

Membership Course

MS Word 2000 Intermediate

Course Objectives

Generally	The objective of this course is to start to build on your existing knowledge of MS Word. You will be able to use Word's automatic features to speed up document creation and use graphics and other advanced formatting options.
Specifically	On completion of this course, you will be able to:
•	Apply bullets and numbering
•	Add borders, lines and shading
•	Create sections in a document
•	Use Word's proofing and productivity tools
•	Create tables
•	Add graphics, drawings and WordArt to documents
•	Use Word to design web pages and send e-mail

When you have grasped Word's basic features, you can quickly learn to use more advanced tools to create more sophisticated documents.

Word contains many graphics and formatting options that can improve the appearance of office documents and be used to create newsletters, brochures and so on.

Productivity tools such as the spelling checker, an online thesaurus and AutoCorrect features help to speed up the creation of documents and reduce errors.

Word 2000 is designed for use with the internet. You can use Word to create and publish web pages and for e-mail.

Year 2000 Best Practice

It is important that anyone creating or using a Word document understand the year 2000 problem - often referred to as the "Millennium Bug".

Essentially, the year 2000 problem means that if you enter a date using two digits to represent the year, an error could occur in any calculations involving that date. This is true even after the year 2000 has passed.

Year 2000 best practice means learning to always enter a date using four digits for the year, and to create documents that always store and display the date this way.

Word 2000 itself is a compliant application. That means if you enter unambiguous, 4-digit year format dates, no errors will occur. Word uses the **Windowing Technique** to interpret dates entered using a 2-digit year. A 2-digit year less than 30 is assumed to be in the 21st century (for example **31/12/25** is assumed to be **31/12/2025**). Conversely, a 2-digit year equal to or greater than 30 assumed to be in the 20th century (for example, **13/12/31** is assumed to be **13/12/1931**).

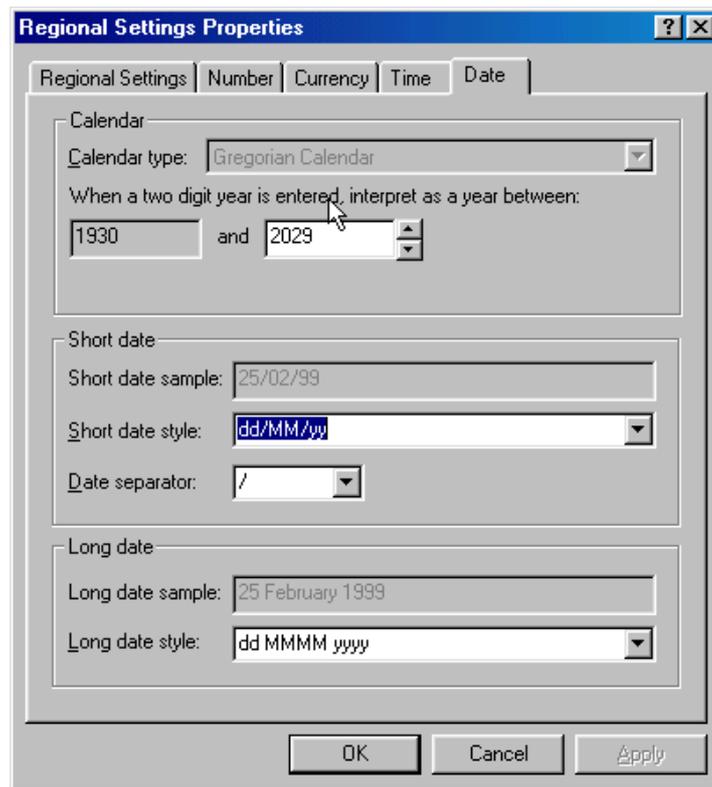
As mentioned above, you should train yourself to always **type in the date using four digits for the year**. However, to make it obvious how Word handles 2-digit years, you should set the **short date style** in **Windows Regional Settings** to a **YYYY** format.

To set the short date format in Windows

- On the **Windows Taskbar**, click the **Start** button 
- Select **S**ettings, then **C**ontrol Panel
- Double-click the **Regional Settings** icon 

The **Regional Settings** dialogue box is displayed.

- Select the **Date** tab



Windows 98 Regional Settings dialogue box - Date tab

Note This dialogue box looks slightly different in Windows 95.

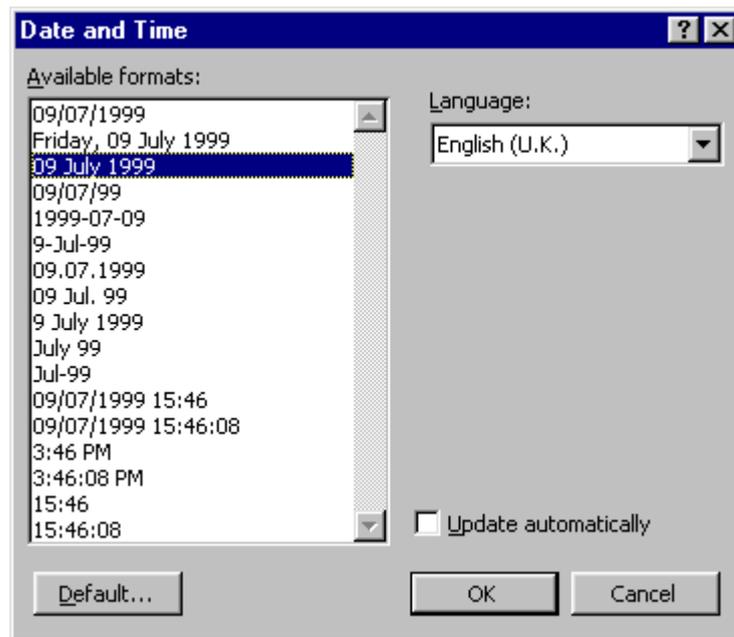
- In the **Short date style** box, type **DD/MM/YYYY**
- Click **Apply**, then click **OK**
- Close the **Regional Settings Properties** dialogue box

To insert 4-digit year dates in documents

When you use a toolbar button to insert the date into a document, the default date style is used. You should make sure that this default is set to a 4-digit year date.

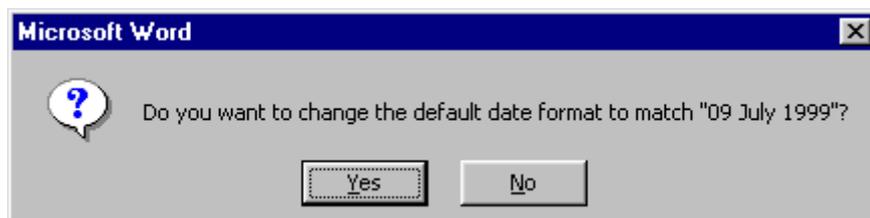
- From the **Insert** menu, select **Date and Time...**

The **Date and Time** dialogue box is displayed.



- From the **A**vailable formats: list box, select a format with a 4-digit year
- Click **D**efault...

A message box is displayed.



- Click **Y**es

Exercises

Reviewing the Basics

- Create a letter based from **Letter Wizard**
- Complete the Wizard steps as follows

Letter Format Click **Date Line:** to show today's date

Recipient Info Ms S Rush, Operations Support
SuperWheels
64 Waddington Street
Great Waddington, WA6 7HY

- Click **OK**

The Wizard creates the letter using the options you selected.

- Enter the following text

With reference to your letter dated 15th March.

I write to inform you that the District Manager, D. Tipper, has not contacted me. I am somewhat dismayed since your letter advised me that contact would be made in the next few days and already a month has elapsed.

I find this quite unsatisfactory.

- Use **Click-and-Type** to enter the following paragraph after the third paragraph

To this end I propose that if no suitable action is made on receipt of this letter, I shall contact the Local Trading Standards Officer and motor organisations for advice.

- Use **Click-and-Type** to enter the following ending

Yours sincerely

I.M Cox

- Switch between **Normal** and **Print Layout** view
- Print the letter
- Save the file as **TRADING STANDARDS** and close

Note MS Office 2000 applications use "intelligent" menus, which are automatically personalised for you based on how often you use certain commands.

This means that the menus you see on screen may not look exactly like the ones shown in this manual. If you cannot see a command on a menu, click the **chevron**  arrows to display all available commands.

Bullets and Numbering

Objectives

Generally	To format lists with bullets and numbers.
Specifically	On completion of this section, you will be able to:
•	Create numbered lists
•	Create bulleted lists
•	Customise bullets
•	Create outline lists

Automatic Bullets and Numbering

Word has a facility to automatically apply numbers and bullet points to paragraphs. The numbering feature is "intelligent". If you enter a number, the next consecutive number is applied to the next paragraph. The advantage of using the automatic numbering feature is that the numbers will automatically change when paragraphs are inserted, deleted or reordered in the numbered section of text.

To apply bullets and numbering using automatic entry

- Type a number for numbered lists or ***** for bullet points
- Press the **Tab** key or **Space Bar**
- Type the required text and press **Enter**

The following paragraph will automatically be numbered or bulleted.

- Press **Enter** twice to finish the list

Tip	You can also finish the list by pressing Backspace to delete the last number or bullet in the list.
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Applying Bullets and Numbering to Text

To apply bullets and numbering from the Formatting toolbar

- Select the paragraphs to which to apply bullets or numbers
- Click the **Bullets** button  or the **Numbering** button 

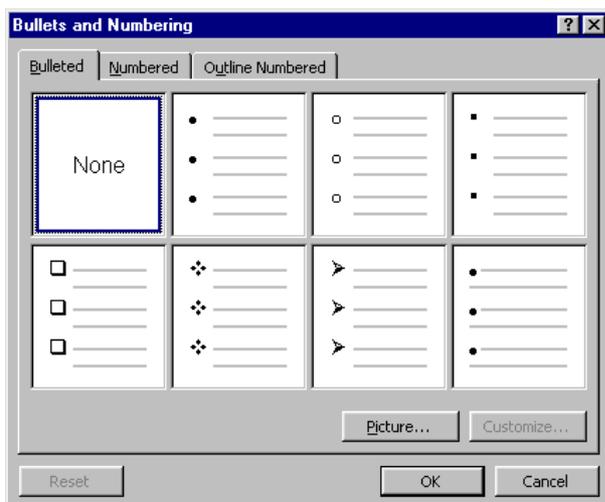
Note Bullets and numbering are paragraph formats. Press **Enter** to create a new paragraph with the same bullet or the next number.

Tip Where sequential numbering is required but not all paragraphs are to be numbered, select all of the paragraphs starting from the one where numbering begins to the one where numbering ends. Apply numbering to all of the paragraphs, then switch it off on the paragraphs where it is not required by selecting the paragraph(s) and clicking the **Numbering** button.

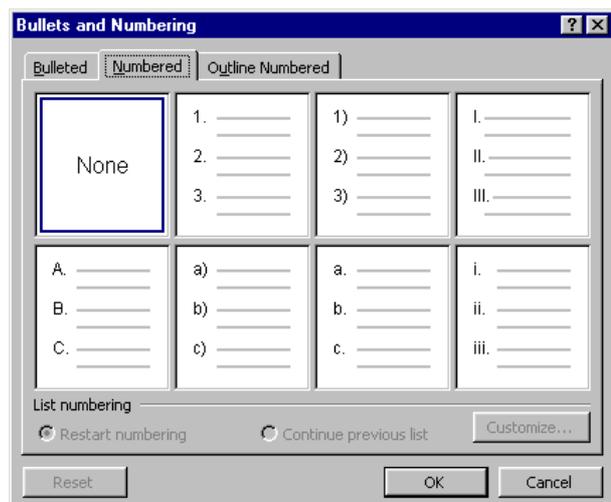
To apply bullets or numbering from the menu

- Select the paragraphs to which to apply bullets or numbers
- From the **Format** menu, select **Bullets and Numbering**

The **Bullets and Numbering** dialogue box is displayed.



Bulleted dialogue box



Numbered dialogue box

- Select the **B**ulleted or **N**umbered tab
- Select a bullet or numbering style

- Click **OK**

 To display the **Bullets and Numbering** dialogue box click the **right** mouse button in the text area and select **Bullets and Numbering...**

Note You can remove all indents, bullets and numbering from a paragraph by selecting the paragraph and pressing **Ctrl + Q**.

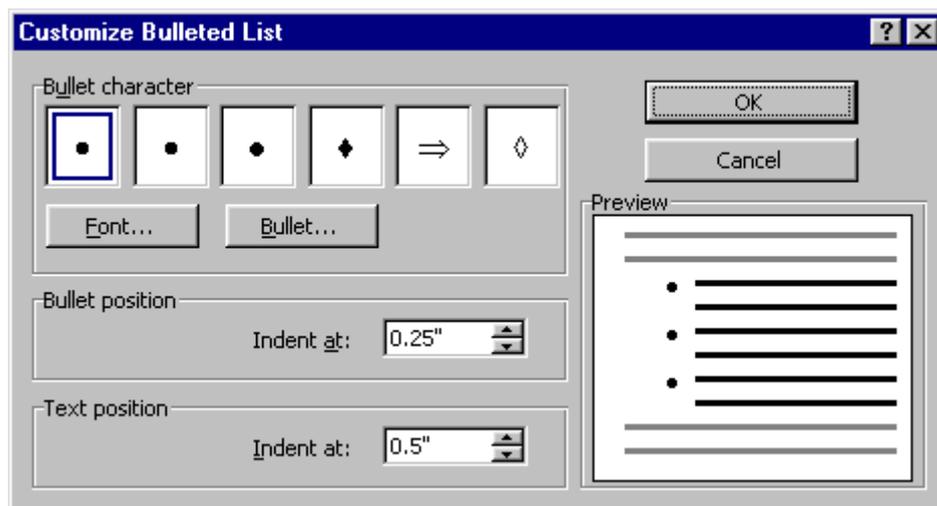
Customising Bullets

You can change the character used for the bullet, or use a picture bullet, and adjust the distance of the bullet from the edge of the page and the distance of text from the bullet.

To change the style of bullets

- Select the paragraphs to which to apply bullets or numbers
- From the **Format** menu, select **Bullets and Numbering...**
- Select one of the bullet styles to customise
- Click **Customize...**

The **Customize Bulleted List** dialogue box is displayed.



- Click the **Font...** button to select a different font style
- Click the **Bullet...** button to select a different bullet character

- Under the **Bullet position** panel, select how far you want the bullet character to be indented from the edge of the page
- Under the **Text position** panel, select how far you want the text to be indented from the bullet

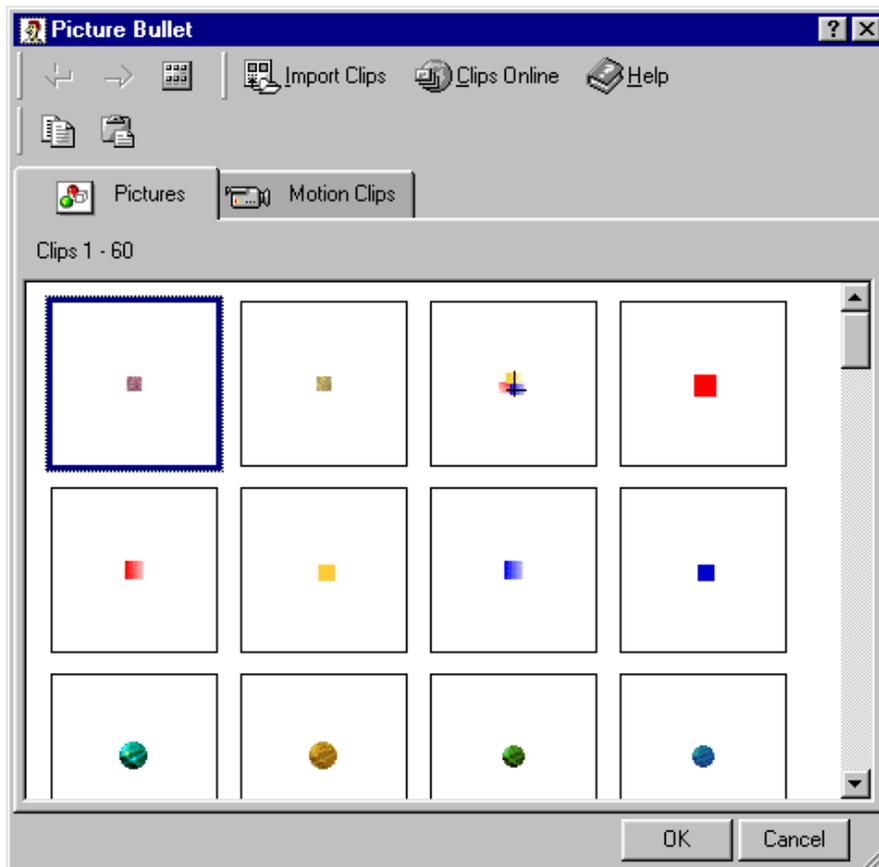
The results of the options you select are displayed in the **Preview** panel.

- Click **OK**

To use picture bullets

- From the **Bullets and Numbering** dialogue box, select one of the bullet styles to customise
- Click **Picture...**

The **Picture Bullet** dialogue box is displayed.



- Browse through the clips then click the picture you want to use
- From the shortcut toolbar, click **Insert Clip** 

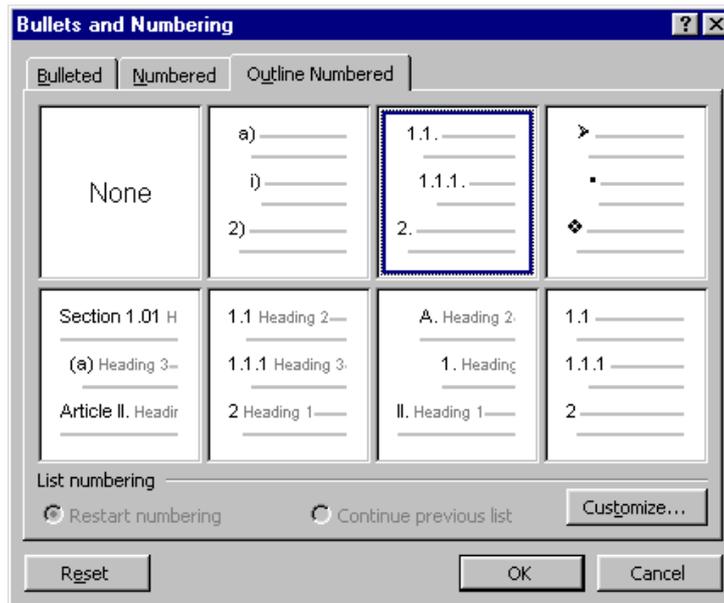
Tip If you want to change the indentation of a picture bullet, use the indent markers on the **Ruler** bar.

Creating an Outline List

You can format lists with up to 9 different outline levels. Each level can be represented by being further indented into the page, by using a numbering system, or by using different bullet characters.

To create an outline list

- From the **Format** menu, select **Bullets and Numbering...** then select the **Outline Numbered** tab

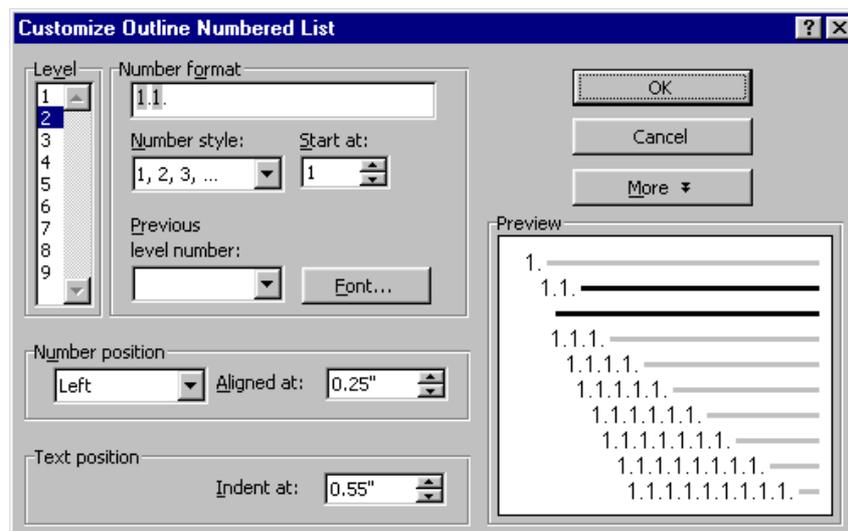


- Select the number style you want

If you do not like any of the default styles, you can customise one to suit.

- Click the **Customize...** button

The **Customize Outline Numbered List** dialogue box is displayed.



- Select **Level 1**
- In the **Number format** box, type in any characters you want to appear around the outline numbers (full stops, dashes, spaces and so on)
- Set a **Number style**: by selecting an option from the list box

Tip You can create an outline bullet list by selecting a bullet character from the **Number style** list box.

