

Word Concepts

by Libby Baker

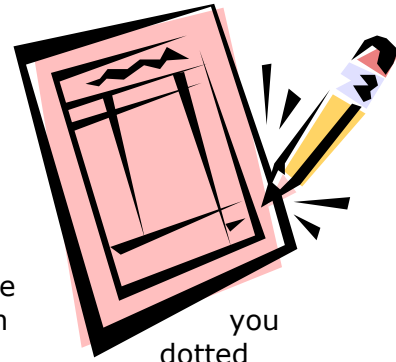


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Tables

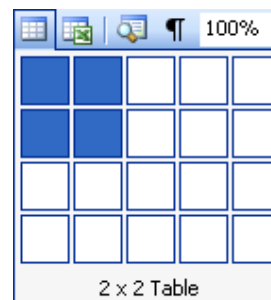
Tables can be used to arrange rows and columns of text and numbers. Within each cell in the table, text wraps around. When you create a table, Word displays dotted gridlines between the cells to show you the boundaries of the rows and columns. These gridlines do not print out. Use the border command to add gridlines which print.



Creating a Table

Inserting a Table using the Toolbar

1. Position the insertion point where you want to insert the table.
2. Click the Table button on the Toolbar. 
3. Drag the mouse to select the number of columns you want the new table to have.





4. Release the mouse button to insert the table.

To move to the next cell, press the Tab key. If you want to move back to the previous cell, press Shift Tab. Pressing Tab at the last cell of your table creates a new row.

Notes :

Formatting Tables

- ▼ The simplest way to format tables is to choose Table Autoformat. Click into any table and select Table Autoformat from the Table Menu.
- ▼ Table Properties are available by right clicking a table cell and are also available from the Table Menu.
- ▼  Many features are also available on the Tables and Borders Toolbar.  It is turned on and off with this icon .



- ▼ Word offers an easy way to move tables by resting the mouse on the top left corner a 4-pointed arrow appears and can be used to relocate your table.

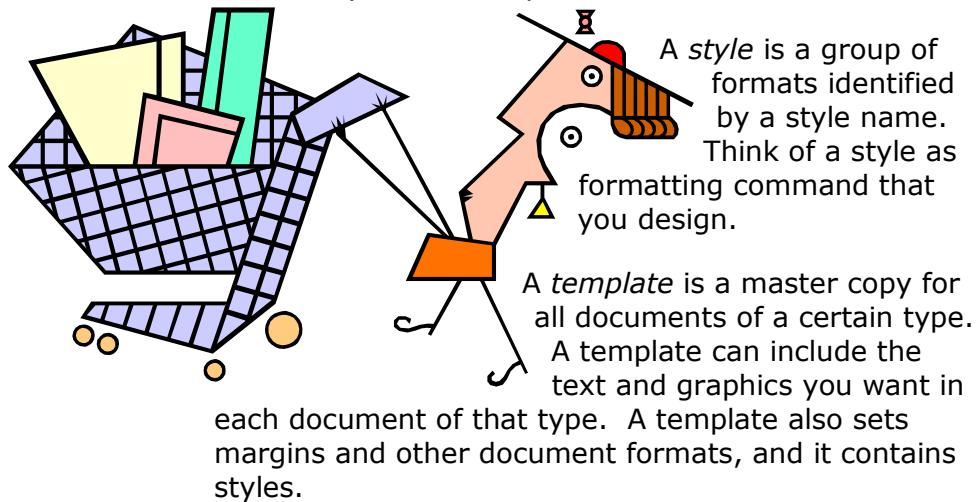


- ▼ Another option in Word is to insert a table within a table

Notes :

Automating Your Work

There are several tools that can make working with Word for Windows faster and more effective. These include styles and templates.



Notes :

AutoFormat & Styles

The AutoFormat command can quickly complete your formatting, improve the document's appearance, and provide uniform formatting throughout a document.

Format AutoFormat

Word analyses each paragraph and determines how the paragraph is used in the document , e.g. as a heading, a footer, or normal text. Word then applies a style, a built-in group of formats, appropriate for that item.

