

**MS  
UC  
RD  
BR**

**Microsoft Word 97/98  
Training Documentation**

## Microsoft Word for Macintosh

A. Starting Word .....	1
1. Using the Word icon .....	1
2. Opening an already existing file.....	1
3. Creating a new file .....	1
4. What you see .....	1
B. Working with Menus.....	1
C. Using Help.....	1
D. Moving around in document .....	2
1. Scroll bar .....	2
2. Cursor movement .....	2
a. Arrow keys .....	2
b. Mouse.....	2
3. Using “find” to search for something.....	2
4. Go To.....	2
E. Creating a document.....	2
1. Typing without returns .....	2
F. Editing.....	2
1. Selecting text.....	2
2. Inserting and deleting material .....	3
3. Undo/Repeat.....	3
4. Copy and paste .....	3
5. Cut and paste .....	3
6. Copying/cutting and pasting between two files.....	3
7. Changing text with replace.....	3
8. Spell-checking the document .....	3
9. Using the thesaurus .....	5
G. Formatting .....	5
1. Paragraph justification.....	5
2. Line spacing .....	5

3.	Changing font and font size .....	5
a.	Changing font size.....	5
b.	Changing font.....	5
4.	Bold, italics, underline, etc.....	6
5.	Sorting lists.....	6
6.	Numbering.....	6
H.	Saving and quitting.....	6
1.	Simple save .....	6
2.	Save as.....	6
3.	Quitting.....	6
I.	Printing a document .....	6
1.	Choosing your printer.....	6
2.	Previewing your document.....	7
a.	Page Layout.....	7
b.	Print Preview.....	7
3.	Printing your file .....	7
Part II.....		8
A.	Page Layout.....	8
1.	Rulers .....	8
2.	Margins.....	8
1.	Paragraph.....	8
2.	Entire document .....	8
3.	Print Preview .....	8
4.	Inserting page breaks.....	8
B.	Tab settings .....	8
1.	Setting tabs .....	9
2.	Creating tab leaders.....	9
C.	Page Numbering, Headers and Footers .....	9
1.	Creating a Header/Footer .....	9
2.	Suppressing page number on the first page.....	9
3.	Restarting numbering from a particular page.....	9
D.	Tables .....	10
E.	Auto Text .....	11

Part III.....	12
A. Styles .....	12
1. Creating your own style definition for a paragraph:.....	12
2. Applying your styles.....	12
3. Changing/deleting styles .....	12
4. Using styles with new documents (merging styles) .....	13
B. Sections .....	13
1. Inserting a section break.....	13
2. Removing a section break .....	13
C. Footnotes .....	13
1. Adding a Footnote.....	13
2. Changing a Footnote .....	13
3. Removing a footnote.....	14
4. Procedure for Converting Footnotes to Endnotes .....	14
D. Super and Subscripts .....	14
E. Hyphenation .....	14
F. Outlining.....	14
1. Creating an outline .....	14
2. Changing heading levels .....	15
3. Formatting outline headings.....	15
G. Creating a Table of Contents.....	15

# Introduction to Microsoft Word for Macintosh - Part I

In this document, underlining indicates the top-level menus. The second and subsequent levels are indicated by quotes.

## A. Getting Started

### 1. Using the Word icon to open

Open the folder titled Microsoft Office. Double click on the Word icon - you will get a blank sheet of paper with the name, "Document 1". This is a new file for you to enter text.

### 2. Opening an already existing file

If you have a file already created in Microsoft Word, double-click on the file. This will start Word and open your file.

### 3. Open a recently used documents

When you open a file in Word the name of that file is add to a list which displays the documents you've recently worked on. To open a document you've used recently, click the file name at the bottom of the File menu. If the list of recently used documents isn't displayed, click the Tools menu, "Preferences", then the **General** tab. Select the Recently used file list check box. You can have the options to display a list of 1 to 9 names.

If you can't find the document in the open dialog box or in the recently used document list, you can search for it. How?

### 5. Find files

If you need to find a file, select the File menu, the "Open" command, click the Find File button, and type the name of your file in the Search dialog box. This feature helps you search for files on your hard drive. You can find a file by searching for the file name, the file type, or the file location.

