



Microsoft Word

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The Basics

Word is a *page-oriented* word-processing program. This means the program automatically determines where a new page begins, and leaves room for the top, bottom, left, and right margins. The preset ("default") settings are paper size of 8½ by 11 inches, with top and bottom margins of 1 inch, and left and right margins of 1 inch. Once Word is on your screen, you are ready to type. No layout, format, or design instruction is necessary to begin. If you wish to change the settings, do so before you type, as you type, or after you type.

Concepts to Remember

When working with any computer word processing program, you should *not* hit Enter (Return) at the end of every line. MS Word automatically *wraps* text that doesn't fit on one line onto the next line. Only at the end of paragraphs and where blank lines are desired should you insert returns. "Word wraps" automatically change whenever your text changes; hard returns must be manually removed using Delete or Backspace.

When users initially start working with a computer, they often confuse their *cursor* with their *pointer*. The cursor represents the keyboard—it's the straight blinking line that types.

Here is my cursor:

The pointer represents your mouse—it clicks. As you work in Word, you will see your pointer change shape; sometimes it is a left-pointing arrow (when you are at the top of the screen), or it becomes a right-pointing arrow (when you are at the left of the screen), or it becomes an "I" shape (the "insertion point") when you are in the middle of text.

- The left-pointing ↗ mouse arrow gives commands by clicking on buttons or menus (such as bold or underline or print or save).
- The right-pointing ↘ arrow makes selections (highlights) in the body of your document.
- The I-shape inserts your cursor for typing (the mouse *does not* type, but it *does* move your cursor for you).

The keyboard controls the cursor. The mouse controls the pointer.

The Keyboard

Many keys on the keyboard have purposes specific to Word. The keyboard consists of four components: the alphanumeric keys (like a typewriter), the cursor movement keys (the arrows) and accompanying key operations, the numeric keypad (looks like a calculator), and the function keys (usually across the top, or connected to the FN key on a laptop).

- The alphanumeric keypad is the "typewriter." Important keys include Enter, Shift, Tab, and Backspace.
- The cursor keypad is for moving around without using the mouse. Important keys include the "cursor arrows" (up, down, left, right), which move one space or one line at a time; PageUp and PageDown (move one screen at a time); Home (beginning of line) and End (end of line); and Delete (erase).
- The numeric keypad is designed for typing numbers for easily; it only works for numbers if the NumLock key is "on." If NumLock is off, the numeric keypad duplicates the cursor keypad. Important keys include + (add), - (subtract), * (multiply), and / (divide), all more commonly used in Excel.
- The function keys are shortcuts. F1 is "help." F5 is the "Go To" command (to jump to a particular page). F10 is the "Ribbon" command (turns on Ribbon shortcuts). F12 is "Save As."

The Screen

At the bottom of the screen is the **status line**, which shows your location in the document. As the cursor moves (either by typing, by using the arrow keys, or by clicking the mouse), the status line changes to reflect the position.

At the bottom left of the screen is the status line showing page, page count, word count, and more. Use your right clicker on the mouse to expand the options (such as "Track Changes" or "Section". Click on the page count ("page 1 of 1" in the sample below) to access a navigation screen for moving from page to page within the document. Click on the word count for detailed document statistics. Click on the book symbol for spell check ("proofing errors").

In the lower right corner are “View” buttons (Read, Print, Web) and zoom in/out (enlarge/shrink on screen) features.



At the right side of the screen is a vertical scroll bar for moving up and down. *Moving with the scroll bar does not move the cursor location (i.e., you’re not there until you click on it).* The scroll bars can be used three different ways. You can click on the top or bottom arrows to move line by line, you can pull the box (“elevator”) on the bar to go to the top or bottom of the document, or you can click on the blank area to move screen-up or screen-down (or left or right when you have a bottom scrollbar on a wide document).

The top of the screen is divided into two parts: the *quick access toolbar* and the *Ribbon*.

The top line, usually in the upper left corner, is the quick access toolbar and shows you commonly used operations such as *save* and *open*. Use the drop-down at the end to add and remove additional selections and to arrange the order of the buttons.



The Ribbon

Below the quick access toolbar is the **Ribbon**, which is divided into “tabs” of choices. The tabs show you “buttons” for various commands, separated into “groups” (such as Font or Paragraph). In the corner of some groups, you may see a little boxed arrow, which opens a dialog window with more options.



To use a tab or a command, click it once with the mouse pointer. For example, to turn on bold, point the mouse arrow at it and click the center of the “B.” To turn it off, click the “B” again. Some buttons have “drop-downs” with choices, indicated by a downward pointing arrow; click the arrow for additional options.

All Ribbons commands are *single clicks*. If you double-click the Ribbon, the Ribbon minimizes. It will reappear if you point at it, but then will disappear again when you click back in your text. Double-click any tab to re-open the Ribbon.

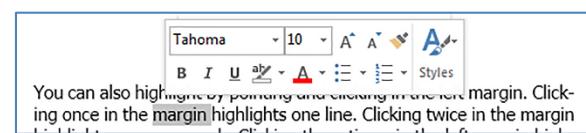
The Ribbon can also be accessed from the keyboard, by pressing the Alt key (next to the spacebar). Alt turns on the Ribbon keystroke shortcuts. For example, press the letter “P” to go to Page Layout.



Another important screen option (which must be turned on) is the ruler bar, located under the “View” tab on the Ribbon. The ruler appears just beneath the Ribbon, and shows tabs, indents, and margins—and allows you to change them.



If you highlight (select) an area of text, you will see a faint shadow Ribbon appear. Move your mouse toward it to make it more “solid.” This is a shortcut toolbar for commonly used formats, such as font, size, bold, italics, and underline.



You can also highlight by pointing and clicking in the margin. Clicking once in the margin highlights one line. Clicking twice in the margin

Highlighting Text with the Mouse

In order to format portions of text, or to do commands such as “cut and paste” (move text), you often must *select* the text to be edited. In order to select a particular area of text, you can use your mouse or your keyboard to “highlight” it. The basic mouse command to highlight is called *point, click, and drag* the mouse. Don’t let go of the mouse button until you get exactly what you want highlighted (if you release the button and then need to change what you selected, you have to re-make the selection). When finished with a highlighted area, you need to stop the highlight, by clicking anywhere in your text to stop the highlight. Highlights can be made with the following mouse commands:

- Click — Position the cursor (I-shape) for typing.
- Click, Hold, and Drag — Position cursor and then highlight; drag down (not over) to move from line to line.
- Double click—Point at a word and click twice to highlight the entire word.
- Triple click—Point at any word and click three times to highlight the entire paragraph.
- Click in Left Margin—Line highlight. (Be sure the mouse symbol is a right-pointing arrow.)
- Double Click in Left Margin—Paragraph highlight.
- Triple Click in Left Margin—Document (global) highlight.
- Ctrl Click—Select sentence.
- Shift Click—“Range extend.” First, position your cursor at the beginning of what you wish to highlight. Then, point at the end of the desired highlight area, hold the shift key, and click. Everything from cursor to the point-position is highlighted.
- Alt+Shift Click—Create a block (useful for tabular columns).

Highlighting Text with the Keyboard

To highlight with the keyboard, hold the shift key and use your cursor arrows to move around. As you move with the arrows, the text is highlighted. To undo the highlight, let go of the shift key and move with any cursor arrow.

An alternative way to highlight with the mouse is to click to position your cursor, hold the shift key and

click at a second area of the screen. Everything in between will be highlighted for you.

- Shift-Arrow — Highlight text
- Control-Shift-Arrow — Highlight text word by word
- Shift-Home — Highlight to beginning of line
- Shift-End — Highlight to end of line
- Ctrl-Shift-Home — Highlight to top of document from cursor
- Ctrl-Shift-End — Highlight to end of document from cursor

Inserting and Removing Text

To type new text into text already typed, the most important rule is to position your cursor exactly at the point where the new text goes. *Remember: the mouse is not the cursor.* Once your cursor is positioned, start typing. All existing text adjusts to make room for the new content (word wrap).

There are three ways to remove text. **Delete** removes text following your cursor. **Backspace** removes text backwards from your cursor. If text is highlighted, pressing any key that types will delete whatever is highlighted.

