

WORD PROCESSING

Using MS Word

REPORTS

WP LESSON FOUR

CIVIL ENGINEERING

HECEA102—Drawing and Computing

Acknowledgements
Software Publications Pty Ltd
for use of files

Word Processing using MS Word

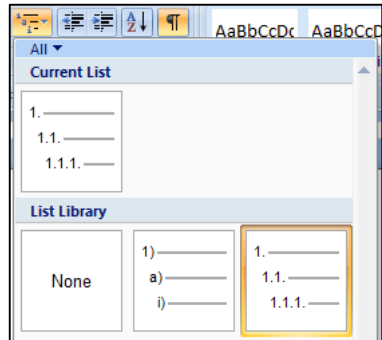
Reports

Using features for Reports and long Documents

Exercise 1

The following exercise uses **Outline Numbering** to 3 levels

1. Choose [Home] Multilevel List and select the Decimal numbering system



2. Type up the document. The Tab key will indent to a new level while the Shift Tab key combination returns to a previous level.
3. When you press Enter, the next number is automatically generated. If you do not wish to use numbering at that point, turn off the Numbering button on the toolbar. (Do not press backspace to remove the number.) Turn on again when ready to continue.
4. If numbering is not sequential, select the numbering, right-click and choose **Restart at 1** or **Set numbering value**.
5. Save as **Report Ex1**

1. INTRODUCTION

At the request of the Management, I have carried out a cursory investigation into the day-to-day administrative procedures of Woolloon Cricket Club to enable Board Members to become acquainted with the current position.

The following statement is an independent opinion following discussions with staff members and is intended as a guideline only to assist with the understanding of the activity.

2. BACKGROUND INFORMATION

2.1. ACCOUNTANTS

Simmons Forster and Murray are the Club's Accountants, with work carried out by Mr Alfred Murray who is a Club Member.

2.1.1. Recommendation: That current fee level be discussed with SFM based on their level of activity.

2.2. AUDITORS

Harrow and Co. carry out the annual audit based on information supplied by the Club.

2.2.1. Recommendation: That a meeting be held with the Auditor to negotiate fees.

2.3. INSURERS

Alliance Insurance are the appointed brokerage covering all aspects of Club insurance which includes public liability.

2.3.1 Recommendation: This brokerage is maintained as rates are extremely favourable.

3. ACTIVITIES ANALYSIS

3.1. BANKING

The current Club bankers are St George, Woolloon branch. There are no recorded overdraft limits with the bankers. The Club has a number of bank accounts as follows:

Trading Account

Grounds Account

Travel Account

Term Deposit - Club and Grounds

Arrangements for signatories of accounts are currently being changed to provide for signing authority from Club Manager alone to Secretary and Treasurer as well. Two signatures are always required.

3.1.1. Recommendation: New expenditure limits be authorised.

3.2. PURCHASE ORDERS

The Club has printed order books. It appears that currently there are no limits set on individuals and the purchase orders are not checked against invoice or receipt of goods in many cases.

3.2.1. Recommendation: It is fundamental that strict control be exercised in the area of purchase as without this, the financial reporting system cannot become effective.

3.3. FINANCIAL REPORTING

The Club is entering a new era of financial reporting using a new software package.

As with all financial reporting systems, it is fundamental that the software package is able to report on movements between the accounts for budgeting purposes as well as actual figures for month and year-to-date.

3.4. COMPUTERS

At the time of interview, I was unable to determine the size of the computer system and as to whether there was a file server or network system in place. There are a number of terminals currently in use but it would appear only one has financial information software.

The question of software licensing needs further investigation as to whether we hold individual or multi-user licences. It was noted that one licence was in the name of the past Manager. This needs to be investigated as to its current authenticity.


4. MEMBERSHIP

The Club's rapid growth over recent years particularly since completion of the present structure has brought about considerable change. The Club's administration has attempted to keep pace with this growth.

The Management's roll will be to provide full support for the many changes ahead.

