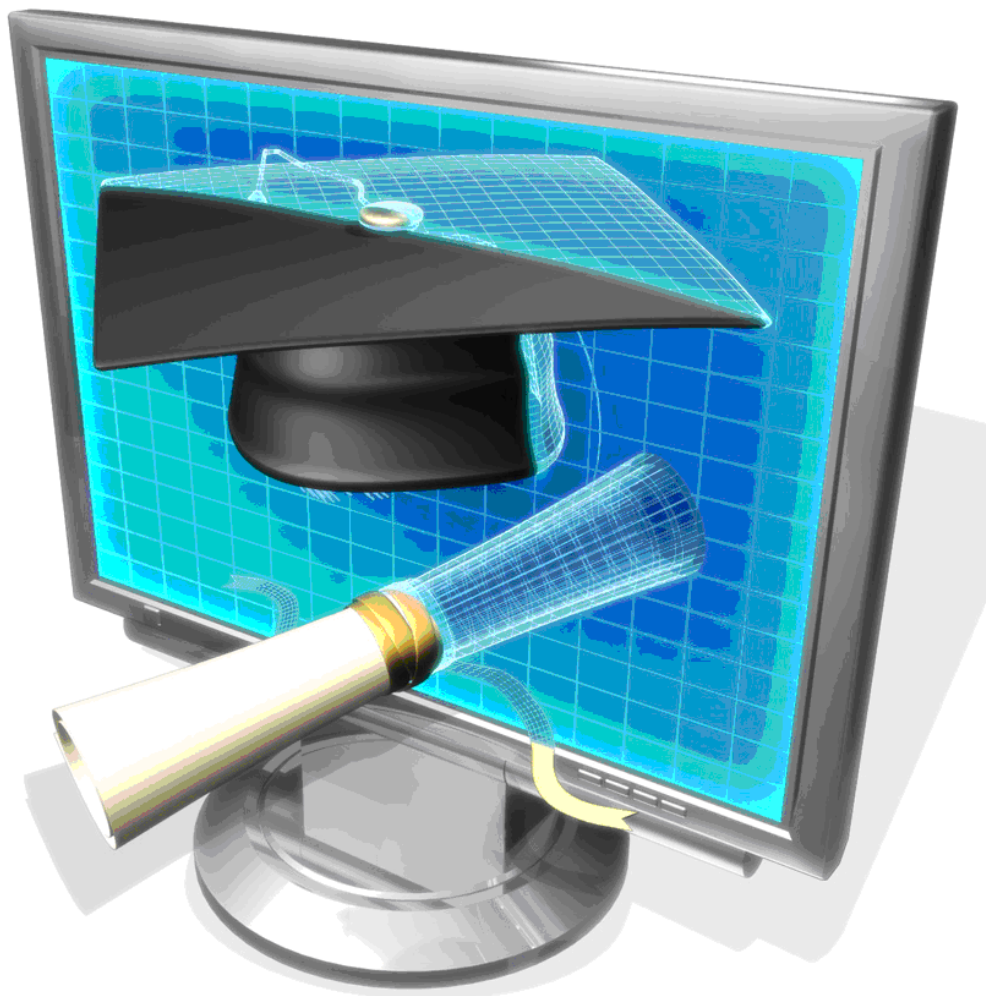


# Word 2010 Expert



© 2010 Cheltenham Courseware Pty. Ltd.

All trademarks acknowledged. E&OE.

No part of this document may be copied without written permission from Cheltenham Courseware unless produced under the terms of a courseware site license agreement with Cheltenham Courseware.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Courseware and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Courseware shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Courseware. Whilst every effort is made to eradicate typing or technical mistakes, we apologise for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

**Sample versions of courseware from Cheltenham Courseware:**

(Normally supplied in Adobe Acrobat format): If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

**For current license information:**

This document may only be used under the terms of the license agreement from Cheltenham Courseware. Cheltenham Courseware reserves the right to alter the licensing conditions at any time, without prior notice. Please see the site license agreement available at: **[www.cheltenhamcourseware.com.au/agreement](http://www.cheltenhamcourseware.com.au/agreement)**

**Contact Information**

**Australia / Asia Pacific / Europe (ex. UK/Ireland) / Rest of the World**

Email: [info@cheltenhamcourseware.com.au](mailto:info@cheltenhamcourseware.com.au)

Web: [www.cheltenhamcourseware.com.au](http://www.cheltenhamcourseware.com.au)

**USA / Canada**

Email: [info@cheltenhamcourseware.com](mailto:info@cheltenhamcourseware.com)

Web: [www.cheltenhamcourseware.com](http://www.cheltenhamcourseware.com)

**UK / Ireland**

Email: [info@cctglobal.com](mailto:info@cctglobal.com)

Web: [www.cctglobal.com](http://www.cctglobal.com)



COURSE SET UP INSTRUCTIONS.....	8
READ THIS: SAMPLE FILE LOCATION.....	9
COMPATIBILITY MODE.....	10
WHAT IS COMPATIBILITY MODE? .....	10
USING THE CONVERT BUTTON .....	10
PARAGRAPH FORMATTING.....	13
LINE SPACING FORMATTING OPTIONS. ....	13
USING THE WIDOW/ORPHAN CONTROL. ....	16
USING 'KEEP LINES TOGETHER'. ....	17
USING THE 'KEEP WITH NEXT' OPTION. ....	17
USING 'PAGE BREAK BEFORE'. ....	19
APPLYING AND MODIFYING MULTILEVEL LIST FORMATTING. ....	20
PICTURES.....	26
COMPATIBILITY MODE & PICTURE EDITING. ....	26
SCREEN SHOT OF COMPLETE APPLICATION WINDOW. ....	26
CLIPPING SCREEN SHOTS. ....	27
SCREEN SHOTS USING THE KEYBOARD. ....	29
PICTURE TOOLS. ....	29
REMOVING A BACKGROUND.....	29
PICTURE CORRECTIONS.....	32
PICTURE COLOUR.....	34
PICTURE ARTISTIC EFFECTS .....	35
COMPRESSING PICTURES.....	36
RESETTING PICTURES.....	38
PICTURE STYLES .....	39
PICTURE BORDERS.....	40
CROPPING A PICTURE .....	42
SECTIONS.....	44
WHAT ARE SECTION BREAKS?.....	44
INSERTING 'NEXT PAGE' SECTION BREAKS. ....	44
INSERTING 'ODD PAGE' SECTION BREAKS.....	46
CHANGING THE SECTION BREAK TYPE. ....	49
DELETING SECTION BREAKS. ....	51
CHANGING PAGE ORIENTATION WITHIN SECTIONS. ....	51
CHANGING PAGE VERTICAL ALIGNMENT WITHIN SECTIONS.....	53
CHANGING MARGINS WITHIN SECTIONS. ....	55
HEADERS & FOOTERS.....	56
APPLYING DIFFERENT HEADERS AND FOOTERS TO SECTIONS.....	56
APPLYING DIFFERENT HEADERS AND FOOTERS TO THE FIRST PAGE.....	58
APPLYING DIFFERENT HEADERS AND FOOTERS TO ODD AND EVEN PAGES.....	59
WATERMARKS.....	62
ADDING A PRE-DEFINED WATERMARK. ....	62
ADDING A CUSTOM TEXT WATERMARK. ....	63
REMOVING A WATERMARK.....	65
MODIFYING A TEXT WATERMARK. ....	66
ADDING A PICTURE WATERMARK. ....	67
TABLES.....	71
TABLE STYLES. ....	71

MERGING CELLS WITHIN A TABLE. ....	72
SPLITTING CELLS WITHIN A TABLE. ....	74
MODIFYING CELL ALIGNMENT. ....	75
MODIFYING CELL MARGINS. ....	76
MODIFYING TEXT DIRECTION WITHIN CELLS. ....	77
REPEATING THE TABLE HEADING ROW FOR MULTI-PAGE TABLES. ....	78
CONTROLLING ROW BREAKING ACROSS PAGES. ....	79
PERFORMING A SINGLE COLUMN SORT. ....	80
MULTILEVEL SORTING. ....	83
CONVERTING DELIMITED TEXT TO A TABLE. ....	85
CONVERTING A TABLE TO TEXT. ....	86
STYLES. ....	89
WHAT ARE STYLES? ....	89
APPLYING STYLES. ....	89
TYPES OF STYLES. ....	89
CREATING A PARAGRAPH STYLE. ....	90
CREATING A CHARACTER STYLE. ....	95
MODIFYING A STYLE. ....	100
ENABLING AUTOMATIC STYLE UPDATING. ....	102
DELETING A STYLE. ....	104
TEXT WRAPPING. ....	106
APPLYING 'IN LINE' TEXT WRAPPING FORMATTING TO A PICTURE. ....	106
APPLYING 'SQUARE' WRAPPING FORMATTING TO A PICTURE. ....	107
APPLYING 'TIGHT' WRAPPING FORMATTING TO A PICTURE. ....	108
APPLYING 'BEHIND TEXT' WRAPPING FORMATTING TO A PICTURE. ....	109
APPLYING 'IN FRONT OF TEXT' WRAPPING FORMATTING TO A PICTURE. ....	110
APPLYING WRAPPING FORMATTING TO AN AutoSHAPE. ....	111
APPLYING WRAPPING FORMATTING TO A CHART. ....	111
APPLYING WRAPPING FORMATTING TO A PHOTOGRAPH. ....	112
APPLYING WRAPPING FORMATTING TO A DIAGRAM. ....	112
TEXT WRAPPING OPTIONS WITHIN MICROSOFT WORD TABLES. ....	112
COLUMNS. ....	115
APPLYING COLUMN FORMATTING TO AN ENTIRE DOCUMENT. ....	115
APPLYING COLUMN FORMATTING TO JUST 'SELECTED TEXT'. ....	116
CHANGING NUMBER OF COLUMNS WITHIN A COLUMN LAYOUT. ....	118
CHANGING COLUMN WIDTHS AND SPACING. ....	119
USING PRE-SET COLUMN FORMATTING. ....	121
INSERTING AND REMOVING LINES BETWEEN COLUMNS. ....	123
INSERTING COLUMN BREAKS. ....	124
DELETING COLUMN BREAKS. ....	126
AUTOCORRECT. ....	128
CREATING, MODIFYING AND DELETING AN AutoCORRECT ENTRY. ....	128
BUILDING BLOCKS (FORMERLY CALLED AUTOTEXT). ....	133
CREATING AND INSERTING BUILDING BLOCK ITEMS. ....	133
MODIFYING A BUILDING BLOCK (AutoTEXT) ITEM. ....	134
DELETING A BUILDING BLOCK (AutoTEXT) ITEM. ....	135
ADVANCED FIND AND REPLACE. ....	137
CLEVER WAYS OF USING THE 'FIND AND REPLACE' FACILITY. ....	137
ADVANCED FIND AND REPLACE OPTIONS USING FONT FORMATTING. ....	139
ADVANCED FIND AND REPLACE OPTIONS USING PARAGRAPH FORMATTING. ....	142
ADVANCED FIND AND REPLACE OPTIONS USING PARAGRAPH MARKS. ....	144



ADVANCED FIND AND REPLACE OPTIONS USING PAGE BREAKS.....	147
'PASTE SPECIAL' OPTIONS USING FORMATTED AND UNFORMATTED TEXT. ....	148
CAPTIONS.....	151
MANUALLY ADDING A CAPTION TO AN OBJECT. ....	151
ADDING AND REMOVING CAPTION LABELS.....	153
CHANGING THE CAPTION NUMBER FORMATTING.....	154
FOOTNOTES AND ENDNOTES.....	157
INSERTING FOOTNOTES. ....	157
EDITING AND FORMATTING FOOTNOTES.....	158
INSERTING ENDNOTES. ....	159
EDITING AND FORMATTING ENDNOTES.....	161
CONVERTING FOOTNOTES TO ENDNOTES. ....	163
CONVERTING ENDNOTES TO FOOTNOTES. ....	164
BOOKMARKS AND CROSS-REFERENCES.....	165
ADDING A BOOKMARK. ....	165
CREATING A CROSS-REFERENCE TO A BOOKMARK.....	166
CREATING A CROSS-REFERENCE TO A NUMBERED ITEM. ....	169
INSERTING A CROSS-REFERENCE TO A HEADING. ....	172
INSERTING A CROSS-REFERENCE TO A FIGURE. ....	175
INSERTING A CROSS-REFERENCE TO A TABLE. ....	177
ADDING A CROSS-REFERENCE TO AN INDEX ENTRY. ....	179
DELETING CROSS-REFERENCES. ....	181
DELETING A BOOKMARK. ....	182
MASTER DOCUMENTS.....	183
WHAT ARE MASTER DOCUMENTS?.....	183
CREATING A NEW MASTER DOCUMENT BY CREATING SUB-DOCUMENTS FROM HEADINGS. ....	183
INSERTING SUB-DOCUMENTS INTO A MASTER DOCUMENT.....	187
UNLINKING OR REMOVING A SUB-DOCUMENT FROM A MASTER DOCUMENT.....	190
USING TEXT OUTLINE OPTIONS.....	192
TRACKING AND COMMENTS.....	198
TRACKING CHANGES.....	198
ACCEPTING OR REJECTING CHANGES. ....	199
INSERTING COMMENTS. ....	201
DISPLAYING AND EDITING COMMENTS.....	202
DELETING COMMENTS. ....	203
SHOWING OR HIDING COMMENTS. ....	203
COMPARING AND COMBINING DOCUMENTS .....	205
COMPARING DOCUMENTS.....	205
COMBINING REVISIONS FROM MULTIPLE AUTHORS.....	208
TABLES OF CONTENTS & INDEXES.....	214
CREATING A TABLE OF CONTENTS.....	214
UPDATING A TABLE OF CONTENTS.....	215
CREATING AND UPDATING A TABLE OF FIGURES. ....	216
MARKING AN INDEX ENTRY. ....	218
MARKING AN INDEX SUB-ENTRY. ....	220
COMPILING AND UPDATING AN INDEX. ....	222
LINKING & EMBEDDING .....	225
WHAT IS OBJECT LINKING? .....	225
LINKING DATA FROM A DOCUMENT AS AN ICON. ....	225

UPDATING A LINKED DOCUMENT.....	227
BREAKING THE LINK TO A DOCUMENT. ....	228
LINKING AND DISPLAYING THE LINKED OBJECT AS AN ICON. ....	229
LINKING AND DISPLAYING THE ACTUAL LINKED DATA. ....	233
UPDATING OR BREAKING AN APPLICATION LINK. ....	236
WHAT IS OBJECT EMBEDDING? .....	239
EMBEDDING DATA INTO A DOCUMENT AS AN OBJECT. ....	239
EDITING EMBEDDED DATA. ....	241
DELETING EMBEDDED DATA. ....	242
<b>HYPERLINKS.....</b>	<b>243</b>
INSERTING HYPERLINKS.....	243
EDITING A HYPERLINK.....	245
REMOVING A HYPERLINK. ....	247
<b>MACROS.....</b>	<b>248</b>
MACRO TO CHANGE PAGE SET-UP. ....	248
MACRO TO INSERT A TABLE WITH A REPEATING HEADING ROW.....	252
MACRO TO INSERT FIELDS INTO A HEADER OR FOOTER. ....	256
ASSIGNING A MACRO TO A BUTTON ON A TOOLBAR. ....	261
<b>FIELDS.....</b>	<b>266</b>
INSERTING FIELDS INTO A WORD DOCUMENT. ....	266
INSERTING FILL-IN FIELDS. ....	269
DELETING FIELDS.....	279
CHANGING THE NUMBER FORMATTING USED BY A FIELD. ....	279
UPDATING, LOCKING AND UNLOCKING FIELDS.....	281
USING THE SUM FORMULA WITHIN A TABLE.....	283
<b>FORMS.....</b>	<b>285</b>
CREATING AND PROTECTING FORM TEXT FIELDS.....	285
CREATING AND PROTECTING FORM CHECK BOXES.....	288
INSERTING AND PROTECTING FORM DROP-DOWN MENUS. ....	291
MODIFYING FORM FIELDS AND DISPLAYING HELP.....	295
PROTECTING A FORM.....	300
PASSWORD PROTECTING A FORM. ....	302
<b>TEMPLATES .....</b>	<b>305</b>
WHAT ARE WORD TEMPLATES? .....	305
CREATING AND USING A WORD TEMPLATE. ....	307
MODIFYING A WORD TEMPLATE. ....	311
<b>MAIL MERGING.....</b>	<b>313</b>
EDITING AND SORTING A MAIL MERGE RECIPIENT LIST.....	313
SORTING AND EDITING A MAIL MERGE RECIPIENT LIST (WITHIN THE MAIL MERGE PROCESS). ....	316
ASK FIELDS AND BOOKMARKS. ....	326
INSERTING ASK FIELDS.....	326
INSERTING IF...THEN...ELSE... FIELDS. ....	337
USING MERGE CRITERIA IN A MAIL MERGE. ....	346
<b>PASSWORDS &amp; EDITING RESTRICTIONS.....</b>	<b>356</b>
ADDING 'OPENING' PASSWORD DOCUMENT PROTECTION.....	356
REMOVING 'OPEN' PASSWORD DOCUMENT PROTECTION. ....	357
ADDING 'NO MODIFICATIONS' DOCUMENT PASSWORD PROTECTION. ....	360
REMOVING A 'NO MODIFICATION' DOCUMENT PASSWORD. ....	363
ALLOWING ONLY TRACKED CHANGES OR COMMENTS.....	364
MARKING A DOCUMENT AS A FINAL VERSION. ....	367



# Course Set up Instructions.

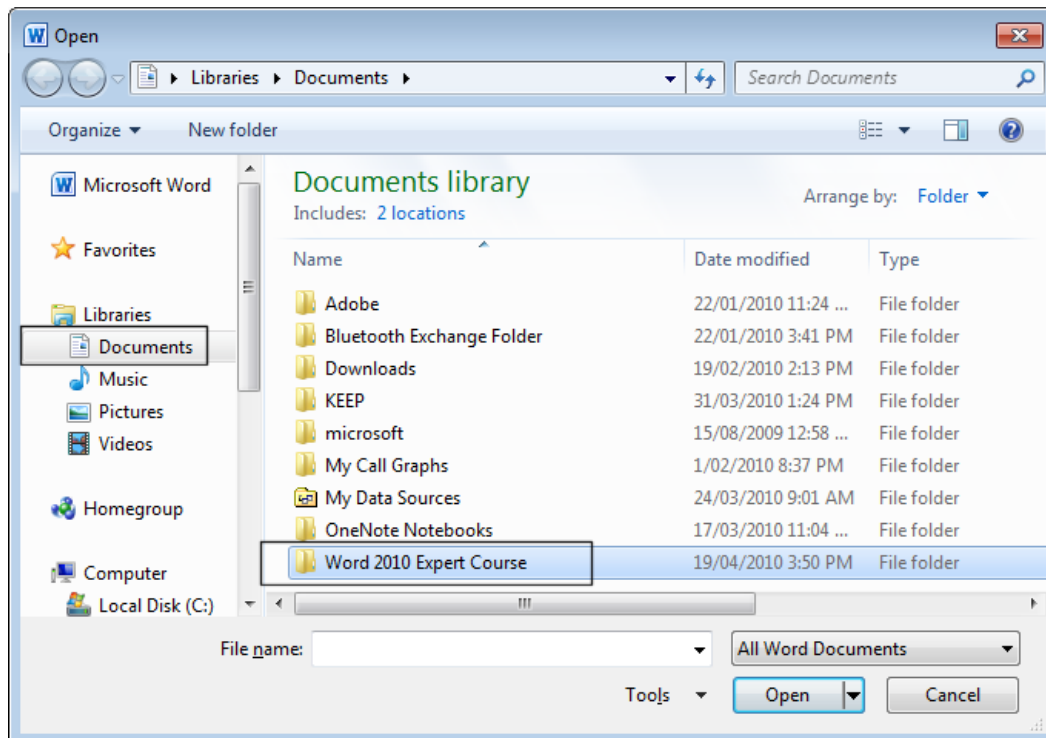
## Instructions for the Course Tutor:

- You should always check your installation files using an up-to-date virus checking program.
- You need to copy all the exercise files and folders to a folder called **Word 2010 Expert Course** (under the **Documents** folder).
- At the end of the course, take a copy of the samples folder containing any files that the student has modified for your records (if required). Then delete the folder containing the samples.
- At the end of the course undo any changes the student has made to the program settings or to the Windows settings.

## READ THIS: Sample file location

- During this course you will need to open sample files, manipulate them and then resave them to disk.
- All your sample files are located under the **Documents** (or **My Documents**) folder within a folder called:

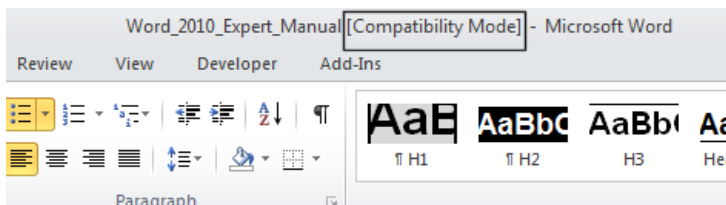
### Word 2010 Expert Course



# Compatibility Mode

## What is Compatibility Mode?

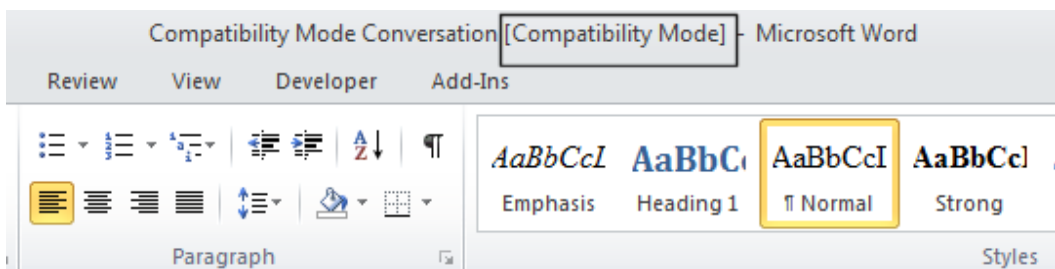
- The Word 2010 compatibility mode allows you to open and edit Word documents created using previous versions of Microsoft Word. It is important to realise that when working in Compatibility Mode, some of the new features within Word 2010 will not be available. Word will automatically detect whether a document was created using an earlier version of Word and switch to Compatibility Mode if necessary. If you look at the title bar within a Word document, it will display the words **Compatibility Mode** in brackets after the file name, which lets you know that you are working in this restricted mode.



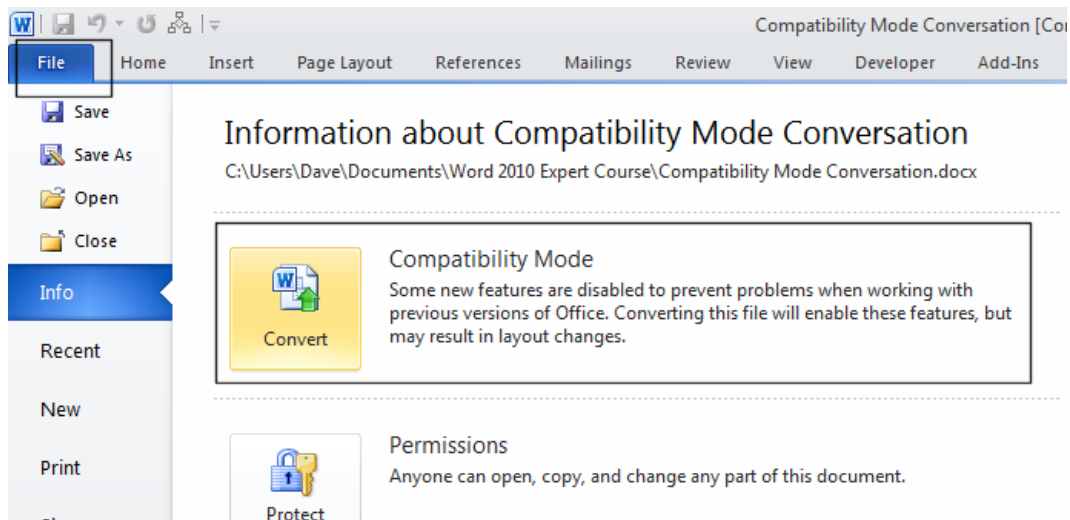
- When you save an older document using the **Save As** feature, you can choose to save the file as a Word 2010 formatted document, in which case, when the document is closed and re-opened, it will no longer run in Compatibility Mode, but in native Word 2010 mode.

## Using the Convert button

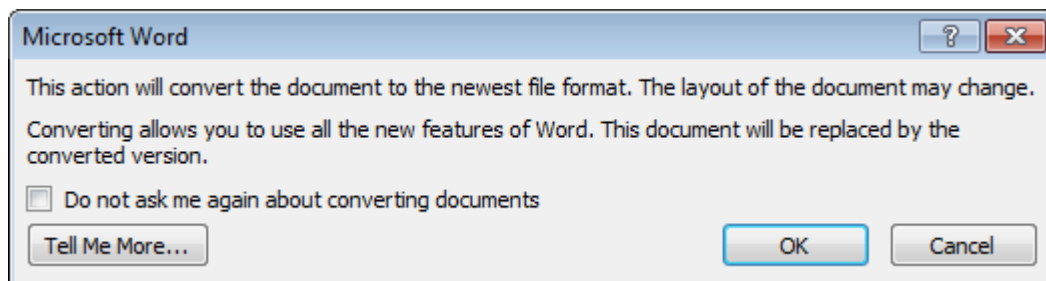
- Open a document called **Compatibility Mode Conversion**.
- If you look at the title bar, you will see that this document opens in Compatibility Mode.



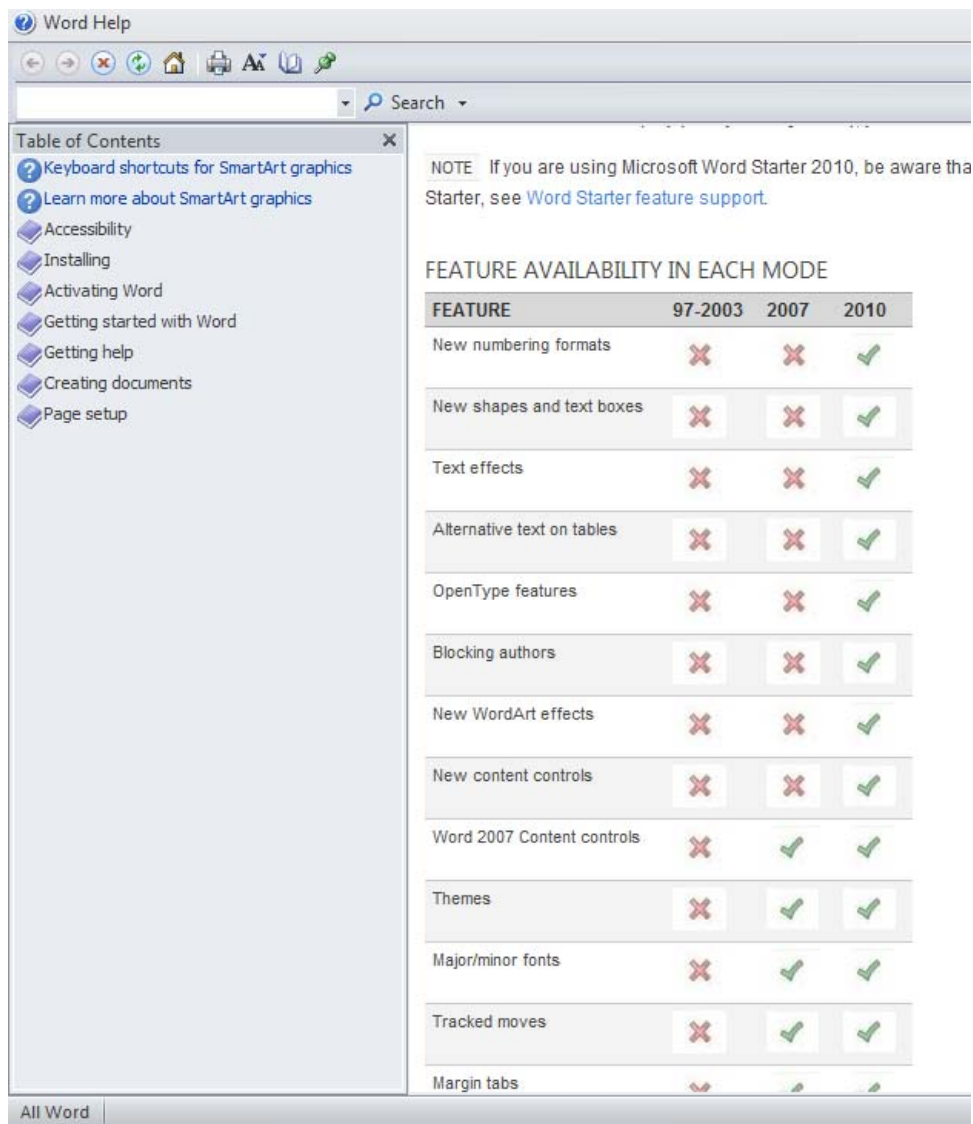
- Click on the **File** tab and then click on the **Convert** button.



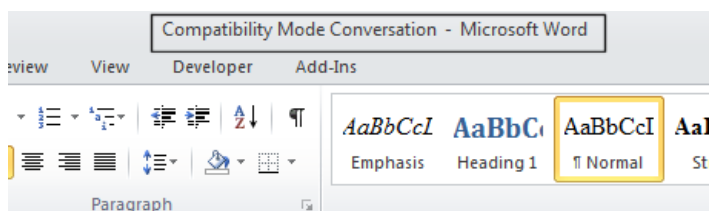
- A warning dialog box will be displayed. Read the information displayed.



- Click on the **Tell Me More** button. You will see more information about Compatibility Mode, including a table listing which features are available in the native Word 2010 mode, and which features are unavailable in Compatibility Mode.



- Close the Help window. You will be returned to the warning dialog box.
- Click on the **OK** button.
- If you look at the title bar, you will see that the phrase **Compatibility Mode** is no longer displayed.



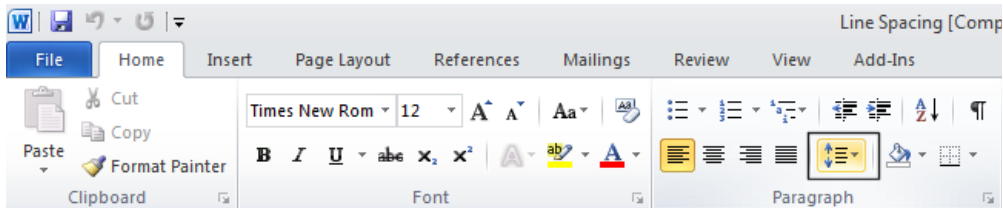
- Save your changes and close the document.



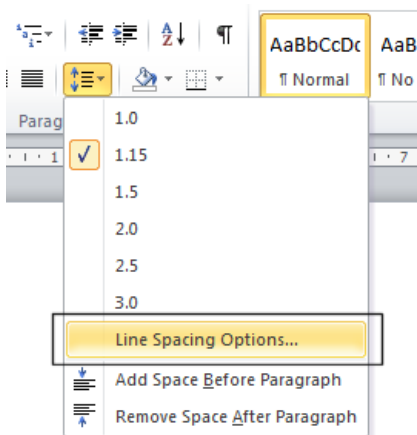
# Paragraph Formatting.

## Line spacing formatting options.

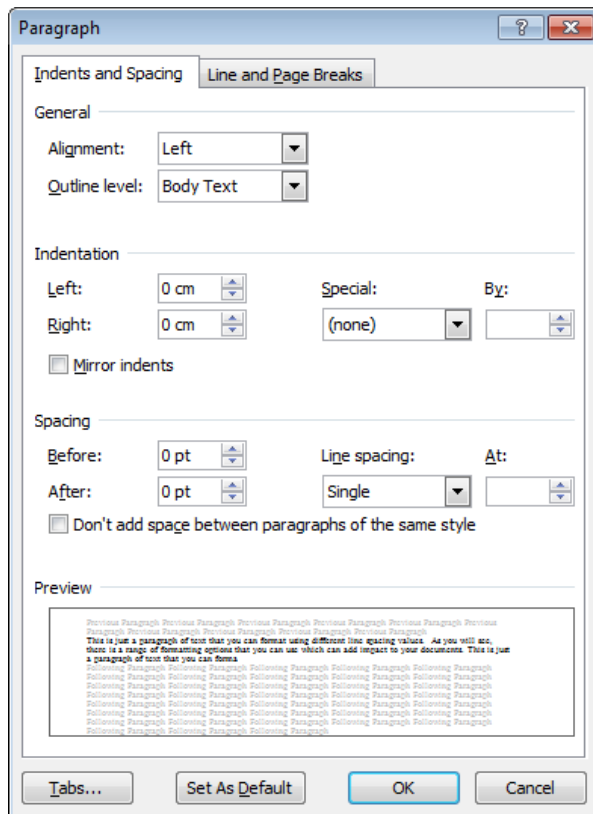
- Open a document called **Line Spacing**.
- Click within the first large paragraph within the document.
- On the **Home** tab within the **Paragraph** group click on the **Line & Paragraph Spacing** button.



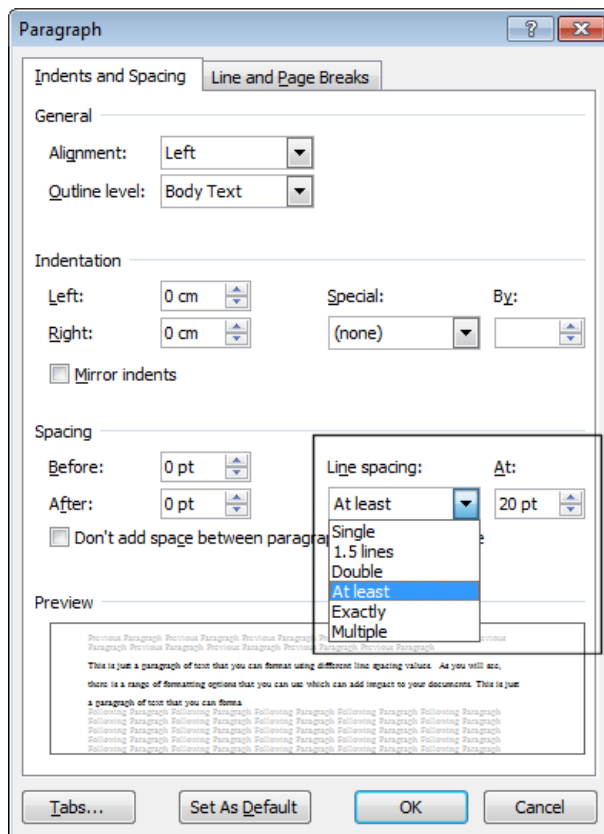
- This will display a drop-down menu from which you can specify an exact line spacing option, as well as adding or removing spacing before, or after paragraphs. Click on the **Line Spacing Options** command.



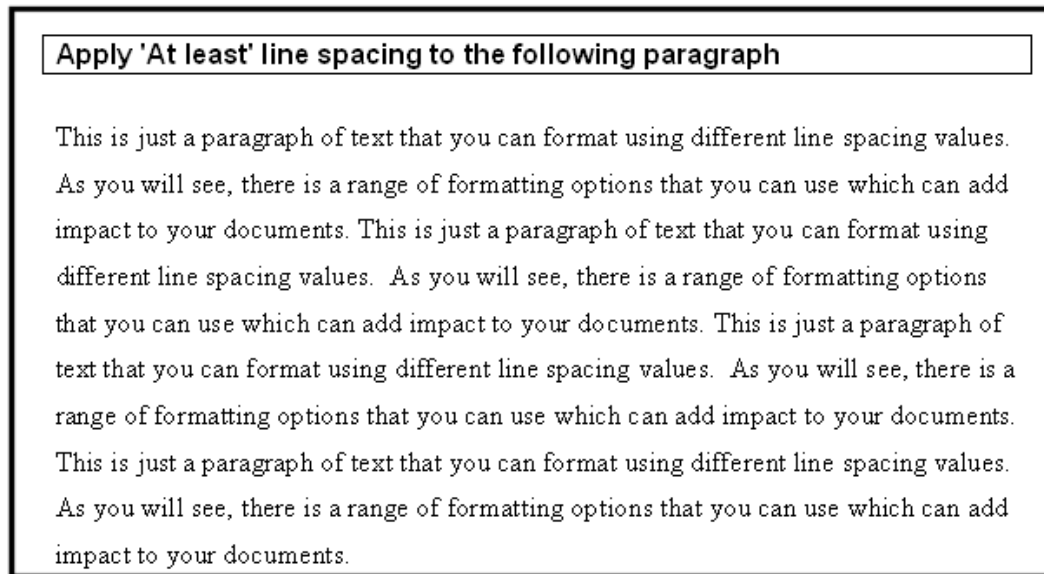
- This will display the **Paragraph** dialog box.



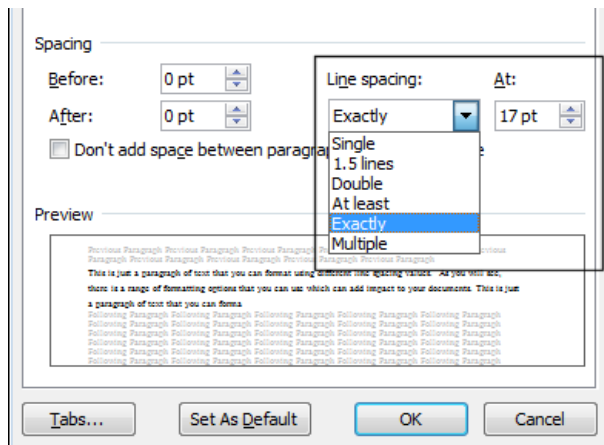
- Use the **down arrow** control within the **Line spacing** section of the dialog box to select the **At least** option. Within the **At:** section change the value to **20**.



- Click on the **OK** button to apply the new line spacing value. The paragraph will now look something like this, with extra spacing between the lines.

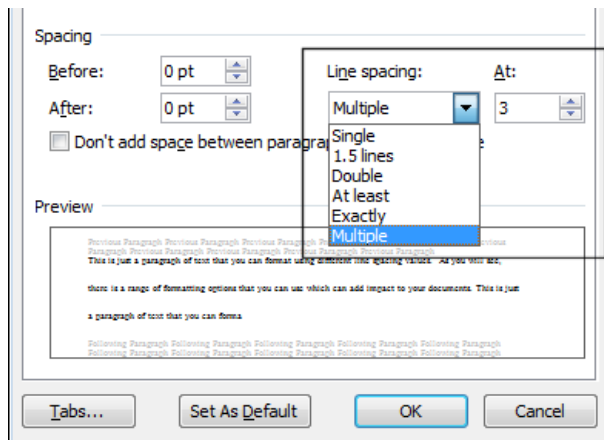


- Click within the second large paragraph in the document.
- On the **Home** tab within the **Paragraph** group click on the **Line & Paragraph Spacing** button. From the drop-down menu displayed click on the **Line Spacing Options** command, which will display the **Paragraph** dialog box.
- Use the **down arrow** control within the **Line spacing** section of the dialog box to select the **Exactly** option. Within the **At:** section change the value to **17**. When you click on the **OK** button the new line spacing value will be applied.



- Click within the third large paragraph in the document.
- On the **Home** tab within the **Paragraph** group click on the **Line & Paragraph Spacing** button. From a drop-down menu displayed click on the **Line Spacing Options** command, which will be displayed the **Paragraph** dialog box.

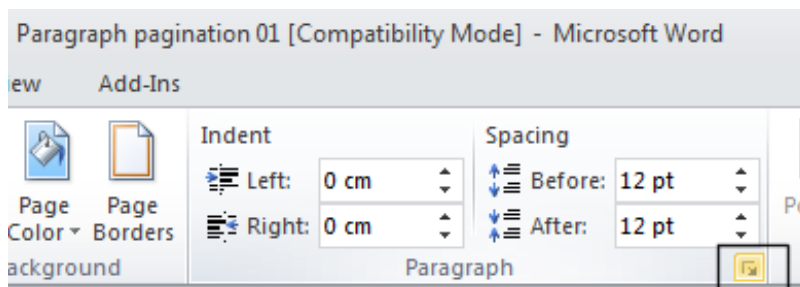
- Use the **down arrow** control within the **Line spacing** section of the dialog box to select the '**Multiple**' option. Within the **At:** section change the value to **3**. When you click on the **OK** button the new line spacing value will be applied.



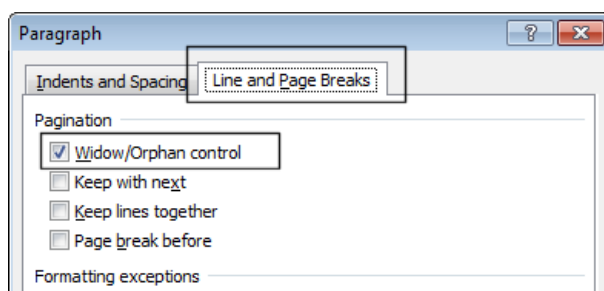
- Save your changes and close the document.

## Using the Widow/Orphan control.

- Open a document called **Paragraph pagination 01**.
- Click within the last paragraph, which breaks at the bottom of the first page and flows onto the top of the second page.
- Click on the **More** button which is displayed at the bottom right of the **Paragraph** group, within the **Page Layout** tab.



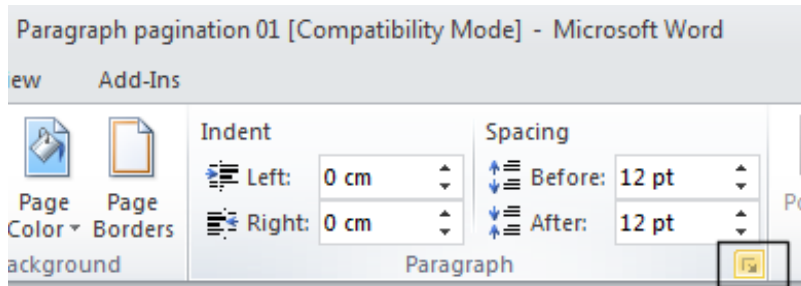
- This will display the **Paragraph** dialog box. Select the **Line and Page Breaks** tab. Make sure that the **Widow/Orphan control** check box is ticked.



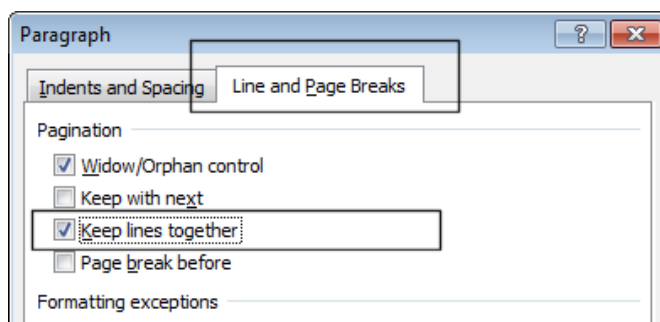
- Click on the **OK** button. The **Widow/Orphan control** stops Word from displaying the last line of a paragraph on its own at the top of the next page (called a widow), or the first line of a paragraph on its own at the bottom of a page (called an orphan).
- Slowly delete words from the end of the last paragraph on page two, and you see that the text suddenly jumps at a certain point, so that a single line of text is not displayed on its own.
- Save your changes and close the document.

### Using 'Keep lines together'.

- Open a document called **Paragraph pagination 02**.
- Click within the last paragraph that breaks at the bottom of the first page and flows onto the top of the second page.
- Click on the **More** button which is displayed at the bottom right of the **Paragraph** group within the **Page Layout** tab.



- This will display the **Paragraph** dialog box. Select the **Line and Page Breaks** tab. Select the **Keep lines together** option.

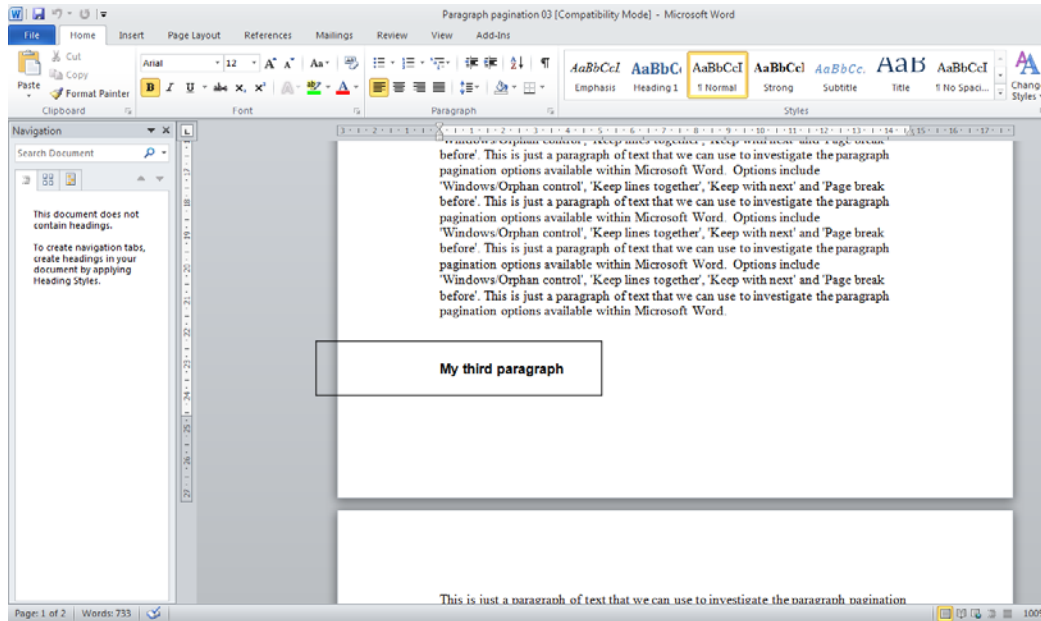


- Click on the **OK** button. The paragraph that was breaking over the bottom of the page will now be moved to the top of the next page so that the lines within the paragraph are 'kept together'.
- Save your changes and close the document.

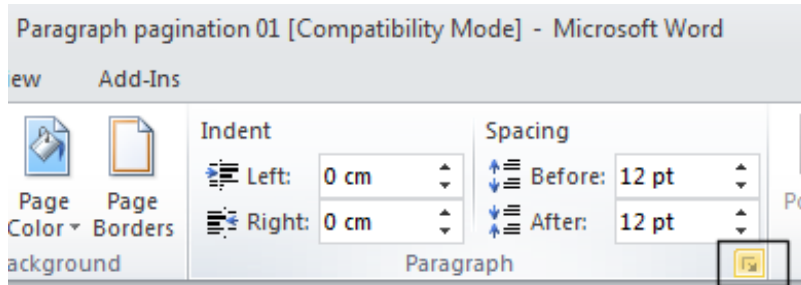
### Using the 'keep with next' option.

- Open a document called **Paragraph pagination 03**.

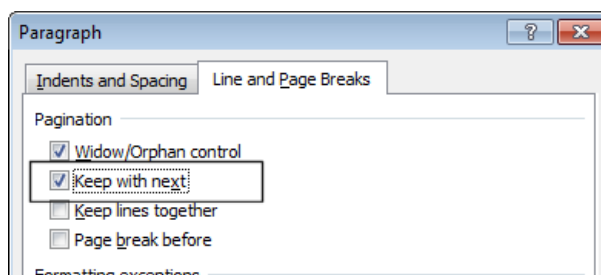
- If you scroll down this document you will see that the heading for the third paragraph is displayed, on its own, at the bottom of the page.



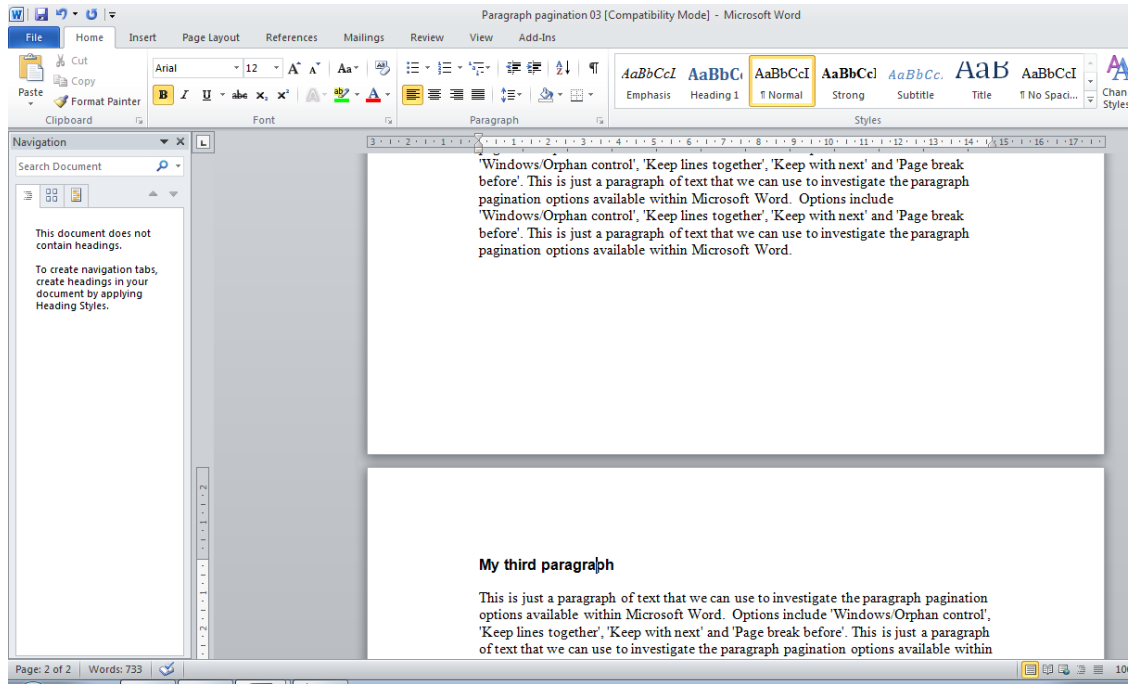
- Click within the header (titled **My third paragraph**).
- Click on the **More** button which is displayed at the bottom right of the **Paragraph** group, within the **Home** tab.



- This will display the **Paragraph** dialog box. Select the **Line and Page Breaks** tab. Select the **Keep with next** option.



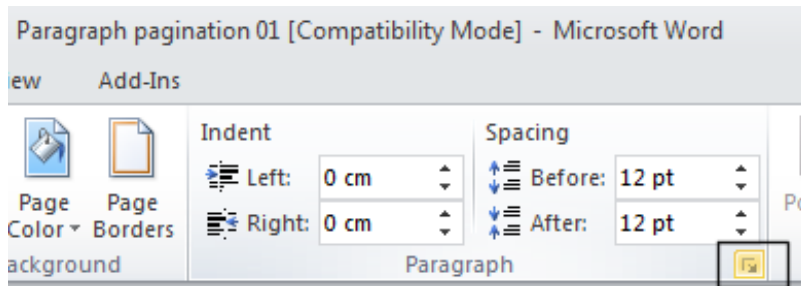
- Click on the **OK** button. The header will now be moved over the page, so that the lines within are 'kept together'.



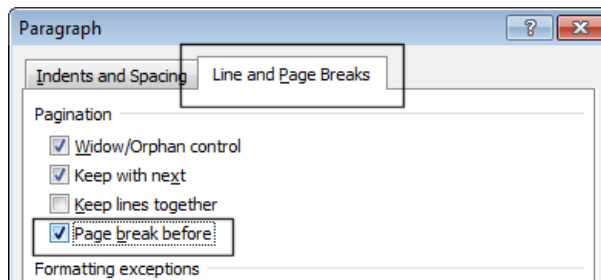
- Save your changes and close the document.

### Using 'page break before'.

- Open a document called **Paragraph pagination 04**.
- Click within the third paragraph.
- Click on the **More** button which is displayed at the bottom right of the **Paragraph** group within the **Page Layout** tab.



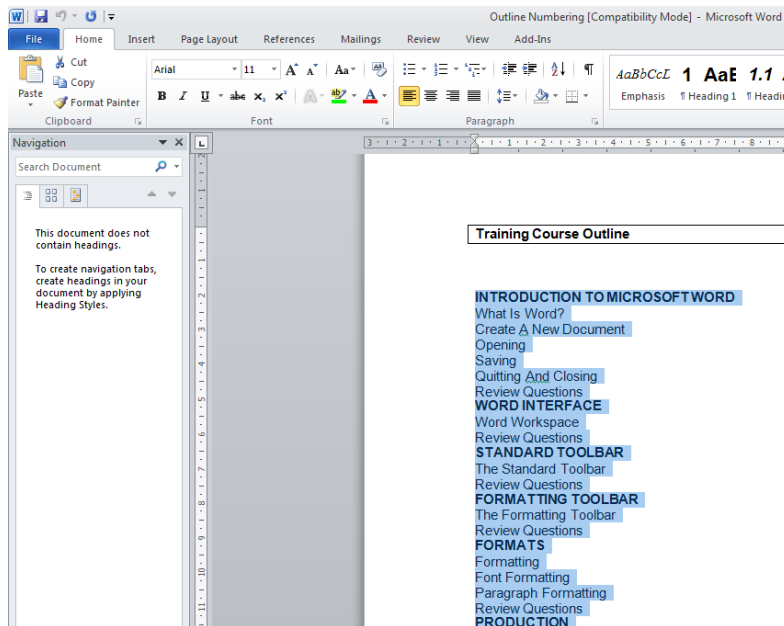
- This will display the **Paragraph** dialog box. Select the **Line and Page Breaks** tab. Select the **Page break before** option.



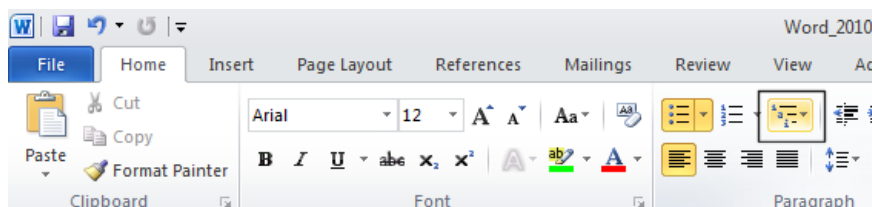
- Click on the **OK** button to close the **Paragraph** dialog box.
- A page break will now be inserted before this paragraph.
- Save your changes and close the document.

## Applying and modifying multilevel list formatting.

- Open a document called **Outline Numbering**.
- Select the **entire** list, as illustrated.

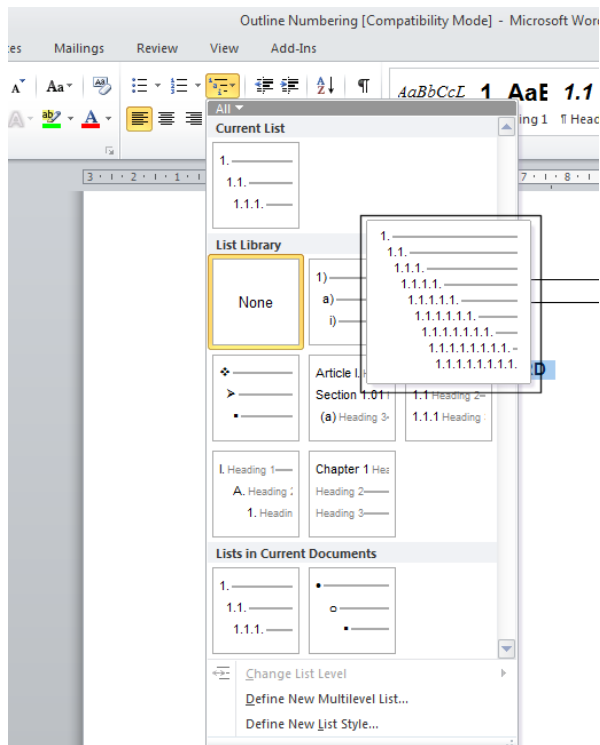


- Click on the **Multilevel List** button contained within the **Paragraph** group, under the **Home** tab.

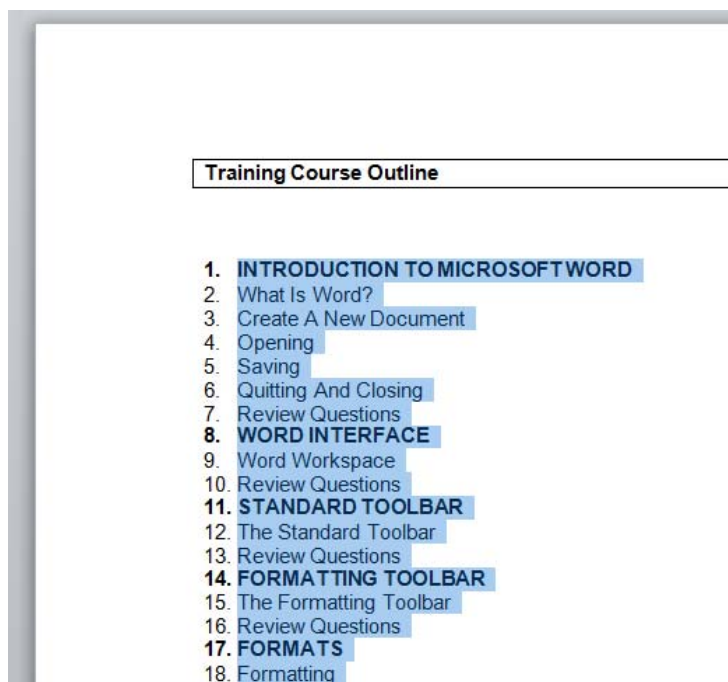


- This will display a drop-down list of options. Select the style illustrated below.

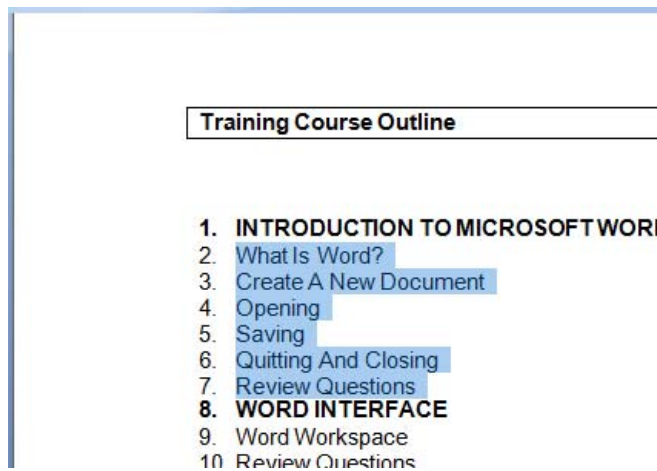




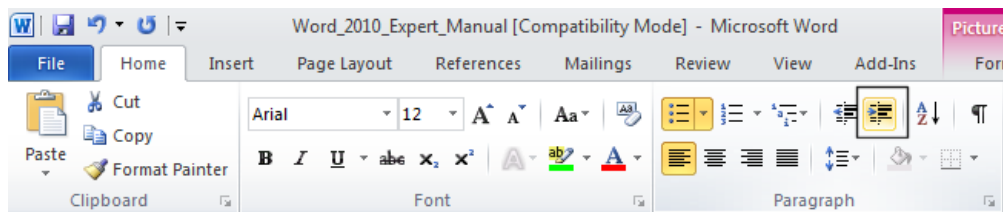
- Your list will now look like this.



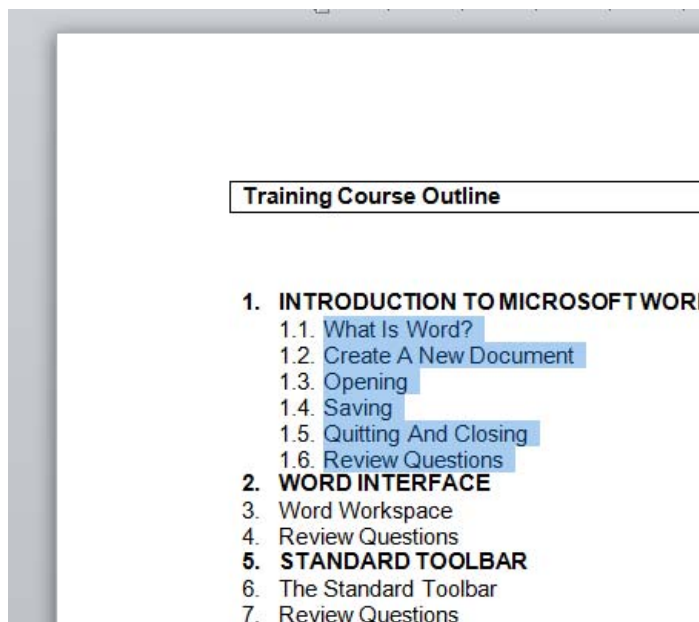
- Select part of the list, as illustrated (i.e. items **2-7**).



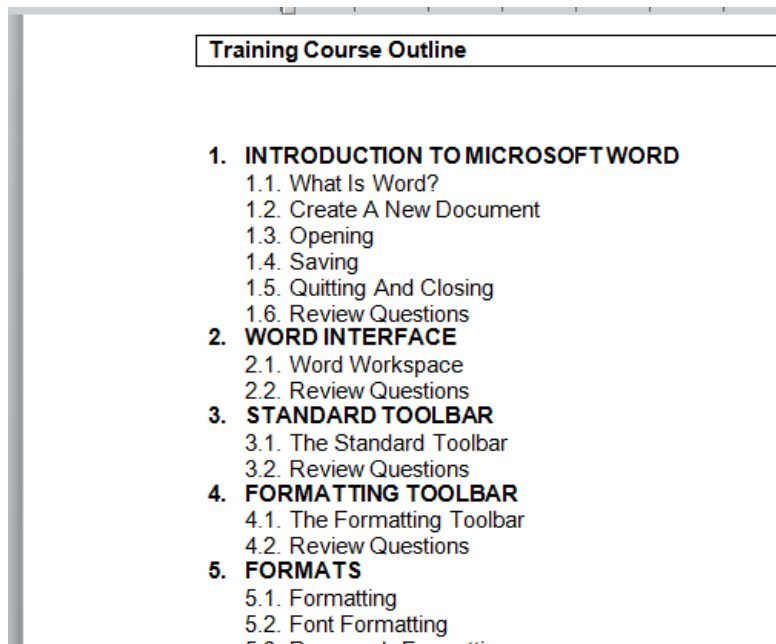
- Click on the **Increase Indent** button contained within the **Paragraph** group under the **Home** tab.



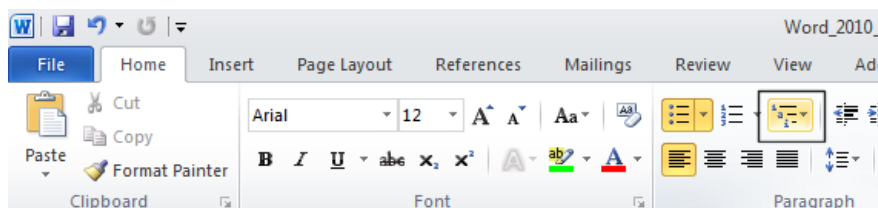
- Your list will now look like this.



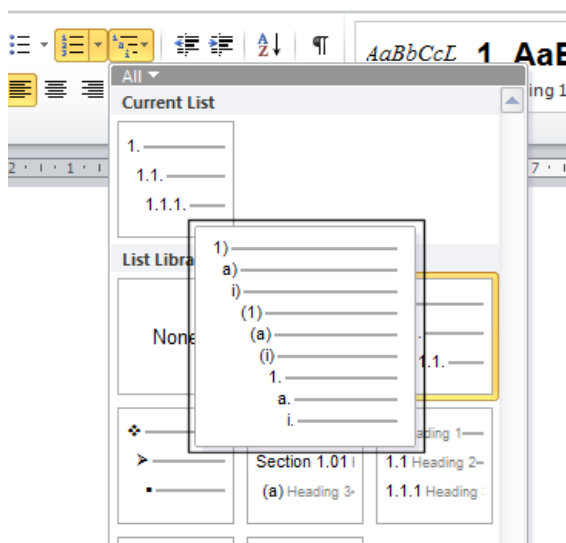
- Repeat this procedure for the other items within the list that are not formatted as bold. Your list will then look like this.



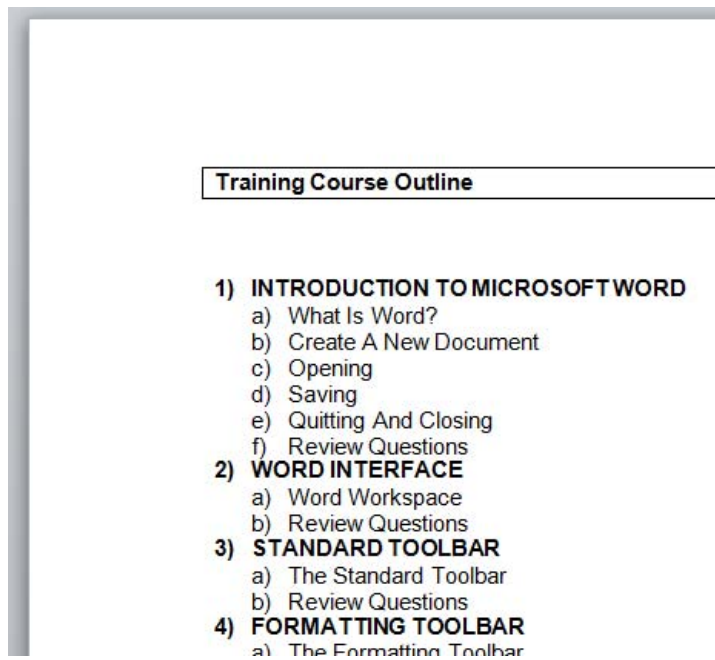
- Select the entire list again.
- Click on the **Multilevel List** button contained within the **Paragraph** group, under the **Home** tab.



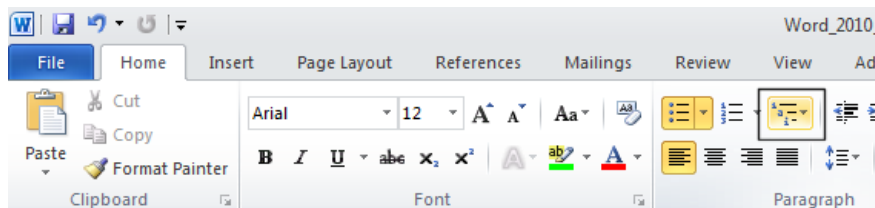
- This will display a drop-down list of options. Select the format illustrated.



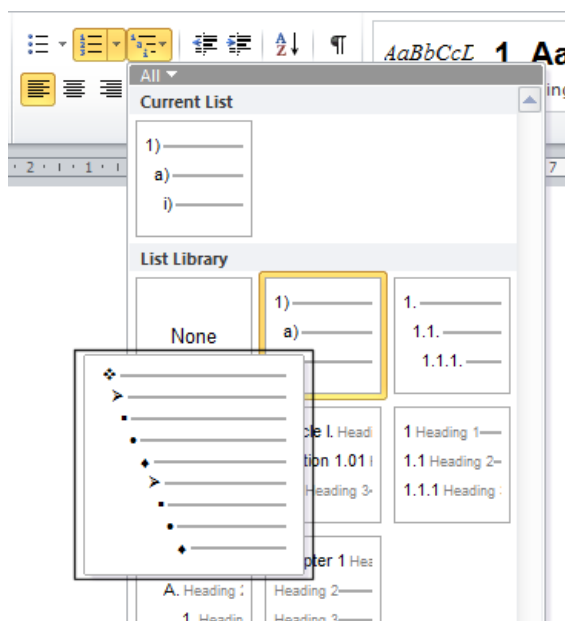
- The list will now look like this.



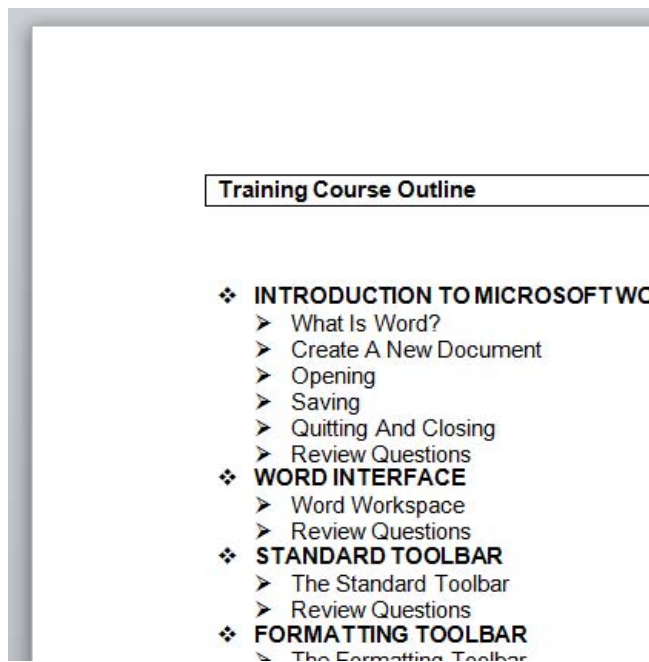
- Select the entire list again.
- Click on the **Multilevel List** button contained within the **Paragraph** group, under the **Home** tab.



- This will display a drop-down list of options. Select the format illustrated.



- The list will now look like this.

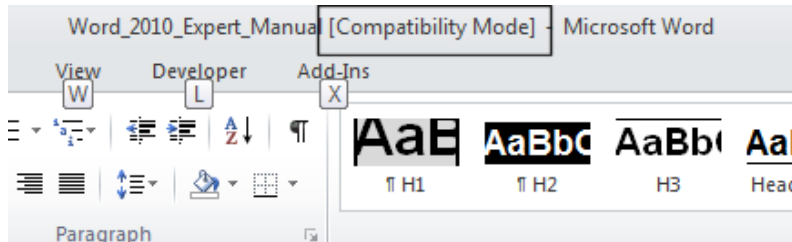


- Save your changes and close the document.

# Pictures

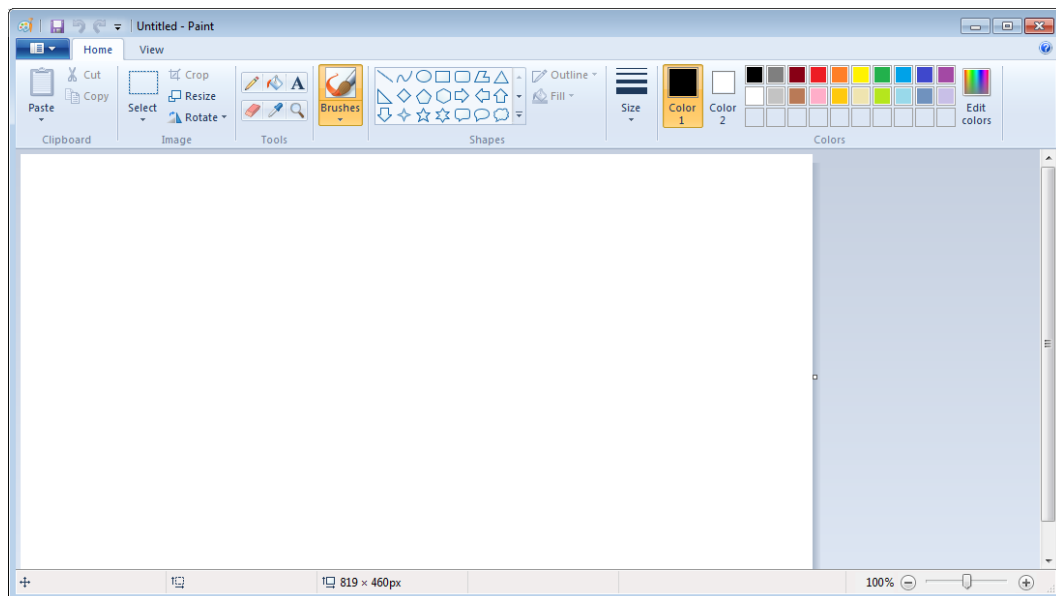
## Compatibility Mode & picture editing.

- Many of the advanced picture editing facilities within Word 2010 do not work in Compatibility Mode.
- You can tell if you are working in Compatibility Mode by looking at the document name in the Title Bar, displayed across the top of the screen.

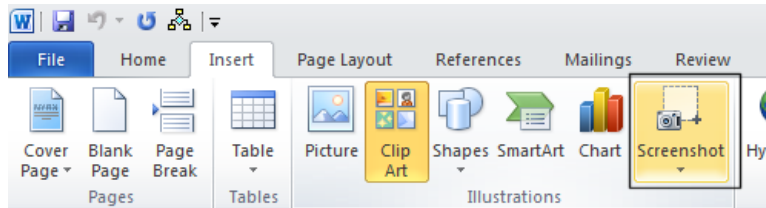


## Screen shot of complete application window.

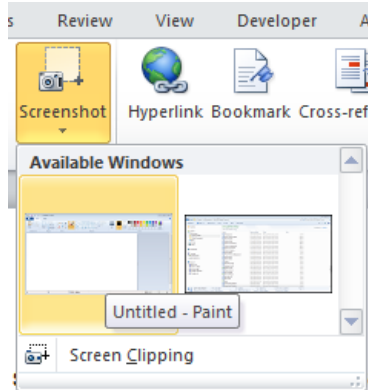
- Open the **Paint** program. To do this click on the **Start** button (bottom-left of the screen), and then click on **All Programs**. Click on the **Accessories** group. Click on the **Paint** program. The Paint program window will look like this.



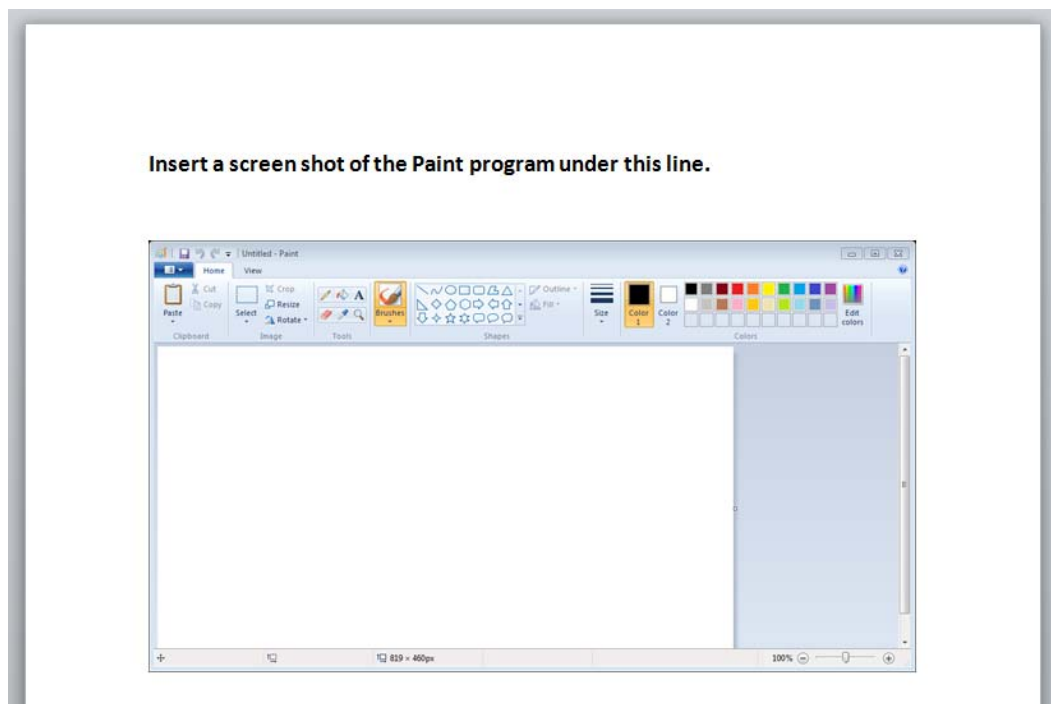
- Switch to, or start the Microsoft Word program.
- Open a document called **Screen Shot Window**.
- Click within the document at the location that you wish to insert the screen shot.
- Click on the **Insert** tab and then click on the **Screenshot** button displayed within the **Illustrations** group.



- A drop down list of available windows will be displayed, in this case the **Paint** program window and the **Word** document window.



- Click on the **Paint** window and that window will be pasted into your document.

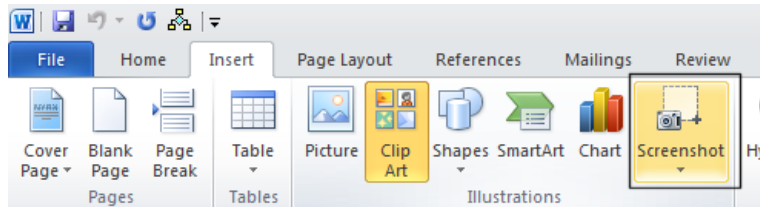


- Save your changes and close the document.

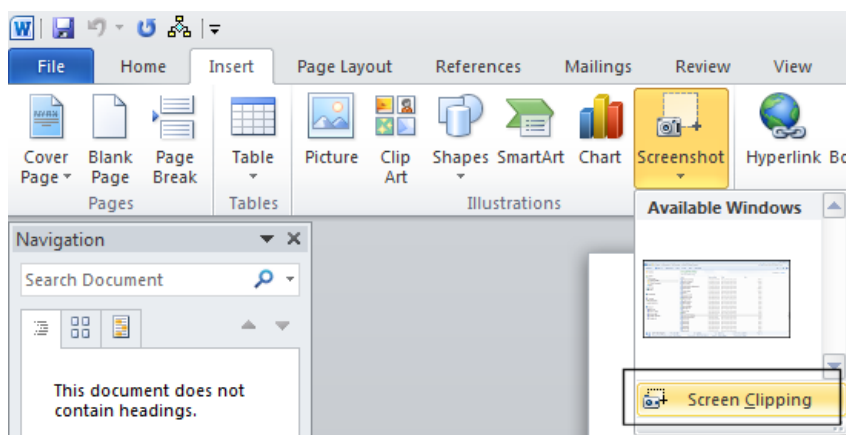
## Clipping Screen shots.

- Open a document called **Screen Shot Clipping**.

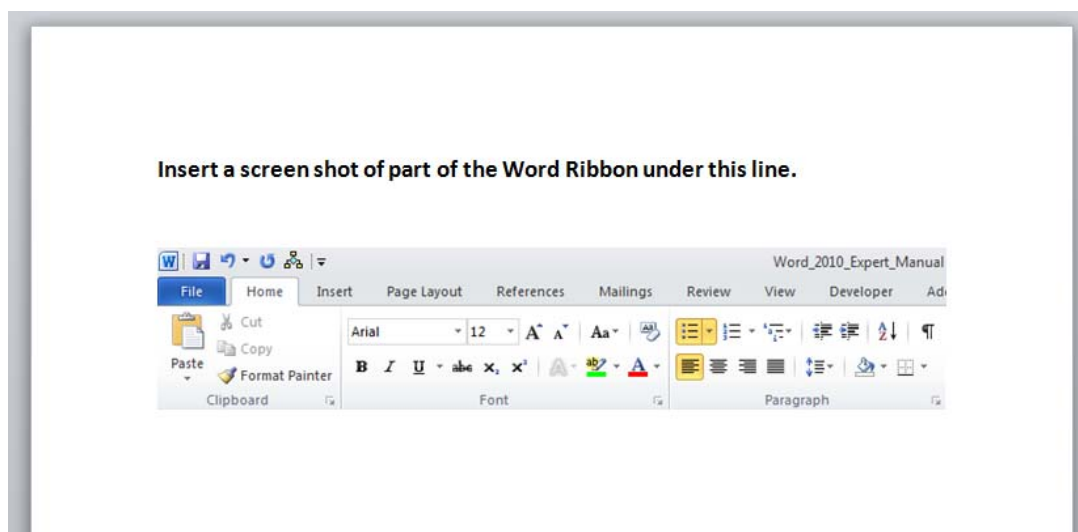
- Click within the document at the location that you wish to insert the screen shot.
- Click on the **Insert** tab and then click on the **Screenshot** button, displayed within the **Illustrations** group.



- From the drop down list displayed, click on the **Screen Clipping** command.



- The screen will be greyed out and the mouse pointer will change to the shape of a cross-hair. Move the mouse pointer to part of the ribbon at the top of the screen, and while keeping the mouse button depressed drag diagonally to select a portion of the ribbon. When you release the mouse button, the portion of the ribbon that you dragged across will be inserted into your document as a screen shot.



- Save your changes and close the document.



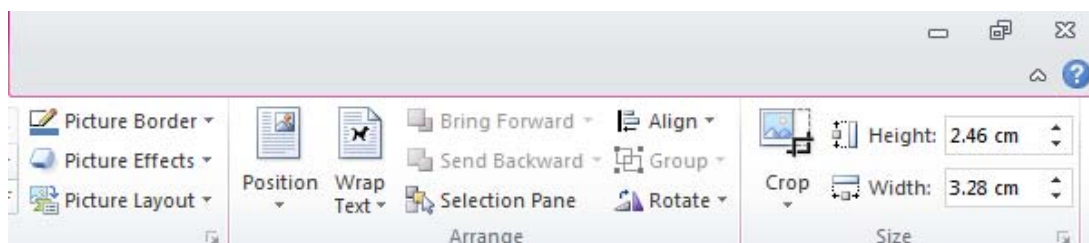
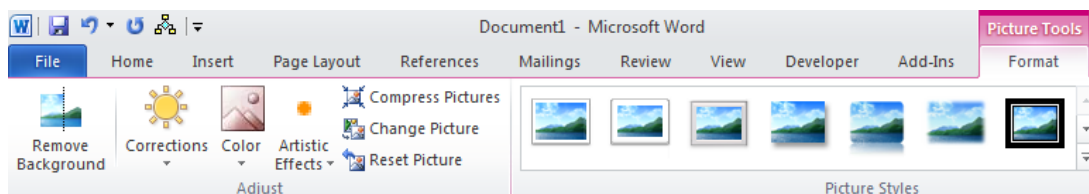
## Screen shots using the keyboard.

- All versions of Microsoft Word support the use of the **PrtScn** (Print Screen) key.
- To copy the entire screen to the Clipboard, simply press the **PrtScn** key.
- To copy the active window to the Clipboard press **Alt+ PrtScn**.
- Once copied to the Clipboard, click within a document at the location that you wish to display the screen shot and press **Ctrl+V**, which is the keyboard shortcut for pasting information from the Clipboard.



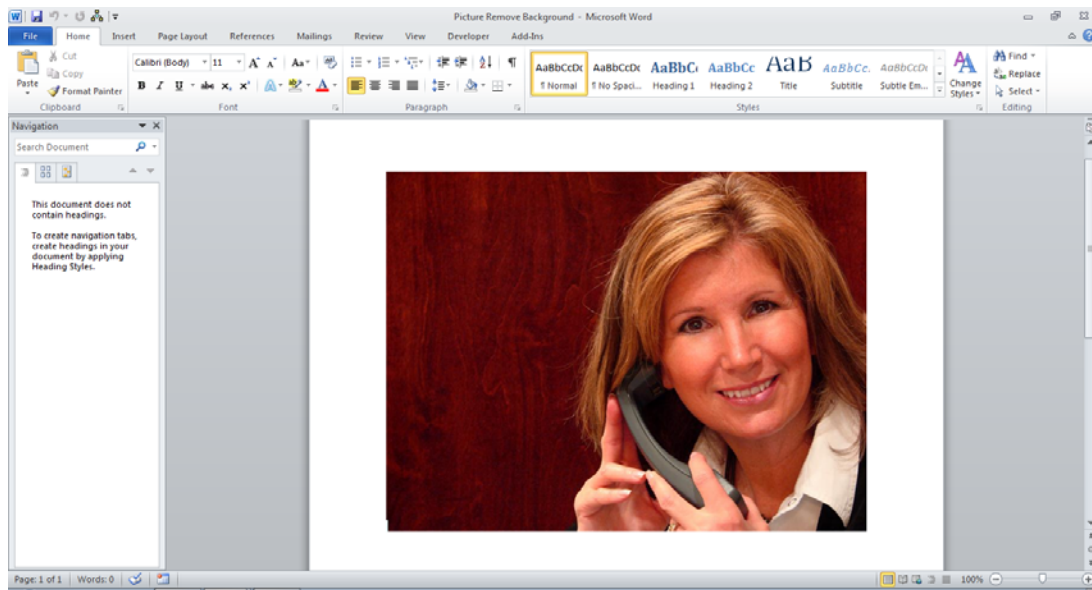
## Picture Tools.

- If you double click on a picture displayed within a Word document, you will see the **Picture Tools** ribbon displayed. These tools allow you to perform advanced picture editing within the Word program, without the need to use a separate, specialist picture editing program.

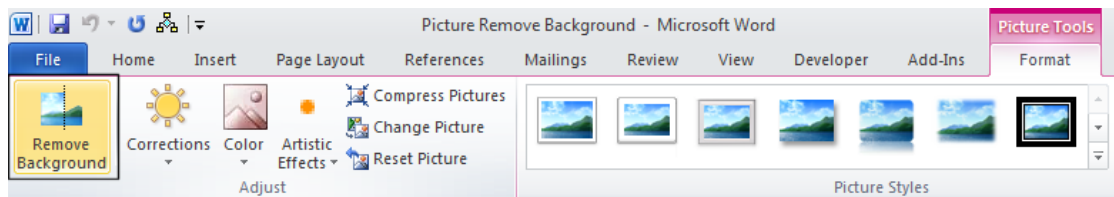


## Removing a background.

- Open a document called **Picture Remove Background**. This document contains a picture.



- Double click on the picture.
- Click on the **Remove Background** button, within the **Adjust** group, under the **Format** tab.



- Your picture will now look like this.



- As you can see part of the hair, hands and collar have been marked for deletion.

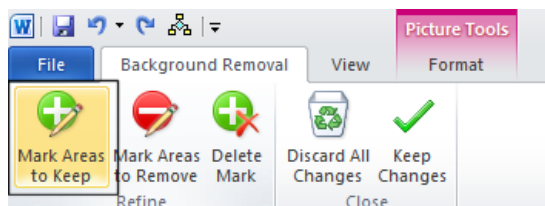
- Click outside the picture area and the picture will now look like this.



- You need to perform some additional editing. Re-click on the picture and then re-click on the **Remove Background** button. Your picture will now look like this.



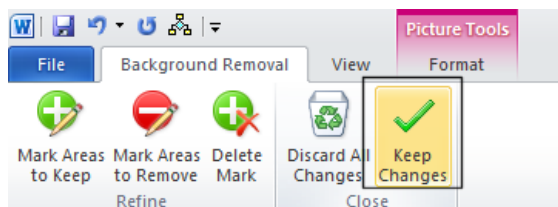
- Click on the **Mark Areas to Keep** button and then click on areas within the picture that you wish to keep, such as the hair, hands and collar.



- After a little experimentation you will see the following.



- Click on the **Keep Changes** button.



- Click outside the picture and you will see the face with the background removed. As you will see the results are not perfect and the success of a background removal will vary from one picture to another.

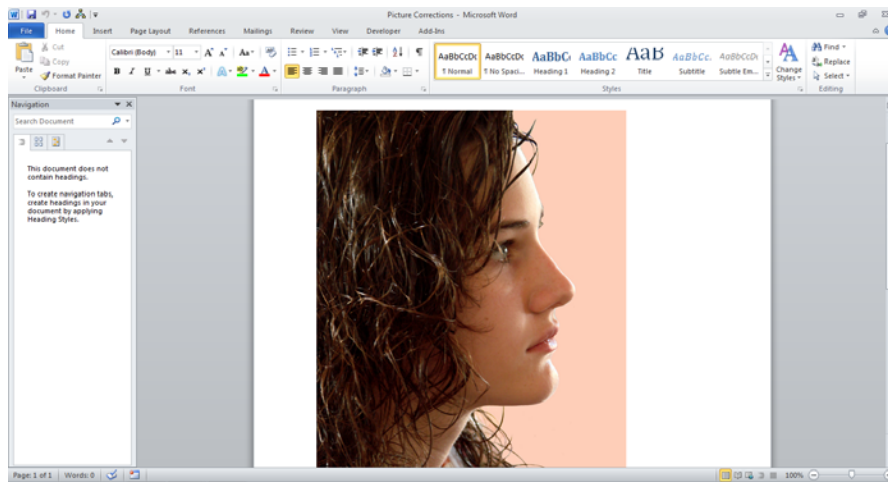


- Save your changes and close the document.

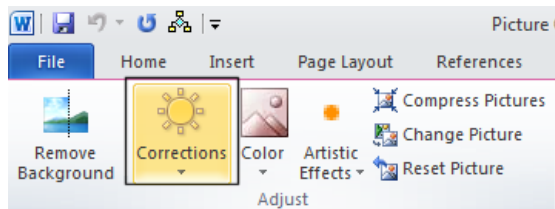
## Picture Corrections

- Open a document called **Picture Corrections**. This document contains a picture.

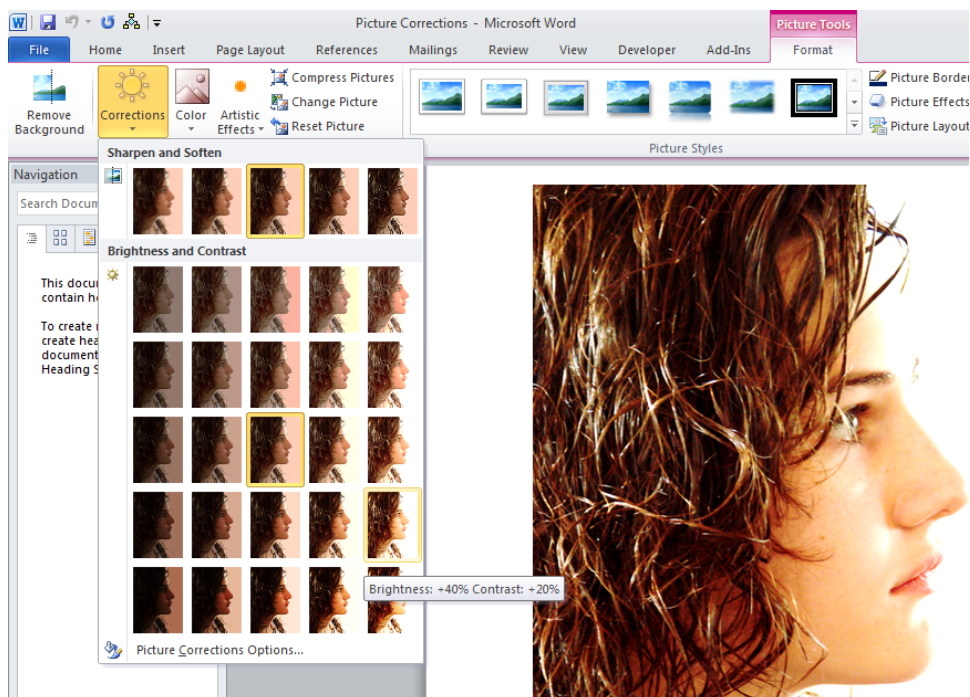




- Double click on the picture.
- Click on the **Corrections** button, within the **Adjust** group, under the **Format** tab.



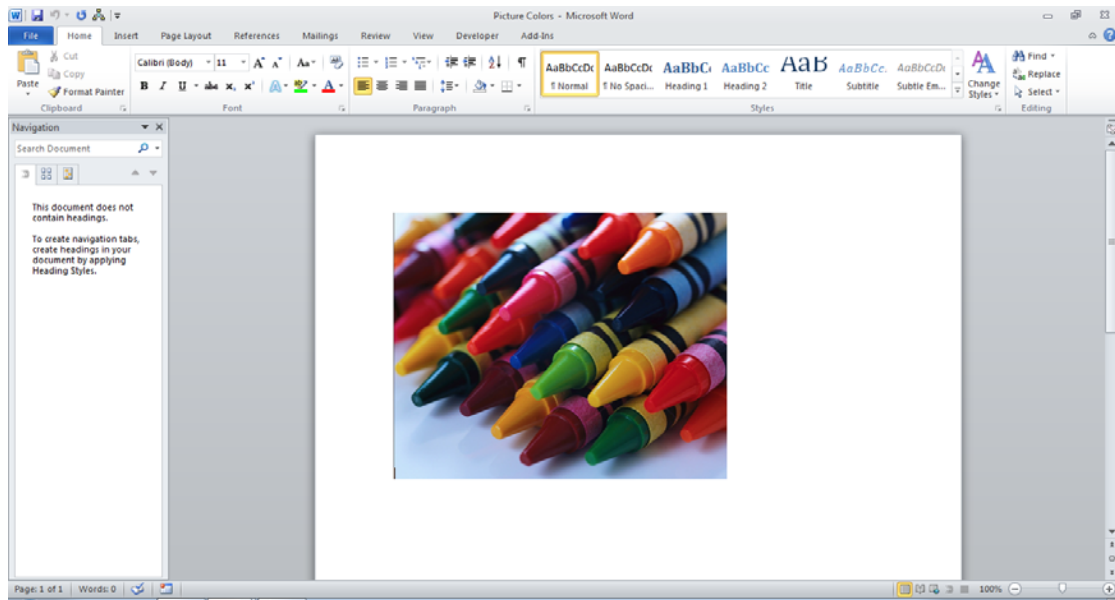
- A drop down list will be displayed. Move the mouse pointer over the options within the list and then click on a correction that you like.



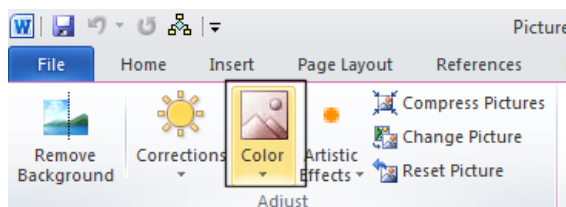
- When you have finished experimenting, save your changes and close the document.

## Picture Colour

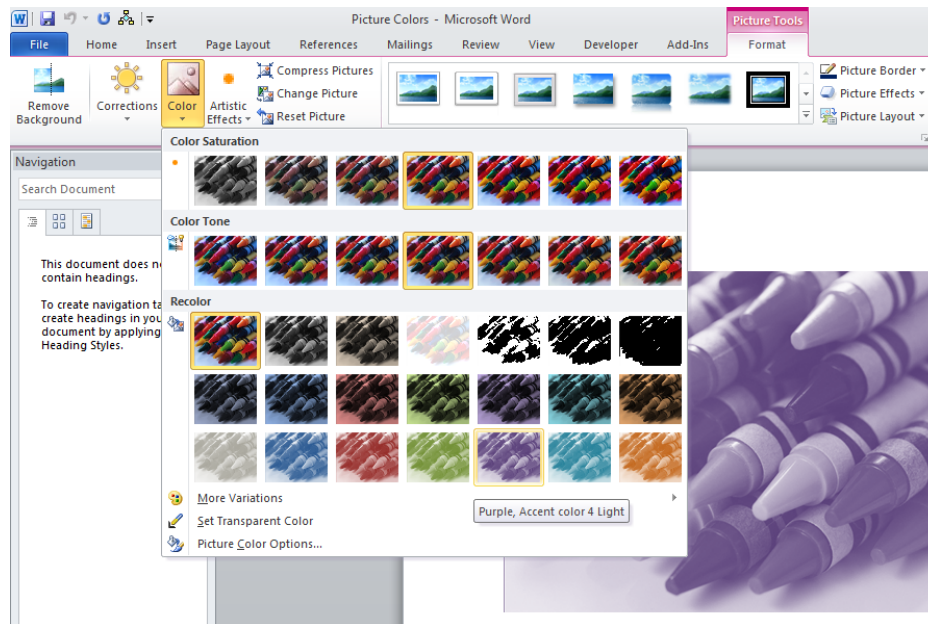
- Open a document called **Picture Colours**. This document contains a picture.



- Double click on the picture.
- Click on the **Color** button, within the **Adjust** group, under the **Format** tab.



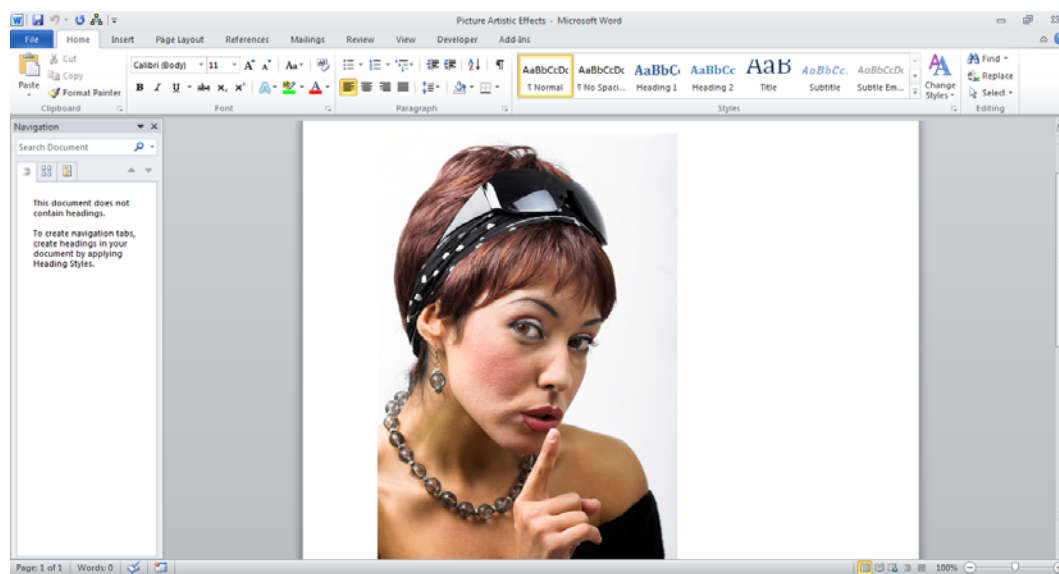
- A drop down list will be displayed. Move the mouse pointer over the options within the list and then click on a colour option that you like.



- You can adjust:
  - Colour saturation
  - Colour Tone
  - Re-colouring
- When you have finished experimenting, save your changes and close the document.

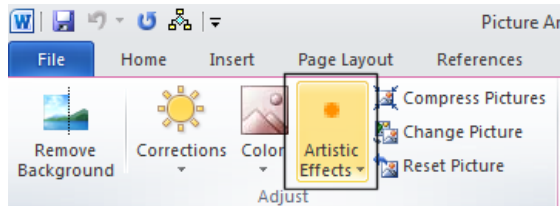
## Picture Artistic Effects

- Open a document called **Picture Artistic Effects**. This document contains a picture.

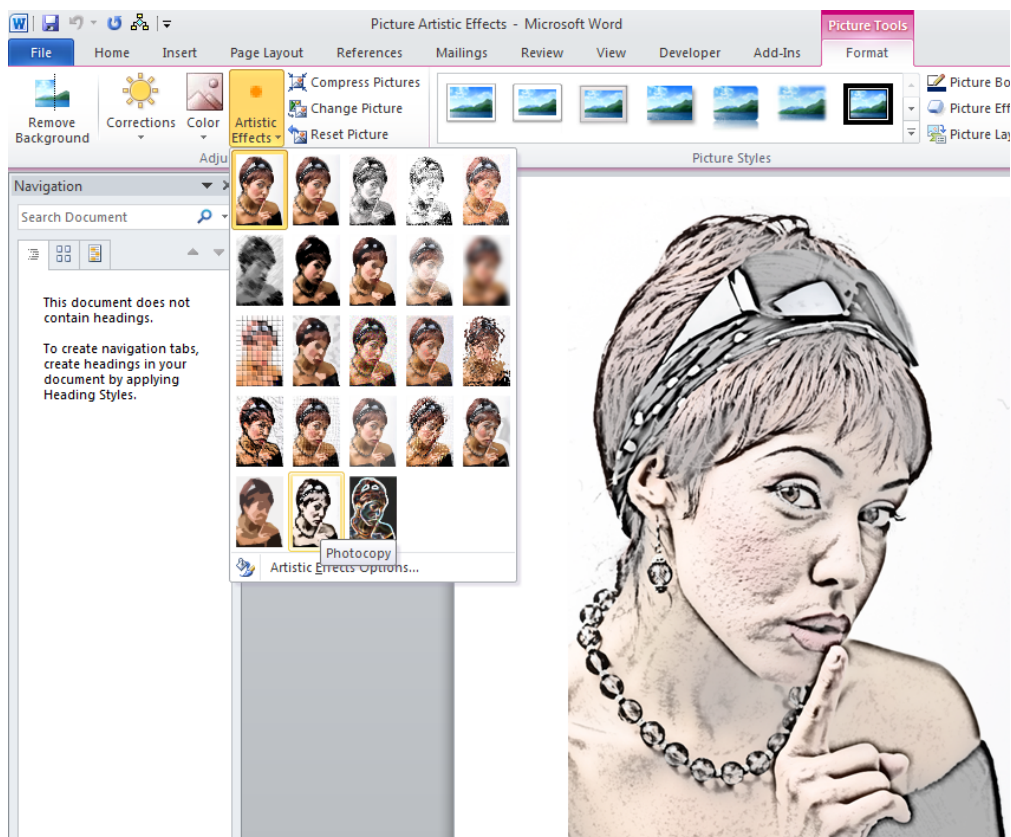


- Double click on the picture.

- Click on the **Artistic Effects** button, within the **Adjust** group, under the **Format** tab.



- A drop down list will be displayed. Move the mouse pointer over the options within the list and then click on an artistic effect that you like.

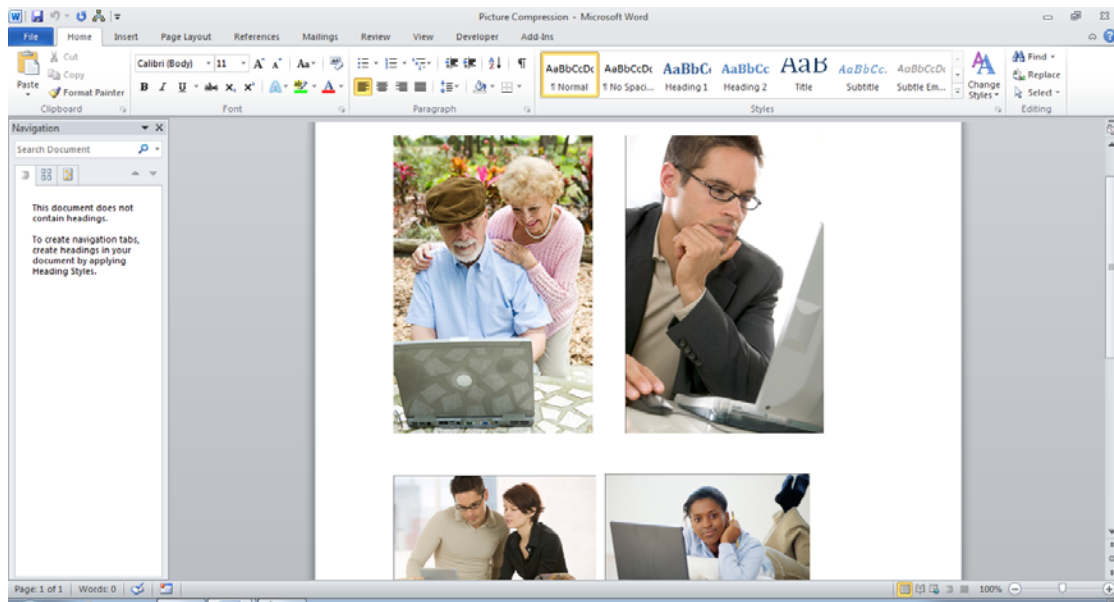


- When you have finished experimenting, save your changes and close the document.

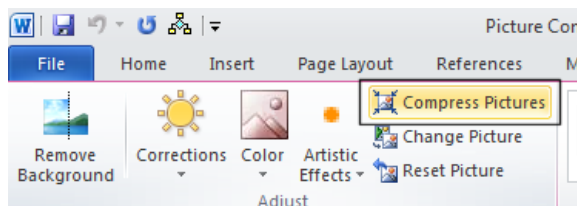
## Compressing pictures

- Open a document called **Picture Compression**. This document contains four pictures.

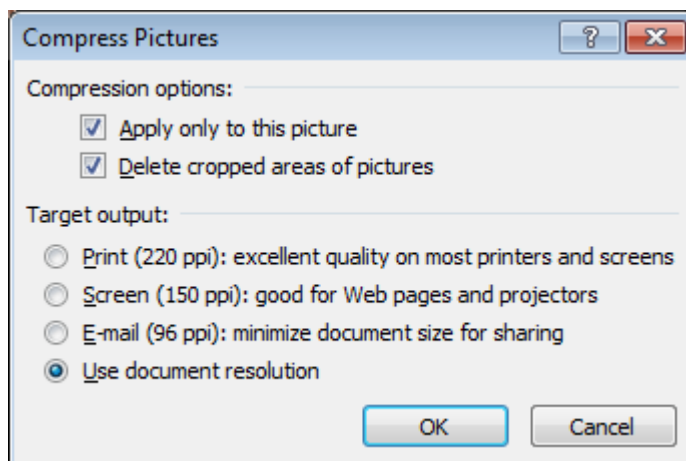




- Double click on the any of the pictures.
- Click on the **Compress Pictures** button, within the **Adjust** group, under the **Format** tab.



- The **Compress Pictures** dialog box is displayed.



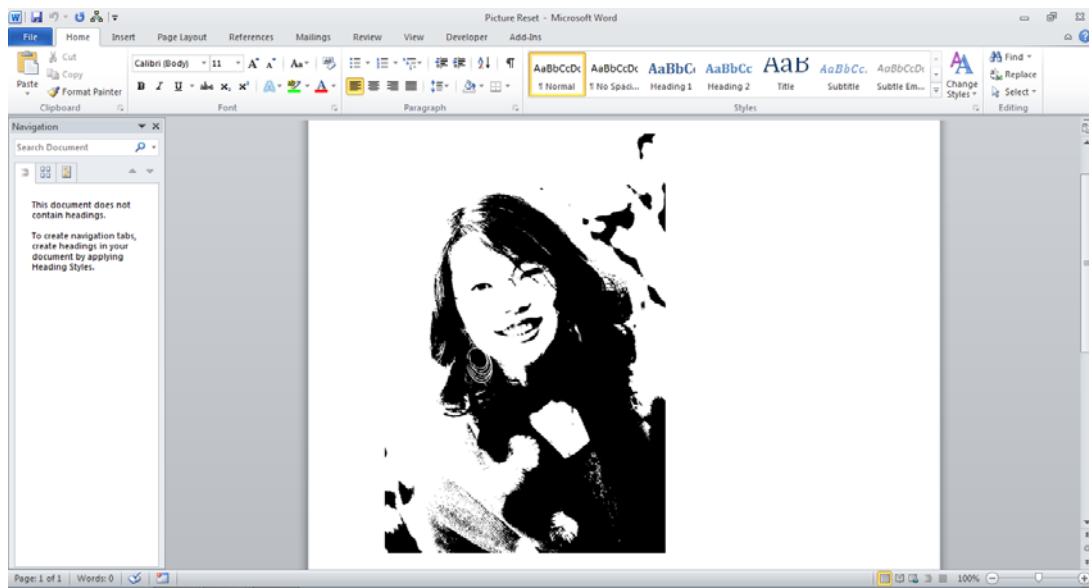
- Remove the tick next to the **Apply only to this picture** option.
- Click on the **OK** button.
- You will not see much difference on the screen, but when you save the file, the file size of the document may be reduced as the pictures within the document are now all compressed.

**NOTE:** Many pictures that you use within a Word document will have already been compressed, so you may find that using picture compression does not have any effect on the file size. This will vary depending on the type of pictures that you insert into your documents.

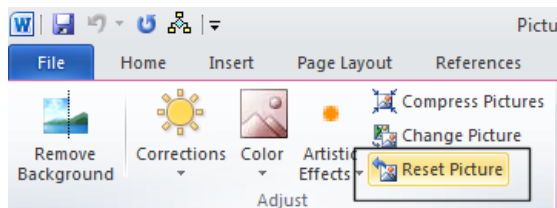
- When you have finished experimenting, save your changes and close the document.

## Resetting pictures

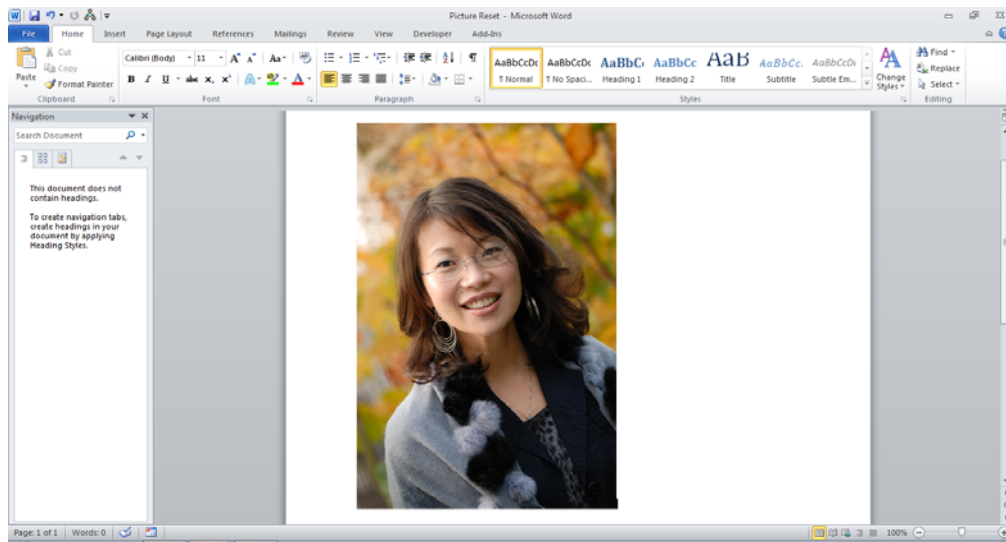
- Open a document called **Picture Reset**. This document contains a picture.



- Double click on the picture.
- Click on the **Reset Picture** button, within the **Adjust** group, under the **Format** tab.



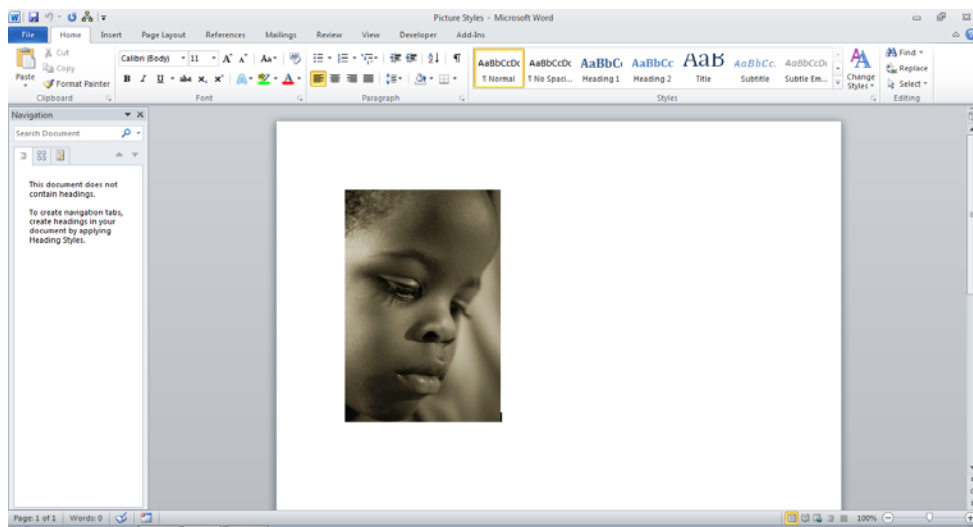
- The original picture will be displayed.



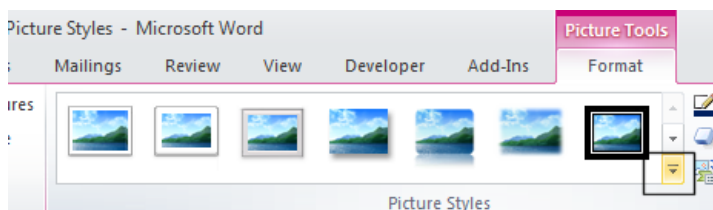
- Save your changes and close the document.

## Picture Styles

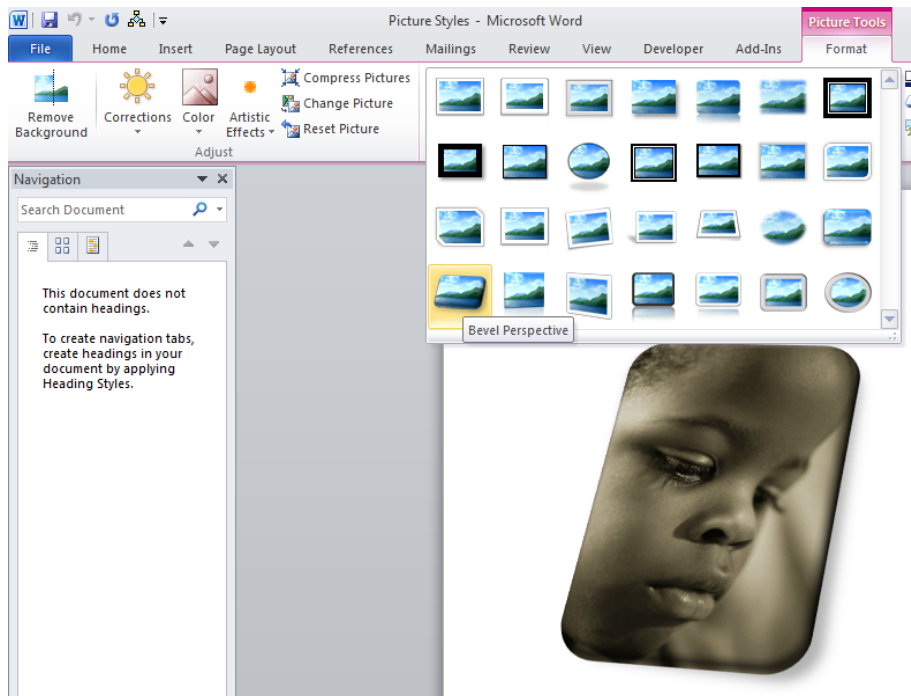
- Open a document called **Picture Styles**. This document contains a picture.



- Double click on the picture.
- Click on the **More** button, displayed at the bottom-right of the **Picture Styles** group, within the Ribbon.



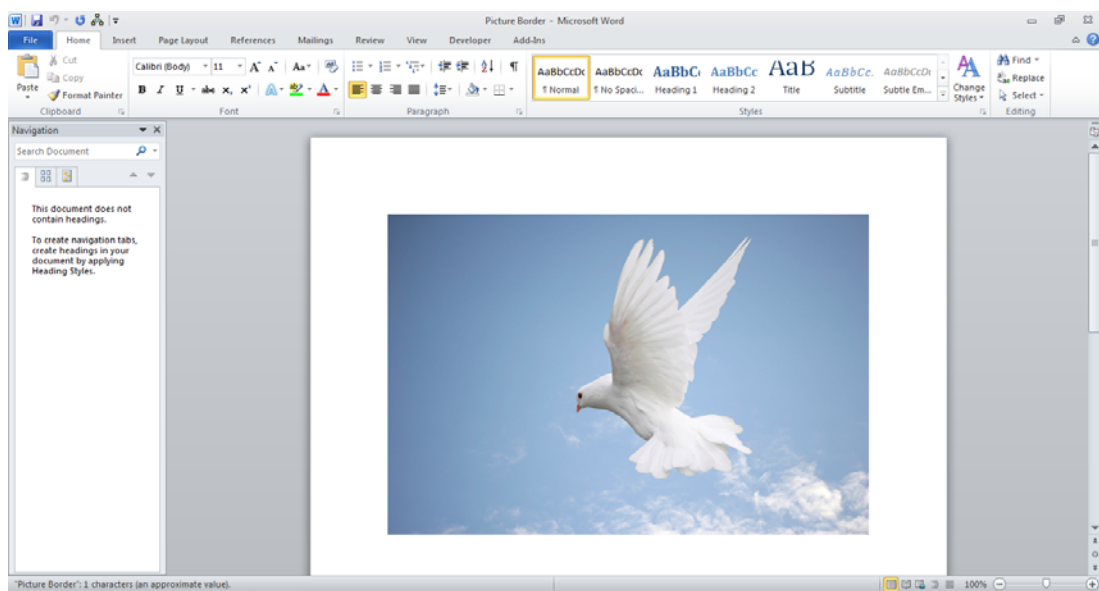
- Move the mouse pointer over the options within the drop down list displayed. Click on a style that you like.



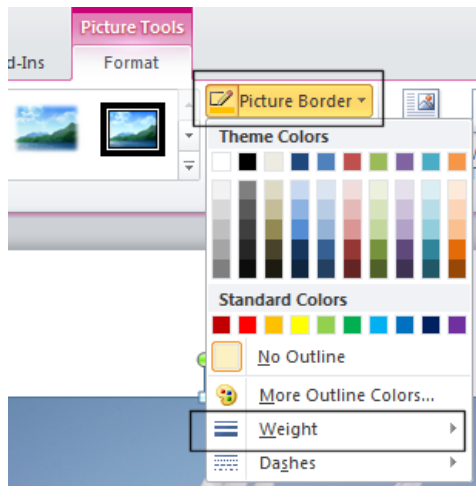
- Save your changes and close the document.

## Picture Borders

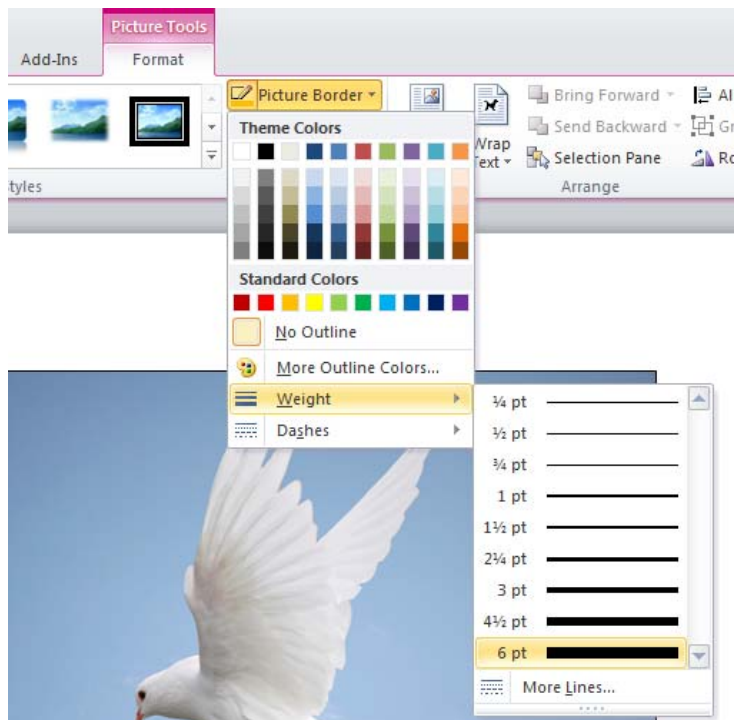
- Open a document called **Picture Border**. This document contains a picture.



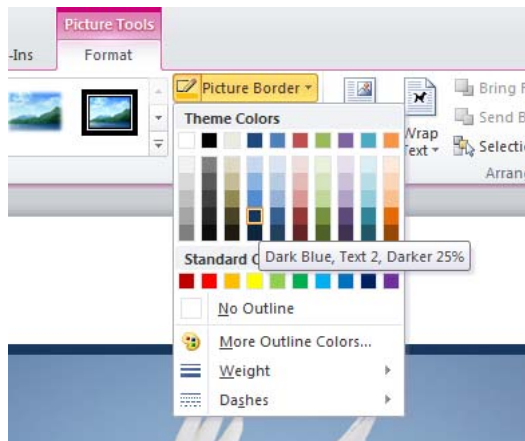
- Double click on the picture.
- Click on the **Picture Border** button, within the **Picture Styles** group under the **Format** tab.



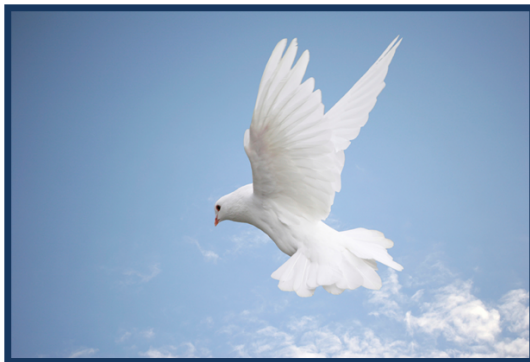
- Click on the **Weight** option to set the border thickness. From the options available select a border weight.



- You can also select a border colour.



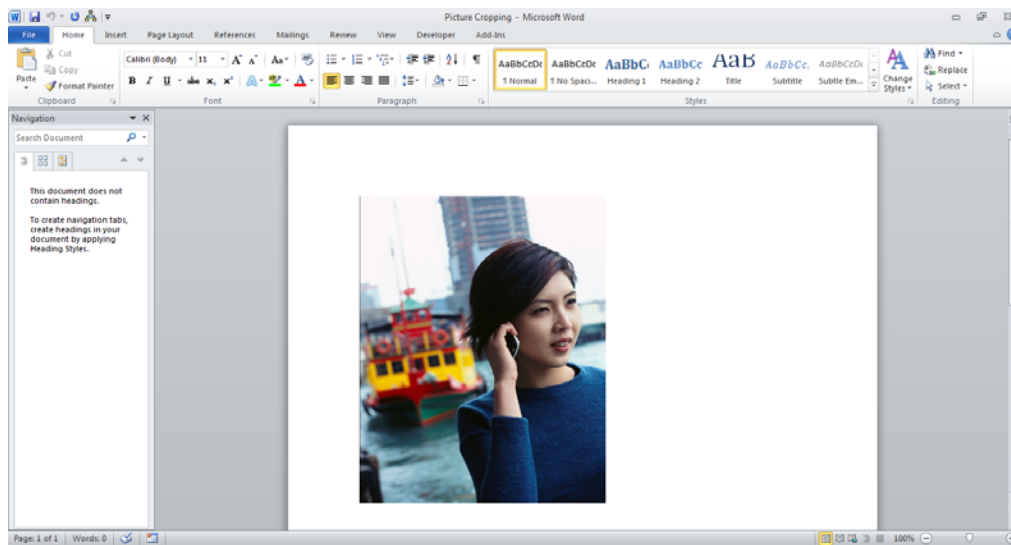
- Your picture will now look something like this.



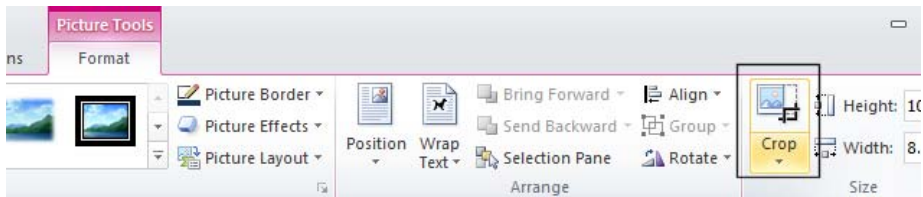
- Save your changes and close the document.

## Cropping a picture

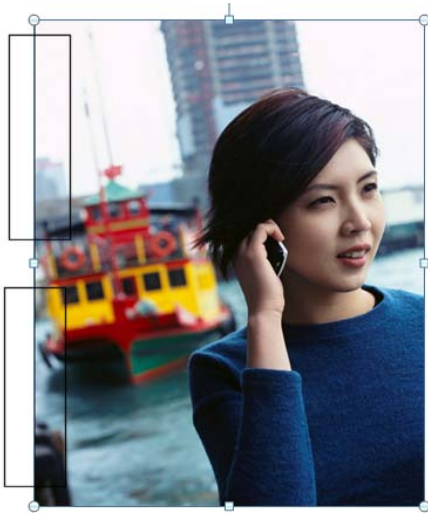
- Open a document called **Picture Cropping**. This document contains a picture.



- Double click on the picture.
- Click on the **Crop** button, within the **Size** group under the **Format** tab.



- Move the mouse pointer to the **left edge** of the picture to any of the areas illustrated.



- While holding down the mouse button, drag to the right so that you only see the person. When you release the mouse button, your picture will look like this.



- Save your changes and close the document.



# Sections.

## What are section breaks?

- You can use section breaks to control the layout within a single page, or to control the layout within separate sections through an entire document.

For instance Microsoft Word uses section breaks to allow you to display part of a page in multi-column layout, while the rest of the page uses a standard, single column layout.

You could divide a long document into multiple sections and display different headers and footers within each section. This would allow you to have headers called Chapter One in the first section, Chapter Two in the second section and so on.

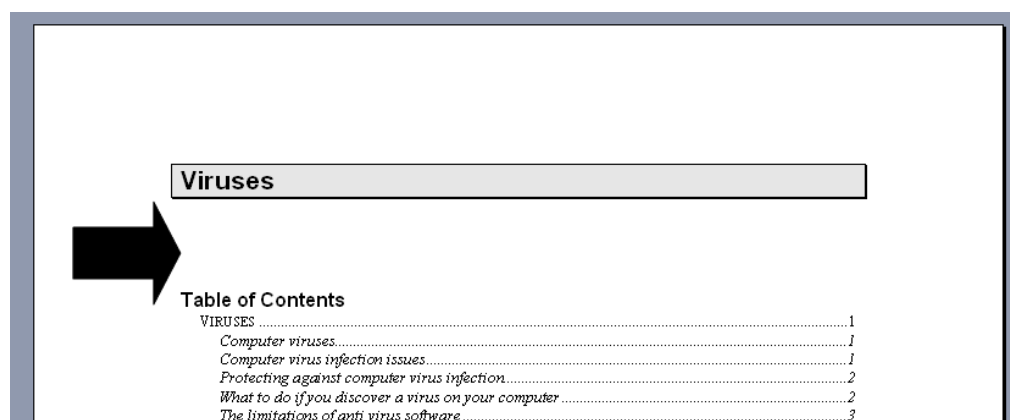
Another example would be to have most of your document formatted in the normal portrait page layout and then use section breaks to display one or more pages in landscape page layout.

As you can see the concept of using section breaks allows you to use much more useful formatting techniques when formatting long documents, such as a book.

Section breaks, once created can be easily modified or deleted.

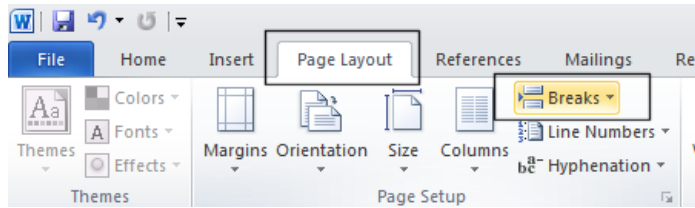
## Inserting 'next page' section breaks.

- Open a document called **Sections 01**.
- Scroll through this document. As you can see there are no page breaks within this document and the text flows from one page to the next.
- On the first page, click between the top line of text and the table of contents.



- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Breaks** button.





- As you can see there are four types of section breaks that you can insert:

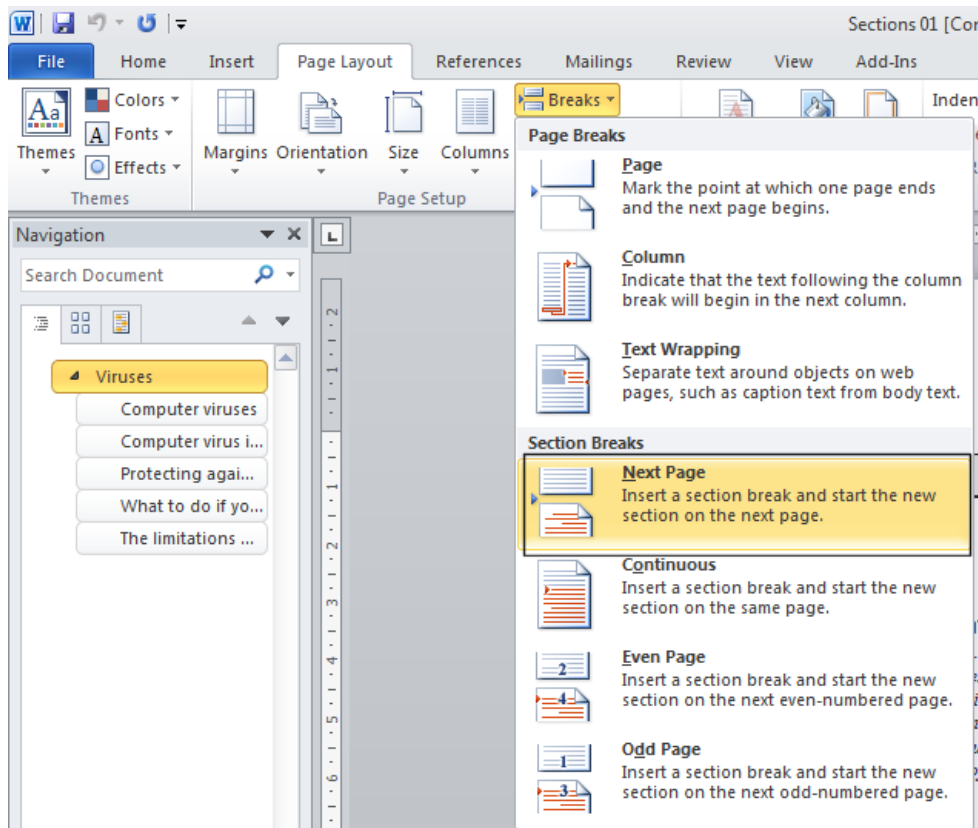
**Next page:** Inserts a section break which starts the new section on the next page within the document.

