



Queen Mary
University of London

Computing
Services

Word



Advanced

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CONTENTS

STORING AND RE-USING TEXT AND GRAPHICS	3
AUTOCORRECT	3
CREATE AN AUTOTEXT ENTRY	3
USING AN AUTOTEXT ENTRY	4
SECTIONS	4
CREATE SECTIONS IN A DOCUMENT	4
DELETE SECTION BREAKS IN A DOCUMENT	4
STYLES	5
CHARACTER STYLES	5
CREATE A NEW STYLE	5
MODIFY AN EXISTING STYLE	5
DELETE A STYLE	5
OUTLINING	6
DOCUMENT MAP	6
MASTER DOCUMENTS	7
CREATE A MASTER DOCUMENT AND SUBDOCUMENTS FROM AN EXISTING OUTLINED DOCUMENT	7
ADD A SUBDOCUMENT	7
REMOVE A SUBDOCUMENT	7
EXPAND OR COLLAPSE SUBDOCUMENTS	7
LOCK OR UNLOCK A SUBDOCUMENT	7
PUTTING TEXT INTO COLUMNS	8
FORMAT A SECTION OR SELECTION INTO COLUMNS	8
CHANGE THE FORMATTING OF COLUMNS	8
BREAK A COLUMN AT A PLACE OF YOUR CHOICE	8
BALANCE TWO COLUMNS TO THE SAME HEIGHT	8
DELETE A COLUMN BREAK	8
FIELDS	9
INSERT A FIELD	9
SOME OTHER FIELDS	10
BOOKMARKS	10
CROSS-REFERENCES	10
TABLE OF CONTENTS	11
UPDATING FIELDS	11
LOCK OR UNLOCK A FIELD	11
COLLABORATIVE EDITING	12
ADD OR REMOVE COMMENTS	12
EDIT COMMENTS	12
TRACK CHANGES IN A DOCUMENT	12
ACCEPT OR REJECT CHANGES IN A DOCUMENT	12
FOOTNOTES AND ENDNOTES	13
CREATE FOOTNOTES AND ENDNOTES	13
CONVERT FOOTNOTES TO ENDNOTES AND VICE VERSA	13
CHANGE THE FORMAT OF FOOTNOTES OR ENDNOTES	13
<i>Modify existing footnotes or endnotes</i>	13
<i>Delete footnotes or endnotes</i>	13
SECURITY	14
ADD PASSWORD PROTECTION TO A DOCUMENT	14
REMOVE PASSWORD PROTECTION FROM A DOCUMENT	14
FORMS	14
CREATE AND EDIT A FORM	14
SET FORM FIELD OPTIONS	14
DELETE FIELDS IN A FORM	14
PROTECT A FORM	14
GRAPHICS IN WORD	15
CREATE A DRAWING IN WORD	15
ORDERING OBJECTS	15
GROUP DRAWN OBJECTS TOGETHER	16
MAKING CHANGES TO DRAWINGS AND PICTURES	16
SETTING WRAPPING ON A GRAPHIC	16
AUTOSHAPES AND TEXT	17
SEND AUTO SHAPE BEHIND TEXT	17
WATERMARKS	17
<i>Insert a watermark</i>	17
<i>Remove a watermark</i>	17
TEXT BOXES	18
INSERT A TEXT BOX AND ENTER TEXT	18
MOVE AND RESIZE A TEXT BOX	18
ENTER AND EDIT TEXT	18
DELETE A TEXT BOX	18
BORDER AND SHADING OF TEXT BOXES	19
LINK TEXT BOXES	19
TEXT ORIENTATION OPTIONS	19
USING WORDART	20
ROTATE WORDART	20
INTERWORKING WITH EXCEL	21
INSERTING AN EXCEL SHEET INTO A WORD DOCUMENT	21
EDITING AN EXCEL WORKSHEET IN WORD	21
INSERTING DATA FROM AN EXCEL SHEET AS A WORD TABLE	21
CREATE A CHART FROM A TABLE	21
CHANGE THE CHART DATA	21
CHANGE THE CHART TYPE ETC	21
MOVING CHARTS	21
CAPTIONS	22
ADD A CAPTION TO A GRAPHIC, EQUATION OR TABLE	22
INCLUDE CHAPTER NUMBERS IN CAPTIONS	22
AUTOMATIC CAPTION OPTIONS	22
MACROS	23
RECORD A MACRO AND ASSIGN TO A TOOLBAR	23
CHANGE A MACRO	23
COPY MACROS FROM ONE TEMPLATE TO ANOTHER	24
TEMPLATES	24
CREATE A TEMPLATE FROM SCRATCH	24
MODIFY AN EXISTING TEMPLATE	24
MISCELLANEOUS FEATURES	25
AUTOMATIC TEXT FORMATTING	25
CHANGE AUTOFORMAT OPTIONS	25
FURTHER FONT FORMATTING	25
FURTHER PARAGRAPH FORMATTING	26
<i>Paragraph shading options</i>	26
<i>Widow and orphan controls</i>	26
SOME PRINTING OPTIONS	26

Storing and re-using text and graphics

You can use the AutoCorrect feature to correct and insert items as you type. With the AutoCorrect feature, Word automatically replaces common misspellings and words that are complicated to spell. For example, if you often type "tehm" instead of "them," you can create an AutoText entry named "tehm." Whenever you type tehm followed by a space or punctuation mark, Word replaces it with "them." You can also quickly insert frequently used text and graphics text with an AutoCorrect entry.

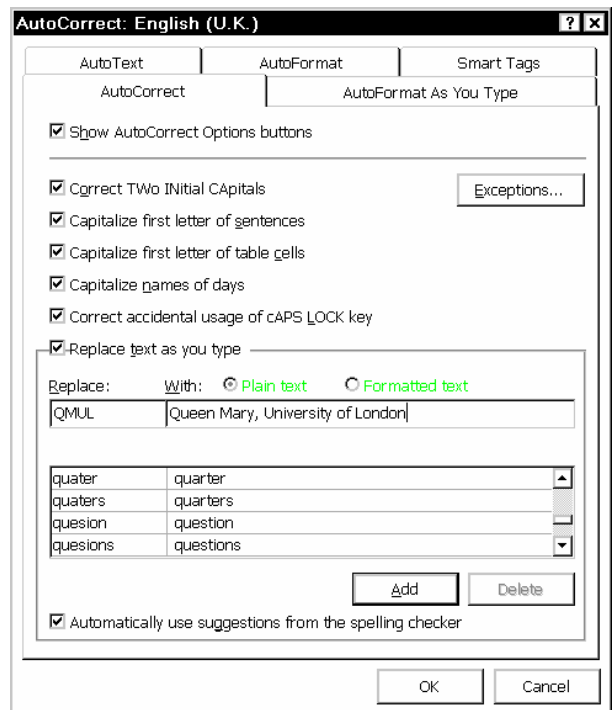
You can create AutoText entries (known as glossary entries in previous versions of Word) for text and graphics you use less frequently or don't want Word to insert automatically. For example, you can store a standard business letter closing or a logo for a company newsletter. The AutoText feature works like the AutoCorrect feature, but you decide when you want to make the replacements.

AutoCorrect

Exercise 1

- i) Open the document ADVSTART.DOC which is in the Word folder on the H: drive
- ii) Follow the steps below to set up AutoCorrect to expand QMUL to its full text, ie Queen Mary, University of London
- iii) Test by deleting "Queen Mary" in the first text paragraph and enter QMUL in its place

- i) **Tools** > **AutoCorrect Options...** to display the **AutoCorrect** dialog box
- ii) Enter the text that you want to autocorrect in the **Replace** box and the text you want to replace it with into the **With** box
- iii) Click **OK**



