






Tabs and columns.

Tabs.

Tab is the drum that your cursor makes when you press tab. You can control the distance by setting tab stops. Tabs help you create easy to format documents and allow you to position your text exactly where you want. Tabs come in different types depending on the alignment You want. You must remember two things about tabs.

Firstly, and most importantly, you can use tabs in all paragraphs and you can also use them independently for each paragraph. Secondly, you can have as many tabs as you want in each paragraph

Tab Types		
Left Tab		The text flows to the right.
Center Tab		The text centers in this position as you type.
Right Tab		The text flows to the left.
Decimal Tab		This aligns numbers to the decimal point. Independent of the number of digits, the decimal point will remain in the same position.
Bar Tab		This doesn't position the text. Instead, it inserts a vertical bar at the tab position.

To set a tab.

- Click until the left tab appears.
- On the ruler click the position 3CM and 6CM.
- Now press tab once and type students.
- Press tab once again and type final grade.
- Press enter and tab and then do the same steps again typing Alex, 85%.
- Press enters and tab and Type Kate, 84%.

To delete a tab.

- Change paragraph by pressing enter.
- Drag and drop the tab you want to delete into the document area.

If you cannot see the ruler, on the view tab in the show group, Click Ruler.

As you can see you created two columns, and the words are relying on the left side. When you want to align text from now, use tabs, not spaces. If you use spaces, you won't have perfect alignment and the printed document will not look so nice.

Now let's see how we can use tabs in more advanced way. Get Font page of tabs is not only that they can align part of the text, but also that they can create forms, content tables and much more by using leaders. A tab leader is a row of dots that helps lead the reader from one bit of information to another across the page.

To open the tabs window.

- On the Home tab, in the paragraph group, click the expand button.
- In the paragraph window, click tabs.
- The tab window will appear.

The tabs window.

Tab stop position: set the exact position of your tab.

Alignment: selected proper alignment.

Leader: set the type of leader you want to have.

Set: set a tab.

Clear: clear a specific tab of a specific paragraph.

Clear all: clear all tabs from a specific paragraph.

Remember some countries use "," and some use "." to separate a decimal. So, if you type a tab and you see an error message, check out the decimal point.

To create the first line of a form.

- Open the tab window.
- Set a tab stop at 1.27 centimeters with left alignment and click set. Set one more tab stop at 6 centimeters with left alignment and a 2 Leader.
- Finally, set the tab stop to 14 centimeters with the left alignment and a 2 leader.
- Click OK.
- Press tab once and type name.
- Press tab once and type last name.
- Press tab once and press enter.

On the ruler you can set the tab stop position and the type of alignment, but not the leaders.

A common mistake is to press. Many times in order to create a leader. This is not right for two reasons.

First, if you want to type in that area, the program doesn't replace the dots with your text, but instead it moves them, so it destroys your format. Second, when you type three dots in a row, the program thinks that you're typing an ... and will present it this way.

Keep in mind that you should add apply a leader to a tab where you want the dotted line to end, not the previous tab.

To create the second line.

- Open the tabs window.
- Set a tab stop at 10 centimeters with left alignment and a two Leader.
- Click OK.
- Press tab and type address:, zip code: and city: by pressing tab once every time you type a word.
- At the end of the line, press enter.

If you go to the previous paragraph, you will see the tabs you set there didn't change. This means that the tabs are independent from each paragraph, and you can format them any way you want without affecting the previous ones.

To create the last line.

- Open the tabs window.
- Click the six centimeter tab and click clear.
- Click OK.
- Press tab and type telephone/ mobile: and press tab. open
- Type e-mail and press tab.
- Press enter.
- Open the tabs window and click clear all.
- Click OK.

Columns

Imagine you are the sports journalist from your school's newspaper and you have to write an article describing the sport.

Columns help give your document more interesting and professional look in comparison with documents that use full width of the page. Moreover, your document can be read more easily when it has columns because columns widths are shorter, so the lines of text are shorter too.

To add columns to the text you wrote.