After Word automatically formats a document, you can review the formatting changes and styles, and you can choose to accept, reject, or revise them.

You can always undo if you don't like it!

Notes :

Styles

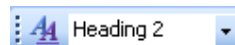
A *style* is a group of formats identified by a style name. Think of a style as formatting command that you design.

When writing a manual, report or letter you may want to create a series of styles for headings and paragraphs so that the document has continuity.

Using Styles

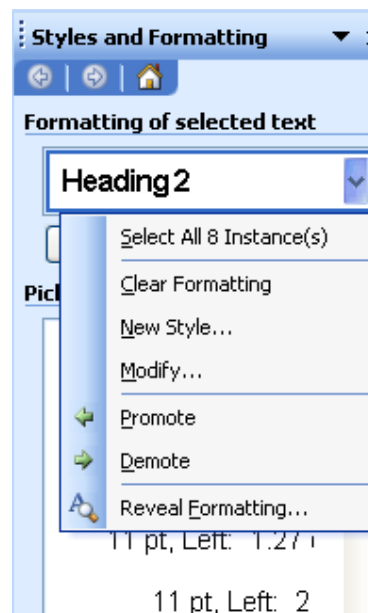
To apply a style

1. Select the text you want to format.
2. Select the style name in the Style box on the formatting toolbar.

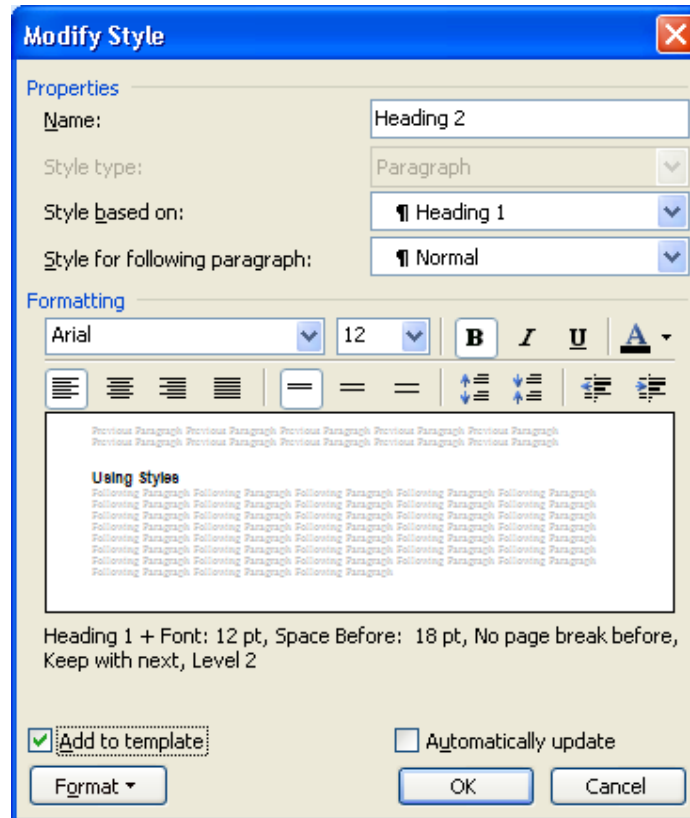


Redefining a Style

1. Select Format, Styles and Formatting
2. A window on the right will appear
3. Select Modify from the drop down



4. Make the changes you require using the dialog and the Format drop down in the bottom left corner.



5. Always tick the Add to template box before selecting OK.

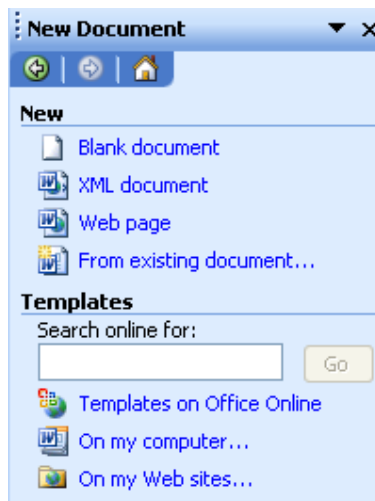
Notes :