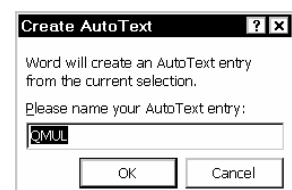
Create an AutoText entry

Exercise 2

- i) Create a QMUL item as below and then set it as an AutoText entry

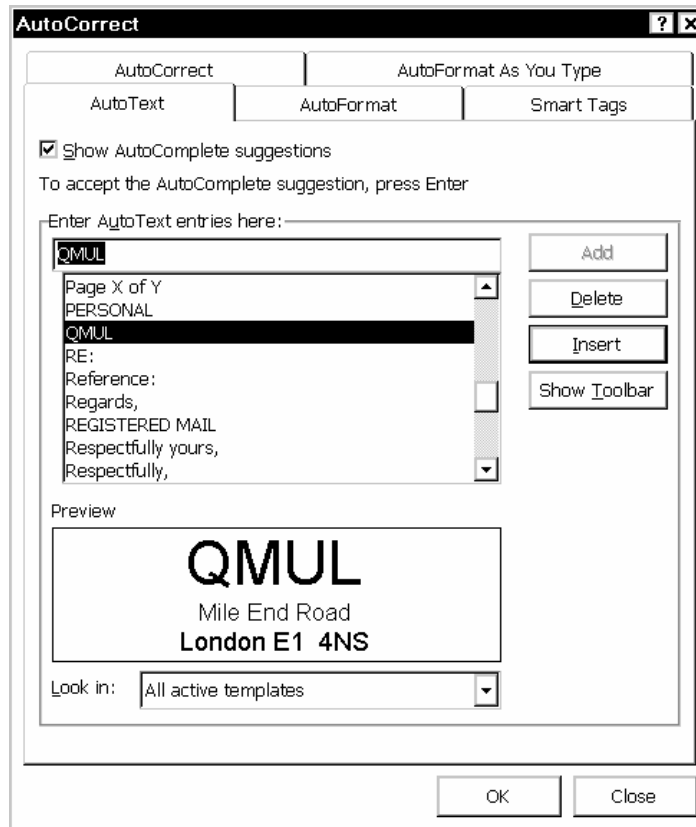
QMUL
Mile End Road
London E1 4NS

- ii) Insert it after paragraph one of ADVSTART.DOC
- i) Highlight material to save as AutoText, for example
 - ii) **Insert** > **AutoText** > **New...** to display the Create AutoText box
 - iii) Change the name as desired and click **OK**



Using an AutoText entry

- i) Position the insertion point at the place you want to insert the item, then **Insert** \Rightarrow **AutoText** \Rightarrow **AutoText...** to display the **AutoText** dialog box:



- ii) Choose the entry and click **OK**

Sections

Create sections in a document.

Sections allow you to set the following separately for different parts of a document:

Columns	Footnotes and endnotes	Headers and footers	Line numbering
Margins	Page borders	Page numbering	Paper size or orientation
Printer paper source		Vertical alignment	

By default, a document has one section. Sections are separated by **Section Breaks**. You can start a new section anywhere within a document by **Insert** \Rightarrow **Break...** and choosing a **Section break type**.

Next page inserts a section break and starts the new section on the next page. **Continuous** inserts a section break and starts the new section on the same page. **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page.

Exercise 3

Insert a next page section break immediately before the headings **Undergraduate study**, **Postgraduate study** and **International students**

Delete section breaks in a document.

To delete a section break, click $\mathbb{¶}$ to display hidden characters if necessary and delete the break as you would any other character.

Word Intermediate covers the basics of Styles


Character styles


The default styles are paragraph styles. They affect whole paragraphs that they are applied to. You can also create character styles which can be applied to a selection of text within a paragraph.


Exercise 4

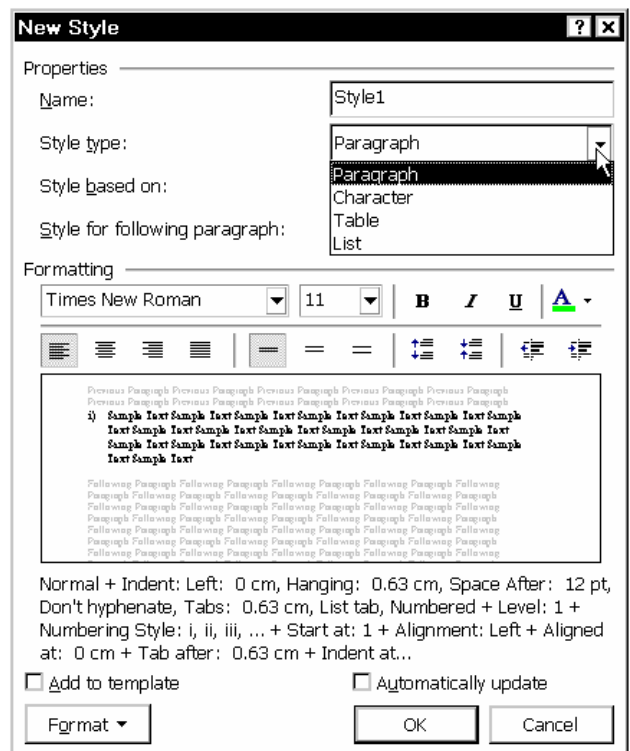
- i) Follow the steps below to create a style called Fixed Character which has a Font setting of 10pt Courier New
- ii) Apply the style to the words The People's Palace in the first paragraph of ADVSTART.DOC
- iii) Save the document as EX4

Create a new style



- i) **Format**  **Styles and Formatting...** to display the **Styles and Formatting** task pane. Then click the **New Style** button to display the New Style dialog box (see right).

In Word 97 and 2000, **Format**  **Style...** to display the **Style** dialog box and then click **New**.


- ii) Type a name into the **Name** box
- iii) Click  in the **Style Type** box and choose **Character** from the drop-down list
- iv) Click **Format** and select **Font**
- v) Set font formatting required and click **OK**



Modify an existing style

- i) **Format**  **Styles and Formatting...** to display the **Styles and Formatting** task pane. Then right click the style you want to modify and choose **Modify**. In Word 97 and 2000, **Format**  **Style...** to display the **Style** dialog box, select the style and click **Modify**
- ii) Make all the changes required and click **OK**

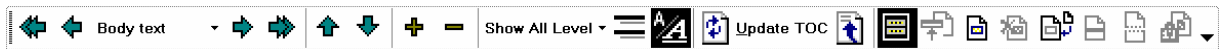
Delete a style

- iii) **Format**  **Styles and Formatting...** to display the **Styles and Formatting** task pane. Then right click the style you want to delete and choose **Delete**. In 97 and 2000, proceed as with **Modify** but click **Delete**

Outlining

In outline view you can reorder headings and text by moving them up or down, or you can promote or demote headings or text. In order to see a document's structure in outline view, a document must be formatted with one of the built-in heading styles or outline levels.

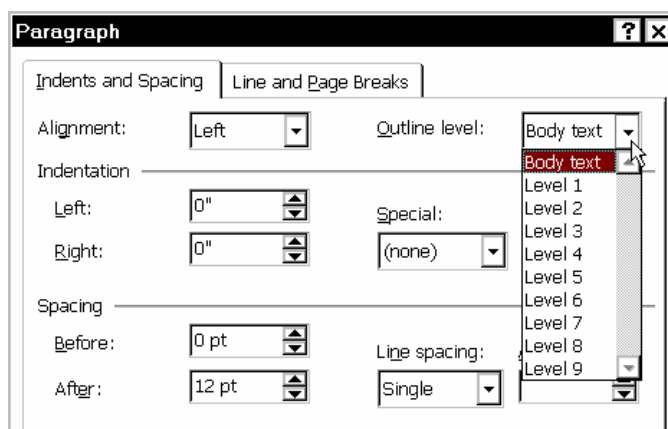
To enter Outline view, click  in the bottom left corner of the document window. The Outlining toolbar is displayed:



If you want to work with a document in outline view or the document map, you need to give the document a hierarchical structure.

You can do this in three ways:

- with the built-in heading styles (Heading 1 through Heading 9) via the Style box
- with outline-level paragraph formats (Level 1 through Level 9) via the Paragraph dialog box. Use outline levels when you don't want to change the appearance of your text (the heading styles apply specific formatting, while the outline levels apply an "invisible" format).



- using the Promote (←) and Demote (→) buttons on the Outline toolbar

Exercise 5

In the document ADVSTART.DOC, explore the effect of the Outlining tools and carry out the following specific tasks:

- Display only the top level (1)
- Use ↓ to move the section headed **International Students** before the section headed **Postgraduate study**

Document map

Document Map is an aid to efficient navigation in a long document. It depends on the presence of paragraphs whose **Outline level** is other than Body text.

Exercise 6

Follow the procedures below to explore the Document Map feature

View Document Map. Get left hand window with collapsible heading style structure. Click the outline buttons ([-] and [+]) to collapse or expand levels of detail. Drag the right edge of the pane to resize it. If headings are too long you can rest the pointer on a heading to view the entire heading. Click a heading in the Document Map to move to that location in the document

Master Documents


You can use the Master Document feature to organise documents into smaller documents which can be worked on independently while remaining part of an overall structure. You can start with an outlined document and then create new subdocuments from parts of it or add existing documents to it.

