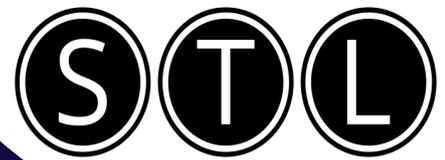


Word Advanced



# Word Advanced

Advanced



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## Sections

Break up a block of text on a page by utilising sections.

Press the Pilcrow button (¶) to see non printing characters

Go to 'Layout – Breaks' to see your section break options.

### Section Breaks



#### Next Page

Insert a section break and start the new section on the next page.



#### Continuous

Insert a section break and start the new section on the same page.



#### Even Page

Insert a section break and start the new section on the next even-numbered page.



#### Odd Page

Insert a section break and start the new section on the next odd-numbered page.

restoration, leasing and sales management, and consulting for developers on issues ranging from planning to final marketing. ¶

Section Break (Continuous)

#### • Description of Our Firm ¶

Burke Properties offers a functional delivery service around a true single point of contact, with a team of experienced, diverse professionals. Our point of difference from other firms may be that our caseloads are limited; when you need help, the person you need to talk to is the person you "get" to. ¶

Section Break (Continuous)

#### • Our Corporate Philosophy ¶

To provide individual and corporate clients with the highest caliber of relocation and real-

Use Continuous section breaks to create a section without moving anything on the page.

This can allow you to use wide margins on the section to create an hourglass shape with your text.

Use a next page section break to push the next section onto a different page.

Use this to ensure that a paragraph is not split over 2 pages.

The Association of Realtors represents more than 3,500 real estate region. ¶

Section Break (Next Page)

#### • To Contact Burke Properties™ ¶

Write to us: → Burke Properties¶  
→ 500 Atlantic Avenue¶  
→ Boston, MA 02109¶

#### • Relocation Components ¶

The Relocation Director, Broker and Sales Associates create a total sensitive and sensible team approach while meeting the unique needs of every person or family being relocated. ¶

Column Break

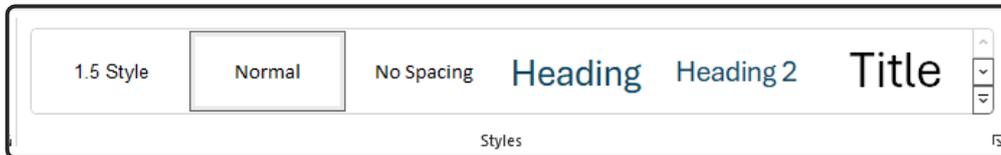
#### • Sales Associates ¶

Dedicated and specially trained to provide the relocation services that our clients expect and deserve within specified time limits. The brokers and associates of Burke Properties are a well-balanced team of seasoned professionals. ¶

Column Break

Use Column breaks to ensure that your columns are split where you want them to be.

## Styles



The Styles section of your home ribbon allows you to customize and apply font styles to your text easily and constantly.



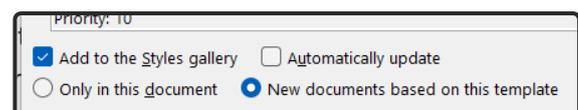
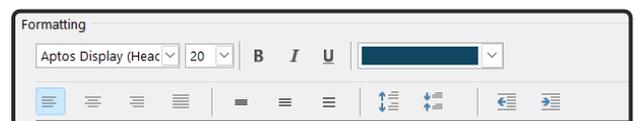
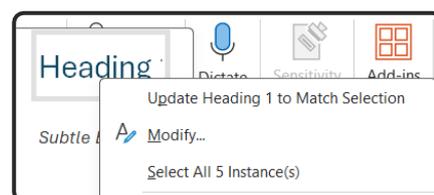
Heading styles give you several benefits.

- You can collapse and expand the sections using the arrow.
- You can search for specific sections using the navigator (Ctrl + F)
- You can create a table of contents by going to 'References – Table of contents'

You can modify a style by right clicking on it and selecting 'Modify'. Or create your own by clicking 'Create a Style'.

