



Department of Information Technology
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

ITC1370: INFORMATION TECHNOLOGY FOR BUSINESS

YEAR I SEMESTER I

(PRACTICAL MODULE 01)

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COURSE OBJECTIVES AND DESCRIPTION

This practical module provides the knowledge and practical skills in word processing applications.

COURSE MANUAL DEVELOPMENT

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How to follow this tutorial?

This practical course manual consists of guided practical activities with video references.



Video references are attached with the icon depicted under the respective topics.

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Microsoft Word 2016

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Word can do by clicking the ribbon tabs and exploring available tools.

Discover contextual commands
Select tables, pictures, or other objects in a document to reveal additional tabs.

Find whatever you need
Look up word commands, get Help, or search the Web.

Share your work with others
Invite other people to view and edit cloud-based documents.

Format with the Mini Toolbar
Click or right-click text and objects to quickly format in place.

Navigate with ease
Use the optional, resizable sidebar to manage long or complex documents.

Status bar shortcuts
Click any status bar indicator to navigate your document, view word count statistics, or check your spelling.

Show or Hide the ribbon
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

Change your view
Click the status bar buttons to switch between view options, or use the zoom slider to magnify the page display to your liking.

Working with Word 2016 - Introduction Interface - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do

Clipboard Paste Format Painter Font Paragraph Styles Editing

Navigation Search document Headings Pages Results

Contoso Bistro

Dinner Menu

Page 1 of 4 4 words



01 Get Started and Format Documents

With Word on your PC, Mac, or mobile device, you can:

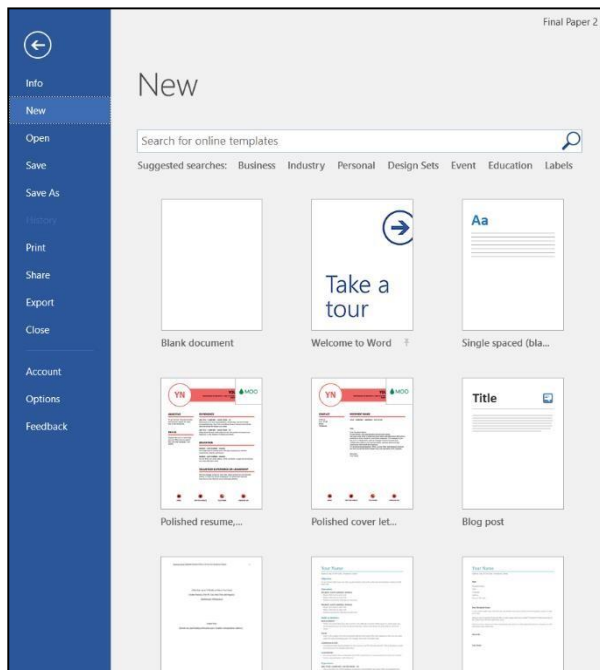
- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Save to OneDrive, to get your documents from your computer, tablet, or phone.
- Share your documents, and work with others.
- Track and review changes.



01.1 Create a new document using a template

When you first start an Office app, like Word, Excel, PowerPoint, Visio, or Access, the first thing you'll see is a list of templates you can use to create your files and documents.

To find templates for your Office apps at any time, select **File > New**. Here's an example of what this looks like in Word:



Enter a search for the template type you're looking for in the search box that says **Search for online templates**. To browse through popular template types, select any of the keywords below the search box.

Select a template thumbnail to see a larger preview of what it looks like. You can use the arrows on either side of the preview to scroll through related templates. Once you find a template you like, select **Create**.

Tip: If you frequently use a template, you can pin it so it's always there when you start your Office app. Just select the pin icon that appears below the thumbnail in the list of templates.

01.2 Use Word to open documents created in earlier versions of Word

When you open a document in Word 2016 that was created in Word 2010 or earlier, you see Compatibility Mode in the title bar of the document window.

Compatibility Mode temporarily disables new or enhanced Word 2016 features so that people using Word 2010 or earlier will still have full editing capabilities. Compatibility Mode also preserves the layout of the document.

If you open a Word 2013 document in Word 2016, you don't see Compatibility Mode in the title bar because Word 2013 and Word 2016 are compatible.

01.2.1 Convert a document to the Word 2016 mode

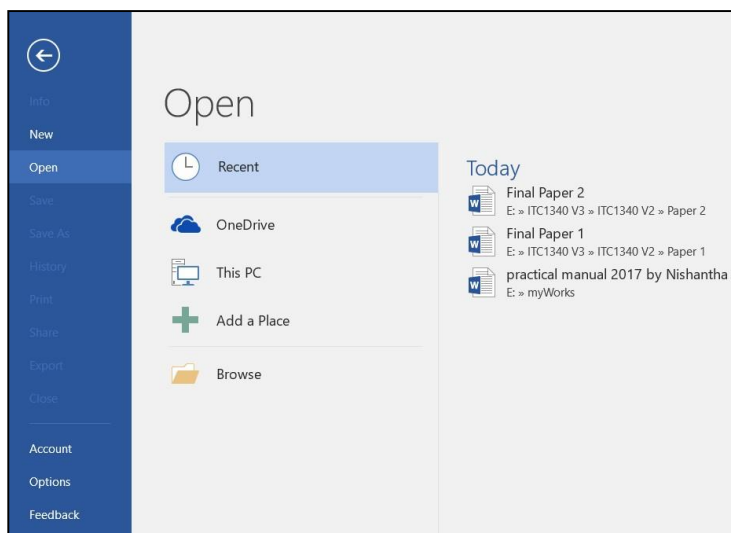
You can work in Compatibility Mode or you can convert your document to the Word 2016 file format. The Word Convert command clears the compatibility options so that the document layout appears as it would if it had been created in Word 2016. If the file is in .doc format, the Convert command also upgrades the file to the .docx format.

Converting your document lets you access the new and enhanced features in Word 2016. However, people who are using earlier versions of Word might be prevented from or have difficulty editing certain portions of the document that were created by using new or enhanced features in Word 2016.

- I. Click the File tab.
- II. Do one of the following:
 - To convert the document without saving a copy, click **Info**, and then click **Convert**.
 - To create a new copy of the document in Word 2016 mode, click **Save As** and then choose the location and the folder where you want to save the new copy. Type a new name for the document in the File name box and click Word Document in the Save As type list. Make sure the box next to Maintain compatibility with previous versions of Word is unchecked.

01.3 Open files from the File menu

The Open tab on the File menu shows a list of files you've recently opened, and it includes links to places where you commonly store files.



Double-click **Computer** to get to local files, including removable flash drives. You can also select one of the locations your accounts let you get to, sign in if necessary, and then open the file you want. To add a new location, click **Add a Place**.

The Recent list shows the files that you opened recently from any of your devices. If this list gets unwieldy, you can delete files from it. Just right-click the file name and then pick **Remove from list**. You can make other changes to the Recent list. If you don't use the list of Recent files, and you'd rather jump straight into browsing folders, use **Ctrl+F12** to open the **Open** dialog box directly.

Tip: If you want to bypass File > Open and always use the **Open** dialog box, do this: Select **File** > **Options** > **Save**, and then select the **Don't show the Backstage when opening or saving files** check box. Then, close and reopen any open Office applications.



01.3.1 Recover unsaved documents

You might also see the **Recover Unsaved Documents** button if you've experienced a situation like accidentally closing a file without saving it or a power outage while you were working. Sometimes there might be a mismatch between the Auto Recover location that's set in File > **Options** > **Save** and the path where this button goes. If that happens, do this:

- I. Go to **File** > **Options** > **Save** > **AutoRecover file location** to copy the folder path where AutoRecover puts your unsaved files.
- II. Click **File** > **Open** > **Recover Unsaved Documents**.
- III. In the **Open** dialog box, delete the path that's shown and paste the path you copied in Step 1. Then, click the Go to arrow.
- IV. Open the folder for the file you want.
- V. Open the file. It has "Unsaved" in the title and a .asd file extension.
- VI. Save the recovered file with a new name. You can overwrite the original file if you don't want to have two copies.



01.4 Save a Document

Where you choose to save your document depends on how you plan to use it. To access a document from anywhere, share it with others, or work together with others in real time, save it online. But where do you save it? Here are some tips to help you decide:

- Use OneDrive for Business or SharePoint team site location for a document your colleagues will use.
- Choose a personal OneDrive folder for a private document that only you can see, or that you want to share with your friends and family.
- If you only intend to work with a document on the computer you're currently using, just save it to a folder on that computer.

01.4.1 Decide where to save your document

Use the following table to help to choose a save location for your document:

Save location	Use this when you want to...
OneDrive - Organization	Save a business document that you might later want to share with partners outside of your team or organization. The sharing options enable you to choose the people you want to view or edit the document.
Sites - Organization	Save a business document that you want to share with your team. To keep it private, just put it in a library that isn't shared with others.
OneDrive - Personal	Save a personal document that you want to keep private, or that you want to share with friends or family members.
This PC	Save a document to a folder on your computer. Choose This PC, and then choose a folder.
Add a Place	Add a new online location. Choose Add a Place, and then tap or click Office365 SharePoint or OneDrive.

01.4.2 Save as a different format

- I. Click the **File** tab.
- II. Click **Save As**.
- III. In the **File name** box, enter a new name for the file.
- IV. In the **Save As type** list, click the file format that you want to save the file in. For example, click Rich Text Format (.rtf), Web Page (.htm or .html), or Comma Delimited (.csv).
- V. Click **Save**.



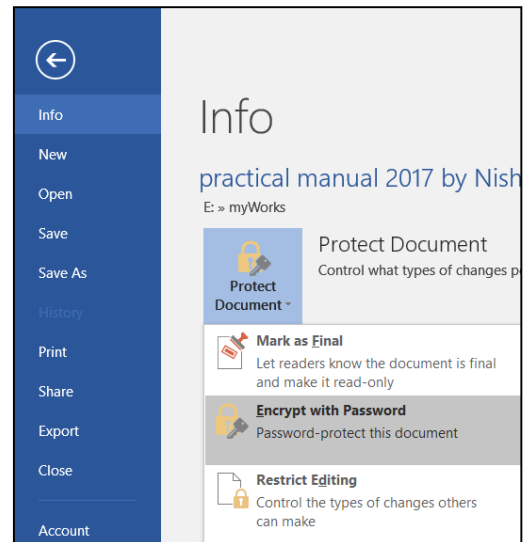
01.4.3 Password protected document.

Help to protect a sensitive or confidential document from unwanted edits by assigning a password. You can also prevent a document from being opened.

- I. Click **File > Info > Protect Document > Encrypt with Password**.
- II. In the **Encrypt Document** box, type a password, and then click **OK**.
- III. In the **Confirm Password** box, type the password again, and then click **OK**.

Notes:

- You can always change or remove your password.
- Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.
- If you lose or forget a password, Word can't recover your information, so keep a copy of your password in a safe place or create a strong password that you'll remember.



Familiarizing with the Cursor Movement

Cursor Movement is very important to working in a Word document. You can use the following table to simply move your cursor pointer.

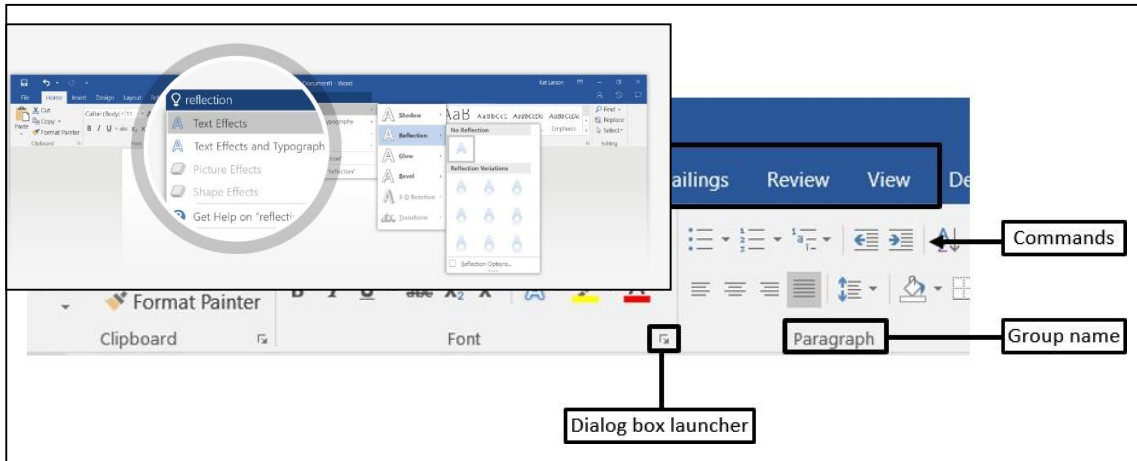
Keyboard Combination	Where the insertion point is repositioned
Home	Beginning of the line
End	End of the line
Up, Down arrow keys	Moving by line Up or Down
Left, Right arrow keys	Moving by character Left or Right
Ctrl+ Right or Ctrl+ Left	Moving by word Left or Right
Page Up, Page Down	One screen Up or Down
Ctrl+ Page Up	Previous Page
Ctrl+ Page Down	Next Page
Ctrl+ Home	Beginning of Document
Ctrl+ End	End of Document
Ctrl+ Enter	Go to a New page
Enter	Go to a New line



01.5 The Ribbon in Word 2016

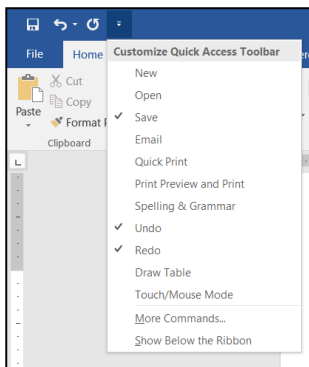
An important part of Word 2016's interface is the Ribbon. It's where a majority of Word's commands dwell and where settings are made. These items appear as buttons, input boxes, and menus.

The Ribbon is divided into tabs, as shown here. Each tab holds separate groups. Within the groups, you find the command buttons that carry out various word-processing duties.



01.6 Quick Access Toolbar

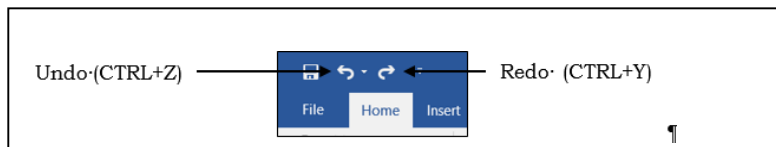
You can add items to the quick access toolbar. Right click on any item in the ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



01.6.1 Undoing and Redoing

Undo –You can Undo typing as well as formatting changes.

Redo –You can Redo changes you've previously undone. It also can repeat the previous change when you want to apply.



- You can undo and redo actions as many times as you like, but the Redo command is only active immediately after you use the Undo command.
- You can also use the Undo and Redo lists to deal with several changes at once.

01.7 The Ruler

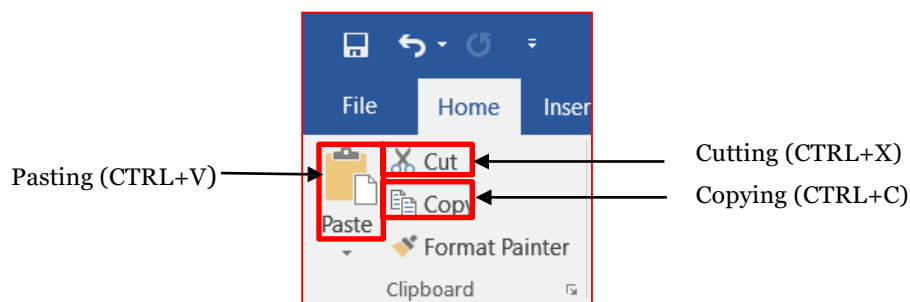
The ruler shows the width of your text, as well as any indents or tabs. You can click or drag it to set indents and tabs. You can also display a vertical ruler at the left side of the document in Print Layout view.



You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

- I. Click the View tab to choose it.
- II. Click the check box next to Ruler in the Show group. The ruler appears below the Ribbon.

01.8 Basic Cutting, Copying, and Pasting



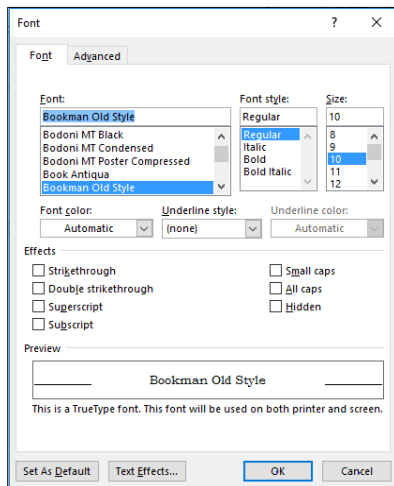
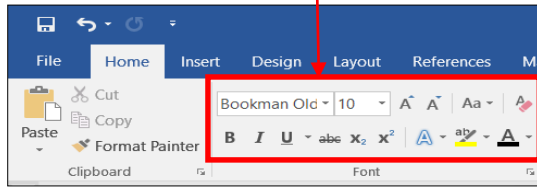


01.9 Formatting Font

I. Select a group of characters.

(If you haven't typed anything yet, you can always go right to the ribbon and make your formatting choices first. Then type away.)

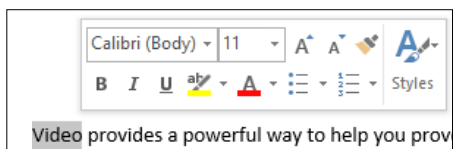
Font Group



II. Go to **Home>Font** or the Font dialog box and make your formatting choices.

01.9.1 Formatting with the Mini Toolbar

The Mini Toolbar pops up after you've selected text.



01.9.2 Formatting with Keyboard Shortcuts

Command	Keyboard Shortcut
Select All	CTRL+A
Bold	CTRL+B
Italic	CTRL+I
Underline with no spaces	CTRL+U
Double Underline	CTRL+SHIFT+D
Underline with spaces	CTRL+SHIFT+W
Decrease font size by 1 point	CTRL+ [
Increase font size by 1 point	CTRL+]
Center text	CTRL+E

Command	Keyboard Shortcut
Delete one word to the right	CTRL + DELETE
Delete one word to the left	CTRL+BACKSPACE
Copy formatting from text	CTRL + SHIFT + C
Apply copied formatting to text	CTRL+SHIFT+V
Insert copyright symbol	ALT+CTRL+C
Insert trademark symbol	ALT+CTRL+T
Insert a comment	ALT+CTLR+M

01.9.3 Fast Formatting with Format Painter

The Format Painter can use to copy the formatting of a word, heading, or paragraph onto something else.

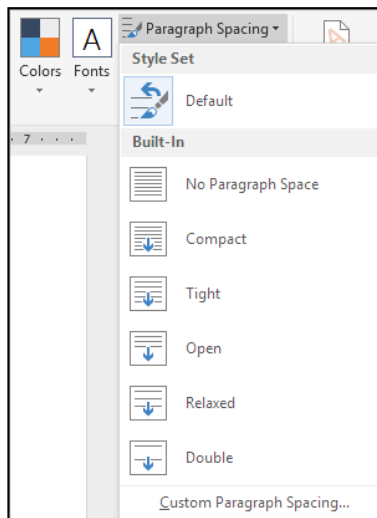
- I. Select the character or paragraph with the formatting that you want to copy.
- II. Go to **Home >Clipboard** and click the **Format Painter** button.
- III. Drag the Format Painter over the text or paragraph that you want to change.



01.10 Change the line spacing.

01.10.1 Set line spacing.

- I. Choose **Design > Paragraph Spacing**.



- II. Under **Built-In**, move your cursor over each spacing option, and notice how the line spacing changes.
- III. Do one of the following:
 - Choose the option you want
 - or
 - If you want to single space your document, choose **No Paragraph Space**

Note: This overrides the settings of the style you're currently using. If you decide to return to the original settings, choose **Design > Paragraph Spacing** and choose the option under **Style Set**. The option might be **Default**, as shown above, or it will show the name of the current style.

