

# Word 2007 Intermediate Reference



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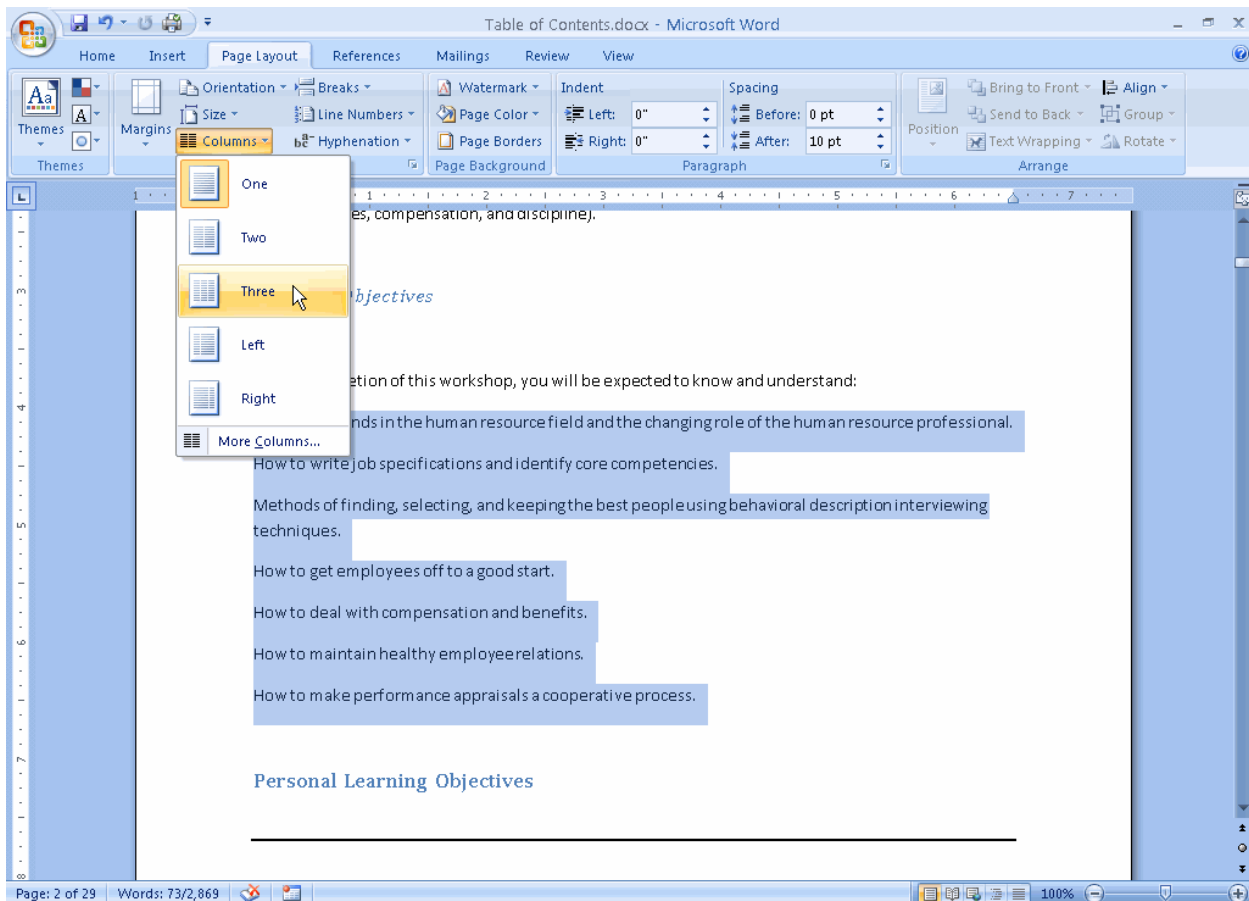
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## Working with sections and columns

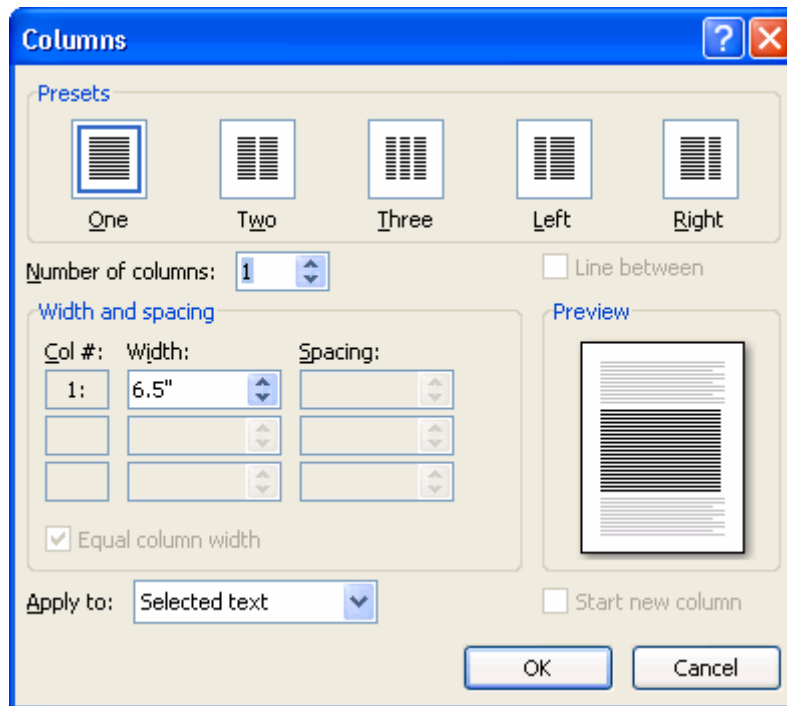
As you know, Word automatically goes to a new line when you reach the end of the current one, and it creates a new page when you reach the end of the current one. However, you have the ability to manually insert line and page breaks. You can also create a section break, which splits your documents into sections. (This comes in handy when formatting.) We'll take a look at all these types of breaks, and we'll look at separating text into columns.

### Using Columns

Microsoft Word has the ability to divide your text into columns. To do this, first select the text that you want to format. Then, click the Page Layout ribbon. Next, click the Columns button and choose how many columns you want.

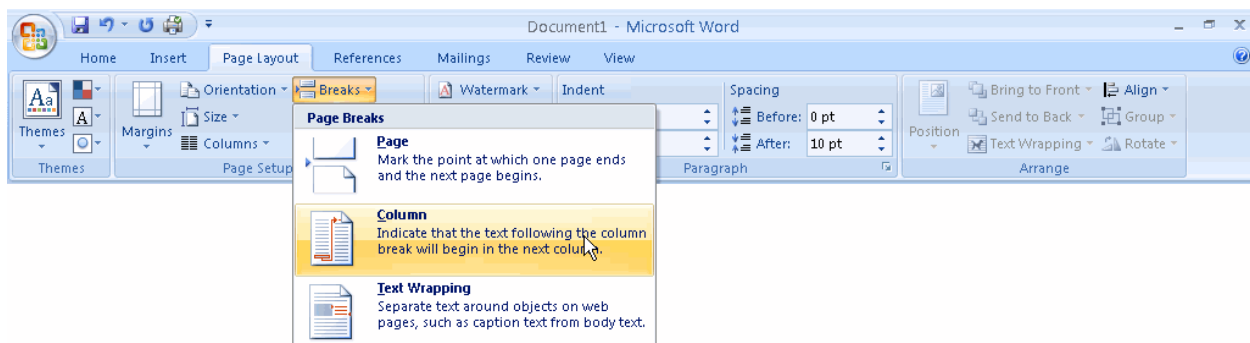


If you don't like the preset choices, you can click the More Columns button.



Here, you can set the number of columns (up to 45!) and the width and spacing for each. Once you're done, click OK to apply the changes.

After you have inserted columns, Word will automatically break the text. However, you can also use the Breaks menu on the Page Layout ribbon to manually control where text is placed in the columns.



## Inserting a Line Break

Usually, you should let Word decide where it starts a new line. However, there will be times (particularly when typing in a text box or a table) when you want to start a new line without creating a new paragraph. To do this, press Shift and Enter.

The difference is easier to see when we have formatting marks turned on. You can see the automatic paragraph break at the end of the second line (which happened when I pressed Enter) and a manual line break at the end of the third line.

This paragraph will have a paragraph symbol at the end of it. This means that I pressed Enter. Note how there are only spaces at the end of the first line, meaning I let Word control the line break ¶

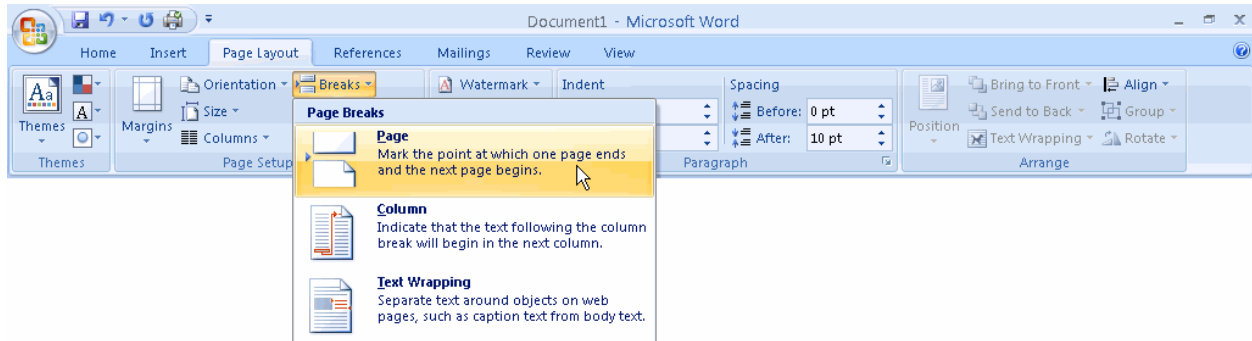
For this line, I inserted a line break right here ↵

This text starts on a new line. Note too how there is no space between these two lines. This is because there is no paragraph mark. ¶

To remove a line break, just backspace over it. Even if you can't see the special characters, Word will remove the break.

## Inserting a Page Break

There are two ways to indicate the end of a page. The first is by pressing Ctrl and Enter. You can also click to place your cursor where you want the break, click the Page Layout ribbon, click the Breaks menu, and click Page.



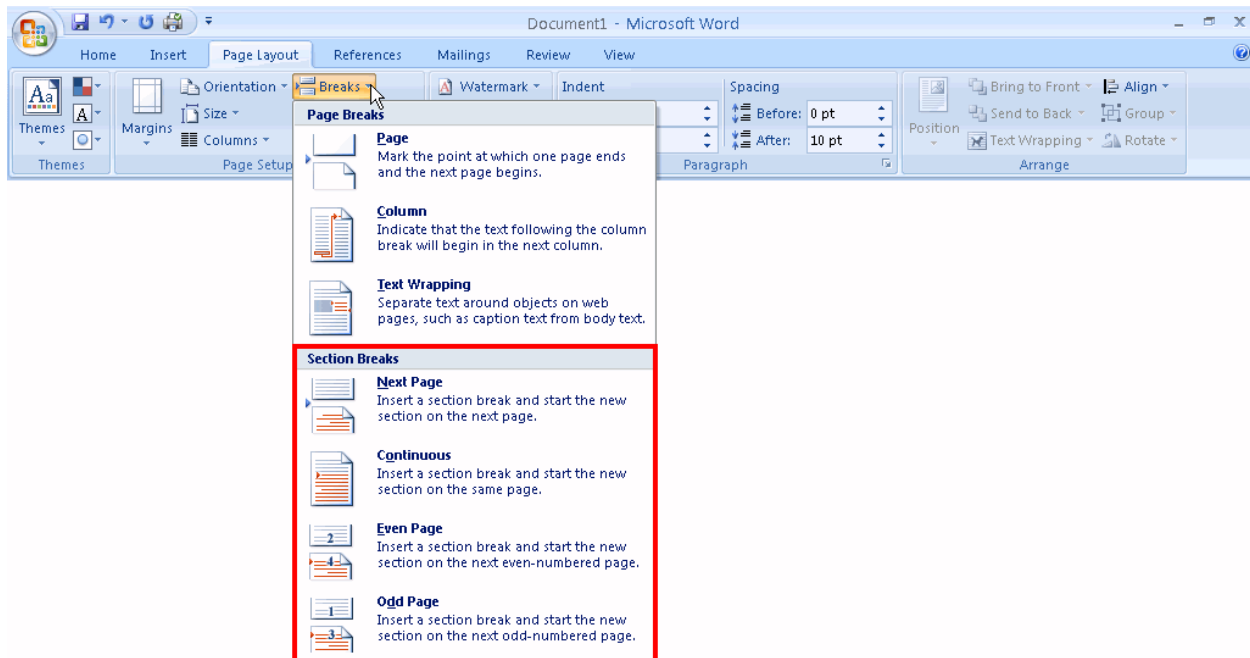
If you later want to remove a page break, place your cursor at the new page and press Backspace to remove the break.



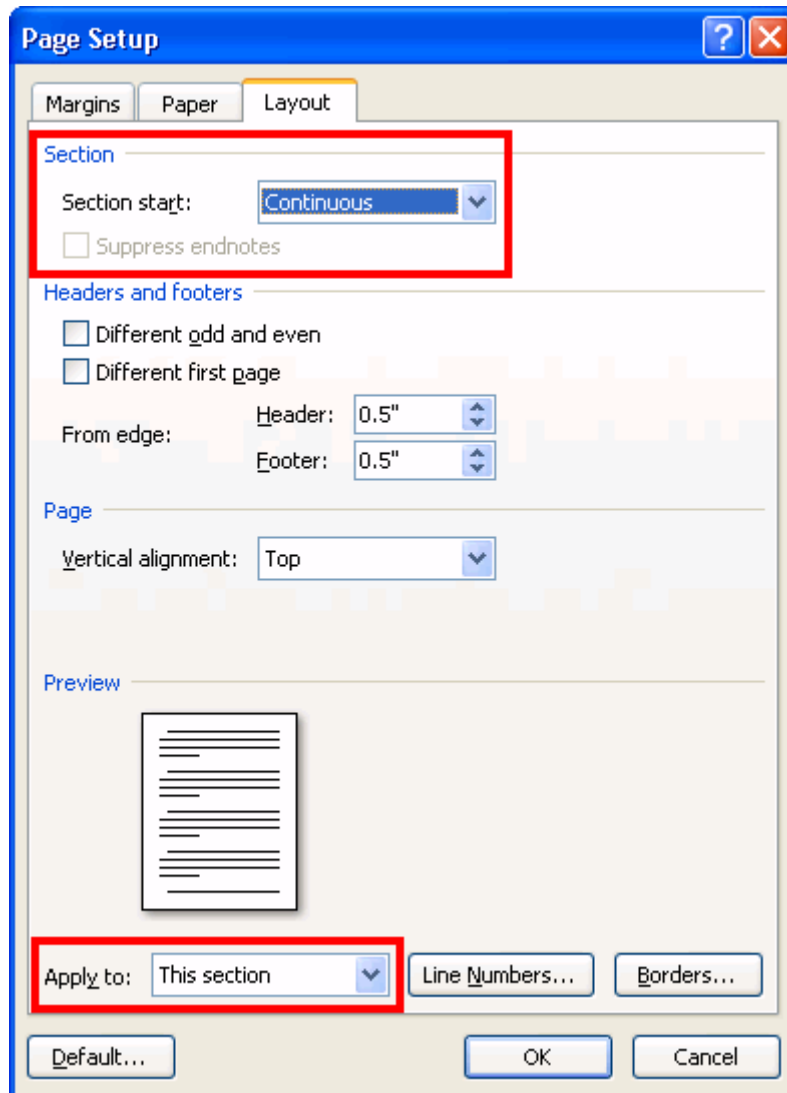
## Inserting a Section Break

If you often create long, complicated documents, you'll probably find that section breaks will come in handy. Section breaks let you divide your document into sections, allowing you to apply different headers and footers and formatting per section.

To insert a section break, click to place your cursor where you want the break to appear. Then, click the Page Layout ribbon, click the Break menu, and choose what kind of section break you want to create. (Note that each command has a description of what it will do.)



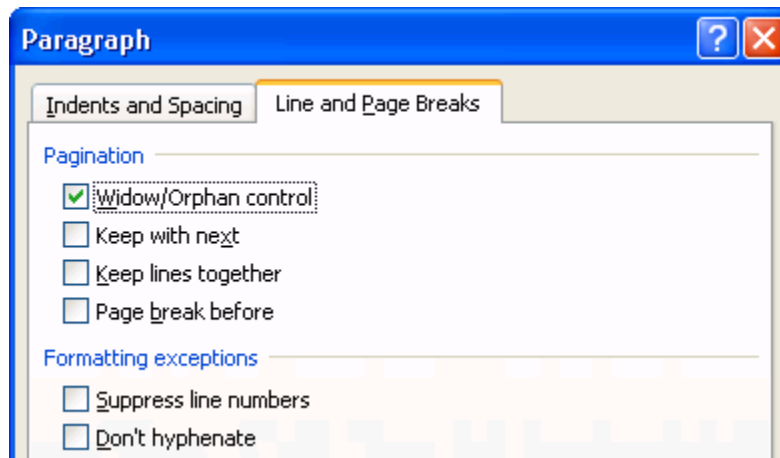
If you later decide to change the type of break, open the Page Setup dialogue and click the Layout tab.



Using the menu at the top of the dialogue, you can choose to change the type of break. Note that each tab in the dialogue has an Apply To menu, where you can choose to apply your settings just to this section.

## Setting Page and Line Break Options

There are some options you can set for page and line breaks. To access these options, open the Paragraph dialogue and click the Line and Page Breaks tab.

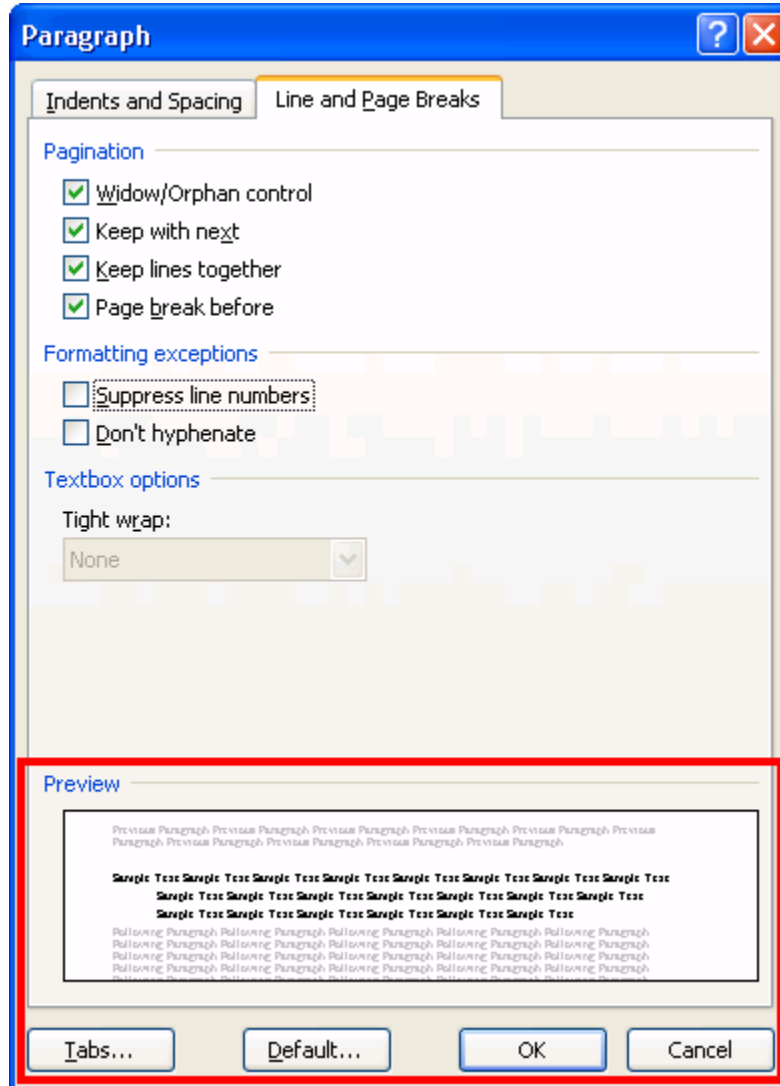


The first set of options deals with pagination. Let's look at each checkbox individually.

- |                             |   |
|-----------------------------|---|
| <b>Widow/Orphan control</b> | This will keep your paragraphs together, so one line isn't stranded at the top or bottom of a page. This is turned on by default. |
| <b>Keep with next</b>       | Keeps paragraphs of the same style on the same page.  |
| <b>Keep lines together</b>  | Keeps all lines in a paragraph on the same page.  |
| <b>Page break before</b>    | Inserts a page break before paragraphs with this style  |

The next two options deal with more specific paragraph formatting. "Suppress line numbers" will skip line numbers for this section, while "Don't hyphenate" tells Word not to hyphenate paragraphs or words in this section. (These commands will only be effective if line numbering or automatic hyphenation have been turned on.)

You can see a preview of all settings in the Paragraph in the bottom portion of the window. You can also click the Tabs button to open the Tabs dialogue box, click Default to apply these settings to future documents, click OK to save your changes, or click Cancel to exit without saving your changes.

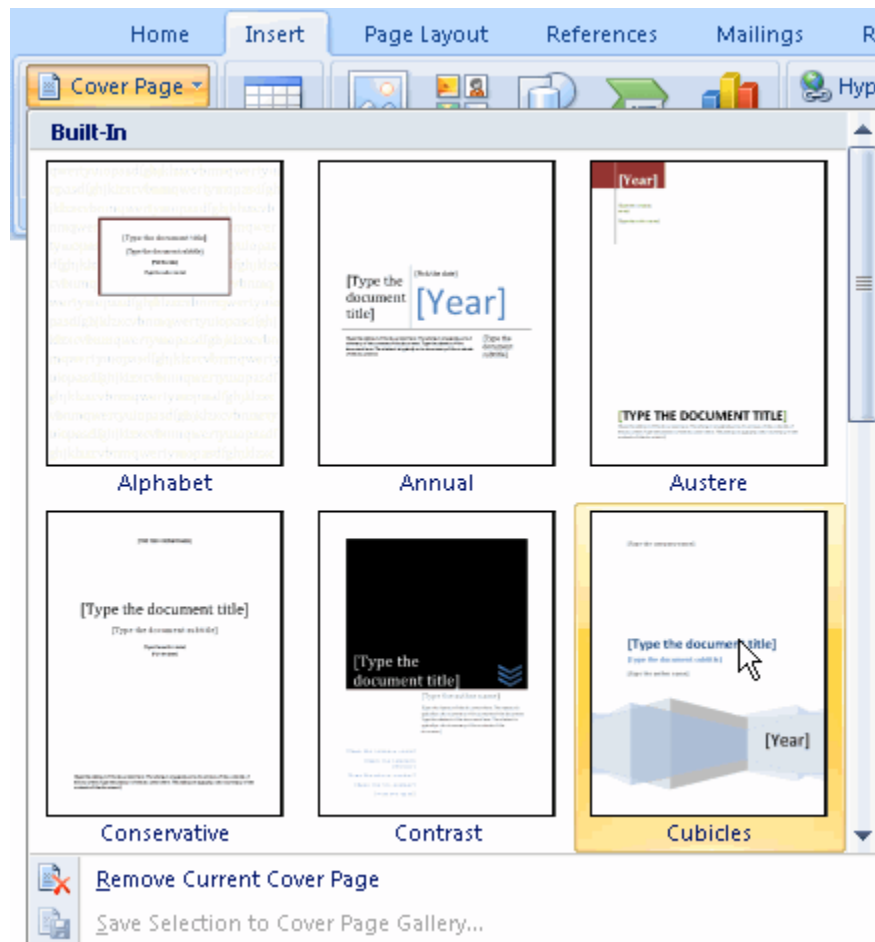


## Working with Pages

Our next topic is pages. We will learn how to insert a blank page and a cover page. We'll also learn how to set page backgrounds, add page borders, and change a page's color.

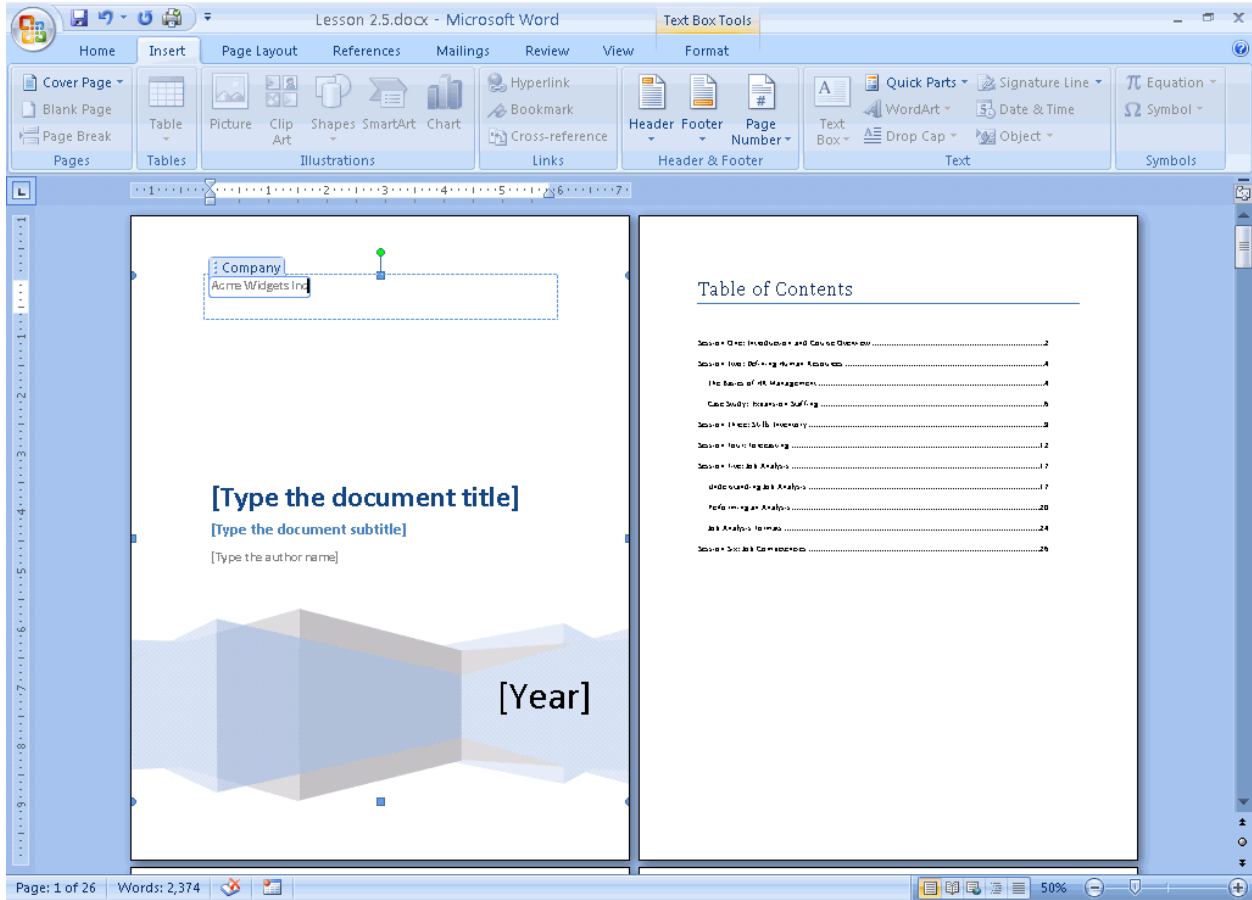
### Adding a Cover Page

Cover pages are an exciting new addition to Microsoft Office Word 2007. To add a cover page, simply click the Insert ribbon, click Cover Page, and choose a style.

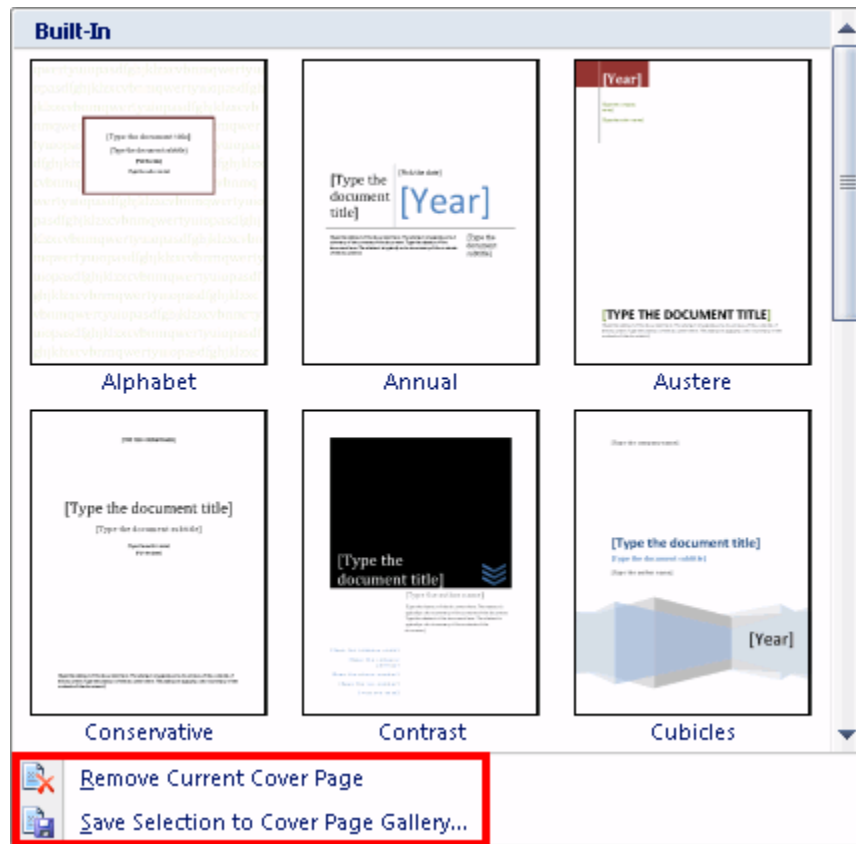


The page will then be added to the beginning of your document. All you have to do is add the information in the fields. Of course, you can add any other elements (such as your own graphics) if you like, too.

## Word 2007 Intermediate Reference

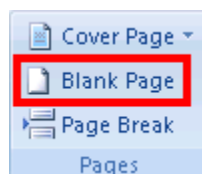


If you have put the time in to create a cover page that you really like, you can select the cover page and choose to save your selection to the Cover Page Gallery for future use. You can also remove the current cover page with this menu.



## Creating a Blank Page

In the last lesson, we learned how to insert page breaks to separate pages. There is also an easy way to create a blank page: you will find the Blank Page command on the Pages chunk of the Insert ribbon.



Simply click to place your cursor where you want the page to appear, and then click the Blank Page command.

## Creating Tables

---

Although Word is primarily a word processing program, it does have some ability to manage numerical data. (Tables can also be very useful for organizing data, long documents, complex pages, and lists.) In this lesson, we'll learn how to create different kinds of tables, select tables and their parts, and insert and delete tables and their parts.

### Anatomy of a Table

A table has rows (which go horizontally), columns (which go vertically), and cells (which are each small box). Here's an example:

**Sales per Category and Person**

	Widgets	Hammers	Nails (pkgs of 10)
Sue	6,879	5,748	1,741
Tom	2,874	7,014	6,440
Mary	3,012	1,230	1,586
Joe	2,250	2,856	1,144
Bob	10,874	9,547	5,747

This table was created right within a Word document. In the first column, we can see each employee's name. Our next three columns contain the numbers of widgets, hammers, and packages of nails sold.

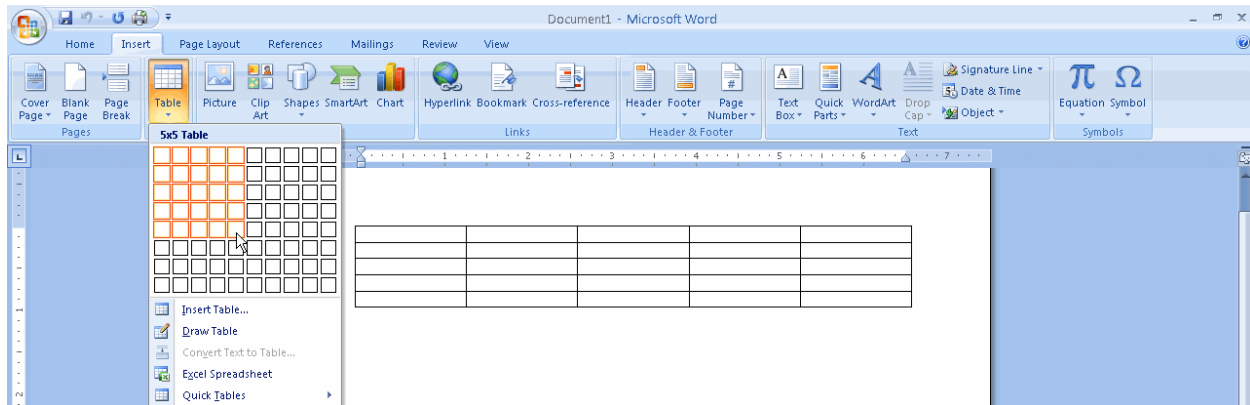
If we look at the table's rows, we see a different picture of data. The second row shows how many widgets, hammers, and packages of nails Sue sold. The third row shows how many of each item Tom sold, and so on.

One great thing about tables is that you can use Word's features while you're typing in them. The commands for alignment, spacing, fonts, effects, and borders all remain the same. You can also check your spelling and grammar, use research tools, and change views.

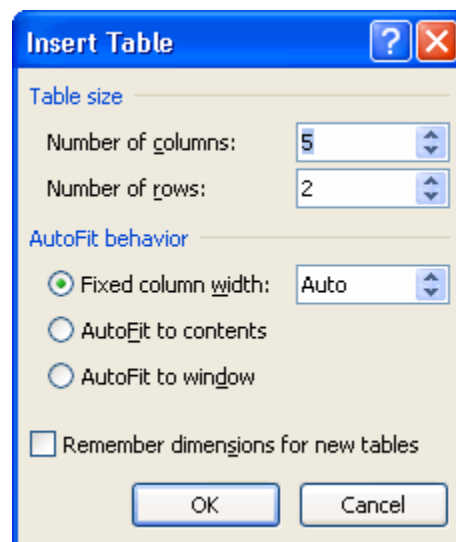


## Inserting a Table

To add a table to your document, click the Insert ribbon, click Tables, and drag your mouse to indicate what size of table you want. Once you've highlighted the proper number of squares, click to insert the table. Notice that a preview of the table is shown in the document.



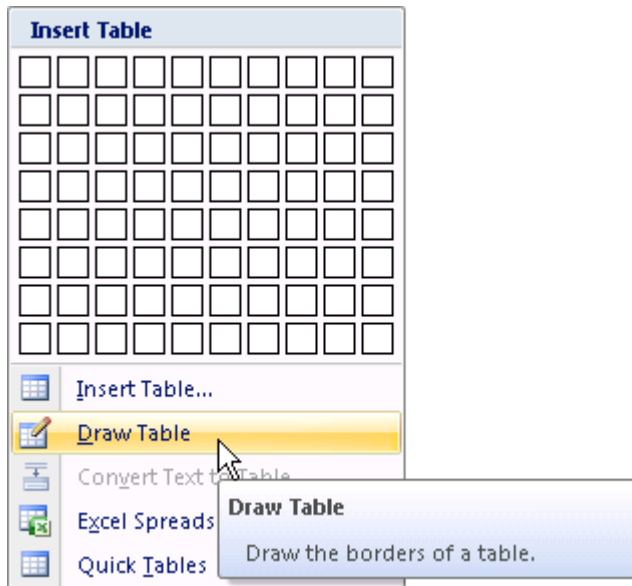
You can also click the Insert Table command to specify a particular number of rows and columns.



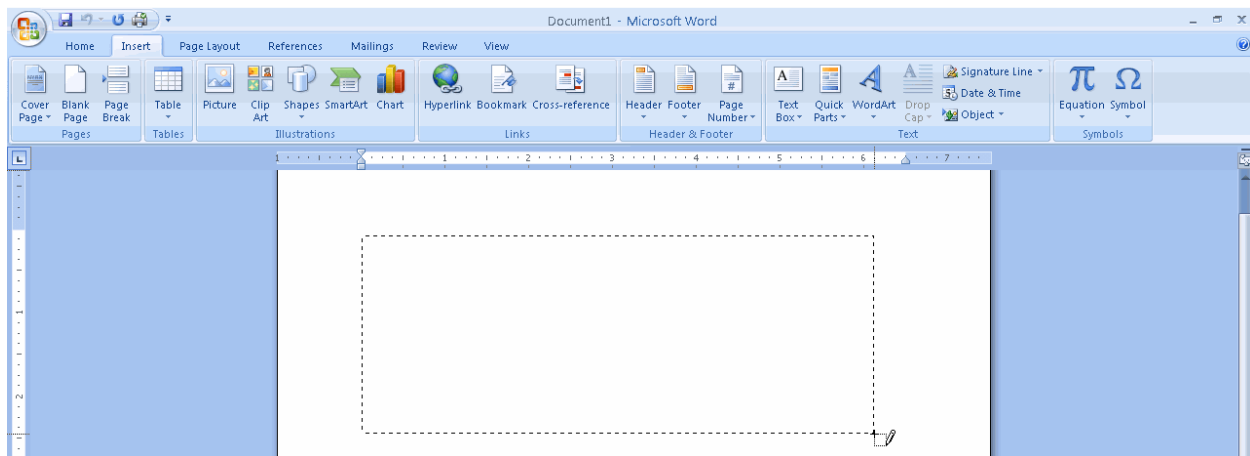
Once you have entered your settings, click OK for the table to be created.

## Drawing a Table

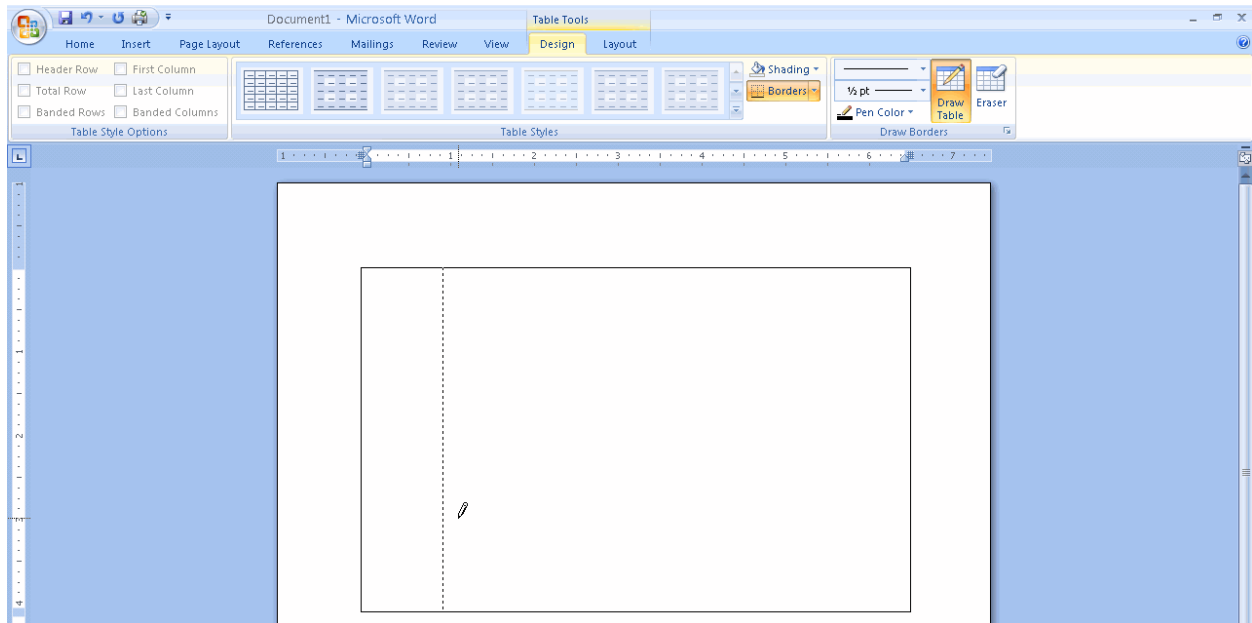
The third option on the Table menu is Draw Table.



Once you click this command, your cursor will turn into a pencil. You can now click and drag to create the outside borders of the table.



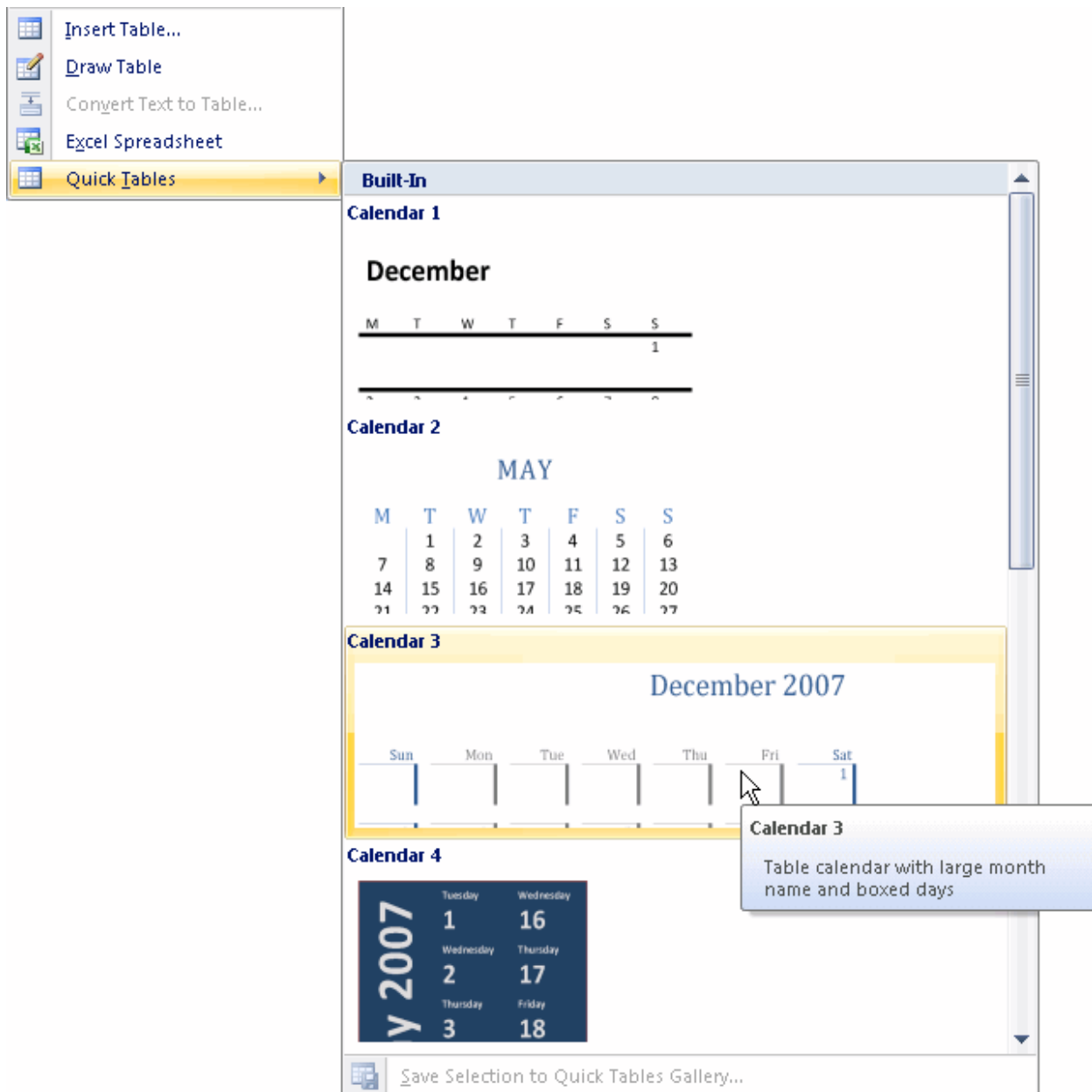
Then, click and drag to create rows and columns.



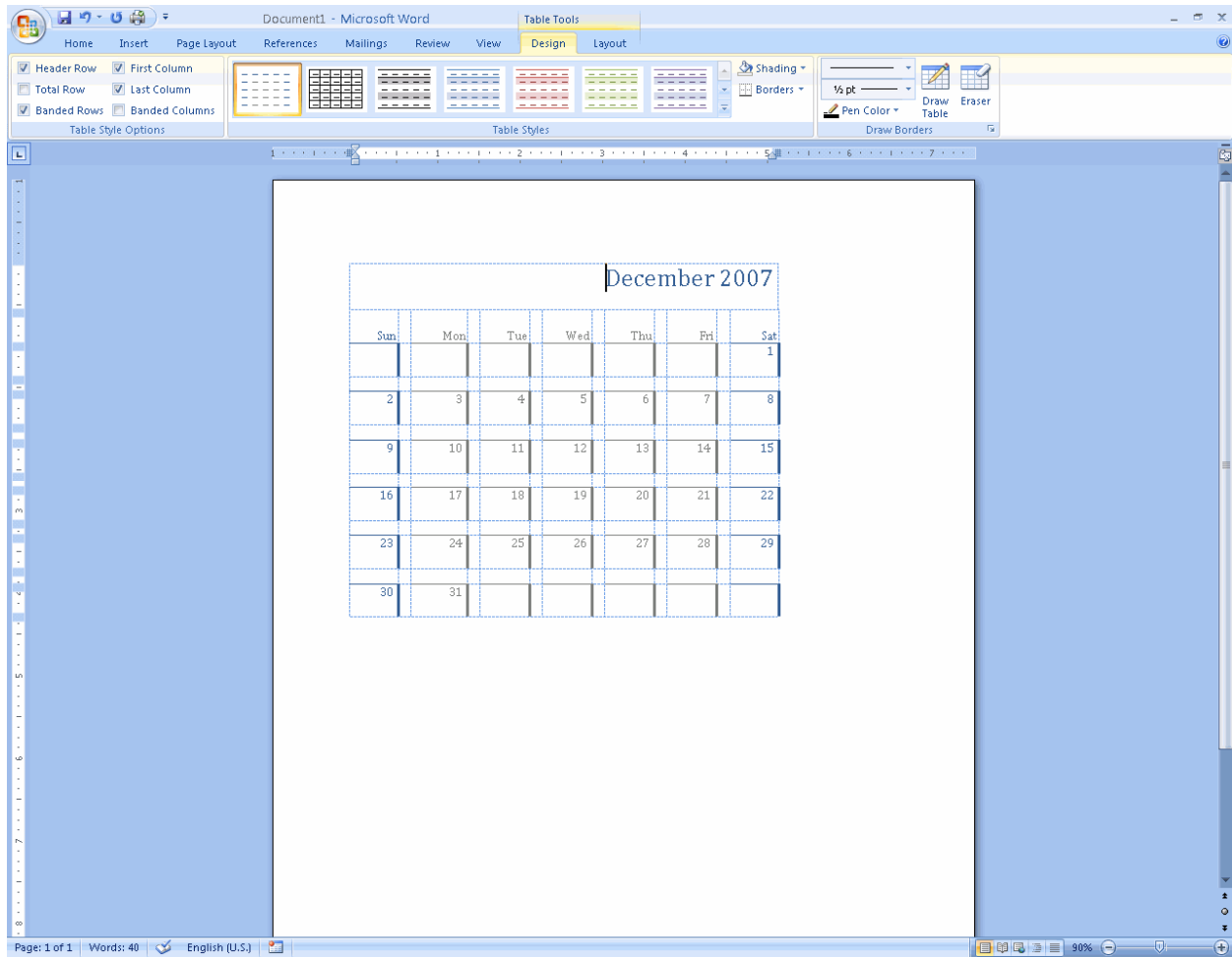
You can now type inside the table as if it were created using the Insert commands.

## Using Quick Tables

Microsoft Office Word 2007 also has a number of pre-designed tables that you can use. To add one of these tables to your document, hover over the Quick Tables item on the Tables menu, and then click the table that you want. Note that there are scroll arrows so that you can see all available tables.



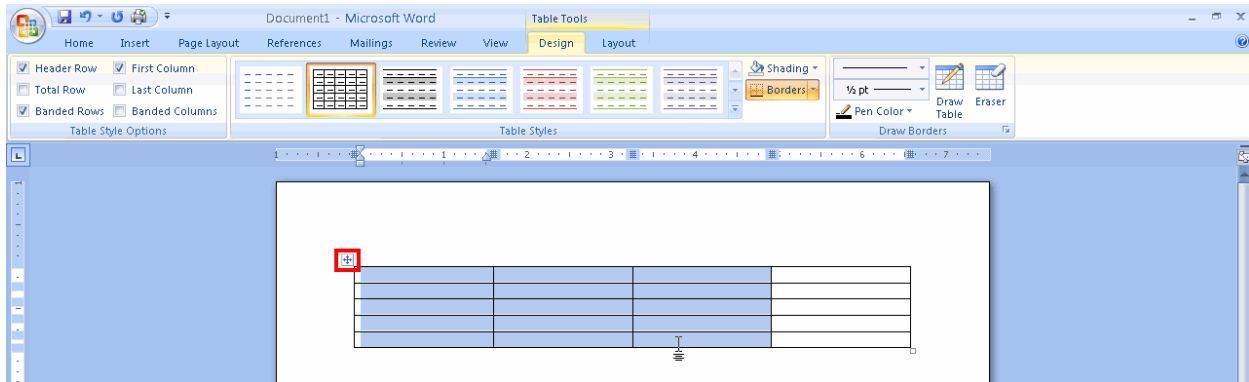
Once you click the table, it will be inserted into your document, ready to customize.



## Selecting Cells, Columns, or Rows

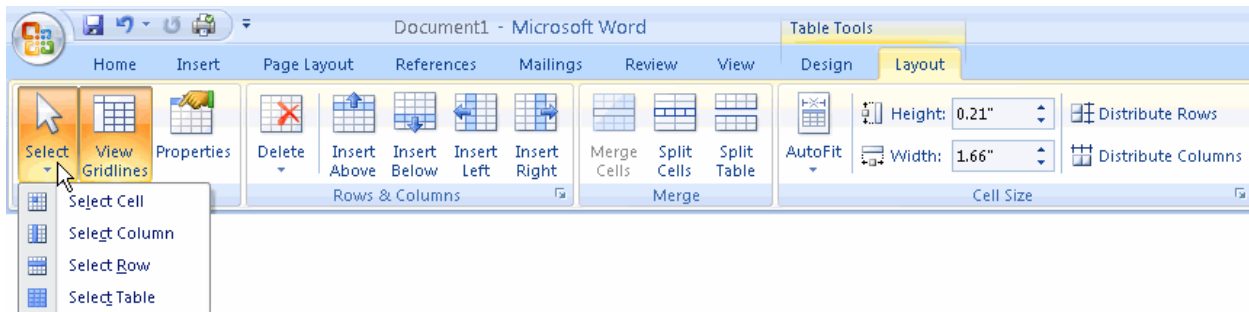
Just as if you were working with text, selecting a table or part of it is essential. It will help you format, edit, and customize your table.

Like text, you can click and drag to select a table or part of it.



You can also click the small crosshair icon (circled in red in the image above) to select the whole table.

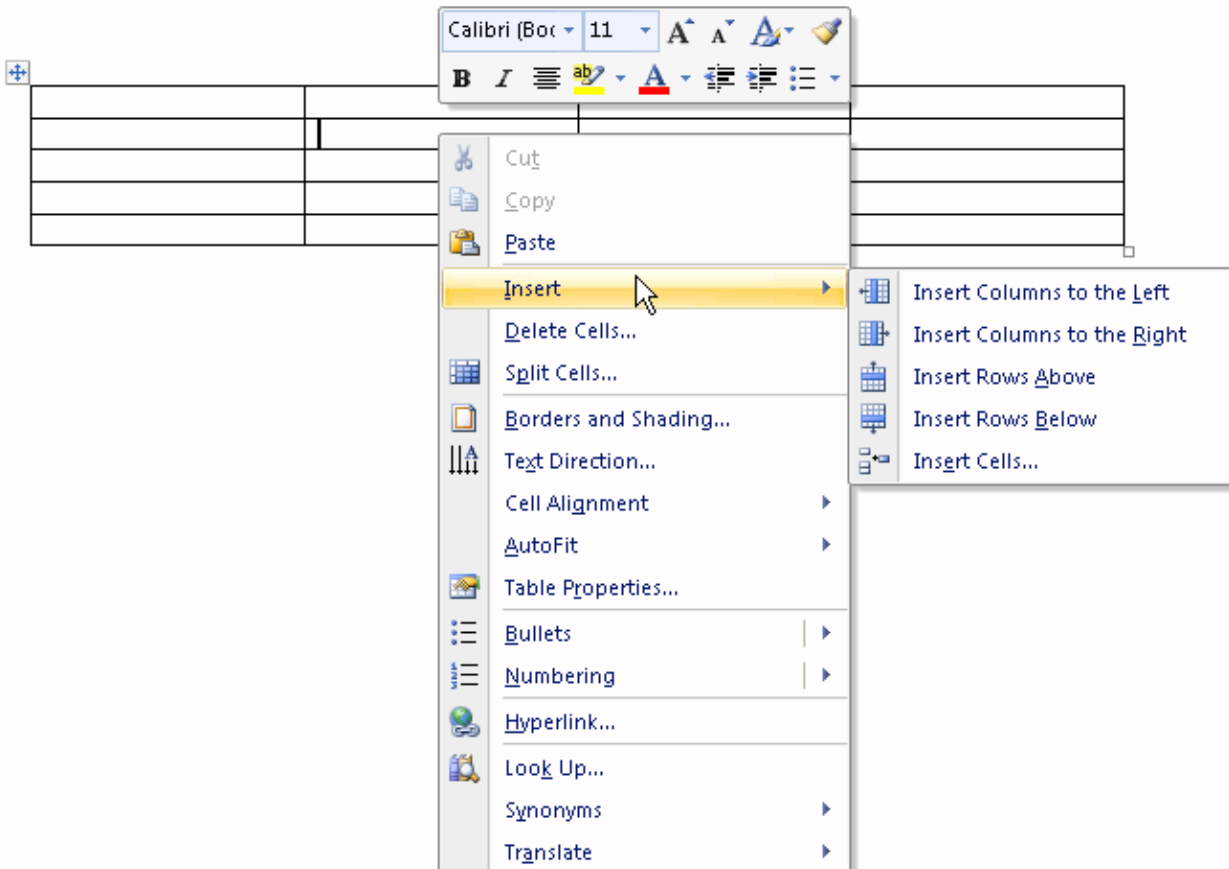
You can also use the Table Tools Layout ribbon to select items.



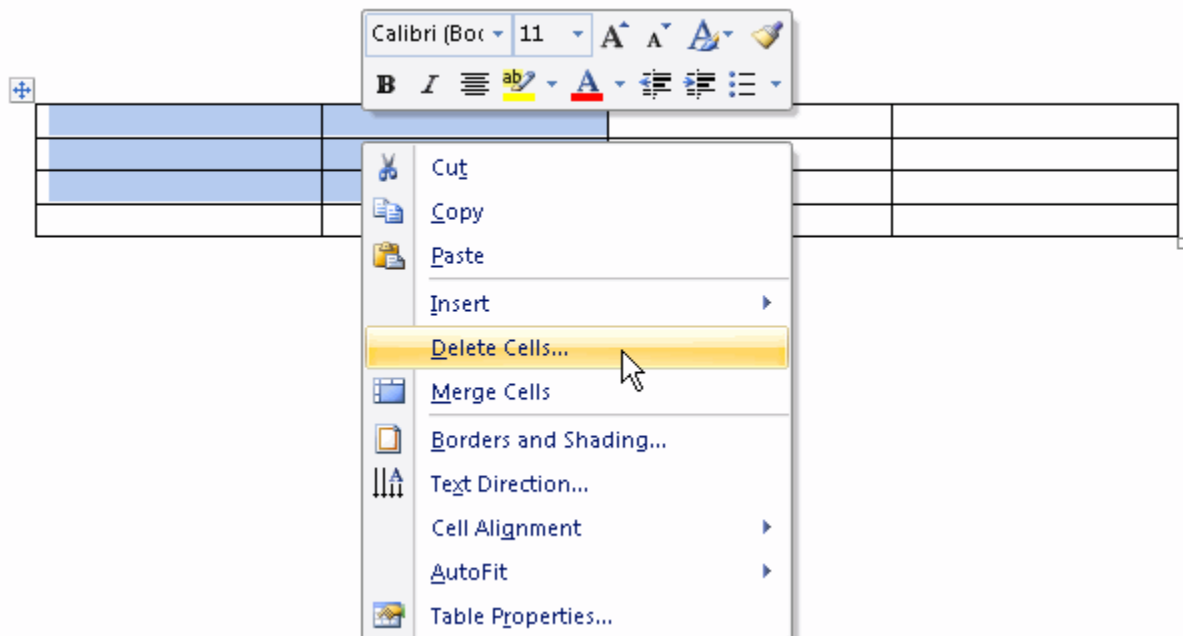
Clicking any of these commands will select the current cell, column, row, or table.

## Inserting and Deleting Rows and Columns

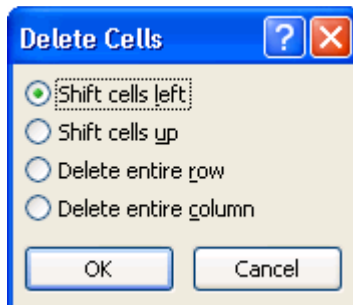
If you need to add or remove a row or column, it's easy! To add a row or column, first click to place your cursor inside the table at the location that you want the new row or column to appear. Then, right-click, choose Insert, and click the appropriate option.



If you want to delete cells, there are a few ways that you can do it. First, select the row or column that you want to delete. Then, you can press the Delete key on your keyboard, or you can right-click the area and click Delete Cells. (If you have selected entire rows or entire columns, the option will read Delete Rows or Delete Columns.)



With either command, you may be prompted to confirm the deletion.



You can choose to shift current cells left or up, or you can choose to delete the row or column. Once you click OK, the action will be performed.



## Editing Tables

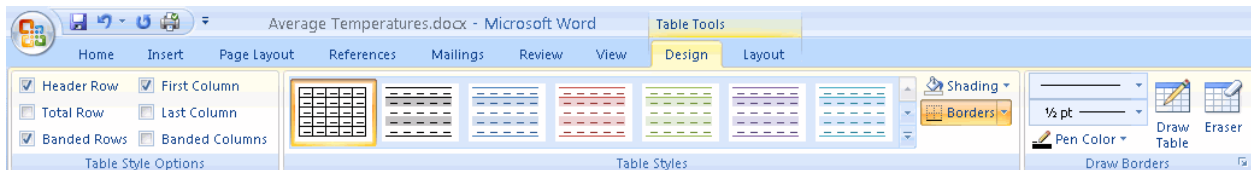
Now that we know how to create a basic table and how to perform some basic editing functions, it's time to learn how to do a little more with tables. In this lesson, we'll look at the two Table Tools ribbons; how to move and resize a table; and how to merge, split, and resize rows and columns.

### Average Temperatures (F)

	North		South		
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

### Using the Table Tools Design Ribbon

When your cursor is in a table, or when a table is selected, you will see two contextual ribbons appear. The first is the Table Tools Design ribbon.



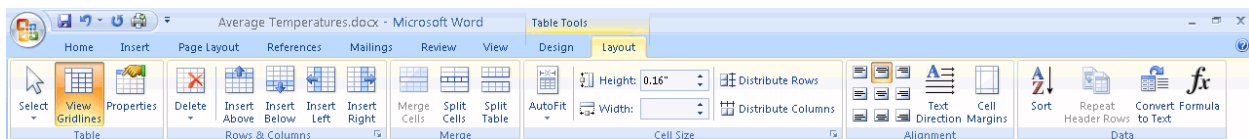
Let's take a look at the various commands.

<b>Table Style Options</b>	Header Row	If checked, the first row will be formatted differently from other rows.
	Total Row	If checked, the last (total) row will be formatted differently from other rows.
	Banded Rows	If checked, odd and even rows will be formatted differently.
	First Column	If checked, the first column will be formatted differently from other columns.

	Last Column	If checked, the last column will be formatted differently from other columns.
	Banded Columns	If checked, odd and even columns will be formatted differently.
<b>Table Styles</b>	Gallery	Click a style to apply it, or click the arrows to see more. (Styles available will depend on the current theme.)
	Shading	Choose a type of shading for the table.
	Borders	Choose borders for the table.
<b>Draw Borders</b>	Line menu	Choose a line style for the pen.
	Weight menu	Choose a line weight for the pen.
	Pen Color	Choose the pen color.
	Draw Table	Allows you to add rows or columns, or paint current rows and columns with the line, weight, and color specified for the pen.
	Eraser	Erase rows and columns.

## Using the Table Tools Layout Ribbon

The other contextual ribbon is the Layout ribbon.



Here's a quick overview of its commands.

<b>Table</b>	Select	Use this menu to select part or all of a table.
	View Gridlines	Toggle gridlines on or off.
	Properties	Opens the Table Properties dialogue.
<b>Rows and Columns</b>	Delete	Click this button to see a menu of deletion

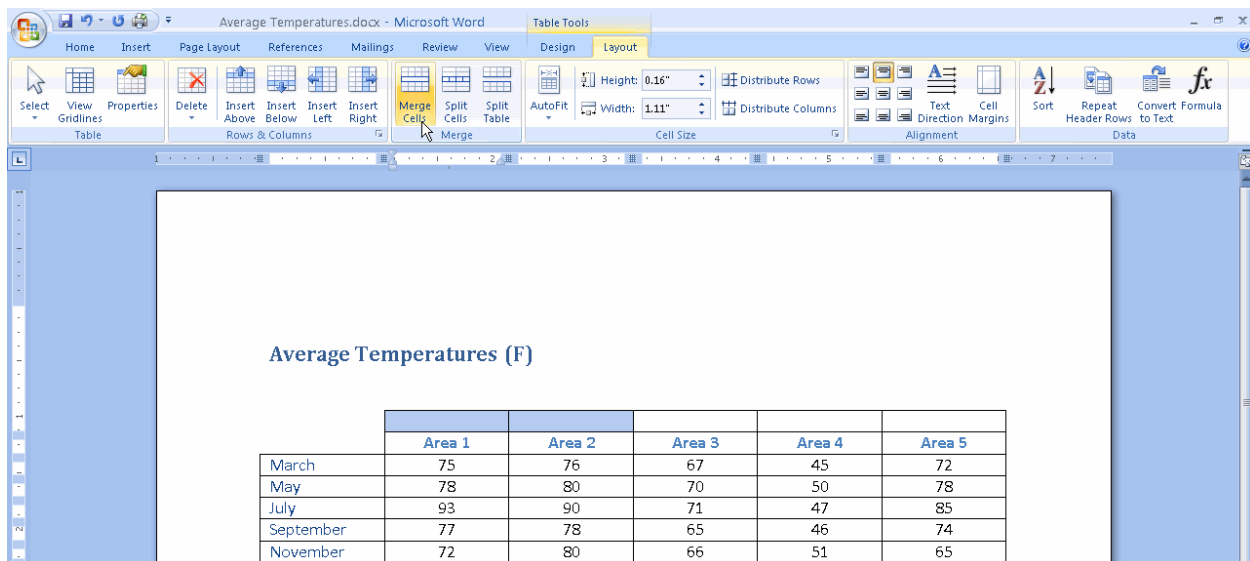
		options.
	Insert Above	Insert a row above the current cursor position.
	Insert Below	Insert a row below the current cursor position.
	Insert Left	Insert a column to the left of the current cursor position.
	Insert Right	Insert a column to the right of the current cursor position.
<b>Merge</b>	Merge Cells	Merge the selected cells into one cell.
	Split Cells	Split the selected cell into multiple cells.
	Split Table	Split the table into parts.
<b>Cell Size</b>	AutoFit	Ask Word to automatically size the column or table to its text, the window, or a fixed width.
	Height	Set the height of the current item.
	Width	Set the width of the current item.
	Distribute Rows	Make all rows the same size.
	Distribute Columns	Make all columns the same size.
<b>Alignment</b>	Toggle Buttons	Align the text in the current cell(s).
	Text Direction	Toggles between vertical and horizontal text.
	Cell Margins	Set the amount of white space between the cell borders and the text.
<b>Data</b>	Sort	Sort table data.
	Repeat Header Rows	Repeat header rows on every page.
	Convert to Text	Convert the current table to a text list.
	Formula	Insert a formula into the current cell.

## Merging and Splitting Cells

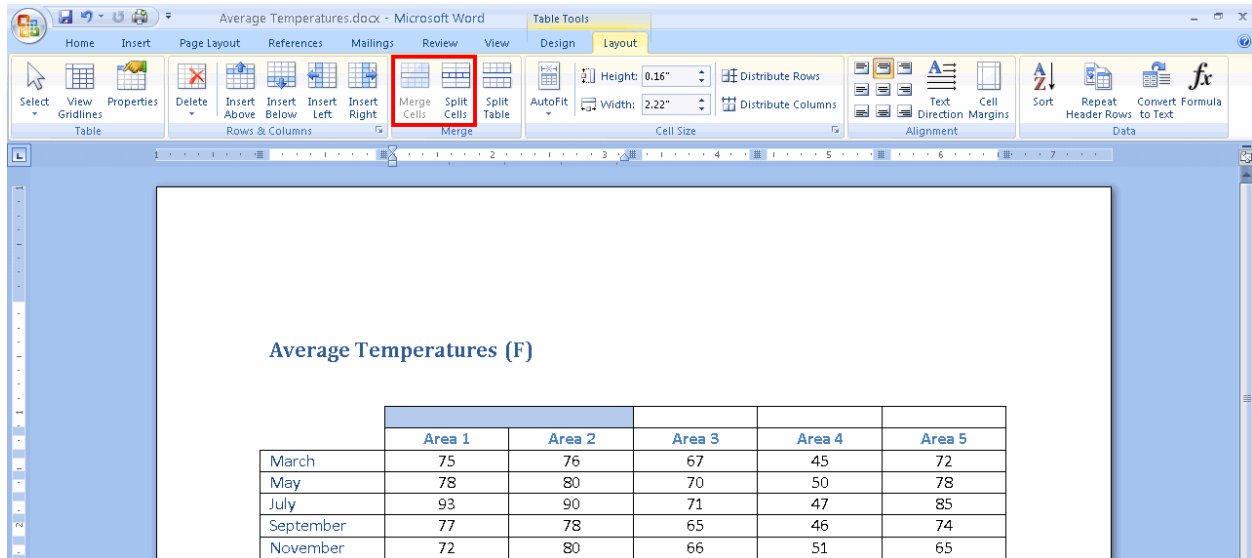
Merging cells is the process of making many cells into one. Take a look at this sample table.

	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

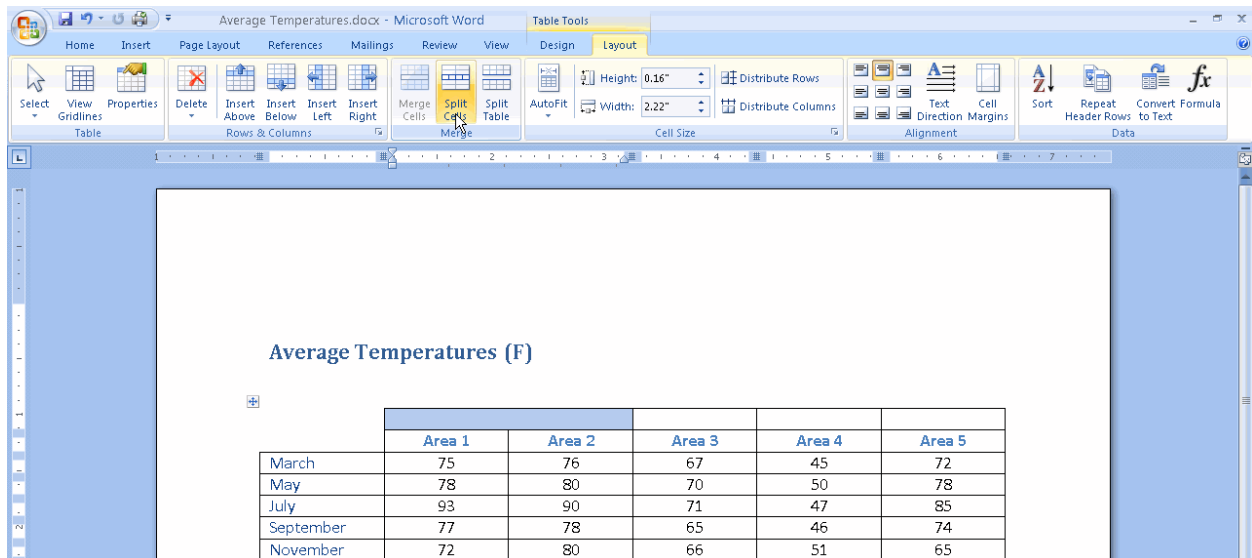
Here we have temperature data for five areas. The first two areas belong to a northern region, and the next three areas belong to a southern region. Rather than typing the region label in each cell, we can merge cells and type the data once. To start, let's select the two cells for the northern region. Then, we'll click the Table Tools Layout ribbon and click Merge Cells.