Change the font settings as normal, and these will apply to every instance of that style.

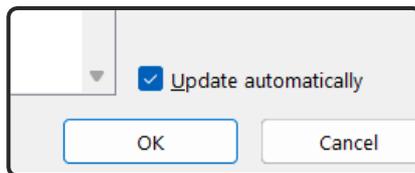
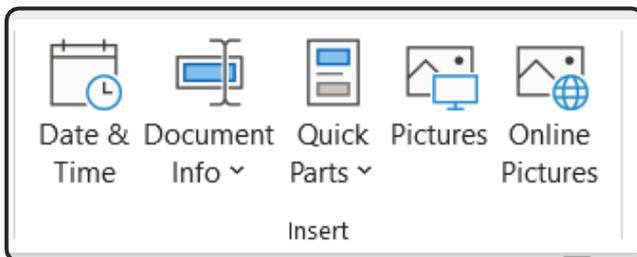
Select 'New Documents Based on This Template' if you want to be able to select this style in future documents.



## Headers and Footers

You can easily select the header and footer by double clicking the top or bottom of a page.

Header There are 3 sections to a header or footer. Right, Middle, Left. Footer  
Go to the next one along using the 'Tab' key.



You can type any text that you want into a header or footer.

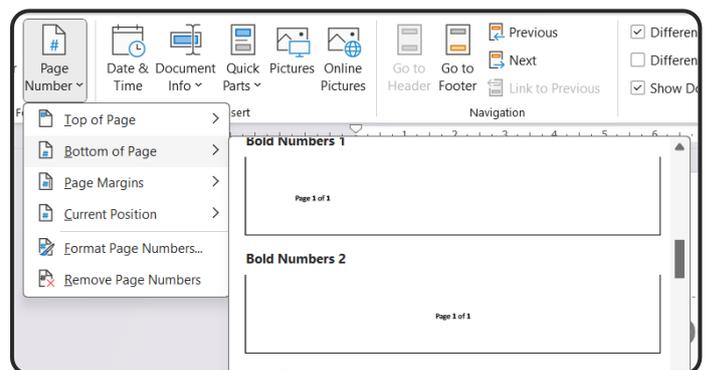
You can also use the insert options to add things like dates, the document name, a quick part or a picture.

If adding a date, you can click 'Update Automatically' to make it dynamic.

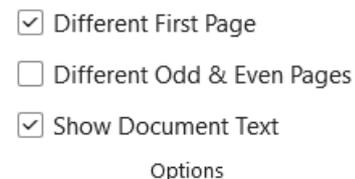
Page numbers are added from a separate insert menu to headers and footers.

Select where you want the numbers to go, and then the style that you want.

They will automatically update if you add or remove pages.

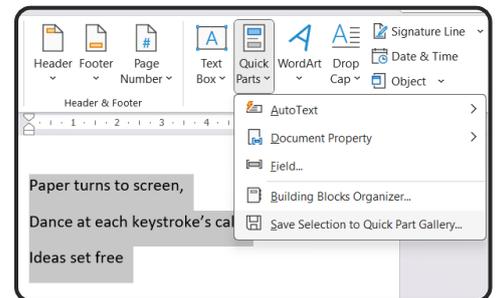
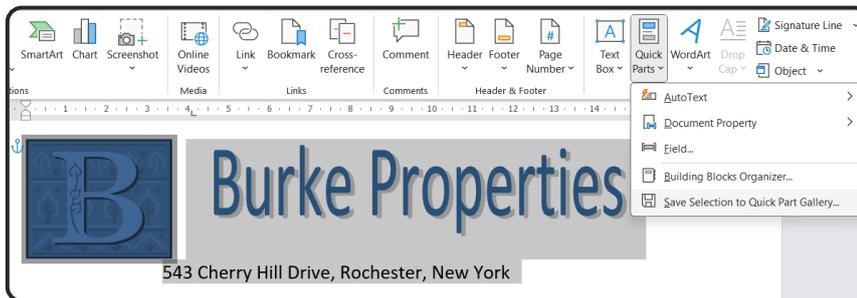


If you want to add a title page, you can select 'Different First Page' on the header & footer tab.