**Continuous:** Inserts a section break which starts on the same page.

**Even page:** Inserts a section break which starts on the next even-numbered page within the document.

**Odd page:** Inserts a section break which starts on the next odd-numbered page within the document.

- From the drop-down menu displayed select **Next Page** (within the **Section Break** options).



- The Table of Contents is now forced onto the next page.

<b>Table of Contents</b>	
VIRUSES.....	1
Computer viruses.....	1
Computer virus infection issues.....	1
Protecting against computer virus infection.....	2
What to do if you discover a virus on your computer.....	2
The limitations of anti virus software.....	3


---

**Computer viruses**

- Viruses are small programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. **BEWARE:** Viruses can destroy all your data.

- Click between the Table of Contents and the next item in the document relating to '**Computer Viruses**'.

<b>Table of Contents</b>	
VIRUSES.....	1
Computer viruses.....	1
Computer virus infection issues.....	1
Protecting against computer virus infection.....	2
What to do if you discover a virus on your computer.....	2
The limitations of anti virus software.....	3


---

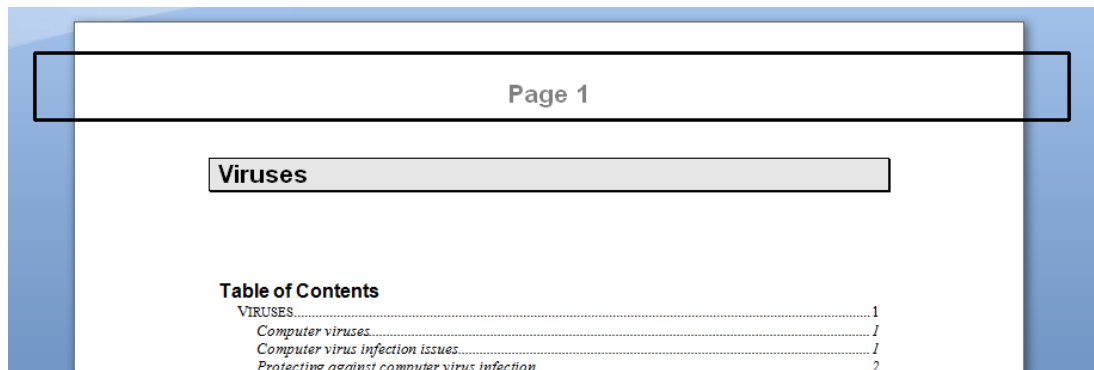
**Computer viruses**

- Viruses are small programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates.

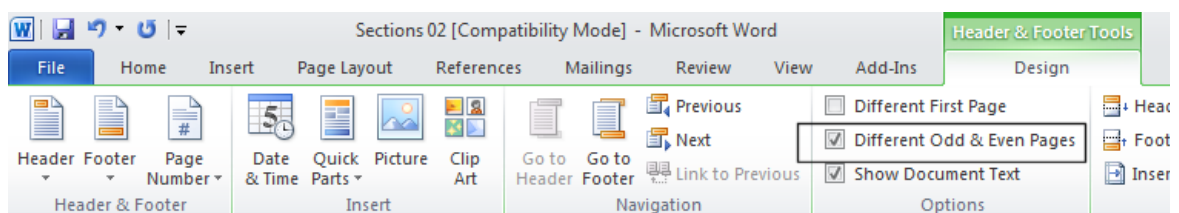
- Repeat this procedure outlined above to insert a '**next page**' section.
- Repeat this procedure for all the other header items within the document.
- At this stage the effect looks the same as if you had inserted hard page breaks within the document. However, as you will see section breaks give you a lot more flexibility compared to page breaks.
- Save your changes and close the document.

### Inserting 'odd page' section breaks.

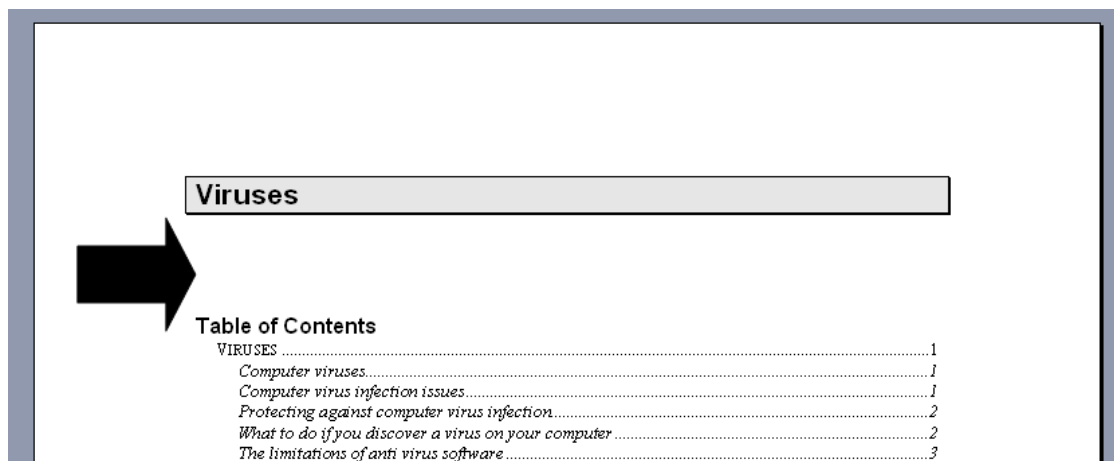
- Open a document called **Sections 02**.
- Double click within the header area of the document.



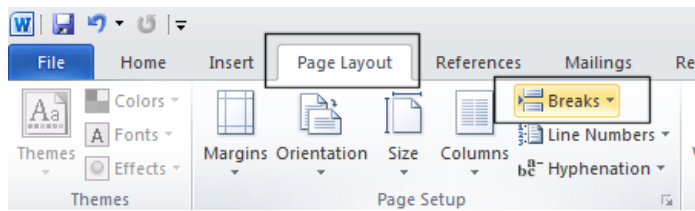
- This will display the **Header & Footer Tools** within the ribbon. Within the **Options** group, click on the **Different Odd & Even Pages** check box.



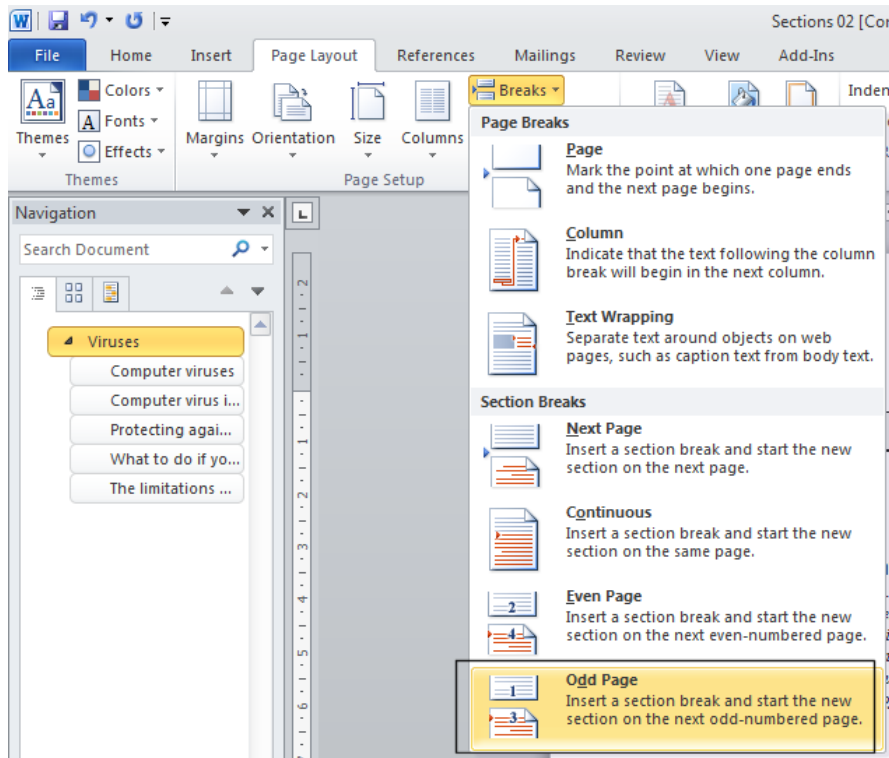
- Double click within the body of the document, so that the **Header & Footer Tools** are no longer displayed.
- Within the first page, click between the top line of text and the table of contents.



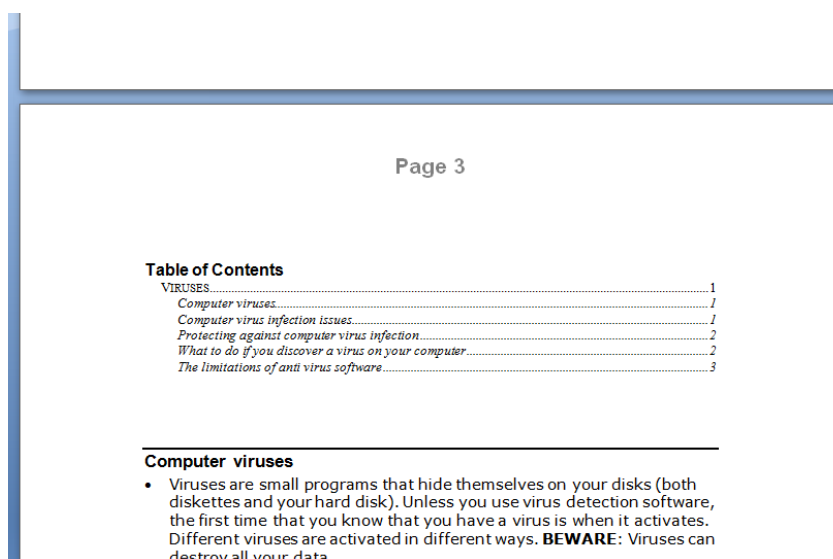
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Breaks** button.



- Within the drop-down list displayed select **Odd Page**.

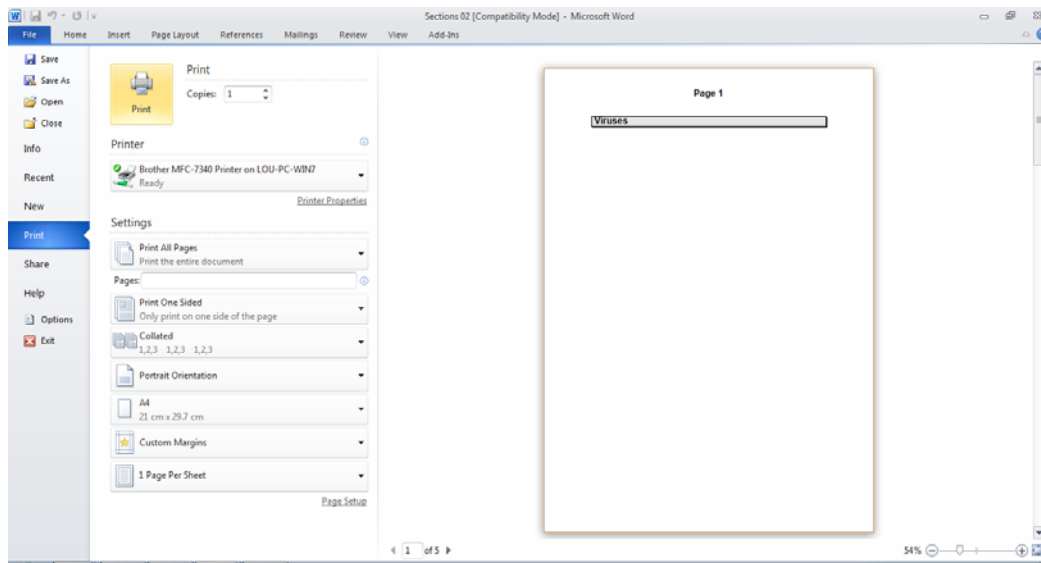


- The Table of Contents is now forced onto the next odd page (**Page 3**).



- Display the first page within the document.

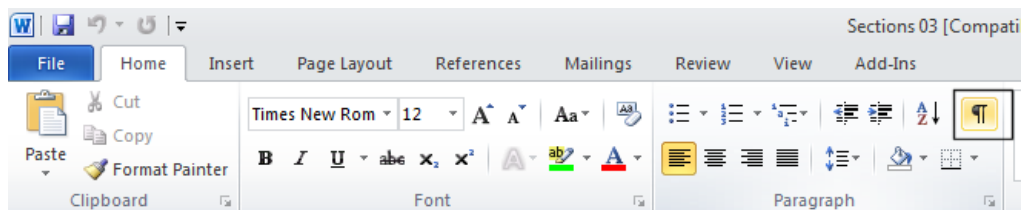
- Press **Ctrl+F2** to display the document in **Print Preview** mode.



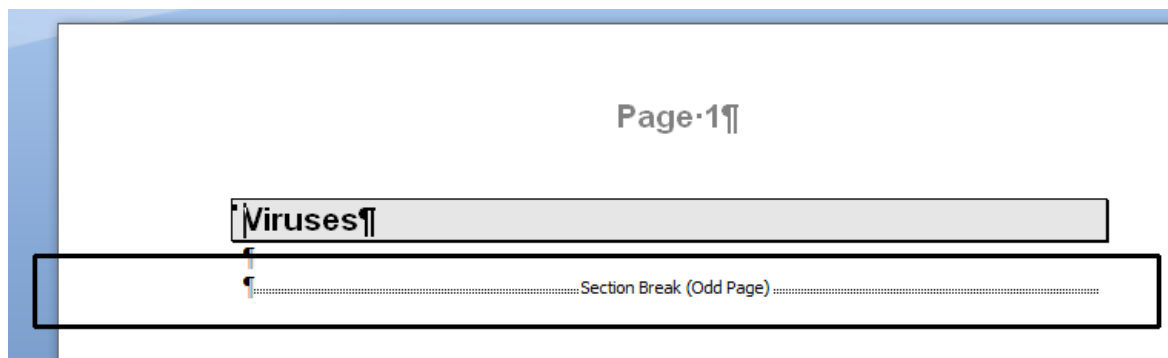
- Scroll through the document. This is the style of document formatting often used within books, where new chapters start on the next available odd page.
- Press **Esc** to close the Print Preview view.
- Save your changes and close the document.

## Changing the section break type.

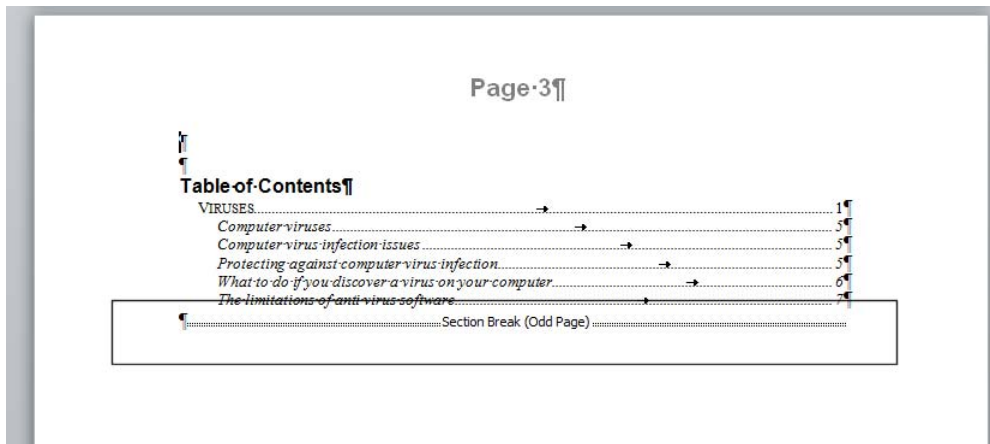
- Open a document called **Sections 03**.
- This document is formatted using odd section breaks.
- To see these section breaks, click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** button.



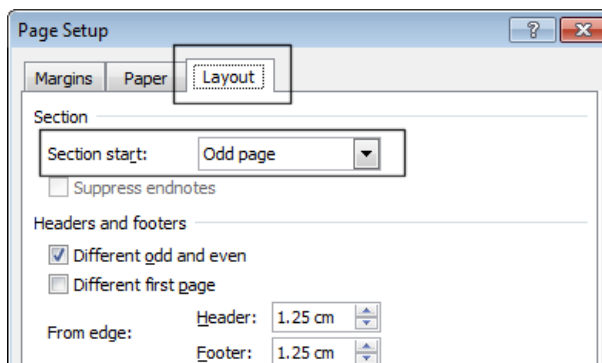
- You will now see the section break markers displayed.



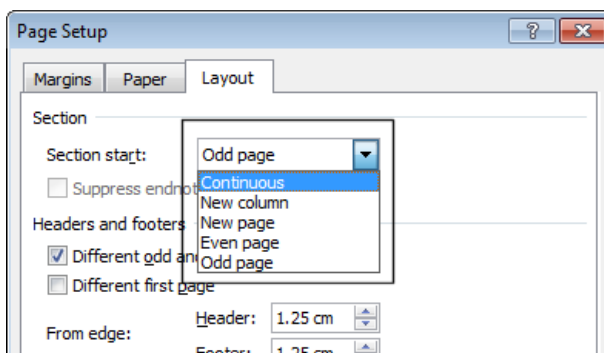
- Click within **Page 3** of the document.



- Double click on the **Section Break** within **Page 3**.
- This will display the **Page Setup** dialog box. Click on the **Layout** tab and you will see the following.



- Click on the **down arrow** in the **Section start** part of the dialog box and select a different type of section break, such as **Continuous**.

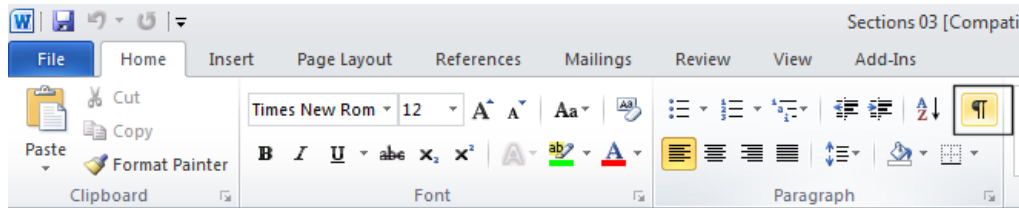


- Click on the **OK** button to apply the change and close the dialog box.
- Re-click on the **Show/Hide** button within the ribbon so that hidden characters within the document are no longer displayed.

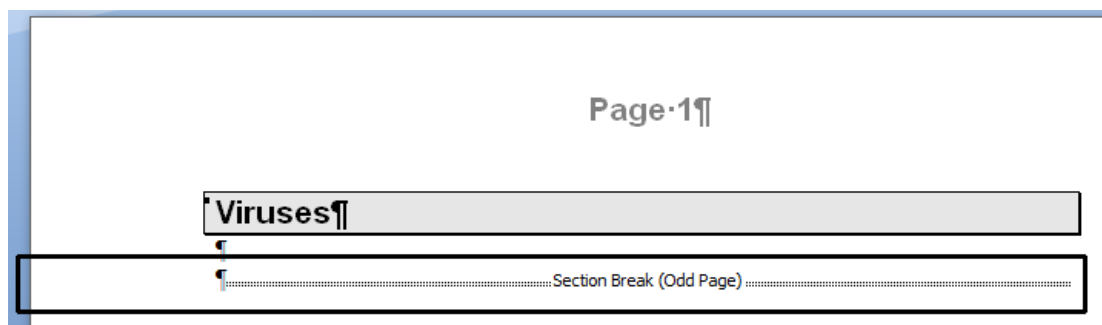
- Save your changes and close the document.

### Deleting section breaks.

- Open a document called **Sections 04**.
- To see the section breaks, click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** button. You will now see the section break markers displayed.



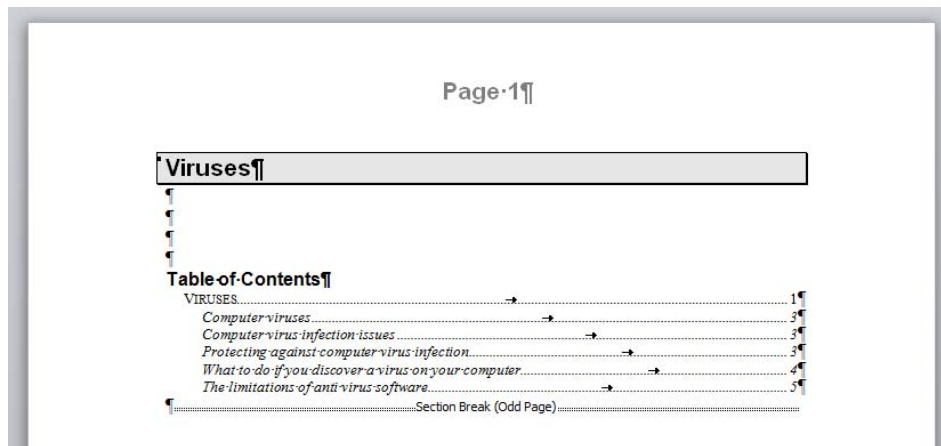
- Click on the first section break within the document (displayed as a dotted line).



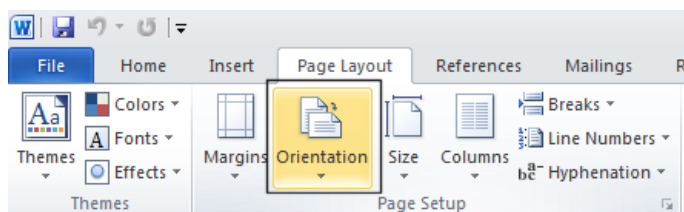
- Press the **Del** key to delete the selected section break.
- Re-click on the **Show/Hide** button within the Word toolbar so that hidden characters within the document are no longer displayed.
- Save your changes and close the document.

### Changing page orientation within sections.

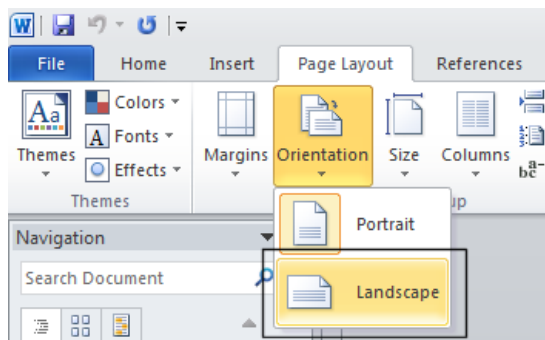
- Open a document called **Sections 05**.
- Click on the **Show / Hide** button within the ribbon (in the **Paragraph** group under the **Home** tab). As you can see this document contains section breaks.



- Re-click on the **Show / Hide** button so that the section breaks are no longer visible.
- Scroll down the document and click within **Page 3**.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Orientation** button.

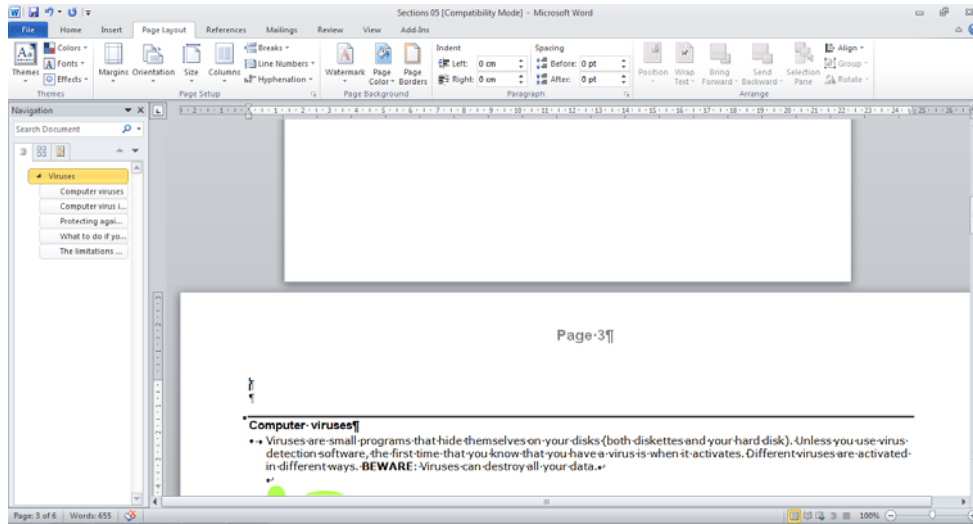


- From the drop-down list displayed select **Landscape**.



- Your document will now look like this. As you can see the section in which you clicked has been formatted to landscape while the rest of the document remains in portrait orientation.

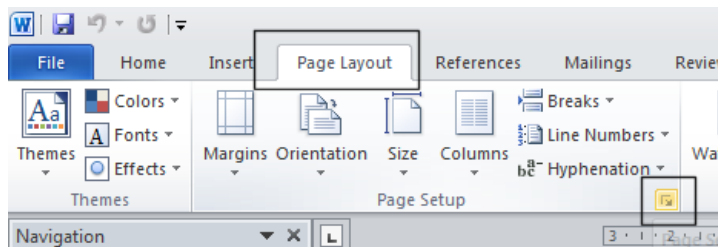




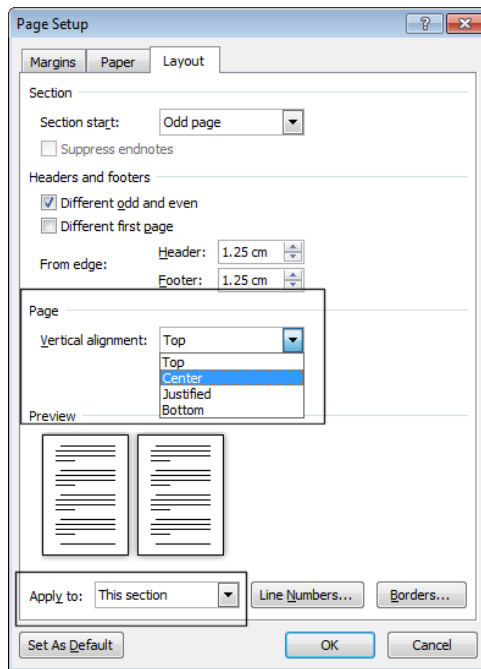
- If you scroll up to the start of the document, which is in section one, this is still displayed in portrait page orientation.
- Save your changes and close the document.

### Changing page vertical alignment within sections.

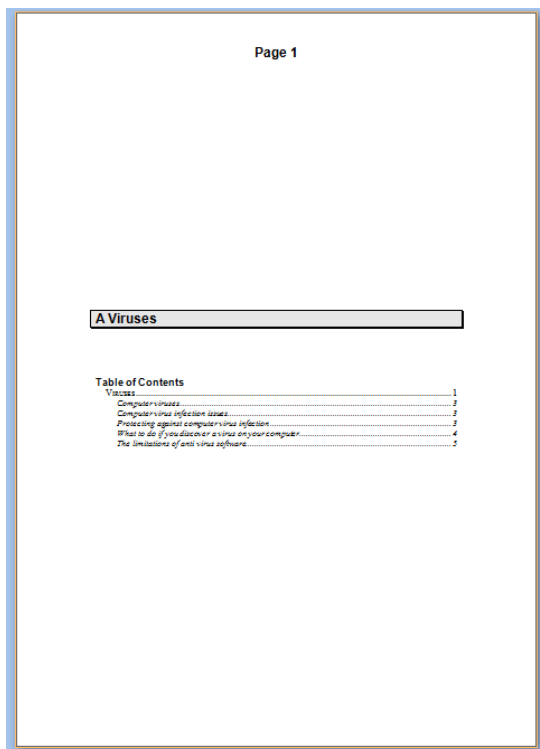
- Open a document called **Sections 06**.
- The **Table of Contents** is contained within the first section of the document. Click within the first page.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **More** button which is displayed at the bottom right of the **Page Setup** group.



- This will display the **Page Setup** dialog box. Select the **Layout** tab within the dialog box. Click on the **down arrow** within the **Vertical alignment** section of the dialog box. In this case select the **Center** option.



- Within the **Apply to:** section of the dialog box, make sure that **This section** is selected.
- Click on the **OK** button to close the dialog box and vertically align the text within the section.
- Press **Ctrl+F2** to view in **Print Preview**. As you can see, only this section is formatted to display text in the centre of the page. If you scroll through the rest of the document you will see that the text is aligned normally.

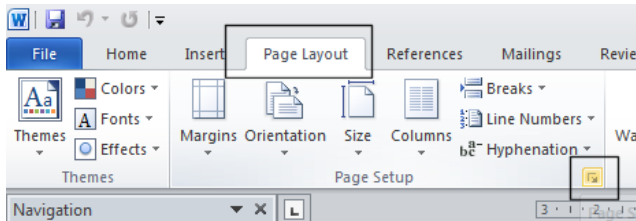


- Close the **Print Preview** mode.

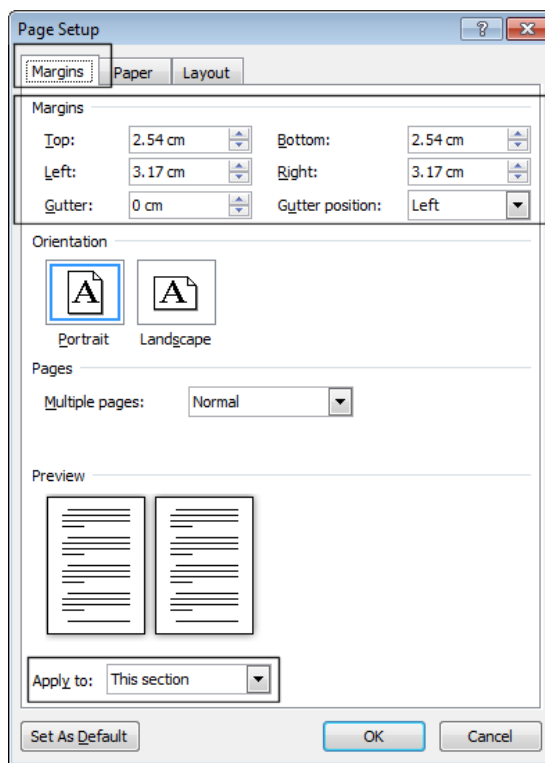
- Save your changes and close the document.

### Changing margins within sections.

- Open a document called **Sections 07**.
- Display the first page of the document.
- Click on the **Page Layout** tab and within the **Page Setup** group, click on the **More** button which is displayed at the bottom right of the **Page Setup** group.



- This will display the **Page Setup** dialog box. Select the **Margins** tab within the dialog box.

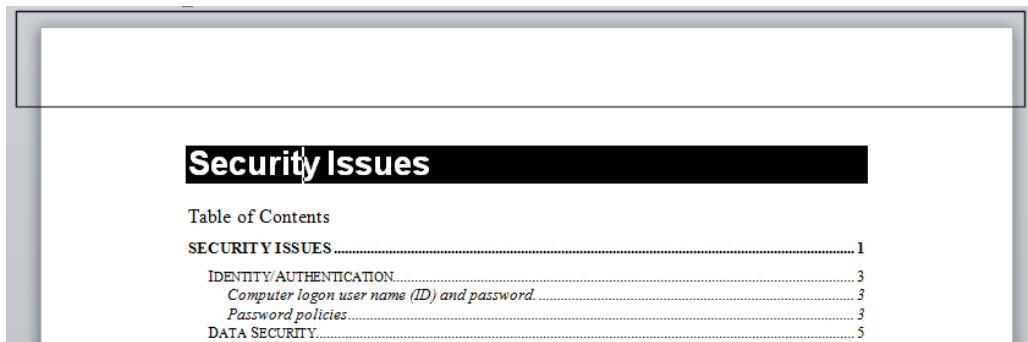


- Make changes to the top, bottom, left and right margin spacing.
- Make sure that within the **Apply to** section of the dialog box the **This section** option is selected.
- Click on the **OK** button to close the dialog box and apply the different margin sizes to just the first section within the document.
- Save your changes and close the document.

# Headers & Footers

## Applying different headers and footers to sections.

- Open a document called **Headers and footers 01**.
- Double click at the top of the document within the header area.

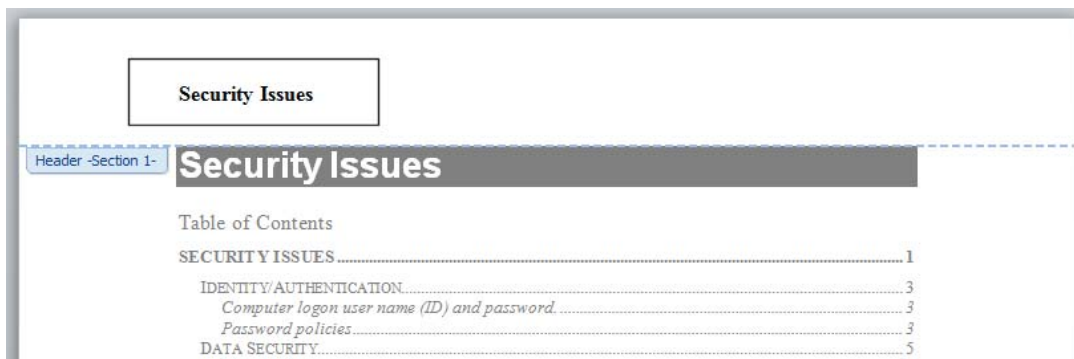


- This will display the **Header and Footer** ribbon and move the insertion point to the header area.

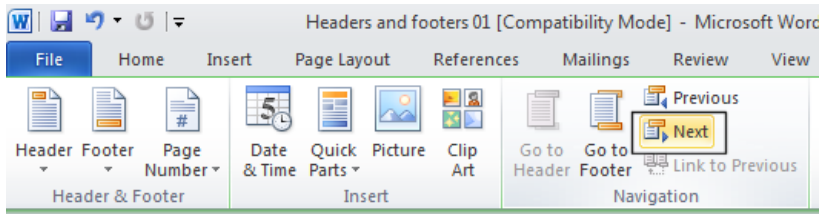


- Type in the following header:

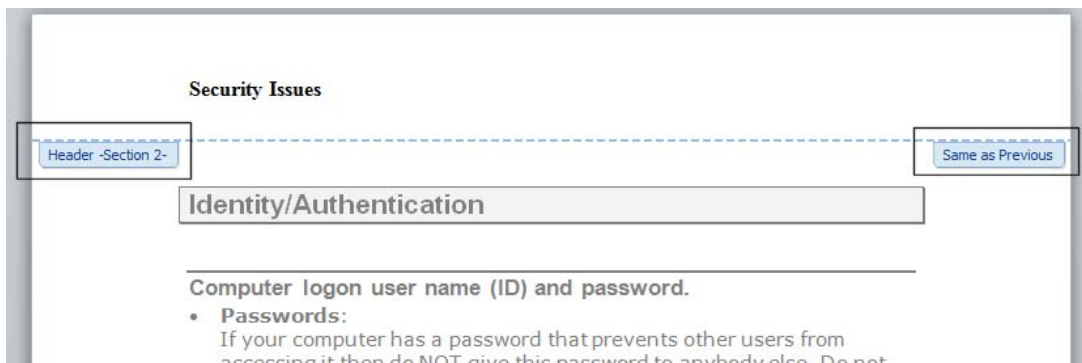
### Security Issues



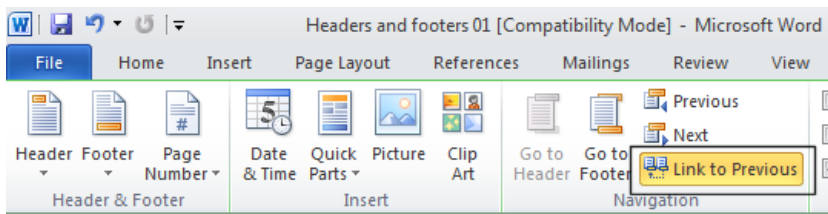
- To move to the header within the next section of the document click on the **Next** button within the **Header and Footer** ribbon.



- This will display the header area for the second section within the document. Notice the section label to the left, telling you which section you are in.
- To the right is displayed the message '**Same as previous**'. By default when inserting a header or footer into a multi-section document, a single header or footer is used for the entire document.



- To insert a different header within section two (and for all following sections); click on the **Link to Previous** button within the **Header and Footer** ribbon.

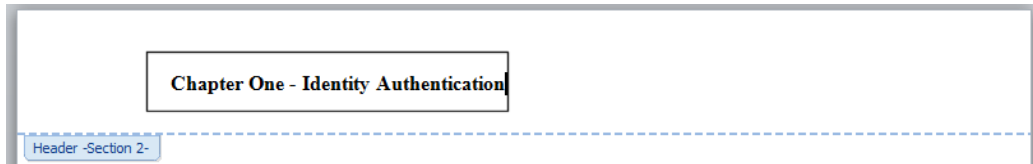


- You will notice that the **Same as Previous** message is no longer displayed.



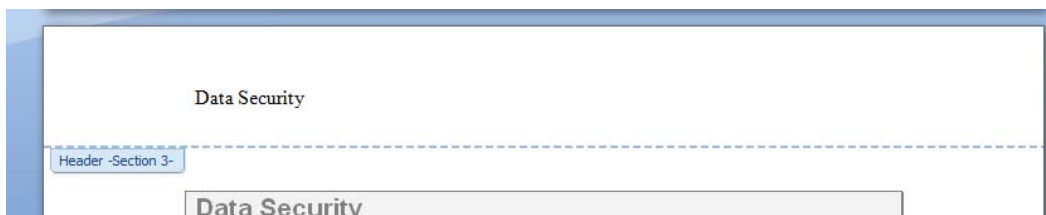
- Type in the following header:

## Chapter One - Identity Authentication



- Click on the **Next** button within the **Header and Footer** ribbon to display the header and footer area for the next section within the document.
- Click on the **Link to Previous** button within the **Header and Footer** ribbon and the **Same as Previous** message is no longer displayed.
- Type in the next header text:

### Data Security



- Click on the **Next** button within the **Header and Footer** ribbon to display the header and footer area for the next section within the document.
- Click on the **Link to Previous** button within the **Header and Footer** ribbon and the **Same as Previous** message is no longer displayed.
- Type in the next header text:

### Viruses

- Double click within the body text of the document to close the **Header and Footer** ribbon.
- Display the first page of the document and then scroll through the document and you will see that different sections display different headers.

**NOTE:** You can repeat the entire process to create footers that are different of each section. To do this double click in the footer area at the bottom of a page which will display the **Header and Footer** ribbon. You can use exactly the same techniques that you use for creating headers.

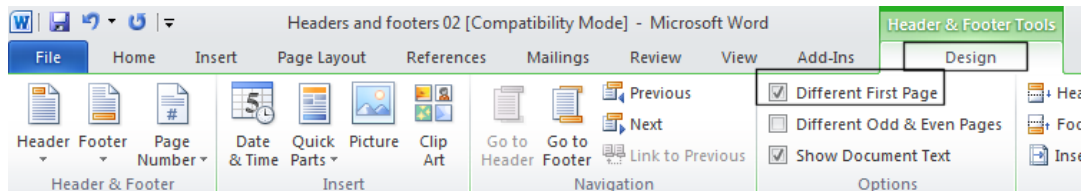
- Save your changes and close the document.

## Applying different headers and footers to the first page.

- Open a document called **Headers and footers 02**.
- This document has a header applied to it, which is displayed on every page, including the first page.

Computer Security	
<b>Security Issues</b>	
Table of Contents	
SECURITY ISSUES .....	1
IDENTITY/AUTHENTICATION .....	2
Computer logon user name (ID) and password.....	2
Password policies.....	2
DATA SECURITY .....	2
Off-site backups.....	2
Why do you need to backup your computer?.....	3
Organising your computer for more efficient backups.....	3
Complete vs. incremental backups.....	3
What is a firewall?.....	3
Data theft issues.....	4
VIRUSES .....	5
Computer viruses.....	5

- Double click within the header area. Click on the **Different First Page** checkbox located within the **Options** group under the **Design** tab.



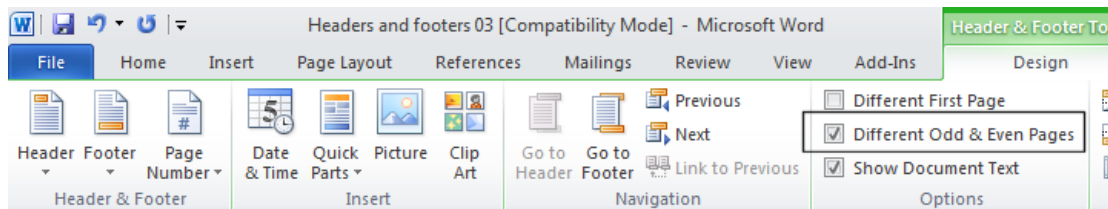
- The original header will no longer be displayed at the top of the first page. If you scroll through the document you will find that all the other pages still display the header.
- Enter a new header for the first page, such as your name.

**NOTE:** You do not have to have any text on the header on the first page. Often the header is left blank to improve the appearance of the first page of a document.

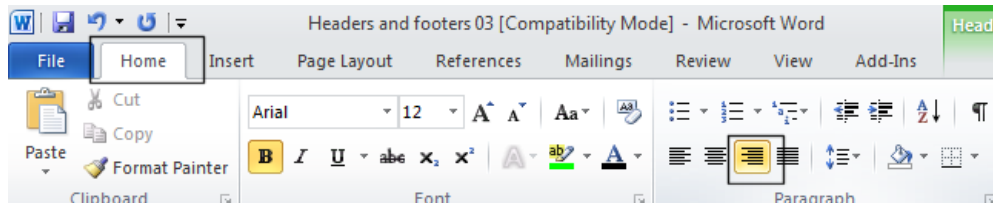
- Add today's date as the first page footer.
- Scroll through your document and as you can see the front page has a different header and footer than the rest of the document.
- Save your changes and close the document.

## Applying different headers and footers to odd and even pages.

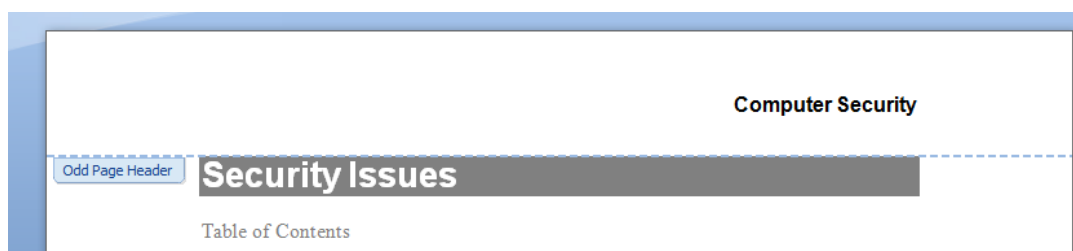
- Open a document called **Headers and footers 03**.
- This document is made up of a single section and has the same header on each page called **Computer Security**. Scroll through the document so that you can verify that each page has the same header and footer.
- Double click within the header area. Click on the **Different Odd & Even Pages** checkbox located within the **Options** group under the **Design** tab.



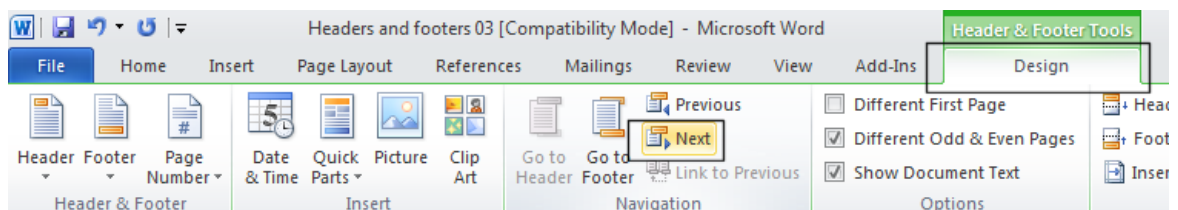
- If necessary display the header area on **page 1** of the document.
- Click within the text **Computer Security**, click on the **Home** tab and click on the **Align Text Right** button within the **Paragraph** group.



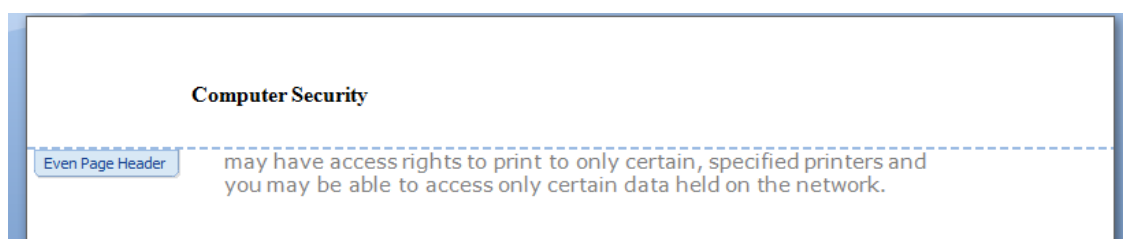
- Your document will now look like this.



- Click on the **Design** tab and within the **Navigation** group click on the **Next** button.



- Enter a header for the second page. Type in the word **Computer Security**. Add **bold** formatting, use the **Arial** font and make sure that the text is aligned to the left.





- Double click within the main part of the document.
- Scroll through the document and you will see that even though we have chosen to use the same text for odd and even headers, that text is aligned differently on odd and even pages.

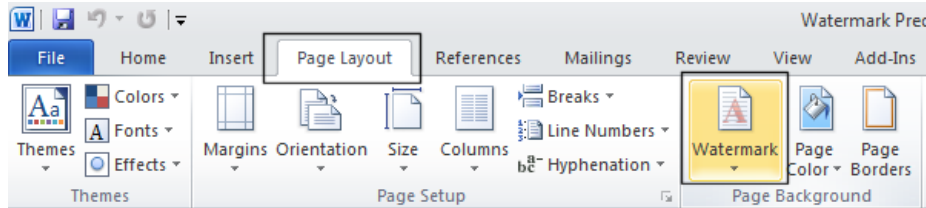
**NOTE:** You can use the same techniques to apply different odd and even footers to a document.

- Save your changes and close the document.

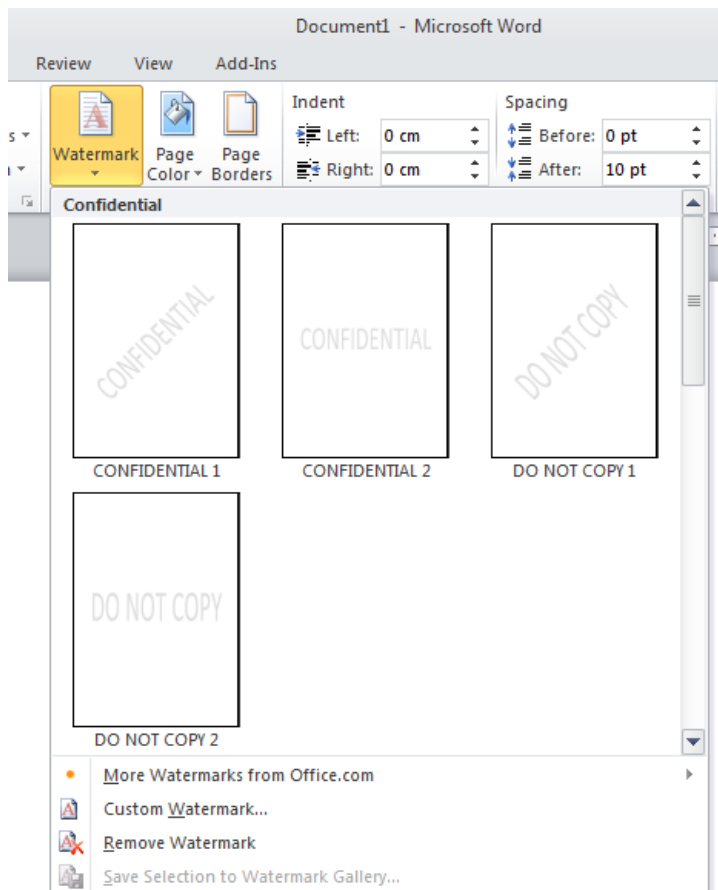
# Watermarks

## Adding a pre-defined watermark.

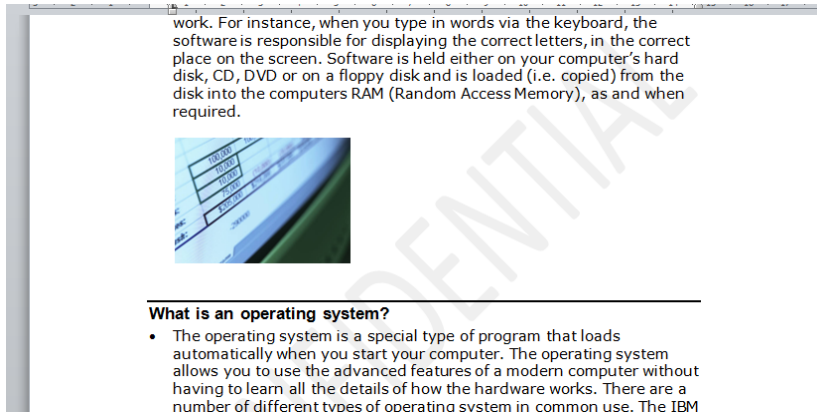
- Open a document called **Watermark Predefined**.
- Click on the **Page Layout** tab and within the **Page Background** group, click on the **Watermark** button.



- This will display a drop-down menu from which you can select a predefined watermark. If you use scroll bars you can scroll down to see more watermarks displayed.



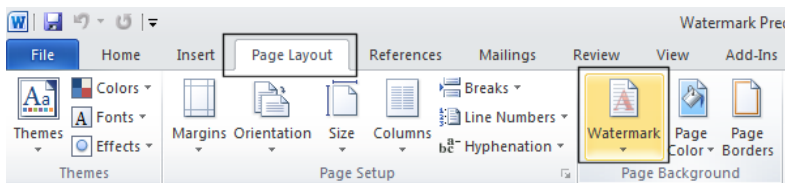
- Click on one of the watermarks, such as **CONFIDENTIAL 1** to insert it. You will see the watermark displayed behind any text or pictures.



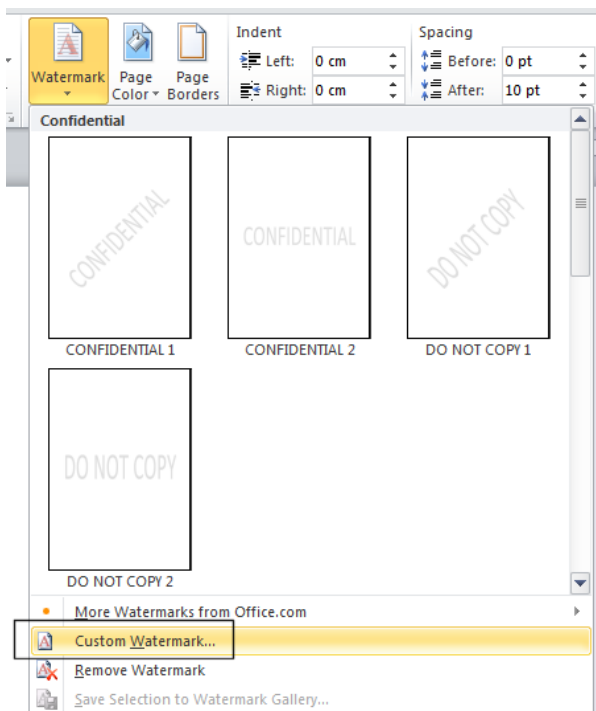
- Save your changes and close the document.

### Adding a custom text watermark.

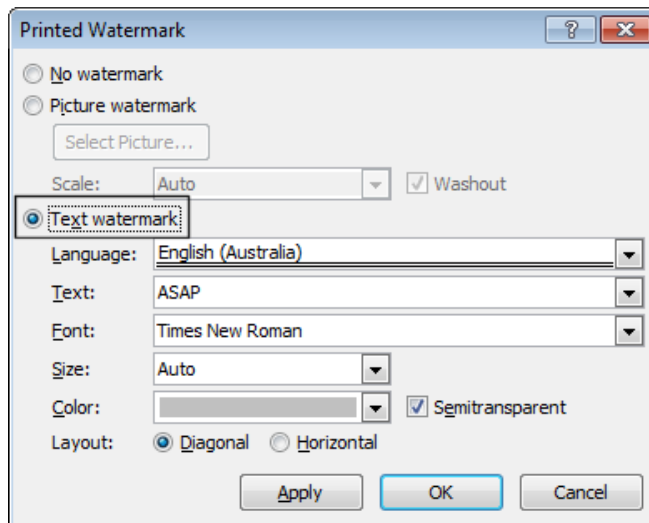
- Open a document called **Watermark 01**.
- Click on the **Page Layout** tab and within the **Page Background** group, click on the **Watermark** button.



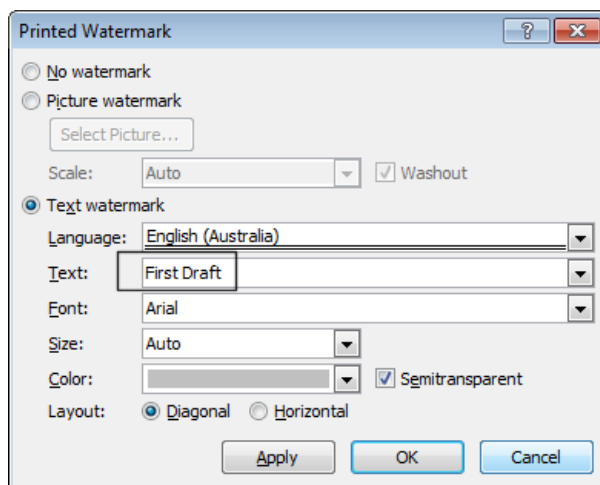
- From the drop-down list displayed click on **Custom Watermark**.



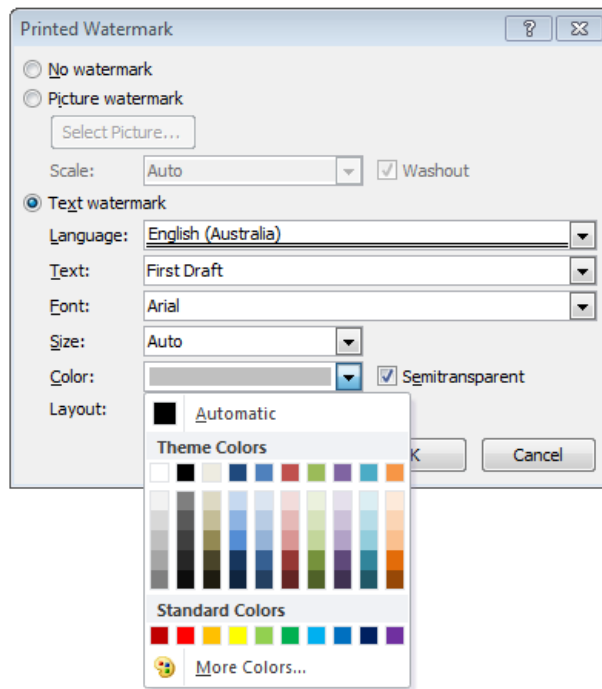
- This will display the **Printed Watermark** dialog box. Click on the **Text Watermark** button.



- Within the **Text** area enter your watermark text, such as the words **First Draft**.
- Within the **Font** area click on the **down arrow** and select a different font such as **Arial**.



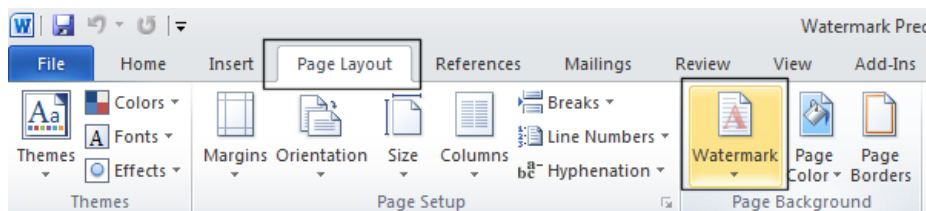
- Within the **Color** section click on the **down arrow** and select a different colour.



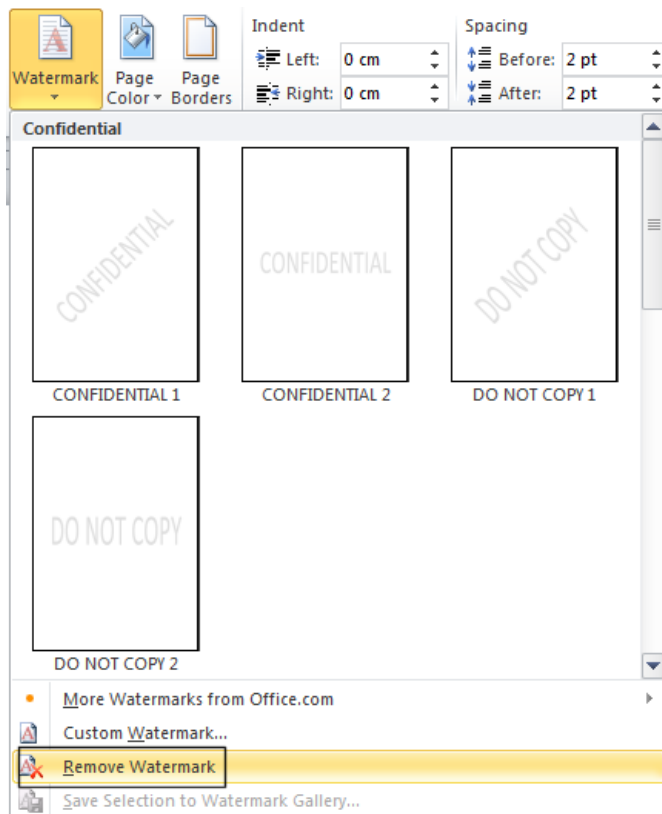
- Click on the **OK** button and the watermark will be applied to the document.
- Save your changes and close the document.

## Removing a watermark.

- Open a document called **Watermark 02**.
- Click on the **Page Layout** tab and within the **Page Background** group, click on the **Watermark** button.



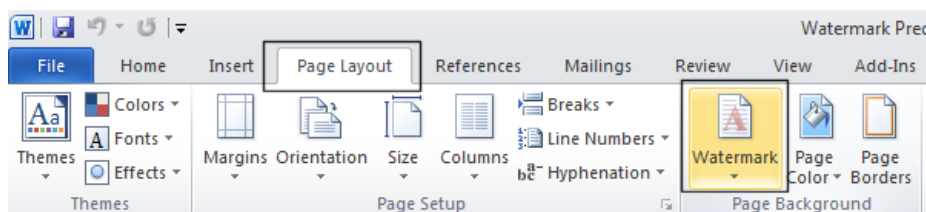
- From the drop-down list displayed click on **Remove Watermark**.



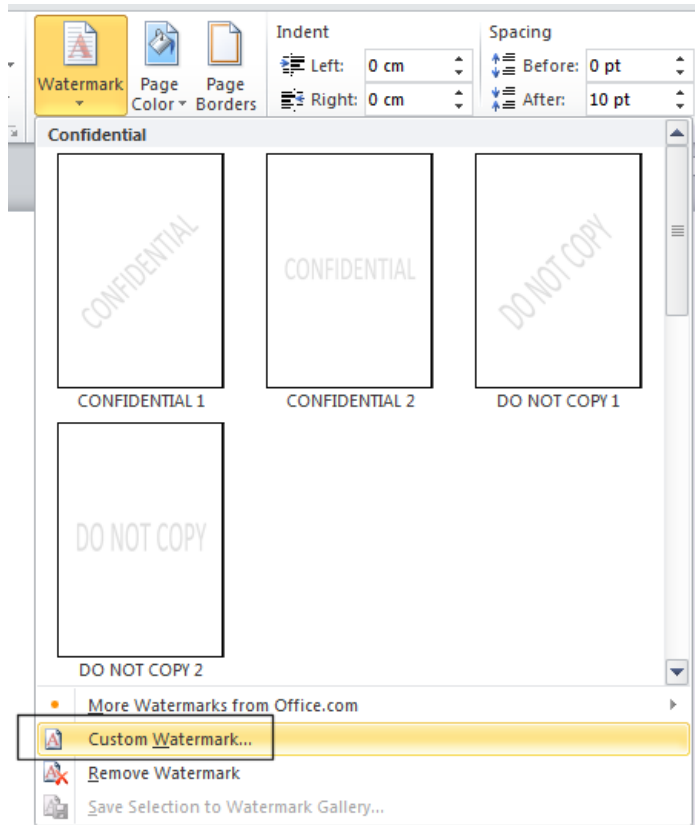
- The watermark will now be removed.
- Save your changes and close the document.

### Modifying a text watermark.

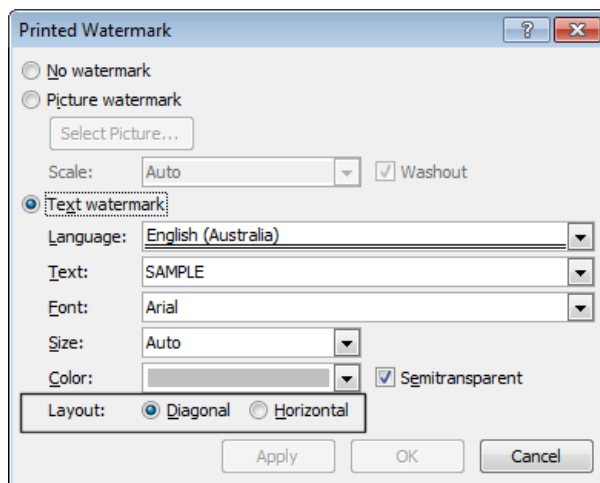
- Open a document called **Watermark 03**.
- Click on the **Page Layout** tab and within the **Page Background** group, click on the **Watermark** button.



- From the drop-down list displayed click on **Custom Watermark**.



- This will display the **Printed Watermark** dialog box. You can modify any of the properties listed. For instance within the layout section of the dialog box click on the **Horizontal** button.

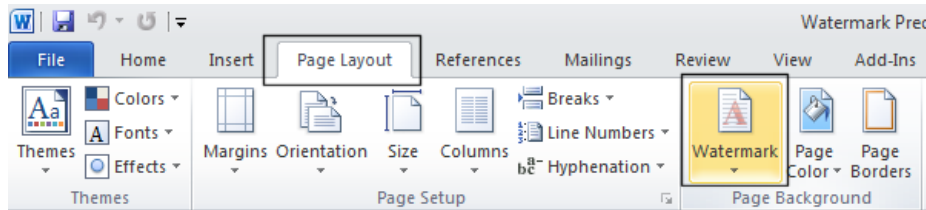


- Experiment with modifying these options.
- Click on the **OK** button to close the dialog box.
- Save your changes and close the document.

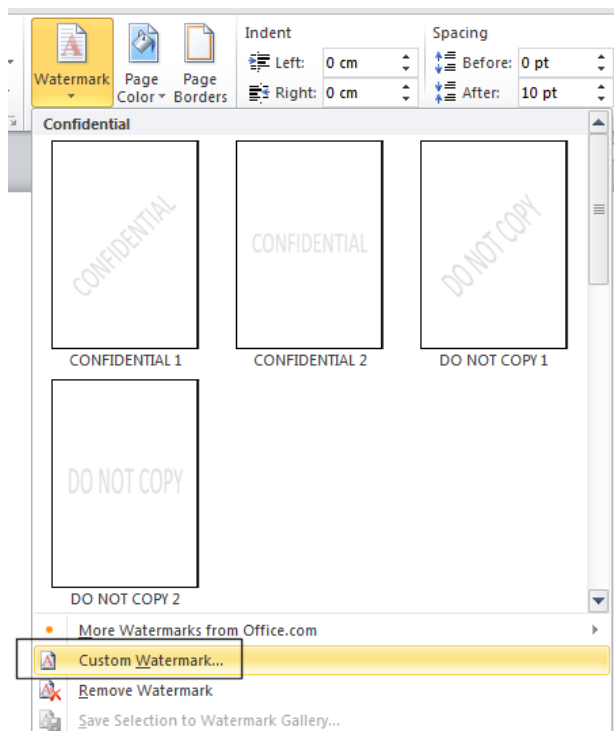
## Adding a picture watermark.

- Open a document called **Watermark 04**.

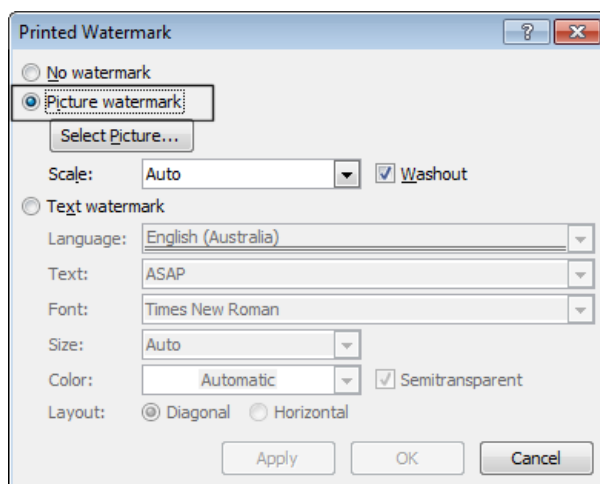
- Click on the **Page Layout** tab and within the **Page Background** group, click on the **Watermark** button.



- From the drop-down displayed click on **Custom Watermark**.

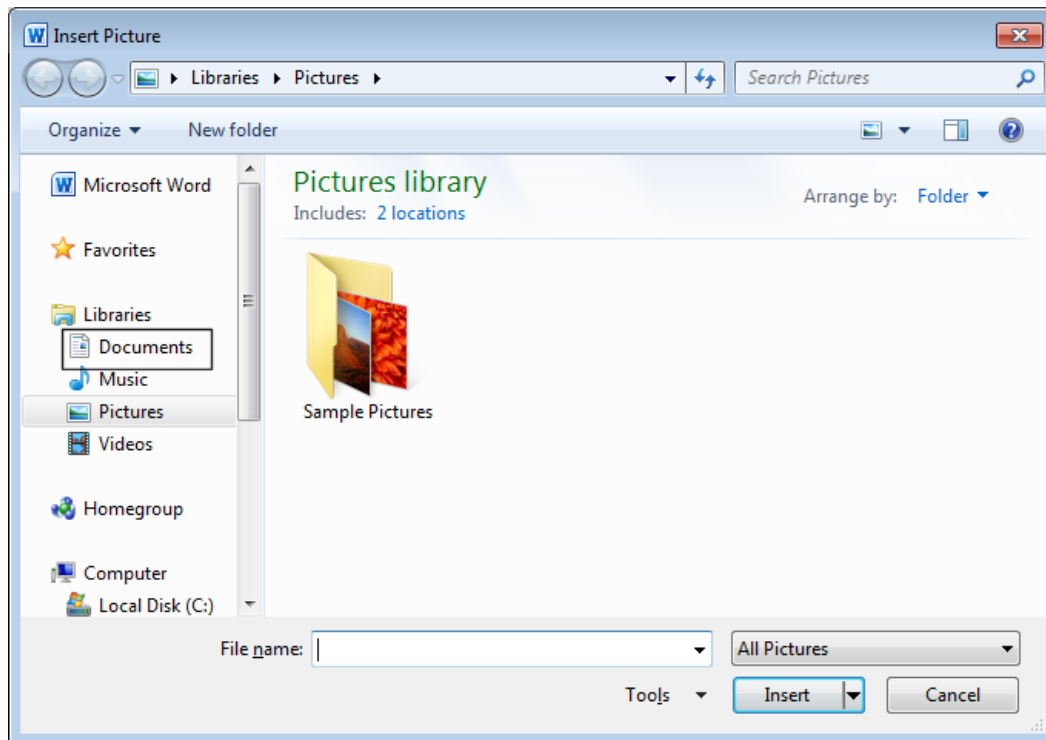


- This will display the **Printed Watermark** dialog box.
- Click on the **Picture watermark** button.

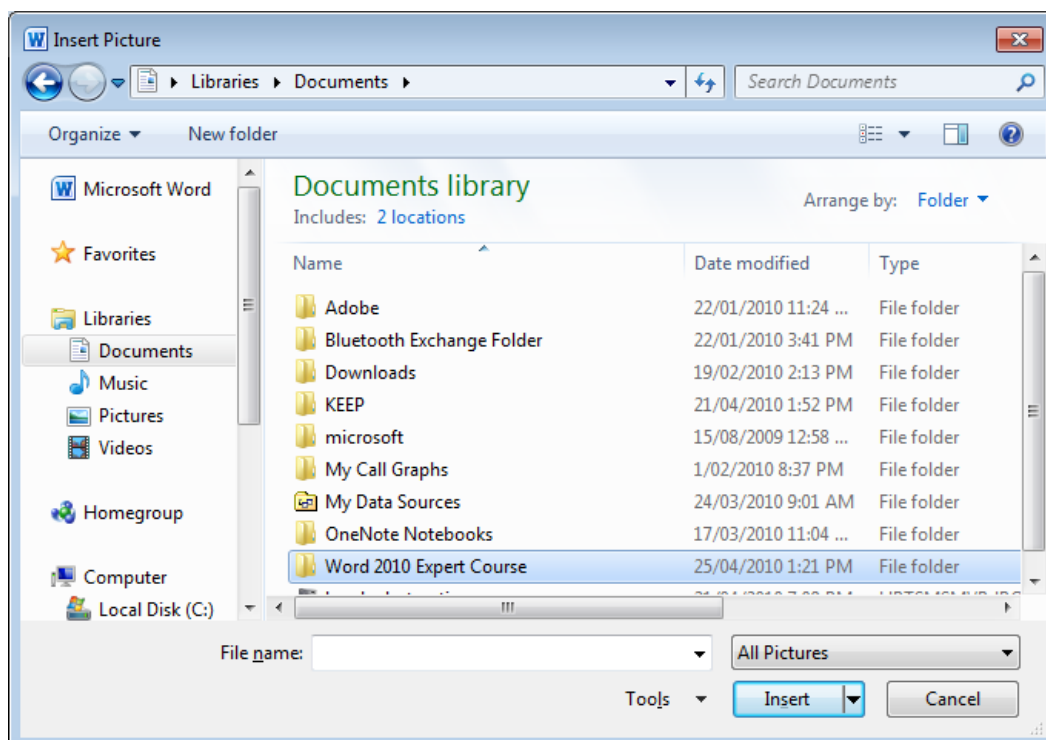




- Click on the **Select Picture** button. This will display the **Insert Picture** dialog box, which by default displays the contents of the **My Pictures** folder.



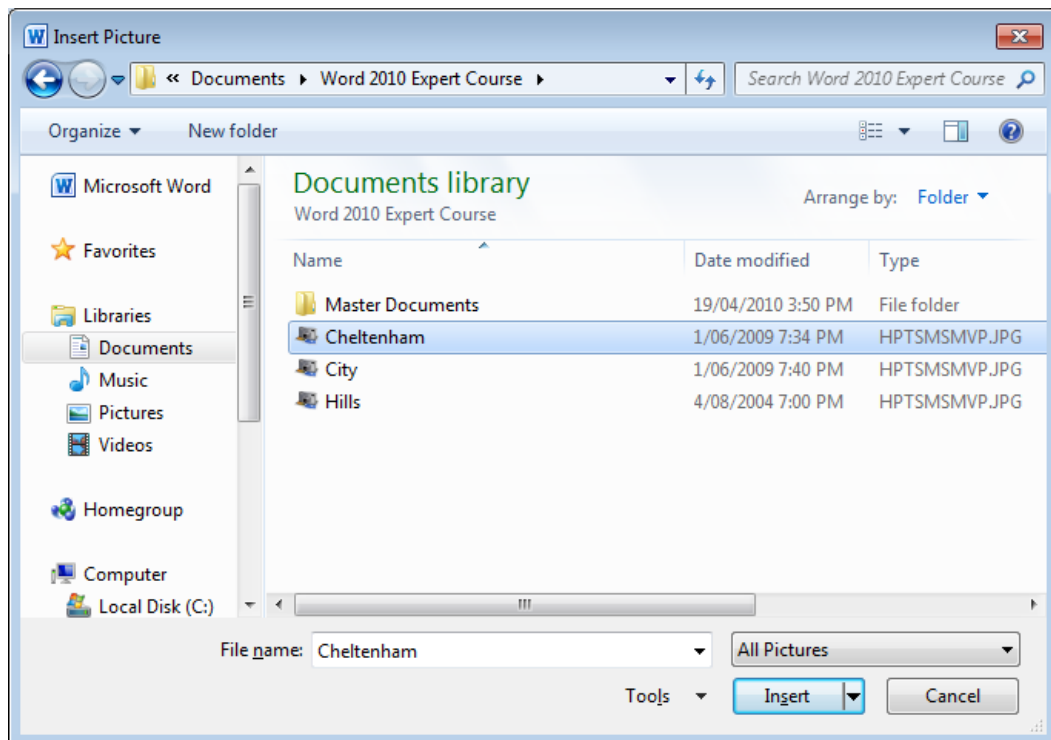
- Click on the **Documents** button.



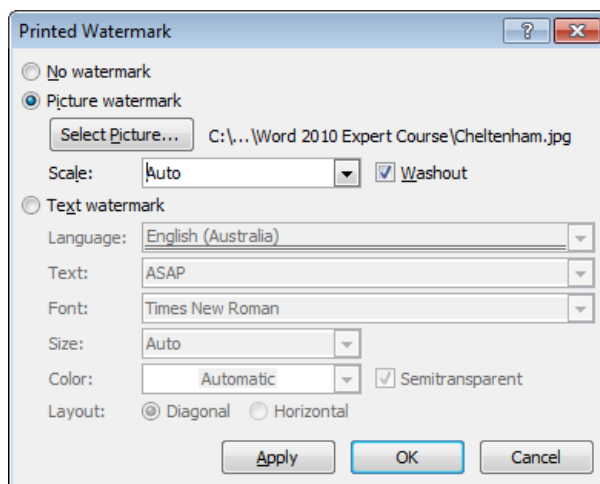
- Select the folder containing your sample files for this course, called:

## Word 2010 Expert Course

- Select a file called **Cheltenham**.



- Click on the **Insert** button. The dialog box will now look like this.

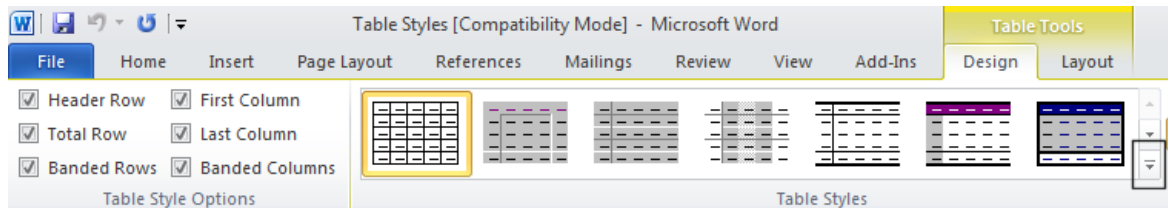


- Click on the **Apply** button then close the dialog box and insert the watermark. You will now see the watermark displayed on each page of your document.
- Save your changes and close the document.

# Tables.

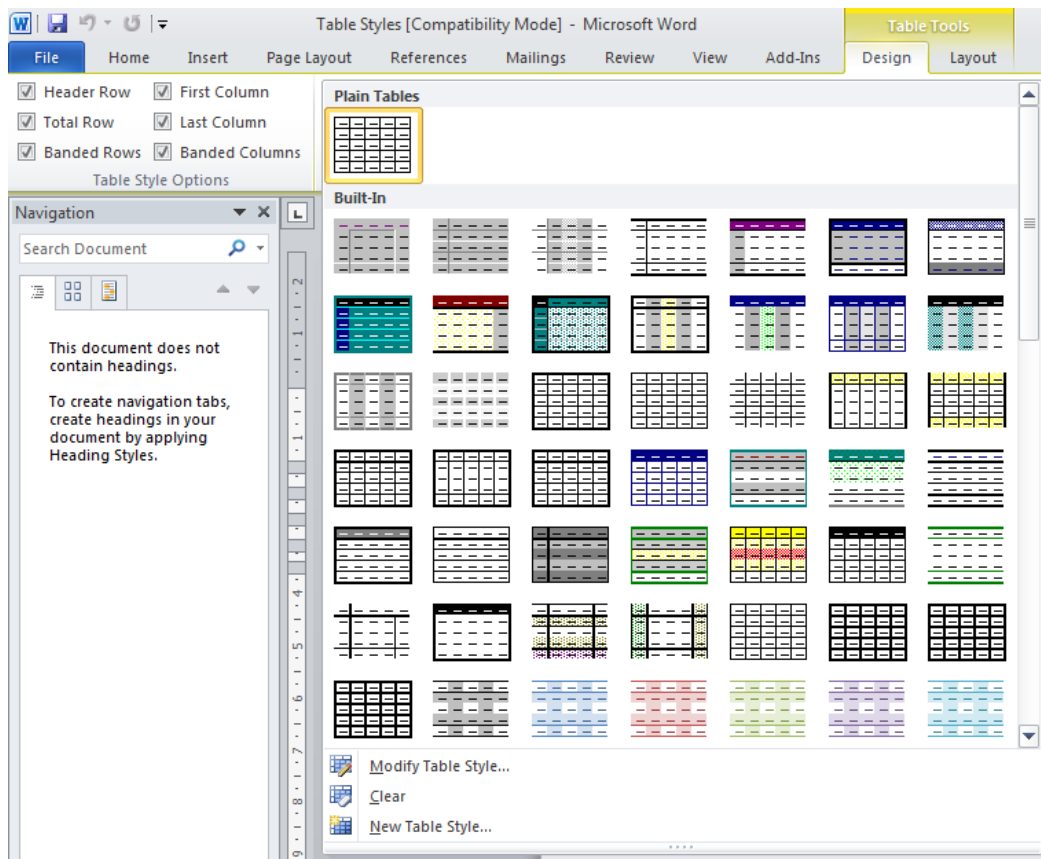
## Table styles.

- Open a document called **Table Styles**.
- Click within the table.
- Click on the **Design** tab and you'll see a number of styles that you can use to format the table.



- If you click on the **More** button you will see further style options displayed.

**TIP:** The **More** button is displayed at the bottom right of the **Table Styles** group.



- Experiment with applying different styles to your table.

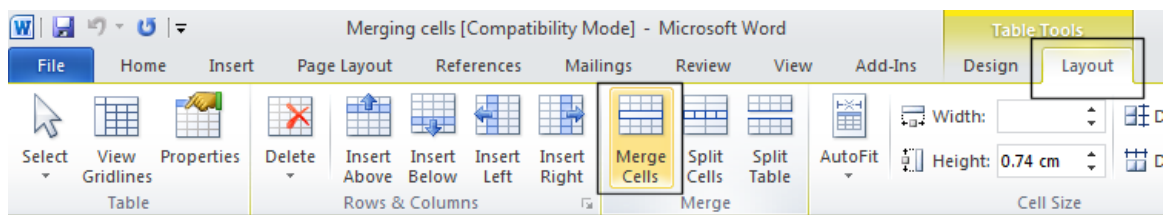
- When you have finished experimenting save your changes and close the Word document.

### Merging cells within a table.

- Open a document called **Merging cells**.
- Select the cells that you wish to merge to make a single cell (in this case the first two cells, as illustrated).

Sales		Jan	Feb	March
North		2,894	8,342	8,458
South		8,823	2,324	9,583
East		7,378	2,342	9,823
West		2,382	3,273	4,374




- Click on the **Layout** tab and within the **Merge** group, click on the **Merge Cells** button.



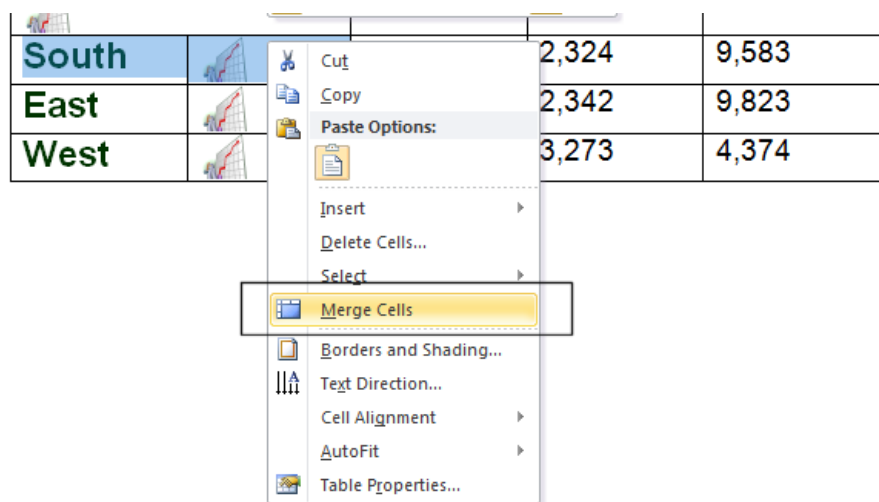
- The first two cells will now have merged, as illustrated.

Sales		Jan	Feb	March
North		2,894	8,342	8,458
South		8,823	2,324	9,583
East		7,378	2,342	9,823
West		2,382	3,273	4,374

- Repeat this process for merging the cell containing the word **North** and the cell immediately to the right of it. Your screen will now look like this.

Sales		Jan	Feb	March
North		2,894	8,342	8,458
South		8,823	2,324	9,583
East		7,378	2,342	9,823
West		2,382	3,273	4,374

- Repeat this process for merging the cell containing the word **South** and the cell immediately to the right of it, but this time try using a slightly easier method. Right-click over the two selected cells and from the pop-up menu displayed, select the **Merge Cells** command.



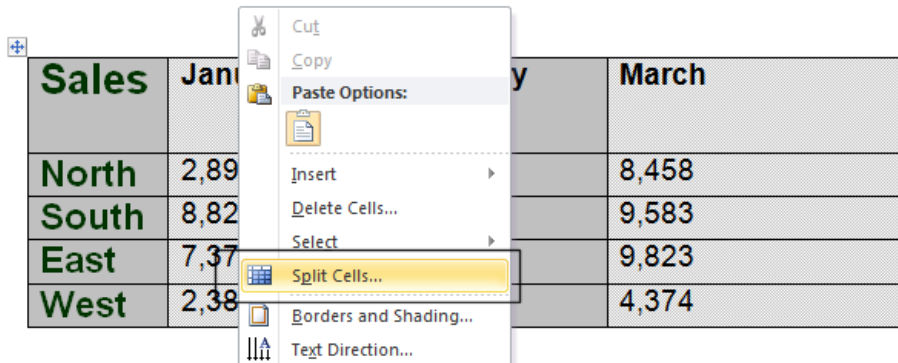
- Repeat this procedure and apply it to the **East** and the **West** regions.

Sales		Jan	Feb	March
North		2,894	8,342	8,458
South		8,823	2,324	9,583
East		7,378	2,342	9,823
West		2,382	3,273	4,374

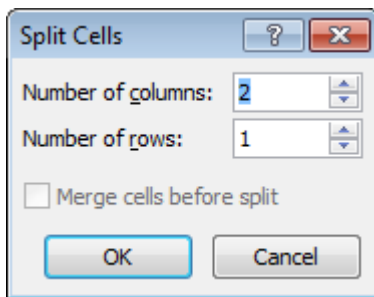
- Save your changes and close the document.

## Splitting cells within a table.

- Open a document called **Splitting cells**.
- Click on the cell you wish to split, in this case click on the cell containing the word **January**.
- Right click and from the pop-up menu displayed, select the **Split Cells** command.



- This will display the **Split Cells** dialog box.






- Click on the **OK** button and the cell will be split as illustrated.

Sales	January	February	March
North	2,894	8,342	8,458
South	8,823	2,324	9,583
East	7,378	2,342	9,823
West	2,382	3,273	4,374

**NOTE:** You can control how to split the cell, by adjusting the number of columns and number of rows within the dialog box. For instance if you wish to split the cell into two cells, one above the other, you would set the **Number of Columns** to 1 and the **Number of Rows** to 2.

- Repeat this procedure for the cells containing the words **February** and **March**.
- Once you have finished, copy the pie chart into each of the new empty cells. Your table should now look like this.

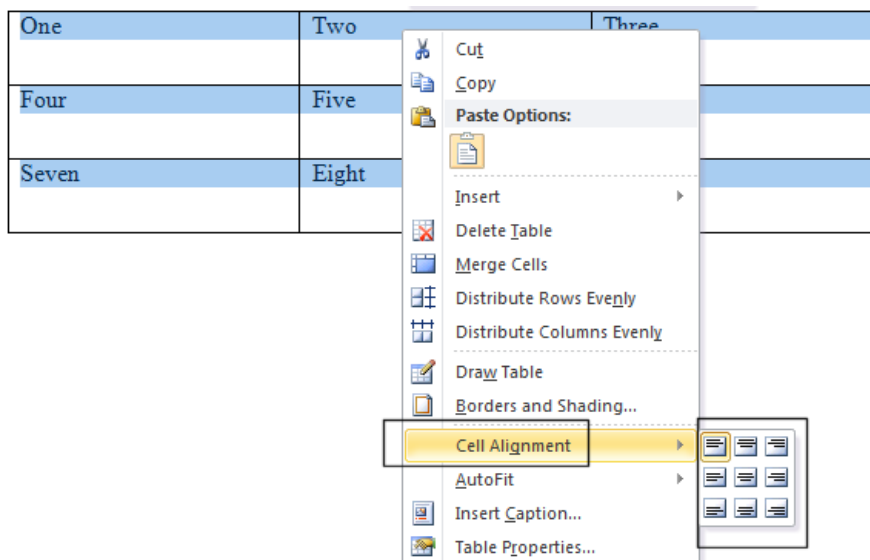
Sales	January		February		March	
North	2,894		8,342		8,458	
South	8,823		2,324		9,583	
East	7,378		2,342		9,823	
West	2,382		3,273		4,374	

**TIP:** You may have to format the text in the top row to use a smaller font, so that months fit within the cells.

- Save your changes and close the document.

### Modifying cell alignment.

- Open a document called **Cell alignment**.
- To align the cell contents, first select the entire table by clicking within the first cell and while keeping the mouse button pressed drag to the last cell within the table. Release the mouse button and all the cells will remain selected.
- Right click over the selected table and a pop-up menu is displayed. Move the mouse to the **Cell Alignment** command and a sub-menu is displayed allowing you to control both vertical and horizontal cell alignment.



- Click on the **Align Center** option and the table will now look something like this.

One	Two	Three
Four	Five	Six
Seven	Eight	Nine

- Experiment with applying some of the other alignment options.



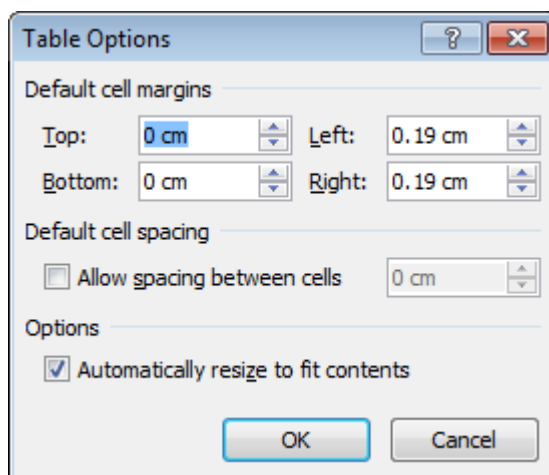
- Save your changes and close the document.

### Modifying cell margins.

- Open a document called **Cell Margins**.
- To modify the cell margins for all the cells, first select the table.
- Click on the **Layout** tab and within the **Alignment** group click on the **Cell Margins** button.



- This will display the **Table Options** dialog box.

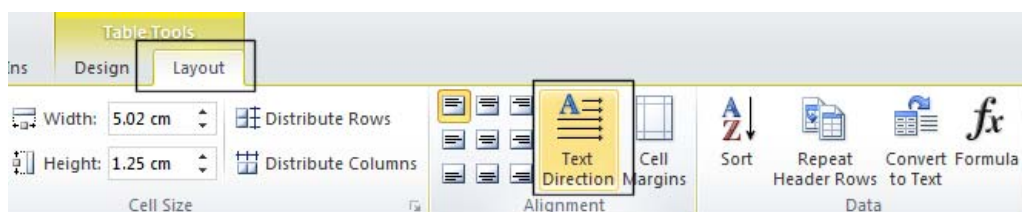




- Experiment with increasing the **Top**, **Bottom**, **Left** and **Right** margins and click on the **OK** button to apply your changes. Look what happens to the text within each cell when you close the dialog box.
- Save your changes and close the document.

### Modifying text direction within cells.

- Open a document called **Text direction**.
- Select the first row within the table.
- Click on the **Layout** tab and within the **Alignment** group click on the **Text Direction** button.



- The selected cells will now look like this.

One	Two	Three
Four	Five	Six
Seven	Eight	Nine

- Click on the **Text Direction** button once more and the selected cells will now look like this.

One	Two	Three
Four	Five	Six
Seven	Eight	Nine

- Click on the **Text Direction** button once more and the selected cells will now look like this.

One	Two	Three
Four	Five	Six
Seven	Eight	Nine

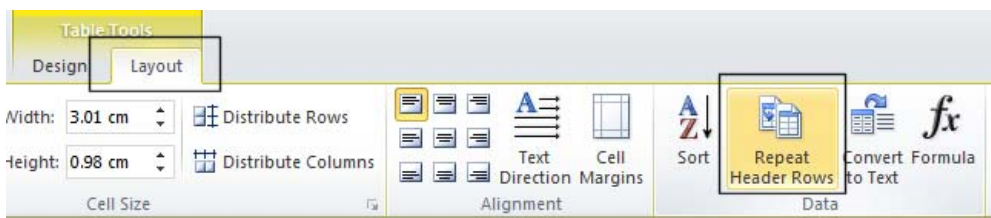
- As you can see clicking on the text direction button toggles between three different text directions.
- Click on the **Text Direction** button once more so that the text is displayed vertically.
- Save your changes and close the document.

### Repeating the table heading row for multi-page tables.

- Open a document called **Top row header**.
- Scroll down the document and you will see that when you view the second page, no row header is displayed, making it hard to understand the information on the second page.
- Select the top row of the table.

Part Number	Northern Region Sales	Southern Region Sales	Eastern Region Sales	Western Region Sales
1001	243		231	654
1002	654	231	223	235
1003	765	432	325	654
1004	23	432	231	234
1005	245	101	432	231

- Click on the **Layout** tab and within the **Data** group click on the **Repeat Header Rows** button.



- If you now scroll down the document you will see that the header row is displayed across the top of the table on the second page.

Part Number	Northern Region Sales	Southern Region Sales	Eastern Region Sales	Western Region Sales
1047	124	101	432	7
1048	432	232	234	324
1049	234	123	325	231
1050	231	33	231	432
1051	223	21	432	432
1052	325	7	432	101
1053	321	324	101	232
1054	234	432	232	123

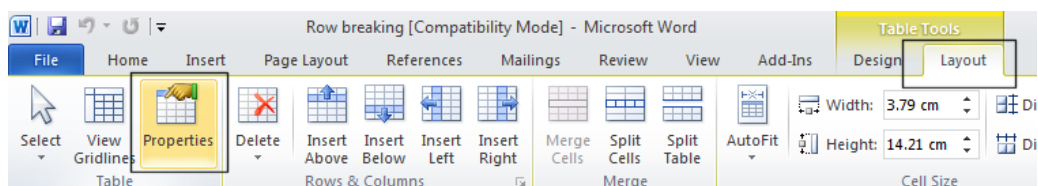
- Save your changes and close the document.

### Controlling row breaking across pages.

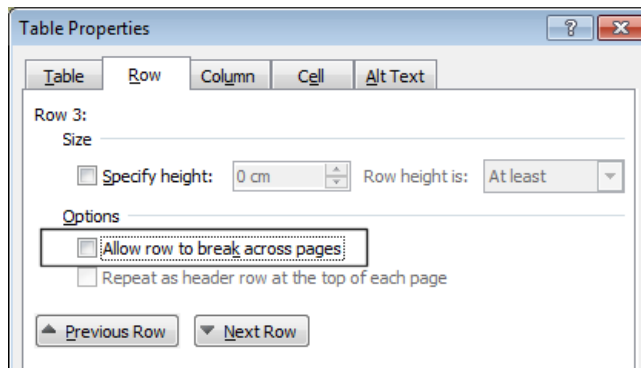
- Open a document called **Row breaking**.
- If you scroll down to the bottom of the page you will see that the row containing information relating to '**Protecting against computer virus infection**' breaks at the bottom of page one and is continued at the top of page two.

	<ul style="list-style-type: none"> <li>• Make sure that the password is long enough, contains a random mixture of numbers and letters, and that the passwords are changed on a regular basis.</li> <li>• There are many examples, where people have used passwords that relate to something personal, such as a partner's first name, the dog's or cat's name, etc. For a determined, serious computer hacker,</li> </ul>
	these are easy to guess. If you have a system, where lots of different passwords are required to access the system, then security often breaks down and computer users will sometimes keep a list of these passwords in their disk. This defeats the

- Click within the cell at the bottom of page 1.
- Click on the **Layout** tab and within the **Table** group click on the **Properties** box.



- This will display the **Table Properties** dialog box. Make sure that the **Row** tab is selected.



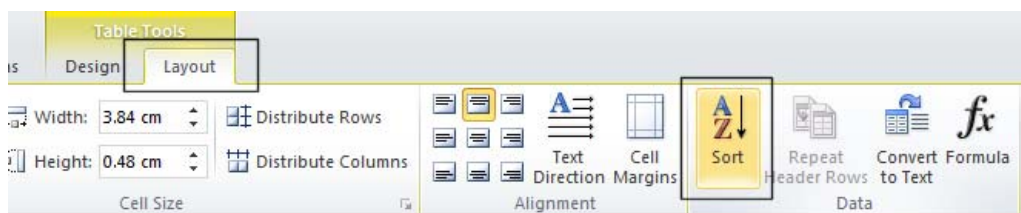
- By default the option called **Allow row to break across pages** is active. Remove the tick in this check box and click on the **OK** button to close the dialog box.
- Scroll down the document and you will find that rows no longer break across pages, instead of being split across a page the row is forced to display at the top of the next page.

**NOTE:** To set the table back to breaking rows across pages you would re-open the **Table Properties** dialog box and click on the **Allow row to break across pages** option.

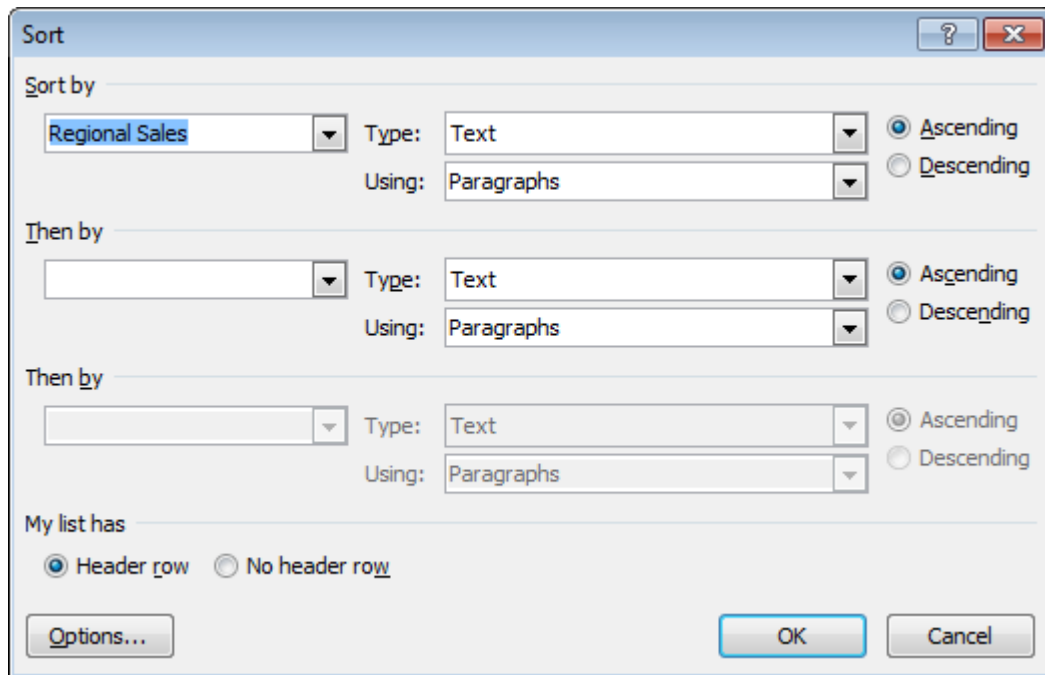
- Save your changes and close the document.

## Performing a single column sort.

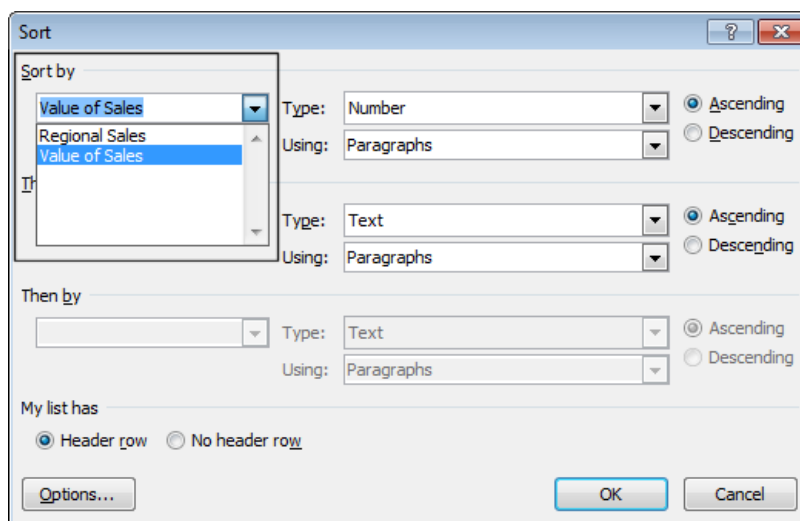
- Open a word document called **Sorting**.
- Click within the table.
- Click on the **Layout** tab and within the **Data** group click on the **Sort** button.



- This will display the **Sort** dialog box.



- The **Sort By** section of the dialog box allows you to set which value you will sort by. By default as you can see **Regional Sales** is selected. Click on the **down arrow** next to **Regional Sales** and from the drop down list displayed select **Value Of Sales**.



- You can set the sort order to be **Ascending** or **Descending** using the buttons towards the right of the dialog box. In this case select the **Descending** option. Your dialog box should now look like this.

Sort

Sort by  
Value of Sales Type: Number Using: Paragraphs ☐ Ascending ☒ Descending

Then by  
Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

Then by  
Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

My list has  
☒ Header row ☐ No header row

Options... OK Cancel

- Click on the **OK** button and the **Value of Sales** will be displayed in descending order as illustrated.

<b>Regional Sales</b>	<b>Value of Sales</b>
West	8
North	7
South	3
East	2

- Re-open the **Sort** dialog box and modify the sort so that the value of sales is listed in **Ascending** order. When you close your dialog box the data will then look like this.

<b>Regional Sales</b>	<b>Value of Sales</b>
East	2
South	3
North	7
West	8

- Re-open the **Sort** dialog box and modify to sort by **Regional Sales** in **Ascending** order.

Sort

Sort by  
Regional Sales Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

Then by  
Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

Then by  
Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

My list has  
☒ Header row ☐ No header row

Options... OK Cancel

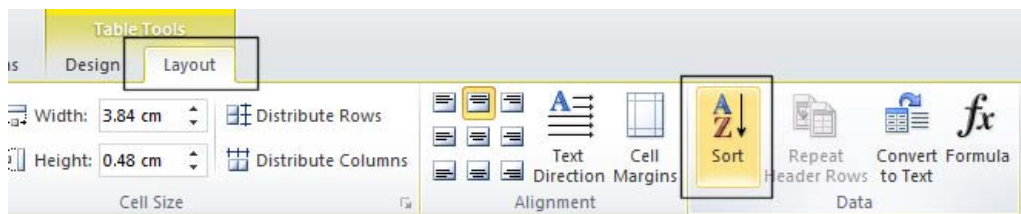
- When you close the dialog box the data will now look like this.

<b><i>Regional Sales</i></b>	<b><i>Value of Sales</i></b>
East	2
North	7
South	3
West	8

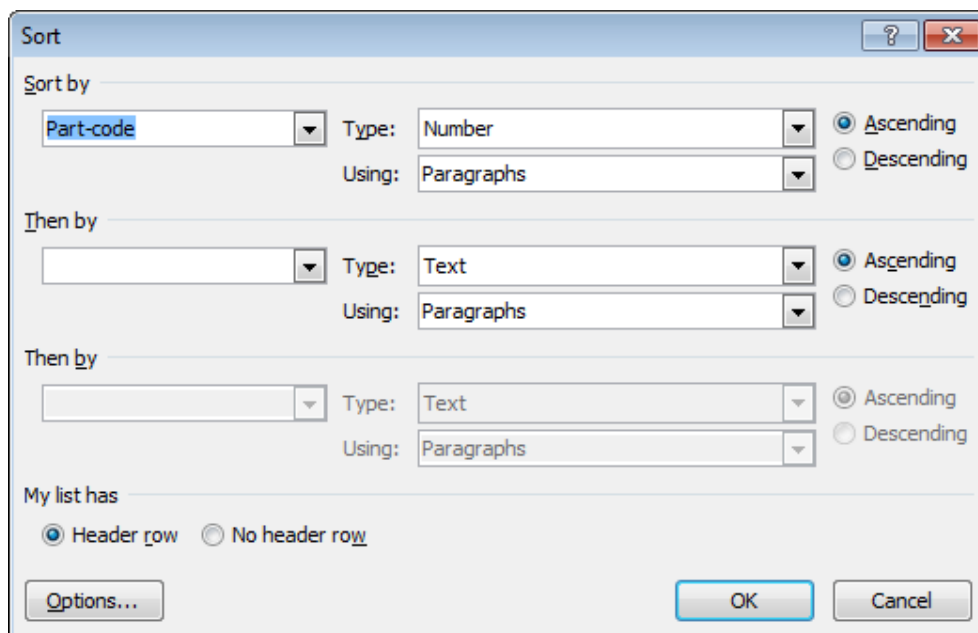
- Save your changes and close the document.

## Multilevel sorting.

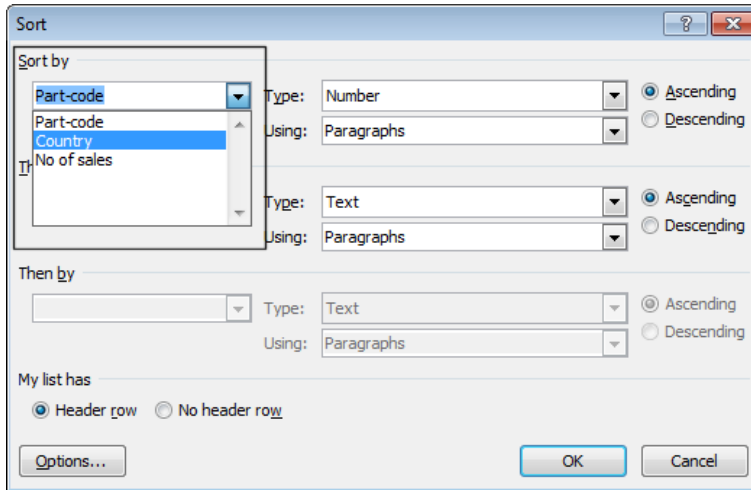
- Open a document called **Multi level sorting**.
- Click within the table.
- Click on the **Layout** tab and within the **Data** group click on the **Sort** button.



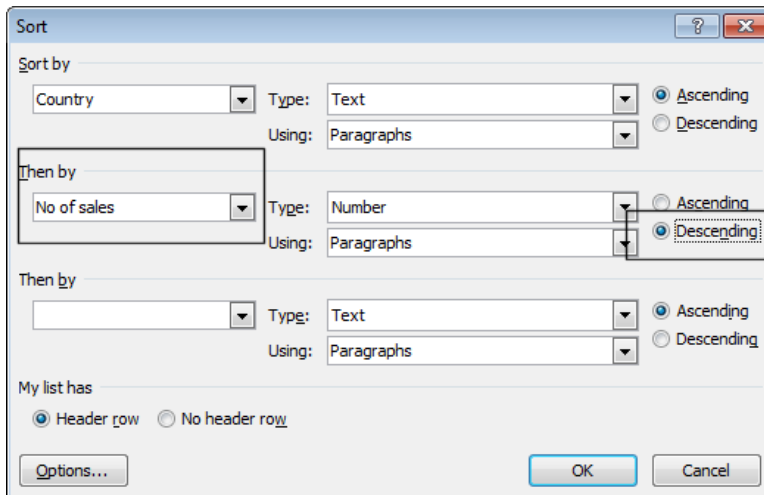
- This will display the **Sort** dialog box.



- Click on the **down arrow** within the **Sort By** section and select **Country**.



- Click on the **down arrow** next to the **Then By** section and select **Number of Sales**. Within the **Then By** section, click on the **Descending** button. The dialog box should now look like this.



- Click on the **OK** button and your data will now look like this.

Part-code	Country	No of sales
100009	Australia	7
100010	Australia	2
100013	Egypt	6
100012	Egypt	2
100002	Ireland	7
100015	Ireland	7
100014	Ireland	2
100005	South Africa	9
100004	South Africa	6
100003	South Africa	2
100008	UAE	5
100006	UK	5
100001	UK	4
100011	UK	4
100007	UK	2

- As you can see, the data has initially been sorted by **Country** and then the sales of each item within a country, are listed in descending order.

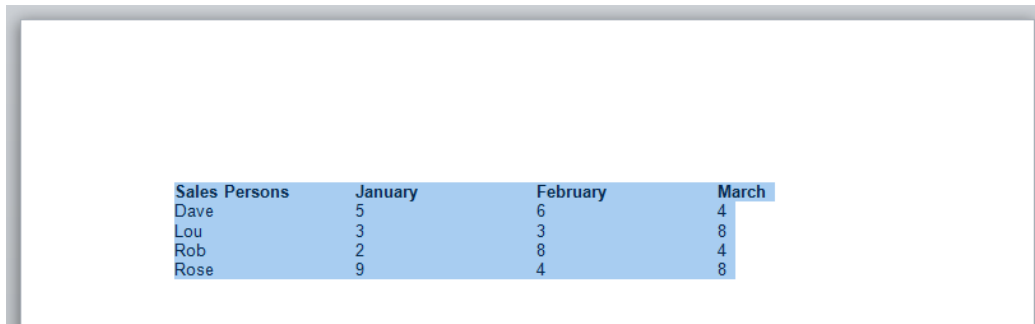


- Save your changes and close the document.

### Converting delimited text to a table.

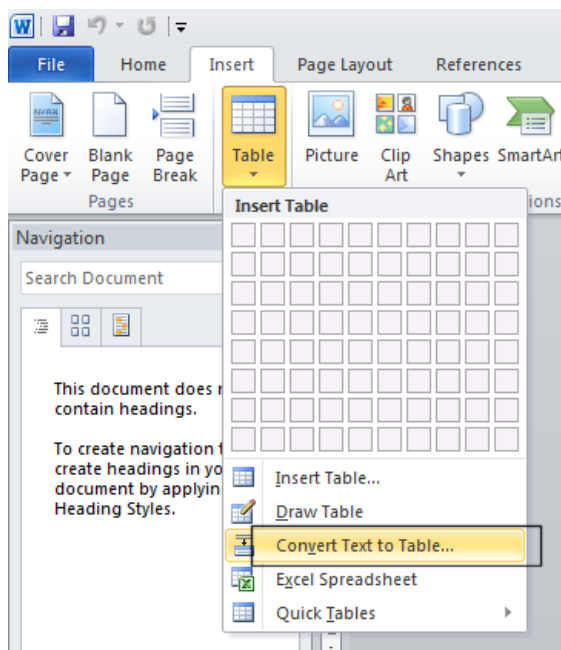
- Open a document called **Delimited text**.
- Select the tabbed text that you wish to convert to a table.

**NOTE:** Be sure to select **only the exact text** that you wish to convert to a table, as illustrated below.

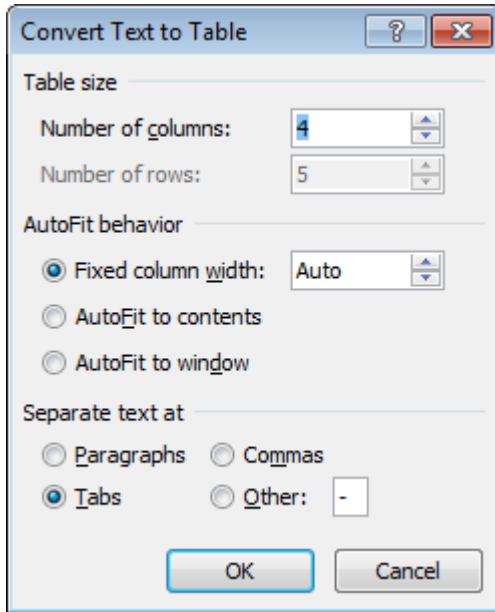


Sales Persons	January	February	March
Dave	5	6	4
Lou	3	3	8
Rob	2	8	4
Rose	9	4	8

- Click on the **Insert** tab and within the **Tables** group click on the **Table** icon. Select the **Convert Text To Table** command.



- This will display the **Convert Text To Table** dialog box.



- Click on the **OK** button and you'll see that the text has now be converted to a table.

Sales Persons	January	February	March
Dave	5	6	4
Lou	3	3	8
Rob	2	8	4
Rose	9	4	8

**NOTE:** If your table does not look like the one illustrated, it is probably because when you originally selected the text, you either didn't select all of the text, or you selected more than you should have done.

You could always click on the **Undo** button and try again, this time being very careful to only select the text that you wish to convert to a table.

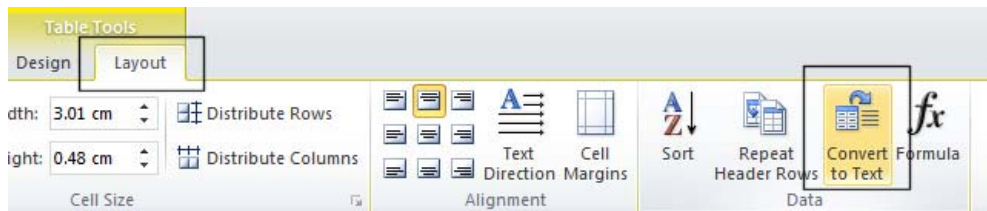
- Save your changes and close the document.

## Converting a table to text.

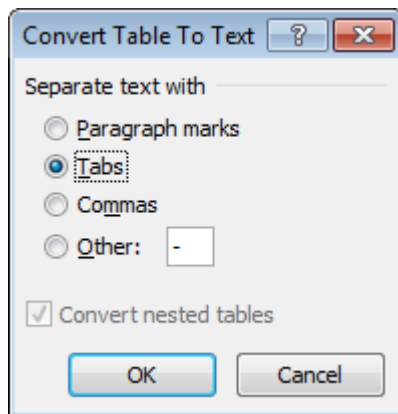
- Open a document called **Table to text**.
- Click within the table.

Region	2009	2008	2007	2006
North	23	43	32	43
South	25	43	54	65
East	54	12	12	23
West	65	46	65	54

- Click on the **Layout** tab and within the **Data** group click on the **Convert To Text** button.



- This will display the **Convert Table to Text** dialog box. Select the required separator, in this case select **Tabs**. Click on the **OK** button.



- The data is now formatted using tab stops.

Region	2009	2008	2007	2006
North	23	43	32	43
South	25	43	54	65
East	54	12	12	23
West	65	46	65	54

- To see the formatting, click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** button. You will see the following.

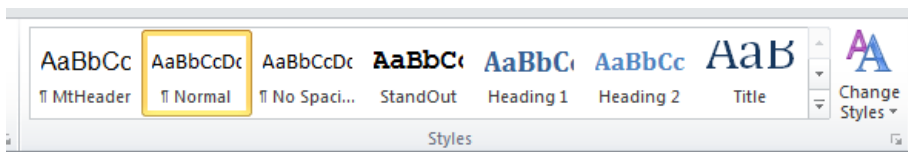
Region	→	2009	→	2008	→	2007	→	2006¶
North	→	23	→	43	→	32	→	43¶
South	→	25	→	43	→	54	→	65¶
East	→	54	→	12	→	12	→	23¶
West	→	65	→	46	→	65	→	54¶

- Re-click on the **Show/Hide** button to hide the formatting.
- Save your changes and close the document.

# Styles.

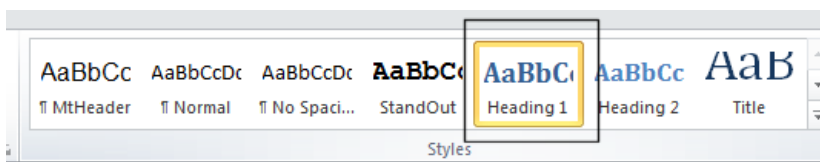
## What are styles?

- A Word style is a collection of formatting attributes that is given a name. Word is supplied with a range of pre-created styles. You can easily modify the existing styles or create new styles. The idea behind using Word styles is that styles allow you to impose a consistent look within documents. Even if you have never heard of Word styles you still use them every time you use Word. When you create a new document, by default the text that you type into the document is based on the default style, which is called the **Normal** style. You can see the name of the style that you are using in the **Style** box, located within the **Style** group under the **Home** tab ribbon. As you can see in the example illustrated, the **Normal** style is being used.



## Applying styles.

- Open a document called **Styles 01**.
- Apply a **Heading 1** style to the first line of text. To do this click within the first line and then click on the **Heading 1** style within the **Style** section of the home tab.



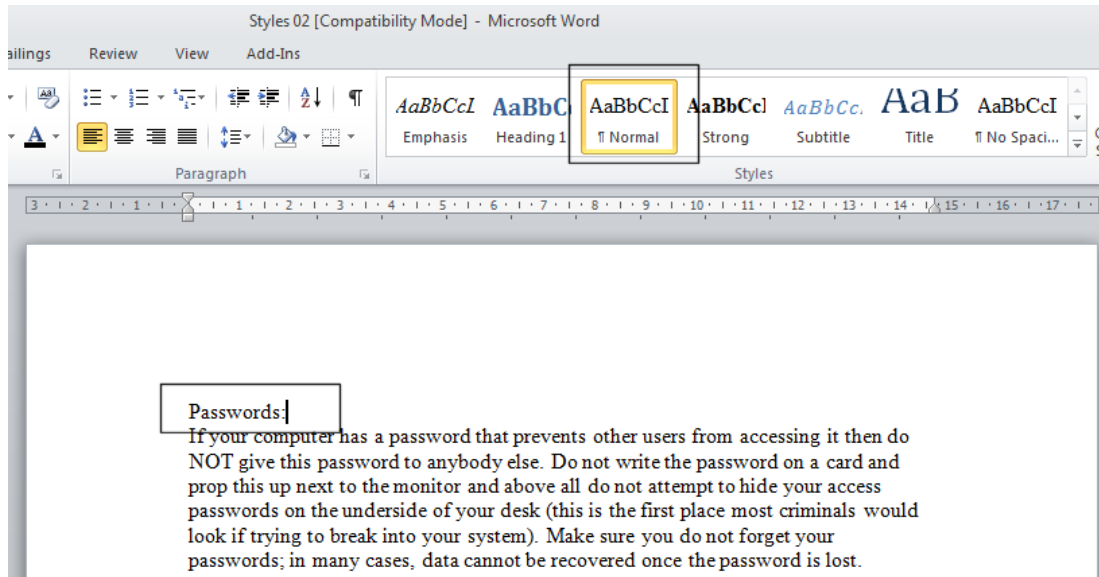
- Follow the instructions within the document and apply other styles.
- Save your changes and close the document.

## Types of styles.

- Most of the Word styles that you will use are called Paragraph styles. A paragraph style can contain both character and paragraph type formatting. Font formatting includes items such as font type, size and colour as well as formatting options such as bold, italic or underlining. Paragraph formatting includes items such as indentation and alignment. The standard **Heading** styles are examples of paragraph styles.

## Creating a paragraph style.

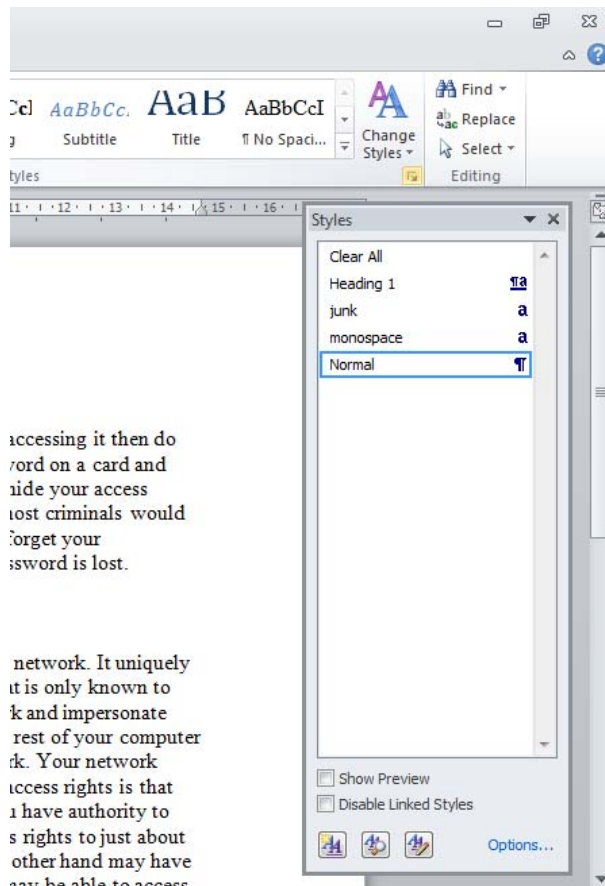
- Open a document called **Styles 02**.
- We are going to create a new, customised paragraph style that we can apply to headers within our documents. Click within the first heading in the document, i.e. within the word **Passwords**. As you can see it is currently formatted using the **Normal** style.



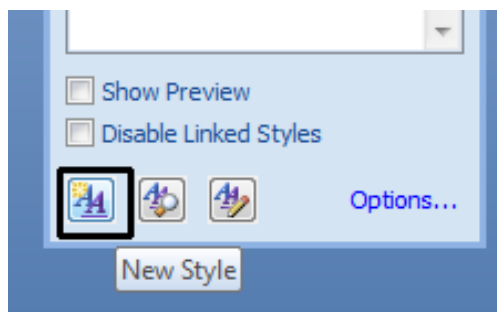
- Click on the **More** button displayed at the bottom right within the **Styles** group.



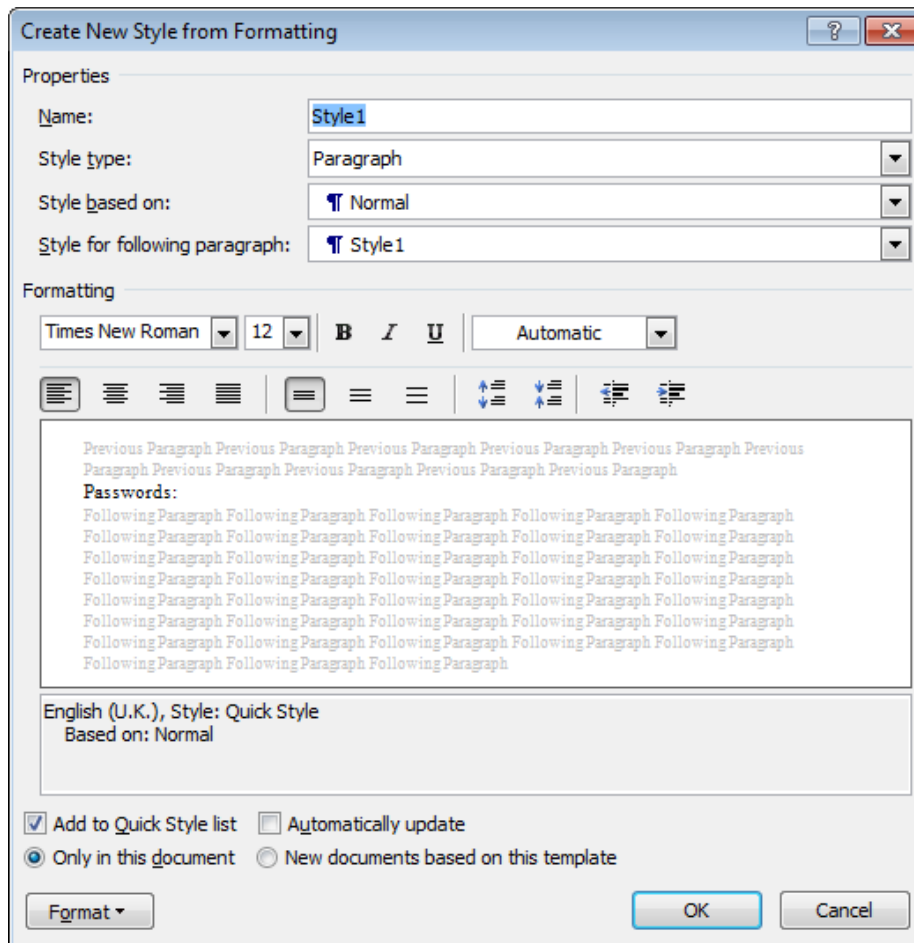
- This will display the **Styles** side pane.



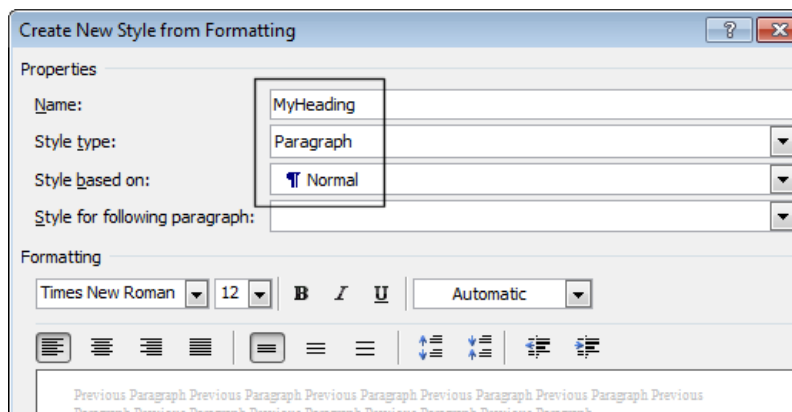
- Click on the **New Style** button (displayed at the bottom of the side pane).



- This will display the **Create New Style from Formatting** dialog box.

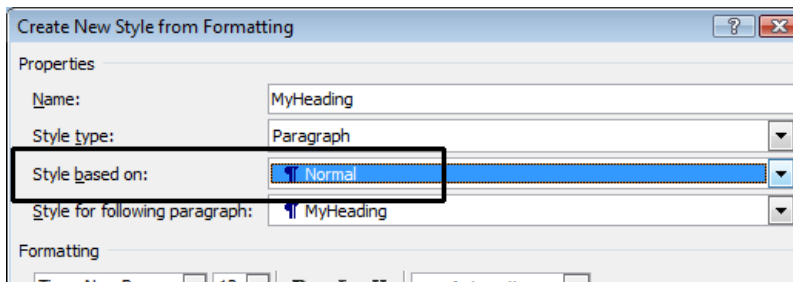


- Within the **Name** section of the dialog box, enter a name for the new style. In this case enter the name **MyHeading**.
- The **Style type** section of the dialog box allows you to set the type of style you wish to create. Clicking on the **down arrow** will display the types of styles. In this case make sure that **Paragraph** is selected.

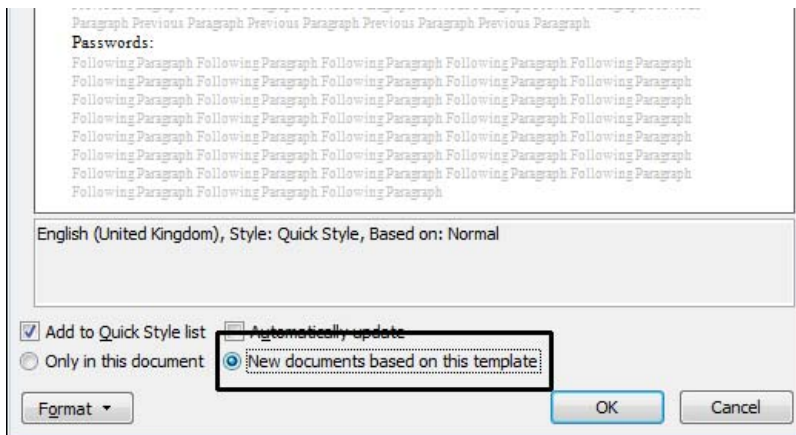


- The '**Style based on**' section of the dialog box allows you to create the new style, based on an existing style. In this case make sure that the **Normal** style is selected.

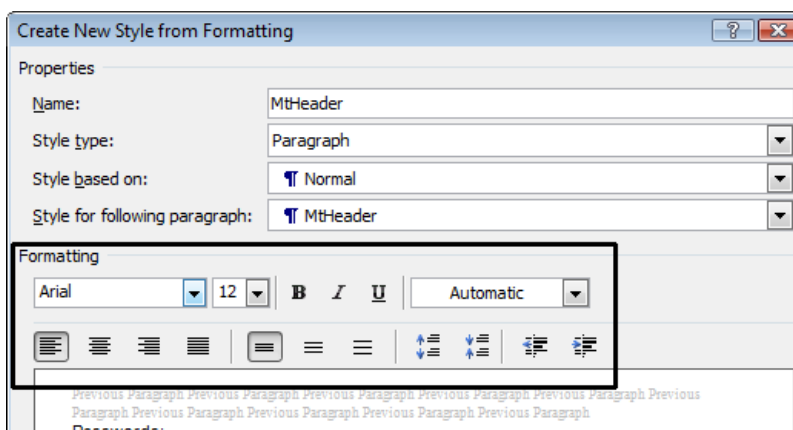




- The **New documents based on this template** option is important, if you want the new style to be available within all new documents that you create, based on the default template. In this example, make sure that this is checked.



- Now we need to supply the formatting details for the new style. As we are creating a paragraph style, we can add both font and paragraph formatting information.
- Click on the **down arrow** next to the **Font** box and select a different font type, such as **Arial**.

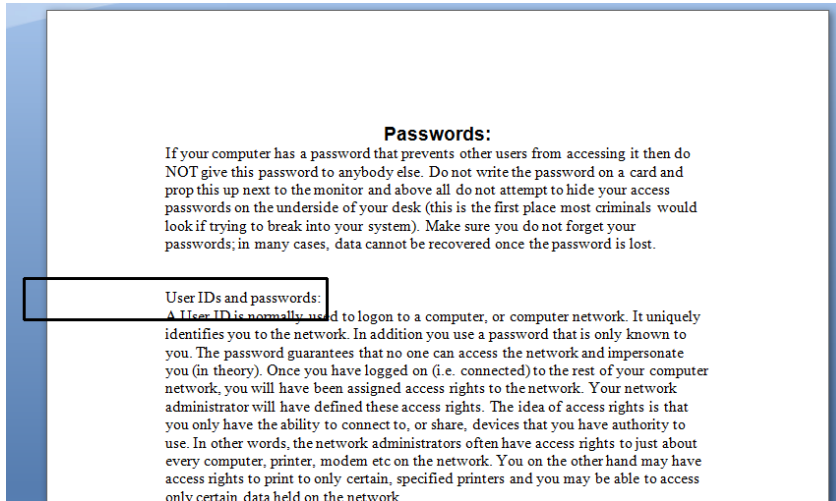


- Use the **Font Size** section of the dialog box to set a **14 point** font size.
- Use the **Bold** button of the dialog box to apply bold formatting.

