



Intermediate MS Word for PC

This document has been prepared for you by W&MF staff so that you can familiarize yourself with MS Word. This document is meant to serve as a future reference for you – covering from the basic to the fairly detailed. Not all the information mentioned in this document will be covered in the *Intermediate MS Word* class.

Course Description: This class is a continuation of the "Introduction to MS Word" class and expands on the topics taught. Participants learn how to customize documents, create and edit tables, import graphics into documents, and format columns.

Prerequisites: Working knowledge of Windows 95/98/NT operating system and completion of Intro to MS Word course.

What you should know before taking this course?

- Basic Windows 95/98/NT OS Knowledge
- File Management -- Open, New, Save, Save As..., and Print
- Basic Formatting -- Font, Point Size, Text Alignment, Line Spacing, Margins, Tabs, Headers and Footers, and Footnotes/Endnotes
- Editing -- Cut, Copy, Paste, Clear, Select All, Show Invisibles, Spell Check, Grammar Check, and Thesaurus

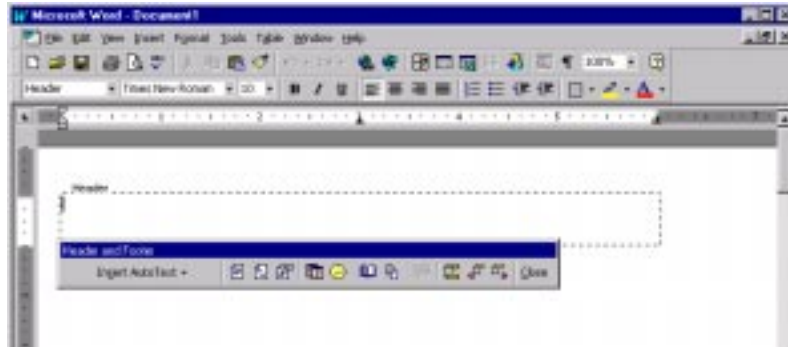
What you will learn in this intermediate course?

- Review -- Headers and Footers, Footnotes and Endnotes, Margins and Indents, and Page Numbering
- Advanced Formatting Features -- Breaks, Columns, Tables, Borders, Styles, and Columns
- Inserting Graphics -- Graphs, Pictures, and Importing













REVIEW

Header and Footer

To create a header and footer for a document, go to the **View** menu and select **Header and Footer**. The Header and Footer windows and tool bar will appear on the document.



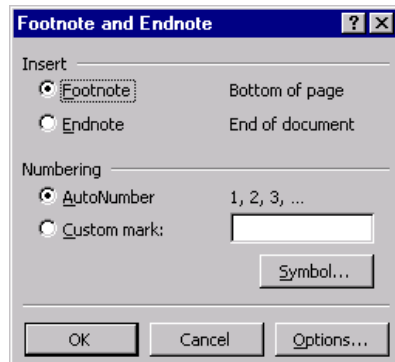
Header and Footer Toolbar

-  Page Numbers -- will automatically put the appropriate page number where the cursor is located at the moment
-  Number of pages -- will insert the total number of pages, similar to Page Numbers
-  Format Page Number -- allows you to edit the format of the page numbering; you can choose numeric (1, 2, 3...) or alphabetical (a, b, c...) as well as define which number to start with
-  Date -- will automatically put the current date where the cursor is located; this will update each time you open the file (replacing previous dates)
-  Time -- will automatically time stamp your document where the cursor is located; this will also update each time
-  Document Layout -- will call up the Document Layout dialog box to allow you to format the headers, footers, and sections
-  Show/Hide Document Text -- will show or hide the document text from view
-  Same as Previous -- will apply the same header formatting of the previous section to the current section header
-  Switch between header and footer -- will switch the text of one to the other
-  Show Previous -- will show the previous formatted section of your document
-  Show Next -- will show the next formatted section of your document
-  Close -- will close Page Layout view and bring window back to Normal view

NOTE: Remember, the header will appear at the top of every page in your document.

Footnotes and Endnotes

Place the cursor where you want your footnote symbol to appear and go to the **Insert menu** and select **Footnote...** The Footnote and Endnote window will appear.