Templates and Wizards

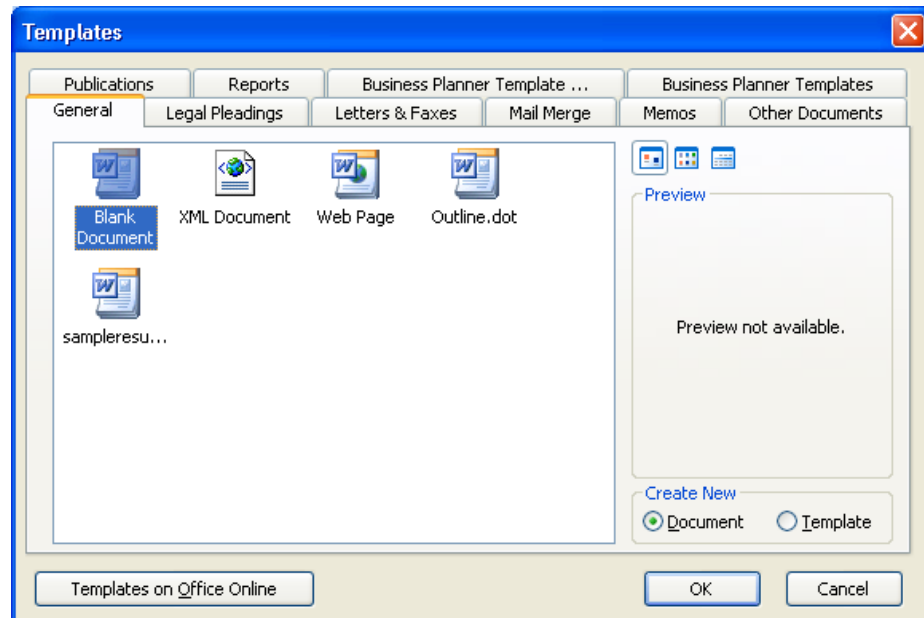
Templates hold formatting information for the documents you create in Word. They enable you through the use of "styles" and set formats to give your documents a consistent appearance. There are several templates that come with Word for creating newsletters, memos, faxes etc. A template is given the file extension of .dot. When creating new documents in Word for Windows the default template is normal.dot.

A Wizard allows you to create a document by selecting your own options related to the layout of the document.

- ▼ Select **F**ile **N**ew.



- ▼ Try clicking On my computer...
The following dialog will appear.
- ▼ Select any tab to view the templates and wizards that come with Word.



Creating a Template

1. Format a document with text ,styles and field codes.
2. Select File Save.
3. Under Save as type select Document Template.



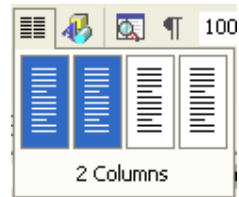
4. When saving note the folder location and extension
.dot
5. Choose File Close.

Notes :

Create newsletter-style columns

Text in newsletter-style columns flows from one column to the next on the same page.

1. Switch to print layout view.
2. Select the text you want to format in columns.
3. On the Standard toolbar, click Columns.
4. Drag to select the number of columns you want.

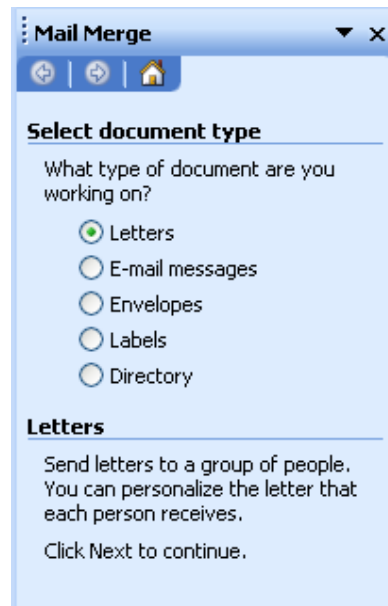


Notes :