- Use the **Font** button and the **Number/Text position** boxes to set formatting options

The results of the options you select are displayed in the **Preview** panel.

- Select the next outline level and set the options you want
- Repeat for each outline level you need then click **OK**
- Type the first line of your outline list then press **Enter**
- To change the outline level, on the **Formatting** toolbar, click **Increase Indent**  or **Decrease Indent** 

Tip You can also use the keyboard to set a lower (**Tab**) or higher (**Shift** + **Tab**) outline level. For the SpeedKeys to work, from the **Tools** menu, select **Options** then the **Edit** tab. Make sure the **Tabs and backspace set left indent** box is checked.

To create an outline list from existing text

- Select the paragraphs to which to apply bullets or numbers
- From the **Format** menu, select **Bullets and Numbering...** then select the **Outline Numbered** tab
- Select the number style you want
- Set different outline levels by selecting each line and clicking **Increase Indent**  or **Decrease Indent** 

Exercises

Working with Bullets and Numbering

- Open **INDENTS**
- Number all the paragraphs
- Add the following paragraph between **Majorca** and **Italy**

RHODES - A gift from Zeus to the sun god Helios, Rhodes is blessed with everything from ancient temples to Crusader castles, fabulous beaches to lively nightlife. Bustling Rhodes Town is the best preserved walled city in Greece.

- Move the **Mainland Spain** paragraph to the beginning of the document
- Use the **Bullets and Numbering** dialogue box to change the number style for the whole document
- Change all the numbers for bullets
- Use the **Bullets and Numbering** dialogue box to change the bullet style for the whole document
- Remove all the bullets
- Apply an outline numbering style to all the paragraphs
- Decrease the outline level of paragraphs 2, 3, 5 and 6
- Customise the outline numbers so that the first level number appears as a number in bold and the second level appears as an indented picture bullet
- Save the file and close it

Exercises

Automatic Numbering

- In a new blank document, type the following

Word provides many exciting features including the following:

- Press **Enter** twice then type **1** followed by a full stop
- Press the **Tab** key then type "Indents"
- Press **Enter** and note how the next paragraph is automatically numbered
- Type "Paragraph Numbering"
- Press **Enter**
- After the next paragraph number, type "Bulleted Lists"
- Press **Enter**
- Press **Backspace** to remove the paragraph number from point number **4**
- Save the file as **NUMBERS** then close it

Borders, Lines and Shading

Objectives

Generally	To emphasise headings or text that you want to stand out by applying borders and shading.
Specifically	On completion of this section, you will be able to:
•	Use the toolbars and menu to apply borders and shading
•	Apply lines to paragraphs
•	Apply borders to words and paragraphs
•	Add shading to words and paragraphs
•	Remove lines, borders and shading from words and paragraphs

Word provides many features similar to that of a desktop publishing program.

One of these features is the ability to draw borders and shading around words and paragraphs. There are over 150 border styles available including 3-D and multiple line borders. Paragraph borders can be applied to any of the four sides selectively, with a different style on each side.

These effects are useful in newsletters, brochures and so on, where you want to draw the reader's attention to an item of text.

Adding Borders

Borders can be added to paragraphs and character selections. You can apply lines to any or all sides of a paragraph, but characters can only have borders added all the way around.

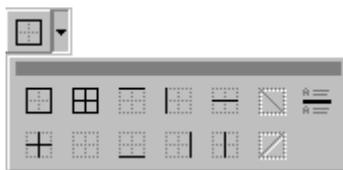
To add borders using the **Border** toolbar

- Select the word(s) or paragraph(s) to which you want to apply borders
- On the **Formatting** toolbar, click **Border**  to apply the border style showing on the button

OR

- Click the down arrow on the **Border** button 

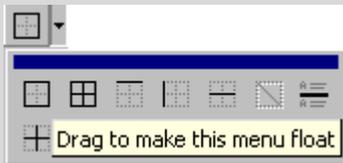
The **Borders** toolbar is displayed.



- Select the appropriate button for the position of the line or border (for example, top, bottom, left, right, or outline)

Note The line style applied will depend on the last one selected from the **Standard** toolbar **Tables and Borders** button, or the **Format** menu **Borders and Shading...** option.

Tip Drag the **Borders** toolbar down onto the screen for repeated use.



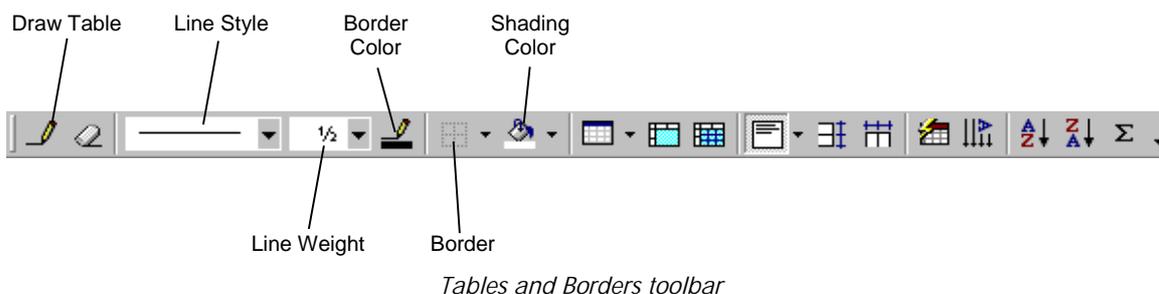
Click the **Close** button  on the **Borders** toolbar to hide it when you have finished using it.



To add borders and shading using the Tables and Borders toolbar

- Select the word(s) or paragraph(s) to which you want to apply borders/shading
- On the **Formatting** toolbar, click **Tables and Borders** 

The **Tables and Borders** toolbar is displayed.



- Click the down arrow on the **Line Style** box  and select a line style

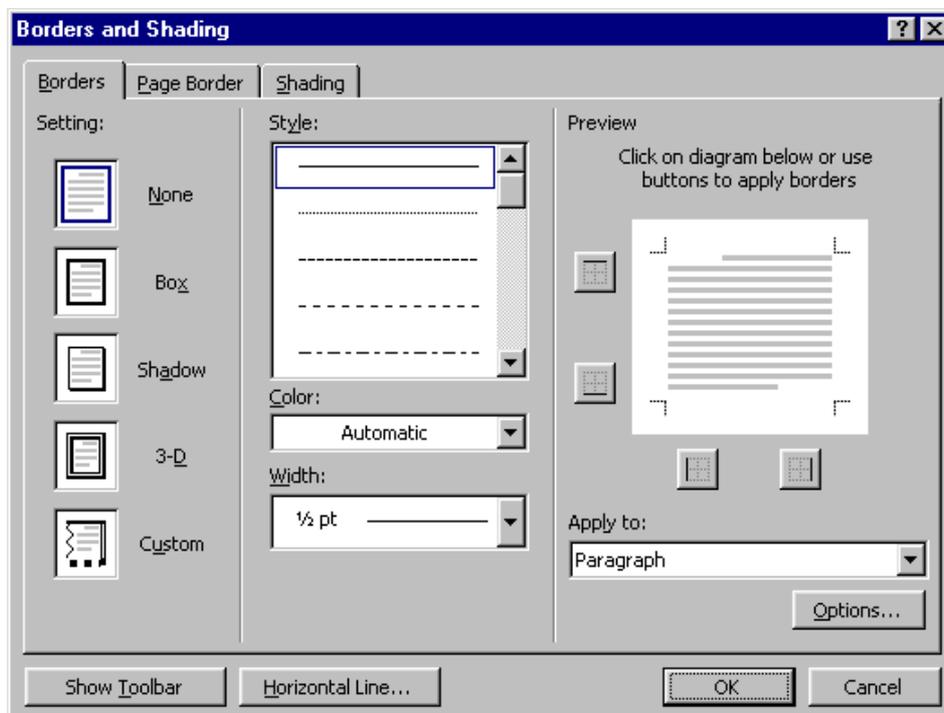
- Click the down arrow on the **Line Weight** box  and select a line weight
- Click the **Border Color** button  and select a border colour
- Click the down arrow on the **Border** button  and click which border(s) - outside, top, bottom, left, right and so on - to apply the new styles to
- Click the down arrow in the **Shading Color** button  and select a shading colour

Note When the **Tables and Borders** toolbar is displayed the **Draw Table** button is active, and the mouse pointer is a pencil shape . Click the **Draw Table** button  to return the mouse pointer to its normal shape. This will allow you to continue editing the document while the **Tables and Borders** toolbar is displayed.

- Click the **Close** button  on the **Tables and Borders** toolbar to hide it when you have finished using it

To add borders using the menu

- Select the word(s) or paragraph(s) to which you want to apply borders/shading
- From the **Format** menu, select **Borders and Shading...**



Borders and Shading dialog box

- Select the **Borders** tab

- From the **Setting:** panel, select a border style
- From the **Style:** list, select a line style
- From the **Color:** list box, select a border colour
- From the **Width** list box, select a line thickness
- From the **Apply to:** list box, select the extent of the effect (text only, whole paragraph, picture)

Your chosen settings are displayed in the **Preview** panel.

- If **Apply to:** is set to **Paragraph**, click the **Preview** picture or the option buttons around it to customise the border (for example, to remove a line on one side only)
- Click **OK**

To add shading using the menus

- Select the word(s) or paragraph(s) to which you want to apply borders/shading
- From the **Format** menu, select **Borders and Shading...**
- From the **Borders and Shading** dialogue box, select the **Shading** tab
- From the **Fill** panel, select a fill colour
- From the **Patterns** panel, select a pattern from the **Style** list box
- From the **Patterns** panel, select a pattern colour from the **Color:** list box
- From the **Apply to:** list box, select the extent of the effect (text only, whole paragraph)

Your chosen settings are displayed in the **Preview** panel.

- Click **OK**

Removing Borders and Shading

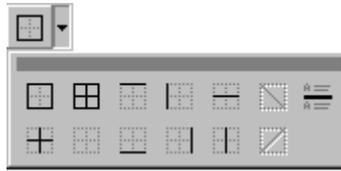
Borders and shading that are applied to whole paragraphs are paragraph formats, which means that when you press **Enter** they are carried down to the next paragraph. Borders and shading that are applied to selected words are text enhancements.

To remove borders

- Select the text to be cleared of borders

- On the **Formatting** toolbar or the **Tables and Borders** toolbar, click the down arrow on the **Border** button

The **Border** menu is displayed.



Borders drop-down menu

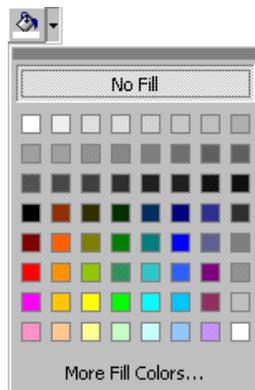
- Select the **No Border** button  in the bottom row

To remove shading

- Select the text to be cleared of shading
- On the **Standard** toolbar, click **Tables and Borders** 

The **Tables and Borders** toolbar is displayed.

- Click the down arrow on the **Shading** colour button
- Select **No Fill** from the **Color** palette



Tip Press **Ctrl** + **Q** to remove all additional paragraph formatting (including borders and shading) or **Ctrl** + **Space Bar** to remove all additional text enhancements (including borders and shading).

Exercises

Working with Borders

- See if you can achieve the following lines and borders

This is a 12.5% shadow border style indented into both the left and right margins.

The CourseWare Company

This is a double border with 5% shading.

This is a shadow border style with a 1½ pt line and 15% shading (Can you achieve the same indentation and bullet style?)

Generally	To emphasise headings or text that you want to stand out by applying borders and shading.
Specifically	On completion of this section, you will be able to:
•	Use the toolbars to apply borders and shading
•	Remove lines, borders, and shading from words and paragraphs

- Print the document
- Save the document as **BORDERS** and close

Working with Sections

Objectives

Generally	To use sections to divide your document up, so that different parts can use different layouts.
Specifically	On completion of this section, you will be able to:
•	Understand the concept of sections
•	Insert a section break
•	Insert a page break
•	Format text in columns
•	Print headers and footers
•	Add automatic page numbering

When you create documents that are more than a few pages long, section formatting can be useful for presenting your text in different ways.

If you want part of your document to have a different page layout from the rest, you must separate that part into a different section. For example, you may want to present a table in landscape orientation in the middle of a report, or you may want part of your document to be in two columns and part to be in single-column format.

Sections also allow you to create different chapters or headings that begin page numbering from 1 (or any other number) each time. Each section may also have different headers and footers.

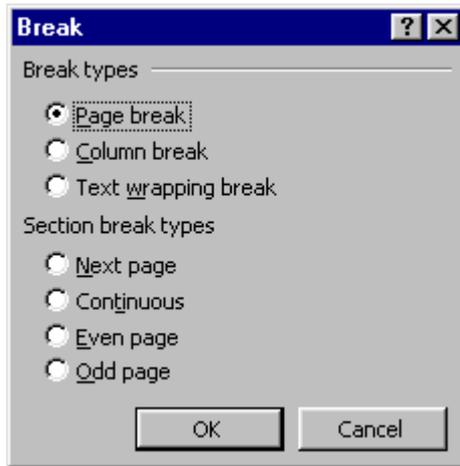
Creating a New Section

You can create new sections in your document as you work or insert them into existing documents. Sections can be created that start in the middle of a page or always on a new page. The current section number is indicated on the **Status** bar alongside the page number.

To enter a section break

- Position the **insertion point** where the section break is to be inserted
- From the **I**nsert menu, select **B**reak...

The **Break** dialogue box is displayed.



Break dialogue box

- In the **Section break types** panel, select an option to begin the next section

Select	To
N ext page	Insert a section break and start a new page
C ontinuous	Insert a section break on the same page
E ven/ O dd page	Insert a section break and start on the next odd or even page

- Click **OK**

A double dotted line with the words **Section Break** is inserted.

.....Section Break (Continuous).....

Example Section Break marker

Tip If applying formatting that requires section breaks (for example, page orientation or columns) to part of an existing document, highlight the text then apply the formatting. Section breaks are created automatically at the start and end of the highlighted text. The text before and after the highlighted section will retain its existing formatting.

To delete a section break

Section breaks control the section formatting of the text that **precedes** it. For example, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting. The last paragraph mark (¶) in the document controls the section formatting of the last section in the document - or of the entire document if it doesn't contain sections.

- Select the section break line

- Press **Delete** or **Backspace**

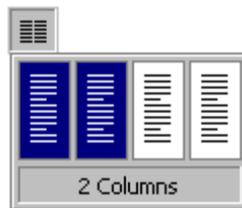
Column Formatting

Using sections, it is relatively easy to create newspaper style columns. Columns can be created before or after text is entered. They may occupy the whole page or only a portion of it.

To create columns from the toolbar

- Select the text to be formatted in columns
- On the **Standard** toolbar, click **Columns** 

The **Columns** menu is displayed.



Columns selector menu

- Click-and-drag to select the number of columns to create

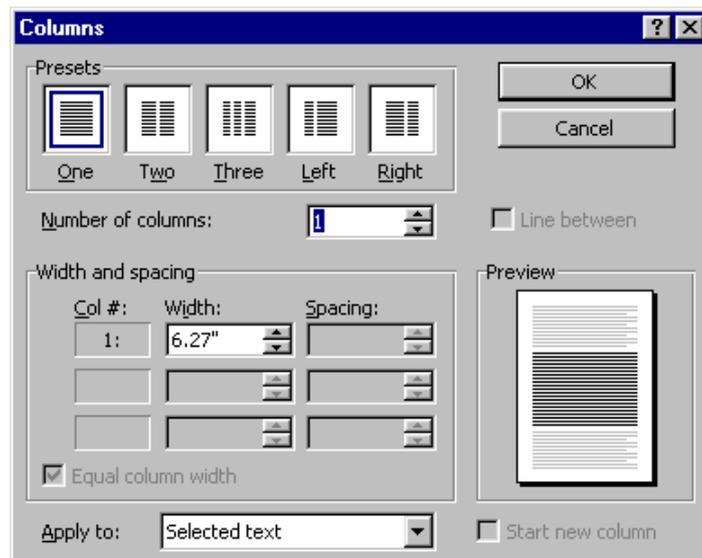
The selected text is formatted into columns. Section breaks are added at the beginning and end of the section. If **no** text is selected the whole section is formatted into columns.

Tip Use **Print Preview** or **Print Layout** view to see the columns side by side on the screen.

To create columns from the menu

- From the **Format** menu, select **Columns...**

The **Columns** dialogue box is displayed.



Columns dialog box

- From the **Presets** panel, select the column style or enter a number in the **Number of columns:** box
- From the **Width and spacing** panel set the width and space between the columns (Uncheck the **Equal column width** check box if you want different size columns)
- Click the **Line between** check box to apply vertical lines to the columns

The selected settings are displayed in the **Preview** panel.

- From the **Apply to:** drop-down list, select what part of the document you want to format in columns
- Click **OK**

To insert a column break

As you type text into a column, when the column fills up text automatically spills into the next column. You can force text into a new column by inserting a column break.

- From the **Insert** menu, select **Break...**
- From the **Break types** panel, select **Column break**

To change the width of columns

When text is formatted in columns the Ruler bar displays the column margins and widths. The column where the insertion point is located will also display the text indents.



Ruler bar showing column margins

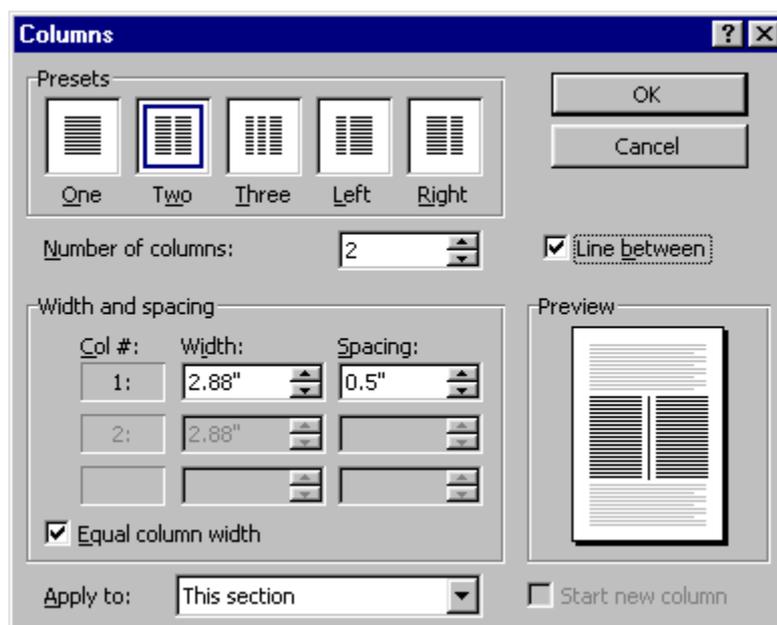
- Position the **insertion point** in the column formatted text
- Click-and-drag the **grid mark** on the column margin to change the column width
- Click-and-drag the **bar mark** on the column margin to change the spacing between columns

Tip Hold down the **Alt** key while dragging to see exact measurements displayed on the **Ruler** bar.

To add lines between columns

You can add or remove lines between columns after they have been created.

- Position the **insertion point** where the line is to be inserted
- From the **Format** menu, select **Columns...**



Columns dialog box

- Turn on the **Line between** option

Headers and Footers

Headers and footers are reserved space in the top and bottom margins of the page. They can be used to print the same information at the top and/or bottom of every page, such as titles and page numbers. The same header and footer can be applied to the whole document or different ones can be applied to individual sections within it.

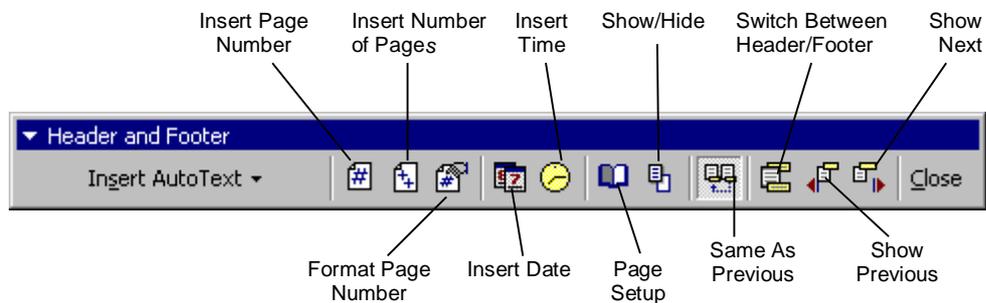
To insert a header or footer

- From the **View** menu, select **Header and Footer**

Word switches to **Print Layout** view and displays the page header and the **Header and Footer** toolbar. A non-printing dashed line encloses the header and footer spaces. Text on the page is faded out.



Page header outline



Header and Footer toolbar

- Enter the header text
- To edit the footer, click **Switch Between Header and Footer** 
- Enter the footer text
- Click **Close**, or double-click in the body text area, to return to the document

The **Header and Footer** toolbar is no longer displayed and the document text is displayed.

