

Word 2007 Introduction: Part I

Stephen Moffat, The Mouse Training Company



Word: Intro Part I



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Word 2007 Introduction

Part I

Word 2007 Introduction: Part I
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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.

All graphics related to Microsoft in this book is in compliance with Microsoft guidelines and thus permitted by Microsoft.

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”.

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.”

Section 1 The Basics

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

- Understand and use common Windows elements
- Launch Word
- Recognise Word screen elements
- Work with Ribbons
- Use Menus
- Get Help

Windows concepts

Word is an application that runs under the Windows graphical user interface. When launched, Word sits in its own “window” – the box that surrounds the application elements. The window can be moved, sized, closed, minimised and maximised using the features common to the Windows environment – these are listed below:

WINDOW BORDER The box that surrounds the Word screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

TITLE BAR The coloured bar that appears at the top of the Word window. The title bar tells you which application you are using and if the workbook you are in is maximised, it will also contain the name of the workbook. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.

 **MAXIMISE BUTTON** When working in a workbook, the Word screen contains two windows, an application window and a workbook window. You can maximise both windows to capitalise on the space you have on-screen. If you would like the window that your Word application is in to fill up the whole screen, click the outermost maximise button. You may find that the workbook you are in can still be bigger – click the inner maximise button to fill the remaining space within the Word application window.

 **MINIMISE BUTTON** This button is very useful if you need to temporarily switch from Word into another application without closing Word down completely. Click the minimise button to shrink Word to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the Word icon from the task bar to resume. The innermost minimise button will minimise the current workbook window.

 **RESTORE BUTTON** This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.

 **CLOSE BUTTON** This button is used to close a window. If you click the close button for a workbook window you close the document. The last button will close the Word application.

 **DIALOG BOX LAUNCHER** this button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as **FONT**, **CLIPBOARD**, etc

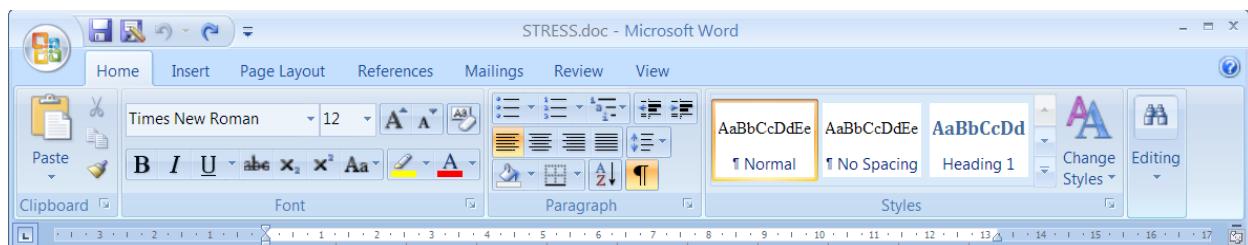
 The **OFFICE BUTTON** is the start of Word and has many important commands and option. Such as Word settings, opening, saving, printing and closing files. This will be looked into much further later in the manual.

Menus

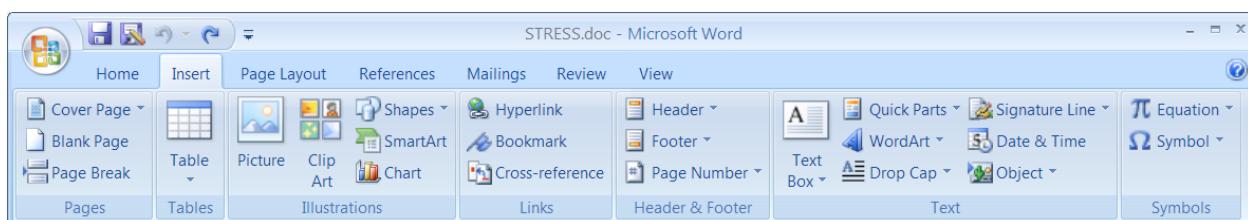
Menu's are no longer used in Word they have been replaced by Ribbons and will be referred to as such throughout the manual

Ribbons

Ribbons are tabs that show different commands with respect to what you wish to do the **HOME** ribbon shows basic commands of formatting.

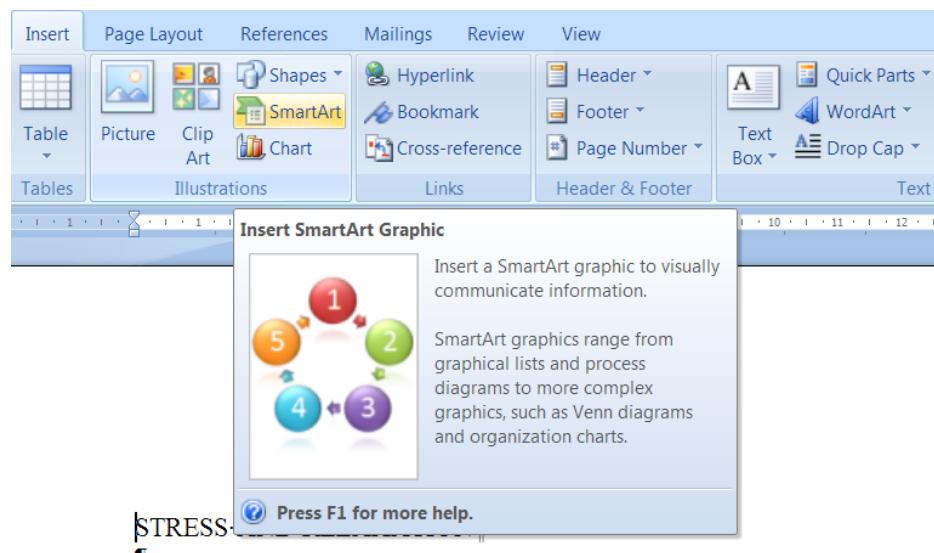


The **INSERT** ribbon allows the insertion of any object. Just click on the named ribbon to see list of commands that you can perform by clicking on the appropriate icon.



By holding your mouse over an icon, a helpful hint will appear to show you what that command will do. Clicking will apply that command

Any Icon on the ribbon with a down arrow offers other options and sometimes a dialog box.



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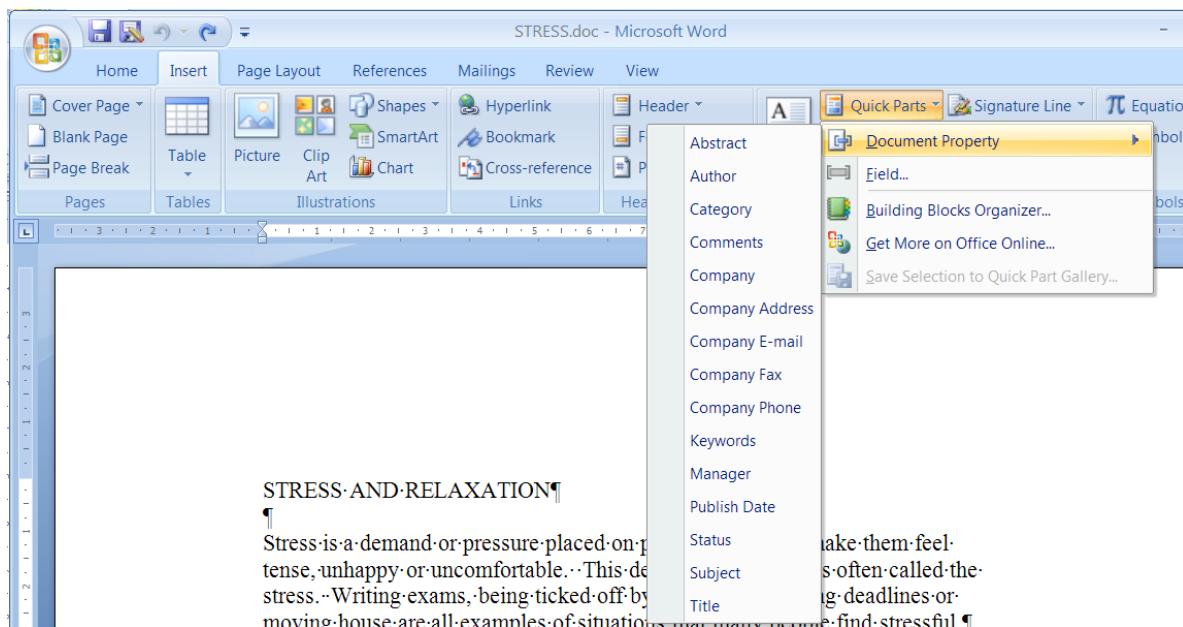
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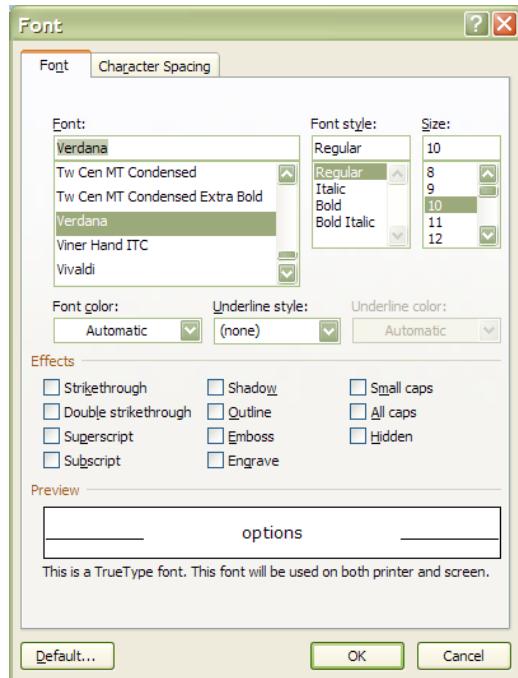
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E.G. Choosing QUICK PARTS in the TEXT group allows you to insert a field within your document or a document property adding information to your document that can be updated as the information is changed at source.

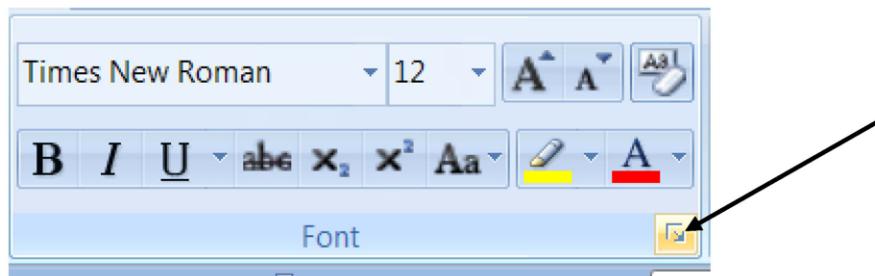


Dialog Box

To open a dialog box use dialog box launcher when the dialog box is open, make a choice from the various options and click ok at the bottom of the dialog box. If you wish to change your mind and close the dialog box without making a choice then click on cancel. The dialog box will close without any choice being applied. If you would like help while the dialog box is open then click on the "?" in the top right hand corner this will bring up a help window that will display the relevant topics.



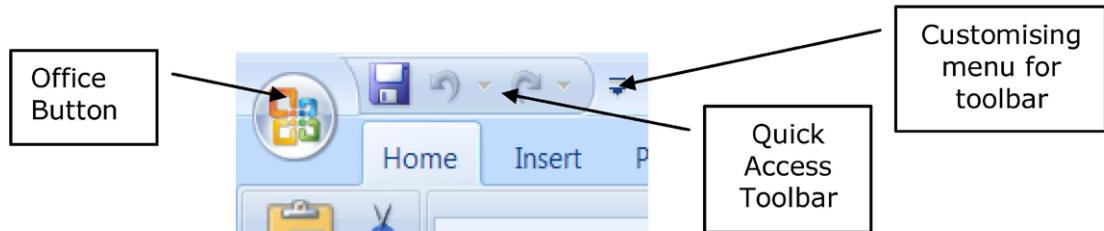
Look at a group type on the ribbon such as FONT and in the bottom right hand corner of that group you may see a small box with an arrow, clicking this is another method to call up a dialog box, this time, directly from the ribbon. Many dialog boxes may be more familiar if you have used Word before.



Toolbars



There are **ONLY TWO** toolbars within the new version of Office 2007 there is the **QUICK ACCESS TOOLBAR** seen here next to the **OFFICE BUTTON**, and there is the **MINI TOOLBAR**



Quick Access Toolbar

By default there are only three buttons on the **QUICK ACCESS TOOLBAR** but these can be edited and other regularly used buttons can be placed there. Using the drop down menu next to the **QUICK ACCESS TOOLBAR** will allow the customisation of this toolbar adding your most often used commands.

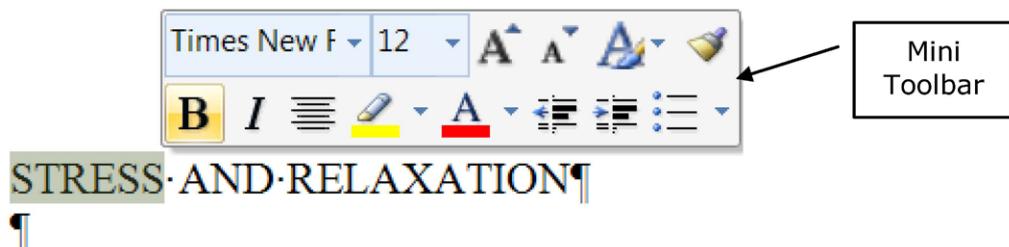
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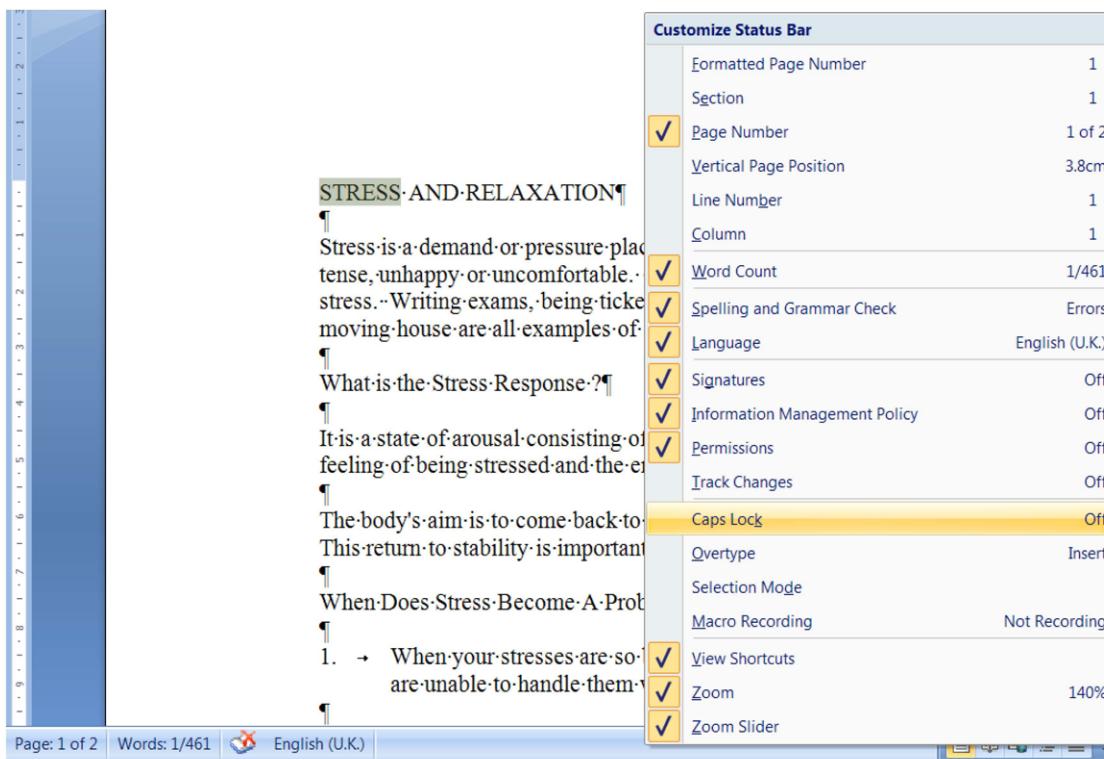
Mini Toolbar

Whenever text is selected within Word a small formatting toolbar will appear above the highlighted text it will disappear if the mouse cursor is moved away from the toolbar and will reappear when the mouse cursor is moved over the highlighted text again.

