MICROSOFT WORD

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Introduction

A word processor is a computer program that allows you to create, edit and produce text documents, such as letters. Microsoft Word is a word processor created by Microsoft. The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

What is Microsoft Office? The term "Microsoft Office" refers to Microsoft's entire suite of office productivity applications. Microsoft Word is one of the many applications that are grouped under the "Microsoft Office" umbrella.

What is Office 365? Office 365 is a service where you pay a monthly subscription fee (around $10 a month) to use Microsoft Office programs (as opposed to paying $100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft Word comes out, you can upgrade to that new version for free).

In this class, we will be using Word 2016, which is the latest version.
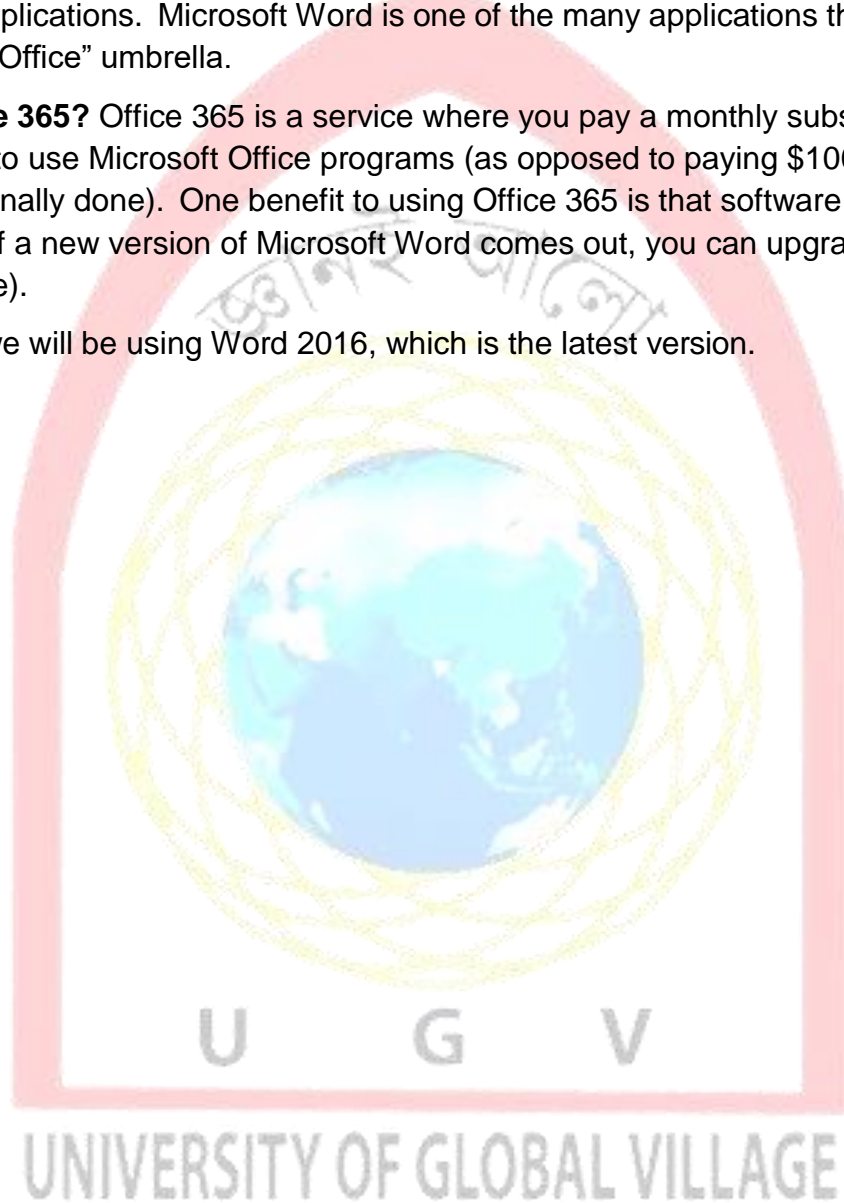
Exploring the Word 2016 Environment

> **Teacher's note:**
> - Mention how the **Quick Reference Guide** contains notes on everything that is covered in class.
> - Mention that the **flash drives** must stay in the computer lab and are not for students to keep.

Open Word by using the **Search Windows** box or by double-clicking on the **desktop icon** for Microsoft Word 2016.

Title Bar

1. **Note** the title bar section which has **window controls** at the right end, as in other Windows programs.

2. **Note** that a blank document opens with a default file name of **Document 1**.

Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the title bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its ScreenTip.

2. **Be aware** that the **Undo** button is not located anywhere else in the application except for the Quick Access Toolbar.

3. **Click** the **Customize Quick Access Toolbar** button, **click New** on the menu, and **see** the command get added to the Quick Access Toolbar.

4. **Click** the **Customize Quick Access Toolbar** button again, and **click Show Below the Ribbon. Click Show Above the Ribbon** to move the Quick Access Toolbar back again.
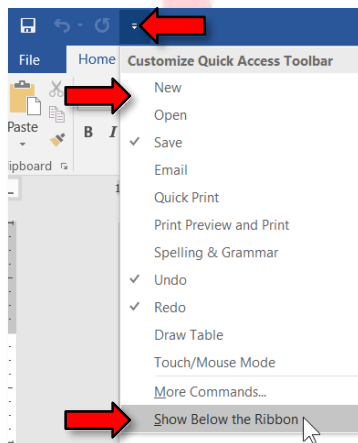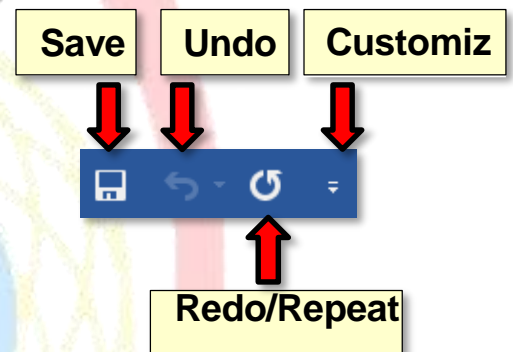
Ribbon

The ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located towards the top of the window underneath the title bar. All of the programs in the Microsoft Office suite have one.

Mention Handout 1 (The Ribbon)

Show Slide 2

The ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**. Depending on the object you have selected in the document, several **contextual tabs** may appear, which provide additional formatting options for the selected object.

Try **clicking** on other **tabs** to view their buttons (do not click the File tab yet), and then **return** to Home tab.

Switch to Word

Active Tab

By default, Word will open with the **Home tab** active on the ribbon. **Note** how the Active tab has a white background and blue letters, and the Inactive tabs have the opposite.

Contextual Tab

Contextual tabs are displayed when certain objects, such as an images and text boxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are darker in color and are located to the right of all the other tabs. As soon as we start being productive in the program, we will see contextual tabs appear.
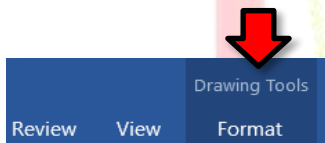
Groups and Buttons

On each **Tab**, the **Buttons** (a.k.a. commands or tools) are organized into **Groups**. The groups have names, but the names are not clickable.

Hover over some of the buttons on the Home tab to **observe** the **ScreenTips**. The ScreenTip displays the name of the button, along with a short description of what the button does.

Text Effects and Typography

Add some flair to your text by applying a text effect, such as a shadow or glow.

You can also change the typography settings to enable ligatures or choose a stylistic set.

? **Tell me more**
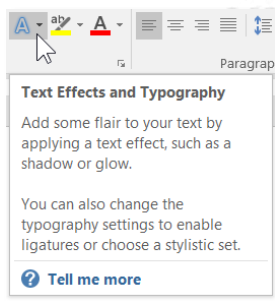
Buttons with Arrows

Note that some buttons have images on them and some have images *and an arrow*. The arrow indicates that more information is needed to carry out the function of the button. Some arrowed buttons have two parts: the button proper and the list arrow.

- A <u>one-part arrowed button</u>, called a **menu button**, will darken completely when you point to it:

    1. In the **Font group**, **point** to the **Text Effects and Typography** button.

    2. **Note** there is no difference in shading between the left and right of the button when you point to each section.

- On a <u>two-part arrowed button</u>, called a **split button**, only one section at a time will darken when you point to it.

    1. In the **Paragraph group**, **point** to the left part of the **Shading** button. This is the "**button proper**" section of the button. **Note** how it is darkened separately from the arrow portion of the button.

    2. **Point** to the **right portion**, the section with the arrow. This is the "**list arrow**" section of the button. **Note** how it is darkened separately from the left portion.

    3. The **button proper** is the section of a two-part button that will carry out the default option or the last used option.

    4. The **list arrow** section will open an options menu.
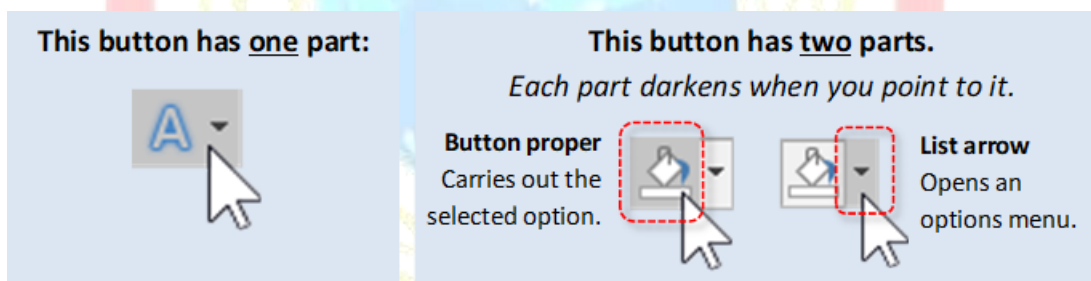
Dialogue Box Launcher

On some groups there is a **launcher** icon which will open a **dialogue box** or a **side panel** with related but less common commands.

Click any Dialogue Box Launcher icon, and then **close** the dialogue box or side panel.

Ribbon Display Options button

This button provides options that will hide the Ribbon from view. The main benefit to this is that it allows your document to take up more of the screen.

1. **Locate** the **Ribbon Display Options** button (to the left of the window control buttons).
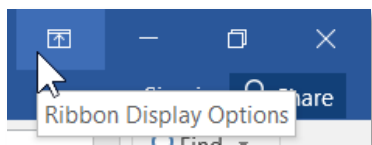
2. **Click** on it. Three options appear.
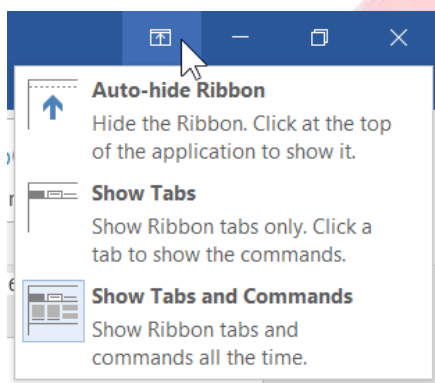
3. **Click Auto-hide Ribbon**. This option essentially makes Word go into "full screen" mode. It hides not only the ribbon, but also the Quick Access Toolbar, title bar, and Window Controls.

4. To get the ribbon to **show** after Auto-hiding it:

    a. **Point** to the **top-center** of the screen and **click**. (Clicking the three dots does the same thing.) The full ribbon can be seen and used. However, as as soon as the body of the document is clicked it will hide again.

    b. **Click** in the middle of the document. **Notice** how the ribbon **hides** again.

5. To get a partial display of the ribbon to stay in view:

    a. **Click** the "mini" **Ribbon Display Options** button on the top right.
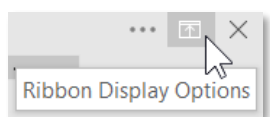
    b. **Click Show Tabs**. **Note** this option has brought back our Quick Access Toolbar, title bar, Window Controls, and *part* of the ribbon; only the **Tabs** are visible.T h e

buttons are not.

c. **Click** the **Home** tab. **Notice** how the buttons come into view.

d. **Click** in the middle of the document. **Notice** how the buttons disappear again.

Note: A shortcut for changing to the "Show Tabs" view is to **double-click** the Active Tab. If the buttons in the ribbon suddenly disappear, then you may have done this by accident.

6. To get the entire ribbon to stay in view:

a. **Click** **Ribbon Display Options**

b. **Click** **Show Tabs and Commands**. This option keeps **entire** ribbon visible at all times. It is the **default** option. We will keep this option selected for the remainder of class.

Dynamic Resizing

If you use Word on other computers, be aware that the button placement on the ribbon might look **slightly different**. For instance, a button might be a different size or be positioned in a slightly different place. The reason for this is that the ribbon auto-adjusts itself based on the size of the Word window.

1. On the **Home** tab **notice** what the buttons in the **Editing** group currently look like.
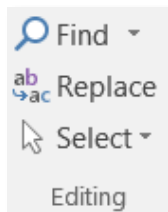
2. **Click** **Restore Down** to shrink the size of the Word window.

3. **Notice** how the group looks different now. The entire group was collapsed into a **single button**. Click on the button to reveal the contents of the group.
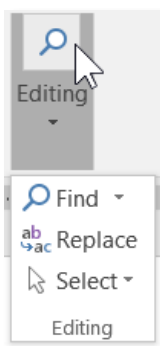
4. **Click** **Maximize** to bring the window back to full screen.

File Tab

The **File** tab provides a **Backstage** view of your document. The Backstage view exposes information and metadata about the currently active document, lists recently opened documents, and provides a variety of user options, such as opening, saving, and printing. Instead of just a menu, it is a full-page view, which makes it easier to work with.

1. **Click** on the **File** tab.

2. **Notice** that the ribbon and the document are no longer in view. **Note** the commands, listed on the left side of the screen, are ones you would use to perform actions **TO** a document rather than **IN** a document.

3. Other things you can do in the **Backstage** view:

    a. **Click** the **Info** tab. The **Info** section of the **Backstage** view offers an easy to use interface for inspecting documents for hidden properties or personal information.

    b. **Click** the **New** tab. In this section you can create a new Blank document, or choose from a large selection of Templates.

    c. **Click** the **Open** tab. The **Open** section is used to open existing files on your computer.

        i. It immediately presents you with a list of documents that you have **recently** opened, so you can quickly find and open them again. (This is disabled in the computer lab.)

        ii. Clicking **Browse** opens a **File Explorer** dialogue, which allows you to find the file on your computer. We will be using this option in class.

    d. **Click** the **Save As** tab. This section allows you to save your file.

4. To return to the document from the Backstage view, **click** the large, left pointing arrow in the top-left corner of the screen.

Workspace

Underneath the ribbon is the workspace.

1. **Note** the **rulers** and **margin** settings.

2. **Note** the **scroll bar** on the right side of the screen.

    a. If the scroll bar is not visible, **move** the mouse and it will come into view.

3. **Note** the **blinking cursor/insertion point,** which is where **new input will display** when entered.

    a. If the insertion point is not blinking, **move** the mouse and it will start blinking.

4. **Point** somewhere on the blank page and **note** the mouse cursor with the **I-beam shape**, appropriate for a text environment.

Status Bar

The Status bar is located below the document window area.

Page 1 of 1   0 words   ☐✎   📖   ▤   ▤   —————⬤————   +   100%

Current Information

The **left end** displays a variety of information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.

Views

At the **right end** are shortcuts to the different **views** that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.

Read Mode	Displays the document full-screen, making it easier to read. You cannot edit the document in this view.
Print Layout	Shows what the document looks like when it's printed. This is overall the best view for editing documents. It is selected by default.
Web Layout	Shows what the document would look like if it were saved as a webpage.

Zoom Slider

Also at the **right end** of the Status bar is the **Zoom Slider**. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document—just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).

—————⬤————   +   100%
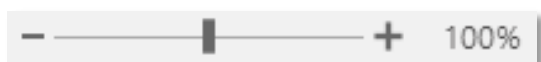
Customization

The **Status** bar can be customized.

Customize Status Bar	
Formatted Page Number	1
Section	1
✓ Page Number	Page 1 of 1
Vertical Page Position	1"
Line Number	1
Column	1
✓ Word Count	0 words
✓ Spelling and Grammar Check	Checking
✓ Language	
✓ Signatures	Off
Information Management Policy	Off
Permissions	Off
Track Changes	Off
Caps Lock	Off
Overtype	Insert
Selection Mode	
Macro Recording	Not Recording
✓ Upload Status	
✓ Document Updates Available	No
✓ View Shortcuts	
✓ Zoom Slider	
✓ Zoom	100%

1. **Right-click** on the **Status** bar to bring up the customize menu. Options that are enabled have a checkmark next to them.

2. **Click** on "Line Number" to enable this option.

3. **Notice** how the menu didn't disappear. **Click** in a clear space to dismiss the menu.
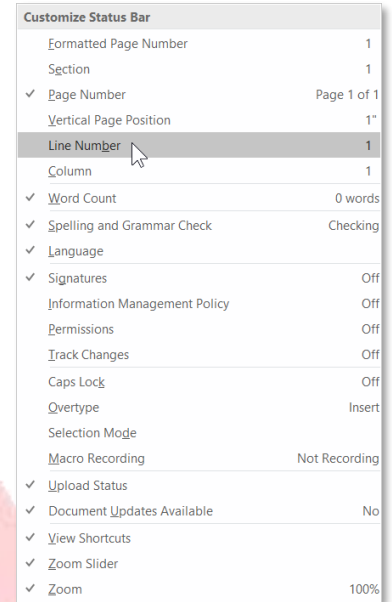
Creating a Document and Saving It

Takes: 20min

Creating a document

1. When Word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.

2. **Type** "My first document".

3. Each document you create is temporary unless you save it as a **file** with a unique name and location.

Preparing a Save to Location – a USB Device

Note: Home students can skip this section.

Mention Handout 2 (Saving a File to a Flash Drive)

When we save a Word document, all the data in that document is collected and saved as a **file**. Normally files are saved on a computer's hard drive, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.

For this class, we will be using a **USB flash drive** to save our work. This flash drive will remain in the lab between classes.

1. **Orient** the flash drive as pictured below.

Slide mechanism

This end goes into the USB port on monitor

Show Slide 3

2. **Notice** that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide** this all the way to the **right** to **expose the connector**.

3. **Locate** the USB ports on the monitor. The connector will slide into the port only one way with your

   name label facing toward you and right-side up.

4. **Fit** the connector into the port and **push** it in gently.

5. At this point, you _may_ get a notice that the computer is installing a device driver – **wait** until the message disappears.

Show Slide 4

6. A notification may appear in the bottom-right corner of the screen, asking what you want to do with the flash drive. **Close** it by **pointing** to it and clicking its **Close** button.
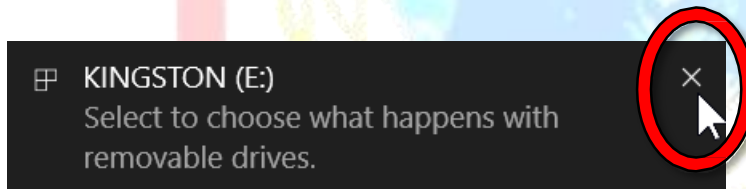
7. You are now ready to begin saving your file.

Saving the File

1. **Click** the **File** tab.

2. **Click Save As**. We use "Save As" instead of "Save" the **first** time we save a file because we need to tell the computer _where_ to _put_ the file (the file doesn't have a "home" yet). "Save" assumes you've saved it before.

3. **Click Browse**.

4. **Notice** that a smaller window appears in front of our work. This small window is called a **dialogue box**. Because the computer needs to know more than just "OK, save," the dialogue box is where we tell it _how_ we want to save our work.

Address field

Dialogue Box Title
Will be either "Save As" or "Open"

Navigation Pane

Content Pane

The default save location is

File Name

"Save" or "Open" Button
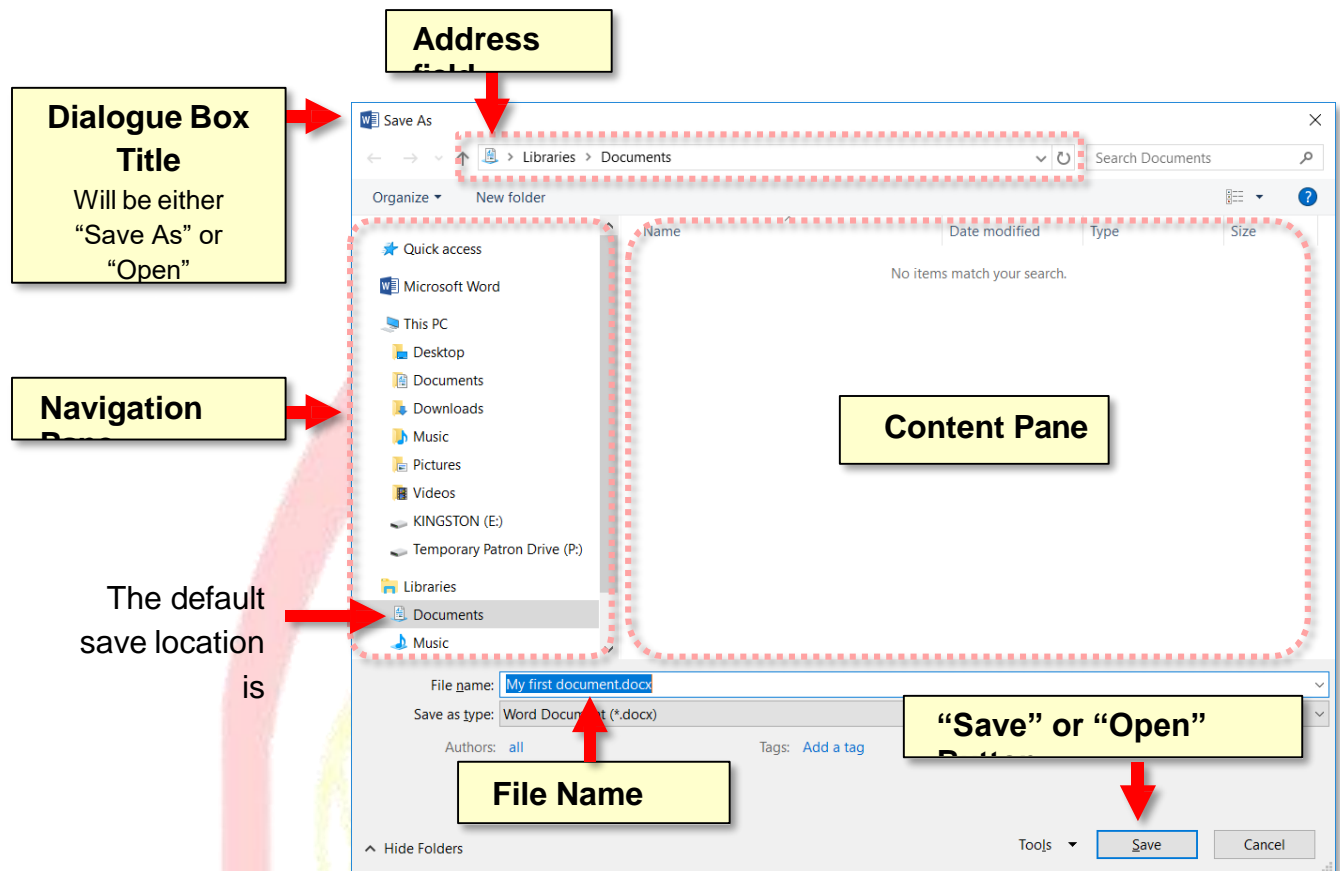
5. When it comes to saving, there are two important things to _identify_ for the computer:

   1. The **location** where the file is going to be saved to.

   2. What **name** you want to give the file.

6. The **location** where it will be saved is displayed for us in the **Address field**. In this case, **note** that the **Documents directory** is the **default** save location, but we want to save our file to the **flash drive**.

7. **Notice** other available folders and devices can be seen in the left pane, called the **Navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it.

8. **Find** the location labeled **KINGSTON (E:)** and **click** it. Kingston is the name of the company that created our flash drive.

Note: If you are taking this class from home and do not have a flash drive, use "Documents" as the location to save your files.

9. Your address field should now read **This PC > KINGSTON (E:)**.
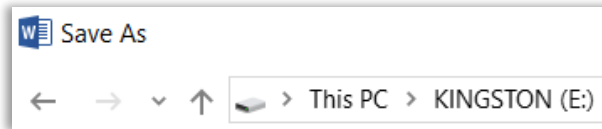
10. Now we need to name our file. **Notice** that the file name field is towards the bottom of the dialogue box. By default, Word names the file after the first few words that were typed into the document.

11. **Click** into this box and the words will be highlighted. Then **type** the word **first** to name your file 'first'.