01.10.1.1 Single-space part of a document

To single-space only part of a document:

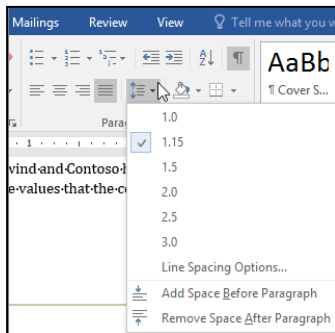
- I. Select the paragraphs you want to change.
- II. On the **Home** tab, click the **Line and Paragraph Spacing** button.
- III. Choose **1.0**

01.10.2 Change the line spacing in a portion of the documents

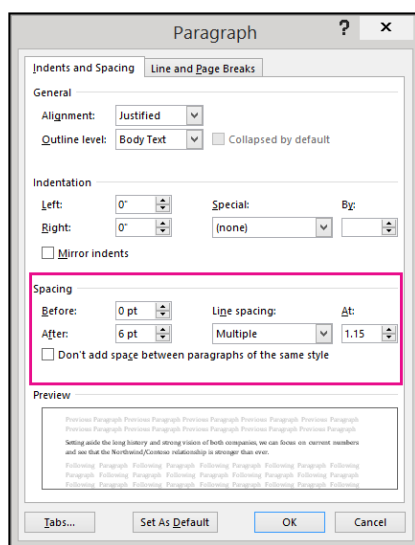
- I. Select the paragraphs you want to change.

Tip: If you decide you want to change line spacing for the entire document, and not just specific paragraphs, press Ctrl+A. That combination of keys selects all text in your document.

II. Choose **Home > Line and Paragraph Spacing**.



III. Choose the number of line spaces you want or choose **Line Spacing Options** at the bottom of the menu, and then select the options you want in the **Paragraph** dialog box under **Spacing**.



If you want to change the spacing before or after the selected paragraphs, in the **Before** or **After** box and enter the amount of space that you want.

01.10.3 Change default line spacing

The default line spacing is 1.15 in Word. By default, paragraphs are followed by a blank line and headings have a space above them.

- I. Choose **Home > Line and Paragraph Spacing > Line Spacing Options**.
- II. In the **Paragraph** dialog box under **Spacing**, choose an item in the **Line spacing** drop-down menu to adjust the line spacing.
- III. Change the paragraph spacing in the **Before** and **After** boxes as needed, and then choose **Set as Default**.
- IV. In the dialog box, choose **All documents based on the Normal template > OK**.

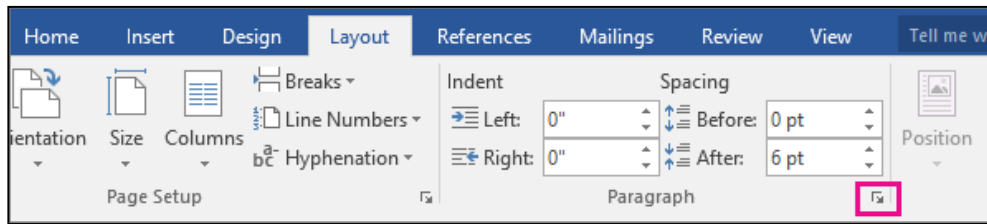
01.10.4 Adjust indents and spacing

01.10.4.1 Change paragraph indents and spacing

When you want to make precise changes to your indents and spacing, or you want to make several changes all at once, open the **Paragraph** dialog box and click the **Indents and Spacing** tab.

- I. Select one paragraph or a group of paragraphs that you want to adjust.

- II. Click the **Paragraph** dialog box launcher on the **Page Layout** or **Layout** tab.



- III. If necessary, choose the **Indents and Spacing** tab.
 IV. Choose your settings, and then choose **OK**.

Tip: Choosing **Tabs** in the **Paragraph** dialog box opens the **Tabs** dialog box where you can precisely set tabs.

01.10.4.2 Explore paragraph indents and spacing

There are general, indentation, and spacing options available in the **Paragraph** dialog box options. At the bottom of the dialog box, you can see a **Preview** of how the options will look before you apply them.

General

- Alignment** Choose **Left** to align text to the left with a ragged right edge (or use the keyboard shortcut, Ctrl+L).
 Choose **Center** to center text with a ragged left and right edge (Ctrl+E).
 Choose **Right** to align text to the right with a ragged left edge (Ctrl+R).
 Choose **Justify** to align text both left and right, adding space between words (Ctrl+J).
- Outline level** The level at which the paragraph appears in Outline view.
 Choose **Collapsed by default** if you want the document to open with headings collapsed by default.

Indentation

- Left** Moves in the left side of the paragraph by the amount you choose.
- Right** Moves in the right side of the paragraph by the amount you choose.
- Special** Choose **First line > By** to indent the first line of a paragraph. To quickly create a first line indent using the ruler.
 Choose **Hanging > By** to create a hanging indent. To quickly create a hanging indent using the ruler.
- Mirror indents** When you choose this, **Left** and **Right** become **Inside** and **Outside**. This is for book style printing.

Spacing

- Before** Adjusts the amount of space before a paragraph.
- After** Adjusts the amount of space after a paragraph.
- Line spacing** Choose **Single** to single-space text. To quickly single space your entire document, Choose **1.5 lines** to space text one-and-one-half times that of single spacing.
 Choose **Double** to double-space text. To quickly double space your entire document Choose **At least > At** to set the minimum amount of spacing needed to fit the largest font or graphic on the line.
 Choose **Exactly > At** to set fixed line spacing, expressed in points. For example, if the text is in 10-point font, you can specify 12 points as the line spacing.
 Choose **Multiple > At** to set line spacing as a multiple expressed in numbers greater than 1. For example, setting line spacing to 1.15 will increase the space by 15 percent, and setting line spacing to 3 increases the space by 300 percent (triple spacing).

Spacing

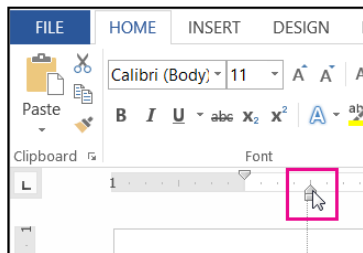
Don't add Choose **Don't add space between paragraphs** when you don't want extra space between paragraphs.

If you want to save the settings you chose as your default, click **Set as Default**.

01.10.4.3 Create a hanging indent

With a hanging indent, the second and all the following lines of a paragraph are indented more than the first. The fastest way to add a hanging indent is to use the ruler.

1. Select the text where you want to add a hanging indent.
2. Click **View** and then select the **Ruler** check box to show rulers.
3. Drag the hanging indent marker (shown below) to the right. It's the lower triangle on the ruler.



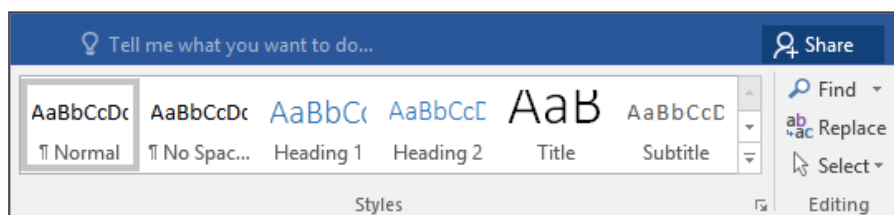
Tip: Make sure you click on the upper part of the marker—toward the tip of the triangle. For more precise control, when creating a hanging indent, along with other indent and spacing options

01.11 Add a heading in a Word document



Headings make text stand out and help people scan your document. The simplest way to add headings is with heading styles. Using heading styles means you can also quickly build a table of contents, reorganize your document, and reformat its design without having to manually change each heading's text.

- I. Select the text you want to use as a heading.
- II. On the **Home** tab, move the pointer over different headings in the **Styles gallery**. Notice as you pause over each style, your text will change so you can see how it will look in your document. Click the heading style you want to use.



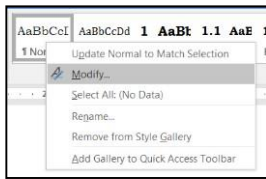
If you don't see the style that you want, click the More button  to expand the gallery.

01.11.1 Customize styles in Word

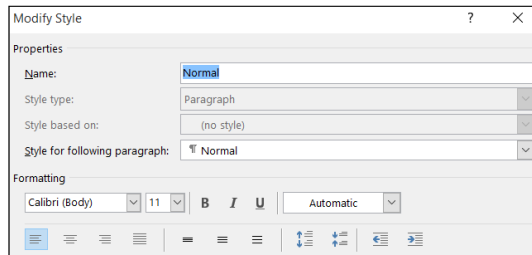
You can use styles to format your document so you can quickly and easily apply a set of formatting choices consistently throughout your document. If you want formatting choices that are not available from the built-in styles and themes available in Word, you can modify an existing style and customize it to suit your needs.

01.11.2 Modify an existing style

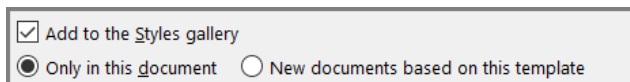
- I. Right-click a style in the Styles gallery and click **Modify**.



- II. Make any formatting changes, like new fonts, in the Modify Style dialog box.



- III. For easy access, add your style to the Styles gallery. Check **Add to the Styles gallery**.
- IV. You can also define if the style applies to the current document or to all your documents.



01.12 Find and Replace

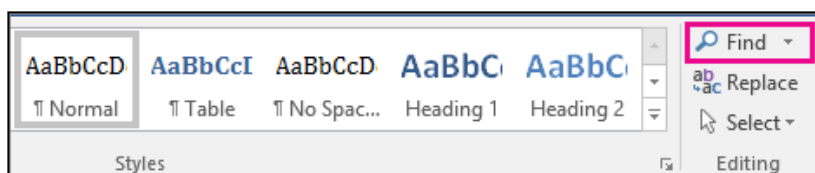


Word offers several options for locating specific content in your document. You can search for and replace items such as text, images, captions, bookmarks, or certain types of formatting such as paragraphs or page breaks. You can use the **Go To** command to go to a particular instance of content in your document, and you can also extend your search by using wildcards, codes, or regular expressions to find words or phrases that contain specific characters or combinations of characters.

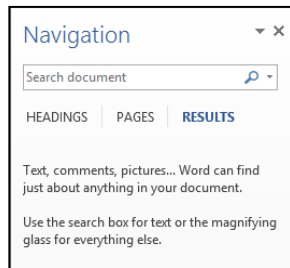
01.12.1 Find text

You can quickly search for every occurrence of a specific word or phrase.

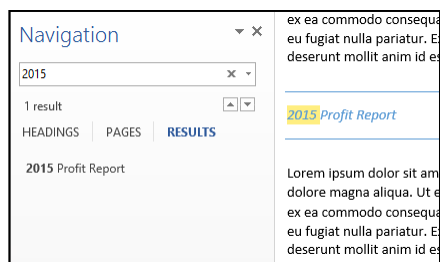
- I. On the **Home** tab, in the **Editing** group, choose **Find**. Or press Ctrl+F on your keyboard.



The **Navigation** pane is displayed.



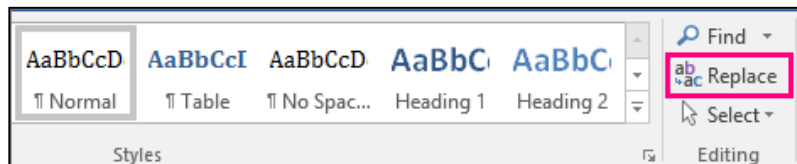
- II. In the search box, type the text that you want to find. Any instances of the found text are highlighted in the document and listed in the **Navigation** pane.



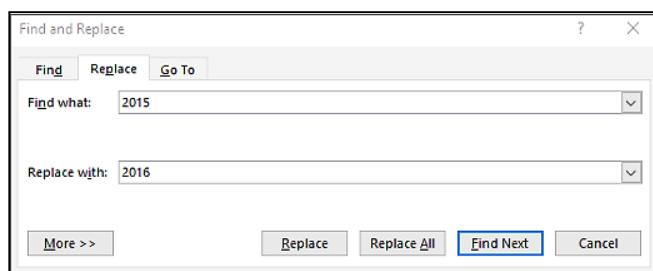
- III. Browse through the results by using the up and down arrow controls.

01.12.2 Find and replace text.

- I. On the **Home** tab, in the **Editing** group, choose **Replace**. Or press Ctrl+H on your keyboard.



- II. In the **Find what** box, type the text that you want to search for and replace.
 III. In the **Replace with** box, type the replacement text.



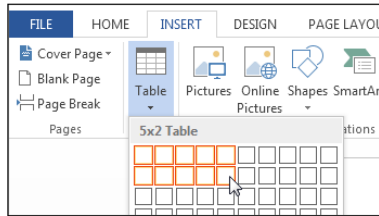
- IV. Choose **Find Next**, and then do one of the following:
- To replace the highlighted text, click **Replace**.
 - To replace all instances of the text in your document, click **Replace All**.
 - To skip this instance of the text and proceed to the next instance, click **Find Next**.

02 Tables, Illustrations, Links and Text

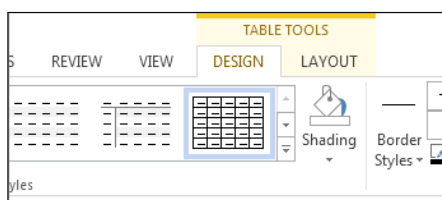
02.1 Working with Tables



To quickly insert a basic table, click **Insert > Table** and move the cursor over the grid until you highlight the number of columns and rows you want.



Click and the table appears in the document. If you need to make adjustments, you can add table rows and columns, delete table rows and columns, or merge table cells into one cell.



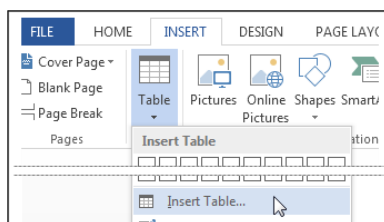
When you click in the table, the Table Tools appear.

Use Table Tools to choose different colors, table styles, add a border to a table or remove borders from a table. You can even insert a formula to provide the sum for a column or row of numbers in a table.

If you already have text in your document that would look better as a table, Word can convert the text to a table.

02.2 Insert larger tables or tables with custom widths

For larger tables and for more control over the columns, use the Insert Table command.



This way you can create a table with more than ten columns and eight rows, as well as set the column width behavior.

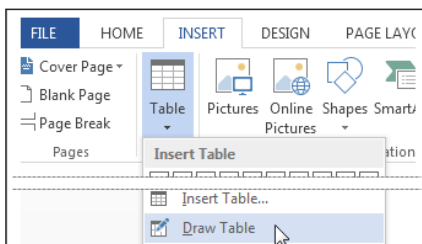
- I. Click **Insert > Table > Insert Table**.
- II. Set the number of columns and rows



- III. In the AutoFit behavior section, you have three options for setting how wide your columns are:
- **Fixed column width:** You can let Word automatically set the column width with Auto, or you can set a specific width for all of your columns.
 - **AutoFit to contents:** This will create very narrow columns that will expand as you add content.
 - **AutoFit to window:** This automatically changes the width of the entire table to fit the size of your document.
- IV. If you want each table you create to look like the table you're creating, check Remember dimensions for new tables.

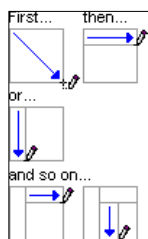
02.3 Design your own table by drawing.

If you want more control over the shape of your table's columns and rows or something other than a basic grid, the Draw Table tool helps you draw exactly what you want.



You can even draw diagonal lines and cells within cells.

- I. Click **Insert > Table > Draw Table**. The pointer changes to a pencil.
- II. Draw a rectangle to make the table's borders. Then draw lines for columns and rows inside the rectangle.



- III. To erase a line:
- IV. Click Eraser, and then click the line that you want to erase.



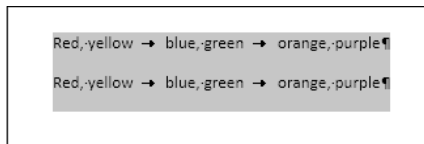
02.4 Convert text to a table or a table to text.



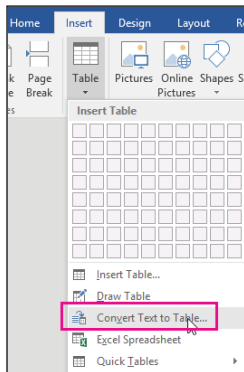
Convert text to a table or a table to text, start by clicking the **Show/Hide** paragraph mark on the **Home** tab so you can see how text is separated in your document.

02.4.1 Convert text to a table.

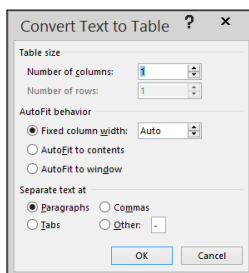
- I. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.
Note: If you have commas in your text, use tabs for your separator characters.
- II. Use paragraph marks to indicate where you want to begin a new table row.
In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:



- III. Select the text that you want to convert, and then click **Insert > Table > Convert Text to Table**.



- IV. In the Convert Text to Table box, choose the options you want.



Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

Under **AutoFit behavior**, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:

To do this	Choose this option
Specify a width for all the columns	In the Fixed column width box, type or select a value.
Resize the columns to fit the width of the text in each column	AutoFit to contents
Resize the table automatically in case the width of the available space changes (for example, web layout or landscape orientation)	AutoFit to window

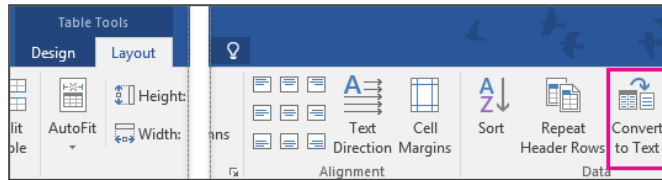
- Under **Separate text at**, choose the separator character you used in the text.
- V. Click **OK**. The text converted to a table should look something like this:

02.4.2 Convert a table to text.

- I. Select the rows or table you want to convert to text.

- II. Under **Table Tools**, on the Layout tab, click **Convert to Text**.

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple



- III. In the **Convert to Text** box, under **Separate text with**, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.
- IV. Click **OK**.

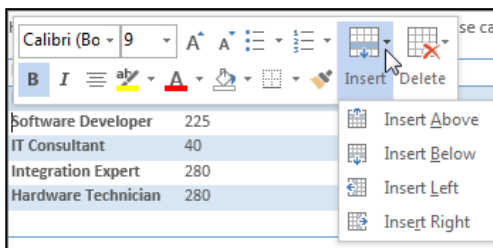
02.5 Add columns and rows to a table



One quick way to add rows and columns to a table is to use the mini toolbar that opens when you're in a table. If you have a mouse, another option is to use Insert Controls.

02.5.1 Use the mini toolbar to add rows and columns

To open the mini toolbar, right-click in a table cell or tap in a selected table cell next to where you want to add a row or column. On the mini toolbar, click **Insert** and choose where you'd like to insert the row or column.



02.5.2 Use Insert Controls to add rows and columns.

Insert Controls work only with a mouse. If you're using a touch device, use the mini toolbar, described above. Insert Controls appear outside your table when you move your cursor just above or to the left of two columns or rows. Click the **Insert** Control, and a new column or row will be inserted at that location.

Direct Labor Costs	Hours	Rate Per Hour
Process Engineer	200	\$125.00
Software Developer	225	\$125.00
IT Consultant	40	\$100.00
Integration Expert	280	\$75.00
Hardware Technician	280	\$65.00
		Total Labor Cost

Note: To insert more than one column or row at the same time, select as many of columns or rows as you want to add before you click the insert control. For example, to insert two rows, first select two rows in your table and then click the Insert Control.