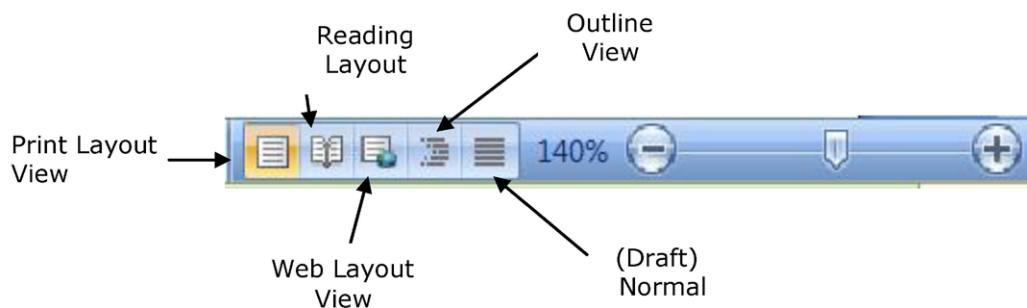


Status Bar

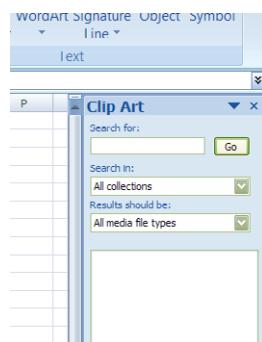
The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which page you are currently on, which column you are in number of words in document. If you right click on the empty area of the status bar a menu should appear showing the various items of information that can be given on the space bar merely click on the info that you wish displayed and it will appear on the status bar.



To the right of the status bar are firstly, the different views that can be used within Word, and on the far right, the zoom control



Task Pane

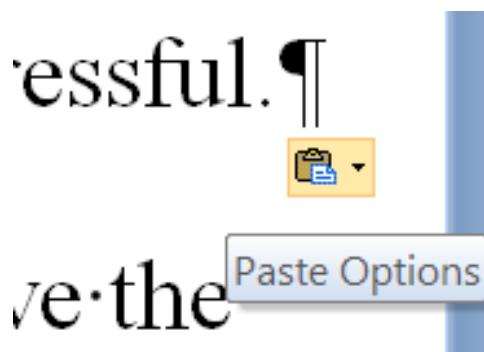


A task pane is a window that collects commonly used actions in one place. The task pane enables you to quickly create or modify a file, perform a search, or view the clipboard.

It is a Web-style area that you can either, dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you run them with a single click.

A task pane is displayed automatically when you perform certain tasks, for example when you choose **CLIPART** from the **INSERT**, Ribbon, to insert a picture

Smart Tags



Smart Tags, first introduced in Microsoft Office XP, make it easier for you to complete some of the most common tasks and provide you with more control over automatic features. Word can recognise a wide range of different data types entered into a document, such as dates, addresses and stock ticker symbols. It converts each recognised piece of data into a smart tag, and you can then use a menu attached to the smart tag to perform useful actions on that data. Before you start using smart tags, you need to check if smart tags are enabled and specific smart tag recognisers are also activated.

You do not have to complete any additional steps to make the Smart Tags appear or disappear in Word. E.G. The **PASTE OPTIONS** smart tag appears automatically after pasting to allow you to quickly choose actions and remain in place until you begin another action. When you complete a paste operation, the **PASTE OPTIONS** button remains in place alongside your text until you begin typing new text.

This feature alerts you via a smart Tag of the paste options when pasting text into your document Click on the drop down arrow to access the options

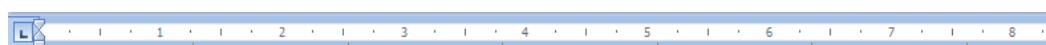
If you type any character the smart tag will no longer be available and will disappear

Scrollbars

The Scrollbars are located along the right and bottom of the document window. They enable you to move to another part of the document by dragging the box or clicking the arrows in the scroll bar.

Horizontal And Vertical Ruler

Horizontal and vertical rulers are displayed on the left and across the top of the document window.



You can use the horizontal ruler to view and set paragraph indents, tab stops, page margins and column widths.

In **PRINT PREVIEW** and **PRINT LAYOUT VIEW**, Word also displays a vertical ruler you can use to adjust top and bottom page margins and row height in tables.

- To show or hide the horizontal ruler:

Mouse



1. Go to the top of the right hand scroll bar and click on the show/hide ruler button to toggle viewing/hiding the ruler

Browse Object



You can scroll through a document more quickly by selecting **BROWSE OBJECT**  on the vertical scroll bar. It enables you to go to a page, bookmark, footnote, table, comment, graphic, or other location by selecting the item you want.

You can click **NEXT**  or **PREVIOUS**  to go to the next or previous item of the same type.

Microsoft Word Help

Word offers several quick ways to get help when performing particular tasks. You can select from a list of topics provided by Help, or you can even type a help request in plain English, and Word will supply the answer using the *Answer Wizard*.

► To access help:

1. Click the help button below the title bar on the far right OR press **F1**. The Help window will open:
2. This is very similar to a web page
3. You may enter search criteria and press **ENTER** (like a search when on the internet)



4. The window will display the topics that match your search. Click on a topic in order for it to be displayed

➤ To Find a specific topic

1. The contents page allows you to select from a list of topic headings. Like search results on the internet these are **HYPERLINKS** to help files.
2. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Microsoft.



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Section 2 Entering & Editing Information

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

- Enter information on the Word screen
- Edit information
- Start new documents and save files
- Close and Open files

Entering and editing information

When Word 2007 is launched at the beginning of a work session, it provides a blank document ready for you to start typing. Word assigns the name “Document1” and this appears on the title bar at the top of the screen until you save the document and allocate a filename. Each time a new document is created, Word will assign this temporary name with the number of the document going up in sequence (e.g. the second document created in any one session would be “Document2” and so on).

The cursor appears as a flashing vertical bar. To enter text, simply begin to type. If your cursor is at the top of the page and you wish to type text some way down the page, double click with the mouse to anchor your cursor in the desired location. This feature is known as Click and Type.

Word Wrap

When you are typing in a document, Word has a feature called word wrap. This is what makes the cursor automatically jump onto a new line when the text that you are typing has filled up all the space on the previous line. Therefore the only time that you need to tell Word to begin a new line is if you want to start a new paragraph.

Hidden Characters

Typing normal text into a word document may seem just like using a type writer and it is as far as just typing basic text, but many characters that you may be instructed to type will enter other, unseen characters to your document that can have dramatic effects later on when formatting or practising more advanced uses of word. These hidden characters can be displayed so that you may see **EXACTLY** what you are entering into your document.

REMARKS:	<input type="checkbox"/> <i>Urgent</i>	<input type="checkbox"/> <i>For your view</i>	<input type="checkbox"/> <i>Reply ASAP</i>
¶			
Per our telephone conversation of May 19, Graphic Design Institute is pleased to quote you as follows:			
¶			
A. →One exterior sign using chrome aluminum.← for the background. Installed. → Cost—\$3360.00¶			
B. →Neon border tubes, approx. 85", interior.← Installed. → Cost—\$2459.00¶			
C. →One interior neon sign titled “Dunn’s.← Holdings” as per approved plans. Installed. → Cost—\$650.00¶			
D. →Neon border tubes, approx. 15", for display.← wall. Installed. → Cost—\$325.00¶			

- To show/hide hidden characters 

Mouse

1. Go to the HOME ribbon, PARAGRAPH group and click on the SHOW/HIDE CHARACTERS button.

Inserting New Lines And New Paragraphs

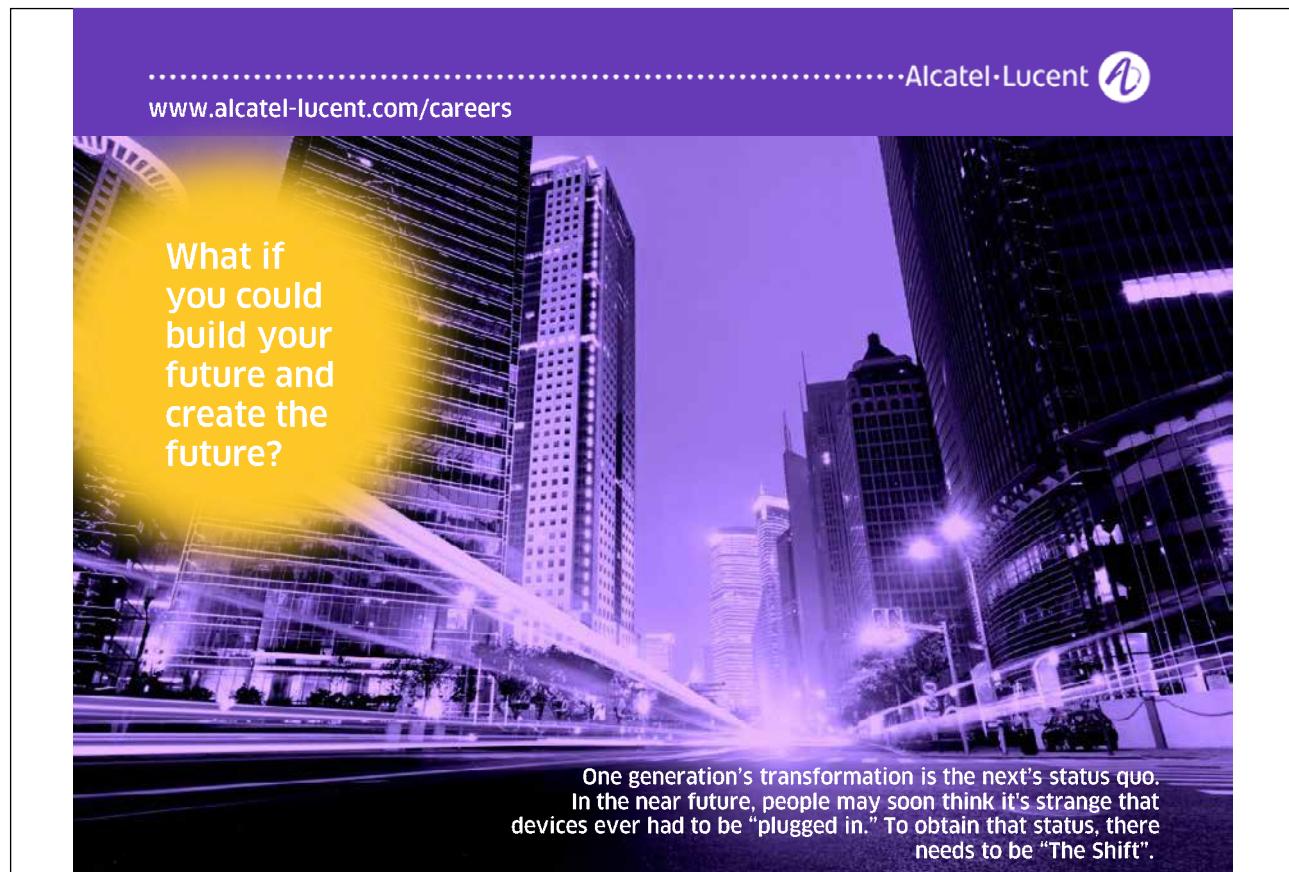
When typing, you can end the Paragraph you are in and begin a new **PARAGRAPH** by pressing the **ENTER** or **RETURN** key on the keyboard. (Commonly called a **HARD RETURN**)

The **RETURN** or **ENTER** key can be also used to insert a new blank **LINE** but to do that requires holding down the **SHIFT** key while pressing **ENTER** or **RETURN**. (Commonly called a **SOFT RETURN**)

- To create new paragraphs

Keyboard

1. View Hidden characters 
2. Position the cursor where you want to break the paragraph and press the **ENTER** key (Hard return) – the text to the right of the cursor will jump down to the next line. You will see a paragraph mark appear indicating you have created a new paragraph
3. You may want to insert another paragraph between the two paragraphs – with the cursor positioned at the beginning of the second paragraph press the **ENTER** key again. Another paragraph mark will appear.



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➤ To create new lines

Keyboard

1. View Hidden characters 
2. Position the cursor where you want to break the paragraph and force a new line Hold down the **SHIFT** key and press the **ENTER** key (soft return)– the text to the right of the cursor will jump down to the next line as before but the character that appears will be an END OF LINE Mark (EOL mark) you are now still in the same paragraph but on a new line. Repeat to insert more new lines

Inserting New Pages

Word knows how many lines will fit onto a page and so as you near the limit; it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks (*see Section 9 – Viewing and Printing for more details on Views*). Sometimes, the positions of the page breaks that Word inserts are not convenient or make the document look imbalanced. You can put the page break in a different place by inserting it manually as described below:

➤ To insert a page break:

Menu

1. Position the cursor at the beginning of the line below where you want the page break.
2. Choose **INSERT PAGE BREAK** from the **PAGES** group on the **INSERT** ribbon

Or

Keyboard

1. Position the cursor at the end of the line above where you want the page to break. Press **CTRL ENTER**.

➤ To Remove A Manual Page Break

If you need to remove a manual page break, it is best to switch to draft view (*see Section 9 – Viewing and Printing for more details on how to access this view*). You will see the page break represented as a dense dotted line with the word **PAGE BREAK** on it. Or use the show/ characters as mentioned to see manual page breaks.

➤ To remove a manual page break

Keyboard

2. Position the cursor on the page break line and tap the **DELETE** key on the keyboard – the page break will disappear.

Editing text

Word provides two editing modes: Insert and Overtype. You can also delete the text you have already typed, undo or redo the changes.

Insert & Overtype Mode

The **INSERT** option needs to be selected from the **STATUS BAR** right click menu before this will be seen or is able to be used from the **STATUS BAR**.

In **INSERT** mode (the most common mode), any existing characters beyond the insertion point are moved ahead in the document as you type. In **OVERTYPE** mode, the new characters you type replace the existing characters to the right of the insertion cursor.

The **STATUS BAR** tells you which mode you are in by displaying overtype when **OVERTYPE** mode is active. Clicking on overtype or pressing **INSERT** on the keyboard switches between the two modes (i.e. if Overtype mode is on, click **OVERTYPE** on the status bar to switch it off).

Typing Replaces Selection

Overtype mode allows you to replace one set of characters with another; however, it can cause problems if you forget to switch it off, or if the number of characters you are replacing is different to the number of characters you are adding.

By selecting the text you want to replace and then typing in the replacement text, you have more control over what is deleted.

E.G. in the sentence below, you could change the word “previous” to the word “former” very easily by:

1. Double-clicking the word “previous” to select it.
2. Typing the word “former”

“PREVIOUS PERFORMANCES HAVE INCLUDED.....”

*Typing replacing selection is a very useful feature. However, it is sometimes easy to select a large area of text and then hit the **ENTER** or **RETURN** keys by accident. This will replace the whole of your selection with a paragraph return, effectively deleting the whole of your text. If this happens, clicking **UNDO** (covered later in this section) will bring your selected text back.*

Deleting Text

Even the most perfect touch typists occasionally make mistakes! If you need to remove text or add in extra characters, there are a variety of ways to do it.

There are two main keys that remove text from a document, the **DELETE** and **BACKSPACE** keys. The **DELETE** key is easy to find as it generally has the word “Delete” or “Del” written on it. The **BACKSPACE** key is situated immediately above the **ENTER** key and usually has a backwards (**⬅**) arrow on it.

The **DELETE** key removes a character in front of the cursor when you press it; the **BACKSPACE** key removes characters behind the cursor. The key you use to remove characters depends therefore on where your cursor sits. The examples below illustrate the use of both **DELETE** and **BACKSPACE**.

► To use Delete:

Keyboard

“feeeling”

1. with the cursor positioned in front of the extra “e”, use the **DELETE** key to remove it.

► To use Backspace:

Keyboard

“feeeling”

1. With the cursor positioned behind the extra “e”, use the **BACKSPACE** key to remove it.

A professional portrait of a woman with red hair, smiling. She is positioned on the left side of the advertisement, which is divided diagonally from top-left to bottom-right. The background is a blurred outdoor setting. The right side of the ad features a white diagonal band containing text and logos. At the top right, the text "REDEFINE YOUR FUTURE" is displayed in blue. Below it, a large blue text block reads: "> Join AXA, A GLOBAL LEADING COMPANY IN INSURANCE AND ASSET MANAGEMENT". At the bottom right, the AXA logo is shown next to the tagline "redefining / standards". A small vertical credit "agence odyg © Photononstop" is visible on the far left edge of the photo.

Deleting Whole Words

You can boost the power of the **DELETE** and **BACKSPACE** keys by holding down the Control key as you press them. The Control key is the key marked **CTRL** and is generally situated in the bottom left and right hand corners of the keyboard). **CTRL DELETE** removes a whole word in front of the cursor and **CTRL BACKSPACE** deletes a whole word behind the cursor.