Mail Merge

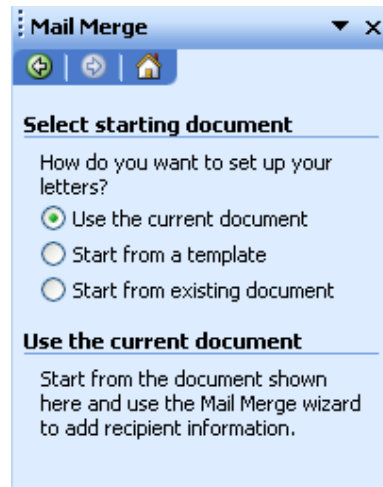
Word for Windows allows you to create form letters that can be merged with a list of names and addresses. Merge printing can save you time by printing off multiple form letters each individually addressed. To create a form letter or mail merge document try the following:

- ▼ Tools , Letters and Mailings, Mail Merge
- ▼ A task pane will appear on the right of the screen
- ▼ Select document type



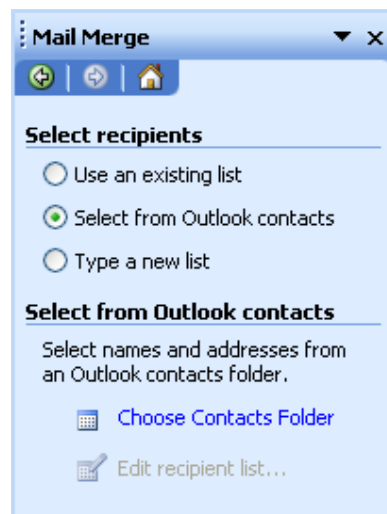
Step 1 of 6

Next: [Starting document](#)

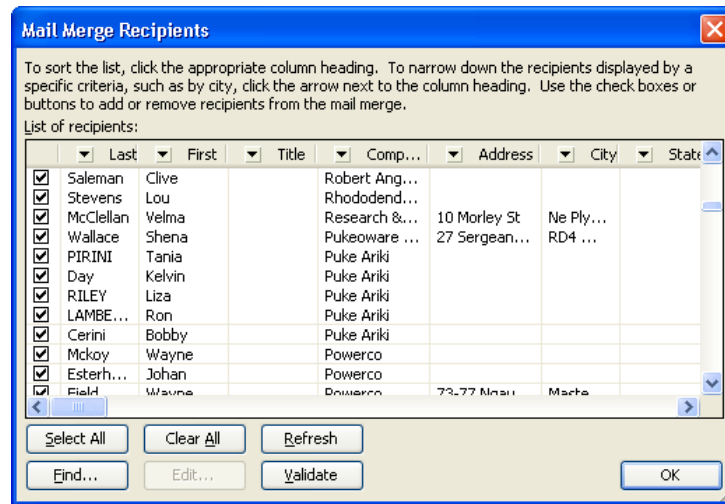


Step 2 of 6

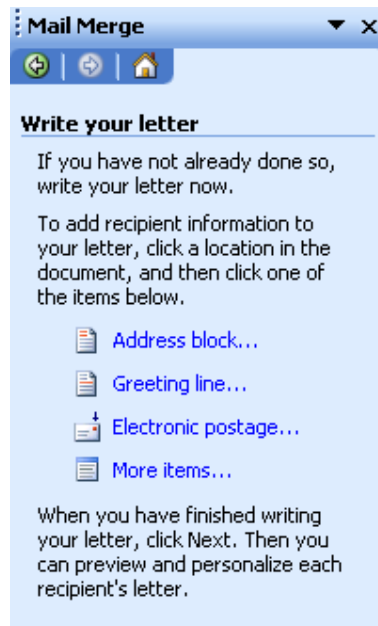
Next: [Select recipients](#)



