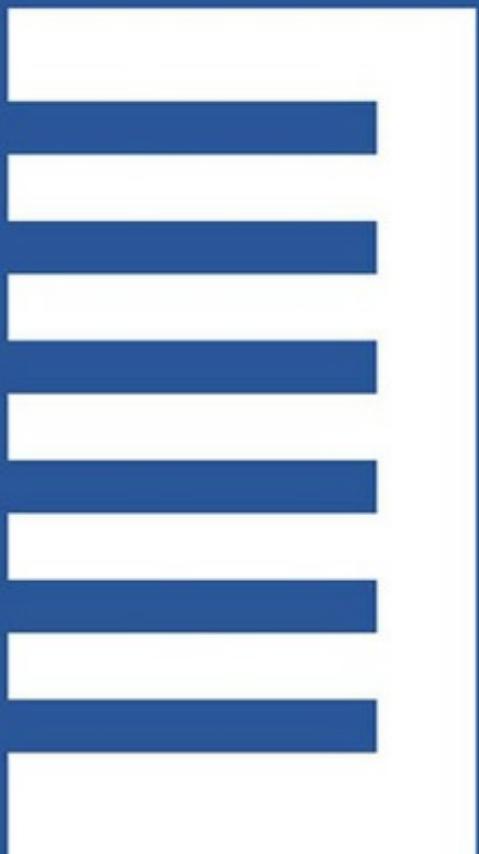


# Word 2016

Shelley Fishel

A large, stylized white letter 'W' is centered on a dark blue rectangular background. The 'W' has a thick, rounded font style.

SHELLEY FISHEL

---

**WORD 2016**

Word 2016

2<sup>nd</sup> edition

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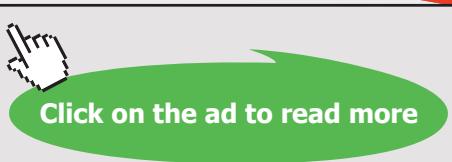


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# ABOUT SHELLEY FISHEL



**Figure 1–** Shelley Fishel

Shelley has been delivering IT Training in Microsoft Office for almost 20 years. She is passionate about helping people save time. Shelley is a regular speaker and presenter at conferences on all things Microsoft Office and this is her first book published about Microsoft Word 2016.

Further books published on line with [www.bookboon.com](http://www.bookboon.com):

Excel 2013

Excel 2016

PowerPoint 2013

PowerPoint 2016

Outlook 2013

Outlook 2016

Microsoft Project 2013

Shelley is an MCT – a Microsoft Certified Trainer and the founder of The IT Training Surgery an IT Training company Accredited with The Learning and Performance Institute. The IT Training Surgery has been accredited for the past six years demonstrating a high level of commitment to delivering quality training.

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# 1 FIRST THINGS FIRST

This book is about Word 2016 as used on a Desktop or Laptop computer. It will reference the use of Word Online and Word 2016 on other devices, however we will not go into detail about other platforms and devices.

The version of Word that I am using to write this book is Word 2016 on a Windows 10 platform. I use this on my Desktop – a Lenovo 23" and on my Surface Pro 3. As such all the screenshots in this book will reflect my set up. Your set up may be a little different so you may see slightly different configurations.

## 1.1 WORD 2016 – PART OF OFFICE 365

Word 2016 is normally installed as part of the Office 365 package. Office 365 is a subscription based way of getting all the latest Microsoft Office software. Organisations can subscribe by paying for each user. This keeps costs in check because they only pay for the number of users in their organisation and can upscale when that number changes.

There is also a version of Office 365 for home users based on a subscription service. Microsoft Package offerings are updated from time to time, so I will not detail them all here.

When you subscribe to Office 365 you will receive the latest updates to the software. Microsoft now updates the Office software at the end of each month. This means that features that you find in this book are based on what is available at the time of writing. Other features may be introduced at a later stage.

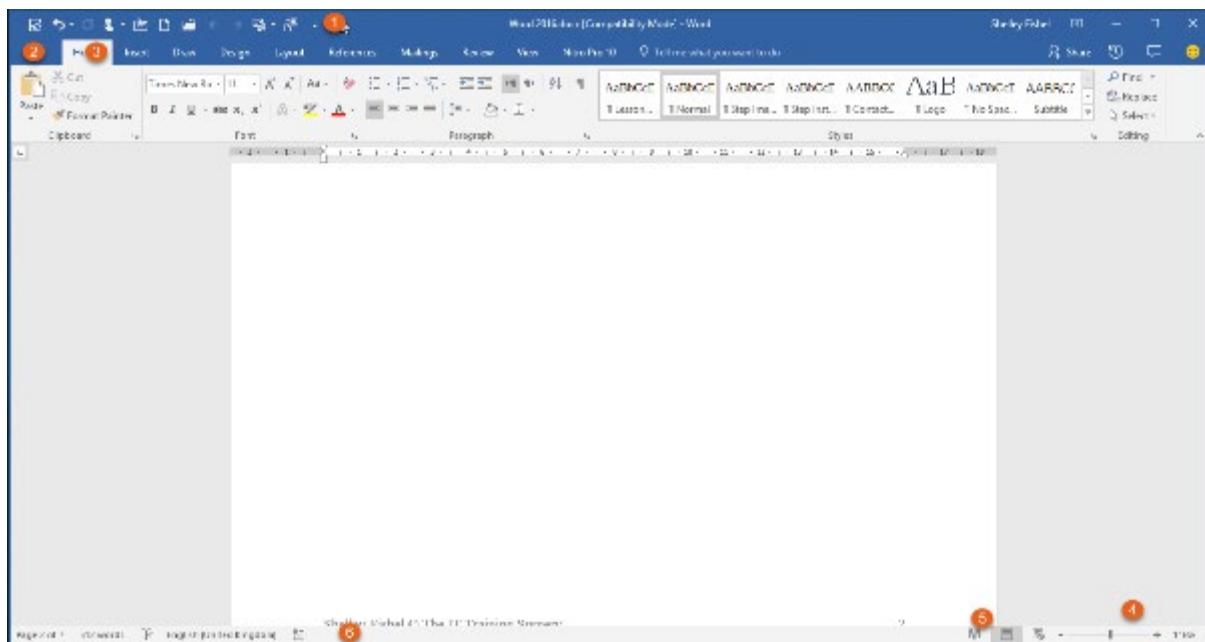
## 1.2 THE CONTENT OF THIS BOOK

I intend to show you how to use Word 2016 in business and have made these assumptions:

- most people know about basic formatting and I will not go into detail about things like Bold Italic and Underline
- most people will have an internet connection and will be able to connect to either OneDrive Personal or OneDrive for Business

The book has both a Table of Contents and an Index which you can use to find the features that you need to work on.

## 2 THE WORD 2016 INTERFACE



**Figure 2** – The Word 2016 Interface

1. The Quick Access Toolbar
  2. The File Menu – leading to the Backstage View
  3. The Ribbon – focussed here on the Home Ribbon, there are other ribbons available depending on which file menu option you have selected
  4. The Zoom Slider – use this to zoom in and out of the document (this does not affect printing, only the size you see on the screen)
  5. View Icons – use these icons to change the view of the document
  6. The Status Bar – see how many words, pages and language used here

## 2.1 THE HOME RIBBON



**Figure 3** – The Home Ribbon

Here you will find the formatting tools that you use regularly.

## 2.2 THE INSERT RIBBON



**Figure 4 – The Insert Ribbon**

Add tables, pictures, SmartArt, hyperlinks, comments, headers and footers, and text boxes here.

## 2.3 THE DRAW RIBBON



**Figure 5 – The Draw Ribbon**

The Draw Ribbon will appear if you are using a touch screen device. In documents created in older versions of Word, with Compatibility Mode in the title bar, this ribbon may be disabled. As these tools did not exist in the older versions of Word, the functionality is disabled. If you convert the document to the latest format they will then appear.

## 2.4 THE DESIGN RIBBON



**Figure 6 – The Design Ribbon**

Use the Design Ribbon to change the whole look and feel of your document. You can change the theme, the colours, and the fonts. You can also add a watermark and format the background from here.

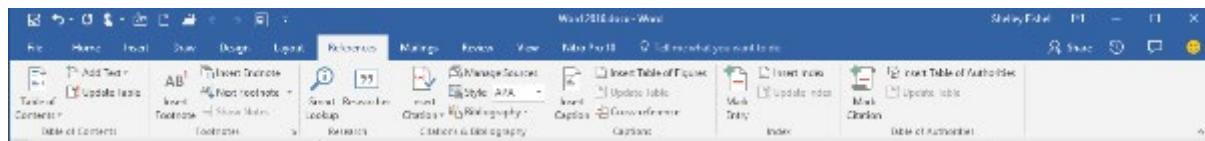
## 2.5 THE LAYOUT RIBBON



**Figure 7 – The Layout Ribbon**

Change the margins, orientation and paper size here plus settings for indents and spacing.

## 2.6 THE REFERENCES RIBBON



**Figure 8 – The References Ribbon**

Here you can add a table of contents, insert footnotes and endnotes, lookup references, insert citations and captions along with create an index.

## 2.7 THE MAILINGS RIBBON



**Figure 9 – The Mailings Ribbon**

Use this Ribbon when you need to perform a mail merge

## 2.8 THE REVIEW RIBBON



**Figure 10 – The Review Ribbon**

Use this Ribbon to check spelling and grammar, add comments and track changes.

## 2.9 THE VIEW RIBBON



**Figure 11 – The View Ribbon**

Change how you view your document on screen here. Zoom in and out and select how many pages to view at once.

## 2.10 THE DEVELOPER RIBBON



Figure 12 – The Developer Ribbon

The Developer Ribbon does not show by default you will need to switch it on if you need it. This Ribbon is mainly used for recording macros and creating online forms.



Ses vi til DSE-Aalborg?

Kom forbi vores stand den  
9. og 10. oktober 2019.

Vi giver en is og fortæller  
om jobmulighederne hos  
os.



# 3 BACKSTAGE VIEW

The backstage view is accessed via the File Menu and this is where you can save and share your document. You can also access Word Options, your Microsoft Account and connected accounts from here.

## 3.1 THE INFO TAB



Figure 13 – The Info Tab on the Backstage View

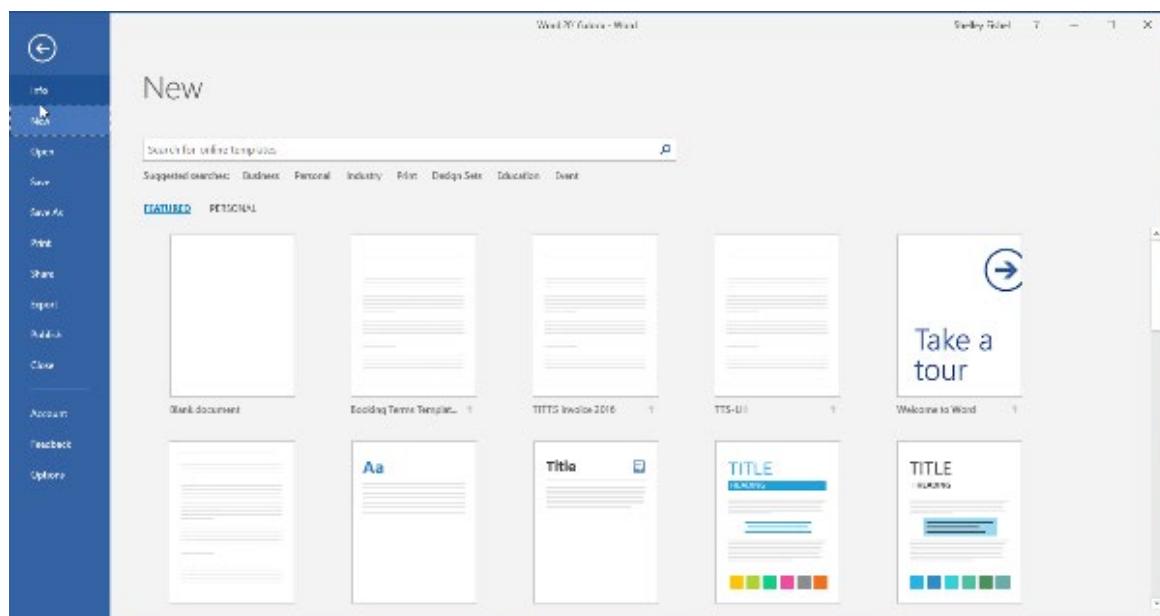
On the Info tab you will see:

**Protect Document** – use this to control what kind of changes others can make to your document.

**Check for Issues** – check if personal information is stored, access Accessibility options.

**Manage Document** – recover previous versions that have not been saved today.

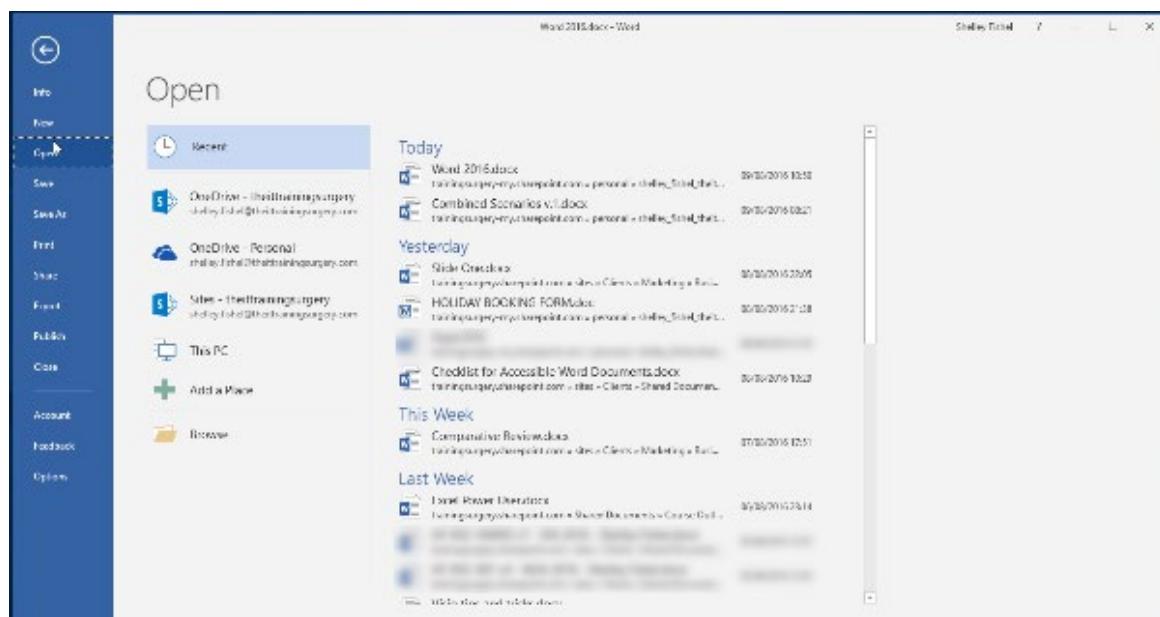
### 3.2 THE NEW TAB



**Figure 14 – The New Tab**

Here you can create a new blank document or choose from a selection of templates, your own or from Microsoft.

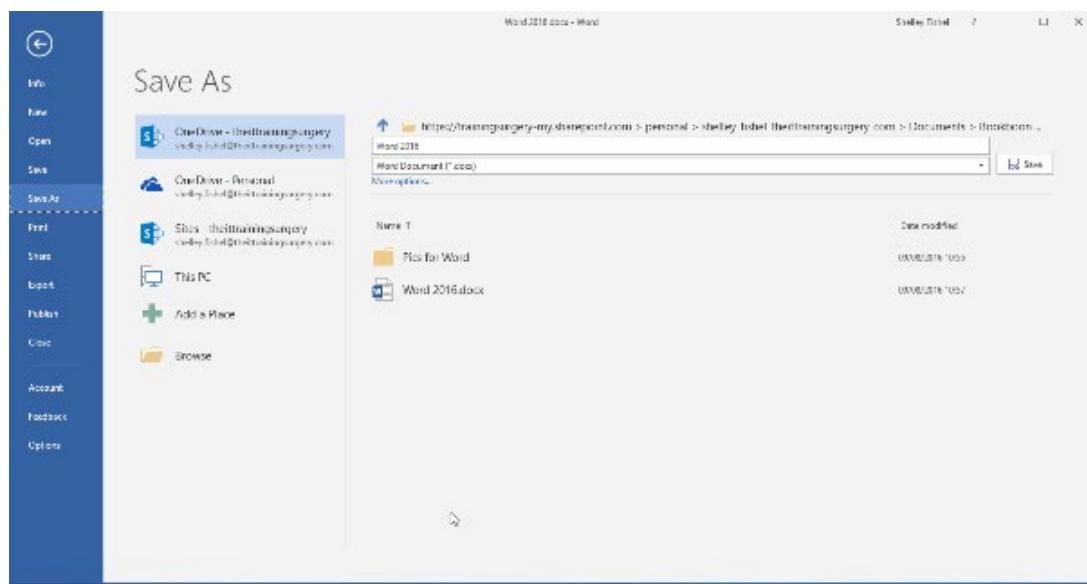
### 3.3 THE OPEN TAB



**Figure 15 – The Open Tab**

Access recently opened documents here and navigate to other locations to find your stored documents.

### 3.4 THE SAVE AND SAVE AS TAB

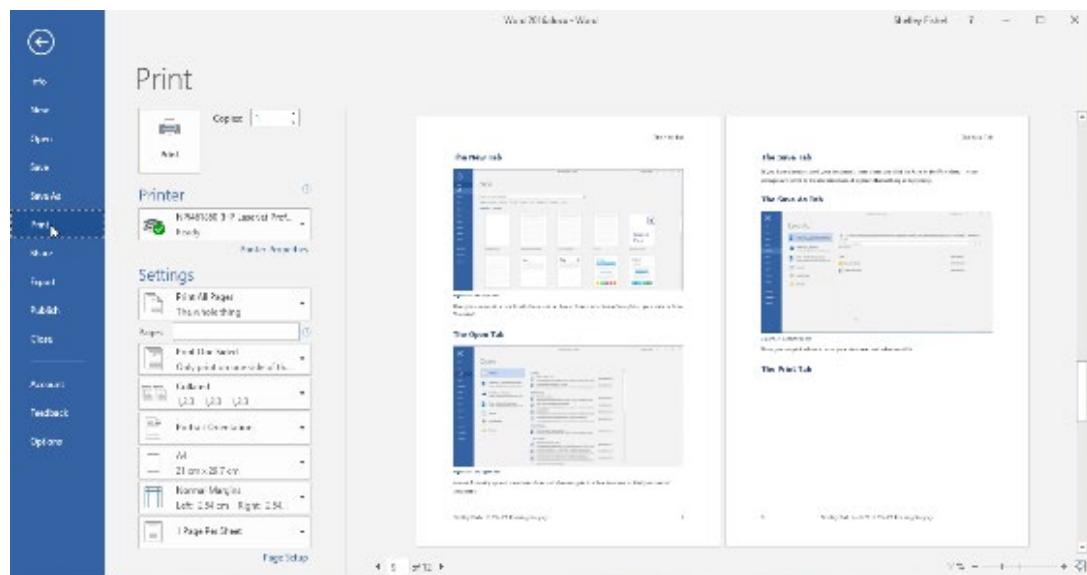


**Figure 16** – The Save As Tab

Use Save as to choose where to save your document and to enter a name for it.

If you have already saved your document, then when you click on Save in the File Menu, your changes are saved to the document. It may appear that nothing is happening, but Word is saving the latest version of your document.

### 3.5 THE PRINT TAB



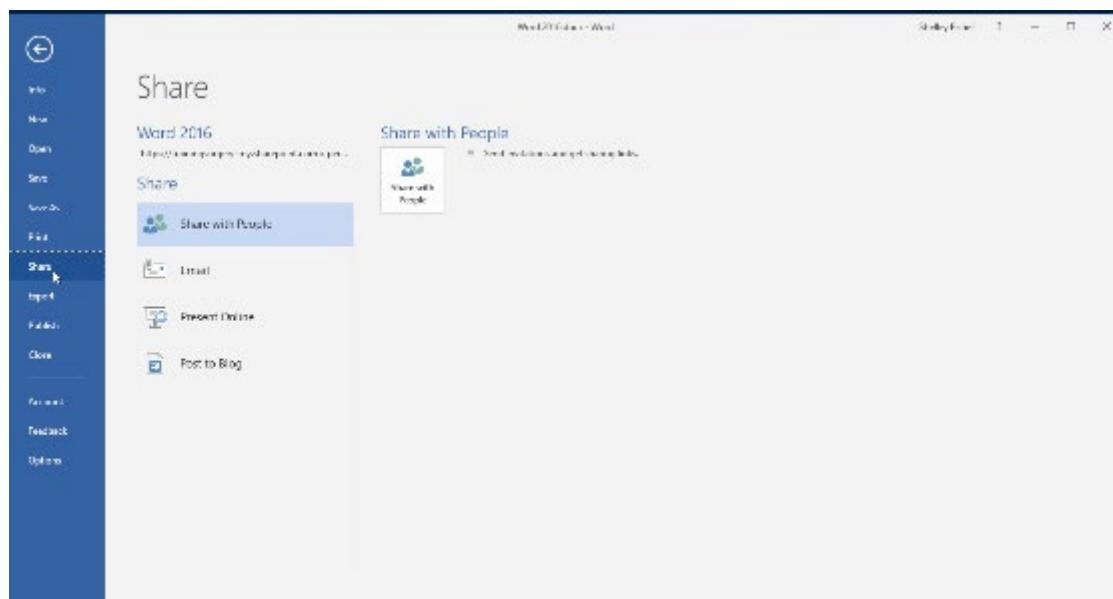
**Figure 17** – The Print Tab

Here you can set several print options before printing your document. You can:

- Change the Printer
- Decide what parts of the document to print
- Print one sided or double sided if your printer supports it, and choose to collate or not
- Change the orientation, the paper size, or the margins
- Control how many pages per sheet of paper

Word will show you a preview of how the printed document will look depending on the print options you have chosen.

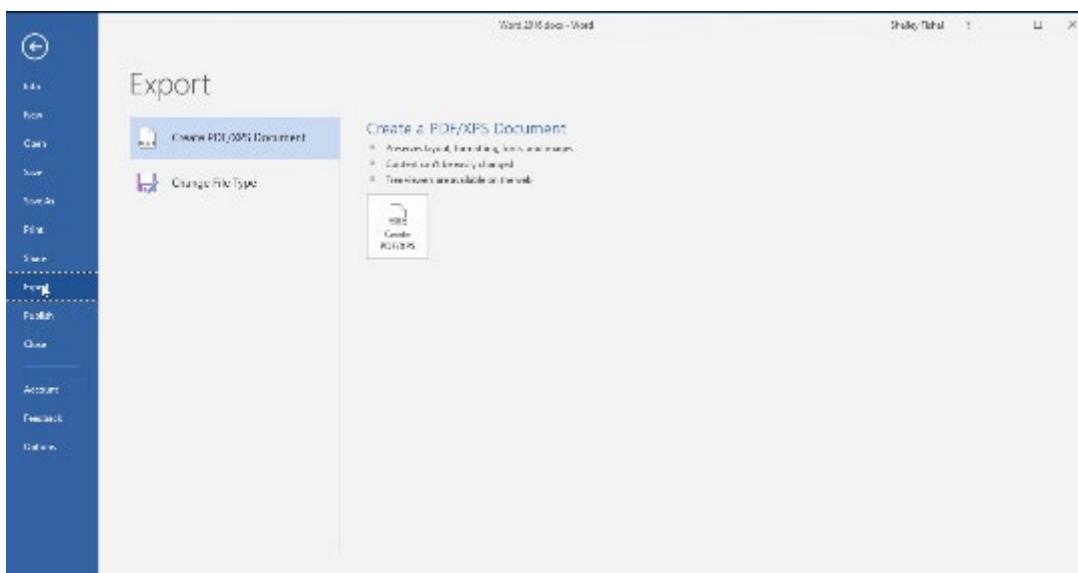
### 3.6 THE SHARE TAB



**Figure 18 – The Share Tab**

Here you can decide how to share your document with others.

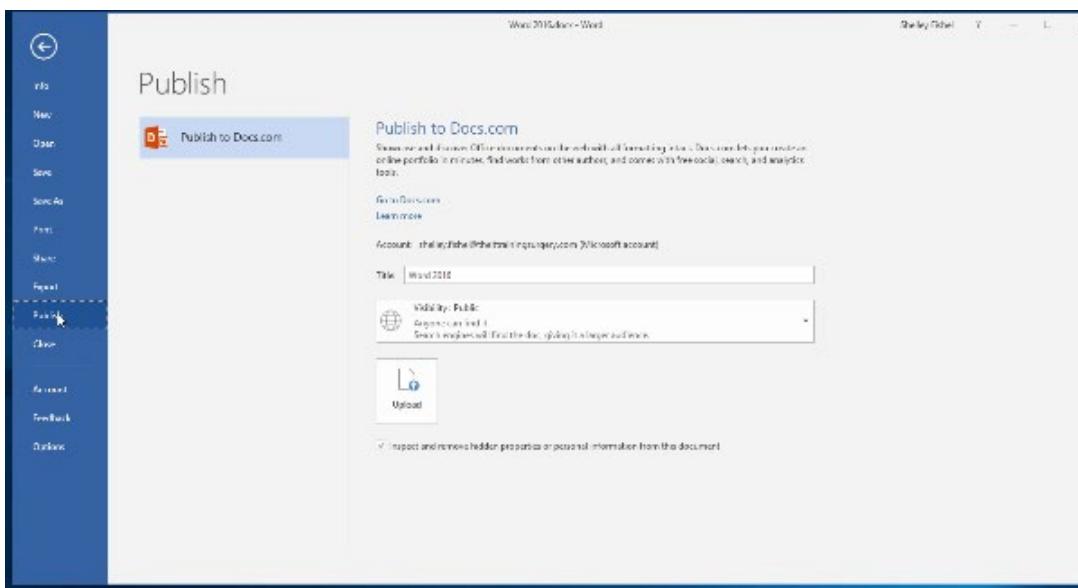
### 3.7 THE EXPORT TAB



**Figure 19** – The Export Tab

Use this tab to export your document to other formats or to change the file type of a document.

### 3.8 THE PUBLISH TAB



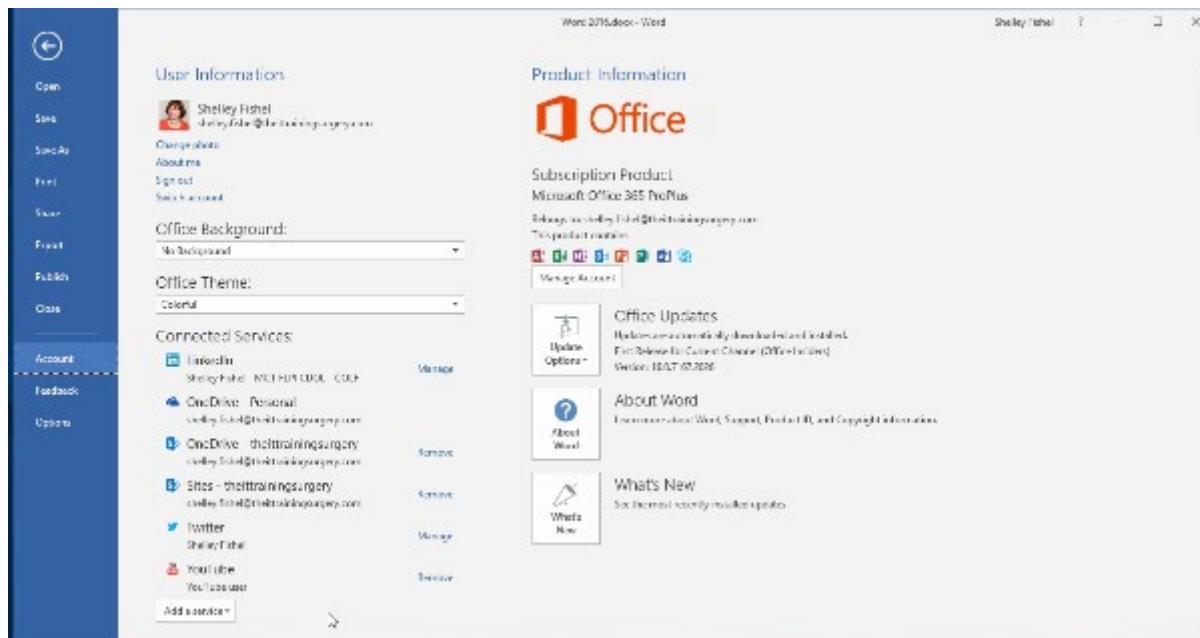
**Figure 20** – The Publish Tab

This is a brand new feature which means that you can now publish your document to an online repository allowing others to find your work. Publish to Docs.com and set visibility options.

### 3.9 THE CLOSE OPTION

This will close the current document which is handy when you have just one document open which you wish to close, and you want to keep Microsoft Word open.

### 3.10 THE ACCOUNT TAB



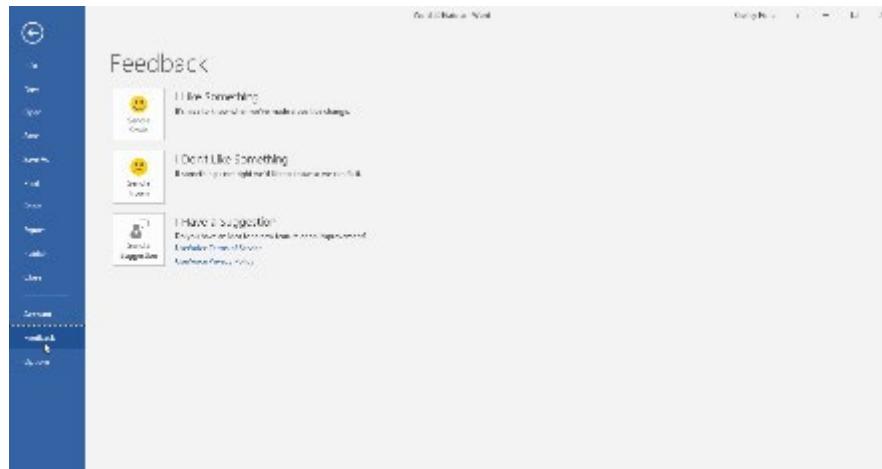
**Figure 21** – The Account Tab

Here you can add a service such as OneDrive for Business or SharePoint or even your OneDrive Personal account. This is how you can get Microsoft Word to show the OneDrive for Business Folder save locations.

You can also find information about your subscription here and if there are any updates ready to install. Check for updates here too and see what is new.

If you subscribe to Office 365 then you will see new version numbers here each month as Microsoft releases up dates.

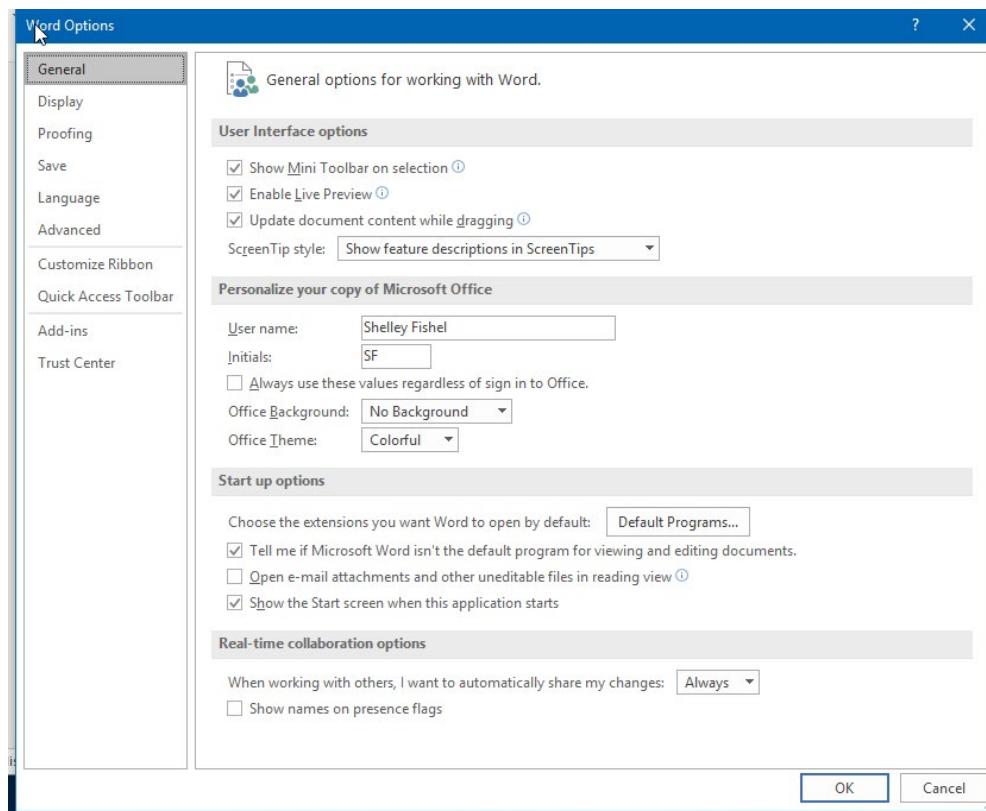
### 3.11 THE FEEDBACK TAB



**Figure 22 – The Feedback Tab**

Give Microsoft feedback about the product and make suggestions for something you would like to see.

### 3.12 THE OPTIONS TAB



**Figure 23 – Word Options**

This is where you will go to change the way Microsoft Word works.

# 4 SETTING UP THE DOCUMENT

## 4.1 MARGINS AND PAPER SIZE

Documents are usually written to be printed on paper. Depending on where you are in the world, there will be a norm for the margins and paper size. In the UK we use A4 as the standard paper size and so the margins will reflect this. In the USA the normal paper size is Letter and the margins will be relative to this size.

### 4.1.1 CHANGE THE PAPER SIZE

From the Layout Ribbon click the drop down arrow next to Size and select the paper size you need.

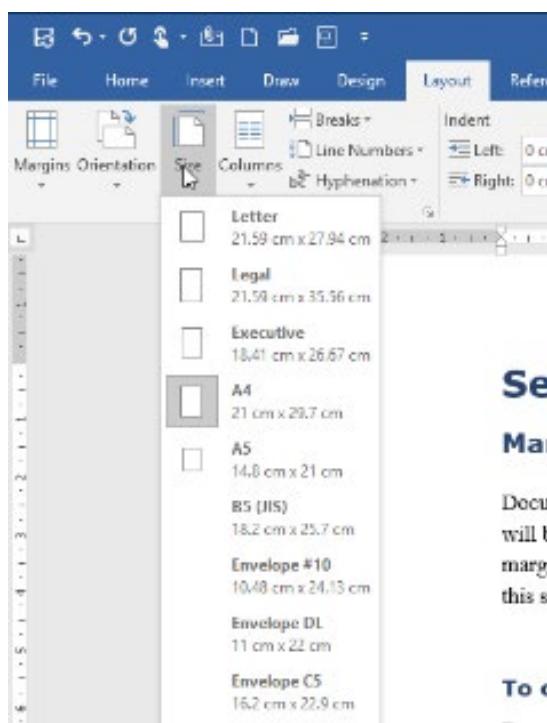


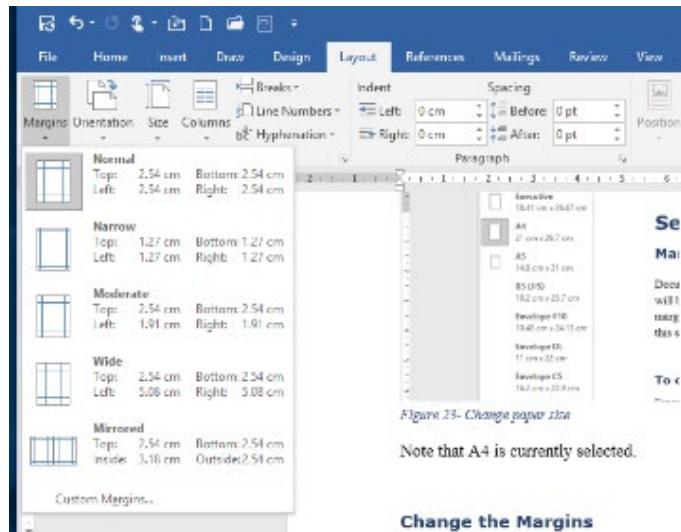
Figure 24 – Change Paper Size

Note that A4 is currently selected.

#### 4.1.2 CHANGE THE MARGINS

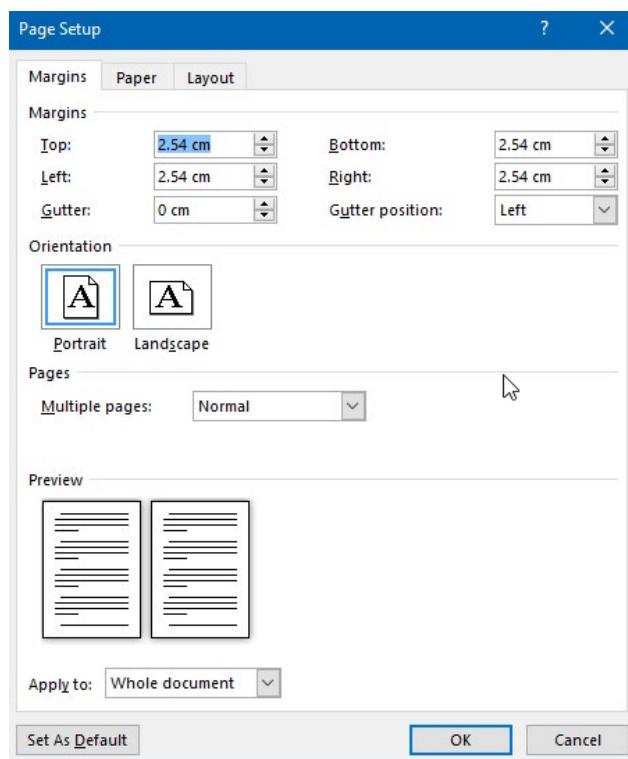
From the Layout Ribbon, click the drop-down arrow under Margins and either:

- Select from the presets offered, or
- Click Custom Margins at the bottom to set your own margins.



**Figure 25** – Change Margins

#### 4.1.3 CUSTOM MARGINS



**Figure 26** – Page Setup Margins

Set the margins you want along with the orientation here.

You can also set the Gutter which is used when binding a document. This space is where the binding sits. Make sure that the margin starts from the end of the Gutter.

The advertisement features a night photograph of the Apollo Hotel 1 building. A large red lightbulb icon is overlaid on the left side. Text on the building reads "APOLLO HOTEL". To the right, a white box contains the event details: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". Below the main image, a white box contains the text: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this text is the "Inspired" logo, which includes a blue lightbulb icon.

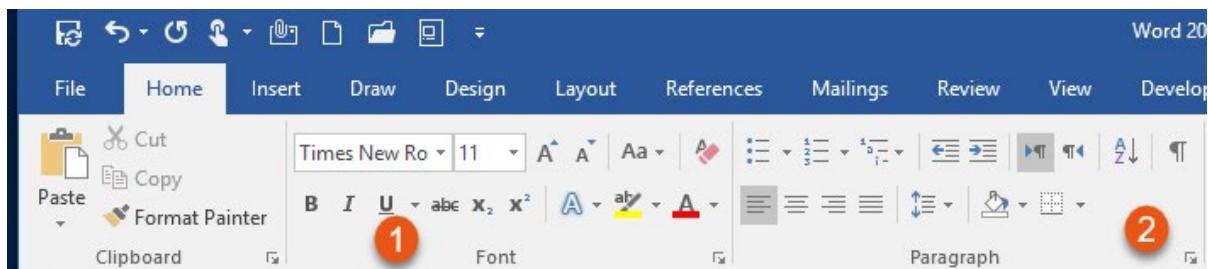
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# 5 FORMATTING

Formatting encompasses both the style and type of your text along with the way paragraphs behave.

Let's begin with simple formatting. Formatting of text can be found on the Home Ribbon.



**Figure 27 – Formatting on the Home Ribbon**

## 5.1 THE FONT GROUP (1)

Select the text and apply the format of your choice. You can change the font, the font size, the case, apply bold, italic or underline. You will find strikethrough, superscript and subscript here too.

Change the font colour, apply font effects and highlight selected text.

## 5.2 THE PARAGRAPH GROUP (2)

Apply bullets and numbering and multi-level numbering. indent or outdent text, centre, right, left or justify your paragraphs on the page. Set line spacing, fill colour and borders including sorting text and seeing in which direction the text is flowing.

# 6 STYLES

A Style is a collection of font attributes. Imagine that you are writing a long report or a book with several chapters or sections. In the book or report there are headings. You may have up to 50 headings. If you want to make a change to how the heading looks, without styles you would have to do it heading by heading which would be very time consuming. Instead you can use styles to control your heading styles and make one change that will ripple through and be applied to the rest of the heading styles. This can also be used for any other text that requires a consistent style.

## 6.1 WHERE CAN I FIND STYLES?

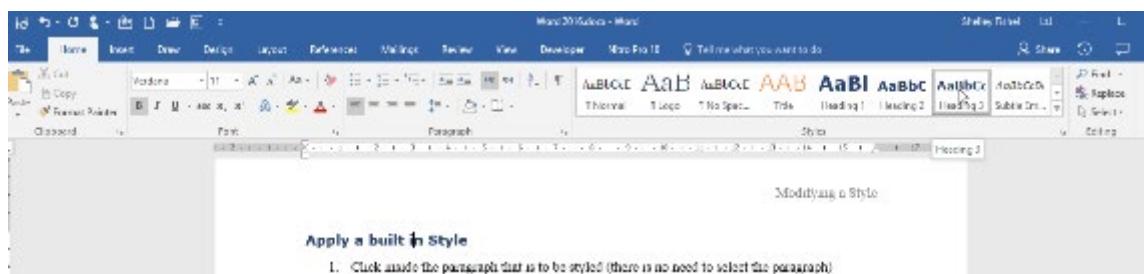
Styles can be found in the Style Gallery on the Home Ribbon.



**Figure 28** – The Style Gallery

### 6.1.1 APPLY A BUILT IN STYLE

1. Click inside the paragraph that is to be styled (there is no need to select the paragraph)
2. Click on the Style in the gallery that you wish to apply.

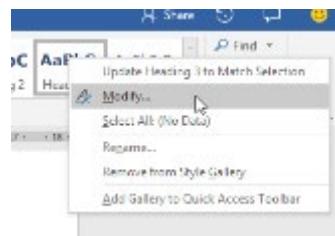


**Figure 29** – Apply a Built in Style

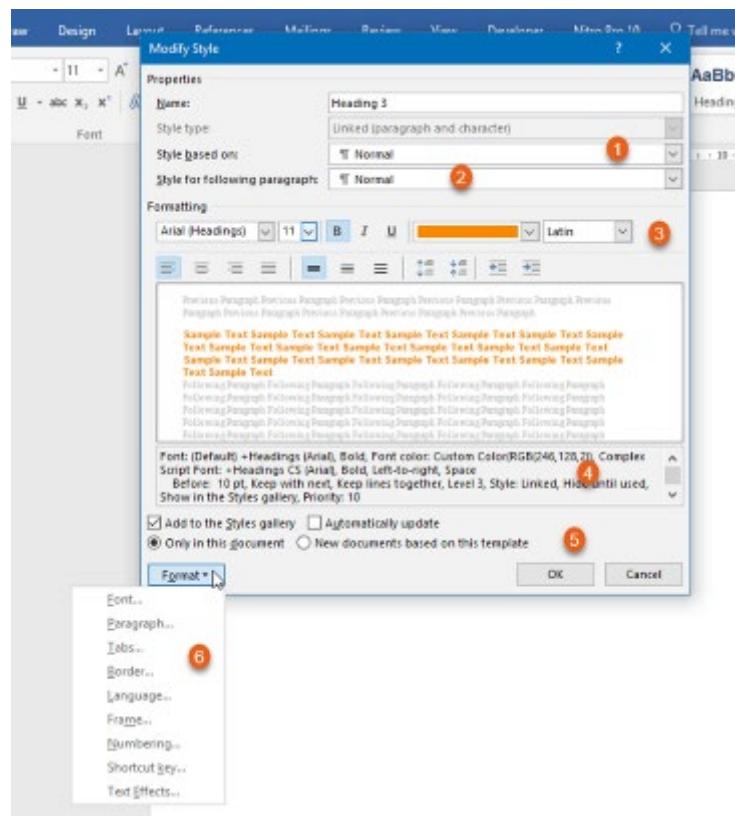
## 6.2 MODIFYING A STYLE

To change the way a style looks:

1. Right Click on the style in the Style Gallery
2. Select Modify
3. Make the changes in the dialogue box you are offered



**Figure 30 – Modify Style**

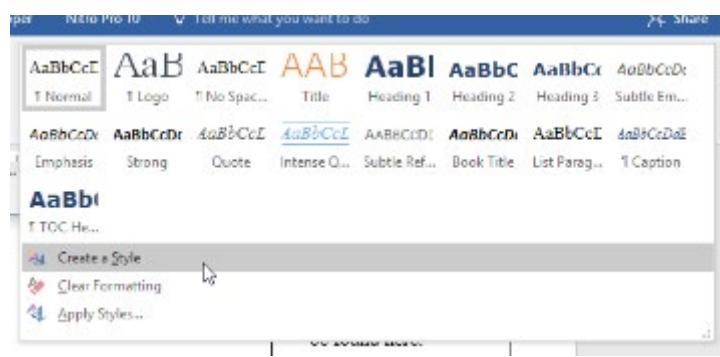


**Figure 31 – The Modify Style Dialogue Box**

1. Style is based on Normal
2. The style for the following paragraph is normal, as this is a heading, we need the next line to be the normal or body text style
3. Simple formatting changes can be made here
4. A description of how the style is made up
5. Choose if it is added to the Style Gallery and the Template and if you want it to automatically update
6. More formatting options to change can be found here.

### 6.2.1 CREATE A NEW STYLE

To create a new style – expand the Style Gallery by clicking on the little down arrow in the bottom right hand corner. Then click on Create Style.

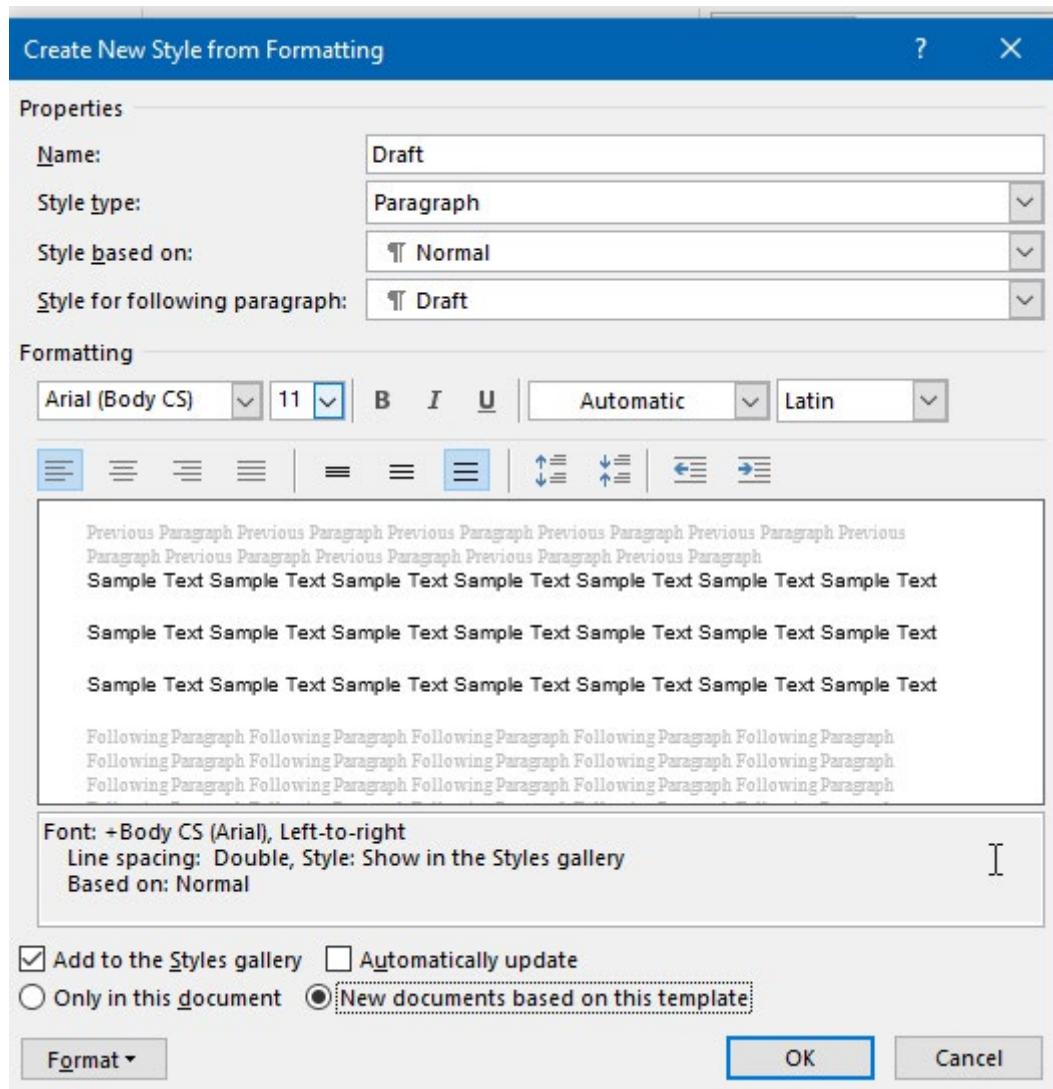


**Figure 32** – Create Style

Name the style and click Modify.



**Figure 33** – Name the New Style



**Figure 34** – Set up Formatting for New Style

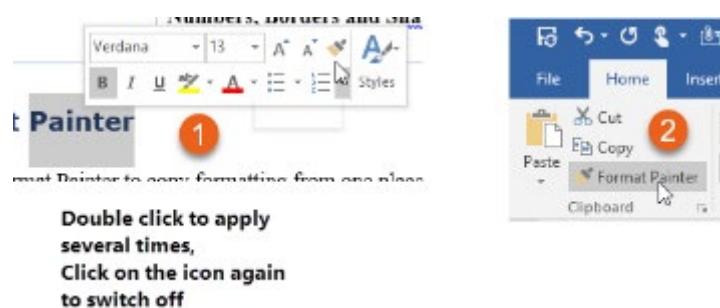
Property	What it does
<b>Name</b>	The name of the style
<b>Style type</b>	<p><b>Paragraph</b> – applies to the whole paragraph.</p> <p><b>Linked paragraph and character</b> – applies to the paragraph but can also be applied to single characters or words.</p> <p><b>Character</b> – apply to characters or words only – does not include things like line spacing or tab stops.</p>
<b>Style based on</b>	Styles can be based on the normal body text or an existing heading style or different body style
<b>Style for following paragraph</b>	When you press enter, what style do you want for the next paragraph? If you have just typed a heading and it is in H1 then you usually want a normal paragraph to follow.
<b>Formatting</b>	Here you can make simple formatting changes, font, bold, italic, underline. You can also change line spacing – for my draft font I have made it double spaced. You can also change the font type and size.
<b>Add to style gallery</b>	You may only need the style occasionally, so do not want to add it to the Style Gallery. There are other ways to access a full list of styles and apply them. This will keep the gallery tidy.
<b>Automatically update</b>	This will automatically update all instances of a style if you make any formatting changes to it on the page without going through the Modify Style box.
<b>Only in this document</b>	Keep the style in this document only. If you only need it here.
<b>New documents based on this template</b>	Add this style to the document template. It will then be available every time you create a new document based on this template.
<b>Format</b>	Here you will find a larger selection of formatting options, such as numbers, borders and shading, tabs, and assigning a shortcut key.

### 6.3 FORMAT PAINTER

Use the Format Painter to copy formatting from one place in a document to another.

Select the text with the formatting to copy. Click the Format Painter icon, either on the mini toolbar that pops up or on the Home Ribbon in the clipboard group. Then drag over the text to which you want to apply the formatting.

To apply formatting in one place, click on the format painter icon once. To copy the formatting to several places, double-click the format painter icon.



### 6.4 CUT COPY AND PASTE

Cut Copy and Paste work just like they always have.

1. Select the text to cut or copy
2. Click Cut or Copy
3. Go to the location to paste
4. Click Paste

If you have copied or cut text with different formatting applied in the destination you will see a smart tag.



**Figure 35 – Paste Options**

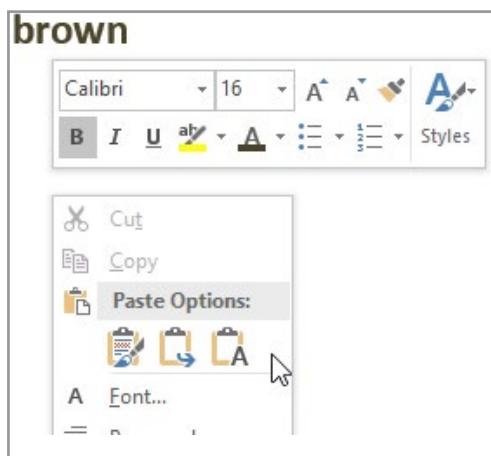
Having copied the word brown with its formatting I have used the Paste icon in the Clipboard group to paste it in. The yellow smart tag appears with some choices.

**Keep Source Formatting** – copy the text with the exact format it has in the source location.

**Merge Formatting** – keep the main elements of the formatting such as colour but keep the size in line with the destination.

**Keep text only** – strip out any formatting and just paste the text.

When you paste using the right click option you will see the Paste Special options on the page.



**Figure 36** – Paste using the Right Click

Format Painter will become one of your favourite tools.

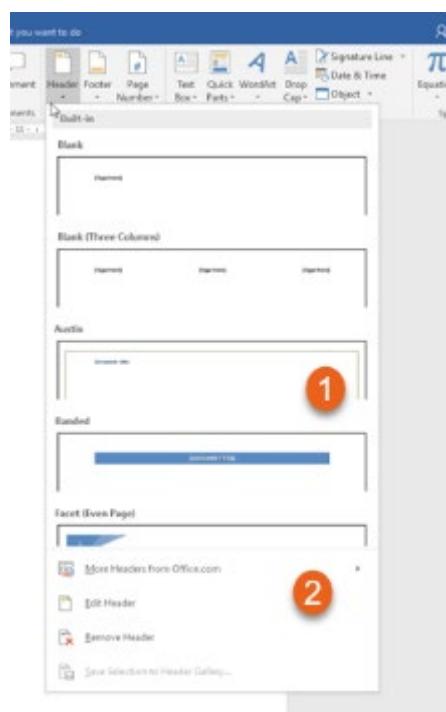
# 7 HEADERS AND FOOTERS

One of the basic document elements that you may want to add to your document is a header and/or footer. Headers appear at the top of every page and footers appear at the bottom of every page.

When you insert them a contextual Ribbon appears with the header and footer tools.

## 7.1 TO INSERT A HEADER

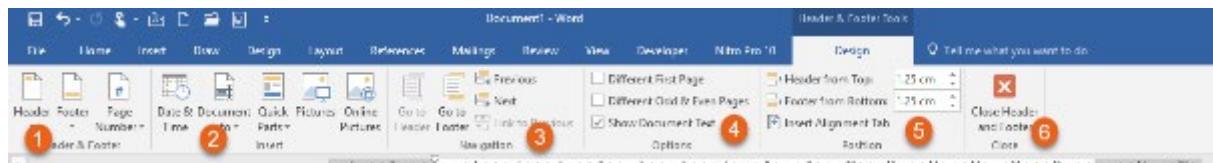
On the Insert Ribbon click Header and select from the built in headers or click Insert Header to create your own.



**Figure 37 – Insert a Header**

1. Use one of the built in Header Styles to apply a header ready with formatting and place holders for page numbers or text. You can find more headers on Office.com.
2. Edit the header to create your own or remove the header to take it out of the document.

## 7.2 THE HEADER AND FOOTER RIBBON



**Figure 38** – Header and Footer Ribbon

1. Header and Footer group – choose a built in header or footer style and add page numbering.
2. Add other elements – date and time, document info such as author etc., quick parts (automatic text elements), pictures, or online pictures to source a picture from the web.
3. Navigation group – switch between header and footer, or go to the next header or footer – link or unlink headers and footers.
4. Options group – decide if you want a different header or footer on odd and even pages, or a different one on the first page. You can also hide the document text when working in the header.
5. Position group – set the distance from the page border to the header text and set an alignment tab.
6. Close the Header and Footer Ribbon.



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## 7.3 PAGE NUMBERING

When adding page numbers in the header or footer, or in fact just inserting page numbers generally, there are a few things to consider:

- Where you want the page numbers to appear
- Whether you want a simple number or a fancy formatted one
- If you want it to say Page 1 or Page 1 of 6

### 7.3.1 PAGE NUMBERING VIA THE HEADER/FOOTER

To insert page numbers from the Header and Footer Ribbon:

1. Click the Insert ribbon
2. Click Footer (page numbers are normally in the footer area)
3. Click Edit Footer from the drop down
4. Click on Page Number on the Header and Footer Ribbon

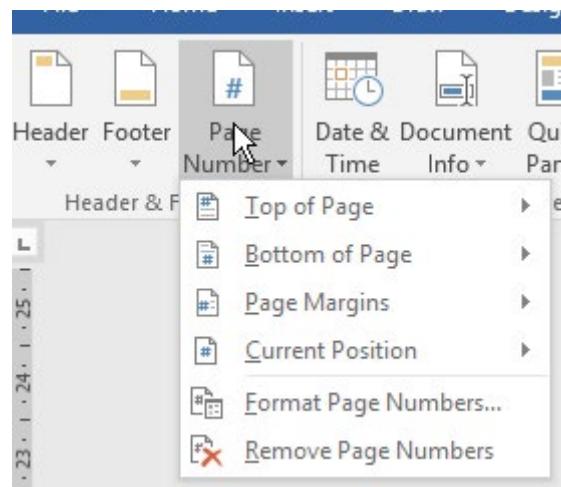
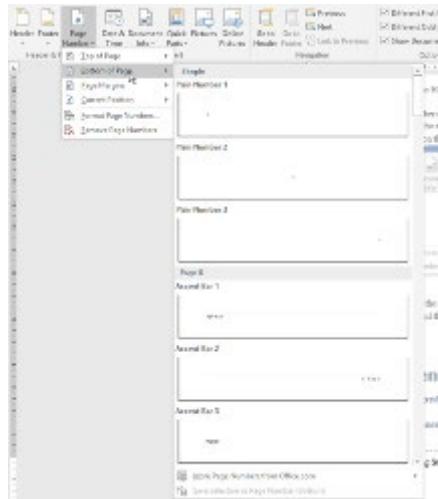


Figure 39 – Insert Page Number

5. Decide where you wish the number to appear
6. Click the arrow to expand the options



**Figure 40 – Choose the style**

## 7. Make your selection

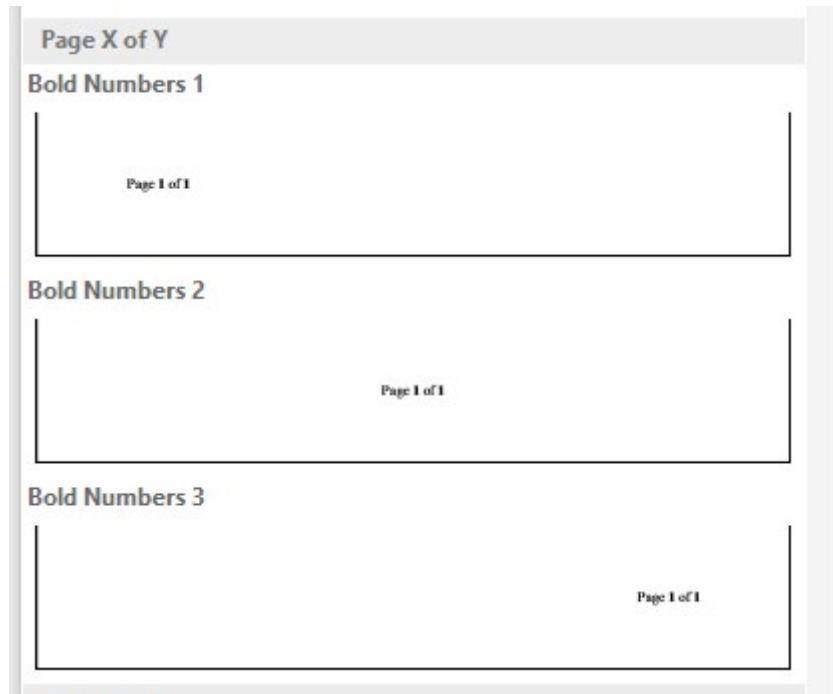
There are several options to choose from.

Option	What it does
<b>Top of Page</b>	Place the page number at the top of the page, choose from several designs.
<b>Bottom of Page</b>	As Top of the Page, only number appears at the bottom of the page.
<b>Page Margins</b>	Numbers are formatted to appear in the margins.
<b>Current Position</b>	Page number will appear where your cursor is placed.
<b>Format Page Numbers</b>	Set the formatting for page numbers here. Select the formatting for the page numbers and change the starting number if you wish to start from a different number.
<b>Remove Page Numbers</b>	Remove the page numbers from the document.

### 7.3.2 SHOW PAGE 1 OF 6

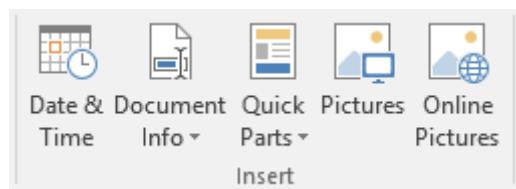
If you wish to show your page numbers as 1 of 6 read on.

From the Insert Ribbon click Footer. From the Page Number drop down choose where to place the number and then choose the Page X of Y group from the menu. Select the one you wish to use.



**Figure 41** – Page X of Y

## 7.4 THE INSERT GROUP ON THE HEADER AND FOOTER RIBBON



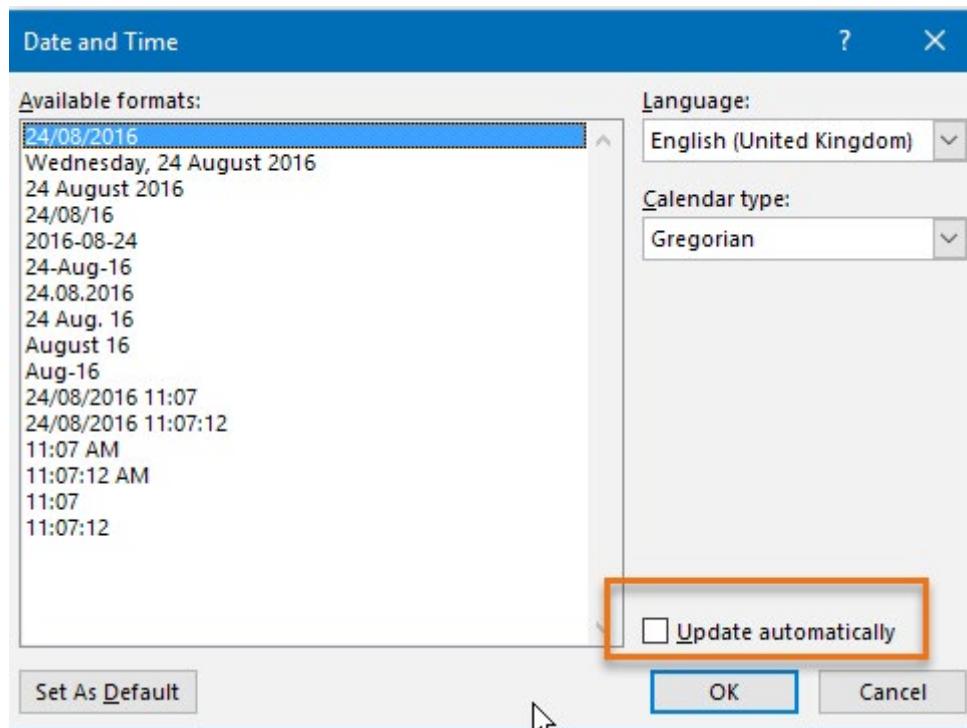
**Figure 42** – The Insert Group

You can add extras to your headers and footers via the Insert group.

Icon	What it does
<b>Document Info</b>	Information about the document such as the author or the file name
<b>Pictures</b>	Add pictures to your header/footer, normally a logo or image that is required on every page. These pictures are normally stored on your computer.
<b>Online Pictures</b>	Pictures that are stored online or come from a web search.

#### 7.4.1 DATE AND TIME

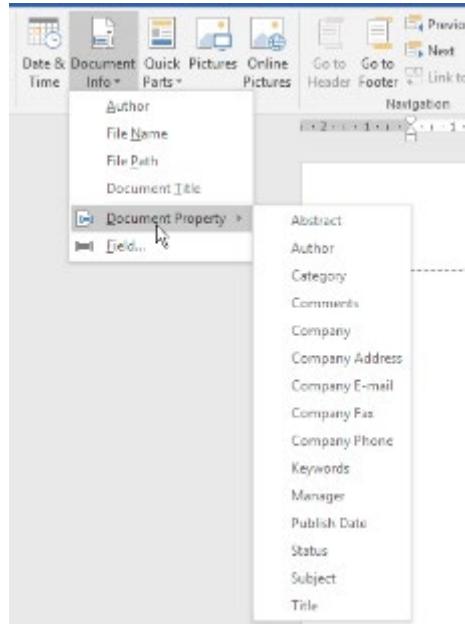
1. Click Date and Time from the Insert group.
2. Select the format you want to apply.
3. Tick the box to automatically update the date/time – to always show the current date/time.



**Figure 43** – Date and Time Dialogue Box

### 7.4.2 DOCUMENT INFO

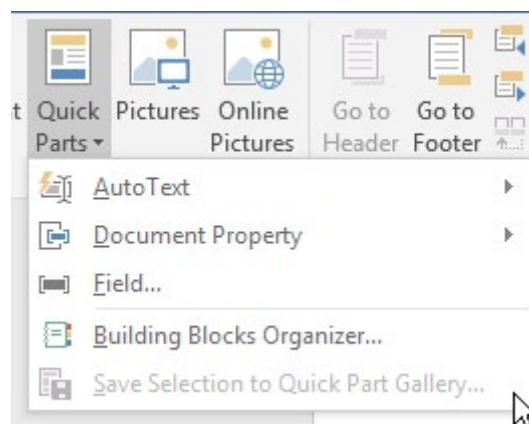
Add more information here about your document. These details are pulled in from the Document Properties.