- To remove whole words:

Keyboard

"The course begins at 9 o'clock|sharp"

1. With the cursor in front of the word "sharp", use **CTRL DELETE** to delete it.

"The course begins at 9 o'clock sharp|"

2. With the cursor behind the word "sharp", use **CTRL BACKSPACE** to delete it.

Joining A Paragraph

To get rid of blank lines, you can use the **DELETE** and **BACKSPACE** keys as described earlier in this manual.

- To join a paragraph:

Mouse

1. Place the cursor in front or behind the blank line you want to remove and press either the **DELETE** or **BACKSPACE** key.

The Undo Feature

With a selection made, typing new characters will replace that selection. Obviously, this could cause problems for, if you accidentally touched a key with the whole document selected, you would replace all your text with the character that you pressed! If this happens, or indeed if you do anything in Word and then regret your action at a later stage, you have the option to undo it. During any one work session, Word keeps track of at least 250 of the most recent commands you have issued, and allows you to go **back** to the version of the document before you carried them out.

► To undo the most recent action:

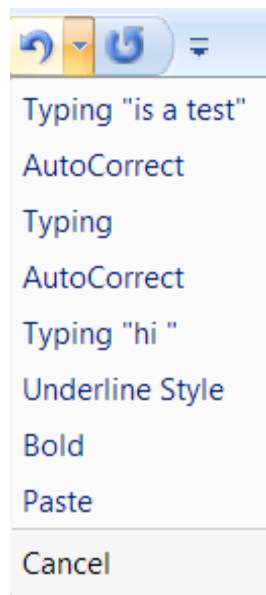
Mouse

1. Press the UNDO button on the toolbar.



Or

Keyboard



2. Press **CTRL Z**.

► To undo several actions:

Mouse

1. Click on the downward arrow that sits just to the right of the Undo button. This will drop down a list of the commands issued during the current work session (the last six actions are displayed, but Word provides a scroll bar to get to earlier actions).
2. Click the action you wish to undo – you will notice that if you choose the sixth action in the list, Word undoes all commands from the sixth upwards.

Redo

The Redo button becomes available as soon as you have undone an action.

- To redo an action:

Mouse

1. Click the Redo button to redo the most recently undone command.



Or

Keyboard

2. Press **CTRL Y**.

Repeat step one or two to **REDO** more actions

*If you simply want to repeat the last action, use **F4**, Word's repeat key.*



A photograph of a young couple smiling and laughing, looking up at something off-camera. The woman has dark hair tied back and is wearing a patterned top. The man has dark hair and is wearing a denim jacket. The background shows a city skyline. Overlaid on the image are several yellow text boxes with white borders. From top to bottom, the text reads: "Luxurious accommodation", "Central zone 1 & 2 locations", "Meet hundreds of international students", and "BOOK NOW and get a £100 voucher from voucherexpress". At the bottom, there is a large red banner with white text that reads "Nido Student Living - London". Below the banner, another yellow box contains the text "Visit www.NidoStudentLiving.com/Bookboon for more info." and a phone number "+44 (0)20 3102 1060".

Autocorrect

Word has the ability to recognise commonly committed typing errors and correct them automatically. For example “Teh” is corrected to “The” as soon as you press the space bar to begin the next word or press Enter to begin a new paragraph.

Other automatic corrections include:

- Capitalising the first word of a sentence
- Correcting the accidental use of the CAPS LOCK key
- Capitalising the names of days
- Correct two initial capitals
- Capitalising the first letter of table cells

AUTOCORRECT TAG

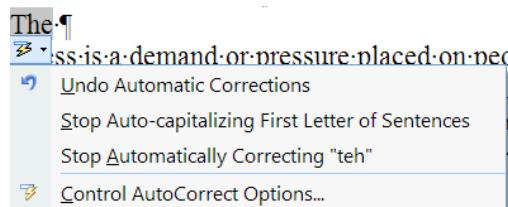
Word 2007 also lets you modify an AutoCorrect correction using the AutoCorrect smart tag, which will appear after the AutoCorrection has been made.

► To use an AutoCorrect button:



Mouse

1. Move the mouse pointer or insertion point to the text AutoCorrect has modified. A bar will appear below to the left of the text indicating that an option is available.



2. Move the pointer over the bar and the AutoCorrect Options button will appear.
3. Click the button and choose a command from the drop-down menu.

Auto Spell And Grammar Check

Word 2007 will automatically flag spelling and grammatical errors as you type. A wavy red line under the error indicates spelling mistakes, a wavy green line indicates grammatical errors. This feature is covered more fully in the section on Proofing Tools.

File operations

You can save any information entered in Word so that you may call it back at a later stage either to add, edit or print the contents. It's a good idea to save work frequently as this will minimise the risk of work being lost in the event of a power cut or system fault.

New Files

There are a number of ways to create a new file. These will have the default file format that is set for Word 2007. (either .doc or .docx) the settings for the file formats will be discussed later.

- To create a new file:



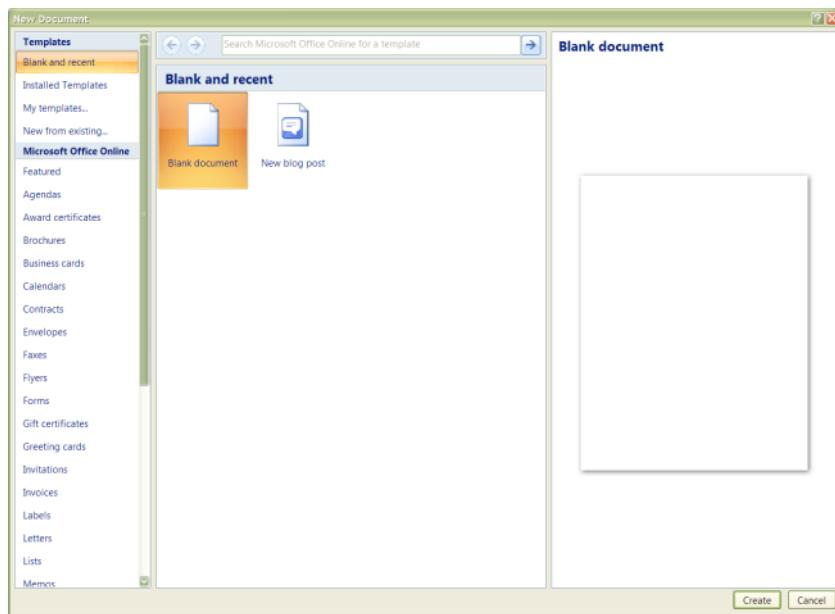
Mouse

1. If you have added the **NEW** button to the **QUICK ACCESS TOOLBAR** as previously discussed.
Click the **NEW** button from the **QUICK ACCESS TOOLBAR**. A blank document will appear on-screen ready for you to start entering information.

Or



1. Click on the **OFFICE BUTTON** and select **NEW** a dialog will appear.



2. Select the type of document you wish to create (Blank document). Click **OK**. A blank document will appear on-screen ready for you to start entering information.

Or

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Keyboard

1. **CTRL N** will create a new file.

Templates

All documents you create in Word are based on a specific template. When you create a new document using the New Blank Document  button or **CTRL N**, you are creating a document based on the Normal template. This is a blank template which provides only a few key pieces of information for your file such as margins being of a certain size, portrait page orientation and default text style, size and colour.

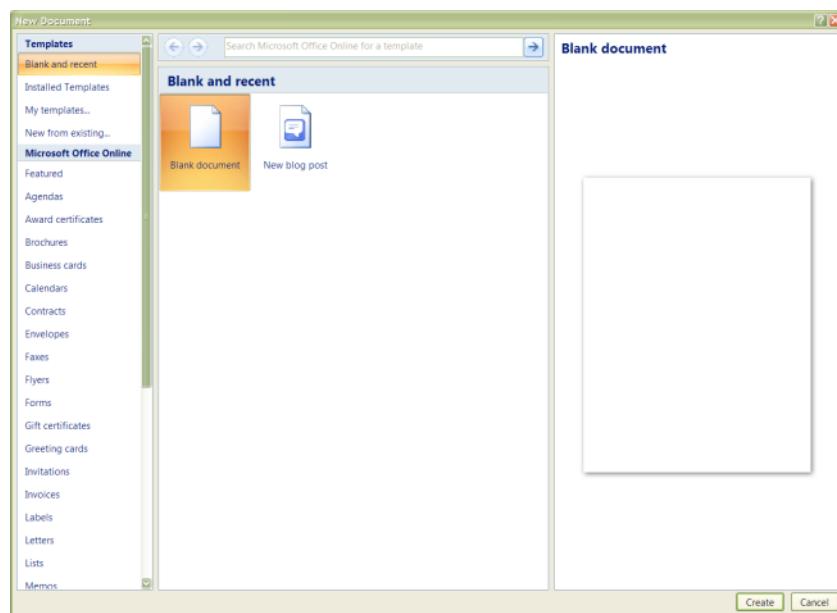
The Normal template is a very good template to base most documents on. However, if you want to base a new document on a specific layout there are other Word templates you can access. These can be used to start you off with a layout for certain documents such as memos and faxes. You can access templates other than Normal in the following way: -

► To choose a template:

Mouse



1. Click on the **OFFICE BUTTON** and select **NEW** a dialog will appear.



2. Select the type of document you wish to create on the left and one of the format types on the right. Click **OK**. A blank document based on your selection will appear on-screen ready for you to start entering information.

Or

1. Double click on the document icon.
2. The new document will appear ready for you to start typing.

The Templates area contains templates that you may have created in the past standard letters and such to access other preset templates go to the Microsoft office online area for common everyday documents like memos, letters and faxes. these can only be accessed when online

Saving Files

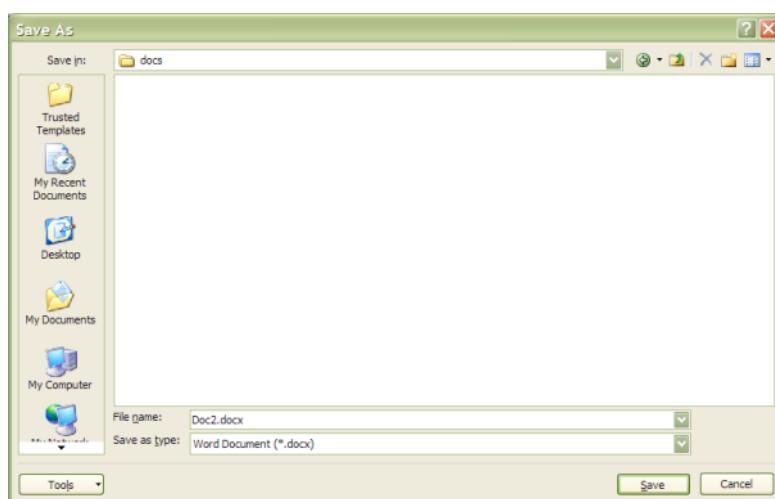
Word gives any new document you create a temporary name – the word “Document” followed by a number. The number increases by one for each new document you create in any one work session. The new standard for Word 2007 is that all files have a file extension added (previously .doc) which is .docx and previous versions of word will not be able to recognise this so beware of the filetype (extension) you save it as.

- To save a file:



Mouse

1. Click the **SAVE** button on the **QUICK ACCESS TOOLBAR**. If you haven't saved the document previously, the **SAVE AS** dialog box will appear asking you for a document name and location.



2. The first list box marked **SAVE IN** allows you to determine the drive and folder that you want to save the document in. The area below the **SAVE IN** list allows you to see which files are stored in the area currently displayed.
3. The **FILE NAME** box allows you to give the file a name before saving just delete all in this box and enter just the name you want to call your file.
4. The **SAVE AS TYPE** box allows you to determine what type of file you wish to save the document as:
 - A current version word document (default)
 - A word 97-2003 version.
 - A text document
 - RTF format (rich text format) which can be read by most word processing packages that are non Microsoft it is a standard formatted document type.
 - Web page or Template
5. When all options have been set click save the dialog box will close the document will be saved and the filename will appear on the title bar at the top centre of the word window.



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Save Options

- To change the location:

Mouse

1. Click the drop-down list arrow to the right of the **SAVE IN** list box and choose the desired drive or folder.

If you choose a drive, you will see a list of folders within that drive inside the dialog box. If the list is very long, Word provides you with a horizontal scroll bar to access folders that are not currently visible. Once you can see your folder, you can double-click to open it.

- To name a file:

Mouse

1. Click in the **FILE NAME** box and drag your mouse over the current file name – this will highlight it. Type the new name.

- *Word automatically assigns the first few words you typed as the document name. Document names can be up to 255 characters. File names cannot include any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (*), period (.), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;). You don't need to type the document extension ("docx") as Word automatically adds this to all files you save.*

Saving Changes To Files



Once you have allocated a name to a file using the **SAVE AS** dialog, clicking the **SAVE** button on the **QUICK ACCESS TOOLBAR** simply saves any new changes to the filename you originally gave. It is worth saving files that you are working on every ten minutes or so, although an Autosave feature will backup your changes in case of a crash it is wise to save often.

- To save changes to a file



Mouse

1. Click on the **SAVE** button on the **QUICK ACCESS TOOLBAR**.

Or

Keyboard

1. Press **CTRL S**.

If the document has never been saved before, the “Save As” dialog will appear, otherwise changes are saved to the file name that you have already allocated..

Closing Files

When you finish working on a file, you can close it down using the following methods:

- To close the current file:

Mouse



1. Double-click the **OFFICE BUTTON**

Or



1. Click the **OFFICE BUTTON** and select **CLOSE**.

Or

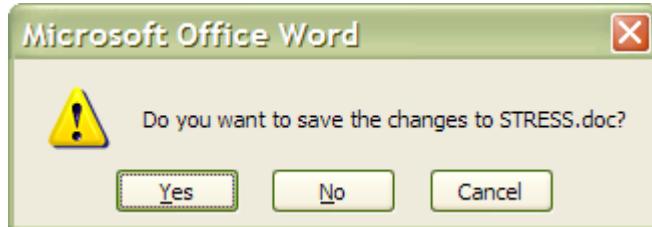
Keyboard

1. **CTRL F4**.To close active document window.

Or



1. Click on the cross in the top right hand corner of the document window.
2. A dialog may appear, if you have unsaved changes to your document.
3. Make a choice as necessary and the document will close.

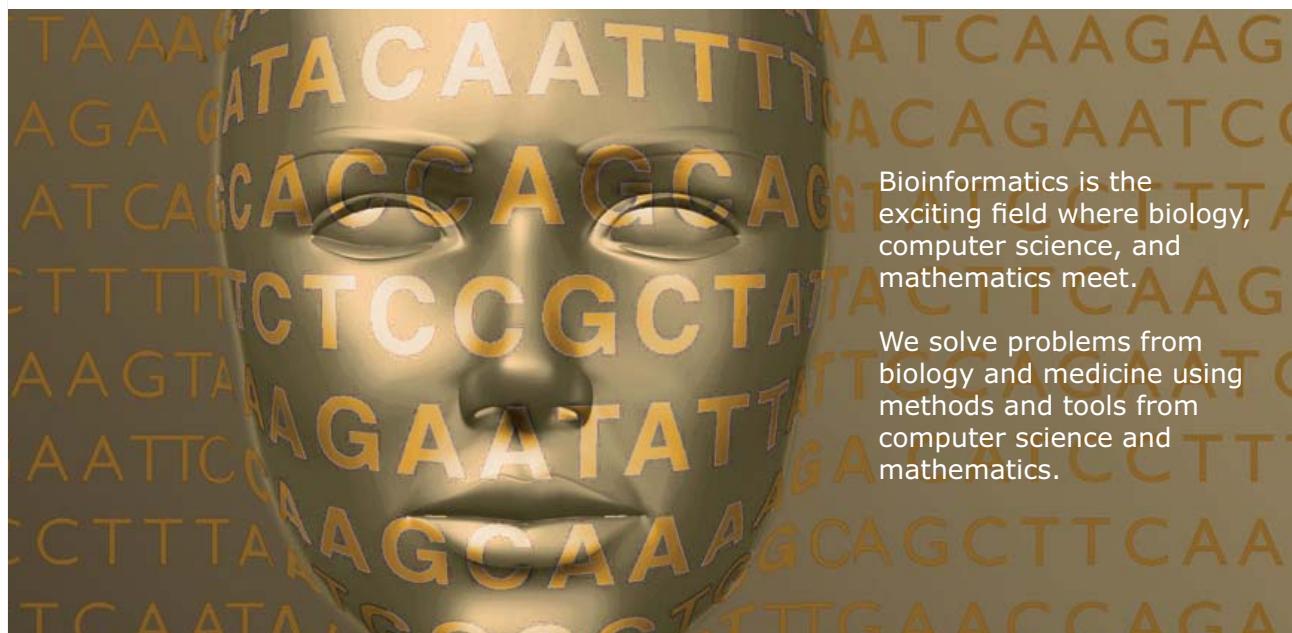


You will see two of the Close buttons on-screen – one will close the current file and the other will close the Word application. To close the current file, use the innermost close button. If you have changed a file since the last time you saved it, Word will not let you close that file without prompting you first to save the changes.