12. Once we have given the computer **a file name** and a **save location**, we are ready to save. At this point, your Save As dialogue box should look like the image below. To save, you will **click Save**.
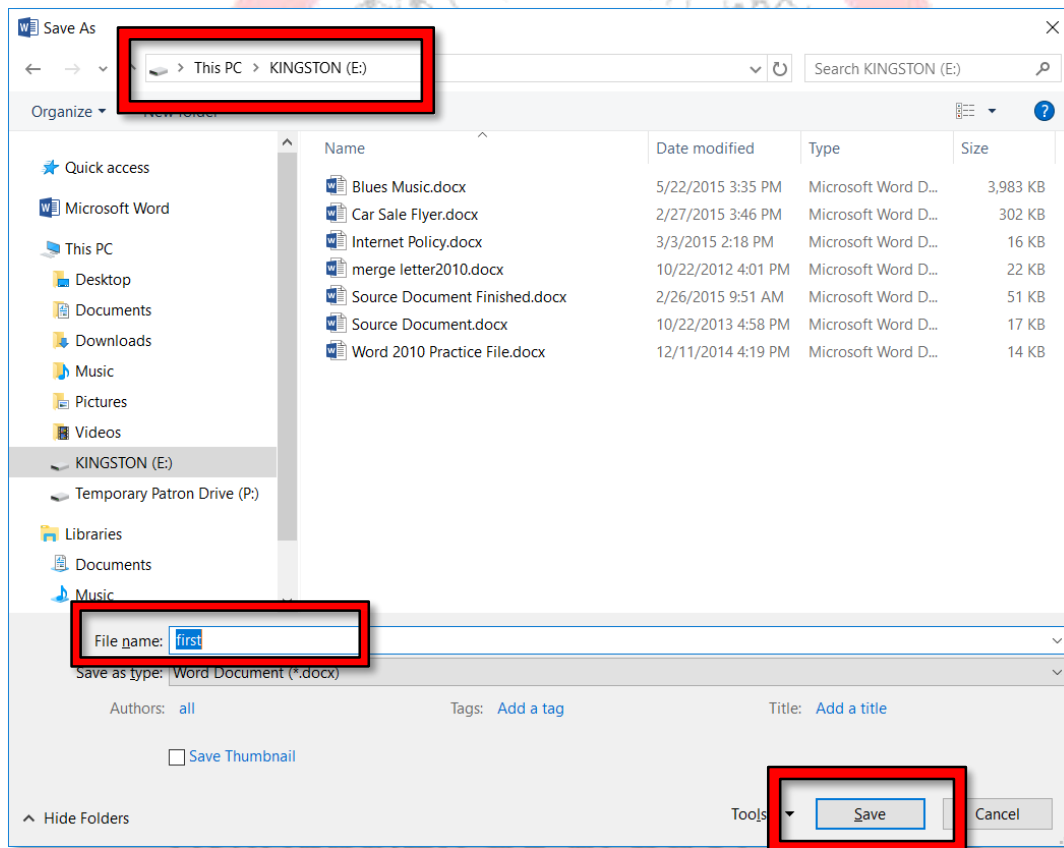
13. Your Word window will still be open but **notice** the **title** bar will now show the file name **first.docx**.

Safe Removal of a USB Device

✔ On Exercise

Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. You should never just pull it out because, if the computer is in the

Mention Handout 3
(Safe Removal of a Flash Drive)

middle of writing information to the file, it could corrupt it and make it unreadable!

1. First, and MOST important, be sure to **close** any and all windows that you might have open.   . **Check** your **taskbar** for buttons very carefully. Remember open programs will have **blue lines** under the taskbar icons.

2. When you first insert an USB device, an **icon** resembling the one circled in the picture below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer.

3. **Find** the icon with the help of your screen tips. The ScreenTip will say "**Safely Remove Hardware and Eject Media**".
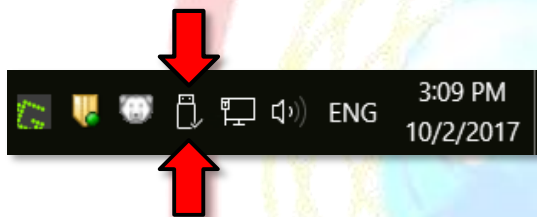
Show Slide 5

4. Once you **locate** the correct icon, **click** on it.

5. When you do, a menu will appear. **Click** on **Eject Cruzer Glide**. This is the brand name of our flash drives.
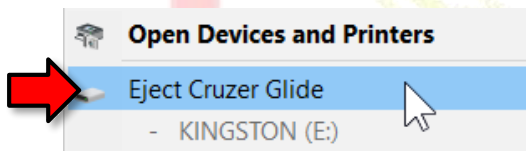
6. You will then see a **confirmation message** that the drive is safe to physically remove from the computer.

Show Slide 6

Safe To Remove Hardware
The 'USB Mass Storage Device' device can now be safely removed from the computer.
Windows Explorer
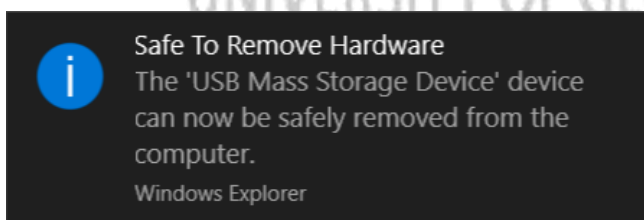
7. Occasionally you might **forget** to close your windows before clicking on the Safely Remove Hardware icon. In that case a dialogue box will appear, saying that the drive cannot be safely ejected because it is in use. It prompts you to close all your windows and then try ejecting again.

Problem Ejecting USB Mass Storage Device   ✕

⚠ Windows is unable to stop the device 'USB Mass Storage Device'. Don't remove this device while it is still in use. Close any programs using this device and then remove it.

OK

8. **Be aware** that performing the safely remove step removes the USB device virtually from the computer. In order to use the drive again however, it must also be physically removed from the port and re-inserted. **Remove** your drive from the computer.

Opening a File, Making Changes and Saving Strategies

Takes: 15min

The purpose of saving a file is to bring it back later and that is what we are about to do. Before we attempt to open a saved file, we need to make sure that the storage location for that file is in place.

1. Your file is on the flash drive so **insert** your flash drive.

2. **Open** Word. You should be looking at a new blank document.

3. **Click** on the **File** tab and **click** **Open**.

✔ On Exercise

←

Info

New

Open

4. **Click** **Browse**.

Open

🕑 Recent

☁ OneDrive

🖥 This PC

➕ Add a Place
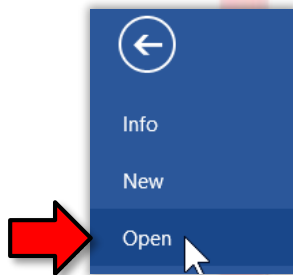
📂 Browse
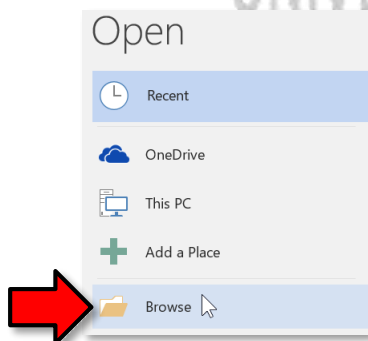
5. A **dialogue box** that looks like the "Save as" window will now appear. **Notice** in fact, the only visible differences are that the **title** bar says **Open** and the **Save button** now says **Open** instead.
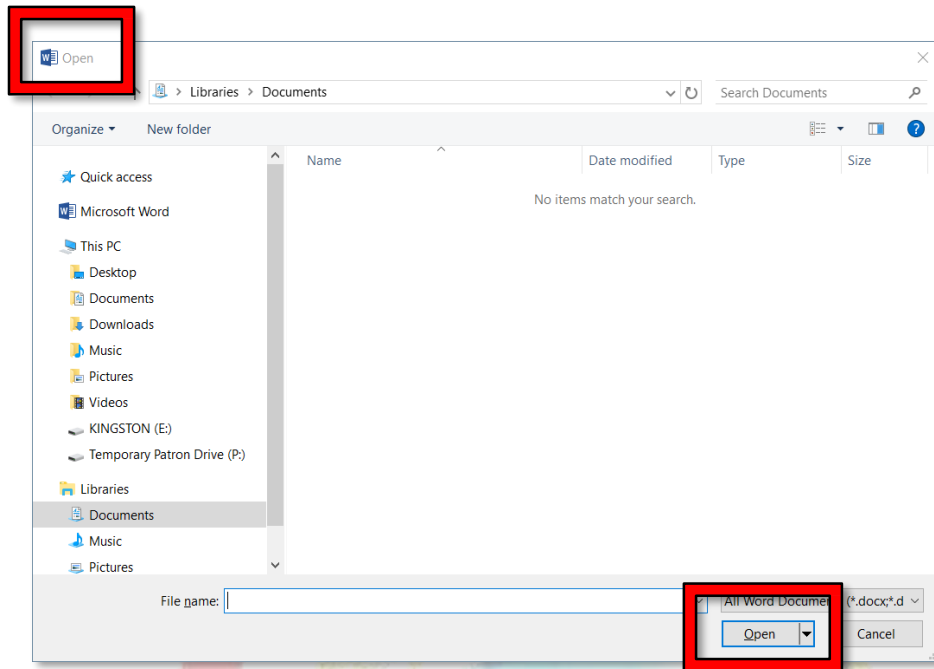
6. At first, the computer will be looking for your file in the default location, which is **Libraries > Documents**. But we saved our file on the flash drive. In order to get the computer to look in the flash drive for your file, you need to **click** on the flash drive entry in the **Navigation pane** (which is on the left side of the dialogue box). The flash drive is listed as **KINGSTON (E:).**
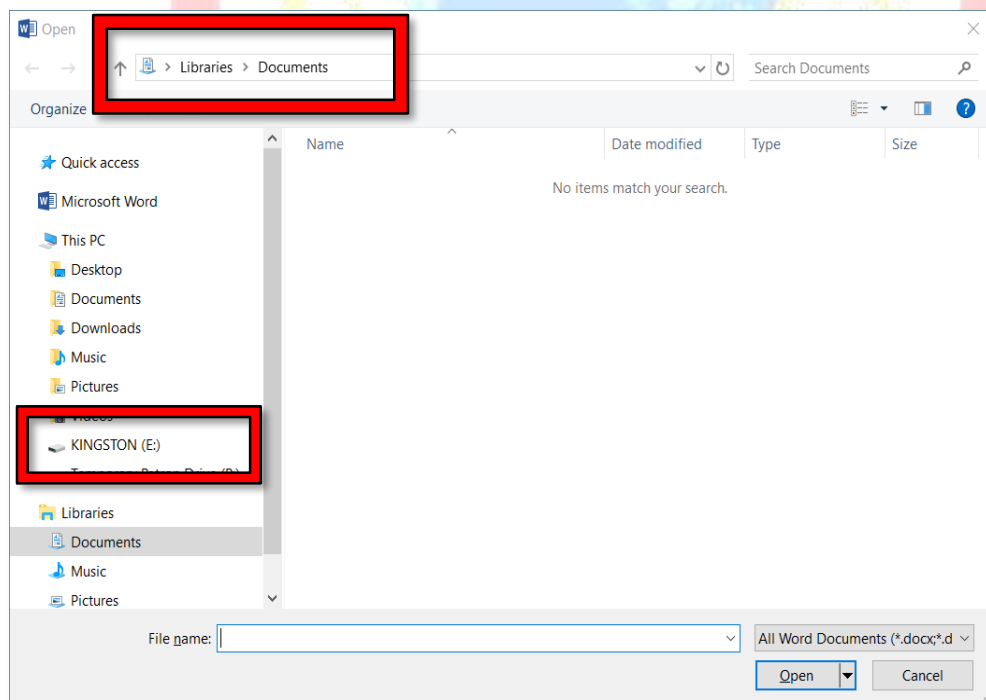
7. **Notice** how the dialogue box now shows the Kingston drive in the address field and our "first" file is displayed in the pane on the right. **Notice** that your "**first**" file has a small icon next to it that looks like the Word icon and the name of the file is '**first.docx**' rather than just "first".
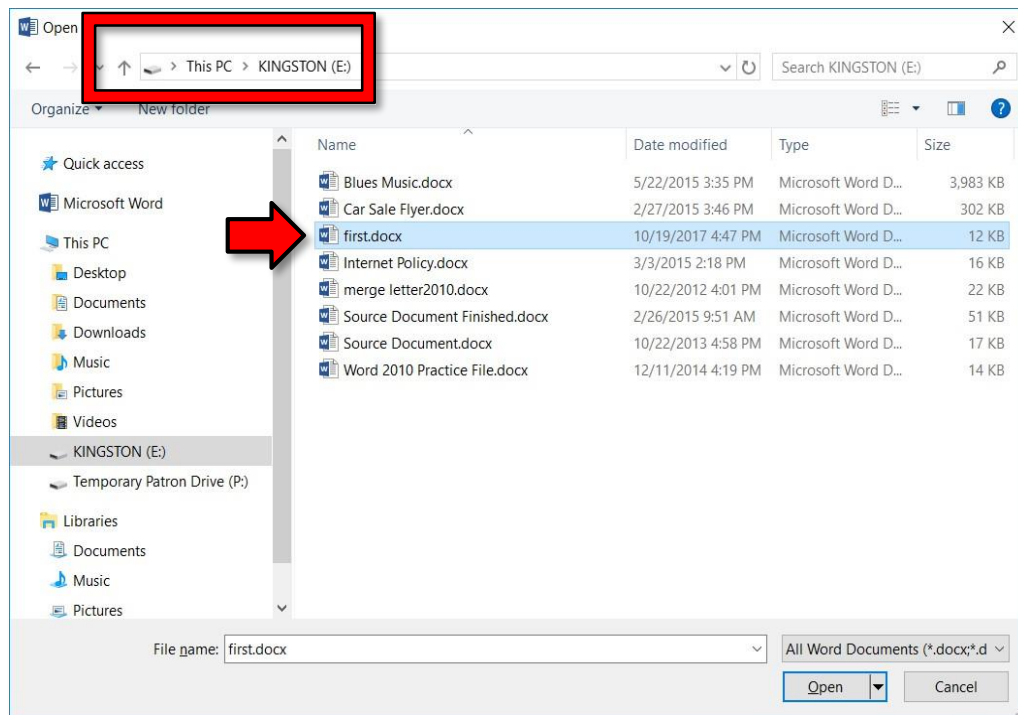
8. Now, you can open the file.

    a. **Click once** on the icon to **select** it.

    b. **Click** the **Open** button**.**

Tip: Another way to open the file is to **double-click** its **icon**. Do not double-click the file name! If you double-click the file name too slowly, it will think you want to rename the file!

9. **Notice** that Word has opened and you can see your "first" document.

Making Changes in a Document

1. **Note** that **cursor** or **insertion poin**t is blinking at the beginning of the first line.

2. **Tap** the End key (which is above the arrow keys on the keyboard) to move the cursor to the end of the line.

                      key to move the cursor to the beginning of the next line.

3. **Tap** the Enter

4. **Type** your phone number.

Using the Save Button To Save Changes

Now, we want to save the new changes we've made.

1. Because we've already given Word a name and location for the file, we can do one of the following:

   - **Select** "**Save**" from the File menu, **OR**
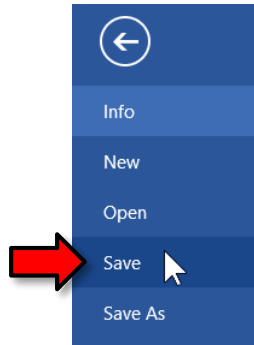
   - **Click** on the icon that looks like a **floppy disk** on the Quick Access toolbar.

2. **Note** that the "Save As" dialogue box **will not** appear because Word already has a name and location for the file.

3. Now **close** the file by clicking on **File > Close**.
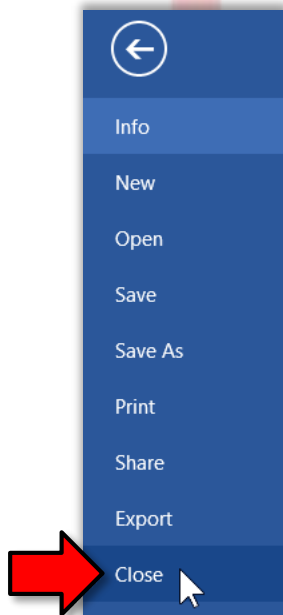
4. **Use** **File > Open** to **re-open** first.docx to **verify** that the last changes were saved.

Forgetting to Save

✓ **On Exercise**

1. **Click** at the end of the second line in order to move your cursor there and [Enter]. **Type** then **tap**

   your <mark>street</mark>.

2. **Click** on <mark>File > Close</mark> again. A dialogue box will appear, asking you if you want to save the changes you made.

   a. **Click** anywhere **outside** of the dialogue. **Notice** how it **flashes** at you. This means that you
   MUST answer this dialogue box before you can do anything else.

   b. Choosing **Don't Save** will **close** the file and **discard** any changes that were made to it since it was last saved.

   c. Choosing **Cancel** will dismiss the dialogue and let you continue your work. Clicking the "X" in the top-right corner will do this too.

   d. **Click Save**. This will still close the file, but will save it first.

Creating a New Blank Document When Word is Already Open

At this point, the Word program is open, but there is no document to work in.

1. On the **File** tab, **click New**.

2. This screen presents you with a list of **templates** to choose from. **Click Blank document** to create a new, blank document.

   > **Tip:** Adding a **New** button to the Quick Access Toolbar would eliminate having to go through the templates page to open a blank document.

3. **Bear in mind** that as long as we don't type anything into the new document we will not be prompted to save it should we close the program.

Moving Around in a Document

> **Teacher's note:**
> The changes we make to **Internet Policy.docx** may not be completed in one
> session. At the end of the session, close the document and **save changes**.

Opening a Practice File

We are now going to open a **pre-typed** file which we will use to explore some features of Word 2016. The file is on your flash drive and is named **Internet Policy.docx.**

1. Using **File > Open**, **navigate** to your flash drive and **open** "**Internet Policy.docx**".
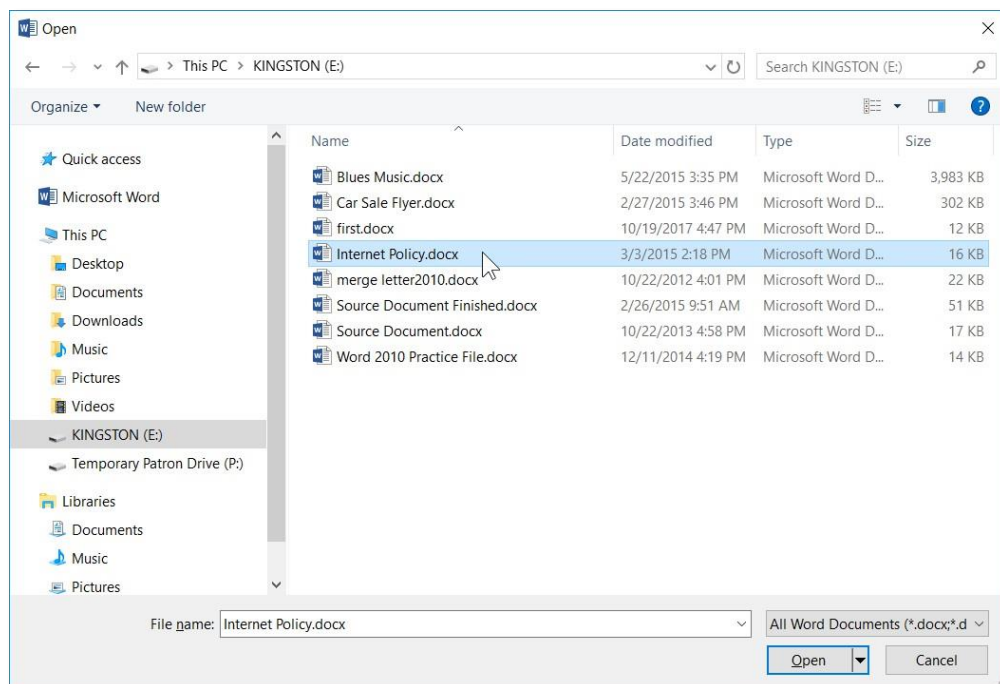
Insertion point

Sometimes referred to as the **cursor,** insertion point is the name for the blinking line where anything you insert goes. There are several ways to move the insertion point to get it where you want it to be.

1. **Click** in the middle of the first line of the first paragraph of the practice document.

2. **Refer** to the chart below to practice moving the insertion point around using the keyboard.

Press	To Move The Insertion Point
Home	To the beginning of the current line
End	To the end of the current line
Page Up	To the previous screen
Page Down	To the next screen
Left arrow or Right Arrow	Left or right one character at a time
Up arrow or Down Arrow	Up or down one line at a time
Ctrl + Left Arrow	Left one word at a time
Ctrl + Right Arrow	Right one word at a time
Ctrl + Up Arrow	Up one paragraph at a time
Ctrl + Down Arrow	Down one paragraph at a time
Ctrl + Up Arrow Twice	To beginning of previous paragraph
Ctrl + Home	To the beginning of a document
Ctrl + End	To the end of a document
Ctrl + Page Up	To the top of the previous page
Ctrl + Page Down	To the top of the next page

Mention Handout 4 (Keyboard

Keyboard keys

There are several other keyboard keys that are important to know.

1. $\boxed{\text{Enter}}$ – Moves the insertion point to a new line, but also creates a new paragraph. When you are typing in Word, the insertion point will move, showing where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing will move to the next line. This is called **word wrap**. Because of this, you should only tap enter to start a new paragraph.

2. $\boxed{\text{Space}}$ – Creates a small space between words.

   a. **Click** after the word "Library" on the first line of the first paragraph of the practice document.

   b. **Try** the $\boxed{\text{Space}}$.

3. $\boxed{\text{Delete}}$ – Removes characters to the **right** of the insertion point.

   a. **Click** in the middle of the word "Library" on the first line of the second paragraph of the practice document.

   b. **Try** the $\boxed{\text{Delete}}$ key.

4. $\boxed{\text{Backspac}}$ – Removes characters to the **left** of the insertion point.

   a. **Try** the $\boxed{\text{Backspac}}$ key

5. $\boxed{\text{Shift}}$ – When typed in conjunction with a letter key, inserts a capital letter.

   Note: Word will *automatically* capitalize the first word of every sentence, as well as the word "I"

6. $\boxed{\text{Caps}}$ – Makes all letters come out as uppercase.

Undo and Redo

Now that we have made several changes to this document, it is a good time to learn how to "undo" changes that you regret making or that you have made by accident.

The buttons for doing this are located on the **Quick Access Toolbar**.

Undo

The Undo button reverts changes that you've recently made to the document. The Undo button is a split button:

- Clicking on the **button proper** will undo one change (action) at a time.

- Clicking on the **list arrow** will display the entire history of changes you made to the document. Clicking on a change will undo all changes that were made **up to and including** the selected change.
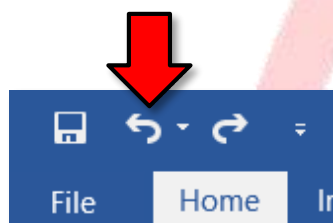
1. **Click** on the **list arrow**.

2. **Notice** the list that appears. This is a **history** of all of the changes you made to your document since you opened it.

3. **Point** to the **last item** in the list (the line **above** where it says "Undo X Actions").
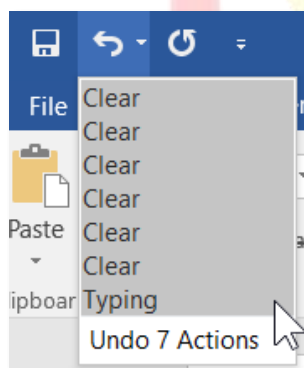
4. **Notice** how all of the items above and including the one we are pointing to are **colored gray**. When we click, all of those changes will be undone.

5. **Click** on the **last item**. Our document is now back to the way it was when we first opened it.

Redo

Similarly, the **Redo** button **re-applies** any changes that were made with the **Undo** button. The Redo button **only** appears *after* you click Undo!
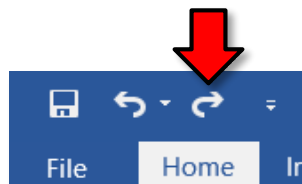
Selecting Text ✔ On Exercise

"To affect it, you must select it."

Selecting, also referred to as **highlighting**, is the basic first step to modifying text or to copying or cutting text. There are many ways to select text.

> **Note:** Selected text will remain selected until you click somewhere else. To clear a selection (also known as "deselecting"), click anywhere <u>outside</u> selected text or tap an arrow key on the keyboard.

Hold down the Ctrl key on the keyboard and **tap** the Home key to get to the top of the document. **Let go** of the Ctrl key.

> **Teacher's note:**
> On the teaching laptop, tap Ctrl + Fn + Home .

Select a specific section of text

Shift + click method

1. **Click** at the **beginning** of the first paragraph**.**
2. **Hold down** the Shift **key** on the keyboard.
3. **Click** at the **end** of the first paragraph.
4. If you have a selection already highlighted, you can increase or decrease that selection by holding down the Shift key and clicking at a different endpoint. **Decrease** the selection by one sentence.
5. **Deselect** the text.

> **Tip:** <u>Shift clicking</u> is especially effective on **laptop touchpads**.