### 6. Creating a new file

It is possible to have several different files open at once in Word. To open a second file in addition to the one you see on screen, go to the File menu and choose "New". To create a new blank document, click the **General** tab, then double-click the Blank Document icon. This new file created will be titled Document with a number attached (i.e., Document 2, Document 3, etc.)

## **7. Using the Standard toolbar to Open a file**

You can always get another blank document based on the Normal template by simply clicking the New document button—the furthest to the left on the Standard Toolbar.

## **8. Wizards and Templates**

You can save time by using a wizard or template: each produces a ready-made document layout; all you have to do is “fill-in-the-blanks.” To open a Wizard of Template choose the File menu, click “New”. Click the tab for the type of document you want to create, then double-click the name of the template or wizard you want.

### **B. What you see**

At the top of your screen you will see 11 pull down menus. Under these are the Standard toolbar and the Format toolbar, which provide shortcuts to the more popularly used commands. At the very top of your document you will find the Ruler. Along the bottom of your screen you will see information about the current file.

In this view your not using a lot of memory and your program responds quickly.

### **2. Page Layout View**

What you see is what you get. In this view, you see how your document will look when it’s printed. You’ll see pictures and drawing objects, Headers and Footers, and multiple columns.

### **3. Outline View**

Outline view makes it easy to look at the structure of a document, to move, copy, and reorganize its text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see the entire document.

### **4 Online Layout View**

Online Layout View: best for online reading. If you’re a laptop user or have difficulty reading text the on screen, click Online Layout (View menu). Online layout view is based on page layout view but uses larger fonts and increases space between lines to improve legibility.

Along the right side is your Vertical scroll bar, your Previous Find/Go To, your Select Browse Object and your Next Find/Go To.

### **Working with Menus**

To reach the menus, you can use the mouse to point and click, or use the OpenApple key and the letter underlined in the menu choice. Go through each menu - dark print means a choice is available, light print means the choice is there but not applicable at the moment. Choices with a

dark arrow next to them will bring up another menu of choices. Choices with “. . .” after them will bring up a dialog box. A check mark in front of the choice means that is the current status.

## Using the Help menu

There are three main ways for get help with Word 97/98.

1. The **Office Assistant**, which uses a technology called “IntelliSense” this is often the east way get a good answer to question. This technology allows you to type in your question and the Office Assistant will respond with several choices you can use to answer your question and provide options to further detail your inquiry.
2. You can also browse or search through Word’s help files by going to Help, ”**Contents and Index**”. This will bring up the **MS Word Help** window with a list of help topics.
  - Walk through some of the **Help** choices. Clicking on the choice “Index” shows all the help topics listed alphabetically. Clicking on any of the listings will bring up more help. You can also click on a letter to get a listing of all the topics that begin with that letter.
  - There is an **Index** button within the **Help** window; this will open another dialog box, where you can type in the first few letters of the topic you want. As you type, you will see the list of topic keywords jump to the closest match. When you see the topic keyword you want, click “Show Topics”. This produces a list trying to match any topics starting with that word. Select a topic from this list by clicking on it, then click the “Go To” button.
3. If you click Help “**Help on the Web**”, your default web browser will open and load the Word Help Pages. These pages can be viewed through any web browser. You will be able to connect to web pages for new features and upgrades.

## Moving around in document

### 1. Scroll bar

The vertical scroll bar moves the visible window relative to the entire document. When the scroll bar box is at the top of the scroll bar, you are at the beginning of the file, and when it is at the bottom of the scroll bar, you are at the end of the file. To move using the scroll bar either click the up or down arrows, or drag the scroll bar box up or down.

The horizontal scroll bar is only necessary when you have a wider than usual document.

### 2. Cursor movement

#### a. Arrow keys

The arrow keys will move the cursor in the direction of the arrow.

#### b. Mouse

The mouse can be used to move the cursor in bigger increments. Position the mouse then click the mouse button -- the cursor will jump to where the mouse arrow is.

### 3. Using “find” to search for something

Edit “Find” allows you to search for a particular piece of text in your file and highlights that text. Shortcut Key: ⌘+F.

### 4. Using Replace to find and replace something

Edit “Replace” allows you to search for a particular piece of text in your file and replace that text with the text you specified in the Replace with dialog box. Shortcut Key: ⌘+H.

