
Microsoft Word 2007

Edited by
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TUTOR SETUP INFORMATION

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THE MICROSOFT WORD 2007 SCREEN.....	6
<i>Starting Microsoft Word 2007.....</i>	<i>6</i>
<i>The Microsoft Word 2007 screen.....</i>	<i>6</i>
<i>The levels of command organization</i>	<i>8</i>
<i>The Office Button</i>	<i>8</i>
<i>Tabs</i>	<i>9</i>
<i>Switching between tabs using the mouse wheel.....</i>	<i>11</i>
<i>Groups.....</i>	<i>11</i>
<i>Dialog box launcher.....</i>	<i>12</i>
STARTING TO USE MICROSOFT WORD 2007.....	13
<i>Using the default Microsoft Word document.....</i>	<i>13</i>
<i>Saving Microsoft Word documents.....</i>	<i>13</i>
<i>Opening and closing documents.....</i>	<i>14</i>
<i>Saving your file using a different file name.....</i>	<i>16</i>
<i>Creating a new document.....</i>	<i>16</i>
<i>Using Help within Microsoft Word.....</i>	<i>17</i>
<i>Alt key help.....</i>	<i>22</i>
<i>Closing Microsoft Word.....</i>	<i>23</i>
TEXT FORMATTING.....	24
WHAT IS TEXT FORMATTING?.....	24
<i>Font type.....</i>	<i>24</i>
<i>Font size.....</i>	<i>25</i>
<i>Grow Font and Shrink Font icons.....</i>	<i>25</i>
<i>Font size keyboard shortcut.....</i>	<i>25</i>
<i>Bold, italic or underline.....</i>	<i>26</i>
<i>Subscript and superscript.....</i>	<i>26</i>
<i>Case changing.....</i>	<i>27</i>
<i>Highlighting.....</i>	<i>27</i>
<i>Font color.....</i>	<i>28</i>
<i>Copying text formatting.....</i>	<i>29</i>
<i>Removing formatting.....</i>	<i>30</i>
MANIPULATING TEXT.....	31
SELECT, THEN FORMAT.....	31
<i>Selecting text.....</i>	<i>31</i>
<i>Inserting, deleting, undo and redo.....</i>	<i>32</i>
<i>Insert and overtype mode.....</i>	<i>32</i>
<i>Copying text within a document.....</i>	<i>32</i>
<i>Moving (cutting) text within a document.....</i>	<i>33</i>
THE CLIPBOARD.....	33
<i>Using the Clipboard.....</i>	<i>33</i>
<i>The Office Clipboard.....</i>	<i>34</i>
<i>Removing items from the Office Clipboard.....</i>	<i>35</i>
PARAGRAPH FORMATTING.....	36
WHAT IS PARAGRAPH FORMATTING?.....	36
<i>Paragraph marks.....</i>	<i>36</i>
<i>Soft paragraph (line break) marks.....</i>	<i>37</i>
<i>Aligning text.....</i>	<i>37</i>

<i>Indenting paragraphs</i>	37
<i>Applying single or double line spacing within paragraphs</i>	39
<i>Applying spacing above or below paragraphs</i>	40
<i>Applying bullets to a list</i>	40
<i>Numbering a list</i>	41
ADDING BORDERS AND SHADING	42
<i>Adding a border</i>	42
<i>Modifying your borders</i>	43
<i>Adding shading</i>	45
<i>Modifying your shading</i>	46
<i>Applying borders to selected text</i>	47
FINDING AND REPLACING TEXT	47
<i>Finding text</i>	48
<i>Replacing text</i>	49
TABS	49
<i>Tab stops</i>	50
<i>Setting and removing tabs</i>	50
STYLES	55
<i>Applying styles to a word, line or a paragraph</i>	55
PAGE FORMATTING	57
WHAT IS PAGE FORMATTING?	57
<i>Page orientation and paper size</i>	57
<i>Page margins</i>	59
<i>Page breaks</i>	61
<i>Headers and footers</i>	61
<i>Page numbering</i>	63
<i>Header and footer fields</i>	64
<i>Cover pages</i>	65
TABLES	68
USING TABLES	68
<i>Inserting a table</i>	68
<i>Navigating within a table</i>	69
<i>Selecting and editing text within a table</i>	70
<i>Selecting cells, rows, columns or the entire table</i>	70
<i>Inserting and deleting rows and columns</i>	72
<i>Modifying column width or row height</i>	73
<i>Modifying cell borders</i>	75
<i>Adding shading to cells</i>	75
<i>Modifying cell border width, color and style</i>	76
GRAPHICS	79
USING GRAPHICS WITHIN MICROSOFT WORD	79
<i>Inserting Pictures</i>	79
<i>Inserting Clip Art</i>	79
<i>Inserting Shapes</i>	81
<i>Inserting SmartArt</i>	83
<i>Selecting, resizing and deleting graphics</i>	85
<i>Copying or moving graphics</i>	85
MULTIPLE DOCUMENTS	87
USING MULTIPLE DOCUMENTS WITHIN MICROSOFT WORD	87

<i>Switching between open documents</i>	87
<i>Tiling or cascading documents on your screen</i>	87
<i>Comparing documents side by side</i>	88
<i>Copying or moving selected items between documents</i>	89
PROOFING AND PRINTING	90
THE IMPORTANCE OF PROOFING.....	90
<i>Spell checking a document</i>	90
<i>Adding words to the built-in custom dictionary</i>	90
<i>Removing a word from the spell checking dictionary</i>	91
<i>Printing options</i>	92
<i>Printing only odd or even pages</i>	94
<i>Printing part of a document</i>	95
<i>Printing more than one page of a document per printed sheet</i>	96
<i>Previewing and printing a document</i>	96

The Microsoft Word 2007 Screen

Starting Microsoft Word 2007

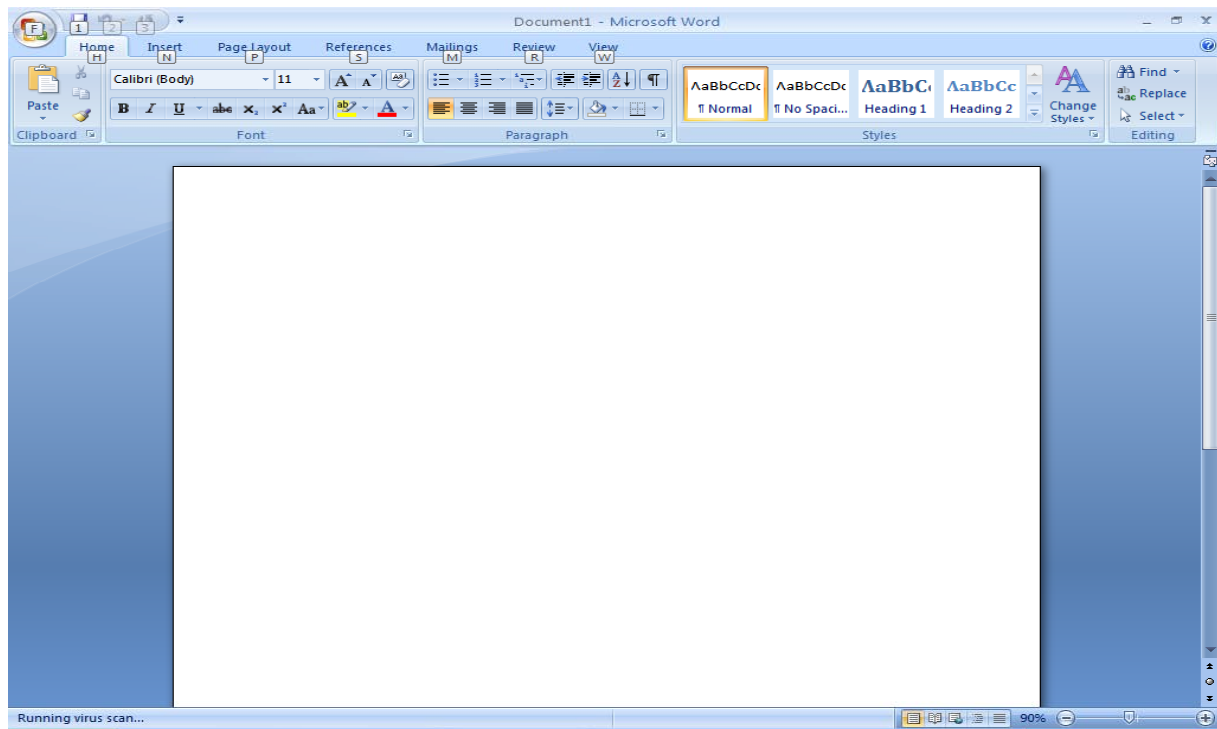
- If necessary switch on your computer and if required enter the necessary logon and passwords. To start Microsoft Word 2007 click on the **Start** icon, at the bottom left of your screen and you will see a popup menu.
- Click on **All programs**. Another menu level is displayed and you can select **Microsoft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

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

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

The Microsoft Word 2007 screen

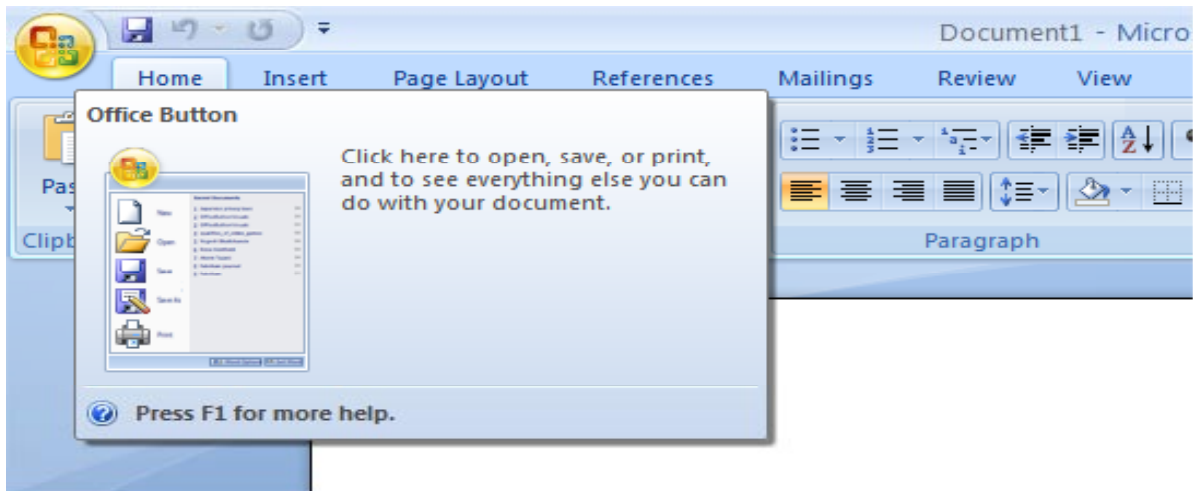
- When the Microsoft Word 2007 program loads, your screen will look something like this.



TIP: If you have seen previous versions of Microsoft Word, you will notice that at first glance the screen looks different from the way Microsoft Word used to

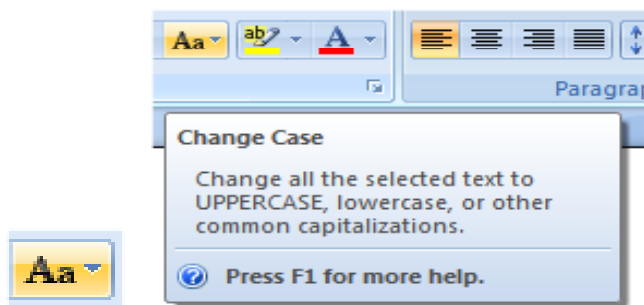
look. Don't panic however, you will find that in fact it is not all that different, and is in many ways easier to use than older versions.

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



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

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

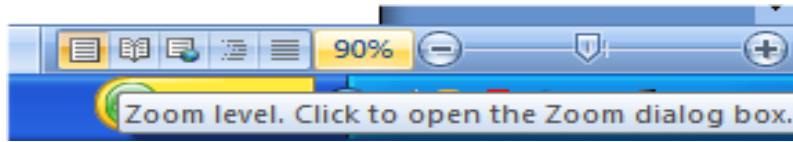


- Experiment with moving the mouse pointer over other icons and you will get information about what they do.
- This trick also works for other parts of the screen. In the bottom right of the screen you will see the following control.



Try moving the mouse pointer over it. You will find that if you move the mouse

pointer over the number (90% in the illustration shown, but this may be different on your computer), that you get more detailed information displayed.



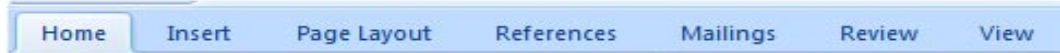
The levels of command organization

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

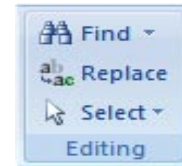
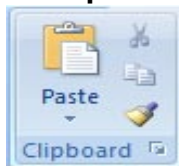
Office Button



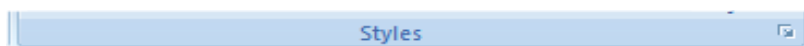
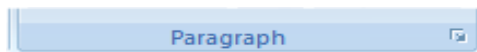
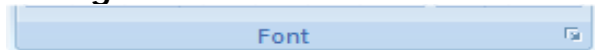
Tabs



Groups

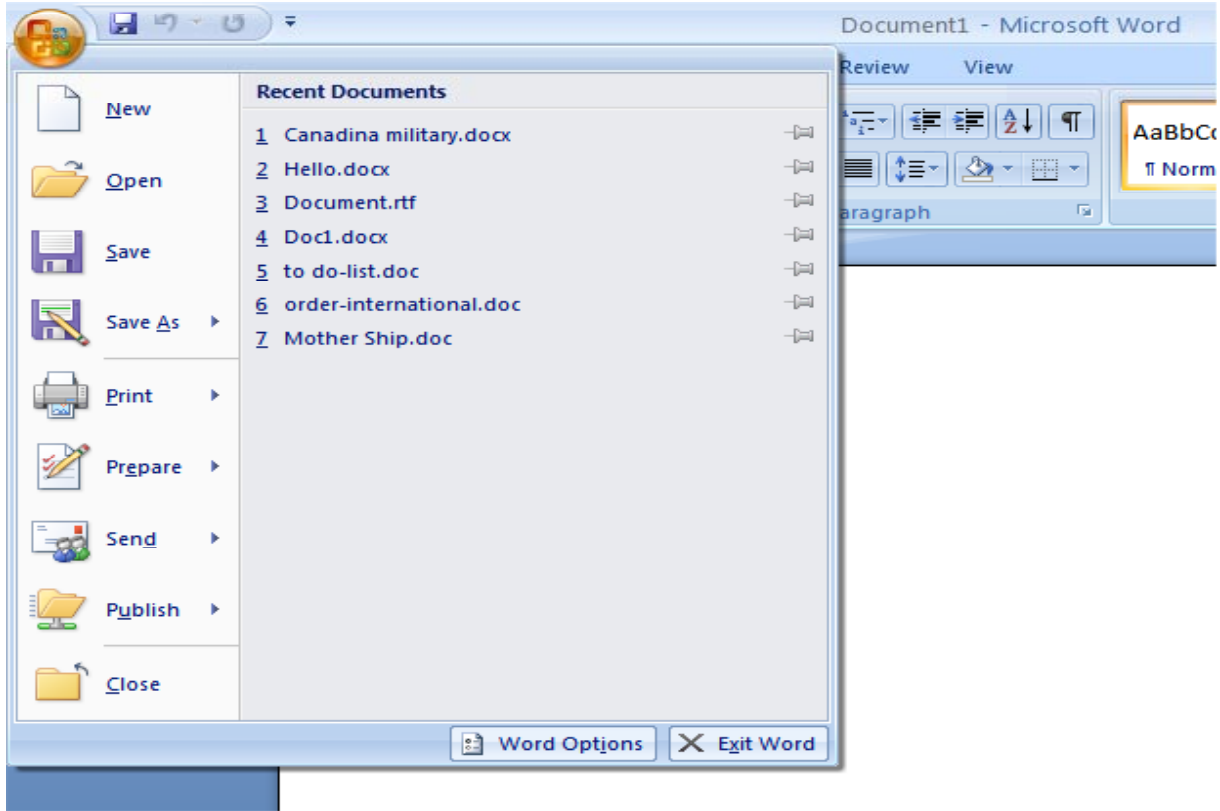


Dialog Box Launcher Buttons



The Office Button

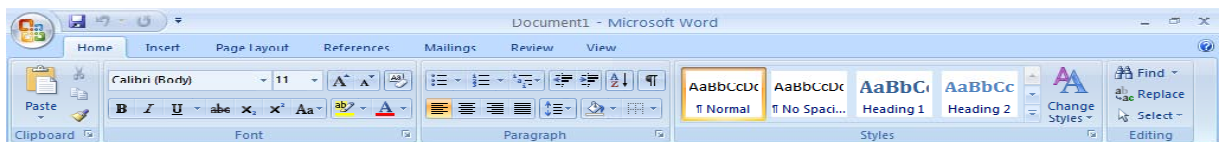
- Clicking on the **Office Button** will display the following.



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

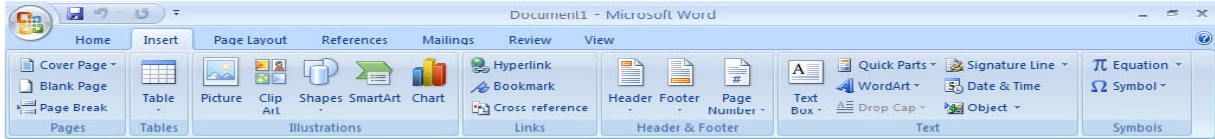
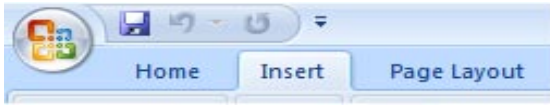
Tabs

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

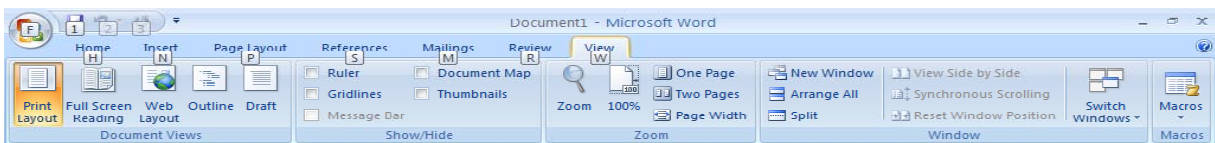
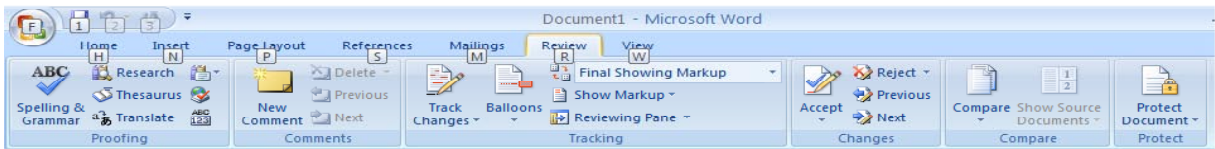
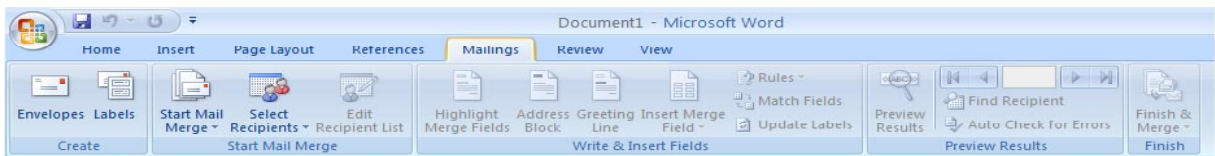
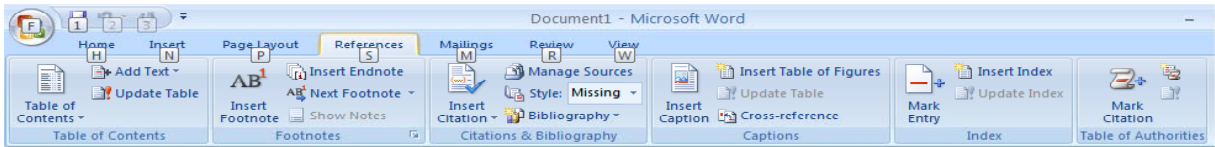
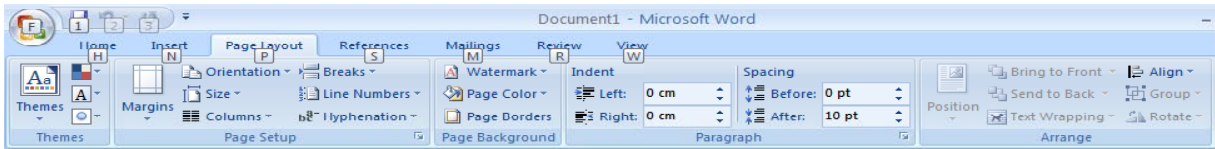


- This tab contains icons and other controls that are most commonly used within Microsoft Word, such as making text display as bold or underlined. You can also find more advanced options such as paragraph alignment, numbering and bulleting. Move the mouse pointer over some of the icons and get a feel for what options are contained within this tab.