02.6 Merge or split cells in a table



02.6.1 Merge cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

- I. Select the cells that you want to merge.
- II. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

02.6.2 Split cells

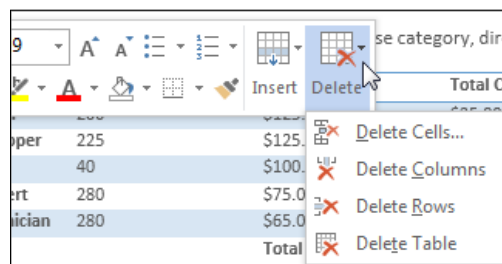
- I. Click in a cell, or select multiple cells that you want to split.
- II. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
- III. Enter the number of columns or rows that you want to split the selected cells into.

02.7 Delete columns and rows in a table



Use the Mini toolbar to delete columns and rows in a table.

- I. Right click in a table cell located in the row or column you want to delete.
- II. On the Mini toolbar, click **Delete**.
- III. Choose **Delete Columns** or **Delete Rows**.



Note: You can delete the contents of a table row or column without deleting the table structure. To do this, select the row or column and then press the Delete key.

02.8 Repeat a table heading on subsequent pages



When you work with a very long table, it will be divided into several pages. You can make adjustments to the table so that the table headings appear on each page.

Repeated table headings are visible only in Print Layout view or when you print the document.

- I. Select the heading row or rows that you want to repeat on each page. The selection must include the first row of the table.
- II. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Repeat Header Rows**.
- III. In the table, right-click the row that you want to repeat, and then click **Table Properties**.
- IV. In the **Table Properties** dialog box, on the **Row** tab, select the **Repeat as header row at the top of each page** check box.

Notes:

- If you change a table heading on the first page, the heading changes on all other pages also. You can only modify the table heading on the first page—the header rows on subsequent pages are locked.
- Although Word automatically repeats table headings on new pages that result from automatic page breaks, it does not repeat a heading if you insert a manual page break within a table.

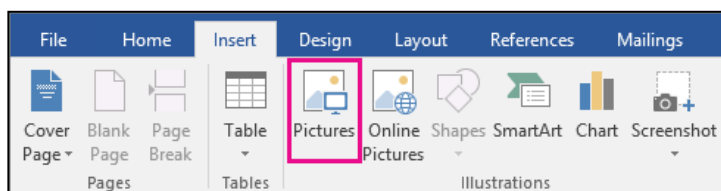
02.9 Insert pictures



Pictures can be inserted (or copied) into Office documents from your computer or from other online sources such as Bing.com, Facebook, Flickr, and OneDrive.

02.9.1 Insert a picture from your computer

- I. Click the location in your document or email message where you want to insert a picture.
- II. On the **Insert** tab, click **Pictures**.



- III. Browse to the picture you want to insert, select it, and then click **Insert**.

To add multiple pictures, press and hold CTRL while you select pictures, and then click **Insert**.

Notes:

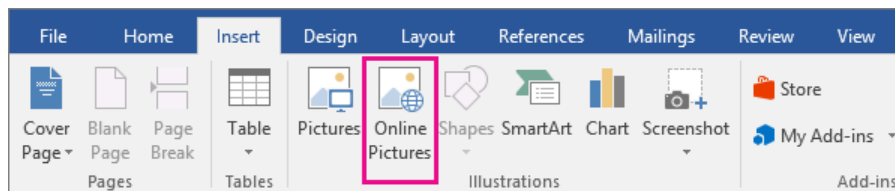
The picture is embedded in your document. If your picture has a large file size and makes your document too large, you can reduce the size of your document by linking to the picture instead of embedding it. In the **Insert Picture** dialog box, click the arrow next to **Insert**, and then click **Link to File**.

02.9.2 Insert a picture from another source

02.9.2.1 Insert a picture from an online source

If you don't have the perfect picture on your computer, try inserting one from an online source, such as Bing, or sign in to insert a picture from your personal online files in locations such as Flickr, OneDrive, or Facebook.

- I. Click the location in your document or email message where you want to insert a picture.
- II. On the **Insert** tab, click **Online Pictures**.



- III. In the search box, type a word or phrase that describes the image you want, and then press Enter.



- IV. In the list of results, select the picture you want, and then click **Insert**.

02.9.2.2 Insert a picture from a web page

- I. Open your document.
- II. From a web page, right-click the picture you want, and then choose **Copy** or **Copy image**.
- III. In your document, right-click where you want to insert the picture, and then select an option under **Paste Options**.

02.9.3 Replace a picture

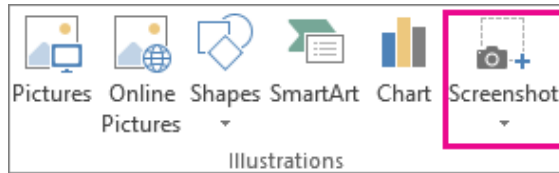
- I. Right-click the picture, and then click **Change Picture**.
 - II. Locate a new picture, and then click **Insert**.
- Note:** This option is not available for older Word files saved in the .doc file format. For this option to be active, your file must have the .docx extension.

02.10 Insert a screenshot or screen clipping



You can quickly and easily add a screenshot to your Office file to enhance readability or capture information without leaving the program that you are working in.

- I. Click in the document at the location where you want to add the screenshot.
- II. On the **Insert** tab, in the **Illustrations** group, click **Screenshot**.



- III. The **Available Windows** gallery appears, showing you all the windows that you currently have open. Do one of the following:

- To insert a screenshot of an entire window into your document, click the thumbnail image of that window.
- To add a selected portion of the first window shown in the **Available Windows** gallery, click **Screen Clipping**; when the screen turns white and the pointer becomes a cross, press and hold the left mouse button and drag to select the part of the screen that you want to capture.

Tip: If you have multiple windows open, you'll first need to click the window you want to capture before starting the screenshot process. This will move that window to the first position in the **Available Windows** gallery. For example, if you want to take a screen clipping from a web page and insert it into a Word document, first click the screen with the website, and then go directly to your Word document and click **Screenshot**. The screen with the web page will be in the first position in the **Available Windows** gallery, and you can click **Screen Clipping** to select a portion of that screen.

- IV. The window or portion of the screen you selected is automatically added to your document. You can use the tools on the Picture Tools tab to edit and enhance the screenshot.

02.11 Crop a picture



You can use the Office cropping tools to trim and remove unwanted portions of pictures. In addition to standard picture cropping, you can also crop pictures to specific shapes and crop picture fills inside a shape in Office for Mac and Office 2010 and later.

02.11.1 Crop a picture

- I. In your file, select the picture that you want to crop.
- II. Click **Picture Tools > Format**, and in the **Size** group, click **Crop**.

Note: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture (and not a shape). You might have to double-click the picture to select it and open the **Format** tab.

- III. Do one of the following:
 - To crop one side, drag the center cropping handle on that side inward.
 - To crop two adjacent sides at the same time, drag a corner cropping handle inward.
 - To crop equally on two sides at the same time, press and hold CTRL while you drag the center cropping handle on either side inward.
 - To crop equally on all four sides at the same time, press and hold CTRL while you drag a corner cropping handle inward.
- IV. To position the crop, move either the crop area (by dragging the edges of the crop rectangle) or the picture.
- V. When you're finished, press ESC.

Note: To "outcrop" or add a margin around a picture, drag the cropping handles away from the center of the picture.



02.11.2 Crop to a specific shape

A quick way to change the shape of a picture is to crop it to a specific shape. When you crop to a specific shape, the picture is automatically trimmed to fill the geometry of the shape and the proportions of the picture are maintained.

- I. Select the picture or pictures that you want to crop to a specific shape.
If you are cropping multiple pictures, you must crop them to the same shape. To crop to different shapes, crop the pictures individually.
- II. Click **Picture Tools** > **Format**, and in the **Size** group, click the arrow under **Crop**.
Note: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture (and not a shape). You might have to double-click the picture to select it and open the **Format** tab.
- III. Click **Crop to Shape**, and then click the shape you want to crop to.

02.11.3 Crop to a common aspect ratio

You might want to crop a picture to a common photo size or aspect ratio so that it easily fits into a standard picture frame. This is also a good way to see the proportions of the picture when cropping it.

- I. Select the picture that you want to crop to a common aspect ratio.
- II. Click **Picture Tools** > **Format**, and in the **Size** group, click the arrow under **Crop**.
Note: If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture (and not a shape). You might have to double-click the picture to select it and open the **Format** tab.
- III. Point to **Aspect Ratio**, and then click the ratio that you want.
- IV. When you're finished, press **ESC**.

02.11.4 Crop to fit or fill a shape

You can add a picture as fill for a shape, and then edit or crop the shape.

02.11.4.1 Add a picture to a shape

- I. Add a shape to your document and then click the shape to select it.
- II. Under **Drawing Tools**, on the **Format** tab, in the **Shape Styles** group, click **Shape Fill** > **Picture**, and select the picture that you want.

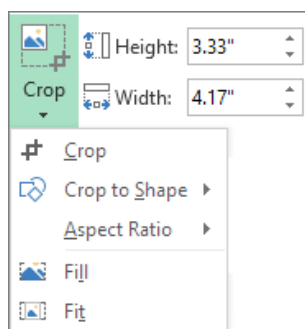
02.11.4.2 Resize the shape

To change a shape's dimensions while maintaining its basic format, simply select the shape and drag any of the sizing handles until the shape has the size and dimensions you want.

02.11.4.3 Choose how the picture fits in the shape

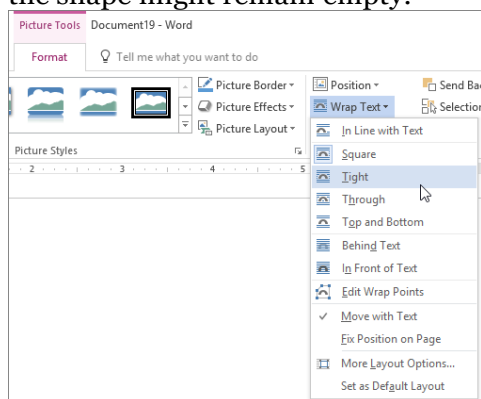
If your picture is skewed, cut off, or doesn't fill the shape the way you want, use the **Fit** and **Fill** tools for fine tuning. To remove (or "crop") part of the picture, but still fill the entire shape, choose **Fill**. If you want all of the picture to fit within the shape, choose **Fit**. The original picture aspect ratio is maintained, but you may have empty space inside your shape.

- I. Click the picture that you want within the shape.
- II. Click **Picture Tools** > **Format**, and in the **Size** group, click the arrow under **Crop**.



III. Click **Fill** or **Fit**.

- **Fill** sets the picture size to match the shape's height or width, whichever is greatest. This fills the shape with the picture and removes anything outside of the shape.
- **Fit** sets the picture size so that the picture's height and width both match the shape's boundaries. This fits as much of the picture into the shape as possible. Some areas of the shape might remain empty.




You can drag the picture to change what part shows within the shape.

IV. When you are finished, press ESC.

02.11.4.4 Use edit points to edit or crop the shape

Although cropping tools are not available for shapes, you can use the **Edit Points** tool to edit a shape manually.

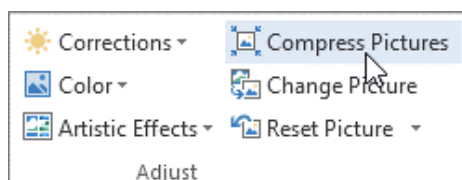
- Select the shape that you want to change.
- Under **Drawing Tools**, on the **Format** tab, click **Edit Shape**  and then click **Edit Points**.
- Drag the vertex points (black dots) until the shape looks the way you want. You can add or delete points by pressing Ctrl while clicking the shape outline.

Note: If you do not see the **Drawing Tools** and **Format** tabs, make sure that you selected a picture. You might have to double-click the picture to select it and open the **Format** tab.

02.11.5 Delete cropped areas of a picture

Even after you crop parts of a picture, the cropped parts remain as part of the picture file. You can reduce the file size by removing the cropping from the picture file. This also helps prevent other people from viewing the parts of the picture that you have removed.

- Select the picture or pictures from which you want to delete cropped areas.
- Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



- Under **Compression Options**, select the **Delete cropped areas of pictures** check box. To remove cropping for the selected picture or pictures only and not all of the pictures in the file, select the **Apply only to this picture** check box.

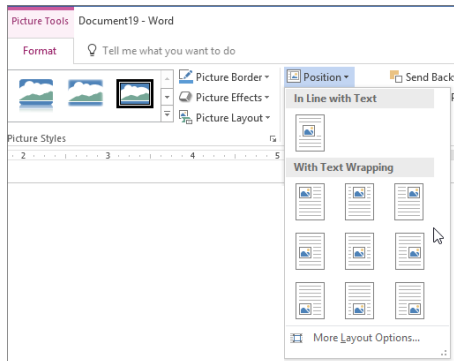
02.12 Wrap text in Word

After you have inserted a picture or drawing object into a Word document you can use a variety of tools to position the item relative to the page and text. This explains all the ways you can access the text wrapping options.

02.12.1 Finding the text wrapping options

- I. Click a picture or object to select it.
- II. Click the **Picture Tools** or **Drawing Tools Format** tab, and in the **Arrange** group, click **Wrap Text**.
- III. Choose the style of wrapping you'd like to use.

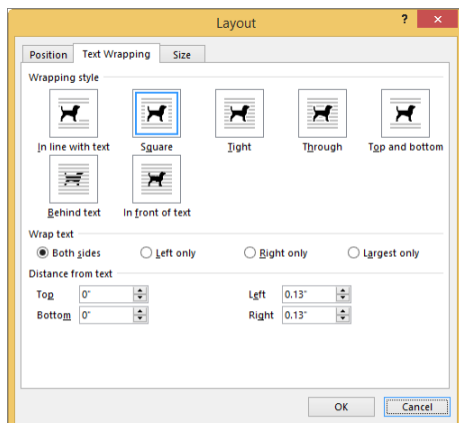
02.12.2 Position menu



These options position a picture or object in a fixed place relative to the page and automatically wrap text around it.

- I. Click a picture or object to select it.
- II. Click the **Picture Tools** or **Drawing Tools Format** tab, and in the **Arrange** group, click **Position**.
- III. Choose the position and wrapping style you'd like to use.

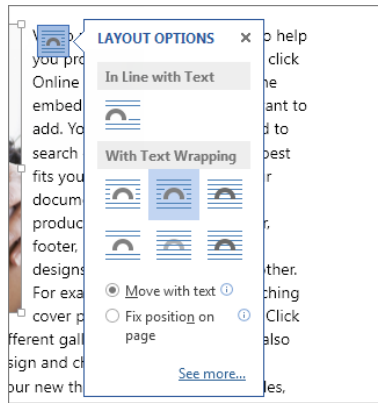
02.12.3 Layout box



- I. Click a picture or object to select it.
- II. Click the **Picture Tools** or **Drawing Tools Format** tab and in the **Arrange** group, click **Wrap Text**, and then click **More Layout Options**.
- III. In the **Layout** box, on the **Text Wrapping** tab, choose the wrapping style you'd like to use.



02.12.4 Layout Options icon



- I. Click a picture or object to select it.
- II. Click the **Layout Options** icon.
- III. Choose the layout options you want.



02.13 Learn about SmartArt Graphics

02.13.1 Overview of SmartArt graphics

A SmartArt graphic is a visual representation of your information and ideas. You can create SmartArt graphics by choosing from among many different layouts to communicate your message quickly, easily, and effectively. SmartArt graphics, especially combined with other features such as themes, help you create designer-quality illustrations with only a few clicks of your mouse.

The **SmartArt button** is on the Insert tab, and, depending on your screen size, may look like any of the following:

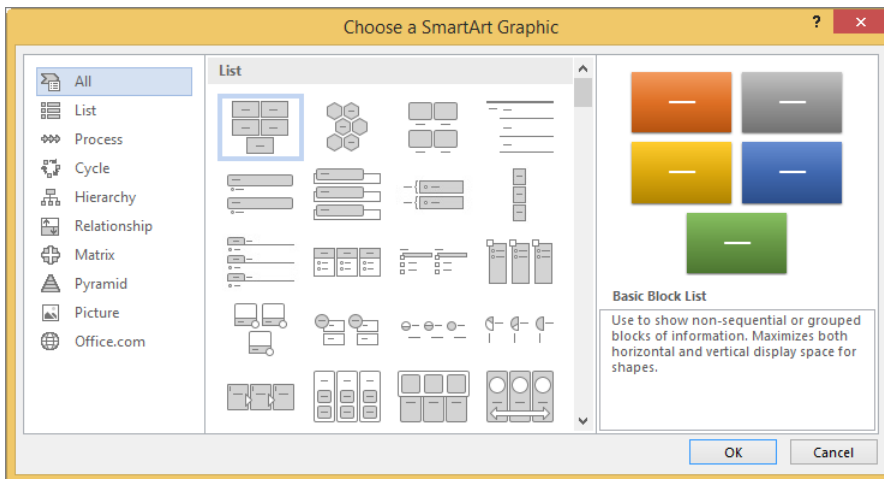


You can change the look of your SmartArt graphic by changing the fill of its shape or text; by adding effects, such as shadows, reflections, glows, or soft edges; or by adding three-dimensional (3-D) effects, such as bevels or rotations.

02.13.2 What to consider when choosing a layout

When you choose a layout for your SmartArt graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. As part of this process, when you create a SmartArt graphic, you are prompted to choose a type such as **Process**, **Hierarchy**, or **Relationship**. A type is similar to a category of SmartArt graphic, and each type contains several different layouts.

Because you can quickly and easily switch layouts, try different layouts (from different types) until you find the one that best illustrates your message.



02.14 Add shapes

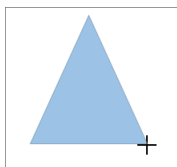
You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets. To add a shape, under **illustration** group, on the **insert** tab click **shapes** command and drag to draw the shape.

After you add one or more shapes, you can add text, bullets, and numbering to them, and you can change their fill, outline, and other effects on the **Format** tab.


- I. On the **Insert** tab, click **Shapes**.



- II. Click the shape you want, click anywhere in the workspace, and then drag to place the shape.

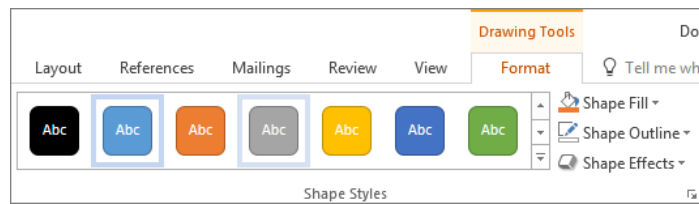



To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold Shift while you drag.

- III. Right-click the shape and click **Add Text** or **Edit Text**, or just start typing.
- IV. On the **Format** tab, in the **Insert Shapes** group, click **Edit Shape**  **Edit Shape** ▾, point to **Change Shape**, and then click the new shape that you want.
- V. Add a bulleted or numbered list to a shape
 - Select the text in the shape that you want to add bullets or numbering to.
 - Right-click the selected text, and on the shortcut menu, point to **Bullets**, and then click **Bullets and Numbering**.
 - Do one of the following:
 - To add bullets, click the **Bulleted** tab, and then choose the options that you want.
 - To add numbering, click the **Numbered** tab, and then choose the options that you want.

VI. Add a Quick Style to a shape

- Click the shape you want to change.
- On the **Format** tab, in the **Shape Styles** group, click the Quick Style you want to use.



- To see more Quick Styles, click the **More** button .

02.15 Create or edit a hyperlink

The fastest way to create a basic hyperlink in an Office document is to press ENTER or the SPACEBAR after you type the address of an existing webpage, such as <http://www.contoso.com>. Office automatically converts the address into a link.

In addition to webpages, you can create links to existing or new files on your computer, to email addresses, and to specific locations in a document. You can also edit the address, display text, and font style or color of a hyperlink.