**Figure 44** – Document Information

### 7.4.3 QUICK PARTS

Add auto text, document properties or fields from here. Also, get to the building block organiser to use various building blocks. More on building blocks and quick parts later in this book.

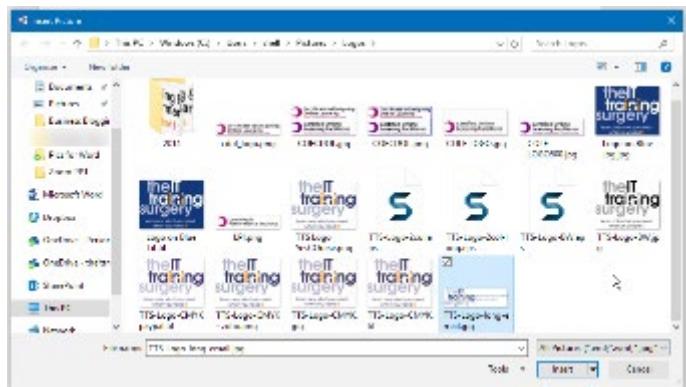


**Figure 45** – Add Quick Parts

#### 7.4.4 PICTURES

Add pictures to your header or footer, normally a logo or image that is required on every page. These pictures are normally stored on your computer.

Click on Pictures on the Header and Footer Ribbon and then navigate to the folder where your pictures are stored.

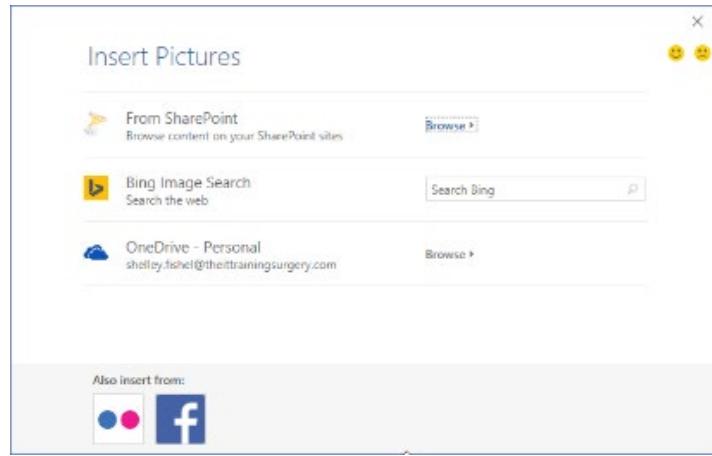


**Figure 46 – Insert Pictures**

Select the picture to add. You may need to resize it once there. See the section on Pictures later in the book.

#### 7.4.5 ONLINE PICTURES

To find a picture stored online – on SharePoint or via a web search click on Online Pictures and put the search terms into the relevant box.

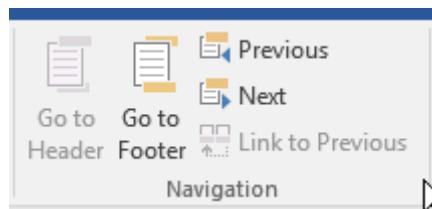


**Figure 47 – Insert Online Pictures**

You can find pictures stored on your SharePoint site or search in your browser. You can also search your OneDrive Account, Facebook and Flkr. When using pictures sourced from the web, do consider copyright.

#### 7.4.6 NAVIGATION

In the Navigation group on the Header and Footer Ribbon you can move to various parts of the document.



**Figure 48** – Header/Footer Navigation

**Go to Header** – move to the header area

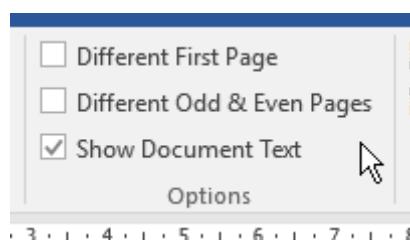
**Go to Footer** – move to the footer area

Use these two commands to move between the header and the footer in the header/footer view.

**Previous and Next** – these will move you between headers or footers in different sections. When you have sections in your documents you can have different headers or footers in each section. These two commands will move you between them.

**Link to Previous** – when you add a header or footer in a new section, you can choose to have a different header or footer or you can link to the previous one to keep the same one in the current section.

#### 7.4.7 HEADER AND FOOTER OPTIONS

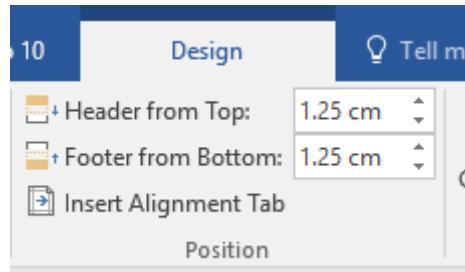


**Figure 49** – Header and Footer Options

If you have a title page, you can set a different header and/or footer for the first page. With a long document, you can set different headers and footers for odd or even page numbers. This controls where text or page numbers are printed.

Show Document Text – this greys out the document text when you are working in header/footer view. However, you can hide the document text altogether if you need to concentrate on the header/footer, just uncheck this box.

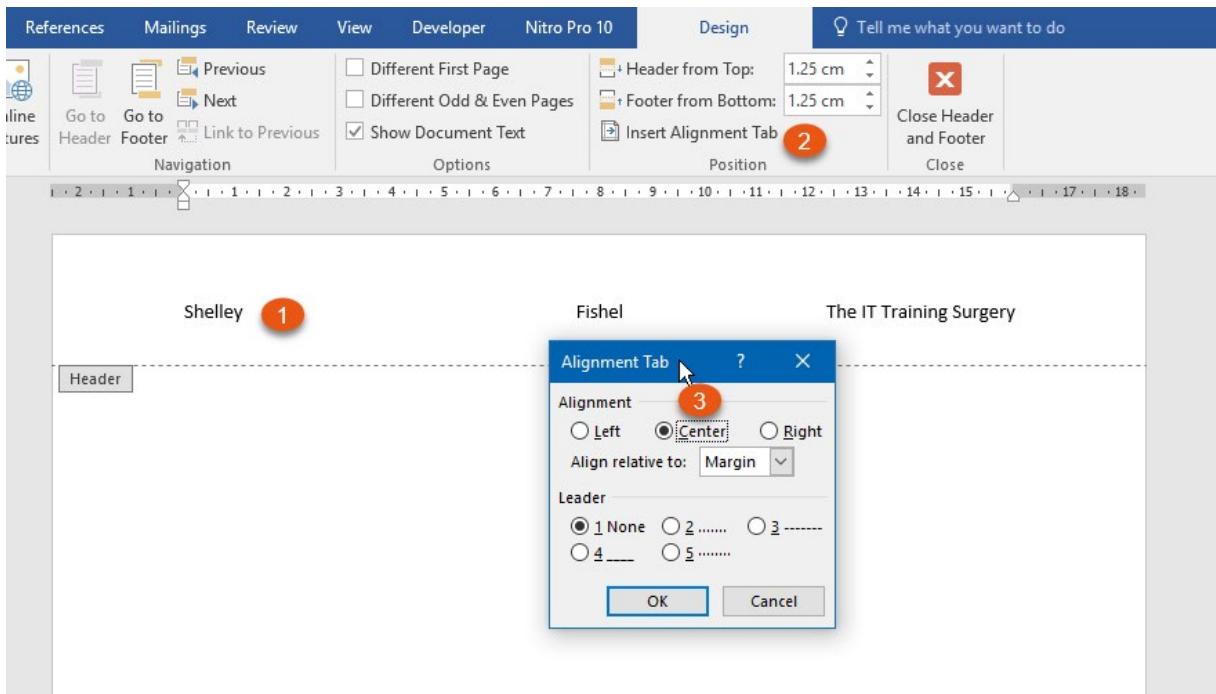
#### 7.4.8 POSITION



**Figure 50** – Header/Footer Position

Control how far from the page edges the header or footer prints. To align text within the header or footer use an Alignment Tab.

Type the text to appear on the left margin then click Insert Alignment Tab, type the text for the centre and click Insert Alignment tab again, click on Right then type the text to appear on the right.



**Figure 51** – Set Alignment Tabs in Header or Footer

# 8 QUICK PARTS

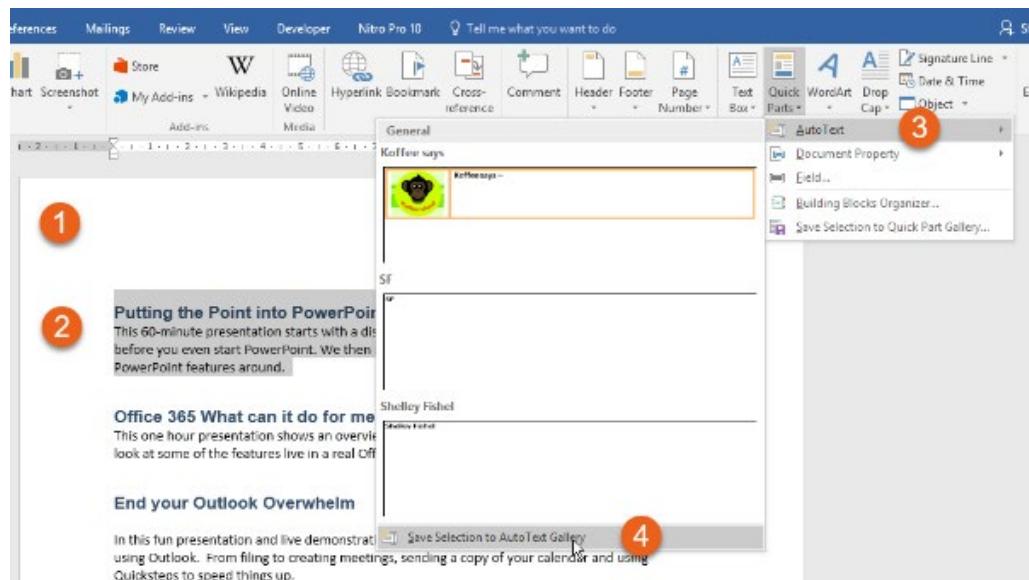
Quick Parts give you the ability to add things to your document well quickly. Do you have blocks of standard text that you find yourself typing again and again? Create an auto text entry for it. Now you can add it in a flash. Document Properties, such as author, number of words etc. can be found here and if you want to add fields that update in the document, they live here too. We will explore each of the types of Quick Parts and Building Blocks available.

## 8.1 AUTO TEXT

Auto text is my favourite as it can save time when you have standard text that you need to type on a regular basis. Your sign off or perhaps you have several paragraphs you need to use on a rotational basis. Instead of creating a template and deleting out what you don't want, create several auto text entries and insert them in any order.

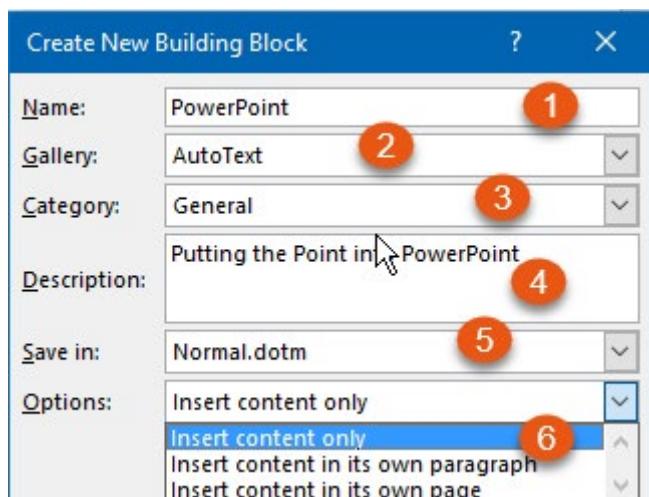
First type up the text that will become your Auto text entry. I have created a document with descriptions of presentations that I give. I write to clients and need to include a descriptive paragraph. This saves me thinking about what to write or hunting for the last document I sent out with the standard text.

Type up the text – it can be on a new document – in fact I have a document that I call auto text entries stored on my system. That way if anything gets corrupted or lost I can recreate them all quickly.



**Figure 52** – Create Auto Text

1. Type the text
2. Select the text
3. Click on Quick Parts on the Insert Ribbon and then Auto Text
4. Click Save Selection to Auto Text Gallery



**Figure 53** – Name and Save

**MTHøjgaard**

## BEDRE LØSNINGER

I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?

[mth.dk/vorestilgang](http://mth.dk/vorestilgang)

In the dialogue box that appears, type a name for the auto text entry (1), it will be in the Auto Text Gallery as that is where we started from (2). Choose a category or create your own (3). Type a description, this is optional (4). Decide which template it lives in (5), and finally decide what and how it is inserted. (6).

- Select Insert content in its own page to place the building block on a separate page with page breaks before and after the building block.
- Select Insert in own paragraph to make the content into its own paragraph, even if the user's cursor is in the middle of a paragraph.
- Select Insert content only for all other content.

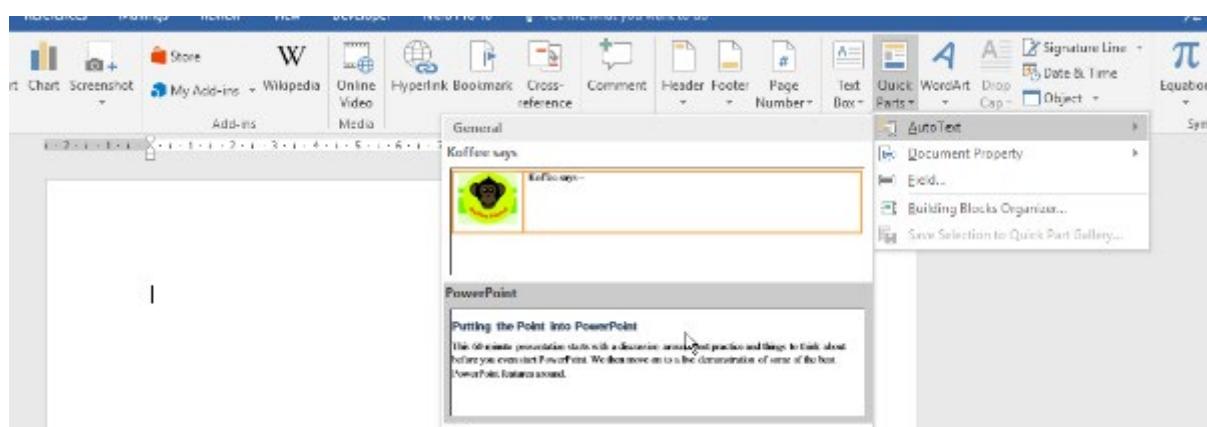
Now you are ready to add it to a document.

### **8.1.1 INSERT AUTO TEXT**

There are two options for inserting the auto text entry into your document.

### **8.1.2 VIA THE QUICK PARTS GALLERY**

Place the cursor where you wish the text to appear and click on the drop down under Quick Parts Gallery. Click on Auto Text and then click on your new entry.

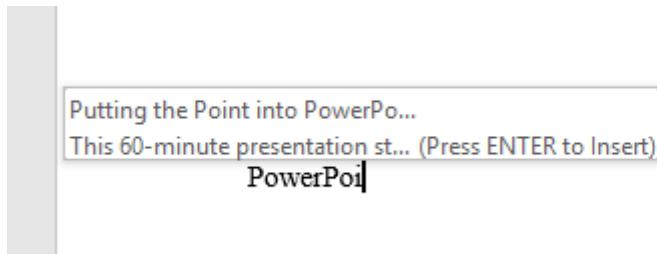


**Figure 54 – Insert from AutoText Gallery**

Your text will be added to the document.

### 8.1.3 USING THE ENTER KEY

As you type the name that you gave the Auto Text entry, you will see a tip pop up on the screen. Press Enter to have Word insert the Auto Text into the document.



**Figure 55 – AutoText with an On Screen Tip**

For this to work, the name you give your Auto Text entry needs to be more than four characters in length.

### 8.1.4 USING THE KEYBOARD

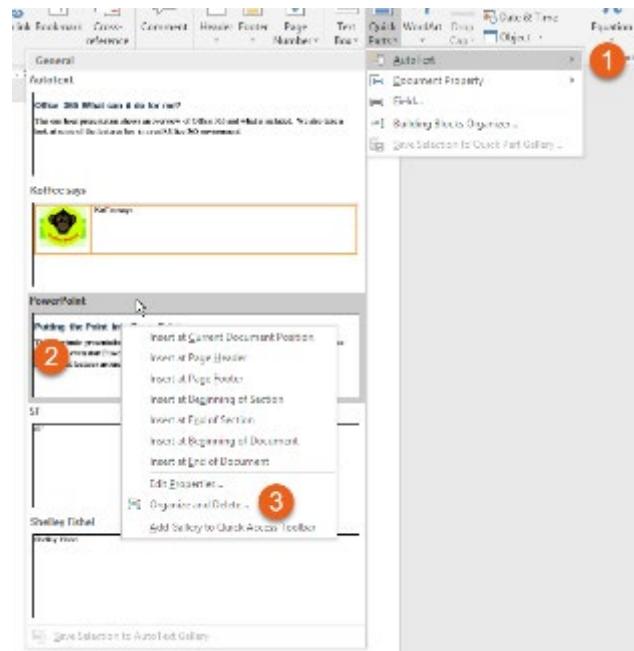
Type the name of the auto text entry and then press the F3 key along the top row of your keyboard. If you are using a laptop you may need to press the Function key along with the F3 key. On a regular desktop computer with an external keyboard F3 will be fine.

### 8.1.5 DELETE AUTO TEXT FROM THE GALLERY

If you realise that you made a mistake with an AutoText entry, you can delete it and then create it again correctly. Here is how to delete it.

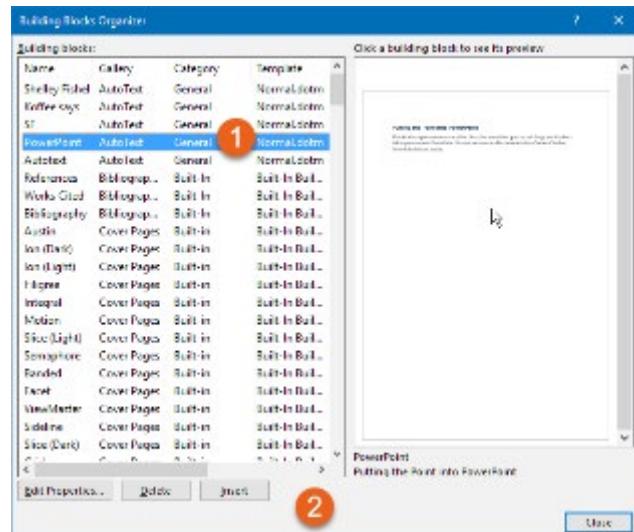
Click the Insert Ribbon and then Quick Parts:

1. Click on the drop down for Auto Text.
2. Right click on the auto text entry you wish to remove.
3. Select Organise and Delete.



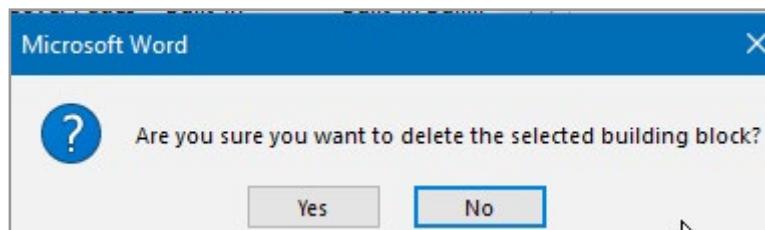
**Figure 56** – Delete an Auto Text

Notice that in the building blocks organiser your auto text entry is selected. At the bottom of the window are the Edit Properties (1) and Delete buttons (2).



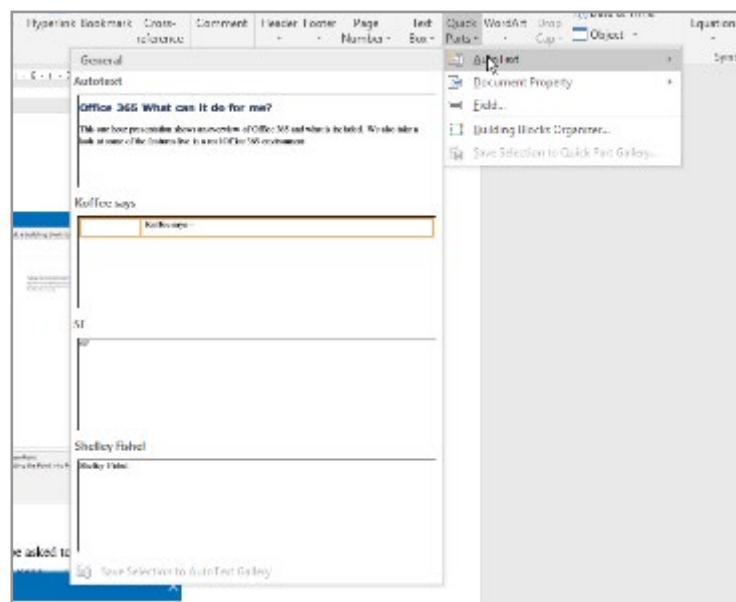
**Figure 57** – Delete Auto Text Entry

Click the Delete button. You will be asked to confirm, click Yes.



**Figure 58** – Confirm Delete

You will now see that the auto text entry you just deleted is no longer in the list when you click on the drop down for auto text.



**Figure 59** – Auto Text Entry is Gone

## 8.2 DOCUMENT PROPERTIES

Document properties is another name for something called MetaData – they are details about the file that allow you to identify it and search for it using the terms you set up. This means you can find things more easily. Document properties include things like author, title, tags or keywords.

There are four types of document properties and we will look at two kinds in this book.

**Standard Properties** – such as author, title, subject. You can add your own text to them. For example, you could add your own keywords to make those documents easier to find.

**Automatically Updated Properties** – these are fields. Things such as file size, number of words or pages or dates when a file was created.

**Custom Properties** – Here you can define additional custom properties there are several suggestions for you to start from.

**Document Library Properties** – These are properties that you assign when storing documents in a document library either on a server or on the web. When you create a document library you can define one or more properties and set rules for their values.

### 8.2.1 STANDARD PROPERTIES

Standard document properties are added via the Quick Parts button and you can choose from a predefined list. When you add a document property to the document, you can either type in your own value or if there is a property filled in, Word will bring that value into the document.

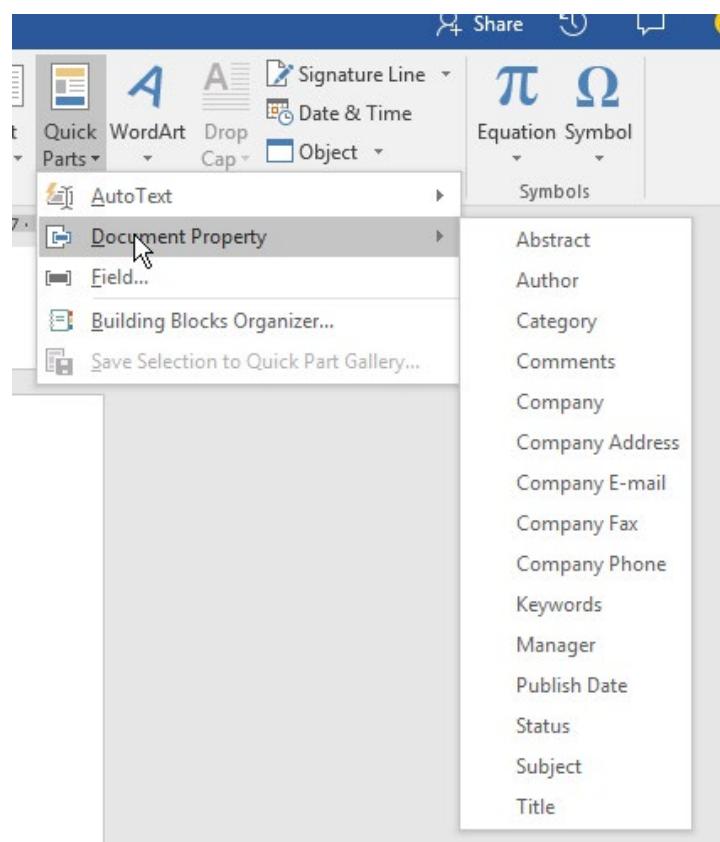


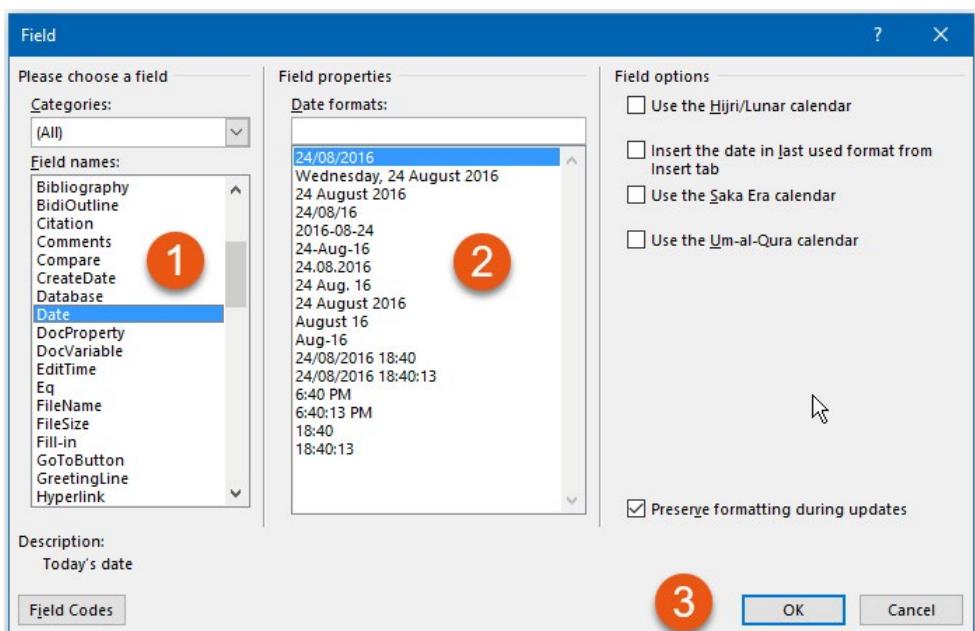
Figure 60 – Add Document Properties

For example, by adding the author document property it will pull in my name from the user details held in Word.

## 8.3 FIELDS

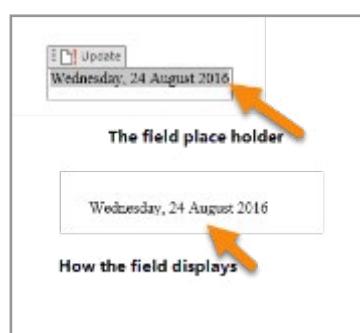
As we have said earlier, fields are properties that automatically update. There are fields for things like the date or the number of words or pages in a document.

To insert a Field – on the Insert Ribbon click the drop down under Quick Parts and select Field.



**Figure 61** – Add a Field

1. Choose the field you wish to use.
2. Add any formatting or extra properties.
3. Click OK.



**Figure 62** – Different Fields

Experiment with different fields to see what they do.

# 9 BUILDING BLOCKS

Building blocks are a group of features that allow you to add reusable content to your documents. Cover pages, autotext, headers and footers, and watermarks are all kinds of building blocks.

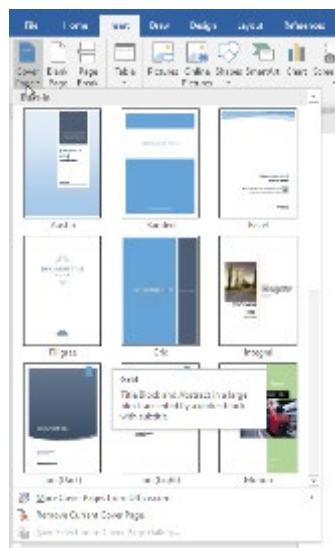
Building blocks are part of quick parts as they are items that can be added quickly!

## 9.1 COVER PAGES

When creating a report or long document, you may want to add an attractive cover page showing the title, author and abstract and the date for example. Luckily Microsoft Word comes equipped with several standard cover page templates. You can also customise the cover pages and save them to the Building Blocks Cover Page Gallery to have them available again.

### 9.1.1 INSERT A COVER PAGE

From the Insert Ribbon click on Cover Page and select one of the pre-set designs.



**Figure 63 – Add a Cover Page**

Once selected the cover page is added to the document ready to be customised. Most cover pages will give you a space for the title of the document. Some will also have placeholders for the date or year, the company name and company address or the author. Simply click and type into the fields offered.



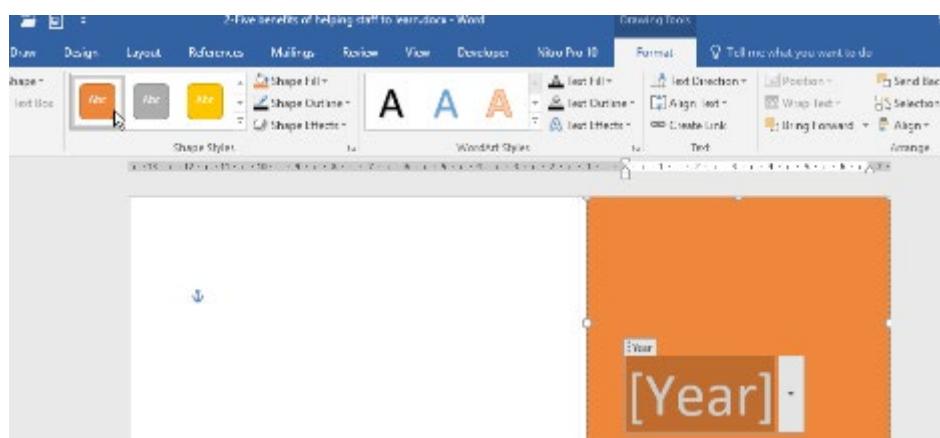
**Figure 64** – Update the Cover Page with your Own Information

You will end up with a professional looking cover page.

### 9.1.2 MODIFY A COVER PAGE AND SAVE FOR FUTURE USE

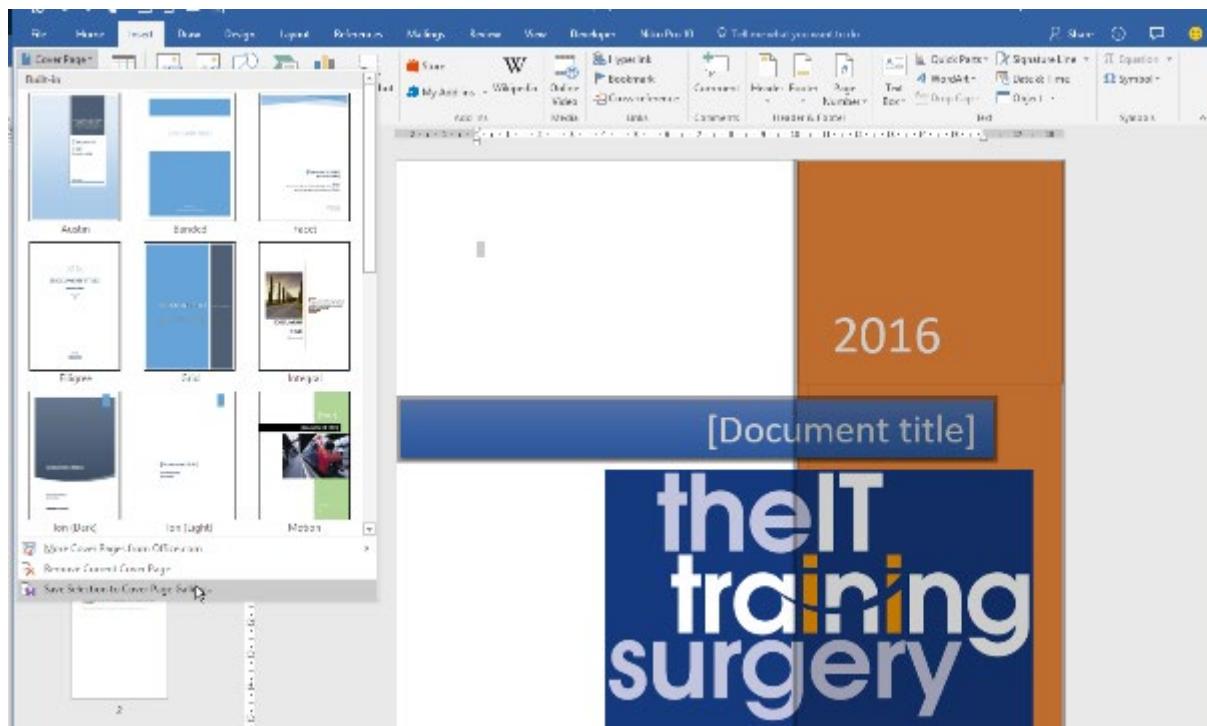
To change the look of a cover page, simply insert one into the document as a starting point and make the changes you require.

In the cover page above, I want to change the green areas to orange to match my branding. Simply click on each shape element and change the format. Or select any text element and change the formatting.



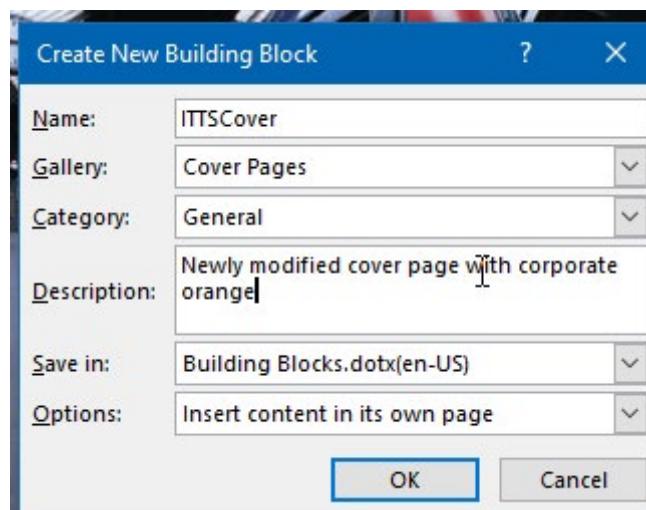
**Figure 65** – Modify Formatting

Once you have it looking how you want, select the whole of the page. Then click on the Cover Pages button and choose the Save Selection to Cover Pages Gallery. In this example I have changed the colour and the picture adding in the logo for The IT Training Surgery.



**Figure 66** – Save to Cover Pages Gallery

As you click on Save to Cover Pages Gallery you will be presented with a dialogue box so that you can name it and add a description and decide where it is stored.



**Figure 67** – Name the New Cover Page

### 9.1.3 INSERT THE MODIFIED COVER PAGE

When you are ready to add your cover page, click on the Insert Ribbon, click the drop down next to Cover Pages and scroll to the bottom. Your custom cover pages appear here.

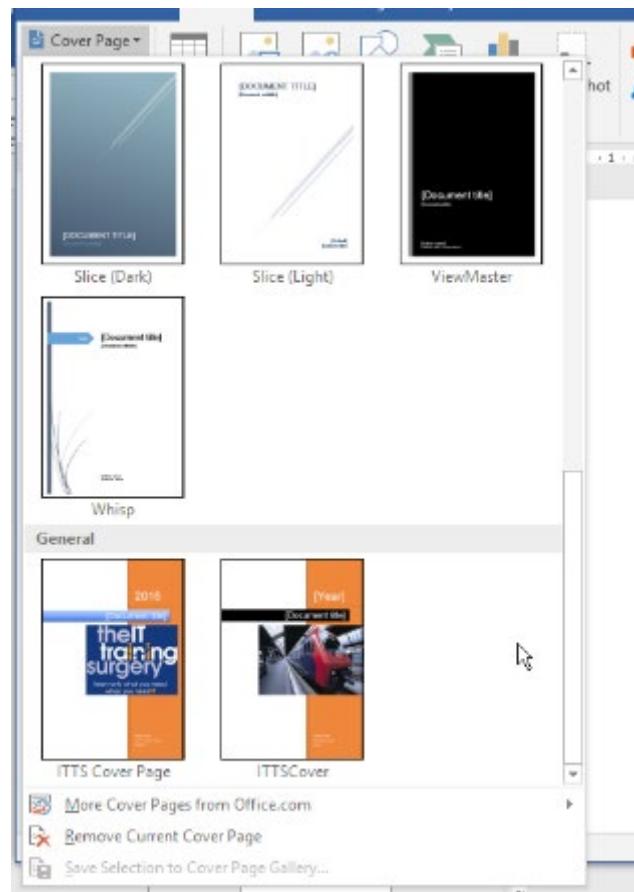


Figure 68 – Insert your New Cover Page

### 9.1.4 REMOVE A COVER PAGE FROM A DOCUMENT

Click the dropdown underneath Cover Pages on the Insert Ribbon. Select Remove Current Cover Page.

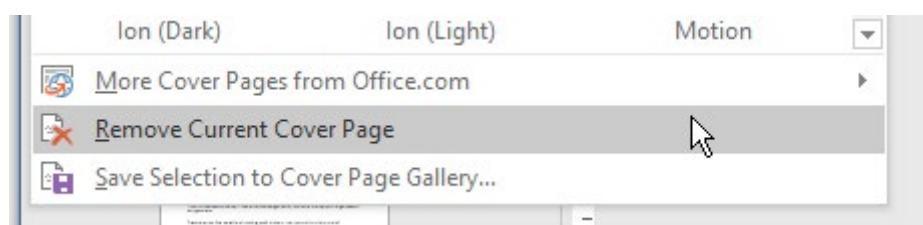


Figure 69 – Remove Cover Page

### 9.1.5 DELETE A COVER PAGE FROM THE GALLERY

Right click on the cover page you wish to delete and select Organise and Delete.



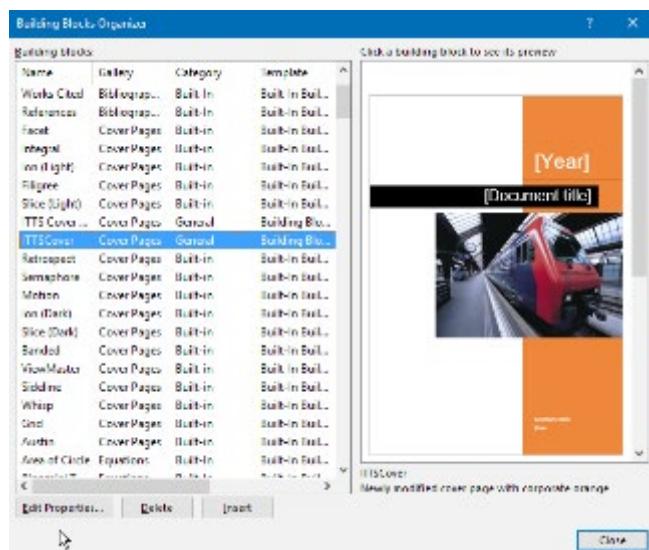
Figure 70 – Organise and Delete

A promotional image for banedanmark. On the left, a hand holds a waffle cone ice cream with yellow and red swirls against a dark background with blurred lights. On the right, text in Danish promotes a career fair at DSE-Aalborg on October 9-10, 2019, offering ice cream and information about job opportunities. The banedanmark logo, featuring a stylized train track icon, is at the bottom right.

Ses vi til DSE-Aalborg?  
Kom forbi vores stand den  
9. og 10. oktober 2019.  
Vi giver en is og fortæller  
om jobmulighederne hos  
os.

banedanmark

In the Building Blocks Organiser, make sure the cover page you wish to delete is selected and then click the delete button.



**Figure 71 – Delete Cover Page**

Confirm the deletion in the dialogue box that appears.

# 10 PAGE BREAKS

There you are typing away and when you arrive at the bottom of the page, Word automatically creates a new blank page. It is a bit like magic! This is known as an Automatic Page Break and Word will happily keep on creating new pages whenever you need them. However, there are times when you want to control the page breaks yourself. This can be done with manual page breaks.

There are also several ways to control how page breaks behave in relation to the text on the page.

## 10.1 WORKING WITH PAGE BREAKS

The easiest way to add a manual page break is to use the keyboard shortcut. Simply place the cursor where you want the page break to work and press the Control Key and the Enter Key together. This will add a page break where the cursor is sitting.

You can also use the ribbon to add a page break.

Click the Layout Ribbon and then the dropdown arrow next to Breaks. Select the top option, Page, and a new page break will be added to your document.

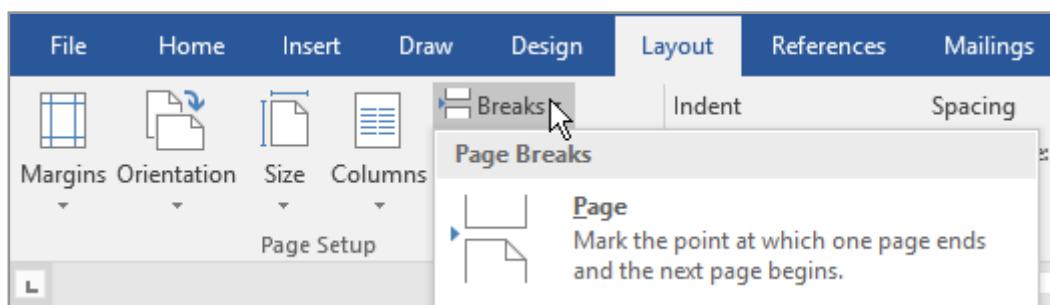


Figure 72 – Insert a Page Break

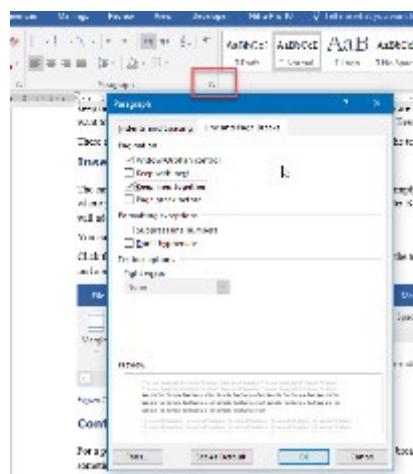
### 10.1.1 CONTROLLING AUTOMATIC PAGE BREAKS

For a professional document, you will want to control how the automatic page breaks behave because sometimes they will appear in places that you don't want them to.

### 10.1.2 PREVENT PAGE BREAKS IN THE MIDDLE OF A PARAGRAPH

Select the paragraph that you wish to stop breaking onto two pages.

On the Home or Layout Ribbon click on the paragraph dialogue box launcher and then click on Line and Page Breaks.



**Figure 73 – Keep Lines Together**

### 10.1.3 PREVENT PAGE BREAKS BETWEEN PARAGRAPHS

Highlight the paragraphs that you want to keep together and click on the paragraph dialogue box launcher as above.

Tick the Keep with Next option.

### 10.1.4 SET A PAGE BREAK TO OCCUR BEFORE A PARAGRAPH

Click into the paragraph that you want to **follow** a page break. Click the paragraph dialogue box launcher as above and select the Page Break Before check box.

### 10.1.5 TWO LINES AT THE TOP OR BOTTOM OF A PAGE

A professional-looking document never ends a page with just one line of a new paragraph or starts a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a widow. The first line of a paragraph by itself at the bottom of a page is known as an orphan.

Select the paragraphs where you want to avoid two lines at the top or bottom of a page and then click the paragraph dialogue box launcher as above. Tick the check box for Widow and Orphan Control.

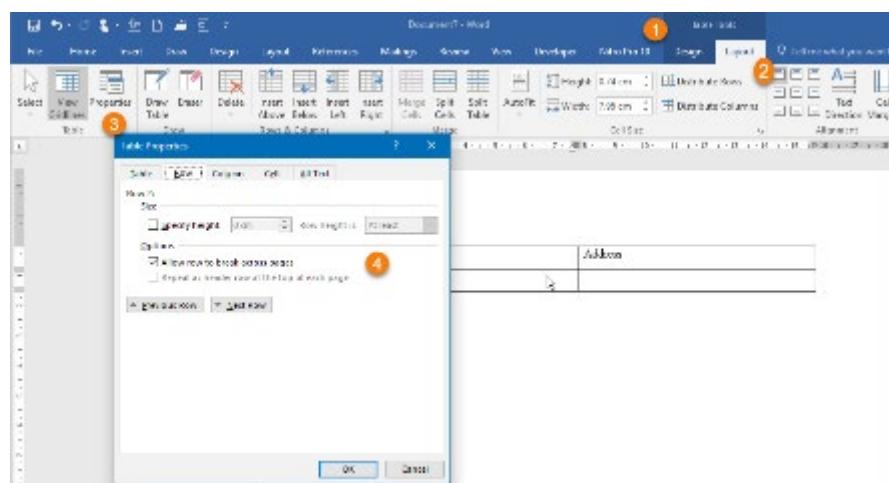
Note that this option is turned on by default.

### 10.1.6 PREVENT PAGE BREAKS IN A TABLE ROW

Click into the row in the table that you do not want to break

In the contextual Table Tools Ribbon (1) click on the Layout Ribbon (2) and then click Properties (3).

Click the Row Tab and uncheck the box Allow Row to break across pages (4).

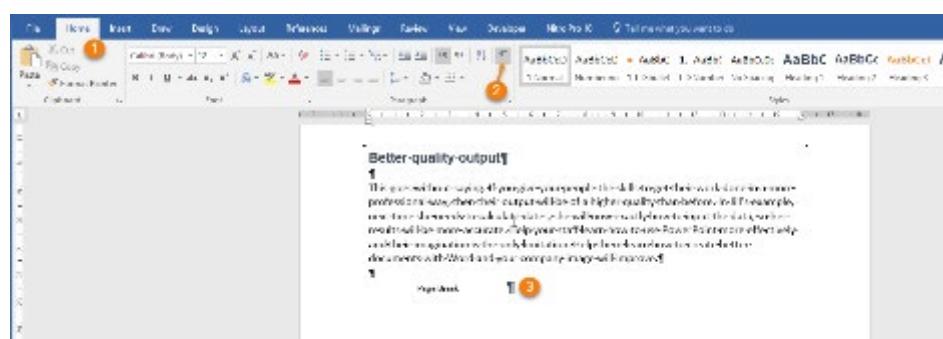


**Figure 74 – Prevent Row Breaking Across Pages**

### 10.1.7 DELETE A PAGE BREAK

You cannot delete an automatic page break. To delete a manual page break, display the document in Draft view and then delete the page break. You may need to display paragraph marks to see the page break.

On the Home Ribbon (1) turn on the display non-printing characters icon (formerly known as show/hide paragraph marks) (2). Click on the Page Break (3) and use the DELETE key.



**Figure 75 – Show Hide Paragraph Marks and Delete**

# 11 SECTION BREAKS

When you need to have different formatting for different parts of your document or perhaps different headers and footers, section breaks are used. Imagine that you have a three-page document with a large table in the middle page. It would be useful to make the middle page landscape to display the table more fully. However, you still want the first and third pages to be portrait. When doing this, please bear in mind that a portrait page can have more rows than a landscape page, and a landscape page can have more columns. When you change the orientation of a page from portrait to landscape you may get two pages instead of one. In addition, when writing a long report there may be different chapters or sections that need different headers and footers.

## 11.1 TYPES OF SECTION BREAK

- Next Page** Creates a new section and places the new section on the next page.
- Continuous** Places section break in current location – for columns in part of the document.
- Even Page** Use this when you want all your chapters to start on pages with even numbers.
- Odd Page** Use this when you want all your new sections to be on odd numbered pages.

### 11.1.1 ADDING A SECTION BREAK

Click in the document where you wish to place the section break and then pick the one you want to use.

On the Layout Ribbon, click on the down arrow next to Breaks.

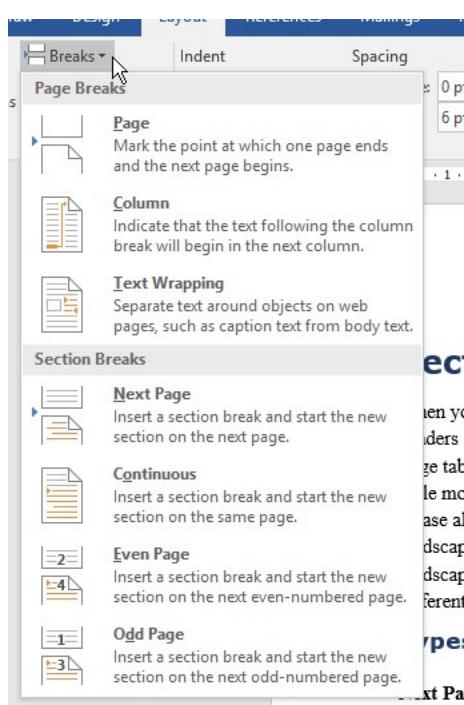
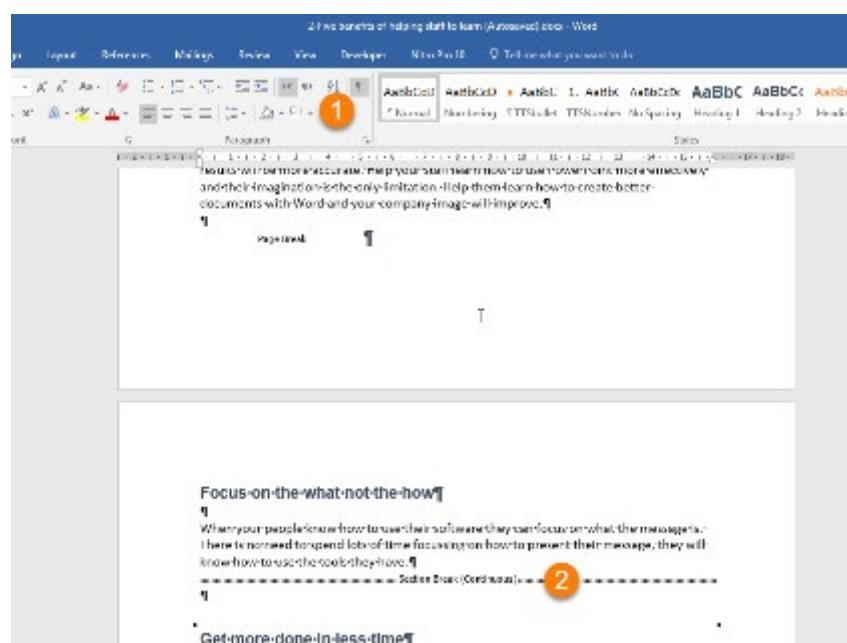


Figure 76 – Section Breaks

### 11.1.2 VIEW A SECTION BREAK

To see any section breaks in your document you will need to display all the non-printing characters.

Click on the Home Ribbon (1) and then click on Display non-printing characters (2) (formerly known as the show/hide button).



**Figure 77 – See Sections Breaks**

### 11.1.3 DELETE A SECTION BREAK

Display the section break in the document as above and then click on it and press the DELETE key on your keyboard.

## 11.2 DIFFERENT FORMATTING FOR DIFFERENT SECTIONS

Let's take the example of the document where the middle page needs to be landscape. We will need to add two section breaks one at the top of page 2 and one at the bottom of page 2. Each section break controls the formatting of the section that comes **before** the section break. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

I have a document with five pages. I would like page 3 to be landscape and the rest of the document to be portrait. This will create three sections – page 1 and 2 become section 1, page 3 becomes section 2 and page 4 onwards become section 3. With me so far? Good.

I have used Section Break Next Page and now have sections in the document.

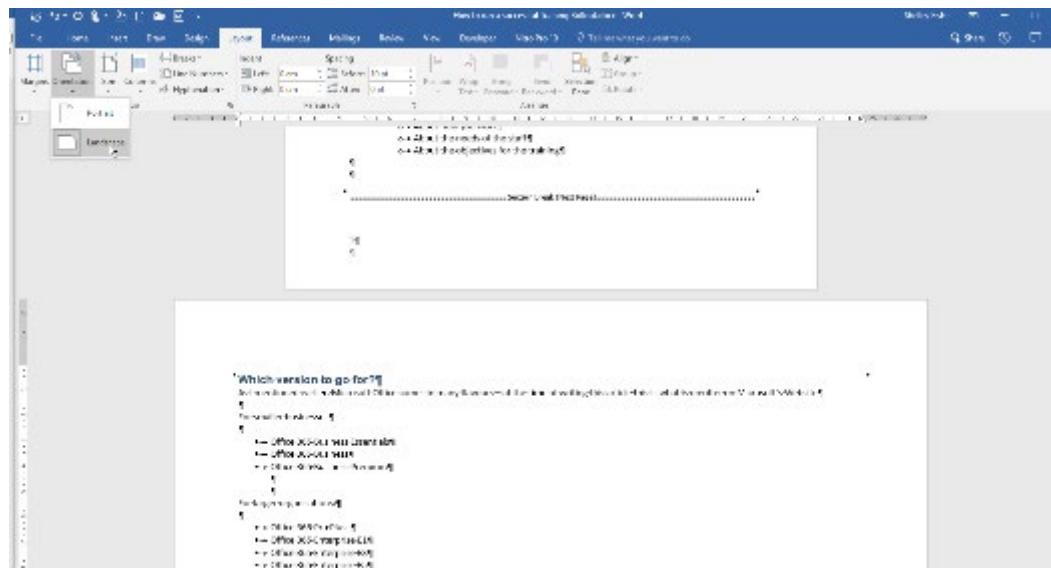


**Figure 78** – Section Breaks in the Document

Now I have the sections set up, I can change the orientation of the middle section.

Click inside the section you wish to change.

On the Layout Ribbon select Landscape – the formatting will be applied to the current section only.



**Figure 79** – Landscape Formatting

In my example the new landscape section has two pages as there are too many rows of text for just one landscape page.

If you display the header or footer you can see the sections more clearly as they are also numbered.



**Figure 80** – Numbered Sections

### 11.3 DIFFERENT HEADERS OR FOOTERS FOR DIFFERENT SECTIONS

As we have seen, we can have different formatting in different sections. Now let's look at different headers or footers for different sections.

Here I am in the footer of Section 1 in the document. I will type in the text to appear in the footer of section 1.

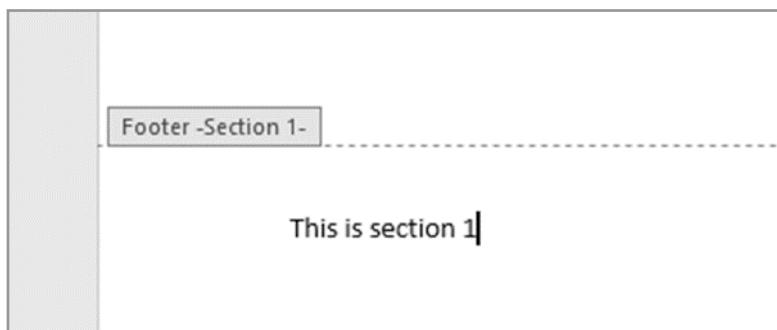
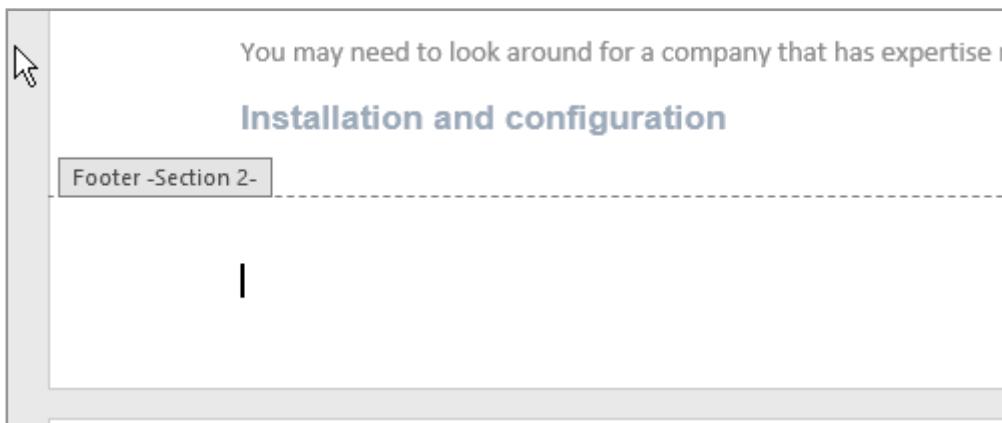


Figure 81 – Footer Section 1

An advertisement for the CISO Conference. It features a night photograph of the Apollo Hotel building. On the left, there is a red lightbulb icon and the text "CISO Conference" followed by "Produced by Inspired". On the right, there is a white box containing the text "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". At the bottom, there is a call-to-action box with the text "Listen, learn &amp; build relationships with our Network of CISOs &amp; Cyber Security Leaders" and the "Inspired" logo.

When I navigate to the next footer, it is empty.



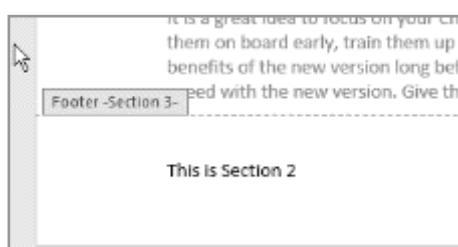
**Figure 82** – Empty Footer

I can now type whatever I wish into the second footer and it will stay disconnected from the first one.



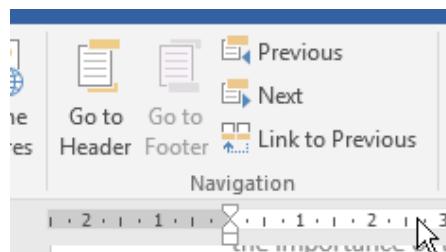
**Figure 83** – Empty Footer Section 2

When I navigate to the footer of Section 3 though I notice that it is the same as the one for Section 2.



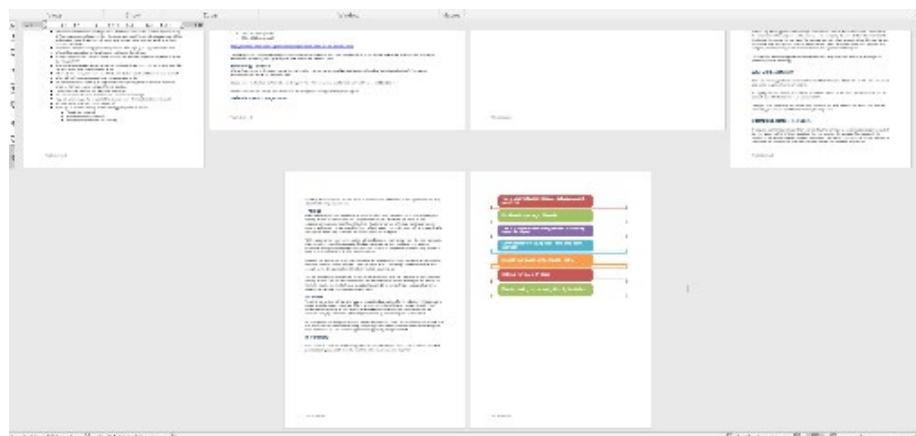
**Figure 84** – Footer Section 3

To make sure that the footer of section 3 is different to the footer of section 2, I must click on the Link to Previous button in the Navigation part of the Header and Footer Ribbon. This will disconnect the current footer from the previous one, allowing me to type different text into the new footer.



**Figure 85 – Link to Previous**

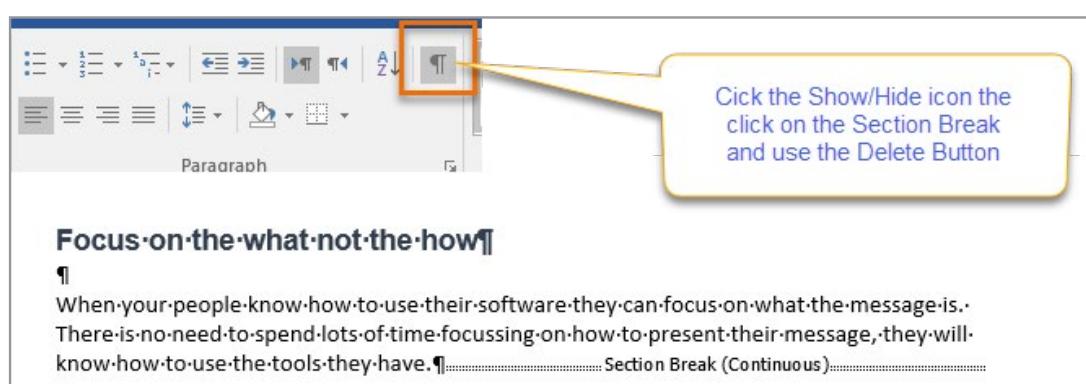
Now I have all my sections with different formatting and with different footer text.



**Figure 86 – Different Formatting for Different Sections**

### 11.3.1 DELETE SECTION BREAKS

Display the paragraph marks by clicking on Show/Hide paragraph marks icon and then click on the Section Break and press Delete.



**Figure 87 – Paragraph Mark to Delete Section Break**

# 12 REFERENCES

## 12.1 TABLE OF CONTENTS

You know the feeling, you have a long document with lots of headings. You have typed in all your text, saved the document and heave a sigh of relief. Then you remember, you need a table of contents to help your reader navigate the document. Previously, you may have sat down, with a notebook and pen, listed out all the topics and the page numbers and then typed them out on a separate page at the beginning of your document. It took a while, but it got done – then you have to change something. The page numbers or the headings or both are now different. The table of contents needs to be redone.

With Microsoft Word's automatic table of contents your table of contents is created in a flash and can be updated just as fast.

### 12.1.1 TABLE OF CONTENTS DEPENDENT ON STYLES

Microsoft Word looks for Heading Styles in your document and uses these to create the Table of Contents. You can decide how many levels are in the Table of Contents, normally:

Heading 1 = Level 1

Heading 2 = Level 2

Heading 3 = Level 3

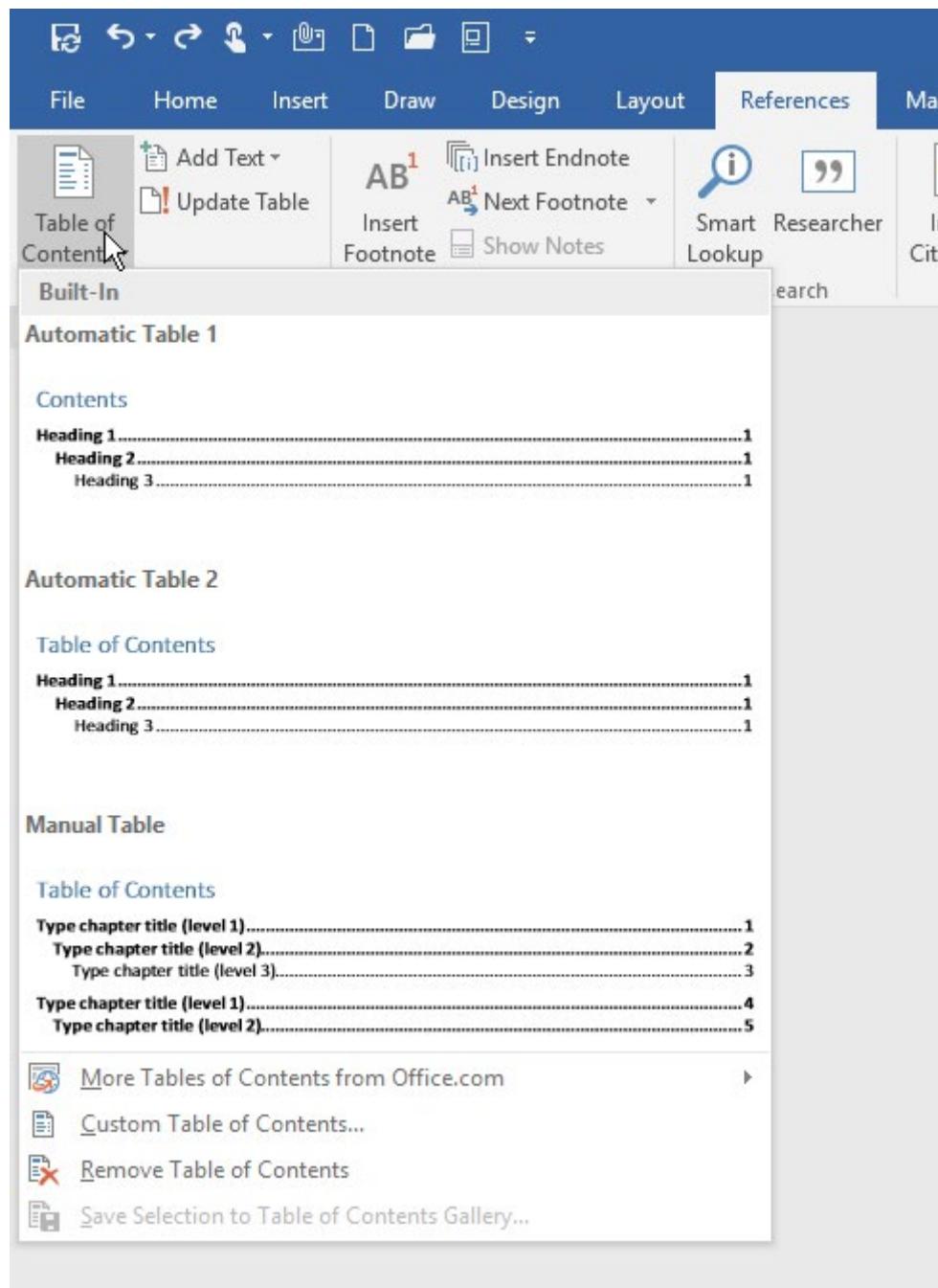
And so on. In most cases, heading 3 is as far as it goes.

A table of contents is in effect a big field – a placeholder for text in the heading styles. If those change you just need to update the field.

### 12.1.2 CREATE A TABLE OF CONTENTS

Make sure that the cursor is placed in the location where you wish to add the table of contents. This is usually at the top of a blank page.

On the References Ribbon click Table of Contents on the far left and select one of the two automatic table of content styles.



**Figure 88** – Insert Table of Contents.

As soon as you select the table of contents, it is added to the document.