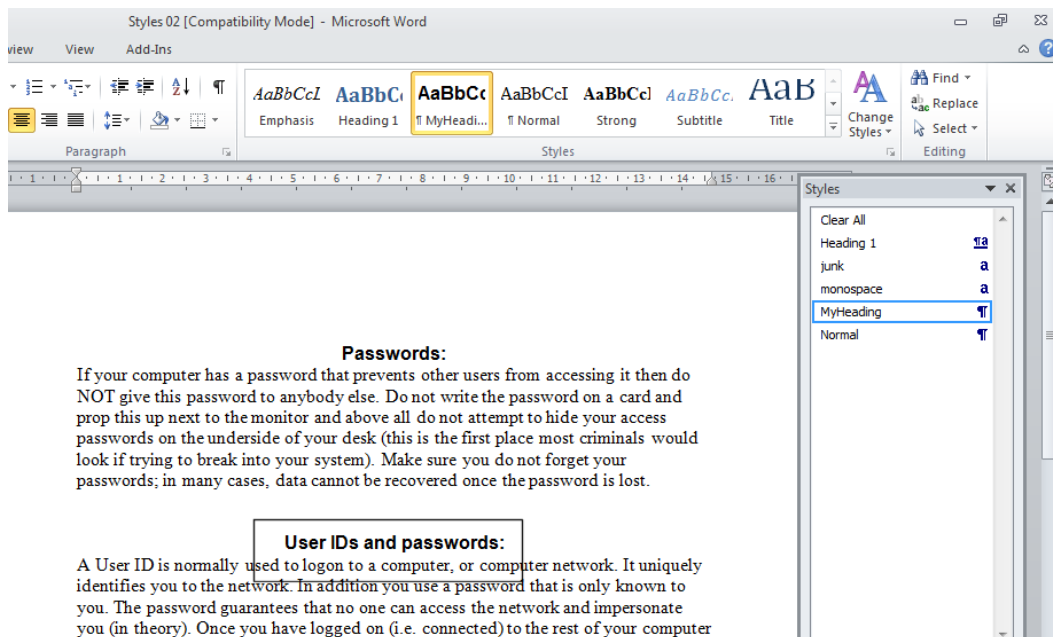
- Click on the **Centre** button to apply centre paragraph formatting.



- Click on the **OK** button to close the dialog box and apply the style formatting.
- Click within the second heading in the document.



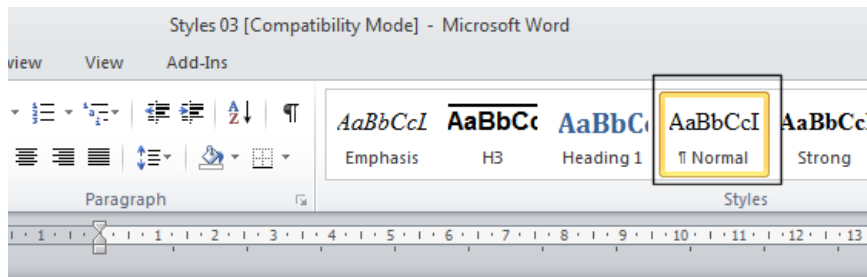
- Click on the **MyHeading** style. The new style will now be applied to the header within the document.



- Click on each of the other headers within the document and apply the new heading style.
- Save your changes and close the document.

## Creating a character style.

- Open a document called **Styles 03**.
- We are going to create a new, customised character style that we can apply to our documents. Click within the first word shown in bold, displayed within the body of the document. As you can see this word is currently formatted using the Normal style.



## Selecting and opening a continuous block of files within Excel

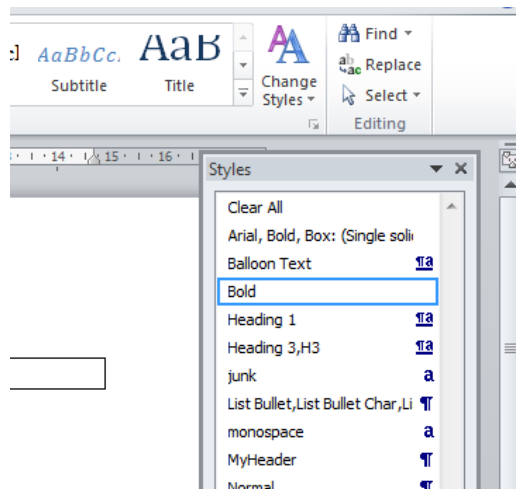
Click on the **Open** button which will display the file **Open** dialog box.

Click on the first file of the block that you wish to select, in this case a file called **Adjusting Settings**.

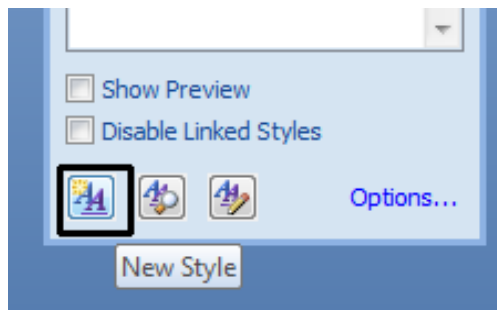
- We are going to create a new character style that we can apply to highlight words such as this within our document, and format them with a style that will stand out from the rest of the document.
- Click on the **More** button displayed at the bottom right within the **Styles** group.



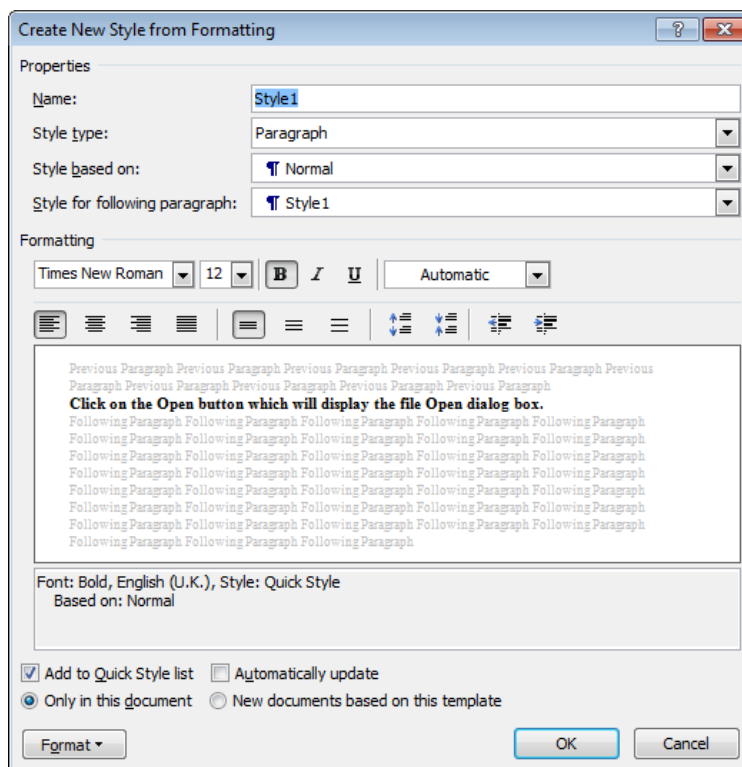
- This will display the **Style** pane to the side of your document. Your screen will now look like this.



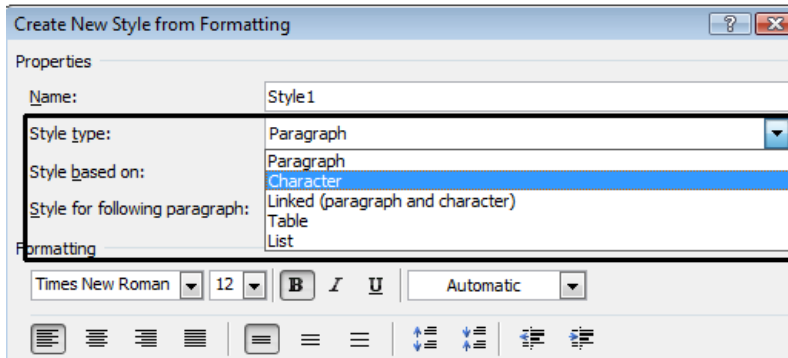
- Click on the **New Style** button (displayed at the bottom of the side pane).



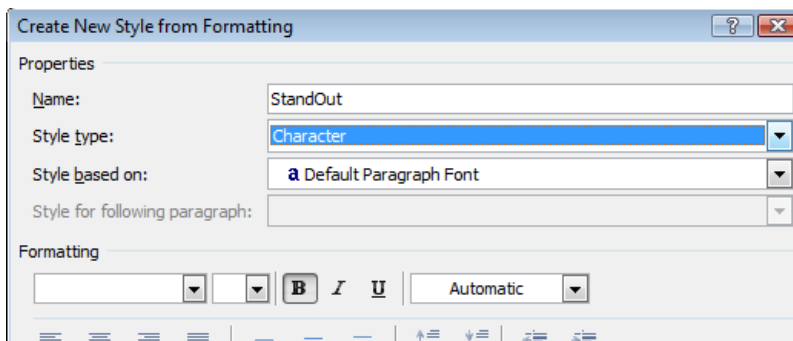
- This will display the **Create New Style from Formatting** dialog box.



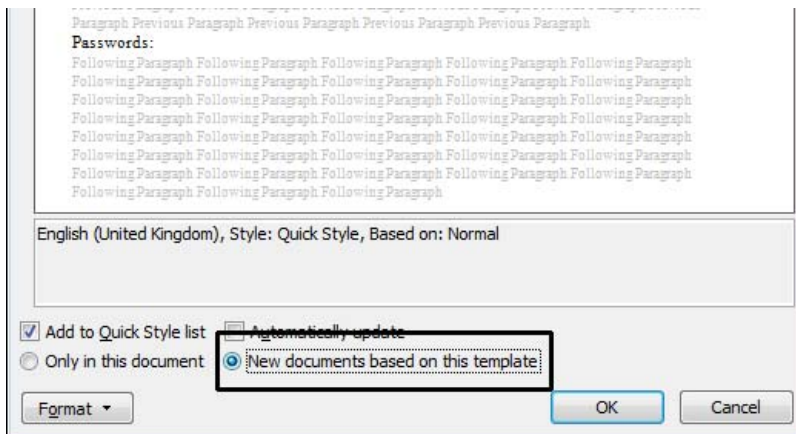
- Within the **Name** section of the dialog box, enter a name for the new style. In this case enter the name **StandOut**.
- The **Style type** section of the dialog box allows you to set the type of style you wish to create. Clicking on the **down arrow** will display the types of styles. In this case make sure that **Character** is selected.



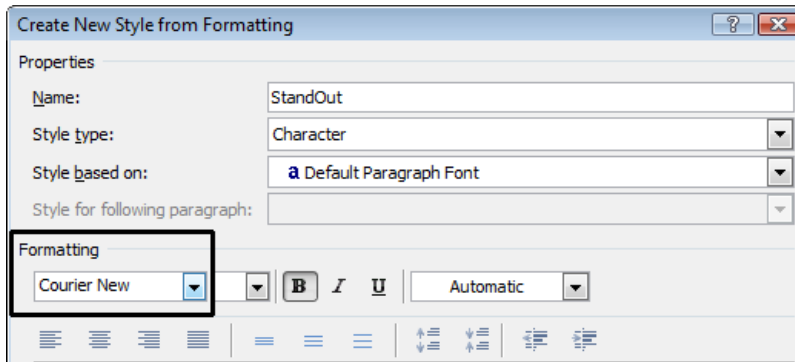
- The '**Style based on**' section of the dialog box allows you to create the new style, based on an existing style. In this case accept the default offered.



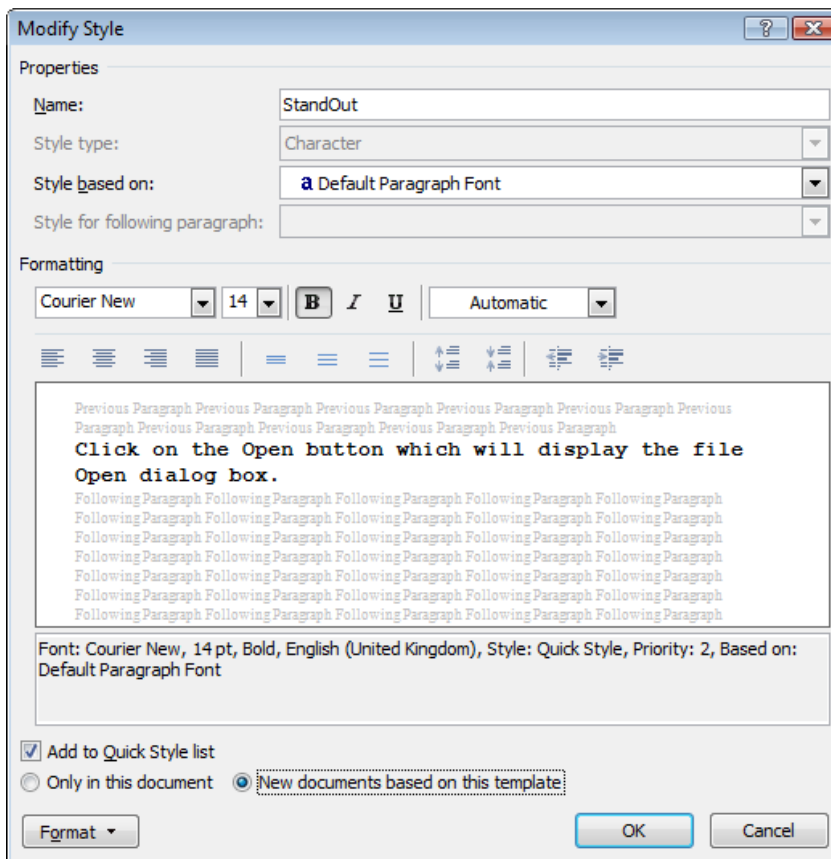
- The **New documents based on this template** option is important, if you want the new style to be available within all new documents that you create, based on the default template. In this example, make sure that this is checked.



- Now we need to supply the formatting details for the new style. Click on the **down arrow** next to the **Font** box and select a different font type, such as **Courier New**.

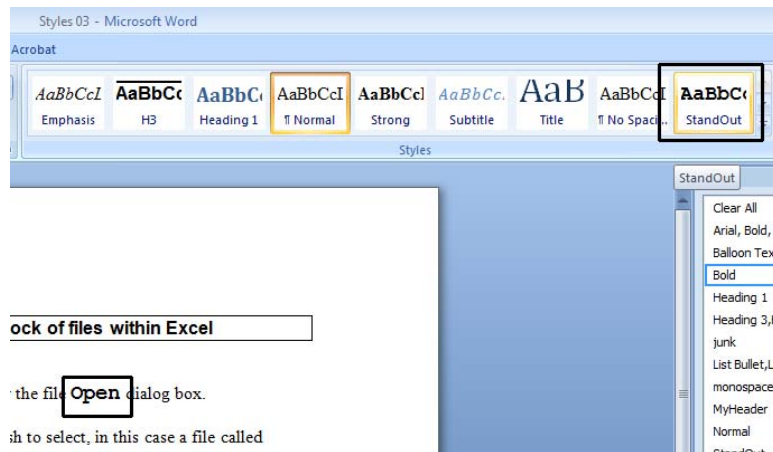


- Use the **Font Size** section of the dialog box to set a **14 point** font size.
- Use the **Bold** button of the dialog box to apply bold formatting.
- The dialog box will now look like this.

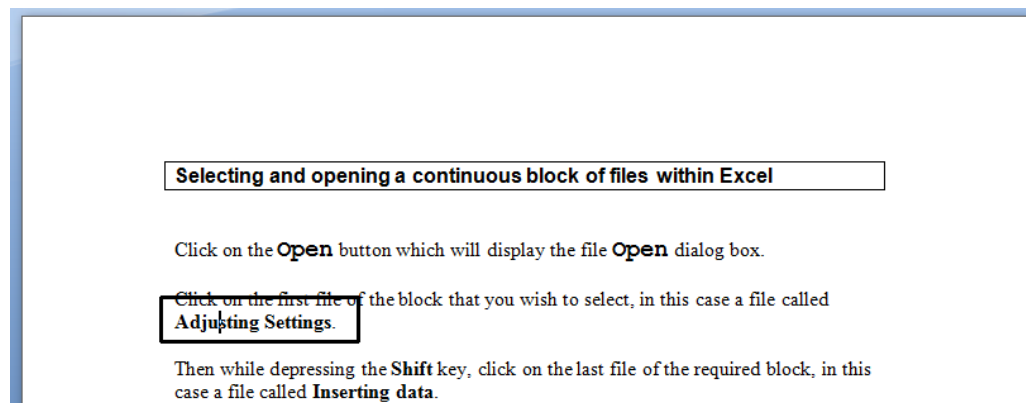


- Click on the **OK** button to close the dialog box and apply the style formatting.
- Select the next occurrence of the word **Open** shown in bold within the document.
- Click on the **StandOut** style within the **Styles** group. The new style will now be applied to the selected text within the document. As you can see the word

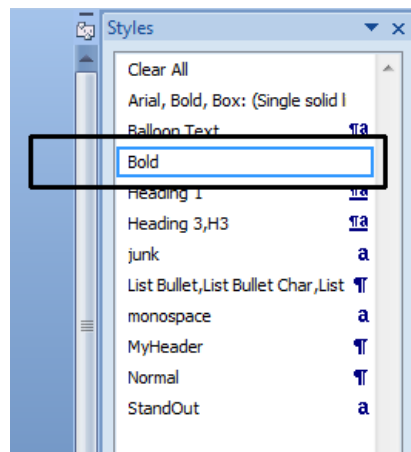
is displayed using a different font, along with the other character formatting attributes that you specified within the style.



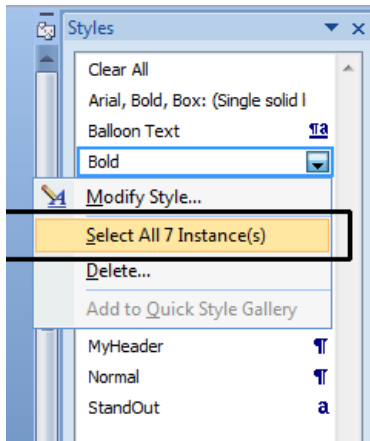
- You now need to apply your new style to each item that is formatted with the same formatting characteristics. We can use a shortcut to select all the items that we wish to apply the new style to.
- Click within the words '**Adjusting Settings**'.



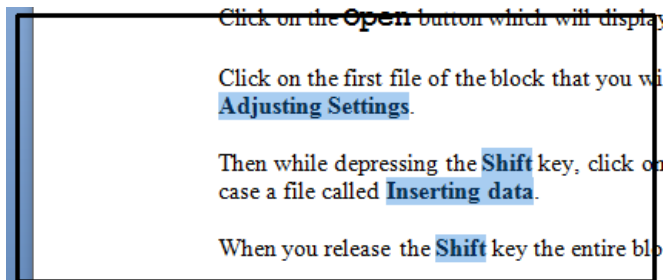
- Look at the **Styles** side pane. Right click on the **Bold** item which should be selected.



- Click on the **Select All Instances** command.



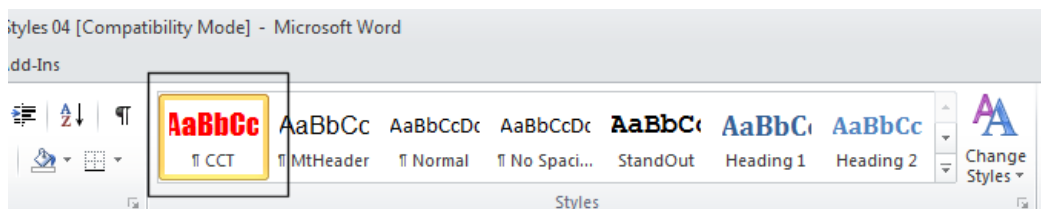
- As you can see, all instances within the document sharing the same formatting are selected.



- Apply the new **StandOut** style.
- Save your changes and close the document.

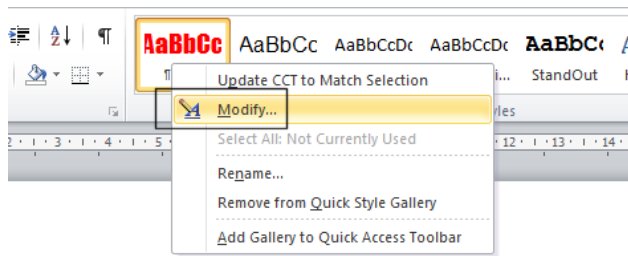
## Modifying a style.

- Open a document called **Styles 04**.
- This is a blank document containing a style called **CCT**.

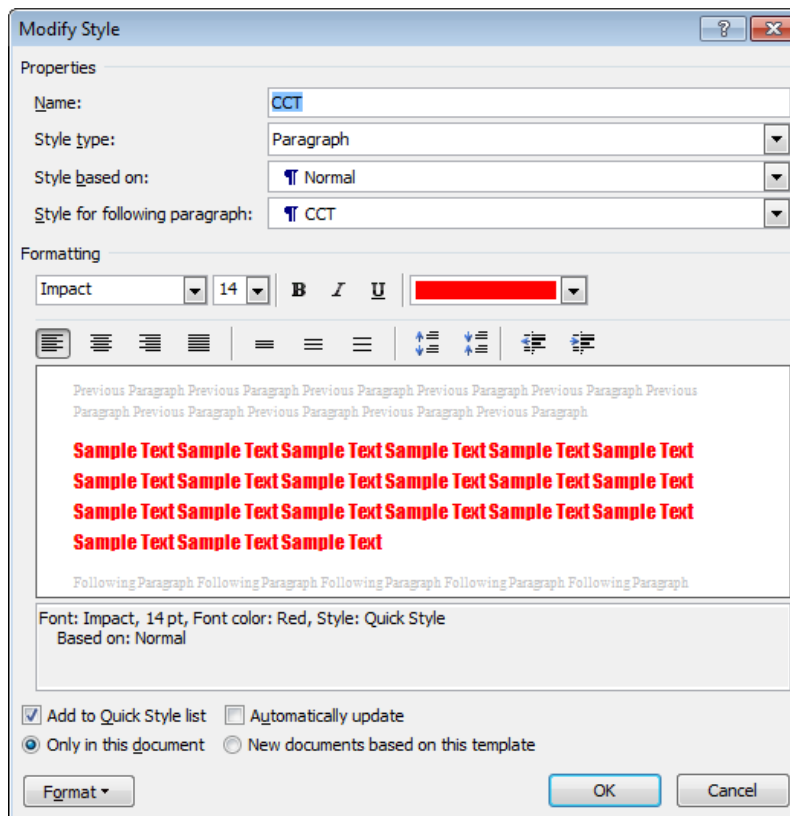


- Type your name into the document and then click on the **CCT** style to format your name using that style.
- To modify this style, right click over the **CCT** style displayed within the **Styles** group under the **Home** tab.

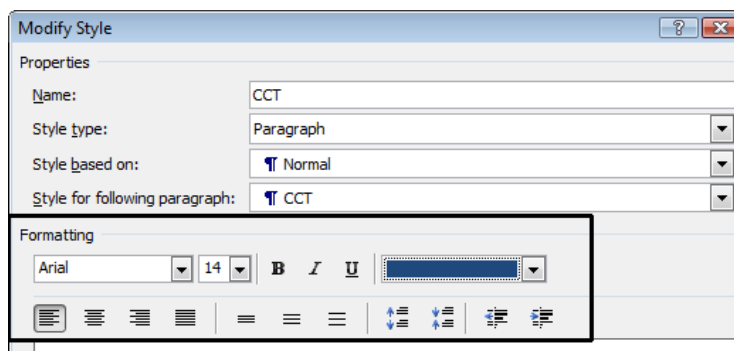




- From the pop-up menu displayed click on the **Modify** command. This will display the **Modify Style** dialog box.



- You can make any changes you want. In this case select a **Different Font**, and then select a different font colour such as **Blue**.



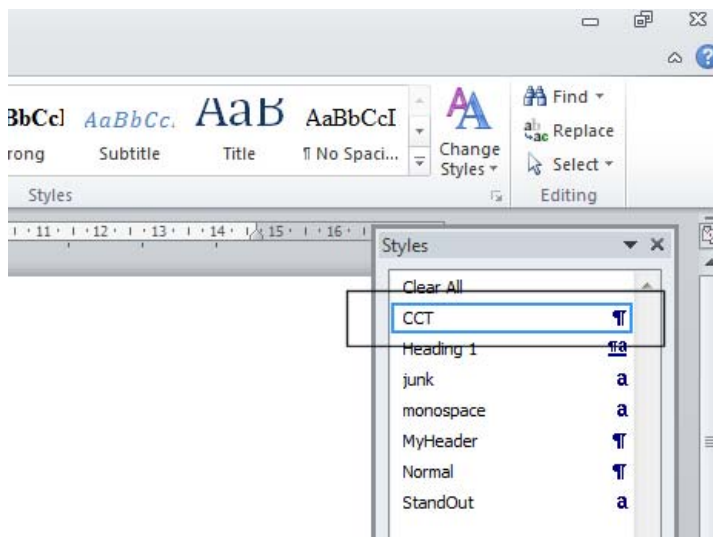
- Click on the **OK** button to close the dialog box.
- Your name will now be displayed in blue rather than red and using a different font type.
- Save your changes and close the document.

### Enabling automatic style updating.

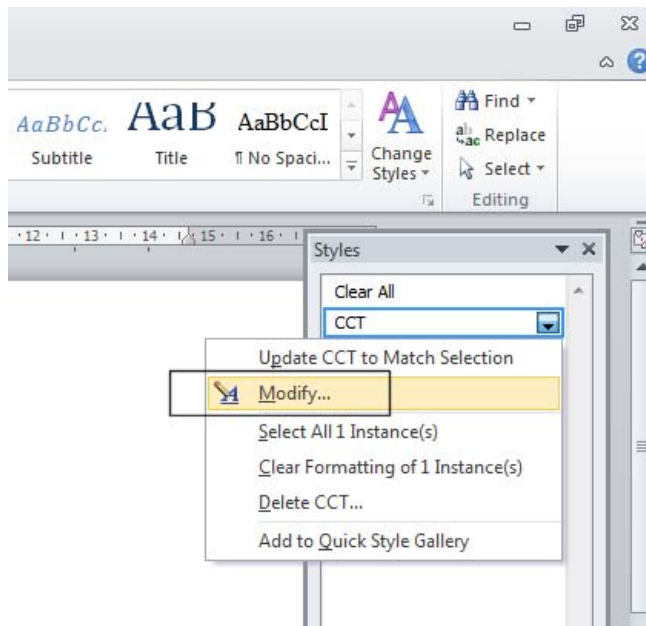
- Open a document called **Styles 05**.
- Click on the **More** button at the bottom-right of the **Styles** group.



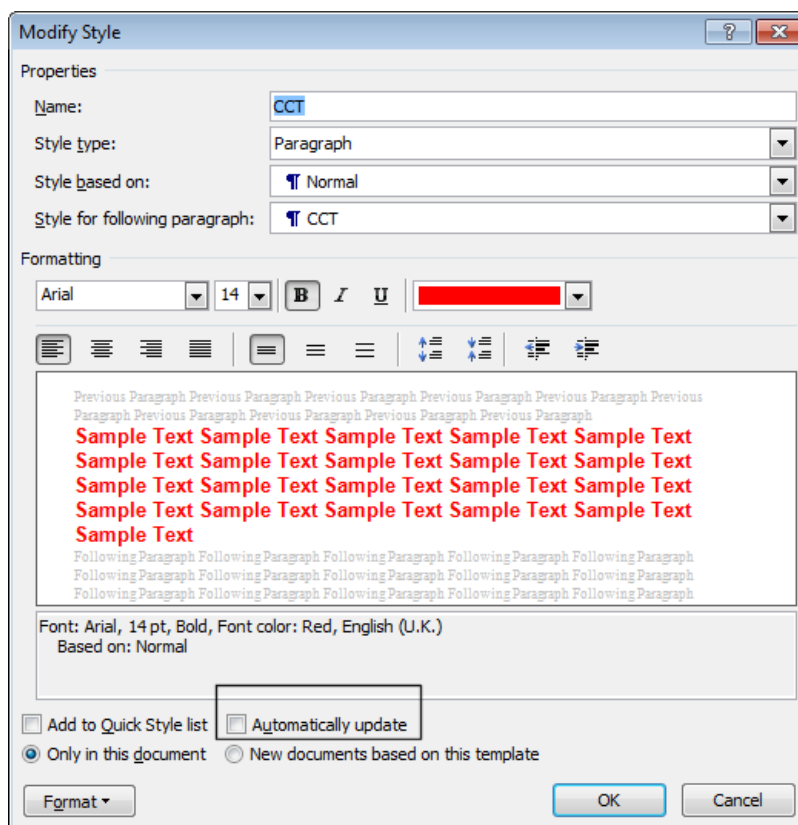
- A drop down list is displayed.



- Right click over the **CCT** style and from the pop-up menu displayed click on the **Modify** command.



- The **Modify Style** dialog box will be displayed.



- Click on the **Automatically update** check box.
- From this point on, Word will automatically re-define the selected style whenever you apply manual formatting to any paragraph using this style.

#### NOTES:

- This style formatting option can be very dangerous

- in the wrong hands and by default this option is disabled.
- This option is only applicable to paragraph styles.

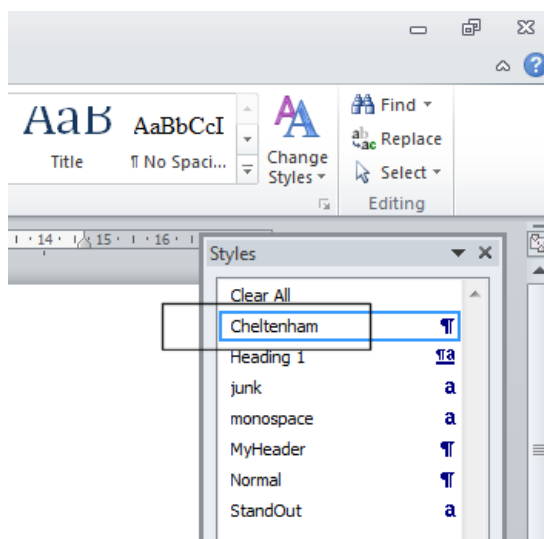
- Close your document without saving your changes.

## Deleting a style.

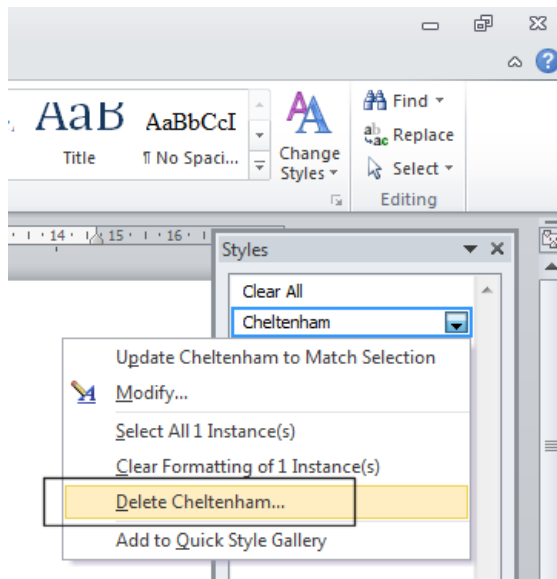
- Open a document called **Styles 06**.
- This blank document contains a style called **Cheltenham**.
- Click on the **More** button displayed at the bottom right of the **Styles** group within the ribbon.



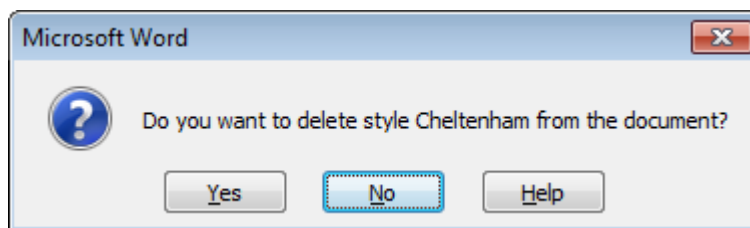
- The **Styles** side pane will be displayed. Select the style called **Cheltenham**.



- Right click over the **Cheltenham** style and from the pop-up menu displayed, select the **Delete Cheltenham** command.



- A warning dialog box will be displayed. Click on the **Yes** button to delete the style.

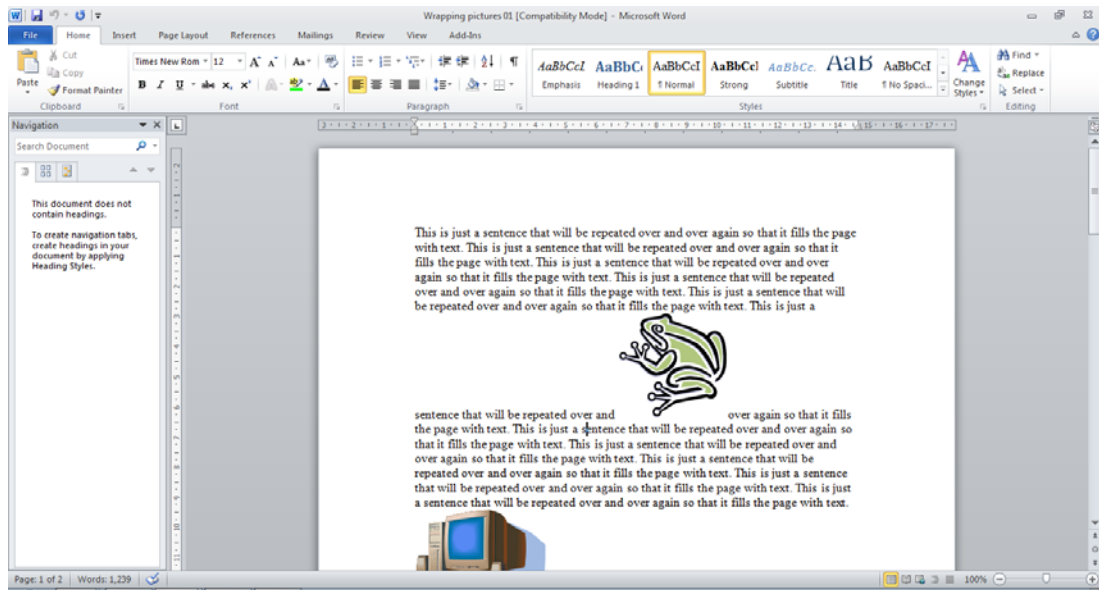


- Save your changes and close the document.

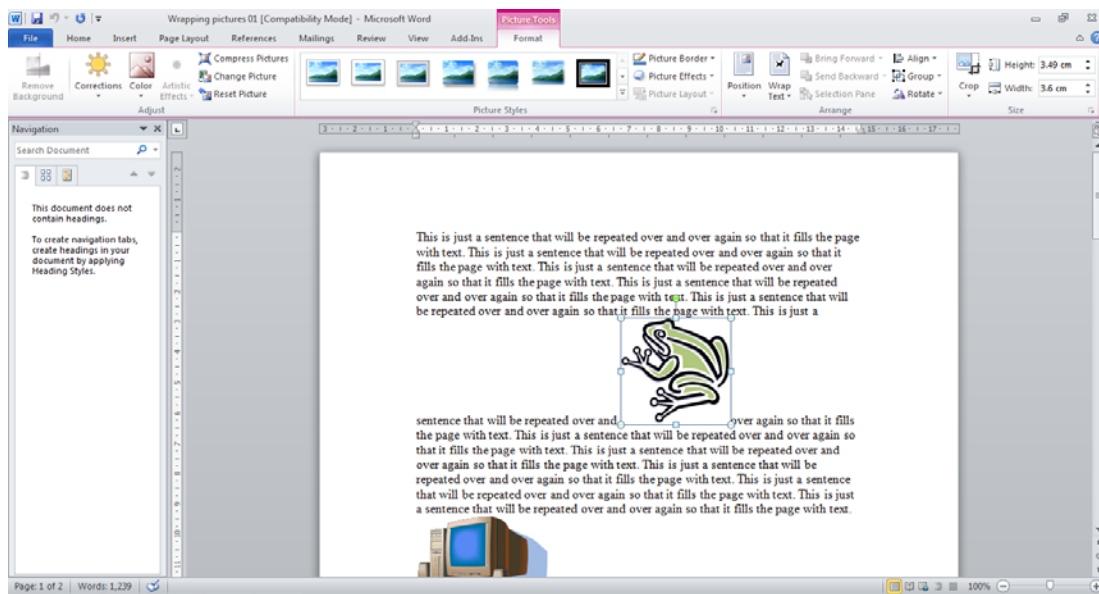
# Text Wrapping.

## Applying 'In line' text wrapping formatting to a picture.

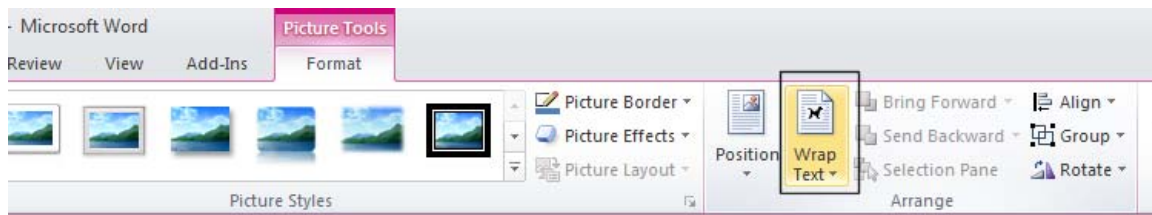
- Open a document called **Wrapping pictures 01**. The document will now be displayed within the Microsoft Word screen. As you can see this document contains a number of pictures that have been inserted into the text.



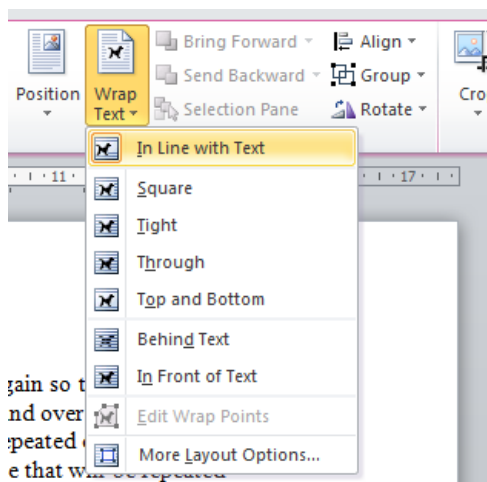
- Double click on the picture of the **Frog** which will display the **Picture Tools Format** ribbon.



- Within the **Arrange** group click on the **Wrap Text** button.



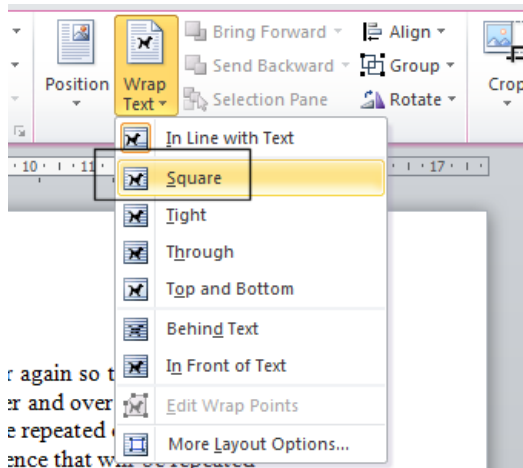
- You can select from a range of wrapping formats. As you can see, in this case the 'In line with text', wrapping format is displayed by default. This option displays the picture 'in line' with the surrounding text. The text does not flow around the picture and there is an empty space either side of the picture.



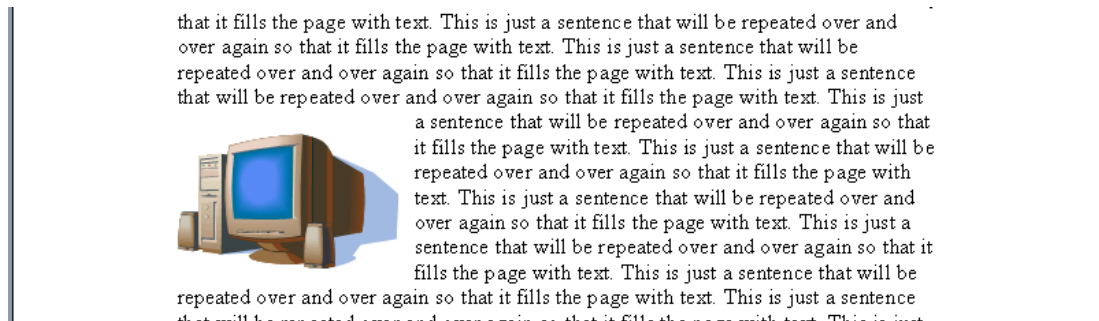
- Try selecting the picture and dragging to a new position within the document. As you can see the picture remains in-line with the text and you still see big empty spaces to the left and right of the picture.
- Save your changes and close the Word document.

### Applying 'Square' wrapping formatting to a picture.

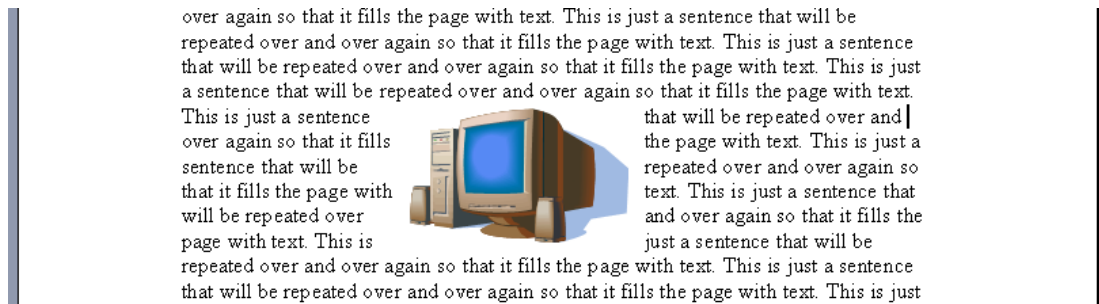
- Open a document called **Wrapping pictures 02**.
- Double click on the picture of the **Computer** which will display the **Picture Tools Format** ribbon.
- Within the **Arrange** group click on the **Wrap Text** button.
- Select the **Square** wrapping format.



- The text will now look like this. The text wraps around the picture in a square.



- Drag the picture to the centre of the screen. As you can see the text again flows around the picture to form a square shape.



- Save your changes and close the Word document.

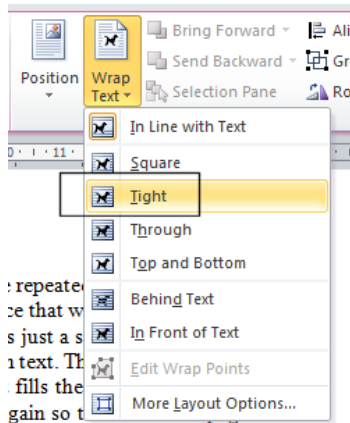
### Applying 'Tight' wrapping formatting to a picture.

- Open a document called **Wrapping pictures 03**.
- Double click on the picture of the **Hand** which will display the **Picture Tools Format** ribbon.

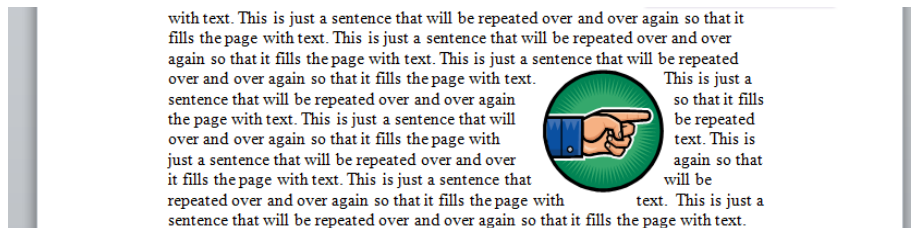
**NOTE:** You may need to scroll down the screen to see this.



- Within the **Arrange** group click on the **Wrap Text** button. Select the **Tight** wrapping format.



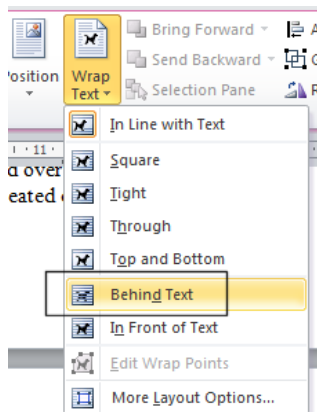
- The text will now look like this. The text wraps around the picture, as illustrated.



- Save your changes and close the Word document.


### Applying 'Behind text' wrapping formatting to a picture.

- Open a document called **Wrapping pictures 04**.
- Double click on the picture of the **Racing Car** which will display the **Picture Tools Format** ribbon. Within the **Arrange** group click on the **Wrap Text** button. Select the **Behind Text** wrapping format.



- The text will now look like this. The picture is displayed behind the text, as illustrated.

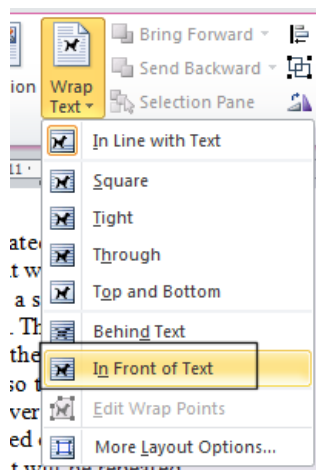
This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text. This is just a sentence that will be repeated over and over again so that it fills the page with text.

A green toy car with large black wheels and a yellow number '1' on its side. The car has a simple body with a small windshield and a single door visible on the side. It appears to be a child's ride-on toy or a decorative model.

- Save your changes and close the Word document.

## Applying 'In front of text' wrapping formatting to a picture.

- Open a document called **Wrapping pictures 05**.
- Double click on the picture of the **Lion** which will display the **Picture Tools Format** ribbon. Within the **Arrange** group click on the **Wrap Text** button. Select the **In Front of Text** wrapping format.



- The text will now look like this. The picture is displayed in front of the text, as illustrated.

[illegible]

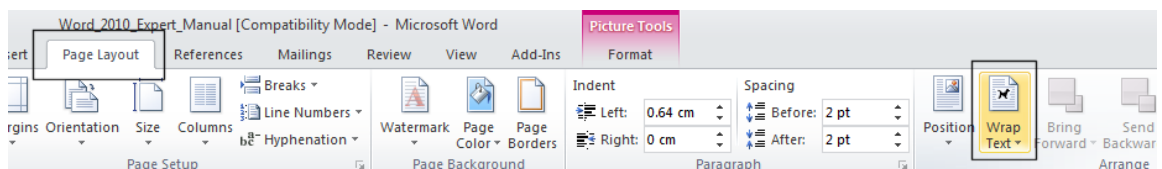
- Drag the lion picture to the centre of the page.
- Save your changes and close the Word document.

## Applying wrapping formatting to an AutoShape.

- Open a document called **Wrapping AutoShapes**.
- Repeat the steps contained within the exercises that applied to modifying the wrapping around a picture, but this time, apply the instructions to the AutoShapes contained within this document.
- Double click on the AutoShapes which will display the **Drawing Tools Format** ribbon. Within the **Arrange** group click on the **Wrap Text** button to display the wrapping options.
- Apply an '**In line**' wrapping format to the **black square**.
- Apply a '**Square**' wrapping format to the **blue triangle**.
- Apply a '**Tight**' wrapping format to the **purple circle**.
- Apply a '**Behind Text**' wrapping format to the **green arrow**.
- Apply an '**In front of text**' wrapping format to the **smiley face**.
- Save your changes and close the Word document.

## Applying wrapping formatting to a chart.

- Open a document called **Wrapping charts**.
- Repeat the steps contained within the exercises that applied to modifying the wrapping around a picture, but this time, apply the instructions to the charts contained within this document.
- In each case click **once** on the chart to select it and then click on the **Page Layout** tab. Within the **Arrange** group click on the **Wrap Text** button.



- From the drop down list displayed apply the desired wrapping style.
- Apply an '**In line**' wrapping format to the first chart.
- Apply a '**Square**' wrapping format to the second chart.
- Apply a '**Tight**' wrapping format to the third chart.
- Apply a '**Behind Text**' wrapping format to the fourth chart.
- Apply an '**In front of text**' wrapping format to the fifth chart.
- Save your changes and close the Word document.

**Applying wrapping formatting to a photograph.**

- Open a document called **Wrapping Photographs**.
- Repeat the steps contained within the exercises that applied to modifying the wrapping around a picture, but this time, apply the instructions to the photographs contained within this document.
- Apply an '**In line**' wrapping format to the picture of the **tiger**.
- Apply a '**Square**' wrapping format to the picture of the **ship**.
- Apply a '**Tight**' wrapping format to the picture of the **computer**.
- Apply a '**Behind Text**' wrapping format to the picture of the **man with a camel**.
- Apply an '**In front of text**' wrapping format to the picture of a **doctor**.
- Save your changes and close the Word document.

**Applying wrapping formatting to a diagram.**

- Open a document called **Wrapping diagrams**.
- Repeat the steps contained within the exercises that applied to modifying the wrapping around a picture, but this time, apply the instructions to the diagrams contained within this document.
- In each case click on the diagram to select it and then click on the **Page Layout** tab. Within the **Arrange** group click on the **Wrap Text** button. From the drop down list displayed apply the desired wrapping style.
- Apply an '**In line**' wrapping format to the first diagram.
- Apply a '**Square**' wrapping format to the second diagram.
- Apply a '**Tight**' wrapping format to the third diagram.
- Apply a '**Behind Text**' wrapping format to the fourth diagram.
- Apply an '**In front of text**' wrapping format to the fifth diagram.
- Save your changes and close the Word document.

**Text wrapping options within Microsoft Word tables.**

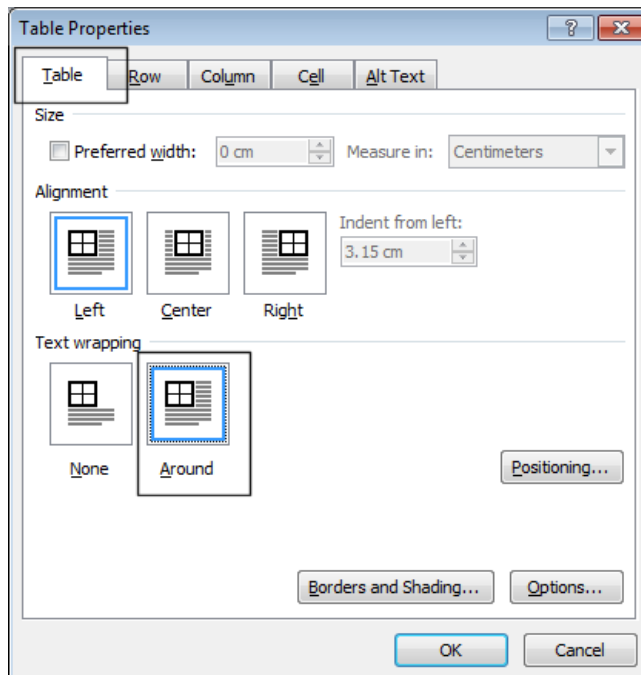
- Open a document called **Table wrapping**. This document contains text that fills the page and a table has been inserted into the document. As you can see the text does not automatically wrap around a table when you insert the table.

This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text.

Sales for 2009	102984
Sales for 2008	129483
Sales for 2007	108342
Sales for 2006	148238
Sales for 2005	143283

This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text.

- Right click over the table and from a pop-up menu displayed select the **Table Properties** command. This will display the **Table Properties** dialog box.
- Make sure that the **Table** tab is selected within the dialog box.
- Within the **Text Wrapping** section of the dialog box, click on the **Around** option.



- Click on the **OK** button and the text will wrap around the table, as illustrated.

This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text.

This is just a repeated over page with text. that will be again to fill the just a line of

<b>Sales for 2009</b>	<b>102984</b>
<b>Sales for 2008</b>	<b>129483</b>
<b>Sales for 2007</b>	<b>108342</b>
<b>Sales for 2006</b>	<b>148238</b>
<b>Sales for 2005</b>	<b>143283</b>

line of text that will be and over again to fill the This is just a line of text repeated over and over page with text. This is text that will be repeated

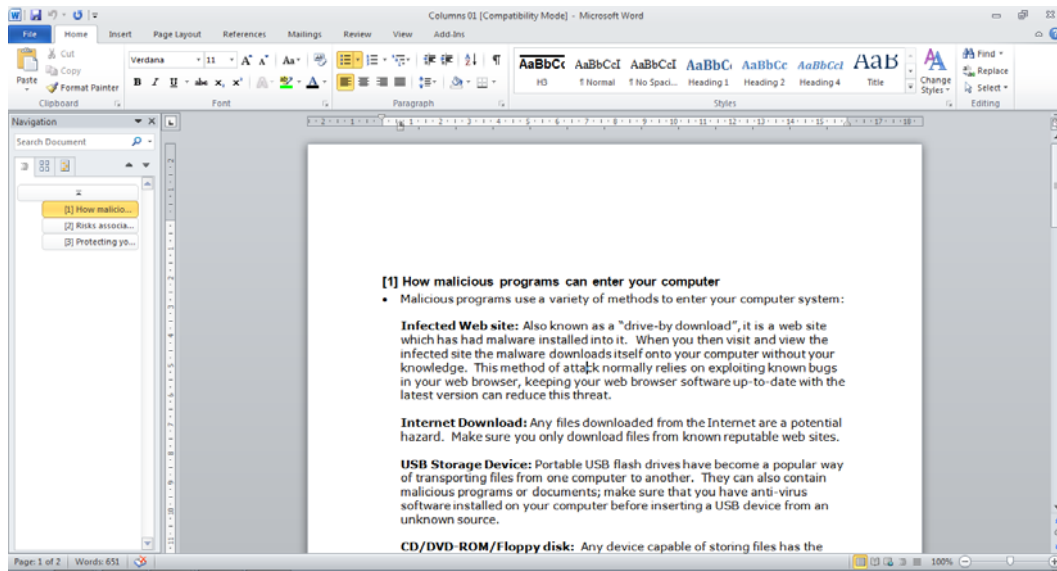
over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of text that will be repeated over and over again to fill the page with text. This is just a line of

- Save your changes and close the Word document.

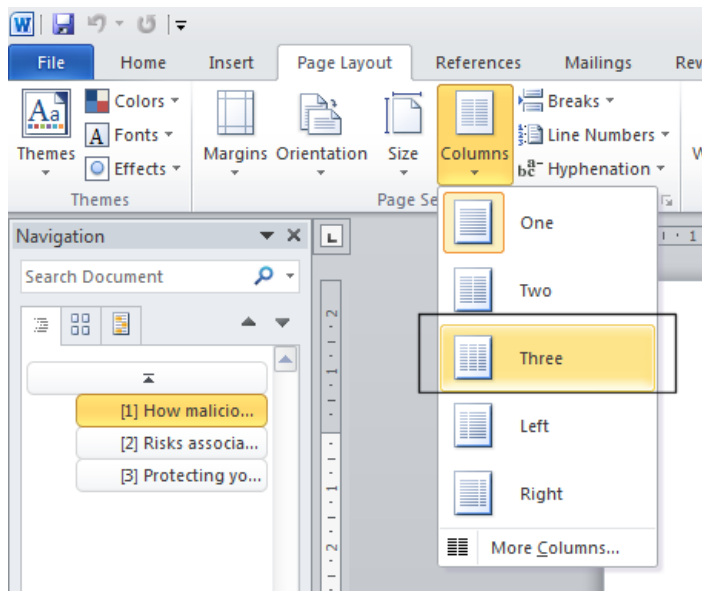
# Columns.

## Applying column formatting to an entire document.

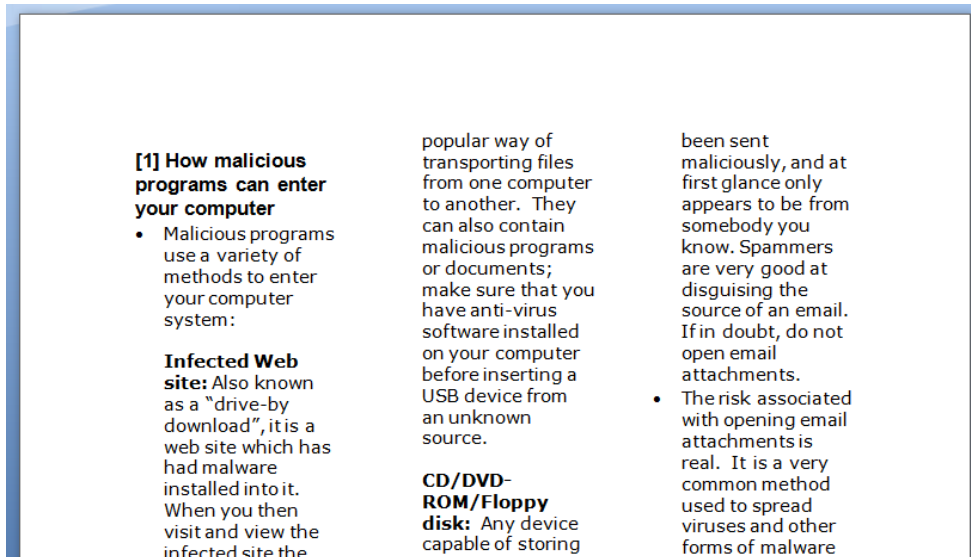
- Open a document called **Columns 01**.



- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. This will display a pop-up menu, from which you can select the desired number of columns.



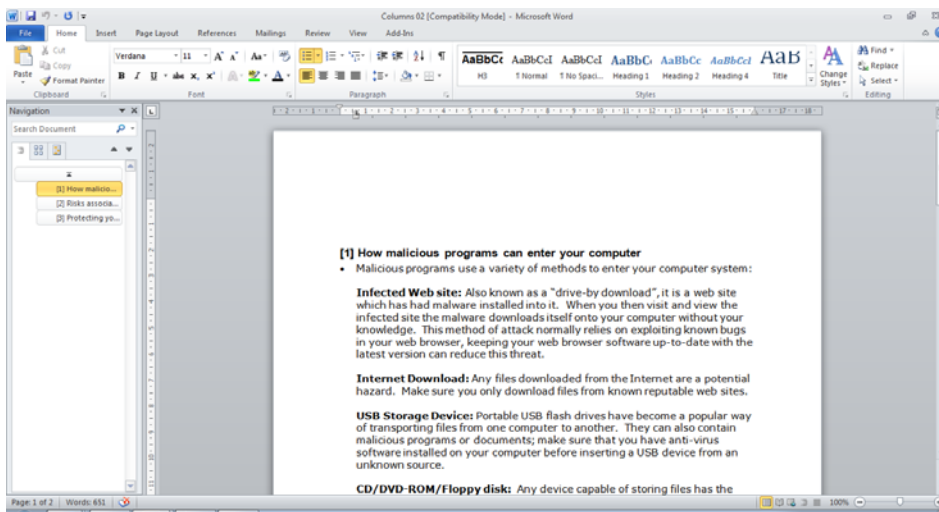
- In this case select a **Three** column format and the text will be converted into multi-column format, as illustrated.



- Save your changes and close the document.

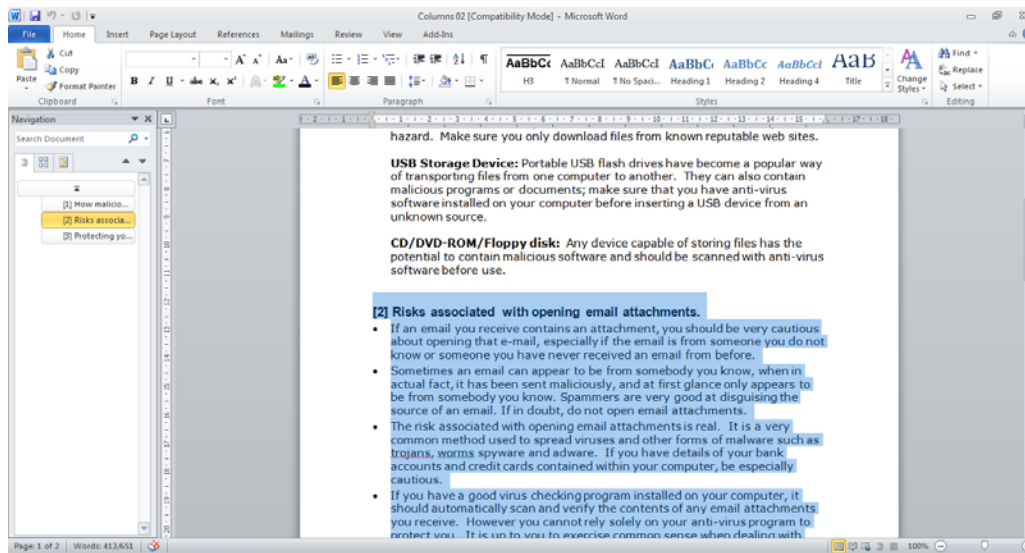
## Applying column formatting to just 'selected text'.

- Open a document called **Columns 02**.

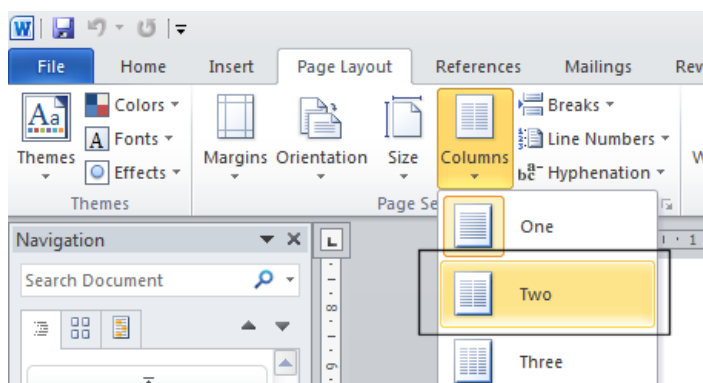


- If you select a portion of text (as opposed to the whole document), then the column formatting will be automatically applied within a Word section break, to just the selected text.
- Select all the text associated with the second item.

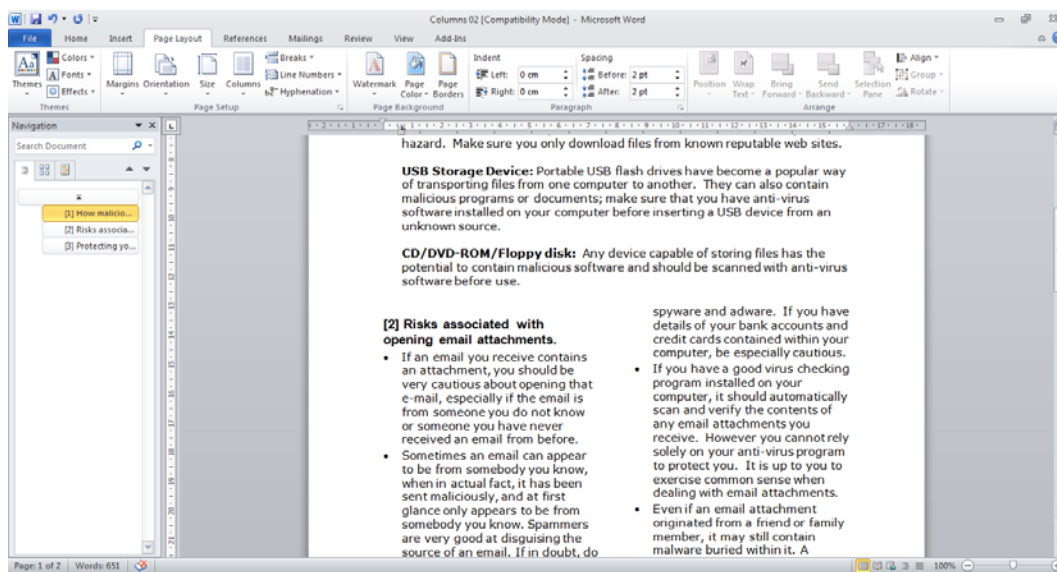




- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. From the drop down list displayed select a **Two** column layout for the selected text.



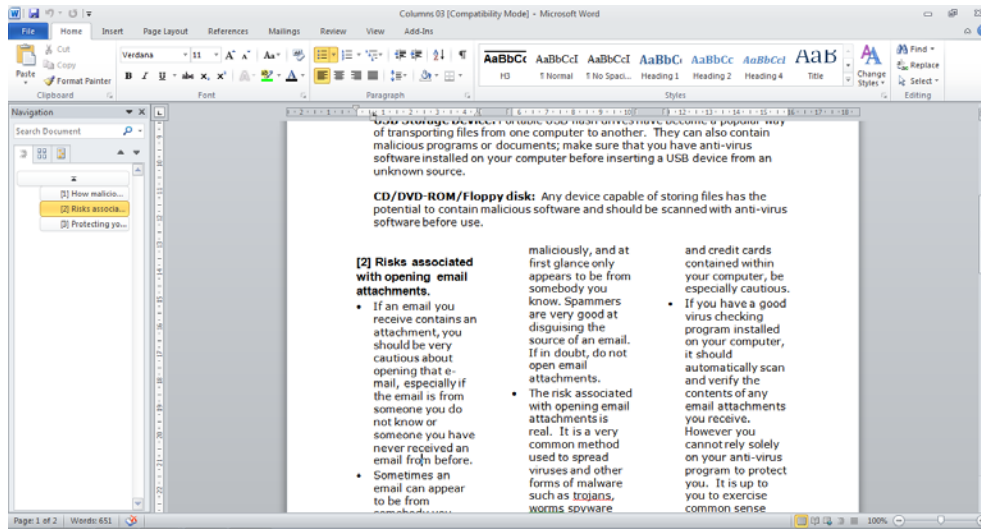
- The page should now look like this.



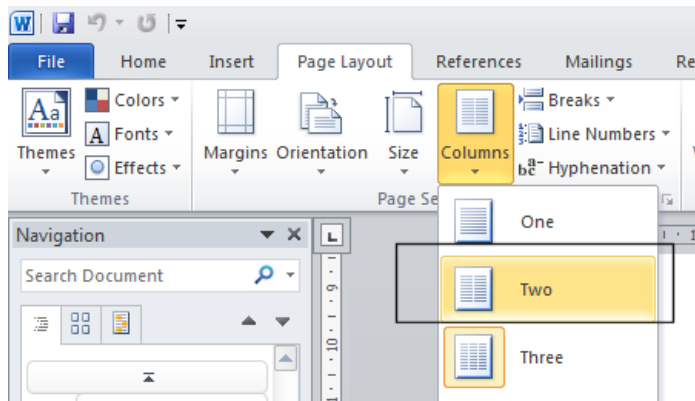
- Save your changes and close the document.

## Changing number of columns within a column layout.

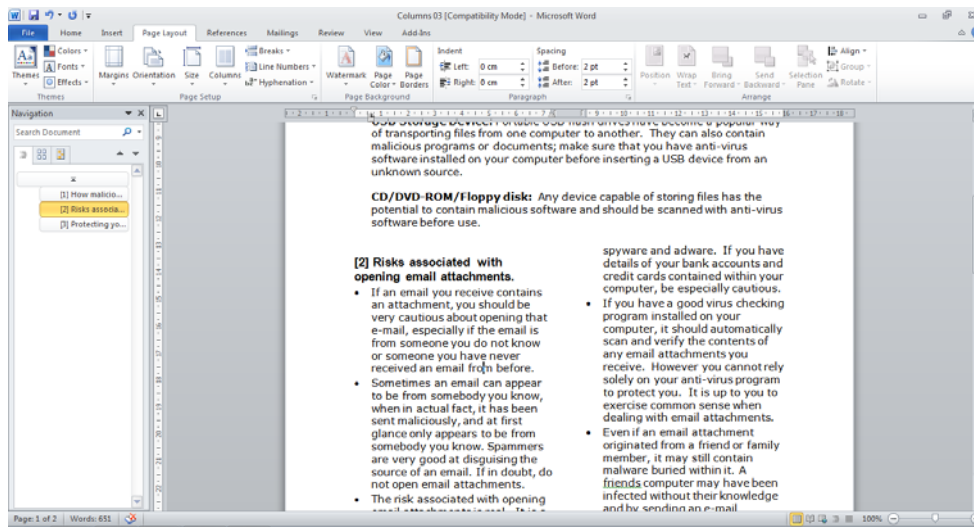
- Open a document called **Columns 03**.



- Click once within the text associated with the second item, that is already column formatted.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. From the drop down list displayed select a **Two** column layout for the selected text.



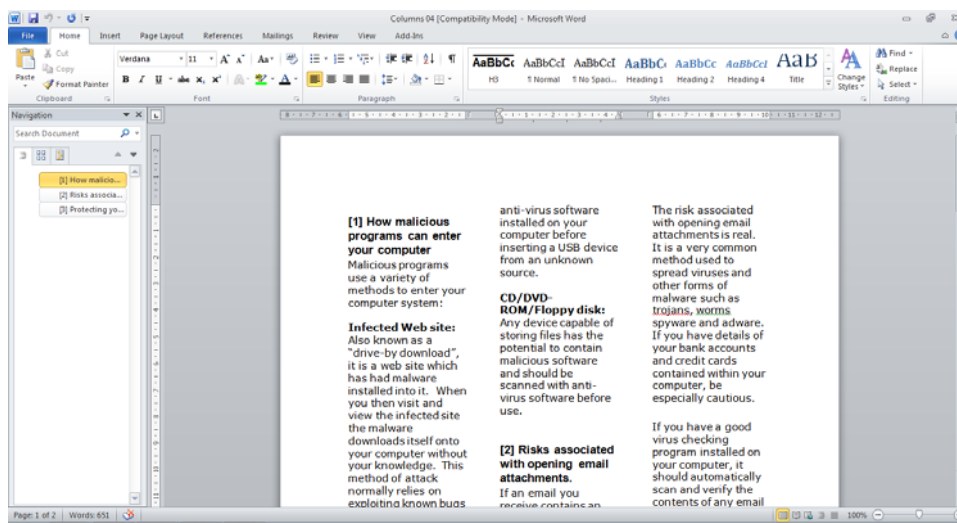
- Your document will now look like this.



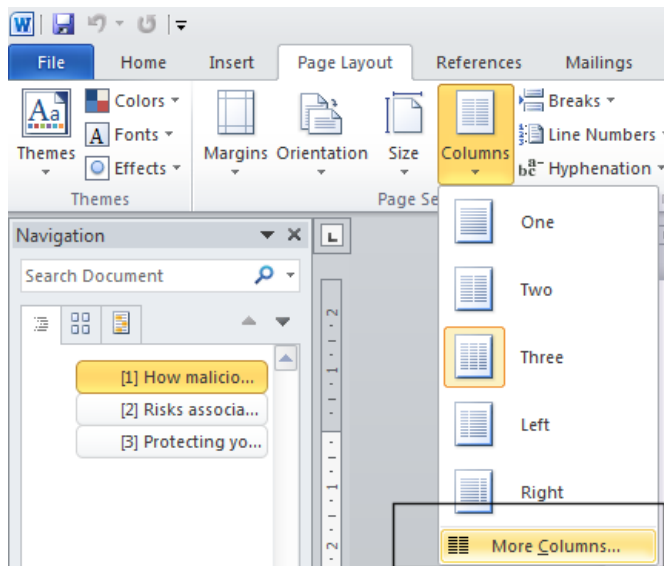
- Save your changes and close the document.

## Changing column widths and spacing.

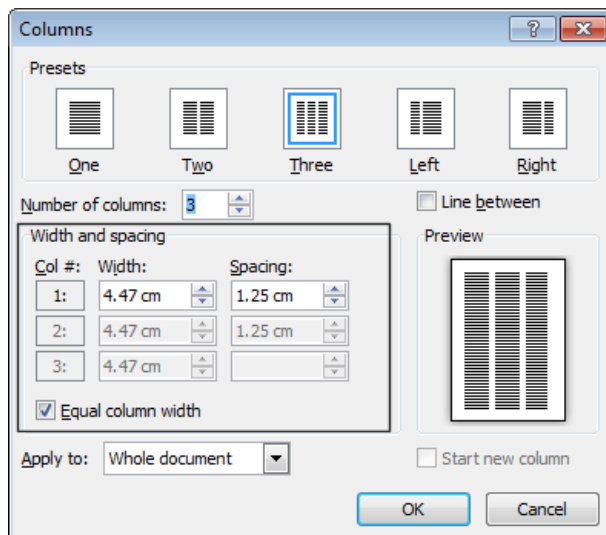
- Open a document called **Columns 04**.



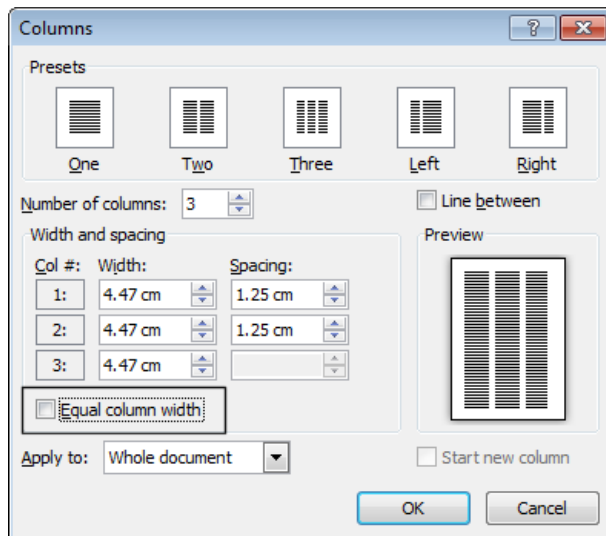
- The text that has been formatted for multi-column layout. Click within the **first** column.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. From the drop-down menu displayed click on the **More Columns** command.



- This will display the **Columns** dialog box.



- Within the **Width and spacing** section of the dialog box you can specify the exact **Width** of each column and you can also specify an exact **Spacing** value.
- Remove the tick in the **Equal column width** check box.



- Providing you clicked within the text before displaying the **Columns** dialog box you will see the current values of the three columns displayed within the dialog box.
- Click on the **OK** button to apply the new column settings.

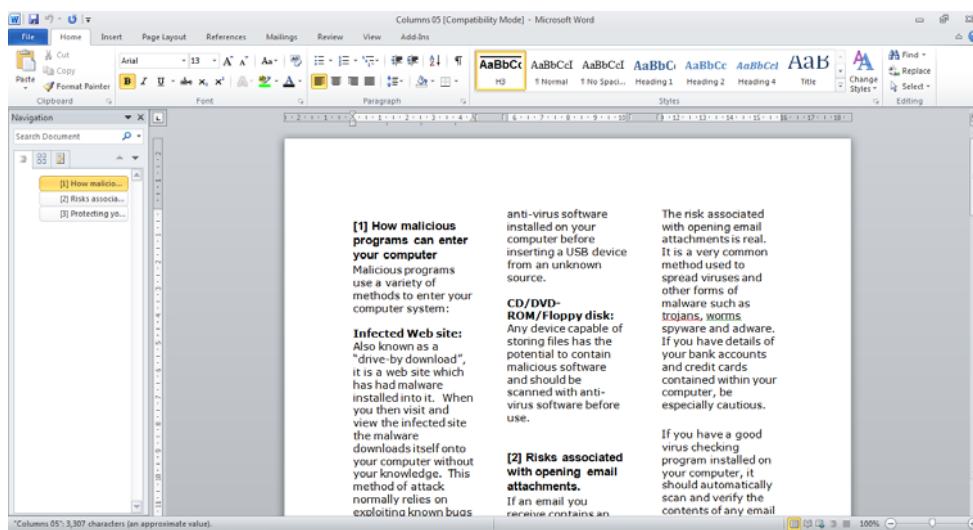
Try experimenting with making the width wider for one of the columns and the width for another column narrower.

Also experiment with reducing the spacing between the columns.

- Once you have finished experimenting, save your changes and close the document.

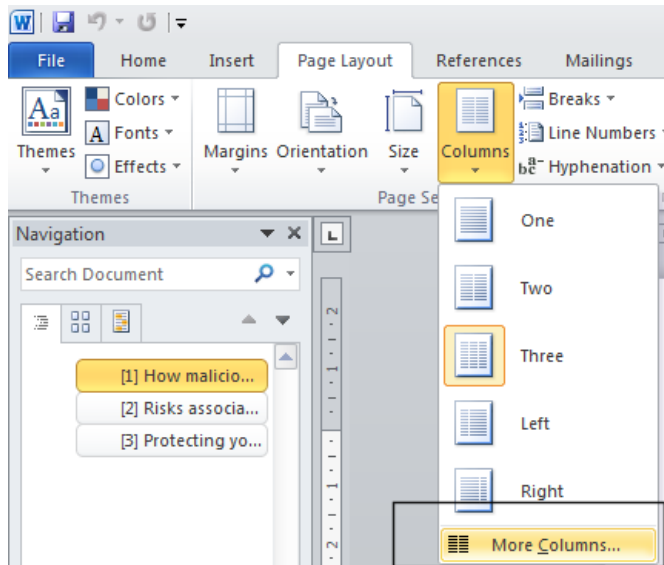
## Using pre-set column formatting.

- Open a document called **Columns 05**.

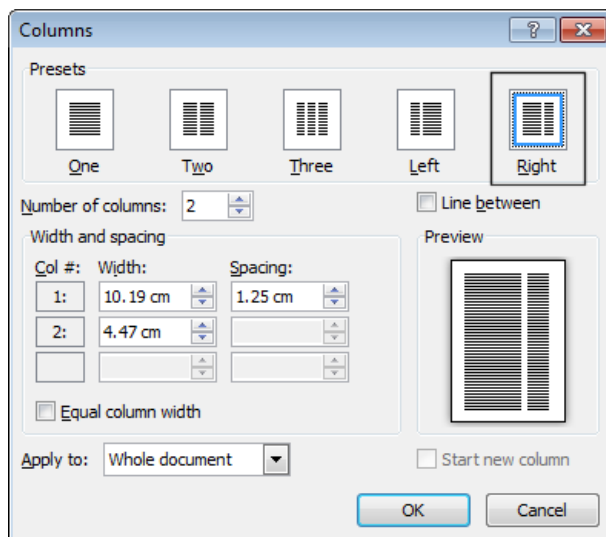


- Click within the text.

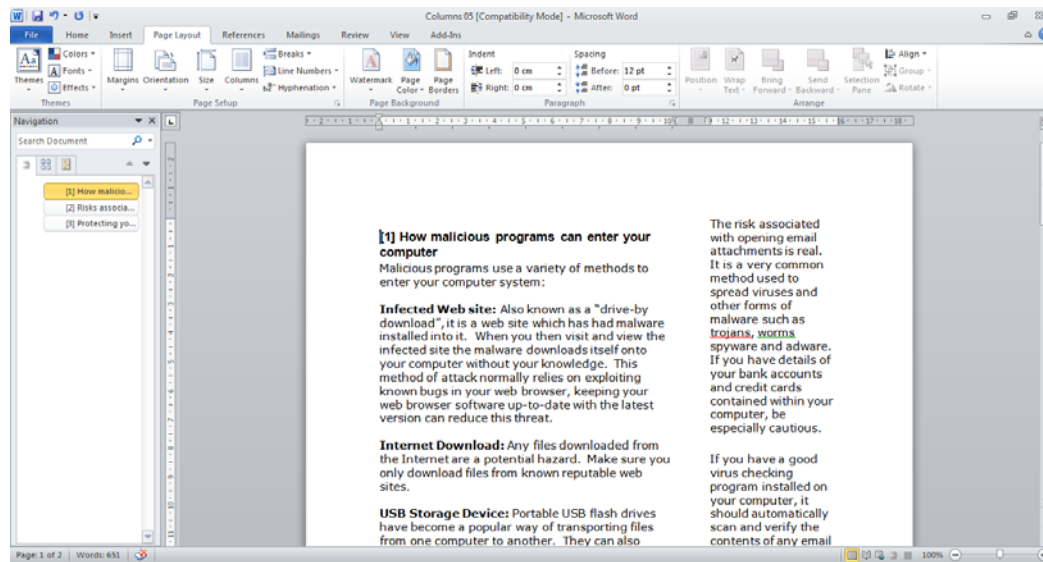
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. From the drop-down menu displayed click on the **More Columns** command.



- This will display the **Columns** dialog box. Experiment by clicking on the different pre-set options displayed at the top of the dialog box and look at the effect that this has on your document. In the example illustrated the right pre-set option has been selected.



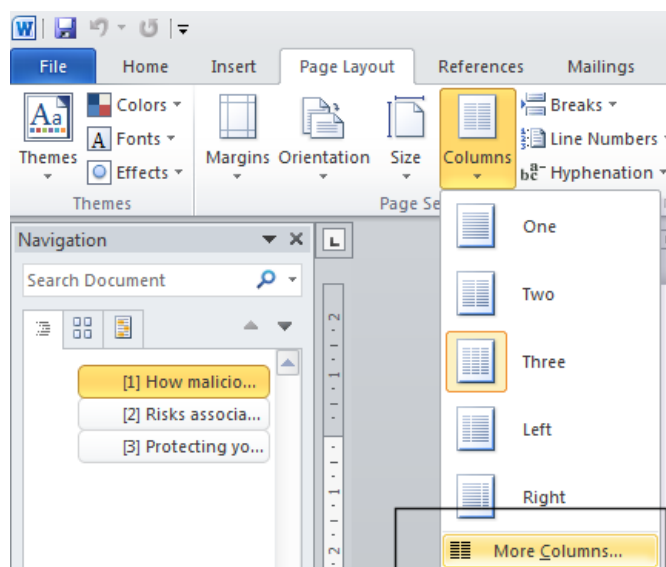
- The right pre-set option will look like this when applied to your document.



- Save your changes and close the document.

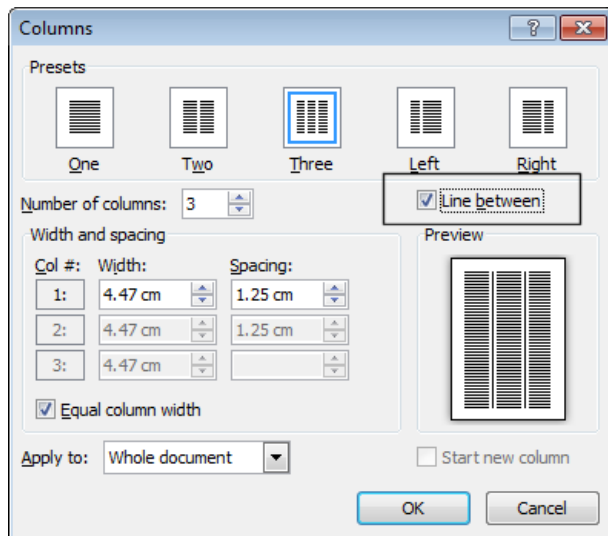
## Inserting and removing lines between columns.

- Open a document called **Columns 06**.
- Click within the text.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Columns** button. From the drop-down menu displayed click on the **More Columns** command.

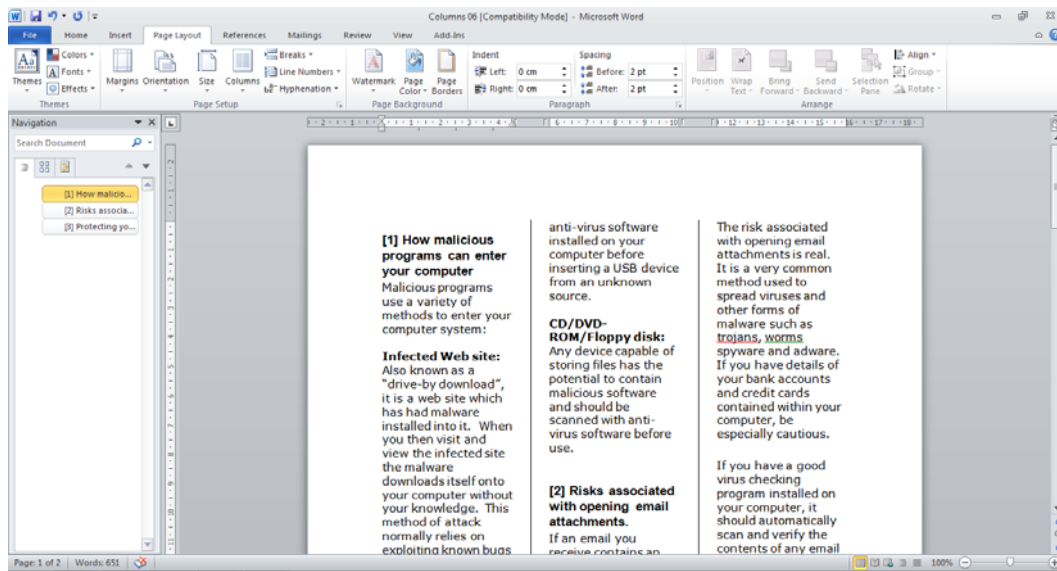


- This will display the **Columns** dialog box. Click on the **Line between** button.





- Click on the **OK** button and your document will now look like this.



- Save your changes and close the document.

## Inserting column breaks.

- Open a document called **Columns 07**.
- Normally (soft) column breaks will be applied automatically, so that the text within the section formatted as multi-column will flow within the section. You can insert column breaks to force a column break within a column.
- Click just before the following text.

[2] Risks associated with opening email attachments.



you then visit and view the infected site the malware downloads itself onto your computer without your knowledge. This method of attack normally relies on exploiting known bugs

virus software before use.

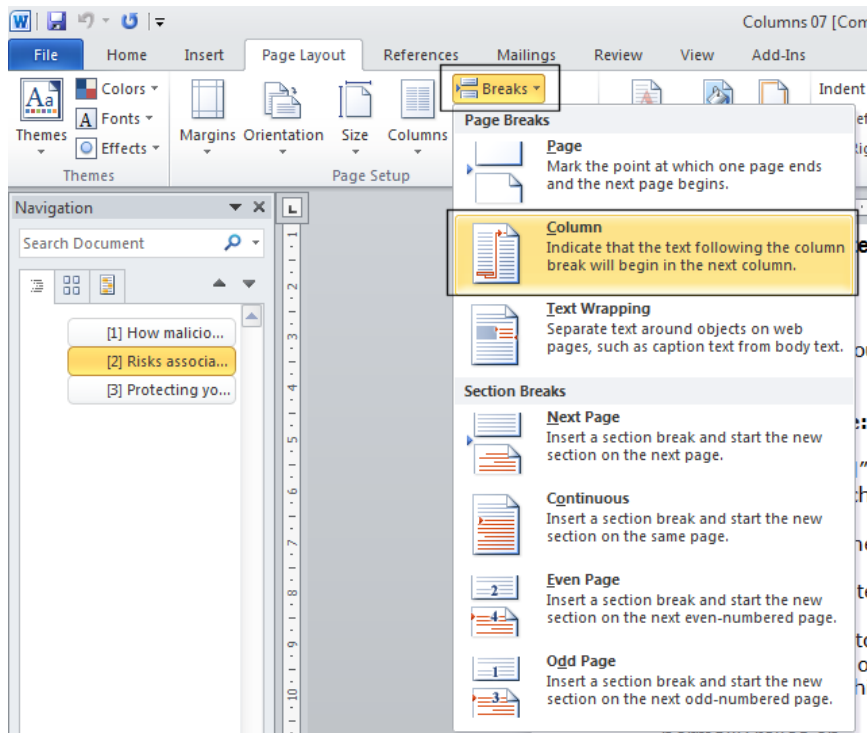
## [2] Risks associated with opening email attachments.

If an email you receive contains an

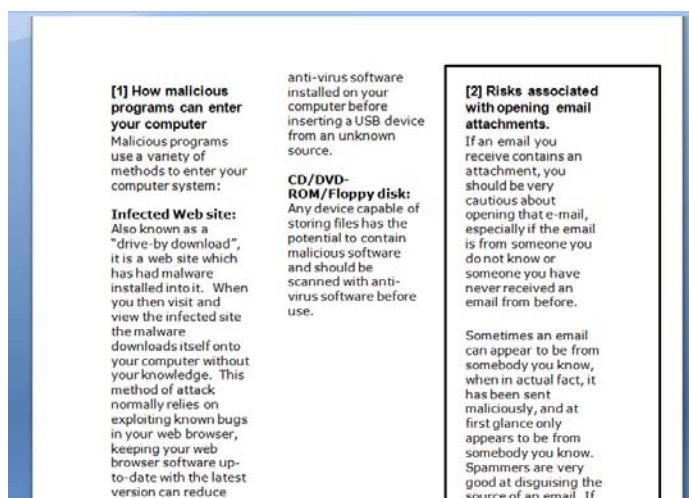
especially cautious.

If you have a good virus checking program installed on your computer, it should automatically scan and verify the contents of any email

- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Breaks** button. From the drop-down menu displayed click on **Column**.



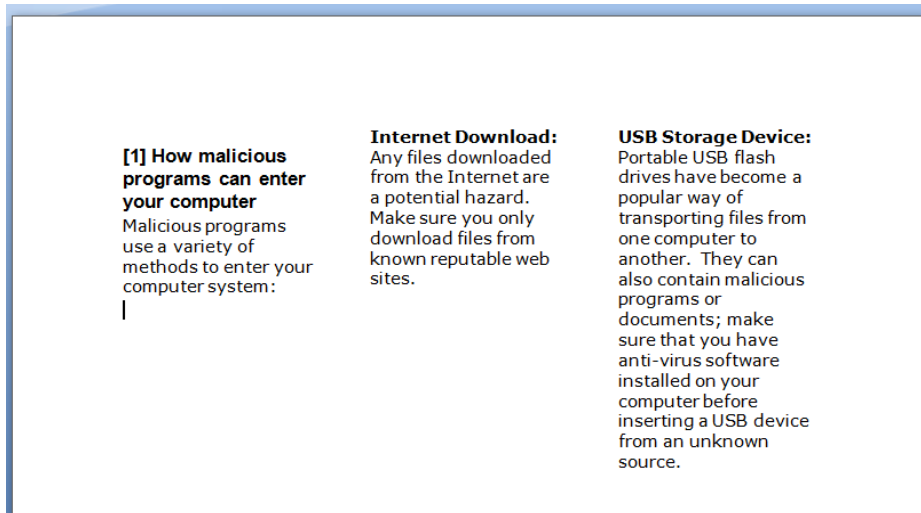
- All text after the point in the document where you clicked will now move to the top of the next column as illustrated.



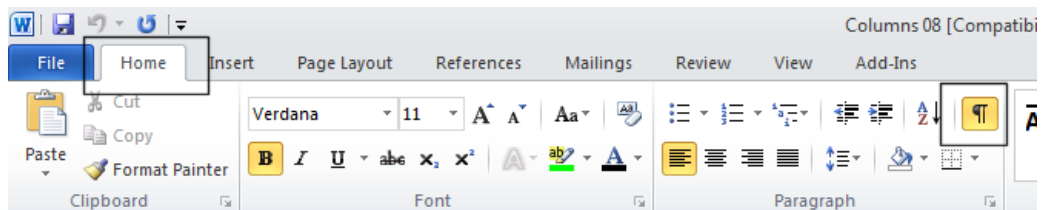
- Save your changes and close the document.

## Deleting column breaks.

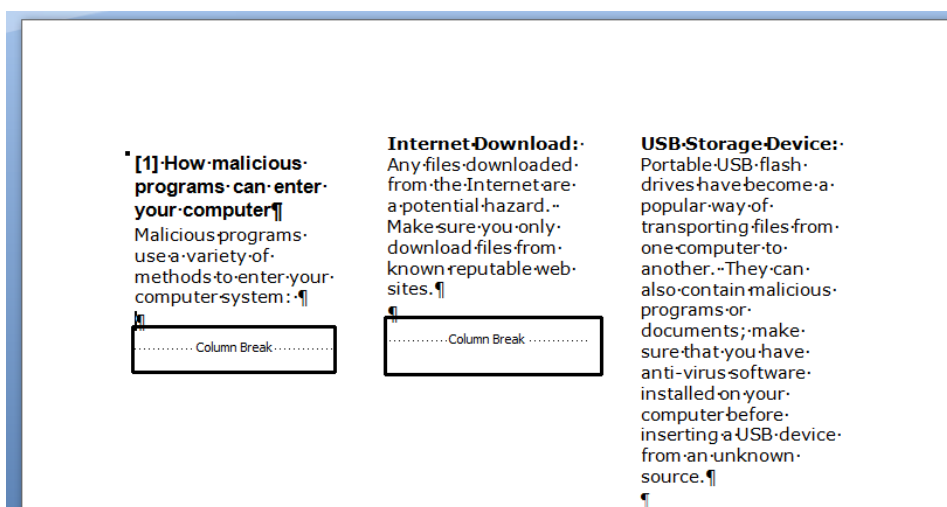
- Open a document called **Columns 08**. This document contains a number of column breaks.



- Click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** icon so that the column breaks can be viewed on the screen.



- The column breaks are now displayed, as illustrated.

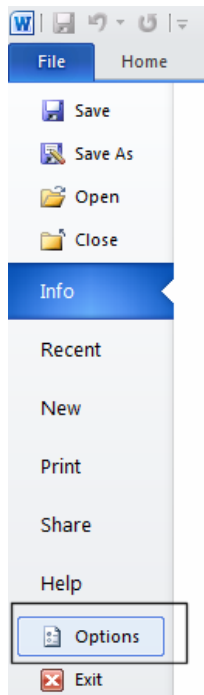


- Click at the start of each column break and press the **Del** key to delete the column breaks.
- Re-click on the **Show/Hide** icon so that the document is displayed normally.
- Save your changes and close the document.

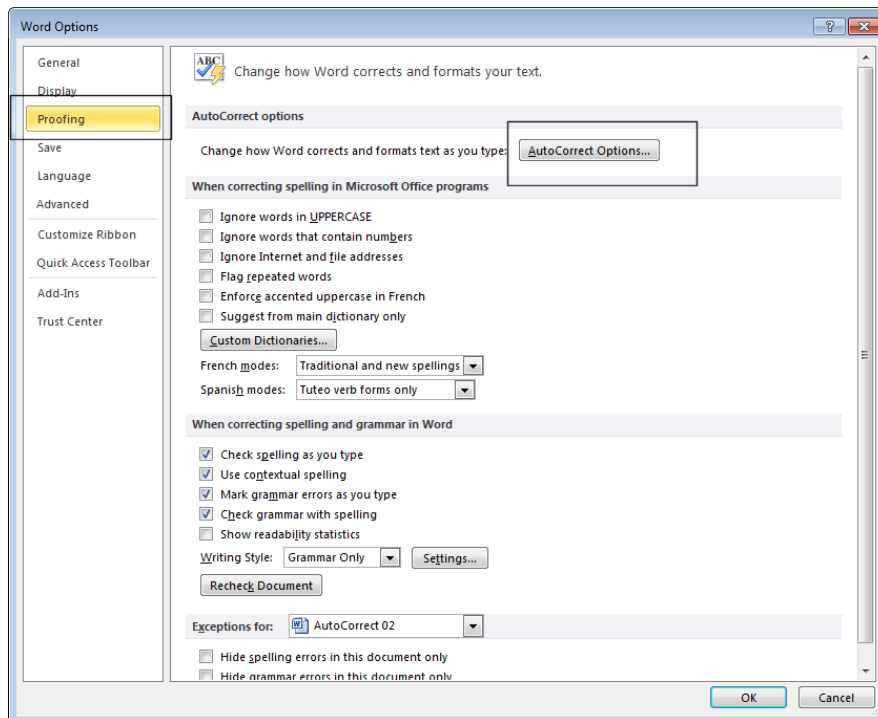
# AutoCorrect

## Creating, modifying and deleting an AutoCorrect entry.

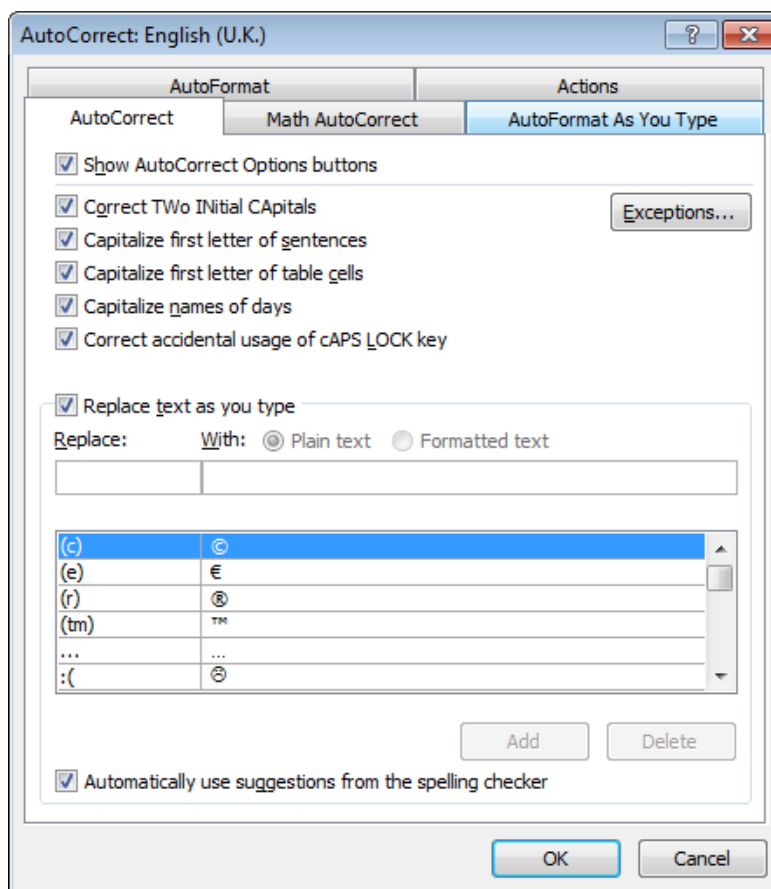
- Open a document called **AutoCorrect 02**.
- Click on the **File** tab and then click on the **Options** button displayed at the bottom of the dialog box.



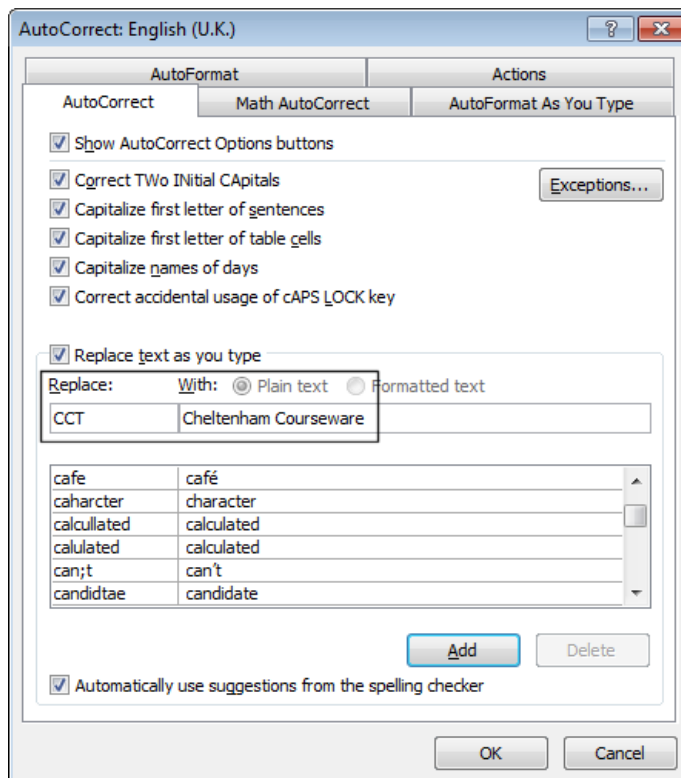
- The **Word Options** dialog box will be displayed. Within the left side of the dialog box click on the **Proofing** button. The **AutoCorrect Options** button will be displayed within the right section of the dialog box.



- Click on the **AutoCorrect Options** button. The **AutoCorrect** dialog box will be displayed.



- In the **Replace** section of the dialog box, type in a commonly used, but incorrectly spelt version of the word that you wish to add to the AutoCorrect feature. Alternatively, you can use an abbreviation that you wish to automatically expand into a short phrase. In this case, type in the text **CCT**.
- In the **With** section of the dialog box, type in a correct spelling of the word (or the expanded version of your abbreviation), that you wish to add to the AutoCorrect list. In this case, type in the text **Cheltenham Courseware**.



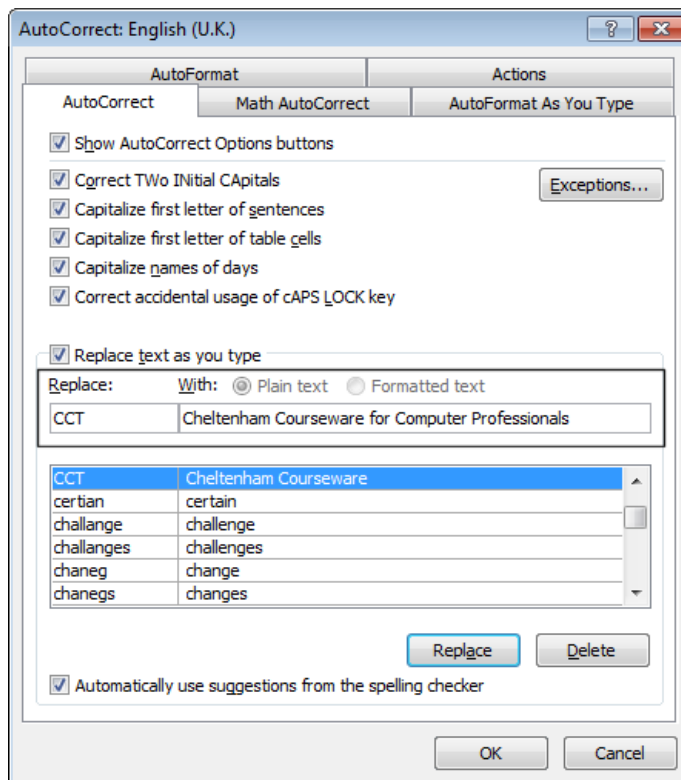
- Make sure that you click on the **Add** button and then close the dialog box. Close any other open dialog boxes.

Now every time you type in the incorrectly spelt word (or abbreviation), it will automatically be changed to the correct (or expanded) version, as soon as you press the **spacebar**, after typing in the word.

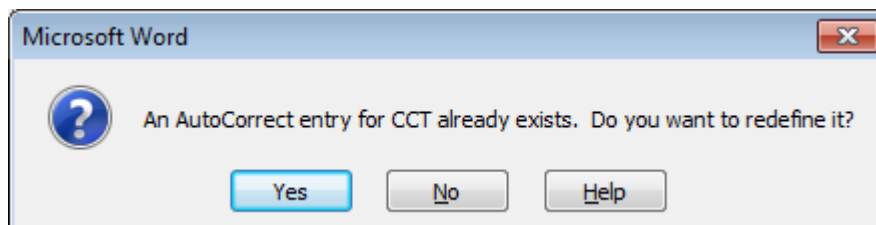
**NOTE:** This AutoCorrect information will be stored in the template file used to create the document that you are working on, and as such, the feature will be available within all new documents created using that template.

- Within your document type in the letters **CCT**, followed by pressing the **Spacebar**. You should find that the abbreviation **CCT** is replaced by the text **Cheltenham Courseware**.
- Re-open the AutoCorrect dialog box, and display the CCT entry. Change the phrase **Cheltenham Courseware** to **Cheltenham Courseware for**

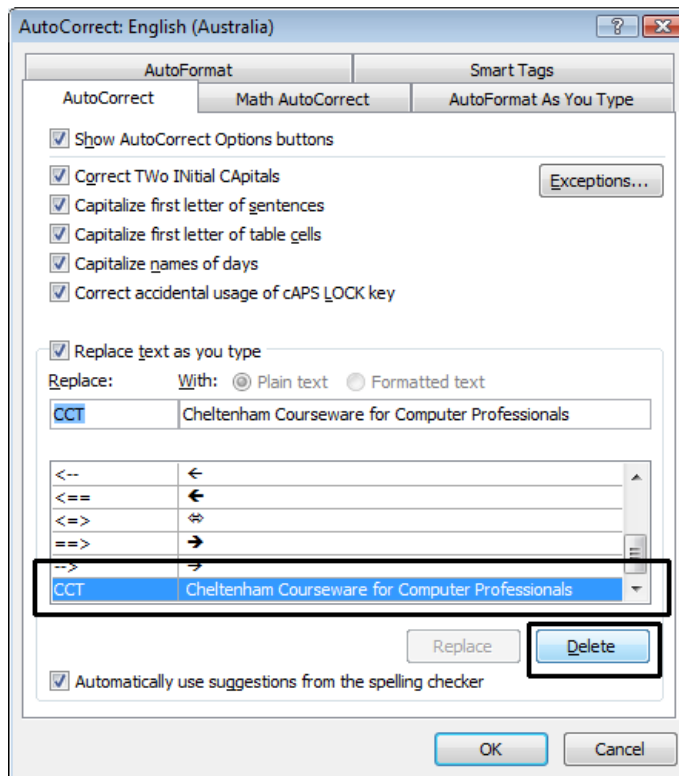
## Computer Professionals.



- Click on the **Replace** button. You will see a warning dialog box.



- Click on the **Yes** button.
- Close the dialog box and insert this new AutoCorrect entry to the document by typing in **CCT** followed by pressing the **spacebar**. The modified entry should now be displayed.
- Re-open the **AutoCorrect** dialog box, and display the **CCT** entry. Click on the **Delete** button and close the dialog box.



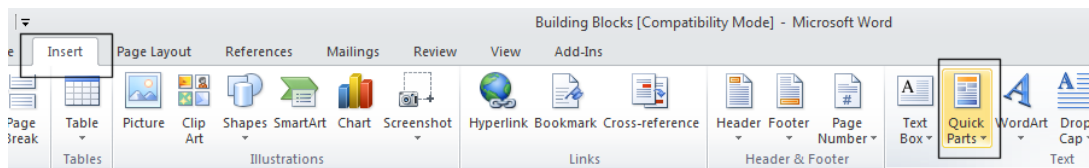
- The AutoCorrect entry has now been deleted.
- Save your changes and close the document.



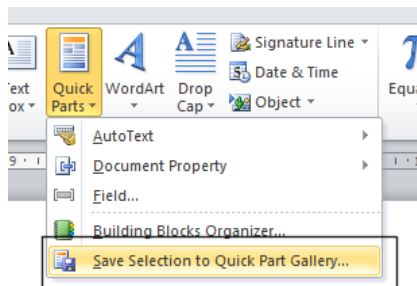
# Building Blocks (formerly called AutoText)

## Creating and inserting Building Block items.

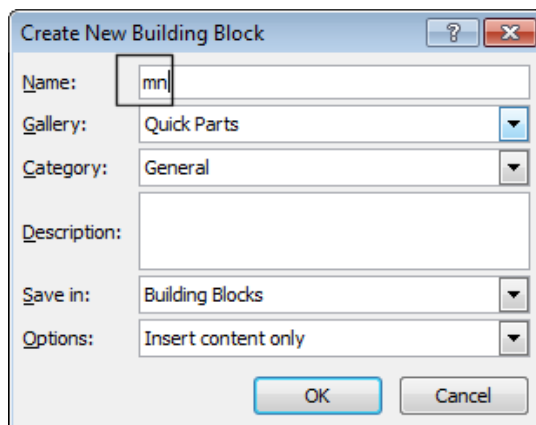
- Open a document called **Building Blocks**.
- Type in your name as directed within the document.
- Select your name.
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button.



- From the drop-down menu displayed click on **Save Selection to Quick Parts Gallery**.



- The **Create New Building Block** dialog box is displayed. Within the **Name** section type in **mn**. In this case we are using **mn** as a shortcut to insert **My Name**.



- Click on the **OK** button.

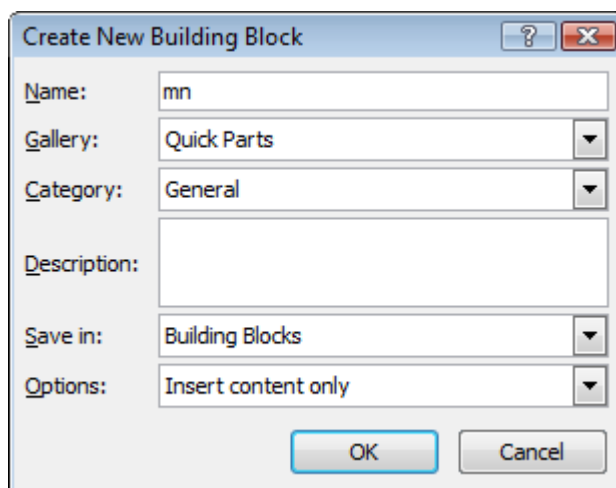
- Click within another part of the document and type in the text '**mn**' followed by pressing the **F3** key. As you will see the name shortcut is then replaced with ***your name***.

**NOTE:** In this case we just used your name for the new building block entry. You could have used a long paragraph or even a picture.

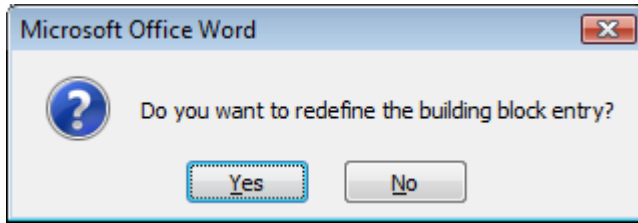
- Select the logo within the document. Press **Alt+F3** to open the **Create New Building Block** dialog box. Enter the name **lg** and click on the **OK** button.
- Click within another part of the document, enter **lg**, followed by the **F3** key and you will see the logo displayed.
- Save your changes and close the document.
- Create a new document. You should find that you can insert both Building Block (AutoText) items within the new document. As you can see once created, Building Blocks can be inserted into any document. Close the new document without saving your changes.

### Modifying a Building Block (AutoText) item.

- Re-open the document called **Building Blocks**.
- Type in the name of your organisation.
- Select the organisation name.
- Press **Alt+F3** to open the **Create New Building Block** dialog box. This will display the **Create New Building Block** dialog box.
- Enter the **Building Block** name that you originally used for your own name, i.e. **mn**.



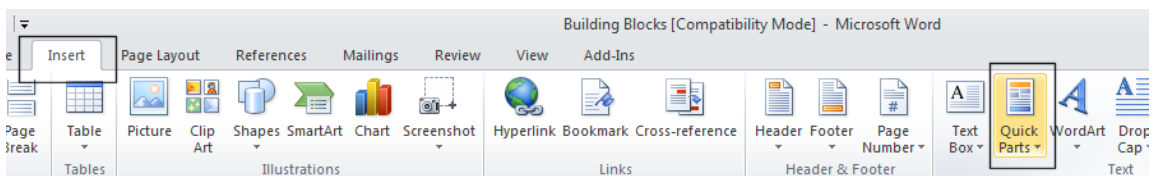
- Click on the **OK** button and you will see a warning dialog box.



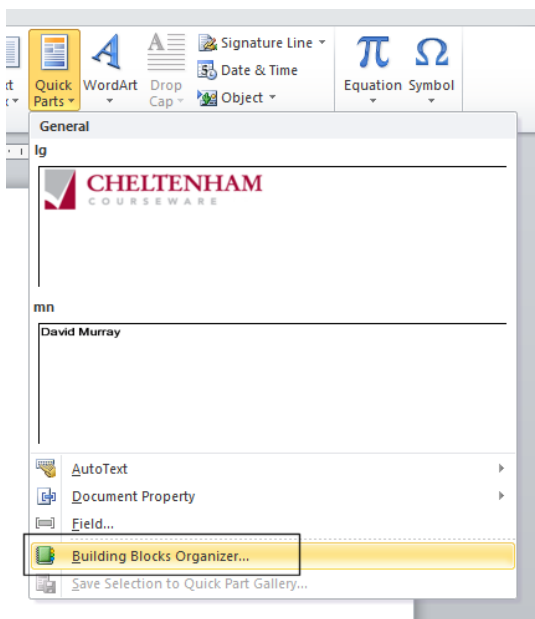
- Click on the **Yes** button and the Building Block entry will be redefined.
- Try typing **mn** into the document, followed by the **F3** key and now instead of seeing your name you will see the name of your organisation.
- Close your document without saving any changes that you have made.

### Deleting a Building Block (AutoText) item.

- Re-open the document called **Building Blocks**.
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button.

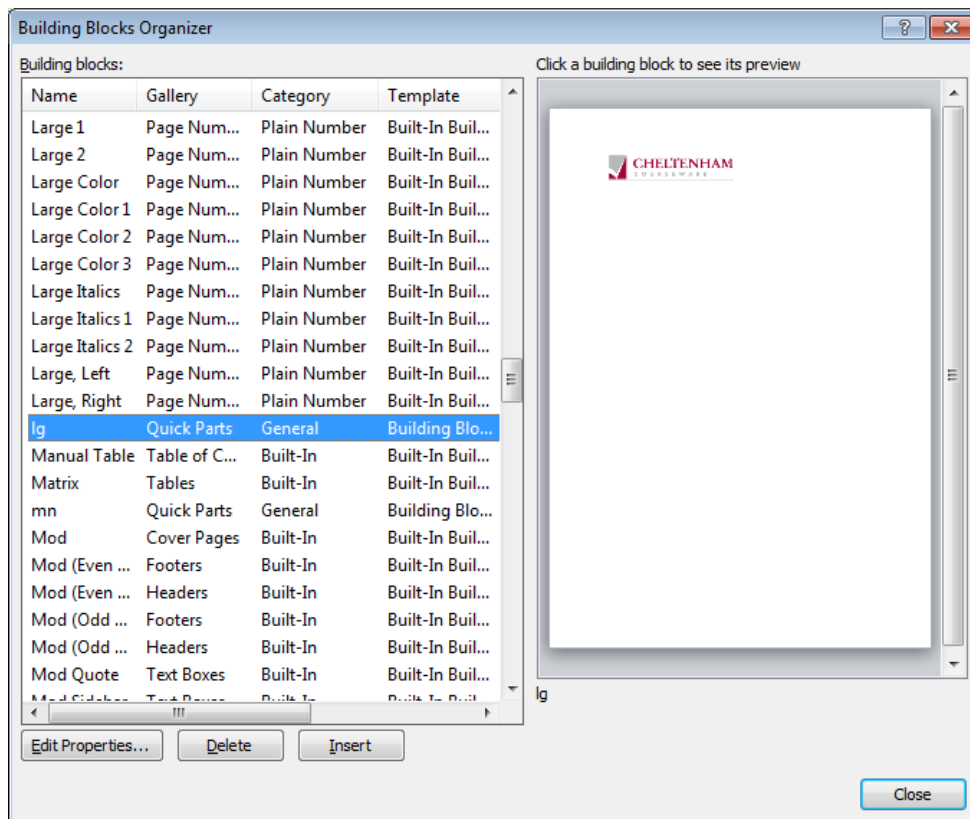


- From the drop-down menu displayed click on **Building Blocks Organizer**

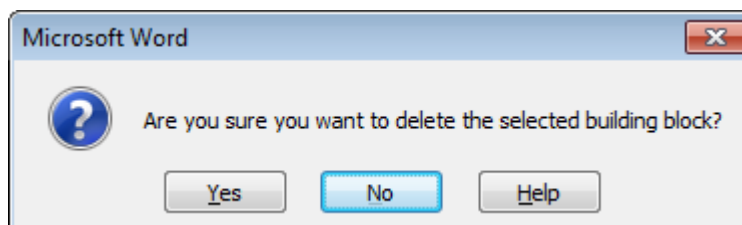


- This will display the **Building Blocks Organizer** dialog box.
- Click on the name header within the dialog box to list the building blocks alphabetically.

- Select the **lg** entry.



- Click on the **Delete** button and a dialog box will be displayed.

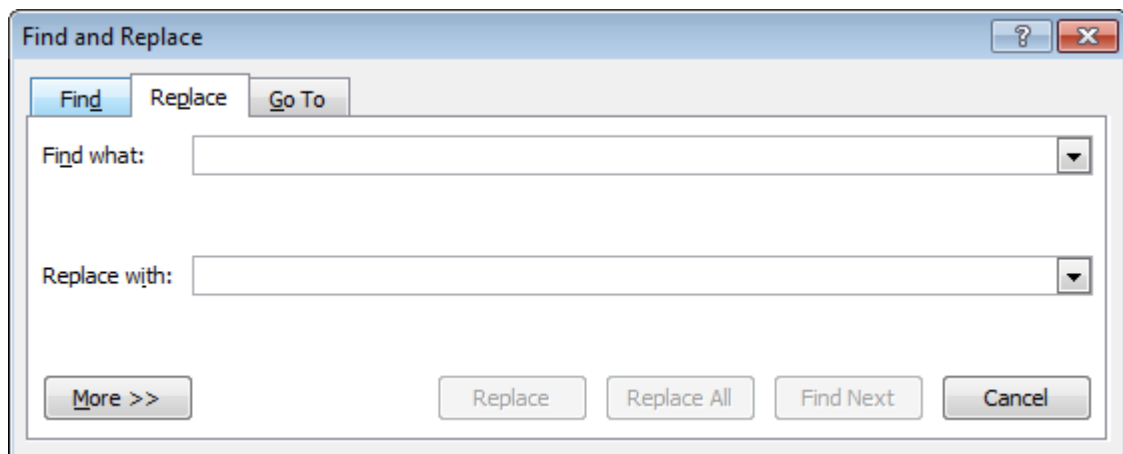


- Click on the **Yes** button and the **lg** building block entry is removed.
- Click on the **Close** button to close the **Building Blocks Organiser** dialog box.
- Save your changes and close the document.

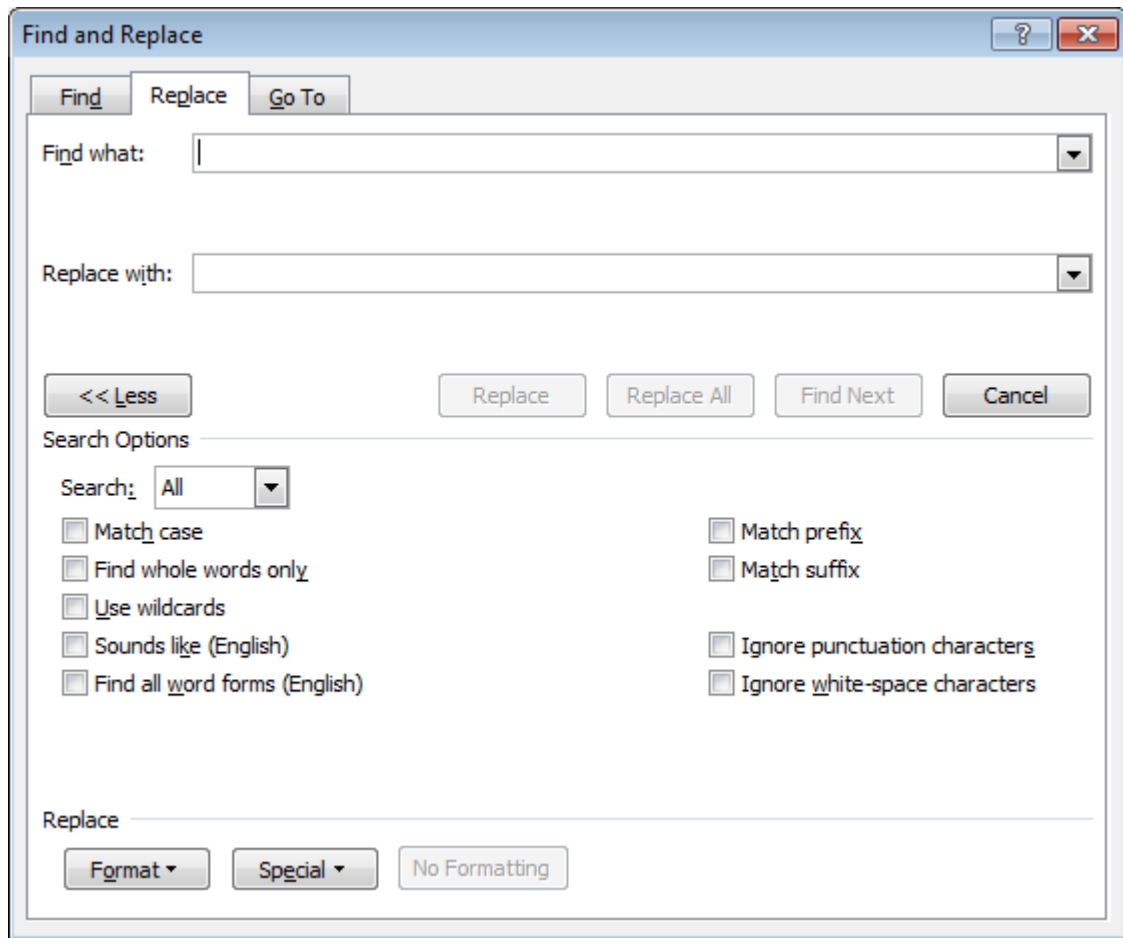
# Advanced Find and Replace

## Clever ways of using the 'Find and Replace' facility.

- NOTE: This section is just for information; do not follow through these instructions, just see what is possible. You can practice these techniques in the next section.
- Most people use find and replace to simply find a word or phrase and then replace it with a different word or phrase. However you can do so much more when using find and replace.
- To display the **Find and Replace** dialog box, press **Ctrl+H**. This displays the familiar **Find and Replace** dialog box, as illustrated.



- Clicking on the **More** button displays the following.

**Match case:**

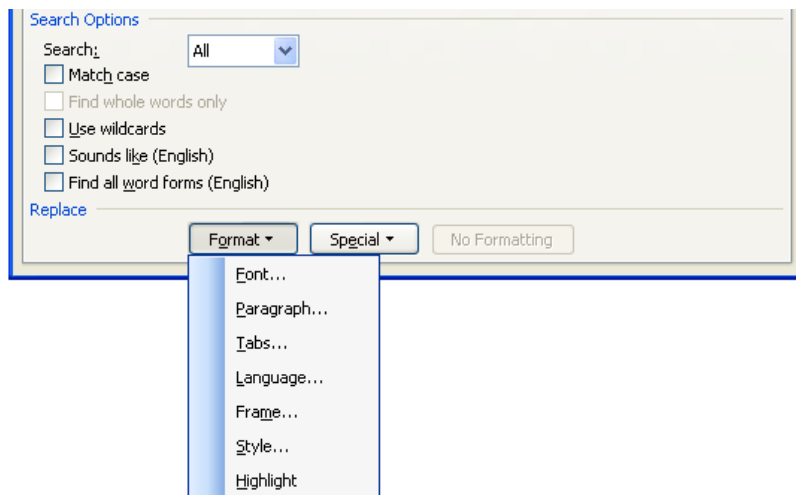
Clicking on the **Match case** option within the **Search Options** section of the dialog box will allow you to only find or replace text that exactly matches capitalisation.

**Find whole words only:**

The **Find whole words only** option is great when you want to specify a whole word, not a word that is actually part of a longer word. For instance, if you wanted to replace the word **red**, with the word **Green**, then without this option you may find that the word **Preferred** is changed to **Prefergreen**, which can be disastrous, especially if you had clicked in the **Replace All** button.

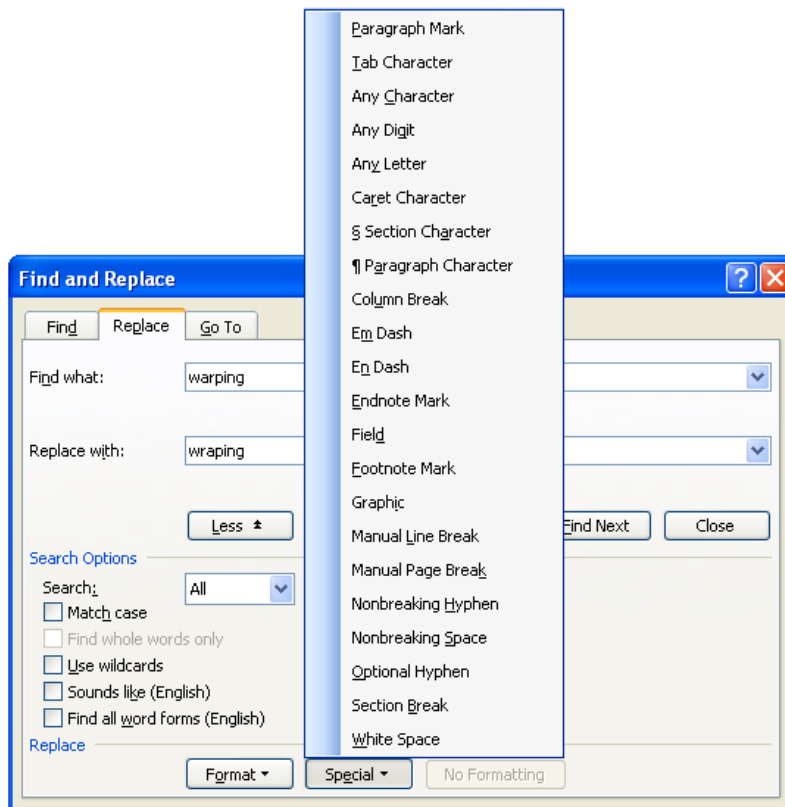
**Format:**

Clicking on the **Format** button will display a drop down list that will allow you to find and / or replace a wide range of formatting options.



### Special:

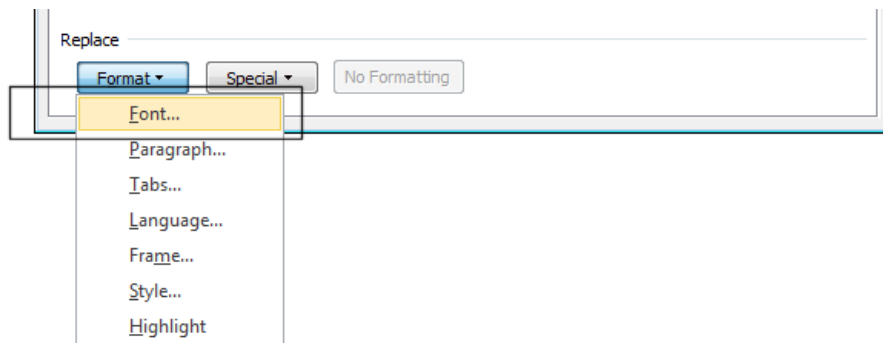
Clicking on the **Special** button will display a drop down list that will allow you to find and /or replace a wide range of special options.



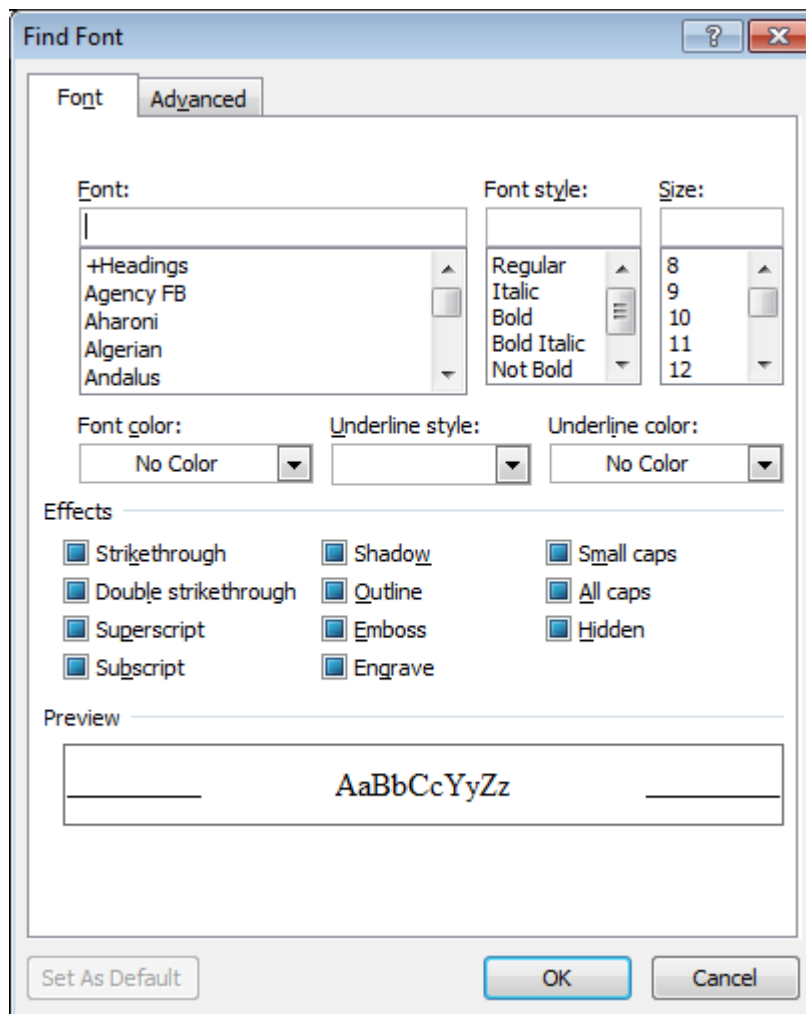
### Advanced find and replace options using font formatting.

- Open a document called **Finding and Replacing - Fonts**.
- Press **Ctrl+H** to display the **Find and Replace** dialog box.
- Make sure that the insertion point is in the **Find What** section of the dialog box.
- If necessary, click on the **More** button to expand the choices available.