02.15.1 Create a hyperlink to a location on the web



- I. Select the text or picture that you want to display as a hyperlink.
- II. On the **Insert** tab, click **link**.




You can also right-click the text or picture and click **link** on the shortcut menu.

- III. In the **Insert Hyperlink** box, type or paste your link in the **Address** box.

Note: If you don't see the **Address** box, make sure **Existing File or Web Page** is selected under **Link to**.

Optionally, type different display text for your link in the **Text to display** box.

Note: If you don't know the address for your hyperlink, click **Browse the Web**  to locate the URL on the Internet and copy it.

Optional: To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click **ScreenTip** in the top-right corner of the **Insert Hyperlink** dialog box and enter the text you want.

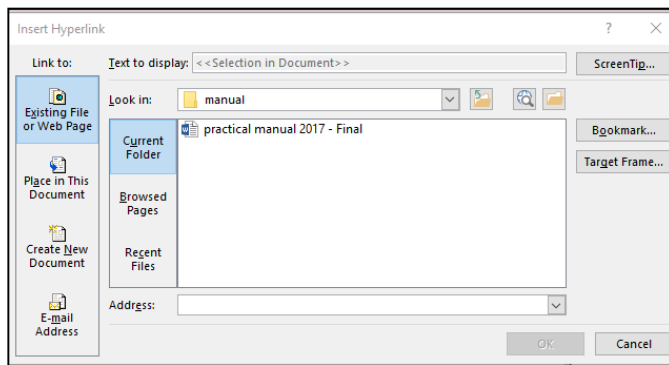
02.15.2 Create a hyperlink to a file on your computer.



You can add a hyperlink to a file on your computer, or to a new file that you want to create on your computer.

- I. Select the text or picture that you want to display as a hyperlink.
- II. On the **Insert** tab, click **link**.
- III. Under **Link to**, do one of the following:

- To link to an existing file, click **Existing File or Web Page** under **Link to**, and then navigate to the file from the **Look in list** or the **Current Folder** list.



- To create a new, blank file and link to it, click **Create New Document** under **Link to**, type a name for the new file, and either use the location shown under **Full path** or browse to a different save location by clicking **Change**. You can also choose whether to **Edit the new document later** or open and **Edit the new document now**.

Optional: To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click **ScreenTip** in the top-right corner of the **Insert Hyperlink** dialog box and enter the text you want.

02.15.3 Create a hyperlink to a new email message

- Select the text or picture that you want to display as a hyperlink.
- On the **Insert** tab, click **link**.
- You can also right-click the text or picture and click **link** on the shortcut menu.
- Under **Link to**, click **E-mail Address**.
- Either type the email address that you want in the **E-mail address** box, or select an address in the **Recently used e-mail addresses** list.
- In the **Subject** box, type the subject of the message.

Note: Some web browsers and email programs might not recognize the subject line.

Optional: To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click **ScreenTip** in the top-right corner of the **Hyperlink** dialog box and enter the text you want.

You can also create a hyperlink to a blank email message by simply typing the address in the document. For example, type **someone@example.com**, and Office creates the hyperlink for you (unless you turned off automatic formatting of hyperlinks).

02.15.4 Create a hyperlink to a location in the current document or another document

You can create hyperlinks that link to a Word document or Outlook email message that includes heading styles or bookmarks. You can also link to slides or custom shows in PowerPoint presentations and specific cells and sheets in Excel spreadsheets.

02.15.4.1 Create a hyperlink to a location in the current document

- Select the text or picture that you want to display as a hyperlink.
- On the **Insert** tab, click **link**.
You can also right-click the text or picture and click **Hyperlink** on the shortcut menu.
- Under **Link to**, click **Place in This Document**.
- In the list, select the heading, bookmark, slide, custom show, or cell reference that you want to link to.

Optional: To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click **ScreenTip** in the top-right corner of the **Insert Hyperlink** dialog box and enter the text you want.

02.15.4.2 Create a hyperlink to a location in another document

- Select the text or picture that you want to display as a hyperlink.

- II. On the **Insert** tab, click **Hyperlink**.
You can also right-click the text or picture and click **Hyperlink** on the shortcut menu.
- III. Under **Link to**, click **Existing File or Web Page**.
- IV. In the **Look in** box, click the down arrow, and navigate to and select the file that you want to link to.
- V. Click **Bookmark**, select the heading, bookmark, slide, custom show, or cell reference that you want, and then click **OK**.

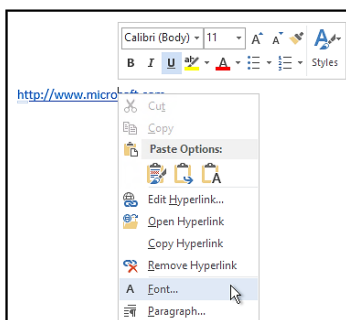
Optional: To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click **ScreenTip** in the top-right corner of the **Insert Hyperlink** dialog box and enter the text you want.

02.15.5 Edit or change the appearance of a hyperlink

- To change the address or display text of a hyperlink you added, right-click the link and click **Edit Hyperlink**.



- To change the appearance of a hyperlink, such as font style, size, or color, right-click the link and click **Font** on the shortcut menu, or click a style option on the mini toolbar that appears.



- To customize the ScreenTip that appears when you rest the pointer over the hyperlink, right-click the link, click **Edit Hyperlink**, click **ScreenTip** in the top-right corner of the dialog box, and enter the text you want.

02.16 Add bookmarks in a document

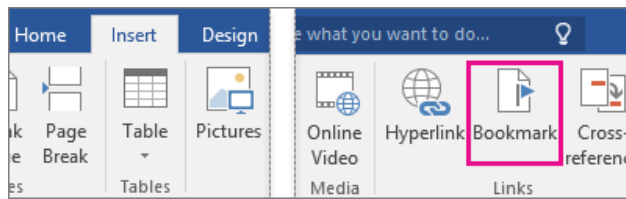


A bookmark identifies a specific word, section, or place in your document so you can easily find it again without scrolling through the document. For example, you might create a bookmark to identify text that you want to revise later.

To add a bookmark, you first mark the location in your document you want to go to. After that, you can jump to the location or add links to it within your document.

02.16.1 Bookmark the location

- I. Select text, a picture, or a place in your document where you want to insert a bookmark.
- II. Click **Insert > Bookmark**.



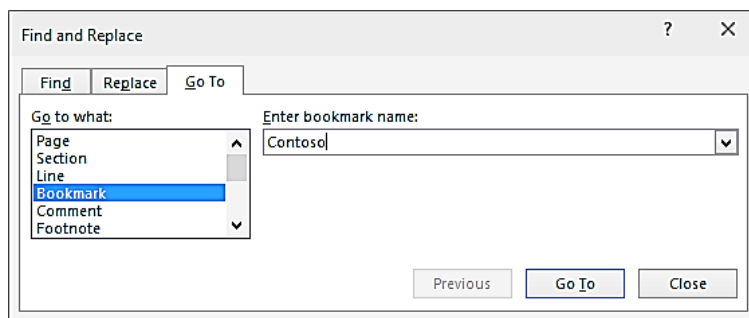
- III. Under **Bookmark name**, type or select a name and click **Add**.
Note: Bookmark names must begin with a letter, can be up to 40 characters long, and cannot contain any spaces. Bookmarks may contain letters, numbers, or underscores (_).

02.16.2 Go to the bookmark

After creating your bookmarks, you can jump to them at any time or add links to them within your document.

02.16.2.1 Jump to a bookmark

Type Ctrl+G to open the **Go To** tab in the **Find and Replace** box. Under **Go to what**, click **Bookmark**, select the bookmark name, and then click **Go To**.



02.16.2.2 Link to a bookmark

Add hyperlinks that will take you to a bookmarked location in the same document.

- I. Select the text or object you want to use as a hyperlink.
- II. Right-click, and then click **Hyperlink**.
- III. Under **Link to**, click **Place in This Document**.
- IV. In the list, select the heading or bookmark that you want to link to.
Note: To customize the Screen Tip that appears when you rest the pointer over the hyperlink, click **ScreenTip**, and then type the text that you want.
- V. Click **OK**.

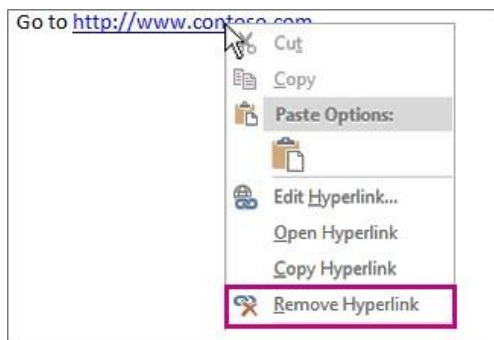
02.17 Remove a hyperlink or turn off hyperlinks

You can remove a hyperlink from a single address, remove many links at once, turn automatic hyperlinks off, and turn off the requirement to press Ctrl to follow a hyperlink.



02.17.1 Remove a hyperlink

To remove a hyperlink but keep the text, right-click the hyperlink and click **Remove Hyperlink**.



To remove the hyperlink completely, select it and then press Delete.

02.17.2 Remove all hyperlinks at the same time

You can remove all hyperlinks in a file by using a keyboard shortcut.

- I. Press **Ctrl+A** to select all text.
- II. Press **Ctrl+Shift+F9**.

02.17.3 Turn off automatic hyperlinks

When it's not convenient to have Office automatically create hyperlinks in your document as you type, you can turn them off.

- I. Click **File > Options > Proofing**.
- II. Click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- III. Clear the **Internet and network paths with hyperlinks** check box.

02.17.4 Turn off Ctrl+Click to follow a link

By default, Word requires you to press Ctrl when you click to follow a hyperlink. This extra step keeps you from accidentally going to a linked destination while you're editing a document.

If you want to click links without having to press Ctrl, try this:

- I. Click **File > Options > Advanced**.
- II. Under **Editing Options**, clear the **Use CTRL + Click to follow hyperlink** check box.

02.18 Create a cross-reference



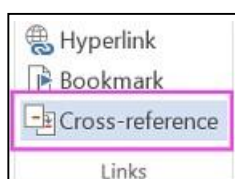
A cross-reference allows you to link to other parts of the same document. For example, you might use a cross-reference to link to a chart or graphic that appears elsewhere in the document. The cross-reference appears as a link that takes the reader to the referenced item.

If you want to link to a separate document, you can create a hyperlink.

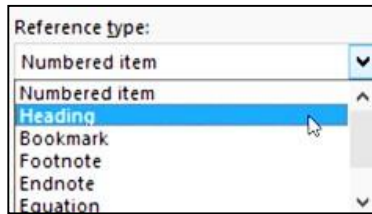
You can't cross-reference something that doesn't exist, so be sure to create the chart, heading, page number, etc., before you try to link to it. When you insert the cross-reference, you'll see a dialog box that lists everything that's available to link to.

02.18.1 Insert the cross-reference

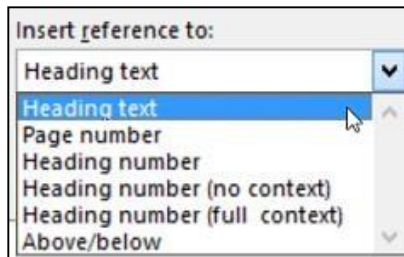
- I. In the document, type the text that begins the cross-reference. For example, "See Figure 2 for an explanation of the upward trend."
- II. On the **Insert** tab, click **Cross-reference**.



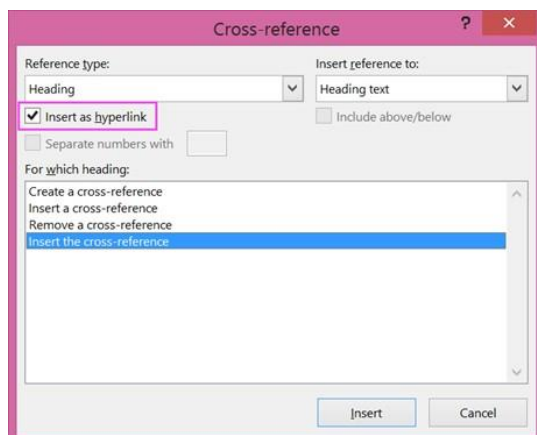
- III. In the **Reference type** box, click the drop-down list to pick what you want to link to. The list of what's available depends on the type of item (heading, page number, etc.) you're linking to.



- IV. In the **Insert reference to** box, click the information you want inserted in the document. Choices depend on what you chose in step 3.



- V. In the **For which** box, click the specific item you want to refer to, such as "Insert the cross-reference."
- VI. To allow users to jump to the referenced item, select the **Insert as hyperlink** check box.



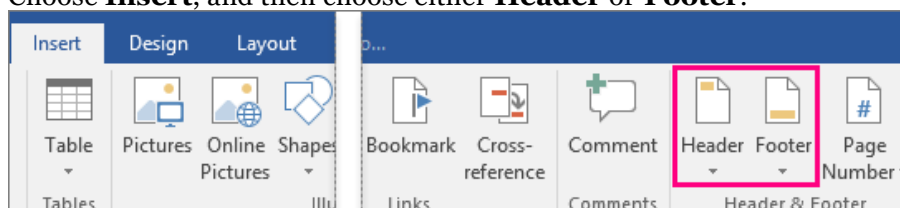
- VII. If the **Include above/below** check box is available, check it to include specify the relative position of the referenced item.
- VIII. Click **Insert**.

02.19 Add a header or footer



Headers and footers are areas in the top, bottom, and side margins of each page in a document. You can customize either or choose to use a built-in style from the gallery. You also can add much more besides page numbers to your headers or footers.

- I. Choose **Insert**, and then choose either **Header** or **Footer**.



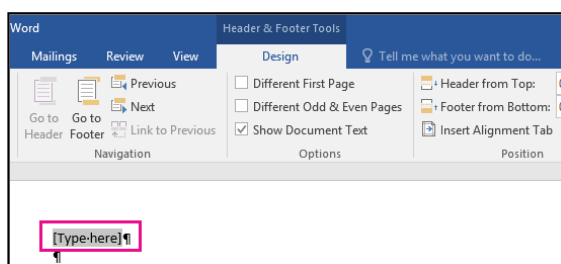
- II. Dozens of built-in layouts appear. Scroll through them and choose the one you want. The header and footer space will open in your document, along with the **Header & Footer Tools**. You won't be able to edit the body of your document again until you close the **Header & Footer Tools**.
- III. Type the text you want in the header or footer. Most headers and footers have placeholder text (such as "Document title") that you can type right over.
Tip: Choose among the **Header & Footer Tools** to add more to your header or footer, such as the date & time, a picture, and the author's name or other document info. You can also select options for different headers on odd and even pages, and indicate that you don't want the header or footer to appear on the first page.
- IV. When you're done, choose **Close Header and Footer**.
Tip: Whenever you want to open the **Header & Footer Tools**, double-click inside the header or footer area.



02.20 Add images to a header or footer

In addition to page numbers or text, you can place an image in your header or footer, such as a small version of a company logo.

- I. Click **Insert**, and then click either **Header** or **Footer**. Dozens of built in layouts appear. Click a simple one, like **Blank**.
- II. To replace a text area with a picture in the header or footer, select the text area. For example, if you choose either the Blank or Banded layouts, double-click **[Type here]** or **[Document title]**.



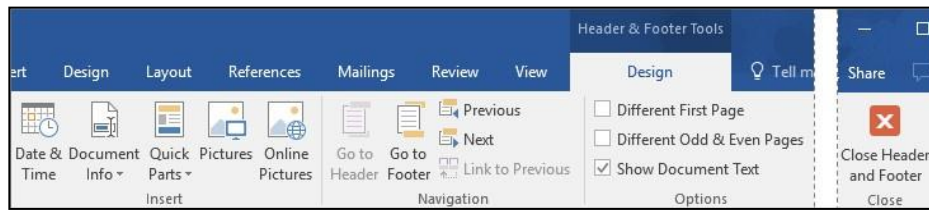
- III. On the **Header & Footer Tools Design** tab, if the picture is stored on your computer, click **Pictures** and select your picture. If your image is online, click **Online Pictures** and search from Bing or other online locations.
Note: Once you insert the picture, the ribbon automatically changes to **Picture Tools** so you can edit or resize the picture or add effects. To resize it more precisely, use the **Size** options among the **Picture Tools**. Or select the picture and drag the small circles at the corners.
- IV. When you're finished, click **Close Header and Footer**.

02.21 Add page numbers to a header or footer

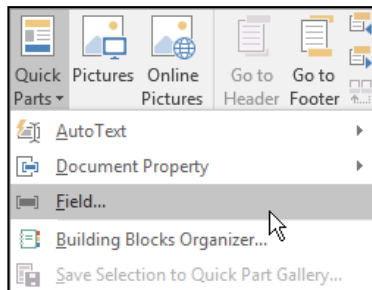
If your document already has headers or footers, you can use the Page Number field code to add page numbers without overwriting your headers or footers.

02.21.1 Use the Page field code to add page numbers to a header or footer

- I. Double-click the header or the footer area (near the top or bottom of the page). This opens the **Design** tab under **Header & Footer Tools**.



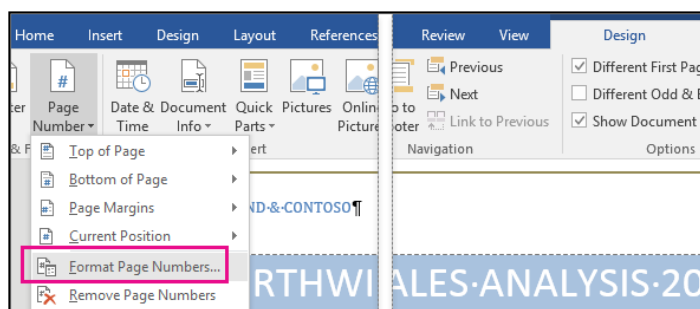
- II. Position your cursor where you'd like to add the page number. To place the page number in the center or on the right side of the page, do the following:
 - To place your page number in the center, on the **Design** tab, click **Insert Alignment Tab > Center > OK**.
 - To place your page number on the right side of the page, on the **Design** tab, click **Insert Alignment Tab, > Right > OK**.
- III. On the **Insert** tab, click **Quick Parts > Field**.



- III. In the **Field names** list, click **Page**, and then click **OK**.

Notes: To show the page number as Page X of Y, do the following:

- Type of after the page number you just added.
 - On the **Insert** tab, click **Quick Parts > Field**.
 - In the **Field names** list, click **NumPages**, and then click **OK**.
- IV. To change the numbering format, on the **Design** tab (under **Header & Footer Tools**), click **Page Number > Format Page Numbers**.



- V. To return to the body of your document, click **Header & Footer Tools > Close Header and Footer**.

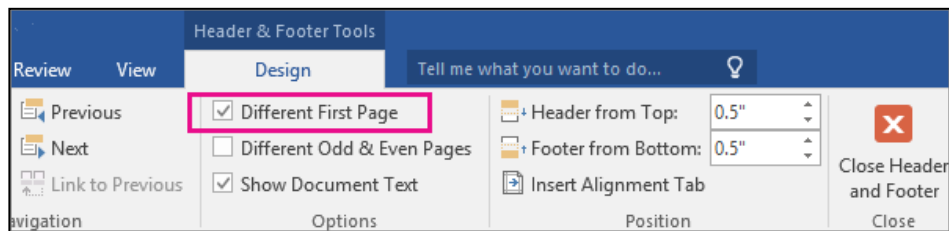
02.22 Delete a header or footer from a single page



If you use a header or footer, you might not want it to show up on the first page. You might also want to remove headers and footers from other pages, such as the first page of new chapters or sections.

02.22.1 Delete the header and footer from the first page

- I. Double-click the header or footer area (near the top or bottom of the page) to open the **Header & Footer Tools**.
- II. Click the **Different First Page** box. This automatically removes any header and footer from the first page.

