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Why is it important to first find the right way to do something with a word processor?

You will save time, make fewer errors and be more likely to keep your job.

The goal of this class is to give you enough knowledge to do well with MS Word and to realize when you need to find instructions to learn to do new things the right way the first time.

Credits:

A lot of hard work went into this information and a lot of it is not mine. Look here for more information. – James

<http://word.mvps.org/>

## 1) Tips

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Tips from <http://www.faughnan.com/msword.html>

### ***Avoid doing this in Word documents:***

#### Word 2003

#### Word 2007

1. Do not adjust the default standard template Normal.dot standard template. Use new templates that you can have complete control instead. and use a different template for each document type.	No difference
2. Don't use "Normal" style formatting. This will often change. Create a new style for each new format instead. You may use Word's built-in Heading Styles (which you can redefine to look the way you want)	No difference
3. Avoid Word's List Numbering which has more bugs than a compost heap.	Improved with 2007 version

### ***Do these instead:***

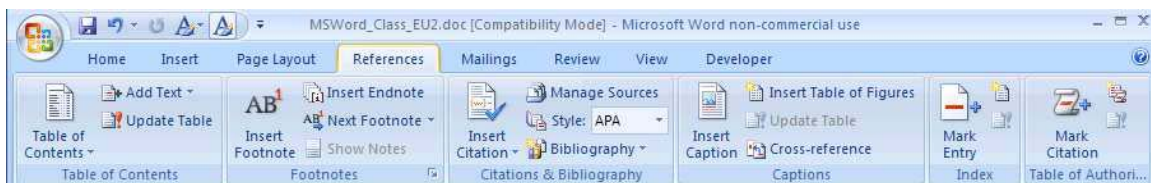
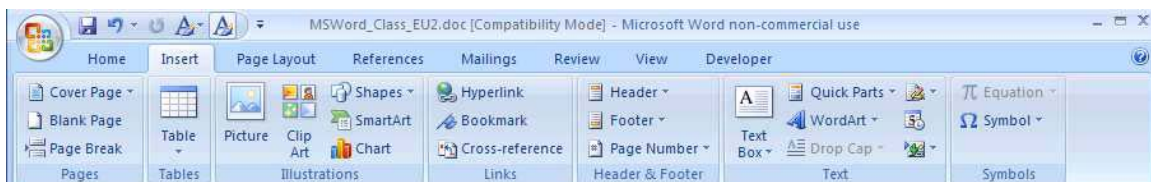
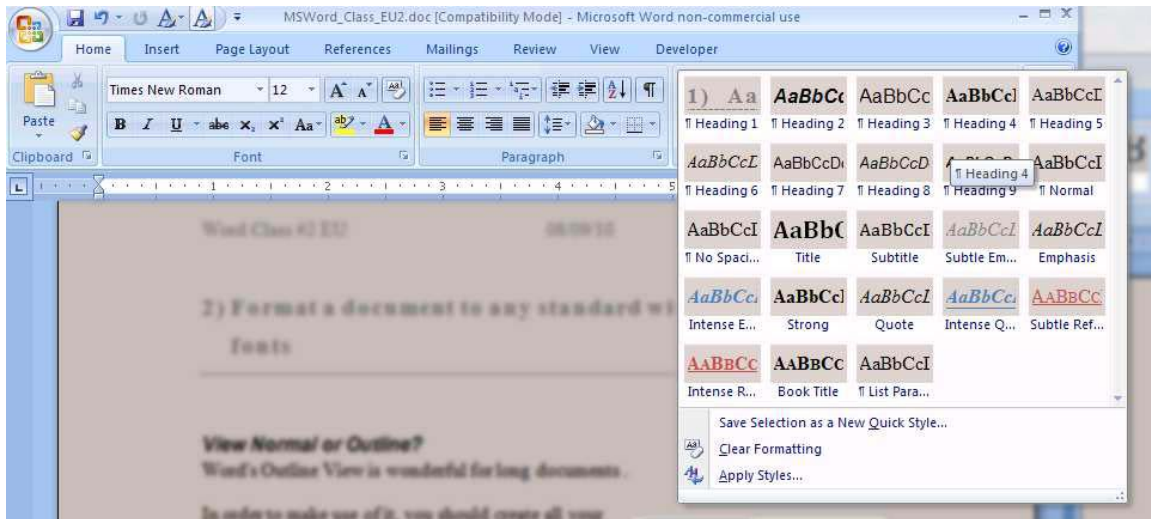
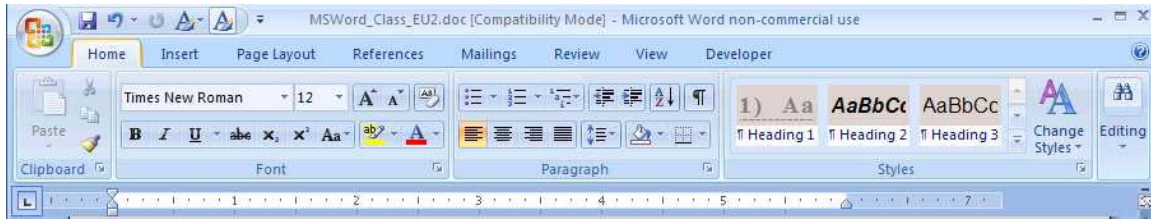
#### Word 2003

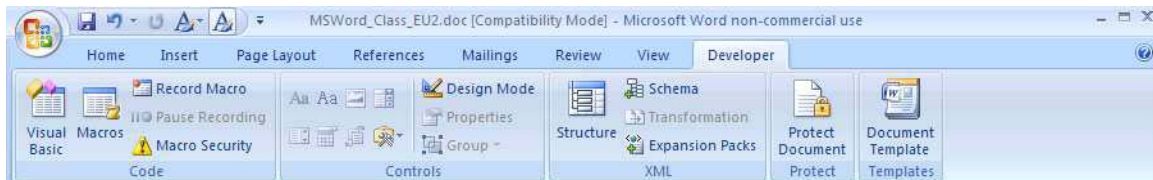
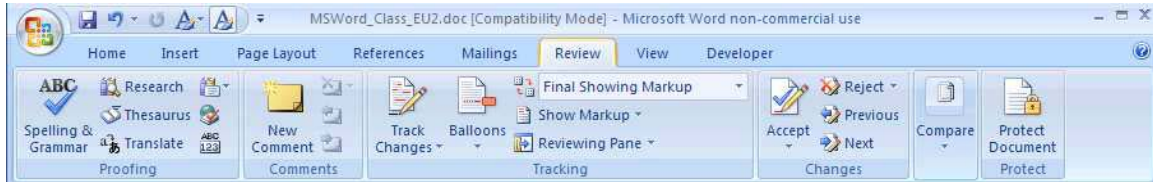
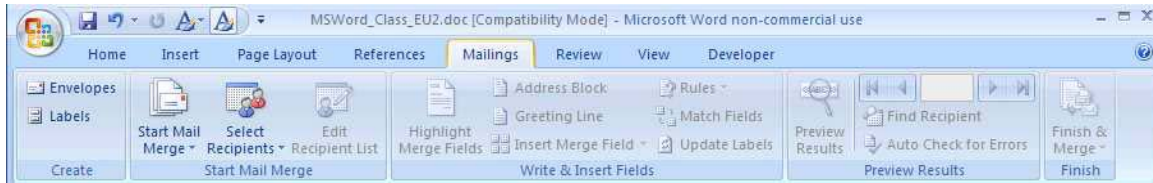
#### Word 2007

4. Turn off "Allow fast saves" (Tools / Options / Save).	Top left Office Button / Word Options / Save Link
5. Do not use Master Documents, Versions, or the Document Map. Outline View is safe to use.	Master Document was dropped from Word 2007
6. Select Tools / Options / AutoCorrect, and de-select most of the options.	Top left Office Button / Word Options / Proofing Link

7. Tools / Options / Save: check prompt to save template.	Fixed in Word 2007
8. Tools: Templates and AddIns: Make sure "Automatically update document styles" is unchecked.	Top left Office Button / Word Options / Advanced Link - Prompt to Update Style option
9. Be wary of Section Breaks. Unless you are writing a report that needs them. They can be very buggy to use.	Hopefully a little better in Word 2007. Use reveal all codes if you must work with Section Breaks, so you can see where you are.
10. In Options:View set style width to 1", this will let you quickly see what style applies to a paragraph.	Styles are viewable in the top bar Home Tab
11. In Options: Edit disable "click and type".	Not applicable
12. If you paste text and see odd things happen try: Paste as plain text - or Insert a section break first, then paste. Styles are bound up with section breaks, you can use them to keep things straight.	Same
13. Not applicable	Consider changing default document type from docx to doc so people with older versions of MS Word can read your documents. Top left Office Button / Word Options / Save Link – Save Files in Format .doc

## 2) Layout changes in Word 2007





Microsoft Word 2007 online courses:

<http://office.microsoft.com/en-us/word-help/CH010224760.aspx>

<http://blogs.office.com/>

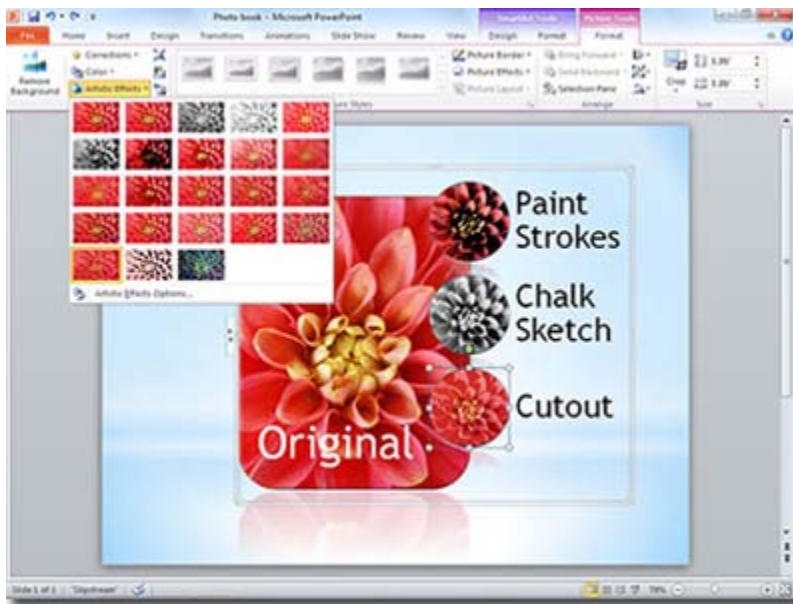


### 3) Reasons to try Office 2010

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#### ***Express your ideas more visually.***

Office 2010 opens up a world of design options to help you express your ideas with more impact. New and improved picture formatting tools, such as color saturation and artistic effects, let you transform your visuals into works of art. And a wide range of new customizable themes and SmartArt® graphic layouts offer more ways to make your ideas stick.



#### ***Accomplish more when working together.***

Brainstorm ideas, keep versions in sync, and meet deadlines faster when you're working in groups. Co-authoring in Word 2010, PowerPoint 2010, Excel Web App, and OneNote 2010 shared notebooks enable you to edit the same file at the same time with other people — even when they're in different locations.<sup>1</sup>



***Enjoy the familiar Office experience from more locations and devices.***

With Office 2010, you can get things done on your schedule.

- **Microsoft Office Web Apps.** Extend your Office 2010 experience to the Web. Store your Word, Excel, PowerPoint, and OneNote files online and then access, view, edit, and share content from virtually anywhere.<sup>2</sup>
- **Microsoft Office Mobile.** Stay current and respond quickly using new mobile versions of Office applications designed specifically for your Windows Phone 7 device.<sup>3</sup>
- **Microsoft SharePoint Workspace 2010.** Synchronize SharePoint 2010 lists and libraries with SharePoint Workspace, formerly known as Microsoft Office Groove, so you can access, view, and edit files anytime and anywhere from your computer. Everything will automatically sync to the SharePoint server when you're back online.

***Work your way, faster and more easily.***

Microsoft Office Backstage™ view replaces the traditional File menu to give you a centralized space for all of your file management tasks, including save, share, print, and publish. The enhanced Ribbon, common across Office 2010 applications, lets you access commands quickly and create or customize tabs to fit your work style.