Dragging method

1. **Hold down** the left mouse button while **you drag** the mouse across the first line of the document. Keep the mouse button down and **drag downward** to select more lines**.**
2. **Let go** of the mouse button when you are done your selection.

3. **Deselect** the text.

Teacher's note:

The **dragging** method can be used in many situations, but often a combination of keyboard and mouse-clicking is more effective.

Select a single word

1. **Point** to the word "<mark>has</mark>" in the first line of the second paragraph. Small words are hard to select using the dragging method.

2. Instead…**double-click** on the word to select it.

3. **Deselect** the text.

Select a sentence

1. **Point** anywhere on the first sentence of the second paragraph.
2. **Hold down** the Ctrl **key** on the keyboard.
3. **Click** somewhere inside of the sentence to select the sentence. **Let go** of the Ctrl key.
4. **Deselect** the text.

Select a single line or several lines

1. **Move** the mouse pointer to the **left margin** so the mouse cursor points to the right.

2. Staying within the left margin, **position** the cursor so it is parallel to the first line of the second paragraph.

3. **Single-click** to select that line.

4. **Hold** the mouse button down and **drag downward** to select more lines**.**

5. **Deselect** the text.

Select a paragraph

1. **Move** the mouse pointer to the left margin so the mouse cursor points to the right.

2. Staying within the left margin, **position** the cursor so that it is pointed to the middle of the second paragraph.

3. **Double-click** to select the paragraph.

4. **Deselect** the text.

Select entire document

1. **Hold down** Ctrl and **tap** A to select the entire document (it doesn't matter where the insertion point is).
2. **Deselect** the text.

Moving Text

Cut and Paste

When you **cut** something, it is removed from its current location and placed on the clipboard. The **clipboard** is a temporary storage area for data that can be accessed by any program on your computer.

1. **Select** the red paragraph.

2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.

3. **Click Cut**. The paragraph disappears from view, but is saved in the computer's memory.

4. **Move** your insertion point to the space beneath the first paragraph.

5. **Locate** the **Paste** button in the **Clipboard** group. **Hover** over it and **notice** it is a **split button**.

6. **Click** the **Paste button proper** (not the list arrow) to move the selection to the new location.

Copy and Paste

When you **copy** something, it remains in its original location, and is also placed on the clipboard.

Tip: Copying a paragraph is helpful for when you want to make changes to it, but also want to preserve the original in case you want to go back to the way it was.

1. **Select** the red paragraph.

2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.

3. **Click Copy**.

4. **Move** your insertion point below the third paragraph.

5. **Click** the **Paste** button proper.

6. **Notice** that the same paragraph now appears in two locations.

Formatting Text

Changing text attributes

1. **Select** the second line in the first paragraph.

    a. In the **Font** group, **apply** the **Bold**, **Italic** and **Underline** attributes. ✔ **On Exercise**

        i. **Notice** how the **Underline** button is a **split button**. **Click** the **button proper**.

    b. **Notice** how the buttons darken when they are active. When the buttons are active, it means that these formatting options are applied to the selected text.

    c. **Deselect** the text to see the changes.

2. **Select** the third paragraph.

    a. **Click** the **Font** drop-down list box and **click** a different font (CurlzMT).

        i. **Notice** that the font names are in **alphabetical order**.

        ii. **Notice** that, as you move your mouse over various fonts, Word shows you what your selected text will look like with that font. This is called a **Live Preview**.

    > **Tip:** A "font face" can also be referred to as a "**font name**" or just a "**font**"

    b. **Click** the **font size** drop-down combo box and **click** a different font size (20). **Notice** the Live Preview.

3. **Select** the first paragraph.

    a. Using the **list arrow** next to the **Font Color** button **change** the **font color** to **blue**. **Notice** the Live Preview as you mouse over the colors in the palette.

    b. Also **notice** how the **Font Color button proper** <u>changed</u> from red to blue. The button remembers the last color that was selected.
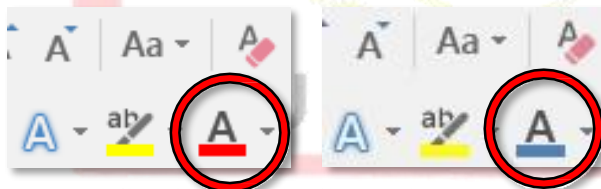
Formatting a Paragraph   On Exercise

Changing alignment

1. **Select** the **first paragraph**.

2. In the **Paragraph** group**, find** the **Align Text** buttons. **Notice** that the Align Text Left button is selected (it is grey).

3. **Change** the alignment of the paragraph by **clicking** on the other buttons.

   a. **Align Left:** Lines the text up against the left margin.

   b. **Center:** Centers the text on the page. This is good for titles.

   c. **Align Right:** Lines the text up against the right margin.

   d. **Justify:** Lines the text up against the left and right margins, resulting in a cleaner look. It accomplishes this by adding extra space between words as necessary (it doesn't add extra space characters; it just makes the space characters wider). Newspapers use this alignment.

Changing line spacing

1. With the first paragraph still selected, in the **Paragraph** group, **click** the **Dialogue Box Launcher** to access more paragraph formatting options.
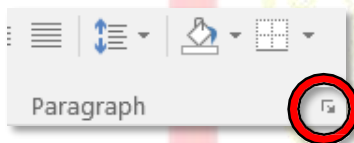
2. On the **Indents and Spacing** tab, in the **Spacing** section, **click** the **Line spacing** drop-down arrow, and **click Double.**

3. **Click OK**.

Changing paragraph indentation

1. With the first paragraph still selected, in the **Paragraph** group, **click Align Left**.

2. In the **Paragraph** group, **click** the **Dialogue Box Launcher** to access more paragraph formatting options.

   a. On the **Indents and Spacing** tab, in the **Indentation** section, **click** the **Special** drop-down arrow, and **click First line**. **Click** ok.

   b. **Notice** how the first line of the paragraph is now indented.

3. Hanging indent (all lines of a paragraph are indented except the first line) - using the same instructions as in step 2 above, **change** the **Special Indentation** to **Hanging. Click** ok. Again, **notice** the changes.

4. **Deselect** the text by **clicking** on a clear area.

Controlling the Appearance of your Document

Changing Page Margins

✓ **On Exercise**

1. **Click** the **Layout** tab to access tools to change the appearance of your document.

2. In the **Page Setup** group, **click Margins**. A list will appear that will have your current settings highlighted. **Click Wide** to *see* how it will affect your document.

3. **Click Margins** again and **click Custom Margins** at the bottom of the list.

   a. When the **Page Setup dialogue box** opens, on the **Margins** tab, in the **Margins** section **click**
      the arrows to **change** the top, left, bottom and right margins to **0.8"**.
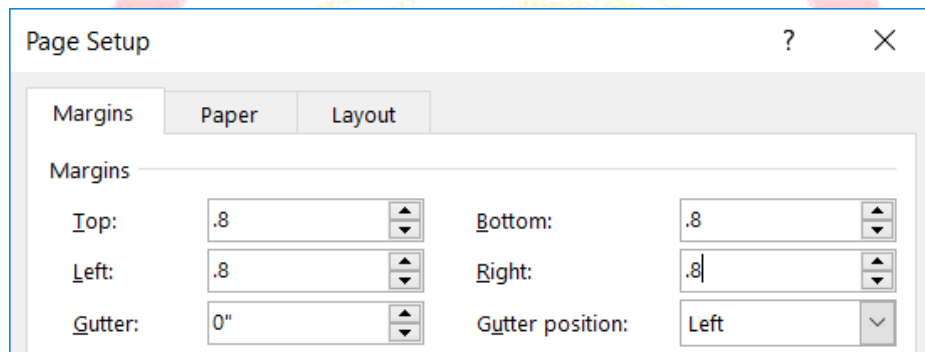
   b. The ==Gutter== setting is an extra margin that is only used if you want to **bind** your printed pages together in some way (such as with a three-hole-punch). **Leave** this at **0"**.

   c. **Click OK**.

4. In the **Page Setup** group, **click Margins** again and **notice** how the margin list has now populated with your customization.

Page Breaks   ✓ On Exercise
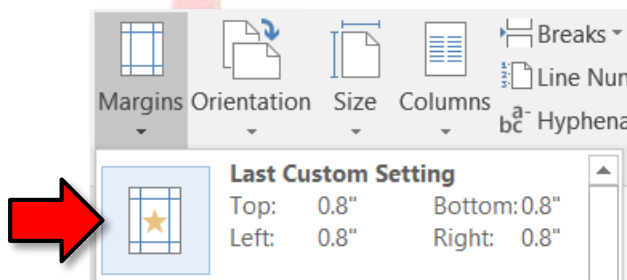
1. **Place** your insertion point at the end of the blue paragraph.

2. On the **Insert** tab, **find** the **Pages** group and **click** **Page Break**.

> **Teacher's note:**
>
> The **Pages** group may be condensed into a **button** due to the small resolutions of the monitors. **Click** the button to reveal the contents of the group.
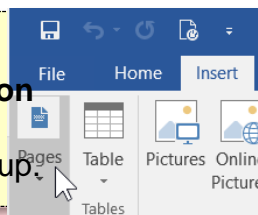
3. **Notice** how the lines below are now on the next page.

4. **Notice** how Word has inserted some blank space at the top of the next page.

5. **Tap** the Delete **key** to remove this extra space.

> Good stopping point for Session 1.
> **Close** "Internet Policy.docx" and **save the changes**.
>
> Describe how the Exercise is organized: The parts in parentheses are **hints** concerning how to complete each step.

Headers and Footers

A **header** is text that appears at the **top** of every page in your document. Similarly, a **footer** is text that appears at the **bottom** of every page.

1. First, let's insert a **header**.

   a. **Open** Internet Policy.docx.

   b. **Tap** Ctrl + Home to get to the top of the document.

   c. **Click** the **Insert** tab. In the **Header & Footer** group, **click** **Header** to open a list of different header options.

   d. **Scroll** down the menu to view all the options and **click** **Blank.**

   e. **Notice** that a new **contextual ribbon** has opened called **Header & Footer Tools.** It has one tab - **Design**.

   f. **Notice** how Word is calling out the header section with a **dotted-line**.

   g. **Notice** the words **"Type here"** enclosed in brackets on the left. This is a **placeholder** for an area of the header into which we can enter content. It is **colored gray**, which means it is already selected and ready for us to populate it with content.

   h. **Type** "Internet Policy".

2. **Close** header. This can be done in two ways:

   a. On the **Header & Footer Tools** contextual ribbon, on the **Design** tab, **click Close Header and Footer**.
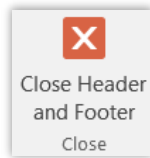
   b. By **double-clicking** anywhere within the body of the document. (We'll try this in a minute)

3. **Scroll down** and **notice** that "Internet Policy" appears at the top of every page.

4. Also **notice** that the font color of the text in the header is light gray. This is not the **actual** font color. Microsoft Word makes the header text display in light grey to show that the header is **not currently active**.

5. **Double-click** on the header to make it active. **Notice** how the font color has changed to its real color (black) and the document body text is now dimmed. Again, this is to show that the header/footer is **active**, and the document body is **not active**.

6. Next, let's insert a **footer**.

   a. **Note** that, when the header is active, the footer is active as well. **Scroll down** to the bottom of the current page and notice that there is a **Footer** section called-out with a dotted-line.

   b. On the **Header & Footer Tools** contextual ribbon, on the **Design** tab, locate the **Header & Footer** group. **Click Footer** to open a list of different footer options.

   c. Again, **scroll down** the list to view all the options and then **click <mark>Blank (Three Columns).</mark>**

   d. What we're going to do is, put our **name** in the left placeholder, the **current date** in the center placeholder, and the **page number** in the right placeholder. There are tools on the Header & Footer Tools contextual ribbon to facilitate this.

   e. **Click** on the **left** placeholder to select it and **type** your name. *Do not ~~Enter~~*.

   f. Let's make our name bold. How would we do this? Because there is no Bold button visible, we have to switch to another ribbon. **Click** the **Home** tab, **locate** the **Font** group and **click Bold**. (no need to highlight the name)

   g. **Note** how our Header & Footer Tools contextual ribbon is no longer active since we switched to the Home tab. To bring the Header & Footer Tools contextual ribbon back, **click** on its **Design** tab.

h. **Click** on the middle placeholder in the footer to select it. On the **Header & Footer Tools** ribbon, **locate** the **Insert** group and **click** **Date & Time.** When the dialogue box opens, **click** any date format you wish under the **Available Formats** in the left pane.

    i. **Note** the empty checkbox that says "Update automatically". This would need to be checked if you want the inserted date to change to the current date every time you open this document.

    ii. **Click OK.**

i. **Click** on the **right** placeholder. On the **Header & Footer Tools** ribbon**, locate** the **Header & Footer** group and **click** **Page Number**. A list of options will be shown about where you want to insert the page numbers (see table below).
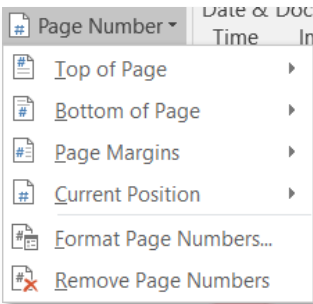
Top of Page	Puts the page number in the header. **Warning**: This will replace your entire header with a new header!
Bottom of Page	Puts the page number in the footer. **Warning**: This will replace your entire footer with a new footer!
Page Margins	Puts the page number in the left or right margins.
Current Position	Puts the page number wherever your insertion point is.

j. **Move** your pointer to **Current Position** and a list of options will open. **Scroll down** the list to the "**Page X of Y**" section and **click** **Bold Numbers**.
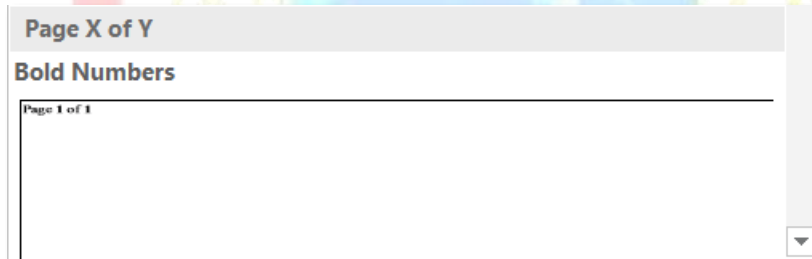
k. **Double-click** in the body of the document to close the Header and Footer Tools.

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Adding Visual Interest

1. Changing the **Page Background**:

   a. On the **Design** tab, in the **Page Background** group, **click Page Color** to display a palette of colors.

   b. **Mouse-over** the colors and **observe Live Preview** changes to your document.

   c. **Click** a color that is **fairly dark** (fourth row of Theme Colors).
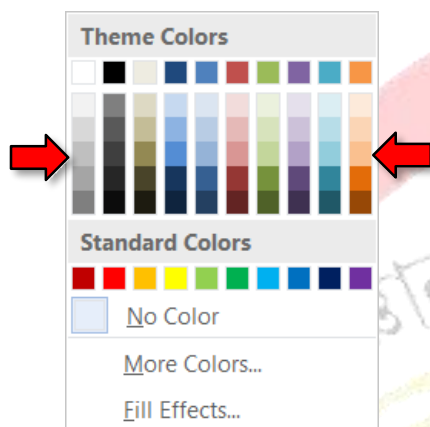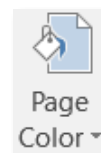
   Tip: The document's text color automatically changes to white when a dark background color is selected.

2. Adding a **Watermark:**

   a. On the **Design** tab, in the **Page Background** group, **click Watermark** to see a list of semi-transparent messages that can be added to your document. **Click** on one of the messages and **note** it's insertion into the document. These messages will be printed should you print the document.

   b. You can also **customize** the watermark text. **Click Watermark** again and **click** "Custom Watermark". In the Printed Watermark dialogue box, find the Text field, **click** into it, **delete** the existing text, and **type** some different text. **Click** OK.
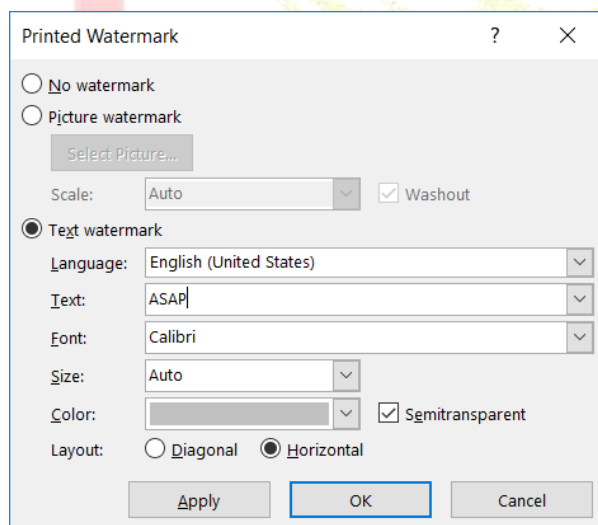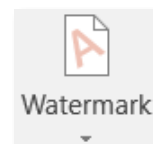
   What's the difference between the "Apply" and "OK" buttons?

   - **Apply** will commit your changes and **keep** the dialogue box **open**.
   - **OK** will commit your changes and

3. Adding a **Page Border**: ✅ **On Exercise**
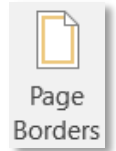
    a. To place a border around your document, on the **Design** tab, in the **Page Background** group*,* **click** **Page Borders.** A **Borders and Shading Dialogue Box** will open.

    b. In the **Borders and Shading Dialogue Box,** on the **Page Border tab,** there are options for customizing a border. As you **click** on different settings, styles, colors, etc. in the left and center panes, **note** a preview in the right pane.

    c. In the **Borders and Shading Dialogue Box,** on the **Page Border tab,** in the *left* pane, click on the **Box** setting.

    d. In the **Borders and Shading Dialogue Box,** on the **Page Border tab,** in the *center* pane, in the **Art** drop-down list box**, click** the drop-down arrow. **Scroll down** and **click** a border style that you like. **Click** OK to add the border.
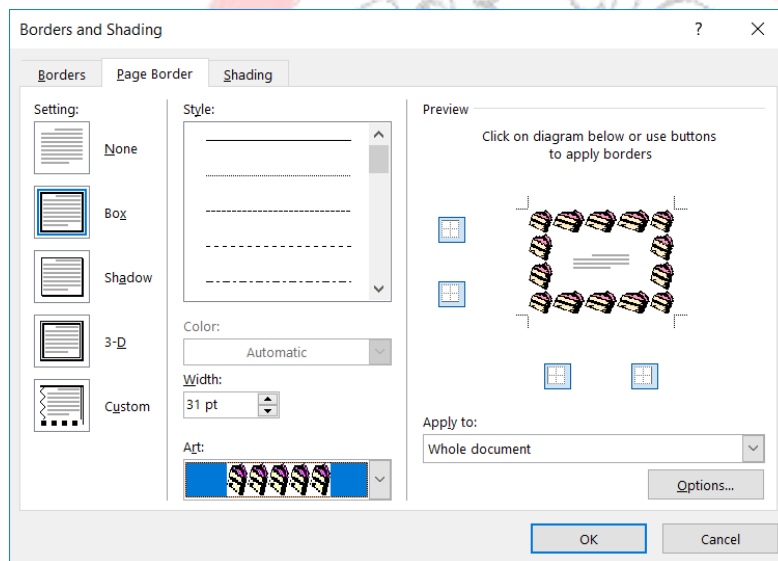
e. **Note** that, depending on how large the border is, it may **cover up** your **header and/or footer**. To fix this, you can adjust the distance between the edge of the page and the header/footer.

   i. **Double-click** on the **header** to make it active.

   ii. On the **Header & Footer Tools** contextual ribbon, on the **Design** tab, in the **Position**

      group, there are two text boxes:

      1. The **top** one controls the distance between the **header** and the edge of the page.

      2. The **bottom** one controls the distance between the **footer** and the edge of the page.

   iii. **Increase** the values in both of these text boxes until you can see your header and footer. Note – you will need to click into the footer before you adjust the bottom control.

4. **Save** the document and then **close** Word.

Opening a File Using "File Explorer"

File Explorer is Windows software that allows you to access the drives or storage locations on your computer.

1. On the **Task Bar, find** the **File Explorer** icon and **click** it.

2. **File Explorer** is comprised of two panes. **Notice** this window looks like a save as or open dialogue window but lacks a name in the title bar.

   a. The **left** pane is called the **navigation pane**. This is where you would select a drive or folder in order to see what it contains. Normally you would see the C drive (hard drive) displayed in the navigation pane, but it is blocked on the lab computers for security reasons.

   b. The **right** pane is called the **content pane**. This displays the contents of the folder that is selected in the navigation pane.

   c. The **address bar** at the top of the window displays the hierarchy of the folder that you are currently viewing in the content pane.
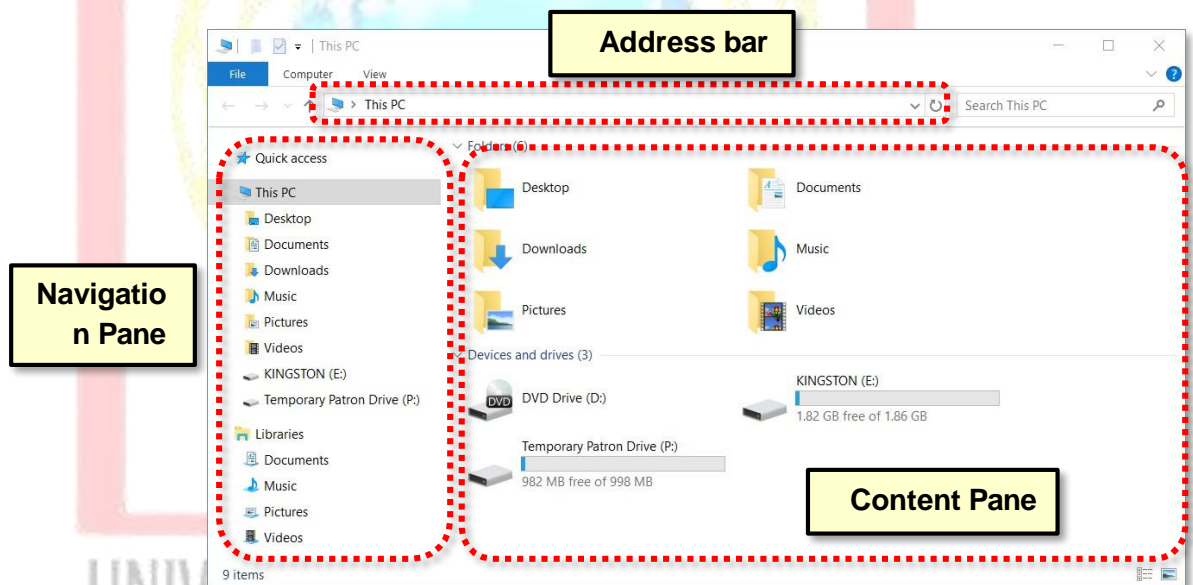
3. **Look** in the **navigation pane** for our flash drive listing. Many flash drives are named after the manufacturer of the flash drive. Our flash drives are named "KINGSTON". The computer itself assigns the drive letter. The letter could change depending on how many devices are plugged in at the same time. On most computers Drive C: designates the hard drive. Other drive letters get assigned as more devices get installed or plugged in.

4. **Click** KINGSTON (E:) in the **navigation pane**.

5. **Note** the **address bar** in the **Computer window** has updated to reflect the selected drive, which is the **(E:) drive**, your Kingston flash drive in particular. The address field even shows the navigational path to your drive.
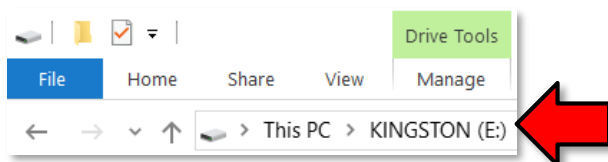
6. In the **right pane**, you are now looking at a directory of all of the files on your flash drive.

7. We are going to open the file called **Blues Music.docx**. To open it, **point** to the **icon** next to the file name and **double-click**. **Notice** that the Word program is launched and your file opens.

> **Note:** It is also possible to double click on the file name to open the file. However, if you double-click too slowly, Windows will think that you are trying to rename the file! So, it's best to double-click on the **icon** instead.

Correction and Editing Tools

For this section, we will be using the file that we opened in the previous section (**Blues Music.docx**).

> **Teacher's note:**
>
> **Blue Music.docx** will be used to demo **Spell Check** and **Printing**. It is _not necessary to save changes_ if either task is not completed by the end of a session.

Find/replace

Scenario: In this document, we consistently misspelled a common jazz term. Instead of manually correcting each misspelling, we will use Word's find & replace tool to fix all of them at once.

1. **Tap** Ctrl + Home to move your **insertion point** to the beginning of the document.

2. On the **Home** tab, in the **Editing** group, **click** the **Find** button proper.

3. A **Navigation task pane** will open on the left. **Click** into the **Search document** field and **type** "**call and response**".

