Word 2007 Introduction: Part II

Stephen Moffat, The Mouse Training Company

Microsoft®
Office 2007

Word: Intro
Part II

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Word 2007 Introduction

Part II

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Introduction

Word 2007 is a powerful word processing application that allows users to produce typed documents. These can range from simple letters through to fax cover sheets, reference manuals and sophisticated reports incorporating numbered headings, figures and graphics.

How To Use This Guide

This manual should be used as a point of reference following attendance of the introductory level Word 2007 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each section covering an aspect of the introductory course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

Instructions

Those who have already used a spreadsheet before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the arrow icon which precedes a list of instructions.

Appendices

The Appendices list the Ribbons mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

Keyboard

Keys are referred to throughout the manual in the following way:

ENTER – Denotes the return or enter key, **DELETE** – denotes the Delete key and so on. Where a command requires two keys to be pressed, the manual displays this as follows:

CTRL P – this means press the letter "p" while holding down the Control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

When Ribbon commands are referred to, the manual will refer you to the Ribbon – E.g. "Choose **HOME** from the Ribbons and then **B** for bold".

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When dialog box options are referred to, the following style has been used for the text – "In the **PAGE RANGE** section of the **PRINT** dialog, click the **CURRENT PAGE** option"

Dialog box buttons are shaded and boxed – "Click **OK** to close the **PRINT** dialog and launch the print."

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

> *"Word will not let you close a file that you have not already saved changes to without prompting you to save."*

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Section 6 Tabs & Tables

By the end of this section you will be able to:

- Understand tabs
- Use tabs to create a list
- Set leader tabs within a document
- Insert a table
- Enter and format text on tables
- Navigate and select text
- Change the table layout
- Format tables

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Tabs

Tabs allow you to create simple tables of data that line up along a particular vertical position. You can also use advanced tab settings to create paper forms for print outs, or basic tables of contents. Generally, these items contain dotted or solid lines for you to sign on or to indicate a page number for a topic - these lines can be generated with leader tabs.

Basic tabs with alignment

There are several different kinds of alignments with tabs we will explore some of them here.

- A **LEFT TAB** stop sets the start position of text that will then run to the right as you type.
- A **CENTER TAB** stop sets the position of the middle of the text. The text centers on this position as you type.
- A **RIGHT TAB** stop sets the right end of the text. As you type, the text moves to the left.
- A **DECIMAL TAB** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)
- A **BAR TAB** stop doesn't position text. It inserts a vertical bar at the tab position.

Default Tab stop

To change default tab stop

Mouse

1. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
2. In the **PARAGRAPH** dialog box, click **TABS**.
3. In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops.
   When you press the **TAB** *key, your tab will stop across the page at the distance that you specified.*

Set manual tab stops with ruler

You might want to use the ruler to set manual tab stops at the left side, middle, and right side of your document. If you don't see the horizontal ruler that runs along the top of the document, click the **VIEW RULER** button at the top of the vertical scroll bar.

You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want.

To use the horizontal ruler to set tab stops

1. By default, there are no tab stops on the ruler when you open a new blank document.
2. The final two options on the tab selector are actually for indents. You can click these and then click the ruler

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to position the indents, rather than sliding the indent markers along the ruler. Click **FIRST LINE INDENT** , and then click the upper half of the horizontal ruler where you want the first line of a paragraph to begin. Click **HANGING INDENT**, and then click the lower half of the horizontal ruler where you want the second and all following lines of a paragraph to begin.

3. When you set a **BAR TAB STOP**, a vertical bar line appears where you set the tab stop (you don't need to press the **TAB** key). A bar tab is similar to strikethrough formatting, but it runs vertically through your paragraph at the location of the bar tab stop. Like other types of tabs, you can set a bar tab stop before or after you type the text of your paragraph.
4. You can remove a tab stop by dragging it (up or down) off the ruler. When you release the mouse button, the tab stop disappears.
5. You can also drag existing tab stops left or right along the ruler to a different position.
   When multiple paragraphs are selected, only the tabs from the first paragraph show on the ruler. If you set manual tab stops, the default tab stops are interrupted by the manual tab stops that you set. Manual tab stops that are set on the ruler override the default tab stop settings.

Set manual tab stops with dialog

If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **TABS** dialog box. To display this dialog box, double-click any tab stop on the ruler.

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To set manual tab stops

Mouse

1. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
2. In the **PARAGRAPH** dialog box, click the **TABS** button. The following dialog appears.
3. In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops.
   When you press the **TAB** *key, your tab will stop across the page at the distance that you specified.*

Tab stop position

Type the position on the ruler where you want to create a new tab stop, or select an existing tab stop from the list to modify its properties.

Default tab stops

Specifies amount of spacing that is applied each time you press the **TAB** key.

Tab stops to be cleared

Displays tab stops that have been marked for deletion from the **TAB STOP POSITION** list. Cleared tabs are deleted from the list when you click **OK**.

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Alignment

LEFT Sets a left start position of text that will then run to the right as you type.

CENTER Sets the position of the middle of the text. The text centers on this position as you type.

RIGHT Sets a right start position of text that will then run to the left as you type.

DECIMAL Aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)

BAR Inserts a vertical bar at the tab position. Not used for positioning text.

Creating Leader Tabs

Use this feature to fill the empty space before a tab stop with dotted, dashed or solid lines. This effect is most commonly seen in a table of contents. The right aligned tab for the numbers in the example below has a dotted leader tab.

Chapter 1 1

Chapter 2 12

Chapter 3 20

TO CREATE A LEADER FROM AN EXISTING TAB:

Mouse

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1. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
2. In the **PARAGRAPH** dialog box, click the **TABS** button. The **TABS** dialog appears.
3. Select the tab stop in the **TAB STOP POSITION:** list.
4. Choose one of the 4 Leader types.
5. Click on the **SET** button to save the tab.
6. Click on **OK** to return to the document.

You can also create the Tab from scratch in the Tab dialog box

To create a new tab and assign a leader:

Mouse

1. On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**.
2. In the **PARAGRAPH** dialog box, click the **TABS** button. Type in the new tab position in the **TAB STOP POSITION**: field
3. Choose the **ALIGNMENT** and optionally choose the **LEADER** (the default is None).
4. Click on the **SET** button to save the tab.
5. Choose **OK**.

*The **Clear** button removes the selected tab, whilst **Clear All** removes all the tabs in the selected paragraph(s). Note **tabs** are a paragraph format and as such will display differently when you click in different paragraphs*

Tables

ITEM	ACTION
Word 2007 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

Tables give you the ability to lay information out in columns and rows. An example of a table is shown below:

Create Tables

When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it. Your table is made up of rows and columns. Where the rows and columns intersect to form boxes, Word refers to those as cells.

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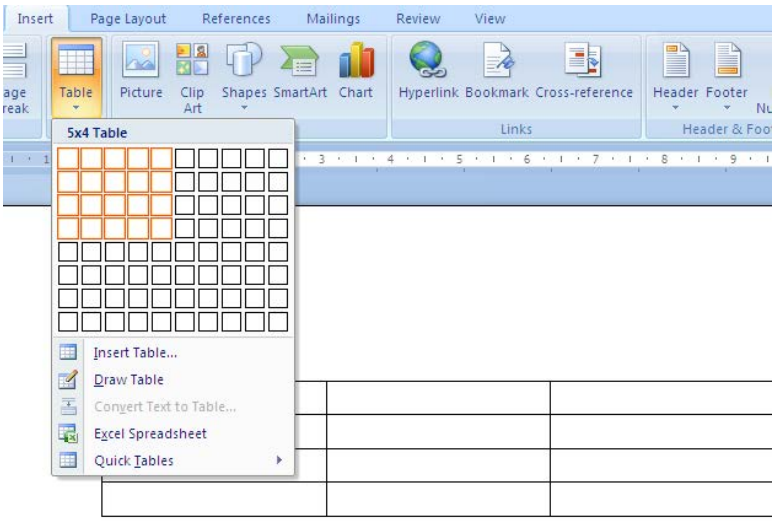

- To create a table:

Mouse

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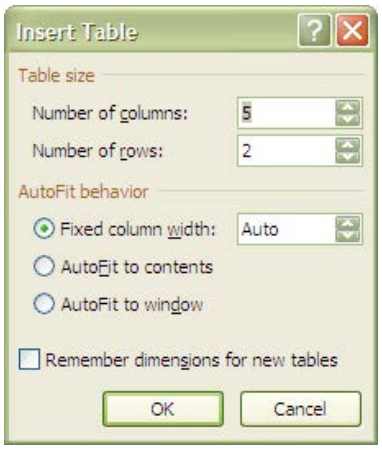
1. Position the cursor where you want to insert the table.
2. Click the table button on the INSERT ribbon, TABLES group.
3. Do not click but move your mouse over the grid that appears, to highlight the number of columns and rows that you want your table to have. These will appear in your document and will continually adjust until you have all the rows and columns you need.
4. Click the mouse. The table will appear in your document at the cursor position.
5. Enter text into your table.

Or

1. Position the cursor where you want to insert the table.

Click the table button on the **INSERT** ribbon, **TABLES** group and click on **INSERT TABLE** from the menu.

2. Under **TABLE SIZE**, select the number of columns and rows.
3. Under **AUTOFIT BEHAVIOR**, choose options to adjust table size.



4. If you will use this table size regularly then tick the **REMEMBER DIMENSIONS FOR NEW TABLES** checkbox
5. Click **OK**.
6. Enter text into your table.

*You can add new rows by pressing **TAB** when the cursor is in the last cell if you don't know precisely how many rows your table will need.*

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Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	**TAB** (If the insertion point is in the last cell of a table, pressing **TAB** adds a new row.)
Move to the preceding cell	**SHIFT TAB**
Move to the preceding or next row	↑ or ↓
Move to the first cell in the row	**ALT HOME**, or **ALT 7** on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	**ALT END**, or **ALT 1** on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	**ALT PAGE UP**, or **ALT 9** on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	**ALT PAGE DOWN**, or **ALT 3** on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	**ENTER**
Add a new row at the bottom of the table	**TAB** at the end of the last row
Add text before a table at the beginning of a document	**ENTER** at the beginning of the first cell

Enter Data In A Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small page your text will wrap you can insert objects, set indents and numbering and the text can be formatted as usual.

▸ To enter data in a table:

Keyboard

1. Position the cursor in the cell where you want the information, and type it in.
2. Press **ENTER** to start a new paragraph within the same cell or **SHIFT ENTER** to start a new line.

Or

1. Press **TAB** to move to the next cell.

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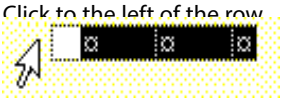
Select Items In A Table

The table below outlines some methods for selecting table components:

Mouse

To	Do this
Select a cell	Click the left edge of the cell.
Select a row	Click to the left of the row 
Select a column	Cli nn's top gridline or border.
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down **SHIFT** while you click another cell, row, or column.
Select text in the next cell	Press **TAB**
Select text in the previous cell	Press **SHIFT TAB**

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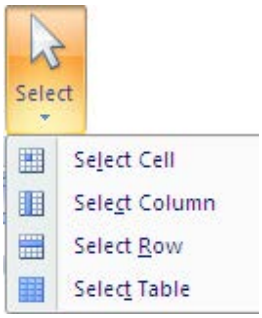
Or

1. You can also select rows, columns, or the entire table by clicking on the table and then using the Select commands from the **SELECT** button on the **LAYOUT** ribbon, **TABLE** group



Keyboard

To	Press
Select the next cell's contents	**TAB**
Select the preceding cell's contents	**SHIFT TAB**
Extend a selection to adjacent cells	Hold down **SHIFT** and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down **SHIFT** and press ↑ or ↓ repeatedly
Extend a selection (or block)	**CTRL SHIFT F8**, and then use the arrow keys; press **ESC** to cancel selection mode
Reduce the selection size	**SHIFT F8**
Select an entire table	**ALT 5** on the numeric keypad (with NUM LOCK off)

Format Table Data

You can apply the same character and paragraph formats to table data as to standard text.