## Quick Parts

If you find yourself entering the same things to your documents over and over, then you can save yourself considerable time and effort by utilising quick parts.



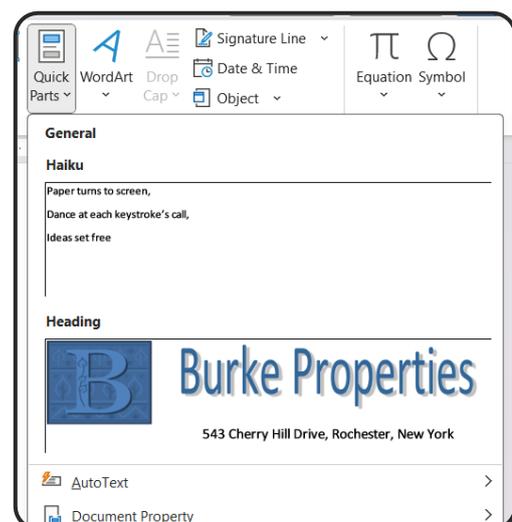
To add the quick parts, highlight your selection and then go to 'Insert – Quick Parts – Save Selection to Quick Part Gallery'.

You can save anything to a quick part. Text, Images, Word Art, or any combination of elements.

You can now select the quick part at any time by going to 'Insert – Quick Parts'.

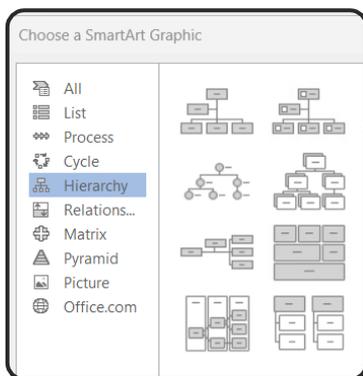
This is saved to your Microsoft profile, so can be used on any document.

Quick Parts are also available in Outlook.



## Smart Art

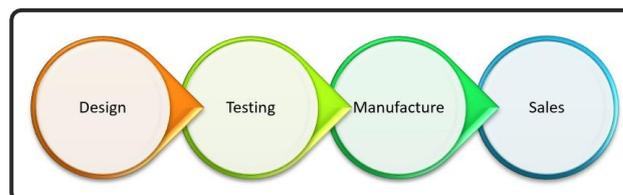
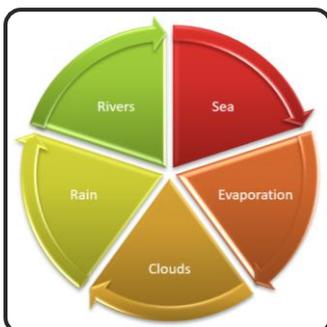
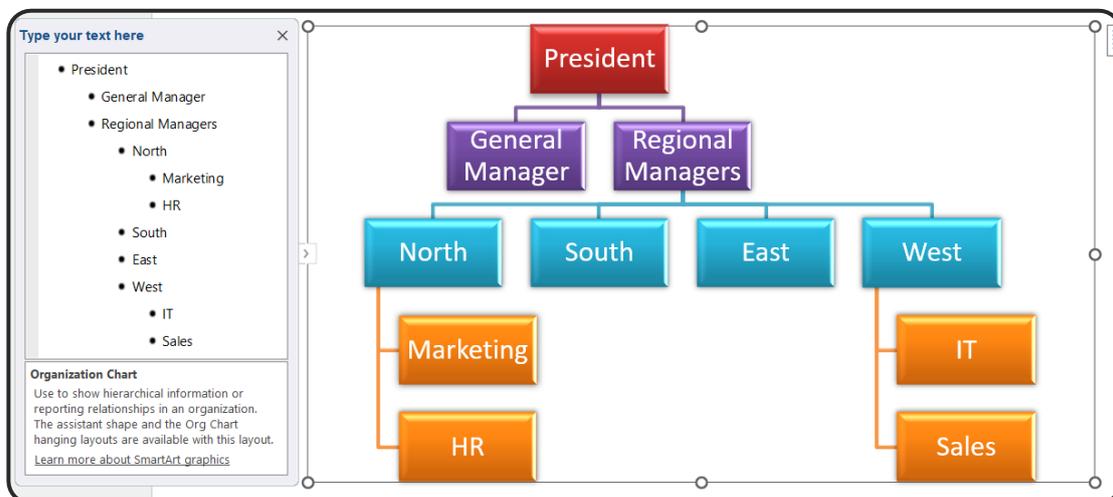
Smart Art allows you to easily create professional looking graphics for your data.  
Go to 'Insert – Smart Art'.