- Click on the **Insert** tab and you will see commands and options relating to inserting items within your Microsoft Word document. Again move the mouse pointer over the items and see what is available.



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

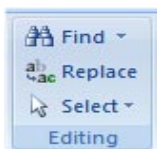
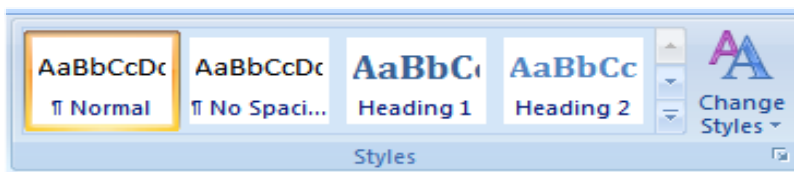
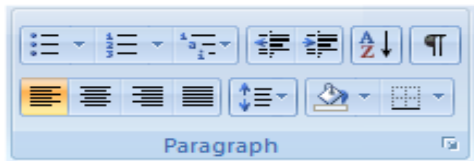
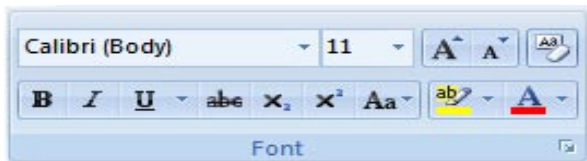


Switching between tabs using the mouse wheel

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

Groups

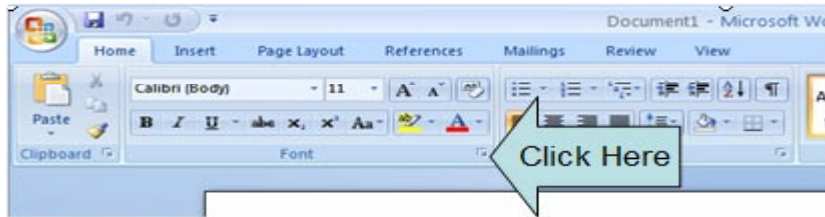
- Did you notice that within each tab, commands are grouped? For instance look at the **Home** tab. You normally see the following groups of commands.



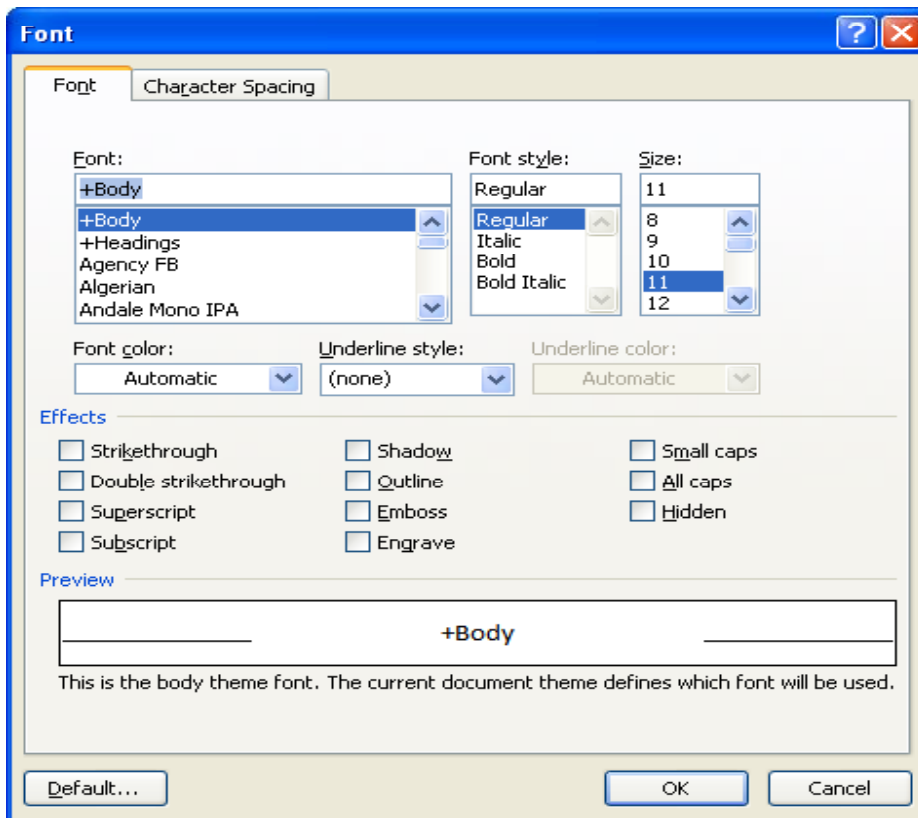
- Look at the other tabs and you will see that in each case commands are grouped.

Dialog box launcher

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



- You will see the **Font** dialog box displayed.



As you can see, this dialog box has a range of additional commands and options such as adding a shadow effect to your text.

- Click on the **Cancel** button to close the dialog box.

Starting to Use Microsoft Word 2007

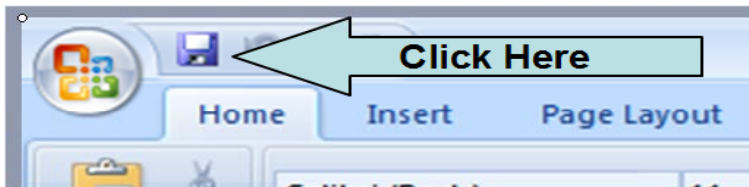
Using the default Microsoft Word document

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

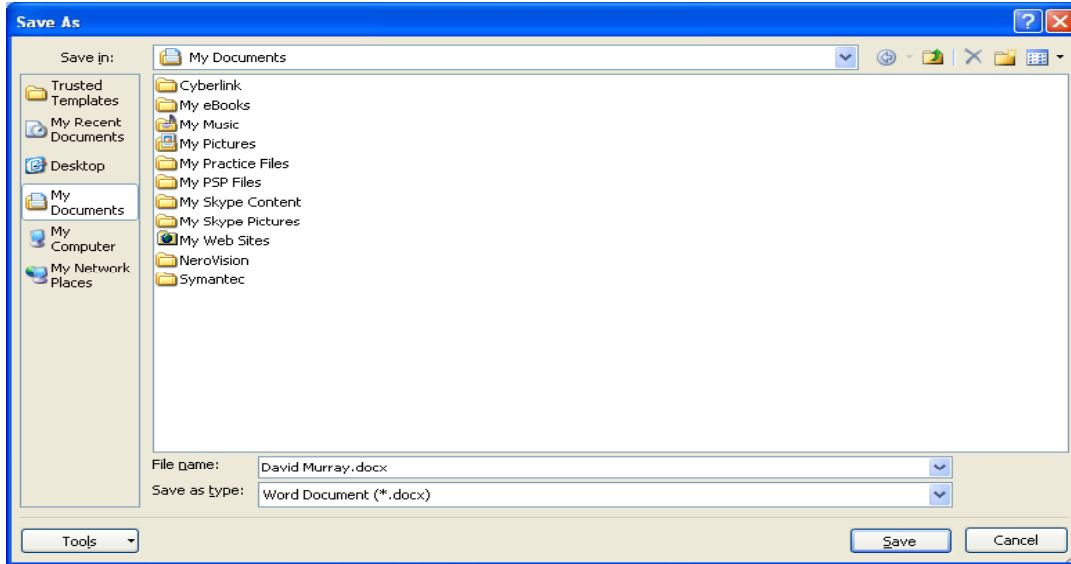
There will be a meeting tomorrow at 11 am in room one to discuss the introduction of our new range of products. Please can everyone attend and bring samples and details of prices.

Saving Microsoft Word documents

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



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



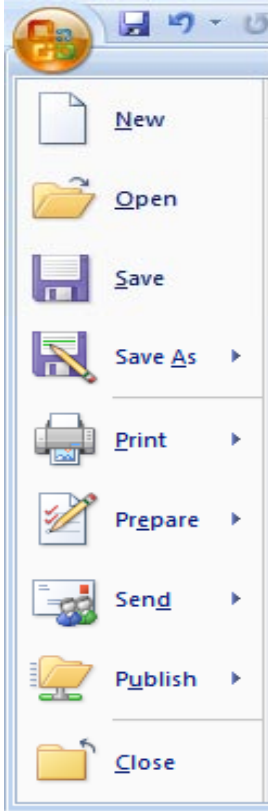
TIP: By default the Microsoft Word document will be saved into a folder called **My Documents** (if using Windows XP) or **Documents** (if using Windows Vista). If you wanted to change the folder in which the file is saved you would click on the **down arrow** to the right of the **Save in** section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

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

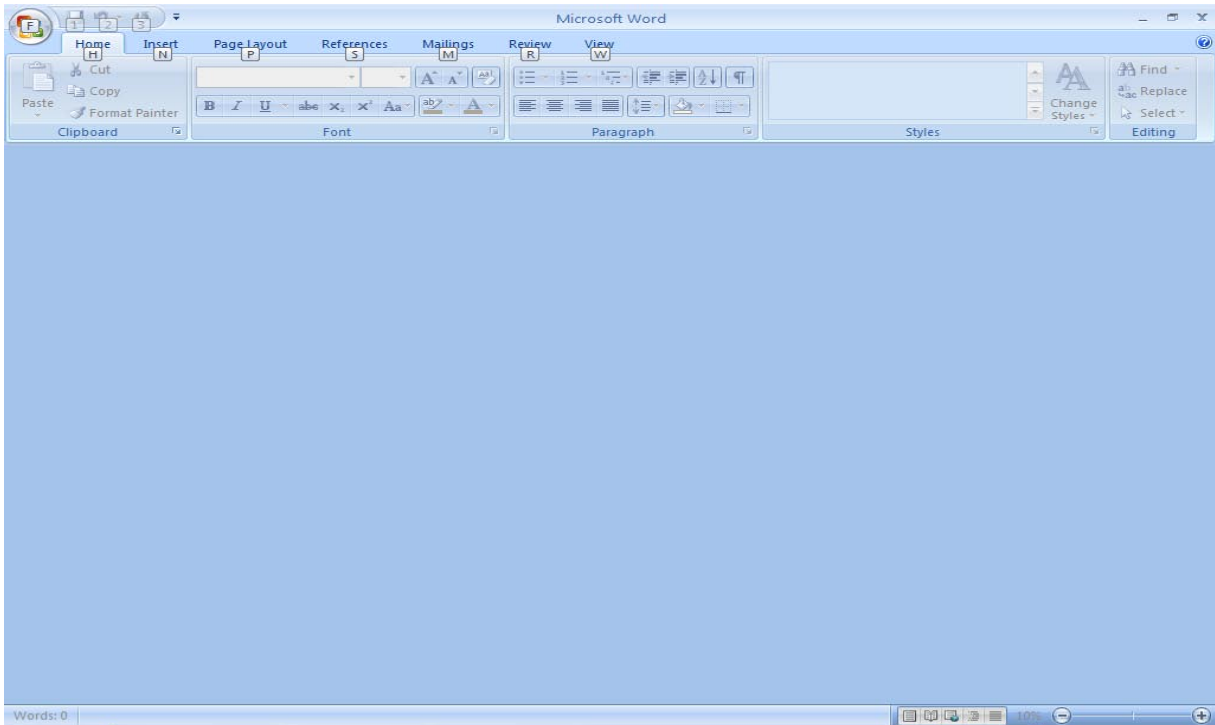
- Click on the **Save** button and the document will be saved to disk as a file using the file name suggested by Microsoft Word (probably your name).

Opening and closing documents

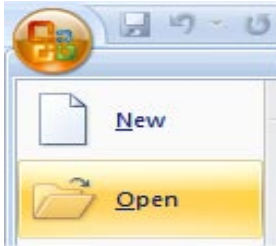
- Now that you have saved your document, you can close the file. To do this click on the **Microsoft Office button** and select the **Close** command.



- The screen will now look like this. As you can see, most of the commands are now grayed out as they will not be available until you create a new document or open an existing document.



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



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

Saving your file using a different file name

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

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

- If we were to click on the **Save** icon that we originally used to save the document, it would overwrite the old version of the file with the contents of the amended document. To save the file using a different file name, click on the **Microsoft Office button** and from the menu displayed, click on the **Save As** command. This will display the **Save As** dialog box.

Use the file name:

Important Meeting

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

You now have two versions of this file saved to your hard disk.

- Close the document before continuing.

Creating a new document

- Once Microsoft Word is displayed on your screen you can create a new document by pressing **Ctrl+N**. This document will use the default Microsoft

Word template and be displayed on your screen. Try this now. Once the empty document is displayed, type in your name and save the document using the file name **My New Document**. Close the document.

Using Help within Microsoft Word

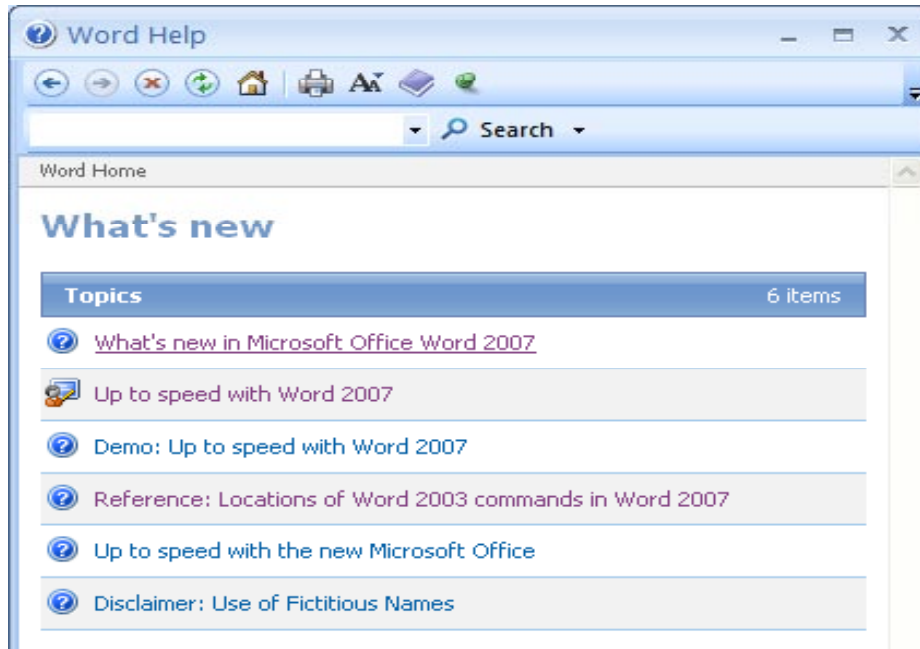
- Press **Ctrl+N** to display a new, empty document.
- If you look at your Microsoft Word screen there is a **Help** icon towards the top-right of the screen. This is in the shape of a question mark.



- Click on this **Help** icon and you will see the following.



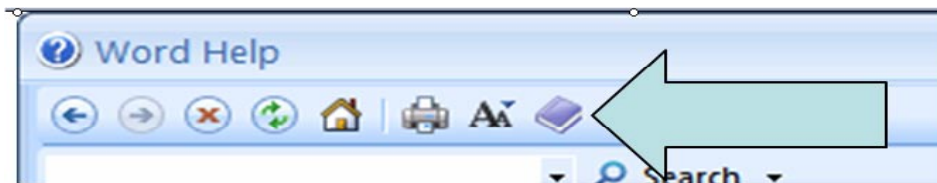
- Try clicking on the '**What's New**' item and you will see related topics, as below.



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



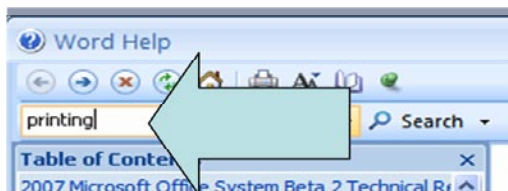
- Scroll down within this window to see more information.
- Click on the '**Show table of contents**' icon to display a table of contents down the left side of the window.



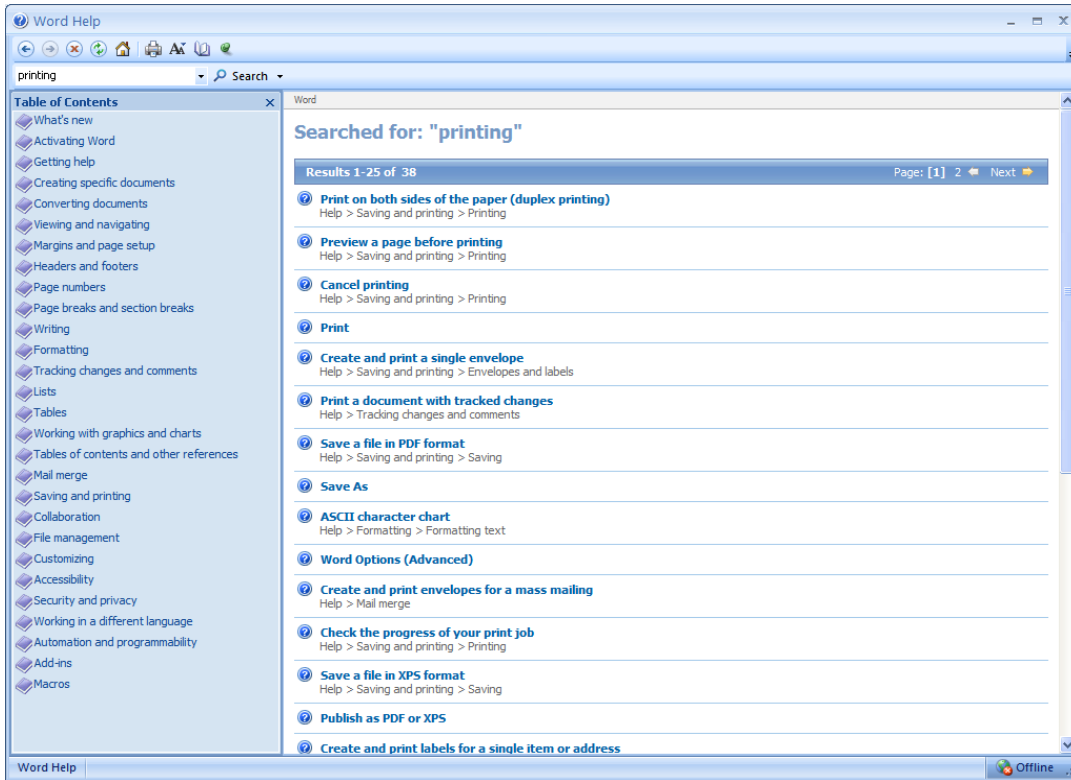


You can click within the table of contents to jump to an item of interest. Try it now.

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



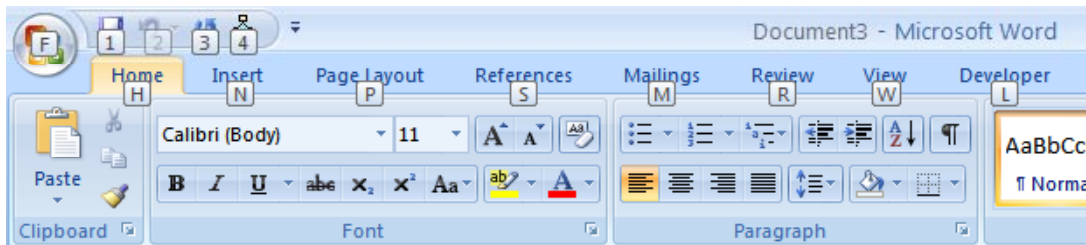
When you click on the **Search** button, you will see the following.



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

Alt key help

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



- If you type in a number or letter you will activate a command. For instance in the example shown, the number **1** is displayed over the **Save** icon. Type in **1** and you will see the **Save As** dialog box displayed. Close this dialog box.
- Press the **Alt** key again and you will see an **N** displayed over the **Insert** tab. Press **N** and you will see the contents of the **Insert** tab displayed.

- This is a very easy way of learning keyboard shortcuts. You now know that **Alt+S** will display the **Save As** dialog box and that **Alt+N** will display the **Insert** Tab.
- Click on the **Home** tab before continuing.

Closing Microsoft Word

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

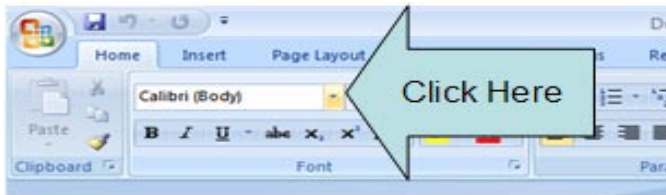
Text Formatting

What is text formatting?