To format data in a table:

Mouse

1. Select the data to format.
2. Click the buttons to apply formatting from the **HOME** ribbon as discussed in earlier sections

Word treats each cell in a table as a separate document. Be sure if you have have used the enter key in a cell and are applying para graph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the **CELL** according to the selected alignment.

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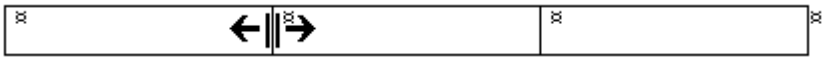
Change Column And Row Size

The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.

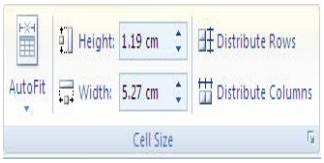
To change column widths and row height

Mouse

1. Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
2. Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below).*
3. Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.



4. Release the mouse. The column will "jump" to its new width.



Or

1. In the **CELL SIZE** group on the layout ribbon enter the row and column sizes you wish for the selected rows

Add Rows And Columns

A new row can be added to the bottom of a table by pressing the **TAB** key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

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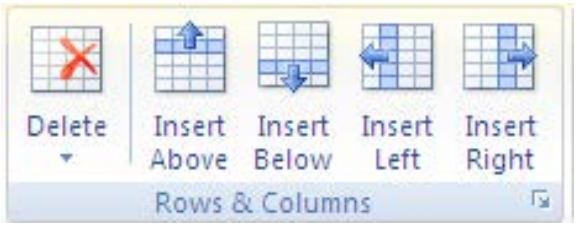
- To add a row or column:

Mouse



1. Select the row above or below where you want to insert the new row left or right of where you would want a new column.
2. Select from the **ROWS & COLUMNS GROUP** on the **LAYOUT** ribbon where you would want to insert a row or column.
3. A new column or row will appear. Repeat for more.

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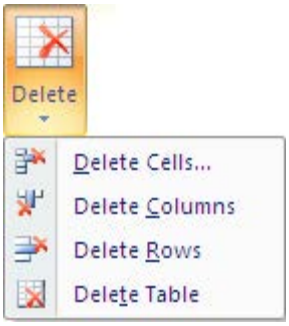
Remove Rows And Columns

You can delete selected rows and columns from your table if they are no longer needed.



To remove rows:

Menu

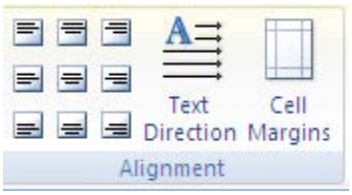
1. Select the cells, rows or columns that you want to delete.
2. Select the Delete button from the **ROWS & COLUMNS GROUP** on the layout ribbon. Choose one of the options.

Text Alignment

Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell. I.E. you may have a one word tile in a tall cell and wish to align it to the very centre of the cell.

To align text

Mouse



1. Select the cell or cells you wish to align the text for.
2. Choose an alignment from the **ALIGNMENT** group on the **LAYOUT** tab.

Or

If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly

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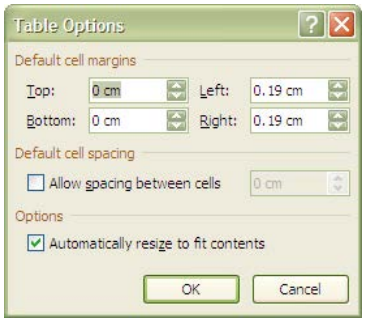
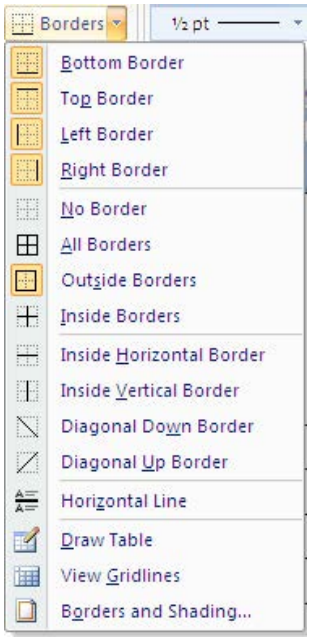


1. Select cell margins from the **ALIGNMENT** group on the **LAYOUT** tab a dialog will appear.
2. Enter required margin sizes for selected cells.
3. Click **OK** to apply

Table Borders And Shading

When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.



You can decide which borders should appear in parts of the table, or in the table as a whole.

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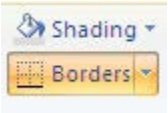
- To choose the bordered edges:

Mouse



1. Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
2. Click the drop down arrow on the right of the **BORDERS** button on the **TABLE STYLES** group on the design ribbon.
3. From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

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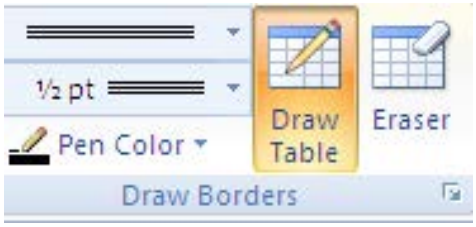
Border Style

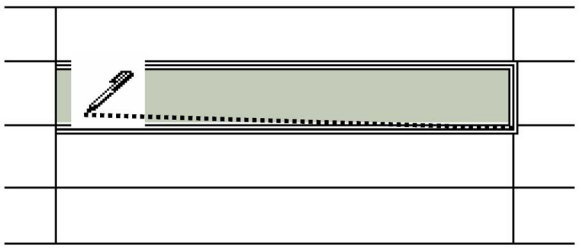
You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2007 by drawing the border around the cells.



To draw border

Mouse

1. Click within your table
2. Click on the **DESIGN** ribbon.
3. On the **DRAW BORDERS** group select a line style from the topleft box (use drop down arrow) the **DRAW TABLE** button will be enabled



4. Select a thickness for your border from the box beneath using the drop down arrow
5. Finally choose a pen colour from the button marked.
6. Click on the border of a cell and drag along the border of a cell ansd release. A border will be applied with your selections.
7. Repeat step around cell or table to apply your border formatting

Or

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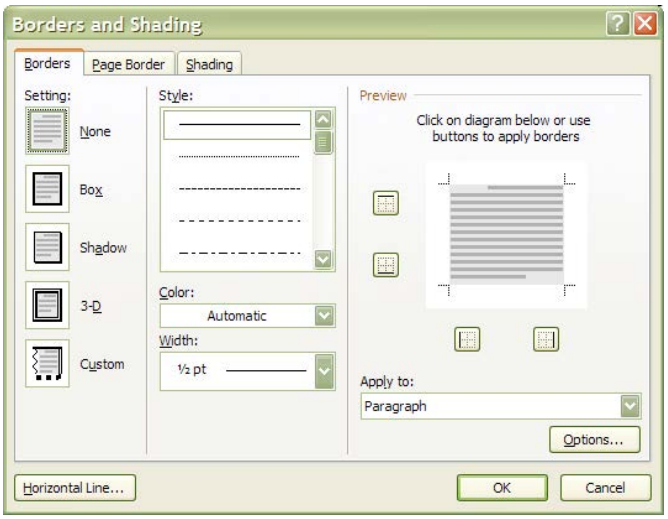
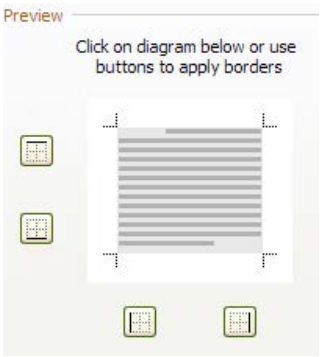
To apply border

Mouse



1. Select the drop down arrow to the right of the border tool button in the **PARAGRAPH** group and select **BORDERS AND SHADING**
2. Click on the **BORDERS** tab and choose the required border style
3. Select a thickness or colour for the border
4. Select an option from the left on where to apply the border.

Or



1. Use the buttons on the right hand side of dialog to apply different borders top, bottom, left or right
2. Click **OK** to apply borders to selected cells

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Table Shading

You can apply shading to tables using an option on the **TABLE STYLES** group on the **DESIGN** ribbon.

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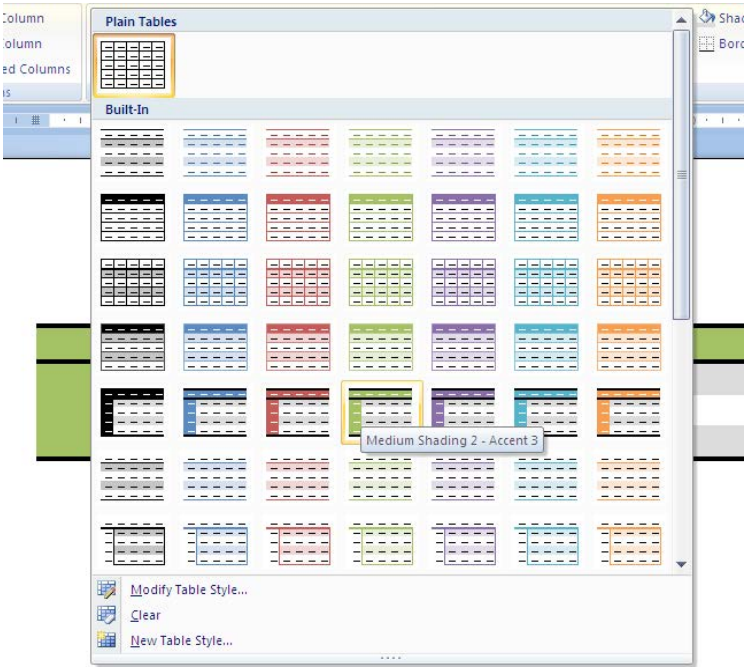
To apply shading:

Mouse

1. Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
2. Click the drop down arrow to the right of the Shading colour button on the **TABLE STYLES** group on the **DESIGN** ribbon. to display a list of different colours.
3. Click the required colour to apply it to your selection.
   You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the ***No colour*** *option*

Table Styles

There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.



To apply a table style

Mouse

1. Click within the table you wish to format.
2. Move your mouse cursor over the various styles. The style will preview on your your table. When you have located the style you wish click and the style will be applied.

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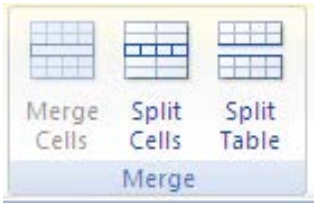
Merging And Splitting

When you have inseted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2007 this feature is easy to do. Not only can you split cells but you can split a whole table into multiple tables if the need arises



To split cells

Mouse

1. Select the cell(s) you wish to split
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT CELLS** button.

To merge cells

Mouse

1. Select the cells you wish to merge.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **MERGE CELLS** button.

To split Table

Mouse

1. Click in the row that you wish to be the first row of the split table.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT TABLE** button.
3. The table will split above the row your cursor is in.

Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.

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To repeat table headings:

Mouse

1. Select the rows that you want to repeat at the top of each page the table prints on.
2. Go to the **DATA** group on the **LAYOUT** ribbon and click the **REPEAT HEADER ROWS** button
   You will only see the repeating headings when you are in Print Layout or Print preview

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Section 7 Proofing Tools

By the end of this session you will be able to:

- Spell check documents
- Grammar check documents
- Use Thesaurus

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Spell checker & Thesaurus

Auto Spelling /Grammar Check

The proofing tools in Word are very useful in ensuring that the documents you print and distribute are as error-free as possible.