- Click on the **Format** button and from the drop down list displayed, select the **Font** command.

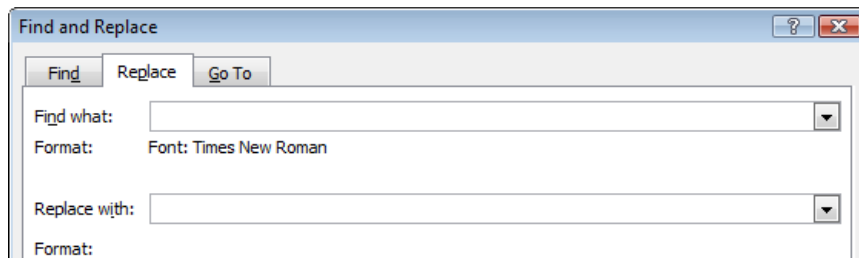


- This will display the **Find Font** dialog box.

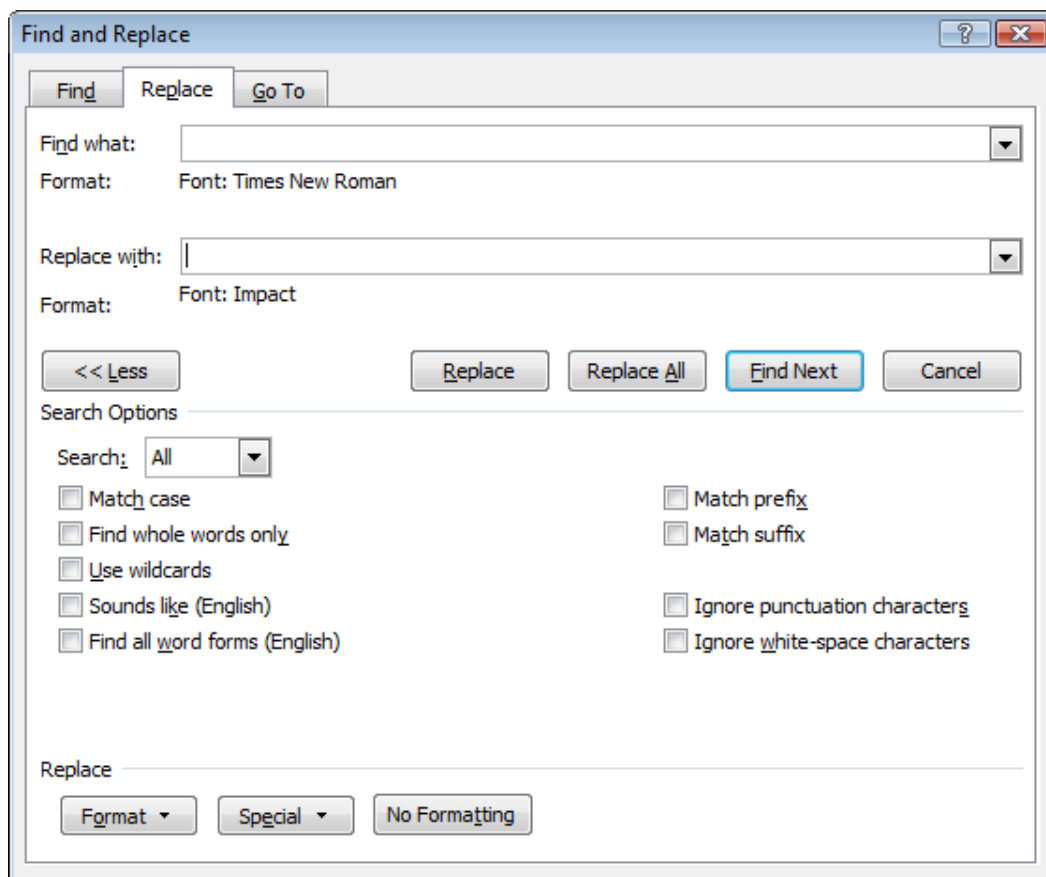


- As you can see there are lots of options that you can search for and then replace. Within the **Font** section of the dialog box, click on the **Times New Roman** font.
- Click on the **OK** button and the dialog box will look like this.





- Click within the **Replace with** section of the dialog box.
- Click on the **Format** button and from the drop down list displayed, select the **Font** command. This will display the **Replace Font** dialog box.
- Within the **Font** section of the dialog box, click on the **Impact** font (or another font if you do not see the **Impact** font).
- Click on the **OK** button and the dialog box will look like this.



- Click on the **Replace All** button and the screen will change to replace all instances of the **Times New Roman** font with the **Impact** font.
- Close all open dialog boxes and the text will look like this.

This line of text is formatted using a font called Arial.

**This line of text is formatted using a font called Times New Roman.**

This line of text is formatted using a font called Courier New.

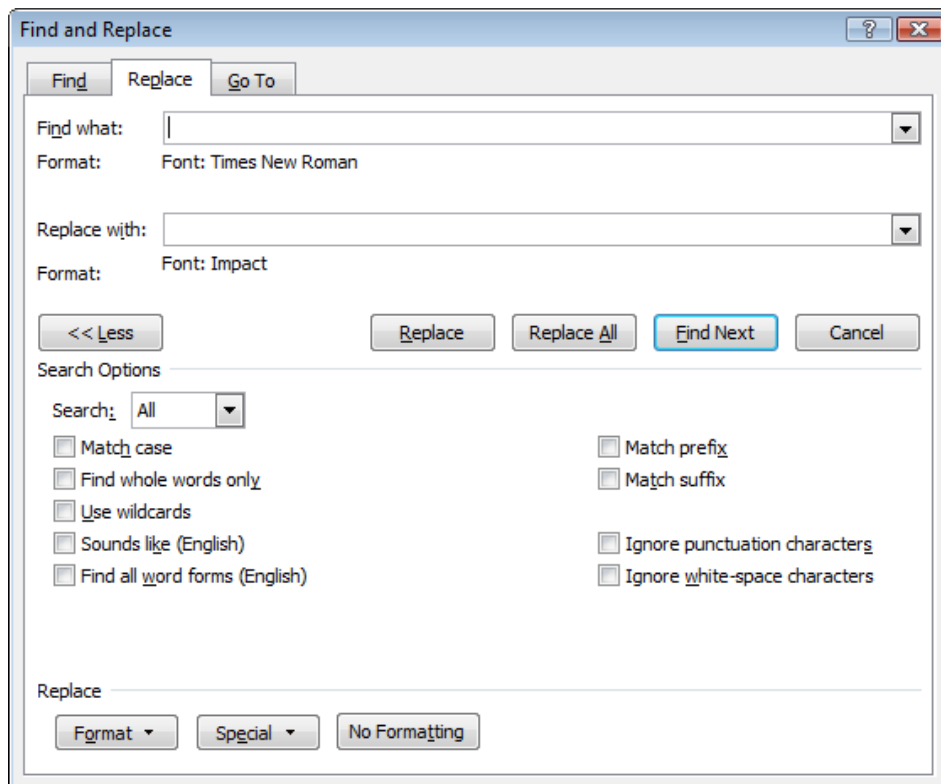
**This line of text is formatted using a font called Times New Roman.**

This line of text is formatted using a font called Arial Narrow.

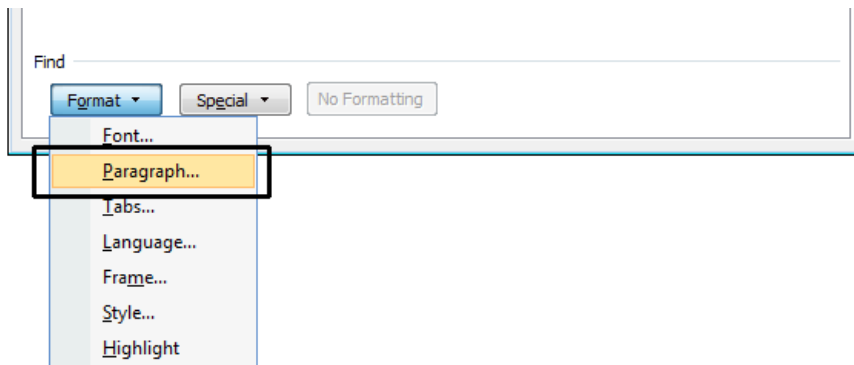
- If you have time you can experiment with using some of the other options. Such as finding and replacing text size or text colour. You can also experiment with finding and replacing some of the options within the **Effects** section of the dialog box.
- Save your changes and close the document.

### Advanced find and replace options using paragraph formatting.

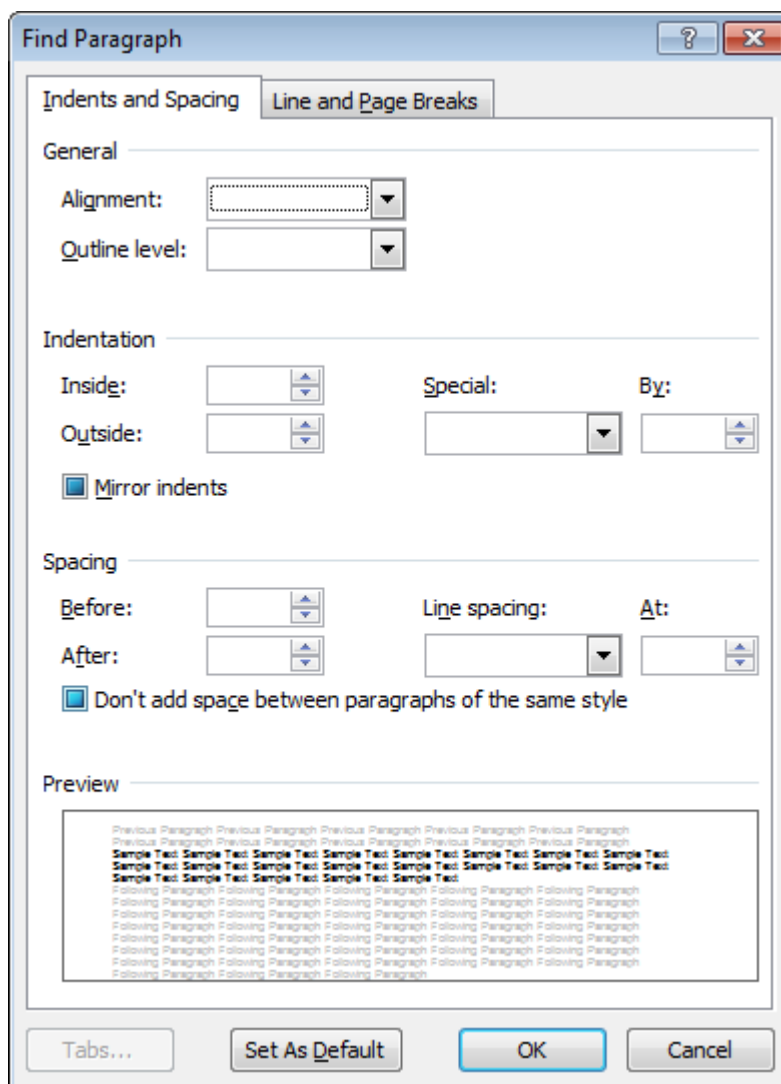
- Open a document called **Finding and Replacing - Paragraphs**.
- Press **Ctrl+H** to display the **Find and Replace** dialog box.
- If you are following on directly from the last section, you may see that the **Find and Replace** dialog box remembers your previous actions, and that the dialog box looks like this.



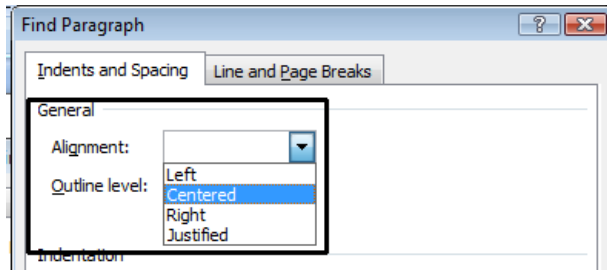
- Click within the **Find what** section of the dialog box and then click on the **No Formatting** button.
- If necessary, click on the **More** button to expand the choices available.
- Click on the **Format** button and from the drop down list displayed, select the **Paragraph** command.



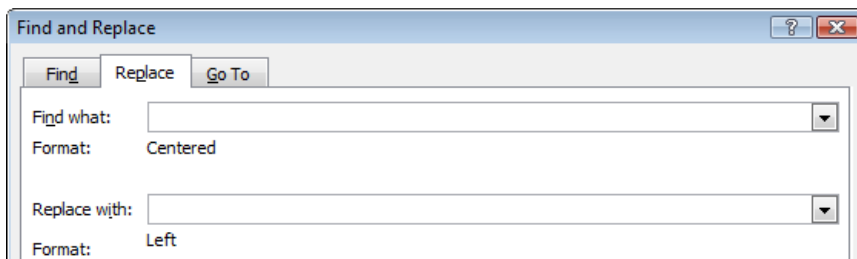
- This will display the **Find Paragraph** dialog box.



- As you can see there are lots of options that you can search for and then replace. Within the **Alignment** section of the dialog box, click on the **down arrow** and select **Centered**.



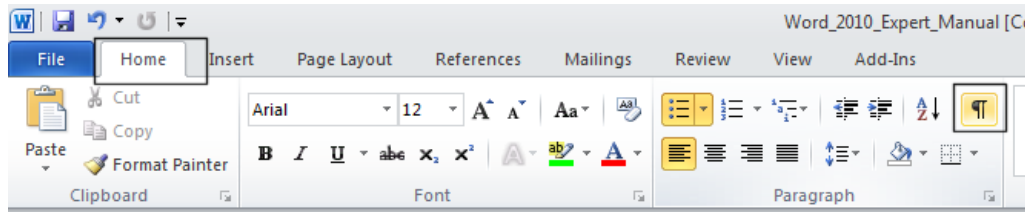
- Click on the **OK** button.
- Click within the **Replace with** section of the dialog box and then click on the **No Formatting** button. This will remove the information relating to find and replacing font options.
- Click on the **Format** button and from the drop down list displayed, select the **Paragraph** command. This will display the **Replace Paragraph** dialog box.
- Within the **Alignment** section of the dialog box, click on the **down arrow** and select **Left**.
- Click on the **OK** button and the dialog box will look like this.



- Click on the **Replace All** button and the screen will change to replace all instances of the centred text with the left aligned text.
- Close all open dialog boxes.
- Save your changes and close the document.

### Advanced find and replace options using paragraph marks.

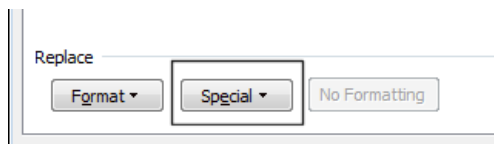
- Open a document called **Finding and Replacing - Paragraph Marks**.
- Click on the **Show/Hide** button which is displayed in the **Paragraph** group of the **Home** tab.



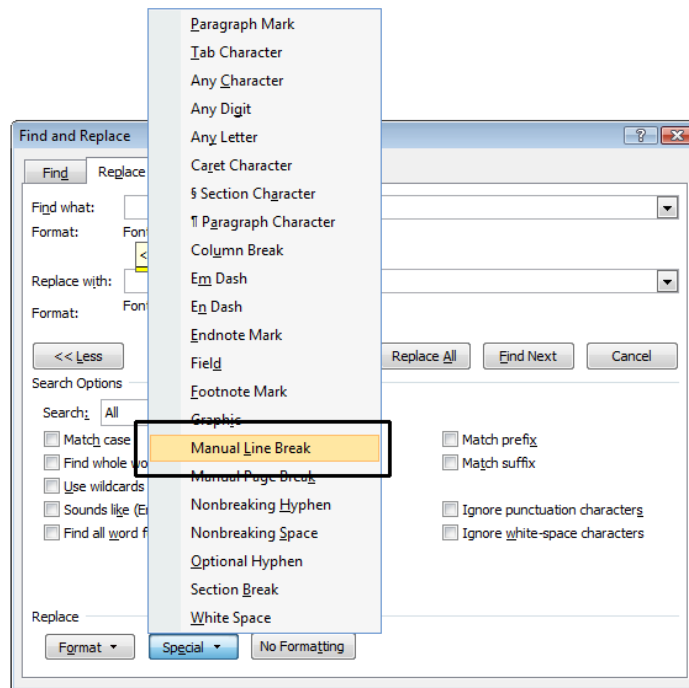
- This will allow you to see that each line ends with a **manual line break**, rather than a **paragraph mark**.

This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵  
This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵  
This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵  
This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵  
This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵  
This is a line of text that originally ends with a manual line break, rather than a paragraph mark.↵

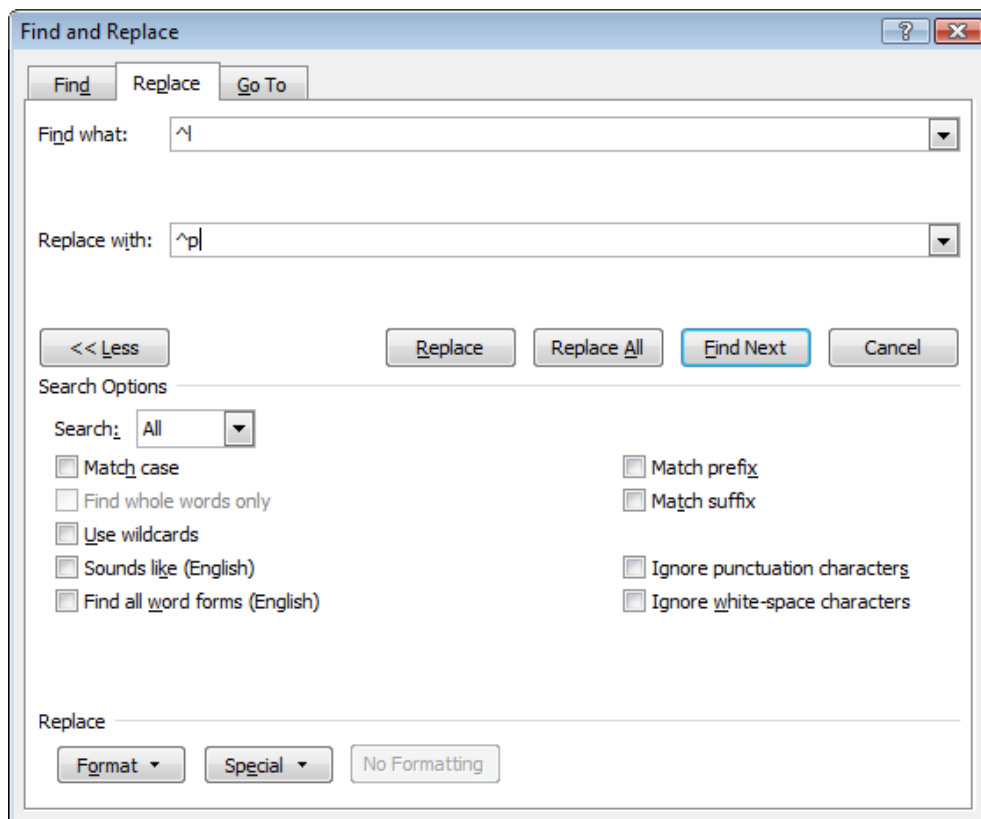
- Re-click on the **Show/Hide** button to hide the formatting marks.
- Press **Ctrl+H** to display the **Find and Replace** dialog box.
- If you are following on directly from the last section, you will see that the **Find and Replace** dialog box remembers your previous actions, and you will need to clear the formatting options. Click within the **Find What** section of the dialog box, and then click on the **No Formatting** button.
- Click on the **Special** button.



- From the list displayed click on the **Manual Line Break** command.



- Now click within the **Replace with** section of the dialog box and click on the **No Formatting** to clear the box.
- Click on the **Special** button and from the list displayed select **Paragraph Mark**. Your dialog box will now look like this.



- Click on the **Replace All** button. You will see a dialog box displayed telling you how many items were found and replaced. Click on the **OK** button to close the dialog box.
- Re-click on the **Show/Hide** button and you will now see paragraph marks displayed at the end of each line, rather than manual line breaks.

This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

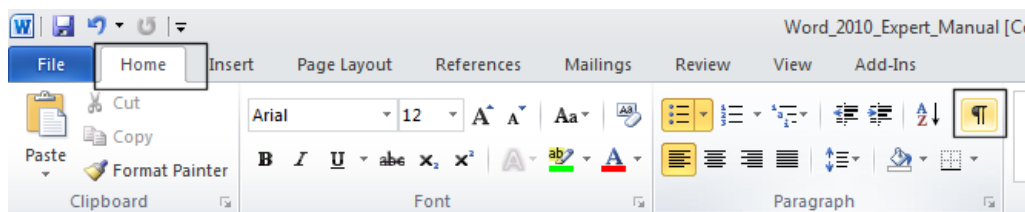
This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

This is a line of text that originally ends with a manual line break, rather than a paragraph mark. ¶

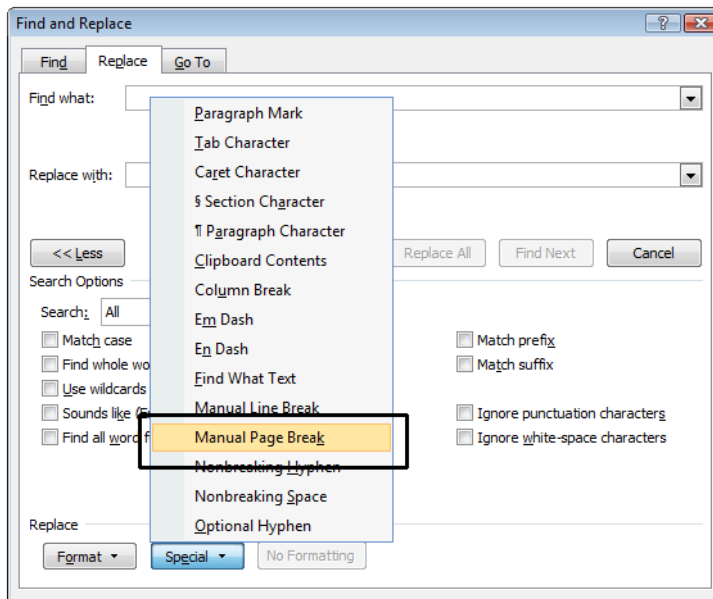
- Re-click on the **Show/Hide** button so that the paragraph marks are no longer displayed on the screen.
- Save your changes and close the document.

### Advanced find and replace options using page breaks.

- Open a document called **Finding and Replacing - Page Breaks**.
- Click on the **Show/Hide** button which is displayed in the **Paragraph** group of the **Home** tab.



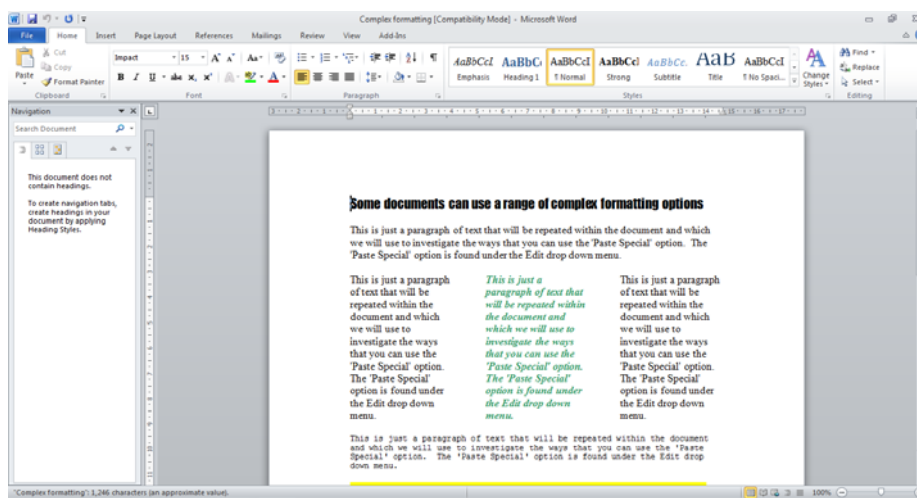
- Scroll down through the document and you will see that a number of page breaks have been inserted into the document. Re-click on the **Show/Hide** button to hide the page break marks.
- Move up to display the first page within the document.
- Press **Ctrl+H** to display the **Find and Replace** dialog box.
- If you are following on directly from the last session, you will see that the **Find and Replace** dialog box remembers your previous actions, and you will need to clear the formatting options. Click within the **Find what** section of the dialog box, and then click on the **No Formatting** button.
- Click on the **Special** button. From the list displayed click on the **Manual Page Break** command.



- Now click within the **Replace with** section of the dialog box and if necessary, click on the **No Formatting** to clear the box.
- Leave the **Replace with** section of the dialog box empty. This will have the effect of replacing page breaks with 'nothing'. This is an easy way of removing page breaks within a document.
- Click on the **Replace All** button and close any open dialog boxes.
- Examine your document and you will see that the document no longer contains any page breaks.
- Save your changes and close the document.

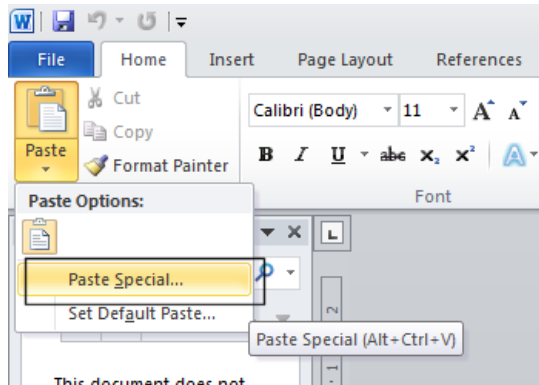
## 'Paste Special' options using formatted and unformatted text.

- Open a document called **Complex formatting**. As you can see this document contains a range of different formatting techniques.

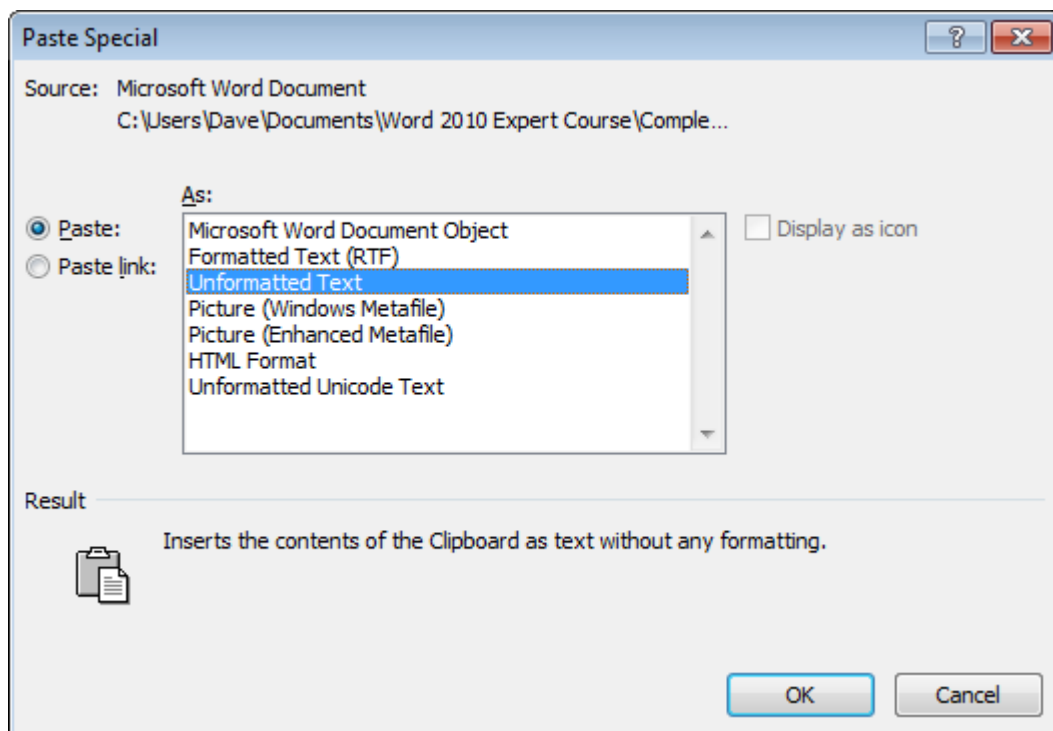




- Press **Ctrl+A** to select the entire document.
- Press **Ctrl+C** to copy the document contents to the Clipboard.
- Open a second document called **Paste Special**.
- Click within the document at the location that you wish to paste the unformatted text.
- Click on the **down arrow** under the **Paste** button and from the drop-down menu displayed select the **Paste Special** command.



- From the **Paste Special** dialog box displayed select the **Unformatted Text** option.



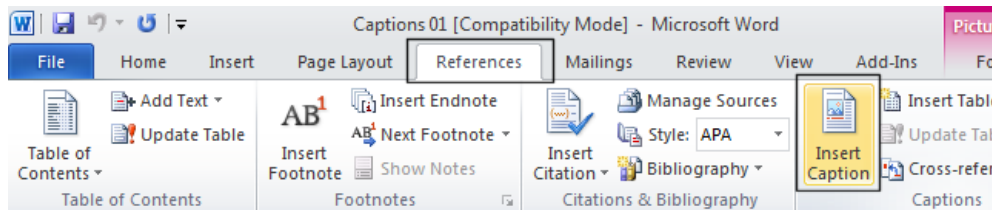
- Click on the **OK** button to close the **Paste Special** dialog box.
- The raw, unformatted text will be pasted into the document. No formatting information, such as bold, italic, or column layout will be preserved. No pictures will be copied.

- Click at the location that you would like to paste the **formatted** text too, and use the normal **Ctrl+V** keyboard shortcut.
- Save your changes and close both documents.

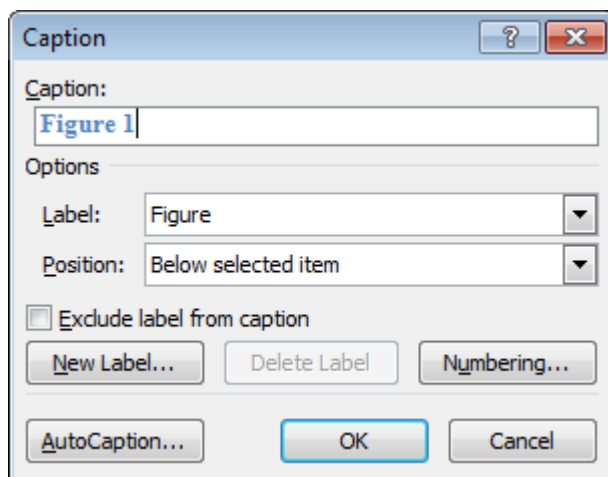
# Captions.

## Manually adding a caption to an object.

- Open a document called **Captions 01**.
- Select the first graphic within the document.
- Click on the **References** tab and within the **Captions** group click on the **Insert Caption** button.



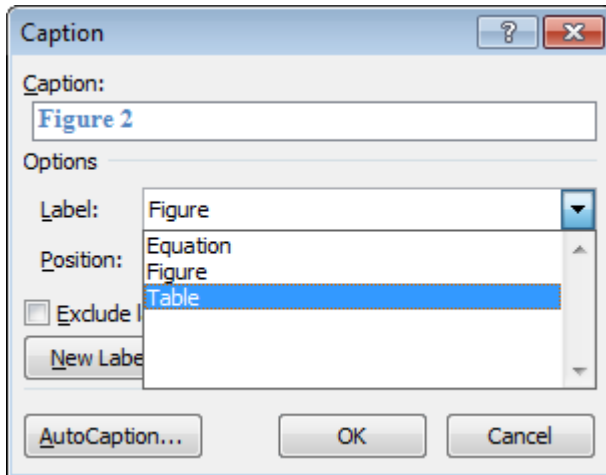
- This will display the **Caption** dialog box.



- You can use the **Position** drop down to insert the caption above or below the graphic. Click on the **OK** button and the caption will be displayed above or below the graphic.



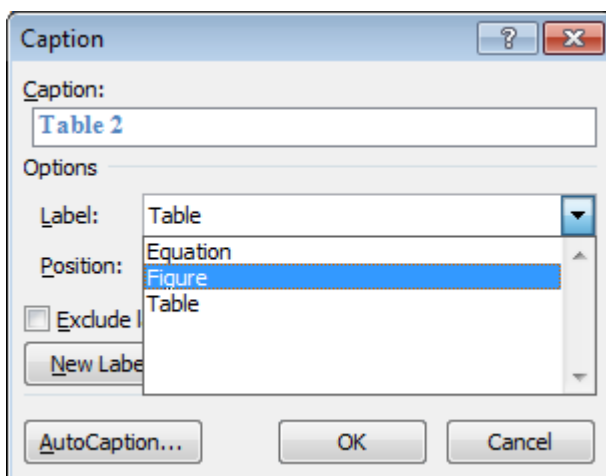
- Scroll down the page and click within the table. Click on the **References** tab and within the **Captions** group click on the **Insert Caption** button. This will display the **Caption** dialog box.
- You can use the **Label** drop down to change the caption label. In this case select **Table**.



- Click on the **OK** button and the caption will be displayed above or below the table, as illustrated.

Table 1	
McAfee Anti-virus software	<a href="http://www.mcafee.com">http://www.mcafee.com</a>
Norton Anti-virus software	<a href="http://www.symantec.com/avcenter">http://www.symantec.com/avcenter</a>
AVG anti-virus software	<a href="http://www.grisoft.com">http://www.grisoft.com</a>

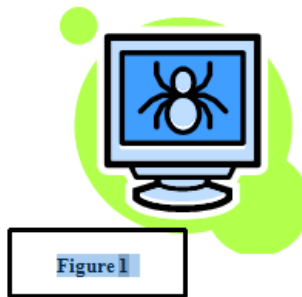
- Select the next graphic within the document and add a caption above or below the graphic (using the **Figure** label).



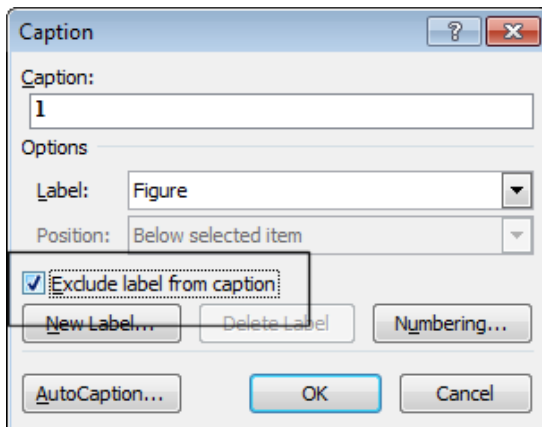
- Repeat this procedure so that all the graphics within the document have captions.
- Save your changes and close the document.

**Adding and removing caption labels.**

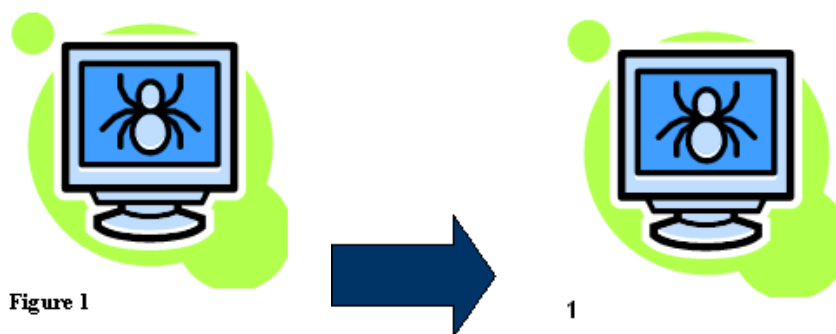
- Open a document called **Deleting caption labels**. This document contains a number of labelled captions.
- Select the caption label that you wish to modify, such as the first caption label within the document.



- Click on the **References** tab and within the **Captions** group click on the **Insert Caption** button. This will display the **Caption** dialog box. Click on the **Exclude label from caption** check box.



- Click on the **OK** button and the caption will no longer be displayed with a label.



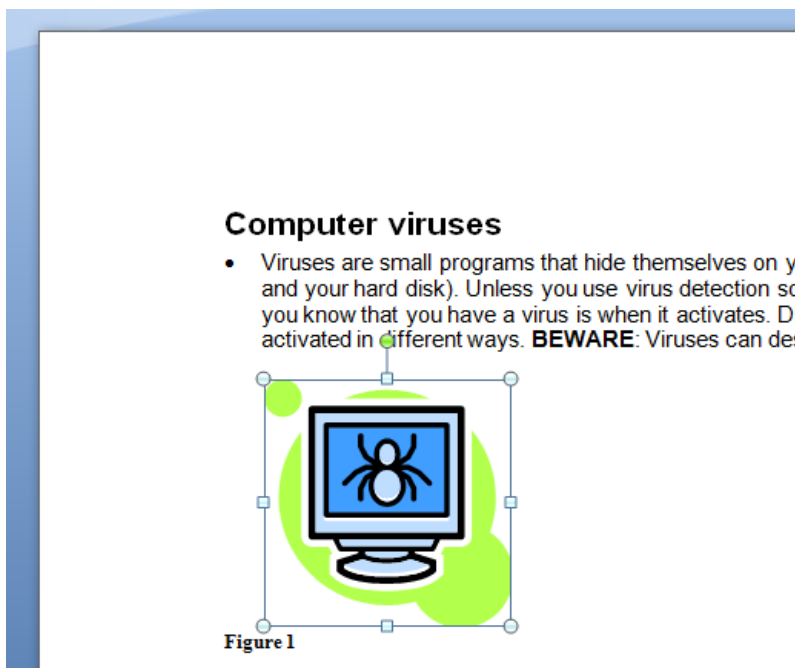
**NOTE:** An easier way to delete a caption label is to double click on a caption label to select it, and then press the **Del** key. Use this method to remove the second caption label within the document.



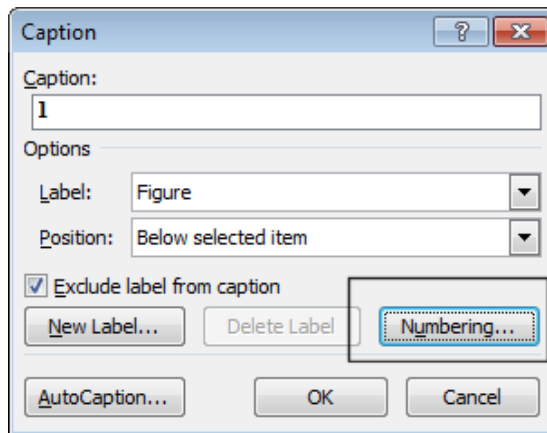
- To re-display a caption label that you have removed, first select the caption.
- Click on the **References** tab and within the **Captions** group click on the **Insert Caption** button. This will display the **Caption** dialog box. Remove the tick from the **Exclude label from caption** check box. Click on the **OK** button.
- Save your changes and close the document.

### Changing the caption number formatting.

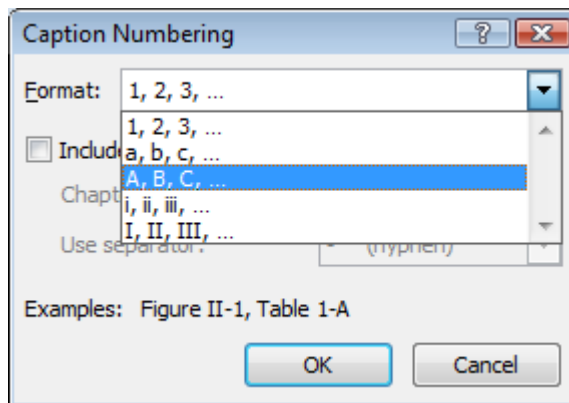
- Open a document called **Captions 02**.
- Select the first graphic within the document.



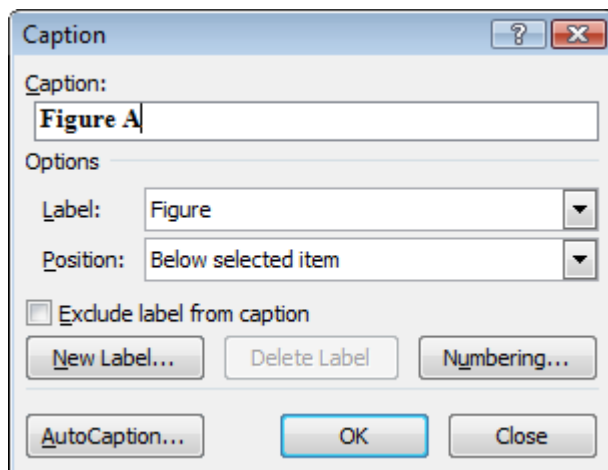
- Click on the **References** tab and within the **Captions** group click on the **Insert Caption** button. This will display the **Caption** dialog box. Click on the **Numbering** button.



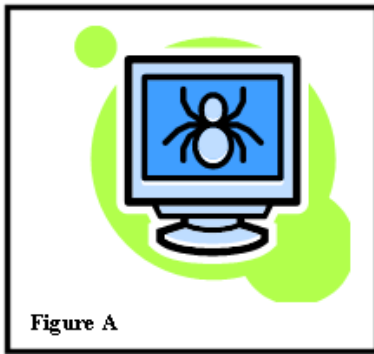
- This will display the **Caption Numbering** dialog box. Use the **down arrow** next to the **Format** section, to select an alternative numbering format.



- Click on the **OK** button to close the **Caption Numbering** dialog box.
- The **Caption** dialog box will be displayed.



- Make sure that you click on the **CLOSE** button **NOT the OK** button, as clicking on the **OK** button will insert a second caption. In this case the caption will now look like this.



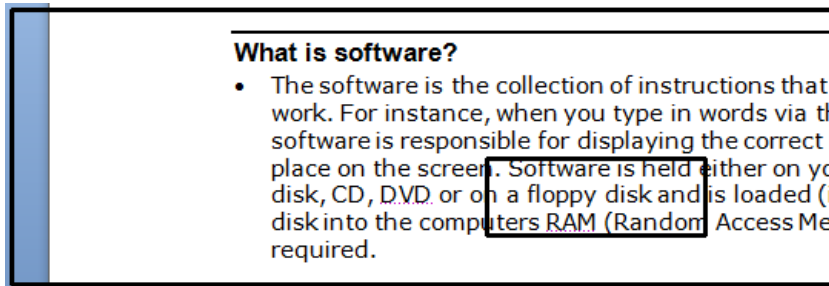
- Experiment with applying different numbering formats to the captions within the document.
- Save your changes and close the document.



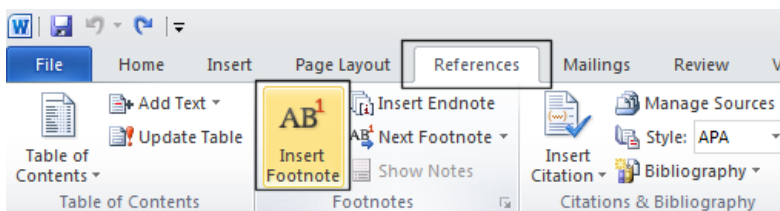
# Footnotes and Endnotes

## Inserting footnotes.

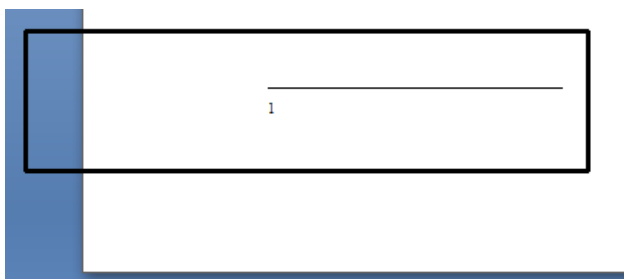
- Open a document called **Footnotes 01**.
- In this example we are going to insert a footnote to mark the words '**floppy disk**'. Click just after the words **floppy disk**.



- Click on the **References** tab and within the **Footnotes** group, click on the **Insert Footnote** button.



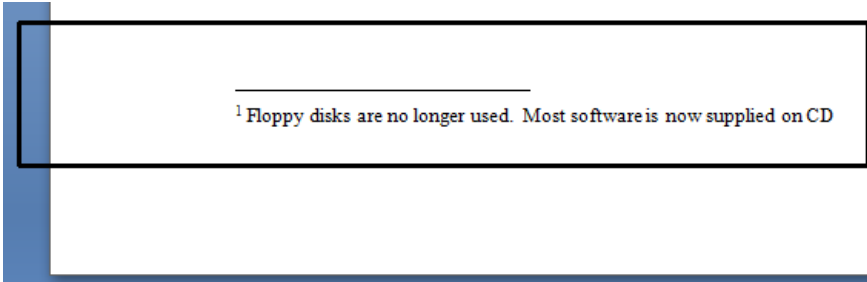
- Word will automatically insert the footnote number and you can type your note text straight into the document at the bottom of the page, at the location illustrated.



- In this case, enter the words:

**Floppy disks are no longer used. Most software is now supplied on CD.**

- Your document footnote will now look like this.



<sup>1</sup> Floppy disks are no longer used. Most software is now supplied on CD.

- The phrase floppy disk will be automatically tagged as illustrated.

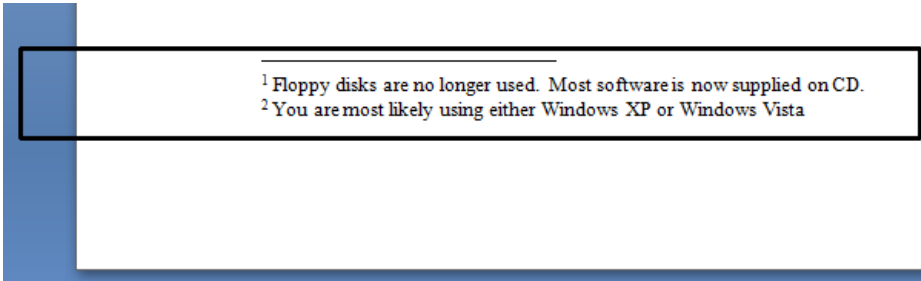
#### What is software?

- The software is the collection of instructions that tell the computer what to do. For instance, when you type in words, the software is responsible for displaying the words on the screen. Software is held either on a floppy disk, CD, DVD or on a floppy disk<sup>1</sup> and is loaded into the computer's RAM (Random Access Memory).

- Save your changes and close the document.

### Editing and formatting footnotes.

- Open a document called **Footnotes 02**. This document contains two footnotes.

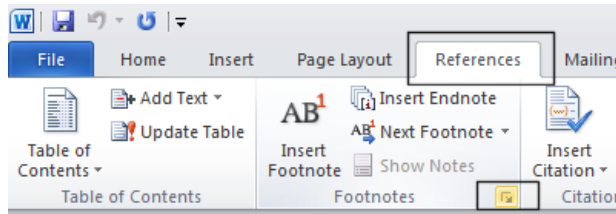


<sup>1</sup> Floppy disks are no longer used. Most software is now supplied on CD.  
<sup>2</sup> You are most likely using either Windows XP or Windows Vista

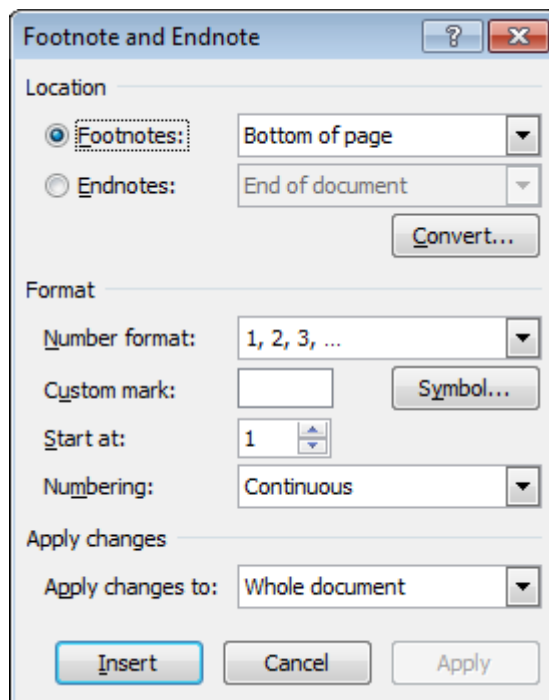
- To change the text making up a footnote, simply edit the footnote at the bottom of the page. In this case change the text making up the second footnote to read:

**You are most likely using either Windows XP, Windows Vista or Windows 7**

- To do this click after the last character of the second footnote and modify the text.
- You can also modify the formatting used by the footnote. To do this click on the **More** button at the bottom right corner of the **Footnotes** group under the **References** tab.



- This will display the **Footnote and Endnote** dialog box. To change footnote numbers to letters click on the **down arrow** within the **Number format** section of the dialog box and select the required format.



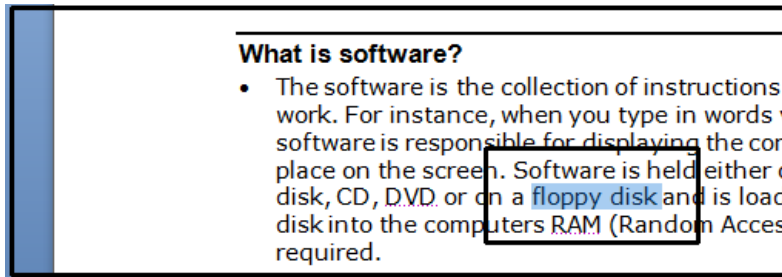
- Click on the **Apply** button and your footnotes will now look like this.

<sup>A</sup> Floppy disks are no longer used. Most software is now supplied on CD.  
<sup>B</sup> You are most likely using either Windows XP, Windows Vista or Windows 7

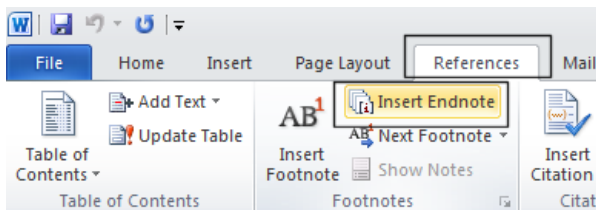
- Save your changes and close the document.

## Inserting endnotes.

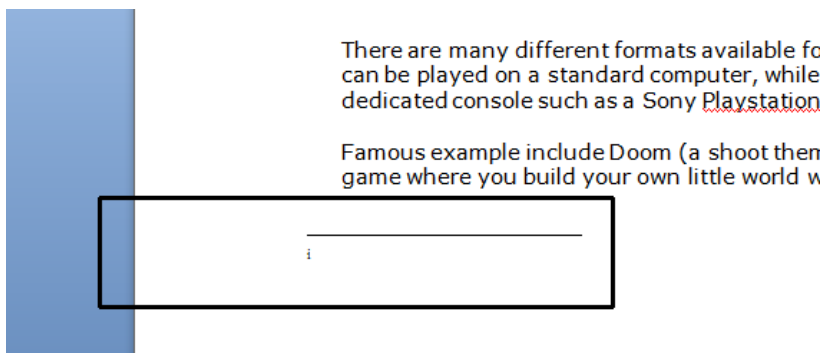
- Open a document called **Endnotes 01**.
- In this example we are going to insert an endnote to mark the words 'floppy disk'. Click just after the words **floppy disk**.



- Click on **References** tab and within the **Footnotes** group, click on the **Insert Endnote** button.



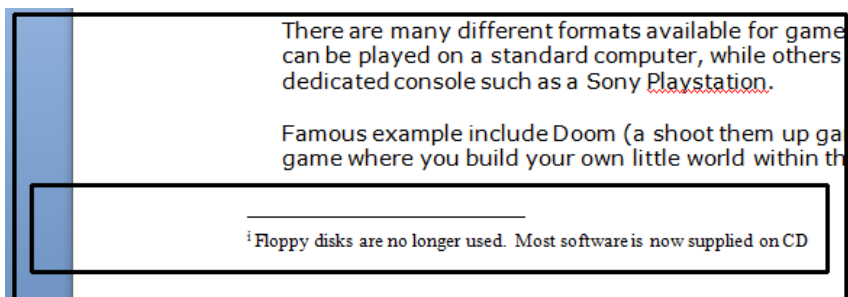
- Word will automatically insert the endnote number at the end of the document and you can type your note text straight into the document at the end of the document, at the location illustrated.



- In this case enter the words:

**Floppy disks are no longer used. Most software is now supplied on CD.**

- Your document endnote will now look like this.



- The phrase floppy disk will be automatically tagged as illustrated.

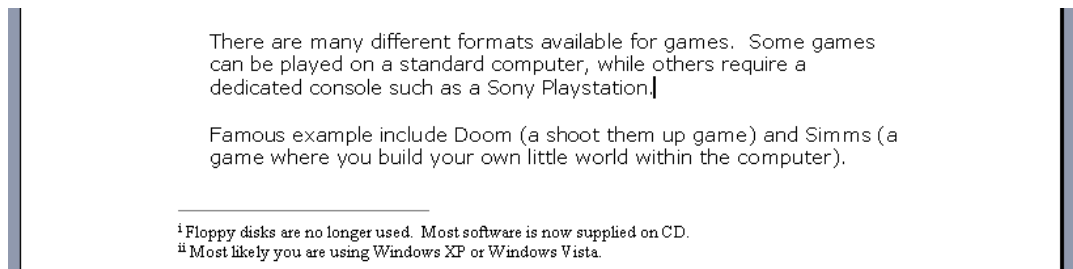
---

#### What is software?

- The software is the collection of instructions that makes the computer work. For instance, when you type in words via the keyboard, the software is responsible for displaying the correct letters, in the correct place on the screen. Software is held either on your computer's hard disk, CD, DVD or on a floppy disk<sup>1</sup> and is loaded (i.e. copied) from the disk into the computer's RAM (Random Access Memory), as and when required.
- Save your changes and close the document.

### Editing and formatting endnotes.

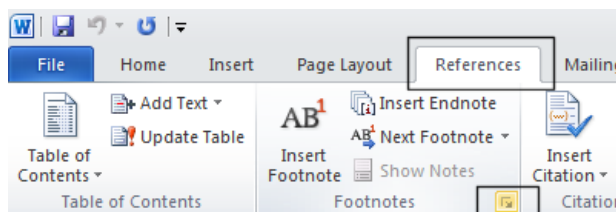
- Open a document called **Endnotes 02**. This document contains two endnotes.



- To change the text making up an endnote, simply edit the endnote at the bottom of the document. In this case change the text making up the second endnote to read:

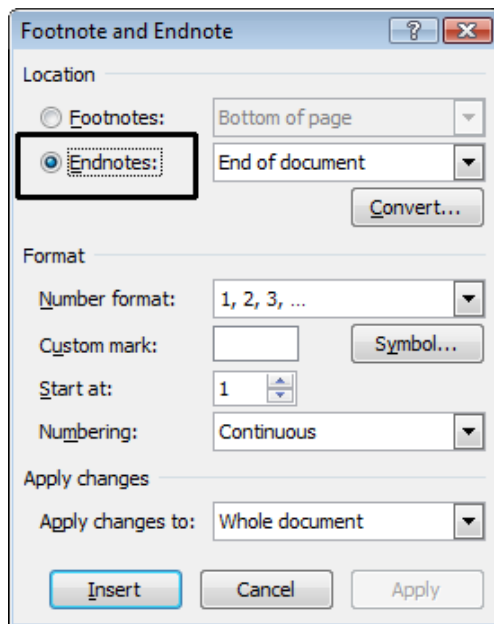
**You are most likely using either Windows XP, Windows Vista or Windows 7**

- To do this click after the last character of the second endnote and modify the text.
- You can also modify the formatting used by endnotes. To do this click on the **More** button at the bottom right corner of the **Footnotes** group under the **References** tab.

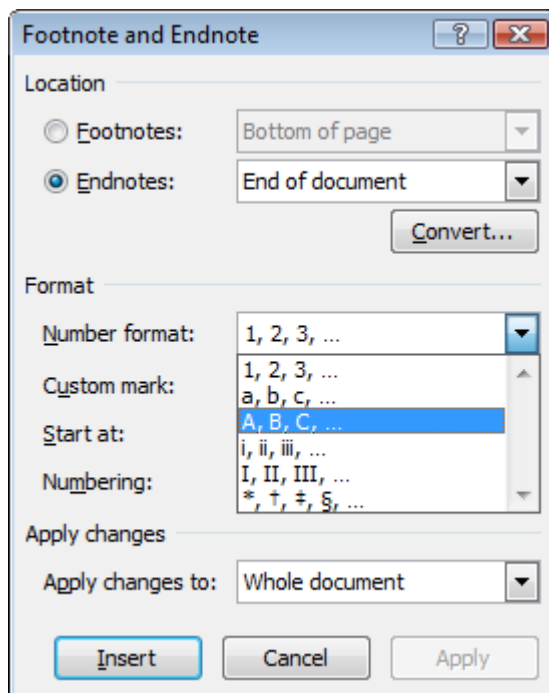


- This will display the **Footnote and Endnote** dialog box.

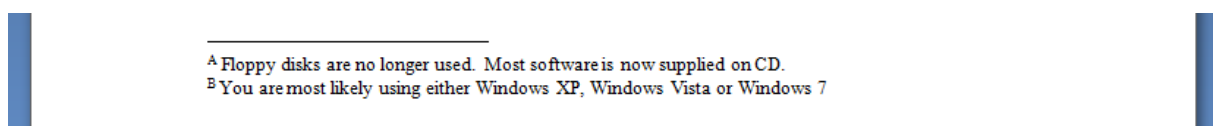
- Click on the **Endnotes** button.



- To change endnote numbers to letters click on the **down arrow** within the **Number format** section of the dialog box and select the required format.



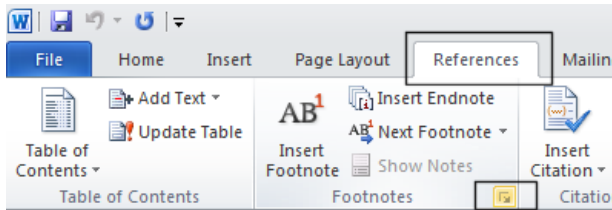
- Click on the **Apply** button and your endnotes will now look like this.



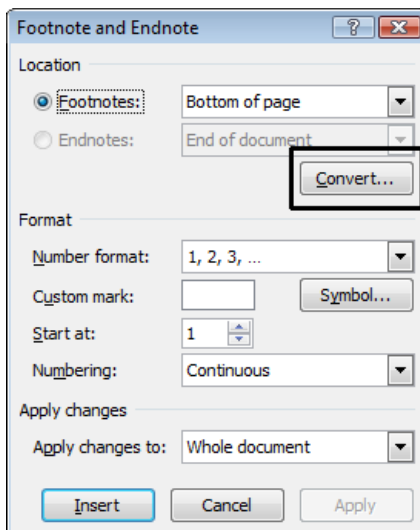
- Save your changes and close the document.

### Converting footnotes to endnotes.

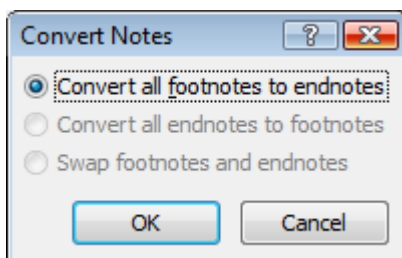
- Open a document called **Footnotes 03**. This document contains two footnotes.
- Click on the **Reference** tab and within the **Footnotes** group click on the **More** button (displayed at the bottom right of **Footnotes** group).



- This will display the **Footnote and Endnote** dialog box.



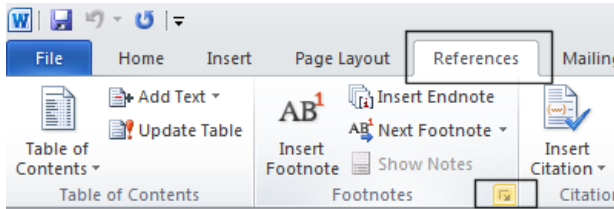
- Click on the **Convert** button. This will display the **Convert Notes** dialog box.



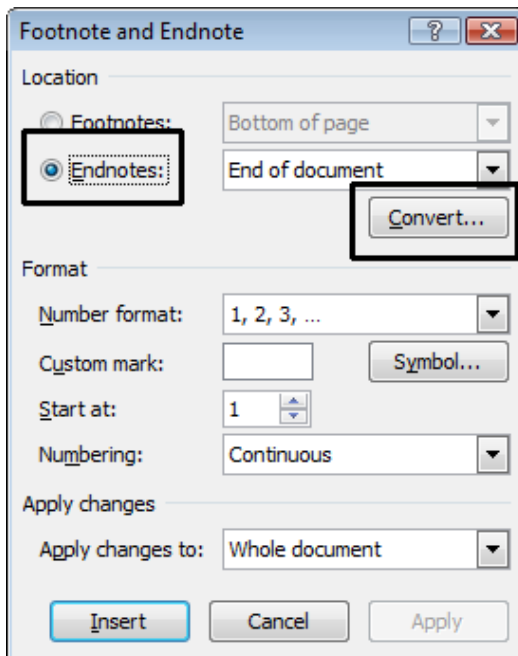
- Click on the **OK** button and all the footnotes will be converted to endnotes.
- Click on the **Close** button to close the dialog box.
- Save your changes and close the document.

**Converting endnotes to footnotes.**

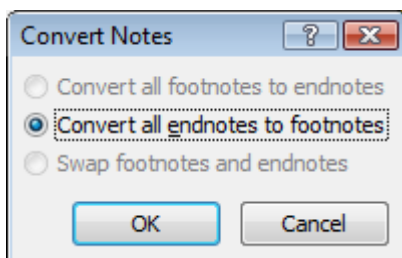
- Open a document called **Endnotes 03**. This document contains two endnotes.
- Click on the **Reference** tab and within the **Footnotes** group click on the **More** button (displayed at the bottom right of **Footnotes** group).



- The **Footnote and Endnote** dialog box will be displayed.



- Click on the **Endnotes** option.
- Click on the **Convert** button. This will display the **Convert Notes** dialog box.



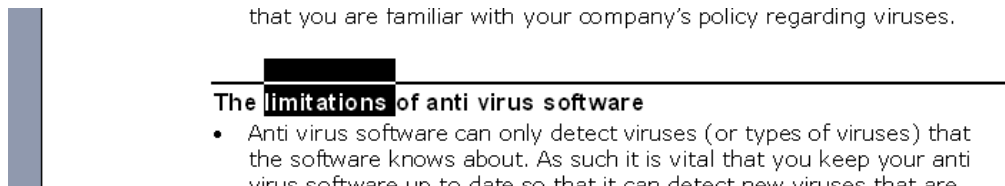
- Click on the **OK** button and all the endnotes will be converted to footnotes.
- Click on the **Close** button to close the dialog box.
- Save your changes and close the document.



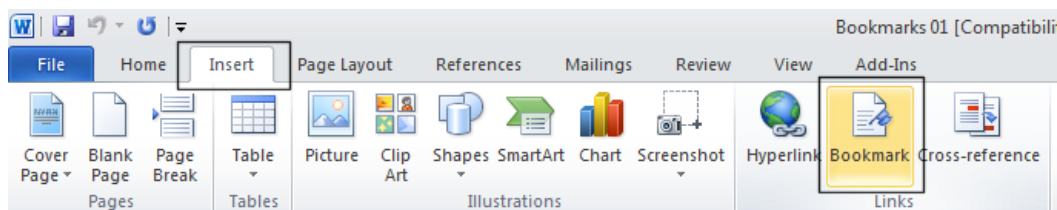
# Bookmarks and Cross-References.

## Adding a bookmark.

- Open a document called **Bookmarks 01**.
- Select the text, graphic, or other item you wish to mark as a bookmark. In this case select the word **limitations** on page two, as illustrated.

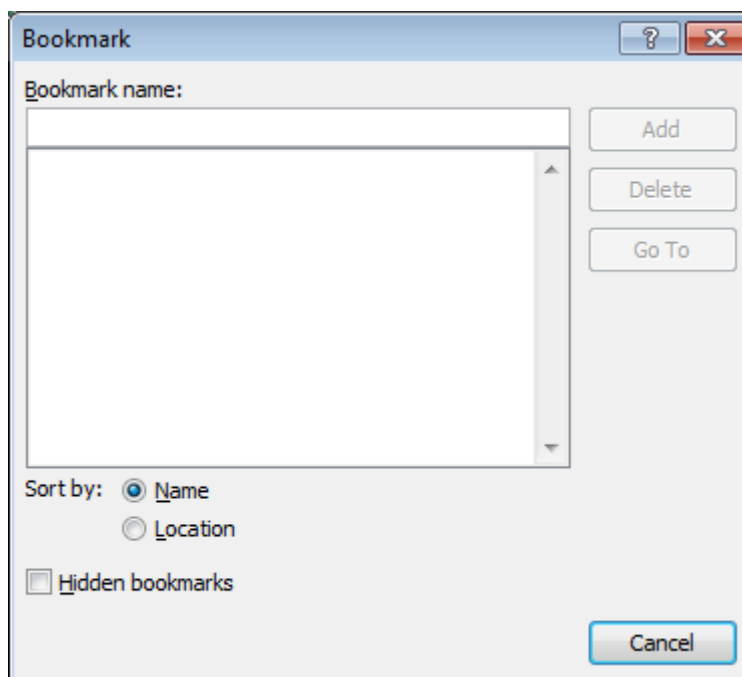


- Click on the **Insert** tab and within the **Links** group click on the **Bookmark** button.



OR press **Ctrl+Shift+F5**.

The **Bookmark** dialog box will be displayed.



- In the **Bookmark name** text box, type the name of the bookmark. The name can contain letters, numbers and the underscore (\_) character, **but not spaces**. It can have up to twenty characters and must begin with a letter. In this case use the name **limitations**.
- Click on the **Add** button to insert the bookmark.
- Save your changes and close the document.

### Creating a cross-reference to a bookmark.

- Open a document called **Cross Reference 01**.
- The phrase on the first page, called **More Information** is bookmarked with a bookmark called **MoreInformation**.

your computer. It is vital to keep your virus monitoring software up to date. Many anti-virus programs, such as Norton Anti Virus allow you to update the program so that the program can check for recently discovered viruses.

#### **More Information:**

McAfee Anti-virus software <http://www.mcafee.com>

Norton Anti-virus software <http://www.symantec.com/avcenter>

AVG anti-virus software <http://www.grisoft.com/>

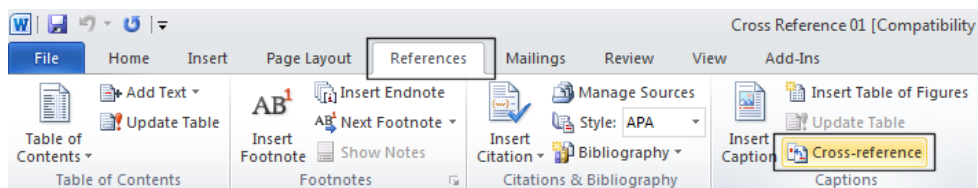
- Click within the second page at the location indicated.

#### **What to do if you discover a virus on your computer**

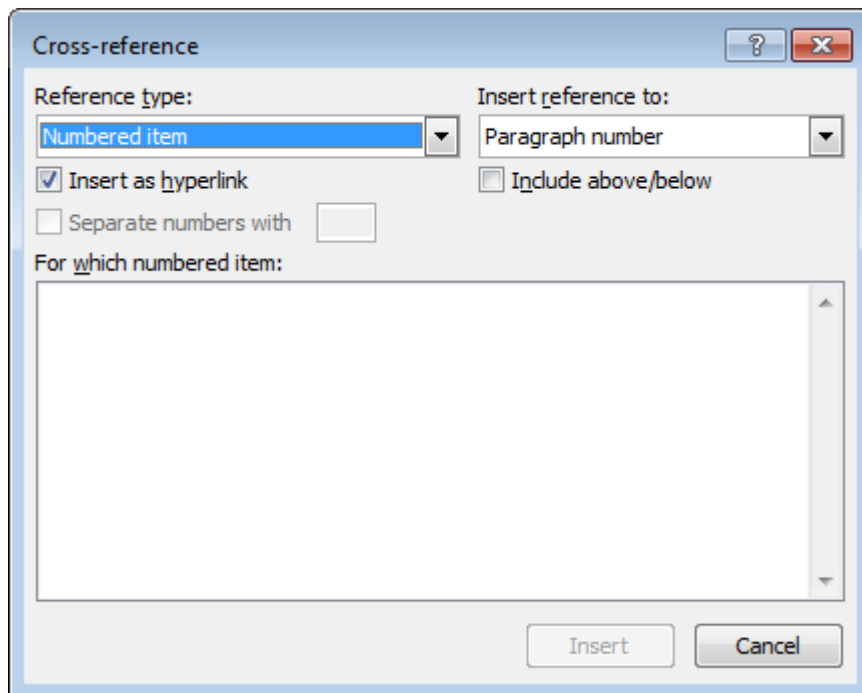
- If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.
- If you work within a larger company, you should have a company IT support group that will come and rid your computer of viruses. Be sure that you are familiar with your company's policy regarding viruses.

See a list of anti-virus products on page: 

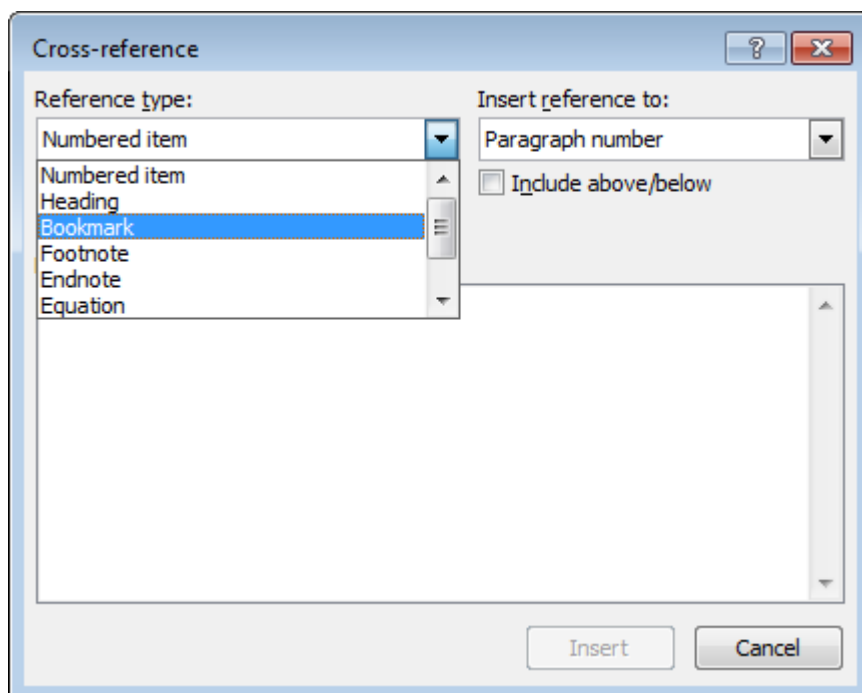
- Click on the **References** tab and within the **Captions** group, click on the **Cross-reference** button.



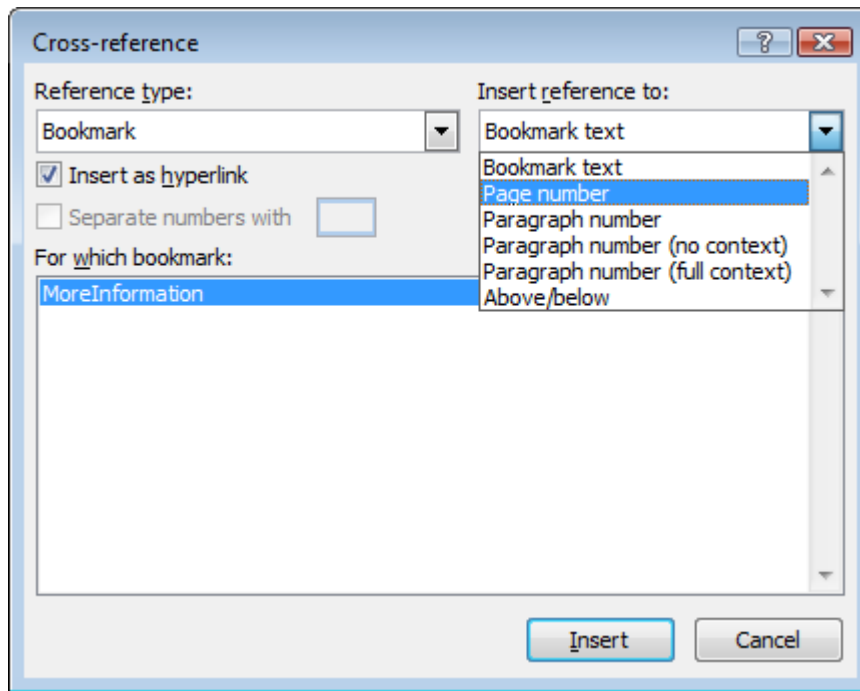
- This will display the **Cross-reference** dialog box.



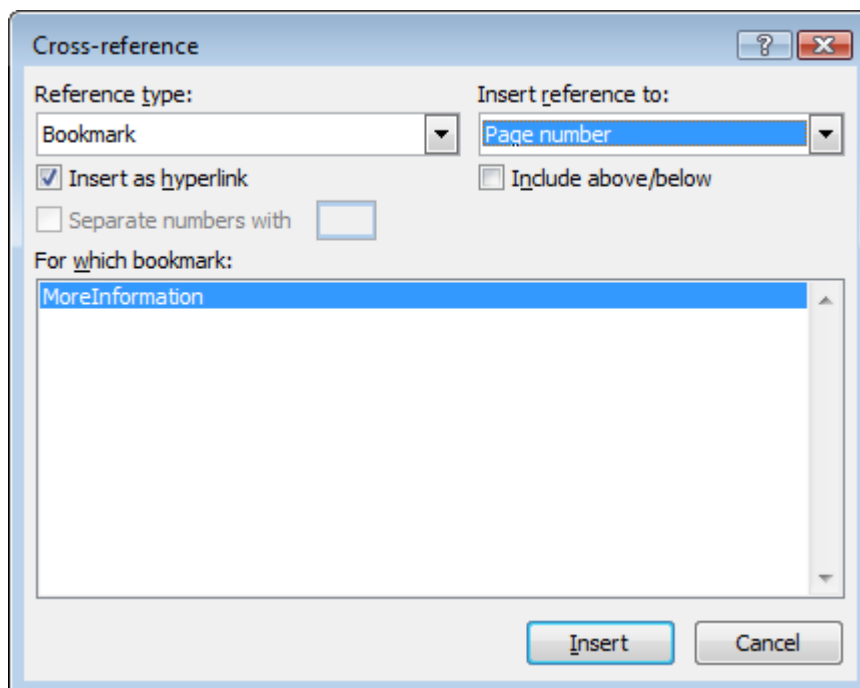
- Within the **Reference type** section of the dialog box, click on the **down arrow** and select **Bookmark**.



- Within the **Insert reference to** section of the dialog box, select **Page number**.



- Within the **For which bookmark** section, select '**MoreInformation**'.
- Make sure that the **Insert as hyperlink** option is ticked.



- Click on the **Insert** button. Click on the **Close** button to close the dialog box.
- Move the mouse pointer over the cross-reference and you will see the following.

### What to do if you discover a virus on your computer

- If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.
- If you work within a larger company, you should have a company IT support group that will come and rid your computer of viruses. Be sure that you are familiar with your company's policies.

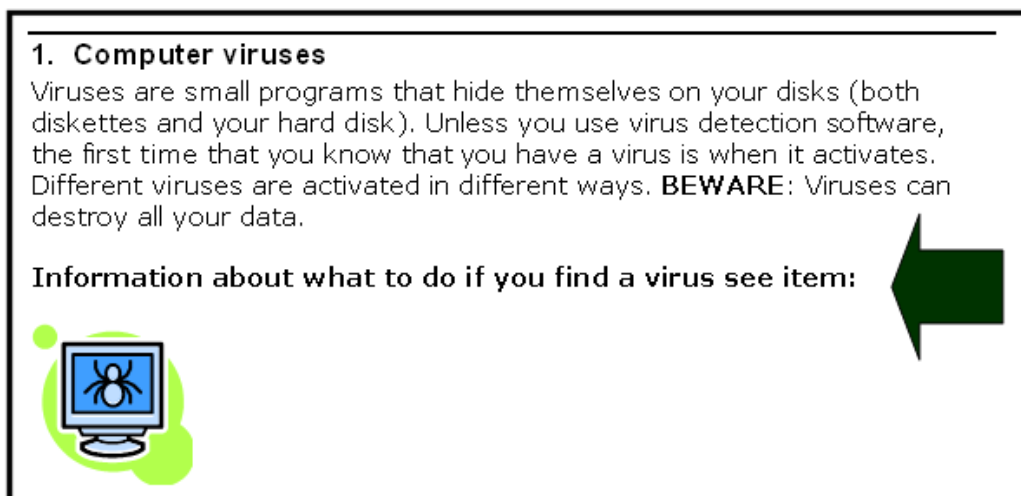
See a list of anti-virus products on page: 1

More Information  
Ctrl+Click to follow link

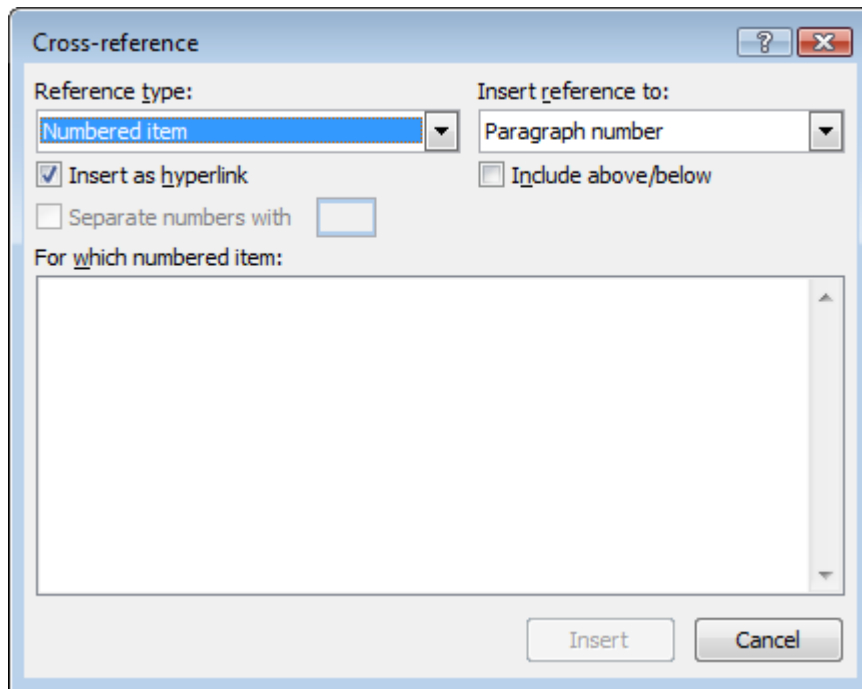
- If you press the **Ctrl** key while clicking on the cross-reference you will move to the required part of the document.
- Save your changes and close the document.

### Creating a cross-reference to a numbered item.

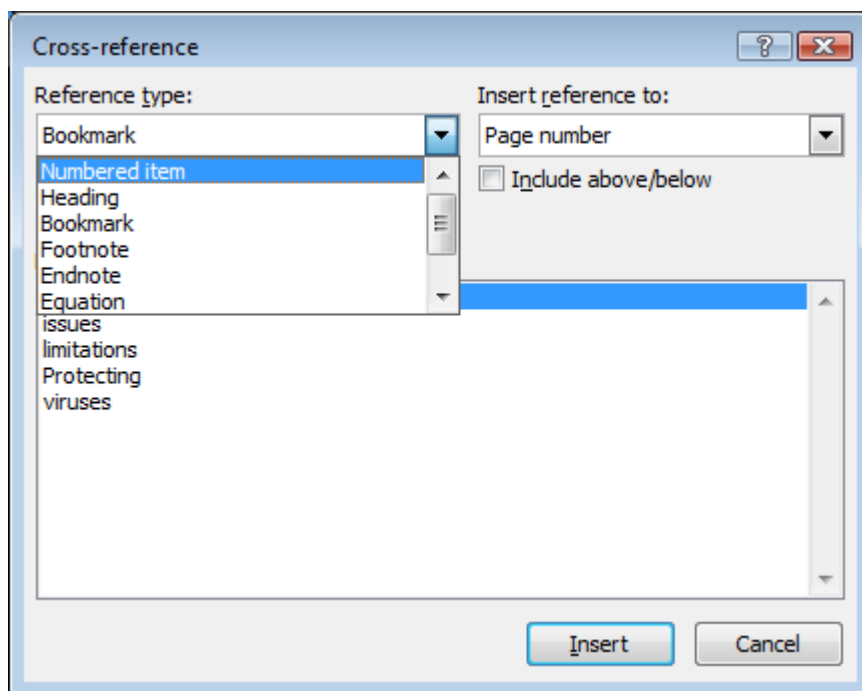
- Open a document called **Cross Reference 02**.
- Click at the location that you wish to insert the cross-reference, as illustrated.



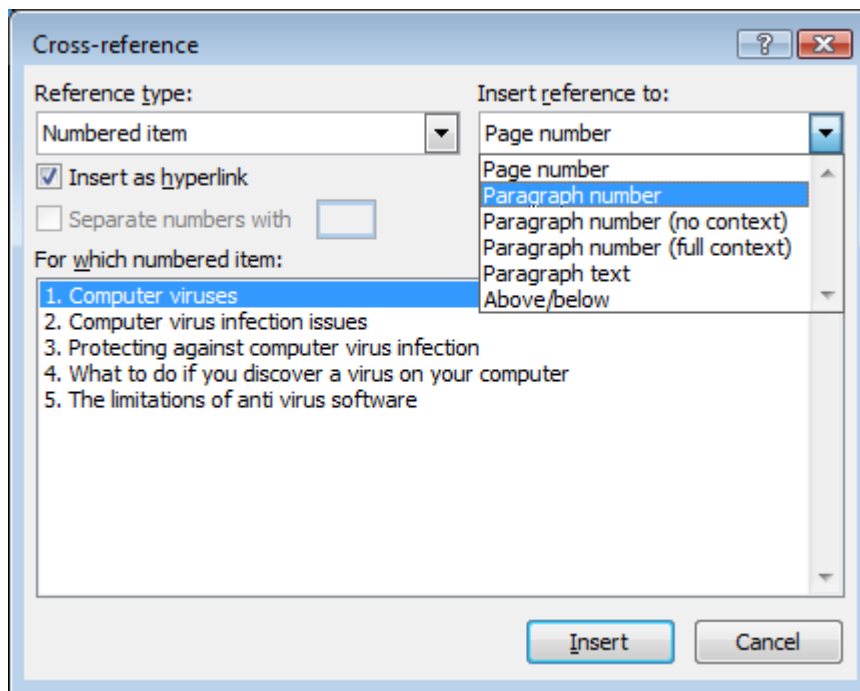
- Click on the **References** tab and within the **Captions** group, click on the **Cross-reference** button. This will display the **Cross-reference** dialog box.



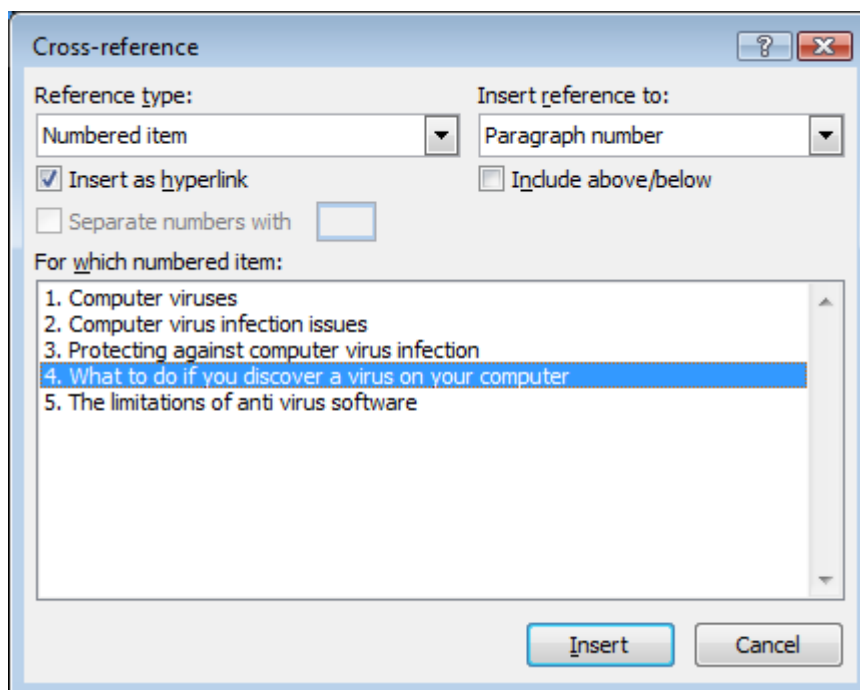
Within the **Reference type** section of the dialog box, click on the **down arrow** and select the **Numbered item**.



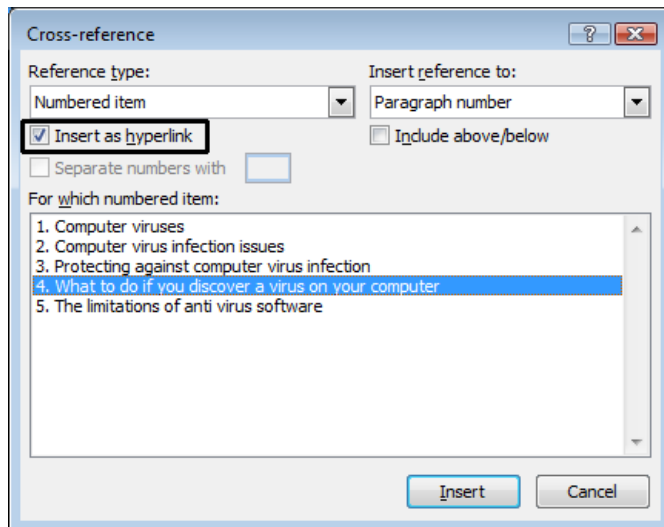
- Within the **Insert reference to** section of the dialog box, select the **Paragraph number**.



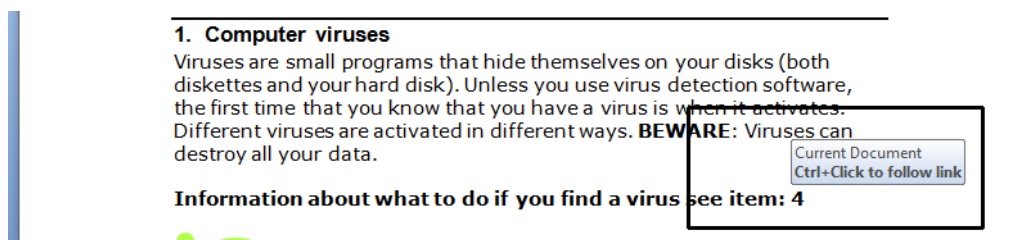
- Within the **For which numbered item** section, select '**4. What to do if you discover a virus on your computer**'.



- Make sure that the **Insert as hyperlink** option is ticked.



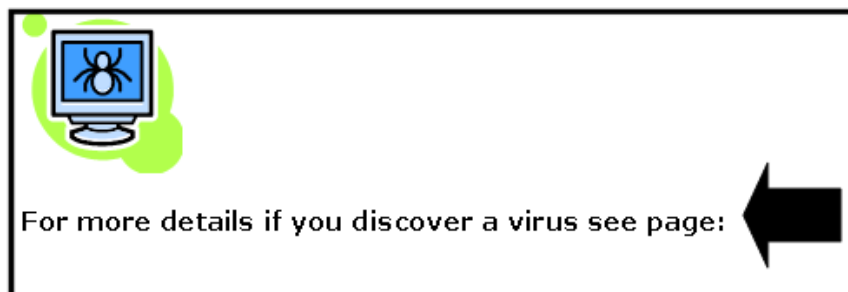
- Click on the **Insert** button. Click on the **Close** button to close the dialog box.
- Move the mouse pointer over the cross-reference and you will see the following.



- If you press the **Ctrl** key while clicking on the cross-reference you will move to the required part of the document.
- Save your changes and close the document.

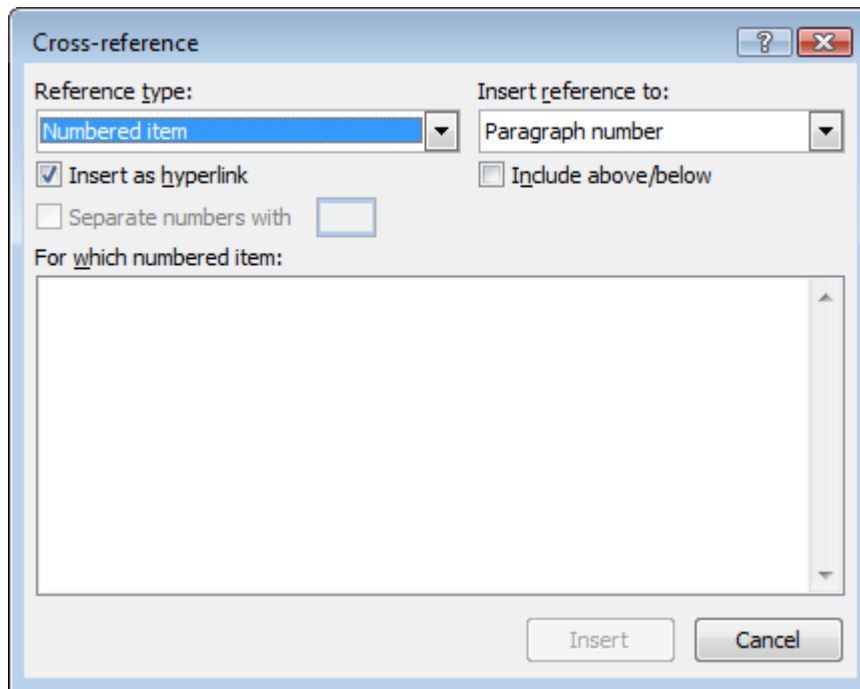
### Inserting a cross-reference to a heading.

- Open a document called **Cross Reference 03**.
- Click after the text ' **For more details if you discover a virus see page:**'

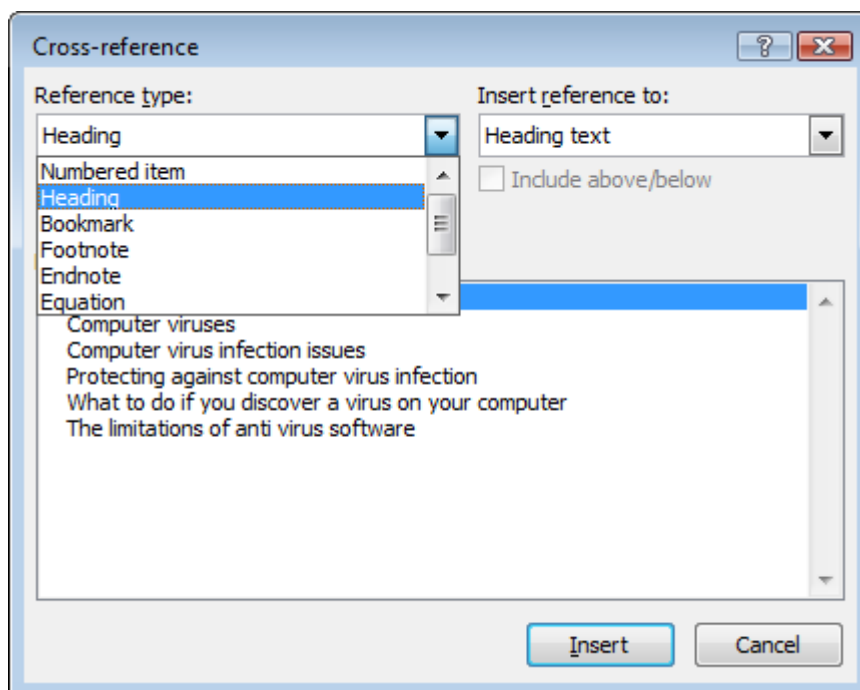


- Click on the **References** tab and within the **Captions** group, click on the **Cross-reference** button. This will display the **Cross-reference** dialog box.

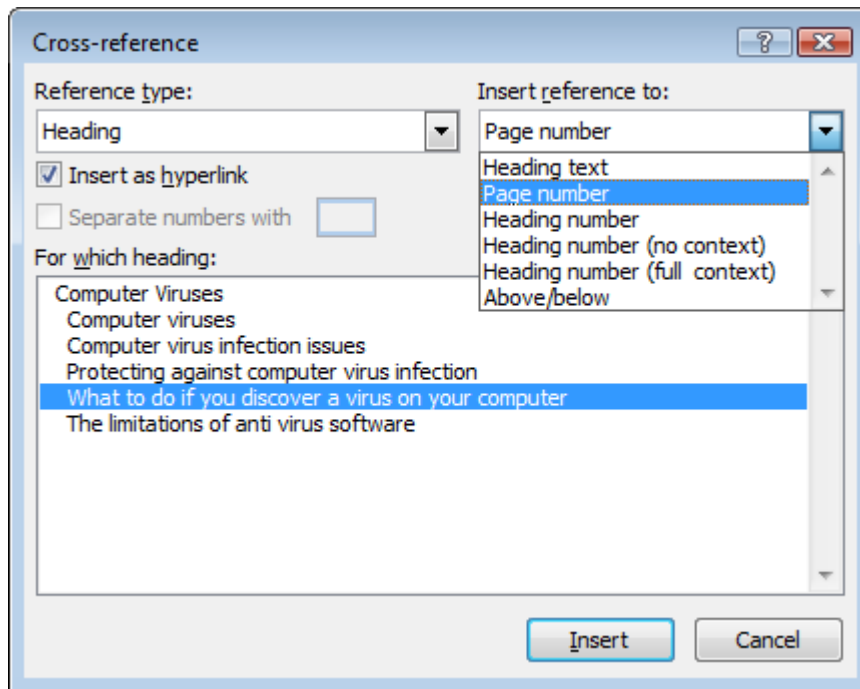




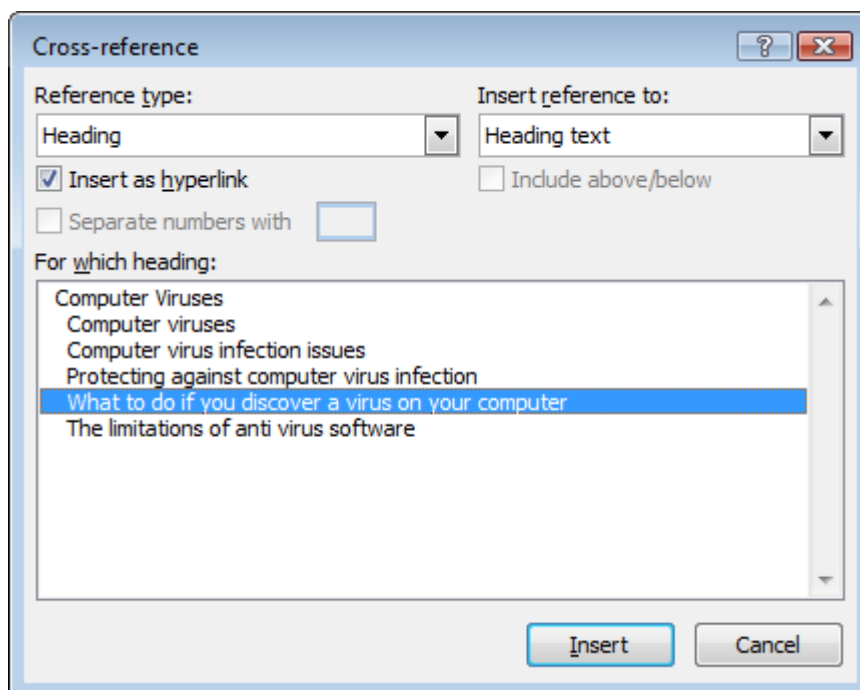
- Within the **Reference type** section of the dialog box, click on the **down arrow** and select **Heading**.



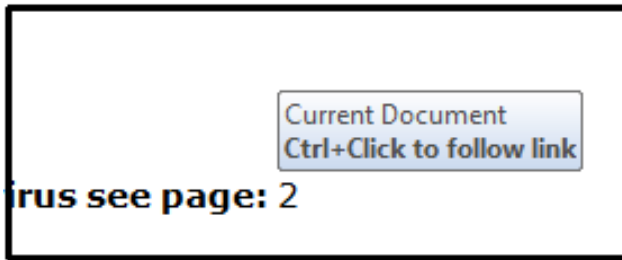
- Within the **Insert reference to:** section click on the **down arrow** and select **Page number**.



- Within the **For which heading** section select '**What to do if you discover a virus on your computer**'.



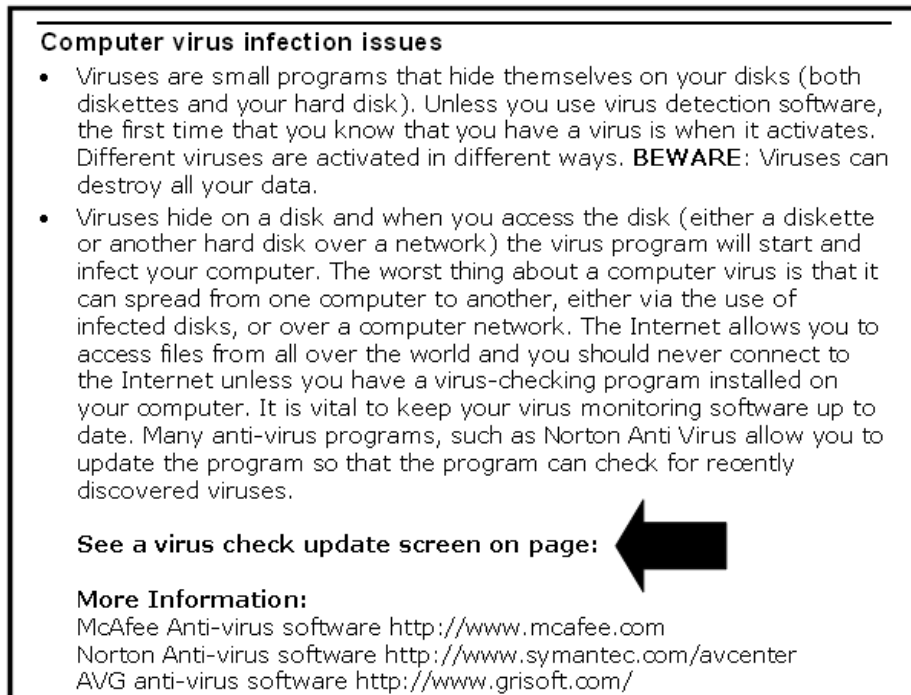
- Make sure that the **Insert as hyperlink** option is ticked. Click on the **Insert** button. Click on the **Close** button to close the dialog box.
- Click on the cross-reference and you will see the following.



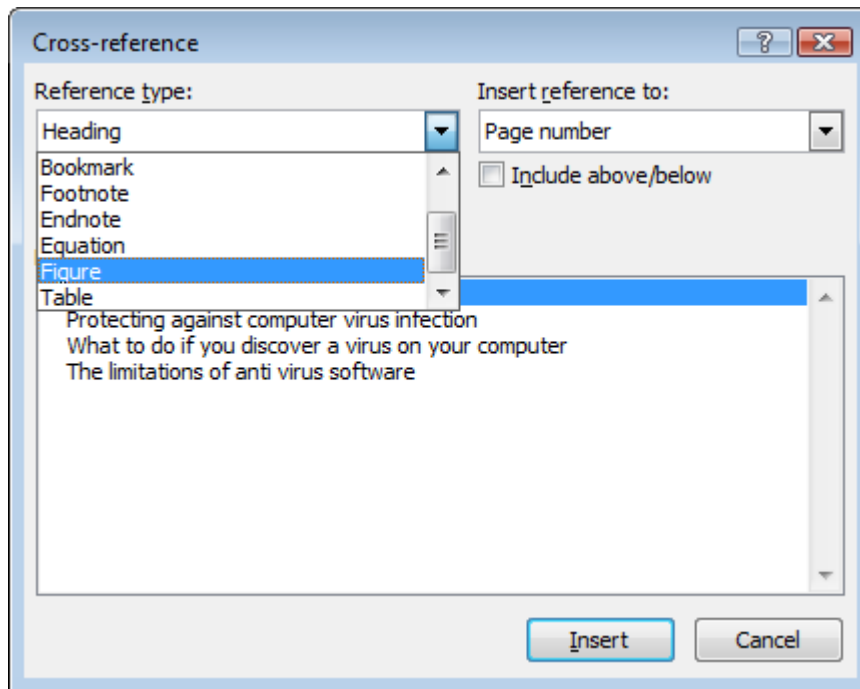
- If you press the **Ctrl** key while clicking on the cross-reference you will move to the required part of the document.
- Save your changes and close the document.

### Inserting a cross-reference to a figure.

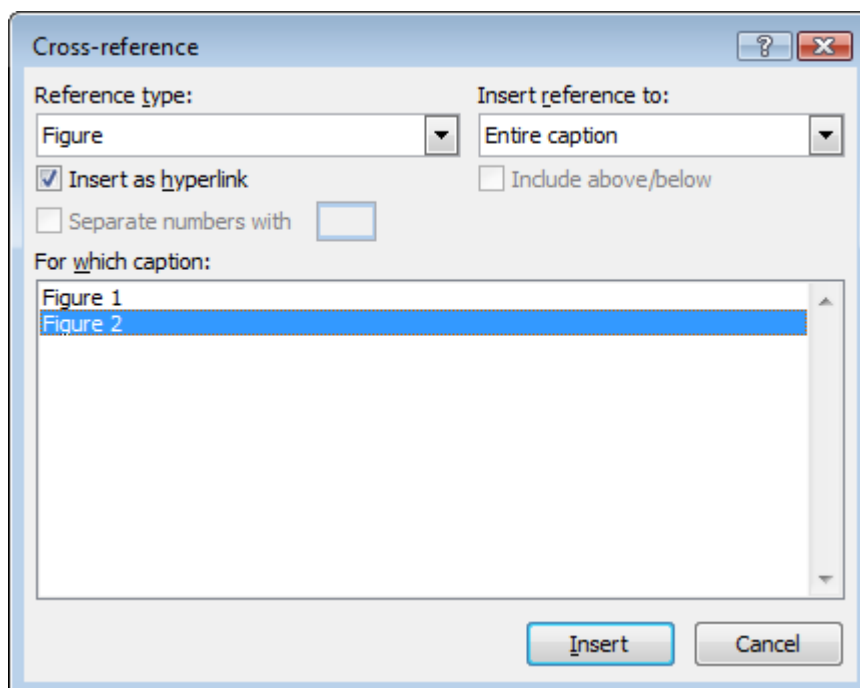
- Open a document called **Cross Reference 04**.
- Click after the text **'See a virus check update screen on page:'**



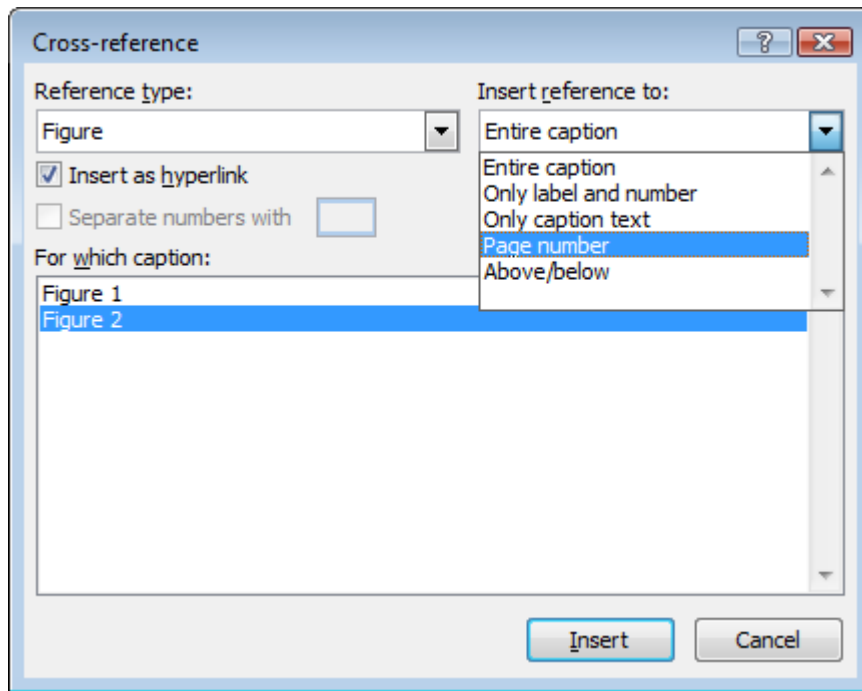
- Click on the **References** tab and within the **Captions** group, click on the **Cross-reference** button. This will display the **Cross-reference** dialog box.
- Within the **Reference type** section of the dialog box, click on the **down arrow** and select **Figure**.



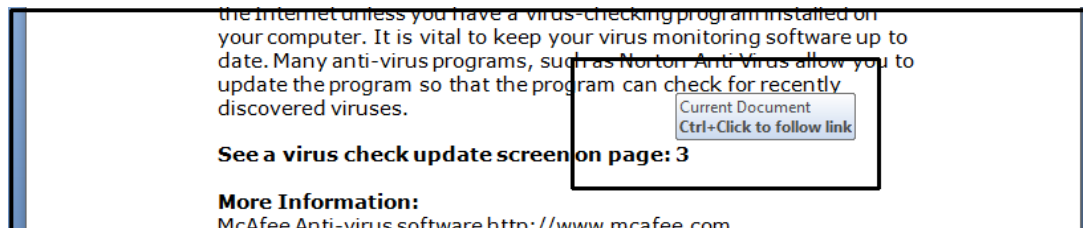
- Within the **For which caption** section select **Figure 2**.



- Make sure that the **Insert as hyperlink** option is ticked.
- Within the **Insert reference to** section click on the **down arrow** and select **Page number**.



- Click on the **Insert** button. Click on the **Close** button to close the dialog box.
- Move the mouse pointer over the cross-reference and you will see the following.



- If you press the **Ctrl** key while clicking on the cross-reference you will move to the required part of the document.
- Save your changes and close the document.

### Inserting a cross-reference to a table.

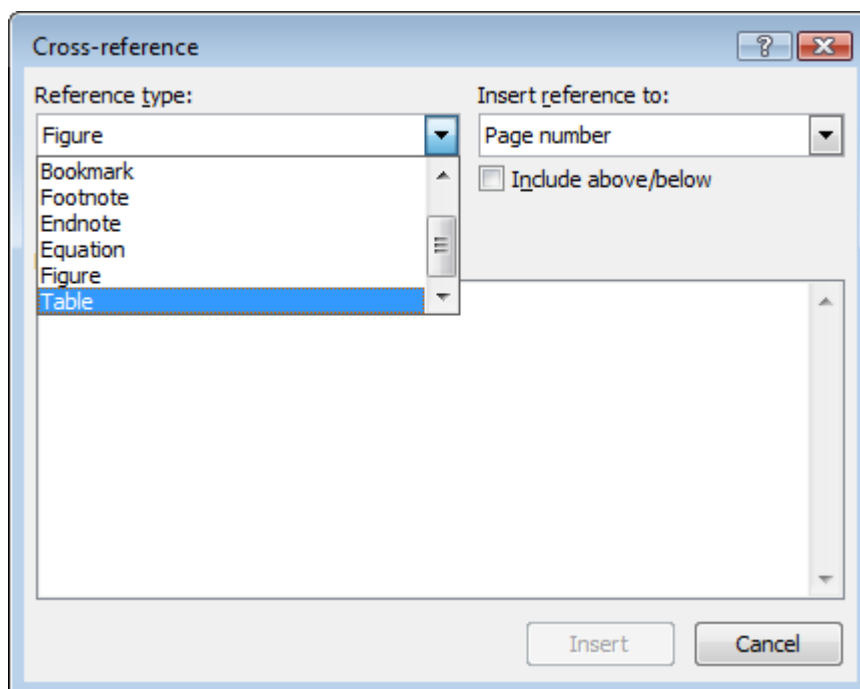
- Open a document called **Cross Reference 05**.
- Scroll through the document to display the location that you wish to insert the cross-reference. Click at the required location.

**What to do if you discover a virus on your computer**

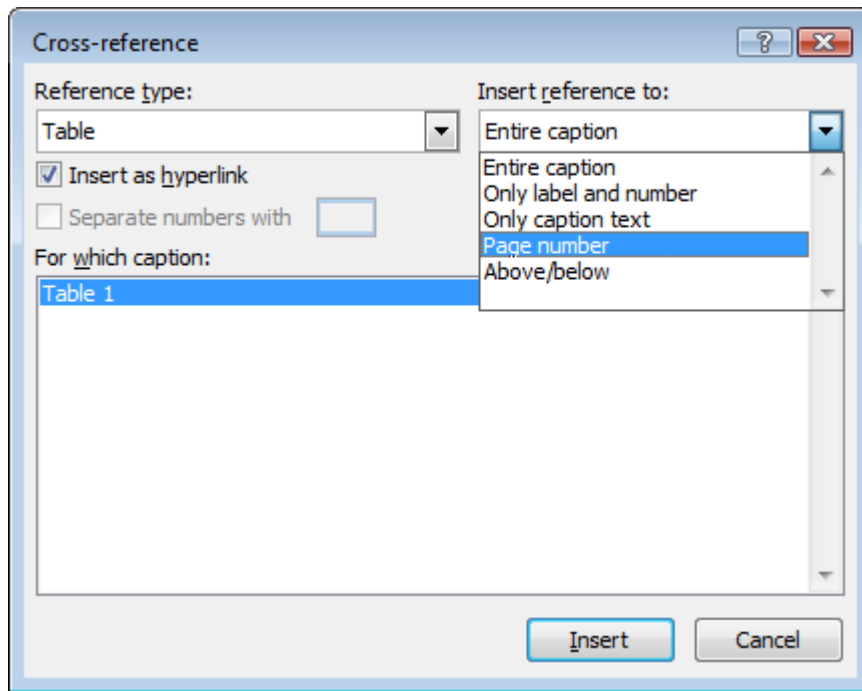
- ❖ If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.
- ❖ If you work within a larger company, you should have a company IT support group that will come and rid your computer of viruses. Be sure that you are familiar with your company's policy regarding viruses.
- ❖ See anti-virus programs on page: |



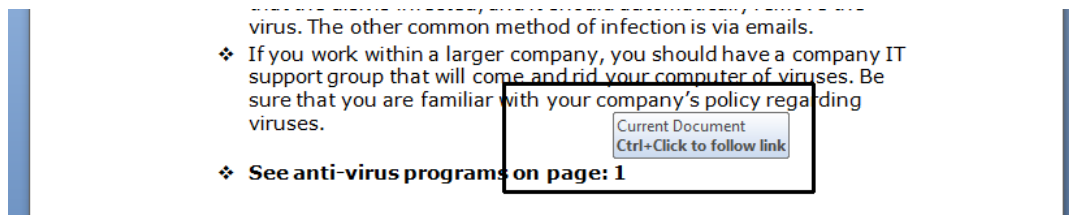
- Click on the **References** tab and within the **Captions** group, click on the **Cross-reference** button. This will display the **Cross-reference** dialog box.
- Within the **Reference type** section of the dialog box, click on the **down arrow** and select **Table**.



- Within the **For which caption** section select **Table 1**. Make sure that the **Insert as hyperlink** option is ticked.
- Within the **Insert reference to** section click on the **down arrow** and select **Page number**.



- Click on the **Insert** button. Click on the **Close** button to close the dialog box.
- Move the mouse pointer over the cross-reference and you will see the following.



- If you press the **Ctrl** key while clicking on the cross-reference you will move to the required part of the document.
- Save your changes and close the document.

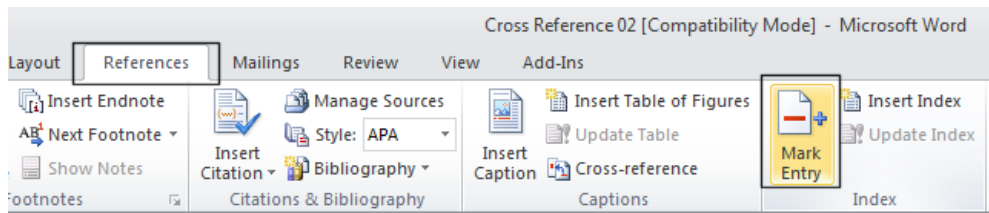
### Adding a cross-reference to an index entry.

- Open a document called **Cross Reference 06**.
- Select the following text on page one.

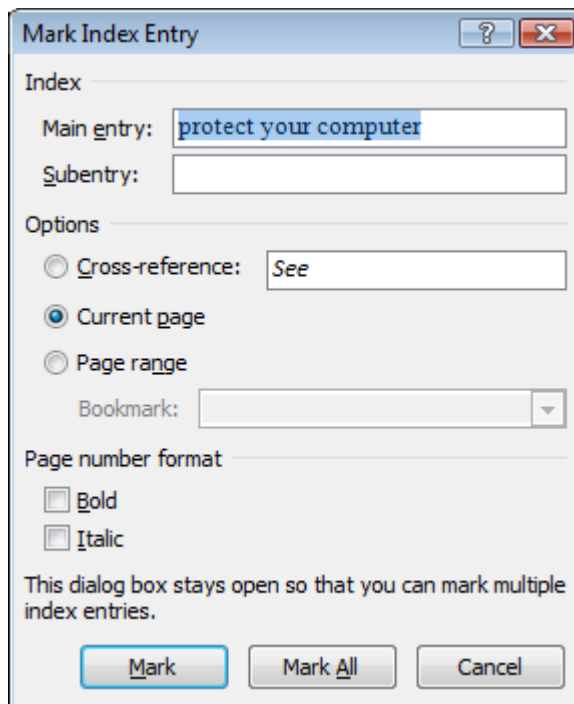
**Computer viruses**

- Viruses are small programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. **BEWARE:** Viruses can destroy all your data. Anti-virus programs can protect your computer.

- Click on the **References** tab and within the **Index** group click on the **Mark Entry** button.



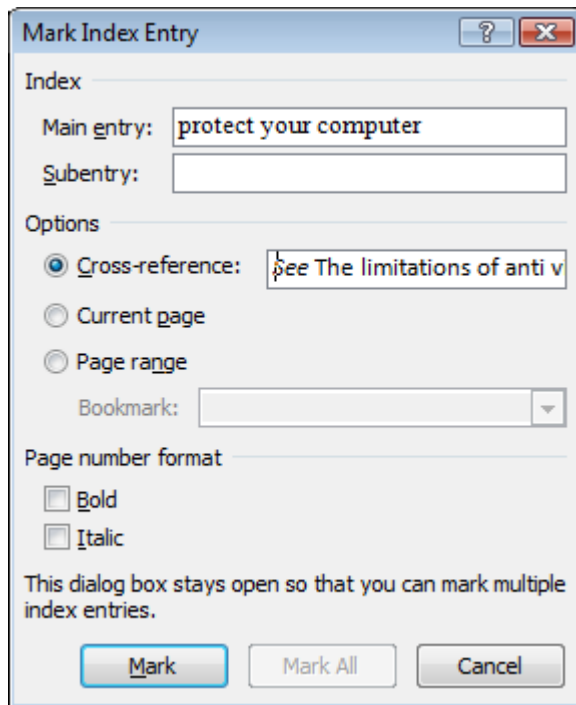
- This will display the **Mark Index Entry** dialog box.



- Click on the **Cross-reference** button and in the text area enter the following text, after the word **See.**:

**The limitations of anti-virus software**

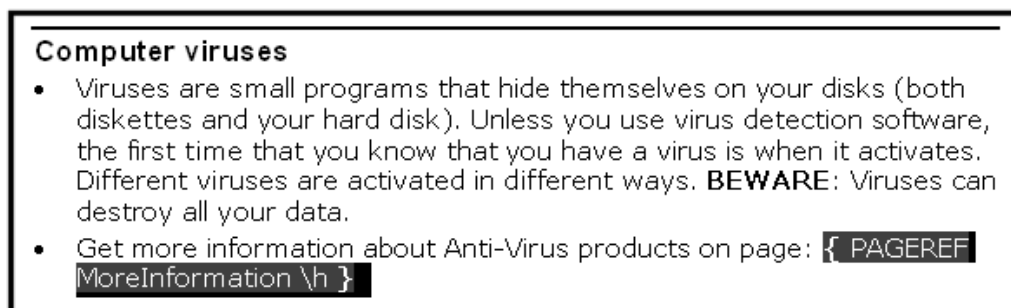




- Click on the **Mark** button and close the dialog box. If you actually had generated an index, then this index entry will now be cross-referenced to another item within your document.
- Save your changes and close the document.

### Deleting cross-references.

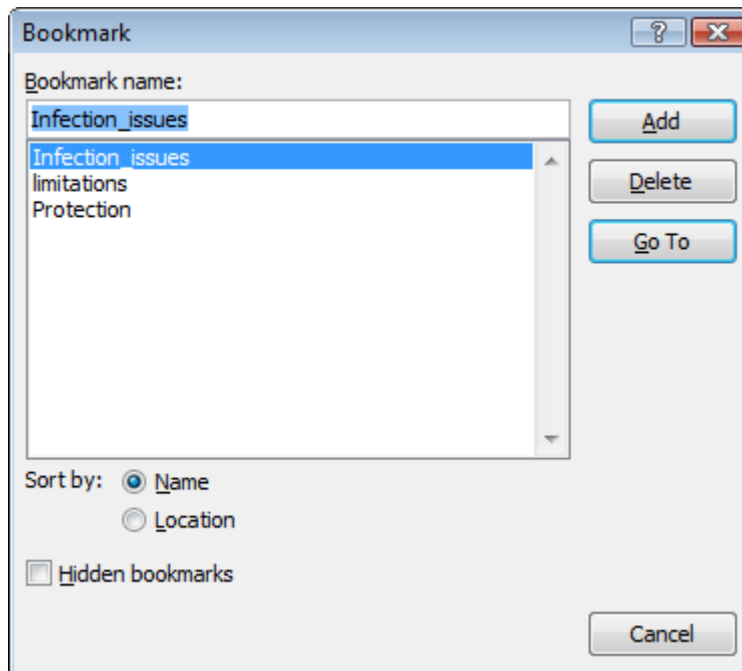
- Open a document called **Deleting cross-references**.
- This document contains a cross reference to a bookmark, which we want to delete. The following method can be used to delete any type of cross-reference code. First we need to be able to see the cross-reference codes within the document. To do this press **Ctrl+A** to select the entire document. Then press **Alt+F9** so that the codes are displayed on the screen.
- Select the cross-reference code, as illustrated.



- Press the **Del** key and the cross reference is removed.
- Save your changes and close the document.

**Deleting a bookmark.**

- Open a document called **Bookmarks 02**. This document contains three bookmarks.
- Press **Ctrl+Shift+F5** to display the **Bookmark** dialog box.
- Select the bookmark that you wish to delete. In this example select **Infection\_issues**.



- Click on the **Delete** button.
- Click on the **Close** button to close the dialog box.
- Repeat this procedure to remove the other two bookmarks.
- Save your changes and close the document.

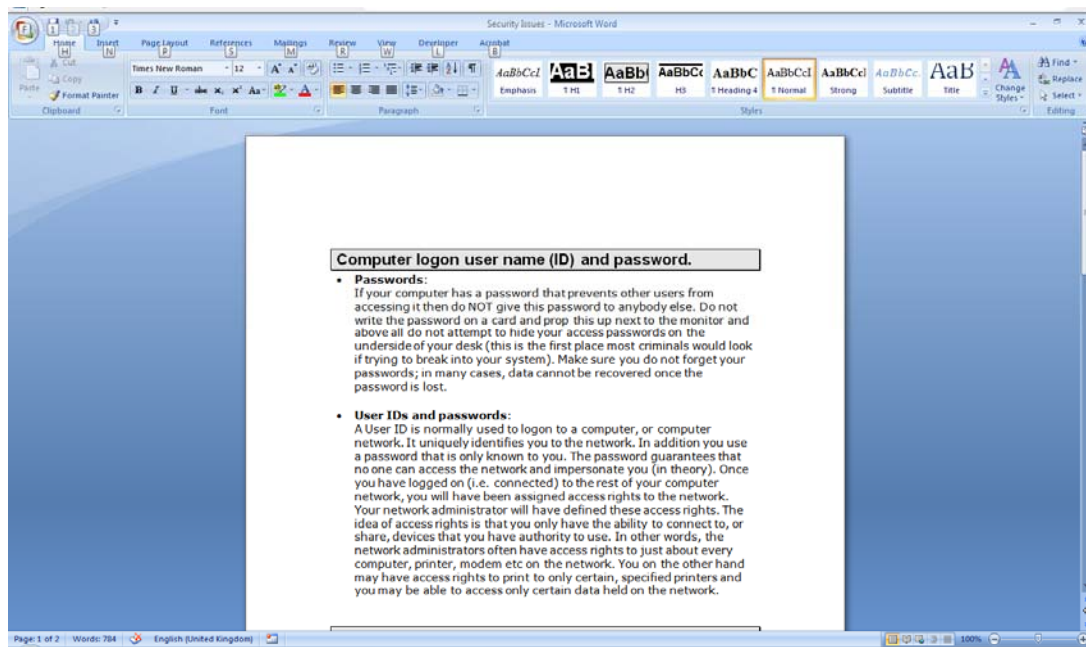
# Master Documents.

## What are Master Documents?

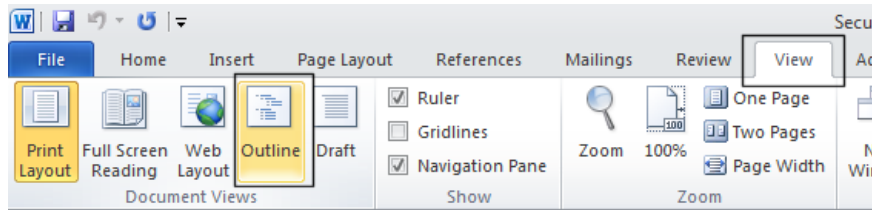
- A master document allows you to place and organise multiple smaller documents, or sub-documents, within a master document container.
- Each sub-document can be developed and edited on its own, by separate users.
- A master document can integrate sub-documents to the point that formatting and styles are the same between all of them. This is very beneficial when creating a large document with multiple authors creating the various sub-documents.
- With a master document, you can set uniform formatting attributes and set standard spelling throughout all the sub-documents, create an index and table of contents and then print the separate documents as if they were a single large volume.

## Creating a new master document by creating sub-documents from headings.

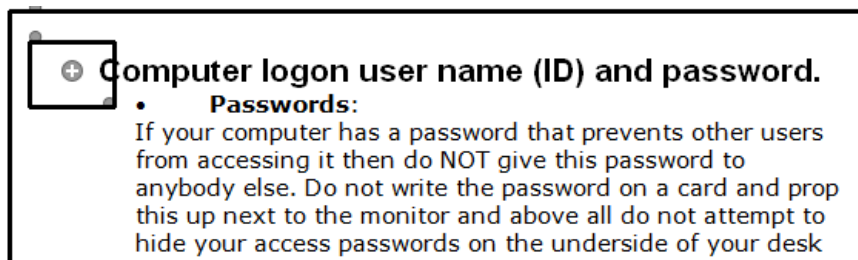
- Open a document called **Security Issues**. The document will look like this. It is formatted using Word header styles.



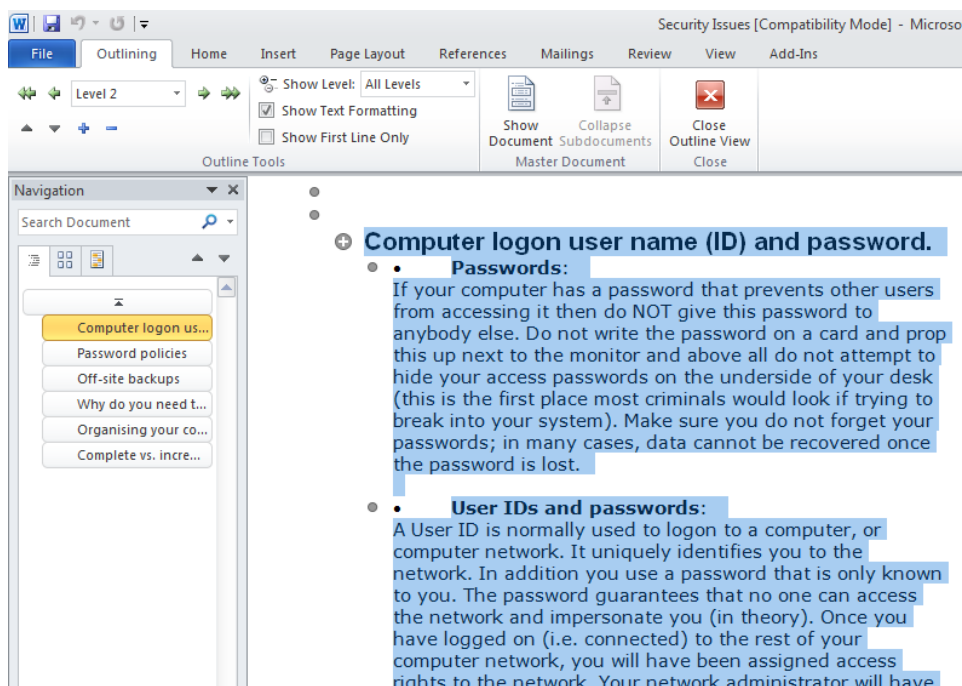
- Click on the **View** tab and within the **Document Views** group click on the **Outline** button.



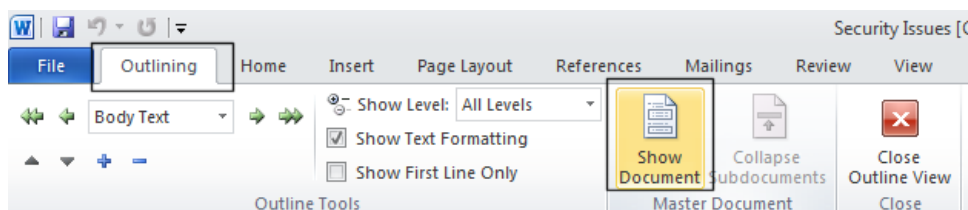
- Click on the **plus** sign to the left of the first header within the document.



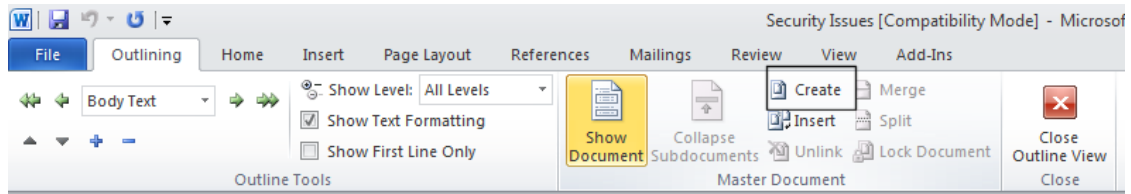
- Your document will now look like this.



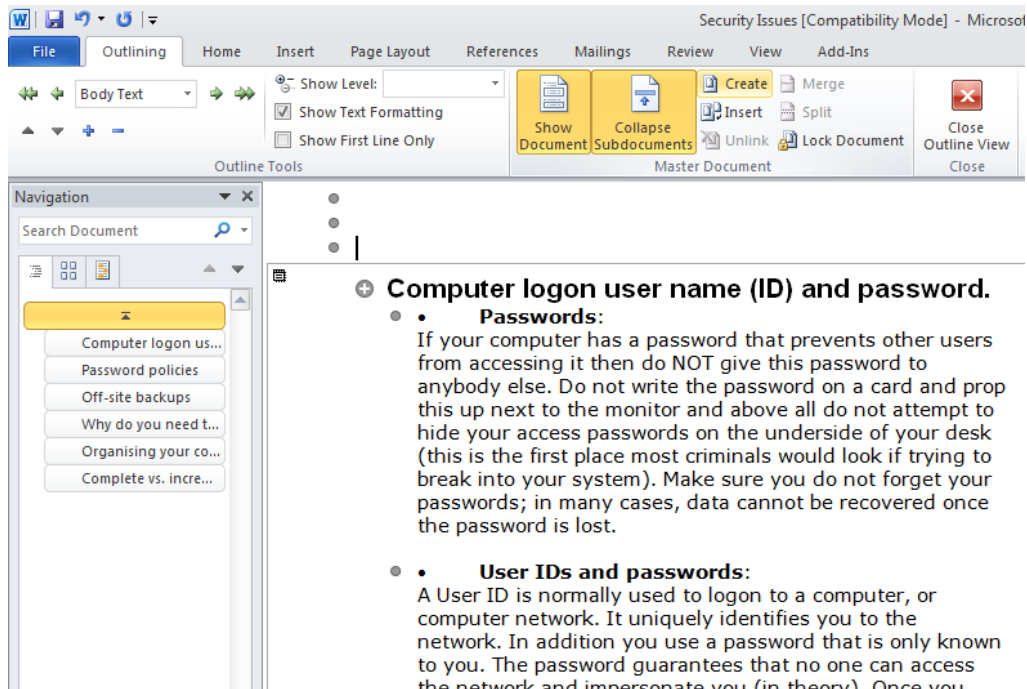
- Click on the **Show Document** button, within the **Master Document** group under the **Outlining** tab.