Create a master document and subdocuments from an existing outlined document

Exercise 7

Follow the procedure below to

- i) Create a master document and subdocuments from ADVSTART.DOC and save them into a new folder named **Master and Subs** under **My Documents**. Each subdocument should consist of a Heading 1 plus all the text up but not including the next Heading 1
- ii) Add the document CAMPUS TOURS.DOC as a subdocument at the end of the master document
- iii) Remove the Postgraduate section from the master document
- iv) Save your document as EX7 and close it

- i) Display the document in Outline view and ensure that all levels of the document are displayed
- ii) Highlight the part of the document that you want to turn into the first subdocument. To select a heading and all the text beneath it, move the mouse to the left of the heading so that it changes to an arrow and then double click
- iii) Click the **Create Subdocument** button, 
- iv) Repeat (ii) and (iii) for the rest of the subdocuments
- v) **File** > **Save As...** to display the **Save As** dialog box, create or browse to the folder to save into, enter the master file name in the **File Name** box and click **Save**

Word automatically assigns a file name to each new subdocument based on the first characters in the subdocument's heading in the master document outline. Word inserts a continuous section break before and after each subdocument.



Add a subdocument

Click where the document is to be add, click the **Add Subdocument** button, , select the file to add and click **Open**.


Remove a subdocument

Select the subdocument and click the **Remove Subdocument** button, . The document becomes part of the master document.

Expand or collapse subdocuments

To show or hide subdocuments, click **Expand Subdocuments**, , or **Collapse Subdocuments**, , respectively.

Lock or unlock a subdocument

- i) Expand the subdocuments and click anywhere in the subdocument you want to lock or unlock.
- ii) On the **Outlining** toolbar, click **Lock Document**, 

Word also locks subdocuments in the following cases:

- The subdocuments are collapsed
- The master document is shared by a workgroup, and someone else is currently working on the subdocument
- Someone who previously worked on the subdocument set file sharing to the read-only option
- The subdocument is stored on a read-only file share

Putting text into columns


Word supports newspaper-style columns in which the text flow is from the bottom of one column to the top of the next. As already mentioned, column settings apply to sections.

Exercise 8

Follow the procedures below to

- i) Open EX3.DOC
- ii) Create a 2 column layout in section 2
- iii) Clear the Equal Column Width check box and set the first column to be 5cm (2in) wide and the spacing to be 8cm (3.5in)
- iv) At the beginning of the second main text paragraph in section 2, insert a column break
- v) Create a 2 column layout in section 3
- vi) Balance the two columns so that each is the same height
- vii) Save your document as EX8

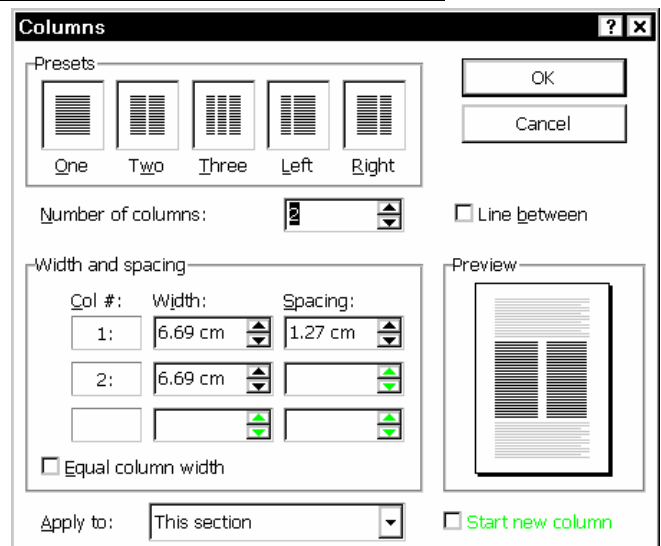
Format a section or selection into columns

Click the **Columns** button, , and drag the columns as shown on the right. If a selection is formatted into columns then a section break is inserted before and after.



Change the formatting of columns

- i) **Format > Columns...** to get the dialog box on the right
- ii) Make changes required
- iii) Choose from the **Apply** to list
- iv) Click **OK**



Break a column at a place of your choice

- i) Click at the place that you want to break the column
- ii) **Insert > Break...**, set the **Column break** button and click **OK**

Balance two columns to the same height

- i) Click just at the end of the last paragraph
- ii) **Insert > Break...**, choose the **Continuous** button under **Section Breaks** and click **OK**

Delete a column break

To delete a column break, click ¶ to display hidden characters if necessary and delete the break


Fields

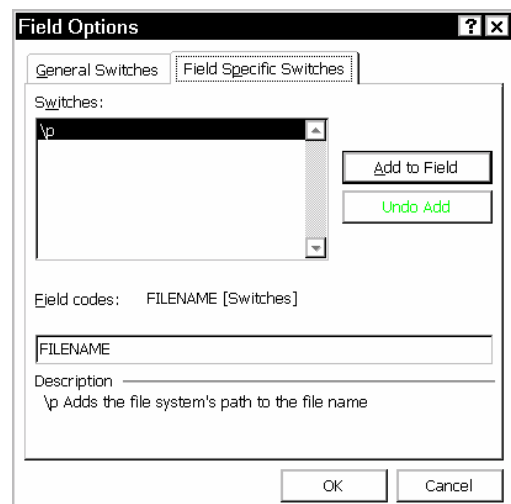
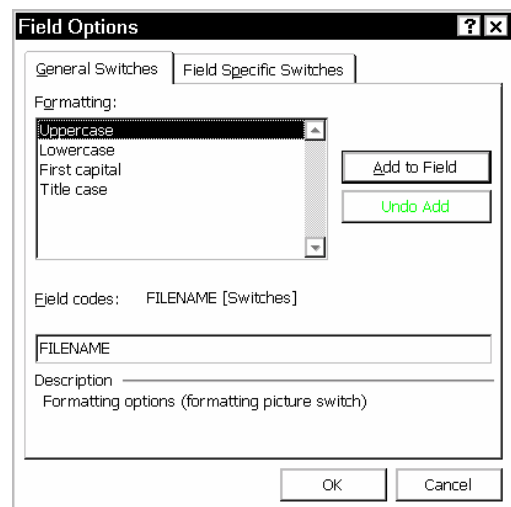
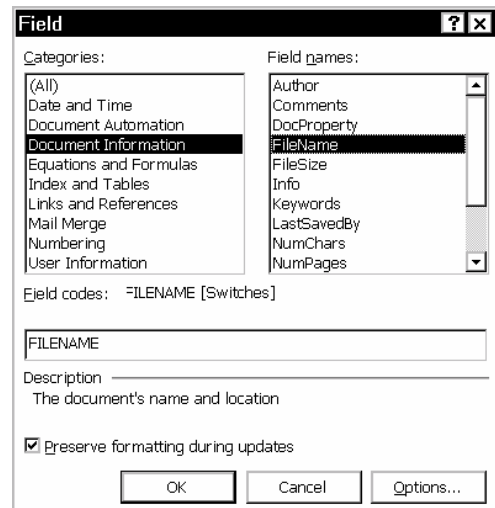
Fields are special codes that instruct Word to insert information into a document. With fields, you can add and automatically update text, graphics, page numbers, and other information in a document. For example, the DATE field inserts the current date each time you print a document. Usually you see the result of the field – that is, the text or graphics the field produces. You can also view the field codes themselves. Word supports more than 60 field types. See Help for full details of all fields.

Exercise 9

Follow the steps below to insert the file name, including the full path, into the Footer the document

Insert a field

- i) **Insert**  **Field...** to display the **Field** dialog box
- ii) Choose from the **Categories** and then from the **Field Names**
- iii) Click **Options** to display the **Field Options** box
- iv) Add any general switches your require
- v) Click the **Field Specific Switches** tab to display specific switches that you can add to particular fields:
- vi) When finished, click **OK**



Some other fields


Some of the more commonly used field types are packaged within Word commands and dialog boxes.