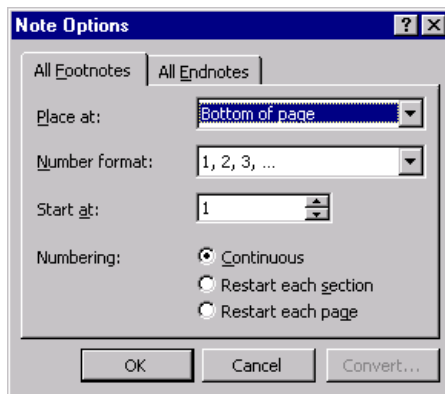


Choose **Footnote** or **Endnote**, **Auto Number** or **Custom Mark**.

Click **Cancel** to close this window with the default settings selected.

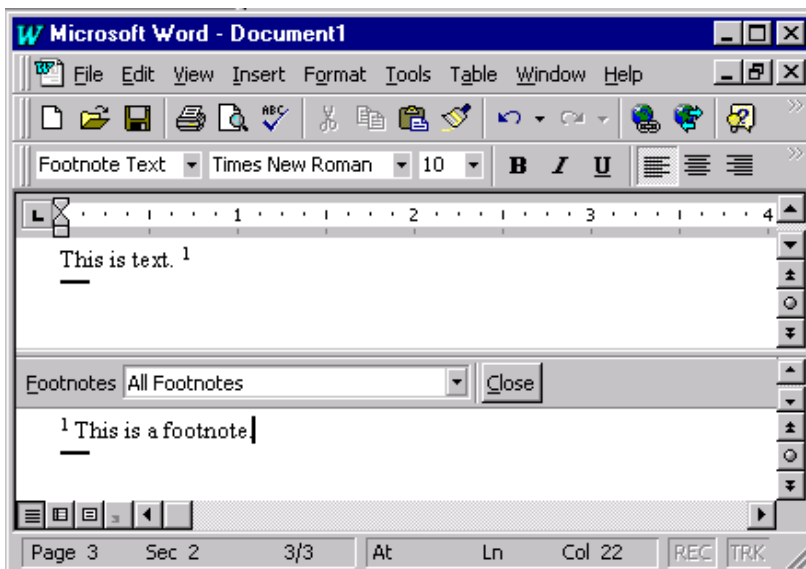
You can customize your footnotes by clicking **Symbol...**

Or you can view other possibilities by clicking **Options...**






Selecting **Options...** will bring up the **Note Options** window, which will let you apply other formatting details to your footnotes or endnotes. You can choose to place footnotes at the bottom of the page or right beneath text, number them with numerals or letters, or have the footnote numbering restart at each section of your document if you have multiple sections.

Once you have selected your preferences, the footnote/endnote window will appear at the bottom of your screen and you can begin typing in your citation.



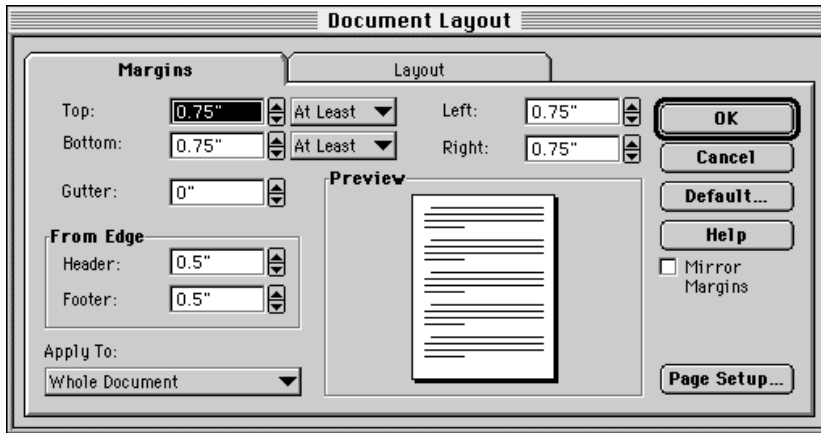
This is a minimized version of your screen. Scroll bars on the right move you up and down.