- The ribbon will now look like this.



- Click on the **Create** button within the **Master Document** group under the **Outlining** tab. Your screen will now look like this.

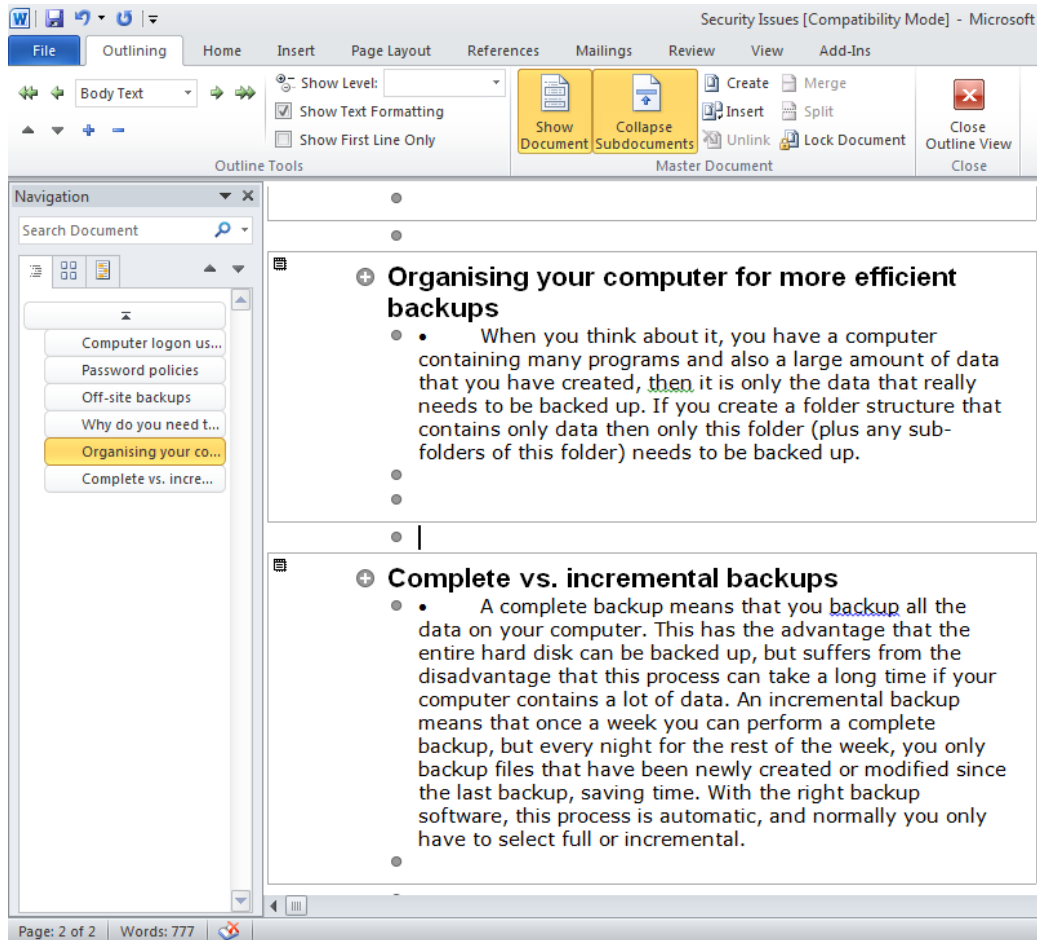


- Repeat this process for the other headers within the document.

**TIP:** Remember that each header has a **plus** symbol in front of it.



- Your document will now look like this.



- Click on the **Save** button to save your changes.



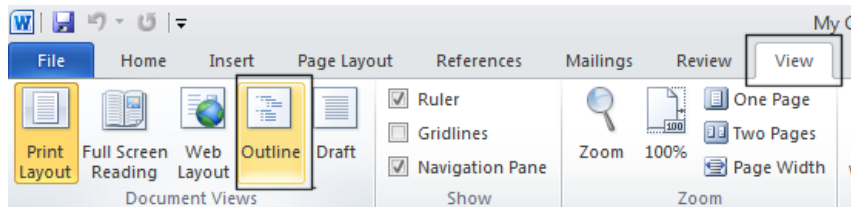
- You won't notice any difference on screen but by saving your changes you will be saving each header section as a separate file. Don't actually do it now, but if you were to look at the contents of the folder containing original file, you would see the original file plus a collection of new files each of which represents a sub document in your master document.

Name	Date modified	Type
Complete vs	14/10/2009 5:25 PM	Microsoft Office ...
Computer logon user name	14/10/2009 5:25 PM	Microsoft Office ...
Off site backups	14/10/2009 5:25 PM	Microsoft Office ...
Organising your computer for more efficient backups	14/10/2009 5:25 PM	Microsoft Office ...
Password policies	14/10/2009 5:25 PM	Microsoft Office ...
Security Issues	14/10/2009 5:25 PM	Microsoft Office ...
Why do you need to backup your computer	14/10/2009 5:25 PM	Microsoft Office ...

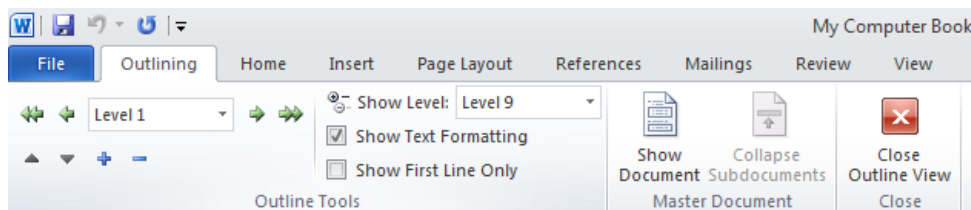
- Close the document.

### Inserting sub-documents into a master document.

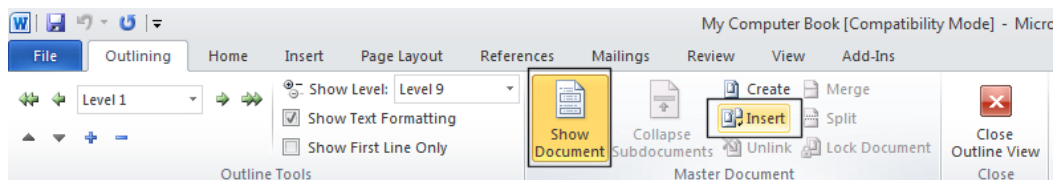
- Open a document called **My Computer Book**. This is a blank document.
- Click on the **View** tab and within the **Document Views** group click on the **Outline** button.



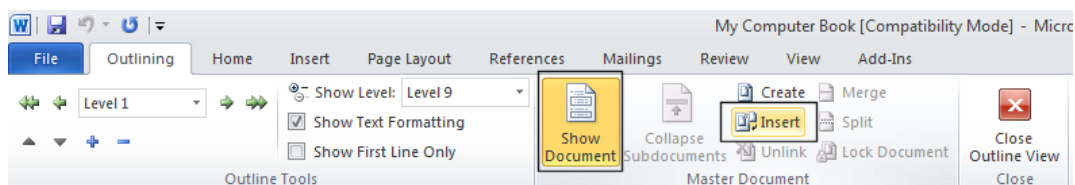
- The **Outlining** tab ribbon will look like this.



- Click on the **Show Document** button within the **Master Document** group under the **Outlining** tab. The ribbon will now look like this.

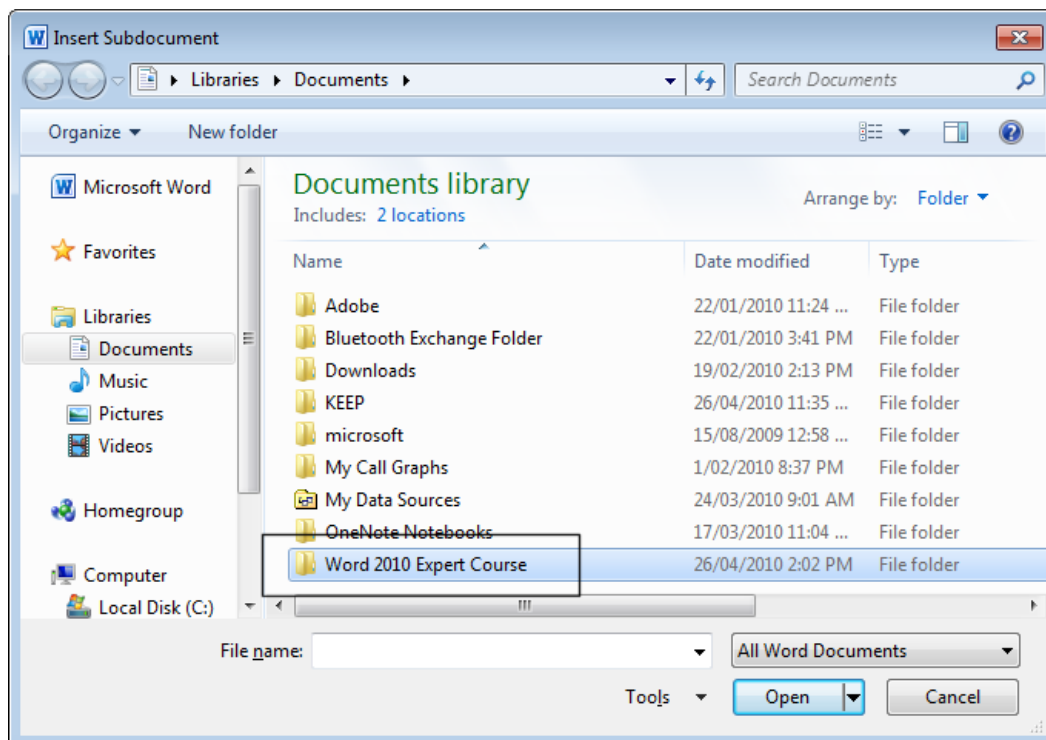


- Press the **Enter** key three times to insert some empty lines at the top of the document.
- Click on the **Insert** button, within the **Master Document** group.

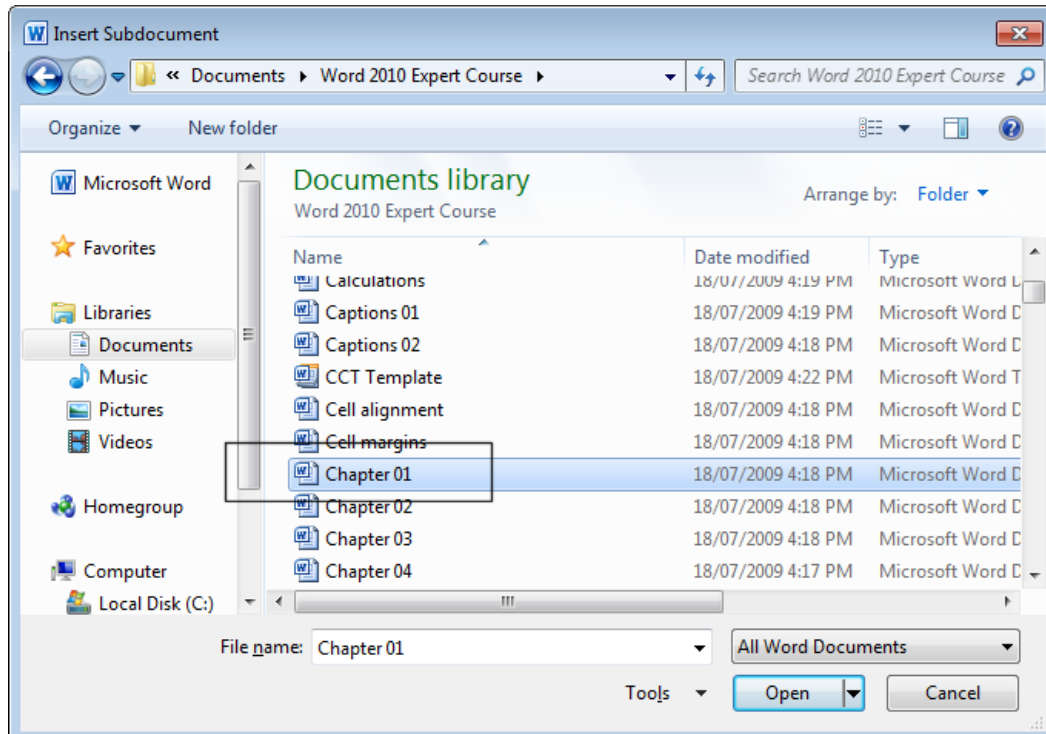


- The **Insert Subdocument** dialog box is displayed.





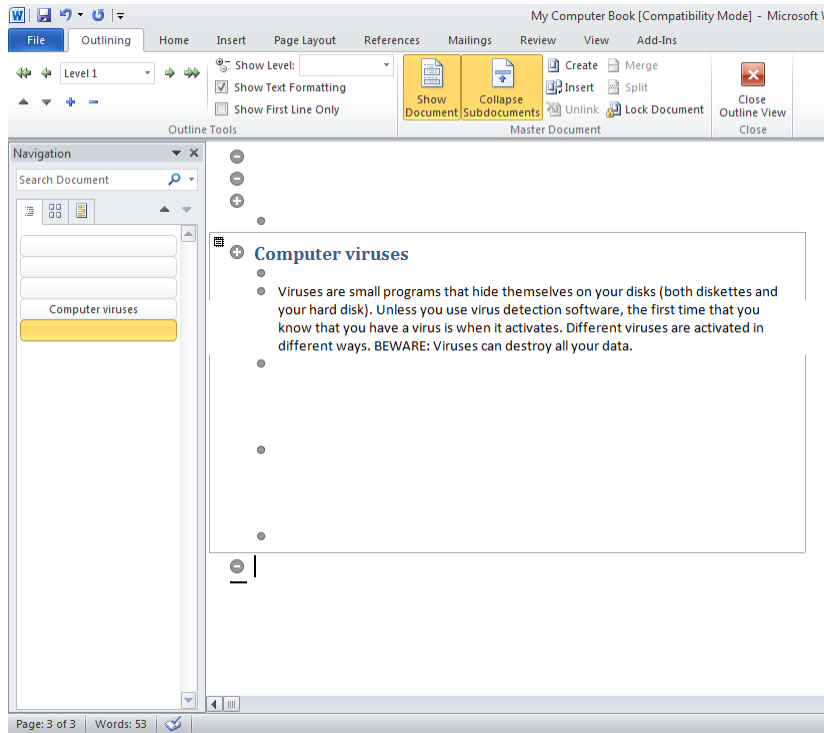
- Change to the **Word 2010 Expert Course** folder.
- Select the sub-document that you wish to insert into the master document. In this case select a document called **Chapter 01**.



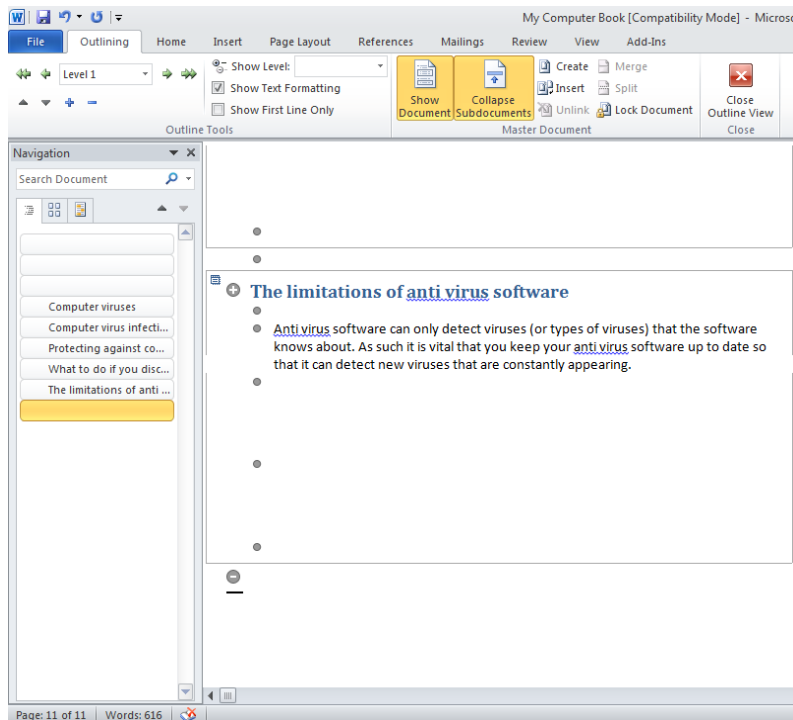
**TIP:** You may have to navigate to the **Word 2010 Expert Course** folder which is located under the **Documents** folder.



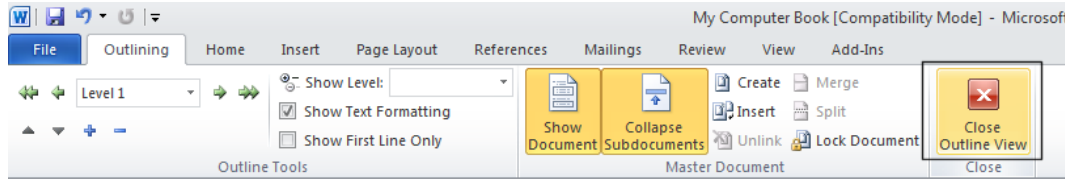
- Click on the **Open** button (within the dialog box) and the selected document will be inserted into the master document. Your screen will look like this.



- Repeat this process and add the documents for **Chapter 02**, **Chapter 03**, **Chapter 04** and **Chapter 05**.
- Your screen will now look like this.



- Click on the **Close Outline View** button within the **Close** group under the **Outlining** tab.



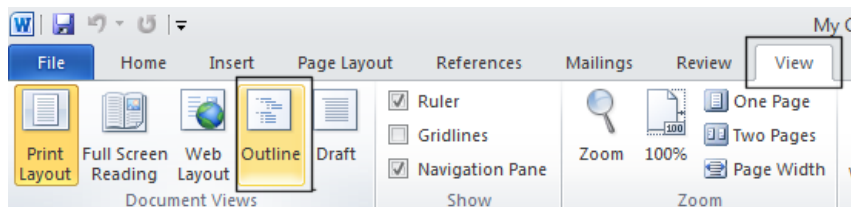
- Display the first page within the document and scroll down through the document. As you can see the document looks just like any other Word document.

**NOTE:** The first and last pages within the document may be empty.

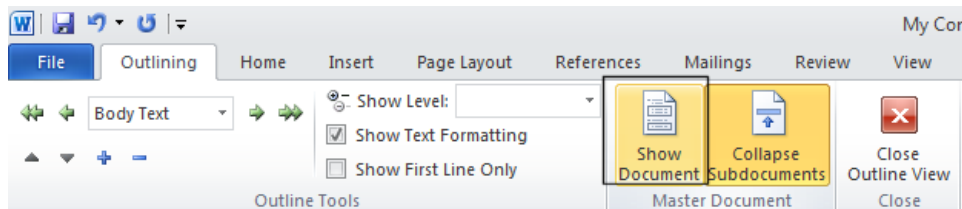
- Save your changes and close the document.

### Unlinking or removing a sub-document from a master document.

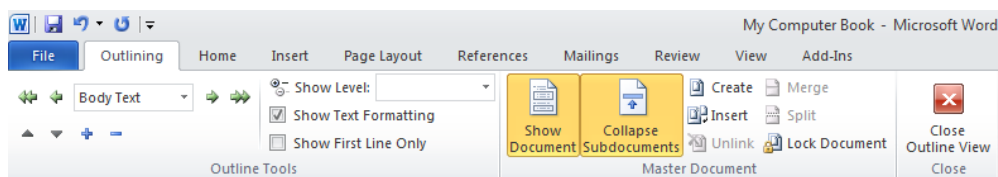
- The terminology is confusing, but if you remove a sub-document you actually convert the removed sub-document into part of the master document.
- Re-open the master document, called **My Computer Book** that you created in the last session.
- Click on the **View** tab and within the **Document Views** group click on the **Outline** button.



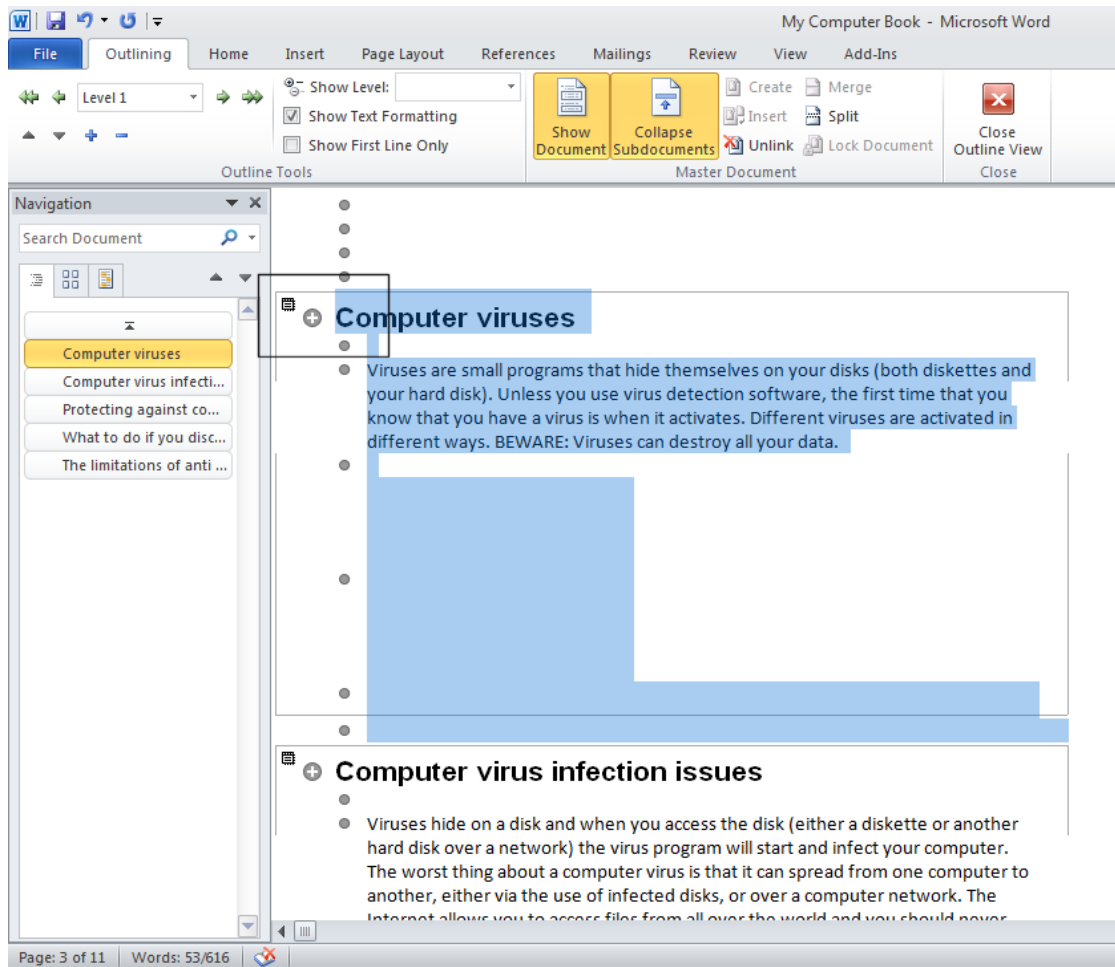
- The **Outlining** toolbar will be displayed.



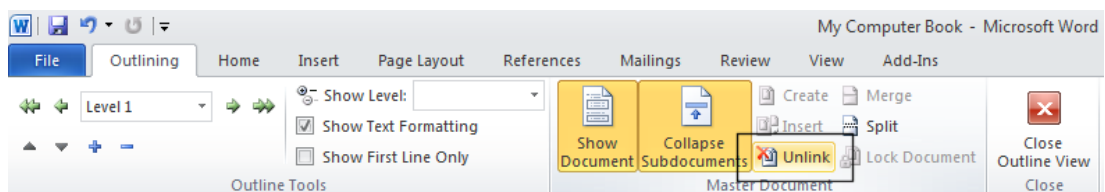
- Click on **Show Document** button within the **Master Document** group.



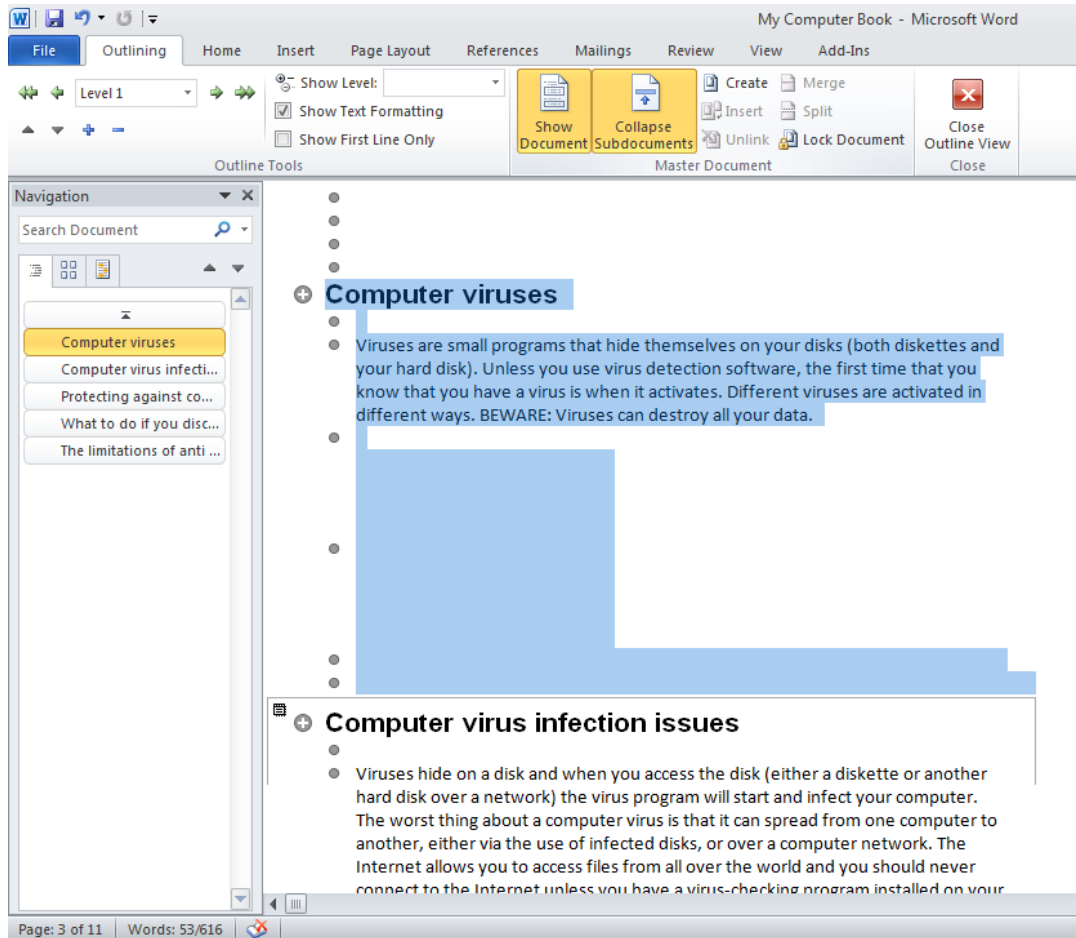
- If necessary, click on the **Expand Subdocuments** button within the **Master Document** group.
- Select a sub-document within the master document that you wish to remove.



- Click on the **Unlink** button within the **Outlining** ribbon.



- You will see the following. The selected sub-document has been converted into part of the master document, and is no longer a sub-document.

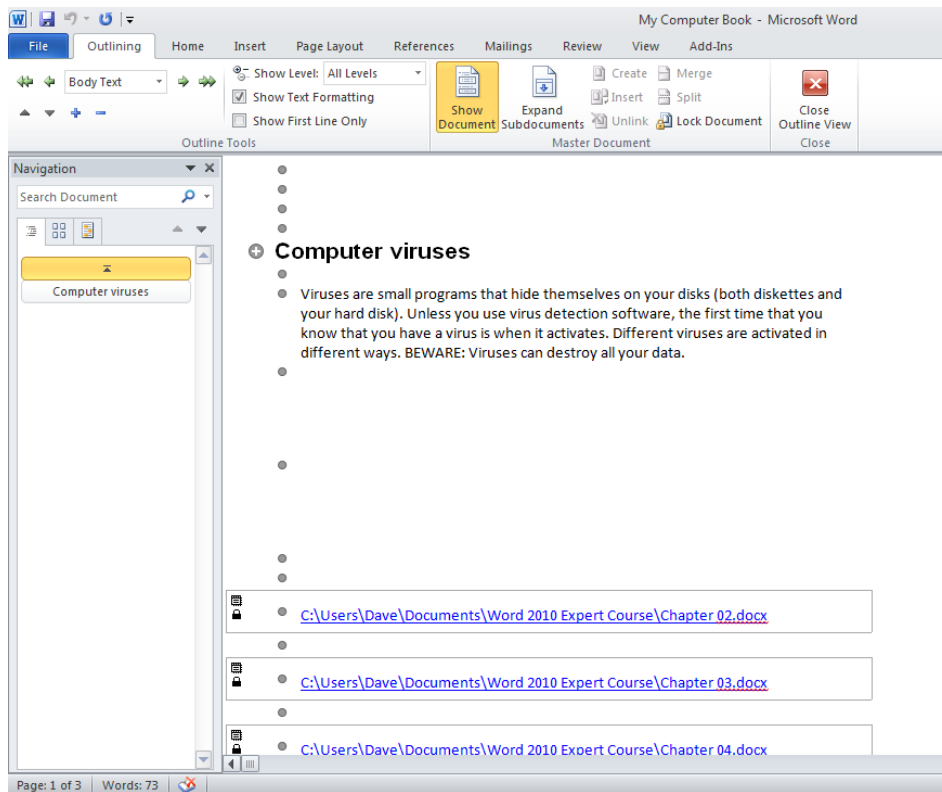


- Close the document and save your changes.

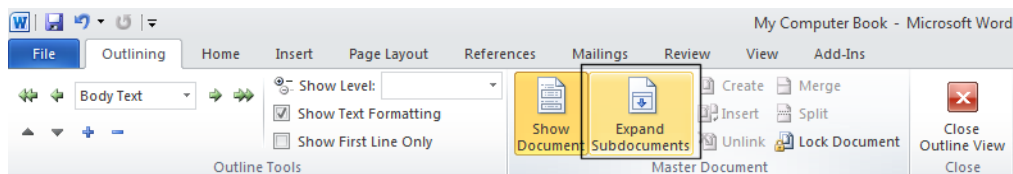
**NOTE:** Had you wanted to delete the sub-document from the master document, then once you had selected the sub-document, you would press the **Del** key.

## Using text outline options.

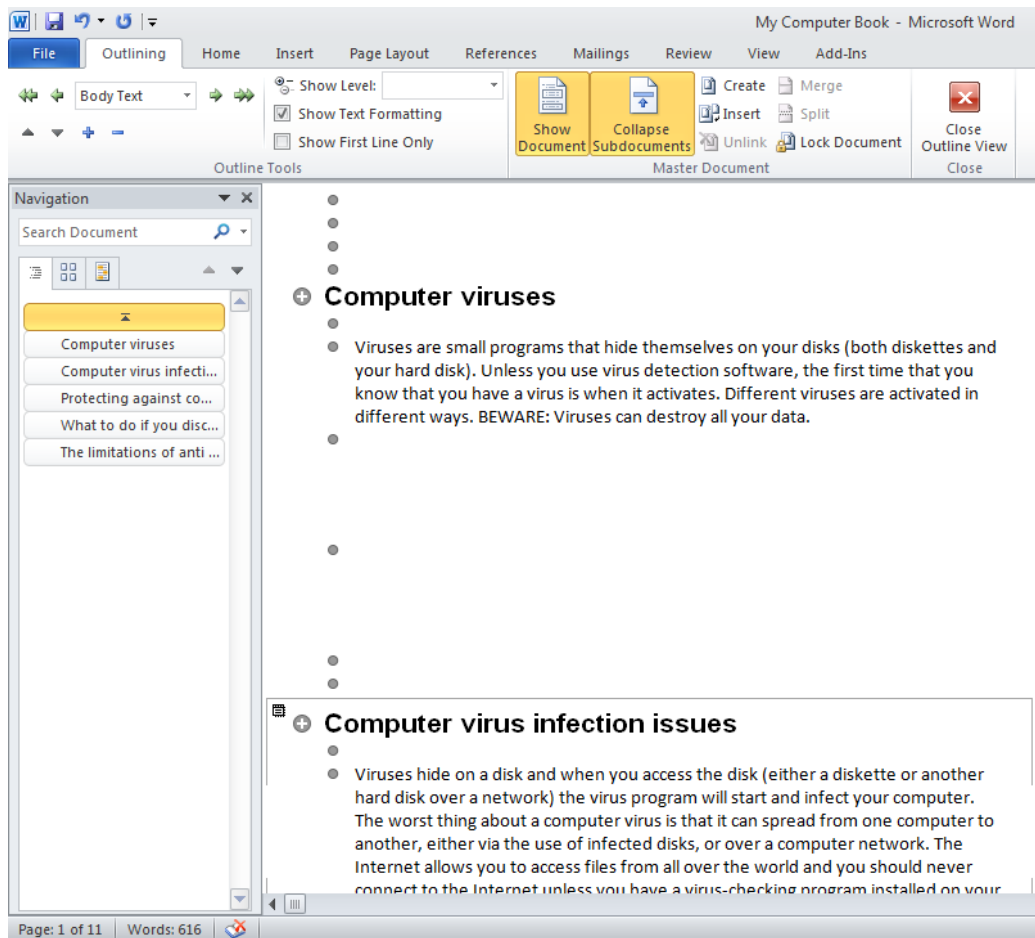
- Re-open the master document, called **My Computer Book** that you created in a previous session.
- If necessary, click on a **View** tab and within the **Document Views** group click on the **Outline** button. Your document will now look like this.



- If your document looks like the illustration above, click on the **Expand Subdocuments** button.

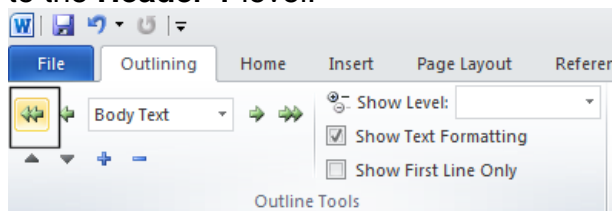


- Your document should now look like this, displaying the expanded documents.

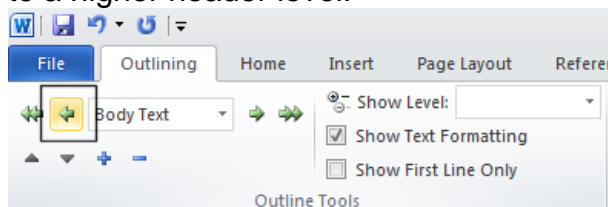


- If you look at the **Outlining** ribbon you will see that there are a number of buttons that allow you to control the structure within the document:

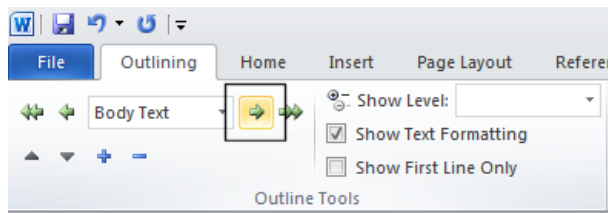
**Promote to Heading 1:** This button is used to promote a header to the **Header 1** level.



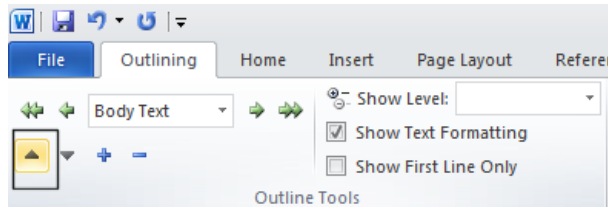
**Promote:** This button is normally used to promote a header to a higher header level.



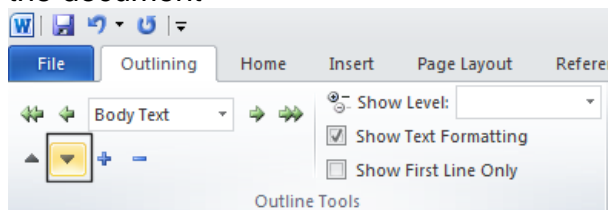
**Demote:** This button is normally used to demote a header to a lower header level.



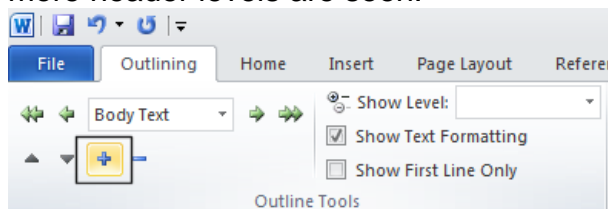
**Move up:** This button is normally used to move selected paragraphs up the document.



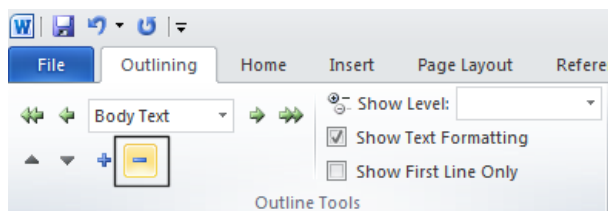
**Move down.** This button is normally used to move selected paragraphs down the document



**Expand:** This button is normally used to expand the header display so that more header levels are seen.



**Collapse:** This button is normally used to collapse the header display so that less header levels are seen.



- To see the **Demote** button in action, scroll through the document until you can see the **More Information** header.
- Click at the start of this header line.

computer. It is vital to keep your virus monitoring software up to date. Virus programs, such as Norton Anti Virus allow you to update the program so the program can check for recently discovered viruses.

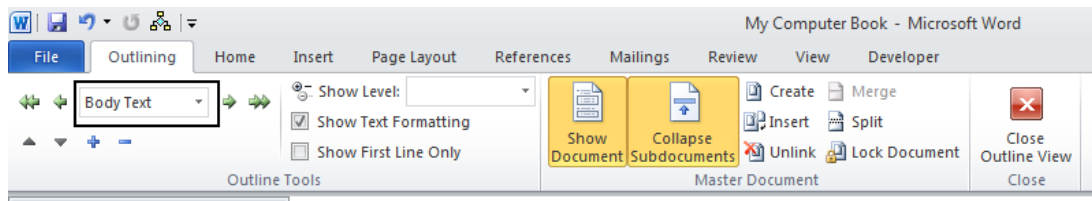
**More Information:**

McAfee Anti-virus software <http://www.mcafee.com>

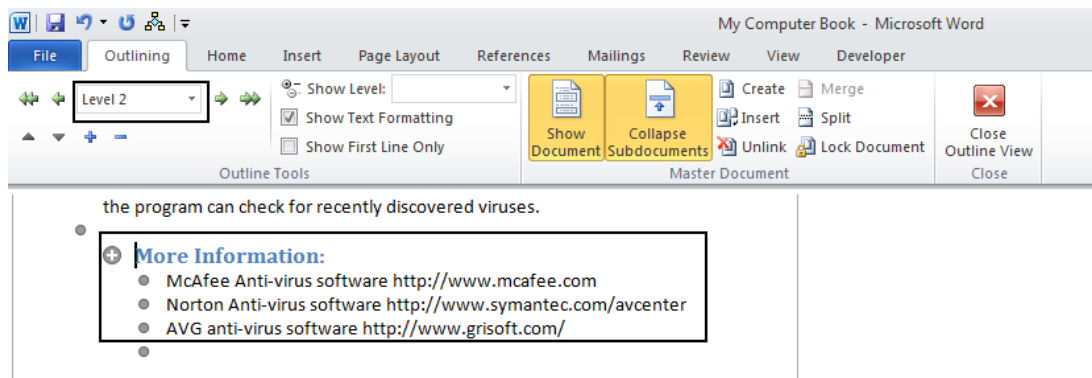
Norton Anti-virus software <http://www.symantec.com/avcenter>

AVG anti-virus software <http://www.grisoft.com/>

- If you look at the **Level** box, you will see that currently this is formatted using **Body Text** level.

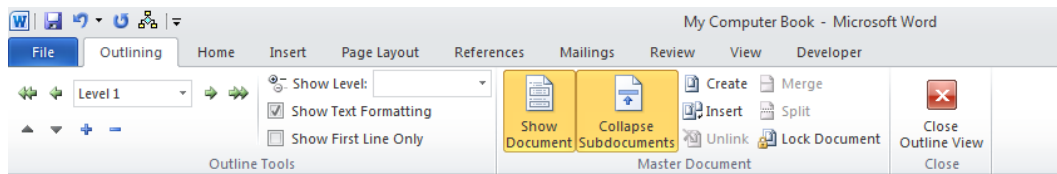


- Click on the **Demote** button and you will see that this header changes from a **Body Text** to a **Level 2** level.



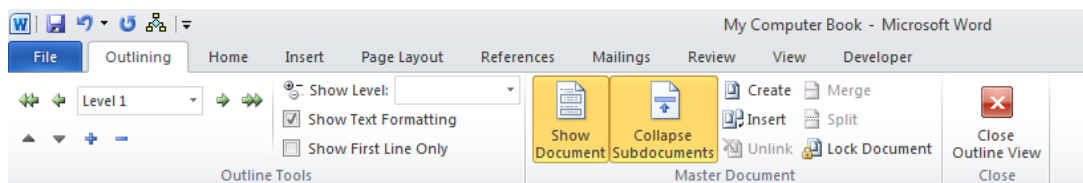
- Click on the **Demote** button again and the header changes to a **Level 3** level.
- Scroll back up to the start of the document. Click within the header containing the text **Computer Viruses**.





- **Computer viruses**
- Viruses are small programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. BEWARE: Viruses can destroy all your data.

- Click on the **Collapse** button and your screen will now look like this.



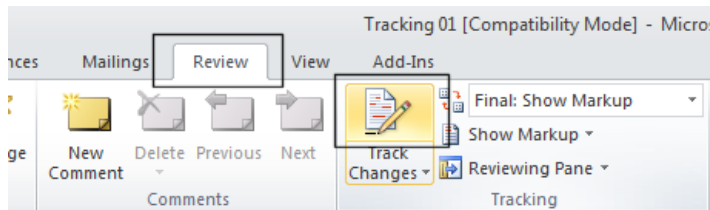
- **Computer viruses**
- **Computer virus infection issues**
- Viruses hide on a disk and when you access the disk (either a diskette or another

- To see more detail again, click on the **Expand** button after clicking on the header that you have just collapsed.
- You may also wish to experiment with using the **Move up** and **Move down** buttons to move items up or down within the document.
- Save your changes and close the document.

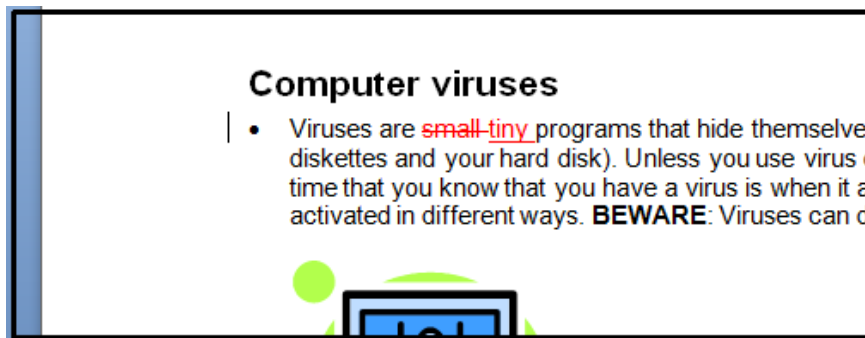
# Tracking and Comments.

## Tracking changes.

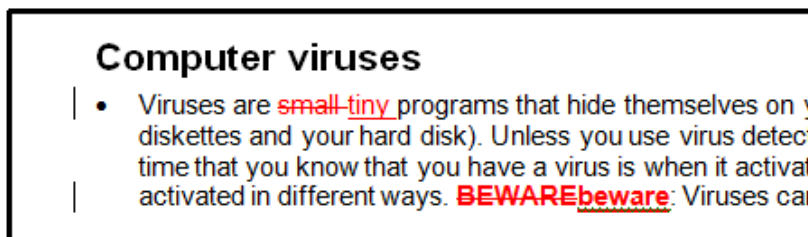
- Open a document called **Tracking 01**.
- To turn tracking on click on the **Review** tab and within the **Tracking** group click on the **top part** of the **Track Changes** button.



- We can now make some changes to the document.
- Double click on the word **small** to select it and replace the word with the word **tiny**. You will see the following displayed on the screen.



- Double click on the word **BEWARE** and replace it with lower case letters, as illustrated.



- Delete the full stop (period) at the end of the first paragraph and add the following text.

**'and can damage your computer'.**

### Computer viruses

- Viruses are small-tiny programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. BEWAREbeware: Viruses can destroy all your data and can damage your computer.

- Turn the tracking off by clicking on the **Review** tab and within the **Tracking** group click on the **top part** of the **Track Changes** button.
- Save your changes and close the document.

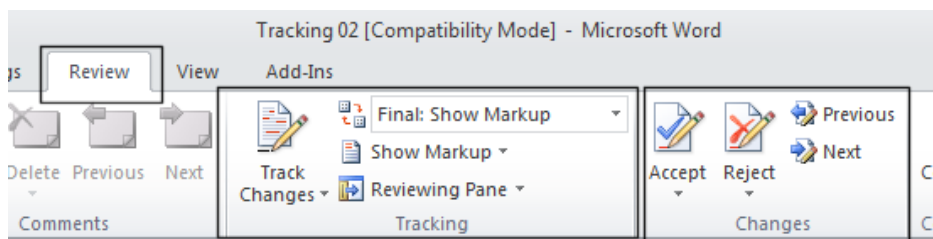
### Accepting or rejecting changes.

- Open a document called **Tracking 02**. This document contains tracked changes.

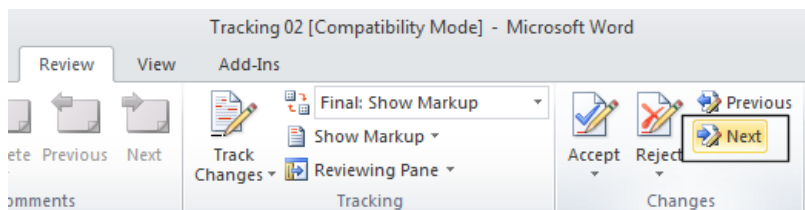
### Computer viruses

- Viruses are small-tiny programs that hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. BEWAREBeware: Viruses can destroy all your data and can damage your computer.

- Click on the **Review** tab and you will see the **Tracking** and **Changes** groups displayed within the ribbon.

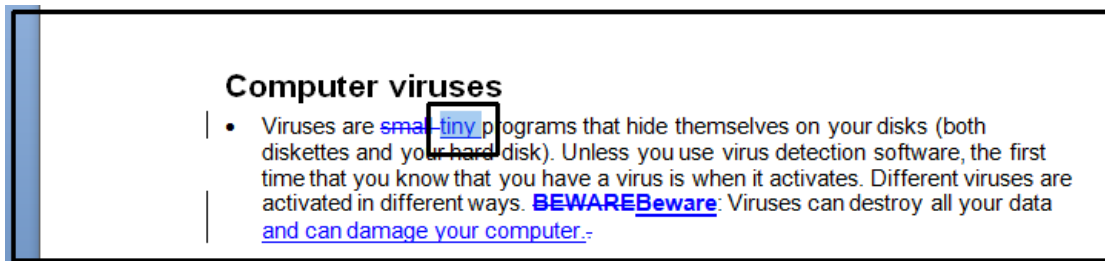


- Click on the **Next** button within the **Changes** group to display the first revision change within the document.

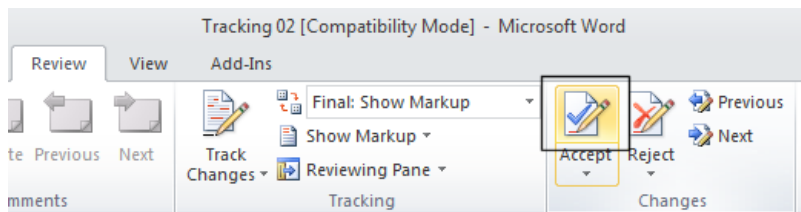


- Click on this button a few more times and you will be taken from one revision to the next.

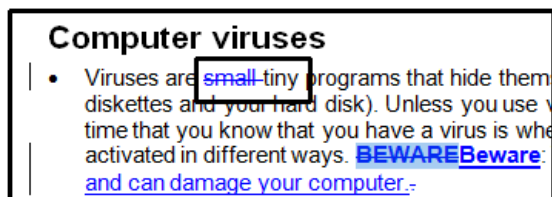
- Click on the **Previous** button a few times select the word **tiny**.



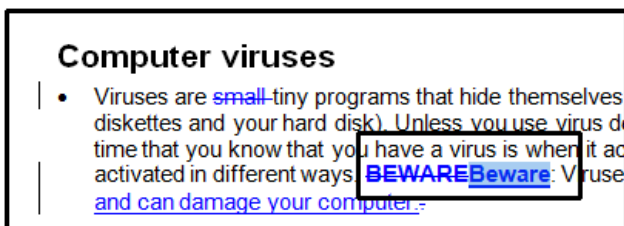
- Click on the **Accept** button within the **Changes** group.



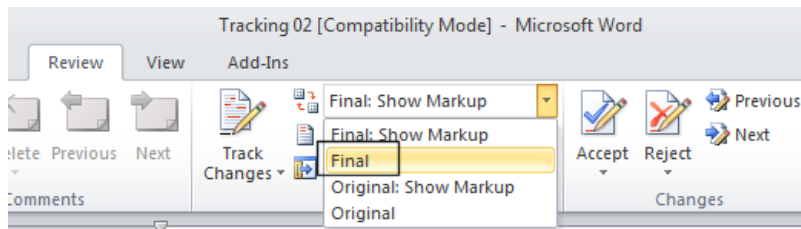
- You will now see the following.



- Use the **Next** button to move through the document and select the word **beware**, which is displayed in lowercase. This time reject the change by clicking on the **Reject** button.



- Use the **Next** button to display other changes and either accept or reject them as you see fit.
- Within the **Tracking** group click on the **down arrow** as illustrated and select **Final**.



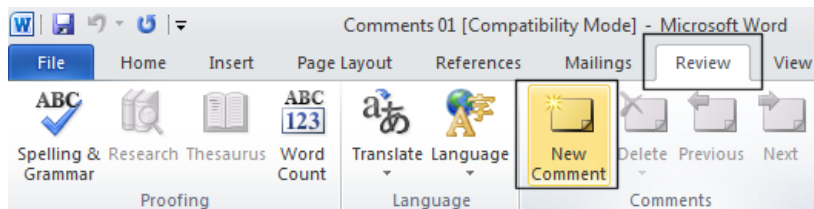
- This will display a final version of your document in which you have either accepted or rejected changes that were proposed to the original document.
- Save your changes and close the document.

## Inserting comments.

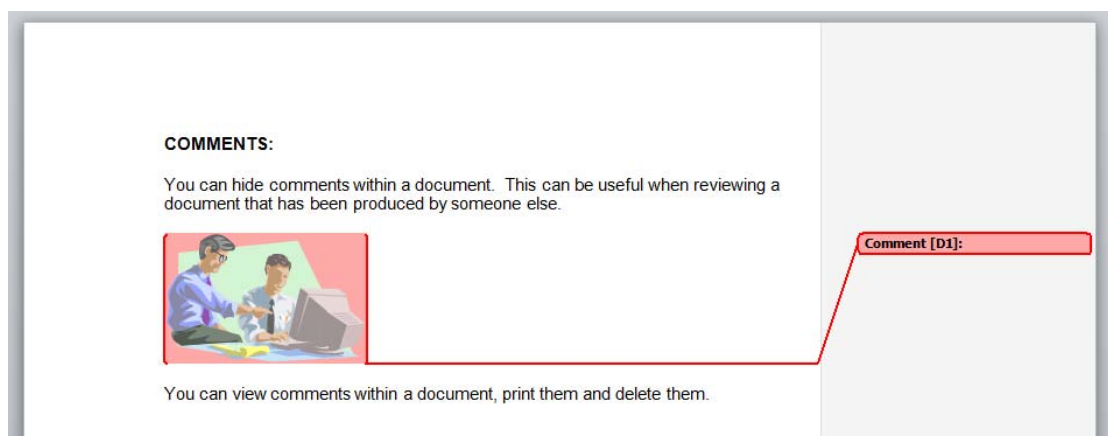
- Open a document called **Comments 01**.
- Select the text or object that you wish to attach your comment to. In this case, select the picture.



- Click on the **New Comment** button contained within the **Comments** group under the **Review** tab.

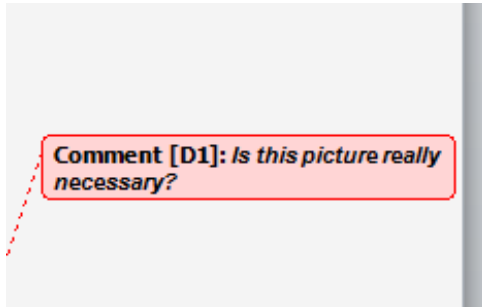


- The screen will change as illustrated

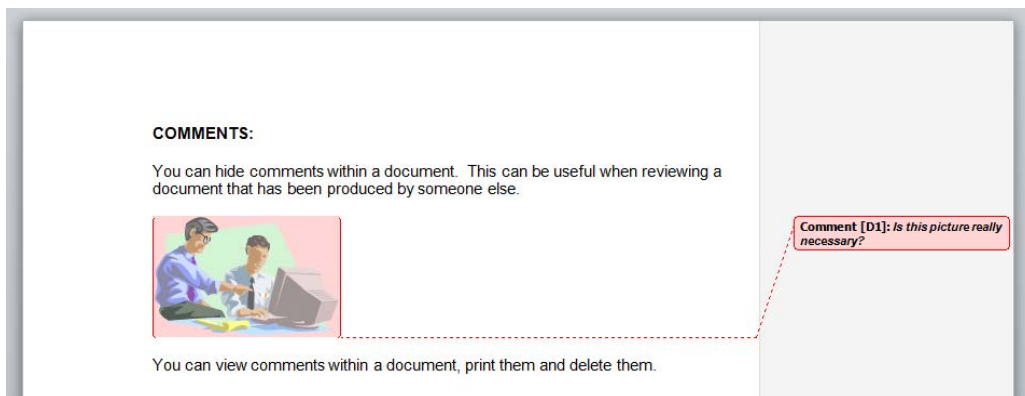


- Type your comment into the **Comment** box, in a special area that is now displayed. In this case enter the text:

***Is this picture really necessary?***



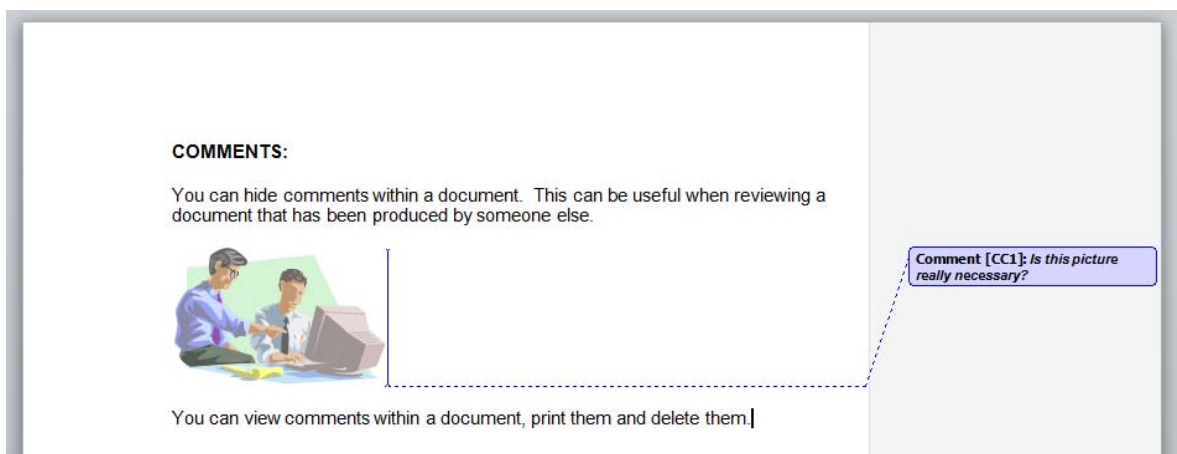
- When you have entered your comment(s), click outside of the special window to retain your comment.



- Save your changes and close the document.

## Displaying and editing comments.

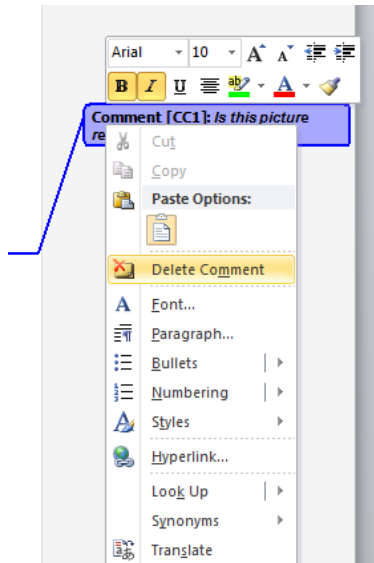
- Open a document called **Comments 02**.



- Click within the comment to edit the text. If required, this comment may now be edited. Experiment!
- Save your changes and close the document.

### Deleting comments.

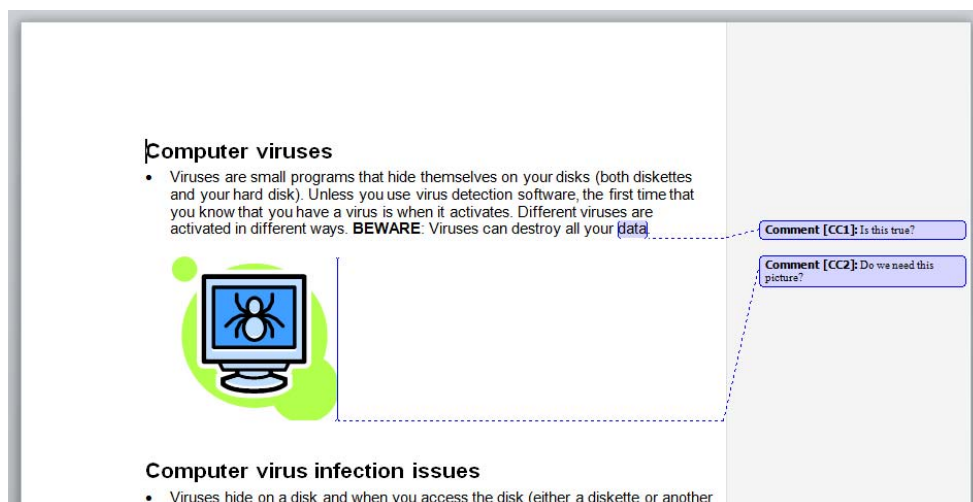
- Open a document called **Comments 03**.
- Right click on the comment, as displayed within the document, and from the pop-up menu displayed, select the **Delete Comment** command.



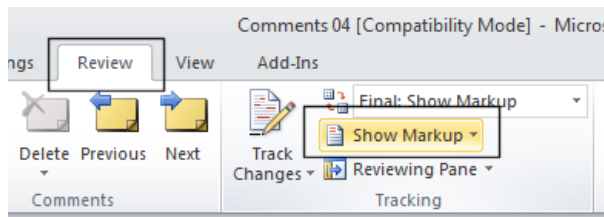
- Save your changes and close the document.

### Showing or hiding comments.

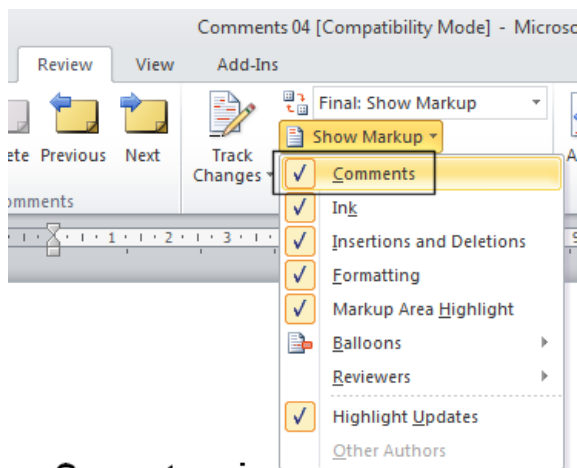
- Open a document called **Comments 04**.
- As you can see this document contains a number of comments.



- Click on the **Show Markup** button within the **Tracking** group under the **Review** tab.



- Click on the **Tick** next to **Comments** to remove the tick.



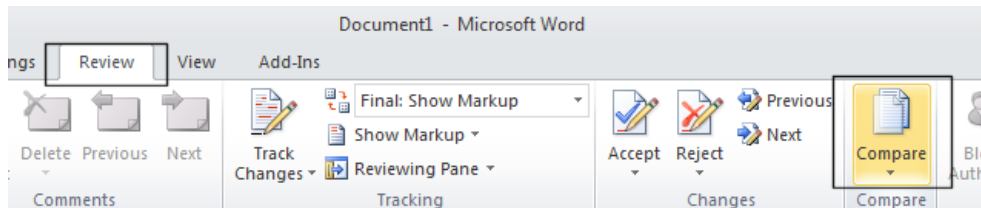
- The comments are no longer displayed. To re-display the comments, click on the **Show Markup** button within the **Tracking** group under the **Review** tab.
- Click on **Comments** to restore the tick.
- Close the document.
- Close the Word program.



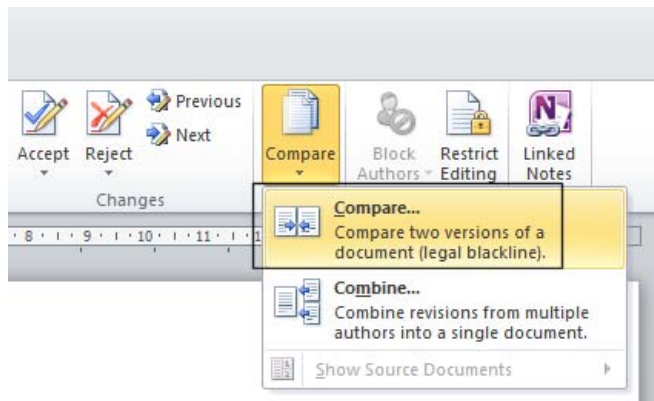
# Comparing and Combining Documents

## Comparing documents.

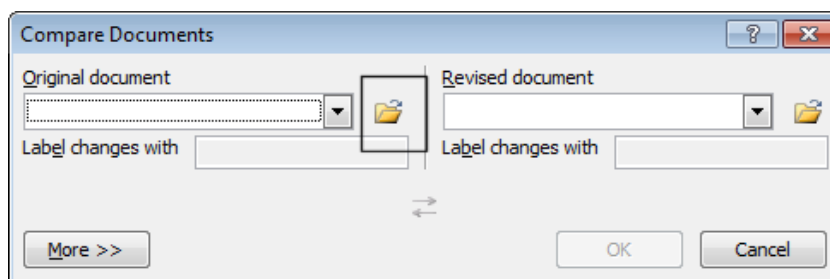
- Start the Microsoft Word program.
- Click on the **Review** tab and within the **Compare** group, click on the **Compare** button.



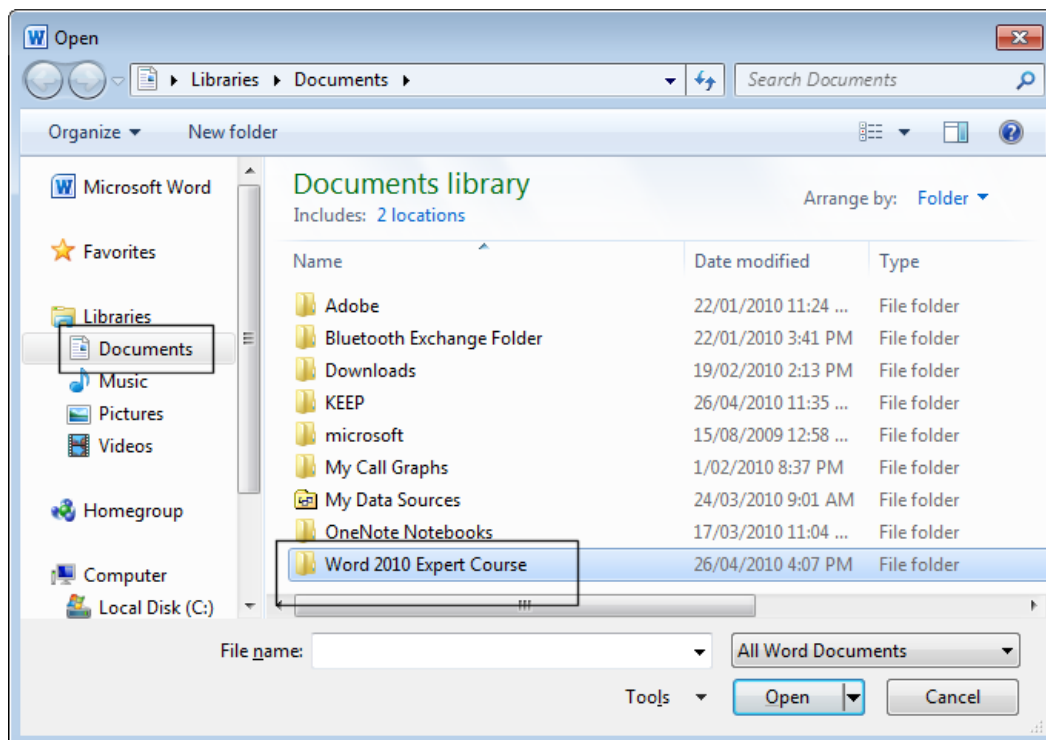
- From the drop down list displayed click on **Compare**.



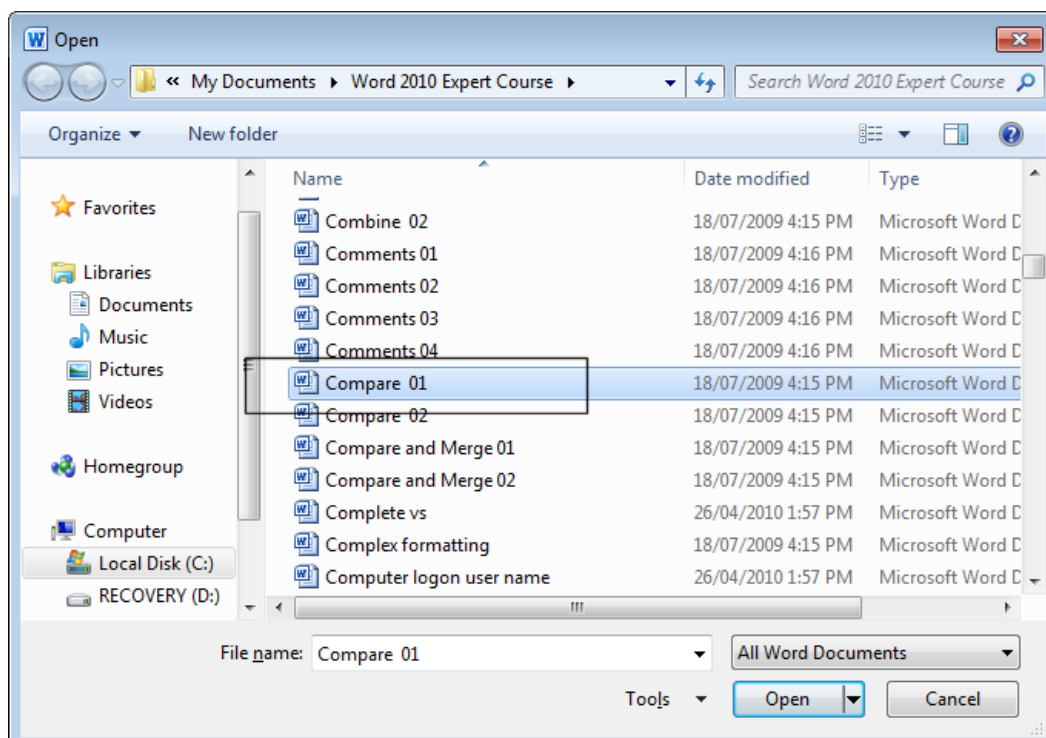
- This will display the **Compare Documents** dialog box.



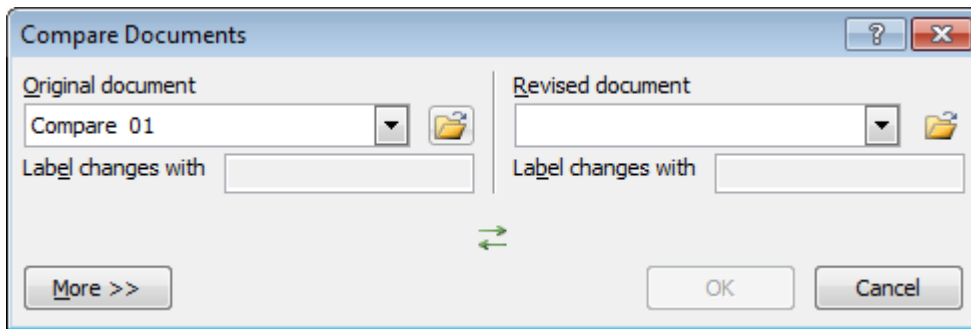
- Click on the **Browse** icon within the **Original Document** section of the dialog box. This will display the **Open** dialog box. By default, the contents of the **Documents** folder are displayed within this dialog box. You should see a folder called **Word 2010 Expert Course** which contains your sample files.



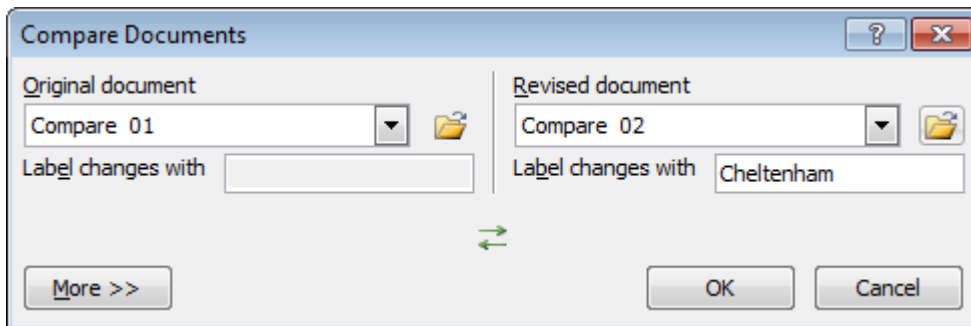
- Double click on the **Word 2010 Expert Course** folder. You will see a list of your sample files displayed. Scroll down and select the file called **Compare 01**.



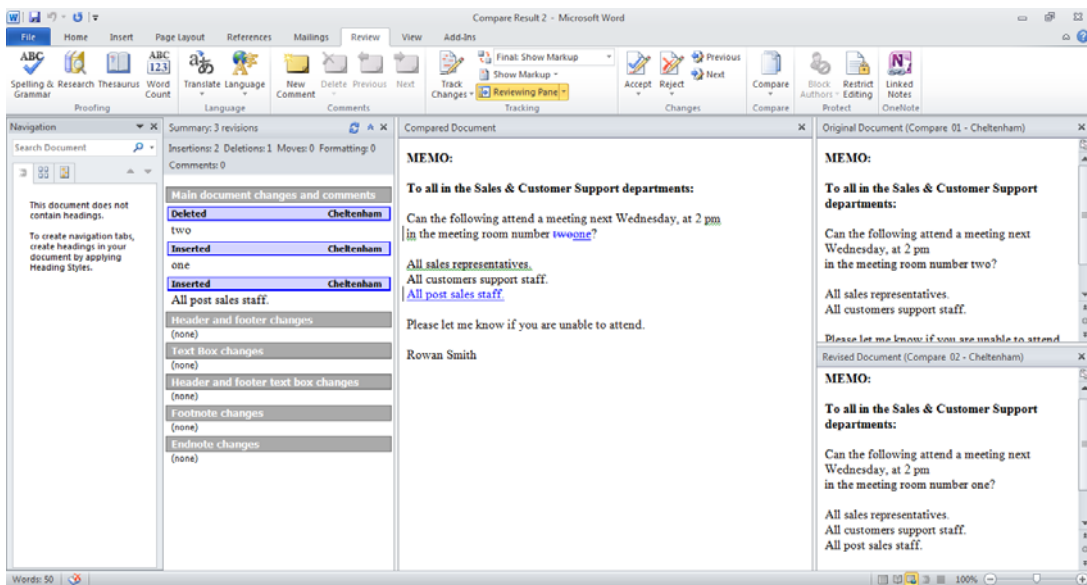
- Click on the **Open** button. The **Compare Documents** dialog box will now look like this.



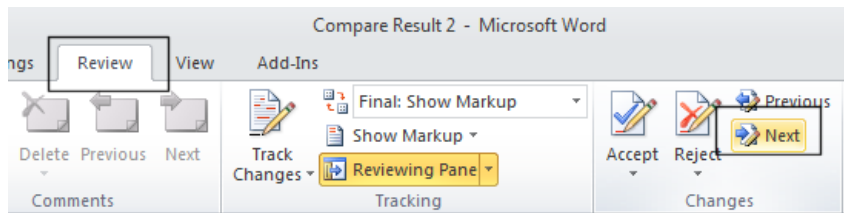
- Click on the **Browse** icon within the **Revised Document** section of the dialog box. This will display the **Open** dialog box.
- You will see a list of your sample files displayed. Scroll down and select the file called **Compare 02**.
- Click on the **Open** button. The **Compare Documents** dialog box will now look like this.



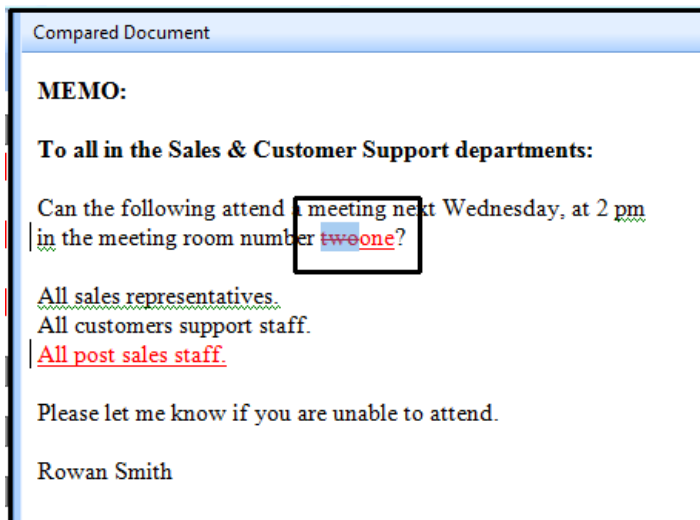
- Click on the **OK** button to compare the documents. Your screen will now look like this.



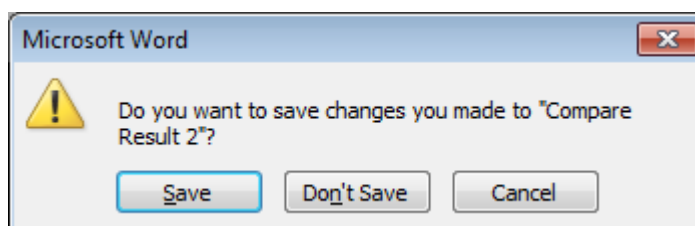
- You can review your changes one at a time. To do this click on the **Next** button contained within the **Changes** group under the **Review** tab.



- The first change within the document will be highlighted as illustrated.



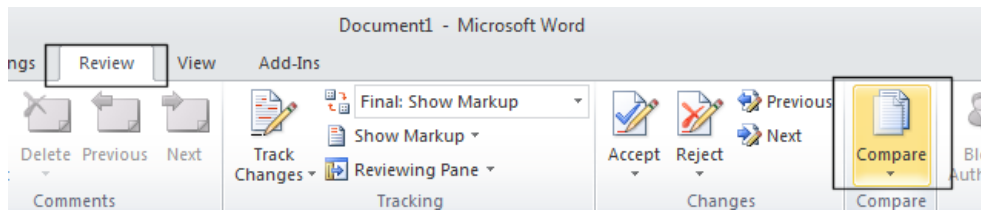
- Click on the **Next** button a few more times, to move forward through the document and review other changes.
- Click on the **Previous** button a few times, to move back through the document.
- At your discretion, use the **Accept** or **Reject** buttons, to accept or reject changes made within the document versions.
- Click on the **Close** button to close the document. A dialog box will be displayed asking if you want to save your changes.



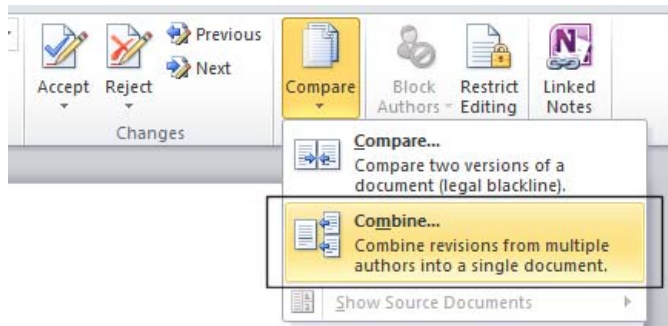
- Click on the **Save** button and save the file as **My Compared Document**.

## Combining revisions from multiple authors.

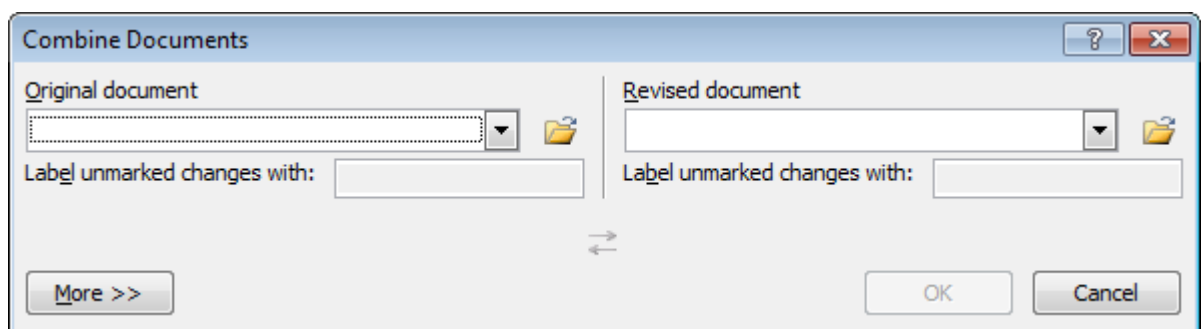
- If necessary press **Ctrl+N** to display a new blank document.
- Click on the **Review** tab and within the **Compare** group click on the **Compare** button.



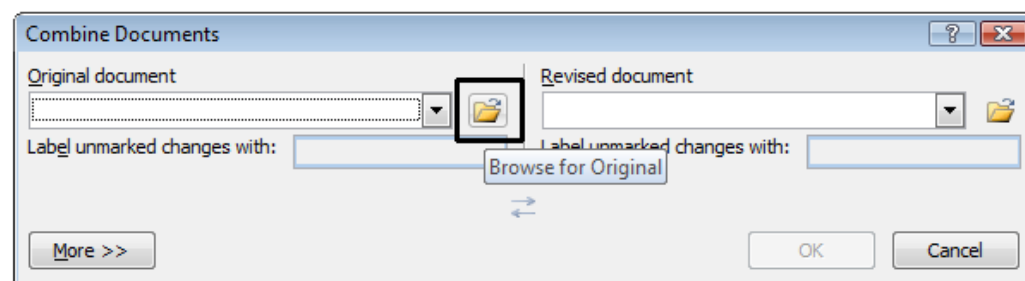
- From the drop down list displayed click on **Combine**.



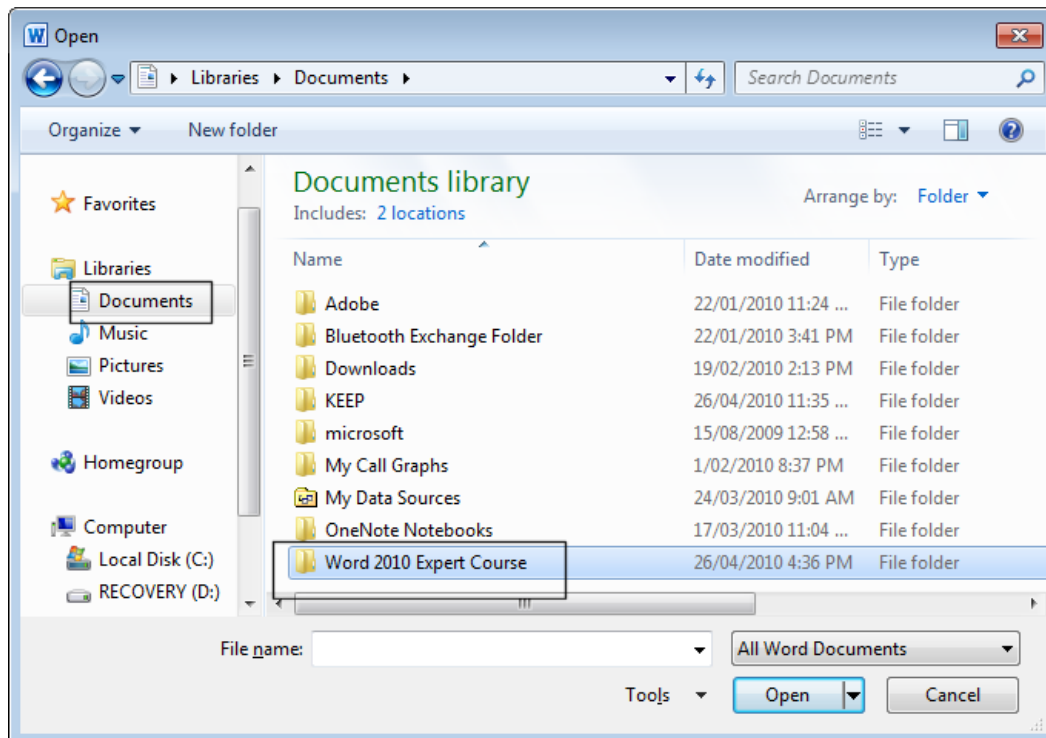
- This will display the **Combine Documents** dialog box.



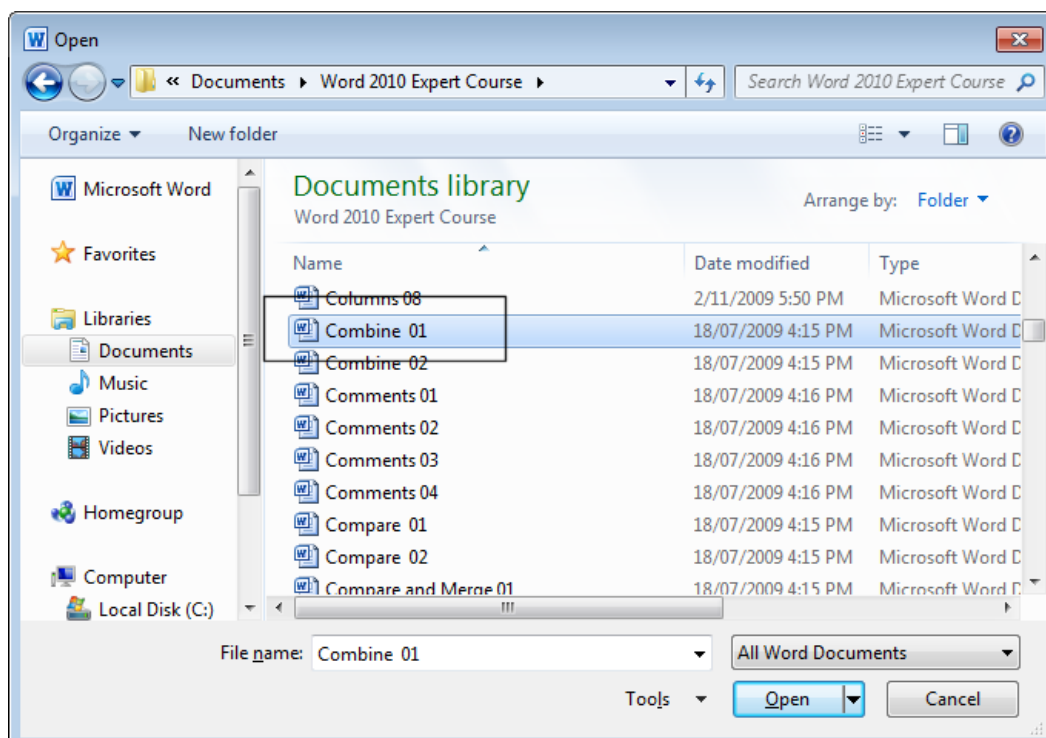
- Click on the **Browse** icon within the **Original Document** section of the dialog box.



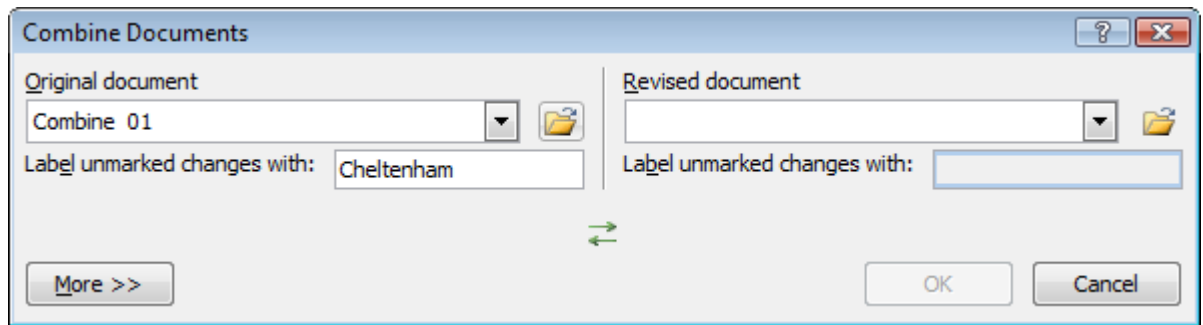
- This will display the **Open** dialog box. By default, the contents of the **Documents** folder are displayed within this dialog box. You should see a folder called **Word 2010 Expert Course** which contains your sample files.



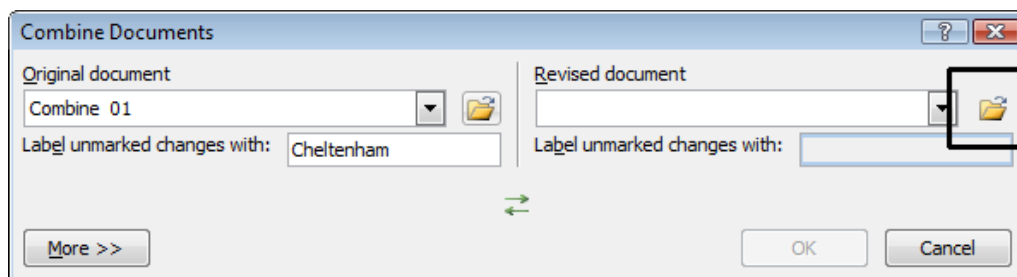
- Double click on the **Word 2010 Expert Course** folder. You will see a list of your sample files displayed. Scroll down and select the file called **Combine 01**.



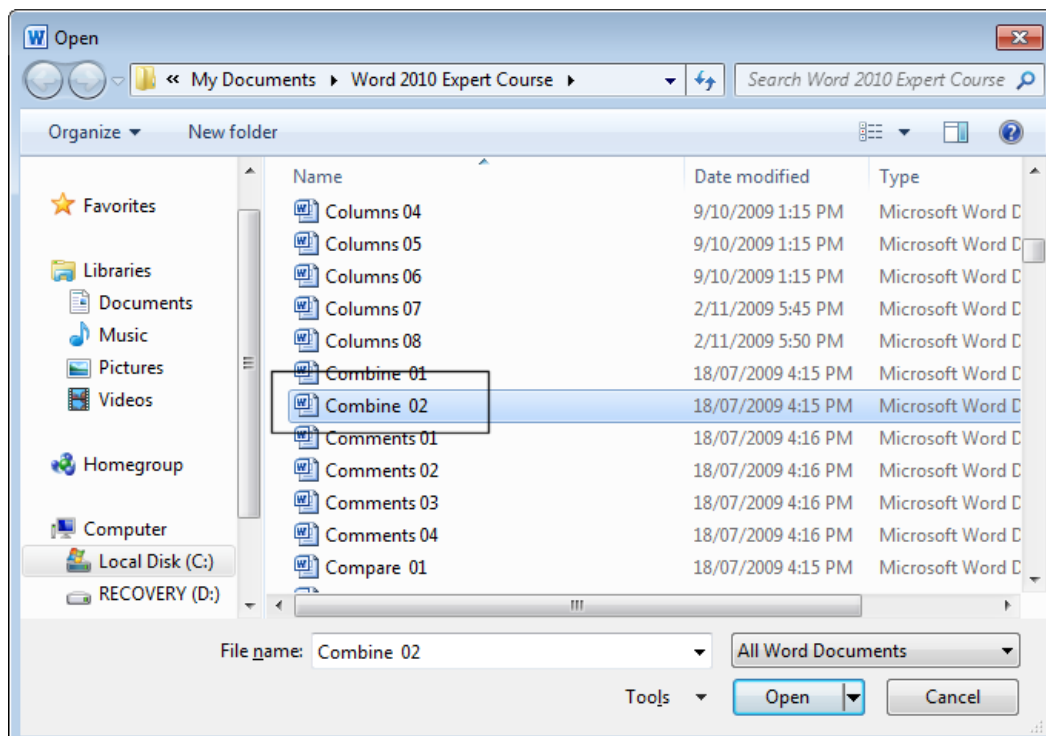
- Click on the **Open** button. The **Compare Documents** dialog box will now look like this.



- Click on the **Browse** icon within the **Revised Document** section of the dialog box.

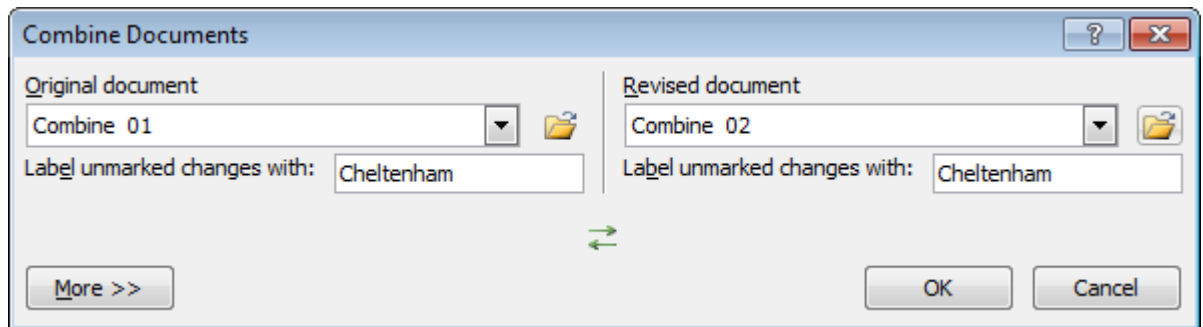


- This will display the **Open** dialog box. You will see a list of your sample files displayed. Scroll down and select the file called **Combine 02**.

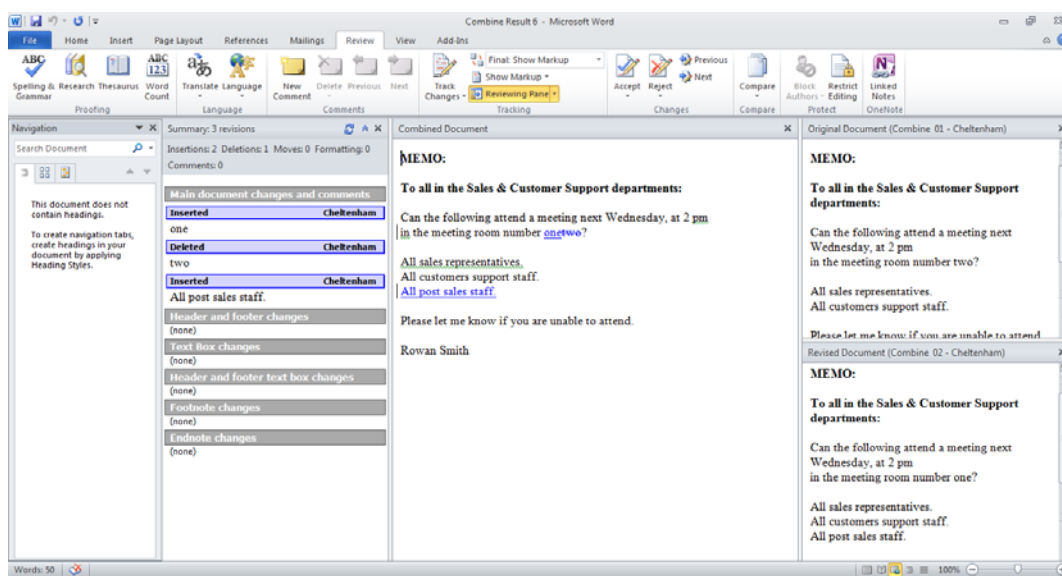


- Click on the **Open** button. The **Compare Documents** dialog box will now look like this.

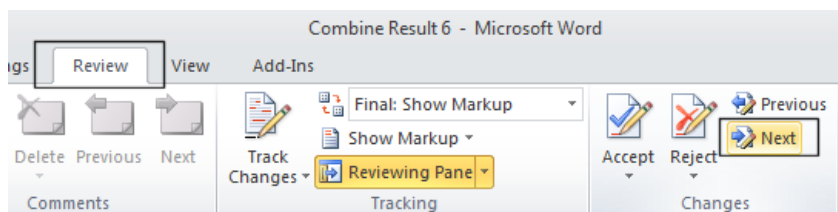




- Click on the **OK** button to combine the documents into a new document. Your screen will now look like this.

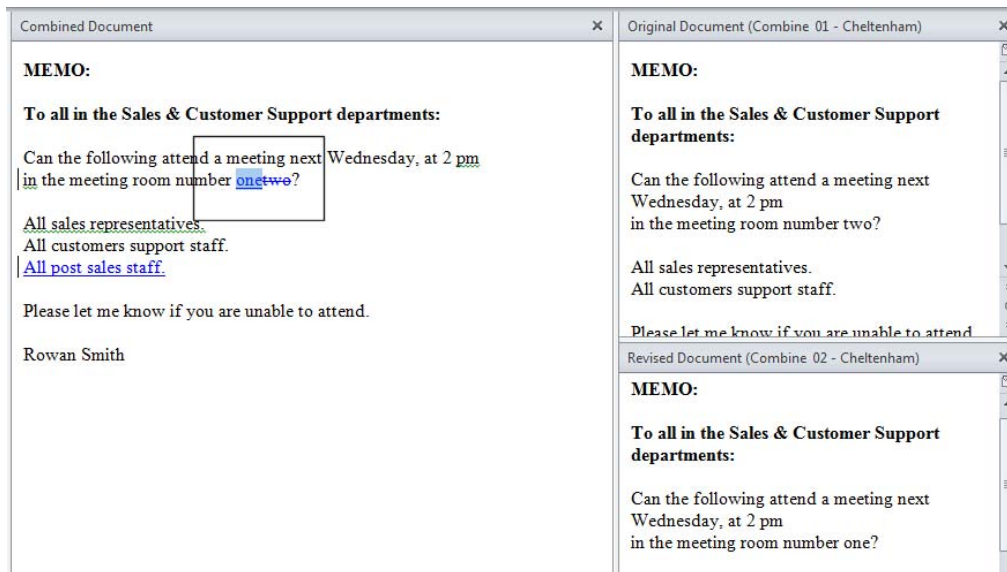


- You can review your changes one at a time. To do this click on the **Next** button contained within the **Changes** group under the **Review** tab.



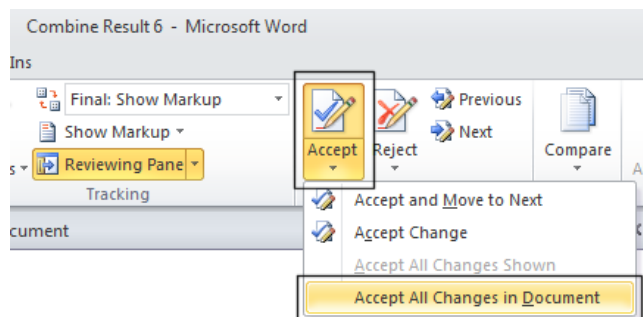
- The first change within the document will be highlighted as illustrated.



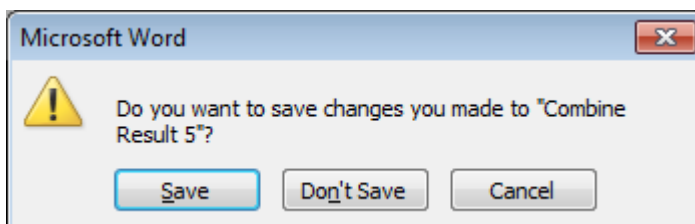


- Click on the **Next** button a few more times, to move forward through the document and review other changes.
- Click on the **Previous** button a few times, to move back through the document.
- At your discretion, use the **Accept** or **Reject** buttons, to accept or reject changes made within the document versions.

**TIP:** You can accept all the changes within a document, by clicking on the **down arrow** under the **Accept** button and clicking on the **Accept All Changes in Document** option.



- Click on the **Close** button to close the document. A dialog box will be displayed asking if you want to save your changes.

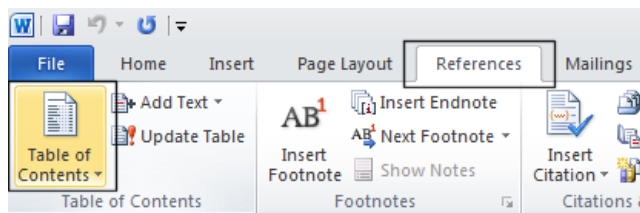


- Click on the **Save** button and save the file as **My Combined Document**.

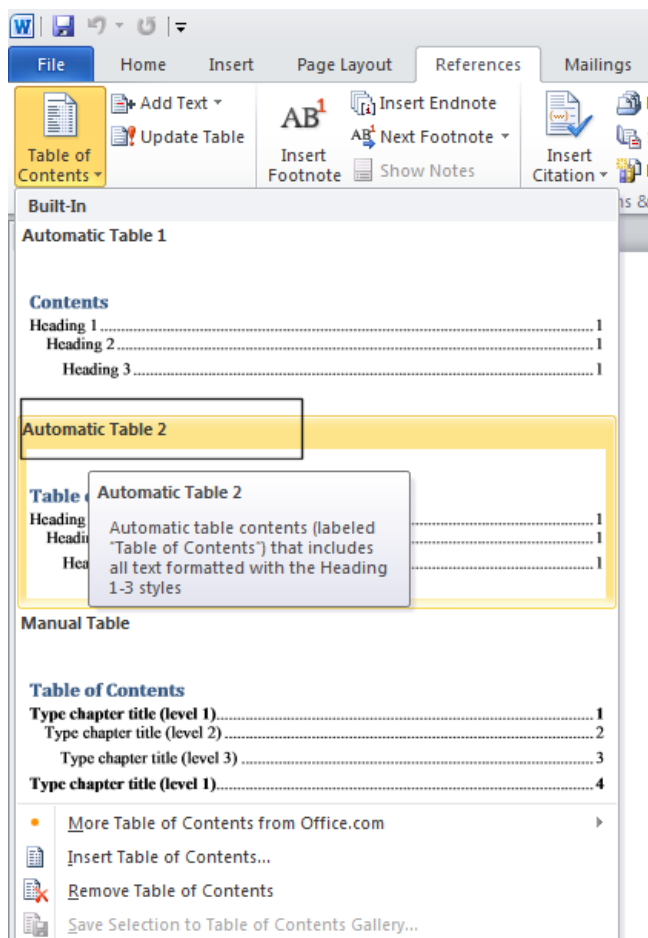
# Tables of Contents & Indexes.

## Creating a table of contents.

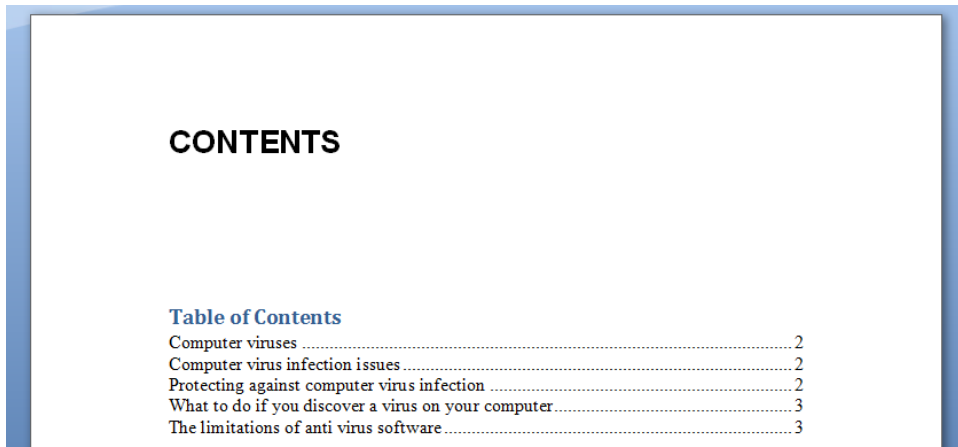
- Open a Word document called **Table of contents 01**. This document has been formatted using header styles for the headings within the document.
- Click on the front page at the location that you wish to insert the table of contents.
- Click on the **References** tab and within the **Table of Contents** group click on the **Table of Contents** button.



- From the drop-down menu displayed you can select a table format, in this case select **Automatic Table 2**.



- The table of contents will be inserted into the page as illustrated.

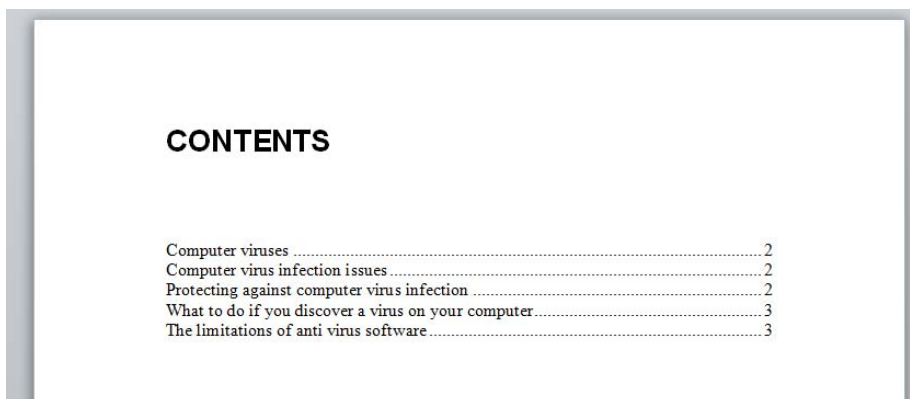


<b>CONTENTS</b>	
<b>Table of Contents</b>	
Computer viruses .....	2
Computer virus infection issues .....	2
Protecting against computer virus infection .....	2
What to do if you discover a virus on your computer.....	3
The limitations of anti virus software.....	3

- Save your changes and close the document.

### Updating a table of contents.

- Open a Word document called **Table of contents 02**. This document contains a table of contents.



<b>CONTENTS</b>	
Computer viruses .....	2
Computer virus infection issues .....	2
Protecting against computer virus infection .....	2
What to do if you discover a virus on your computer.....	3
The limitations of anti virus software.....	3

- Scroll through the document and select the part of the text illustrated, containing a heading style.



### What to do if you discover a virus on your computer

- If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.
- If you work within a larger company, you should have a company IT support group that will come and rid your computer of viruses. Be sure that you are familiar with your company's policy regarding viruses.

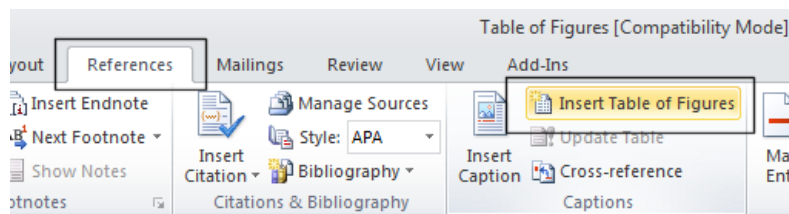
### The limitations of anti virus software

- Anti virus software can only detect viruses (or types of viruses) that the software

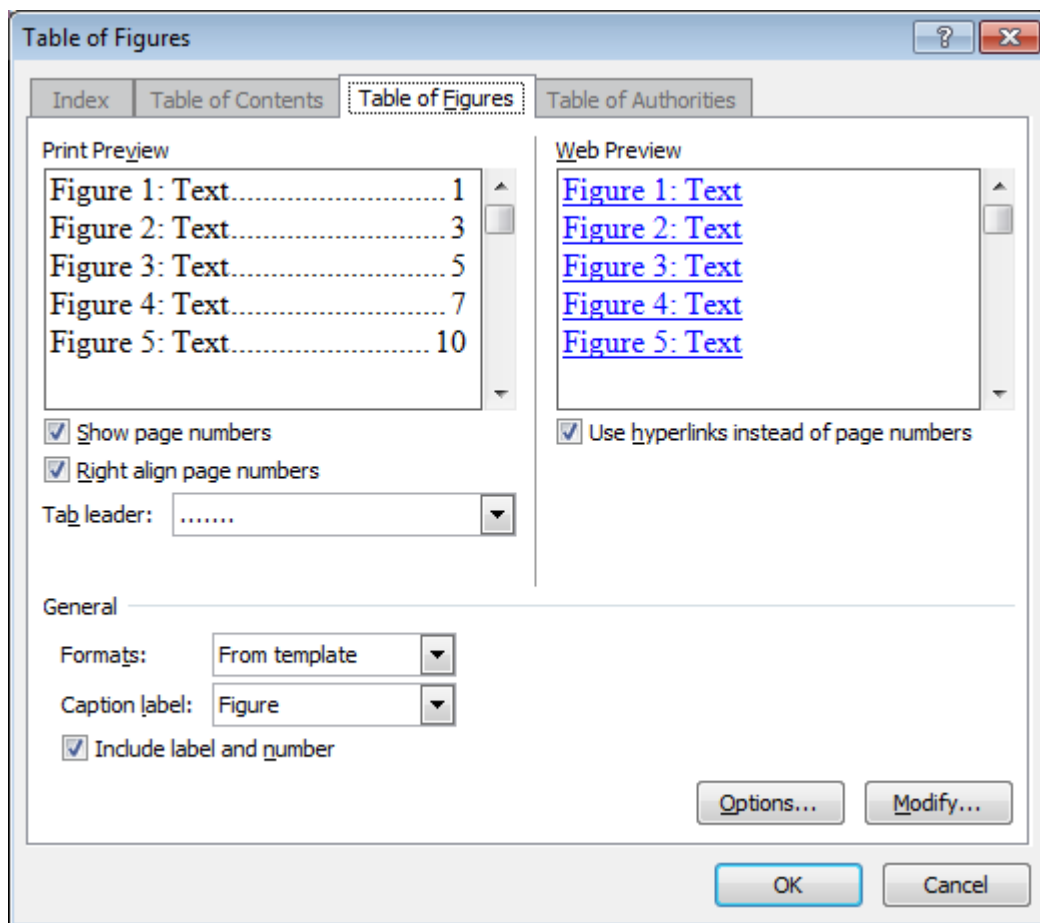
- Press the **Del** key to delete the selected section.
- Scroll back to view the table of contents and you will see that the table of contents has not been automatically updated to take account of your editing.
- Click to the left of the first item within the table of contents, which will select the entire table of contents.
- Once selected, press **F9** to update the table of contents, which will now no longer list the deleted item.
- Save your changes and close the document.

## Creating and updating a table of figures.

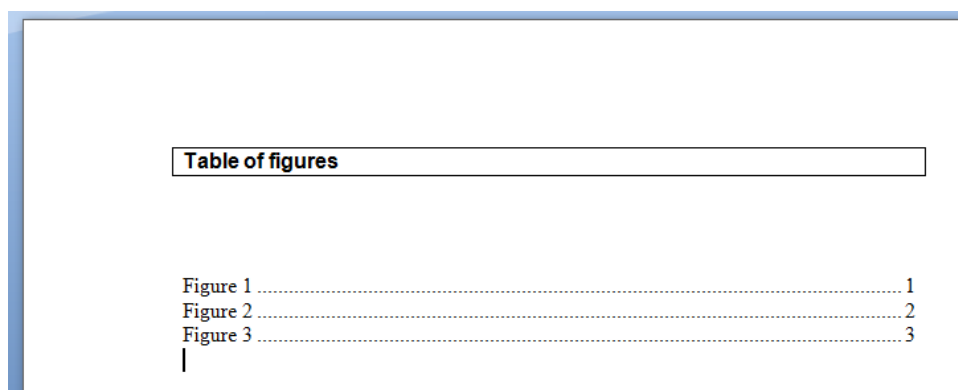
- Open a document called **Table of Figures**.
- Click within the first page at the location that you wish to insert the table of figures.
- Click on the **References** tab and within the **Captions** group click on the **Insert Table of Figures** button.



- The **Table of Figures** dialog box will be displayed.



- Click on the **OK** button and you will see a list of all figures contained within the document, along with the corresponding page numbers.



- If you make any changes to the figures within the document, you can select the table of figures and then press the **F9** update keyboard shortcut to update the table. To see this select **Figure 2** within the document and delete it by pressing the **Del** key.



**Figure 2**

- Select the **Table of Figures** at the start of the document and press the **F9** key. The table will be updated to take account of the deleted figure.

**Table of figures**

Figure 1 .....	1
Figure 3 .....	3

- Save your changes and close the document.

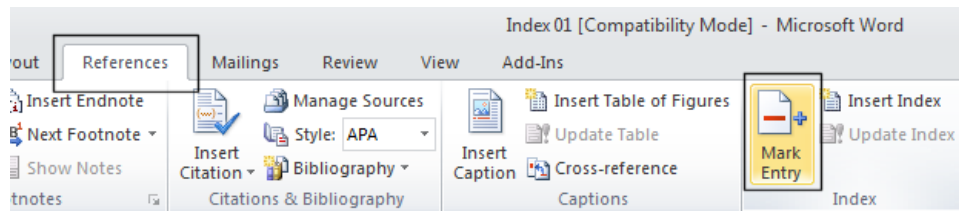
## Marking an index entry.

- Open a document called **Index 01**.
- Select the text you wish to use as an index entry, in this case select the word **McAfee** on page 1:

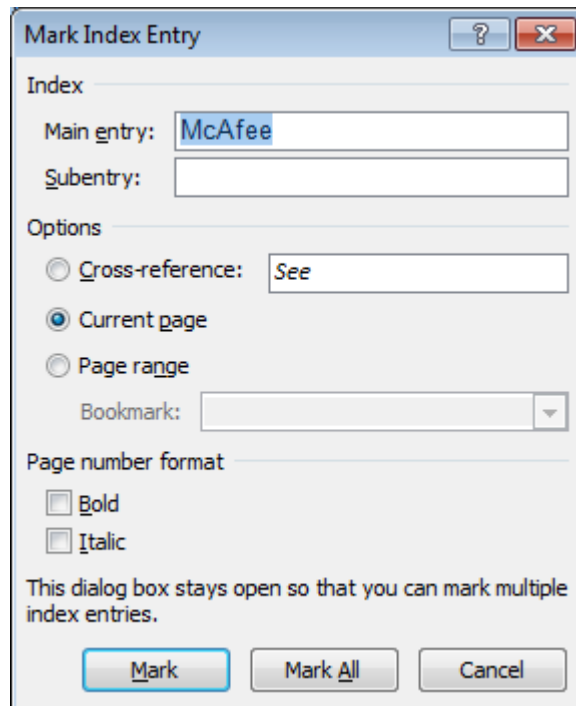
**More Information:**

McAfee Anti-virus software <http://www.mcafee.com>  
Norton Anti-virus software <http://www.symantec.com/avcenter>  
AVG anti-virus software <http://www.grisoft.com/>

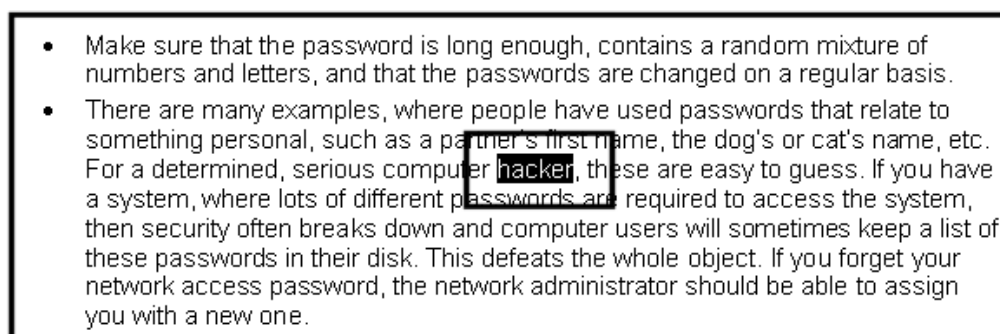
- Click on the **References** tab and within the **Index** group click on the **Mark Entry** button.



- The **Mark Index Entry** dialog box will be displayed.



- To mark the index entry, click on the **Mark** button.
- Click on the **Close** button to close the dialog box.
- Use the procedure outlined above to mark the word **hacker** as an Index entry.

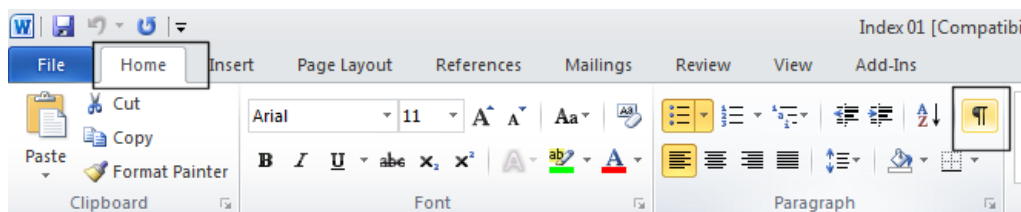


- Use the procedure outlined above to mark the word **emails** as an Index entry (as illustrated below).

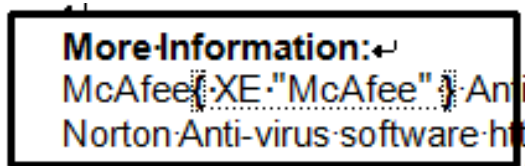
### What to do if you discover a virus on your computer

- If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.
- If you work within a larger company, you should have a company IT support group that will come and rid your computer of viruses. Be sure that you are familiar with your company's policy regarding viruses.

- Click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** button.



- You can scroll through the document and see the index codes displayed, as in the example illustrated.



- Re-click on the **Show/Hide** button to hide the index codes.
- Save your changes and close the document.

### Marking an index sub-entry.

- Open a document called **Index 02**.
- As well as inserting index entries into a Word document, you can select items and mark them as index subentries. These entries are subordinate to the normal index entries, and usually appear indented when displayed within the main index.
- Select the text **AVG** within your document.



### Computer virus infection issues

- Viruses hide on a disk and when you access the disk (either a diskette or another hard disk over a network) the virus program will start and infect your computer. The worst thing about a computer virus is that it can spread from one computer to another, either via the use of infected disks, or over a computer network. The Internet allows you to access files from all over the world and you should never connect to the Internet unless you have a virus-checking program installed on your computer. It is vital to keep your virus monitoring software up to date. Many anti-virus programs, such as Norton Anti Virus allow you to update the program so that the program can check for recently discovered viruses.

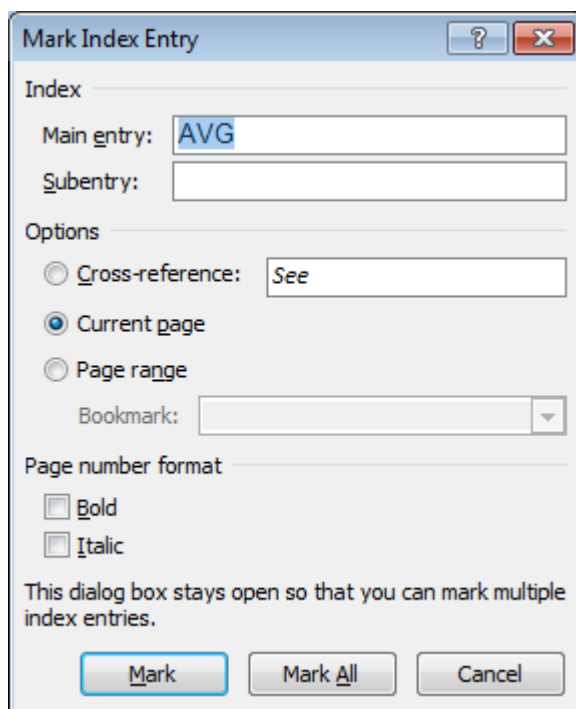
#### More Information:

McAfee Anti-virus software <http://www.mcafee.com>

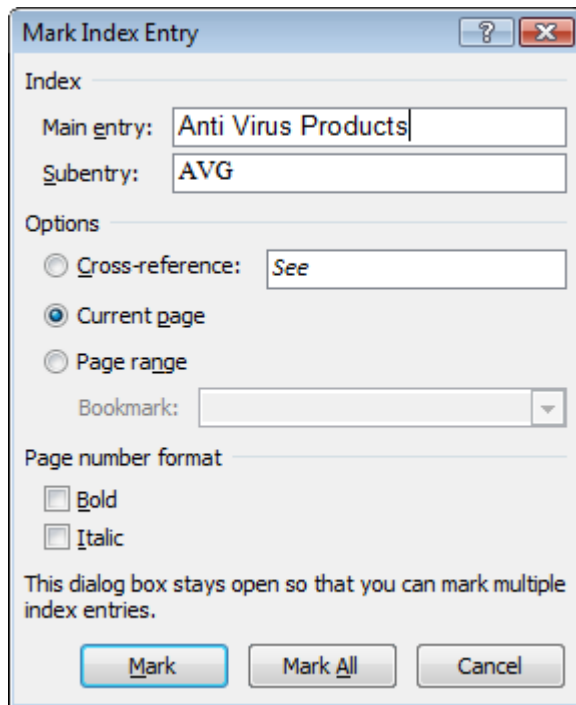
Norton Anti-virus software <http://www.symantec.com/avcenter>

AVG anti-virus software <http://www.grisoft.com/>

- Use the keyboard shortcut **Alt+Shift+X** to display the **Mark Index Entry** dialog box. The text that you select will be displayed within the **Main entry** text box.



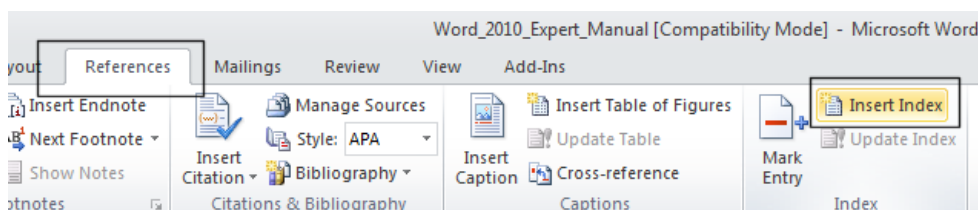
- Press **Ctrl+C** to copy the selected **Main entry** text to the Clipboard.
- Click within the **Subentry** text box.
- Press **Ctrl+V** to paste the text from the **Main entry** text box, to the **Sub-entry** text box.
- Modify the information within the **Main entry** text box to describe the fact that the sub-entry is subordinate to the main entry. I.e. in this case **AVG** is a supplier.



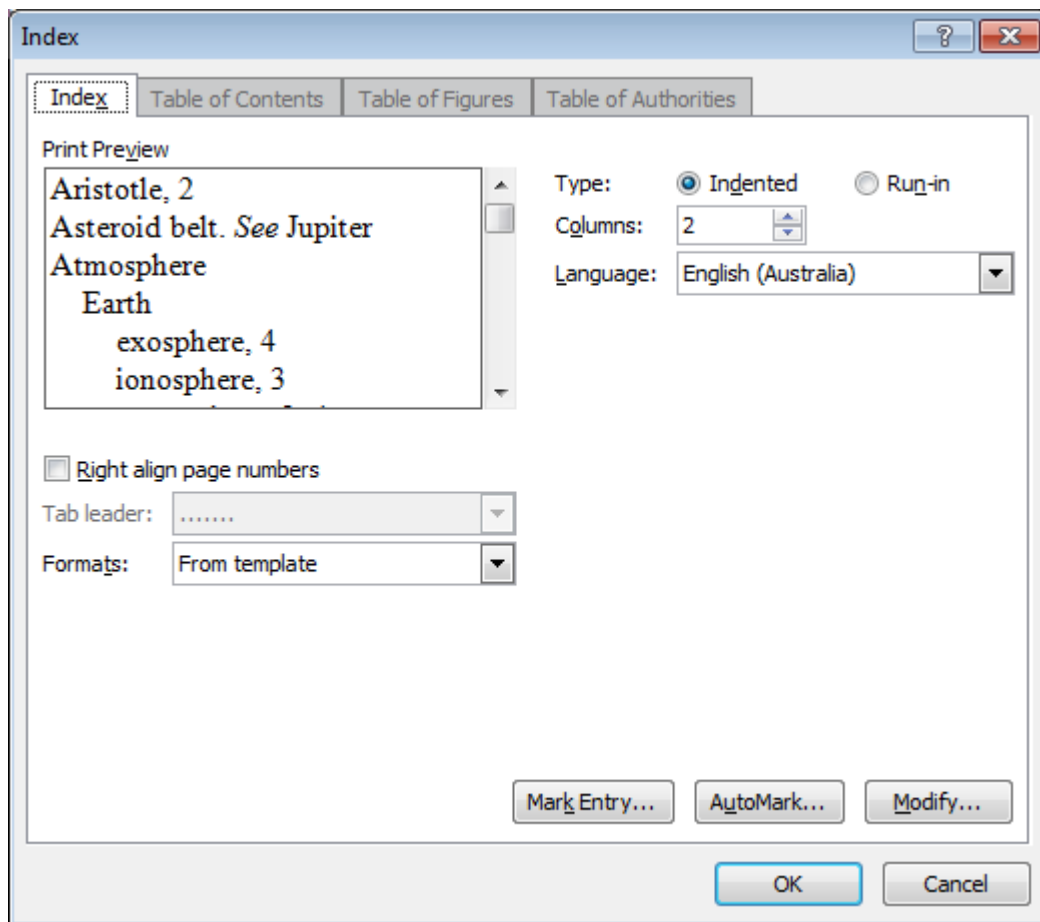
- Click on the **Mark** button.
- Click on the **Close** button to close the dialog box.
- Save your changes and close the document.

## Compiling and updating an index.

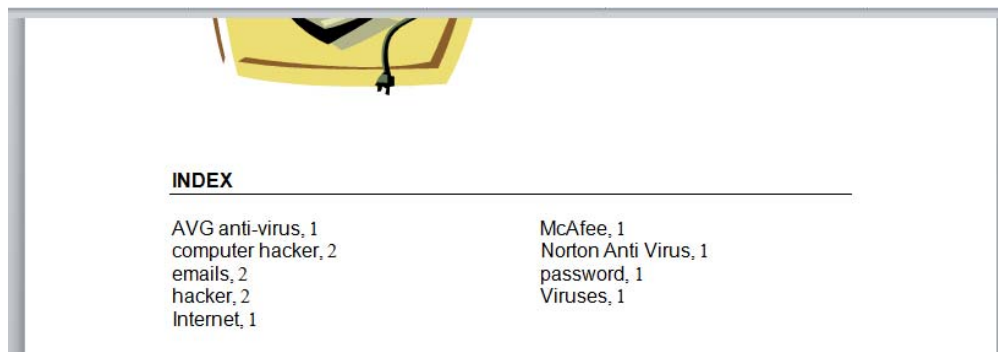
- Open a document called **Index 03**.
- This document contains marked index entries.
- Click on the last page within your document, at the location where you wish to insert your index.
- Click on the **References** tab and within the **Index** group click on the **Insert Index** button.



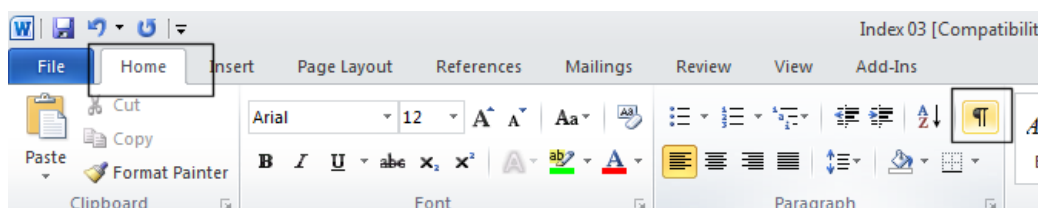
- The **Index** dialog box will be displayed.



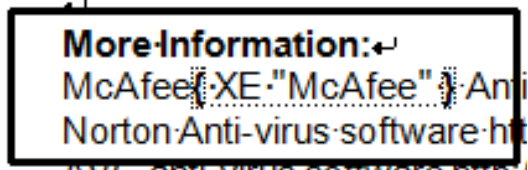
- Click on the **OK** button. You will now see the index displayed on the page.



- Click on the **Home** tab and within the **Paragraph** group click on the **Show/Hide** button.



- You can scroll through the document and see the index codes displayed, as in the example illustrated.



- If you make changes to the index marks within the document you can select the Index and update it by pressing the **F9** key. Delete one of the index marks within the document and update the index to take account of this deletion.
- Re-click on the **Show/Hide** button to hide the index codes.
- Save your changes and close the document.

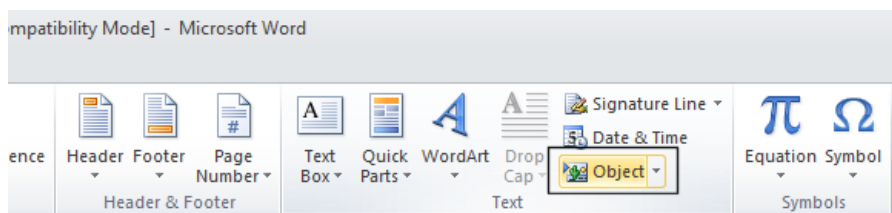
# Linking & Embedding

## What is object linking?

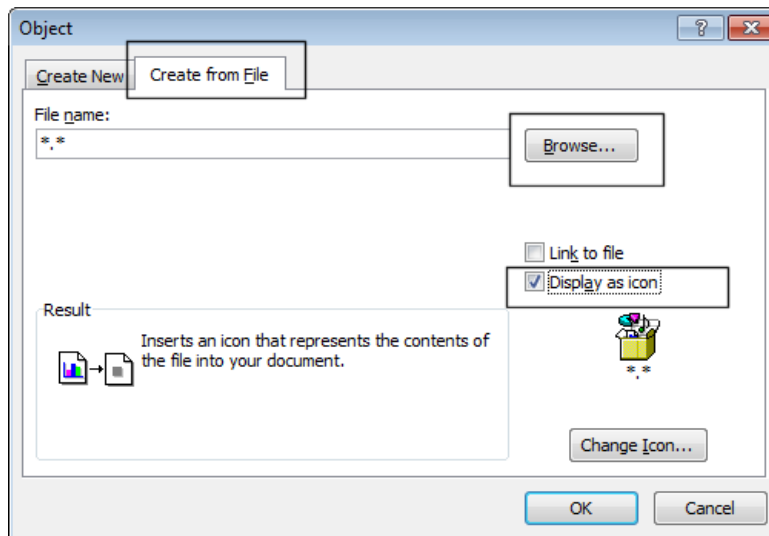
- Linking objects, as the name implies allows you to link one object to another. There are many uses for this. For instance you can link one document to another, or you could link an Excel spreadsheet to a document. The advantage is that if you make changes to the original object, then this is updated within the copy contained within the document that the object is linked to.
- This means that if one person is developing an Excel spreadsheet which is linked into a document that is being edited by a second person, then as changes are made to the original spreadsheet, these can be automatically updated within the document being edited by the second person.
- A document can have multiple objects linked to it. For instance a project coordinator may have a document to which many different members of a team have linked their work. The project coordinator can then see how the overall content of a large document is progressing at any time.
- This may all sound confusing and very hard to actually do. As we will see, in fact it is very easy to do.