One option you can activate on your status bar (bottom left) is the button called “Overtype” (use the right-click on the mouse to see the status bar options). Overtype puts a command on the status bar called “Insert.” If you click on Insert, it switches to “Overtype.” Then, when you type, your new text erases already existing type, so that it doesn’t need to be deleted.

Changing Default Settings

In Word 2013 (and prior versions), some of the default or built-in settings for Word probably need to be changed. Some are easily changed, others are trickier.

Font: On the Ribbon “Home” tab, there is a Font group. In the bottom right corner is a dropdown to provide additional font options. When you are in the Font dialog window, select your preferred font and size, and then click the “Default” button at the bottom of the screen. Word will ask if you would like to update your “normal” settings (“yes”).

Spacing: On the Ribbon “Home” tab, there is a Paragraph group. In the bottom right corner is a dropdown for paragraph options. Most people prefer to change the default settings for two items on this screen: line spacing and paragraph spacing (spacing between paragraphs):

Spacing After: 0
Line Spacing: Single

When finished, again remember to select “Default” at the bottom and change your “normal.”

Tip: If you find these default changes do not hold, try making your changes through the “Normal” style (see page 13).

Other Defaults: Many other key defaults are located under the “File” tab on the Ribbon, on the “Options” choice. Some important choices that usually need to be adjusted include these:

Proofing:

Autocorrect options

- Automatically capitalize beginning of sentences (off)
- Set left and first indents with tabs and backspaces (off)

Advanced:

- When selecting, automatically select entire word (on)

Note that File/Options is also where you find the Microsoft Trust Center settings, which control how downloaded files are opened (in safe mode or in normal mode).

File

Info—File information, such as properties (pages, word, editing time, date created, author), as well as commands to convert (for compatibility with other versions and programs), protect (keep users from making changes), inspect (identify metadata or tracked changes you might want to strip out before sharing), and manage versions (keep multiple versions of the same document, so you can revert to old versions).

New—“New” starts a document, based on a Microsoft template. The automatic template is the one called “Blank document.” But there are many other templates to select from, and at the top of the screen is a search box for finding more templates online.

If you are already working on a document, “New” does not remove it or close it from the screen. The first document goes into a window (workspace), and the new document goes into a new window.

Open—“Open” retrieves a document from a disk. When selected, you can choose from recently used documents, documents stored online (OneDrive or Other Web Locations), or in some folder or drive or disk on your computer (such as the Desktop or a USB Flash drive).

“Save” and “Save as”—“Save” stores the current document in the “2013” format, asking for a filename that can be up to 256 characters in length (automatically adding a 4-character extension, “.DOCX”). If the document has already been saved, pressing “save” simply resaves it with no questions asked.

“Save as” allows you to re-save an already-saved document under a different name (change the filename) or in a different location (such as on a Flash drive), creating a copy. It also gives you an option to specify the file format (such as “97-03” or “Rich Text Format”).

TIP: Note that one of the big changes in Office 2013/365 is what happens when you click on Save or Save As. You must first choose your location—do you want to save on OneDrive (cloud), elsewhere on the web, on your computer, or somewhere else? Once a location has been selected, you then have options for assigning a name and choosing a folder or drive.

Save as Adobe PDF—Convert your document into Adobe’s Portable Document Format, for viewing, printing, and commenting using the Adobe Acrobat Reader.

Print—Print settings, as well as print preview and page layout.

Share—Email or share your document (such as with SharePoint or online). Also save as PDF.

Export—Send to Adobe PDF, Create PDF/XPS Document; or Change File Type (save as something other than Word 2013). According to Microsoft, “An XML Paper Specification (XPS) document is a document format you can use to view, save, share, digitally sign, and protect your document’s content. An XPS document is like an electronic sheet of paper: You can’t change the content on a piece of paper after you print it, and you can’t edit the contents of an XPS document after you save it in the XPS format. In this version of Windows, you can create an XPS document in any program you can print from, but you can only view, sign, and set permissions for XPS documents in an XPS Viewer [such as the one included with Windows 7].” (windows.microsoft.com/en-us/windows/xps-documents-faq#1TC-windows-7).

“Close”—Exit the window that is currently open. If only one window (document) is open, it also closes the program (quits Word). If your document has not been saved, it will prompt you to save your work before closing.

Account—Information about your Microsoft Office account and user information. “Manage Account” takes you online to Microsoft. “Connected Services” show you any additional server or storage access you might have (such as the Microsoft cloud OneDrive).

Options—All the settings for how Word operates (see Changing Default Settings on page 3).

Recent—Recently used documents.

Viewing Your Document

The “View” toolbar (lower right corner) gives you three different ways to look at your document:

- **Print Layout**—Recommended (and the default). What you see is what you get.
- **Reading Layout**—The *Reader’s Digest* approach, big print, small pages, to make the document easier to read (has no impact on printing). Use the arrows at the left and right edges of the screen to move from page to page.
- **Web layout**—Converts a normal Word document into an HTML web page.

On the View tab on the Ribbon are additional options, including

- **Outline**—For typing outlines. This adds a new tab to the Ribbon for Outlining, with buttons for Promote and Demote (change levels within the outline). Use the “Close Outline View” button when done with the Outline, so you can see how it is formatted.
- **Draft**—You don’t see the page margins or page breaks or much of the formatting. Useful for editing content, when you aren’t concerned with formatting.

There are additional options on the View tab for working with your document. There are sections for:

- **Show**—Ruler, Gridlines, Navigation Pane.
- **Zoom**—One Page, Multiple Pages, Page width, Custom Zoom.
- **Window**—View Side by Side (for two documents), Arrange All (for multiple documents), and Split (see two parts of the document at the same time).

On the Quick Access toolbar (top left) is “Print Preview.”

Moving Text

The basic way to move text within a document involves an operation called ***cut-and-paste***, located under the Home tab. To move text or other content, first highlight it, then use the button called “Cut” (scissors), which will remove your content from the screen (sending it to the Windows clipboard); alternatively, use “Copy” (double sheet of paper) to make a copy of the text while leaving the original in place.

Then, move your cursor to where you would like to have the cut/copied content to be placed. Use “Paste” (clipboard) to put the text back into your document. All following text will move down to leave room for it.

Only one section of cut or copied text can be active at any one time. When cut (or copied), content is stored in the Windows clipboard (not in Word), which means it can then be pasted anywhere on your computer, such as your email. Paste does *not* clear what is in the

clipboard. This means you can paste the same text over and over.

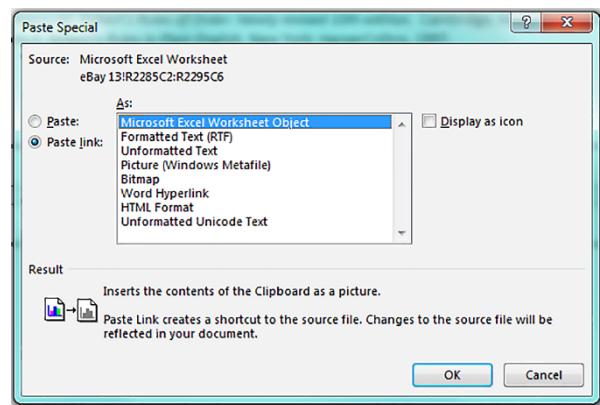
You can also cut/copy and paste using the keyboard commands **Ctrl+X** (cut), **C** (copy), and **V** (paste) on your keyboard, or the right clicker on the mouse.

Simple “cut and paste” also works across documents, and it also works across programs. However, if you use “Paste Special” (on the Edit menu), you will find all sorts of options about *how* you want to paste your item, including a command to “link” to the original, so that if the original changes, so does the copy you’ve pasted.

For example, suppose you have a budget in Excel that you would like to incorporate into your Word document (say, for an annual report). If you have Excel on your screen, you can highlight the budget and use the same buttons as in Word to copy the content. Then switch screens to Word (easily done by minimizing Excel), and position your cursor within your document where you want the budget to be.

You *could* then use Paste to insert the Excel content into the Word document. However, if you do, you’ll find that Word converts it to a Word table, which usually messes up the format, and stops any calculations or formulas from working.