More Word 2010 training classes in Powerpoint at:

<http://office.microsoft.com/en-us/word-help/CH010369478.aspx>

<http://www.groovypost.com/customsearch/?cx=partner-pub-0963256050141200%3A12550hq1xnc&cof=FORID%3A11&ie=ISO-8859-1&q=Word+2010&siteurl=www.groovypost.com%252Ftags%252Fmicrosoft-office%252F&ref=>

#### 4) Format a document to any standard with many possible fonts - Word 2003 images – valid for all Word versions

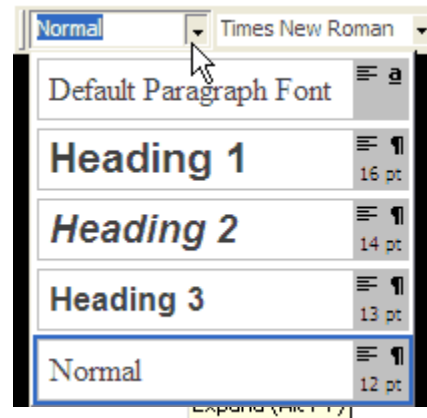
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##### **View Normal or Outline?**

Word's Outline View is wonderful for long documents .

In order to make use of it, you should create all your headings use Word's built-in Heading Styles (which you can redefine to look the way you want) – using Heading 1 for your Chapter headings, Heading 2 for subheadings and so on.

- Outline View lets you view all your Headings collapsed to any heading level you want.
- Click on a Heading 1 paragraph, and then click on the + button to expand.
- Restructure your document.
- Drag and drop a heading



##### **Search Replace Ctrl +H**

Where this can be especially useful is in the Replace dialog. Suppose you want to search for bold text and remove the bold formatting only if it is direct formatting, not defined by the style. If you press Ctrl+B in the “Find what” box, you’ll get Format: Bold. If you press Ctrl+B twice in the “Replace with” box, you’ll get Format: Not Bold. This combination will find bold text and remove the bold formatting, but it will remove it from all the bold text, even the headings that are supposed to be bold. But if you search for Format: Bold and replace with Default Paragraph Font, you will remove only the direct formatting, leaving the bold styles alone. (To select the Default Paragraph Font in the Replace dialog, click More (if necessary) to expand the dialog, then click Format, select Style, and then click on Default Paragraph Font.)

Incidentally, you might think that Ctrl+Spacebar would work the same here as in a document; unfortunately, it does not (though it is a shortcut for clearing formatting from the “Find what” box before you run the next Replace operation).

## Setting Tabs

By default, a Word document has built-in tab stops at half-inch intervals. You can change the default spacing in a given document using the spin box in the top right corner of the Format | Tabs dialog, but in general it is preferable to avoid using the built-in tab stops at all.

Have you ever tried pasting from someone else's documents into your own, or even just changing the page margins, or the font; and found that their tabbed lists no longer line up—so you have to waste a lot of time reformatting them? If so, it's because the person who created the document didn't use tabs properly.

If you use the built-in tabs or use the space bar to simulate right-aligned tabs and therefore end up tabbing once on some lines, more on others you get something that looks like this.

BT-Discount-Charges	→	→	→	→	→	.....940¶
Other	→	→	→	→	→	.....179¶
<b>Total</b>	→	→	→	→	→	<b>117,988¶</b>

Figure 1: How not to use tabs Multiple tabs between the text blocks, spaces have been used to simulate right-aligned tabs – this list will go all over the place if the page margins or font are ever changed, or if the list is ever pasted into another document

BT·Discount·Charges	→	940
Other	→	179
<b>Total</b>	→	<b>117,988</b>

Figure 2: These tabs have been set properly A left indent and a decimal tabstop have been set on the ruler, there are no redundant tabs or spaces in the document – this list will be very easy to maintain

The golden rules when it comes to using tabs are: do set the tab positions yourself, and **don't press the tab key more than once** between any two blocks of text: set a tab position instead. You can easily see whether a tabbed list has been created properly by clicking the Show/Hide ¶ button , so you can see where the tabs are.

### **Types of tabs**

The Tabs dialog (accessed via Format | Tabs in Word 2003 and earlier) lists five kinds of tab stops, as follows:

**Left.** This is the type you are probably most familiar with, the one you get by default when you press the Tab key. Text is left-aligned at the tab stop position. Center. When you tab to a Center tab stop, the text you type is centered at the tab stop position.

**Right.** Text is right-aligned at the tab stop position.

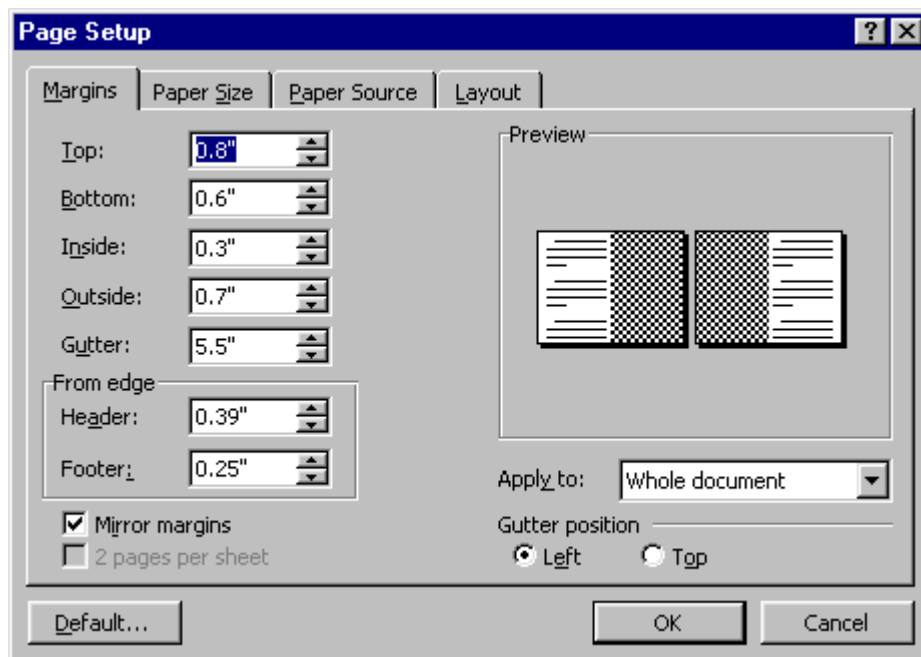
**Decimal.** This is a variant of the right-aligned tab stop. Text is aligned on the first non-numeric character (apart from the thousands separator) following a series of numbers.

### **Columns**

When you open a new blank document in Word, you begin typing at the left side of the screen/page and continue typing to the right margin, where Word wraps your text back to the left so you can start again. All your lines of text are full width. But sometimes you need to divide your text into two or more columns.

**Types of columns** (tables, snaking columns, or ??)

Word gives you several different ways of lining up columns of text. Which one you use depends on what you want the text to do.



### Tabs in Columns

If you want to enter text in one column, then text in another column on the same line, then more text in the first column (but on the next line), and so on, and if each of the entries will fit on one line, you may be able to align the columns using tabs. What you're doing here is creating a “tabbed table”:

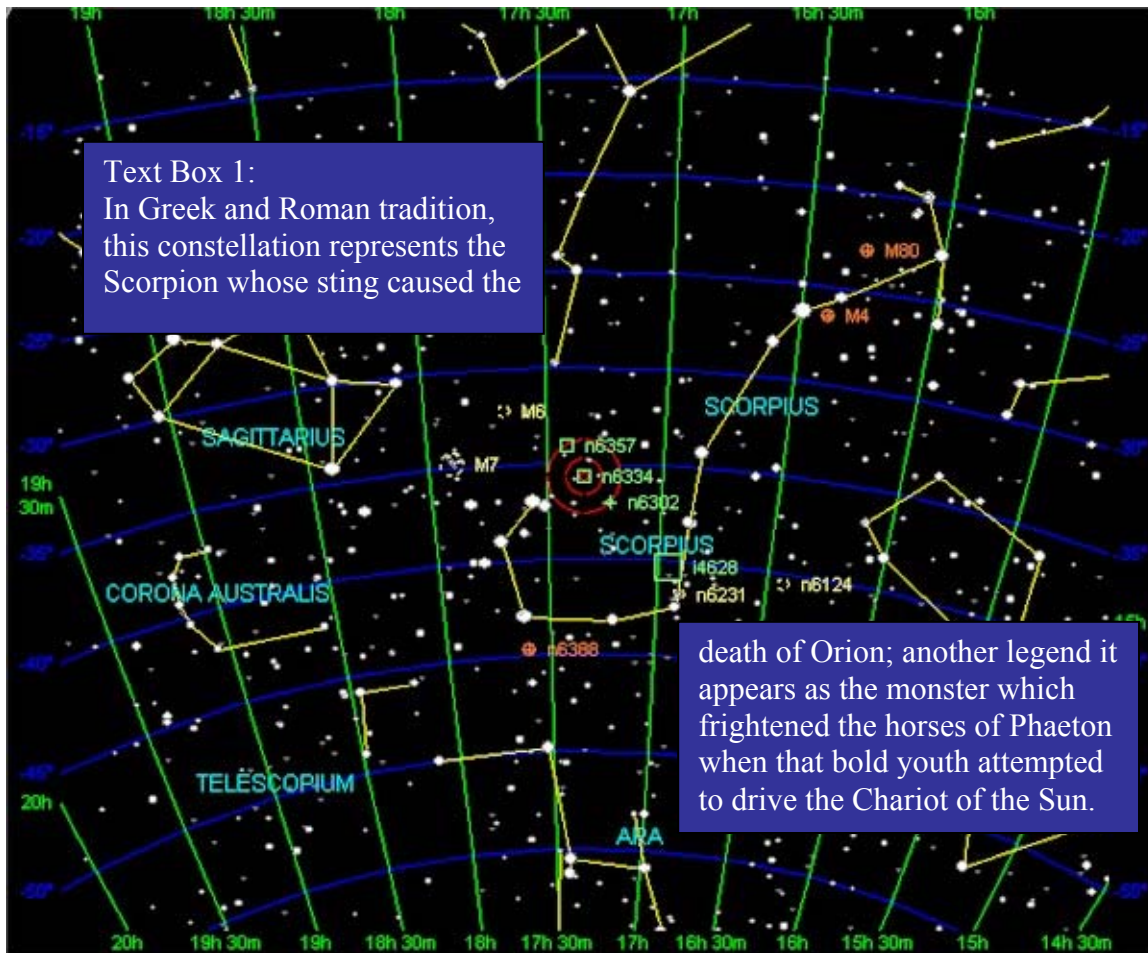
### Tables

If you want to be able to enter some text in one column, then text in another column aligned with it, then text in the first column again, then the second (and possibly a third, fourth, or more), and if the text in each column must be able to wrap to the next line, then what you want is a table. A table allows you to align text vertically as well as horizontally. Whenever you need to “synch” the columns, you begin a new row.

Table columns are especially good for things like opera scores, where you need the text in the original score and the translation to line up with each other vertically.

Text box columns

Table Titles can go across many rows Junior's Farm			
Dates - 2009	Asparagus	Apples	Avocados
June	141	203	75
July	133	222	66
August	88	288	45
September	23	256	0

**Linked Text boxes:**

It is possible to get text to flow from one Text Box to another. To do this, click on the first Text Box, then click on the Link button on the Text Box toolbar that will now be visible, and click on the second textbox.



**Snaking columns**

If you want the text to fill the first column and then snake into the next and fill it, continuing from Column A to Column B, then Column A on the next page, then you want newspaper-style columns.

**Treasure Island by Robert Louis  
Stevenson**  
**The Old Sea-dog at the  
Admiral Benbow**

SQUIRE TRELAWNEY, Dr.  
Livesey, and the rest of these gentlemen having asked me to write down the whole particulars about Treasure Island, from the beginning to the end, keeping nothing back but the bearings of the island, and that only because there is still treasure not yet lifted, I take up my pen in the year of grace 17\_\_ and go back to the time when my father kept the Admiral Benbow inn and the brown old seaman with the sabre cut first took up his lodging under our roof.