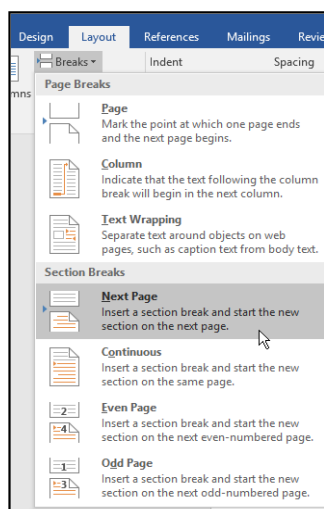


02.22.2 Delete a header or footer from another single page

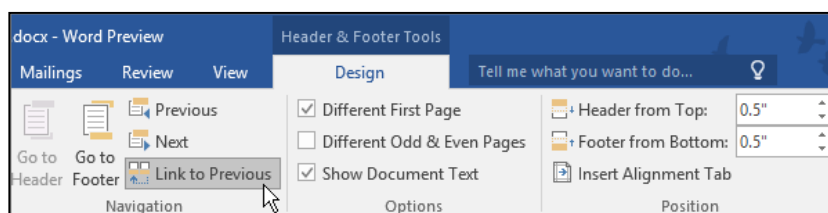
To remove headers and footers from individual pages within a document, start by inserting a section break.

Note: Section breaks are different from page breaks. If you already have a page break before the page where you want to remove the header or footer, remove the page break and replace it with a section break as shown below.

- I. Click where you want to start a new page without the header or footer.
- II. Click **Layout > Breaks > Next Page** to create a section break.



- III. Double-click the header or footer area (near the top or bottom of the page) to open the **Header & Footer Tools**.
- IV. Click **Link to Previous** to turn off the link between the sections.



- V. Click **Header** or **Footer** and choose **Remove Header** or **Remove Footer** near the bottom of the menu. (You'll need to repeat steps 3-5 if you want to delete both the header and the footer.)

- VI. To return to the body of your document, click **Header & Footer Tools > Close Header and Footer**.

Tip: You can also double-click anywhere outside the header and footer area to get back to the body of your document.

The header and/or footer is removed from the first page after the section break.

To remove all headers or footers after the section break, double click in the header or footer area on the page where you want to remove the header or footer, and then repeat steps iv-vi above. If the section has different odd and even pages, you may need to repeat this.

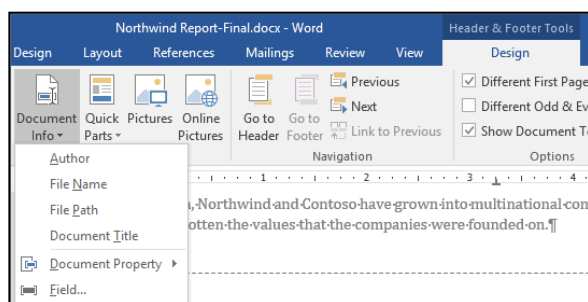
If you'd like to add headers or footers back later in the document, insert another section break, and then add a header or footer to the new section.

02.23 Insert the file name in a footer



You can place document information such as a file name, author, computer path, or subject into the footer. Also, you can create this information only on the title page.

- I. Double-click the footer area (near the bottom of the page) to open the **Header & Footer Tools**.
- II. Click **Document Info** and select the information you want.



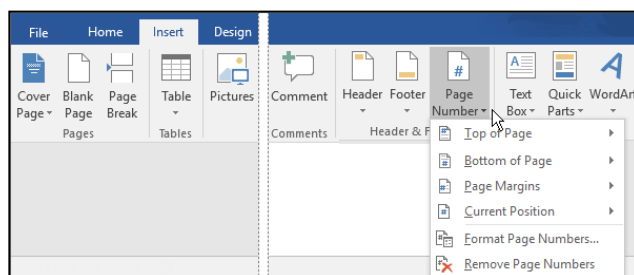
Note: Click **Document Property** to select additional information, such as Author, Company or Subject. Click **Field** to select from dozens of other properties, such as Date and Time or Links and References.

- III. To return to the body of your document, click **Close Header and Footer**.
- Tip:** To center the file name, click **Home**, and then click the **Center** icon on the ribbon.

02.24 Add page numbers



- I. Choose **Insert > Page Number**.



- II. Choose a location, such as **Top of Page** or **Bottom of Page**, and then pick a style in the gallery. Word automatically numbers every page.

Tip: Want to change the appearance of the page number you just added to your Word document? On the **Home** tab, choose **Font**, and change, for example, the font style and family, and font size and color.

- III. When you're done, choose **Close Header and Footer**, or double-click anywhere outside the header and footer area.

Tip: Word automatically numbers every page, but you can change that if you want to. For example, if you don't want the page number to appear on the first page of your document, double-click or double tap near the top or bottom of a page to open the **Header & Footer Tools Design** tab, and select **Different First Page**. For more options, choose **Insert** > **Page Number** > **Format Page Numbers**.

02.25 Add different page numbers or number formats to different sections.

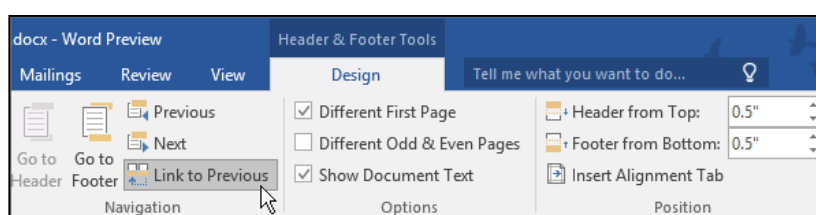
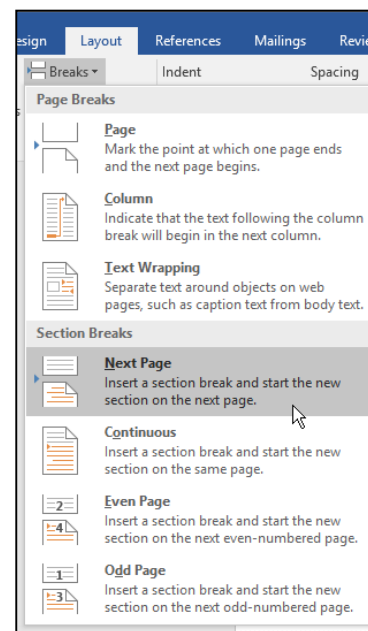


Let's say you want to use different page numbers or number formats and styles in different parts of your document. You could use page numbers such as i, ii, iii... for the introduction and table of contents and 1, 2, 3... for everything after. The trick is to divide the document into sections and to make sure those sections aren't linked.

- I. Click at the very beginning of the first page where you want to start, stop, or change page numbering.
- II. Choose **Layout** > **Breaks** > **Next Page**.

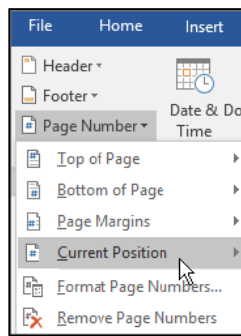
Tip: You might find it helpful to see section breaks and other formatting marks as you type. On the **Home** tab, in the **Paragraph** group, choose **Show/Hide** (¶) to turn on the display of formatting marks. Choose the button again to turn off the display.

- III. On the page after the section break, double-click in the header (top of page) or footer (bottom of page) area where you want to display page numbers. This will open the **Design** tab under **Header & Footer Tools**.
- IV. Choose **Link to Previous** to turn off the link to the header or footer in the previous section.

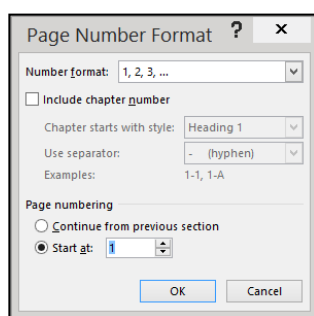


Note: You can confirm if you're turning off a link to the header or footer by looking at the **Go to Header** and **Go to Footer** buttons. The button that isn't dimmed shows you which link is being turned off. In the image above, for example, it's the **Go to Header** button that's unavailable so it's a link to the footer in the previous section that's being turned off.

- V. In the **Header & Footer** group, choose **Page Number**, pick a location, and then choose a style in the gallery.



- VI. To choose a format or to control the starting number, in the **Header & Footer** group, choose **Page Number > Format Page Numbers** to open the **Page Number Format** dialog box.



- VII. Do one of the following:
- Choose **Number format** to select the format for the numbering,
 - Under **Page numbering**, choose **Start at** and type a number that you want to start with.

Tip: You also can change the appearance of the page number you just added to your Word document. On the **Home** tab, choose **Font**, and change, for example, the font style and family, and font size and color.

- VIII. Choose **OK** when finished.
- IX. When you're done, choose the **Close Header and Footer**, or double-click anywhere outside the header or footer area to close it.

02.26 Start page numbers with something other than 1

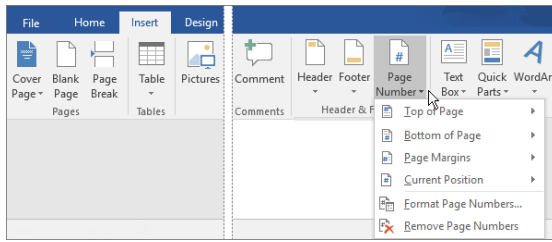
Many documents begin with a basic cover page followed by a table of contents before the text of the document appears. Although it's common practice to set the page number for the first page of text to a value of 1, the choice to start with a different value is yours. If you're working with a document set, for example, your first document may start with "Page 1," and end at "Page 52." You then would want the first page in the second document in the set to start with "Page 53" because it's the next consecutive number.

02.26.1 Add a page number with a value greater than 1

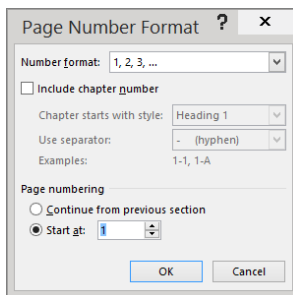
Tip: You might find it helpful to view not only the contents of your header or footer area, but also the formatting marks in those areas. On the **Home** tab, in the **Paragraph** group, choose **Show/Hide (¶)** to turn on the display of formatting marks. Choose the button again to turn off the display.

- I. Double-click in the header (top of page) area or the footer (bottom of page) area to open the **Design** tab under **Header & Footer Tools**.

- II. If you're adding page numbers for the first time, choose **Page Number**, pick a location, and then choose a style in the gallery.



- III. Choose **Page Number** > **Format Page Numbers** to open the **Page Number Format** dialog box.
- IV. Under **Page numbering**, choose **Start at**, type a number that you want to start with, and then choose **OK**.



- V. Choose **Close Header and Footer** or double-click anywhere outside the header or footer area.

02.27 Add page numbers X of Y to a document



The quickest way to show the current page number and the total number of pages in a document is to use the Page Number Gallery.

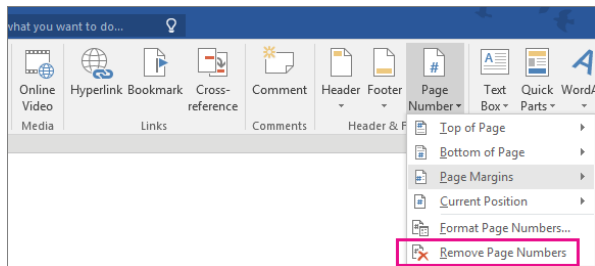
Important: Using the Page Number Gallery replaces the header or footer. To add page numbers to a header or footer you want to keep.

- I. On the **Insert** tab, click **Page Number**.
- II. Click a location, such as **Top of Page**, **Bottom of Page**, or **Current Position**.
Note: Don't choose **Page Margins**. The options for that location don't include Page X of Y.
- III. In the gallery, scroll through the options until you see **Page X of Y**.
- IV. Click a page number format.
- V. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**), or double-click anywhere outside the header or footer area.



02.28 Delete page numbers

To quickly delete all of the page numbers in a document or section, click **Insert > Page Number > Remove Page Numbers**.



02.29 Drop Cap

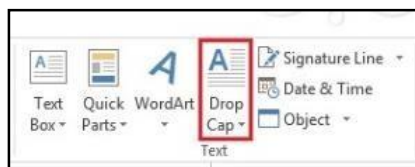


02.29.1 Insert a drop cap

A drop cap (dropped capital) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines. Use drops caps to give your Word document a dramatic and polished look.

Lorem ipsum dolor sit amet, at mea vidisse philosophia. Mel latine patrioque id, accusam complectitur an per. Ne autem percipit recusabo nec. Utamur vulputate usu eu. Mei blandit electram et. Postea laoreet vix ei.

- I. Click the paragraph that you want to begin with a drop cap. The paragraph must contain text and cannot be inside a text container.
- II. On the **INSERT** tab, in the **Text** group, select **Drop Cap**.



- III. Select the drop cap option you want.
 - To create a drop cap that fits within your paragraph, select **Dropped**.
 - To create a drop cap that is in the margin, outside of your paragraph, select **In margin**.

Tip: You can change the size and font of the drop cap, as well as its distance from the text. To do so, click **Drop Cap > Drop Cap Options**, and under **Options**, make your selections.

02.29.2 Remove a drop cap

- I. Highlight the large drop cap letter.
- II. On the **INSERT** tab, in the **Text** group, click **Drop Cap > None**.

02.30 Insert a signature

Your handwritten signature gives your document a personal touch. You can scan your signature and store it as a picture to insert in the document.

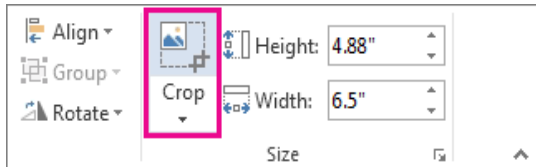
You can also insert a signature line to indicate where a signature should be written.



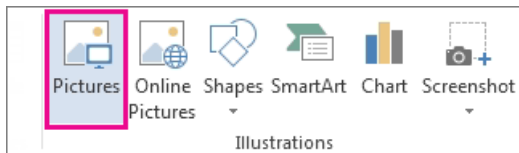
02.30.1 Create and insert a handwritten signature

You need a scanner to do this.

- I. Write your signature on a piece of paper.
- II. Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. For information on how to use your scanner, use the manufacturer's manual or Web site.
- III. Open the image file.
- IV. To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image.



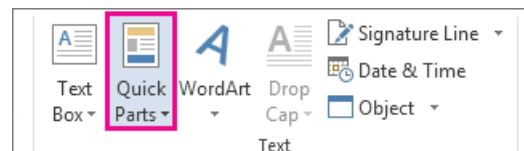
- V. Right-click the image, and then click **Save As Picture** to save the picture as a separate file.
- VI. To add the signature to a document, click **Insert > Pictures**.



02.30.2 Include typewritten text with your reusable signature

If you want information like your job title, phone number, or email address to be part of your signature, save it along with the picture as AutoText.

- I. Type the text you want under the inserted picture.
- II. Select the picture and the typed text.
- III. Click **Insert > Quick Parts**.
- IV. Click **Save Selection to Quick Part Gallery**. The **Create New Building Block** box opens.

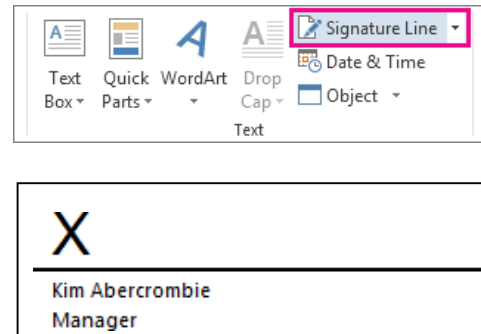


- V. In the **Name** box, type a name for your signature block.
- VI. In the **Gallery** box, select **AutoText**.
- VII. Click **OK**.
- VIII. When you want to use this signature, place the insertion point where you want to insert the signature block.
- IX. Click **Insert > Quick Parts > AutoText**, and then click the name of your signature block.

02.30.3 Insert a signature line

Use the **Signature Line** command to insert a signature line with an X by it to show where to sign a document.

- I. Click where you want the line.
- II. Click **Insert** > **Signature Line**.
- III. Click **Microsoft Office Signature Line**.
- IV. In the **Signature Setup** box, you can type a name in the **Suggested signer** box. You can also add a title in the **Suggested signer's title** box.
- V. Click **OK**. The signature line appears in your document.



02.31 Insert Date and Time



Inserting fields can give you precise control over dynamic text in your document. Fields are an important part of Word, but it's good to know that many fields are inserted for you through built-in commands and features. For example, fields are at work when you insert page numbers or create a table of contents. In these cases, it's probably simpler to let Word automatically add them for you. Fields are most useful when you need placeholders for data that might change in your document and for creating form letters or labels in mail-merge documents.

These steps work for inserting date and time.

- I. Click where you want to insert date and time.
- II. Click **Insert** > **Quick Parts** > **Field**.

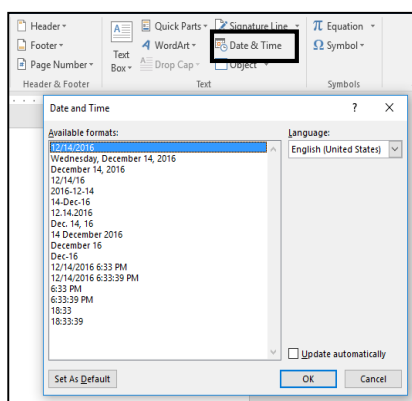


In the **Field names** list, select **Date**.

Then you can select any date format you want.

- Same as for inserting the date you can insert **Time** using the **Field** option. Click **Insert** > **Quick Parts** > **Field** > **Time**

Tip: You can filter the list by clicking the down arrow in the **Categories** list. Or you can add date and time directly using the **Date and Time** option in the **Insert** tab, **Text** group.



02.32 Insert symbols

Sometimes you need a character that's not on your keyboard, like a foreign currency symbol, a trademark (™), or a fraction like 1/3. For a few symbols, you can use the AutoCorrect feature to type them. For all other symbols, go to **Insert > Symbol**.

AutoCorrect converts a series of keystrokes to symbols. Here are a few of the most commonly used ones.

Type	To insert
(c)	©
(r)	®
(tm)	™
(e)	€

To see other keystrokes that convert to symbols, click **File > Options > Proofing > AutoCorrect Options** and scroll down the list on the **AutoCorrect** tab. You can also create your own AutoCorrect character on the **AutoCorrect** tab by typing a keystroke in the **Replace** box, and typing what you want the keystroke to replace in the **With** box.

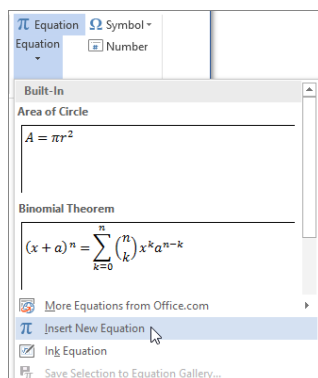
02.33 Insert mathematical symbols



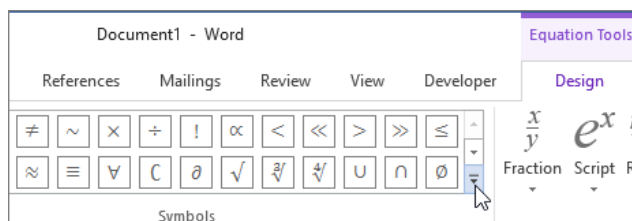
Some of the content in this topic may not be applicable to some languages.

In Word, you can insert mathematical symbols into equations or text by using the equation tools.

- I. On the **Insert** tab, in the **Symbols** group, click the arrow under **Equation**, and then click **Insert New Equation**.



- II. Under **Equation Tools**, on the **Design** tab, in the **Symbols** group, click the **More** arrow.