Exercise 2

This exercise deals with **Customizing Numbering**

1. Start a new document.
2. Click the [Home] Numbering drop menu arrow . Select **Define New Number Format**.
3. In the **Number format** box, click in front of the number and type in the appropriate character. (In this dialog box, the Font, the Alignment and the Number style can also be changed.) Make the changes needed for the text below.
4. Set Aligned at: to 0cm and Tab space after: and Indent at: both to 1cm. Click on **OK**.
5. Create the document.
6. Save as **Report Ex 2**

C3. Concrete with non-typical characteristics shall not be used without the written approval of the consulting engineer.

C4. Concrete sizes shown do not include thickness of applied finishes.

C5. Depth of beams is given and includes slab thickness.

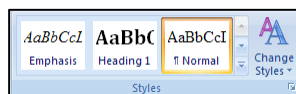
NOTE: Outline Numbering can be customized in exactly the same way by changing for each level within Number format: the look of the numbers and their positions.

Exercise 3

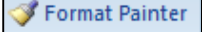
To maintain consistency within a document or documents, **Templates** and **Styles** are used. A **Style** is a set of formatting instructions that can be applied to text eg, a heading that is Arial, 14pt, left aligned and bold, could be assigned the name **Heading 1**. **Styles** can be created, edited and deleted. When a **Style** is edited, all occurrences of that **Style** will change throughout the document. **Styles** in a document are great if you want an easy way to create a **Table of Contents**.

This exercise takes a look at **Applying Styles and Updating them**.

1. Open the document **Internet-Text**. Presently there are no Styles applied to this document. You should see the Style box on the Home ribbon.






2. The Style box indicates that the document is based on the Normal Style. If you scroll through the Style box, you will see there are many styles to choose from. (Normal is usually set at Times New Roman 12pt.)
3. First we need to apply an appropriate Style from this selection to each of the headings, after which we can update the Styles to contain different formatting.
4. Select the heading text, and select **Heading 1** from the Style box. The text will change to the default **Heading 1** formatting.
5. Select the first side heading 'The world at...' and apply **Heading 2** in the same way.


6. Keeping this text selected, double-click on **Format Painter**  and paint this style onto all the other side headings. (All other headings except the two headings after 'How good is it?' and the four headings after 'So what's out there?...'). Press Esc or click on the **Format Painter** again when finished.

7. Starting with 'Dealing with the junk:', apply the **Heading 3** style. Change the other five subheadings using the **Format Painter**.

The document is starting to look better. Now, to change the appearance of the text, we can update the Styles as follows:

8. Click the Styles drop box button  and the Task Pane for Styles and Formatting will appear to the right.
9. This technique is called Styles by Example. Select the text 'The Internet' and format to Arial 22pt, centred, bold, 30pt space after (take space before back to 0pt).

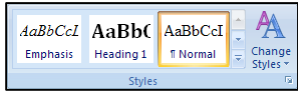

10. With the heading still selected, click on  next to **Heading 1**. Select **Update Heading 1 to Match Selection**.
11. Now select the side heading 'The world at your fingertips' and format to Arial 16pt, left aligned, bold, 9pt space after (take off anything else not wanted).
12. With the text selected, click on  for **Heading 2** style in the Styles box. Select **Update Heading 2 to Match Selection**. All **Heading 2** Styles previously applied to the document have automatically changed to the new formatting.
13. Select the first subheading 'Dealing with the junk' below 'How good is it?'. Format this to Arial 13pt, left aligned, bold and italic, 6pt space after. (Remove any other unwanted formatting.) Make this **Heading 3** style. All text with **Heading 3** Style will update to the new formatting.
14. Save as **Report Ex3**

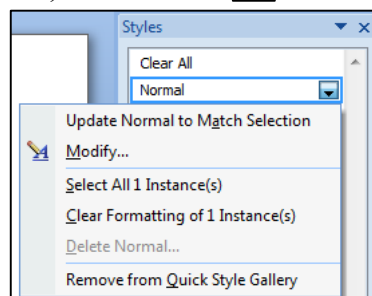
NOTE: Click the Microsoft Office Button , and then click Word Options. In the Word Options dialog box, click Proofing, and then click AutoCorrect Options. Click the AutoFormat tab. If Built-in Heading styles is ticked, Word will automatically apply Styles to headings as you type them. However, it is often better to have more control and a quick way to put on the default Styles for headings as you need them is:
At the beginning of each paragraph, prior to typing a heading, press Alt Ctrl 1 for Heading 1, Alt Ctrl 2 for Heading 2, Alt Ctrl 3 for Heading 3 etc. Afterwards, change the Styles as you wish.