### 5. Go To

Edit “Go To” lets you jump to a specific page in your document (You may also jump to a section, line, footnote, etc.) Shortcut Key: ⌘+G.

## Browse Objects

As you move through your document you easily go back to the location or jump to a specific page, heading or types of Browse Object depending on the Browse Object you select.

Moves to **Previous Browse Object** or previous page  
**Select Browse Object** button  
Moves to **Next Browse Object** or next page

When you press the Select Browse Object button, a dialog box appears. You then have a choice of twelve objects to choose from and set as your object to navigate through your document. The Previous Browse Object and the Next Browse Object will change corresponding to the object you

have chosen with the Browse Object button. The Previous Browse Objects and the Next Browse default to browsing by the page.

<b>Keyboard Commands for Moving the Insertion Point and Scrolling In a Document</b>	
<b><i>To Move</i></b>	<b><i>Press</i></b>
<b>One character to the left</b>	<b>Left-arrow key</b>
<b>One character to the right</b>	<b>Right-arrow key</b>
<b>One line up</b>	<b>Up-arrow key</b>
<b>One line down</b>	<b>Down-arrow key</b>
<b>One word to the left</b>	<b>⌘+left-arrow key</b>
<b>One word to the right</b>	<b>⌘+right-arrow key</b>
<b>To the end of the line</b>	<b>End</b>
<b>To the beginning of the line</b>	<b>Home</b>
<b>To the beginning of the current paragraph</b>	<b>⌘+up-arrow key</b>
<b>To the beginning of the preceding paragraph</b>	<b>⌘+up-arrow key twice</b>
<b>To the beginning of the next paragraph</b>	<b>⌘+down-arrow key</b>
<b>Up one screen</b>	<b>Page Up</b>
<b>Down on screen</b>	<b>Page Down</b>
<b>To the bottom of the screen</b>	<b>⌘+Page Down</b>
<b>To the top of the screen</b>	<b>⌘+Page Up</b>
<b>To the end of the document</b>	<b>⌘+End</b>
<b>To the beginning of the document</b>	<b>⌘+Home</b>

## Creating a document

### 1. Typing without returns

Type continuously using the Enter or Return key only to create a short line or to start a new paragraph. The text will wrap around at the right margin automatically.

## Editing

### 1. Selecting text

Much of text editing requires that you specify the text you wish to work with by highlighting it. There are several ways to highlight text:

- click and drag to cover a small area of text
- click in the beginning of what you want to highlight, move your mouse to the end of the selection and shift-click (hold down the mouse key while clicking the button) to select an area several lines or paragraphs long
- click to the left of a line to select the entire line
- double click in a word to select the entire word

### 2. Inserting and deleting material

To insert text, position cursor and start typing. Text will be moved along accordingly.

To delete, use the Delete or Backspace key to erase characters not wanted (either key will delete the character to the left of the cursor). To delete a larger area, highlight it then press the Delete or Backspace key.

### 3. Undo/Repeat

Edit “Undo” will allow you to undo any previous command. (You can also use the button with the curving arrow in the toolbar.) To undo the last several changes, use the down arrow next to the undo button. Clicking will undo everything in the list up to that point. When you make a change, you can repeat the change with Edit “Repeat”. Shortcut Key: ⌘+Z

### 4. Copy and paste

Highlight what you want to copy. Choose Edit “Copy” (Shortcut Key: ⌘+C), move the cursor to the place where you want to paste and choose Edit “Paste”. Shortcut Key: ⌘+V.

### 5. Cut and paste

Procedure is the same as described above except for choosing “Cut” instead of copy from the Edit menu. Shortcut Key: ⌘+X. Again, move to the spot to paste and choose Edit “Paste”. Shortcut Key: ⌘+V.

## **6. Copying/cutting and pasting between two files**

By opening two documents, you can pick up text from one and paste it into the second. Simply use highlighting to indicate which text you want and then choose Edit “Copy”. Switch to the second document by choosing it from the Window menu. Click in the place you want the text to be and choose Edit “Paste”.

## **7. Changing text with replace**

To replace text, the easiest way is to highlight the portion of text to be replaced and then begin typing the replacement text. All highlighted text disappears and the new text is put in its place.