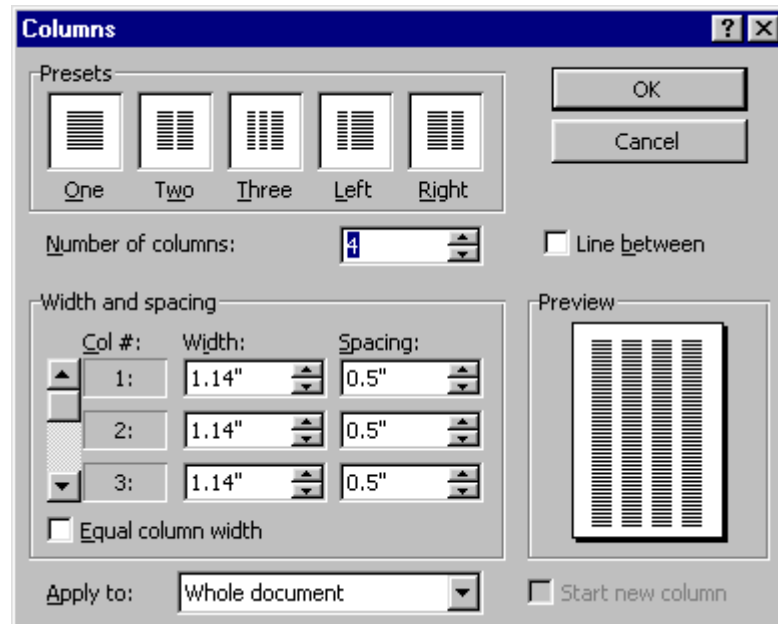
I remember him as if it were yesterday, as he came plodding to the inn door, his sea-chest following behind him in a hand-barrow—a tall, strong, heavy, nut-brown man, his tarry pigtail falling over the shoulder of his soiled blue coat, his hands ragged and scarred, with black, broken nails, and the sabre cut across one cheek, a dirty, livid white. I remember him looking round the cover and whistling to himself as he did so, and then breaking out in that old sea-song that he sang so often afterwards:

"Fifteen men on the dead man's chest— Yo-ho-ho, and a bottle of rum!"

**Column Formatting**

If you are working in Page Layout (Print Layout) view and have text boundaries displayed, you will see that the text area has been divided into Column Margin Guides

To change column values, you may add tabs or grab margins one at a time or open the Columns dialog. Format menu:



Type in the first column. The text will flow into the second column. If you're editing text near the top or bottom of a column, the constant text re-flow may be distracting. Use Normal View to stop seeing multi-columns. They are still there Page Layout View.

### Headings spanning columns

If you want a heading to span all of your columns, you need only leave it in the single-column section before your multicolumn section. This is easily done by selecting the heading paragraph, clicking on the Columns button on the Standard toolbar or Page Layout tab, and selecting 1 column; Word will then create the necessary section breaks for you.

### Sections

Sections are primarily to allow you to treat different parts of the Document in different formats.

Columns on / Section break / Columns off

Preface / Section Break / Chapter

Pages are in Portrait / Section Break / Pages are Landscape

The Columns function automatically adds section breaks, as needed. You should avoid using sections otherwise, if possible. They can be buggy.

### Creating Section Breaks in Word

Page #1 in landscape with the rest appearing in portrait mode? Or perhaps you just want to modify the header \ footer for a few pages? Changes like these can only be

accomplished by dividing your document into sections. You can change the following section formats: margins, paper size or orientation, paper source for a printer, page borders, vertical alignment, headers and footers, columns, page numbering, line numbering, and footnotes and endnotes.

Keep in mind that a section break controls the section formatting of the text that precedes it. For example, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting.

**Note** that the last paragraph mark (¶) in the document controls the section formatting of the last section in the document.

### **Section Break to Control Headers and Footers**

For a detailed guide on making section breaks check out this page:

[http://www.uwgb.edu/compserv/ehelp/word/section\\_breaks2.htm](http://www.uwgb.edu/compserv/ehelp/word/section_breaks2.htm)

### ***Headers and footers***

Word 2007 makes it easier to add a simple header, with fewer mouse clicks than previous versions. For example:

1. In the ribbon, click the Insert tab.
2. Click Header under the Header & Footer Group.
3. Click Edit Header.

In the blank header area, you can add details and page numbers.

1. Press [Ctrl]R.
2. Type your name and press [Enter].
3. Type Page.
4. Click the Insert tab.
5. Click Page Number in the Header & Footer Group.
6. Click Current Position.
7. Click Plain Number.
8. Click the Close Header button.

You can go back at any time and edit the header by simply double-clicking the header text on any page. When you finish, double-click outside the header area to continue editing the document.

### **Same as Previous**

Header and Footers are by default set to “Same as Previous”. You may use the Header/Footer toolbar.

## 5) Setup styles which allows you to change each style all at once

---

### Heading Style adjustment

How to put a page break in front of each Heading 1 paragraph

Change the Heading 1 style so that it includes the “Page Break Before” attribute. This will force each new Heading 1 paragraph to start on a new page.

1. Choose Style on the Format menu.
2. Select Heading 1 and click Modify.
3. Pull down the Format list and select Paragraph.
4. On the Indents and Spacing tab set the Spacing Before to 0.
5. On the Line & Page Breaks tab check Page Break Before.
6. Click OK, OK, Close.

### Default Paragraph Font

The Default Paragraph Font is the default font of a document or template used by the Normal style. You can change the default font of the Normal template (Normal.dot) or another template.

When you start Word with a fresh document based on the default Normal template, the Default Paragraph Font character style will be displayed in the Style menu as the font of the default Normal style, which is 10-point Times New Roman in Word 97 and 12-point TNR in Word 2000, 2002, and 2003. This display never changes!

In Word 2002 and 2003, the Style list and Styles and Formatting task pane do not list Default Paragraph Font by default. You may choose to add it to the styles displayed, no specific font is associated with it.

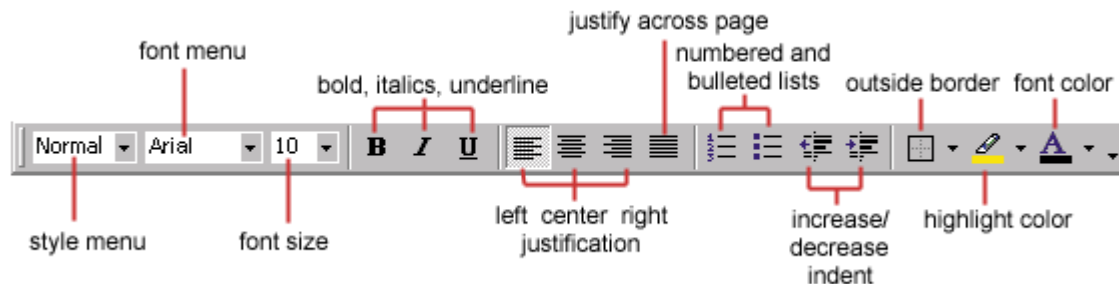
Suppose you have changed the font formatting of part or all of a paragraph and want to return it to the default font formatting of the style. One way to do this is to select the text and press Ctrl+Spacebar. Another is to apply the Default Paragraph Font character style from the Style menu. In other words, applying this “style” is actually a way of removing direct formatting.

## 6) Advanced Formatting Texts and Paragraphs

---

### Formatting Text

The formatting toolbar is the easiest way to change many attributes of text. If the toolbar as shown below isn't displayed on the screen, select View|Toolbars and choose Formatting.



- Style Menu - Styles are explained in detail later in this tutorial.
- Font Face - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable. The following graphic demonstrates the difference between serif (Times

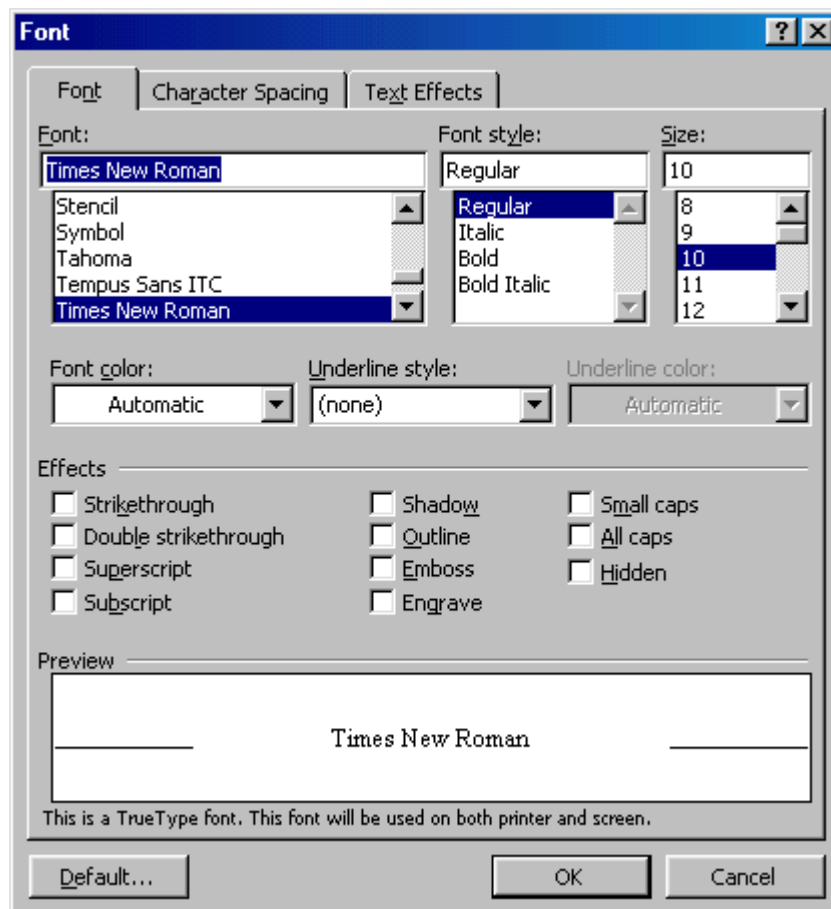


New Roman on the left) and sans-serif ("no feet", Arial on the right) fonts.

- Font Size - Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text.
- Font Style - Use these buttons to bold, italicize, and underline text.
- Alignment - Text can be aligned to the left, center, or right side of the page or it can be justified across the page.
- Numbered and Bulleted Lists - Lists are explained in detail later in this tutorial.
- Increase/Decrease Indent - Change the indentation of a paragraph in relation to the side of the page.
- Outside Border - Add a border around a text selection.

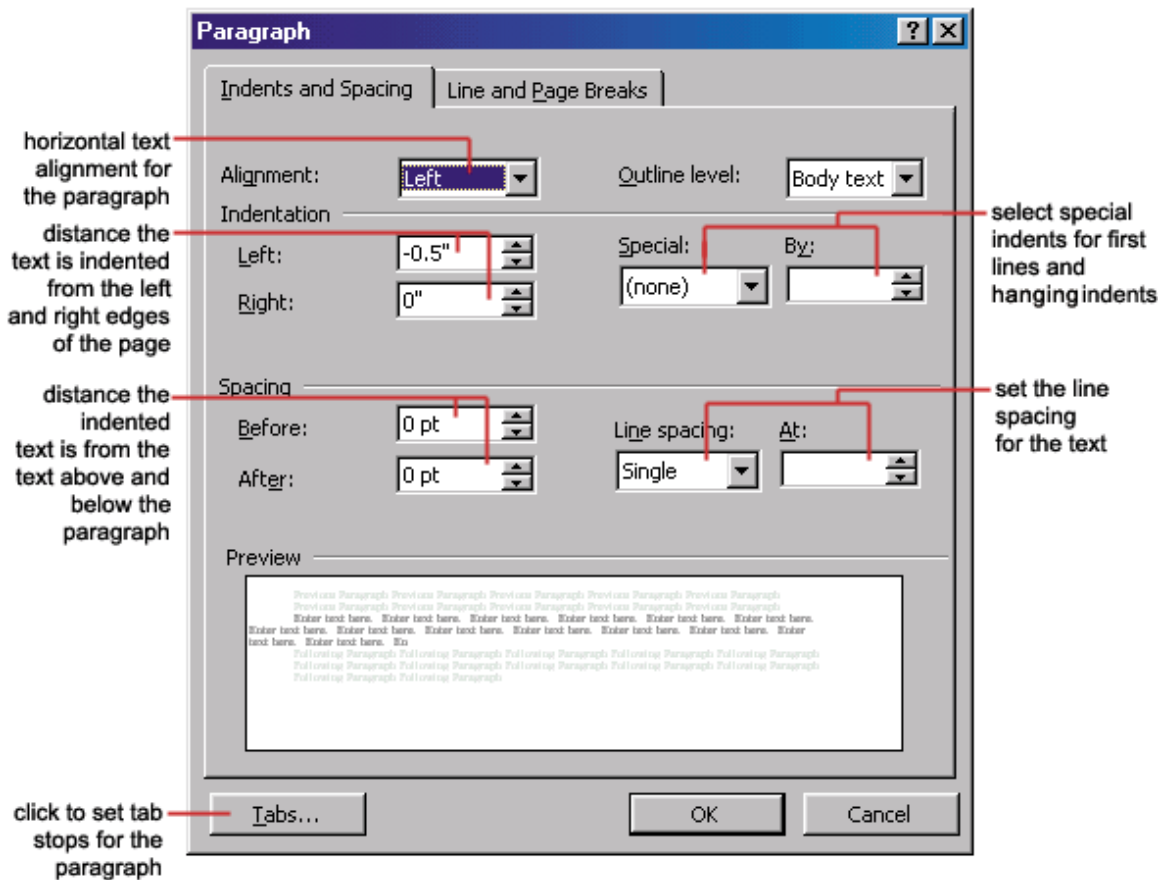
- Highlight Color - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.
- Text Color - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.