Note All of the standard formatting options are available for text in both the headers and footers.

The Header and Footer toolbar

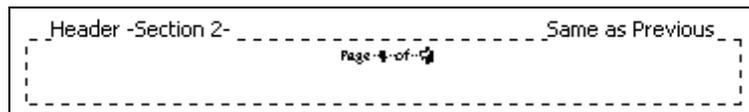
In addition to the text to be printed on each page, the toolbar buttons can be used to enter document information and control the way the headers and footers operate. Click the appropriate button for the action required.

Click	To
	Insert an AutoText entry.
	Insert the current page number at the insertion point. It is useful to type the word Page and leave a couple of spaces before inserting the number (for example, Page 2).
	Insert the total number of pages in the document at the insertion point (for example, Page 2 of 5).
	Display the Page Number Format dialogue box to set the page number formatting options.
	Insert the current date at the insertion point. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Note Remember to use a 4-digit year format.</div>
	Insert the current time at the insertion point.
	Display the Page Setup dialogue box. Use this to set a different header and footer on the first page of the document, or on odd and even pages.
	Show or Hide the body text in the document. The body text normally appears faded while viewing headers and footers. This button hides it completely.
	Toggle Same as Previous mode on and off. This allows headers and footers (and page numbering) to be carried forward from one section to the next, or for each section to have different headers, footers and numbering sequence.
	Switch between the header and footer sections of the page.
	Move to the previous header or footer if the document is split into sections.
	Move to the next header or footer.
	Close Headers and Footers view. Returns to the document. If body text was hidden with the Show/Hide button it is redisplayed. Headers and footers appear faded in Print Layout view, but are not visible in Normal view.

To create different headers and footers in a document

To create different headers and footers within a document it must first be split into separate sections. Each section can have its own header and footer.

When a section is created the headers and footers are automatically linked to the previous section. Unless they are unlinked any changes in one section will affect the other sections also.



Example header in a linked section

- On the **Headers and Footers** toolbar, click **Show Previous**  or **Show Next**  to jump to the start of the correct section
- Select the header or footer to unlink
- Click **Same as Previous** 

The **Same as Previous** message will disappear from the header/footer and it can be changed without affecting the previous section. Any following sections are affected unless they have already been unlinked.

Note When you turn off **Same as Previous** for a footer, the header remains linked and vice versa.

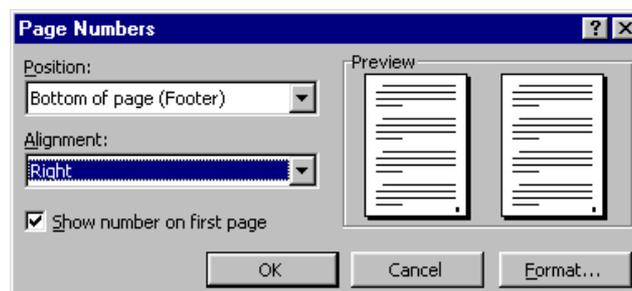
Page Numbering

Automatic page numbers can be inserted in the top or bottom margins of the page as headers or footers. When pages are created or deleted in the document the numbering changes accordingly. The numbers can be formatted in a variety of styles, and from any starting point beginning from 0 (zero).

To insert page numbers

- From the **Insert** menu, select **Page Numbers...**

The **Page Numbers** dialogue box is displayed.



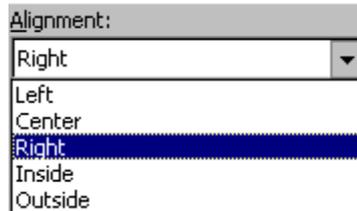
Page Numbers dialogue box

- From **Position:** list box, select either **Header** or **Footer**



Position list box

- From **A**lignment: list box, select the position across the page



Alignment list box

The position of the page number is displayed in the **Preview** panel.

- Click **OK**

Tip The actual number that will print on the page is displayed on the **Status** bar immediately after the word **Page**



It can also be seen in the header or footer in **Print Layout** view.

To format page numbers

At times you may want to use a different numbering format, such as Roman numerals or letters.

- On the **Header and Footer** toolbar, click **Format Page Number** 

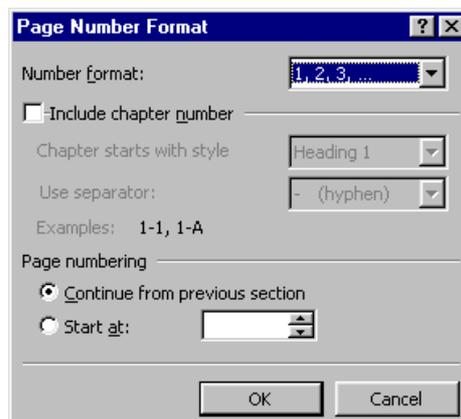
OR

- From the **I**nsert menu, select **P**age **N**umbers...

The **Page Numbers** dialogue box is displayed.

- Click **F**ormat...

The **Page Number Format** dialogue box is displayed.



Page Number Format dialogue box

- From the **Number format:** list box, select the numbering style to be used
- To start numbering from a specific number, enter the number in the **Start at:** box
- Click **OK**

To omit page numbers on the first page of a section

- From the **I**nsert menu, select **P**age **N**umbers...
- Click the **S**how number on first page check box to switch it off

The first page is still counted as page 1, but the number is not displayed.

OR

- On the **H**eaders and **F**ooters toolbar, click **P**age **S**etup 

The **P**age **S**etup dialogue box is displayed with the **L**ayout tab selected.

- Click the **D**ifferent **f**irst page check box

Headers, footers and page numbering are all cleared from the first page. The first page is still counted as page 1, but the number is not displayed.

Exercises

Working with Sections and Columns

- Open **MARKET**
- Move the insertion point to the beginning of the "SELLING TO THE BOOK TRADE" paragraph
- From the **I**nsert menu, select **B**reak
- From the **S**ection breaks panel, select **C**ontinuous
- Make sure the **insertion point** is still at the beginning of the "SELLING TO THE BOOK TRADE" paragraph
- From the **F**ormat menu, select **C**olumns
- Set the **N**umber of Columns to **2**
- Switch on the **L**ine **b**etween check box and click **OK**
- Switch to **P**rint **L**ayout view to see the effect of the formatting
- Move to the beginning of the "HOW CAN YOU HELP TO MARKET YOUR BOOK?" paragraph
- From the **I**nsert menu, select **B**reak
- Select **C**olumn **b**reak and click **OK**
- Save the file
- **U**ndo all of the changes
- Select the four paragraphs of text beneath the subheading "SELLING TO THE BOOK TRADE"
- On the **S**tandard toolbar, click **C**olumns  and select **2** columns
- Repeat for the text under the next subheading
- Save the file as **MARKET2** and close it

Exercises

Working with Headers and Footers

- Open the file **HEADERS AND FOOTERS**
- Insert a footer like this on every page

- Insert a **Section Break (Next Page)** before the "Mainland Spain" title on page 1 to create a separate contents page
- Change the footer so that the company name is **R Grayson Ltd**
- Break the link between sections **1** and **2**
- Remove the footer in the first section
- Add page numbers to the footer in the second section so that it looks like this

- Save and close the document

Proofing Tools

Objectives

Generally	To learn how to check the spelling of a document and correct any mistakes you find.
Specifically	On completion of this section, you will be able to:
•	Correct spelling/typing errors as you type
•	Run a Spelling and Grammar Check
•	Replace misspelled words
•	Ignore words highlighted by the Spelling Checker
•	Add words to your Custom dictionary
•	Use Word's Thesaurus
•	Browse a document in different ways
•	Find and replace text

The Word **Spelling and Grammar Checker** can check the whole document or selections of text. Also, Word can check spelling as you type, underlining text with a wavy red line if it is not in the current dictionary and allowing you to correct it, if required.

Regularly used names, locations, and specialised words that relate to your work can be added to the **Custom dictionary**. These words will no longer be flagged as errors unless you misspell them.

Grammar can be checked as you type or when you run the **Spelling Checker**. This is an optional function that can be switched on or off to suit the kind of document you are working in. There are several type of grammar styles that can be checked for, including Casual, Formal, and Technical.

Incorrect grammar is indicated by underlining text with a wavy green line

For example, the line above is flagged as incorrect grammar because there is no full stop at the end of the sentence. (The error markers would not normally print out).

An online **Thesaurus** is helpful when you are stuck for the right word. The **Find and Replace** feature simplifies updating names or phrases or other text in a document. The browse buttons make searching for certain types of object (page and section breaks or graphics for example) easier in long documents.

Automatic Spell Checking

As you type, Word will automatically check for spelling errors and the **Spelling Checker** icon on the Status bar displays a pencil . When errors are detected as you type, the Spelling Checker icon displays a cross  and the errors are underlined with a wavy red line. When no errors are detected the Spelling Checker icon displays a tick .

To use the automatic Spelling Checker

- Position the insertion point somewhere in the misspelled text
- Double-click the **Spelling Checker** icon 

OR

- Right-click the misspelled word

The **Spelling Checker** shortcut menu is displayed.

- Select the correction from the top of the shortcut menu

To create an AutoCorrect entry while spell checking

AutoCorrect automatically replaces commonly misspelled words and frequent mistakes you add to its list of corrections.

- Position the insertion point over the misspelled text
- Double-click the **Spelling Checker** icon 

The **Spelling Checker** shortcut menu is displayed.

- Select **AutoCorrect**



- Select the correction from the **AutoCorrect** shortcut menu

This misspelled word will be corrected automatically from now on.

Spell Checking Selected Text or the Whole Document

The automatic Spelling Checker is useful to correct single misspelled words as you type, but often you will need to check the whole document or a section of text that has been added or amended. The **Spelling and Grammar** dialogue box works through the selected text or the whole document and stops at each error.

To use the Spelling Checker

- Select a block of text or position the insertion where the spelling check should begin
- On the **Standard** toolbar, click **Spelling** 

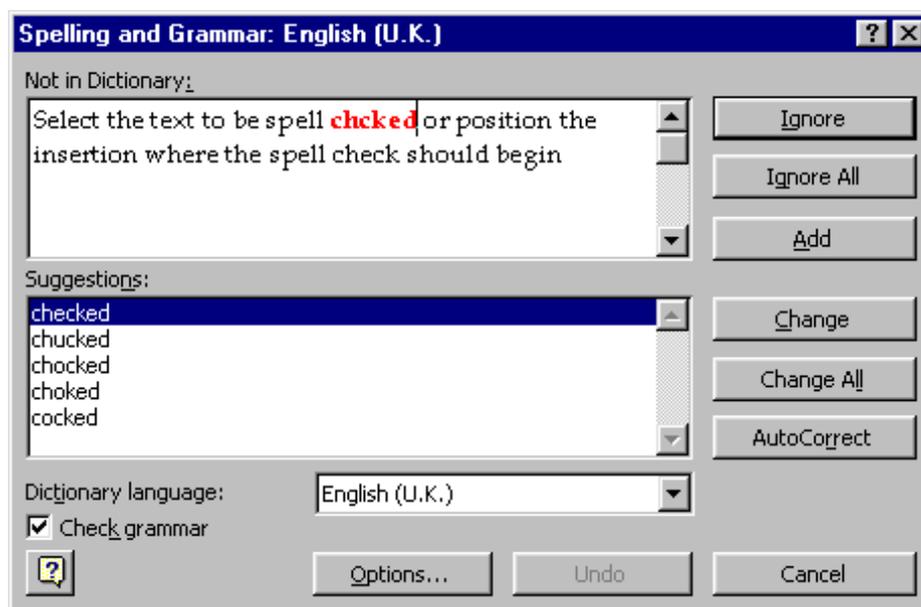
OR

- From the **Tools** menu, select **Spelling and Grammar...** (*SpeedKey: F7*)

OR

- Right-click a misspelled word and from the shortcut menu, select **Spelling...**

The **Spelling and Grammar** dialogue box is displayed.



Spelling and Grammar dialogue box

The error is highlighted in red in the **Not in Dictionary:** box, and also highlighted in the document. A list of possible corrections is displayed in the **Suggestions:** box. Corrections can be selected from the **Suggestions:** list or made by editing the text in the **Not in Dictionary:** box.

- For each word highlighted in the **Not in Dictionary:** box, select the option button to use

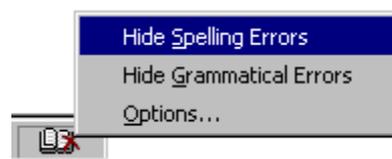
Click	To
Change	Replace the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary: box.
Change All	Change the first and all subsequent occurrences of the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary: box.
Add	Add the word to the Custom dictionary.
Ignore	Leave the word unchanged, but stop at it next time it is found.
Ignore All	Leave the word unchanged, and do not stop at it in any documents until you restart Word.
AutoCorrect	Add the misspelled word and its correction to the AutoCorrect list.

Hiding Spelling and Grammar Errors

The Spelling and Grammar Checker can leave your document covered in red and green wavy lines. You can hide either type of line to tidy the screen display.

- On the **Status** bar, click the **right** mouse button on the **Spelling Checker** icon

The **Spelling Checker** shortcut menu is displayed.



Spelling Checker shortcut menu

- Select the option to hide
- To display errors again, reselect the option

Note To switch the Grammar Checker on or off click the **Check grammar** check box in the **Spelling and Grammar** dialogue box. A tick means it is switched on.

Using the Thesaurus

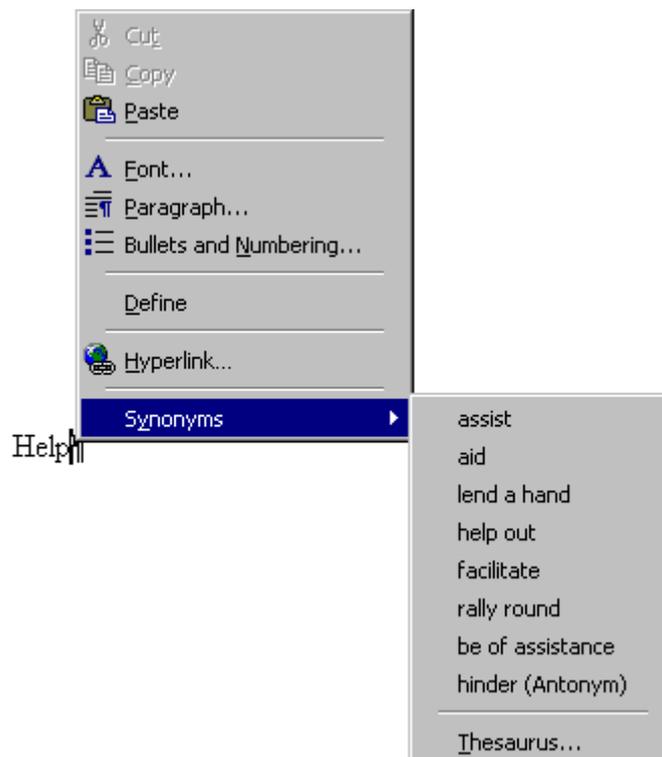
Word's online **Thesaurus** lets you to lookup a word and choose a suitable alternative to replace it. This is very useful when writing a report or long letter and you are continuously using the

same words. If you can't think of an alternative word to use try looking up the word in the Thesaurus and choose a different one to replace it.

To quickly look up an alternative word

- Right-click the word you want an alternative for
- From the shortcut menu, select **Synonyms**

A submenu is displayed containing a list of synonyms.



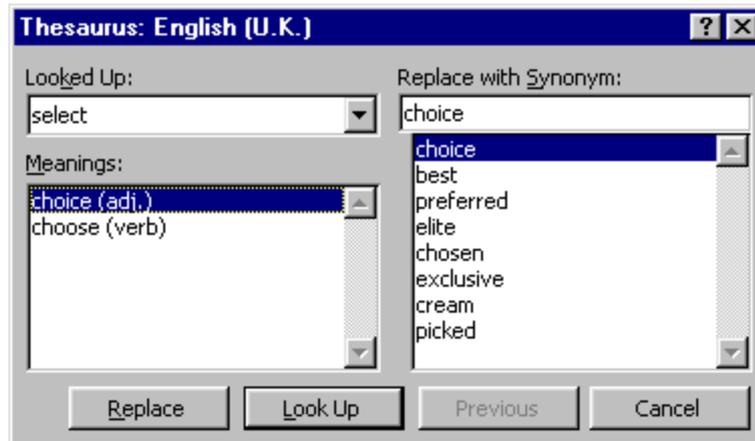
- Select the word you want to use

Note The **Synonyms** command will not appear if the word has been highlighted by the Spelling and Grammar checker.

To look up a word using the Thesaurus

- Select or type a word for which you want to find a synonym, an antonym or related words
- From the **T**ools menu, select **L**anguage and then select **T**hesaurus... (*SpeedKey*: **Shift** + **F7**)

The **Thesaurus** dialogue box is displayed.



Thesaurus dialog box

- In the **Meanings:** list box, select the appropriate meaning
- From the **Replace with Synonym:** list box, select the word you want to use

OR

- Click the **Look Up** button to see a further list of words associated with that particular meaning (Click **Previous** if you want to go back to the list you had before)
- Click **Replace**

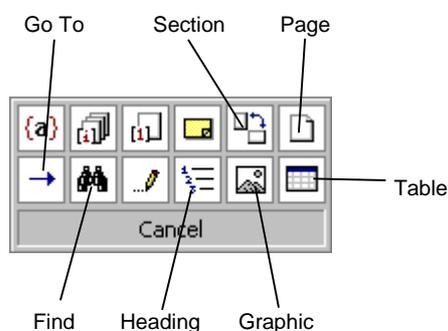
Using Browse

The browse buttons are located towards the bottom right-hand corner of the screen on the vertical scroll bar. The **Browse Selector** button allows you to choose the browse method, and the **Browse** (double-headed arrow) buttons advance to the next item up or down the document.

To use the Browse Selector

- Click the **Browse Selector** button 

The **Browse Selector** menu is displayed. The highlighted method is described at the bottom of the menu.



Browse Selector menu

- Select a browse method

- Click the **up** or **down** browse buttons   to advance to the selected item
- Click the **up** or **down** browse buttons again to advance to the next item

Note Selecting either the **Find...** or **Go To...** commands from the **E**dit menu (or with the keyboard) automatically sets the **Browse Selector** to those methods.

Tip Point to a **Browse** button with the mouse. After a moment a ScreenTip is displayed showing the current browse method.

Go To

Go To allows you to move quickly to any particular page or item in a large document.

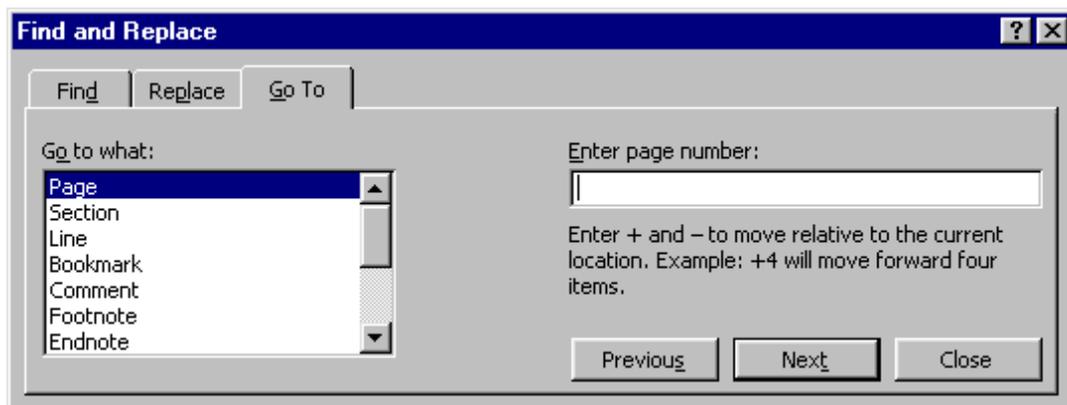
To Go To a specific page or other item

- From the **Browse Selector** menu, click **Go To** 

OR

- From the **E**dit menu, select **Go To...** (*SpeedKey:* )

The **Find and Replace** dialogue box is displayed with the **Go To** tab selected.



Find and Replace - Go To dialogue box

- Select the item to go to in the **Go to what:** list
- Click the **Next** or **Previous** buttons to advance to the selected item
- Click **Close**

OR

- Type the page number (or other item) in the **Enter page number:** box
- Click the **Go To** button

Note Using the **Go To...** command always sets the **Browse** buttons to go to that item (for example a specific page) until another browse method is selected.