Contents	
<b>Increased confidence .....</b>	<b>2</b>
<b>Morale.....</b>	<b>2</b>
<b>Better quality output .....</b>	<b>2</b>
<b>Focus on the what not the how.....</b>	<b>3</b>
<b>Get more done in less time .....</b>	<b>3</b>

**Figure 89** – Table of Contents Added

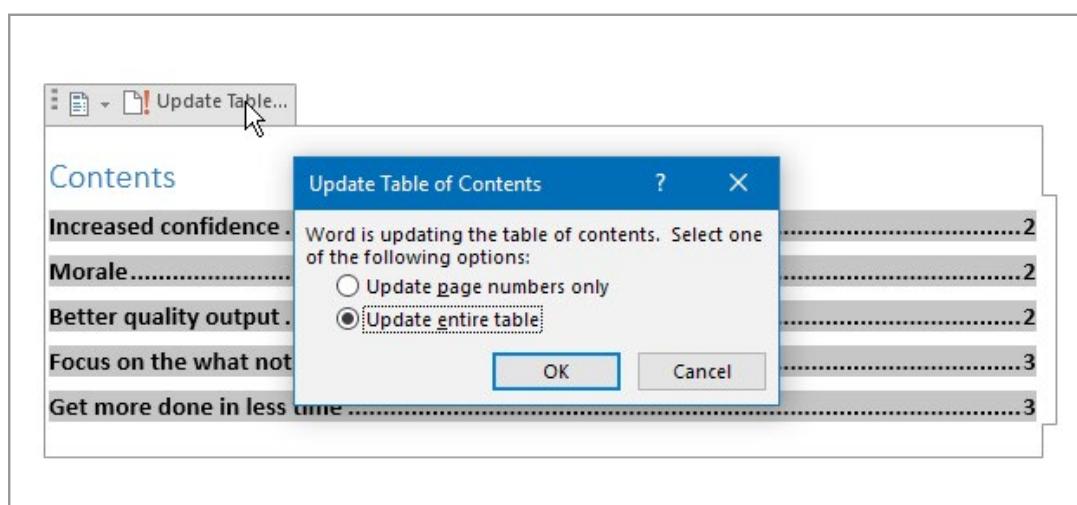
### 12.1.3 UPDATE A TABLE OF CONTENTS

The table of contents will not update all by itself. As we said above it looks for text in the heading styles specified and pulls that text into the table of contents. If you add more text so that the page numbers change or more headings and text so that there are more headings and different page numbers, then you will need to update the table of contents.

Click into the table of contents, you will see that the headings go grey and appear to be selected – this is because they are fields. Click the button at the top of the selection marked Update Table.

If you have added in extra headings and more text, select Update Entire Table.

If you have just added extra text or moved things around select Update page numbers only.



**Figure 90** – Update Table of Contents

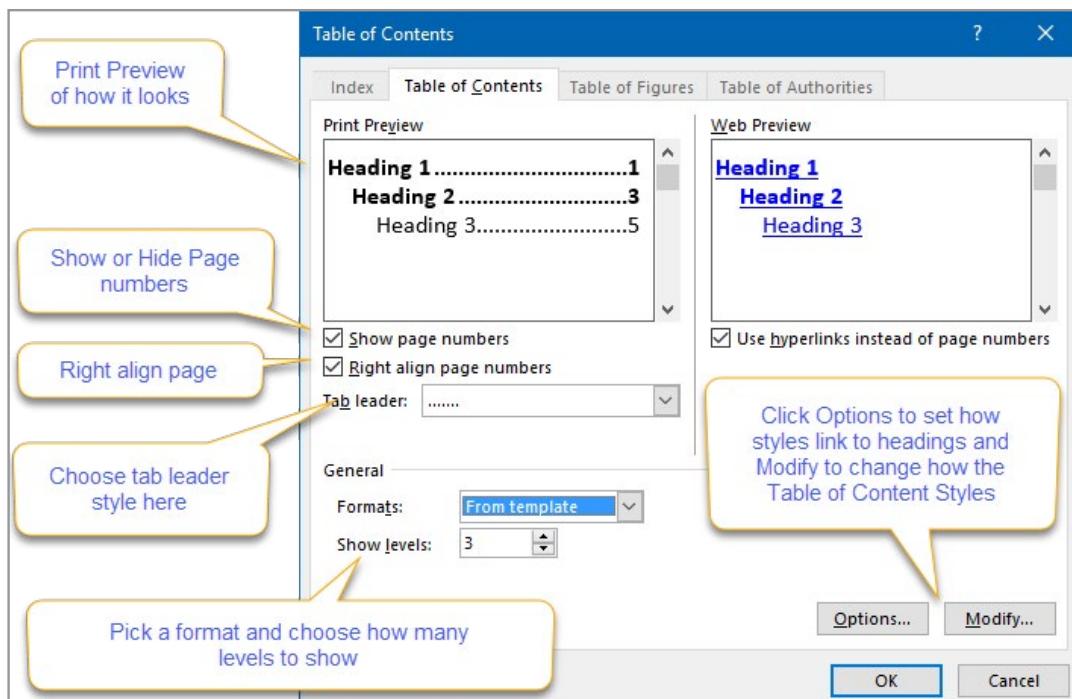
In my example, I have added an extra heading.

Heading	Page Number
Increased confidence .....	2
Morale.....	2
Better quality output .....	2
Focus on the what not the how.....	3
Get more done in less time .....	3
<b>Expert Staff.....</b>	<b>3</b>

**Figure 91** – Extra Heading Added

#### 12.1.4 MODIFY THE TABLE OF CONTENTS

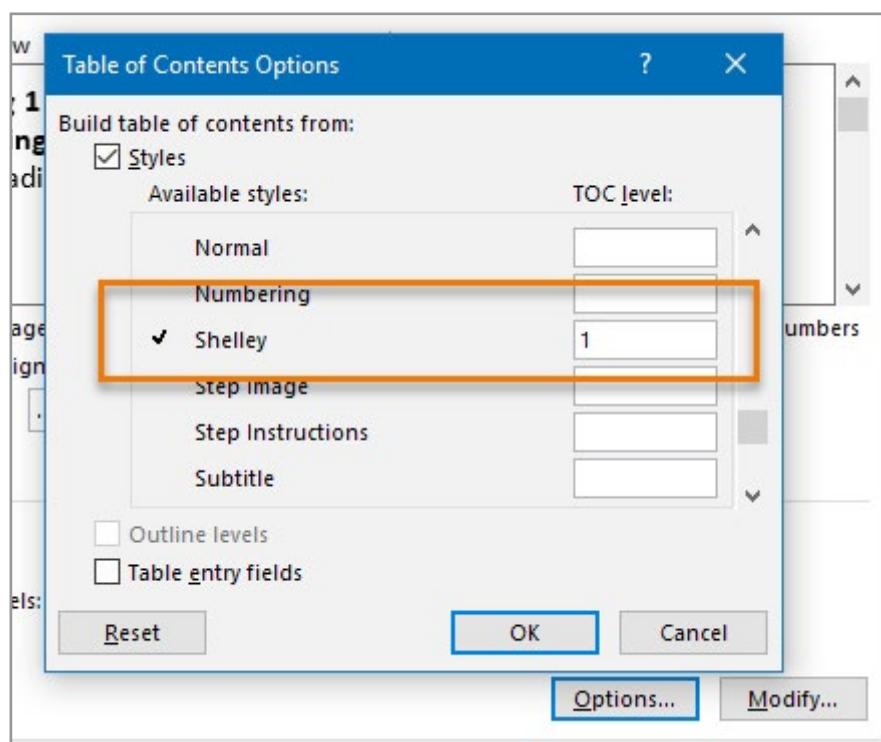
To change how the table of contents looks and which headings are included, click on the drop down under table of contents on the References Ribbon and select Custom Table of Contents.



**Figure 92** – Modify a Table of Contents

### 12.1.5 LINK STYLES TO TABLE OF CONTENT HEADING LEVELS

Click Options and link the styles in your document to the heading level styles for the table of contents. When you have your own styles in a document and you want to include them in the table of contents at a particular table of contents style level, create the link here. For example, I have a style called Shelley and I want any heading in this Style to appear in the Table of Contents at the Level 1. This is the TOC or Table of Contents Style Level 1. Called TOC1.



**Figure 93 – Add New Style to Table of Contents Level**

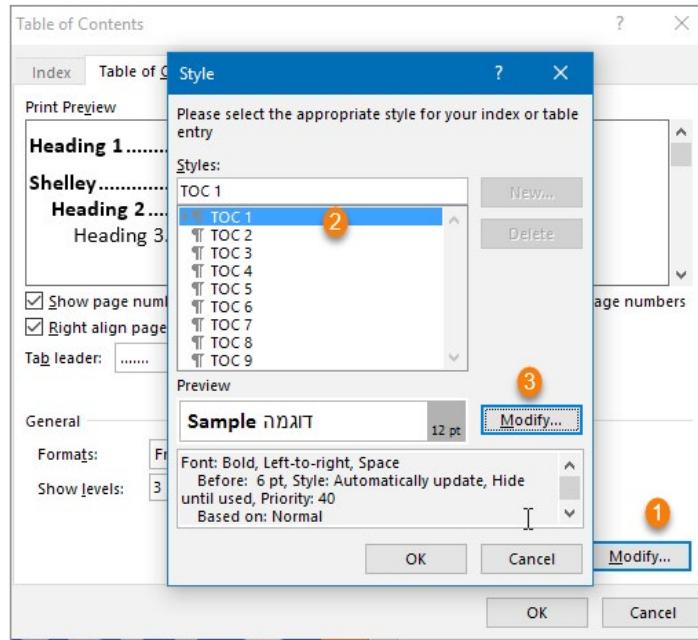
### 12.1.6 CHANGE HOW THE TOC STYLES LOOK

To change how the table of contents styles themselves appear, you can modify them just like any other style. There are two ways to get to them easily.

#### 12.1.7 METHOD ONE

From the References Ribbon, click on Insert Table of Contents and then select Custom Table of Contents. Then click the Modify button shown here.

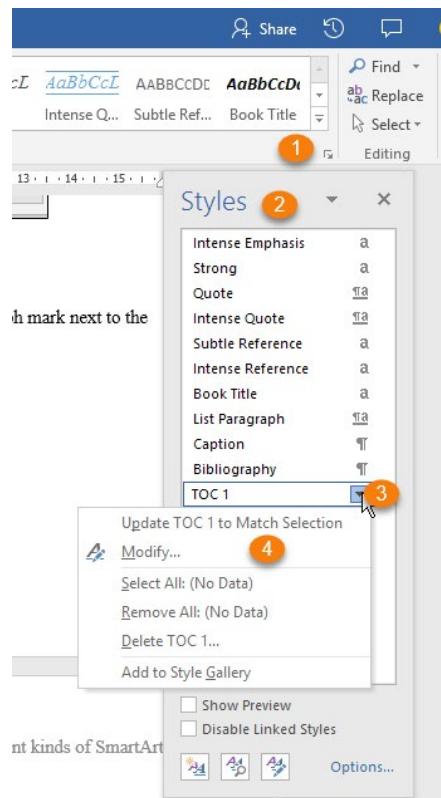
Once you have clicked Modify within the smaller dialogue box, you will be taken to the Modify Style dialogue where you can make changes to how the style looks.



**Figure 94 – The Modify Button to Modify a TOC Style**

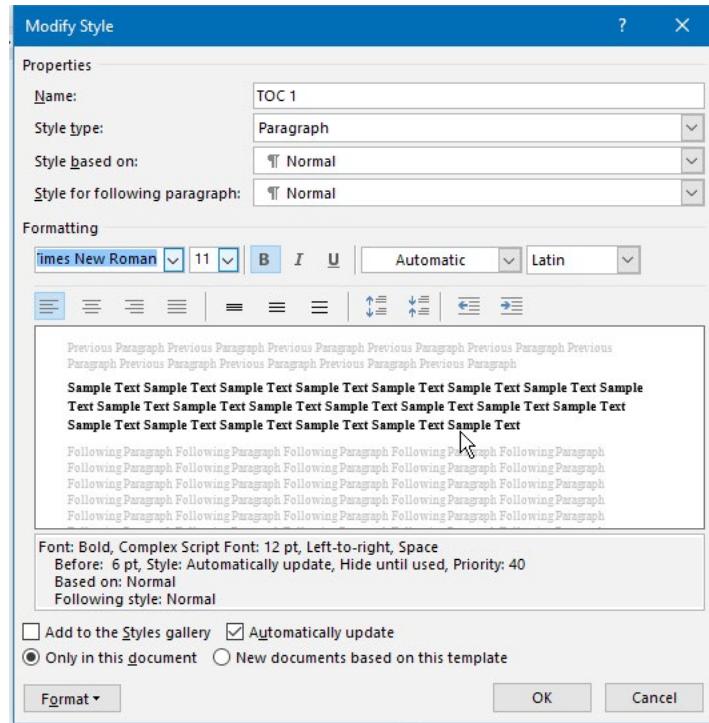
### 12.1.8 METHOD TWO

Click the dialogue box launcher(1) for the Styles Pane (2) and then click on the paragraph mark next to the style to change(3) and you will see then click Modify (4).



**Figure 95 – Click the Dialogue Box Launcher to See the Task Pane**

Make the changes to the style and then see them reflected in the table of contents.



**Figure 96** – Modify the Style

Contents

<b><i>Increased confidence</i></b> .....	<b>2</b>
<b><i>Morale</i></b> .....	<b>2</b>
<b><i>Better quality output</i></b> .....	<b>2</b>
<b><i>Focus on the what not the how</i></b> .....	<b>3</b>
<b><i>Get more done in less time/</i></b> .....	<b>3</b>
<b><i>Expert Staff</i></b> .....	<b>3</b>
<b><i>Time Saver</i></b> .....	<b>3</b>

**Figure 97** – Updated Styles

# 13 FOOTNOTES AND ENDNOTES

Adding footnotes and endnotes to your document is simple. Decide where you want them to be and then add them.

**Footnotes** – appear at the foot of the page you insert them in.

**Endnotes** – appear at the end of the document.

## 13.1 ADD A FOOTNOTE

From the References Ribbon click on Insert Footnote

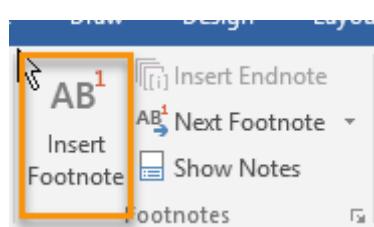


Figure 98 – Insert Footnote

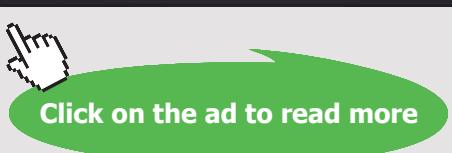
 Max's next Bookboon eBook  
**Your Boss: Sorted!**  
By Patrick Forsyth - 55 pages

**Unlock your life.  
Bookboon Premium is your key.**

2000+ modern day bite-sized eBooks about soft skills and personal development. Written by the brightest minds in business.

[bookboon.com](http://bookboon.com)

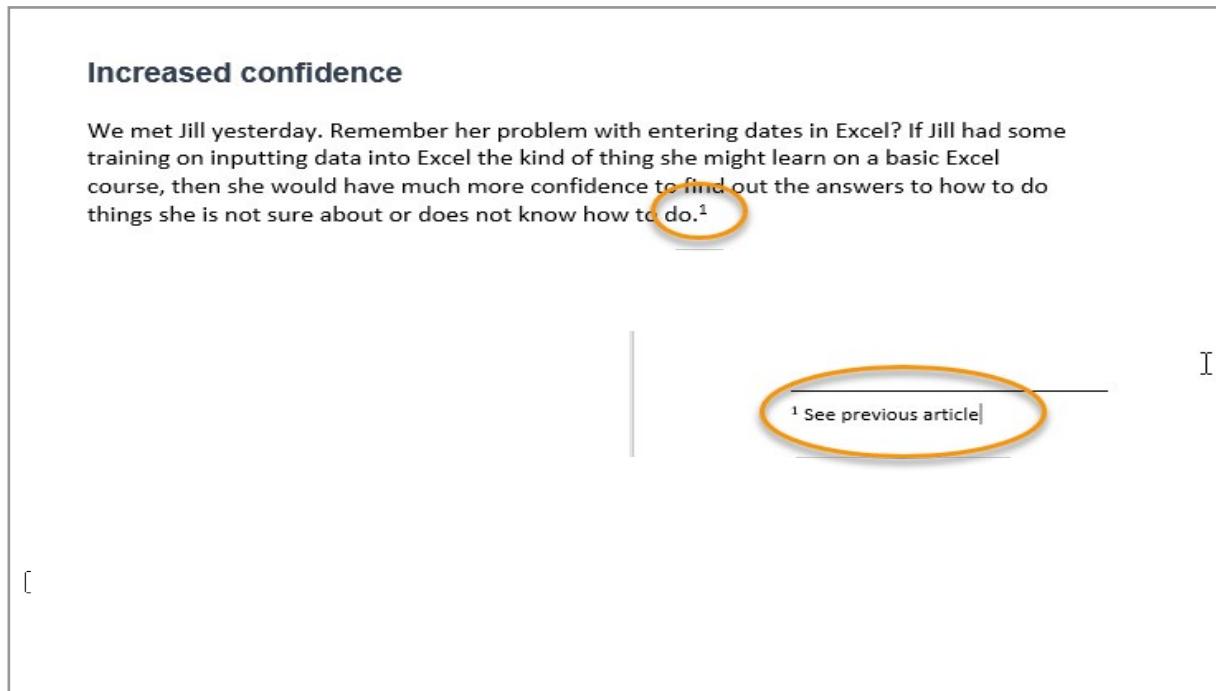
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Click on the ad to read more

Then type the footnote in the space at the bottom of the page.

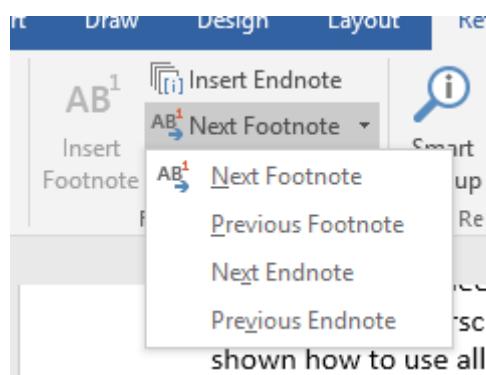
Note the number that appears in the text denoting the footnote number.



**Figure 99** – Type the Text for the Footnote

### 13.1.1 NAVIGATE THROUGH FOOTNOTES

When you have many footnotes in a document all appearing on different pages, you may wish to navigate your way through them. Click the relevant icon on the References Ribbon to move to the next or previous footnote. Similarly, you can move between endnotes as the markers for them may well be on different pages.



**Figure 100** – Navigate through Footnotes/Endnotes

## 13.2 ADD AN ENDNOTE

Click Insert Endnote on the References Ribbon.

Then type the text for the endnote that appears at the end of the document. Continue adding endnotes until you are done.



Figure 101 – Insert Endnotes

### 13.2.1 SHOW FOOTNOTES OR ENDNOTES

If your cursor is just somewhere in the document and you wish to jump to see the footnotes or endnotes you can use the Show Notes option.

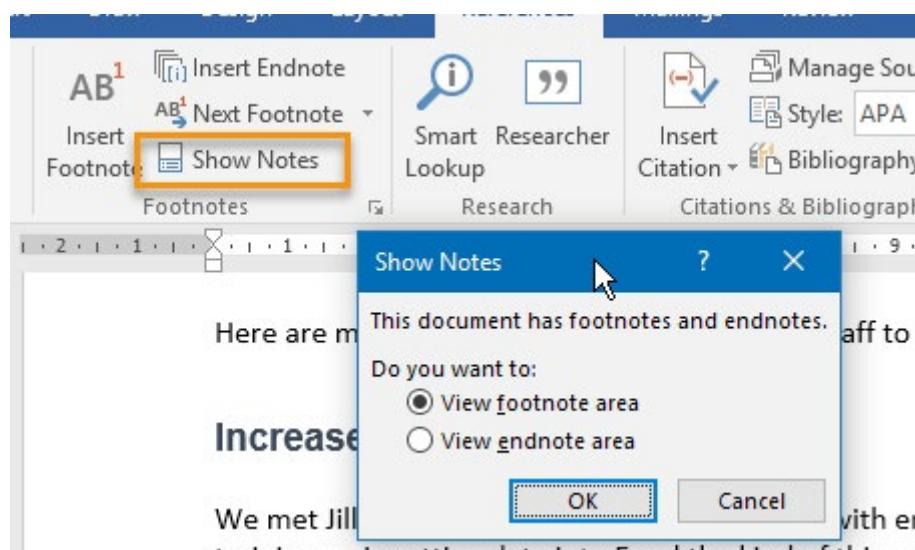


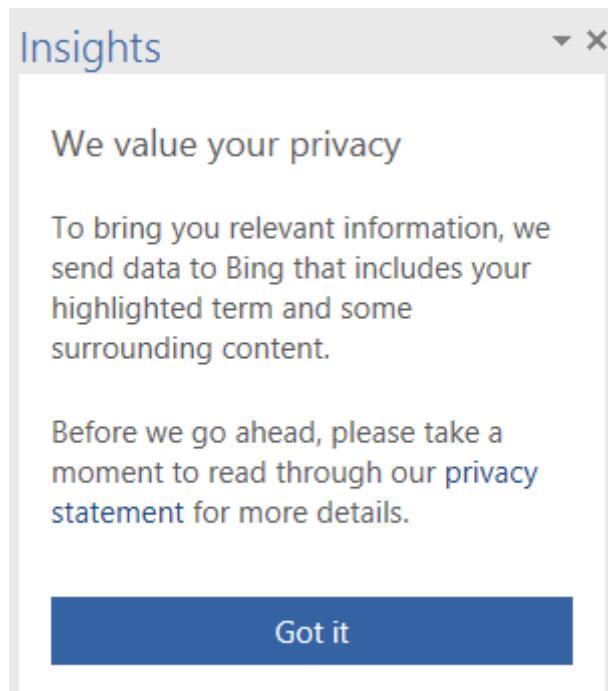
Figure 102 – Show Footnotes/Endnotes

# 14 SMART LOOKUP

Smart Lookup is a new feature in Word 2016. It helps you to find definitions and information about the word or phrase you have selected.

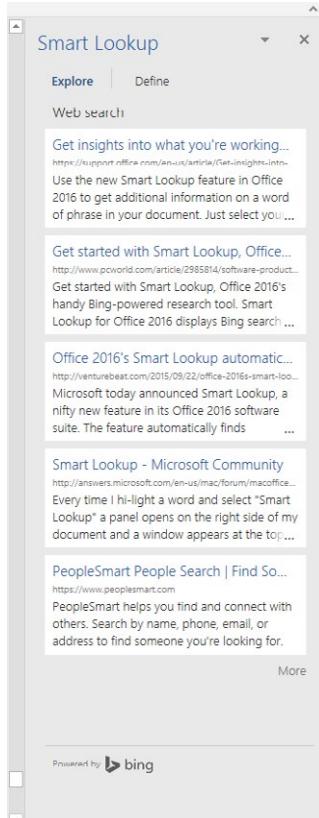
To use it, select a word or phrase in your document and then click on the Smart Lookup icon on the References Ribbon or Right click and select Smart Lookup.

The first time you use the feature you will see the following warning about privacy and how Microsoft treats it. Note that this feature uses Bing Search.



**Figure 103 – Insights Warning**

Once you have clicked on Got it you will see the Smart Lookup pane on the right hand side of the screen. Note that not only is there the Explore area there is also a Define tab so that you can find definitions of your word/phrase.



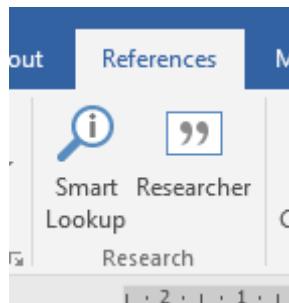
**Figure 104 – The Smart Lookup Pane**

Smart Lookup is powered by Bing.

# 15 RESEARCHER

Researcher is a brand-new feature in Word 2016. It will help you research a topic from right inside your document.

Click on the Researcher icon on the References Ribbon and type your topic into the search box at the top of the Research pane that displays.



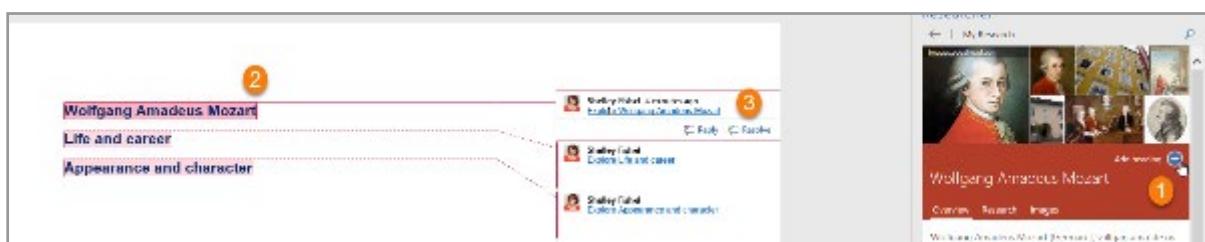
**Figure 105 – Researcher Pane**



**Figure 106 – Adding Research Topics**

You will find a list of topics that you can add to your document from here. To read a topic click on it.

You can add the topic as a heading in your document – when you do this it inserts the heading with a comment and a link so that you can explore further later. This enables you to build up the structure of the document.

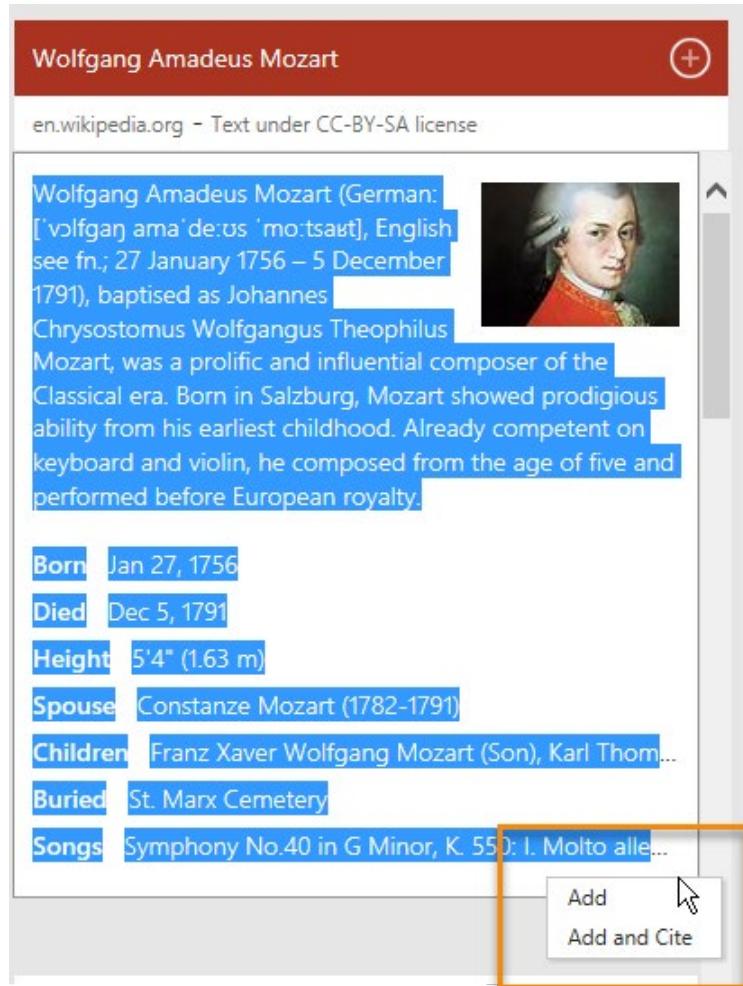


**Figure 107** – Adding Research Topics

Click Add Heading (1) to add the Heading to your document. The heading is added (2) along with a comment and a link to the online article (3).

Once the document is structured, it is time to go and get the content that you want to add and cite.

Click on the link to the article from the comment, and then select the text to add from the text pane that opens on the right hand side of the document. Right click and choose whether to Add or Add and Cite.



**Figure 108 – Add and Cite**

The content is added with a citation reference at the bottom

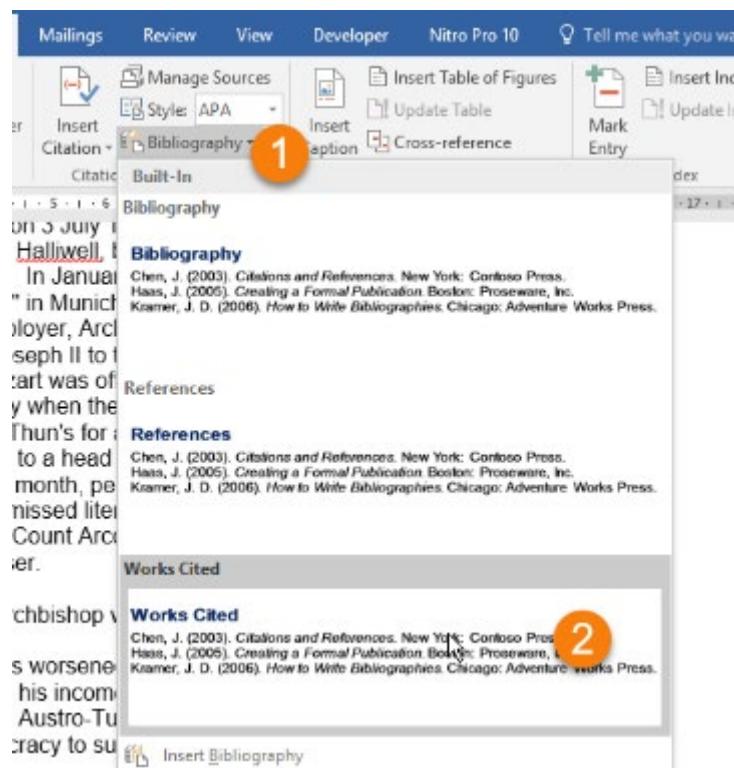


**Figure 109 – Content Added with Citation**

Once you have added all the text you want to from the web, you can create a Works Cited list automatically from all the citation marks you have previously added.

## 15.1 ADD A LIST OF WORKS CITED

On the References Ribbon click on the drop down arrow underneath Bibliography (1) and select Works Cited (2).



**Figure 110 – Works Cited**

A list is generated of all the citations listed in the document.



**Figure 111 – Citations Listed**

This list can be updated once you have added any further citations to the document.

## 15.2 CREATE A BIBLIOGRAPHY

Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography. If you don't have all the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

**Note:** Placeholder citations do not appear in the bibliography.

### 15.2.1 ADD A NEW CITATION AND SOURCE TO A DOCUMENT

On the References Ribbon, in the Citations & Bibliography group, click the arrow next to **Style**.

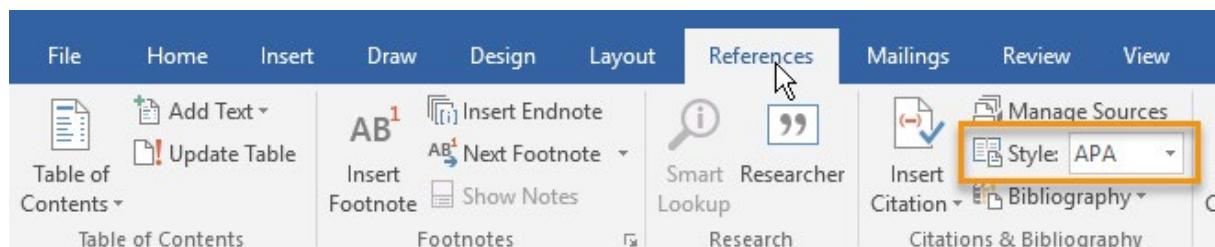


Figure 112 – Set the Style for the Bibliography

1. Click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.
2. Click at the end of the sentence or phrase that you want to cite.
3. On the References Ribbon, in the Citations & Bibliography group, click Insert Citation.

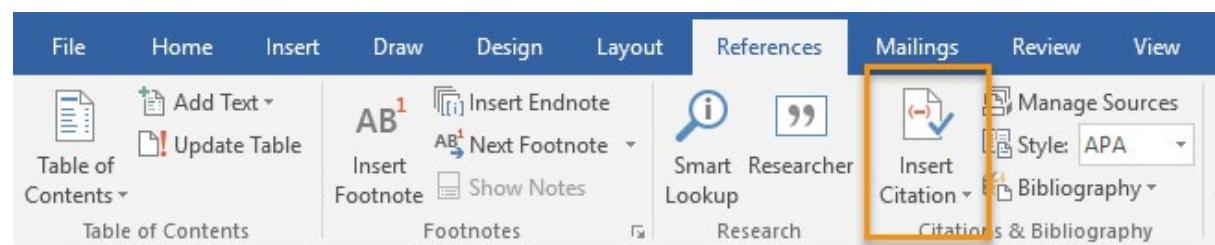


Figure 113 – Insert a Citation

4. Do one of the following:

- To add the source information, click Add New Source, then begin to fill in the source information by clicking the arrow next to Type of source. For example, your source might be a book, a report, or a Web site.
- To add a placeholder, so that you can create a citation and fill in the source information later, click Add New Placeholder. A question mark appears next to placeholder sources in Source Manager.

5. Fill in the bibliography information for the source.

To add more information about a source, click the Show All Bibliography Fields check box.

Now you can create your bibliography.

#### 15.2.2 NOTES:

- If you choose a GOST or ISO 690 style for your sources and a citation is not unique, append an alphabetic character to the year. For example, a citation would appear as [Pasteur, 1848a].
- If you choose ISO 690-Numerical Reference and your citations still don't appear consecutively, you must click the ISO 690 style again, and then press ENTER to correctly order the citations.

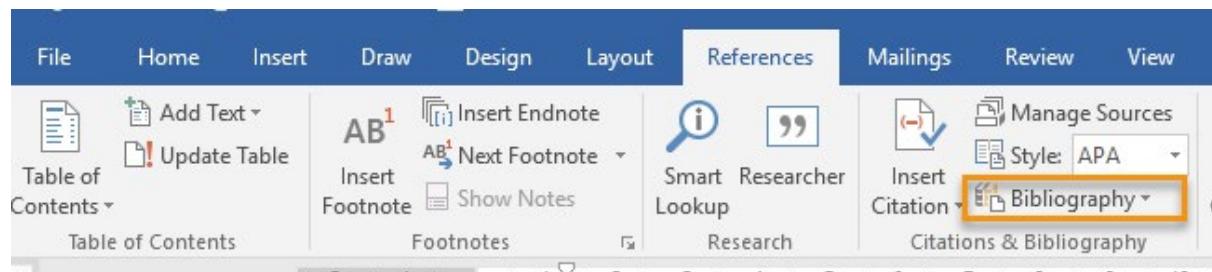


The image shows a woman with long blonde hair, wearing a blue tank top, smiling while wearing a black VR headset. To her right is a red rectangular advertisement for MT Højgaard. The ad features the company's logo (a stylized 'M' and 'H') and the text 'MT Højgaard'. Below this, in large white capital letters, is 'BEDRE LØSNINGER'. Underneath, there is a block of Danish text: 'I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?' At the bottom of the ad is the website 'mth.dk/vorestilgang'.

## 15.3 ASSEMBLE A BIBLIOGRAPHY

Now that you've inserted one or more citations and sources in your document you can assemble your bibliography.

1. Click where you want to insert a bibliography, usually at the end of the document.
2. On the References tab, in the Citations & Bibliography group, click Bibliography.



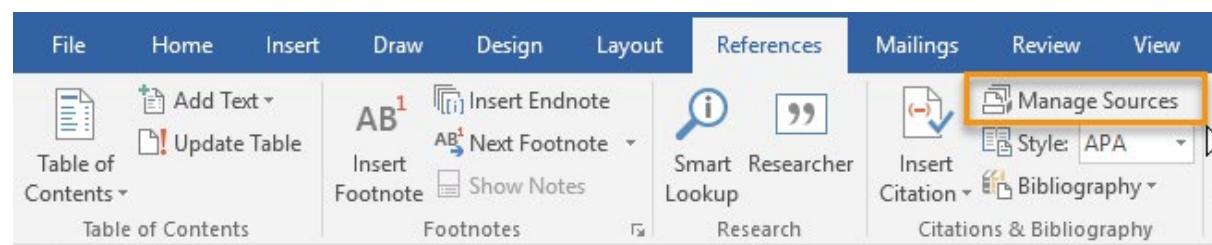
**Figure 114** – Create a Bibliography

3. Click a predesigned bibliography format to insert the bibliography into the document.

### 15.3.1 FIND A SOURCE

The list of sources that you use can become quite long. At times, you might search for a source that you cited in another document by using the Manage Sources command.

1. On the References Ribbon, in the Citations & Bibliography group, click Manage Sources.



**Figure 115** – Manage your Sources

If you open a new document that does not yet contain citations, all the sources that you used in previous documents appear under Master List.

If you open a document that includes citations, the sources for those citations appear under Current List. All the sources that you have cited, either in previous documents or in the current document, appear under Master List.

To find a specific source, do one of the following:

- In the sorting box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.
- In the Search box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

**Note:** You can click the Browse button in Source Manager to select another master list from which you can import new sources into your document. For example, you might connect to a file on a shared server, on a research colleague's computer or server, or on a website that is hosted by a university or research institution.

### 15.3.2 EDIT A CITATION PLACEHOLDER

Occasionally, you may want to create a placeholder citation, and then wait until later to fill in the complete bibliography source information. Any changes that you make to a source are automatically reflected in the bibliography, if you have already created one. A question mark appears next to placeholder sources in Source Manager.

1. On the References Ribbon, in the Citations & Bibliography group, click Manage Sources.

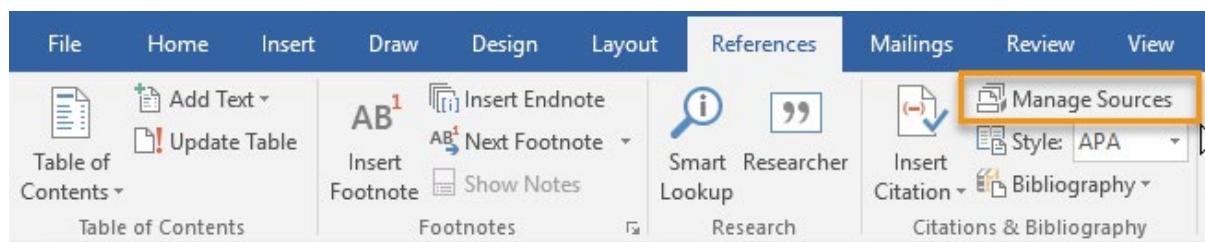


Figure 116 – Edit Placeholder Citations

2. Under Current List, click the placeholder that you want to edit.

**Note:** Placeholder sources are alphabetised in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word Placeholder and a number, but you can customise the placeholder tag name with whatever tag you want.

1. Click Edit.
2. Begin to fill in the source information by clicking the arrow next to Type of source. For example, your source might be a book, a report, or a website.
3. Fill in the bibliography information for the source. To add more information about a source, click the Show All Bibliography Fields check box.

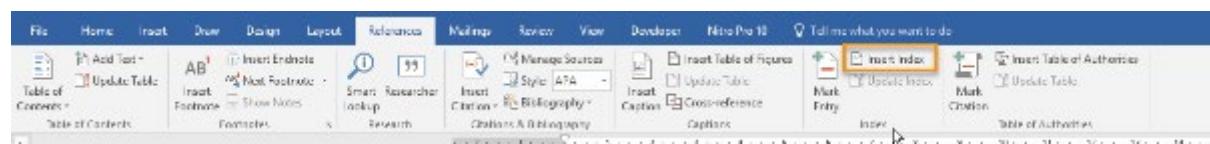
# 16 INDEX

An index usually lives at the end of the document and provides a list of items that your reader may want to find quickly along with the page number where the item can be found. For example, in this book you will find an index at the end with lists of features and where to find them.

To construct an index you will need to mark the index entries, this places hidden text into the document which in turn will be referenced in the way that you specify. When you have finished marking up all the index entries, it is time to create the index itself. Alternatively, you can add an index placeholder and then go and mark the entries. You will then need to update the index to make the entries appear.

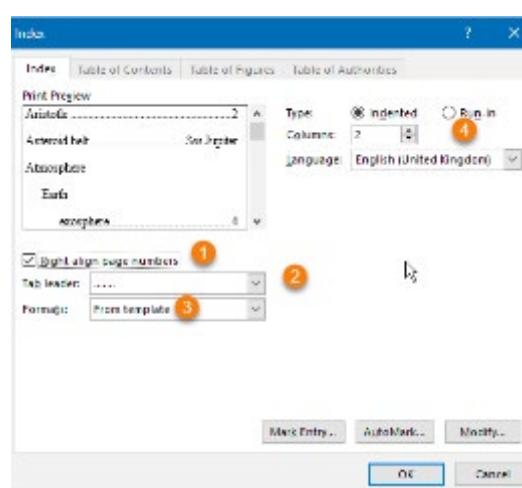
## 16.1 ADD AN INDEX PLACEHOLDER

On the References Ribbon click on Insert Index



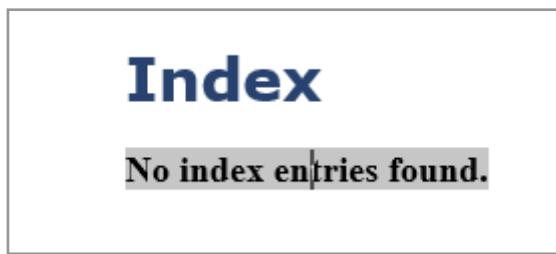
**Figure 117 – Insert an Index Placeholder**

Tick Right Align page numbers (1) to have the numbers separated from the text and decide if you want a tab leader, then choose what it looks like (2). Next decide what style the index should have (3). Pick from the list and see the preview in the Print Preview area. Decide on the type and how many columns your index should have.



**Figure 118 – Set the Style of the Index**

Once done click OK. You will now see the following in the document.

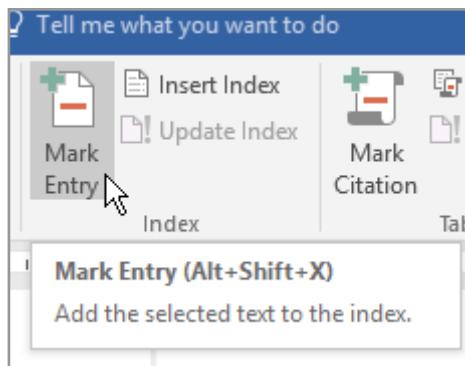


**Figure 119 – No Index Entries Found**

#### 16.1.1 MARK INDEX ENTRIES

At the moment, there are no index entries, just a placeholder for them. Now you will need to mark every item that you want to appear in the Index.

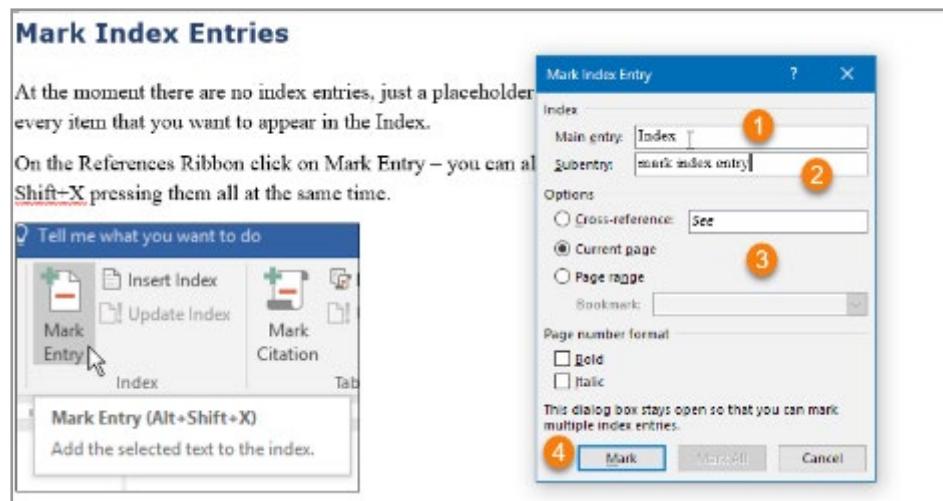
On the References Ribbon click on Mark Entry – you can also use the keyboard shortcut Alt + Shift + X pressing them all at the same time.



**Figure 120 – Mark Index Entries**

The Mark Index Entry box will open and you can leave this open as you mark all the entries.

To mark an entry, select some text and click into the Mark Entry box.



**Figure 121 – Mark an Index Entry – A Main and Subentry**

You may have a main entry, for example here is my entry for this section. Index is the main entry and I typed that into the Main entry box, I then typed in the subentry (mark index entry). This subentry will show below the main entry. Use this type of indexing when you want to index different steps in a process. For example, in my case index is the main topic and the subentries are the different processes.

The index entry will appear in the document like this:

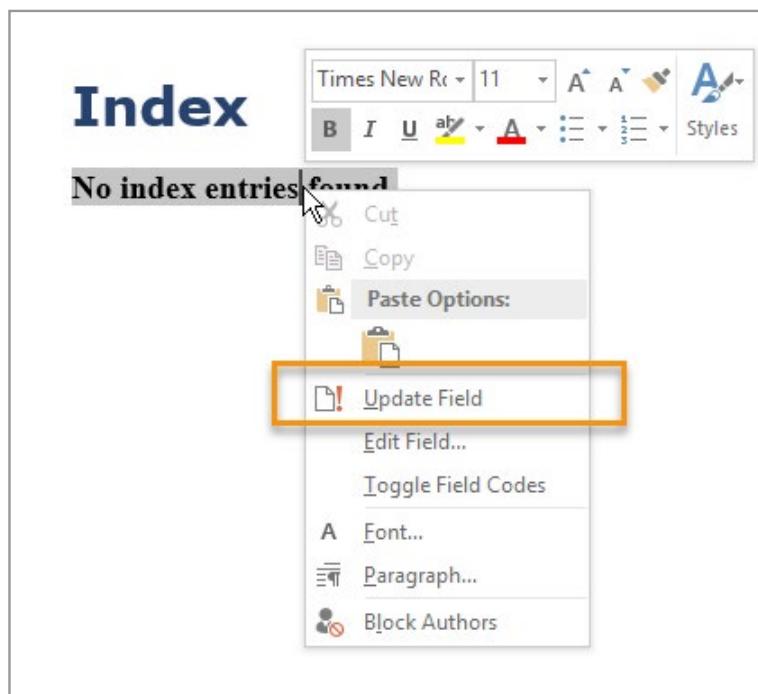


**Figure 122 – Index Entry Marked in the Document**

Note that the Show/Hide Paragraph marks has been switched on so that I can see the index entries. There is an opening curly brace with XE: and then the index text in quotation marks followed by curly braces at the end. All text inside the curly braces appears in the index. The colon shows which is the main entry and which is the sub entry.

### 16.1.2 UPDATE THE INDEX

To update the index right click and select Update Field.



**Figure 123** – Update Field

The Index will be updated like this:

<b>Index</b>	
Index.....	78
Add a placeholder .....	78
mark index entries.....	79
update the index.....	80

**Figure 124** – Updated Index

Once you have finished adding all the index entries to the document, switch off the show/hide paragraph marks. Otherwise, when you update the document before printing, the page numbers will be wrong. When the index entries are hidden, they do not take up page space. However, if the index entries are showing, then they will behave like any text and take up space. Do make sure that you turn off Show/Hide and update the index after doing so.

# 17 IMAGES

Adding pictures or shapes and illustrations to your document helps your reader to know what you are talking about.

## 17.1 WHERE DO MY PICTURES COME FROM?

Pictures can come from several locations:

- A file on your computer or network.
- Online – pictures can come from a web search, a SharePoint site or a web storage location.

### 17.1.1 INSERT A PICTURE

Let's start with a picture that lives on your computer.

On the Insert Ribbon click the Pictures icon.

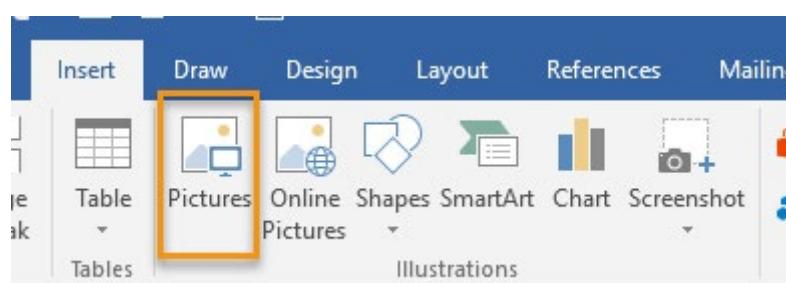


Figure 125 – Insert a Picture

Navigate to where the picture is stored and select it.

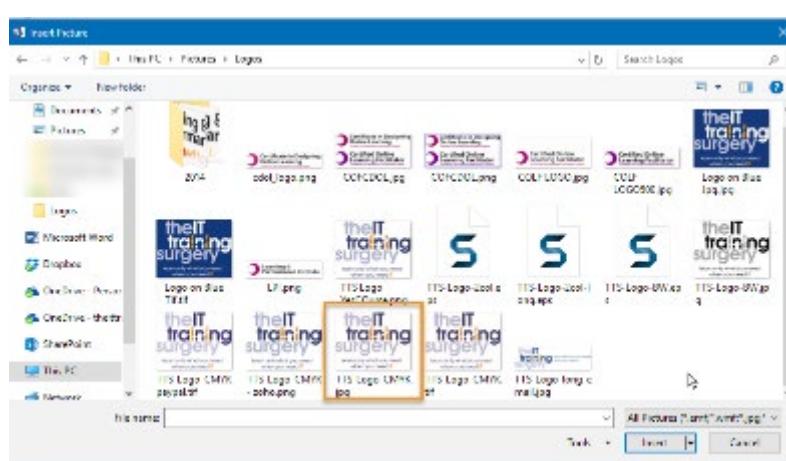


Figure 126 – Choose the Picture to Use

The picture is now added to the document.



**Figure 127 – Picture Added**

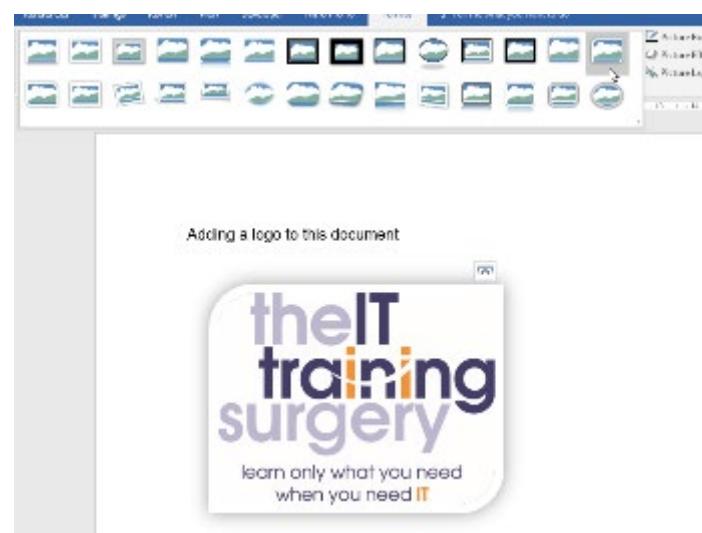
There are two distinct ways of formatting your pictures. One is via the Picture Tools Format Ribbon and the other is via Format Picture on a Right click. The right click method opens a Formatting Task Pane on the right of the screen. Both methods will be covered starting with the Picture Tools Format Ribbon.

### 17.1.2 PICTURE TOOLS FORMAT RIBBON

You can change how the picture looks by using the Picture Tools Format Ribbon that pops up when you add a picture to your document.

### 17.1.3 PICTURE STYLES

Click on the picture and apply one of the styles from the Style Gallery.



**Figure 128 – Apply a Picture Style**

Once you have chosen the main style you can then make further changes.

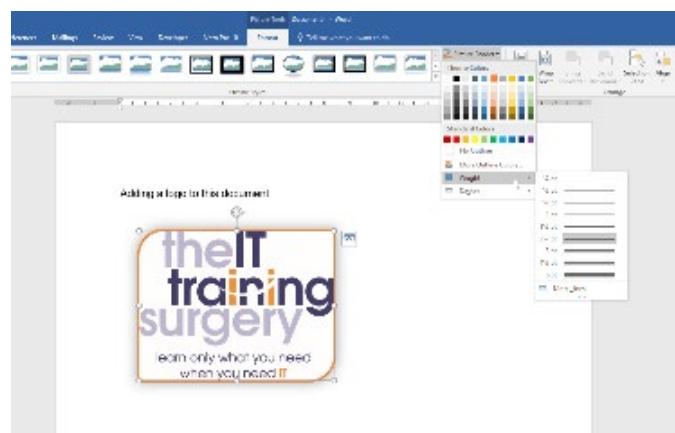
Add a border – pick a colour and a border style

Add picture effects – reflections, soft edges etc.

Choose a layout for your picture which combines text and the image itself.

#### **17.1.4 CHANGE THE BORDER**

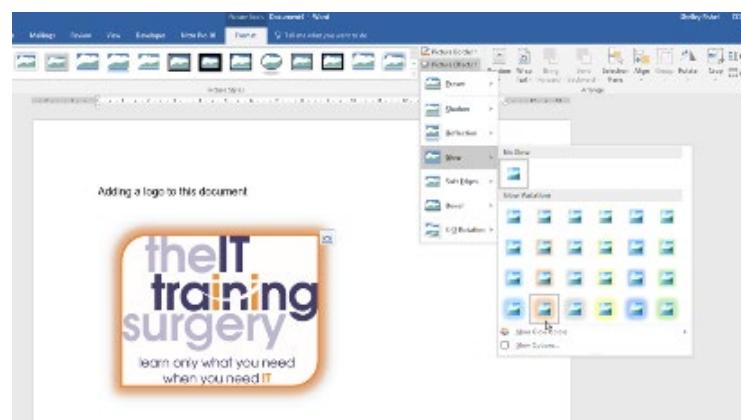
You can change the border colour and line style of a picture – either modify the border applied or apply your own.



**Figure 129** – Modify the Style

#### **17.1.5 PICTURE EFFECTS**

To add an effect, select from the list.

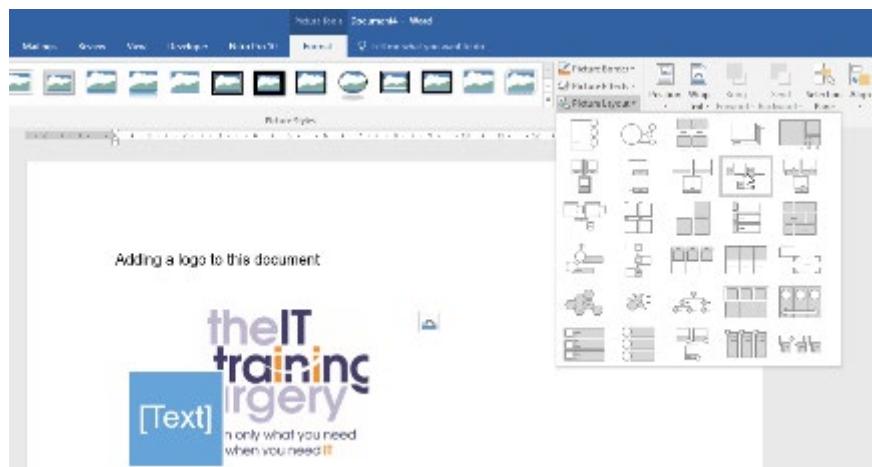


**Figure 130** – Add a Picture Effect

I have chosen a glow effect. Experiment with all the different options to see which ones you prefer. There are too many to display them all here.

### 17.1.6 PICTURE LAYOUT

You can apply a Smart Art layout to your picture like this:



**Figure 131 – Apply Smart Art Layout**

There are several to choose from. Once you have applied this to the picture it turns into a piece of Smart Art and can be edited like any other Smart Art item.

Ses vi til DSE-Aalborg?  
Kom forbi vores stand den  
9. og 10. oktober 2019.  
Vi giver en is og fortæller  
om jobmulighederne hos  
os.

banedanmark

### 17.1.7 RE-SIZE

Sometimes when you add a picture it will be too big and you need to resize or rotate it.

Click on the picture to activate it and then click and drag the diagonal double headed arrow in the direction you want to resize. Inward to make smaller, outward to make larger.



Figure 132 – Click and Drag to Resize

### 17.1.8 ROTATE

To rotate the image, click the circular button that looks like curly arrow and drag in the direction to rotate. Stop when you have the picture where you want it.



Figure 133 – Drag in the Direction to Rotate

### 17.1.9 POSITION AND TEXT WRAPPING

You can use Word's Position option to place the picture relative to the page and control how text wraps around it. You can also use only the Text Wrapping option when you want to control how the picture and its surrounding text behave relative to each other.

### 17.1.10 POSITION

Select the picture and click on the Position icon on the Picture Tools Format Ribbon. Select the position you want to apply – these are relative to the page.

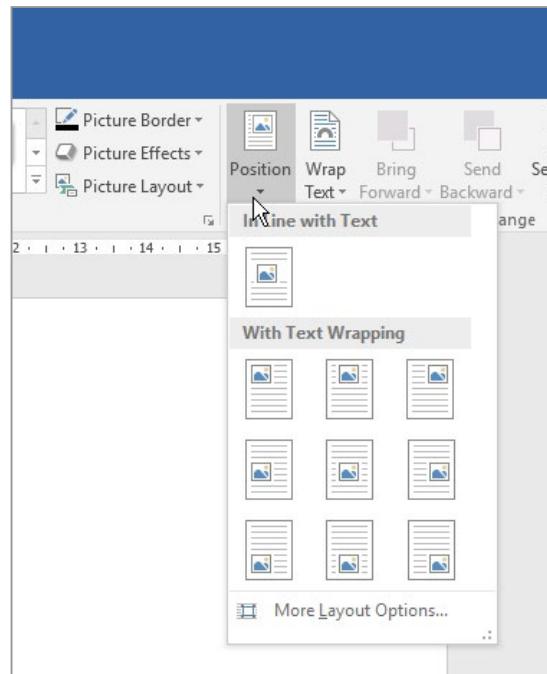


Figure 134 – Picture Position

### 17.1.11 TEXT WRAPPING

Text wrapping controls how the text behaves when there is a picture in the middle.

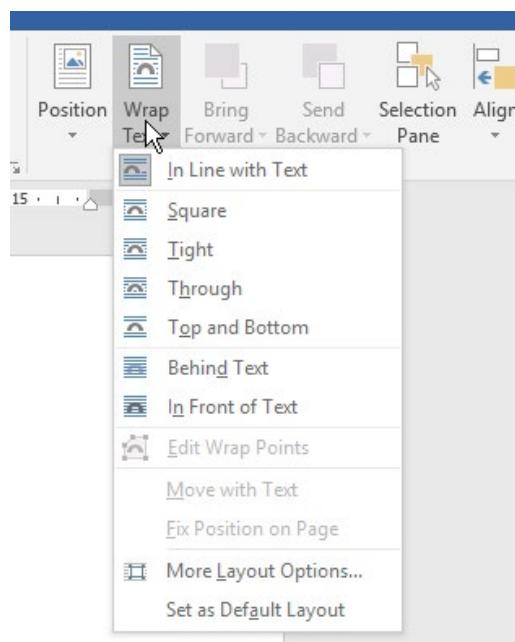
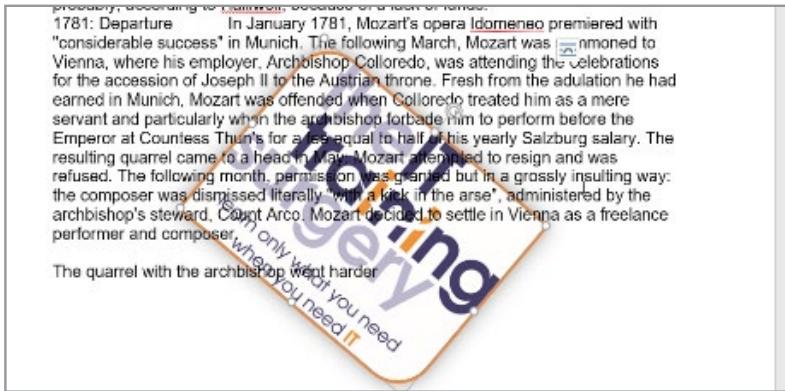
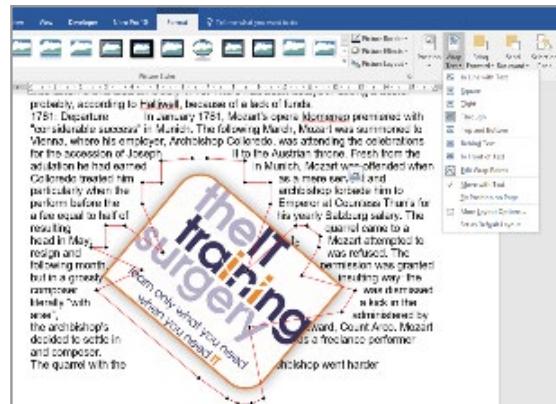


Figure 135 – Set Text Wrapping Options

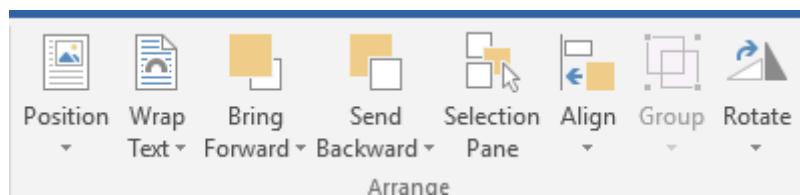
Style	What it does
<b>In line with Text</b>	<p>This is the default setting and means that your picture behaves as if it is a piece of text. It will move when you press enter and text will normally go above it and below it and sometimes to the right.</p>  <p>Versailles, but Mozart was not interested in such an appointment. He fell into debt and took to pawning</p>
<b>Square</b>	<p>This will wrap the text around the picture so that it is squarely around it.</p> 
<b>Tight</b>	<p>This is like square with the text getting up close to the edges of the picture.</p> 

Style	What it does
<b>Through</b>  <p>In January 1781, Mozart's opera <i>Idomeneo</i> premiered with "considerable success" in Munich. The following March, Mozart was summoned to Vienna, where his employer, Archbishop Colloredo, was attending the celebrations for the accession of Joseph II to the throne. In a fit of rage, Mozart refused to perform at Countess Almaviva's birthday party, resulting in a head injury. The following day, he was granted permission to leave Vienna as a freelance performer and was dismissed literally administered by the archbishop.</p> <p>The quarrel with the archbishop</p>	This is like Tight, however, if you have added a picture that has an irregular shape with wrapping points that are not square, the text will appear to flow through the image in to the white space.
<b>Top and Bottom</b>  <p>and took to pawning valuables. The nadir of the visit occurred when Mozart's mother was taken ill and died on 3 July 1778. There had been delays in calling a doctor—probably, according to Halléwell, because of a lack of funds.</p> <p>1781. Departure In January 1781, Mozart's opera <i>Idomeneo</i> premiered with "considerable success" in Munich. The following March, Mozart was summoned to Vienna, where his employer, Archbishop Colloredo, was attending the celebrations.</p>	This makes the text flow above and below the picture. Not around it.

Style	What it does
<b>Behind Text</b>	<p>The picture appears to be behind the text, which means it's not easy to see the picture or read the text. Use a watermark instead!</p> 
<b>In Front of Text</b>	<p>This makes the picture float on top of the text and you can drag it around and place it exactly where you want it. However, it does obscure the text so be careful with your placement.</p> 
<b>Edit Wrap Points</b>	<p>This allows you to make the wrap points behave differently. If you want to pull the text in tighter this can be achieved by editing the wrap points.</p> 

### 17.1.12 ARRANGE PICTURES

You may wish to align pictures to each other or to the page or perhaps you need to put one on top of the other and you want to be in control over what goes where. Use the Arrange group to accomplish this.

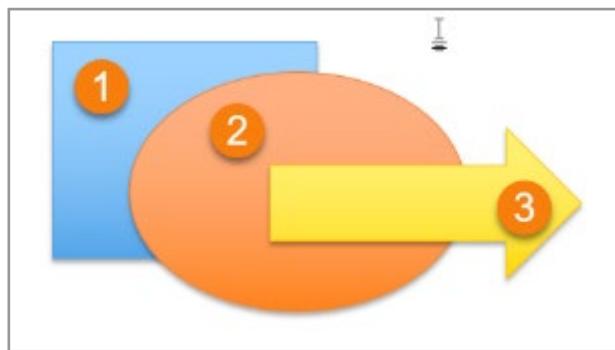


**Figure 136** – The Arrange Group

We have already seen the Position and Wrap Text options so let's understand what the other options do too.

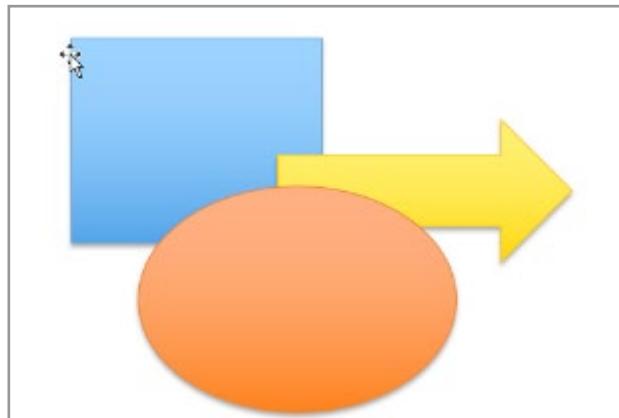
When you add several pictures shapes or SmartArt to a document they will sit one on top of the other in a stack. Each picture or shape is in a different layer in the document – so sometimes when you click on what you think is the shape you want one of the other shapes appears to be selected.

You can move the shapes up or down one layer at a time within the stack of shapes using the Bring Forward and Send Backward icons.



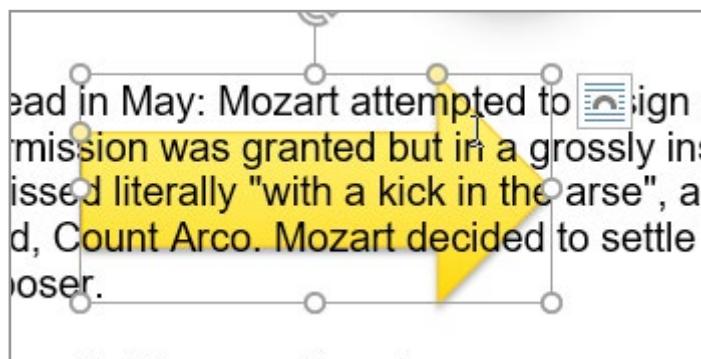
**Figure 137** – Stacked Shapes

Here are three shapes stacked in the order I created them. To send the yellow arrow behind the orange shape I can click the Send Backward icon and choose Send Backward – this will put the yellow arrow behind the orange shape and in front of the blue one.



**Figure 138** – Yellow Shape Back One Level

The Send behind text option will send the shape behind any text.