The Font dialog box allows you to choose from a larger selection of formatting options. Select Format|Font from the menu bar to access the box.



## Paragraph Attributes

Format a paragraph by placing the cursor within the paragraph and selecting Format | Paragraph from the menu bar.



## Moving (Cutting) Text

Highlight the text that will be moved and select Edit|Cut from the menu bar, click the Cut button on the standard tool bar, or press CTRL+X at once. This will move the text to a clipboard.

To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location, and release the mouse button.

## Copying Text

To copy text, choose Edit|Copy, click the Copy button on the standard toolbar, or press CTRL+C to copy the text to the clipboard.

## Paste Text

To paste cut or copied text, move the cursor to the location you want to move the text to and select Edit|Paste from the menu bar, click the Paste button on the standard toolbar, or press CTRL+V.

## The Clipboard

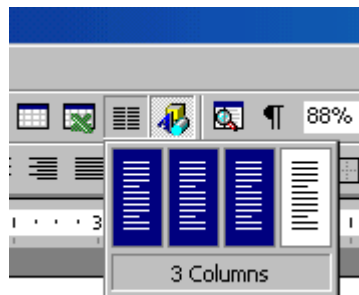
The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting View|Toolbars|Clipboard from the menu bar.



Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click Paste All to add all of the items to the document at once. Click the Clear Clipboard button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

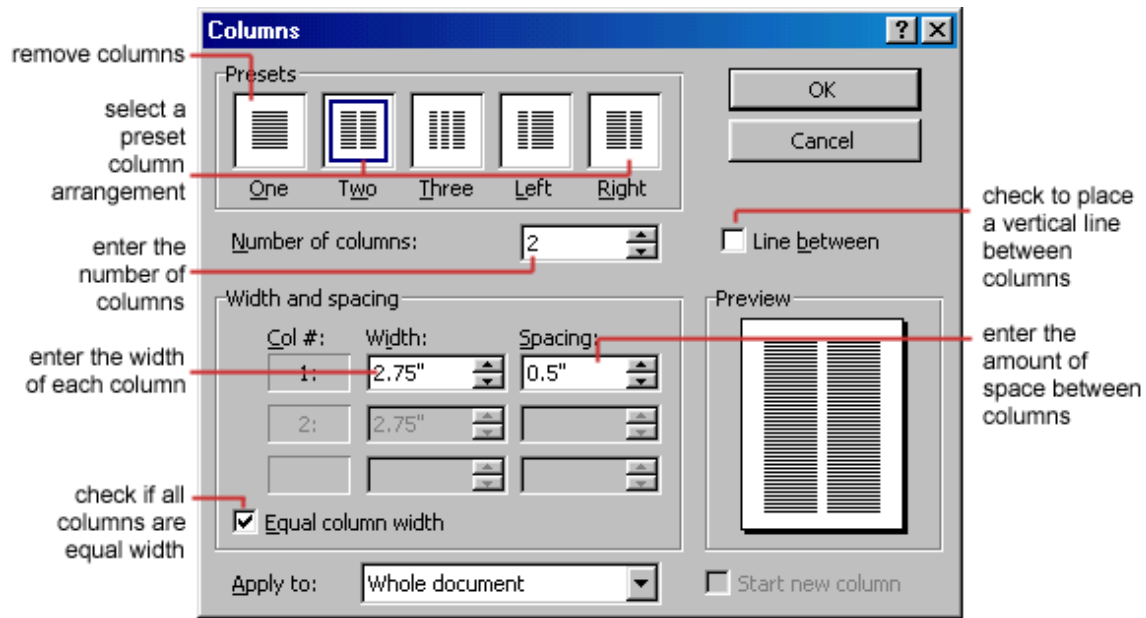
## Columns

To quickly place text in a column format, click the Columns button on the standard toolbar and select the number of columns by dragging the mouse over the diagram.



For more column options, select Format | Columns from the menu bar. The Columns dialog box allows you to choose the properties of the columns. Select the number and width of the columns from the dialog box.

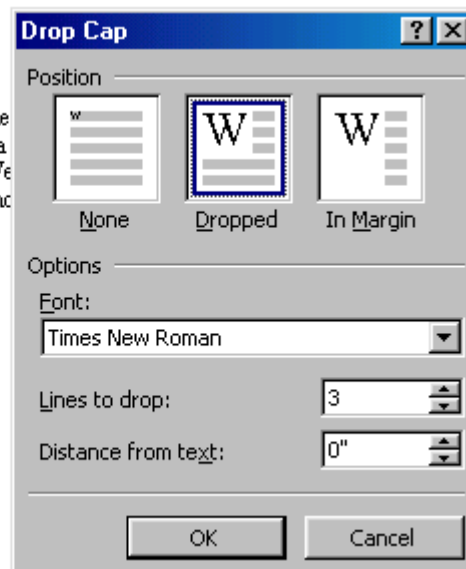




## Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.

**W**elcome to the  
at the Florida  
website. We  
will increase your kno  
Office 2000 programs.





Add a drop cap to a paragraph by following these steps:

1. Place the cursor within the paragraph whose first letter will be dropped.
2. Select Format|Drop Cap from the menu bar.

3. The Drop Cap dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.
4. Click OK when all selections have been made.
5. To modify a drop cap, select Format|Drop Cap again to change the attributes, or click on the letter and use the handles to move and resize the letter.

### Bulleted and Numbered Lists

1. Click the Bulleted List button  or Numbered List button  on the formatting toolbar.
2. Type the first entry and press ENTER. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the SHIFT key while pressing ENTER.
3. Continue to typing entries and press ENTER twice when you are finished typing to end the list.

Use the Increase Indent and Decrease Indent buttons on the formatting toolbar to create lists of multiple levels.



NOTE: You can also type the text first, highlight the section, and press the Bulleted List or Numbered List buttons to add the bullets or numbers.

### Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

1. Type the list and increase the indentation of the items that will make up the nested list by clicking the Increase Indent button for each item.

- Lists
  - Bulleted and Numbered Lists
  - Nested Lists
  - Formatting Lists
- Tables
  - Create a Table

- Lists
  1. Bulleted and Numbered Lists
  2. Nested Lists
  3. Formatting Lists
- Tables
  - Create a Table

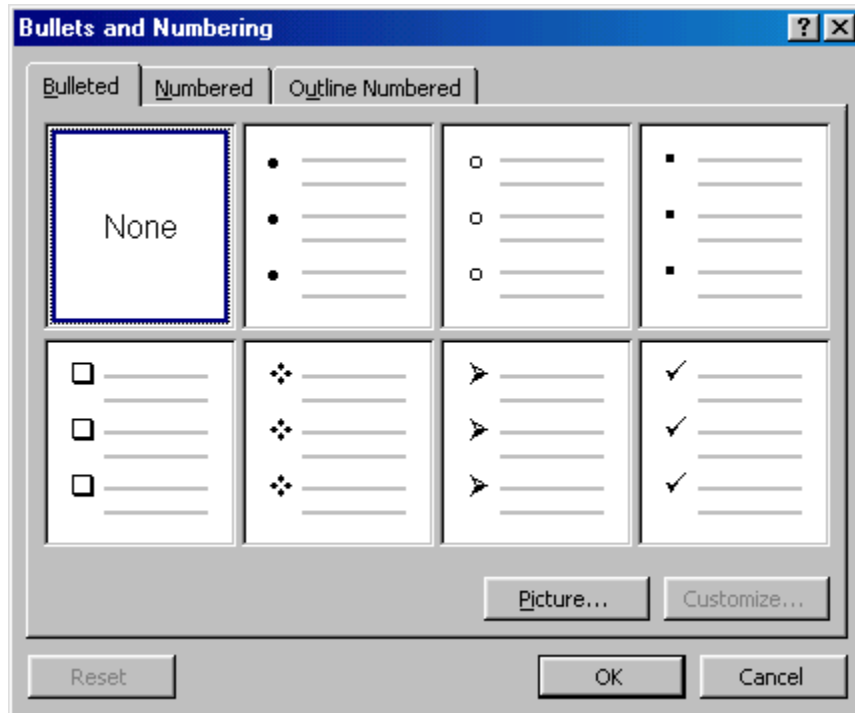
2. Highlight the items and click the Numbered List button on the formatting toolbar.

### Formatting Lists

The bullet image and numbering format can be changed by using the Bullets and Numbering dialog box.

1. Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.

2. Access the dialog box by selecting Format|Bullets and Numbering from the menu bar or by right-clicking within the list and selecting Bullets and Numbering from the shortcut menu.
3. Select the list style from one of the seven choices given, or click the Picture... button to choose a different icon.
4. Click the Numbered tab to choose a numbered list style.
5. Click OK when finished.



## 7) Spell check

---

### Check spelling and grammar automatically as you type

Make sure automatic spelling and grammar checking are turned on.

1. On the Tools menu, click Options, and then click the Spelling & Grammar tab.
2. Select the Check spelling as you type and Check grammar as you type check boxes.
3. Type in the document.
4. Right-click a word with a wavy red or green underline, and then select the command or the spelling alternative you want.

\* You can use AutoCorrect to automatically correct spelling as you type, without having to confirm each correction. For example, if you type definately and then type a space or other punctuation, AutoCorrect automatically replaces it with "definitely."

\* If Word finds a lowercase word, for example "london," that is listed in the main dictionary only with a different capitalization ("London"), the capitalization may be flagged or corrected automatically as you type. You can specify that Word not flag this capitalization by adding the lowercase form to a custom dictionary.

### Check spelling and grammar all at once

This method is useful if you want to postpone proofing a document until after you finish editing it. You can check for possible spelling and grammatical problems, and then confirm each correction.

By default, Word checks both spelling and grammar. If you want to check spelling only, click Options on the Tools menu, click the Spelling & Grammar tab, clear the Check grammar with spelling check box, and then click OK.

### Do not spell check foreign quotes:

*In der siebten Folge unserer Aktion "Deutschland lernt kochen" zeigen Ihnen Food-Redakteur Bert Gamerschlag und seine Schülerin Audrey Pohl-Grosser per Video, wie Sie saftige Steaks braten können.*

- 1) Highlight the text, which you would like to omit from a spell check.
- 2) Click the Tools menu, point to "Language", and select "Set Language"
- 3) Check the "Do not check spelling or grammar" check box.
- 4) Click OK.

- 5) The text, which was just selected will now be exempt from a spell check in the current document.

## 8) Insert graphics, photos, tables, columns

---

### ***The Draw layer***

Word's Draw layer is a space where you may put floating graphics or photos. Any text in the Draw layer is immune to many of Word's standard features such as Caption numbering, auto generated tables of contents, tables of figures etc.

Examples are: photos, graphics, logos. You may overlay draw layer over text or automatically make it wrap around it, left, center, right or custom justified.