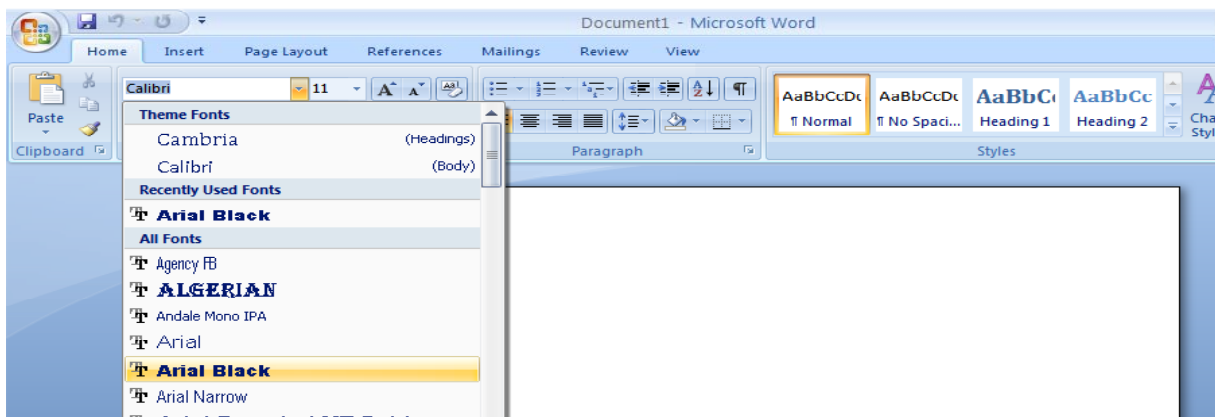
- You can format a document at different levels within Microsoft Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font color and font attributes such as bold italic or underlining.

Font type

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



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

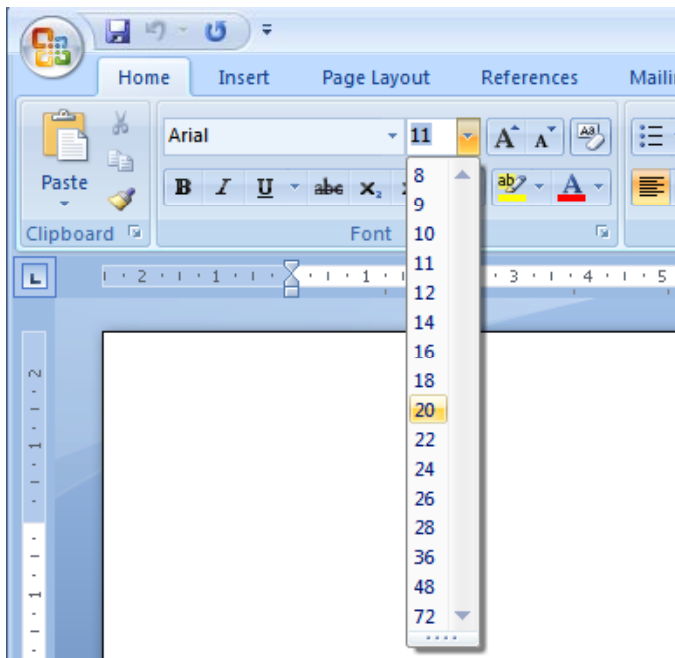


- Experiment with formatting your paragraphs using different fonts. You can also experiment with applying different font types to individual words or sentences.

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

Font size

- The font size refers to the height of the text. Below 8 pt font size text is almost unreadable, so try and use a font size that is easy to read on the screen and also easy to read when printed.
- Make sure that the **Home** tab is displayed. Select the paragraph starting with **FONT SIZE**. Click on the **down arrow** to the right of the **Font Size** control to display a drop down from which you can select the required font size. Set the font size to **20**.



Grow Font and Shrink Font icons

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



Font size keyboard shortcut

- Make sure that the paragraph starting with the text **'FONT SIZE'** is selected. Press down the **Ctrl** key and while keeping the **Ctrl** key pressed down, press the **'closing square brackets'** key **]**. While keeping the **Ctrl** key pressed down,

repeatedly press the '**closing square brackets**' key. As you can see, each time you press the **]** key, the text gets bigger.

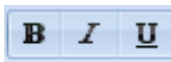
To make the selected text smaller, use the **Ctrl+[** keys.

Bold, italic or underline

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

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

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



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

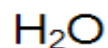
- To remove this formatting from a word, Select the word and re-click on the **Bold, Italic** or **Underline** icon.
- Experiment with applying this formatting to words or entire paragraphs.

Subscript and superscript

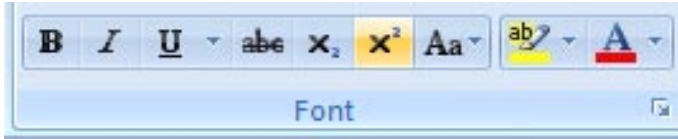
- Sometimes you need to display a character above or below the normal text line. Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

$$E=MC^2$$

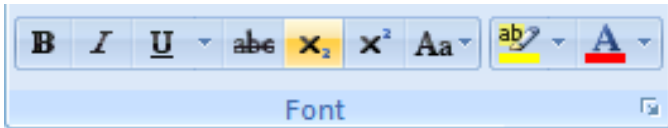
Subscript refers to text displayed below the normal line of text. An example would be the chemical formula for water.



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

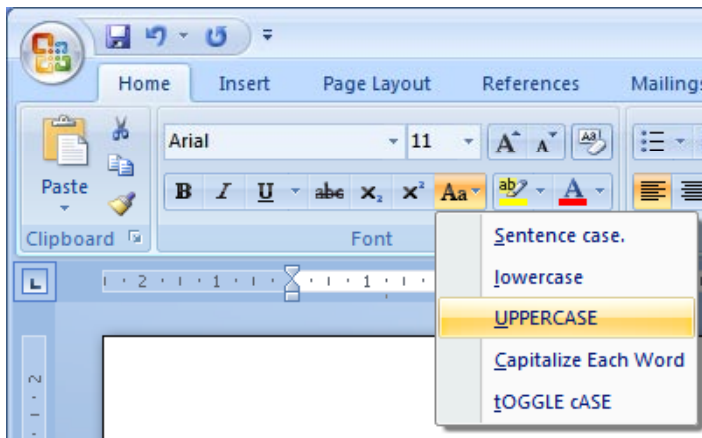


- Select the **2** within the formula for water. To format this as subscript, click on the **Subscript** icon in the **Font** section of the **Home** tab.



Case changing

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



- Experiment with applying the other case change options to this paragraph.

Highlighting

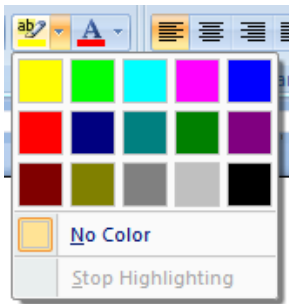
- The highlighting feature is great if you are reviewing a document and is used in the same fashion as you would use a pen highlighter on a printed copy. You can change the highlighting color but if you intend to print the document in black

and white, do not use a very dark highlighting color, as you may find the highlighted words are blacked out and unreadable.

- Within the paragraph relating to highlighting, select some text and then click on the **Text Highlight Color** icon (located in the **Font** section of the **Home** tab). This will apply highlighting to the selected text.



- To change the highlighting color click on the **down arrow** to the right of this icon. You can click on one of these colors to change the highlighting color the next time you apply highlighting.



- Select another portion of text and try applying a different highlight color.

TIP: To remove highlighting from highlighted text, select the text and then click on the **down arrow** to the right of the **Highlight** icon. Select **No Color**.

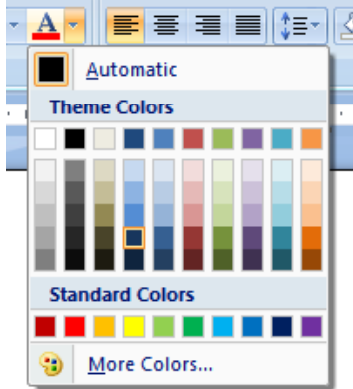
Font color

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

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

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

- To change the font color click on the **down arrow** to the right of the **Font Color** icon. You can click on one of these colors to change the font color the next time you change the color using the **Font Color** icon.



- Within the paragraph relating to Font Color, select some text and then click on the **Font Color** icon. This will apply color to the selected text.



- Experiment with applying different font colors to different words within the paragraph.

Copying text formatting

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



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

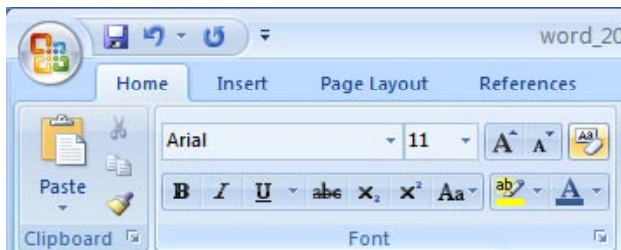
- Move the mouse pointer to the start of a different paragraph within the document and while pressing the mouse key down drag to the end of that paragraph and then release the mouse button. The formatting contained within the original paragraph is now copied to the second paragraph. The mouse pointer now displays its original shape.

TIP: If you double click over a paragraph that you want to copy text formatting

from, then the mouse pointer changes shape until you press the **Esc** key. This means that you can copy formatting to more than one portion of text at a time.

Removing formatting

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



- Save your changes and close the document.

Manipulating Text

Select, then format

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

Selecting text

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

Inserting, deleting, undo and redo

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



- Click on the **Redo** icon. What happens?

Insert and overwrite mode

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

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

Copying text within a document

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

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

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

Moving (cutting) text within a document

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

- Save your changes and close the document.

The Clipboard

Using the Clipboard

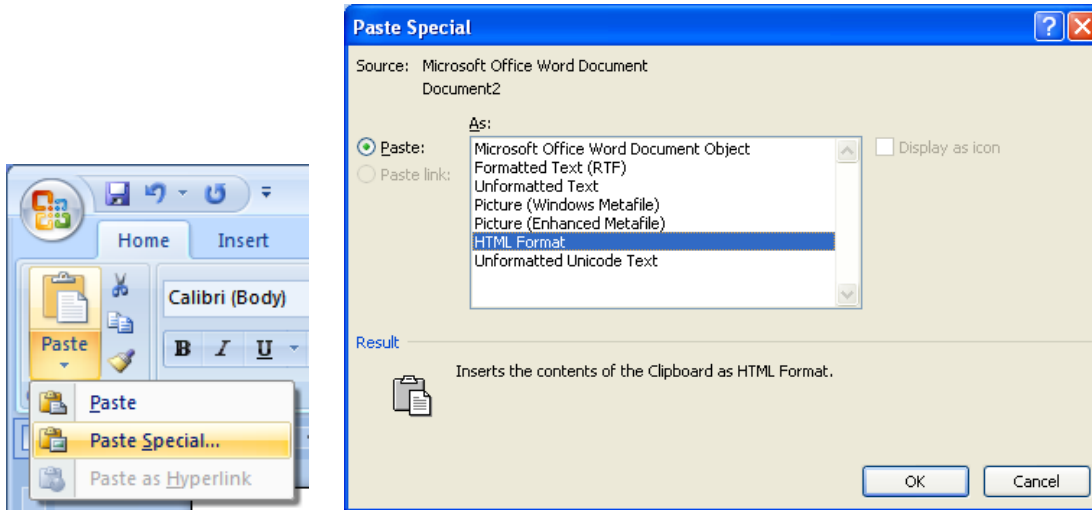
- When using Microsoft Word you will find the **Cut**, **Copy** and **Paste** icons under the **Home** tab.



- You can also use the normal Microsoft Windows shortcuts:

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

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



The Office Clipboard

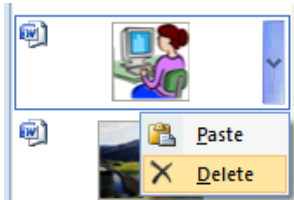
- Open a document called **Office Clipboard**. This document contains a few items that you can copy into the Office Clipboard.
- If you click on the **Clipboard dialog box launcher**, you will see the **Microsoft Office Clipboard pane**.



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

Removing items from the Office Clipboard

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

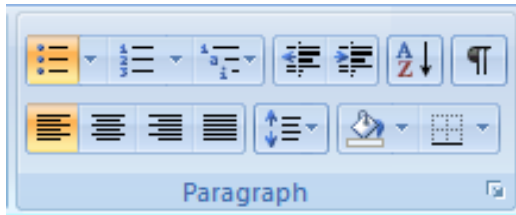


- Save your changes and close the document.

Paragraph Formatting

What is paragraph formatting?

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



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

Paragraph marks

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

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



A paragraph break looks like this when you click on the Show/Hide icon ¶
Remember to re-click on the icon to stop the display of non-printing characters ¶

- Open a document called **Paragraph Formatting**. Click on the **Show/Hide** icon and you will be able to see the paragraph marks within the document. Click at the end of a paragraph and press the **Enter** key. You will see a new paragraph mark displayed. Press the **Backspace** key to delete this paragraph mark.

Soft paragraph (line break) marks

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

The visual effect is often the same, but when you insert a line break, then the text after the line break (up to the next paragraph mark) will be treated as a single paragraph.

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

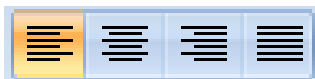
TIP: To see the line break, click on the **Show/Hide** icon and you will see the line break as illustrated below. This makes it easier to identify and then remove the line break.

A line break looks like this when you click on the Show/Hide icon
Remember to re-click on the icon to stop the display of non-printing characters

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

Aligning text

- Text can be aligned to the left or to the right. It can also be centered or justified. If you justify text, Microsoft Word inserts extra spaces into the lines of text so that the left and right edges of the text line up vertically, and you do not see a ragged edge down the right side of the text.
- Click within a paragraph. Experiment with using the alignment icons displayed within the **Home** tab.



Indenting paragraphs

- It is easy to indent a paragraph. You would normally indent a paragraph from the left by a specified amount, but you can also indent from the right. You may wish to format your text using hanging indents, as illustrated below.

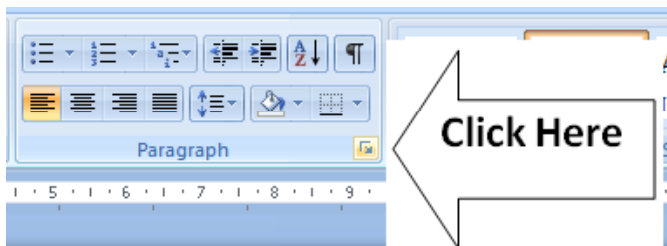
Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph
Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Sample Text
Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph

- Click within a paragraph that is aligned to the left. Experiment with using the **Increase Indent** and the **Decrease Indent** icons displayed within the **Home** tab.

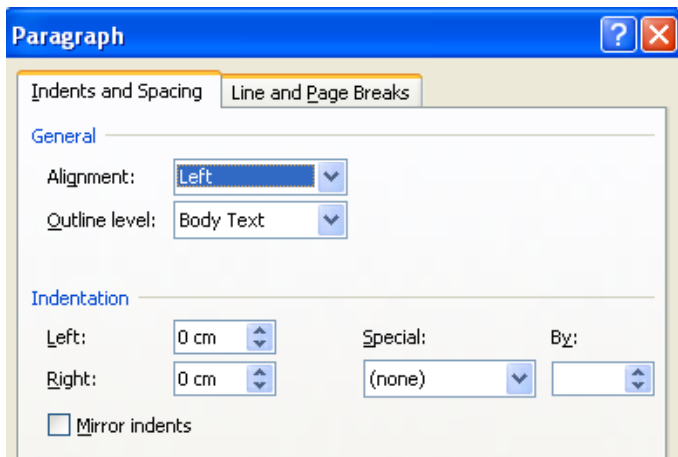


TIP: Each time you click on the **Increase Indent** icon, the paragraph is indented further to the right.

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

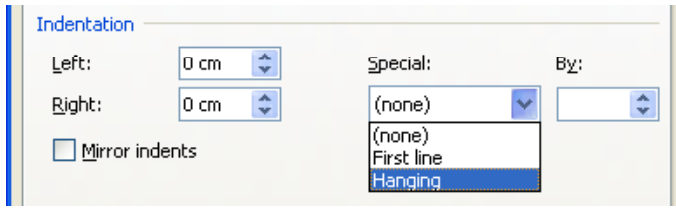


This will display the **Paragraph** dialog box.



You can use the dialog box to set exact left or right indents. Experiment with setting both left and right indents for this paragraph.

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



Your paragraph will now look something like this. The first line looks normal, while the rest of the paragraph is indented.

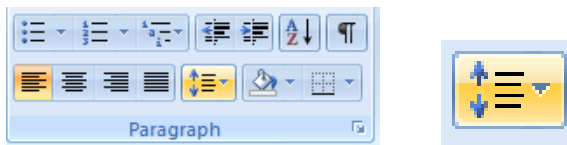
Floppy disks are also known as diskettes. They are very slow compared to hard disks or CD-ROMs, and hold relatively small amounts of data (1.44 Mbytes). Sometimes people will backup (i.e. copy) important data from their hard disk to floppy disks. However, as diskettes are notoriously unreliable this is not the best way of backing up valuable data (but is better than nothing).

Applying single or double line spacing within paragraphs

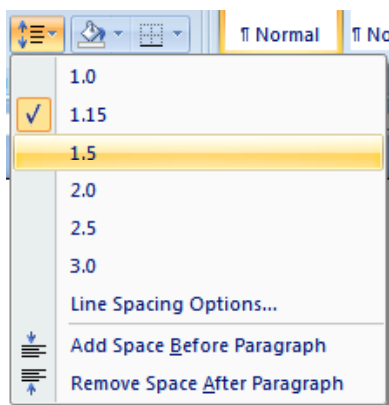
- Within a paragraph you can adjust the spacing between the lines of that paragraph.

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

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



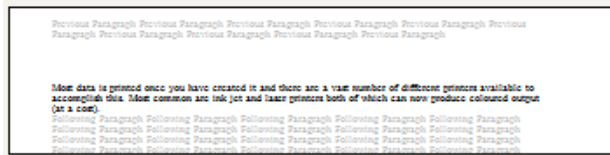
This will display a drop down list, from which you can select line spacing options.



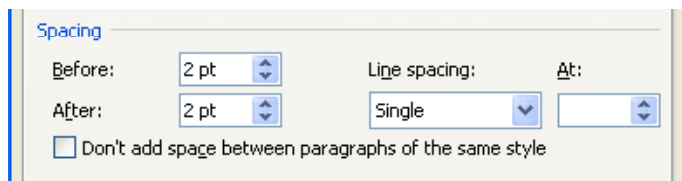
Select **1.5** and look at what happens to the formatting of your paragraph.

Applying spacing above or below paragraphs

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



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

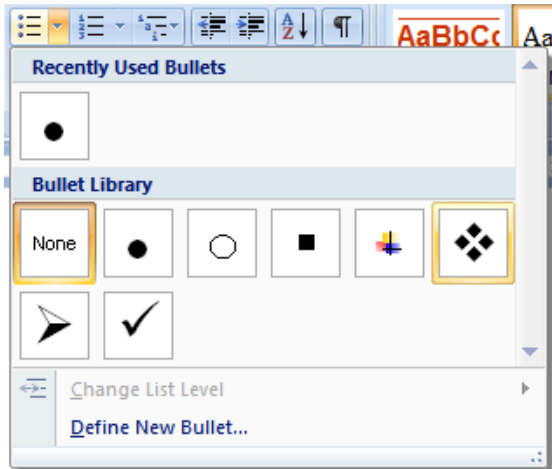


Applying bullets to a list

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



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

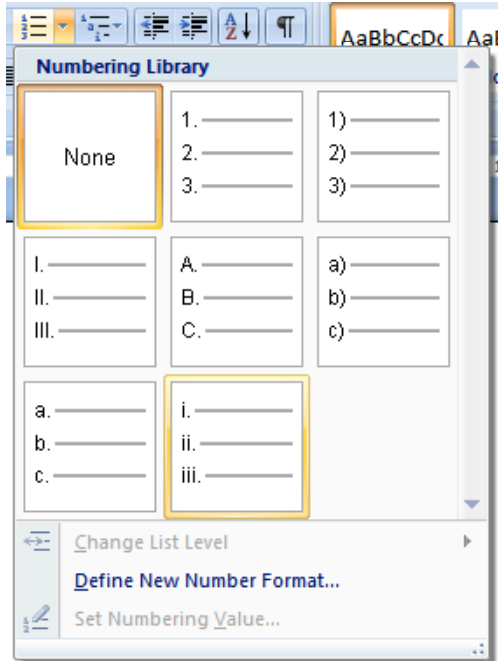


Numbering a list

- Microsoft Word can automatically number a list for you. Select the list of second names.
- Click on the **Numbering** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a numbered list.



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



NOTE: If you add a name to the end of your list it will automatically be assigned the next sequential number. If you delete a name within the list then the whole list will be automatically renumbered. Experiment with adding deleting items within the list.

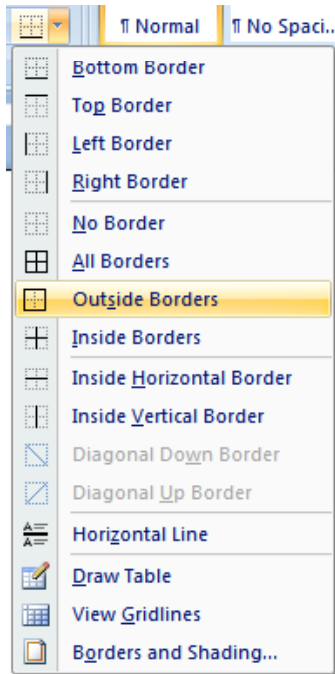
- Save your changes and close the document.

Adding borders and shading

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

Adding a border

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



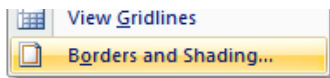
A border will be applied around this paragraph.