You might find a better solution by using the dropdown for Paste (on the clipboard button), where you’ll find an option called Paste Special:



Almost all Microsoft programs have a Paste Special command. In Word, you might want to consider two options. First is to tell Word that you are pasting a “Microsoft Excel Worksheet Object,” which preserves the pasted content as an Excel format (that way, it

keeps the Excel formatting). Second is to tell Word you want to use a “Paste Link.” This ties the Worksheet Object *back to Excel*, so that if you have to go back to Excel and make changes, Word updates automatically. (The Word document does not need to be open, nor does the Excel spreadsheet, to trigger the update. Just be careful about emailing a copy of the document, because if the Excel spreadsheet isn’t included, it can’t be updated.)

Tip: Another way to move text is to highlight it, release the mouse, then click and drag the highlighted area. With the text highlighted, point your mouse at the middle of the highlighted area, click (don’t let go of the mouse button), and pull the text to the new spot where you want it relocated. This is called “drag and drop.”

4 Kinds of Document Formats

Here’s a secret many people don’t realize: Word is *hard*. Most people use Word like a typewriter, and don’t really understand how to use it at all. Word is hard because it isn’t intuitive. There *is* a logic to how Word works, but it isn’t always apparent.

To understand Word correctly, you need to understand that there are basically four kinds of formats in Word, and each one works a bit differently.

1. Font Formats

The most basic format option is referred to as **Font** formatting, and involves all the Ribbon options for “Font.” Font formats can be used in three different ways:

- Cursor position—Turn it on, type it in, turn it off.
- Highlight—Select an area of text and apply the format.
- Automatic word select—Click in the middle of a word, and apply the format.

If you are typing, at any point as you type you can turn on a Font format (such as underline), continue typing, and that format will be applied until you either turn it

off or move to a different location. But if you have already typed up your text and *then* want to underline it, you must do a highlight (click, hold, and drag to select the text to be formatted).

Many people don't realize that Font formats can also be applied to words, just by clicking in them. It won't work if your cursor is at the beginning or at the end of a word, but if it is within the word, then you can automatically format the entire word. This example shows the word "Here" with bold, underline, size, and text effects applied—note there is no highlight, just a cursor *on* the word.



Every time you press the spacebar, you are marking a word.

2. Paragraph Formats

The second level of formatting in Microsoft Word applies to paragraphs. Paragraph formats include commands such as spacing, alignment (left, right, center), indents, bullets and numbers, and tabs; these commands apply to entire paragraphs, regardless of what is highlighted or selected.

There are several ways to do this, depending on what you need:

- On the Review tab, in the Tracking group, choose Final on the Display for Review button. This displays your document as if you had accepted all the tracked changes in the document. It hides (but does not remove) the tracked changes.

Alternatively, choose Original. This displays your document as if you had rejected all the tracked changes in the document. It hides (but does not remove) the tracked changes.

Here is an example of a paragraph (beginning "On the Review tab"), where the last two words were highlighted, *then* formats for bullets, indents, and double-spacing were applied. These are all samples of Paragraph formats, which ignore the two highlighted words and instead format the entire paragraph.

Here is another example. This time, note that the highlighted area (in gray) begins on the last word ("random.") of one paragraph, includes all of another paragraph, and picks up on word ("Word") of a third paragraph. Once highlighted, formats for spacing, indents, and center were turned on—note that all three paragraphs (pink area) are formatted.

You can choose to display tracked changes in any of 16 colors. But if you want Word to display different reviewers' revisions in different colors, then Word only provides 8 colors with which to distinguish authors.

In theory, Word allocates colors to reviewers in the following order: red, blue, green, violet, dark red, teal, dark yellow and grey. For the 9th and subsequent reviewers of a document, Word cycles through the colors again. But in practice, as reviewers come and go (as their revisions are accepted or rejected), the allocation of colors to reviewers ends up, in effect, random.

Word attributes a tracked change to the name of the author specified at Review > Track Changes > Change User Name. To change the user's name (controlling the color to be shown), on the Review tab, click the drop-down of the Track Changes button and choose Change User Name.

Word allocates colors to authors (who are also called reviewers); you cannot control the allocation. And the consistency of the color is not reliable. Don't rely on any one author's revisions being displayed in the same color from day to day or from machine to machine.

To show changes by one specific person, on the Review tab, in the Show Markup drop-down, choose Reviewers, and then select names to choose reviewers whose changes you want to see.

Every time you press enter (return) you are defining a paragraph.

3. Document Formats

The third level of Microsoft Word formatting changes the document. It doesn't matter where you are or what is selected, these are document commands. The list of included formats is short:

- Paper size
- Paper orientation (landscape, portrait)
- Margins (top, bottom, left, right)
- Page numbers, headers, footers
- Columns
- Themes (design, color scheme, font scheme, effects)

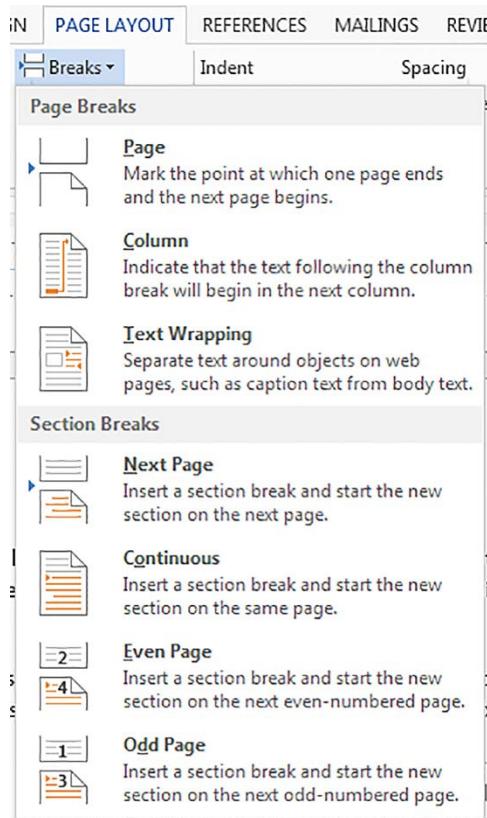
Document formats can be applied or changed at any point while working within a file.

But what if you don't want to change the entire document?

4. Section Formats

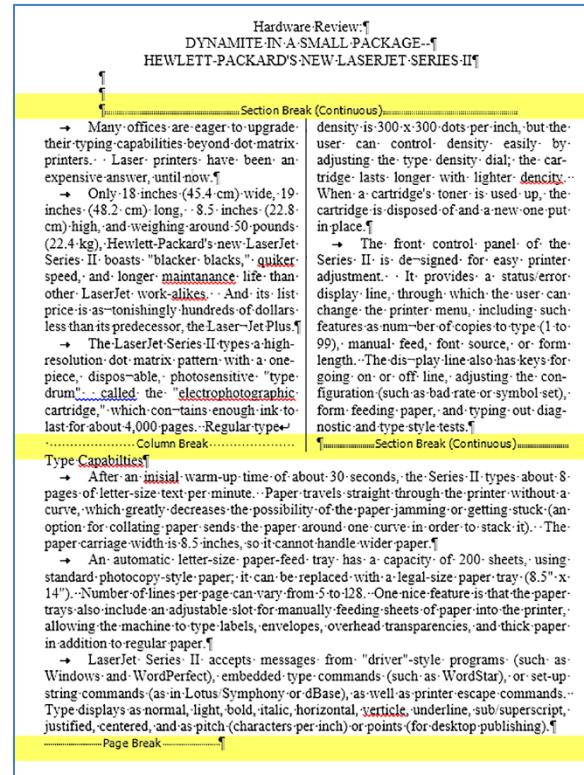
The final level of formatting controls the same options as level 3 Document Formats (margins, paper size, etc.), but it allows you to change *parts* of the document rather than the entire document. But first, you must divide your document into what Word calls *sections*.

Sections are located on the Ribbon under the Page Layout tab, on the button called Breaks. There are many kinds of breaks, including page breaks (start a new page), column breaks (when working with multiple columns), text wrapping breaks (line breaks), and section breaks.