## Linking data from a document as an icon.

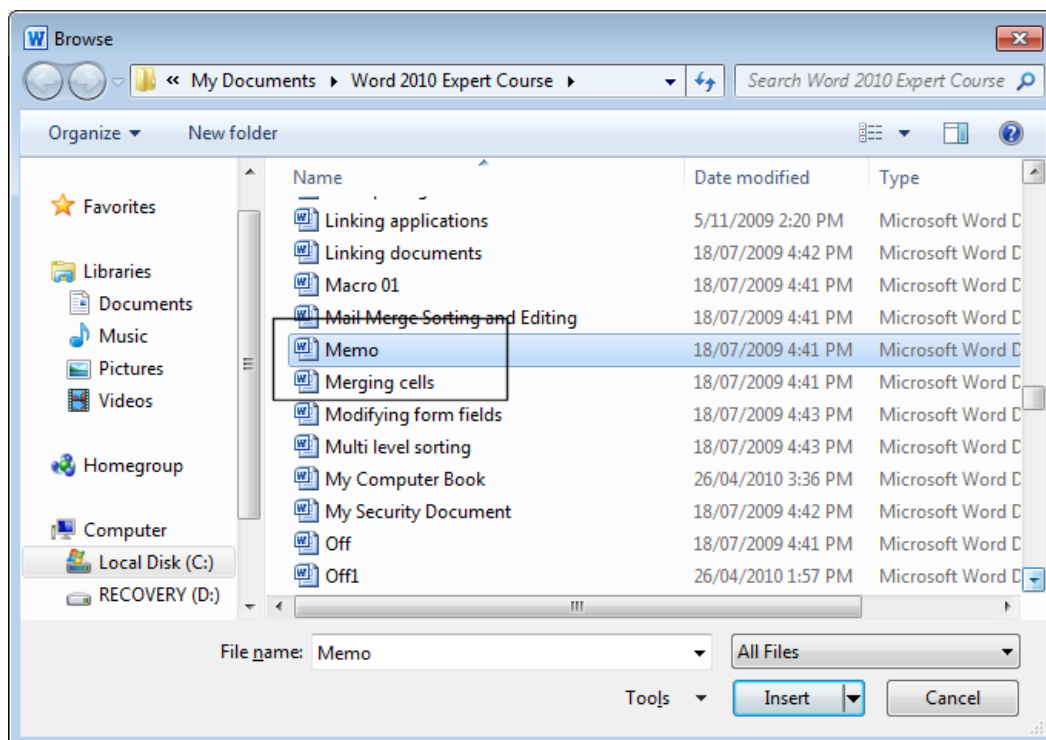
- Open a document called **Linking documents**.
- Click within the document at the position that you wish the linked icon to be displayed.
- Click on the **Insert** tab and within the **Text** group click on the **Object** button.



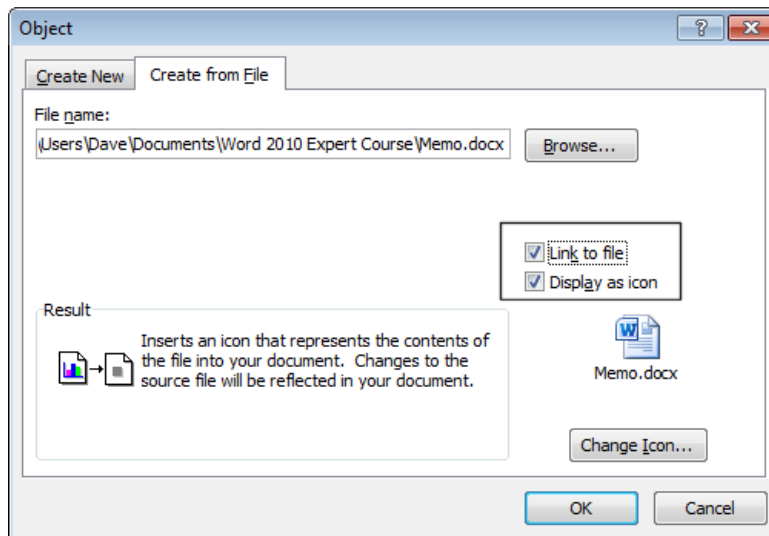
- This will display the **Object** dialog box. Click on the **Create from File** tab and then click on the **Display as icon** check box.



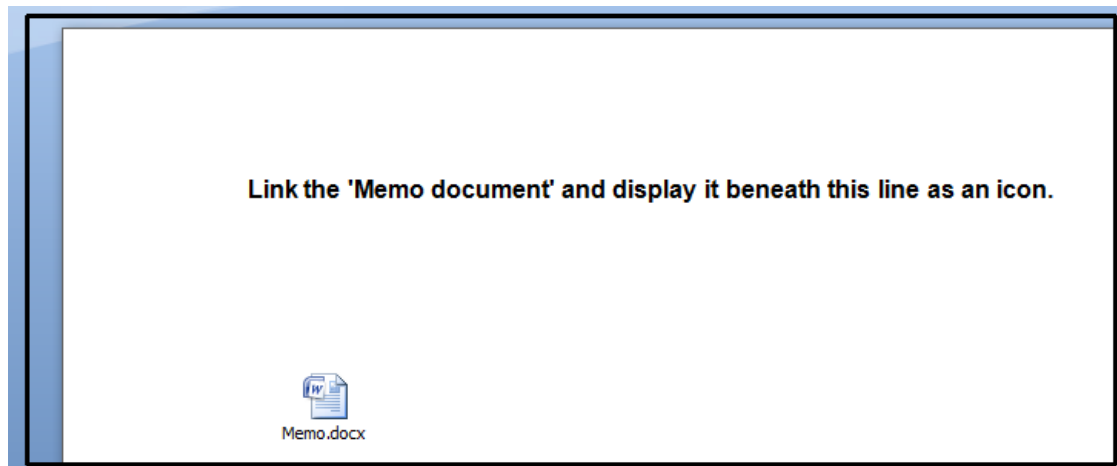
- Click on the **Browse** button. This will display the **Browse** dialog box. If necessary navigate to the **Word 2010 Expert Course** folder. Select a file called **Memo**.



- Click on the **Insert** button.
- Click on the **Link to file** check box.
- The **Object** dialog box will now like this.



- Click on the **OK** button and you will see the linked file icon displayed within your document.

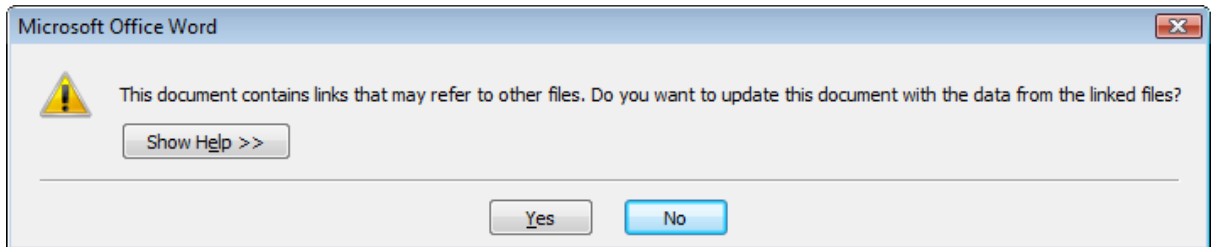


- Save your changes.
- Double click on the icon and the linked document will be displayed within Word.
- Close all open documents.

### Updating a linked document.

- Open the document that is linked to a second document, in this case open a document called **Memo**.
- Press **Ctrl+A** to select all the text within the document.
- Click on the **Home** tab and then click on the **Font Color** button and apply a **Blue** colour to the text.
- Click on the **Bold** button and apply a **Bold** formatting to the text.
- Click on the **Font Size** control and apply a larger font size to the text.
- Click on the **Font** button and apply a different font type to the text.

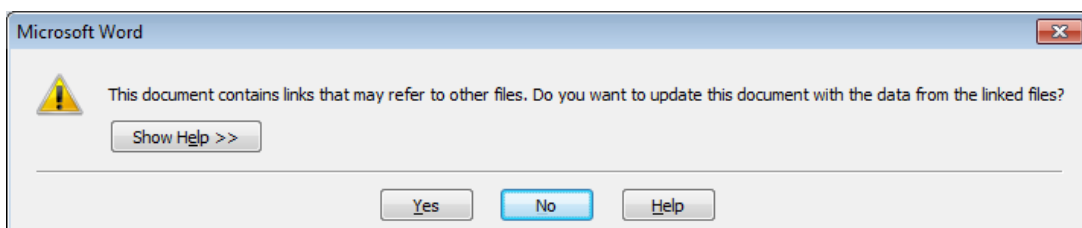
- Save your changes and close the document.
- Re-open a document called **Linking documents**. If you see the following dialog box displayed, click on the **Yes** button.



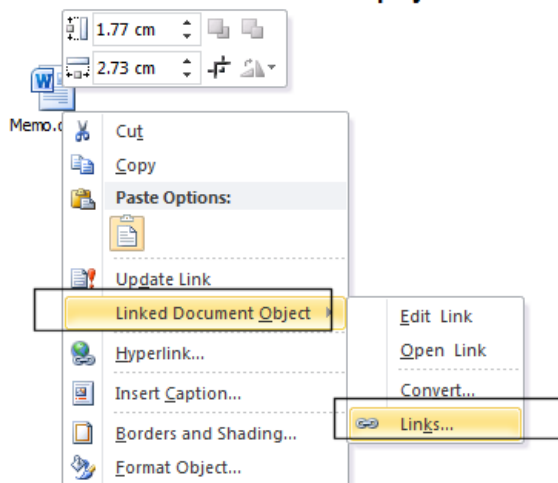
- Double click on the linked document icon and you will see the memo displayed, along with all the changes that you made.
- Close all open documents, saving any changes if prompted.

### Breaking the link to a document.

- Re-open the document called **Linking documents**.
- If you see the following dialog box, click on the **Yes** button.

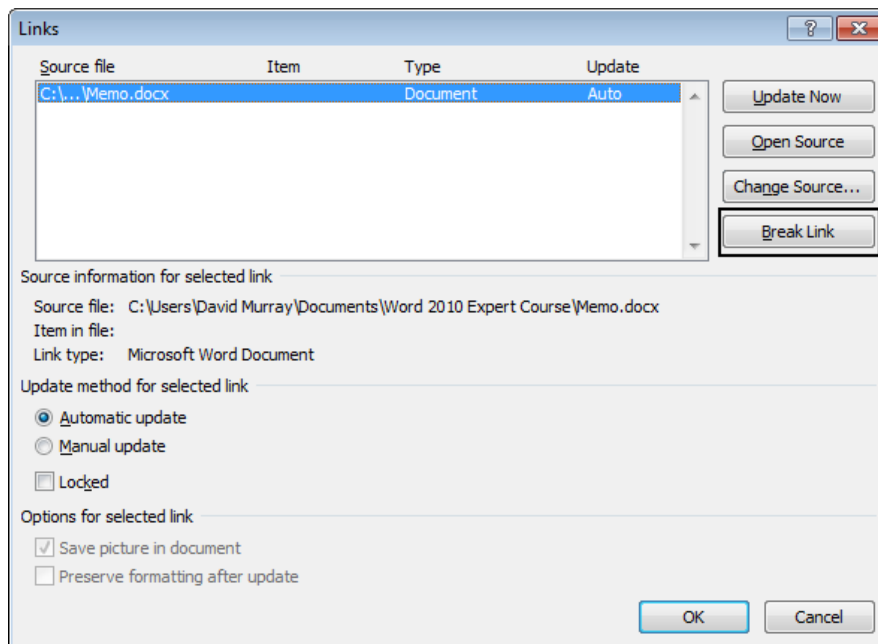


- Right click on the linked document icon and from the pop-up menu displayed, select the **Linked Documents Object** command. From the sub-menu displayed select the **Links** command.

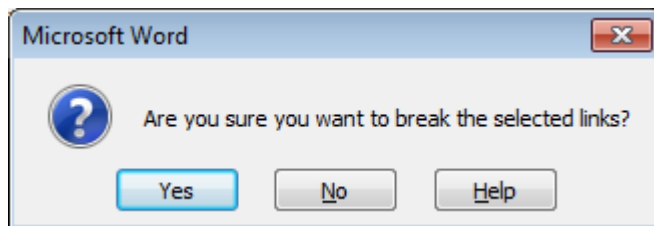




- This will display the **Links** dialog box.



- Click on the **Break Link** command. You will see a warning dialog box.



- Click on the **Yes** button and the link will be broken.
- Try double clicking on the icon and you will see that Word now treats the icon as a picture, not an active link to another document.
- Close the document and save your changes.

## Linking and displaying the linked object as an icon.

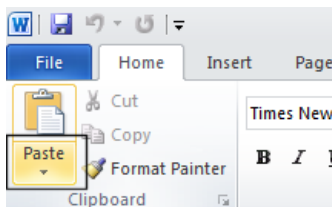
- Open Excel and open a workbook called **Regional Sales**.

**NOTE:** Remember that your sample files are stored in a folder called **Word 2010 Expert Course** (under the **Documents** folder).

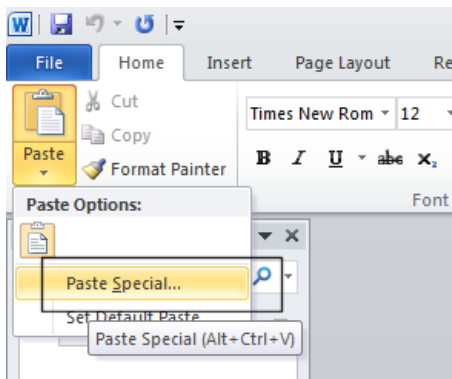
- Select the data in the cell range **C5:F10**. To do this click on cell **C5**. Press the **Shift** key and keep it pressed. Click on the cell **F10**. Release the **Shift** key. The selected data will be highlighted as illustrated.

	A	B	C	D	E	F	G
1							
2							
3							
4							
5			Sales Region	Sales 2009	Sales 2008	Sales 2007	
6			North	12,654	23,216	23,128	
7			South	21,654	29,854	17,345	
8			East	32,333	21,264	23,765	
9			West	12,765	12,097	22,538	
10			TOTALS	79,406	86,431	86,776	
11							

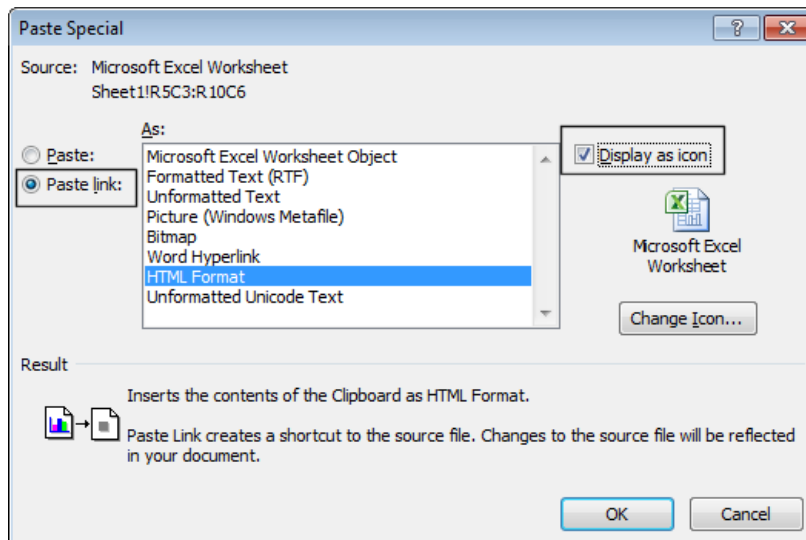
- Press **Ctrl+C** to copy the selected data to the Clipboard.
- Open a Word document called **Linking applications**.
- Click within the Word document at the location you wish to insert the linked data.
- Click on the **Home** tab. Within the **Clipboard** group, click on the **down arrow** under the **Paste** button.



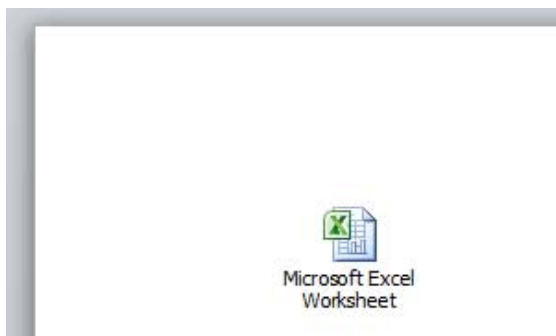
- From the drop down list displayed, select the **Paste Special** command.



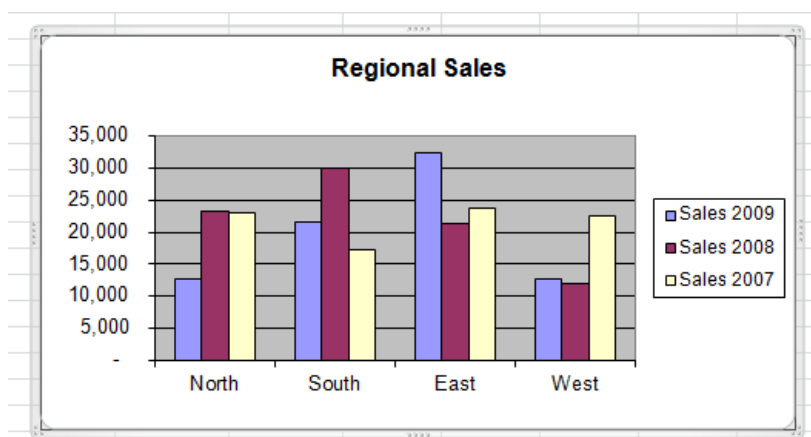
- This will display the **Paste Special** dialog box



- Click on the **Paste link** button.
- Click on the **Display as icon** check box.
- Click on the **OK** button and the data will be displayed as illustrated.

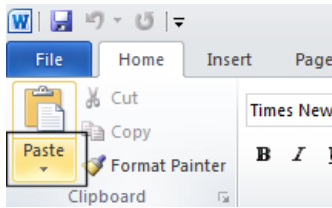


- You can also link graphical objects. Switch back to the Excel workbook. Click once on the chart to select it. The selected chart will look like this.

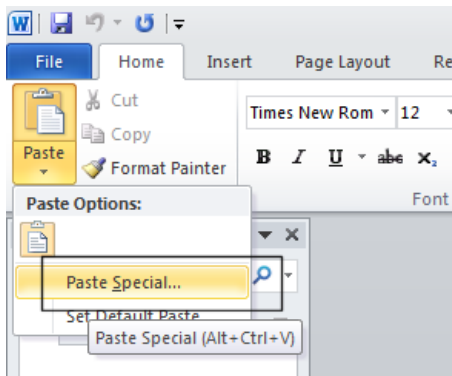


- Press **Ctrl+C** to copy the chart into the Clipboard.
- Switch back to your Word document called **Linking applications**. Click within the Word document at the location you wish to insert the linked chart.

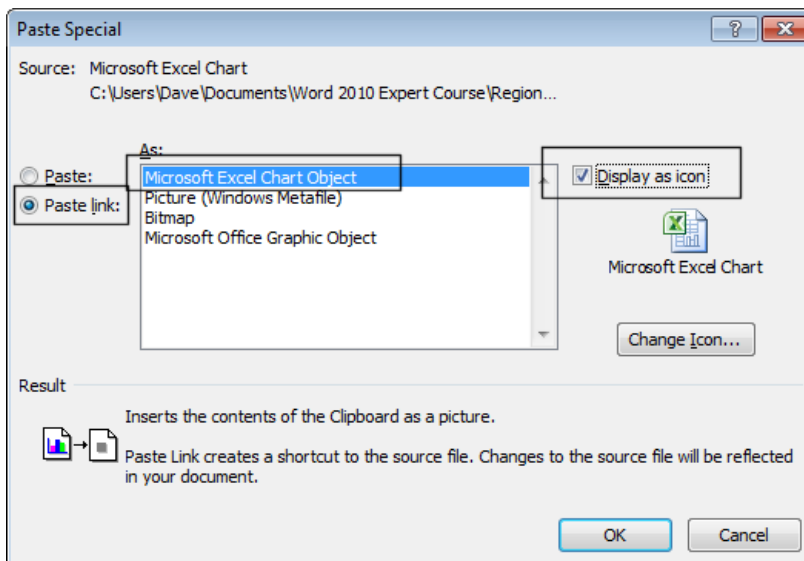
- Click on the **Home** tab. Within the **Clipboard** group, click on the **down arrow** under the **Paste** button.



- From the drop down list displayed, select the **Paste Special** command.



- This will display the **Paste Special** dialog box



- Within the **As** section of the dialog box, select **Microsoft Excel Chart Object**.
- Click on the **Paste Link** button.
- Click on the **Display as icon** check box.
- Click on the **OK** button to insert the chart as an icon, as illustrated.



- Try double clicking on the data or chart icon and you will find that in either case the original data, is displayed within Excel. Remember that when you link data or objects you are displaying a linked copy of the original. If you want to change the data, then you need to make those changes in the original application.
- Save your changes and close the document.
- Close the Excel program and save your changes.

### Linking and displaying the actual linked data.

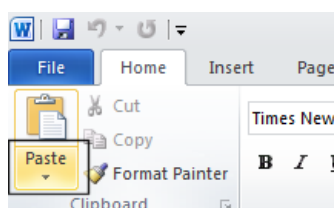
- Open Excel and open an Excel workbook called **Sales by Region**.

**NOTE:** Remember that your sample files are stored in a folder called **Word 2010 Expert Course** (under the **Documents** folder).

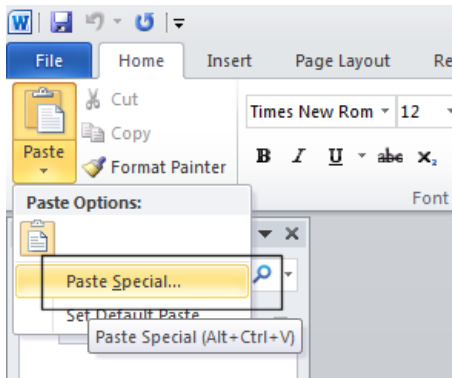
- Select the sales data, as illustrated.

	A	B	C	D	E	F
1						
2						
3						
4						
5			Sales Region	2009	2008	2007
6			North	12,654	23,216	23,128
7			South	21,654	29,854	17,345
8			East	32,333	21,264	23,765
9			West	12,765	12,097	22,538
10			<b>TOTALS</b>	<b>81,415</b>	<b>88,439</b>	<b>88,783</b>
11						

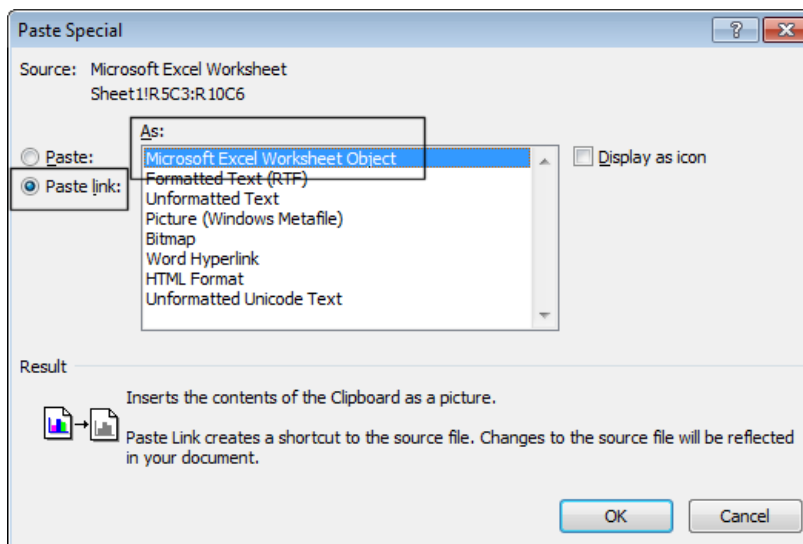
- Copy the selected data to the Clipboard, by pressing the **Ctrl+C** keyboard shortcut.
- Open a document called **Application linking**.
- Click within the document at the location that you wish to paste the linked data.
- Click on the **Home** tab. Within the **Clipboard** group, click on the **down arrow** under the **Paste** button.



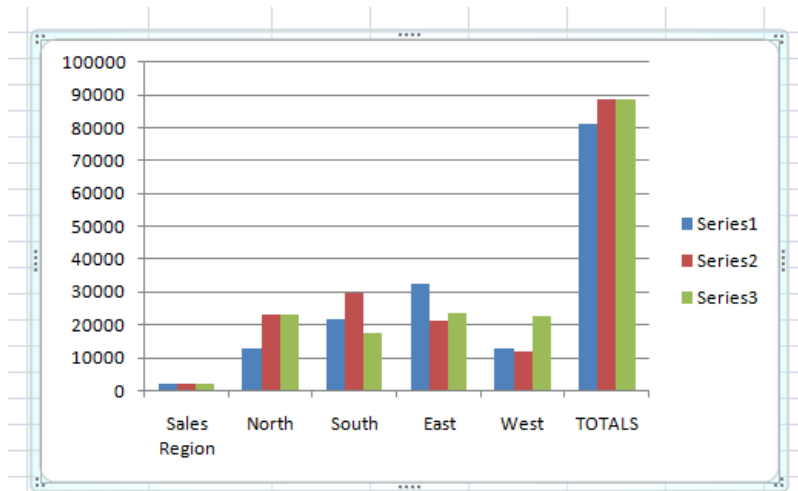
- From the drop down list displayed, select the **Paste Special** command.



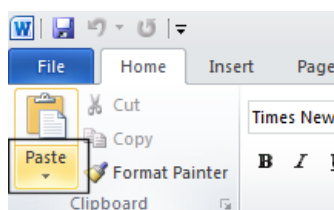
- This will display the **Paste Special** dialog box



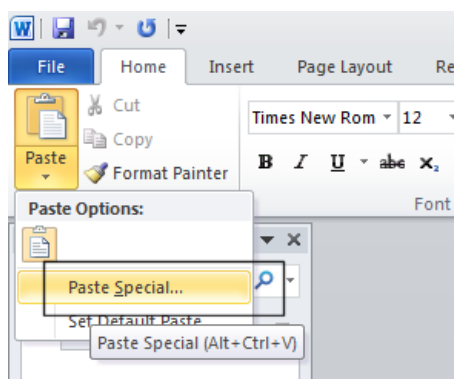
- Within the **As** section of the dialog box select **Microsoft Excel Worksheet Object**.
- Click on the **Paste link** button.
- Click on the **OK** button to paste the data into the document. This data is now linked to the original data. Any changes made to the original data within Excel will be shown in the version of the data displayed within the Word document.
- Switch back to the Excel workbook. Select the entire chart, by clicking once on the chart border. The selected chart will look like this.



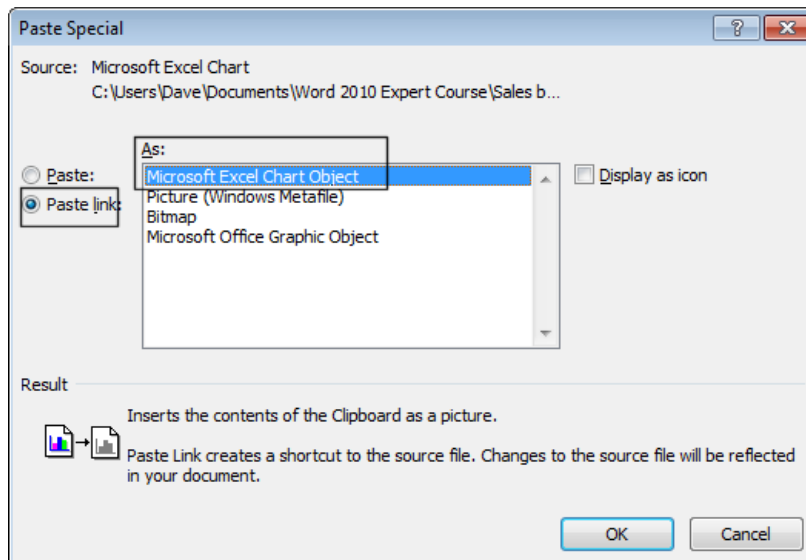
- Copy the selected chart to the Clipboard, by pressing the **Ctrl+C** keyboard shortcut.
- Click within the Word document at the location that you wish to paste the linked chart.
- Click on the **Home** tab. Within the **Clipboard** group, click on the **down arrow** under the **Paste** button.



- From the drop down list displayed, select the **Paste Special** command.



- This will display the **Paste Special** dialog box
- Within the **As** section of the dialog box, select **Microsoft Excel Chart Object**.
- Select the **Paste link** button.



- Click on the **OK** button to paste the chart into the document. The chart within the Word document is now linked with the original chart contained within the Excel workbook. Any changes made to the chart within Excel will be displayed within the chart within the Word document.
- Save your changes and close the document.
- Close the Excel program.

### Updating or breaking an application link.

- Open Excel and open an Excel workbook called **Sales by Region**.
- Re-open the document called **Application linking**. Look at the data within the document. The sales value for the **North** region in **2009** is **12654**.
- Switch back to the workbook within Excel. Click on cell **D6**.

D6		12654				
	A	B	C	D	E	F
1						
2						
3						
4						
5			Sales Region	2009	2008	2007
6			North	12,654	23,216	23,128
7			South	21,654	29,854	17,345
8			East	32,333	21,264	23,765
9			West	12,765	12,097	22,538
10			TOTALS	81,415	88,439	88,783

- Change the value in cell **D6** to **40,000**.

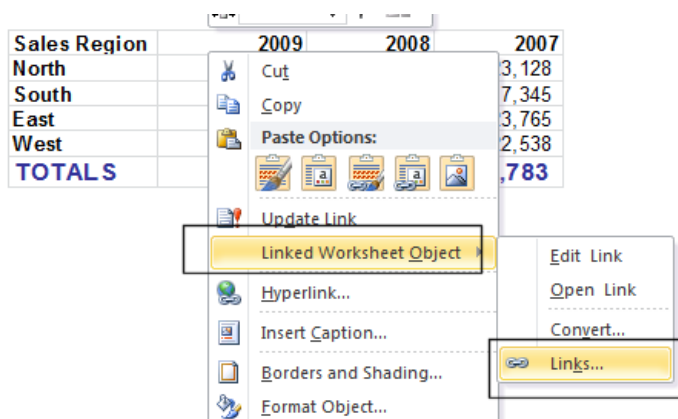


	D6		40000			
	A	B	C	D	E	F
1						
2						
3						
4						
5			Sales Region	2009	2008	2007
6			North	40,000	23,216	23,128
7			South	21,654	29,854	17,345
8			East	32,333	21,264	23,765
9			West	12,765	12,097	22,538
10			TOTALS	108,761	88,439	88,783
11						

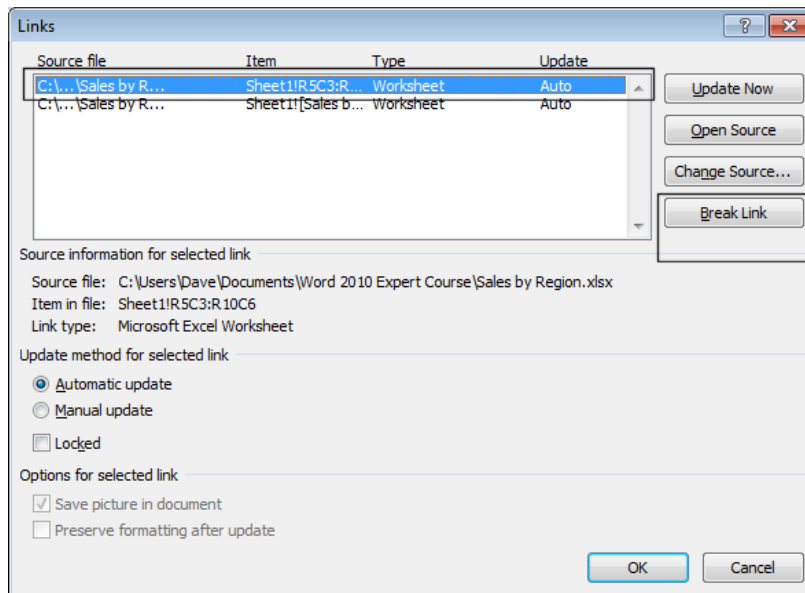
- Switch back to your Word document and look at the data. The data should have automatically updated.

**NOTE:** If the data did not automatically update, then either you did not link it correctly to the data within Excel, or you may have to select the data and then press the **F9 Update** key.

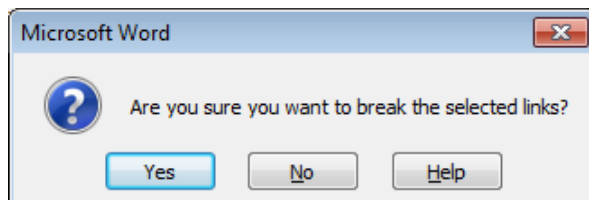
- The chart should also have updated automatically.
- Even though you linked the data and chart within Word to the original data and chart within Excel, you can if you wish break the link. If you break the link, then changes made to the original data within Excel will no longer be automatically updated within the Word document.
- To break the link for the data within the Word document, right click over the data and from the pop-up menu displayed, select the **Linked Worksheet Object** command.
- From the sub-menu displayed select the **Links** command.



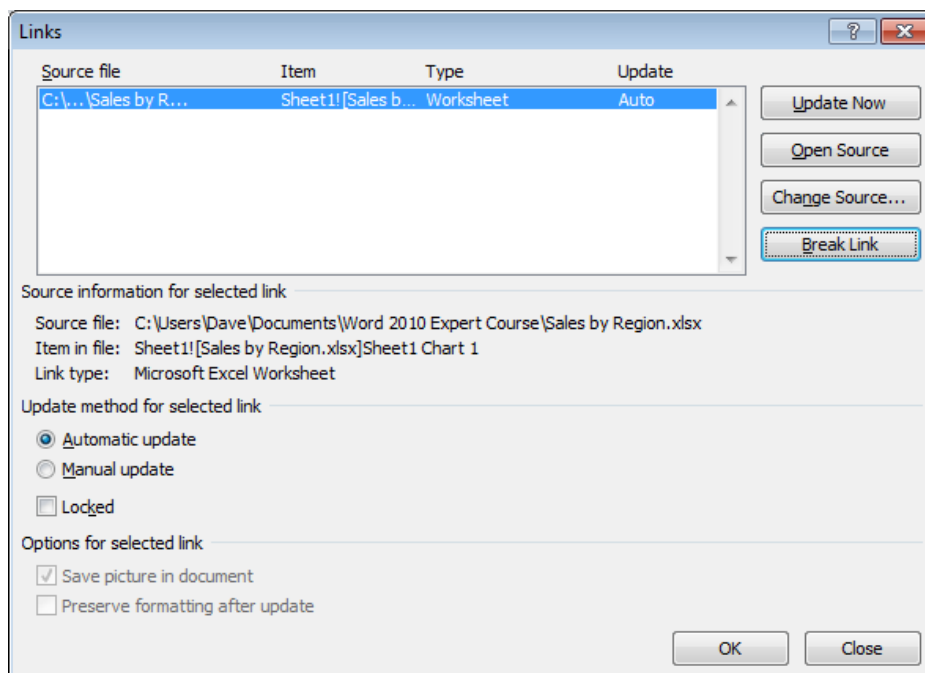
- This will display the **Links** dialog box. Select the first link, and then click on the **Break Link** button.



- You will see a warning dialog box displayed.

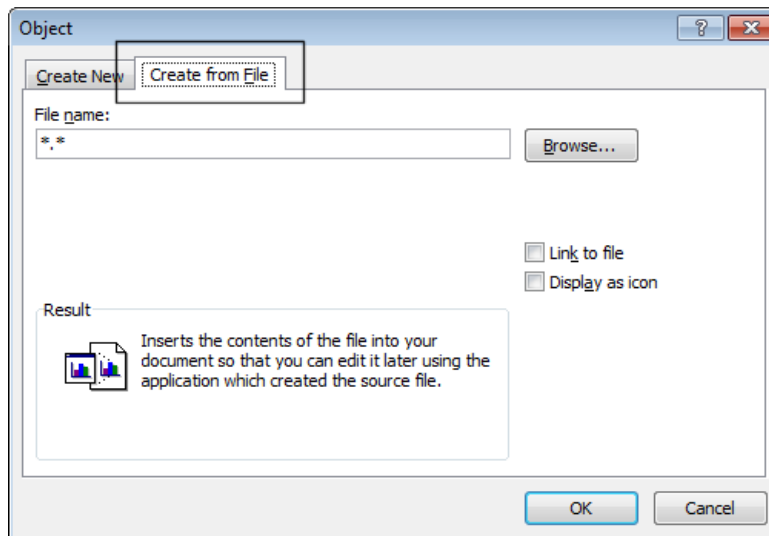


- When you click on the **Yes** button the link will be broken and you will now only have the one link left.

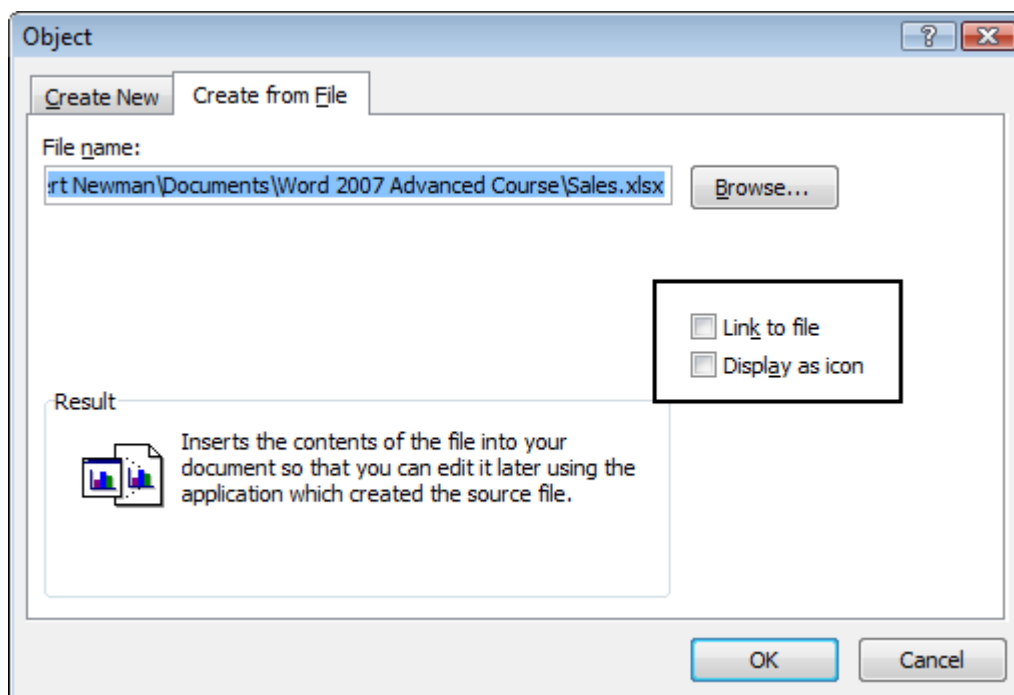


- Use the same technique to also break this second link.





- Click on the **Browse** button. Locate an Excel file called **Sales** contained within the **Word 2010 Expert Course** folder.
- Click on the **Insert** button.
- Make sure that the **Link to file** check box is **not** ticked.
- Make sure that the **Display as icon** check box is **not** ticked.



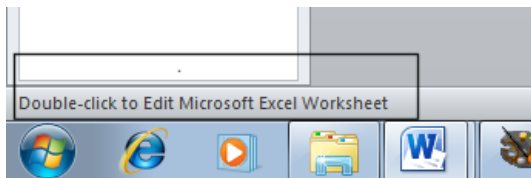
- Click on the **OK** button and you will see the data from the Excel workbook is displayed within the document.

Sales Region	2009	2008	2007
North	12,654	23,216	23,128
South	21,654	29,854	17,345
East	32,333	21,264	23,765
West	12,765	12,097	22,538
<b>TOTALS</b>	<b>81,415</b>	<b>88,439</b>	<b>88,783</b>

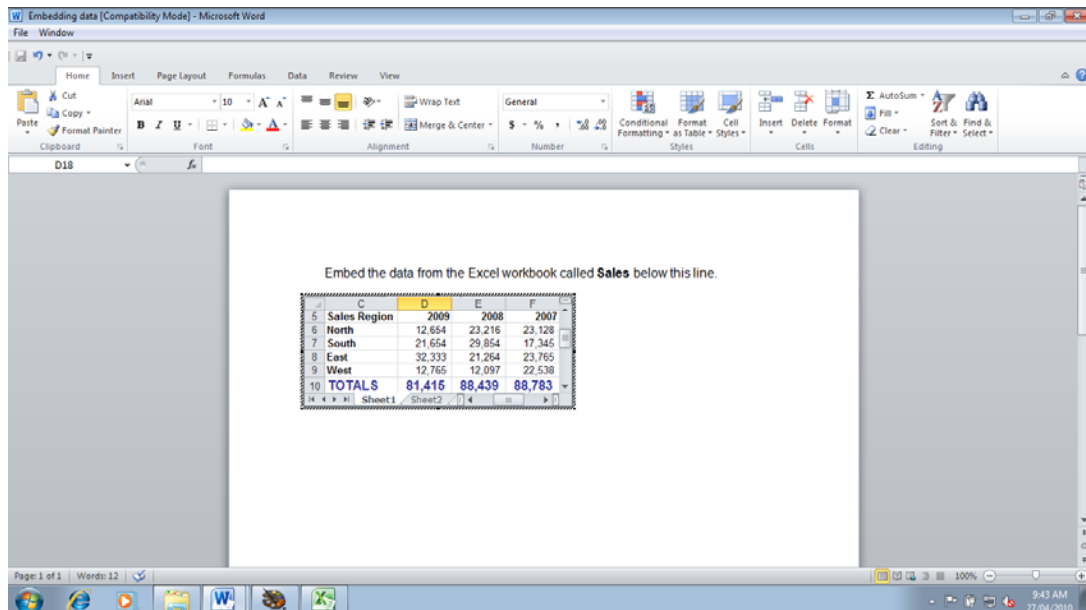
- Save your changes and close the document.

### Editing embedded data.

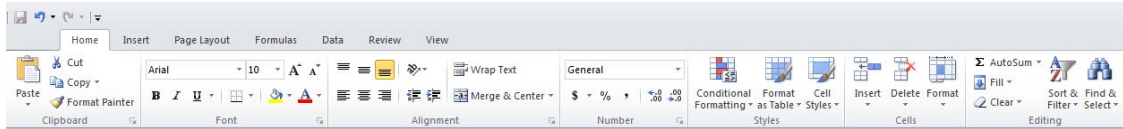
- Re-open a document called **Embedding data**.
- Click once on the embedded Excel data. If you look carefully at the bottom-left of the screen you will see the following information displayed.



- Double click on the embedded data. After a short delay you will see the following.



- If you look carefully at the Word ribbon, you will see that the normal Word ribbon has been replaced by the Excel ribbon. This allows you to use the power of Excel, within the Word document.



- Change a few of the sales values. Apply some basic formatting to the data, such as changing the font colour or text alignment. Use the necessary ribbon button to apply this formatting.
- Click outside the embedded data and you will see the data has changed within the Word document.
- Save your changes and close the Word document.
- Start the Excel program. Open the **Sales** workbook within Excel. You will see that the changes that you applied to the copy of the data within the Word document have not been applied to the original Excel data.
- This illustrates the difference between linking and embedding.

When you link objects the original object is edited and the change is reflected within the Word document that the object linked to.

When you embed data, you embed an unlinked copy of the data.

- Close the Excel program.
- Save your changes and close the document.

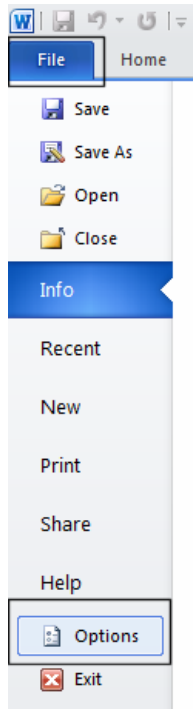
### Deleting embedded data.

- Re-open a document called **Embedding data**.
- Click once on the embedded data to select it.
- Press the **Delete** key to delete the embedded data.
- Close the document without saving your changes.

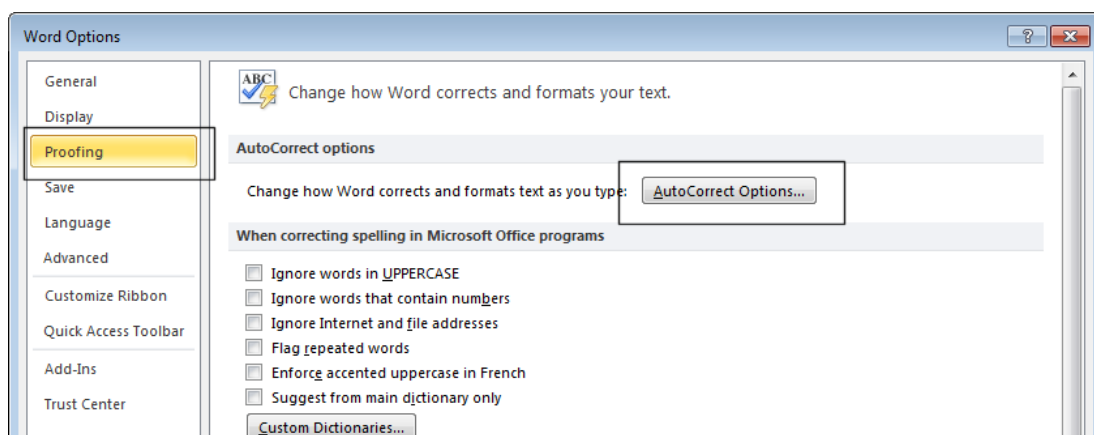
# Hyperlinks

## Inserting hyperlinks.

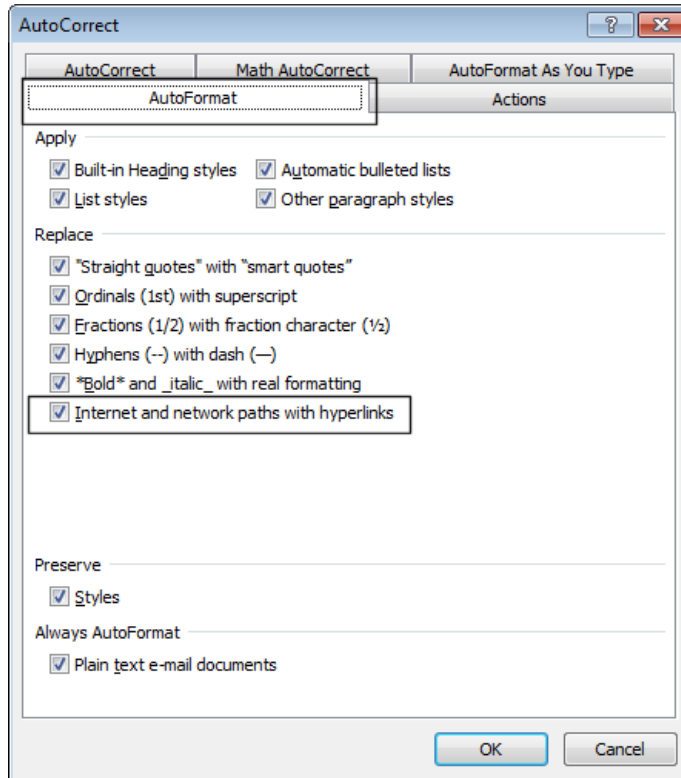
- Open a document called **Hyperlinks 01**.
- Click on the **File** tab and within the menu displayed click on the **Options** button.



- This will display the **Word Options** dialog box. Click on the **Proofing** button displayed down the left side of the dialog box and then click on the **AutoCorrect Options** button.



- This will display the **AutoCorrect** dialog box. Click on the **AutoFormat** tab and make sure that within the **Replace** section of the dialog box, the **Internet and network paths with hyperlinks** check box is ticked.



- Click on the **OK** button and close any open dialog boxes.
- Within the document type in the following text:

**Check out the web site at: <http://www.microsoft.com>**

- As soon as you press the **Spacebar** or press **Enter** after typing in this line of text, the web address will automatically format to display a hyperlink. The hyperlink will be underlined and displayed with a blue font.

**Check out the web site is at: <http://www.microsoft.com>**

- Move the mouse pointer over the hyperlink and you will see the following, indicating that the address is now formatted as a hyperlink.



- If you are connected to the Internet, try clicking on this hyperlink (with the **Ctrl** key pressed) and you should see that your web browser program opens automatically displaying the home page of the Microsoft web site. Close the



Web browser program and return to the Word document.

- Sometimes you may want to display a web site address or email address within a document that is not automatically formatted as a hyperlink. You could remove the option from the AutoCorrect dialog box, or a better way is to type the address and as soon as the automatic formatting takes place, press the **Backspace** button. Try this now. Insert a few empty lines within your document and type in the following:

**Check out the web site at: <http://www.ibm.com>**

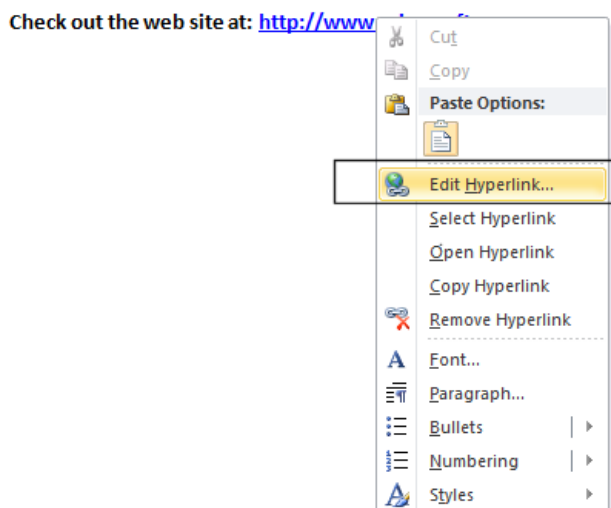
- As soon as you press the **Spacebar** or the **Enter** key the address will automatically format, as illustrated.

Check out the web site is at: <http://www.ibm.com>

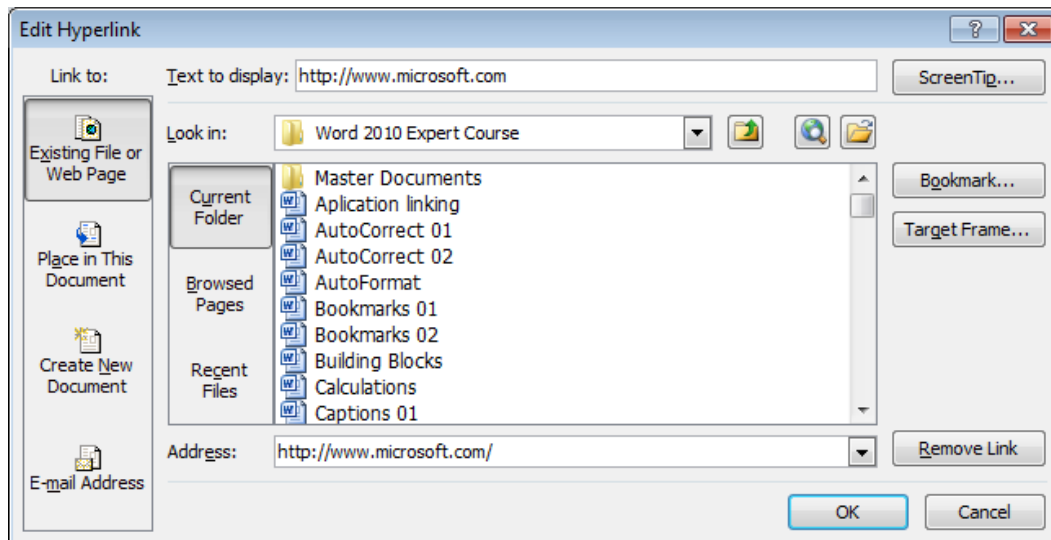
- Press the **Backspace** key to remove the automatic formatting.
- Save your changes and close the document.

## Editing a hyperlink.

- Open a document called **Hyperlinks 02**.
- Right click over the **Microsoft** hyperlink and you will see a pop-up menu displayed. Select the **Edit Hyperlink** command.



- This will display the **Edit Hyperlink** dialog box.



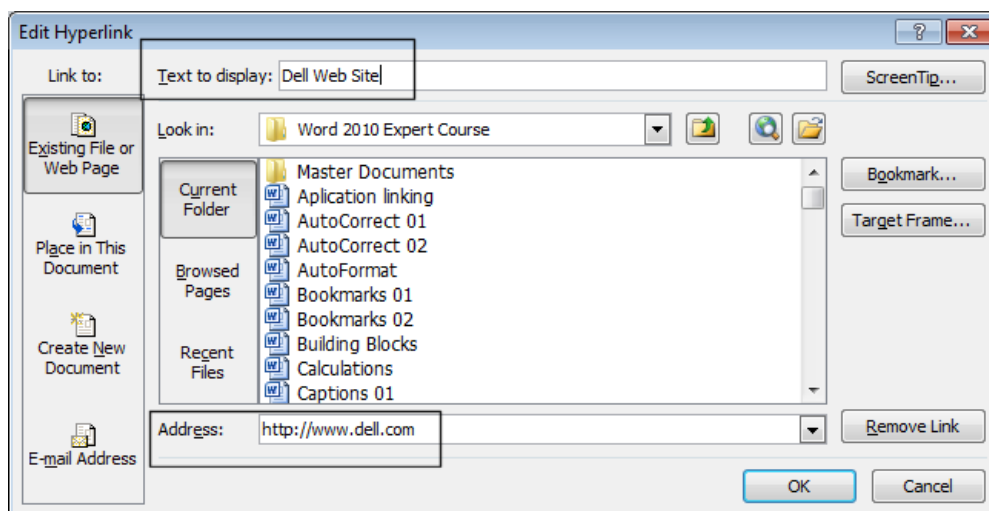
- Click within the **Text to display** section on the dialog box and enter the following:

### Dell Web Site

- Click within the **Address** section on the dialog box and enter the following:

**http://www.dell.com**

- The dialog box will now look like this.



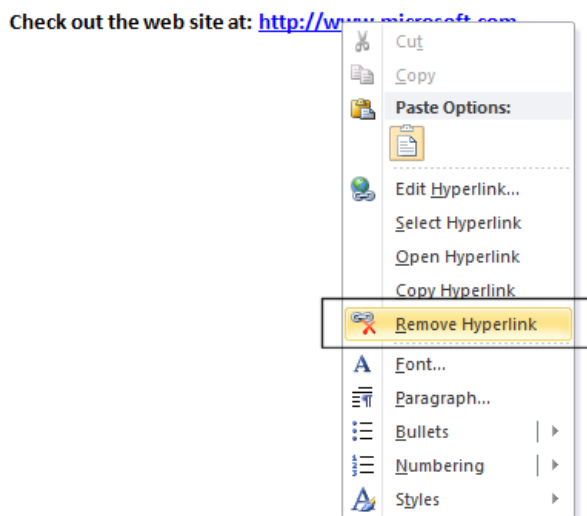
- Click on the **OK** button and you will see the following.

Check out the web site is at: [Dell Web Site](http://www.dell.com)

- While pressing the **Ctrl** key, click on the hyperlink to display the **Dell** web site within your web browser. Close the web browser and return to the Word document.
- Save your changes and close the document.

## Removing a hyperlink.

- Open a document called **Hyperlinks 03**.
- Right click over the **Microsoft** hyperlink displayed within the page and from the pop-up menu displayed select the **Remove Hyperlink** command.

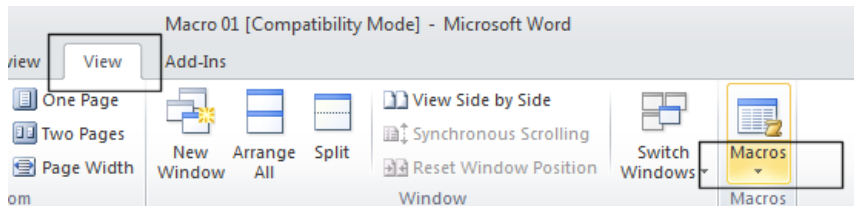


- The address is no longer formatted as a hyperlink.
- Save your changes and close the document.

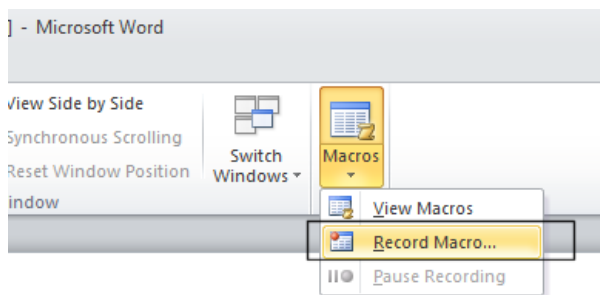
# Macros

## Macro to change page set-up.

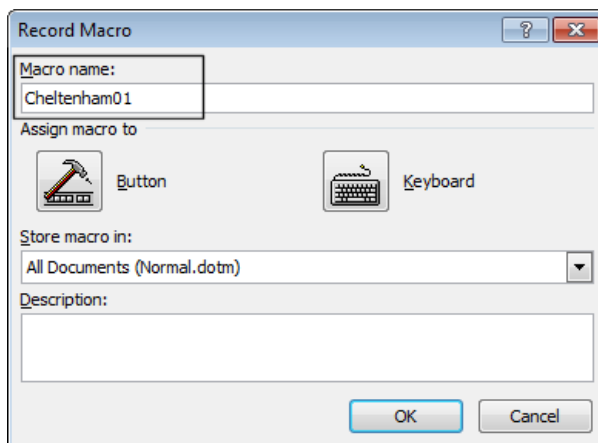
- Open a document called **Macro 01**.
- Click on the **View** tab and within the **Macros** group click on the **DOWN ARROW** in the lower part of the **Macros** button.



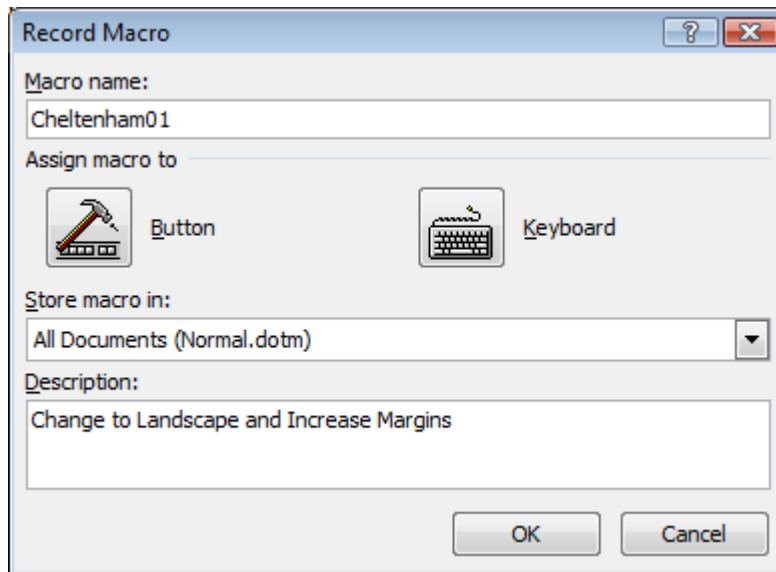
- From the drop-down menu displayed click on **Record Macro**.



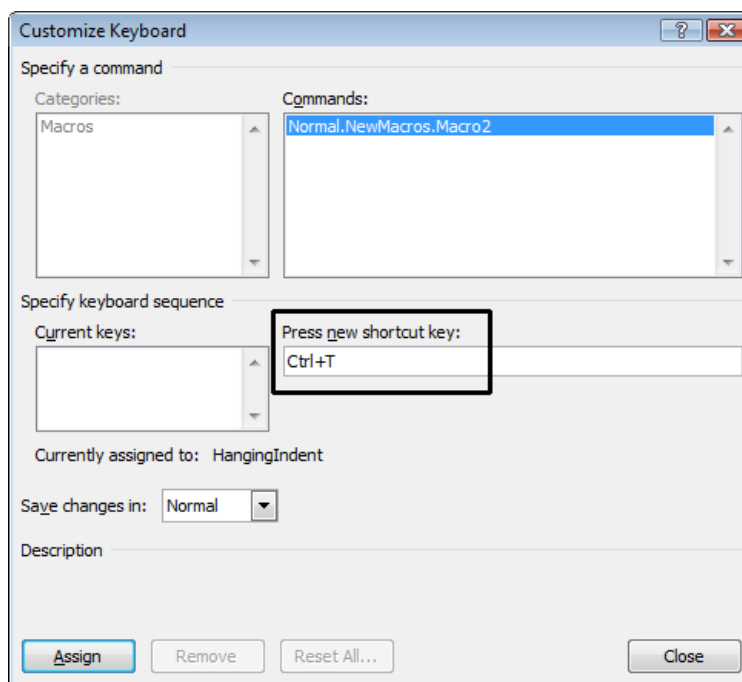
- The **Record Macro** dialog box is displayed.



- In the **Macro name** text box type a name for the macro, in this case enter the word **Cheltenham01**.
- In the **Description** text box, type a description of the macro. This will help to explain what the function of the macro is. In this case enter the text **Change to Landscape and Increase Margins**.



- From the **Assign macro to** section, click on the **Keyboard** button and the **Customize Keyboard** dialog box will be displayed, as illustrated.



- In this case we have entered a keyboard shortcut of **Ctrl+T**.

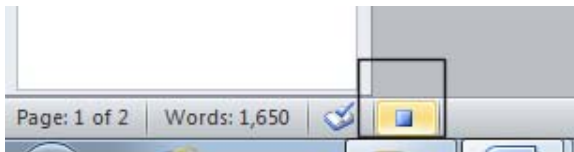
**NOTE:** You need to actually press the **Ctrl+T** keys. You will not be able to type this into the dialog box.

- You will note that the dialog box is warning you that currently this key combination is assigned to another action. If we wish to ignore this warning we can click on the **Assign** button and the macro that we are about to record will then be assigned to the keyboard shortcut.

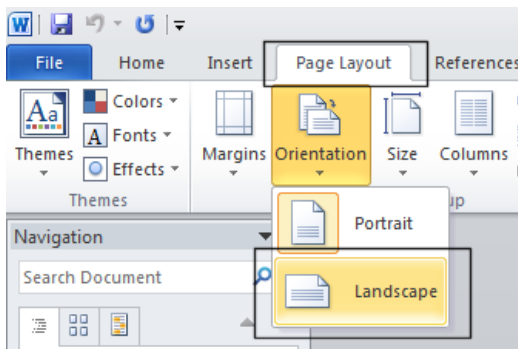
**BE VERY CAREFUL** of using keyboard shortcuts for macros that are commonly used as standard Word keyboard shortcuts, i.e. **NEVER** use **Ctrl+C (Copy)**, **Ctrl+X (Cut)** or **Ctrl+V (Paste)** keys.

- Click on the **Assign** button.
- To start recording the macro, select **Close**. The mouse cursor will change to a small recording icon.

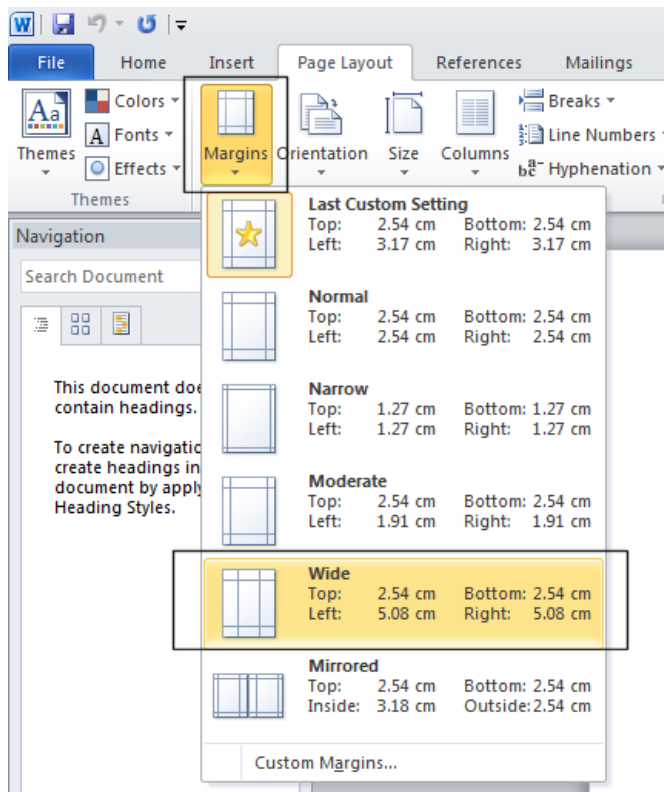
**TIP:** If you look in the status bar at the bottom of the screen you will see a control is now displayed which will allow you to stop recording once you have finished recording your macro.



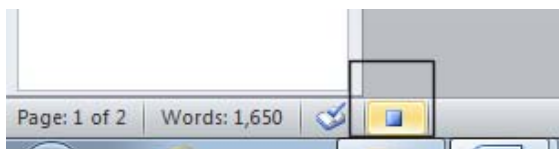
- Now we need to perform the tasks that you want recorded by the macro.
- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Orientation** button. From the drop-down list displayed select **Landscape**.



- Click on the **Page Layout** tab and within the **Page Setup** group click on the **Margins** button. From the drop-down list displayed select **Wide**.

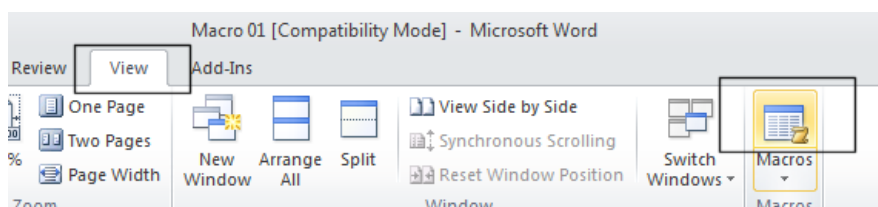


- Click on the **Stop** button displayed within the Status Bar at the bottom of the screen.

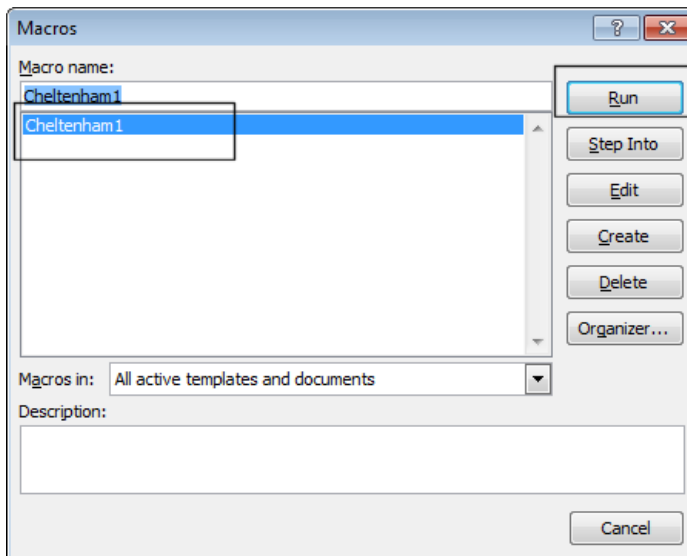


- The macro has now been recorded and stored. Click on the **Undo** button twice to reverse the changes you made whilst recording the macro. To run the macro, press the keyboard shortcut that you assigned to the macro, in this case **Ctrl+T**. The page set-up will now change to landscape orientation and the margins will increase.

**NOTE:** Another way to run a macro is to click on the **View** tab and within the **Macros** group click on **top part** of the **Macros** button.



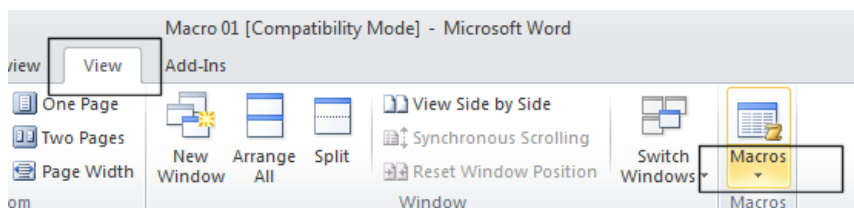
The **Macros** dialog box is displayed. Select the macro that you want to run and then click on the **Run** button.



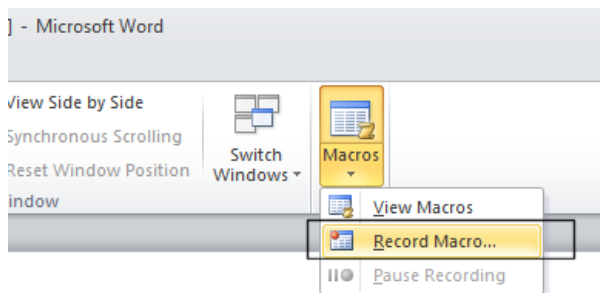
- Save your changes and close the document.

### Macro to insert a table with a repeating heading row.

- Create a new document.
- Click on the **View** tab and within the **Macros** group click on the **DOWN ARROW** in the lower part of the **Macros** button.

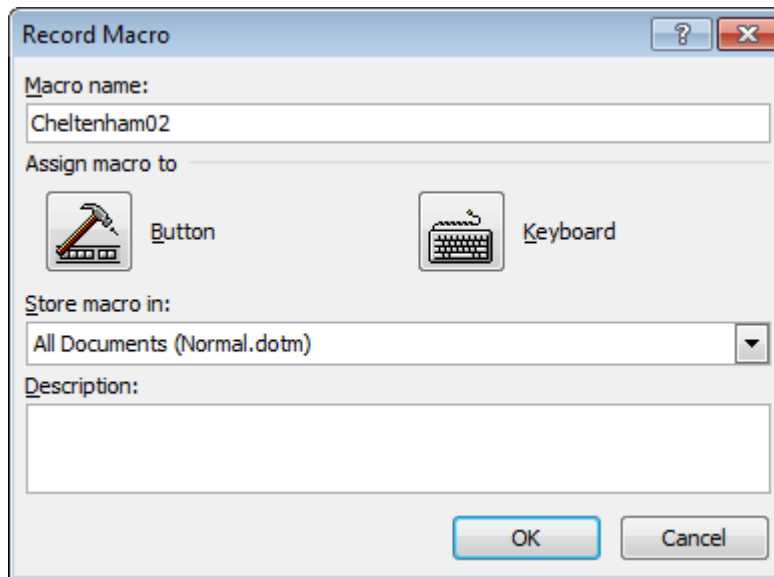


- From the drop-down menu displayed click on **Record Macro**.

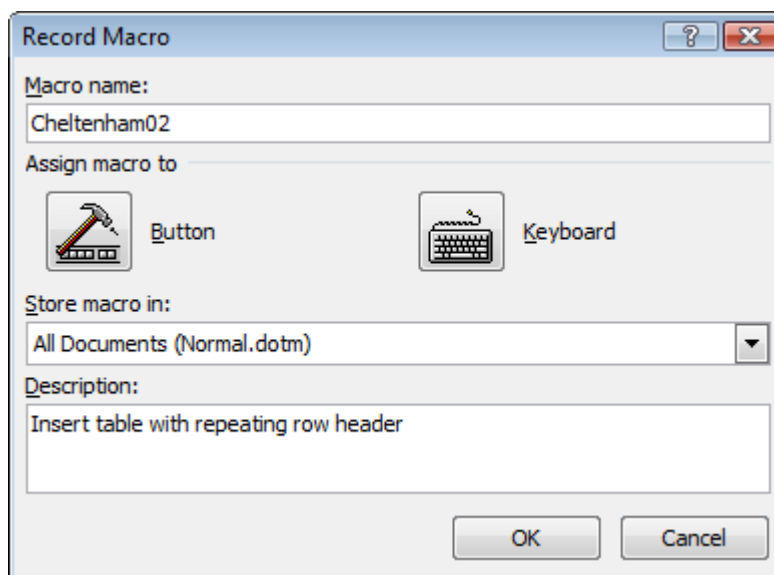


- The **Record Macro** dialog box is displayed.

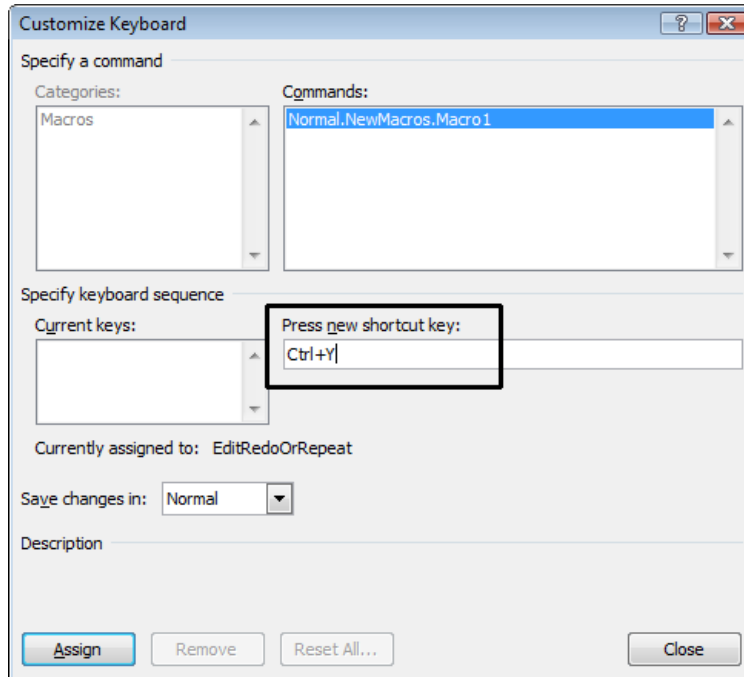




- In the **Macro name** text box type a name for the macro, (in this case enter the word **Cheltenham02**).
- In the **Description** text box, type a description of the macro. This will help to explain what the function of the macro is. In this case enter the text **Insert table with repeating row header**.



- From the **Assign macro to** section, click on the **Keyboard** button and the **Customize Keyboard** dialog box will be displayed, as illustrated.



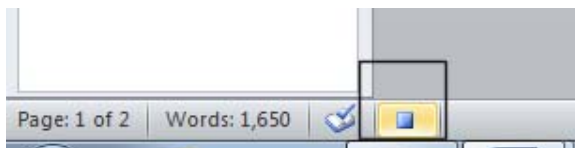
- In this case we have entered a keyboard shortcut of **Ctrl+Y**.

**NOTE:** You need to actually press the **Ctrl+Y** keys. You will not be able to type this into the dialog box.

- You will note that the dialog box is warning you that currently this key combination is assigned to another action. If we wish to ignore this warning we can click on the **Assign** button and the macro that we are about to record will then be assigned to the keyboard shortcut.

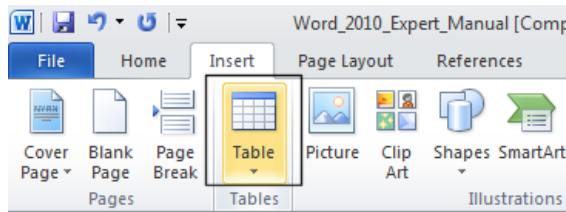
**BE VERY CAREFUL** of using keyboard shortcuts for macros that are commonly used as standard Word keyboard shortcuts, i.e. **NEVER** use **Ctrl+C (Copy)**, **Ctrl+X (Cut)** or **Ctrl+V (Paste)** keys.

- Click on the **Assign** button.
- To start recording the macro, select **Close**. The mouse cursor will change to a small recording icon and a stop recording icon will be displayed within the Status Bar at the bottom of the screen.

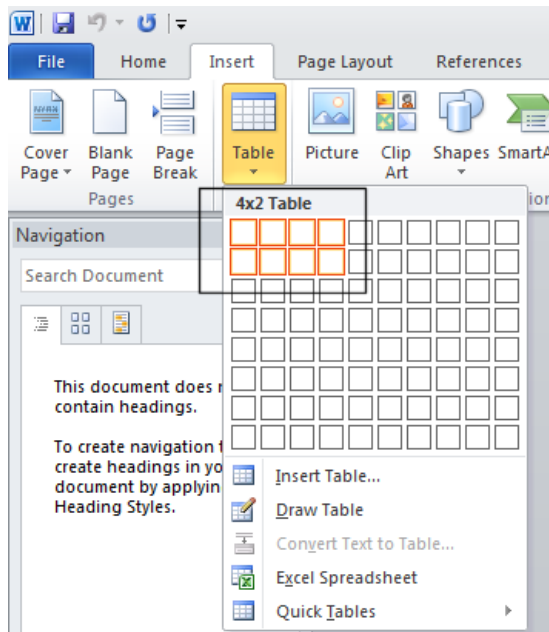


- Now we need to perform the tasks that you want recorded by the macro.

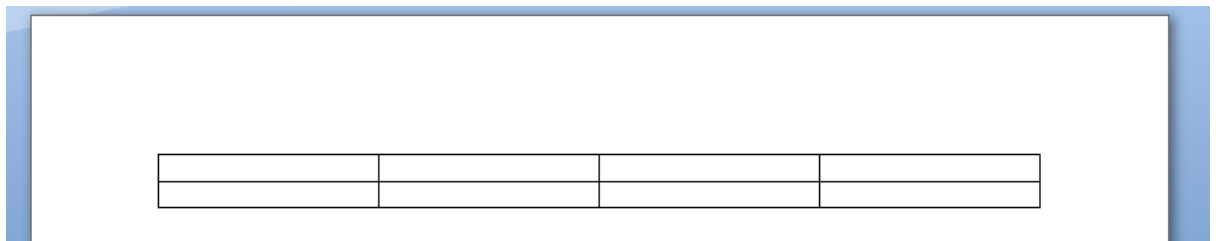
- Click on the **Insert** tab and within the **Tables** group click on the **Table** button.



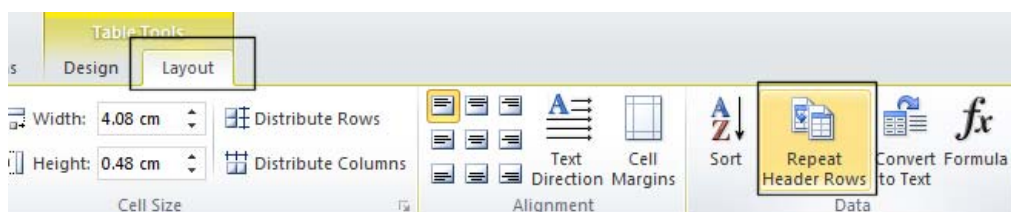
- From the drop-down menu displayed select a **4 X 2** table.



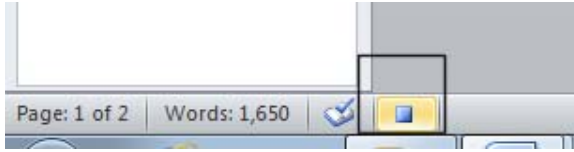
- You will see a table displayed within your document.



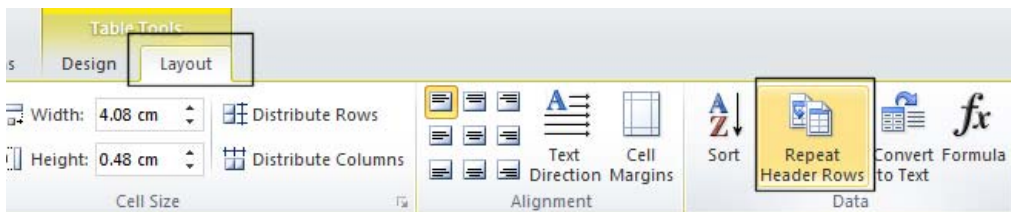
- Click on the **Layout** tab and within the **Data** group click on the **Repeat Header Rows** button.



- Click on the **Stop** icon displayed in the **Status Bar** at the bottom of the screen to finish recording the macro.



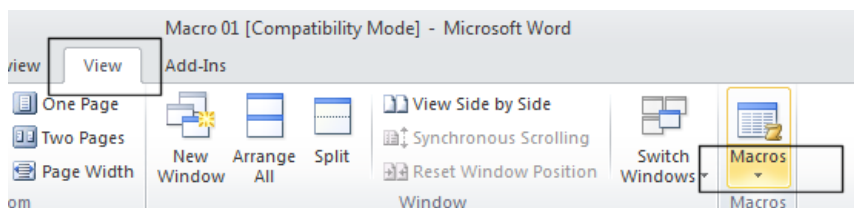
- The macro has now been recorded and stored.
- Close the document without saving any changes.
- Create a new document.
- To run the macro, press the keyboard shortcut that you assigned to the macro, in this case **Ctrl+Y**.
- Once you have run the macro and the table has been inserted into the document, click on the **Layout** tab and within the **Data** group you should see that the **Repeat Header Rows** option is active.



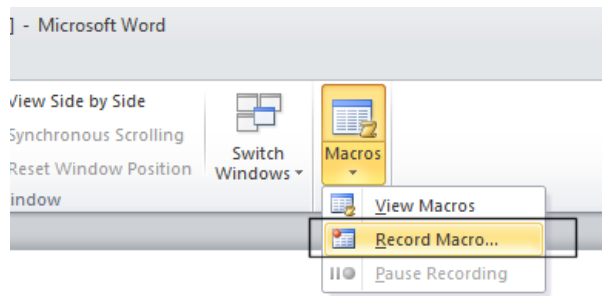
- Close the document without saving your changes.

### Macro to insert fields into a header or footer.

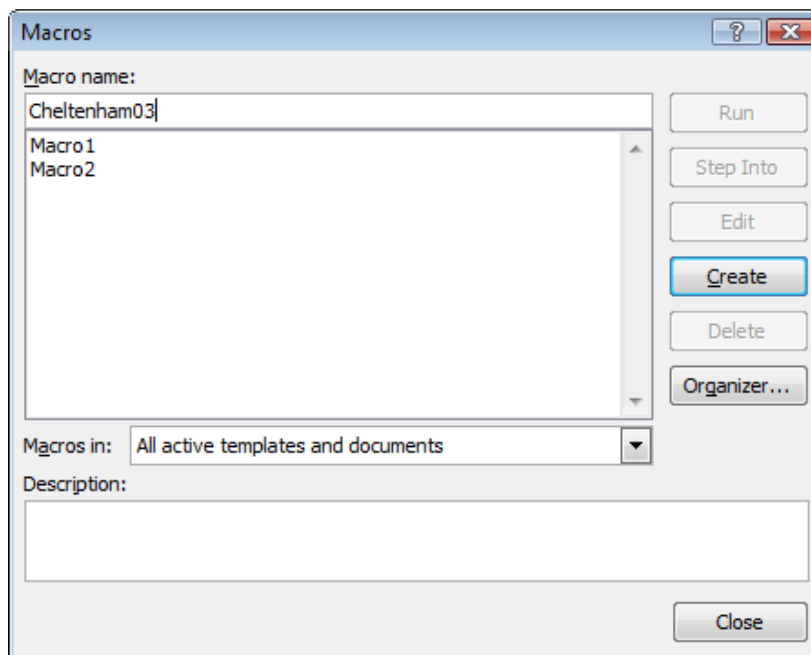
- Create a new document.
- Click on the **View** tab and within the **Macros** group click on the **DOWN ARROW** in the lower part of the **Macros** button.



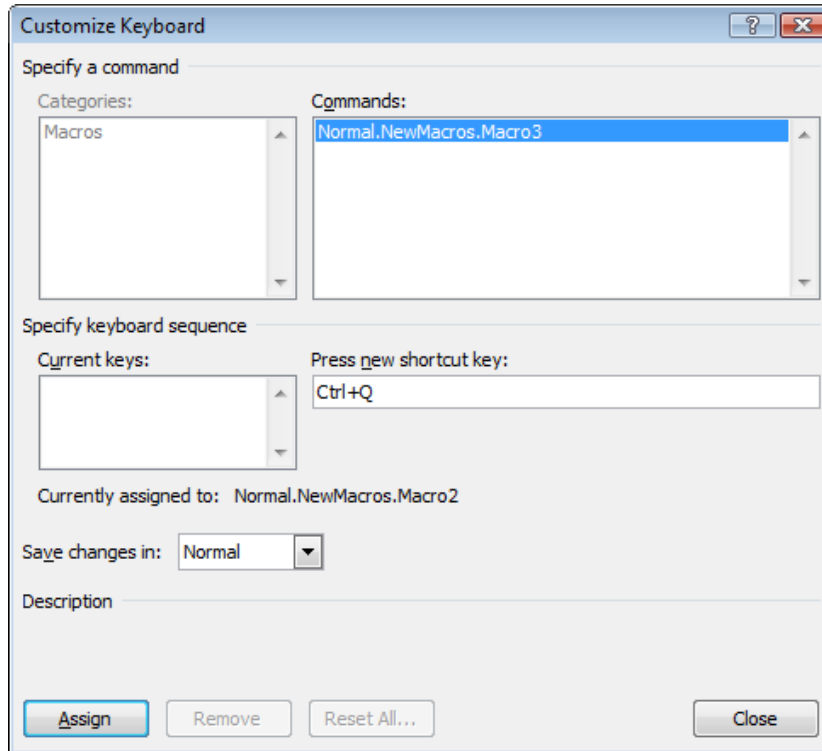
- From the drop-down menu displayed click on **Record Macro**.



- The **Record Macro** dialog box is displayed.



- In the **Macro name** text box type a name for the macro, (in this case enter the word **Cheltenham03**).
- In the **Description** text box, type a description of the macro. This will help to explain what the function of the macro is. In this case enter the text **Inserting fields into a document header or footer**.
- From the **Assign macro to** section, click on the **Keyboard** button and the **Customize Keyboard** dialog box will be displayed, as illustrated.



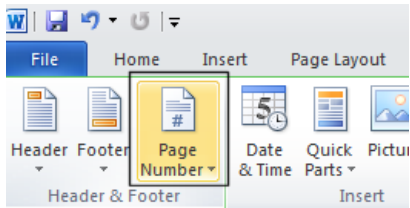
- In this case we have entered a keyboard shortcut of **Ctrl+Q**,

**NOTE:** You need to actually press the **Ctrl+Q** keys. You will not be able to type this into the dialog box.

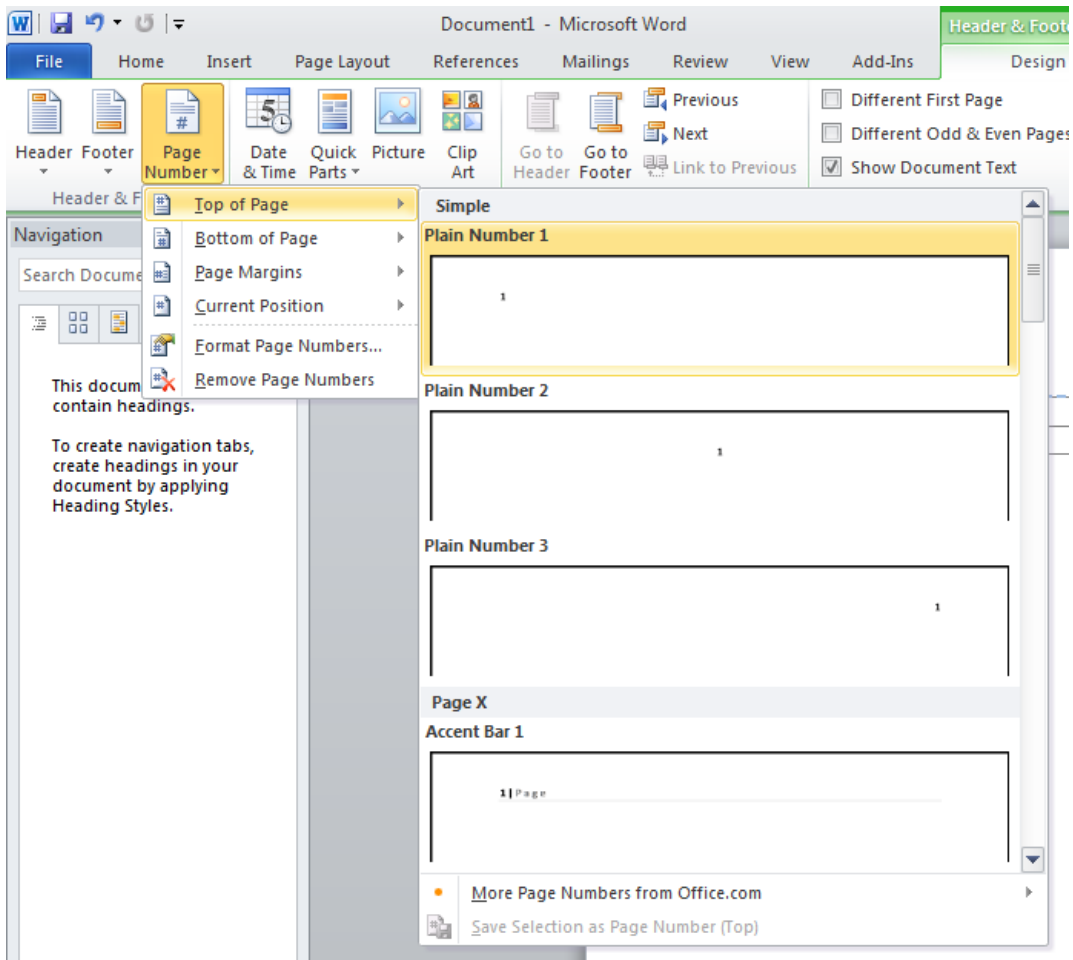
- You will note that the dialog box is warning you that currently this key combination is assigned to another action. If we wish to ignore this warning we can click on the **Assign** button and the macro that we are about to record will then be assigned to the keyboard shortcut.

**BE VERY CAREFUL** of using keyboard shortcuts for macros that are commonly used as standard Word keyboard shortcuts, i.e. **NEVER** use **Ctrl+C (Copy)**, **Ctrl+X (Cut)** or **Ctrl+V (Paste)** keys.

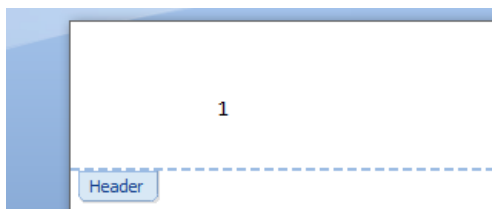
- Click on the **Assign** button.
- To start recording the macro, select **Close**. The mouse cursor will change to a small recording icon. Now we need to perform the tasks that you want recorded by the macro.
- Click on the **Insert** tab.
- Within the **Header And Footer** group in the Microsoft Word ribbon, click on the **Page Number** button.



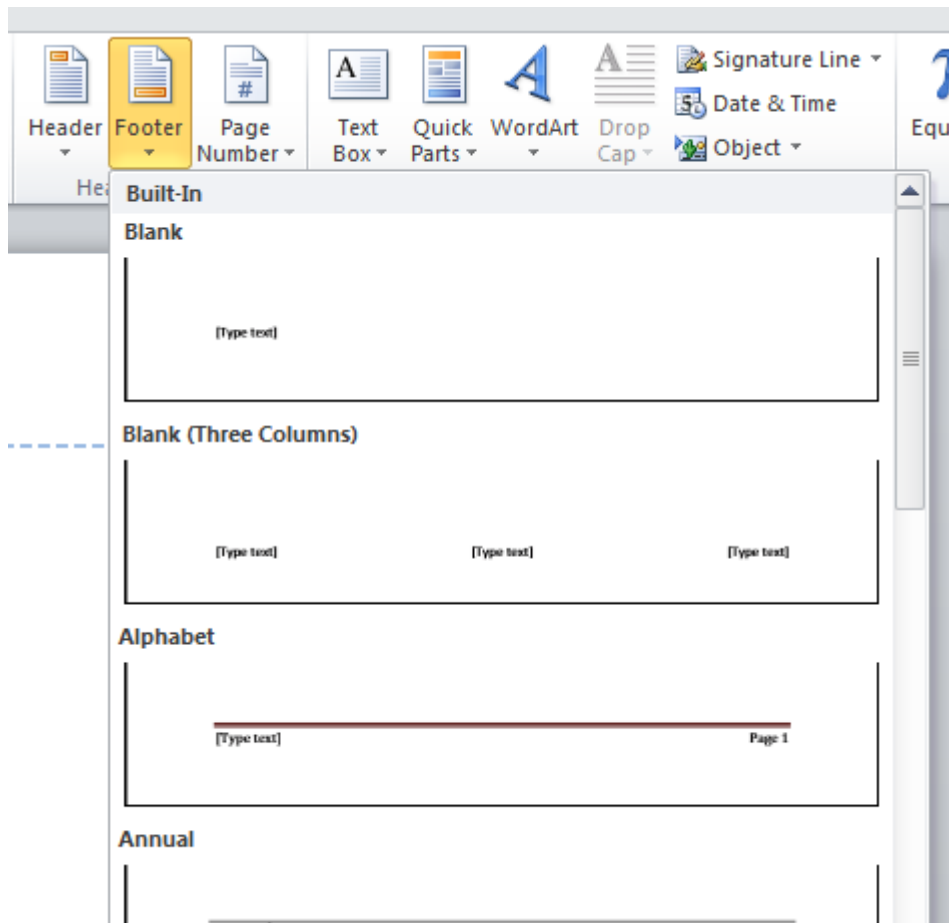
- From the drop-down list displayed click on **Top of Page**. From the sub-menu displayed, select the **Plain Number 1** header style.



- This will display the page number within your header.



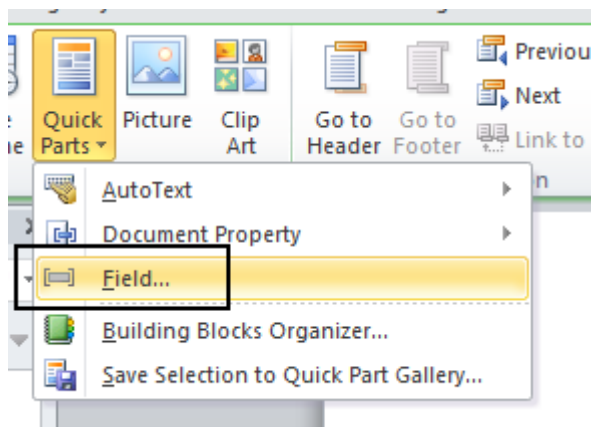
- Click on the **Insert** tab.
- Within the **Header And Footer** group in the Microsoft Word ribbon, click on the **Footer** button. From the sub-menu displayed, select the **Blank** footer style.



- Within the **Insert** group click on the **Quick Parts** button.

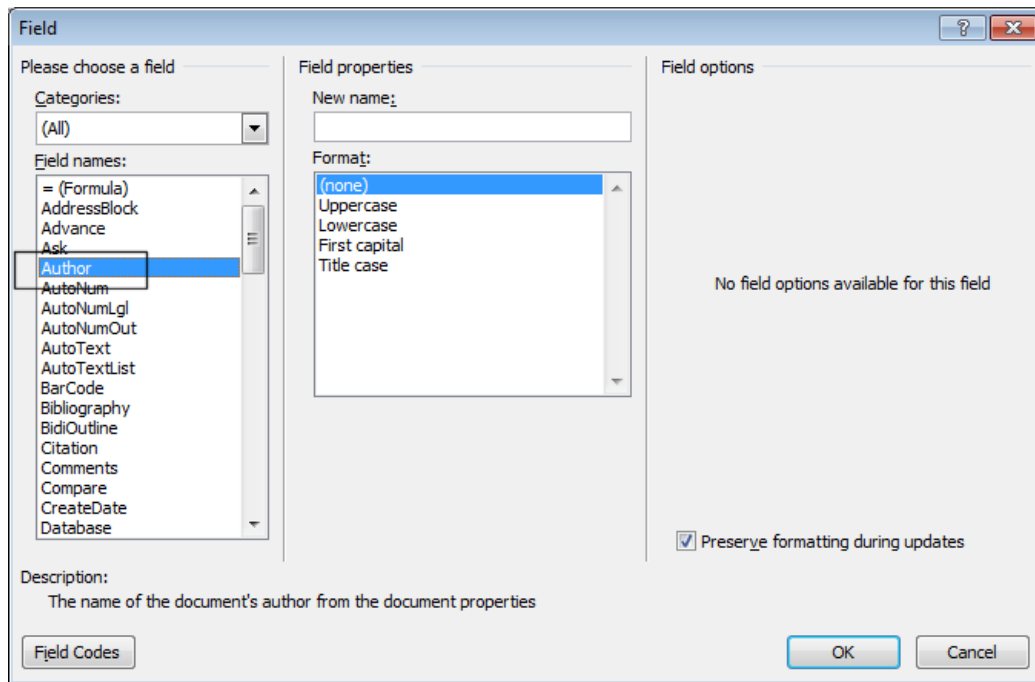


- From the drop-down list displayed click on the **Field** command.

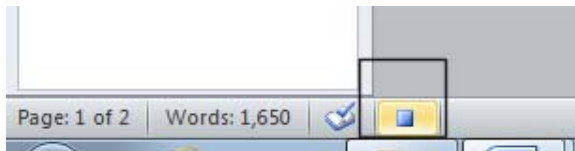




- This will display the **Field** dialog box. Within the **Field names** section scroll down until you can see the **Author** field.



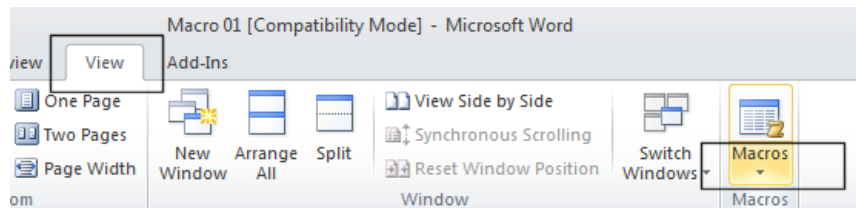
- Click on the **OK** button and you will see the author's name displayed within the footer. This name is taken from the user name that is stored within Microsoft Word.
- Click on the **Stop** icon displayed in the **Status Bar** at the bottom of the screen to finish recording the macro.



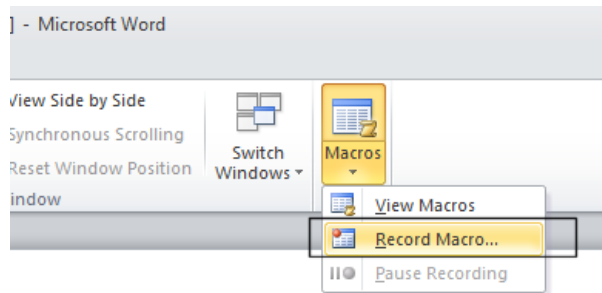
- Close the document without saving any changes.
- Create a new document.
- To run the macro, press the keyboard shortcut that you assigned to the macro, in this case **Ctrl+Q**.
- Once you run the macro you should see a header displaying the page number field.
- Close the document without saving your changes.

### Assigning a macro to a button on a toolbar.

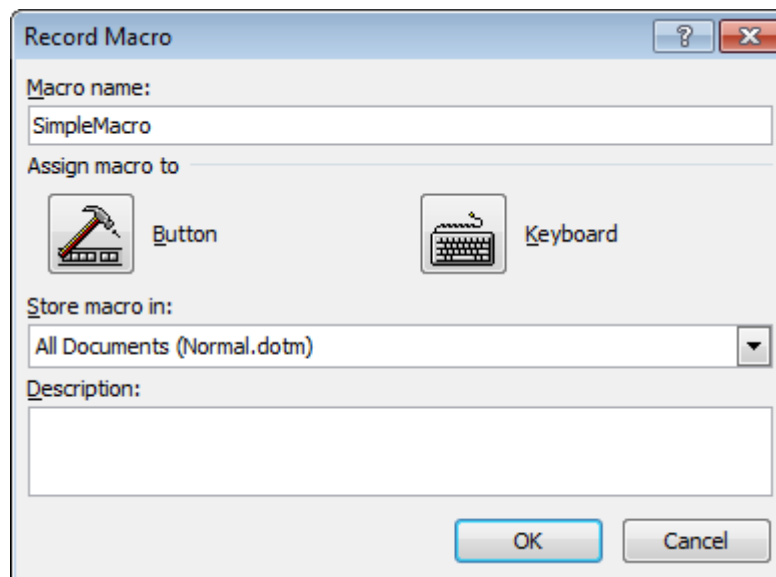
- Create a new document.
- Click on the **View** tab and within the **Macros** group click on the **DOWN ARROW** in the lower part of the **Macros** button.



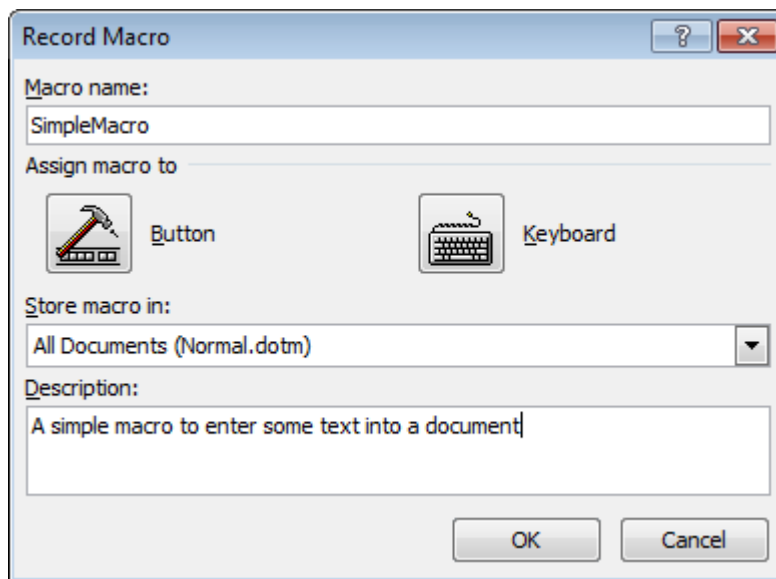
- From the drop-down menu displayed click on **Record Macro**.



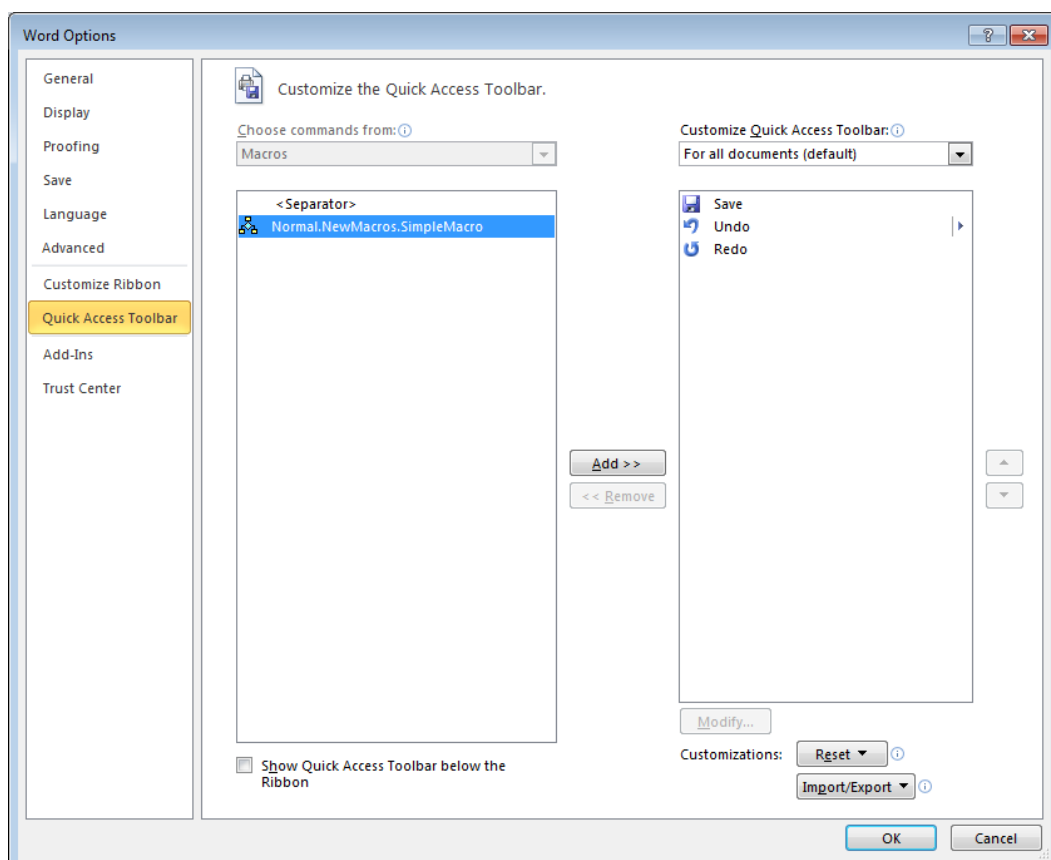
- The **Record Macro** dialog box is displayed.



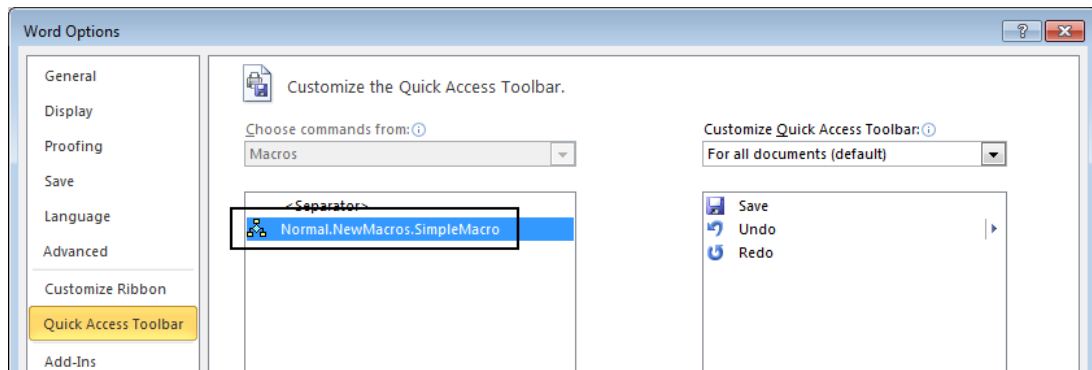
- In the **Macro name** text box type a name for the macro, (in this case enter the word **SimpleMacro**).
- In the **Description** text box, type a description of the macro. This will help to explain what the function of the macro is. In this case enter the text **A simple macro to enter some text into a document**.



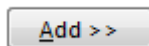
- From the **Assign macro to** section, click on the **Button** icon and the **Word Options** window with open with the **Quick Access Toolbar** tab displayed, as illustrated.



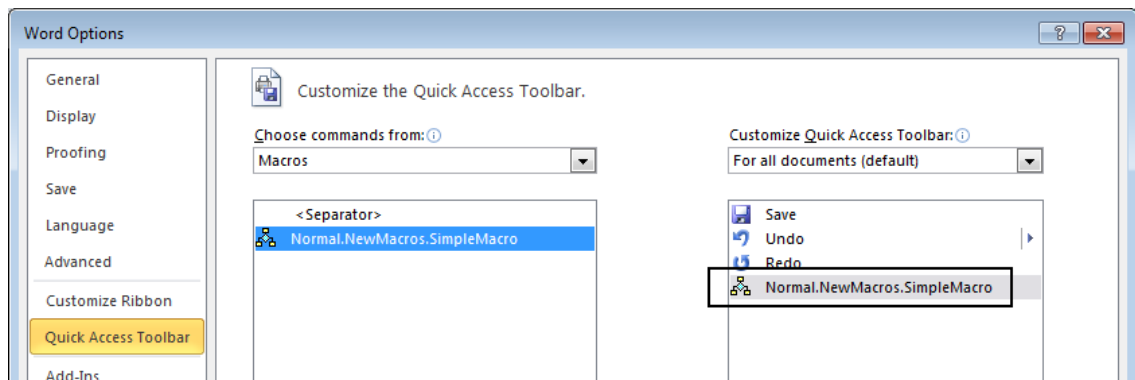
- In the left column you will see your new macro listed, click on the macro to select it, as illustrated.



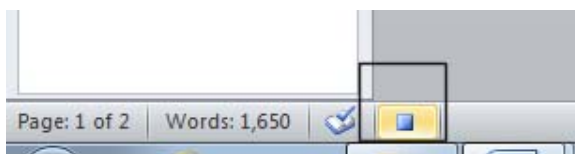
- Click on the **Add** button at the centre of the **Word Options** window.



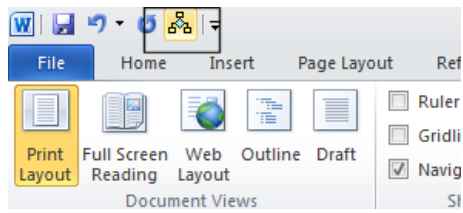
- Your macro has now been copied into the right column, as illustrated.



- Click on the **OK** button to close the **Word Options** window.
- The mouse cursor will change to a small recording icon. Now we need to perform the tasks that you want recorded by the macro. In this case, enter the following text: **This is a macro which has been assigned to a toolbar button**
- Click on the **Stop** icon displayed in the **Status Bar** at the bottom of the screen to finish recording the macro.



- The macro is now represented by a new button located at the end of the Quick Access Toolbar, displayed at the top-left of the Word program window.

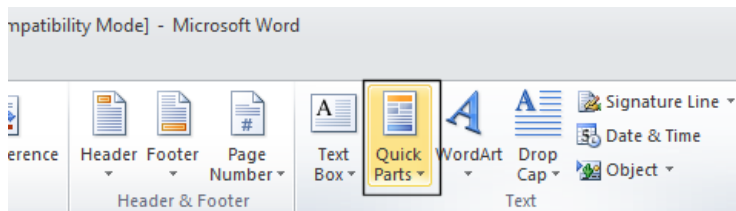


- Click on the button to run the macro.
- Close the document without saving your changes.

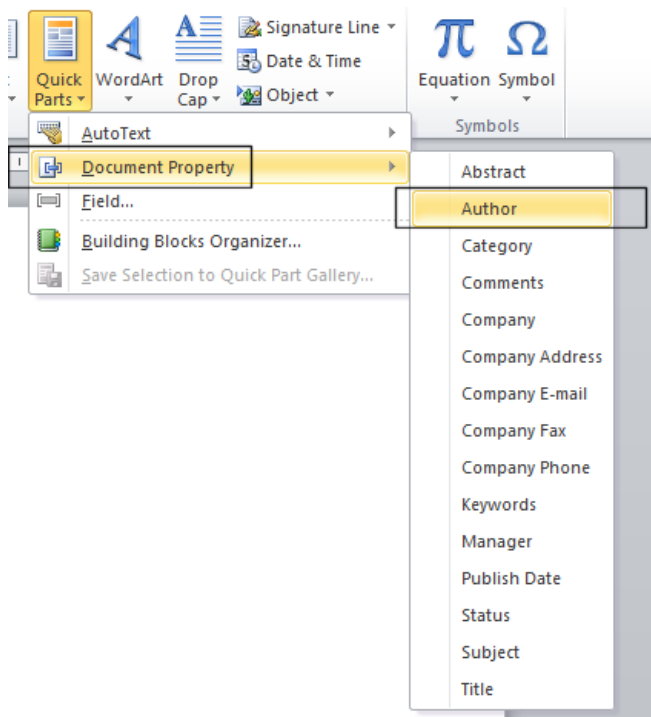
# Fields.

## Inserting fields into a Word document.

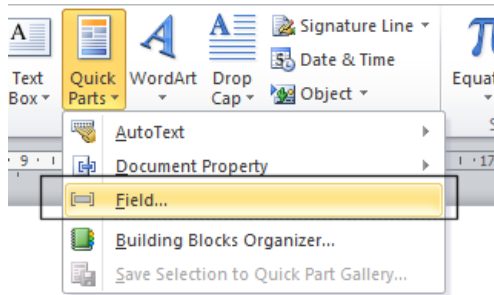
- Open a document called **Field Codes 01**.
- We will insert a field to automatically display the document author. This information is taken from the '**User Information**' stored within Microsoft Word. Click at the location that you wish to insert the field.
- Click on **Insert** tab and within the **Text** group click on the **Quick Parts** button.



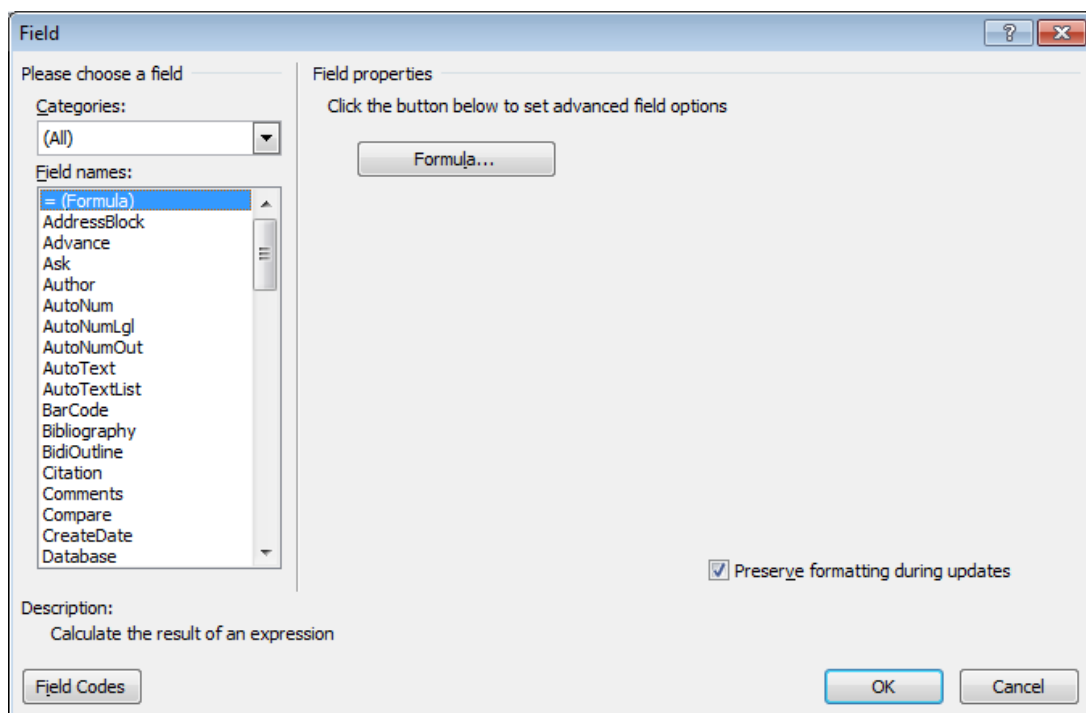
- From the drop down list displayed click on **Document Property**. From the sub list displayed click on **Author**.



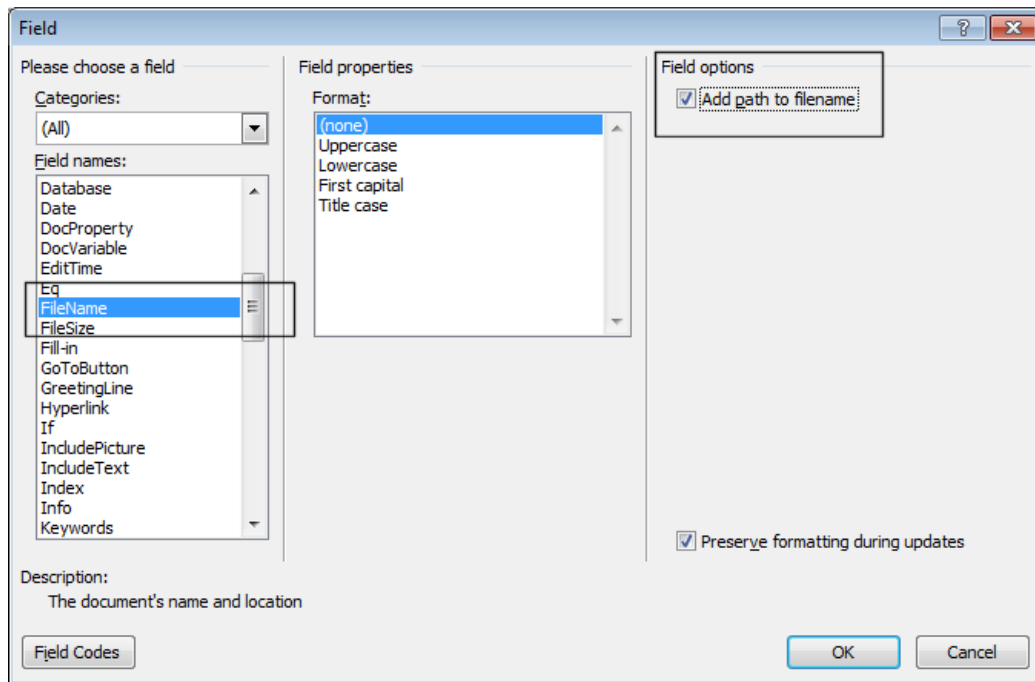
- The author's name, as stored within your copy of Microsoft Word, will be inserted into the document.
- Next we will insert a field to display the file name and disk storage location.
- Click at the location that you wish to insert the field.
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button. From the drop down list displayed click on **Field**.



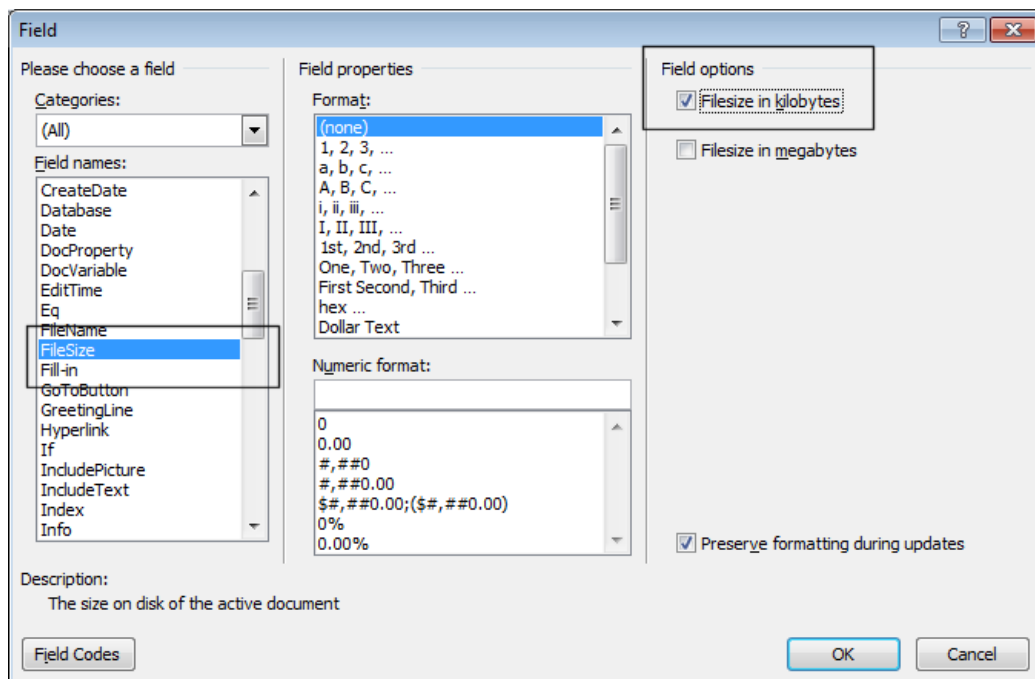
- This will display the **Field** dialog box.



- From the list of **Field names** select **FileName**.
- To add the path, click on the **Add path to filename** check box.
- The dialog box will look like this.



- Click on the **OK** button and the field will be inserted into the document.
- Next we will insert a field to display the file size. Click at the location that you wish to insert the field.
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button. From the drop down list displayed click on **Field**. This will display the **Field** dialog box.
- From the list of **Field Names** select **FileSize**. The dialog box will look like this.

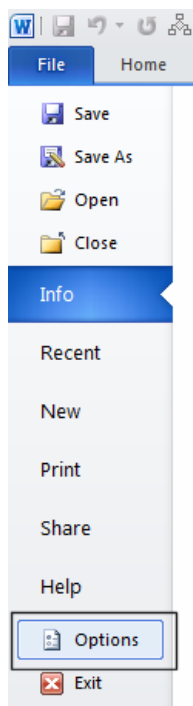




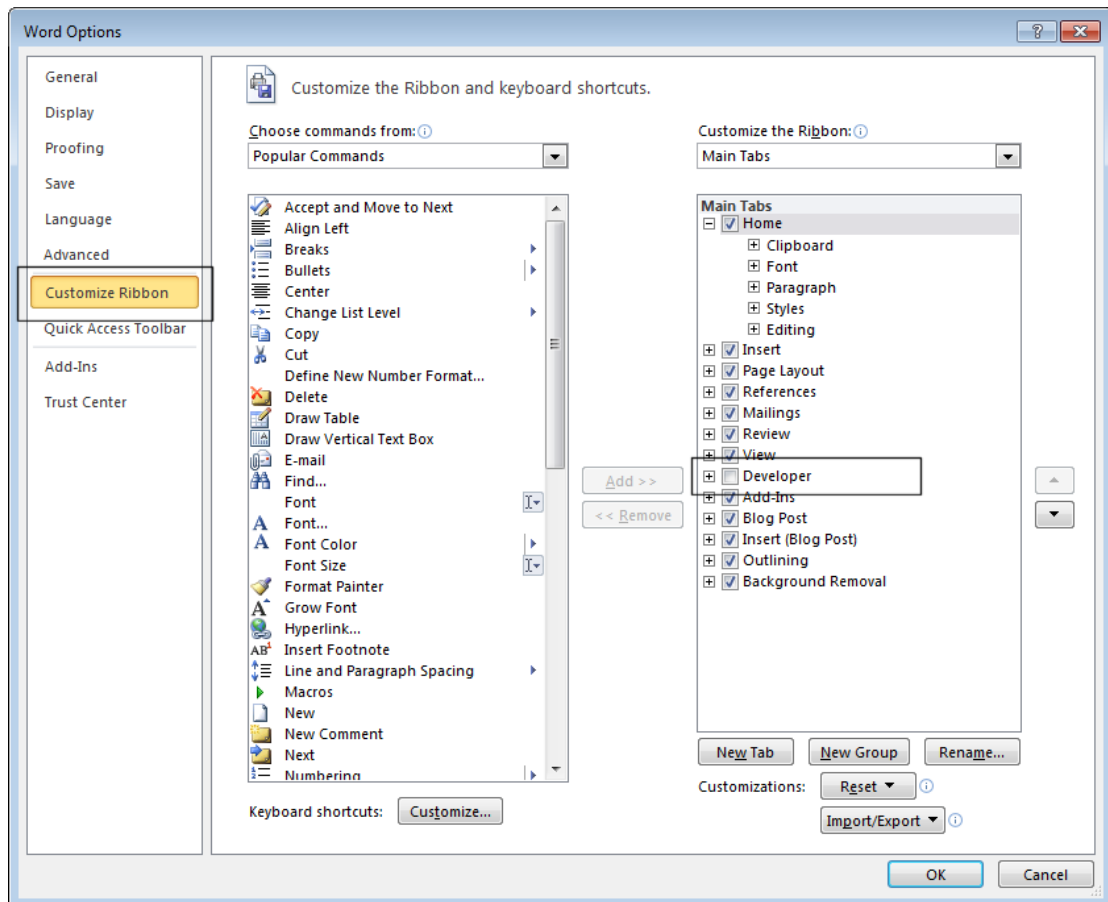
- You can specify the file size in kilobytes or megabytes. In this case click on the **Filesize in kilobytes** check box.
- Click on the **OK** button and the field will be inserted into the document.
- Save your changes and close the document.

### Inserting fill-in fields.

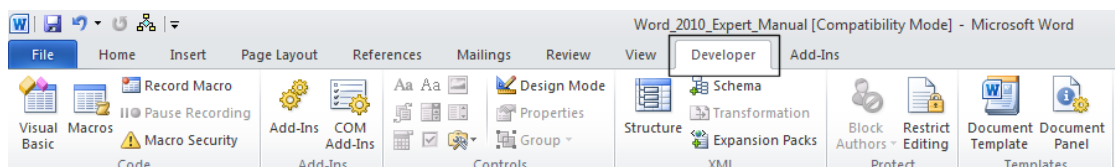
- Open a document called **Field Codes 02**.
- Click on the **File** tab and from the menu displayed click on the **Options** button.



- This will display the **Word Options** dialog box. Select the **Customize Ribbon** button from the left side of the dialog box. Make sure that the **Developer** check box is ticked.



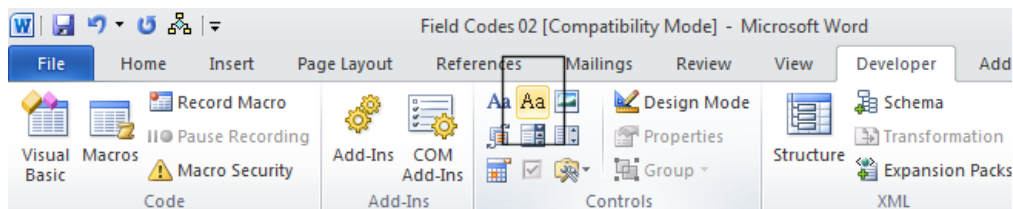
- Click on the **OK** button to close the dialog box. You will now see a new tab called **Developer** has been added to the Ribbon, which when clicked on will display the following.



- Your document contains the following text, laid out in a table.

Please enter your <b>First Name</b> :	
Please enter your <b>Second Name</b> :	
Have you ordered before? <b>Yes</b> <b>No</b>	
Please select the <b>quantity</b> of items that you wish to order:	

- Click on the top cell within the second column. We want to insert a text field here.
- Click on the **Developer** tab and within the **Controls** group click on **PlainText** button.



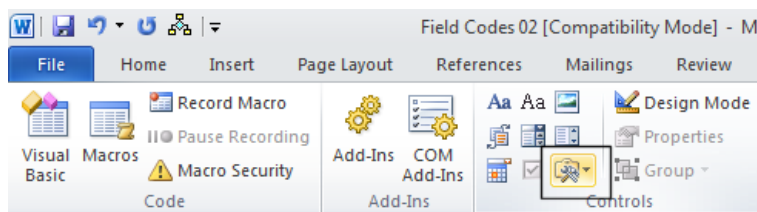
- Your form will now look like this.

Please enter your <b>First Name</b> :	<input type="text"/>
Please enter your <b>Second Name</b> :	
Have you ordered before? <b>Yes</b> <b>No</b>	
Please select the <b>quantity</b> of items that you wish to order:	

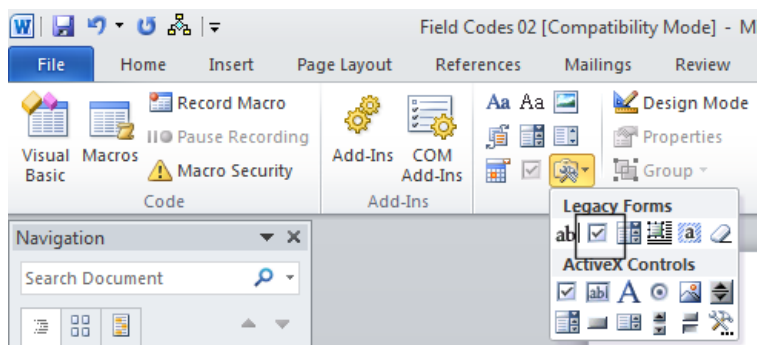
- Repeat this process to insert another text field into the next cell down, within the second column. Your document will now look like this.

Please enter your <b>First Name</b> :	Click here to enter text.
Please enter your <b>Second Name</b> :	Click here to enter text.
Have you ordered before? <b>Yes</b> <b>No</b>	
Please select the <b>quantity</b> of items that you wish to order:	

- Click on the next cell down within the second column. Here we need to insert a different type of form field.
- Click on the **Developer** tab and within the **Controls** group click on the **Legacy Tools** button.



- From the drop-down menu displayed click on the **Check Box Form Field** button.



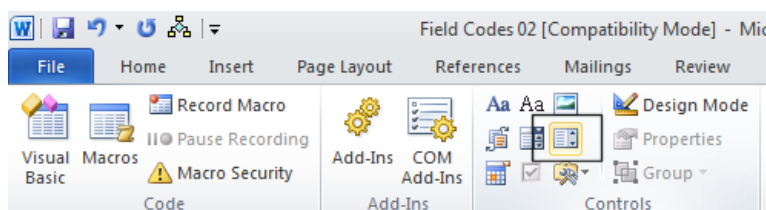
- Your form will now look like this.