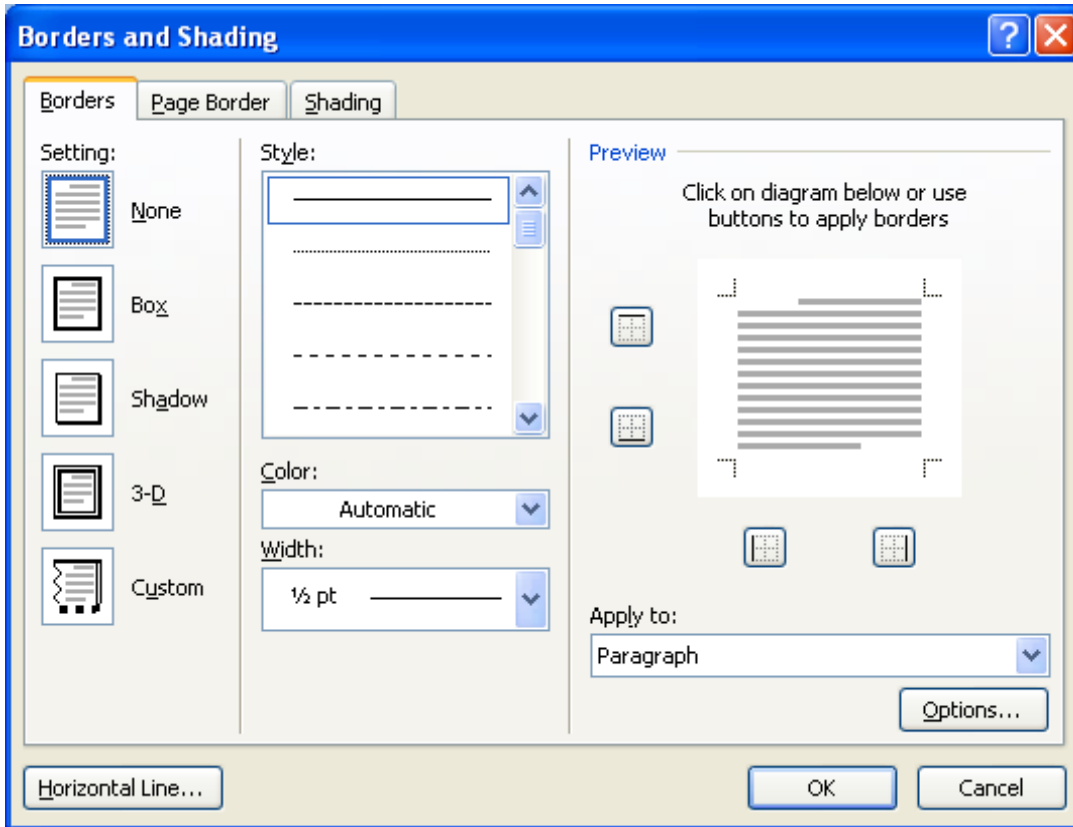
- Click within the next paragraph. Apply a bottom border to this paragraph. Click on the **Undo** icon to remove this border. Experiment with applying some of the other border types (after each time click on the **Undo** icon).

Modifying your borders

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

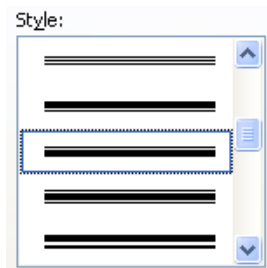


This will display the **Borders and Shading** dialog box.

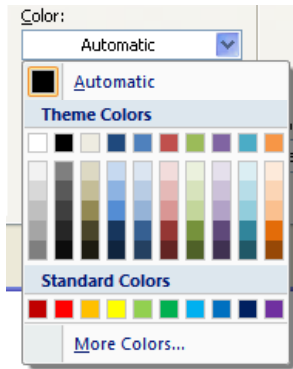


You can use this dialog box to change the shading setting, style, color and width.

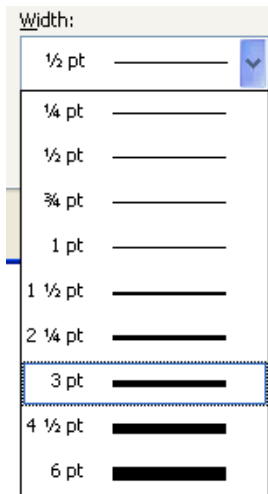
- From the **Setting** section of the dialog select the **3-D**. Use the **Style** section of the dialog to select a different border style.



- Click on the **down arrow** to the right of the **Color** section to display a list of colors. Select a color.



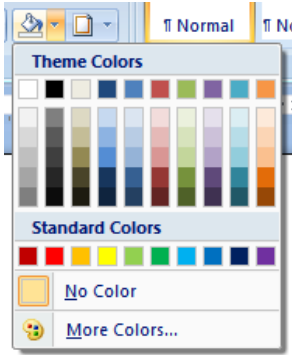
- Click on the **down arrow** to the right of the **Width** section to display a list of widths. Select a width.



- Click on the **OK** button to close the dialog box and apply the border.

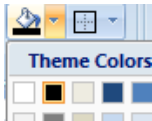
Adding shading

- Click within a paragraph.
- Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. This will display a drop down list from which you can select the color of the shading you wish to apply.



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

TIP: Try applying **Black** shading.



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

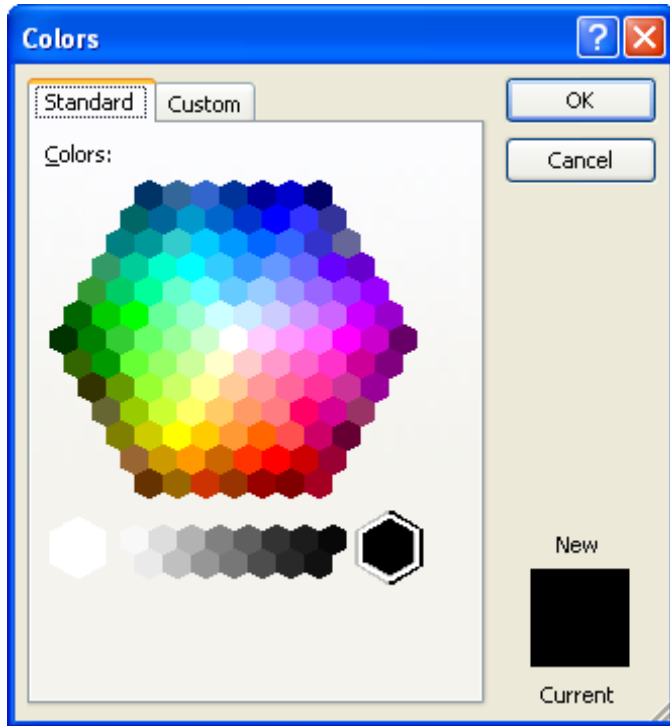
Read Only Memory (ROM) as the name suggests is a special type of memory chip which holds software which can be read but not written to. A good example is the ROM-BIOS chip, which contains read-only software. Often network cards and video cards also contain ROM chips.

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

Most modern computers are actually supplied with a flash BIOS rather than a ROM-BIOS. This chip contains exactly the same type of in-built software, but has the advantage that the software on the chip can be upgraded. This upgrade is achieved by simply running a small program supplied by the computer manufacturer.

Modifying your shading

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



- Select a color and then click on the **OK** button.

Applying borders to selected text

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

Finding and replacing text

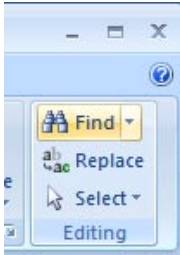
- Sometimes documents can be very long and you may need to search that document for a particular word or phrase. You can use the built-in search feature to do this for you. If you need to find a particular word or phrase and replace this item with alternative text, then you can use the search and replace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

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

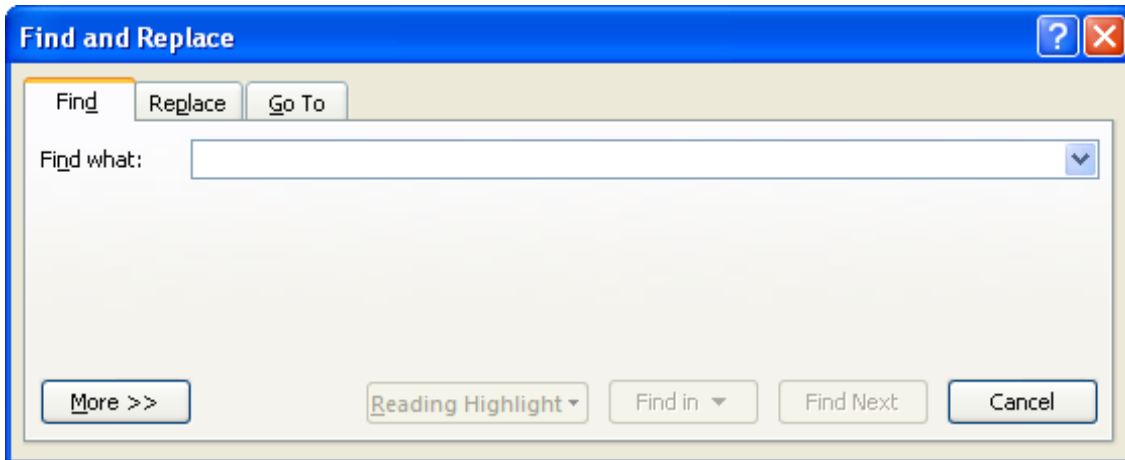
ways to stop Microsoft Word from doing this, but you must be careful!

Finding text

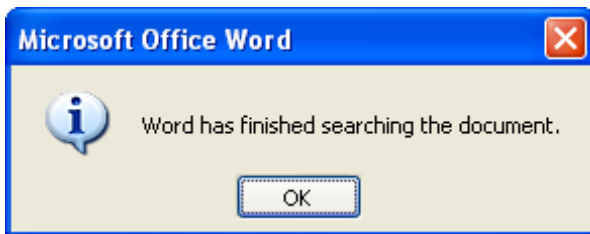
- Open a document called **Searching and replacing**.
- Click on the **Find** button, located within the **Editing** section of the **Home** tab.



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



- Within the **Find what** section type in the text you wish to search for, in this case type in the word **Internet**. Click on the **Find Next** button. The next occurrence of the word **Internet** will be found and highlighted within the document. Keep clicking on the **Find Next** button to find more occurrences of the word. When there are no more instances of the text to be found you will see the following dialog box.

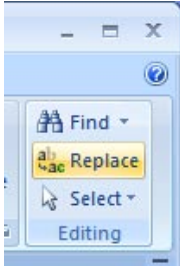


- Close the **Find** dialog box.

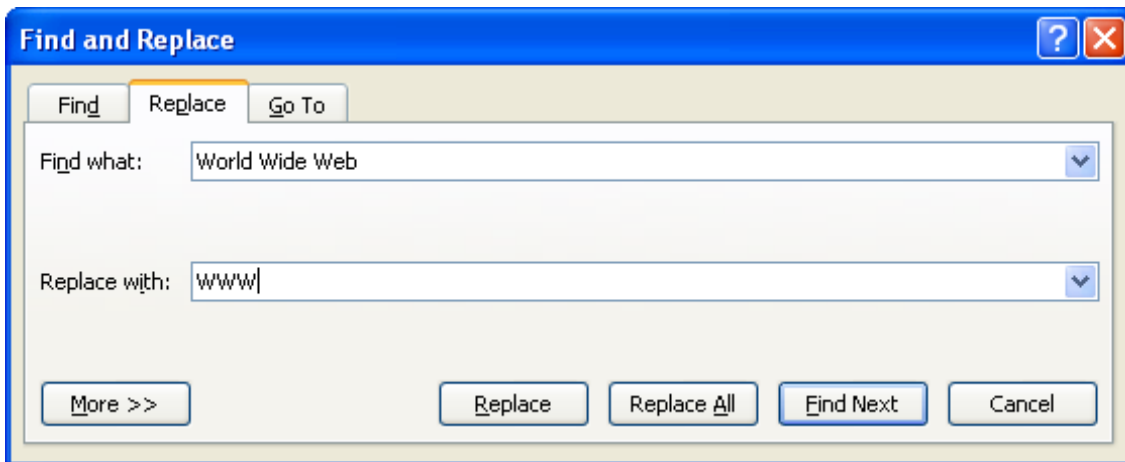
TIP: An easy way to display the **Find** dialog box is to press **Ctrl+F**.

Replacing text

- Click on the **Replace** button, located within the **Editing** section of the **Home** tab.



This will display the **Replace** dialog box. In this case we will replace the text **World Wide Web** with **WWW**, as illustrated.



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

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

- Save your changes and close the document.

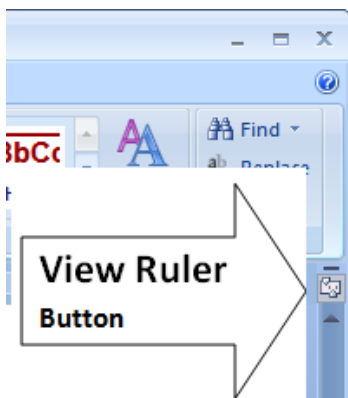
Tabs

Tab stops

- In early versions of Microsoft Word, using 'Tab Stops' was a vital method for formatting particular items within a Microsoft Word document. Tabs were commonly used for displaying columns of data, with each column of data being separated from the next column by a tab space.
- As newer versions of Microsoft Word have been released over the years the use of tab stops within a document has lessened, as Microsoft Word will now automatically insert tab spaces into document elements such as a 'table of contents'. Microsoft Word 2007 also has many pre-designed pages available to you such as customizable front pages which again makes the need to manually insert tab stops less important than it used to be in earlier versions of Microsoft Word.
- When you create a new, blank document, by default the Ruler does not contain tab stops.

Setting and removing tabs

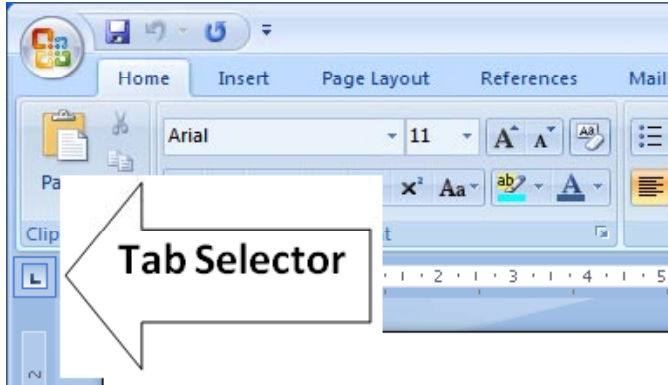
- Before manually inserting tabs stops, you should display the Microsoft Word **Ruler**. This Ruler allows you to easily insert tab stops. If the Ruler is not displayed click on the **View Ruler** button (displayed at the top of your vertical scroll bar).



- If clicking on this button removes the display of the Ruler, click on it again and the Ruler will be displayed again across the top of your document.



- You can set the tab type by repeatedly clicking the tab selector (displayed at the left edge of the ruler) until it displays the required tab type.



- You can click along the ruler at the location you wish to insert the tab.

Tab types include:



Left Tab stop:

This sets the starting location of text which will display to the right as you type text into this tab stop location.



Centre Tab stop:

This sets the position used for the middle of the text, which will centre on this tab stop as you type in text.



Right Tab stop:

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



Decimal Tab stop:

This is used to align numbers around a decimal point.



Bar Tab stop:

This displays a vertical bar at the tab stop location.

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



Indent First Line:

If you click on this control and then click on the top part of the horizontal ruler

where you would like the first line of that paragraph to begin.



Hanging Indent:

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

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

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

- Open a document called **Tabs**.
- Select the data within the document as illustrated.

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

- Click on the **Ruler** above the start of the text '**2005 Sales**', as illustrated.



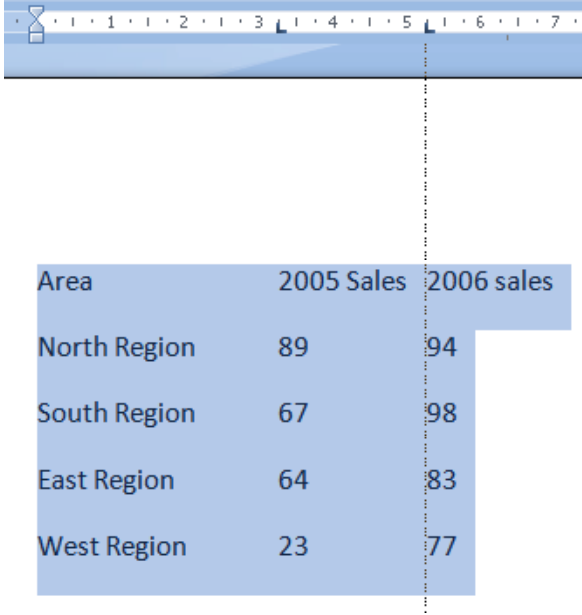
Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

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



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

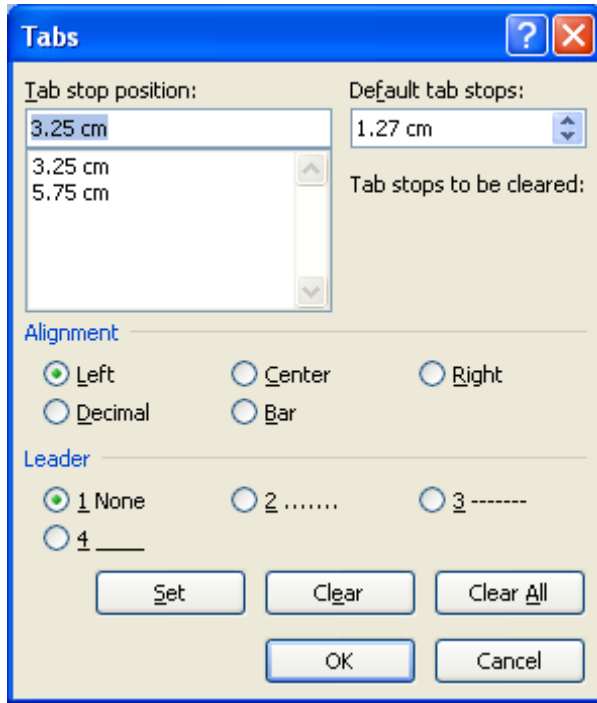
- Click on the **Ruler** at the start of the text '**2006 Sales**' as illustrated.



- Drag the tab stop to the right, so that the data now looks like this.

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

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



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

Styles

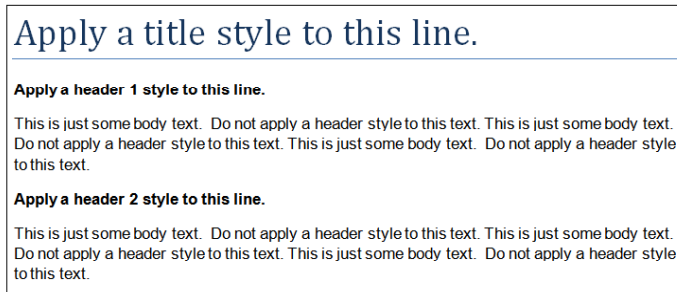
- You can create a collection of formatting rules and then save them as a **Microsoft Word style**. This style can then be applied to selected text within a document.

Applying styles to a word, line or a paragraph

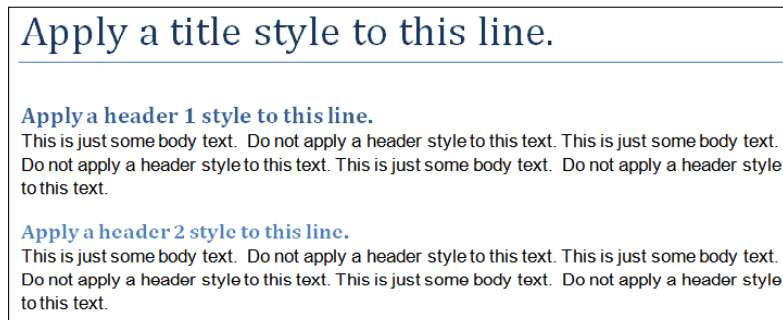
- Open a document called **Applying styles**.
- Select the first line to which you wish to apply a style.
- Click on the **down arrow** to the right of the **Style** box. The **Style List** box will display Microsoft Word styles which can be applied to part of a document. Select the **Title** style and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



- Your document will now look like this.



- Apply **Header 1** and **Header 2** styles as directed within your document, which should now look like this.



If you have time, try experimenting with applying other styles to the body text.

- Save your changes and close your document.

Page Formatting

What is page formatting?

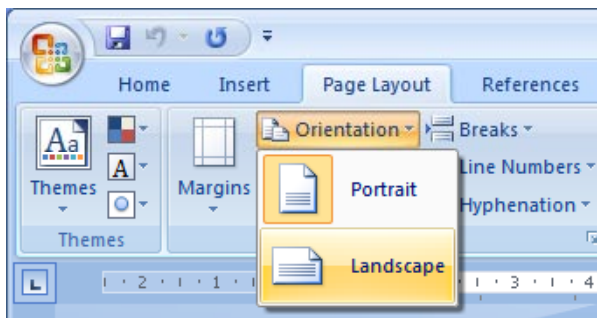
- Page formatting relates to formatting that normally affects the whole page, such as page orientation. The page is either **Portrait** or **Landscape** orientated. It also includes items such as page size and margins.