Use the Edit “Replace” to make changes to text that repeats throughout the document. Fill out the box which prompts “Find what” with the word or words you want to change and then fill in the box “Replace With” with the word or words you want in its place. Then click “Replace All”. The choice to match upper or lower case will limit the change to words which match the case of the word in the “Find what” box.

**NB:** If your replace does not work, click the Clear button to make sure all formatting and styles have been removed.

## **8. Spell-checking the document**

You can spell your entire document using Tools “Spelling” -- make sure that no text is highlighted first. You will get a second menu and the first word not recognized in the dictionary will be highlighted. Suggestions from the dictionary will be made if they are available. After making a selection from the choices Word gives you or typing in your correction, click “Change”. This will change only the word shown. If you want to correct that word any time it appears in the document, choose “Change All”. Shortcut keys F7.

## **9. Grammar checking**

The Grammar checker has been redesigned and combined with the spell checker. By the default the spell checker and the grammar checker run at the same time. The Grammar checker will help you by picking out possible grammatical or style errors and suggest changes.

## **10. Using the thesaurus**

To find synonyms for a word, highlight it in your text then locate the Thesaurus by selecting the Tools menu, “Language”, and then click Thesaurus. You can also access the Thesaurus dialog box by press Shift+F7. You then can type in a word in the “Replace With” box and choose “Lookup” from the menu. Synonyms for the word will appear in the window on the right. To replace a highlighted word in your file with one of these words, click on the word you want to replace it with from the list and then click replace. Clicking on “Antonym” after the list of words also shows antonyms. The "Previous" button allows you to switch to a word looked up previously.

## Formatting

### 1. Paragraph justification

Several changes can be made to the paragraph using the icons on the ruler. Paragraphs can be left justified (the default right margin ragged), right justified (ragged left and straight right margin), centered (used for titles), and justified (both left and right margins are straight). To change a paragraph click in it then click the icon for the alignment you want in the formatting toolbar.

### 2. Line spacing

Line spacing for paragraphs can be changed from the Format "Paragraph" menu (click in the paragraph you want to change first). The "Line Spacing" box will say "Single"; you can change to single, double, or one and one half spacing by choosing them from the list in this box. The "At" box allows you to choose a line spacing other than single, double, or one and a half -- click the up or down arrows to pick your spacing.

Spacing between paragraphs can be specified by typing in a measurement in the "Before" and "After" boxes. Alignment can also be changed from this window, using the list under "Alignments".

### 3. Changing font and font size

Changing font and font size is done either through the Format "Font" menu or by using the font and point size boxes on the Format toolbar.

#### a. Changing font size

Font sizes are measured in points. Point refers to how tall and wide a letter is. To change the size of any characters in your document, highlight the text you want to change and then choose the point size you want either through the Format "Font" menu or choose the "Font Size" indicator in the format toolbar. If you click the point size it highlights. You can input the point size, for example "30" or you can click the square with downward pointing triangle to preset points to choose from.

#### b. Changing font size with shortcut keys

Select the text, then press  $\text{⌘}+$  until you increase the font size to your desired point size.  $\text{⌘}+$  decreases the font size. The font is increased or decreased in an increment of one point size. You can see the relative point size change as they occur in the Font Size indicator on the format toolbar.

#### c. Changing font

Font refers to how those characters look when they are printed on screen and in on paper. Again, highlight the text you want to change and choose the font from the format toolbar or choose "Font" from the Format menu and select the type of font you want.

#### **4. Bold, italics, underline, etc.**

You can make any part of your document bold, italicized, underlined, etc. by highlighting the text you want to change then choosing bold, italics, etc., from “Font” in the Format menu. There are also buttons on the ribbon corresponding to bold, italics, and underline. Shortcut keys, Bold ⌘+B, Italic ⌘+I, and Underline ⌘+U.

#### **5. Sorting lists**

Lines or lists can be sorted alphabetically if they are highlighted and you use the Table “Sort Text” command. You can specify ascending or descending order.

#### **6. Numbering**

A list of items can be numbered automatically. Highlight the list and choose Format “Bullets and Numbering”. Click on “Numbered” to show numbering formats. Select the desired number format and click "OK".

**NB:** the Sorting and Numbering commands could be used together to manage references, but make sure that you have only one reference per paragraph and that the author’s name is the first piece of text on each line.