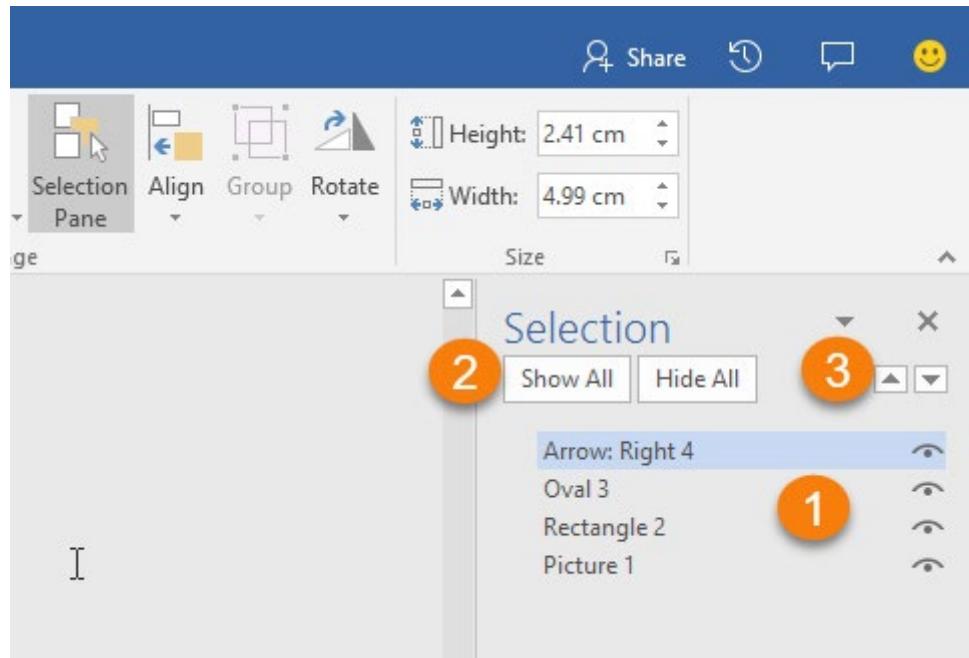


**Figure 139** – Send Behind Text

The bring forward and bring to front work the same way just in the other direction.

#### 17.1.13 SELECTION PANE

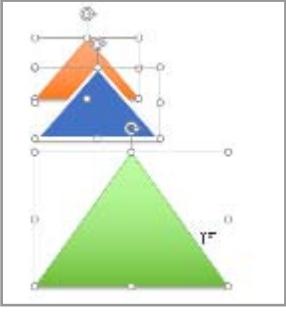
This opens up a selection pane on the right-hand side of your screen with a list of all the images/shapes in the document. You can show or hide individual shapes (1), show or hide all shapes (2) or move them backwards and forwards (3) by clicking on the relevant icon.



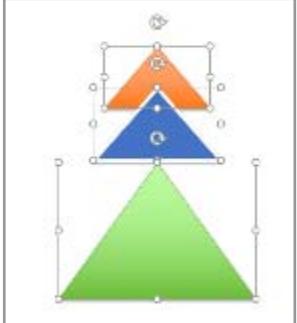
**Figure 140 – The Selection Pane**

#### 17.1.14 ALIGNMENT

Often pictures or shapes need to be aligned with each other or with other elements in the document. In the explanations that follow I have used the term Shapes, however this applies equally to pictures that are floating in front of text.

Alignment type		What it does
Align Left		Lines all shapes up to the left margin.

**Figure 141 – Align Left**

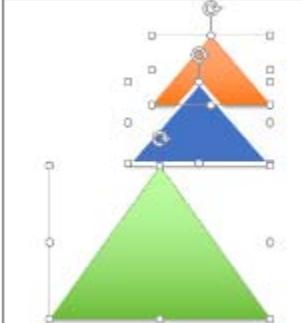
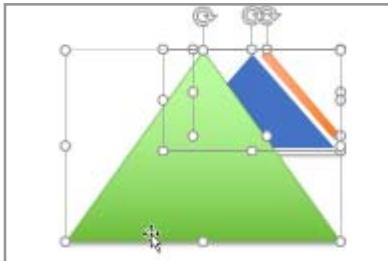
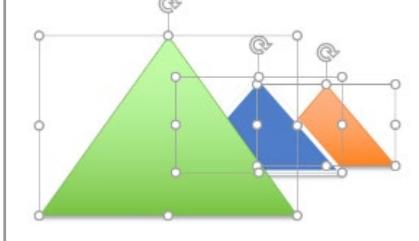
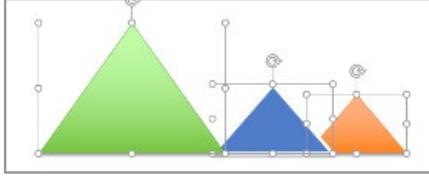
Alignment type		What it does
Align Centre		Lines all shapes up to their centers.

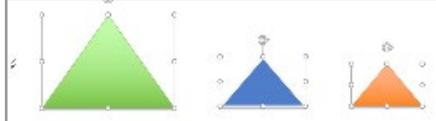
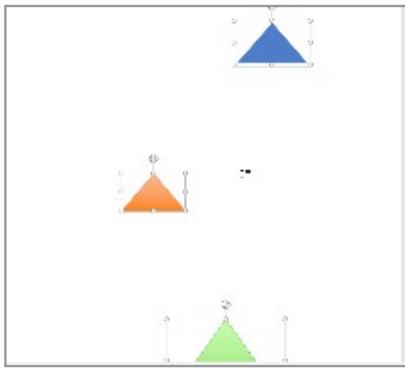
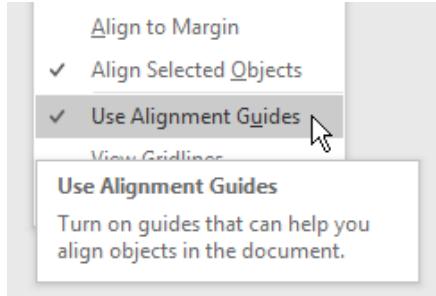
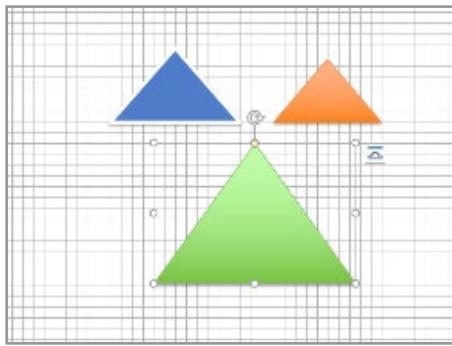
**Figure 142 – Align Center**



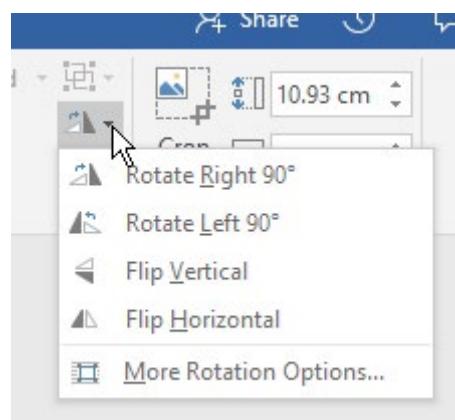
**Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders**



Alignment type		What it does
Align Right		Lines all shapes up to their right margins.
Align Top		Lines everything up along the top edge and places them on top of each other.
Align Middle		Lines everything up in the middle and places everything on top of each other.
Align Bottom		Lines everything up along the bottom edge – may place things on top of each other.

Alignment type		What it does
Distribute Horizontally	 <p><b>Figure 147 – Distribute Horizontally Relative to Page</b></p>	<p>This distributes the shapes across the page. If you have ticked Align to Page, then they will be spread across the width of the page equally distant from each other as in the image on the left.</p>
Distribute Vertically	 <p><b>Figure 148 – Distribute Vertically</b></p>	<p>Distributes the shapes vertically across the page if you have Align to Page ticked. If you have align to margin ticked it will distribute vertically down the page in relation to the margins.</p>
Use Alignment guides	 <p><b>Use Alignment Guides</b> Turn on guides that can help you align objects in the document.</p>	<p>Use Alignment guides to help aligning shapes – when dragging a shape it shows a line on the screen so that you can line things up.</p>
View Gridlines	 <p><b>Figure 149 – View Gridlines</b></p>	<p>Shows gridlines in the background of the page so that you can line things up – the gridlines will stay visible until you switch them off.</p>

### 17.1.15 ROTATE A PICTURE



**Figure 150 – Rotate**

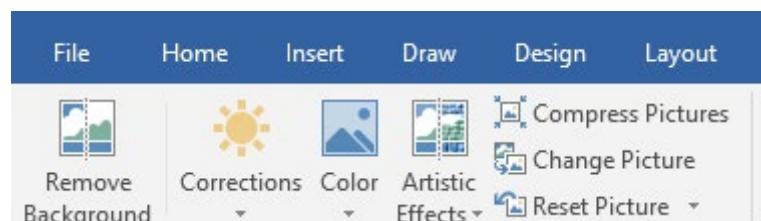
Select the picture and then choose from the list of options under the Rotate group. You can also drag the circle that appears on the page and the picture will rotate.



**Figure 151 – Rotate by Dragging**

## 17.2 PICTURE CORRECTIONS

There are various options available to you when it comes to changing how your photo looks.



**Figure 152 – Adjust the Picture**

### 17.2.1 REMOVE BACKGROUND

I have a photo of the Houses of Parliament in London taken from the other side of the River Thames. I want to keep just the part showing Big Ben. I use Remove Background to do this.

First, I insert the photo and then with the photo selected, click on Remove Background. The following icons appear.

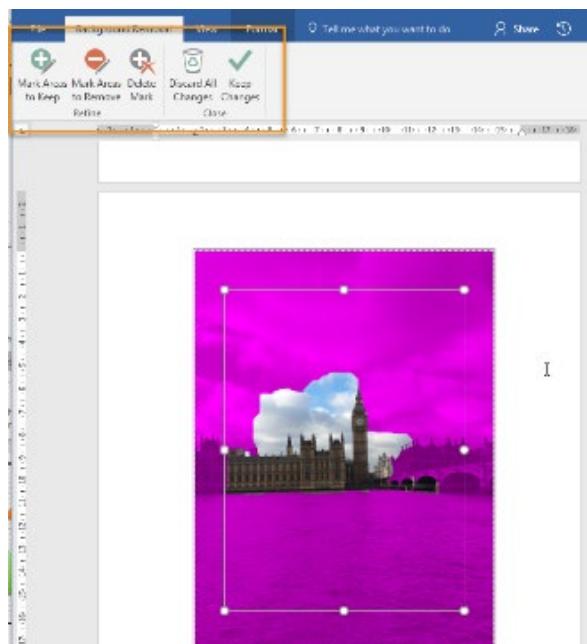


Figure 153 – Remove Background

Click Mark Areas to Keep or Mark Areas to Remove and then drag the little circles to resize to the size of the image you want to keep or you can also draw using the pencil icon that appears when you click Mark Areas to Keep.

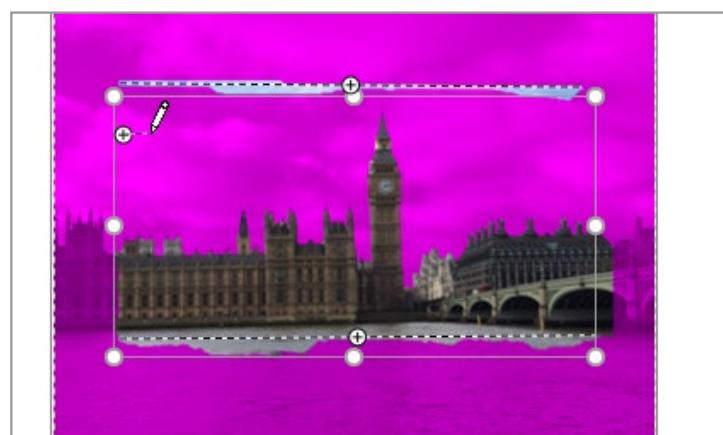


Figure 154 – Drag to Mark Area to Keep or Remove

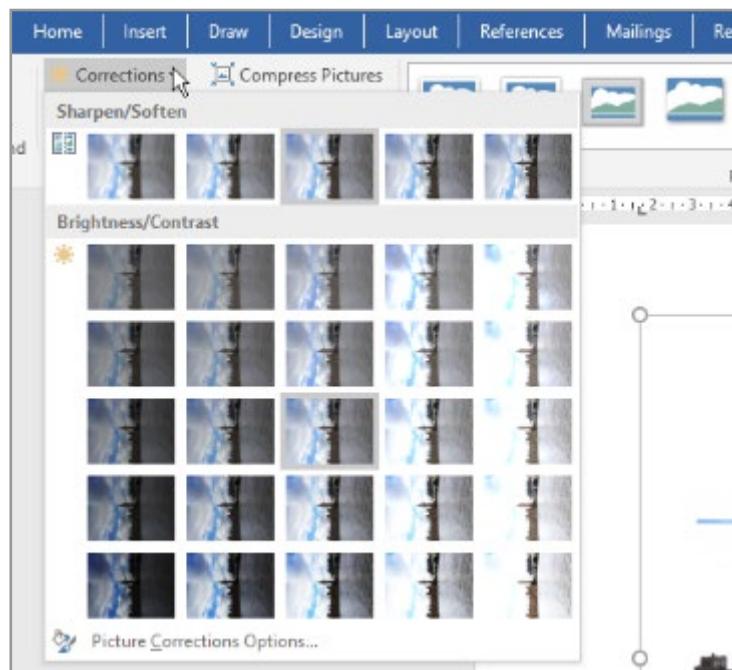
When you have finished marking it up, click Keep Changes and your image has been changed.



**Figure 155 – Background Removed**

### 17.2.2 PICTURE CORRECTIONS

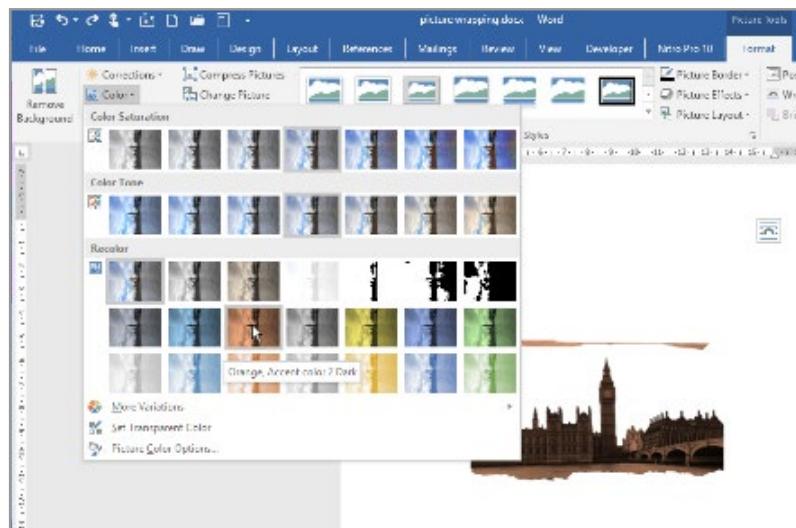
Sharpen or soften the picture and adjust the contrast using the Corrections button.



**Figure 156 – Picture Corrections**

### 17.2.3 COLOUR

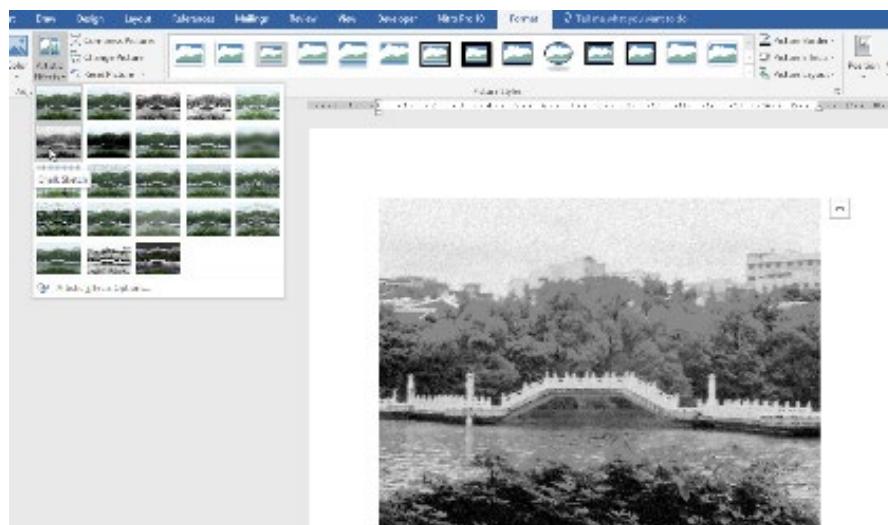
Apply a colour wash to your picture using the colour button. Pick the one you want and see it applied to the picture you have selected.



**Figure 157 – Colour Wash Applied**

### 17.2.4 ARTISTIC EFFECTS

Change the way your picture looks by adding artistic effects to it.



**Figure 158 – Add Artistic Effects**

Try out all the options and see what you can do. Apply a colour wash and artistic effects – you can get really creative.

### 17.2.5 COMPRESS PICTURES

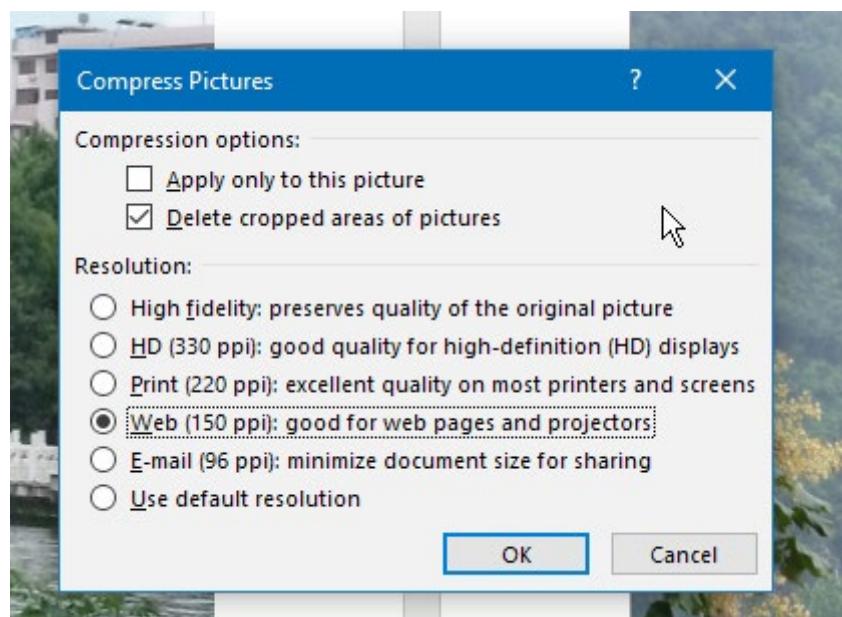
When you use photographs, they may well be very large in size. This will increase the overall size of the document when you save it. Use Compress Pictures to reduce the size of pictures in your document. You decide whether to compress just this one picture or all of them and what kind of resolution to go for.

Before compressing the pictures my document properties are showing the following having saved it first. Click on the File button and then Info.



**Figure 159** – File Properties Showing Size Before Compression

I now click on Compress Pictures



**Figure 160** – Compress Picture Options

Remove the tick from Apply only to this picture if you wish to compress more than one picture. Also, delete cropped areas if you have cropped any pictures, this removes the cropped areas and reduces the file size. Next decide which of the picture resolutions to use. I have chosen Web (150 ppi) and then click OK.

Having applied the compression, make sure to save the document to apply the changes and then check out the Document Properties to see if the file size has reduced. You can see that mine did.



**Figure 161 – Reduced File Size**

### 17.2.6 CHANGE PICTURE

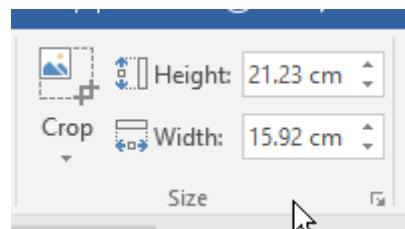
If you need to change the picture use this button and your picture will be changed. If you resized the picture, then the one you change it for will keep the same size and style you already applied.

### 17.2.7 RESET PICTURE

If you don't like any of the changes you made to the picture, click Reset and it will go back to the original.

### 17.2.8 RESIZE PICTURE

The last group of icons on the Picture Format Ribbon are the resize icons. Handy if you need your pictures to be a certain size. Or perhaps you have made one picture a certain size and you want all the others to be the same. If you set the size using the dialogue box here, you can guarantee all your documents pictures will be the same size. This means you don't have to drag the edges around on your picture and you can be confident that all match to the same size.



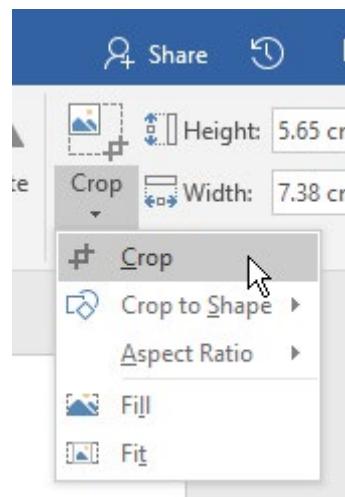
**Figure 162 – Change Height and Width**

Click into the boxes and type a value. The picture will resize. You can also select several pictures and resize them all at once.

### 17.2.9 CROP PICTURE

Another way to resize your image is to crop the sections you don't want.

Click on the picture and click on the dropdown under the Crop button. Select the way you wish to crop the picture.



**Figure 163 – Crop Options**

When you click Crop, black lines appear around the picture and you can drag in to remove unwanted areas. When you click away from the picture the areas you wish to crop will disappear. Make sure to click on Compress Pictures and tick Remove Cropped areas of the picture. Otherwise the cropped areas stay in the document and contribute to the document size.



**Figure 164** – Drag Black Handles to Crop

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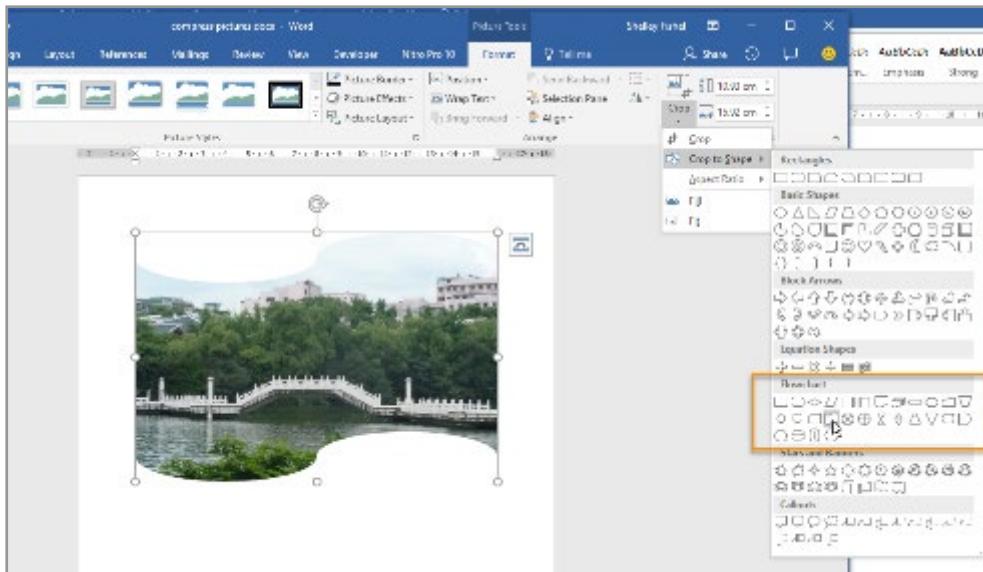
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Crop to Shape allows you to select a shape and then crop the image into that shape.

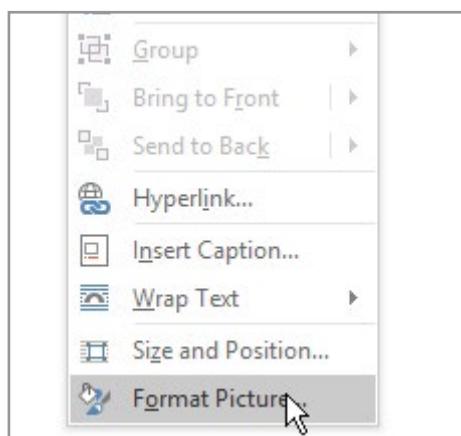


**Figure 165 – Crop to Shape**

### 17.3 FORMAT PICTURE WITH THE TASK PANE

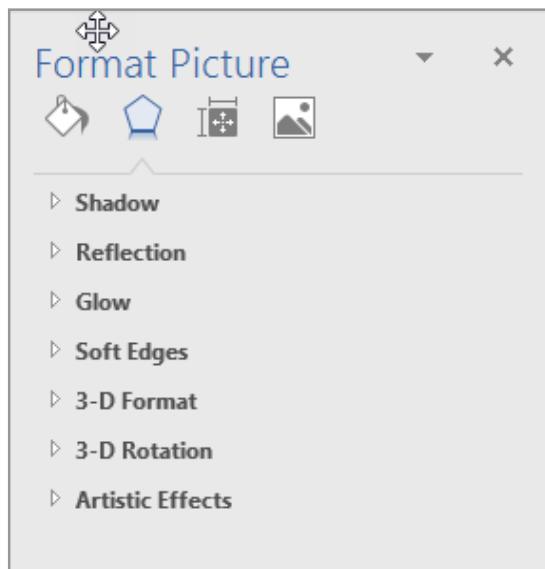
As I mentioned there are two ways to get to the picture format options. We have seen the Ribbon in action, now it is time to see the other way of working.

To get to the Picture Format Task Pane, Right click on the picture and click Format Picture.



**Figure 166 – Right Click to Format Picture**

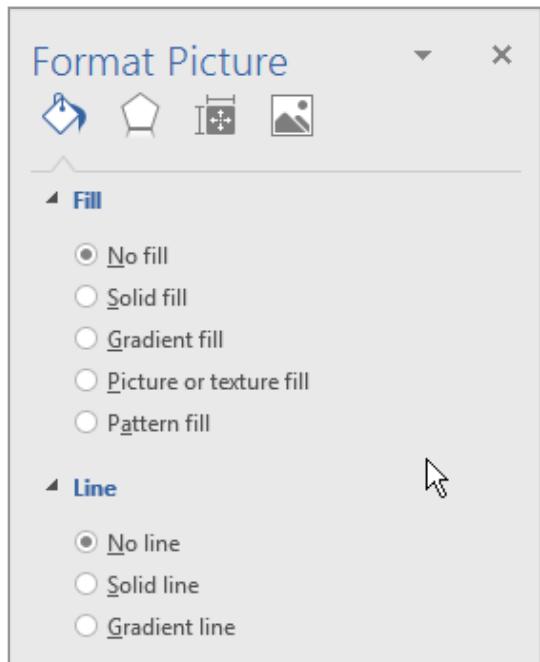
The Format Picture Task Pane opens with several tabs across the top.



**Figure 167 – The Format Picture Task Pane**

Expand each of the options to see everything you can do. Click on the icons at the top to get between the different sections. In the picture above the Effects icon is showing.

### 17.3.1 FORMAT PICTURE FILL



**Figure 168 – Picture Fill**

Here you can apply different fill effect or border line effects.

### 17.3.2 FORMAT PICTURE EFFECTS

Change the effects such as apply shadow or glow – expand each of the sections to see the full list of options.

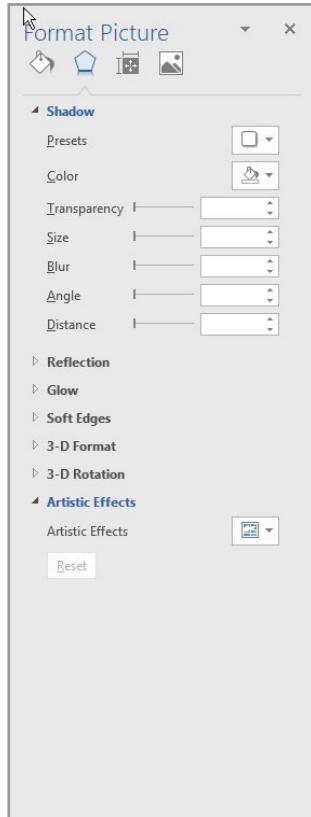
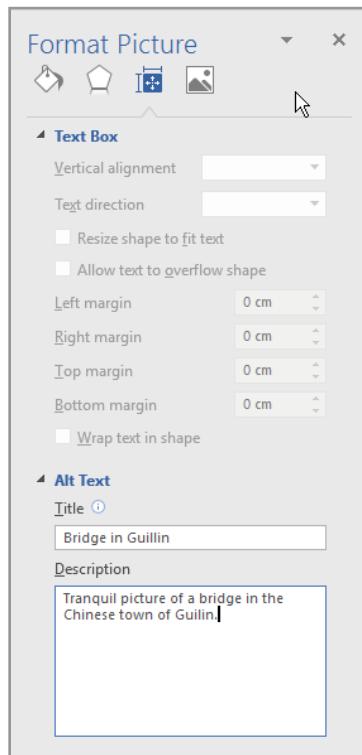


Figure 169 – Format Picture Effects

### 17.3.3 PICTURE TEXT

The top half of this Task Pane relates to text boxes. The bottom half is about adding Alt Text. Alt Text should be added to any pictures in a document. This is the text that a screen reader will read when a person with visual difficulty reads a document. It is one of the things that makes a document accessible.



**Figure 170 – Format Picture – Text**

#### 17.3.4 PICTURE CORRECTIONS

In this Task Pane you can apply colour corrections, crop, and sharpen/soften.

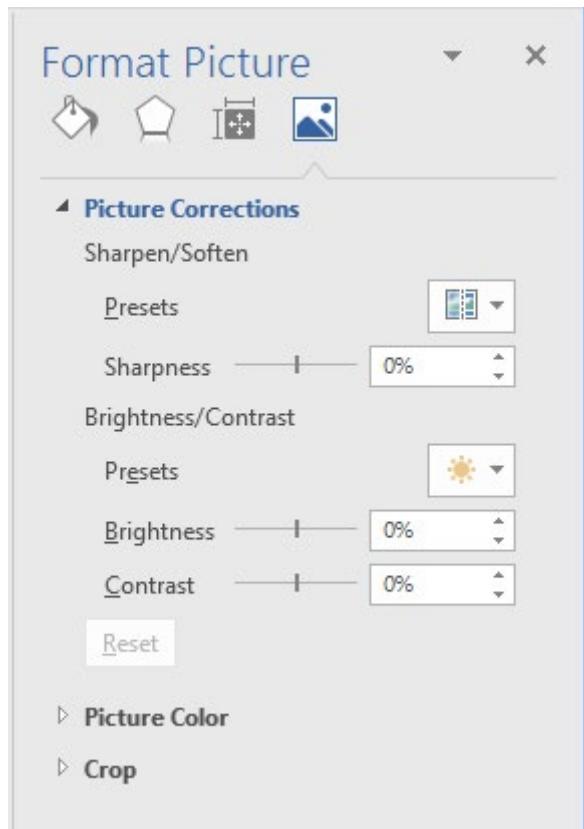


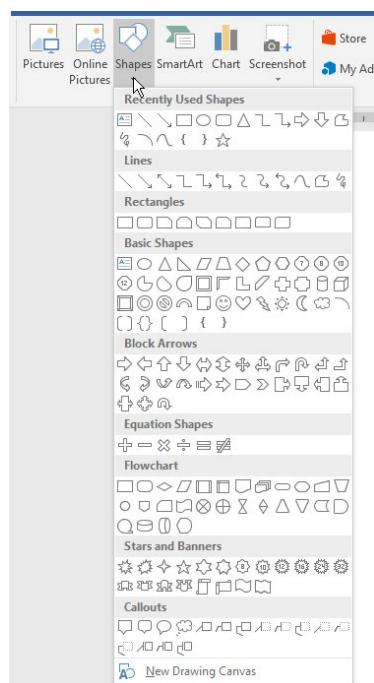
Figure 171 – Colour, Corrections, Crop

# 18 ADDING SHAPES

Adding shapes to illustrate a point or to enclose text is something that you may find yourself doing fairly often. So, in this section we will see how to add a shape and change the way it looks.

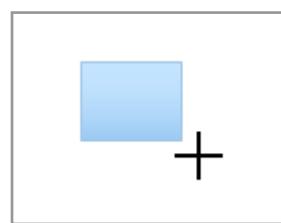
## 18.1 ADDING A SHAPE

On the Insert Ribbon click on the dropdown under the Shapes button and select the shape you wish to insert.



**Figure 172 – Insert a Shape**

Draw out the shape on the page. Use the plus to drag out the shape to make it larger or smaller.

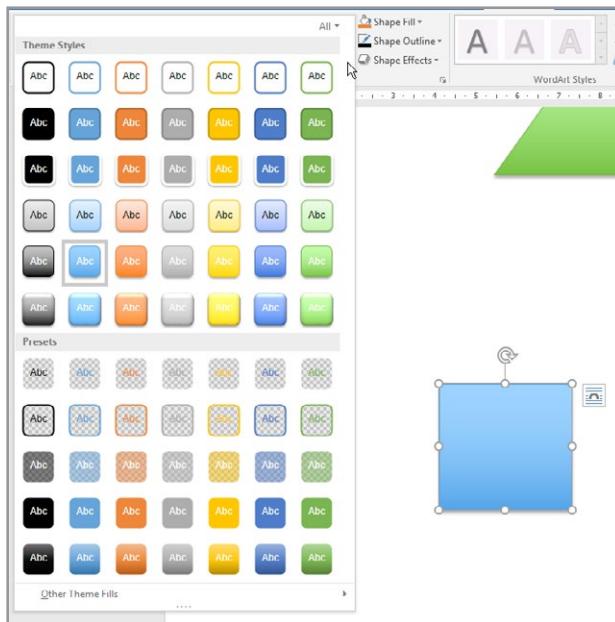


**Figure 173 – Draw the Shape**

Note that the shape will be filled in – this is the default setting.

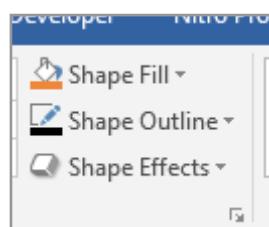
### 18.1.1 APPLY A STYLE

Shape Styles include fill colour, border style and shape effects all rolled into one. The colours are from the document colour palette. However, you can choose more colours. Click Shape Fill and select the colour you want.



**Figure 174 – Shape Styles**

### 18.1.2 CHANGE THE SHAPE FILL OUTLINE AND EFFECTS



**Figure 175 – Change Shape Attributes**

To select a different fill colour, click the dropdown arrow and choose from the options offered.

To change the shape outline, click the dropdown next to Shape Outline and choose from the options listed.

To add effects like shadow and 3 D click the drop down next to Shape Effects and choose from the effects on offer.

Try out different things to see what they do. You can always undo.

### 18.1.3 DRAWING TOOLS FORMAT RIBBON

Once you have drawn out a shape, you will see the Drawing Tools format Ribbon.



**Figure 176** – Drawing Tools Format Ribbon

Most of the tools are familiar from formatting pictures, however there are a few tools which relate to shapes and some that relate to text boxes.

### 18.1.4 INSERT MORE SHAPES

This group of tools at the left of the ribbon helps you to insert further shapes, draw text boxes, or to edit the shapes you have.

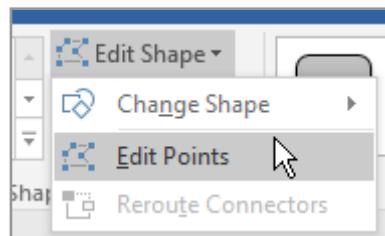


**Figure 177** – Draw New Shapes

Click on the shape you want to add and draw it out on the page just like the first one.

### 18.1.5 EDIT A SHAPE

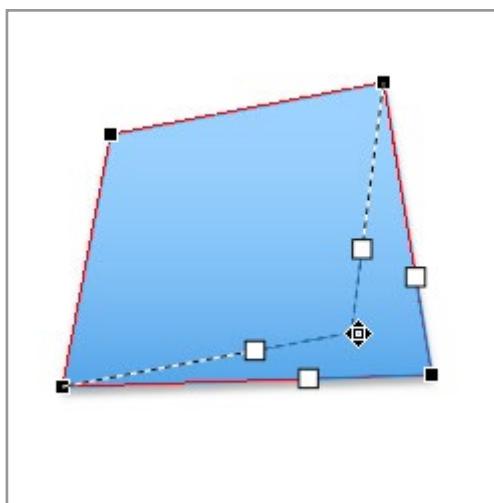
Sometimes you insert a shape and you realise that it is not the right one. Simply change the shape by choosing one from the drop-down menu under Edit Shape.



**Figure 178** – Edit Shape

Here you can change the shape or edit the points of the shape. You might edit the points if you want text to flow around and into the shape.

### 18.1.6 EDIT SHAPE POINTS



**Figure 179** – Edit Shape Points

Click on Edit Shape Points and then drag the little black boxes on the corners in or out – you will see the four-headed arrow and some guide lines. When you have finished creating a new shape, click away.

### 18.1.7 ARRANGE AND SIZE

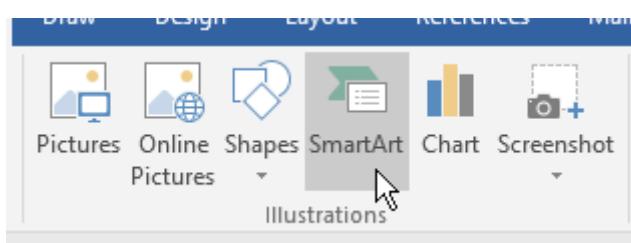
These two sections are the same as for pictures. See the sections on Alignment (see page 98) and Resizing Pictures (see page 91).

# 19 ADDING SMART ART

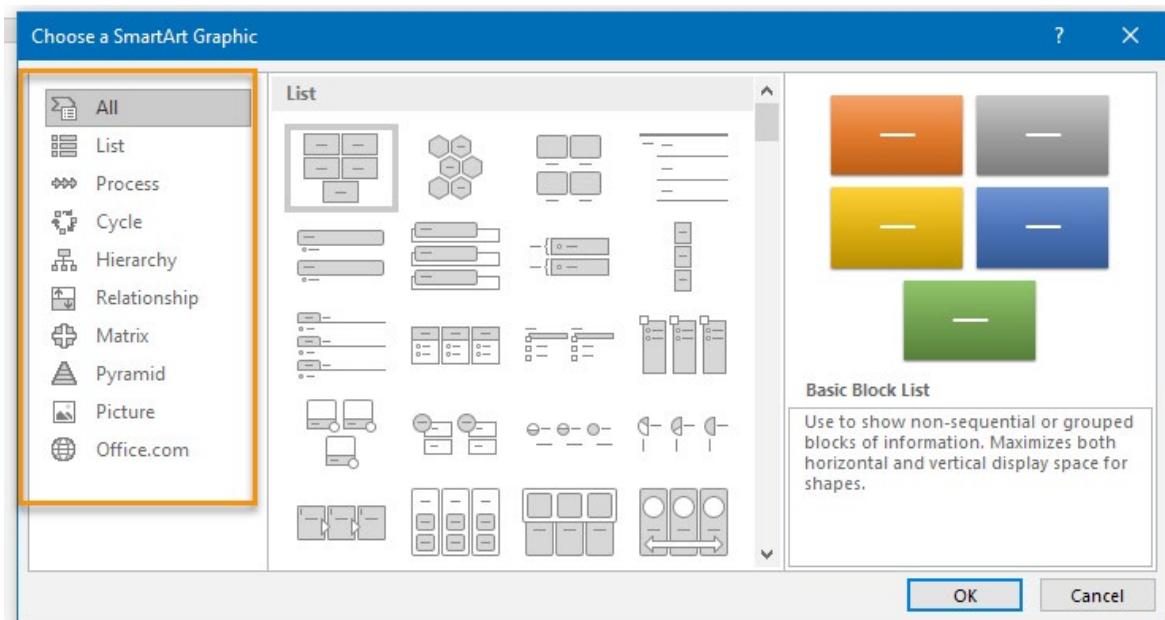
What is Smart Art I hear you ask? Well it is one of my favourite things in Microsoft Office. Smart Art is a great way to turn boring bulleted or numbered lists into an appealing and visual graphic. Smart Art is available in all the Microsoft Office programs and is particularly useful in both Microsoft Word and PowerPoint. No more boring lists.

## 19.1 DIFFERENT KINDS OF SMARTART

There are various types or categories for Smart Art – you will find them on the left of the Insert Smart Art dialogue box. To get here, click the Smart Art icon on the Insert Ribbon.



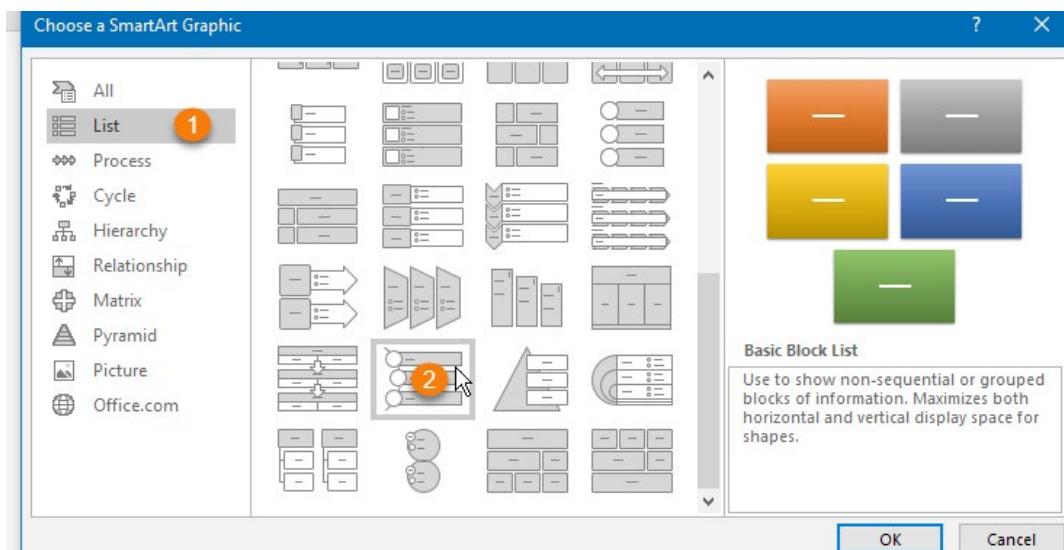
**Figure 180** – Insert Smart Art



**Figure 181** – Smart Art Categories

### 19.1.1 ADDING A SMART ART BULLETED LIST

On the Insert Ribbon click on the Smart Art icon and choose from the List Category.



**Figure 182** – Add a List Category Smart Art

Once you have made your choice the initial Smart Art will appear on screen ready for you to input the text.

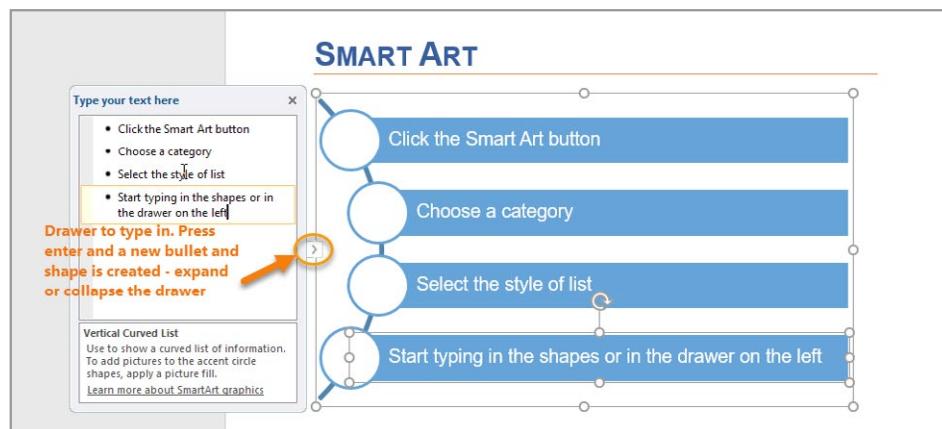
**MTHøjgaard**

**BEDRE  
LØSNINGER**

I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?

[mth.dk/vorestilgang](http://mth.dk/vorestilgang)

You can type in the shapes on screen or in the drawer that appears on the left. If the drawer is not visible you can click the little arrow on the left margin of the Smart Art. When typing in the drawer, pressing enter will give you a new shape to type into.



**Figure 183 – Build your Smart Art**

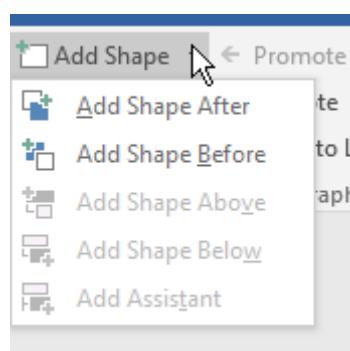
### 19.1.2 THE SMART ART DESIGN RIBBON



**Figure 184 – Smart Art Design Ribbon**

### 19.1.3 TO ADD MORE SHAPES TO THE SMART ART WHEN WORKING IN THE GRAPHIC

Click on the shape next to where you want the new shape to appear and then click on Add Shape on the Ribbon – choose whether to Add Shape After or Before



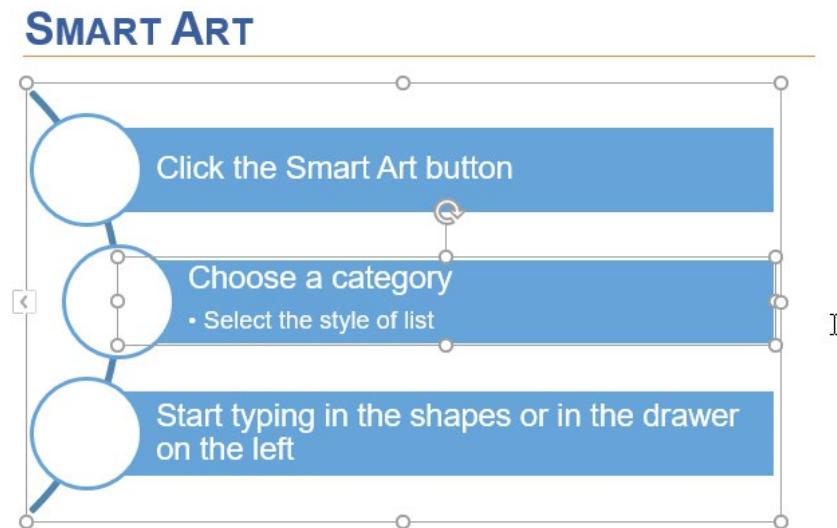
**Figure 185 – Add Shape Before or After**

Some of the options may not be available, they will come alive when you add a Smart Art Shape that they relate to.

#### 19.1.4 PROMOTE AND DEMOTE SHAPES

This option allows you to change the level of a shape. If you have chosen a Smart Art style that has more than one level, you can promote or demote the shapes.

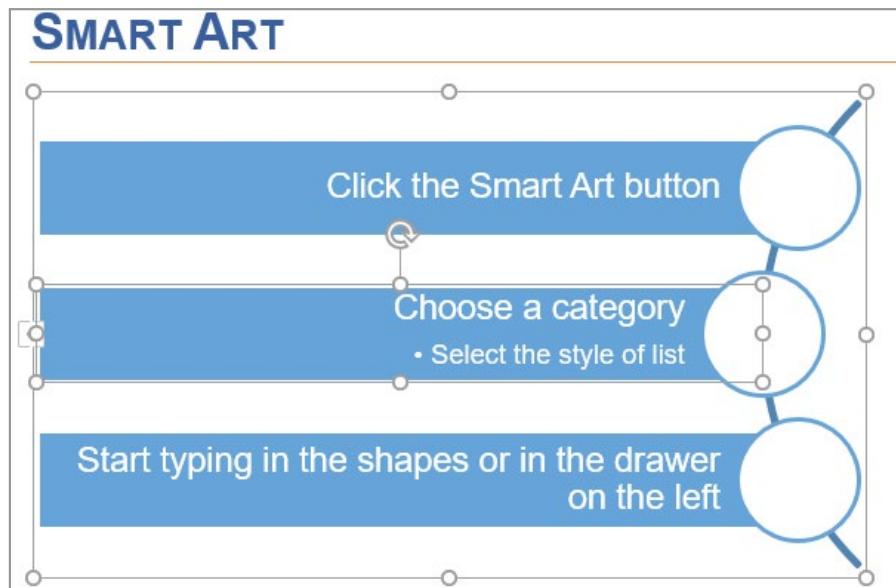
In the picture below I have demoted the shape that said Select the Style of list – it is now a bullet point under the shape above.



**Figure 186** – Demote a Shape

#### 19.1.5 RIGHT TO LEFT

This changes the direction of the graphic. See below:



**Figure 187** – Change Direction

### 19.1.6 MOVE UP MOVE DOWN

These buttons move the selected shape up or down your list.

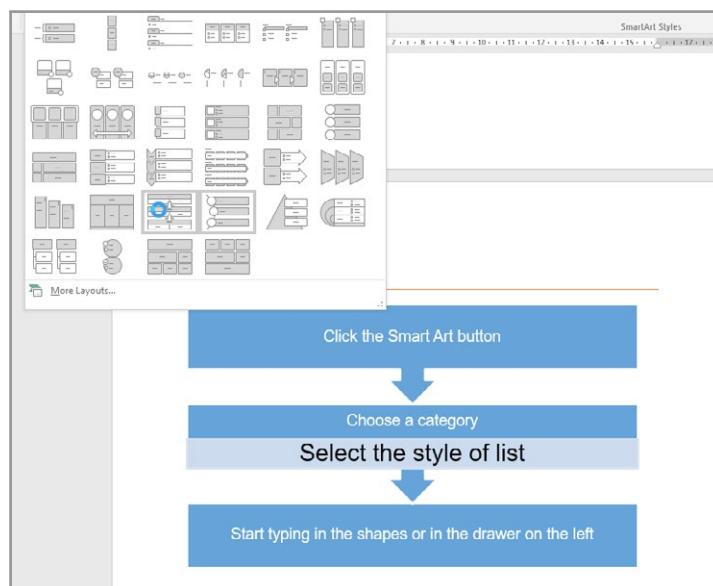
### 19.1.7 LAYOUT

This icon will become available if you have a Smart Art shape that it relates to and for which you can change the layout.

### 19.1.8 CONVERT A BULLETED LIST TO SMART ART

### 19.1.9 LAYOUTS

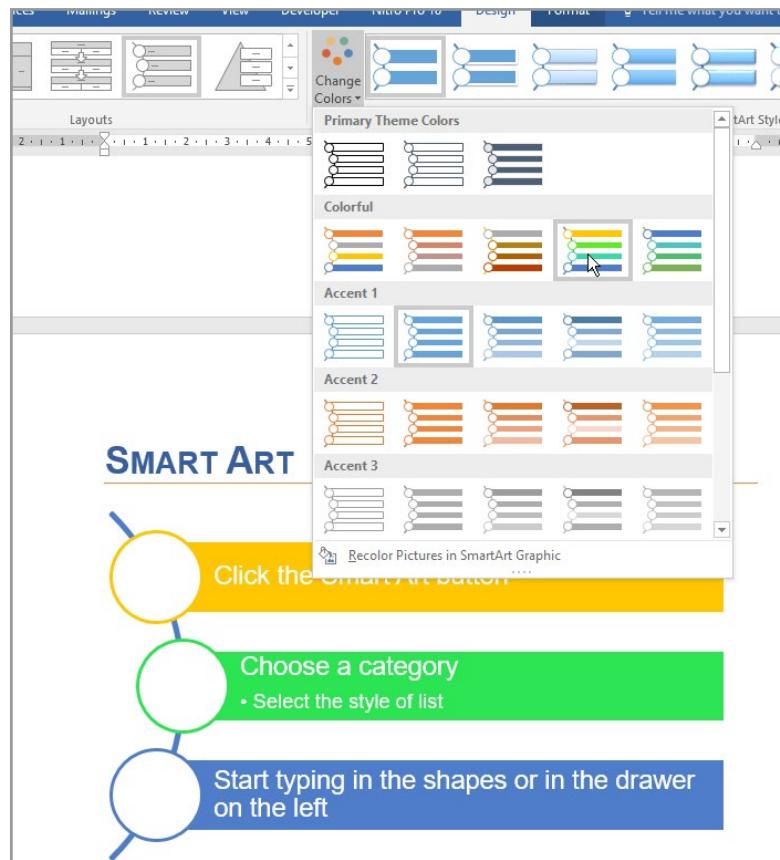
This gallery of icons gives you the choice of applying a different layout. Sometimes the layout you pick is not quite right for the point you need to illustrate. Change it and see how it looks by selecting one of the other styles from the gallery.



**Figure 188 – Change the Layout**

### 19.1.10 CHANGE COLOURS

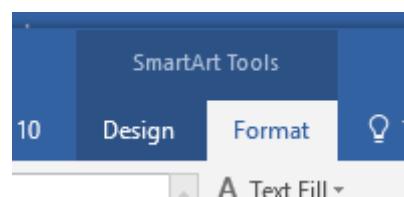
If you need to change the colours of the Smart Art graphic the Change Colours button gives you a selection of pre-set colours from the theme of the document.



**Figure 189** – Change Colours

### 19.1.11 CHANGE THE COLOUR OF AN INDIVIDUAL SHAPE

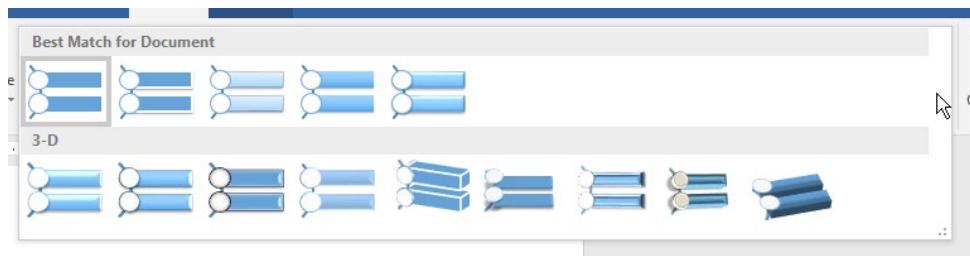
To change the colour of one of the shapes in the Smart Art, click on the shape and use the Format Shape Design Ribbon that appears to make your changes.



**Figure 190** – Smart Art Shapes Format Ribbon

### 19.1.12 SMART ART STYLES

Here you can change how the whole graphic looks by applying shadow or bevel effects. Have a go and see what you like.



**Figure 191** – Smart Art Styles

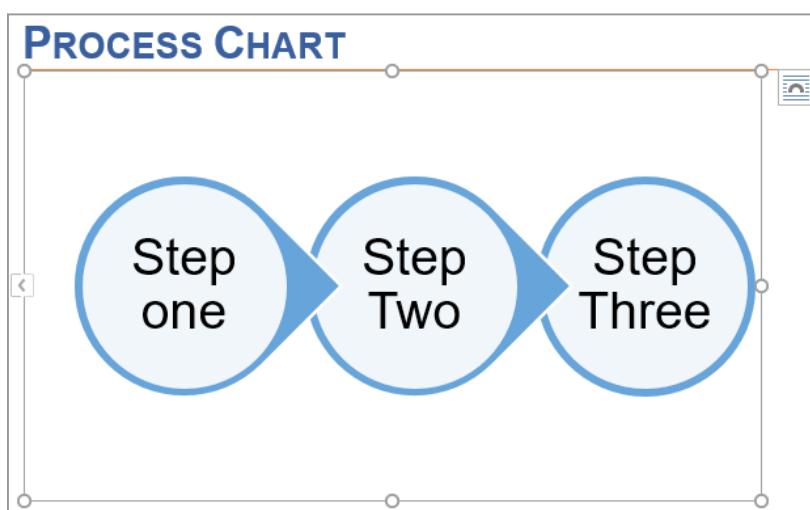
If you have made lots of changes to your Smart Art and want to get back to where you started from you can click on the Reset Graphic icon.



**Figure 192** – Reset Graphic

## 19.2 ADDING A PROCESS CHART

The process for adding any type of Smart Art is the same. On the Insert Ribbon click on the Smart Art icon and choose the style. Here is a process chart.



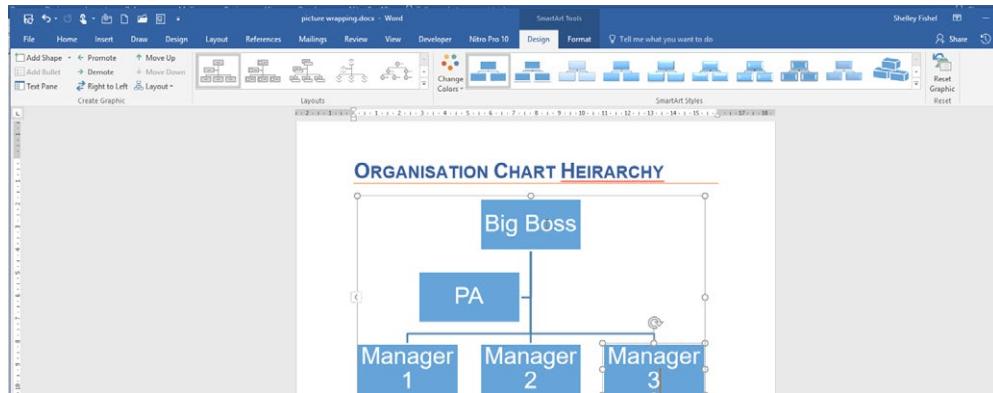
**Figure 193** – Process Chart

Use the same techniques to edit, change, recolour your Smart Art.

## 19.3 CREATE A HIERARCHY OR ORGANISATION CHART

One of the Smart Art types that is used often is an Organisation Chart or Hierarchy.

The steps to add it are the same as for the other types of Smart Art. However, there are more options when adding shapes and levels.



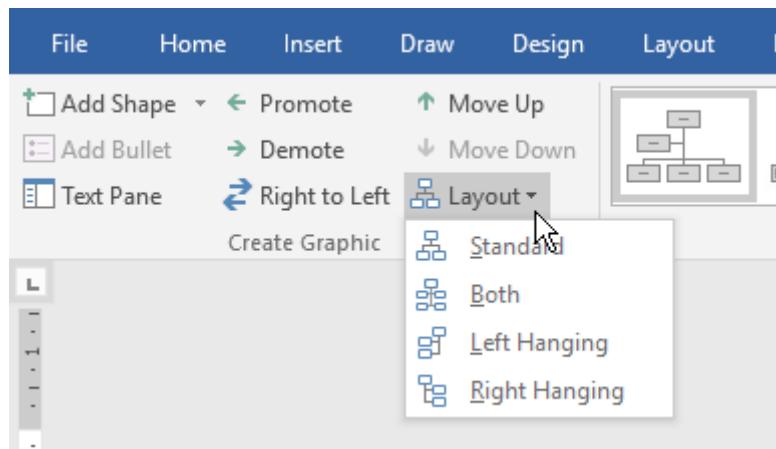
**Figure 194 – Create a Hierarchy**

### 19.3.1 TO ADD A SHAPE

Select the shape that is the parent and click on Add Shape, select from the options and away you go.

### 19.3.2 LAYOUT

With a hierarchy, you have options of how the Layout looks. Where the shapes hang from – are they on the left or the right etc.



**Figure 195 – Change the Layout**

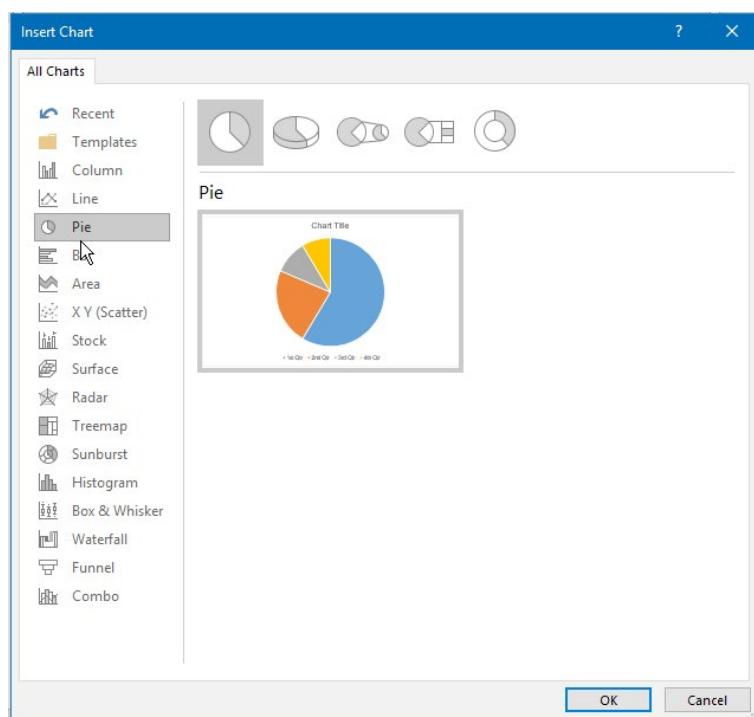
All of the other Smart Art options work the same way as for other types of Smart Art.

# 20 ADDING A CHART

Sometimes you need to add a chart to your document. Perhaps you need to show information over time, or a visual summary of sales.

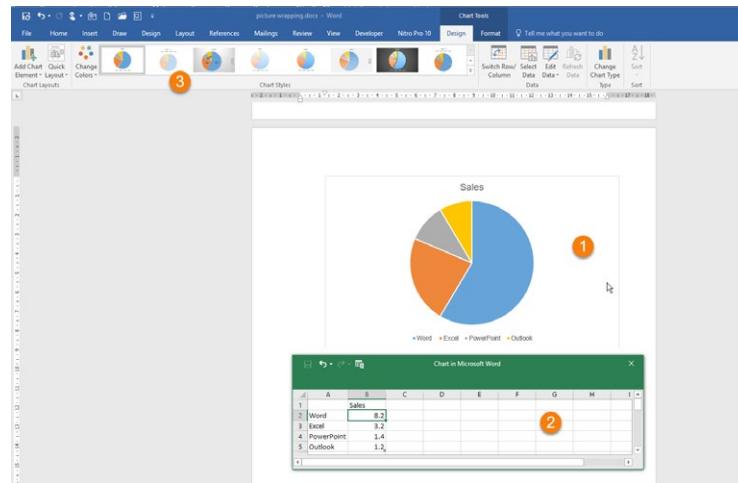
## 20.1 TO ADD A CHART

On the Insert Ribbon click on Chart and then select the type of chart to add.



**Figure 196 – Choose a Chart Type**

Once you have made your selection a sample chart is added to your document with a spreadsheet floating on top. Add the information to the spreadsheet and see the chart update in front of you.



**Figure 197 – Add Data to the Chart**

The chart is updated in the document as you type (1).

Add your data to the floating spreadsheet (2).

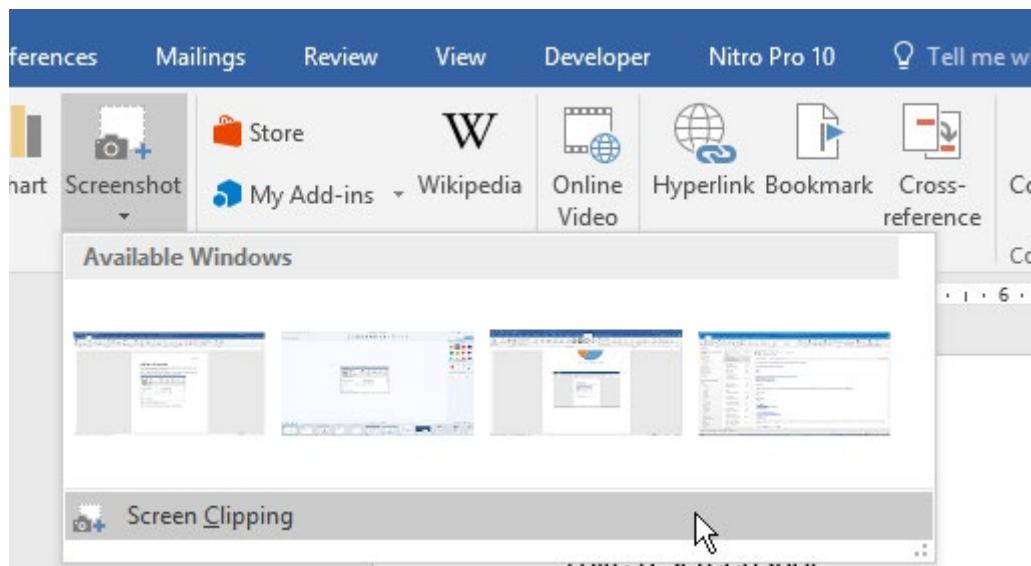
The Chart Design Ribbon appears where you can change how the chart looks (3).

When you have finished adding data to your chart, close the spreadsheet and you have a chart in the document.

# 21 ADDING A SCREENSHOT

If you write training materials or need to show your helpdesk what your screen looks like, you can insert a screenshot direct from the Insert Ribbon.

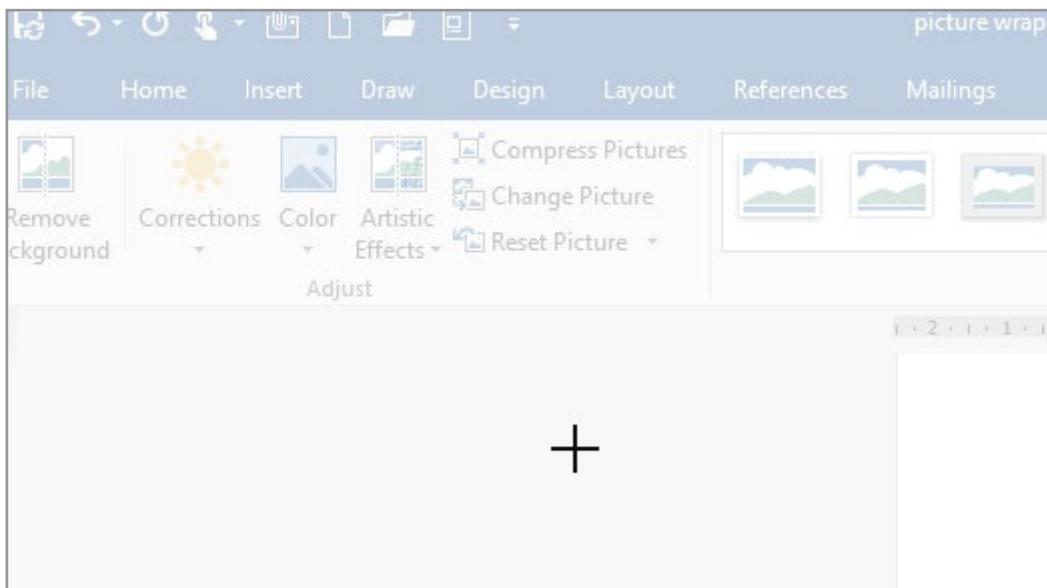
When you click on Screenshot in the Insert Ribbon you will be offered a view of each window that you have open so that you can choose from where to take the screenshot.