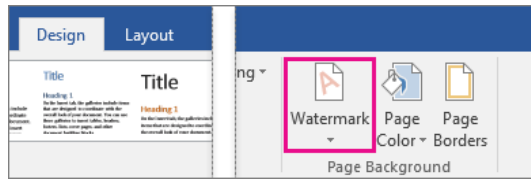
- III. Click the arrow next to the name of the symbol set, and then click the name of the symbol set that you want to display.
- IV. Click the symbol that you want to insert.

02.34 Add a "Draft" watermark to your document



Word comes with several common watermarks, such as Draft, Confidential, and Do Not Copy. You can also write your own watermarks.

- I. Click **Design > Watermark**.



- II. Scroll through the watermark gallery and click the watermark you want. It will appear on every page except a designated title page.

Tip: If you don't see the watermark, click **View > Print Layout**. This view also shows what the printed watermark will look like.

02.34.1 Change a watermark

- I. Click **Design > Watermark**.
- II. Click **Custom Watermark** near the bottom of the watermark gallery.
- III. To change the watermark text, either write your own in the **Text** box under **Text watermark**, or choose something from the **Text** list.
- IV. Choose options for the watermark's font, size, color, text, and more, and click **Apply**.

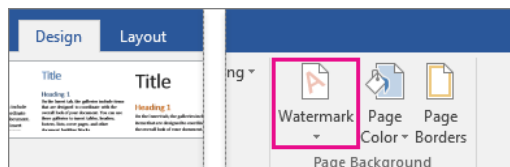
02.35 Add a picture as a background watermark

Adding a picture watermark is a great way to brand your document with a logo or add an attractive background. To insert a background picture quickly, add it as a custom watermark. If you want more options for adjusting the background picture, insert it as a header, instead.

02.35.1 Add a background picture as a custom watermark

This method is fast, but it doesn't give you many options for formatting the image.

- I. Click **Design > Watermark**.



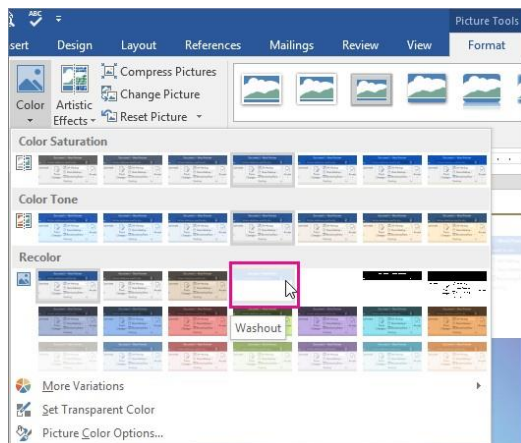
- II. Click **Custom Watermark**.
- III. Click **Picture watermark > Select Picture**.
- IV. Browse to (or search for) the picture you want, and then click **Insert**.
- V. Select a percentage under **Scale** to insert the picture at a particular size. Make sure you put in a big enough percentage to fill the page, or just select **Auto**.
- VI. Select the **Washout** box to lighten the picture so it won't interfere with text.
- VII. Click **OK**.

02.35.2 Add a background picture with more formatting options

Inserting a background picture as a header is a bit more involved, but it gives you more options for adjusting the photo.

- I. Click **Insert > Header > Edit Header**.
- II. Under the **Header & Footer Tools** tab, click **Pictures**.
- III. Browse to the picture and click **Insert**.
- IV. Under the **Picture Tools** tab, click **Position**, and then click the centered option under **With Text Wrapping**.
- V. In **Picture Tools**, click **Wrap Text > Behind Text**.

- VI. In **Picture Tools**, select the options you want in the **Adjust** group. For example, to give the picture a washed out look so it doesn't fight with the text, click **Color**, and under **Recolor**, click the **Washout** option:



- VII. Click **Header & Footer Tools > Close Header and Footer**

03 Page Setup

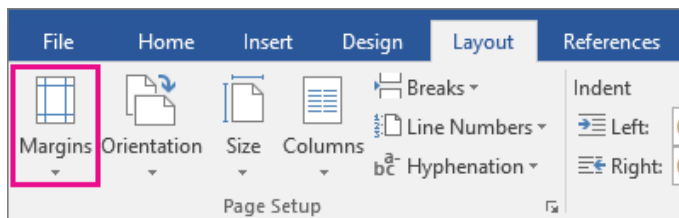
03.1 Set page margins



In Word, you can customize or choose predefined margin settings. Word automatically sets a one-inch page margin around each page. You also can set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.

03.1.1 Choose a predefined margin setting

- I. Click **Layout > Margins**.

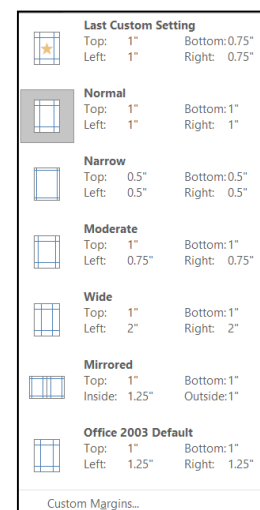


Note: The **Margins** gallery appears with the **Normal** one-inch margin already selected.

- II. Choose any of the other options in the **Margins** gallery to change margins; each one shows the margin measurements.

Notes:

- If your document contains multiple sections, the new margin will apply only to the section you're in, or to as many sections as you have selected.
- If you want the new margin to be the default every time you open Word, choose **Margins > Custom Margins**. In **Page Setup** dialog box, on the **Margins** tab, choose **Set as Default**.



03.1.2 Create custom margins

If none of the standard margins are what you want, set your own.

- Click **Layout > Margins > Custom Margins**.
- In **Page Setup**, under **Margins**, enter the values you want.

Note: If you want the new margins to be the default every time you open Word, click **Margins > Custom Margins**. In **Page Setup**, on the **Margins** tab, click **Set as Default**.

03.1.3 Set margins for facing pages

Use mirror margins to set up facing pages for double-sided documents, such as books or magazines, so that the margins of the left page will be a mirror image of those on the right.

- Choose **Layout > Margins > Mirrored**.

Note: To change margin widths, choose **Margins > Custom Margins**, and in the **Page Layout** dialog box, enter new values in the **Inside** and **Outside** boxes.

03.1.4 Add a gutter margin for bound documents

A gutter margin adds extra space to the side, top margin, or inside margins of a document you plan to bind. It helps to make sure text isn't obscured by the binding.

- I. Choose **Layout > Margins > Custom Margins**.
- II. In the **Page Layout** dialog box, under **Margins**, in the **Gutter** box, enter a width for the gutter margin.
Note: The **Gutter position** box isn't available if under **Pages, Multiple Pages**, is set to **Mirror margins, 2 pages per sheet**, or **Book fold**. The gutter position for these options is set automatically.
- III. In the **Gutter position** box, choose **Left** or **Top**.

03.1.5 Change the unit of margin measurements

Set the margin unit of measurement to whatever you find most useful: inches, centimeters, millimeters, points, or picas.

1. Choose **File > Options > Advanced**.
2. Under **Display**, in the **Show measurements in units of** box, select the unit you want.

03.1.6 Learn more about margins

- If you want the new margin to be the default every time you open Word, after you select a new margin, choose **Margins > Custom Margins**. In the **Page Setup** dialog box, on the **Margin** tab, choose **Set as Default**.
- To change the margins for part of a document, select the text, choose **Margins > Custom Margins**. In the **Page Setup** dialog box, set the margins that you want. Under **Preview**, in the **Apply to** box, choose **This point forward**. Word automatically inserts section breaks before and after the text that has the new margin settings. If your document is already divided into sections, you can select one or more sections, and then change the margins.
- Most printers require a minimum width for margin settings, because they can't print all the way to the edge of the page. If you try to set margins that are too narrow, Word you'll get this message: **One or more margins are set outside the printable area of the page**. Choose the **Fix** button to automatically increase the margin. The minimum margin settings depend on your printer, the printer driver, and the paper size. To learn about the minimum margin settings, check your printer manual.

03.2 Working with columns



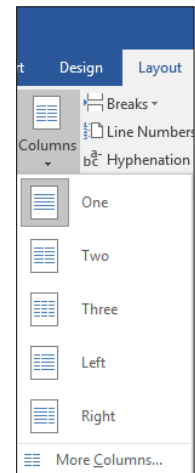
Sometimes the information you include in your document is best displayed in columns. Not only can columns help improve readability, but some types of documents like newspaper articles, newsletters, and flyers are often written in column format. Word also allows you to adjust your columns by adding column breaks.

03.2.1 Apply columns to your document

- I. On the **Layout** tab > **Page setup** group, click **Columns**.
- II. Click the column layout you want. This applies that layout to the entire document or section.

Notes: To apply columns to part of a document, or to change columns you've already applied:

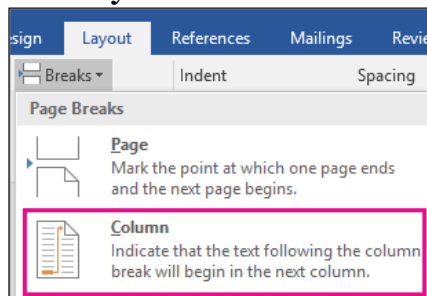
- Select the text or click in the section you want to change.
 - Click **Page Layout** > **Columns**.
 - Click the column layout you want.
- III. Word automatically sets the column widths to fit your page. If the presets don't work for your layout or if you want more than three columns, choose **More Columns** and adjust the settings in the **Columns** dialog box.



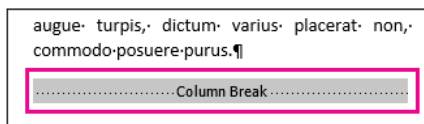
03.2.2 Insert a column break

If you format a document with columns (as in some newsletter layouts), the text will automatically flow from one column to the other. You can insert your own column breaks for more control over the document format.

- I. Place your cursor where you want the column to break.
- II. Click **Layout** > **Breaks**. A menu with options will appear; click **Column**.



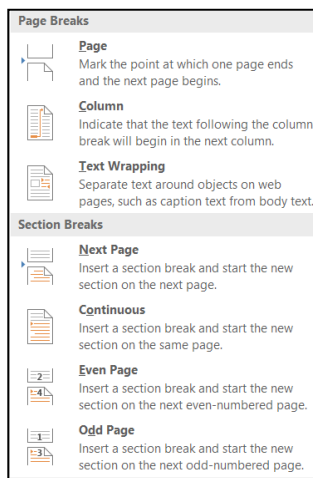
- III. A column break is inserted. Click **Home** > **Show/Hide ¶** to see it.





03.3 Section Breaks

When you decide to use sections your choices are seemingly endless for how you want your document to look. One of the best and easiest things to do is just experiment and play around with section breaks and see what works for you and the way you want your document to look.



- A **Next Page** section break starts the new section on the following page. Choose **Page Layout > Breaks > Next Page**.
- A **Continuous** section break starts the new section on the same page. One of the most common reasons for using this type of section break is if you're using columns. By using this sort of section break you can change the number of columns without starting a new page. Choose **Page Layout > Breaks > Continuous**.
- An **Even Page** section break lets you start a new section on the next even-numbered page. Choose **Page Layout > Breaks > Even Page**.
- An **Odd Page** section break lets you start a new section on the next odd-numbered page. Choose **Page Layout > Breaks > Odd Page**.

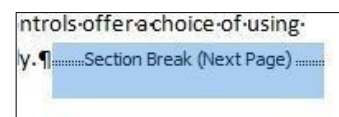
03.3.1 Insert a section break

- On the **Layout** tab, in the **Page Setup** group, choose **Breaks**, and then choose the type of section break you want.

03.3.2 Delete a section break

It's easier to find and delete a section break when you turn on **Show/Hide**. Click **Home**, and then click **Show/Hide** to show section breaks and paragraph marks.

- To delete a section break, scroll until you see it. Select the section break by dragging from its left edge all the way to the right edge.
- Press Delete.



When you delete a section break, the text that was above the break becomes part of the section that was below the break, and its text is now formatted the same way as the text that was below the break.

04 References



04.1 Tables of Contents

A **table of contents**, usually headed simply "Contents" and abbreviated informally as **TOC**, is a list, usually found on a page before the start of a written work, of its chapter or section titles or brief descriptions with their commencing page numbers.

04.1.1 Create a table of contents

To create a table of contents that's easy to keep up-to-date, apply heading styles to the text you want to include in the table of contents. After that, Word will build it automatically, from those headings. <https://www.youtube.com/watch?v=wcUGMgabJxo>

04.1.2 Apply heading styles

Select the text you want to include in the table of contents, and then on the Home tab, click a heading style, such as Heading 1.

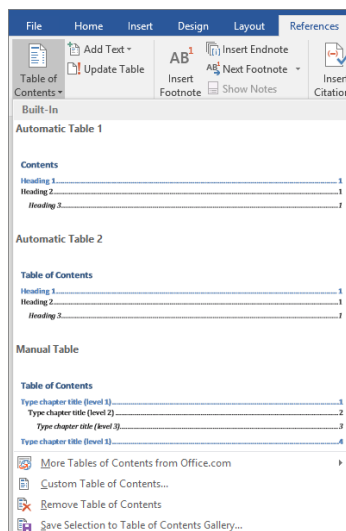
Do this for all of the text you want to show up in the table of contents.

04.1.3 Create a table of contents

Word uses the headings in your document to build an automatic table of contents that can be updated when you change the heading text, sequence, or level.

- I. Click where you want to insert the table of contents – usually near the beginning of a document.
- II. Click **References** > **Table of Contents**, and then choose an **Automatic Table of Contents** style from the list.

Note: If you use a **Manual Table of Contents** style, Word won't use your headings to create a table of contents and won't be able to update it automatically. Instead, Word will use placeholder text to create a dummy table of contents, and you'll need to manually type each entry into it.

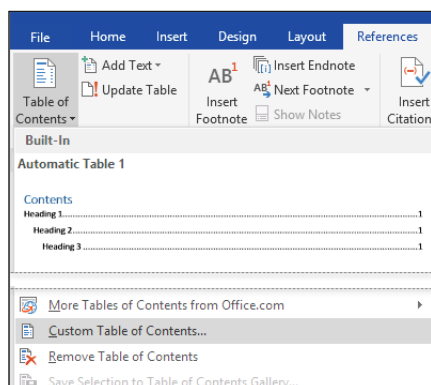


If you want to format or customize a table of contents, you can. For example, you can change the font, the number of heading levels, and whether to show dotted lines between entries and page numbers.

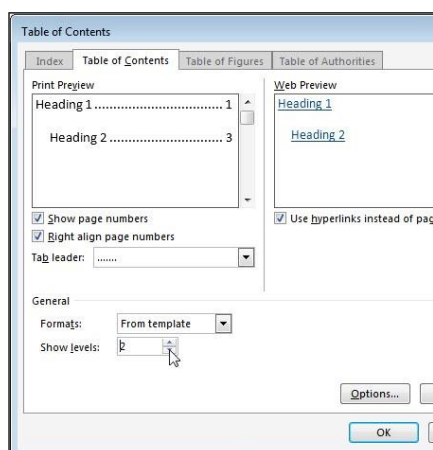
04.1.4 Format or customize a table of contents

After you create a table of contents, you can customize the way it looks. For example, you can select how many heading levels to include and whether to show dotted lines between entries and page numbers. You can also change the format of the text, and Word will keep that format no matter how many times you update a table of contents.

- I. Click **References > Table of Contents > Custom Table of Contents**.



- II. In the **Table of Contents** dialog box, make your changes. You'll see a preview of the changes in the box on the right.



- To add dashed or dotted lines between entries and page numbers, in the **Tab leader** list, choose a line style. To remove the lines, click **(none)**.
- To change the overall appearance of your table of contents, in the **Formats** list, click the format you want to apply.
- To change the number of levels displayed in your table of contents, click the up or down arrows next to **Show levels**.

- III. Click **OK**.

04.1.5 Format the text in a table of contents

You can change the way the text looks in each level of a table of contents.

- I. Click **References > Table of Contents > Custom Table of Contents**.
- II. In the **Table of Contents** dialog box, in **Formats**, click **From template**.
- III. At the bottom of the dialog box, click **Modify**.
- IV. In the **Style** dialog box, in the **Styles** list, click the level you want to change and then click **Modify**.
- V. In the **Modify Style** dialog box, make the formatting changes that you want, and then click **OK**.

VI. Repeat steps 4 and 5 for all the levels you want to display in your table of contents.

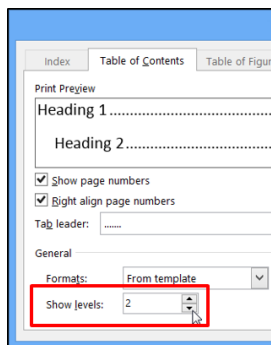
04.1.6 Change or add levels in a table of contents

The most common way to change the number of levels shown in your table of contents is to just replace the existing table with one that contains the levels you want. A shorter, but more technical way to do it is to edit the field code information.

If you want to change the level of an individual table of contents entry, change the heading level of that text in the body of your document.

04.1.7 Replace the table of contents

- I. Click References > Table of Contents > Custom Table of Contents.
- II. In the **Table of Contents** dialog box, in the **Show levels** list, choose the number of levels that you want, and then click **OK**.



For example, if you click 2, then all text with the Heading 1 style or the Heading 2 style applied is displayed in the table of contents.

- III. When you are asked whether you want to replace the existing table of contents, click **Yes**.

04.1.8 Change the level of a table of contents entry

To change the level of an entry in your table of contents, just change the heading level of that text in the body of your document.

- I. Click the heading that you want to change.
- II. On the **Home** tab, in the **Styles** group, click the heading level you want.
- III. On the **References** tab, click **Update Table**.



- IV. Click **Update entire table**, and then click **OK**.

Word automatically includes the top three levels in a table of contents.

04.1.9 Update a table of contents

To update a table of contents that was created automatically from heading styles, click **References > Update Table**.

You can choose to **Update page numbers only** or **Update entire table** if you want to update the page numbers and the text.

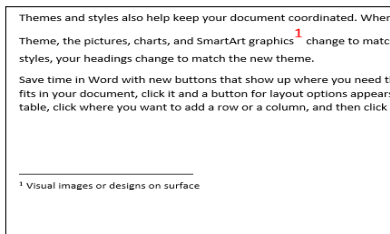


04.2 Footnotes and Endnotes¹

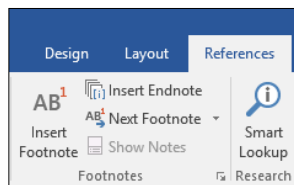
You can use footnotes and endnotes in documents to explain, comment on, or provide references to something mentioned in a document. Usually, footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

04.2.1 Add a footnote

Word inserts a reference mark in the text and adds the footnote at the bottom of the page.



- I. Click where you want to add the footnote.
- II. Click **References > Insert Footnote**.



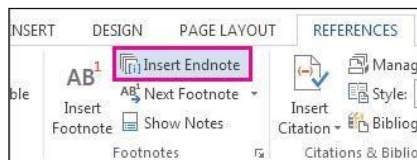
- III. Type the footnote text.

Note: To return to your place in your document, double-click the footnote mark.

04.2.2 Add an endnote

Word inserts a reference mark in the text and adds the endnote at the end of the document.

- I. Click where you want to add the endnote.
- II. Click **References > Insert Endnote**.



Note: You also can press CTRL+ALT+D to insert an endnote.

- III. Type the endnote text.

04.2.3 Delete a footnote or an endnote

You don't delete the footnote with a separator line at the bottom of your page or an endnote at the end of your document. It's the *reference number* or mark in the body of the text you delete. And if you delete a reference number for a footnote or endnote itself, Word rennumbers the existing notes.

- I. Open your document.
- II. On the **References** tab, in the **Footnotes** group, choose **Next Footnote** (default setting) or choose the drop-down arrow and choose **Next Endnote**.
- III. Select the footnote or endnote and then press Delete.