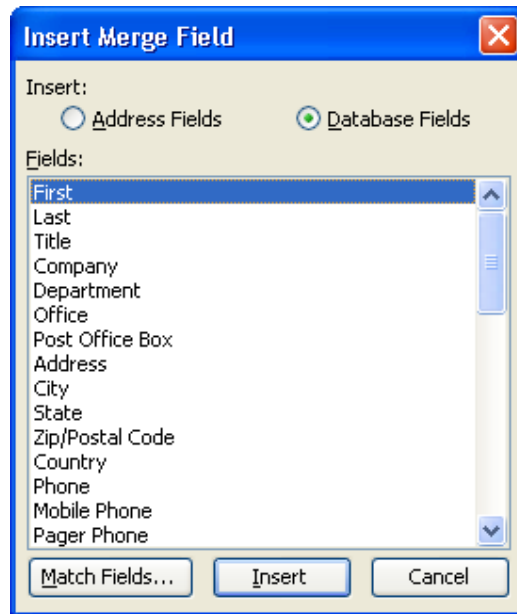
[Choose Contacts Folder](#)



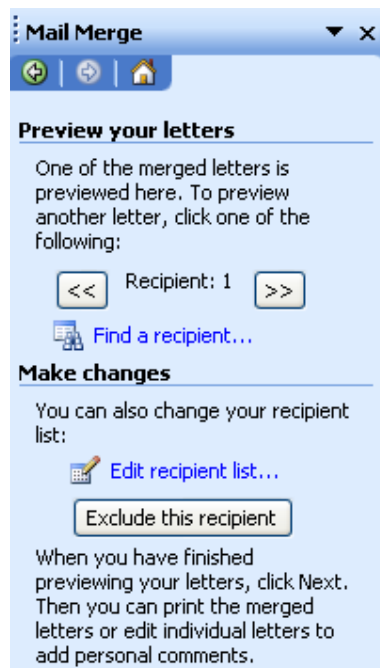
Step 3 of 6
Next: Write your letter



Each option can be used or go directly to More items...





Step 4 of 6
Next: Preview your letters



Step 5 of 6
Next: Complete the merge

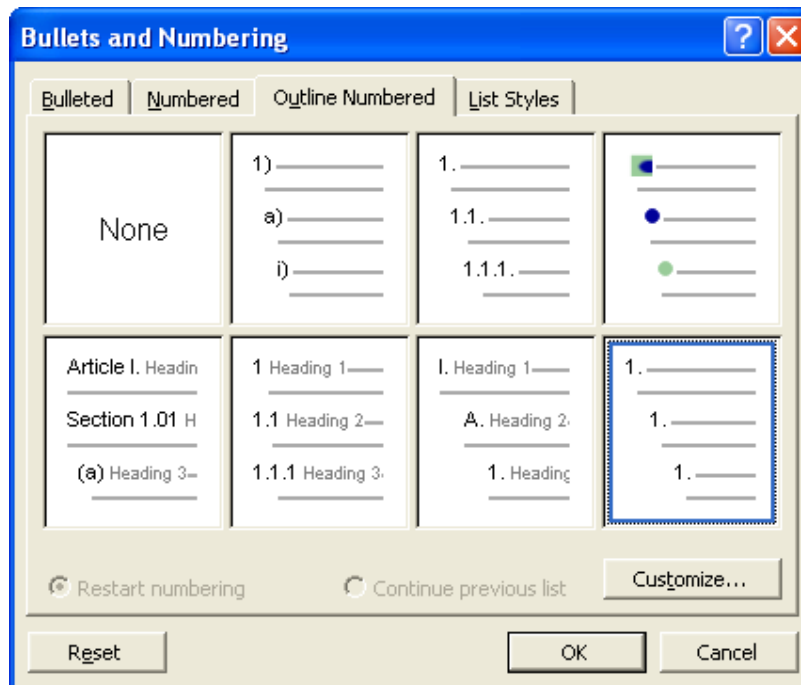
Bullets & Numbering

Add bullets or numbering to existing text

1. Select the items you want to add bullets or numbering to.
2. On the **Formatting** toolbar, click **Bullets**  or **Numbering** .