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Opening Files

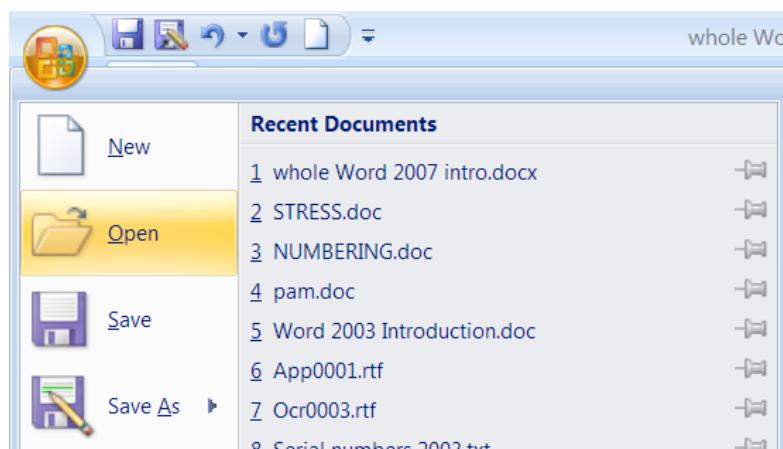
You can open a document on your computer hard disk or on a network drive that you have a connection to.

► To open a file:

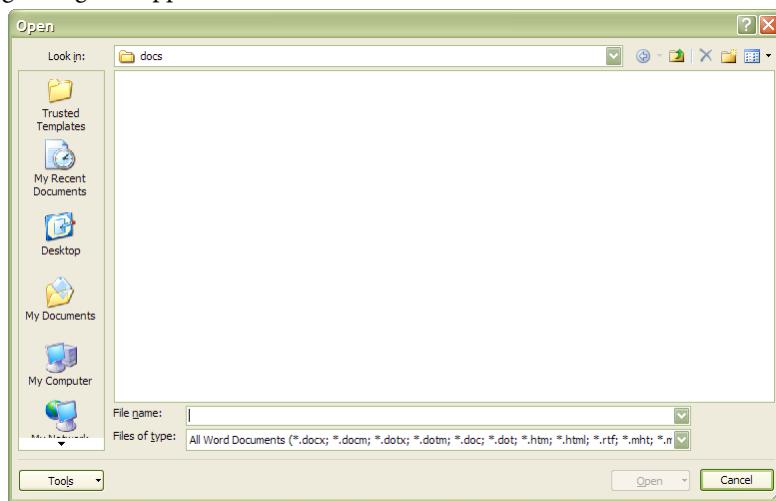
Mouse



1. Click the OFFICE BUTTON and select OPEN.



2. The following dialog will appear



3. If the file you want isn't listed in the window, click the LOOK IN drop-down list box to change to the location of the desired document.

4. To open the file either:
5. Click once on the file name to select it and click the **OPEN** button.

Or

1. Double-click the file name.

Or

Keyboard

1. You can also open documents using the key combination **CTRL O**. This will invoke the **OPEN** dialog – follow the steps outlined above to select and open the file that you want.

Section 3 Navigation

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

- Use the Mouse to navigate
- Use the Keyboard to navigate
- Use Go To dialog box

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When working with documents that are several pages long, you need some quick methods for moving the cursor to specific locations.

The Mouse

When the mouse pointer is positioned over text on the screen, it displays as an "I" beam. This mouse shape can be used to anchor the cursor at a particular point so that edits can be made. Simply click the "I" beam where you want to put the cursor.

If you want to view or edit information not currently visible, use the scroll bars to move the document display and then click the "I" beam where you wish to start editing.

The Keyboard

The table below lists keystrokes that can be used to move in a document:

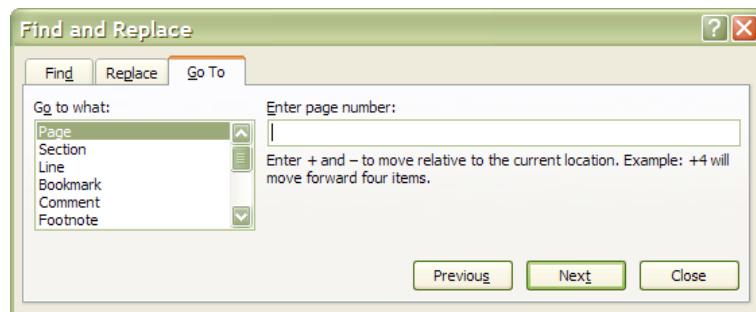
→	Move the cursor one character to the right
←	Move the cursor one character to the left
↑	Move the cursor up one line
↓	Move the cursor down one line
CTRL ↗	Move the cursor right one word at a time
CTRL ↙	Move the cursor left one word at a time
CTRL ↑	Move the cursor up one paragraph at a time
CTRL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

Movement Keys

Goto

The **GOTO** function within Word can be used to move you to specific items in a document, for example a specific page number.

F5 is the Microsoft Office GoTo key. Pressing **F5** calls up the **GOTO** dialog box:



The default for the **GOTO WHAT** list is **PAGE** just enter the number.

- To move to a page:

Keyboard

Press **F5**.

Or

1. Press **CTRL G**.
2. Type the number of the page you want to move to in the text box and click **OK** or press **ENTER** to move there.

Word gives other alternatives (lines, sections etc.) which are also numbered within the document and can therefore be referenced when moving.

Browse By Object



You can scroll through a document more quickly by selecting **BROWSE OBJECT** on the vertical scroll bar. It enables you to go to a page, bookmark, footnote, table, comment, graphic, or other location by selecting the item you want.

You can click **NEXT** or **PREVIOUS** to go to the next or previous item of the same type.

Section 4 Editing Tools

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

- Select desired text
- Move and Copy text
- Move and Copy text between documents
- Use the clipboard task pane
- Insert a file

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Selecting text

Highlighting text with the mouse or keyboard is essential for most commands that you issue in Word as you normally select text and then perform an action on the selected text.

When using the mouse to select text, the mouse pointer shape being displayed is important as you can perform different actions with different mouse pointers. The mouse pointer will appear as an "I" beam when your mouse is hovering over text in the document. However, when you hover your mouse in the selection bar (the left margin of the page), the mouse pointer will display as a right hand facing diagonal arrow. The diagram below shows you where to hover your mouse to get the different types of mouse pointer.

Basic Selection

► To select text

Mouse

1. Use one of the actions in the table below to select the required amount of text.

	Pointer Shape	Action	Result
Mouse pointer hovering over text	"I" beam	Click and drag over some text	Highlights the text the mouse passed over
	"I" beam	Double-click on a word	Selects the word and the trailing space
	"I" beam	Hold down the CTRL key and click the mouse over a sentence	Selects the sentence
From the selection bar		Click next to a line of text	Selects the whole line
		Click next to a line of text and drag down the selection bar	Selects multiple lines
		Double click next to a paragraph	Selects the whole paragraph
		Triple click in the selection bar	Selects the whole document

Keyboard

1. To select text using the keyboard, hold down the **SHIFT** key and follow the instructions in the table below to select the required amount of text.

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

Extend Mode

If you prefer, you can select blocks of text using Extend mode.

- To switch Extend mode on:

Keyboard

1. Ensure selection mode is turned on by right clicking and ticking the **SELECTION MODE** option on the status bar.
2. Press **F8** (**EXTEND SELECTION** appears on the status bar).
3. Each time you press **F8** again, Word increases the amount of text in the selection – 1 press selects the current word, a second press, the current sentence and so on.

- To switch Extend mode off:

Keyboard

1. When the required amount of text has been selected, press **ESC** to turn off Extend mode.

Selecting Non-Concurrent Text

There is the ability to select areas of non-concurrent text. For example, you can select a paragraph at the top of a page and a sentence towards the bottom of the page. This then gives you the ability to perform an action (e.g. deletion, formatting) on the non-concurrent areas of text you have selected.

- To select items that are not next to each other:

Mouse and Keyboard

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down **CTRL** and Click and drag anywhere on the page or within your document with your mouse to select any additional items you want. Keep ctrl pressed until all items have been selected.

Move & copy

Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. The good thing about Word is that once you have entered something once, you can move or copy it anywhere – to other Word documents and even to files that belong to other applications.

All Microsoft products use the same terminology when describing moving and copying items – cut, copy and paste. These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and gluing or pasting it in to the new location.

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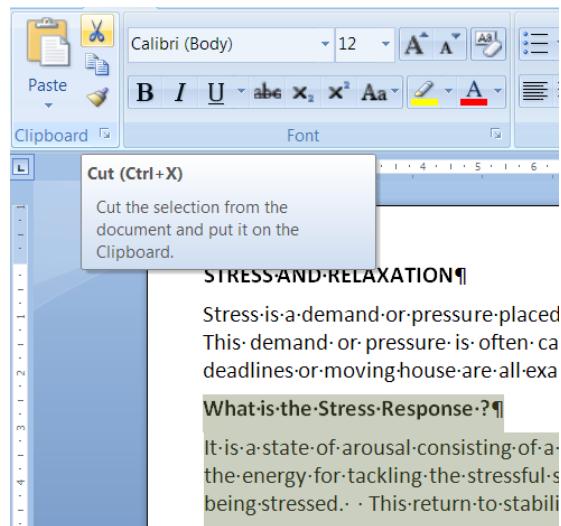
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Moving Items

- To move items:

Mouse



1. Select the text that you want to move.



2. Click the **CUT** button on the **HOME** Ribbon. The selected text will disappear
3. Move to the location where you want to place the text you cut.



4. Click the Paste button from the **HOME** ribbon

Or

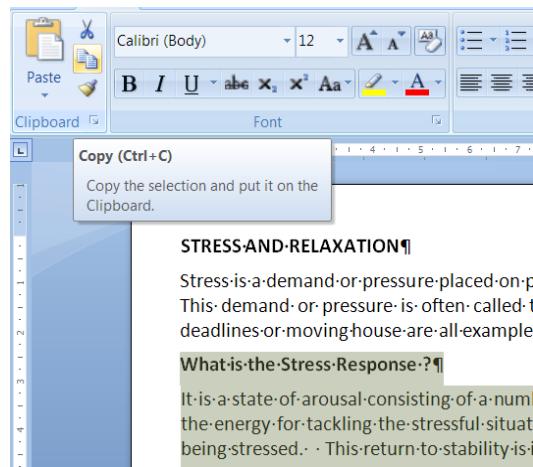
Keyboard

1. Select the text you want to move.
2. Press **CTRL X** to cut the selected text will disappear.
3. Move to the location where you want to place the text you cut.
4. Press **CTRL V** to paste the text into their new location.

Copying Items

- To copy items:

Mouse



1. Select the text that you want to copy. Click the **COPY** button on the **HOME** Ribbon.



2. Move to the location where you want to place the text you copied.
3. Click the **PASTE** button from the **HOME** ribbon the copied text will appear

Or

Keyboard

1. Select the text you want to copy. Press **CTRL C** to make a copy to the clipboard
2. Move to the location where you want the copied text to go. Press **CTRL V** to paste the copied text back in to the document

Drag And Drop



You can move and copy text by selecting and dragging it with the mouse. When you do this, you must ensure that you have the correct mouse pointer shape displaying before dragging and dropping.

► To Move:

Mouse

1. Select the text you want to move and move your mouse over the selection.
2. Drag the selection through your document; you will see a vertical dotted line near the tip of your mouse cursor indicating the insertion point of the dropped text.
3. When you are at the desired position let the mouse button go the text will appear.

► To Copy:

Mouse

1. If you want to copy the selection, repeat steps one and two above but before clicking the mouse hold down the **CTRL** key on the keyboard **THEN** drag the text. You will see a plus sign appear next to the mouse pointer to signal the fact that you are copying rather than moving.
2. With the fuzzy line positioned where you want the copy, let go of the mouse first and then release the **CTRL** key.

► Turn on or off drag-and-drop editing

Mouse



3. Click the **OFFICE BUTTON** and select the **WORD OPTIONS** button. Click the **ADVANCED** button, in the editing section, untick the **ALLOW DRAG AND DROP**.

Moving And Copying Between Documents

You can use any of the methods described above (even drag and drop) to move and copy items from one document to another. When doing this, it is useful to be able to arrange the screen so that you can see the source document (the document containing the items that you want to move or copy) and the destination document (the document where you want to put them) at the same time.

- To view open documents:

Mouse

1. Open both documents using the techniques described in the File Operations section.
2. Click on the title of the file on the windows task bar at the bottom of the screen to switch between documents

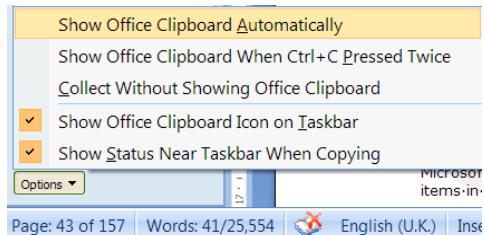
Or

3. Click on the **VIEW** ribbon and select **ARRANGE ALL** or **VIEW SIDE BY SIDE** in the **WINDOW** group,
4. Use your preferred technique (as described above) to move or copy items from one document to the other.

Clipboard Task Pane

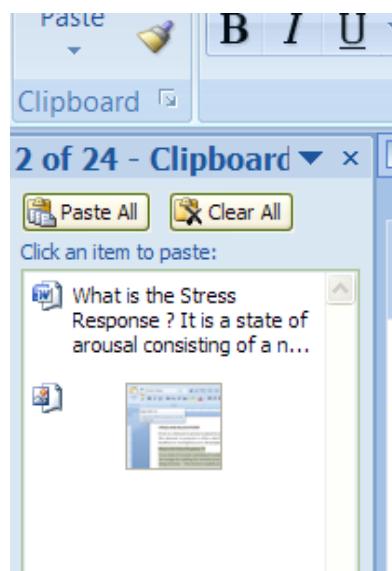
The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document. For example, you can copy some text from a Microsoft Word document, some data from Microsoft Excel, a bulleted list from Microsoft PowerPoint, some text from Microsoft FrontPage or Microsoft Internet Explorer and a datasheet from Microsoft Access, then switch back to Word and arrange any or all of the collected items in your Word document. The Office Clipboard works with the standard Copy and Paste commands. Just copy an item to the Office Clipboard to add it to your collection, then paste it from the Office Clipboard into any Office document at any time. The collected items stay on the Office Clipboard until you exit Office.





 You can open the Office Clipboard in the task pane by clicking the **DIALOG LAUNCHER** on the **CLIPBOARD** group, **HOME** ribbon. Provided the **SHOW OFFICE CLIPBOARD AUTOMATICALLY** option is selected (this is done by selecting options at the bottom of the clipboard task pane.), you can have the Office Clipboard automatically opened when you do one of the following:

- Copy or cut two different items consecutively in the same program.
- Copy one item, paste the item, and then copy another item in the same program.
- Copy one item twice in succession.



 Clicking on the **DIALOG BOX LAUNCHER** the clipboard will open as a taskpane on the left hand side of the screen

The clipboard holds the last 24 items that have been cut or copied from any of the Microsoft applications and allows you to paste the same item many times in many places including other applications.

The clipboard is generic to all applications and needs merely to be displayed as it is here. The clipboard can be cleared at any time or single Items deleted

To turn the Show Office Clipboard Automatically option or another Clipboard option on and off, click the Options button near the bottom of the Clipboard task pane.

*If you choose the **Collect Without showing Office Clipboard** option, the Office Clipboard is always active, even when the Clipboard task pane is not displayed.*

If you open the Office Clipboard in the task pane of one Office program, the Office Clipboard does not automatically appear when you switch to another Office program. However, while the Office Clipboard is active, each block of text or graphics that you copy or cut to the Clipboard is stored, up to a maximum of 24 blocks. A message is displayed above the status area to indicate an item has been added to the Office Clipboard and the total number of items in the clipboard.

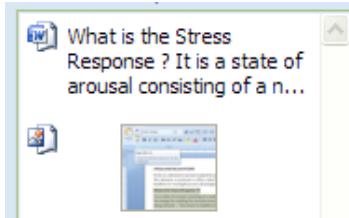
As items are added to the Office Clipboard, an entry is displayed in the Office Clipboard gallery. The newest entry is always added to the top of the gallery. If you copy a 25th item, the Office Clipboard discards the first one.

Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.