Select the specific category and style that you want. Though you can change this later.

Write a bullet pointed list and the smart art will automatically create itself.

Indent your bullet points to create sections.

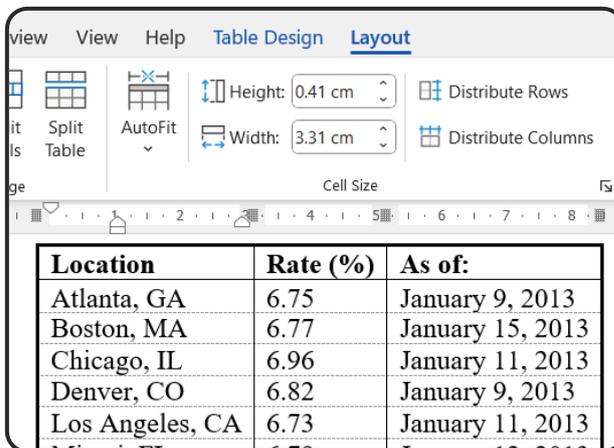
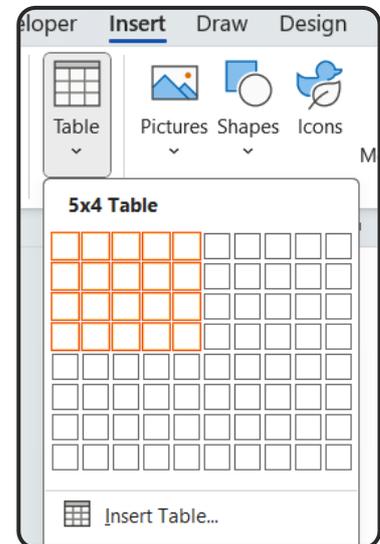


Depending on the style you chose, you can create dramatically different graphics.

## Tables

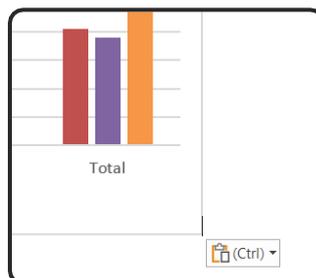
To add a table to your document, go to 'Insert – Table'.

You can either select the number of cells using the grid, or click on 'Insert Table' to choose your Columns and Rows



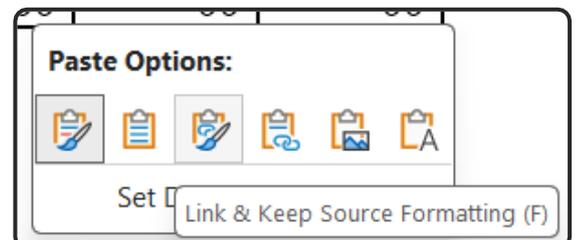
Once the table is created, you can use 'Table Design' and 'Layout' on the ribbon to change the styles or configuration of your table.

Third Year	Total
£845.00	£2,057.00
£658.00	£1,903.00
£1,503.00	£3,960.00



You can copy and paste a table or chart directly from Excel.

Check your paste option settings. You can link the table or chart so that it updates automatically if the excel data changes.



## Links

You can put links into your document in several ways. The easiest is to simply copy the URL of a website into your document. But you can also have finer control over your links.

