

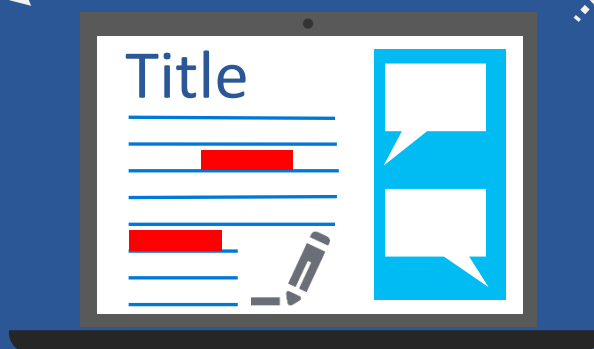


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Word



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Welcome to your Word Intermediate training course

- This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features.
- You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets.
- You will also learn how to add recurrent data to documents in a series such as page numbers and headers.
- Finally, you will be shown how to prepare labels and envelopes, add your company logo to a letter and set up a template for future mail.



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Unit 1 Working with sections and columns

In this unit you will learn to:

Use various types of breaks (column, continuous, next page section) to create sections in a document.

Format text into multiple columns.

Enter and sort text in columns.

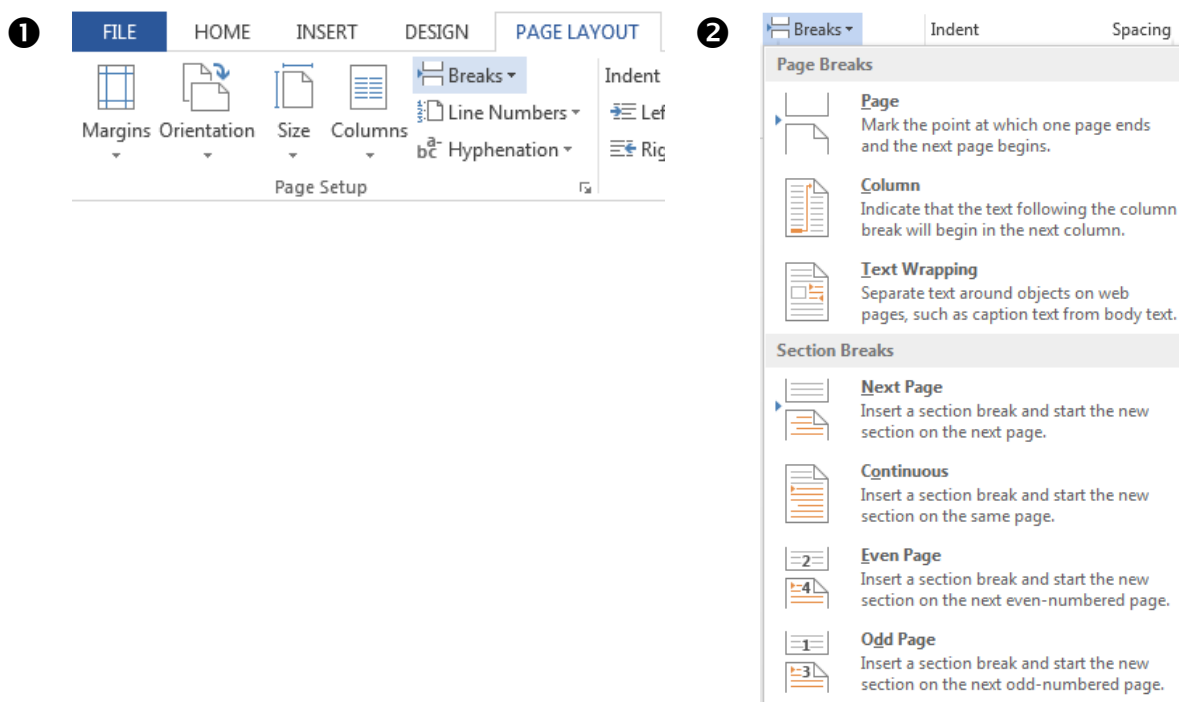
Sections

Create different sections in a document using various types of breaks.

Place your cursor where you wish to insert the section break

Go to the Page Layout ribbon/Page Setup group and click the Breaks button.

Select the type of break you wish to insert.



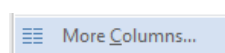
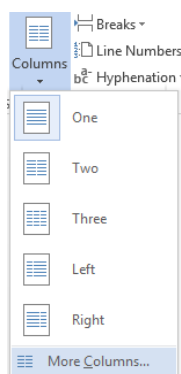
Section break type	New section will begin
Next page	On the following page
Continuous	On the same page
Odd page	On the next odd numbered page

Columns

Format text into multiple columns

Select the text to be formatted in columns.

Go to Page Layout/Page Setup group and click the Columns button. Use the More Columns... option to create more than three columns, change column width or spacing.



Enter text in columns

1. Click within one of the columns where you wish to enter text and begin typing.
2. Text will 'overflow' into the following column

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. | start typing here and text adjusts to overflow into the next column. To change the

overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Inserting a column break

Click at the start of the sentence you wish to appear at the top of the next column.

Go to Page Layout/Page Setup group and click the Breaks button.


Select Column from the list of options.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶ You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. Column Break

I start typing here into the next column of your document on the Page Layout tab. The Breaks button is available in the Change Current Theme gallery. Both the Theme gallery and the Breaks gallery provide a way to always restore the original content. On the Insert tab, there are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶ You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. Column Break

Sorting columns

Select the column text to be sorted.

Go to Home/Paragraph group and click the Sort  button.

Select Paragraphs and Text, and sort option (Ascending or Descending).

Click OK.

1 B. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

A. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

C. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your

4 A. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

B. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

C. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your

E

Unit 2 Formatting tables

In this unit you will learn to:

Modify a table by aligning text, merging cells, changing text orientation, and resizing rows and columns.

Highlight table cells by adding borders and shading.

Use the Table Styles command to format tables and set a default table format.

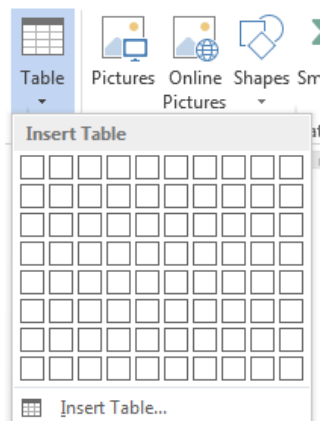
Creating a table

Go to Insert/Table group and click the Table button.

Either:

Select the number of columns and rows required from the grid, or

Use the Insert Table option, specify number of columns and rows and click OK.

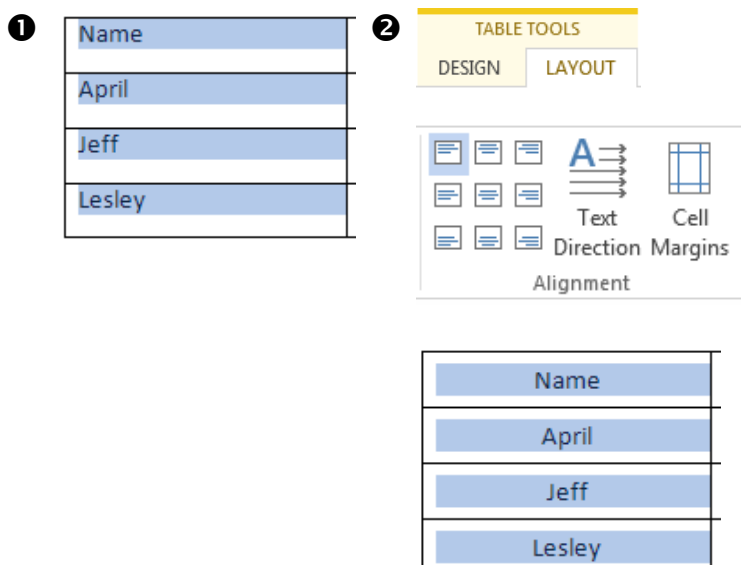


Modifying a table

Aligning text

Select the table text to be aligned.

Go to Table Tools Layout/Alignment group and select the alignment option you wish to use.



Merging cells

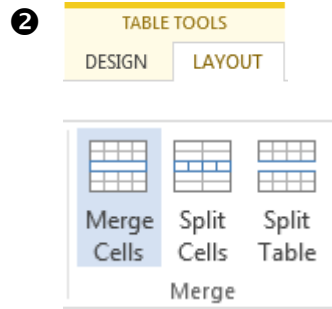
Select the cells to be merged (joined) together.

Go to Table Tools Layout/Merge group and click Merge cells.

The selected cells are now joined together into one cell.

❶

Flight details	
Arrival	Departure



Flight details	
Arrival	Departure

Shading

Select the cells you wish to apply shading to.

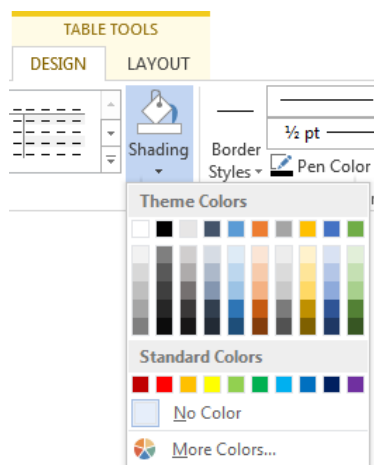
Go to Table Tools Design/Table Styles group and click Shading.