- Click anywhere in the text of the document.
- On the layout tab, in the page setup group, click columns.
- Click 2.
- The text of the document is now divided into 2 columns.

History

In ancient Rome government announcement bulletins were produced. They were carved in metal or stone and posted in public places.

To personalize various settings related to column.

- Click on the text of your document.
- On the layout tab, in the page setup group, click columns.
- Click more columns and the column window will appear.
- For example, in the presets, click three and select line between.
- Click OK.

On the columns tab, you can:

- select the number of columns.
- Width and spacing determine the color, width, and line spacing values.
- If you uncheck the equal column width, you can enter different width and spacing values for each column.
- Line between creates a vertical line between columns.
- You can see a small preview of the columns in the right corner of the window.
- With apply to, you can select the whole document for the format to apply to the entire document. If you select this point forward the new column start at the cursors location. If you select Selected text, the new columns are applied to the selected text.

Brakes.

Column break.

Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating column breaks.

To insert a column Break:

- Click at the beginning of the text you want to move to the middle column.
- On the layout tab, in the page setup group, click breaks.
- Click column.
- The text after the cursor will move to the next column.

Be sure to first type your text and then make these kinds of changes.

Page break.

Page break allows you to change page manually.

To insert a page break.

- Use the same text as before applying columns and a column break.
- Click the point that you want one page to end and the next to begin.
- On the layout tab, in the page setup group, click breaks.
- Click page. The text after the cursor will move to the top of the next page.

Section break.

If you want to separate some pages and format them in a different way, you need to create multiple sections by inserting section breaks.

To enter a section break in your paragraph.

- Use the three column text that contain the column break.
- Click just before the last paragraph.
- On the layout tab, in the page setup group, click breaks.
- Click continuous.
- Night can format the last paragraph or the upper part of your text separately.

The next page section break starts a new page and starts a new section of a new page.

The continuous section break starts a new section without adding a page.

The odd page section break inserts an odd numbered new page or continues the text on the next odd numbered page.

The even page section breaks, inserts a new even numbered page, or continues the text on the next even numbered page.

A common mistake is to press enter multiple times in order to start a new page. If you do this and decide to add something to your document later on, the empty lines will move downwards, causing huge gaps in the page.

You can still use section breaks even if some pages are in portrait and some in landscape.

Headers and footers.

Page one or more lines of text appear at the top of the page. That relates to the entire text. A page footer is the text that appears at the bottom of each page. Like the header, it may also show the page number that relates to the entire text. You can use a header, a footer, or both, to make your document look more professional.

You can insert predefined headers or footers into your document and easily change their format, or you can create your own header or footer, and save them.

To add a Header:

- On the Insert tab, in the Header & Footer group, click Header.
- Click Blank (Three Columns) to insert a blank header.
- Type some information. For example, you can type your name on the left, London at the center and the date on the right.
- Click Close Header and Footer.

More Headers from Office.com takes you to a pop-up menu with additional headers that can be used in your document.

Edit Header makes changes to the header, which is the same as double-clicking the header area.

Remove Header deletes your header.

Save Selection to Header Gallery saves a header which you've designed for future use.