#### **Examples Articles:**

##### **Hear Music – The Right Way**

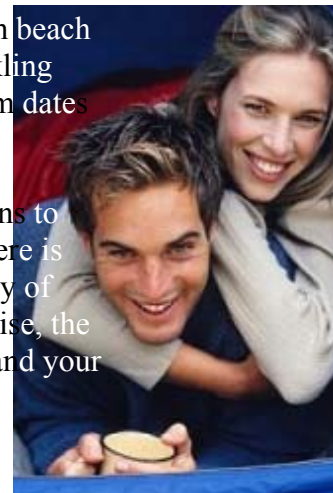
Enjoy an exceptionally natural sound experience with the high-quality Sennheiser CX550 Style II. These sleek ear-canal phones produce a balanced sound with the highest possible sound resolution. The unique design of their housings allow for a personalised fit in the ear-canal and a high passive attenuation of ambient noise. Their short cable is perfect for use with a mobile phone or MP3 player with a remote-control and/or microphone.



##### **Dating in Los Angeles**

The multitude of dating opportunities available ranges from beach scenes in hundreds of movies and shows to paparazzi sparkling photos of the LA jet set, the bevy of opportunities for dream dates in the Los Angeles County area is famous.

From light walks through the LA Zoo and Botanical Gardens to hiking in surrounding areas to days on the sandy shores, there is something for the active lover in each of you. Fusing the joy of time in the zoo with the tranquil pleasure of a garden paradise, the LA Zoo and Botanical Gardens is the perfect spot for you and your companion to enjoy the best of LA and some one-on-one conversation.



## Frames

Frames float, like Text Boxes, yet reside in the text layer and are accessible to Caption numbering, auto generated tables of contents, tables of figures etc.

## Captions

By default Word puts the caption in a textbox, which means it won't update and won't appear in the Table of Figures. To get round this you need to:

### ***Why does the document layout change when I open it on a different computer?***

Opening a document on another computer can cause the page breaks and graphic placement to be different. How can I make my document stay the way I want it? Word will always try to format the document to match the printer selected. ways to minimize these changes.

1. Don't use hard page breaks! Instead, use style and paragraph formatting to keep text together. Use "Keep with next," "Keep lines together," and "Page break before" formatting will keep important sections together.

*Get to these commands:* Format menu (or shortcut menu) in Word 2003 and earlier; in Word 2007, use the "dialog launcher" arrow in the bottom right corner of the Paragraph group on the Home or Page Layout tab of the Ribbon.

2. Use a Compatibility Option, "Use printer metrics to lay out document"

*Get to this command:* In Word 2003 and earlier, find this check box at Tools | Options | Compatibility. In Word 2007, go to Office Button | Word Options | Advanced, scroll to the very bottom, and click on the + beside "Layout Options."

3. Select the printer on which you will ultimately be printing the document (even if it is not connected to the printer where you're editing).

Use a PDF creator to lock in your document to exactly the format you want.. For Word 2007 users, you can download the free Save as PDF add-in from Microsoft. Adobe PDF creation software online has various levels of service, some are free. Also Foxit, CutePDF and Primo PDF are free downloads.

## 9) Track changes in the document – omitted and cross out text

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### Changes with revision marks

Review tracked changes in two ways: by using the Reviewing toolbar or the Accept or Reject Changes dialog box. To review changes by using the toolbar, first make sure changes are highlighted on the screen. If the ScreenTips option is turned on, you can see who made each change by resting the pointer over the highlighted revision.

If revision marks do not appear in the document, point to Track Changes on the Tools menu, and then click Highlight Changes. Select the Highlight changes on screen check box.

If the reviewer information doesn't appear above the change when you rest the pointer over it, click Options on the Tools menu, click the View tab, and then select the ScreenTips check box.

To	Do This
Review one change at a time	Click Next Change or Previous Change on the Reviewing toolbar
Accept the change	Click Accept Change
Reject the change	Click Reject Change
Accept or reject all changes in one pass	On the Tools menu, point to Track Changes, click Accept or Reject Changes, and then click Accept All or Reject All. If you change your mind, you can click Undo.
See how the document would look if you accepted all changes	On the Tools menu, point to Track Changes, click Accept or Reject Changes, and then click Changes, without highlighting.
Display the original, unchanged document so you can see how the document would look if you rejected all changes	On the Tools menu, point to Track Changes, click Accept or Reject Changes, and then click Original. However, if the document contains formatting changes, Word displays the changed formatting, not the original formatting.

### Strikethrough and other font features

Apply strikethrough formatting to text or numbers

- 1 Select the text that you want to format as strikethrough.



- 2 On the Format menu, click Font, and then click the Font tab.
- 3 Select the Strikethrough check box.

**Examples:**

Strikethrough text.

~~Double Strikethrough~~

Normal text, <sup>Superscript</sup>

Normal text, <sub>SubScript</sub>

Shadow text

Outline text

Embossed text

Engraved text

SMALL CAPS

ALL CAPS

## 10) Mail Merge – make hundreds of customized letters to an address list

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### ***Mail merge***

Mail merge can be used for creating many documents at once that contain identical formatting, layout, text, graphics, etc., and where only certain portions of each document varies. Mail merge is also used for generating mailing labels, envelopes, address lists, personalized training handouts, etc

Mail merge primarily consists of two files, the Main Document and the Data Source. The Main Document contains the information that will remain the same in each record, and the Data Source contains all the variable information, in the form of fields. This is the information that will change in the Main Document when the merge is completed. There are merge fields in the Main Document, which call to fields in the Data Source document.

When the Main Document and Data Source are merged, Microsoft Word replaces each merge field in the Main Document with the data from the respective field contained in the Data Source. The end result is a third document, a combination of the Main Document and Data Source. Although you can also mail merge directly to the printer; (or fax or email) – you don't need to create a merged document on screen; and you can also “preview” the mail merge without actually merging (using the View merged data button).

Steps	Comments
1. If you have an existing file you want to use as the merge document open it now.	
2. Start the Mail Merge Helper by going to Tools / Mail Merge.	

<p>3. Select the type of Main Document you wish to create.</p> <p>You will be asked whether you want to use the Active Window or a New Document. To use the document you opened in Step 1, select Active Window.</p> <p>If you select New Document, Word will create a blank document based on the Normal template. For most purposes it is much better to use a template specific to the task in hand rather than the Normal template; so Active Window is usually the better choice.</p>	<p>Form Letters – A Section Break is placed between records in the completed merge.</p> <p>Mailing Labels – Records are merged to a table representing the label layout. If you use the wizard to create your labels, Word will insert a «Next Record» field at the start of every table cell except the first one. If creating your own customized label template, you will need to insert the «Next Record» fields yourself (you can use the “Insert Word Field” button to do this).</p> <p>Catalog – Records are merged continuously; use for mailing lists, telephone directories, etc.</p> <p>Envelopes – Similar to form letters except that an envelope paper definition is used.</p>
<p>4 Click Get Data to select your Data Source. There are four methods you can use for your Data Source:</p> <p>a) Create Data Source</p>	<p>This uses Word as the Data Source; setup your fields and type the data for the first time. The data is then stored in a Word table, which can easily be transferred to an Excel Data Source later if required.</p> <p>Note that you may find even a Word Data Source easier to set up without the wizard once you know what you're doing, as it's nothing more than a Word table with the items in the Heading Row of the table representing the mail merge fields – although you may well need to use Normal View to view all the data in the table if you don't want the columns to be incredibly narrow. Some experienced users prefer to use the wizard for this reason.</p>

c) Use Address Book	Use an Outlook or Outlook Express address book as the Data Source. (It can also link up to an Exchange *.pab and a Schedule+ Contacts list).
d) Header Options	<p>If a Data Source from another program does not contain a Heading Row, or if field names in the Heading Row of your Data Source do not match the merge fields in your Main Document, you can use a separate Header Source and specify the field names.</p> <p>Field names must be listed in the same order as the corresponding information in the Data Source.</p> <p>Field names in the Header Source must match any merge fields you've inserted in the Main Document.</p> <p>However, where possible, build the Heading Row into your Mail Merge Data Source rather than having a separate Header Source – it simply makes life easier.</p> <p>Note that if your Data Source does contain a Header row, and if you nevertheless use a separate Header Source, the Header Row within the Data Source will be treated as a mail merge record – so be careful.</p>

<p>5. Select Edit Main Document. Add all text that you want to appear with every record; and insert the appropriate merge fields using the Insert Merge Field button on the Mail Merge Toolbar.</p>	<p>You can use as few or as many of the data fields as you need to, and you can use them in any order. Also, any field can be used more than once.</p> <p>In a catalog merge, this text will appear with each record. If you want text to appear either before or after all records, it's best to add this to the completed merged document.</p>
<p>6. You will want to add appropriate punctuation and spaces between the merge fields.</p>	<p>Although blank paragraphs are suppressed automatically when you merge, spaces within a paragraph are not.</p> <p>Frequently (for instance, in an address) you will want to suppress spaces and punctuation following a field if the field is blank – for example, if you have “«Street, «City»”, then if there is no street in a given address, you won't want the comma and space to display.</p> <p>You can achieve this flexibility by using IF fields. See: Making your mail merge “intelligent” by using IF fields.</p>
<p>7. As well as the obvious places, such as the address, you may also want to add mail merge fields at strategic points in the main body of the document – “«so-and-so» will be contacting you”, etc..</p>	<p>Frequently, you may want to make the results that are displayed dependant on a condition. For example, you may want to display “he” or “she”, depending on gender; or you might want to display either: “please let us know your start date”, or “you will commence employment on 01 January 2001”, depending on whether the start date is known.</p> <p>Again, see: Making your mail merge “intelligent” by using IF fields for details of how to do this.</p>

<p>8. You can preview your data prior to performing the merge by clicking the View Merged Data button on the mail merge toolbar. Doing this is far quicker than actually merging, if the Data Source is reasonably large.</p> <p>You can skip though the records by pressing the Next and Previous buttons.</p> <p>[You can also go to a specific record using the Find button (binoculars). This works fine under Word 2000 but can cause problems if you are using Word 97 – see: Why is mail merge unavailable after using the Find Record feature in Word 97?].</p> <p>Having proof-read it in this way, you can merge straight to the printer if you want to, without having to create a merged document first.</p>	<p>A couple of minor “gotchas” with using View Merged Data:</p> <p>Blank paragraphs are not suppressed until you do the merge. However, if you have the ShowAll button on, you will see a " symbol to indicate a paragraph that is going to be suppressed, instead of the usual ¶ symbol for a normal paragraph.</p> <p>Fields based on the total number of pages tend not to work as expected following a merge (e.g. Page X of Y), but this usually won't be apparent until you do a full merge.</p>
<p>9. You may well need to filter the records, in order to merge only to a subset of your Data Source.</p> <p>You may also want to change the sort order for the merge without affecting the sort order of the Data Source.</p> <p>To do this, you can use Mail Merge Query Options</p>	<p>For instance, you may be doing a follow-up mailshot to those people who didn't reply to the original mailshot. Or you may want to send a letter only to people whose birthday is this week.</p> <p>For details of how to do this, see: Turning Word into a pseudo-database by using Mail Merge Query Options.</p>
<p>10. Prior to performing the merge, hold &lt;Shift&gt; and then select File/Save All. This will save the Mail Merge Main Document; and if the Data Source is a Word document, it will save that too.</p>	<p>For additional formatting techniques, tips and tricks, and special merges such as setting up an Address Book, phone lists, merging graphics, suppressing duplicates, One-to-Many Relationships, see the Mail Merge home page on this site.</p>

<p>11.Perform the merge. Merge choices are: Merge to New Document Merge to Printer Merge to Email Merge to Electronic Fax</p>	<p>For large mail merges, merging straight to the printer generally works better and is much faster than merging to a new document and printing that.</p> <p>If merging to Email or Electronic Fax, click the Setup button on the Merge dialog when you're ready to merge. Then select the Data field which contains the email address or fax number, type the subject line; and in the case of Email, choose whether or not you want the document to be sent as an attachment. Finally, you may also want to use Query Options to filter out any records that don't contain an email address/fax number.</p>
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## 11) Headers and Footers – Page numbering and section control

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### ***Different header/footer on the second (and subsequent) page(s)?***

Change the header or footer at different places in the document by creating new sections. Header/footer instructions are stored in the last paragraph marker of the section.

Each section can have up to three different headers and three different footers. Every document has at least one section but can have more. The number of header/footer sets for each section is controlled in

- 1) File Page / Setup / Layout (tab)
  - a) Different odd and even
  - b) Different first page

### **Different first page header/footer**

Set the header/footer for all pages and then set a different header/footer combination for the first page.