Exercise 4


The Normal Style can be altered by using the **Update to Match Selection** option or by using the **Modify Style** dialog box. You may wish to change how the body text looks but we cannot use a heading style for this. Instead, we modify the Normal Style.

This exercise looks at **Modifying a Style**.

1. On the [Home] Styles box , right click on Normal and select **Modify**. Or click on the Styles drop menu, then click on  next to Normal, and select **Modify**.





2. In the Modify Style dialog box, set the font to Arial, 12pt and the alignment to Justify. Click **OK**.
3. The font has changed and the body text justified for the entire document!
4. Save as **Report Ex4**

NOTE: Styles can be created for paragraphs, for characters, tables and lists. You can create a new style by clicking on the New Style button  on the Styles drop menu, specifying a name, the type and the formatting.

Exercise 5

Sometimes there is a need to create a new blank page or force text to a new page

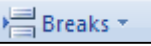
*This exercise deals with **Line** and **Page Break** options*

1. Keeping **Report Ex4** open, click on the Office button , select **Print**, **Print preview**.
2. Page down. Upon checking the pagination, we find the heading 'How good is it?' on its own at the bottom of a page. This is not good practice. Close print preview.
3. Find 'How good is it?' again, and select it.
4. Through [Home] Paragraph, Line and Page Breaks tab, check that **Widow/Orphan control** and **Keep lines together**, and **Keep with next** options are all ticked. Generally, this keeps headings together with paragraphs and stops a paragraph being split by an automatic page break (also known as a Soft Page Break).
5. If the above does not rectify the problem, click immediately to the left of the word 'How...' and press Ctrl Enter. Turn on **Show/Hide**  to see a dashed line with the wordsPage Break..... This manual page break is known as a Hard Page Break, or just Page Break.
6. At any time, you can press Ctrl and Enter together in a document to begin a new page.
7. Print Preview the document again. Insert additional Page Breaks if required.
8. Save as **Report Ex5**


Exercise 6

*In a long document, to cope with changes in **Margin Settings**, **Column Format**, **Vertical Alignment** of a page or differing content of **Headers** and **Footers**, the document must be divided into **Sections***

*This exercise deals with the **Section Break** feature and **Vertical Alignment** of text*

1. With **Report Ex5** still on the screen, press Ctrl Home.
2. Click on [Page Layout] Breaks  and from Section breaks types, select **Next Page**. This will create a new page ahead of the existing one. (Ctrl Enter would do the same. However, for the next step, we need the new page to be a new section.)
3. Press Ctrl Home to go to the top of the new page. From the Style box, select **Normal**. Type the following on the left with several Enters between each line and an Enter below the text. Select all the text, centre it and apply Verdana font, 28 pts.

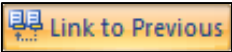
EVERYTHING
YOU NEED TO KNOW
ABOUT THE
INTERNET


4. Click on [Page Layout] Page Setup , Layout tab and under Page, set **Vertical alignment** to **Center**. Make sure that **Apply to:** (under the preview in this dialog box) refers to **This section**. Press **OK**.
5. The text on this article's Cover Page is now centred vertically as well as centred horizontally. Without a Section Break, however, the vertical alignment feature would affect the text on every page with strange results.
6. Save as **Report Ex6**


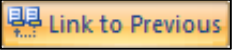
NOTE: Sections are required for changes in Page Numbering style eg from roman numerals to Arabic.


Exercise 7


This exercise deals with different **Headers** and **Footers** within **Sections**

1. With **Report Ex6** on the screen, place the cursor in the heading 'The Internet'
2. Go to [Insert] Header, Edit Header, or double click in the blank space above 'The Internet'.
3. Disable  if it is selected (orange) as we do not wish to Link to Previous. (This feature allows you to link header/footer text across different sections.)