Navigation

call and response

7 results

Headings   Pages   **Results**

rock and roll, is characterized by the **call and response** pattern and specific chord progressions,

Many blues elements, such as the **call and response** format and the use of blue notes, can be traced

to the music of Africa. The origins of **call and response** are also closely related to the
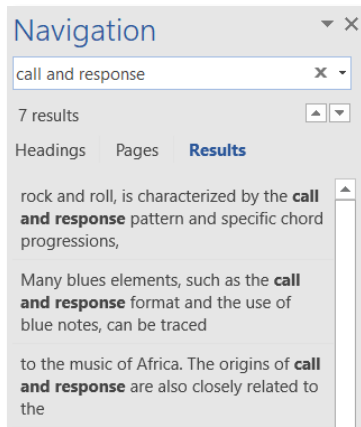
4. **Notice** how the Navigation task pane displays each match, along with the text surrounding the matched phrase.

5. **Scroll** down the body of the document. **Notice** all instances of the phrase "call and response" are highlighted in yellow to make them easy to see.

ne call and response format a
origins of call and response a
mmunity, the spirituals. The
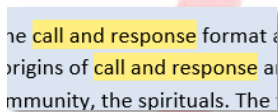
6. In the **Editing** group, **click** Replace. This opens the **Find and Replace** dialogue.

7. In the **Find and Replace** dialogue, on the **Replace tab**, in the **Replace with** field, **type** "**call-and- response**" (the same phrase, but with dashes in between each word). **Click Replace All** to perform the operation.

Find and Replace

Find   Replace   Go To

Find what: call and response

Replace with: call-and-response

More >>   Replace   Replace All   Find Next   Cancel
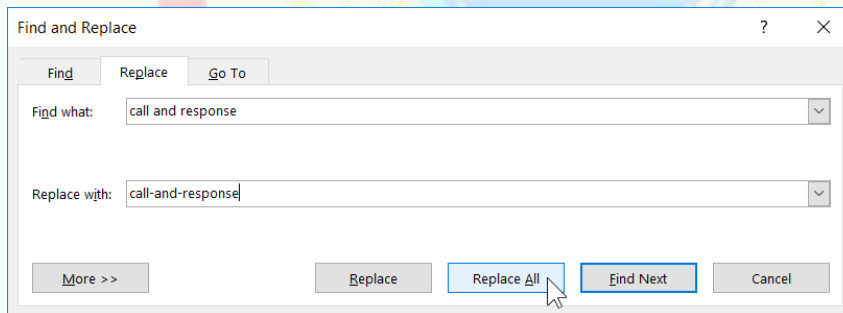
8. A dialogue box will appear telling you how many words have been replaced. **Click OK**.

9. **Close** the **Find and Replace** dialogue box.

10. **Click** the **X** to close the **Navigation task pane.**

Navigation

Search document   Close

Spelling & Grammar Check   ✓ On Exercise

As you type a document, Word automatically checks your spelling and grammar.

1. **Scroll down** the document and **notice** how some words have wavy red and green lines beneath them. This indicates that Word detects possible spelling (red) or grammar (blue) errors.

2. These lines are just visual indicators. If we were to print our document, the lines would not appear in the printout.

3. **Tap** ⎵Ctrl⎵ + ⎵Home⎵ to get to the top of the document.

Correcting Individual Words

Words can be individually corrected by right-clicking on them.

1. **Right-click** on the first word that is misspelled ("**sogns**").

2. A **context menu** appears with suggested spelling corrections. **Click songs** from the list.

```
rk sogns, field hollers, shouts and
e blues f     songs
ized by t     signs
h the tv      sons
part of t
m and fo      song's
              songs'
nre poss
e lyrics o    Ignore All
nes. It w     Add to Dictionary
came sta   🌐 Hyperlink...
on over    🗩 New Comment
```
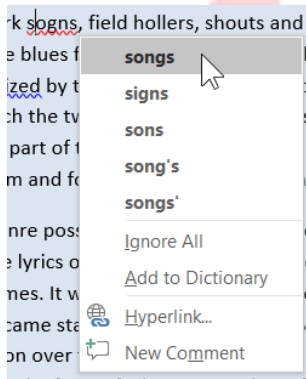
Reviewing the Entire Document

You can also have Word step you through all of the spelling and grammar mistakes in the entire document.

1. **Click** the **Review** tab.

2. In the **Proofing** group, **click Spelling & Grammar**. This will start a spelling and grammar check starting from wherever the insertion point is.

   ᴬᴮᶜ✓ Spelling & Grammar
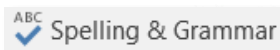
3. **Notice** a **task pane** that opens on the **right**. This pane allows you to address every misspelling or grammar mistake that Word finds. At this point, the spell checker is active.

4. **Note** that if you click into the document while the spell checker is active, it will cause the spell checker to **pause** (this is a common mistake first-time students make). You should avoid doing this. Let's see what happens when we do this and then describe how to recover from it.

    a. **Note** once again that our spell checker is **currently active**, due to the presence of the task pane on the right.

    b. **Click** where it says "Blues Music" at the top of the document.

    c. **Notice** how there is a now a button labeled **Resume** in the task pane on the right. The presence of this button means that our spell checker has been **paused**. We cannot continue spell checking our document until we click "Resume".

Grammar   ▼ ✕
is characterized
Re̲sume
Passive Voice (consider revising)
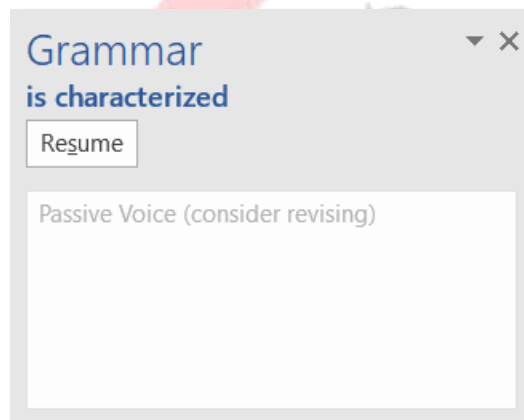
    d. **Click Resume** to re-activate the spell checker.

5. Now, let us continue with spell checking our document. **Notice** at the top of the task pane that Word is telling us it found a **Grammar** issue having to do with the words "**is characterized**" in the document.

    a. **Notice** that the sentence containing the text in question is **highlighted** in the document on the left.

    b. **Notice** the button labeled **Ignore** in the task pane. It is only giving us the option of ignoring the grammar issue. If we wanted to fix it, we would have to revise the sentence ourselves. Many grammar check issues do not give you an automatic fix option like the spell checker does.

    c. **Notice** the **white box** underneath the Ignore button. This is where Word puts **suggestions**
        for how to fix it. **Notice** it is telling us that the sentence is in Passive Voice.

    d. **Notice** how it gives us a **description** of what Passive Voice is below the white box.
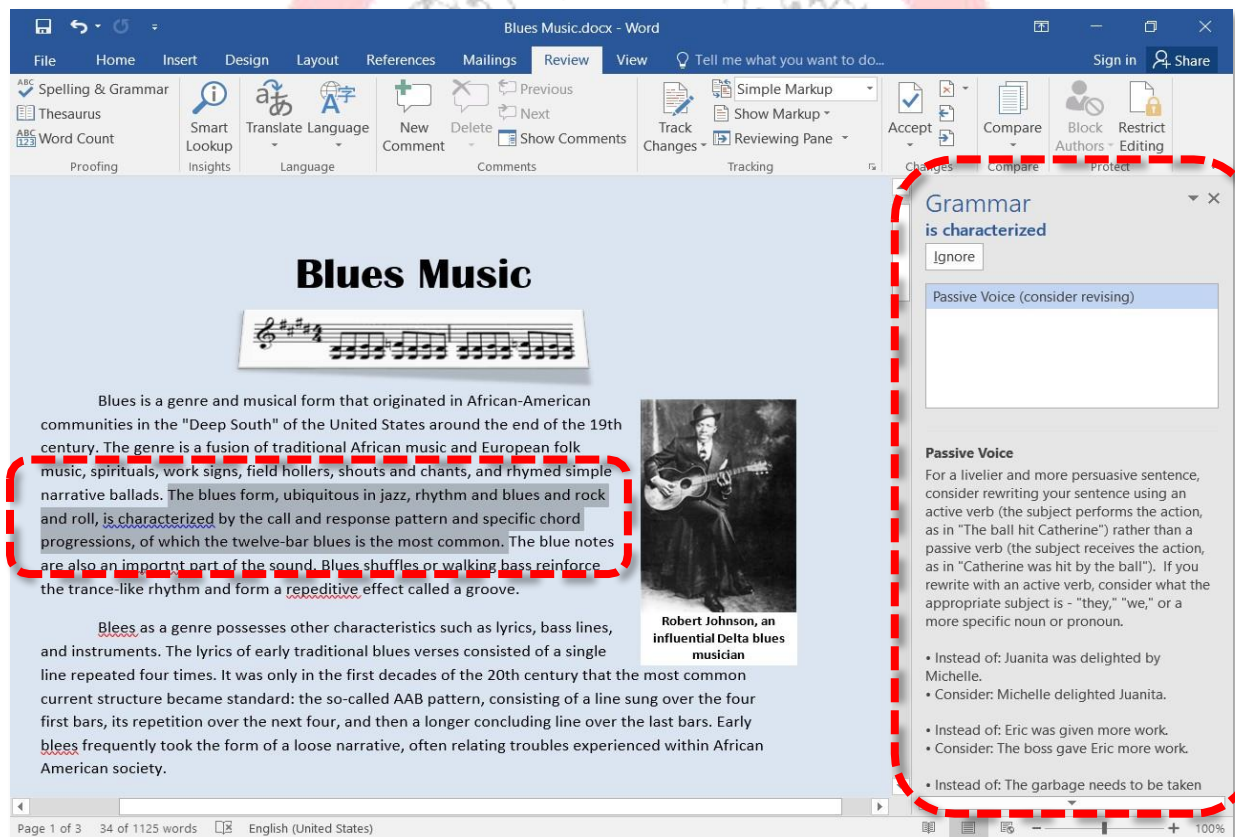
6. **Click Ignore** to move on to the next issue.

7. **Correct** the remaining spelling and grammar issues in the document as follows:

   a. Ignore all Passive Voice grammar errors.

   b. "importnt": This should be spelled "important".
      Click important in the **Suggestions** list.
      Click Change.

   c. "Blees": This should be spelled "Blues".
      Click Blues in the **Suggestions** list.
      Click Change All.

   d. "blees": This should be spelled "blues" too. But we clicked Change All the last time we corrected this word. Why didn't it change this instance of the misspelling too? Because it starts with a lower-case "b", not a capital "B".
      Click blues in the **Suggestions** list.
      Click Change All.

   e. "blues rock": The grammar checker thinks this should be a Compound Word, spelled "blues- rock".
      Click blues-rock in the **Suggestions** list.
      Click Change.

   f. "lyrics": The grammar checker thinks there should be a comma after this word.
      Click lyrics, in the **Suggestions** list.
      Click Change.

   g. "4": The grammar checker is suggesting that we spell out this number. Read the description below the suggestion box. It says any number below 10 should be spelled out.
      Click four in the **Suggestions** list.
      Click Change.

   h. "Handy's": Notice how the word "Handy" in the image caption on the right is not marked as being misspelled, but "Handy's" **_IS_** marked as being misspelled. This is because Microsoft Word treats these two words as **completely different words** (just like "Blees" and "blees").

      a. "Handy" was not marked as misspelled probably because Word is treating "Handy" as an adjective (the word "handy" meaning "to be useful"), not as someone's last name.

      b. Word has marked "Handy's" as misspelled because it doesn't make sense to put an apostrophe "s" after an adjective.

      c. **_Bottom line:_** We know that this is a valid spelling because it is the possessive version of someone's last name. **Click Add**. This will add "Handy's" to Word's dictionary. This dictionary item is saved on the hard drive of your computer.

i. "a": It should say "**an** African American".
Click an in the **Suggestions** list.
Click Change.

j. "But": The grammar check is saying you shouldn't start a sentence with "but".
Click However, in the **Suggestions** list.
Click Change.

k. "Odum": This is somebody's last name. Last names are often not in Word's dictionary.
Click Add.

8. A "spell check complete message" will appear when all has been corrected. **Click** OK.

Testing Spelling & Grammar check features

1. **Tap** ⌷Ctrl⌷ + ⌷End⌷ to **move** your insertion point to the end of the document to go to a new line.

2. **Tap** ⌷Enter⌷

> **Teacher's Note:** Increase the font size so students can see better.

a. **Type** the word "jazz" with a **lower-case "j"** and **tap** the ⌷Space⌷.
Notice how it **automatically capitalized** the word.

b. **Type** the name "Odum" with a **capital "O"** and **tap** the ⌷Space⌷.
Notice how the word **does not receive red squiggly lines**.
That's because we added this word to Word's dictionary.

c. On the same line **type** "odum" again, but with a **lower-case "o"** and **tap** ⌷Space⌷.
Notice how this word is **flagged as misspelled**. Microsoft Word treats it as a different word because it does not have a capital "O".

d. Word is programmed with many common spelling errors and fixes them automatically as you
type. **Staying** on the same line, **Type** "teh" and **tap** the ⌷Space⌷.
Notice how it automatically changed to "the".

How do you undo an AutoCorrect operation?

1. **Point** to the word.
2. **Notice** the white underline that appears at the under the word.

   th|e

3. **Point** to the white underline. An "AutoCorrect Options" button appears.
4. **Click** on the button and **select** the "Change back to" option.

the
↩ Change back to "teh"
    Stop Automatically Correcting "teh"
⚡ Control AutoCorrect Options...
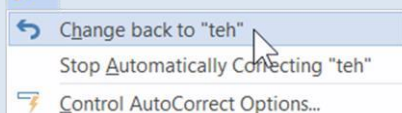
Pick up where you left off feature

"Word has a neat 'Pick up where you left off' feature. When you close a document, Word bookmarks the exact location you were last working on within that file. It does so by identifying where the insertion point was when you closed the document. When you open it again, Word offers to let you pick up where you left off". - Fatima Wahab

1. In the **Lyrics section** on the second page, **click** at the end of the first paragraph to move your insertion point there.

2. **Close Blues Music.docx** and **save** changes.

3. **Reopen Blues Music.docx**.

4. **Notice** the message on the right. It invites us to continue where we left off the last time we had this document open.

> **Welcome back!**
> Pick up where you left off:
>
> A few seconds ago

5. After a moment, the message will disappear and be replaced with a "bookmark" icon.

6. **Point** to the icon. The message **reappears**. **Click** on it.

7. **Notice** how it **scrolls down** to the *general vicinity* of where we were the last time we had this document open.

Printing a Word Document

Print Preview

Still in <u>Blues Music.docx</u>

<u>Always</u> preview before you print. That way, you won't waste paper or ink printing unwanted pages.

1. **Click** the **File tab**, and **click Print**.

2. **Notice** the **Print Preview pane** on the right. This shows you what your document will look like when printed.

3. **Note** that the document's **blue background** does not show up in the Print Preview. This is because Word will **not** print a document's background color unless you <u>specifically</u> instruct it to do so (in
order to save printer ink). This setting is located in Word's Options screen.

4. **Check** the number of pages in your document by **looking** in the lower left of the Print Preview pane.

   ◄ | 1 | of 3 ►
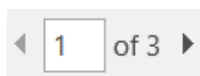
5. **Scroll** down or use the right arrow to **see** page 2.

6. To see two pages of your document side by side, **lower** the zoom using the zoom slider at the bottom right of the Print Preview pane.

   30% — +

7. If you need to amend your document, **click** the **Back** button to return to your document and make all necessary changes.

   ←

Adjusting Print Settings

1. **Click** the **File tab**, and **click Print**.

2. In the **center pane** are **options** for printing. At the **top** is where you can designate a printer.

3. The **Settings** section is where you can decide other things about how you would like your document to print. For this class, we will cover how to designate which pages of your document you want to print.

4. By default, Word prints **all the pages** in the document. However, this is not always what you want. You can use the "**Pages:**" field to choose which specific pages you want to print. **Point** to the **Pages:** field and **note** the large ScreenTip that describes how pages can be entered.
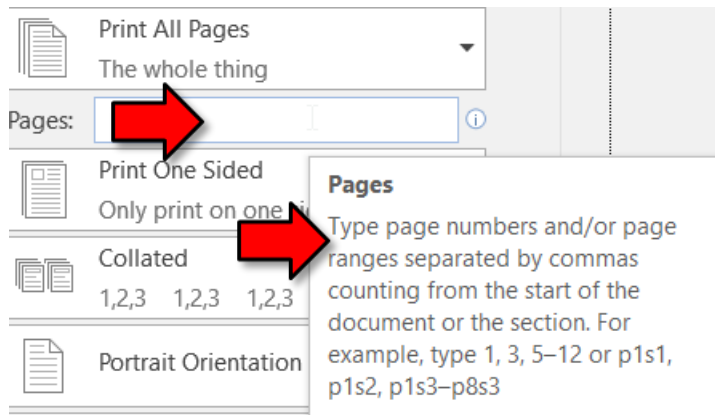
   a. **Single page numbers** can be entered if you just want to print 1 page.
      Example: 2

   b. **Non-consecutive page numbers** can be separated by commas.
      Example: 1, 3

   c. A **range of page numbers** can be expressed with the use of a dash between two numbers. Example: 3-6

5. In order to launch the print job (which we are **NOT** going to do), you would click the large Print button at the top of the center section.
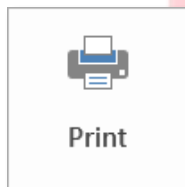
6. **Close** Word without saving changes to the file.

Saving a Document under a Different Name

Sometimes, you want to save changes to a document, but you want to keep the original version of the document. In this case, you can save your changes under a **different file name**.

Story: You and your family members are helping a relative sell his car by creating a flyer for him.

> **Teacher's note:**
>
> **Car Sale Flyer.docx** will be used to demo saving files under a different name and as different versions. All changes will be saved.

1. **Use** **File Explorer** to **open** **Car Sale Flyer.docx** from your flash drive.

2. You think the **price** should have some extra effects to make it stand out more.

    a. **Select** the text that reads $18,000.

    b. On the **Home** tab, in the **Font** group, **click** **Text Effects and Typography**.
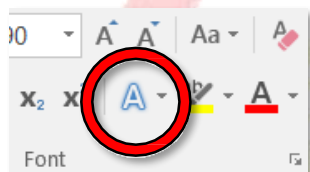
    c. **Click** the effect with the white text and red outline in the bottom row.

3. We want to send this updated document to everyone to get their opinion on how it looks. **Think** about how we want to save this file. If we just click **Save**, the older version of the file will be lost. If nobody likes it, we will have lost the original version!

4. Instead, we can save the file under a **different name**.

    a. **Click** **File**, and then **click** **Save As**.

    b. **Click** **Browse** and in the **Save As dialogue box**, in the **navigation pane**, **click** KINGSTON (E:).

    c. In the **Save As dialogue box**, in the **file name field**, **type** **Car Sale Flyer Revised**, then **click** **Save**.

    d. **Notice** how the **title bar** contains the new name of the file.

5. **Click** on the task bar button for File Explorer and **note** the new file at the bottom of the list.

6. **Note** that the original **Car Sale Flyer.docx** file is still there.
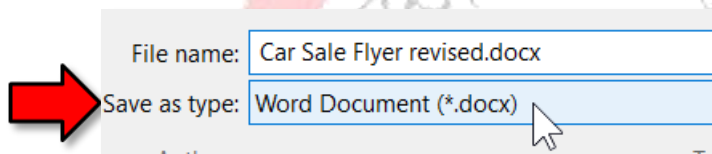
Saving a Document in Different formats

Takes:

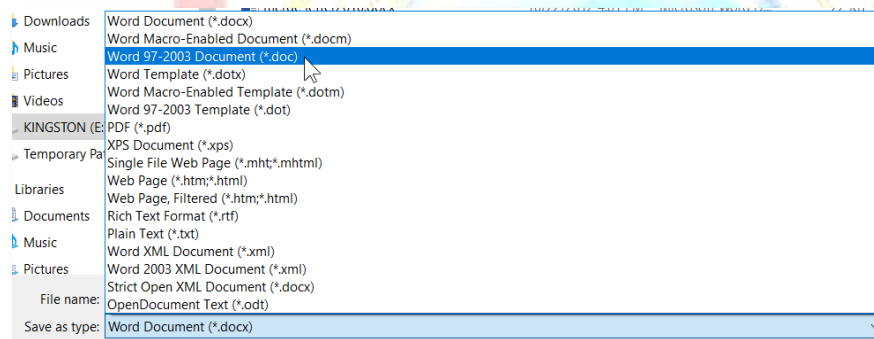### Older Microsoft Word File Format (.doc)

Story: We want to send this new version, **Car Sale Flyer Revised.docx,** out to all our family members for them to review. But not all of them have the same version of Word that we do. Some of them have older versions.

If you send a Word document to someone using a previous version of Word, they may not be able to open it if you save it formatted as a Word 2016 (*.docx) document. Word 2016 provides an option to save the file in a format that can be opened by previous versions of Word. However, this may result in some loss of formatting.
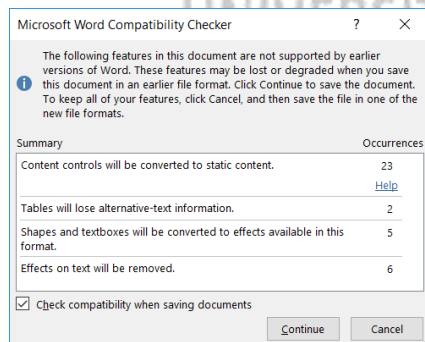
1. **Click** the **File tab.** **Click** **Save As**, and then **click** **Browse**.

2. In the **Save As dialogue box**, in the **navigation pane**, **click** KINGSTON (E:).

3. In the **Save as type:** field, **click** to open a list of file types:

File name:	Car Sale Flyer revised.docx
Save as type:	Word Document (*.docx)

4. In the list of file types, **click** **Word 97-2003 Document (*.doc)**.

Downloads	Word Document (*.docx)
Music	Word Macro-Enabled Document (*.docm)
Pictures	Word 97-2003 Document (*.doc)
Videos	Word Template (*.dotx)
	Word Macro-Enabled Template (*.dotm)
KINGSTON (E:	Word 97-2003 Template (*.dot)
Temporary Pa	PDF (*.pdf)
	XPS Document (*.xps)
Libraries	Single File Web Page (*.mht;*.mhtml)
	Web Page (*.htm;*.html)
Documents	Web Page, Filtered (*.htm;*.html)
Music	Rich Text Format (*.rtf)
Pictures	Plain Text (*.txt)
	Word XML Document (*.xml)
	Word 2003 XML Document (*.xml)
File name:	Strict Open XML Document (*.docx)
	OpenDocument Text (*.odt)
Save as type:	Word Document (*.docx)

5. **Notice** how the file name now has an extension of **.doc**. **Click** **Save**.

6. A **Microsoft Word Compatibility Checker** window pops up. This alerts us to the fact that some formatting may be lost when we save in an older file format. **Click** **Continue**.
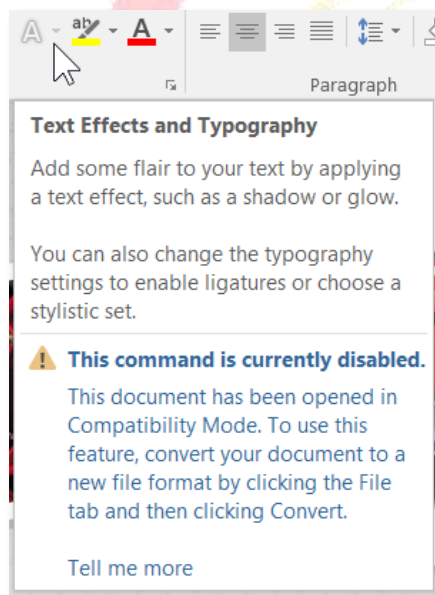
Microsoft Word Compatibility Checker   ? X

The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when you save this document in an earlier file format. Click Continue to save the document. To keep all of your features, click Cancel, and then save the file in one of the new file formats.

Summary	Occurrences
Content controls will be converted to static content.	23
	Help
Tables will lose alternative-text information.	2
Shapes and textboxes will be converted to effects available in this format.	5
Effects on text will be removed.	6

☑ Check compatibility when saving documents

Continue   Cancel

7. **Notice** what happened to the price text. **The formatting is completely gone!**
The page background also turned gray. What happened?

$18,000

a. **Notice** that the file name in the title bar says **Compatibility Mode**. This means it is showing you what the document looks like when viewed in an older version of Microsoft Word.

Car Sale Flyer Revised.doc [Compatibility Mode] - Word

b. **Also notice** how the **Text Effects and Typography** button that we used before looks grayed- out. **Click** on it. Nothing happens. **Point** to the button and **look** at its **screen tip**. This feature is not available in older versions of Word. That is why the price text lost its formatting. Certain tools are unavailable in this document because it is saved in an older file format.