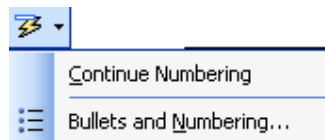
Multi-level numbering

1. From within the numbered list select Bullets and Numbering from the Format Menu.



2. Customize if necessary.

Smart Tags





Notes :

Headers & Footers

1. On the View menu, click Header and Footer to open the header or footer area on a page.
2. To create a header, enter text or graphics in the header area.



4. To create a footer, click Switch Between Header and Footer on the Header and Footer toolbar to move to the footer area, and then enter text or graphics.
5. If necessary, format text by using buttons on the Formatting toolbar.
6. When you finish, click Close on the Header and Footer toolbar.
7. On the View menu, click Header and Footer.
8. On the Header and Footer toolbar, click Page Setup. 
9. Click the Layout tab.
10. Select the Different first page check box, and then click OK.
11. If necessary, click Show Previous or Show Next  on the Header and Footer toolbar to move into the First Page Header area or First Page Footer area.
12. Create the header or footer for the first page of the document or section.
13. If you don't want a header or footer on the first page, leave the header and footer areas blank.
14. To move to the header or footer for the rest of the document or section, click Show Next on the Header and Footer toolbar. Then create the header or footer you want.

Notes :

Graphics

Using Clipart


1. Choose Inset Picture, Clipart.
2. Select the name and note the preview window.
3. Choose OK or press enter.

The picture can be sized in the document - using the mouse. For accurate positioning and word wrap.



Right mouse click to edit your picture.
Double-click and a new window will open. Double-click again to customise.

Try Insert Picture WordArt or AutoShapes. Have fun!

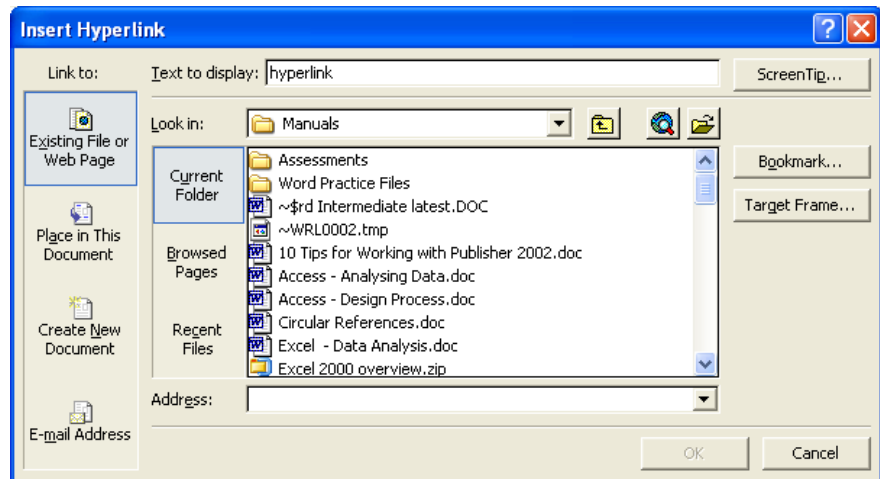
Use this icon to turn on your Drawing Toolbar .

It will appear at the bottom of your screen.

Notes :

Hyperlinks & Linking other Office documents

- ▼ Type libbybaker@clear.net.nz and this email address will automatically turn blue with an underline.
- ▼ Try www.google.com and the same thing happens for web sites.
- ▼ To create a hyperlink from an existing word right click on the word and select Hyperlink.



Hyperlinks can be:

1. An existing file or Web Page
2. A place in this document
3. A new document
4. An email address

Notes :

Object Linking

Linking information from other documents is easy. The mechanism that makes this integration possible is known as Object Linking and Embedding.

Whenever you change the information in the source application, it is updated within your document.

To Insert Linked Information into Word

1. Select the portion of the source document to be linked. (An example might be a range of cells or chart in Excel.) Choose Edit Copy.
2. Activate Word, and place the insertion point at the position where you want to insert the information.
3. Choose Edit Paste Special.
4. Select the desired data format in the dialogue box and choose Paste Link.
5. To update the information, change it within the source application. Word will automatically make the same change to the data within your document.

Notes :