There are four kinds of section breaks, called Next Page, Continuous, Even Page, and Odd Page. Do you want your section to start on the next page, continue on the same page, or start on the next even- or odd-numbered page?

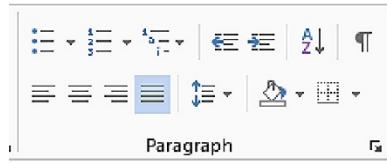
Here is an example of a page that uses four breaks. Near the top (yellow) is a section break; the top section (section 1) has different margins. Section 2 is in two columns, with a column break at the end of the first column, and another section break at the end of the second column. Section 3 is back to normal margins, one column. Both section breaks are “continuous.” At the bottom of the page is a page break.



TIP: The key to Microsoft Word is always work with your Show/Hide  button (see the Paragraph section of the Home tab) turned on when formatting a document. It is the only way to know where tabs (→), words (-), paragraphs (¶), sections and other breaks are located.

Working with Paragraph Formats

Everyone who uses Word for more than five minutes quickly figures out the Font formats. Once you know about Document/Section formats, the only trick becomes knowing where to position your section break for the correct result. But the *paragraph formats* get people into trouble.



Bullets and Numbering

At the beginning of the Paragraph section are three buttons for bullets, numbering, and outlining. You can either click on the button to turn on the format, or you can use the dropdown arrow to define your own format.

Defining your own bullet lets you select from symbols (from the symbol font), pictures (Microsoft graphical bullets), or fonts (different fonts have different shapes available, such as in Webdings and Wingdings, where you find).

Defining a custom number or outline allows you to select a numbering system and specify indents and position.

If you want to separate your bulleted items with a blank space, use the Spacing button (on the dropdown), and add space before or after each paragraph.

Indents and Alignment

The “Increase Indent” shifts your paragraph to the right, based on your tab stop positions (see Tabs, below). The “Decrease Indent” moves it back to the left. Since both of these button work only on the left edge of the paragraph, you might need to know about the ruler to control the indent from the right edge (in case of a paragraph that needs to be indented from both sides).

The alignment buttons are for let, center, right, and justify. Left goes from left to right, right lines up from the right edge but not the left, center puts it in the middle, and justify aligns at both sides. If you opt to use justify, you might also want to turn on hyphenation (under Page Setup) to avoid getting big gaps between words.

Spacing

There are two kinds of spacing in Word: line spacing and paragraph spacing. Line spacing is the distance from one line to the next line. Paragraph spacing is the distance between paragraph (determined by when you hit enter), and can be positioned before the paragraph, after the paragraph, or both (for doubled spacing).

Line spacing can be set to single (1.0), double (2.0), space and a half (1.5), triple (3), or other custom spacing. “Line spacing options” brings up the Paragraph dialog window, where spacing is in the lower right corner. The dropdown provides additional controls:

- At least—A minimal distance between lines, set in increments of points (pts). If you set “at least” to 12 pts, if you use 18 point type, your spacing will be larger (20) so your letters don’t touch. But if you use 6 point type, your spacing will still be 12. In other words, the spacing distance won’t go below 12, but will increase if needed.
- Exactly—A specific point value, which won’t change regardless of your font size. If you set your spacing to exactly 12 pts, and your type size is 18, the tops and bottoms of your letters will run into each other.

- **Multiple**—Something other than standard 1, 1.5, 2, or 3 (set in lines, not points).

Here is my text Here is more text 8 pt, at least 12	Here is my text Here is more text 18 pt, at least 12	Here is my text Here is more text 18 pt, exactly 12
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TIP: Remember that almost all computer programs measure type in “points.” There are 72 points per inch. So 1 point is 1/72nd of an inch. A “standard” line is 12 points.

Fills and Borders

Borders put lines around paragraphs. Fills put shades or colors into paragraphs. With both buttons, at the bottom of the dropdown are additional options, for more colors or more line styles.

The important thing to understand about colors in a Microsoft product is that they work in RGB—red, green, and blue. These are not the primary colors (red, green, yellow are primary). Rather, they are parts of the spectrum, rainbow colors (red, orange, yellow, green, blue, indigo, and violet); combine them all to get white.

RGB colors are set in numerical values, which are useful to remember when trying to work with branding (“themes”). Every color has a specific numerical value. For example, Northwestern University purple is r 82, g 0, b 99.

Other Paragraph Settings

There are two other sets of paragraph settings that are very critical to know about. When you click on the tiny corner dropdown for the Paragraph section, you’ll get a dialog window. In the lower left corner is a button to take you to Tabs. This is where you set and clear tabs (see below for more detail about setting tabs).

This window actually has two tabs at the top. The second tab is called “Line and Page Breaks.” Clicking it brings up some useful options:

- **Widow/orphan control** (default is on)—Widows and orphans are paragraph stragglers at the top or bottom of pages (one line that carries over), and are considered “bad” stylistically.
- **Keep lines together**—Don’t let a paragraph split across two pages.
- **Keep with next**—Keep the current paragraph with the following paragraph. If the next paragraph moves to the next page, keep this paragraph with it (useful for keeping headings with their following text).
- **Page break before**—Force this paragraph to a new page, regardless of its current position.

Remember that all of these are paragraph commands, and impact the entire paragraph (not just a highlighted area).

Using the Ruler

One of the most useful—and confusing—features in Microsoft Word is the ruler (activate it on View tab). The ruler spans the top of your page and down the left side, and is useful for controlling margins, indents, and tabs. (Remember that margins are a document/section format, but indents and tabs control paragraphs.)

- **Right Paragraph Indent**—The right triangle controls the right margin of the selected paragraph.
- **Right Margin**—The right edge (where the white meets the gray on the ruler, above the house-shape) controls the right margin of the entire document (or section).



- **Left Paragraph Indent**—The square box at the left indents the paragraph. When you drag it, all parts of the left move.
- **Paragraph Indent**—Above the square box is a triangle (like the roof on a house), which indents the entire paragraph *except for the first line*.
- **First-Line Indent**—At the top of the ruler (above the left house shape) is a downward pointing arrow, which indents *only the first line of the paragraph* (including bullets and numbers, useful for setting up “hanging indents”).
- **Left Margin**—When the pointer sits between the first-line indent and paragraph indent triangles, it becomes a double-arrow for changing the margin of the *entire document or section*. Measure the margin by watching the number in the *gray area*, not the white area.



Tabs

Tabs are the *best way* to make text line up at specific positions on the page, such as for forms or for decimal alignment (remember the rule that on computers your spacebar *never* works to line text up). Tabs are most easily controlled from the ruler (although they are also available on the Paragraph section dropdown).

At the left edge of the ruler is a small box that contains an L. This is the tab set button. To set tabs, first click on which kind of tab you would like: Left, Center, Right, Decimal, or Bar (for vertical bar lines). Then click on the ruler with your mouse where you want to position the tab. If you don't like where it is, pull it with your mouse to a different location. If you want to remove it, click and pull it off the ruler.

Remember the left, right, and center have nothing to do with your margins. Here is a sample of how you could use the different tabs:

<i>[center]</i>	<i>[right]</i>	<i>[left]</i>	<i>[decimal]</i>
Date	City	State	Number
Monday	Chicago	IL	6.5
Tuesday	Atlanta	GA	14.7
Wednesday	Los Angeles	CA	1.1
Thursday	New York	NY	17.3
Friday	Boston	MA	123.4



The first column is centered. The second aligns on the right, and the third on the left. The fourth aligns on the decimal point (including the heading, which doesn't have a decimal, so looks “off”). Remember that each *line* is actually a paragraph (there is an enter or return after each), so changing one has no impact on the others; if you want to change them all, you must highlight the multiple paragraphs.

Since you press enter at the end of each line (start a new paragraph), you carry your tab settings with you to the next line. If you arrow up or down to a new paragraph (or click on a new paragraph), you leave the tab settings.

Under the “Paragraph” tab’s dropdown is a Tab button that provides additional options, such as for dot leaders and underlines, as well as “clear all.”