► To paste using the Office Clipboard:

Mouse

1. Select the item you want to copy or cut and use one of the copy or cut techniques described earlier.



2. Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).
3. If you want to display the Office Clipboard in the active program, click the **DIALOG BOX LAUNCHER** in the **CLIPBOARD** group



If the Office Clipboard is not available, you are in a program or view that doesn't support showing or pasting multiple items from the Office Clipboard.

4. Click where you want the items to be pasted and simply click the description of the item in the list.

In some cases such as text, the image displayed in the gallery will look slightly altered. This is because text is always displayed in the gallery using the Tahoma font. However, the correct formatting and font information is restored when the item is pasted from the gallery.



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You can also paste or delete an item from the clipboard by clicking the down arrow that appears to the right of the description when you move the pointer over it and choosing a command from the drop-down menu.



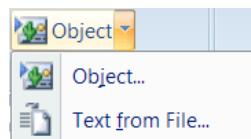
To paste all items stored in the clipboard, click the Paste All button at the top of the Clipboard task pane. The items will be inserted into the document in the order in which they were copied to the Clipboard, i.e. the bottom item will be pasted first and the top item last. To remove all items from the Clipboard, click the Clear All button.

Insert A File

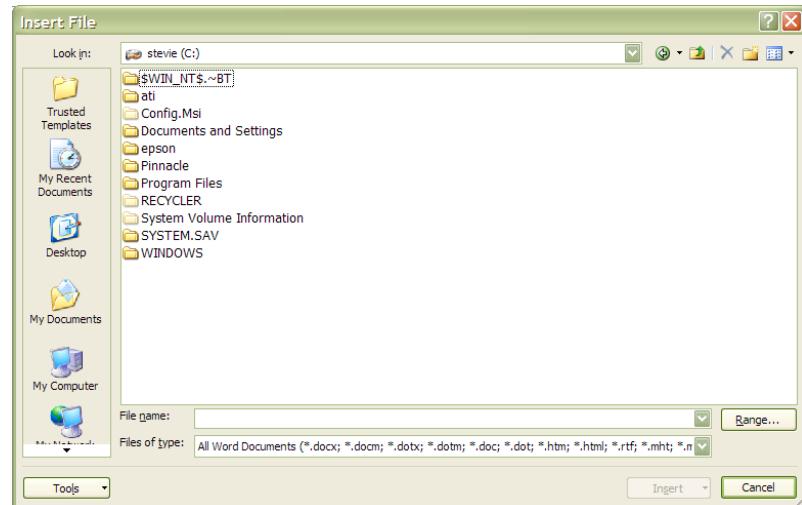
If you need to copy the entire contents of one file into another, you can use a command on the Insert ribbon.

► **To insert a file:**

Menu



1. Position the cursor at the point where you want to insert the file.
2. Choose the **INSERT** ribbon **TEXT** group and the drop down arrow to the right of **OBJECT** select **TEXT FROM FILE**. The following dialog box will appear:



3. Select the folder containing the file you want to insert and then click the file name to highlight it.
4. Click the **INSERT** button to insert the file.

Section 5 Formatting

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

- Change the font style and size of characters
- Apply formatting effects to characters such as Bold, Italic and underline
- Change the alignment of paragraphs
- Indent paragraphs
- Use advanced font and paragraph formats
- Set tabs
- Apply borders
- Apply bullets and numbering

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...I finally learned to speak it in just six lessons"

Jane, Chinese architect

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Text formats

Word divides formatting into two types – Character formats and paragraph formats. Character formats can be applied to individual characters within a document. They include **BOLD**, *italic* and different font styles and sizes. Paragraph formats affect whole paragraphs and control the layout of text on a page such as alignment, indents and so on.

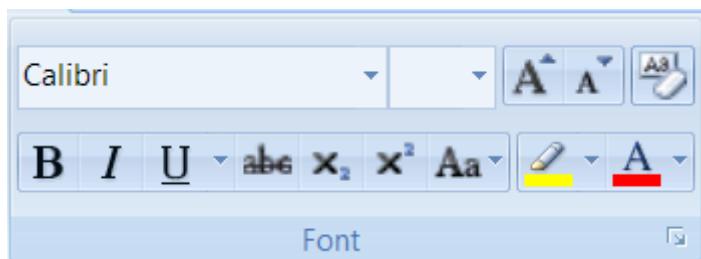


Character Formats

Word is best suited to applying formats to text that has already been typed. It is often better to get the raw information in the document without worrying about how it looks and then going back afterwards and applying the formats.

Formatting Font Group

The formatting font group on the **HOME** ribbon contains buttons for applying some of the most commonly used formats.



Font Style



The font style controls what individual characters look like. True Type fonts will always look the same on screen as in a printed copy. Some fonts are serifed (the characters have “curly” edges, whilst others are plain (sans serif).

► To change the font:

Mouse

1. Select the text to change.
2. Click on the drop-down list arrow to the right of the currently displayed font name.
3. Select the font to use – the selected text will alter accordingly

Or

Keyboard

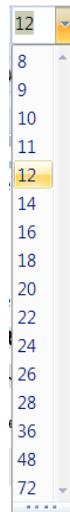
1. Select the text to change.
2. Press **CTRL SHIFT F** to open up the font dialog box focusing on the current font.
3. Use the cursor keys to drop down the list of available fonts, use the up and down arrows to move the highlight bar up and down the list and **ENTER** to apply the chosen font to the selected text and close the dialog.

Point Size

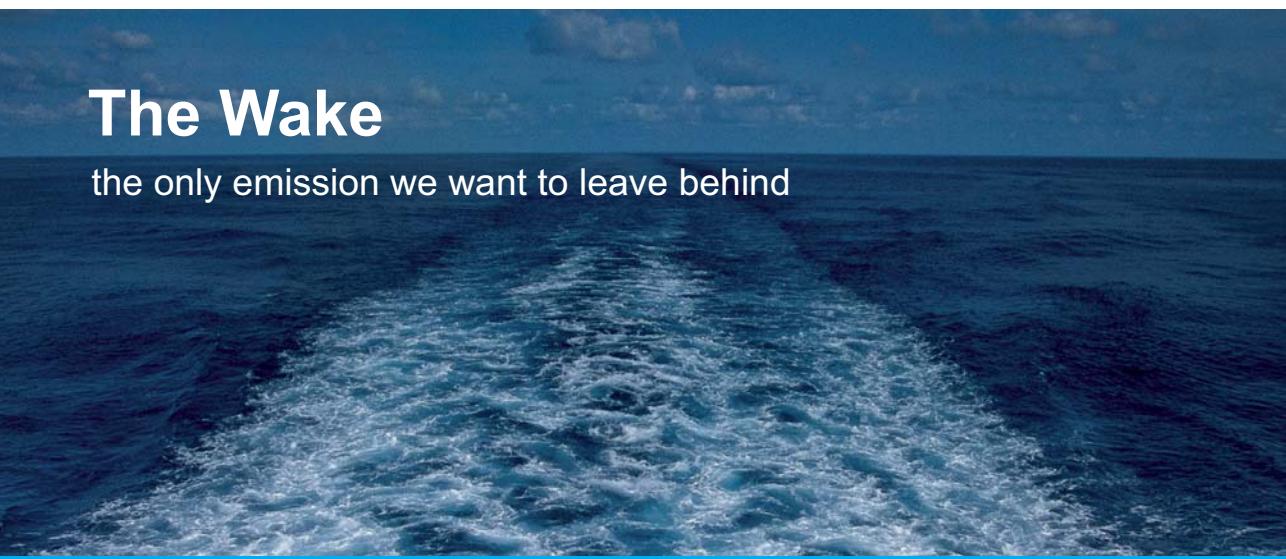
This controls the size of the printed characters.

► To change the point size :

Mouse



1. Select the text to change.
2. Click on the drop-down list arrow to the right of the currently displayed point size.
3. Pick a new number from the list – the selected text will change size accordingly.



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Or

Keyboard

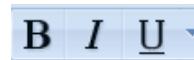
1. Select the text to change.
 2. Press **CTRL SHIFT P** to open up the font dialog box focusing on the point size.
 3. Either type the point size that you want to use (your typing will replace the currently selected number) or use cursor keys to move through the list of point sizes
 4. Press **ENTER** to apply the currently highlighted size to the selected text and close the dialog
- Although Word displays from 8 to 72 points in the list, you can type your own numbers in and press ENTER to apply the format.*

Bold, Italic And Underline

Bold, italic and underline can be applied to the selection using buttons on the formatting toolbar or keyboard shortcuts.

► **Apply bold, italic or underline:**

Mouse



1. Select the text to change.
2. Click on either the **B**, **I** or **U** buttons on the toolbar. The button will “switch on” and the selected text will display the applied format.

Or

Keyboard

1. Select the text to change.
2. Press **CTRL B** to apply bold formatting, **CTRL I** to apply italic formatting or **CTRL U** to apply single underline formatting to the selected text.

► **Remove Bold, Italic and Underline:**

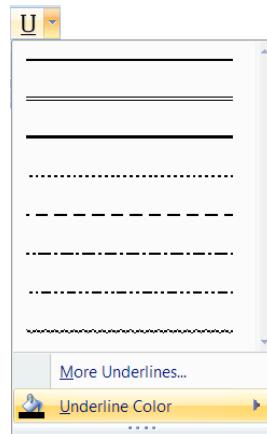
Mouse



1. Select the text with the format.
2. Click the Bold, Italic or underline button to turn the format off.

Or Keyboard

1. Select the text with the format.
2. Press **CTRL B**, **CTRL I** or **CTRL U** to switch the format off.

► To access extra underline styles**Mouse**

1. Select text to be underlined

2.  Click on drop down arrow to right of the U symbol to see more styles scroll until desired style is highlighted.
3. Click on style to apply

► To change underline colour**Mouse**

1.  Select text to be underlined
2. Click on drop down arrow to right of the U symbol move to the **UNLINE COLOUR** option at the bottom to display colours
3. Select colour to apply

Text Highlights

Just as you can use a fluorescent marker to highlight the salient points on a printed page, Word allows you to highlight text on screen. Highlights will show in the printed document in colour if you have a colour printer, or in grey tones if you have a black and white printer.

► To highlight text:

Mouse

1.  Click the button to switch the highlight tool on.
2. Drag your mouse over the text to highlight.
3. When you have finished, click the highlight button once more to switch the tool off.



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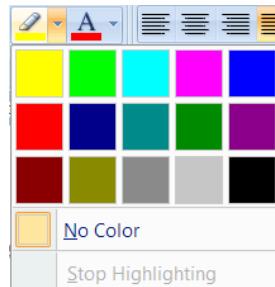
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► To remove highlighting:

Mouse

1. Select the text that has the highlighting.
2. Click the drop down list arrow on the right of the Highlight button.



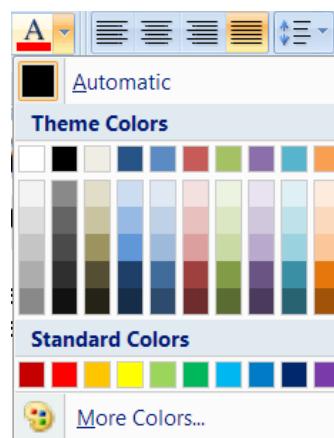
3. Choose No Colour to remove highlighting from the selected text.
4. If you would like to highlight using a different colour, click the drop-down list arrow to the right of the highlight button and choose the desired colour from the options that appear, then drag across the text to highlight.

Font Colour

This will change the colour of on-screen text. It will also print the text in the chosen colour if you are connected to a colour printer.

► To change font colour:

Mouse



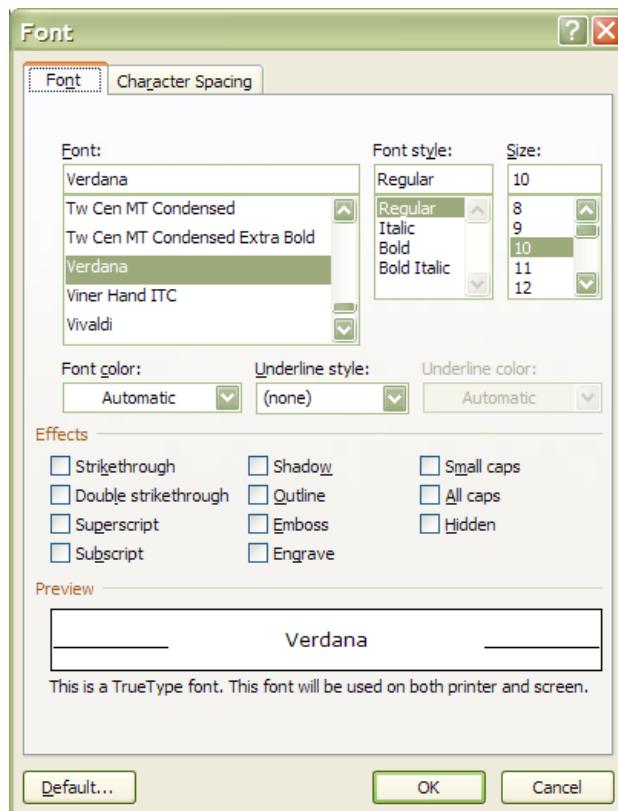
1. Select the text you want to change.
2. Click the drop-down list arrow displayed on the right-hand side of the button and choose the desired colour.

► To reset font colour:

Mouse

1. Select the text you want to reset to the default colour.
2. Click the drop-down list arrow displayed on the right-hand side of the Font colour button.
3. The Automatic option will reset text back to the default colour (normally black).

Font dialog



z

The Formatting group contains the most commonly applied formats; however there are more options available in the Format Font dialog box.

► To access the Font dialog box:

Mouse

1. Select the text to format.
2.  Clicking on the **DIALOG BOX LAUNCHER** in the font group will open the **FONT** dialog.
3. The dialog box contains two tabs – **FONT** and **CHARACTER SPACING** which are discussed below.

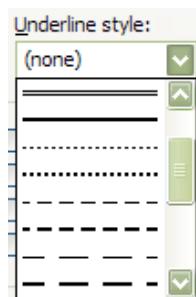
Font Tab

Many of the options on the Font tab are the same as those on the formatting toolbar, however, the **UNDERLINE** options include some extra underline styles. The dialog box also has more effects than can be achieved using the formatting toolbar.

- To apply underline styles from dialog

Mouse

1. Select the text to format.
2. Access the **FONT** dialog and click the **FONT** tab.
3. Click the drop-down arrow to the right of the **UNDERLINE STYLE** box – a list of different underline options will appear.



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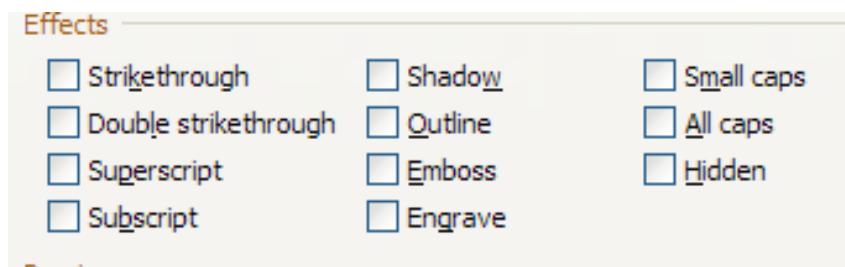
67


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4. Choose your preferred option by clicking on it. The **PREVIEW** window at the bottom of the dialog box displays a preview of how your text will look if you choose to keep the applied formats.
5. Click the **OK** button to keep the format. Clicking **CANCEL** will abandon any choices you have made and close the dialog box.

Effects

Most of the effects change the appearance of the characters. **SUPERSCRIPT** and **SUBSCRIPT** allow you to raise and lower characters (e.g. $10m^2$ or H_2O). Some effects have more useful functions – for example **HIDDEN** renders text on-screen and in the printed document invisible, particularly useful if you want to hide references to the source of a document or picture so they don't get printed. Note however than Hidden text *will* show on-screen if the Show/Hide button is clicked on.



► To apply effects:

Mouse

1. Select the text to format.
2. Access the **FONT** dialog and click the **FONT** tab.
3. Check the boxes by clicking in them with the mouse next to the relevant options to switch an effect on. The Preview window will show you what each one looks like.
4. Uncheck the boxes to switch an effect off.

*Some effects can be switched on in combination, others are mutually exclusive (for example you cannot have both **Small Caps** and **All Caps** applied as switching one on will automatically disable the other).*

Character Spacing Tab



This tab contains options that allow you to increase or decrease the amount of space between individual characters in a word, or raise or lower those characters in relation to the other characters positioned on the same line. The **PREVIEW** window at the bottom of the dialog will display what the selected text will look like as you change the settings.