Word 2007 automatically checks spelling and grammar as you type provided the options have been set in the Word Options. Spelling mistakes are flagged by a wavy red line under the error whilst grammatical faults show with a wavy green line. You can correct these mistakes as they are flagged by moving the mouse over the error and clicking the right mouse button – a shortcut menu will appear offering suggestions.

To correct a flagged mistake:

Mouse

1. Click the right mouse button over the flagged mistake (e.g. a miss-spelt word).
2. Click on a suggestion from the top section of the short cut menu to replace the flagged word or phrase with the one offered by the spell/grammar checker.

Or

Choose **IGNORE ALL** to prevent Word from flagging any other occurrences of the word or phrase (useful with proper nouns, peoples' names etc.) within the current document.

Or

1. Select **ADD** to add a copy of the flagged item to your custom dictionary – this will ensure that the word/ phrase remains unflagged when you use it in the future. And if it is misspelt in the future it will flag you to let you know it is misspelt.
   The AutoCorrect option gives another sub-menu of words pulled from the AutoCorrect list – these are generally the same as the suggestions at the top of the menu unless you have added a number of typographical errors to the autocorrect list manually.

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Manual Spelling/Grammar Check

You can check the spelling and grammar of your document in one go by launching the spell/grammar checker. There are several ways you can do this, but as Word will start checking from wherever your cursor is ***down*** the document; it makes sense to first move the cursor to the very beginning (use **CTRL HOME**) before you commence the check).

To launch the spelling/grammar checker:

Mouse

1. Click the **SPELLING & GRAMMAR** button from the **REVIEW** ribbon in the **PROOFING TOOLS** group.
2. Word will launch the Spelling and Grammar dialog shown below:

3. The "error" shows in red in the box marked **NOT IN DICTIONARY** while any suggestions are listed in the box below. Down the right-hand side of the dialog are a series of buttons allowing you to carry out different commands and these are described below:

To ignore the mistake:

Mouse

1. Click **IGNORE** to ignore the highlighted word and move on to the next item.

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Or

1. Click **IGNORE ALL** to ignore all occurrences of the highlighted item throughout the current document and move to the next item.

- To add a word to the custom dictionary:

Mouse

1. Clicking **ADD TO DICTIONARY** appends the highlighted word to your custom dictionary, ensuring that it will never be flagged as an error again. The spelling/grammar check will move on to the next item.

- To change the mistake:

Mouse

1. Select the suggestion you want to replace the highlighted item with by clicking it with the mouse.
2. Click the **CHANGE** button, to substitute the suggestion for the flagged word and move you to the next item.

Or

1. If you have made the same mistake throughout a document, when the spell/grammar check hits the first one you can correct them all by clicking the **CHANGE ALL** button. The check will move on to the next item.

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To use Autocorrect:

Mouse

1. Click **AUTOCORRECT** to allow Word to make a decision about the error for you using its AutoCorrect feature (described later in this manual).

To undo a command:

Mouse

1. If you don't like the replacement you can click the **UNDO** button which will become available at the bottom of the dialog to go back one step.

To alter options:

Mouse

1. To alter any Spelling or Grammar checker settings, click the **OPTIONS** button. The following dialog box will appear:
2. You can enable or disable an option by checking or unchecking its box. Click **OK** to save the new settings and return to the spell/grammar check.

Pausing The Spell/Grammar Check

When a check is launched, you can see the highlighted items that Word considers to be errors behind the dialog box that it supplies to correct them. If none of the options in the dialog box are suitable you can follow the instructions below to make changes.

To pause the spelling/grammar checker:

Mouse

1. Click outside the box, in the document itself and make manual corrections. This will pause the spell/grammar check (the dialog box options will appear "dimmed").
2. Once you have finished editing, click the **RESUME** button to reactivate the spell/grammar check.

End The Check

When Word can find no further errors it will display the following dialog box:

1. Click **OK** to complete the check.

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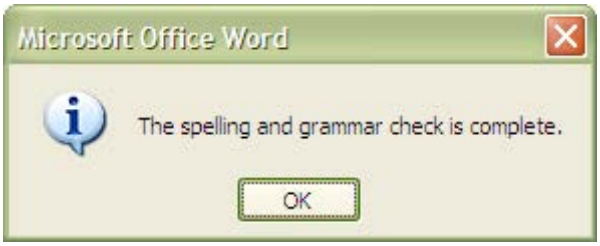

Keyboard

1. You can launch the spell/grammar check using the keyboard by pressing **F7**.
2. Word displays fewer buttons in the Spelling & Grammar dialog box if it is checking a grammatical error and you will see a **NEXT SENTENCE** button which you can use to move to the next item.

Check Item By Item

You can make use of this feature if Auto spell or grammar is enabled.

- To check item by item:

Mouse

1. Click the book icon on the status bar – Word will highlight the first "mistake" and offer you a shortcut menu of alternatives.
2. Pick your choice from the menu.
3. Click the book icon again to move to the next error.

Disable/Enable Auto Spelling And Grammar Check

Word 2007 settings are found by clicking the **OFFICE BUTTON** within Word Options. The dialog box that appears has multiple buttons on the left, which aim to group options of a similar type.

- To disable the automatic spell/grammar check:

Mouse

Click on the **OFFICE BUTTON** and then **WORD OPTIONS** at the bottom of the menu.

Click the button marked **PROOFING** on the left

Click the check boxes marked **CHECK SPELLING AS YOU TYPE** and **CHECK GRAMMAR AS YOU TYPE** so that the tick disappears.

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- To switch back on:

Mouse

Simply follow the instructions above but click the check boxes so that the tick reappears.

When disabled, the spell checker and grammar checker can be run manually whenever you wish, by clicking the Spelling and Grammar button.

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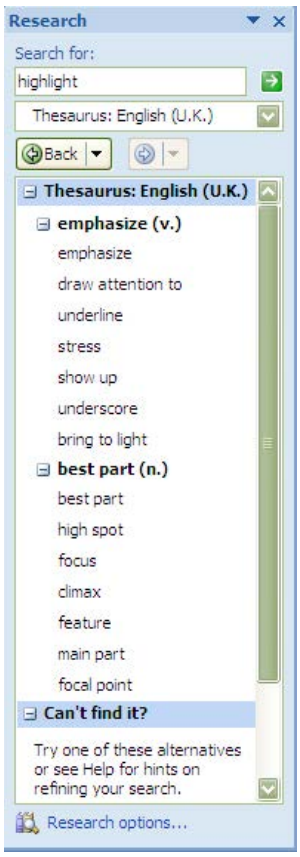
Thesaurus

Word's Thesaurus can be used to look up alternatives to words you have typed in a document. Whilst it mainly helps to find synonyms to words, in some instances it will also look up antonyms. You can then click buttons in the dialog box to replace the looked up word with your chosen synonym.



To launch the Thesaurus:

Mouse

1. Select the word you want to look up.
2. Click the **THESAURUS** button from the **REVIEW** ribbon in the **PROOFING TOOLS** group.

Or

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Keyboard

1. Hold down **SHIFT** press **F7** key.
2. The Thesaurus task pane is shown right.
3. The **SEARCH FOR** box holds the word you selected before launching the thesaurus. In the main area underneath you will see bold words with a minus to one side to expand or collapse that definition. Multiply definitions may be there as many words hold a different definition in different contexts

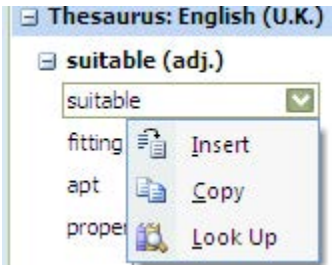
Choosing A Meaning:

If the synonyms offered don't match the context in which you are using the word you are looking up, you can select a different meaning.

To choose a meaning:

Mouse

1. Move your mouse over the most appropriate word, a drop down arrow will appear.
2. Select an option if you choose to look up then the thesaurus will look for other synonyms of that word.
3. Choosing insert will replace selected word in document.
4. Choosing copy will allow you to paste the word later in an appropriate place in your document.



*You may leave the thesaurus TaskPane open and type other words directly into the **search for** text box and pressing **enter** or you may elect to close the TaskPane by clicking on the cross in the top left hand corner*

Searching Other Sources

If the thesaurus does not offer you the results you wish you may elect to go online and use the thesaurus to search other reference books. Clicking on the research options at the bottom of the TaskPane allows you to set options for where the thesaurus will search. See below.

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Section 8 Page Layout

By the end of this session you will be able to:

- Insert page breaks
- Change margins and page orientation
- Create headers and footers
- Number pages

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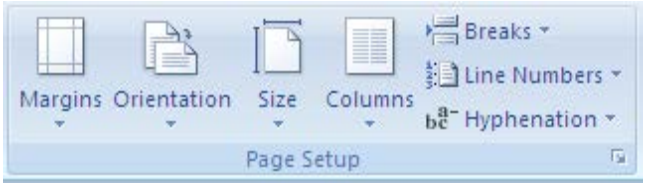
Page Setup

There are some settings that apply themselves to documents as a whole rather than just the selected portions. These include margins, paper size and orientation and some others. There are many easy ways for changing the page setup in Word 2007 they can be found on the page layout ribbon but all the options and more are in the page setup dialog box.

Page Setup Group

The **PAGE SETUP** group can be found on the **PAGE LAYOUT** ribbon and contains many of the basic settings to apply to your page such as margins, paper size and orientation. Other useful tools are found here as well (covered in other sections) they are easy to use and are easier to access than using the **PAGE SETUP** dialog



To apply margins

Mouse

1. Click on the **MARGINS** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
2. Make a selection to apply margin sizes to document.
3. If the sizes are not what you wish click on **CUSTOM MARGINS** to open the **PAGE SETUP** dialog box to enter custom sizes. (next Topic)

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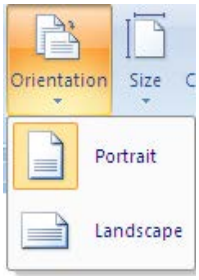
To change orientation

Mouse

1. Click on the **ORIENTATION** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
2. Choose either landscape or portrait to change the layout of your document.



To change paper size

Mouse

1. Click on the **SIZE** button on the **PAGE LAYOUT** ribbon in the **PAGE SETUP** group the menu right – will be displayed
2. Select a size from the most popular sizes present.
3. If the sizes are not what you wish click on **MORE PAPER SIZES** to open the **PAGE SETUP** dialog box for more options. (next Topic)

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Page Setup Dialog

To access the Page Setup dialog:

Mouse

To access the dialog go to the **PAGE LAYOUT** ribbon and click on the **DIALOG BOX LAUNCHER** on the **PAGE SETUP** group. (The dialog below appears)

There are three tabs within the dialog box, each relating to a different page setting.

Margins Tab

The margin measurements control the amount of white space that shows around the four edges of your page.

To change Margins:

Mouse

1. Click the up and down arrows (spin buttons) in the boxes labelled Top, Bottom, Left and Right to increase and decrease the margin measurements. Or type in the measurements you require.
2. The **PREVIEW** represents a printed page and will alter to show you what the new margins will look like.

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Gutter

3. When a document needs to be bound, you can reserve the amount of space needed for the binding by setting the gutter measurement. This will ensure that the binding will not "eat" into the left margin (the left margin measurement is unaffected by the gutter).
4. Click the up and down arrows in the **GUTTER** box to change the gutter settings – the **PREVIEW** will show you the effects of your new settings.