Borders

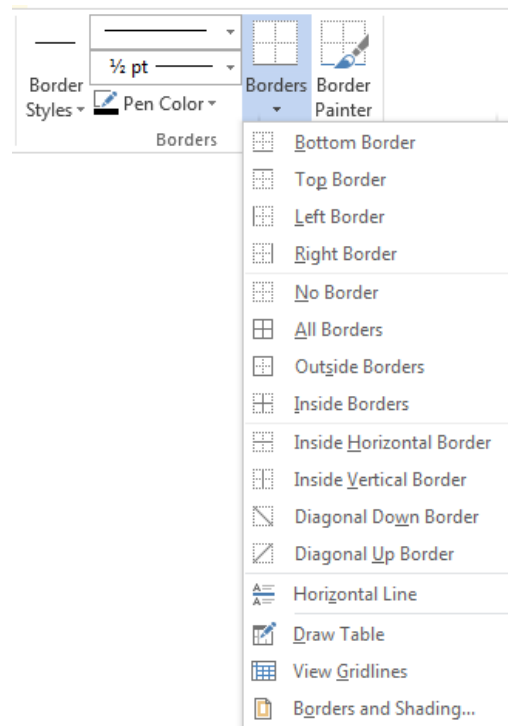
Select the cells you wish to apply border to; or remove borders from.

Go to Table Tools Design/Table Borders group and click Borders.

Shading




Borders



Using Table Styles

Applying a table style

Click inside the table.

Go to Table Tools Design/Table Styles group and click on a Table Style to apply the design to your table. Use the dropdown arrow  to the bottom right of the visible Table Styles to view further options.



Setting a Table Style default

Right-click on the Table Style you wish to set as the default.

Select the Set as Default option.

Select the default table option you wish to use (for this document only, or all documents based in the Normal template).



Sorting Tables

As with text paragraphs, tables can be sorted also by clicking the AZ button.

Sorting by a single column

For example, suppose you want to sort the table below by Status. Click inside the table and click Layout, Sort (AZ↓).

Name	Dept	Status	Salary
Ansell	Admin	FT	£21,000
Brough	Sales	FT	£18,000
Brown	Finance	Casual	£8,000
Brown	Admin	FT	£21,000
Brown	Finance	PT	£13,000
Butler	Admin	Casual	£8,000
Corleone	Sales	PT	£9,000
Cross	Finance	Casual	£8,000
Davies	Sales	Casual	£8,500
Francis	Training	PT	£8,500
Gallagher	Sales	Associate	£45,000

Sort

Sort by

Status (selected)
Name
Dept
Status
Salary

Type: Text
Using: Paragraphs
Ascending (selected)
Descending

Then by

Type: Text
Using: Paragraphs
Ascending (selected)
Descending

My list has
Header row (selected)
No header row

Options... OK Cancel

Note that Header row is selected as this table contains a header.

When you press OK the table becomes ordered by Status in alphabetically.

Name	Dept	Status	Salary
Gallagher	Sales	Associate	£45,000
Mackenzie	Sales	Associate	£36,000
Perry	Sales	Associate	£45,000
Stein	Operations	Associate	£42,000
Brown	Finance	Casual	£8,000
Butler	Admin	Casual	£8,000
Cross	Finance	Casual	£8,000
Davies	Sales	Casual	£8,500
Hills	Marketing	Casual	£10,000
Hook	Sales	Casual	£8,500
Kani	Sales	Casual	£13,000
Morris	Operations	Casual	£8,500
Mountford	Admin	Casual	£8,500
Ryder	Sales	Casual	£8,500
Sandford	Finance	Casual	£8,500
Tate	Finance	Casual	£8,500
Ansell	Admin	FT	£21,000
Brough	Sales	FT	£18,000
Brown	Admin	FT	£21,000
Gilbert	Finance	FT	£18,000

Sorting by Multiple columns

To sort by more than one column, for example Department then Status click in the table and select Layout, Sort (AZ↓).

Sort

Sort by
Dept Type: Text Ascending
Using: Paragraphs

Then by
Status Type: Text Ascending
Using: Paragraphs

Then by
Type: Text Ascending
Using: Paragraphs

My list has
☒ Header row ☐ No header row

Options... OK Cancel

Choose to sort by Dept and Then by Status. Click OK and the table will be sorted as required.

Name	Dept	Status	Salary
Butler	Admin	Casual	£8,000
Mountford	Admin	Casual	£8,500
Ansell	Admin	FT	£21,000
Brown	Admin	FT	£21,000
Lang	Admin	FT	£12,500
Mayer	Admin	FT	£18,000
Squire	Admin	FT	£32,000
Stephenson	Admin	FT	£18,000
Tate	Admin	FT	£15,000
Wren	Admin	FT	£32,000
Sharp	Admin	PT	£24,000

Name	Dept	Status	Salary
Brown	Finance	Casual	£8,000
Cross	Finance	Casual	£8,000
Sandford	Finance	Casual	£8,500
Tate	Finance	Casual	£8,500
Gilbert	Finance	FT	£18,000
Matthews	Finance	FT	£58,000
Brown	Finance	PT	£13,000
Mills	Finance	PT	£7,500
Mills	Finance	PT	£6,500
Noble	Finance	PT	£25,000
Tott	Finance	PT	£9,600
Hills	Marketing	Casual	£10,000
Stein	Operations	Associate	£42,000
Morris	Operations	Casual	£8,500
Sumner	Operations	FT	£35,000
Gallagher	Sales	Associate	£45,000
Mackenzie	Sales	Associate	£36,000
Perry	Sales	Associate	£45,000
Davies	Sales	Casual	£8,500
Hook	Sales	Casual	£8,500
Kani	Sales	Casual	£13,000
Ryder	Sales	Casual	£8,500
Brough	Sales	FT	£18,000
Humphreys	Sales	FT	£15,000
Lewis	Sales	FT	£16,000

Name	Dept	Status	Salary
Stephenson	Sales	FT	£14,000

Repeat Header Row

A very useful feature of Word tables is the ability to repeat the header when a table spans over several pages. This is particularly useful as it avoids the need to copy the heading and making adjustments if rows are inserted or deleted.

To repeat the header row, click anywhere in the first row and select

Layout, Repeat Header Row.

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Repeat Header Rows' button is circled in red. A table is displayed with the following data:

Name	Dept	Status	Salary
Butler	Admin	Casual	£8,000
Mountford	Admin	Casual	£8,500
Ansell	Admin	FT	£21,000
Brown	Admin	FT	£21,000
Lang	Admin	FT	£12,500
Mayer	Admin	FT	£18,000
Squire	Admin	FT	£32,000
Stephenson	Admin	FT	£18,000
Tate	Admin	FT	£15,000
Wren	Admin	FT	£32,000
Sharp	Admin	PT	£24,000

A red arrow points to the first row of the table, indicating it is the header row. A tooltip titled 'Repeat Header Rows' explains: 'Mark multiple rows as header rows. If your table spans multiple pages the header rows will appear on every page for easy reference.'

Unit 3 Working with imported data

In this unit you will learn to:

Import an Excel workbook into Word

Use formulas to perform calculations in a table

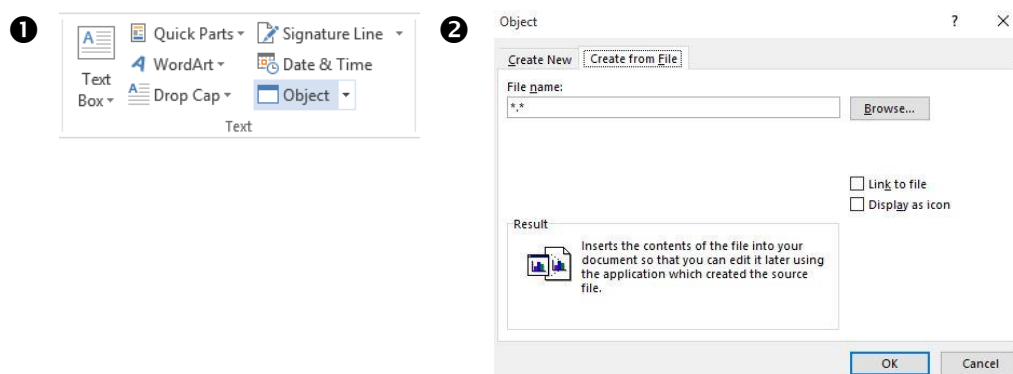
Move tables in a document

Import an Excel workbook into Word

Go to Insert/Text group and the click Object button.

Select the Create from File tab, and click Browse.

Select the Excel file you wish to import data from, click Insert then OK. Data from the first sheet in the Excel file is imported into the Word document.



Notes:

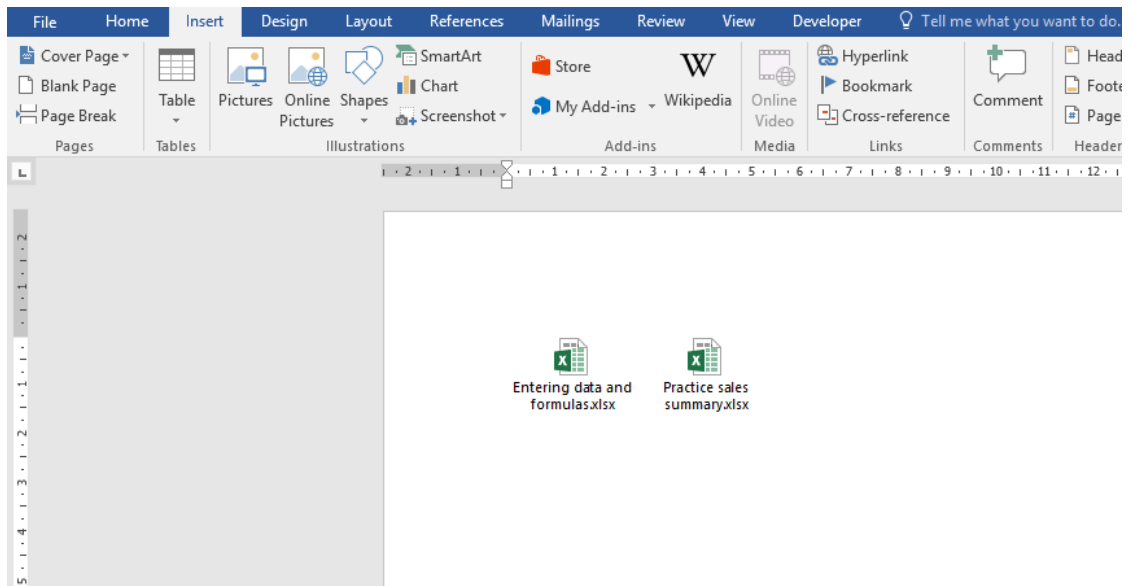
When you double-click on the table, the spreadsheet data can be edited using MS Excel features.