### **Saving and quitting**

#### **1. Simple save**

Choose File “Save”. When saving for the first time, you will be asked to supply some name other than “Document” for your new file. Be sure you are in the correct directory or type in the complete path before saving. Saving at any other time will save under the same filename.

#### **2. Save as**

If you wish to save your changes into a new file, or to save your file in a different word processor format, use the “Save As” command under the File menu. Type in a new name for your changed file. To change to another word processor format choose it from the “Save File as Type” box.

Note that if you save your changes into a new file, the name of the file that you see on screen will change to that of the new file.

#### **3. Quitting**

To quit Word choose “Exit” from the File menu. If you have made any changes since the last time you saved, you will be asked if you wish to save them before leaving.

## **Printing a document**

### **1. Choosing your printer**

The first step in printing a document is to identify the printer you wish to use. Once the printer is defined, it will be the one used until another one is chosen. Go to File “Print” and choose “Printers”. Highlight the printer you want then click OK.

### **2. Previewing your document**

There are two ways to see your document, as it will look when printed.

#### **a. Page Layout**

View “Page Layout” displays the document as it will be formatted on the printed page including headers and footers. With this view of the document, you can page through your file by clicking on the page icons at the end of the vertical scroll bar. (It may be slower to edit in Page Layout). To remove the Page Layout view, choose View “Normal”

#### **b. Print Preview**

File “Print Preview” will display your text on screen either as one or two pages side by side, allowing you to see where pages will break.

### **3. Printing your file**

Choose File “Print” to print your document or use the printer icon from within File “Print Preview”.

## Part II

### A. Page Layout

#### 1. Rulers

There are two main rulers:

- The default ruler with measurement in inches and triangle markers for the text boundaries.
- The second ruler available only within a table has **T** markers as delimiters for each cell.

#### 2. Toolbars

There are Thirteen main toolbars. You can create your own customized toolbars with buttons that implement any possible word command. Access the toolbars under View “Toolbars”. Select which ones you want displayed by clicking in the box next to that toolbar’s name. Word displays two toolbars by defaults—the Standard and Formatting toolbars. Toolbars allow you to display frequent and infrequently used commands as button. These button short cuts are used to manipulate your data and environment. To move a toolbar to another location, click the move handle on a toolbar that appears at the top of the screen, or click the title bar on a floating toolbar.

#### 3. Margins

##### 1. Paragraph

To change the margins for a single paragraph position your cursor in it. Use the icon in the ruler that looks like two triangles pointing towards each other and drag the square below the bottom.

##### 2. Entire document

There are two ways to change the margins for your entire document. If you have specific margins in mind before you enter text, use File “Page Setup”. Type new measurements in the boxes for the left, right, top, or bottom margins.

##### 3. Print Preview

Drag on the line at the white/gray border. Hold down the alt key while dragging in order to display the margin in inches.

##### 4. Inserting page breaks

Word will automatically break pages according to your margins. However you can change where page breaks occur by inserting a hard page break of your own. To do this, position the cursor where you want the page to break, choose Insert “Break” and click the circle next to “Page Break”, then click OK. This will insert a heavy dotted line, with the words Page Break in it, which represents the hard page break. To delete a page break you have inserted highlight the dotted line and press the Delete or Backspace key.

## **B. Tab settings**

There are 4 tab possibilities:

- left adjusted - anything following the tab starts at the point of the tab
- right adjusted - anything following the tab ends at the point of the tab marker
- centered - anything following the tab is centered over the point of the tab marker
- decimal - anything following the tab is aligned on the decimal point

Formatting tabs with the Ruler

The Ruler is displayed across the top of the document window. If the ruler is not displayed select View "Ruler" from the menu bar. The Ruler shows you the page margins your tab settings of paragraphs and the margins indent.

### **1. Setting tabs**

Tabs can be set by first selecting the type of tab icon you wish in the left-hand corner of the ruler (icons look like L's and T's) and then clicking in the ruler just below the measurement you want for the tab. You can change the position of a tab in the ruler by clicking on it, holding and dragging. To remove a tab, click on it and drag it down out of the ruler.

### **2. Creating tab leaders**

Tab leaders are a way to put lines or dots between tab stops and can be used to create simple forms. To add a leader to a tab that you have already set chosen Format "Tabs" or double-click on the tab marker in the ruler. Select the tab to which you want to add the leader, click on the type of leader that you want, and click "OK".