Orientation

5. Click the option button for either **PORTRAIT** or **LANDSCAPE**. Portrait is the default orientation. The Preview will show you what the page will look like if you confirm the settings.

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Paper Tab

This tab contains settings to control the size and print options for your pages.

Paper Size

- To change paper size:

Mouse

1. Click the Paper Size drop-down list to pick out the standard paper size or envelope size that you want to print the document on.
2. If you are printing on a piece of paper of a non-standard size, you can choose the Custom size option and then use the Width and Height boxes below to set the exact of your page. The Preview will display the chosen size.

Paper Source

With a document that runs to several pages, you may need to specify that the first page should be printed on headed paper, while the other pages should be printed on normal blank sheets.

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To set the Paper Source:

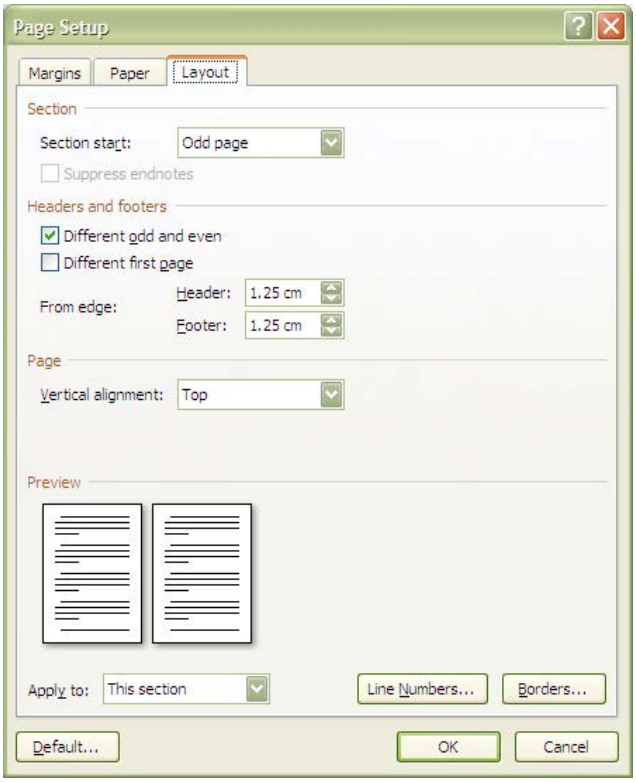
Mouse

1. Click the tray in the First page list that you want to print the first page of your document on.
2. Click the tray in the Other pages list that you want to print all other pages of your document on.

You can also specify manual feed when the paper you wish to use is not pre-loaded. This will allow you to load paper into the printer and then press the On-line button to commence printing.

Layout Tab

This tab contains settings that relate primarily to sections within a document. This topic is not discussed in this manual. However, you can use the layout tab to set various options relating to your headers and footers.



Headers and Footers

You can use these settings to determine how far from the edge of your page the header and footer will print.

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- Set the From edge amount:

Mouse

1. Change the measurements by clicking the up and down arrows in the Header and Footer From edge boxes – a higher number will move the header or footer further away from the edge of your paper (i.e. further into your document), while 0 represents the edge of the paper.

You won't see these settings change on the page preview within the dialog, but you will notice in the views that display the header and footer.

It is important that the header and footer margins are never larger than the margins for the page.

Headers And Footers

Headers and footers are used for items that you want to appear on every page of your document. The header appears in the top margin and the footer in the bottom margin. Examples of the types of things you might want as your header would include, a logo the current file name or the current date and time. The most common footer item is page numbers.

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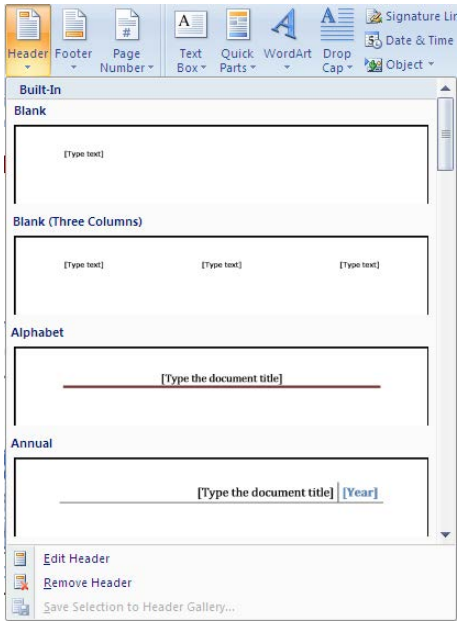
When you are adding header or footer items, Word automatically sets the view to Print Layout as this is the only working view where you can see the header and footer area. (there is print preview mentioned later. While you are in the header or footer, the rest of the document appears dimmed to show that it is currently unavailable for editing. As soon as you close the header or footer, your document comes back "online".

To insert headers and footers:

Mouse



1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button.
2. Select a choice from the displayed selection to apply it to your document.

Or

1. Click on **EDIT HEADER** (or footer) to open them up for editing.
2. Within the header section, enter the items that you want to appear at the top of each page. Word has pre-set tabs that you can use to place items at the centre and right hand side of the page; simply press the tab key to move the cursor to these positions.

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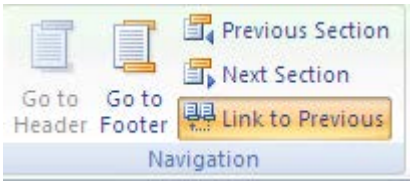
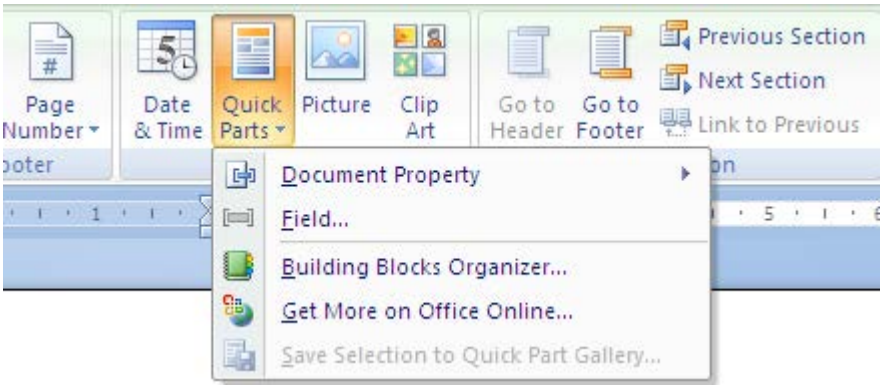
3. Format the items as you would document text.
4. If you want to set up a footer, click the **GO TO HEADER** or **GO TO FOOTER** button in the **NAVIGATION** group on the **DESIGN** ribbon – Word will display the footer section which also contains pre-set centre and right tabs.



5. Enter the items to appear at the bottom of each page in the footer.
6. When you have finished, click the Close button on the far right of the design ribbon

Insert Header And Footer Basic Field Codes

The **DESIGN** ribbon for Headers and Footers has some buttons that you can use to place the current **DATE & TIME**, or the **PAGE NUMBER** and in the header or footer. The buttons insert these items as field codes. Field codes are pieces of program code that give Word an instruction to do something in the document at the point they have been inserted. The main reason they are so useful to use is that they will update automatically every time the document is saved or printed. So for example, if you were printing a daily time sheet, you could insert a date field in the header which would always return the current date, regardless of when you print it out.



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To insert Date

Mouse

1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.
2. Position the cursor where you want the information.
3. Click the **DATE & TIME** button from the **DESIGN** ribbon
4. Select and format it as though it were text
5. Click the **CLOSE** button on the design ribbon to close the header and footer.

Field codes display grey shading when you click on them. You can delete them by dragging over them with the mouse to select them and pressing the **DELETE** key.

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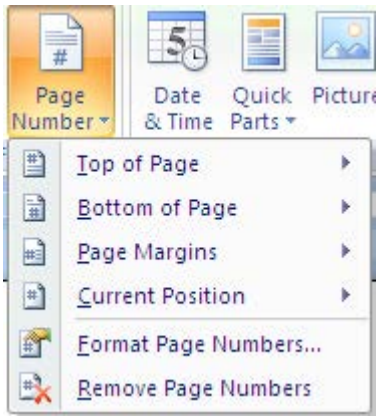
To enter page numbers

Mouse

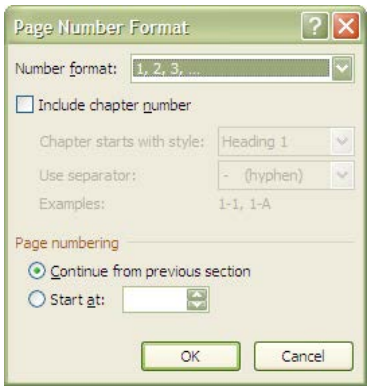


1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.
2. Position the cursor where you want the information.
3. Click the **PAGE NUMBER** button from the **DESIGN** ribbon and make a selection choosing any one of the first four options opens a side bar allowing you to place the number left, centre or right. If these are not what you want then click on current position to insert the numbering where your mouse cursor has been placed.

To format page numbers

Mouse

1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.



Or

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1. Double click on the header or footer in page layout view. (if one has previously been inserted)
2. Click on the field containing the page numbers.
3. Click the **PAGE NUMBER** button from the **DESIGN** ribbon and select **FORMAT PAGE NUMBERS** from the options the following dialog will appear.
4. Select the number format from the drop down box at the top
5. Click **OK.**

To remove page numbers

Mouse

1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.

Or

1. Double click on the header or footer in page layout view.
2. Click on the field containing the page numbers.
3. Either Click the **PAGE NUMBER** button from the **DESIGN** ribbon and select **FORMAT PAGE NUMBERS** OR press the **DELETE** key.

Suppress Page Numbers

Word gives you an option not to print a number on the first page of your document. This may be useful if you have included a title page at the beginning of your file where you don't want a number.

To suppress numbers on the first page:

Mouse

1. Open the page layout dialog by clicking on the **DIALOG BOX LAUNCHER** from **PAGE SETUP** group on the **PAGE LAYOUT** ribbon
2. Go to the **LAYOUT** tab
3. Check the box marked **DIFFERENT FIRST PAGE**.
4. Click **OK** to save the settings and close the dialog box.
5. You now have a different section in your header called **FIRST PAGE HEADER** which you can employ a completely different header and footer including no numbering.

Different Odd Even Page Numbering

Word also gives you an option to allow you to place your page numbering in different locations on odd and even pages. It is useful if you are going to print our document and bind it you may wish the page numbers on the outer side of each page.

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To apply different numbering for odd/even pages:

Mouse

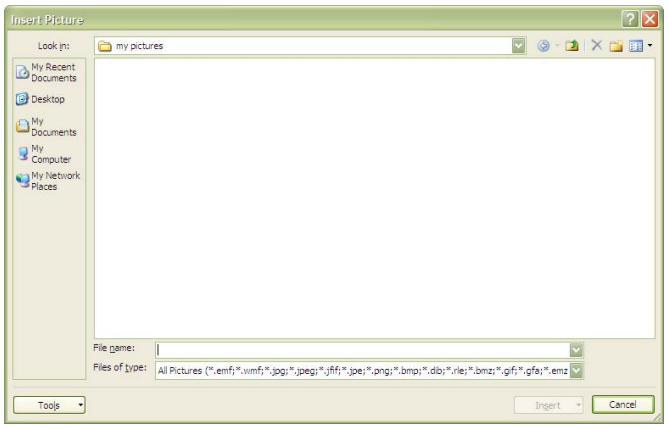
1. Open the page layout dialog by clicking on the **DIALOG BOX LAUNCHER** from **PAGE SETUP** group on the **PAGE LAYOUT** ribbon and go to the **LAYOUT** tab
2. Check the box marked **DIFFERENT ODD AND EVEN**.
3. Click **OK** to save the settings and close the dialog box.
4. You now have a different sections in your header or footer called **ODD PAGE HEADER** and **EVEN PAGE** header where you can employ completely different headers and footers including numbering in different locations

Using Pictures In Headers And Footers

If you need a picture to appear on every page of your document, you can put it in the header or footer. Because pictures are graphics, they aren't confined to the margin areas like text in headers or footers, so you can place them on the middle of the page if you like. This can be very useful for company logos. (just like this manual)

To insert a picture in a header/footer:

Mouse



1. Go to the **HEADER & FOOTER** group on the **INSERT** ribbon and click the **HEADER** or **FOOTER** button click on **EDIT HEADER** or footer.