Finding and Replacing Text

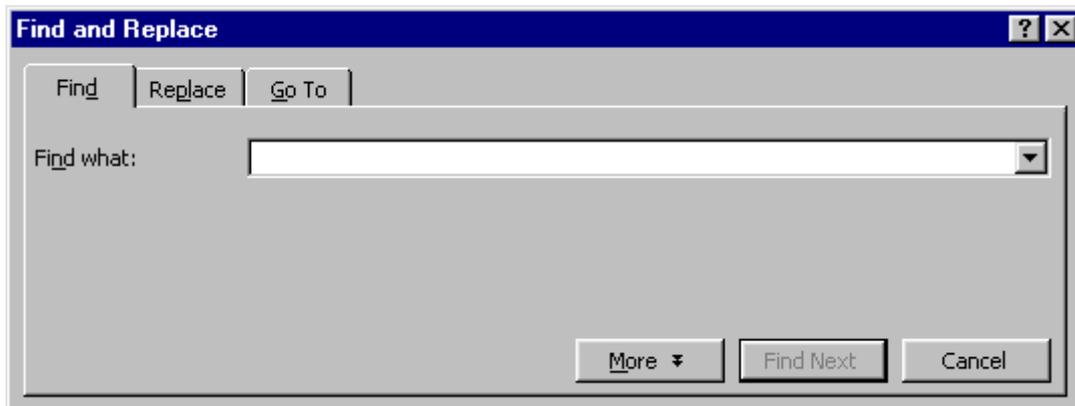
To find a word or phrase

- From the **Browse Selector** menu, click **Find** 

OR

- From the **Edit** menu, select **Find** (*SpeedKey:* **Ctrl** + **F**)

The **Find and Replace** dialogue box is displayed.



Find and Replace dialogue box

- In the **Find what:** box, type the text to be searched for
- Click the **Find Next** button
- Click the **Find Next** button again to find the next occurrence, or if the **Find and Replace** dialogue box is closed, use the **Browse** buttons (*SpeedKey:* **Shift** + **F4**)
- Click **Cancel** to finish

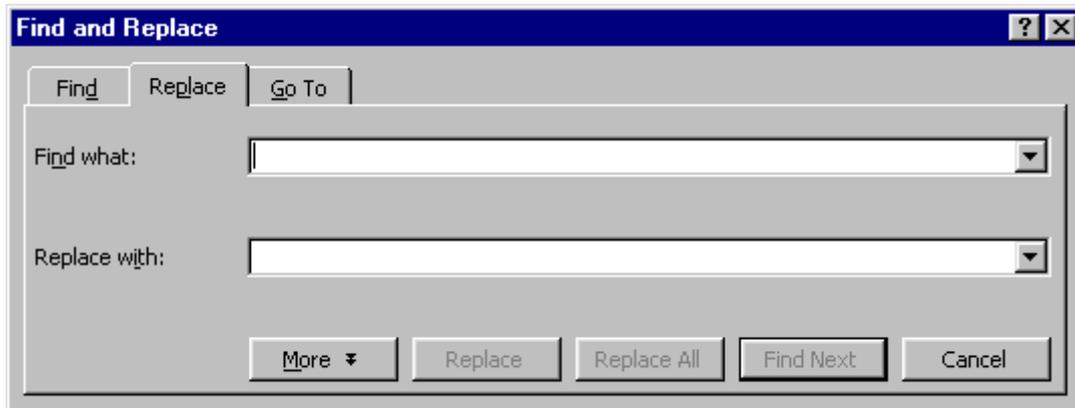
To replace text

- From the **Browse Selector** menu, click **Find**  then from the **Find and Replace** dialogue box select the **Replace** tab

OR

- From the **E**dit menu, select **R**eplace (*SpeedKey*: **Ctrl** + **H**)

The **Find and Replace** dialogue box is displayed.



Find and Replace - Replace dialogue box

- In the **Find what:** box, type the text to be searched for
- Type the replacement text in the **Replace with:** box
- Select **R**eplace to replace the next occurrence only, or **R**eplace **A**ll to replace all occurrences in the document

OR

- Select **F**ind **N**ext to view the next occurrence, then click **R**eplace
- Repeat until all replacements have been made

Note The last **Find** or **Replace** entry is retained and reappears each time you use the command until you exit from Word or change the criteria.

Exercises

Using the Spelling Checker

- Start a new document
- From the **T**ools menu, select **O**ptions
- Click the **Spelling and Grammar** tab and make sure that **Check spelling as you type** is switched on
- Type "Spellinh eror" and note how the two words are red underlined as misspelled
- Right-click "Spellinh" and change it to **Spelling**
- Right-click "eror" and change it to **error**
- Right-click the **Spelling and Grammar Status** icon on the Status bar, click on **Hide Spelling Errors** and **Grammatical Errors** and then right-click again on each option to see spelling and grammatical errors
- Close the file without saving it
- Open **SPELL**
- Click  to start the **Spelling Checker**
- Select **Spell** from the **Suggestions:** list and click **Change**
- Correct the next five words
- When Word highlights "Wiv", in the **Not in Dictionary:** box, double-click on it and type "With" then click the **Change** button
- Add "Evadne" to the dictionary
- Go to the top of the document
- Run the **Spelling Checker** again
- Choose some words within the document and select synonyms from the **Thesaurus** to replace them
- Close the document without saving

Exercises

Using Find and Replace

- Open **REPLACE**
- From the **E**dit menu, select **F**ind...
- Search for "movement"
- When the word is selected, click **C**ancel
- Type "moment" in place of **movement**
- Move to the end of the document

Note the **Browse** buttons should now show in blue.

- Click the upward **Browse** button, and find "movement" again
- Click the **Browse Selector** button and choose **F**ind  from the menu
- Search for "incredibly"
- When the word is selected click **C**ancel
- Type "very" in its place
- Move to the top of the document
- From the **E**dit menu, select **R**eplace
- In the **F**ind what: box, type "cat"
- In the **R**eplace with: box, type "dog"
- Select **R**eplace A**ll**
- Close the **R**eplace dialogue box

Look at the document and note how some undesirable changes have been made. For example, "catalogue" has become "dogalogue" and "catch" has become "dogch".

- Use **E**dit, **U**ndo to undo the replacements
- Select **E**dit, **R**eplace again
- Keep the **F**ind what: and **R**eplace with: text as it is

- This time, click the **Find Next** button
- When Word selects **CATS**, click the **Replace** button
- Replace the next two occurrences
- When Word highlights **catch**, click **Find Next** since you do not want this occurrence of "cat" replaced
- Continue through the document in this way using **Replace** as appropriate and **Find Next** when you do not want to replace a word
- Now **Replace All** occurrences of "dog" with "cat"

Productivity Tools

Objectives

Generally	To introduce the features within Word which can help to speed up daily tasks.
Specifically	On completion of this section, you will be able to:
•	Create and insert an AutoCorrect entry
•	Create and insert an AutoText entry
•	Use AutoFormat
•	Apply Styles
•	Create Envelopes and Labels

Word provides several automatic features that allow you to carry out everyday tasks quickly and efficiently. **AutoCorrect** automatically corrects common typing errors and speeds up the insertion of symbols. **AutoText** allows you to enter frequently typed text simply by pressing assigned keys. **AutoFormat** recognises certain text entries and automatically reformats them.

Styles help you to format text quickly and consistently. The **Envelopes and Labels** wizard helps you create mailing labels by automatically arranging the text to fit different envelope and label sizes.

AutoCorrect

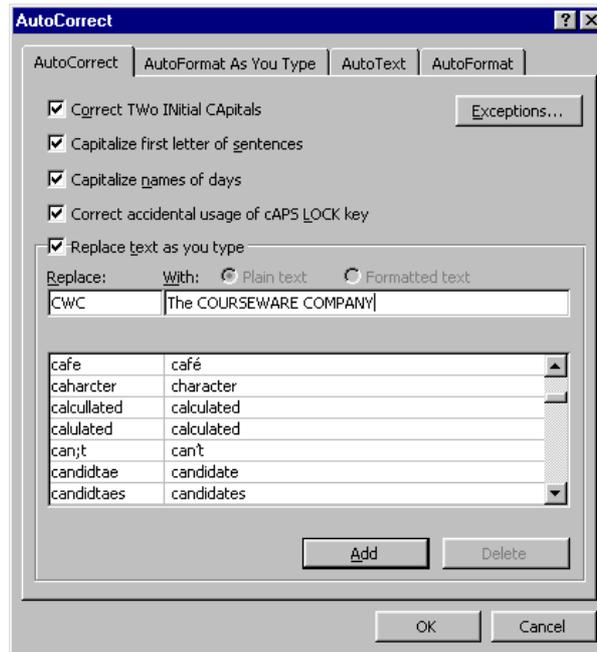
AutoCorrect automatically corrects text as you type. For example, you may repeatedly misspell commonly used words. You can customise AutoCorrect to recognise and correct specific words you mistype regularly.

AutoCorrect contains a list of predefined typing errors and you can add your own common mistakes. There is also a facility to allow you to set up "exceptions", to prevent unwanted spelling corrections being made.

To create an AutoCorrect entry

- From the **T**ools menu, select **A**utoCorrect...

The **AutoCorrect** dialogue box is displayed.



AutoCorrect dialogue box

- In the **Replace:** box, type either the word as you normally mistype it, or a representative name (This may be up to 31 characters long but must not include spaces)
- In the **With:** box, type the correction or the extended text, including spaces
- Click **A**dd
- Click **O**K

To use AutoCorrect

- Enter the short form (abbreviation) or misspelled word and press **Space Bar**

The replacement word or words are automatically entered into your document

To delete an AutoCorrect entry

- From the **T**ools menu, select **A**utoCorrect...

The **A**utoCorrect dialogue box is displayed.

- From the scrollable list select the entry to delete
- Click **D**elate, then **O**K

AutoText

AutoText is a facility that allows you to store text that you use regularly and retrieve them quickly into your documents. For example, a company name and address or "Yours sincerely" with a name and job title.

While AutoCorrect can be used to store and automatically replace short text items such as names, it can also be used for storing larger amounts of text, from as little as one or two words, lines, or paragraphs up to several whole pages of information. The formatting of the original selection can be retained as well.

To create an AutoText entry

- Select the text (or graphic) you want to store as an **AutoText** entry

Tip To retain the formatting of the selection, include the paragraph marker.

- From the **I**nsert menu, select **A**utoText
- From the **A**utoText submenu, select **N**ew... (SpeedKey: **Alt** + **F3**)

The **Create AutoText** dialogue box is displayed.



Create AutoText dialogue box

- Accept the default name offered or type a new name in the box (This may be up to 32 characters and may include spaces)
- Click **OK**

Tips For quick retrieval of AutoText entries from the keyboard use short names without any spaces.

To insert an AutoText entry into your document using the SpeedKey

If the **AutoText** name is short, use the SpeedKey to insert it.

- Type the **AutoText** name into your document
- Press **F3**

To insert an AutoText entry into your document using the menu

If you cannot remember the **AutoText** name, insert the **AutoText** entry from the menu.

- Position the insertion point where you want to insert the **AutoText** entry
- From the **I**nsert menu, select **A**utoText

A list of **AutoText** names is displayed.



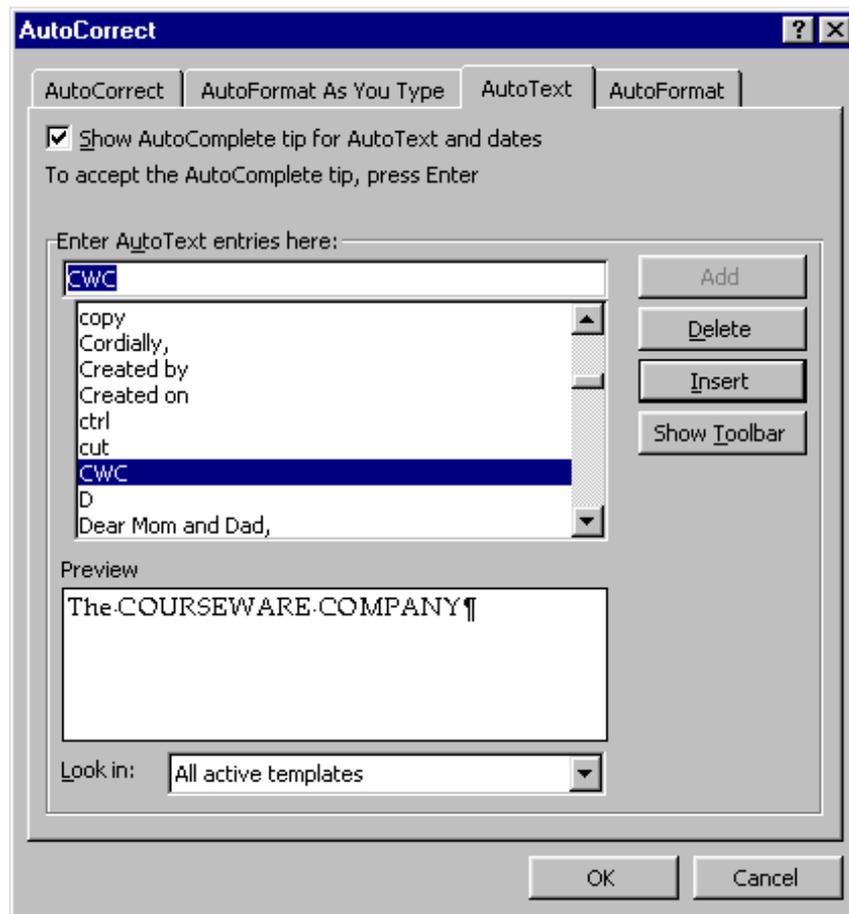
AutoText names list

- Select an entry from the list

To delete an AutoText entry

- From the **I**nsert menu, select **A**utoText
- From the **AutoText** submenu, select **A**utoText...

The **AutoCorrect** dialogue box is displayed with the **AutoText** tab selected.



AutoCorrect - AutoText dialogue box

- Select the entry to delete from the scrollable list
- Click **D**el
- Click **O**K

AutoFormatting

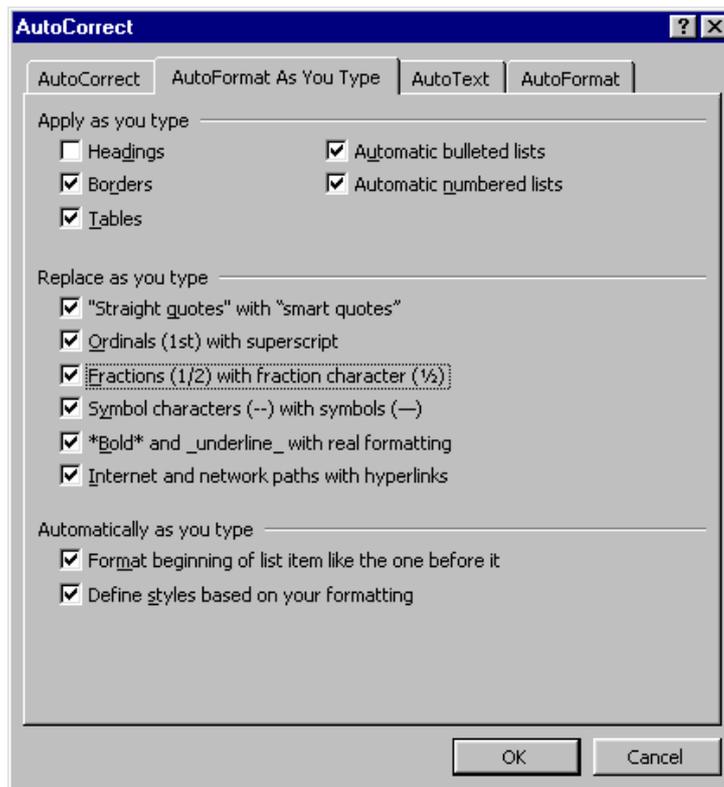
Word can recognise and format a number of frequently used characters and symbols such as "1st 2nd 3rd", and "¼ ½ ¾" as you type. It can also recognise month names and weekdays as you type them in and prompt you with a ScreenTip to complete the entry. It can also be used to quickly enter text enhancements and borders as you type.

To switch on AutoFormat As You Type options

- From the **T**ools menu, select **A**utoCorrect...

The **A**utoCorrect dialog box is displayed.

- Select the **A**utoFormat As You Type tab



AutoCorrect - AutoFormat As You Type dialogue box

- Click the check boxes to switch options on or off
- Click **OK**

Note The **Autoformat As You Type** tab sets options that operate as you enter and edit text. The **AutoFormat** tab sets similar options that can be activated in a single sweep through the document. To apply the **AutoFormat** settings, from the **Format** menu select **AutoFormat...**

To enter ordinal numbers and fractions

- Enter the fraction or ordinal number and press Space Bar

1/4 becomes $\frac{1}{4}$; 1/2 becomes $\frac{1}{2}$; 3/4 becomes $\frac{3}{4}$.

1st becomes 1st; 2nd becomes 2nd; 3rd becomes 3rd; and so on.

To add AutoFormat text enhancements

- Enter an asterisk (*) at the start and end of a word to make it bold

For example, *Bold* becomes **Bold**.

- Enter an underscore (_) at the start and end of a word to make it underlined

For example, _Underline_ becomes Underline.

To add AutoFormat paragraph borders

- Type the **AutoFormat** border characters and press **Enter**
- Enter three consecutive hyphens (- - -) at the start of a paragraph to create a single thin line

- Enter three consecutive equal signs (= = =) at the start of a paragraph to create a double line

- Enter three consecutive tildes (~ ~ ~) at the start of a paragraph to create a thin, wavy line



- Enter three consecutive underscores (_ _ _) at the start of a paragraph to create a single thick line

- Enter three consecutive asterisks (* * *) at the start of a paragraph to create a dotted line



- Enter three consecutive number signs (# # #) at the start of a paragraph to create a decorative line

Applying Styles

A style is a collection of formats you can apply to text. Each style can include attributes such as font, type size and style, spacing, indents and borders. Styles enable you to format your documents quickly and consistently.

There are two types of styles available for you to use: **paragraph** styles and **character** styles.

Paragraph styles can be applied to a minimum of one paragraph. They can contain a combination of any of the formats in the **Text Alignment, Tab Positions, Line Spacing, Borders** and can also contain character formatting.

Character styles can be applied to a minimum of one character. They can contain a combination of any of the character formats - **Font, Font Size, Bold, Italics, and Underline** enhancements and other **special effects**.

To apply a paragraph style

- Position the insertion point in the paragraph you want to change

OR

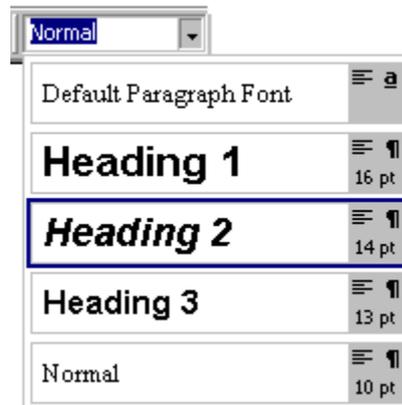
- Select the paragraphs you want to change

Warning Do not select a group of characters in just one paragraph. If you do this, you will apply any character formats in the paragraph style to the selected text. You will not apply the paragraph style.

- On the **Formatting** toolbar, click the arrow on the **Style** list box



A drop-down list is displayed, previewing the key formats associated with the styles available.



Drop-down list of available styles

This Attribute	Represents
Style name indented	Whether text is indented negatively or positively from the left margin
Style name's appearance	The exact formatting of the style (Font sizes of less than 8pt and greater than 16pt are displayed as 8 or 16pt respectively)
Four horizontal lines	Left, right, centred or justified alignment
<u>a</u> (Underlined a)	A character style
¶ (Paragraph mark)	A paragraph style

- Select the style you wish to apply

To apply a character style

- Select the characters you want to change
- On the **Formatting** toolbar, click the arrow on the **Style** list box

A list of styles is displayed. The letter a appears beside character styles.

- Select the style you wish to apply.

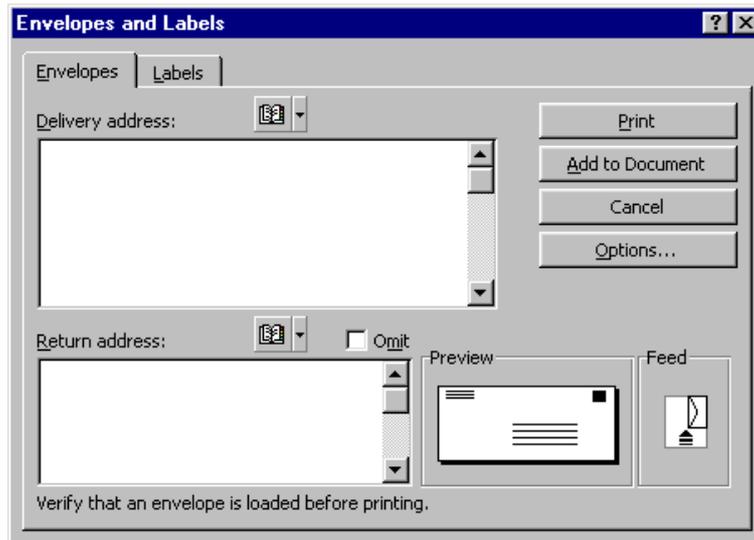
Creating Envelopes and Labels

Word provides an easy way to create envelopes and labels. The **Label and Envelope** wizard arranges address text on the page to print out single or multiple labels on a range label sheets.