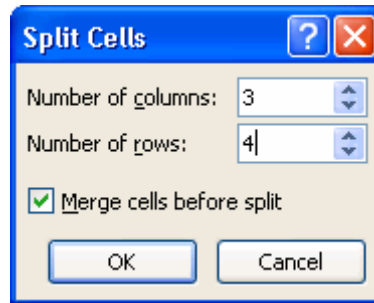
Now the two cells are one. Also note how the Merge command is unavailable (since we only have one cell selected), but the Split command is still available.



If we change our mind, we can select the merged cell (or in any cell, for that matter), and click Split Cells.



You will then be prompted to choose how many columns and rows the split area will have. Note the “Merge cells before split” box. This box should be checked to ensure that you get the expected results.



With these settings, we will create a mini-table inside the selected cell. Note how the adjacent cells have expanded too.

	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Area 5</b>
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

## Resizing Cells, Columns, or Rows

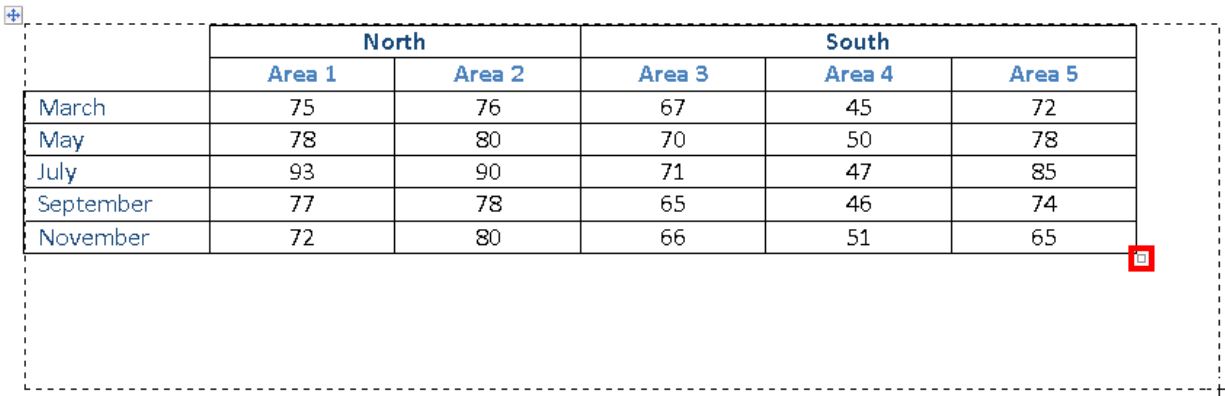
To resize a cell, column, or row, simply place your cursor on a border, click, and drag.

	<b>North</b>		<b>South</b>		
	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Area 5</b>
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

You can also double-click a border to make the left-most cell fit its contents.

## Moving and Resizing a Table

Tables can be resized in a similar way to cells. First, click the crosshair icon to select the table. Then, place your cursor over the small square icon in the bottom right hand corner of the table (circled in the image below), click, and drag.

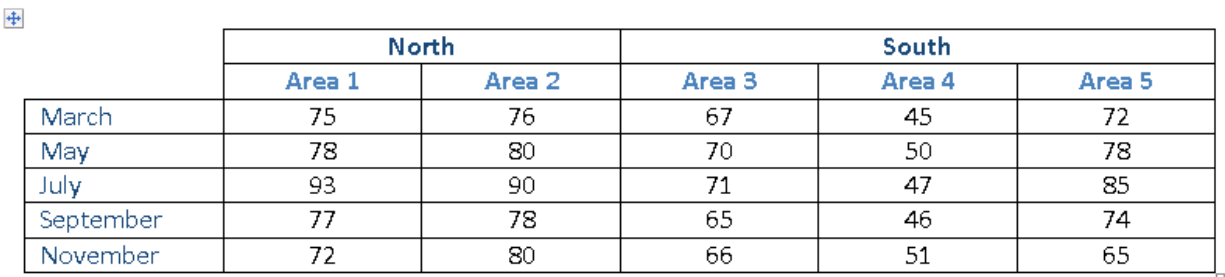


	North		South		
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

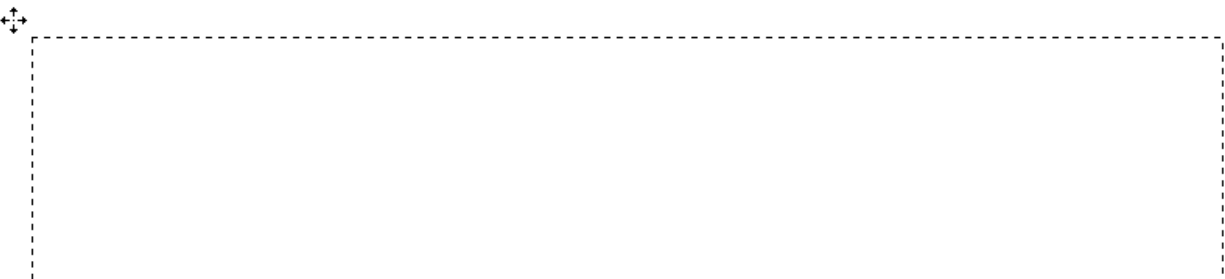
You will see a dashed border that will show you where the table will appear after you release the mouse cursor.

To move a table, click the crosshair icon, hold, and drag. Once again, you will see a dashed border that will show you where the table will appear when you release the cursor.

## Average Temperatures (F)



	North		South		
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65



## Applying Basic Formatting

With Microsoft Office Word 2007, applying formatting to a table is easier than ever. In this lesson, we'll learn about Word's new table styles, how to use cell and table alignment, how to change cell margins, how to add spacing between cells, and how to change text direction.

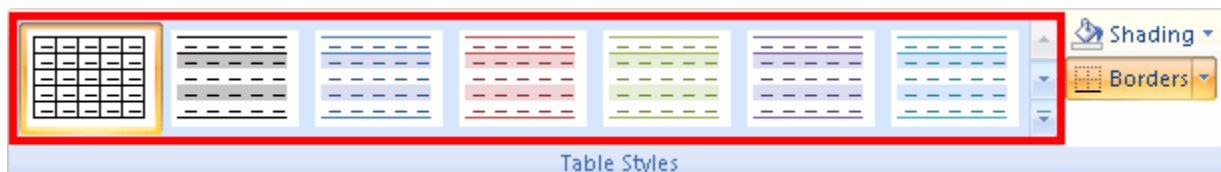
### Average Temperatures (F)

	North			South	
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

ACME WEATHER COMPANY

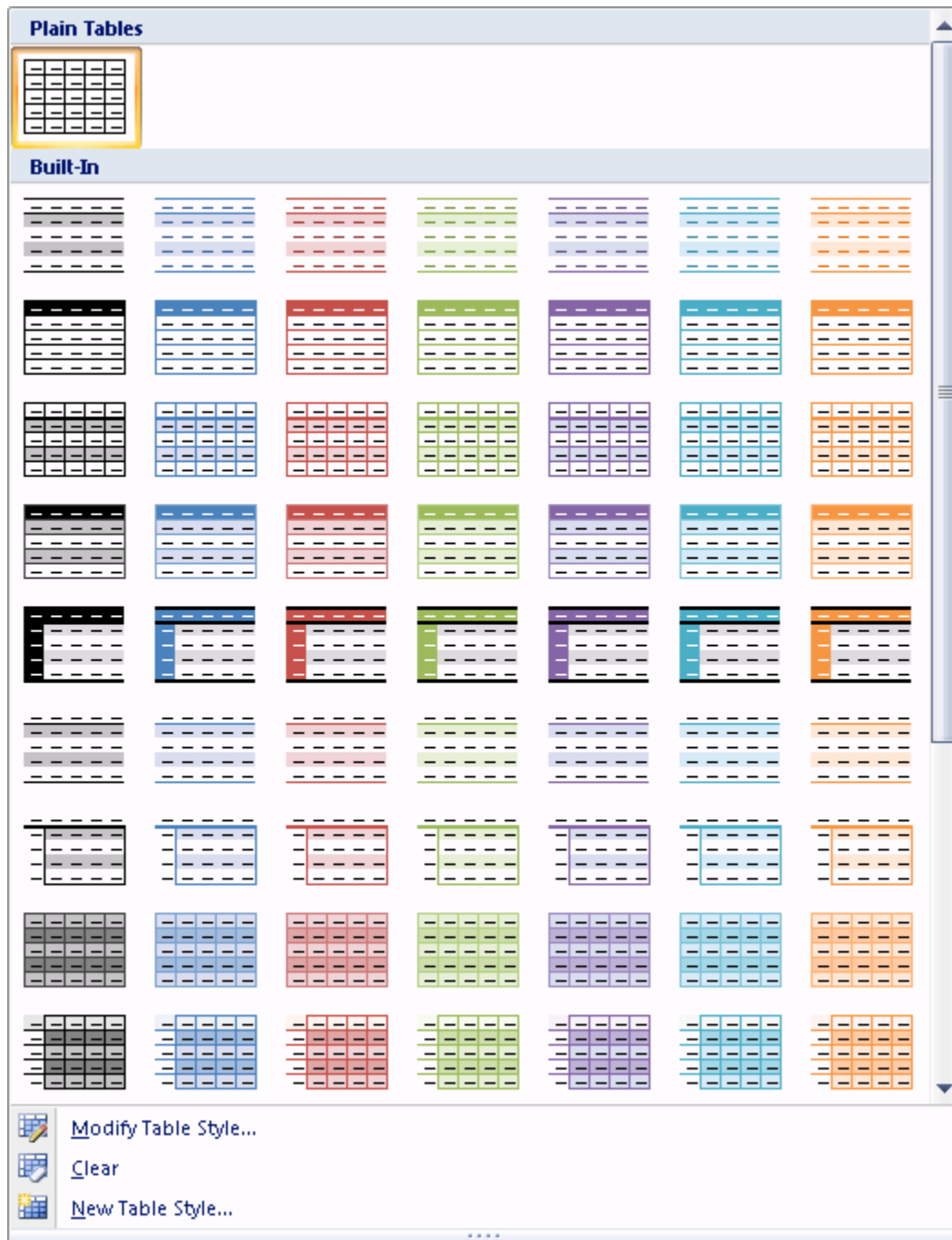
### Applying a Table Style

We've already learned how you can apply theme-based styles to text boxes, SmartArt, shapes, and more. You can also apply theme-based styles to tables. First, place your cursor inside the table that you want to format. Then, click a style in the gallery on the Table Tools Design ribbon.

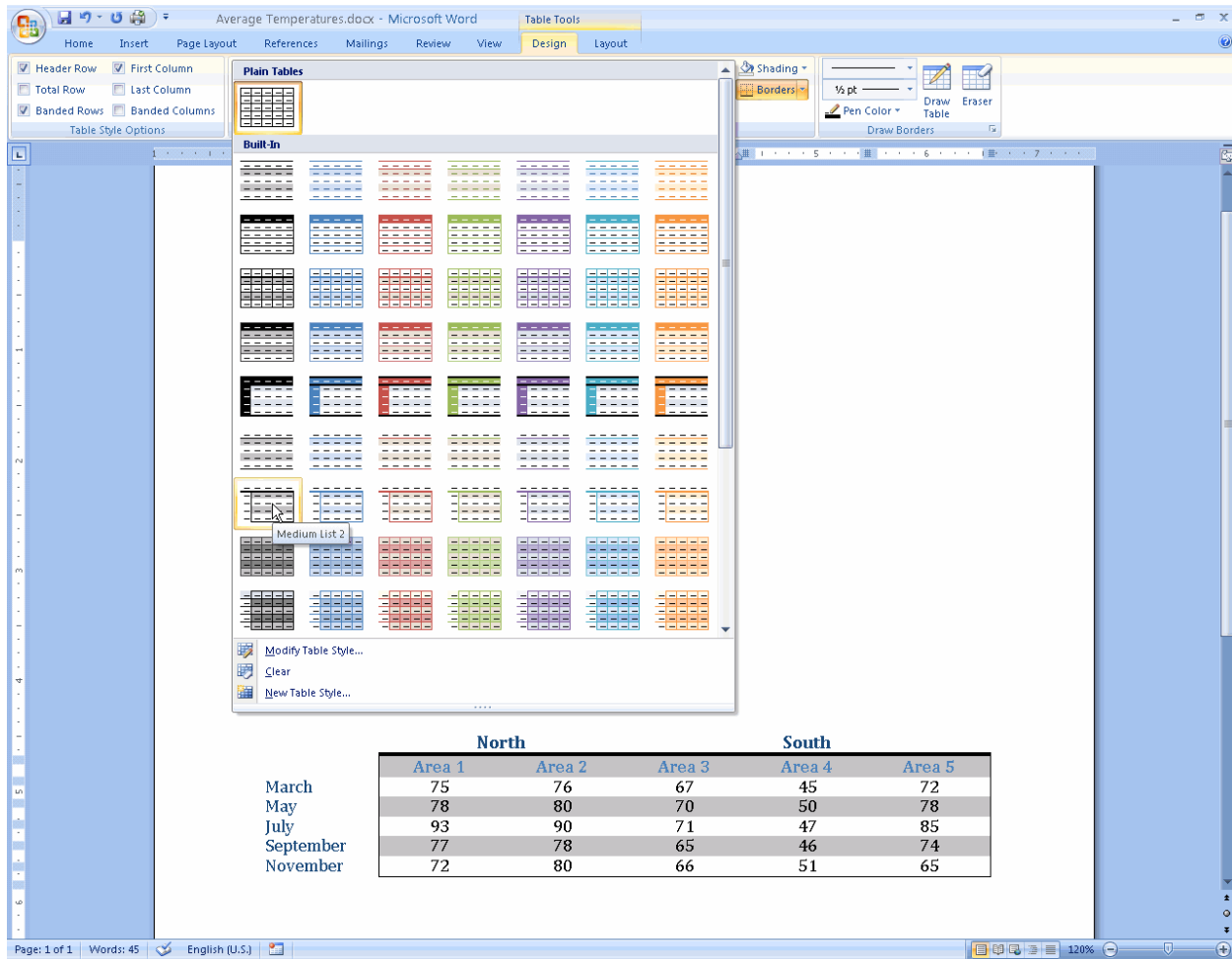




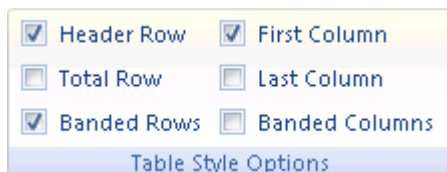
You can also click the arrows to see more styles. Note that at the bottom of the gallery, there are options to create your own style or clear the current style from the table. Also note the scroll bar on the right, which you can use to view more styles.



As you mouse over each style, you will see a preview applied to your table.

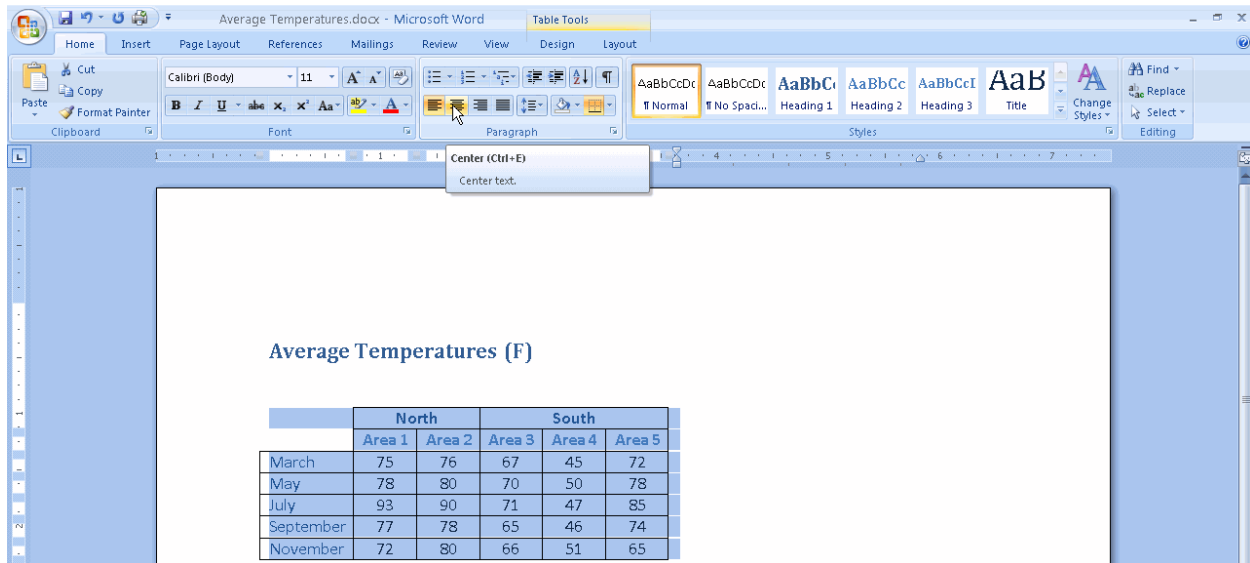


Once you've found a style that you like, click it to apply it. You can then use the checkboxes in the Table Style Options chunk to enable or disable certain aspects of the style.

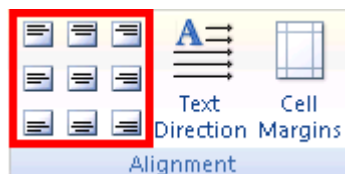


## Aligning a Table and its Cells

You can align a table just like you would text. The easiest way to do so is to click the crosshair icon to select the table, and then use the alignment commands on the Home ribbon.



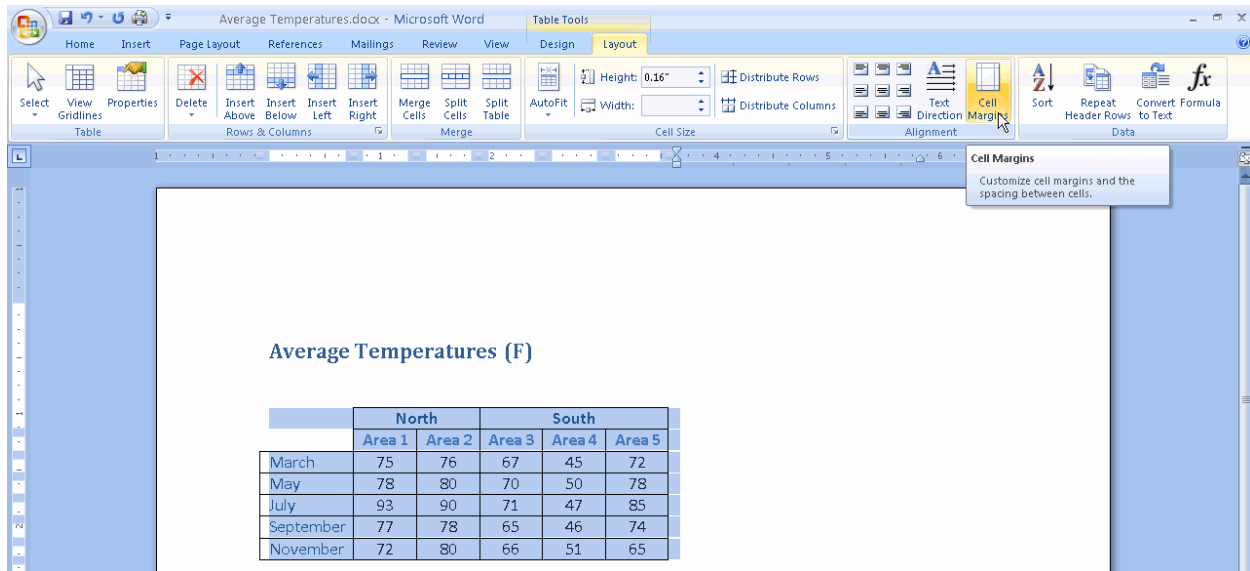
You can also use this shortcut on any of the cells, columns, or rows. If, however, you want to apply vertical alignment, use the toggle buttons on the Alignment chunk of the Table Tools Layout ribbon.



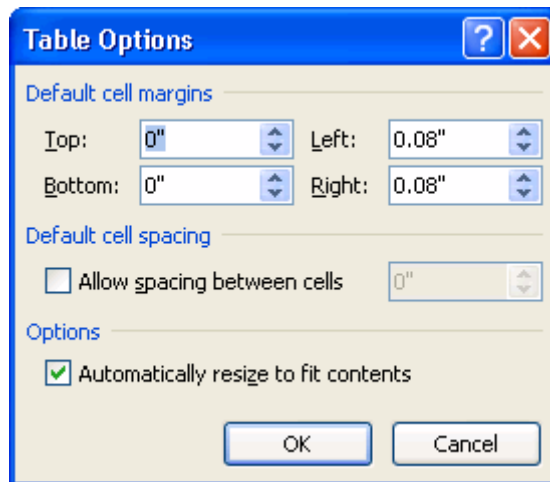
Each button has a graphical representation of what the cell(s) will look like after they are aligned. Note that you should select the cells before choosing an alignment type.

## Changing Cell Margins and Spacing

To adjust cell margins (the white space around the border of the cell), first select the cells that you want to change. Then, click the Cell Margins button on the Table Tools Layout ribbon.

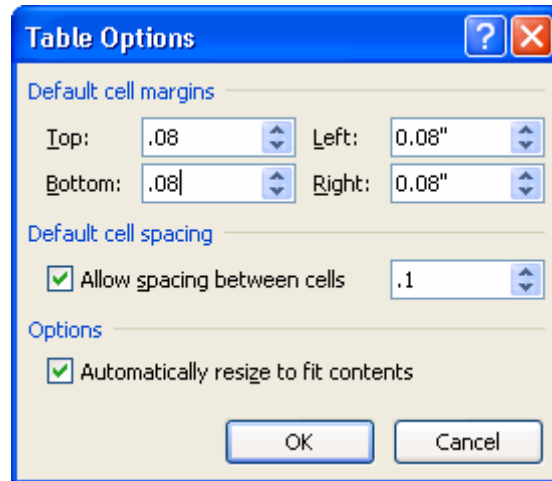


You will then see this dialogue:



For maximum readability, we recommend margins of 0.08 all around the cell's interior. You can also check the Default Cell Spacing box and enter a number from 0 to 1.84 inches; this will create a border on the outside of the cell.

So, let's say that we enter these dimensions into the dialogue:



This is how our table will look:

	North		South		
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

## Changing Text Direction

You can also change what direction the text reads in. Take a look at this table:

	North		South			ACME WEATHER COMPANY
	Area 1	Area 2	Area 3	Area 4	Area 5	
March	75	76	67	45	72	
May	78	80	70	50	78	
July	93	90	71	47	85	
September	77	78	65	46	74	
November	72	80	66	51	65	

If we place our cursor in the “Acme Weather Company” column, and click the Text Direction button on the Table Tools Layout ribbon, here’s what will happen:

	North		South			ACME WEATHER COMPANY
	Area 1	Area 2	Area 3	Area 4	Area 5	
March	75	76	67	45	72	
May	78	80	70	50	78	
July	93	90	71	47	85	
September	77	78	65	46	74	
November	72	80	66	51	65	

If we click it again, the text will flip:

	North		South			ACME WEATHER COMPANY
	Area 1	Area 2	Area 3	Area 4	Area 5	
March	75	76	67	45	72	
May	78	80	70	50	78	
July	93	90	71	47	85	
September	77	78	65	46	74	
November	72	80	66	51	65	

And if we click it a third time, the text will revert to its original position.

## Applying Advanced Formatting

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For our last lesson, we're going to look at how to manually format a table and AutoFit its contents.

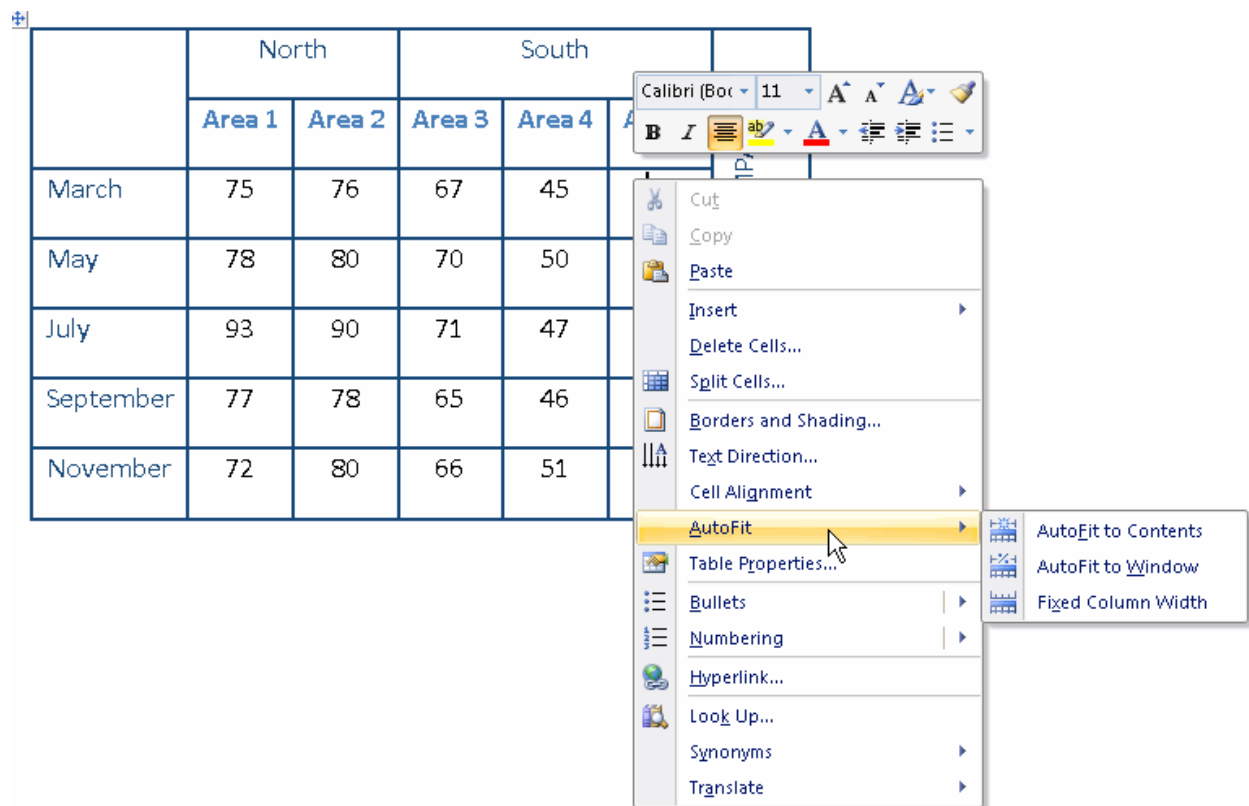
	North		South		
	Area 1	Area 2	Area 3	Area 4	Area 5
March	75	76	67	45	72
May	78	80	70	50	78
July	93	90	71	47	85
September	77	78	65	46	74
November	72	80	66	51	65

**ACME WEATHER COMPANY**

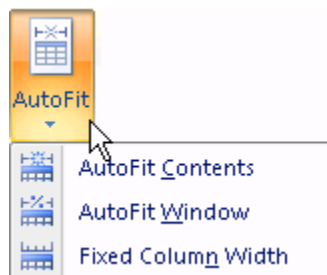
## Using AutoFit and Distribute

The first concept we'll look at is AutoFit. We've already used AutoFit in a few of our practice exercises, but let's take a closer look at what it does and how you use it.

First, AutoFit will automatically adjust the size of cells. There are two ways to AutoFit a table. The first is by right-clicking the table and choosing AutoFit, and then clicking an option. (Note that the Fixed Column Width option depends on the column width specified in the Table Properties dialogue, which we'll discuss in a bit.)

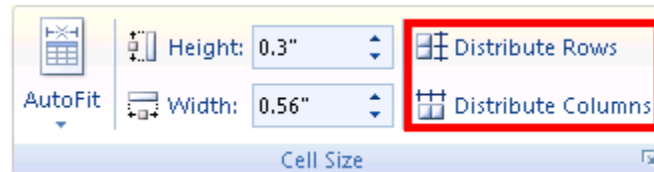


You can see the same menu by clicking the AutoFit button on the Cell Size chunk of the Table Tools Layout ribbon.



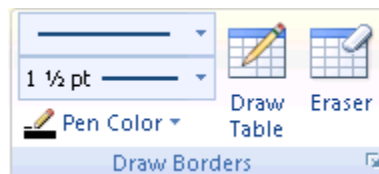


You will also find the Distribute Rows Evenly and the Distribute Columns Evenly buttons on the Cell Size chunk. These buttons will allow you to make all rows or columns the same size.



## Manually Formatting a Table

You can manually apply particular line styles, weights, and colors to any part of your table using the Draw Borders chunk on the Table Tools Design ribbon.



First, set the line style, weight, and color using the menus on the left hand side of the chunk. Then, click Draw Table. Your cursor will turn into a pencil. Now, click the borders that you want to format.

	North		South			ACME WEATHER COMPANY
	Area 1	Area 2	Area 3	Area 4	Area 5	
March	75	76	67	45	72	
May	78	80	70	50	78	
July	93	90	71	47	85	
September	77	78	65	46	74	
November	72	80	66	51	65	

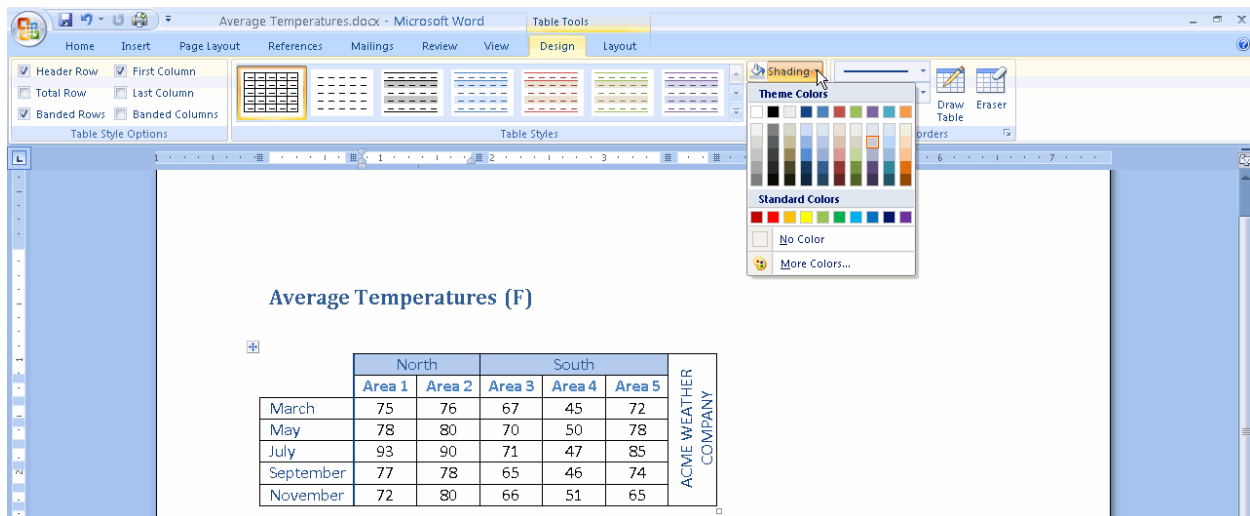
If you look closely at the above image, you can see how the line between the column of months and the first column of data is highlighted.

To remove the border around any cell, click the Eraser command on the Draw Borders chunk. Then, click the border you want to remove.

	North		South			ACME WEATHER COMPANY
	Area 1	Area 2	Area 3	Area 4	Area 5	
March	75	76	67	45	72	
May	78	80	70	50	78	
July	93	90	71	47	85	
September	77	78	65	46	74	
November	72	80	66	51	65	

Once you have finished using either the Pencil or Eraser command, click the command again or press the Esc key on your keyboard to turn the command off.

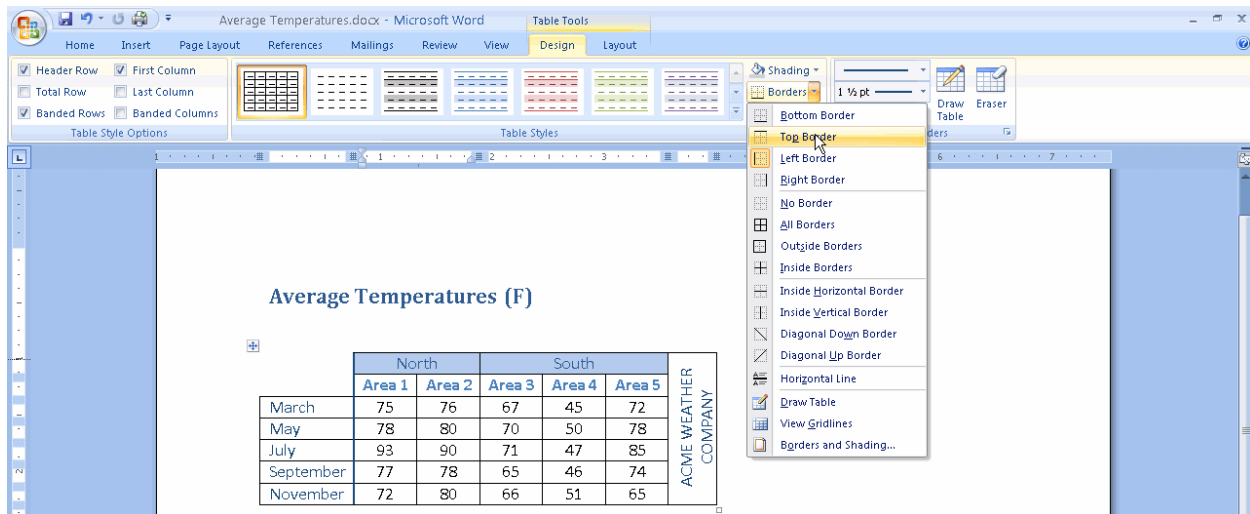
You can also manually apply shading by selecting the cells you want to shade and clicking the Shading menu on the Table Tools Design ribbon.



You can choose from theme colors, standard colors, no color, or a custom color.

## Using the Borders Buttons

If you want to format all borders of a particular type (say, the inside borders), it may be easiest to use the Border toggle buttons on the Table Tools Design ribbon. First, set your line preferences in the Draw Borders chunk. (Note that you can also select “No border” from the line style menu.) Then, select the area that you want to format. (You can select the entire table or any part of it, including a single cell.) Next, click the arrow next to the Borders button and click the type of border that you want to apply. (Note that clicking the Borders button itself will perform the last-used command from the menu.)

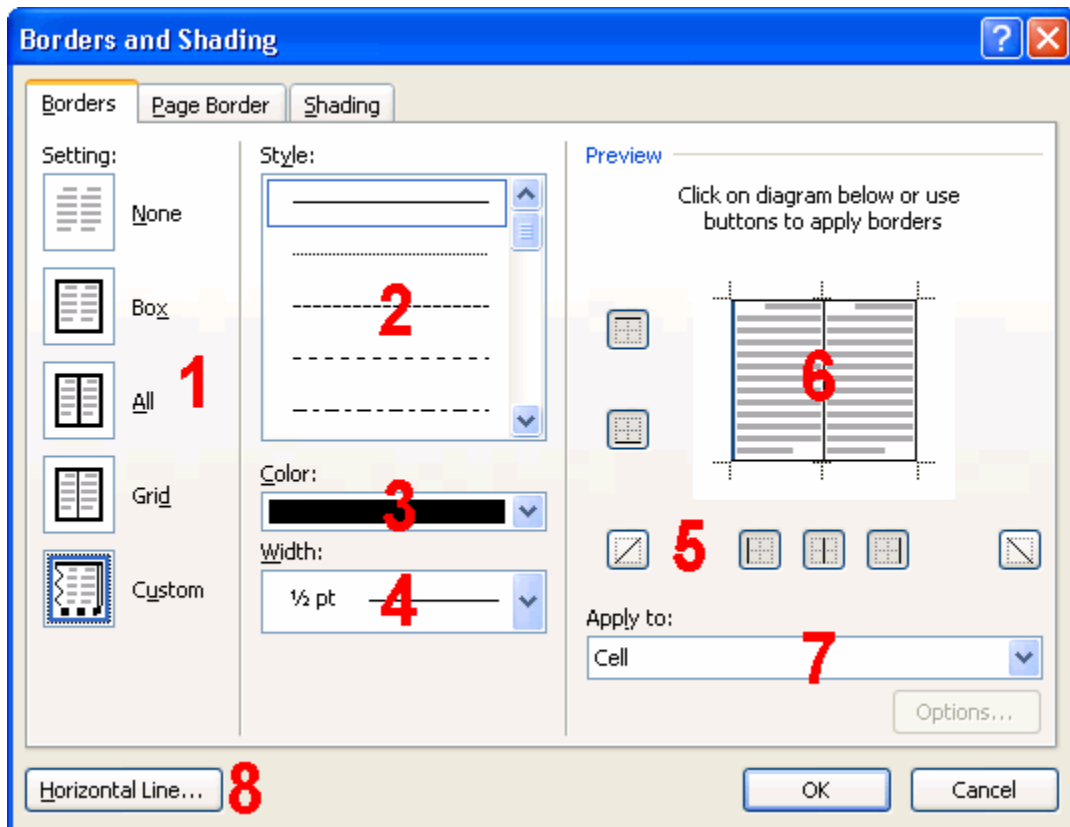


## Using the Borders and Shading Dialogue

For advanced border and shading options, click Borders and Shading from the Borders menu. (Remember that you should select the cells that you want to change first.)



You will then see this dialogue.



We've numbered the picture so we can walk through the different steps of applying a paragraph border.

Choose a setting from None, Box, All, Grid, and Custom. (Click on the graphic next to each setting to select it.) Each graphic represents what that setting will look like; the preview box marked with a 6 will also show you a sample of the setting.

Select the border's style. There are many styles to choose from, including wavy lines, solid lines, dotted lines, and patterned lines. The style list will change as you add colors and widths.

Click the drop-down arrow to select the border's color.

Select the border's width. The actual point sizes will vary depending on the setting you have chosen, but normally you can choose from 1/4 point line (very thin) to a 6 point line (very thick). (Lines are measured in font point sizes.)

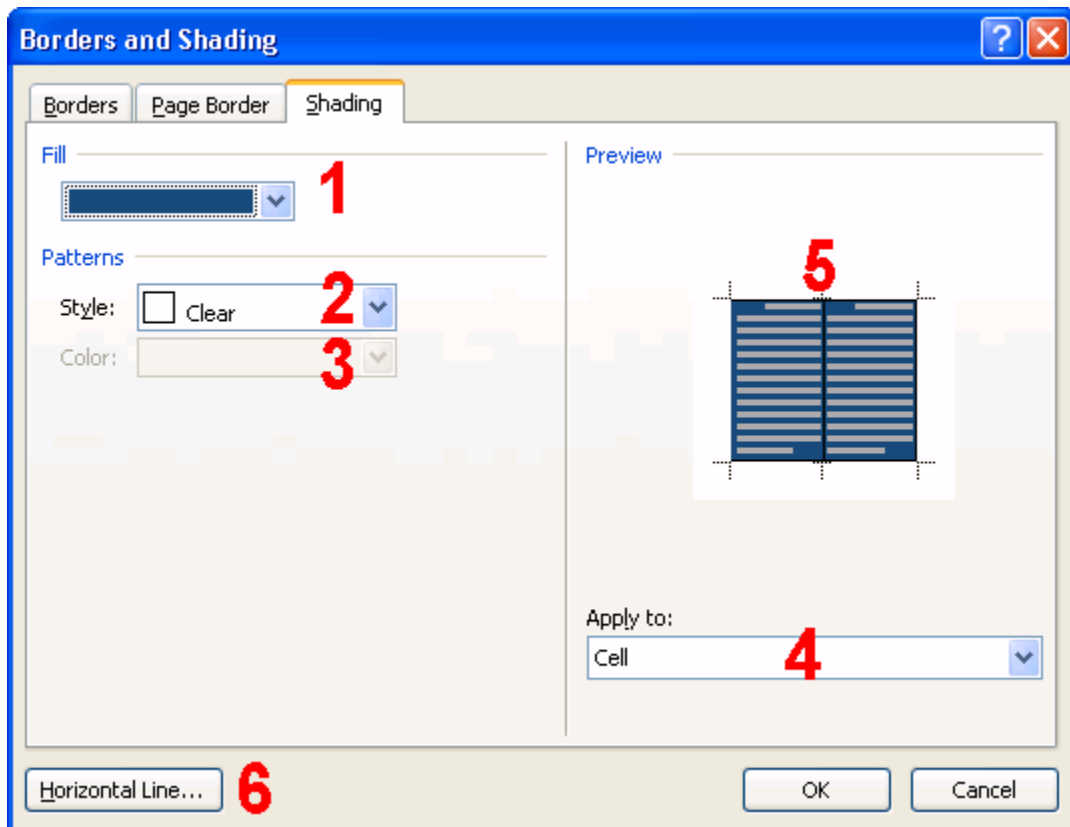
Use these buttons to apply the border to different parts of your table.

This box will show you a preview of the settings you choose.

Use this drop-down menu to apply the border to the entire table or part thereof.

Click this button to choose a type of horizontal line to insert.

Now let's take a look at the shading tab. Once again, we've numbered all the settings so we can walk through the steps you would take.



First, choose the fill color from this palette.

Then, choose a style. (You can choose a shaded style or a pattern.)

Next, choose a color for your pattern. Just like using a fill, you can select a standard color or create your own.

Use this drop-down menu to apply the border to the entire table or part thereof.

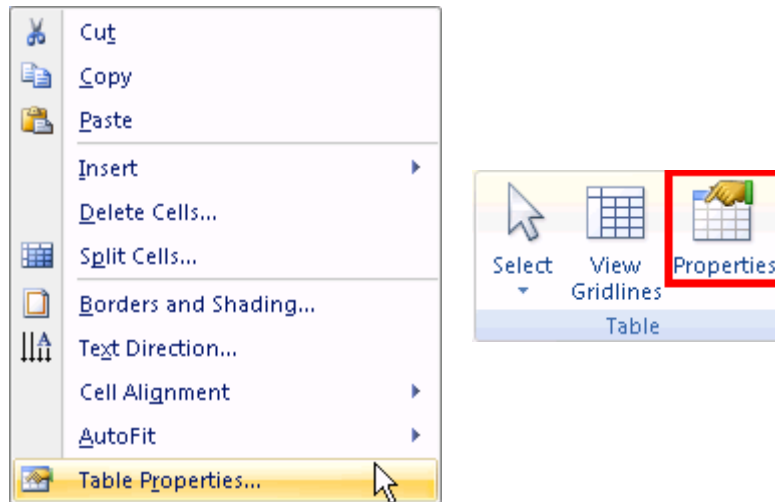
This box will show you a preview of the settings you choose.

Click this button to choose a type of horizontal line to insert.

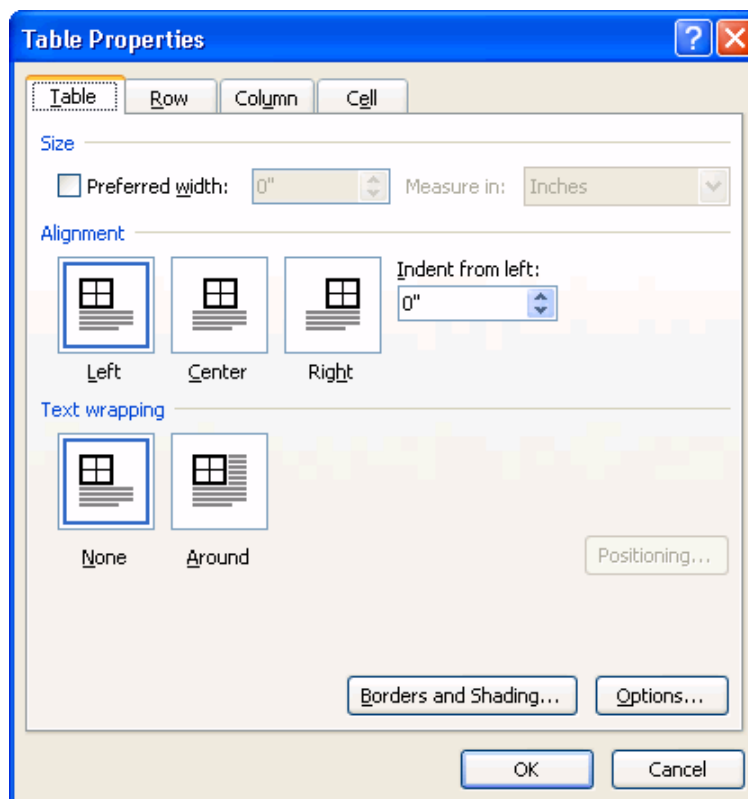
Once you're done, click OK to apply your settings.

## Using the Table Properties Dialogue

The last item we're going to look at is the Table Properties dialogue. First, make sure that you select the portion of the table that you want to format. Then, to open the dialogue, you can right-click the table and click Properties, or you can click the Table Properties command on the Table chunk of the Table Tools Layout ribbon.



With either command, you will see this dialogue:



Let's take a look at what each tab does.

<b>Table</b>	Set the preferred width, alignment, and text wrapping for the table. You can also set an indent. This tab also contains commands for the Borders and Shading dialogue and the Table Options dialogue (used to set cell margins and spacing).
<b>Row</b>	Specify the row height and if it is allowed to break across pages.
<b>Column</b>	Specify preferred column width.
<b>Cell</b>	Specify preferred width and alignment. Also contains an Options button where you can set cell margins and wrap options.



## Advanced Table Tasks

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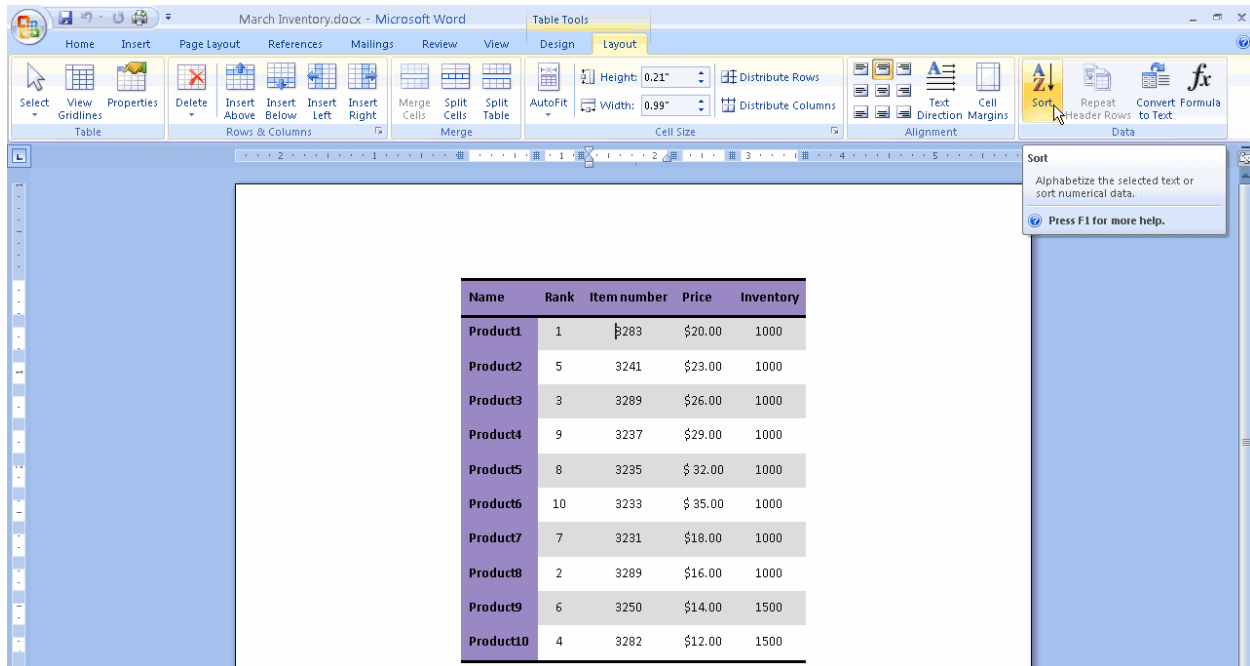
In the last section, we learned how to create and format tables. In this lesson, we will learn how to do even more with tables, including how to sort data, convert tabbed text to tables and vice-versa, and how to create an Excel spreadsheet from within Word.

### Sorting Table Data

The Sort command on the Table Tools Layout ribbon is an excellent tool for arranging data in any way that you want. As an example, take a look at this table.

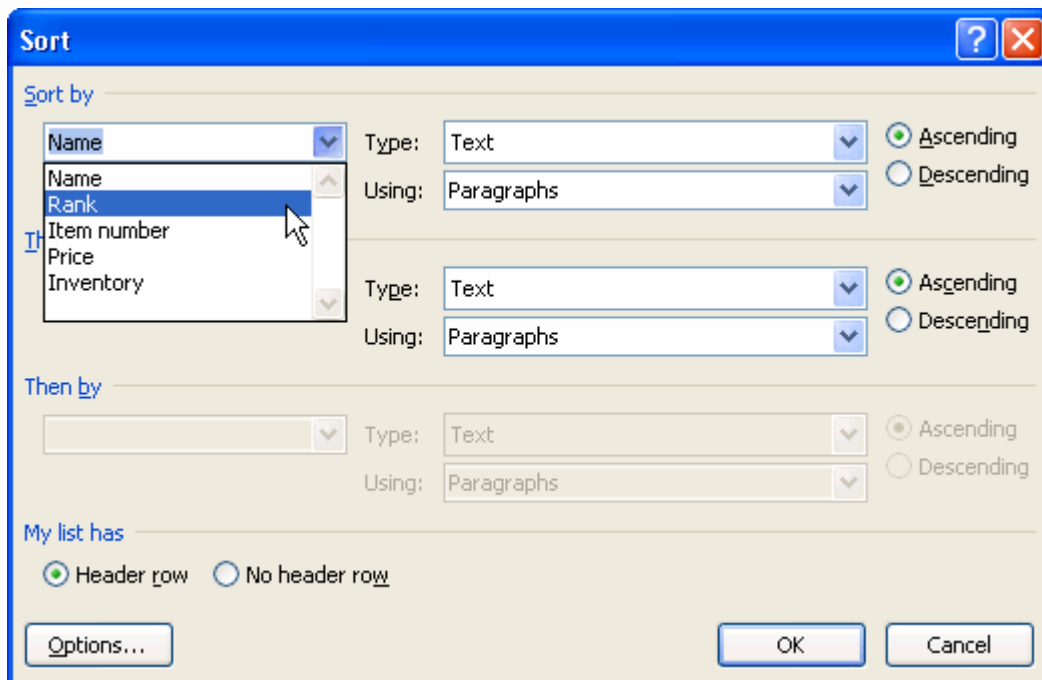
Name	Rank	Item number	Price	Inventory
Product1	1	3283	\$20.00	1000
Product2	5	3241	\$23.00	1000
Product3	3	3289	\$26.00	1000
Product4	9	3237	\$29.00	1000
Product5	8	3235	\$ 32.00	1000
Product6	10	3233	\$ 35.00	1000
Product7	7	3231	\$18.00	1000
Product8	2	3289	\$16.00	1000
Product9	6	3250	\$14.00	1500
Product10	4	3282	\$12.00	1500

Currently, it's sorted by name. But what if we wanted to sort the data by rank instead? Well, we would simply place our cursor in the table and click the Sort command on the Table Tools Layout ribbon.



Name	Rank	Item number	Price	Inventory
Product1	1	3283	\$20.00	1000
Product2	5	3241	\$23.00	1000
Product3	3	3289	\$26.00	1000
Product4	9	3237	\$29.00	1000
Product5	8	3235	\$32.00	1000
Product6	10	3233	\$35.00	1000
Product7	7	3231	\$18.00	1000
Product8	2	3289	\$16.00	1000
Product9	6	3250	\$14.00	1500
Product10	4	3282	\$12.00	1500

Now, we can choose what column we want to sort by.



**Sort**

Sort by: **Name** (dropdown menu open showing: Name, Rank, Item number, Price, Inventory)

Type: Text (dropdown)

Using: Paragraphs (dropdown)

☒ Ascending ☐ Descending

Then by: (empty dropdown)

Type: Text (dropdown)

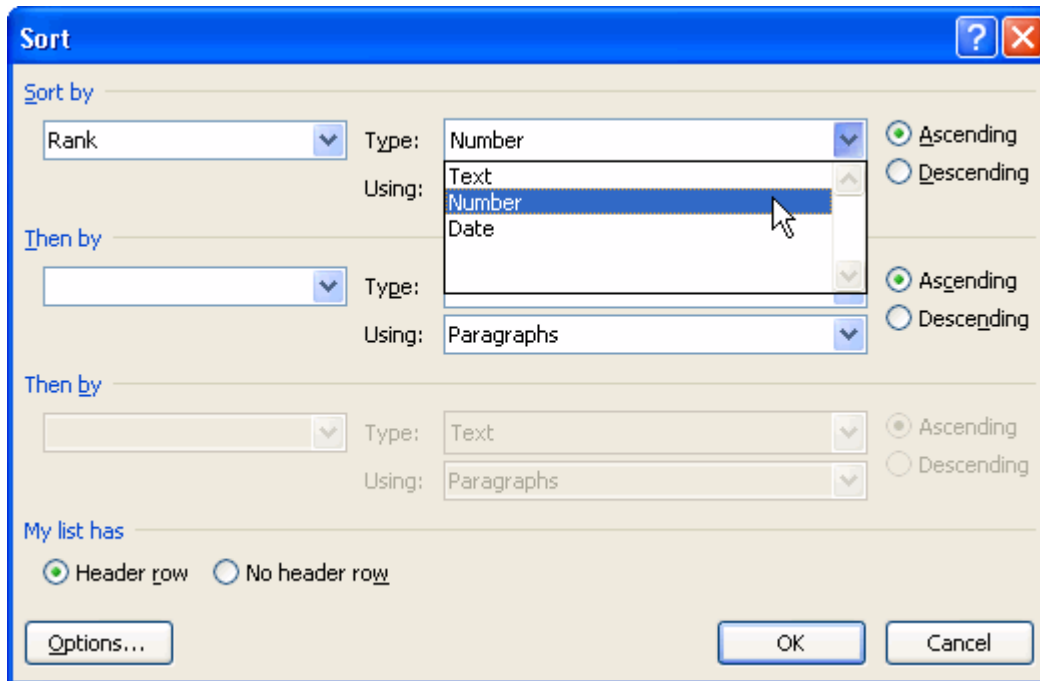
Using: Paragraphs (dropdown)

☒ Ascending ☐ Descending

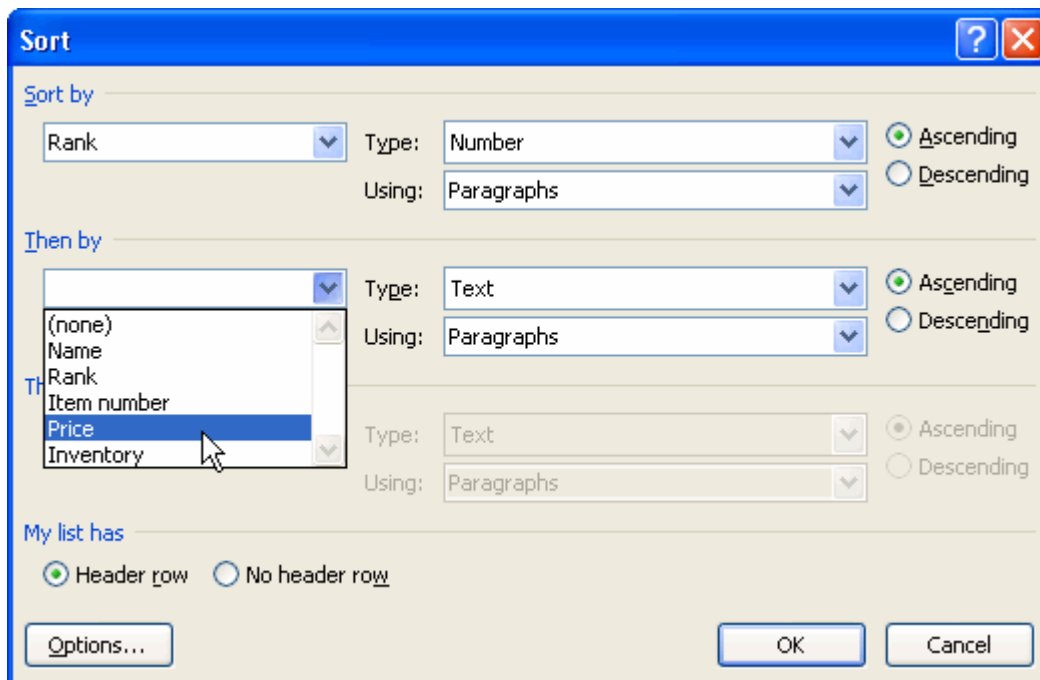
My list has: ☒ Header row ☐ No header row

Options... OK Cancel

Next, we'll choose the data type and whether this is an ascending (0-10) or descending (10-0) sort.



We can also choose other sort criteria; for example, we could sort by rank, and then by inventory quantity, and then by price.



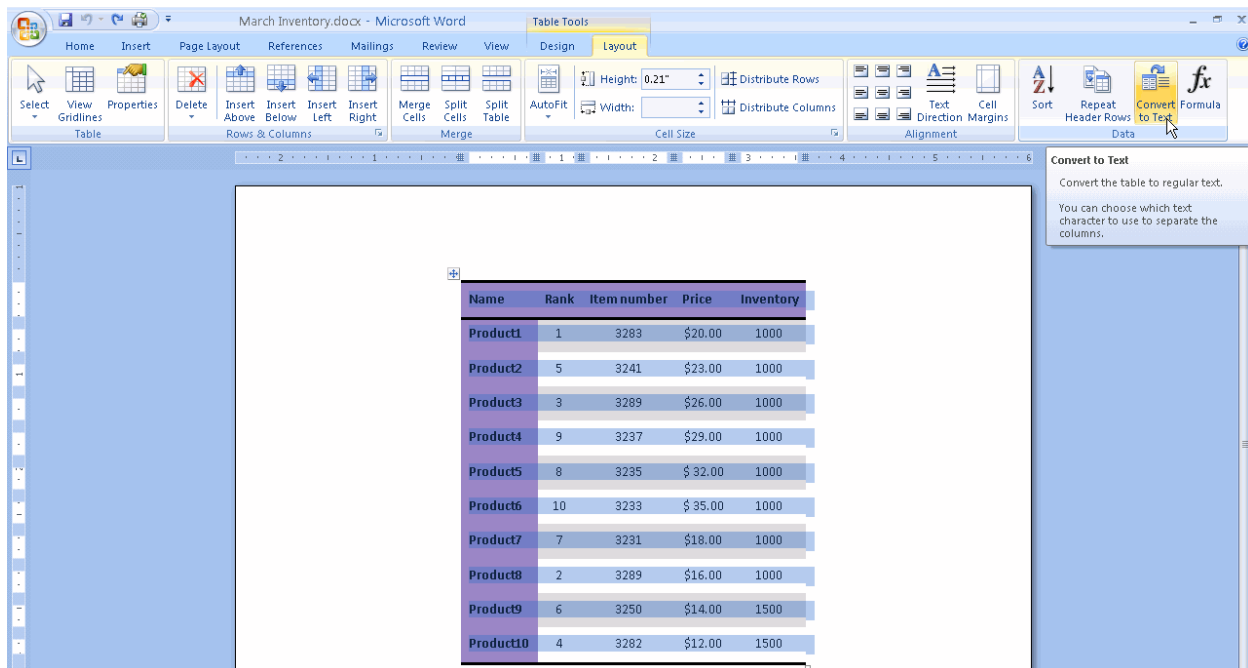
For this example, we'll just sort by rank in ascending order. When we click OK, we'll see our results.

Name	Rank	Item number	Price	Inventory
Product1	1	3283	\$20.00	1000
Product8	2	3289	\$16.00	1000
Product3	3	3289	\$26.00	1000
Product10	4	3282	\$12.00	1500
Product2	5	3241	\$23.00	1000
Product9	6	3250	\$14.00	1500
Product7	7	3231	\$18.00	1000
Product5	8	3235	\$ 32.00	1000
Product4	9	3237	\$29.00	1000
Product6	10	3233	\$ 35.00	1000

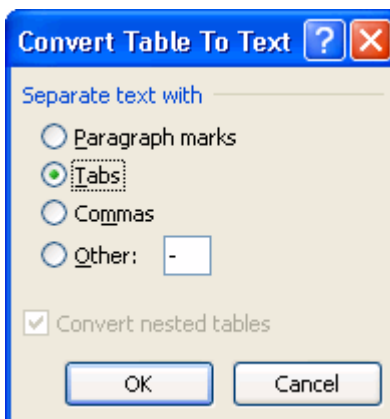
## Converting a Table to Tabbed Text

Although Word does have the ability to create great tables, you may find that you need to move the data into another program. Although not all data programs support Word's format, most programs do support plain text files or comma separated values (CSV) files.

To convert a table into this type of file, first select it. Then, click Convert to Text on the Data chunk of the Table Tools Layout ribbon.



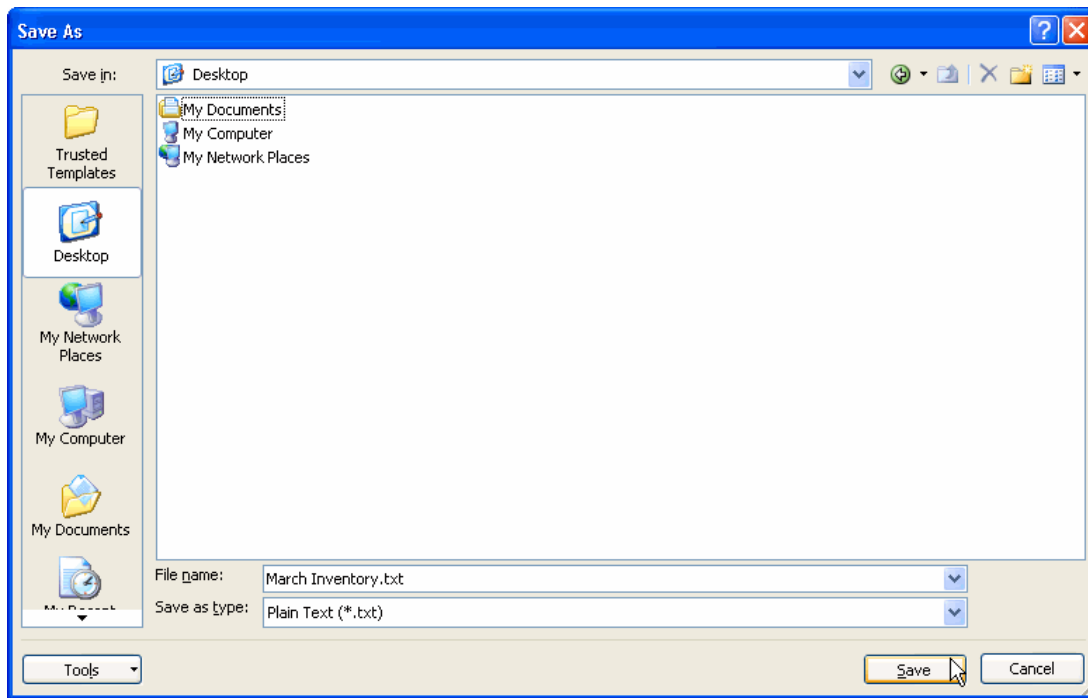
Then, specify how you want your data to be separated. (Typically you will want to pick tabs or commas.)



Now your table will appear as plain text.

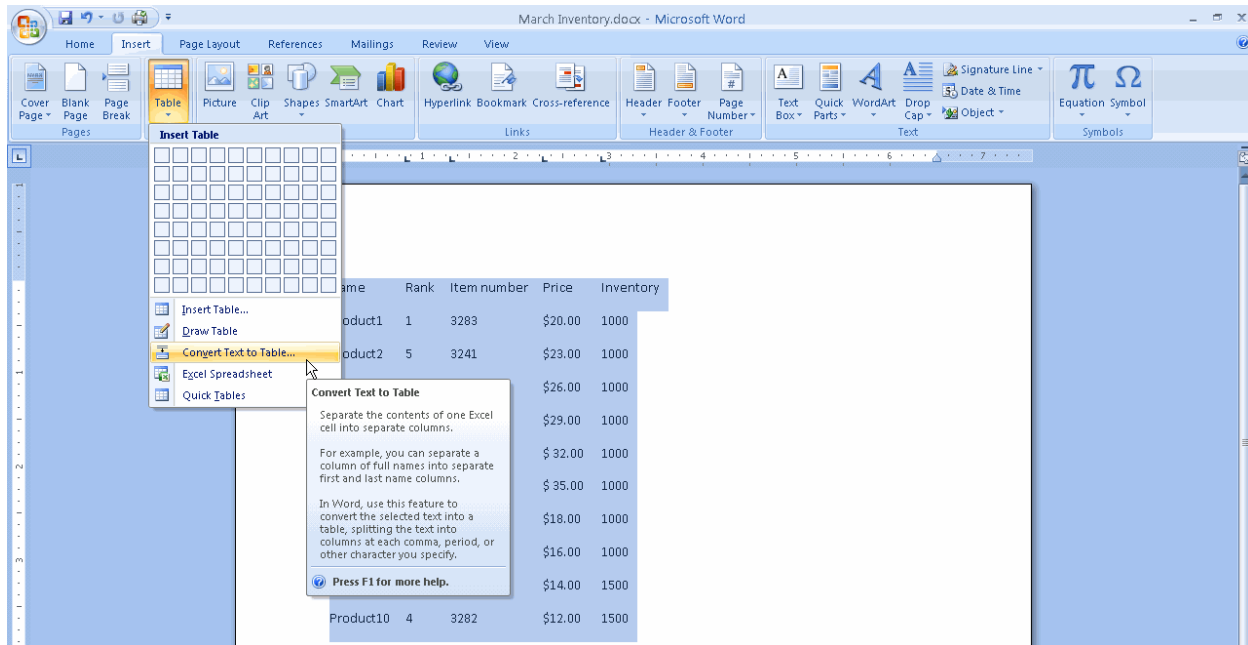
Name	Rank	Item number	Price	Inventory
Product1	1	3283	\$20.00	1000
Product2	5	3241	\$23.00	1000
Product3	3	3289	\$26.00	1000
Product4	9	3237	\$29.00	1000
Product5	8	3235	\$ 32.00	1000
Product6	10	3233	\$ 35.00	1000
Product7	7	3231	\$18.00	1000
Product8	2	3289	\$16.00	1000
Product9	6	3250	\$14.00	1500
Product10	4	3282	\$12.00	1500

To complete the conversion, make sure to save your document as a TXT file.

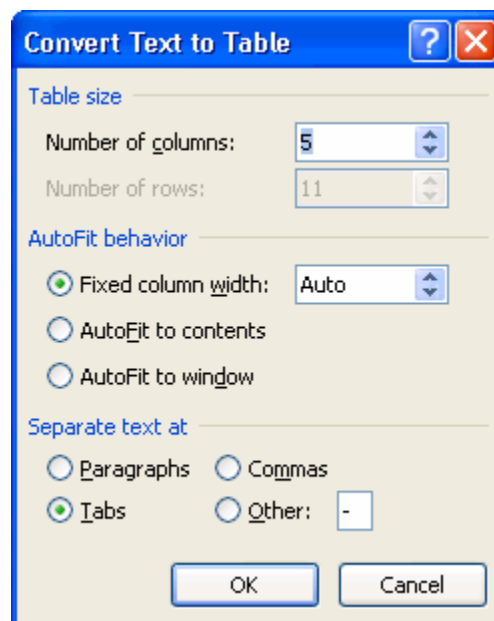


## Converting Tabbed Text to a Table

What if you have received a plain-text document and want to convert it into a table? It's easy! First, select the table. Then, click the Insert menu, click Table, and click Convert Text to Table. (Note that this command will only be available if your text is properly separated.)



Then, specify the number of columns you want, how Word should AutoFit the text, and how the text is separated.