[Management training, Soft skills, Power BI, Excel Learning solutions \(stl-training.co.uk\)](http://www.stl-training.co.uk)

Click Here to go to the website

Text to display: Click Here

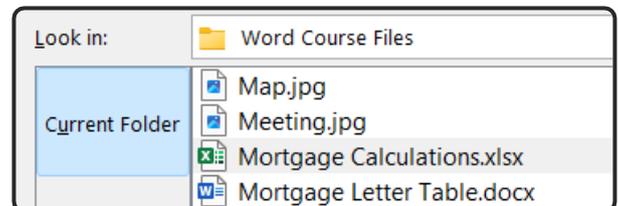
Address: <http://www.stl-training.co.uk>

Highlight the text you want to be the link and press 'Ctrl + K'.

In the box that appears, 'Text to Display' will show the highlighted section. Put the URL into the 'Address' section.

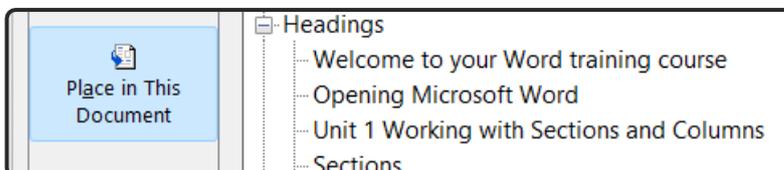
You can also link to another document in this view by selecting it from your folder view.

If you are sending the file to others, make sure that any links are to a shared folder or they will break.



You can link to a place in the same document. This will use the same headings rules as sections.

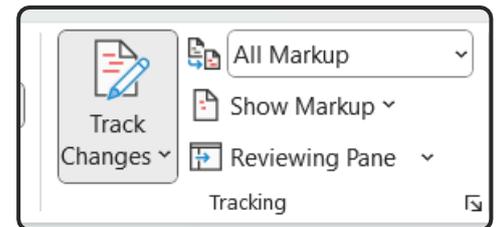
You can even add a link that will directly draft an email.



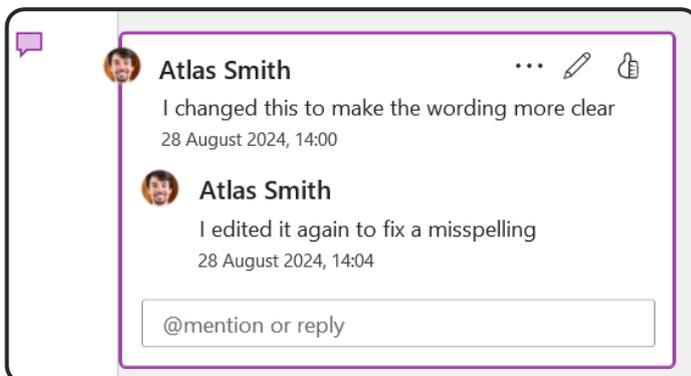
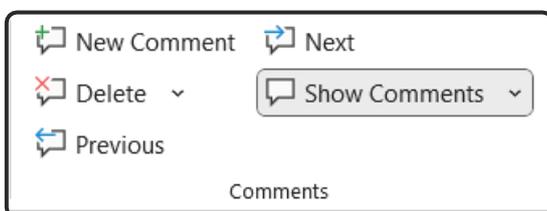
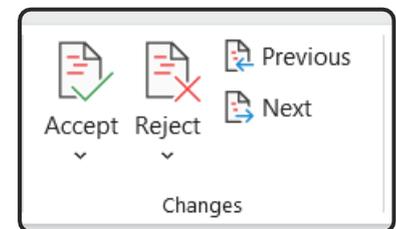
## Track Changes & Comments

On your review tab, you can select 'Track Changes'. With this selected, any text you delete or add will turn red. This allows you to know exactly what was changed.

You can use the 'Accept' and 'Reject' buttons to approve or decline any changes.



inability as having ~~three~~3 dimensions ~~(or pillars)~~: e  
/ ~~people~~publications emphasize the environment  
focuses on countering ~~major~~significant environme



You can also add a comment to the document.