Text Effects and Typography

Add some flair to your text by applying a text effect, such as a shadow or glow.

You can also change the typography settings to enable ligatures or choose a stylistic set.

⚠ **This command is currently disabled.**

This document has been opened in Compatibility Mode. To use this feature, convert your document to a new file format by clicking the File tab and then clicking Convert.

Tell me more

PDF

Another saving option is to save a Word document formatted as a **PDF** (Portable Document Format). One benefit to using this format is that it is widely supported across all computer and mobile devices. Nearly all computers come pre-installed with software that can open PDF files. If your computer does not have this software, you can download software called "**Adobe Acrobat Reader DC**" for free. This makes PDF an ideal choice for sharing files with people who do not have Microsoft Word.

Another benefit to using PDFs is that they retain ALL of the formatting in your Word document. PDFs are designed to represent **printed pieces of paper**, so they act like an electronic "print-out".

But the main downside is that PDF files **cannot be edited** unless you purchase special software called **Adobe Acrobat DC.** If you want to make a change to a PDF, you must open the original Word document, make the change there, then **re-save** it as a PDF.

1. **Open Car Sale Flyer Revised.docx**.

2. **Use** the **Save As** function again but **choose PDF** as the file format.

3. Before clicking **Save**, **notice** the checkbox that says **Open file after publishing**. If checked, then the PDF file will be opened in Adobe Reader as soon as the Save operation is complete. This gives you the chance to inspect the PDF file to make sure it looks OK. **Leave** it checked.

4. **Click Save.**

5. **Notice** how **Adobe Acrobat Reader** opens after a few moments.

6. **Be aware** that, the PDF file you've created does NOT automatically update whenever your Word document updates! This means that, if you change your Word document, you will need to **re-save** it as a PDF.

7. **Close** the PDF window.

8. **Close** all open Word documents.

Protected View
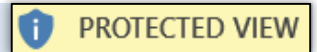
PROTECTED VIEW

Protected View is a security feature that helps to protect your computer from viruses that reside inside Word documents (notably, from files that were downloaded from the Internet, such as from email attachments). Protected View protects your computer from viruses, but **prevents** you from **editing** or **printing** the document. If you trust the source of the document, you can **deactivate** Protected View in order to edit and print the document like normal.

1. We are going to **download** a Word document from the **Internet** to demonstrate this.

   a. **Double-click** the **Class Resources** link on the Desktop.

   > **Home Students:** Open a web browser and go to www.mc-npl.org/class-resources.

   b. **Scroll** to the section for Microsoft Word. Underneath the Supporting Files subsection, **click volunteer application.doc.**

   c. A **dialogue box** appears, asking what we want to do with the file. **Click Save As** because if you just click Save, it won't tell you where it's being saved to.

   > **Teacher's note:**
   >
   > It is important that they click "Save As". If they just click "Open", then the document might not open in Protected View.

   d. In the Save As dialogue box, **navigate** to your **flash drive** and **click Save**.

   e. Internet Explorer will display a toolbar at the bottom of the screen that has a button to open the downloaded file in its native program, Word. **Click Open.**
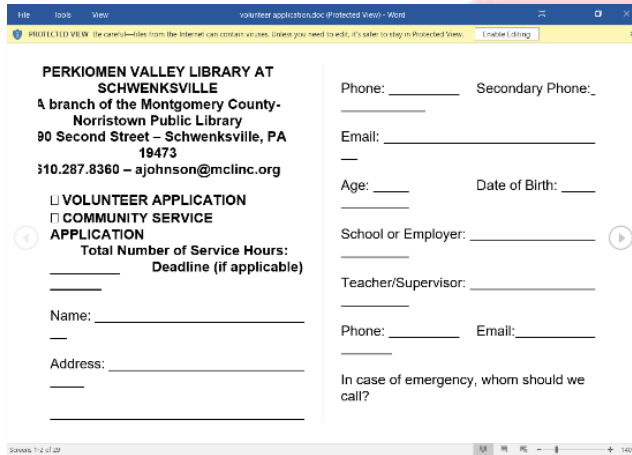
The volunteer application.doc download has completed.	Open	▼	Open folder	View downloads	×
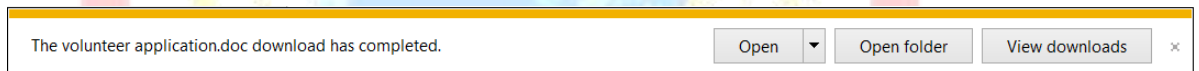
   f. A security warning appears stating that opening files from the Internet can harm your computer. **Click Allow.**

   Internet Explorer Security ×

   ⚠ A website wants to open web content using this program on your computer

   This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

   Name: **Microsoft Word**
   Publisher: **Microsoft Corporation**

   ☐ Do not show me the warning for this program again

   Allow | Don't allow

2. **Notice** the **title bar** and **warning**. The document has opened in **Protected View** because we downloaded it from the Internet.
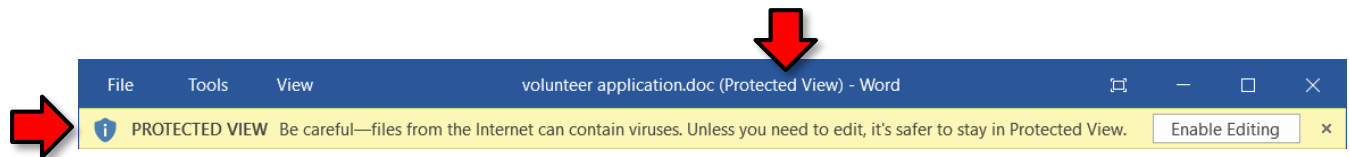
3. **Notice** how we have **two columns** of text and the text is **very large**.

a. **Look** at the **Status Bar** at the bottom of the screen and **notice** we are currently in **Read Mode**. Documents that open in Protected View are opened in Read Mode by default.

b. **Click Print Layout** to see what the document "actually" looks like.

4. **Click** the **File** tab, then **click Print**.

5. **Notice** the warning about printing a **Protected View** document. It is not possible to print without clicking that "Enable Printing" button first. Clicking this button will also enable editing and take the document out of protected mode.

Protected View

Printing is not available in Protected View. To leave Protected View and enable this command you must select Enable Printing.

⚠ Enable Printing
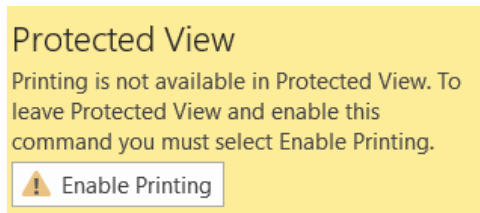
6. **Close Word**.

Good stopping point for Session 2.

Describe how the Exercise is organized: The parts in parentheses are **hints** concerning how to complete each

Bulleted/Numbered Lists

✓ On Exercise

When you want to present a list of items in a document, you will usually want to put each item on its own line. There are several different types of lists in Word:
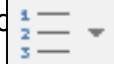
Bulleted Lists

Use **Bulleted Lists** when the **order** of the items **is not important** (for example, a shopping list).

1. **Open** a new blank Word document.

2. **Type** "Grocery List" and **tap** Enter to get to a new line.

3. On the **Home** tab, in the **Paragraph** group, **click** the **Bullets** button proper. This tells Word to create a new list.

4. Let's populate our list with some items:

   a. **Type** "milk"; **tap** Enter

   b. **Type** "bread"; **tap** Enter

   c. **Type** "eggs"; **tap** Enter

5. **Click** the **Bullets** button proper again. This will end your list.

6. **Notice** how each word is on a separate line and proceeded by a bullet.

Grocery List

- Milk
- Bread
- Eggs

Numbered Lists

Use **Numbered Lists** when the **order** of the items **is important** (for example, a recipe).

1. **Type** "Cookie Recipe", then **tap** Enter to get to a new line.

2. On the **Home** tab, in the **Paragraph** group, **click** the **Numbering** button proper.

3. Let's populate our list with some items:

   a. **Type** "Preheat oven"; **tap** Enter

   b. **Type** "Mix ingredients"; **tap** Enter

   c. **Type** "Bake for 1 hour"; **tap** Enter

4. **Click** the **Numbering** button proper to end your list.

Cookie Recipe

1. Preheat oven
2. Mix ingredients
3. Bake for 1 hour
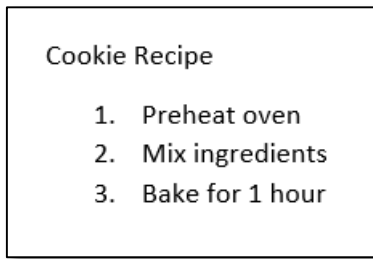
Multilevel Lists

Use **Multilevel Lists** when you want to create an **outline** of items, where each item can have its own sub-list of items.

1. **Type** "Inventory" and **tap** Enter.

2. On the **Home** tab, in the **Paragraph** group, **find** the **Multilevel List** button.

   a. **Notice** how this is a **one-part** button, unlike the others which were split buttons.

   b. **Click** on **Multilevel list**. A menu of styles will open. **Hover** your mouse pointer over the various styles to view them**.**

   c. In the **List Library** section, **click** the option which is **next to "None".**
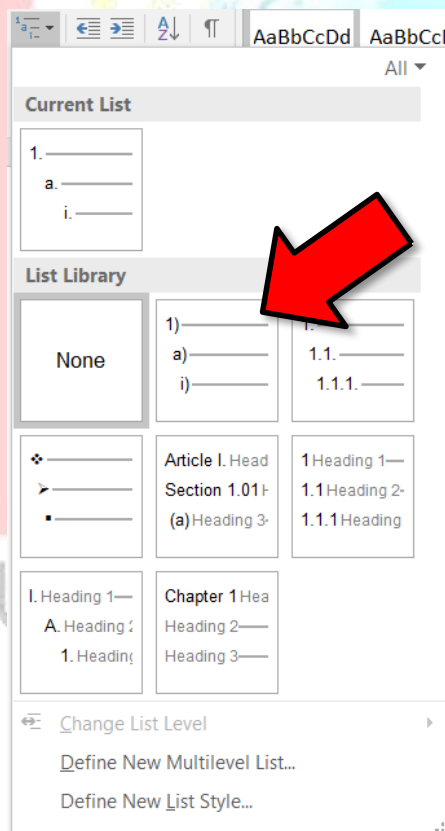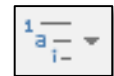
3. Multi-level lists are trickier than normal lists because you have to tell Word what **level** to place each list item on.

   a. Using the Enter key will create a new item at the **same** level.

   b. Using the Tab key will move an item to a **lower** level. (indented more)

   c. Using Shift + Tab will move an item to a **higher** level. (indented less)

4. Let's try this by populating our list with some items.

   a. **Type** "Office"; **tap** Enter

   b. **Tap** Tab; **type** "Desk"; **tap** Enter

   c. **Tap** Tab; **type** "Top drawer"; **tap** Enter

   d. **Tap** Tab; **type** "pencils"; **tap** Enter

   e. **Type** "stapler"; **tap** Enter

   f. **Type** "ruler"; **tap** Enter

   g. **Hold** Shift and **tap** Ta   to move to **one** higher level

   h. **Type** "Middle drawer"; **tap** Enter

   i. **Tap** Tab; **type** "paper"; **tap** Enter

   j. **Type** "tax forms"; **tap** Enter

   k. **Hold** Shift and **tap** Ta   **twice** to move to **two** higher levels

   l. **Type** "Filing cabinet"

5. When finished with your list, **tap** Enter until no more bullets appear. This is another way of ending a list.

Inventory

1) Office
    a) Desk
        i) Top drawer
            (1) Pencils
            (2) Stapler
            (3) Ruler
        ii) Middle drawer
            (1) Paper
            (2) Tax forms
    b) Filing cabinet

Modifying an existing list

1. To **insert** a new list item:

    a. We will insert a new item below "Ruler".

    b. **Click** after the word "Ruler" to move your insertion point there.

    c. **Tap** Enter

    d. **Notice** that a new list entry was created.

    e. **Type** "paper clips".

2. To **delete** a list item:

    a. We will delete the "Stapler" list item.

    b. **Click** after the word "Stapler" to move your insertion point there.

    c. **Use** Backspac to delete the word.

    d. Once the list item is blank, **continue** to tap Backspac until your insertion point is after the word "Pencils". Do not tap it too many times or else you will delete "Pencils" as well.

3. To change the style of bullets or numbers:

    a. **Select** all of the list items in the **Grocery List** list.

    b. **Note** that the **bullets** do not appear selected when you select a list. This is normal.

    Grocery List

    - Milk
    - Bread
    - Eggs

    c. In the **Paragraph** group, **click** the drop-down arrows on the **Bullets or Numbering** buttons and hover over each option to see a live preview of changes.

4. To change the indent level:

    a. **Select** all of the items in the **Cookie Recipe** list.

    b. In the **Paragraph** group, **click Increase Indent** or **Decrease Indent** to make changes.

    Teacher's note:

    The next few sections use a new blank document to demonstrate inserting several different kinds of objects. If they are not completed by the end of the class session, save the file, naming it "Objects".

Tables   ✓ On Exercise

Word allows you to insert **tables** into your document. Tables consist of the following elements:

- **Row**: Runs horizontally (left to right)
- **Column**: Runs vertically (up and down, like on a Roman building)
- **Cell**: The intersection of a row and column. You can type text into each cell.

"Select Table"

Column

Mention Handout

Item No	Item Name	Quantity
3231	Nail	100
532-A	Screwdriver	3
853ABU	Saw	2
03920	Self-sealing stem bolt	200

Row

Resize Handle

Inserting a Table

1. **Open** a **new blank document** in Word.

2. **Click** the **Insert** tab and in the **Tables** group, **click Table**.

3. **Move** your **Pointer** over the squares in the **Table Pane** to determine the size of your table. **Notice** how the squares change color and the dimensions are given at the top. The dimensions list the number of

   3x2 Table
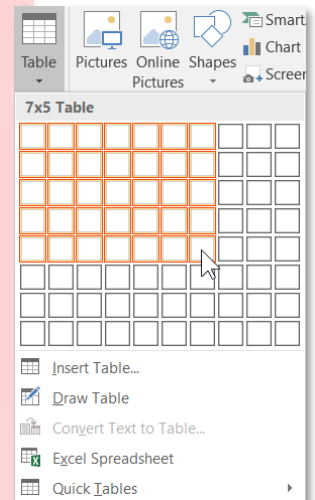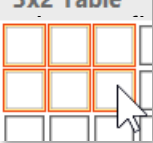
4. When you have a 7 column x 5 row table, **click** the left mouse button. Your table will be inserted wherever your insertion point was located in the document.

Moving around a Table

You can move between cells in a number of ways:

1. **Confirm** that your blinking cursor/ insertion point is inside of the **first cell**.

2. **Tap** the | Tab | key. This moves your insertion point **one cell to the right**. | Tab | at the end Tapping
of a row will move the insertion point to the first cell of the next row.

3. You can also use the **directional arrows** to move the insertion point from cell to cell. **Try it**.

4. Lastly, you can **click** in a cell to move the insertion point. **Try it**.

5. **Move** the insertion point to the **very last cell** of the table and | Tab |. **Notice** how it then **tap**
created a **new row**.
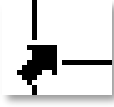
Entering Information into a Table

We are going to enter the **days of the week** in the cells in the ==first row==. An **autocomplete** feature will assist in this task.

1. **Click** in the first cell (the left-most cell) of the first row.

2. **Type the first 4 letters** of Monday.

   a. **Notice** the **autocomplete** feature which pops up after typing the 4ᵗʰ letter. | Enter | **Tap** to take accept the autocomplete suggestion.

   Monday (Press ENTER to Insert)
   Mond

   b. *Before you continue,* **note** that this is the **only advisable time** to tap | Enter | in a cell.
   Otherwise you will create a new line in the cell. **Tap** | Enter | again **Notice** how it inserted new line underneath Monday. This is what happens · a is tapped without an when | Enter | autocomplete suggestion. **Tap** | Backspac | to delete the new line.

   c. **Tab** the | Tab | key to move to the next cell, and **use** autocomplete again to type the next day
   of the week. Keep going through Sunday.

Selecting Parts of a Table

Mention Handout 5

To format your table, you must know how to select individual cells, columns, and rows, as well as the entire table.

1. **Selecting a Cell: Move** your pointer to the left edge of an empty cell in the second column until a small black arrow appears, then **click**. **Note** the inside of the cell becomes **grey**. This means the cell is selected. Use the **select cell cursor** to **click and drag** across several cells to select multiple cells.

2. **Selecting a Column: Move** your pointer to the top of a column until a small downward- pointing black arrow appears. This is the **select column cursor**. When you see this cursor, **click** to select the column. **Click and drag** to select several columns.

3. **Selecting a Row: Move** your pointer to an area to the left of the second row until the pointer changes to a **right pointing white arrow**. This **select row cursor** allows you to select an entire row with a **click**. If you have clicked in the right place every cell in the row should be selected.

> *You may note that when you click to select the row, new items appear on the screen. You may see a **mini toolbar** offering a toolset that can be used to perform actions upon the selected row. The other object is an **Insert Control** feature which we will be covering further on.*

Monday	Tuesday	Wednesday	Thursday	F
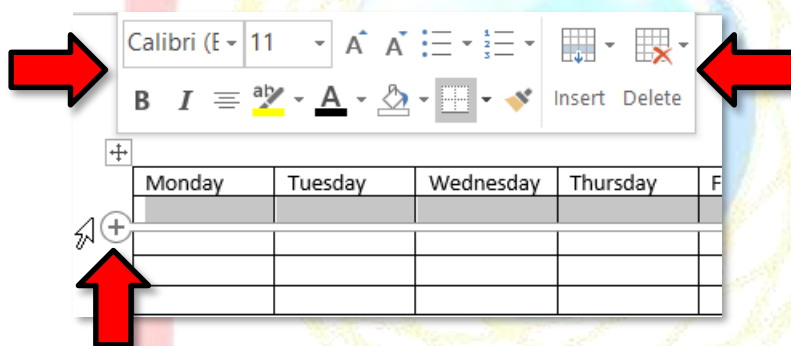
4. **Click** the **select row cursor** and **drag** to select several rows.

5. **Selecting the entire table**: **Click** the **Select Table** button that appears at the top left corner of the table. **Click** in a clear area off the table to deselect the table.

> **Teacher's note:**
>
> **Do NOT move the table yet**. If you move the table, then you can no longer click in the left margin to select an entire row.

Resizing Rows and Columns

1. To adjust the **width of a column**, **point** to the **vertical border** between two columns so your pointer changes into a **double arrow**. Then you would click and drag the line where you want it. **Use** this **resizing cursor** to make the <mark>first column wider</mark>.

2. To adjust the **height of a row**, **point** to the **horizontal border** between two rows so your pointer changes into a **double arrow. Use** this **resizing cursor** to make the <mark>first row</mark> <mark>higher</mark>.

> **Tip:** If you **double-click** when your mouse pointer has changed to the "adjust width" or "adjust height" pointers, the row/column will **auto-adjust**, based on the size of your text.

Inserting Rows and Columns

Insert Control feature

The insert control feature utilizes an interface we noticed when we were in the process of selecting various sections of the table. The tool will appear when pointing to the left or top border of the table and in the general vicinity between two rows or two columns. As opposed to other insertion methods, this tool facilitates an insertion without having to select any particular portion of the table. When the tool is completely in focus, it will turn from grey to blue and can then be clicked to perform an insertion. It will insert a row **below** the insert control tool or a column to the **right** of it. *Let's try it.*

1. **Point** to the **left** border of the table and move your mouse until you see the **blue insert control tool** on the border between the **first** and **second row**. **Click** the **+**. **Note** it inserts a row **below** the first row. **Click Undo**.

2. **Point** to the **top** border of the table and move your mouse until you see the **blue insert control tool** on the border between the **first** and **second column** and **click** the **+**. **Note** it inserts a column to the **right** of the first column.

3. **Click Undo**.

Ribbon method

Note that, when you have any part of a table selected, a new **contextual ribbon** appears called **Table Tools**. This contextual ribbon has two tabs, **Design** and **Layout**.

Unlike the limited functionality of the insertion control feature, there are tools on the ribbon which will allow the insertion of a row **above** an existing row or to the **left** of a column *as well as* insertion below and to the right. However, prior to using the ribbon tools, the insertion point must be inside a cell in the table. The ribbon tools will delete rows above or below the selected cell and columns to the left or right of it.

1. **Click** in the first cell in the first row (it has Monday in it).

2. On the **Table Tools** contextual ribbon, **click** the **Layout** tab.

3. In the **Rows & Columns** group, **click** **Insert Left**. **Note** the new column inserted to the left of the first column. **Click** Undo.

4. In the **Rows & Columns** group, **click** **Insert Above**. **Note** the new row inserted above the second row.

5. **Click** Undo.

Right-click menu

Row and column insertion tools are also available on a right-click menu. Again the insertion point must be inside a cell.

1. **Click** in the first cell in the first row.

2. **Maintain** cursor focus on the selected cell and **right-click**.

3. **Point** to **Insert** and then **click** **Insert Rows Above**. **Note** the new row inserted above.

4. **Click** Undo.
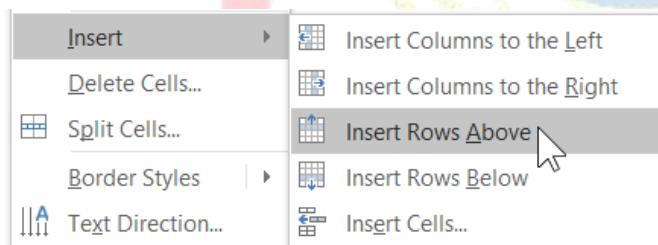
Deleting Rows and Columns

Both the ribbon and the right-click menu have tools to delete rows and columns. The **ribbon** tool, named **Delete**, can be accessed when the insertion point is in a cell in the row or column to be deleted. The **right-click menu** offers a *specific* delete button when the row or column is selected first.

Ribbon method

1. **Click in** the **third cell** in the **first row (Wednesday).**

2. On the **Table Tools** contextual ribbon, **click** the **Layout** tab.

3. In the Rows & Columns group, **click Delete**. On the menu click **Delete Columns**. **Note** the column with the Wednesday cell disappears. **Click** Undo.

4. In the Rows & Columns group, **click Delete**. On the menu click **Delete Rows**. **Note** the row with the Wednesday cell disappears. **Click** Undo.

Right-click menu

1. **Select** the row with the Wednesday cell in it.

2. **Maintain** cursor focus on the selected row and **right-click**.

3. **Click Delete Rows**. **Note** the deletion**. Click** Undo.
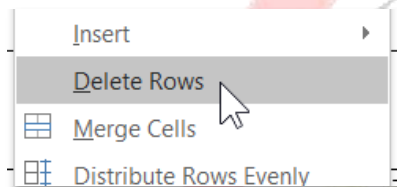
4. **Select** the column with the Wednesday cell in it.

5. **Maintain** cursor focus on the selected column and **right-click**.

6. **Click Delete Columns**. **Note** the deletion**. Click** Undo.
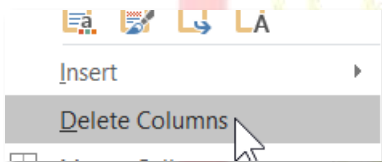
Formatting a Table

1. **Insert** a new row above the first row.

2. **Select** the first row.

3. Let's apply some formatting to the first row.

   a. On the **Table Tools** contextual ribbon, **click** the **Layout** tab. In the **Merge** group, **click Merge Cells.** Those seven selected cells will now function as a single cell.

   b. **Type** the word "**schedule**" into the still selected cell.

   c. On the **Layout** tab, In the **Alignment** group, **use** the ScreenTips to **find Align Center**. **Note**
   there are several different options for aligning text in a cell.

   d. **Click Align Center**.

    e. On the **Table Tools** contextual ribbon, **click** the **Design** tab. In the **Table Styles** group, **click**
the **list arrow** section of the **Shading** split button. A menu of colors will appear.

    f. **Move** your pointer over the colors to see a **Live Preview** and then **click** on any
color you like. **Notice** that only the selected cell is shaded.

4. **Select** the **entire table** by **clicking** on the **Select Table** button.

5. On the **Table Tools** contextual ribbon, on the **Design** tab (you may need to make the
Design tab active), in the **Borders** group, **click** the **Dialogue Box Launcher**. This
dialogue gives you **fine-grain** control over your table's borders.

    a. In the **Borders** tab, under **Setting**, **make sure All** is selected.

    b. **Scroll** through the **Style Menu** and as you **click** on different options, see the
preview in the preview pane on the right. **Click** whatever style you prefer.

    c. **Click** the **Color** list arrow and **choose** a color from the menu.

    d. **Click** the **Width** list arrow and **choose** a width.

    e. **Click Ok** to apply your changes.

    f. **Deselect** the table so you can view the border better.

6. To **move** your table, **click** on the **Select Table** button and **drag** your table down the
page a little. Then **drag** it back to where it was.
Do NOT move the table into the top margin, or else it could get stuck.