## **C. Page Numbering, Headers and Footers**

To add page numbering to a file, put the page number in a header or footer. (A header is text that repeats across the top of every page, a footer is text that appears across the bottom the page.)

### **1. Creating a Header/Footer**

Choose "Header and Footer" from the View menu. This takes you into "Page Layout" view with the "Header" and "Footer" areas highlighted, and brings up the "Header and Footer" toolbar. To add a page number, position the cursor and click on the page number icon (it has a '#' character). To add the date, position the cursor and click on the icon that looks like a calendar page. Click in the close box when you are finished. Headers/footers will be displayed in "Page View", and "Print Preview".

- You can create different footers on even and odd pages by choosing File “Page Setup”, clicking the “Layout” tab and checking the “Different Odd/Even” checkbox under the “Headers and Footers” section.
- To change the position of the header /footer on the page choose File “Page Setup” clicking the “Margin” tab, locate the “From edge” section and type new measurements in the “Header” and “Footer” boxes (note that this is measured from the edge of your piece of paper.)

## **2. Suppressing page number on the first page**

To turn off page numbering for the first page of a document choose Insert “Page Numbers”, click the box next to “Show Number on First Page” to turn the feature off and click “OK”.

## **3. Restarting numbering from a particular page**

There are times when you may want to start numbering over again from page 1 at a particular point in your document -- such as for a list of references at the end of a paper. To do this you must create a new section containing the pages that will be renumbered. Position your cursor where you want the page with the new numbering to begin. Under Insert menu choose "Break" and click on "Next Page" under Section Breaks and click "OK". A section break will be inserted which looks like a double dotted line. Put your cursor in the new section, choose Insert “Page Number” and select "Format". Type in the number that you want the new page numbering to start at, under "Page Numbering" and click on "OK" to return to your document.

## **D. Tables**

The table function can be used for preparing tables and also for text which is normally not in columns. The commands to create and format tables are under the Table and Format menus. Tables are made up of rows, which go down horizontally, and columns which go across vertically. Where a row and a column intersect is called a cell.

Steps to create and format tables:

1. Make sure you are on a blank line and have a normal paragraph defined. Also if you want to make margin changes or have your page in “Landscape”, do this before inserting the table.
2. Select Table “Insert Table”. Fill in the number of columns you wish; rows can be added as you go.
3. Type in your information moving from column to column with the tab key or mouse. Do not try to align information in individual cells. New rows will be created as needed when you use the tab at the end of a row.
4. Use Format “Paragraph” or Format “Font” to align or format individual cells or columns. This can also be done through the buttons in the ribbon controlling paragraphs. Remember to highlight what you want changed before choosing a font.

5. For decimal alignment in a column, first highlight the column then choose the decimal tab icon and set it in the ruler. Your cursor will then move to the position of the decimal point and position numbers accordingly.
6. For titles, highlight the row above which you want your titles to appear and use Table “Insert Row”. For additional rows, Table “Insert” will change from “Row” to “Cell” depending on what is highlighted before going to the menu. To Insert a Column, select a cell, select Table then Insert Cell. The Insert Cell dialog box appears on the screen. Select the Insert Column, if you wish to have a title spans two or more columns, highlight the cells to span in the row and then use Table “Merge Cells”.

The Table menu is also used to delete rows or columns that are highlighted first.

7. To change the width of the columns, drag the column marker for the respective column. To shrink or stretch a column without changing the width of the table, hold down the shift key while dragging the column marker to the position you want.
8. To draw lines in your table highlight the part you want to draw lines around, then use the use the Format “Border” menu. First choose the type of line thickness you want by clicking on the choice in the “Style” box. Next use the picture in the “Border” box, which represents the cells you have highlighted in your table, and click in the area where you want the line drawn, top, bottom, left or right. If you want a box around your entire selection, use the “Box” choice. When done click “OK”. To remove borders, repeat the process but choose “None” for line style after highlighting the border to remove.

## **E. Draw Tables**

The Draw Tables let’s you create and customize tables. You can make tables by clicking and dragging. You can now make individual cells any height and width you want.