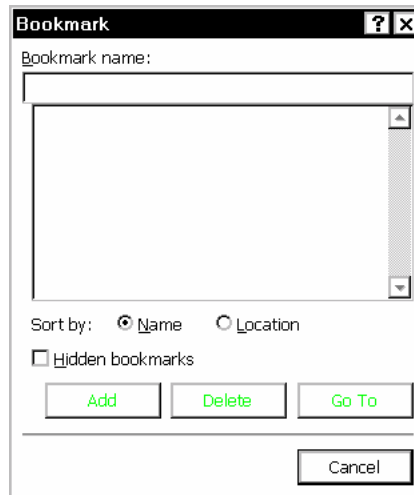
Exercise 10

Follow the procedures below to:


- i) Insert a bookmark named International at the heading International students
- ii) Insert as a new paragraph after paragraph 2 the text "Many students are from other countries (see page ***)"
- iii) Insert a cross- reference to the page number of the International bookmark in place of the ***
- iv) Insert a page break at the start of the document
- v) Insert a table of contents on the new first page

Bookmarks

- i) Position the insertion point at the location you wish to bookmark
- ii) **Insert**  **Bookmark...** to display
- iii) Key in the name of the bookmark and click **OK**



Cross-references

- i) **Insert**  **Cross-reference...** to display the dialog box
- ii) Select the **Reference type** and **Insert reference to** values that you want then click **Insert**

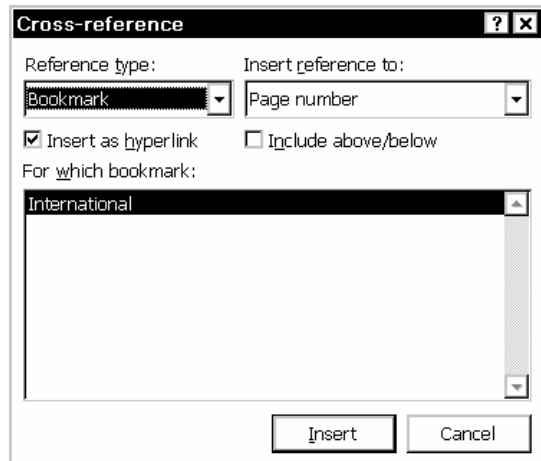



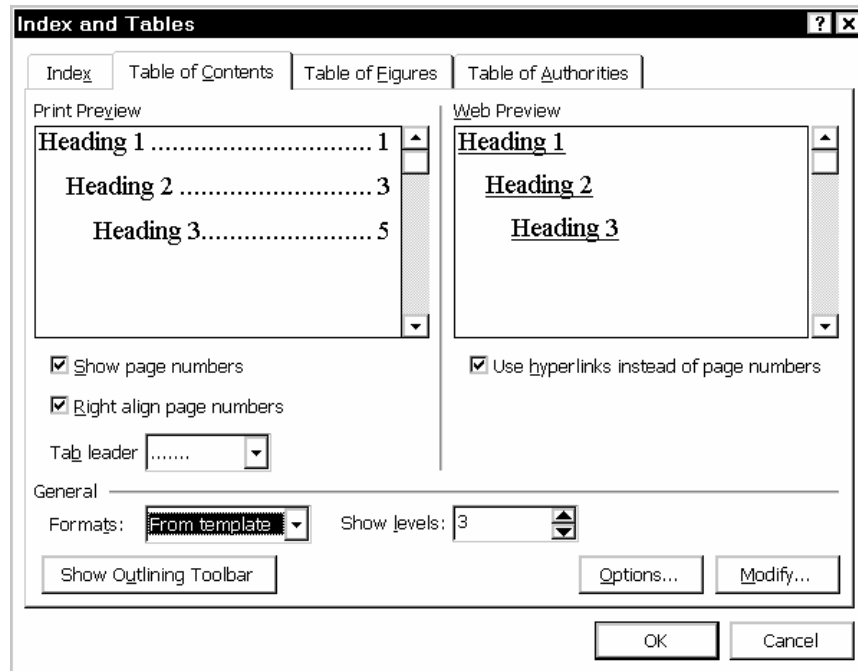


Table of Contents

- i) Move the insertion point to where you want to place the TOC
- ii) **Insert**  **Reference**  **Index and Tables...** (In Word 97 and 2000, **Insert**  **Index and Tables...**) to display the dialog box. Select the **Table of Contents** tab:



- iii) Select from the **Formats** and click **OK**. A table of contents is generated from all the paragraphs styled as Heading 1 etc.

Updating fields

This applies to all fields.

To force an update whenever you print, **Tools**  **Option**  **Print** and ensure that the **Update fields** box has a tick in it.

To update without printing:

- i) Select a field or a block of text containing one or more fields that you want to update. Press Ctrl+A to select the whole document
- ii) Right-click in the selection and choose **Update field**

Exercise 11

- i) Insert a blank page at the start of the document
- ii) Update all the fields and observe the effect on the fields that you inserted

Lock or unlock a field

To **lock** a field and prevent changes to the current field results, click the field, and then press Ctrl+F11.

To **unlock** a field and allow updates, click the field, and then press Ctrl+Shift+F11.

Collaborative Editing

Add or remove comments

Exercise 12

Follow the procedures below to:

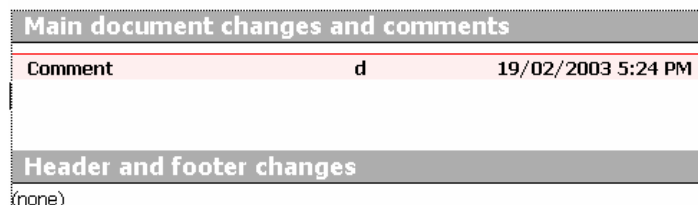
- i) Insert a comment at the start of main text paragraph 2 to say "Please check this"
 - ii) Close the Reviewing Pane
 - iii) Add to the comment the word "Done"
- i) Turn off Print Layout balloons on **Tools** → **Options** → **Track Changes**. This makes Word 2002 behave more like Word 97 and 2000
 - ii) **Insert** → **Comment**. The **Reviewing** toolbar is displayed:



and the **Reviewing Pane** is displayed at the bottom of the Word window (see right).

The pane has just one area in Word 97 and 2000.

- iii) Click the **Show** button and choose **Reviewing Pane** to close the pane. In Word 97 and 2000, click the **Close** button



Edit comments

- i) Display the **Reviewing** toolbar
- ii) Click the **Show** button and choose **Reviewing Pane**
- iii) Make changes required

Track changes in a document.

Exercise 13

Follow the procedures below to:

- i) Turn on change tracking and then make the following changes to the document:
 - In paragraph 2, delete the first three sentences
 - Replace all occurrences of Queen Mary, except those in headings, by Queen Mary, University of London
 - In paragraph 4, insert "a range of" before "sport"
- ii) Go through the document and accept all changes other than the deletion in paragraph 2
- iii) Save the document as EX13

Tools → **Track Changes** to display the **Reviewing** toolbar (see above) then click  to toggle change tracking on and off.

Accept or reject changes in a document.

Click the **Previous** and **Next** buttons on the **Reviewing** toolbar to move to tracked changes and the **Accept** or **Reject Change** buttons as required.

Footnotes and Endnotes

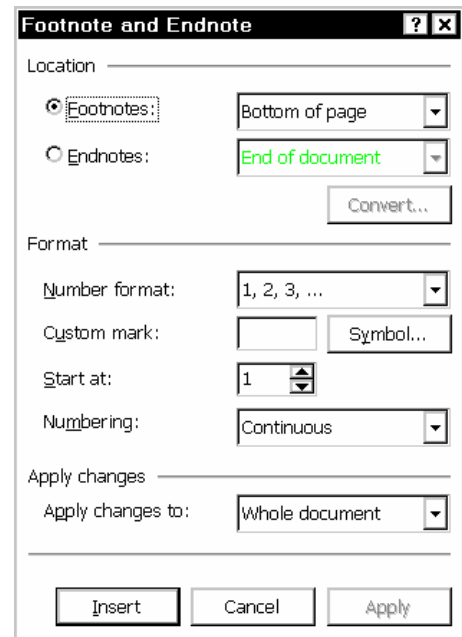
Exercise 14

Follow the procedures below to:

- i) Create a footnote to each Heading 1 item that reads “This is the footnote to Queen Mary”, etc
- ii) Change footnotes to endnotes
- iii) Delete the second endnote
- iv) Change the format of the endnotes to suit your taste
- v) Save the document as EX14

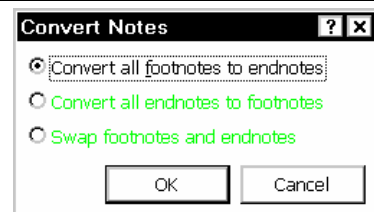
Create footnotes and endnotes

- i) **Insert** **Reference** **Footnote** (In Word 97 and 2000, **Insert** **Footnote**) to display the dialog box
- ii) Click **Insert**, then enter the footnote text. In Normal view click **Close**



Convert footnotes to endnotes and vice versa

- i) **Insert** **Reference** **Footnote**, click the **Convert...** button to display
- ii) Click **OK**, then click **Close**



Change the format of footnotes or endnotes

Insert **Reference** **Footnote**, make the format changes you require and click **Apply**.

