate and select the desired Excel chart, then click Ins 4.

Text

Box -

Object

chart.



Chapter-32 Editing PDF Files

Editing PDF files

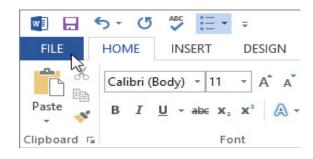
A **PDF file** is a type of file that is designed to be **viewable on any computer**. It is useful when you want to send a document to someone and you're not sure whether that person has Microsoft Word. PDF files are designed for viewing rather than editing, so they are ideal for situations where you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

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

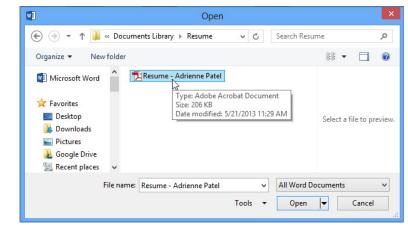
To edit a PDF file:

- 1. Select the **File** tab.
- 2. Backstage view will appear. Click Open.





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

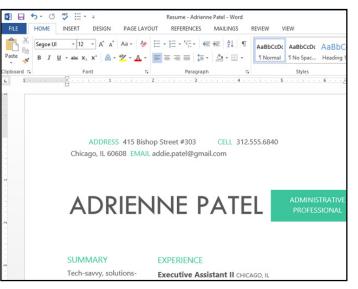


4. A dialog box will appear confirming whether you want to convert the PDF file into a Word document. Click **OK**.

	Microsoft Word	×
0	Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text. so it might not look exactly like the original PDF, especially if the original file contained lots of graphics.	
🗌 Don't s	show this message again OK Cancel Help	

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

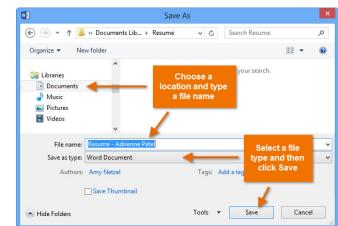
 The PDF file will appear in the Word window as an editable document. You can now make any changes you want.



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



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



Which file type should you choose?

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

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



E-BOOK MS Word 2013



(An I.T Skill Advancement Training Programme, Initiated by SITED[®]-India)

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Centre Stamp	

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