1. Choose Draw Table from the Table menu or click the Tables and Borders button on the Standard toolbar. The new Tables and Borders floating toolbar appears and your mouse pointer changes to a pencil icon.
2. Click in the document where you want the upper left corner of the table to begin then drag to the opposite corner and release your mouse button.
3. Use the pencil to draw row and column gridlines in the table. The lines need not span the table height or width.
4. If you want to remove a line, click the Eraser button on the Tables and Borders Toolbar and drag it over the line.

Once you’ve completed your tables you can start to enter text.

**NB:** To control the appearance of the graphical lines displayed for tables, go to Table and choose “Gridlines” to turn table gridlines off or on.

## **F. Eraser tool**

Lets you easily remove any cell, row, or column lines to achieve the same effect as merging two cells.

## **G. Vertical alignment buttons.**

Lets you align cell contents at the top, center, or bottom of the cell. You can use the convenient alignment toolbar buttons to achieve these effects. If your text is oriented vertically, the buttons automatically adjust to give you left, center, and right alignment.

## **H. Vertical text direction**

Makes your text flow vertically (rotated 90 degrees) in table cells, text boxes, and frames. This is a useful for creating labels and also for publishing documents where information is printed sideways.

## **I. In-table row resizer**

Lets you adjust any row's height directly in your table by dragging the row border up or down, just as you adjust column widths. If you hold down ALT while you drag, the new vertical ruler shows you the exact row height.

## **J. Auto Text**

If you have text, headings, addresses, graphics etc., which you know you will need to type over and over again, type them once and save them in your Auto Text glossary. From then on, you can choose these pieces of text and insert them into any future file. This is much quicker than having two documents open and cutting and pasting from one to another.

An entry to your Auto Text glossary might be a template for letters. Create the bare essentials of the form you want for your letters or memos and save it in the glossary.

### Steps

1. Create and format your text or select the graphic you want to store then highlight it.
2. Choose Insert, “Auto Text”, “New” and type in a name for your new entry. Click “ok”.
3. To make you new entry available in any document, the Look in scrolling list should read “All Active Templates.”

### Auto Correct

The AutoCorrect feature allows you to insert frequently used text and graphics just like the

AutoText function. You can also use the AutoCorrect feature to correct misspelled words or insert a symbol not available on the keyboard. To add AutoCorrect for misspelled text click Insert from the menu bar, “AutoText” then select the AutoCorrect tab. In the Replace dialog area you would type the misspelled word. In the With area you would type the correct spelling of the word to replace the misspelled word. You would then press the Add button and close the dialog box.

### **AutoComplete**

If you type **thur** and press Enter, Word automatically finishes the word Thursday. This will happen when you type the months, the current date, and your own AutoText entries.

## **Part III**

### **A. Styles**

A paragraph (and this includes titles, section headings etc.) includes several different parts. There is the kind of font, size of font, whether or not the text is centered, left adjusted, first line indented etc., how much space between lines and how much space between paragraphs. Defaults exist for all of these but might not be what you prefer. In addition, you might want to use one font because it looks good on screen and an entirely different font when you print. Defining paragraph styles is a way to create specific formatting for a paragraph and then re-use it easily. Using styles for your writing makes every new document easier to format.

The “Normal” style, which is the default, is adequate for most purposes. Some of the more helpful styles to create might include titles, section headings, and numbered lists. There are defaults for many of the styles such as headers, footers, footnotes, etc. These defaults appear when you choose to insert a header, footer, or footnote.

1. Creating your own style definition for a paragraph:
2. Choose Format “Style” and click on "New".
3. Put in a name descriptive of the paragraph format.
4. In the “Based on” box describing the style you should have “Normal” listed. This is important because if you start out with the Normal default and later want to make a change to the entire document, you can just change the Normal style and all of your own styles based on Normal will change as well.
5. Click on the “Format” button choose "Font" to make changes such as font type, font size, etc., and click OK when you are finished. Click the “Format” button and choose "Paragraph" to make changes such as spacing after the paragraph and line spacing. As you add pieces of your definition they will appear in the “Description” box.
6. To save your new style for this document, click “Apply”.

### **Applying your styles**

To apply a style you have created to new text, simply have your cursor in the new text and choose the style from the style box in the ribbon.

### **Changing/deleting styles**

To change any of the definitions you have established, choose Format “Style” then choose the style you wish to change from the list by clicking. Click “Modify”. Make any changes using the Format “Paragraph” and “Character” menu. Click “OK”, then click “Apply”.