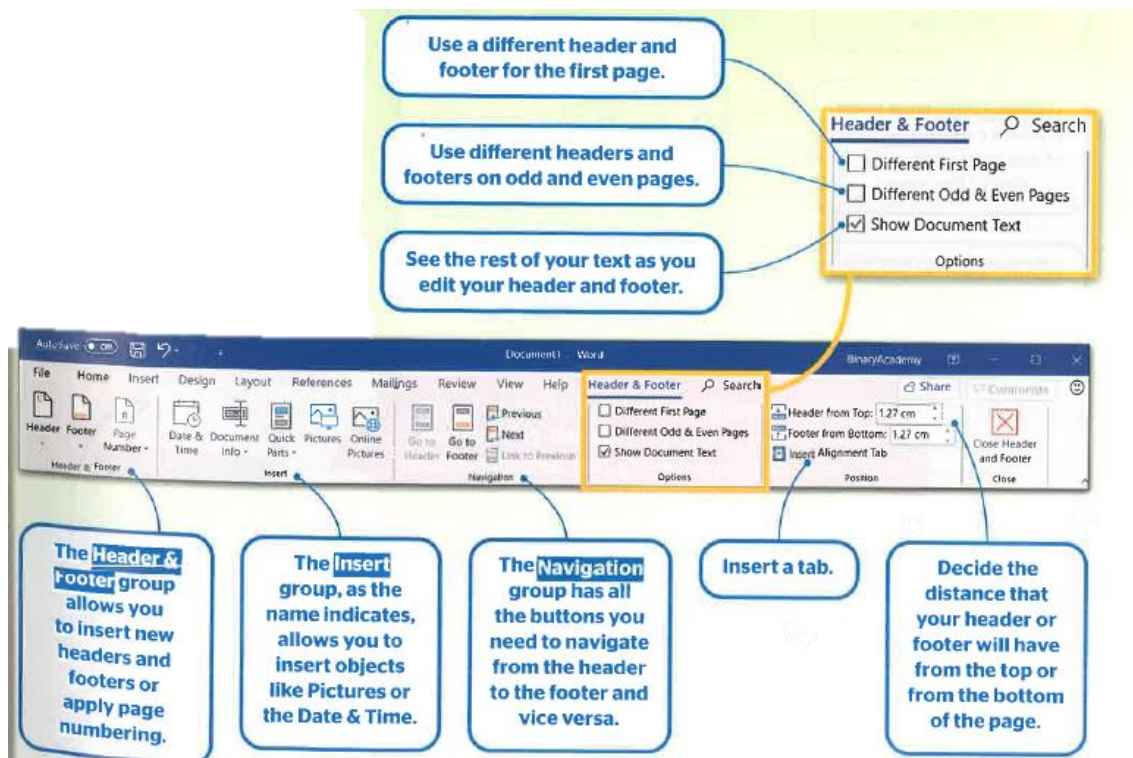
Every header and footer have some default tabs to help you align your text. You can always use your own, of course.

To add a footer:

- On the Insert tab, in the Header & Footer group, click Footer.
- Click Banded.
- The number of the page will be displayed at the bottom of the page.
- On the Header & Footer tab, in the Close group, click Close Header and Footer.

More Options

On the Header & Footer tab, you can find all the necessary tools you need to edit the headers or footers in your document. Let's see some of them!

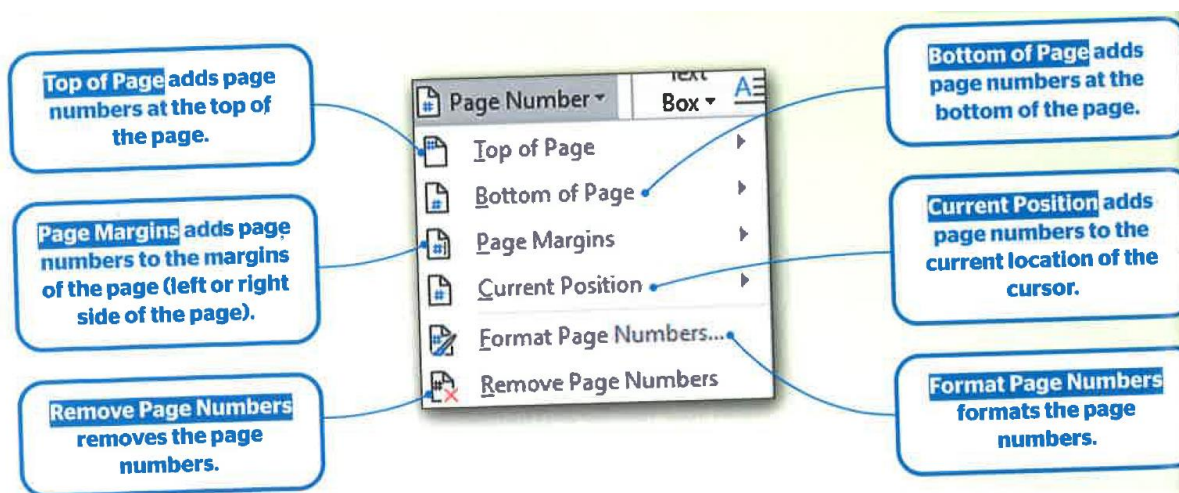


Page Numbering

There is also another way to insert page numbers into long documents that may have many pages.