Modify existing footnotes or endnotes

View **Footnotes** and make required changes. Move footnotes by selecting the footnote marker in the main text, **Edit** **Cut**, click new location then **Edit** **Paste**.

Delete footnotes or endnotes

Highlight footnote reference in the text and press **Delete**.

Security

Add password protection to a document.

- i) **Tools** → **Protect Document...** to display the dialog box
- ii) Select the items that you want to protect for. To allow the inserting of comments and tracked changes, click **Tracked changes**. To allow insertion of comments, click **Comments**. On protection for forms, see **Forms**
- iii) Set a password if desired
- iv) Click **OK**
- v) Confirm the password



Remove password protection from a document.

Tools → **Unprotect Document...**, enter the password and click **OK**

Forms

Exercise 15


- i) Start a new document and follow the procedures below to create a data entry form which resembles this:

- ii) Protect the form and set a password
- iii) Test it by entering some data
- iv) Save the document as save the document as EX15, then close it


Create and edit a form

- i) **View** → **Toolbars** → **Forms** to display



- ii) Use **ab|** (text), (checkbox) and  (drop down list) to place the form fields into the document
- iii) Add any labels and explanatory text


Set form field options

Select a form field and click **Form Field Options**, , to set options for a form field. You have to do this to populate a drop down list.

Delete fields in a form

Click the field and press **Delete**.

Protect a form

A form must be protected so that users can only enter information in the designated areas. Click  to do this, or **Tools** → **Protect Document...** to set a password as well. When a document is protected for forms, different section can be given different protection settings by clicking the **Sections** button in the **Protect Document** dialog box.

Graphics in Word

There are two basic types of graphics that you can add to Word documents: drawing objects and pictures. Drawing objects include AutoShapes, diagrams, curves, lines, and WordArt drawing objects. These objects are produced within Word itself. Use the Drawing toolbar to change and enhance these objects with colors, patterns, borders, and other effects.

Pictures are graphics that were created by another application. They include bitmaps, scanned pictures and photographs, and clip art. You can change pictures by using the options on the Picture toolbar and a limited number of options on the Drawing toolbar. In some cases, you convert a picture to a drawing object (using Copy and Paste Special) before you can use the Drawing toolbar options.

Create a drawing in Word

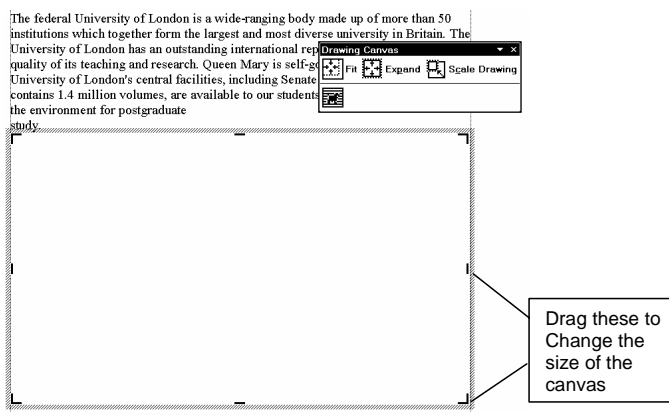
Exercise 16

Follow the procedures below to

- i) Create a simple drawing of a building on the page headed **Postgraduate study** using the drawing tools
- ii) Group the objects that make up the building
- iii) Draw a large sun (ie yellow circle) so that it obscures part of the building
- iv) Send the sun to the back of the house and group it with the building
- v) Fit the drawing to the contents
- vi) Put a border on the picture

i) Click an insertion point where the drawing is to go





ii) **Insert**  **Picture**  **New Drawing**. Word displays a Drawing Canvas and corresponding toolbar:




NOTE

In Word 97 and 2002, the drawing process is somewhat different. Word 97 documentation is available in the *Word Use for DTP* notes

The **Drawing** toolbar is also displayed. (see right).

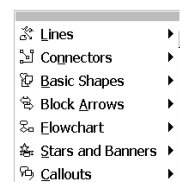
You can find out what each tool does by pointing to it with the mouse reading its tooltip. The tools that you can use to draw shapes are     and the 7 categories of AutoShapes.

Use these tools to draw shapes and fill and colour them. If you double-click a tool then it stays selected until you press Esc or select another tool

When you have finished drawing, you can click  **Fit** on the Drawing Canvas toolbar to fit the drawing boundary to the drawing. Click outside the drawing to deselect it.



Click AutoShapes to get:



Choose Lines to get:



Ordering objects

You can change the stacking order of objects which overlap.

Right click an object, choose **Order** then select the appropriate command.

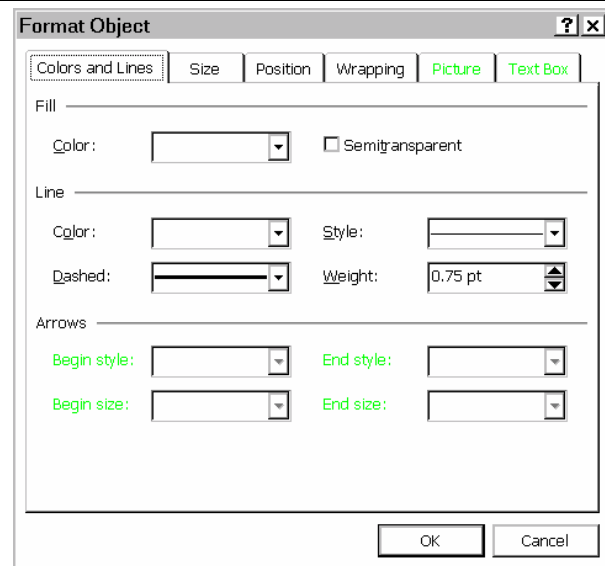
Group drawn objects together

- i) Click the **Select Objects** arrow on the **Drawing** toolbar
- ii) Use it to drag a rectangle around the objects to be grouped or hold down the shift key and click in turn the objects that you want to group
- iii) Click on **Draw** on the Drawing toolbar and choose **Group**

Making changes to drawings and pictures

To change the **Colours and Lines**, the **Size**, **Position** and **Wrapping** of a drawing or part of drawing, double-click on it to display the **Format Object** dialog box (shown right) and make the changes you want

To edit a drawing click it and then use the tools on the Drawing toolbar



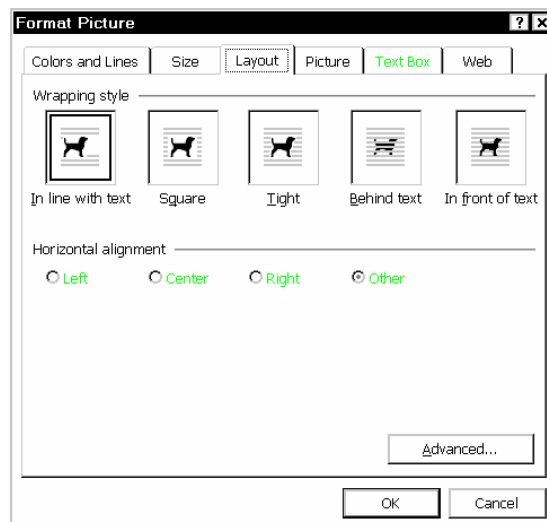
Setting wrapping on a graphic

The interaction of pictures, drawings, text boxes etc with text is determined by **Wrapping** settings

Exercise 17

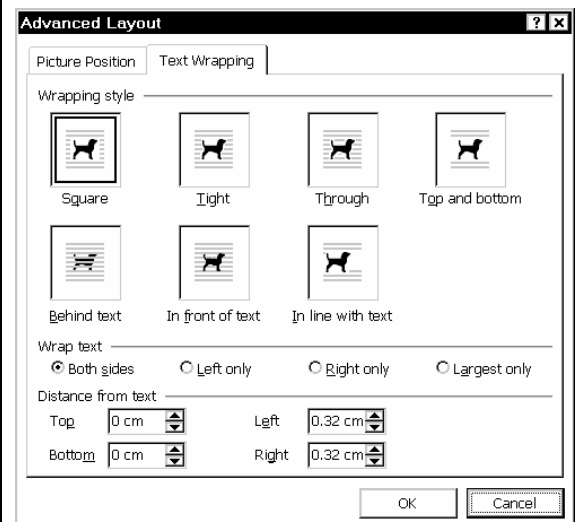
- i) Move the drawing so that it is in the text and follow the procedure below to set wrapping on the drawing to **Square** and to wrap **Largest only**
- ii) Save the document as EX17