**Figure 198** – Choose the Document for the Screenshot

If you select one of the windows it offers, a picture of your screen will be inserted. If you want to take a picture of just a section of your screen, click Screen Clipping.

The screen will go grey and you will see a black cross. Click and drag over the section of the document you wish to clip.



**Figure 199** – Drag over the Area to Clip

Ses vi til DSE-Aalborg?  
Kom forbi vores stand den  
9. og 10. oktober 2019.  
Vi giver en is og fortæller  
om jobmulighederne hos  
os.

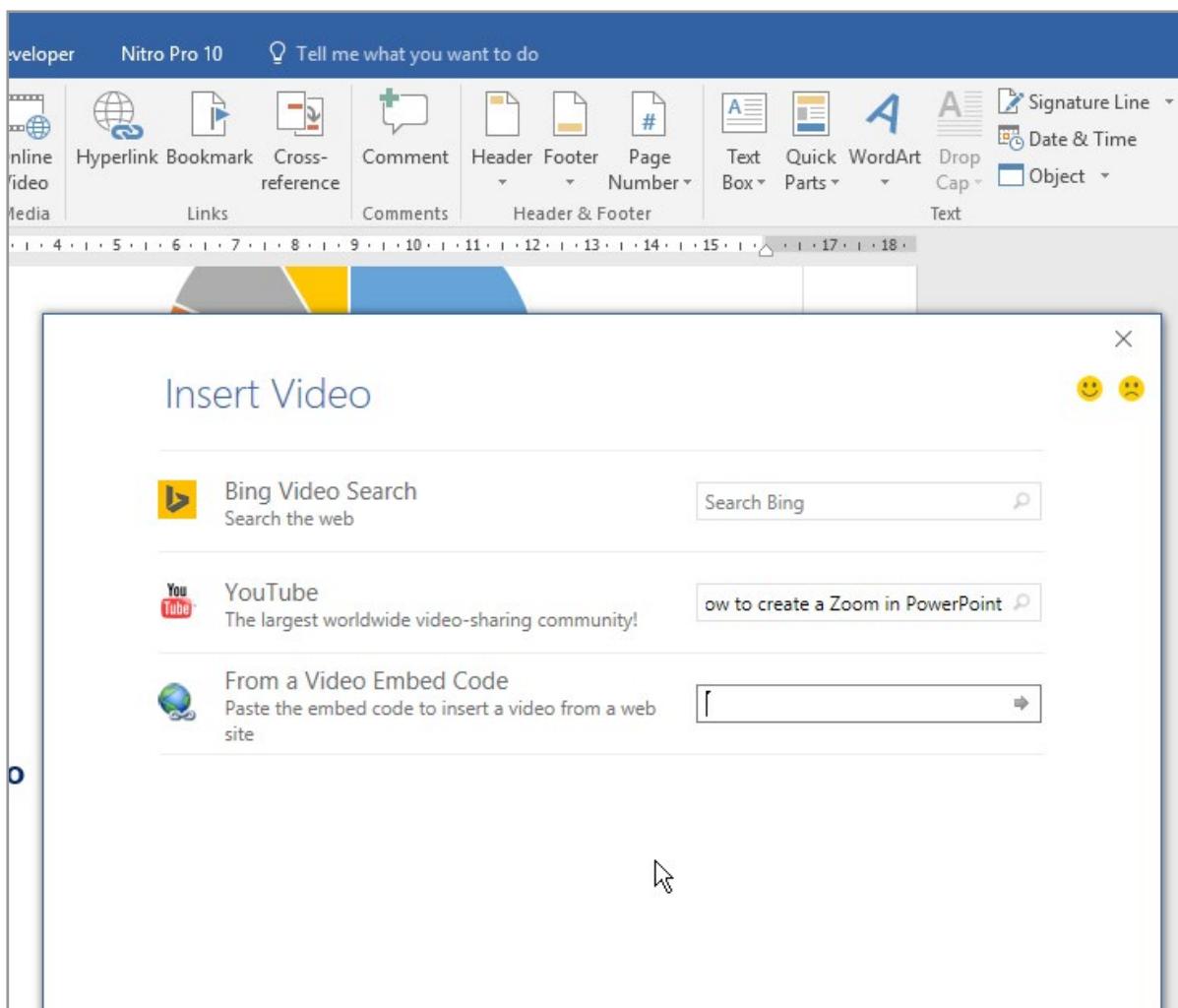
banedanmark

## 22 ADDING ONLINE VIDEO

This is a new feature in Word 2016.

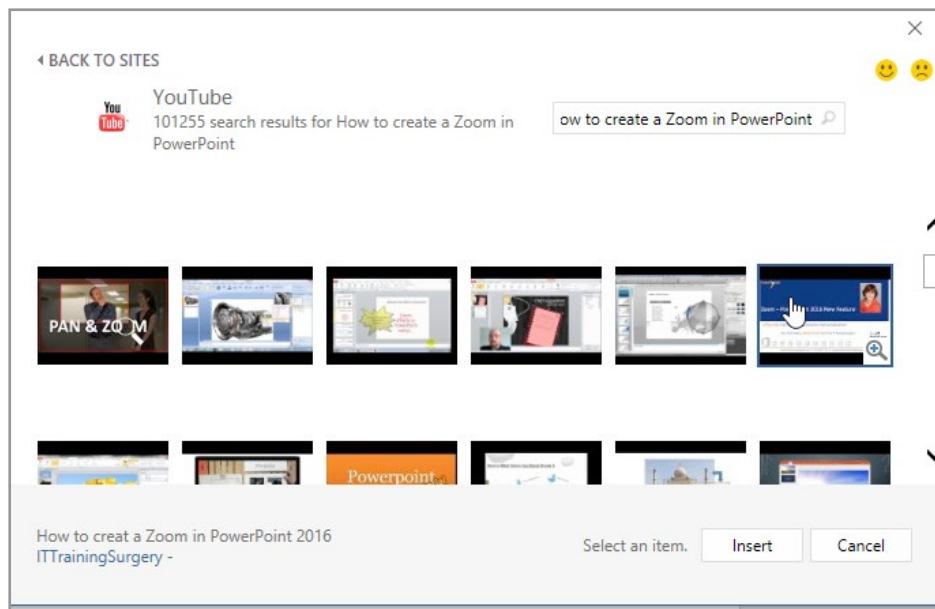
In a document that you are going to store online you can add video which will play right there in the document.

Place the cursor where you want the video to appear and then click Online Video on the Insert Ribbon.



**Figure 200** – Search for the Video

Then select the one you want and click Insert.



**Figure 201 – Select and Insert**

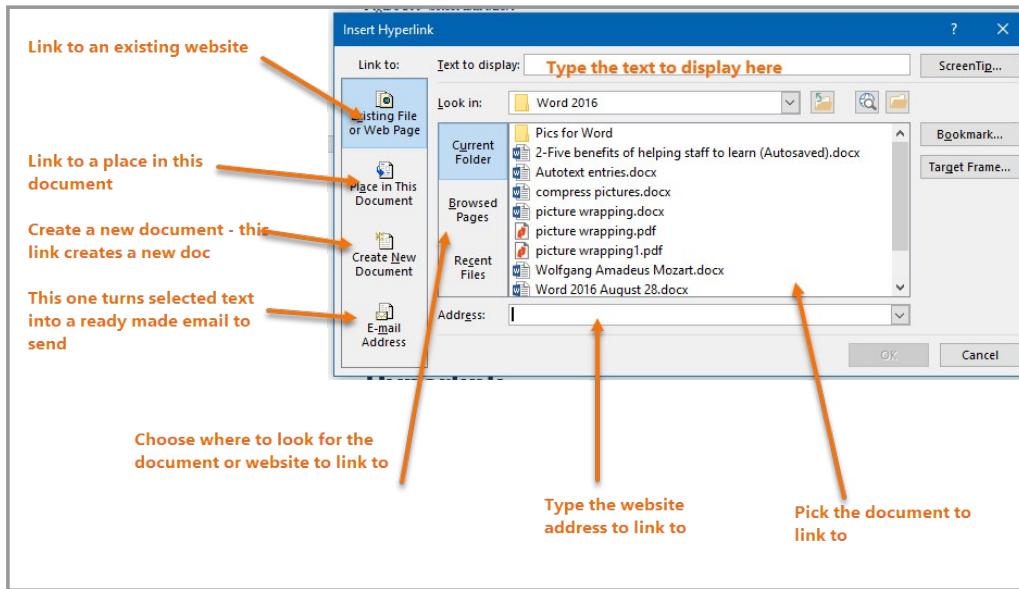
Once the video is in the document you can style it just like a picture using the Picture Tools Design Ribbon.

Remember it will only play if you have an internet connection.

## 23 HYPERLINK

Hyperlinks can be used to link to another location in this document, to an external document, or to a website.

The quickest way to insert a hyperlink is to use the Keyboard Shortcut Control + K.



**Figure 202 – Add a Hyperlink**

# 24 BOOKMARKS

A bookmark identifies a specific word, section, or place in your document so you can easily find it again. Maybe you wish to mark a specific paragraph or some text that you want to revise later, or you may wish to refer to a bookmarked location when cross referencing or when hyperlinking.

## 24.1 ADD A BOOKMARK

Select the text, image or location that you want to bookmark and then click Bookmark on the Insert Ribbon.

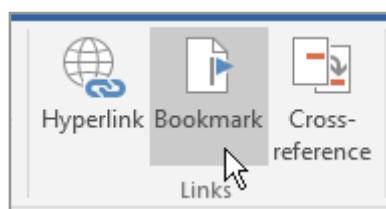


Figure 203 – Insert Bookmark

Type a name for the Bookmark (1) and then click Add (2). Make sure you tick the box that shows if it is a text bookmark or a specific location (3).

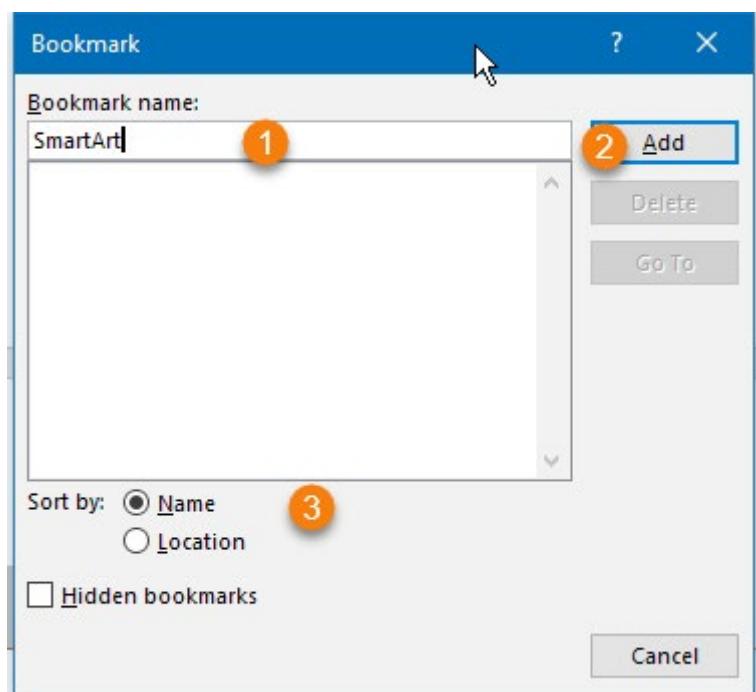
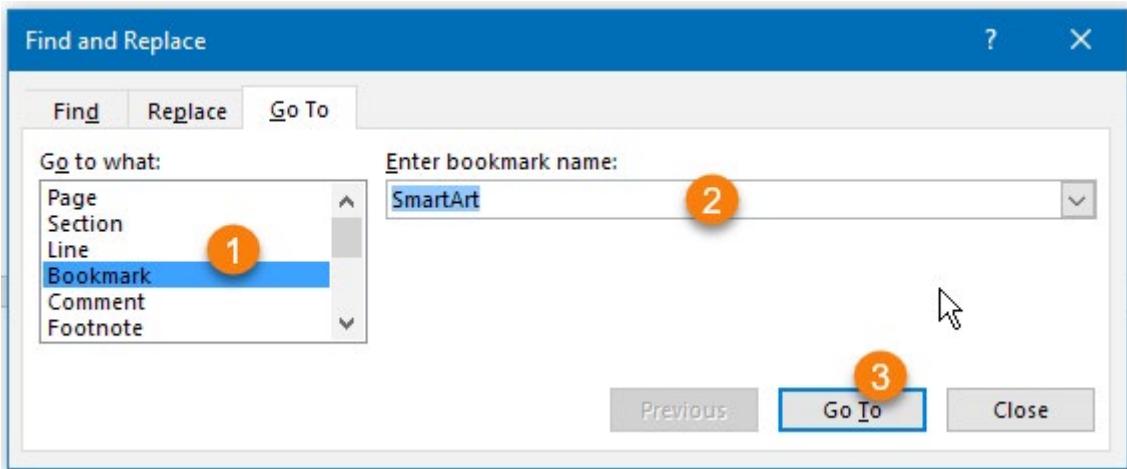


Figure 204 – Set Up the Bookmark

### 24.1.1 NAVIGATE TO YOUR BOOKMARK

To get to the bookmark use the Go To command, press Control and the letter G then select Bookmark (1) on the left, choose the bookmark to navigate to (2) and press Go To (3). This will jump to the location you marked.



**Figure 205** – Build the Bookmark

When you create a hyperlink, you can make the hyperlink jump to a bookmark in your document.

# 25 CROSS REFERENCE

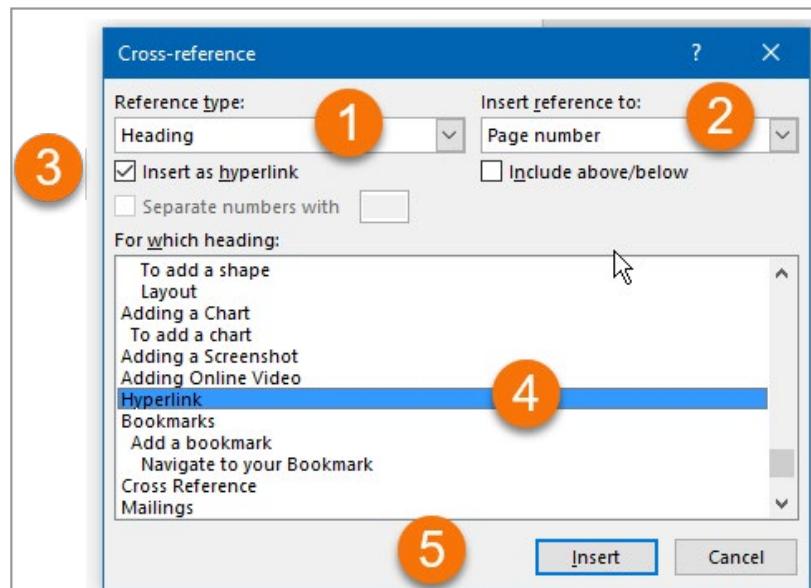
When creating long documents, there are times when you need to refer to a section elsewhere – this is where a cross reference mark comes in. You can reference the page number of a specific heading.

So, if I want to reference the section on hyperlinks, first I type an introduction to the cross reference.

This is my introduction, Refer to the section on hyperlinks – see page 137.

Next I need to add the cross reference field – click Cross Reference on the Insert Ribbon and then make your choices:

1. Decide if referencing a heading or any of the other options.
2. Decide if you want to show the page number or perhaps the text.
3. Decide if it is a hyperlink.
4. Choose the heading to link to (as I am linking to a heading).
5. Click Insert.

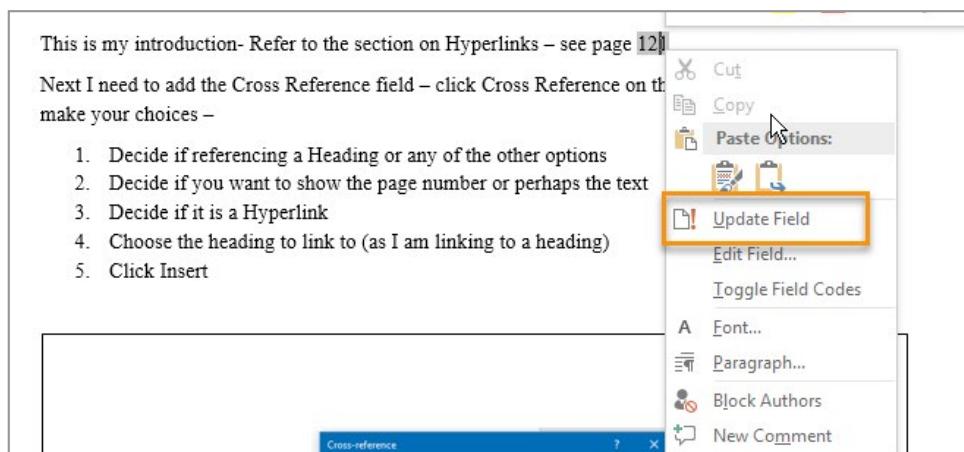


**Figure 206** – Build the Cross Reference

The cross reference is a field and may appear grey when you click on it. As it is a field you will need to make sure that all fields are updated before you print because if you move the heading that the cross reference is linked to, the cross-reference must be updated.

## 25.1 UPDATE THE CROSS-REFERENCE FIELD

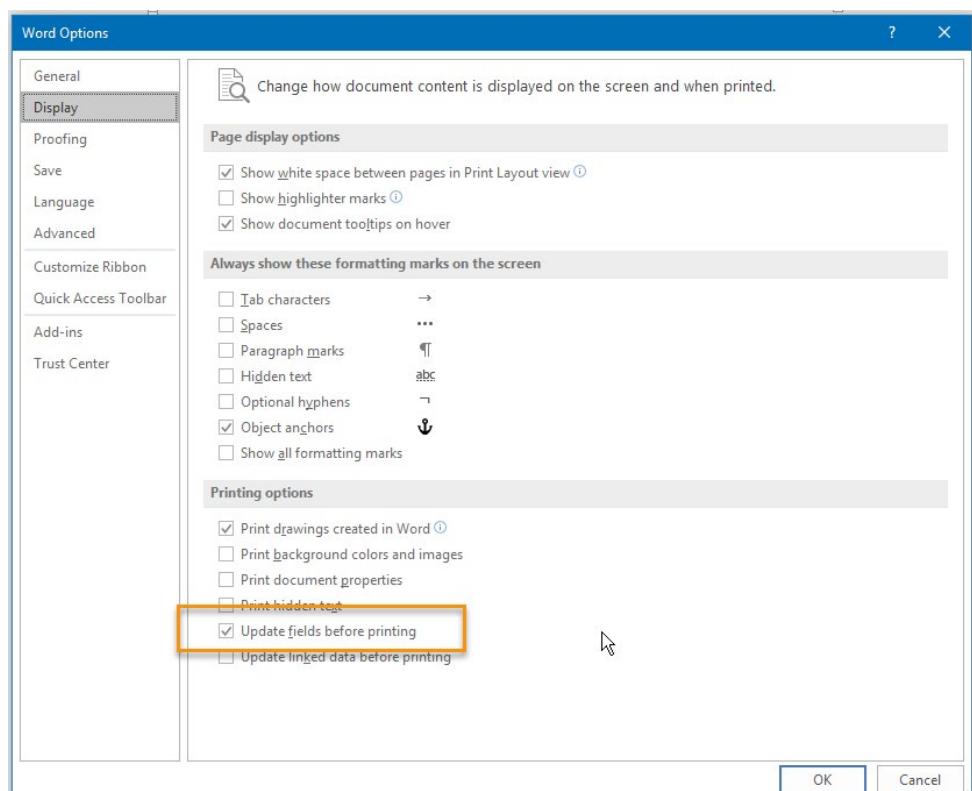
Right click over the reference and select Update Field from the floating menu.



**Figure 207 – Update Field**

## 25.2 TO ENSURE THAT ALL FIELDS IN YOUR DOCUMENT ARE UPDATED BEFORE PRINTING

Click on the File Menu then Options.



**Figure 208 – Make Sure all Fields are Updated**

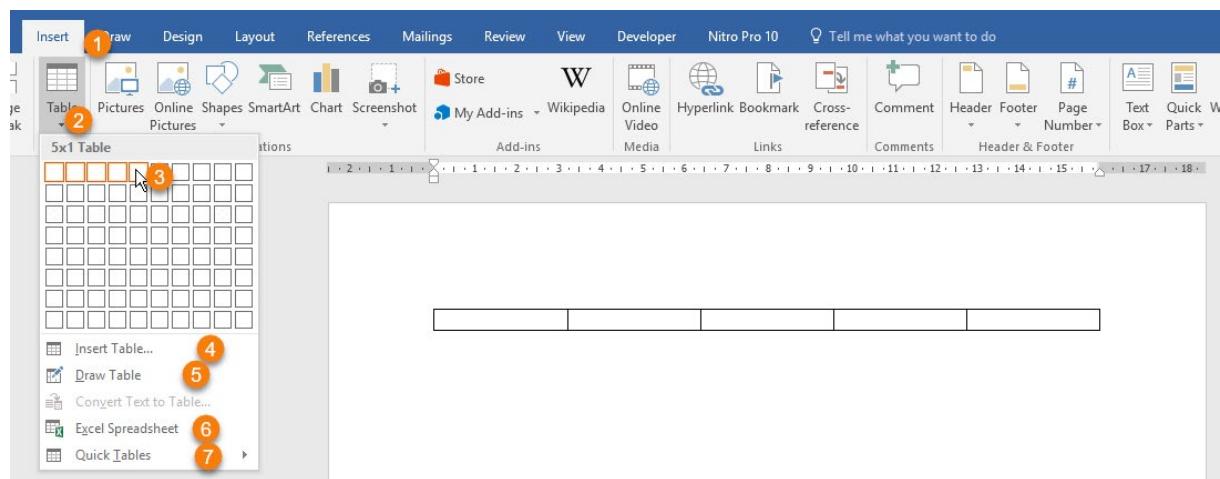
In the Display group make sure you tick Update Fields before printing.

# 26 TABLES

## 26.1 ADDING AND MODIFYING A TABLE

When you have data to display that needs to be set out in columns and rows and formatted nicely, it is a good idea to use a table. Tables are also useful for holding a list of names and addresses for use in a Mail Merge – more on that later.

### 26.1.1 ADD A TABLE VIA THE ICON



**Figure 209** – Add a Table Via the Icon

On the Insert Ribbon (1) click the arrow under the Table icon (2). Drag out the number of columns you need (3) no need to worry about rows right now.

You can also use the old way of inserting a table (4) which will bring up the Insert Table Dialogue box. Or if you want a table with specific layout you can draw it out on the page too (5), insert an Excel Spreadsheet into your document (6) or select from a variety of Quick Tables (7).

### 26.1.2 INSERT A TABLE

To insert a table using the dialogue box – on the Insert Ribbon, click on the arrow underneath the Insert Table icon and click on Insert Table. Next set up how many columns and rows you want in the dialogue box and click OK.

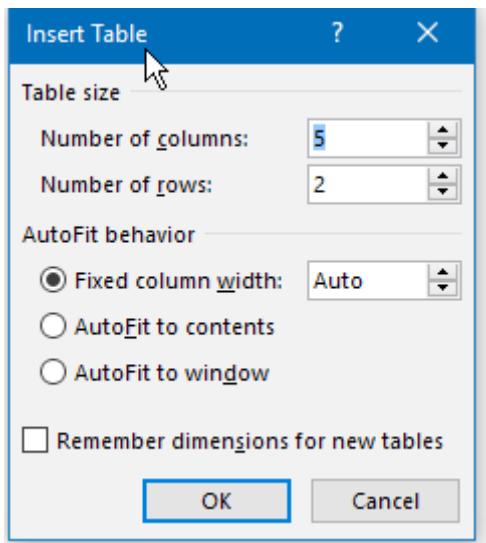


Figure 210 – Add a Table Via the Dialogue Box

### 26.1.3 DRAW A TABLE

Follow the steps above and select Draw Table. You will now have a pencil on the page, drag out a large rectangle.

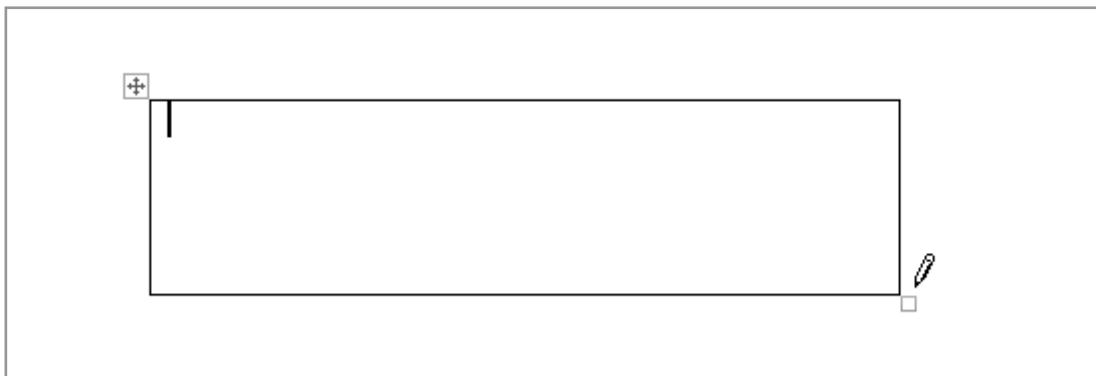
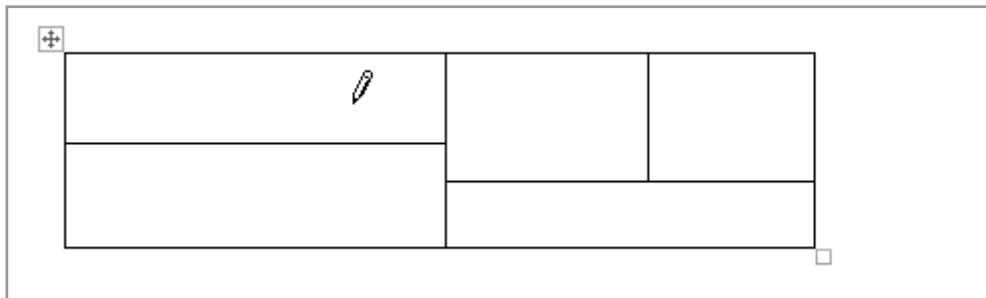


Figure 211 – Draw a Rectangle

You can now continue to draw the lines where you would like the cells to be.



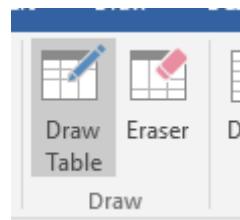
**Figure 212** – Continue to Draw the Cell Borders

The advertisement features a night photograph of the Apollo Hotel building. On the left, there is a red circular logo containing a white lightbulb icon. To its right, the text "CISO Conference" is written in large white letters, with "Produced by Inspired" in smaller text below it. On the right side of the image, a white rectangular box contains the text "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". At the bottom, there is a call-to-action box with the text "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders" and the "Inspired" logo.

### 26.1.4 DRAWING WHEN YOU ALREADY HAVE A TABLE

When you have a table in your document you can add to it by drawing more lines to divide up columns and rows.

Click on Draw Table to switch the pencil back on.

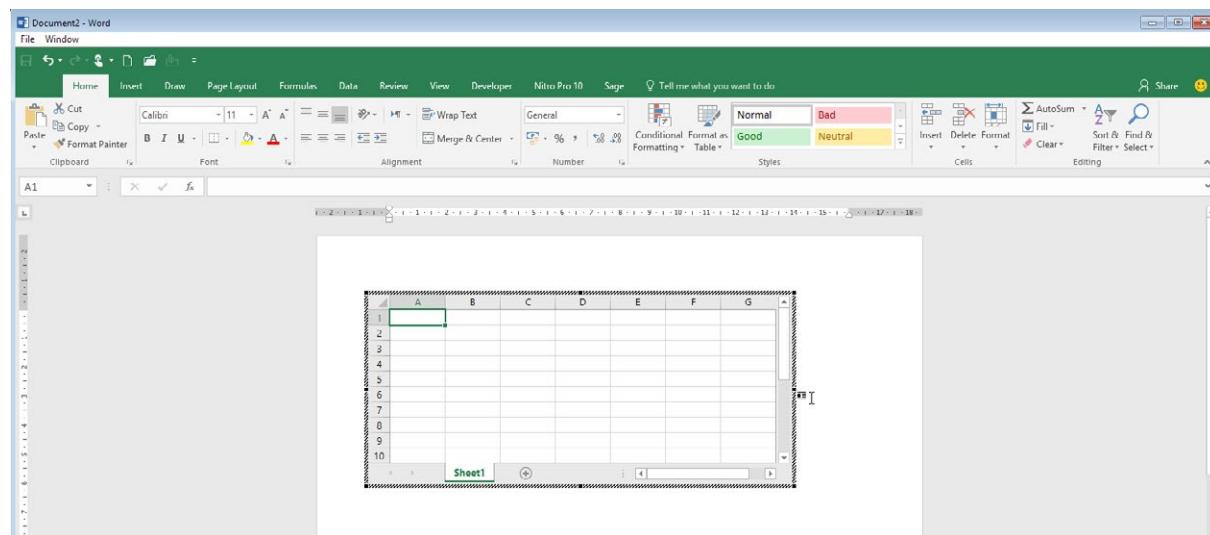


**Figure 213 – Draw Table**

The Eraser allows you to erase any lines you have drawn that you don't want.

### 26.1.5 INSERT AN EXCEL SPREADSHEET

Follow the steps and this time select Excel Spreadsheet – you will see a copy of Excel inside the Word document. You can now use all the Excel functionality to create your table/spreadsheet.



**Figure 214 – Insert an Excel Spreadsheet in Word**

Click outside of the worksheet to get back into the document. Your spreadsheet now looks like a table.

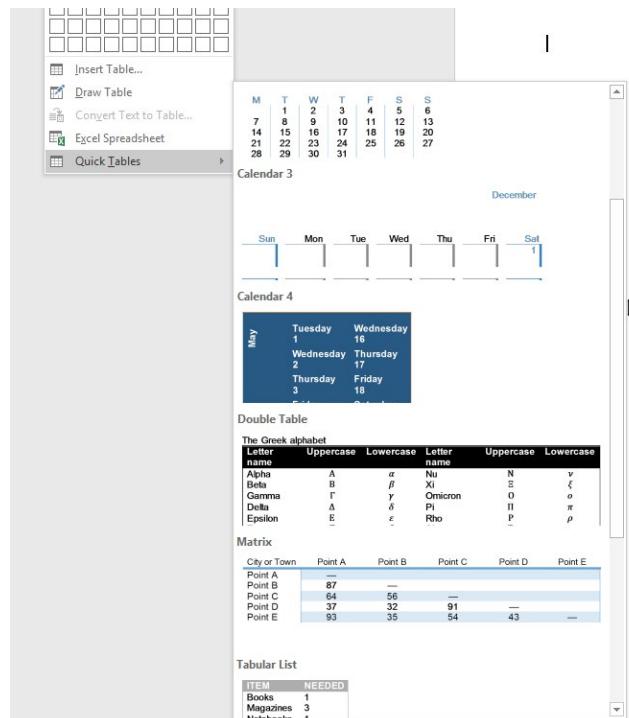
January	February	March
12	25	12
14	55	69
165	150	77
<b>191</b>	<b>230</b>	<b>158</b>

**Figure 215 – Spreadsheet looks like a Table**

If you don't want to see the gridlines around the data, then remember to tick the box for Gridlines on the View Ribbon in Excel. The Gridlines will now not show on screen or when you print.

#### 26.1.6 QUICK TABLES

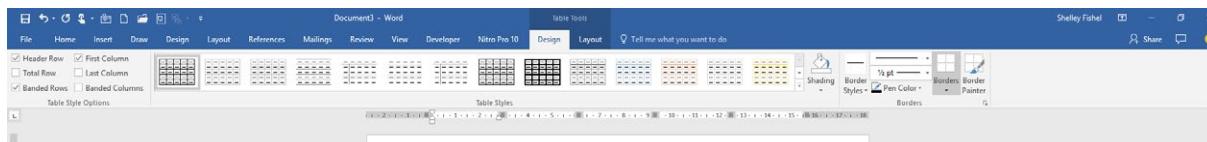
Select Quick Tables from the drop-down list under the Table icon and then choose one of the quick styles on offer. Calendar, tabular and various other styles are available.



**Figure 216 – Choose a Quick Table Style**

### 26.1.7 TABLE TOOLS DESIGN RIBBON

Once you have a table in your document, you will see that there are now two Contextual Ribbons for tables, Design and Layout. Here is the Design Ribbon.



**Figure 217 – Table Tools Design Ribbon**

Here you will find all the tools you need to change the design of your table.

### 26.1.8 TABLE TOOLS LAYOUT RIBBON

The Table Tools Layout Ribbon gives you the tools you need to change the layout, whether that is inserting columns and rows or splitting columns, rows, or cells.



**Figure 218 – Table Tools Layout Ribbon**

### 26.1.9 ADD COLUMNS AND ROWS

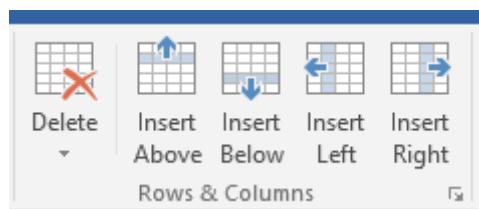
Once you have your basic table, you may need to add columns or rows.

### 26.1.10 ADD A ROW WITH THE KEYBOARD

The great news is that when you tab through a row and get to the last column, pressing Tab again automatically inserts a new row. No more counting how many rows you will need when setting up the table. One row is sufficient.

### 26.1.11 ADD A ROW OR A COLUMN WITH THE ICON

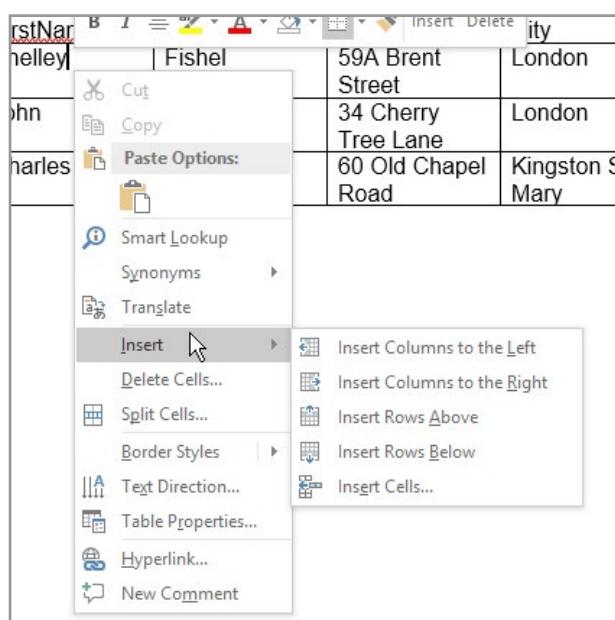
When you need to add a row in a specific location this is useful. You can decide whether to insert the row above the one you are in, below it, in a column on the right of the column you are in, or on the left.



**Figure 219 – Insert Rows and Columns**

### 26.1.12 ADD A ROW OR COLUMN ON A RIGHT CLICK

As with anything else in Word, the right mouse click gives you many options for modifying a table.



**Figure 220 – Right Click to Add Rows and Columns**

### 26.1.13 ADDING ROWS AND COLUMNS USING THE PLUS SIGN

Place the cursor on the dividing lines between the two rows where you want to insert another one and click on the plus sign – a new row will be inserted.

FirstName	Surname	Address	City	Postcode
Shelley	Fishel	59A Brent Street	London	NW4 2EA
John	Jones	34 Cherry Tree Lane	London	SW11 2EF
Charles	Dixon	60 Old Chapel Road	Kingston St Mary	KA19 1QS

Figure 221 – Use the Plus Sign to Add a Row

For a column, place the cursor at the top of the column on a dividing line and click the plus sign.

FirstName	Surname	Address	City	Postcode
Shelley	Fishel	59A Brent Street	London	NW4 2EA
John	Jones	34 Cherry Tree Lane	London	SW11 2EF
Charles	Dixon	60 Old Chapel Road	Kingston St Mary	KA19 1QS

Figure 222 – Use the Plus Sign to Insert a Column

### 26.1.14 SELECTING COLUMNS AND ROWS

You need to know how to select columns and rows if you want to format them or do things with them.

### 26.1.15 SELECT A ROW

Take the mouse cursor out to the left of the table into the margin. The cursor will change to a white arrow pointing at the row. Click once to select the row.

John	Jones	34 Cherry Tree Lane	London
Charles	Dixon	60 Old Chapel Road	Kingston St

Figure 223 – Click to Select the Row

To select multiple rows, keep your finger on the left mouse button and drag down while the white pointer is pointing at the rows. Multiple rows will be selected and turn grey.

### 26.1.16 SELECT A COLUMN

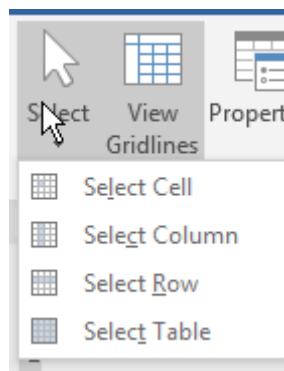
Place the mouse cursor above the column you want to select you will see a black arrow pointing down at the column. Click once to select the whole column.

FirstName	Surname	Address	City	Postcode
Shelley	Fishel	59A Brent Street	London	NW4 2EA
John	Jones	34 Cherry Tree Lane	London	SW11 2EF
Charles	Dixon	60 Old Chapel Road	Kingston St Mary	KA19 1QS

Figure 224 – Select a Column

Selecting multiple columns – when you see the black arrow keep your finger on the left mouse button and drag across all the columns you wish to select. They will all go grey.

### 26.1.17 THE SELECT ICON



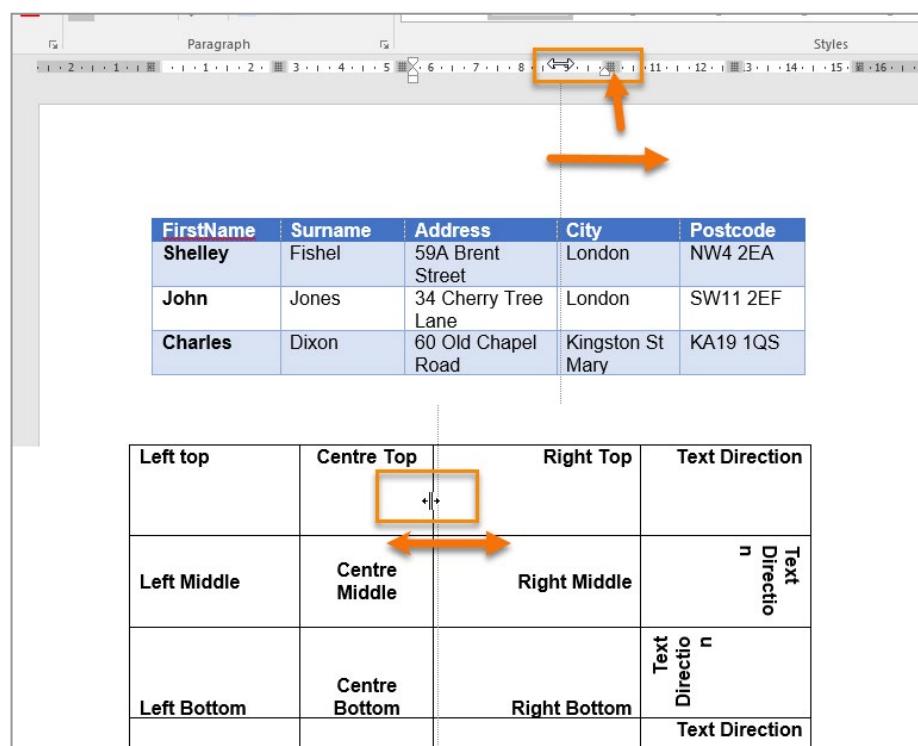
**Figure 225 – The Select Icon**

Choose what you want to select from the drop down.

### 26.1.18 RESIZE COLUMNS AND ROWS

To make a column wider you can drag the border or on the ruler drag the little box to the left to make smaller or the right to make larger.

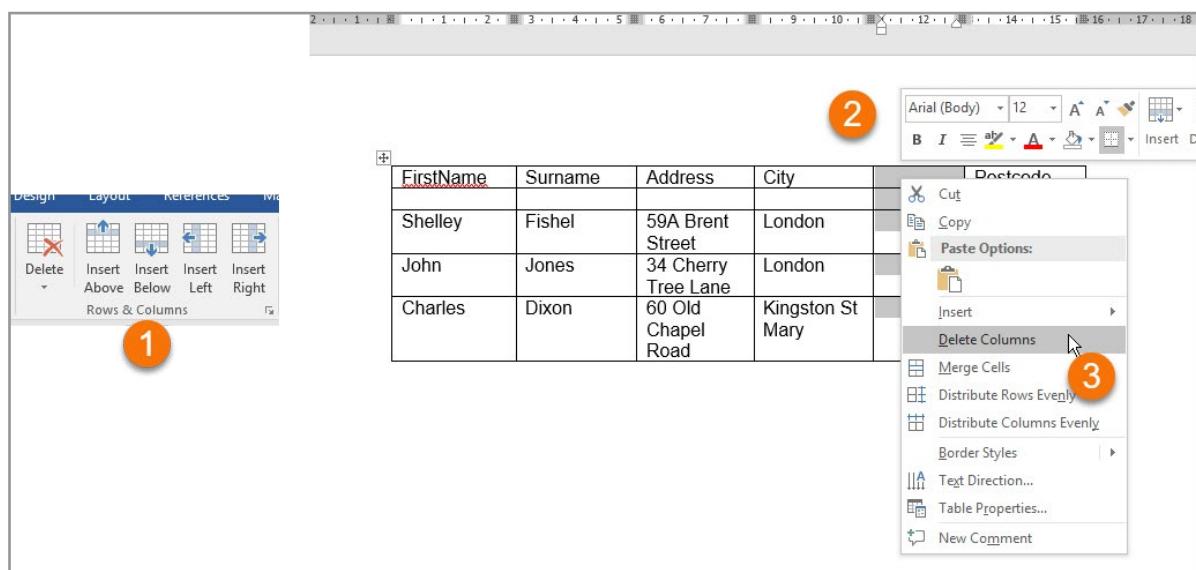
For rows, drag the horizontal dividing line up or down or the corresponding box on the vertical ruler.



**Figure 226 – Resize Columns**

### 26.1.19 DELETE COLUMNS AND ROWS

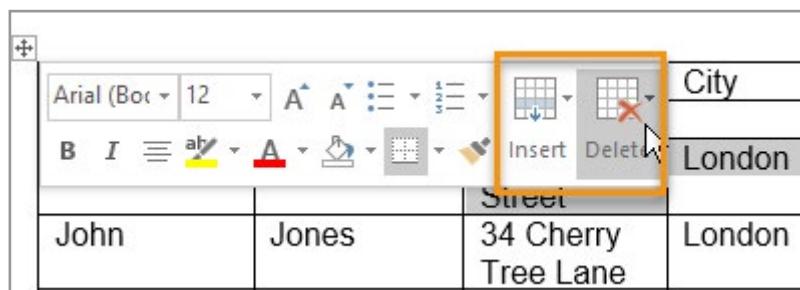
Use the icon on the Layout Ribbon or a right click to delete columns or rows.



**Figure 227** – Icons Selection or Right Click the Choice is Yours

### 26.1.20 THE FLOATING TOOLBAR

When working with a table the floating toolbar that pops up when you select something has the main useful tools for adding and deleting rows and columns.



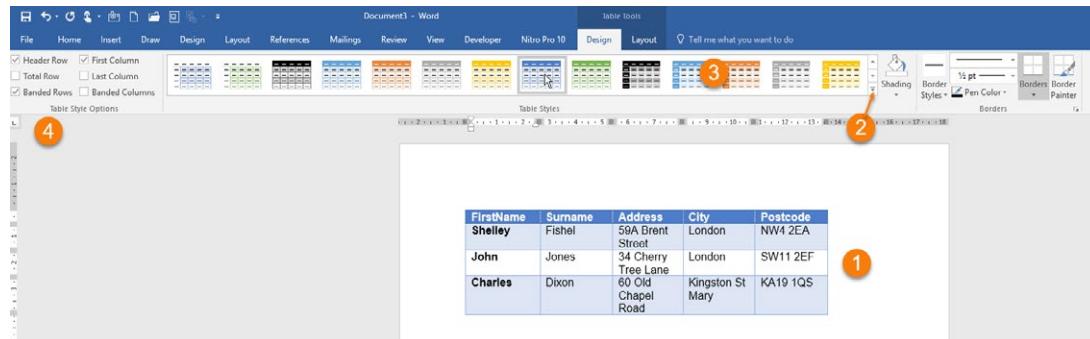
**Figure 228** – The Floating Toolbar – Insert and Delete Options Here

## 26.2 TABLE DESIGN

Now you have your table in the document, time to make it look pretty and professional. As you would expect, Word comes with a selection of pre-formatted designs ready to apply to your table. Added to that you can customise just about any part of it. Add borders and shading yourself, or use a design. You can also change text alignment, layout and lots of other things.

### 26.2.1 TABLE STYLES

Click inside the table and then choose one of the designs from the Table Style Gallery on the Table Tools Design Ribbon.



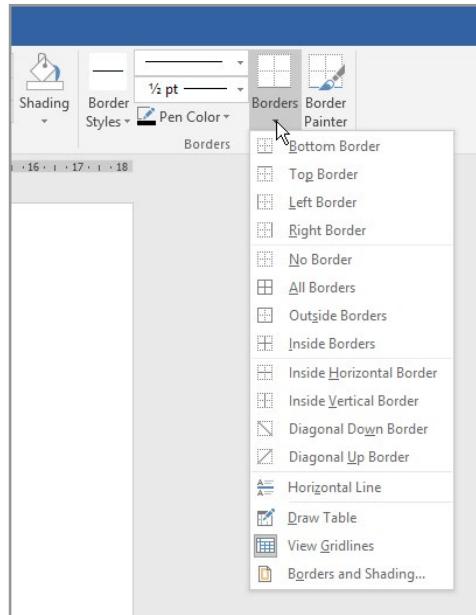
**Figure 229 – Table Tools Design**

Click inside the table (1) pick a design, you can move the arrow (2) up or down to see more options. Select the one you want to apply (3). Set Table Style Options (4) add or remove banded columns and rows and the way the header row is formatted.

### 26.3 ADD BORDERS AND SHADING TO A TABLE

Borders and Shading can be added or changed cell by cell, row by row, or all at once. There are several options of how to go about this.

#### 26.3.1 THE BORDERS ICON



**Figure 230 – Adding Borders**

Click inside the table and select the border options to apply from the drop down under the Borders icon which is on the Table Tools Design Ribbon. (The borders icon can also be found on the Home Ribbon).

Borders will be applied to whatever you have selected. So, if you have only clicked inside one cell, the border options you choose will be applied to that cell only. To apply to a row, column, or the whole table first select the entity to which you want to apply the borders.

### 26.3.2 BORDER STYLE

To change how the border looks without using the borders icon you can use the Border Style options on the Table Tools Design Ribbon.

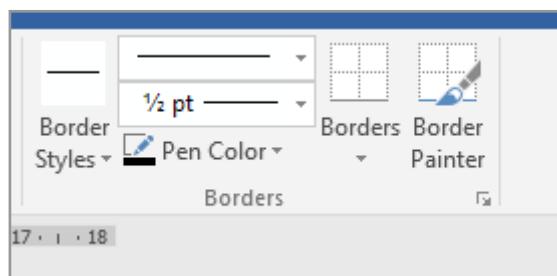


Figure 231 – Border Styles

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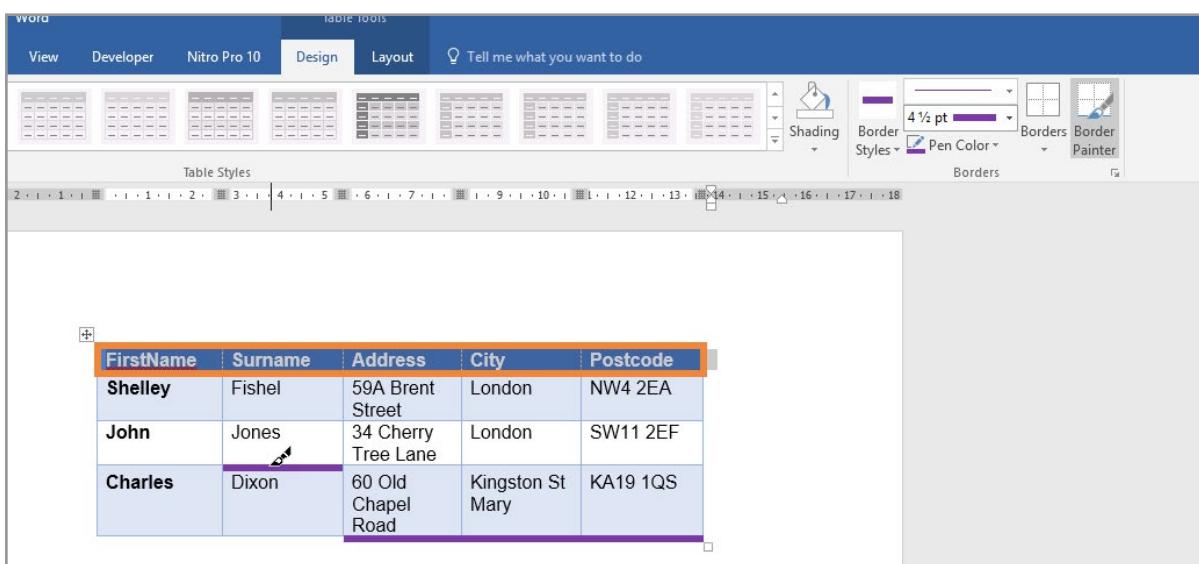
Set the line style, weight and pen colour. Then you can apply a border from the borders drop down and the style will be the one you just set. In the picture below I set the border style to orange and the weight to 4.5 points, the Pen colour is a bolder orange (1) Now when I selected just the top row and chose Outside Borders from the Borders icon, the new style border has been applied to the top row of the table (2).



**Figure 232 – Set Style and Apply Border**

### 26.3.3 BORDER PAINTER

The border painter paints the border style you chose on the lines that you drag it over. You have complete control over where the border style changes and can see it happen in front of you.

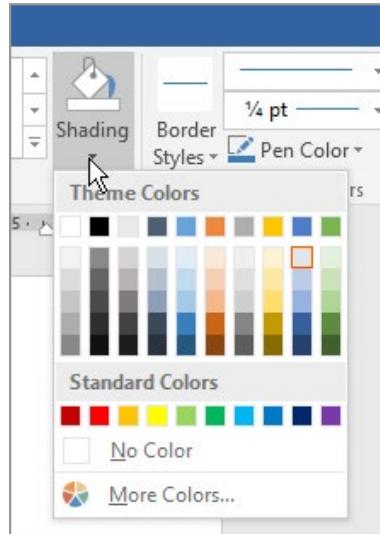


**Figure 233 – The Border Painter**

In the picture above I have set the pen colour to a vivid purple. As I click on the dividing lines between cells, the Border Painter icon appears looking like a paintbrush. The new border is now painted on to the line I chose.

### 26.3.4 SHADING

Shading rows or columns or the whole table can be done from the Shading icon. Select the area to apply shading to and then pick a colour.

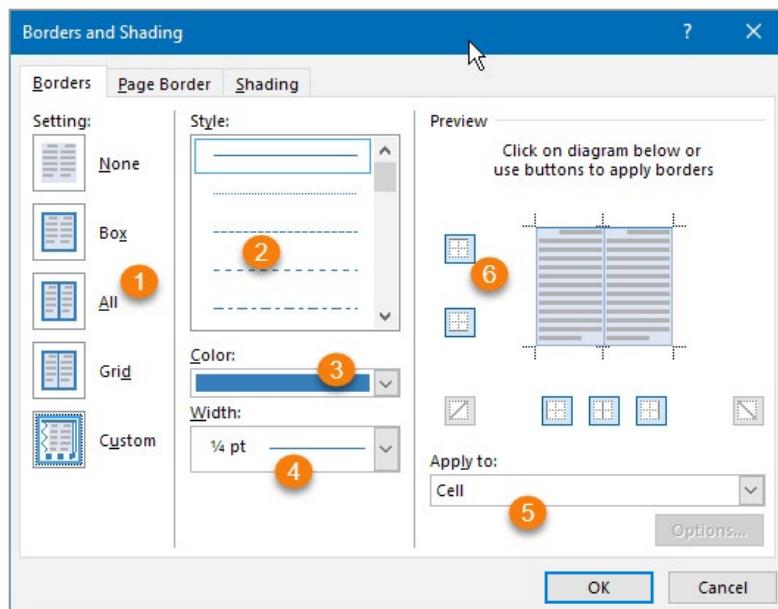


**Figure 234 – Shading**

### 26.3.5 BORDERS AND SHADING TOGETHER

To apply borders and shading together you can use the Borders and Shading Dialogue box.

From the Borders icon, click on Borders and Shading at the bottom and you will see the dialogue box below.



**Figure 235 – Borders and Shading**

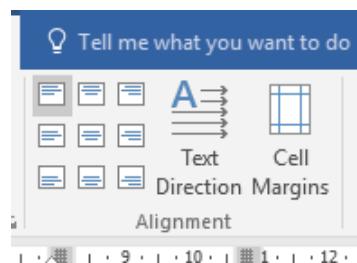
1. Decide what the border applies to.
2. Pick a line style.
3. Choose a colour.
4. Set the line weight – bigger numbers for thicker lines.
5. Choose to apply to the cell, or the table.
6. Apply to individual elements using the icons around the preview.
7. Click OK when done.

To apply shading click on the Shading tab and make your selections there.

Note that you can also apply page borders. Click on the Page Border tab to see how to do this.

### 26.3.6 TEXT ALIGNMENT IN A CELL

Set where you want text to be placed in the cell and change the direction of text if you need to.



**Figure 236** – Text Alignment and Direction

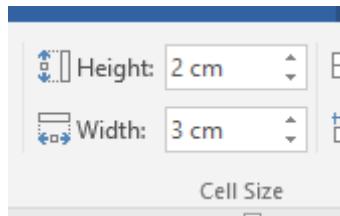
You can align the text so that it sits Left Aligned – top middle or bottom, Centre Aligned – top middle or bottom, Right Aligned top middle or bottom. The Text Direction icon will rotate the text in 90 degree increments.

Left top	Centre Top	Right Top	Text Direction
Left Middle	Centre Middle	Right Middle	Text Direction
Left Bottom	Centre Bottom	Right Bottom	Text Direction
			Text Direction

**Figure 237** – Align Text and Change Direction

### 26.3.7 SET THE HEIGHT AND WIDTH OF ROWS AND COLUMNS

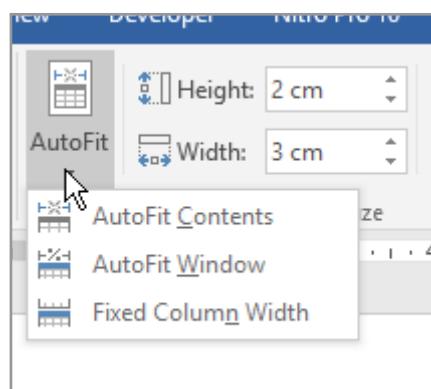
Sometimes you know that you need to have lots of room to type. You can set the height of the rows and the width of the columns. These settings then apply to all new rows or columns added.



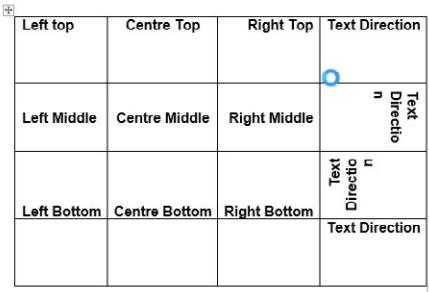
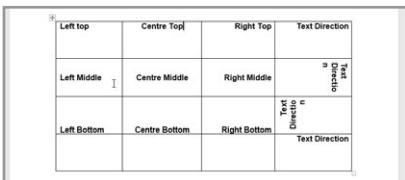
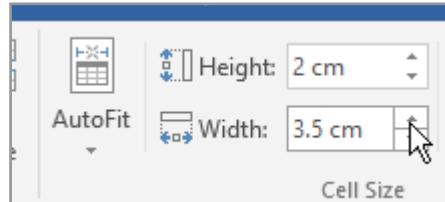
**Figure 238** – Set Row Height and Column Width

### 26.3.8 AUTOFIT

Set Autofit options for your table.



**Figure 239** – Auto Fit Options

<p>Set the table to fit around the contents – if you type lots of text into a cell, the column will widen to fit the text.</p> <p>Rotated text does not work with Autofit</p>	
<p>Autofit to the Window – fits to the whole page -this option will stretch out the columns to fit in the page margins. All columns will be sized proportionately</p>	
<p>Fixed Column Width – all columns adjust based on the width you set, not just the column you happen to be in.</p>	

### 26.3.9 DISTRIBUTE ROWS AND COLUMNS

These options will distribute the rows and/or columns evenly within the outside borders of the table.

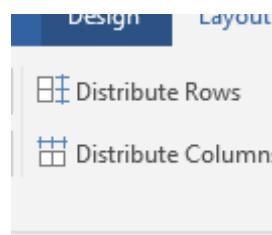
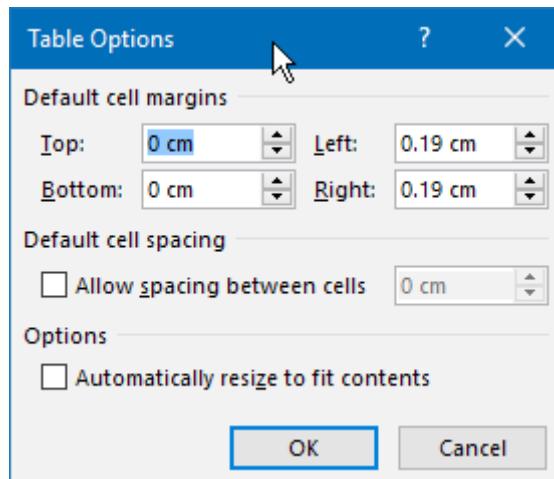


Figure 243 – Distribute Rows and Columns

### 26.3.10 CELL MARGINS

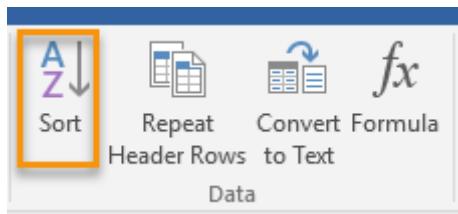


**Figure 244 – Cell Margins**

These options control how the cells are laid out and what the internal margins are. You can also set default spacing in between cells and make sure that the cell automatically resizes, to fit the contents.

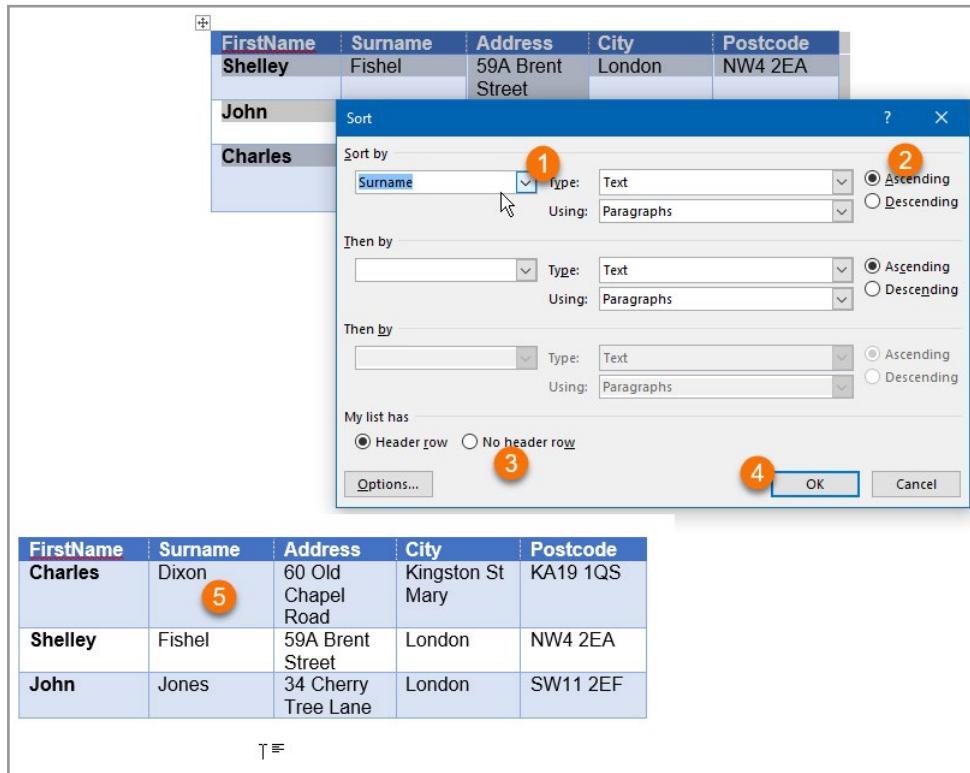
### 26.3.11 SORT YOUR TABLE

Often, as data is entered into a table it is not necessarily inserted in any specific order. To sort into a specific order use the Sort button.



**Figure 245 – Sort the Table**

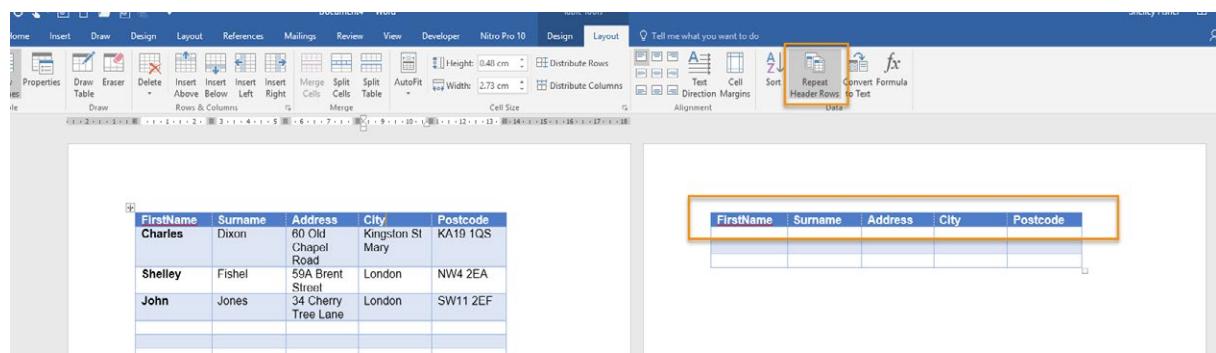
When you click the Sort button the dialogue box appears. Set the column you want to sort by (1) and the order whether Ascending or Descending. (2) Repeat for up to three levels. If you have a Header row, make sure the circle has a dot in it (3) this ensures that the heading stays put and does not get sorted with the rest of the data. Click OK when done (4) and then see your data sorted in order (5).

**Figure 246 – Set Sort Order**

### 26.3.12 REPEAT HEADER ROWS ON EVERY PAGE

When your table spans several pages, it can be frustrating that there is no header row on each page. For this reason, you can use the Header Rows Repeat button to apply the header row to every page.

Click into the Header row and then click on the Header Rows Repeat button.

**Figure 247 – Header Rows Repeat**

### 26.3.13 CALCULATE IN A TABLE

How about those times when you want to add up a column of numbers and you want this to be automatic?

Use the Formula button on the Table Tools Design Ribbon to add up. Set the number format or choose a function then click OK.

The screenshot shows a Microsoft Word document containing a table. The table has two columns: 'Item' and 'Cost'. The rows contain data for Apples, Bananas, Oranges, and a total row labeled 'Total Bill for shopping'. A formula dialog box is overlaid on the table. In the 'Formula' field, the text '=SUM(ABOVE)' is entered. Below the formula, there is a 'Number format:' dropdown menu. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

Item	Cost
Apples	12.00
Bananas	45.00
Oranges	35.00
<b>Total Bill for shopping</b>	

**Figure 248** – Create a Formula in the Table

The numbers are added up. If you change one of the numbers in the list, you will need to update the formula field so that it updates and changes the total.

The screenshot shows a Microsoft Word document with a table. The table has columns for 'Item' and 'Cost'. The 'Cost' column contains values 75.00, 65.00, 35.00, and a total cell with the value 175. A context menu is open over the '175' cell. The menu options include Cut, Copy, Paste Options:, Update Field, Edit Field..., Toggle Field Codes, Font..., and Paragraph... . An orange arrow points to the 'Update Field' option in the menu.

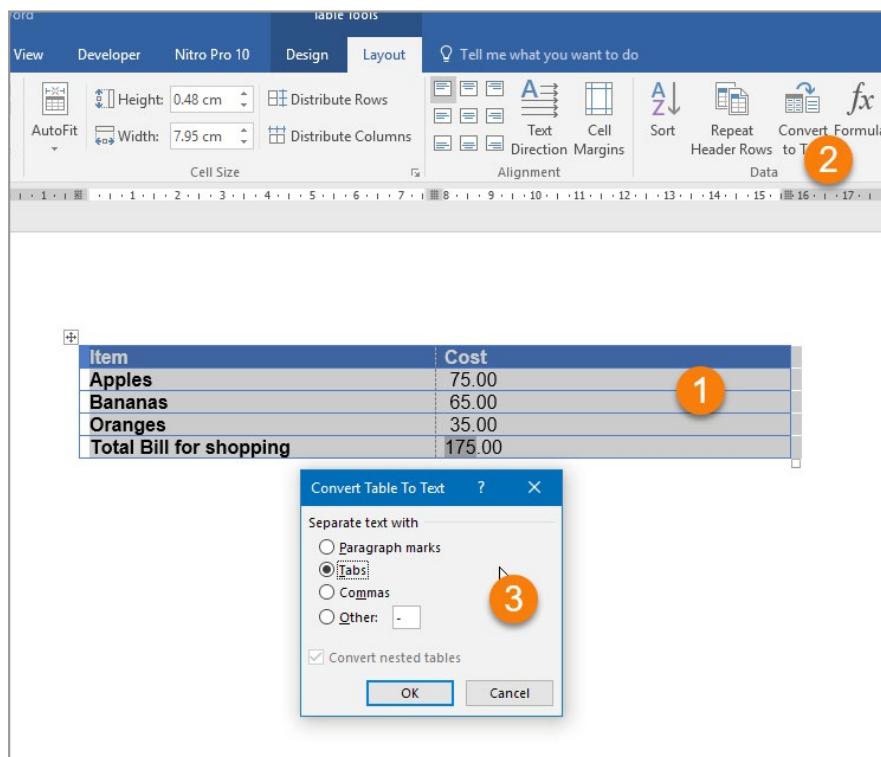
Item	Cost
Apples	75.00
Bananas	65.00
Oranges	35.00
<b>Total Bill for shopping</b>	175

**Figure 249** – Right Click to Update the Formula

You may need to do a bit of cosmetic work with formatting of numbers but this will save you having to get a calculator out!