Page orientation and paper size

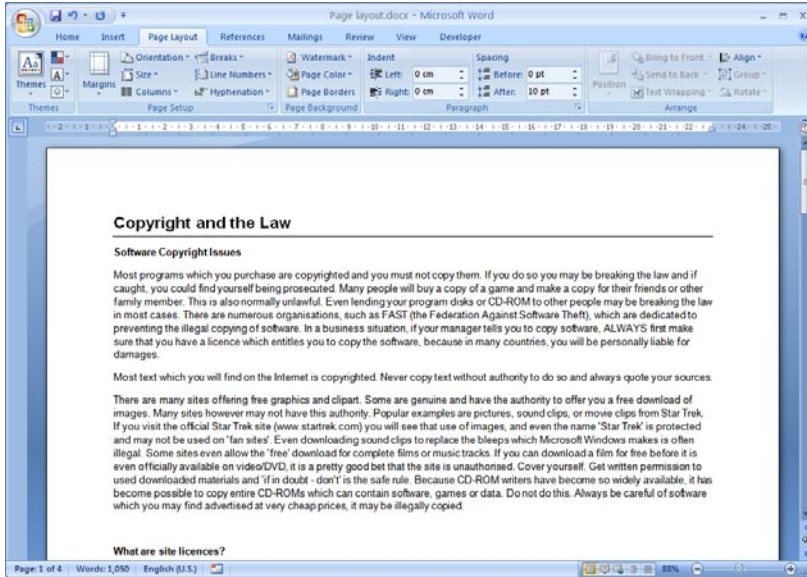
- Normally your Microsoft Word document will be displayed in **Portrait** page orientation, which is like looking at a photograph, where the long edge is the vertical line. You may change to **Landscape** orientation for certain types of documents such as notices.



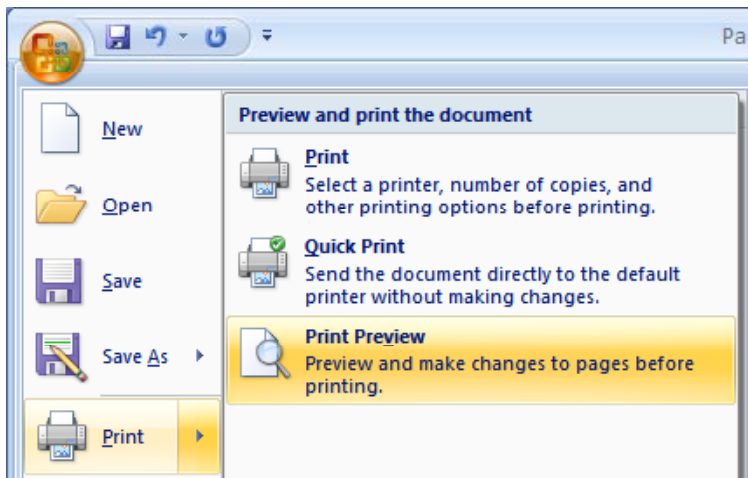
- The physical size of the paper used within printers varies from country to country. In the United States the normal paper size is called '**Letter**' size and the dimensions are measured in inches. A '**Letter**' sized paper is shorter but wider than '**A4**' sized paper.
- In Europe and many other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



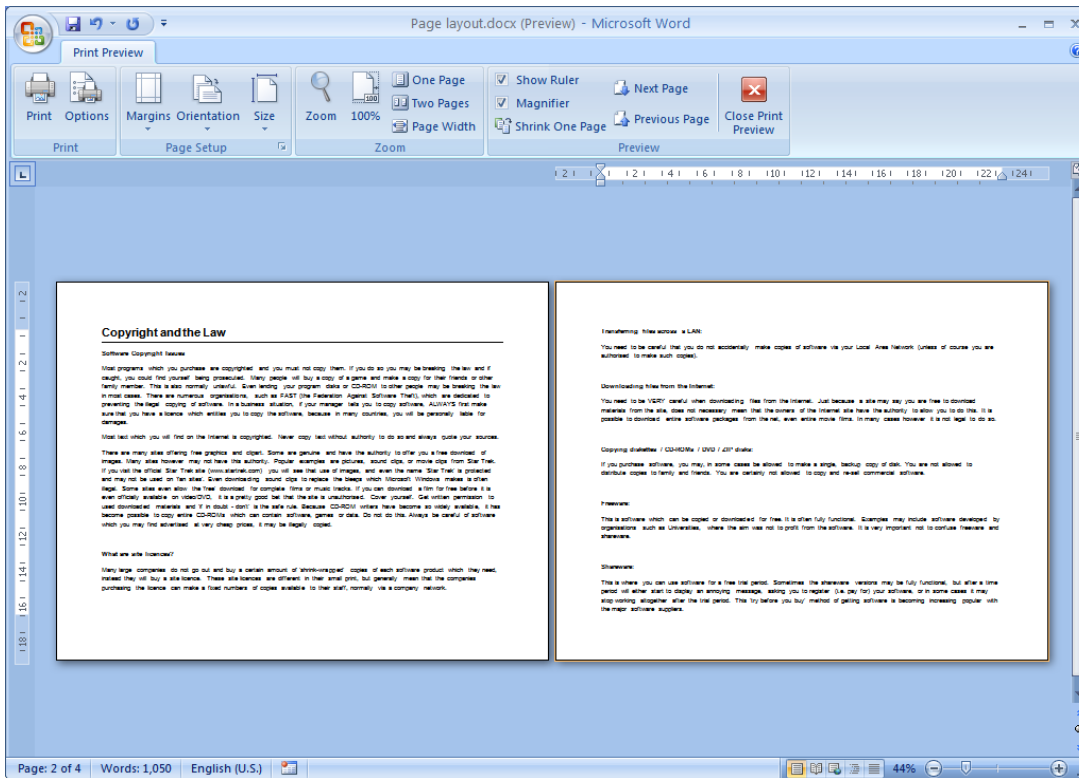
- Your document will now look something like this.



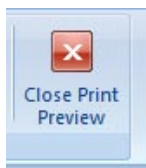
- To see the effect better, click on the **Microsoft Office** button and click on the **arrow** next to the **Print** option. From the submenu displayed select the **Print Preview** command.



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



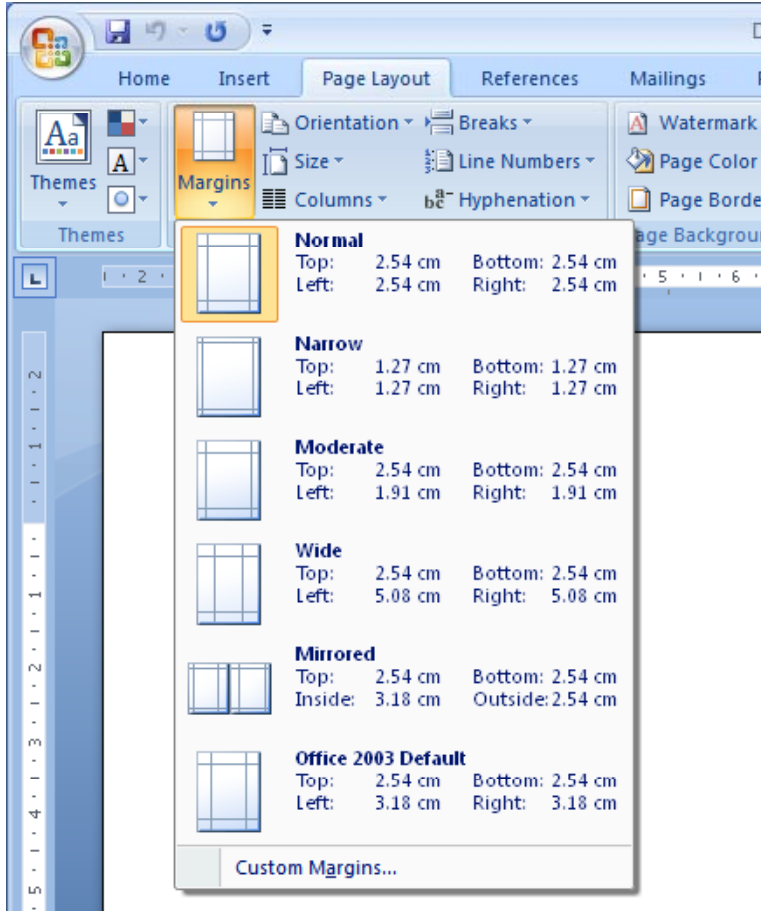
- Click on the **Close Print Preview** button to return to **Print Layout** view.



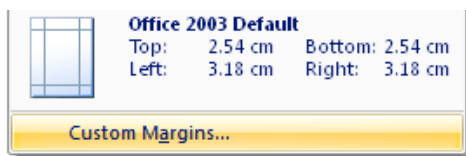
- Reset the page orientation back to **Portrait** orientation.

Page margins

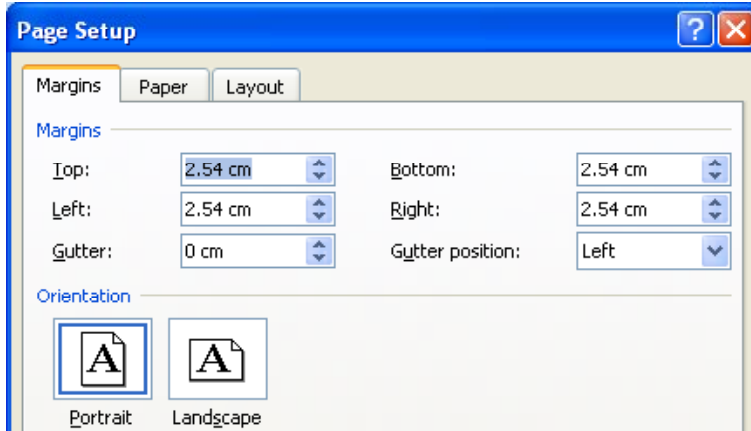
- Your document has a top, bottom, left and right margin. This is the space between the edge of your text and the edge of your page. Each margin may be increased or decreased. Be careful not to decrease it too much or you may have problems printing the documents.
- To modify your page margins, click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



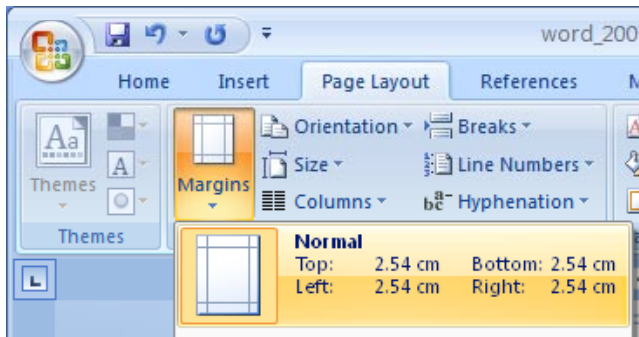
- Experiment with applying these different preset margin options.
- To create your own custom margins, click on the **Custom Margins** command displayed at the bottom of the **Margins** drop down list.



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



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



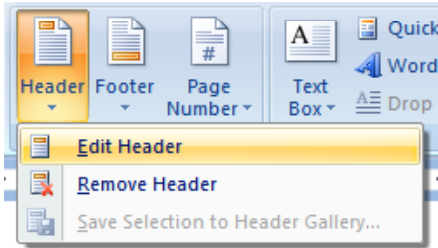
Page breaks

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

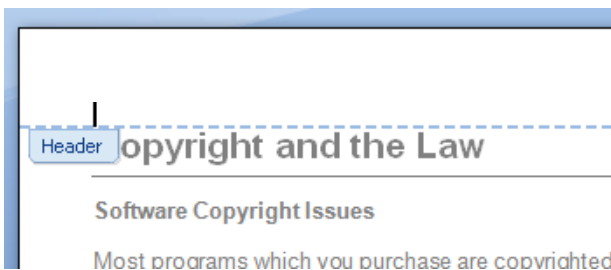
Headers and footers

- If you are planning to print a document, it is a good idea to add a footer or header to the document, especially if it is a long document.

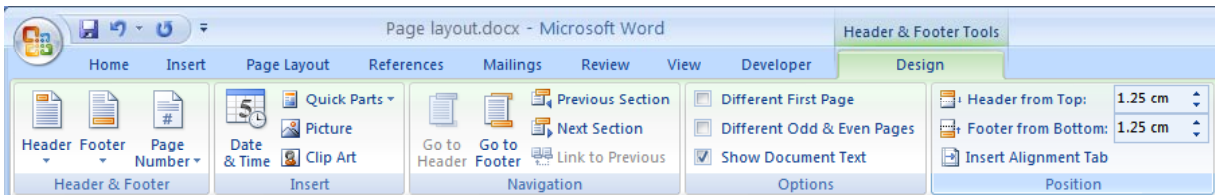
- Click on the **Insert** tab and from the **Header and Footer** section click on the **Header** icon. A drop down list is displayed. Select the **Edit Header** command.



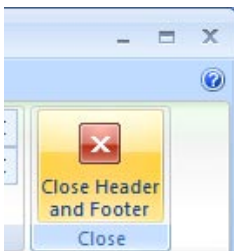
- The header area will be displayed on screen as illustrated.



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



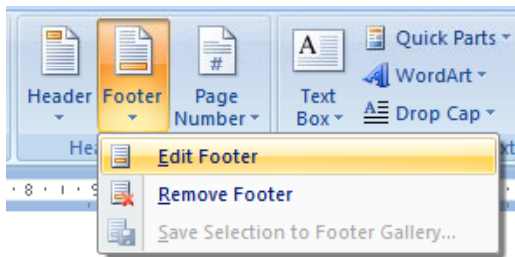
- Click on the **Close Header and Footer** icon.



- You can see your header displayed at the top of your page.



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

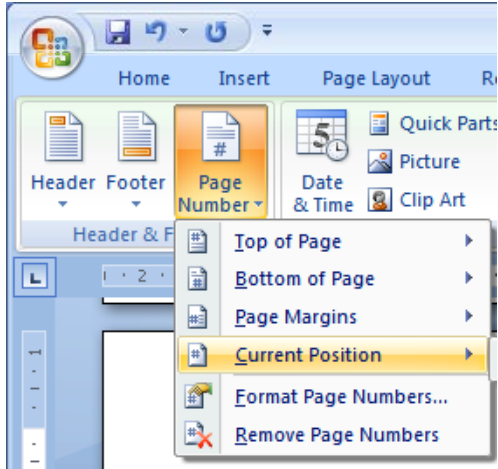


- Type in the following text as your footer and then close the **Header and Footer** ribbon.

'Draft copy only'

Page numbering

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

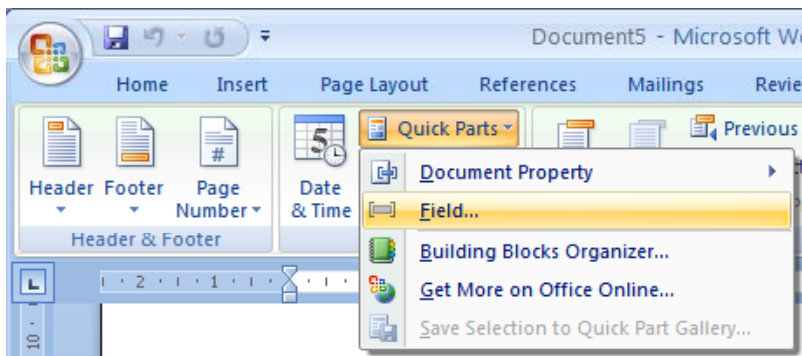


- Select **Plain Number** from the Page Number gallery.

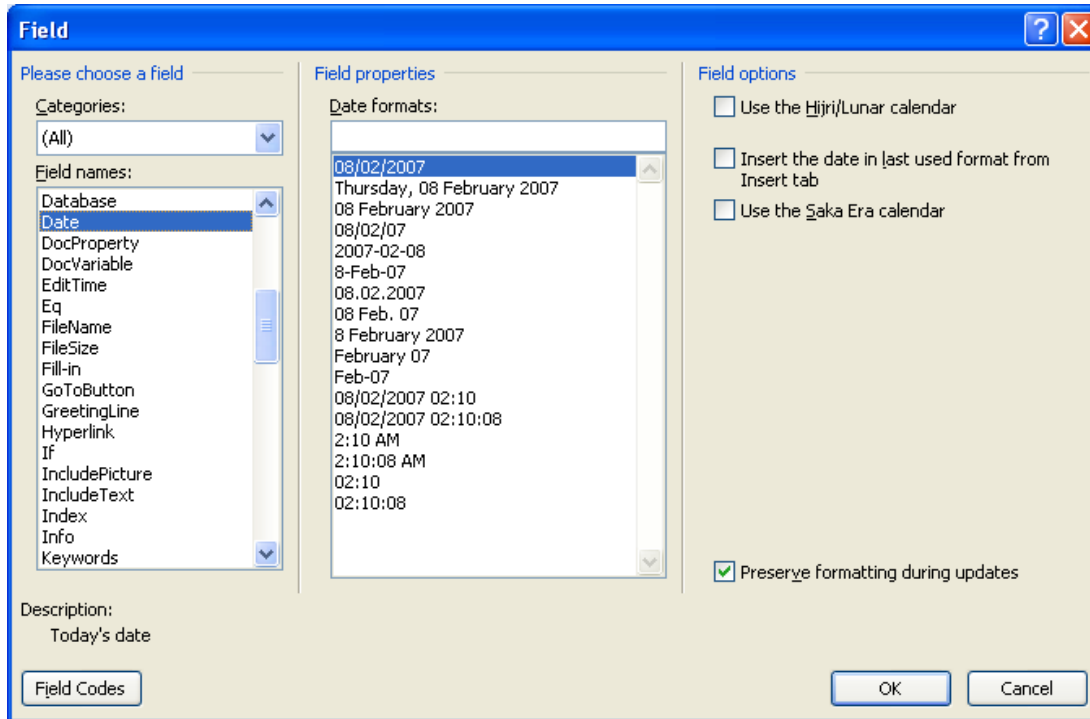
The page number should be inserted into your document. Close the **Header and Footer** ribbon.

Header and footer fields

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



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



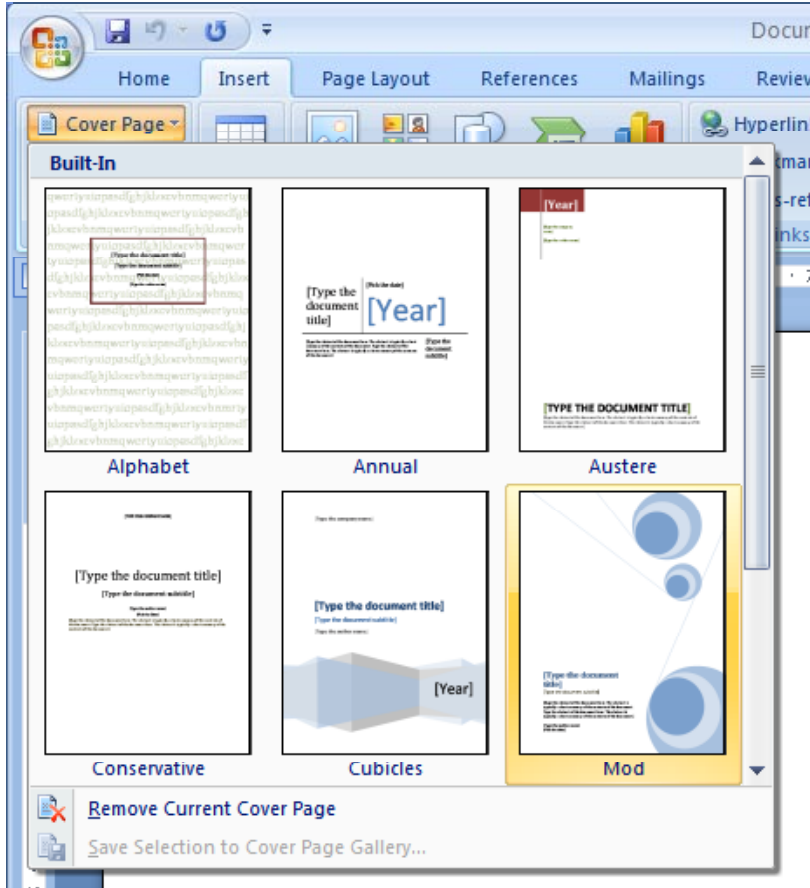
- Click on the **OK** button.
- Close the **Header and Footer** Ribbon and you will see your footer displayed at the bottom of each page.