Dot Leaders:

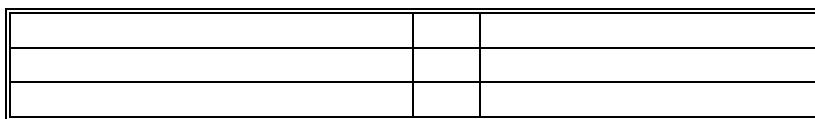
TitlePage
Using Word 1
Mastering Excel 84
PowerPoint Essentials..... 127

Underscore Leaders:

Name _____
Address _____
City, State Zip _____

Tables

Tables are another way to work with columns and to align text and numbers. They are created by clicking and dragging the Table button on the Insert tab on the Ribbon.



This creates a series of “cells” that can contain text or numbers, much like Excel. If you wish to adjust the size of a column, you can pull the on-screen borders. Tabbing adds rows to the table.

Note that when you have a table, an additional Ribbon tab called “Table Tools” appears, with table “Design” and “Layout,” where you will find many commands for position, size, split/merge cells, and much more. Tables can also be used to “sum” columns of numbers (Sum and other simple functions are on the fx button for formulas on the Ribbon button called “Table Tools/Layout”). Table cells can also be used to sort and to rotate text.

Item	Cost
New computers	1,299.37
Software	2,738.88
Internet	720.00
TOTAL	4,758.25

In this example, the table uses one of the standard designs on the Ribbon. The headings are then center aligned. The numbers are aligned with a decimal tab. The total row was heightened by dragging the bottom border, and then the text was lined at the bottom (with the Layout Alignment buttons). And the total cost was calculated with the formula =sum(above).

Columns (“Page Layout”)

This button separates document into multiple, newspaper-style columns. The “More Columns” menu on the dropdown includes options for margins and adding a line between columns. To put columns into part of a document, the document must be divided into “sections” with “continuous” breaks (see below for more details).

Working with Styles

Styles are saved formats that can be re-used. The important thing to know about styles is that Word uses them whether you do or not, and many functions in Word (such as Table of Contents) will not work without styles. Every feature of Word has an assigned style, such as page numbers, headers and footers, footnotes and endnotes, and envelopes and labels. When you start a new document, you are already using a style called “Normal.”

Styles can be edited. It is important to understand in Word that if you do not like what a style is doing to your text, don’t change the text—change the style!

On the Home Ribbon, the button called “Styles” expands the styles screen into a drop down. Hover over any to get a description.

At the bottom of the Styles window are three commands. One creates new styles and adds them to the list. The second is the style inspector, which will let you modify your styles. The third is manage your styles, which lets you remove styles.

Editing Styles and New Styles

Since styles are ways to store your formats for re-use, you can either create new styles or edit (“modify”) existing styles (you can also highlight an area of text with a desired format, then click on the style box to get a menu to “redefine” the style on the highlighted text).

- **New Style**—Requires you to specify a name (which shows on the format toolbar); a style type (change the paragraph or just the highlighted area); based on (used other style as base format); and style following paragraph (the next style to switch to when you hit enter). Then you change the format.
 - **Modify Style**—Change an existing style. The format option gives you choices to change
 - Font—allows you to specify font, font size, color, position (super/subscript), characteristics (bold, italics, small caps, underline, etc.), and spacing (normal, expanded, or condensed).
 - Paragraph—*formats* specify paragraph alignment (left, center, right, justified), indents (left, right, first line), spacing (before or after, or between lines), based on style, border (box or bar), keep together, page break before, and line numbering
 - Tabs—tab settings for the style
 - Borders—sets borders and shades around the paragraph
 - Language—codes text so Word will use different language spell checkers
 - Frame—creates “cutouts”
 - Numbering—automatic numbers
 - Shortcut key (assign an keyboard combination to run the style, such as Ctrl+Sh+l)

Unless otherwise specified, styles are paragraph formats, and automatically affect the entire paragraph.

The automatic setting is that a style is available only in the document on which you are working. If you wish to make a style available in other documents, you must add it to a template (check box in the modify window); then you will have access to it any time you are working on a document that is based on that template.

Changing Your Default Formats

To change your automatic (default) type format in Word, use “Styles” to redefine your “normal” style. Be sure to check “New Documents based on This Template” so it is saved. Remember each template has its own styles.

Reveal Formatting

On the Ribbon's pull-down for Styles is an option called "Styles Inspector." There you'll find an option called "Reveal Formatting." This screen shows you the formats currently being used for whatever text you have clicked on. They are separated into the big three categories: font, paragraph, and section.

Tricky Section Commands

Columns ("Page Layout")

This button separates document into multiple, newspaper-style columns. The "More Columns" menu on the columns' dropdown includes options for margins and adding a line between columns. To put columns into part of a document, the document must be divided into "sections" with "continuous" breaks.

Headers and Footers ("Insert")

Headers go at the top of pages, and can contain text, date, page number, and rule line. Footers go at the bottom. Two page number tabs are already set for centering and flush right. (*Important: Remember that headers, footers, and page numbers are controlled by section breaks.*) The Ribbon options for this function have the following choices:

1. Built-in (pre-set formats)
2. Edit header
3. Remove header
4. Save selection to header gallery

The "Insert/Page Numbers" dropdown allows you to choose a number location (top or bottom, margins, or cursor position), and left, right, center—and whether or not to show the number on the first page. Also in this window is a "Format" button, which allows you to tell Word to continue numbering a particular section consecutively from the previous section *or* to start re-numbering the current section from a particular number within the document (useful when you have a cover page, table of contents, *then* want the third page to be numbered page one).

Renumbering Within a Document

Suppose you want to skip a number in the middle of a document, or you have a cover page and table of contents, so you need start numbering with page #1 on the actual page 3. To vary page numbering within a document, you must do two steps:

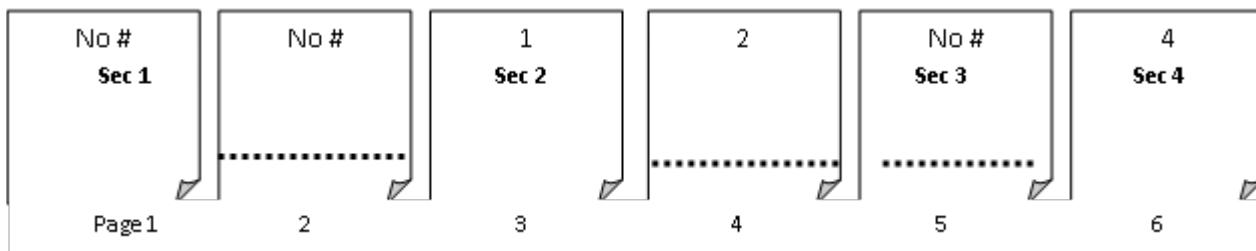
1. Separate the pages to be numbered differently into **sections** ("Page Layout/Breaks")
2. Create a header/footer (under "View") in the section to be numbered that has the button called "Same as previous" turned *off*.

There are 3 kinds of breaks: (1) Page breaks, (2) Column breaks, and (3) Section breaks. Only the *section break* will work for re-numbering. Sections can be inserted as a "break to next page," "break to next odd numbered/even numbered page," or "continuous" (stay on same page). Generally, this function is easier to control and manipulate if you can put the section in as a "next page" break. Then, with your cursor in section 2, go to "View/Headers-Footers." A new toolbar will appear.

The button to watch out for is third from the end: "**Same as previous.**" If this is turned on, it keeps each section consistent (that is, if you turn on page numbering in section 2 on page 3, it will also turn on for section 1 on pages 1 and 2). Once you have turned off "Same as previous," you can either insert the page number wherever you want it to go by using the toolbar's # button or by "Insert/Page number." Either way, you will get the number 3 on the third page. Since you want this page to be numbered one, go to "Page Number Format" (on the toolbar or menu) and tell

it (at the bottom) to start counting at number 1. Page 3 (section 2) will now be numbered 1; page 4 (section 2) will be numbered 2; etc.

Let's assume that your page number should begin on page three of the document, with the number "1" on page three. Go to the bottom of page 2, then go to "Insert/Break" to locate the section command. Repeat on page 4. This creates 3 sections.