### 26.3.14 CONVERT THE TABLE TO TEXT

Occasionally a table is not what you need to display. However, tables are extremely easy to use for setting out information. Once you have your information set out in a table it is simple to convert it into a tabbed list.



**Figure 250 – Convert Table to Text**

Select the table (1) click on Convert to Text (2) and then choose what to use as the separator. It is usually a tab when converting a table.

The data is now showing as a tabbed list.

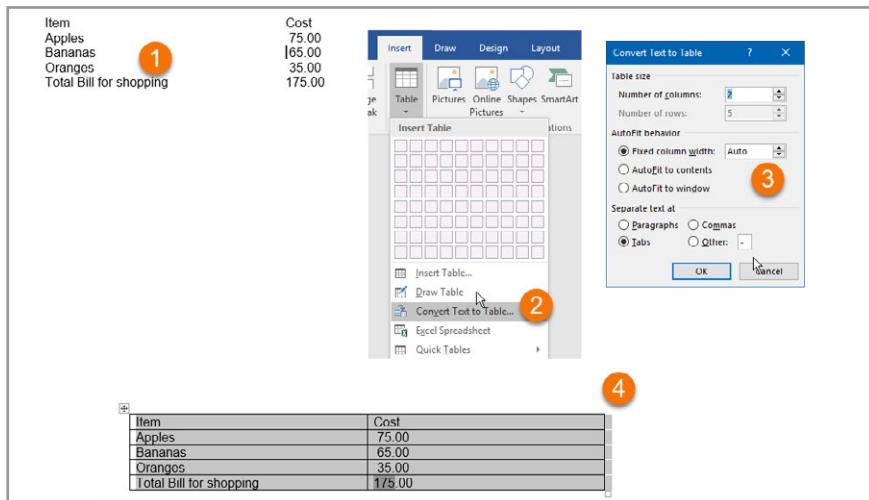
Item	Cost
Apples	75.00
Bananas	65.00
Oranges	35.00
<b>Total Bill for shopping</b>	<b>175.00</b>

**Figure 251 – Table as Text**

### 26.3.15 CONVERT TEXT TO TABLE

Sometimes you have text that is set out with tab stops, or divided up in some other way. You can convert this text into a table.

Select the text to convert (1) then click on the drop down under Table and choose Convert Text to Table. Then specify or confirm how many rows and columns and what currently divides the data (3), then click OK and your data is now in a nice table (4).



**Figure 252 – Convert Text to Table**

**MTHøjgaard**

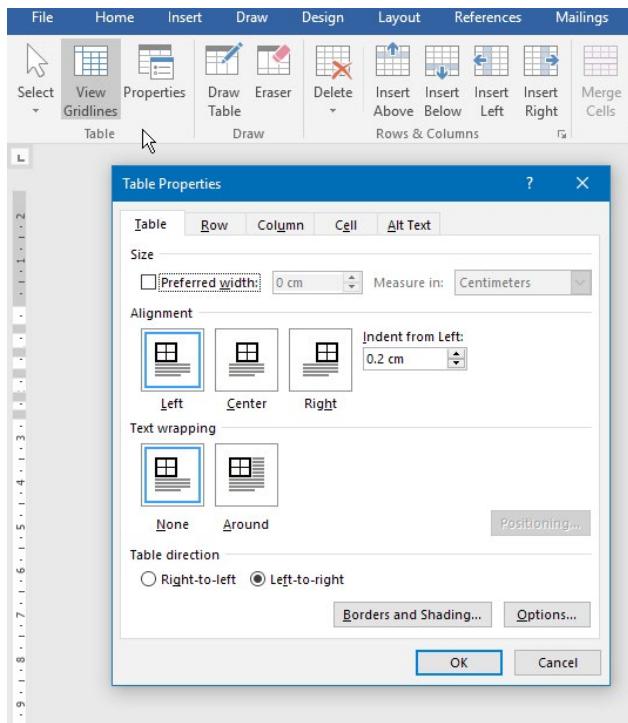
## BEDRE LØSNINGER

I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?

[mth.dk/vorestilgang](http://mth.dk/vorestilgang)

### 26.3.16 TABLE PROPERTIES

Table properties are where you control all aspects of how a table behaves. It is also where to go to add Alt Text to tables. This helps make a table accessible to people with a visual impairment.

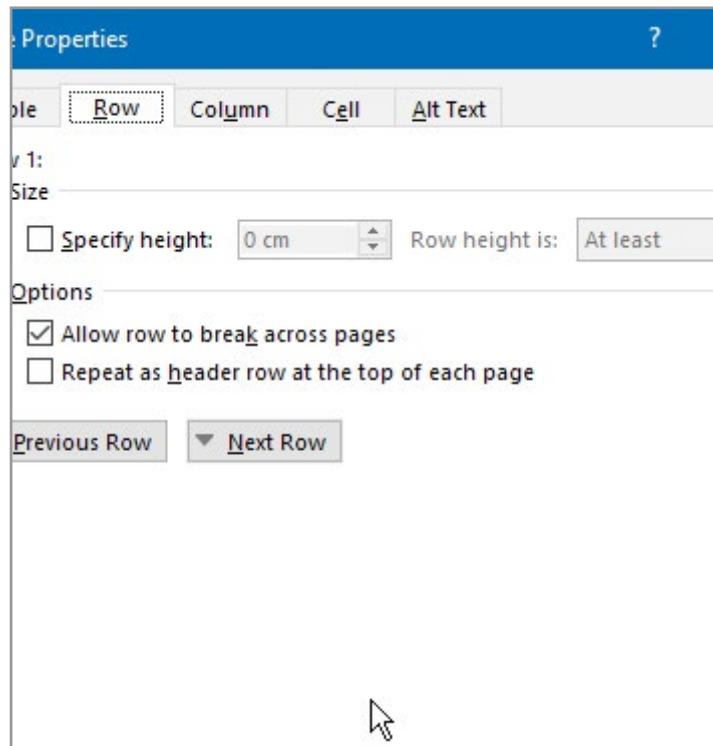


**Figure 253 – Table Properties**

Here you set alignment of the table in relation to text on the page and set text wrapping options.

### 26.3.17 THE ROW TAB

You can set a specific height for rows in the table and set rows to break across pages if necessary. You can also set the header row to repeat at the top of every page, so you don't have to remember to go and set this later.



**Figure 254** – Table Properties, Rows

### 26.3.18 THE COLUMN TAB

Here you specify the width of the columns and the unit of measure.

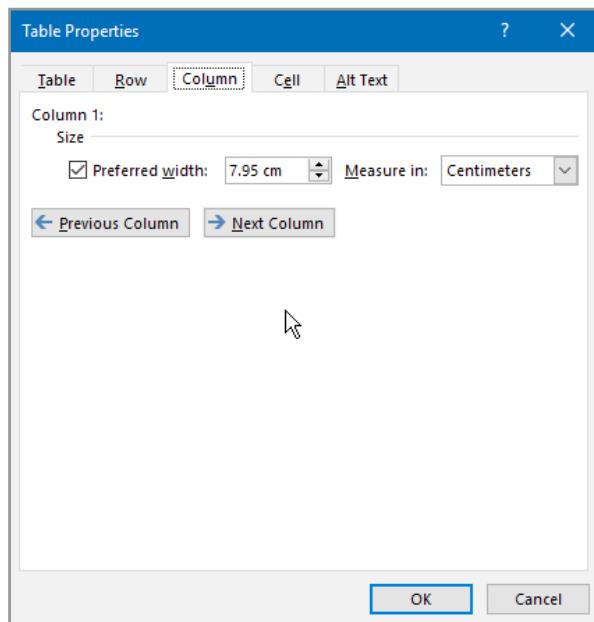


Figure 255 – Table Properties Columns

### 26.3.19 THE CELL TAB

Set the vertical alignment for each cell here and the preferred width and unit of measure.

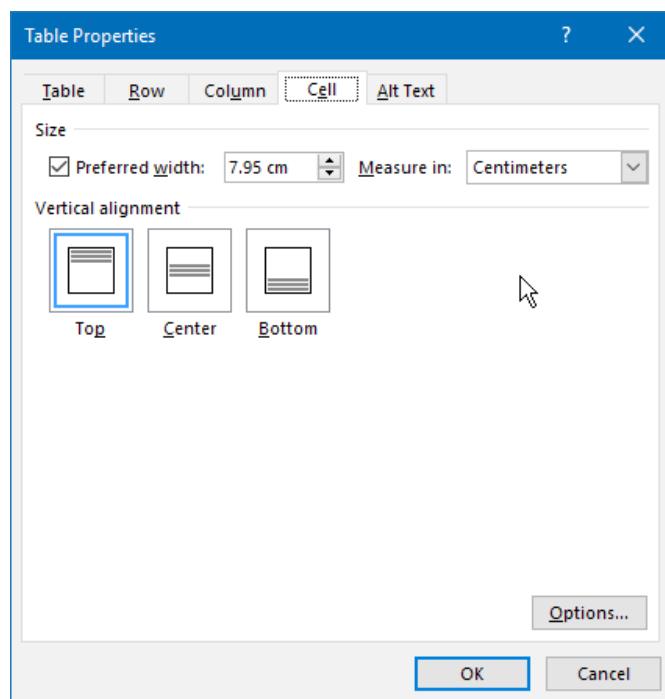
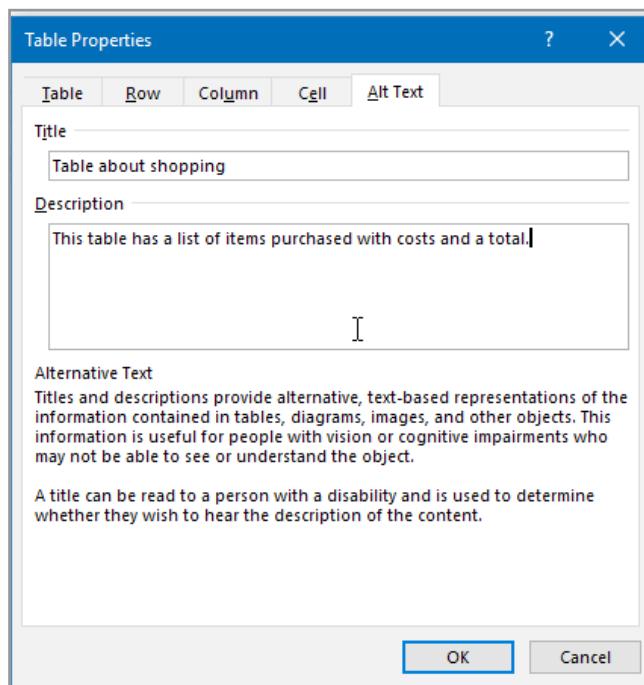


Figure 256 – Table Properties Cell

### 26.3.20 THE ALT TEXT TAB

Alt Text or Alternative Text to give it its full name is used to label objects in documents. These labels are used by screen readers for accessibility.

Remember to add Alt Text to all your tables.



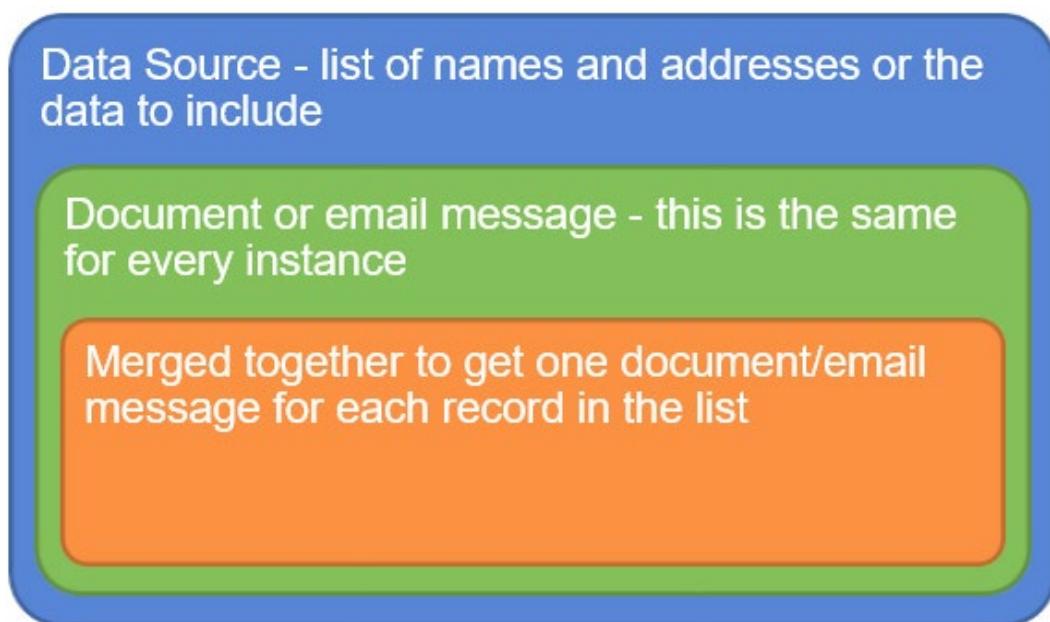
**Figure 257** – Table Properties Alt Text

# 28 MAILINGS

When many people need to receive the same document or email message and it needs to be personalised, or it may have fields that change, then a mail merge is what you need.

## 28.1 WHAT MAKES UP A MAIL MERGE?

A mail merge is made up of three elements.



**Figure 258** – Makeup of a Mail Merge

## 28.2 THE SOURCE DOCUMENT

Word Document – create a document that can be sent to many different people.

Email message – when you need to create a standard email that goes to many recipients and each one needs to be personalised or addressed to each individual, then a mail merge is the way to go.

## 28.3 THE LIST

You can have the list of the data in:

- A Word table
- An Excel spreadsheet
- Outlook contacts

### 28.3.1 THE MERGE

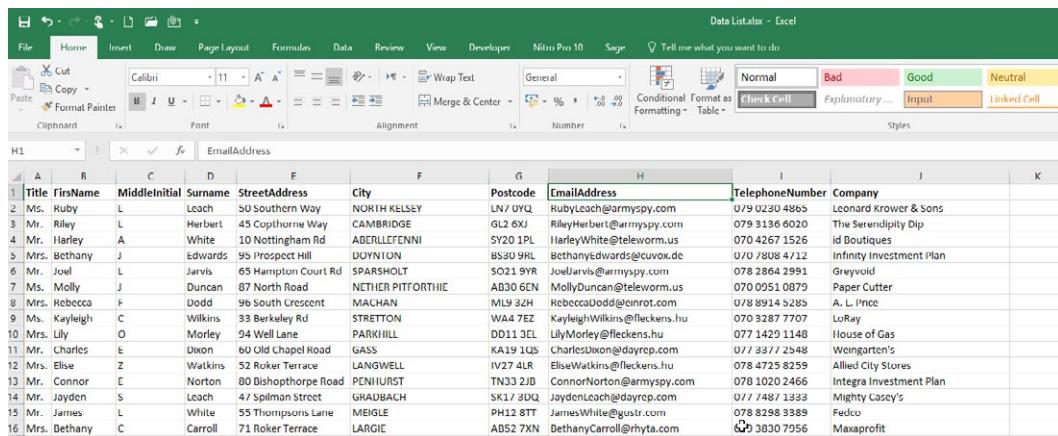
Once you have the list and the document you can go ahead and create the merged document.

## 28.4 MAIL MERGE FROM AN EXCEL LIST

The first step is to set up your data list in Excel. Perhaps you have inherited one, or it may have been exported from a database. You may also need to do some cleaning up of the structure of the data.

In your Excel list, you need headings at the top of each column. Each column represents a field. A field in the merge document is a placeholder for text that changes with each record. A record is all the information held about each individual person in the list.

Here is a snapshot of my data.



	A	B	C	D	E	F	G	H	I	J	K
1	Title	FirstName	MiddleInitial	Surname	StreetAddress	City	Postcode	EmailAddress	TelephoneNumber	Company	
2	Ms.	Ruby	L	Leach	50 Southern Way	NORTH KELSEY	LN2 0YQ	RubyLeach@armyspy.com	079 0230 4865	Leonard Krower & Sons	
3	Mr.	Riley	L	Herbert	45 Copthorne Way	CAMBRIDGE	GL2 6XJ	RileyHerbert@armyspy.com	079 8136 0020	The Serendipity Dip	
4	Mr.	Harley	A	White	10 Nottingham Rd	ABERLLEFENNI	SY20 1PL	HarleyWhite@teleworm.us	070 4267 1526	id Boutiques	
5	Mrs.	Bethany	J	Edwards	95 Prospect Hill	DOYNTON	BS20 9RL	BethanyEdwards@euvox.de	010 8084 712	Infinity Investment Plan	
6	Mr.	Joel	L	Jarvis	65 Hampton Court Rd	SPARSHOLT	SO21 9YR	JoelJarvis@armyspy.com	078 2864 2991	Greyvoid	
7	Mrs.	Molly	J	Duncan	87 North Road	NETHER PITTOCHIE	AB30 6EN	MollyDuncan@teleworm.us	070 0951 0879	Paper Cutter	
8	Mrs.	Rebecca	F	Dodd	96 South Crescent	MACHAN	ML9 3ZH	RebeccaDodd@eurotrot.com	078 8914 5285	A. L. Price	
9	Mr.	Kayleigh	C	Wilkins	33 Berkeley Rd	STRETTON	WA4 7EZ	KayleighWilkins@fleckens.hu	070 3287 7707	LoRay	
10	Mrs.	Lily	O	Morley	94 Well Lane	PARKHILL	DD11 3CL	LilyMorley@fleckens.hu	077 1429 1148	House of Gas	
11	Mr.	Charles	E	Dixon	60 Old Chapel Road	GASS	KA19 1QS	CharlesDixon@dayrop.com	077 3377 2548	Weingarten's	
12	Mrs.	Elise	Z	Watkins	52 Roker Terrace	LANGWELL	IV27 4LR	EliseWatkins@fleckens.hu	078 4725 8259	Allied City Stores	
13	Mr.	Connor	E	Norton	80 Bishophorpe Road	PENHURST	TN33 2JB	ConnorNorton@armyspy.com	078 1020 2466	Integra Investment Plan	
14	Mr.	Jayden	S	Leach	47 Spillman Street	GRAUBACH	SK17 3UQ	JaydenLeach@dayrop.com	077 7487 1333	Mighty Casey's	
15	Mr.	James	L	White	55 Thompsons Lane	MEIGLE	PH12 8TT	JamesWhite@gustr.com	078 8298 3389	Fedco	
16	Mrs.	Bethany	C	Carroll	71 Roker Terrace	LARGIE	AB52 7XN	BethanyCarroll@hyta.com	078 3830 7956	Maxaprofit	

Figure 259 – Data List from Excel

Now that I have a list, I can get on with creating the document and the merge process.

### 28.4.1 THE MAILINGS RIBBON

The starting point for your mailing is the Mailings Ribbon.

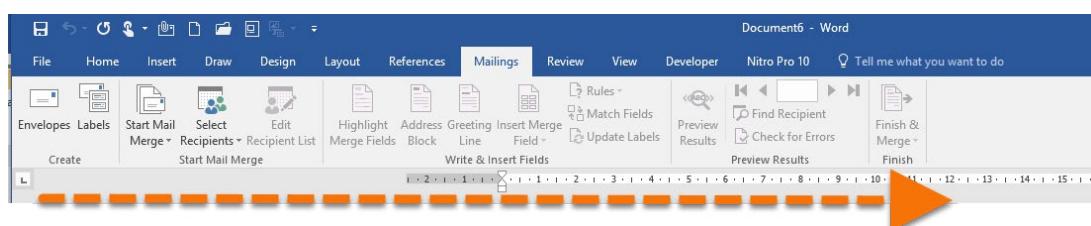
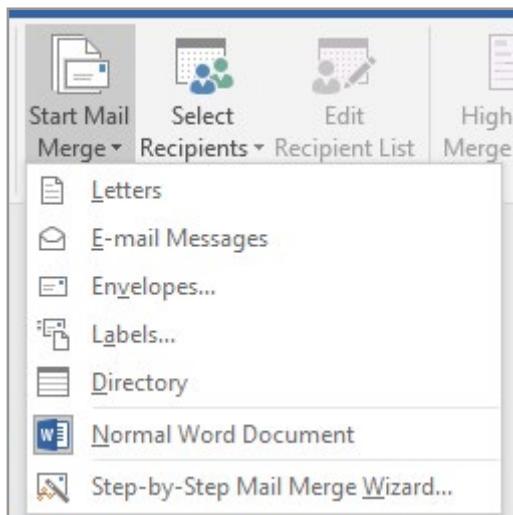


Figure 260 – The Mailings Ribbon

The first two icons are for creating Envelopes and Labels. We will discuss those separately because they are for individual envelopes or a sheet of just one label. The mail merge process moves from left to right through the Ribbon depending on where you are up to in the process.



**Figure 261** – Start the Mail Merge

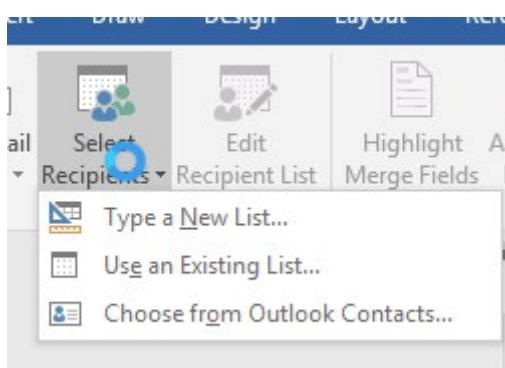
**Start Mail Merge** – this button is where you set what type of document you are creating for this merge. Your choices are:

<b>Item</b>	<b>What it does</b>
<b>Letters</b>	Create a personalised letter or document that is to go to lots of people
<b>E-Mail Messages</b>	Start here to create a personalised email mailshot
<b>Envelopes</b>	A run of personalised envelopes
<b>Labels</b>	A sheet or several sheets of personalised labels for any situation
<b>Directory</b>	An inventory list where each row has the same structure
<b>Normal Word Document</b>	Use this to turn your merge document back to a normal document
<b>Step by Step Mail Merge Wizard</b>	Use this to switch on the wizard to guide you through the steps

### 28.4.2 CREATE A LETTER

Start the Mail Merge and select Letters from the drop-down list.

Nothing much appears to happen. Next step is to Select the Recipients so that Word knows where to go and fetch the data from. There is a choice of three options for the data.



**Figure 262 – Data List Options**

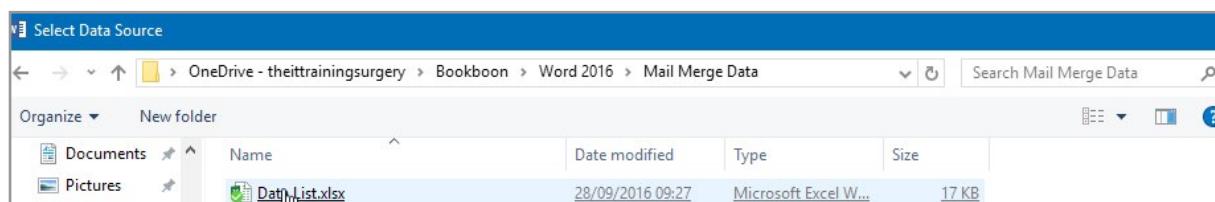
**Type a new List** – this will pop up a form for you to fill in and create a list on the fly – it's ok for small lists, however in most cases you will already have a large list stored elsewhere.

**Use an Existing List** – this is what we are doing here as the list already exists in Excel.

**Choose from Outlook Contacts** – this is where we can pull our data in from information held in Outlook People.

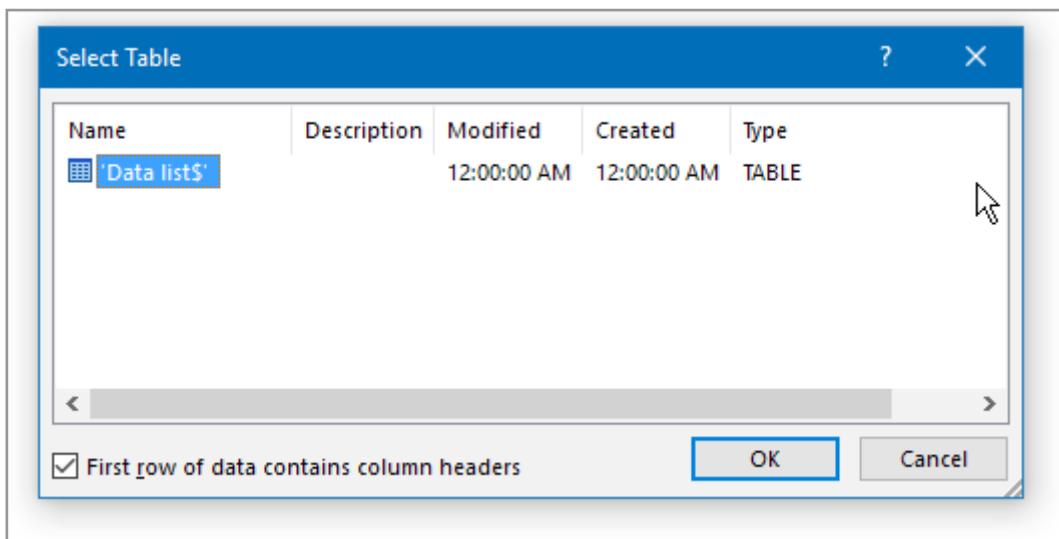
Click Choose Existing List.

Navigate to where the list is stored and select it. Word may direct you to a folder where it stores Data Connections, however you can store your list where ever you wish.



**Figure 263 – Navigate to Your List**

As this list is in an Excel Workbook, Word will prompt you to select the correct worksheet or range.

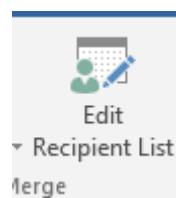


**Figure 264** – Choose the Range

Note the check box that says First row of data contains column headers – this is very important You should have a row of column headers in the spreadsheet that are formatted differently to the rest of the data.

#### 28.4.3 EDIT RECIPIENTS

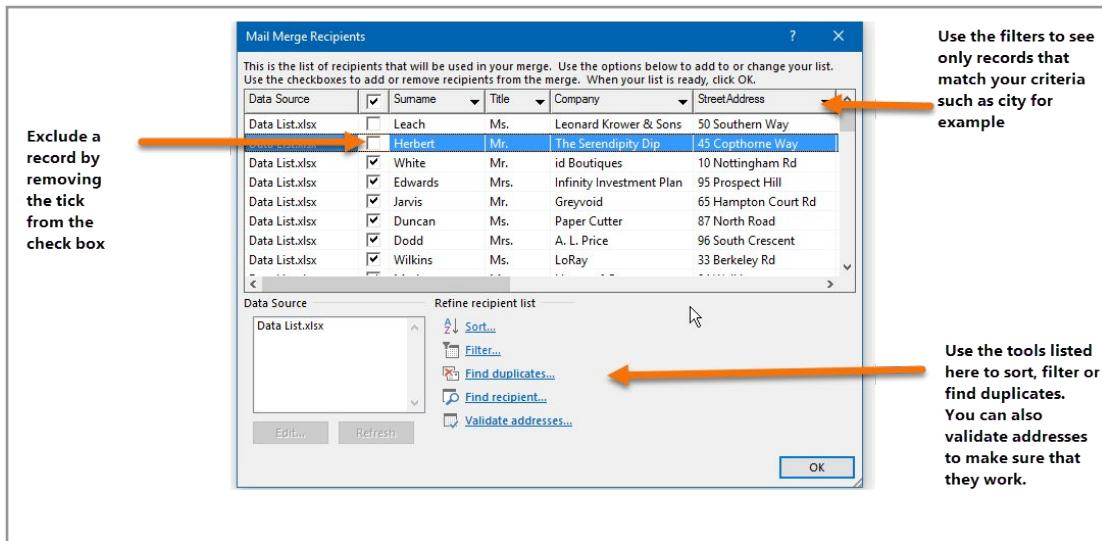
The list that you have may be very large and it is possible that you do not need to write to everyone on the list. Word allows for this and there is an option to exclude recipients.



**Figure 265** – Edit Recipients

Untick anyone you wish to exclude from this mailing.

Use the tools provided to filter and sort the data and to validate the addresses or find duplicates.



**Figure 266 – Edit Recipients**

**Ses vi til DSE-Aalborg?**

Kom forbi vores stand den 9. og 10. oktober 2019.

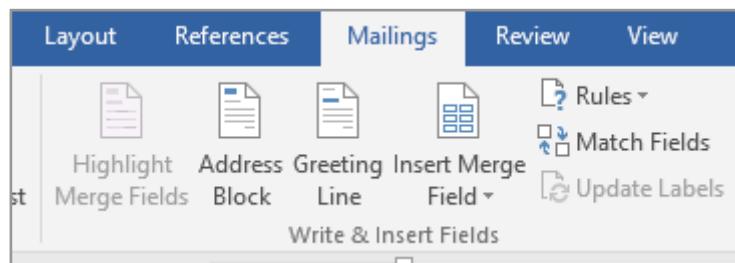
Vi giver en is og fortæller om jobmulighederne hos os.

**banedanmark**

#### 28.4.4 INSERT MERGE FIELDS

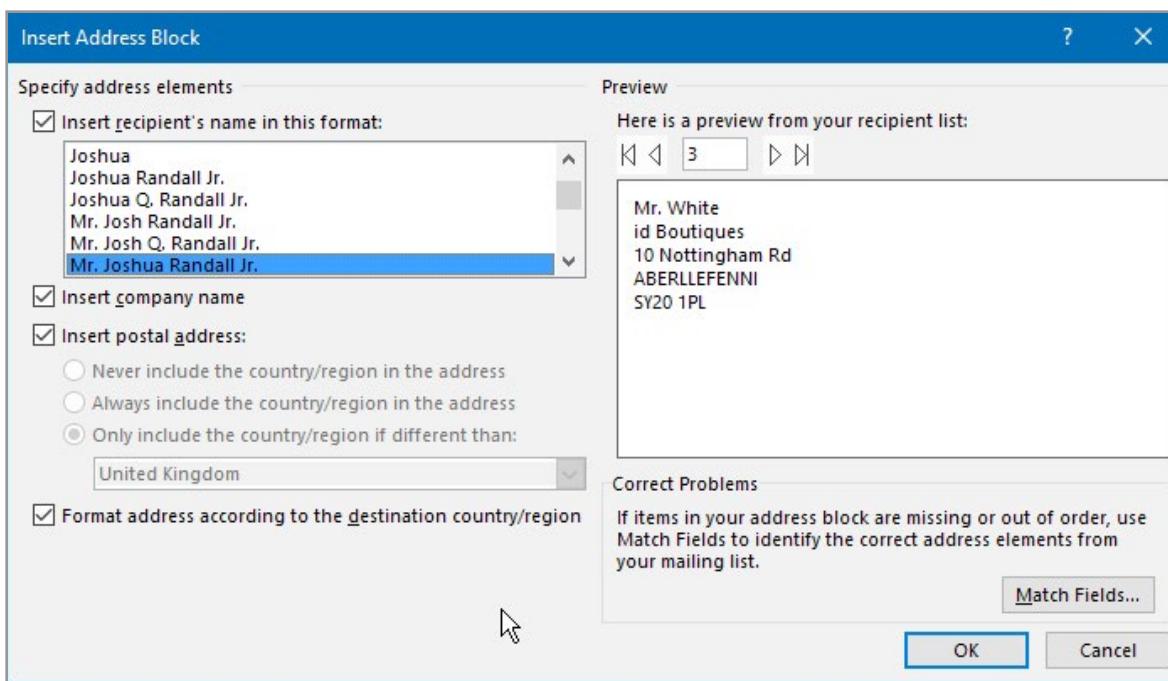
Merge Fields are the placeholders or codes that tell Word which information to pull in from your list.

There are several options for adding them.



**Figure 267 – Add Merge Fields**

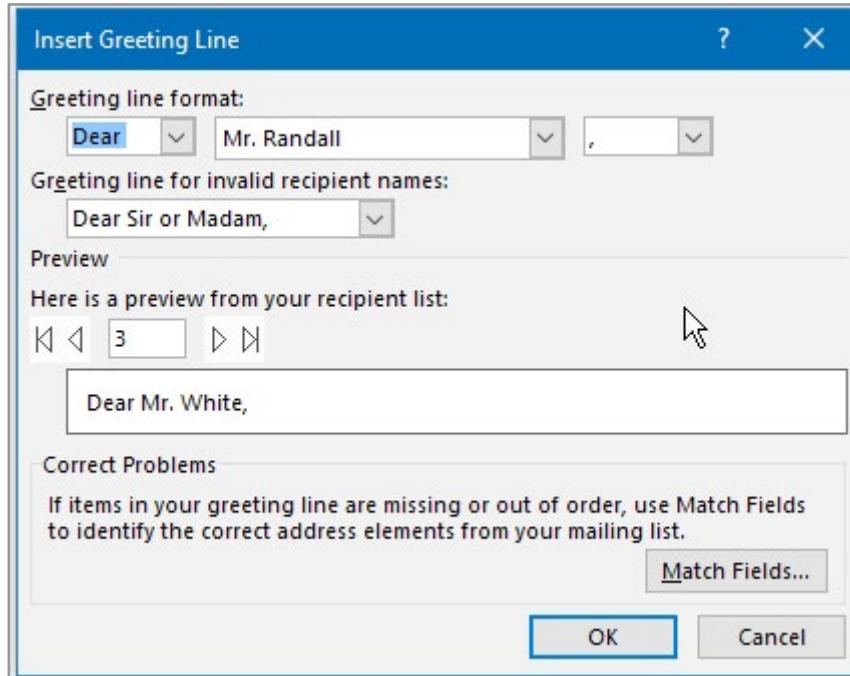
Address Block – this inserts a whole block in a specified format which you can choose. Click on Address Block and you will see the following dialogue box enabling you to test out how you want things to look.



**Figure 268 – Address Block**

#### 28.4.5 GREETING LINE

The greeting line is a pre-set line of introductory text to your letter. You set how you want this to start by picking the relevant options.



**Figure 269** – Greeting Line

You can choose whether it says Dear or To and then choose the greeting line for recipients where you don't have enough information.

#### 28.4.6 INSERT MERGE FIELDS

My personal favourite is to insert the individual merge fields in the location that I want them in the document. This gives me complete control over how things look.

Place the cursor where the Merge Field should go and then choose it from the list.

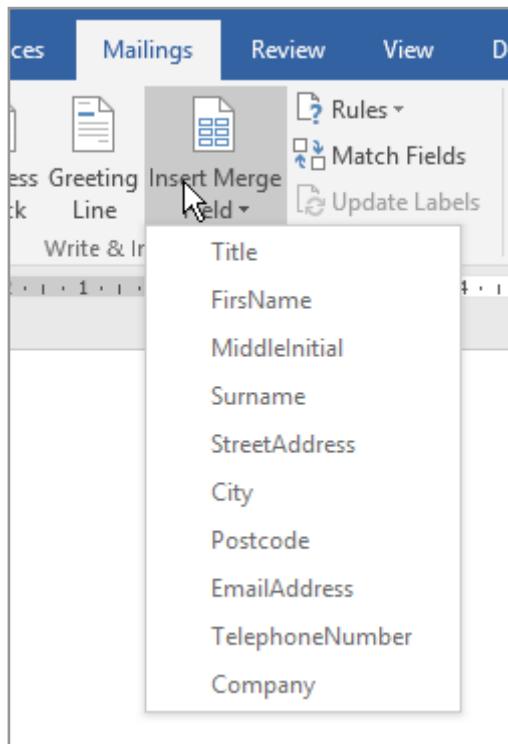
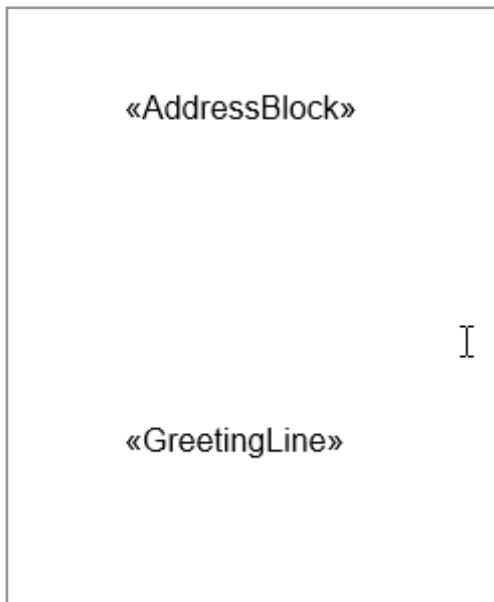


Figure 270 – Insert Merge Field

#### 28.4.7 WHAT DO THE FIELDS LOOK LIKE?

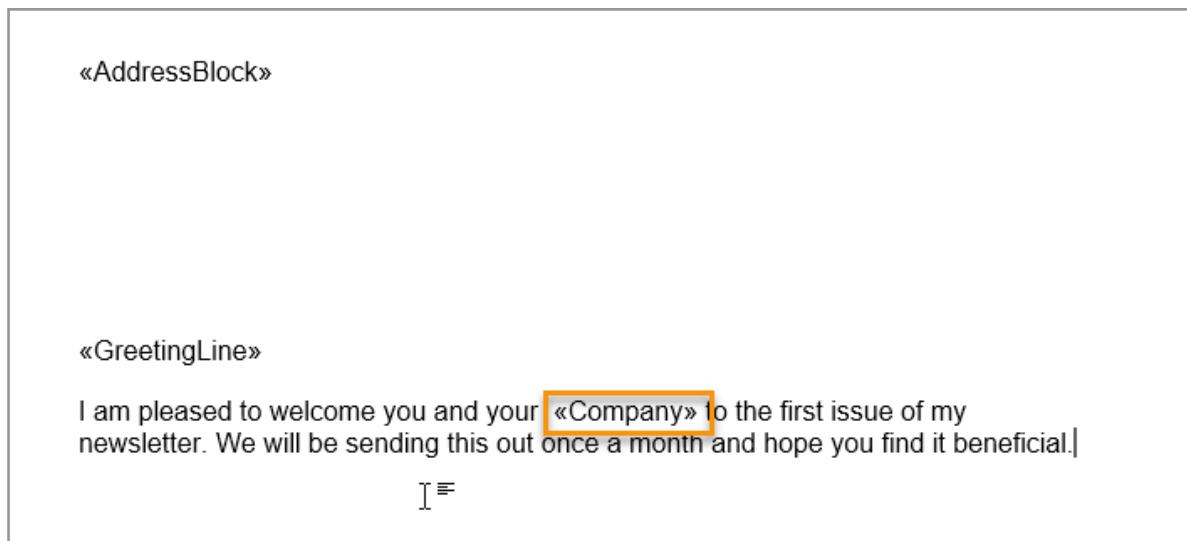
The fields will look a bit odd when you first see them. To see the information that they relate to, you need to preview the results.

#### 28.4.8 ADDRESS BLOCK AND GREETING LINE



**Figure 271** – Address Block and Greeting Line

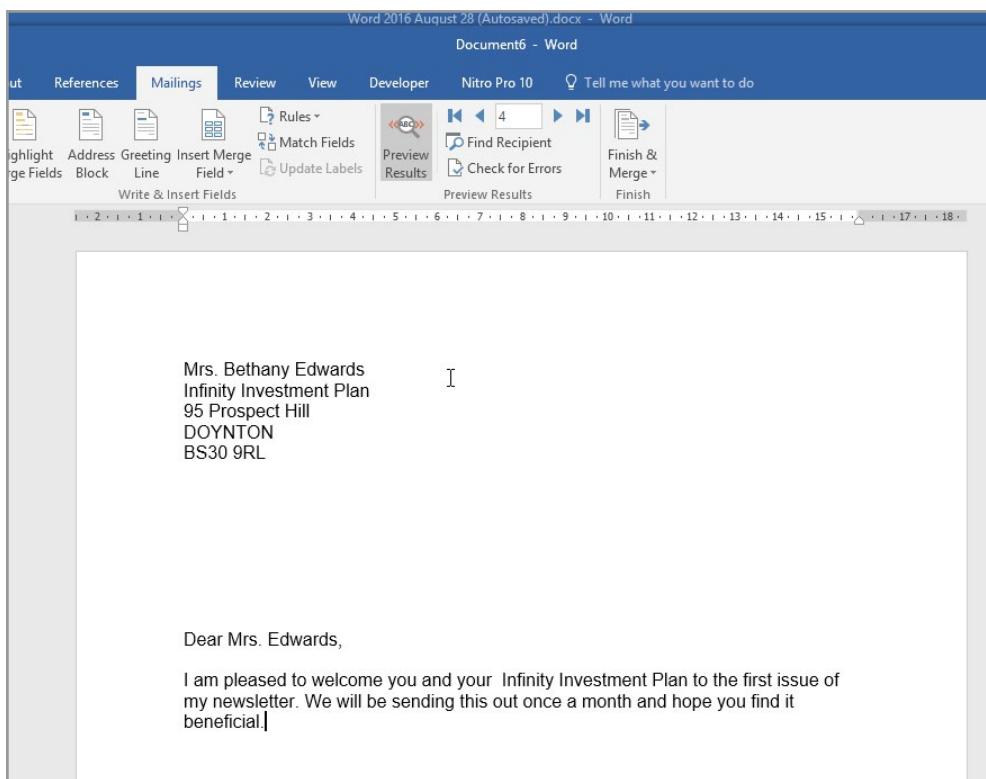
#### 28.4.9 MERGE FIELDS



**Figure 272** – Merge Fields

#### 28.4.10 PREVIEW RESULTS

Click on Preview Results in the Mailings Ribbon and Word will show you how the finished merge will look.



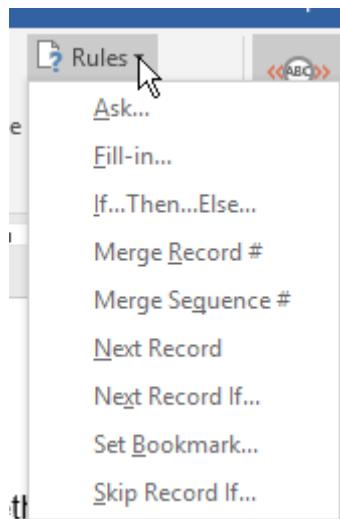
**Figure 273 – Preview Results**

#### 28.4.11 MATCH FIELDS

This option shows you a list of headings that Word expects to find and gives you the option of matching your own headings. This is useful if you are going to use any of the rules so that Word knows what to look for.

### 28.4.12 RULES

A series of options you can set to control how the merge works. Rules can only be accessed once you have started the mail merge process.



**Figure 274 – Rules**

Sometimes when performing a merge, there are extra factors that need to be taken in to account. Perhaps you need to add extra information to some letters but not all – or perhaps you need to collect information which is different for each person. This is where the rules come into their own.

Item	What it does
<b>Ask</b>	This adds a field to the letter asking for the answer to a question. You can have the Ask field ask the question on each record in the merge or it can appear at the end of the merge.  It places the answer into a bookmark which can then be referenced elsewhere.  Combine this with a Ref field to display the answer to the question in the merged documents. See the explanation to follow directly after this table.
<b>Fill In</b>	A fill field prompts for information in each copy – it literally asks you to fill in the box.
<b>If then Else</b>	Use this to add specific information when a criterion is met – if the criterion is not met, you can specify a different response.

Item	What it does
<b>Merge Record #</b>	Use to capture the actual record number in the data source to be included in the merged document. The number reflects any sorting or filtering that you applied to the data source before the merge and can be used to generate a unique reference when combined with the PrintDate field for example.
<b>Merge Sequence #</b>	Use when you want a count of the records in the merged document. You may want to work out the postage.
<b>Next Record</b>	<p>Use to insert the next data record into the current document without starting a new document. The Next field instructs Word to merge the next data record into the current merged document, rather than starting a new merged document. Use the Next field to print a specific number of data records in a single merged document.</p> <p>If your goal is to list information from several data records in the same document, such as a membership directory or a price list, don't use the Next field. Instead, select Directory as the main document type when you start the mail merge.</p>
<b>Next Record If</b>	Use to compare two values. A match between the contents of the data field and the value determines if the next record should be merged into the current document or into a new document.
<b>Set Bookmark</b>	Use to associate a bookmark name to a specific value. A bookmark can be placed in multiple locations in a document. Wherever you insert a bookmark in a document, the value linked to that bookmark will appear. Let's say that you have a new product which has a working name. If that product name needs to appear several times in the document, by using a bookmark, you will only need to update the bookmark when the final name is agreed.
<b>Skip Record If</b>	Use this to match a specific criteria in the list and if the criteria is not met, to skip the record. For example, say you have a very large list of people in different cities. Today, you wish to write to those people who live in London. You can skip all the other records.

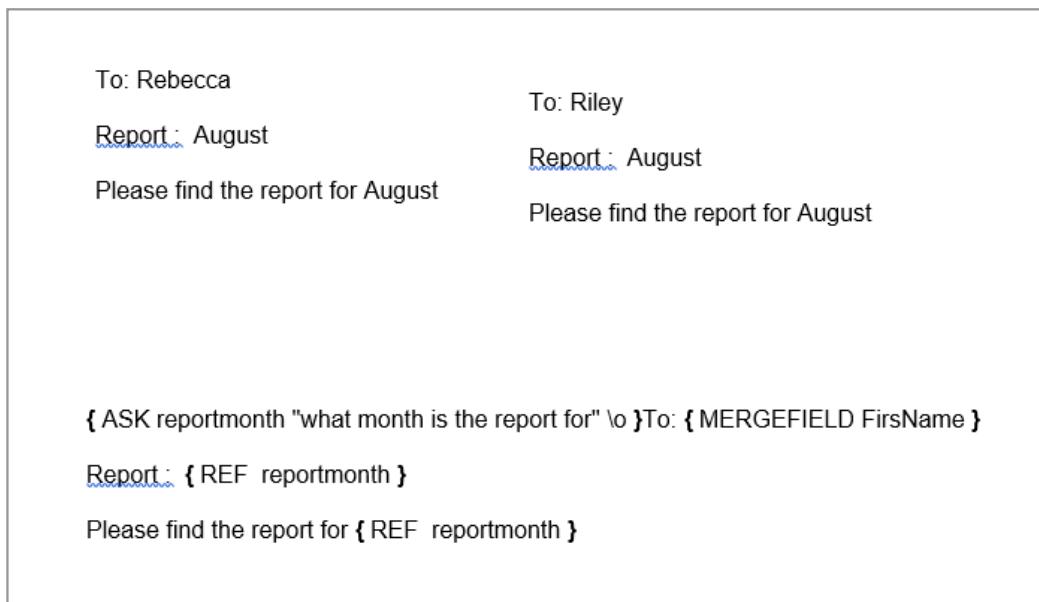
## 28.5 THE ASK FIELD

The Ask field is a field that requests the answer to a question in a document merge.

A monthly report goes out to your directors. Instead of creating a new report each month, create a standard letter that asks for the month. Then use a reference field to populate the same month name in other locations.

An Ask field places the response in a Bookmark and then we use a Ref field to pull in the content of the bookmark to each letter.

The Ask field can be answered just once or it can prompt you for an answer on each instance of the merge. In this example, we only need one answer which will be the same for each Ref field and every letter in the merge sequence.



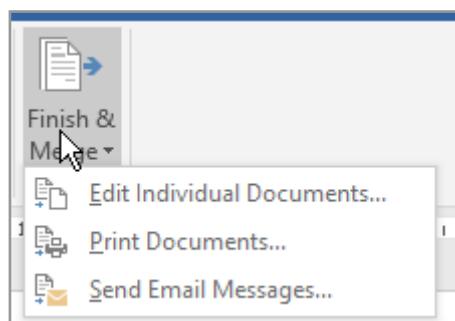
**Figure 275** – The Ask Field with the Ref field

### 28.5.1 CHECK FOR ERRORS

This option simulates the merge and lets you know if it finds any problems with the data and the merge fields.

### 28.5.2 FINISH AND MERGE

This is the final stage. You have created your merge document have previewed it and now are ready to finish it off.



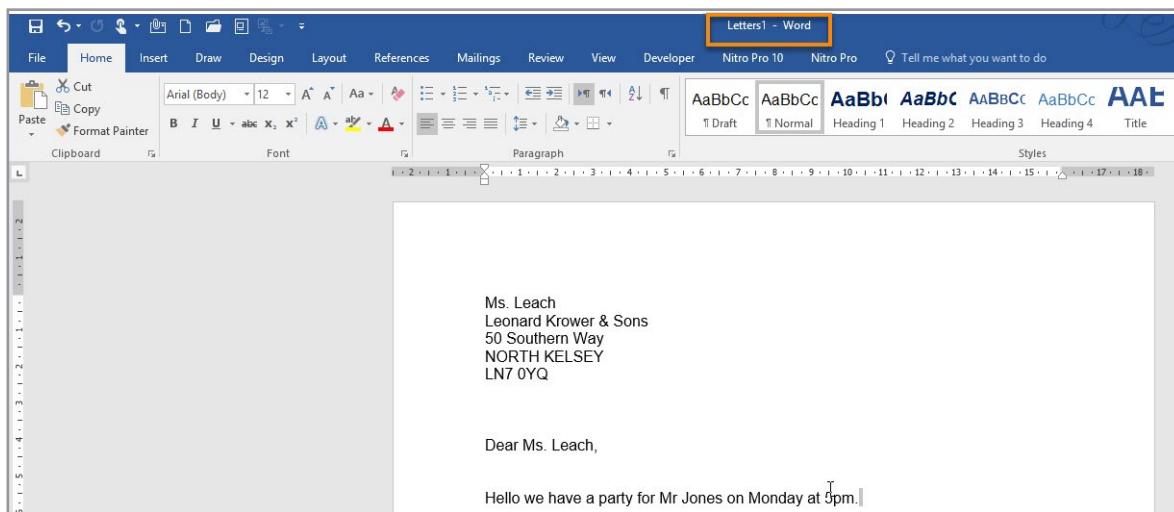
**Figure 276** – Finish and Merge

Option	What it does
<b>Edit individual documents</b>	Use this all the time. This performs the merge and creates one large document with all your letters. Now you can go through them and make sure that each one is correct. This is great to use for checking that everything works. I always do this and then print the resulting merged letters.
<b>Print Documents</b>	This performs the merge and sends it direct to the specified printer. Only use this if you are certain that everything is correct.
<b>Send Email Messages</b>	This is the one to use when emailing many people. You will need to add the subject line and choose which records to send. Hit OK and off the emails go.

### 28.5.3 LETTERS1

When the document has been merged, a new document is created. This is called Letters1 (each time you do this the number may change). The merged result can be printed. However, it should not be saved. It is a larger document than the original merge document and if you intend to send this out later, the names to whom you send it may have changed or been added to.

Each time you perform the merge, the most up to date list is used so if you keep on adding or taking people out of the data list, the result will be different.



**Figure 277 – Letters1**

#### 28.5.4 WHAT SHOULD I SAVE?

**Save the data list** – you can continue to update it.

**Save the document with the merge fields in** – this is then ready for you to perform the merge at any time. The merge fields keep the document connected to the data source and so the end result will always be up to date.

**Discard the Letters1 document** – it only takes a moment to recreate.

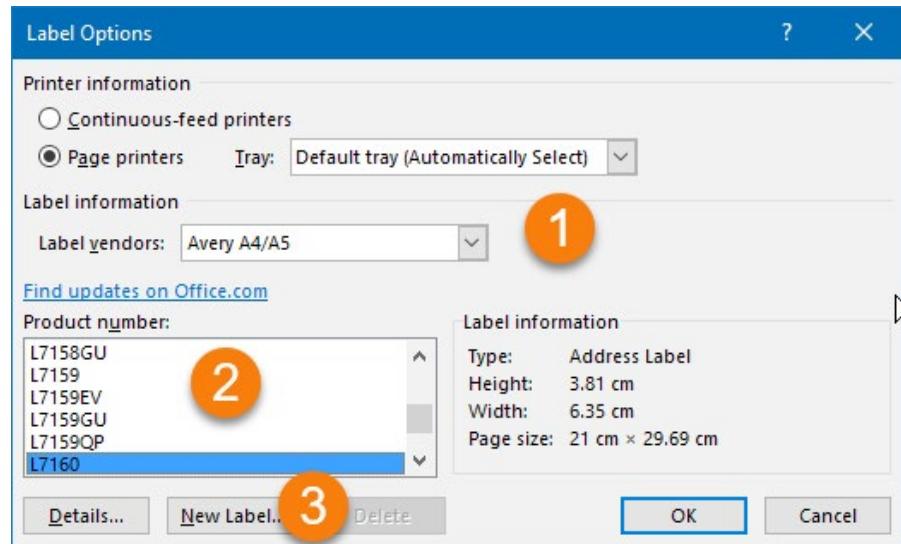
### 28.6 CREATE MAILING LABELS

Mailing labels consist of pages of labels where each label is different to the last one. The mail merge process is almost the same as for letters, however Word needs to know which labels to use and how to set them out.

Once you have your data source created you can start the process. On the Mailings Ribbon click Start Mail Merge and select Labels.

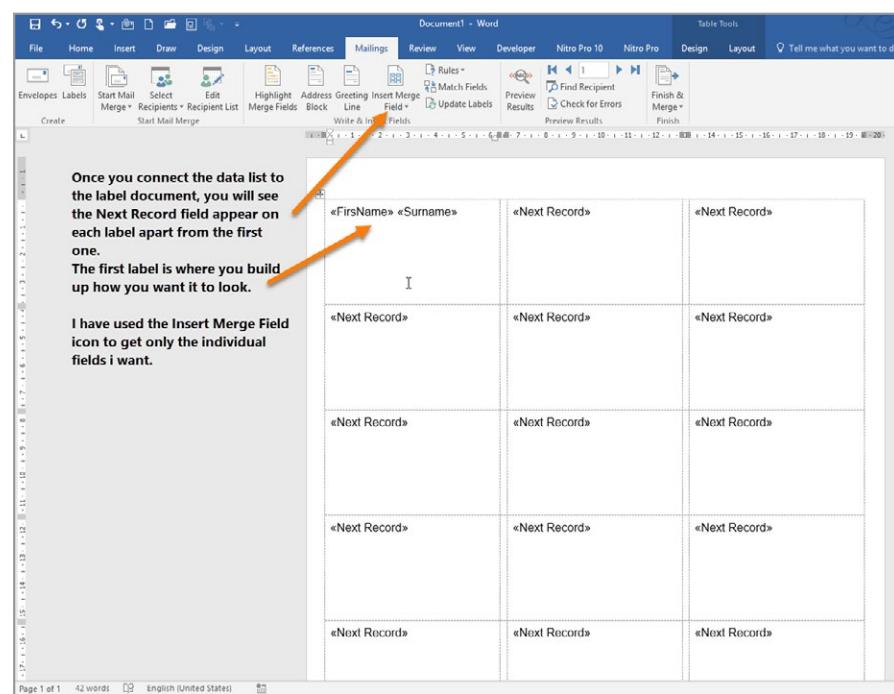
You will be prompted to set up the mailing label template.

The advertisement features a night photograph of the Apollo Hotel 1 building. A large red circular logo with a white lightbulb icon is positioned on the left. To its right, the text "CISO Conference" is displayed in large white letters, with "Produced by Inspired" in smaller text below it. A white rectangular box on the right side contains the text "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL" and "Dec 5th 2019". At the bottom, a white box contains the text "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this text is the "Inspired" logo, which includes a blue lightbulb icon and the word "Inspired" in a stylized font. A green oval button at the bottom right with a white arrow pointing right contains the text "Click on the ad to read more".



**Figure 278** – Mailing Labels Template

- Choose the template to base your labels on (1) Select the label number from the list (2) if none of them are what you are looking for you can create your own label (3) Click OK when done.
- You are now presented with a page of labels with gridlines dividing up the page.
- Connect to your data list by clicking on Select Recipients (as in the mail merge letters)- remember this can be an Excel list or your Outlook Contacts and then apply any filters by clicking on Edit Recipients.
- Once you have the list set up you can begin by building the first label by adding the fields you wish to use. I am going to create a badge label.



**Figure 279** – Build the First Label

### 28.6.1 UPDATE LABELS

Now that the first label has merge fields in it, you can make all the other labels have the same layout.

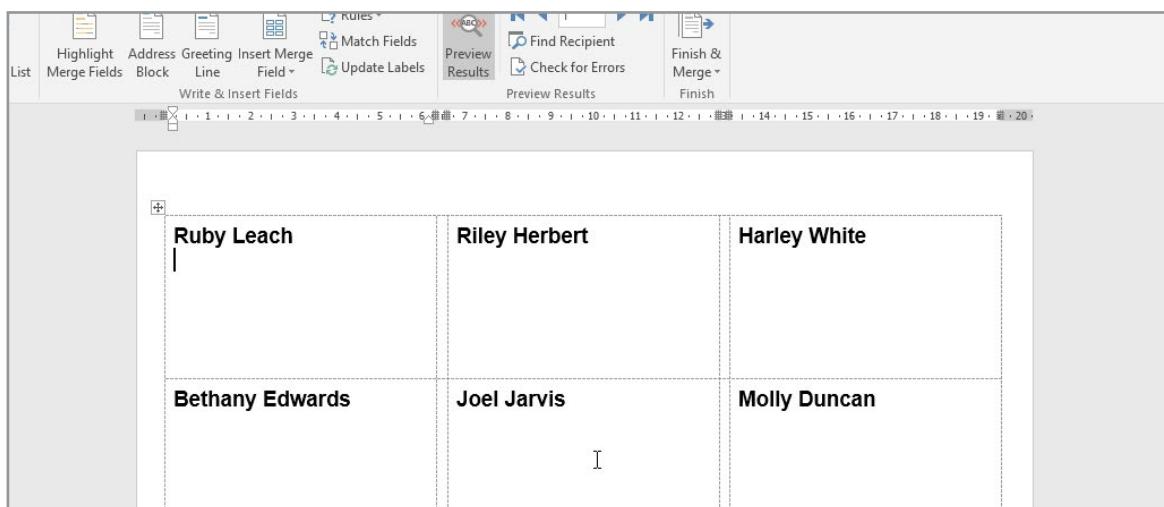


**Figure 280** – Format the Label

Now click on Update labels and see all the labels change to match the first one. You will also see the <<Next Record>> field in each label. This is how word knows to add the next record to each cell in the label template.

### 28.6.2 PREVIEW LABELS

To see how your labels will look when printed, preview them.



**Figure 281** – Preview the Labels

**Format the Labels** – if you need to change the formatting simply select all the labels and apply the formatting. I would like the names to be in the middle of the badge labels, so I will highlight the whole table and apply the formatting to all the cells.

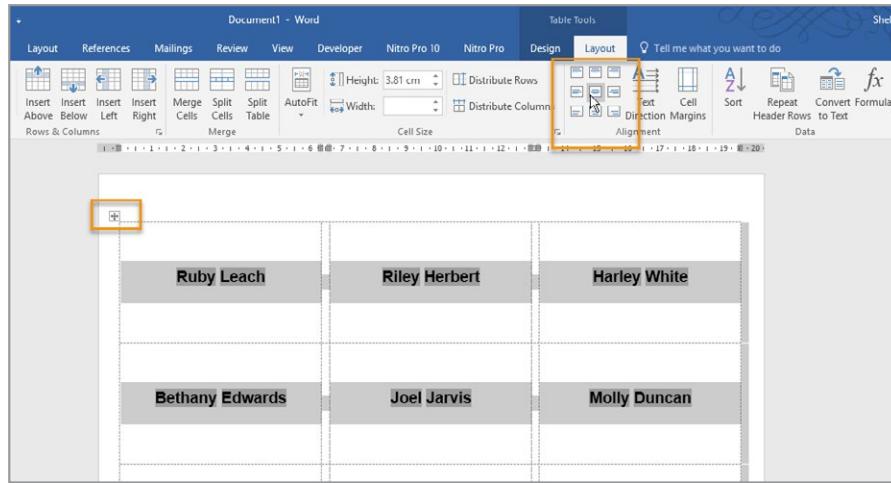


Figure 282 – Format all Labels

### 28.6.3 FINISH AND MERGE

Now it is time to finish off the merge and print the resulting labels.

### 28.6.4 WHAT SHOULD I SAVE?

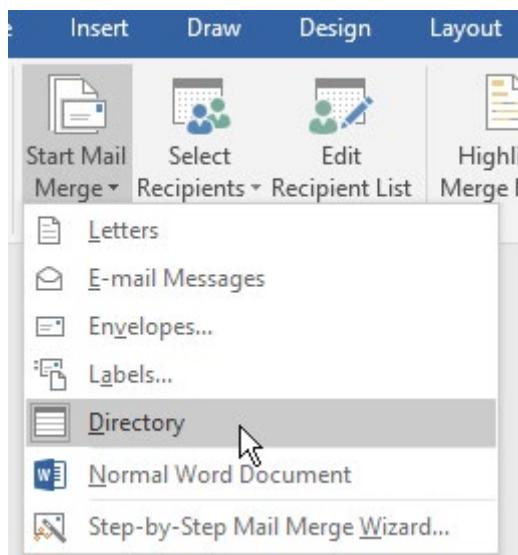
With the labels, save the label document with the fields in rather than the merged content. Next time you need labels, run the mail merge again and any new data that has been added to the data list will be included.

### 28.6.5 CREATE A DIRECTORY

A Directory is a list. You only need to create the first entry and the Mail Merge will add the rest.

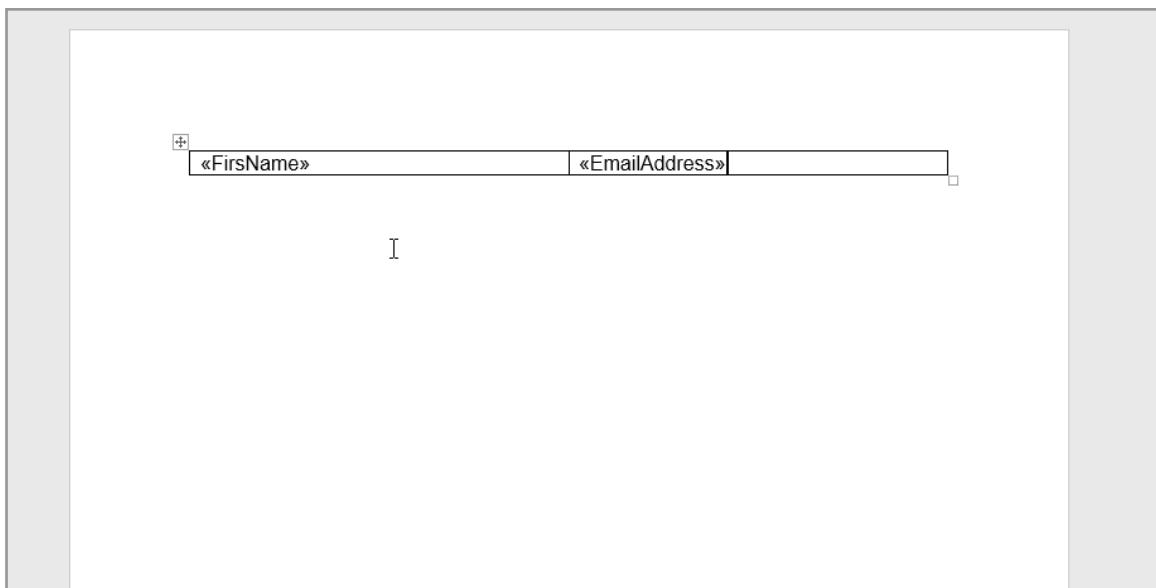
First add a structure – a table is good. In my example, I have added two columns and one row.

Once you have the structure Start the Mail Merge, choosing Directory:



**Figure 283 – Set Up a Directory**

Next Select the Recipients and add Merge Fields. I am building a list of names and email addresses so will add just the name in one column and the email address in the next column.



**Figure 284 – Add Merge Fields to Top Row**

### 28.6.6 FINISH AND MERGE

This is where the magic happens. When you merge the records a whole list is created. Select Edit Individual Documents and then choose to merge All.

Word copies the first row and merges each record.



The screenshot shows a Microsoft Word document window with a merged table. The table has two columns: 'Name' and 'Email'. The 'Name' column contains names like Ruby, Riley, Harley, Bethany, Joel, Molly, Rebecca, Kayleigh, Lily, Charles, Elise, Connor, Jayden, James, Bethany, Isaac, Emma, Paige, Harvey, Naomi, Evan, Ethan, Sophie, Kian, Jamie, Daniel, Alexandra, and Sienna. The 'Email' column contains corresponding email addresses such as RubyLeach@armyspy.com, RileyHerbert@armyspy.com, HarleyWhite@teleworm.us, BethanyEdwards@cuvox.de, and so on. The table is enclosed in a light gray border.

Ruby	RubyLeach@armyspy.com
Riley	RileyHerbert@armyspy.com
Harley	HarleyWhite@teleworm.us
Bethany	BethanyEdwards@cuvox.de
Joel	JoelJarvis@armyspy.com
Molly	MollyDuncan@teleworm.us
Rebecca	RebeccaDodd@einrot.com
Kayleigh	KayleighWilkins@fleckens.hu
Lily	LilyMorley@fleckens.hu
Charles	CharlesDixon@dayrep.com
Elise	EliseWatkins@fleckens.hu
Connor	ConnorNorton@armyspy.com
Jayden	JaydenLeach@dayrep.com
James	JamesWhite@gustr.com
Bethany	BethanyCarroll@rhyta.com
Isaac	IsaacBarry@gustr.com
Emma	EmmaPayne@jourrapide.com
Paige	PaigeVaughan@cuvox.de
Harvey	HarveyKennedy@jourrapide.com
Naomi	NaomiHayes@gustr.com
Evan	EvanStanley@dayrep.com
Ethan	EthanBrennan@dayrep.com
Sophie	SophieMarshall@gustr.com
Kian	KianPearson@rhyta.com
Jamie	JamieGibbs@gustr.com
Daniel	DanielPollard@superrito.com
Alexandra	AlexandraBarker@armyspy.com
Sienna	SiennaWheeler@teleworm.us

**Figure 285** – Directory Created

### 28.6.7 WHAT SHOULD I SAVE?

Again, save only the data document with the first directory entry. When you perform the merge the list will always be the most up to date.