- i) Click the picture once
- ii) **Format Picture...** and click the **Layout** tab to get:



- iii) Select **Wrapping style** required

- iv) Click **Advanced...** to get more options:



- v) Make any further setting required
Click **OK**, then **OK** again

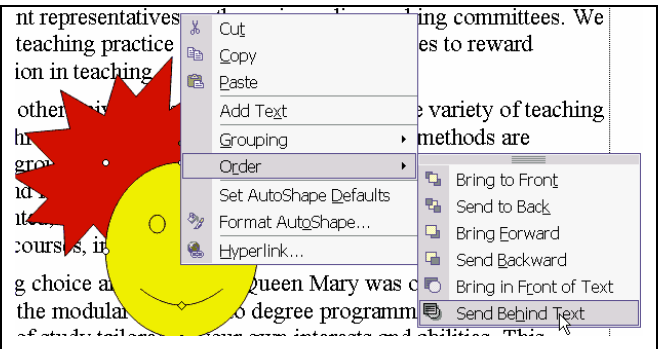
Autoshapes and text

Exercise 18

- i) Insert two AutoShapes on the page headed Undergraduate study, so that they partially overlap each and the text
- ii) Give each a different colour
- iii) Follow the procedure below to move one shape behind the text and the other to the back of both

Send AutoShape behind text

- i) Right click the object to display the shortcut menu
- ii) Select **Order**, then **Send Behind Text**





Watermarks

Insert a watermark

Exercise 19

Follow the steps below to insert a watermark of your choice into ADVSTART.DOC

- i) **Format**  **Background**  **Printed Watermark**
- ii) Do one of the following:
 - To insert a picture as a watermark, click **Picture Watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**
 - To insert a text watermark, click **Text Watermark**, and then select or enter the text
- iii) Select any additional options that you want, and then click **OK**. The watermark is inserted into the current header

Remove a watermark

- i) **Format**  **Background**  **Printed Watermark**
- ii) Click **No Watermark**, then click **OK**

Text Boxes

In Word 2002, **Tools** ➤ **Options...** ➤ **General**, clear the **Automatically create drawing canvas when inserting Autoshapes** check box. This makes it work the same way as Word 97 and 2000.

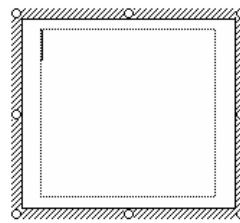
Exercise 20

Follow the procedures below to:

- i) Insert three text boxes on the final page
- ii) Delete the third box
- iii) Change the size of each of the remaining boxes to about 5cm (2in) square
- iv) Copy and past the last paragraph of text into the first box
- v) Set the colour of the text to white and the fill of the text box to black
- vi) Link the first box to the second
- vii) Reduce the size of the first box to 2.5cm (1in) square
- viii) Set the text direction of the first box to one of the vertical alternatives
- ix) Save the document as EX20

Insert a text box and enter text

- i) **Insert** ➤ **Text Box**. The view changes to Print Layout View and a + tool is displayed
- ii) Use the + tool to drag the shape of the text box. The text box appears thus:



- iii) and the **Text Box** toolbar is displayed:



Move and resize a text box

The eight circles around the edge of the box are called handles and can be dragged to changed the size of the box. The box can be moved by dragging the crosshatched outline. The latter disappears when the box is deselected by clicking outside the box. Alternatively, right-click outline, choose **Format Text Box** and make required settings.

Enter and edit text

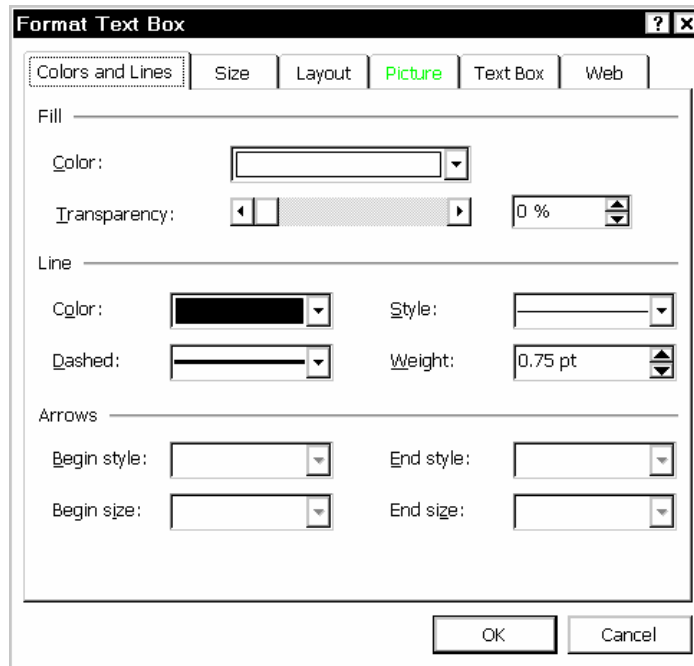
To enter text, click in the box to get an insertion point and start typing. Make changes in the usual way.

Delete a text box

Click the border and press delete


Border and shading of text boxes

- i) Select the text box and **Format Text Box...** to display:




- ii) Set the **Line** (border) and **Fill** (shading) colours that you want and click **OK**.

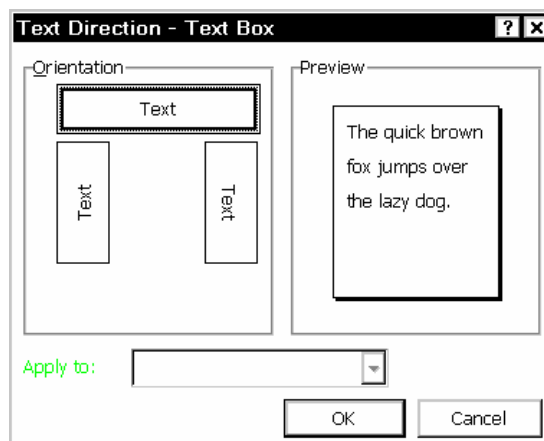
Link text boxes

- i) Select the text box you want to link from
- ii) Select the **Create Text Box Link** tool, , and click the text box that you want to link to

Text orientation options.

The following applies to text in a text box or in a table cell

- i) Select the text box
- ii) **Format**  **Text Direction...** to display:



- iii) Click the orientation required and click **OK**

Using WordArt

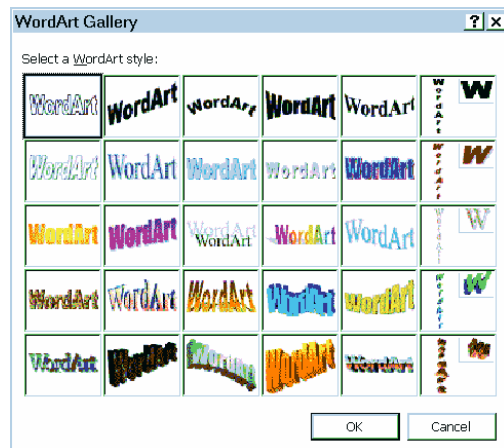
WordArt is an application which is designed to be used within Word and other programs for special effects on text.