Linking an Excel workbook to Word

If you wish to create a link between the Excel spreadsheet and the imported data in Word, check the 'Link to file' box before clicking OK in step 2 above.

Display as Icon

In addition, you may wish to display an Excel document inside a Word document as an icon.

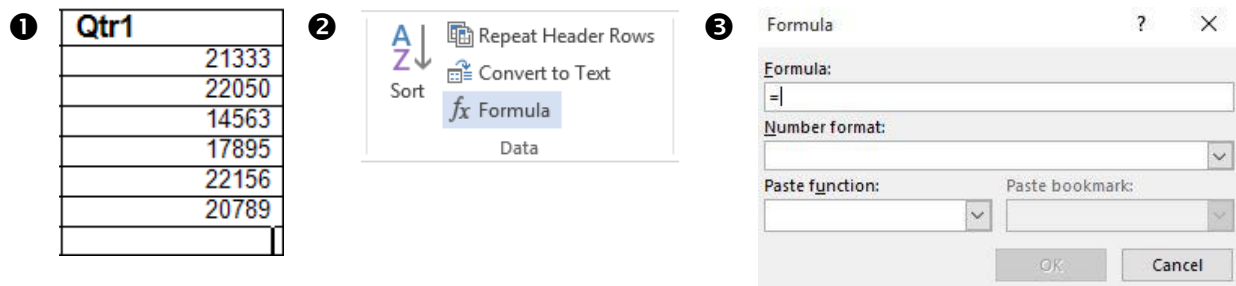


Using formulas in a table

Click in the cell where you wish to create a total (or other calculation).

Go to Table Tools Layout/Data group and click the Formula button.

Check the Formula box, select a number format if required and click OK.



Notes:

SUM refers to the SUM function, which is used to add numbers together. (ABOVE) or (LEFT) refers to the location of the cells containing the numbers to be added, in relation to the cell where you are creating the formula.

The Paste Function dropdown box can be used to select a different function, e.g AVERAGE to create an average instead of a total.

Moving a table

A table can be moved with the mouse (drag and drop) using the icon that appears in the top left corner of the table, as shown below.



Alternatively, click on the icon shown above to select the whole table then use Cut and Paste to move the table.

Unit 4 Using Styles and Building Blocks

In this unit you will learn to:

Use styles to format text in documents

Modify and delete styles


Use styles to create outlines

Use Quick Parts

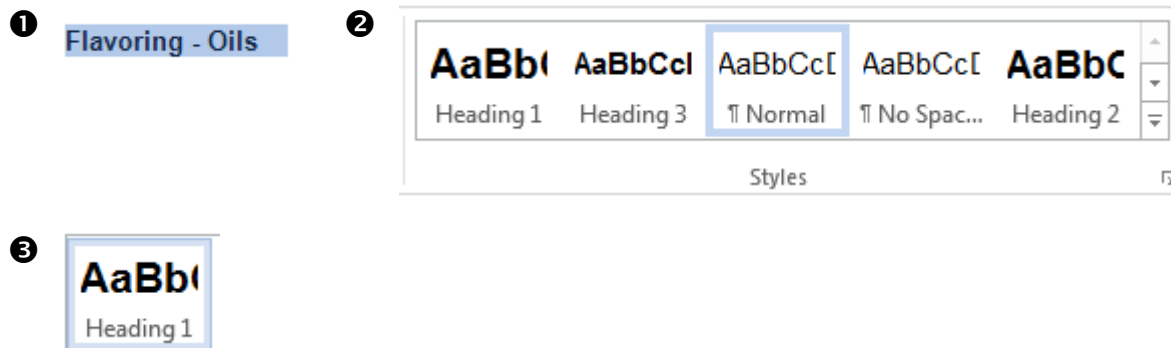
Using Styles

Applying a style

Click into or select the paragraph you wish to apply the style to.

Go to Home/Styles group. Click the dropdown arrow  to view all the styles available in the Styles gallery.

Click on the style you wish to use to apply the style to the selected paragraph.



Flavoring - Oils

Modifying a style

Click the Options button  in the bottom right corner of Home/Styles group .

The Styles palette appears on screen.

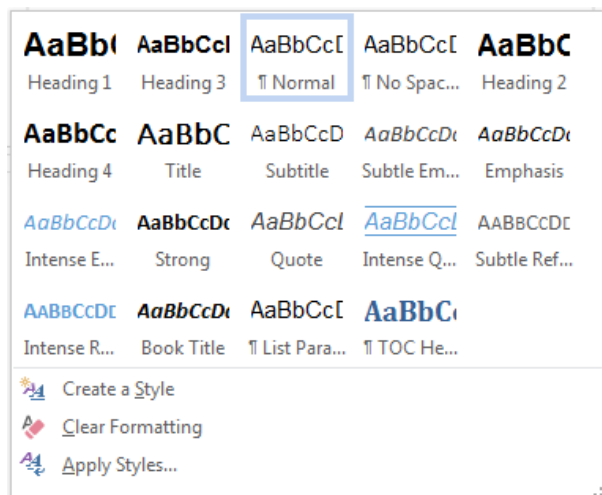
Hover your mouse over the style you wish to modify (i.e. change the appearance of).

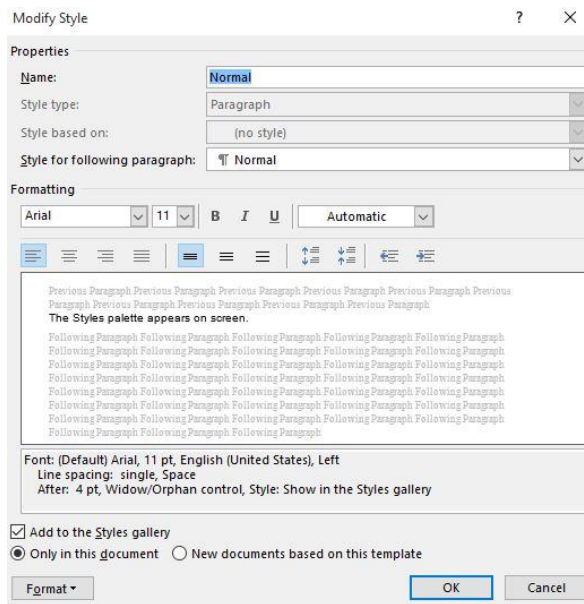
Click the dropdown arrow to the right of the style you are modifying.

Select Modify.

Make the desired changes to the style.

Click OK, then OK again.





Deleting a style

Click the Options button  in the bottom right corner of Home/Styles group .

The Styles palette appears on screen.

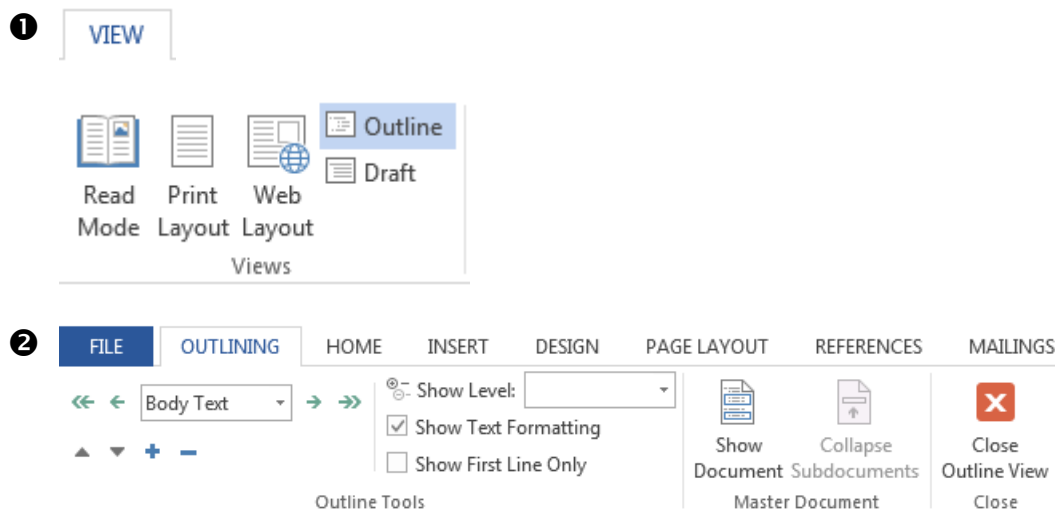
Hover your mouse over the style you wish to delete.

Click the dropdown arrow to the right of the style you are deleting and select Delete.

Creating an outline using styles

Go to View/Document Views and select Outline.

The document appears in Outline view, and the Outlining ribbon appears at the top of the screen.



The group of buttons shown below allow you to change Heading styles currently applied to selected paragraph.



Text in the document can be collapsed or expanded to view either just paragraphs formatted with Heading styles; or to view all text.