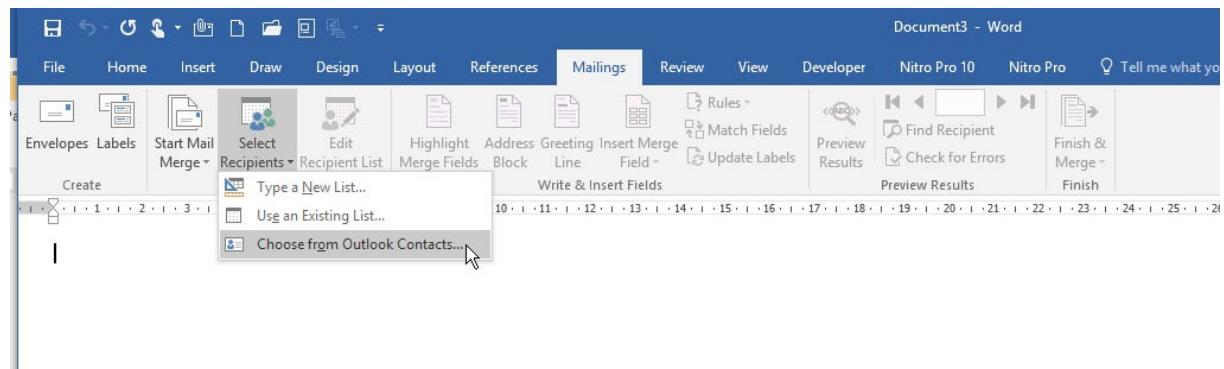
## 28.7 MAIL MERGE EMAIL MESSAGES FROM OUTLOOK CONTACTS

We send so much email these days. Here is how to create one message to send to many people. I am using the example of joining instructions for a course. It needs to be sent to all the attendees, and it needs to be personally addressed.

Start the Mail Merge and choose Email Messages.

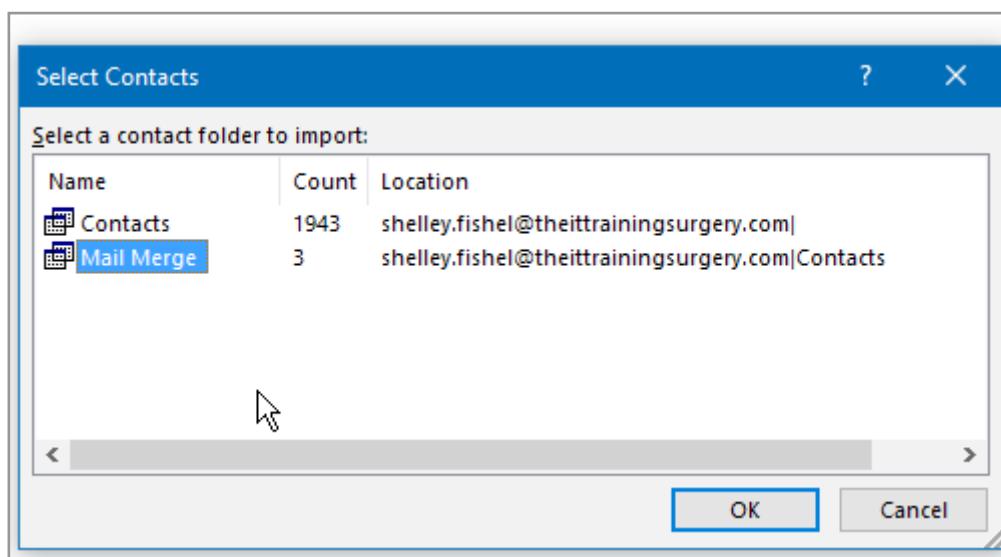
Note that the screen changes and it defaults to draft view. No longer showing Page Layout view.

Now Select the Recipients and click Choose from Outlook Contacts.



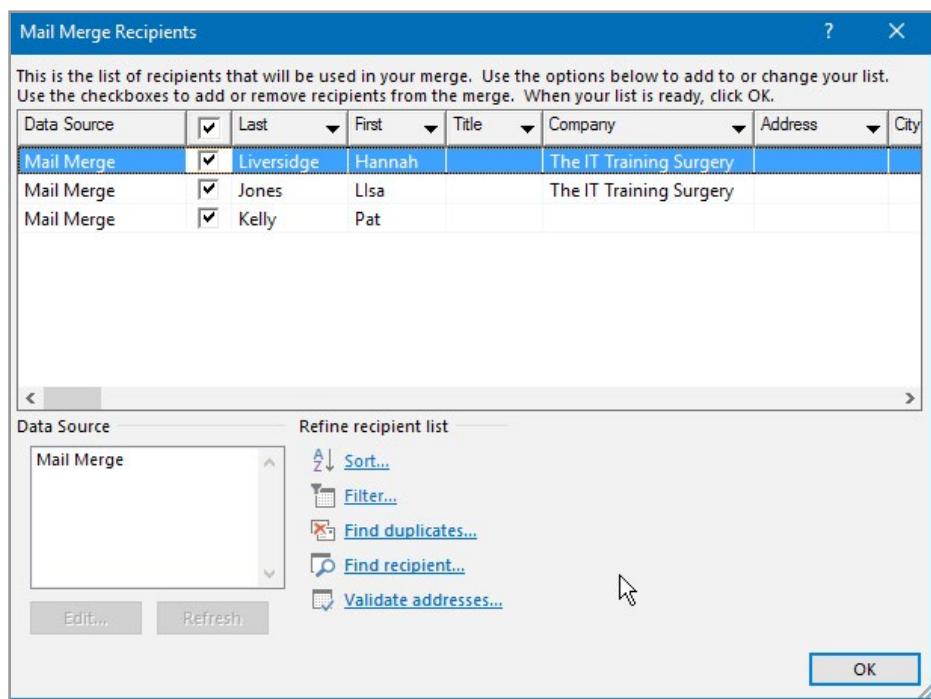
**Figure 286** – Choose from Outlook Contacts

You will be prompted to pick the folder where your mail merge contacts are stored. I created a folder in Outlook People called Mail Merge and I copied the people I wanted to email to it.



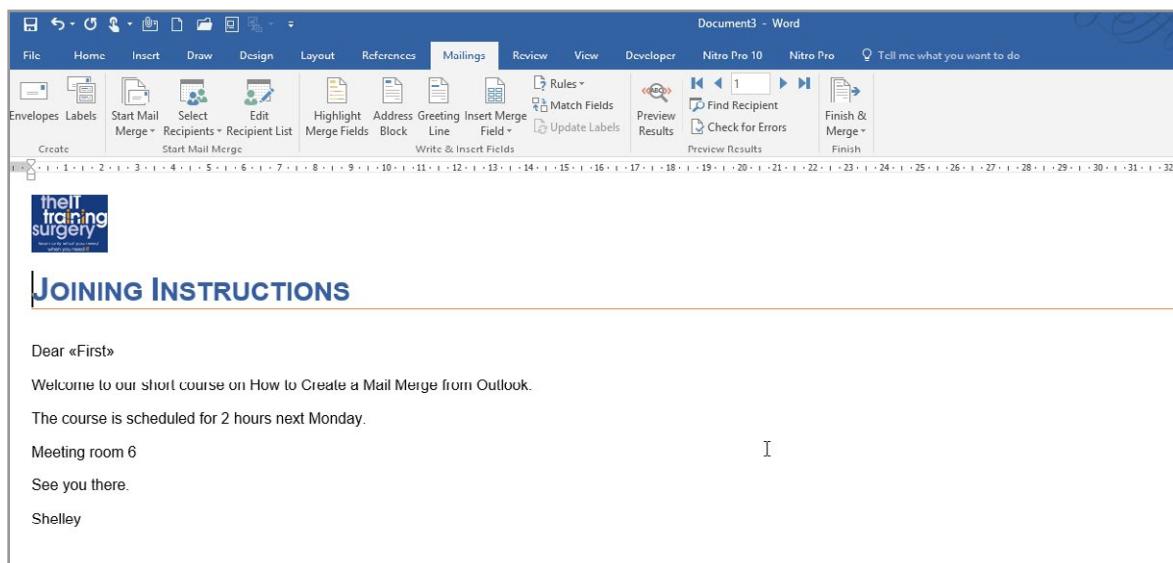
**Figure 287** – Select the Outlook Contact Folder

Once I choose the Mail Merge folder, Word shows the list so that I can edit it immediately.



**Figure 288** – Edit Recipient List

Now create the message including any formatting or images and adding the Merge Fields you want to use.



**Figure 289** – Create the Message

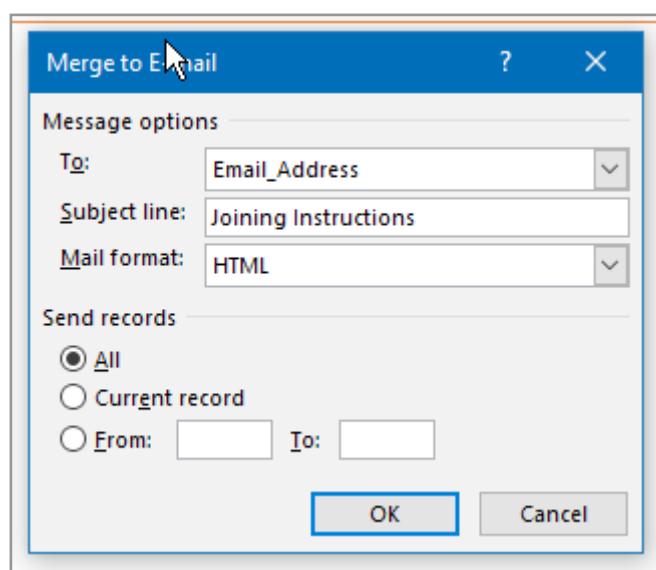
### 28.7.1 PREVIEW TO CHECK

You can preview the individual messages to see how your emails will look when sent. If you want to change any of the formatting, you need to do this before you complete the merge, to create a mail merge.

### 28.7.2 FINISH AND MERGE

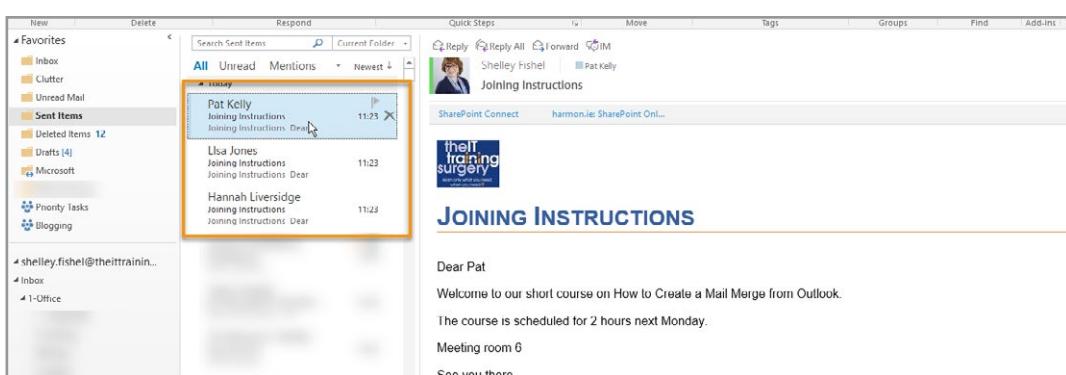
Time to send your emails.

Click Finish and Merge and select Email Messages. Enter the Subject line and choose which records to send. Then click OK.



**Figure 290 – Complete the Subject Line**

The messages are sent. They will appear in your Sent Items folder.



**Figure 291 – Emails Sent**

### 28.7.3 WHAT SHALL I SAVE?

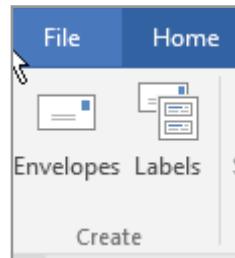
Save the document with the merge fields. Remember that it is connected in this instance to an Outlook folder so the names and email addresses will be whatever is in that folder.

### 28.7.4 WHAT IF MY DATA FOR AN EMAIL MERGE IS IN EXCEL?

No problem. Follow the steps above selecting Use an Existing List for the data source. Then select your Excel workbook. Make sure that in the Excel workbook you have a field called Email Address that has been completed for each record.

Then proceed in the same way. This time when you save the document which is connected to the Excel sheet, the next merge will be up to date with new names etc.

## 28.8 ENVELOPES AND LABELS



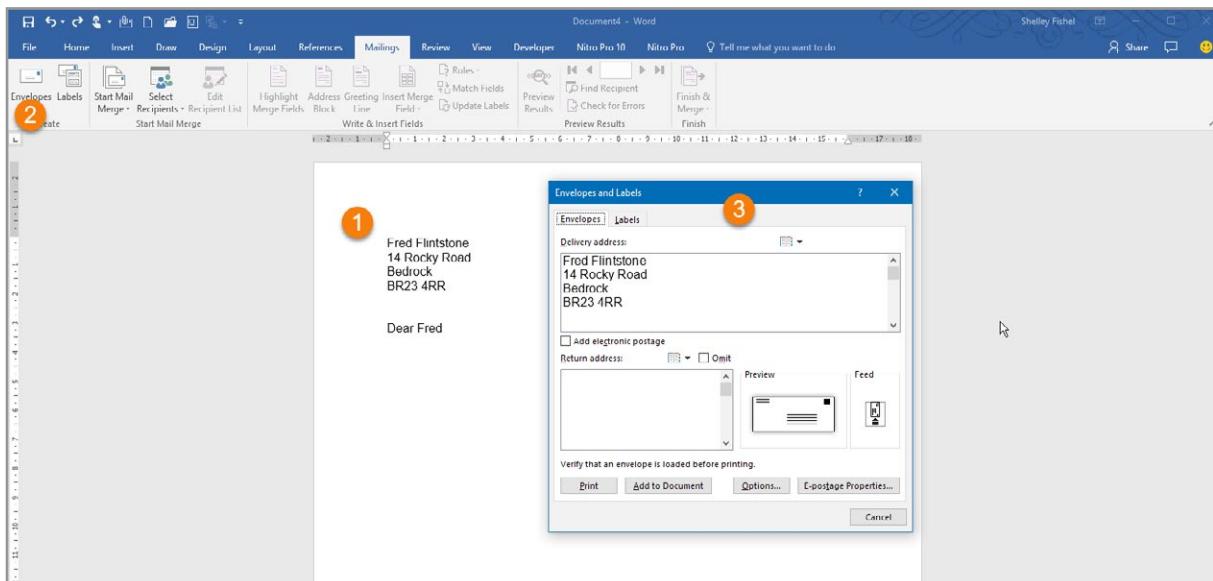
**Figure 292** – Single Envelopes  
and Labels

These two icons at the far left of the Mailings Ribbon allow you to create a single envelope or a page of the same labels. For example, if you always mail packages to the same address, it would make sense to have a sheet of pre-prepared labels.

The envelope feature is for creating a single envelope on its own or when you create a letter.

## 28.9 ENVELOPES

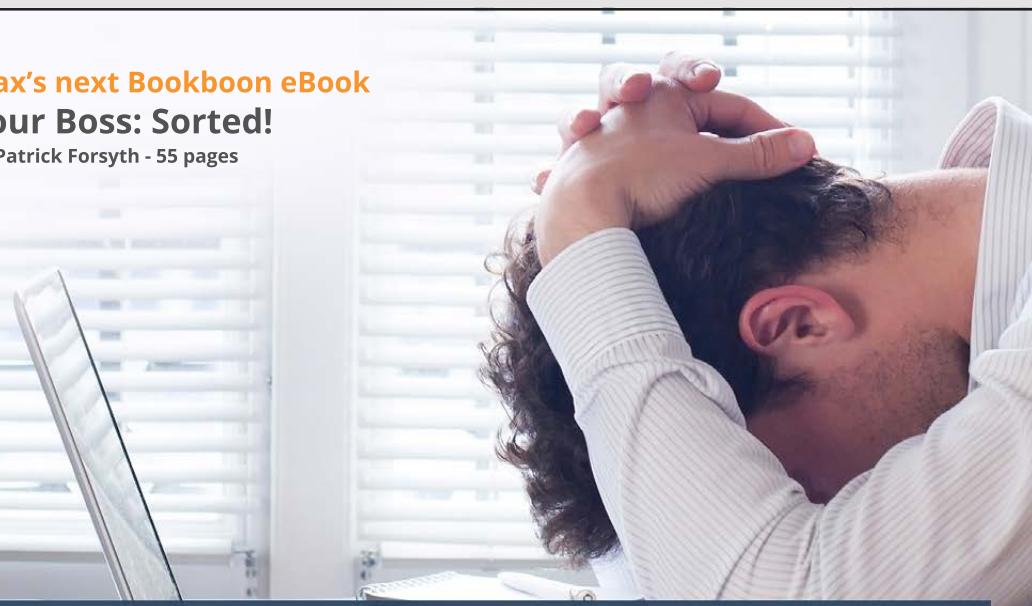
Start the letter and type the name and address of the person you are writing to (1). Then click the Envelope icon (2) and you will see the Envelope and Labels dialogue box (3).



**Figure 293 – Create Envelope**



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**Your Boss: Sorted!**  
 By Patrick Forsyth - 55 pages



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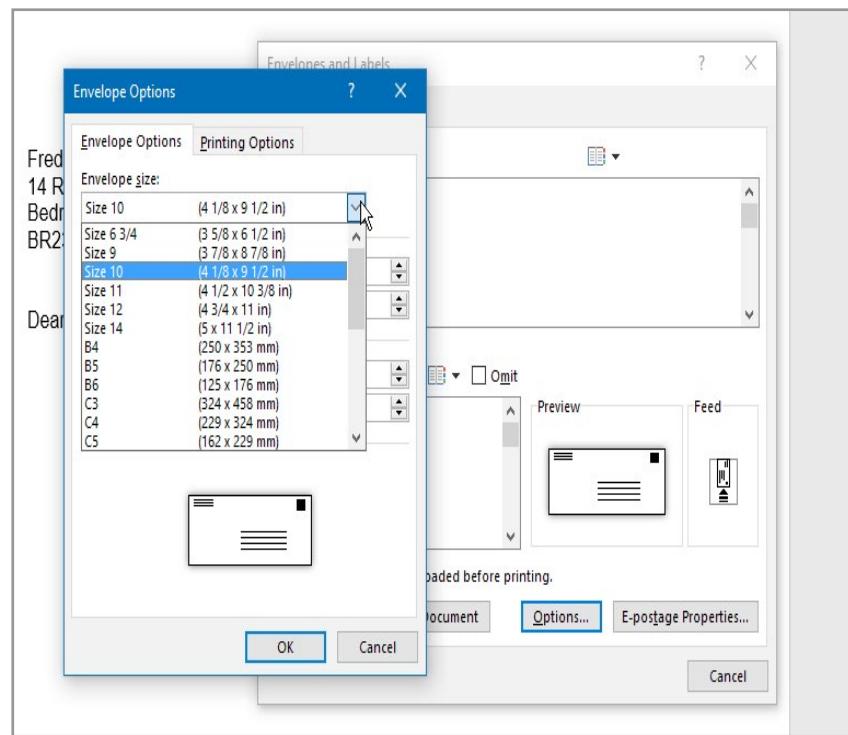
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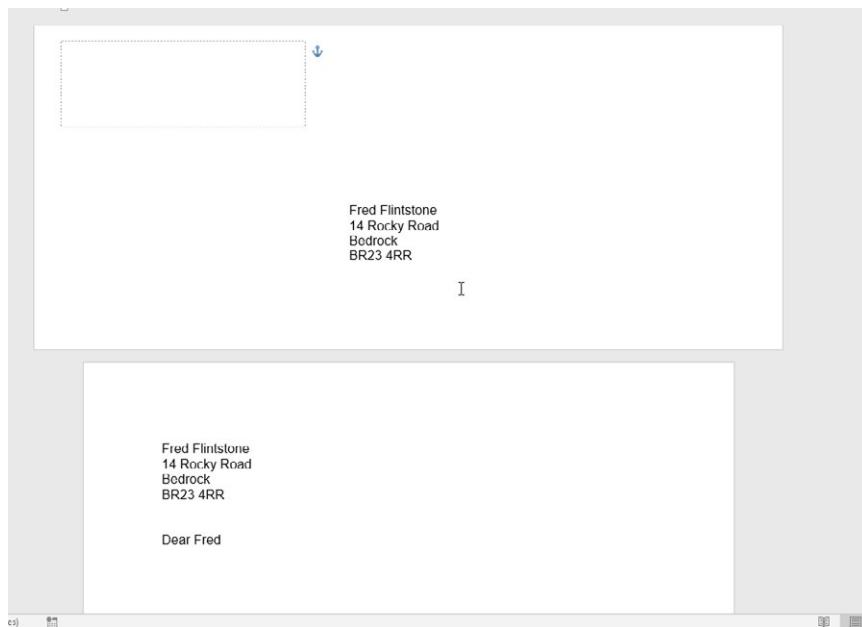
194

From here you can change the envelope type – click Options to see the sizes to choose from.



**Figure 294** – Choose Envelope Style

Once you have chosen the template for the envelope you can print it directly or add it to the document to be printed at the time the document is printed.



**Figure 295** – Add to Document

If you add it to the document, the envelope will print first so you can control what is in the printer. Print just the first page and add the envelop to the printer tray before you do. Then go ahead and print the second page which is the letter.

## 28.10      LABELS

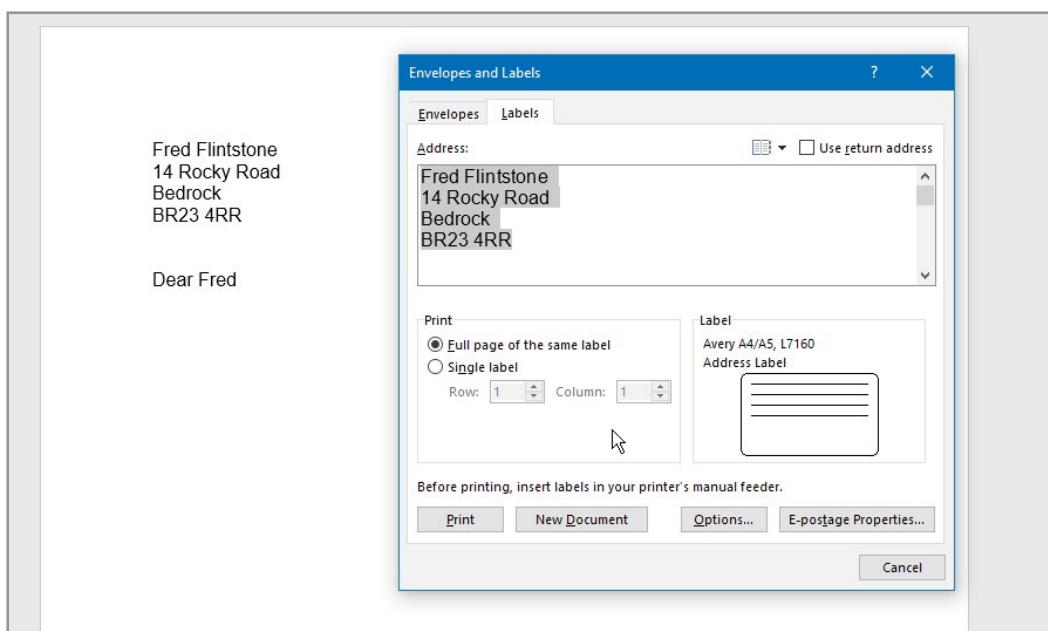
To create a sheet of the same labels.

On the Mailings Ribbon click the Labels icon. If you have typed the name and address on the letter it will have picked that up in the label template.

Click Options to set up the label template. Choose to print a single label or a sheet of the same labels.

Click Print – your labels will be sent direct to the printer.

If you want to change the look of the labels, then you will need to set them up as above and then instead of clicking Print, click New Document. This places the labels on a new document so that you can change what they look like.



**Figure 296** – Print a Full Sheet of the Same Label

# 29 REVIEWING YOUR DOCUMENT

The Reviewing Ribbon holds the tools you need to make sure that your document is the best it can be and also to track any changes that others have made to your document.

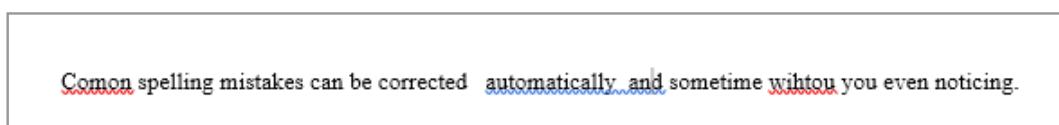
## 29.1 PROOFING

Before you send out a document you want to make sure that it is polished and contains no errors. Spelling should be checked and upon reading through you may decide that you need to find other words and so the Thesaurus comes in handy. If you are writing a document that must have a certain number of words, then Word Count is what you need.

### 29.1.1 SPELLING AND GRAMMAR

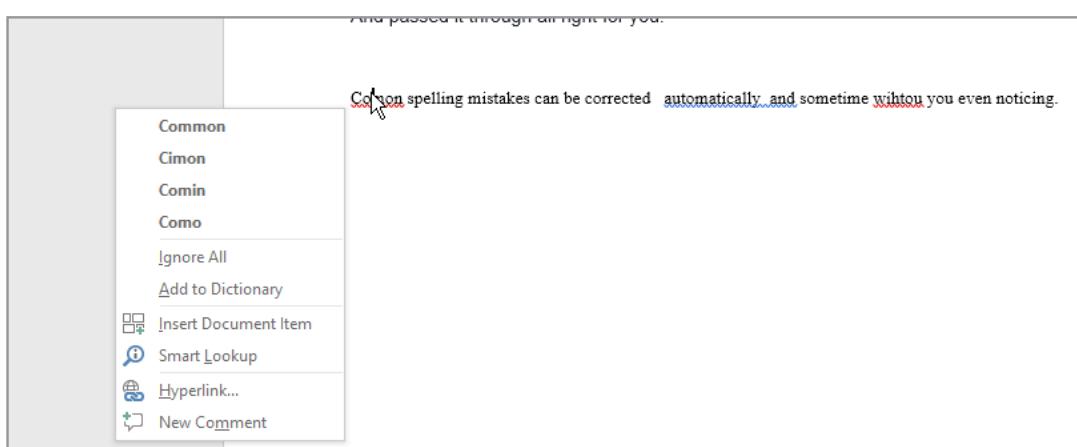
Spelling and Grammar can be checked as you go or at the end of the document or in fact at any time.

You may see red or blue wavy lines in your document – red lines mean a spelling mistake and blue a grammatical error.



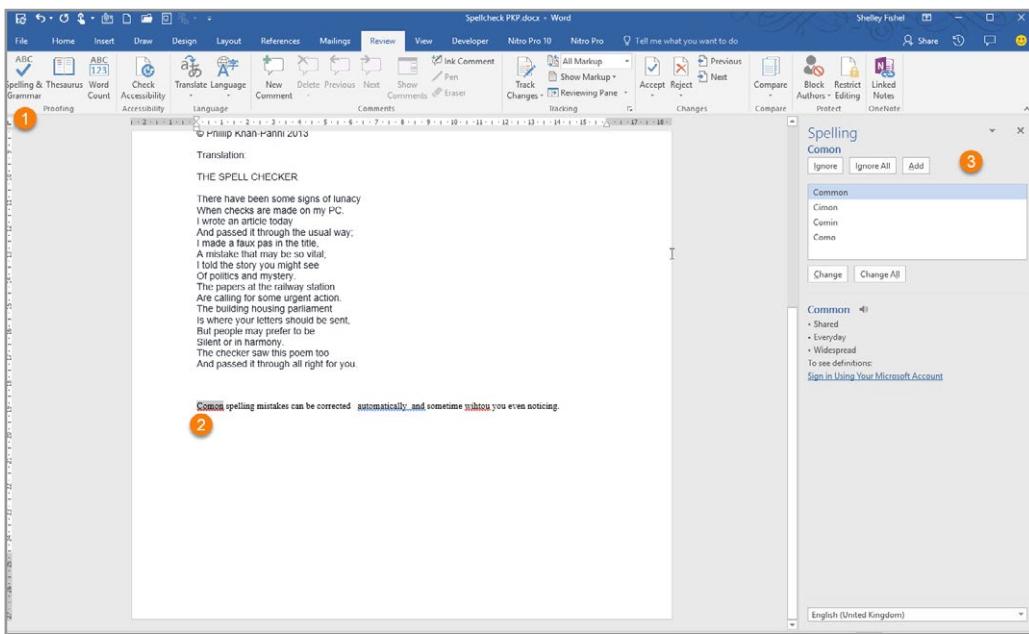
**Figure 297** – Red or Blue Wavy Lines Denote Errors

To correct spelling as you go you can right click when you see a red wavy line and accept the suggestion that Word makes for you.



**Figure 298** – Right Click for Suggestions

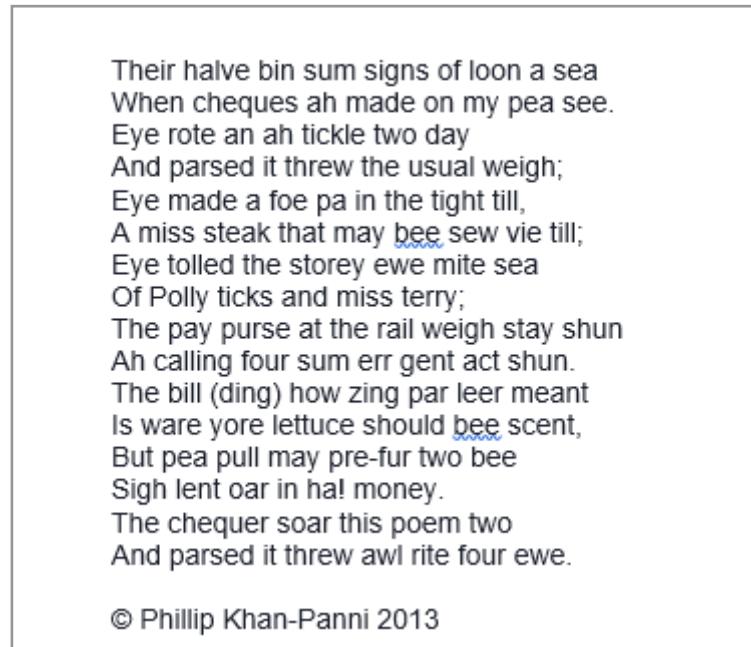
Alternatively click on the Spelling and Grammar icon (1) and the first miss spelled word is highlighted (2) and the task pane will open on the right hand side of the document (3).



**Figure 299** – Spelling and Grammar Task Pane

Pick the spelling you want to use from the list in the task pane. You will see the spellings on offer and some definitions. You can add your spelling to the dictionary. This is useful if you use an unusual word or name and are fed up with Word thinking it is a mistake. Alternatively, you can simply ignore the error this time. It may be that Word thinks something is a grammatical error and you want to keep it as is.

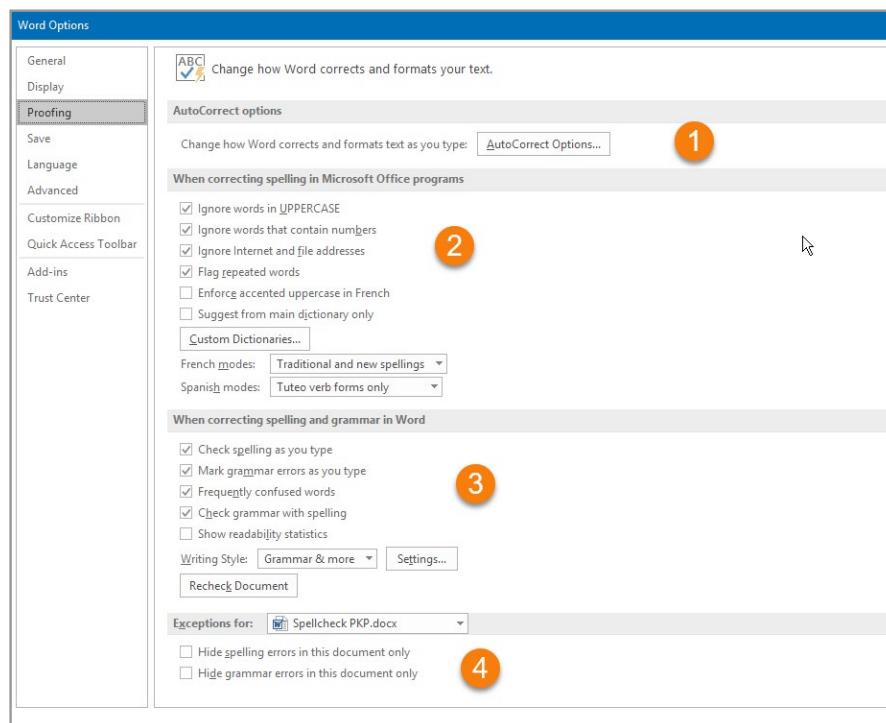
What the spell checker cannot do is correct spellings that are used in the wrong way. For example, in this poem by my friend Philip Khan-Panni – each word is actually spelled correctly – just used in the wrong place.



**Figure 300 – Spell Check won't Pick Everything Up**

### 29.1.2 PROOFING SETTINGS

To set how Word handles spelling, navigate to the Proofing Settings in Word Options. Click File, then Options and select Proofing on the left.



**Figure 301 – Spellcheck Options**

**AutoCorrect Options** – here you can add common typing errors that you make yourself. For example, whenever I type the word lunch I type it without the letter n – luch. Word will now correct this automatically for me.

**When correcting spelling in Microsoft Office Programs** – this section sets up the general rules for correct spelling telling Word which words to ignore and whether to enforce French and Spanish spelling rules.

**When correcting spelling and grammar in Word** – this section is where you tell Word to show spelling or grammar errors as you type and here you can set the Grammar style and settings.

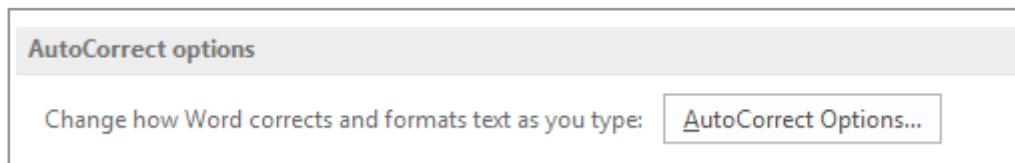
**Exceptions** – set exceptions for this document only.

### 29.1.3 AUTOCORRECT

I mentioned in the previous section about how I use Autocorrect. Here is how to set up your common typos and have Word correct them.

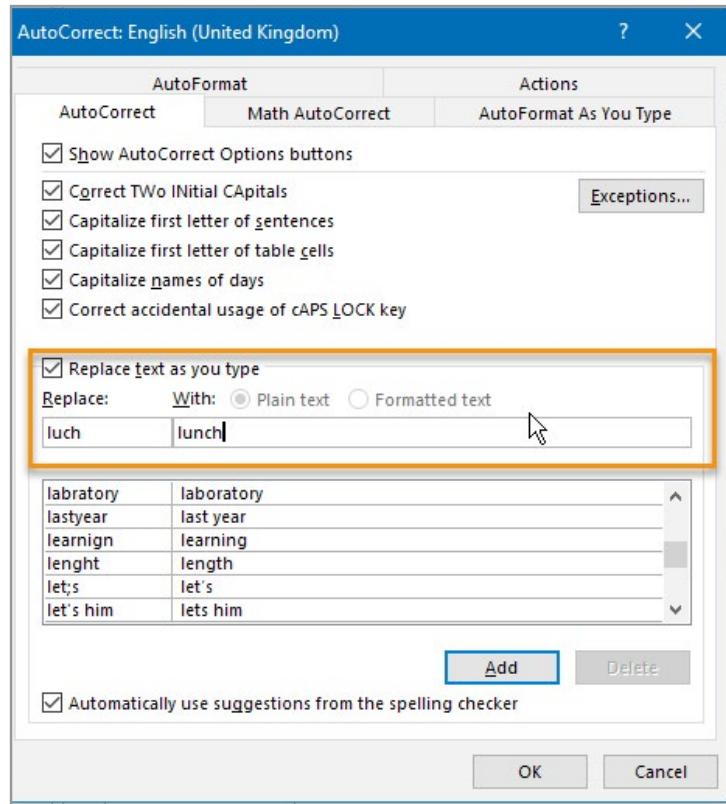
To add a miss spelling you type often to the autocorrect list:

Click the File Menu then Options and then Proofing on the left. Click on the button at the top labelled Autocorrect Options.



**Figure 302** – Autocorrect Options

In the dialogue box, type the wrong spelling in the box on the left and the correct spelling in the box on the right and then click Add. Your spelling will now be added to the list and automatically corrected next time you type it.



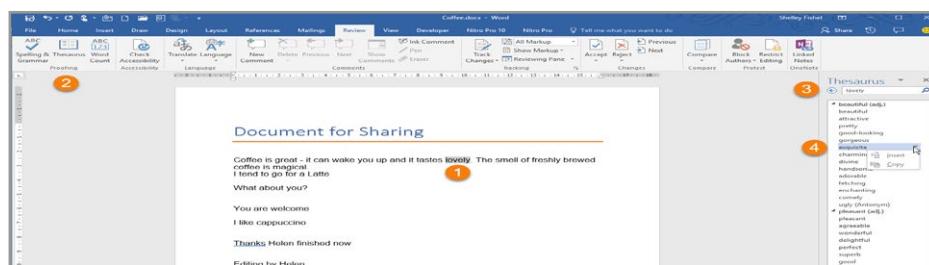
**Figure 303 – Add Misspelling to Autocorrect**

Note that you can switch off any of the options by unchecking the boxes. Once your automatic correction is added you will never see that typo again.

#### 29.1.4 THESAURUS

A thesaurus helps you to use different words to convey the same meaning. If you find that you have used the same word repeatedly in a document, the Thesaurus will help you find an alternative.

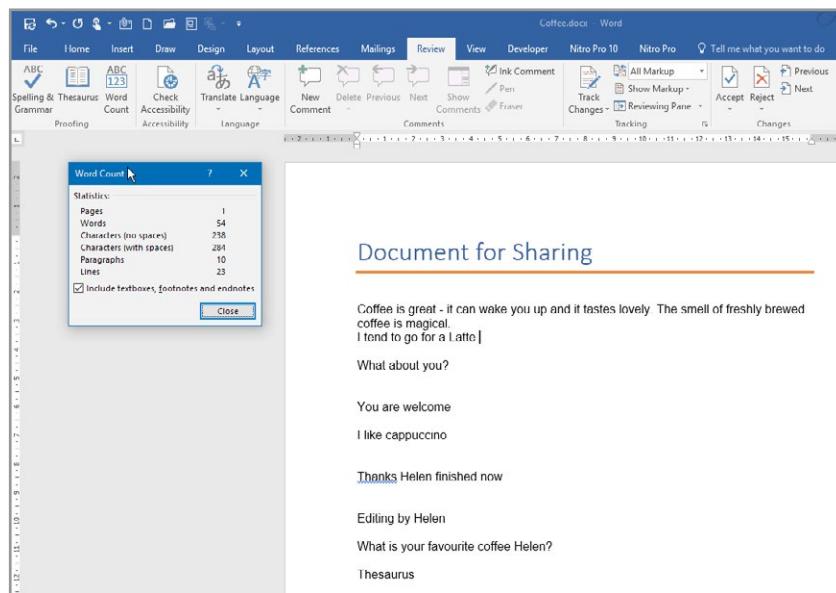
To use the thesaurus – select the word you wish to look up (1) click on the Thesaurus icon on the Review Ribbon (2), see definitions in the task pane that opens up (3) click the drop-down arrow to replace the selected word with the new one (4).



**Figure 304 – Use the Thesaurus to Find Different Words**

### 29.1.5 WORD COUNT

Word count is useful when you need to write a document with a word count limit such as a university paper, a blog or a report. You can use the Word Count icon to display how many words you have in the document.

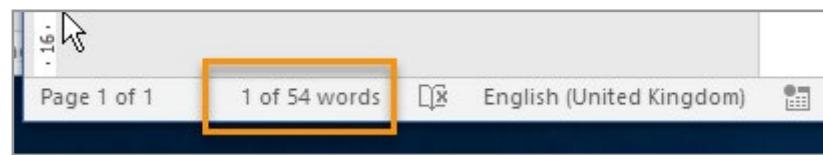


**Figure 305** – Information About the Number of Words in the Document

Note that you can see how many pages, words, characters with no spaces and characters with spaces along with how many paragraphs and how many lines.

### 29.1.6 STATUS BAR

You can also get a quick look at the number of words in the document from the status bar at the bottom of the document.

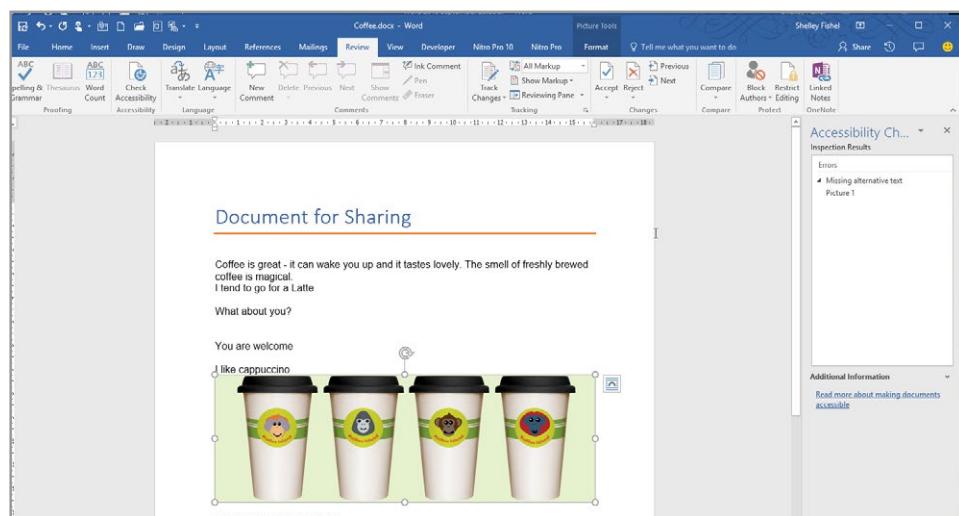


**Figure 306** – See the Status Bar for the Number of Words too

### 29.1.7 CHECK ACCESSIBILITY

When composing documents that need to be accessible, meaning readable by those with visual or cognitive impairments, the accessibility checker can help. People with visual impairments may use a screen reader to listen to the document. This means that documents need to be well structured with heading styles applied in a logical order; all pictures, graphics and tables should have alternative text; have a table of contents; and tables should have a header row defined.

The accessibility checker will go through the document and make sure that everything is as it should be.

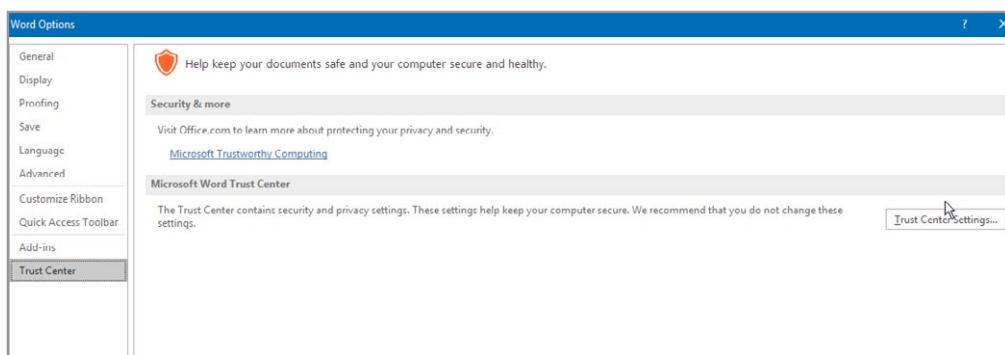


**Figure 307** – Use the Accessibility Checker to Make Sure your Document is Ready for a Screen Reader

### 29.1.8 LANGUAGE

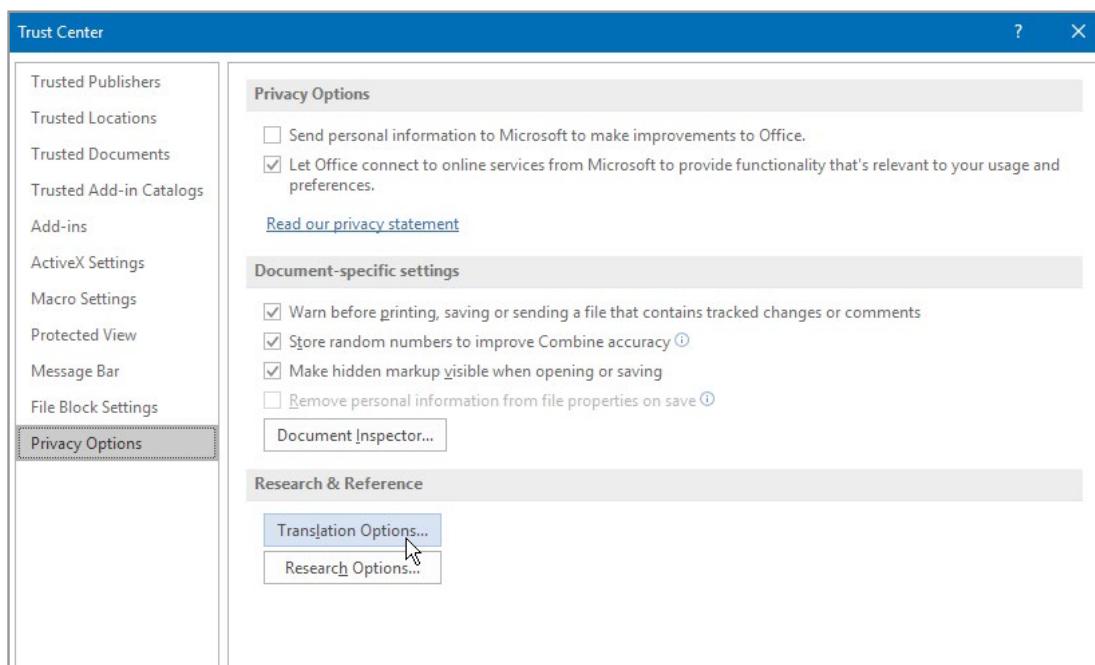
The language group allows you to translate the whole document or selected parts. First you will need to make sure that a couple of settings are correct.

Go to File – Options – Trust Centre.



**Figure 308** – Trust Centre

Then click on Trust Centre settings and click on the Translation Options.



**Figure 309** – Translation Options

The advertisement features a woman with long blonde hair wearing a black VR headset, looking upwards with a smile. To her right is a red rectangular text block containing the MT Højgaard logo and the text 'BEDRE LØSNINGER'. Below this, a paragraph discusses the company's focus on innovation and transformation in the construction industry. At the bottom, a call-to-action URL 'mth.dk/vorestilgang' is provided.

I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?

[mth.dk/vorestilgang](http://mth.dk/vorestilgang)

Make sure the Use Online Dictionary is ticked.

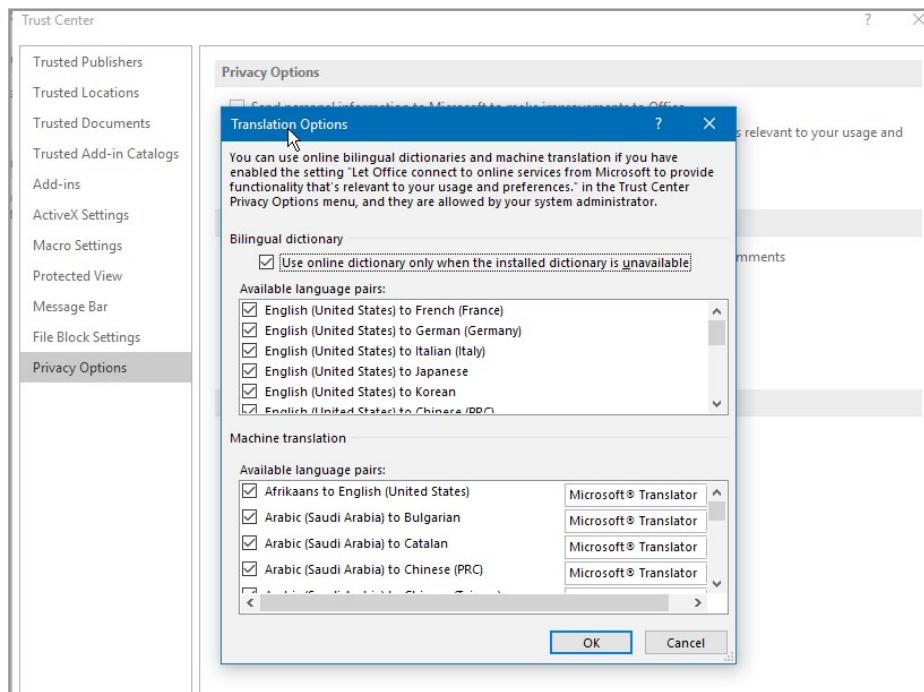


Figure 310 – More Translation Options

Click on the Language icon and set the Proofing Language.

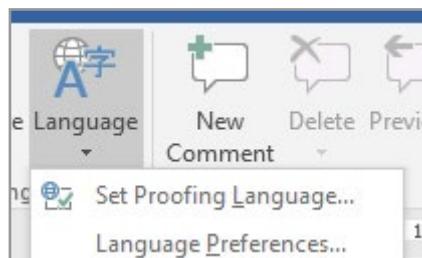
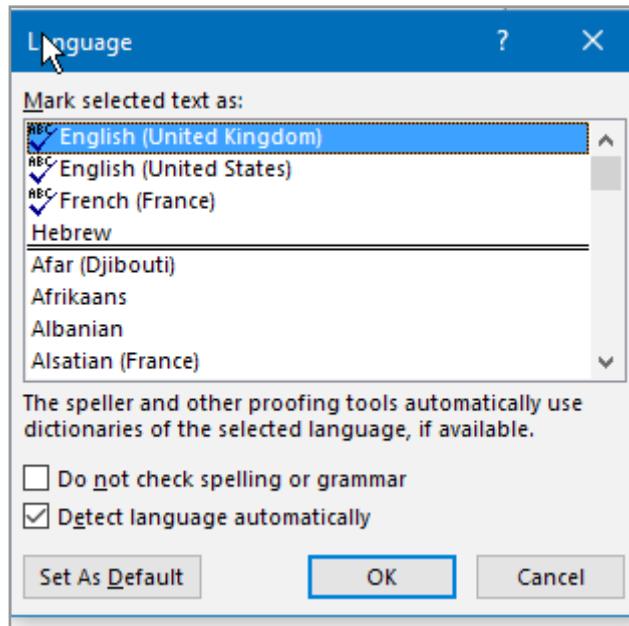


Figure 311 – Set Proofing Language

Make sure the correct boxes are checked.

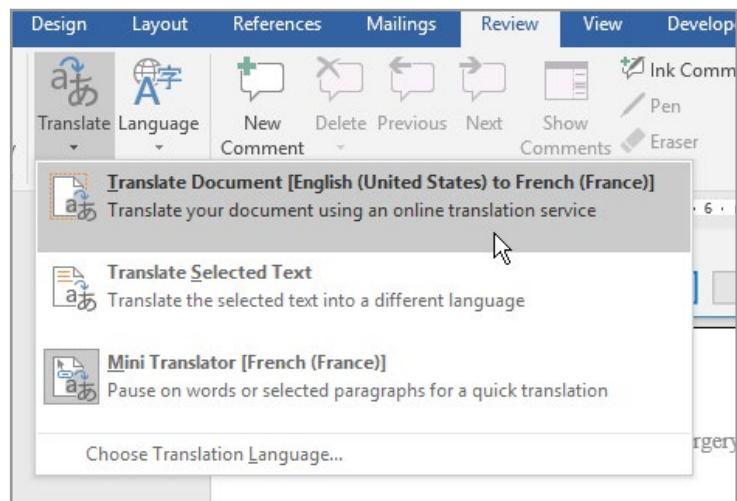


**Figure 312 – Set Language**

You may need to close Word and reopen Office for any settings to take effect.  
Now you should be able to use the Translation options.

### 29.1.9 TRANSLATE

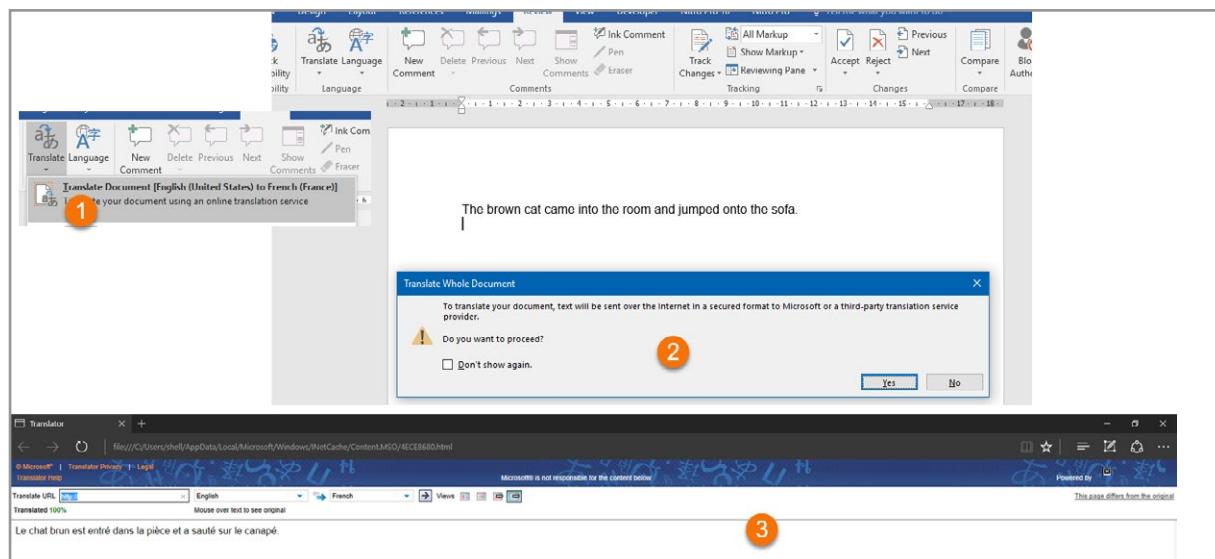
Click the Translate icon and select the option you need.



**Figure 313 – Translation Options**

Choose to translate the whole document or just selected text. Or you can use the Mini Translator directly in the document.

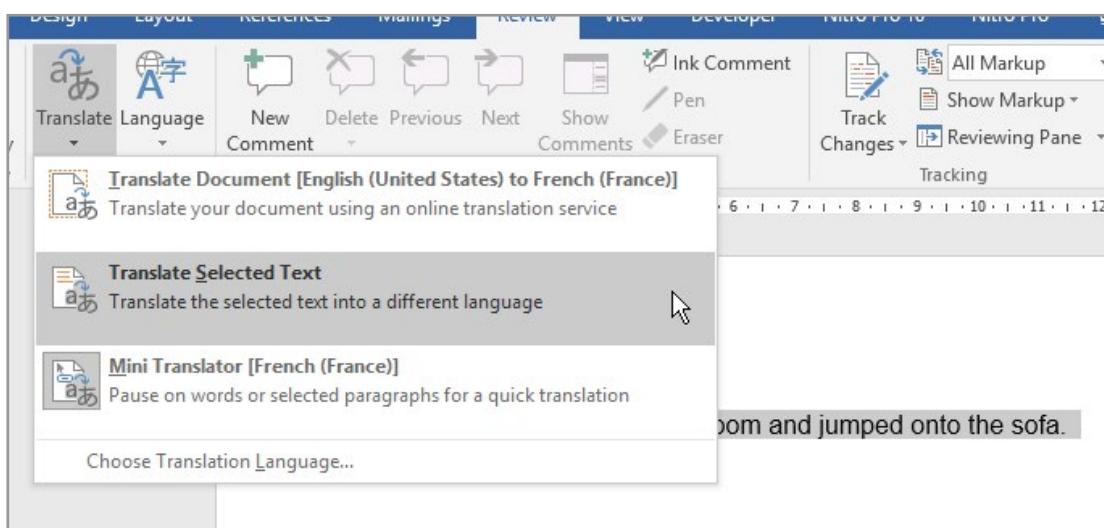
### 29.1.10 TRANSLATE THE DOCUMENT



**Figure 314 – Translate the Document**

Click on the Translate icon and select Translate Document (1) the document message appears telling you the text will be sent to Microsoft Translator online (2) it is then translated into the language you chose. (3) You can then copy and paste it into your document.

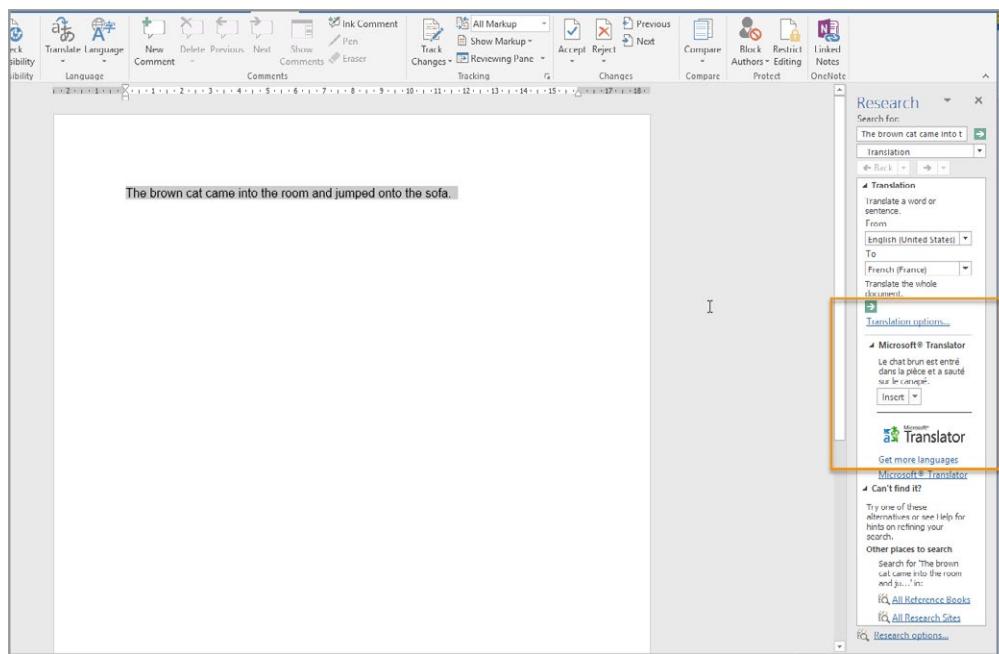
### 29.1.11 TRANSLATE SELECTED TEXT



**Figure 315 – Translate Selected Text**

Select the text then click on the Translate icon and choose Translate Selected Text.

The message about sending the text over the internet appears. Click OK and the text is translated in the task pane that appears. To add it to the document, click the Insert button and choose whether to Insert or Copy.



**Figure 316 – The Translation Task Pane**

### 29.1.12 MINI TRANSLATOR

The mini translator shows up on the screen when you point to a word or phrase that you want to translate.



**Figure 317 – Mini Translator**

The first icon on the left will expand the translate task pane. The second icon copies the definition in the source language and the translated language. You can then paste it into the document and use it.

The green triangle speaks the word so that you know how it sounds. The question mark will launch help.

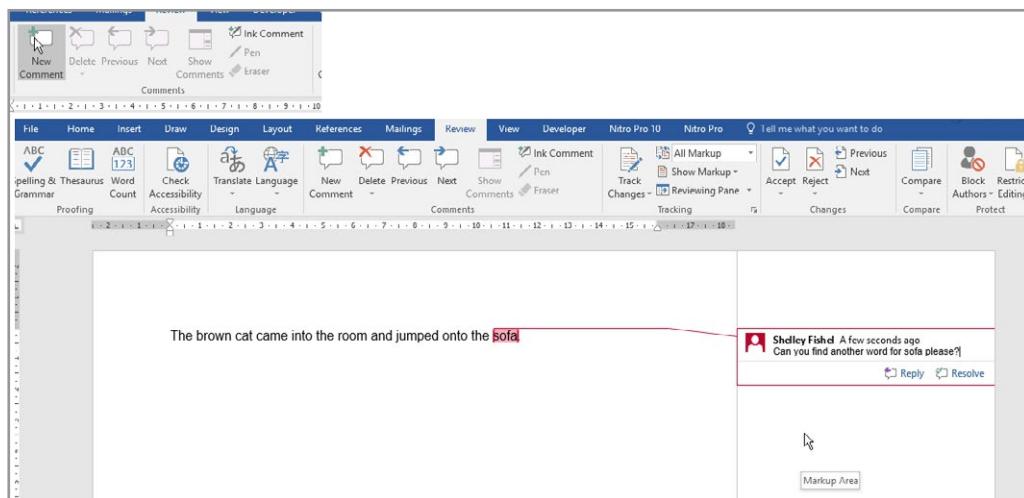
## 29.2 COMMENTS

When working with others on a document there will be times when you want to add information that is not displayed all the time. You can use comments for this. Comments are also used to ask each other questions or comment on content and make suggestions.

### 29.2.1 ADD A COMMENT

Click on the New Comment icon – your comment will appear in the margin – in the mark up area with a line to it. This is known as a balloon and there is space for someone else to reply to the comment.

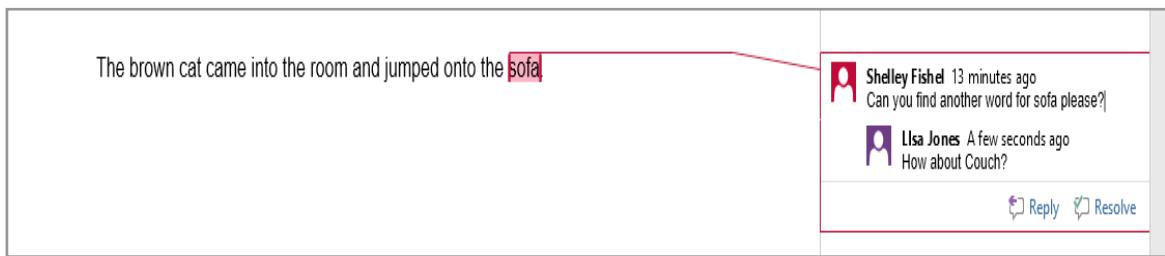
Type the comment into the space provided.



**Figure 318** – Add a Comment – It Shows Up in the mMarkup Area in the Margin

### 29.2.2 REPLY TO A COMMENT

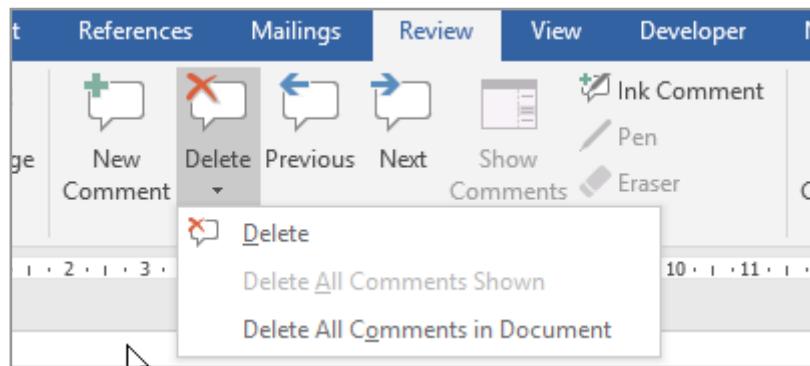
Click Reply in the markup area and type your response.



**Figure 319** – Reply to a Comment

### 29.2.3 DELETE A COMMENT

Click on the Comment in the document and then click Delete on the Ribbon.

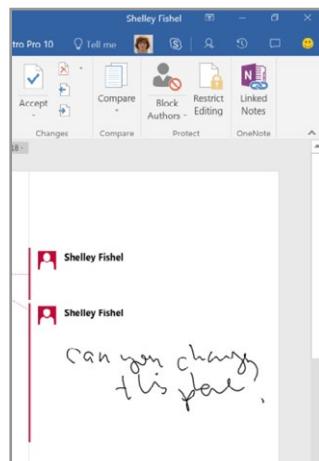


**Figure 320** – Delete One or All Comments

You can also Delete All Comment in the document which will save you going through them one by one.

### 29.2.4 INK COMMENT

If you are using a Microsoft Surface or a desktop that you can write on, you can ink your comment or handwrite it. Click the Ink Comment icon and a writing area opens in the markup area. Write your comment in using your digital pen.



**Figure 321** – Ink Comment

### 29.2.5 NAVIGATE COMMENTS

Use the Next and Previous icons to move between comments.

## 29.2.6 SHOW COMMENTS

When you open a document, you may not see the full comment displayed and will only see a small comment icon in the document on the line where the comment will be found. Click the Show Comments icon and the comment will be shown.

## 29.3 TRACK CHANGES

When working with others on a document it is helpful to be able to track what changes are being made and by whom. One of the challenges of tracking changes in older versions of Word was the inability to remove all the hidden markings from the document. Let's take a look at how to track changes and how to manage them.

### 29.3.1 TRACK CHANGES

Switch on Track Changes from the Review Ribbon – click on the Track Changes icon.

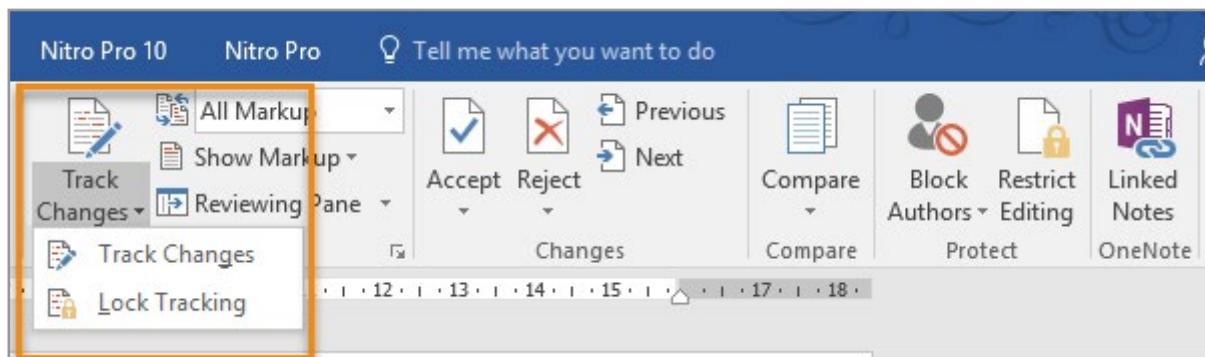


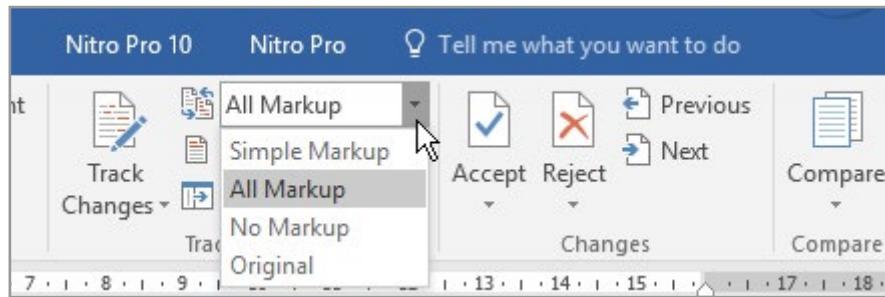
Figure 322 – Turn on Track Changes

Click **Lock Tracking** to discourage others from switching it off. You can add a password to stop others from switching off track changes or simply lock it to discourage.