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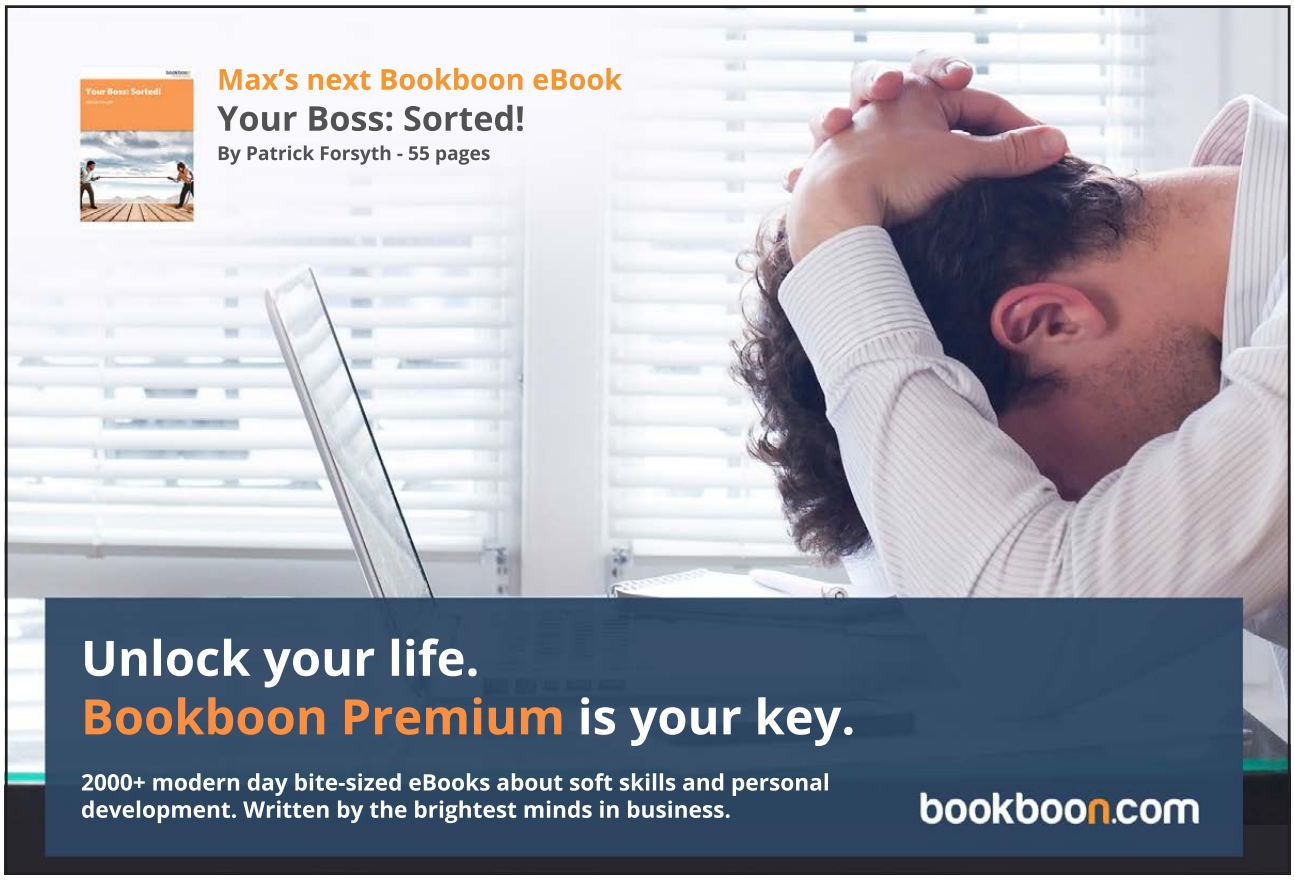
Or

2. Double click on the header or footer in page layout view. (if one has previously been inserted)
3. Ensure your mouse cursor is in the correct position within the header or footer.
4. Click the **PICTURE** button on the **DESIGN** ribbon a dialog box will appear.
5. Browse to locate the picture you wish to insert and click on insert.
6. Resize the picture as necessary by using the corner handles to click and drag.
7. With the picture selected, you can format it by choosing options from the **FORMAT** ribbon. (Covered in advanced)
8. Drag the picture around the header or footer until it is in the correct position. Click **CLOSE** from the design ribbon to close the header and footer.

The picture can only be seen in **PAGE LAYOUT** view or **PRINT PREVIEW**



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Section 9 Viewing and Printing

By the end of this section you will be able to:

- Use different views
- View multiple documents
- Preview documents
- Print documents

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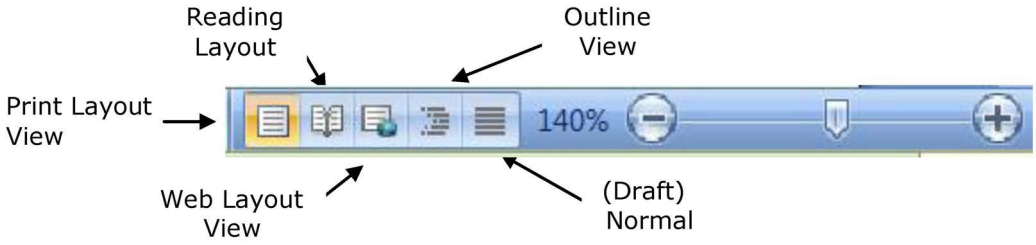
Viewing your document

This section concentrates on the different ways a Word document can be viewed.

Word provides several different ways a document can be viewed on screen. The view that you choose depends on the type of document that you are creating, and whether speedy performance or exact layout is important to you.

You can switch between different views using the view buttons at the bottom left corner of your screen (seen below) or by choosing the **VIEW** ribbon and then selecting the appropriate view from the displayed choices in the **DOCUMENT VIEWS** group.



Draft View

This view shows the document being viewed or edited as a scrolling list. Page breaks are represented as dotted lines across the screen. Draft view doesn't display graphics or inserted objects but it is the quickest view for editing and review purposes as it uses less memory. It is therefore a good view to use when working on long documents. (in earlier versions of word called normal view)

To switch to draft View:

Mouse

1. Click on the fifth view selector button (draft view).

Or

1. Click on the **DRAFT** option on the **VIEW** ribbon.

Print Layout View

PRINT LAYOUT View shows the current document exactly as it will be printed out on paper. This is very useful for reviewing the layout of a document and checking if the "white spaces" (i.e. margins, blank lines) look right. Graphics can be seen in **PRINT LAYOUT** view so therefore it is a good view to use when inserting pictures and diagrams. However, there is a performance overhead – it uses more memory than **DRAFT VIEW** and so with large documents, Word may take longer to update changes.

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To switch to Print Layout View:

Mouse

1. Click the first view selector button (Print Layout).

Or

2. Click on the **PRINT LAYOUT** option on the **VIEW** ribbon.

Web Layout View

Web Layout View shows your document as it would look if you published it to the Web or an intranet. In this view, you can see backgrounds, AutoShapes, and other effects that are commonly used in Web documents or documents that you view on the screen.

To switch to Web layout view:

Mouse

1. Click on the third view selector button (Web Layout).

Or

2. Click on the **WEB LAYOUT** option on the **VIEW** ribbon

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Outline View

In Outline View, Microsoft Word simplifies the text formatting to help you focus on the structure of your document. Outline view looks very different from other views. The text appears with symbols down the left-hand edge and an extra toolbar is displayed.

Word indents each heading according to its level. The indentations appear only in outline view; Word removes the indentations when you switch to another view.

When reorganising long documents, outline view gives the user tools for quickly repositioning large blocks of text and promoting and demoting heading levels where appropriate. You can also view a document fully expanded, showing headings and their detail text, or collapsed (headings only).

The structure of the document seen in Outline View is controlled by heading styles used in the document. The use of heading styles is covered in later Word courses and is therefore not dealt with in this manual.

To switch to Outline view:

Mouse

1. Click the fourth View Selector button.

Or

2. Click on the **OUTLINE** option on the **VIEW** ribbon.

Full Screen Reading

is a useful view to employ as it allows you to just read through your document in two page style as though it was a book. It does not allow edition of the material shown but it designed for reviewing documents and allows the insertion of comments and the highlighting of text with the highlight tool (mentioned earlier)

Text size can be increased easily for the reader, however, this is only for reading it does not actually increase the text size in the document. Text is broken up to make it easier to read and again this does not bear any relation to the print layout of the working document it is only laid out for reading.

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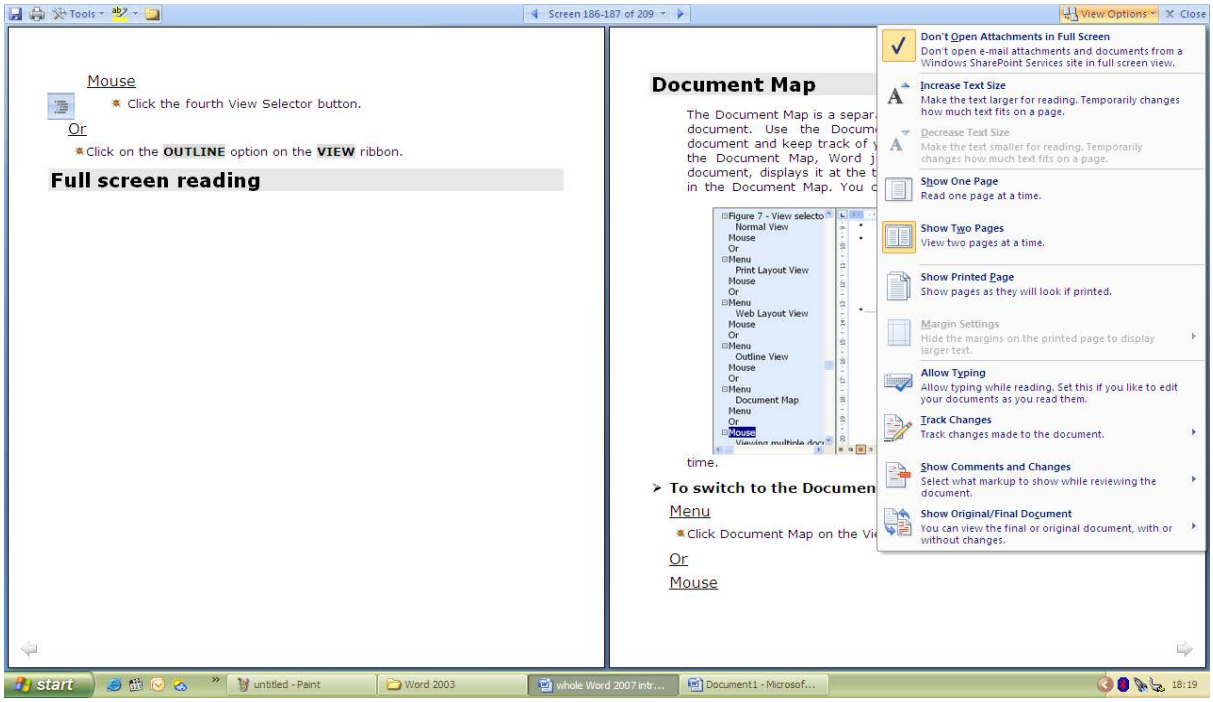

Turn on Full Screen Reading view

1. On the **VIEW** ribbon, in the **DOCUMENT VIEWS** group, click **FULL SCREEN READING**.

Exit Full Screen Reading view

1. Click **CLOSE**, or press **ESC**.

When you receive a Microsoft Office Word document in e-mail, it may automatically open in Full Screen Reading view. To prevent this, do the following:

Prevent documents from automatically opening in Full Screen Reading view

1. In **FULL SCREEN READING** view, click **VIEW OPTIONS**.
2. Click **OPEN ATTACHMENTS IN FULL SCREEN** to turn off the feature, and then click **CLOSE** to return to **PRINT LAYOUT** view.