4. View / Header and Footer
5. A dashed border that says Header/Footer and. add text or codes from the header toolbar.
6. Click the button Same as Previous.
7. Create a Different (or No) Header / Footer for the First Page
8. Save the file as a template if you wish to use it again.

**Tip:** This feature is often buggy on Word software.



## 12) User forms

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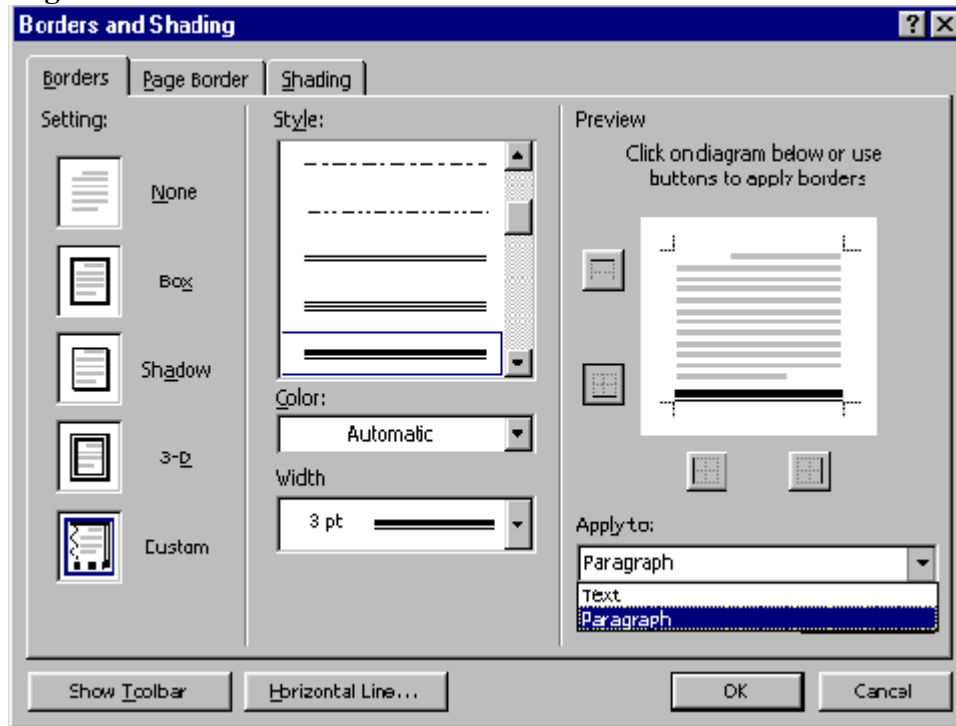
### ***User Forms – How to use them***

One of the most powerful but also the most confusing aspects of Word is that there are so many different ways to accomplish the same task. For example, most commands may be accessed from menus, using toolbar buttons, or via keyboard shortcuts. “Drawing lines” in Word is one of the tasks that can be done in many ways, and the way you choose will depend partly on the end result needed and partly on personal preference.

One important point to take into account is that in a business environment, if you design a form to be printed, and if it's likely to have any shelf-life to speak of, then sooner or later your users are likely to want to fill it in on screen. Unless you design your form with this in mind, they will one day waste a great deal of time redesigning your form so they can do so; and what's worse, 100 different users will individually waste their time creating 100 different versions of your form! (Conversely, a form which you design for filling in on screen will inevitably be printed and filled in by hand by someone, sooner or later, so your design should allow for this also.)

In a business environment, therefore, regardless of the short-term requirement, it is usually best if you design all your forms so they can be both printed and filled in by hand, and filled in on screen.

## Drawing Lines



A paragraph border can be a line (select Format + Borders and Shading to apply a line below a paragraph). If the bordered paragraph is an “empty paragraph,” the result will be a blank line all the way across the page (the width can be adjusted by dragging the paragraph's left and/or right indent markers). Since a paragraph border can be formatted to have different weights (from 1/4 point to 6 points) and several different styles (even different colors), such “lines” can be very fancy indeed. This option can be used only when there will be no form text on the same line, as everything in the paragraph will be “underlined.”

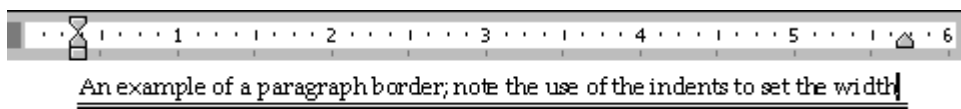


Figure 1: Paragraph borders

Similarly, individual table cells can have borders. If your form is set up in a table (possibly using form fields to be filled out on screen), you can have a bottom border on the cell where the answer will go. This is the technique used in many of the templates supplied with Word, such as the Invoice and Purchase Order, which may usefully be studied to learn more about this approach.

Using table cell borders is almost always the best method for any forms that may – ever – be filled in on screen.

<b>Name</b>	<u>Harry Potter</u>	<b>Effective Date</b>	<u>                    </u>
<b>Dept</b>	<u>                    </u>	<b>Line Manager</b>	<u>                    </u>

You frequently need to separate adjacent lines from each other; and if using cell borders, the simplest way to achieve this is to create “dummy” cells with no borders, as shown in Figures 2 and 3.

One common error form designers make is to create a single table for the entire form. In general, forms look and work much better if you create several smaller tables, separated by headings (for which you should use Heading styles).

<b>Name</b>	Harry Potter	<b>Effective Date</b>	
<b>Dept</b>		<b>Line Manager</b>	

Figure 2: “Fill in the blanks” lines created using cell borders

<b>Name</b>		<b>Start Date</b>	
<b>Dept</b>		<b>Line Manager</b>	

<b>Name</b>	Harry Potter	<b>Effective Date</b>	
<b>Dept</b>		<b>Line Manager</b>	

Figure 3: With Table Gridlines visible, see how borderless cells were used to create the effect

When you select Format + Borders & Shading, “Apply to table” will be selected; change it to “Paragraph”; set your bottom border as you want it, using the Preview pane, and then click the “Options” button, and under “Distance from Text”, set the “Bottom” measurement to 2 or 3 points (otherwise your line will overlap with the descenders in the text). If you do use paragraph borders, it's best you do it using styles; get one border right, highlight the paragraph, type a stylename in the styles box on the Formatting Toolbar, and press Return, to create (or redefine) a style “by example”. You can then apply the same style elsewhere.

Using paragraph borders would also allow you to dispense with the empty row at the bottom, used in Figure 3 – you could give the paragraphs in the final row a Space After setting sufficient to push the bottom border of the table down far enough not to look cluttered. The disadvantage of this method is that it could cause you problems if you add more rows later; you would have to remember to remove the increased Space After setting from any rows that were once the bottom row but no longer are – so both methods have pros and cons.

<b>Name</b>	Harry Potter	<b>Effective Date</b>	
<b>Dept</b>		<b>Line Manager</b>	

Figure 4 shows a similar table to Figure 3, but this time using paragraph borders to create the text lines:

You can draw a line using the Line tool on the Drawing toolbar. If you hold down the Shift key while you are drawing it, it will be constrained to the horizontal or vertical.

However, drawing lines can be formatted even more flexibly than paragraph and table borders, since the line weight can be typed in (not just chosen from a list); and in the case of Word 97 there is a much greater range of colors (Word 2000 borders can be formatted in any color). The position of the line can be specified relative to the paragraph to which it is anchored; once you figure out the correct relation of your “fill-in-the-blanks” line to the answer you want to type into it, it's just a matter of formatting subsequent lines the same. (For example, for a line of 12-point text with 12 points of Space Before, a line position of 0.35" – 0.89cm – relative to the paragraph is just about right.)

One of the most common ways of making a “fill-in-the-blanks” line in a form to be printed (but not suitable if it is to be filled out on screen) is to use a right tab with an underline leader (in the Format Tabs dialog, choose the fourth option under “Leader”). Since the leader character is the same underline that you can type from the keyboard (shifted hyphen), you can mix and match these leader tabs with short lines typed in directly. One disadvantage of this type of line is that, because it is created with fixed-width characters, although the ending point will be precise (the point where the tab is set), the beginning point can be rather unpredictable.

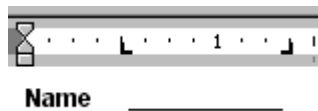


Figure 5: A line created using a tab leader – note the positions of the tabs on the ruler

A subtly different approach from the leader tab is an underlined tab character (that is, press the Tab key, select the tab character, and format it as underlined). The two features that make this different are that (a) the tab does not have to be a right tab – any kind will do – and (b) the underline is not the same weight as the underline character; it is the same weight as the underline of underlined text. The underlined tab is easier to align with text than the leader tab, and it can be used (with some care) in a form to be filled out on screen because the underline will match that of underlined text (although table cells are generally simpler for on screen forms).

So, if a user enters underlined text, the result will be the appearance of text typed on the line. On the other hand, typed underlines will not match the underlined tab, though underlined spaces can be used instead (em spaces are good for covering space more efficiently). Note that underlined spaces can be used only if followed by text; underlines are not displayed on trailing spaces unless they are non-breaking spaces. Note, too that the end points of underlined tabs will not be uniform unless the beginning point is; if you need to have a number of lines beginning at different points and ending at the right margin, you will have to use a right tab with an underline leader. Experimentation will show which is the more appropriate tool for a given application.

The weight of both underline leader tabs and underlined tab characters can be adjusted somewhat by changing the font size (the line height can be set to an exact measurement to preserve the line spacing), but this will be a more trial-and-error process than specifying the line weight of a border or drawn line.

In a complex printed form you may wish to use more than one of the above techniques, but if you keep them all in mind, you will be able to select the most appropriate for any given application. (In a complex form that may need to be filled in on screen, sticking to table borders keeps things simple).

### 13) Macros

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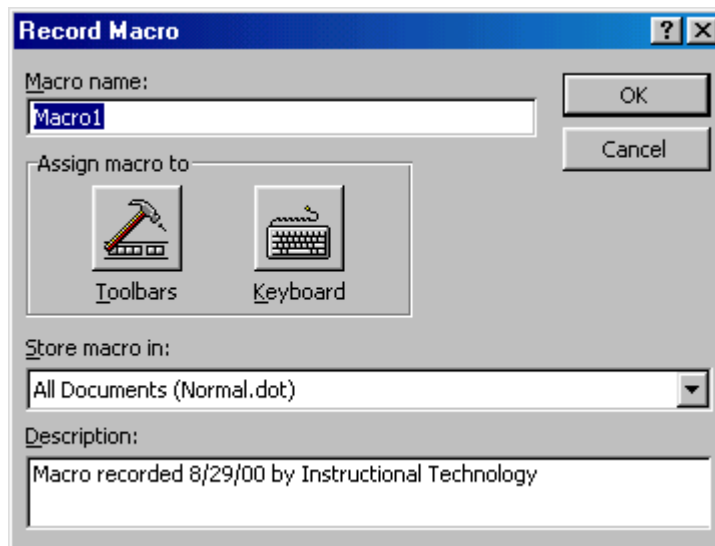
Any task you repeat often may be made into a Macro instead and run with a quick two key combination such as [Alt 2].

Macros are advanced features that can speed up editing or formatting you may perform often in a Word document. They record sequences of menu selections that you choose so that a series of actions can be completed in one step.

#### Recording A Macro

To record a macro, follow these steps:

- 1) Click Tools|Macro|Record New Macro on the menu bar.



- 2) Name the macro in the Macro name field. This name cannot contain spaces and or begin with a number.
- 3) From the Store macro in drop-down box, select the document you would like the macro to be associated with or choose "All Documents" be able to use the macro in any document.
- 4) Enter a description of the macro in the Description field. This is for your reference only so you remember what the macro does.
- 5) Click OK to begin recording.
- 6) Select options from the drop-down menus and Word will record the options you choose from the dialog boxes, such as changing the margins on the Page Setup window. Select only options that modify the document. Word will not record toggle actions such as View|Toolbars that have no effect on the document itself.
- 7) The recording toolbar will allow you to stop, pause, and resume recording.