Let us assume page 5 should not be numbered. Put in a section break (either next page or continuous) at the bottom of page 4. Go to page 5 (section 3) and double-click the header. The header toolbar appears; turn off "Same as previous." Then delete the page number.

Page 6 should be numbered 4. Put in a section on page 5 (unnumbered page), then go to page 6 (section 4), double-click the header area, turn off "Same as previous," then insert your new page number. Go to "Page Number Format" to tell it to start counting with page number 4. Continue as needed.

Shortcuts

AutoCorrect

On the "File/Options" command is a feature called Proofing/AutoCorrect Options. This function automatically corrects typos when you make them. Although many typos are built in to Word (such as "adn" to "and"), you can tell it your favorites. There are two steps: enter the text you wish to have replaced, and then enter what you want to replace it with. Then you "add" your entry.

Under AutoCorrect Options are many other features that many Word users find annoying. AutoCorrect is where you turn *off* features such as automatic capitalization at the beginning of sentences, or set first and left indent with tabs and indents.

Insert

- *Cover Page*—Insert or remove pre-formatted cover pages at the beginning of your document.
- *Blank Page*—Insert a new page at your current cursor position.
- *Page Break*—Manually start a new page.

- *Table*—Insert table (columns and rows).
- *Illustrations*—Pictures, clipart, etc. (see below).
- *Links*—Hyperlinks, bookmarks, cross-reference.
- *Header & Footer*— Specify position and alignment for automatic numbering. (*See below for more detail.*)
- *Text*—Text box, Quick Parts, WordArt, Drop Cap.
- *Date and Time*—Inserts the current date and/or time at your cursor position. At the bottom of the window is an option you can turn on or off that will insert the date or time as an automatic "update field." This tells Word to **update** the date whenever you next work on this document; you will still see the old date on the screen, but the current date will print.
- *Equation*—Mathematical notation.
- *Symbol*—Special characters, such as $\frac{1}{2}$, \bullet , \leftarrow , \rightarrow , ∞ . Note that each character can be assigned to a keyboard shortcut (such as **Ctrl+Alt+a**). Symbols differ depending on the font selected. The fonts called Symbols and Wingdings give you the most options. Under "Special characters" you'll find symbols such as \S , \circ , \oplus , \perp . Any of these can be assigned to a shortcut key.

Page Layout

- *Themes*—Colors, fonts, and designs.
- *Page Setup*—Margins, Size, Columns, Breaks (sections)
- *Page Background*—Watermarks, color, borders.
- *Paragraph*—Indents and spacing.
- *Arrange*—Front to back, align, text wrap (for objects such as pictures).

Quick Parts

On the “Insert” tab is a drop-down box for Quick Parts. This option gives you “building blocks,” or parts of a document that are predesigned so you can simply pick one and insert it, then edit it to your desired look.

What is especially useful about Quick Parts is the ability to store your own elements. Simply highlight any content in a document that you would like to have remembered. Then click on Quick Parts and choose “Save Selection to Quick Parts Gallery.” This puts your entry onto the Quick Parts dropdown.

To insert your custom Quick Part, just click the dropdown and select your entry. It is inserted wherever your cursor is positioned. (Note: After adding an item to Quick Parts, you will be prompted to save it the next time you exit Word; be sure to answer “yes” if you want to keep the entry for future use.)

Format painter (“Home”)

Copies a format from highlighted text, then pastes it to another highlighted area. To use the painter, first highlight the text whose format you want to copy; then click the painter button. Next, scroll to the area of text that you want to re-format in the new style, and highlight it. *This stops the painter* (it will only do one selected area at a time; you must re-click the painter to do a second area).

Drop cap (“Insert”)

Enlarge the first letter of a paragraph and wrap text around it. Note that this function will not work with tabs before the letter since it “frames” the first space on the line.

References

- *Cross-Reference—Table of Contents*—Label highlighted text for inclusion in a table of contents, then generate the table, with page numbers.

- *Footnotes*—Insert footnotes or endnotes.
- *Citations and Bibliography*
- *Captions*—Cross-references (allows you to insert a link in your text to another page, heading, footnote, or table, so that if the target changes (for example, page 3 may be page 4 or 5 when you’re done), the reference updates automatically).
- *Index*—Alphabetical list of key words.
- *Table of Authorities*—Legal cites.

If you do not like the format Word applies to the results, do not try to format manually. Since these “tables” and “indices” are automatically updated (i.e., page numbers change whenever your text changes), be sure to make format changes through “Style” using the appropriate styles.

Generating a Table of Contents

Tables of Contents are based on “styles” applied to text by using the Style dropdown (in Word 03 or 07) or the References “Add Text” command.

To define an entry for your table of contents, click on the heading, then select Heading 1, 2, 3 (etc.) to specify the level heading; this will determine the indentation and position of your entry in the contents. There are formats already in place for each heading, which are usually not what you need. Use the Style dropdown to “modify” your heading formats so they look correct.

When all headings have been “marked” as such, use the Table of Contents command (References on the Ribbon tabs) to generate the table. It will be inserted wherever your cursor is within the document. Note that the resulting contents list (with page numbers) is not editable; it turns gray if you click within it, which is Word’s way of telling you not to try to make changes. If you wish to make the content editable, you can do so by highlighting, cutting, and then using “paste special” to put it back as unformatted text (of course, it will no longer automatically update).

If you do not like the format Word applies to the table content, do not try to format the table manually. Since these “tables” automatically update (i.e., printed page numbers change whenever your text changes), be sure to make format changes through “Style” using the appropriate styles (such as TofC 1). Click on any part of the table to display the name of the style in use, then use Style/Modify to make your changes (use “add to template” if you want these changes to be remembered and used as defaults.)

Generating a Table of Authorities

Marking citations for a table of authorities is comparable to manually marking headings for a table of contents. Word looks for cases, statutes, rules, treatises, and constitutional provisions to generate a table of authorities. You can also mark any additional authority you need included.

Step 1: Type your legal document, including all the cases, statutes, rulings, treatises, regulations, and Constitutional provisions that you will cite. You may either mark the citations as you type, or finish the paper and then go back through it, marking the citations at the end.

Step 2: Mark your citations. Highlight the citation that you wish to mark. In Word 03, choose "Insert" on the menu bar. Navigate down to "Reference" and click on "Index and Tables." (In Word 07, go straight to *References*.) Choose the "Table of Authorities" tab at the top of the dialog box. Click on the "Mark Citation" button. Choose the category of your citation from the drop-down list (e.g., case, ruling, regulation) and click "Mark" or "Mark All" (depending on whether you want to include all references to this particular citation in the table of authorities or just one instance). The following dialog box will appear. Click Next Citation. Word searches the document for terms such as: *in re*, *v.*, *Id.*, *Supra*, *Infra*, *Cong.*, *Sess.*, and *§*.

Step 3: Click the "Next Citation" button at the top of the dialog box. Microsoft Word searches for common legalese such as "v." and dates in parentheses "(1950)." Mark each citation as appropriate. Click the "Close" button to return to your document. You may want to do a manual scan of the document to ensure Word correctly picked up all your legal citations.

Step 4: Move your cursor to the point in your document where you wish the table of authorities to appear. In Word 03, choose "Insert" on the menu bar, and navigate to "Reference" (go straight to *References* in Word 07) and click on "Index and Tables." Choose the "Table of Authorities" tab at the top of the dialog box (or "Insert TofA" in 07). Make sure the Category type is set to "All" if you wish your table to include all types of legal citations. Press "OK." Word creates a table of authorities using all your marked citations, organized by citation type.

A note about "passim": If checked and a citation is referenced on more than 5 pages, Word will put the

word "passim" in place of the page numbers. If unchecked, Word allows all referenced pages to be listed, no matter how many there are.

Advanced Commands

Track Changes ("Review")

"Track changes" is the instruction for Word to retain all editorial and formatting changes to a document. Text you delete will be struck-through (~~deleted~~); new text that is inserted is underlined; both text will be red. (Note, on the dropdown for Track Changes, there are "options," which will switch revisions into "balloons" that display and print in the margin, rather than in the body.)

If you wish to see what the final version looks like, change the dropdown for "Final: Show Markup" to just "Final." You can also set it to show the "Original." However it is very *important* to understand that setting it to "Final" does not eliminate the tracked changes, so that if you email your document to someone, they can still see all your revisions.