Click **Close** to close the footnote window.

 Outline view  Normal view  Page Layout view

Margins

To adjust the margins for a document, go to the **File** menu, select **Document Layout**, and click on **Margins**.



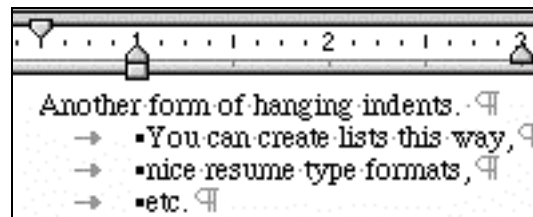
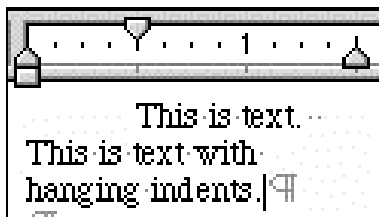
Use the arrows to the right of each field to adjust sizes.

Note: Check the **Apply To** field to make sure that the settings will be applied to the whole document or only a section.

For quick margin adjustments, select the portion of text that you want modified margins (or place the cursor at the end of the paragraph that you want modified).



The hour-glass figure to the left, found in the ruler, represents the margin settings. The top triangle can be moved to create hanging indents. The beginning of each paragraph (after a paragraph return) will automatically start where this top triangle is placed. The bottom triangle is the left margin and can also be moved along the ruler. The bottom box moves both the top and bottom triangles simultaneously. The triangle to the right of the ruler represents the right margin.



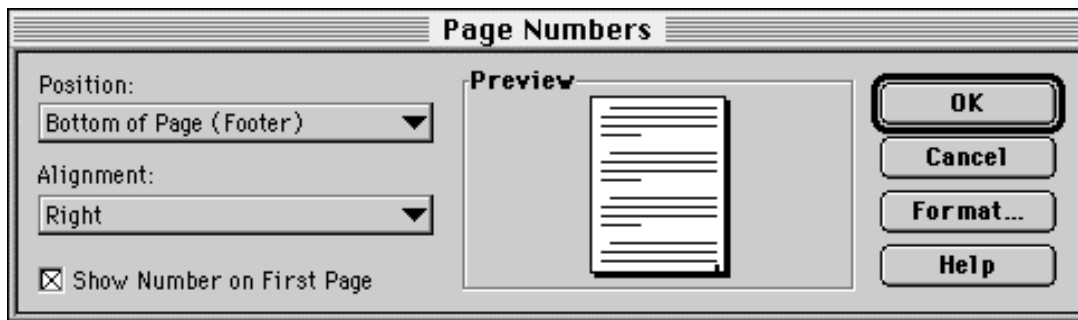
Increase indent -- click the mouse at the end of what you want to shift to the right, then click this button to increase the indent by one tab stop



Decrease indent -- same as above, but this will decrease the indent by one set tab stop

Page Numbering

To number the pages of a document, go to the **Insert** menu and select **Page Numbers**. The **Page Numbers** window will appear. Select where you want the page numbers to appear in the **Position** field. Select how you want the numbers to be aligned in the **Alignment** field. Aligning page numbers **Outside** will automatically set page numbers as if they were to appear in a book with back-to-back pages.



