# Grade 5   November Summary
# Advanced Formatting

You already know how to quickly format a paragraph. Now let's explore some more options. In Microsoft Word, most of the advanced formatting options are on the Home tab.

## Character Spacing

Characters are the letters, numbers and symbols of the Character spacing is the distance between the letters of a word. We use this for many reasons: Sometimes you need more space between characters to make your text easier to read or you want to make the reader pay attention to a specific word without changing the word or phrase to bold or underlining it.

To apply character spacing:

➢ Select a word or phrase.
➢ On click the Home expand tab, in button. the Font group, click the expand button.
➢ In click the Font window tab. that will appear click Advanced tab
➢ In the spacing drop-down list, select the Spacing Expanded if drop you want down to list, select Expanded if you want to increase the space or Condensed if you want to decrease the space.
➢ In the by text box, you can adjust the spacing in points (3pt is about 1 mm)

Scale can change the width of the characters. More than 100% will make the characters wider and less than 100% will make them narrower.
Position moves the characters you selected above or below the line of the rest of the text (baseline). Position is not the same as Superscript or Subscript. It doesn't change the size of the font, like they do.

## Lines and paragraphs

When you type a lot of text, you should follow some rules. For example, when you create a paragraph, keep typing until you finish it. Don't press Enter after each line. The program will take care of everything and wrap your text to the next line automatically.

Press Enter only when you want to create a new paragraph or add a new item in a list with bullets or numbers. The program will automatically add more space between paragraphs to make the text easier to read.

If there is extra space between the lines and capital letters in the middle of the sentences! This is a sign that you have press Enter at the end of a line, when probably you shouldn't have.

## Show / Hide non-printable characters

To see if you have pressed Enter or Shift + Enter try the following steps: On the Home tab, in the Paragraph group, click the Show/Hide button. By clicking this button you can see these non-printable characters on your document where you have pressed Enter, Space Bar, Tab etc.

¶ - Enter                                              ° - Space Bar

↵ - Shift + Enter                               → - Tab

Don't worry about these symbols. You don't have to hide them before printing. They are not printable. To hide them, just click on the Show/Hide button again.

# Search and Replace

Sometimes you want to find a word or phrase somewhere in the text and replace it with another one. If the document is large, you need a lot of time to read all of it. Imagine trying to find a single word or phrase in a document with 20 pages! Difficult, isn't it?

Let's see how we can find any word in our document easily.

To find a word or phrase:

- ➢ On the Home tab, in the Editing group, click Find.
- ➢ The Navigation panel O will appear on the side.
- ➢ In the search text box, type the word you want, and press Enter
- ➢ The program will find and highlight all the places in your document containing the word or phrase you typed
- ➢ Ctrl + f

Microsoft Word has a tool that can search an entire document to find the word or phrase you want and instantly replace it with another one. It's called Find and Replace.

To replace a word or phrase:

- ➢ On the Home tab, in the Editing group, click Replace.
- ➢ The Find and Replace 8 window will appear.
- ➢ In the Find what text box, type the word or phrase you want to find.
- ➢ In the Replace with text box, type the new word or phrase.
- ➢ Click Replace.

Replace All finds the word/phrase and replaces it with the word/phrase you want everywhere in your document. Double check before you click it.

Find Next shows the next place that this word or phrase exist in your document

Press Ctrl H to open the Find and Replace dialog box

If you change your mind about a word or phrase you replaced, or if you make a mistake, you can correct it with Undo. On the Quick Access Toolbar at the top of the program window, click the Undo button or press Ctrl + Z

# Working with tables

When you want to work with numbers and other data, you use a spreadsheet. But what do you do when you want to show organized information in a text document? For example, you may want to group the personal details of your classmates together, like their names, last names, addresses and phone numbers, or your school _schedule. In this case, you can you use a table. This kind of table doesn't have four legs! It's a grid with rows, columns and cells, like on a spreadsheet.

## To create a table:
- On the Insert tab, in the Tables group, click Table.
- In the menu that appears, select the size of the table you want by moving your mouse vertically and horizontally across the boxes. For example, choose 4x4 to create a table with 4 rows and 4 columns.
- A table will appear in your document.
- To type text, just click inside a cell and start typing.

A table consists of rows, columns and cells, but they don't have names like on a spreadsheet. If you want to do complex calculations, use Microsoft Excel and then copy all the cells to your document as a table.

## Formatting a table

It's very easy to format your table using the Table Styles group or create a custom format.

## To apply a style:
- Click somewhere in the table.
- On the Design tab, in the Table Styles group, click the style you like.
- The style you selected will change the appearance of the entire table.

You can also make a custom style if you want to. To do this, you can use the Borders or Shading buttons. Borders inserts lines around a table or inside a grid and Shading colors the cells.

## To use shading:
- Select the area of the table you want to change the color of.
- On the Design tab, in the Table Styles group, click Shading.
- Click the color you want to apply to your table.

As always, you first select the area you want to format and then apply any format you choose from the menus.

## To use a border:
- Select the area of the table you want.
- On the Design tab, in the Borders group, click the small arrow below the Borders button.
- Click the type of border you want. For example, Right Border.

## Edit your table

Sometimes you may want a larger table than the one you created. Good news! You don't need to start all over again. You can add rows and columns to an existing table.

### To add a row or a column:

➢ Right-click the cell next to which you want to add a row or a column.
➢ On the pop-up menu point to Insert.
➢ Click one of the options, for example, Insert Columns to the Right.
➢ A new column will appear on the right side of the selected cell.

You can also Insert Columns to the Left, Insert Rows Above, Insert Rows Below or insert Cells… to add a single column, row or cell in the table.

### To delete a row or a column:

➢ Right-click any cell on the row or column you want to delete.
➢ On the pop-up menu, click Delete Cells …
➢ Click Delete entire row or delete entire column to delete a row or column.
➢ Click OK.

# Document Views

Sometimes the document that you create is not for printing. You may want to share it on the Internet or just create a long list of ideas. To work more effectively, you can view your document in different ways, like Print Layout or Web Layout.

You can explore these options in the View tab, in the Views group.

The Print layout is the default view for Microsoft Word. It shows you how the document will look on paper. It's better to use this document view if you are going to print your work.

Sometimes you spend a lot of time in front of your computer. You don't want to injure your neck or back so remember to sit properly when you work at your computer.

## Read documents

The best way to read a document is to select the Read Mode. This type of view includes some features that have been designed for reading instead of writing.

### To see your document in Read mode:

➢ On the View tab, in the Views group, click Read Mode.
➢ The document will cover the entire screen and most of the buttons are hidden.
➢ To edit the document, click the View tab.
➢ In the pop-up menu that appears, click on Edit document.

Read Mode automatically resizes the text, using larger columns and fonts to view the document and make it bigger and easier to read.

Web layout shows your document as a web page Use this layout If you prepare text and pictures for the Internet.

Outline is a special view that makes text look like a list of Items.

The default view in older versions of Microsoft Word was Draft.  In this view, you cannot see the actual margins of the page. Use this layout only if your computer screen is too small for Print Layout.

## Zoom In and Out

Use the zoom slider on the bottom right corner of your window to make your document appear larger or smaller on screen. If you want to work on small details, zoom in (> 100%).  If you want to see the whole page or more than one page together, zoom out (< 100%).  Of course, this will not change the size that the text or pictures are printed when you print the document.

You can change the view of your document much faster with the small buttons on the status bar at the bottom of the program next to the zoom slider.

Read

Print

Web