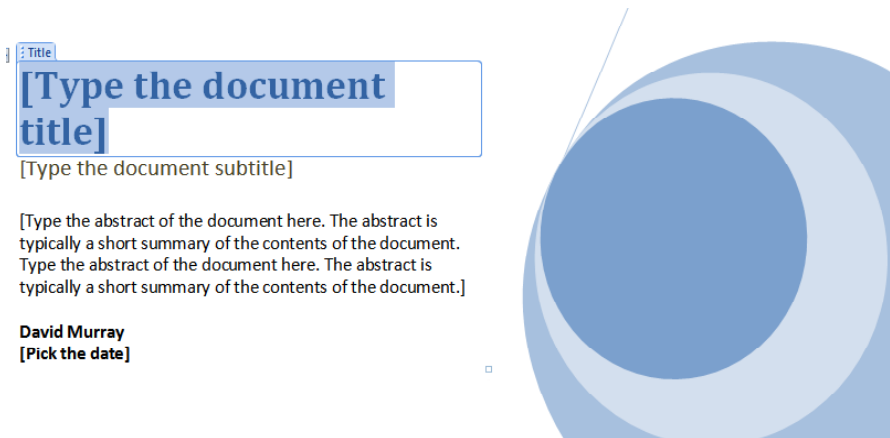
- If you have time, have a brief look at some of the other fields that you can insert into your header or footer. The **Filename** field is particularly useful as if you insert this into a header or footer and then save your document this field will record the file name. You will find with a little experimentation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

Cover pages

- This feature was introduced in Microsoft Word 2007. It inserts a professional looking front cover page into your document.
- Open a document called **Cover page**. Click at the start of the document. Click on the **Insert** tab and then click on the **Cover Page** button (within the **Pages** section).
- This will display a drop down from which you can select a cover page type. In this case select the **Mod** type.



- Once you select a cover page type you will see the following.



- Click on the **[Type the document title]** and then enter a title, such as '**About Computers**'.
- You can also insert a subtitle and abstract.
- Click on the **[Pick the date]** control to insert today's date.

- View the document in **Print Preview** view. To do this click on the **Office Button**. Click on the **arrow** to the right of the **Print** command, and then select the **Print Preview** command.
- When you have finished previewing your document, click on the **Close Print Preview** icon and you will display the document in **Print Layout** view.
- Save your changes and close the file.

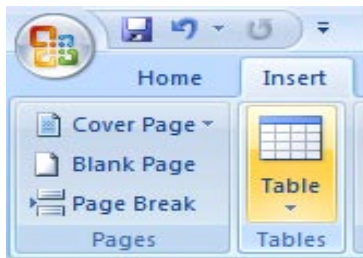
Tables

Using Tables

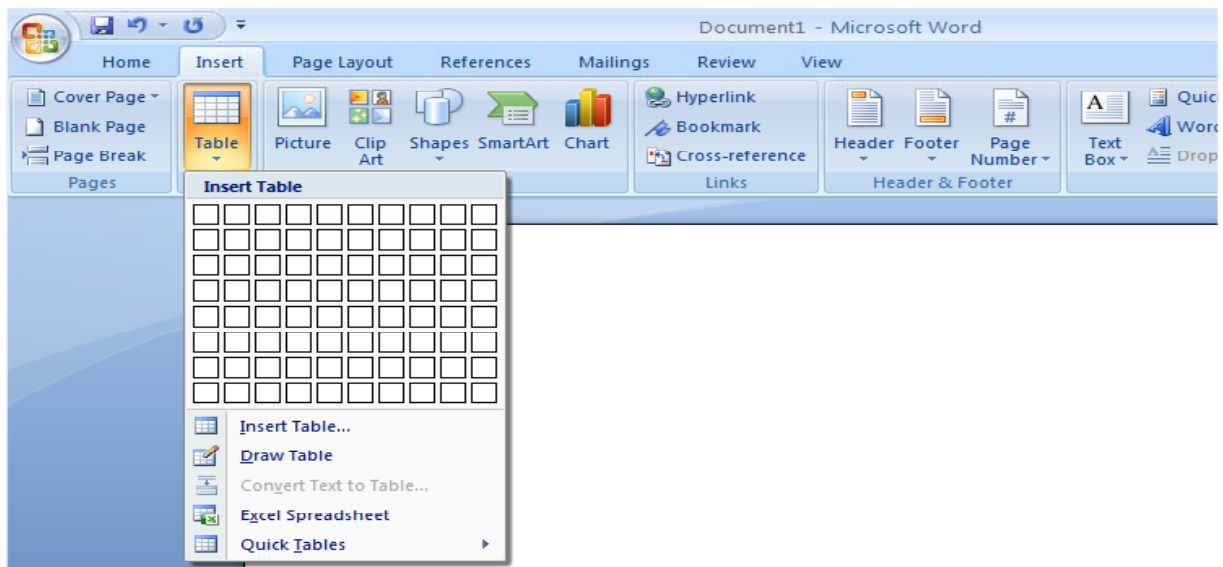
- You can insert a table into your document. Each cell within the table can display text or a graphic. Each cell or the entire table can be formatted as required.

Inserting a table

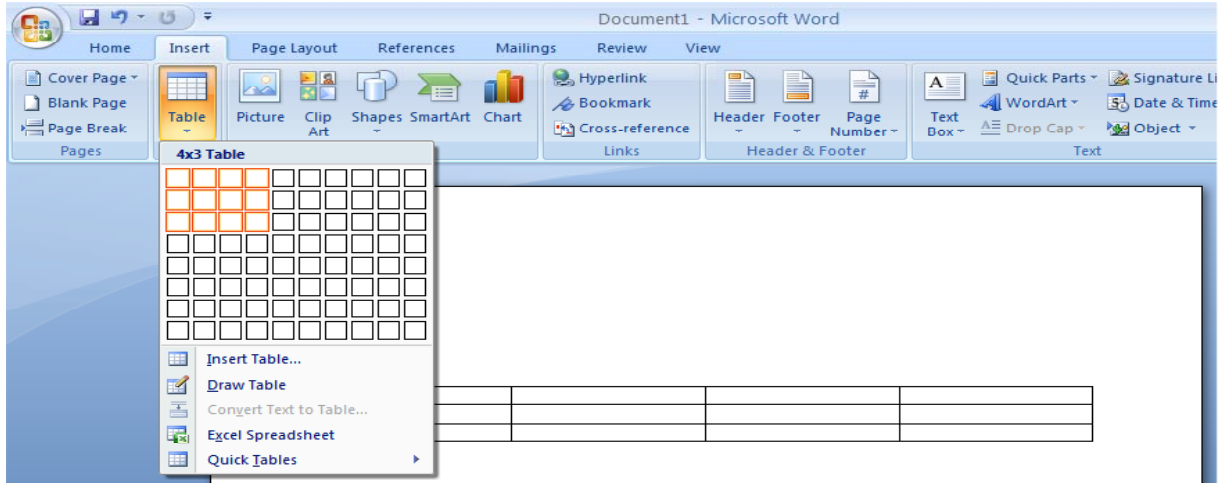
- Open a document called **Tables**. Read the instructions within this document. We are going to insert a table containing 4 columns and 3 rows.
- Display the **Insert** tab and you will see the **Tables** group displayed as illustrated.



- Clicking on the table will display the following.

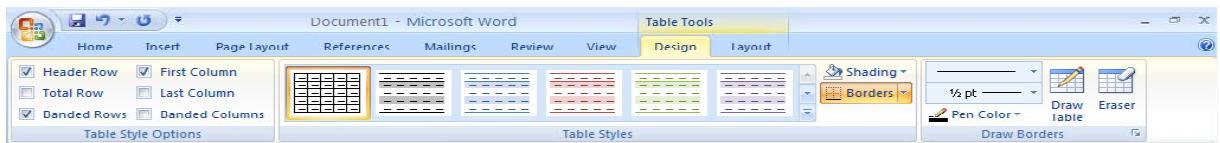


- If you move the mouse pointer over the cells displayed in the drop down you will see that a preview version of the table is displayed within your document.

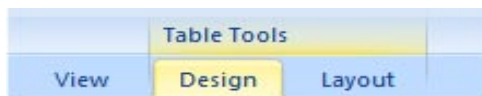


- Click when you see a **4x3 Table** displayed (in the area immediately above the cell drop down). The table will be inserted into the document, as illustrated.

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



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



Navigating within a table

- Click within the first cell in the table. Type in the name of the town or city in which you live.

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

Selecting and editing text within a table

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

Selecting cells, rows, columns or the entire table

- It is important to know how to select elements within your table. Practice these selection techniques using the table you have created.

To select a cell.

Move the mouse pointer to the left side of the cell you want to select. The mouse pointer will change to the shape of a small solid black arrow pointing upwards and to the right. Click when you see the pointer change to this shape and the cell will be selected.

To select a row.

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

To select multiple rows which are next to each other.

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

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

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

To select a column.

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

To select multiple columns which are next to each other.

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While holding down the **Shift** key, click above the column at the end of the block of columns that you want to select.

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

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While holding down the **Ctrl** key, click above the other columns that you wish to select. Release the **Ctrl** key when you have finished selecting columns.

To select the entire table.

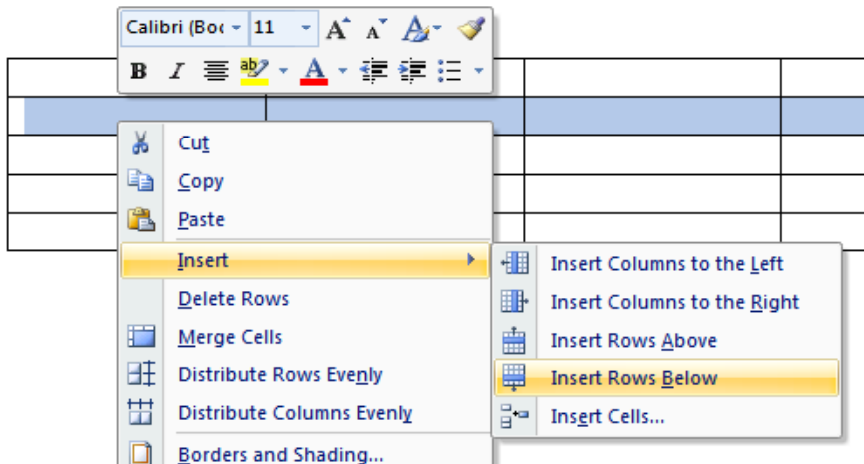
Click within the last cell of the table. While holding the mouse key down, move to the first cell within the table. When you release the mouse button the entire table will be selected.

Inserting and deleting rows and columns

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

- **To insert a row.**

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



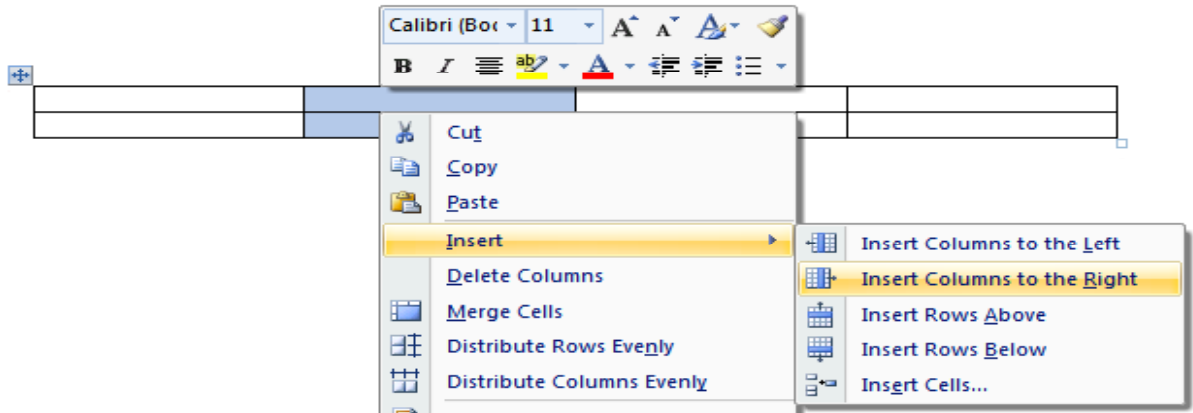
- **To delete a row.**

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

- **To insert a column.**

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

to the right of the selected column.



- **To delete a column.**

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

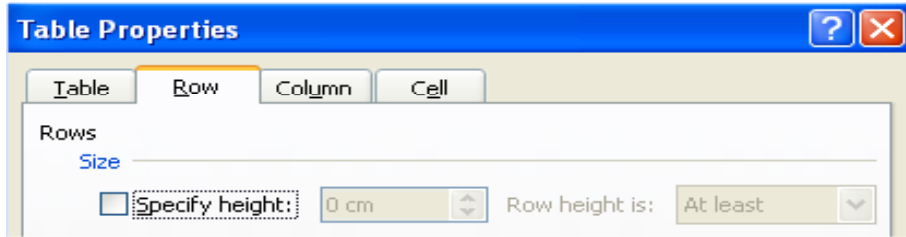
Modifying column width or row height

- It is easy to reduce or increase row heights. You can also make columns wider or narrower. You can use 'drag and drop' techniques using the mouse or you can set exact heights or widths using the **Table Properties** dialog box.
- **Using the mouse to adjust column width or row height.**
Move the mouse pointer within the table until it is over the vertical edge of one of the columns. The shape of the mouse pointer changes to a shape made up of two small vertical lines with arrows pointing out horizontally. When the mouse pointer changes, depress the mouse button and move the mouse to the left or right as required. When you release the mouse button the width of the column will be altered.

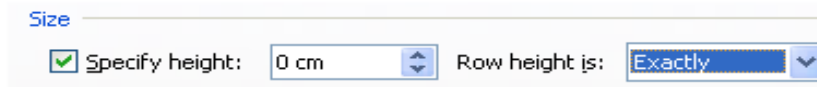
You can use the same technique to adjust the row height, but this time move the mouse pointer to the horizontal edge of any row, and then drag and drop the edge as required.

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

- **Adjusting column width or row height using exact measurements.**
Select the row (or rows) that you wish to change the height of. Right click over the selected row(s) and from the popup menu displayed select the **Table Properties** command. This will display the **Table Properties** dialog box. Select the **Row** tab within this dialog box, as illustrated.



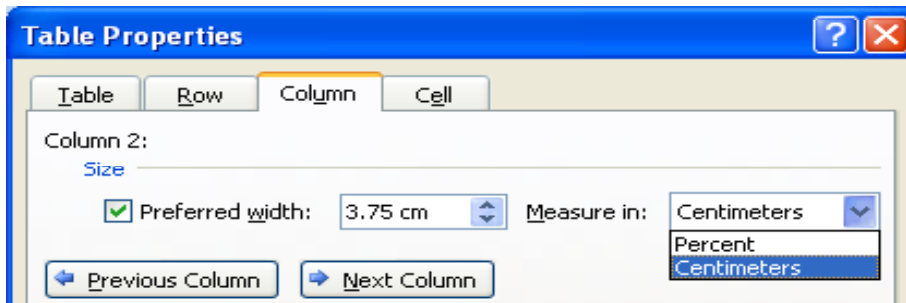
Click on the **Specify height** check box. Use the **Up** or **Down** controls to set the exact row height and then in the '**Row height is**' section, select '**Exactly**'.



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

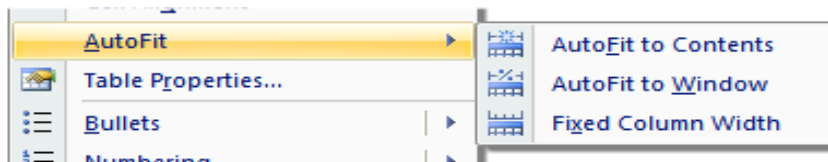


You can set exact column widths using the same method, but you need to select the **Column** tab within the dialog box. You can use the **Previous Column** and **Next Column** buttons to adjust each column width within the table.



- **Modifying the table width.**

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



Modifying cell borders

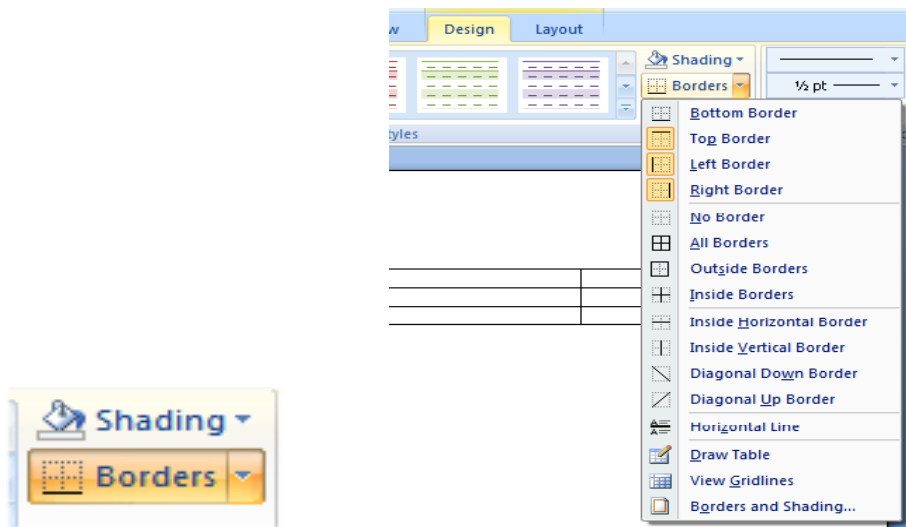
- Click within the table. You will see the **Table Tools** tab displayed above the normal tabs.



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



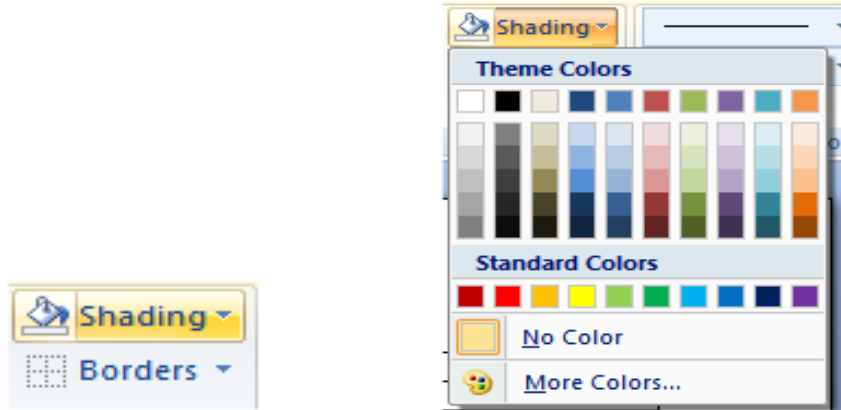
- Select the cell, row(s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Borders** control (You will find this under the Design tab).



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

Adding shading to cells

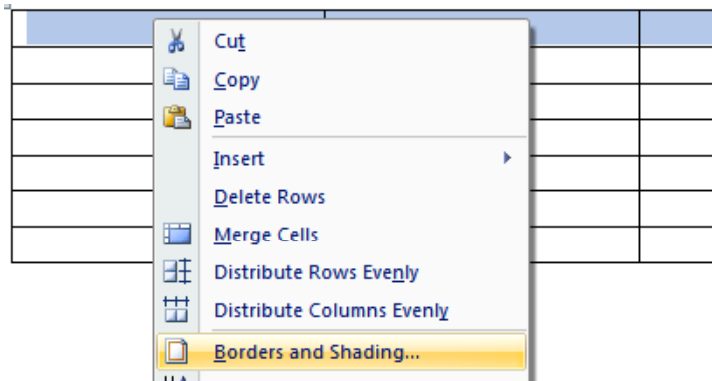
- Select the cell, row(s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Shading** control. (You will find this under the **Design** tab).



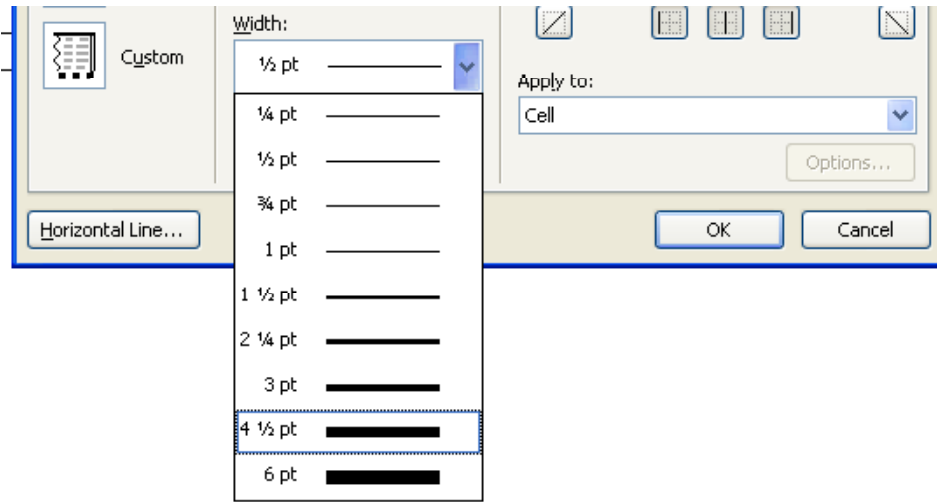
You can select the required shading type from the drop down list.

Modifying cell border width, color and style

- Open a document called **Cell borders**.
- Select the top row. To modify the cell border widths of the selected cells, right click over the selected cells and from the popup menu displayed select the **Borders and Shading** command.

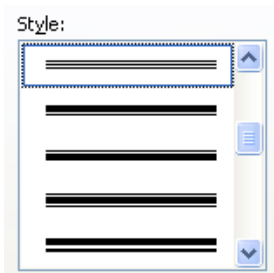


- This will display the **Borders and Shading** dialog box. Within the **Width** section of the dialog box, click on the **down arrow** to display a range of cell widths that you can select. Select a really thick width, so that you can you easily see the effect.



- Click on the **OK** button and you should see something similar to the illustration below.