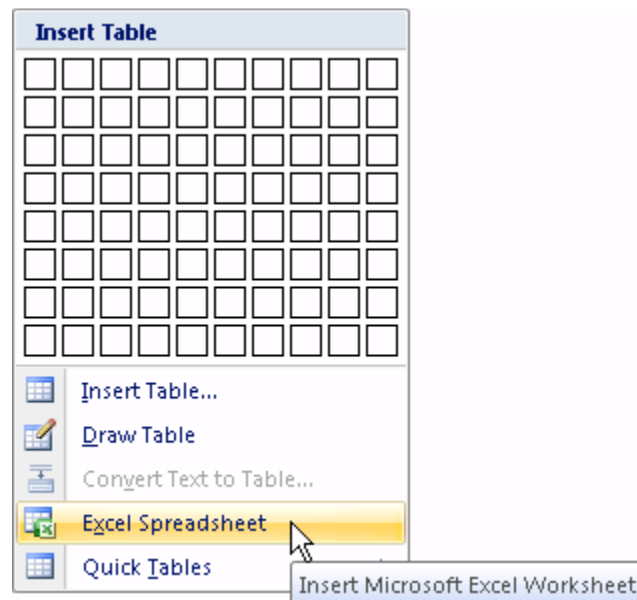


Once you click OK, your text will be transformed into a table. You'll have some adjusting and formatting to do, but it's a start!

Name	Rank	Item number	Price	Inventory
Product1	1	3283	\$20.00	1000
Product2	5	3241	\$23.00	1000
Product3	3	3289	\$26.00	1000
Product4	9	3237	\$29.00	1000
Product5	8	3235	\$ 32.00	1000
Product6	10	3233	\$ 35.00	1000
Product7	7	3231	\$18.00	1000
Product8	2	3289	\$16.00	1000
Product9	6	3250	\$14.00	1500
Product10	4	3282	\$12.00	1500

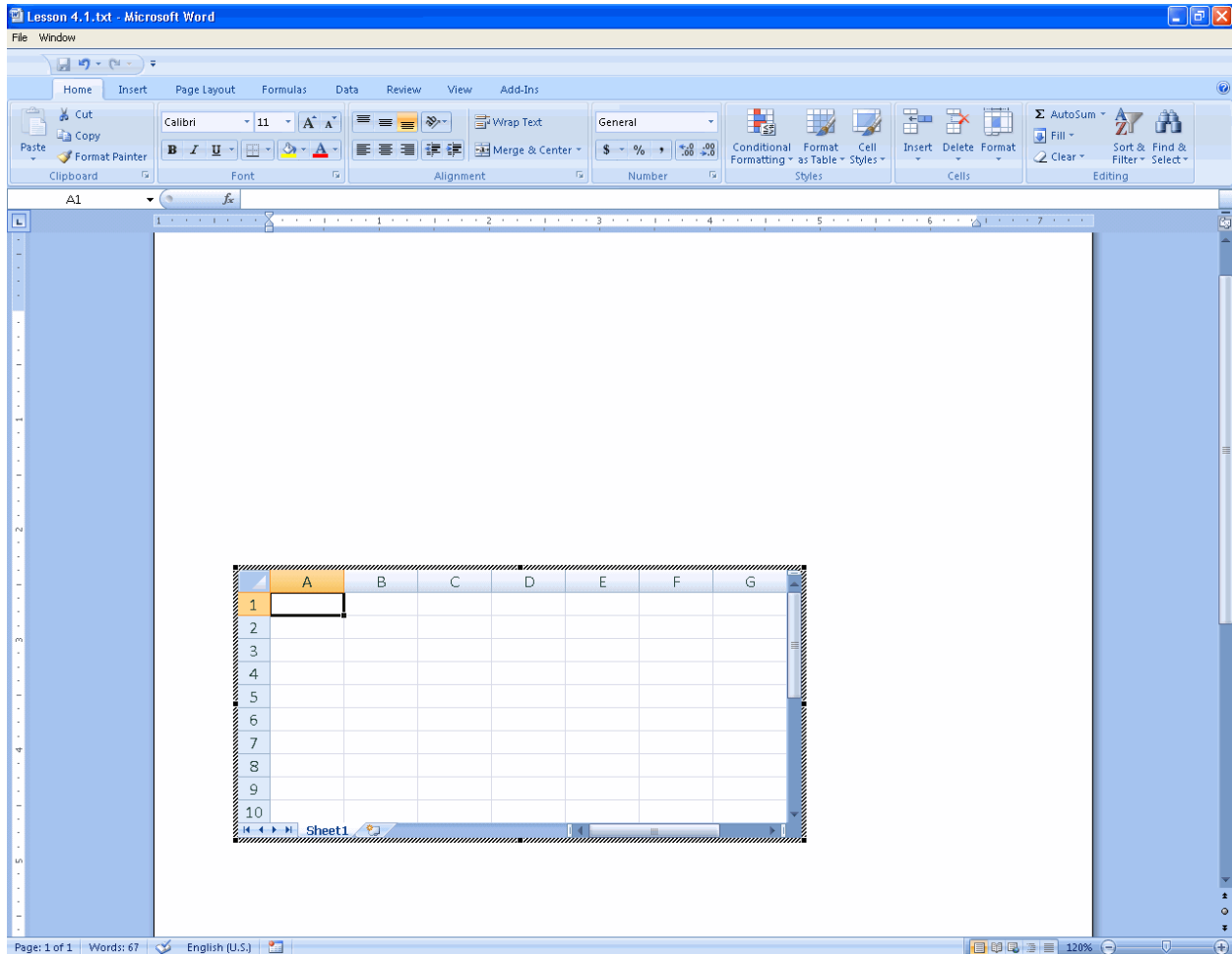
## Creating an Excel Spreadsheet

You can also create an Excel spreadsheet directly inside Word. To do this, click the Insert ribbon, click Table, and click Excel Spreadsheet.





A new Excel worksheet will then be embedded into your document. (For more information on embedded objects, see Lesson 2.5.)



This object gives you some Excel functionality. However, if you need powerful data processing tools, it's best to work right within Excel.

When you're done with the spreadsheet, click outside the spreadsheet area to return to Word. You can always return to the spreadsheet later by double-clicking on it.

## Advanced Data Tasks

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In this lesson, we're going to learn more about using Word to perform data tasks, including how to use formulas. We'll also take a look at Word's Equation feature and the Equation Tools ribbon.

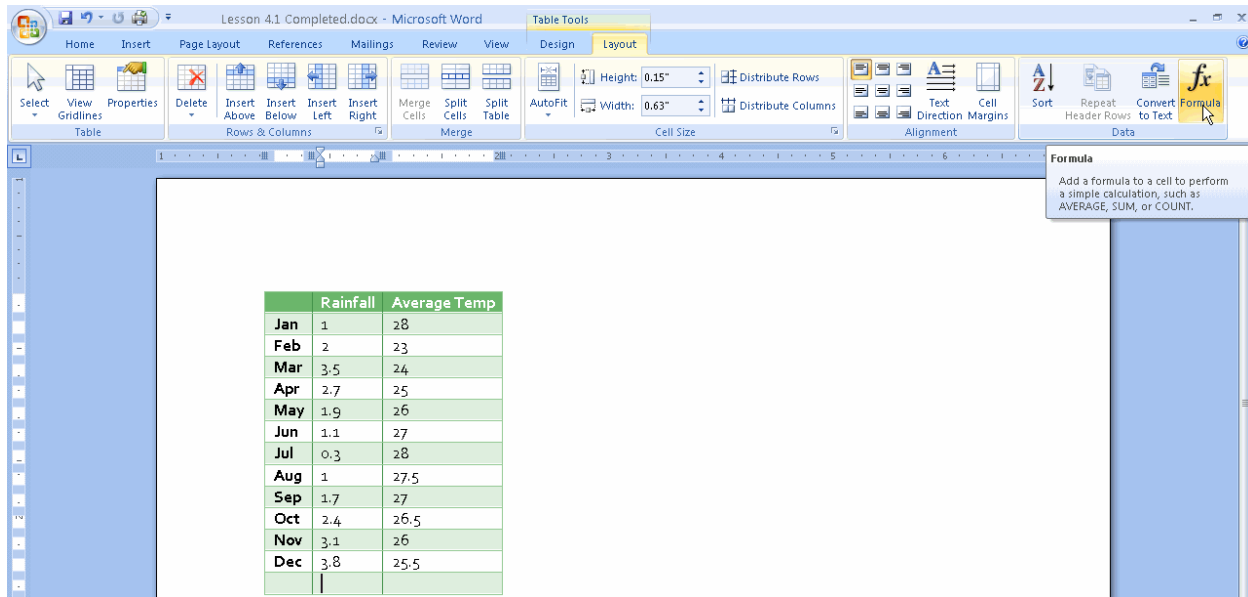
### Using Formulas

Take a look at this sample table.

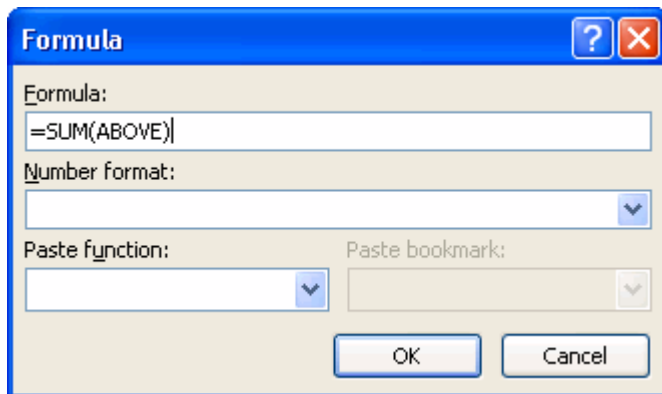
	Rainfall	Average Temp
Jan	1	28
Feb	2	23
Mar	3.5	24
Apr	2.7	25
May	1.9	26
Jun	1.1	27
Jul	0.3	28
Aug	1	27.5
Sep	1.7	27
Oct	2.4	26.5
Nov	3.1	26
Dec	3.8	25.5

Let's say that we want to add up the total amount of rainfall.

First, place your cursor in the cell that you want the total to appear. Then, click the Formula button on the Data chunk of the Table Tools Layout ribbon.



Word will automatically choose the formula that it thinks is best; in this case, it will add up all the figures above the current cell, which is exactly what we want it to do. (You can also clear the Formula box and type whatever formula you like, or use the Paste Function drop-down to insert a function. Word's formulas require the format =FUNCTION(CELLS).)



Once you click OK, the results will be inserted into the cell. If your data changes at any time, simply click in the cell and press F9 on your keyboard to refresh the data.

	Rainfall	Average Temp
Jan	1	28
Feb	2	23
Mar	3.5	24
Apr	2.7	25
May	1.9	26
Jun	1.1	27
Jul	0.3	28
Aug	1	27.5
Sep	1.7	27
Oct	2.4	26.5
Nov	3.1	26
Dec	3.8	25.5
	24.5	

## Using the Quick Style Gallery

A style is a saved set of formatting options. For example, you may have particular text that you want to use for major headings, minor headings, and sub-headings. Microsoft Word allows you to save this formatting and apply it over and over again, saving you tons of time and ensuring that your document remains consistent.

Microsoft Office Word 2007 has taken this feature and gone a step further. It offers 11 Quick Style sets, each with distinctive formatting. It also offers font sets and color schemes so that you can mix and match to produce a document that really reflects you.

## Understanding Styles

There are several types of styles:

### Character ( )

These styles can be applied to individual characters.

### Paragraph ( )

These styles must be applied to entire paragraphs.

### Linked Paragraph and Character ( )

Contains both a paragraph style and a character style that are linked.

### Table

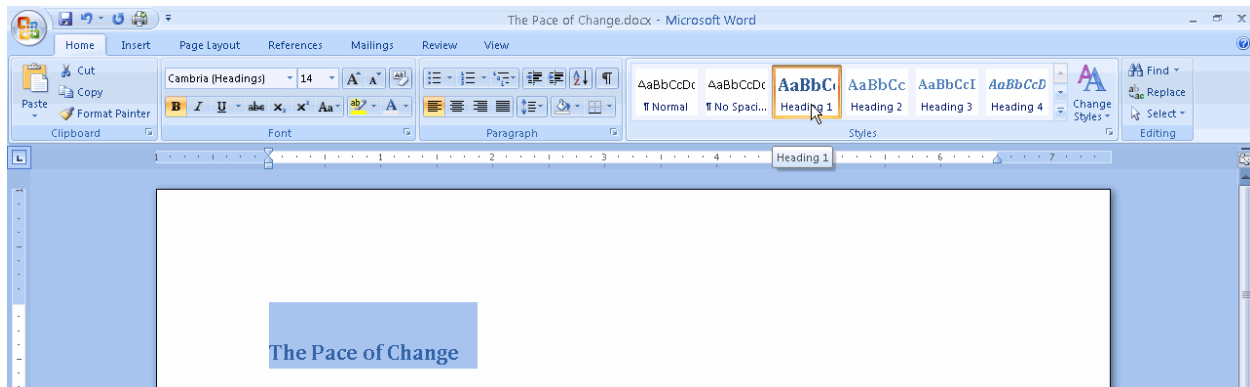
Contains formatting particular to tables.

### List

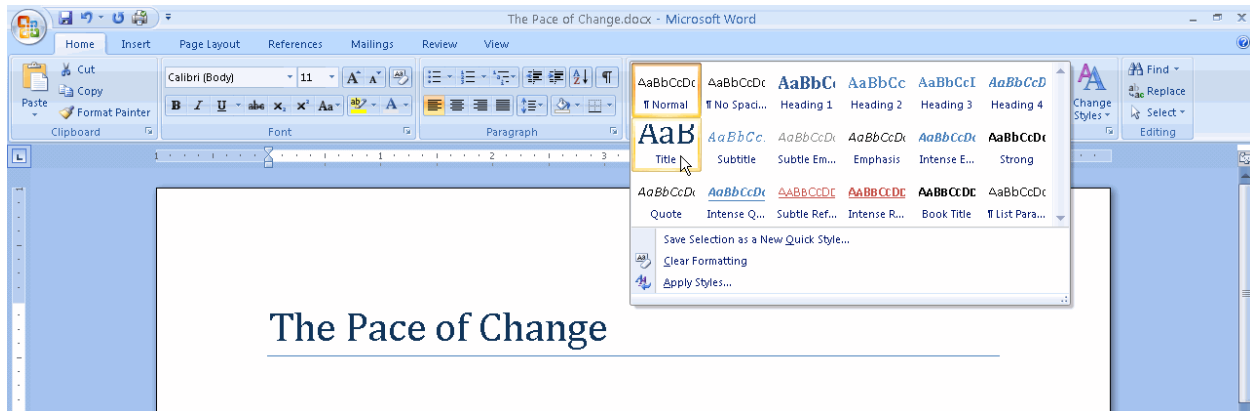
Contains formatting particular to lists.

## Applying a Style

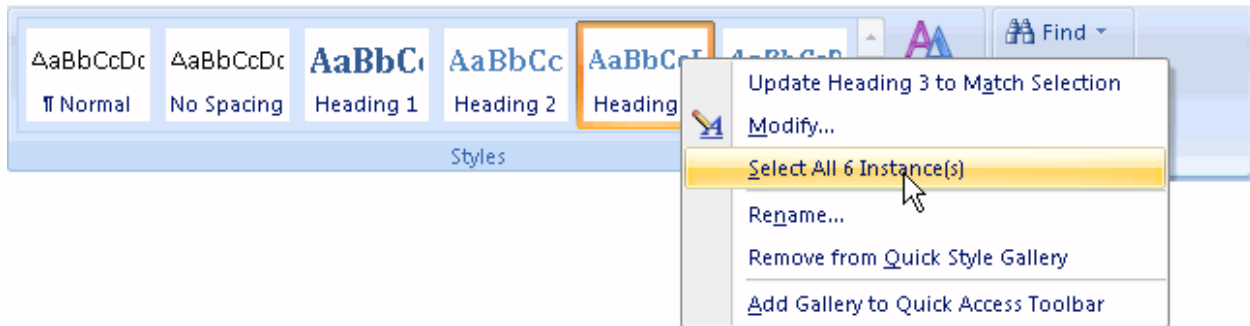
To apply a style, simply select the text that you want to change and click the appropriate style from the Quick Style gallery.



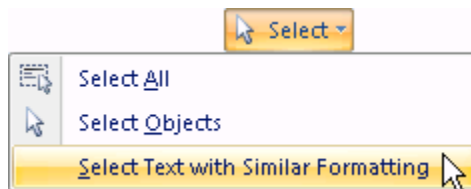
If you don't see a style that you like, click the arrows to the right of the gallery to see more styles. Note that you will see a preview of each style as you mouse over it.



If you have used a style in multiple places and want to make a modification to all text of that type, right-click the style in question and click “Select all x instances.”

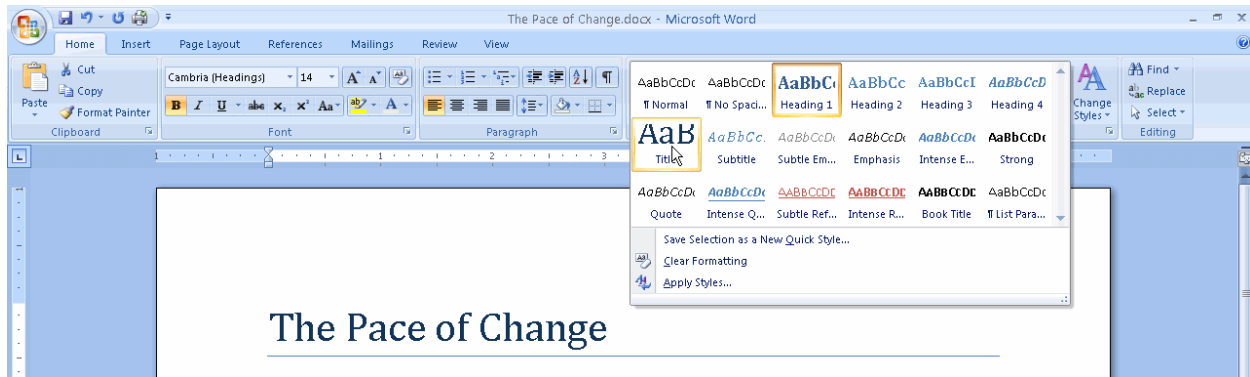


Now you can make formatting changes and they will be applied to all instances of that style. If you don't know what style you used, place your cursor inside the text and use the Select menu on the Home ribbon to select all text with the same formatting.



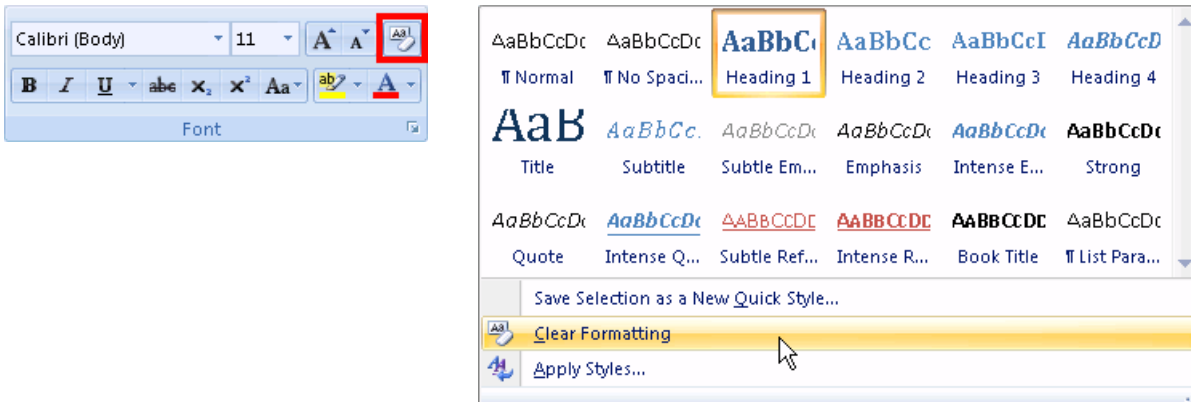
## Changing Text's Style

If you later decide to change the style of the text, simply select it and choose another style from the gallery.



## Removing a Style from Text

To remove formatting from text, select it and click the Clear Formatting icon on the Font chunk of the Home ribbon, or use the Clear Formatting command in the Quick Style gallery.

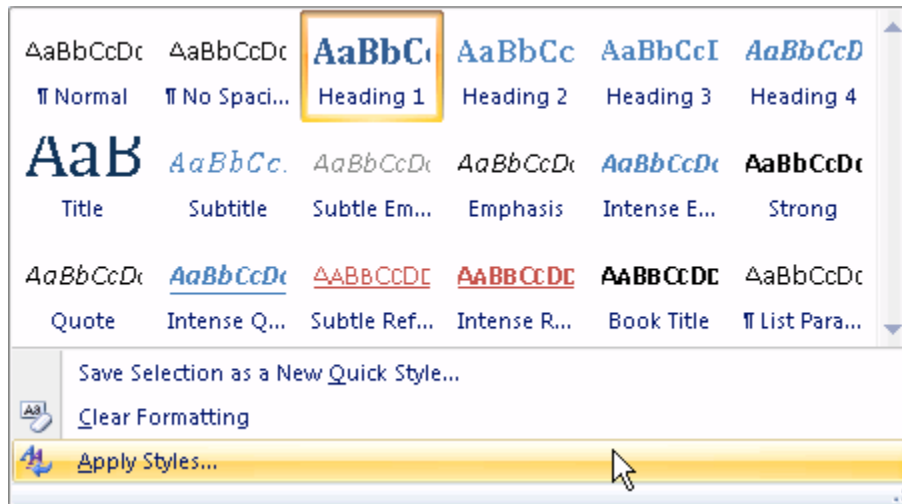


You can also select the text and apply the Normal style.

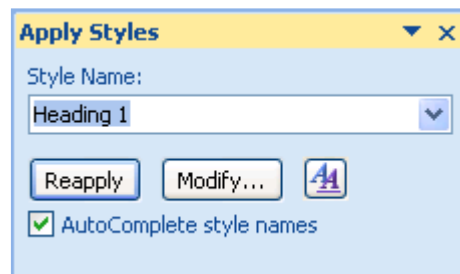


## Using the Apply Styles Window

The last command on the Quick Style gallery menu is Apply Styles.



If you click this command, you will see this window pop up on the Word screen:



This provides a quick, easy way to apply styles. Simply choose a Style Name, either by typing or by choosing one from the drop-down menu.

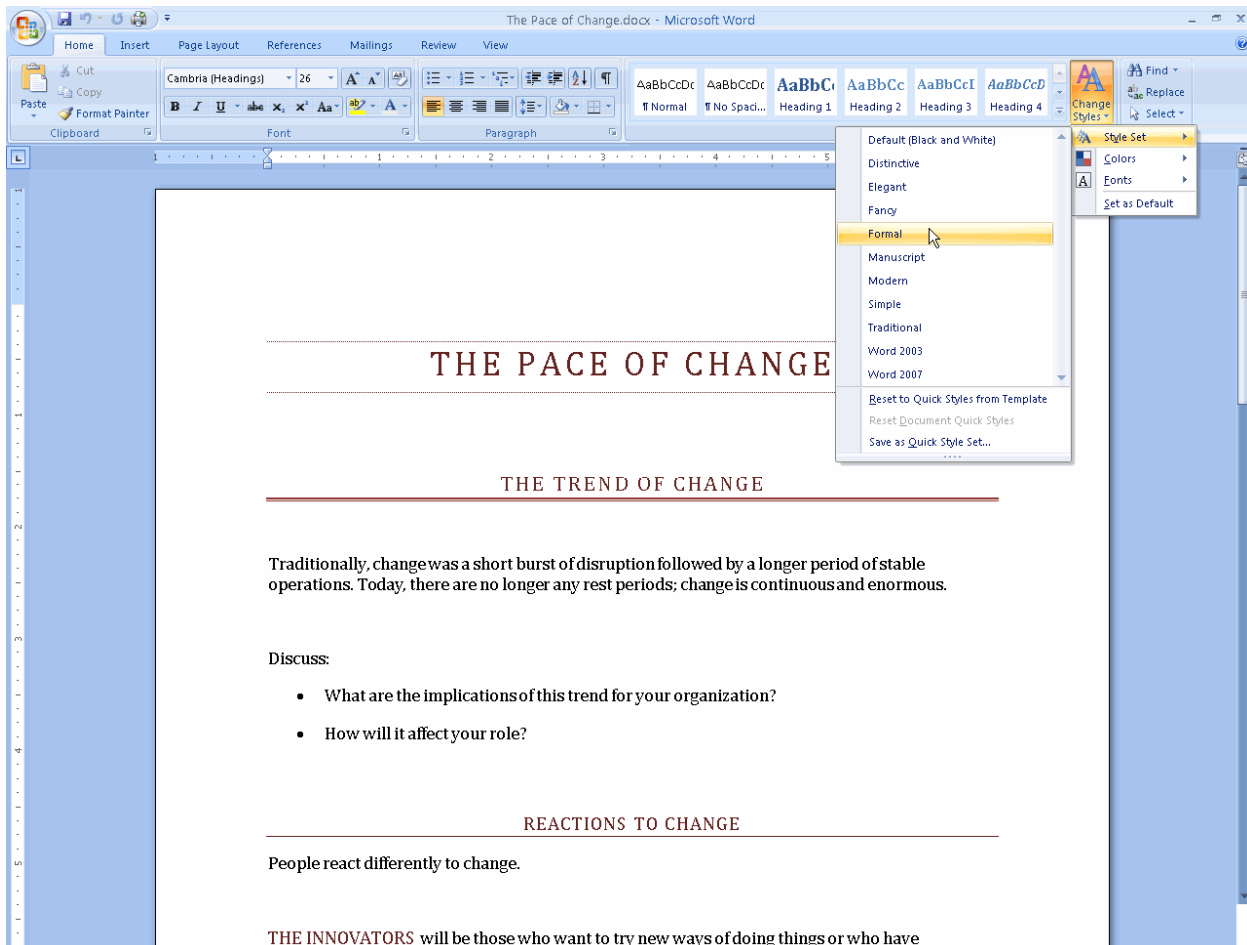


## Changing Your Styles

In this lesson, we'll learn how to change your style set, your color scheme, and your font scheme.

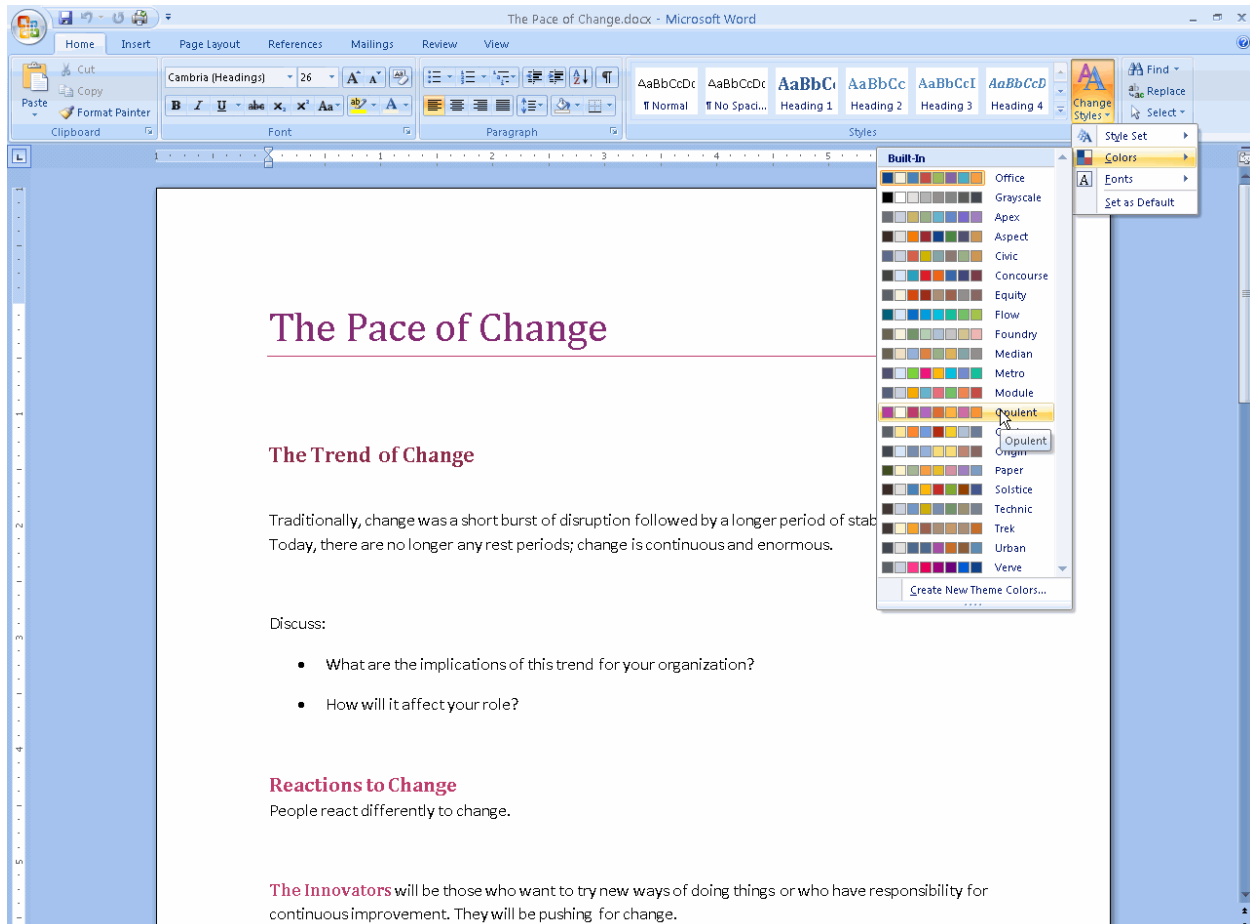
### Changing Your Style Set

Microsoft Office Word 2007 offers 11 style sets, each with a font for headings and for the body. Each style set also has different formatting for each built-in style. To change your style set, click Change Styles on the Home ribbon, choose Style Set, and click a style set. Note that as you mouse over each set, you will see a preview applied to your document. Also note that a document can only have one style set applied to it at a time, although you can change the set whenever you like. .



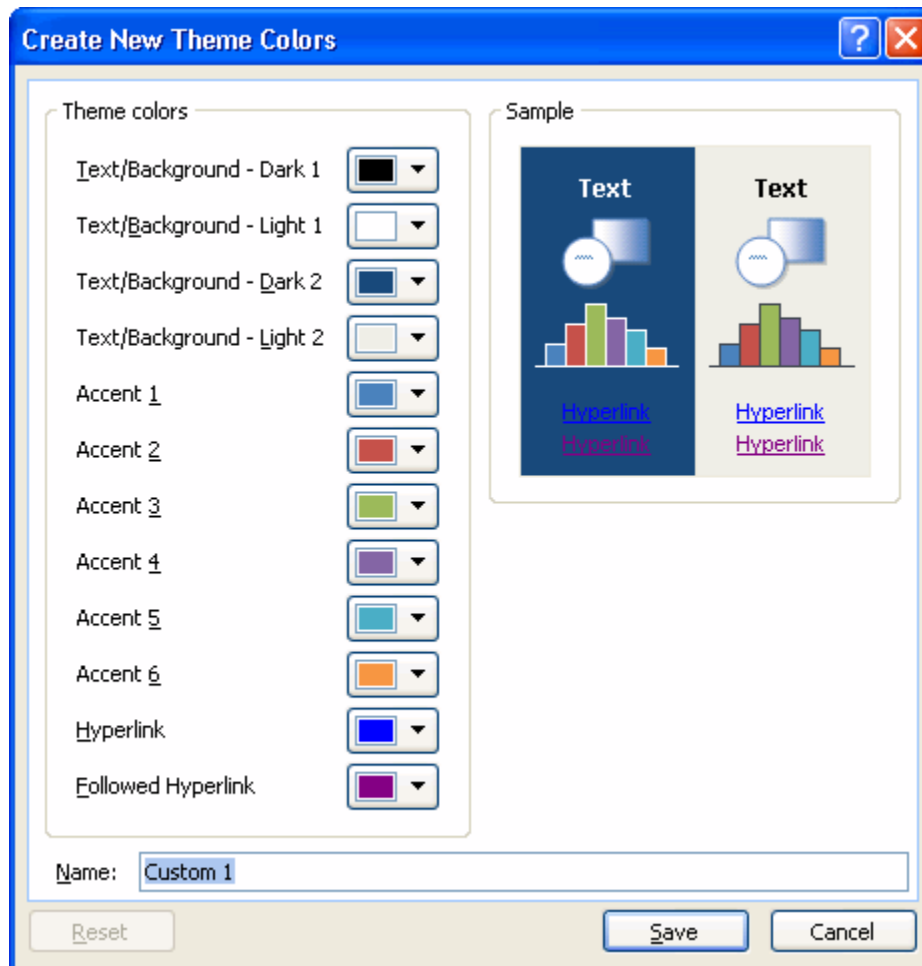
## Changing Your Color Scheme

If you like the style that you're using, but you just want some new colors, choose the Colors option on the Change Styles menu.



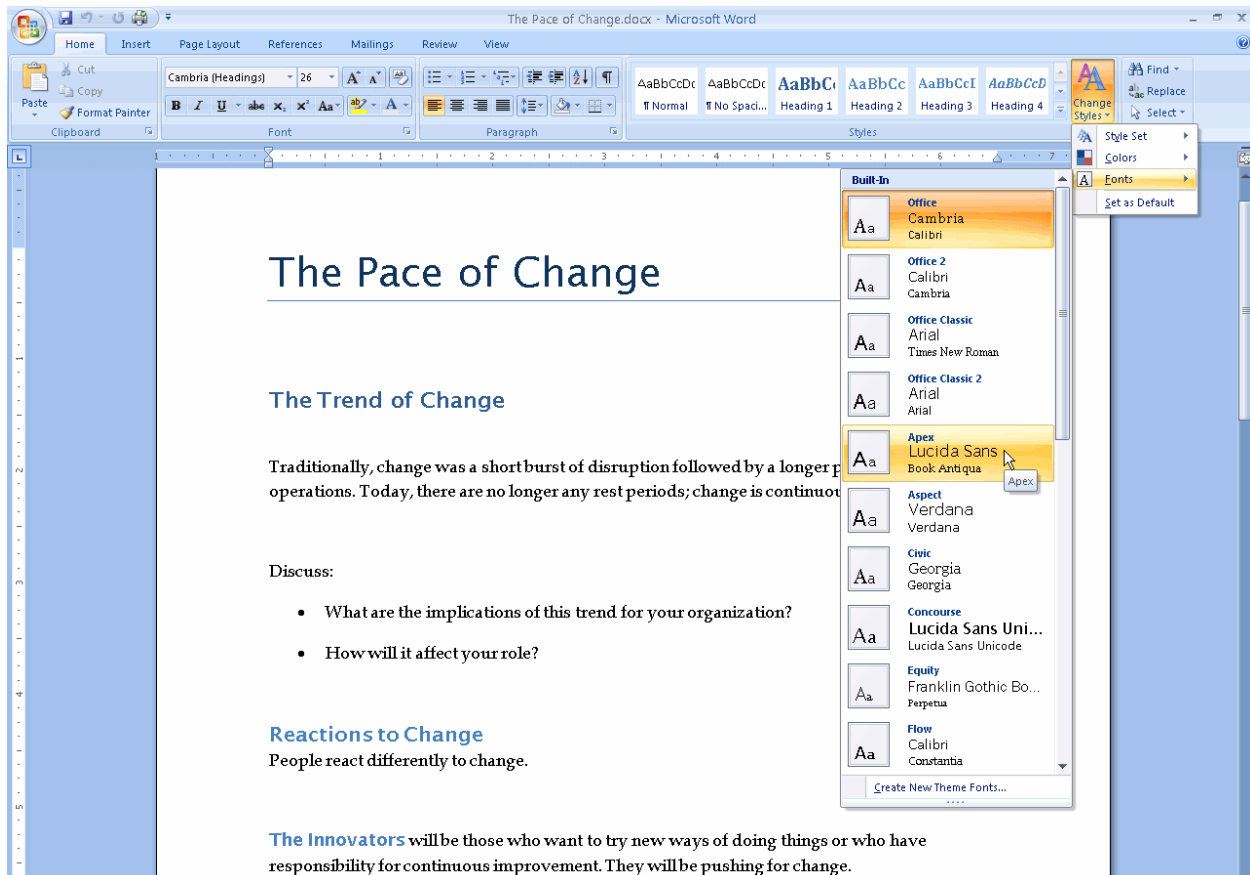
Once again, as you mouse over each color option, you will see the colors in your document change. When you've found a color scheme that you like, click it to apply it.

If you don't like any of the color schemes, click the "Create New Theme Colors" option at the bottom of the Colors menu. This will open a dialogue allowing you to create your own color scheme.



## Changing Your Font Scheme

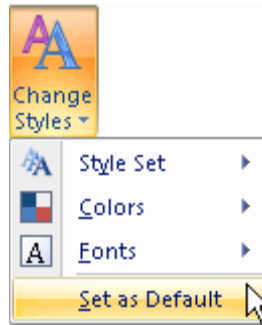
As we mentioned earlier, you can also change your font scheme independently of the styles or the color schemes. To do this, choose **Fonts** from the **Change Styles** menu and click a font set from the list. As with other style components, you will see a preview applied to your document as you mouse over the options.



As with colors, you have the option to create your own theme fonts.

## Making Changes Permanent

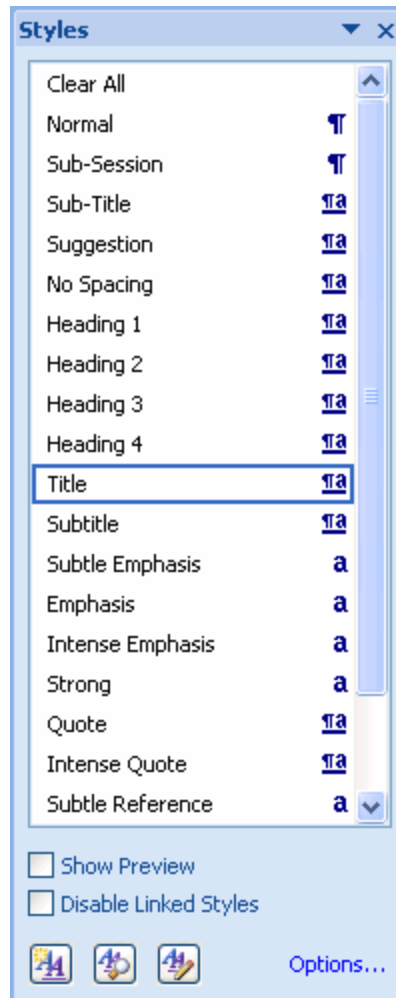
If you've gone to the trouble of selecting a style set and modifying its colors and fonts so that it suits you perfectly, you can make these settings the default so that they are used for all new documents. To do this, click the Change Styles button and click Set as Default.



Be careful when using this command; there will be no prompt to confirm the action and although you can return to the default settings at any time (Word 2007 style, Office color scheme, Cambria and Calibri fonts), there is no Reset button.

## Using the Styles Pane

So far, we have worked with styles using the Quick Style gallery. In this lesson, we're going to take a look at the Styles Pane, the tool used to manage styles in previous versions of Word. We'll learn how to apply, update, modify, and delete styles using this tool.



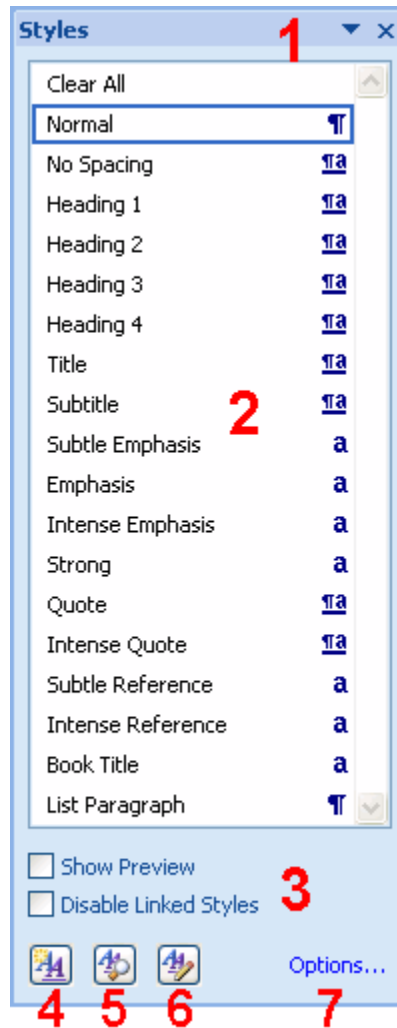
## Opening the Styles Task Pane

Opening the Styles task pane is easy. Just click the option button in the Styles chunk on the Home ribbon.



## Using the Styles Task Pane

Let's take a closer look at the task pane that opens when you click that option button.



Let's take a look at the different parts of this pane.

- 1 Task Pane** Click the down arrow in the title bar to move, resize, or close the pane. (You can also use the X to close the pane.)
- 2 Style List** This is the list of styles. The icon next to each style denotes what type of style it is. Simply select text and click the style to apply it.
- 3 Options** Enable or disable style preview (so that the list entry shows what the style will look like) and linked styles.
- 4 New Style** Click this button to create a new style. (We'll cover this in detail in a

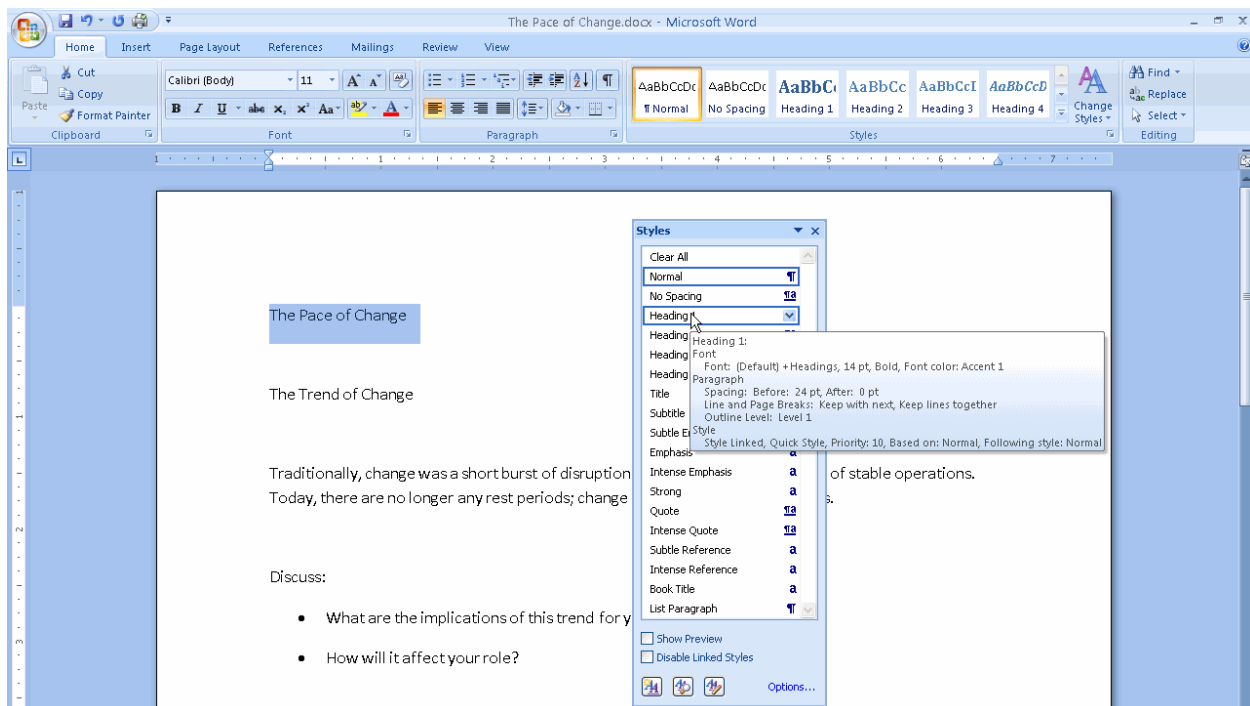
moment.)

- 5 Style Inspector** Click this button to dissect the text around where the cursor is currently placed.
- 6 Manage Styles** Opens the Manage Styles dialogue, which we will cover later on.
- 7 Options** Control various aspects of the Styles pane.

Now that you know how to view your styles, let's look at customizing them.

## Applying Styles

Applying a style is easy. Just select your text and click the style you want to apply from the styles pane.



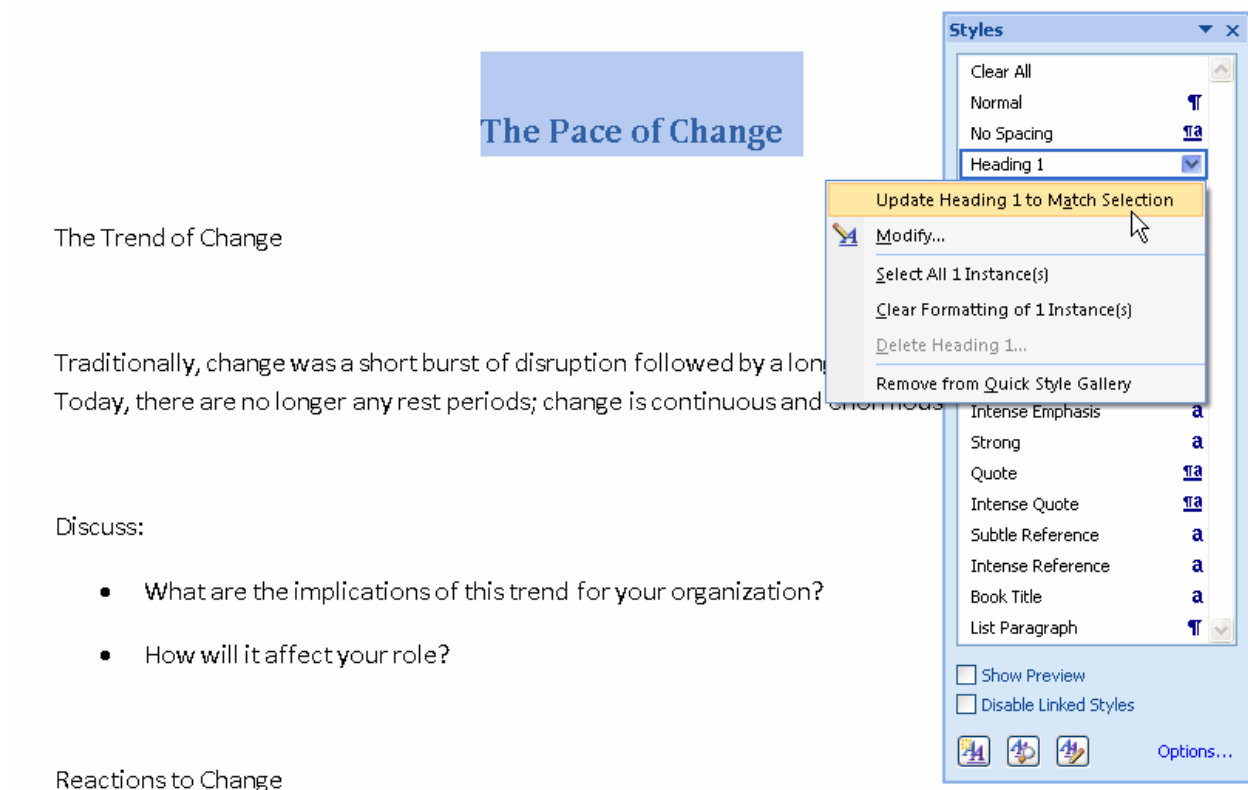
You can also use styles the same way you use other formatting: turn the style on, type your text, and then turn the style off. The style you are currently using will be displayed in the pane.



Remember, you can only use one paragraph style at a time. For example, your text cannot be both Heading 1 and Heading 2, unless you create a style to combine those elements. (We'll get to creating styles in a moment.)

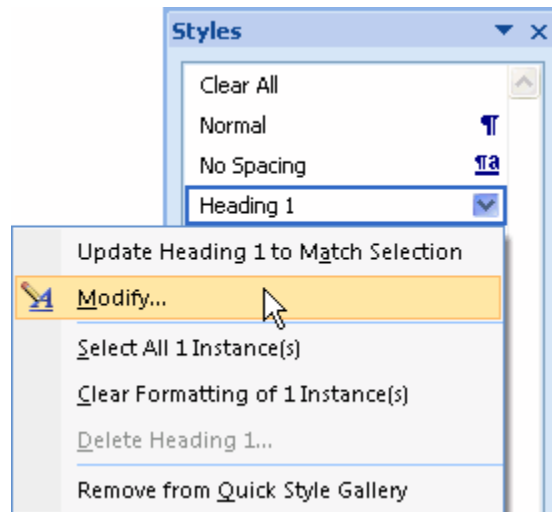
## Modifying a Style

There are a few ways to modify a style. One way is to format a section of text the way that you want the new style to appear. Then, select the text, right-click the style, and click Update to Match Selection. (You can also perform this command from the Quick Style gallery.)

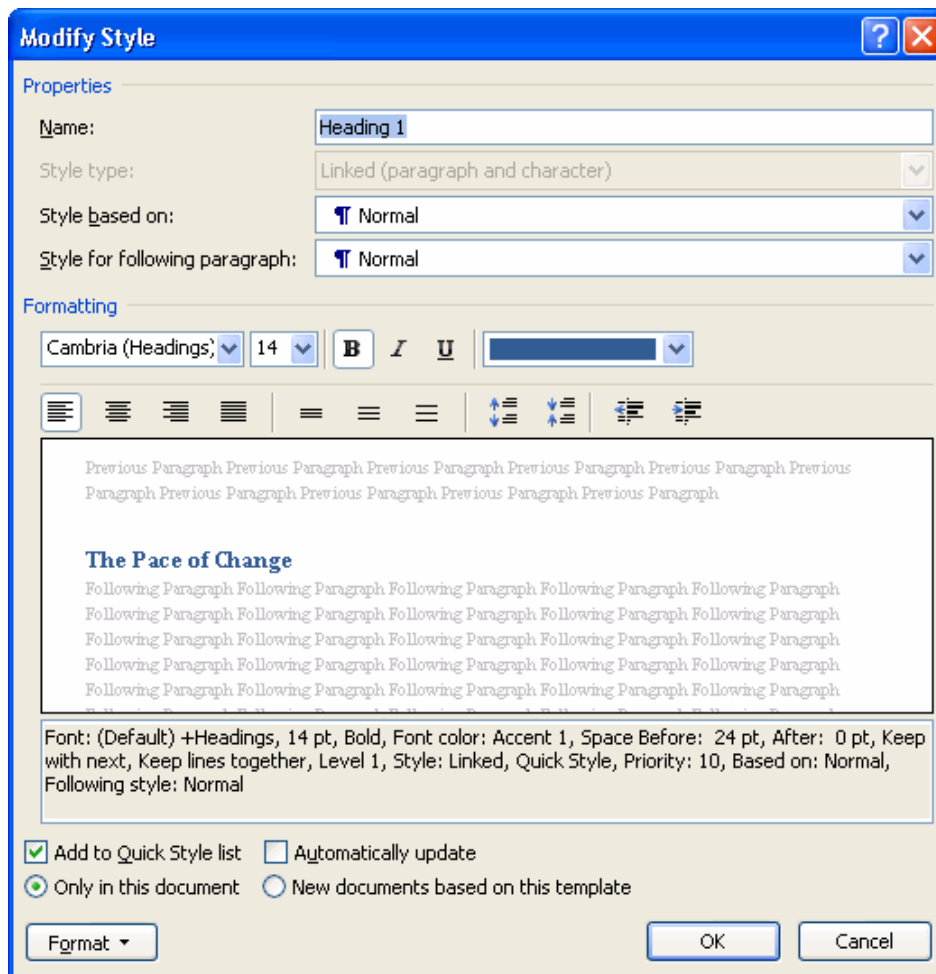


The heading will then automatically be modified to include the new formatting.

You can also right-click the style and click Modify.



You will then see this dialogue:



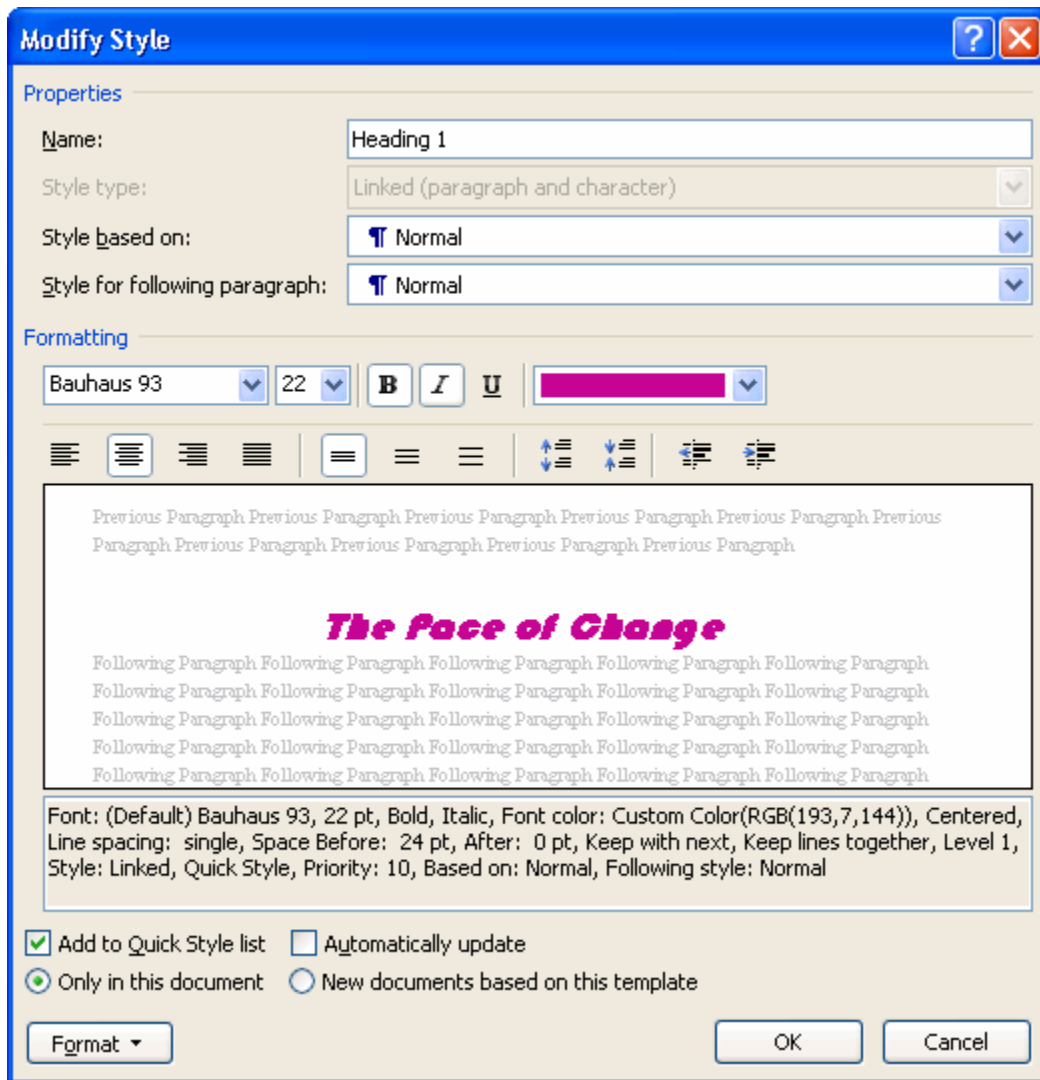
The formatting options in this dialogue box will reflect whatever is already set for this style.

The first four options allow you to set the properties for the style.

<b>Name</b>	This is the name that will be displayed in the styles list (menu or task pane). You should change this name if you do not want your current style to be overwritten.
<b>Style type</b>	This menu allows you to choose what item your style will apply to: paragraph, character, table, or list. For our purposes, we're going to focus on paragraph styles for now.
<b>Style based on</b>	Choose which style you want to use as a starting point.
<b>Style for following paragraph</b>	Choose the style for the paragraph after the current style ends.

Then, the formatting options allow you to set the specifics for your style. You can set typical formatting options from here, including font type and size; effects like bold, underline, and italics; font color; text alignment and spacing; and indents.

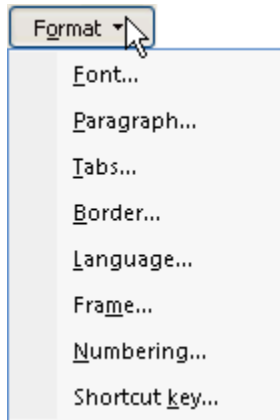
You can see a preview of your text in the white window below the formatting options.



The checkboxes along the bottom provide these options:

- Add to Quick Style list** Adds this style to the Quick Style gallery.
- Automatically update** When you make a manual formatting adjustment in to text that has this style applied, the adjustment will be applied directly to the style. (This option is recommended for experienced style users only.)
- Only in this document** Ensures the current style is only available in this document.
- New documents based on this template** Add the current style to the current template.

You can also click the Format button to see a list of other options.



You can click any of the options listed in the menu for that dialogue box to open. (For example, if you clicked Border, the Borders and Shading dialogue would open.) The options you set will then be added to your style.

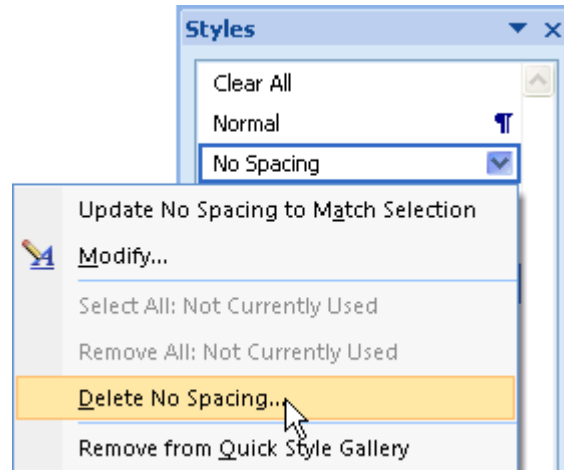
Once you are done configuring your style, click the OK button to save your changes, or click Cancel to discard them.

If you click OK, your style will be displayed in the styles task pane. Unless you have chosen to add it to the current template, however, it will not be available outside this document.

If you modify a selection that is in use and overwrite it, your changes will apply to all the text that has that existing style. Let's say you modify the Heading 1 style so that it has red text using the Algerian font face, size 14, with bold italics. Now, every instance of Heading 1 will have this formatting. This is the real power of styles: you can change the formatting of many parts of your document with just one series of commands.

## Deleting a Style

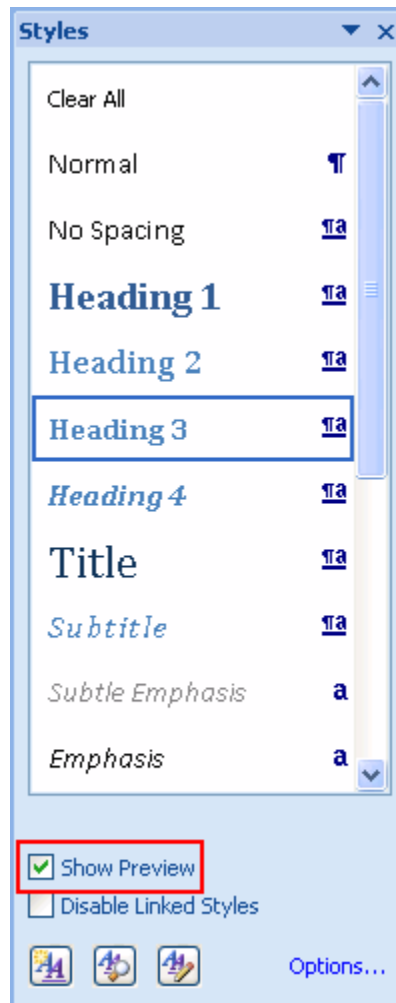
You can delete a style by right-clicking it in the task pane and clicking Delete. (Note that you cannot delete the default styles. If you are able to click Delete on a default style, it means that it will be reset to the default settings, removing any formatting changes.)



This will also delete any styles that were based on it. As for the text, it will be returned to the style that the deleted style was based on. If there is no such style, it will be returned to the normal style.

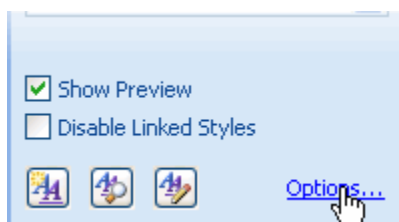
## Modifying Style Pane Options

Let's take a look at the options at the bottom of the style pane. The first option lets you see a preview of each style in the Styles pane.

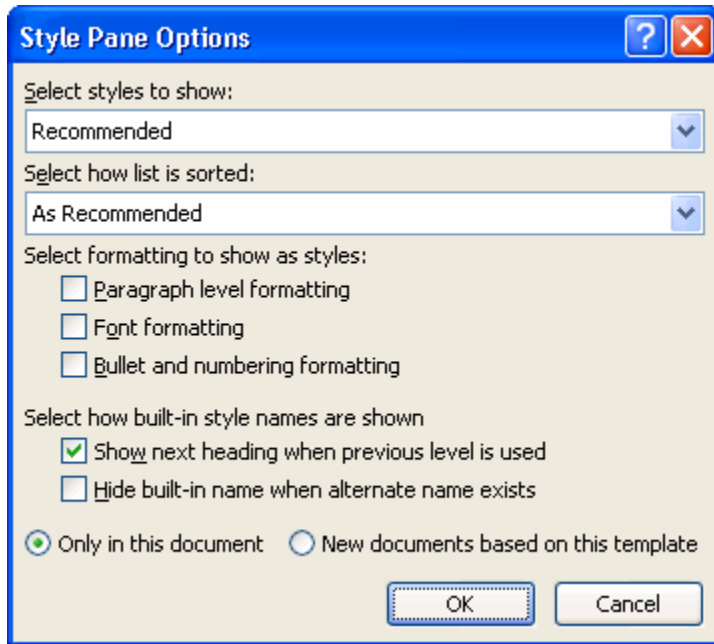


The second option disables linked styles.

For more advanced settings, click the Options link at the bottom of the Styles pane.



You will then see this dialogue:



Here, you can choose what styles to show and how the list is sorted. You can also show formatting as styles; this option was enabled in older versions of Word. And, you can choose how built-in style names are shown, and if the options should be applied to this document only or all new documents based on this template. Once you're ready, click OK.

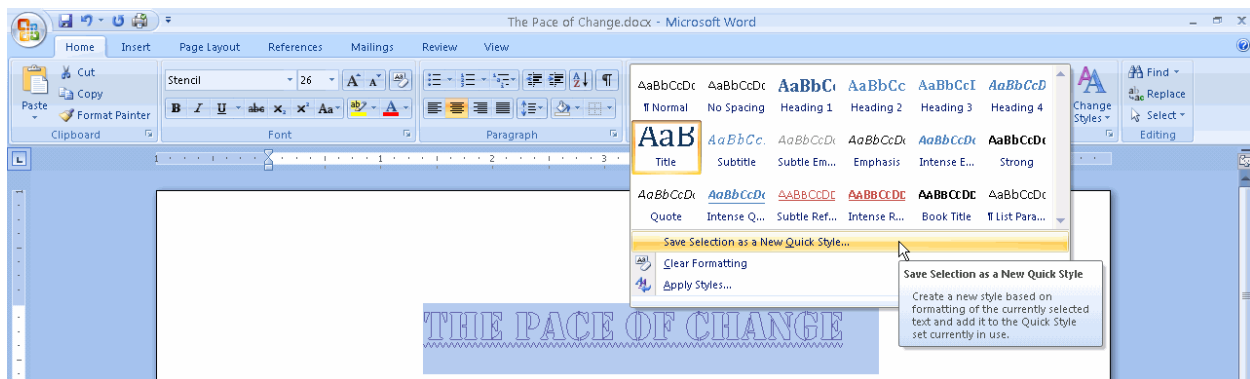


## Doing More with Styles

Now that we've mastered the basics of styles, we're going to take a look at some more advanced tasks, including creating styles, using the Style Inspector, managing styles, and modifying the Quick Style gallery.

### Creating Styles from Existing Text

If you want to create your own style, the easiest way to do so is to select text that contains the proper formatting. Then, click the arrow next to the Quick Style gallery and click Save Selection as a New Quick Style.



You will then be asked to give the style a name and confirm its appearance. (If you want to change the appearance, click Modify.) Once you click OK, the style will appear in the Quick Style gallery.



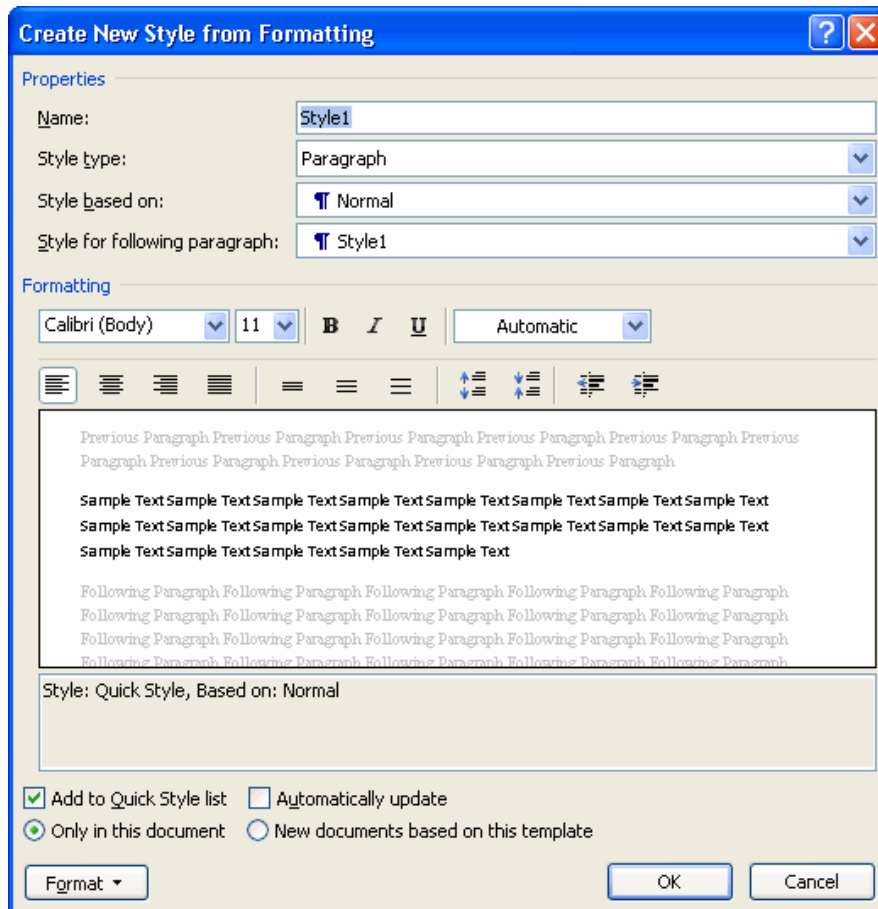
## Creating Styles Using the Task Pane

You can also create your own style with the Styles task pane. One way is to right-click an existing style, click Modify, and then give the style a new name in the Modify dialogue. (See Lesson 5.3 for more details.)

If, however, you want to start from a clean slate, click the New Style button at the bottom of the Styles pane.

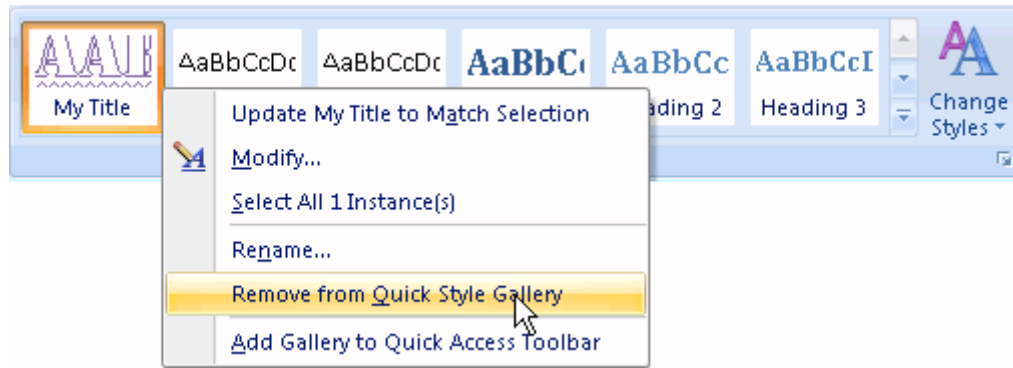


You will then see a dialogue very similar to the Modify Style dialogue. Note that the settings here will be based on the text around your current cursor position. Simply name your style, choose the formatting that you want, and click OK to save it.

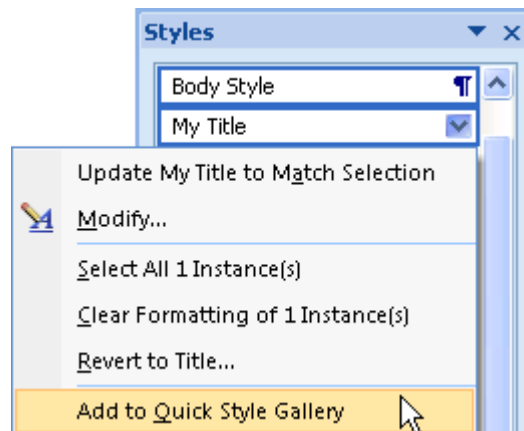


## Modifying the Quick Style Gallery

One of the great things about the Quick Style gallery is that it's easily customizable. To remove a style from it, right-click the style and click "Remove From Quick Style Gallery." (You can also perform this command from the Styles pane.)