This allows you to explain a change you made or give feedback on a section.

The comment allows others to also write comments under it, so you can use it as a conversational interface.

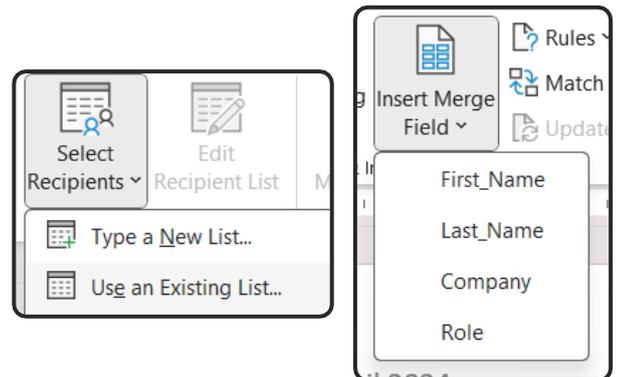
To remove the comment, press the 3 dots and either resolve or delete the comment thread.

## Mail Merge

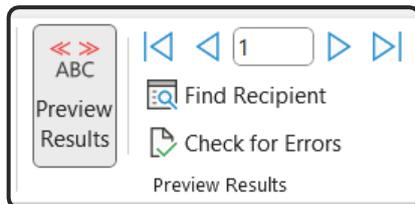
Mail Merge allows you to add fields from an Excel file into your document.

Select 'Use an Existing List' and select the excel file that you want to use.

The heading names from your excel file will become the 'Insert Merge Field' selections



Dear «First\_Name» «Last\_Name»



Dear Ellie Burgess

If you have already written a letter, you can replace key parts of your letter with merge fields.

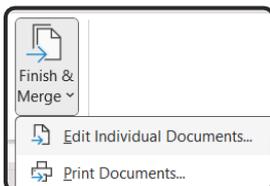
You can always press preview results to switch between the merge fields and the actual text. Use the arrows to preview the different letters.

You can also choose from a selection of label sizes.

Set up the first record with all the front and alignment options you want, then click update record to duplicate it to the rest.

«First\_Name»  
«Last\_Name»  
«Role»  
«Company»

«Next Record»«First\_Name»



Once you are happy with everything, click 'Finish & Merge'. You can either print it directly, or create a fresh file from all the added records.

## Password & Protections

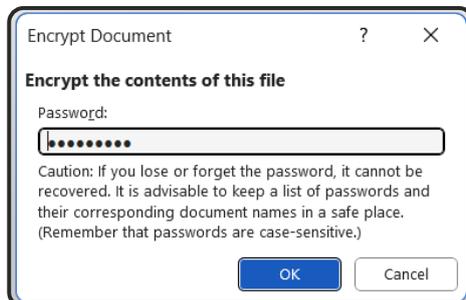
Once you have finished creating your document, you may want to protect it from editing or from unauthorised people having access. This can all be found by going to 'File – Info – Protect Document'.



Click on 'Encrypt with a Password' to add a password for opening the document.

Make sure to save the file, and then whenever you try to open the document, it will prompt you for the password.

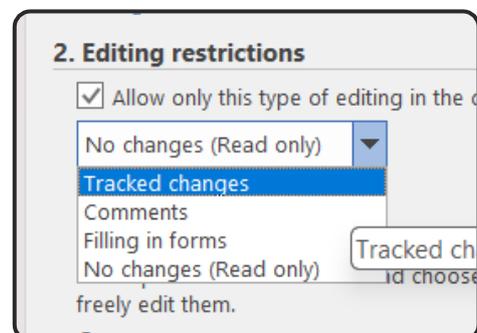
To remove the password, simply click on 'Encrypt with Password' again, and remove all text in the box.



To restrict how others may edit the document, click on 'Restrict Editing'.

Here, you will get an option to choose from restricting any editing, or partial edits like tracked changes.