Exercise 21

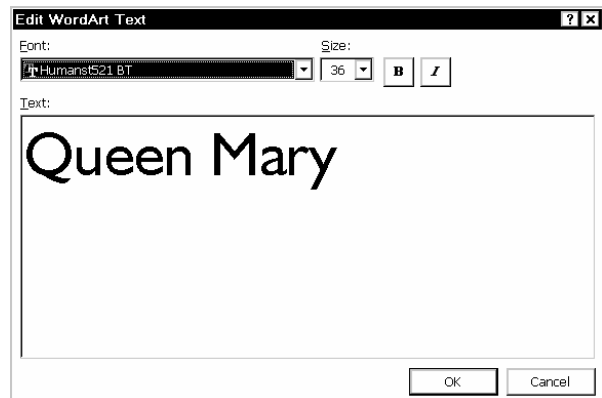
Follow the steps below to

- i) Insert a WordArt object using the text Queen Mary on the first page of the document
- ii) Move it so that is in the centre of the page
- iii) Rotate it about 20° anti-clockwise
- iv) Save the document as EX21

- i) **Insert**  **Word Art...** to display the **WordArt Gallery** (see right)



- ii) Select a style and click **OK** to display the **Edit WordArt Text** box
- iii) In the **Text** box, type the text required
- iv) Select a **Font**, set its **Size** and click **OK**



The WordArt object is inserted and the **WordArt** toolbar is displayed:



Rotate WordArt

- i) Select the WordArt object
- ii) Drag the green handle on the object

Interworking with Excel

Exercise 22

Follow the procedures below to:

- i) Insert the first worksheet in NUMBERS.XLS into a new page at the end of the document
- ii) Insert the same data again as Formatted Text (RTF), ie as a table
- iii) Create a chart from the table
- iv) Change the chart type to one of your choice
- v) Move the chart to the centre of the page
- vi) Save the document as EX22

Inserting an Excel sheet into a Word document.

- i) In Excel, select the data to insert into the Word document
- ii) Switch to Word and click in the document where the sheet is to go
- iii) **Edit**☞**Paste Special...**, select **Microsoft Excel Worksheet Object** and click **OK**

Editing an Excel worksheet in Word

- i) Double click the embedded object
- ii) The data is displayed as a mini-worksheet and the toolbars change to Excel toolbars
- iii) Make any changes to the data and then click outside the worksheet

Inserting data from an Excel sheet as a Word table

- i) In Excel, select the data to insert into the Word document
- ii) Switch to Word and click in the document where the sheet is to go
- iii) **Edit**☞**Paste Special...**, select **Formatted Text (RTF)** and click **OK**

Create a chart from a table

- i) Select the table
- ii) **Insert**☞**Picture**☞**Chart**
- iii) Click **OK** and a column chart is inserted

Change the chart data

If the chart datasheet is not showing, right click the chart and choose **Chart Object**☞**Edit**

Change the chart type etc

Right click the chart and choose required command

Moving charts

Drag with the mouse to the location required, or copy and paste

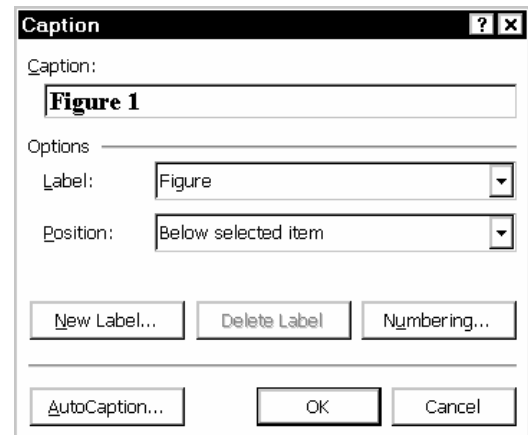
Captions

Exercise 23

Follow the procedures below to apply captions to some of the objects that you have inserted

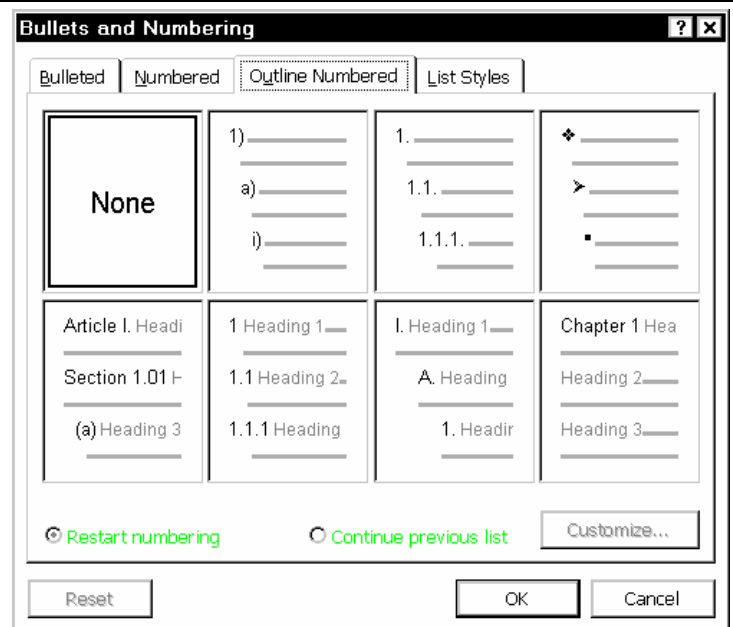
Add a caption to a graphic, equation or table

- i) Select the item to caption
- ii) **Insert** **Reference** **Caption...** or right-click the item and select **Caption...** to display:
- iii) Select **Label** and **Position** settings and make any **Numbering** changes required
- iv) Click **OK**



Include chapter numbers in captions

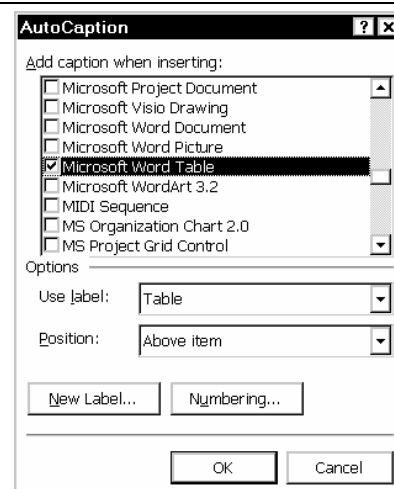
- i) **Format** **Bullets and Numbering...**
- ii) Select the **Outline Numbered** tab to display:
- iii) Choose one of the Heading numbering schemes in the lower half of the dialog box



Automatic caption options

You can tell Word to add a caption automatically whenever selected object types are inserted in a document.

- i) Click **AutoCaption** to display:
- ii) For each type that you want to caption automatically, click on its check box, make any changes required and click **OK**



Macros

A macro is a series of Word commands and instructions grouped together as a single command to accomplish a task automatically. There are two ways to create a macro: the macro recorder and the Visual Basic Editor.

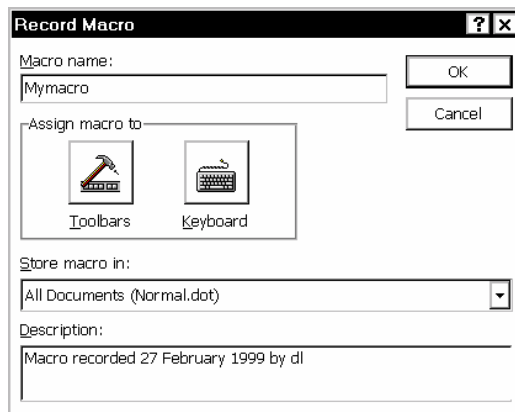
Exercise 24


Follow the procedures below to record a macro named Mymacro assigned to the Standard toolbar to do the following:

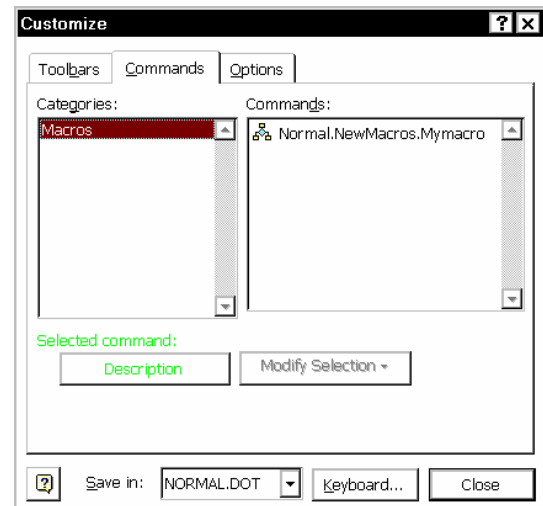
- i) Find the words Queen Mary
- ii) Move to the start of the line containing the words (use the Home key to do this) and insert **
- iii) Move to the end of that line (use the End key)
- iv) Run the macro to do the above for each occurrence of Queen Mary
- v) Change the macro to insert @@@ instead of **
- vi) Save the document as EX24



Record a macro and assign o a toolbar

- i) **Tools**  **Record New Macro...** to display the **Record Macro** box:





- ii) Type a suitable name (no spaces) into **Record Macro Name** and then click  to display the **Customize** dialog box