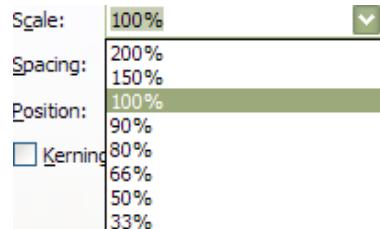
Scale

Changes the size and space between the individual characters in the selection.

► To alter the scale:

Mouse

1. Select the text to format.
2. Access the FONT dialog and click the **CHARACTER SPACING** tab.
3. Click the drop down list next to the default Scale setting to list other percentage scales, some bigger and some smaller than the current figure.



4. Choose a larger percentage to increase the space between the characters in the selected text and make the characters proportionally larger as well. Choose a smaller figure to squash characters together and also decrease their size in proportion to the scale percentage chosen.

Spacing

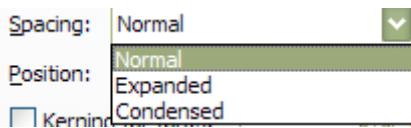
Changes the space **ONLY** between the individual characters without altering their size.

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► To change spacing:

Mouse



1. Select the text to format.
2. Access the Font dialog and click the character spacing tab.
3. Click the drop down arrow to the right of the Spacing option.
4. Choose “Expanded” (more space between the individual characters) or “Condensed” (less space between the individual characters).
5. Use the **By** box which has up and down arrows that can be clicked to increase or decrease by how many points (or tenths of points) the characters are expanded or condensed.

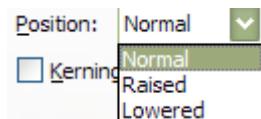


Position

“Normal” position places the characters on the same level as the other characters on that line. You can choose to have text raised or lowered instead.

► To change character position:

Mouse



1. Select the text to format.
2. Access the FONT dialog and click the **CHARACTER SPACING** tab.
3. Display the list by clicking the arrow to the right of the Position box.
4. Choose “RAISED” or “LOWERED” – the **By** box then allows you to increase or decrease (again in tenths of points) by how much your characters should deviate from the base line position.



*The **By** boxes described above will allow you to type the number of points by which you want to change a setting rather than using the arrow keys to reach the desired figure. Simply click inside the box to get a cursor, delete the number already there and type the new number.*

Kerning

You need this option because some fonts are proportional and others are not.

PROPORTIONAL fonts will adjust the amount of space between one character and the next depending on what that character is; for example the letter “l” is a thin character and does not need as much space as an “e”.

NON-PROPORTIONAL fonts allocate the same amount of space for each character regardless of its width. The **POINTS AND ABOVE** box allows you to set a size above which Word will kern the fonts – if you are using a proportional font and you have used the Spacing option, you may need to switch the **Kerning** on to prevent the same amount of spacing being allocated to each character.

► To activate kerning:

Mouse

1. Select the text to format.
2. Access the FONT dialog and click the **CHARACTER SPACING** tab.



3. Click in the **KERNING FOR FONTS** check box to switch kerning on.
4. Use the **POINTS AND ABOVE** box to set the size at which Word will begin to kern fonts.
5. When you have set all the options you require on this tab, click **OK** to apply them. **CANCEL** will abandon any changes you may have made.

Formatting By Using The Mini Toolbar

When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

You cannot customize the Mini toolbar.

The following shows how the semitransparent toolbar looks when you select text on a slide or in a shape in Microsoft Word

This demand or pressure is often called the stress. Writing deadlines or moving house are all examples of situations that can cause stress.

What is the Stress Response?

The following shows the Mini toolbar when you rest your pointer on it. To use the toolbar, click any of the available commands.

This demand or pressure is often called the stress. Writing deadlines or moving house are all examples of situations that can cause stress.

What is the Stress Response?

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Keyboard Shortcuts For Character Formatting

It is sometimes quicker to use key combinations to apply formatting to text within a

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

document and the table below lists the shortcut keys that you can use to do this:

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

Keyboard shortcuts for character formatting

Paragraph formats

When you need to control how a paragraph lines up on a page, you apply paragraph formats. As with character formatting, some of the most commonly used options appear as buttons on the Formatting toolbar whilst others can only be accessed via the Paragraph dialog box.

Alignment

You can select from four different alignment options in Word by clicking the relevant button (described below) :

► To change alignment:

Mouse

1. Position the cursor in the paragraph whose alignment you want to change, or if you are aligning several paragraphs, highlight them.

2. Click on the button for the alignment you require (*see below*).



3. Click this button to left-align paragraphs. Left alignment ensures that the left edge of each line in the paragraph begins at the same place. Because of the word-wrapping, the right-hand edge of the paragraph won't line up exactly, this is sometimes called a "ragged" edge. Left alignment is the default alignment for new Word documents.



4. Click this button to centre paragraphs. This will make each line of the paragraph position its centre point in the middle of the page. Both the left and right edges of the paragraph will be ragged.



5. Click this button to right-align paragraphs. Right alignment ensures that the right edge of each line in the paragraph begins at the same place – the left edge will be ragged.



6. Click this button to justify paragraphs. This ensures that both the left-hand and right-hand edges of the lines in the paragraph begin and end at the same position, eliminating any ragged edges.

Or

Keyboard

1. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
2. Press **CTRL L** to left align, press **CTRL R** to right align, press **CTRL E** to centre or **CTRL J** to justify.

Indents

Indents allow you to control the white space at the left and right hand side of a paragraph. There are a variety of different methods for setting indents which are described below.

► To indent from the left:

Mouse

3. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
4. Click the increase indent button to indent the selected paragraphs by $\frac{1}{2}$ an inch from the left. You can click this button again to increase by a further $\frac{1}{2}$ inch and so on.
5. If you need to decrease the indent by $\frac{1}{2}$ inch, click the decrease indent button to do this.

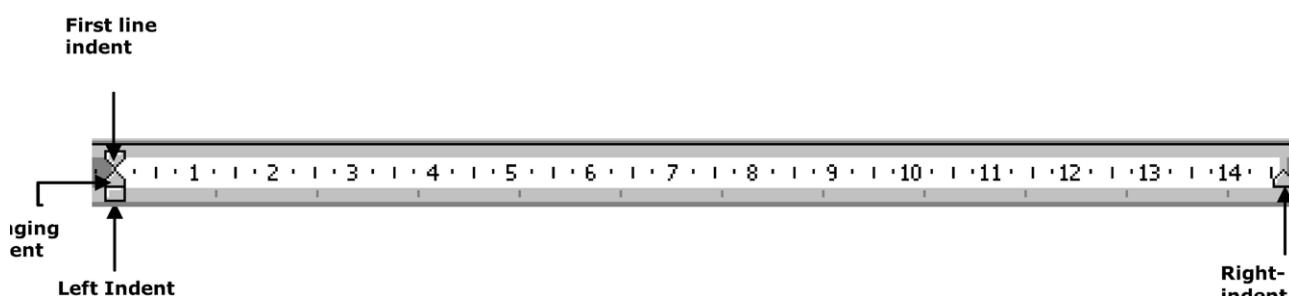
Or

Keyboard

1. Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
2. Press **CTRL M** to increase the indent of the selection $\frac{1}{2}$ inch from the left.
3. Press **CTRL SHIFT M** to decrease the indent by $\frac{1}{2}$ inch.

Use The Ruler To Set Indents

The buttons on the toolbar allow you to indent a set amount from the left only. If you need to indent a paragraph from the right, or you want the indent to be a very specific amount, it is easier to use the ruler.



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The markers displayed above sit on the ruler. The first line indent marker controls the first line position of the paragraph and the hanging indent marker the position of all lines following the first line. The left indent rectangle that sits under them maintains any gap between the first line marker and the hanging indent marker so the two can be moved together. The right indent marker controls where the paragraph ends.

► To create a left indent using the ruler:

Mouse

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
2. Click on the rectangle (left indent) that sits on the ruler and drag this along the ruler – you will see a vertical guideline that draws itself down into your document to help you decide where the paragraph indent should be.
3. Release the mouse to set the indent.

► To create a right indent:

Mouse

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
2. Click on the upward triangle that sits on the right-hand side of the ruler (right indent marker) and drag this along the ruler – you will see a guideline that draws itself down into your document to help you decide where the paragraph indent should be.
3. Release the mouse to set the indent.

First Line Indent

A first line indent is used where the first line of a paragraph needs to start further in than the other lines as in the example below:

“It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way.”

► To create a first line indent:

Mouse

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
2. Click on the downward triangle marker (first line marker) that sits on the left-hand side of the ruler and drag this along the ruler – a guideline appears that the first line will jump to when you release the mouse.

► To remove the first line indent:

Mouse

1. Position the cursor in the paragraph to change or select the text if it includes more than one paragraph.
2. Drag the first line marker back so that it lines up with the other markers.

Having created a first line indent, if you then want to indent the whole paragraph, use the rectangular marker (under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.

Hanging Indent

A hanging indent is used where the first line of a paragraph needs to start further back than the other lines as in the example below:

“It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way.”

► To create a hanging indent:

Mouse

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.

Use the left indent marker to indent the whole paragraph from the left the desired amount

2. Drag the upward triangle (hanging indent marker) back along the ruler – a guideline will appear to show you where all lines (except the first line) in your paragraph will jump to when you release the mouse.

Or

Keyboard

1. Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
2. Press **CTRL T**

► To remove a hanging indent:

Mouse

1. Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
2. Drag the hanging indent marker back so that it lines up with the other markers.

Or

Keyboard

1. Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
2. Press **CTRL SHIFT T**

Having created a hanging indent, if you then want to indent the whole paragraph, use the rectangular marker (left indent, under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.

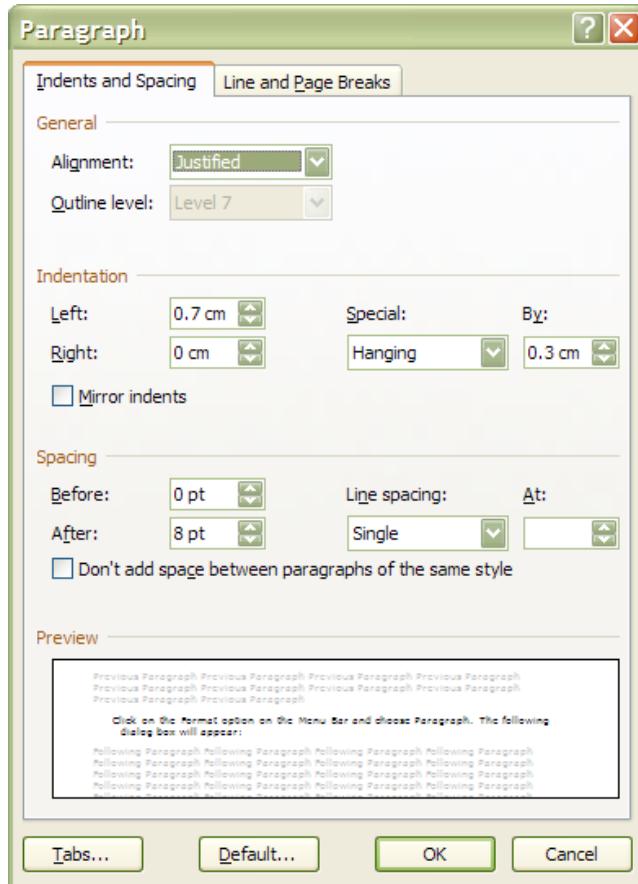
Other Paragraph Formats

The most commonly applied paragraph formats can be set using the buttons on the formatting toolbar as described in the previous section; however, there are further formats that can be accessed using the Paragraph dialog box.

- To access the paragraph dialog:

Mouse

1. Position the cursor in the paragraph to format or select the text if several paragraphs are involved..
2.  Clicking on the **DIALOG BOX LAUNCHER** in the **PARAGRAPH** group will open the **PARAGRAPH** dialog.



3. This dialog box has two tabs, **INDENTS AND SPACING** and **LINE AND PAGE BREAKS** that are discussed below.

Indents And Spacing Tab

Most of the options on this tab are for formats that can be accessed through other means. The **ALIGNMENT** drop-down list allows you to pick one of the four alignment options that can also be applied using the formatting toolbar. The **INDENTATION** options relate to the amount of left or right indent to be applied, and the **SPECIAL** and **BY** settings allow you to set up first line and hanging indents using the **BY** box to control the amount of each. The options outlined below can **only** be applied through the dialog or via keyboard shortcuts.

Spacing

Use these settings to control how much white space appears before and after the selected paragraph or paragraphs. You can increase white space by inserting blank lines within your document. (i.e. pressing the **ENTER** key) but this can be time consuming and sometimes inconsistent.

The Line Spacing list allows you to increase the space Word allocates between **EACH INDIVIDUAL LINE** in a paragraph. There are several settings which are described below:

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Multiple

Choose this option and then use the At box to give the number of lines by which you would like to space your paragraphs.

The default is 3, but you can change the numbers either by using the arrows to increase and decrease, or by selecting the number and typing a new one over it.

At Least

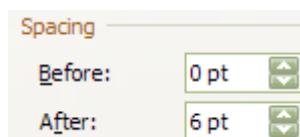
With the At Least setting, if any of the characters within the selected paragraph are set to more than 18 pts size, the line spacing will adjust to accommodate it.

Choose this option and then use the AT box to give a minimum number of points by which your lines should be spaced out (e.g. 18 pts).

Exactly

With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off.

Choose this option and then use the AT box to give an exact number of points by which your lines should be spaced out (e.g. 18 pts).



► To change paragraph spacing:

Mouse

1. Select the paragraphs to change and access the **PARAGRAPH** dialog, click the **INDENTS AND SPACING** tab.
2. Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
3. The **PREVIEW** pane towards the bottom of the dialog shows what your paragraph(s) will look like.
4. Click the **OK** button to confirm and close the dialog, or click **CANCEL** to close the dialog, abandoning any changes you have made to the settings within.

► To change line spacing:

Mouse

1. Select the paragraphs to change.



2. Access the Paragraph dialog and click the **INDENTS AND SPACING** tab.
3. To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the **LINE SPACING** box.
4. Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
5. The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
6. Click the **OK** button to confirm the format change and close the dialog. **CANCEL** closes the dialog, abandoning any changes you have made to the settings within.

Line And Page Breaks Tab (Pagination)

Settings on this tab primarily control how Word will insert automatic page breaks.

Widow/Orphan control

As this is a very useful option, most installations of Word will switch it on for all paragraphs by default. It prevents page breaks falling right after the first line of a paragraph leaving the first line stranded at the bottom of a page (i.e. a “widow”). The “orphan” is where a page break falls just before the last line of a paragraph, leaving the final line stranded at the top of a page.

Keep lines together

This option prevents Word from putting a page break through a paragraph.

Keep with next

This ensures that the selected paragraph(s) will never be split by page breaks.

Page break before

This would cause the selected paragraph(s) to always appear at the top of a new page.

► To set Widow/Orphan control:

Mouse

1. Tick this box to switch Widow/Orphan control on or off.

To keep lines together:

Mouse

1. Tick this box to prevent an automatic page break falling within the selected paragraph(s).

► To keep with next:

Mouse

1. Check this box to prevent the selected paragraph(s) from being separated from the next paragraph by an automatic page break.

► To set page break before:

Mouse

1. Check this box to ensure that the selected paragraph(s) always begins on a new page.

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Keyboard Shortcuts For Paragraph Formatting

It is possible to access all paragraph formats through the Format, Paragraph dialog box. However, it can be quicker to apply paragraph formats using keyboard shortcuts. Some useful shortcuts are listed in the table below.

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	CTRL M
Remove a paragraph indent from the left	CTRL SHIFT M
Create a hanging indent	CTRL T
Reduce a hanging indent	CTRL SHIFT T
Remove paragraph formatting	CTRL Q

keyboard shortcuts for paragraph formatting

Format Painter

When you have applied formats to a block of text, there may be other sections within your document that need to have the same combinations of formats applied. To save you having to repeat the process of applying the same formats all over again, you can use the format painter to pick up the formats from the text that has them and paint them on to the text you want to change.

► To use the format painter:

Mouse

1. Select the text that has the formatting you need.
2.  Click the **FORMAT PAINTER** button from the **CLIPBOARD** group on the **HOME** ribbon.
3. Drag across the items you want to format. When you release the mouse, the formats will appear on the selected text.

The Format Painter switches itself off automatically as soon as you release the mouse after selecting the text you want to format. If you have more than one item to format, you can make the format painter stay “switched on” until you have completed painting the formats onto all the items. Do this by double-clicking the Format Painter button. When you no longer need the Format Painter, click the button once more to switch it off or press ESC on the keyboard.

If you want to paint paragraph formats onto text, make sure you select the paragraph mark at the end of the text that has the paragraph formats before you click the Format Painter button.