To create and print an envelope

- From the **Tools** menu, select **Envelopes and Labels...** then select the **Envelopes** tab

The **Envelope and Labels** dialogue box is displayed.



In the **Delivery address:** box, do one of the following:

- Type the name and address of the recipient or edit the mailing address (which is taken from the top block of text in your document)

OR

- Click **Address Book**  to insert a mailing address from an electronic address book (such as MS Outlook 2000)

In the **Return address:** box, you can accept the default return address or do one of the following:

- Enter or edit a return address.

OR

- Click **Address Book**  to insert a mailing address from an electronic address book

OR

- Omit a return address by selecting the **Omit** check box
- To select an envelope size, the type of paper feed, and other print options, select **Options...**

In the **Envelopes and Labels** dialogue box, do one of the following:

- To print the envelope, insert an envelope in the printer as shown in the **Feed** box, and then click **Print**
- To attach the envelope to the current document, click **Add To Document**
- To modify an existing envelope that's already attached to the current document, click **Change Document**

Note If you add the envelope to the current document, you save it and print the envelope later.

Print one or more mailing labels for a single address

- From the **T**ools menu, click **E**nvelopes and **L**abels..., and then select the **L**abels tab

In the **A**ddress: box, do one of the following:

- Type the name and address of the recipient or edit the mailing address (which is taken from the top block of text in your document)

OR

- Click **A**ddress **B**ook  to insert a mailing address from an electronic address book

If you want to use the default return address, select the **U**se **r**eturn **a**ddress check box, and then edit the address if necessary.

Under **P**rint, do one of the following:

- To print the same address on a sheet of labels, click **F**ull **p**age of the **s**ame **l**abel.
- To print a single label, click **S**ingle **l**abel then type or select the row and column number on the label sheet for the label you want to print
- To select the label type, the type of paper feed, and other options, click **O**ptions

Tip If the type of label you want to use is not listed in the **P**roduct **n**umber box, you may be able to use one of the listed labels, or you can create your own custom labels.

- From the **E**nvelopes and **L**abels dialogue box, select **P**rint

Note To save a sheet of labels for later editing or printing, click **N**ew **D**ocument.

Exercises

Using AutoCorrect

- In a new document type the paragraph *exactly* as it is shown below

WOrd provides a facility called "AutoCorrect" which corrects characters as you type. Frequently mistyped words like teh and adn are automatically changed. You can also change 1/2 to ½ and 1/4 to ¼.

Note how Word automatically corrects **WOrd**, **teh** and **adn** as you type.

- From the **T**ools menu, select **A**utoCorrect...
- Look at the existing **A**utoCorrect entries
- In the **R**eplace: box, mistype your last name
- In the **W**ith: box, type the correct spelling of your last name
- Click the **A**dd button then **O**K
- In your document type the incorrect spelling of your name and watch the result
- Type :-), (tm) and (c) and see the result
- Switch **C**aps **L**ock on and type "cAPS IOCK"
- Is **C**aps **L**ock still on?
- Save the file as **A**UTO and close it

Exercises

Creating and Using AutoText Entries

- In a new blank document, type the letter below

<p>ABC & Sons Valley Road London W1</p> <p>Dear Sir</p> <p>You are invited to attend the launch of our new product range on Friday 25th October at our premises. A full agenda is enclosed.</p> <p>Yours sincerely</p> <p>Your name</p>

- Create a new **AutoText** entry called "add" which contains the following text

ABC & Sons
Valley Road
London W1

- Create a new AutoText entry called "launch" which contains the following text

You are invited to attend the launch of our new product range on Friday 25th October at our premises. A full agenda is enclosed.

- Create a new AutoText entry called "close" which contains the following text

Yours sincerely

Your name

- Create a new blank document and recreate the letter above using the **AutoText** entries you have just created
- At the end of the document apply one of the AutoFormat line styles of your choice
- Enter the following text after the line:

Name: Company:

Contact Number:

I will/will not* be attending the Company launch on Friday 25th October

* Please delete as appropriate

- Create an envelope using **Tools, Envelopes and Labels...** and choose to **Add to Document**
- Preview your document and notice how the document now comprises of an envelope and a letter
- Save and close the document

Exercises

Using Styles

- Open **MARKET2**
- Select the first heading ("MARKETING A BOOK")
- Use the **Style** list box to apply **Heading 1** style
- Apply **Heading 2** style to the following headings

SELLING TO THE BOOK TRADE

SELLING TO THE READER

HOW CAN YOU HELP TO MARKET YOUR BOOK?

- Apply **Heading 3** style to the headings under "HOW CAN YOU HELP TO MARKET YOUR BOOK?"
- Save the document as **MARKET3** then close it

Tables

Objectives

Generally To create and format tables using the **Draw Table** tool.

Specifically On completion of this section, you will be able to:

- Create a table using the **mouse**
- **Erase** table lines using the table eraser
- **Move** the insertion point around in a table
- **Insert** and **delete** columns and rows
- **Change** the **width** of columns and rows
- Change the **alignment** of a table and text within a cell
- **Merge** and **split** cells
- **Modify** cell formats
- Add **borders** and **shading** to a table

Drawing a Table

With the **Draw Table** feature, you can easily create a complex table, for example, one that contains cells of different heights or a varying number of columns per row, similar to the way you use a pen to draw a table.

To draw a table using the mouse

- On the **Standard** toolbar, click **Tables and Borders** 

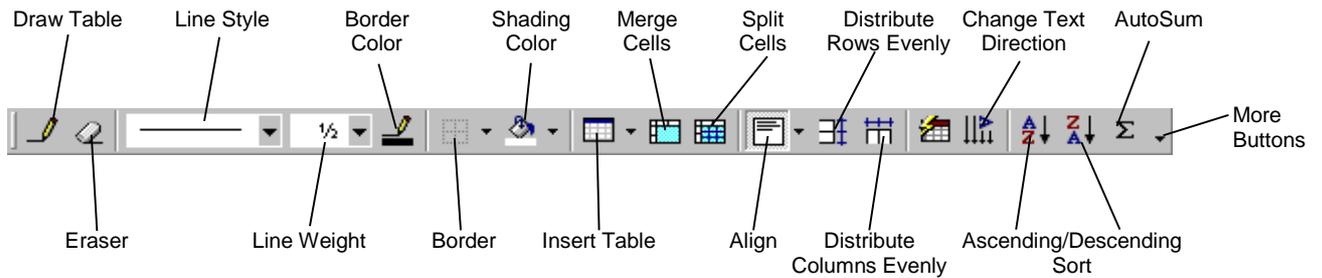
OR

- From the **Table** menu, select **Draw Table**



If you are on a **normal** paragraph click the **right** mouse button and select **Draw Table** from the shortcut menu.

The **Tables and Borders** toolbar is displayed.



Tables and Borders toolbar

The mouse cursor should appear as a pen  (If it does not click the **Draw Table** button )

- Position the pen pointer  where the top-left corner of the table is to begin
- Drag diagonally to where the bottom-right corner of the table is to end
- Release the mouse

A blank box is drawn on the screen.

- Position the mouse on any side of the box where a horizontal or vertical line is required
- Click-and-drag across or down to create the line
- Repeat for each line required in any of the newly formed boxes
- Click the **Draw Table** button to return to editing the document

Tip Tables will be drawn with a plain thin black border. To draw tables with fancy borders or no borders, set the options with the **Line Style**, **Line Weight** and **Border Colour** buttons before drawing the table. These options may also be changed selectively after you have drawn the table.

To erase lines from a table

- On the **Tables and Borders** toolbar, click **Eraser** 

The mouse pointer changes to an eraser.

- Click-and-drag to highlight a line on the table
- Release the mouse to erase the highlighted line(s)

Text in the adjacent cells is combined into the merged cell.

Note Erasing a line joins the two cells either side of the line. Only lines that are joined at the ends can be erased. Lines that are intersected will have the borders removed, but the adjacent cells will remain intact.

Creating a Table

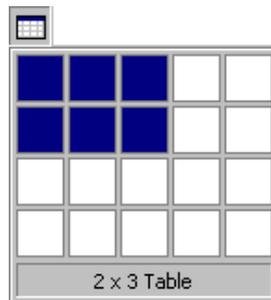
As well as the **Draw Table** tool, you can create a table using the toolbar and menu.

To create a table using the toolbar

- Position the **insertion point** where you want to put the table

Tip You can put tables inside the cells of other tables. This is called **nesting**.

- On the **Standard** toolbar, click **Insert Table** 
- From the drop-down menu, select the number of rows and cells you want



Insert Table drop-down menu

To create a table using the menu

- Position the **insertion point** where you want to put the table
- From the **Table** menu, select **Insert** then click **Table...**

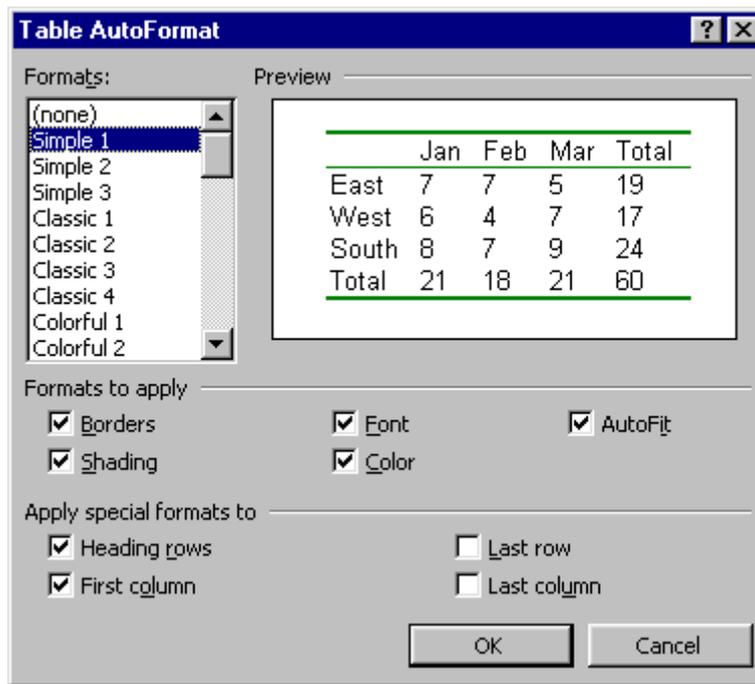
The **Insert Table** dialogue box is displayed.



- In the **Table size** panel, set the number of rows or columns you want
- In the **AutoFit behavior** panel, select an option according to the table below

Select	To
Fixed column width	Create a table where the width of columns is fixed to the size you enter in the spin box. If you select Auto , the table will fill the space between document margins.
AutoFit to contents	Create a table where the columns will automatically resize to contain any text you type in them.
AutoFit to window	If you save your document as a web page, this option creates a table that will resize to fit in the Web Browser's window.

- To format a table quickly, click the **AutoFormat...** button



- From the **Formats:** list box, select a format to apply
- You can turn different options to the table by selecting or deselecting the check boxes

The results of the options you select are displayed in the **Preview** panel.

- Click **OK**
- In the **Insert Table** dialogue box, click **OK** to create the table

Moving the Insertion Point

There are several key strokes which can be used to help move the insertion point around a table, as shown below:

Click	To
The Tab key anywhere in a table except at the end of the last row	Move to the next cell
The Tab key at the end of the last row	Add a new row at the bottom of the table
Shift + Tab	Move to the preceding cell
↑ or ↓	Move to the preceding or next row
Alt + Home or Alt + 7 on the numeric keypad (Num Lock must be off)	Move to the first cell in the row
Alt + End or Alt + 1 on the numeric keypad (Num Lock must be off)	Move to the last cell in the row
Alt + Page Up or Alt + 2 on the numeric keypad (Num Lock must be off)	Move to the first cell in the column
Alt + Page Down or Alt + 3 on the numeric keypad (Num Lock must be off)	Move to the last cell in the column
Ctrl + Tab	Insert a tabbed line of text

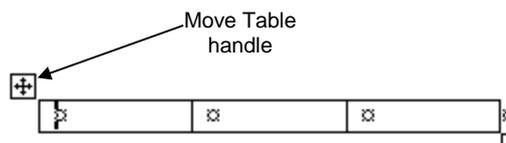
Modifying a Table

Tables in Word 2000 are very flexible to work with. You can move, resize and restructure tables using the mouse or menu commands.

To move a table using the mouse

- In **Print Layout** view, position the mouse cursor over the table

A **Move Table** handle is displayed on the top-left corner of the table.



- Move the cursor over the **Move Table** handle

The cursor will change shape to show a four-way arrow behind the pointer.

- Click the left mouse button and drag the table where you want it to go

Note A dotted outline shows where the table will be placed. You can position a table inside another table.

- Release the mouse button to position the table

Tip You can also move and copy tables (or cells from within tables) using the cut, copy and paste commands.

To change the alignment of a table

- Click in the table to activate it
- From the **Table** menu, select **Table Properties** then click the **Table** tab
- Under **Alignment**, select the option you want

Tip To quickly align a table on a page, select the table (make sure you include the end of row markers), and then use the alignment buttons on the **Formatting** toolbar.

To insert columns and rows

- Select the same number of rows or columns as the number of rows or columns you want to insert
- On the **Tables and Borders** toolbar, click the down arrow on the **Insert Table** button  then select an **Insert** command

OR

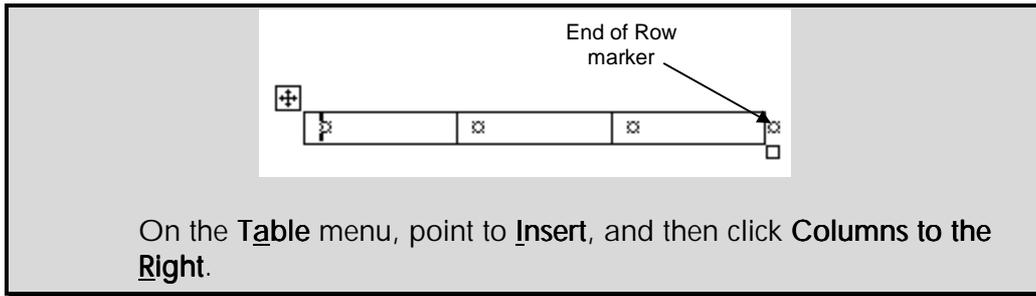
- From the **Table** menu, select **Insert** then select the appropriate command

OR

- Right-click the selected rows or columns and select the option you want from the shortcut menu

Tips You can also use the **Draw Table** tool to draw the row or column where you want.

To add a column to the right of the last column in a table, click between the edge of the table and the last cell marker.



To delete columns and rows

- Select the same number of rows or columns as the number of rows or columns you want to delete
- Click **T**able from the menu and select **D**elete
- Click **C**olumns or **R**ows as appropriate

OR

- Right-click the table and select **D**elete

To change the width of columns

- Select the column you want to alter the width of
- Rest the pointer on the column boundary you want to move until it becomes \leftrightarrow , and then drag the boundary until the column is the width you want

Tip To make the columns in a table automatically fit the contents, from the **T**able menu, select **A**utoFit then **A**utoFit to Contents.

To change the height of rows

- Rest the pointer on the row boundary you want to move until it becomes \updownarrow , and then drag the boundary to increase or decrease the height of the row as necessary

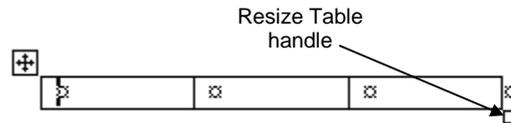
Note To change a column width or row height to a specific measurement, click in a cell then, from the **T**able menu, select **T**able **P**roperties and click the **R**ow or **C**olumn tab. Select the options you want.

Tip To display column width and row height measurements on the **R**uler bar, hold down the **Alt** key as you drag.

To resize a table using the mouse

- In **Print Layout** view, position the mouse cursor over the table

A **Resize Table** handle is displayed on the bottom-right corner of the table.



- Move the cursor over the **Resize Table** handle

The cursor will change shape to show a double-headed arrow.

- Click the left mouse button and drag the table to the size you want

Note A dotted outline shows the new tables new size.

- Release the mouse button to position the table

To change the orientation of text in a cell

Text can be oriented horizontally or vertically in a cell.

Horizontal	Vertical	Vertical
------------	----------	----------

- Select the cell(s) that contains text you want to orientate
- On the **Tables and Borders** toolbar, click **Change Text Direction**  until you get the direction you want

To change the vertical and horizontal alignment of text in a cell

Orientation can be accessed from the alignment toolbar buttons. If your text is orientated vertically, the buttons automatically adjust to give you the correct alignment.

Align Top	Align Middle	Align Bottom
Align Top	Align Middle	Align Bottom

- Select the cell(s) containing the text you want to align
- To align oriented text within the cell, from the **Tables and Borders** toolbar click the **Align** button  (This button will display the last alignment setting you chose)
- Select your choice of alignment from the drop down box options



Merging Cells

Often you will want a heading at the top of a table to be horizontally centred. To achieve this you can join two or more cells together to make one cell.

	Product Sales	
A	B	C

Unmerged cells

Product Sales		
A	B	C

Merged cells

To merge cells in a table

- Select the cells to join, across and or down the table
- From the **Tables and Borders** toolbar, select **Merge Cells** 

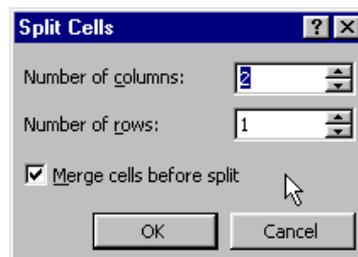
The highlighted cells are merged. Text is combined into the merged cell.

Splitting Cells

Sometimes you will want to split a cell or even a whole column into two to make formatting the contents easier. Splitting can be done either vertically to create extra columns; horizontally to create extra rows; or both.

- Select the cell(s) or column to split
- From the **Tables and Borders** toolbar, select **Split Cells** 

The **Split Cells** dialogue box is displayed.



Split Cells dialogue box

- In the **Number of columns:** box, select the number of columns
- In the **Number of rows:** box, select the number of rows
- Click **OK**

Table Borders

When a table is created, Word places printable borders around each cell. If the table is to be printed without borders, or with only selected borders, you must manually clear the borders that are not to be printed. Gridlines on the screen will still identify the location each cell on the screen.

To add borders and shading using the Tables and Borders toolbar

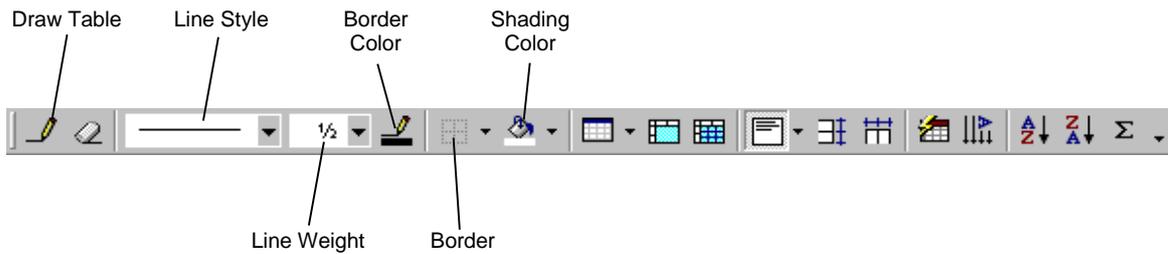
- On the **Standard** toolbar, click **Tables and Borders** 

OR

- From the **Table** menu, select **Draw Table**

 If you are on a **table**, click the **right** mouse button and select **Draw Table** from the shortcut menu.

The **Tables and Borders** toolbar is displayed.

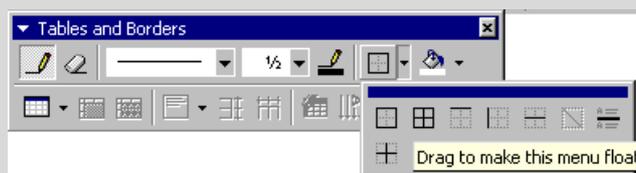


Tables and Borders toolbar

- Select the cells you want to apply border and shading styles to
- Click the down arrow in the **Line Style** box  and select a line style
- Click the down arrow in the **Line Weight** box  and select a line weight
- Click the **Border Colour** button  and select a border colour
- Click the down arrow on the **Border** button  and click which border(s) - outside, top, bottom, left, right and so on - to apply the new styles to
- Click the down arrow in the **Shading Colour** box  and select a shading colour

Note When the **Tables and Borders** toolbar is displayed the **Draw Table** button is active, and the mouse pointer is a pencil shape. Click the **Draw Table** button  to return the mouse pointer to its normal shape. This will allow you to continue editing the document while the **Tables and Borders** toolbar is displayed.