Please enter your <b>First Name</b> :	Click here to enter text.
Please enter your <b>Second Name</b> :	Click here to enter text.
Have you ordered before? <b>Yes</b> <b>No</b>	<input type="checkbox"/>
Please select the <b>quantity</b> of items that you wish to order:	

- Press the **Enter** key and repeat this process so that this cell now contains two check boxes.

Please enter your <b>First Name</b> :	Click here to enter text.
Please enter your <b>Second Name</b> :	Click here to enter text.
Have you ordered before? <b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
Please select the <b>quantity</b> of items that you wish to order:	

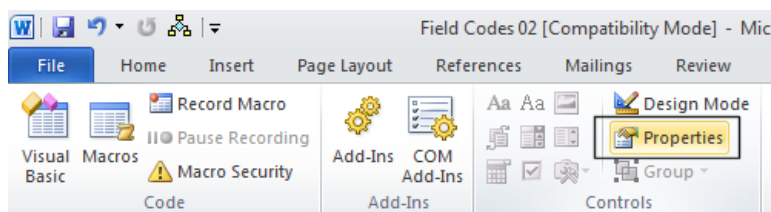
- Click on the bottom cell in the second column. Here we want to insert a drop down list field. Click on the **Drop Down List** button within the **Controls** group.



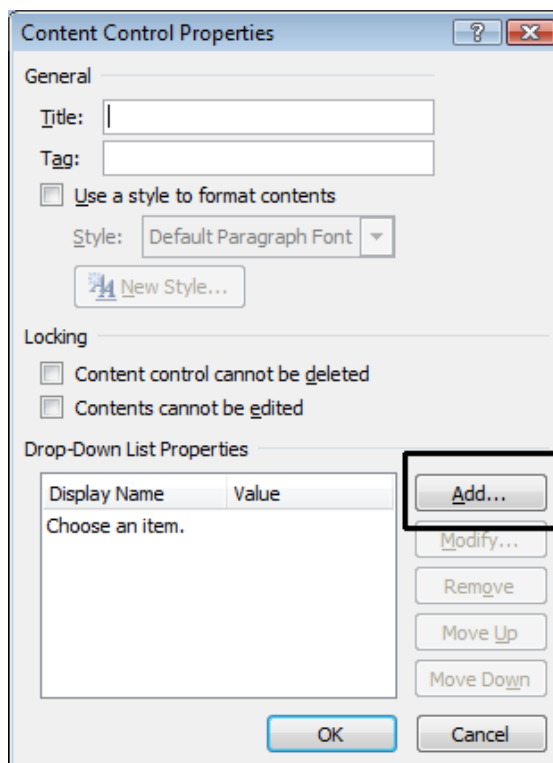
- Your form will now look like this.

Please enter your <b>First Name</b> :	Click here to enter text.
Please enter your <b>Second Name</b> :	Click here to enter text.
Have you ordered before? <b>Yes</b> <b>No</b>	<input type="checkbox"/> <input type="checkbox"/>
Please select the <b>quantity</b> of items that you wish to order:	Choose an item. ▾

- Up until now we could click on a button to insert a form field and no more work was necessary. Drop down form fields take a little more work to set-up and customise.
- Click on the **Drop down form field** (displayed within the bottom cell of the second column) to select it and then click on the **Properties** button within the **Controls** group.



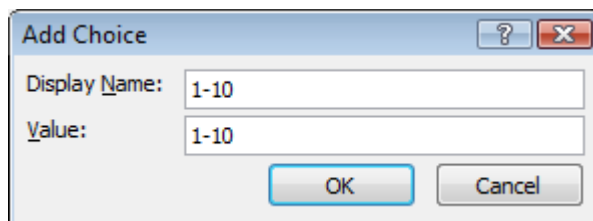
- This will display the **Content Control Properties** dialog box.



- In this case we are going to enter amounts into a field that will allow the user of the completed form to select the quantity of items that they want to order.
- Click on the **Add** button and the **Add Choice** dialog box is displayed. Enter the following:

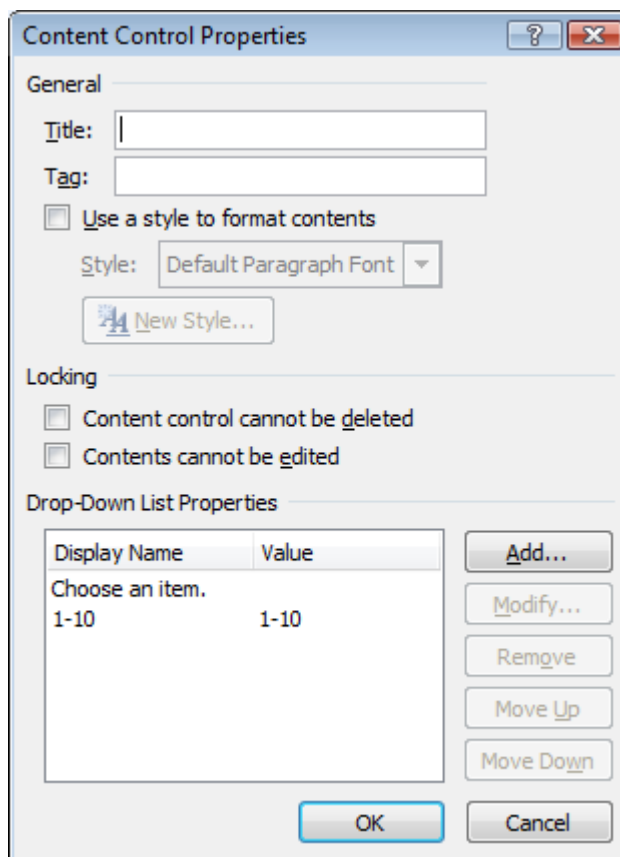
**1-10**

- The screen will now look like this.



The 'Add Choice' dialog box is shown. It has a title bar with a question mark and a close button. Inside, there are two text input fields: 'Display Name:' and 'Value:'. Both fields contain the text '1-10'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

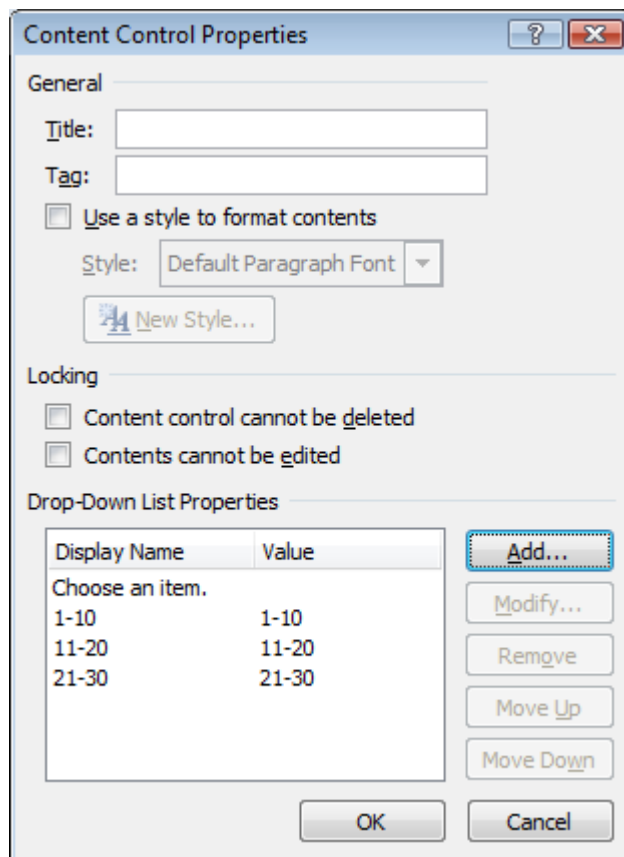
- Click on the **OK** button and your screen will now look like this.



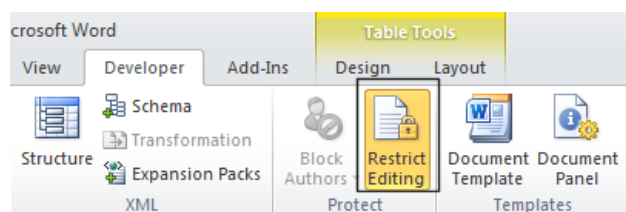
The 'Content Control Properties' dialog box is shown. It has a title bar with a question mark and a close button. The 'General' tab is selected. It contains fields for 'Title:' and 'Tag:'. Below these is a checkbox 'Use a style to format contents' which is checked, and a 'Style:' dropdown menu set to 'Default Paragraph Font'. There is a 'New Style...' button. Below the 'General' tab is the 'Locking' section with two checkboxes: 'Content control cannot be deleted' and 'Contents cannot be edited'. At the bottom is the 'Drop-Down List Properties' section. It contains a table with two columns: 'Display Name' and 'Value'. The table has one row with the text 'Choose an item.' in the 'Display Name' column and '1-10' in the 'Value' column. To the right of the table are buttons: 'Add...', 'Modify...', 'Remove', 'Move Up', and 'Move Down'. At the bottom right are 'OK' and 'Cancel' buttons.

Display Name	Value
Choose an item.	1-10

- Repeat this process and add the following values.

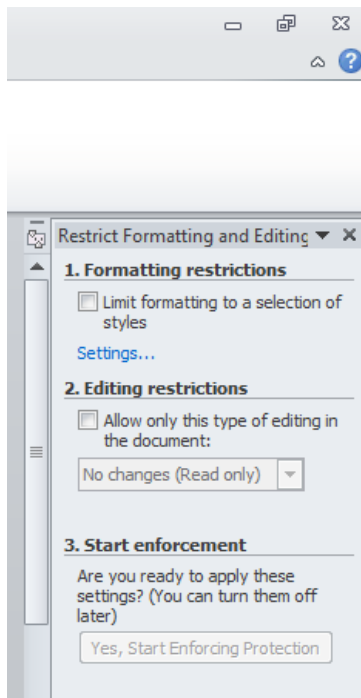


- Click on the **OK** button to close the dialog box.
- So far nothing much looks different. Remember that you normally create forms for other people to use, so the next step is to 'protect' the form. To do this click on the **Restrict Editing** button (displayed within the **Protect** group under the **Developer** tab).

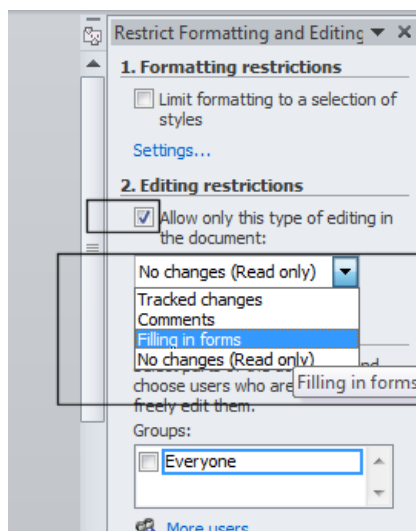


- The **Restrict Formatting and Editing** side pane is displayed to the right of your document.

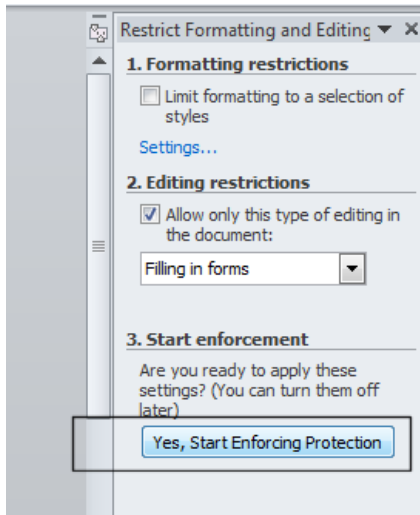




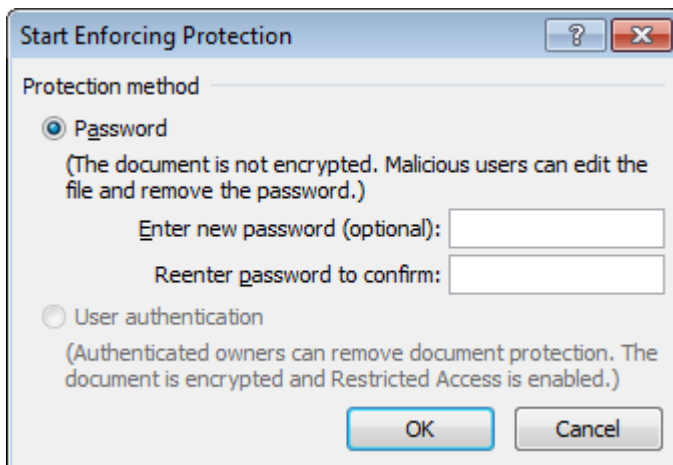
- Within the **Editing Restrictions** section, make sure that the **Allow only this type of editing in the document** check box is ticked.
- Within the **Editing Restrictions** section, click on the **down arrow** and select **Filling in forms**.



- The next step is to click on the button titled, **Yes, Start Enforcing Protection**.



- The **Start Enforcing Protection** dialog box is displayed. You can add an optional password to this to give greater protection to your form. In this case enter the password **CCT** (all in upper case). Re-enter the password in the second field within the dialog box. Click on the **OK** button to close the dialog box.



- Your document is now ready to use.
- Enter your first name into the first field.
- Enter your second name into the second field.
- Click on one of the tick boxes, in this case select the **No** tick box.
- Click on the **Quantity** drop down and select a value from the drop down list displayed. In this case select **11-20**.

Please enter your <b>First Name</b> :	Rowan
Please enter your <b>Second Name</b> :	Murray
Have you ordered before? <b>Yes</b> <b>No</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
Please select the <b>quantity</b> of items that you wish to order:	<div>Choose an item. ▼</div> <div>Choose an item.</div> <div>1-10</div> <div>11-20</div> <div>21-30</div> <div>11-20</div>

- You have now created and protected your first form.
- Save your changes and close the document.

### Deleting fields.

- Open a document called **Field Codes 03**.
- If you want to remove a field, it would be easier to first be able to see the field codes within a document.
- Press **Ctrl+A** to select the entire document.
- Press **Shift+F9**. This toggles fields between displaying the effect of the field and displaying the actual field code. Your screen will now look like this.

**Deleting Word Fields:**

Please enter your name: { FILLIN \\* MERGEFORMAT }

Document author: { AUTHOR \\* MERGEFORMAT }

File name and storage location: { FILENAME \p \\* MERGEFORMAT }

File size in kilobytes: { FILESIZE \k \\* MERGEFORMAT }

- Select each field code and then press the **Del** key to delete each field in turn.
- Press **Shift+F9** again to turn off the field code display.
- Save your changes and close the document.

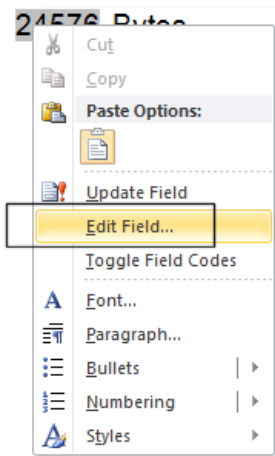
### Changing the number formatting used by a field.

- Open a document called **Field number formatting**.
- This document contains the **File Size** field. First select the field.

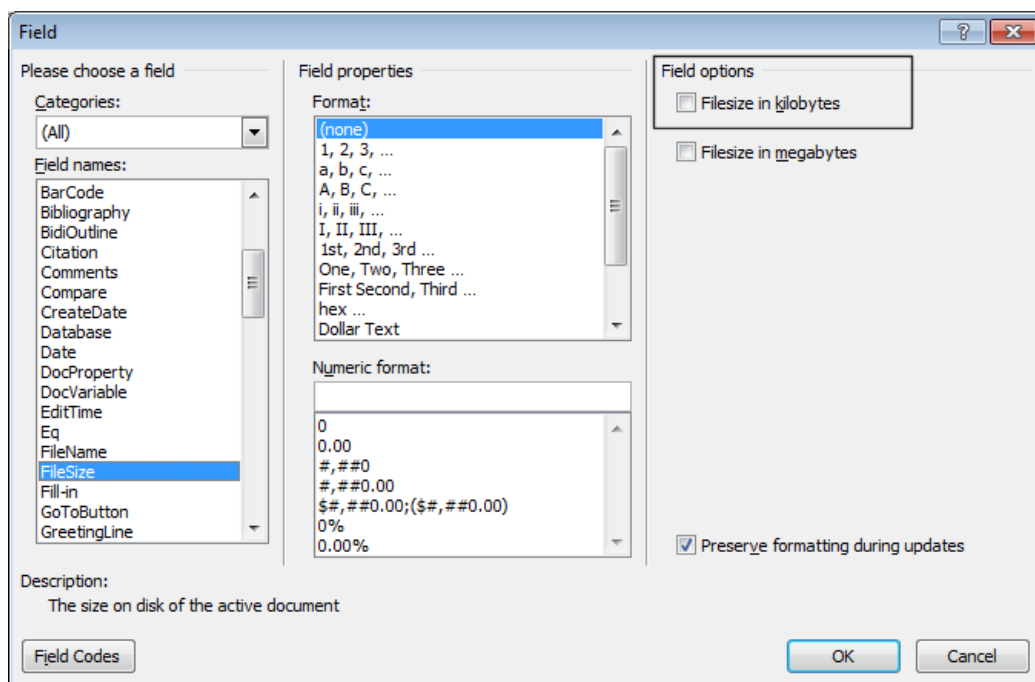
The size of this file on the hard disk is: 24576 Bytes

**NOTE:** The actual number displayed in the document, which represents the document file size, may vary from one computer to another. This is due to the way that different operating systems use slightly different ways to store files on a disk. The actual value of the number is not important for this exercise, as the point of the exercise is to apply different formatting to the number.

- Right click on the field (i.e. the numbers displayed within the document) and from the pop-up menu displayed, select the **Edit Field** command.



- This will display the **Field** dialog box.



- As you can see there are many different formats that you can apply. In this case select the **Filesize in kilobytes** option. Click on the **OK** button and the format will now look like this.

The size of this file on the hard disk is: 25 Bytes

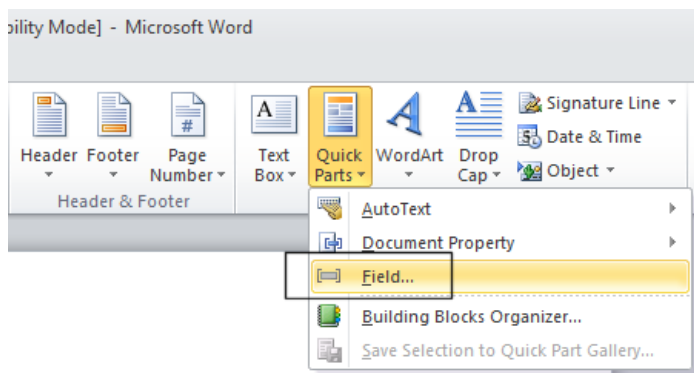
- In this case you need to edit the text and change **Bytes** to **KBytes**.

The size of this file on the hard disk is: 25 KBytes

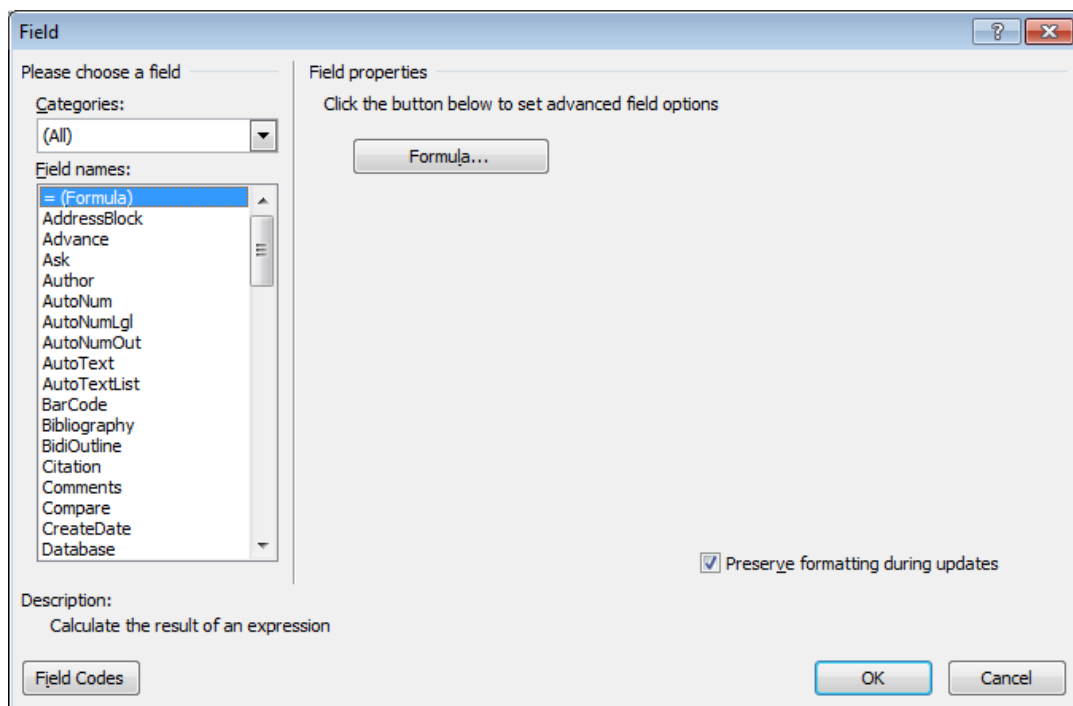
- Save your changes and close the document.

### Updating, locking and unlocking fields.

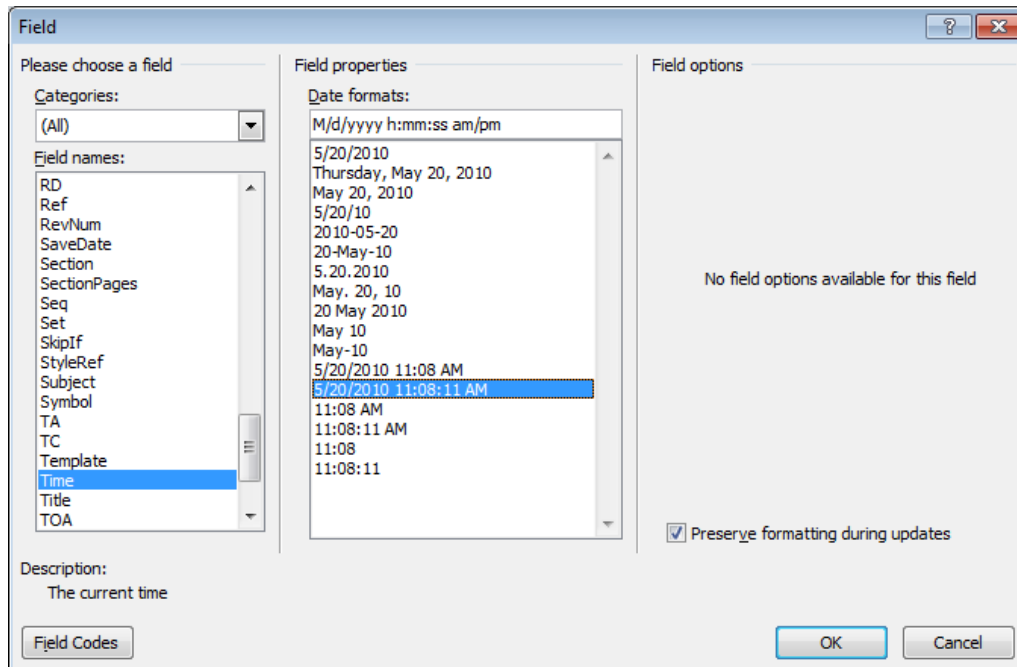
- Open a document called **Controlling fields**.
- Click at the end of the first line.
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button. From the drop down list displayed click on **Field**.



- This will display the **Field** dialog box.



- From the list of **Field Names** select **Time**. In the **Date formats** section, select a format that includes seconds, as illustrated.



- Click on the **OK** button to insert the time field.
- Repeat this procedure to insert a time with the same formatting at the end of the second line.
- Select the entire document by pressing **Ctrl+A**.

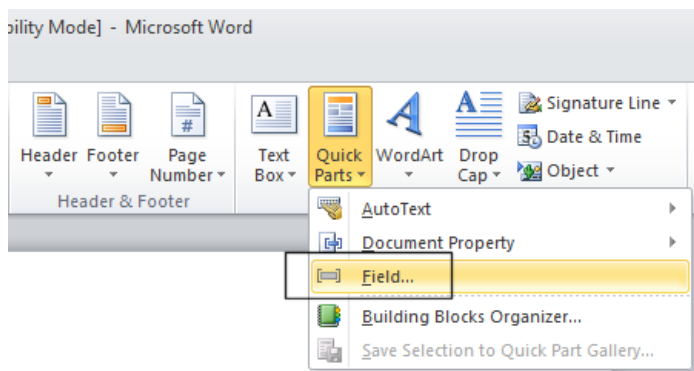
- Press **F9**. This keyboard shortcut is the field update command. You should see that the field changes to display the new time, accurate to the second.
- Press the **F9** key a few more times.
- We will now lock the time field in the second line. To do this drag across the time field in the second row and then press **Ctrl+F11**. This is the keyboard shortcut for locking a field.
- Press **Ctrl+A** to select the entire document again and press the **F9** update key a few times. You should see that the upper field updates, while the lower, locked field, no longer updates.
- We shall now unlock the lower field. Select the lower time field and then press **Ctrl+Shift+F11**. This is the field unlock, keyboard shortcut.
- Press **Ctrl+A** to select the entire document again and press the **F9** update key a few times. You should now find that both fields are updated each time that you press the **F9** key.
- This concept of updating, locking and unlocking applies to most fields that you will use.
- Save your changes and close the document.

### Using the sum formula within a table.

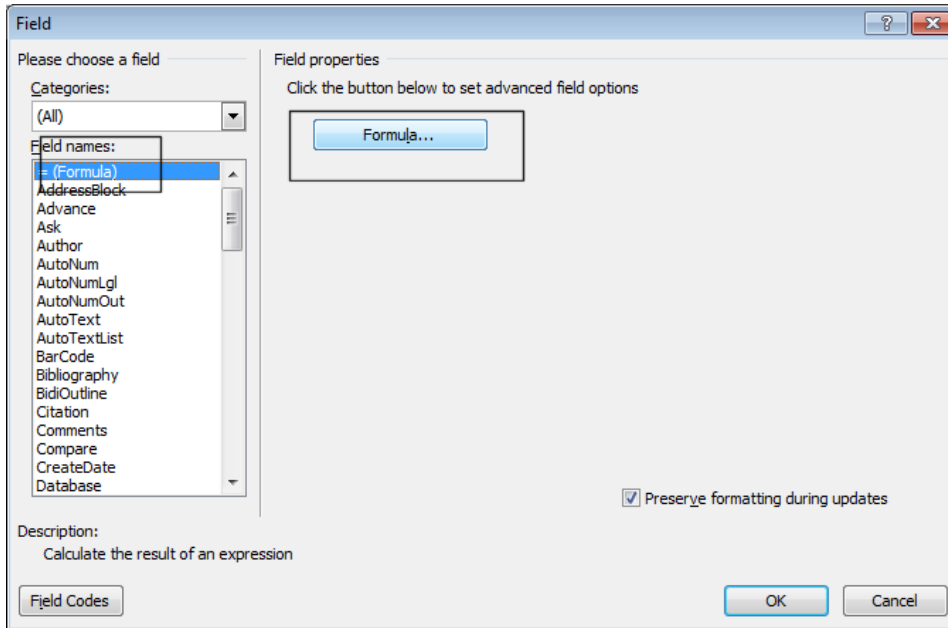
- Open a document called **Calculations**.
- Click within the last cell in the table, at the bottom-right of the table.

Sales Person	Value of sales
Dave	235
Lou	642
Rob	452
Rose	274
TOTAL	

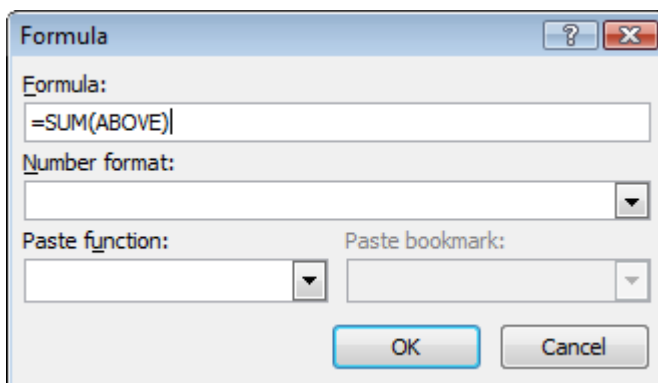
- Click on the **Insert** tab and within the **Text** group click on the **Quick Parts** button. From the drop down list displayed, click on the **Field** command.



- This will display the **Field** dialog box. Click on the **Formula** button within the dialog box.



- This will display the **Formula** dialog box. By default the **Sum** formula will be displayed as illustrated. Click on the **OK** button to insert the formula.



**NOTE:** If you see the code formula, rather than the effect of the code formula (i.e. the total), press **Ctrl+A** to select everything within the document, and then press the **Alt+F9** keys to display the effect of the code, rather than the code itself.

Sales Person	Value of sales
Dave	235
Lou	642
Rob	452
Rose	274
<b>TOTAL</b>	<b>1603</b>

- Save your changes and close the document.

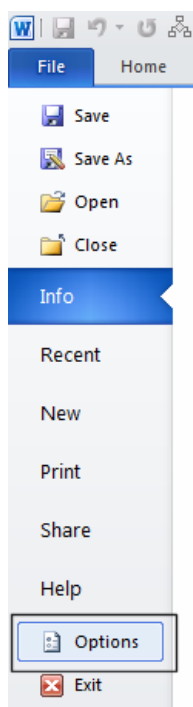


# Forms.

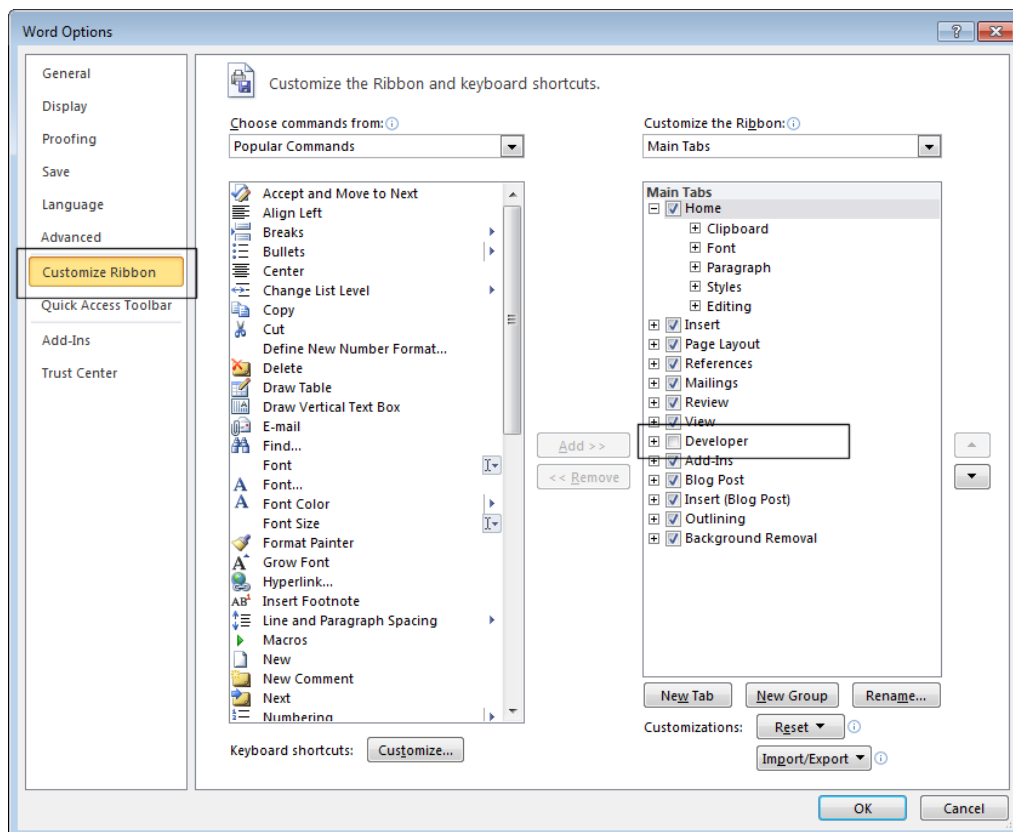
## Creating and protecting form text fields.

- Open a document called **Text field forms**.
- In this example, we will create a form, into which people can type their first name, their second name and their email address.

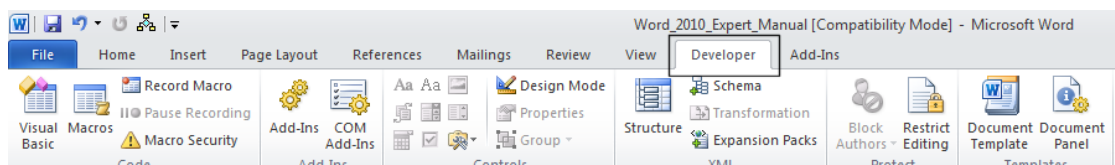
**TIP:** Remember that in order to insert fill-in fields, you need to display the **Developer** Tab. If you need to do this, click on the **File** tab and from the menu displayed click on the **Options** button.



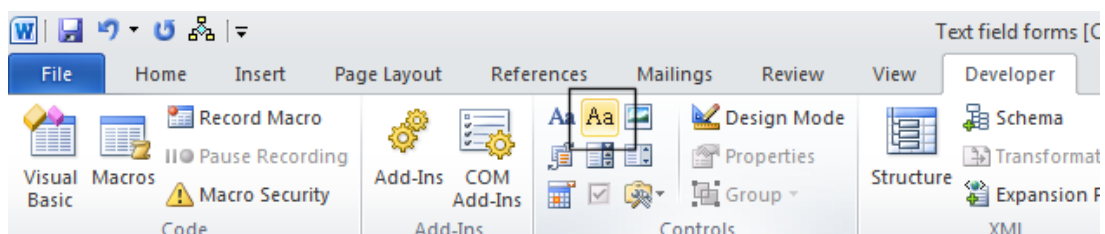
This will display the **Word Options** dialog box. Select the **Customize Ribbon** button from the left side of the dialog box. Make sure that the **Developer** check box is ticked.



Click on the **OK** button to close the dialog box. You will now see a new tab called **Developer** has been added to the Ribbon, which when clicked on will display the following.



- Click at the end of the line that contains the text **First Name**.
- Click on the **Text** button contained within the **Controls** group under the **Developer** tab.



- Click at the end of the line that contains the text **Second Name**.
- Click on the **Text** button contained within the **Controls** group under the **Developer** tab.
- Click at the end of the line that contains the text **Email Address**.

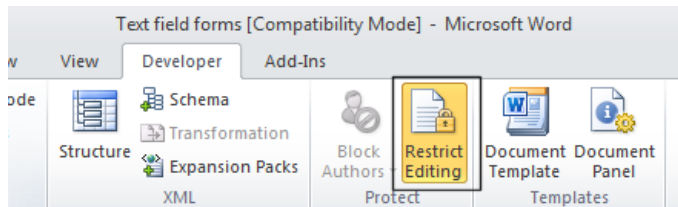
- Click on the **Text** button contained within the **Controls** group under the **Developer** tab
- You should see a screen similar to that illustrated.

**First Name:** Click here to enter text.

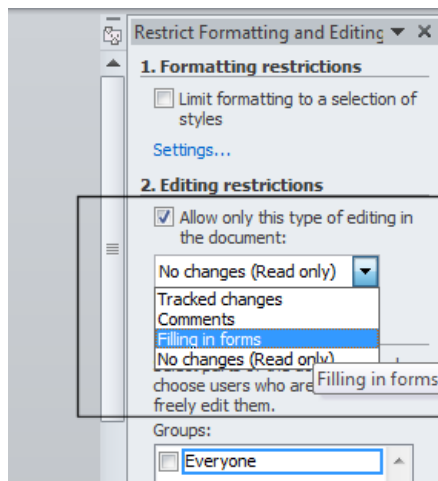
**Second Name:** Click here to enter text.

**Email:** Click here to enter text.

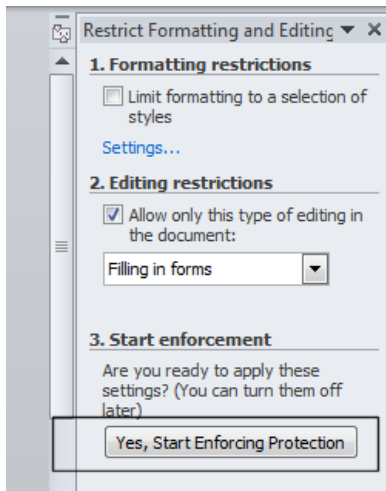
- If we saved the file at this point and distributed it to other people, they could still modify or delete the text that we have entered, so we now need to protect the document. To do this click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



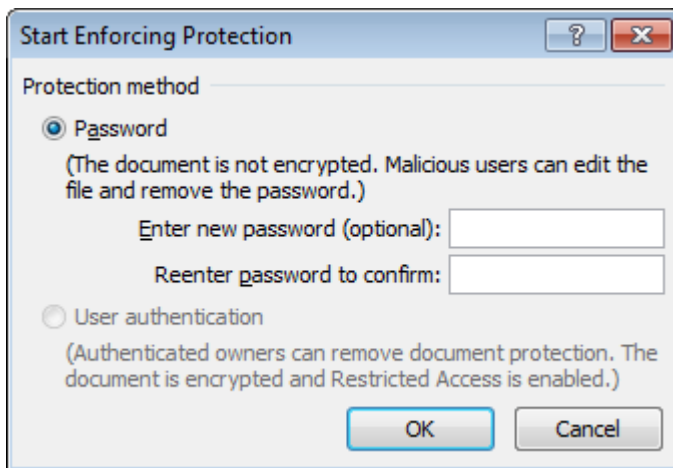
- The **Restrict Formatting and Editing** side pane will be displayed to the right of your document. Click on the **Allow only this type of editing in the document** check box. Click on the **drop-down arrow** to the right, within the section and select **Filling in forms**.



- Click on the **Yes, Start Enforcing Protection** button.



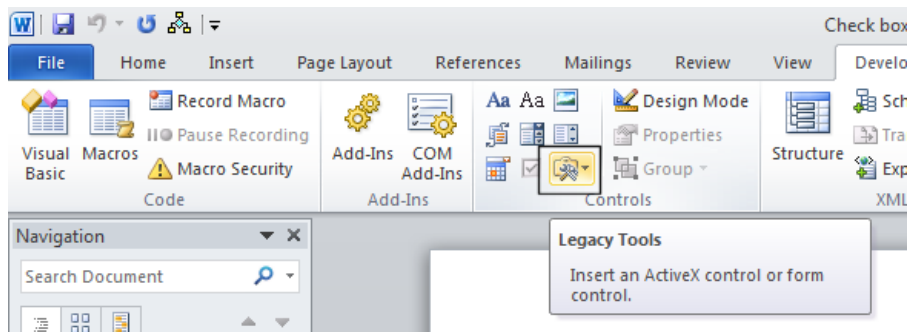
- The **Start Enforcing Protection** dialog box will be displayed.



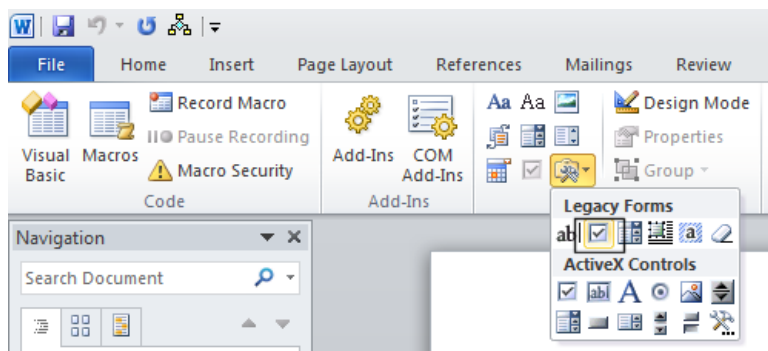
- Click on the **OK** button to protect the document.
- Now try deleting the text within your document, you should find that you cannot modify the text displayed. The only place where you can enter information is in the shaded text entry boxes.
- Experiment with entering sample data into the fields.
- Save your changes and close the document.

## Creating and protecting form check boxes.

- Open a document called **Check box forms**.
- Click at the location where you wish to insert the text field. In this case click at the end of the question line.
- Click on the **Legacy Tools** button located within the **Controls** group under the **Developer** tab.



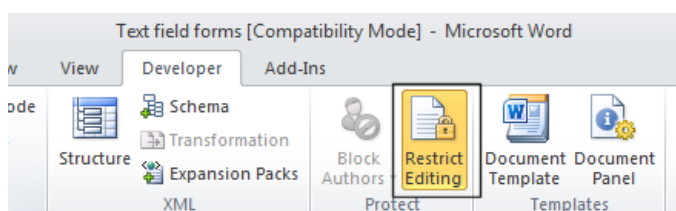
- From the drop down list displayed click on the **Check Box Form Field** button.



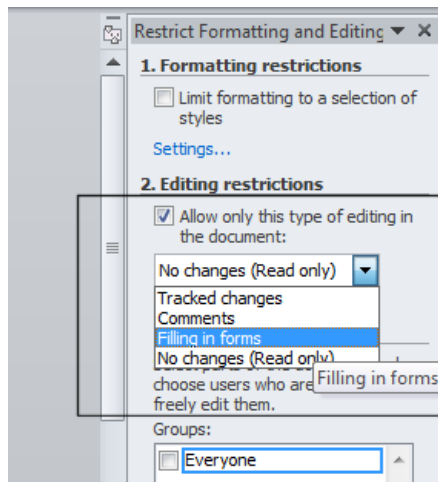
- The check box field will be inserted into your document.

Do you want to pay extra for express delivery? ☐

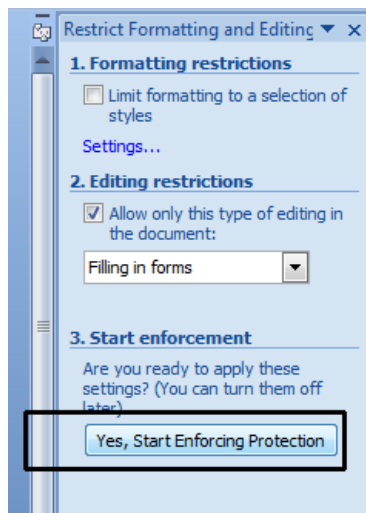
- Click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



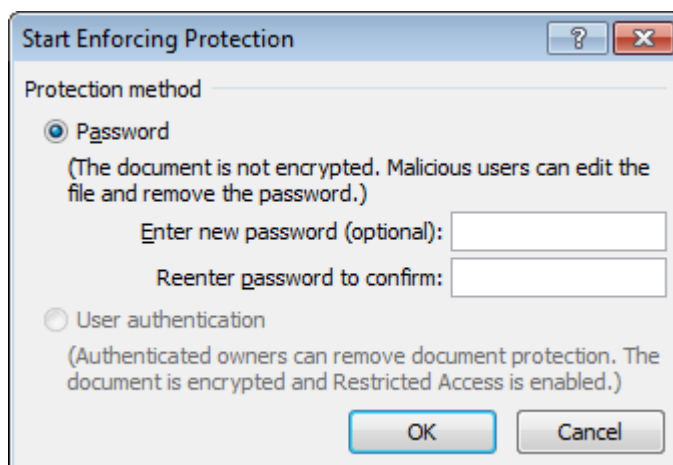
- The **Restrict Formatting and Editing** side pane is displayed.
- Click on the **Allow only this type of editing in the document** check box.
- Click on the **down arrow** within this section and select **Filling in forms**.



- Click on the **Yes, Start Enforcing Protection** button.



- The **Start Enforcing Protection** dialog box will be displayed.

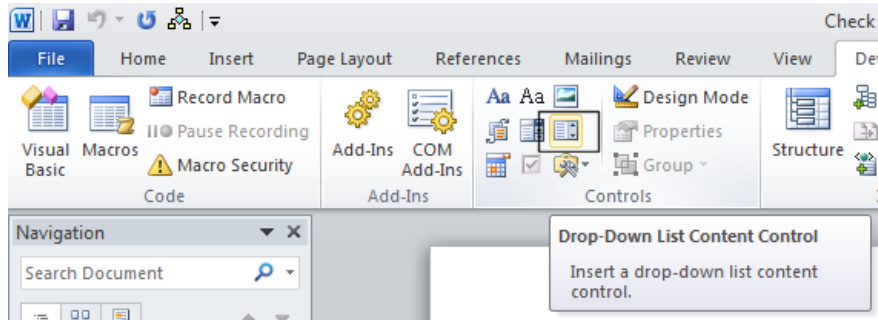


- Click on the **OK** button to protect the document.
- You have now created a form containing a check box and you have protected the form.

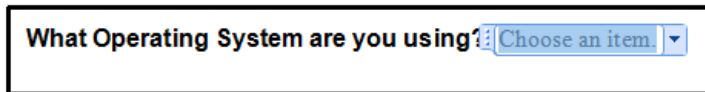
- Save your changes and close the document.

### Inserting and protecting form drop-down menus.

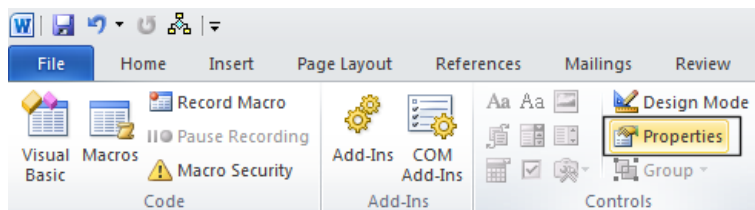
- Open a document called **Drop down menu forms**.
- Click at the location where you wish to insert the text field. In this case click at the end of the question line.
- Click on the **Drop Down List** button located within the **Controls** group under the **Developer** tab.



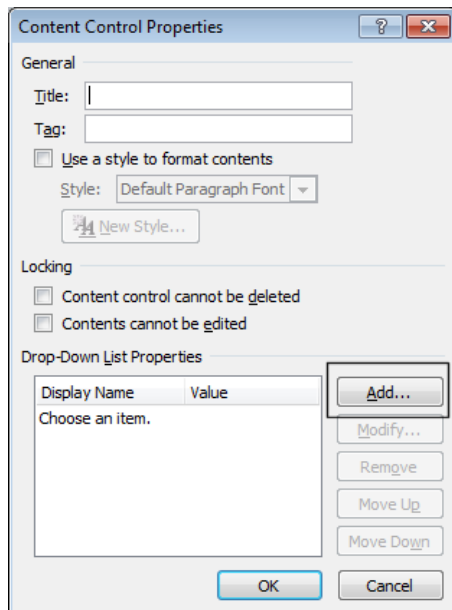
- The drop down list field will be inserted into your document.



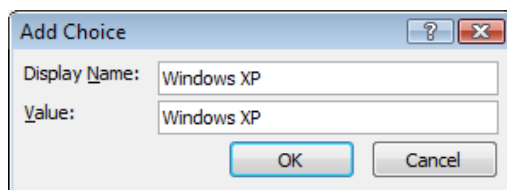
- We now need to customise the form to make it useful. Click on the drop down list field and then click on the **Properties** button within the **Controls** group under the **Developer** tab.



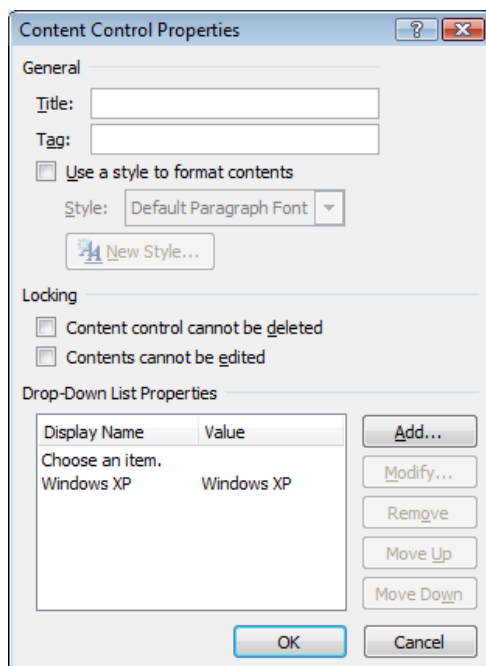
- This will display the **Content Control Properties** dialog box.



- Click on the **Add** button. This will display the **Add Choice** dialog box. Type in the text **Windows XP**.



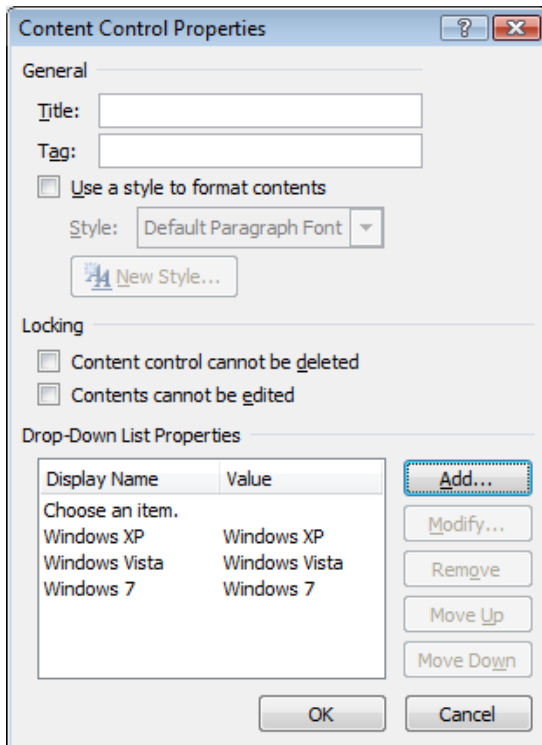
- Click on the **OK** button and the dialog box now look like this.



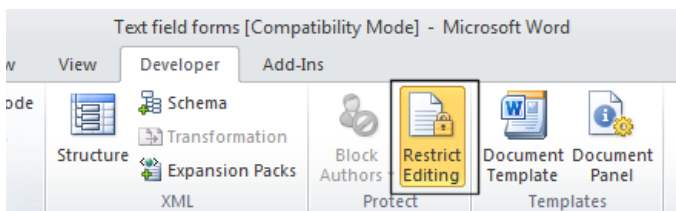
- Click on the **Add** button and type in the phrase **Windows Vista**. Click on the **OK** button.



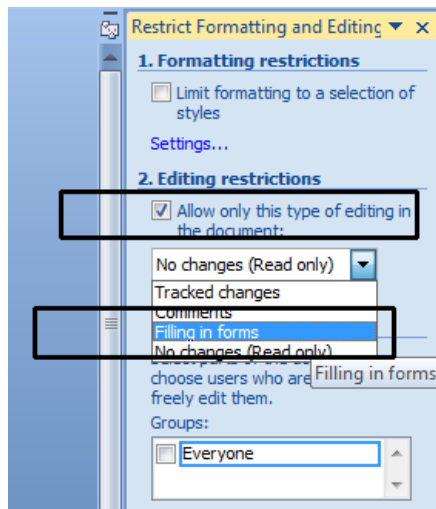
- Click on the **Add** button and type in the phrase **Windows 7**. Click on the **OK** button.
- The dialog box will now look like this.



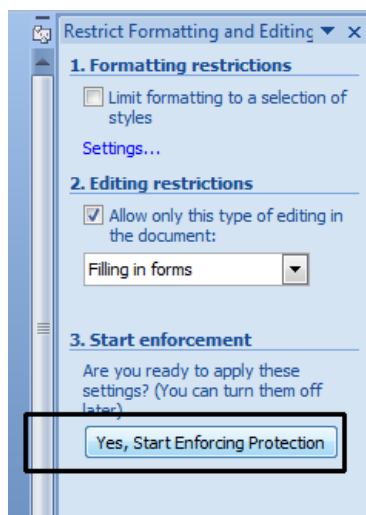
- Click on the **OK** button to close the **Content Control Properties** dialog box.
- Click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



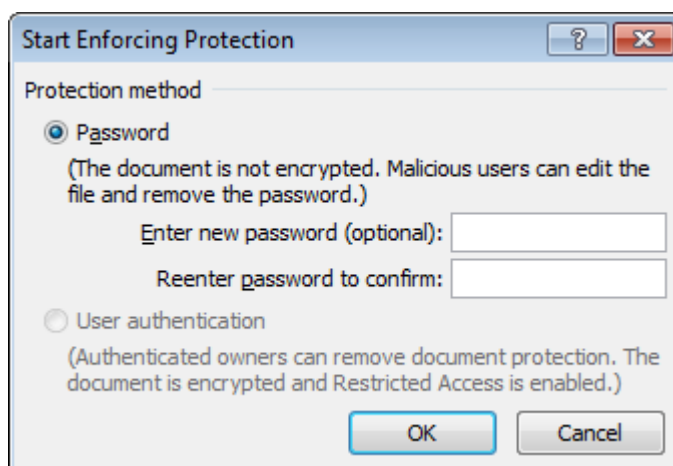
- The **Restrict Formatting and Editing** side pane is displayed.
- Click on the **Allow only this type of editing in the document** check box.
- Click on the **down arrow** within this section and select **Filling in forms**.



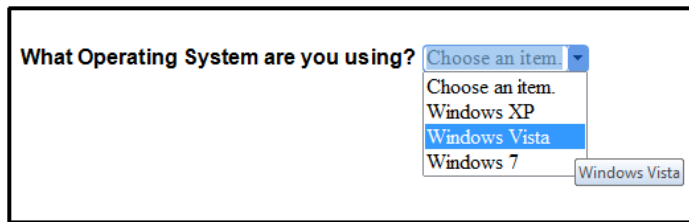
- Click on the **Yes, Start Enforcing Protection** button.



- The **Start Enforcing Protection** dialog box is displayed. Click on the **OK** button.



- Your page will now look like this; the drop down list is now active.



What Operating System are you using?

Choose an item

Choose an item.

Windows XP

Windows Vista

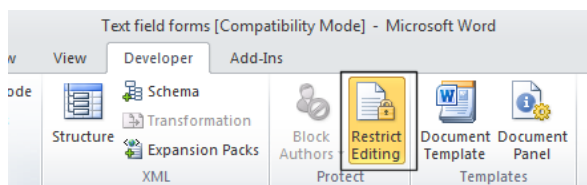
Windows 7

Windows Vista

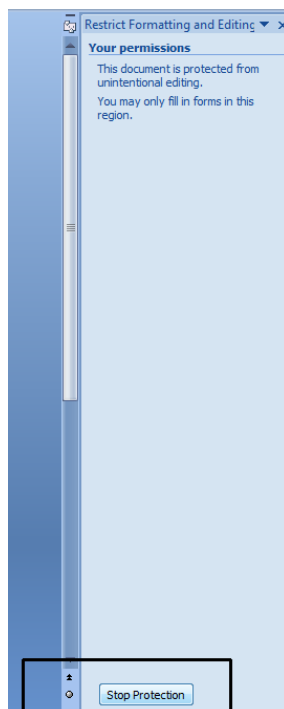
- Save your changes and close the document.

## Modifying form fields and displaying help.

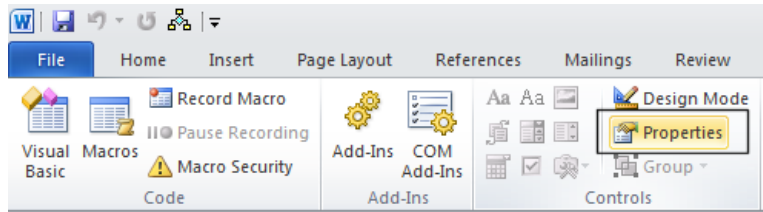
- Open a document called **Modifying form fields**. This document contains three fields and the form is protected.
- First you need to un-protect the form. To do this click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



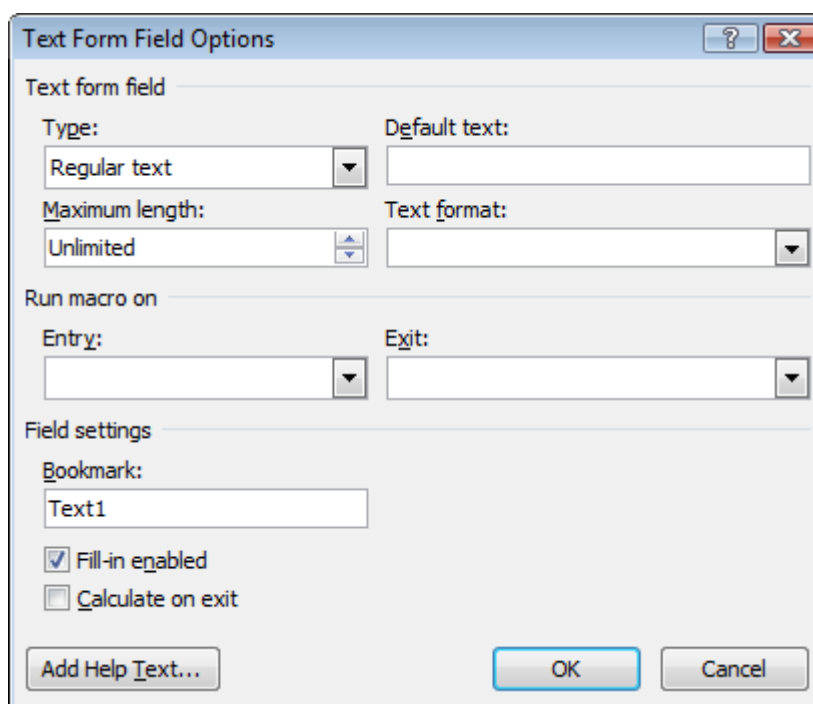
- The **Restrict Formatting and Editing** side pane will be displayed. Click on the **Stop Protection** button displayed at the bottom of the side pane.



- Click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab to hide the **Restrict Formatting and Editing** side pane
- Click on the first text field and then click on the **Properties** button within the **Controls** group under the **Developer** tab.

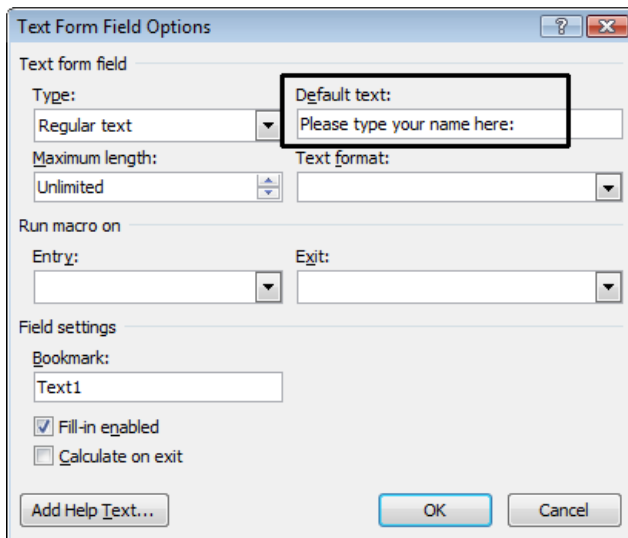


- This will display the **Text Form Field Options** dialog box.

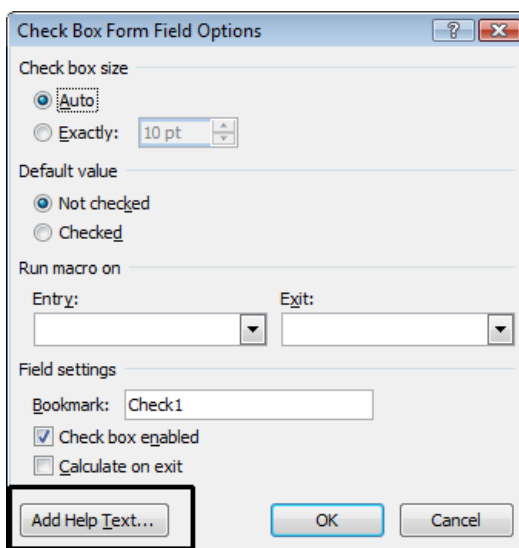


- In the **Default text** section of the dialog box, add default text such as:

**Please type your name here:**



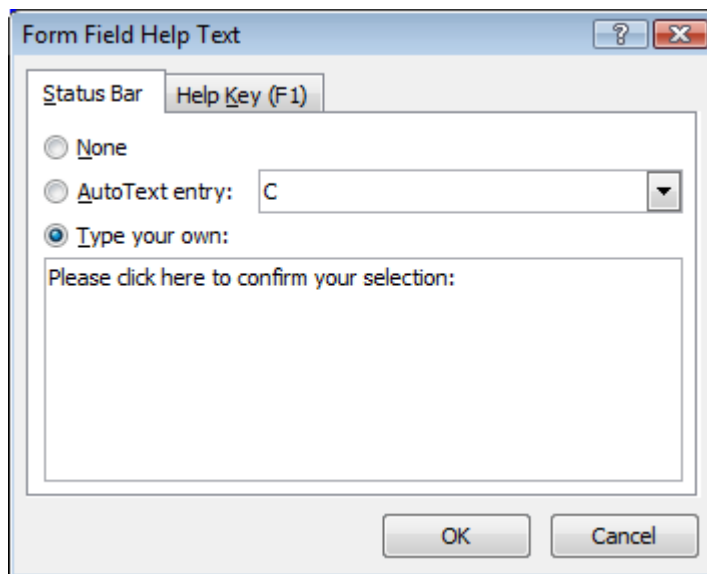
- Click on the **OK** button to close the dialog box.
- Click on the second text field and then click on the **Properties** button within the **Controls** group under the **Developer** tab. This will display the **Check Box Form Field Options** dialog box.



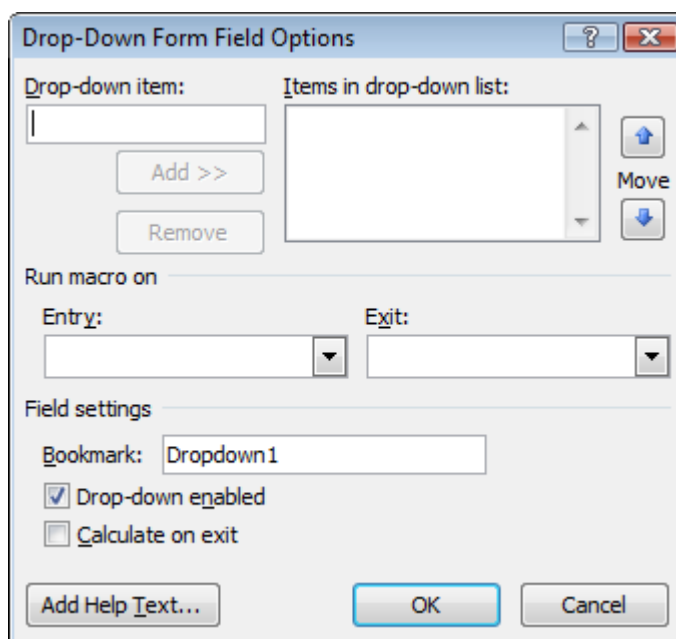
- Click on the **Add Help Text** button. This will display the **Add Help Text** dialog box. Make sure that the **Status Bar** tab is selected.
- Click on the **Type your own** button.
- Type in the following text:

**Please click here to confirm your selection:**

- The dialog box will look like this.



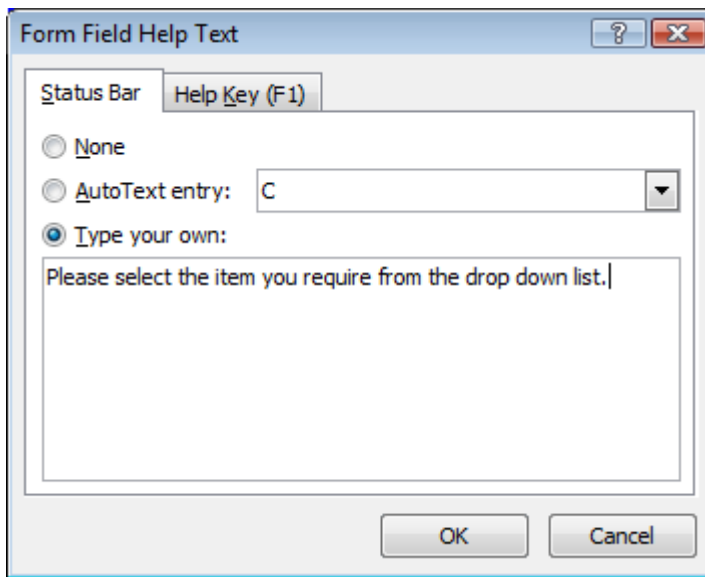
- Click on the **OK** button to close the **Form Field Help Text** dialog box.
- Click on the **OK** button to close the main dialog box.
- Click on the third text field and then click on the **Properties** button within the **Controls** group under the **Developer** tab. This will display the **Drop-Down Form Field Options** dialog box.



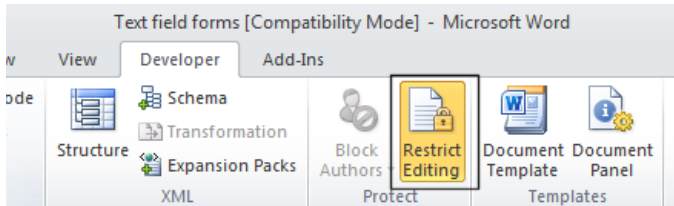
- Click on the **Add Help Text** button. This will display the **Add Help Text** dialog box. Make sure that the **Help Key (F1)** tab is selected.
- Click on the **Type your own** button.
- Type the following text into the dialog box:

**Please select the item you require from the drop down list.**

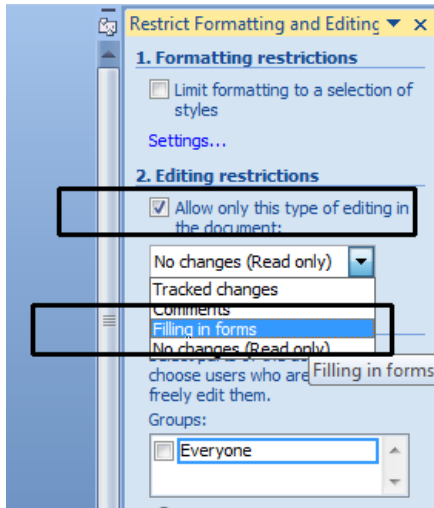
- The dialog box will look like this.



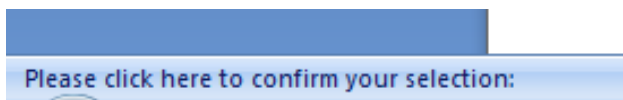
- Click on the **OK** button to close the **Form Field Help Text** dialog box.
- Click on the **OK** button to close the main dialog box.
- Click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



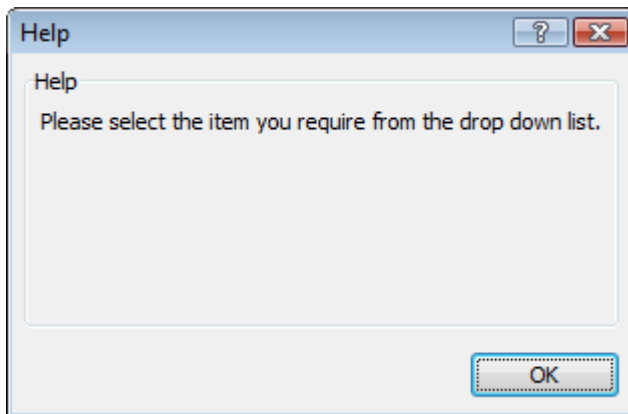
- The **Restrict Formatting and Editing** side pane is displayed.
- Click on the **Allow only this type of editing in the document** check box.
- Click on the **down arrow** within this section and select **Filling in forms**.



- Click on the **Yes, Start Enforcing Protection** button. The **Start Enforcing Protection** dialog box is displayed, click on the **OK** button.
- With the form now protected, click on the **second** form field within the document. You will see your instructions displayed in the bottom-left section of the Status Bar.



- Click on the **third** form field within the document. Press the **F1** help key and you will see a dialog box displaying help about how to use this form field.



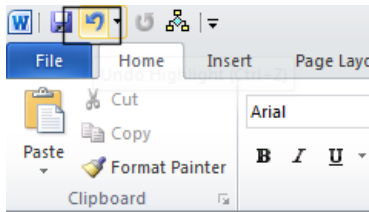
- Click on the **OK** button to close the **Help** dialog box.
- Save your changes and close the document.

## Protecting a form.

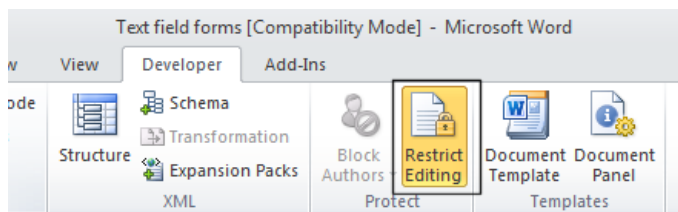
- Open a document called **Form Protection 01**.
- Try clicking on any of the form fields and pressing the **Del** key. As you will see you can delete the form fields, as the form is not currently protected.



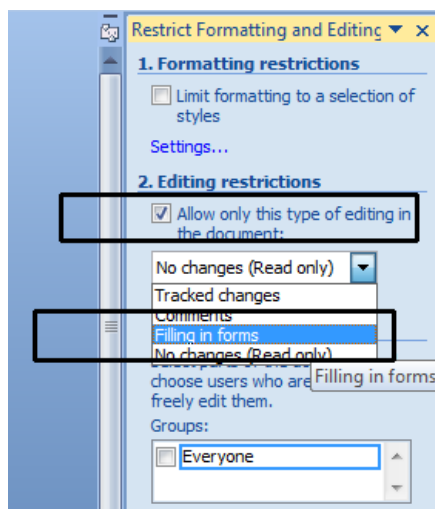
- Click on the **Undo** button to reverse the deletion.



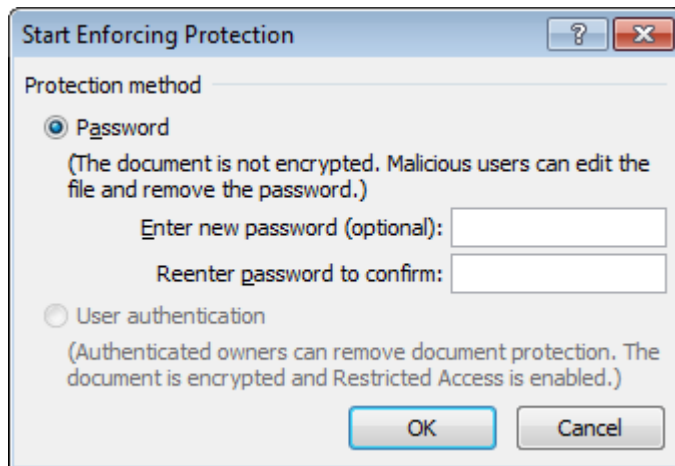
- Click on the **Restrict Editing** button contained within the **Protect** group under the **Developer** tab.



- The **Restrict Formatting and Editing** side pane is displayed.
- Click on the **Allow only this type of editing in the document** check box.
- Click on the **down arrow** within this section and select **Filling in forms**.

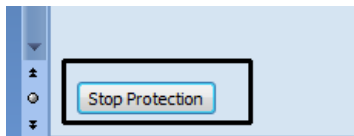


- Click on the **Yes, Start Enforcing Protection** button. The **Start Enforcing Protection** dialog box is displayed. Click on the **OK** button.



- Now try selecting and deleting a form field. As you will see you can no longer delete the form fields, as the form is now protected.

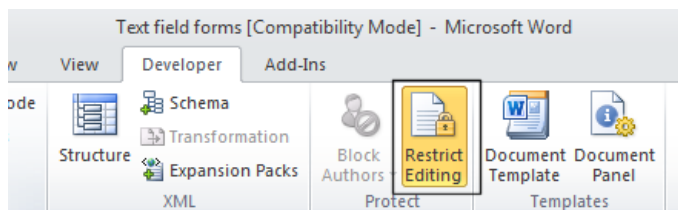
**NOTE:** To unprotect the form simply click on the **Stop Protection** button displayed at the bottom of the **Restrict Formatting and Editing** side pane.



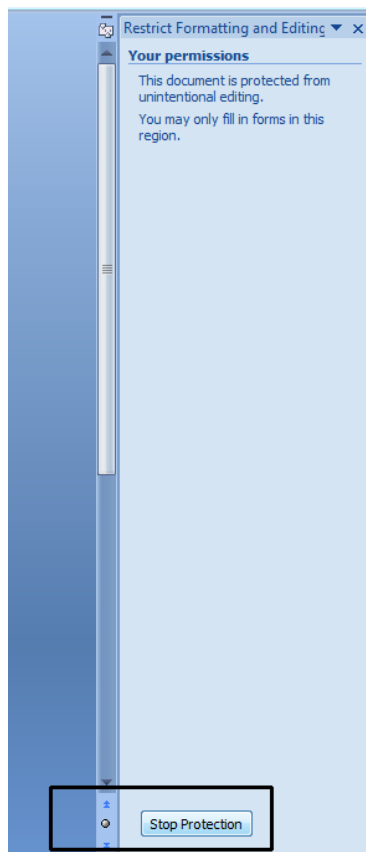
- Save your changes and close the document.

### Password protecting a form.

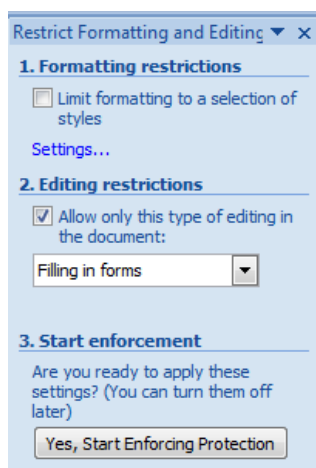
- Open a document called **Form Protection 02**. This is a document containing protected 'form' fields.
- Unprotect your document. To do this, click on the **Developer** tab and within the **Protect** group click on the **Restrict Editing** button.



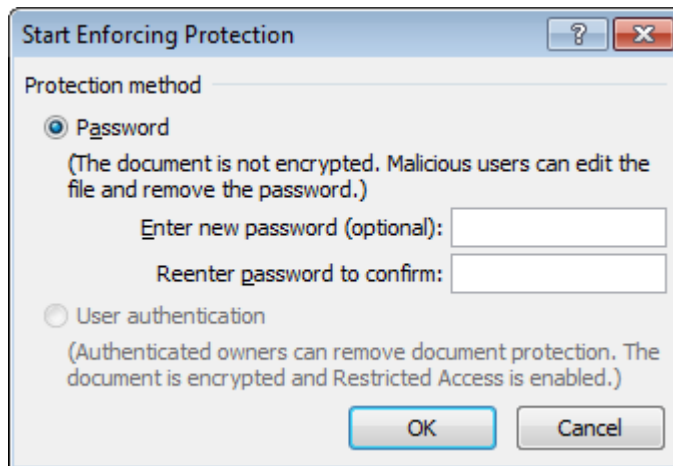
- The **Restrict Formatting and Editing** side pane will be displayed to the right of your document. Click on the **Stop Protection** button displayed at the bottom of the side pane. The form is no longer protected.



- As you have just seen, even though the form was protected, if you know a little about how to use Microsoft Word you can easily unprotect it. You will now add a password to protect the form from changes by a user.
- Within the **Restrict Formatting and Editing** side pane click on the **Yes, Start Enforcing Protection** button.



- This will display the **Start Enforcing Protection** dialog box.

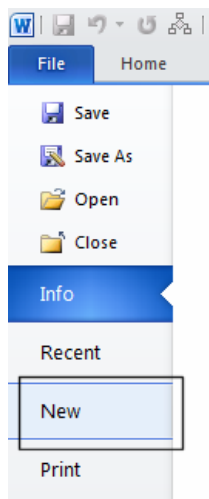


- Enter a password in both sections of this dialog box. In this case use the password **CHELTENHAM** (all uppercase).
- Click on the **OK** button to close the dialog box. The form is now protected and this protection in turn is password protected.
- Save your changes and close the document.

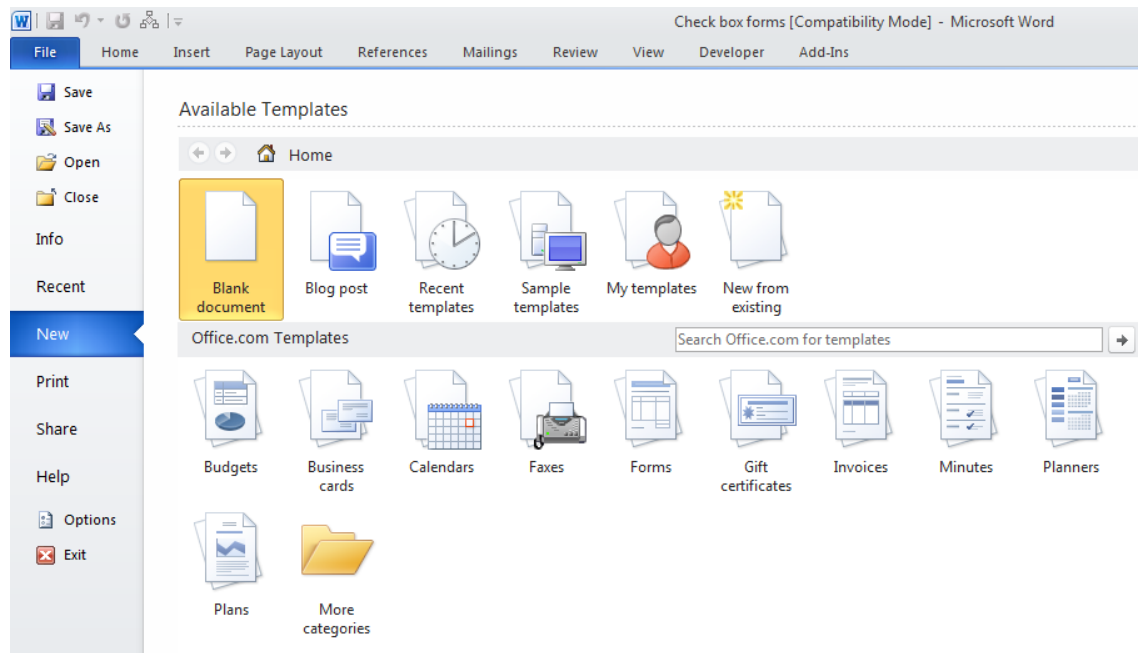
# Templates

## What are Word templates?

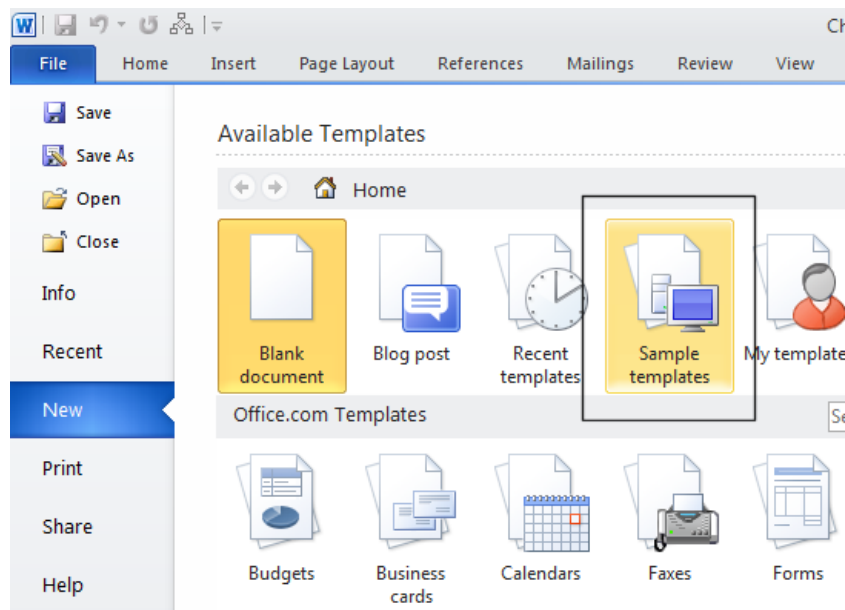
- All documents that you create within Microsoft Word are based on templates which control how the document will look, what page size is used, what page orientation is used, what default font is used, plus many other aspects of the documents appearance. If you do not specify a template when you create a new document, it will automatically be based on the default template, called **Normal**.
- A template can also contain text and pictures. For instance you could have a template set up containing your organisations name, contact details and logo, so that when you created a new document based on that template, you would not have to enter the company details each time. To see what Word templates are available on your computer, click on the **File** tab and from the drop-down list displayed click on the **New** button.



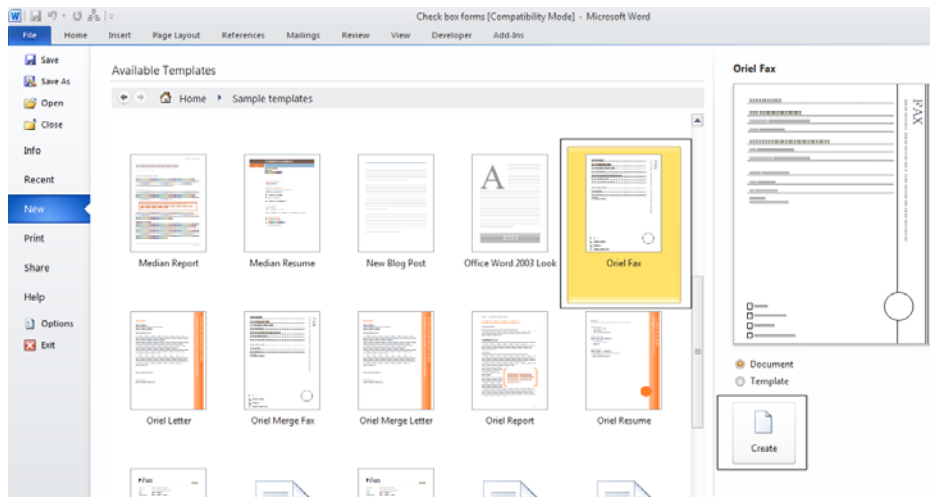
- This will display a list of templates that you can use.



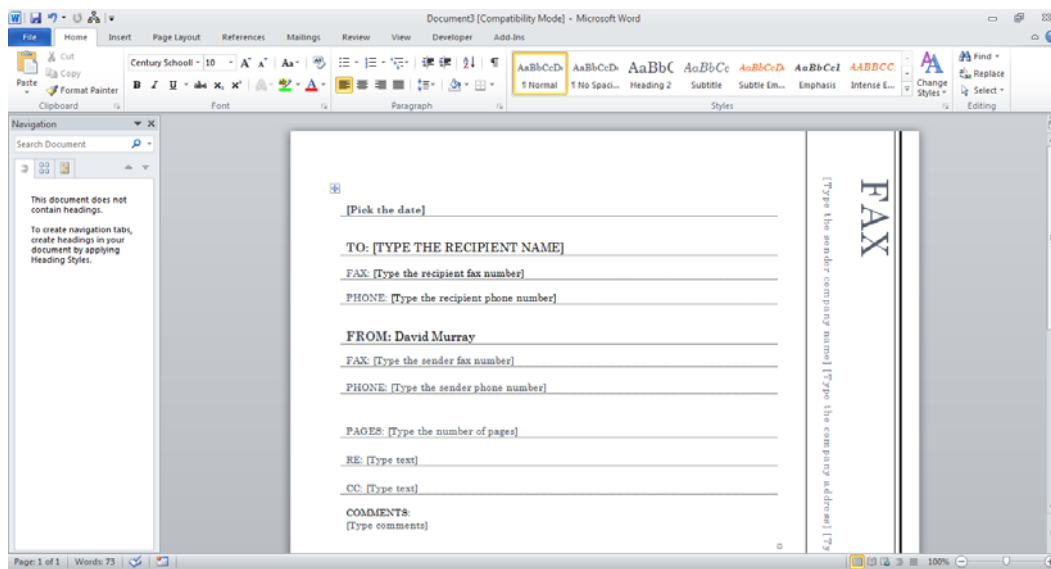
- The upper section displays templates that are already installed on your computer. Click on the **Sample Templates** option.



- Your screen will display a preview of the templates.



- Click on the **Create** button to create a new document based on the template.

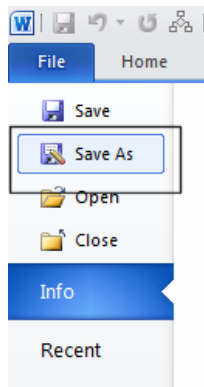


- You have seen some of the templates that are already available but remember you can modify existing templates or create new templates from scratch.
- Close any open dialog boxes before continuing.

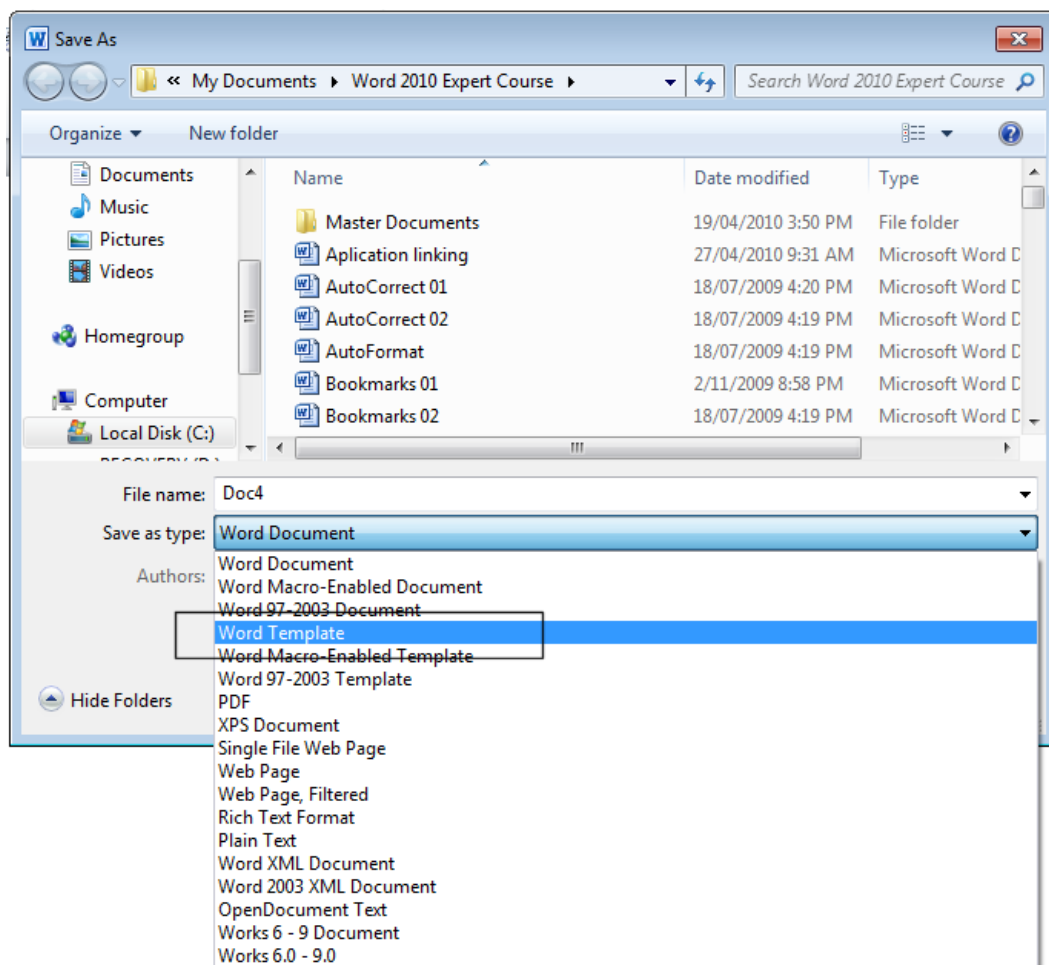
## Creating and using a Word template.

- Press **Ctrl+N** to create a new Word document. We will now make some changes to this document and then save the document as a template.
- Press **Ctrl+A** to select the entire document.
- Click on the **Home** tab, and within the **Font** group use the font control to select the **Arial** font.
- Click on the **Font Size** control to set the font size to **14 point**.
- Click on the **Font Color** control and select a blue font colour.
- Click within the document so that the entire document is no longer selected.

- Double click within the header of the document and enter your name as a header.
- Double click within the main area of the document.
- Click on **File** tab and from the drop-down list displayed click on the **Save As** command.

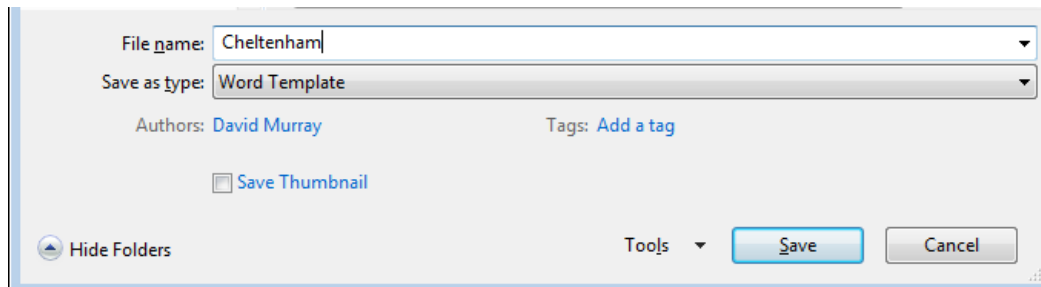


- This will display the **Save As** dialog box. Click on a **down arrow** to the right of the **Save as type** section of the dialog box. From the drop-down list displayed select a **Word Template**.

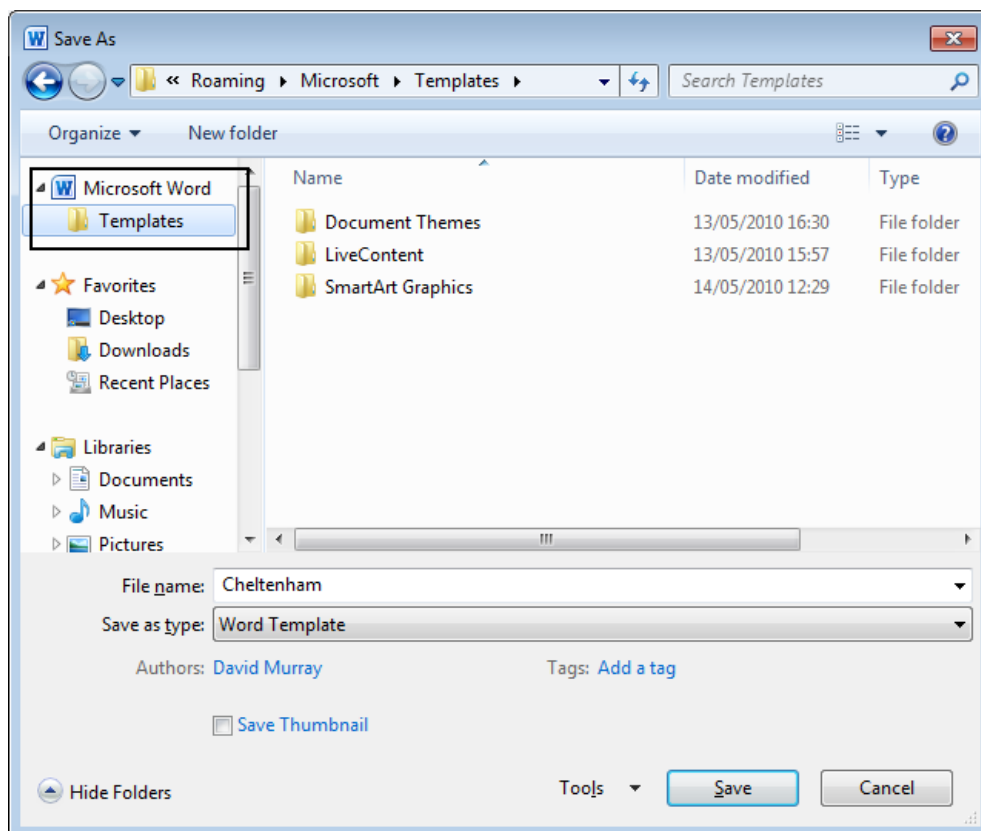




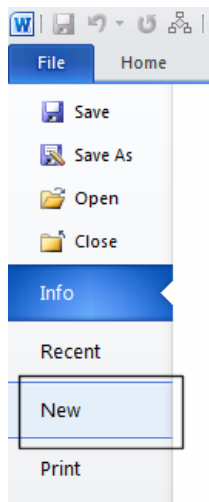
- Within the **File name** section enter the file name as **Cheltenham**. The dialog box will now look like this.



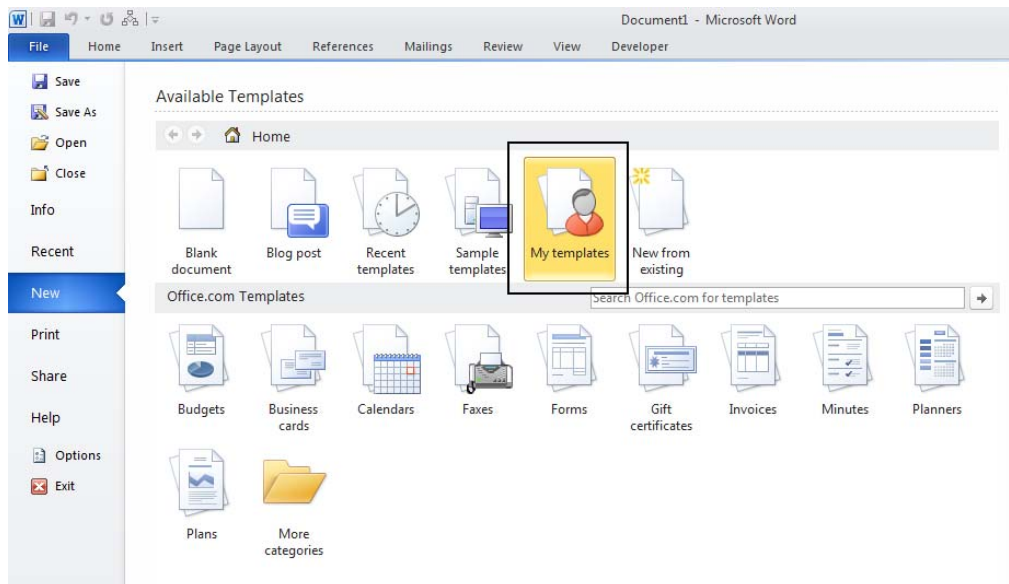
- Next you need to specify where to save a template file. Within the left side of the dialog box click on the **Templates** button. The dialog box will now look like this.



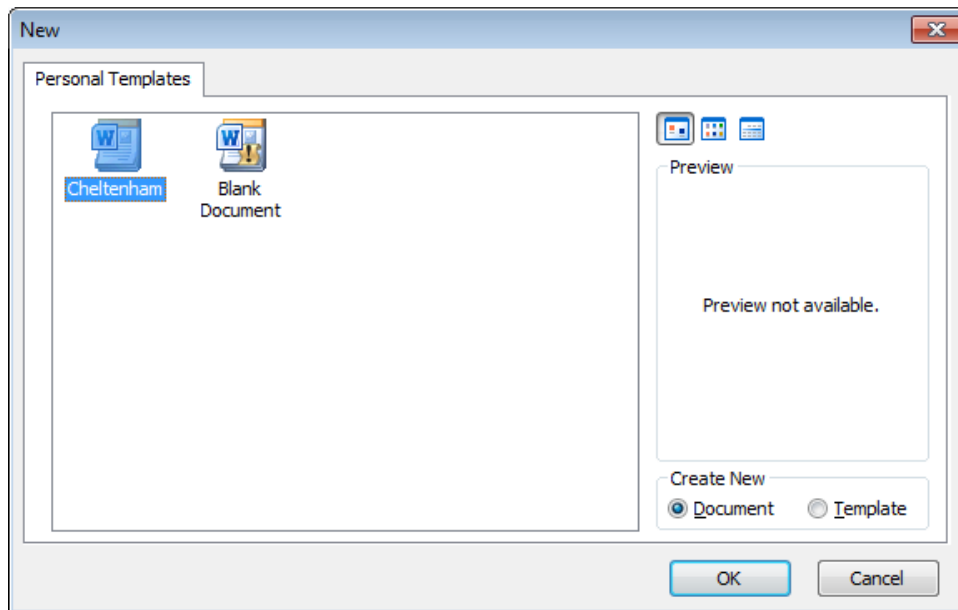
- Click on the **Save** button to save your template file.
- Close the document.
- To use the template, click on the **File** tab and from the menu displayed click on the **New** command.



- Within the left section of the window click on **My templates**.



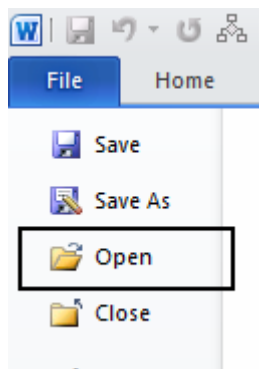
- You will see the template that you have just created displayed within the dialog box. Double click on the **Cheltenham** template.



- A new document will be created, based on the **Cheltenham** template. Type in a few words and you should see that the text is displayed using the font size and type that you specified within your template. You should also see your name displayed in the document header region.
- Close the document without saving your changes.

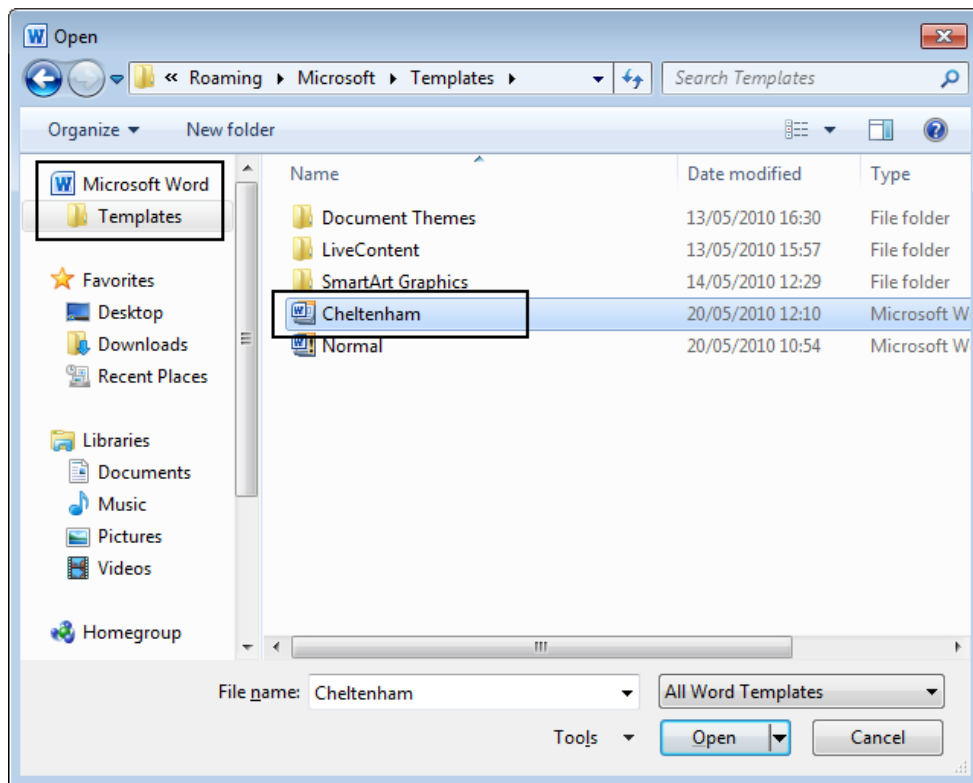
### Modifying a Word template.

- We shall modify the template that you created in the previous section. To do this we first need to open the template file.
- Click on the **File** tab and from the drop-down list displayed click on the **Open** command.



- This will display the **Open** dialog box.
- Within the left side of the dialog box click on **Templates** to display the contents of templates folder.
- Towards the bottom right of the dialog box, next to the **File name** section, click on the **down arrow** and select **All Word Templates**.
- Within the main area of the dialog box click on the **Cheltenham** template.

- The dialog box should now look like this.



- Click on the **Open** button to open the template.

**NOTE:** You have opened the actual template file. You have not created a new document based on the template. It is important to realise the difference between these two concepts.

- You can now make changes to the template. Press **Ctrl+A** to select the entire document. Click on the **Font Color** drop down and select a **green** colour. Click within the document to de-select the document. Change the text in the document header so that the name of your organisation, rather than your own name is displayed.
- Double click within the main part of the document after you have altered the header area.
- Save and close the template file.
- Create a new document based on the modified template and the changes you made to the template should be reflected within the document. Type in a line of text and it will be displayed in the new colour.
- Close your new document without saving your changes.

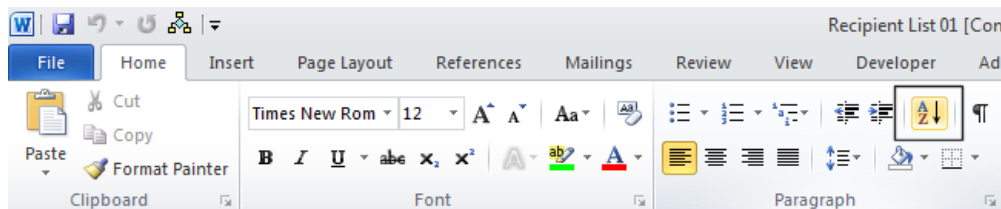
# Mail Merging.

## Editing and sorting a mail merge recipient list.

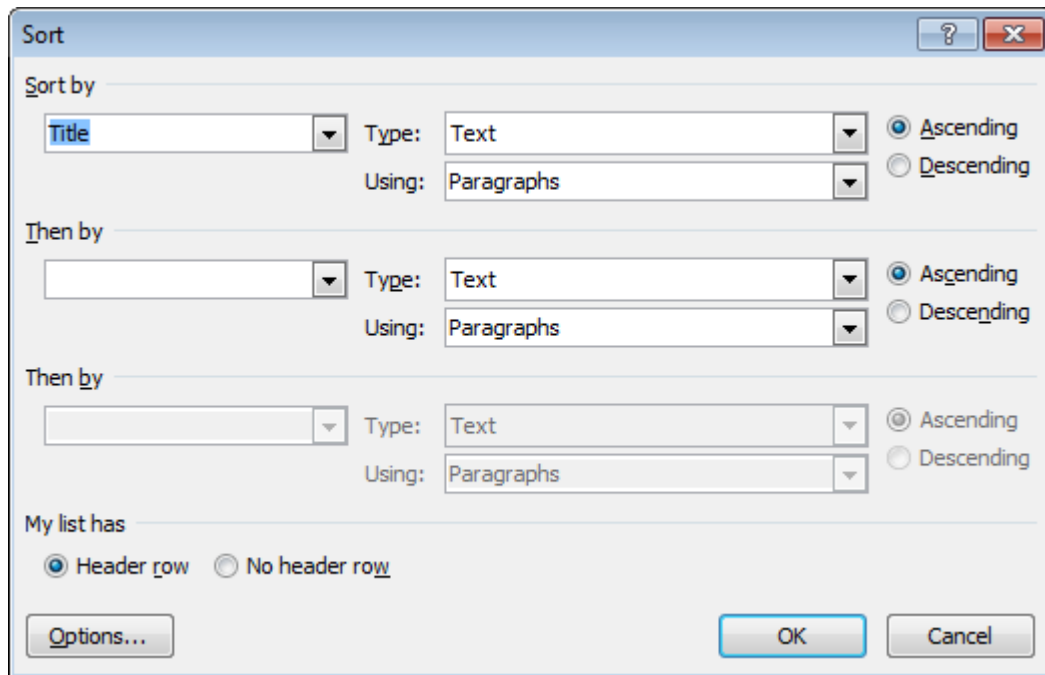
- Open the file called **Recipient List 01**. The list will look like this.

Title	First-name	Second-name	Department	Country
Mr.		Hastert	Marketing	UK
Ms	Nancy	Pelosi	Marketing	Egypt
Mr.	George	Radanovich	Marketing	Ireland
Mr.	Agustín	Amiete	Marketing	South Africa
Ms	Ruth	Dreifuss	Marketing	Australia
Mr.	Louis	Dumas	Marketing	Australia
Mr.	Valentino	Gravani	Marketing	UK
Miss	Birgit	Wilson	Marketing	USA
Mr.	Tom	Feeney	Packaging	New Zealand
Mr.	Ernst	Mach	Packaging	UK
Mr.	Christopher	Cox	Production	Australia
Mr.	Tom	DeLay	Production	Egypt
Ms	Christa	Hugo	Production	Ireland
Mrs.	Zora	Hurston	Production	New Zealand
Ms	Lou	Murray	Production	UK
Mr.	Roy	Blunt	Sales	South Africa
Mr.	Michael	Ferguson	Sales	USA
Mr.	Mark	Kirk	Sales	Egypt
Mr.	Robert	Menendez	Sales	Egypt
Miss	Hilda	Solis	Sales	New Zealand
Miss	Susan	Brown	Sales	Australia
Mr.	Enrique	Granados	Sales	UK
Mr.	Jan	Heweliusz	Sales	South Africa
Mr.	Girish	Kamad	Sales	USA
Mrs.	Mallika	Sarabhai	Sales	South Africa

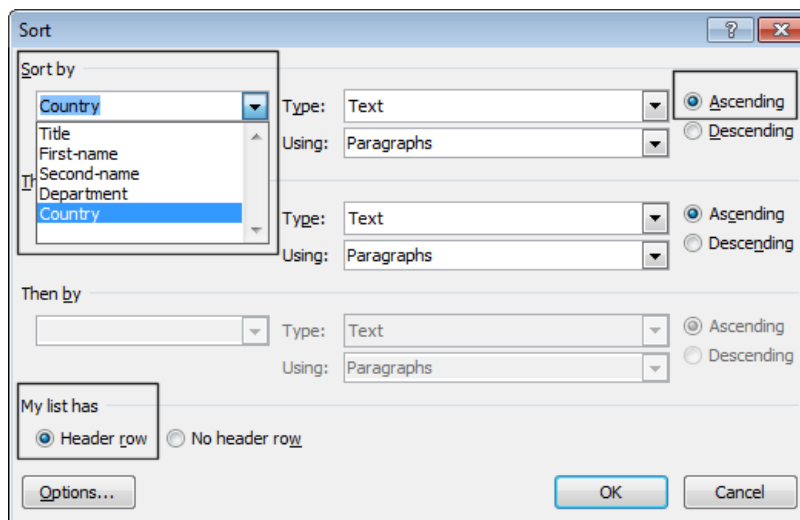
- TO SORT YOUR LIST:**
- Click within the table.
- Click on the **Home** tab and within the **Paragraph** group click on the **Sort** button.



- This will display the **Sort** dialog box.



- Use the **down arrow** in the **Sort by** section of the dialog box to select which column you wish to sort by. In this case, sort by **Country**.



- Use the **Ascending** or **Descending** button to control the direction of the sort. In this case select **Ascending**.
- Click on the **Header row** button to tell Microsoft Word that the top row within the list is a header row.
- Click on the **OK** button to perform the sort.

Title	First-name	Second-name	Department	Country
Ms	Ruth	Dreifuss	Marketing	Australia
Mr.	Louis	Dumas	Marketing	Australia
Mr.	Christopher	Cox	Production	Australia
Miss	Susan	Brown	Sales	Australia
Mr.	Amerigo	Vespucci	Sales	Canada
Ms	Nancy	Pelosi	Marketing	Egypt
Mr.	Tom	DeLay	Production	Egypt
Mr.	Mark	Kirk	Sales	Egypt
Mr.	Robert	Menendez	Sales	Egypt
Mr.	George	Radanovich	Marketing	Ireland
Ms	Christa	Hugo	Production	Ireland
Mr.	Tom	Feeney	Packaging	New Zealand
Mrs.	Zora	Hurston	Production	New Zealand
Miss	Hilda	Solis	Sales	New Zealand
Mr.	Agustin	Arrieta	Marketing	South Africa
Mr.	Roy	Blunt	Sales	South Africa
Mr.	Jan	Heweliusz	Sales	South Africa
Mrs.	Mallika	Sarabhai	Sales	South Africa
Mr.		Hastert	Marketing	UK
Mr.	Valentino	Gravani	Marketing	UK
Mr.	Ernst	Mach	Packaging	UK
Ms	Lou	Murray	Production	UK
Mr.	Enrique	Granados	Sales	UK
Miss	Birgit	Wilson	Marketing	USA
Mr.	Michael	Ferguson	Sales	USA
Mr.	Girish	Kamad	Sales	USA

- **TO EDIT A FIELD WITHIN THE LIST:**
- Click within the table cell containing the data you want to edit. For this exercise, double click on the second name called **Wilson**.
- Type in a new name called **Smith**.

Mr.	Valentino	Gravani	Marketing	UK
Mr.	Ernst	Mach	Packaging	UK
Ms	Lou	Murray	Production	UK
Mr.	Enrique	Granados	Sales	UK
Miss	Birgit	Smith	Marketing	USA
Mr.	Michael	Ferguson	Sales	USA
Mr.	Girish	Kamad	Sales	USA

- **TO ADD A RECORD TO THE LIST:**
- To add a record you first need to add a new row to the table. Click within the rightmost cell of the last row and press the **Tab** key. A new row will be displayed at the bottom of the table.

Add the following contact to the list by entering the text into the appropriate cells.

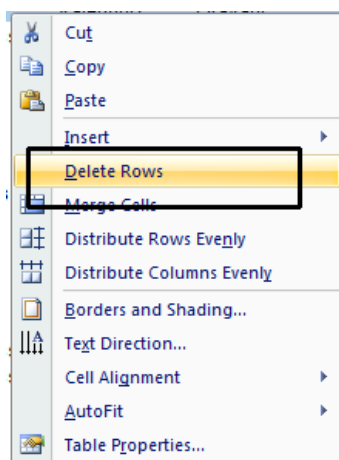
**NOTE:** Type in the word **Miss** and then press the **Tab** key to jump to the next field. Repeat this technique to insert the following line of information. Each line is called a record. Each item within the line is called a field.

Mr.	Amerigo	Vespucci	Sales	Canada
Miss	June	Richards	Marketing	Australia

- **TO DELETE A RECORD FROM THE LIST:**
- Select the row containing the record you want to delete. For this exercise, select the following row, containing details for **Ernst Mach**.

Mr.	Tom	Feeney	Packaging	New Zealand
Mr.	Ernst	Mach	Packaging	UK
Mr.	Christopher	Cox	Production	Australia
Mr.	Tom	DeLav	Production	Egypt

- Right click on the selected row, and from the pop-up menu displayed, select **Delete Rows**.



- Save your changes and close the document.

### Sorting and editing a mail merge recipient list (within the mail merge process).

- Open a document called **Mail Merge Sorting and Editing**. The document looks like this.

Hi

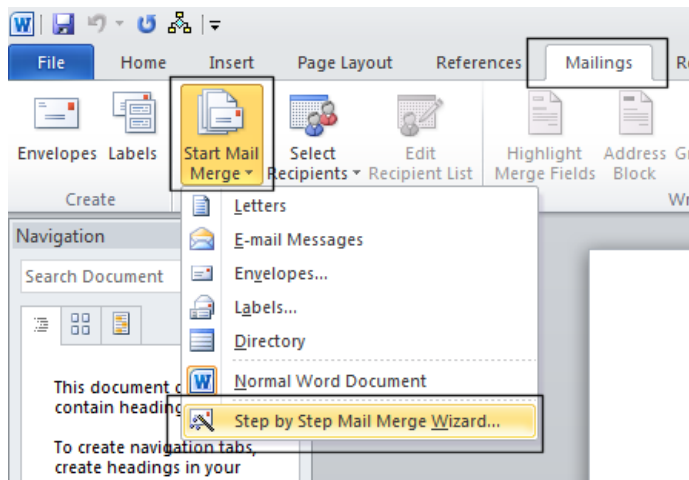
The release date for the new marketing campaign has been brought forward to June.

If you have any questions, please contact me.

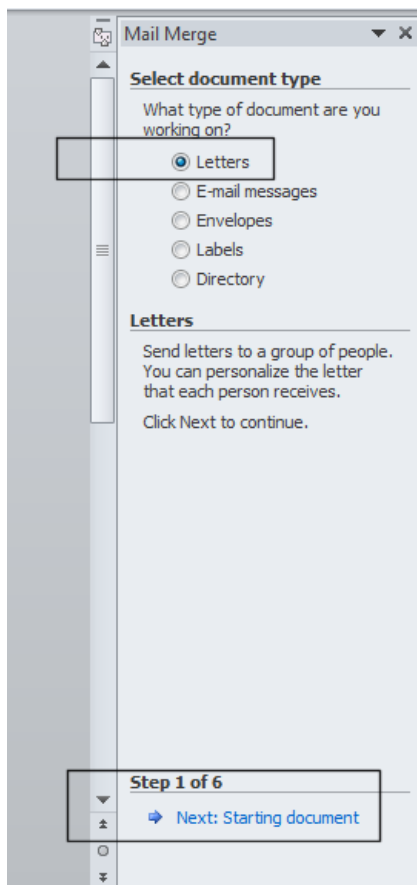
Yvette Lockwood.  
*Sales Director.*

- Click on the **Mailings** tab and within the **Start Mail Merge** group click on the **Start Mail Merge** button. From the drop-down list displayed click on the **Step by Step Mail Merge Wizard** command.

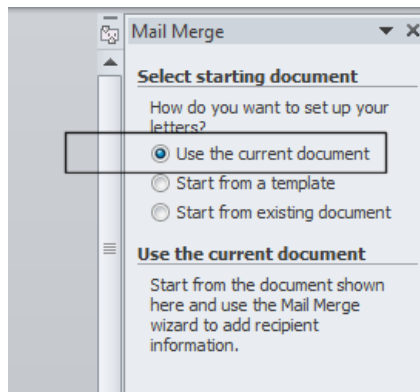




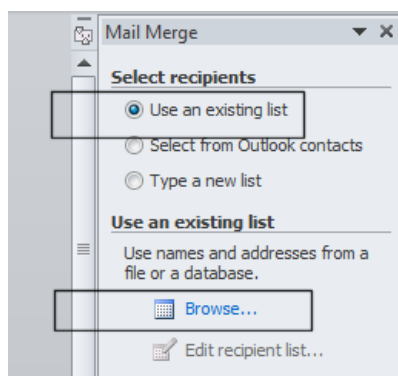
- This will display the **Mail Merge** side pane. Click on the **Letters** option and then click on the **Next** link at the bottom of the side pane.



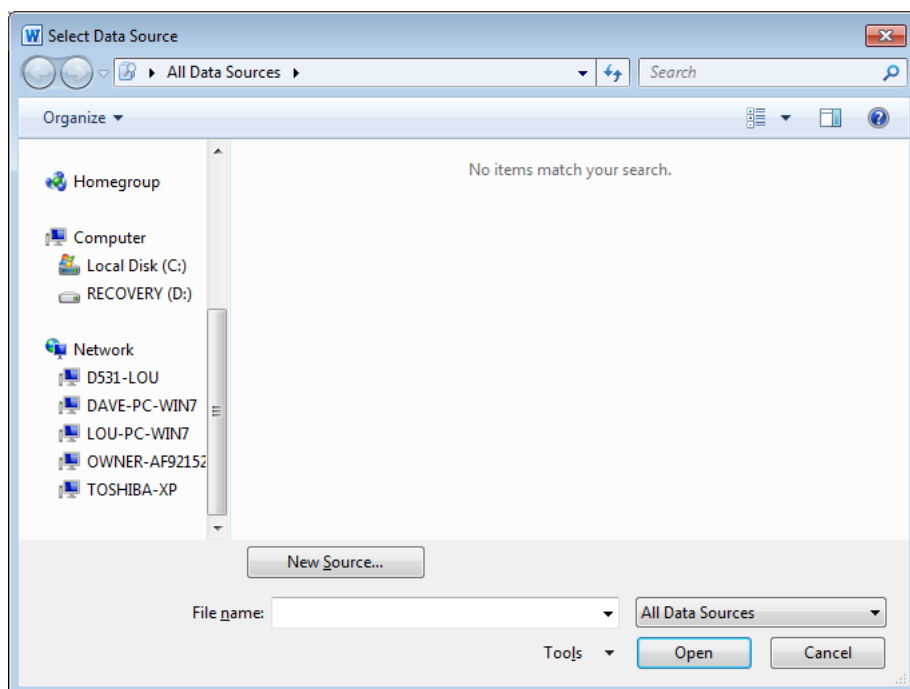
- This will display the next step within the mail merge process. Click on the **Use the current document** option and then click on the **Next** link at the bottom of the side pane.



- This will display the next step within the mail merge process. By default the **Use an existing list** option is selected. Click on the **Browse** link.

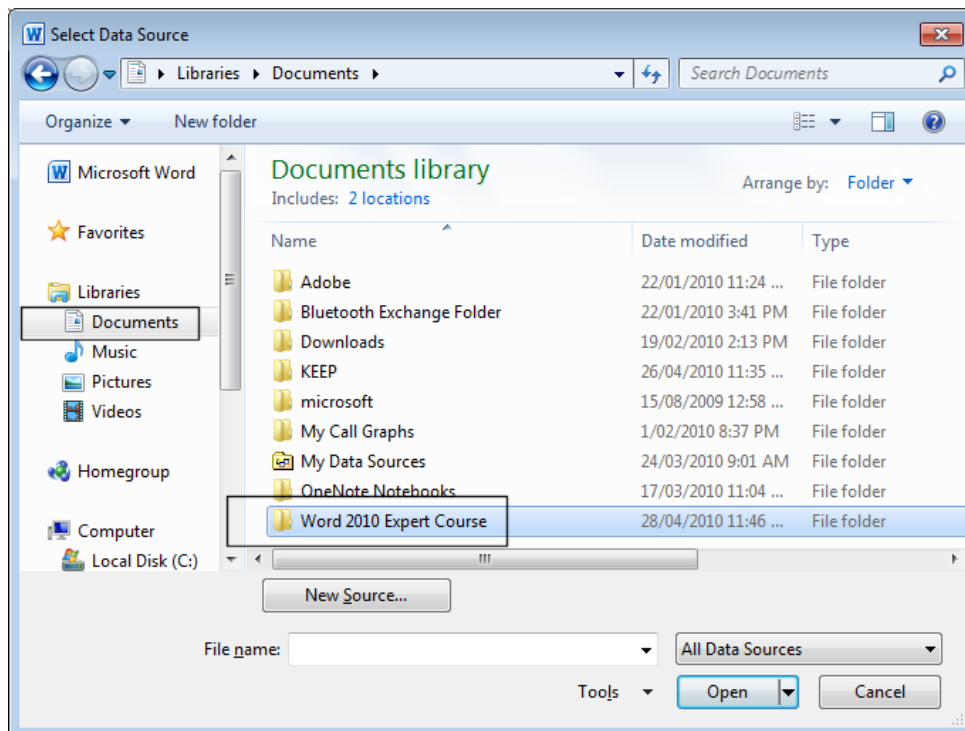


- This will display the **Select Data Source** dialog box.



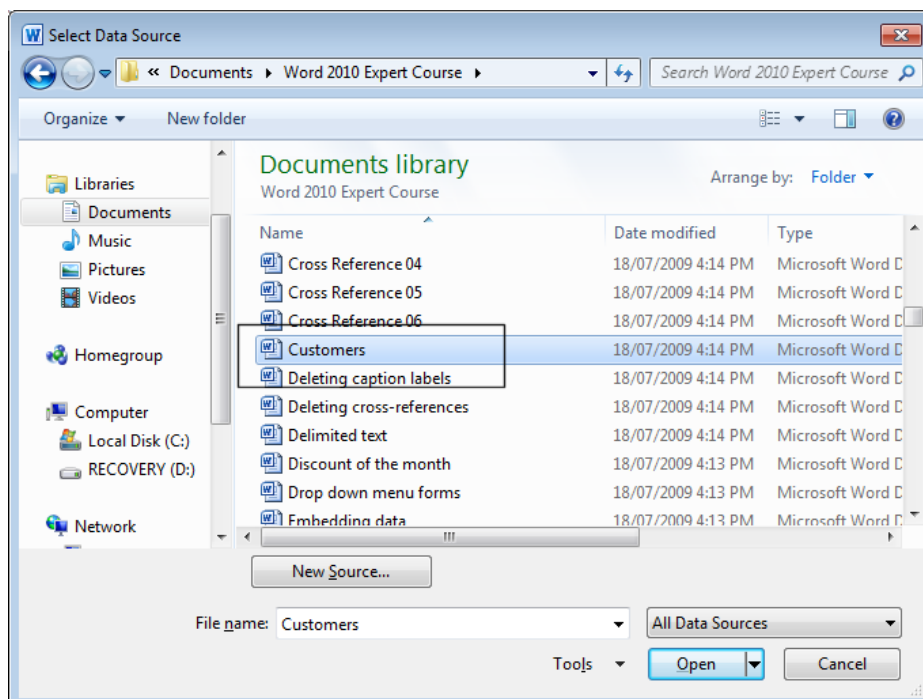
- Click on the **Documents** button.

- Double click on the **Word 2010 Expert Course** folder.

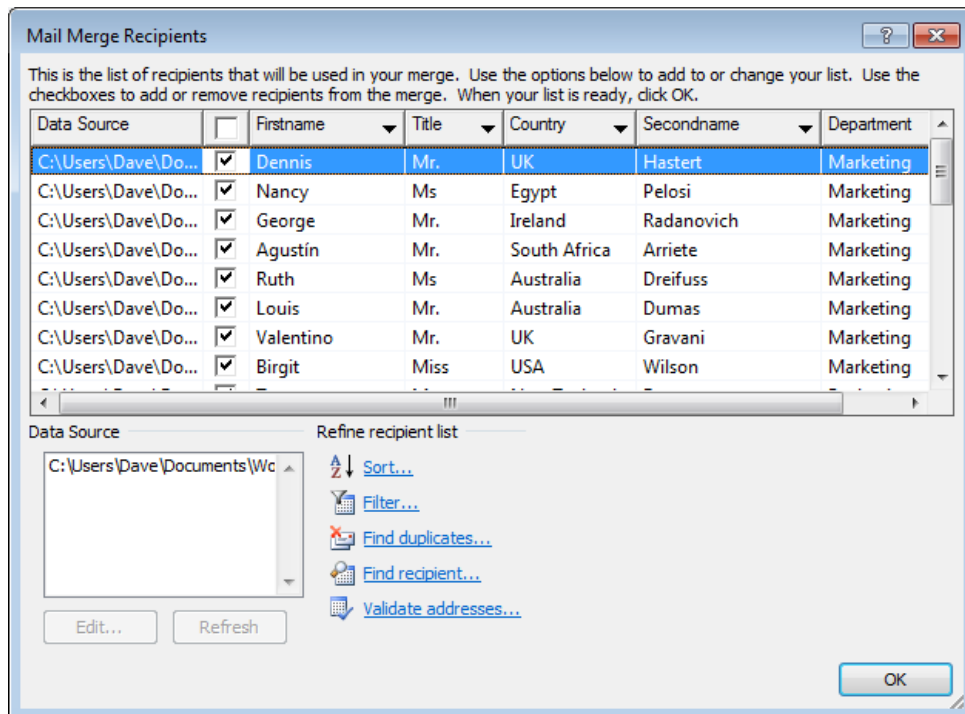


- Double click on the **Customers** document.

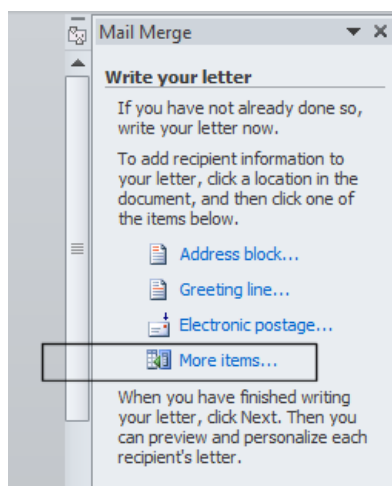
**NOTE:** You may have to scroll through the list to see this file.



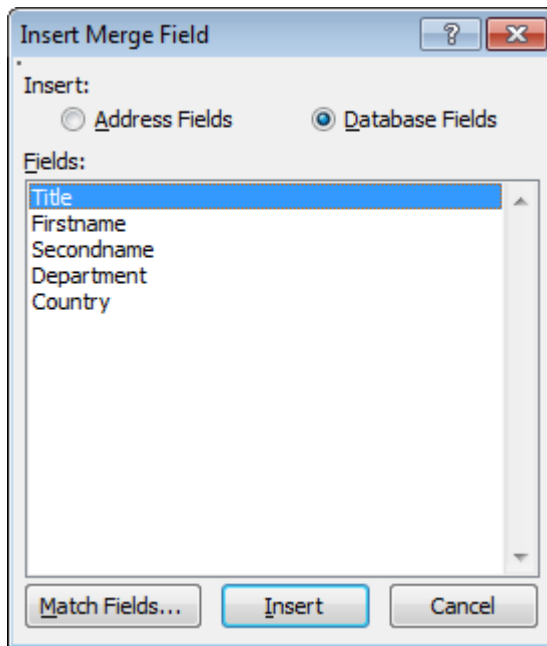
- You will see the **Mail Merge Recipients** dialog box displayed.



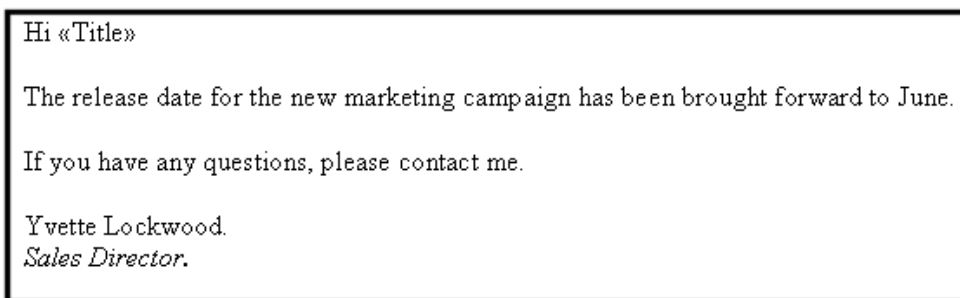
- Click on the **OK** button, to close the dialog box.
- Click on the **Next** link, displayed at the bottom of the Mail Merge side pane.
- Click after the word 'Hi' within the document and then click on the **More Items** link, displayed within the **Mail Merge** side pane.



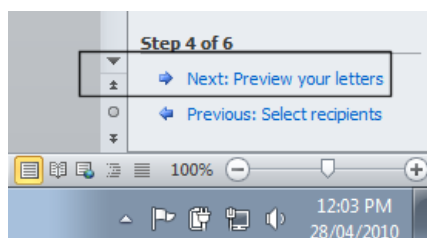
- Select **Title** and click on the **Insert** button.



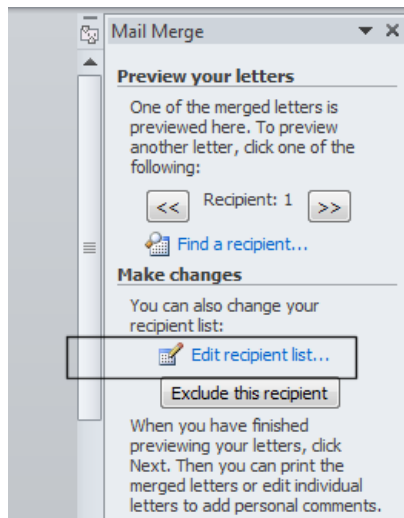
- Click on the **Close** button to close the dialog box. Your document will now look like this.