4. Click [Design] Page Number , Top of Page, and choose the **Page X of Y** option (you may have to scroll down to find it)
5. As we want to begin the page numbering with one, we need to click [Design] Page Number, and choose **Format Page Numbers**.
6. In the Page Number Format dialog box, chapter numbers can be included and the style of numbering can be changed to show dashes or display as Roman Numerals. **Page Numbering** also allows us to start at any given number. Select the **Start at:** radio button, make the number 1, and then click **OK**.
7. Select the header text (Page 1 of ...) and format to Arial, unbold and 9pt.

8. Click on Go to Footer . Disable  if selected.

9. Click on Date & Time  to insert the date on the left.
10. Press the Tab key to go to the right and type in your Name and Student No.
11. Format the Footer text to Arial, italic and 9pt.

12. Close Header & Footer .
13. Print Preview the document. There should not be any header/footer text on the Cover Page. If there is, double-click the area on the Cover Page and delete the contents.
14. Save as **Report Ex7**

NOTE: If your Cover Page is not a section¹ of its own and is a part of the document, you can still find, a way not to have the header/footer text appear on it. Open the Header & Footer Design ribbon. From the Options box, tick **Different First Page**. This allows you to have a different header/footer on the first page.

NOTE: If you are to print your report double-sided, you may wish to display Alternating Headers and Footers so that the title and page numbers are on the outside edges as they are in a book. The contents of the Header/Footer will be mirrored. In the same Options box as above, tick **Different Odd & Even**. This creates an Odd Page Header, an Even Page Header and likewise for the Footer. Into all four of these areas, you enter the text the way you wish to have it displayed on odd and even pages.

Exercise 8


1. Open **Report Ex5** and create a Cover Page using a Page Break instead of a Section Break. Remember to use Normal Style for the text and format to make attractive.
2. Create both Header and Footer, include page numbering and use the Different first page method. Start page numbering at 1 in the report (to do this, you may have to set the Page Number Format to Start at 0 as the Cover Page is considered the first page).
3. Save as **Report Ex8**

NOTE: The Cover Page button does this automatically for you.

¹ Section breaks are strongly recommended

Exercise 9

Having set Styles for the document, a **Table of Contents** can be generated

1. Open **Report Ex7**
2. With the cursor in front of 'The Internet', insert a new blank page between the Cover Page and the start of the report. Use [Page Layout] Breaks and Section Breaks, Next Page.
3. Press ↑ once to take the cursor to the top of the new page.
4. Heading 1 Style is still active and we don't want this. Press Enter twice then ↑ once. Now select Normal Style and type 'TABLE OF CONTENTS' and press Enter once.
5. Format the 'TABLE OF CONTENTS' to 16pt, centred, 24pt space after.
6. Press ↓ once and check that the Style is still on Normal (Arial 12pt)
7. Click [References] Table of Contents  and select **Insert Table of Contents**. Select the Table of Contents tab.
8. Different styles can be selected from the **Formats:** box. Click on the drop-down arrow and select Fancy.
9. Leave the check boxes ticked for **Show page numbers** and **Right align page numbers**.
10. Untick the **Use hyperlinks instead of page numbers** check box.
11. Choose the dots from the **Tab leader:** box.
12. Change the **Show levels:** box to 3. (We have Heading 1, 2, 3 Styles in the document.)
13. We do not want to display the, heading 'The Internet' in the Table of Contents. This is the only entry with the Style Heading 1. We will remove this from the list. Press the Options button. Delete the number from the **TOC level:** box for Heading 1. Press **OK**.
14. Press **OK** again and on screen should be a Table of Contents!
15. Save as **Report Ex9**

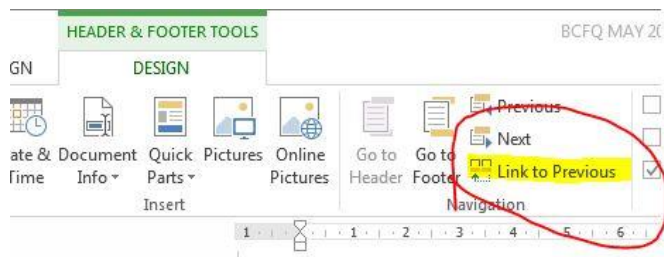
NOTE: Another way of making a Table of Contents is to manually mark the table of contents entries but the use of Heading Styles is much easier.