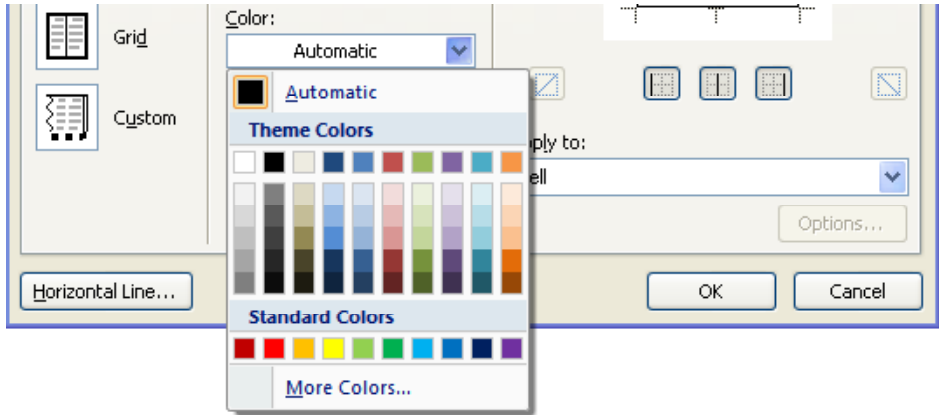
- To see how to modify the cell border style, select the first row, right click and from the popup menu select the **Borders and Shading** command. Make sure that the **Borders** tab is selected within the dialog box. Within the **Style** section of the dialog box, scroll down until you find the type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



An example is shown below.

- To see how to modify the cell border color, select the first row, right click and from the popup menu select the **Borders and Shading** command. Make sure

that the **Borders** tab is selected within the dialog box. Select the required color from the **Color** section of the dialog box.

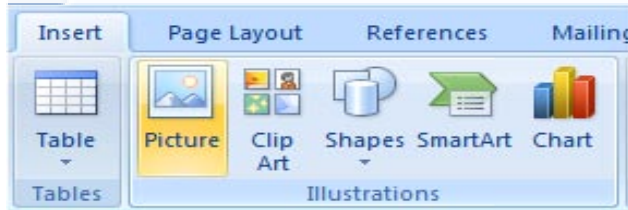


- Save your changes and close the document.

Graphics

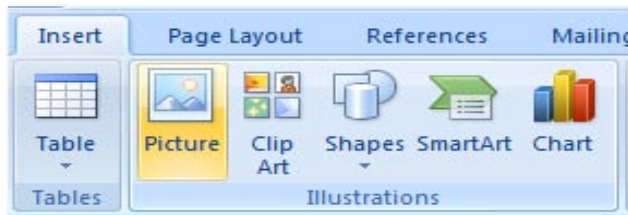
Using graphics within Microsoft Word

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

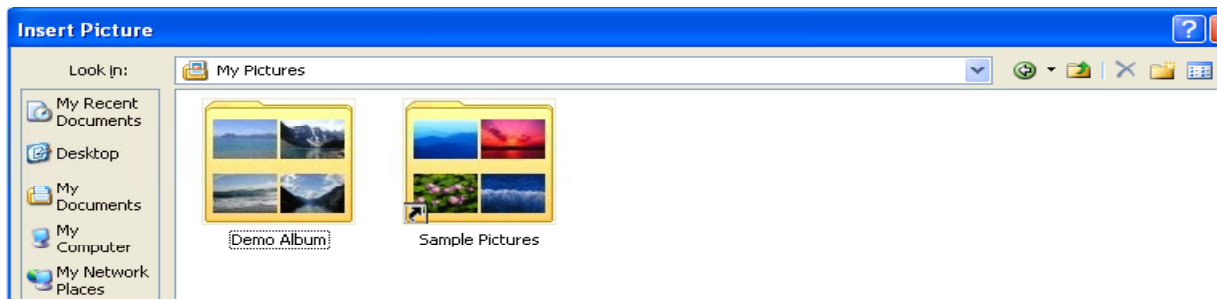


Inserting Pictures

- Click on the **Insert** tab and then click on the **Pictures** icon.



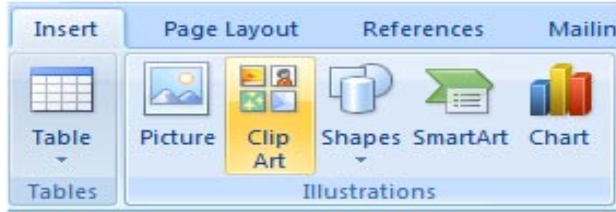
This will display the **Insert Picture** dialog box.



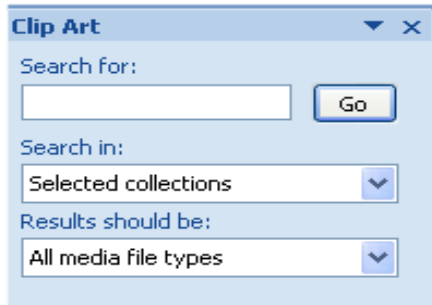
You should see a folder called '**Sample Pictures**'. Double click on this folder to view the contents and then insert one of these pictures into your document.

Inserting Clip Art

- Click on the **Insert** tab and then click on the **Clip Art** icon.

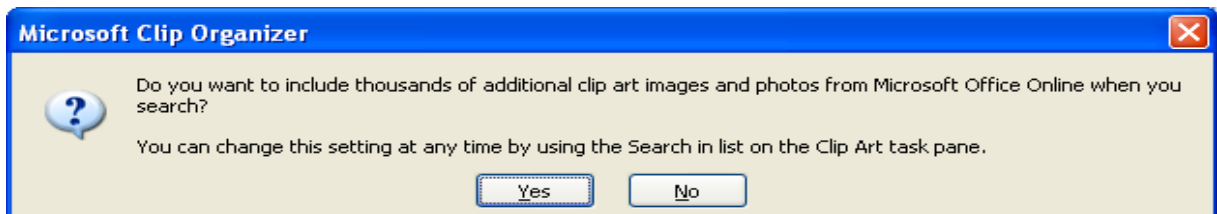


- This will display the Clip Art pane down the right hand side of the screen.

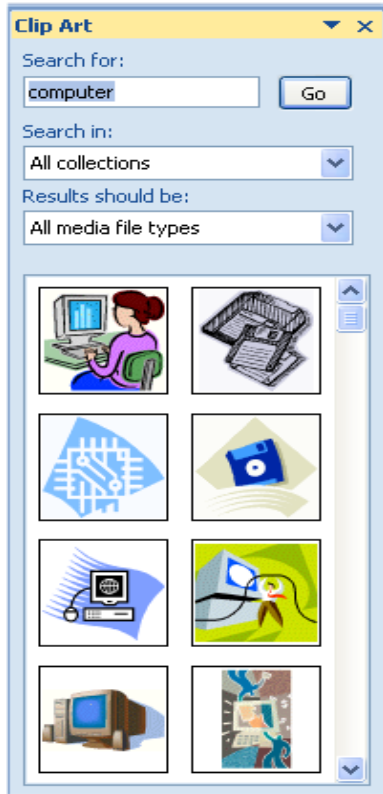


- Within the '**Search for**' section type in a keyword that describes the type of clip art you are looking for. In this case type in the word **computer**, and then click on the **Go** button.

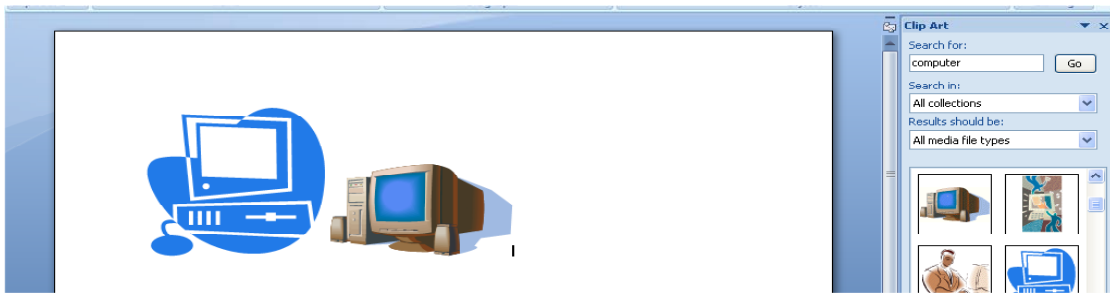
NOTE: You may see the following message. If so click on the **Yes** button as you will be able to use more clip art images.



- After a short delay the clip art images will be displayed down the right side of your screen. You will need to use the scroll bars to review all the images that are available.

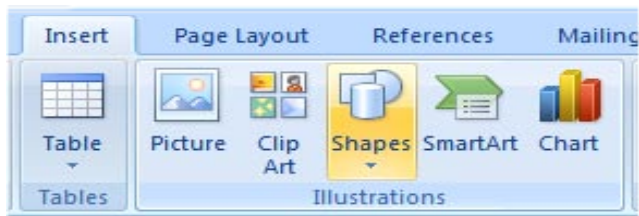


- To insert a clip art item all you have to do is to click on the thumbprint image. You can insert as many clip art images as you like.

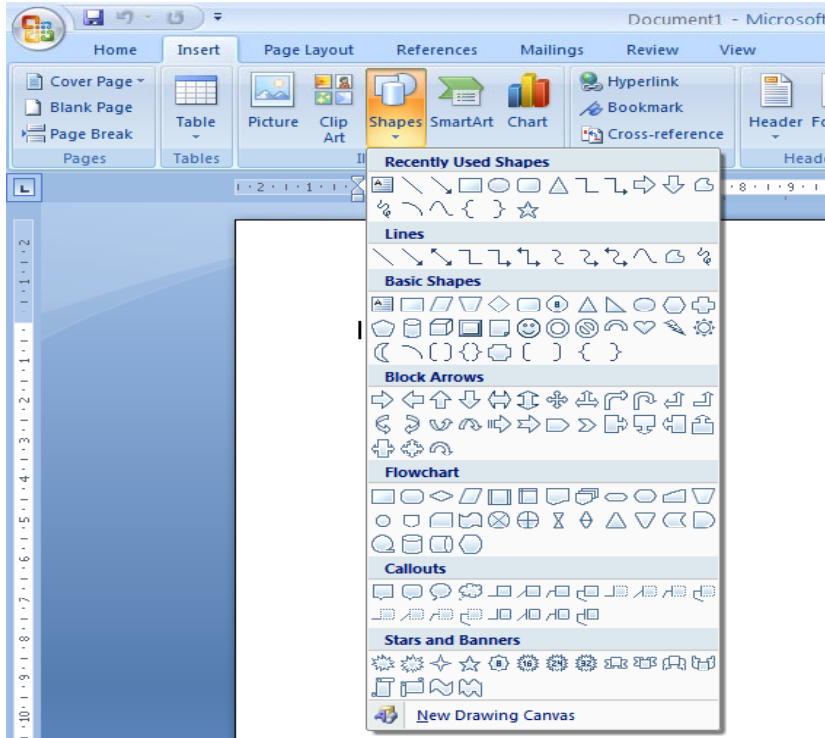


Inserting Shapes

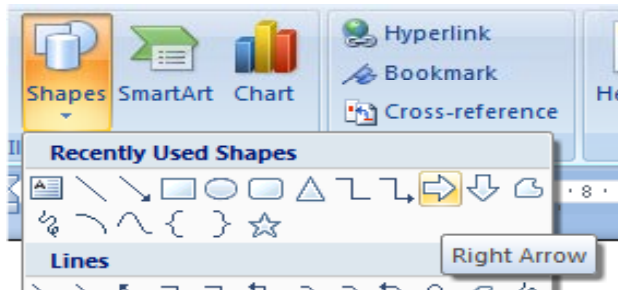
- Create a new document and save the document as a file called **My Shapes**. Click on the **Insert** tab and then click on the **Shapes** icon.



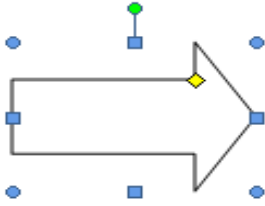
- This will display a drop down from which you can select the shape you wish to insert into your document.



- We will insert a right pointing arrow into our document. To do this click on the Right Arrow shape.



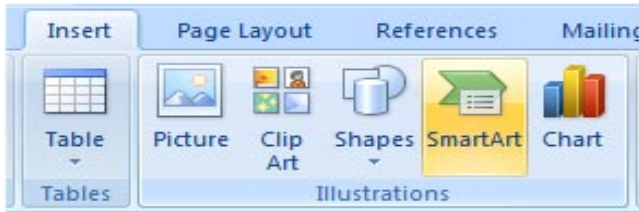
- You may not notice any change, but if you move the mouse pointer down over the white space within your document, you will notice that the mouse pointer has changed to the shape of a small cross. Click (and hold the mouse button down). Move the mouse pointer down diagonally across the page. You will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



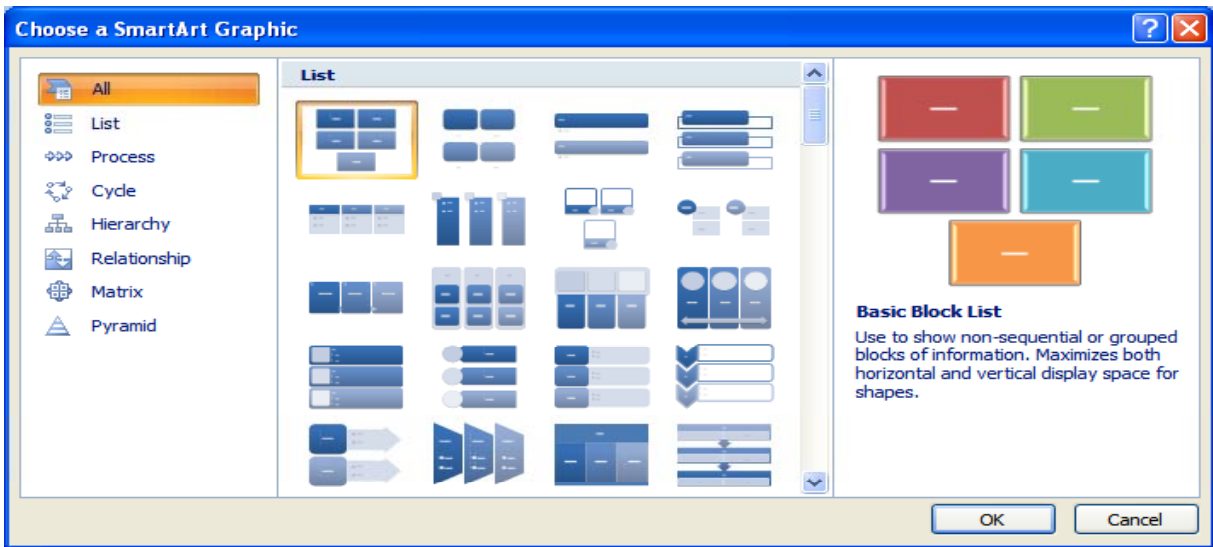
- Save your changes and close the document.

Inserting SmartArt

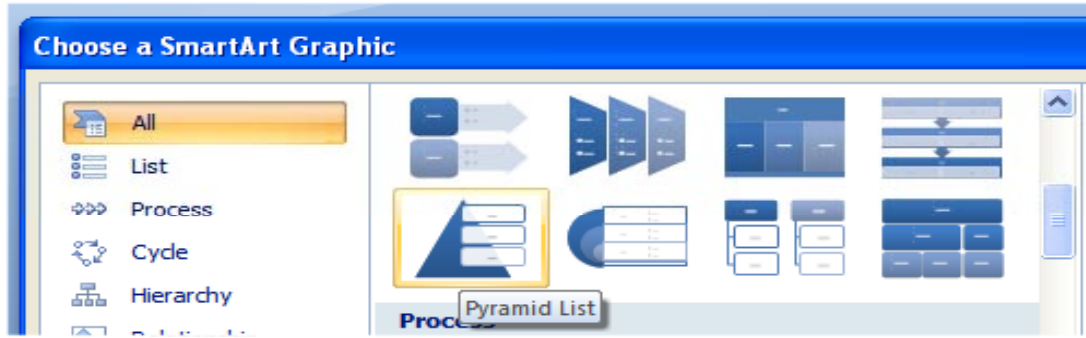
- Create a new document and save the document as a file called **My SmartArt**. Click on the **Insert** tab and then click on the **SmartArt** icon.



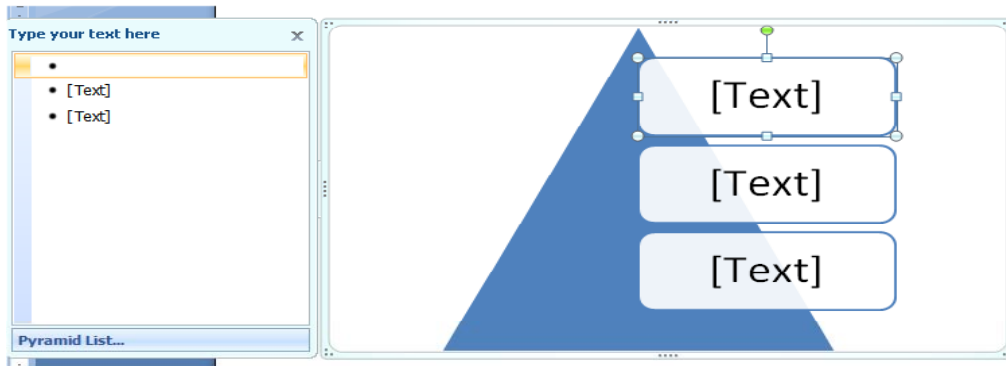
You will see the **Choose a SmartArt Graphic** dialog box displayed.



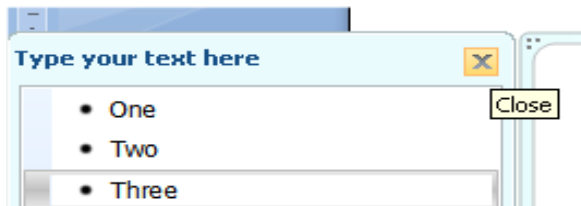
- Slowly scroll down the list to view the amazing variety of SmartArt graphic shapes that are available.
- Scroll back up the list and select the **Pyramid List** graphic.



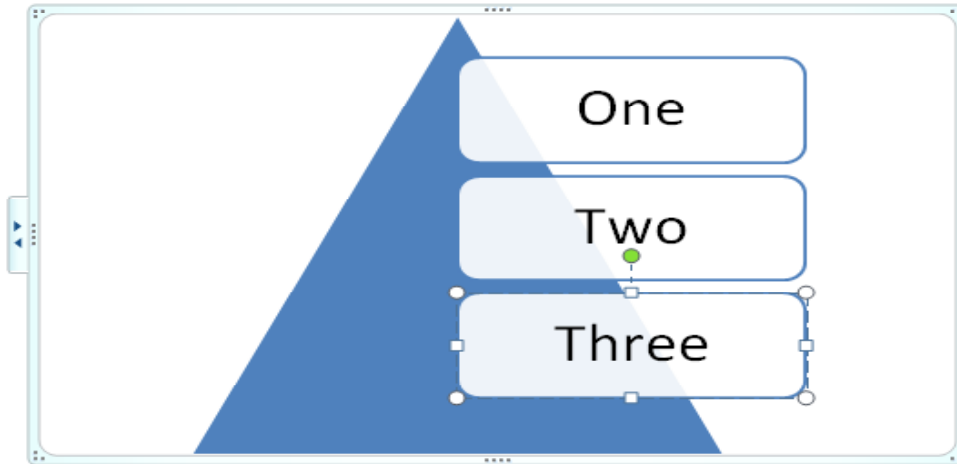
- Click on the **OK** button



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



- Your page will now look like this.



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

Selecting, resizing and deleting graphics

- **Selecting a graphic:**
Open a document called **Graphic objects**. This document contains a number of different types of graphic objects. Try clicking once on a graphic. Then click on another graphic. As you can see, selecting a graphic is very simple.
- **Resizing a graphic:**
Click on a graphic to select it. To resize the graphic and keep the height and width ratios the same, move the mouse pointer to any corner, and while keeping the mouse button pressed drag diagonally across the screen. When you release the mouse button the graphic will resize.
- If you wish you can stretch the graphic either vertically or horizontally by dragging from the centre of any edge.
- **Deleting a graphic:**
Click on a graphic to select it. Press the **Del** key.
- Save your changes and close the document.

Copying or moving graphics

- You can copy or move a graphic using the Clipboard or using normal drag and drop techniques.
- Open a document called **Copying and moving graphics**.
- Save the file as **My Copying and moving graphics**.

- **Copying a graphic using the Clipboard:**
Select the second graphic in the document. Press the **Ctrl+C** keys to copy the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.
- **Moving a graphic using the Clipboard:**
Select the first graphic in the document. Press the **Ctrl+X** keys to move the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.
- Use the **Undo** icon to reverse the move and copy operations you have just performed.
- **Moving a graphic using drag and drop:**
Select the first graphic in the document. Depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. When you release the mouse button the graphic will have moved to the location that you dragged it to.
- **Copying a graphic using drag and drop:**
Select the first graphic in the document. Depress the **Ctrl** key and while keeping it depressed, depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. Release the mouse button and the **Ctrl** key and the graphic will have been copied to the location that you dragged it to.
- Save your changes and close the document.