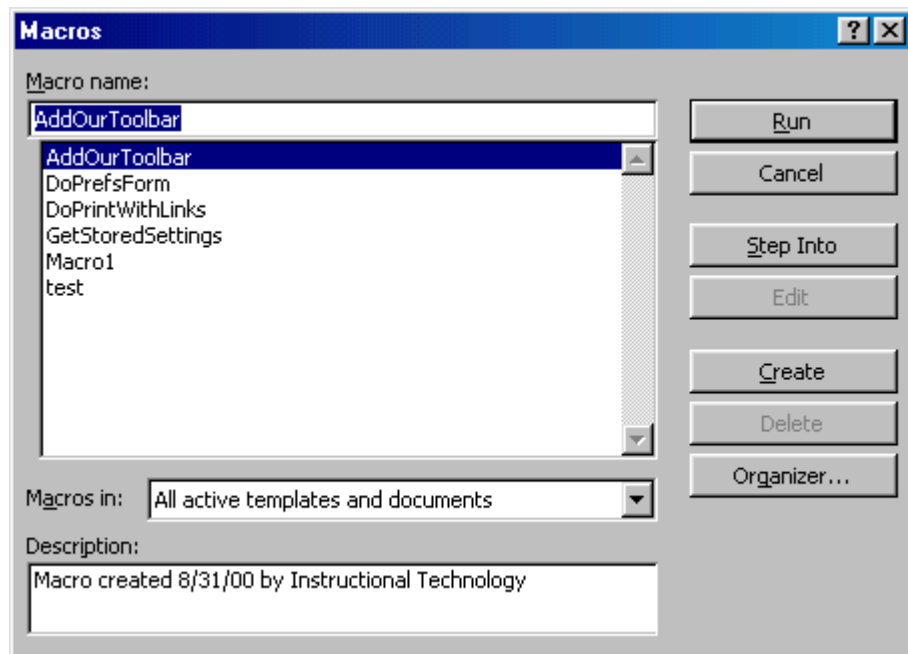


8) Click the Stop button the recording toolbar. The macro is now saved.

### Running A Macro

To run an existing macro, follow these steps.

- 1) Select Tools|Macro|Macros from the menu bar.
- 2) From the Macros window, highlight the Macro name in the list and click Run.



- 3) If the macro is long and you want to stop it while it is running, press BREAK (hold CTRL and press PAUSE).

## 14) Print envelopes

---

### ***Modifying the appearance of your envelopes***

There are two principal components to the addressing of an envelope – the address to which it is to be sent and the return address of the sender. The position and format of each of these components is dictated by the definition of the following two styles in Word:

Envelope Address

Envelope Return

The Envelope Address style contains a frame, into which the address is entered. The position and size of the frame dictates where the text appears on the envelope when you select Tools + Envelopes and Labels + Add to Document.<sup>1</sup>

If you click in the frame and select Format + Frame, you will see that the width and height of the frame are set to “Exact” values, by default and the position of the text is further (and confusingly) influenced by a gigantic (and pointless) left indent defined in the paragraph properties of the style.

These features can lead to problems, especially with custom-sized envelopes or with addresses containing more information than can fit within the fixed size of the frame. You may even find that with some envelope sizes, the vertical position is such that your address is in the unprintable area for your printer!

You can, however, modify them, either in the Envelope Address style itself or, if it's only a one-off change, you need for a specific envelope, in the frame properties of your address.



### To make a one-off change for a specific envelope

1. Click in the address, and the frame borders will become visible.
2. Select your address, and either drag the indent to the left margin using the ruler, or select Format + Paragraph and set the Left Indent to 0.
3. Change the font and point size, if you want to.
4. Then click on the frame borders, and to alter the width and height, you can drag the edge handles; hover over an edge handle, and when the mouse cursor turns into a two-headed arrow, start dragging. While you are dragging it, the mouse cursor will turn into a cross:

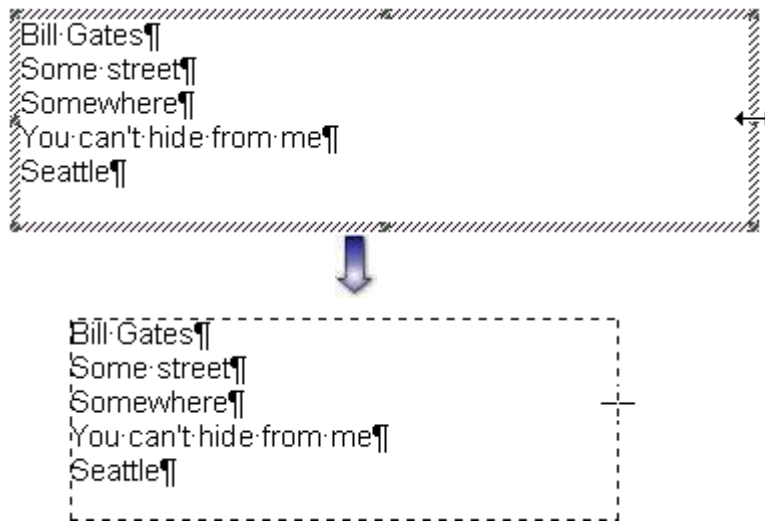


Figure 1

To alter the position of the frame, hover over the frame border with your mouse until the mouse cursor turns into a four-headed arrow:

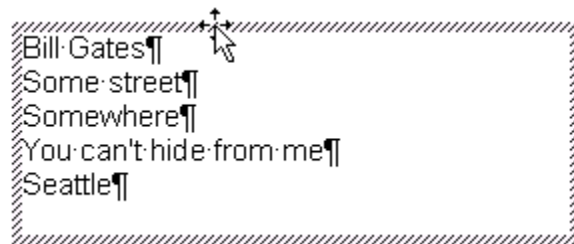


Figure 2

Then drag the frame to where you want it.

Finally, select Format + Frame, set the height to “At least” instead of “Exactly”, and do any other fine-tuning you wish to do:

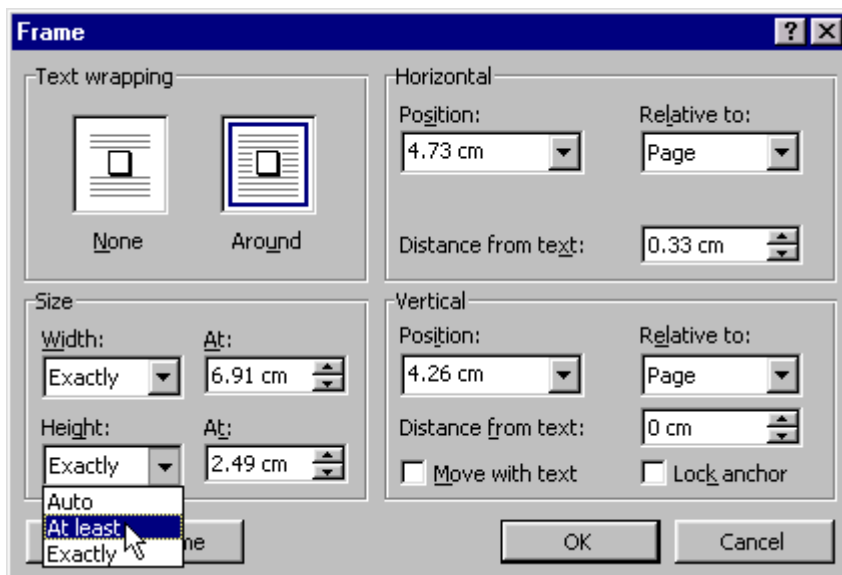


Figure 3

Alternatively, you could select Format + Frame at the outset and type the measurements in, but it is easier to do it by dragging, using the dialog for any fine-tuning you may need. To change the style for all envelopes

Get the frame, font and paragraph properties as you want them by following the above steps.

If you are using Word 2002 (Office XP), make sure the box for “Prompt to update style” is checked under Tools + Options + Edit – unfortunately, it's switched off by default, and defining styles is far more difficult unless the option is switched on.

Then select the address (make sure the paragraph mark is selected). Now click in the styles bar on the formatting toolbar, and press Return: a dialog will appear asking whether you want to “update the style to reflect recent changes”; click OK. The changes you made to the frame and indent will now be reflected in the style definition for that document.

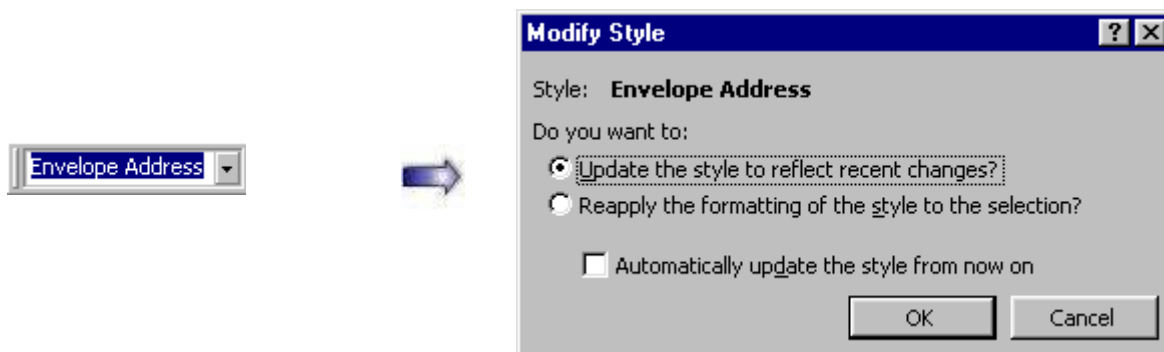


Figure 4

To make the updated style definition available to all new documents (or if the current document is attached to a template other than Normal.dot, then to all new documents based on that template), select Format + Style + Modify, and check the box that says “Add to template”.

If you are using Word 2002, it's a little more complicated, because the FormatStyle command is not on the Format menu. Instead, in the Styles and Formatting task pane, hover the mouse over the box at the top that shows the style in use. A down arrow will appear. Click the arrow to drop down the menu and choose “Modify”. This takes you to the Modify Style dialog and you can now check the “Add to template” box.<sup>2</sup>

Then hold the Shift key down and select File + Save All.

Once you have created an envelope, one strategy worth considering is to save the layout as a template, as this can greatly simplify creating further envelopes of the same type. Incorporating special text (such as “Confidential”) or graphics (such as a logo) in the envelope.

## 15) Table of Contents & Index

---

### **Generate an Index in Word?**

The Microsoft Word Help suggests that you can automatically generate an index. Sorry, but you can't (the "result" looks like an index, but the reader can't use it). You can automatically mark index entries: however, the amount of work required to edit the result into a useable index is usually double the effort required to manually mark the index entries one-by-one.

Word will do two forms of index: The Concordance Index and the Mark-up Index. It will also do something half-way in-between, using its "Mark All" command.

Shortcut command to make a markup tag is [Shift Alt X].

### **Mark-up Indexes**

A Mark-up index is quick, accurate, easy to understand, and easy to correct. With a little care in the planning, it normally results in a very useable index.

As the term implies, you produce a mark-up index by embedding mark-up "tags" in the Word document. Word automatically looks up the page numbers at Print time and generates and formats the index for you.

### **Concordance Indexes**

To make a Concordance index you make up a table of all the terms you want Word to find in one column, and the index entry you want to see for each term in the other. For more information, see "Create a concordance file" in the Word help file.

The concordance mechanism can often be used to good effect in Reference Books such as Programming Reference Manuals, where each command or function is referred to only in a small section of the text, then rarely mentioned anywhere else in the book.

## 16) Fix problem documents

---

### ***Unexpected auto generated problems***

If there is an error or Word does something you do not want, use Undo it with the Undo button or by pressing Ctrl+Z..

#### **1) Word makes a line across the page and it is difficult to delete it.**

The AutoFormat-As-You-Type feature that seems to cause the most trouble is Borders (see “There is a line in my document that I can't delete because I can't select it. How did it get there, and what can I do about it?”), but “Automatic bulleted lists” and “Automatic numbered lists” are a close second, and users can also be annoyed by the AutoCorrect features dealing with capitalization. It's a good idea to look at all the tabs of the AutoCorrect Options dialog to familiarize yourself with what these options are and choose the ones you actually want.

Access this dialog from the Tools menu in Word 2003 and earlier; in Word 2007, the path is Office Button | Word Options | Proofing | AutoCorrect Options.

#### **2) Styles change based on formatting changes**

Perhaps the most insidious, and the most damaging is “Define styles based on your formatting.” Unfortunately, far from encouraging users to use styles properly, it simply applies styles (almost always inappropriately).

What this option really means is “Apply styles that resemble your formatting.” So if you have a one-line paragraph which you have, for perfectly good reasons of your own, formatted as bold, perhaps in a larger point size than your text paragraphs, Word will decide that you mean to make it a heading and will apply one of its built-in heading styles (even though that style may not be what you intended at all). This is the most frequent single reason for people's tables of contents or Document Map not working properly. So this check box is a good one to clear!