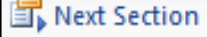
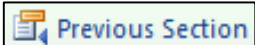
NOTE: The Table of Contents is formed as a 'Field'. Any changes have to be made to the actual document and not to the generated table of contents. It can be easily regenerated.

Exercise 10

*This exercise is about making adjustments to **Headers and Footers** within **Sections**. If a **Header and Footer** appear in a newly generated section and we don't want them, how do we get rid of them?*


1. We want to delete the header and footer that have appeared on the TOC page.
2. From the Table of Contents page, open the Header & Footer Design ribbon (by double clicking on the footer, or right clicking and selecting **Edit Footer**).



3. Click on the Next Section button .
4. Click the Link to Previous button to disable it. (We do not wish to link this section to the previous section as we intend deleting text on the TOC page.)
5. Click the Go to Header button, and then click the Link to Previous button to disable it for the header as well.
6. Click on the Previous Section  button to go back to the Table of Contents page.
7. Delete the header text. Click the Go to Footer button. Repeat the above procedure for the footer area. Close Header & Footer.
8. Print Preview, check the header/footer text does not show on TOC page. Resave.

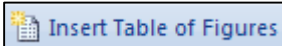
Exercise 11

*This exercise looks at creating **Captions** for **Figures, Tables, Equations, Graphs** etc*

1. Open the document **Easyplan**
2. Select the ClipArt picture on page 2
3. Click [References] Insert Caption .
4. At the right of 'Figure 1' type additional text for the caption e.g. 'Professional Management'.
5. Click **OK**.
6. Select the Table on page 3
7. Click [References] Insert Caption. In the **Label:** box choose Table. Click the **Numbering:** button and choose the format I, II, III then **OK**. Change the **Caption:** box to read 'Table 1 - Minimum Contributions'. Choose **Above** selected item for the **Position:**.
8. Select the Graph on page 5
9. Click [References] Insert Caption . There is no Graph label. Click on **New Label...** button and type Graph and **OK**. Change the Caption to read 'Graph 1 - Managed Fund' then click **OK**. Format the Caption text to Arial 10pt.
10. Create the other Captions as follows (remember to reformat the Graph Caption text):
 - Page 4 Figure 2 - Save Today
 - Page 6 Graph 2 - Cash Enhanced Fund
 - Page 7 Graph 3 - Capital Stable Fund
 - Page 8 Table 11 - Choice of Investment Funds
 - Page 8 Figure 3 - Plan for your Retirement
11. Check that all images and objects have a caption
12. Turn on Show/Hide and delete unwanted Enters to repaginate the document correctly
13. Save as **Report Ex11**

Exercise 12

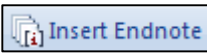
*Having referenced images, we can now make a **Table of Figures** (also Graphs, Tables etc)*

1. With **Report Ex11** on the screen, press Ctrl End to reach the bottom
 2. Press Ctrl Enter to create a new page.
 3. Change the Style to Normal.
 4. Type 'LIST OF FIGURES' and press Enter once. Format it to 16pt, centred, 24pt space after.
 5. Press ↓ once and check that the Style is still on Normal.
 6. Click [References] Insert Table of Figures , and select the Table of Figures tab.
 7. This is very similar to the previous TOC dialog box. Set options as before but select **Formal** for **Formats:** and keep **Include label and number** ticked. **Caption label:** should show **Figure**. Click on **OK**. A list of Figures with page numbers is displayed.
 8. Press Enter several times and create a centred heading LIST OF TABLES. Generate a list of Tables using the **Caption label:** Table.
 9. Press Enter several times and create a centred heading LIST OF GRAPHS.
 10. Generate a list of Graphs using the **Caption label:** Graph.
 11. Save as **Report Ex12**
- NOTE:** In Word Options, Advanced, under Show document content, make sure that **Field Shading:** is set to When Selected. That way if, when you click into text, it turns grey, you know you are dealing with a Field. Fields are coded entries that can be edited and updated.