Tip Drag the **Borders** toolbar down onto the screen for repeated use.



- Click the **Close** button  on the **Tables and Borders** toolbar to hide it when you have finished using it

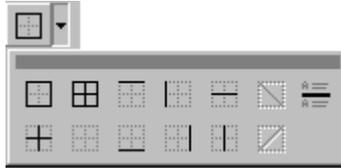
To add borders using the Border toolbar

- Select the cell(s) you want to apply borders to
- On the **Formatting** toolbar, click **Border**  to apply the border style showing on the button

OR

- Click the down arrow on the **Border** button 

The **Borders** toolbar is displayed.



- Select the appropriate button for the position of the line or border (for example, top, bottom, left, right, or outline)

The border is applied to the selected cells.

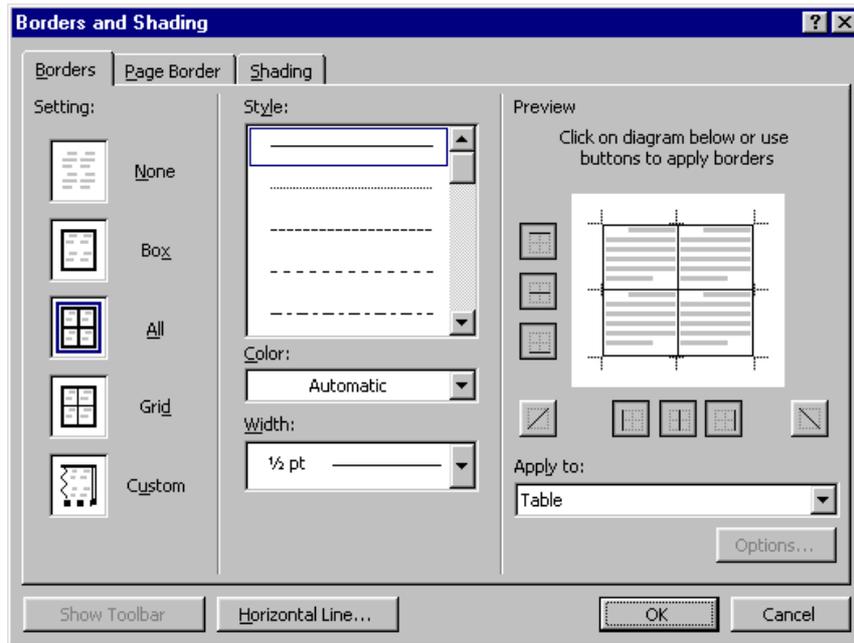
Note The border style (Line Style, Line Weight and Border Colour) is set from the **Tables and Borders** toolbar, or by selecting **Borders and Shading...** from the **Format** menu.

To remove borders and lines

- Select the cell(s) to remove borders from
- On the **Formatting** toolbar or the **Tables and Borders** toolbar, click the arrow on the **Border** button 
- Click the **No Border** button 

To add borders using the menus

- Select the cell(s) to which you want to apply borders/shading
- From the **Format** menu, select **Borders and Shading...**



Borders and Shading dialogue box

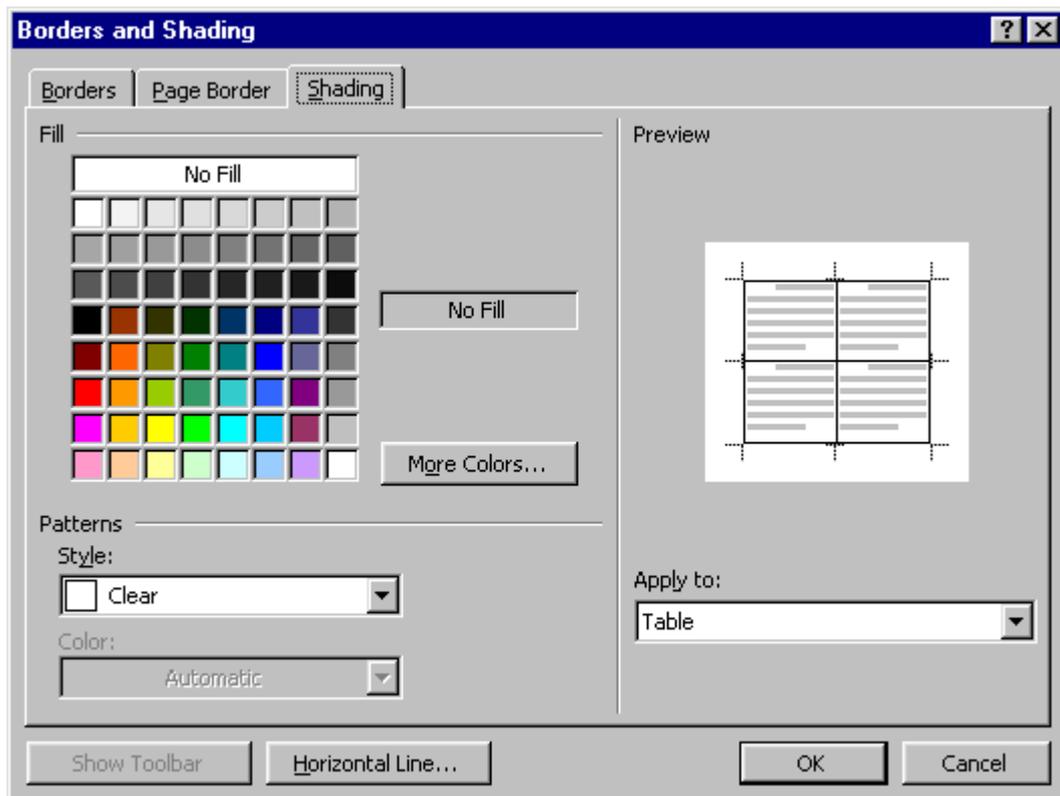
- Select the **Borders** tab
- From the **Setting:** panel, select a border style
- From the **Style:** list, select a line style
- From the **Colour:** list, select a border colour
- From the **Width:** list, select a line thickness

Your chosen settings are displayed in the **Preview** panel.

- Click the **Preview** picture or the option buttons around it to customise the border
- Click **OK**

To add shading using the menus

- Select the cell(s) to which you want to apply borders/shading
- From the **Format** menu, select **Borders and Shading...**
- From the **Borders and Shading** dialogue box select the **Shading** tab



- From the **Fill** panel, select a fill colour
- From the **Patterns** panel, select a pattern from the **Style:** list
- From the **Patterns** panel, select a pattern colour from the **Colour:** list

Your chosen settings are displayed in the **Preview** panel.

- Click **OK**

Exercises

Working with Tables

- Create the table shown below

Objectives	Recommendations	Action
1. To discuss implementation of a Centralised Services Department	System to be evaluated and documented	M Rumble
2. Arrange demos of new system	Two demos: secretaries and directors/managers	R Betts
3. Arrange training in new system	Training should start before change date	To be arranged

- Add a new row at the bottom of the table

4. Arrange Support	Support should be continuous for the next 6 months	IT Staff
--------------------	--	----------

- Create the tables shown below

Widgets Sold Jan-June 1993					
Jan	Feb	March	April	May	June
23	25	26	34	41	23
34	45	45	56	56	63
57	68	70	82	90	104

Household Chores		
	Harry	Hilary
Sun	Washing Up	Ironing
Mon	Hoovering	Dusting
Tue	Polishing	Washing Up
Wed	Ironing	Washing
Thu	Shopping	Watering the Plants
Fri	Feeding the Dog	Polishing
Sat	Cooking	Cleaning the Bathroom

- Save the document as **Tables** then close it

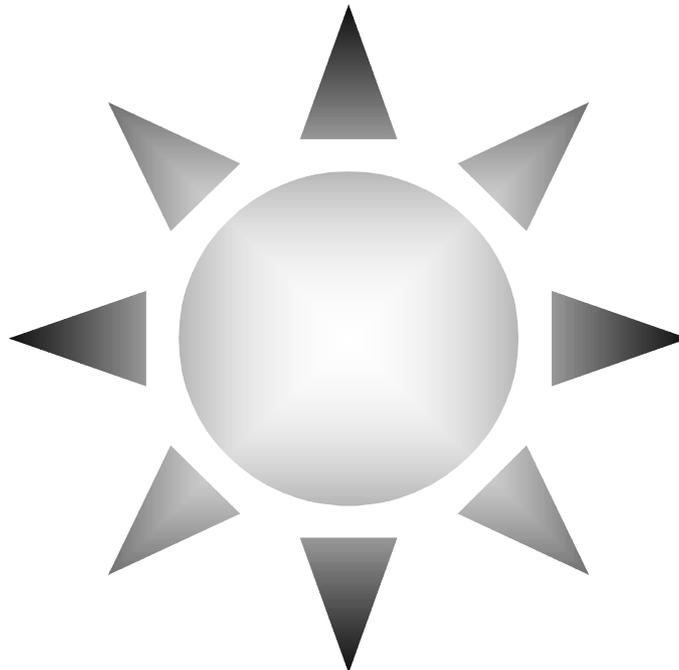
Graphics

Objectives

Generally	To add WordArt and Clip Art objects to documents and make use of the tools on the Drawing toolbar.
Specifically	On completion of this section you will be able to:
•	Insert and format Clip Art objects
•	Draw AutoShapes
•	Use the Drawing toolbar to create pictures
•	Insert and format WordArt text
•	Group , edit and format graphics

Word provides many graphics and drawing tools to greatly enhance your documents and turn them into newsletters, brochures and so on. You can:

- ◆ Draw shapes in your document



- ◆ Add clip art images from the **Microsoft Clip Gallery**



- ◆ Create **WordArt** text

Training

Inserting Clip Art

The **Microsoft Clip Gallery** contains a variety of pictures, sounds and photographs and video clips. It provides a good way to look through and select clips.

To insert clips

- On the **Drawing** toolbar, click **Insert Clip Art** 

OR

- From the **I**nsert menu, select **P**icture
- From the cascading menu, select **C**lip Art...

The **Insert ClipArt** dialogue box is displayed.



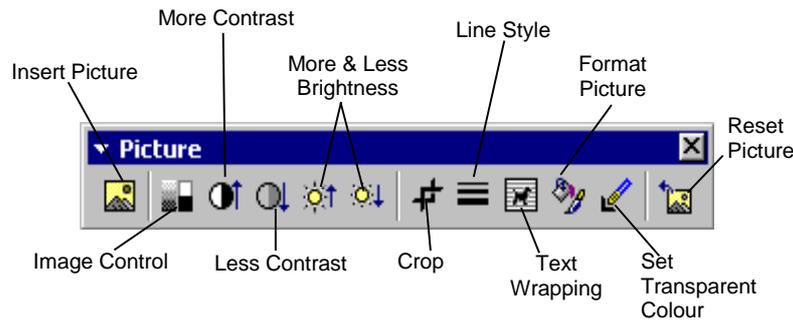
Insert ClipArt dialogue box

- Select the **Pictures** tab if not already displayed
- Select a category from the **Categories** list
- Select the clip you want
- Click **Insert Clip**  on the shortcut bar
- On the **Insert ClipArt Title** bar, click the **Close** button 

The clip art selected is inserted in your document.

Note If you can't find the picture, music, sound, video, or animation clip you want, click  **Clips Online** to connect to **Clip Gallery Live**, a website where you can preview and download additional clips.

To use the Picture toolbar



The **Picture** toolbar is displayed when a picture is selected. The table below explains each tool.

Click	To
 Insert Picture from File	Display the Insert Picture dialogue box.
 Image Control	Display settings that allow you to change the selected graphic object to Greyscale , Black and White , Watermark or Automatic .
 More and Less Contrast	Add or reduce the contrast between the different colours used in the graphic object.
 More and Less Brightness	Lighten or darken the colours used in the graphic object.
 Crop	Enable the cropping tool to allow you to remove sections of the graphic.
 Line Style	Display the Line Style menu for adding a border to the selected graphic object.
 Text Wrapping	Select a different Text Wrapping option to control the way text is placed around the picture.
 Format Picture	Display the Format Picture dialogue box. Set options for crop, contrast and brightness more precisely using the Picture tab.
 Set Transparent Colour	Set one colour in a picture to transparent. This does not work for all types of picture.
 Reset Picture	Return the graphic to its original settings.

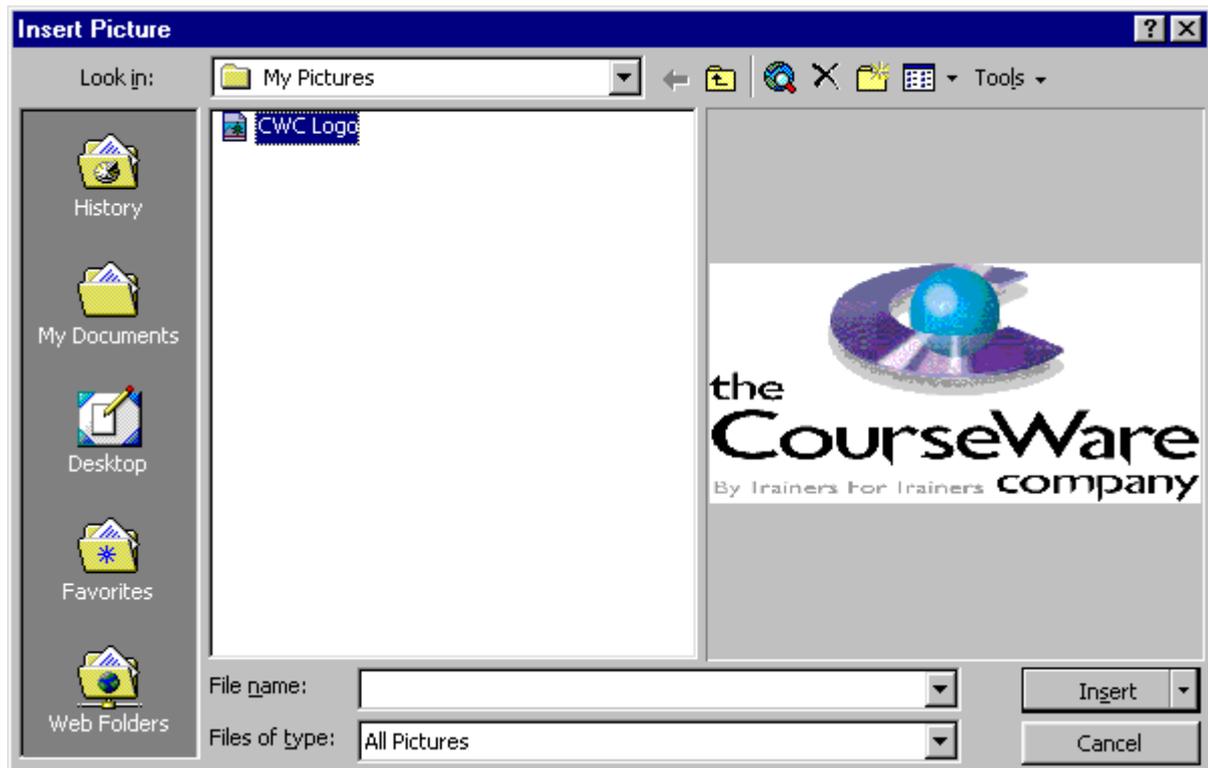
Tip If the **Picture** toolbar is not displayed when you select an object, from the **View** menu, select **Toolbars** then click **Picture**.

To insert other pictures

As well as clip art you can use images that you might have scanned or taken with a digital camera in your documents.

- From the **I**nsert menu, select **P**icture
- From the submenu, select **F**rom File...

The **I**nsert **P**icture dialogue box is displayed.



- In the **F**iles of **t**ype: box, select **A**ll **P**ictures
- In the **L**ook **i**n: box, select the folder containing the picture you want
- Click the file name of the picture you want to insert
- Click **I**nsert

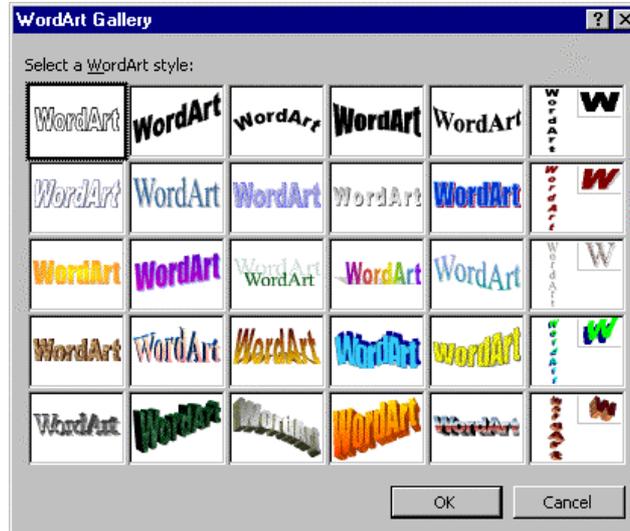
Using WordArt

WordArt is an application that comes with the Microsoft Office suite of applications. It allows you to format text using exciting special effects. WordArt works well on titles or words that require a lot of emphasis in a document.

To create a WordArt object

- From the **Drawing** toolbar, click **Insert WordArt** 

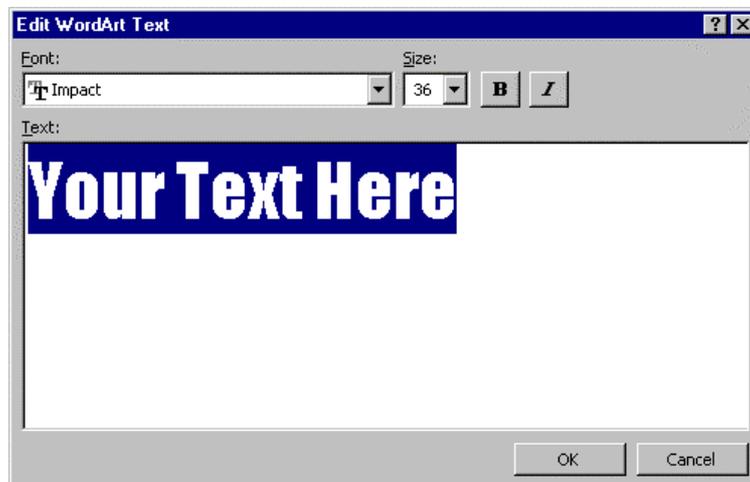
The **WordArt Gallery** dialogue box is displayed.



WordArt Gallery dialogue box

- Select from the options displayed, click **OK**

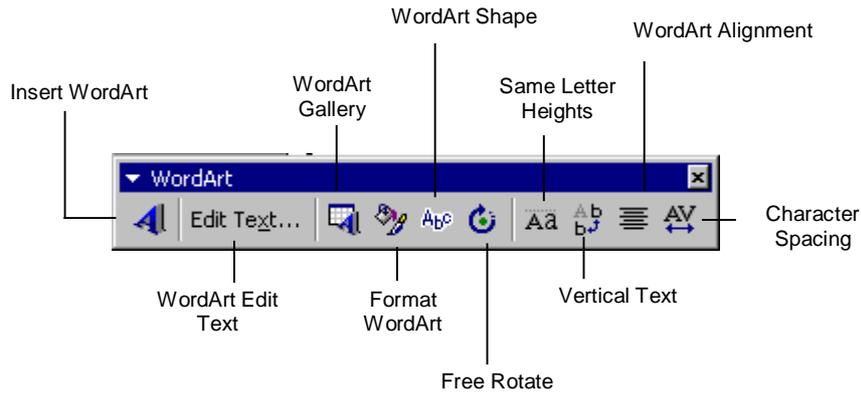
The **WordArt Text Box** is displayed.



- Type the text that you want formatted in the selected WordArt shape and style
- Click **OK** to view the WordArt object on the slide

Using the WordArt Toolbar

Whenever the WordArt object is selected the WordArt toolbar is displayed, offering you a number of options for formatting and changing the selected WordArt object.



Click	To
 Insert WordArt	Insert a new WordArt object into a document.
 Edit Text	Display the Edit WordArt Text dialogue box so that you can change the text in the WordArt object.
 WordArt Gallery	Display the WordArt Gallery to change the shape and style of the WordArt object.
 Format WordArt	Display the Format WordArt object dialogue box. This allows you to change the colours, lines, line size and position of the WordArt object.
 WordArt Shape	Display a selection of WordArt shapes to apply.
 Free Rotate	Rotate the selected WordArt object 360 degrees on the slide.
 Same Height Letters	Make all the letters of the selected WordArt object the same height.
 Vertical Text	Convert the selected WordArt object text to vertical alignment instead of horizontal.
 WordArt Alignment	Change the alignment of the selected WordArt object text to left, centre, right or justified.
 Character Spacing	Adjust the spacing between the characters of the selected WordArt object text.