Remove Formatting With The Keyboard

You can remove all the formatting that has been applied and reset the selected text back to the document defaults by using the keyboard.

► To remove all character formats:

Keyboard

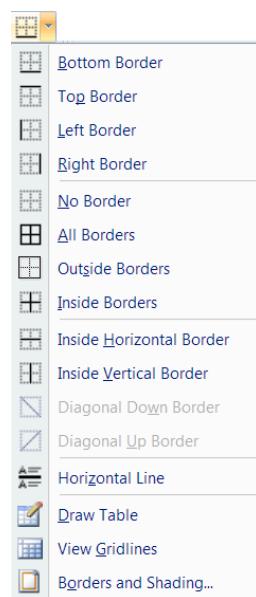
1. Select the text to remove the formats from.
2. Press **CTRL SPACEBAR**.

► To remove all paragraph formats:

Keyboard

1. Select the text to remove the formats from.
2. Press **CTRL Q**

Borders



Borders can be applied to many different objects in Word; for example, you can add borders to tables, paragraph edges or even whole pages in a document. There are also some automatic formatting keystrokes that will add borders to the cursor position in your document (*See the section on AutoFormatting for more information*).

The image is a composite of two parts. On the left, a person in a dark suit stands in a field of tall grass, holding a large, detailed map over their head. On the right, there is a job advertisement for TomTom. The ad features the TomTom logo at the top, followed by the question "WHERE DO YOU WANT TO BE?". Below this, a paragraph describes the company's culture and mission. Further down, it mentions the company's history, size, and global reach. At the bottom, it provides contact information for further inquiries.

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For further information, please visit tomtom.jobs

► To add a border to a paragraph:

Mouse

1. Select the paragraph.
2. Click on the drop down arrow to the right of the **BORDERS** button in the **PARAGRAPH** group on the **HOME** ribbon, displays the palette to the right
3. Click on any combination of the border tools to determine which edges of the paragraph are bordered.

The buttons on the palette perform the following functions:

	Applies or removes outside border
	Applies or removes borders both inside and outside
	Applies or removes top border
	Applies or removes left border
	Applies or removes a border horizontally inside a selection
	Applies or removes descending diagonal
	Applies horizontal line
	Applies or removes inside border
	Removes all borders
	Applies or removes bottom border
	Applies or removes right border
	Applies or removes a border vertically inside a selection
	Applies or removes ascending diagonal

Changing The Paragraph Border Width

The width of the border is controlled by the right indent measurement belonging to the paragraph.

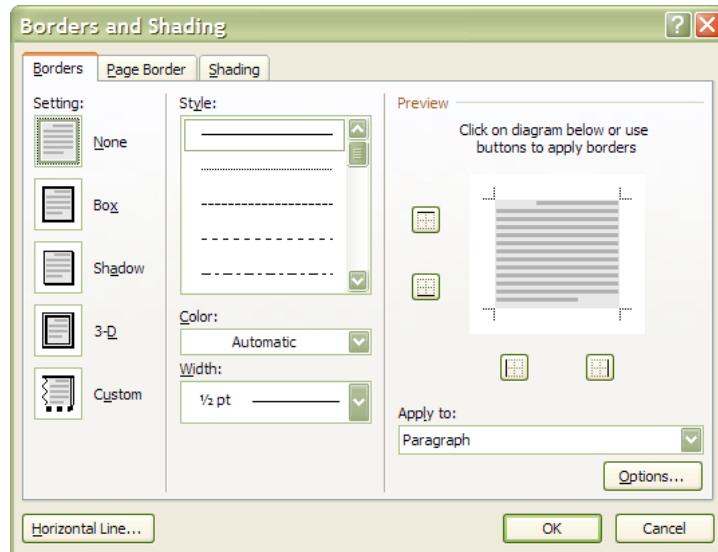
► To reduce the width of the border:

Mouse

1. Click in the paragraph with the border or select the paragraphs if more than one paragraph's borders need changing.
2. Drag the indent markers on the ruler to correspond with the new border width.

More Borders Via The Dialog Box

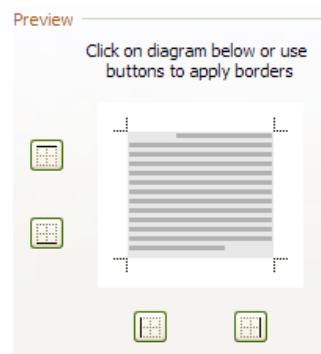
Borders can be added using the borders dialog available from the borders drop down button. Applying borders in this way gives you more options as to line style, shading and so on.



► To apply borders using the Borders and Shading dialog:

Mouse

1. Select the paragraph(s).to be bordered
2. Click the drop down arrow to the right of the borders button in the paragraph group and select borders and shading the following dialog appears.
3. Click on the Borders tab.



4. Choose the required border style
5. Select a thickness or colour for the border

6. Select an option from the left on where to apply the border OR Use one of the buttons on the left hand side of dialog to apply different borders top, bottom, left or right
7. Click OK to apply borders to selected text

Page Borders

You are able to apply a border around an entire page. It is generally used in the same way as paragraph borders except you have an interesting addition, Art, where you have the opportunity to select an artistic page border. You may have to alter the border width so that it is not too big.

► To apply a page 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. (If the dialog has already been used then the border button will change and you only need to click it to bring up the dialog box.)
2. Click the **PAGE BORDER** Tab.

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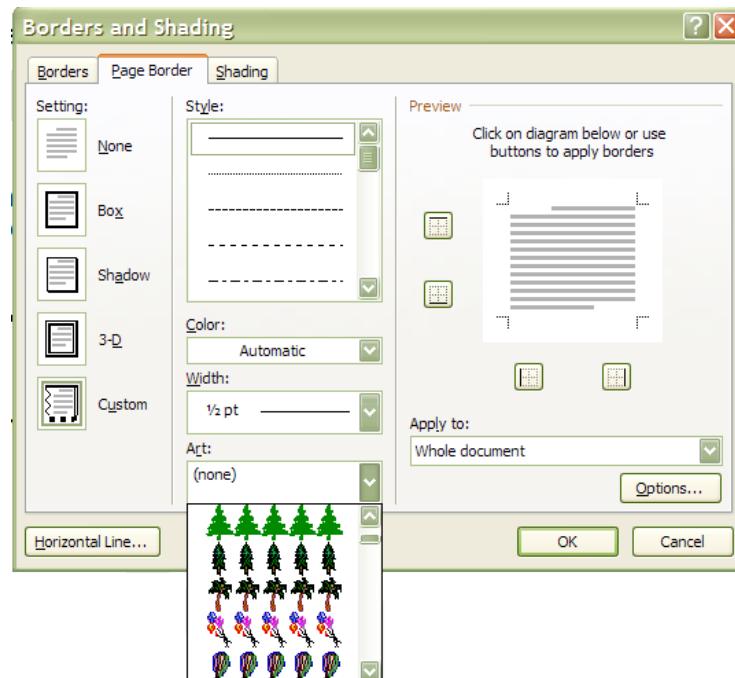
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Or

1. Click on the **PAGE BORDERS** button on the **PAGE LAYOUT** ribbon in the **PAGE BACKGROUND** group

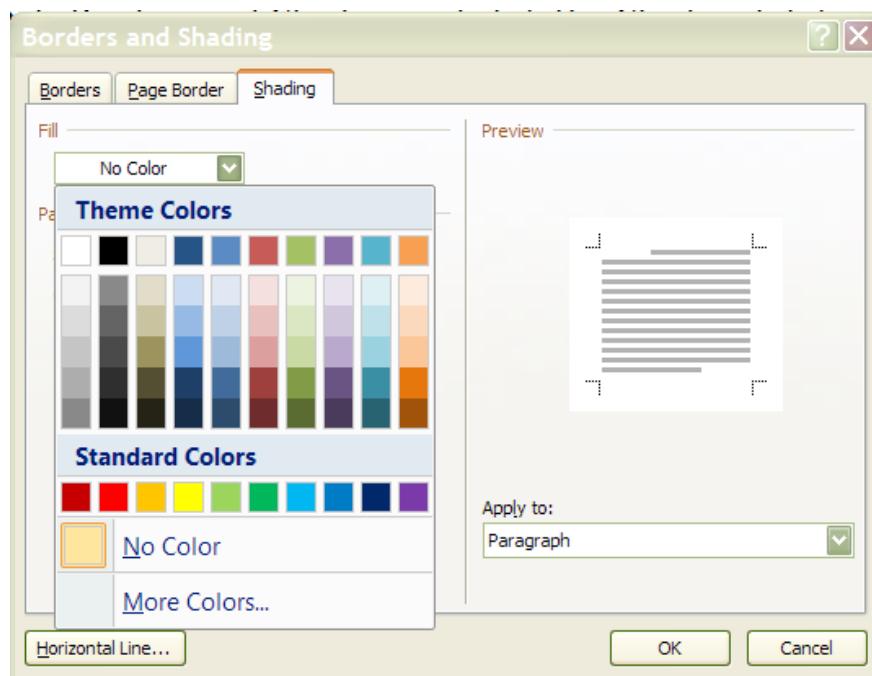


2. Select the appropriate border styles from the Settings palette as you did for a paragraph border and apply them as before.

Or

1. Click the **ART** drop-down list to select from a range of graphics to use as a page border
2. Click **OK**.

Shading



The third tab within the Borders and Shading dialog allows you to apply shading to a paragraph or a piece of text.

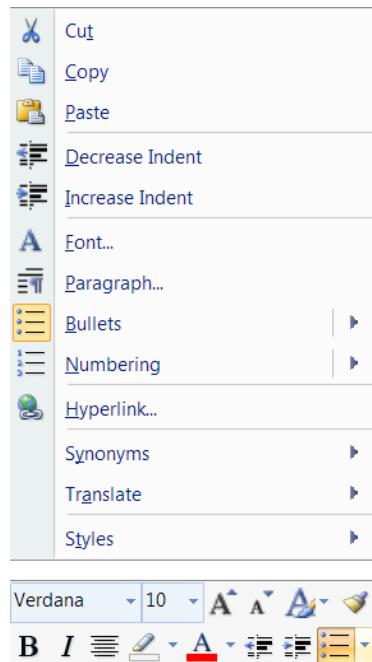
► To add shading:

Mouse

1. Select what you want to shade (i.e. a word or phrase, or a whole paragraph).
2. Open the **BORDERS SHADING** dialog as previous.
3. Select the **SHADING** tab
4. Choose a colour from the colour palette by clicking it.
5. If appropriate, choose a pattern from the pattern drop-down list and assign a colour to the pattern with the Colour drop-down list.
6. Click **OK**.

Do not apply patterns over text as you will not be able to read the text.

Shortcut Menus



You can apply both character and paragraph formats using Word's shortcut menus.

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► To apply formats using shortcut menu:

Mouse

1. Select the items to format.
2. With the mouse positioned anywhere within the highlighted area, click the right mouse button.
3. Select the Font, Paragraph or Indents option by clicking on it with the mouse.
4. There is also the mini toolbar to select other formatting options

Bulleted and numbered lists

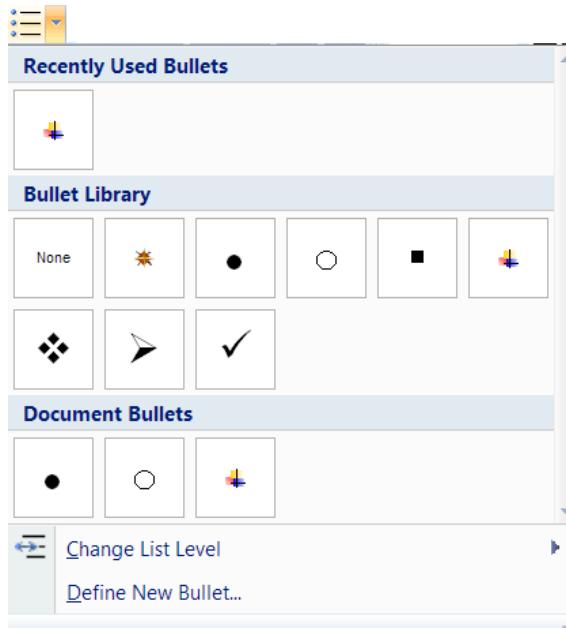
Word has tools for automatically assigning bullets and numbers to lists. You can choose from a variety of different number formats and select which bullet symbols to use. You can also create multi-level lists very easily using this feature. With numbered lists, if you move, delete or add items, Word will automatically renumber the list so that you always have the correct numeric sequence.

Bullets

Bullets are symbols that can be used to denote list items or headings. They attach themselves to paragraphs within a document.

► To create a bulleted list:

Mouse



1. Type the list one line under the other.
2. If you want blank lines of space between list items select the lines and use the **SPACE AFTER** setting in the **PARAGRAPH** dialog.
3.  Click the **BULLETS** button in the **PARAGRAPH** group to apply bullet symbols to your list using the default bullet style (the button will switch on).

Or

1.  Click on drop down arrow to right of **BULLETS** and choose one from the displayed choices.

In Word 2007 when you apply bullets, your list is also automatically indented from the left margin. If you do not want this indentation you will need to remove it. See previous instructions in this section about setting and removing paragraph indentations.

Remove Bullets

When you want to add a paragraph underneath your last list item, you may find that the bullets continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the **ENTER** key. When you don't want the bullets any more, if you press **ENTER** again, Word will assume that you have finished your list and remove it accordingly

► To switch bullets off:

Mouse

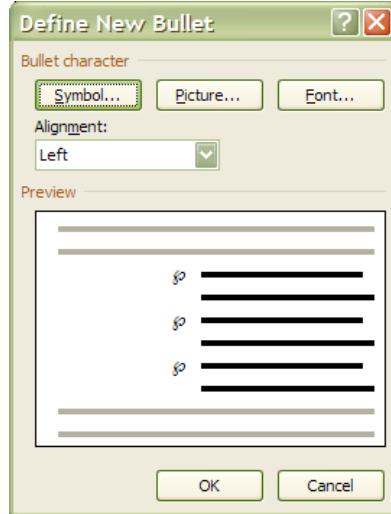
1. Click the cursor on the paragraph where the bullet is, or if the bullets are on several paragraphs, select them.
2. Click the **BULLETS** button in the **PARAGRAPH** group (the button will switch off)

Or Keyboard

1. Click to position the cursor at the very end of last list item with a bullet.
2. Press **ENTER** twice.

Define A New Bullet.

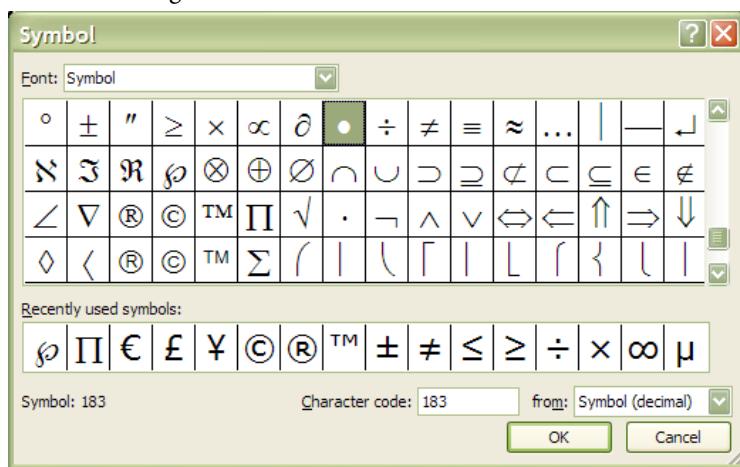
The bullets menu gives you a small selection of pre-picked bullet symbols for you to choose from. If none of those is suitable for your list, you can define a new bullet from scratch with a palette that contains a bigger selection of symbols. You can also change the indent positions of your list items. (Using the paragraph dialog)



► To define a new bullet

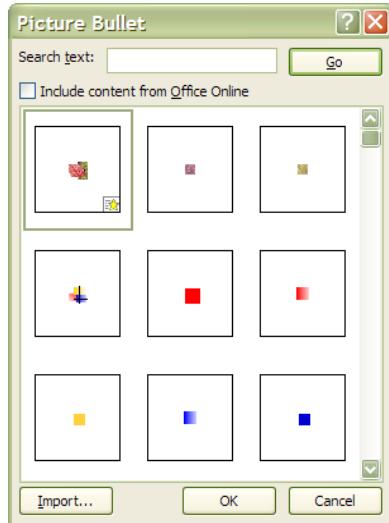
Mouse

1. Click on drop down arrow to right of **BULLETS** and choose **DEFINE NEW BULLET** a dialog will appear.
2. Click the **SYMBOL** button to select a different symbol. This displays the symbol dialog below:
3. Initially Word displays symbols from the Symbol font. You can choose from a different font by clicking the drop down list arrow to the right of the **FONT** box.