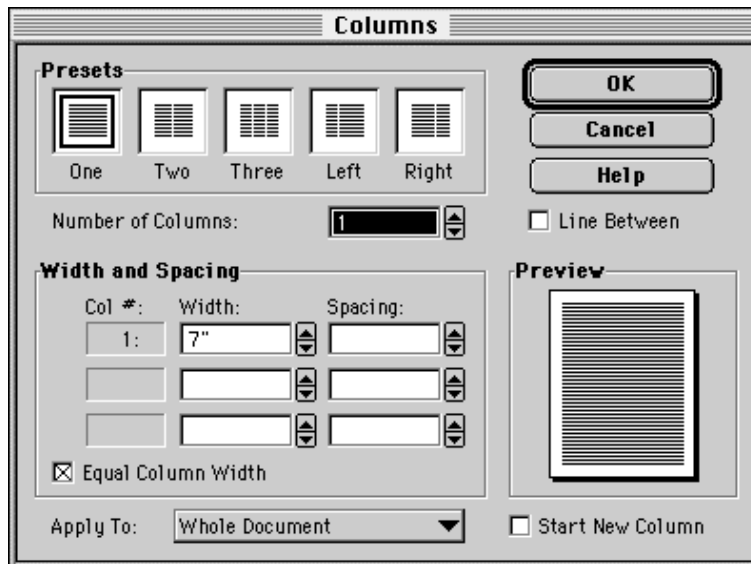
Advanced Formatting Features

Breaks

You can insert page breaks, section breaks, and column breaks into the document. These are all options in the **Insert** menu, under **Break**. Page breaks and section breaks can be inserted anywhere. Column breaks can only be inserted in sections of the document which are set up with more than one column.

Columns

If you want a portion of the document to have columns, first create a separate section using section breaks around the data you want to place into columns. Place the cursor inside that section, and then go to **Format** menu and select **Columns**. The **Columns** window will appear.



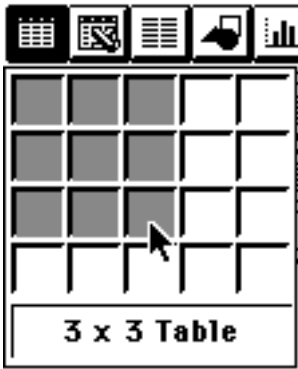
You can choose a preset format, indicate the number of columns you would like, and adjust the widths, dividing lines, etc. of the columns.

Note: In **Normal** view, you will only see one column at a time. By using **Page Layout** view, you can see all columns as it will look once printed.

Tables



Tables can be used to arrange columns of numbers and text in a document without using tabs in a grid-like pattern. You can also present text in side-by-side paragraphs, as in a resume, or arrange text beside graphics. In this portion of the document, you can see where tables have been used.



To insert a table in your document, click the mouse to select where you want the table to appear. Hold down the **Insert Table** button in the toolbar and drag it downward to the dimensions that you want. To the left, we have selected a 3 x 3 **cell** table and what appears in your document is shown below.

- The table is divided into **rows** and **columns** and each box in the grid is called a **cell**.

Tables Cont.

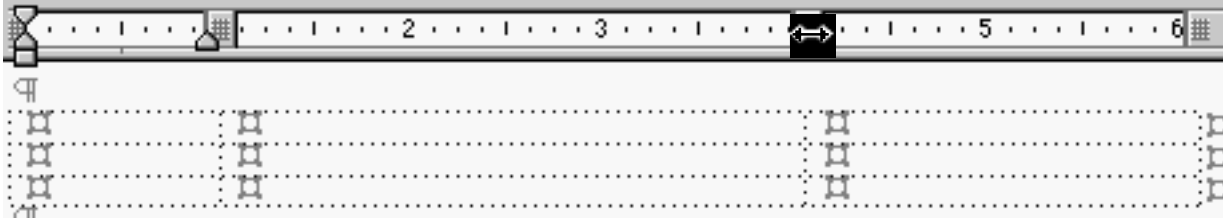
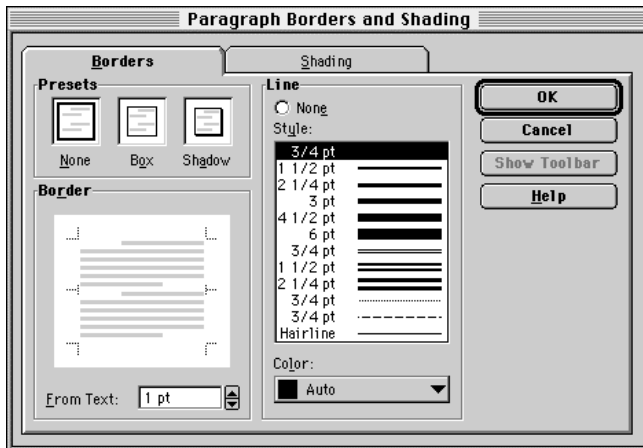