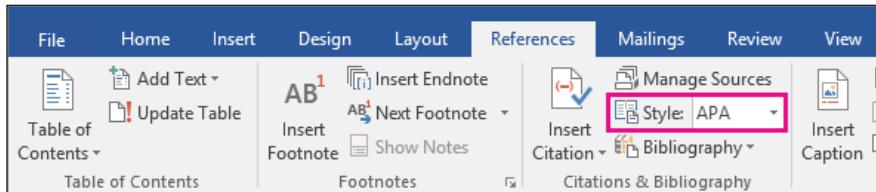
04.3 Citations

In Word, you can easily add citations when writing a document where you need to cite your sources, such as a research paper. Citations can be added in various formats, including APA, Chicago-style, GOST, IEEE, ISO 690, and MLA. Afterwards, you can create a bibliography of the sources you used to write your paper.

To add a citation to your document, you first add the source that you used.

04.3.1 Add a new citation and source to a document

- I. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style** and click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.



- II. Click at the end of the sentence or phrase that you want to cite.
- III. On the **Reference** tab, click **Insert Citation** and then do one of the following:
 - To add the source information, click **Add New Source**, and then, in the **Create Source** dialog box, click the arrow next to **Type of Source**, and select the type of source you want to use (for example, a book section or a website).
 - To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.
- IV. If you chose to add a source, enter the details for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.
- V. Click **OK** when finished. The source is added as a citation at the place you selected in your document.

When you've completed these steps, the citation is added to the list of available citations. The next time you quote this reference, you don't have to type it all out again. You just add the citation to your document. After you've added a source, you may find you need to make changes to it at a later time.

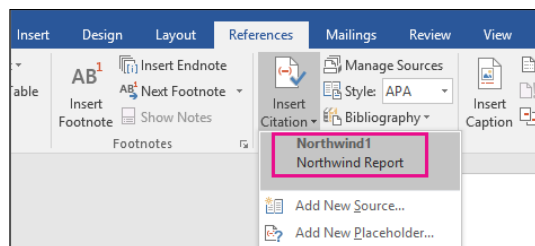
Notes:

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

04.3.2 Add citations to your document

- I. Click at the end of the sentence or phrase that you want to cite, and then on the **References** tab, in the **Citations & Bibliography** group, click **Insert Citations**.

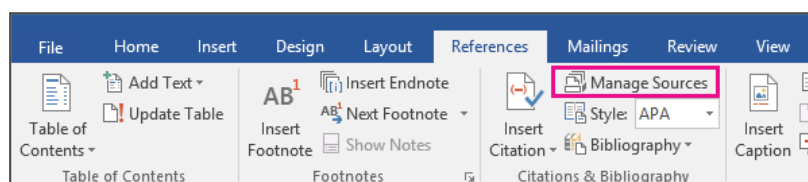
- II. From the list of citations under **Insert Citation**, select the citation you want to use.



04.3.3 Find a source

The list of sources that you use can become quite long. At times, you might need to search for a source that you cited in another document.

- I. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



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

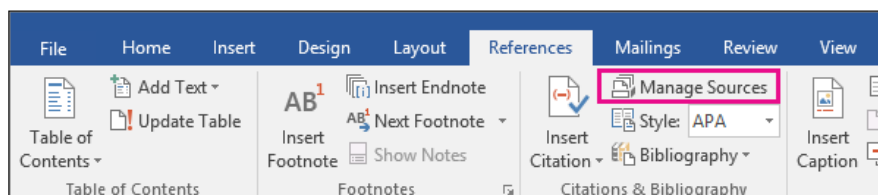
If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

- II. To find a specific source, do one of the following:
- In the sorting box, sort by author, title, citation tag name, or year, and then look for the source that you want in the resulting list.
 - In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

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

04.3.4 Edit a source

On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



In the **Source Manager** dialog box, under **Master List** or **Current List**, select the source you want to edit, and then click **Edit**.

Note: To edit a placeholder to add citation information, select the placeholder from **Current List** and click **Edit**.

In the **Edit Source** dialog box, make the changes you want and click **OK**.

04.4 Bibliography



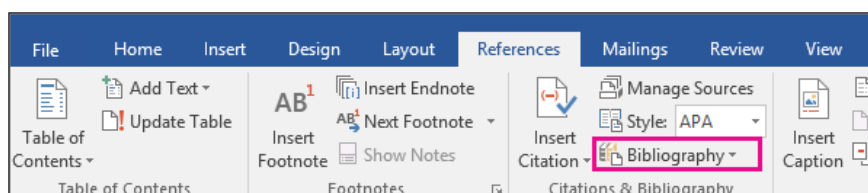
Before you can create a bibliography, you need to have at least one citation and source in your document that will appear in your bibliography. If you don't have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the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

Note: Placeholder citations do not appear in the bibliography.

04.4.1 Create a bibliography

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

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

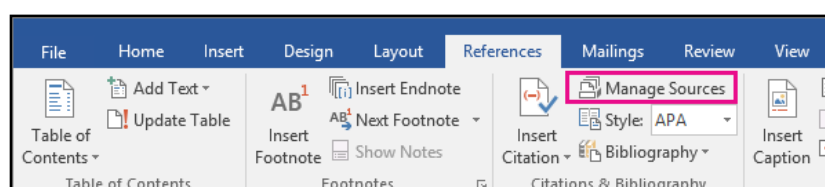


- III. Click a predesigned bibliography format to insert the bibliography into the document.

04.4.2 Edit a citation placeholder

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

- I. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



- II. Under **Current List**, click the placeholder that you want to edit.
 - **Note:** Placeholder sources are alphabetized in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word **Placeholder** and a number, but you can customize the placeholder tag name with whatever tag you want.
- III. Click **Edit**.
- IV. Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
- V.
- VI. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.



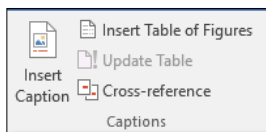
04.5 Captions in Word

You can add captions to figures, equations, or other objects. A caption is a numbered label, such as "Figure 1", that you can add to a figure, a table, an equation, or another object. It's comprised of customizable text ("Figure", "Table", "Equation" or something else that you type) followed by an ordered number or letter ("1, 2, 3..." or "a, b, c..." typically) which can be optionally followed by some additional, descriptive, text if you like.

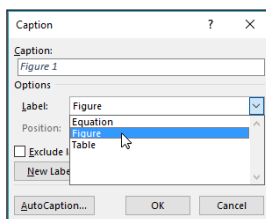
04.5.1 Add captions

Tip: If you want to be able to move the figure and caption as one object, or wrap text around the figure and caption, follow the instructions for adding captions to floating objects below.

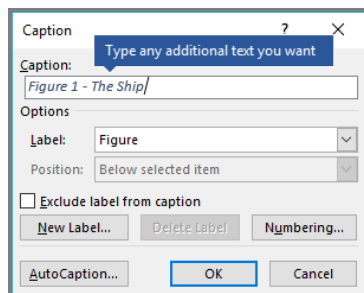
- I. Select the object (table, equation, figure, or another object) that you want to add a caption to.
- II. On the **References** tab, in the **Captions** group, click **Insert Caption**.



- III. In the **Label** list, select the label that best describes the object, such as a figure or equation. If the list doesn't provide the label you want, click **New Label**, type the new label in the **Label** box, and then click **OK**.



- IV. Type any text, including punctuation, that you want to appear after the label.



- V. Click **OK**.

04.5.2 Update caption numbers

If you insert a new caption, Word automatically updates the caption numbers. However, if you delete or move a caption, you must manually start a caption update.

- I. Click anywhere in the document and press CTRL+A to select the entire document.
- II. Right-click, and then choose **Update Field** on the shortcut menu. All of the captions in the document should now be updated.

04.5.3 Format captions

Once you've added at least one caption to your document you should see a new style displayed on the style gallery called "Caption". To change the formatting of your captions throughout your document simply right-click that style on the gallery and choose **Modify**. Here you can set font size, color, type and other options that will apply to your captions.

04.5.4 Delete a caption

To delete a caption select it with your mouse and press Delete. If you have additional captions in your document when you're finished deleting the ones you want to remove, you should update them. Press CTRL+A to select all of the text in your document and then press F9 to update all. That will ensure that your caption numbers are correct after you've removed the ones you didn't want.

04.5.5 Add chapter numbers to captions in Word

If you're writing a multi-chapter document, such as a book, that includes figures, you may want to have your figure captions prefaced with the number of the chapter the figure appears in.

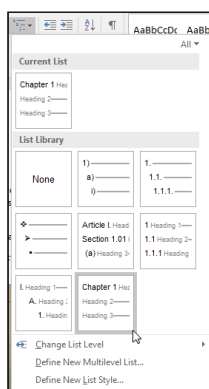
Step 1: Apply numbering to the chapter headings in your document

Note: To include chapter numbers in captions, you must use a unique heading style for chapter headings. For example, if you use the Heading 1 style for chapter headings, do not use the Heading 1 style for any other text in the document.

- I. Select the first chapter heading in your document.
- II. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List**.



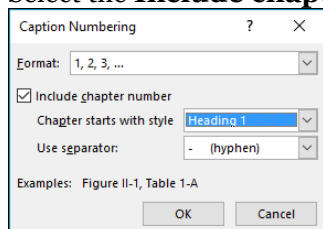
- III. Click a chapter-numbering list definition (one that includes the text **Heading 1** or **Chapter 1**).



The chapter-numbering list definition will be automatically applied to all of the headings in your document that used that style (i.e. Heading 1 in this example).

Step 2: Add chapter numbers to captions

- I. Select the object (table, equation, figure, or another object) that you want to add a caption to.
- II. On the **References** tab, in the **Captions** group, click **Insert Caption**.
- III. In the **Label** list, select the label that best describes the object, such as a figure or equation. If the list doesn't provide the label you want, click **New Label**, type the new label in the **Label** box, and then click **OK**.
- IV. Type any text, including punctuation, that you want to appear after the label.
- V. In the **Caption** dialog box click **Numbering**.
- VI. Select the **Include chapter number** check box.



- VII. In the **Chapter starts with style** list, select the heading style that was applied to the chapter heading.
- VIII. In the **Use separator** list, select a punctuation mark to separate the chapter number from the caption number. In this example a hyphen has been selected so the caption on the first image in Chapter 2 would appear as "Figure 2-1".
- IX. Click **OK**.



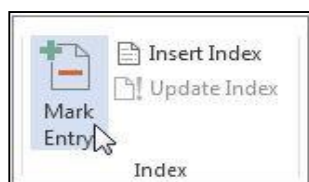
04.6 Index

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

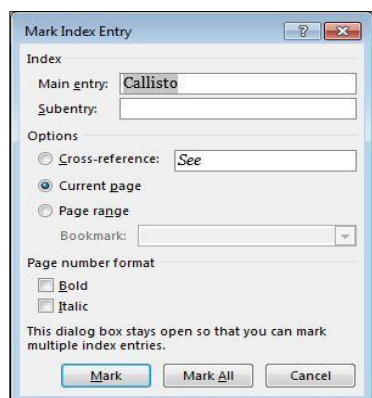
04.6.1 Mark the entries

These steps show you how to mark words or phrases for your index.

- I. Select the text you'd like to use as an index entry or just click where you want to insert the entry.
- II. Click **References > Mark Entry**.



- III. You can edit the text in the **Mark Index Entry** dialog box.

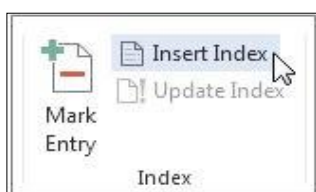


- IV. You can add a second-level in the **Subentry** box. If you need a third level, follow the subentry text with a colon.
- V. To create a cross-reference to another entry, click **Cross-reference** under Options, and then type the text for the other entry in the box.
- VI. To format the page numbers that will appear in the index, select the Bold check box or Italic check box below Page number format.
- VII. Click **Mark** to mark the index entry. To mark this text everywhere it shows up in the document, click **Mark All**.
- VIII. To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 through 7.

04.6.2 Create the index

After you mark the entries, you're ready to insert the index into your document.

- I. Click where you want to add the index.
- II. Click **References > Insert Index**.



- III. In the Index dialog box, you can choose the format for text entries, page numbers, tabs, and leader characters.

05 Mail Merge



Mail merge is used to create multiple documents at once. These documents have identical layout, formatting, text, and graphics. Only specific sections of each document varies and is personalized. The documents Word can create with mail merge include bulk labels, letters, envelopes, and emails. There are three documents involved in the mail merge process:

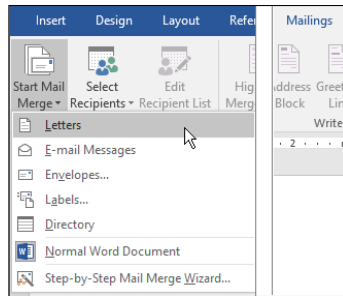
- **Your main document:** This document contains text and graphics (a logo or image, for example) that are identical for each version of the merged document. The body of the letter is an example of identical content.
- **Your data source:** This is the data source that is used to populate information in the letter. Your mailing list has names, for example, and your main document is the letter that will be addressed to the names in your list.
- **Your merged document:** This document is a combination of the main document and the mailing list. Mail merge pulls information from the mailing list and puts it in your main document, resulting in a personalized letter for each person.

05.1 Use mail merge to personalize letters for bulk mailings

Step 1: Prepare your main document

Before you begin the mail merge, prepare your letter. If you're letting people know about an upcoming event, for example, include the name, date, time, and location of the event. It's those details that would be important to all recipients of your letter.

- I. On the **Mailings** tab, in the **Start Mail Merge** group, choose **Start Mail Merge > Letters**.



- II. In Word, type the body of the letter (example follows) you want to send to everyone.

January 1, 2016

<Insert recipient's address here>

<Insert salutation here>

Thank you for being part of the community's conservation efforts. Because of your contribution of <insert amount here>, we are pleased offer you a <insert amount here> discount the next time you visit our online store.

Sincerely,

Keri Mills

Step 2: Set up your mailing list

The mailing list is your data source. It can be an Excel spreadsheet, a directory of Outlook contacts, an Access database, or an Office address list. It contains the records that Word uses to pull information from to build your letter.

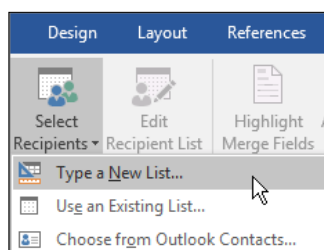
Tips

- If you don't have a mailing list, you can create one during mail merge. Before you start the mail merge process, collect all of your data records, and add them to your data source.
- If you're using an Excel spreadsheet, make sure the column for ZIP Codes or postal codes is formatted as text so that you don't lose any zeros.
- If you want to use your Outlook contacts, make sure Outlook is your default email program.

Step 3: Link your mailing list to your main document

Now you're ready to open the data source for your mailing list and link it to your letter.

- I. On the **Mailings** tab, in the **Start Mail Merge** group, choose **Select Recipients**, and then choose an option.

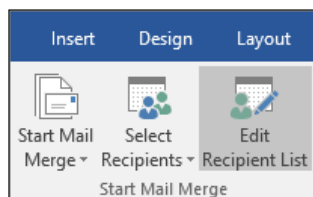


- II. Do one of the following:
- If you don't have a mailing list, choose **Type a New List** and create one. or
 - If your mailing list is in an Excel spreadsheet, an Access database, or another type of data file, choose **Use an Existing List**. Then browse to your list and choose **Open**.
- or
- If you're using your Outlook contacts, choose **Choose from Outlook Contacts**.
- III. Choose **File > Save As**.
- IV. In the **File name** box, type a *file name*, and then choose **Save**.

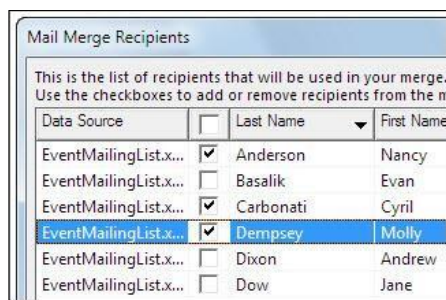
Edit recipient list

If you're creating and printing letters for everyone on your list, go to "Step 4: Add personalized content to your letter." If you want to send letters to people who live, for example, within 20 miles of an event you're hosting, then use a filter like a ZIP Code or a postal code to narrow the list.

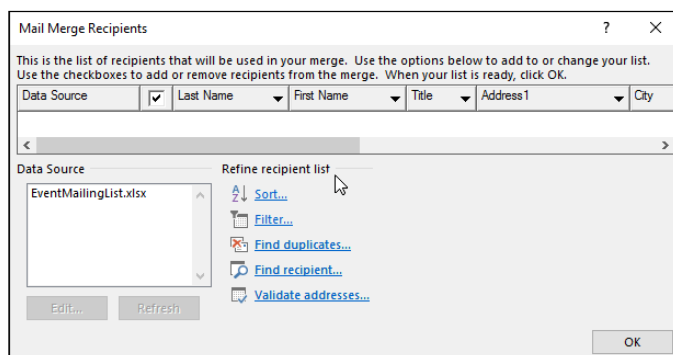
- I. Choose Edit Recipient List.



- II. In the **Mail Merge Recipients** dialog box, select the check box next to the name of each person who you want to receive your email message.



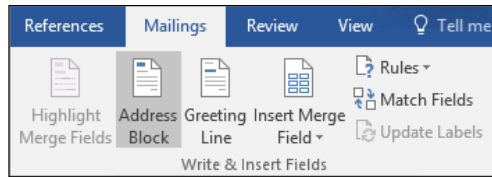
In the **Mail Merge Recipients** dialog box, there are options to refine the recipient list. The two most frequently used options are to sort and to filter the list to make it easier to find names and addresses.



Step 4: Add personalized content to your letter

Add content to your letter that's different for each person who receives it for example, their name and address. The best practice for adding these details is to insert merge fields in your main document.

- I. On the **Mailings** tab, in the **Write & Insert Fields** group, choose **Address Block**.



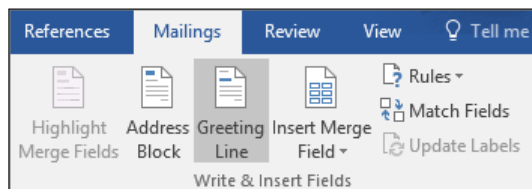
- II. In the **Insert Address Block** dialog box, choose a format for the recipient's name as it will appear in the letter.



- III. Choose **OK**.

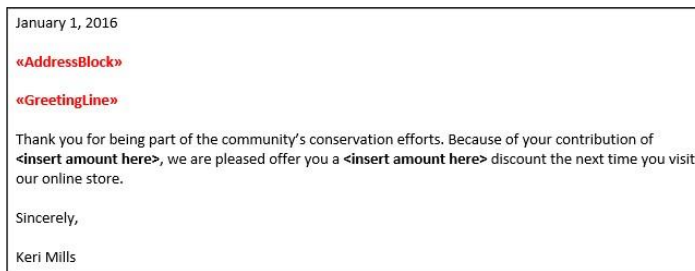
Note: To view how an address will appear in the letter, under **Preview**, choose **Preview Results**. Choose the **Next** or **Previous** record button to move through records in your data source.

- IV. In the **Write & Insert** group, choose **Greeting Line**.



- V. In the **Insert Greeting Line** dialog box, choose the format you want to use.
 VI. Choose **OK** to insert the merge field in the letter.

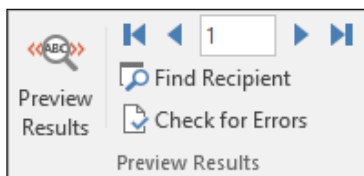
- VII. Choose **File > Save** to preserve the letter (example follows) you're creating for the mail merge.



Format mail merge fields

To change the font, size, or spacing of the merged content, select the merge field name and make the changes you want.

- I. On the **Mailings** tab, in the **Preview Results** group, choose **Preview Results** to switch from the merged results back to the mail merge fields in your letter.



- II. Choose the merge field name.