7. To **resize** your table, **locate** the small square at the bottom right of the table. This is a
Resize handle. **Point** to it and **notice** that the pointer changes to a **white arrow with two
ends**. **Click** and **drag** towards the **center** of the table. This action resizes the entire table
proportionally, so all the row and columns get resized by the same amount.
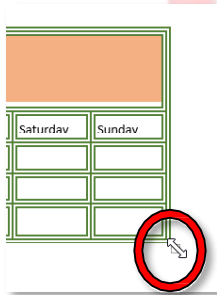
8. **Click Undo** to return the table to its original size and position. You may have to click it
multiple times.

Online Pictures, Shapes, Text Boxes, and Other Pictures

The insertion of specialized objects into a document can add visual interest. We will explore a few different types of objects in this section and also learn how to format the objects.

Online Pictures

The former name for this type of object was Clip Art. **Clip art** are small pictures and symbols made available for computer users to add to their documents. They can be used to enhance a narrative.

Inserting Online Pictures

1. **Click** in a clear area underneath the table to move your insertion point off of the table.

> **Teacher's note:**
>
> If the student's table is too far down the page, the cursor will get stuck above the table. If this happens, the student can **double-click** below the table to place their insertion point there.

2. On the **Insert** tab, in the **Illustrations** group, **click** **Online Pictures**.

3. A dialogue box opens that prompts us to enter a search term.
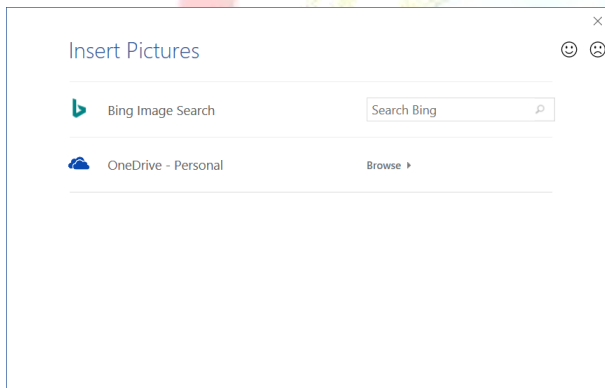
4. **Note** the words **Bing Image Search**. Microsoft Word will search the Internet for images using its search engine, Bing (it is a competitor to Google).

5. **Type** **helmet** in the search field and tap **Enter**.
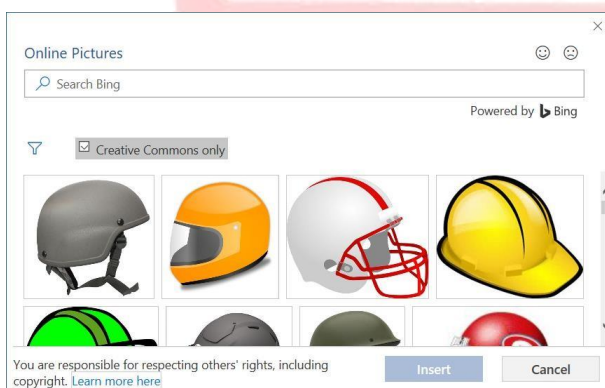
6. **Note** the gray checkbox labeled "Creative Commons only". Word has filtered the search results to only show images that are licensed under **Creative Commons** licenses.

   a. **What is Creative Commons?** It is a type of copyright license that is frequently used on the internet. In general, it is a liberal license that gives you permission to use the image for free.

   b. **HOWEVER**, Creative Commons allows content creators to add "gotchas" such as "cannot use for commercial purposes" or "must provide attribution to the original author". **MICROSOFT WORD DOES NOT SHOW YOU THESE.** So, at the end of the day, it is up to **you** to verify that you are abiding by the author's **SPECIFIC** license terms—and finding the specific license terms is not always an easy task.

   c. *For this reason, if you are planning to use clip art for any professional purpose, we recommend using a clip art website that contains only **public use** images. One such website is **pixabay.com**. Public use images give you **complete control** over how you may use them. Later in the lesson we will learn how to insert a picture from pixabay.com into a Word document.*

   d. Another alternative is to **purchase** clipart (also called "stock images"). This is how businesses typically obtain clip art.

7. **Find** a picture you like.

8. **Point** to the image.

9. **Click** on the **three dots** in the bottom-right corner of the image. A screen tip appears above the image containing additional information about the image, including its pixel dimensions and Internet URL.
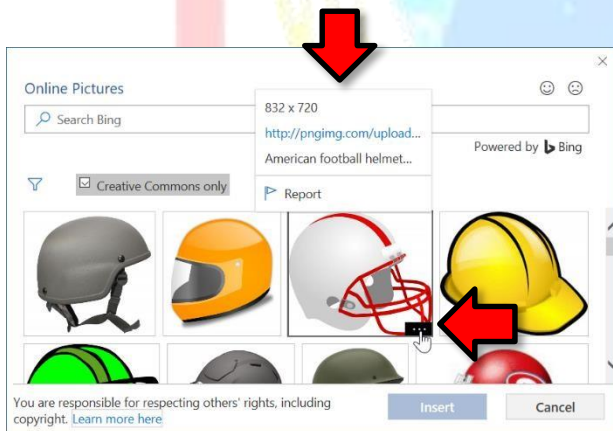
10. **Click** in a clear space to dismiss the screen tip.

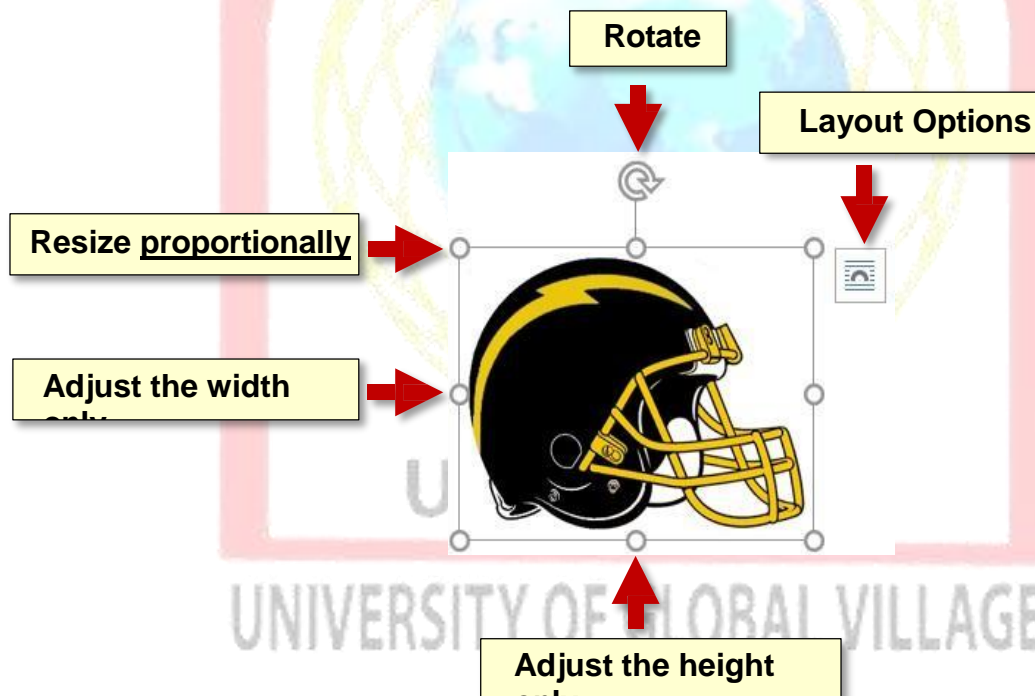11. Now, we will insert the image into our document.

   a. **Click** on the picture to **select** it.

   b. **Notice** the checkmark that appears in the **top-right** corner of the picture.

   c. **Notice** how the Insert button indicates that **one picture** is selected.

   d. **Click Insert (1)**.
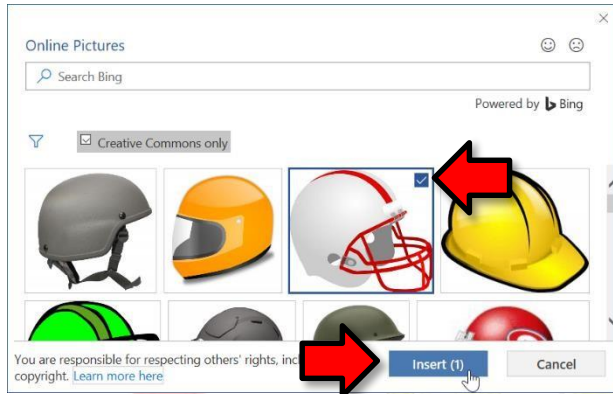
Resizing Inserted Objects

Objects can be resized by using "**handles**" that appear around a selected object.

Mention Handout

Rotate

Layout Options

Resize <u>proportionally</u>

Adjust the width only

Adjust the height only

1. If you cannot already see a border and small circles around your picture, **click** on the picture to select it.

2. **Point** your mouse to one of the circles. These circles are called **resizing handles**. **Notice** the pointer shape changes to a **white arrow with two ends**. As we learned before, this is a **resizing cursor**.

3. Using one of the **corner circles**, **click** and **drag** towards the center of the picture and **note** it resizes the picture **proportionately**. This does not always work with other types of objects. Other objects
require you to hold down Shift while resizing to retain the original proportions.

> **Warning**: Increasing the size of an online picture can result in a **distorted look** when printed. To avoid this, try not to make an online picture any larger than it was when you originally inserted it into the document.

4. **Click** and **drag** from one of the **side circles** and **note** the change in shape of the picture. These circles do **not** resize the picture proportionally. **Click Undo**.

5. **Click** and **drag** the **circular arrow icon** above the picture **note** how the picture **rotates**. **Click Undo**
to get it back to its original rotation.

6. **Using** the **rulers** on the top and left edges of document as a reference, **resize** the object proportionally to approximately 1 ½" square.

7. **Deselect** the object by clicking in a **blank area**.

Applying Wrapping Styles

"Objects can be placed in your document in two ways: either inline or floating. Inline objects are those that reside on the same layer as your text and are positioned within the stream of text that surrounds the object. Floating objects are those that are placed on a layer over the text". –Allen Wyatt

This positioning of objects is called the **text wrapping style.** The wrapping style can affect how difficult it is to move an object on the page. If it seems difficult to move an object where you want to, then you may need to change the wrapping style:

1. **Select** the picture object and **move** your pointer around on it until you see a **Move** cursor shape.

2. When you see this cursor, **click** and **drag**. You should **notice** that it is hard to move the object. We need **to change the wrapping style** so it is easier to move. The default wrapping style for pictures is **In Line with Text**, which means that only text can move it around. This can be very restricting.

3. **Click Layout Options** to the **right** of the selected object.

   a. It presents you with a set of icons, each of which represent a **wrapping style**.

   b. You can get an idea of what each wrapping style does by looking at the icons. The blue, horizontal lines represent your document's text, and the gray arch represents the image.

   c. **Point** to the icons to see a **ScreenTip** containing their names. **Click In Front of Text**.
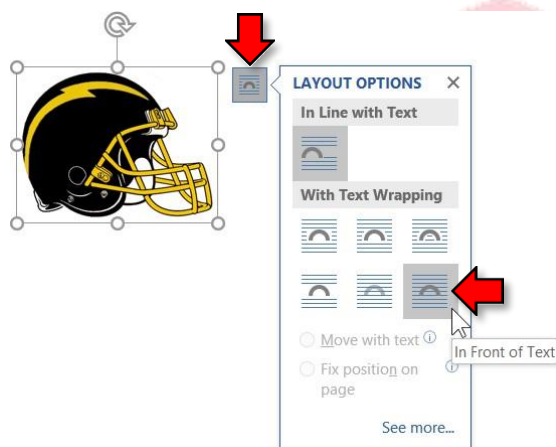
4. **Notice** the small "anchor" symbol that has appeared after we changed the wrapping style to a "floating" style. This is called an **object anchor** and it indicates where a floating object is located in relation to the text in your document. If we were to insert multiple lines of text somewhere in our document above the anchor, it would cause our object to get "bumped" down, even though it is floating.

5. **Using** the **move cursor**, **move** your object slightly to the left. You should **see** a **green line** appear. This green line helps you to align your object against the left margin of the document.

6. **Move** the object so it is on top of the last column in your table.

7. **Notice** how there are now **two** contextual ribbons: **Table Tools** and **Picture Tools**. This is because our picture object is selected *and* it is on top of the table.

   a. **Picture Tools** has one tab: **Format**

   b. **Table Tools** has two tabs: **Design** and **Layout**
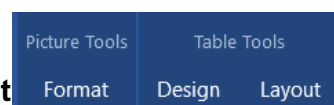
Applying Formatting to Pictures

1. **Click** the picture to select it if it is not already selected.

2. On the **Picture Tools** contextual ribbon, **click** the **Format** tab and, in the **Picture Styles** group, **move**
   your pointer over the predefined **Picture Styles** thumbnails to see a **Live Preview** of their effects.

3. **Click** the **More** button to see more predefined styles. As you point to the different styles **note** the ScreenTips that appear which contain the name of the style. **Click** on the **Metal Oval** style.
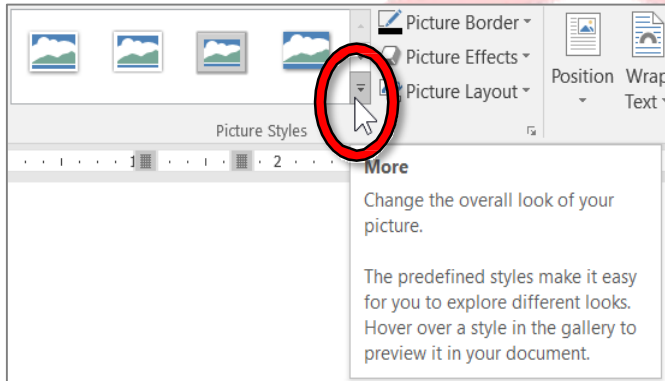
4. In the **Picture Styles** group, **click** on **Picture Border** and **click** on any color that you like.

5. **Deselect** the picture.

Shapes

A shape is another type of object that can be inserted into a Word document.

*Let's insert an **arrow shape** into our document.*

1. On the **Insert** tab, in the **Illustrations** group, **click Shapes**. A menu of shapes will open. The shapes are organized by type of shape.

2. In the **Line** section*,* **mouse** over the line shapes until you see a ScreenTip that says **Double Arrow**

    ↘ **. Click** the shape.

3. **Find** your mouse cursor in the document and **note** that it is shaped like a crosshair   .

4. We are going to "**draw"** an arrow from our **helmet picture** to the word "**Monday**" in our table.

    a. **Point** to the helmet picture.

    b. **Click** and **drag** to the word Monday.

    c. **Let go** of the mouse button.

5. **Note** the arrow is **selected**. You can tell by the **resize handles** at the ends.

6. With the arrow still selected, **note** the **Drawing Tools** contextual ribbon.   It has one tab: **Format**. **Click** the Format tab.

7. In the **Shape Styles** group, **click Shape Outline**. **Point** to **Weight** and, on the sub-menu, **click 6 pt**.

8. **Click Shape Outline** again. **Mouse over** the colors to see a live preview on your arrow. **Click** a color to select it.

9. **Point** your mouse at the **body** of the arrow until you see a **Move cursor**. **Click** and **drag** to move the arrow to another place.

10. **Deselect** your arrow.

11. **Insert** your cursor beneath the table.

Tip: To change the **default line styling** that is used when you create a new line, **right-click** on the line whose style you want to make the default and **click** "**Set as Default Line**".

*Next, we will insert a **star shape**.*

1. On the **Insert** tab, in the **Illustrations** group, **click Shapes**.

2. In the **Stars and Banners** section*,* **mouse over** the shapes until you see **5-poi** ☆ and **click** it.

3. **Find** your cursor in the document and **note** that it is shaped like a crosshair   .

4. **Click** next to the insertion point and **drag** diagonally down and to the right. <u>Don't let go of the mouse</u> until the star until it is about 3" square (**use** the document rulers as a guide). **Let go** of the mouse button when you finish dragging.

5. **Remember** that as long as you don't let go of the mouse button, you have **full control** over the size and shape of the drawing.

> **Tip**: Using the corner resize handles on a shape will **NOT** resize the shape proportionally, like with clipart. To resize a shape proportionally, you must hold down Shift while resizing.

5. **Find** the **move cursor** on the star object and **move** the star to the right side of the document. **Use** the green line to **align** it to the right margin of the document.

6. On the **Drawing Tools** contextual ribbon, on the **Format** tab, in the **Shape Styles** group, **click More** to see a gallery shape styles that could be used. **Mouse over** these Quick Styles to **see** a **live preview of the different styles**. **Scroll** down the gallery and **click** a quick style in the last row.

Clicking between objects may make tabs inactive

1. **Click** on the helmet object again. **Note** that your star shape object has become deselected and the Drawing Tools contextual ribbon associated with it has disappeared.
2. **Note** that **two contextual ribbons** now appear; one associated with the online picture object (Picture Tools) and one with the table (Table Tools). However, none of the tabs on either contextual ribbon are active.
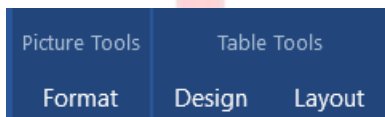
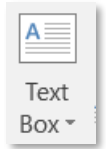3. **Click** on the **Design** tab and **note** the background color of the tab is **white**. This is how you can tell it is active.

4. **Click** on the star object again. **Note** that while the Drawing Tools contextual ribbon may appear, its **Format** tab might not be active. If you don't see the tools you expected to see, you may have to **click** on the tab to activate the tool selection.

Text Boxes

A text box is a freestanding object that can contain words. *Let's insert a text box.*

1. **Deselect** the star object.

2. **Click** on the **Insert** tab. In the **Text** group, **click** **Text Box**. A menu of Built-in text box styles will appear. However, to have more control over format, placement and size, we will draw our own text box. **Click Draw Text Box**.

3. **Click** into your document where you want the text box to start and **drag** diagonally and to the right to where you want it to end.

4. The insertion point within the text box indicates that what you type will be inserted there. **Type your name**.

5. **Resize** the text box to just fit around your name.

6. To move your text box, **make sure** it is selected, then **move** your pointer to the edge of the box until a **move cursor** appears . Then **click** and **drag** your text box to the **center** of the **star shape**.

7. **Note** that the text box has a **black border** and it is also **filled** with white color.

8. You can change formatting of the text box by using tools on the **Drawing Tools** contextual ribbon.

   a. With the text box selected, on the **Drawing Tools** contextual ribbon, **click** the **Format** tab. In the **Shape Styles** group, **click** **Shape Outline**, and **click** **No Outline.**

   b. Next, In the **Shape Styles** group, **click** **Shape Fill** and **click** **No Fill**. **Deselect** the text box.

Other Pictures

In addition to inserting pictures via Online Pictures, you can also insert images of your own into a document. These images can be ones that you've made yourself (like photos taken with a camera) or ones that you've downloaded from the Internet. We have placed a couple of pictures on the flash drive for you to use in this section.

Inserting a Picture

1. **Open** a new blank Word document.

2. **Click** the **Insert** tab. In the **Illustrations** group, **click** **Pictures**.

3. In the Insert Picture dialogue box, **navigate** to the flash drive and **click** **Orchid.jpg**.

4. In the dialogue box, **click Insert.**

Color Effects and Artistic Effects

1. To prep for this section, let's move our picture to the right side of the page. <mark>See if you can remember how to do this.</mark> This is an important thing to know!

    a. **Change** the Text wrapping style to "In front of text".

    b. **Click** and **drag** your picture to the right side of your document.

2. On the **Picture Tools** contextual ribbon, on the **Format** tab, **find** the **Adjust** group, and **click** on **Color. Mouse over** the coloring effects that could be applied to your picture.

3. **Click** on the **title bar** to dismiss the gallery.

4. In the **Adjust** group, **click** on **Artistic Effects** and **mouse over** the artistic effects that could be applied to your picture.

5. **Click** on the **title bar** to dismiss the gallery.

Remove Background Effect

1. To prep for this section, we are going add a **dark background color** to the document.

    a. **Click** on the **Design** tab, and in the **Page Background** group, **click** on **Page Color**.

    b. **Click** a dark color.

    > **Note:** By default, Word will **not print** a page's background color because of the amount of ink required.

2. On the **Picture Tools** contextual ribbon, **click** the **Format** tab and, in the **Adjust** group, **click Remove Background**. Your picture will look like the picture below. Also, a new contextual tab named **Background Removal** will open.

3. On the **Background Removal** tab, in the **Refine** group, **click Mark Areas to Keep**.

4. The pointer will change to the **shape of a pencil** ✎ when you point to the picture. **Use** the **tip** of the pencil to "**click away**" the bright pink sections.

5. In the **Close** group, **click Keep changes**.

6. **Deselect** your picture.

Crop Picture Effect

1. **Open** a <mark>new blank Word document</mark>.

2. **Insert** another picture from your flash drive. It is named **red-roses-photo.jpg**.

3. On the **Picture Tools** contextual ribbon, on the **Format** tab, **find** the **Size** group and **click** on the **list arrow** part of the **Crop** split button.

4. **Point** to **Crop to Shape**. In the **Basic Shapes** section of the Shapes menu, **click Heart** ♡ .

Format Painter

The Format Painter is used to **copy** the __formatting__ of a piece of text or picture and **apply** it to something else. For instance, in the case of text, the formatting would be the font face, size, and color. We will use the Format Painter to apply the formatting of one object to another.

1. **Deselect** the **red roses** object which we just cropped to a heart shape (**click** the right margin).

2. **Insert** the **Orchid.jpg** picture from your flash drive again.

3. **Resize** each object **proportionally** (use the corner handles) until they appear side by side. (make them about **3" wide**).

4. **Select** the **red roses** object.

5. **Click** the **Home** tab and in the **Clipboard** group, **click Format Painter**.
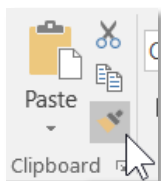
6. **Move** the mouse pointer around the screen. **Notice** how the mouse cursor has changed to an arrow with a paintbrush next to it.

7. **Click** on the orchid object that you just inserted. **Notice** how it now has the same cropped shape as the red roses object.

8. **Deselect** the orchid object and **note** your cursor shape has returned to an **I-beam shape**.

Double-clicking Format Painter makes it possible to apply a format to more than one object. *Let's try it.*

1. **Insert** your cursor to the right of the orchid object and tap **Enter**.

2. **Search** for **Online Pictures** pictures using the search term **flowers**.

3. In the search results, **locate** two pictures of **flowers** that do not have white backgrounds. Since the search dialogue allows the insertion of multiple objects at one time, **click** each of the two pictures and then **click Insert.**
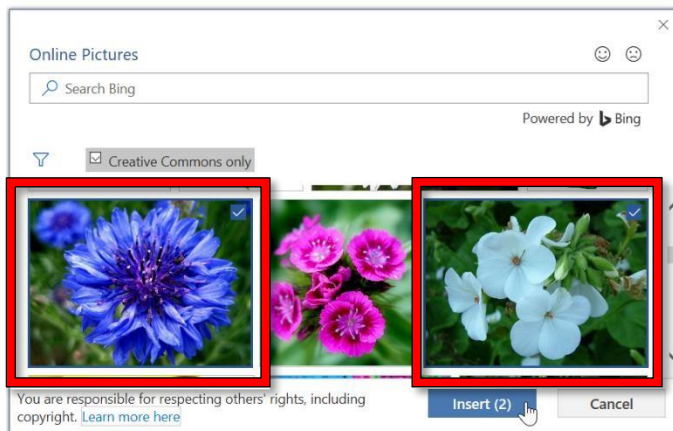
4. **Resize** each image so they are each about **3" in width**.

5. **Click** one of the objects that is formatted with a heart shape.

6. **Double-click Format Painter**.

7. **Click** on one of the flower objects and **notice** it adopts the heart-shaped format.

8. **Deselect** the flower object and **notice** that the cursor does not change back to an I-beam.

9. **Click** on the **second flower object** and **notice** it adopts the heart-shaped format.

10. In order to "**turn off**" the Format Painter, **single-click** on its button in the Home ribbon.

Inserting a Picture from a Webpage

You can also insert images from a webpage into your document. However, be aware that many images on the internet are **protected by copyright**. When you find an image you like, you should read the website's fine print to determine if you can use the image or not. This is especially important if you are making a presentation for commercial purposes (for example, as part of your job).

1. **Open** a new, blank document.

2. Using the Start Menu, **open Firefox**.

3. **Click** into the **address bar** at the top of the screen and **type www.pixabay.com**. Pixabay is a website that contains images that you can download and use for free, without restriction.

4. **Type** "**healthy food**" into the search box and tap **Enter**.