Table Creation Tips

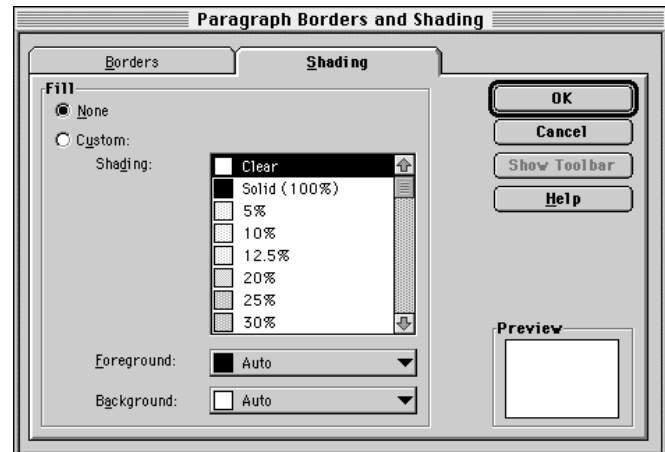
- Add text into a cell by clicking into it and typing.
- Tabs will shift you to the next cell. **Control + Tab** will tab within a cell.
- Paragraph returns will increase the height of the whole row you are in.
- Change column width by moving dividers in the ruler.
- To delete a row or column, highlight it and go to the **Table** menu and select **Delete**.
- To show gridlines, go to the **Table** menu and select **Gridlines**.
- Use the arrow keys (←↑↓→) to move you within a cell.
- When the mouse looks like a down arrow (↓), you can select whole columns.

Borders and Shading

To apply borders or shading to an image or text, go to the **Format** menu and select **Borders and Shading**. The **Paragraph Borders and Shading** window will appear.



Use the **Borders** dialog box to create a box around the selected text or image.

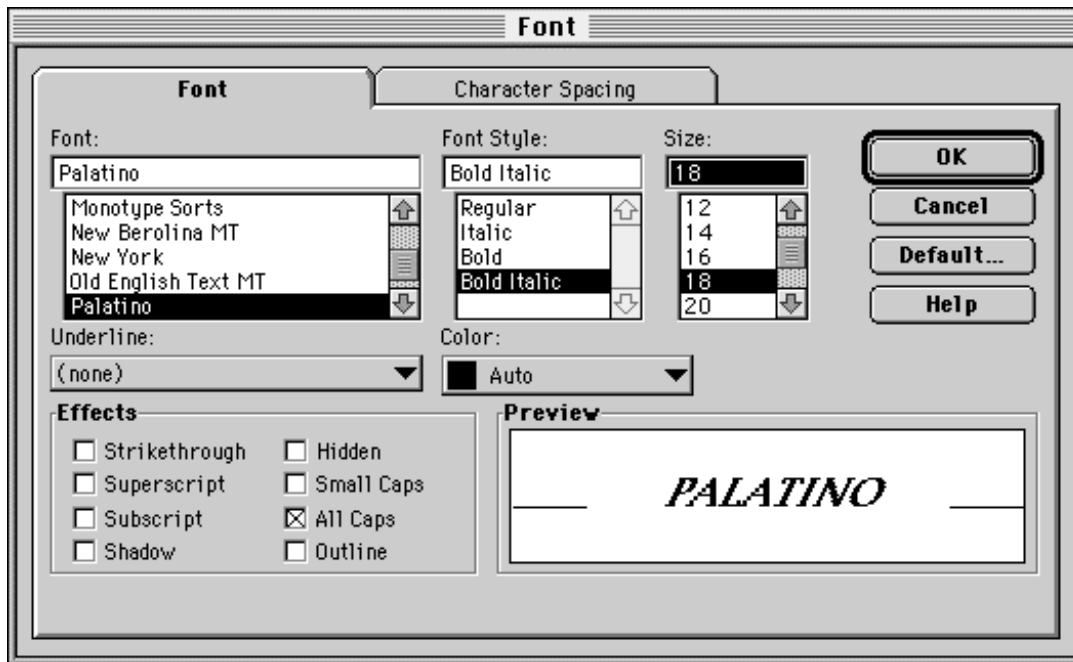


Use the **Shading** dialog box to add shade to selected area.