Exercise 13

A long report may also require **Footnotes** or **Endnotes** - these allow you to reference information in your text at the bottom of the page (footnotes) or at the end of the document (endnotes)

This exercise shows how to create **Endnotes**

1. Open the document called **Trade**.
2. Press Ctrl End to go to the end of the document and insert a Page Break so that Endnotes appear on a page of their own.
(A fast way to reach certain pages is to use the F5 key. It brings up the **Go To** dialog box in which you type the page number and press **Go To**.)
3. Click after the word 'work' at the end of the first paragraph on page 5.
4. Click [References] Insert Endnote . The cursor will move directly to the end of the document.
5. Type the following endnote text. Notice that endnotes are formatted with the Endnote Text style and that endnote reference marks are in small roman numerals i.e. i

The Contractor is also referred to the Cement and Concrete Association's Information Bulletins No 47 "Starter Bars" and No 61 "Concrete Masonry Construction".
6. Click at the end of the Water Service section (the word 'copper' on page 10).
7. Click [References] Insert Endnote .
8. Type the following text:

Main and cold water may run in plastic if approved by Owners, Loan Company and Local Authority Inspector.
9. Insert another endnote after the words 'By-Laws' at the end of the first paragraph on page 11 with the text:

The electrical contractor is to obtain all permits from the supply authority, pay all fees in connection therewith and arrange for all inspections required.
10. Three endnotes have been created at the end of the document. Note that there is no spacing inserted between endnotes. (The Endnote Style can be edited to add spacing or simply select the endnotes and apply 6 or 12pt after to space out as desired.)
11. Save as **Report Ex13**

NOTE: Remember F5 brings up the **Go To** dialog box!

Exercise 14

This exercise deals with changing the **Endnote** format and **Endnote Reference Marks**

1. Right-click into the endnotes displayed at the end of the document
2. Select **Note options**
3. Click the drop-down arrow for **Number format:** and select 1, 2, 3
4. Click the **Apply** button - note that the numbering system for endnotes has now changed and the reference numbers within the document will have changed likewise. But how do we quickly get to those endnote reference marks within the document?
5. Press Ctrl Home to reach the top of the document. Press the F5 key again. On the left, from **Go to what:** select **Endnote** and for **Enter endnote number:** type in 2. (This will work regardless of the number format.) Click the **Go To** button and you will be taken straight to the precise spot in the document for reference to endnote 2.
6. Changes may be made to the appearance of the references. Change all references to show brackets i.e. [ii]. (Use Find; put in **Endnote Mark** from **Special** and edit each one.)
7. The superscripted font for the endnote number can also be changed.
8. Save as **Report Ex14**

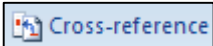
NOTE: When Endnotes are deleted, moved or copied, they are renumbered automatically. Endnotes can be readily converted to Footnotes and vice versa. Endnotes can be placed at the end of the entire document or at the end of the relevant section.

NOTE: Endnotes can be used for the citation of sources i.e. as a means of Numerical Referencing.

Exercise 15

Cross-referencing allows you to refer to items within your document such as page numbers, headings, footnotes, endnotes, figures, tables etc. References can be updated automatically as the document changes.

This exercise shows how to set up **Cross-references**

1. Open the file **Easyplan2**
2. You will now reference a Heading tied to a Page Number
3. Click at the end of the first sentence 'Easyplan is simple to open and operate.'
Press the spacebar twice and type 'See "'.