To delete a WordArt object

- Select the WordArt object to be deleted
- Press **Delete**

- Use the drawing tools on the **Drawing** toolbar to create a drawing (see below)
- From the **Edit Picture** toolbar, click **Reset Picture Boundary**  to redraw the picture boundary around your picture
- From the **Edit Picture** toolbar, click **C**lose Picture to insert the picture into the document

To draw lines and arrows

- Click the **Line** button  or the **Arrow** button 

The **Line** or **Arrow** tool is selected.

- Place the pointer where you want to start the object

The mouse pointer changes to a cross-hair shape.

- Click-and-drag the mouse pointer to draw the object
- Release the mouse button to finish the line

The line is drawn, and white handles are displayed at the ends of the object indicating the object is selected.

To draw rectangles and ovals

- Click on the **Rectangle** button  or the **Oval** button 
- Place the pointer where you want to start the object

The mouse pointer changes to a cross-hair shape.

- Click-and-drag to draw the object
- Release the mouse button to finish the object

OR

- Click to draw the object at a pre-set size

Note This will draw either a square or circle.

The object is drawn, and white handles are displayed at the corners of the object indicating that it is selected.

When you draw shapes, you can hold down the **Shift** key as well as the **Ctrl** key to constrain how an object is drawn.

To constrain lines and arrows

- Hold down the **Shift** key while you draw a line at 15° intervals
- Hold down the **Ctrl** key to draw a line extending from its midpoint out in both directions

To constrain rectangles and ovals

- Hold down the **Shift** key while drawing to create perfect circles or perfect squares
- Hold down the **Ctrl** key to draw the object from the centre outwards

Note You can combine the effects of **Shift** and **Ctrl**.

To create a text box

You can use the **Text Box** button to create a text box of a specific size, where the text automatically wraps to the next line when it exceeds the box width.

- Click the **Text Box** button 

The **Text Box** tool is selected.

- Move the mouse pointer to where you want the text to begin

The mouse pointer changes to a cross-hair shape.

- Press and hold down the mouse button

This sets the left edge of the new text placeholder.

- Drag the mouse pointer to where you want to fix the right edge of the new placeholder
- Release the mouse button

When you release the mouse button, a text box is created. The insertion point is displayed inside the text box.



- Type the text

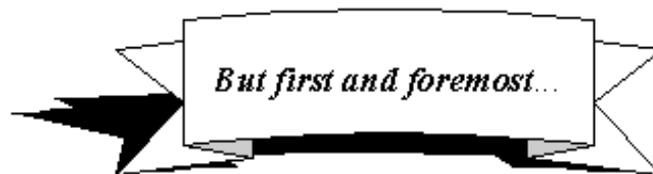
Any text that exceeds the width of the placeholder automatically wraps to a new line.

This text has exceeded the width of the placeholder, and has been wrapped.

Note You can resize any text box. The text within automatically rewraps to fit the new size.

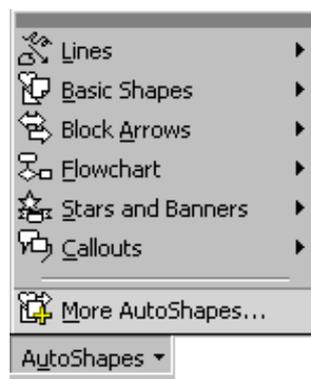
Drawing AutoShape Objects

The **AutoShapes** menu on the **Drawing** toolbar gives you access to a number of useful shapes, including lines, arrows, stars, banners, and shapes for creating flowcharts. After you draw an AutoShape you can add text to it.



To draw an AutoShape

- On the **Drawing** toolbar, click the **AutoShapes** button to display the **AutoShapes** menu



AutoShapes menu

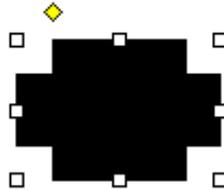
- Click on the type of AutoShape you want
- Click the AutoShape you want
- Move the mouse pointer where you want the object to start

The mouse pointer changes to a cross-hair shape.

- Drag the mouse pointer to draw the object
- Release the mouse button where you want the shape to end

To adjust AutoShapes

Many AutoShapes have adjustment handles you can use to adjust a unique aspect of the shape. The adjustment handles are yellow diamond shapes and they are only visible when an object is selected.



To add text to an AutoShape

Rectangles, circles, triangles, and other closed shapes drawn with the **AutoShapes** tool can have text attached to the shape.

- Select the shape to which you want to add text
- Click the right mouse button
- From the shortcut menu, select **Add Text**
- Begin typing

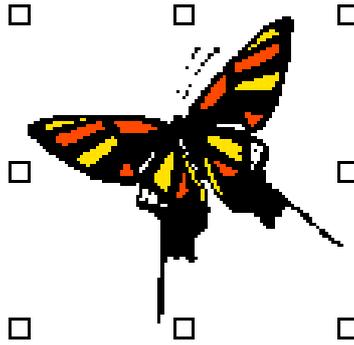
The text is displayed centred in the object.

Note When you type in a shape, Word treats the text as part of the shape. When you move the shape, the text moves with it.

Manipulating Objects

To select an object

To edit any object you must first select the object you wish to change. When an object is selected, white handles appear around the edge of the object.



A selected clip art object

Text objects appear with white handles and grey borders.



A selected text object

Do This	To Select
Click onto the object.	An object.
Press the Shift key and click on each object in turn.	Multiple objects.
Click the Select Objects button  and drag a bounding box completely around the objects you want to select then release the mouse button.	Multiple objects (on top of each other).

To move an object

- Select the object you want to move

White handles appear around the edge of the object.

- Place the mouse pointer onto the selected object

Note If you are moving a text object, you must place the mouse pointer on the grey borders around the object.

The mouse pointer shape changes to a four-headed arrow.

- Drag the object to a new position

Tip To maintain the horizontal and vertical alignment of the object, hold down the **Shift** key when you drag.

To resize an object

- Select the object
- Place pointer on a white handle

The mouse pointer changes shape to a double-headed arrow.

- Drag the handle to make the object bigger or smaller

Tip Hold down the **Ctrl** key to resize the object from the centre outwards.

To delete an object

- Select the object
- From the **Edit** menu, select **Clear** (*SpeedKey: Delete*)

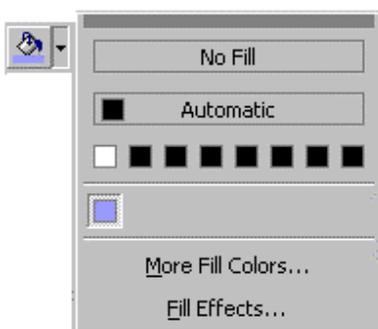
Changing the Properties of Objects

Word graphic objects (including clip art, WordArt, AutoShapes and drawing objects) have properties that define how they appear.

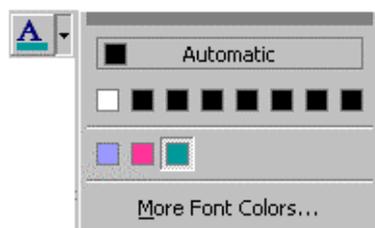
Click	To
 Fill Color	Change the fill colour of the selected object (objects can be filled with colours, shades, shadings and bitmap pictures).
 Line Color	Change the colour of the border around an object.
 Font Color	Change the colour of the font in the object.
 Line Style	Change the style of the border around an object.
 Dash Style	Change the style of the border around the object to a dash style.
 Arrow Style	Add and change the style of the arrows.
 Shadow	Add and change the style of the shadow of an object.
 3-D	Add and change the style of a 3-D shadow applied to an object.

To change fill, line and font colours

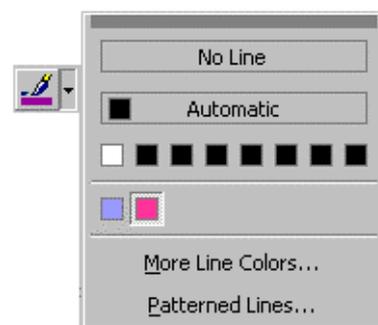
- Select the object (or the text) you want to change
- On the **Drawing** toolbar, click the down arrow on one of the colour buttons



Fill Color

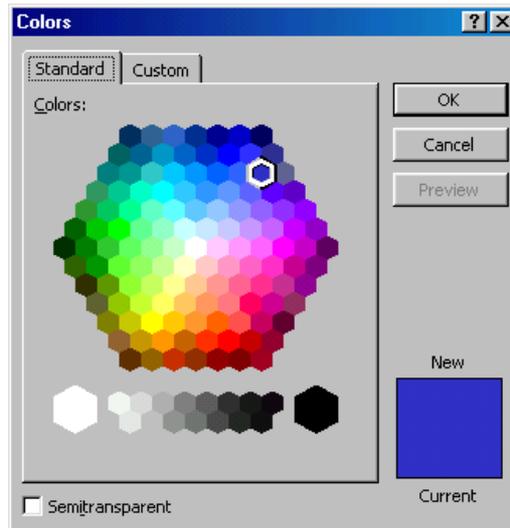


Font Color



Line Color

- To change the colour back to its default, click **Automatic**
- To change to a colour in the colour scheme, click one of the eight colours below **Automatic**
- To change to a colour that is not in the colour scheme, click **More Colors**



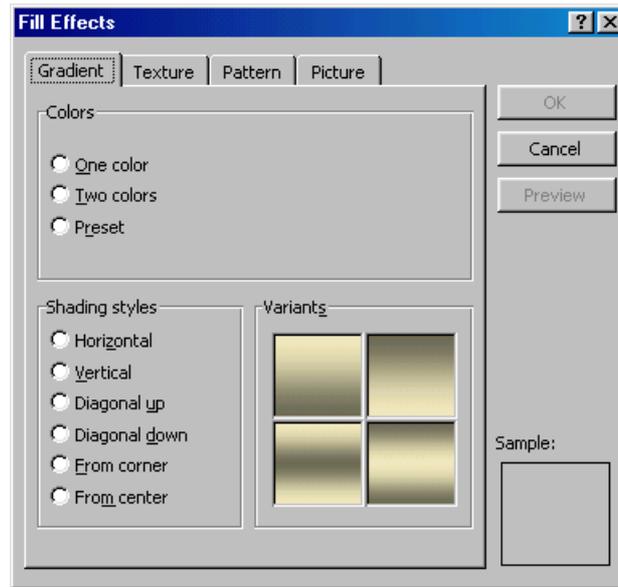
- On the **Standard** tab, click the colour you want
- Click **OK**

Note Click the **Fill Color** button  or the **Line Color** button  or the **Font Color** button  (rather than the arrows to the right-hand side of the buttons) to select the colour you have used recently.

To change the fill effects of an object

- Select the object (or the text) you want to change
- On the **Drawing** toolbar, click the down arrow on the **Fill Color** button 
- Select **F**ill **E**ffects...

The **Fill Effects** dialogue box is displayed.

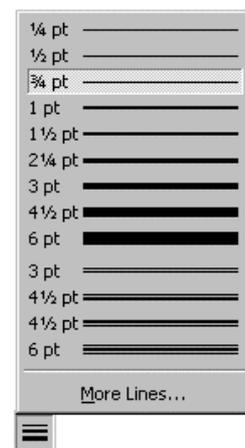


Fill Effects dialog box

- Select from **Gradient**, **Texture**, **Pattern** and **Picture** fill effects
- Click **OK** to apply

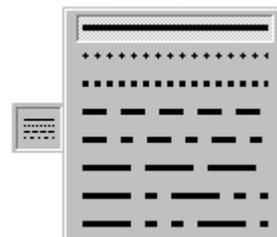
To change the line style

- Select the object for which you want to change the line style
- On the **Drawing** toolbar, click **Line Style** 
- Click the option you want



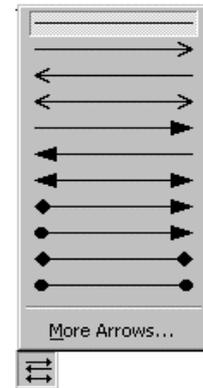
To change the dash style

- Select the object for which you want to change the line style
- On the **Drawing** toolbar, click **Dash Style** 
- Click the option you want



To change the arrow style

- Select the line to which you want to add an arrowhead
- On the **Drawing** toolbar, click **Arrow Style** 
- Click the option you want



To add a shadow

You can add a shadow to any object you create, and you can change the size, direction, and colour of shadows.

- Select the object you want to add a shadow to
- On the **Drawing** toolbar, click **Shadow** 
- Click the option you want

Tip To change the colour or offset of a shadow, click the **Shadow** tool, click **Shadow Settings...**, and then click the options you want on the **Shadow Settings** toolbar.

To add a 3-D shadow to an object

- Select the object you want to add a shadow to
- On the **Drawing** toolbar, click the **3-D** button 
- Click the option you want

Tip To change the colour, lighting or offset of a shadow, click the **3-D** tool, click **3-D Settings...**, and then click the options you want on the **3-D Settings** toolbar.

Exercises

Working with Graphics

- Use the Clip Art Gallery, WordArt and the Drawing tools to recreate the newsletter below or if you wish, create one of your own design

Astrology Today

NEXT YEAR'S NEWS LAST WEEK

Volume XX Issue XX

Headline

Next year's news last week Next year's news last week



Next year's news last week Next year's news last week

Next year's news last week Next year's news last week Next year's news last week Next year's news last week Next year's news last week Next year's news last week Next year's news last week Next year's news last week Next year's news last week

Next year's news last week Next year's news last week

Headline

Next year's news last week Next year's news last week Next year's news last week Next year's news last week



Next year's news last week Next year's news last week Next year's news last week Next year's news last week

Word and the Internet

Objectives

Generally	To use internet/intranet technology to publish and share your documents.
Specifically	On completion of this section you will be able to:
•	Create hyperlinks in documents
•	Save a document as a web page
•	Use Web Page Preview
•	Send a document via E-mail

With more and more people making use of the internet, company intranets and e-mail, both at work and at home, it is important that you have a basic understanding of how to use features that will allow you to display your work in the form of a web page. You can publish documents for others to view or use, and send files to other people via an e-mail system.

Creating Hyperlinks

A hyperlink is a shortcut that will open another document or file. The file could be stored on a network server, an intranet or on the internet.

When you click the cell that contains the hyperlink, Word will open the file. Hyperlinks can be created to any Microsoft Office file, HTML (HyperText Markup Language) web page or other file on any internal or external website or any file server. You can also create hyperlinks that will automatically generate a new message to an e-mail address.

Hyperlinks can be created in documents using text or graphics. A text hyperlink (also called **hypertext**) is usually formatted as blue, underlined text.

To create a hyperlink to another file or web page

- In the Word document, right-click the text or graphic you want to use as the hyperlink and from the shortcut menu, select **Hyperlink**

OR

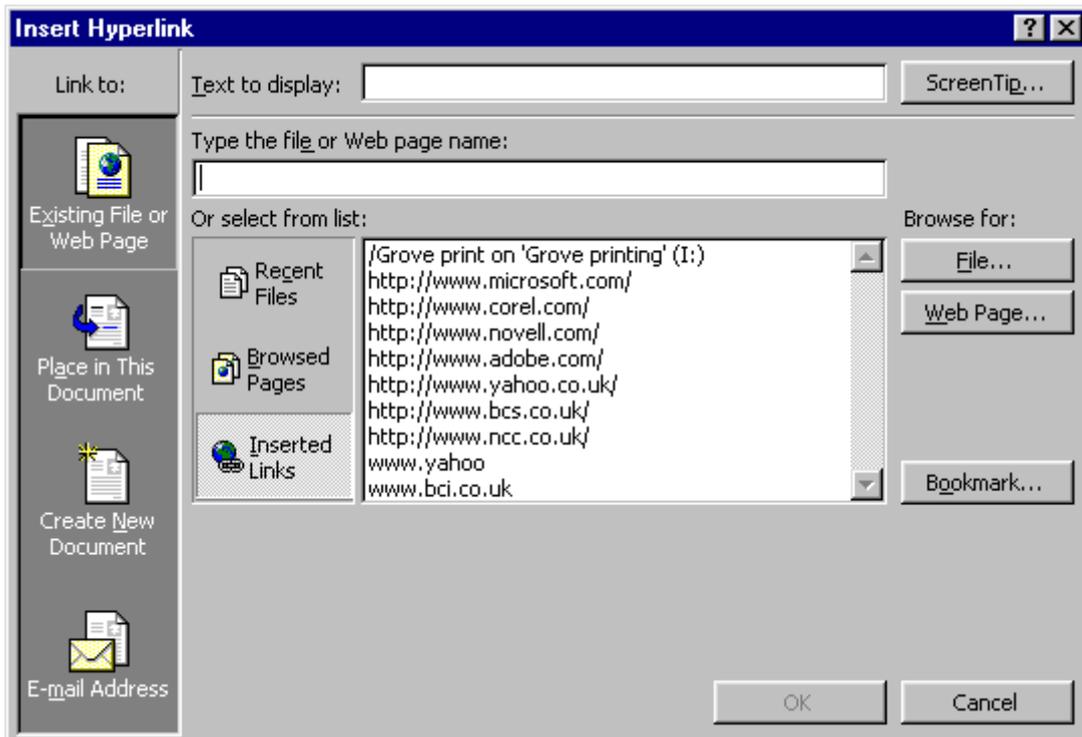
- On the **Standard** toolbar, click **Insert Hyperlink** 

OR

- From the **Insert** menu, select **Hyperlink...** (SpeedKey: **Ctrl** + **K**)

The **Insert Hyperlink** dialogue box is displayed.

- From the **Link to:** panel, click **Existing File or Web Page**



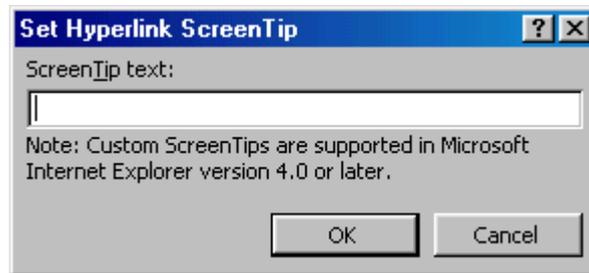
Insert Hyperlink dialogue box

There are several options for choosing the type and location of the file or web page, as shown in the table below.

Select	To
Recent Files, Browsed Pages or Inserted Links	Create a link to a file or web page you have opened recently.
File...	Browse for a file on your PC's hard drive or a network folder.
Web Page...	Find a web page on the internet or on an intranet. Clicking this button starts your web browser. Browse to the web page you want to link to then close the web browser. The web page address is displayed in the Type the file or Web page name: box.

- To display a ScreenTip when you position the mouse pointer over the hyperlink, click the **ScreenTip** button

The **Set Hyperlink ScreenTip** dialogue box is displayed.



Set Hyperlink ScreenTip dialogue box

- In the **ScreenTip text:** box, type the text you want to be displayed
- Click **OK**
- In the **Insert Hyperlink** dialogue box, click **OK** to create the link

To create a hyperlink to a place within a document

If you have set up a document with **Heading** styles or bookmarks, you can use hyperlinks to link to specific parts of a document.

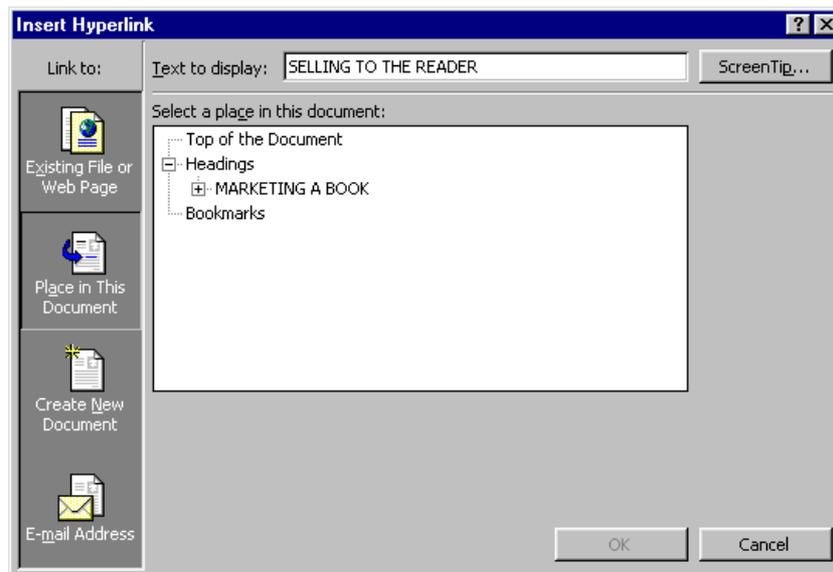
Tips	<p>To apply a heading style, select the paragraph and on the Formatting toolbar, click the down arrow on the Style box, then select the heading style you want.</p> <p>To create a bookmark, select the text to mark and from the Insert menu, select Bookmark. Type a name to recognise the bookmark by then click Add.</p>
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- Select the text or graphic you want to use as a hyperlink
- On the **Standard** toolbar, click **Insert Hyperlink** 

The **Insert Hyperlink** dialogue box is displayed.