Formatting Characters

Buttons which will let you **Bold**, *Italicize*, and Underline can all be found in the toolbar. However, additional formatting styles can be applied to the text of your document.

To create additional formatting styles, go to the **Format** menu and select **Font**. The Font window will appear.

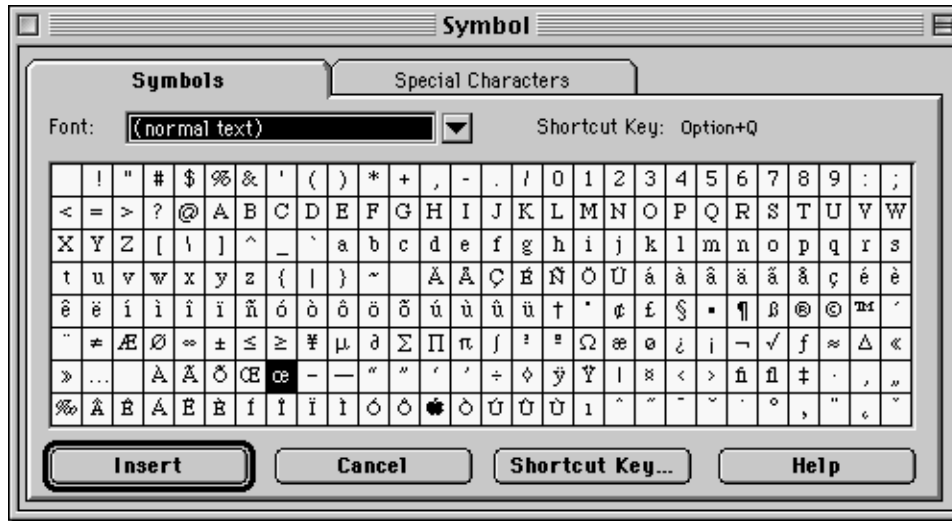


This example shows the Palatino font in ***Bold Italic***, 18 point, in ALL CAPS. Additional features, such as **strikethrough**, outline, shadow and more can be applied. Simply select the text that you want to change, go to the **Format** menu and select **Font**. The Font window will appear and click what you like. The **Preview** field will show you the end result before the formatting is applied. When you are done, click **OK**.

The **Character Spacing** dialog box (directly behind the Font dialog box) allows you to determine how much space you would like between each character of text.

Special Characters

To insert a different kind of character that cannot be found on the standard English keyboard (ie. â or ç), go to the **Insert** menu and select **Symbol**. The **Symbol** window will appear.



Select the special character you wish to appear in the document by clicking on the character. Once you have selected the character you want to input, click the **Insert** button to place the special character in your document.

NOTE: If you are writing a long document, you may wish to create “shortcut keys” for certain characters. To do this, go to the **Insert** menu and select **Symbol**, choose the character you would like, then click on the **Shortcut Key** button. Type in the shortcut keystrokes you would like to use, then click on the **Assign** button.

Importing and Drawing Graphics in Word

Many times you will want to augment your document with imported graphics. Word 6.0 will translate most spreadsheet, graphic, draw and paint files into Word format. You can insert a graphic that was created in another application/program, into a Word document by taking these steps.

Note: A graphic pasted into MS Word for the Macintosh is pasted as a PICT graphic.

To paste a graphic from another program into a Word document.

1. In the program that originally created the graphic, open the file that contains the graphic you want.
2. Select the graphic, or portion of the graphic, you want with the mouse.
3. Go to the **Edit** menu and select **Copy**.
4. In the MS Word document, place the mouse where you want to insert the graphic.
5. Go to the **Edit** menu and select **Paste**.

To edit the imported graphic.

1. Double-click on the graphic. Word will display the graphic in **Page Layout** view with the **Drawing** toolbar.
2. Edit the graphic.
3. Close the editing window and return to the Word document by clicking **Close**.