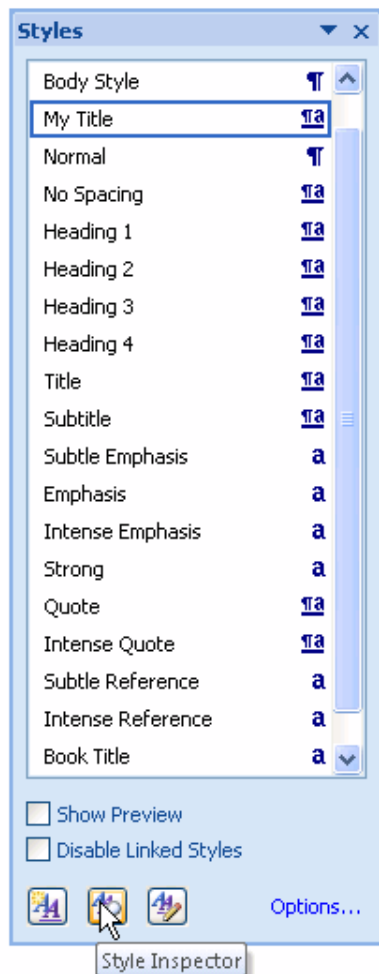
You can also open the Styles pane, right-click any style not included in the gallery, and choose to add it.



## Using the Style Inspector

The style inspector lets you see exactly what formatting text contains. This can be very useful if you've received a poorly formatted document and you want to see what formatting options have been used.

To start, place your cursor in the area of text that you want to dissect. Then, click the Style Inspector command in the Styles task pane.



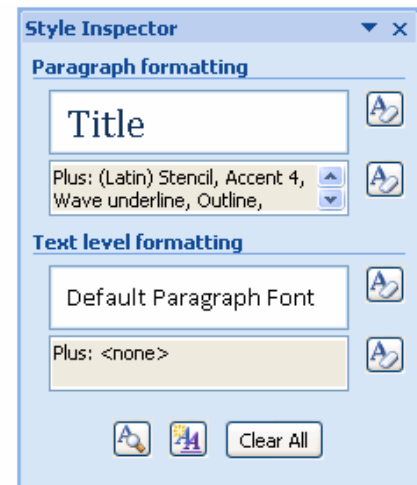
THE PACE OF CHANGE

Change

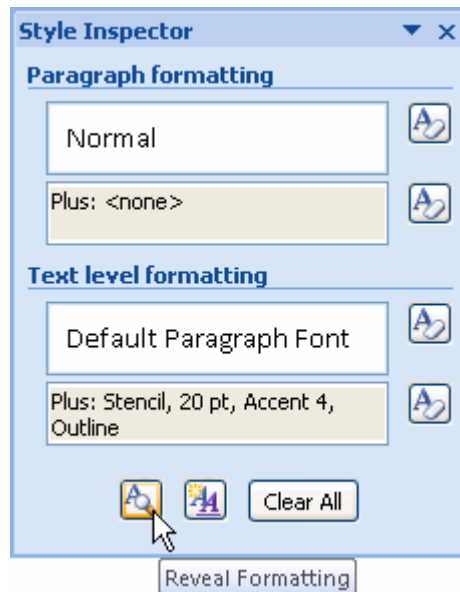
ge was a short burst of disruption followed by a longer period of  
o longer any rest periods; change is continuous and enormous.

Then, you will see a small dialogue appear. This dialogue will show you all aspects of the text's formatting.

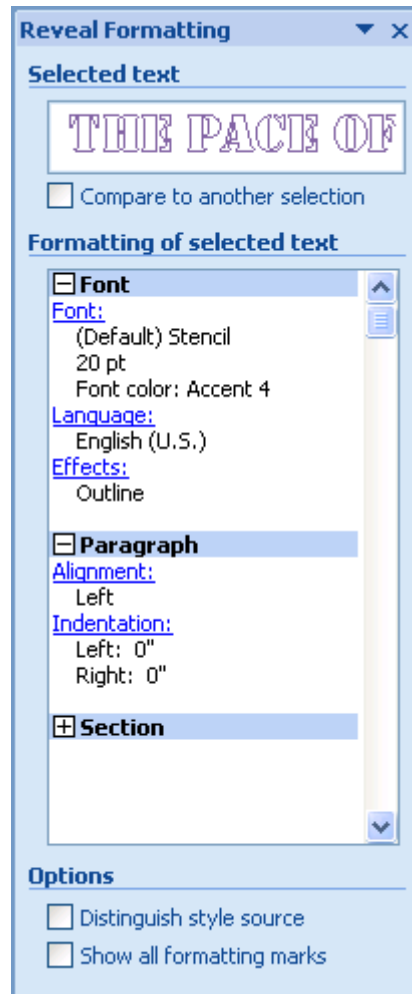
THE PACE OF CHANGE



As long as the Style Inspector is open, click anywhere to see text's formatting details. You can also click the Reveal Formatting command to see more details.

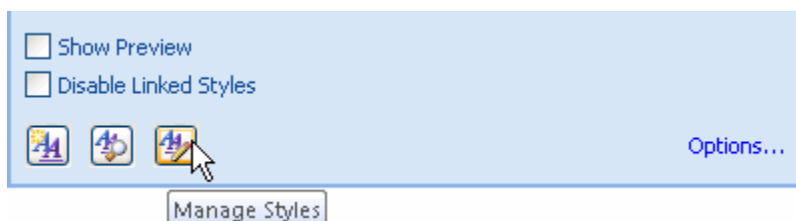


This command will open a task pane with the formatting organized into different areas. You can click the blue links to open the appropriate dialogue.

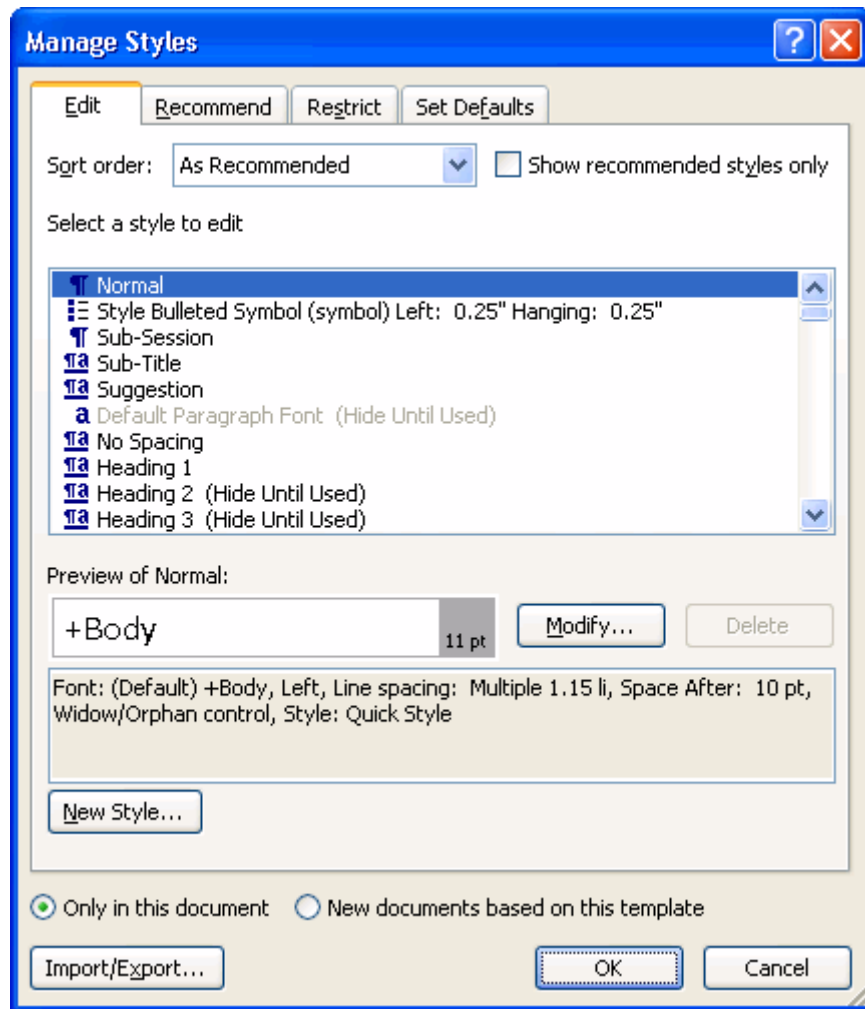


## Managing Styles

If you want more control over the way styles act in your document, click the Manage Styles command on the Styles task pane.



Then, you will see this dialogue:



Let's take a quick look at each tab. All tabs offer the option to save settings for this document or all documents based on this template, and to export or import styles to or from another template or document.

- Edit** Choose how to sort styles. Also offers options to edit and create styles.
- Recommend** Set advanced sorting and priority options.
- Restrict** Restrict style and theme usage in the document.
- Set Defaults** Set the default font and paragraph settings.

## Creating Basic Headers and Footers

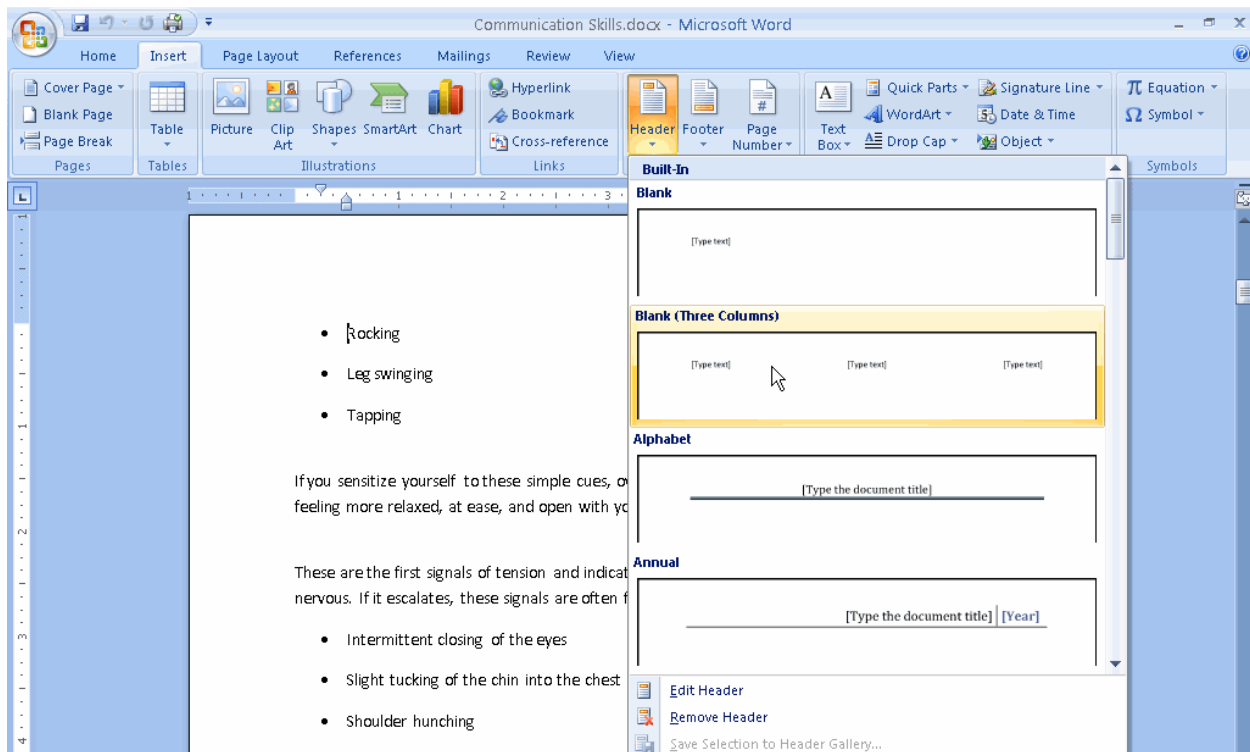
Headers and footers are groups of information set apart from the body of your document. Headers are located at the top of a page while footers are set at the bottom of a page. Headers and footers can make your document more user-friendly, and make it look polished and professional. They can also save you a lot of time, as you can make one header or footer look exactly how you want and then those changes will be applied to headers and footers throughout the whole document. For example, the title of a book appearing at the top of every page would probably be set as a header.

Headers and footers are easy to create and edit. However, there are a lot of options you can customize, so we're going to spend this entire section just on headers and footers. We're going to start by learning how to create, edit, and remove a header or footer. We're also going to learn about the Selection Gallery.

### Using a Preset Header or Footer

One of Microsoft Office Word 2007's best new features is pre-designed page components. This means that you can create a professional-looking header or footer with just a few clicks.

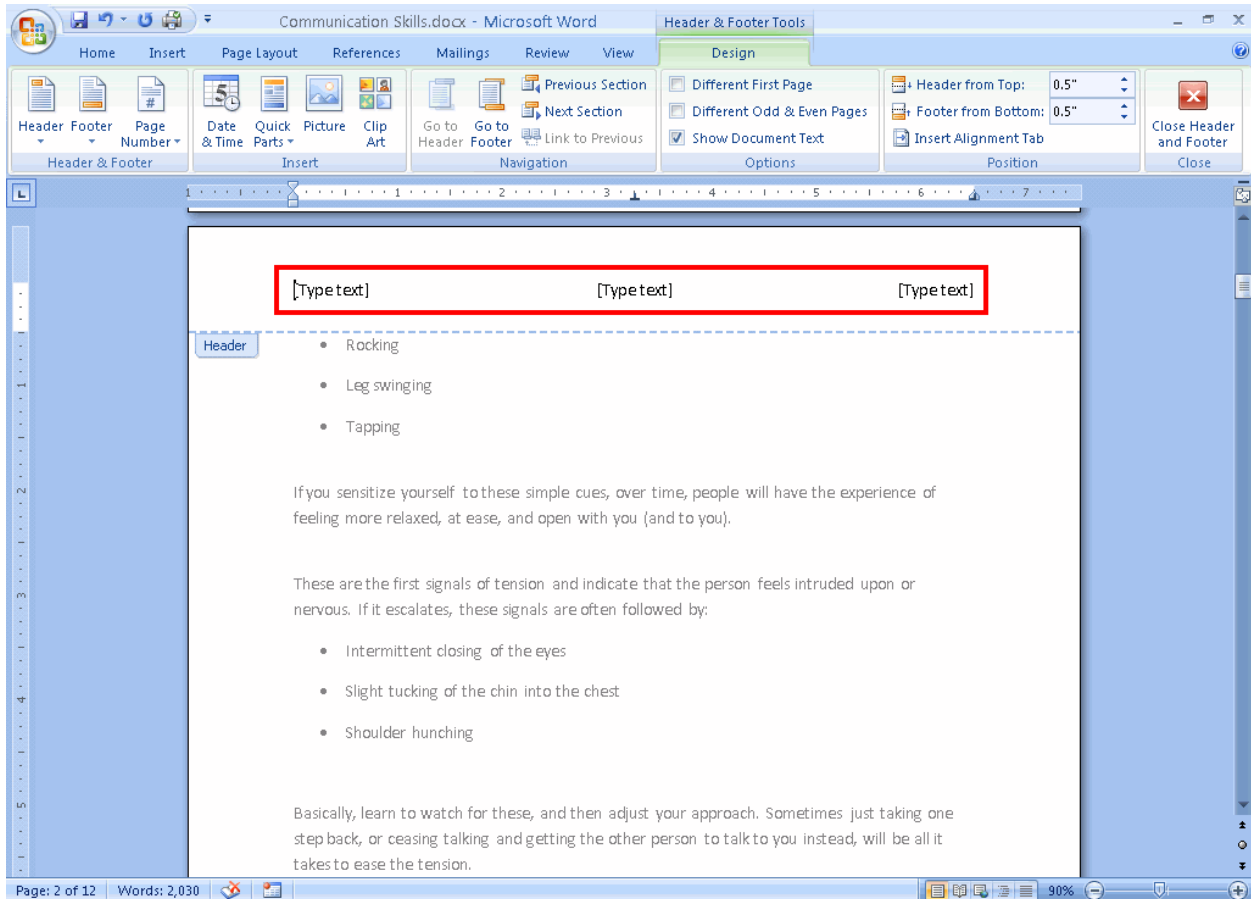
To start, click the Insert ribbon. Then, click the Header or Footer button. Next, click the type of header or footer that you want to add.



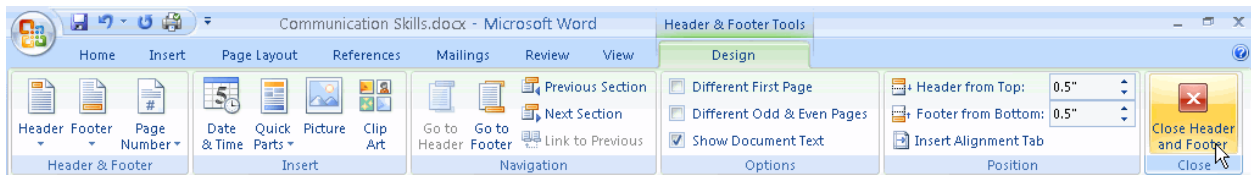


(Note the scroll bars on the side of the list; there are over 20 pre-set designs to choose from!)

Once you click an option, the header will be inserted and replicated to every page. All you need to do is add text where indicated; your changes will be replicated as well. Note that you can format header and footer text just like you would any other.



Once you're done, click the Close button on the Header and Footer Tools Design ribbon.



## Editing a Header or a Footer

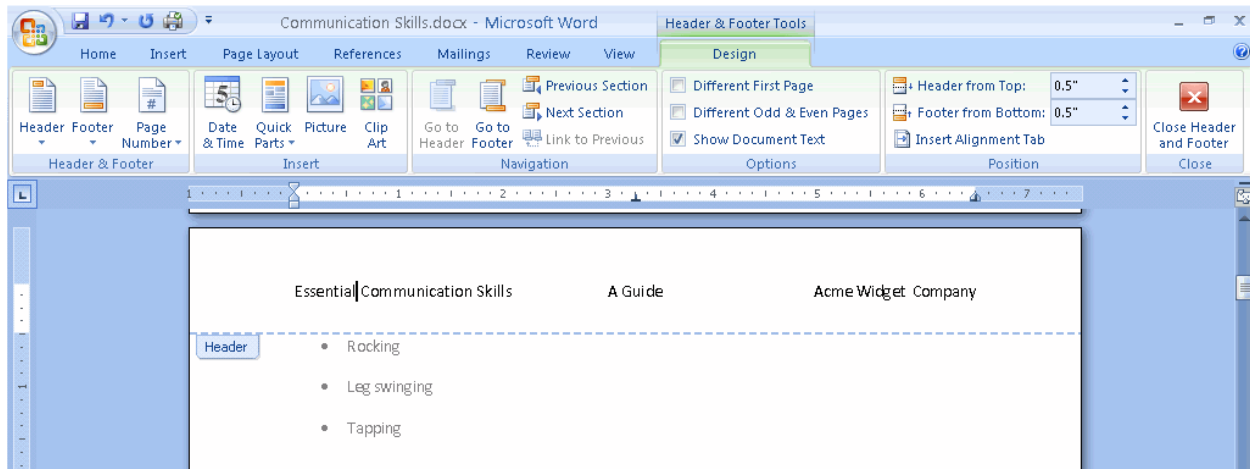
In the example above, we created a simple header. (Note how after the Header and Footer view is closed, the header appears in lighter text.)

Communication Skills A Guide Acme Widget Company

- Rocking
- Leg swinging
- Tapping

If you sensitize yourself to these simple cues, over time, people will have the experience of feeling more relaxed, at ease, and open with you (and to you).

To edit the header or footer, simply double-click any part of the text (even a blank area). This will re-open the Header and Footer Tools Design ribbon and place your cursor at the beginning of the header or footer.

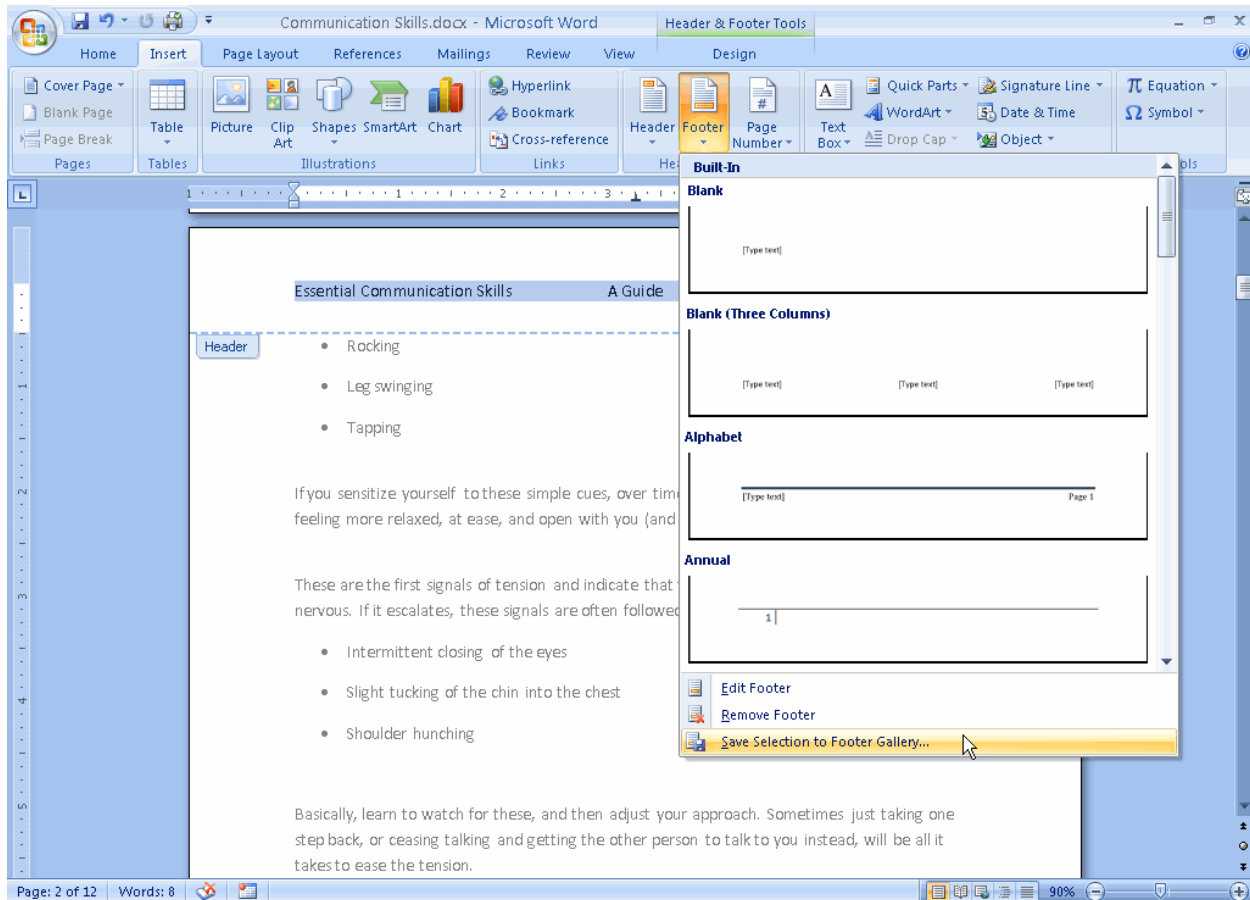


When you're done, click the Close button on the Design ribbon.

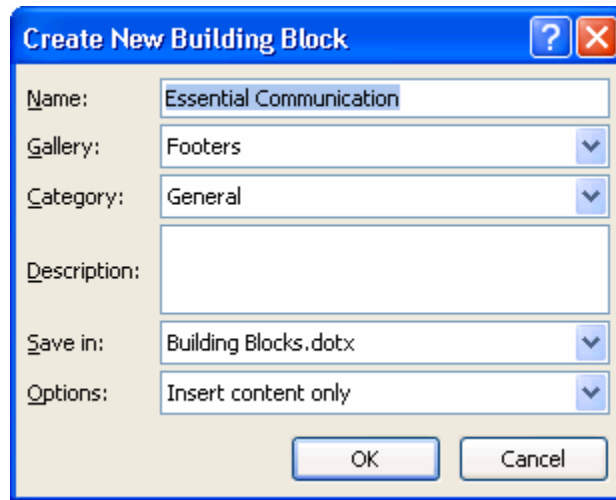
## Adding a Header or Footer to the Gallery

If you like, you can add your header or footer to the selection gallery. This way, it will be available for future documents.

First, double-click the header or footer that you want to add. Then, select all the parts that you want for future documents. Next, click the Header or Footer button (depending on what you want the selection to be saved as). Now, click Save Selection to Gallery.



You will then be prompted to confirm the header or footer information. We haven't covered building blocks yet, so we suggest that you just click OK to this dialogue.

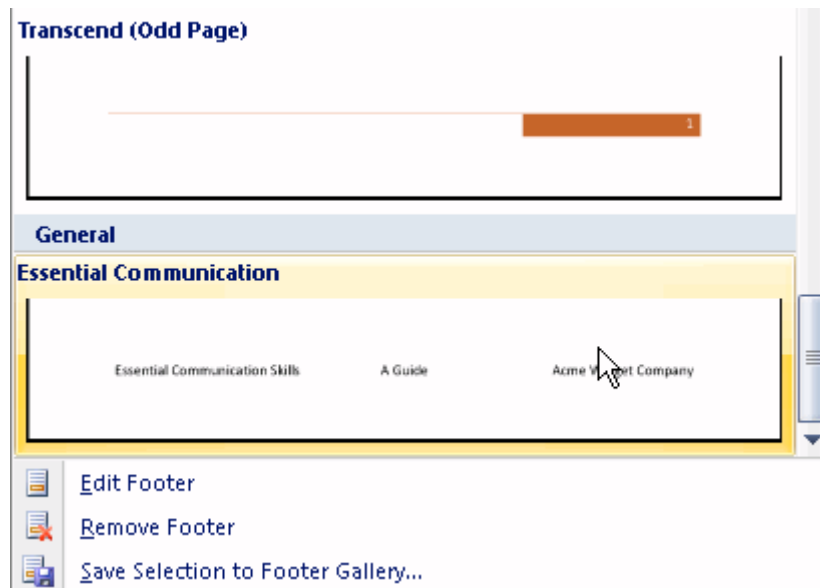


The 'Create New Building Block' dialog box is shown. It has a blue title bar with a question mark and a close button. The fields are as follows:

- Name:** Essential Communication
- Gallery:** Footers (dropdown menu)
- Category:** General (dropdown menu)
- Description:** (empty text box)
- Save in:** Building Blocks.dotx (dropdown menu)
- Options:** Insert content only (dropdown menu)

At the bottom are 'OK' and 'Cancel' buttons.

Once you click OK, you should see your header or footer in the appropriate menu.



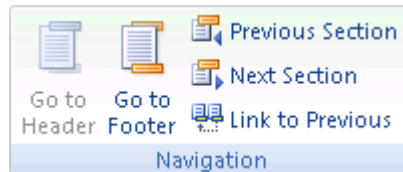
The 'Transcend (Odd Page)' footer menu is shown. It has a blue title bar. The main area is divided into two sections:

- General:** A yellow header section with the title 'Essential Communication'. Below it is a text box containing 'Essential Communication Skills', 'A Guide', and 'Acme Widget Company'.
- Footer:** A white section with three buttons: 'Edit Footer', 'Remove Footer', and 'Save Selection to Footer Gallery...'.

A mouse cursor is pointing at the 'Acme Widget Company' text in the footer section.

## Navigating Through Headers and Footers

We haven't looked much at the Header and Footer Tools Design ribbon since we're going to focus on it in the next lesson. However, let's take a quick look at the Navigation chunk.

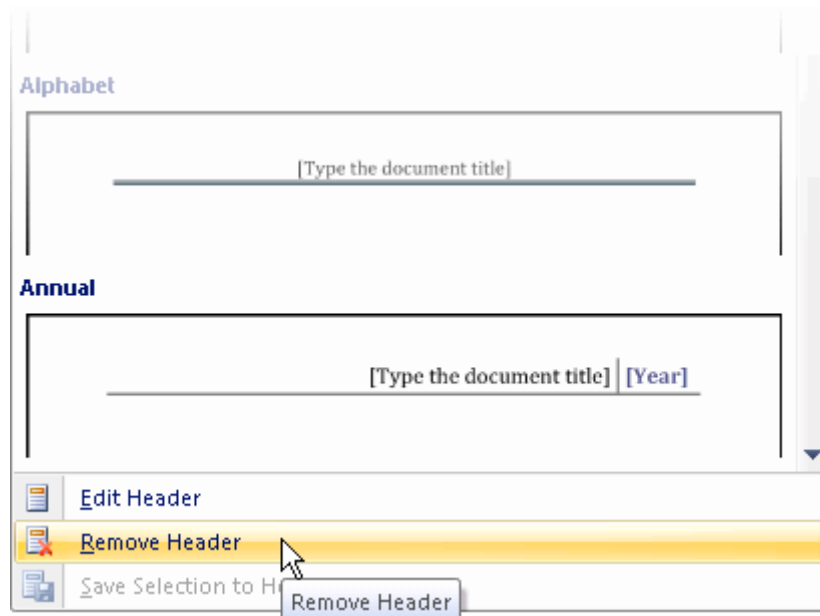


The first two buttons let you toggle between the header and the footer. Then, you have commands to navigate between sections. (For more information on sections, see Lesson 2.4.) Last, you have a Link to Previous command, which we'll explore in Lesson 3.4.

## Removing a Header or a Footer

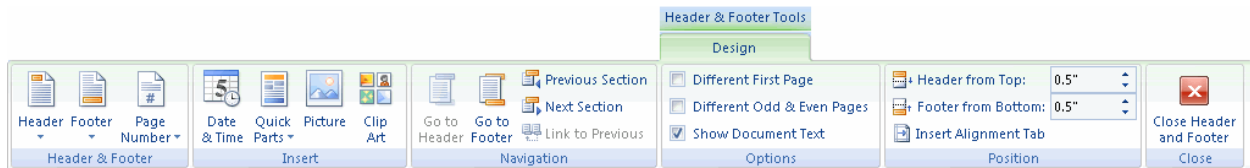
To remove a header or a footer, you can do one of two things. If it's just text, you can delete it. If there are more elements, it's easiest to use the Header or the Footer menu.

First, double-click the header or footer that you want to remove to place your cursor there. Then, click the Insert ribbon and click the Header menu or the Footer menu (depending on what you want to delete) and click Remove Header or Remove Footer.



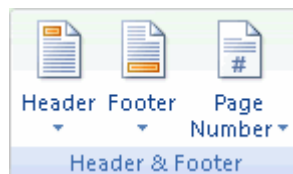
## Using the Header and Footer Tools Design Ribbon

In the last lesson, we used a few commands on the special ribbon that opens when we create a header or footer. In this lesson, we'll take a closer look at the ribbon.



### Header and Footer Tools

Use this section to add or change a header or footer. (These are the same menus you will find on the Insert ribbon.) You can also choose from pre-designed page numbers.



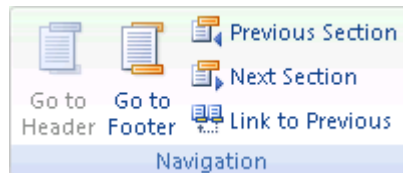
### Insert Commands

Here you will find commands to add the date and time, Quick Parts (including document properties and fields), and graphics to your header or footer. (We'll look at these commands in more detail in Lesson 3.4.)



## Navigation Commands

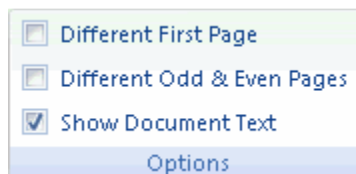
We learned about this chunk in the last section.



The first two buttons let you toggle between the header and the footer. Then, you have commands to navigate between sections. (For more information on sections, see Lesson 2.4.) Last, you have a Link to Previous command, which we'll explore in Lesson 3.4.

## Header and Footer Options

Our next chunk lets us control how your header or footer will behave.



You can choose to have a different header or footer for your first page and/or for odd and even pages. You can also choose to show or hide document text when editing the header/footer.

## Position Options

This chunk lets you control the exact position of the header and the footer on the page. You can also align text, which we'll learn about in Lesson 3.4.



## Closing Header and Footer View

The last option lets you close Header and Footer view.





## Inserting Page Numbers

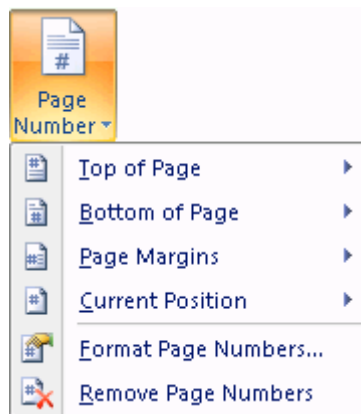
---

So far, we've learned how to insert headers and footers. But what if you just want plain old page numbers? That's just what we're going to learn in this section.

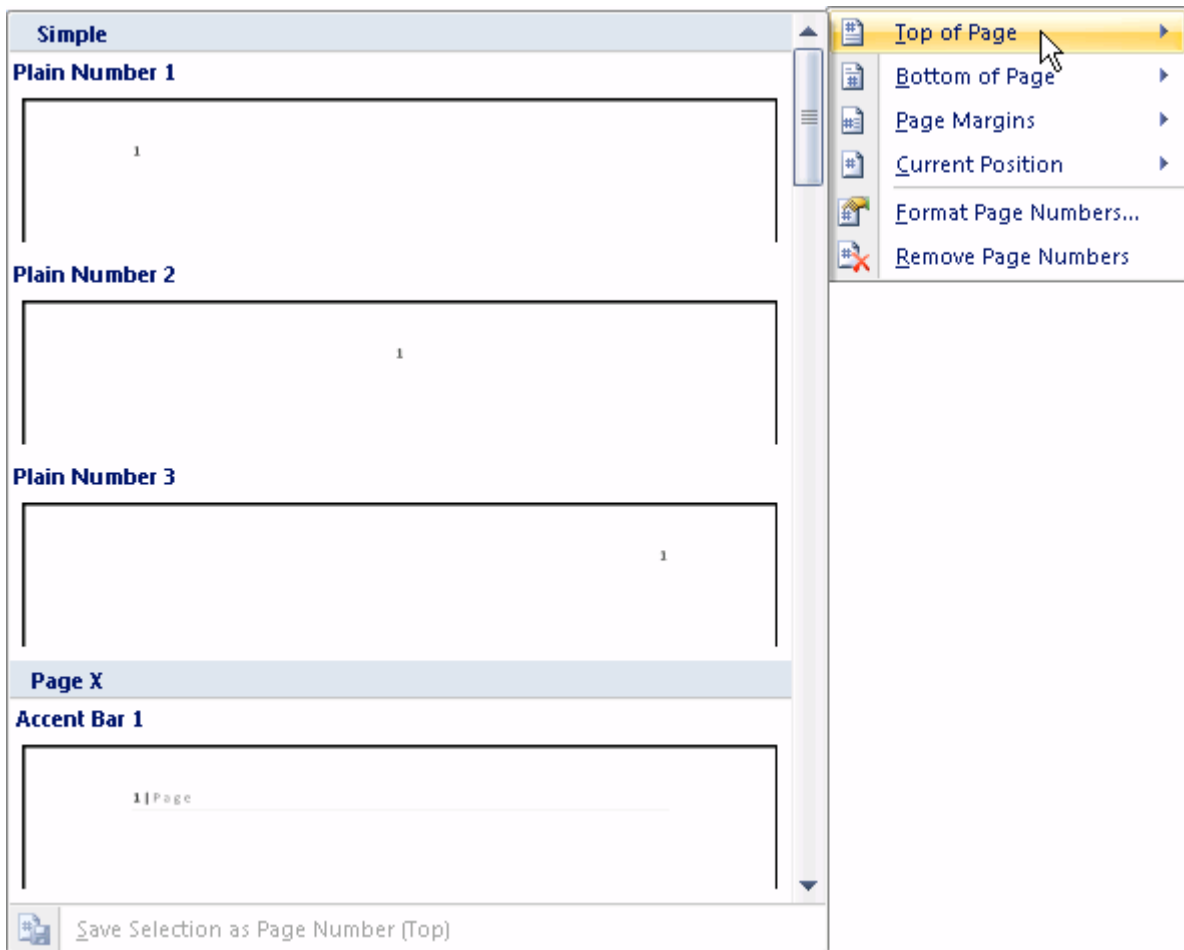
Before we get started, let's go over a few basic points. First, page numbers are treated as headers and footers, as they typically go at the top or bottom of the page. Second, you can format page numbers as you would other text. Last, you should always use Word's automatic page numbering feature rather than trying to number the pages yourself.

### Inserting Page Numbers

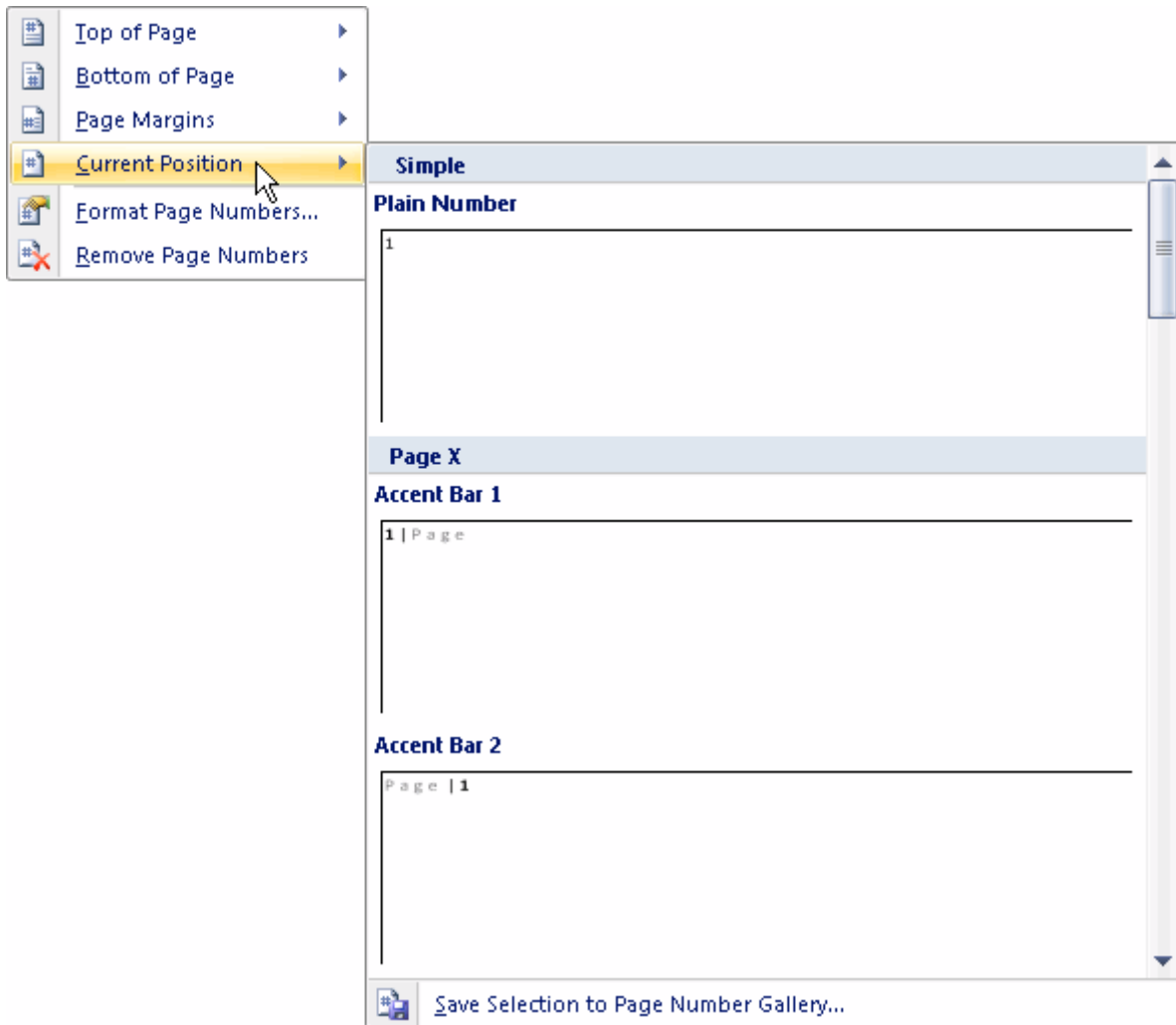
You can add page numbers from the Insert ribbon or the Header and Footer Tools Design ribbon. On either ribbon, when you click the Page Numbers command, you will see this menu:



When you choose where you want your page number to go (top or bottom of page, or in the margin), you will see another menu:



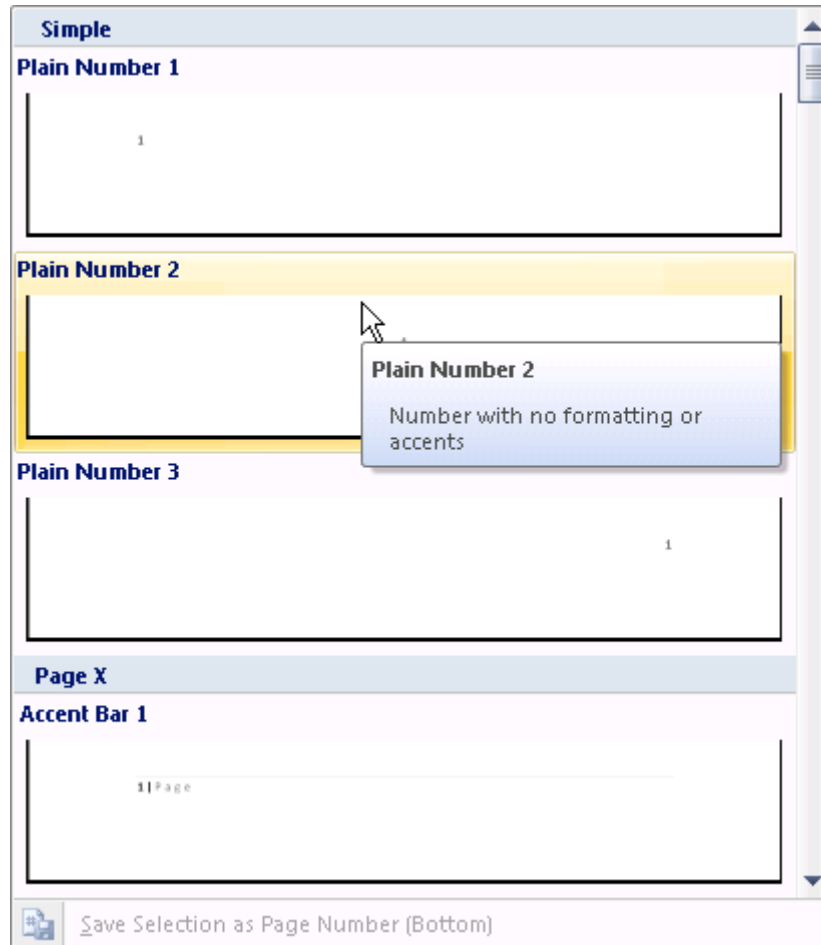
You can also click the Current Position menu to see only those styles that have text in the current position of your cursor.



Just like pre-designed headers or footers, simply click the style that you want to apply.

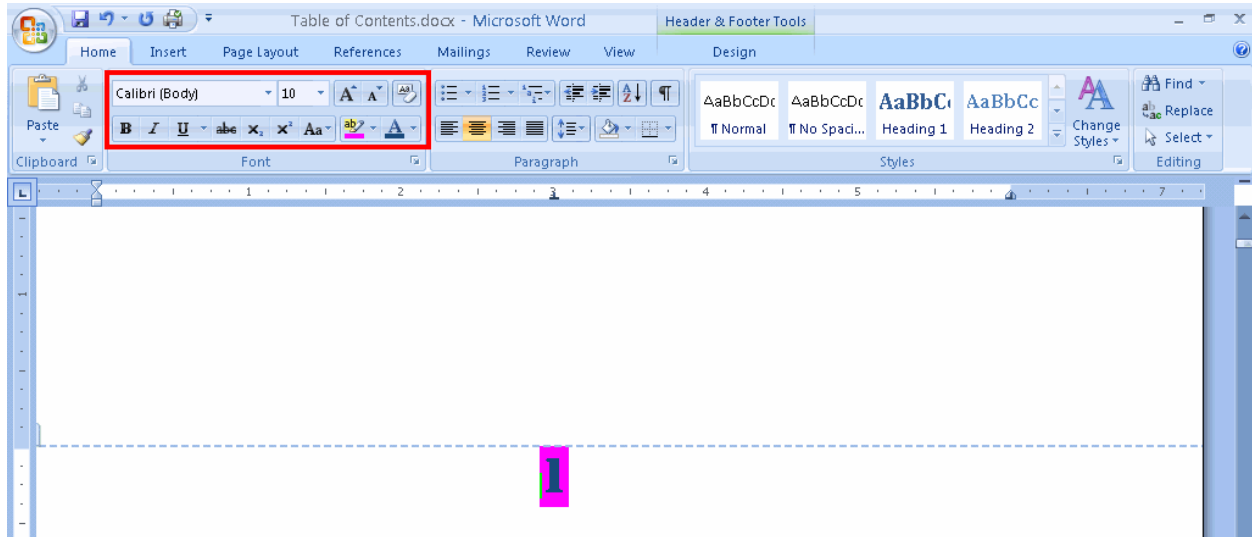
## Changing Page Numbers

Like headers and footers, you can choose another page number style from the Page Number menu at any time.

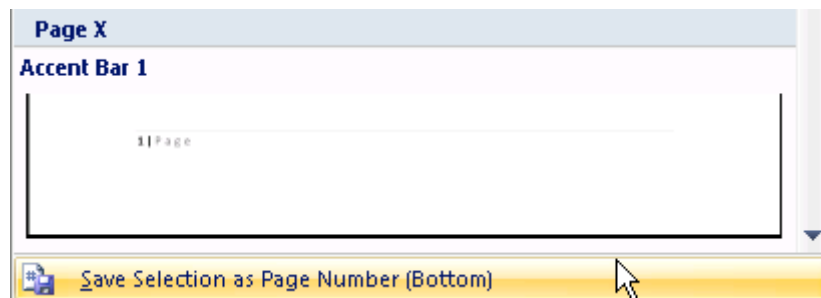


## Formatting Page Numbers

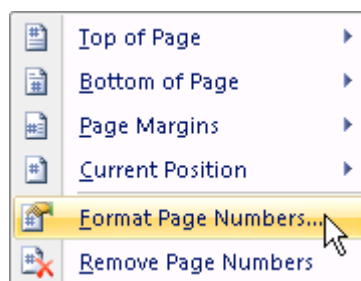
You can format page numbers as you would any other text. Simply select it and format it.



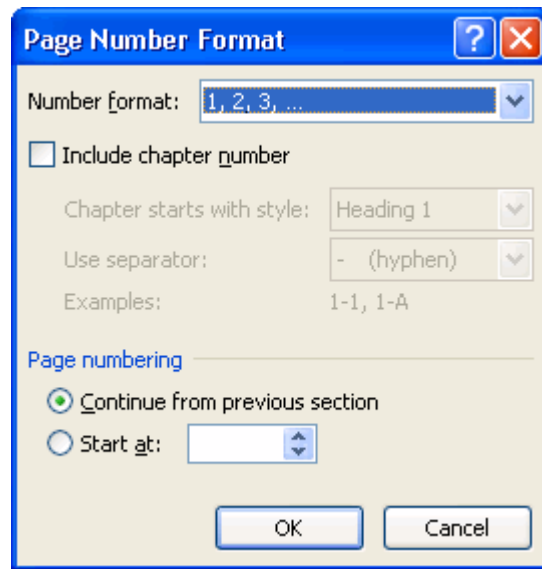
And, if you create a selection that you would like to use later, you can save the selected page number to the gallery, using either the Top of Page or the Bottom of Page menu.



If you want to change the style of numbers, open the Page Number menu. Here, you will see a command to format page numbers.



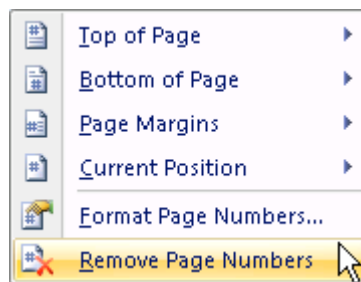
When you click this command, you will see this dialogue:



Here, you can choose a number format, choose how to number the pages, and choose to include a chapter number. (These settings can be modified at any time.)

## Removing Page Numbers

To remove your page numbers, click to place your cursor in the set of page numbers that you want to remove. (Remember, different sections can have different page numbers. If you don't have different sections, then it doesn't matter where your cursor is.) Then, click the Page Number command on either the Insert ribbon or the Header and Footer Tools Design ribbon and click Remove Page Numbers.



## Doing More with Headers and Footers

In Lesson 3.2, we learned about the neat things you can do with the Header and Footer Tools Design ribbon. In this lesson, we'll take a closer look at how to use those features.



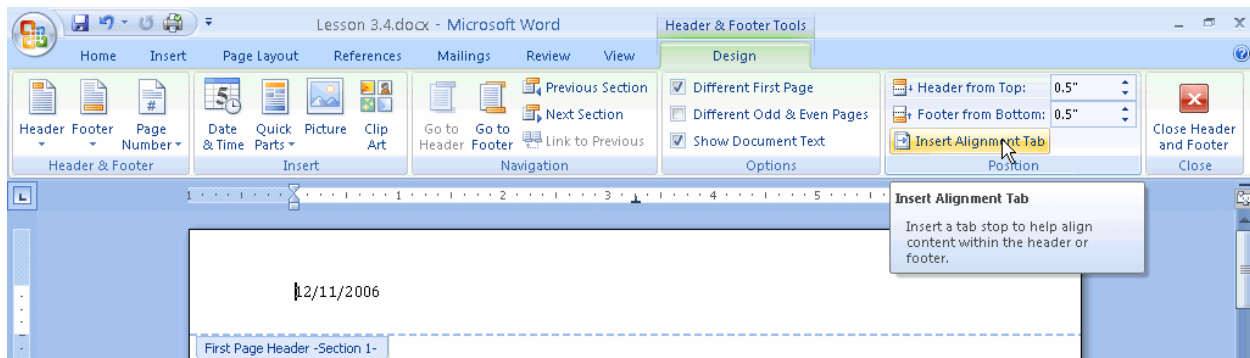
12/11/2006

Sue Smith

First Page Header -Section 1-

### Aligning Text

The best way to align text in a header or footer is to use the Insert Alignment Tab command on the Header and Footer Tools Design ribbon. First, click to place your cursor in front of the text that you want to align. Then, click Insert Alignment Tab.



In the dialogue that opens, you can choose an alignment and a leader (characters that will fill the space between the margin and the text).



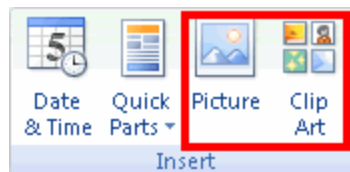
Once you click OK, your header will be aligned.

.....12/11/2006

First Page Header -Section 1-

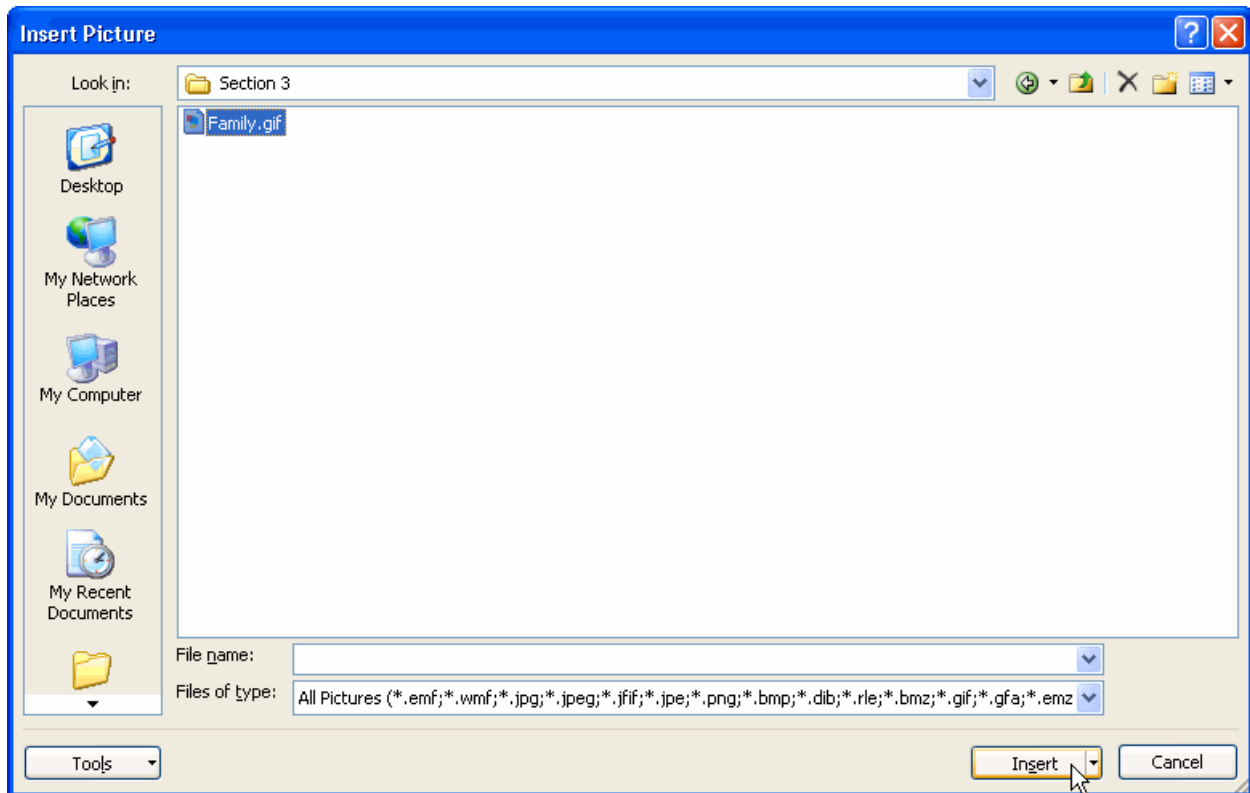
## Adding Graphics

To add a graphic, first click where you want to place the image. Then, click either the Picture or the ClipArt button on the Insert chunk of the Header and Footer Tools Design ribbon. (You can also use the commands on the Insert ribbon.)

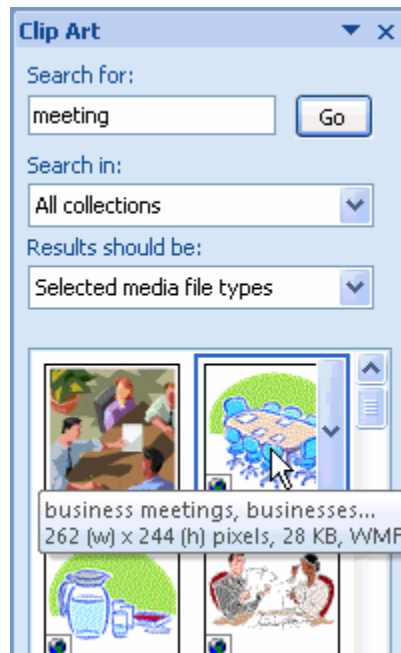




If you choose the Picture command, a dialogue will open so that you can browse to and choose your picture.



If you choose the ClipArt command, you will see a task pane so that you can search for a suitable photo. When you find a good picture, simply click it to insert it.



Note that you can resize photos simply by dragging the edges. Despite what you may see, the header or footer will adjust to accommodate the new size.



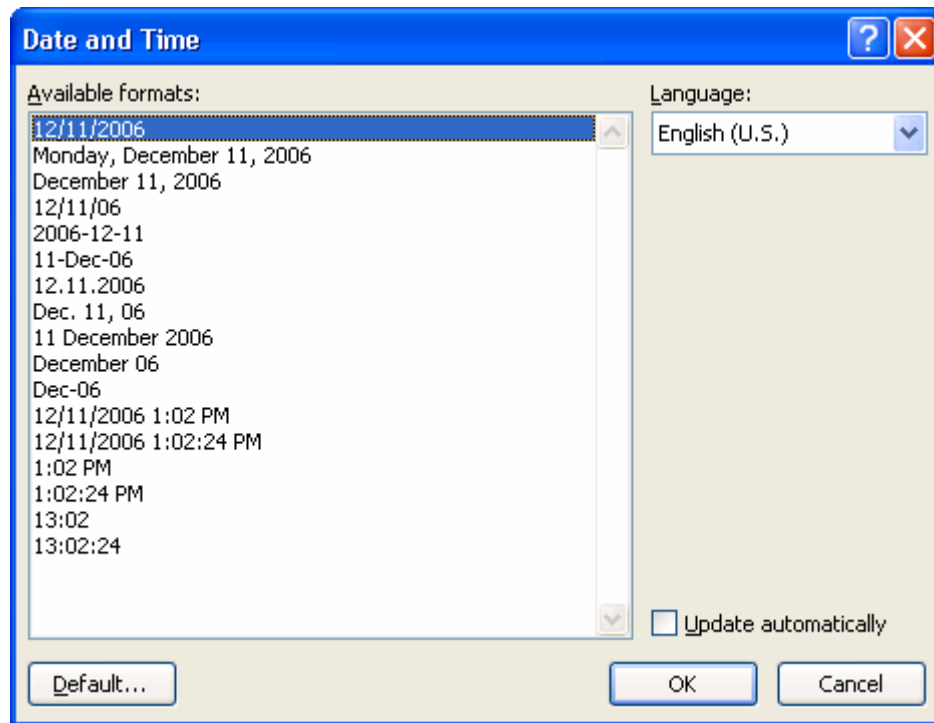
You can also use the Alignment Tab commands to align your photo.

### Inserting the Date and Time

You can also add the current date and time to your header or footer with the Header and Footer Tools Design ribbon.



When you click this command, you will see this dialogue:



Simply choose a format from the list on the left. You can also check “Update automatically” so that the current date and time is always displayed. Then, click OK. Note that you can align the date and time using the Insert Alignment Tab command, and you can format it using regular text tools.

*MONDAY, DECEMBER 11, 2006*

First Page Header -Section 1-

## Linking and Unlinking Headers and Footers

By default, a change made in one header or footer applies to all headers or footers, so you must manually un-link the headers or footers to reverse that change. (Headers and footers are linked and un-linked separately.) Note that you must have a section break at the point that you want the headers and/or footers to change.

To break the link between headers, place your cursor in the first page of the header you want to unlink and click the Link to Previous button. (Note that the name of this button does not change whether you are linking or unlinking headers and footers; it will, however, appear toggled if linking is on.)

Let’s take a look at an example.

Here is page 2 of our document. Notice how there is a section break at the end of the page.

*Boomers vs. Gen-X: The Differences*

#### Header -Section 1-

The second influence...

Was that both parents were now in the work setting. Whether due to the rise of feminism and/or the fact that a single salary could no longer cover a mortgage, Mom was joining Dad as a working member of society and Generation X became known as the "Latch Key Kids."

With no one home after school, the kids began to spend more and more time alone plugged into MTV or the computer, hacking, playing games, or surfing the net.

The third influence was, and is...

That the threat of global war quickly began to recede and just about came to an end with the total collapse of Communism in Eastern Europe in 1991.

Respect for, and identification with, large institutions began to quickly diminish, blind patriotism was no longer a virtue, and with this, respect for authority and tradition dropped off as well.

This disillusionment with institutions was compounded by the fact that many of the Gen-X'ers saw the parent(s) put out of work during the re-engineering and right-sizing fads that produced the massive and ill-planned layoffs of the past decade.

Can you see how understanding these influences have such a major impact on designing your 'Gen-X' hiring, orientation, mentoring, coaching, and retention activities?

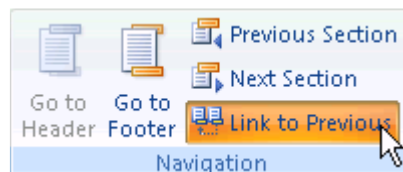
Section Break (Next Page)

Now, look at page 3.

*Boomers vs. Gen-X: The Differences ¶*

Header -Section 2-	Boomers	X'ers	Same as Previous
	Work hard out of a sense of loyalty. ¶	Work hard if there is a balance allowed between work and off the job life. ¶	¶
	Expectations for long term employment. ¶ ¶	Expectation for being fired or laid off at least once. ¶ (They saw it happen to their parents.) ¶	¶
	Reliance on the organization. ¶	Reliance on self. ¶	¶
	Everyone starts at the bottom and pays their dues. ¶	Everybody is placed where they are most needed. ¶ Dues aren't relevant. ¶	¶
	Hold the long view; their number one benefit is a good pension plan. ¶	Hold the short view; their number one benefit is good working conditions. ¶	¶
	Identify with the NFL. Anonymous contribution with everyone knowing their part. The team is everything. ¶	Identify with the NBA. While teamwork is essential, it basically supports individual talent and effort. ¶	¶
	Believe in waiting one's turn. ¶	Believe in seizing each and every opportunity as it arises. ¶	¶
	Self sacrifice is a virtue. ¶	Self sacrifice is something that might occasionally have to be endured. ¶	¶
	High community orientation. Belong to groups, which provide most of the social interaction. ¶	Low community orientation. Friends made on the job. Work teams provide their need for community. ¶	¶
	Experience 'burnout'. ¶	Experience under-utilization. Their need is to be appreciated. ¶	¶

Notice how the header for page 3 is the same, even though it is a new section. We need to click Link to Previous to un-link the two sections.



Now we can edit the header on the third page without affecting the second page. Note that there is also no longer a tag that says, "Same as Previous."

### *Boomers vs. Gen X: A Chart*

Header -Section 2-	Boomers	Gen Xers
	Work hard out of a sense of loyalty.	Work hard if there is a balance allowed between work and off the job life.
	Expectations for long-term employment.	Expectation for being fired or laid off at least once. (They saw it happen to their parents.)
	Reliance on the organization.	Reliance on self.
	Everyone starts at the bottom and pays their dues.	Everybody is placed where they are most needed. Dues aren't relevant.
	Hold the long view; their number one benefit is a good pension plan.	Hold the short view; their number one benefit is good working conditions.
	Identify with the NFL. Anonymous contribution with everyone knowing their part. The team is everything.	Identify with the NBA. While teamwork is essential, it basically supports individual talent and effort.
	Believe in waiting one's turn.	Believe in seizing each and every opportunity as it arises.
	Self-sacrifice is a virtue.	Self-sacrifice is something that might occasionally have to be endured.
	High community orientation. Belong to groups, which provide most of the social interaction.	Low community orientation. Friends made on the job. Work teams provide their need for community.

## Positioning Headers and Footers

The last set of commands that we will look at is the Position chunk on the Header and Footer Tools Design ribbon.



Here, you can type in dimensions to set how far the header or the footer will appear from the top of the page.

## Working with Images

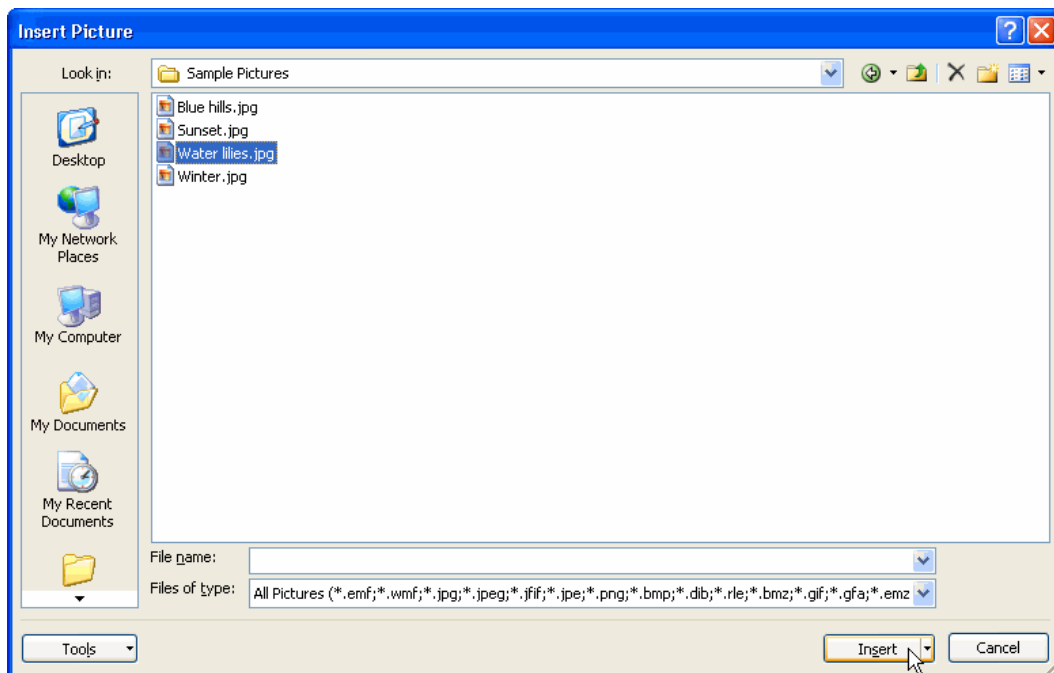
To start off our Advanced courseware, we're going to learn how to work with images. In this lesson, we'll cover the basics, including inserting a picture from a file, performing basic editing tasks, using the Picture Tools ribbon, adding effects and captions, resizing photos, adding captions, and using the Format Picture dialogue.

### Inserting a Picture from a File

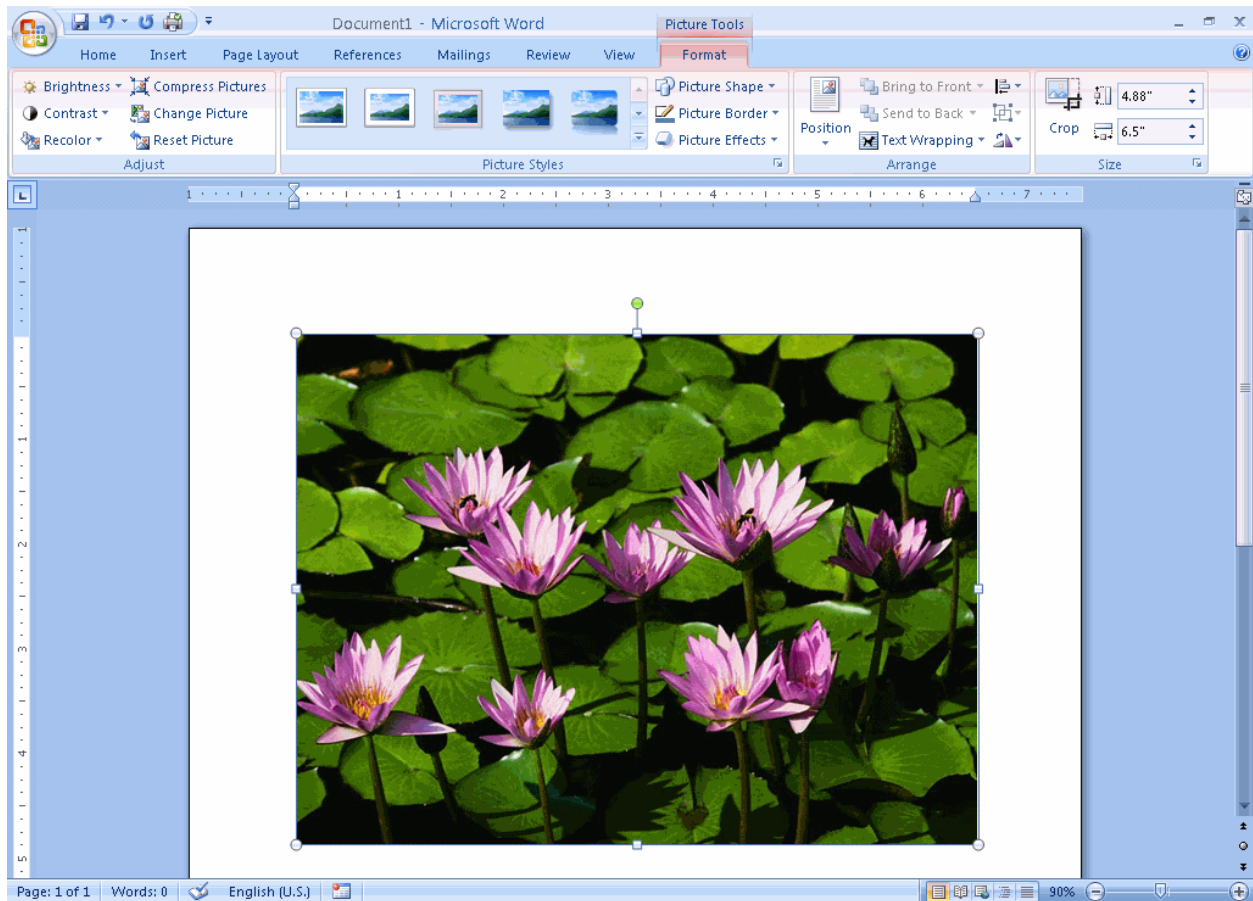
To insert a picture from a file, click the Insert ribbon and click Picture.