Document Map

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it. When you click a heading in the Document Map, Word jumps to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map. You can show or hide the Document Map at any time.

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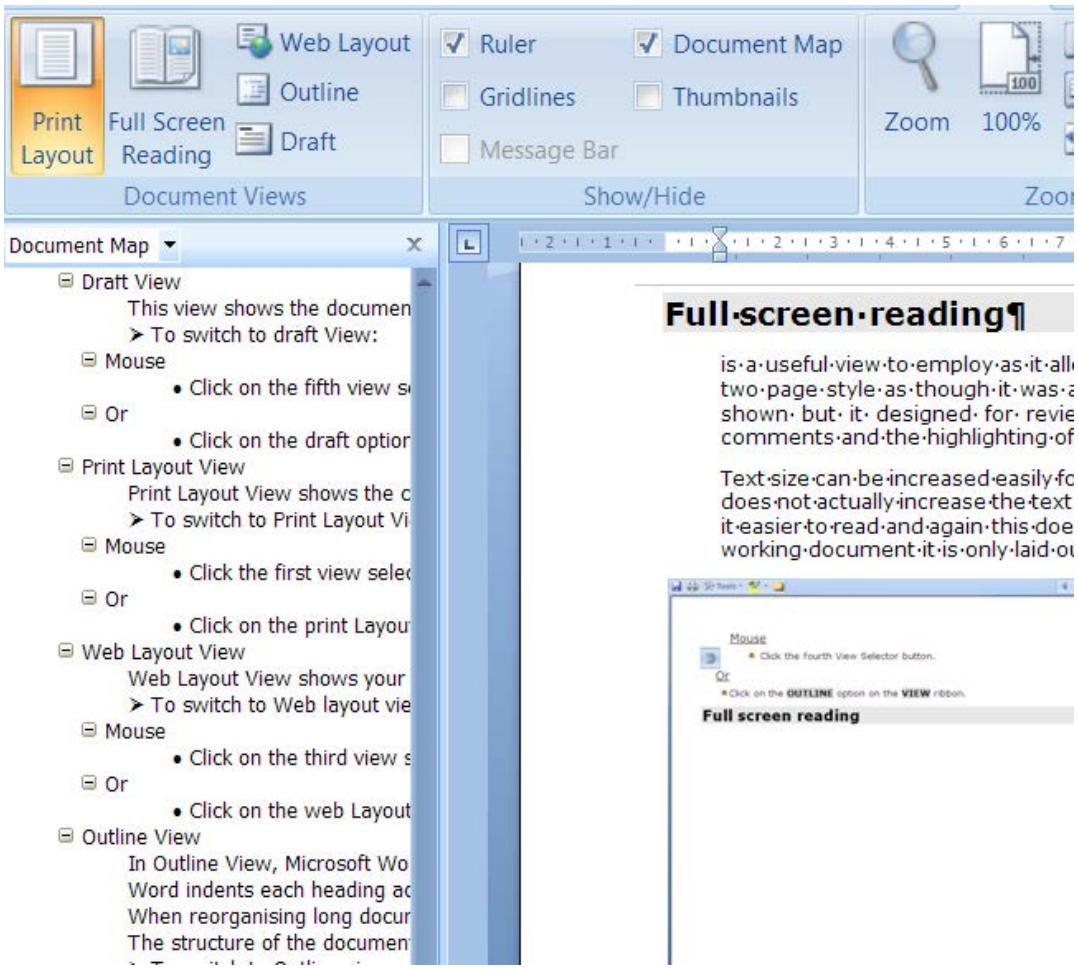
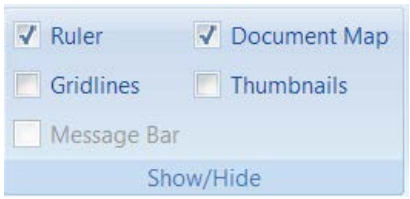


To switch to the Document Map:

Mouse

1. Click the check box for **DOCUMENT MAP** on the **VIEW** ribbon in the **SHOW/HIDE** group.



To use document map

1. Collapse or expand headings with the **PLUS** signs or **MINUS** signs.
2. Scroll and click on a particular piece of text to take you to that specific location.

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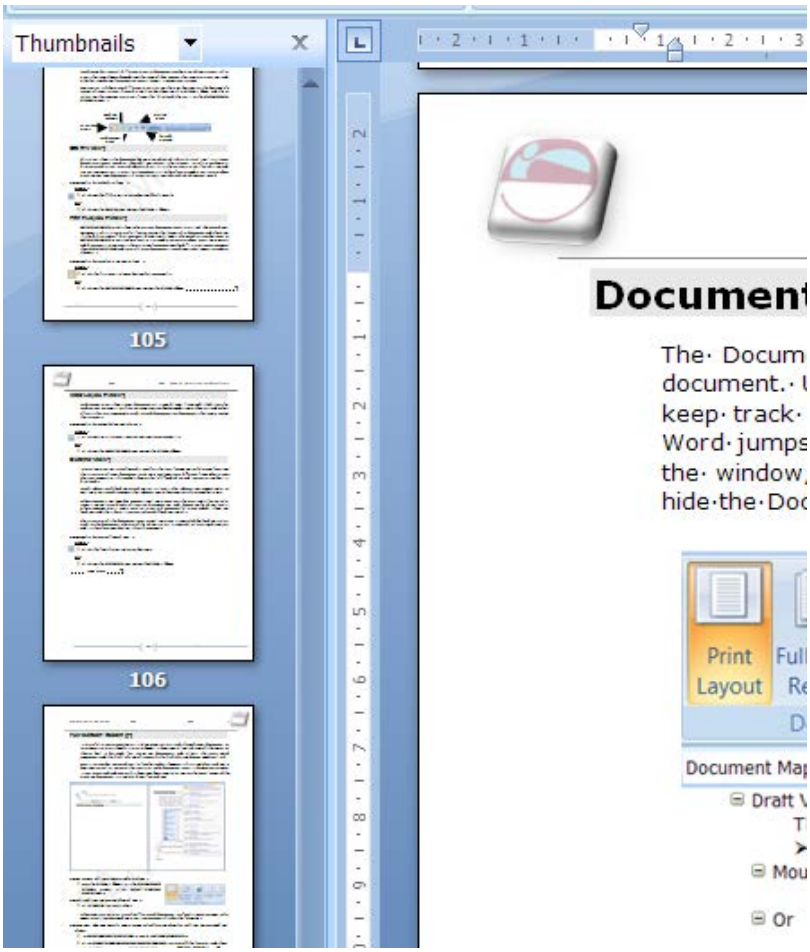
To view thumbnails

1. to allow you to navigate in a different way. Click on drop down arrow to the right of where it says **DOCUMENT MAP** in the pane and select **THUMBNAILS**.



2. Navigate by page instead (see following picture)

Viewing Multiple Documents

In Word, you can view all open documents on the screen at the same time by arranging them top to bottom on the screen.

To view more than one document:

Mouse

1. If the Microsoft Word documents you want to arrange are minimized, restore the minimized documents first.
2. On the **VIEW** ribbon, **WINDOW** group, click **ARRANGE ALL.**
3. if you need to focus on one document again then maximise that individual window

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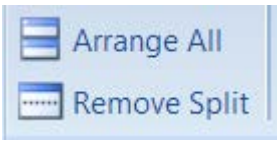
Viewing Single Document In Multiple Windows

Viewing a single document in more than one window is useful if you want to compare or check information in two parts of a long document on screen.



- To split a window
  1. On the **VIEW** ribbon, **WINDOW** group, click **SPLIT** a line will appear across the screen attached to your mouse click where you want to split the document
  2. Treat each part as separate as far as scrolling is concerned but remember it is the **SAME DOCUMENT** you are working with to add or delete in one it is done in the other. This is only two views of the same document.
  3. To remove the split and view just one window click **REMOVE SPLIT.**
  4. The split is removed

Or

1. Move mouse over split until a double arrowed cursor appears and double click
2. The split is removed

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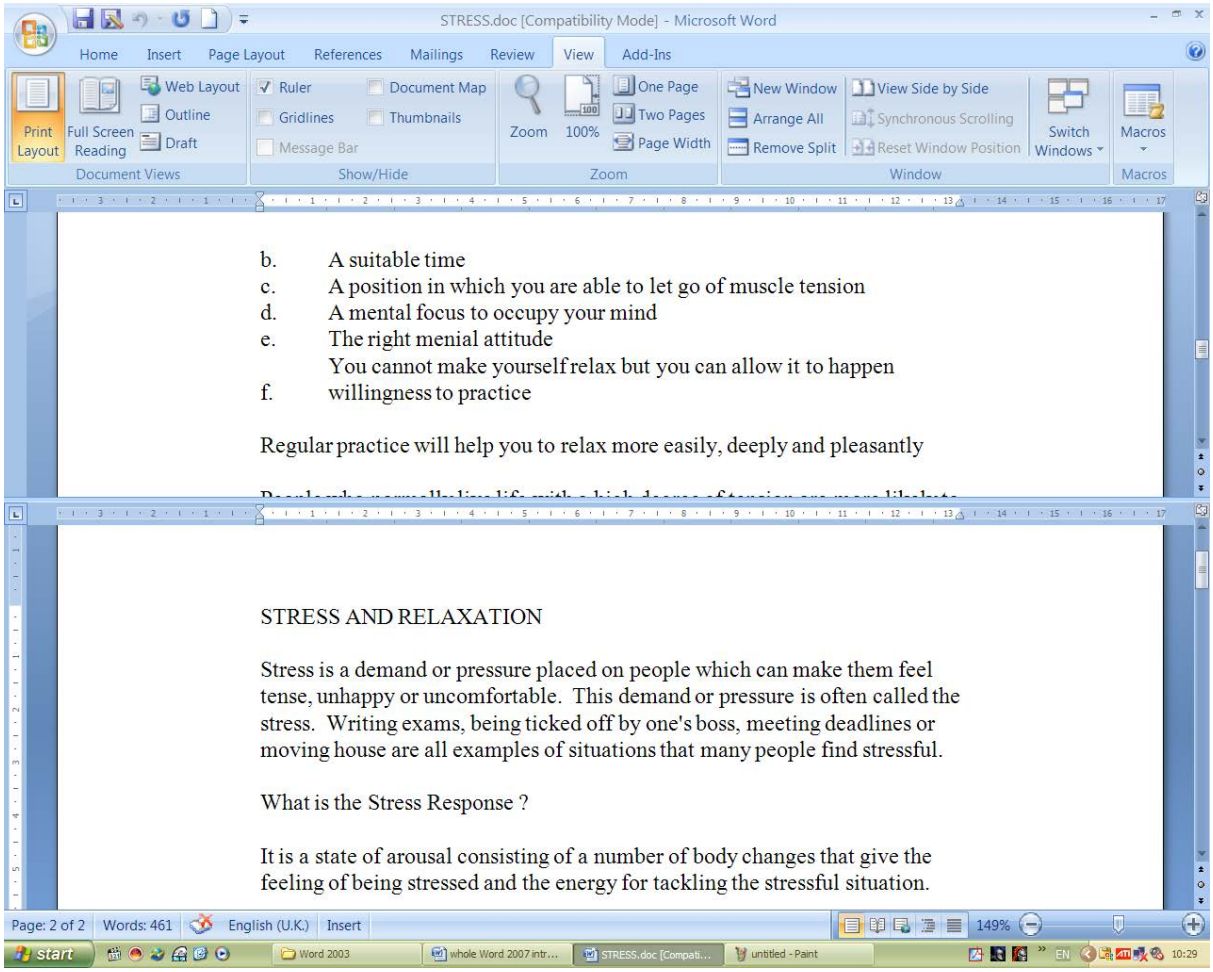

Printing

The open document can be printed in its entirety, or alternatively you can print individual pages or ranges of pages. Word gives you the ability to choose which pages you want to print, or if you need to be even more specific, you can print only the selected items. Before sending any document through to the printer, it is always a good idea to preview what the hard copy will look like so that you can rectify any problems before printing it.