It is essential to "Accept" or "Reject" changes if you wish to eliminate them from the document (so others can't see them).

Word Tip: If you frequently turn Track Changes on and off, be sure to put it on your status bar at the bottom, so you can toggle it with a click.

Themes

Themes control the "look" of your document (they work in Word, Excel, PowerPoint, and Access). Built-in themes create a "Theme Design," identified by a name, such as "Office" or "Facet." You can, of course, create your own themes, which becomes an important step of "branding" (creating your look).

There are three parts to a theme design, each identified by the same name as the overall design:

- *Colors*—Selects the colors that become used in all text, fills, backgrounds, charts, shapes, etc.
- *Fonts*—Defines the default or built-in font for an entire document.

- **Effects**—Picks particular design effects (such as drop-shadows or bevels or glows) that are used by Excel's building choices.

On each item's dropdown (on the Design tab) is the "Customize" option, which lets you create your own. If you save your customized choices, they are then added to the Themes list for future use, and they also become available in all Microsoft Office programs.

Graphics

On the Insert tab of the Ribbon, Word gives you commands to insert

- Pictures—photographs inserted from files, which can then be sized and formatted in various ways.
- Online Pictures/Clip Art—free artwork from Microsoft, including cartoon, animations, photographs, and sounds, most on-line (must be downloaded to use)
- Shapes—graphical shapes (such as stars and boxes) which can be used to hold text
- SmartArt—specially designed graphical displays for showing lists, processes, hierarchies (such as organization charts)
- Charts—graphs based on data, entered into Excel, but embedded in Word.
- Screenshots—screen “grabs” from other windows currently open, which are then inserted into your current document.

Once you have inserted any graphic, you can then edit with tabs that appear for Picture Tools.

SmartArt

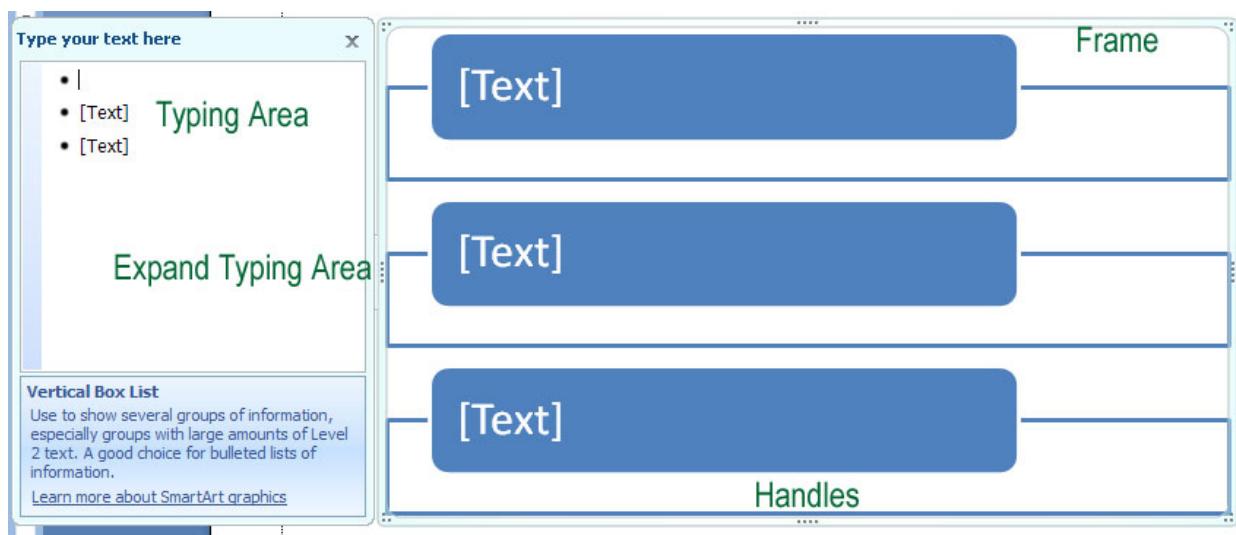
SmartArt is a new way to present information in a visually appealing way (I hope), without resorting to bland bullets or boring lists. It works consistently across Word, Excel, and PowerPoint. You begin by using the Insert tab on the ribbon, where you find SmartArt listed in the Illustrations group. Clicking it brings up a selection of SmartArt types, including List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid, each with a variety of formats. Select one to insert the SmartArt into your document. This adds two new tabs to the ribbon: Design and Format.

At the left of the SmartArt is a text-typing area which can be closed (X in the corner) or opened (double-arrows on frame). Press enter to create a new level; press Tab to indent or create a sub-bullet. When formatting and designing, note that many of the selections can be “previewed” by pointing your mouse at the option (but don't click).

Manipulating SmartArt

Selecting: To manipulate a SmartArt object, you first select or highlight it. To do this, simply place your pointer anywhere in the graphic and click once. Graphical “handles” should appear on the edges.

Moving: With the object active, point the mouse at the frame or border outlining the graphic, then click and drag, moving the mouse, and the chart moves with you.



Resizing: To enlarge, shrink or change the shape of the object, place the pointer on any of the “handles” on the frame until the pointer’s shape changes into double-arrows, then click and drag. The outline you draw will change the chart accordingly. Corner handles enlarge and shrink. Many of the components of a SmartArt object also have handles, which can be stretched and pulled to re-size that part of the graphic.

Formatting: Clicking once on a SmartArt object will allow you to move it or change its dimensions. But you may want to change other aspects as well. One option is to click once on any specific part of the chart, then right-click with your mouse to find “change” and “format” options. Alternatively, you can use the ribbon tabs, as explained below. Remember to click the Home tab for simple formats (font, size, center, color).

Deselecting: After completing your changes, simply “Click Away” – click anywhere in the document outside the object.

Design

Create Graphic

- Add Shape — Opens the dialog window that allows you to select the kind of chart you wish to have (column, line, pie, bar, area, XY, stock, surface, doughnut, bubble, radar). There are multiple designs for each chart type; for example, for column charts, there are side-by-side, stacked, percentile, and front-to-back.
- Add Bullet — Adds either another entry of the same level within the hierarchy, or a sublevel.
- Right to Left — Aligns content on the right instead of the left..
- Layout — Saves an edited chart as a template, so it can be re-used.
- Promote/Demote — Indents and unindents bullets and levels (same as Tab and Shift-Tab). Turns a main level entry into a subentry, or a subentry into a main entry.
- Text Pane — Activates the text-typing box.

Layouts

This option allows you to switch from one SmartArt design into a different one, for example, from 3 horizontal boxes to 3 vertical boxes or to a pyramid.

SmartArt Styles

- Change Colors — Select new color combinations (based on Theme colors) for the content.
- Effects — Various designs you can select to create 3-dimensional or shaded effects (note this is one of the features where you can preview by pointing your mouse at an option without clicking).

Reset

Cancels any formatting changes you have made and restores the SmartArt object to the original format.

Format

Shapes

Impacts the shapes within a SmartArt object. You can change the shape (switch a box to an arrow), or make the shape larger or smaller.

Shape Styles

Predesigned or custom fills, outlines, and effects for the components of the graphic (such as fill colors or borders or shadows).

Word Art Styles

Predesigned or custom text formats (including color, border, and effects such as glow).

Arrange

Bring to front or send to back (used when there are multiple objects).

Size

The horizontal and vertical dimensions of your chart. This is an alternative way of sizing, as opposed to dragging handles.

Templates

Just as there is never a time in Word when you are not in a style, the same is true of Templates. Templates are pre-formatted documents that can be re-used. They hold paper size, margins, headers/footers/page numbers, columns, *and* styles. Any time you select a template, you automatically get a *new* document.

Word supplies a large variety of built-in templates. You activate them by using the “New” command on the Office Button. Choosing a template creates a new, unnamed copy of the original’s content on your screen (which many people erroneously try to do by using “Save as”).

To make your own templates, create a document. Instead of saving it as a document, when you press Save, change the file type to read “Word template.”