You will then be prompted to locate and choose the file.



The picture will then be added to your document and resized (if necessary) to fit the page. The Picture Tools Format ribbon will also become available.



## Working with Images

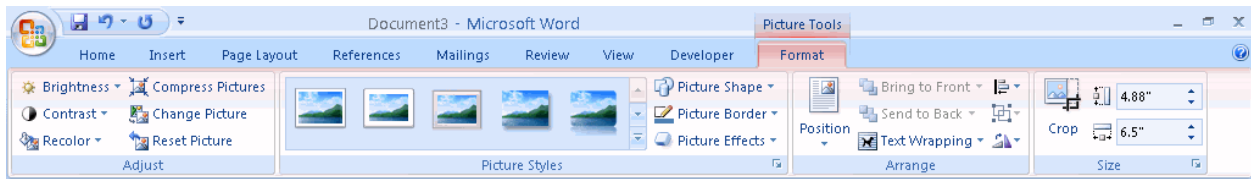
Before we get into advanced formatting, here are some basics.

- Pictures can be cut, copied, and pasted just like regular text.
- Pictures can also be dragged and dropped like regular text.
- Use the Select Objects command on the Home ribbon to make selecting images easier.
- You can use the Format Painter to copy formatting from one image to another.
- Although we'll learn about special picture alignment commands later, you can use text alignment commands with images.
- Deleting a photo is the same as deleting text: click it to select it and press the Delete key.

## Using the Picture Tools Ribbon

Because the Picture Tools ribbon contains most of the commands we'll be working with, let's take a closer look at it.





Let's go over each chunk and command.




### Adjust

Brightness	Displays a menu of brightness choices. .
Contrast	Displays a menu of contrast choices.
Recolor	Displays a menu of color schemes.
Compress Pictures	Compresses all images in the document. .
Change Picture	Replace the current picture with another one, keeping effects applied. (Picture adjustments will be removed.)
Reset Picture	Resets the selected picture to the original image.

### Picture Styles

Gallery	Choose a pre-designed style for your picture.
Picture Shape	Make the selected photo into a shape.
Picture Border	Change the border for the photo.
Picture Effects	Displays a menu of various photo effects.
Option button	Opens the Format Picture dialogue.

### Arrange

Position	Displays a menu of positioning options.
Bring to Front	Bring the photo forward in a pile.
Send to Back	Send the photo backward in a pile.
Text Wrapping	Choose how text will wrap around the image.
Align (  )	Align or distribute the image.
Group (  )	Group images so that they can be moved as a unit.
Rotate (  )	Rotate the selected image.

### Size

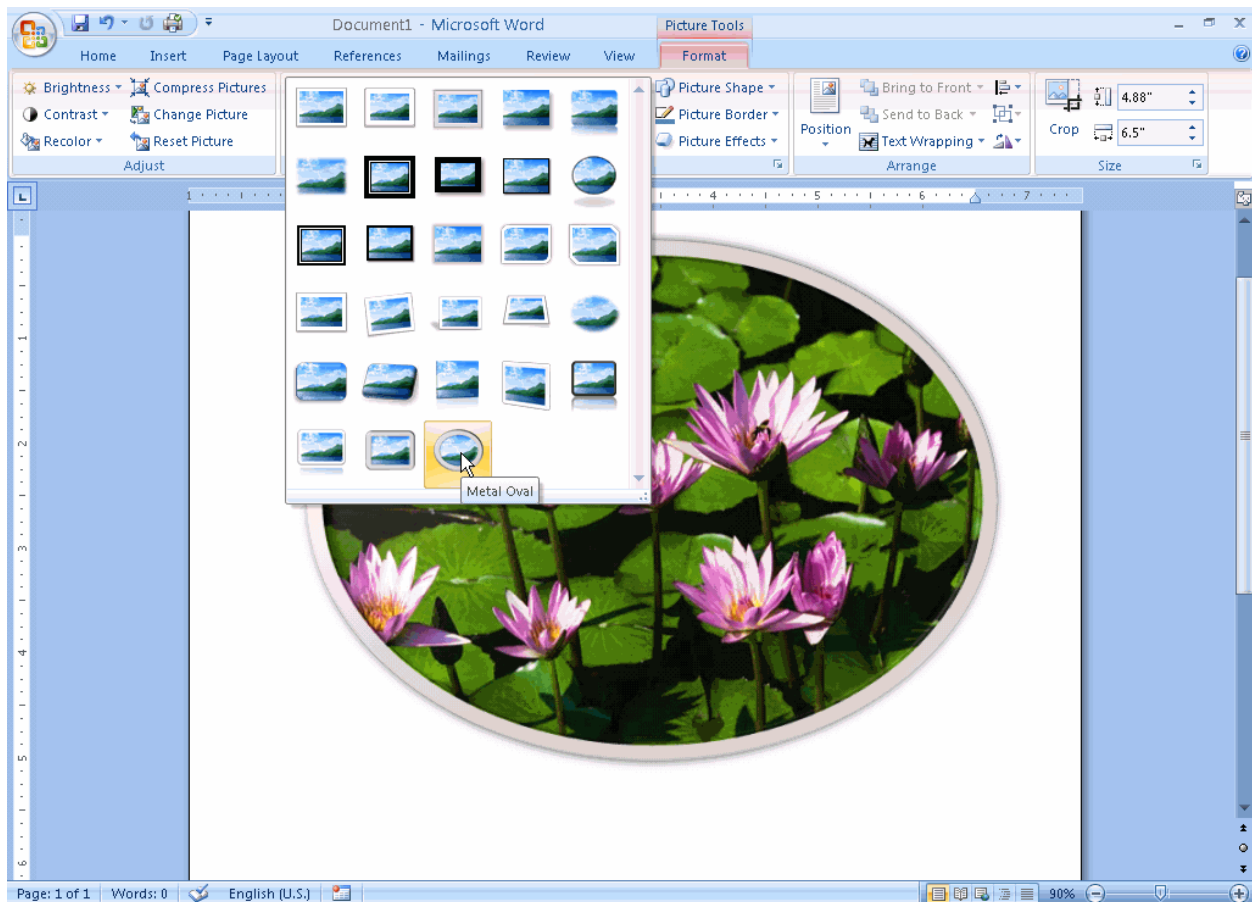
Crop	Remove portions of the image.
------	-------------------------------

Dimensions	Set the size of the image.
Option button	Opens a Size dialogue.

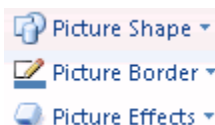
Note that the Arrange commands can also be found on the Page Layout ribbon.

## Adding Styles and Effects

To add a style to your image, click a style from the gallery, or click the arrows to see more styles. As you mouse over each style, you will see a preview applied to your photo.



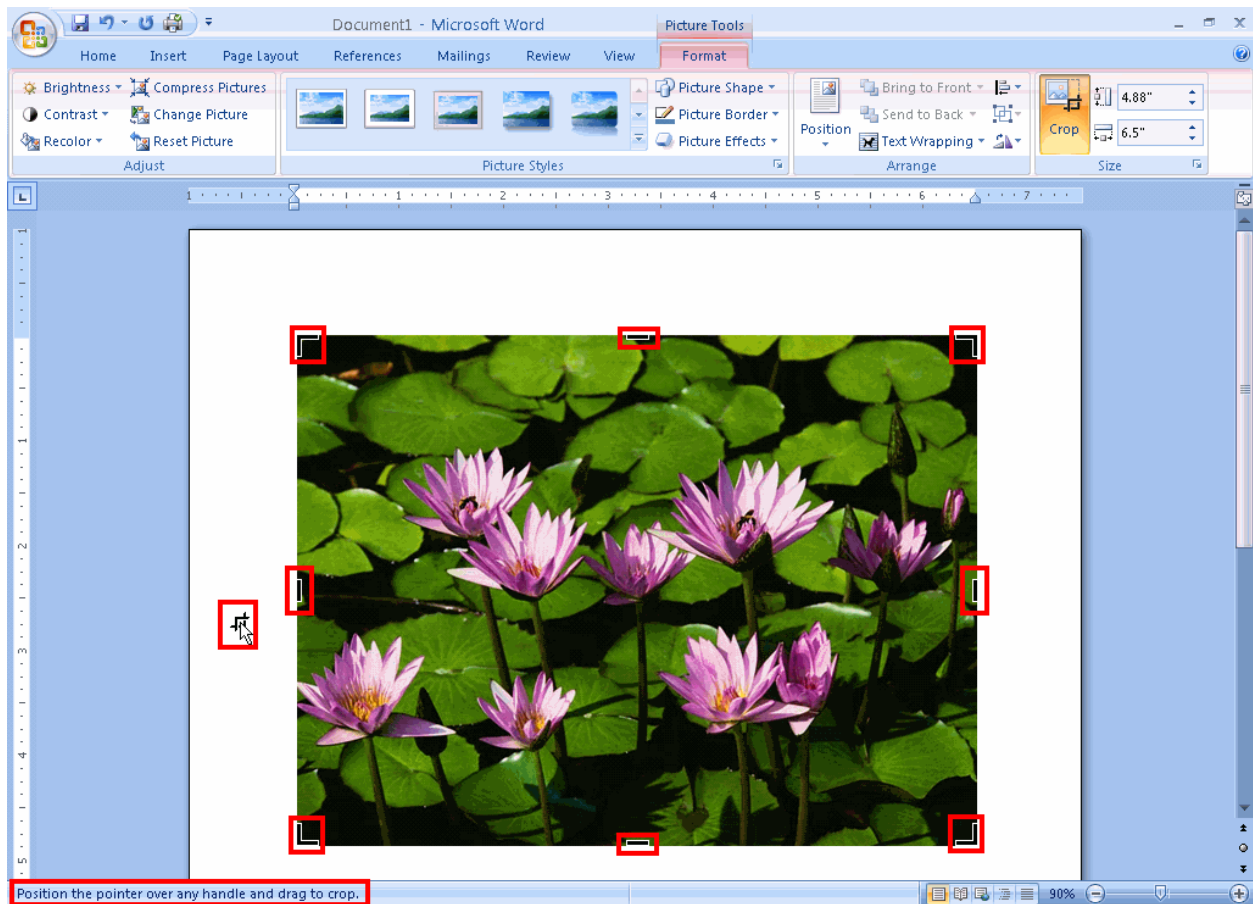
Styles are like themes: they are composed of picture borders, the picture shape, and picture effects. You can also use any of these three commands separately to modify an existing picture style or create a brand-new one. Simply click the component you want to apply from the Picture Tools ribbon and pick a choice.



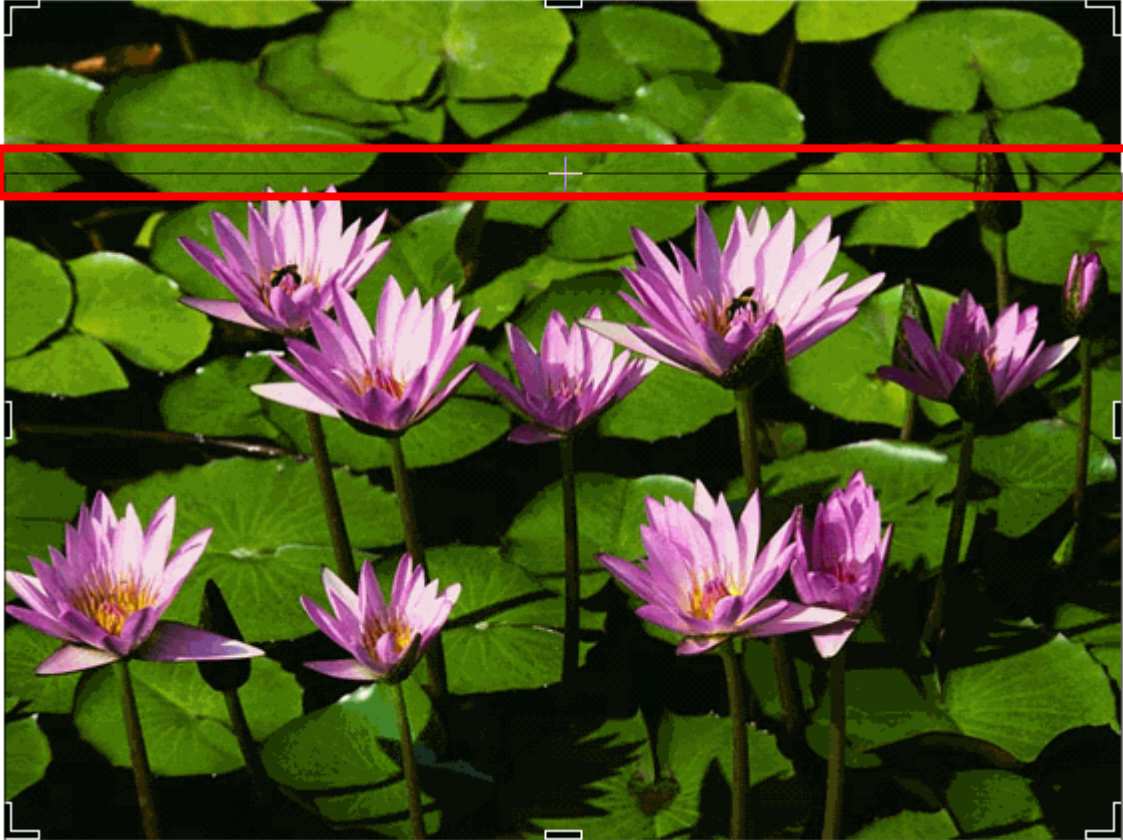
## Resizing Images

Although Word will resize the image to fit it on the page, you may need to perform some size modifications of your own.

If you want to remove part of the picture, click the Crop feature on the Size chunk of the Picture Tools ribbon. Your cursor will then have a crop indicator around it and you will see crop handles around the picture.



Simply click any handle and drag inwards to remove that portion of the photo.



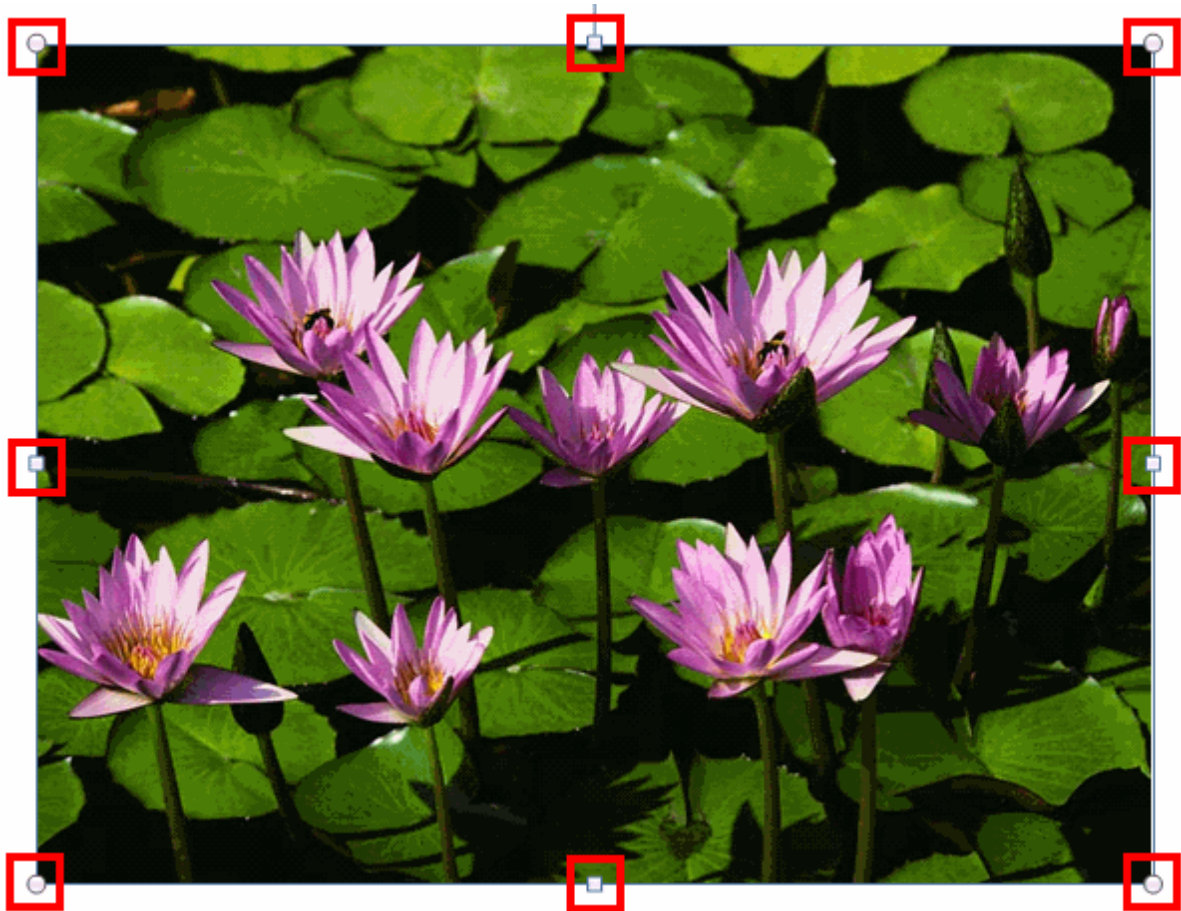
Here you can see that we're removing the extra green space above the lilies. Here's what the photo will look like when we're done:



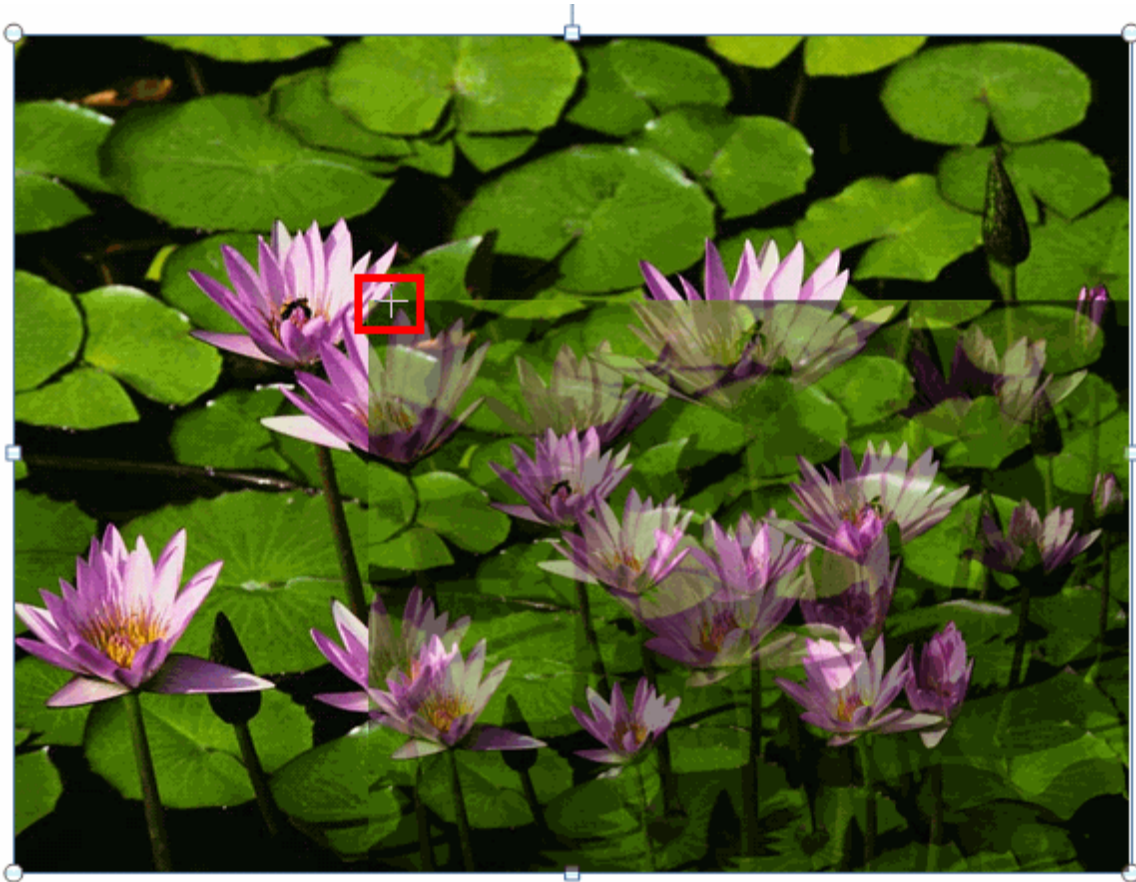


To turn the crop handles off, press Esc or click the Crop command again.

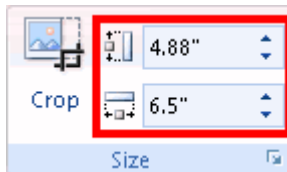
If you want to keep all the content of the photo, but just want to change its size, there are a few ways that you can do this. The first is by selecting the photo and then dragging any of the blue handles in or out.



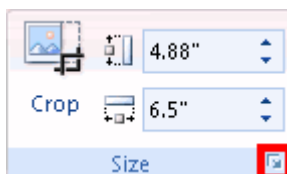
As you drag the handles, you will see the photo become larger or smaller, depending whether you drag in or out.



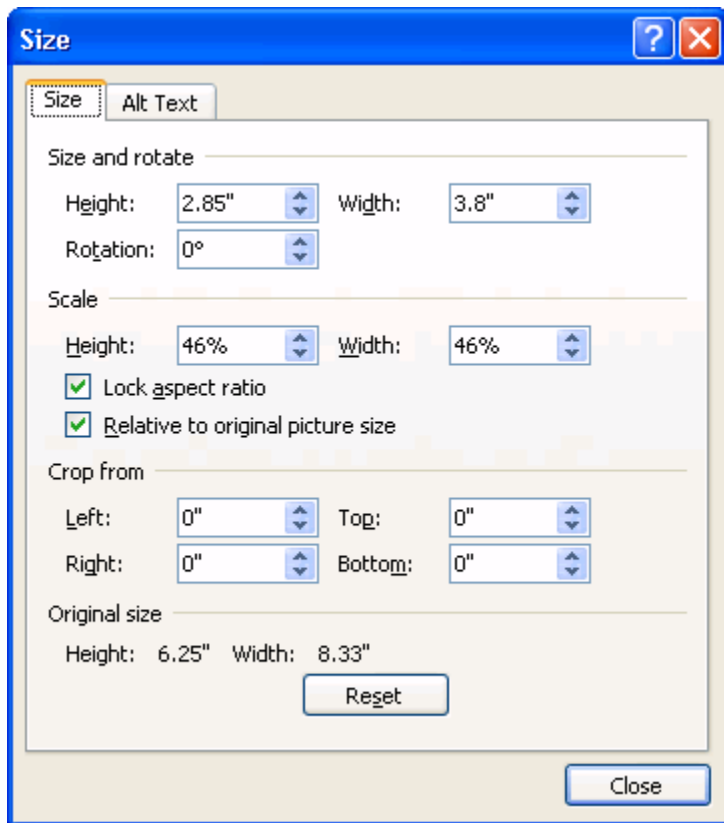
You can also resize a photo to precise dimensions by entering dimensions in inches in the Size boxes on the Picture Tools ribbon.



For even more precise measuring, click the option button in the Size chunk.



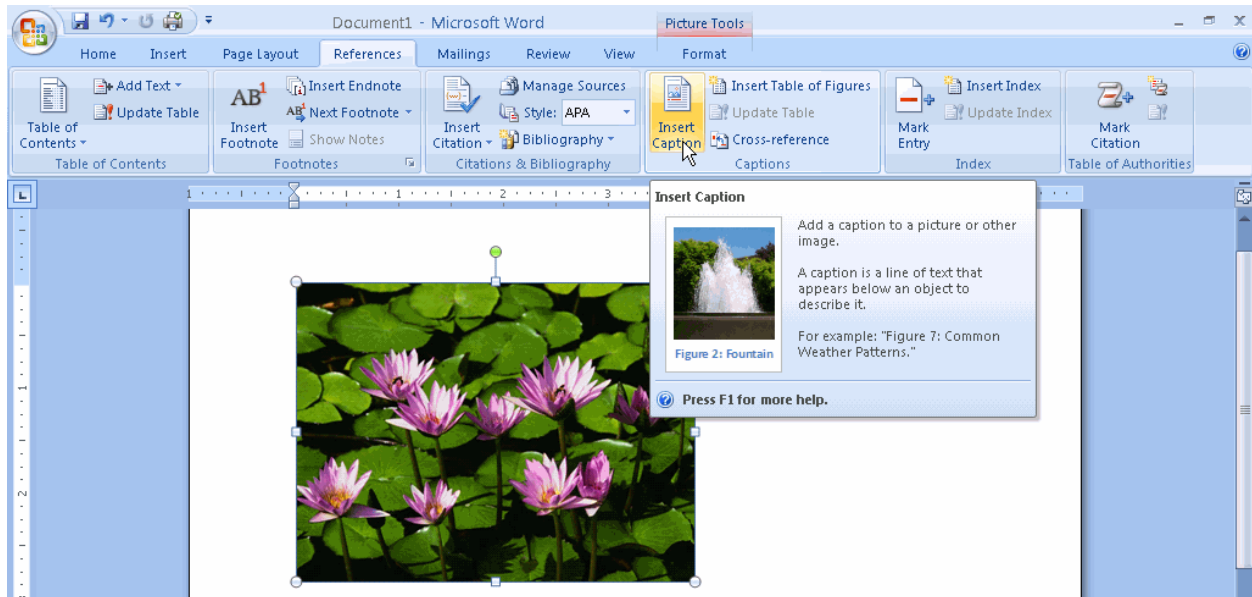
You will then see the Size dialogue:



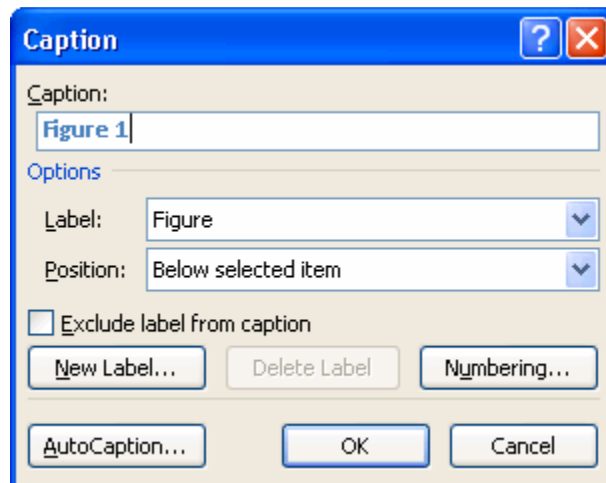
At the top, you can enter specific dimensions for height and width. Or, you can use the second section to scale the photo. (If you don't want your photo to appear stretched, check the "Lock aspect ratio" box. This will make sure that the height and width will change in proportion to each other.) You can also click Reset to make the photo its original height and width.

## Adding Captions

You can add captions to your photo from the References ribbon. Simply select the photo and click the Insert Caption command.



You will then see this dialogue:



Here, you can enter the name of your picture using the Caption text box. You can also choose a label for your picture (pre-defined labels are Figure, Equation, and Table); this is helpful if you want all your pictures to be numbered consistently. (You can add more numbering by clicking the Numbering button in the bottom right hand corner.)



You can even remove labels from your caption using the “Exclude label from caption” box. (Pictures will still be numbered.) You can also create your own labels by clicking the New Label button; the Delete Label option is only available if you are using a custom label.

You can also choose the position for your caption using the Position drop-down menu; the caption can be above or below your picture. If you want Word to automatically caption certain types of pictures, click the AutoCaption button to select those types.

Once you’re done configuring the options, click OK to apply the caption.

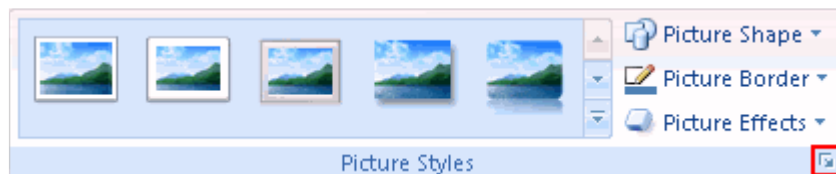


Figure 1: Water Lilies

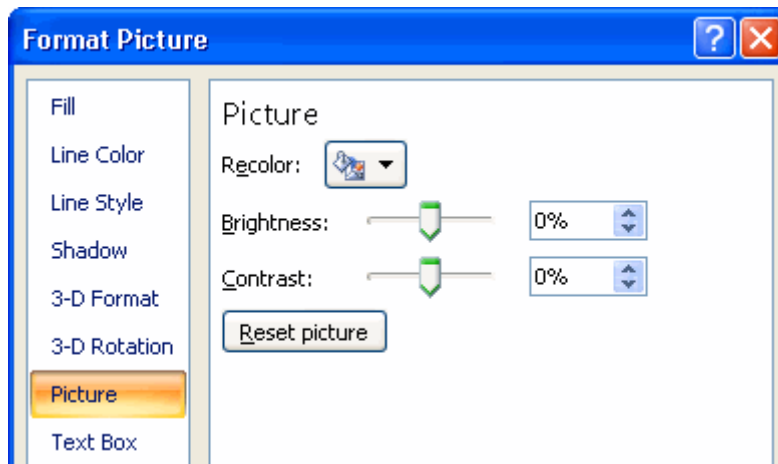
Note that captions can be formatted like regular text.

## Using the Format Picture Dialogue

We’ve covered the basics of formatting photos, but there’s still a lot more that we can do. Many of the advanced effects can be found in the Format Picture dialogue. To open the dialogue, click the option button on the Styles chunk of the Picture Tools ribbon.



You will then see the Format Picture dialogue:



Let's go over what options each of the tabs contains.

- |                     |   |
|---------------------|---|
| <b>Fill</b>         | Add a fill to transparent regions of the image.                                     |
| <b>Line Color</b>   | Change the color of the border.   |
| <b>Line Style</b>   | Change the style of the border.   |
| <b>Shadow</b>       | Change the shadow around the picture.   |
| <b>3-D Format</b>   | Add a 3-D effect to the image.  |
| <b>3-D Rotation</b> | Add a 3-D rotation to the image.  |
| <b>Picture</b>      | Change contrast, brightness, and color of the image. Also contains a Reset command. |
| <b>Text Box</b>     | Contains layout, AutoFit, and margin commands for text boxes.                       |

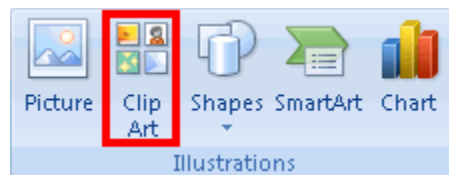
Once you have made the necessary changes, click Close to apply them. If you change your mind later, you can always open the dialogue up again and make more modifications.

## Working with ClipArt

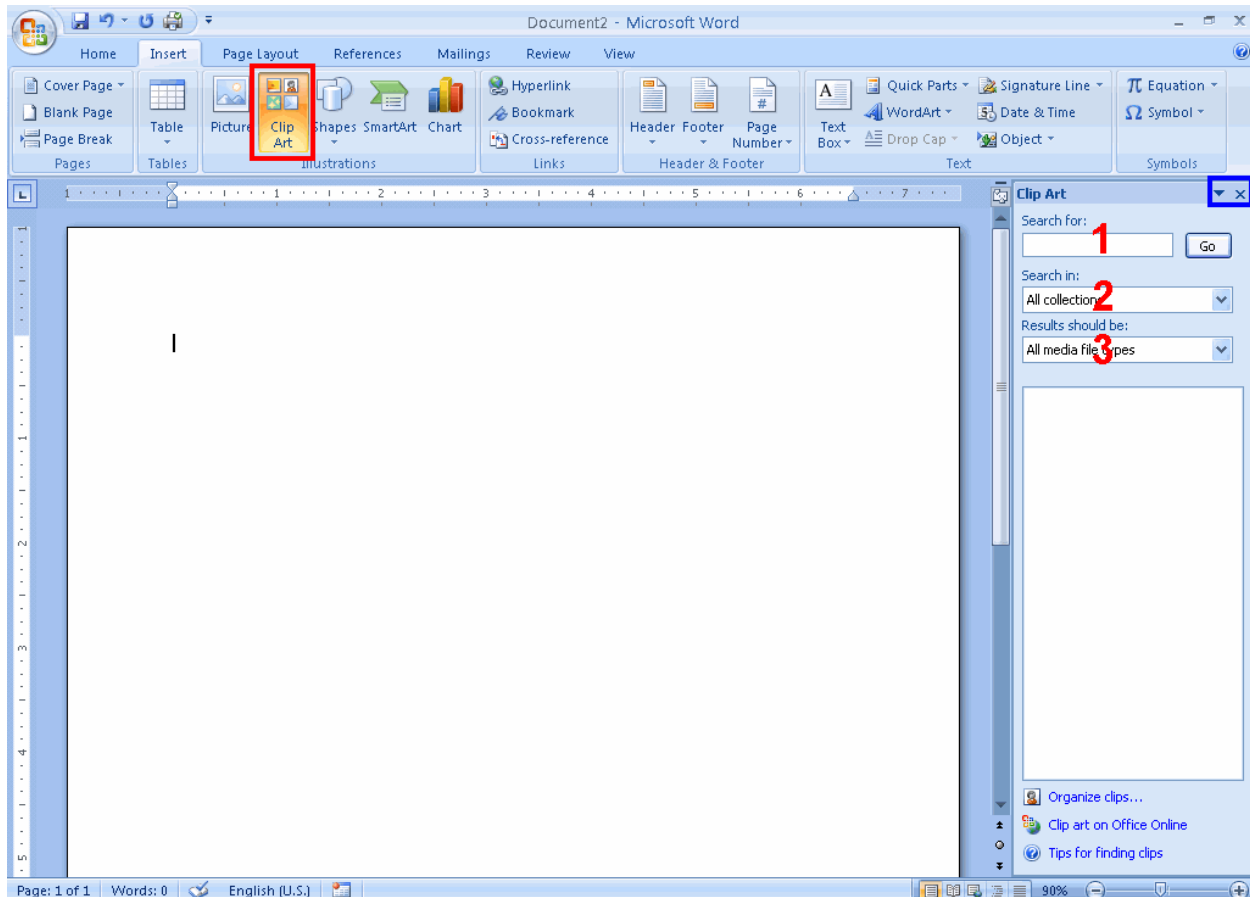
In the last lesson, we learned about inserting an image from a file. But what if you don't have a picture that you can use? Luckily, Microsoft Office Word 2007 comes with thousands of stock photos and cartoon images, called ClipArt. In this lesson, we'll learn all about inserting, formatting, moving, and resizing ClipArt.

### Using the ClipArt Task Pane

Unlike pictures from a file, ClipArt is inserted from a task pane. To show the task pane, click the ClipArt button on the Illustrations chunk of the Insert ribbon.



Let's take a look at the task pane that appears.

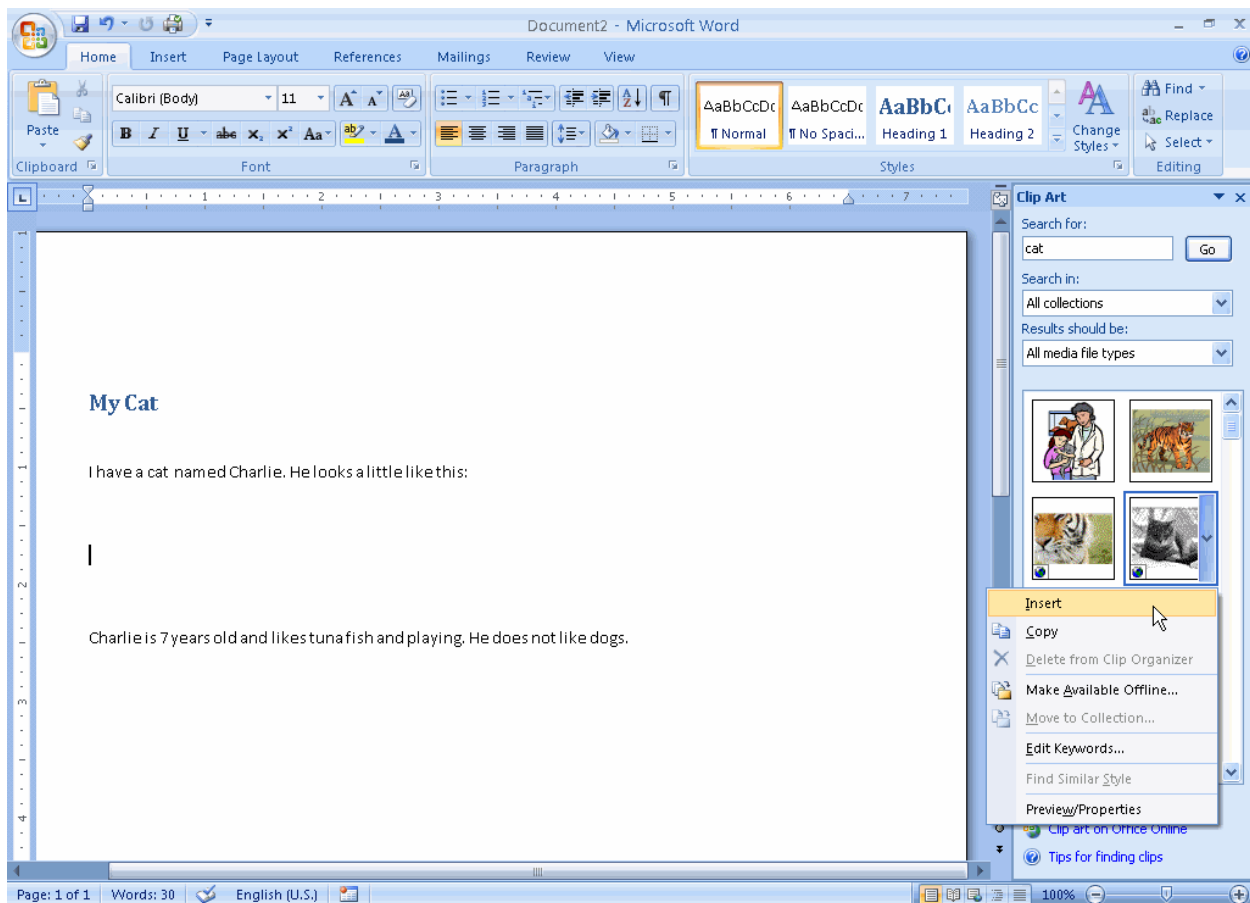


First, notice that the ClipArt button on the Insert ribbon is orange. This means that the task pane is activated; we can click the ClipArt button to close it. You can also use the X (circled in blue on the previous page) to close the task pane. (If you click the small arrow, also circled in blue, you will see options to move, resize, or close the pane.)

To search for ClipArt, first type in what you're looking for in the box marked with a 1 on the previous page. Then, choose your collection from the menu marked with a 2. Last, choose your file type from the menu marked with a 3. (If you want to search all collections and all types, just type in what you're looking for and skip steps 2 and 3.) Once you're ready, click Go. You will then see images appear in the white part of the task pane.

## Inserting ClipArt

Once you've found the image you're looking for, simply click to place your cursor where you want the image to go in the document. Then, right-click the image and click Insert.

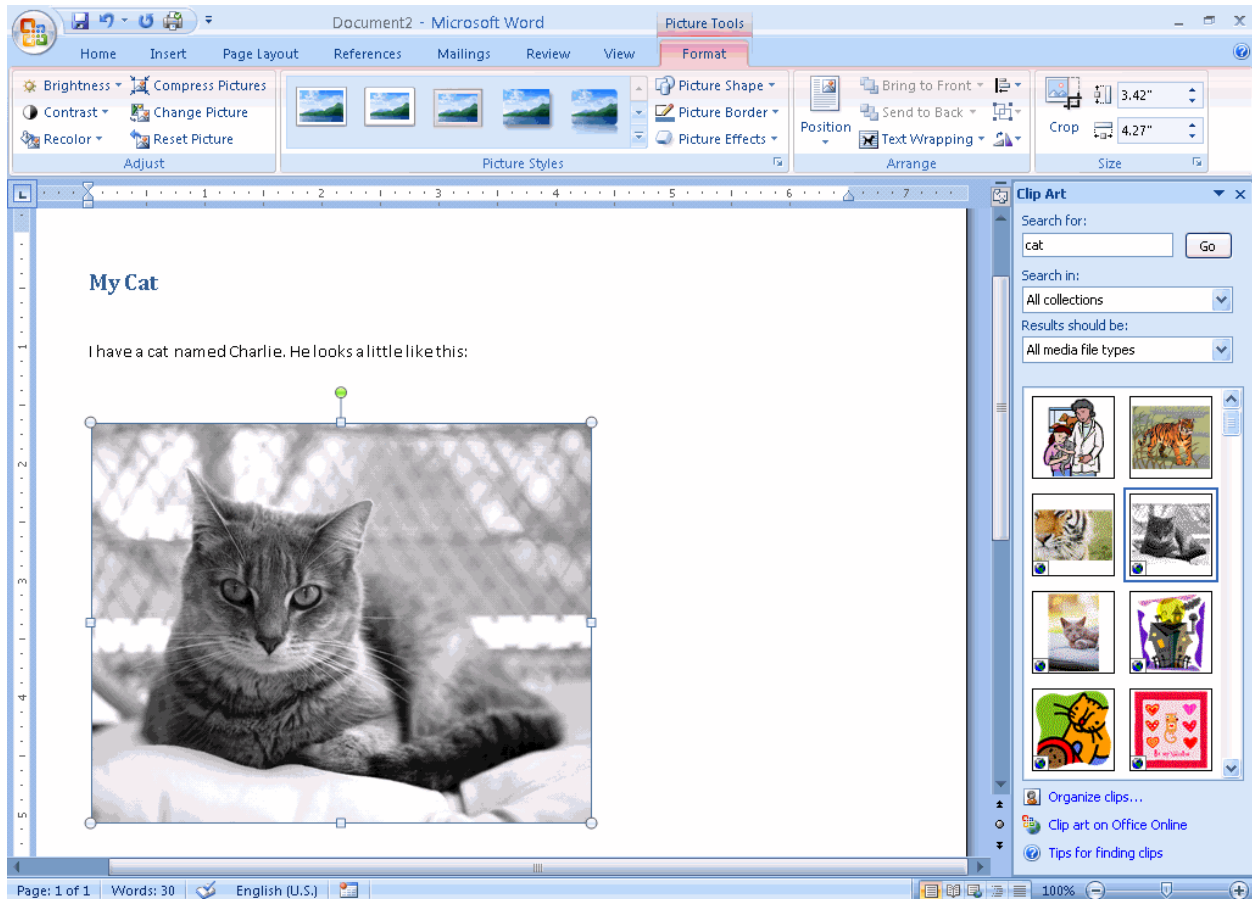


Note that you also have commands to copy the photo to the clipboard, delete the photo from the Clip Organizer (if it is located on your computer), make the photo available offline (if the

photo has been downloaded from Office Online), move the photo (if it is located on your computer), edit the keywords, and preview the image and view its properties.

## Formatting ClipArt

Once you have inserted ClipArt, the image will be placed in your document and selected.



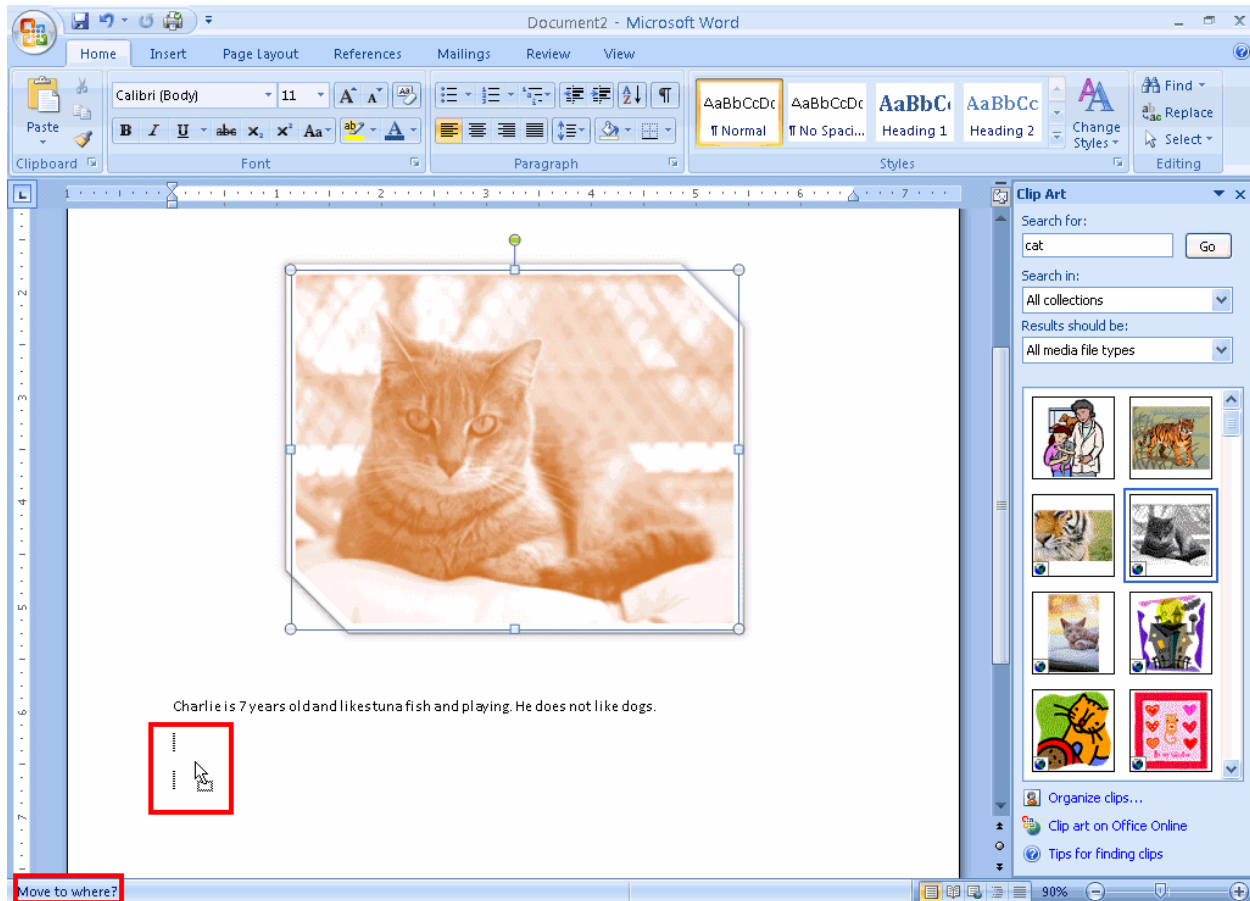
Since ClipArt is really just a picture (in most cases), you will see the Picture Tools ribbon appear. This means that you can add styles, borders, and fills, and change the brightness, contrast, and color scheme, the same way that we did for regular pictures.



You can even add captions to ClipArt!

## Moving ClipArt

Like regular pictures, you can cut, copy, and paste ClipArt. You can also move images by dragging and dropping.



## Resizing ClipArt

You can resize ClipArt the same way you would resize a regular photo:

- If you want to remove part of the picture, use the Crop feature on the Size chunk of the Picture Tools ribbon.
- Select the photo and then drag any of the blue handles in or out.
- Enter dimensions in inches in the Size boxes on the Picture Tools ribbon.
- Use the Size dialogue, accessible from the option button on the Size chunk of the Picture Tools ribbon.

## Working with WordArt

WordArt is a great tool that turns regular text into art! In this lesson, we'll look at inserting WordArt, using the WordArt Tools ribbon, editing WordArt text, using WordArt styles, and formatting WordArt.

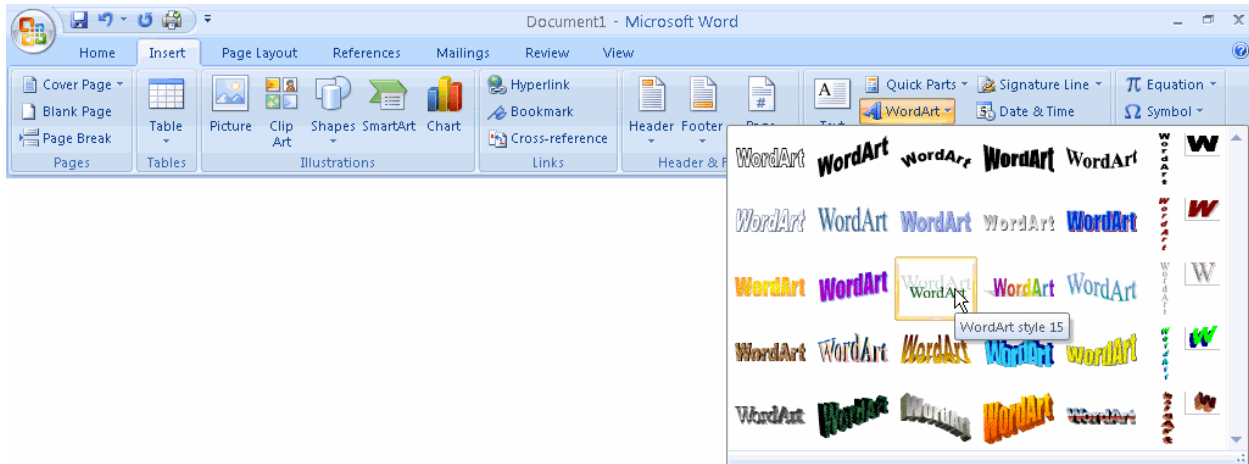
Remember that many of the basics still apply.

- WordArt can be cut, copied, and pasted just like regular text.
- WordArt can also be dragged and dropped like regular text.
- You can use text alignment commands with WordArt.
- To delete WordArt, click it to select it and press the Delete key.

You cannot, however, use the Format Painter with WordArt.

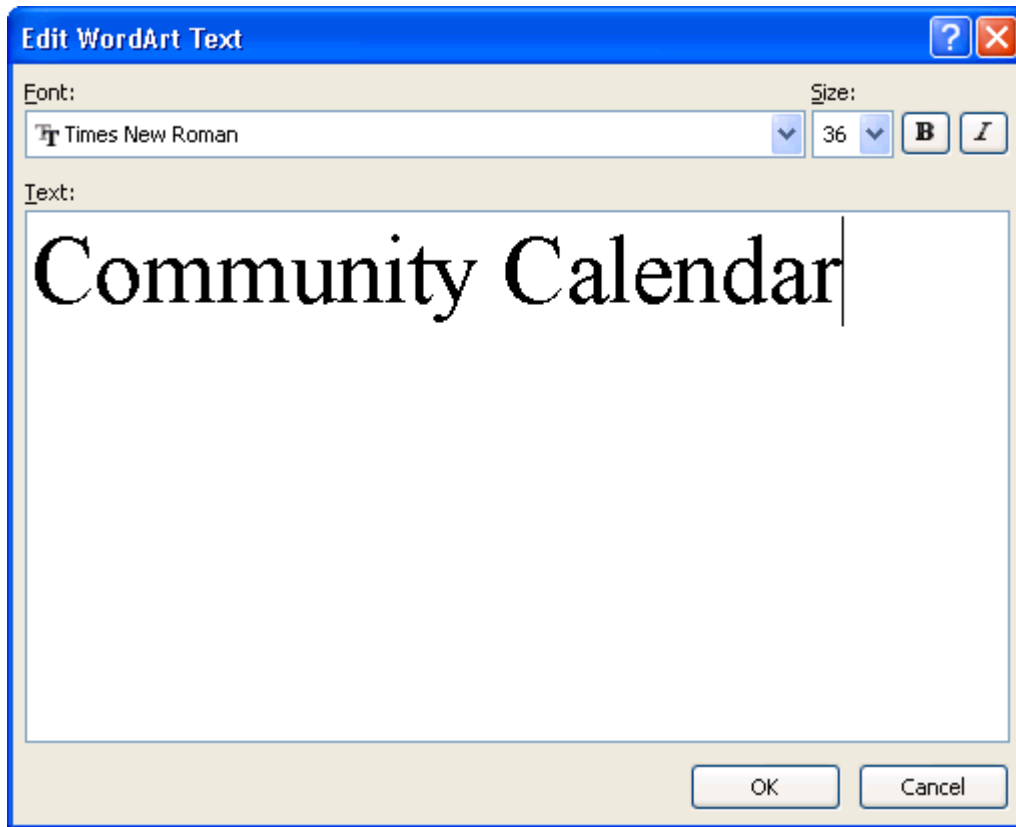
## Inserting WordArt

To insert WordArt, first click the Insert ribbon. Then, click the WordArt button and click a style.





You will then be prompted to type your text. Note that you also have options to edit the font face, choose the size, and add basic effects.

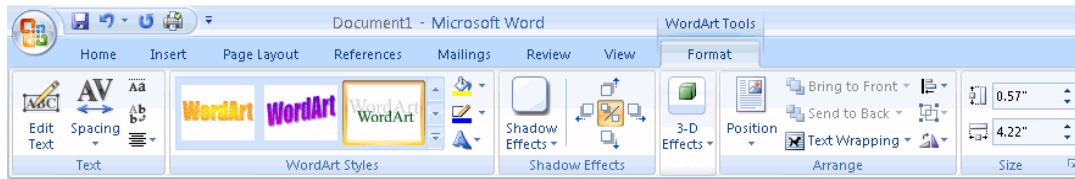


Once you've typed your text, click OK. Your WordArt will then appear at the point of your cursor in your document.



## Using the WordArt Tools Ribbon

Once you have created WordArt, it will be selected. This means you will see the WordArt Tools ribbon:



Let's go over each chunk and command.

### Text

#### Edit Text

Opens the dialogue we saw when creating WordArt. Allows you to change text, font face and size, and basic effects.

#### Spacing

Change the spacing between letters.

#### Even Height ( )

Make all letters the same height.

#### Text Direction ( )

Toggle between horizontal and vertical text.

#### Align ( )

Change text alignment. (Only applies if your WordArt has more than one line.)

### WordArt Styles

#### Gallery

Choose a different style for your WordArt. (Styles include fill color, outline color, and shape.)

#### Fill Color ( )

Change the WordArt's fill color.

#### Outline Color ( )

Change the WordArt's outline color.

#### Change Shape ( )

Change the shape of the WordArt.

### Shadow Effects

#### Menu

Displays a menu of shadow effects.

#### Toggle Buttons

Use these buttons to apply or remove the shadow from various edges.

#### 3-D Effects

Displays a menu of 3-D effects.




### Arrange

#### Position

Displays a menu of positioning options.

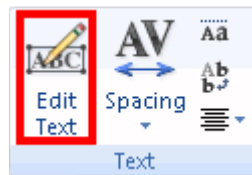
#### Bring to Front

Bring the WordArt forward in a pile.

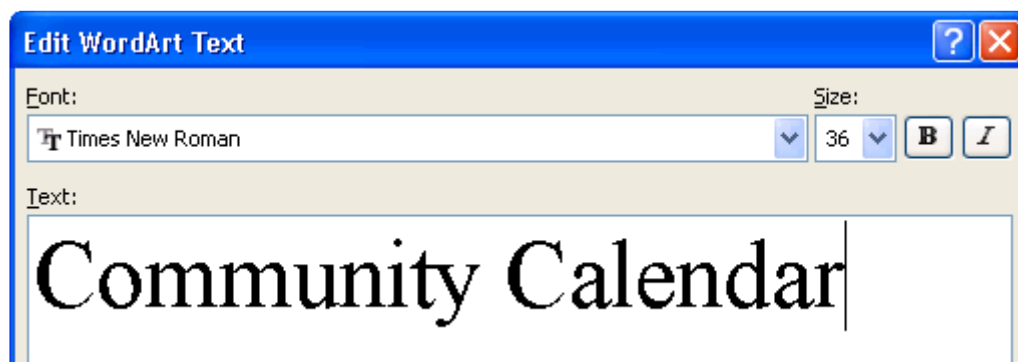
	Send to Back	Send the WordArt backward in a pile.
	Text Wrapping	Choose how text will wrap around the WordArt.
	Align (  )	Align or distribute WordArt.
	Group (  )	Group multiple pieces of WordArt so they can be moved as a unit.
	Rotate (  )	Rotate WordArt.
Size	Dimensions	Set the size of the image.
	Option button	Opens the Format WordArt dialogue.

## Editing Text

To edit your text after you've typed it, select the WordArt and click the Edit Text command on the WordArt Tools ribbon.

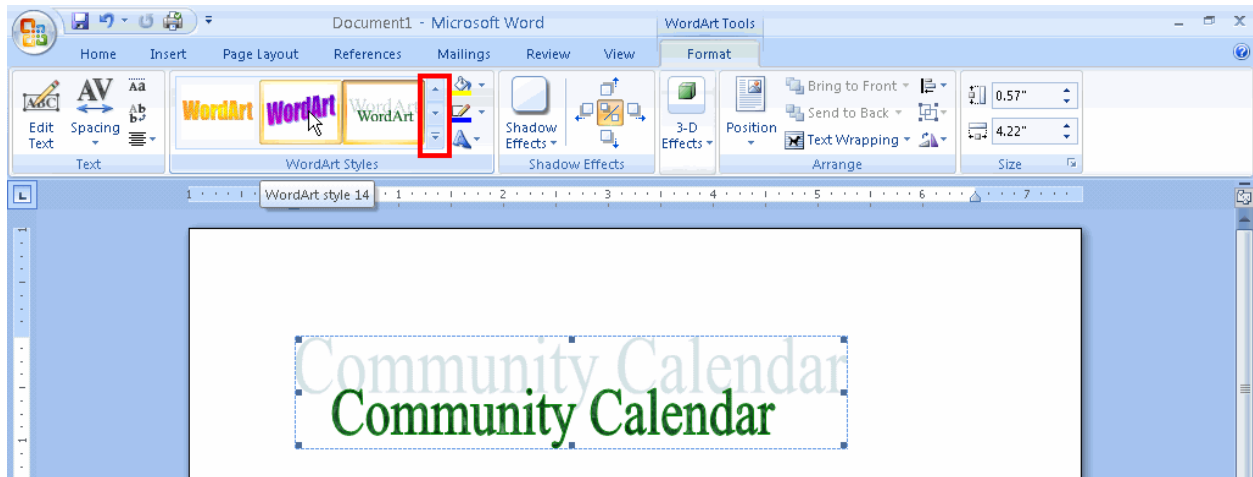


You will then see the Edit WordArt Text dialogue, where you can change the text and its basic appearance.



## Changing the Style

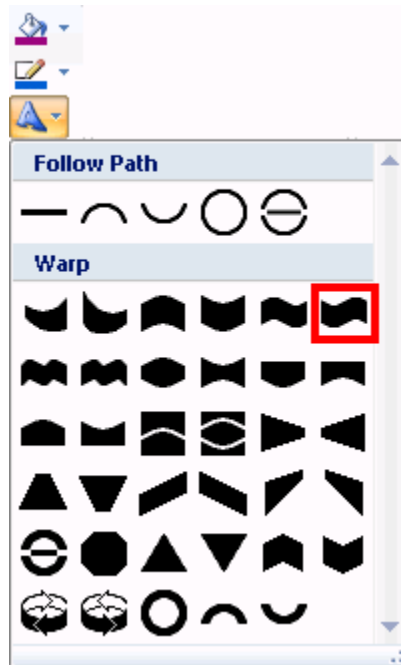
If you decide that you don't like the style of the WordArt, you can always click another style from the gallery. (Click the arrows to see more styles.)



As you mouse over each style, you will see a preview.

## Manually Formatting WordArt

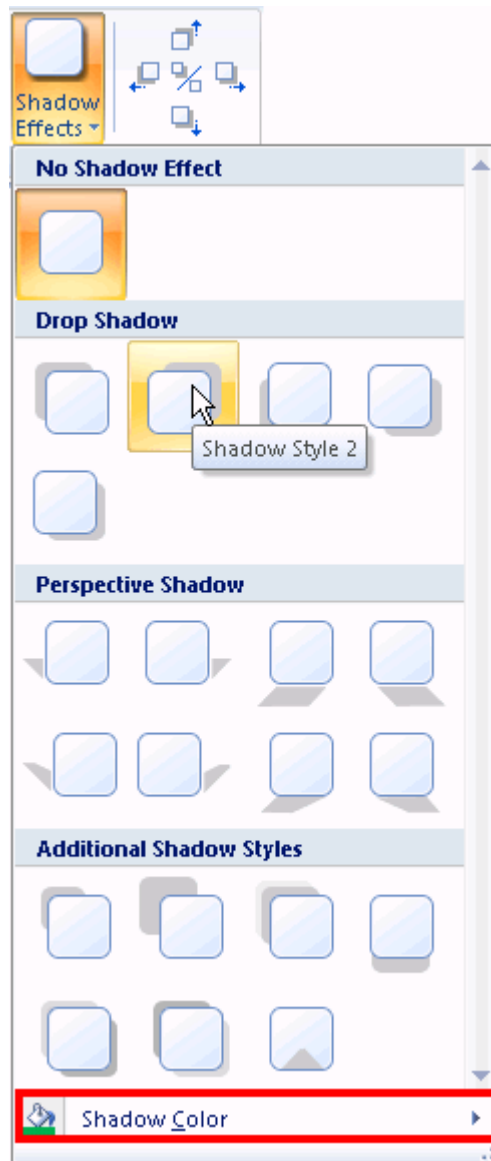
If you don't like the pre-set styles, you will find commands to change the fill color, outline color, and shape on the WordArt Styles chunk.



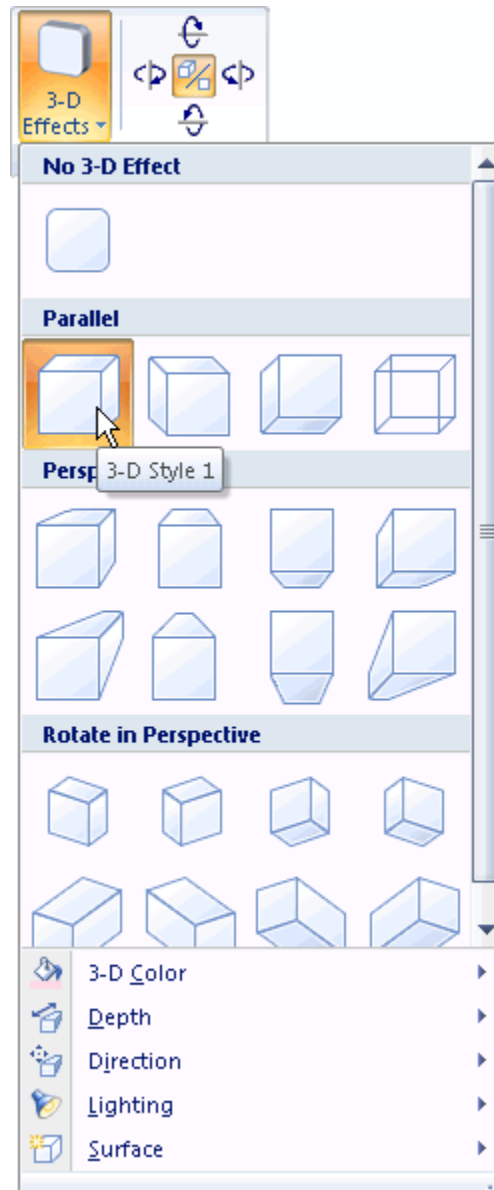
Here, we have chosen a purple fill color, a blue outline color, and a wavy shape. Let's look at the results.

Community Calendar  
Community Calendar

Next, we'll use the Shadow Effects menu to change the shadow color to green and choose a different style:



And last but not least, we'll use the 3-D Effects menu to apply a 3-D effect. Look at all of those options!



Now that we're done, let's look at the results.



Note that the shadow has been removed because we applied a 3-D effect after applying the shadow, as you can't have both on a shape.

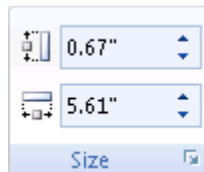
## Resizing WordArt

Like pictures, there are several ways to resize WordArt. The first is by dragging the blue handles inwards or outwards.



Look at the position of the crosshair in the image above; we took the bottom right handle and dragged it inwards. The dotted lines show where the WordArt will appear after you let go of the cursor.

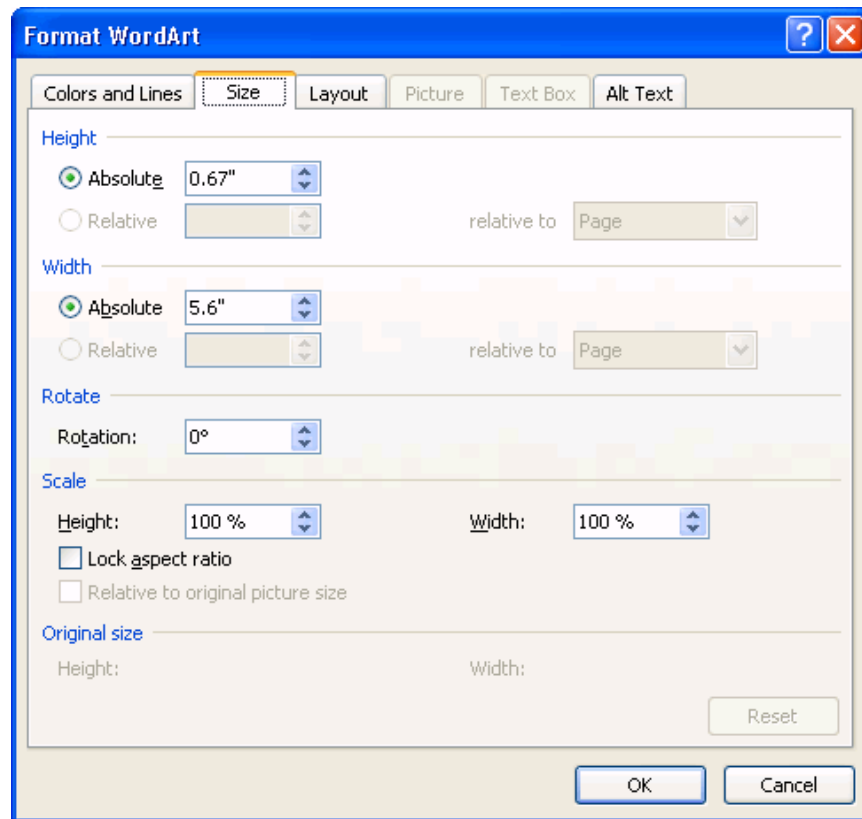
Like images, you can always enter dimensions in the Size chunk of the WordArt Tools ribbon.





## Using the Format WordArt Dialogue

If you click the option button in the Size chunk or right-click the WordArt and click Format WordArt, you will see this dialogue:



Let's take a look at what each of the tabs does.

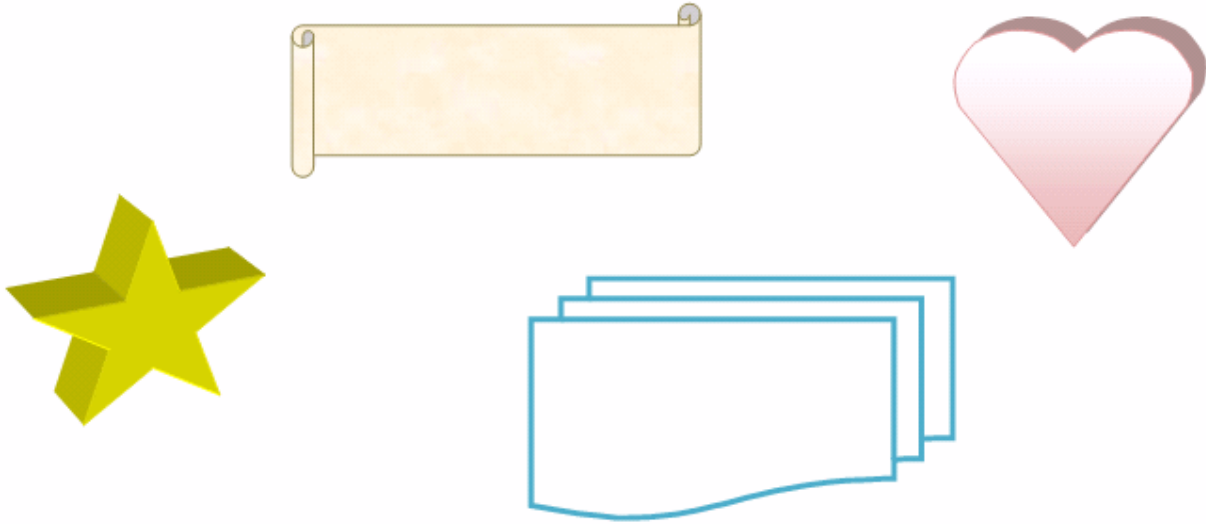
- |                         |  |
|-------------------------|--|
| <b>Colors and Lines</b> | Control the fill and line color.                                     |
| <b>Size</b>             | Set the height, width, rotation, and scale.                          |
| <b>Layout</b>           | Choose a wrapping style. (For more information, see Lesson 1.5.)     |
| <b>Picture</b>          | Unavailable.   |
| <b>Text Box</b>         | Unavailable.   |
| <b>Alt Text</b>         | Enter alternative text that will be displayed if the image can't be. |

Once you have made your changes, click OK to apply them or click Cancel to discard them. And remember, you can edit these settings at any time, so don't be afraid to experiment!