Once track changes is switched on, you can start to add changes to the document – each author will have their own colours for marking changes and their names or initials will appear in the markup area of the document on the right of the screen.

### 29.3.2 WHAT DOES SHOW MARKUP MEAN?

You can choose what you see in the document.

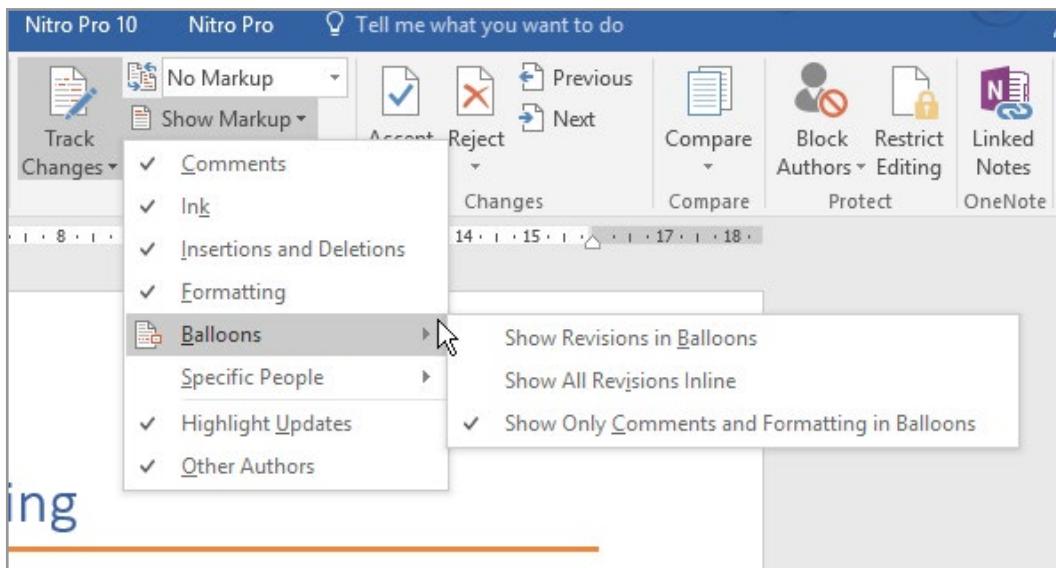


**Figure 323 – Choose Which Markup to See**

All Markup	This shows all revision markings in the document.    Coffee is great - it can wake you up and it tastes <ins>lovelygreat</ins> . The smell of freshly brewed coffee is magical. I tend to go for a Latte
Simple Markup	This shows a mark in the left margin indicating that there are some changes in the document – the change is displayed in the text.    Coffee is great - it can wake you up and it tastes great. The smell of freshly brewed coffee is magical. I tend to go for a Latte
No Markup	This hides all mark up all together – however the changes are kept.    Coffee is great - it can wake you up and it tastes great. The smell of freshly brewed coffee is magical.
Original	As its name suggests, this shows the original document without any changes.

### 29.3.3 SHOW MARKUP

This button gives you the ability to set the markup settings and choose what is displayed and where.



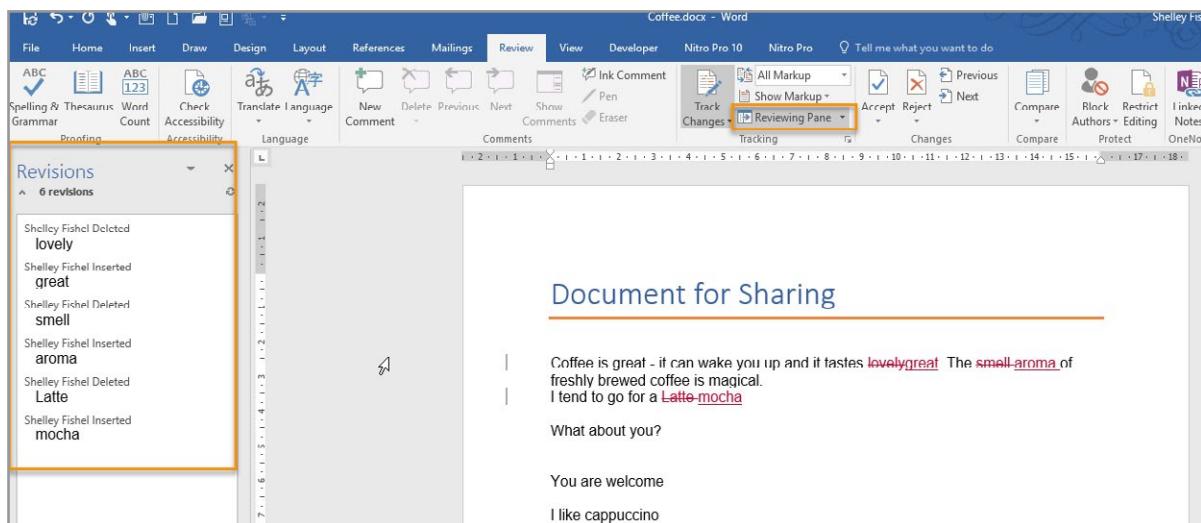
**Figure 324** – Set Markup Settings

Tick the options you wish to display.

Option	What it does
<b>Comments</b>	To see all comments in your document tick here.
<b>Ink</b>	To see any inked revisions tick here.
<b>Insertions and Deletions</b>	Tick here to have any inserted or deleted text displayed in line.
<b>Formatting</b>	If you want to see notation of any formatting changes in the document tick here.
<b>Balloons</b>	Tick this and then choose what you want to display in a call out on the right-hand side of the document.
<b>Specific People</b>	Choose to see revisions made by all reviewers or only from specific people.
<b>Highlight Updates</b>	This will highlight updates made by others when they edit a document in the browser whilst you are editing on your computer.
<b>Other Authors</b>	See revisions made by other authors.

### 29.3.4 REVIEWING PANE

Click on the Reviewing Pane icon to display a task pane on the left of the document listing all the revisions.



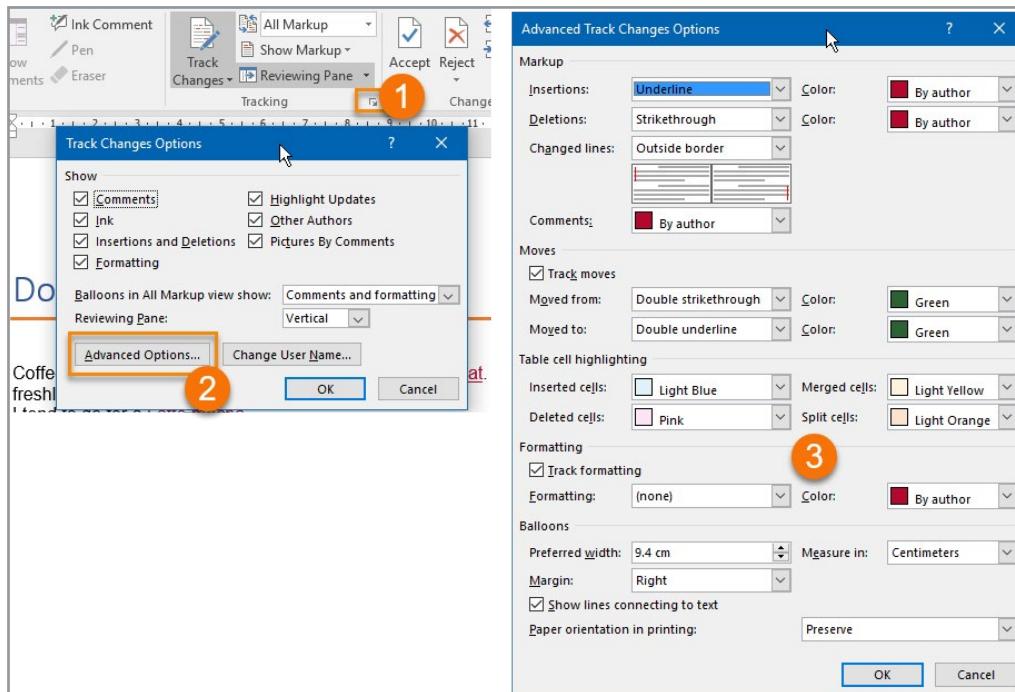
**Figure 325 – The Reviewing Pane**

Ses vi til DSE-Aalborg?  
Kom forbi vores stand den  
9. og 10. oktober 2019.  
Vi giver en is og fortæller  
om jobmulighederne hos  
os.

**banedanmark**

### 29.3.5 SET ADVANCED TRACK CHANGES OPTIONS

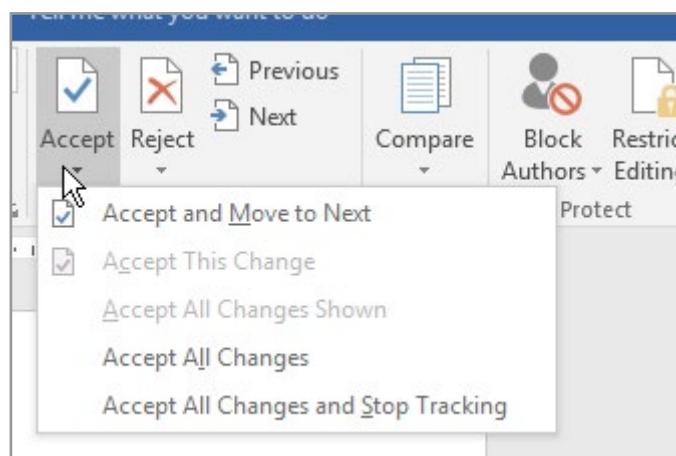
Click the Dialogue Box Launcher to see more options for Track Changes (1) then click Advanced Options (2) and finally make any changes (3).



**Figure 326** – Set Advanced Track Change Options

### 29.3.6 ACCEPT AND REJECT CHANGES

Once the document is finished it is time to decide whether to keep or discard any changes made whether by you or anyone else.



**Figure 327** – Accept or Reject Changes

Decide whether to accept the current change and move to the next one or to accept all changes and stop tracking. The same options appear for Rejecting changes.

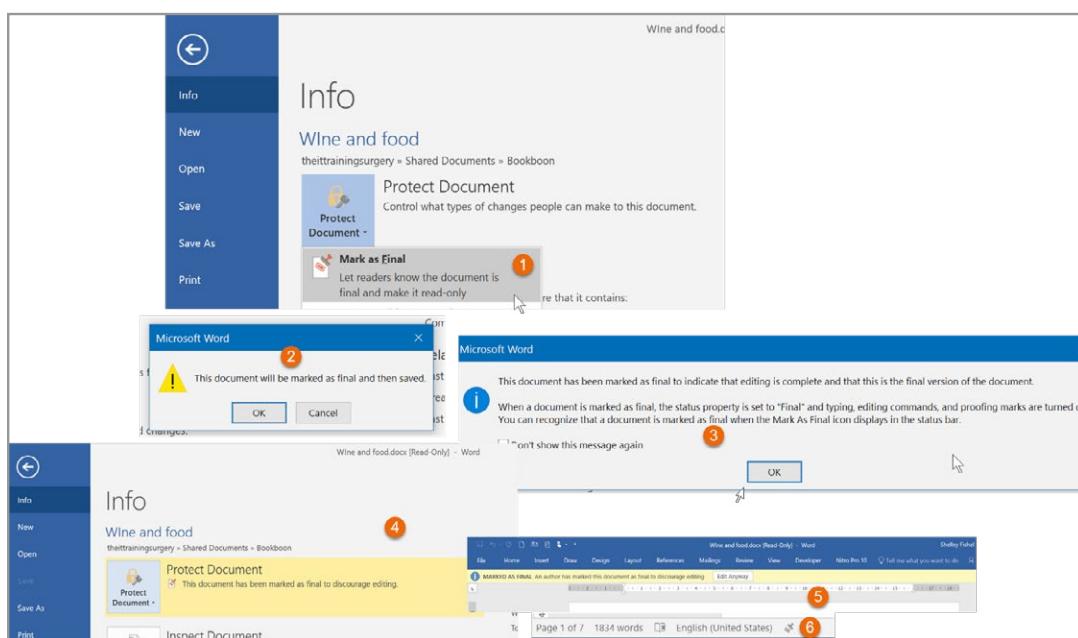
You can navigate between any changes by using the Next and Previous buttons.

### 29.3.7 MARK AS FINAL

Once you have finished accepting and rejecting the changes to your document, you can mark the document as final. This indicates to anyone who opens it that this is the finished version. However, just because you have marked a document as final, it does not stop others from making further changes.

To mark the document as final, follow the steps below:

1. Click the File menu and select Mark as Final from the Protect Document button.
2. The dialogue box appears warning you that the document will be made as final and saved.
3. The next dialogue box warns you that all proofing marks are turned off and the document is marked as final.
4. The document is marked Final on the Protect Document button.
5. A Marked as Final yellow alert appears at the top of the document – note you can still edit.
6. The Mark as Final icon appears on the status bar.



**Figure 328** – Mark as Final Process

### 29.3.8 COMPARE

When working with others on a document you may end up with lots of copies and/or versions. The compare feature allows you to compare two versions of a document and see the differences and then choose to accept or reject all changes and save as a new document.

When working with documents that are stored in SharePoint Libraries, your administrator may have switched on versioning. There are two options, Major and Minor Versions. Options can be set to save only the major versions 1 or 2 for example or every minor update to the document which will show as 1.1 1.2 etc.

This is useful when you want to compare what has been done in previous versions. You can compare major versions, specific versions or two different versions of a document and combine them into a new one taking account of the changes you wish to keep or discard.



Figure 329 – Compare Documents

Option	What it does
<b>Major Version</b>	Compare this version with the last Major version published on the server.
<b>Last Version</b>	Compare this version with the last version stored on the server, this could be major or minor.
<b>Specific Version</b>	Compare this version with a specific version stored on the server.
<b>Compare</b>	Compare two versions of a document – legal blackline – see all changes in the document displayed in a third document – changes accepted or rejected do not affect the original documents and are saved in the third document shown.
<b>Combine</b>	When many authors have been working on the same document, you can combine all the versions and see the changes made by each author in a new document. Accept or reject as necessary and save the new document.

### 29.3.9 COMPARE MAJOR VERSIONS

Open the recent Major Version and click Compare on the Review Ribbon. then chose Major Version. A dialogue box flashes on the screen telling you that it is retrieving the last major version from the server.

A new document is opened with the latest document number. This shows tracked changes and you can see all the changes in the documents.

The Original is open along with the revised version which will have the version time and date in the title bar.

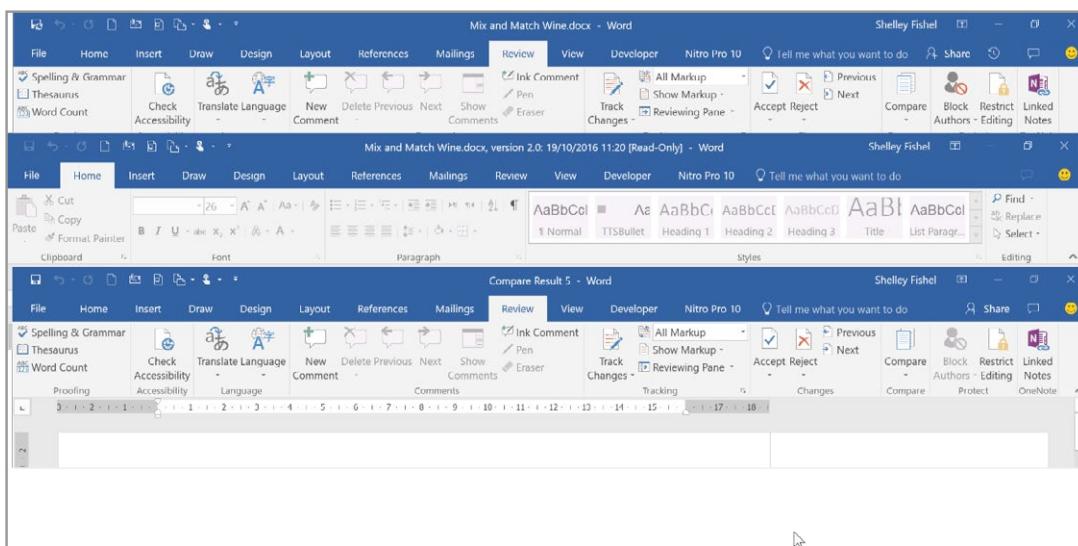


Figure 330 – Compare Versions

Look through the changes in the combined document and if you decide that the original should be kept as the latest document without any of the changes, switch to the recent version of the document with the version date and time in the title bar. Choose Restore to make the original the most recent version.

You can accept and reject changes in the combined document and then save it as a new one if you prefer to keep only some of the changes.

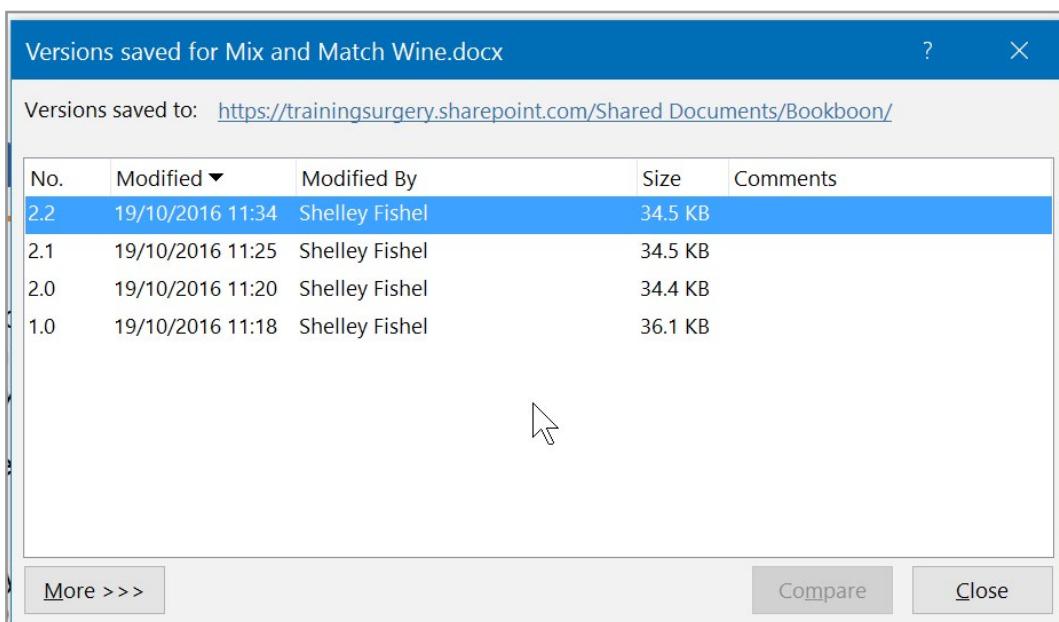
### 29.3.10 COMPARE LAST VERSION

This works in the same way as when comparing Major Versions. Select Last Version from the drop down and then follow the same process.

### 29.3.11 COMPARE SPECIFIC VERSION

Open the original document click Compare on the Review Ribbon and select Specific Version.

Choose the version from the dialogue box that appears and then continue as before.



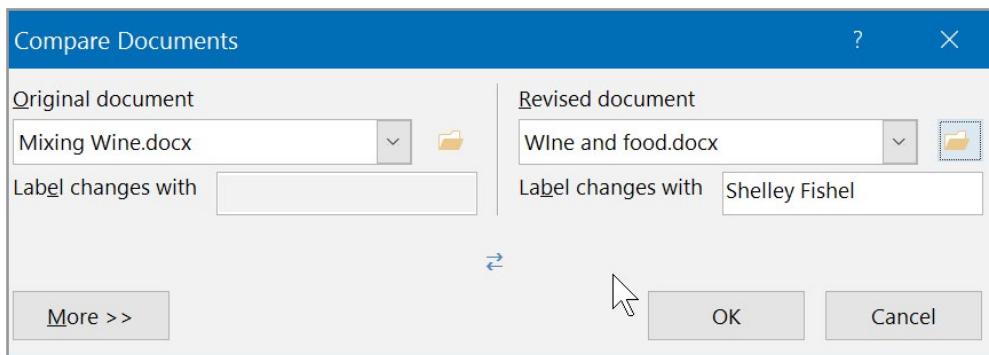
**Figure 331 – Select Version**

### 29.3.12 COMPARE LEGAL BLACKLINE

The legal blackline option compares two documents and displays only what changed between them. The documents that are being compared are not changed. The legal blackline comparison is displayed by default in a new third document.

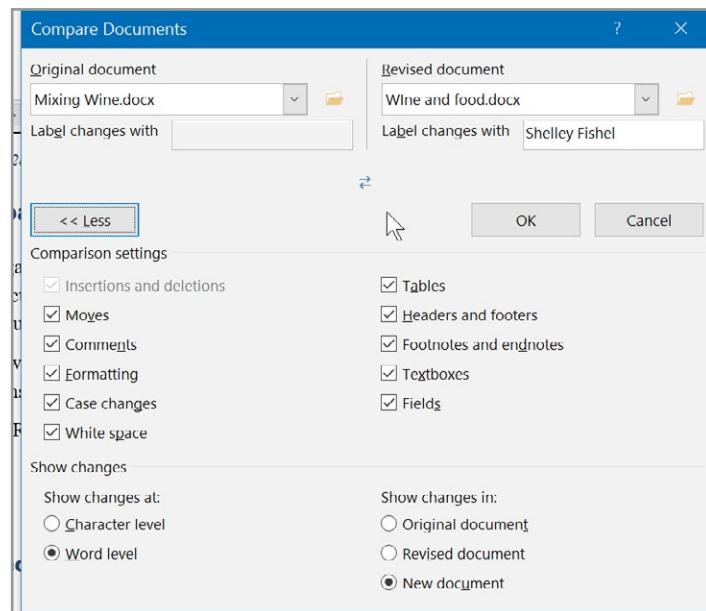
If you want to compare changes from several reviewers, do not select this option. Choose Combine revisions from multiple authors into a single document instead.

On the Review Ribbon click Compare and choose Compare Two Versions – Legal Blackline. Then choose the original and the revised documents to compare and set the label for the changes.



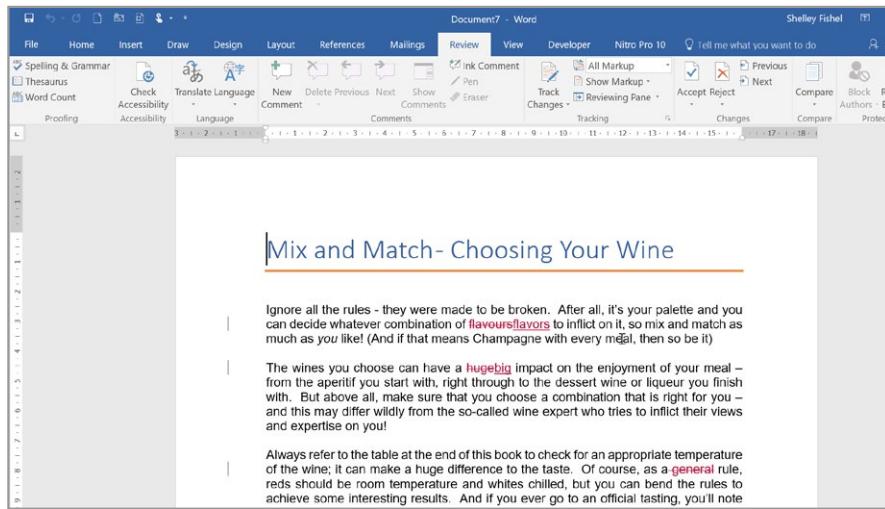
**Figure 332** – Choose Versions

Click More to set the options for Word to mark with changes.



**Figure 333** – Set Comparison Options

I have set the options to show changes in a new document. Now I can accept and reject the changes to the new document and then save that document as the final one.



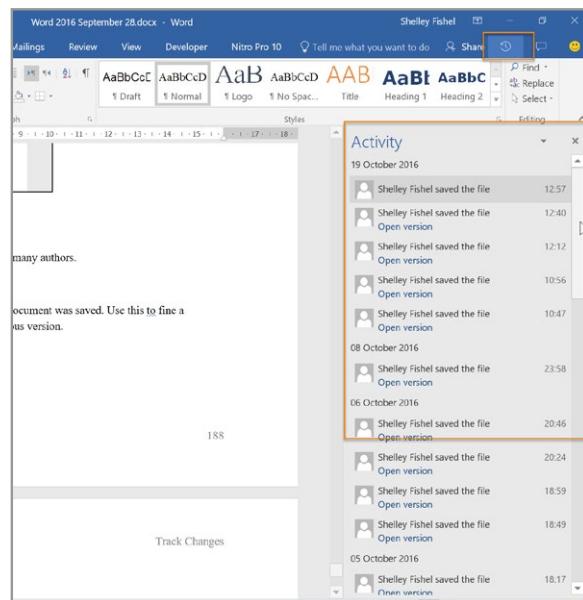
**Figure 334 – View Changes**

### 29.3.13 COMBINE

Use combine when you wish to combine changes from many authors.

### 29.3.14 ACTIVITY

The new Activity icon allows you to see each time the document was saved. Use this to see previous versions of the document – you will see a list of each time the document was saved. You can open a previous version from here.

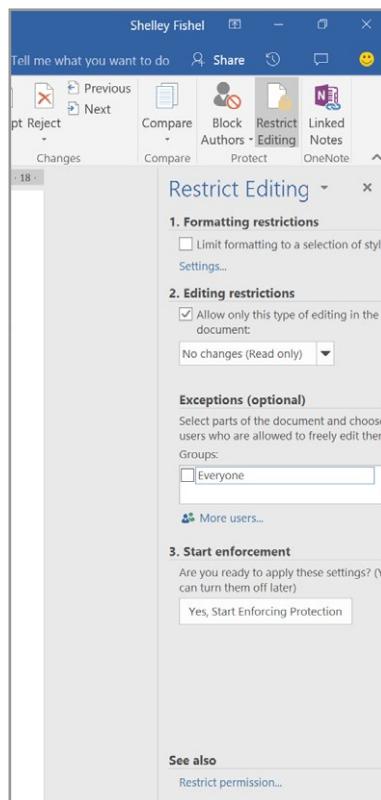


**Figure 335 – The Activity Task Pane**

### 29.3.15 PROTECT

To stop other people making changes to your document you can enforce protection.

Click Restrict Editing in the Protect group on the Review Ribbon.

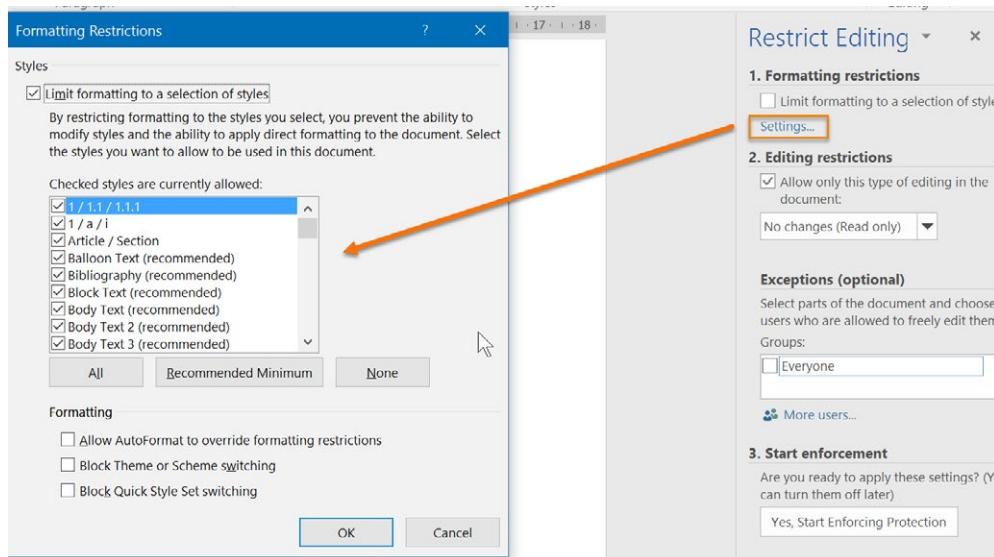


**Figure 336 – Protection Settings**

Option	What it does
<b>Formatting Restrictions</b>	Limit formatting in the document to a selection of styles, block theme changes, don't allow quick style set changes.
<b>Editing Restrictions</b>	<ul style="list-style-type: none"> <li>• Make the document read only</li> <li>• Only allow tracked changes</li> <li>• Only allow comments</li> <li>• Only allow filling in forms</li> </ul>
<b>Exceptions</b>	Allow people to edit certain parts of the document.
<b>Start Enforcement</b>	Apply the options you have chosen.

### 29.3.16 TO LIMIT FORMATTING

Click the checkbox under Limit Formatting and click Settings to select what to allow or disallow.



**Figure 337 – Limit Eormating**

Tick the box Limit Formatting to a selection of styles and then choose the styles to allow. Click on All to automatically allow all styles, Recommended Minimum will only check the minimum styles or click None to automatically deselect all styles.

Tick the other boxes allow AutoFormat to override the formatting restrictions, or to block Theme or Scheme switching or to block Quick Style Set changes.

### 29.3.17 EDITING RESTRICTIONS

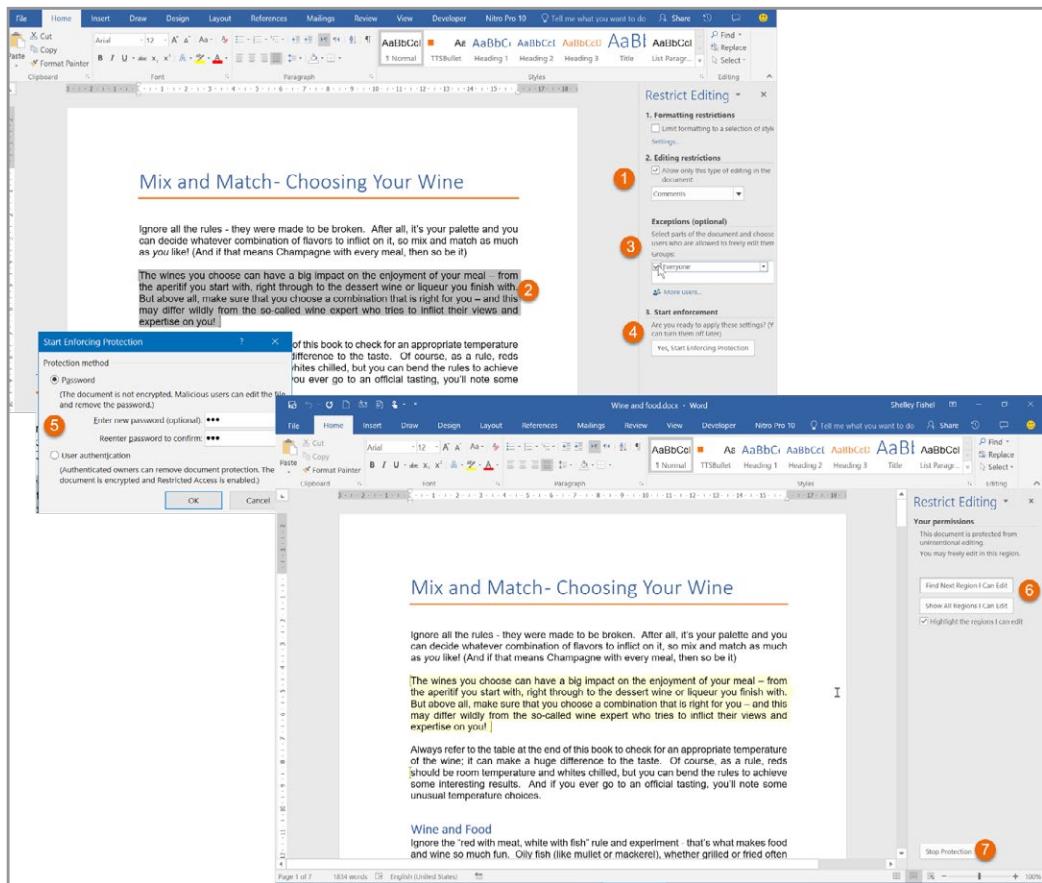
Use editing restrictions to:

- Make the document read only.
- Only allow tracked changes.
- Only allow comments.
- Only allow filling in forms.

### 29.3.18 EXCEPTIONS

Click into the checkbox for Editing Restrictions and select the restrictions to apply (1). Select the text you are allowing others to edit (2). Tick the box to choose who can edit (3) in my example it is everyone. Click Start Enforcement (4) to turn it on. Add a password if you wish (5), click OK and then see the highlighted text in the document showing you where editing is freely allowed. Use buttons in the task pane to move between editable sections and click Stop Protection (6) when done. You will be prompted for the password if one was set.

The advertisement features a night photograph of the Apollo Hotel 1 building. A large red lightbulb icon is overlaid on the left side. The text "CISO Conference" is prominently displayed in white, with "Produced by Inspired" in smaller text below it. To the right, a white box contains the address "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL" and the date "Dec 5th 2019". At the bottom, there is a call-to-action: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders" next to the "Inspired" logo, which includes a blue lightbulb icon.



**Figure 338 – Exceptions for Editing Restrictions**

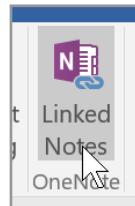
### 29.3.19 STOP RESTRICTIONS

Once you have finished and want to return the document to its original state, click Stop Protection at the bottom of the task pane. Enter the password to unlock the document. Then you will see the text area that could be edited showing up with grey highlighting. To remove the grey highlight, select the text and uncheck Everyone. The document is now back to normal.

### 29.3.20 ONENOTE

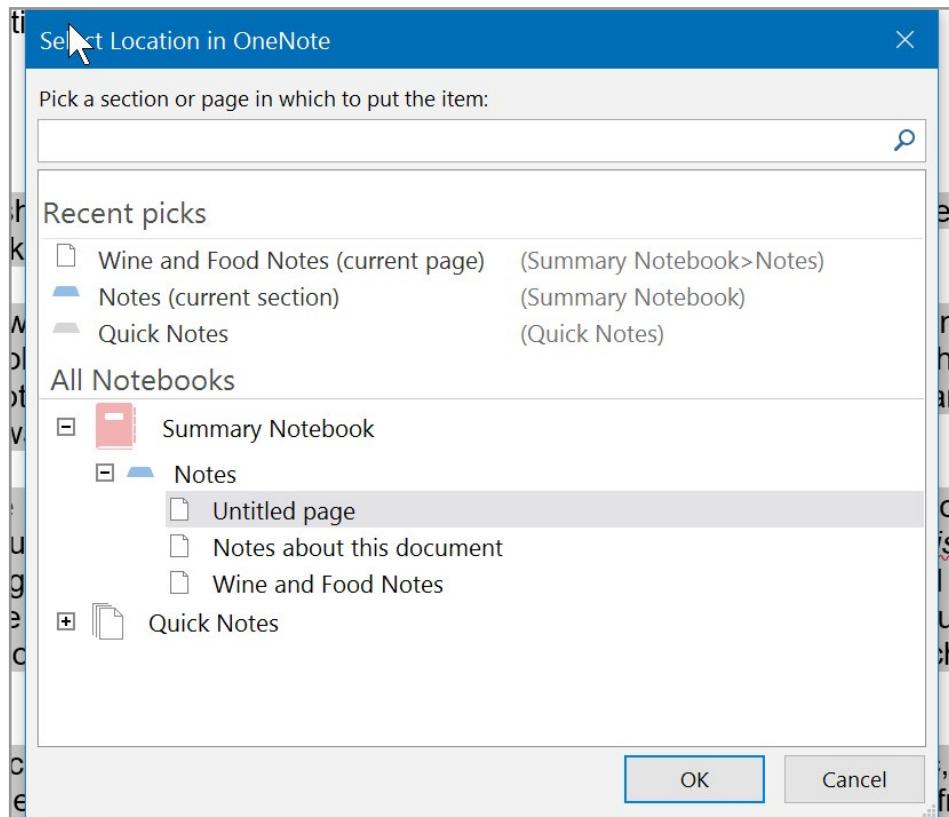
OneNote is Microsoft Office's note taking program. It is immensely powerful and could be the subject of a whole book by itself. Here I will discuss taking notes about a project you are working on where you need to gather information from several different documents or web pages.

You have started working on a document it could be a report or a piece of research. You will have lots of information to gather before crafting the final version, and this is where OneNote Linked Notes comes in. Open a document that is going to form part of your research and select an area of text. On the Review Ribbon click on the Linked Notes icon.



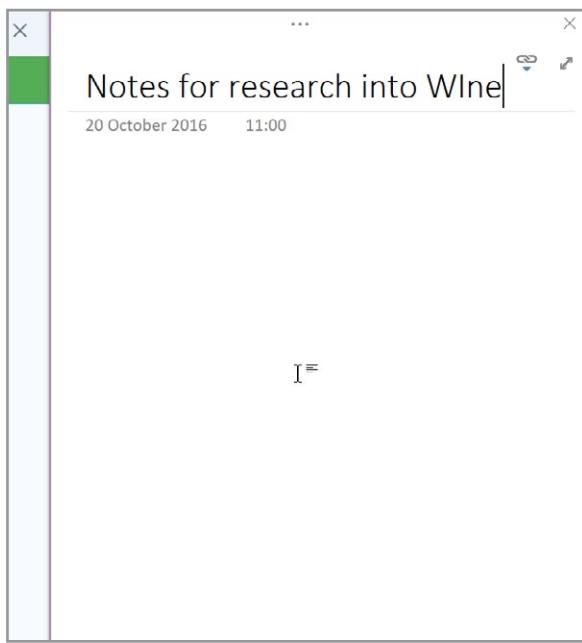
**Figure 339** – Add Linked Notes

Once clicked OneNote will open and ask which notebook, section or page you wish to use for your notes.



**Figure 340** – Select the Notebook Section Page

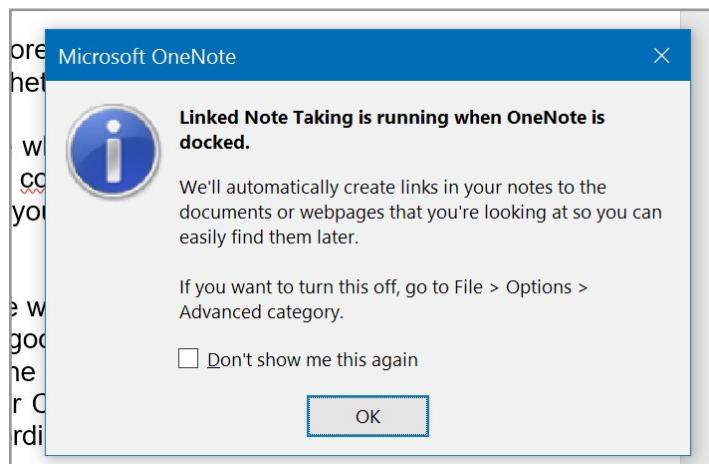
OneNote will dock on the right-hand side of the screen ready for you to add a title to the page and start taking notes.



**Figure 341** – OneNote Docked

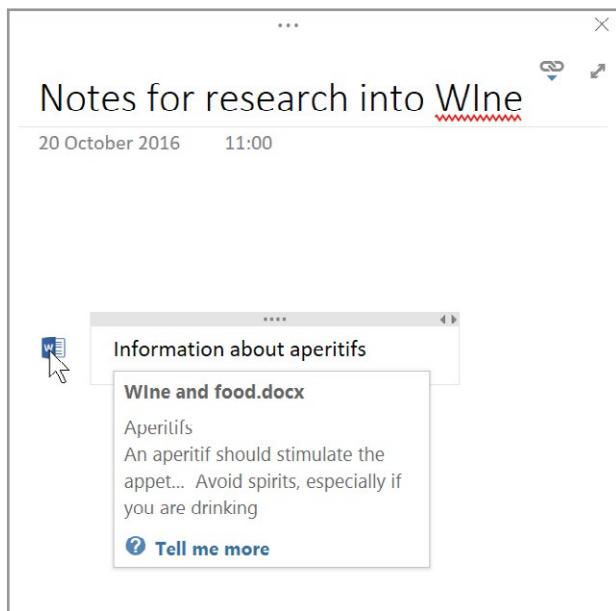
Name the page to make it easy to find later and then select text in the document and click into the docked notebook pane. Start to type your note and see a link created to the document.

You will see the following dialogue box informing you that linked note taking is now automatically switched on.



**Figure 342** – Automatic Linked Notes

Once you have finished typing the note you will see a link to the actual document.



**Figure 343 – Linked Note**

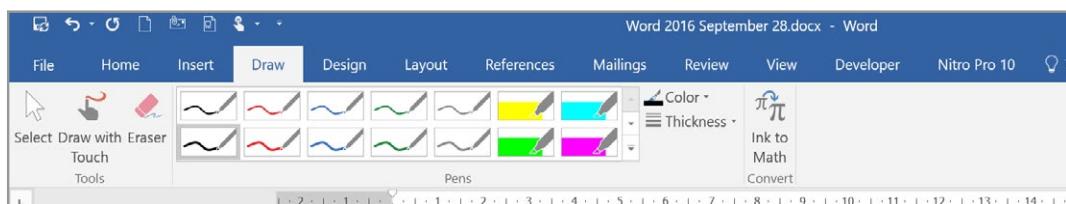
You can open the document directly from the link. As you add links from different documents you have a handy way of getting back to the source material without having to remember which ones you accessed or used.

Closing OneNote will stop the notes being taken. Click on the Linked Notes icon again to launch OneNote and start taking notes.

# 30 DRAWING-INKING

In the modern business we now use many different devices, many with a touch screen that enable writing or drawing whether using our finger or a special digital pen.

Microsoft Word has a Ribbon geared specifically for this purpose. The Draw Ribbon. Here you can choose whether to draw with touch, what kind of pen to use, thickness, colour etc. and you can also erase your ink. You can even ink in mathematical equations and have them converted.

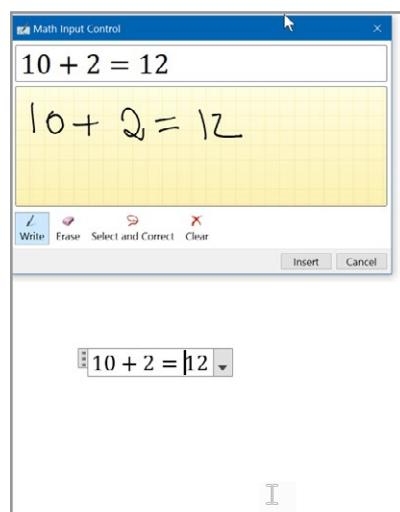


**Figure 344** – The Draw Ribbon

Use the Touch Tools group to change between the Selection Arrow, Drawing with Touch (this includes using a pen) or switching on the eraser. To erase something you have written or drawn, drag across it with the eraser tool switched on.

Use the Pens group to select the pen style and colour and change the thickness by clicking the drop down under thickness or the colour by clicking the drop down under colour.

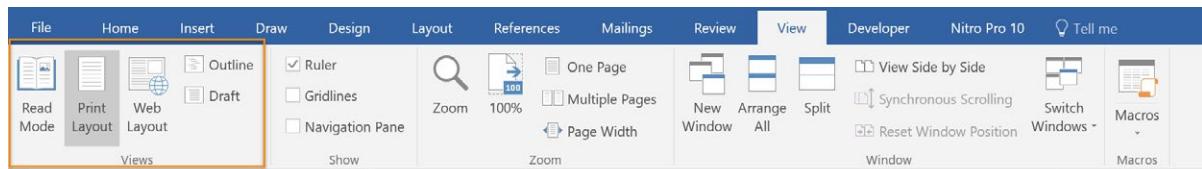
Click Ink to Math to open a preview window ready for you to write your equation. Click Insert when done to see the equation in the document.



**Figure 345** – The Ink to Math Control Window

# 31 DIFFERENT VIEWS OF YOUR DOCUMENT

There are several ways to view a document based on what you are doing.



**Figure 346** – The View Ribbon

**Read Mode** – use this view to read the document without distractions.

**Print Layout** – this shows you how the document will look when printed – including showing the margins.

**Web Layout** – this view is useful when composing pages for the web.

**Outline** – use Outline View to structure the document. You can promote and demote headings, or move and copy large amounts of text.

**Draft** – use this view when you need to focus on getting the typing done without the distraction of the page layout or what the printed version will look like.

## 31.1 READ

Word 2016 September 28.docx - Word

Figure 346- the View Ribbon

Read Mode – use this view to read the document without distractions  
 Print Layout – this shows you how the document will look when printed – including showing the margins  
 Web Layout – this view is useful when composing pages for the web.  
 Outline – use Outline View to structure the document – promote and demote headings, or move and copy large amounts of text.  
 Draft – use this view when you need to focus on getting the typing done without the distraction of the page layout or what it will print like.

Read Mode

**Figure 347** – Read Mode

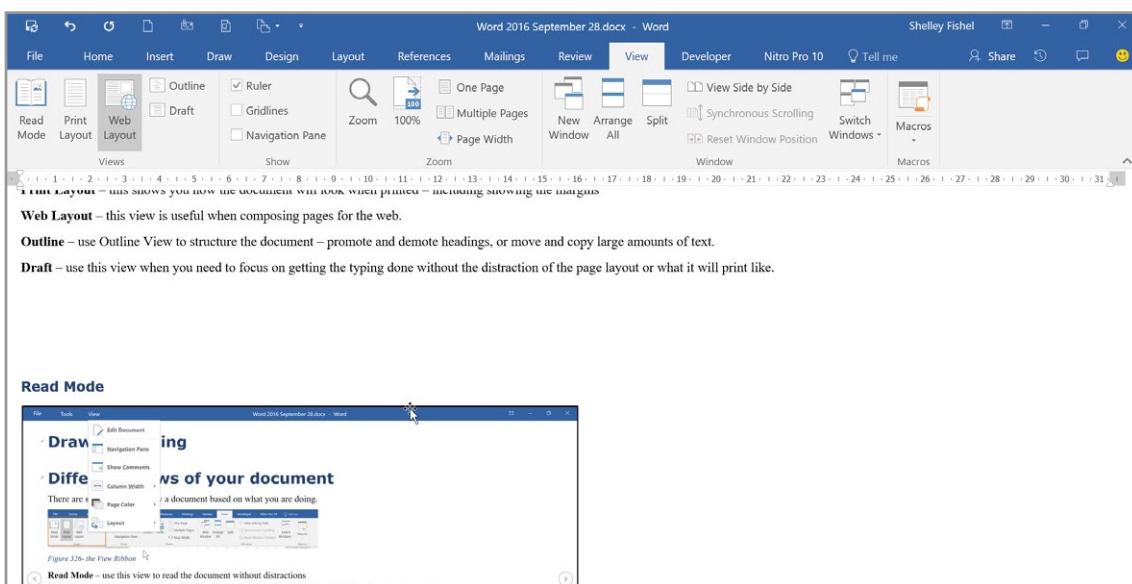
In Read Mode, the Ribbon is minimised and all the extra toolbars and navigation options are hidden. In this mode, you can read without distraction. Use the menus to switch. The View Menu will allow you to edit the document, see the navigation pane, show comments, change the page colour and see layout options.

The Tools Menu gives you access to Smart Lookup and the find options.

## 31.2 PRINT LAYOUT

This is the view that most people work in most of the time. You can see the page borders and the margins plus the ribbon and taskbar. If you have displayed the ruler, then you can see this here too.

## 31.3 WEB LAYOUT

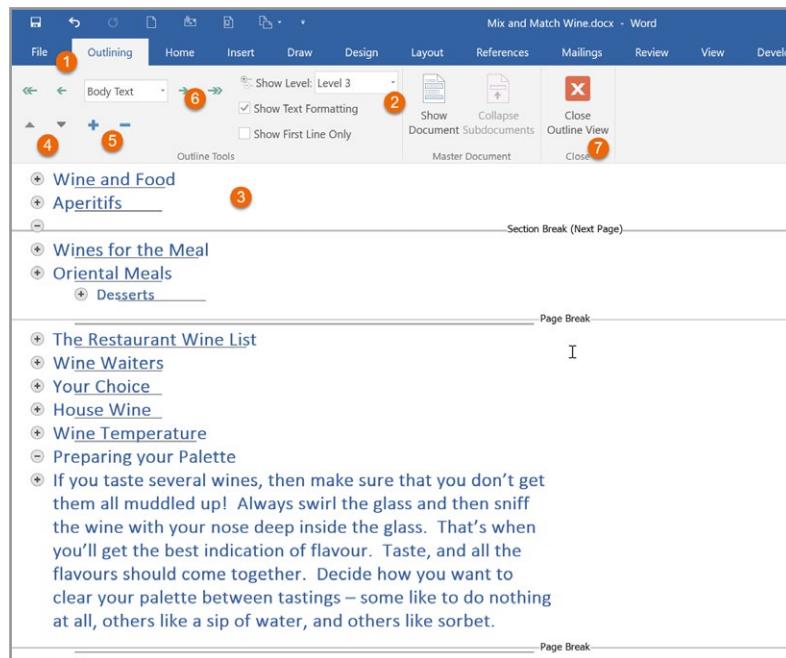


**Figure 348 – Web Layout View**

In Web Layout view you can see the document as if it is in a web editor.

## 31.4 OUTLINE VIEW

This is one of the most useful views to use when working on a large document. When the document has headings and lots of text it can be helpful to use outline view to structure it.



**Figure 349 – Outline View**

When you switch to outline view – the Outlining Ribbon (1) appears. You can choose how many heading levels to show (2), I have chosen to display up to Level 3. This collapses the text and shows just the heading levels that you have selected. (3) Move headings and their associated text up or down in the document (4). Expand the text associated with a heading level (5). Promote and demote headings and text using these arrows (6), close Outline View (7).

You can also drag a chunk of text around by clicking on the plus sign in the left margin and then keeping your finger on the left mouse button whilst dragging up or down.

## 31.5 DRAFT VIEW

In Draft view, you cannot see the page borders. Page breaks and sections breaks are displayed here.

# 32 COLLABORATION

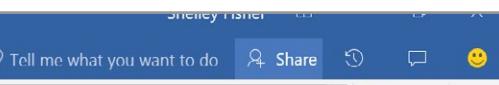
With Word 2016 and an Office 365 subscription, it is now possible to collaborate on a document with other people in real time. With Word 2016 it does not matter whether you are using a desktop or the web, collaboration can happen.

In earlier versions of Word, collaboration in real time could only happen in the web version.

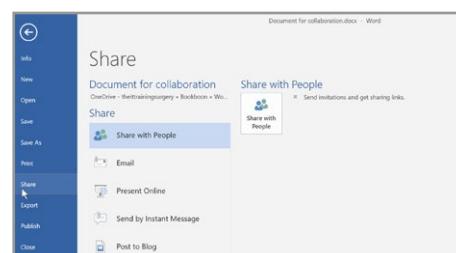
## 32.1 STEPS FOR COLLABORATION

1. Save the document to a web location – this could be your OneDrive for Business or SharePoint library. This works with your Personal OneDrive too if you are using the home version.
2. Share the document – invite others to collaborate with you – an email is sent out with a link to the document.
3. Individuals start to work on the document and if working at the same time, you will see everyone's edits as they happen.

There are two ways to share a document – one via the small Share button on top of the Ribbon and one via the File Menu.

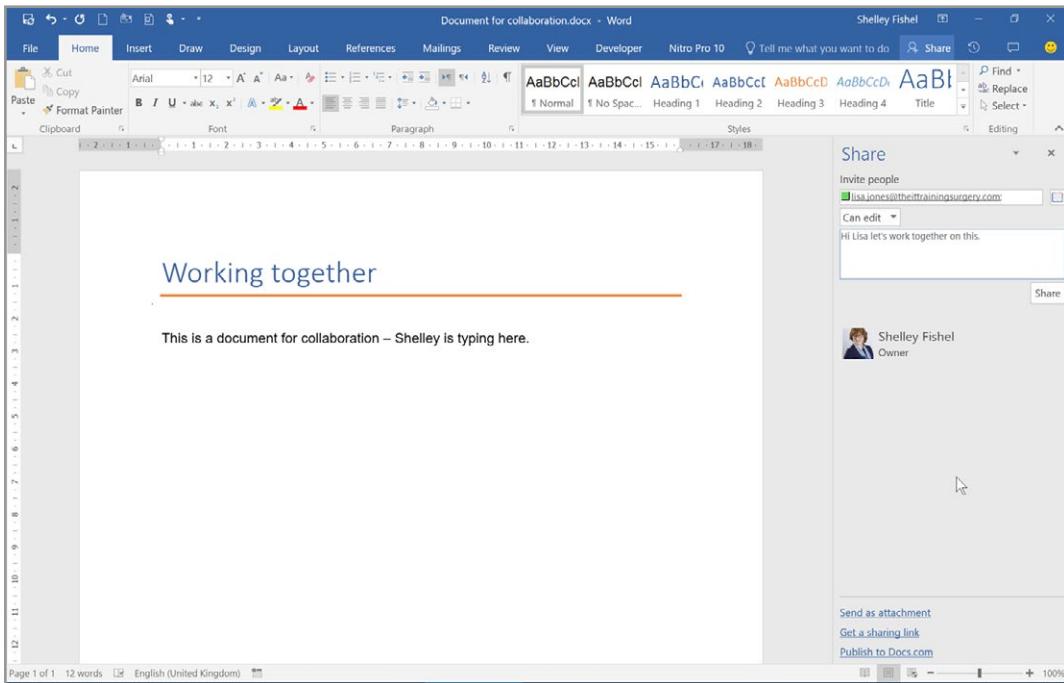


**Figure 350** – The Share Button top right of the screen



**Figure 351** – Share Via the File Menu

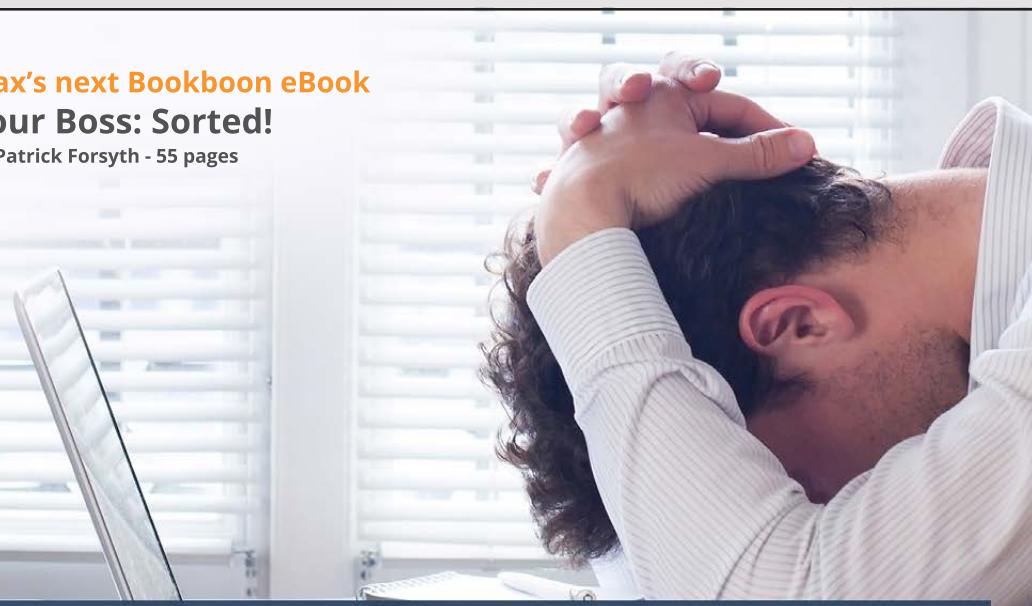
Both methods launch the Sharing Task Pane.



**Figure 352 – Invite Others to the Document**



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**Your Boss: Sorted!**  
 By Patrick Forsyth - 55 pages



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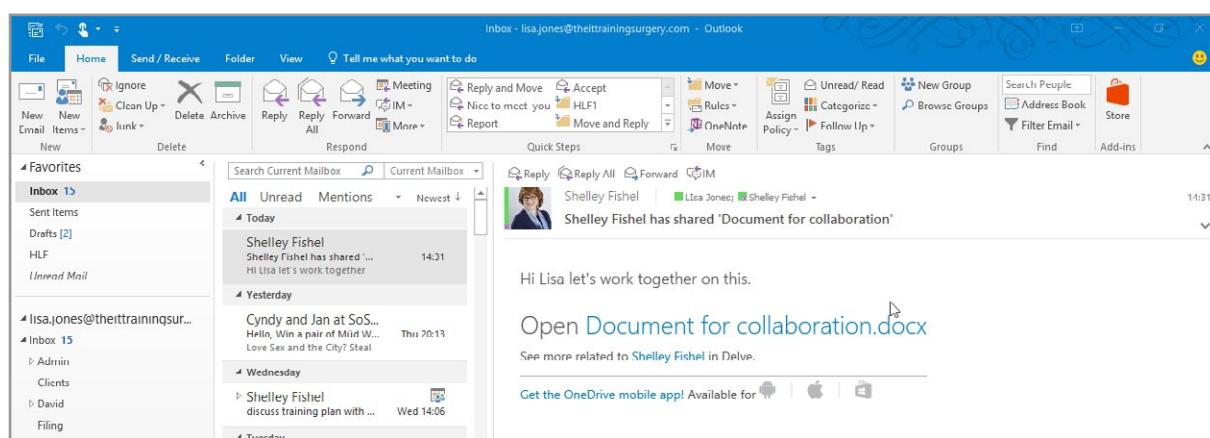
### 32.1.1 INVITE TO COLLABORATE

The task pane opens on the right of the screen. Type the email address(es) of the person(s) to share with and then add a short message. Click Share to send the message. An email is sent with a link to the document.

At the bottom of the task pane are three other options for sharing and I will cover those separately.

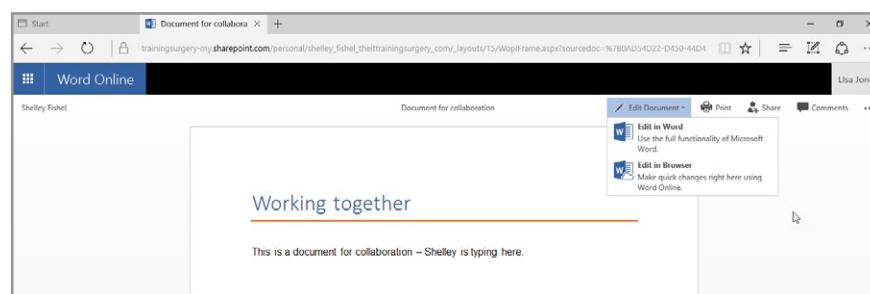
### 32.1.2 EMAIL RECEIVED

Those you invite receive an email inviting them to open the document.



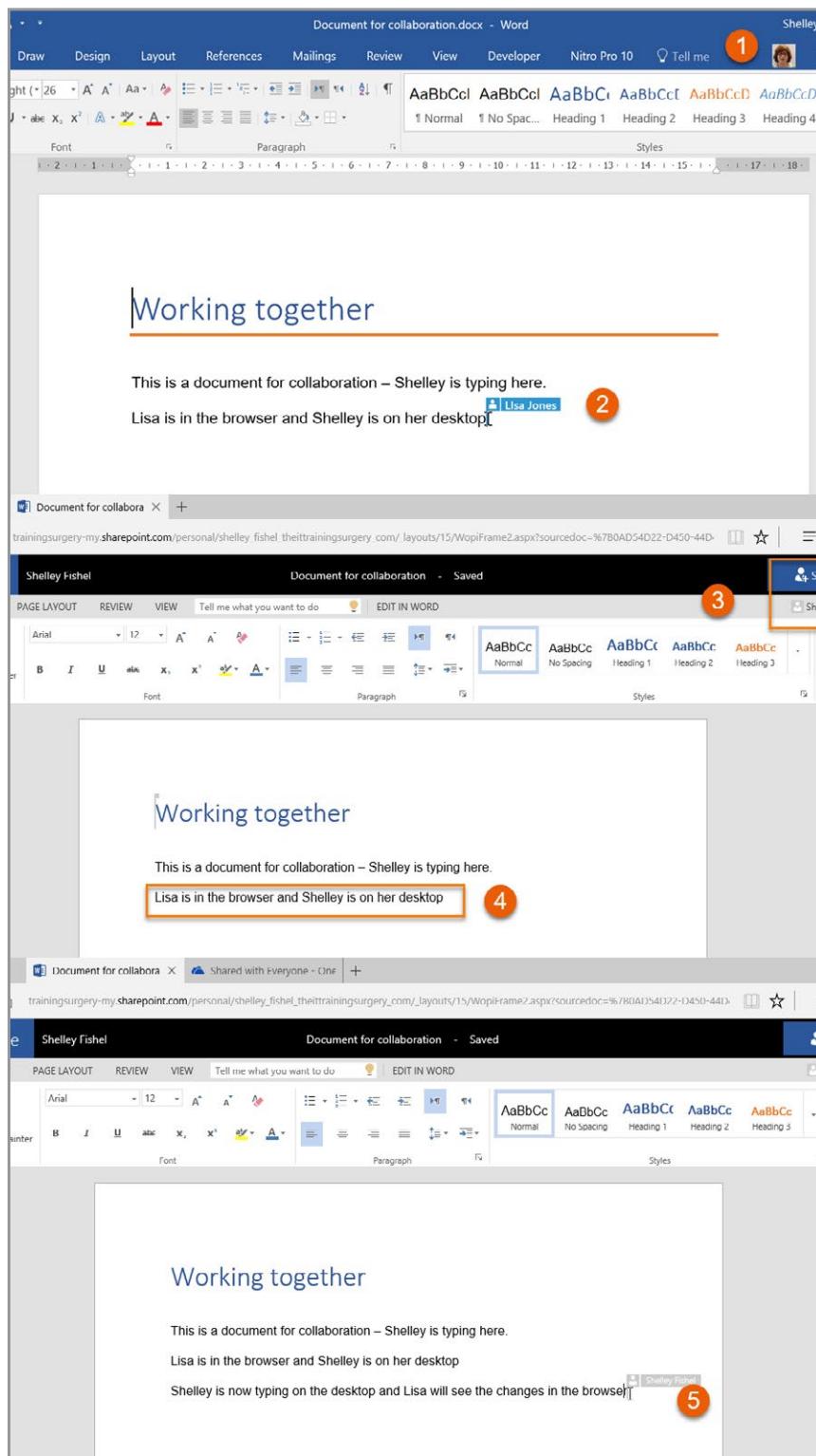
**Figure 353 – Email Invitation**

Lisa can now open the document direct from the link in the email. Lisa will be directed to sign in to OneDrive for Business in this case and once signed in the document opens in the browser.



**Figure 354 – Open in the Browser**

Now Lisa can edit in the browser whilst I edit on my computer.



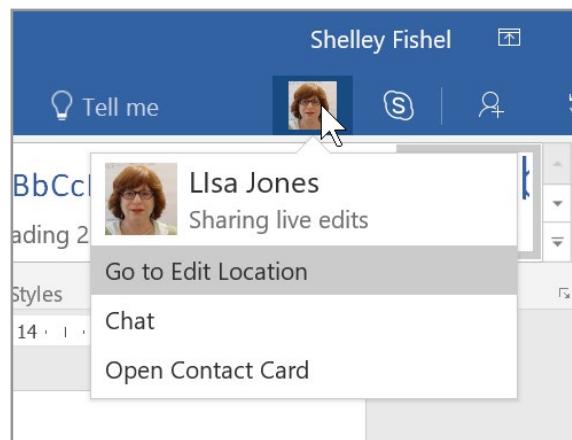
**Figure 355 – Collaboration**

1. Showing that Lisa is editing in the browser.
2. Showing Lisa's edits on the desktop in Shelley's document.
3. Showing Shelley is editing when Lisa is in the browser.
4. Shelley's edits show in Lisa's browser.
5. Showing the note where Shelley is editing in the browser on Lisa's screen.

This is a much neater way of having many people give their input to a document without having lots of different versions floating around. It avoids all the issues with working out which is the most up to date version and who did what.

Once everyone's contribution has been added, the original owner of the document can use track changes to see what has been done and can decide which revisions to keep or discard.

### 32.1.3 CHAT GO TO EDIT LOCATION AND OPEN CONTACT CARD



**Figure 356 – Chat Go to Edit Location Open Contact Card**

When working with others, you can jump directly to the location where people are editing, open a chat session with them using Skype For Business or Open their Contact Card to get more information about them.

### 32.1.4 SEND AS ATTACHMENT

This option asks if you wish to send a copy of the document or a pdf.

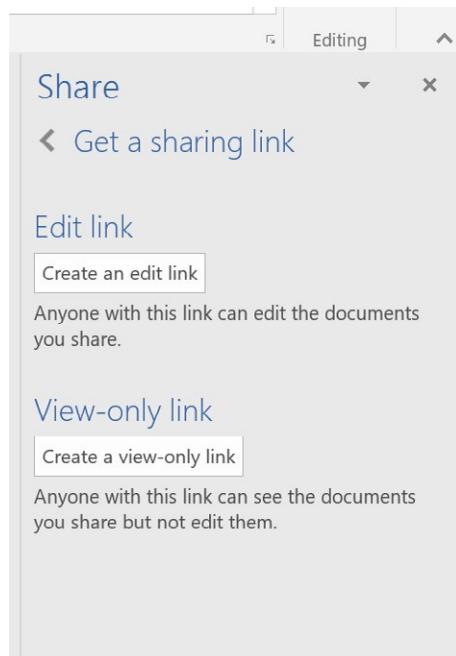


**Figure 357** – Send as Attachment

Make your choice and Word launches a new Outlook email with either a copy of the Word document or a PDF attached.

### 32.1.5 GET A SHARING LINK

With a sharing link you do not send a copy of the document but a link to the stored online copy – this means that anyone you send a link to can either edit or view the online copy of the document. This option stops having multiple versions of a document floating around.



**Figure 358** – Sharing Link

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