5. **Click** on an image you like (except for the ones in the first row—those cost money).
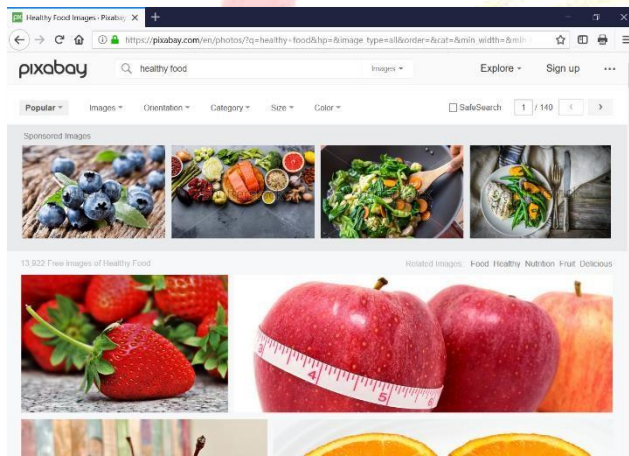
6. On the next screen, **notice** the **copyright notice** on the right. It says "**CC0 Creative Commons**". This means you can use the image however you want. You don't even have to give the original author credit.

CC0 Creative Commons
Free for commercial use
No attribution required

7. **Right-click** in the **middle** of the image and **select Copy Image**.

> **Tip:** If you're planning on printing the document, it's best to use a **high-resolution** version of the image. To do this, click the green "Free Download" button on the right. This will download an image file to your hard drive. Then, follow the instructions found in the "Inserting a Picture" section to insert the image file into the presentation.

8. Using the **taskbar, switch back** to **Word**.

9. In the **Home** tab, in the **Clipboard** group, **click** the **Paste button proper**.

10. **Close** Firefox.

Quick Parts (supplemental)

Quick Parts allows you to add preformatted portions of text. The portions of text can be reused as many times as you like. If you are constantly typing the same text such as a company name or an address, you can create a quick part out of it and in a couple of key strokes insert the text into your document. Quick Parts can save you a lot of time when you're creating documents.

Creating a Quick Part

1. **Close** any Word documents you have open and open a new, blank document.
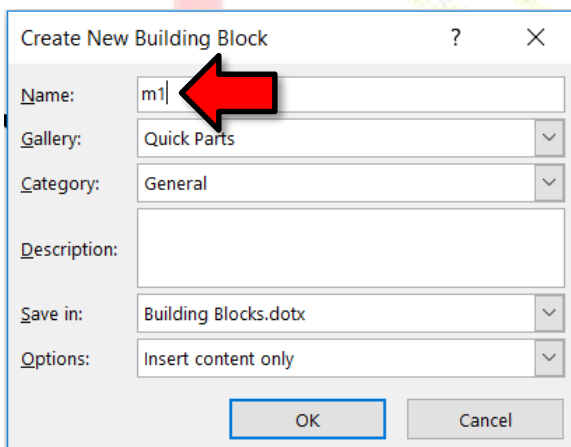
> **Teacher's note:**
>
> It is important that all Word documents are closed; otherwise they
> ~~will not get the message about saving their building~~

2. **Type** Montgomery County-Norristown Public Library into the document and **highlight** it.

3. **Bold** it and **change** the font size to 14. Do not deselect the text.

4. On the **Insert** tab, in the **Text** group, **click** the **Explore Quick Parts** button and **click Save Selection to Quick Part Gallery**.
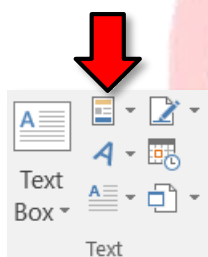
5. A dialogue box opens. In the **Name** field, **replace** the content with a code such as **m1**. The code is very important because this is what you will type to retrieve your quick part. Make it **short** but **understandable**.
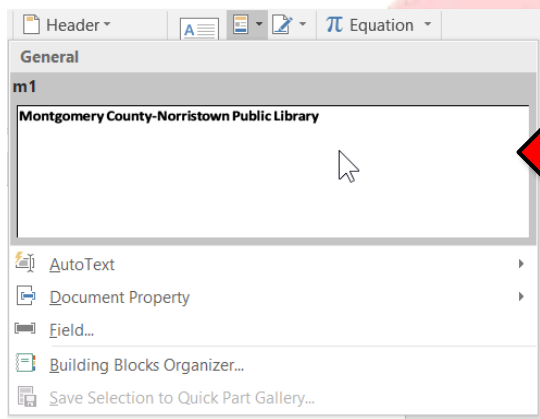

6. **Leave** other fields at the default settings.

7. **Click OK.**

Inserting a Quick Part (method1)

1. **Insert** your cursor at another spot in your document.

2. **Type m1** and then **tap** the F3 key.

Inserting a Quick Part (method2)

1. **Click** the **Insert** tab on the ribbon.

2. In the **Text** group, **click Explore Quick Parts.**

3. The Quick Part you created will be listed at the top. **Click** it.

Saving the Building Block

The Quick Part Building Block gets saved to a Word template which contains all of the settings contained in a new document. When you exit out of Word, you may be prompted to save the building block to **Normal.dotm** or **Building Blocks.dotx**. You should respond in the affirmative.

1. **Close** the document without saving changes.

2. Next, it will prompt you to save your building blocks. At home or work, you should always click Save. However, since we are on a public computer, we will **click Don't Save**.
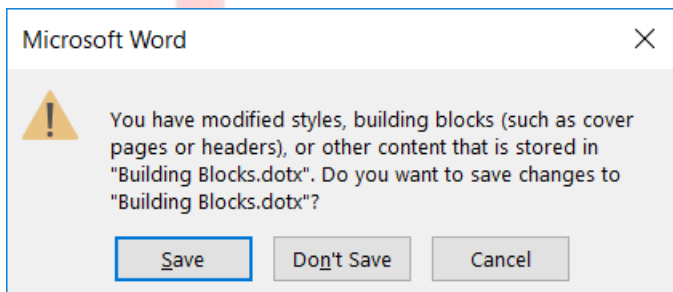
Repeat (supplemental)

The Repeat button is located in the Quick Acccess Toolbar. It repeats the last action you performed.

1. **Open** "Blues Music.docx" on your flash drive.

2. In the first paragraph, **select** the word "Blues".

3. On the **Home** tab, in the **Font** group, **click Text Effects and Typography** and **click** a style of your choice.

Blues is a genr
communities in the "D

4. **Notice** the **Repeat** button in the Quick Access Toolbar.

5. **Find** another instance of the word "blues" in the document and **select** it.

6. Click **Repeat**. **Notice** how the text effect was applied to the selected text.

7. **Click Undo**. **Notice** how the Repeat button was **replaced** with the Redo button. The Repeat button **disappears** when you undo something.

8. **Click Redo** to reapply our text effect. The Repeat button appears again.

9. **Close** Blues Music.docx and don't save changes.

Why would you use Repeat instead of Format Painter?

Repeat only repeats the last action you performed. For instance, if you applied Bold and then Underline formatting to a word, repeat would only repeat the Underline action.

Could we have used Repeat with the previous crop-to-shape exercise?

Since there were multiple steps involved, (inserting a picture, resizing, moving, then cropping), Repeat would not have helped us in that


Templates (supplemental)

Calendar Wizard

1. **Open** Word.

2. On the **File** tab, **click New**.

3. *In the* **New** *pane there is a selection of* **featured** *templates. However, we're going to search for one.*

4. **Click** in the text box where it says "Search for online templates", **type** "**calendar**", then **tap** Enter on the keyboard to commit the search.

5. **Click** the **Family photo calendar** that looks like this (4th or 5th row)**.**

   Family photo cale...

6. A dialogue appears with more information. **Click Create**.

7. Next, a dialogue prompts you to select a month for the calendar. It defaults to the current month.
   Click OK.
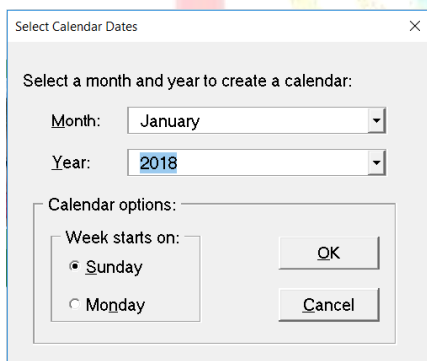
8. Next, a message appears with instructions on how to change the month. **Click OK**.

9. **Note** that a **new tab** has opened up named **Calendar.**

10. On the Calendar tab, in the Themes group, **click Themes**. **Mouse over** some of the themes for a live preview of how your calendar could look. **Click** a theme you like.

11. **Notice** how the **first Sunday** of the month has some content in it. Word is giving us a hint that we can type content into the calendar if we want.

12. If we were to print out this calendar, this "tip text" would appear on our printout. Let's **remove** it.

    a. **Click** once on top of the text. The text turns gray.

    b. **Tap** Backspac on the keyboard.

    c. **Remove** the tip text from the "Notes" section at the bottom of the page.

13. **Click** into one of the dates on the calendar and **type** "Blood Test 11 AM". Be sure to click **underneath** the number, **not** to the right of the number.

14. Next, let's change the picture.

    a. **Right-click** on the picture and **click Change Picture**.

    b. **Click From a file**.

    c. **Navigate** to your flash drive and **open red-roses-photo.jpg**.

15. **Close** the document and **don't save** changes.

Raffle Tickets

1. On the **File tab**, **click** New.

2. **Search** for **tear off**.

3. **Click** the **Raffle tickets** template.

Raffle tickets

4. **Click** **Create** in the dialog box that appears.

5. This template contains **five raffle tickets**. They are identical to each other except for the ticket number.

6. **Notice** how the words **Name of Raffle Event** are repeated throughout the page.

7. **Click** on any of the Name of Raffle Event headings.

   a. **Notice** how it turns gray.

   b. **Notice** a name for the object you clicked on ("Event Name") appears above the header.

   c. These are both clues that what you clicked on may be a **field** with some **special programming** behind it.

8. **Type** **State Fair Giveaway**, then **click** in the **right margin** to deselect.

9. **Notice** how the headings of each ticket were automatically populated with the new name.

10. The prize amounts work the same way. **Change** the 1st place prize to **$700**. **Notice** how of all the tickets change.

11. **Close** and don't save.

Mail Merge (supplemental)

Mail merge is a feature of Word processing programs that enables you to generate form letters. Form letters are sent out en masse to people where much of the letter is the same for each recipient. What changes in the letter are the recipient's name, address, and maybe certain other items specific to each recipient.

To use a mail-merge system, you would first create a **data file** with a set of information, like a list of names and addresses. In a Word document, you would create a **sample letter**, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). Through a series of small steps, you can create form letters that are personalized for each recipient.
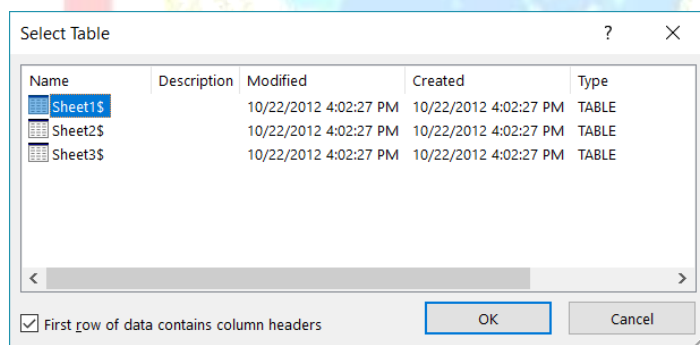
The data file can be created with various programs such as Word, Excel, or Access. The beauty of the mail merge feature is that, while you can create your own data source in Word, if you already have a spreadsheet of data created in Excel or some other program, it makes sense to use that.

Steps to Create a Mail Merge Document

1. To save time, we have already created a data file in Excel and a sample letter in Word and placed them on your flash drive.

   a. **Insert** your **flash drive.**

   b. **Use File Explorer** to **open Donations List.xlsx.**

   c. **Use File Explorer** to **open merge letter.docx.**

2. Before we start the mail merge process, let's look at the donations list that was created in Excel.

   a. **Notice** that the **list** is on the worksheet named <u>Sheet 1</u>.

   b. Notice that the **first row** of the worksheet contains <u>headings</u>.

   c. **Close Donations List.xlsx**

3. In **merge letter.docx, notice** that the **address** of the establishment, the **body** of the letter and the **closing** are <u>all in place</u>. We will use mail merge to personalize each letter with an **address block**, a **salutation**, and a **donation** amount for each person in our list.

4. **Click** the **Mailings** tab.

5. **Find** the **Start Mail Merge** group. **Click Start Mail Merge** and then **click** Step-by-Step **Mail Merge Wizard**.
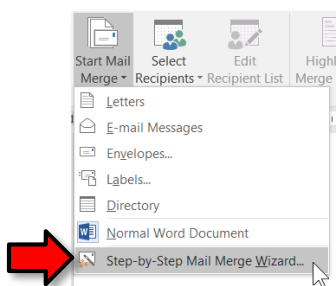
6. A **Mail Merge pane** will open on the right that will take you through the mail merge process in 6 steps.

7. **Step 1** - **Notice** **Select document type** prompt. By default, the radio button for letters is checked, which is what we want. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

8. **Step 2** - **Notice** the **Select starting document** prompt. Since we will be using this letter, do not change the default selection of use the current document. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

9. **Step 3** - **Notice** the **Select recipients** prompt

   a. The default selection, Use an existing list is the one we need. To find the list, **click** on the Browse button.

   b. A **Select Data Source** dialogue box will open. **Navigate** to your flash drive and **open Donations List.xlsx**

   c. A **Select Table** dialogue box will open. We need to provide some information about our document.

      i. **Notice** that by default, Sheet 1 is selected.

      ii. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1.

      iii. Also **be sure** that the **check box** before First row of data contains column headers is **checked**.

      iv. **Click OK**.

Name	Description	Modified	Created	Type
Sheet1$		10/22/2012 4:02:27 PM	10/22/2012 4:02:27 PM	TABLE
Sheet2$		10/22/2012 4:02:27 PM	10/22/2012 4:02:27 PM	TABLE
Sheet3$		10/22/2012 4:02:27 PM	10/22/2012 4:02:27 PM	TABLE

☑ First row of data contains column headers   OK   Cancel

d. A **Mail Merge Recipients** dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, **click OK**.
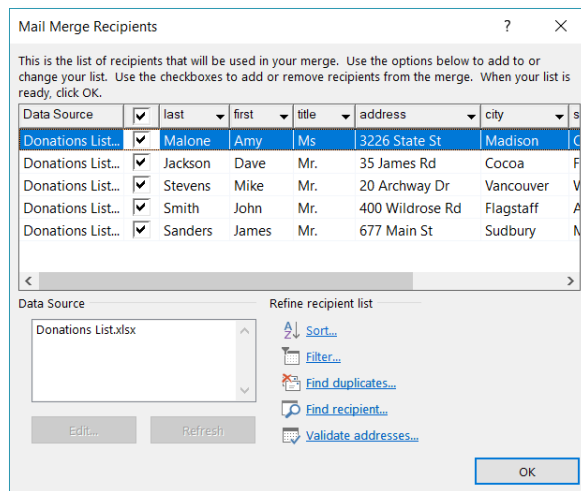

e. **Click Next: Write your letter** at the bottom of the Mail Merge pane.

10. **Step 4** - **Notice** the **Write your letter** prompt. Since we are using an existing letter, we merely have to click into a location within the letter to insert different items.

a. **Place** your insertion point below the return address for the Animal Shelter, then **click Address block** in the Mail Merge pane.

b. An **Insert Address Block** Dialogue box will appear with a **preview** of how your address block will look in the letter. If you select a different format, your preview will change. Make no changes. **Click** OK.
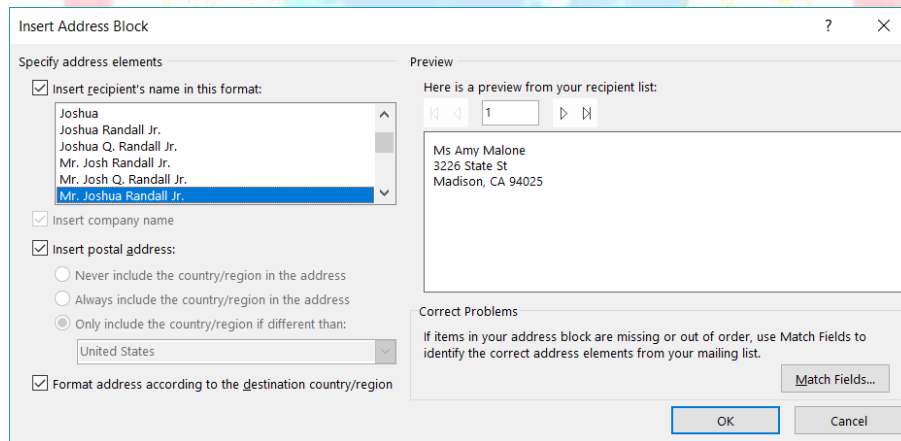

c. **Notice** how the text **«AddressBlock»** has appeared. This will be replaced with an actual address when we complete the mail merge.

d. **Place** your insertion point below the address block and **click** Greeting Line in the Mail Merge Pane.

e. An **Insert Greeting Line** dialogue box will appear to allow you to control the way you want your greeting to appear.

  i. **Click** on the **list arrow** next to the box that reads "Mr . Randall" and **click** "Joshua". This will use the person's first name as the greeting.

  ii. **Click OK**.
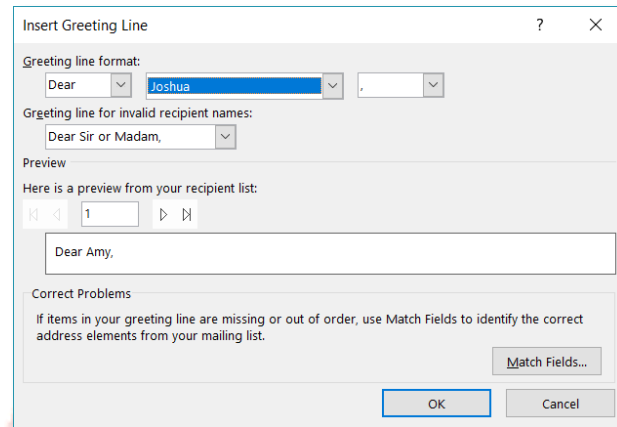
f. Within the body of the letter, **place** your insertion point immediately after the words **contribution of** in the first sentence. **Click** on **More items** in the Mail Merge pane.

g. An **Insert Merge Field** dialogue box will appear.

  i. **Click donation**

  ii. **Click Insert**.

  iii. **Click Close**.
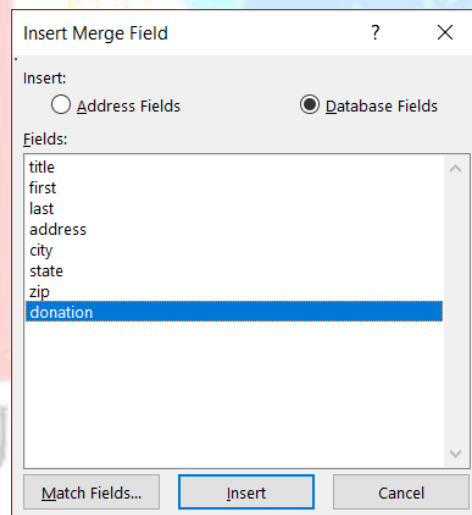
h. **Be sure** that there is a space before and after **«donation»**.

i. **Click Next: Preview your letters** at the bottom of the Mail Merge pane.

11. **Step 5** – **Notice** the **Preview your letters** prompt.

   a. The letter to the first person on your list will appear.

   b. **Use** the **arrows** to **scroll** through each succeeding letter.
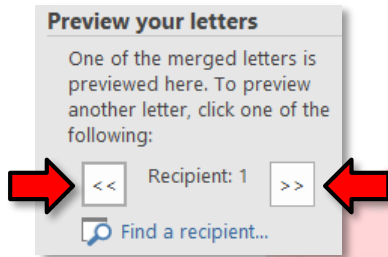
   c. **Notice** how the addresses and greeting are all clumped together. Let's insert some blank lines to separate them. Even though only one person's letter is showing, these changes will affect each letter.

      i. **Click** at the end of the **first zip code** of the first address and **Enter**.

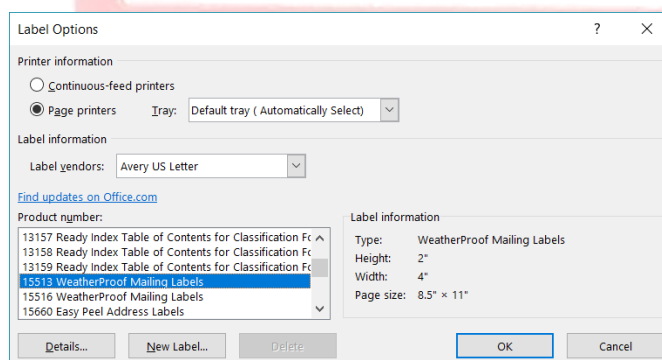   ii. **Click** after the **second zip code** and press **Enter**.
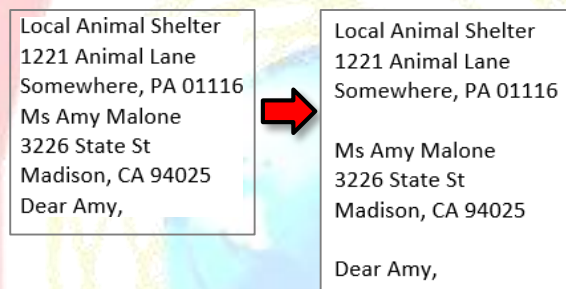
   d. **Notice** that there is no $ before the donation amount in your letter. **Place** your insertion point directly before the donation amount, and **type** a **$**. This change will affect each letter.

   e. **Click Next: Complete the merge** at the bottom of the Mail Merge pane.

12. **Step 6** – **Notice** the choices on the **Complete the merge** prompt.

   a. **Click** on the **Edit individuals letters** choice.

   b. This will open a **Merge to New Document** dialogue which allow us to merge all our records into a specific new document, separate and apart from the merge letter.docx, rather than just printing the letters out, so that in future we can have a record of to whom we sent letters. **Click OK**.
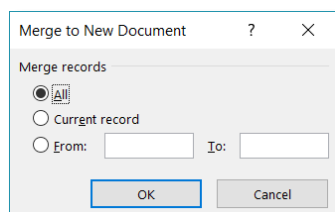
c.   A **new document** called "Letters1" opens with each letter on a separate page.

d.   **Scroll down** the document to see the other pages.

e.   **Save** your file as **Fall Thank You Letters**. **Close** the file.

f.   **Click Print** in the Mail Merge pane. The **Merge to Printer** dialogue box will open allowing you to select which records you wish to print letter for. Be warned: This option sends the records directly to the printer without showing you a print preview.

g.   We will not be printing. **Click Cancel**.

h.   **Close** Word. Do not save changes to merge letter.docx.

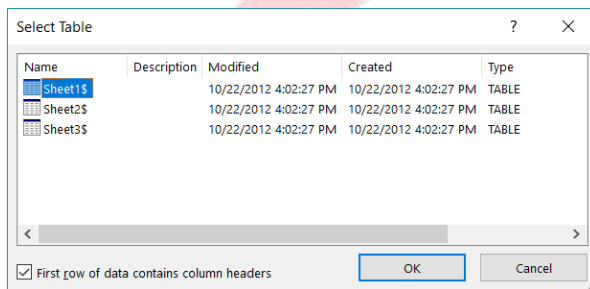## Steps to Use Mail Merge for Address Labels

1.   To save time, we will use **Donations List.xlsx** again.

2.   **Open** a new Word document

3.   **Click** the **Mailings** tab.

4.   **Find** the **Start Mail Merge** group. **Click Start Mail Merge** to **open** the menu and then **click Step-by- Step Mail Merge Wizard**.