Wingdings, Webdings and Monotype Sorts have a large variety of useful symbols to use for bullet points. When you alter the bullet symbol Word will use that symbol for all new lists when the Bullets button is clicked

4. Click on a symbol from the palette to select it then click **OK** to go back to the previous dialog. The selected bullet will be displayed in one of the preview panes.



- Click the **FONT** button to access the **FONT** dialog if you want to make changes to bullet size and style.

Or

- Click the **PICTURE** button to browse through a gallery of picture bullets. This displays the picture dialog right.
- Choose a picture from the gallery or click **IMPORT** to select a picture from disk and click **OK**.
- Click **OK** to replace the existing bullets with your custom bullet.

➤ **To change bulleted list indents:**

Mouse

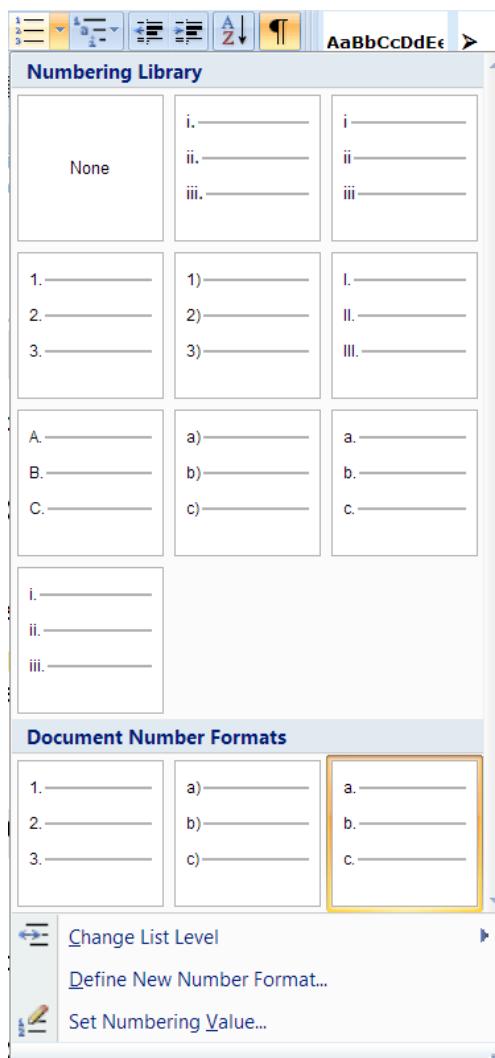
- Select the list.
- Open the **PARAGRAPH** dialog using the **DIALOG BOX LAUNCHER**.
- To change the bullet position, set the left indent to where you want the bullet to appear



- From the **SPECIAL** drop down box select **HANGING**.
- In the **BY** box set the measurement where you want the text to line up.
- Click **OK** to apply the new indents to the selected items and close the dialog.

Numbering

You can add numbers to paragraphs in a document. Word lets you choose between a variety of different numbering styles.



► To apply numbers to a list:

Mouse

1. Type the list. And select it.
2. If you want blank lines of space between list items select the lines and use the **AFTER** setting in the **PARAGRAPH** dialog.

3. Click the **NUMBERS** button on the **PARAGRAPH** group to apply numbers to your list (the button will switch on).

Or

1.  Use the drop down arrow to the right of the NUMBERING button to see a selection of numbering styles after making a selection click to apply style to highlighted list.

Remove Numbers

When you want to add a paragraph underneath your last list item, you may find that the numbers continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the **ENTER** key.

- To switch numbers off:

Mouse

1. Click the cursor on the paragraph where the number is, or if the numbers are on several paragraphs, select them.
2.  Click the NUMBERS button on the PARAGRAPH group.(Button will switch off).

Or



Keyboard

1. Click to position the cursor in front of the number to remove.
2. Press **BACKSPACE**.

*If you have switched numbers on and are typing your list, when you don't want the numbers any more, press **ENTER** to begin a new line – the number will appear but if you press **ENTER** again, Word will assume that you have finished your list and remove it accordingly.*

Create Or Change A Numbered List

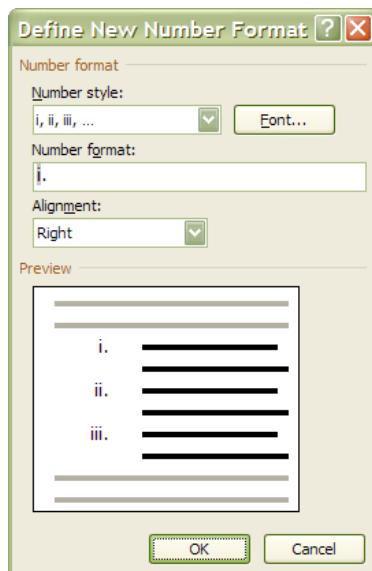
Word applies the number style that you chose last time you used the bullets and numbering option. You may want to use a different numbering style.

► To change the numbering style:

Mouse

1. Select the numbered list.
2.  Use the drop down arrow to the right of the numbering button to see a selection of numbering styles after making a different selection click to apply style to highlighted list.

You may wish to create your own style of numbering for your document this is very easy in 2007



► To create a numbering style

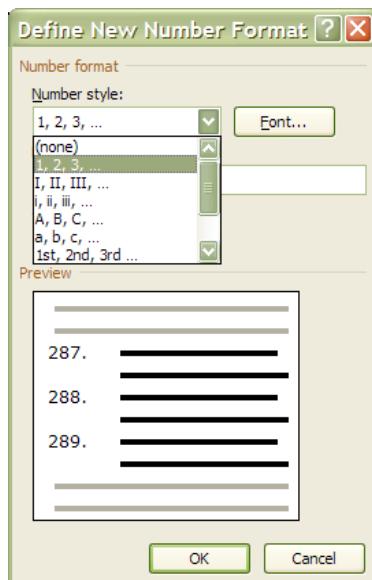
Mouse

1.  Use the drop down arrow to the right of the NUMBERING button to see a selection of numbering styles select at the bottom **DEFINE A NEW NUMBER FORMAT**. The dialog box to the above right is displayed with the options:

Number style:

2.  Click the drop-down list arrow to the right of the **NUMBER STYLE** box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.
3. Click on the required style from the displayed list.

Number format:



4. Click on the **FONT** button. The **FONT** dialog opens allowing you to select font options for the selected number style.
5. After selection click **OK** to return you to the **DEFINE NEW NUMBER FORMAT** dialog box.
6. Add other characters to the **NUMBER FORMAT** text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word "Item", -dash etc.).
7. Use the **ALIGNMENT** drop down box to allow a change in alignment of the numbers to left, right or centre.
8. Click **OK** to apply all options selected to your list.

To change numbered list indents:

1. Select the list.
2.  Open the **PARAGRAPH** dialog using the **DIALOG BOX LAUNCHER**.
3. To change the number position, set the left indent to where you want the bullet to appear



4. From the **SPECIAL** drop down box select **HANGING**.
5. In the by box set the measurement where you want the text to start.
6. Click **OK** to apply the new indents to the selected items and close the dialog.

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To Change Start Number Of List

Some list points can be several paragraphs long. When this is the case, you will need to switch the numbering off for those paragraphs that “belong” to the previous paragraph’s number. When you are ready to start numbering again, Word will allow you to continue using the next number in sequence.



► To change the start number:

Mouse

1. Click in the numbered paragraph you wish to change the number for.

2. Click on the drop down arrow to the right of the NUMBERING button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.
3. Enter the desired number value in the **SET VALUE TO** box and click **OK**. The paragraph should now begin with the desired number.

► To continue numbering from a previous list:

Mouse

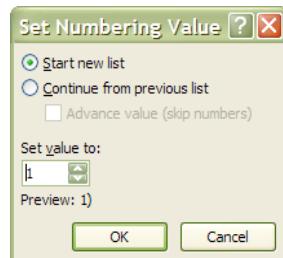


1. Click in the numbered paragraph you wish to change the number for.

2. Click on the drop down arrow to the right of the NUMBERING button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.

3. Select **CONTINUE FROM PREVIOUS** list and click **OK** your list should now continue numbering from the previous list.

Start A New List



There may be occasions where you need to end one list and begin a new one straight away. Unless you tell it otherwise, Word will assume that the numbering should follow on in sequence from the previous list.

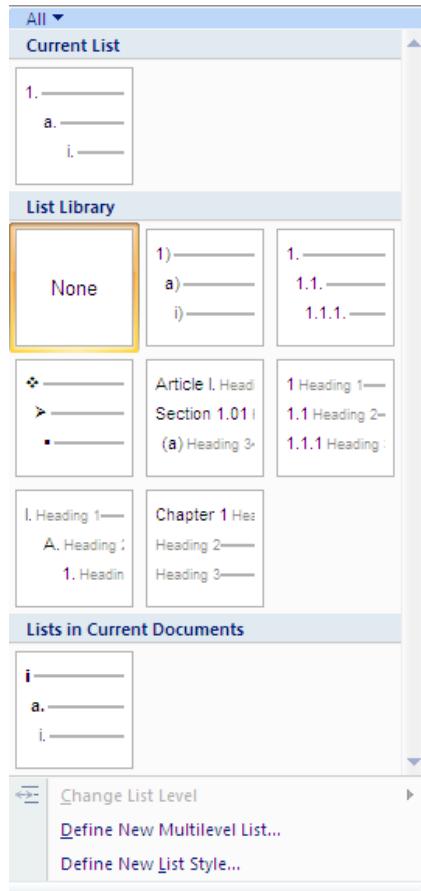
➤ To restart numbering:

Mouse

1. Click in the numbered paragraph you wish to change the number for.
2.  Click on the drop down arrow to the right of the **NUMBERING** button and select, near the bottom **SET NUMBERING VALUE** a dialog will appear.
3. Select **START NEW LIST** and click **OK** your list should now start again from 1.

Applying A Multi-Level List

You can apply lists using Word's automatic numbering tools that have many different list levels. This is useful if the list you are creating has sub-points which need to line up properly. Word will initially use the top level style for all list items. Use the keyboard to demote and promote items to the required levels.



► To apply a multi-level list:

Mouse

1. Type the list one line under the other.
2. If you want blank lines of space between list items select the lines and use the **SPACE AFTER** setting in the **PARAGRAPH** dialog.
3. Use the drop down arrow to the right of the **MULTI-LEVEL NUMBERING** button to see a selection of multi-level numbering styles after making a selection click to apply style to highlighted list.

► To promote an item:

Mouse

1. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and click the indent button in the paragraph group or press the **TAB** key.

Or

1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose CHANGE LIST LEVEL and select a new level for your list.

► To demote an item:

Mouse

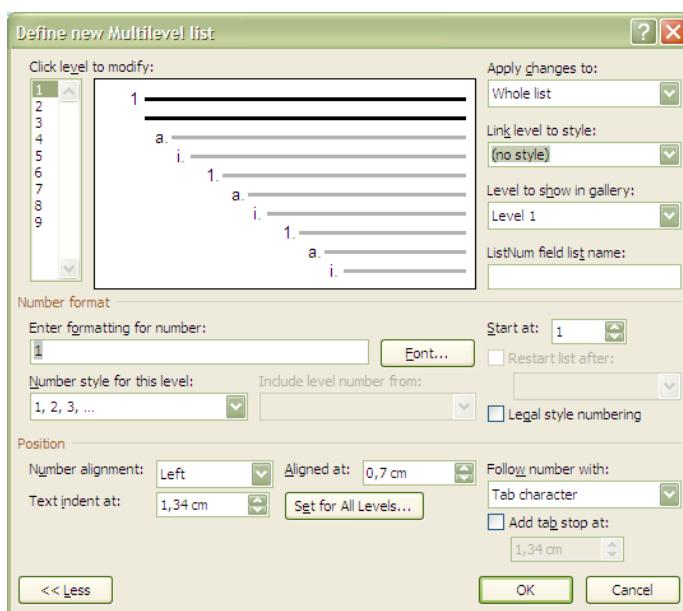
1. Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and click the outdent button or hold down the SHIFT and TAB key.

Or

1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom choose CHANGE LIST LEVEL and select a new level for your list.

To Define A New Multi Level List

If none of the multi level lists suit your purposes it is possible to define one of your own with many options all in one place to set the indents and number styles required for your document

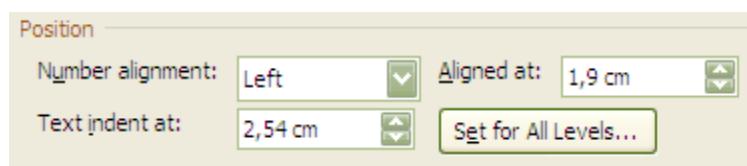


► To define new list

Mouse

1. Use the drop down arrow to the right of the multi-level numbering button and near the bottom; choose DEFINE NEW MULTI-LEVEL LIST a dialog (above) will appear.
2. Select a level to modify (1-9)

3. Click the drop-down list arrow to the right of the **NUMBER STYLE** box. Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.
4. Click on the required style from the displayed list.
5. Click on the **FONT** button. The **FONT** dialog opens allowing you to select font options for the selected number style.
6. Add other characters to the **ENTER FORMATTING FOR NUMBER** text box to enhance your number style. Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word "Item", -dash etc.).



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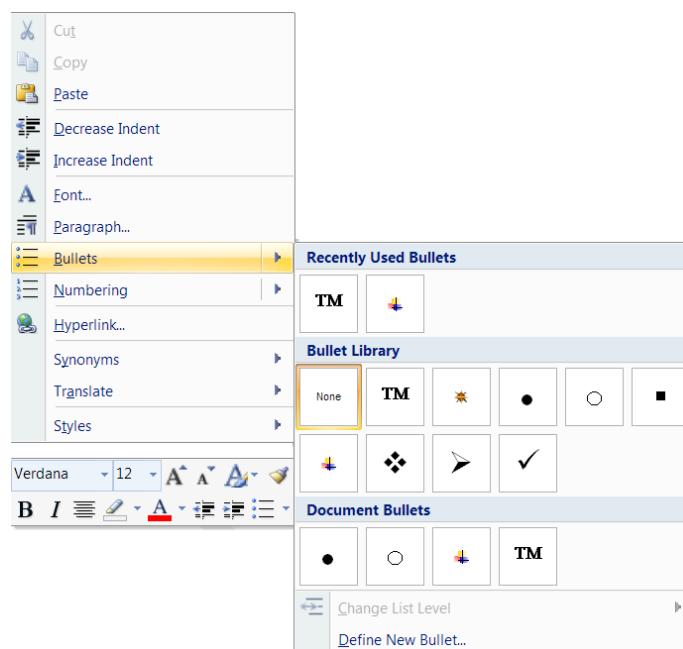
Position

7. Use the **NUMBER ALIGNMENT** drop down box to allow a change in alignment of the numbers to left, right or centre.
8. Either enter a number or use the spin buttons to set the indent for the number or character for this level.
9. Either enter a number or use the spin buttons to set the indent for the text you will type at this level (where you want your text to start).
10. If you want the same set of indents for all levels then click the **SET FOR ALL LEVELS** button the indents chosen will be applied for all levels within your list.
11. You may now work through the levels selecting the alignment , number stle and formatting for as many levels as you would use.
12. Click ok to complete and create your new multi level list

Bullets And Numbering With The Shortcut Menu

You can apply Bullets and Numbering from the shortcut menu that appears when you click the right-mouse button over a selection.

► To use shortcut menu for bullets/numbering

Mouse

1. Select the items to numbered or bulleted.
2. Position the mouse anywhere over the highlighted area and click the right mouse button.

3. From the resulting shortcut menu, choose the Bullets or Numbering options you should see the same options as if you had used the drop down arrow to the right of the buttons on the home ribbon.
4. Click on the style you want to apply that style of bullets or numbering to your selected text.

Apply Bullets And Numbers As You Type

You can tell Word that you are about to type a numbered or bulleted list by starting the first list item in a special way. When you press **ENTER** to start a new line, Word will autoformat your current text with standard bullets and numbers.

► To apply bullets as you type:

Keyboard

1. Start the list by typing an asterisk and then press **TAB**. Type the list text item immediately after and then press **ENTER**. Word will change the asterisk to the standard bullet symbol and start the next line with the bullet, ready for you to type the next item.

► To apply numbers as you type:

Keyboard

1. Type the first number and press **TAB**. Type the first list item immediately after and then press **ENTER**. Word will continue the numbering on the new line ready for you to type the next item.
- You can use a soft return to insert blank (un-numbered or un-bulleted) lines between list items.*

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