To add page numbers:

- On the Insert tab, in the Header & Footer group, click Page Number.
- From the list, click Bottom of Page.
- Click the page number style you want, e.g. Plain Number 3 and it will appear in your document.
- On the Header & Footer tab, in the Close group, click Close Header and Footer.



Page numbering applied inside a header or footer is something that is used quite often, that's why page numbering has an independent button. Keep in mind that when you insert page numbering, you insert a header or footer.

You can also have images along with text in headers or footers.

To format page numbers:

- Double-click the header or footer that contains the page number. Usually page numbers are placed at the page footer:
- On the Header & Footer tab, in the Header & Footer group, click Page Number.
- Click Format Page Numbers. The Page Number Format window will appear.
- In the Number format list, click the format you want e.g. -1-, -2-, -3-.
- Click OK
- On the Header & Footer tab, in the Close group, click Close Header and Footer.
- The format of the page number has changed.

In the start at box, type the number you want the page number to start with.

Date and Time

You can use Date & Time if you want to remember when you wrote your document or the current date when you open and print it (mainly used for fax documents).

To add the Date or Time into a header or footer:

- Double-click the header and delete the date you entered manually to enter the date automatically. Place the cursor where you want to add the date.
- On the Header & Footer tab, in the Insert group, click Date & Time.
- In the Date and Time window, click the Date & Time format that you prefer e.g. 12/03/2023. and click OK.
- On the Header & Footer tab, In the Close group, click Close Header and Footer.

The update automatically blocks refers to the current date.

Show/hide characters button

Sometimes you press a key on the keyboard and the document is modified in some way, but there is no character on the screen to let you know. For example, when you press enter, you get a new paragraph but no new character is visible on the screen. You can use the show hide characters button (Ctrl + *) to show these special characters on your page.

To see the hidden characters:

- On the Home tab, in the Paragraph group, click the Show/Hide button.
- Some symbols will appear in your text.

These special characters are not printable. You can see them on your screen when Show Hidden Characters is activated, and you are not in Print Preview

•	is for space.
→	Is for Tab
¶	Is for Enter
↵	Is for shift + enter
.	Is for column break
.....	Is for page break
.....	Is for continuous section break

HTML and PDF

Sometimes, the document you create isn't for printing. Instead, you may want to display it on the World Wide Web. For this purpose, you can use the Save As Web Page command to prepare your document for the Web.

To save a document as a Web page:

On the File tab, click Save As. Save As

Click Browse 2 and select the location where you want to save your file e.g. Documents 3 and type a name e.g. Website.

In Save as type list click the arrow, 5 click Web Page 6 and click Save.

Format a Web Page

On the Internet, most of the pages are colorful or have a lot of images. You already know how to insert an image into a document. Now, let's see how you can change the color of a page.

To change the Page Background Color:

> On the Design tab, in the Page Background group, click Page Color.

> Choose the color you prefer.

Click Fill Effects and the Fill Effects window will appear. You will have the opportunity to select from among gradient, texture, pattern or picture for your background.

- Use Gradient to select a gradually shaded color.
- The Colors group gives you the option to select from among One color that provides a one-color gradient, two colors that is a combination of two colors in the gradient and preset, which provides 24 preset colors in a list.
- Transparency sets the transparency for both the start and end of the gradient.
- In the Shading styles group, select the direction or central starting point of the gradient.
- In the Variants group, select which colors are displayed in which order.

To open your file with Notepad:

>OpenNotepad.

> In the File menu, click Open. > In the Files of type list, click All Files.

> Locate your file, select it, and click Open.

> How unusual! Your document appears in a different form

To save your document as a PDF file:

- Click the File tab and then click Save As.
- Click Browse, select the location where you want to save your file e.g. Documents and type a file name e.g. London.
- In the Save as type list, click PDF and click Save.