5.   A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6.   **Step 1** - **Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to **Labels**. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

7.   **Step 2** - **Notice** the **Select starting document** prompt. Accept the default selection of Change document layout. **Click Label Options**.

a.   A dialogue box will open allowing you to select the type of printer (dot matrix or laser), the type of label product (such as Avery), and the product number.

b.   **Click Avery US Letter** and product number **15513** for this lesson.

c.   **Click OK**. (If you are using a custom label, click **Details**, and then type the size of the label.)

d.   **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

8. **Step 3** – **Notice** the **Select recipients** prompt

   a. The default selection, Use an existing list is the one we need. To find the list, **click Browse**.

   b. A **Select Data Source** dialogue box will open. **Navigate** to your flash drive and **open** DonationsList.xlsx

   c. A **Select Table** dialogue box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is selected. Click OK.

   i. A **Mail Merge Recipients** dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, **click OK**.
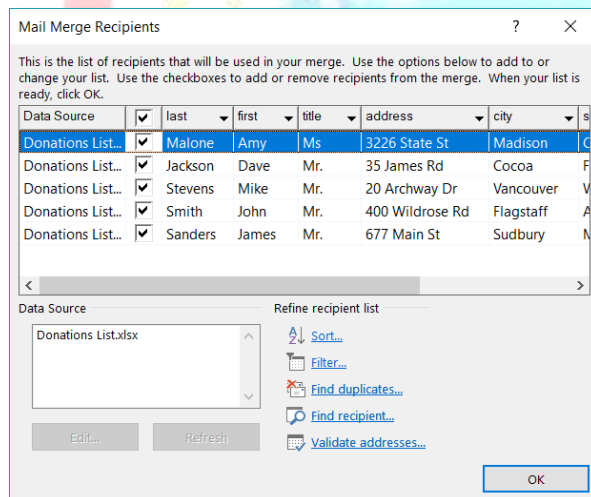

   d. You will now see that the first label is blank and every other label has **«Next Record»**. This is because the first label begins on the first record. The other labels must be instructed to move on to the next record.

   e. **Click Next: Arrange your labels** at the bottom of the Mail Merge pane

9. **Step 4** – **Notice** the **Arrange your labels** prompt

    a. **Scroll** to the **left** and **notice** the insertion point is in the first label.

    b. Since these are address labels, **click Address block**.

    c. An insert address block dialogue box will appear allowing you to make the same kinds of choices as is the merge letter above. **Click OK**.

    d. **Notice** how **«Address»** gets inserted into only the **first label**.

    e. Under the **Replicate labels** prompt, **click Update all labels**. This causes the address block to propagate into the other labels.

    f. **Click Next: Preview your labels** at the bottom of the Mail Merge pane

10. **Step 5** – **Notice** the **Preview your labels** prompt

    a. **Check** your labels

    b. **Click Next: Complete the merge** at the bottom of the Mail Merge pane.

11. **Step 6** – **Notice** the choices on the **Complete the merge** prompt.

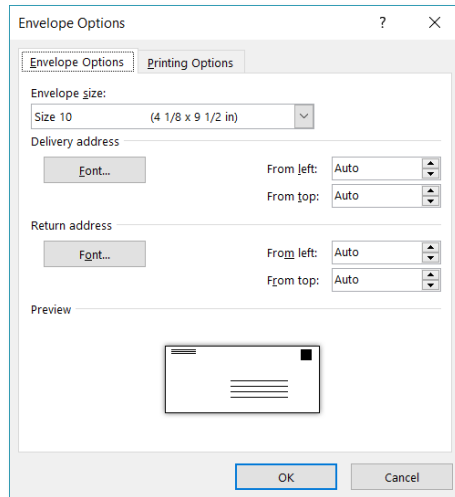   a. The same options apply as for Merge letters above.

Steps to Use Mail Merge for Envelopes

1. To save time, we will use **Donations List.xlsx** again.

2. **Open** a new Word document

3. On the **ribbon**, **click** on the **Mailings** tab.

4. **Find** the **Start Mail Merge** group. **Click Start Mail Merge** to **open** the menu and then **click Step-by- Step Mail Merge Wizard**.
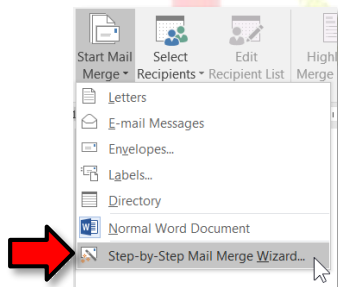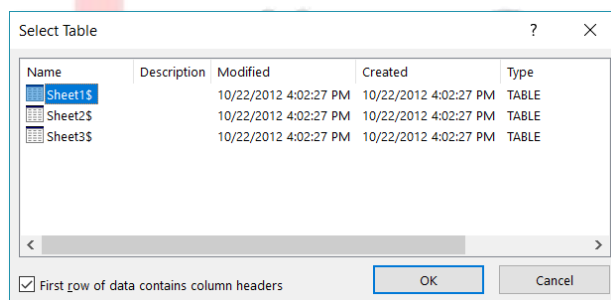

5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6. **Step 1** - **Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to Envelopes. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

7. **Step 2** - **Notice** the **Select starting document** prompt. **Accept** the default selection of Change document layout. **Click** on **Envelope Options**.

    a. A dialogue box will open allowing you to select the envelope size, the type of font and position. **Select Size 10** (the default setting) for this lesson. **Click OK**.

    b. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

8. **Step 3** – **Notice** the **Select recipients** prompt

    a. The default selection, **Use an existing list** is the one we need. To find the list, **click Browse**.

    b. A **Select Data Source** dialogue box will open. **Navigate** to your flash drive and **open Donations List.xlsx**

    c. A **Select Table** dialogue box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is *selected*. **Click OK**.

    j.   A **Mail Merge Recipients** dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, **click OK**.
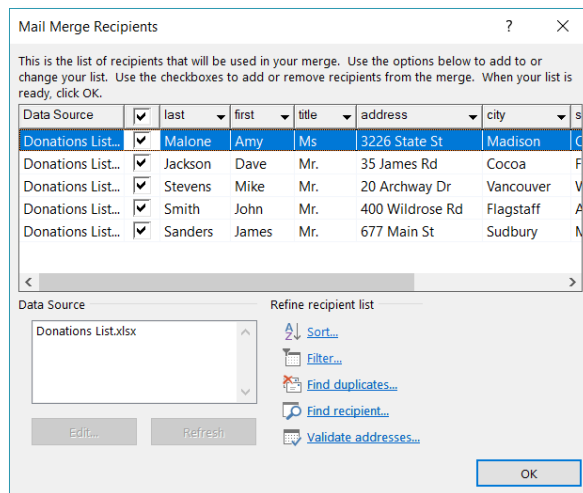
    d. **Click** on **Next: Arrange Your Envelope** at the bottom of the Mail Merge pane.

9. **Step 4** – **Notice** the **Arrange your Envelope** prompt

    a. The insertion point will be located where a return address should be placed. Most businesses will have preprinted envelopes. If yours do not, **type** your **return address**.

    b. **Click around** in the center of the envelope towards the bottom until a **text box** appears.

    c. **Click Address block** in the Mail Merge pane.

    d. An insert address block dialogue box will appear allowing you to make the same kinds of choices as in the merge letter above. **Click OK**.

    e. **Click Next: Preview your envelopes** at the bottom of the Mail Merge pane.
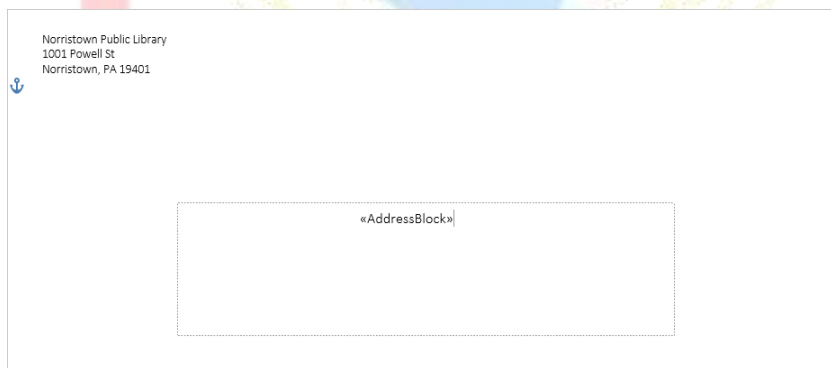
10. **Step 5** – **Notice** the **Preview your envelopes** prompt

    a. **Check** your envelopes.

    b. **Click Next: Complete the merge** at the bottom of the Mail Merge pane.

11. **Step 6** – **Notice** the choices on the **Complete the merge** prompt.

   a. The same options apply as for Merge letters above

Long Document (supplemental)

In this section, we are going to learn how to manage a long document, giving it a Cover Page and a Table of Contents. Creating a long document requires some forethought in terms of how the content is going to be organized. We have created a document which organizes content for a Manual of Operations into a basic outline using multi-level list functionality. This will serve as a jumping off point.

The document, named **Source Document.docx** has been placed on your flash drive. **Use File Explorer** to **open** it. The outline structure of this document will assist us as we make decisions on formatting the content.

Creating a Cover Page

1. **Place** your insertion point in front of the word Services.

2. **Click** on the **Insert** tab. In the **Pages** group, **click Cover Page**. **Click** the **Integral** template.
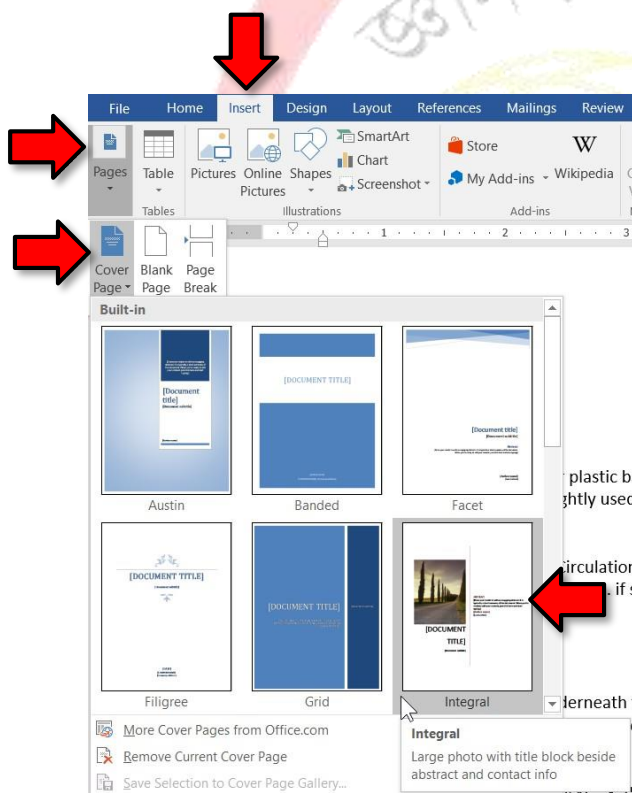

3. **Click** into the **[Document title]** field (be sure you click on the words "Document" or "title" and not an empty space). The field becomes selected and you can **type** "Manual of Operations". **Note** that this field is formatted to display all letters in **capitals**.

4. **Type** "Circulation Desk" into the **[Document subtitle]** field.

5. On the right side, **note** the section labeled ABSTRACT.

   a. **Click** in the bracketed field underneath the word Abstract. **Note** a label appears with the name of the field, Abstract.

   b. **Replace** the text in the brackets with "Defines the duties of the circulation staff." Do not tap Enter. Just **leave the insertion point where it is**.

6. **Click** on the word all underneath the abstract field. **Note** a label appears with the name of the field, **Author**.

   a. Unlike the other fields, this field came pre-populated. It contains the word "all" because that's the name of the Windows profile on the lab computers.

   ABSTRACT
   Author es the duties of the circulation staff.
   all
   [Course title]
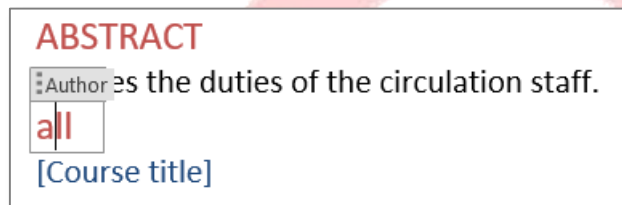
   b. **Change** the author field to "Adult Services Department".

7. We are going to delete the Course Title Field. To do this **Right-click** on the field and **click Remove Content Control**.

   MANUAL OF
   OPERATIONS
   Circulation Desk

   ABSTRACT
   Defines the duties of the circulation staff.
   Adult Services Department
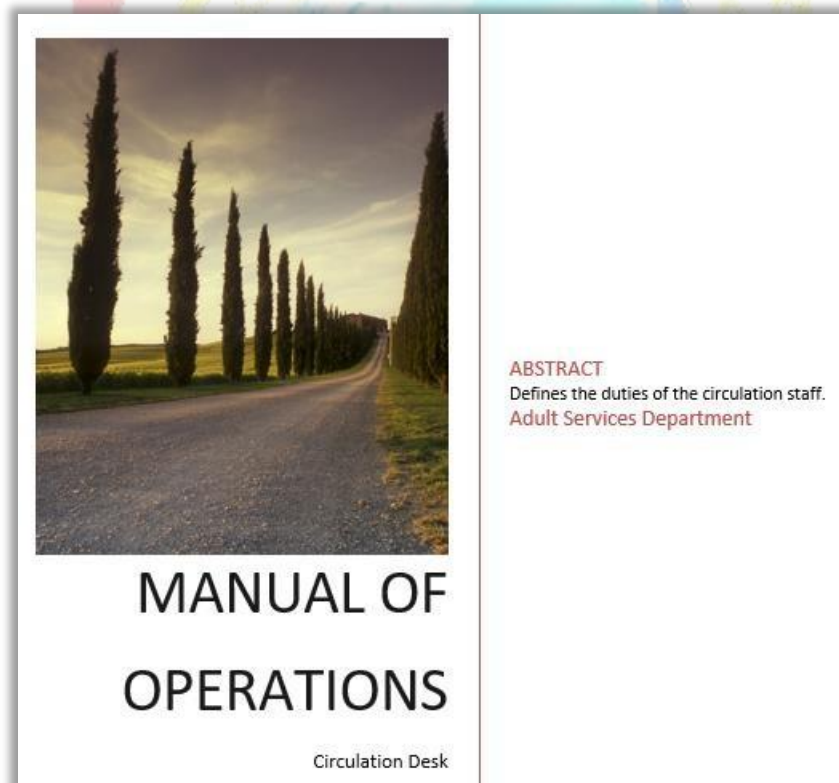
Creating a Header & Footer

1. On the next page of our document, **place** the insertion point in front of the word Services.

2. On the **Insert** tab, **locate** the **Header & Footer** group and **click** Header. **Scroll down** the alphabetical list of Built-in styles until you **see** Integral. **Click** the **Integral** style. **Note** how the header automatically populates with the title we typed on the cover page. This is because we typed the title into a **field** and the header is **referencing** the same field.

3. On the **Header & Footer Tools** ribbon, **find** the **Footer** button and **click** it. **Click** the **Integral** style. Similar to the title in the header, it **auto-populated** the footer with the contents of the **author field**.

4. **Close** the **Header & Footer** ribbon.

Creating a Table of Contents

A **table of contents** can be generated when certain sections of the text in a long document are assigned a "Heading Style". Our outline format helps us to determine the heading styles we want to use. We are going to create a table of contents which will display four levels of content in our outline.

1. **Observe** the two pages of our document and **note** that the highest levels content in our outline are "1. Services" and "2.Closing Procedures". We will assign a **Heading 1** style to them.

    a. **Make sure** the **Home** tab is active.

    b. **Click** on the word "Services" and in the **Styles** group, **click** on **Heading 1**. **Note** how the numbering is removed.

    c. **Click** on the word "Closing Procedures" and in the **Styles** group, **click** on **Heading 1**

2. Second level content is under the **letters** in the outline.

    a. Under the **Services** section, **click** (one at a time) the second level content "Book Bags", "Book Sale", and "Check-Out" and in the **Styles** group, **click** on **Heading 2** for each.

        i. **Note** as you eliminate some of the numbered list items, replacing them with heading styles, the list loses some integrity (numbering can become continued from previous sections when that was not the original intent). Eventually we will eliminate most numbering so that shouldn't be an issue.

    b. Under the **Closing Procedures** section, **click** (one at a time) "Book Bag and Book Sales", "Z Report", "Turn off machines", and "Closing Announcements" and **click on Heading 2** for each.

3. We are not done assigning our headers yet, but let's create a **Table of Contents** to see what the outline of the document looks like so far.

    a. We want our Table of Contents to go at the very top of our document so **move** the insertion point to the top of the first page (at the beginning of the **Services** header).

b. **Click** on the **References** tab on the ribbon.

c. In the **Table of Contents** group, **click** **Table of Contents** and **click** **Custom Table of Contents**. This option will allow us to add as many levels of content as we want.
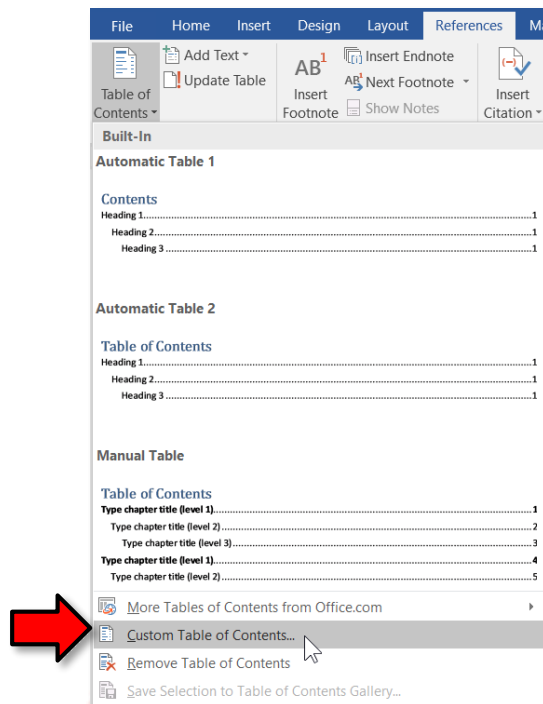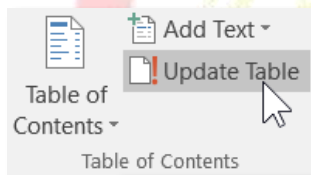

d. In the **Table of Contents** dialogue box, on the Table of Contents tab, in the General section, on the **Format** menu, **click** **Distinctive.**

e. Then, **spin** the **Show levels** button to "5". This means that the table of contents will show headers that have up to the "Header 5" style.
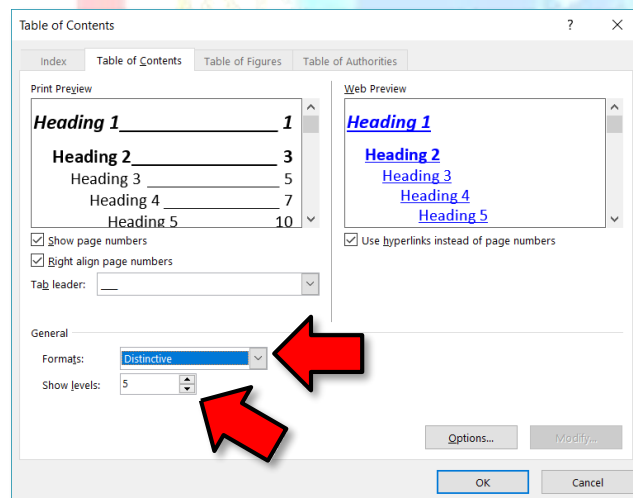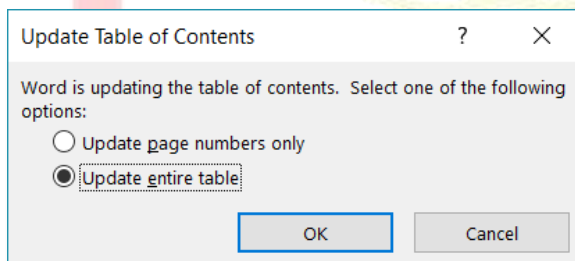
f. *Click* **OK** in the dialogue box and **observe** the Table of Contents.

4. Now, let's assign our third level headers. **Assign** the **Heading 3** style to all of the **Roman numeral** list items underneath the **Services** section (to save time, **do not** format the ones underneath Closing Procedures).

5. In order for the table of contents to show the document's updated outline, it must be updated.

a. **Click** the **References** tab and **locate** the **Table of Contents** group. **Click Update Table**.

b. A dialogue box appears, asking us what parts of the table of contents we want to update. Because we've modified the outline of the document by adding some headings, **click Update entire table** and **click** OK. This is usually the option you always want to choose because it ensures that the entire table is completely up to date.

   c. **Scroll** to the top of the document to **view** the updated Table of Contents.

Changing the Header Styles

If you don't like how the headers are formatted (for example, you don't like the font size or the color), you can change them. Let's add a background color to the "Heading 1" style and increase its font size, so that it stands out better.

1. In the **Home** tab, **locate** the **Styles** group.

2. **Right-click** on the **Heading 1** style and click **Modify…**.

3. A dialogue opens that allows you to edit the basic formatting settings of the style. **Change** the font size to "20".

4. **Click Format**, and click on **Border…**.

5. **Click** the **Shading** tab and **click** a fill color.

6. **Click OK** to close the **Border** dialogue box.

7. **Click OK** again to close the **Modify Style** dialogue box.

Services

Book Bags

Price
          1. $.25 for plastic bag
          2. $.10 slightly used

Supply
          3. Box in Circulation office underneat
          4. Alert Mary M. if supply dwindles

Navigating the Document

By organizing your document using Header styles, not only can you create a Table of Contents, but you can also jump around to specific sections with ease.

Using the Table of Contents

1. **Scroll** to the **Table of Contents**.

2. **Hold down** the Ctrl key.

3. **Click** on the "**Closing Procedures**" section.

4. **Notice** how the screen has jumped down to that section.

Using the Navigation Task Pane

1. **Click** on the **View** tab.

2. In the **Show** group, **click** the **Navigation Pane** checkbox.

3. **Notice** an outline of the document has appeared on the left.
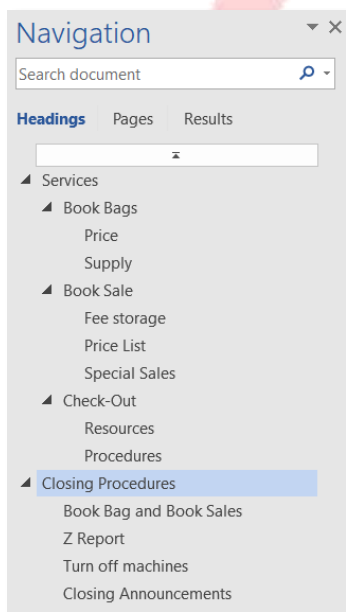
4. **Click** on the **Services** heading in the Navigation task pane.

5. **Notice** how the screen has jumped up to that section.

The Navigation task pane also shows you what section your insertion point is in:

1. **Move** the insertion point to somewhere inside of the **Resources** section.

2. **Notice** how the **Resources** section lights up in the Navigation task pane.

3. **Close** the navigation pane.

Collapsing a section

1. **Scroll up** to the **Services section header** and **point** to it.

2. **Notice** the **triangle** on the left. This is called a **chevron**. **Notice** how it is **colored gray**.

3. **Click** on the chevron.

4. **Notice** how the content in that section has **disappeared**. The section is now **collapsed**, meaning it is hidden. **Also notice** how the chevron has changed to a **white color**. (In addition, the table of contents and the section header have become highlighted. We are not sure why it does this, but it does not harm anything.)
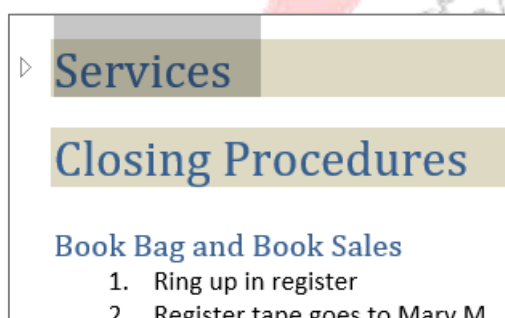
5. **Click** on the chevron again to **expand** the section.

Cleaning up our Document

Fixing the List Numbering

Notice how each list continues its starting number from the previous list, as if they were a part of the same list. We want each list to begin at "1".

1. Under the **Supply** section, **right-click** on the "3".

2. **Click Restart At 1** from the context menu.

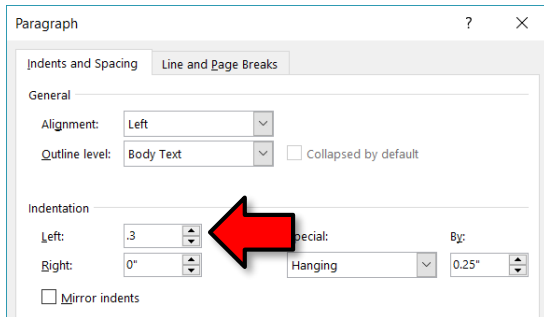3. **Repeat** these steps for the other lists in the Services section.

Changing the List Style

We also want to change the Roman numeral lists in the Closing Procedures section to numbers.

1. **Select** the list in the **Book Bag and Book Sales** section

2. In the **Home** tab, in the **Paragraph** group, **click** on the drop-down arrow next to the **Numbering** button.

3. **Select** a numeric style.

4. **Repeat** these steps for the rest of the Roman numerals lists.

Adjusting the Indentation

1. **Select** the two list items under the **Price** heading.

2. In the **Home** tab, in the **Paragraph** group, **click dialogue box launcher** icon.

3. Under the **Indentation** section, **change** the **Left** text box to "0.3" and click OK.

Paragraph		?	×

Indents and Spacing | Line and Page Breaks

General

Alignment: | Left

Outline level: | Body Text | ☐ Collapsed by default

Indentation

Left: | .3 | Special: | By:

Right: | 0" | Hanging | 0.25"

☐ Mirror indents

4. **Repeat** these steps for every section.

Tip: Use **region selecting** (holding down the Ctrl key while you select the lists with the mouse) to select all of the lists and change all of their settings at once.