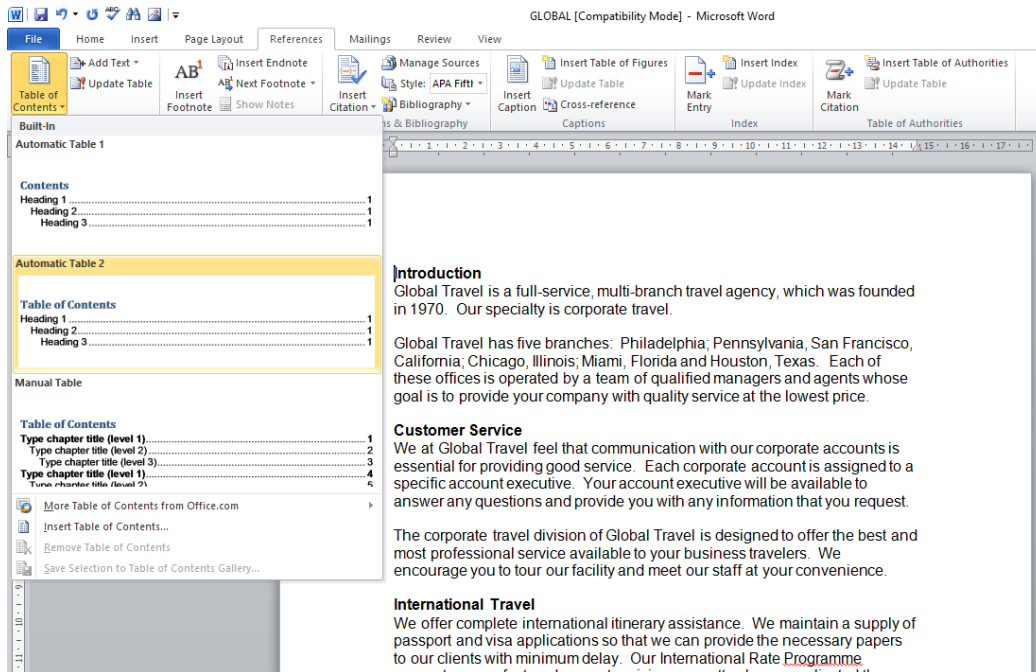
The Close Outline View button closes Outline view and returns the document to the view it was displayed in previously (usually Print Layout view).



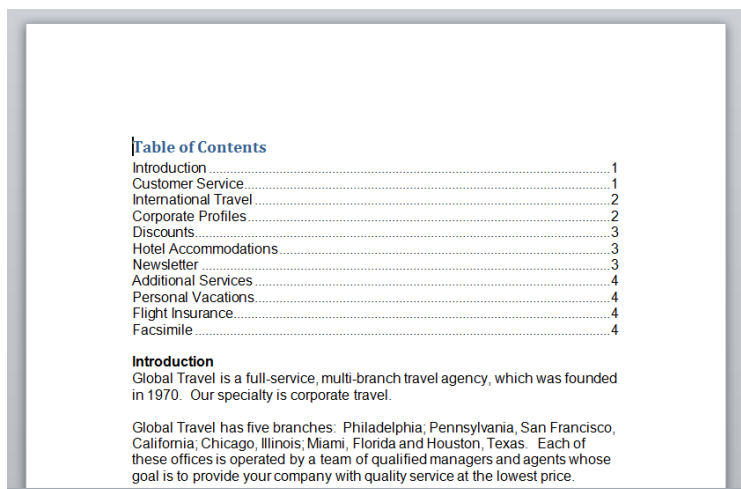
Creating a Table of Contents using styles

One of the advantages of using styles in a document is that a contents page can be created automatically. Any changes made to the document headings or changes in the page numbering is then automatically reflected in the table of contents.

To create a Table of Contents click at the start of the document and choose:
Reference, Table of Contents



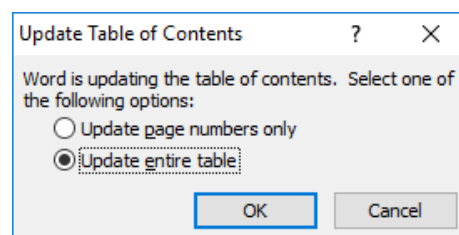
After selecting a style, the table of content will be inserted into the document.



Updating the TOC (Table of Contents)

To update the table of contents after changes are made to the document:

Right click inside the TOC, choose Update Field and select Update entire table.



Using Building Blocks

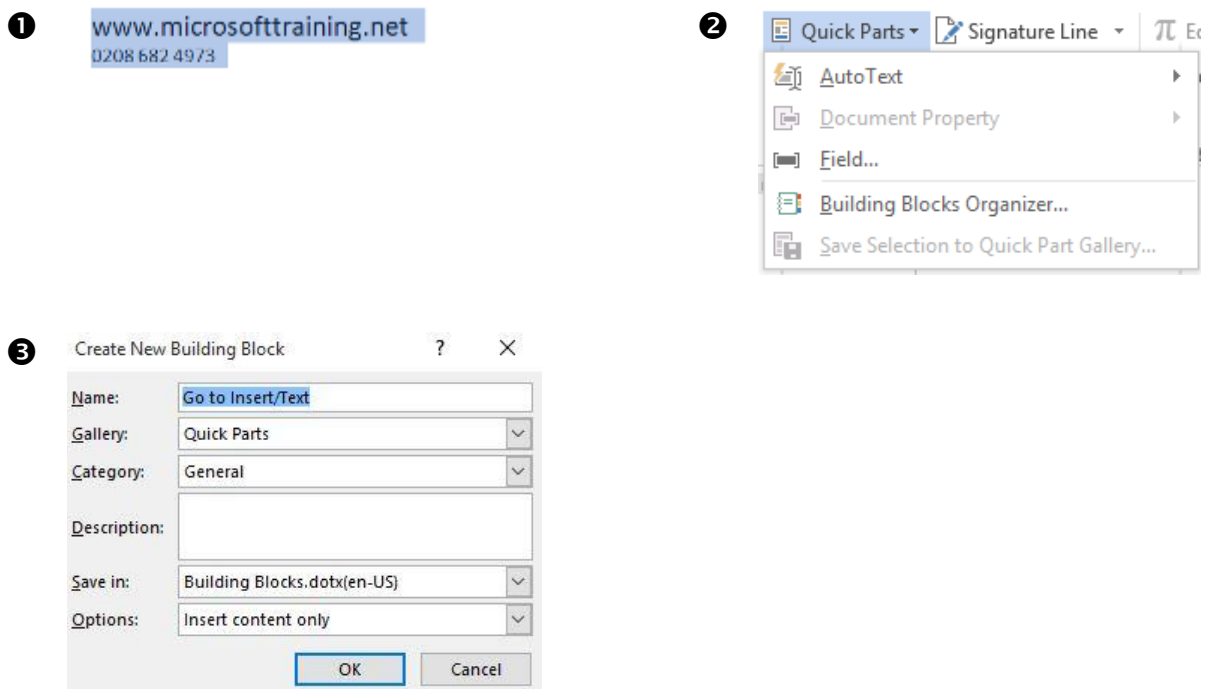
Creating a building block

Select the text or graphic that you want to save as a building block.
To store paragraph formatting (e.g. indentation, alignment) with the entry, include the paragraph mark (¶) in the selection.

Go to Insert/Text group and click the Quick Parts button.

Click Save Selection to Quick Part Gallery.

Fill out the information in the Create New Building Block dialog box, and click OK.



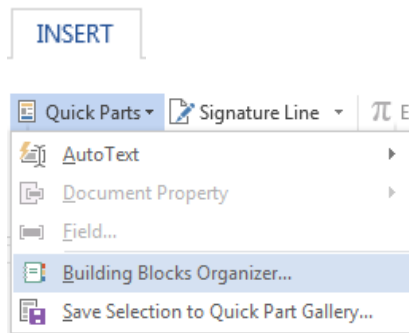
Inserting a building block

Go to Insert/Text group.

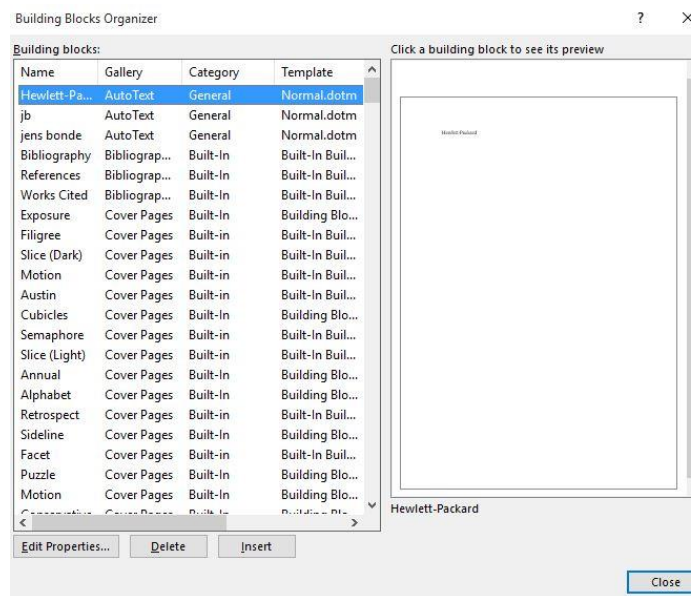
Click the Quick Parts button and select Building Blocks Organizer.

Select the Building Block you wish to use and click Insert.

2



3



Notes:

Any Building Block you have created and saved yourself should appear at the top of the list when the Quick Parts button is clicked. To insert, click directly on the item.

To use items from the AutoText gallery, type the first few letters and press the F3 key to get Word to put in the rest of the entry. This will work provided the first few letters you type in are different from the first few letters in other AutoText entries.

Unit 5 Working with Headers and Footers

In this unit you will learn to:

Create headers and footers

Create section headers and footers

Add page numbers to your document

Accessing the header/footer area

Go to Insert/Header & Footer group.