Envelopes and Labels

If you need to print an envelope or label as part of a letter, you do not have to highlight the address unless there is more than one. Go to “Mailings/Envelopes and Labels.”

Under Envelopes, you will have a dialogue box that should automatically show the mailing address from the letter. There is an optional return address that can be omitted by clicking the “omit” box. There is also an address book for storing and re-using addresses if Microsoft Outlook is installed on your system.

Under Envelope/Options, you can specify what size envelope to print, and what font and position to use for the addresses. Then you can decide whether to print the envelope straight to the printer, or add it to the letter to save it for future use.

The Label window is very similar. However, at the bottom of the window are two other options: print a full page of the same address (a sheet of labels to the same person), or print one label on the page (to re-use a partially used set of labels, which requires you to specify which column and row on the sheet to use). You can specify the label format through the Options button.

If you want to print multiple labels, but to different addresses, you can trick Word into creating a label document. Leave the address box empty, and select the option for “New Document.” This creates a sheet of labels. Use your tab key to move between labels, and at the last label, use the tab key to start a new page (if you need more).

Mail Merge

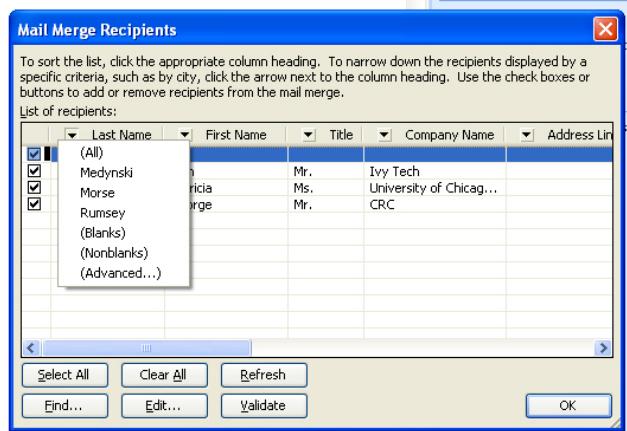
Mail merge is the ability to generate multiple letters, envelopes, labels, or emails, or to generate a “directory” from one list of data. To start a mail merge, go to the Mailing ribbon, and click on “Start Mail Merge.” The mail merge task pane will appear on the right side of your screen. There is also the “merge toolbar” across the top of your screen.

Mail merge is a “wizard”; there are 6 steps to complete the merge. Step 1 is to select the type of document you are trying to create: letters, email, envelopes, labels, directory (a directory used to be called “catalog” and compiles a formatted list from the data). Select the one you wish to do; you can only do one at a time (radio button). Then click at the bottom where the screen reads “Next: Starting document.”

Step 2 is “Select a document.” You can use the current document (whatever is currently on your screen), use a pre-existing template, or choose a different existing document (open a file). Select one, then click on “Next: Select recipients.”

Step 3 is where you specify where your data are coming from. You can use an existing list (click on “Browse” to locate a preexisting list, as long as it is either a database .MDB file, an Excel .xls file, a Word .doc file, or a delimited .txt file), select from an Outlook address book (“Choose Contacts Folder”), or type a new list (“Create”). If you click “Create,” you will see a data entry screen where you can type your information; this screen is designed to match the other steps of the wizard; if you choose not to use this form (you use “customize”) or if your data already exist from another source, you will need to do the “Match fields” in a later step.

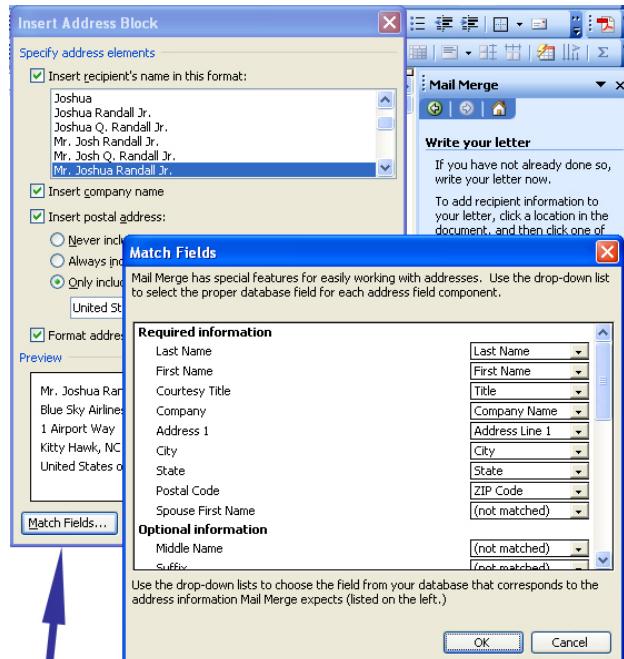
Once your data are entered and saved, you are given an option to “select” recipients. This screen appears (it also appears when you click “Edit recipient list”), with check boxes next to each entry for selection. You can also click any column heading to sort (ascending or descending). You can also use the pull-down arrow next to each column heading to filter specific content or to go to “Advanced” querying or filter options and multiple level sort.



Step 4 is “Write your letter.” Even if your letter already exists, this step is where you place your fields onto the page for the actual merge. There are pre-designed recipient information fields ready to use, based on the form screen: address block, greeting line, electronic postage, and more (individual fields). If your fields have not changed, you can simply select the position in your document, then click the appropriate field code to put that information in.

If your fields are different, then you need to re-define the list of items. If you click “Address block,” for example, you will see how it is created and what it contains. In the bottom corner is the button for “match fields,” which allows you to coordinate your own field names with the built-in fields.

Once you have designed your letter, you are then ready for Step 5, “Preview your letters.” Previewing gives you’re a navigation tool (<< or >>) for looking at



various letters to see if you are satisfied; there is also a button to edit the recipient list and another to exclude a particular recipient.

The final step, Step 6, is to complete the merge. You can either send your merged output to the printer, or select the choice called “Edit individual letters.” This puts the letters on your screen so you can look them over, revise and customize, and then print.

Merge to Envelopes and Labels

Merging to envelopes and labels follows essentially the same steps as for a letter. For an envelope, you have the optional step of designing your envelope (where do you want the address and return address to be, and what font and size should they be).

For labels, you have “Label options” where you can select which label size (including name tags and postcards) to print to. The only part that is different for labels is in Step 4, where you must do a step called “Replicate labels” (or “Propagate” on the toolbar). When you design one label with your fields, you need to take that same design information and place it on all the other labels for the page. This is accomplished by clicking “Update all labels.” If you forget to do this step, you will end up with only one label.

Word Shortcuts

Alphanumeric Keypad Moves

Home — Move to beginning of line
End — Move to end of line
Control+Home — Move to beginning of document
Control+End — Move to end of document
Arrow Keys — Move character-by-character or line-by-line
Control-Arrow — Move word-by-word (left, right) or paragraph (up, down)
Page Up/Down—Move screen by screen
Paragraph Breaks — Enter
Page Breaks — Ctrl-Enter
Column Breaks — Ctrl-Shift-Enter
Line Breaks (same paragraph) — Shift-Enter
Hard Spaces — Ctrl-Spacebar (non-breaking spaces)
Alt — Ribbon keystrokes
F1 — Help
F2 — Move highlighted text
F5 — Go to
F10 — Ribbon keystrokes (same as Alt)
F12 — Save As

Control (Command) Key Shortcuts

a	Select (highlight) all
b	Bold
c	Copy
d	Fonts
e	Center
f	Find
g	Go to
h	Replace
i	<i>Italic</i>
j	Justified left to right
k	Insert hyperlink
l	Left align
m	Indent
n	New document
o	Open document
p	Print
q	Redo
r	Right align
s	Save
t	Hanging indent
u	<u>Continuous underline</u>
v	Paste
w	Close document
x	Cut
y	Repeat
z	Undo
Shift+	Track changes (on or off)
1	Single space
2	Double space
5	1.5 space
space	Reset to normal format
+	Superscript
=	Subscript
-	Discretionary hyphen (-)
-	[Numeric -] En-dash (–)
-	[Numeric - + Alt] Em-dash (—)
Space	Nonbreaking space
Delete	Delete one word forward from cursor
Backspace	Delete one word backward from cursor