## Using AutoShapes

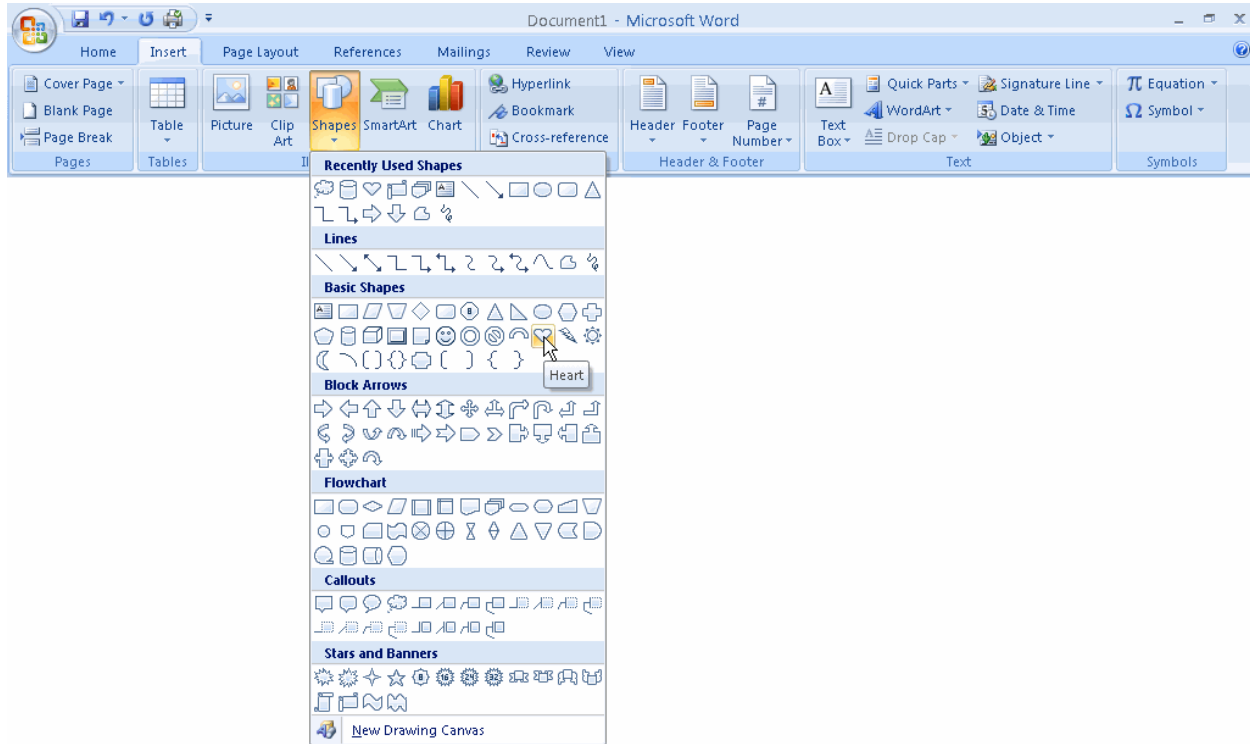
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The last graphical feature we're going to learn about is AutoShapes. Microsoft Office Word 2007's AutoShapes feature lets you draw and format shapes. In this lesson, we'll learn how to insert AutoShapes, use the Drawing Tools ribbon, format your shapes, add 3-D styles and shadows, and use the Format AutoShape dialogue.

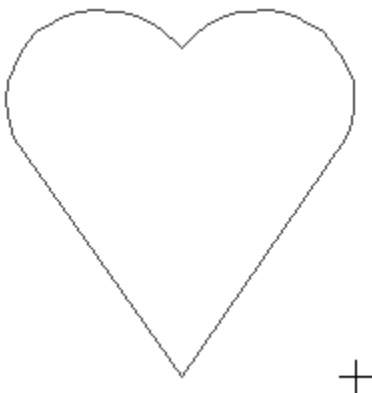


## Inserting AutoShapes

To insert an AutoShape, first click the Insert ribbon. Then, click Shapes and click a shape.



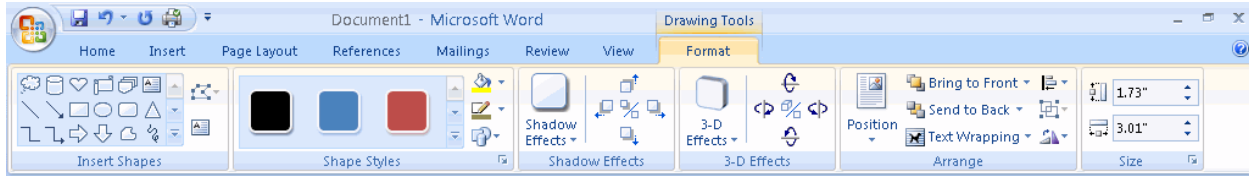
Next, click and drag anywhere in your document to create the shape.








Once you let go of the cursor, the shape will be created.




## Using the Drawing Tools Ribbon

When you let go of the cursor and the shape is created, the shape will be selected. That means you will see the Drawing Tools ribbon:



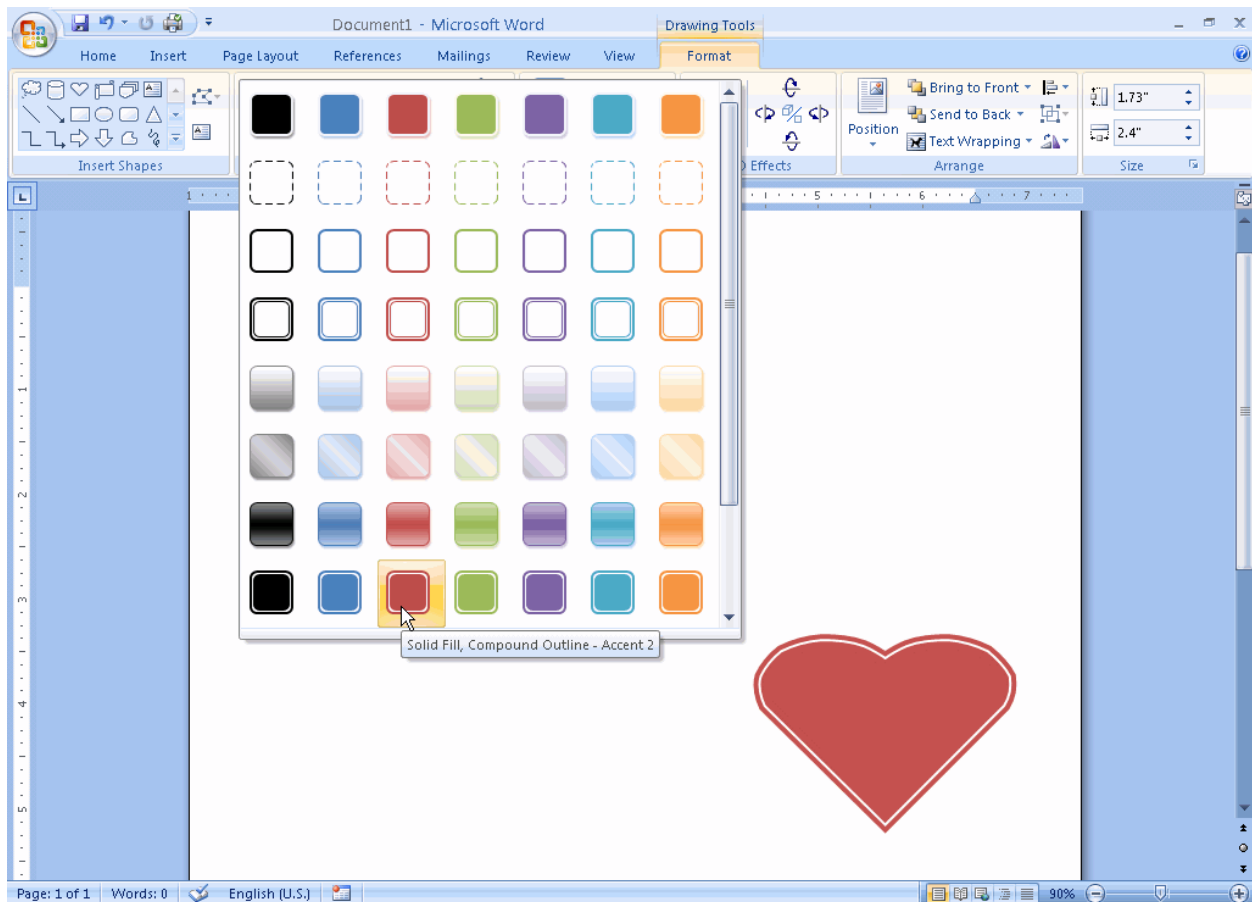
You'll notice that it has many of the same commands as the Picture Tools and the WordArt Tools ribbons.

<b>Insert Shapes</b>	Gallery	Click a shape. Then, click and drag in your document to draw it.
	Edit Shape (  )	Edit the shape.
	Add Text (  )	Add text to the shape, or edit existing text.
<b>Shape Styles</b>	Gallery	Choose a pre-set style for the shape. (Selection depends on current theme.)
	Fill Color (  )	Change the shape's fill color.
	Outline Color (  )	Change the shape's outline color.
	Change Shape (  )	Change the shape, but keep the formatting.
	Option button	Opens the Format AutoShape dialogue.
<b>Shadow Effects</b>	Menu	Displays a menu of shadow effects.
	Toggle Buttons	Use these buttons to apply or remove the shadow from various edges.
<b>3-D Effects</b>	Menu	Displays a menu of 3-D effects.
	Toggle Buttons	Use these buttons to apply or remove the effect from various edges.
<b>Arrange</b>	Position	Displays a menu of positioning options.
	Bring to Front	Bring the shape forward in a pile.

	Send to Back	Send the shape backward in a pile.
	Text Wrapping	Choose how text will wrap around the shape.
	Align (  )	Align or distribute shapes.
	Group (  )	Group shapes so they can be moved as a unit.
	Rotate (  )	Rotate the shape.
<b>Size</b>	Dimensions	Set the size of the shape.
	Option button	Opens the Format AutoShape dialogue.

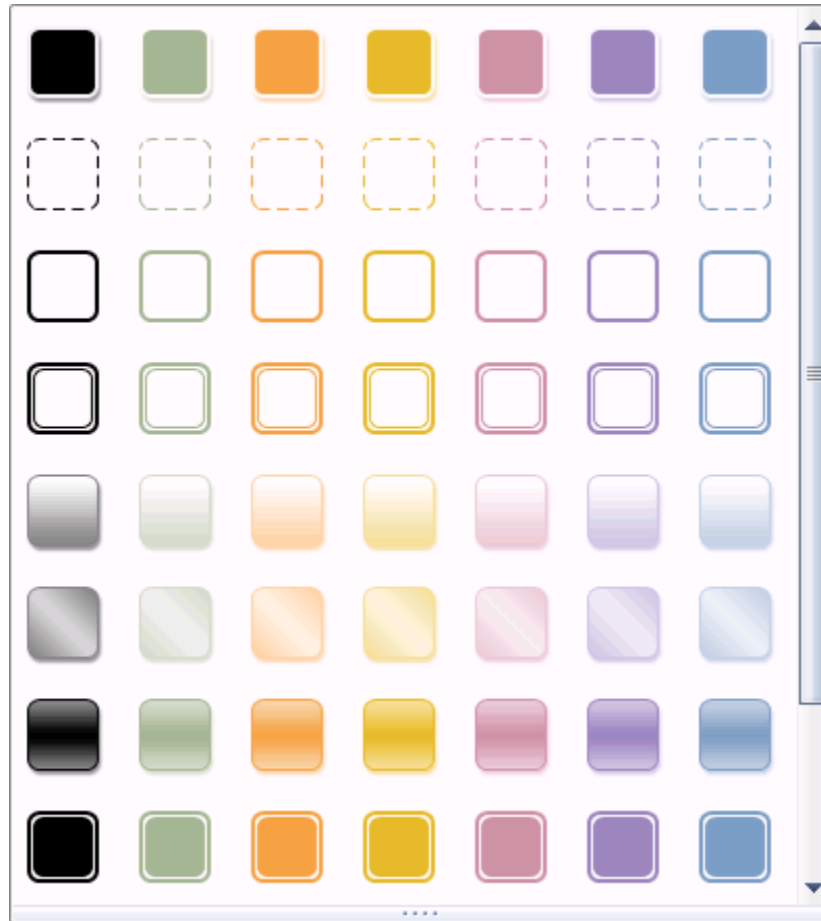
## Formatting AutoShapes




There are a few ways that you can format AutoShapes. The easiest way is to click a style in the Shape Styles Gallery, or click the drop-down arrow to see more styles:



Note that you will see a preview as you mouse over each style. When you find a style you like, click it to apply it.

Also note that the styles you see will depend on the theme being used. Above, we were using the default Office theme. Here's what we would see if we were using the Paper theme:

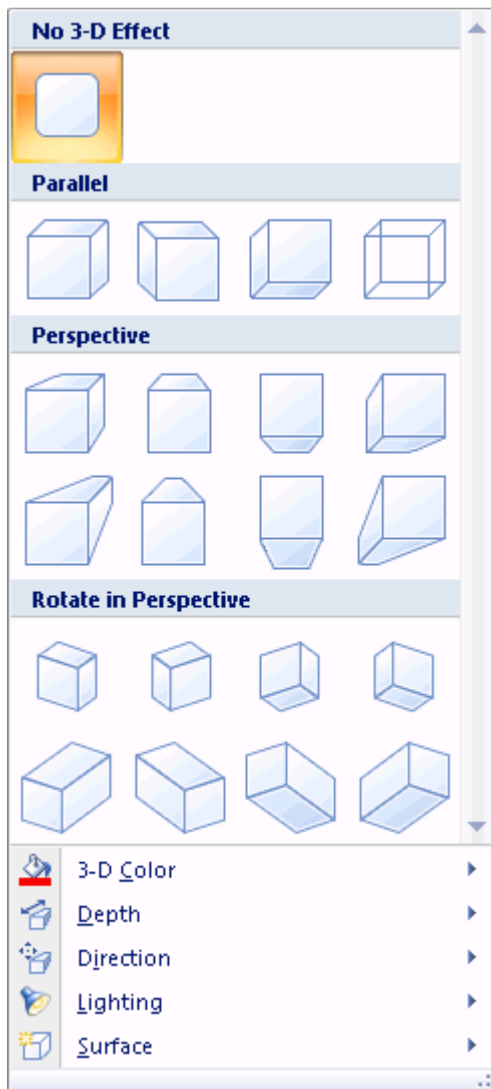


You can also use the fill color () , outline color () , and change shape () commands to create your own style to the shape. Add these commands to the 3-D Effects and Shadow Effects menus, and you've got an almost unlimited number of style combinations!

## Using 3-D Effects and Shadows

Let's take a closer look at the 3-D Effects menu and the Shadow Effects menu. Remember that you can only apply one or the other, not both.

If you click the 3-D Effects button, here's what you will see:



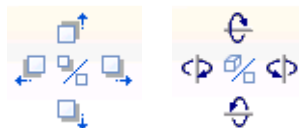
You can click any of the effects to apply them. You can also use the sub-menus at the bottom to control the 3-D color, depth, direction, lighting, and surface.

The Shadow Effects menu looks similar:



Simply select a shadow style from the list. You can also use the Shadow Color menu at the bottom to change the color and transparency of the shadow.

Both the Shadow and 3-D Effects chunks have toggle buttons.

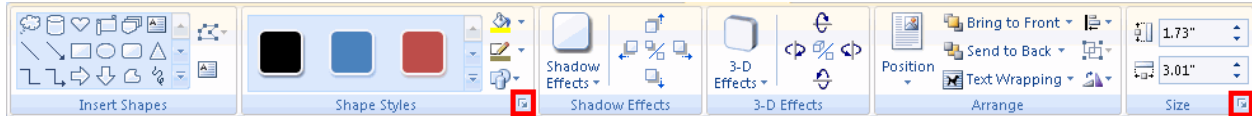


Both of these sets of buttons work in a similar way. The button in the middle toggles the effect off. If the effect is on, you can use the other four buttons to control what side of the shape the effect appears on.

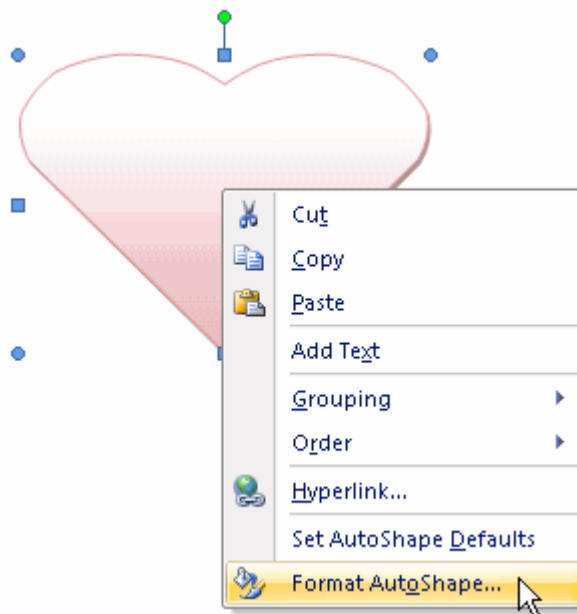


## Using the Format AutoShape Dialogue

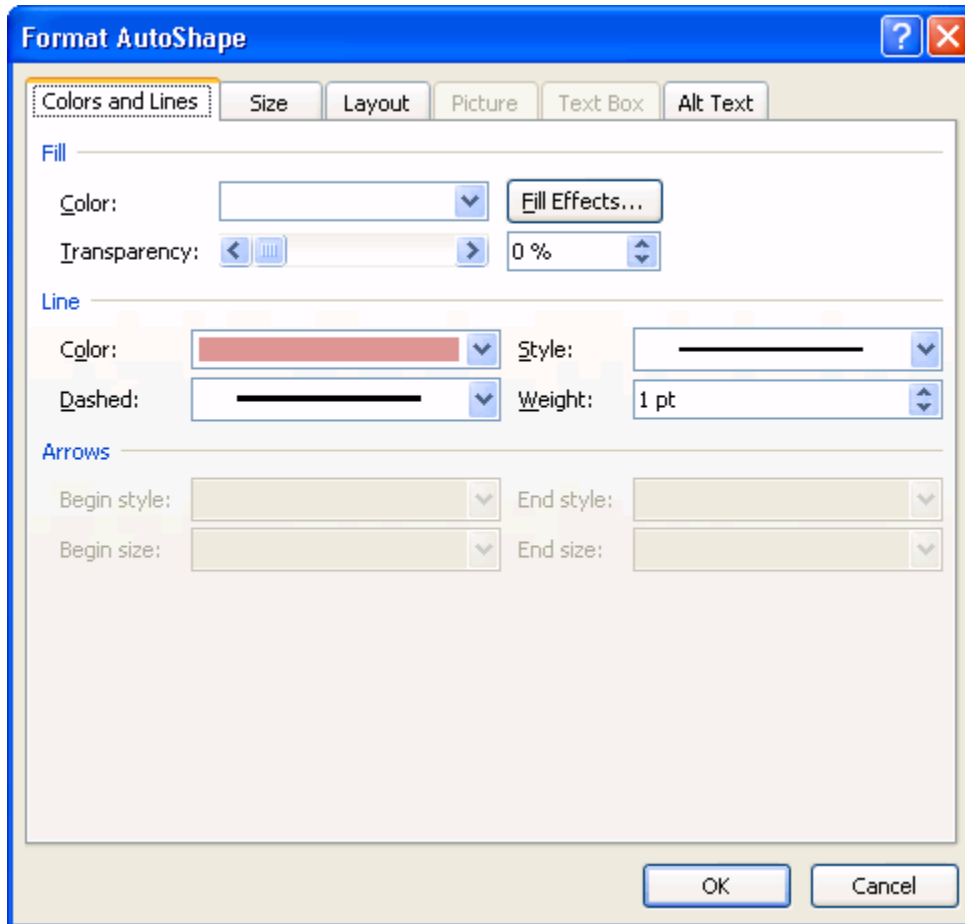
There are a few ways to open the Format AutoShape dialogue. One way is to click the option buttons on either the Size or Shape Styles chunk.



You can also right-click the shape and click Format AutoShape.



Either action will open this dialogue:



As you can see, this dialogue is virtually the same as the Format WordArt dialogue. Let's review the options.

<b>Colors and Lines</b>	Control the fill and line color.
<b>Size</b>	Set the height, width, rotation, and scale.
<b>Layout</b>	Choose a wrapping style. (For more information, see Lesson 1.5.)
<b>Picture</b>	Unavailable.
<b>Text Box</b>	Unavailable.
<b>Alt Text</b>	Enter alternative text that will be displayed if the shape can't be.

Like the Format WordArt dialogue, simply make your changes and press OK. You can come back to the dialogue whenever you want.

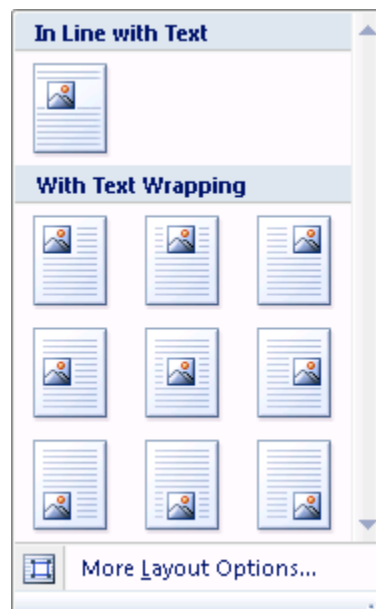
## Arranging Graphics

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For our last lesson, we're going to learn how to arrange images. Luckily for us, most objects (including pictures, ClipArt, WordArt, AutoShapes, and text boxes) are arranged in the same way, so we're going to learn about arranging all types at once. In this lesson, we'll learn how to set position, apply text wrapping, and order, group, rotate, and align shapes.

### Positioning Shapes

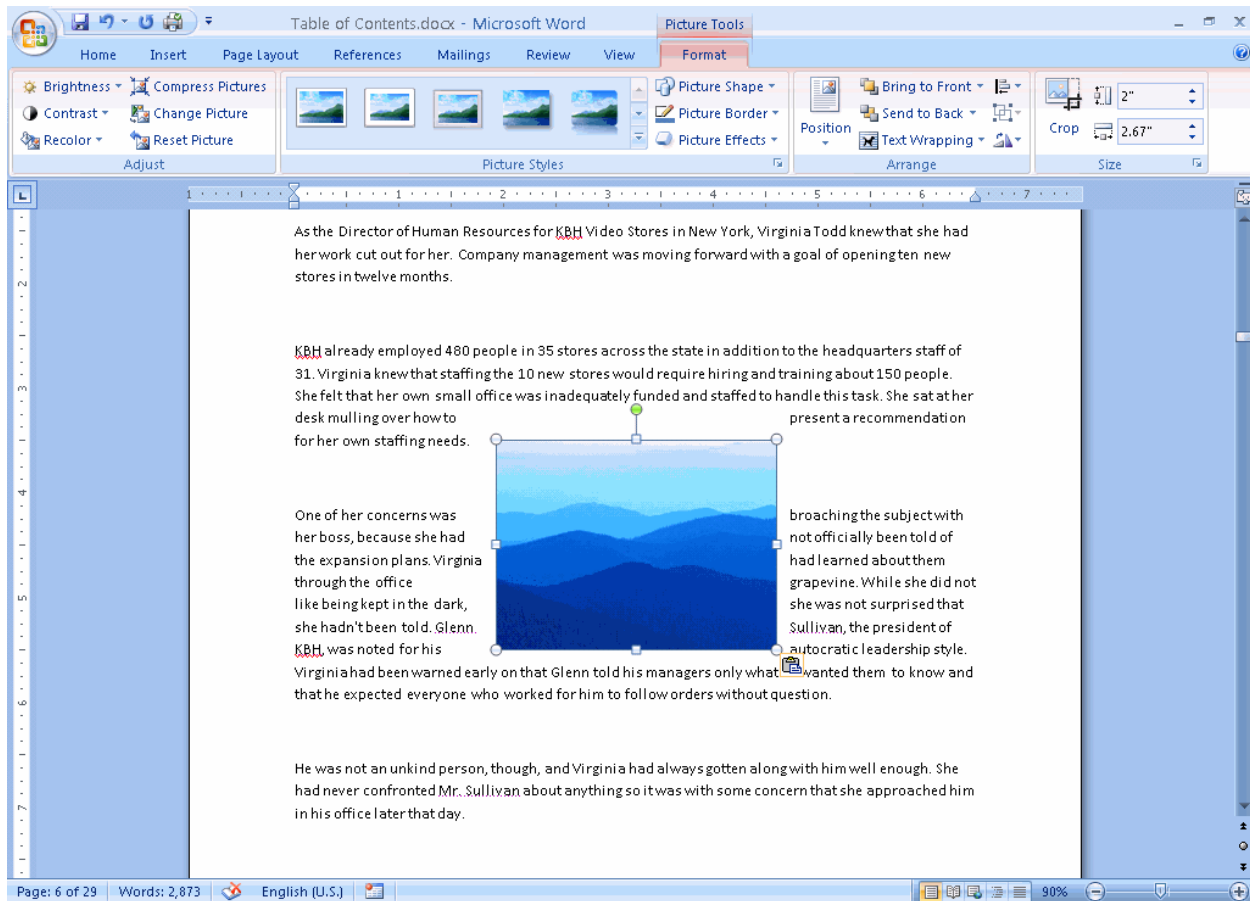
The Position menu is the same on the Page Layout ribbon, the Picture Tools ribbon, the WordArt Tools ribbon, and the Drawing Tools ribbon. It allows you to place your image on the page.



The first option, In Line With Text, will tell Word to treat your picture like a big letter. When using this option, your picture can only be placed in a location where there is already text (even if that text is just a blank paragraph marker).

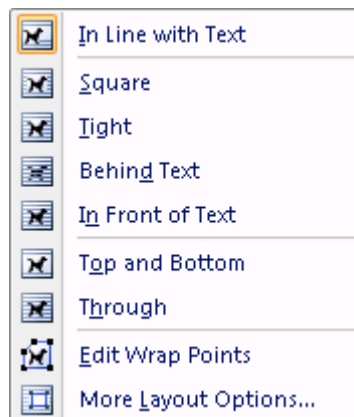
The other options will let you place your image in a specific location on the page; note how the small image icon () is in a different place in each image.

For all of the With Text Wrapping choices, your image will have the text wrapped around it in a square, like this:



## Using Text Wrapping

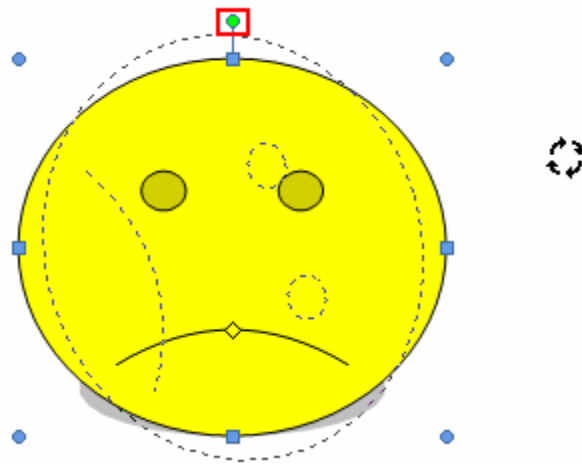
To see more text wrapping choices, click the Text Wrapping button and choose a type:



Note that each type has an icon next to it, showing you a small preview of what the image and text will look like. Also note that all styles except the In Line With Text style allow you to drag the image wherever you want on the page.

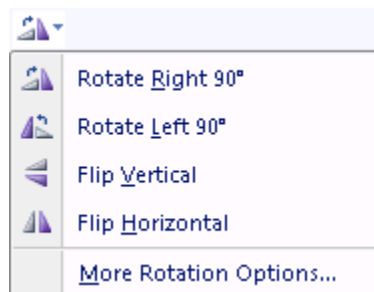
## Rotating Shapes

All shapes can also be rotated. There are a few ways that you can do this. The first way is to click the shape to select it. Then, click the green handle and drag the shape to where you want it.

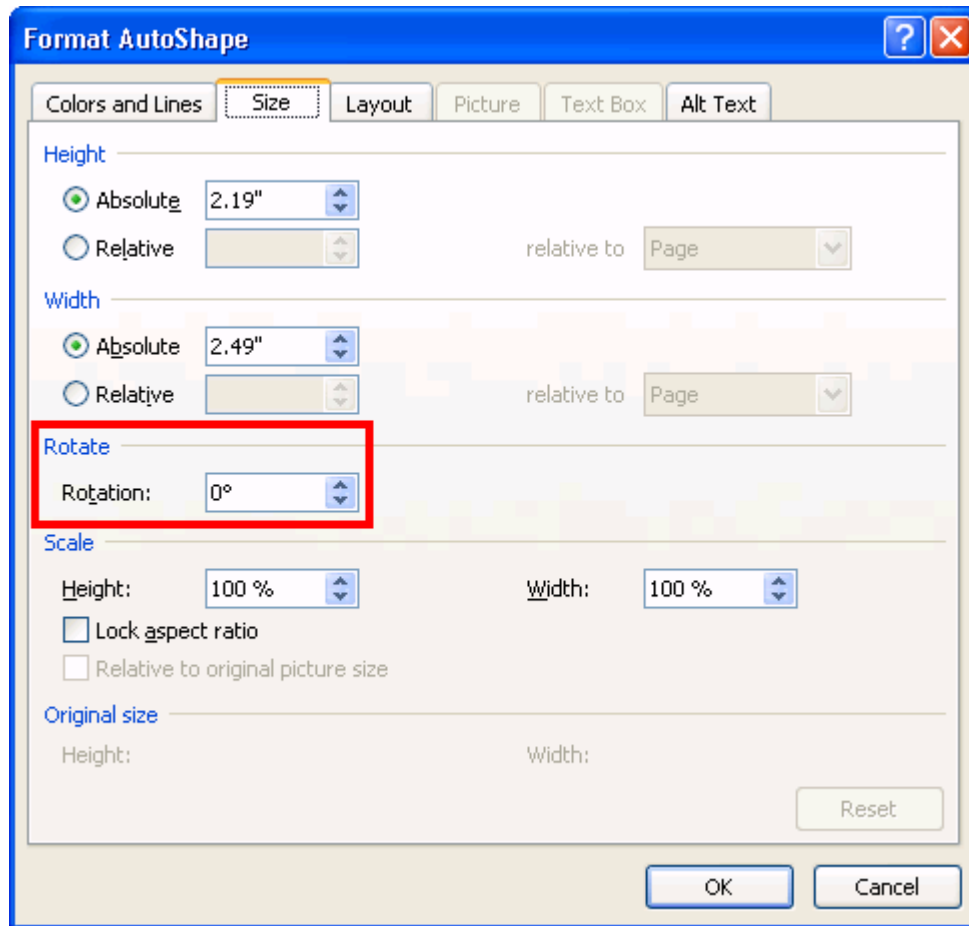


Note how the cursor has turned to a rotate icon, and how the dashed lines show us where our shape will be when we release the cursor.

You can also click the Rotate button on the Arrange chunk of the appropriate ribbon and choose an exact rotation or flip.

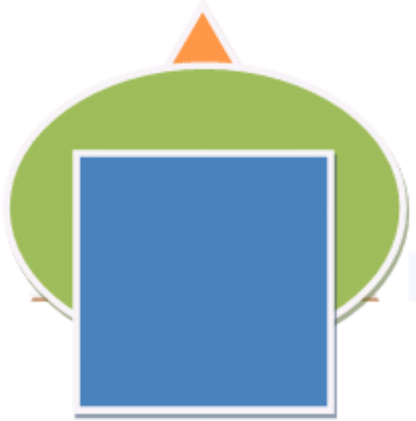


Clicking More Rotation Options will open the Size tab of the appropriate dialogue, where you can enter an exact rotation in degrees.



## Ordering Shapes

You can also use the Arrange menu to order shapes. Take a look at these shapes.

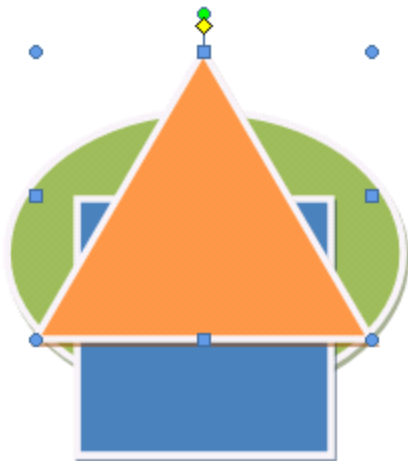


You can see that we have an orange triangle on the bottom, a green circle in the middle, and the blue square on the top.

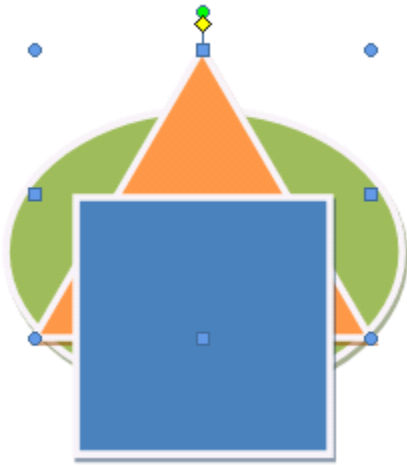
Now, let's look at the two arranging menus on the Drawing Tools ribbon.



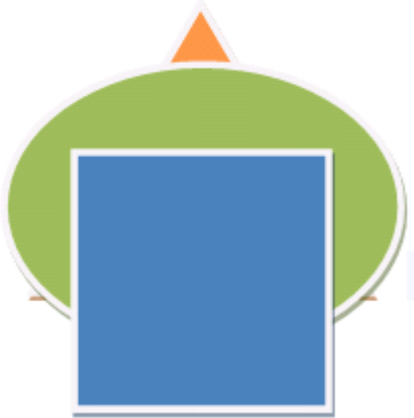
So, if we had the orange shape selected and clicked Bring to Front, here's what would have happened:



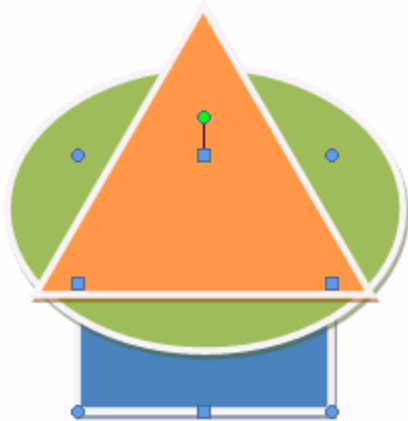
But, if we had only clicked Bring Forward, it would look like this:



Let's look at the original image again.

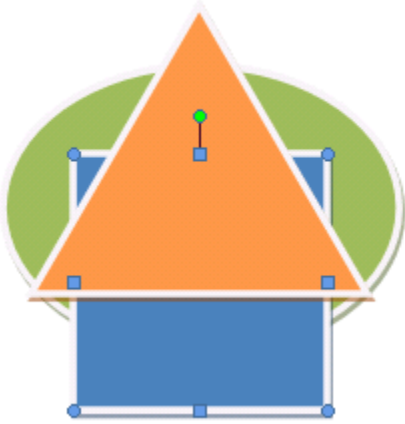


Let's say we had selected the blue shape and clicked Send to Back:





But, if we had clicked Send Backward, it would have moved only one shape back, rather than to the bottom of the pile:

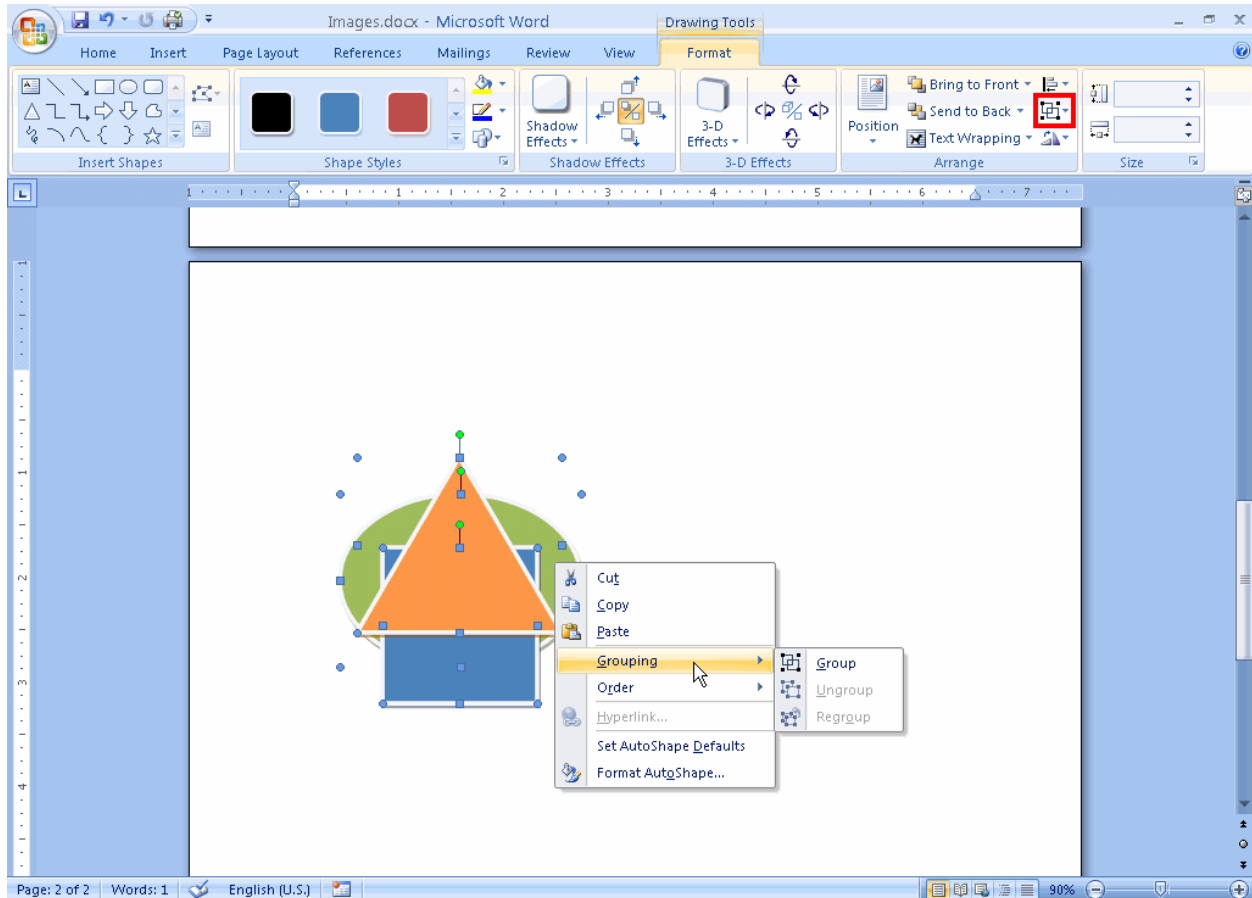


Note that both of the Arrange menus also contain commands to send the picture in front of or behind text.

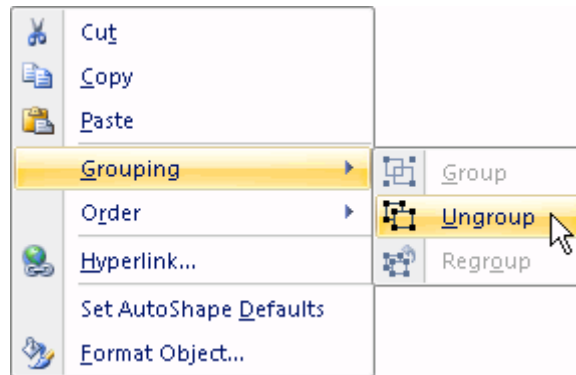


## Grouping Images

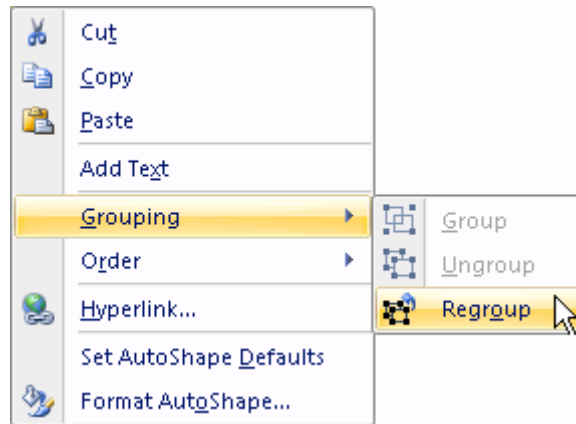
If you have taken the time to position shapes the way you want them, you'll probably want to group them so that you can move and format them as a unit. (Note that these commands can only be performed with shapes, not pictures.) To do this, hold down the Ctrl key and click the images that you want to group. Then, right-click on any of the images, click Grouping, and click Group, or click the Group command on the appropriate ribbon and click Group.



If you later need to move or edit an individual shape, simply select the shape, right-click, click Grouping, and click Ungroup.



If you later need to re-group the images, right-click one of the images, choose Grouping, and click Regroup.



## Using Align and Distribute

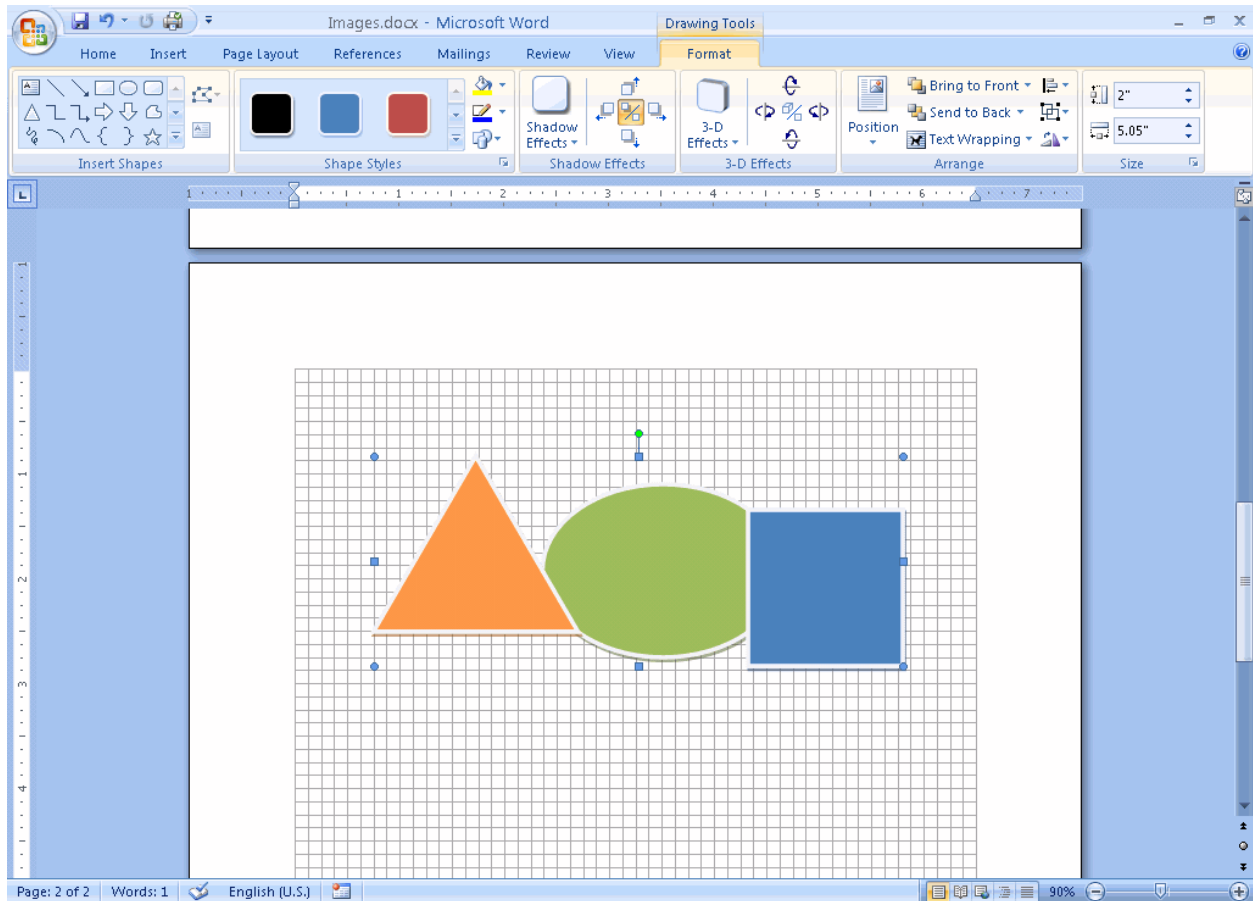
You will also find an Align command on the Page Layout ribbon, the Picture Tools ribbon, the WordArt Tools ribbon, and the Drawing Tools ribbon.



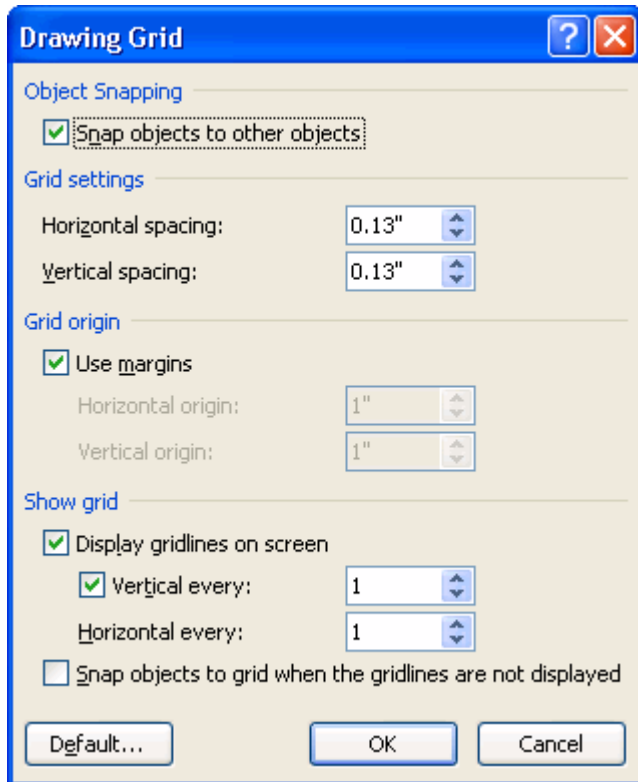
First, choose whether you want to align to the page or the margin. (If you have multiple objects selected, you can choose to align them to each other as well.) Then, choose where you want to align the objects. The first three commands (left, center, and right) align the object horizontally, while the next three commands (top, middle, and bottom) align the object vertically. You can also distribute objects evenly horizontally or vertically using the Distribute commands.

## Using the Grid

The last two commands in the Align menu refer to the grid. The first command lets you overlay a grid on your document. (This grid will not be printed.)



The second option lets you control grid settings.



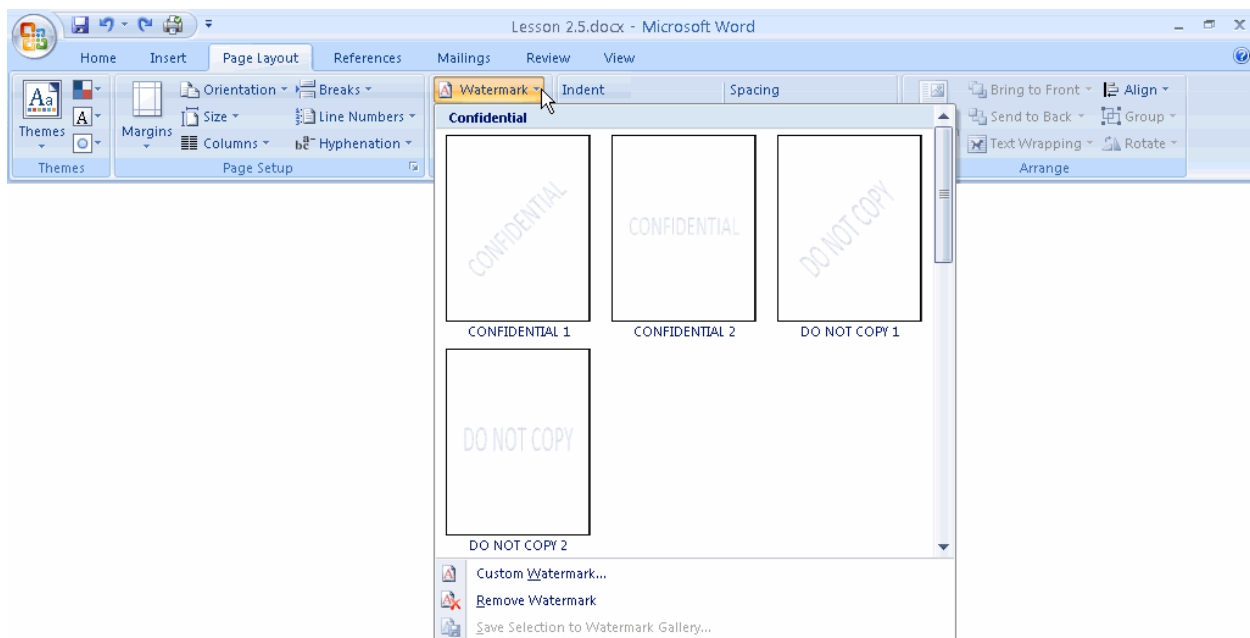
As you can see, you can choose to snap objects to other objects, set the invisible grid, choose to use or disable margins, and set the properties of the visible grid. You can also click Default to make these the permanent grid settings.

## Using Building Blocks

One of Microsoft Office Word 2007's new features is a feature called Building Blocks. These "blocks" are pre-designed items like page numbers, watermarks, content controls, cover pages, and text boxes. All the items come in different colors and formats, so that you could choose, for example, a Mod cover page and a Mod text box, so that they coordinate. You can build the blocks together to create a professional looking document.

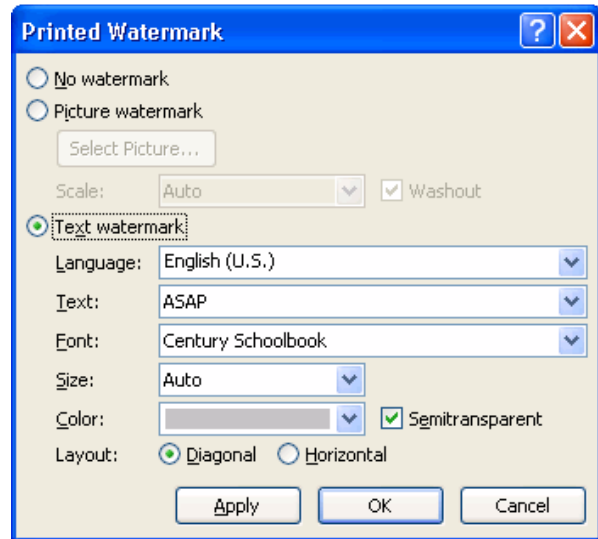
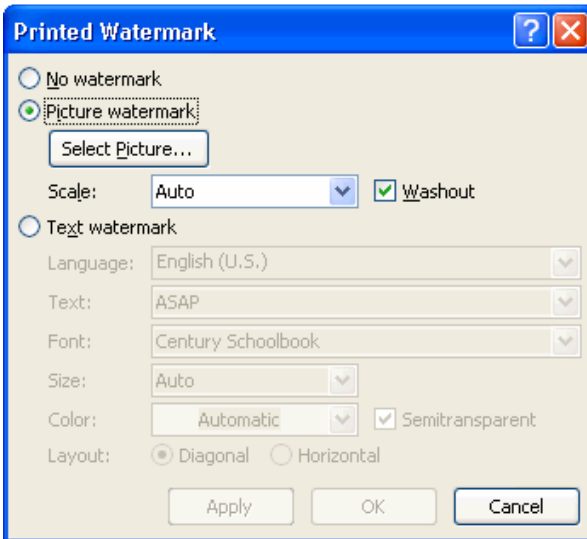
### Adding Watermarks

Watermarks can be text or pictures; they are typically washed out and appear in the background of the page. You will find the Watermark menu on the Page Layout ribbon.

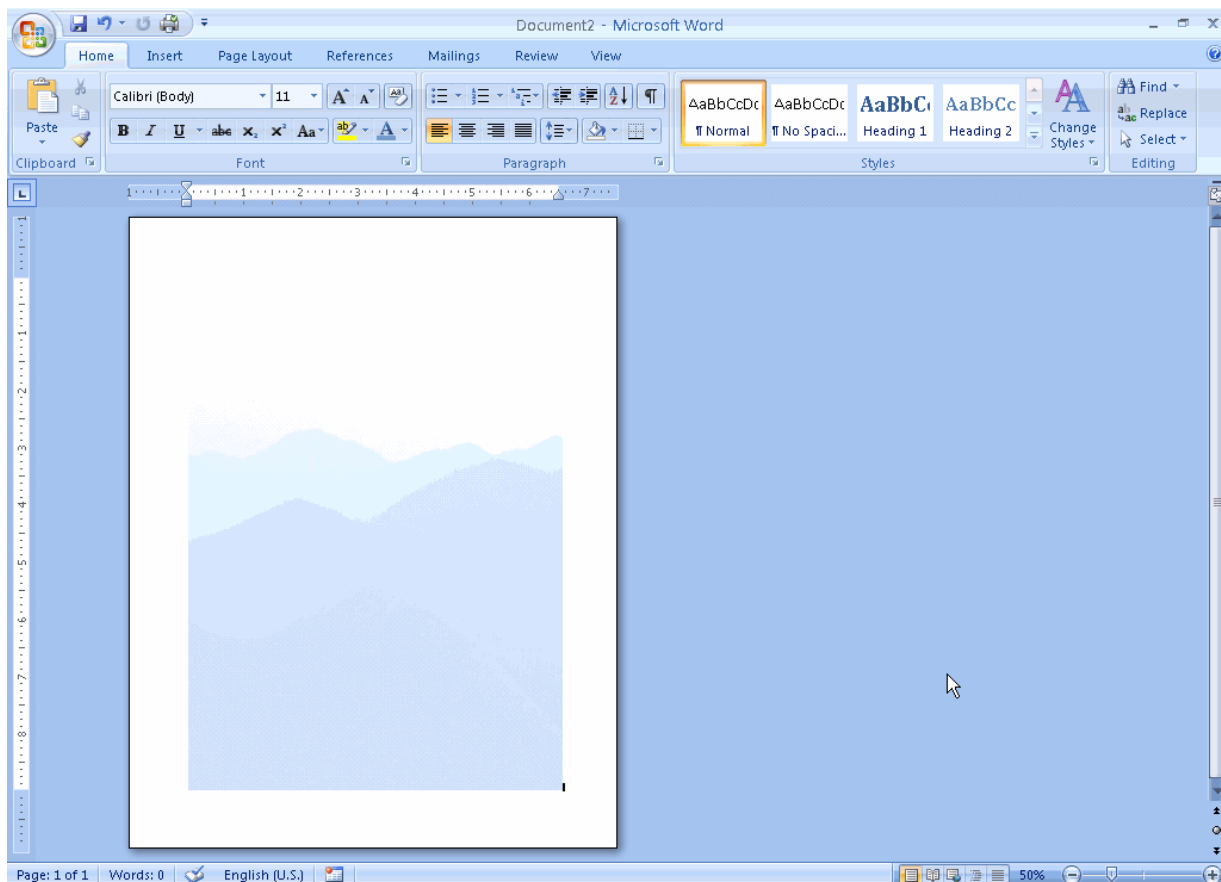


Simply click a watermark to apply it.

If you don't like any of the watermarks that you see, click Custom Watermark in the menu. That will show you the Printed Watermark dialogue. Here, you can choose a picture or text watermark, and then set your options.

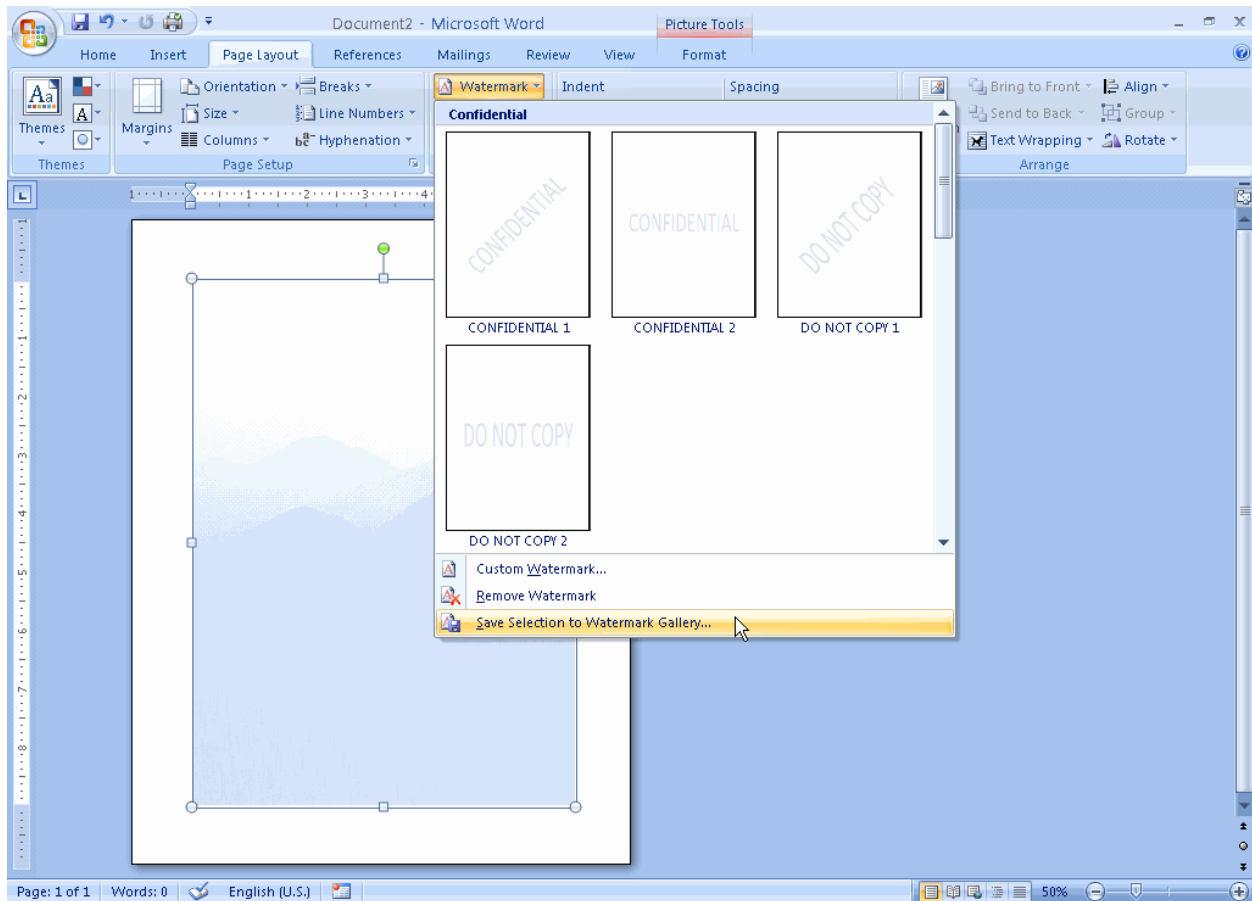


To create a custom watermark, first lay it out on the page.

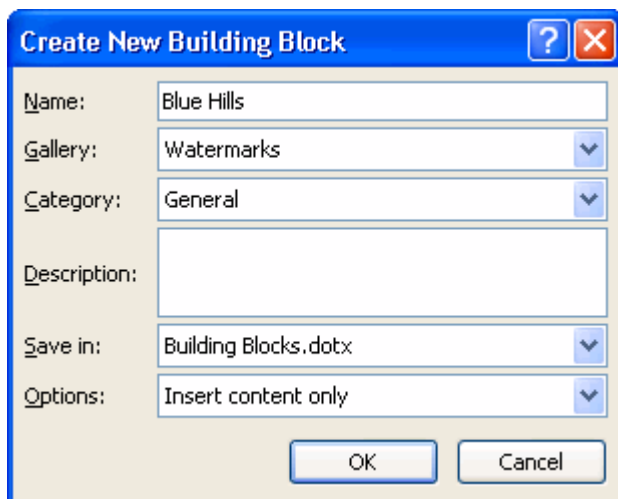




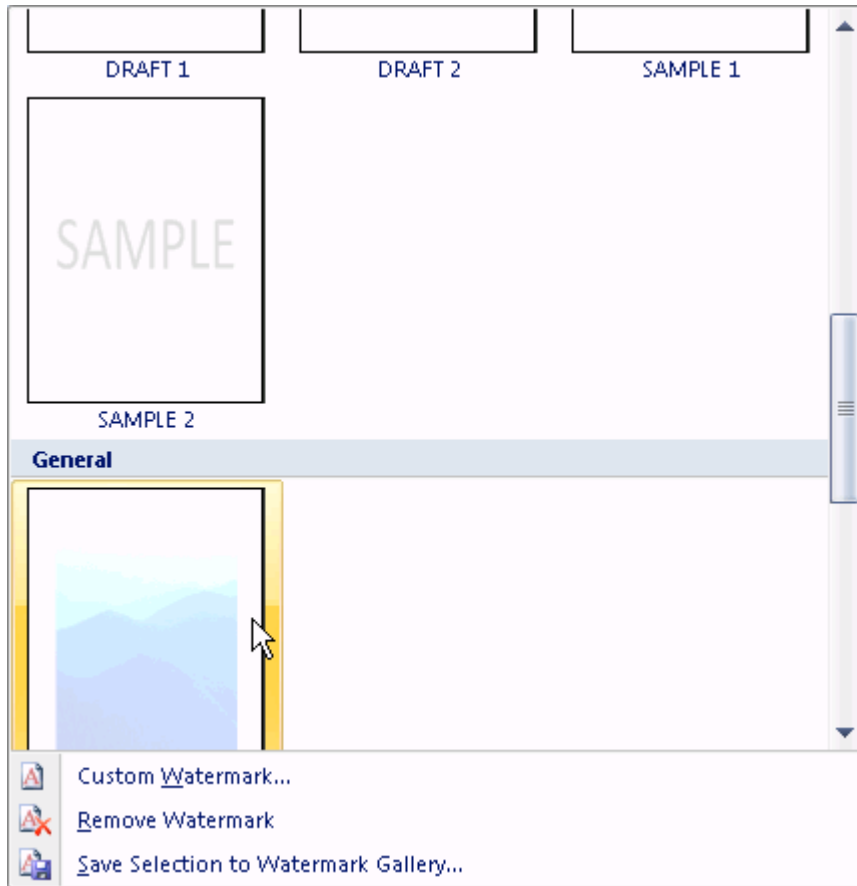
Then, select all elements that you want to include. Next, click the Page Layout ribbon, click the Watermark button, and click Save Selection to Watermark Gallery.



You will then be prompted to create a new building block, which is where custom watermarks are stored.



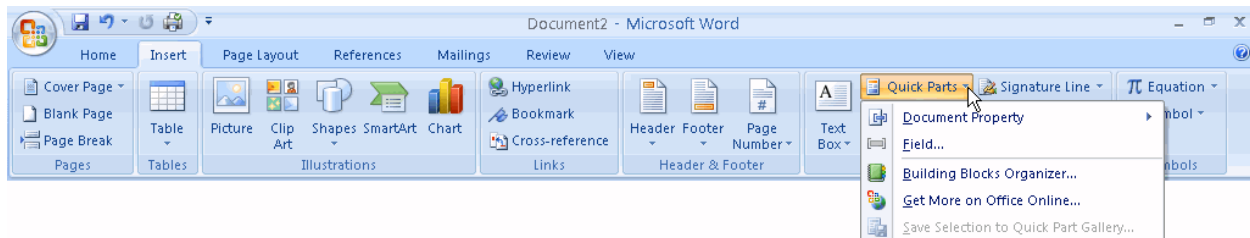
Simply type a title, choose what gallery you want to store it in, what category the item belongs to, and a description. (We recommend that you leave the last two menus as is.) Then, click OK. You should now see your custom watermark in the Watermark menu.



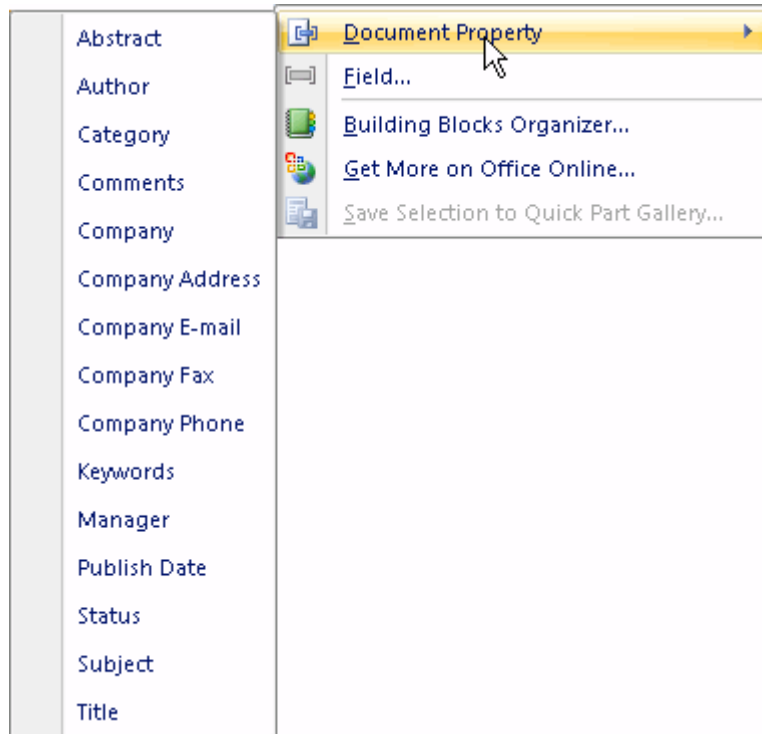
You can click this watermark to apply it just as you would the other default watermarks.

## Inserting Quick Parts

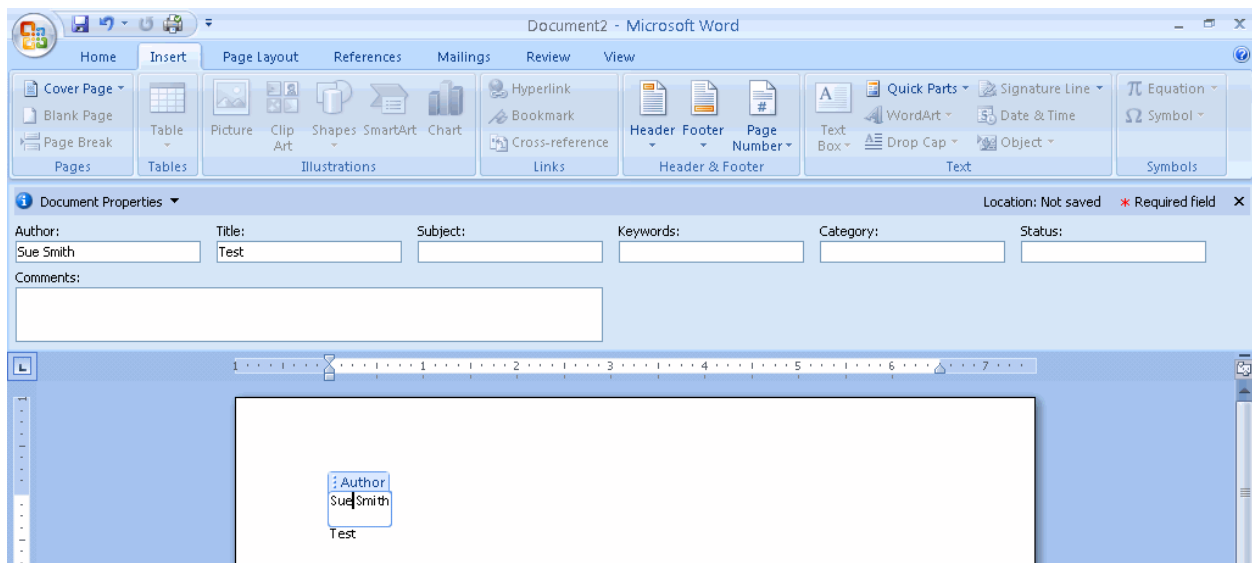
On the Insert ribbon, you will find a command called Quick Parts.