- From the **Link to:** panel, click **Place in This Document**





- In the **Select a place in this document:** box, click the + signs to show headings or bookmarks that you can create links to

Tip Select **Top of the Document** to create a link to the first line of the current document.

- Select the link you want and click **OK**

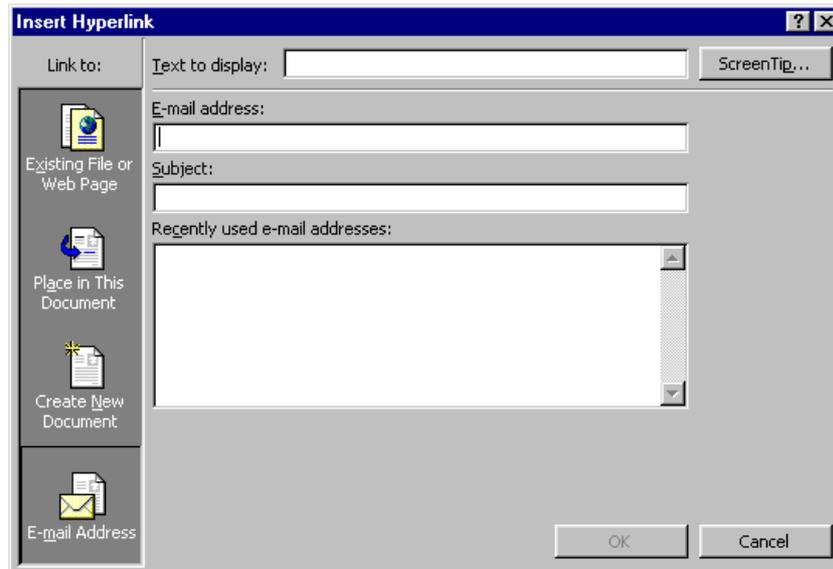
To create an e-mail hyperlink

An e-mail hyperlink is usually used if you want people viewing the document to be able to send their comments back to you.

- Select the text or graphic you want to use as the hyperlink
- On the **Standard** toolbar, click **Insert Hyperlink** 

- In the **Insert Hyperlink** dialogue box, click **E-mail Address**





- In the **E-mail Address:** box, type the e-mail address to link to
- In the **Subject:** box, type a default subject for the e-mail message
- Set the **Text to display:** if necessary then click **OK**

When the hyperlink is clicked, a new e-mail message form will be displayed with the **To** and **Subject** fields already filled in.

De-activating a hyperlink

- Right-click on the hyperlink and, from the shortcut menu, select **Hyperlink** then **Remove Hyperlink**

To remove the hyperlink and the text or graphic

- Right-click the hyperlink and from the shortcut menu, select **Clear Contents**
- To remove the hyperlink and the graphic representing the hyperlink, press and hold down the **Ctrl** key and click on the graphic, then press **Delete**

Saving a Word Document as a Web Page

Word documents can be saved as web pages for publishing on the internet or an intranet in a single step. Word will warn you if you have included any features in your document that will not display correctly in a web browser.

If you are unsure how your document will look if saved as a web page, preview it first in **Web Page Preview**.

To preview a document in Web Page Preview

- From the **F**ile menu, select **W**eb Page Preview

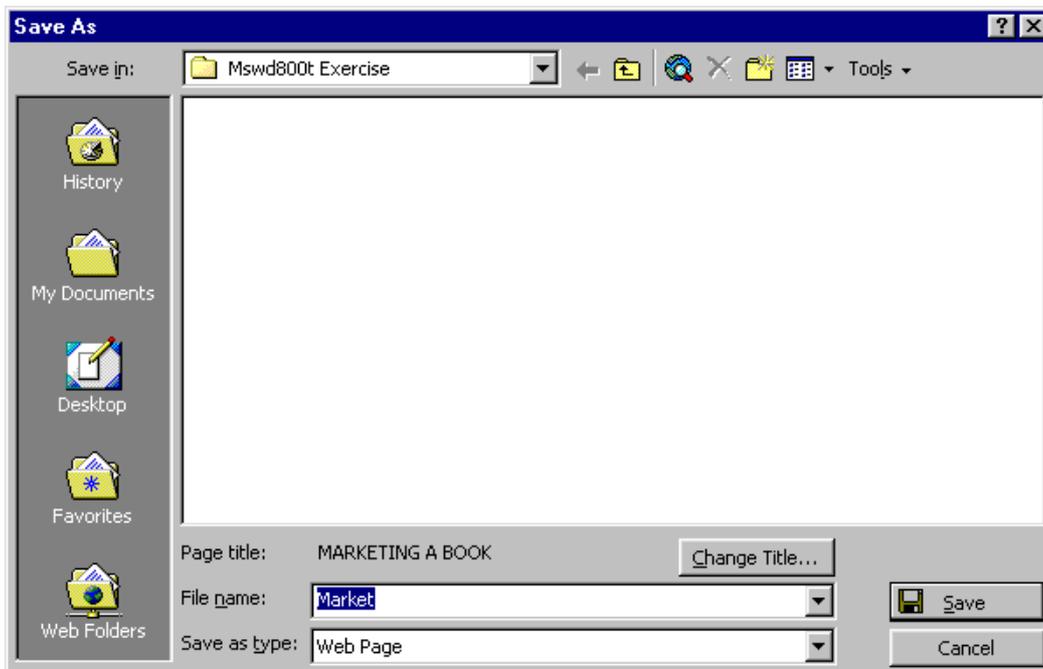
The document is opened in your web browser window.

To save a Word document as a web page

- From the **F**ile menu, select **S**ave as **W**eb Page...

Tip Make sure you have saved any changes to a document in the normal way before using **Save as Web Page**.

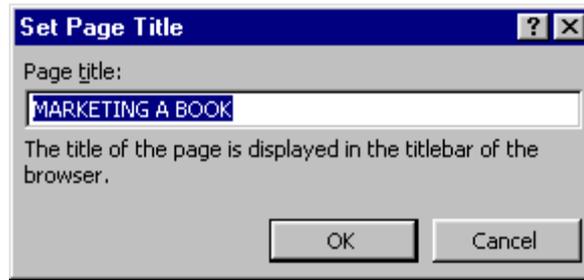
The **Save As** dialogue box is displayed.



The **Page Title** is displayed on the **Title** bar of the web browser when viewing the page. It also identifies the subject of the page to internet search engines. The default page title is taken from the first line of text in your document.

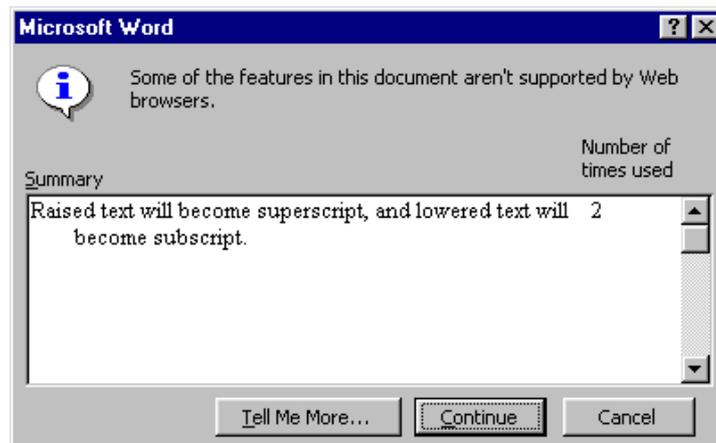
- To change the default page title, click **C**hange **T**itle...

The **Set Page Title** dialogue box is displayed.



- In the **Page title:** box, type a new title for the web page
- Click **OK**
- If you want to save the document in a different folder, from the **Save in:** box, locate and open the folder
- In the **File name:** box, type a name for the document
- Click **Save**

If you have used unusual formatting or page layout features, Word will try to convert them to a more standard feature.



- If you do not want to accept the default changes, click **Cancel** and change the affected text manually

OR

- Click **Continue** to create the web page

Your document will be redisplayed in **Web Layout** view. Note that you can continue to edit it and make changes in MS Word.

Creating New E-mail Messages with Word

You can use Word as your e-mail editor to create and edit messages.

Note Word cannot actually deliver e-mail messages. To send your message you will need Microsoft Outlook, Outlook Express or Exchange (or another 32-bit e-mail application that is compatible with the Messaging Application Programming Interface (MAPI)).

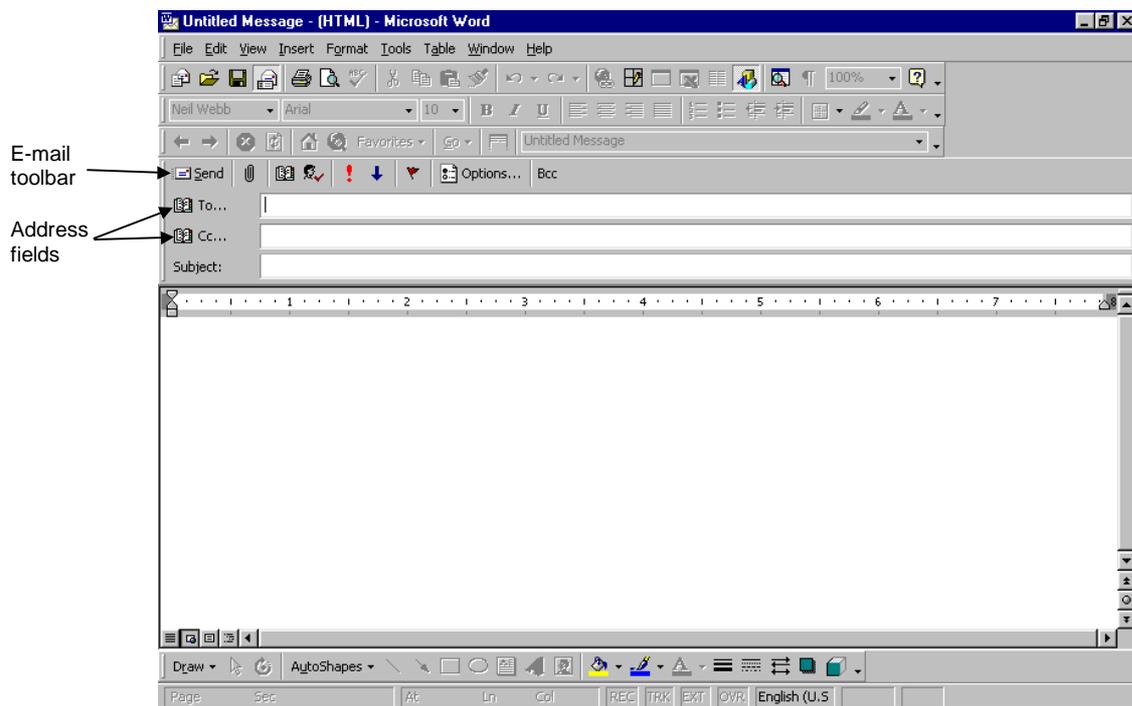
To create a new e-mail message in Word

- From the **File** menu, select **New** then click the **General** tab

- Click the **E-mail Message** icon  E-mail Message

- Click **OK**

A new message document is displayed.



Untitled message e-mail dialogue box

- In the **To**, **Cc**, or **Bcc** boxes, enter recipient names separated by semicolons
- To select recipient names from a list, click the icon beside **To**, **Cc**, or **Bcc**
- In the **Subject** box, type the subject of the message

- In the message area, type your message

In the message, you can use Word features such as automatic spelling and grammar checking, AutoCorrect, and tables.

Note If the mail recipient does not have an e-mail application capable of displaying rich text or HTML format e-mails (such as MS Outlook, MS Outlook Express or Lotus cc:Mail) your message may not be displayed properly or at all.

- Click **Send** 

Sending Documents Via E-mail

As well as creating new messages in Word, you can send existing documents as e-mail messages (in HTML format) or attach them to an e-mail for the recipient to open and edit. In order to send a Word document as an e-mail you will need the following software installed:

- ◆ Microsoft Word 2000
- ◆ Microsoft Outlook, Outlook Express or Exchange (or another 32-bit e-mail application that is compatible with the Messaging Application Programming Interface (MAPI))
- ◆ Lotus cc:Mail (or another 16-bit e-mail application with **Vendor Independent Messaging** (VIM))
- ◆ To open an attached document, the recipient(s) will need Microsoft Word 97 or later
- ◆ To view a document sent as an e-mail, the recipient(s) must have an e-mail application capable of displaying HTML files (such as Microsoft Outlook or Lotus cc: Mail)

To send a document as an e-mail with MS Outlook 2000

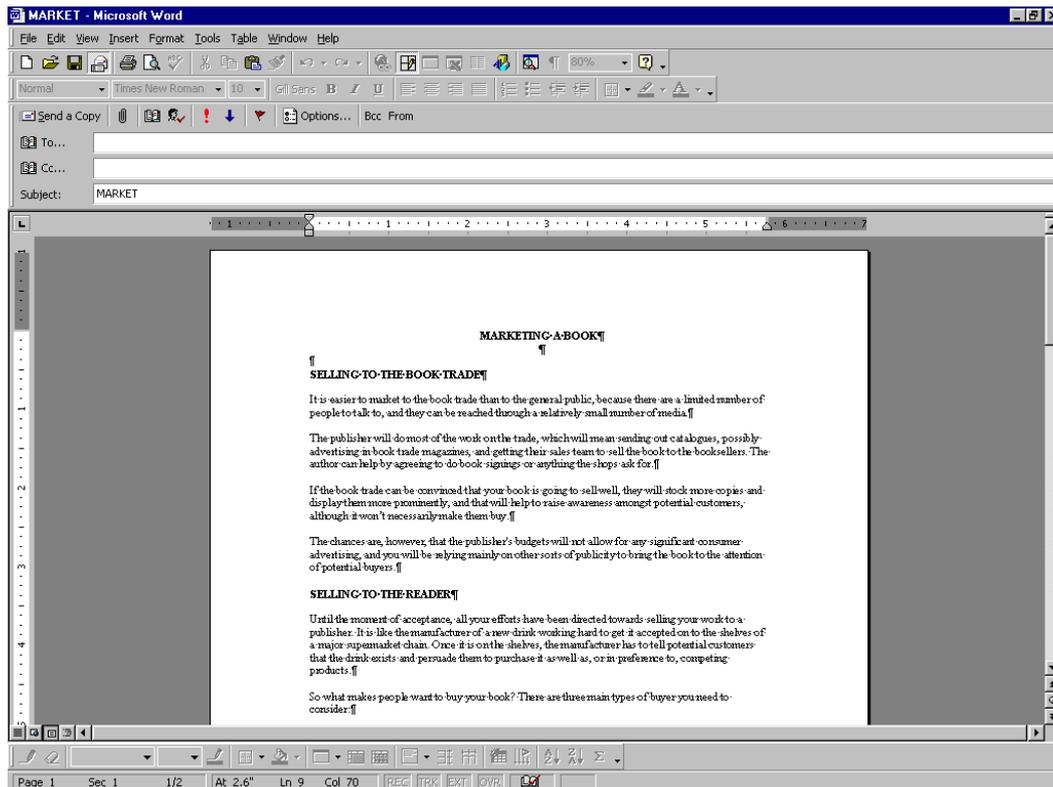
If you have **MS Outlook 2000** installed, you can send a document as an e-mail. The document is converted to HTML for display in Outlook.

- Open the document that you want to send as an e-mail
- On the **Standard** toolbar, click **E-mail** 

OR

- From the **File** menu, select **Send To** then **Mail Recipient**

The **Outlook Mail** toolbar and message headers are displayed.



- Enter the recipient names in the **To...** box (and **Cc...** box if required) or click **Address Book**  to browse for e-mail addresses
- On the **Mail** toolbar, click **Send a Copy** 

To cancel sending a document

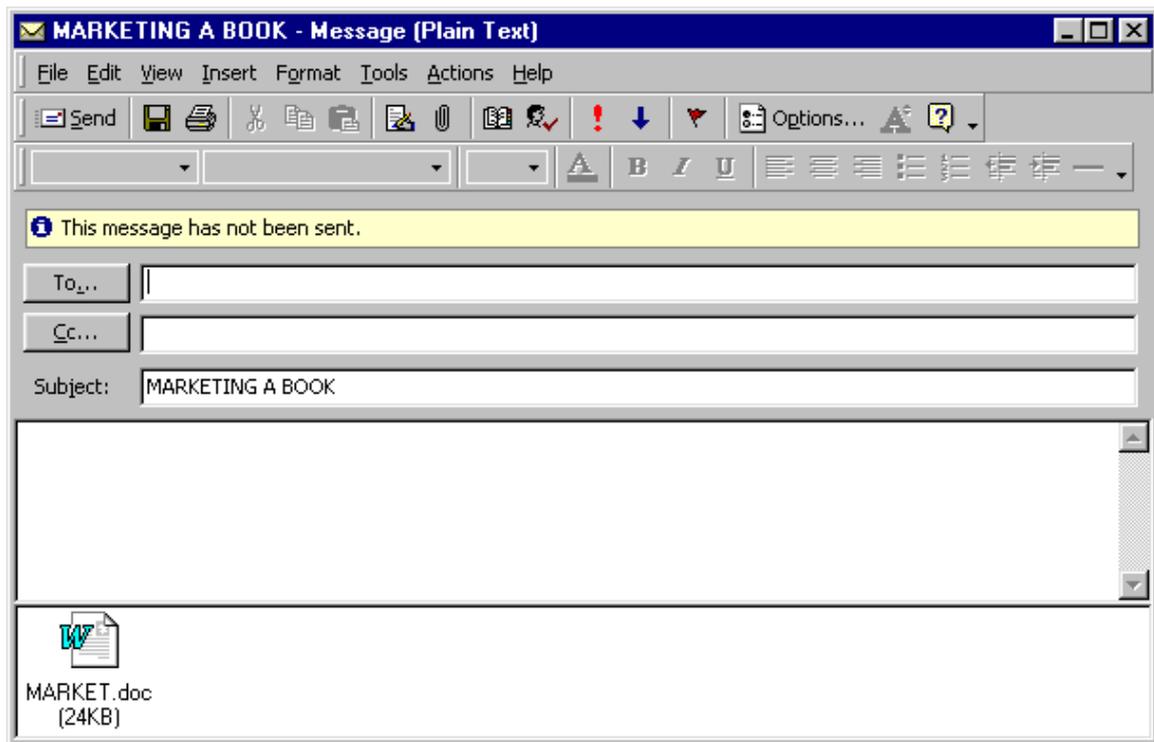
If you decide you do not want to send the document after all you can cancel the e-mail.

- On the **Standard** toolbar, click **E-mail**  again

To send a document as an e-mail attachment

- From the **File** menu, select **Send To** then **Mail Recipient (as Attachment)...**

A new message is opened in your default e-mail editor with the document inserted as an attachment (You may be asked which e-mail service you want to use first).



Sending a document as an attachment in MS Outlook 2000

- Enter the recipient names in the **To** box (and **Cc** box if required)
- Type the message to accompany the attachment
- **Send** the message

Exercises

Creating a Web Page with Hyperlinks

- Open the file **MARKET3**
- Copy the following headings to the top of the document below the main heading

SELLING TO THE BOOK TRADE

SELLING TO THE READER

HOW CAN YOU HELP TO MARKET YOUR BOOK?
- Select the headings you copied, apply **Normal** style and then change the font size to **8pt**
- Create hyperlinks from these copied headings to the relative section within the document
- Insert page breaks before the headings "SELLING TO THE READER" and "HOW CAN YOU HELP TO MARKET YOUR BOOK?"
- Use the hyperlinks to move to the relative headings
- Create a hyperlink at the bottom of each page that can be used to move back to the top of the document
- Save the file as **MARKET4**
- Preview the web page in your browser (**File, Web Page Preview**) and try out the hyperlinks
- Close the browser
- In **MARKET4**, copy each page into a new document (you could use the **Office Clipboard**)
- Copy the heading and bookmarks from page **1** to the top of each new document
- Save each document as a web page (**MARKET PAGE 1, MARKET PAGE 2** and **MARKET PAGE 3**)
- Edit the hyperlinks in each document so that they link to the relevant file
- Open **MARKET PAGE 1** in your web browser then test the hyperlinks in all three pages to make sure they connect to the correct web pages
- Close the browser and close each document

Exercises

Sending E-mail Using Word

- Create a new blank document
- Create a message to send to the other people on your course
- Use Word's formatting and drawing facilities to enhance your message
- Send the message
- Open the file **MARKET4**
- Send **MARKET4** to another person on your course