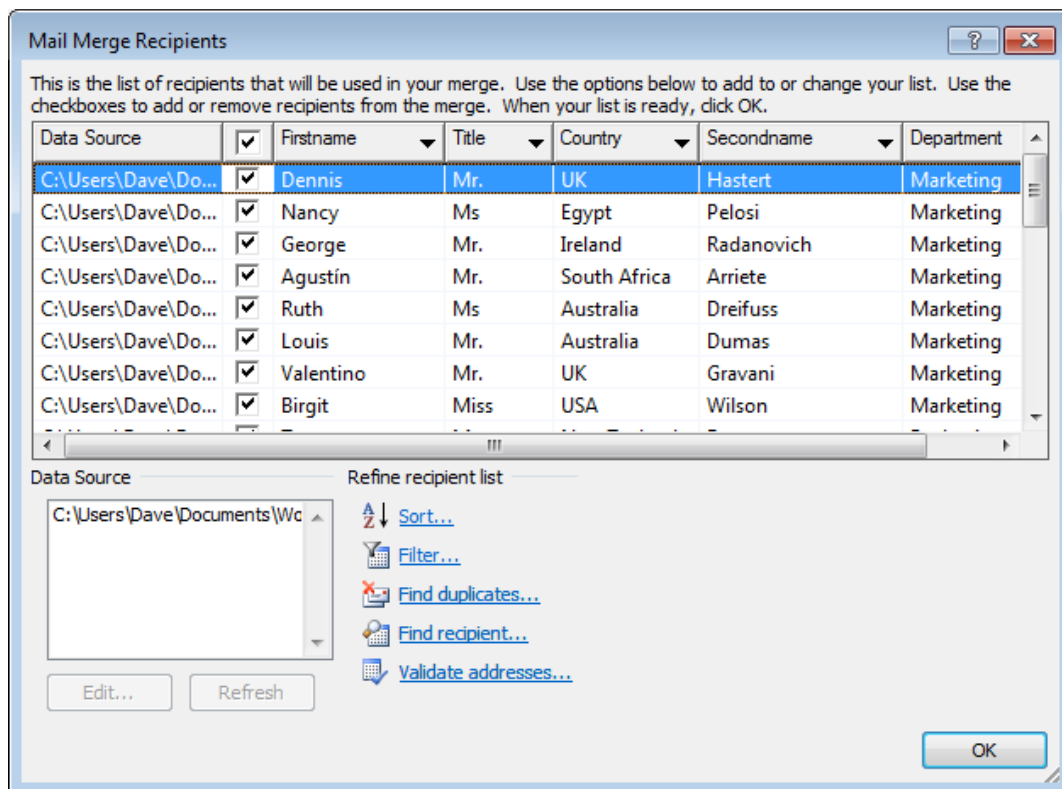
- So far this is all very familiar. If you have performed mail merges before, it is using standard techniques that you will have used many times before.
- Now for something a little different. Let's say you wish to sort the fields within our recipient list in a particular ascending or descending order. To do this is very easy. First, click on the **Next** link at the bottom of the **Mail Merge** side pane.



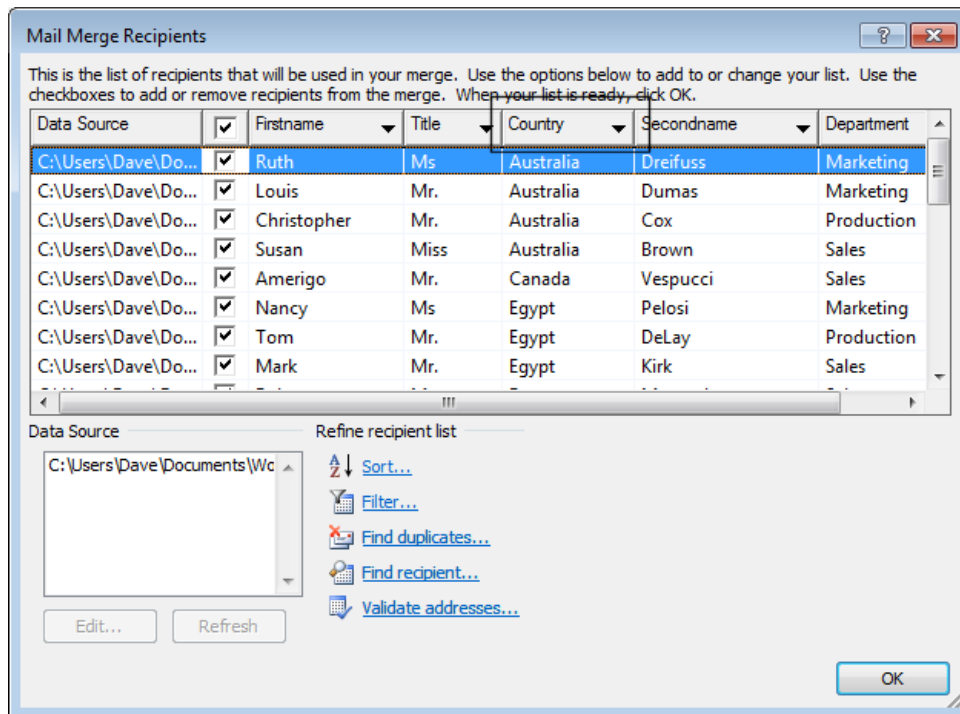
- Click on the **Edit recipient list** link displayed within the **Mail Merge** side pane.



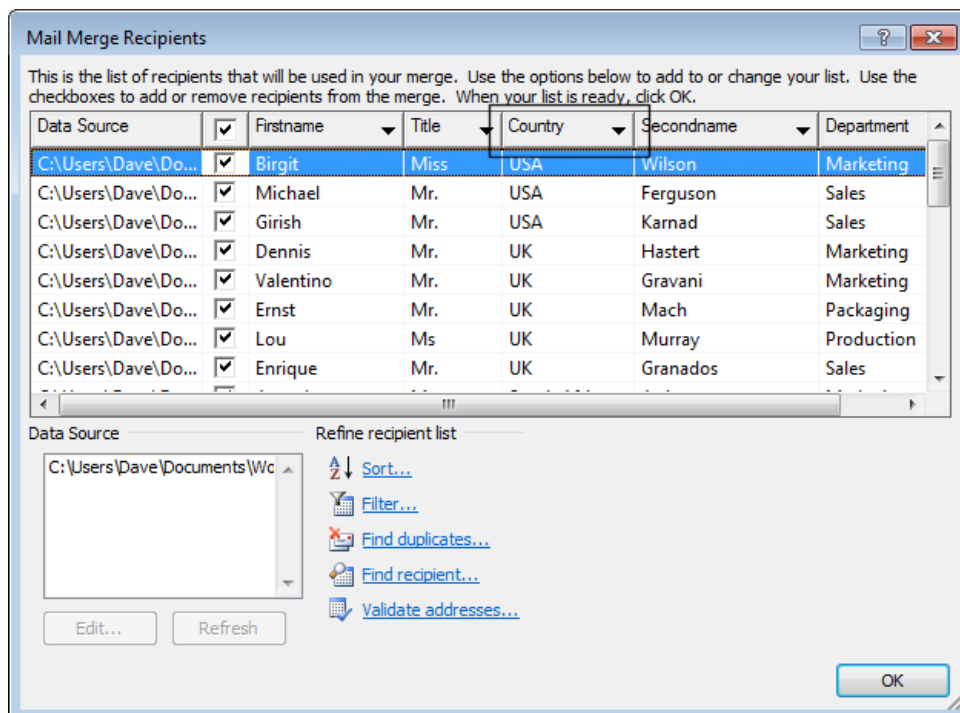
- This will display the **Mail Merge Recipient** list.



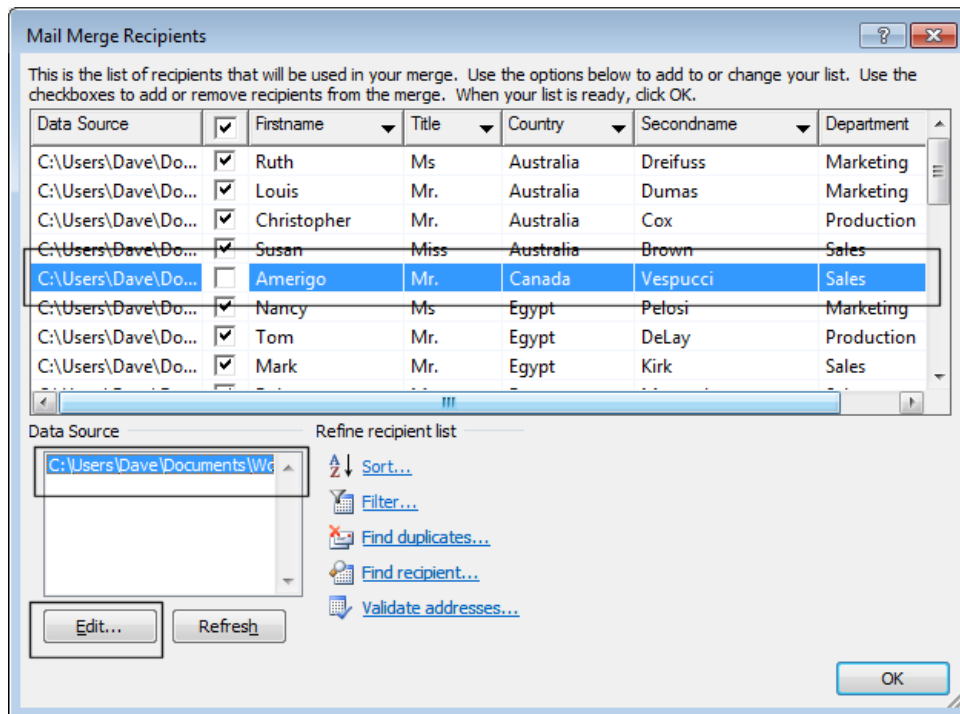
- To sort a column, simply click on one of the column headers. For instance to sort by country, click on the word '**Country**' at the top of the **Country** column. As you can see the records are now listed by country in ascending order.



- Re-click on the **Country** heading and the sort order will be reversed, as illustrated.



- Re-click on the **Country** heading one more time and the records will again be listed in ascending order, with **Australia** listed first.
- You can also easily edit a record using the **Mail Merge Recipients** dialog box. Select the record for the **Canadian** sales person, called **Mr. Amerigo**.



- Within the **Data Source** area of the dialog box click on the source file.
- Click on the **Edit** button and you will see the **Data Form** dialog box displayed.

**NOTE:** If necessary, use the **Forward** arrow within the dialog box to display the record for **Amerigo Vespucci**.

- Change the department that he works in from **Sales** to **Marketing**, using the **Department** section of the dialog box.
- Change the country that he works in from **Canada** to **Egypt**, using the **Country** section of the dialog box.

Title: Mr.

Firstname: Amerigo

Secondname: Vespucci

Department: Marketing

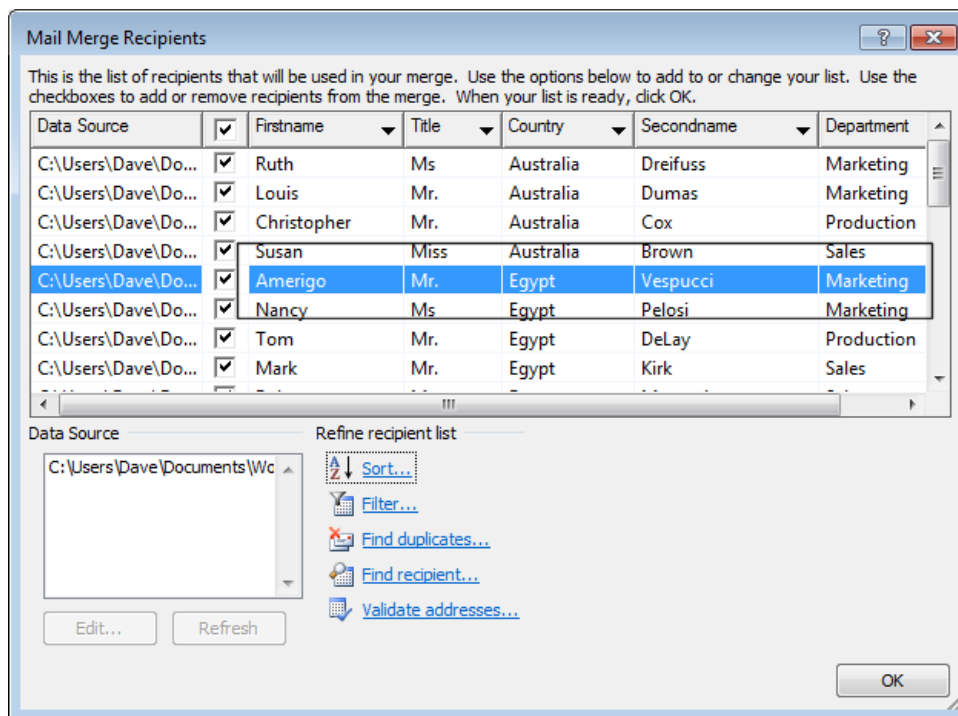
Country: Egypt

Buttons: Add New, Delete, Restore, Find..., View Source, Close

Record: 5

- Click on the **Close** button to confirm the change. He will then be listed in the main table working within the marketing department in Egypt.





- You can also use this dialog box to add and delete records. Within the **Data Source** area of the dialog box click on the source file. For instance to add a record, click on the **Edit** button again. Click on the **Add New** button and you can enter the following information, as in the illustration below. Click on the **Close** button to close the dialog box.

Title: Mrs

Firstname: Sue

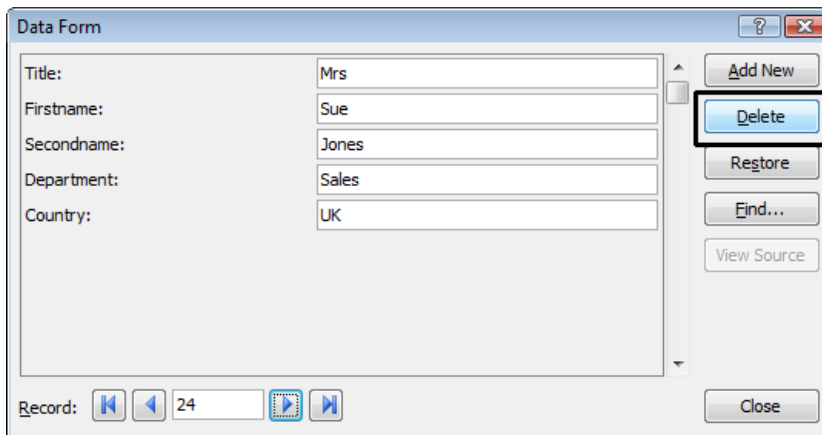
Secondname: Jones

Department: Sales

Country: UK

Record: 27

- You can also delete records. Re-click on the **Edit** button (after selecting the source file). Use the **left** and **right** arrow buttons to display the record for **Sue Jones**. Click on the **Delete** button.



- Close all your open dialog boxes.
- Save your changes and close the document.

### Ask fields and bookmarks.

- You can insert an 'Ask' field into a document that you intend to mail merge with a recipient list. When you start the actual mail merge process the Ask field will display a pop-up asking for information, which you can enter and will then be inserted into each mail merged letter that you produce. The advantage of using the Ask field is that it takes the input value from you on the fly and does not need to be contained in your data source. An example of using an Ask field would be the example of sending out a regular correspondence to customers which offers discounts on a particular product range that changes each month. The product range could change from month to month, and the Ask field would allow you to specify the particular product range for the current month.
- The Ask field should be inserted near the top of your merge document. When the Ask field asks you to enter information, this is inserted into the document at a location defined by a linked bookmark.
- When using the Ask field, you should insert your bookmark first (at the location that you want the text to be displayed). To insert the bookmark, always use the keyboard shortcut **Ctrl+F9** and then type in the name of your bookmark.
- Remember that a bookmark cannot contain spaces, but you can use the underscore character. Always use a short meaningful name for your bookmarks.

### Inserting Ask fields.

- Open a document called **Discount of the month**. The document contains the following:

*For the Attention of:*

## Discount of the month:

As you know we have a policy of offering generous discounts on a different product range each month.

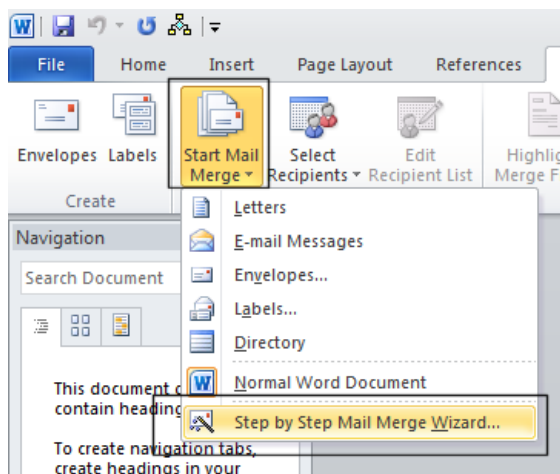
This month if you order any products contained within our range, you will receive a discount of **10% off the regular price**.

Please contact me if you have any questions.

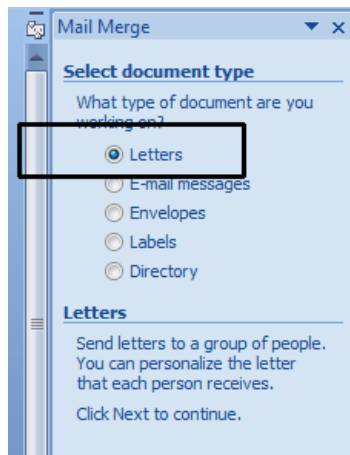
Best wishes

Susan Lockwood  
*Sales Manager*

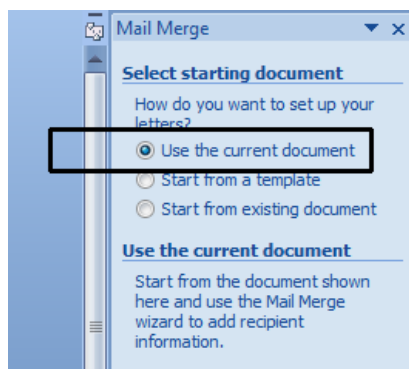
- We will start the normal mail merge process to produce a mail merged letter, using data from a file called **Customers**.
- Click on the **Mailings** tab and within the **Start Mail Merge** group click on the **Start Mail Merge** button. From the drop down list displayed, click on the **Step by Step Mail Merge Wizard** command.



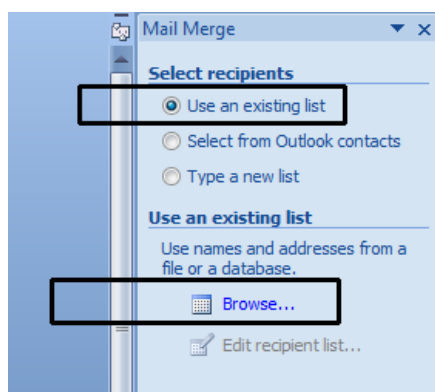
- This will display the **Mail Merge** side pane. Click on the **Letters** option and then click on the **Next** link at the bottom of the side pane.



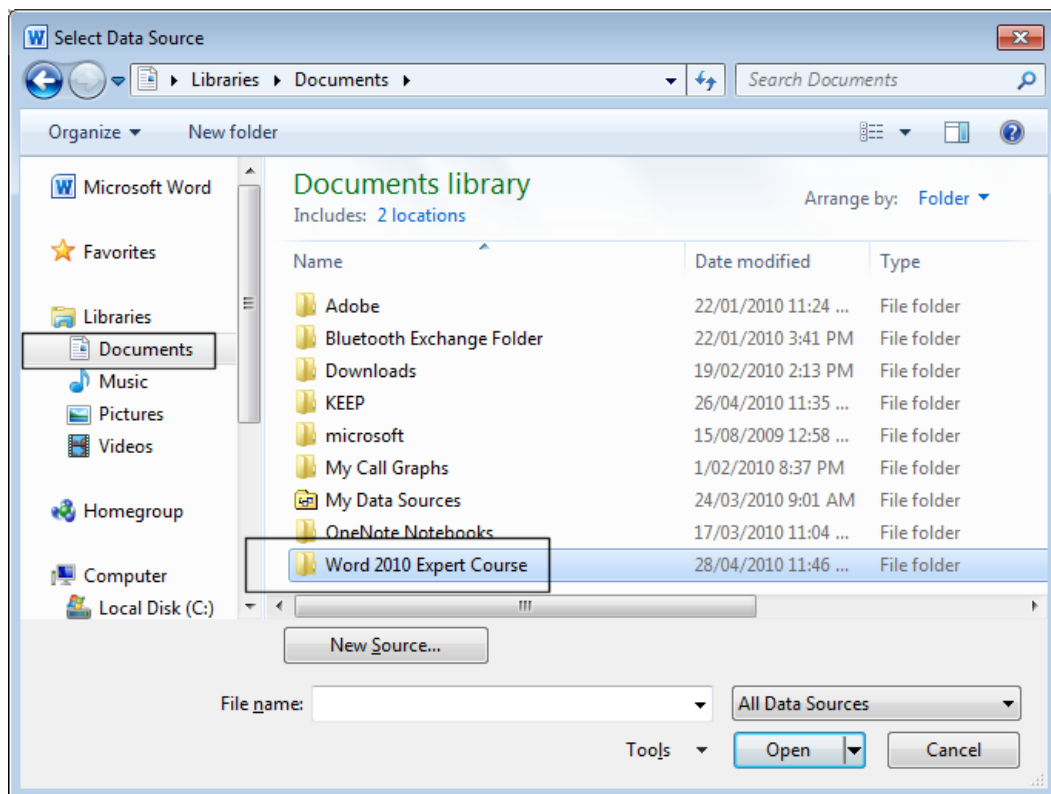
- This will display the next step within the mail merge process. Click on the **Use the current document** option and then click on the **Next** link at the bottom of the side pane.



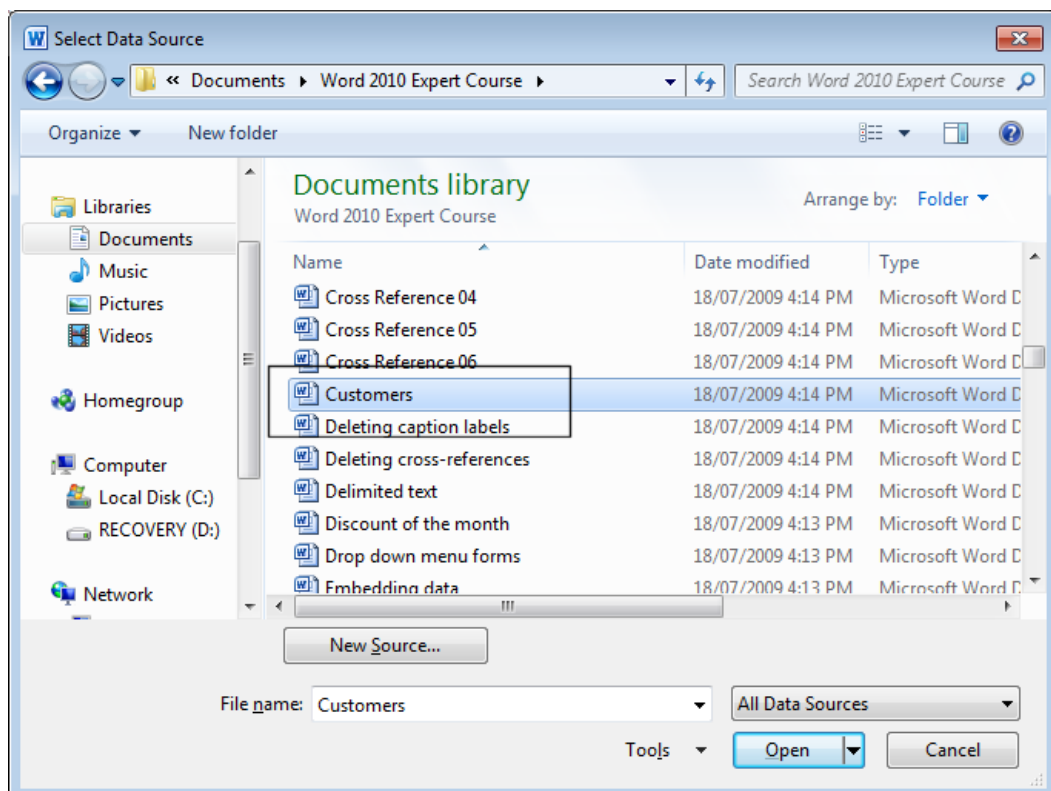
- This will display the next step within the mail merge process. By default the **Use an existing list** option is selected. Click on the **Browse** link.



- This will display the **Select Data Source** dialog box.

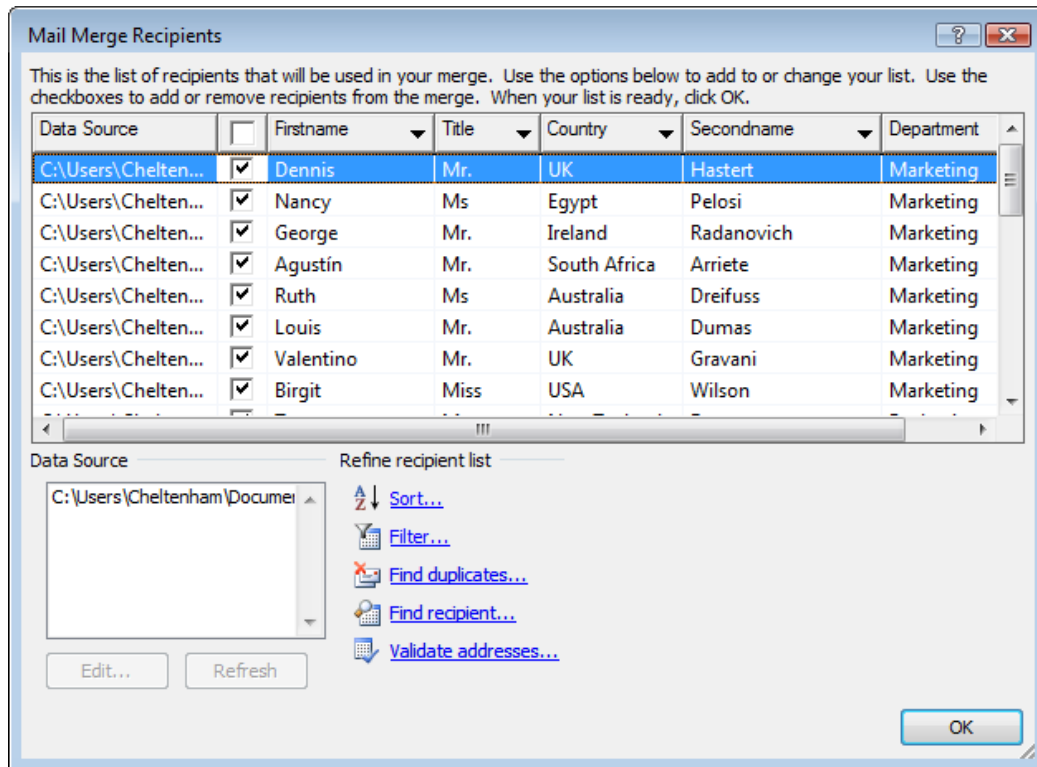


- Click on the **Documents** button.
- Double click on the **Word 2010 Expert Course** folder.
- Double click on the **Customers** document.

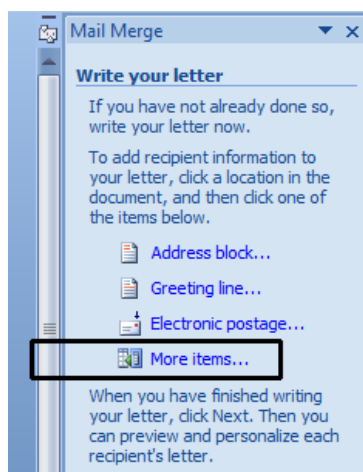


**NOTE:** You may have to scroll through the list to see this file.

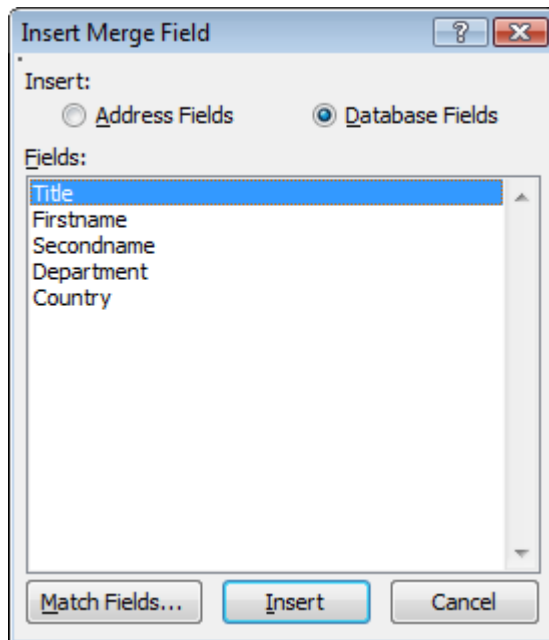
- You will see the **Mail Merge Recipients** dialog box displayed.



- Click on the **OK** button.
- Click on the **Next** link at the bottom of the **Mail Merge** pane.
- Click at the end of the line containing the text '**For the Attention of:**'
- Click on the **More Items** link.



- This will display the **Insert Merge Field** dialog box. Select **Title** and click on the **Insert** button.



- Close the dialog box and insert a space by pressing the **Spacebar** once.
- Click on the **More Items** link and select **Secondname**. Click on the **Insert** button and close the dialog box. Your document will now look like this.

*For the attention of: «Title» «Secondname»*

---

**Discount of the month:**

As you know we have a policy of offering generous discounts on a different product range each month.

This month if you order any products contained within our range, you will receive a discount of **10% off the regular price**.

Please contact me if you have any questions.

Best wishes

Susan Lockwood  
*Sales Manager*

- We can now insert a bookmark. Click between the words '**our**' and '**range**'.

*For the attention of: «Title» «Secondname»/*

---

**Discount of the month:**

---

As you know we have a policy of offering generous discounts on a different product range each month.

This month if you order any products contained within our range you will receive a discount of **10% off the regular price**.

Please contact me if you have any questions.

Best wishes

Susan Lockwood  
*Sales Manager*

- Press **Ctrl+F9**. An empty bookmark field will be displayed.

*For the attention of: «Title»*

---

**Discount of the month:**

---

As you know we have a policy of offering generous discounts on a different product range each month.

This month if you order any products contained within our { } range, you will receive a discount of **10% off the regular price**.

Please contact me if you have any questions.

Best wishes

Susan Lockwood  
*Sales Manager*

- Type in the word **ProductRange**.

**NOTE:** A bookmark cannot contain spaces.



*For the attention of: «Title»*

---

**Discount of the month:**

---

As you know we have a policy of offering generous discounts on a different product range each month.

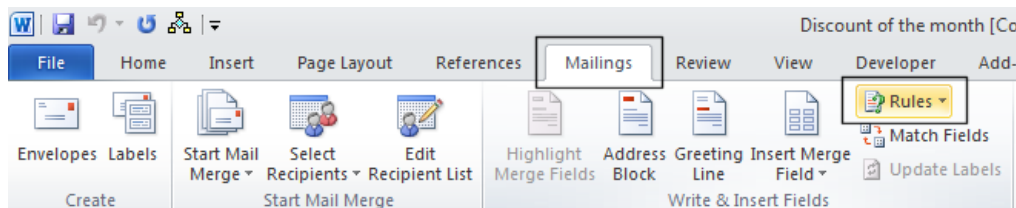
This month if you order any products contained within our { ProductRange } range, you will receive a discount of **10% off the regular price**.

Please contact me if you have any questions.

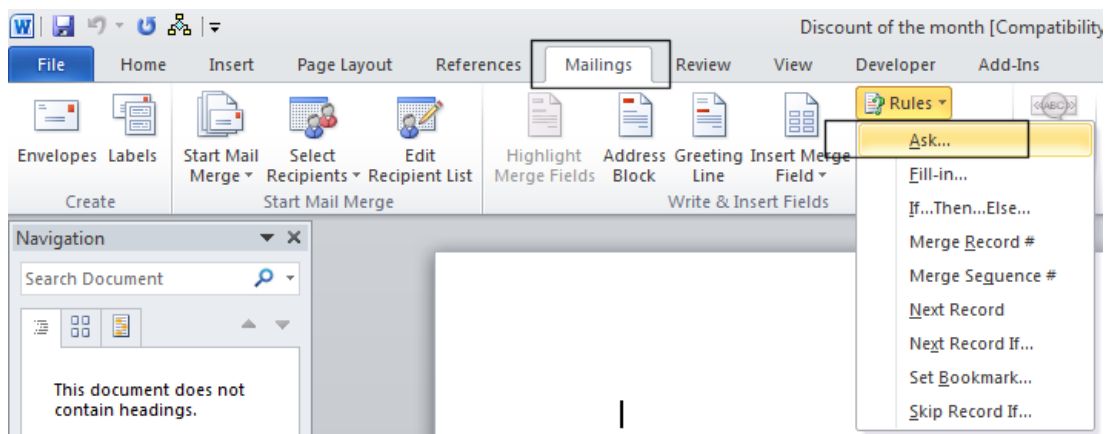
Best wishes

Susan Lockwood  
*Sales Manager*

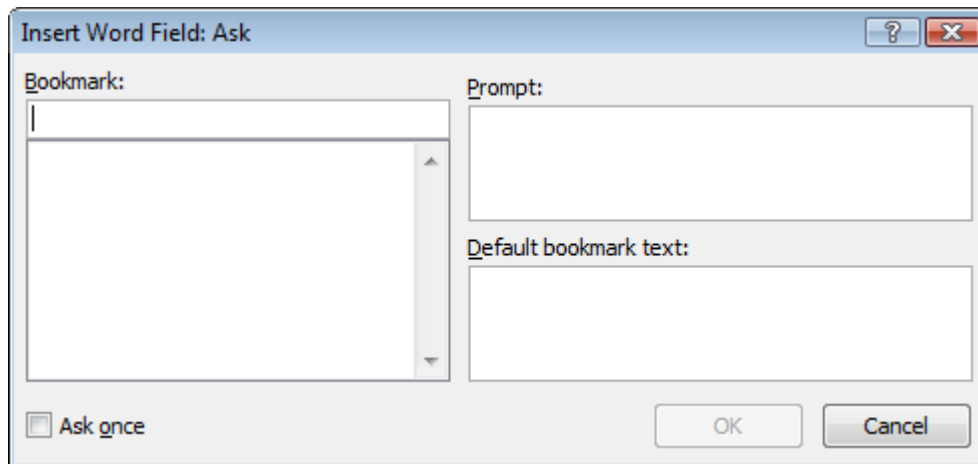
- Next we need to insert the Ask field.
- Click at the top of the document.
- Under the **Mailing** tab, click on the **Rules** button displayed within the **Write and Insert Fields** group.



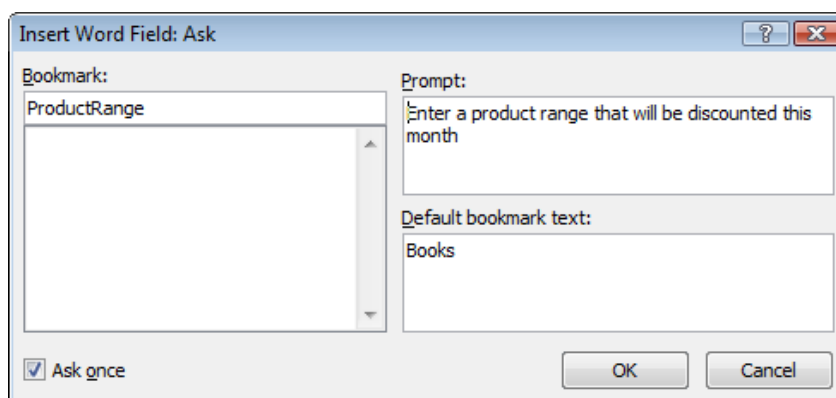
- From the drop-down list displayed click on the **Ask** command.



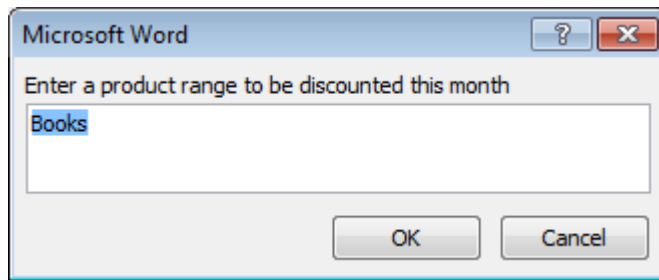
- This will display the **Insert Word Field: Ask** dialog box.



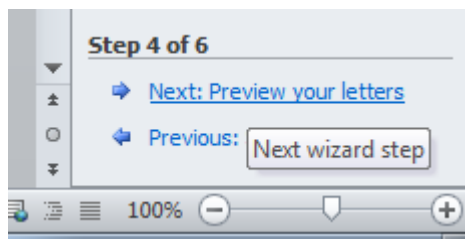
- Within the **Bookmark** section of the dialog box, enter the name of the bookmark, in this case **ProductRange**.
- Within the **Prompt** section of the dialog box, enter a prompt that will be displayed when the mail merge is preformed, that will prompt you to enter the correct type of information. In this case enter the text '**Enter a product range that will be discounted this month**'.
- Within the **Default bookmark text** section of the dialog box enter the default text that will be displayed if no information is supplied in response to the prompt text, when the ask field is run during the mail merge process. In this case enter the text '**Books**'. This means that if we do not select a product range that will be offered at a discount, then by default, we will offer the discount on the book range.
- Click on the **Ask once** check box. This means that when you run the mail merge, you will be asked to supply information once. If you forget to click this check box, you will be asked to supply the information for each letter, which means that if you are sending a letter to 300 recipients, you would have to answer the same question 300 times! The dialog box will now look like this.



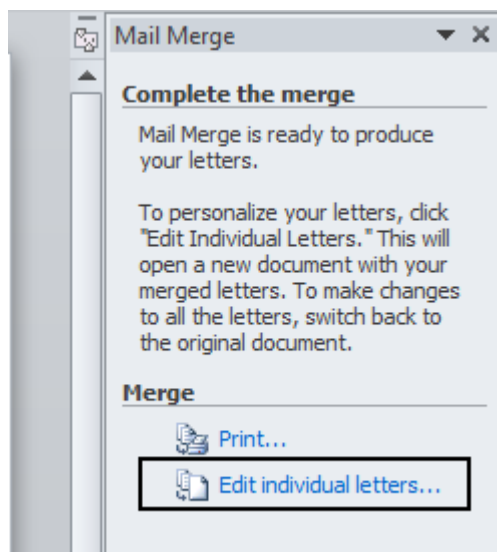
- Click on the **OK** button and you will see the Ask pop-up displayed.



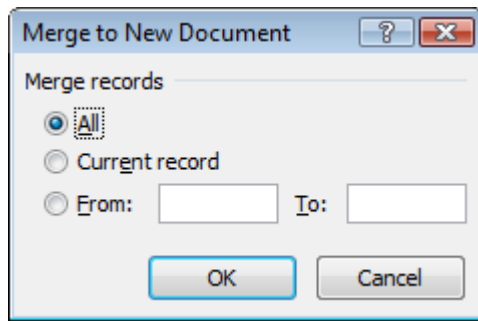
- Click on the **OK** button to continue.
- Click on the **Next** link at the bottom of the **Mail Merge** side pane.



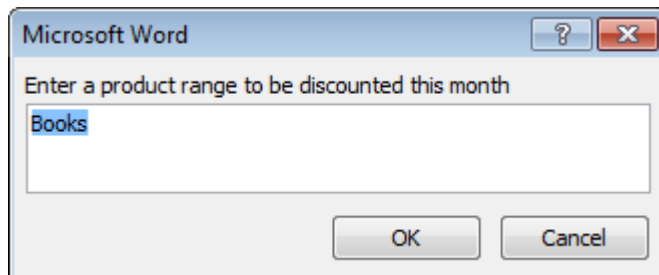
- Click on the **Next** link at the bottom of the **Mail Merge** side pane.  
Click on the **Edit individual letters** link within the **Mail Merge** side pane.



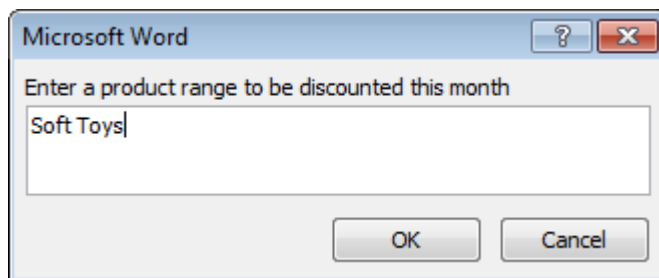
- You will see the **Merge to New Document** dialog box displayed. Make sure that the **All** button is selected and then click on the **OK** button.



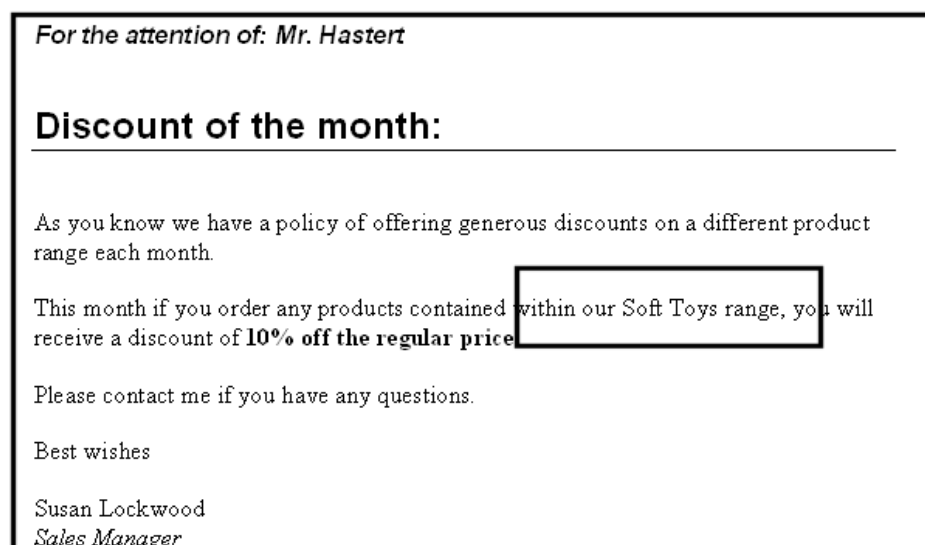
- The Ask pop-up is displayed containing the default text.



- In this case type in the text **Soft Toys**.



- Click on the **OK** button and the letter will be displayed as shown.



- As you can see the bookmark displayed the text that we inserted via the Ask command, i.e. **Soft Toys**.
- Save the new merged document that you have just created as **My Ask Document**. Close the document.
- Save and close your original document.

### Inserting if...then...else... fields.

- Open a document called **Sales tax rate**. The document contains the following:

*For the attention of:*

#### **Sales tax issues when purchasing via our web site:**

This is just a quick note to explain the sales tax issues when purchasing items from our web site.

If you purchase and live within Australia, you need to add 10% Sales Tax (known as GST) to your order; if you live outside Australia you do not pay sales tax.

As you are based in your sales tax rate will be .

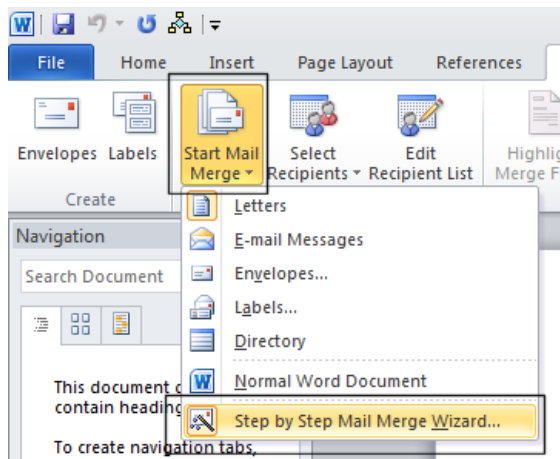
Hope this helps.

Best wishes

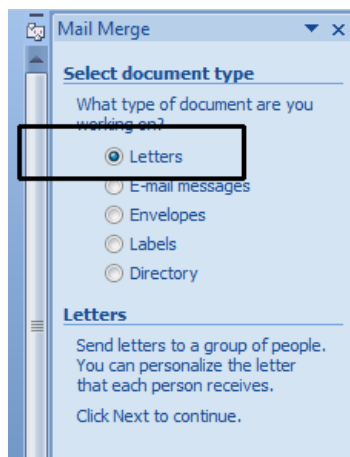
Elliot Jones  
Sales Manager.

**NOTE:** This document is for an Australian based company, selling products domestically and internationally. Customers within Australia have to pay sales tax, at a rate of 10%, while customers outside Australia are not charged sales tax. This sort of sales tax is called different things in different countries, within Europe it is called VAT, while in Australia it is called GST, and rates varies from one country to another.

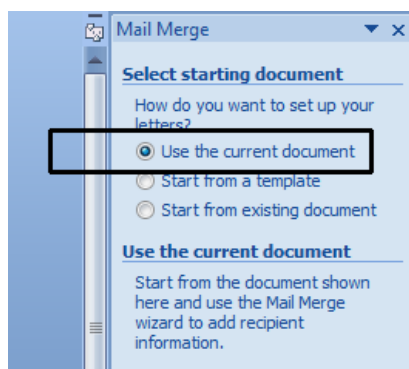
- We will start the normal mail merge process to produce a mail merged letter, using data from a file called **New Customers**.
- Click on the **Mailings** tab and within the **Start Mail Merge** group click on the **Start Mail Merge** button. From the drop down list displayed, click on the **Step by Step Mail Merge Wizard** command.



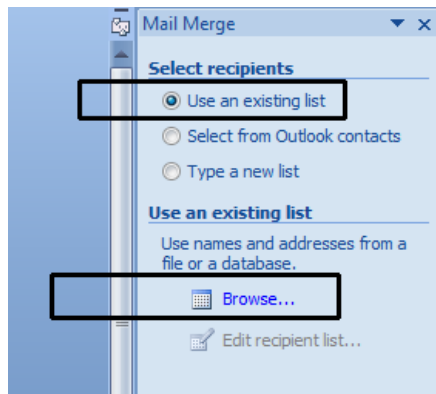
- This will display the **Mail Merge** side pane. Click on the **Letters** option and then click on the **Next** link at the bottom of the side pane.



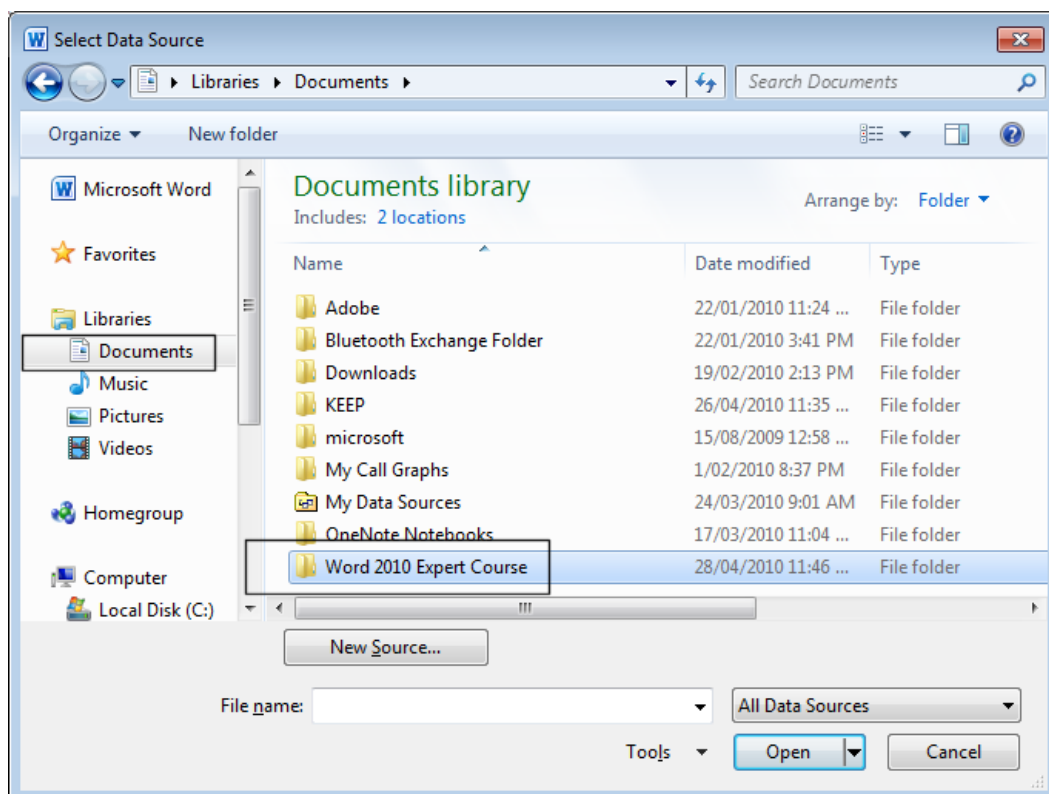
- This will display the next step within the mail merge process. Click on the **Use the current document** option and then click on the **Next** link at the bottom of the side pane.



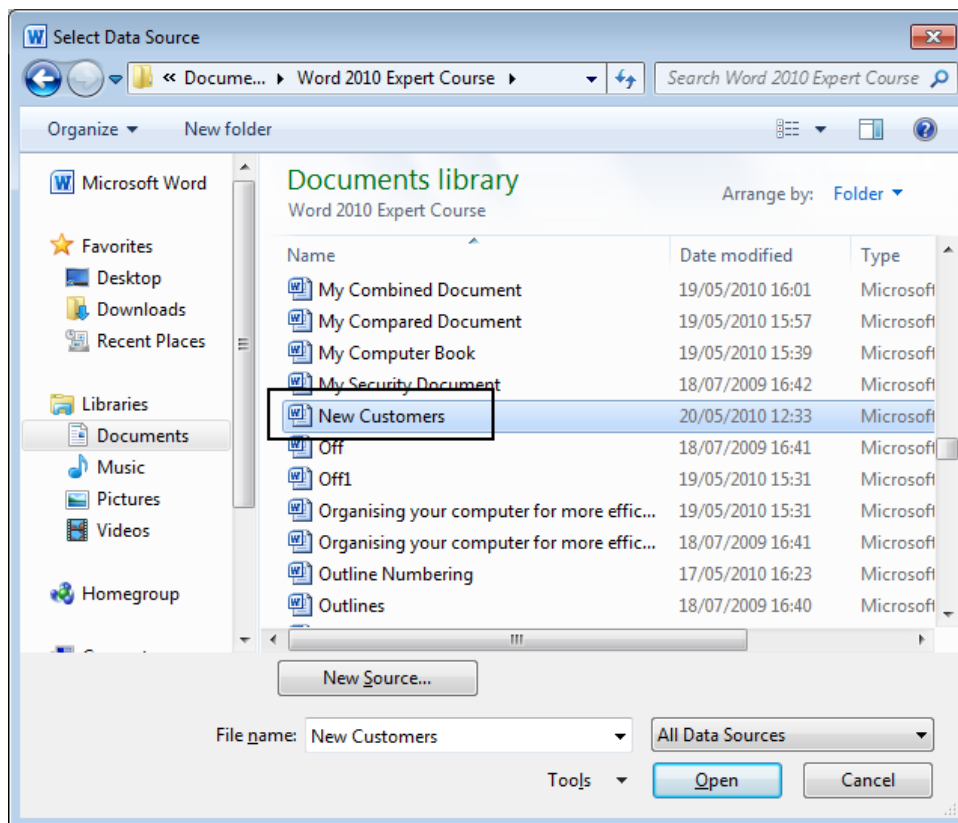
- This will display the next step within the mail merge process. By default the **Use an existing list** option is selected. Click on the **Browse** link.



- This will display the **Select Data Source** dialog box.

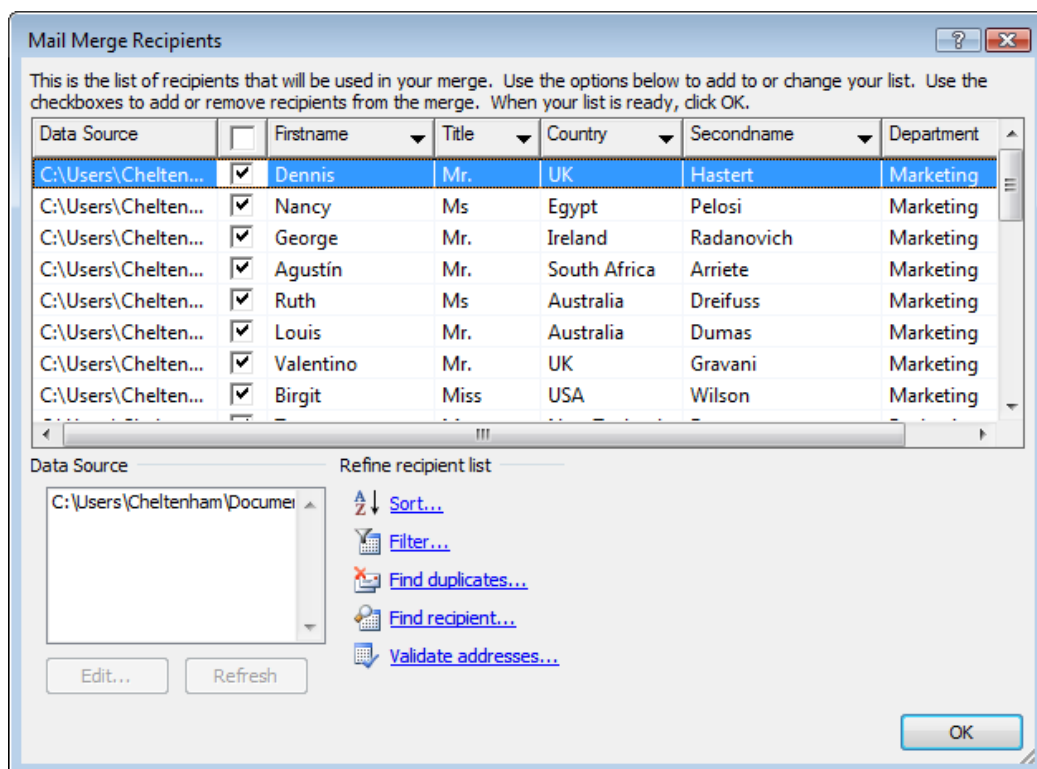


- Click on the **Documents** button.
- Double click on the **Word 2010 Expert Course** folder.
- Double click on the **New Customers** document.



**NOTE:** You may have to scroll through the list to see this file.

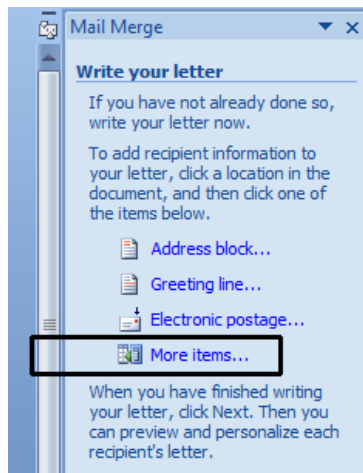
- You will see the **Mail Merge Recipients** dialog box displayed.



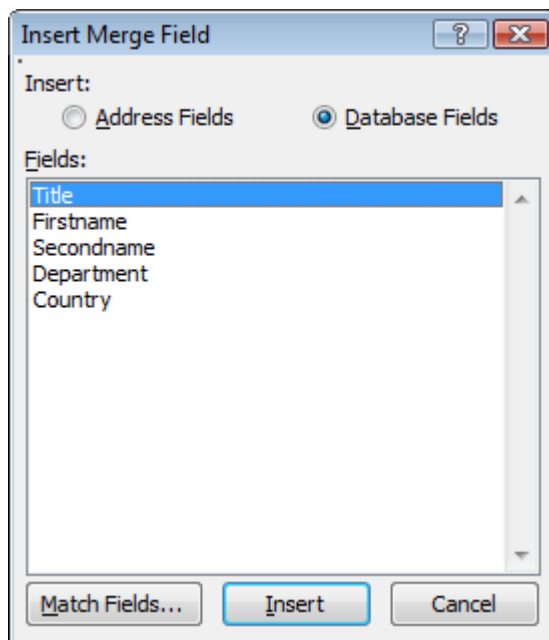
- Click on the **OK** button.



- Click on the **Next** link at the bottom of the **Mail Merge** pane.
- Click at the end of the line containing the text '**For the Attention of:**'
- Click on the **More Items** link.



- This will display the **Insert Merge Field** dialog box. Select **Title** and click on the **Insert** button.



- Close the dialog box and insert a space by pressing the **Spacebar** once.
- Click on the **More Items** link and select **Secondname**. Click on the **Insert** button and close the dialog box. Your document will now look like this.

*For the attention of: «Title» «Secondname»*

**Sales tax issues when purchasing via our web site:**

This is just a quick note to explain the sales tax issues when purchasing items from our web site.

If you purchase and live within Australia, you need to add 10% Sales Tax (known as GST) to your order; if you live outside Australia you do not pay sales tax.

As you are based in your sales tax rate will be .

Hope this helps.

Best wishes

Elliot Jones  
Sales Manager.

- Click within the space between the words '**based in**' and '**your sales tax**', as illustrated.

*For the attention of: «Title» «Secondname»*

**Sales tax issues when purchasing via our web site:**

This is just a quick note to explain the sales tax issues when purchasing items from our web site.

If you purchase and live within Australia, you need to add 10% Sales Tax (known as GST) to your order; if you live outside Australia you do not pay sales tax.

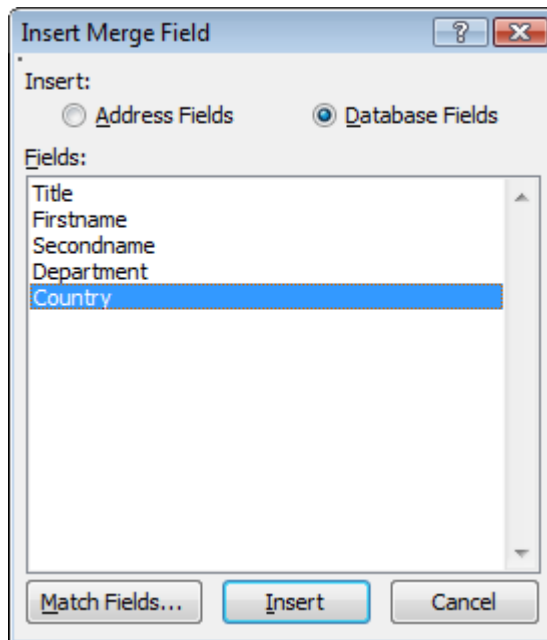
As you are based in your sales tax rate will be .

Hope this helps.

Best wishes

Elliot Jones  
Sales Manager.

- Click on the **More Items** link in the Mail Merge side pane. Select **Country** and click on the **Insert** button.



- Click on the **Close** button to close the dialog box. Your document will now look like this.

*For the attention of: «Title» «Secondname»*

**Sales tax issues when purchasing via our web site:**

This is just a quick note to explain the sales tax issues when purchasing items from our web site.

If you purchase and live within Australia, you need to add 10% Sales Tax (known as GST) to your order; if you live outside Australia you do not pay sales tax.

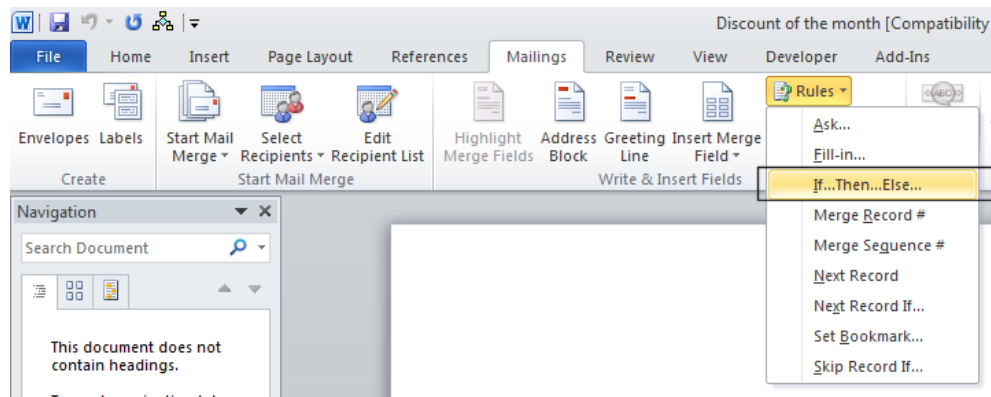
As you are based in «Country» your sales tax rate will be .

Hope this helps.

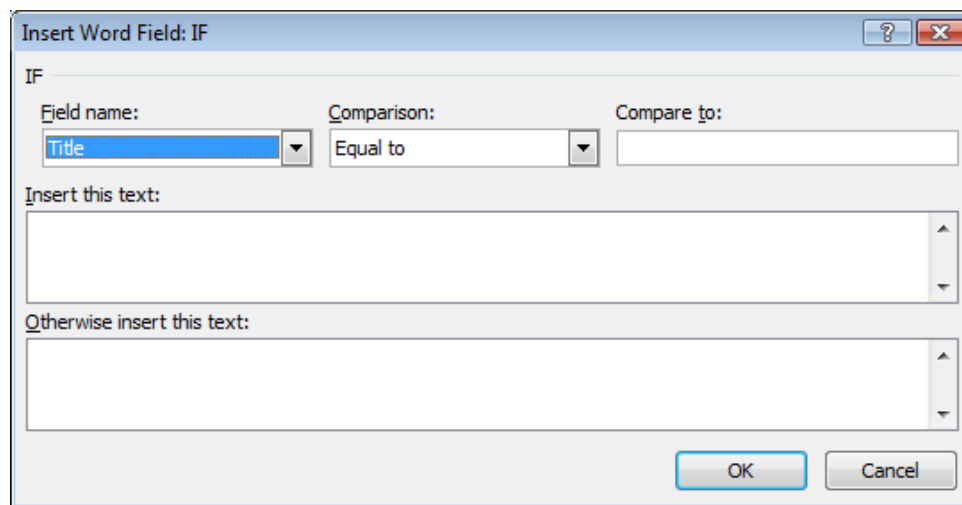
Best wishes

Elliot Jones  
Sales Manager.

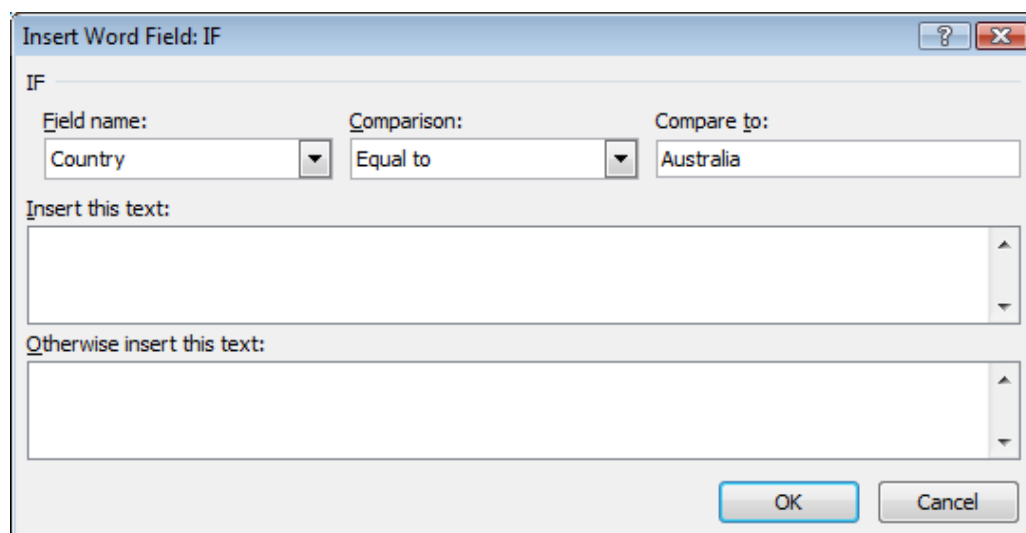
- Click at the end of the line you are working on, just before the full stop (period).
- Under the **Mailings** tab, within the **Write & Insert Fields** group, click on the **Rules** button. From the drop-down list displayed click on the **If Then Else** command.



- This will display the **Insert Word Field: IF** dialog box.

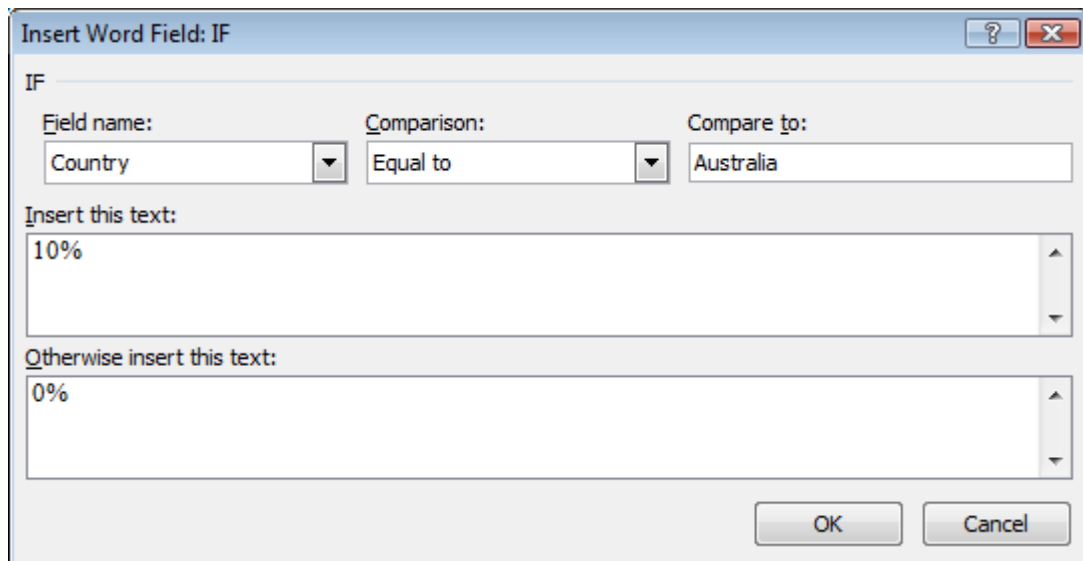


- Click on the **down arrow** within the **Field name** section and select **Country**.
- In the **Comparison** section make sure that the **Equal to** option is displayed.
- In the **Compare to** section enter the word **Australia**.



- In the '**Insert this text**' section enter **10%**.

- In the '**Otherwise insert this text**' section, enter **0%**.



Insert Word Field: IF

IF

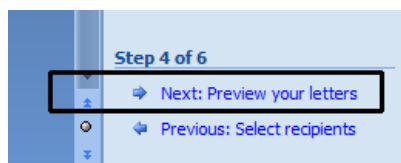
Field name: Country Comparison: Equal to Compare to: Australia

Insert this text: 10%

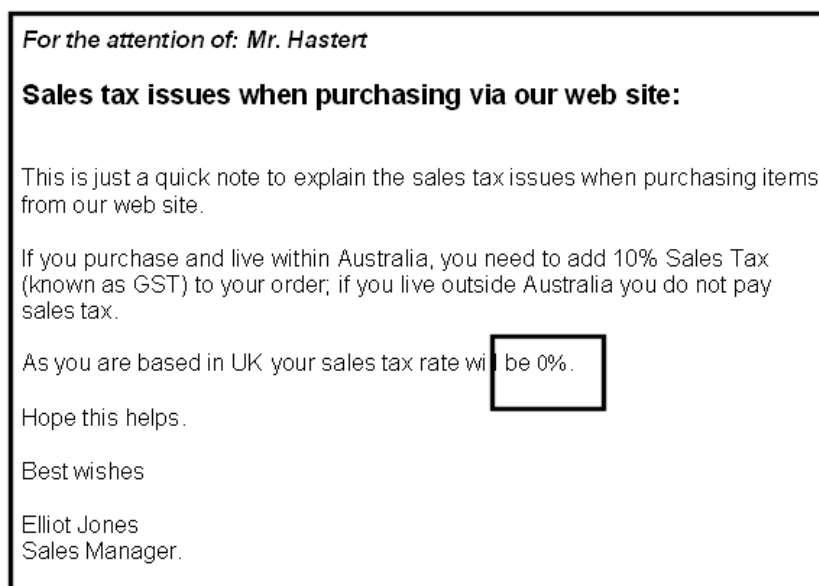
Otherwise insert this text: 0%

OK Cancel

- Click on the **OK** button to close the dialog box.
- Click on the **Next** link at the bottom of the **Mail Merge** side pane.



- In the first letter you will see that the sales tax is listed as 0%. This is because outside Australia the sales tax rate is **0%**.



*For the attention of: Mr. Hastert*

**Sales tax issues when purchasing via our web site:**

This is just a quick note to explain the sales tax issues when purchasing items from our web site.

If you purchase and live within Australia, you need to add 10% Sales Tax (known as GST) to your order; if you live outside Australia you do not pay sales tax.

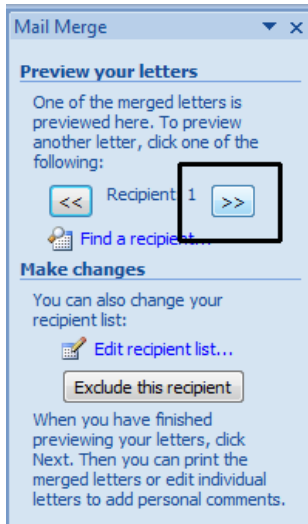
As you are based in UK your sales tax rate will be 0%.

Hope this helps.

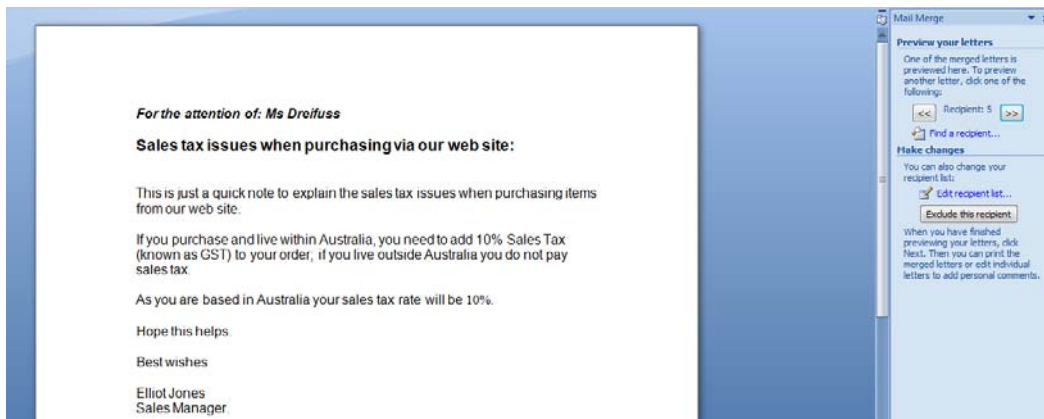
Best wishes

Elliot Jones  
Sales Manager.

- Click on the **double arrow** button to preview your letters.



- Keep clicking until the fifth letter is displayed and you should see that the sales tax is displayed as **10%**.



- Preview the rest of the letters. All letters where the recipient is in Australia should display a sales tax of **10%**. All those outside Australia should display a **0%** sales tax rate.
- Save your changes and close the document.

### Using merge criteria in a mail merge.

- Open a document called **Sales Team**. The document contains a letter intended to go to all sales people based in **South Africa** who made sales of over **150,000** last month.

Hi

What a great month you had in South Africa!

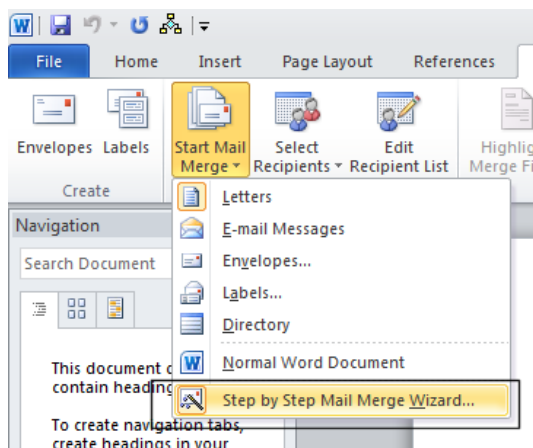
As you made sales valued at over 150,000 last month, you will be eligible for an **additional sales bonus** and you will also be entered into the draw for the holiday in Vancouver, Canada.

Well done!

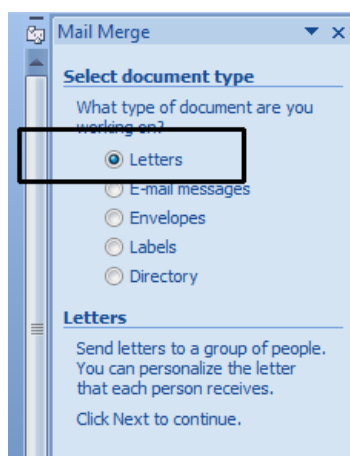
Best wishes

Rowan Green.  
*Sales Manager.*

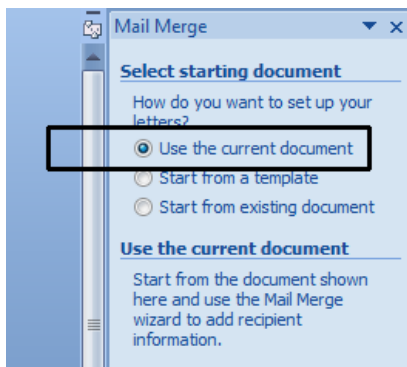
- We will start the normal mail merge process to produce a mail merged letter, using data from a file called **International Sales**.
- Click on the **Mailings** tab and within the **Start Mail Merge** group click on the **Start Mail Merge** button. From the drop down list displayed, click on the **Step by Step Mail Merge Wizard** command.



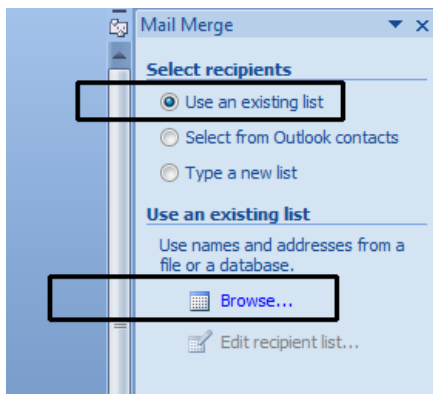
- This will display the **Mail Merge** side pane. Click on the **Letters** option and then click on the **Next** link at the bottom of the side pane.



- This will display the next step within the mail merge process. Click on the **Use the current document** option and then click on the **Next** link at the bottom of the side pane.

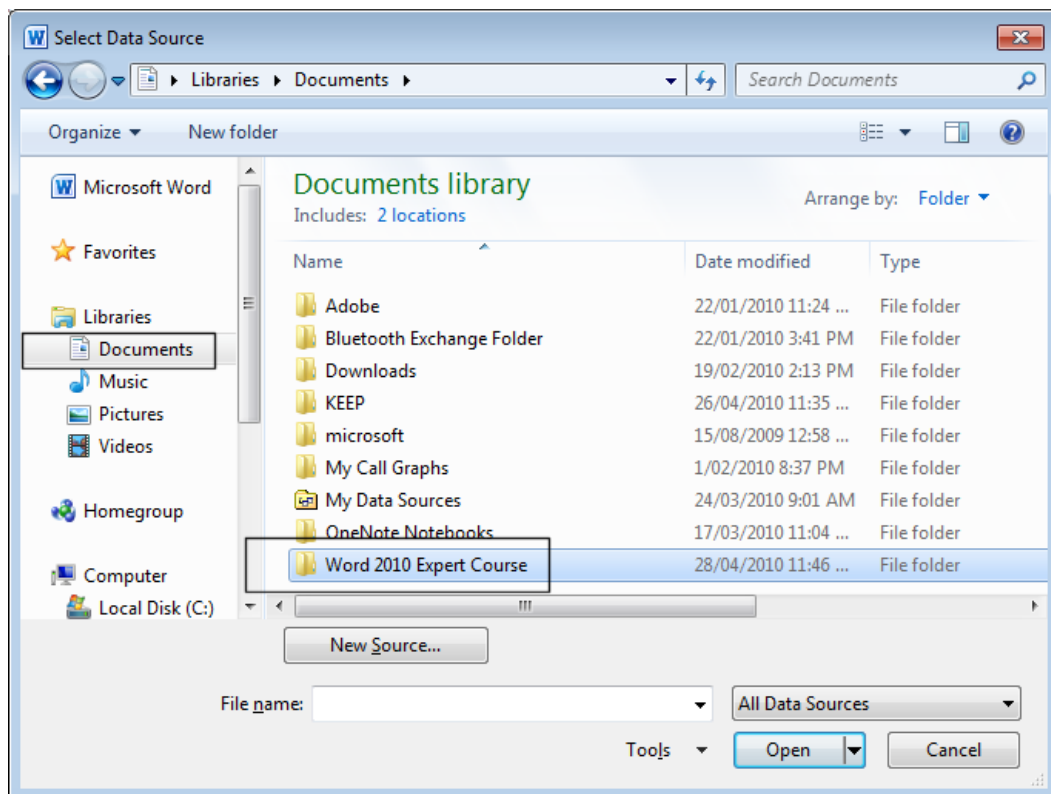


- This will display the next step within the mail merge process. By default the **Use an existing list** option is selected. Click on the **Browse** link.

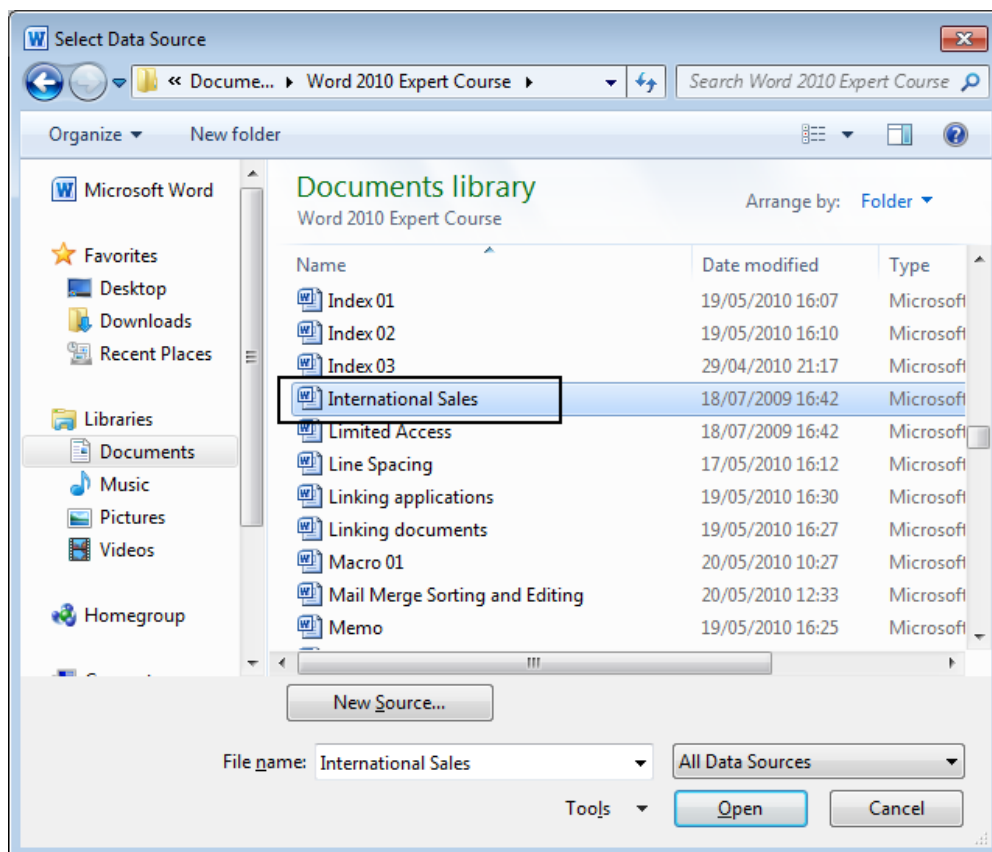


- This will display the **Select Data Source** dialog box.

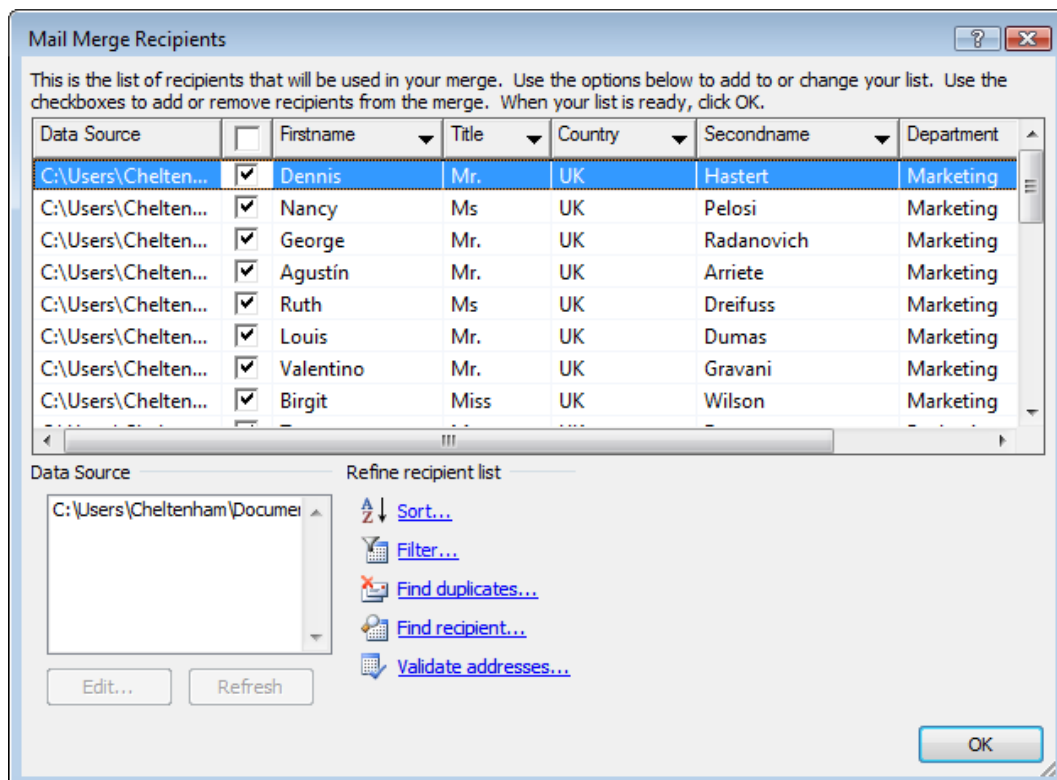




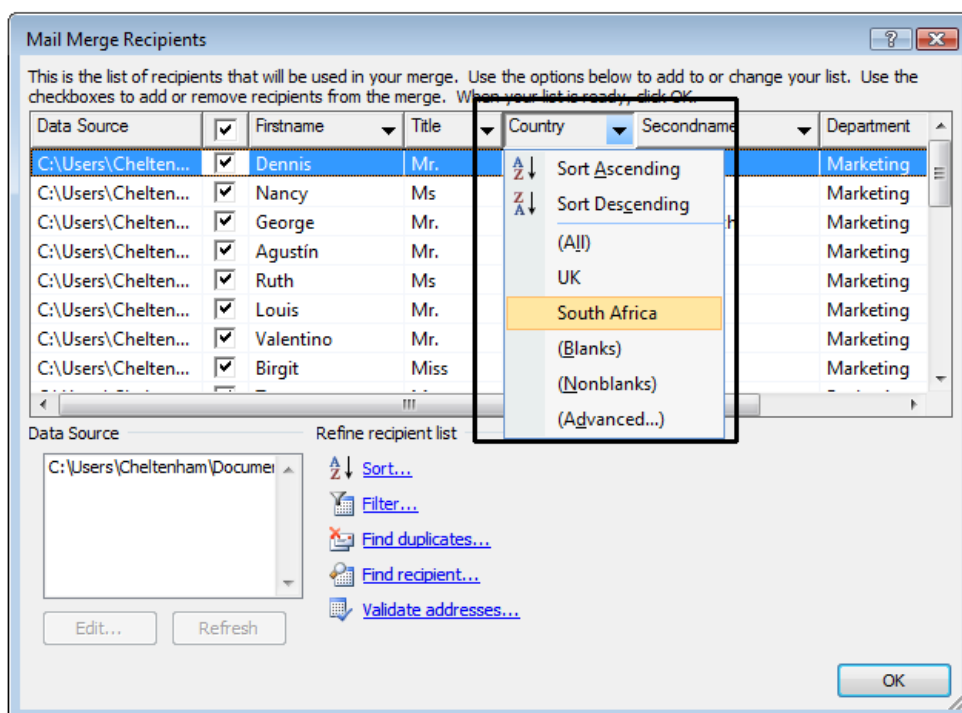
- Click on the **Documents** button.
- Double click on the **Word 2010 Expert Course** folder.



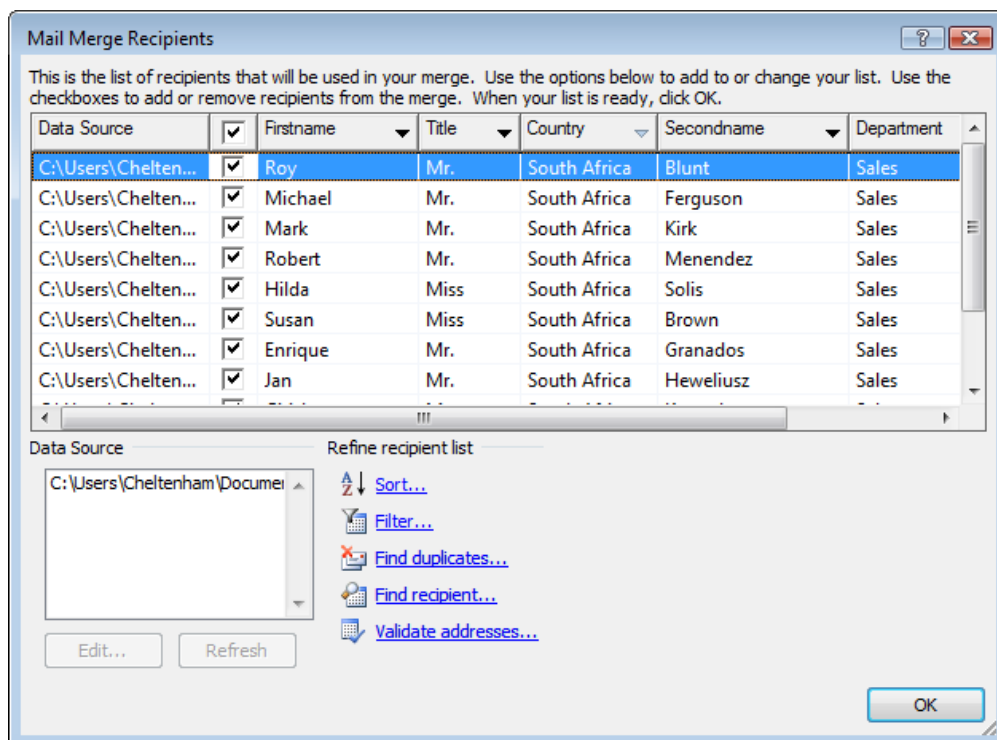
- Double click on the **International Sales** document. You will see the **Mail Merge Recipients** dialog box displayed.



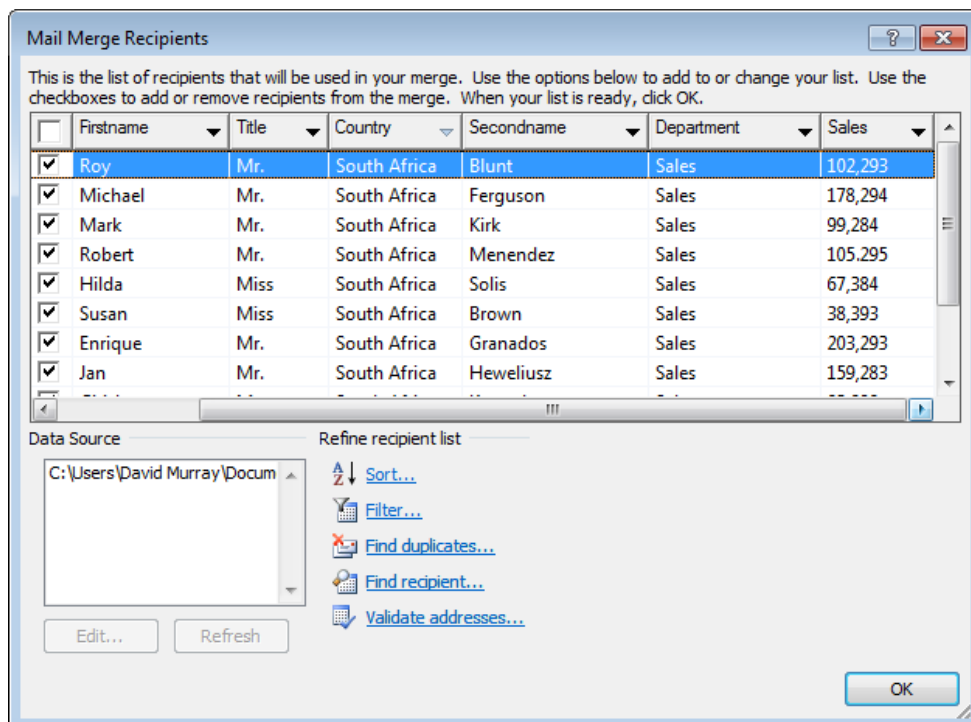
- First of all we want to filter the list to only show sales people within **South Africa**. To do this click on the **down arrow** at the top of the **Country** column. From the drop down list displayed, select **South Africa**.



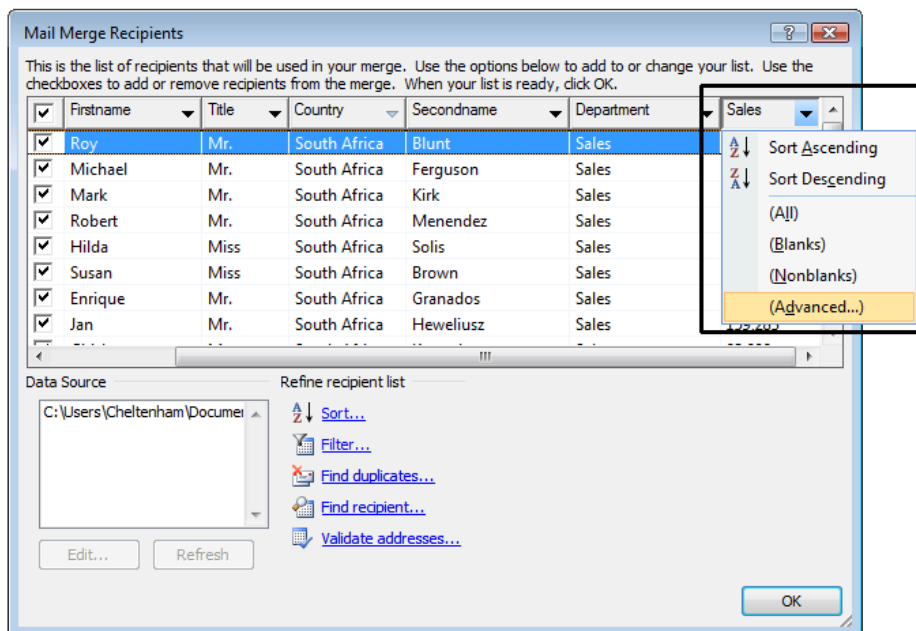
- The list will now be filtered to only display sales people within South Africa.



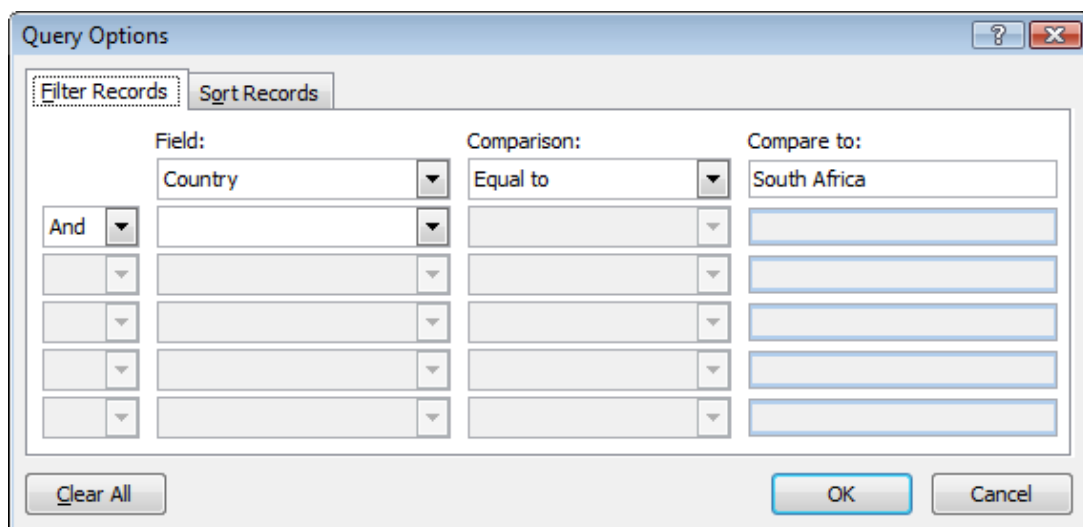
- Next we want to filter the list of sales people within **South Africa**, to only show those who made sales worth more than **150,000**. To do this, use the scroll bar, to scroll to the right (if necessary), so that the **Sales** column is displayed.



- Click on the **down arrow** at the top of the **Sales** column and select the **Advanced** command.



- This will display the **Query Options** dialog box. As you can see the top row has already been set so that '**Country**' is '**Equal to**' '**South Africa**'.



- Use the controls within the dialog box to also set **Sales** to greater than **150000**.

The Query Options dialog box has two tabs: 'Filter Records' and 'Sort Records'. The 'Filter Records' tab is active. It contains a table for defining filter criteria:

	Field:	Comparison:	Compare to:
	Country	Equal to	South Africa
And	Sales	Greater than	150000
And			

At the bottom, there are buttons for 'Clear All', 'OK', and 'Cancel'.

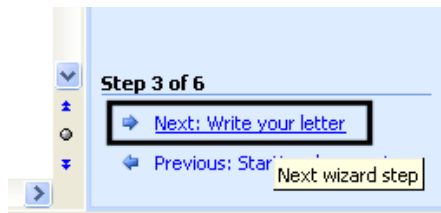
- Click on the **OK** button and you will see the final filtered list of sales people in **South Africa** who sold more than **150000**.

The Mail Merge Recipients dialog box displays a list of recipients for a mail merge. The list is as follows:

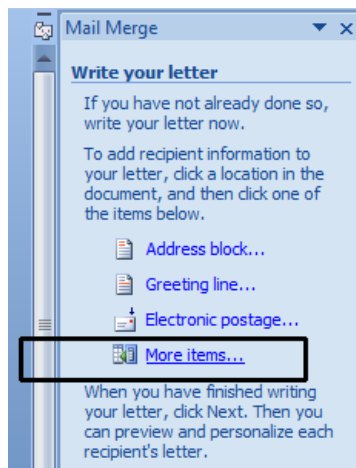
	✓	Firstname	Title	Country	Secondname	Department	Sales
..	✓	Jan	Mr.	South Africa	Heweliusz	Sales	159,283
..	✓	Michael	Mr.	South Africa	Ferguson	Sales	178,294
..	✓	Enrique	Mr.	South Africa	Granados	Sales	203,293
..	✓	Mallika	Mrs.	South Africa	Sarabhai	Sales	230,383

Below the list, there is a 'Data Source' section with a text box containing 'C:\Users\Cheltenham\Documei' and buttons for 'Edit...' and 'Refresh'. To the right, under 'Refine recipient list', are links for 'Sort...', 'Filter...', 'Find duplicates...', 'Find recipient...', and 'Validate addresses...'. An 'OK' button is at the bottom right.

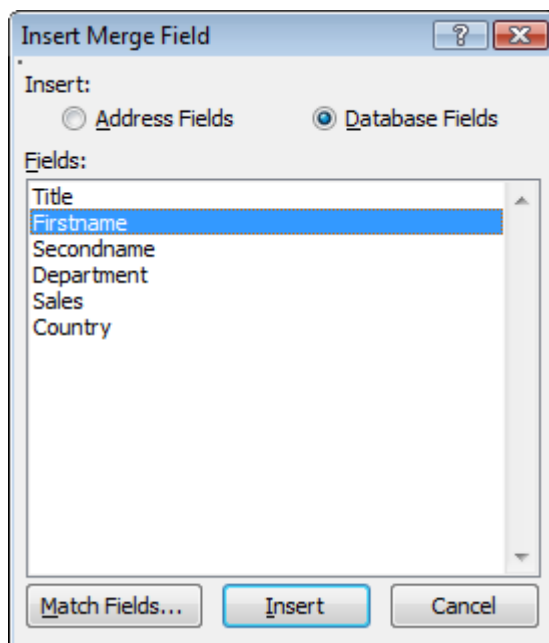
- Click on the **OK** button.
- Click on the **Next** button at the bottom of the **Mail Merge** side pane.



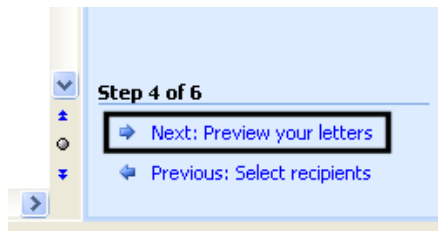
- Now might be a good time to personalise the letter! Click within the document after the word 'Hi'. Click on the **More Items** link.



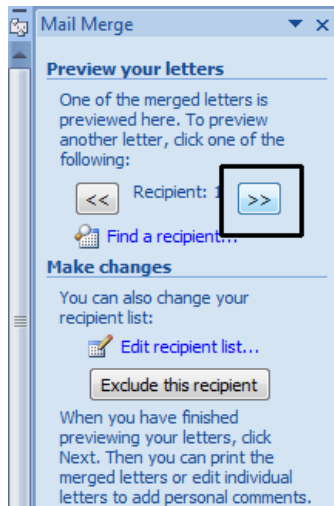
- Select **Firstname** and click on the **Insert** button.



- Click on the **Close** button to close the dialog box.
- Click on the **Next** button at the bottom of the **Mail Merge** side pane.



- You will see a preview of the first letter.
- Use the **Forward** arrow to preview the other letters.

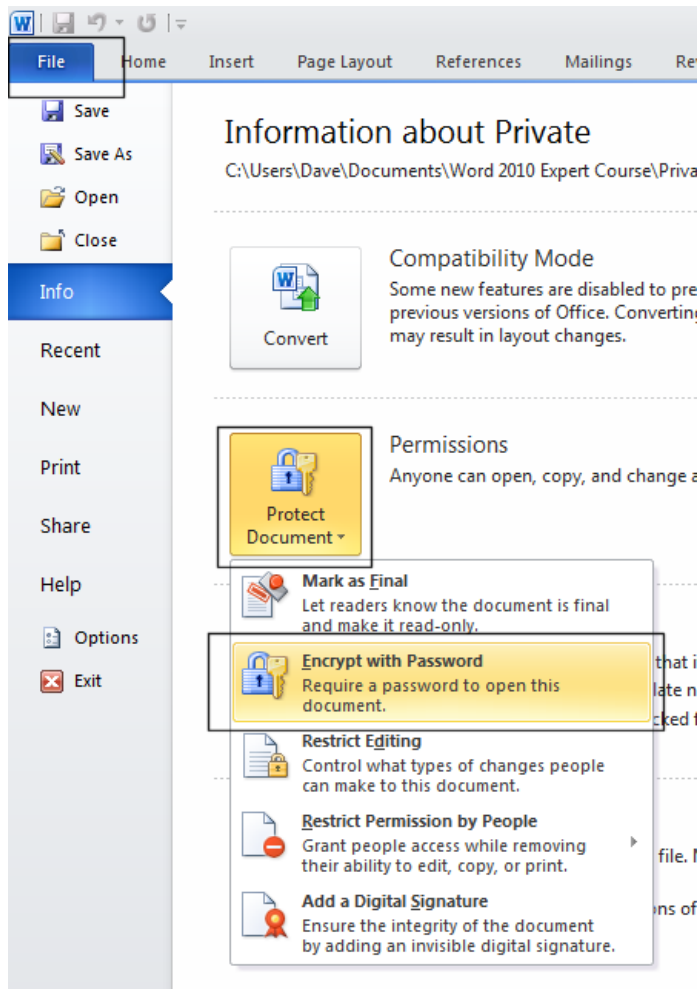


- Save your changes and close the document.

# Passwords & Editing Restrictions.

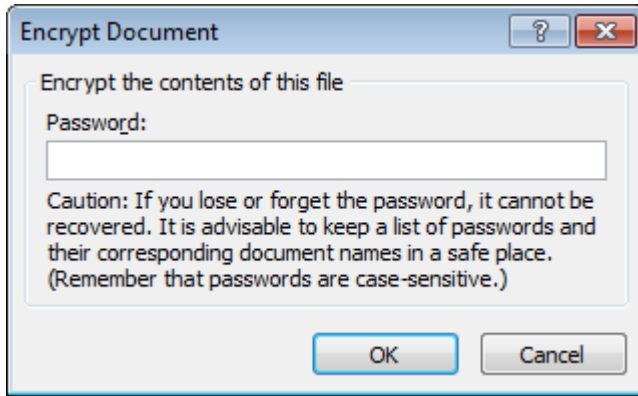
## Adding 'opening' password document protection.

- Open a document called **Private**.
- Click on the **File** tab. Click on the **Protect Document** button and from the drop down list displayed click on **Encrypt with Password**.

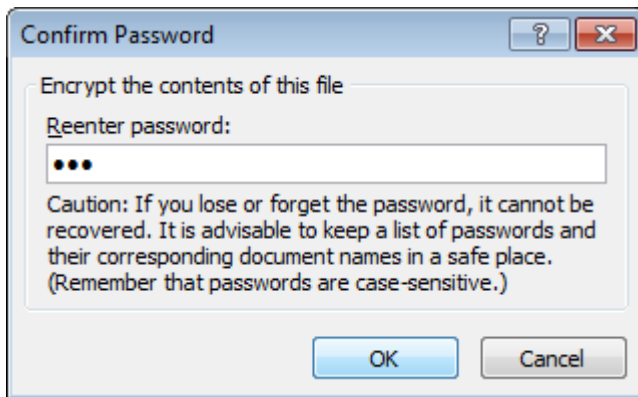


- The **Encrypt Document** dialog box will be displayed

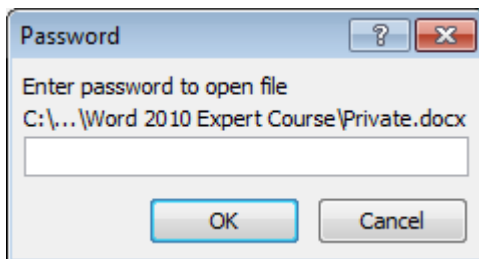




- Enter the password **CCT** (all uppercase) and click on the **OK** button. The **Confirm Password** dialog box will be displayed.



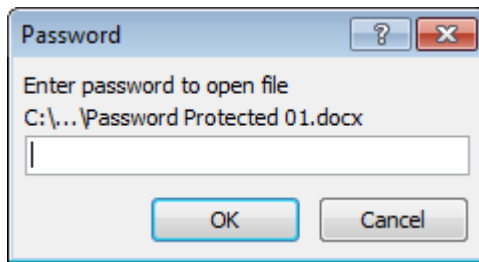
- Click on the **OK** button.
- Save and close the document.
- Now re-open the document. You will see the following dialog box displayed.



- Try using an incorrect password, and see what happens. Then open the document using the correct password.
- Close the document.

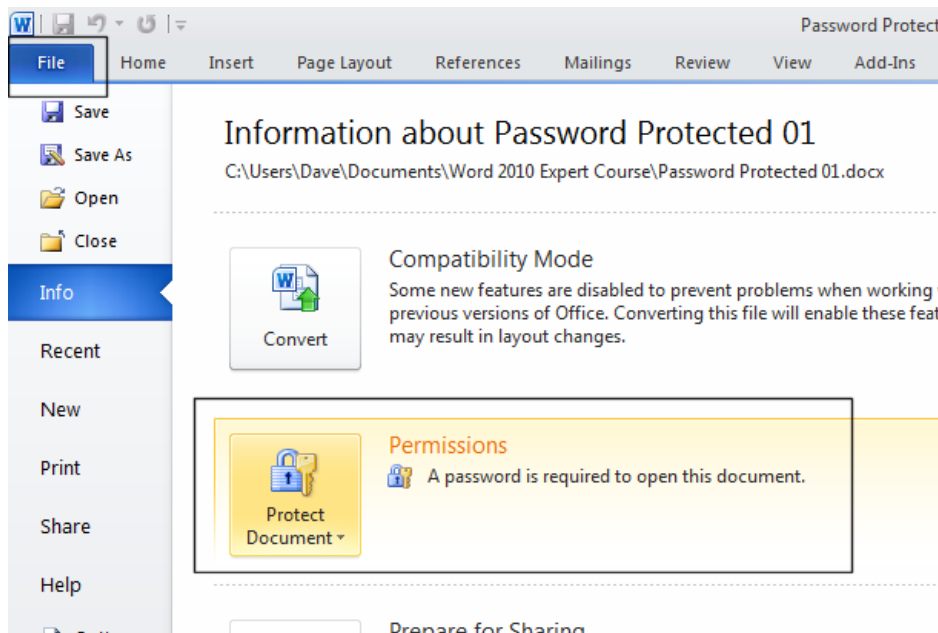
## Removing 'open' password document protection.

- Open a document called **Password Protected 01**. This document is protected by a 'password to open' password.
- When prompted enter the correct password, which is **CCT**.



**NOTE:** Use upper case letters to enter your password!

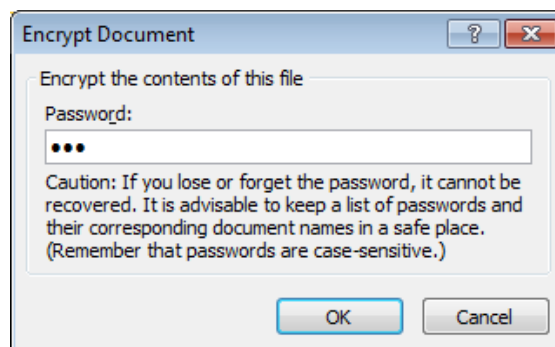
- You should find that you have successfully opened a password protected document. We now need to resave the document, but without the password protection enabled.
- Click on the **File** tab and you will see information about the file displayed.



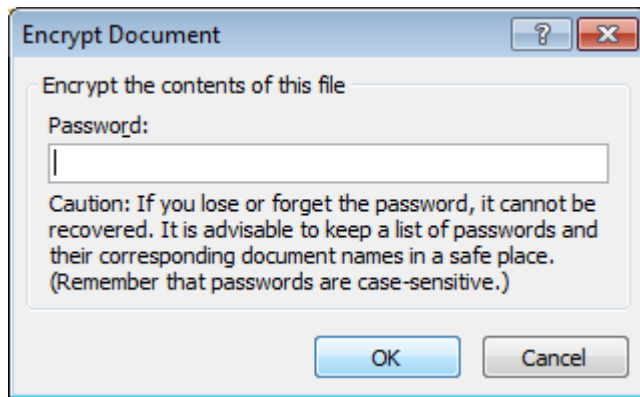
- Click on the **Protect Document** button and from the drop down list displayed click on **Encrypt with Password**.



- The **Encrypt Document** dialog box is displayed.



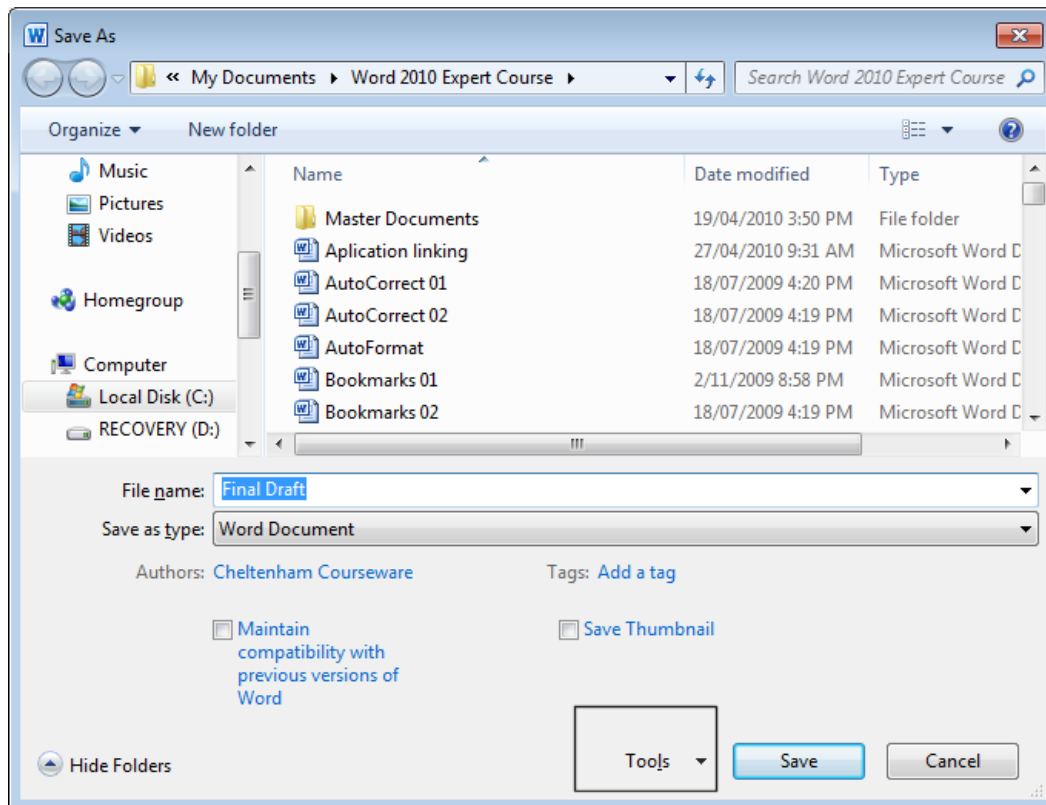
- Delete the dots within the dialog box.



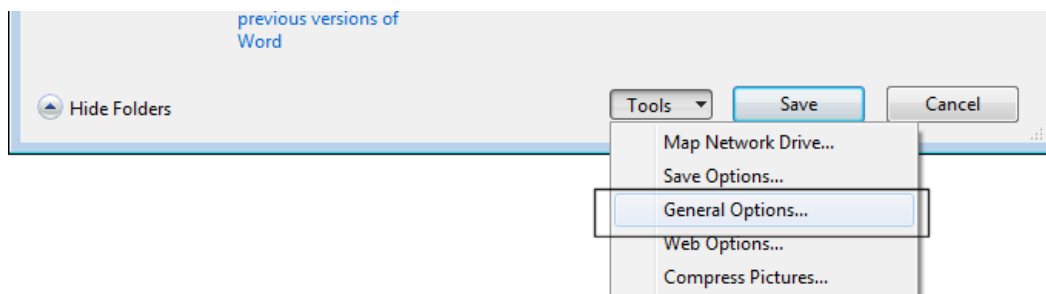
- Click on the **OK** button to close the dialog box.
- Save and close your document.
- Reopen the document. You should find that you no longer require the password to open the document.
- Close the document.

### Adding 'No Modifications' document password protection.

- Open a document called **Final Draft**.
- This document contains the final draft of a document. We want some people to be able to **view, but not edit** the document. We want other people to be able to **view and edit** the document.
- Click on the **File** tab and from the drop-down menu displayed click on the **Save As** command. This will display the **Save As** dialog box.

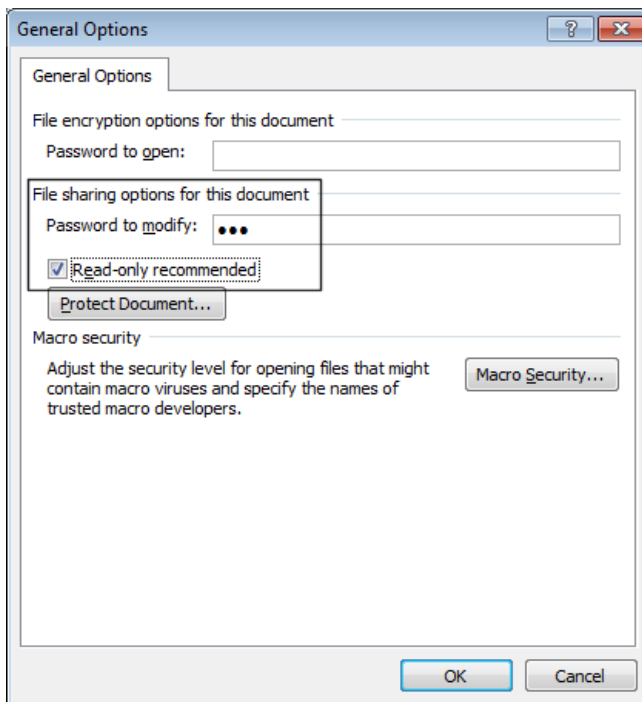


- Click on the **Tools** drop-down control displayed towards the bottom of the dialog box. From the drop-down list displayed click on **General Options**.



- The **General Options** dialog box will be displayed. Within the **Password to modify** area, type in the password, in this case **CCT**.

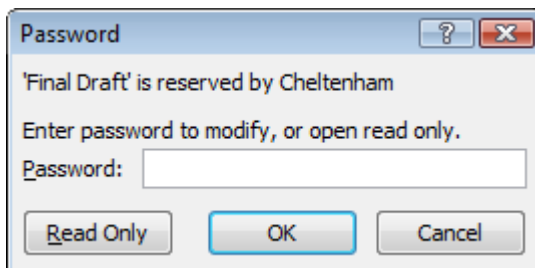
- Click on the **Read-only recommended** check box.



- Click on the **OK** button. The **Confirm Password** dialog box will be displayed. Re-enter your password making sure you use the same capitalisation.



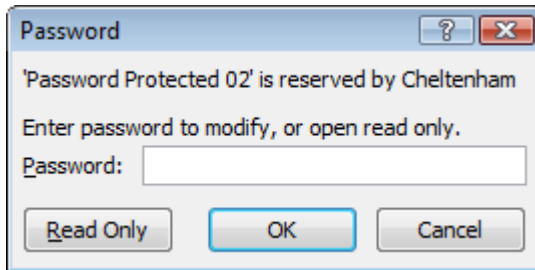
- Click on the **OK** button.
- You will be returned to the **Save As** dialog box. Click on the **Save** button to save your changes.
- Close the document.
- Reopen the document and the **Password** dialog box will be displayed.



- Try using an incorrect password, and see what happens. Then open the document using the correct password.
- Close the document.

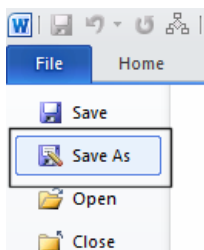
### Removing a 'no modification' document password.

- Open a document called **Password Protected 02**. This document is protected by a 'password to modify' password.
- When prompted enter the correct password, which is **CCT**.

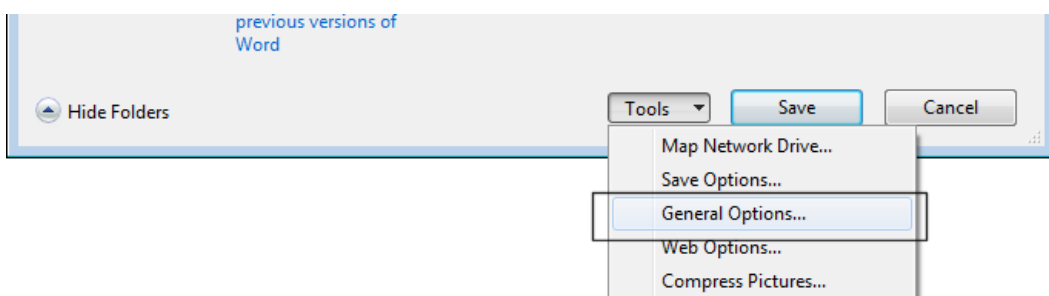


**NOTE:** Use upper case letters to enter your password!

- You should find that you have successfully opened a password protected document. We now need to resave the document, but without the password protection enabled.
- Click on the **File** tab and from the drop down list displayed click on the **Save As** command.

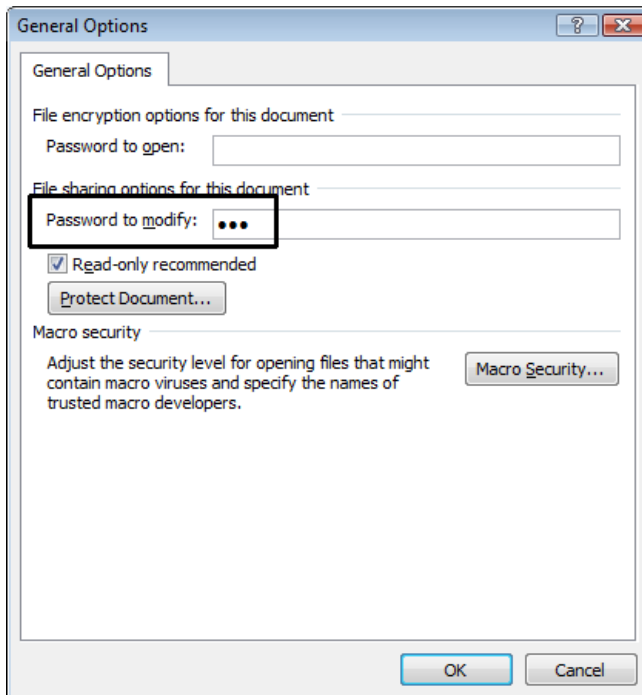


- This will display the **Save As** dialog box. Click on the **Tools** button displayed towards the bottom of a dialog box. From the drop-down menu displayed click on **General Options**.



- The **General Options** dialog box will be displayed.

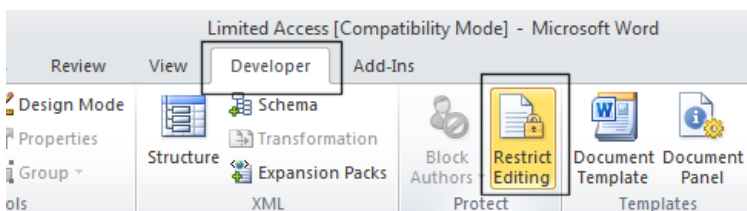
- Delete the **dots** representing the password within the **Password to modify** area of a dialog box.
- Also remove the tick in the **Read-only recommended** check box.



- Click on the **OK** button to close the dialog box.
- Save the document.
- Close the file and then try re-opening the file. You should find that you no longer require the password to open and edit the document.

### Allowing only tracked changes or comments.

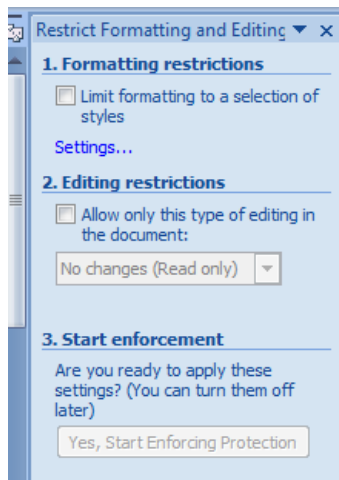
- Open a document called **Limited Access**.
- At the moment this document is completely unprotected and anyone that opens this document can make any changes they want.
- Click on the **Developer** tab and within the **Protect** group, click on the **Restrict Editing** button.



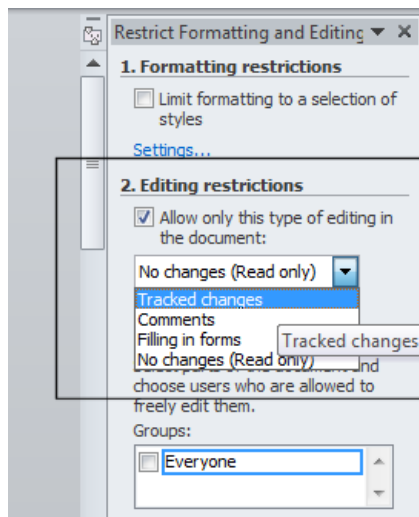
**TIP:** Remember, by default, the **Developer** tab is not displayed.

- The **Restrict Formatting and Editing** side pane will be displayed to the right of your document.

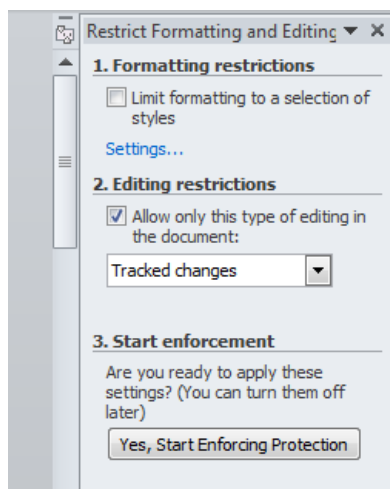




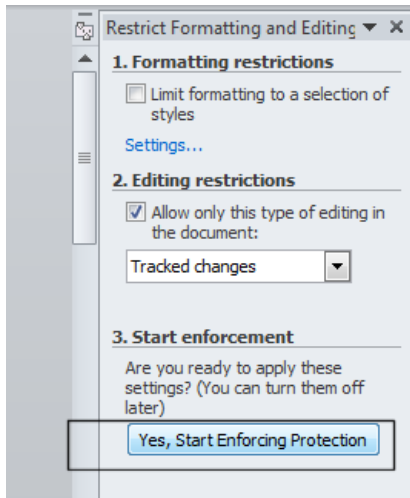
- Click on the **Allow only this type of editing in the document** check box.



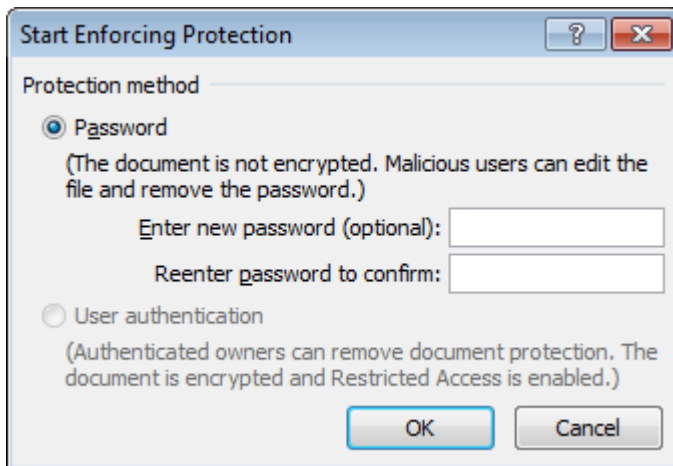
- Click on the **down arrow** within the **Editing Restrictions** section of the side pane and select **Tracked changes**. The side pane should now look like this.



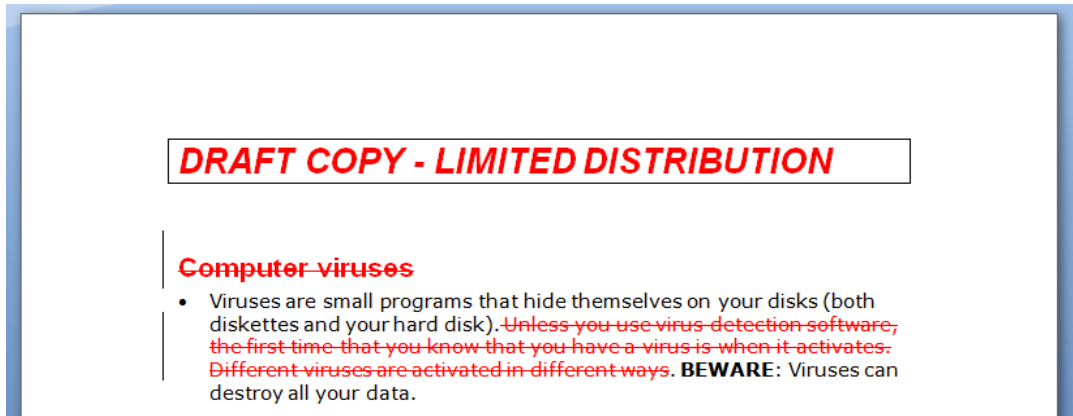
- Click on the **Yes, Start Enforcing Protection** button.



- The **Start Enforcing Protection** dialog box will be displayed.



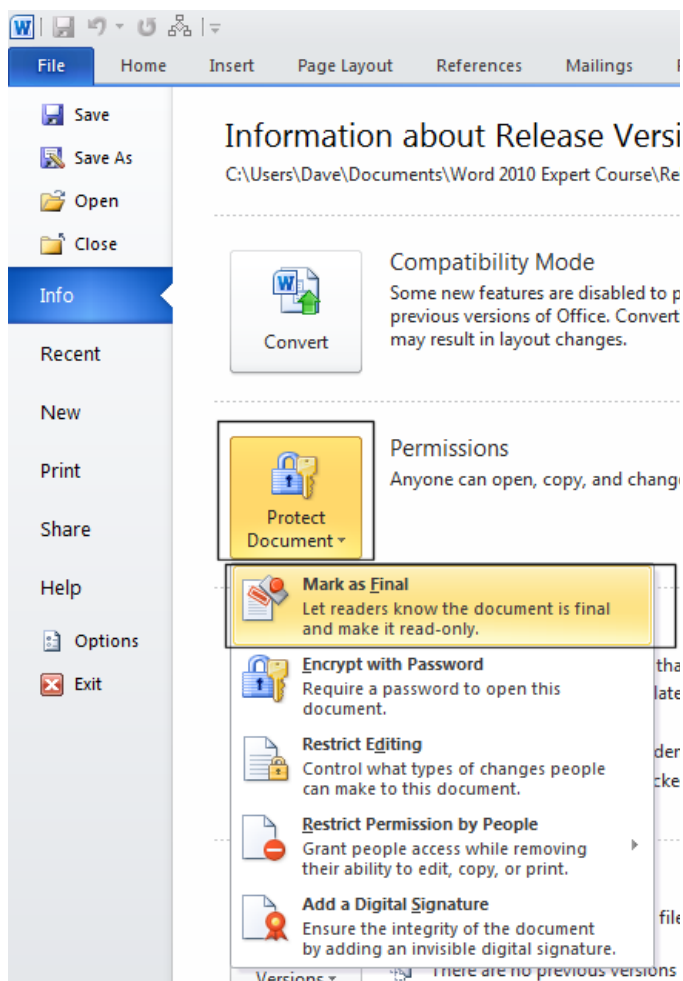
- If you wish you can add an optional password. In this case do not enter a password simply click on the **OK** button.
- Save your changes and close the document.
- Re-open the document and make a change such as selecting an item of text and then pressing the **Del** key to delete the selected item. The document will track the changes, such as this deletion.



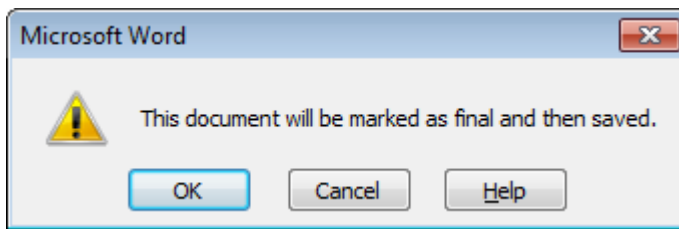
- Save your changes and close the document.

## Marking a document as a Final Version.

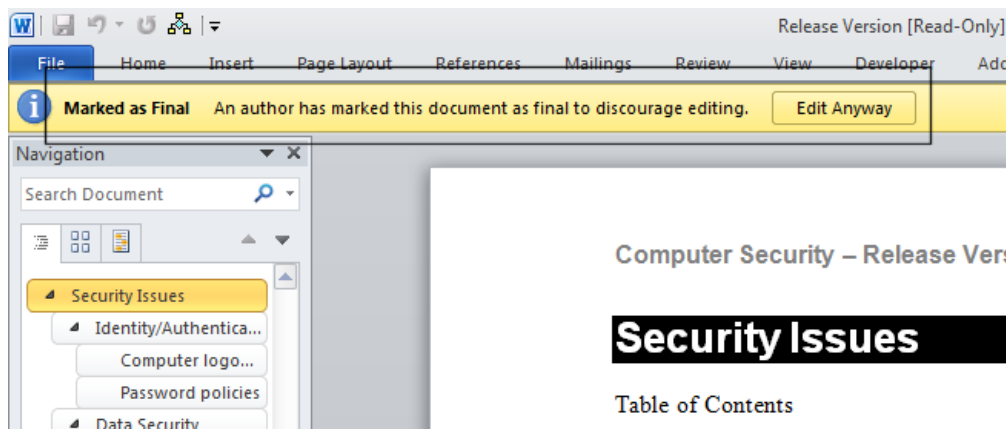
- Open a document called **Release Version**.
- Click on the **File** tab and then click on the **Protect Document** button. From the submenu displayed click on **Mark as Final**.



- A warning dialog box will be displayed.



- Click on the **OK** button.
- Click on the **Home** tab and your document will look like this. You will see an information line displayed across the top of the document, informing you that this is the final draft.



- Try making changes to your document such as selecting an area of text and deleting it. You will find that you are unable to make any changes to the document.

**NOTE:** If you click on the **Edit Anyway** button (top of the screen), you will be able to edit the document.

- Save any changes and close the document.