4. Click on [References] Cross-reference
5. Select the following options as shown in the dialog box:


Reference type:	Heading
Insert reference to:	Heading text
For which heading:	The Three Easyplan Funds
6. Click the **Insert** button and the text will show in the document as: 'See "The Three Easyplan Funds' The Cross-reference dialog box remains on screen for you to reference a page number.
With the Cross-reference dialog box on screen, click at the end of 'Funds' in the document and type double quotation marks " press spacebar once, type 'on page' and press spacebar again.
7. From the Cross-reference dialog box make the following changes:
Select **Page number** from the **Insert reference to:** menu.
Select 'The Three Easyplan Funds' from the **For which heading:** list.
8. Click on **Insert** button, then on **Close**.
9. Type a full-stop. Your cross-reference will now be displayed in the document as 'See "The Three Easyplan Funds" on page 4.'
10. If you hold down the Ctrl key and click on the cross-reference field, you will jump to the heading on page 4.
11. Create two more cross-references:
On page 1 at the end of '... earnings of the scheme.' - See Footnote 2 on page 6.
On page 8 centred beneath the Table caption 'Table II - Choice of Investment Funds' - See also page 3, Table 1 - Minimum Contributions.
12. Delete the second page then select the whole document and press F9 to update the cross-reference fields. Examine all three cross-references and note they have changed.
13. Save as **Report Ex15**

NOTE: To see the code, select a cross-reference field, press Shift F9. (Shift F9 to take off).

Exercise 16

*If what you want to know isn't in these Notes, there is always the **Help** menu!*

*This is an exercise in using **Help** to find out how to create an **Index** for the report*

1. Click on the Help button  at the top right corner.
2. In the Search for: box, type the word 'Index' and click **Search** to start searching.



3. Click on the Help topic: Create an index
4. Using the mouse, select all the Help screen text, right click and choose **Copy**, open a blank document in Word, right click and **Paste**. (or you could just print it out)
5. Format the document, changing font size, margins, spacing etc to fit on 2 pages
6. Print out and keep for reference
7. Save as **Report Ex16**

And finally, 10 more tips that might come in handy!

1. Select Entire Document

The entire text of a document is readily selected with the keys Ctrl and A.

2. Units of Measurement for Margins, Tabs

Can be changed from cm to mm through Word Options, Advanced, in the Display section.

3. Non-Breaking Space

This is known as a Hard Space - Ctrl Shift Spacebar - and is used to prevent words that should be kept together from splitting at the end of a line e.g. Mr A Brown or 29 September. Instead of space, press Ctrl Shift and Spacebar.

4. Non-Breaking Hyphen

This is known as a Hard Hyphen - Ctrl Shift Hyphen - and is used to prevent words that are always hyphenated from splitting on the hyphen at the end of a line. It keeps the entire word together just like the Hard Space above.

5. Optional Hyphen

An Optional Hyphen - Ctrl Hyphen - can be used to optionally split a word at the end of a line. The hyphen will disappear if the word wraps to the next line due to editing.

6. Manual Line Break

A manual line break ends the current line and continues the text on the next line. For example, suppose your paragraph style normally includes extra space before each paragraph. You don't want this extra space applied to a few lines of text but you do want them on separate lines, you can get around this by inserting a manual line break - Shift Enter - after each line instead of Enter.

7. Paper Size and Orientation

To print on different sized paper, select the paper size by going to [Page Layout] Size. You will only be able to print on A3 paper if the printer selected for the job is capable of using that size of paper. To change paper orientation (portrait/landscape), go to [Page Layout] Orientation.

8. Gutter for Binding

In the case of printing a report that requires binding, a Gutter Margin should be set. Through [Page Layout] Margins, Custom Margins, Margins tab, set a Gutter for the amount required by the binding. This amount is extra to the actual margins of the document. Setting a Gutter is useful for both single and double-sided reports.

9. Read-only Documents

For security purposes, documents can be made Read-only. Click on the Office button, select Prepare, Mark as Final.

When saving a document you can also make it read only. Click on the Office button, select Save as, and save the file. In the Save as dialog box, click on Tools, select General Options. Click on the Read only recommended check box and then click OK. Continue saving the file.

10. Tracking Changes

In the workplace, several different people are likely to be asked to look at the same document and review it. Rather than actually change the document, it is better if the person's ideas for changes are in some way noted. Alterations are made to the document in the form of Revisions or marks. They are identified by a balloon in the margin area or by coloured and underlined text. The Review ribbon allows you to Track Changes. Revision Suggestions can be either Accepted or Rejected. Revisions created by several authors can also be merged. The document can also be Protected.

My Notes

A series of horizontal dotted lines for writing notes.