- III. On the **Home** tab, choose the font and the font size you want to use.

- IV. On the **Layout** tab, choose the paragraph spacing you want.

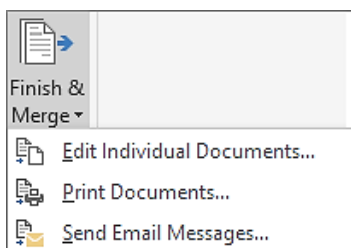
Note: Because Word treats each line in an Address Block as a paragraph, you might want to reduce the spacing between the lines.

Step 5. Preview and print the letters

- I. Choose **Preview Results**, and then choose the **Next** or **Previous** record button to make sure the names and addresses in the body of your letter look right.

Tip: To go to the start of the list, choose the **First** record button, and to go to the end of the list, choose the **Last** record button.

- II. Choose **Finish & Merge > Print Documents**.



Step 6: Save your personalized letter

When you save the mail merge document, it stays connected to your mailing list so that you can use it for your next bulk mailing.

- **To reuse your mail merge document**
 - Open the mail merge document and choose **Yes** when Word prompts you to keep the connection.
- **To change addresses in mail merge document**
 - Open the mail merge document and choose **Edit Recipient List** to sort, filter, and choose specific addresses.

06 Review a Document



06.1 Track changes

Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.

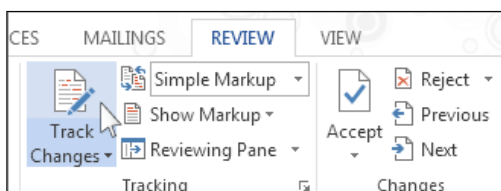
Let's say Saman creates a document and emails it to his associate, Damith, for feedback. Damith can edit the document with Track Changes on. When Damith sends the document back to Saman, Saman can see what changes Damith had made.

Track Changes is also known as redline, or redlining. This is because some industries traditionally draw a vertical red line in the margin to show that some text has changed.

Track Changes is a great feature of Word that allows users to see what changes have been made to a document. The tools for track changes are found on the Reviewing tab of the Ribbon.

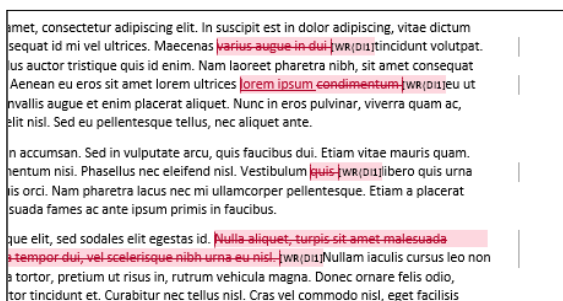
06.1.1 Turn on Track Changes

On the **Review** tab, in the **Tracking** group, choose **Track Changes**.

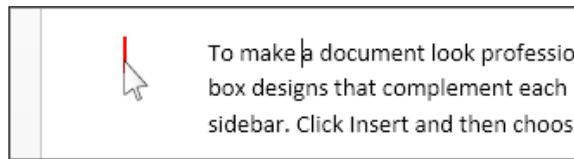


06.1.2 Show changes (revisions) in document

When you turn on Track Changes, Word marks up and shows any changes that anyone makes to the document.



- I. On the **Review** tab, in the **Tracking** group, in the **Simple Markup** list, choose a view option.
 - **Simple Markup** is the default option and indicates where changes are with a red line in the margin.

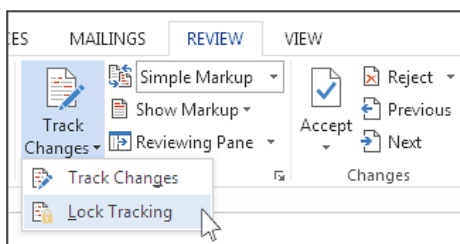


- **No Markup** hides markup to show what the incorporated changes will look like. **Note:** You can see the markup again by choosing **Simple Markup** or **All Markup**.
 - **All Markup** shows all edits with different colors of text and strikethrough.
 - **Original** shows the document in its original form.
- II. In the **Show Markup** list, choose the revisions you'd like to see Comments, Ink, Insertions and Deletions, Formatting, Balloons, Specific people.

06.1.3 Keep track changes turned on

You can prevent someone else from turning off Track Changes by turning on Lock Tracking and adding a password. When Tracked Changes is locked, you can't turn off the feature, and you can't accept or reject the changes.

- I. On the **Review** tab, in the **Track Changes** list, choose **Lock Tracking**.



- II. Do one of the following:
 - In the **Lock Tracking** dialog box, enter a password, type it again in the **Reenter to confirm** box, and then choose **OK**.

Note: Adding a password is optional. It's not a security feature. It is intended, however, to discourage others from turning off Track Changes.

- In the **Lock Tracking** dialog box, choose **Cancel**.

06.1.3.1 Turn off Lock Tracking

- I. In the Track Changes list, choose Lock Tracking.
- II. If you added a password, enter it when prompted, and then choose **OK**.

Note: Track Changes is still on, but you can accept and reject changes.

06.1.4 Turn off Track Changes

Word stops marking up new changes when Track Changes is turned off. All changes that were already tracked, however, remain marked up in the document until you remove them.

- On the **Review** tab, in the **Tracking** group, choose **Track Changes**.

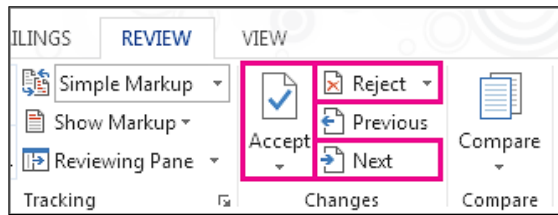
06.1.5 Remove Track Changes turned on



The only way to remove tracked changes in a document is to accept or reject them. Choosing **No Markup** in the **Display for Review** box helps you see what the final document will look like—but it only hides tracked changes temporarily. The changes are not deleted, and they'll show up again the next time anyone opens the document. To delete the tracked changes permanently, accept or reject them.

06.1.5.1 Accept or delete a single tracked change

- I. Open your document.
- II. On the **Review** tab, in the **Changes** group, choose **Next** or **Previous**.
- III. Choose **Accept** or **Reject**.



06.1.5.2 Accept or delete all tracked changes

- I. Open your document.
- II. On the **Review** tab, in the **Changes** group, do one of the following:
 - In the **Accept** list, choose **Accept All Changes**.
 - or
 - In the **Reject** list, choose **Reject All Changes**.

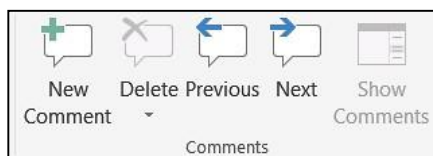
Word either accepts the change or removes it, and then moves to the next change.



06.2 Comments

06.2.1 Insert a comment

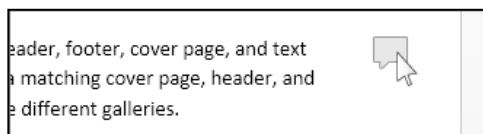
- I. Select the text or item that you want to comment on, or click at the end of the text.
- II. On the **Review** tab, in the **Comments** group, choose **New Comment**.



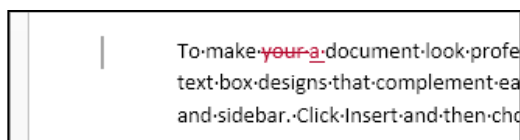
Tips: If you want to view (show) comments while you're typing, do the following: in the **Comments** group, choose **Show Contents**. Choose it again to hide comments.

06.2.2 View comments

- I. Word shows a balloon where someone's made a comment. To see a comment, choose the comment balloon.



- II. To see the changes, click the line near the margin. That action switches Word into **All Markup** view.

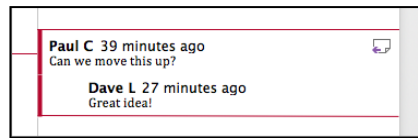


06.2.3 Reply to a comment

- I. Choose the comment you want to reply to.



- II. Do one of the following:
 - Choose the **Reply** balloon and type your response.



Or

- Right-click and choose **Reply to Comment**.

06.2.4 Change a comment

Click inside the balloon or box for the comment that you want to edit, and then make the changes you want.

Tips: You might find it helpful to make sure you can view your comments before you change any.

- In the **Comments** group, choose **Show Contents**. Choose it again to hide comments.

06.2.5 Delete comment

- I. Delete a single comment

Choose a comment, and on the **Review** tab, in the **Comments** group, choose **Delete**.

- II. Delete all comments

On the **Review** tab, in the **Comments** group, in the **Delete** list, choose **Delete All Comments in Document**.

Tips: Before you share the final version of your document, it's a good idea to run Document Inspector. This tool checks for tracked changes and comments, hidden text, personal names in properties, and other information you might not want to share widely.

On the **File** tab, choose **Info > Check for Issues > Inspect Document**.

06.3 Check spelling and grammar

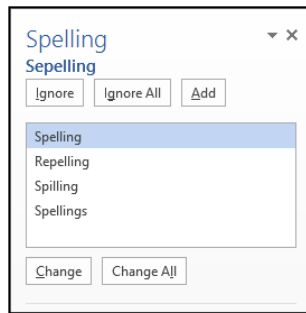


All Office programs can check the spelling and grammar of your files. You can check spelling and grammar all at once by running the spelling and grammar checker, or you can check spelling and grammar automatically and make corrections as you work. You can also turn the automatic spelling and grammar off as needed.

06.3.1 Run the spelling and grammar checker

- I. Open the spelling and grammar checker: click the **Review** tab, and then click **Spelling & Grammar** in the **Proofing** group.

- II. A dialog box or task pane appears with the first misspelled word found by the spelling checker. Options and buttons will vary slightly depending on whether you are using the task pane or dialog box.

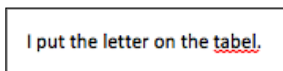


- III. Fix each error by doing one of the following:
- To use one of the suggested words, select the word and click **Change**.
 - To change the word yourself, edit the word directly in the document or in the **Not in Dictionary** box.
 - To add the word to the default dictionary so that Office stops flagging it as misspelled, click **Add** or **Add to Dictionary**.
Note: If the **Add** or **Add to Dictionary** option is not available, make sure you have a default custom dictionary selected in the **Custom Dictionaries** dialog box.
 - To ignore the word and move to the next flagged word, click **Ignore** or **Ignore Once**.
 - To ignore all instances of the flagged word and move on to the next one, click **Ignore All**.

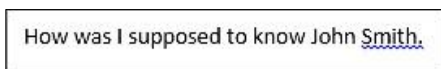
06.3.2 Show errors automatically while you work

Most Office programs automatically check for potential spelling and grammatical errors as you type, so you don't need to do anything to show errors while you work. However, if you'd rather wait to check spelling and grammar until you're done writing, you can turn off the automatic spelling and grammar checker.

Office marks potential spelling errors with a red squiggly line:



Potential grammatical errors are marked with a blue squiggly line:



If spelling or grammatical errors aren't marked, automatic checking might be turned off. You can turn on the automatic spelling and grammar checker.

When you see a spelling or grammatical error, right-click or press and hold the word or phrase and choose one of the options to fix the error.

07 Share and Print



07.1 Print a document in Word

Before you print, you can preview your document and specify which pages you want to print

07.2 07.1.1 Preview your document

- I. On the **File** menu, click **Print**.

- II. To preview each page, click the forward and backward arrows at the bottom of the page.



If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.



- III. Choose the number of copies, and any other options you want, and click the **Print** button.

07.1.2 Print specific pages

- I. On the **File** menu, click **Print**.
- II. To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under **Settings**, next to **Print All Pages** (the default), to see all your options.
- III. To print only certain pages, do one of the following:
 - To print the page shown in preview, select **Print Current Page**.
 - To print consecutive pages like 1 -3, select **Custom Print** and enter the first and last page numbers in the **Pages** box.
 - To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select **Custom Print**, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).



07.3 Work together with real-time co-authoring

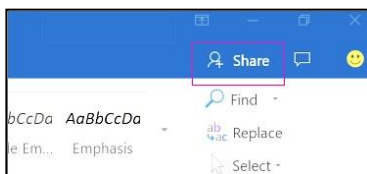
When you and your colleagues want to collaborate on a document, use real-time co-authoring to see everyone's changes as they happen.

First you save the document to OneDrive or SharePoint Online, so others can work in it.

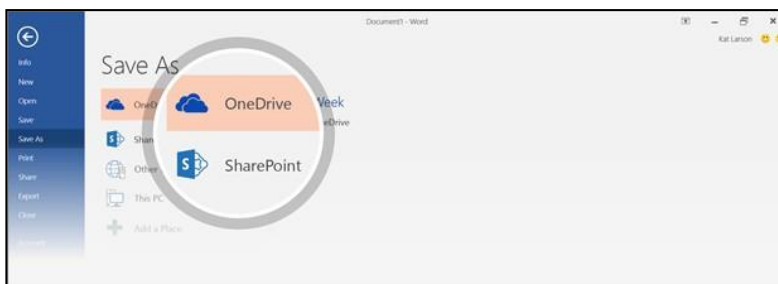
Next, you invite people to edit it with you. When they open and work in the document in Word 2016 or Word Online, you'll see each other's changes as soon as they're made. While people are in the document you can chat with them instantly by using Skype for Business.

07.2.1 Save a document and collaborate

- I. Choose **Share > Save** to cloud.



- II. Choose the OneDrive or SharePoint Online location and folder you want, and then choose **Save**.

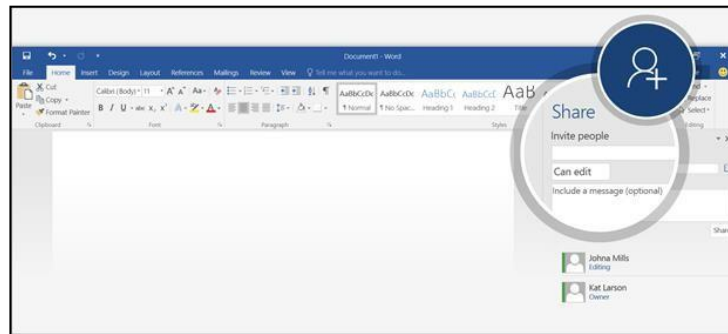


Notes:

- If you've never saved a document online, choose **Add a Place**, and then add your OneDrive or SharePoint service by signing in.
- You only have to Save to OneDrive or SharePoint once for each document. The next time you open the document, it'll save back to the same location automatically.

III. In the **Share** pane, do one of the following:

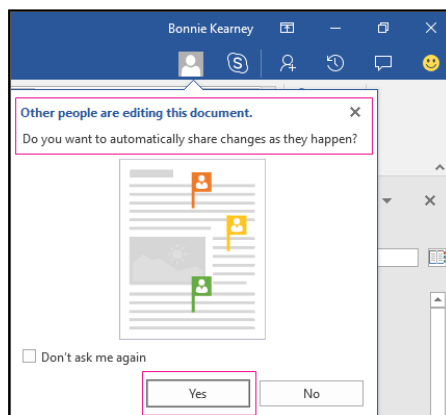
- To have Word send people a link to your document, type their email addresses in the **Invite people** box. Set their permissions to **Can edit**, and add a message if you want. Make sure the **Automatically share changes** is set to either **Ask me** or **Always**, and then choose **Share**.



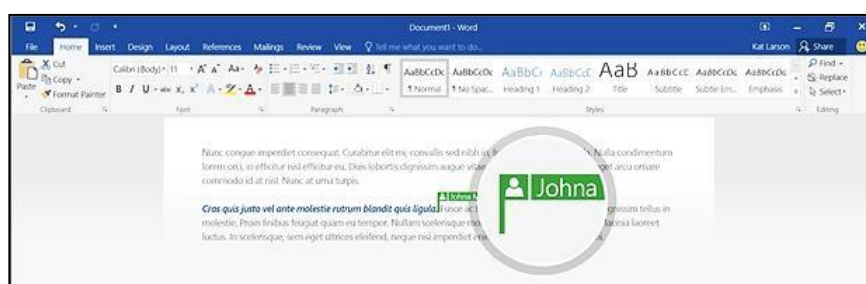
- To invite people yourself, choose **Get a sharing link** at the bottom of the **Share** pane, and paste that link into email or an instant message. (**Get a sharing link** won't be available if you're using SharePoint Online and your site administrator has disabled the option.)

**07.2.2 Start working together in a document**

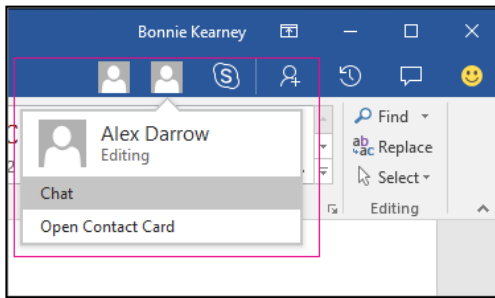
- Open and edit the document in Word 2016 or Word Online.
- If you're using Word 2016 and haven't already agreed to let others see your changes, choose **Yes** to allow automatic sharing.



- When people follow the link you sent, your doc will open in their version of Word, or on Word Online. If they're also using Word Online or Word 2016 and have agreed to automatically share changes, you'll see their work as it happens.
- Colored flags will show you exactly where in the document each person is working.




- V. Word will alert you when people enter or leave.
- VI. You can instantly **chat** with the people who are working in the document by using Skype for Business. It opens a chat window for instant conversation. Choose the Skype for Business button to start a group chat with everyone working in the document.

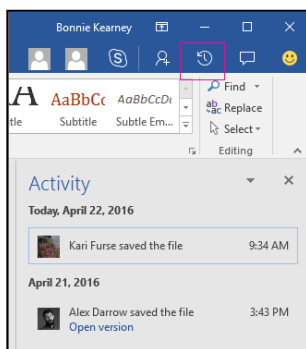


- VII. Choose **Comments** on the ribbon to make or view comments. Also, you can reply to or resolve comments and then mark them as complete.

Note: If someone who didn't opt in to real-time co-authoring is working in the document when you are, you'll see that they're in the document, but you won't see their changes until they save the document.

07.2.3 Document activity

The Activity pane lets you see the complete list of changes made so far, and gives you access to the earlier versions. Choose **Activity**  to see the Activity pane.



07.2.4 Options for sharing changes

Here's what the options in the **Automatically share changes** list mean.

- **Always:** If you choose this option, others who have agreed to share their changes will always be able to see yours.
- **Ask me:** If you've never used real-time co-authoring before, you'll be asked whether you want to automatically share your changes as they happen. Choose **Yes** to always allow automatic sharing when you're working with others. Clear the **Don't ask me again** check box if you do want to be asked the next time you open a document in which someone else is sharing their changes.
- **Never:** By selecting **Never** you opt out of real-time co-authoring for this and all other documents. Only you will be able to see your changes until you save your document back to its online location. Nor will you see theirs as they happen. You will, however, be able to see who else has a document open.

Note: Each setting affects Word, not just the document you're working in. To change settings, go to **File > Options > General > Real-time collaboration options**.

08 Accessibility

08.1 Keyboard shortcuts for Word

Frequently used shortcuts

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[

To do this	Press
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y
Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

08.1.1 Navigate the ribbon with only the keyboard

To do this	Press
To use Backstage view, open the File page.	Alt+F
To use themes, colors, and effects, such as page borders, open the Design tab.	Alt+G
To use common formatting commands, paragraph styles, or to use the Find tool. open Home tab.	Alt+H
To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab.	Alt+M
To insert tables, pictures and shapes, headers, or text boxes, open Insert tab.	Alt+N
To work with page margins, page orientation, indentation, and spacing, open Layout tab.	Alt+P
To type a search term for Help content, open "Tell me" box on ribbon.	Alt+Q, then enter the search term
To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.	Alt+R
To add a table of contents, footnotes, or a table of citations, open the References tab.	Alt+S
To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.	Alt+W