The first option is Document Property. It allows you to insert controls with information about the document.



Once you click a control, it will appear in your document. Note that these properties are tied to the Document Properties found in the Office menu.

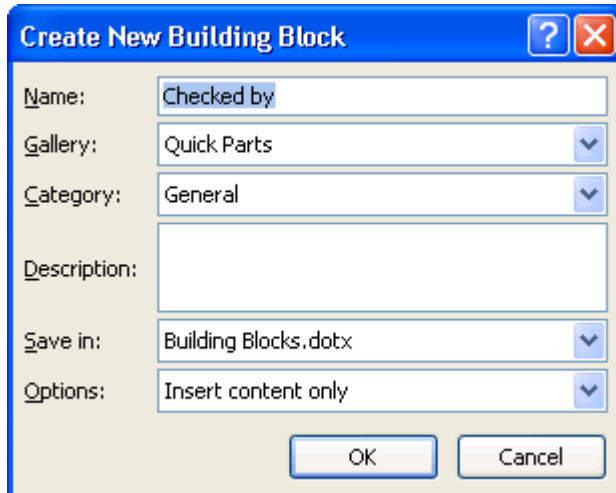


## Adding Quick Parts

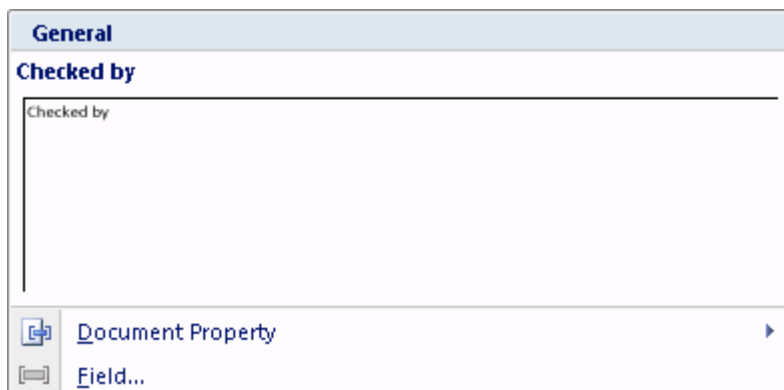
You can also add your own Quick Parts to the list. Simply select the text that you want to add, click the Quick Parts button on the Insert ribbon, and click Save Selection to Quick Part Gallery.



You will then be prompted to name the Quick Part.

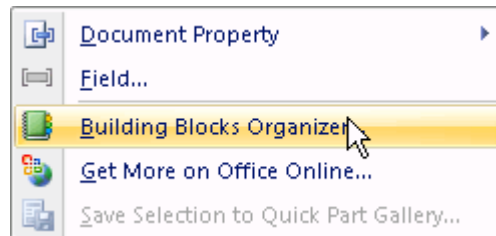


Once you click OK, you will see it appear in the Quick Parts list.

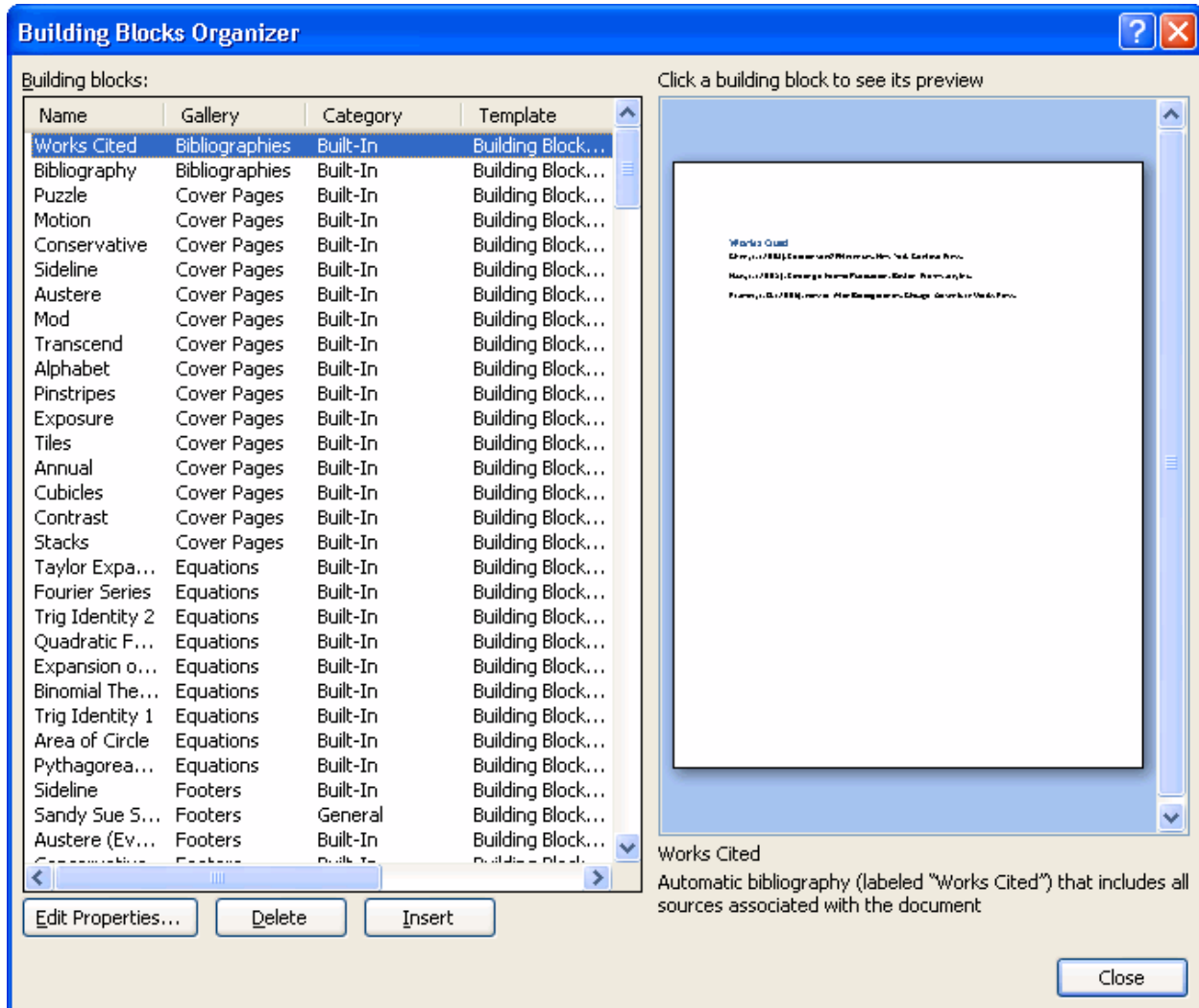


## Using the Building Blocks Organizer

The third command on the Quick Parts menu is Building Blocks Organizer.

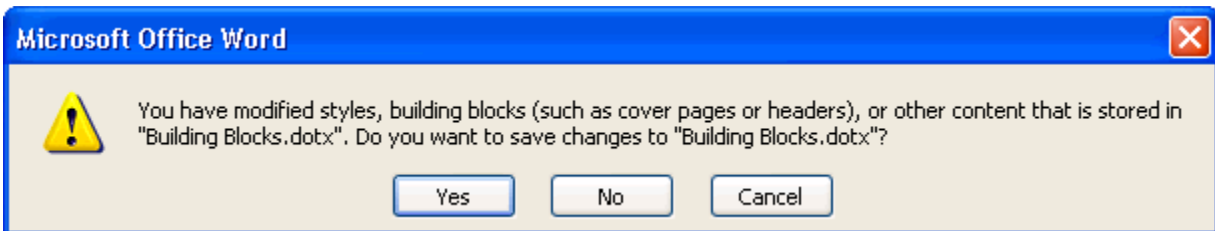


This dialogue helps you organize all the building blocks stored in Word. Note that the items are divided into galleries (cover pages, equations, page numbers, etc.).



On the left hand side, you have a pane listing all the building blocks and their properties. If you click on a block, you will see a preview on the right hand side. You can also use the buttons at the bottom to edit the properties of the building block, delete the block, or insert the block.

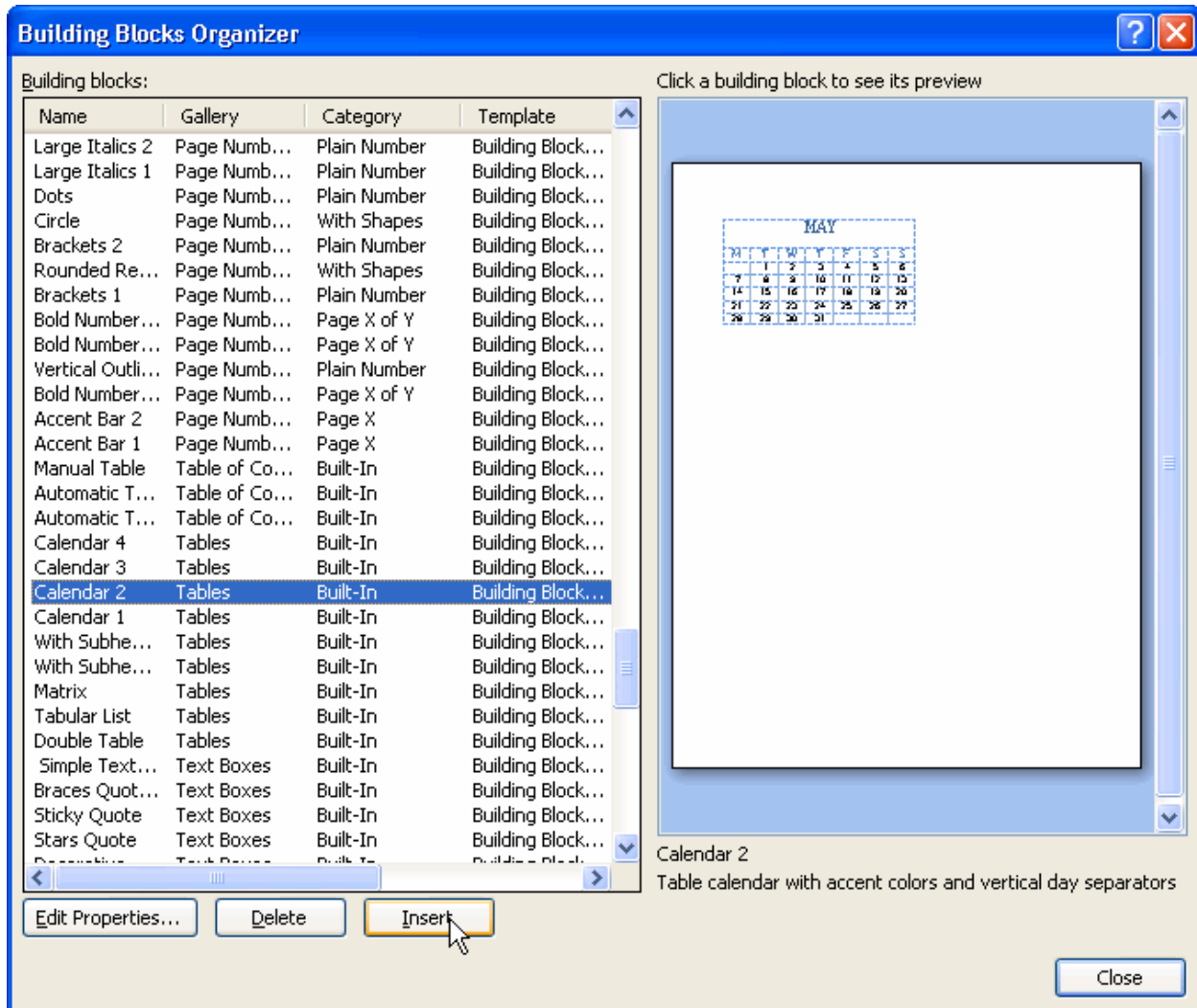
Note that all building blocks are saved in a template, so if you create a new building block, you will probably see this prompt when you exit Word:



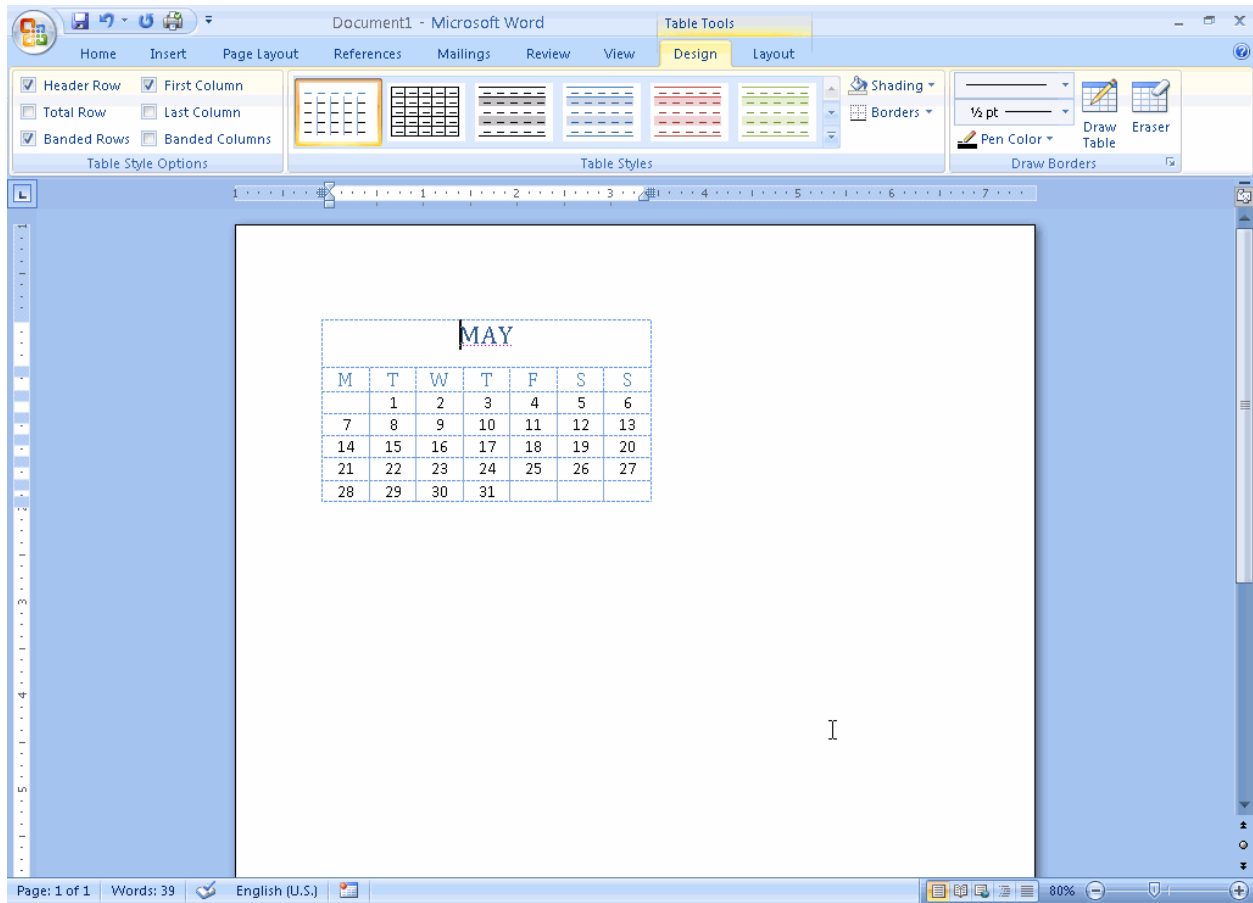
Click Yes to save your building block.

## Inserting Building Blocks

To add building blocks to your document through the organizer, first find the type of block that you want in the list. Then, choose a style and click Insert.



The dialogue will then close and the element will be added to the document.





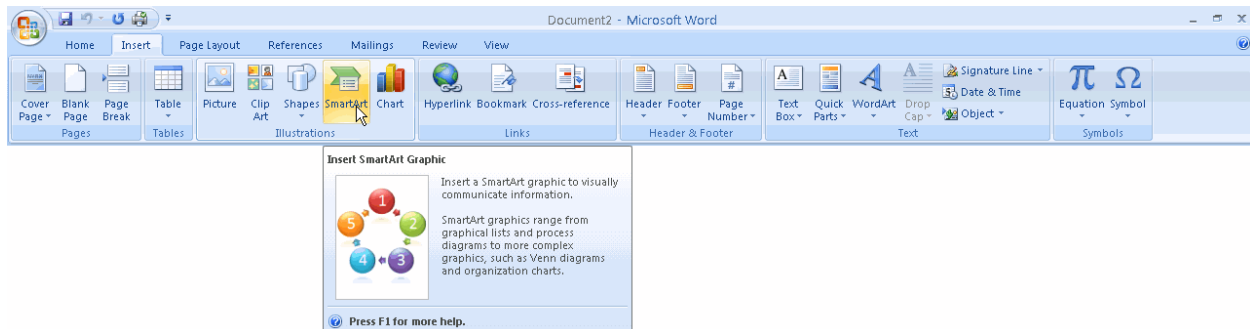
## Creating SmartArt

SmartArt is a new feature in Microsoft Office Word 2007. It replaces the old Diagram feature. In this lesson, we'll learn how to create SmartArt, use its text pane, and use its ribbons.

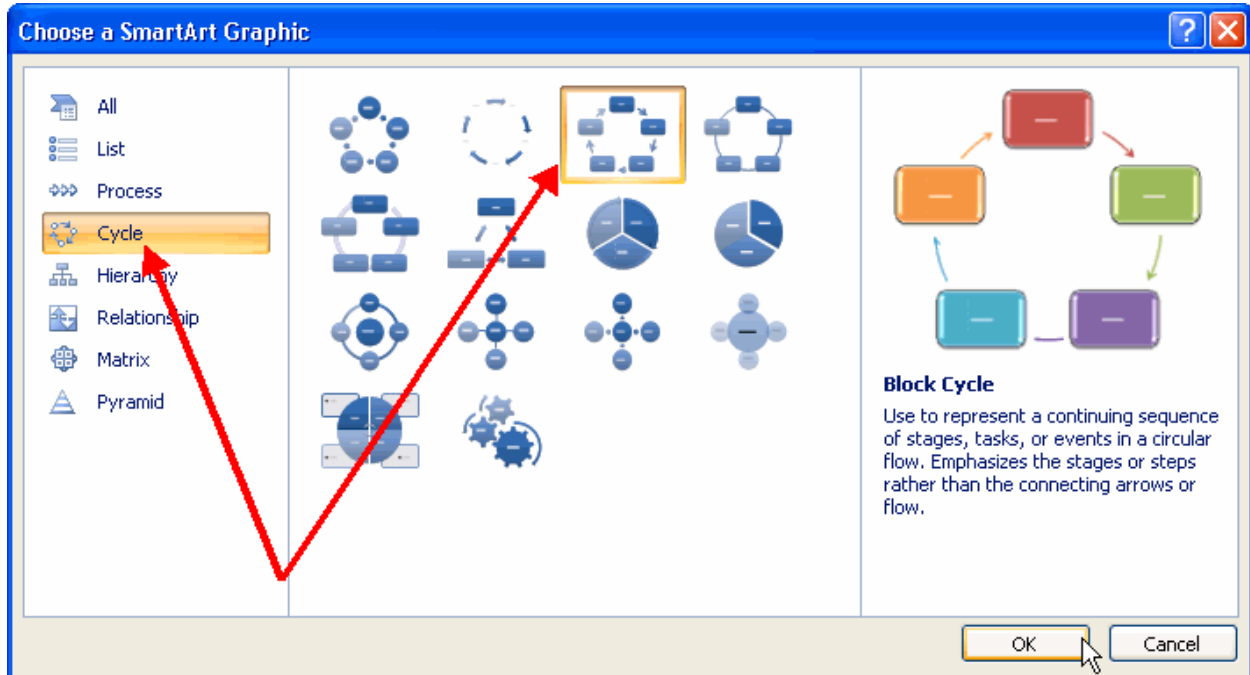
- Step 1 • Click the Insert ribbon
- Step 2 • Click SmartArt
- Step 3 • Pick a category
- Step 4 • Type your text

## Adding SmartArt

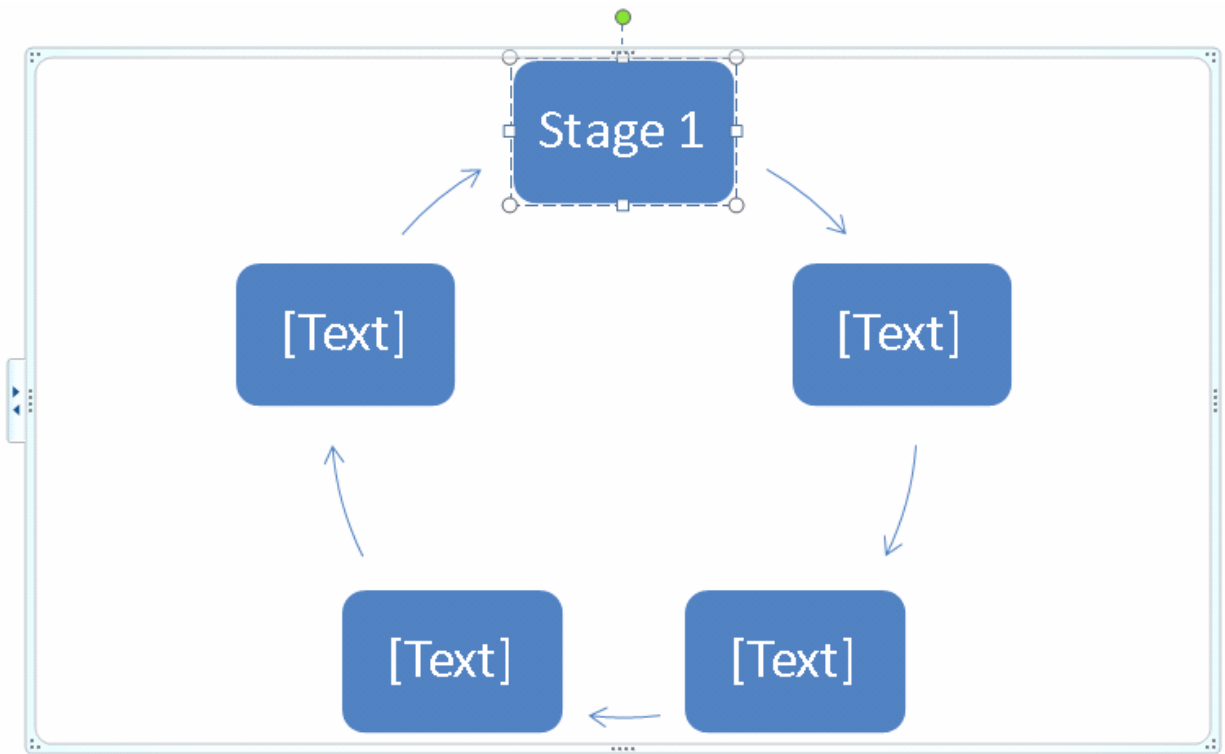
To add SmartArt to your document, first click to place your cursor at the location that you want the SmartArt to appear. Then, click the Insert ribbon and click SmartArt.



You will then see the Choose a SmartArt Graphic dialogue. First, click a diagram category from the list on the left. Then, choose a diagram type from the center pane. (Note that you will see a preview of the selected diagram type from the pane on the right.) When you're ready, click OK to insert the diagram.

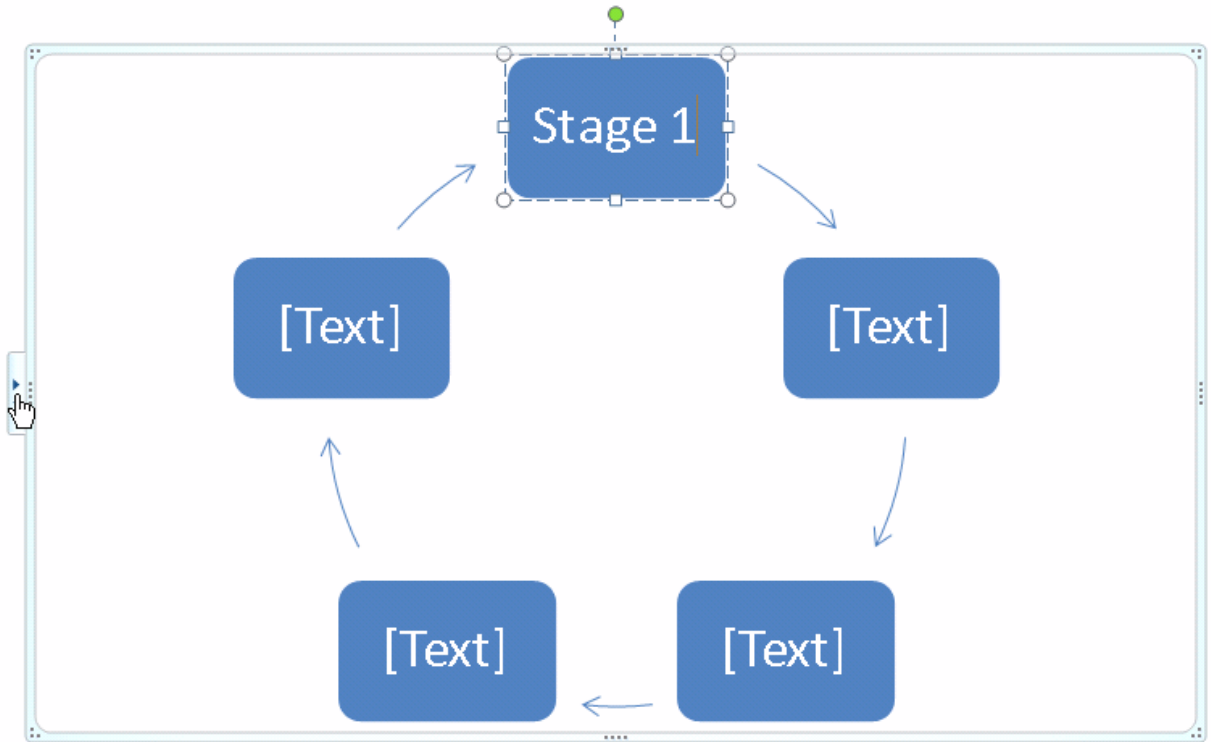


Now, you can click where it says “Text” and type your text. (Word will automatically adjust the text size so that it will fit in the shape.)

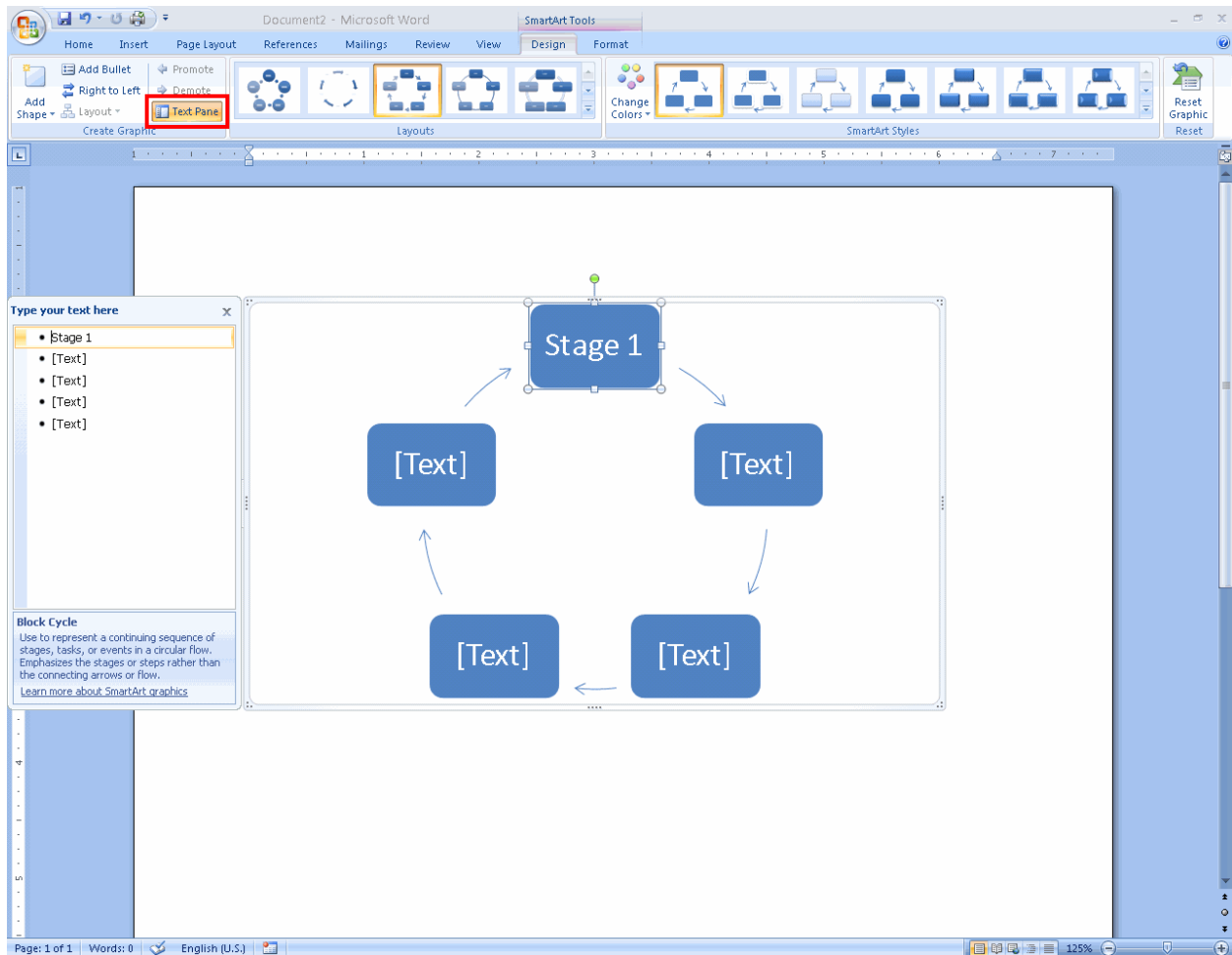


## Using the Text Pane

You may find it easier to use the Text Pane to add text to your diagram. To display it, click the diagram and then click the arrows on its left hand side.



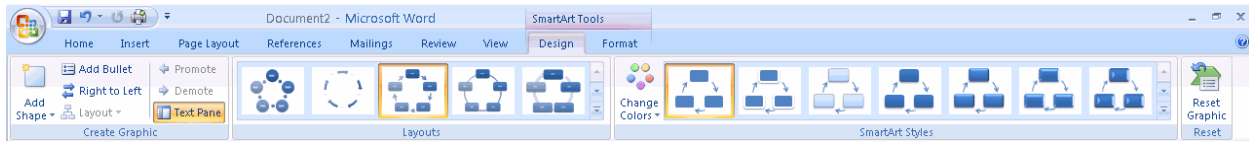
Now you will see a pane on the left hand side of the Word window where you can type the text for your diagram. Simply click where it says “Text” and type.



To hide the text pane, click the X in its top right hand corner. Note that there is also a Text Pane button on the SmartArt Tools Design ribbon that will toggle the text pane on and off.

## Using the SmartArt Tools Design Ribbon

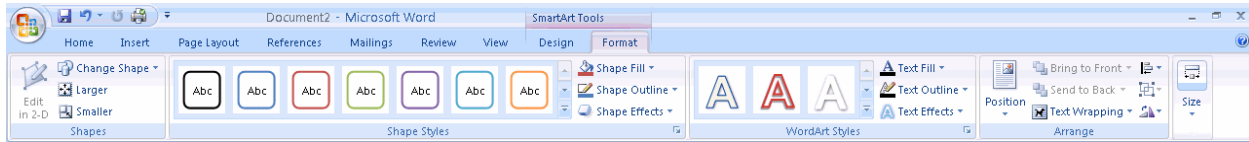
Let's take a closer look at the SmartArt Tools Design ribbon. Although we aren't going to go into all of these commands in-depth, this is a good place to start if you want to customize the look of your diagram.



<b>Create Graphic</b>	Add Shape	Add another shape to the diagram.
	Add Bullet	Add another point of text to the current shape.
	Right to Left	Change the layout to Left to Right. (If the layout is already Left to Right, clicking the button will change it to Right to Left.)
	Layout	Change the branch layout for the current shape. (Only available for organizational charts.)
	Promote/Demote	Move the shape up or down one level. (Only available for organizational charts.)
	Text Pane	Toggles the text pane on and off.
<b>Layouts</b>	Gallery	Click a different type of SmartArt to apply it, or click the arrows to see more types.
<b>SmartArt Styles</b>	Change Colors	Change the color scheme for the diagram. (Options will vary depending on the theme selected in the Page Layout ribbon.)
	Gallery	Click a style to apply it to your diagram.
<b>Reset</b>	Reset Graphic	Reset the diagram to the default settings.

## Using the SmartArt Tools Format Ribbon

When a SmartArt diagram is selected, you will also see a Format ribbon become available.



Let's take a look at each command.

### Shapes

Edit in 2D	If a 3D style has been applied, use this button to switch to 2D view, which may make editing your diagram easier.
Change Shape	Change the current shape.
Larger	Make the current shape bigger.
Smaller	Make the current shape smaller.

### Shape Styles




Gallery	Click a style from the gallery to apply the style to the current shape, or click the arrows to see more shapes.
Shape Fill	Change the color of the shape's fill.
Shape Outline	Change the color of the shape's outline.
Shape Effects	Apply effects to the shape.
Option button	Opens the Format Shape dialogue.

### WordArt Styles

Gallery	Apply a style to the text in the current shape.
Text Fill	Change the color of the text's fill.
Text Outline	Change the color of the text's outline.
Text Effects	Apply effects to the text.
Option button	Opens the Format Text Effects dialogue.

### Arrange

Position	Displays a menu of positioning options.
Bring to Front	Bring the shape forward in a pile.

Send to Back	Send the shape backward in a pile.
Text Wrapping	Choose how text will wrap around the diagram.
Align (  )	Align or distribute shapes.
Group (  )	Group multiple shapes so they can be moved as a unit.
Rotate (  )	Rotate shapes or the diagram.
<b>Size</b>	Size
	Set the size of the diagram.



## Editing SmartArt

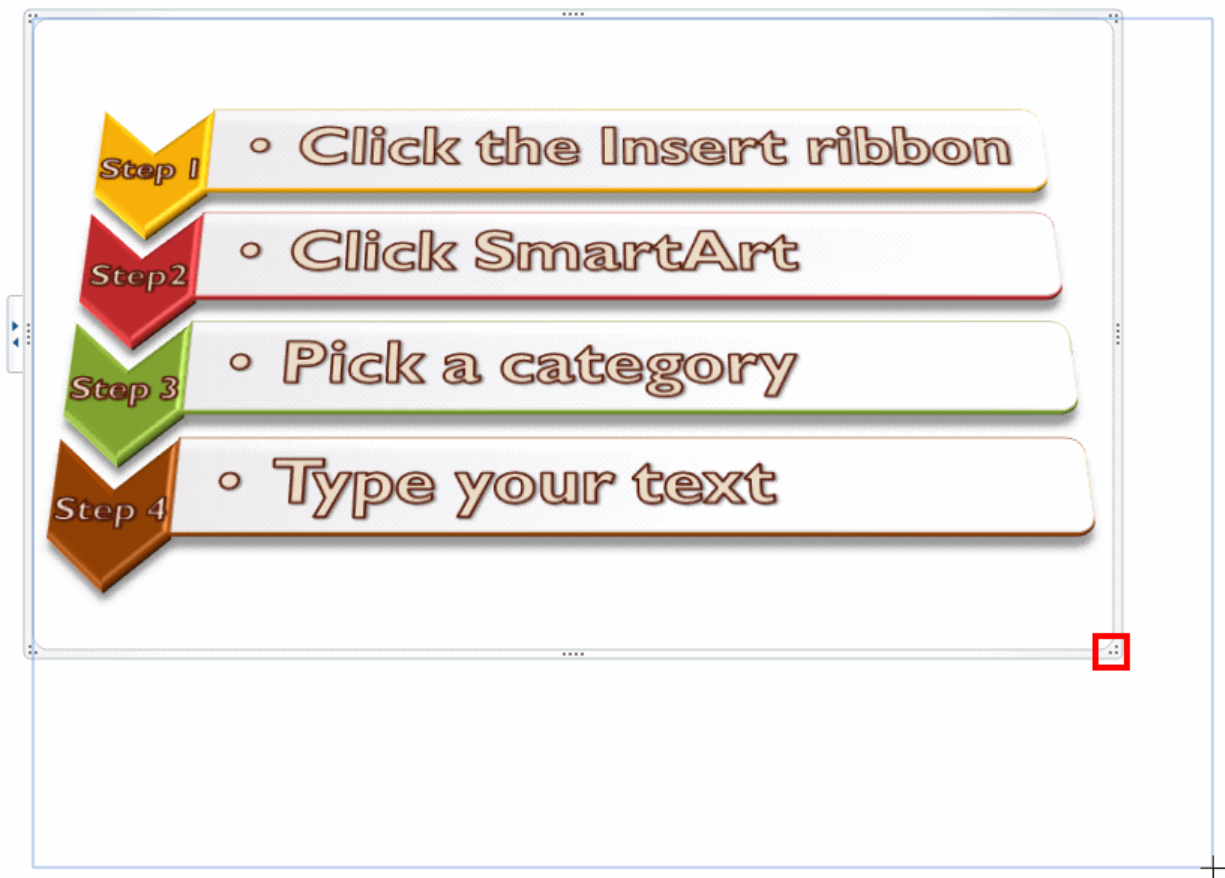
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Now that we know how to create a basic SmartArt diagram, it's time to learn how to do a bit more with it. In this lesson, we'll learn how to resize your diagram, change the layout, change the color scheme, work with shapes, and add effects to shapes and text.



## Resizing and Moving Your Diagram

Like regular images, you can resize and move your diagram. First, click the SmartArt to select it. Then, click any of the dotted handles and drag. A border will appear, showing you the new size of the SmartArt.

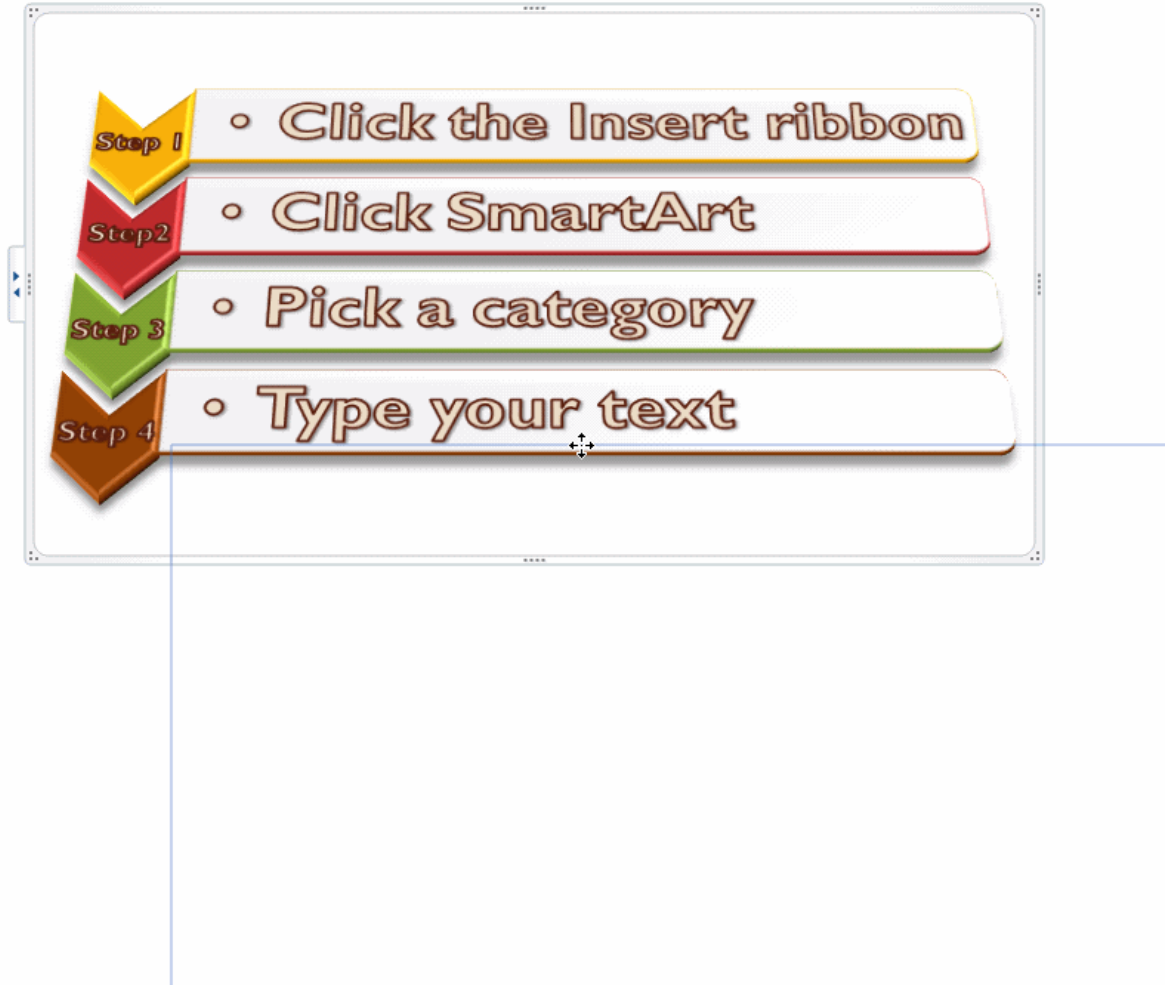


Note that you can drag the diagram out to make it bigger, or drag it in to make it smaller. Word will adjust the text and the shapes to fit the new size.

You can also enter exact dimensions on the SmartArt Tools Design ribbon.

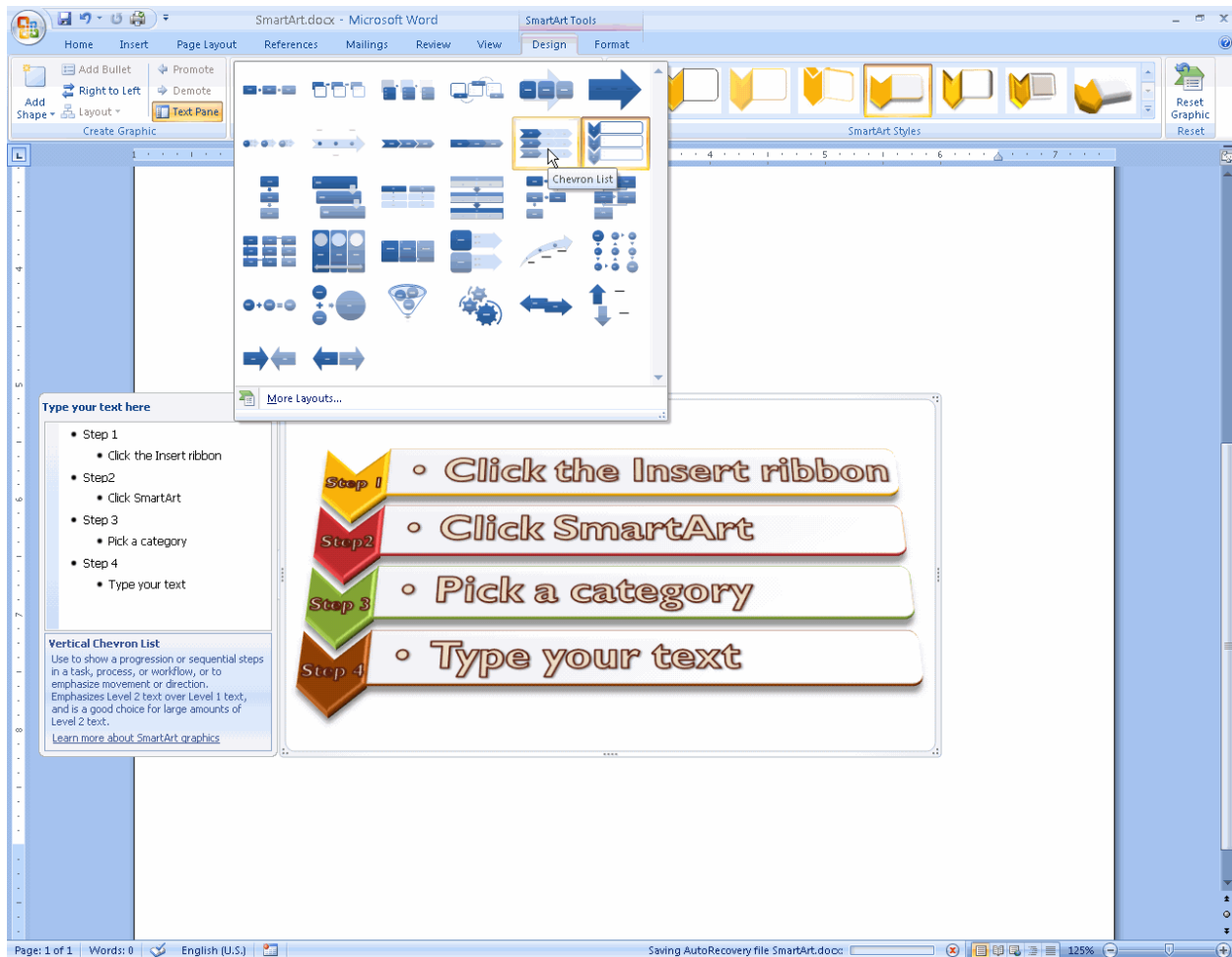


You can also click the border of the SmartArt and drag it to any location on the page. (If you are using In Line with Text wrapping, you are restricted to locations that already have text.) Borders will appear, showing you where the diagram will be placed.



## Changing the Layout

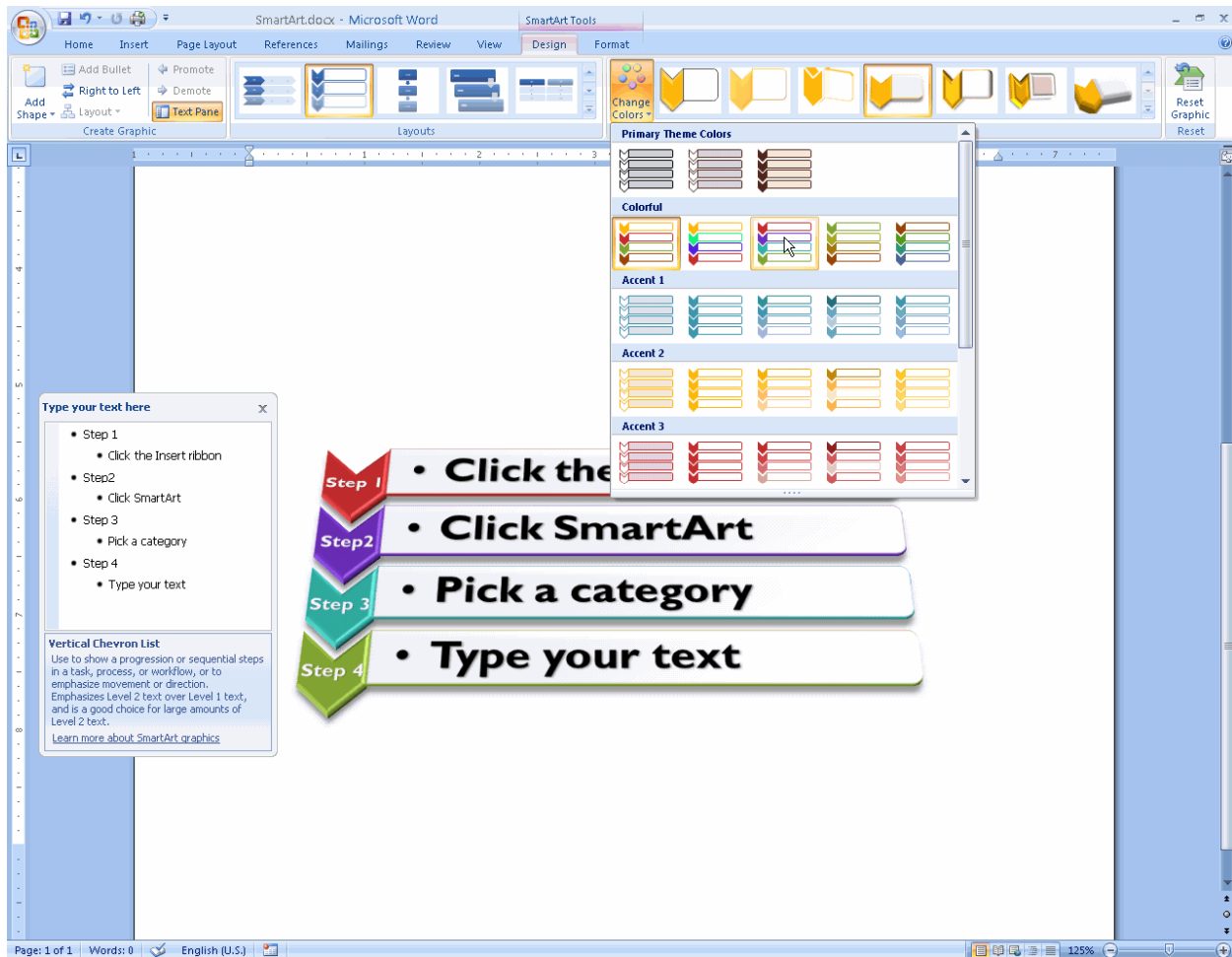
If you've created a diagram and then decide that you want a different layout, you don't need to re-create it. First, make sure you click the outer border to make sure the entire diagram is selected. Then, click the layout arrows on the SmartArt Tools Design ribbon and click a style. As you mouse over each style, you will see a preview applied to your diagram.



Although Word tries its best, you may need to modify the diagram after you have changed its layout. And, you may find that some diagram types are not suitable for your purpose.

## Changing the Color Scheme

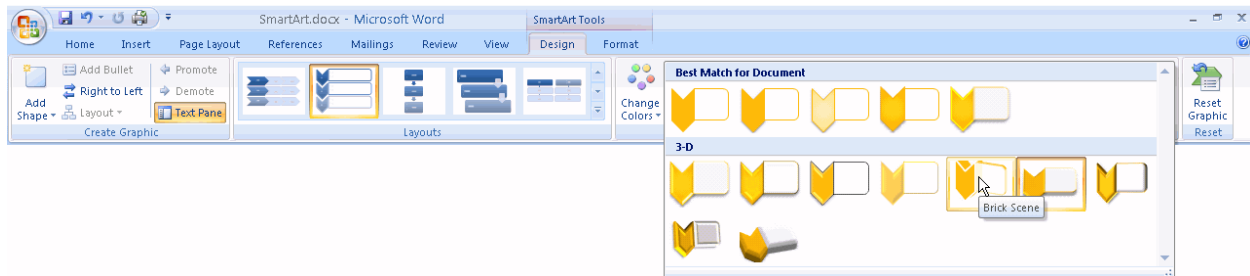
You will also find a gallery of colors under the Change Colors option in the SmartArt Tools Design Ribbon. First, make sure you click the outer border to make sure the entire diagram is selected. Then, click the Change Colors button and mouse over the colors to see a preview. Once you see a scheme that you like, click it to apply it.



Note that the colors available depend on the theme being used. In this case, we're using Solstice.

## Changing the Effects Scheme

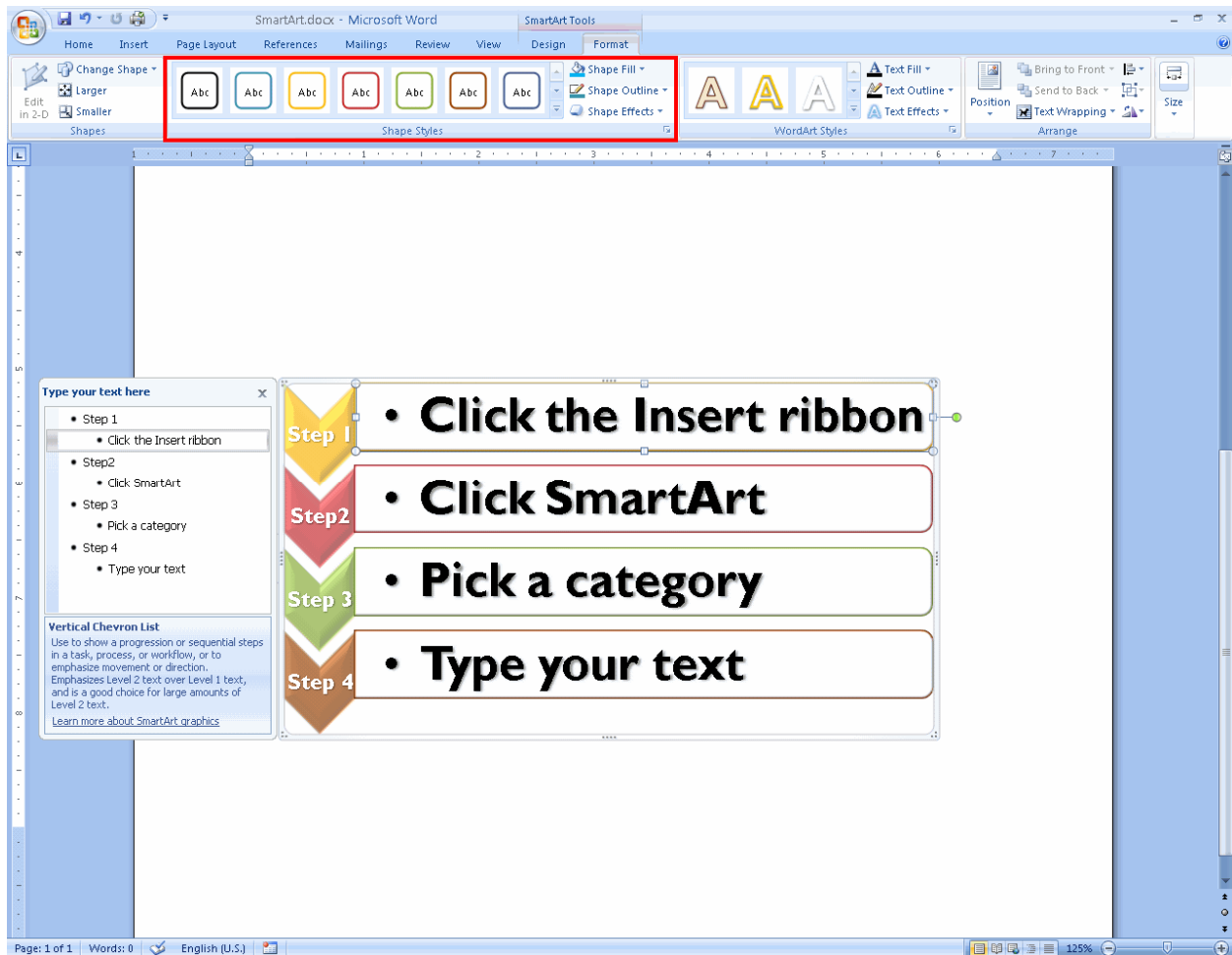
You can also change how the shapes in your diagram look. First, make sure you click the outer border to make sure the entire diagram is selected. Then, click the arrow in the SmartArt Styles chunk of the SmartArt Design Tools ribbon and click a style. As with shapes and layouts, you can mouse over various styles to see a preview.



Note that the effects available here will depend on the theme being used.

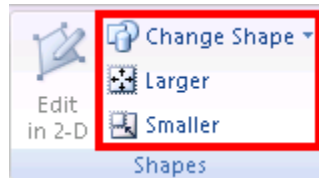
## Working with Shapes

If you don't like the styles and effects that Word offers, you can edit individual shapes in your diagram. First, click the shape to select it. Then, click the SmartArt Tools Format ribbon. Now you can click a shape style from the gallery, or you can change the color, shape, and/or effects separately.



In this case, the first shape will be changed; look closely and you can see handles around the rectangle.

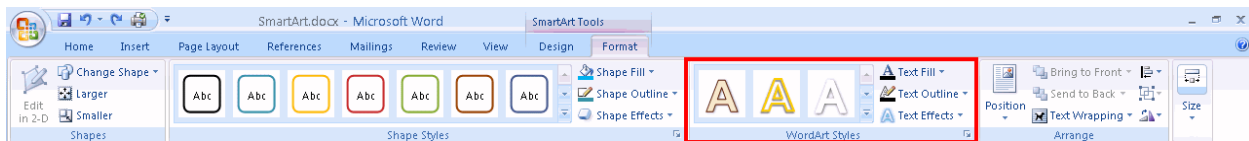
You can also use the tools on the Shapes chunk to change the current shape, or make the current shape larger or smaller.



## Adding Text Effects

You can also add special effects to the text in your diagram. First, decide what text you want to modify. If you want to change all of the text in the diagram, click the diagram border to select all the text. Or, you can select diagram text like you would regular text. (Note, however, that you can only select text in one shape at a time.)

Once your text is selected, use the tools on the WordArt Styles chunk on the SmartArt Tools Format ribbon to edit it. You can apply a style or you can modify the fill, outline, and effects individually.



Here are some examples.

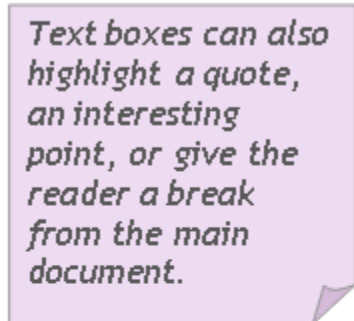




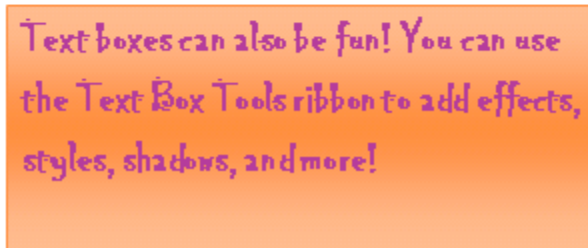
## Using Text Boxes

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Text boxes are a great tool for laying out documents. They are like AutoShapes in that they can be formatted and customized. However, you can also add text to them, link them, and much more! In this lesson we'll learn all about how to insert, draw, format, edit, and link text boxes.



*Text boxes can also highlight a quote, an interesting point, or give the reader a break from the main document.*



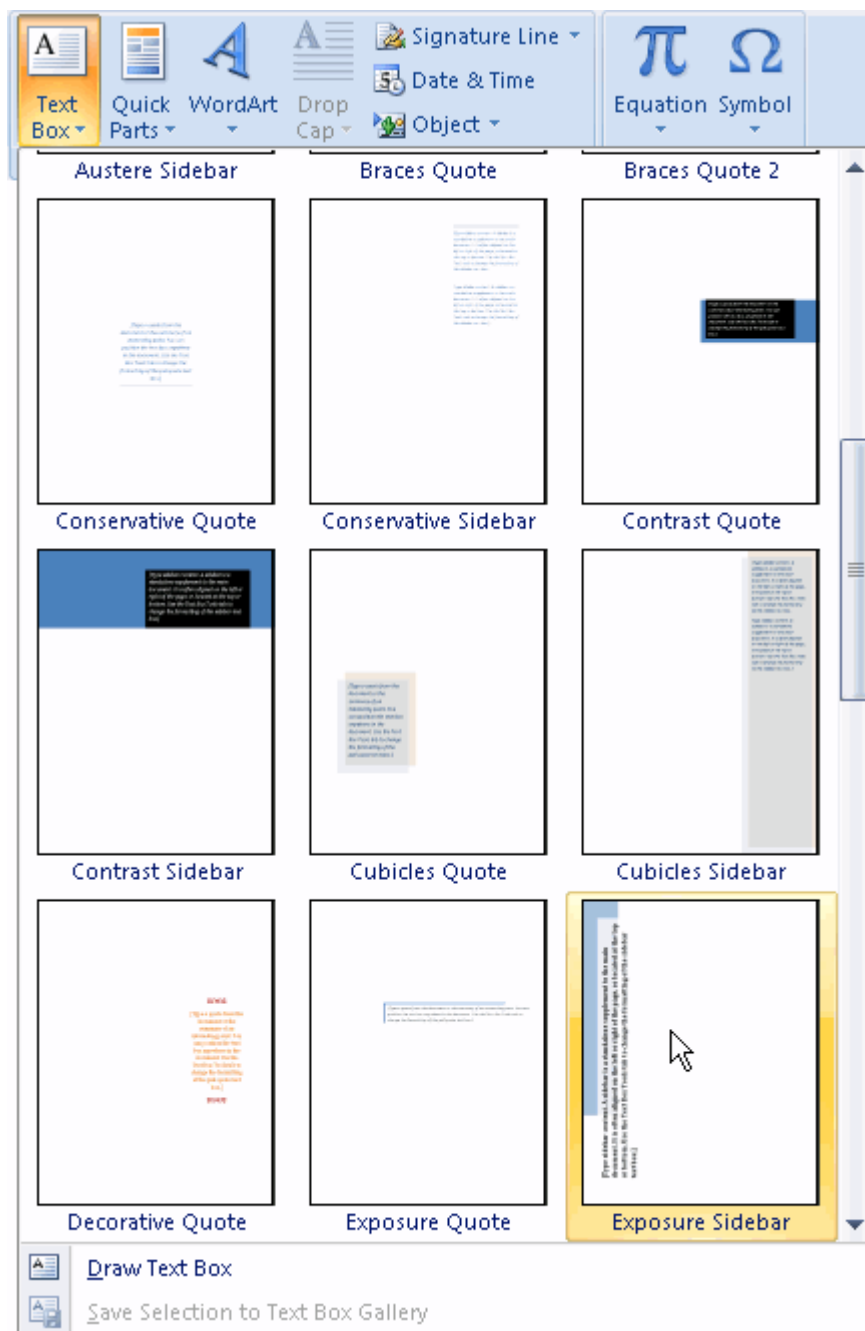
Text boxes can also be fun! You can use the Text Box Tools ribbon to add effects, styles, shadows, and more!



This is a sidebar text box. These pre-designed text boxes are new in Word 2007.

### Inserting a Pre-Defined Text Box

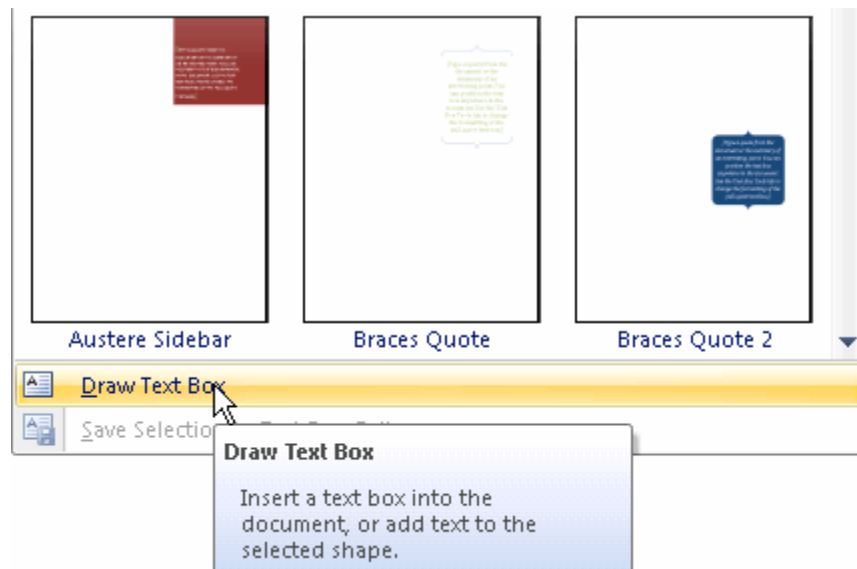
Like watermarks, page numbers, headers, footers, and cover pages, Microsoft Office Word 2007 includes a number of pre-defined text boxes. To add one of these to your document, click the Insert ribbon, click Text Box, and choose the type of box that you want.



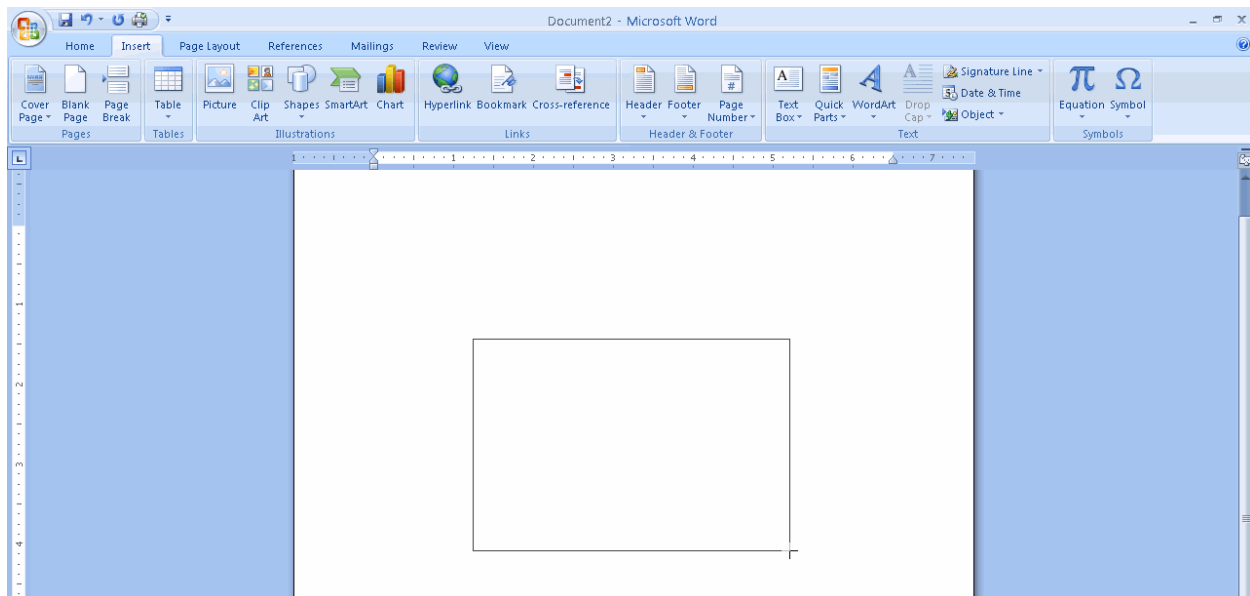
Note that you can scroll up or down to view the entire list. Once you have found a box that you like, click it. This will insert the text box into your document; just click inside the box and type your text.

## Drawing a Text Box

To create a simple text box, click the Insert ribbon, click Text Box, and click Draw Text Box.



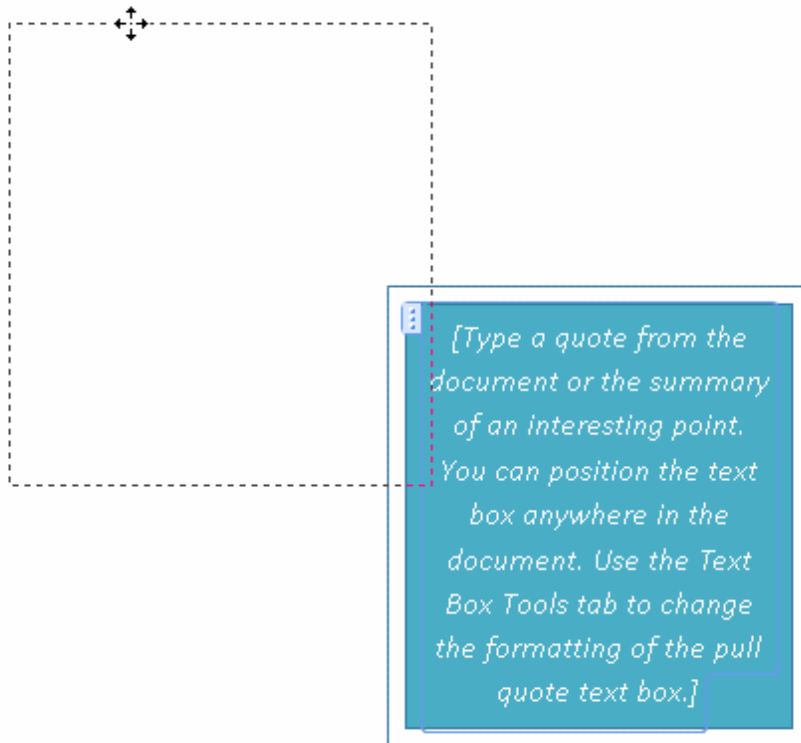
Your cursor will turn into a crosshair; simply click and drag to create the text box.



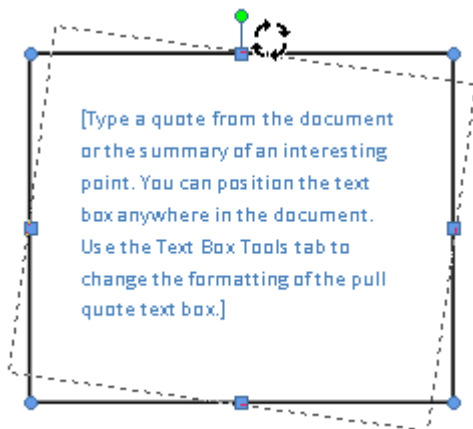
## Working with Text Boxes

Text boxes are a lot like other Word shapes in that there are many things that you can do with them. Let's look at a few of the most common tasks.