Print Preview

This is another way that you can view your document. When you are in print preview, Word gives you a special toolbar for changing the number of pages per screen, zooming in and out and so on. If you spot mistakes as you are previewing a document, you can edit them in print preview.

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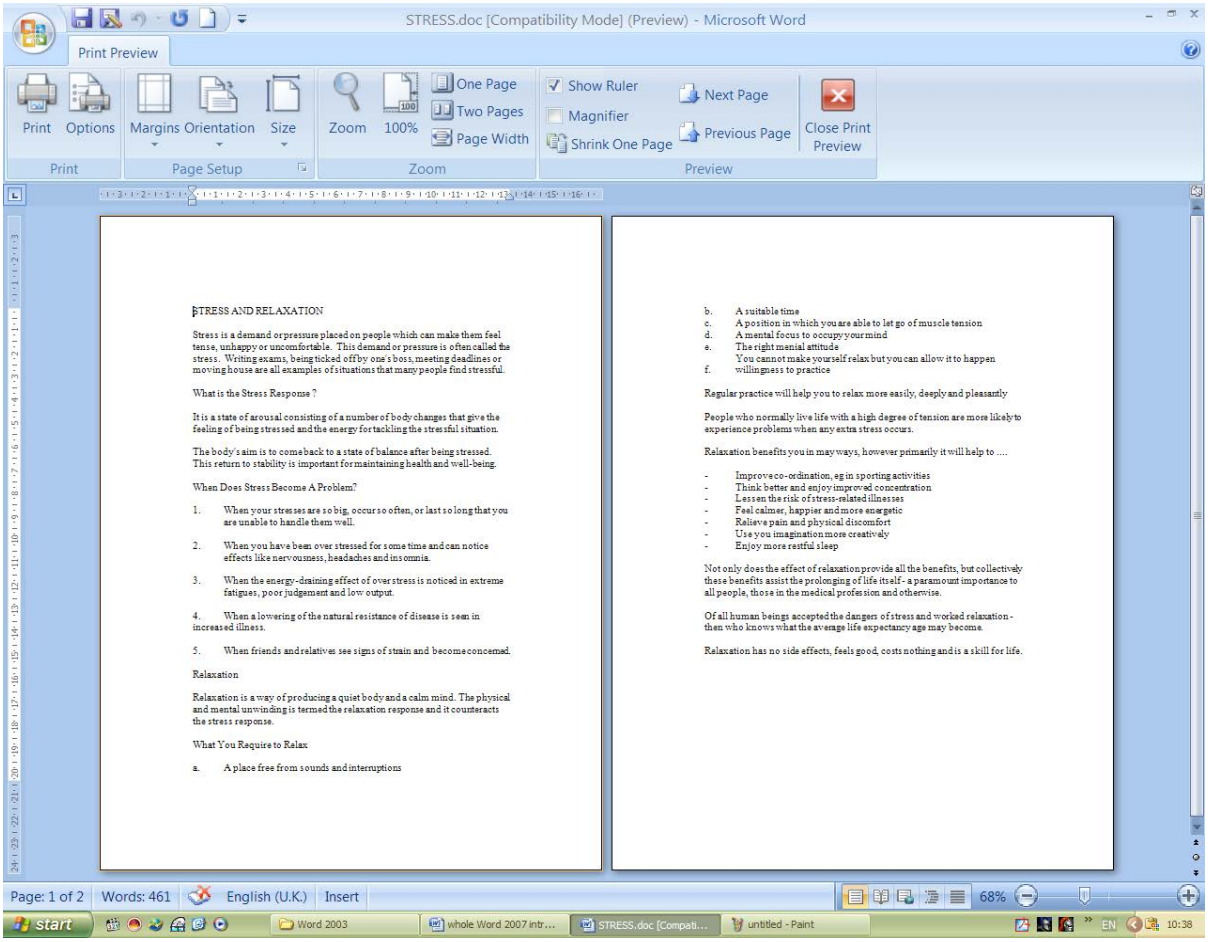
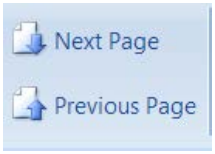


To access print preview:

Mouse

1. Click on the **MICROSOFT OFFICE BUTTON** and select **PRINT** select **PRINT PREVIEW** from the menu



2. Click the **NEXT PAGE** or **PREVIOUS PAGE** buttons to scroll backwards and forwards through your document's pages.
3. Press **PAGE UP** or **PAGE DOWN** on your keyboard

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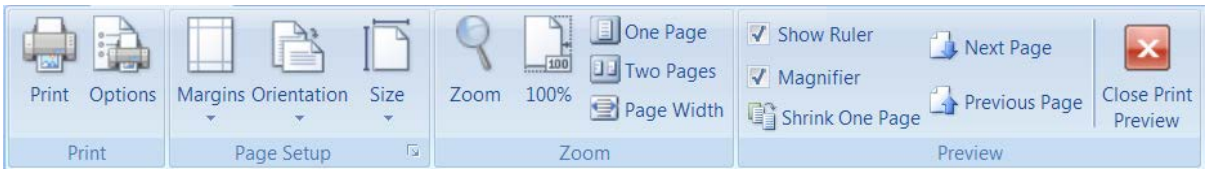
The Print Preview Ribbon

The **PRINT PREVIEW** toolbar only appears when you are in Print preview. It gives you useful tools for changing such things as magnification and how many pages you can see on one screen. The button functions are described in detail below



To close the Print Preview:

Mouse

1. Click the button marked **CLOSE** from the **PRINT PREVIEW** Ribbon.
2. OR Press **ESC** on the keyboard.

Magnification

When you are in **PRINT PREVIEW**, Word can change your mouse pointer into a magnifying glass that you can use to zoom and out on particular areas of the currently displayed page.

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To change magnification:

Mouse

1. Check the **MAGNIFIER** check box on the **PRINT PREVIEW** ribbon
2. In the **PRINT PREVIEW** screen position your mouse over the area that you want to zoom in on and click.
3. To zoom out, click the mouse a second time.

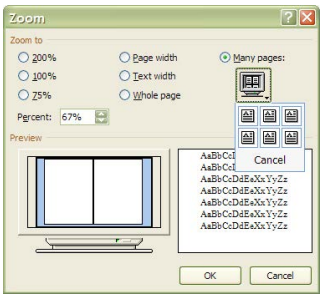
To go back to edit mode

Mouse

1. Uncheck the **MAGNIFIER** check box on the **PRINT PREVIEW** ribbon

Pages Per Screen

You can preview your document page by page in the Print preview screen or you can see several pages at once.



Change the number of pages viewed:

Mouse

1. From the **PRINT PREVIEW** ribbon, click the **ZOOM** button a dialog will appear
2. Click the many pages drop down button. Drag your mouse over the grid to select the number of pages you want to see and click. Your Print Preview screen will change to reflect your choice.

Or

1. Click the One page button to show only a single page in the Print preview.

Zoom

Word will automatically scale your document to fit in the preview screen depending on how many pages you selected to view. You can change the scale with the Zoom drop down list which offers you different percentages. Choosing **PAGE WIDTH** would ensure that the width of the page fits in to the preview screen, whereas **WHOLE PAGE** would fit both the width and the height. **TWO PAGES** would show consecutive pages side by side.

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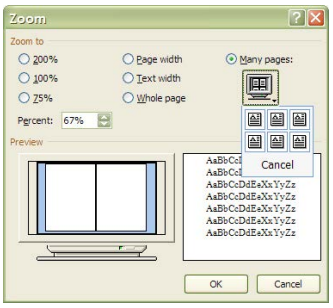


To change the Zoom:

Mouse

1. From the **PRINT PREVIEW** ribbon, click the **ZOOM** button to access the **ZOOM** dialog
2. Select the required option by clicking it and then click **OK**. Word will change the preview according to your choice.

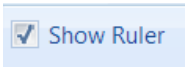
View Ruler

The ruler is useful if you are editing in the Print preview screen as it allows you to change the position of tabs and indent markers. However, it does use up space so if you want to maximise the scale of the page within the preview window, you would have more room if you switched the ruler off.

To toggle the ruler on and off:

Mouse

3. Tick or untick the **SHOW RULER** checkbox on the **PRINT PREVIEW** ribbon



Or

1. From the **PRINT PREVIEW** screen go to the top of the vertical scroll bar on the right and click the **VIEW RULER** button to switch the ruler on or off.
2. Each time you click the button, the ruler will toggle on or off.

Shrink To Fit

If only a small amount of text appears on the last page of a short document, you may be able to reduce the number of pages by clicking Shrink to Fit in print preview. This feature works best with documents that contain only a few pages, such as letters and memos. In order to shrink the document, Word decreases the font size of each font used in the document.

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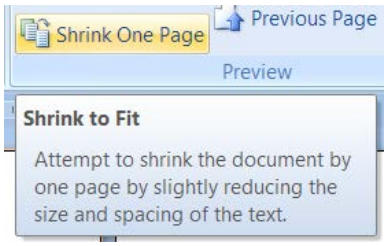

- To shrink to fit:

Mouse

1. From the **PRINT PREVIEW** screen, click the **SHRINK ONE PAGE** button.
   You can undo a Shrink to Fit operation by clicking Undo Tools Shrink to Fit on the Edit menu. However, after you save the document and close it, there is no quick way to restore the original font size.

Quick Print A Document

You can print a document directly from whatever view you are using. Word will send the document to your default printer.