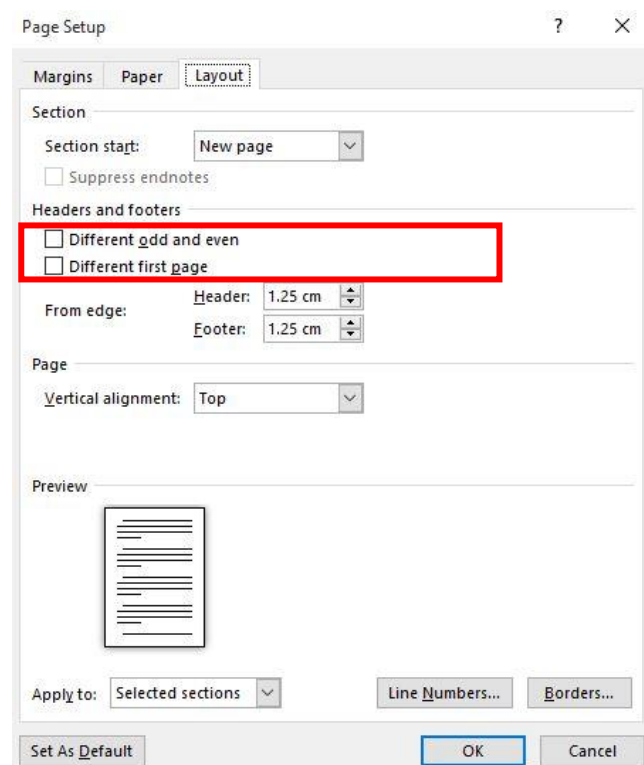
Click the Header button or Footer button, then select Edit Header or Edit Footer.

First page or odd and even page header/footer

Go to Page Layout/Page Setup group and click the Options button .

Select the Page Layout tab in the Page Setup dialogue box.

Check the desired option from within the Headers and Footers area on the Page Layout tab and click OK.



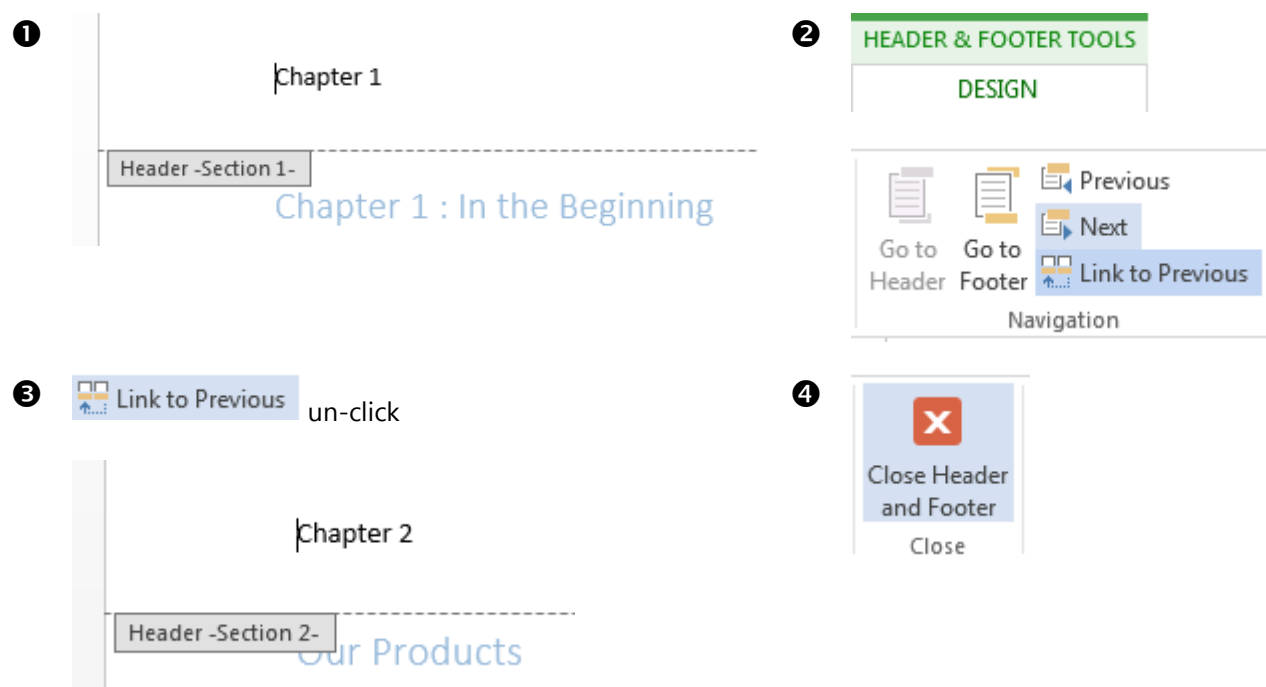
Section headers and footers

Create a header or footer for Section 1.

Go to Header & Footer tools Design tab/Navigation group and click Next Section. This will take you directly to the Header or Footer at the start of the next section in the document.

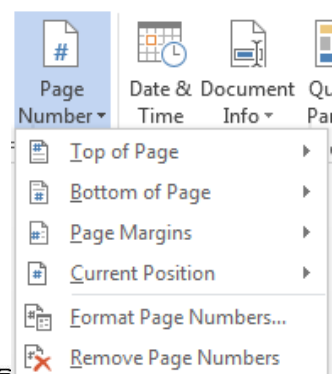
Before editing the header or footer of the second section, un-click the **Link to Previous** button in the Navigation group. This ensures that the header in this section can be different from the previous section.

Edit and click the Close Header and Footer button.



Page numbering

Go to Insert/Header & Footer group and click the Page Number button.



Select Bottom of Page and choose from one of the preset options to select where you would like the page number inserted.

Unit 6 Working with Graphics

In this unit you will learn to:

Insert pictures into a document

Create SmartArt diagrams

Insert WordArt and symbols into a document

Create watermarks

Use drawing objects in a document

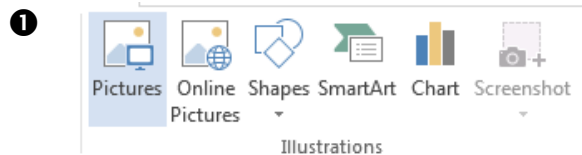
Create borders and add shading to text

Inserting pictures

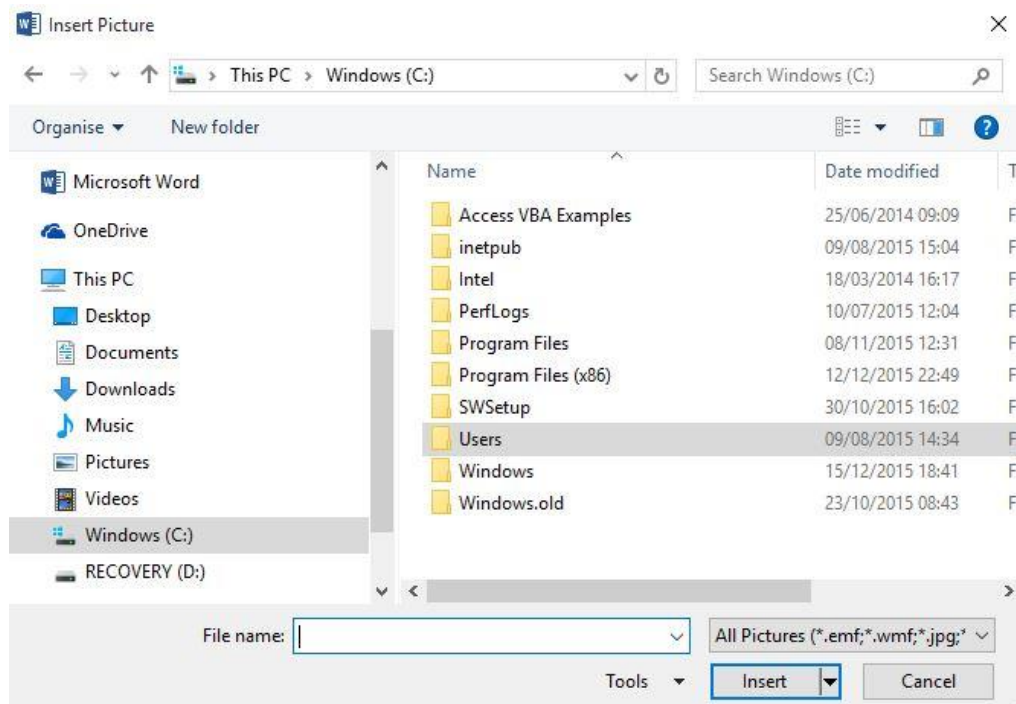
Go to Insert/Illustrations group and click Picture.

Navigate to and select the picture to be inserted.

Click Insert.



2



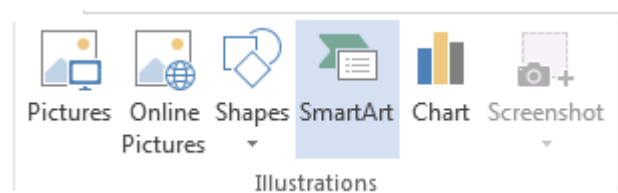
Inserting SmartArt

Go to Insert/Illustrations group and click SmartArt.