You can also protect these settings with a password, but this is completely different from the password used to open a document.

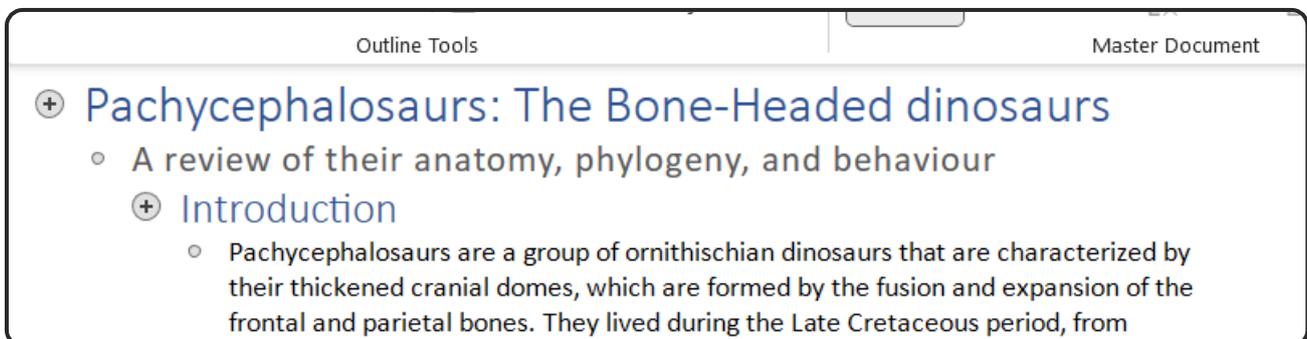
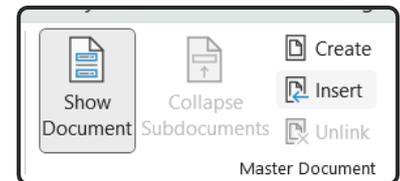
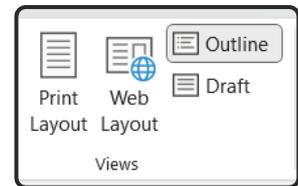
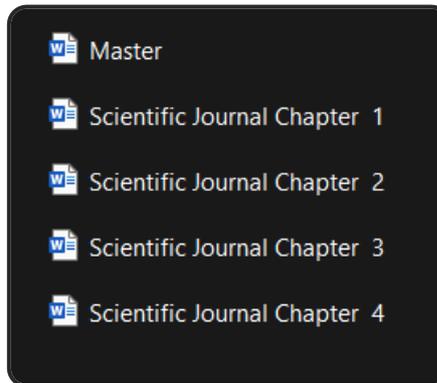


## Masters

If you have multiple files and you want to combine them into one, then creating a master can be the best way to accomplish that.

First, save a blank document in the same folder as your files.

Go to 'View' – 'Outline View', then 'Show Document' – 'Insert'.



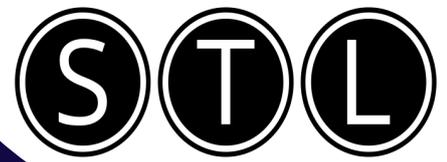
You will now see the text of your documents appear.

A blank page will appear at the top. You can either delete it or add a table of contents.

Now, if you edit the master it will change the original documents and vice versa.

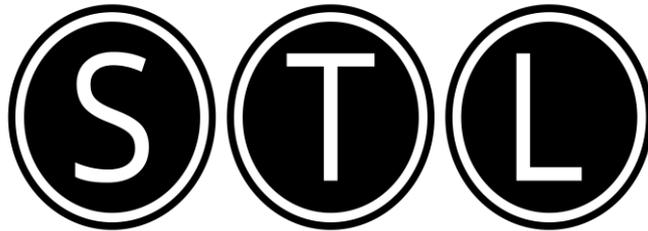
You can also collapse the documents to create a file with links to the originals.

# Notes



A large, empty rounded rectangular box with a dark blue border, intended for taking notes.





# Proven Learning and Development Solutions



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