Mail merge

There are times when you want to send a personalized text to many people. To do this, you don't have to create, let's say, 10 different documents. Use Mail Merge instead. Mail Merge is very powerful and gives you the possibility of printing the same main text for different recipients and also of printing personalized envelopes or labels.

To use Mail Merge:

> On the Mailings tab, in the Start Mail Merge group, click Start Mail Merge.

> In the list, click Step-by-Step Mail Merge Wizard.

> The Mail Merge task pane appears on the right side of your text and it will guide you through the steps that are required to complete a mail merge.

Letters

- allows you to write a letter to many people. E-mail Messages allows you to write emails. This option is used with Microsoft Outlook.

Envelopes

- allows you to print envelopes addressed to many different people. Labels allows you to print labels.

Directory

- allows you to use Mail Merge to create a catalogue document containing your list.

Normal Word

- Document allows you to write a document to many people without attaching a data file. If there is an attached file, it will be removed.

Step 1: Select document type

Choose the type of document you want. In this example, we are going to explore letters.

To select a document type:

- > Click Letters. 1
- > Click Next: Starting document.

Step 2: Select starting document

Choose your starting document, in other words, the document you are going to use for your letter.

To choose your starting document:

- > Click Use the current document. 1
- > Click Select recipients. 2

Step 3: Select recipients

It's time to select your recipient list, which is the list of people you want to send letters to. In this example, we are going to create a new list.

To create a new list:

- > Click Type a new list.
- > Click Create.
- > The New Address List window will appear.

To customize fields:

- > Click Customize Columns. 1 The Customize Address List window will appear. 2
- > You only need the First Name, Last Name and Address Line 1 fields, so click one by one those that you don't need 3 and click Delete.
- > Click OK.

If you want to change the name of a field, click Rename

The fields must be deleted individually. You cannot select multiple fields.

Step 4: Type your letter

In this step, you are going to add fields for the recipients' data, so that Mail Merge knows exactly where to add the data. You are going to link each field to the text where it should appear in your letter.

To add fields:

- > In the document, select the text which you want to be replaced by the field. 1
- > In the Mail Merge task pane, click More Items.
- > In the Insert Merge Field window, click First Name. > Click Insert.
- > Repeat the previous steps for Last Name, Address Line 15 and click Close 6 in the Insert Merge Field window.
- > In the Mail Merge task pane, click Next: Preview your letters.

Step 5: Preview your letters

In this step, you can preview the letters to make sure that the information from the recipients list appears correctly in your letters.

To preview your letters:

- > Click the arrows to see all the letters that are going to be created. 1
- > Click Next: Complete the merge.

Step 6: Complete the merge

if you are ready, create the "merged document."

Complete the merge:

- > Click Edit individual letters.
- > In the Merge to New Document window, select All the records. 2
- > Click OK.
- > Microsoft Word will create a new merged document.
- > Save your document.

Print Envelopes

You can't send a letter without an envelope, right? It's time to learn how you can print them. This time you will create a list of recipients. Another alternative is to import it from Microsoft Excel or Microsoft Access, which is the easiest way to go about it.

To create envelopes with Mail Merge:

- > Start the Mail Merge wizard again.
- > Click Envelopes and click Next: Starting document.
- > Under Change document layout, click Envelope options and click the appropriate Envelope size. Click OK and then click Next: Select recipients.
- > Under Use an existing list, click Browse and find the list you typed.
- > Select it and click Open.
- > In the Select Table window, click the table with the name Sheet1\$, click OK and click OK again.
- > Click Next: Arrange your envelope.

To complete the envelope:

- > In the envelope, select the text which you want to be replaced by the field.
- > In the Mail Merge task pane, click More Items.
- > In the Insert Merge Field window, click First Name.
- > Click Insert, repeat the previous steps for Last Name and Address Line and finally click the Close button.
- > Preview the envelopes.
- > Click Next: Complete the merge.
- > Click Edit individual envelopes.
- > In the Merge to New Document window, select All the records.
- > Click OK.