To delete a style, bring up Format “Style” and choose the style you want to delete by clicking on

it and then click “Delete”. Click "Yes" to confirm that you want to remove the style and then "Apply" to return to your document.

### **Using styles with new documents (merging styles)**

To incorporate styles you have created for an old document into a new document follow these steps:

1. In the new document choose Format “Style”. Click on the “Organizer” button. You will see a list of the styles used in the open document, which is the file listed on the left-hand side.
2. Click “Close” to close the file on the right hand side. Click "Open File" and select the name of the file, which contains your styles, and click "OK".
3. Select the styles that you want to copy and click "Copy".
4. The styles will now appear in the box under the your document name. Click "Close".

### **B. Sections**

You can divide a document into any number of sections and format each one differently. Use new sections to change margins, paper orientation, format or sequence of page numbers, contents of headers and footers, and where footnotes are printed.

#### **Inserting a section break**

Position your cursor where you want the new section to begin and choose Insert “Break”. In the “Section Break” box select where you want the section to begin -- most often this is “Next Page”. A double-dotted line will be inserted in your file to mark the end of one section and the beginning of the next. Keep in mind that this section mark contains the formatting for the section that precedes it.

With your cursor in the new section, make any formatting changes to it. The new section will pick up header and footer text from the previous section, if you wish to reuse part of it.

#### **Removing a section break**

Highlight the section mark and delete it. Keep in mind that it contains the formatting for the text that comes before it.

## C. Footnotes

### Adding a Footnote

Position the cursor at the place in your text where you want the footnote reference to appear. Choose "Footnote" from the Insert menu. If you want numbered footnotes, click OK. A footnote window will appear at the bottom of your screen; type the text of your footnote here. Footnote text can be formatted just as any other text would be (i.e., bold, underlined, different fonts, etc.). Click the Close button after your footnote is finished.

### Changing a Footnote

Double-click on the footnote reference in the text and your cursor will be moved to the text of the footnote. Make any changes then click the Close button.

### Removing a footnote

To remove a footnote, highlight the footnote reference in your text (the number) and delete it. Numbering will be adjusted.

### Procedure for Converting Footnotes to Endnotes

1. If you wish to have all your footnotes collected on the last page from the Insert menu, choose "Footnote".
2. Click on "Options" and then click on "Convert".
3. "Convert All Footnotes to Endnotes" should be selected. Click "OK" until you return to your document.
4. Finally, put a page break at the end of the document and type in any title you wish for your reference page.

## D. Super and Subscripts

Highlight the text you want raised or lowered, then choose Format "Font". Click in the box by <sup>Superscript</sup> or <sub>Subscript</sub>. You can also change the super or subscript to a smaller point size.

## E. Hyphenation

The command Tools>"Language">"Hyphenation" will supply hyphenation for either an entire document (starting from the cursor) or a selected piece of text. It is a good idea to wait until just before printing to hyphenate your document since editing changes will cause hyphenation changes.

First choose "Automatic" or "Manual". If you choose "Manual", you will be asked to confirm or reject Word's choice of where to split a word (for either a block of text or an entire document). The display shows the word hyphenated between every syllable, with a dotted

line where the new right margin would be. You can confirm the hyphenation or reject it and continue.

## **F. Outlining**

Choosing “Outline” from the View menu changes your display to “outline view”. The ruler at the top of your document will change; the symbols displayed now have to do with the different levels of your outline.

### **Creating an outline**

Type the first heading for your outline and press a return. Type the rest of your outline and assign heading levels as you go: if a paragraph is the same level as the previous paragraph, just continue typing. If it is at a lower level, click the right arrow to move the heading down one level; if it is at a higher level click the left arrow to move up. To create body text, click the double-arrow icon.

### **Formatting outline headings**

A default style will be applied to the different levels of headings. If you wish to change these styles, choose “Style” from the Format menu.

## **G. Creating a Table of Contents**

If a document has been outlined, it is easy to then create a table of contents based on that outline. It is best to do this right before you print your final document, as page numbers may change as you edit. Choose “Index and Tables” from the Insert menu. Choose the format that you want for your table of contents and click "OK". A table of contents will be inserted as the first page (or pages) of your document.