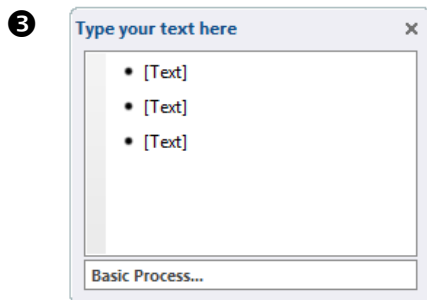
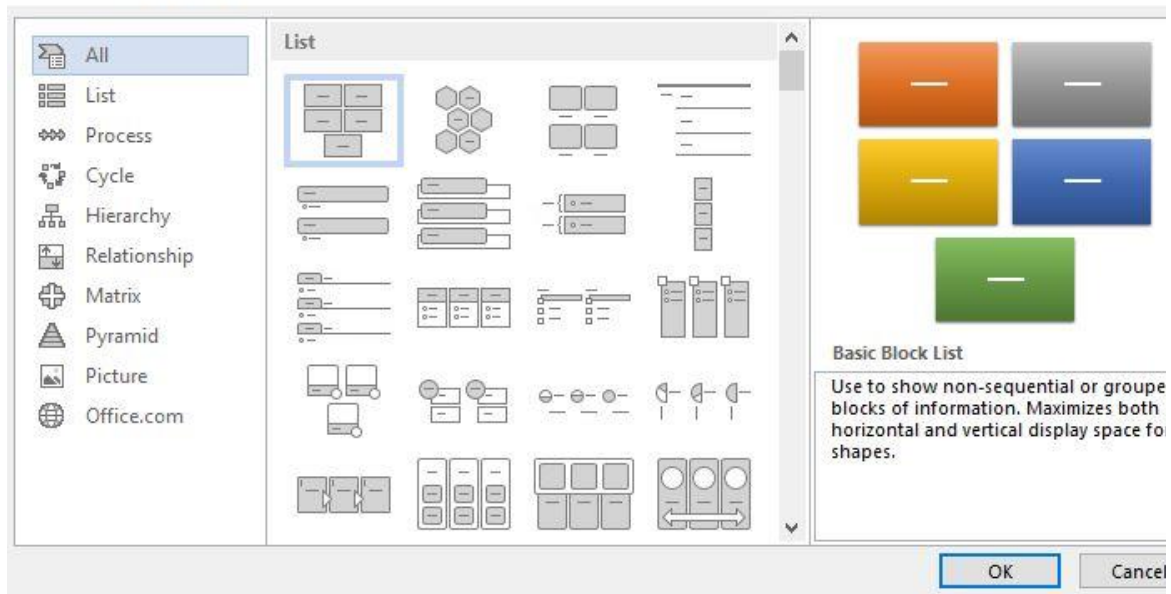
Select the SmartArt diagram you wish to use from the gallery and click OK.

Enter text either directly into a shape in the diagram, or into the text panel to the left.

1



2 Choose a SmartArt Graphic

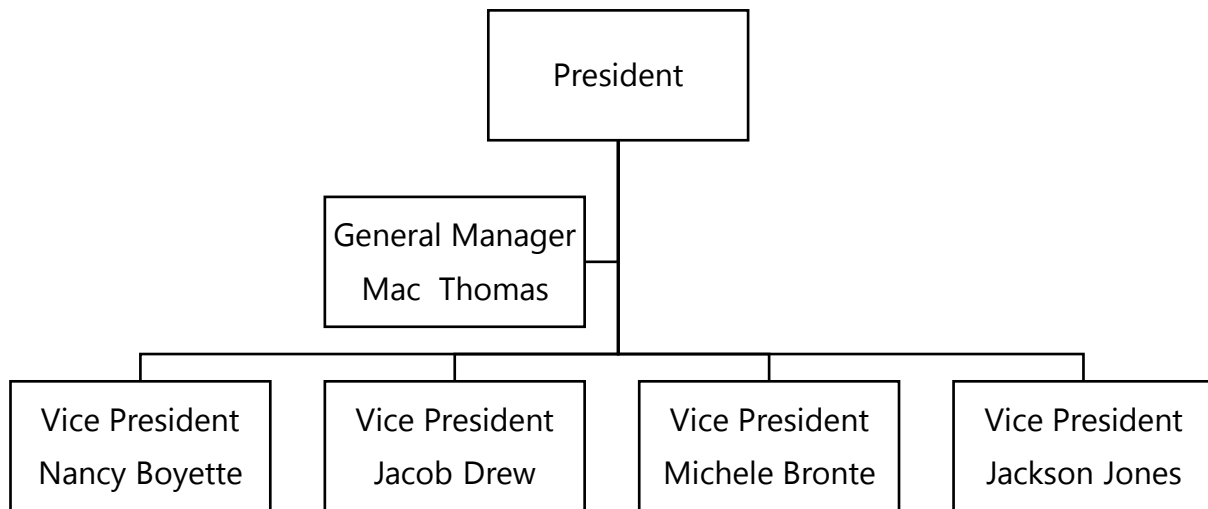


Notes:

To add a shape to the diagram, use the text panel. Click at the end of the text entered into the shape before/above the new shape you wish to create and press Enter.

To delete a shape, use the text panel. Select the text inside the shape to be deleted and press the Delete key.

Below is an example of a Hierarchy Chart or Organization Chart. Created with SmartArt.

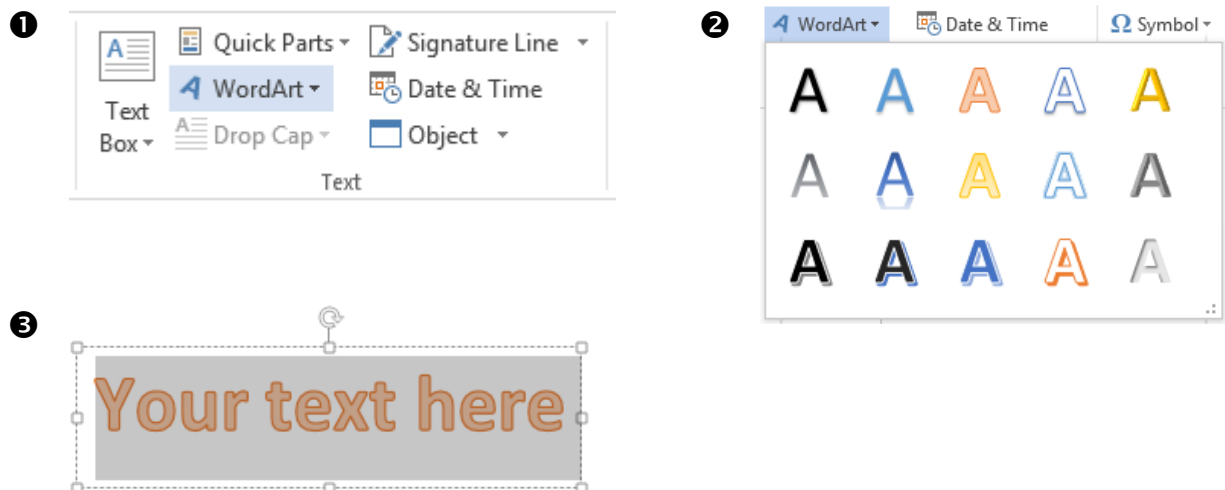


Inserting WordArt

Go to Insert/Text group and click the WordArt button.

Select a WordArt style from the WordArt gallery.

Enter the text to appear in the WordArt style you have chosen.

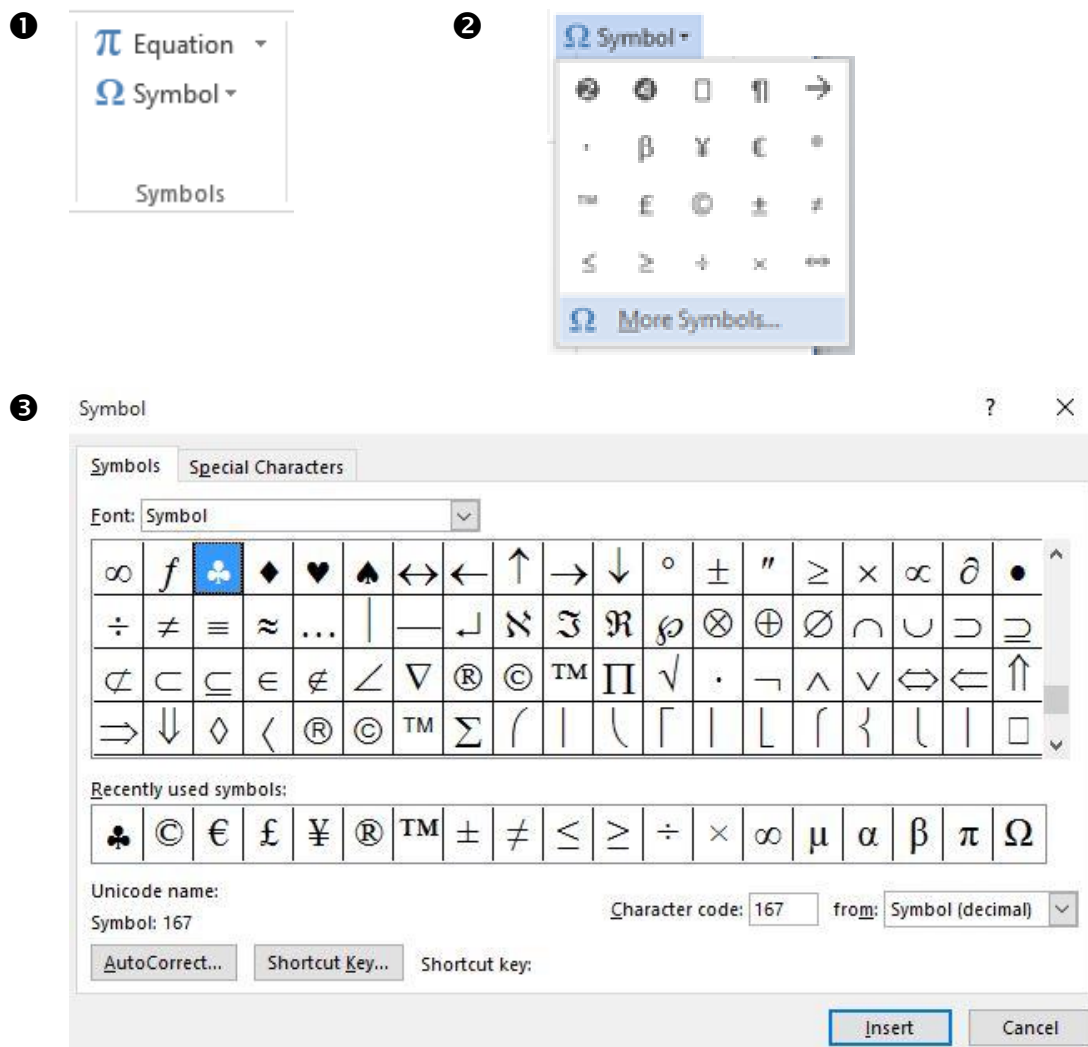


Inserting symbols

Go to Insert/Symbol group and click the Symbol button.