- iii) Drag  Normal.NewMacros.Mymacro from the **Commands** box onto the **Formatting** toolbar
- iv) Right-click the new tool on the toolbar to display the shortcut menu (see right)
- v) Select **Default Style**
- vi) Right-click again, select **Change Button Image** and choose an image
- vii) Click **Close**
- viii) Record your macro
- ix) When done, click the **Stop** button, , on the **Stop Recording** toolbar



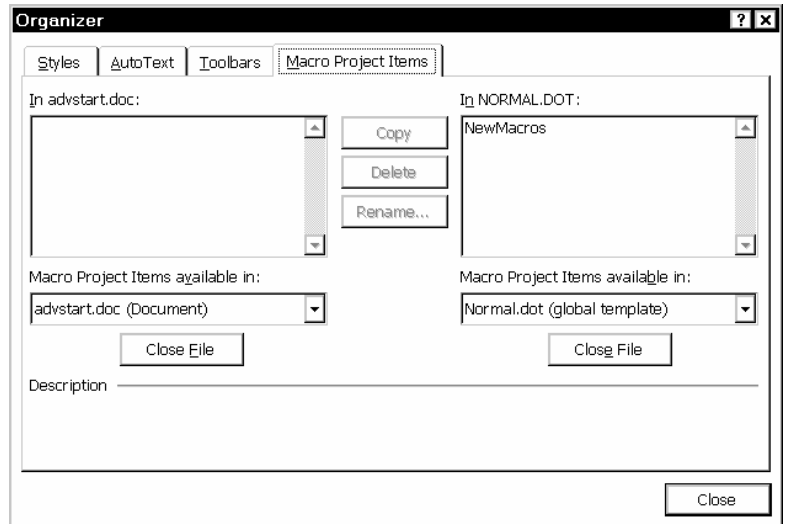
Change a macro

- i) **Tools**  **Macros...**, select the macro to change and click **Edit**
- ii) Make changes required
- iii) **File**  **Close** and return to **Microsoft Word**

Copy macros from one template to another

Macros are stored in the template used by the current document. If you want to copy a macros from one template to another:

- i) **Tools** → **Macro** → **Macros...** and click **Organiser...** to display the dialog box
- ii) Click each **Close File** button. Each changes to **Open File**
- iii) Click each **Open File** button in turn and select the files to copy from and to



Templates

Every Word document is based on a template. A template determines the basic structure for a document and contains document settings such as AutoText entries, fonts, paragraph formats, key assignments, macros, menus, page layout, special formatting, and styles.

Global templates, including the Normal template, contain settings that are available to all documents. Document templates, such as the memo or fax templates in the Templates dialog box, contain settings that are available only to documents based on that template.

You can create your own template from scratch or from an existing document or template.

Exercise 25

- i) Start a new document
- ii) Insert the picture from the file CROWN.EMF which is in the \Stu\Word folder
- iii) Create your own letter heading incorporating the picture
- iv) Save the template as mylogo.dot
- v) Check that you have succeeded by starting a new document using your template

Create a template from scratch

- i) **File** → **New...**
- ii) Layout the template as you would an ordinary Word document
- iii) **File** → **Save As...**
- iv) Type a name into the **File name** box
- v) From the **Save as type** box, choose **Document Template**
- vi) Click **Save**

Modify an existing template

- i) Open the template in Word
- ii) Make changes
- iii) Save as in previous section

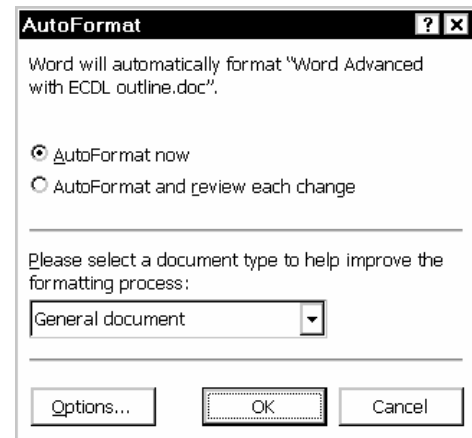
Miscellaneous features

Automatic text formatting

Exercise 26

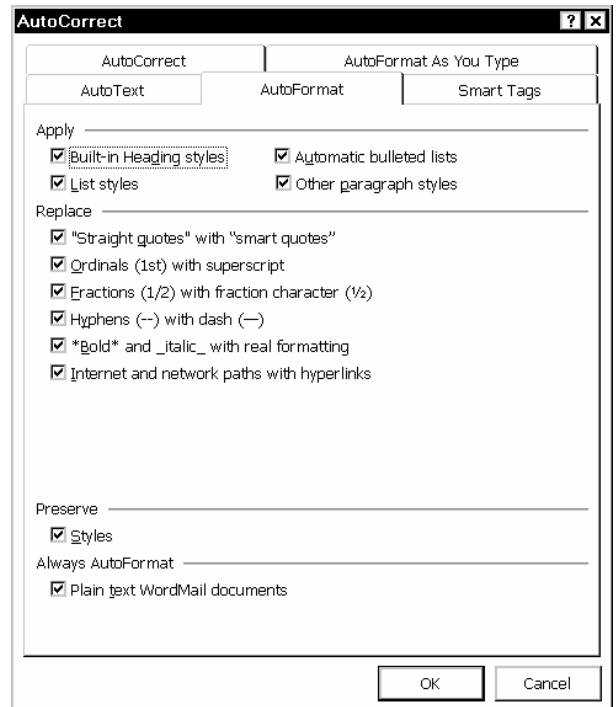
- i) Close all documents and reopen ADVSTART.DOC
- ii) Follow the steps below to autoformat the document

- i) To apply autoformatting, **Format** > **AutoFormat ...** to display the **AutoFormat** dialog box
- ii) Choose what you want to do and click **OK**



Change AutoFormat options

- i) Click the **Options** button in the **AutoFormat** dialog box *or* display the **AutoCorrect Options** and click the **AutoFormat** tab to show the dialog box on the right
- ii) Make required changes and click **OK**



Further font formatting

Exercise 27

- 1) Change the font of the first line of the document to 48pt Arial
- 2) Apply Outline and Shadow font option
- 3) Apply some animated text effect options


Further paragraph formatting

Paragraph shading options.

Exercise 28

Follow the steps below to apply 10% grey shading to the second main text paragraph

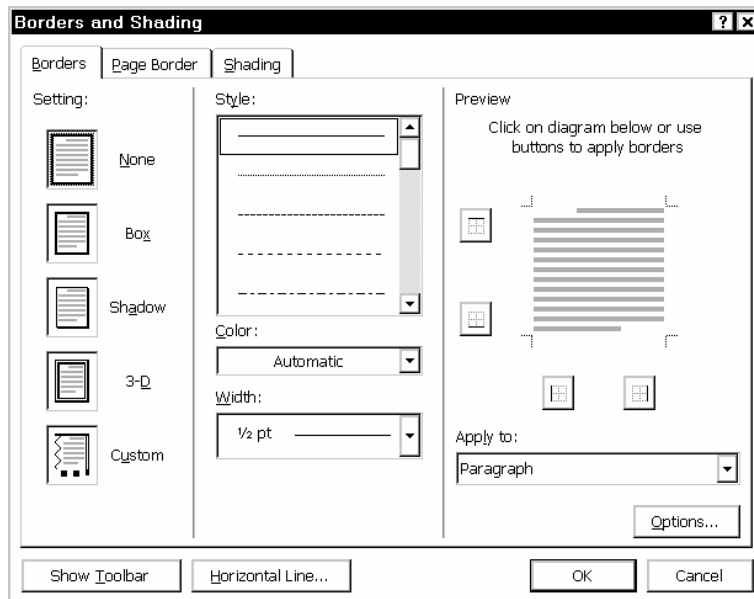
i) Highlight the paragraphs that you want to shade and/or border

ii) **Format**  **Borders and Shading...** to display

iii) On the **Borders** tab, select **Setting, Style, Colour** and **Width**. On the **Shading** tab, select settings required.

iv) Click **OK**


You can also use tools on the **Tables and Borders** toolbar, which can be displayed by clicking



Widow and orphan controls

Format  **Paragraph...** and choose the **Line and Page Breaks** tab

Some printing options

File  **Print** to display the dialog box on the right then:

Print odd number pages only: Open the **Print** dropdown list and select **Odd pages**.

Print even number pages only: Open the **Print** dropdown list and select **Even pages**.

Print a defined selection: In the **Page range** area, enter the page ranges that you want in the **Pages** box.

Print a defined number of pages per sheet: In the **Zoom** area, select from the **Pages per sheet** dropdown list.