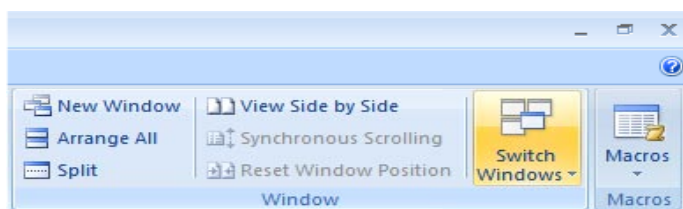
Multiple Documents

Using multiple documents within Microsoft Word

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

Switching between open documents

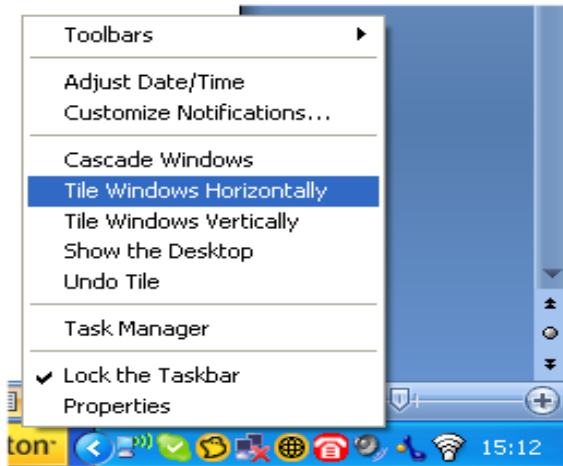
- When you use Microsoft Word 2007 you can work on more than one document at a time. You can use the Clipboard to copy selected text or a graphic from one document to another.
- Open a document called **Multiple 1**.
- Open a second document called **Multiple 2**.
- Open a third document called **Multiple 3**.
- Press the **Alt** key and hold it down. Press the **Tab** key a few times. You will notice a popup window that lets you move from document to document, each time you press the **Tab** key. Release the **Alt** key and you will switch to the document selected in the popup window. Practice this technique a few times if you have not used it before.
- You can also use the **Switch Windows** icon to switch from one document to another. To use this feature, click on the **View** tab and click on the **Switch Windows** tool (located within the **Window** group under the **View** tab). You will see a drop down list allowing you to switch to another open document window.



Tiling or cascading documents on your screen

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

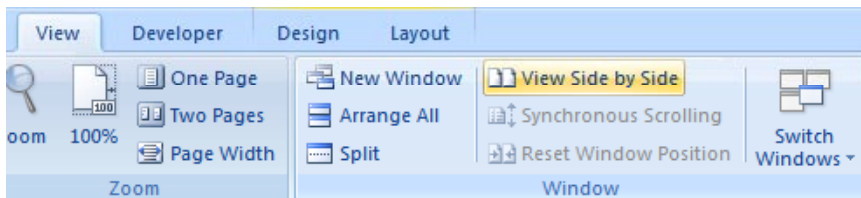
NOTE: If you see a different popup menu displayed this is because you may have accidentally right-clicked over an icon within the Taskbar, in which case try again, making sure you click on an empty part of the Taskbar.



- Experiment with selecting the commands 'Cascade Windows', 'Tile Windows Horizontally' and 'Tile Windows Vertically'.
- Before continuing, use the **Maximize** icon (top-right of each document window), to maximize each document window.

Comparing documents side by side

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



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

- Close both documents before continuing.

Copying or moving selected items between documents

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

Proofing and Printing

The importance of proofing

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

Spell checking a document

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

Adding words to the built-in custom dictionary

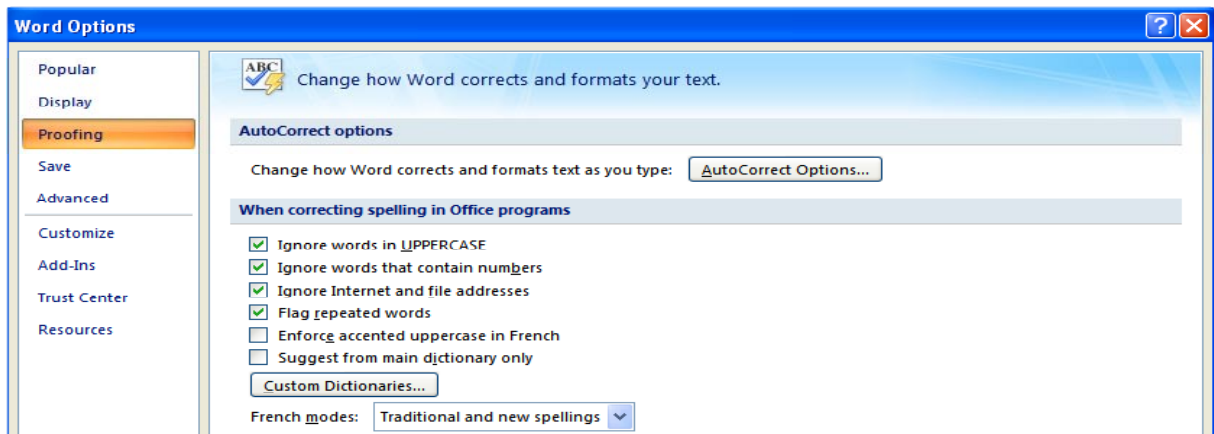
- The spell checker works by comparing words contained within your document with a list of words contained within a dictionary. Sometimes Microsoft Word will highlight a word it does not recognize but this word may be a specialist word or a trademark word used within your particular business or organization.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



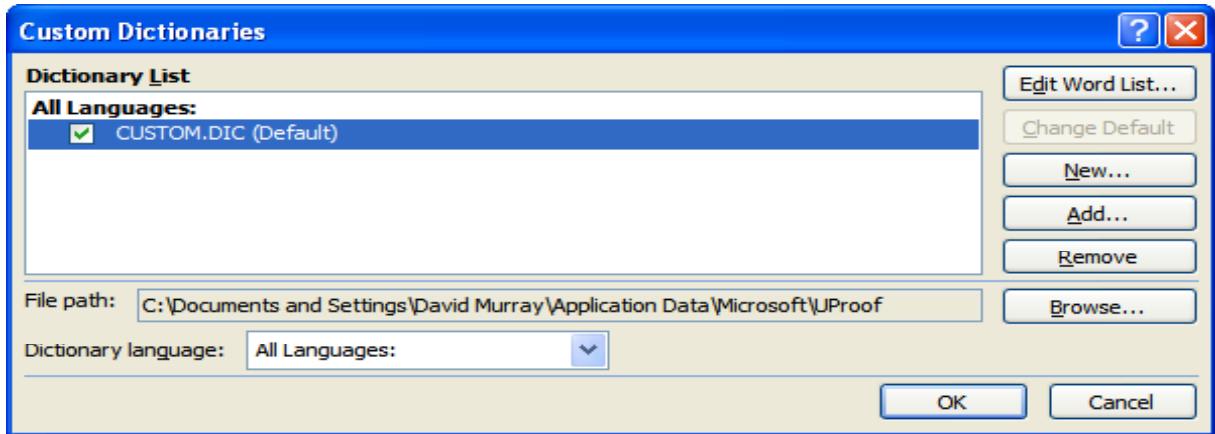
- Click on the **Add to Dictionary** button. From now on when you use the spell checker, it will recognize this word.
- Save and close the document. Create a new document and type in the word cctglobal. Run the spell checker and you should find that this word is no longer indicated as a potential problem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

Removing a word from the spell checking dictionary

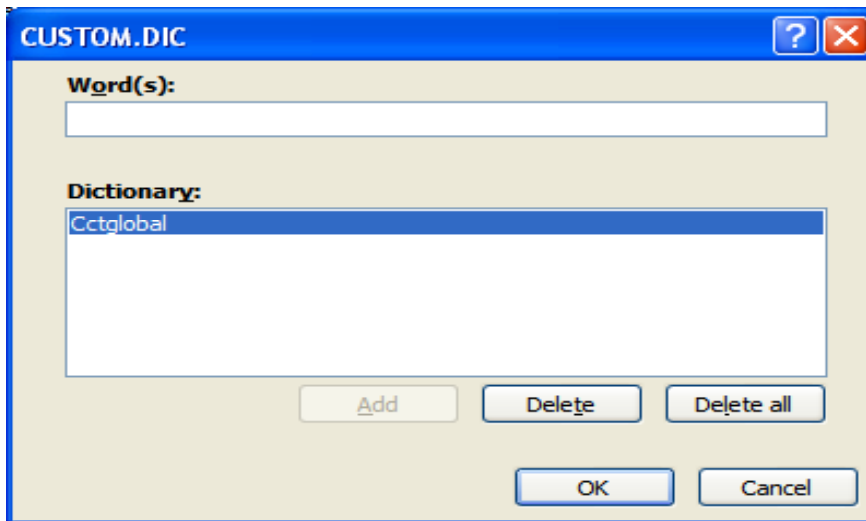
- Sometimes you may have accidentally added a word to the spelling dictionary, so it is important that you know how to remove a word from the dictionary.
- Click on the **Office Button**, and then click on the **Word Options**. The **Word Options** dialog box is displayed. Select the **Proofing** button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



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



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

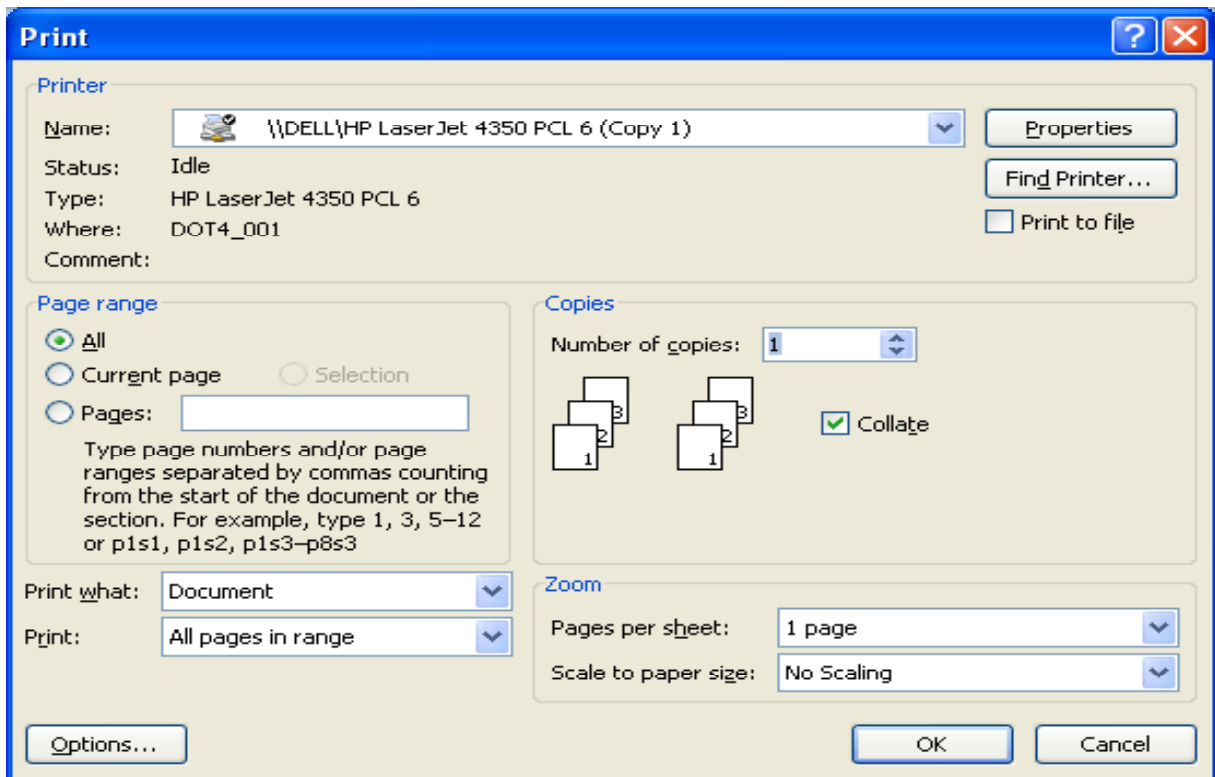


Printing options

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



This displays the **Print** dialog box.

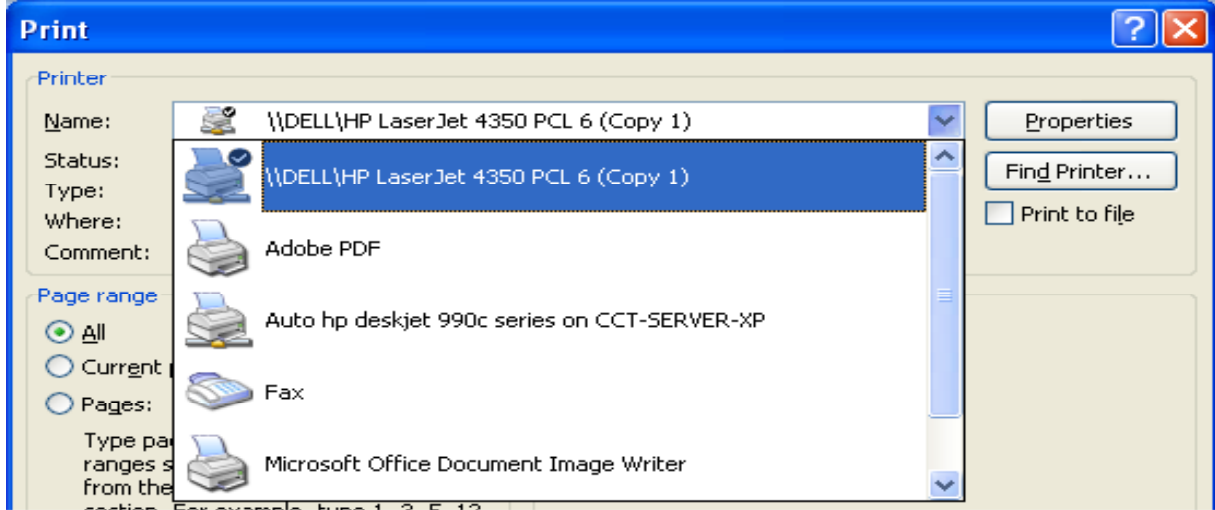


- Use the **Print** dialog box to select required options such as:

Printer Name:

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

the document would be sent as a fax to this number.



Page Range:

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

Number of Copies:

You can print multiple copies and choose to collate these.

Zoom:

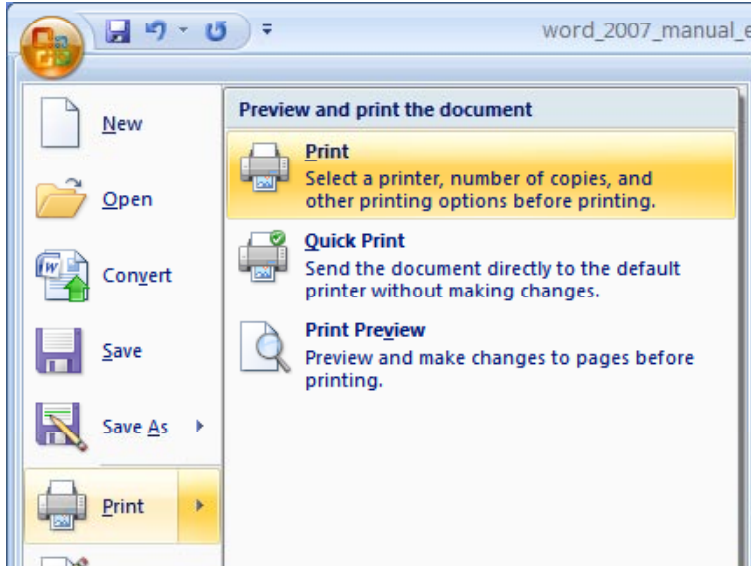
The zoom option allows you to print multiple document pages on a single sheet of printed paper. This facility may vary from one printer to another.

Printing only odd or even pages

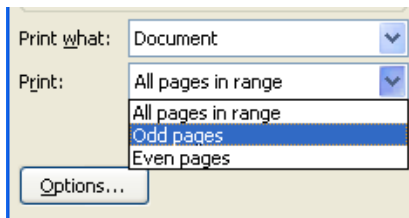
- Some printers are capable of printing on both sides of the paper. These are often called 'duplex printers'. If you need to print on both sides of the paper but your printer only prints on one side of the paper, you can try printing all the odd pages of your document, and after turning the printed document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

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

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

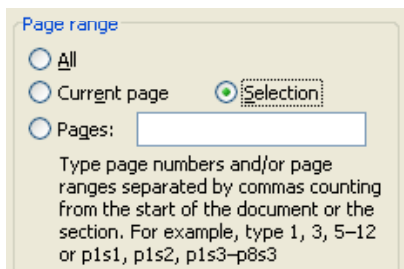


- This will display a dialog box. You should see a **Print** section within your dialog box. Clicking on the **down arrow** next to this option lets you choose to print only odd pages or only even pages.



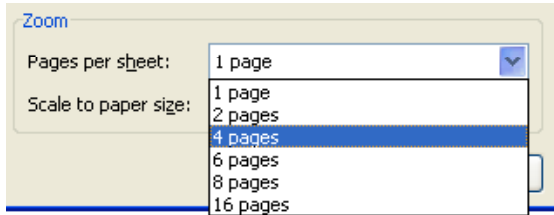
Printing part of a document

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



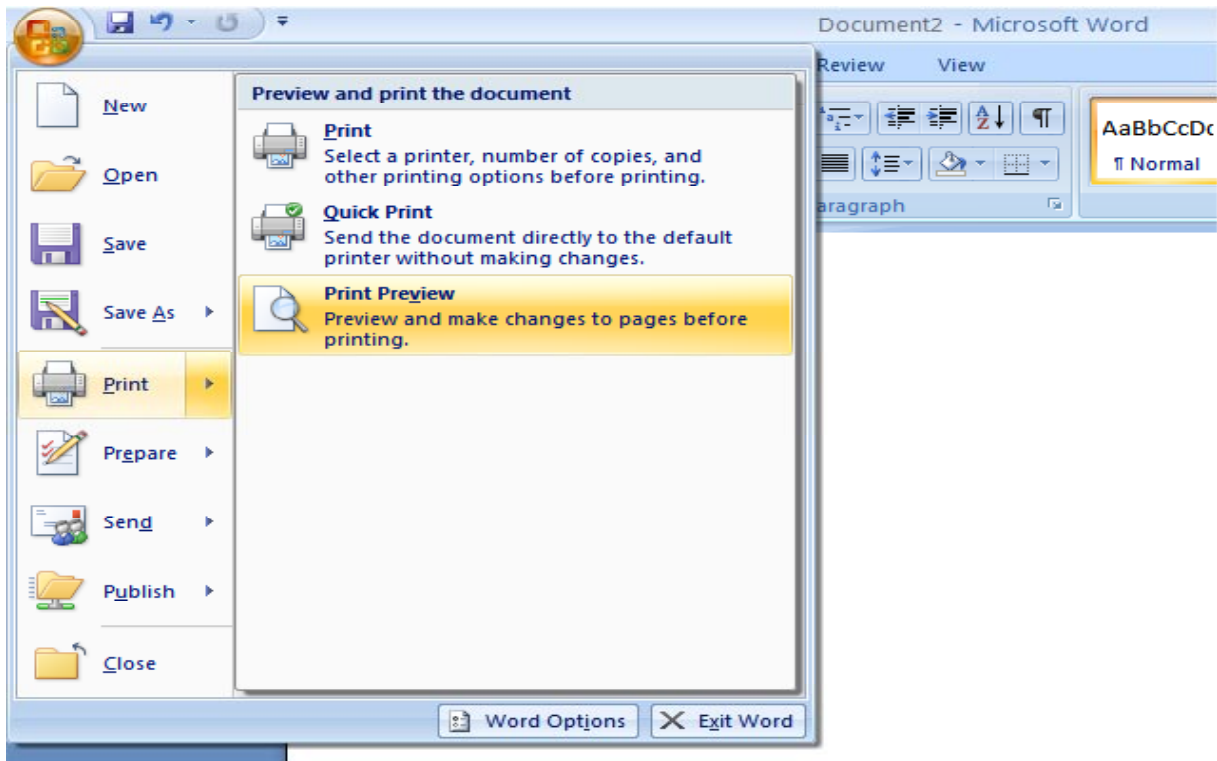
Printing more than one page of a document per printed sheet

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

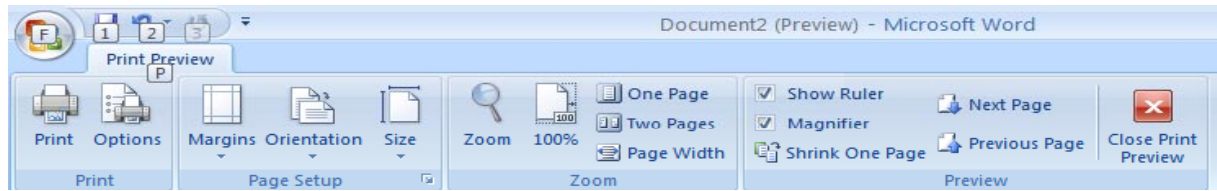


Previewing and printing a document

- It is vital that you get into the habit of previewing a document before you print it. This can save a lot of wasted paper! To preview a document click on the **Office Button** and select the **Print** button. Click on the **Print Preview** button.



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



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