Select a symbol from the items displayed immediately below the button, or select the More Symbols option to view further symbol shapes.

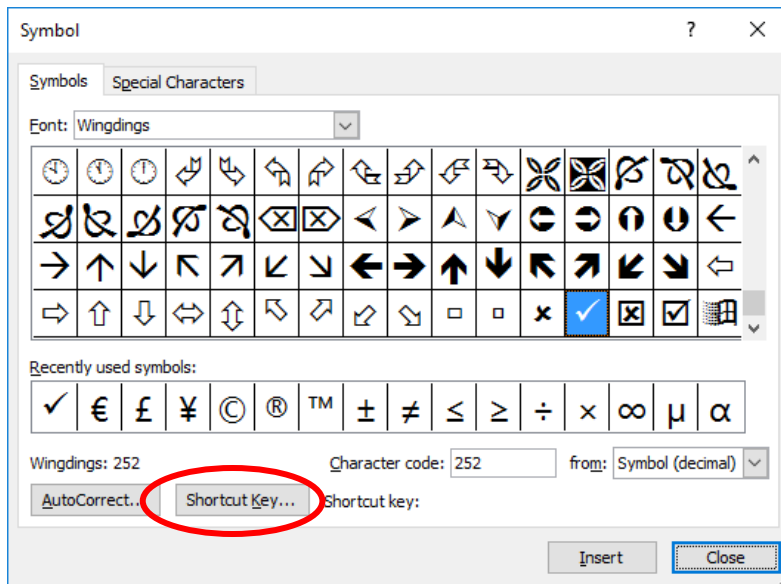
Select a symbol, click Insert then Close to exit the Symbol dialogue box.



Assigning a shortcut to a symbol

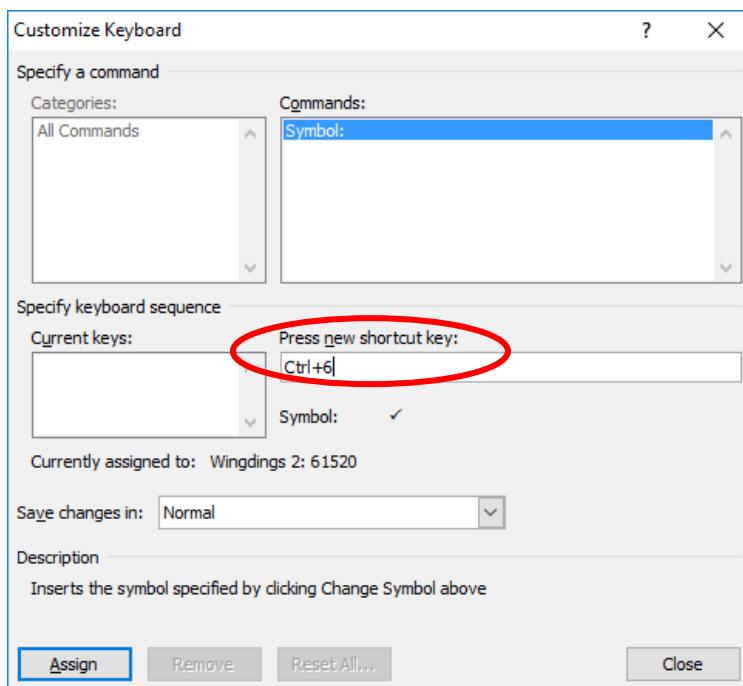
If there is a symbol you intend to use quite often such as a ✓ when filling in a form you can save time by assigning a shortcut to the symbol.

After finding the required symbol click the button Shortcut Key



Click in the box Press new shortcut key

Press the required shortcut (Ctrl+6 for example) and click the Assign button.



Finally click close and the ✓ symbol is now permanently assigned to the shortcut Ctrl+6.

Some shortcuts already have shortcut assignments. For example, pressing

Ctrl+then e

inserts the symbol é.

Pressing ctrl+` then e

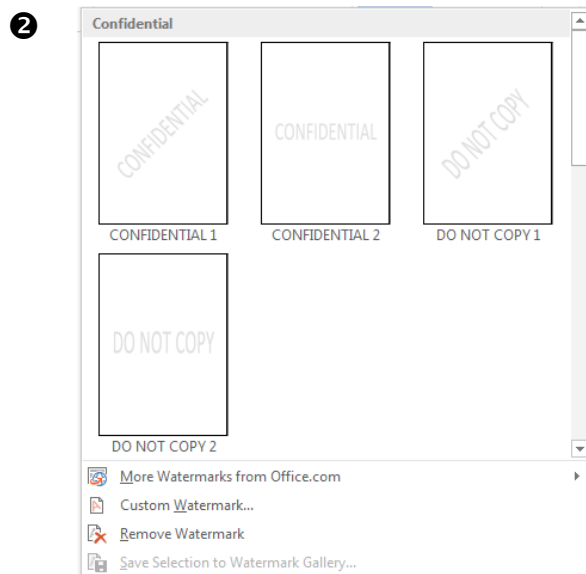
inserts the symbol è.

Creating a watermark

Go to the Design ribbon / Page Background group and click the Watermark button.

Select a preset watermark option or select Custom Watermark to create your own.

If creating your own watermark, select Custom Water / Text watermark, enter your text and click OK.





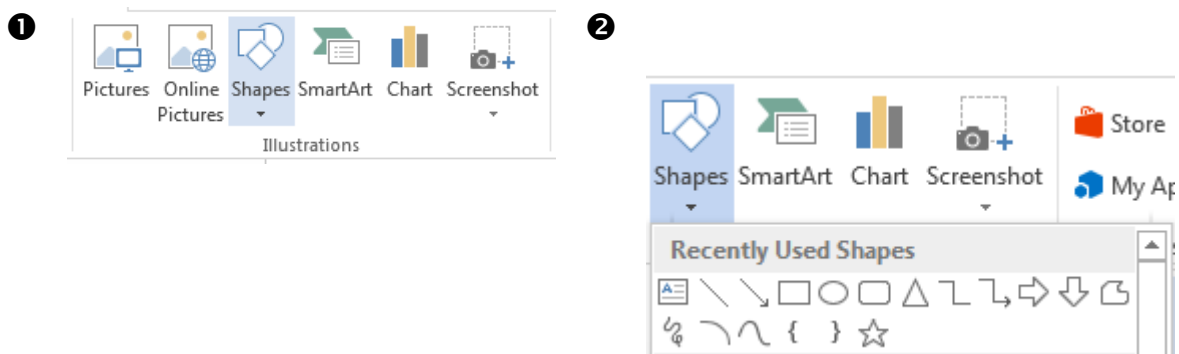
To remove a watermark select Design, Watermark, Remove Watermark.

Creating shapes

Go to Insert/Illustrations group and click Shapes.

Select the shape you wish to create.

Move your mouse onto the page, click and drag diagonally to create the shape.



Creating borders

Go to Home/Paragraph group and click the dropdown arrow to the right of the Borders button.

Select the Borders and Shading option at the end of the list.

Use the Border tab to apply a border to a paragraph; or the Page Border tab to apply a border to a page.

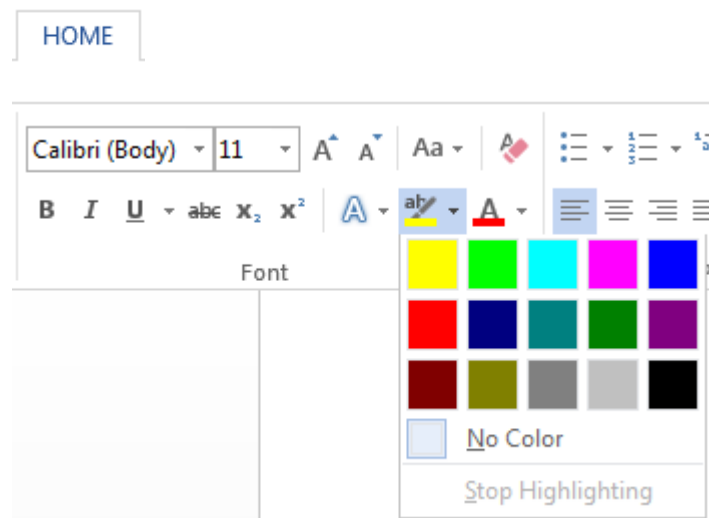


Text shading

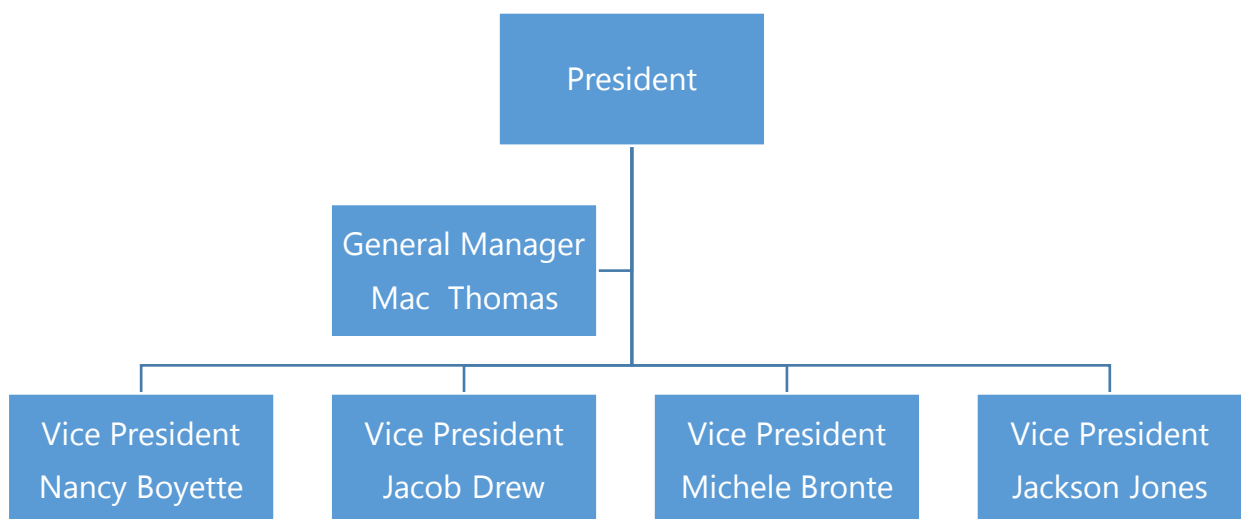
Select the text to be shaded/highlighted.