In fact, it is a good idea to turn off most of the options on the “AutoFormat” and “AutoFormat As You Type” tabs of AutoCorrect Options. In particular, it is best to turn off all the options under “Apply as you type” and “Automatically as you type”; the “Replace as you type” options are generally benign, but you will want to pick and choose these, as well.

### **3) Formatting applied to one paragraph affects the entire document**

If you are a user of Word 2002 or above, you may have had this experience: you click in a single paragraph or select several paragraphs and apply italics, bullets, numbering, or some other type of direct formatting and the entire document (or at least more paragraphs than you had selected) becomes italic, bulleted, numbered, etc. If you press Ctrl+Z or click on the Undo button, the change is reversed for all but the originally selected text. What's going on here?

If you look at the Undo list before pressing the button (by clicking the arrow beside it), you'll see that the last recorded action is "Update Style" Some styles in Word are set to update automatically. This means that if you change the formatting of one paragraph in the style, you change the style itself, and the change is applied to all other paragraphs in that style. This behavior is the default for TOC styles (the ones used for entries in a table of contents), and in that case it is very convenient because the TOC styles can be rather difficult to modify otherwise.

Automatic updating can be helpful. For example, when you are creating a template and fine-tuning the styles, you may want them to update automatically so that you can immediately see the results of your experimentation with different formatting (once you've settled on the desired formatting for a style, you'll disable automatic updating). And if you use appropriate styles for varying types of paragraphs, this behavior will not get out of hand. But if you use Normal style for most of your paragraphs and apply direct formatting to change the appearance of specific paragraphs, you absolutely don't want Normal style behaving this way, yet many users of Word 2002 and above do experience this.

It's not entirely clear how the Normal style becomes set to "Automatically update," but this seems to happen far more frequently in Word 2002 and above than in previous versions, and it seems likely that this problem, like many others in Word, is caused by a poorly written add-in.

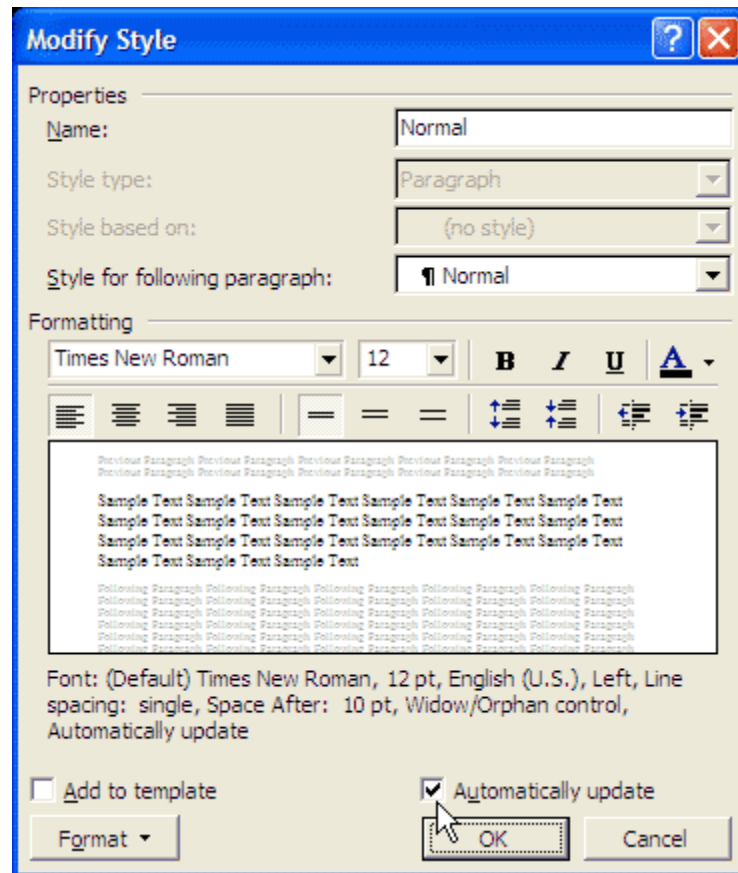
### **4) How to correct Normal style from taking over.**

As stated above, if you click Undo, "Update Style" will be undone, leaving the formatting applied to just the text you meant to format. But this does not solve the underlying problem. To do that, you need to modify the Normal style directly. This may not be allowed in many computers if the IT support person has locked out changes to Normal.dot.

In Word 2002 and 2003

1. If it is not already displayed, display the Styles and Formatting task pane (using the toolbar button or Format | Styles and Formatting).
2. Select the style you're using (presumably Normal) in the task pane and click on the down arrow to display the menu.

3. Choose Modify.
4. In the Modify Style dialog, clear the check box for “Automatically update.”



5. Check the box for “Add to template.”
6. Press OK to close the dialog.

#### In previous versions

1. Go to Format | Style and select the style that is misbehaving (it will already be selected if the insertion point is in a paragraph in that style).
2. Press the Modify button. The display will be similar to the Modify Style dialog above.
3. In the Modify Style dialog, clear the check box for “Automatically update.”
4. Check the box for “Add to template.”
5. Press OK, then Close to close the dialog.

#### Existing documents

Note that checking the “Add to template” box will ensure that new documents you create will not have the given style set to update automatically, but the style will not be changed in existing documents. You will have to repeat the steps above (except for “Add to template”) in existing documents that are affected.

## In Word 2007

Solving the problem is a bit more problematic in Word 2007 because the Modify Style dialog for the Normal style does not include the “Automatically update” check box. Consequently, if the Normal style acquires the “Automatically update” property, it can be reversed only with a macro, as follows:

1. Press Alt+F11 to display the Visual Basic Editor. Press Ctrl+G to show the Immediate Window. Type:

```
ActiveDocument.Styles(wdStyleNormal). AutomaticallyUpdate = False
```

2. Press Enter, and save the document.

## Existing documents

Note that checking the “Add to template” box will ensure that new documents you create will not have the given style set to update automatically, but the style will not be changed in existing documents. You will have to repeat the steps above (except for “Add to template”) in existing documents that are affected.

## The bottoms of my pages don't print

The page number, footer, or page border doesn't print or prints only partially (or: one side of my landscape pages won't print)

Frequently people have problems with material at the bottom of a page (the page number, for example, or the footer) not printing correctly. Often, the characters get cut in half so that only the top half of the line prints. The most common complaint is that the bottom of a page border doesn't print.

The most common cause of this problem is that the bottom margin, footer margin, or page border is outside the printable area of the page. All printers have an irreducible unprintable area necessitated by the mechanical requirements of paper handling.

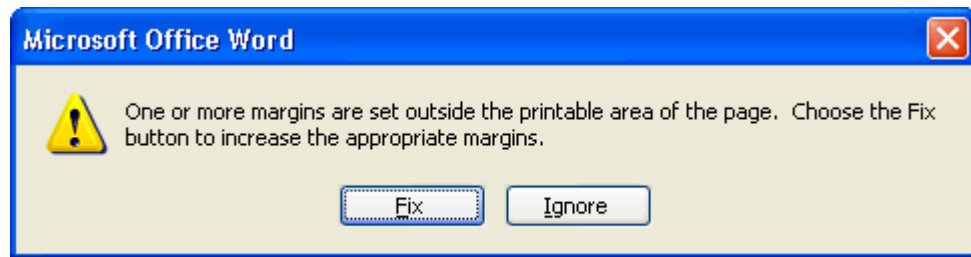
Your printer manual may specify the printer's printable area, or this information may be included somewhere in the Properties dialog for the printer driver. The simplest way to determine the printable area for your selected printer, however, is as follows:

1. Go to the Page Setup dialog and choose the Margins tab.

**Note:** Access this dialog in any version of Word by double-clicking the ruler. Alternatively, use File | Page Setup in Word 2003 and earlier; in Word 2007, on the Page Layout tab, locate the Page Setup group and click the dialog launcher in the bottom right corner. On the Mac, you have to choose Microsoft Word from the Settings drop-down before you will see the Margins button.



2. Set Top, Bottom, Left, and Right margins to zero. Click OK. Word will present the following dialog box:



3. Accept Word's offer to fix the margins and note what margins it sets. You can then Cancel out of the Page Setup dialog without actually changing the margins, but this will let you know what restrictions you're working under.

Usually the unprintable area will be largest on the trailing edge, that is, the bottom of portrait pages or one side of landscape pages. Inkjet printers in general have a larger unprintable area at the bottom of the page than laser printers (up to 0.67" is not uncommon; the record is probably 1.01" in case of the HP 420). Even printers that can print "borderless" may be able to do so only on certain sizes of paper (with a special carrier) and/or will require a special setting in the printer Properties.

### ***Frequently encountered problems with fonts***

The first thing to establish is the number of fonts you have installed (including variations). The limit is around 700–1000, although I would recommend having no more than 250.

\* The default printer has been set to something other than the printer you are actually using, or no default printer has been selected. Check that your default printer has not been set to "generic, text only", as this will stop fonts from showing. See also Word shows only one or two fonts in its Font list.

\* If your fonts suddenly stop displaying properly in Word, you are almost certainly very low on memory resources. If this happens, reboot immediately (and don't save, or you are likely to corrupt your document).

### ***How to recover a bad Master Document***

A master document has only two possible states: Corrupt, or just about to be corrupt. And that is why we say that the only possible fix to a master document is "don't use it!"

### ***User Templates, Workgroup Templates & Global Templates***

Templates are a special type of Word document. They hold components for other documents, especially text, Autotext, Macros & Toolbars. They also hold style definitions. When you save a document as a template Word will put attach the three-letter DOS extension of ".dot" to the end of the name instead of ".doc" but it is not the extension that makes it a template and changing the name either way will not change a document into a template or a template into a document.

### **Creating a document.**

When you select New under the File menu, you are shown templates from which you can choose. There are also Tabs of more available selections. If there isn't room for all of the tabs, there will be one that simply says "More" and gives you access to the others. When you pick a template and create a new document based on that template, the template remains "attached" to the document.

All styles in the template are created in the document and will stay with the document even if the attachment is later broken.

Autotext entries, Macros and Toolbars in the template are available to the document so long as the document remains attached to the template, but are not normally transferred into the document. (Documents cannot hold Autotext entries but can have macros and toolbars.)

If you move the document to a different computer that doesn't have the template, the attachment will be broken. You can change the template attached to a document using Tools - Templates and Add-Ins...

### **User Templates Folder**

User templates are stored in a folder (usually on the user's computer) and normally called "Templates." The default location of this folder differs among the various versions of Word. Both the location and the name can be changed by the user. If you ask Word to save a document as a template, this is the folder you will be taken to for that purpose. You can see (and change) the location by using:

#### **Tools - Options - File Locations (tab)**

You can save templates any place you want to, but if you want them to show up in the File - New dialog box they must be in either the User Templates Folder.

### **Workgroup Templates Folder**

There is no default name or location for the Workgroup Templates Folder. You may create a directory and call it "Shared Templates"

## **Global templates**

Global templates are one type of "Add-In" for Word. They are normally not "attached" to any document and normally do not contribute text or styles to any document. They are excellent vehicles for holding and sharing Autotext, Macros and Toolbars. You can make any template global with:

Tools - Templates and Add-Ins - Add (button)

A file open dialog box will open showing the User Templates folder's contents to choose from. You can, though, add a template that is located elsewhere. Since they don't contribute text and are not used to start new documents, global templates are probably best kept elsewhere (not in the Workgroup Templates folder).

## **Normal.dot**

Normal.dot is a special global template created and used by Word and should be in the User Templates folder. Unlike other global templates, it should not be shared. Also unlike other global templates, it shares styles with all open documents. If Word is unable to find the Normal.dot file when started, it will create one, using its defaults.

Word 97 stores the templates that come with it in these same folders. Word 2000 keeps them elsewhere. If you want your template to show up under the tab for "Letters & Faxes" you need to create a folder with that title in your user Templates folder. Just File - Save As and select template as your file type. Before you save the template, create a new folder "Letters & Faxes" and store it there.

## **More on Styles**

A very fine look at styles was just published by Microsoft in the Legal Users Guide to Microsoft Word. You can find this on-line at <http://www.addbalance.com/usersguide>.

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