Understanding the Drawing Toolbar:



Line -- to draw a straight line, click on this button and point and drag the mouse



Square or Rectangle -- drag and draw the object. Hold down SHIFT to get horizontal or vertical lines.



Circle or Ellipse -- drag and draw the object. Hold down SHIFT to get circles.



Arc -- drag and draw the arc



Freeform -- this will draw a (poly-line) freeform shape. Click to create straight line segments, and drag to create freeform shapes.



Text box -- inserts a text box drawing object



Callout -- inserts a callout drawing object



Format Callout -- formats the selected callouts or sets callout defaults



Fill Color -- changes the fill color of the selected drawing objects or sets default fill color



Line Color -- changes the line color of the selected drawing objects or sets default line color



Line Style -- changes the line style of the selected drawing objects or sets default line styles



Select Drawing Objects -- use to select drawing objects by dragging to create a rectangle enclosing the object



Bring to Front -- brings the selected drawing objects to the front of the screen



Send to Back -- sends the selected drawing objects to the back of the screen



Bring in Front of Text -- brings selected drawing objects forward one layer



Send Behind Text -- sends the selected drawing objects back one layer



Group -- groups the selected drawing objects to act as one



Ungroup -- separates the selected group of drawing objects



Flip Horizontal -- flips the selected drawing objects from left to right



Flip Vertical -- flips the selected drawing objects from top to bottom



Rotate Right -- rotates the selected drawing objects 90 degrees to the right



Reshape -- displays resizing handles on selected freeform drawing objects, drag a handle to reshape the object

Understanding The Drawing Toolbar Cont.



Snap to Grid -- sets up a grid for aligning drawing objects



Align Drawing Objects -- aligns the selected drawing objects with one another or the page



Create Picture -- opens a separate window for creating a picture object or inserts the selected drawing objects into a picture



Insert Frame -- inserts an empty frame or encloses the selected item in a frame

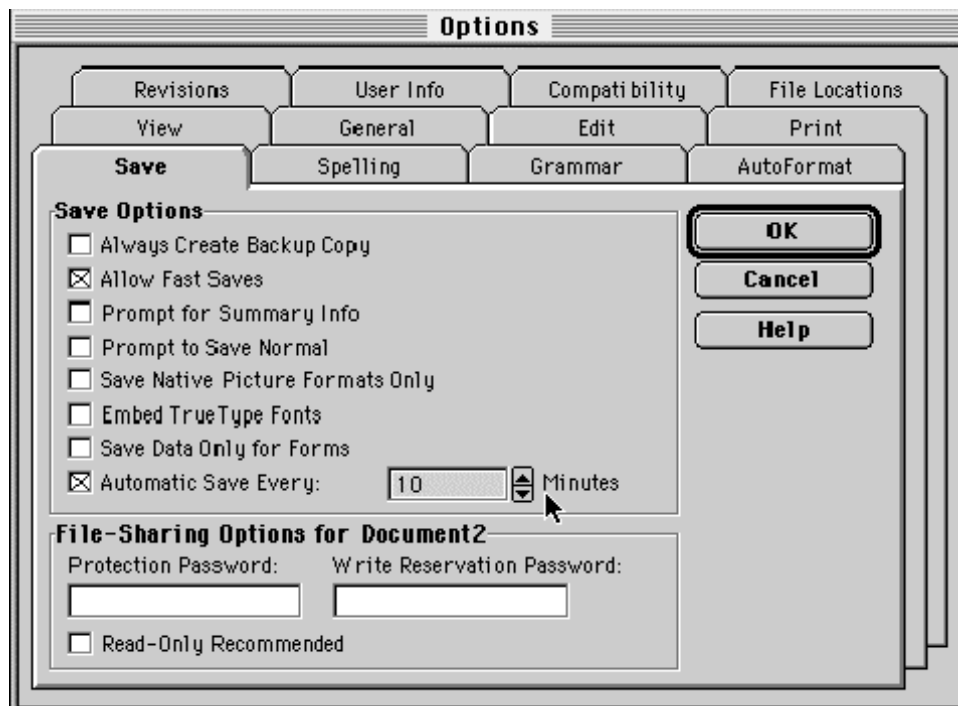
TIPS AND COMMON PROBLEMS

TIPS

Customizing

There are a few features that you might like to customize on your own computer at home. For example, you might like to adjust the **Auto Save** time limit.