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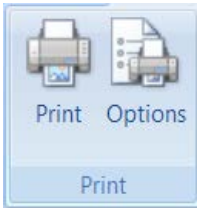
To print the document:

Mouse

1. Click on the **MICROSOFT OFFICE BUTTON** and select **PRINT** select **QUICK PRINT** from the menu

PRINT OPTIONS

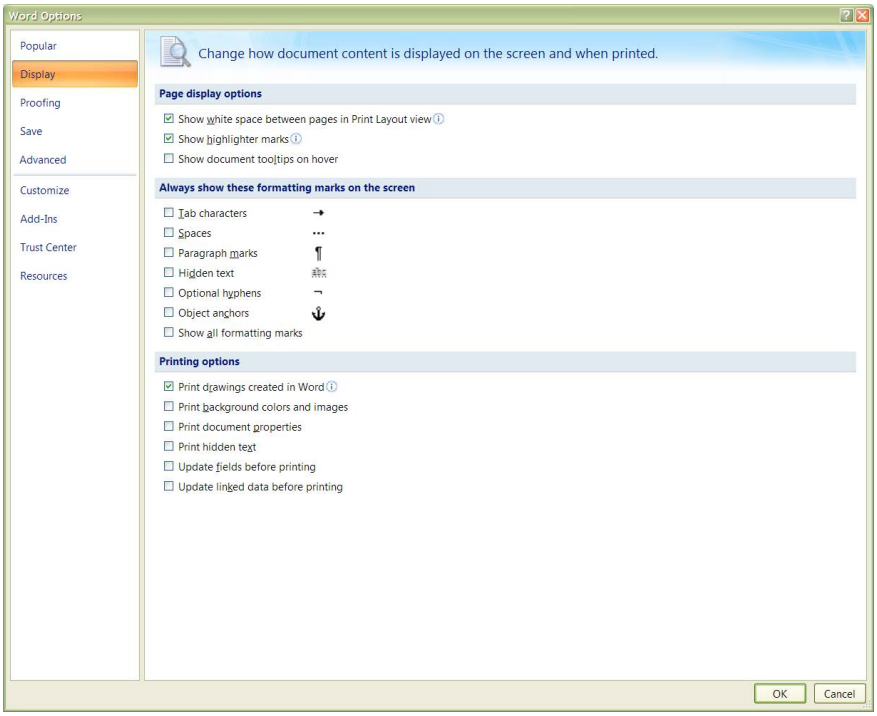
The options from the **PRINT** group allow you to determine what aspects of your document should be printed such as document properties, hidden text etc.



To set print options

Mouse

1. Click on **OPTIONS** on the **PRINT PREVIEW** ribbon to access the **OPTIONS** dialog.



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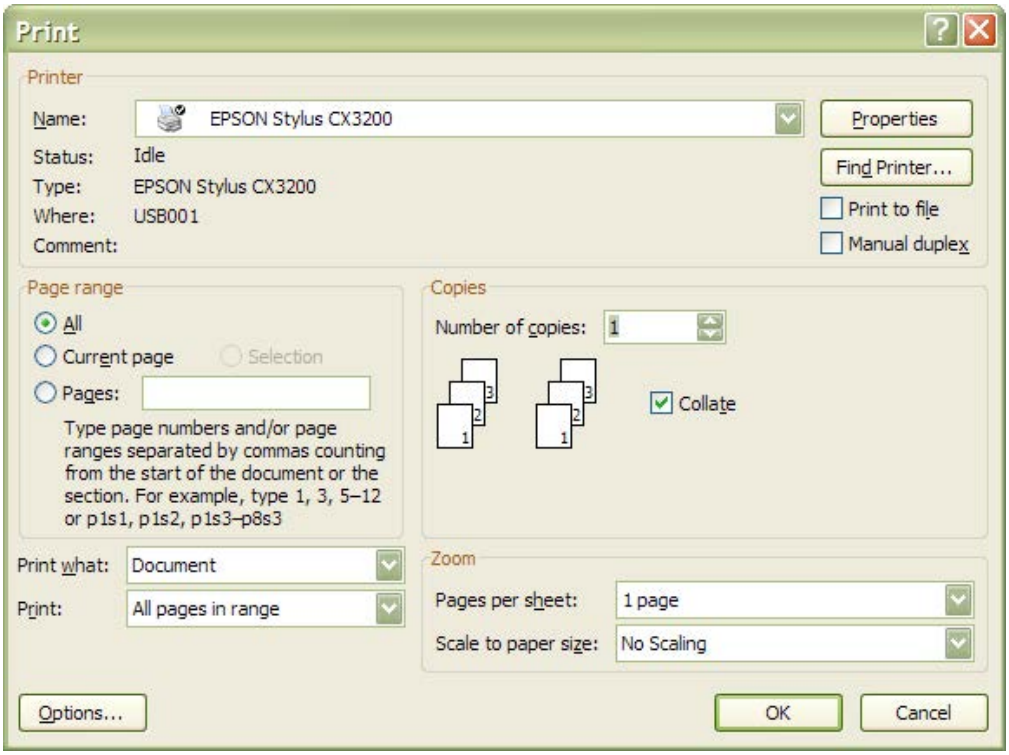
2. Select which options you wish to apply to your print
3. Click **OK**.

Print Part Of A Document

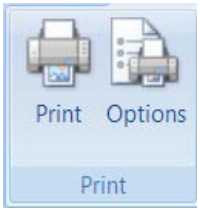
The print button from the toolbar will always open the print dialog to allow you to allow you to choose what is printed such as print to pages 1 and 2, or you may want to be even more specific and print just one paragraph. To do any of these, you need to access the Print dialog.



To print a specific page or range of pages:

Mouse

1. Click on **PRINT** on the **PRINT PREVIEW** ribbon to access the **PRINT** dialog.



Or

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Keyboard

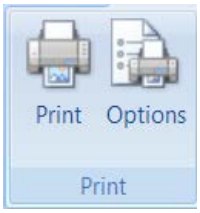
1. Press **CTRL P**.
2. The following dialog box will appear:
3. In the Page Range section of the dialog, click in the text box next to pages. Type in the page number that you want to print, or tell Word the range of pages (e.g. 1-6). If your pages are not consecutive, you can enter them separated by commas (e.g. 1,10,13).

4. Click the **OK** button to launch the print.

To print the current page:

Mouse

1. Locate the page you wish to print and click on that page so you see the flashing cursor anywhere on that page
2. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
3. Click the **CURRENT PAGE** option button in the **PAGE RANGE** section of the dialog.
4. Click **OK** to launch the print.



To print the selection:

Mouse

1. Select the text you want to print.
2. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
3. Click the **SELECTION** option button in the **PAGE RANGE** section of the dialog.
4. Click **OK** to launch the print.

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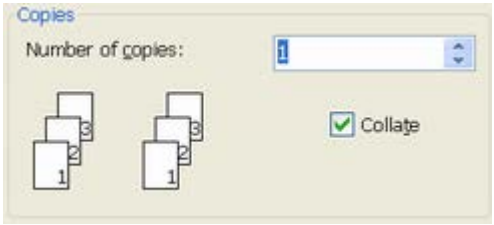
Copies

By default, Word will print one copy of the item you have sent to print. You can print multiple copies by changing the Print dialog settings. When you print multiple copies of a document, Word lets you choose whether the copies are collated (Word prints each whole document before it starts on the next copy) or uncollated (Word prints however many copies you have requested of each page).

To print multiple copies:

Mouse



1. Click on **PRINT** on the **PRINT PREVIEW** ribbon OR Press **CTRL P** to access **PRINT** dialog.
2. In the **COPIES** section of the dialog, use the up and down arrows to the right of the **NUMBER OF COPIES** text box to set the number of copies you require.
3. Set the **COLLATE** check box by clicking in it to change the current setting.
4. Click **OK** to launch the print.

Cancel A Print

If you accidentally send something to print and need to cancel it, you can do so by double-clicking on the document printing icon that appears on the status bar.

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Appendix One Keyboard Shortcuts

Movement keys

→	Move the cursor one character to the right
←	Move the cursor one character to the left
↑	Move the cursor up one line
↓	Move the cursor down one line
CTRL →	Move the cursor right one word at a time
CTRL ←	Move the cursor left one word at a time
CTRL ↑	Move the cursor up one paragraph at a time
CTRL ↓	Move the cursor down one paragraph at a time
HOME	Move the cursor to the beginning of the current line
END	Move the cursor to the end of the current line
PAGE UP	Move up a screenful of lines
PAGE DOWN	Move down a screenful of lines
CTRL HOME	Move to the beginning of the document
CTRL END	Move to the end of the document

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Selection keys

Action	Result
SHIFT ←	Select one character to the left
SHIFT ↑	Select from the cursor up one line
SHIFT ↓	Select from the cursor down one line
SHIFT CTRL →	Select right word by word
SHIFT CTRL ←	Select left word by word
SHIFT CTRL ↑	Select up one paragraph at a time
SHIFT CTRL ↓	Select down one paragraph at a time
SHIFT HOME	Select from the cursor to the beginning of the current line
SHIFT END	Select from the cursor to the end of the current line
SHIFT CTRL HOME	Select to the beginning of the document
SHIFT CTRL END	Select to the end of the document
CTRL A	Select the entire document

Keyboard shortcuts for character formatting

Increase the font size	**CTRL SHIFT >**
Decrease the font size	**CTRL SHIFT <**
Increase the font size by 1 point	**CTRL**
Decrease the font size by 1 point	**CTRL**
Display the Format, Font dialog	**CTRL D**
Change the case of letters	**SHIFT F3**
Format letters as all capitals	**CTRL SHIFT A**
Apply bold formatting	**CTRL B**
Apply an underline	**CTRL U**
Underline words but not spaces	**CTRL SHIFT W**
Double-underline text	**CTRL SHIFT D**
Apply hidden text formatting	**CTRL SHIFT H**
Apply italic formatting	**CTRL I**
Format letters as small capitals	**CTRL SHIFT K**
Apply subscript formatting (automatic spacing)	**CTRL =**
Apply superscript formatting (automatic spacing)	**CTRL SHIFT +**
Remove manual character formatting	**CTRL SPACEBAR**

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Keyboard shortcuts for paragraph formatting

Single-space lines	**CTRL 1**
Double-space lines	**CTRL 2**
Set 1.5-line spacing	**CTRL 5**
Add or remove one line space preceding a paragraph	**CTRL 0**
Centre a paragraph	**CTRL E**
Justify a paragraph	**CTRL J**
Left align a paragraph	**CTRL L**
Right align a paragraph	**CTRL R**
Indent a paragraph from the left Remove a paragraph indent from the left	**CTRL M** **CTRL SHIFT M**
Create a hanging indent	**CTRL T**
Reduce a hanging indent	**CTRL SHIFT T**
Remove paragraph formatting	**CTRL Q**

Shortcuts keys for table navigation

To	Press
Move to the next cell	**TAB** (If the insertion point is in the last cell of a table, pressing **TAB** adds a new row.)
Move to the preceding cell	**SHIFT TAB**
Move to the preceding or next row	↓ or ↑
Move to the first cell in the row	**ALT HOME**, or **ALT 7** on the numeric keypad (**NUM LOCK** must be off.)
Move to the last cell in the row	**ALT END**, or **ALT 1** on the numeric keypad (**NUM LOCK** must be off.)
Move to the first cell in the column	**ALT PAGE UP**, or **ALT 9** on the numeric keypad (**NUM LOCK** must be off.)
Move to the last cell in the column	**ALT PAGE DOWN**, or **ALT 3** on the numeric keypad (**NUM LOCK** must be off.)
Start a new paragraph	**ENTER**
Add a new row at the bottom of the table	**TAB** at the end of the last row
Add text before a table at the beginning of a document	**ENTER** at the beginning of the first cell

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Shortcut keys for selecting in a table

To	Press
Select the next cell's contents	**TAB**
Select the preceding cell's contents	**SHIFT TAB**
Extend a selection to adjacent cells	Hold down **SHIFT** and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down **SHIFT** and press ↑ or ↓ repeatedly
Extend a selection (or block)	**CTRL SHIFT F8**, and then use the arrow keys; press **ESC** to cancel selection mode
Reduce the selection size	**SHIFT F8**
Select an entire table	**ALT 5** on the numeric keypad (with **NUM LOCK** off)

Prepared by Stephen Moffat on the 15th October 2007

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