Go to Home/Font group and click the dropdown arrow to the right of the Text Highlight Color button.

Select a colour to apply to text.



Zenith Garments Organization Chart



Unit 7 Templates

In this unit you will learn to:

Use a template to create a document

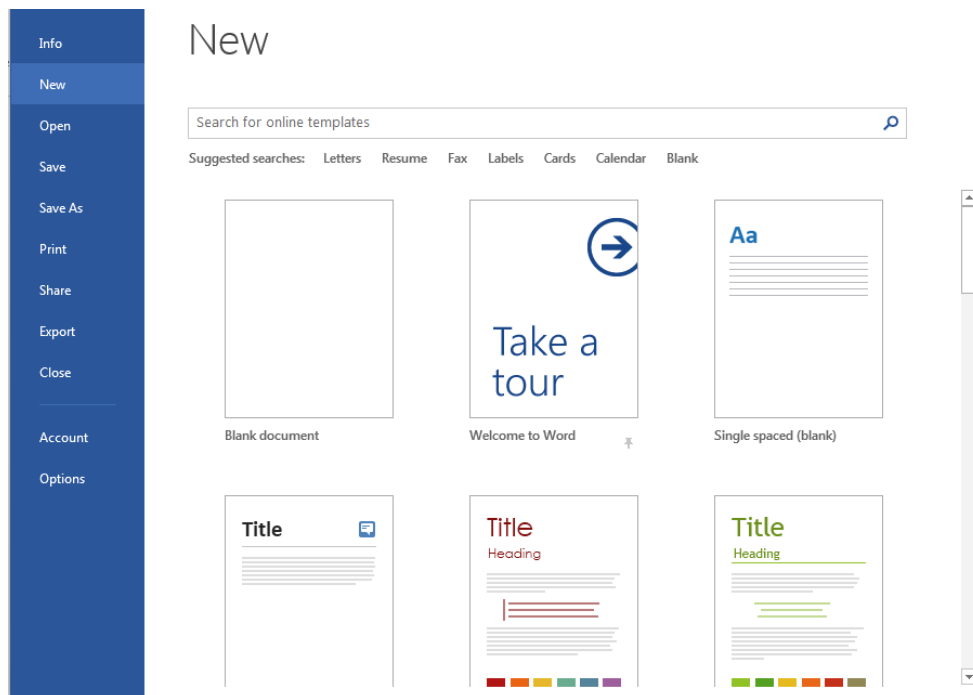
Create a template

Using an in-built template

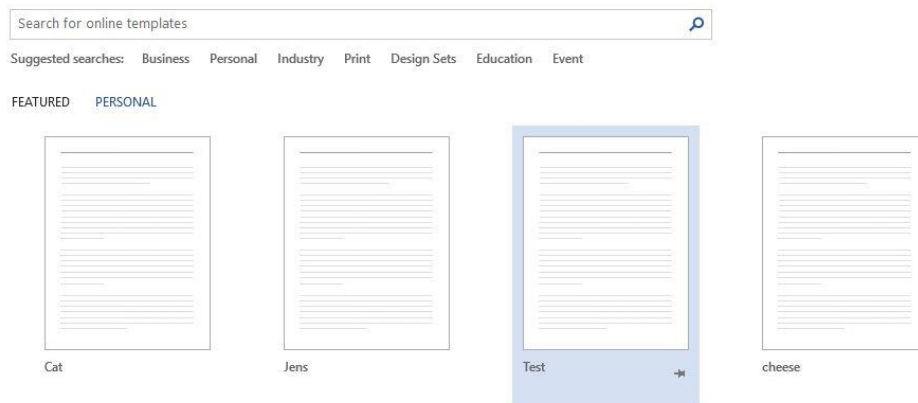
Go to File and select New

Click Personal.

Select a template and click the Create button.



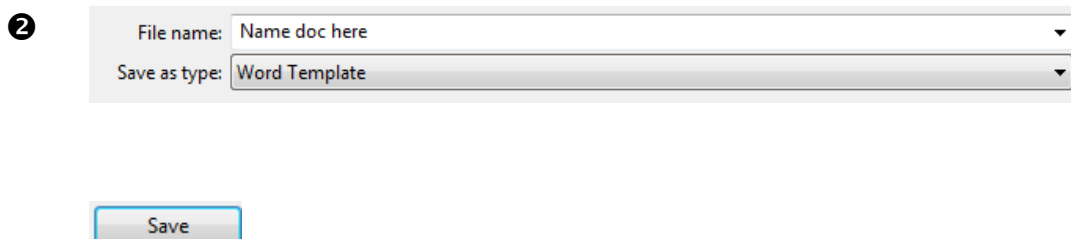
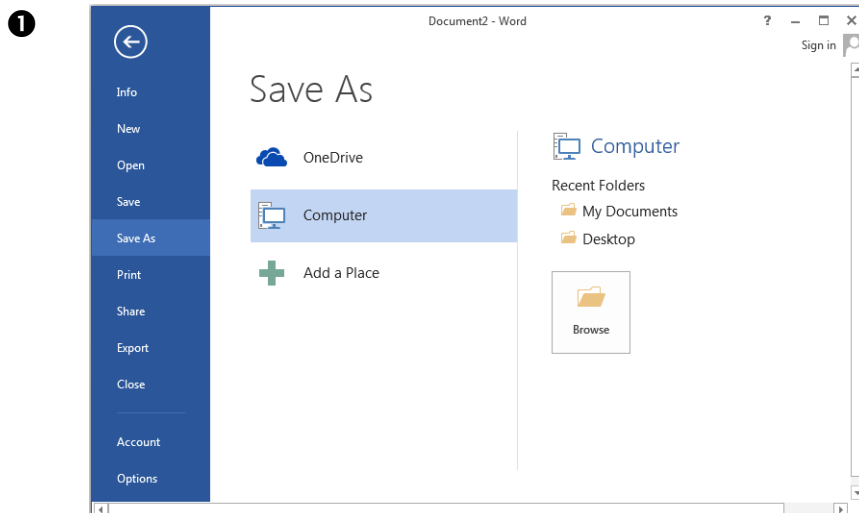
New



Creating a custom template

Click the Office Button button and select Save As, then Word Template.

Check the Save as type box and change to .dot if necessary, enter a filename and Save.



Notes:

A .dotx file is a Word 2007/2010 template. Users of Office 2003 or XP will not be able to open this type of file properly unless a compatibility pack has been downloaded from the Microsoft web site and installed on their computer. If the template needs to be opened on computers using Office 2003 or XP use the .dot file format when saving the template.

The default location for saving template file a local folder called Templates. If others need to use the template, consider changing the Save in: location to a folder on a network drive.

Modifying a custom template

Go to the File Tab and select Open.

Navigate to and select the template file, and click Open.

Make the desired changes to the template and click the Save button on the Quick Access Toolbar.

Alternatively the current template file can be modified and then overwritten as follows:

Create a new document from the template file (as outlined in 'Creating a document from a custom template' above).

Make the desired changes in the new document, then go to the Office button, select Save As then Word template.

Navigate to where the template is currently saved, and click on the template file to select it.

Click Save and overwrite the current template file with the updated version.

E&OE

STL Training reserves the right to revise this publication and make changes from time to time in its content without notice.

Quick reference: Word shortcut keys

Command	Keystroke
Bold	Ctrl+B
Close	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Exit Word	Alt+F4
Font	Ctrl+D
Font grow/shrink 1 pt.	Ctrl+] or [
Help	F1
Hyperlink	Ctrl+K
Italics	Ctrl+I
Justify—Center	Ctrl+E
Justify—Full	Ctrl+J
Justify—Left	Ctrl+L
Justify—Right	Ctrl+R
Line-spacing 1	Ctrl+1
Line-spacing 1.5	Ctrl+5
Line-spacing 2	Ctrl+2
List Bullet	Ctrl+Shift+L
New document	Ctrl+N
Open a document	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Print Preview	Ctrl+Alt+I
Repeat/Redo	Ctrl+Y
Underline	Ctrl+U
Underline—double	Ctrl+Shift+D
Save	Ctrl+S
Select All	Ctrl+A
Spelling and Grammar check	F7
Table—to column bottom	Alt+PgDn
Table—to column top	Alt+PgUp
Table—to row beginning	Alt+Home
Table—to row end	Alt+End
Undo	Ctrl+Z