To get the **Save** dialog box, go to the **Tools** menu and select **Options...** (not **Customize**). Click on the tab for **Save** and this window will appear. You can adjust the **Auto Save** intervals by modifying the field in the center of this dialog box.



NOTE: Being able to customize Word is an advanced ability. We encourage you to discover how you can optimize MS Word to fit your needs. We ask, however, that you not customize Word

when working in the campus facilities because what is a convenience for one user can become an annoyance for another. Thank you for your cooperation.

Working with Tables

If you find that you will need to create many tables, you may find it very useful to have the **Borders** toolbar up along with the Standard and Formatting toolbar. To open the Borders tool bar, go to the **View** menu and select **Toolbars**. The **Toolbars** window will appear.



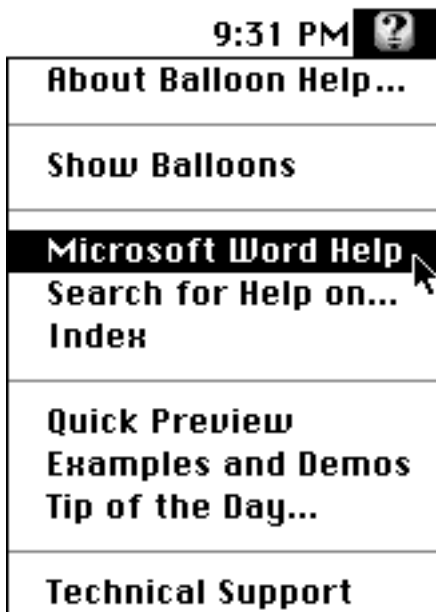
Click on the **Borders** box and select **OK** button to open the Borders tool bar.

COMMON PROBLEMS

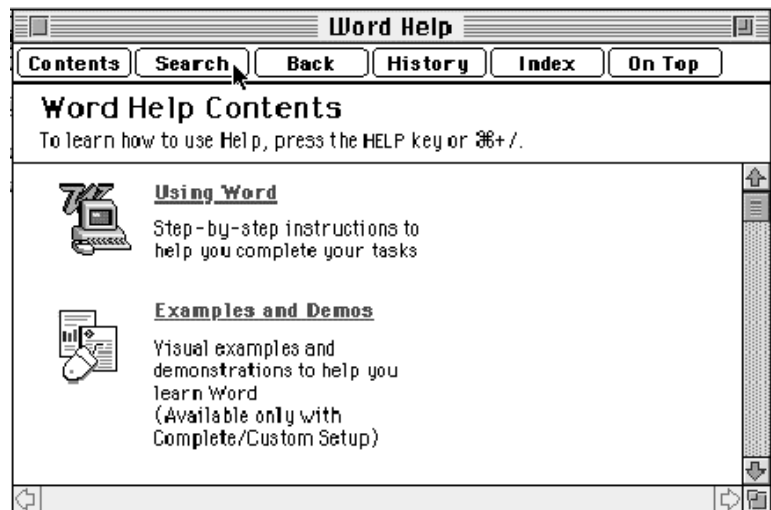
“All these toolbars are taking up too much space with buttons I never use! How do I get rid of them?”
You can customize your toolbars, by simply going to the **View** menu and select **Toolbars**. When the **Toolbars** window appears, click on the **Customize** button.

MORE HELP

- **On-Line Help**



To access Word's on-line help, go to the **Help** menu, which conveniently looks like a question mark in the top right corner of your screen, and select **Microsoft Word Help**. The following dialog box will appear to help you along.



- **Web Site:**

Useful tips and tricks can be found here:

http://www-isu.indstate.edu/acns/userserv/software_support/msword.html

This site contains viewers and converters for virtually all versions of Word. You can download these for FREE and install them onto your machine at home:

<http://www.microsoft.com/office/office/viewers.asp>

- **Manuals**

We have Word 6.0.1 User manuals available for your more in-depth questions.