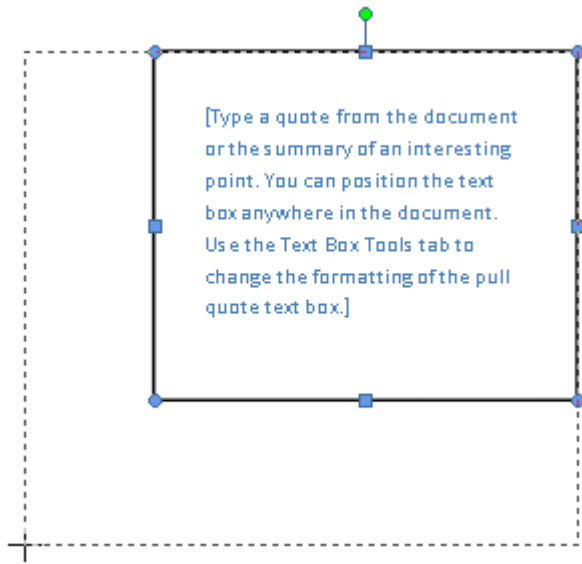
To move a text box, first click it to select it. Then, drag it to place it wherever you want.



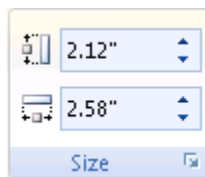
To rotate a text box, click it to select it, and then drag the green handle.



To resize a text box, select it, place your cursor over any of the blue handles, and click and drag to the desired size.



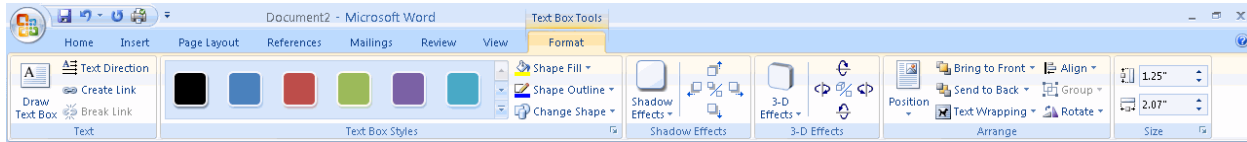
You can also use the Size chunk on the Text Box Tools ribbon to enter exact dimensions.



To delete the box, click it to select it and then press Delete on your keyboard.

## Using the Text Box Tools Ribbon

If you have a text box selected, you will notice a new ribbon appear: Text Box Tools.



Let's take a look at each command in the ribbon.

### Text

Draw text box	Allows you to draw a custom text box.
Text Direction	Toggles between vertical and horizontal text.
Create Link	Link text boxes. (We will discuss linking later on.)
Break Link	Unlink text boxes. (We will discuss linking later on.)

### Text Box Styles

Gallery	Click a style from the gallery to apply the style to the current text box, or click the arrows to see more shapes.
Shape Fill	Change the color of the shape's fill.
Shape Outline	Change the color of the shape's outline.
Change Shape	Make the text box conform to a particular shape.
Option button	Opens the Format Text Box dialogue.

### Shadow Effects




Menu	Displays a menu of shadow effects.
Toggle Buttons	Use these buttons to apply or remove the shadow from various edges.

### 3-D Effects

3-D Effects	Displays a menu of 3-D effects.
Toggle Buttons	Use these buttons to apply or remove the 3-D effect from various edges.

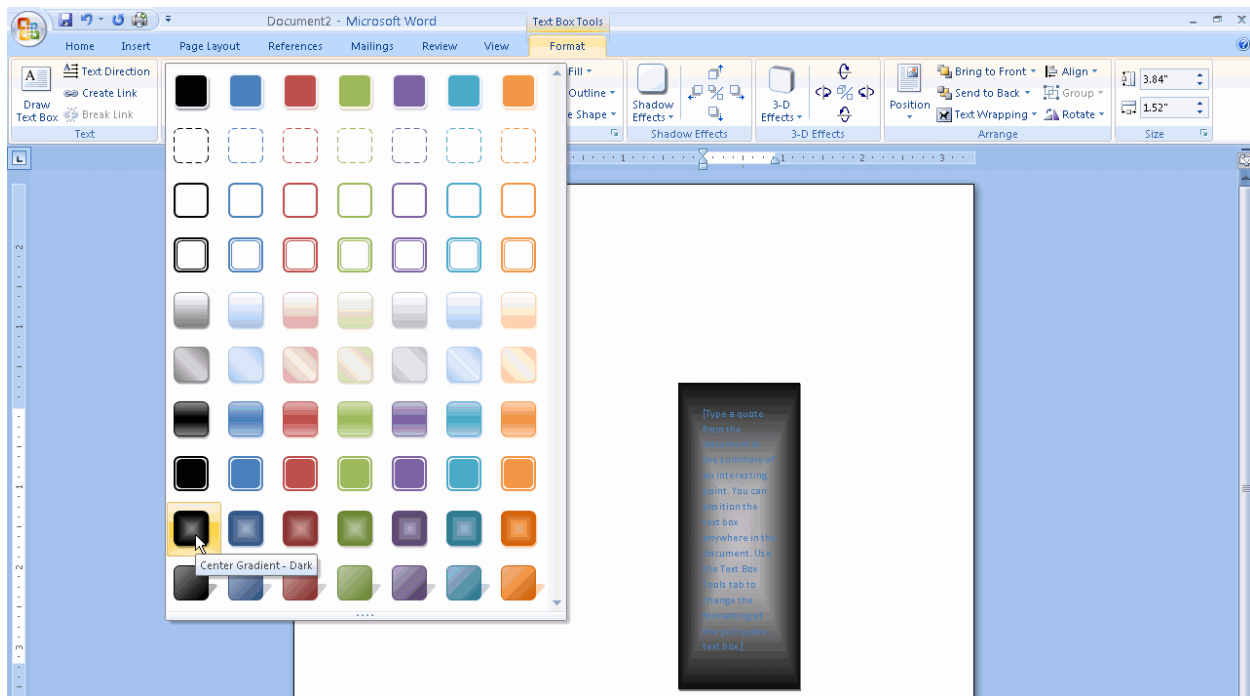
### Arrange

Position	Displays a menu of positioning options.
Bring to Front	Bring the box forward in a pile.
Send to Back	Send the box backward in a pile.

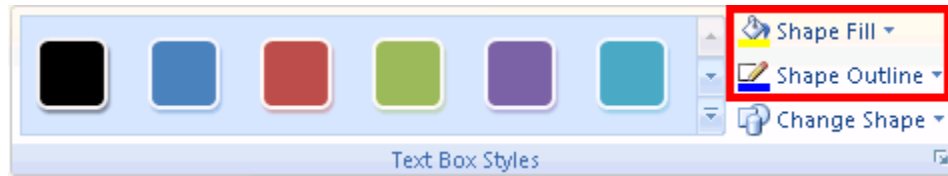
Text Wrapping	Choose how text will wrap around the box.
Align (  )	Align or distribute boxes.
Group (  )	Group multiple boxes so they can be moved as a unit.
Rotate (  )	Rotate boxes.
<b>Size</b>	
Size	Set the size of the box.
Option Button	Opens the Format Text Box dialogue.

## Changing the Appearance of a Text Box

Like SmartArt, shapes, and other elements, Microsoft Office Word 2007 offers you a number of pre-designed styles for your text box. To apply a style, click the text box and then click a style from the gallery. (Remember that you can click the arrows to see more styles. As well, the styles that you see will depend on the theme that you are using.)



You can also manually change the fill and outline colors using this chunk.



You can also change the shape of the text box using the Change Shape button on this chunk.

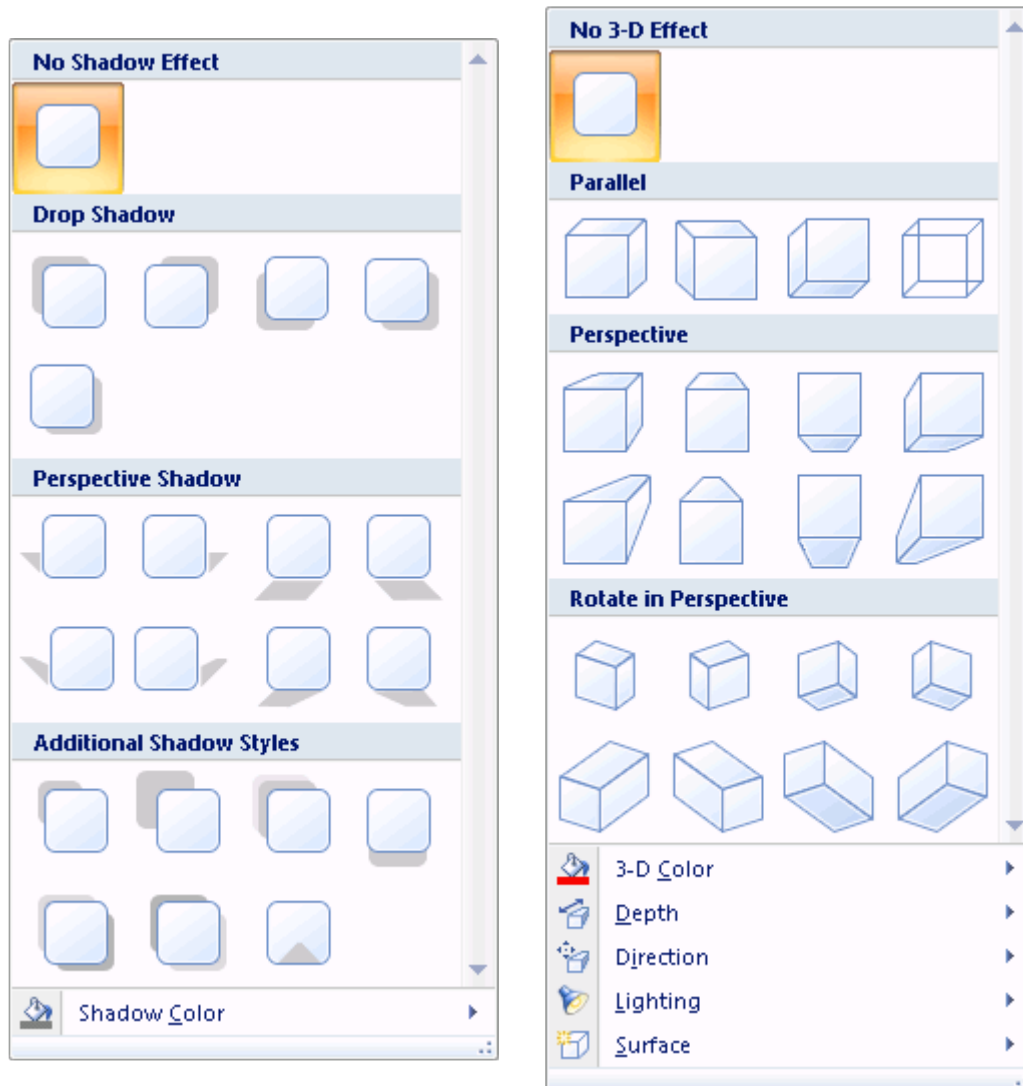




## Adding Shadow and 3-D Effects

In addition to basic formatting, you can use the Text Box Tools ribbon to add shadow or 3-D effects to your text box. (The two effects cannot be used together.)

Both effects are applied the same way. First, click either the Shadow Effects or 3-D Effects menu.



Then, click a shadow or effect. You will also notice additional options at the bottom of each menu for customizing the effect.

Once you have applied the effect, use the toggle buttons to control which edge of the box it appears on. (The center button turns the effect off.)

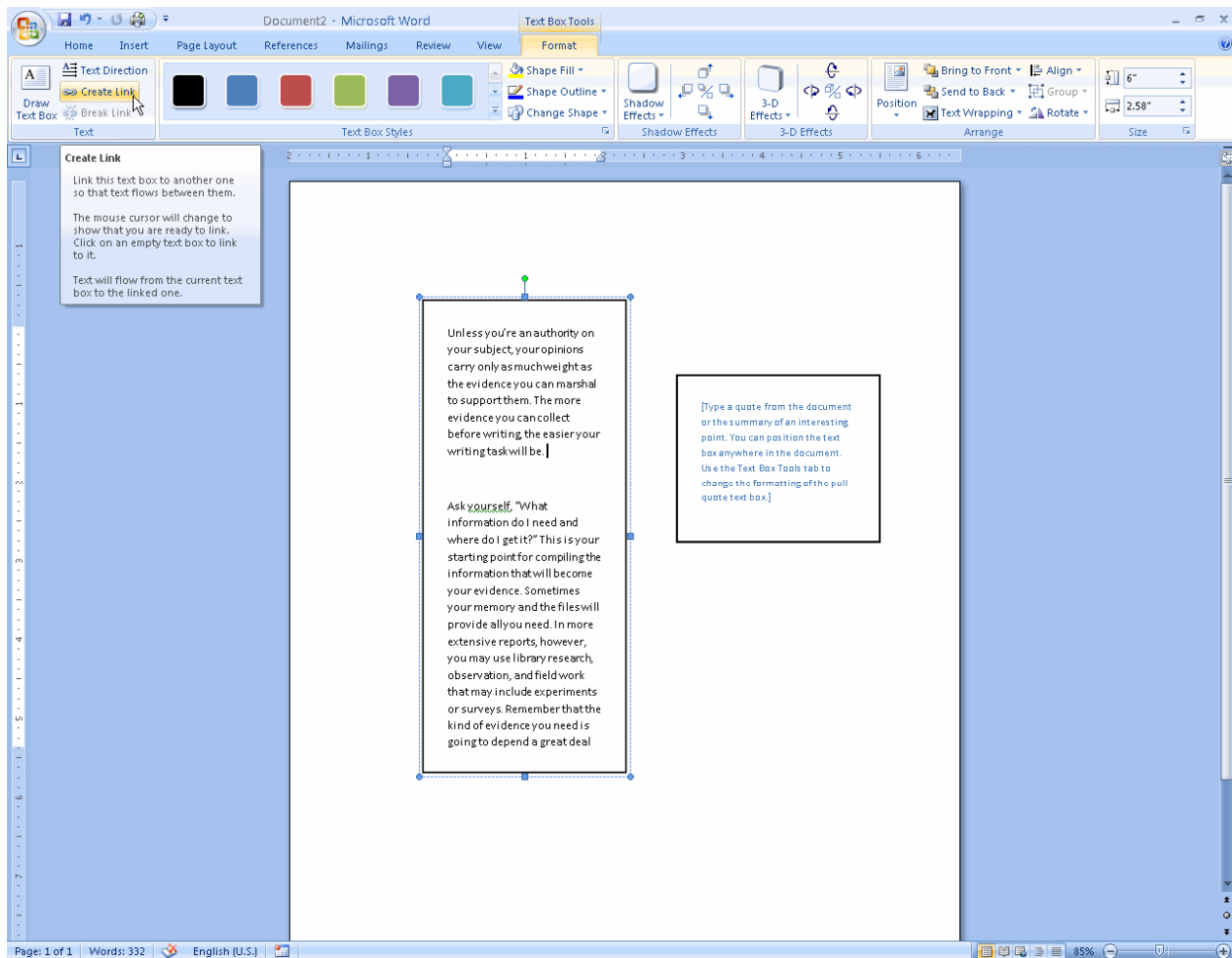


Remember that you can come back and adjust these effects at any time, so don't be afraid to experiment!

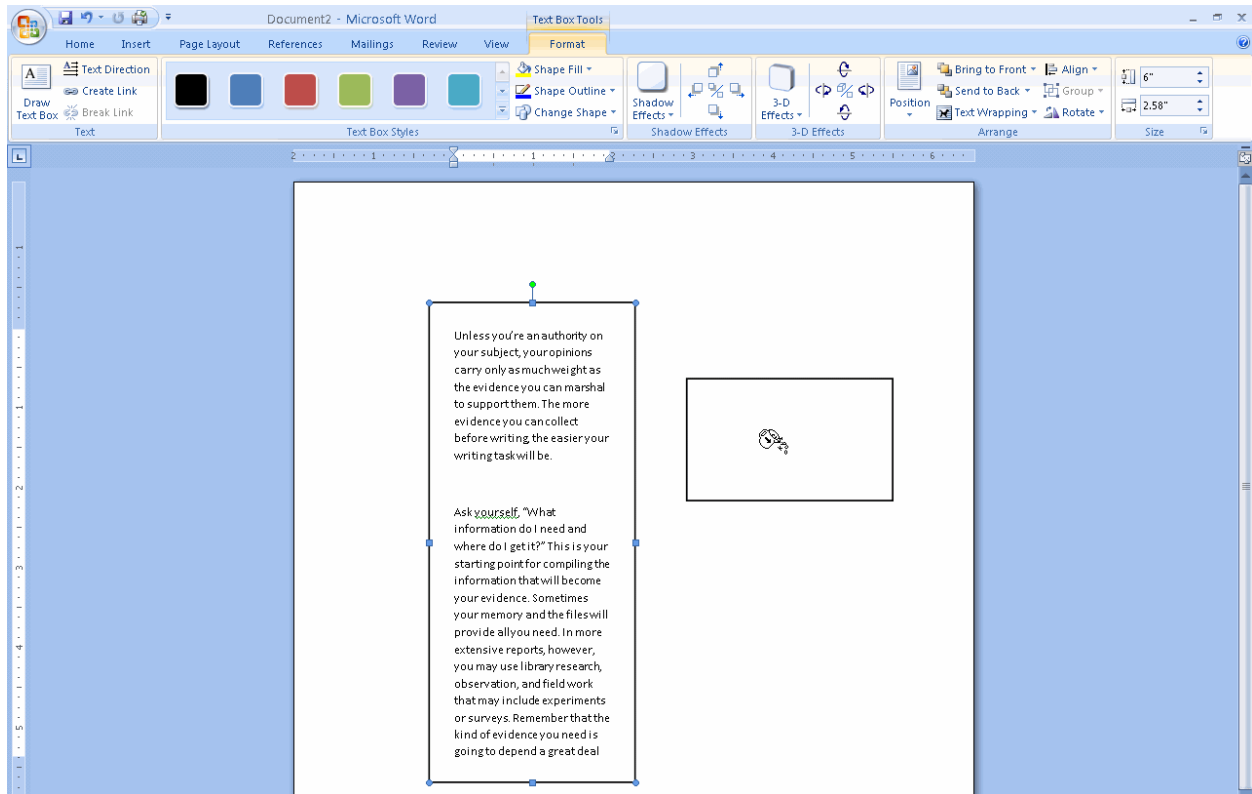
## Linking Text Boxes

If you're creating a story type of document (such as a newsletter), you can create multiple text boxes and link them. This way, when there is too much text for one text box, it will overflow into the other box.

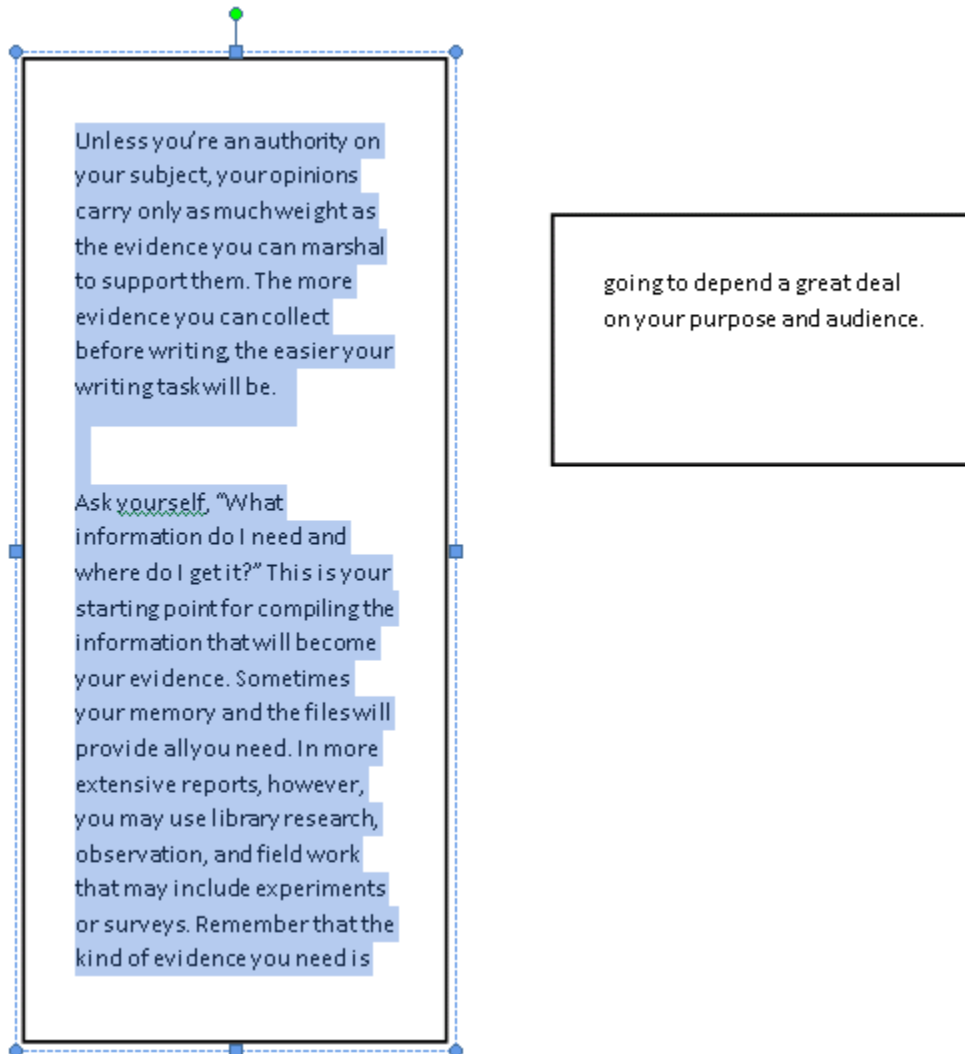
To link text boxes, click the first box and click the Create Link button. (Note that a detailed description will appear.)



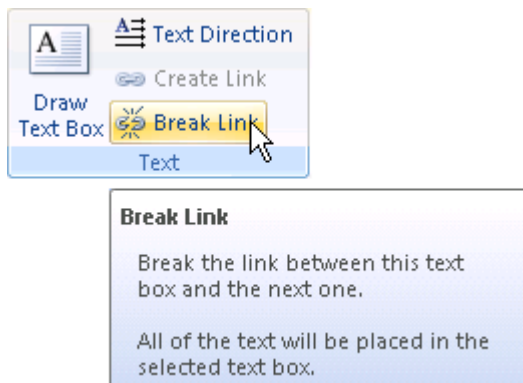
Then, click the second text box. (This second box must be empty.)



Now the boxes will be linked. Note how the text flows from one box to the next.



To break the link, select one of the boxes and click the Break Link command on the Text Box Tools ribbon. Note the warning that states all text will be placed in the selected text box.

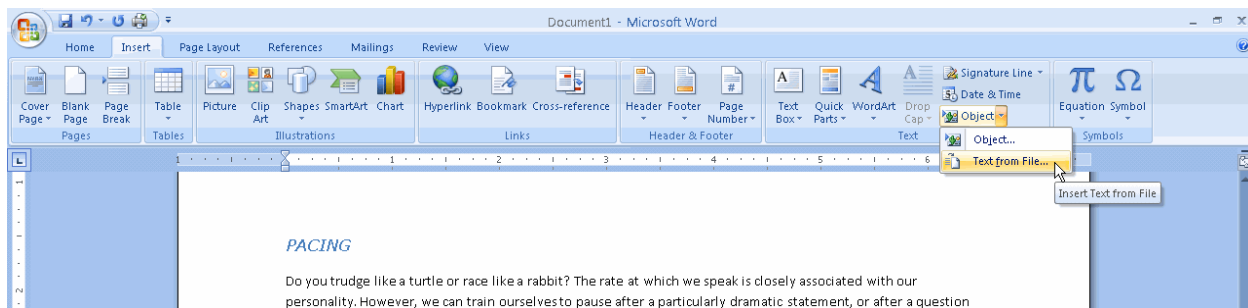


## Embedding Objects

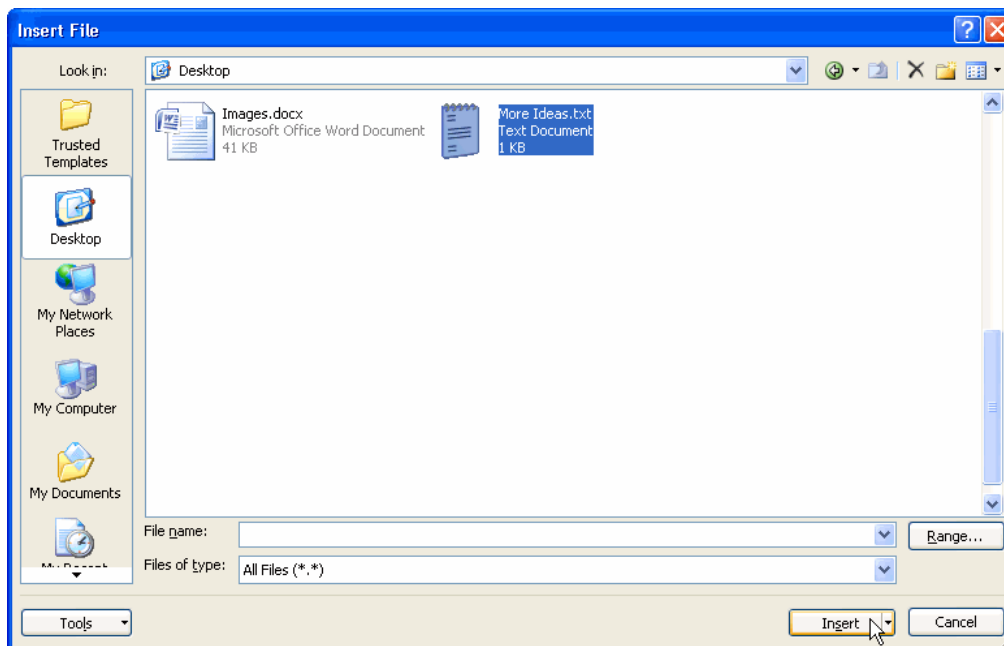
Although Microsoft Office Word 2007 is very powerful, there will be times when it just can't do what you need it to. There will also be times that you have created a file in another application but need it inside a Word document. In this lesson, we'll learn about objects, a powerful way to enhance Word's abilities.

### Adding Text from a File

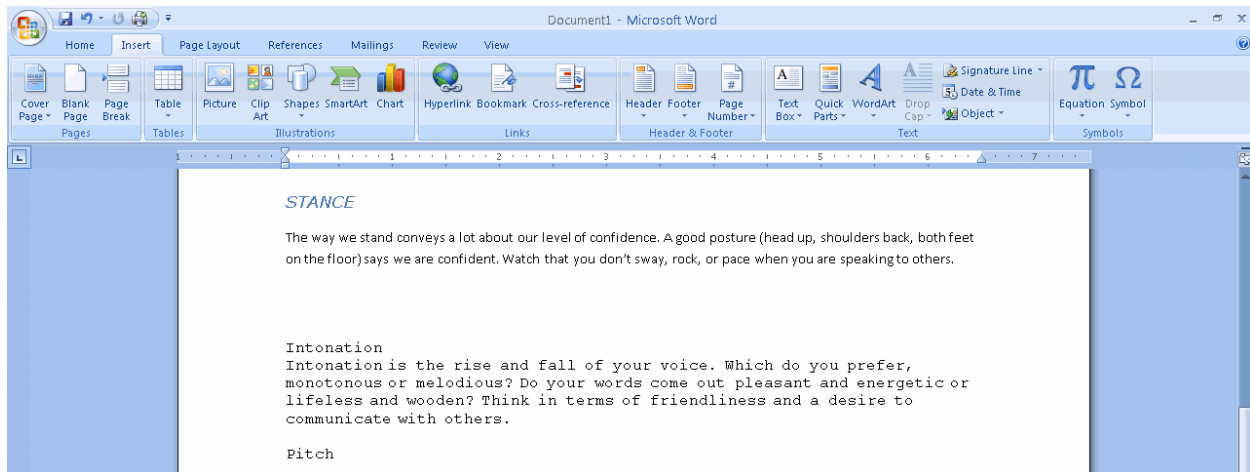
Although you can copy and paste text between word processing programs, you may find it easier to insert the text from the file. To do this, first click to place your cursor at the location that you want the text to go. Then, click the Insert ribbon, click the drop-down arrow next to Object, and click Text from File.



Then, browse to your file and click Insert.

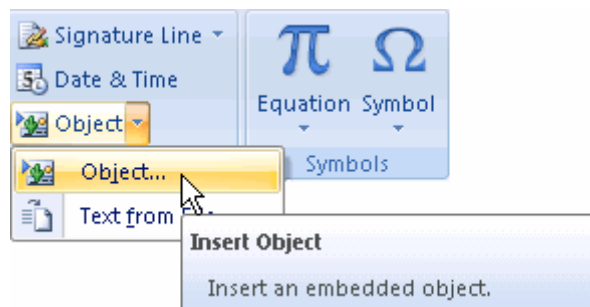


The file will then be inserted, and formatting should mostly be intact. You can now format and edit the text in the usual way.

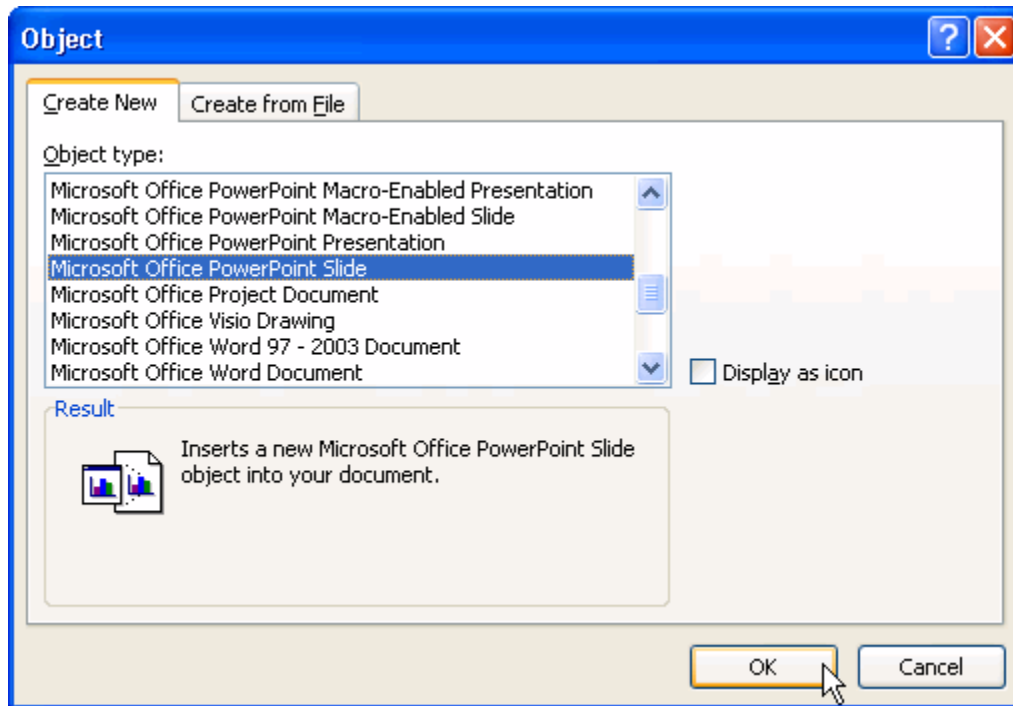


## Creating a New Object

Objects allow you to use the power of other applications right inside Word. To insert a new object, click the Insert ribbon, click the drop-down arrow next to Object, and click Object.



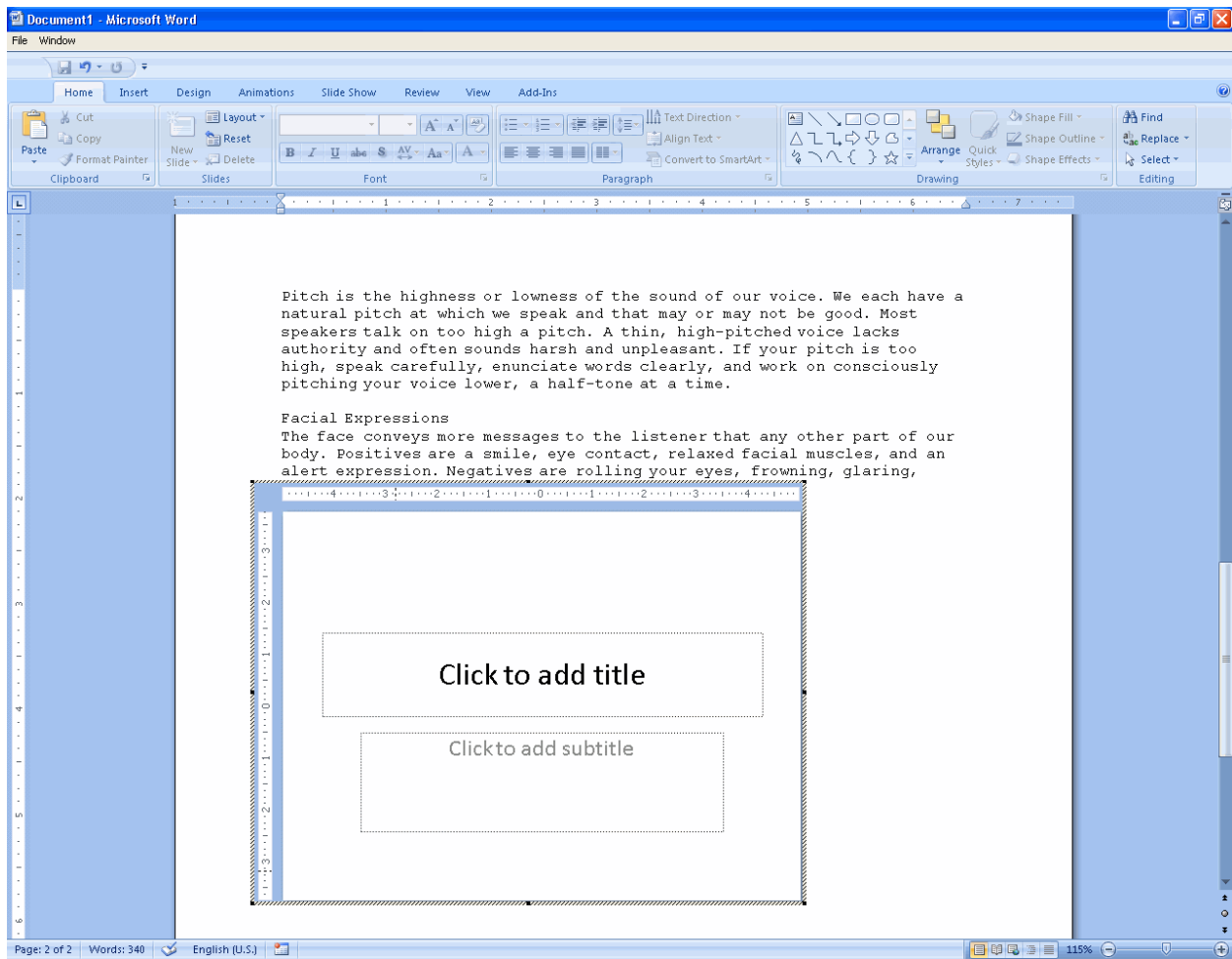
The Object dialogue will open. Since we're focusing on creating a new object, we'll leave the dialogue at that tab.



Simply choose an object type from the list (the list will differ depending on what programs you have installed on your computer). Then, click OK.



You will now see the chosen program's interface (in this case, PowerPoint) inside Word.



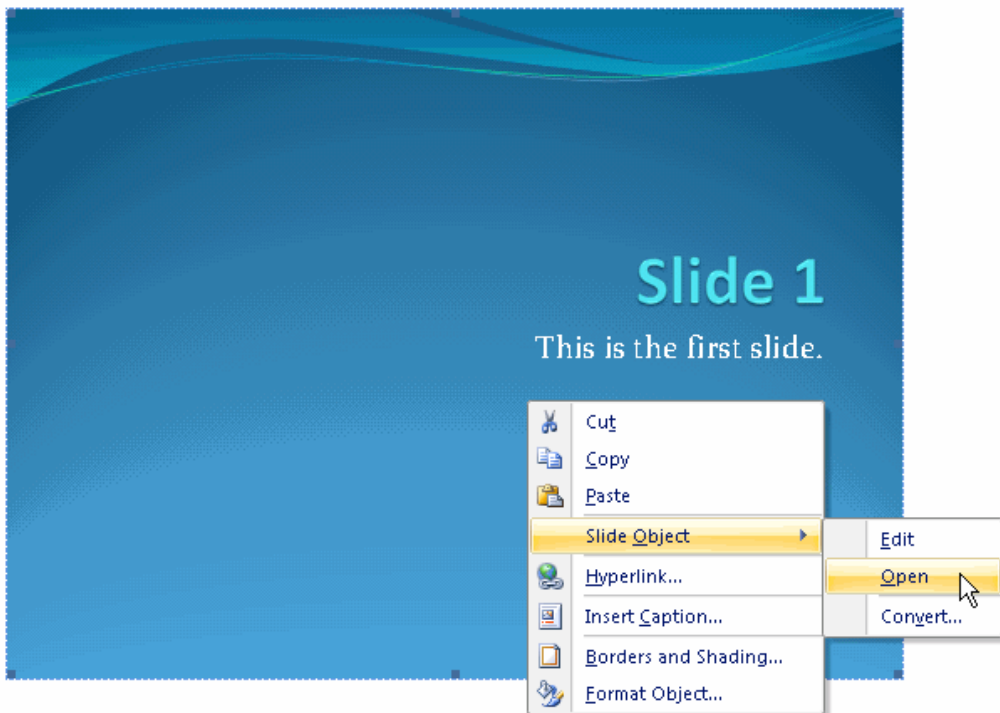
You can create the object (in this case, a slide) using the program's tools. Then, click inside the regular document to return to the Word interface.

At any time, you can double-click the object to re-open the interface. You can also right-click the slide, choose Object, and click Open to open the object directly in its native application.

Pitch is the highness or lowness of the sound of our voice. We each have a natural pitch at which we speak and that may or may not be good. Most speakers talk on too high a pitch. A thin, high-pitched voice lacks authority and often sounds harsh and unpleasant. If your pitch is too high, speak carefully, enunciate words clearly, and work on consciously pitching your voice lower, a half-tone at a time.

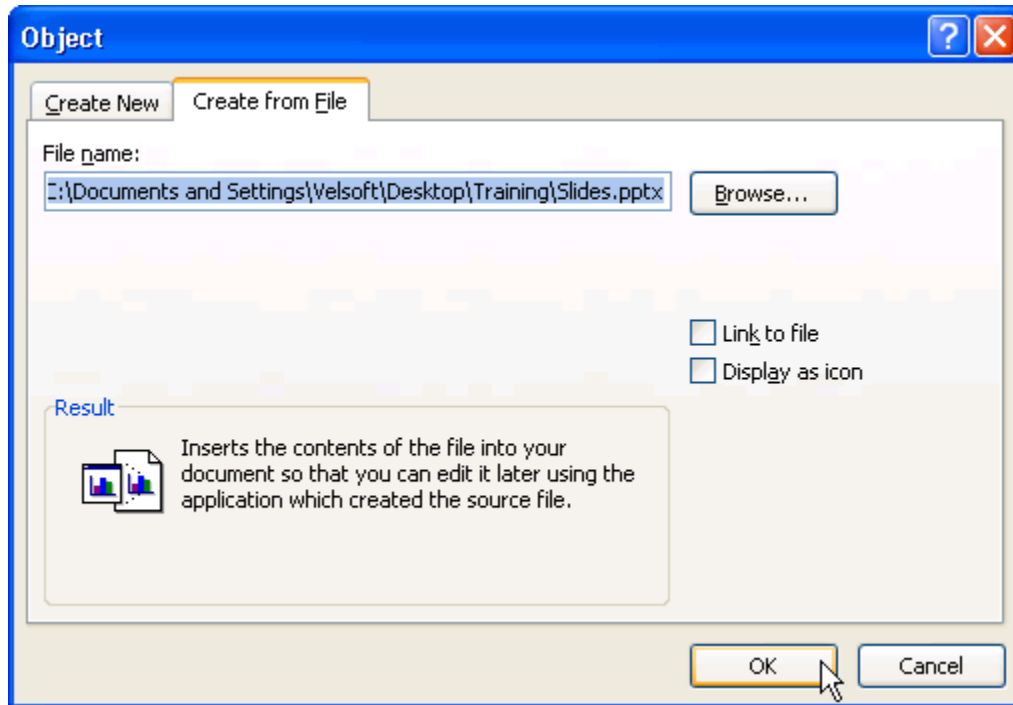
#### Facial Expressions

The face conveys more messages to the listener than any other part of our body. Positives are a smile, eye contact, relaxed facial muscles, and an alert expression. Negatives are rolling your eyes, frowning, glaring, smirking, or looking tense.



## Creating an Object from a File

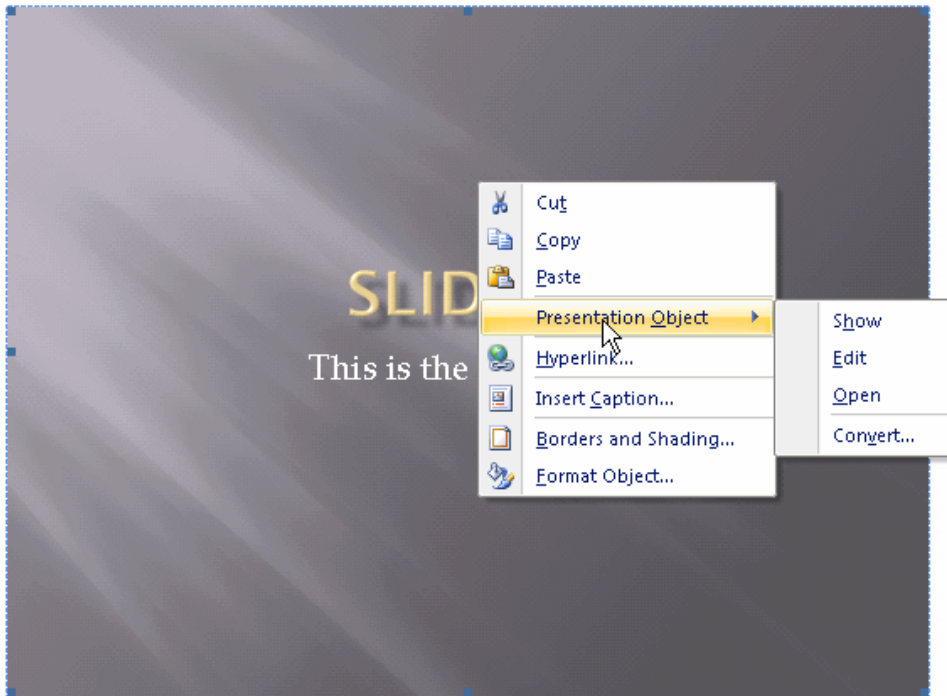
If you already have a file that you want to use, then click the Create from File tab in the Object dialogue. Here, you can click Browse and locate your file.



Once you click OK, the object will appear in the document. Once again, you can double or right-click it to see controls from the native application. You may even see additional controls that were not originally available.

#### Facial Expressions

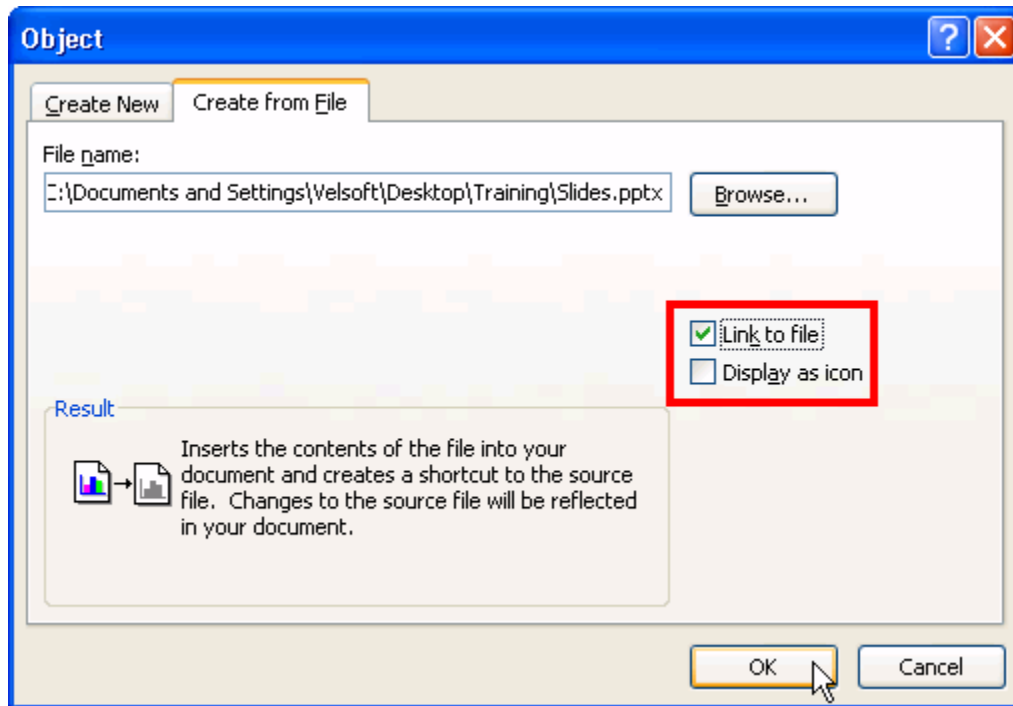
The face conveys more messages to the listener than any other part of our body. Positives are a smile, eye contact, relaxed facial muscles, and an alert expression. Negatives are rolling your eyes, frowning, glaring, smirking, or looking tense.



### Linking Objects to a Word Document

Another type of embedded object is a linked object. Linked objects remain connected to the source file, so that when the original data is updated, the object in the Word document will be too. This is especially effective for spreadsheets, databases, and other documents that are updated frequently.

To link a file, simply check the “Link to file” box in the Object dialogue. You can also check the “Display as icon” box to show a program icon instead of the file’s contents.



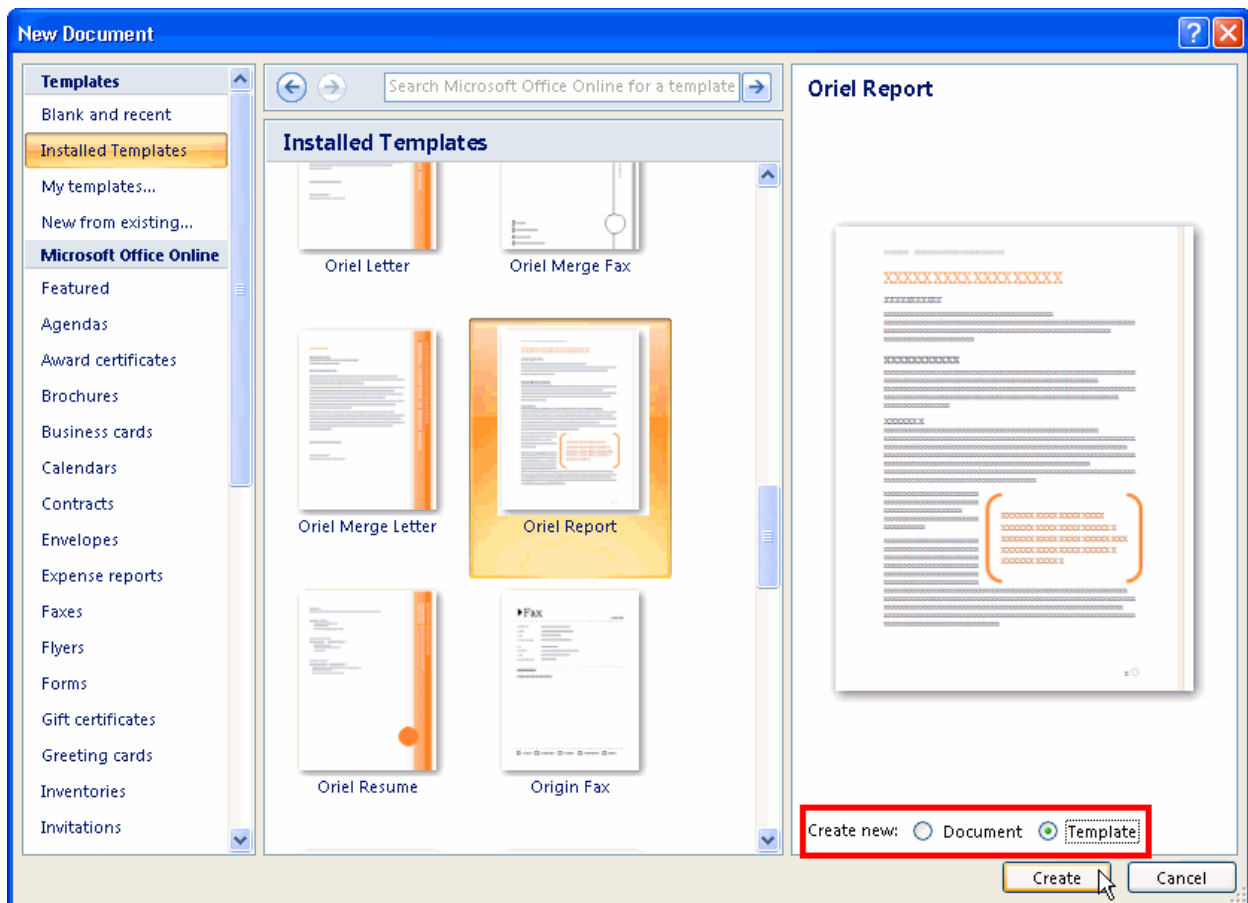


## Working with Templates

Have you ever found yourself creating the same type of document over and over again? If so, you may be interested in templates. A template is a document that can contain styles, graphics, objects, and sample text. Its purpose is to provide a format to place your text in to save you time, and to help you keep your documents consistent.

### Creating a Template

You have two options when creating a template. Your first option is to start from one of the templates included with Word. To do this, click the Office menu and click New. Then, choose a template in the New Document window from the Installed Templates list. Next, choose Template under Create New and click Create.



Now, you can customize the template to your liking. Remember that the information should be generic. In this example, you would want to include your name, but you would want to leave the date and the details of the report blank.

# [TYPE THE DOCUMENT TITLE]

*[Type the document subtitle]*

[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]

Sue Smith

[Pick the date]

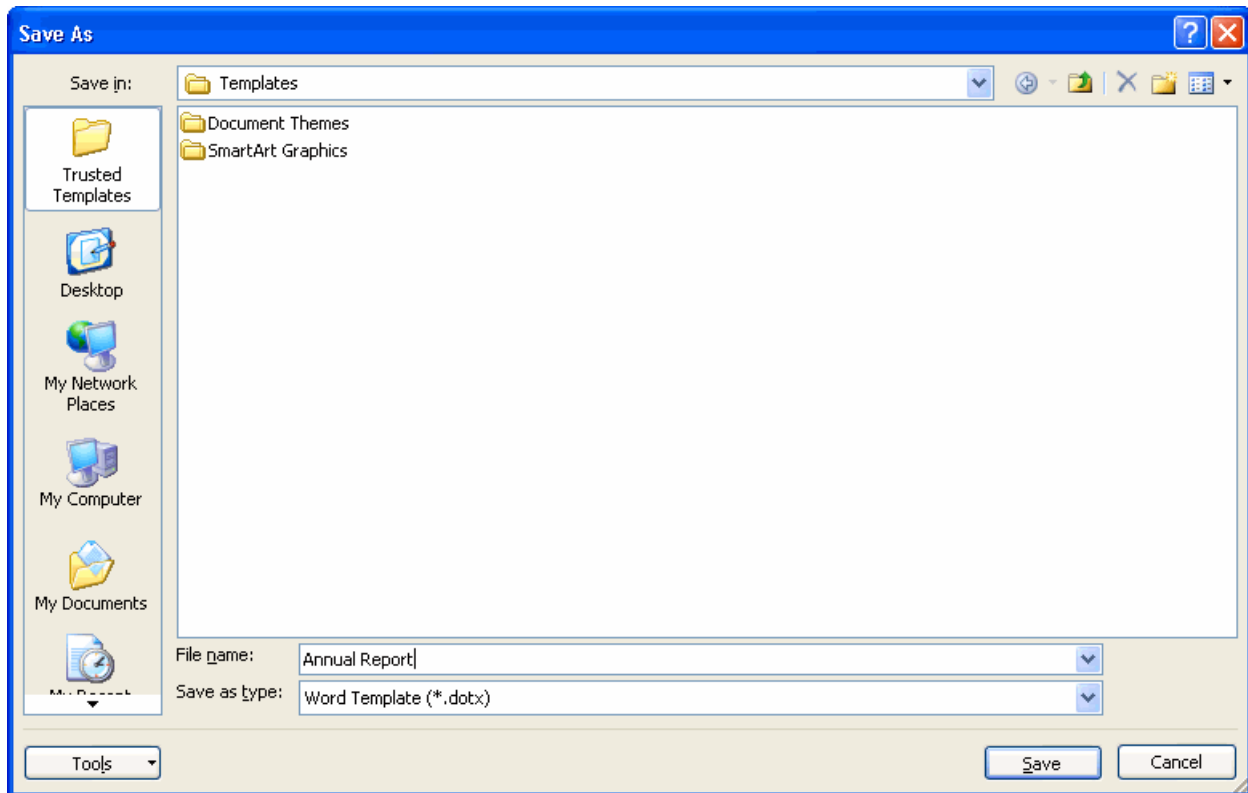


The other way that you can create a template is to start from a blank document and lay out the template the way you want it.



## Saving a Template

Once you've typed in the standard information, click the Office menu and click Save.

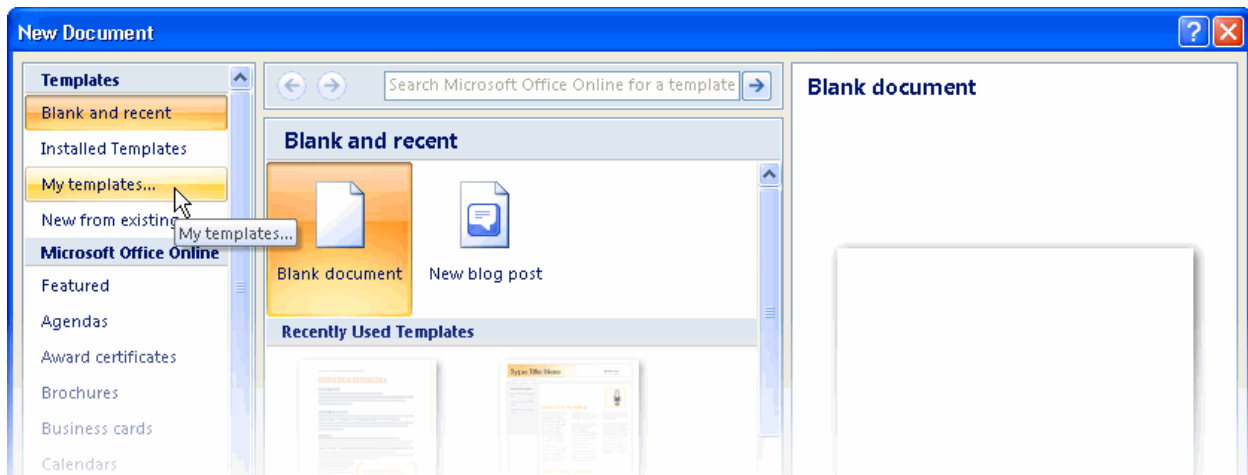


If you used the New Document dialogue to create your template, Word will save it in the default location and save it as a template. All you need to do is type in the file name and click Save.

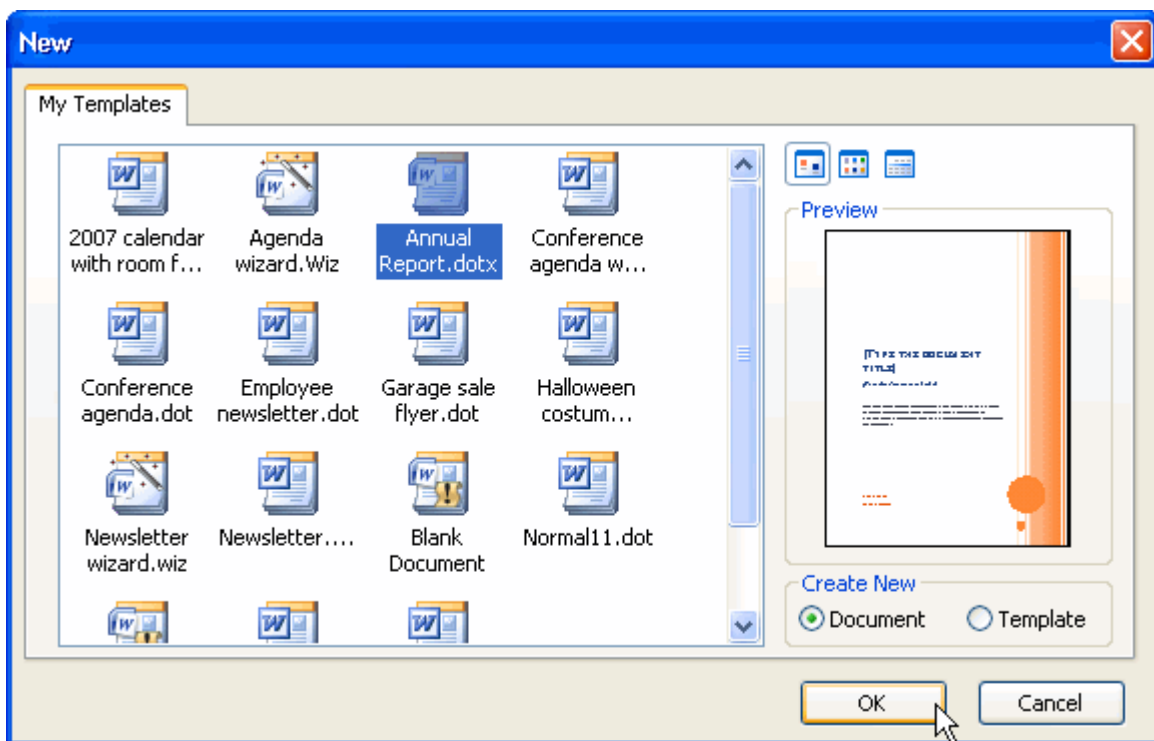
If you started from a blank document, choose Word Template from the Save As Type list. Then, Word will save it in the proper template location.

## Opening a User Created Template

To open your template, click the Office menu and click New. Then, in the New Document window, choose My Templates.



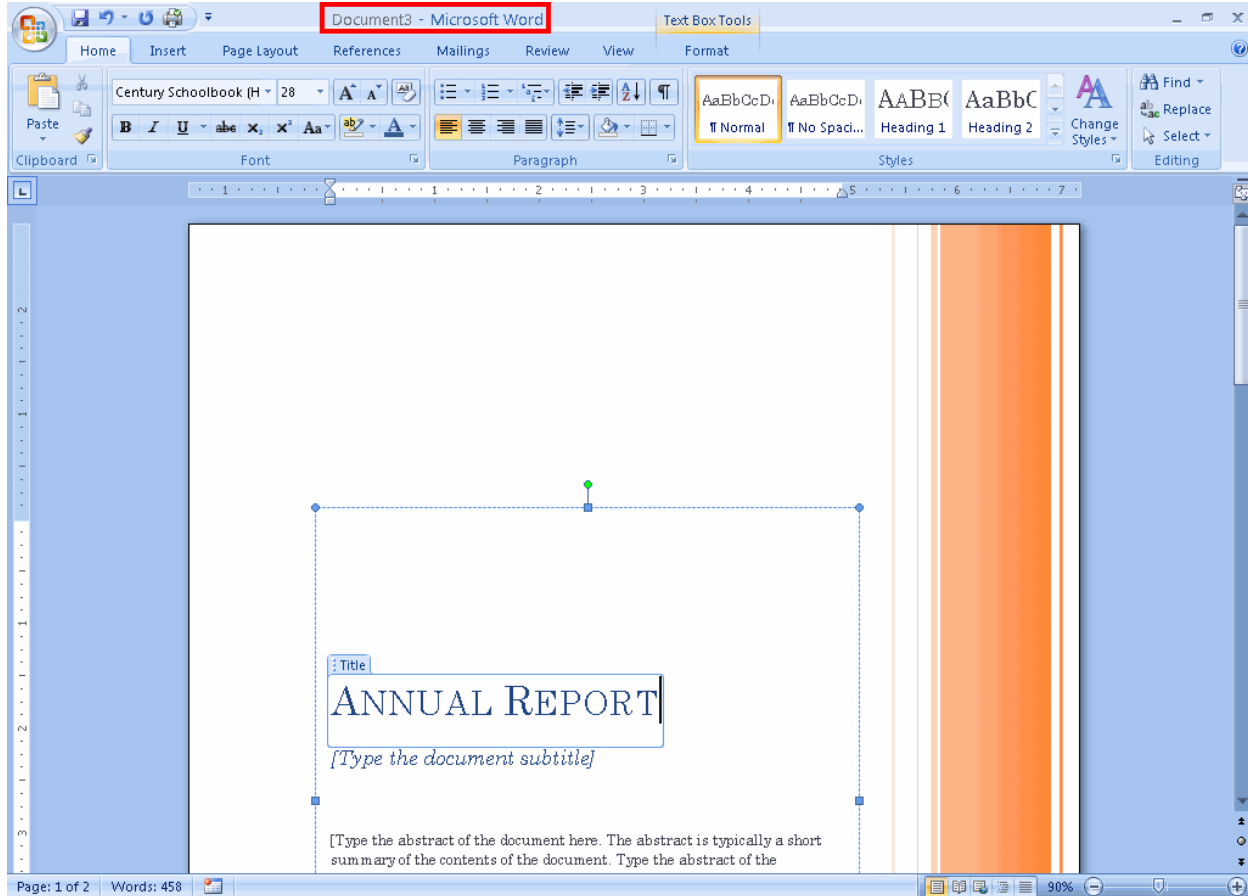
This will open a window listing templates downloaded to and created on your computer.



Simply choose a template and click OK to open it. If you don't see your template listed here, you can also use the Open dialogue to locate and open it.

## Using a Template

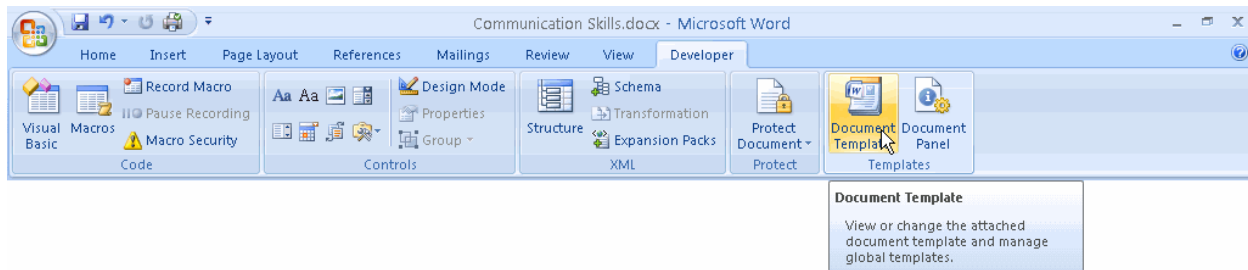
Once you've opened a user-created template, what do you do with it? It's easy: fill in the information.



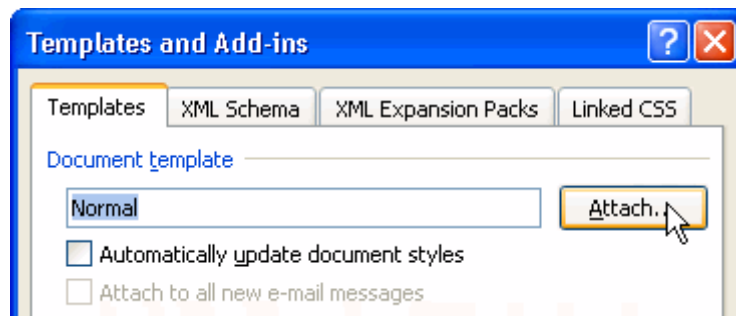
Note that a blank document has been created from the template, so you don't have to worry about overwriting the template. Now, you can work with this document just as you would any other.

## Attaching a Template to a Document

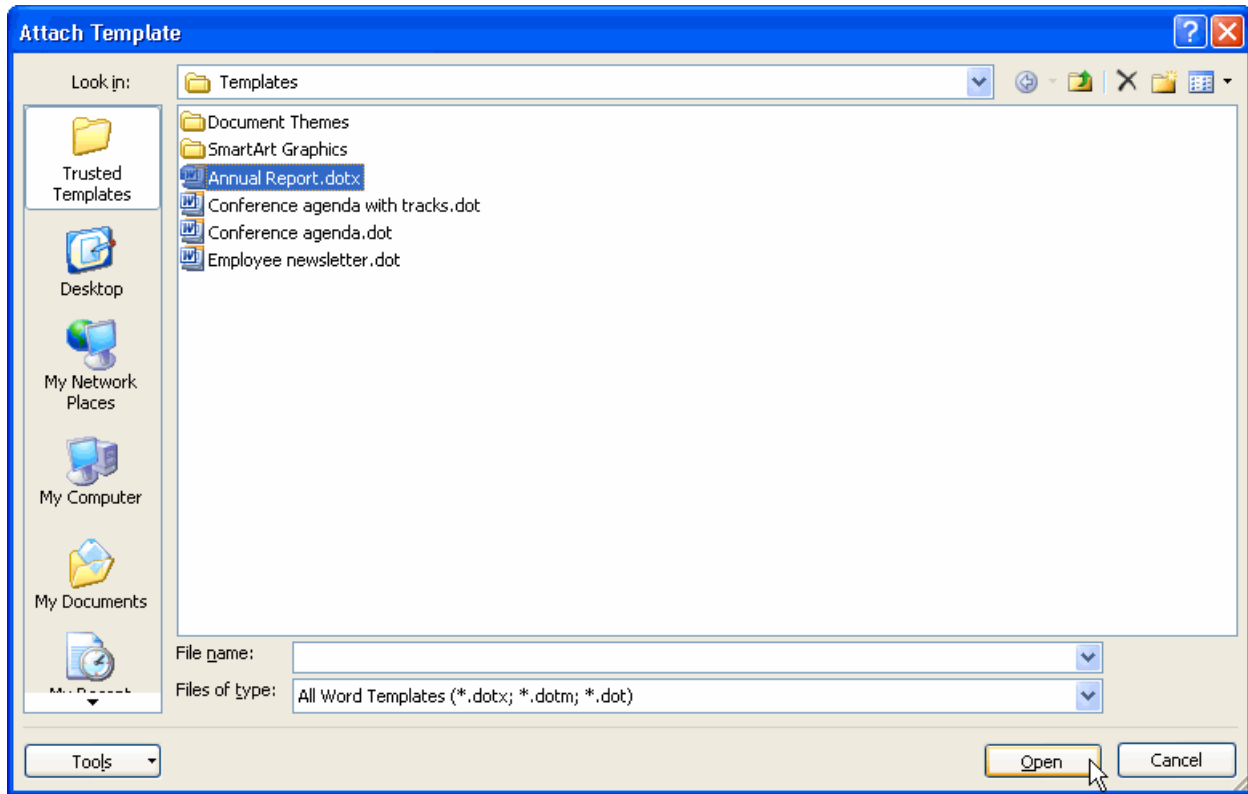
If you've created older files that you would like to update with your new template, it's easy. First, make sure the Developer ribbon is visible. (You can enable it from the Options dialogue.) Then, open the old document. Next, click the Document Template button on the Developer ribbon.



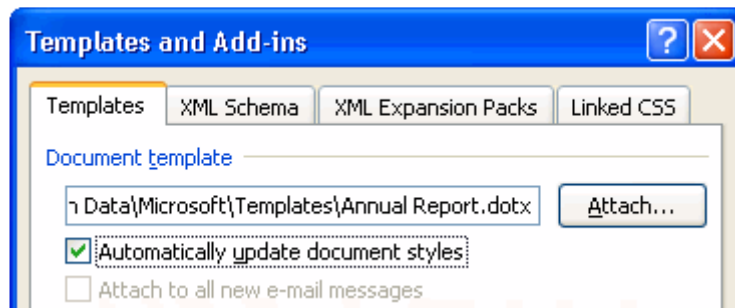
In the dialogue that opens, click the Attach button.



Then, choose the template that you want to attach to the document.



Now, check “Automatically update document styles” and click OK.



You will now be using the template. You may need to do some tweaking, but the structure will be there.

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