Practical 06

Creating documents with advance formatting operations of Microsoft Word

Objectives

Getting familiar with headers and footers in MS Word 2013.
Be able to insert and format document page numbers.
Be able to insert and format pictures, charts, shapes, tables and smart art graphics in MS Word 2013.

Tools

MS Word (Version: 2013, 2010 or 2007)

Keywords: Headers and footers, SmartArt, Text Wrap, Charts.	**Duration:**03 hours

Introduction

Advance document formatting operations of MS Word 2013

Besides the basic text formatting operations, MS Word 2013 supports a wide range of advance document formatting operations that can be used to create sophisticated documents.

Few of the operations that are covered in this pracitcal are listed as:

Headers

Footers

Page Numbers

Columns

Pictures

Text Wrap

Tables

Shapes

Charts

SmartArt Graphics

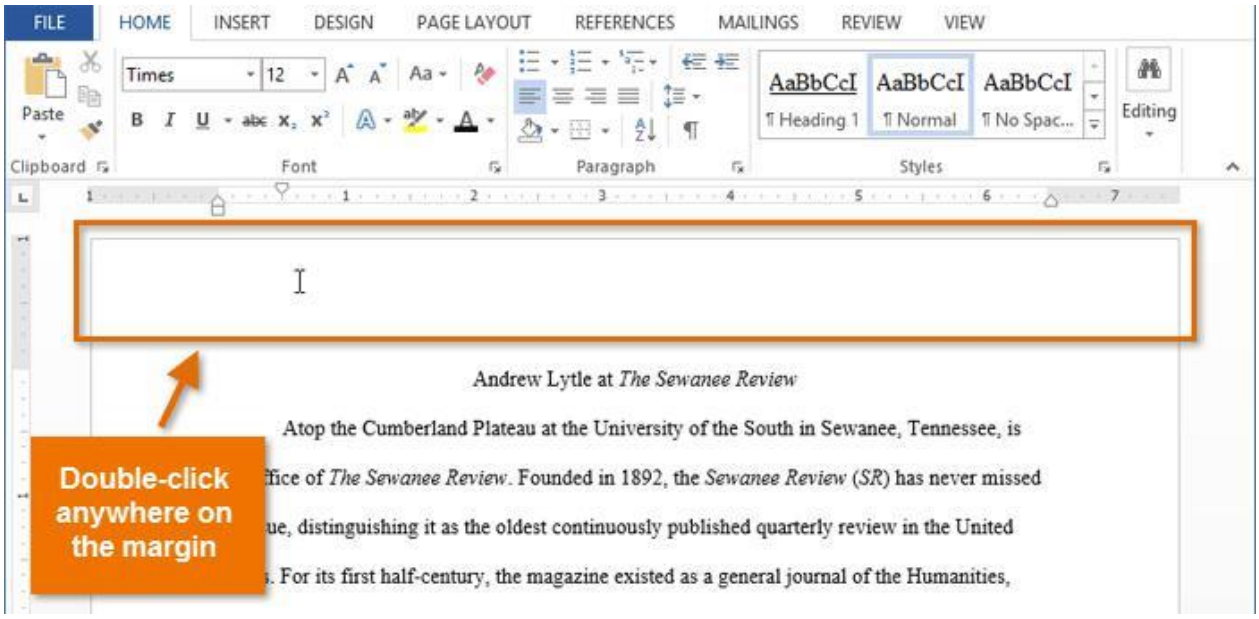
Headers, Footers and Page Numbers

The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin. Headers and footers generally contain additional information such as page numbers, dates, an author's name, and footnotes, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

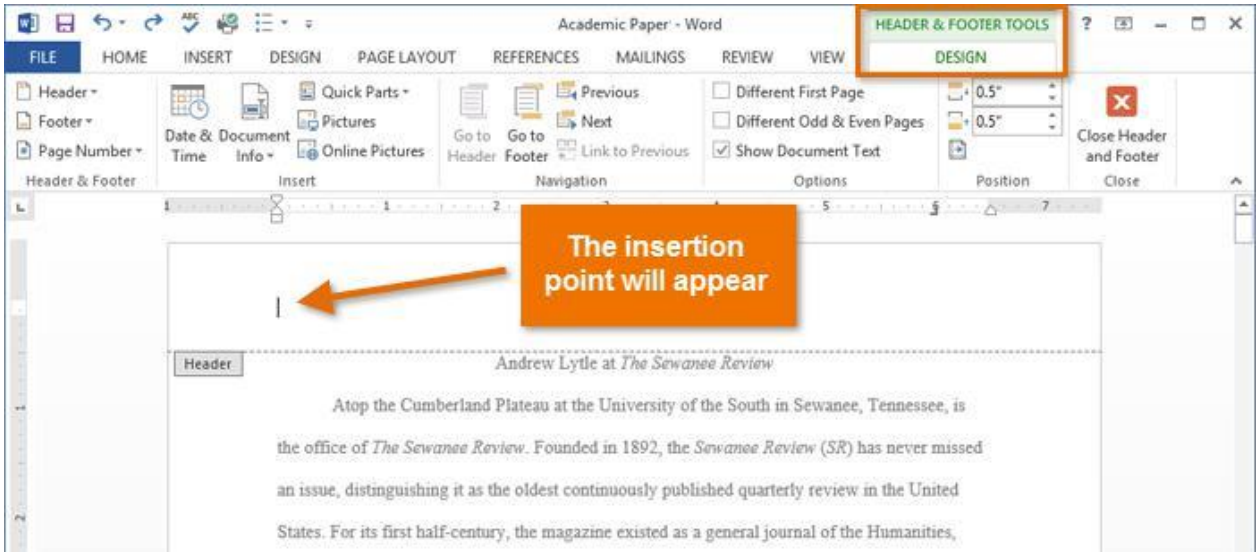
To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

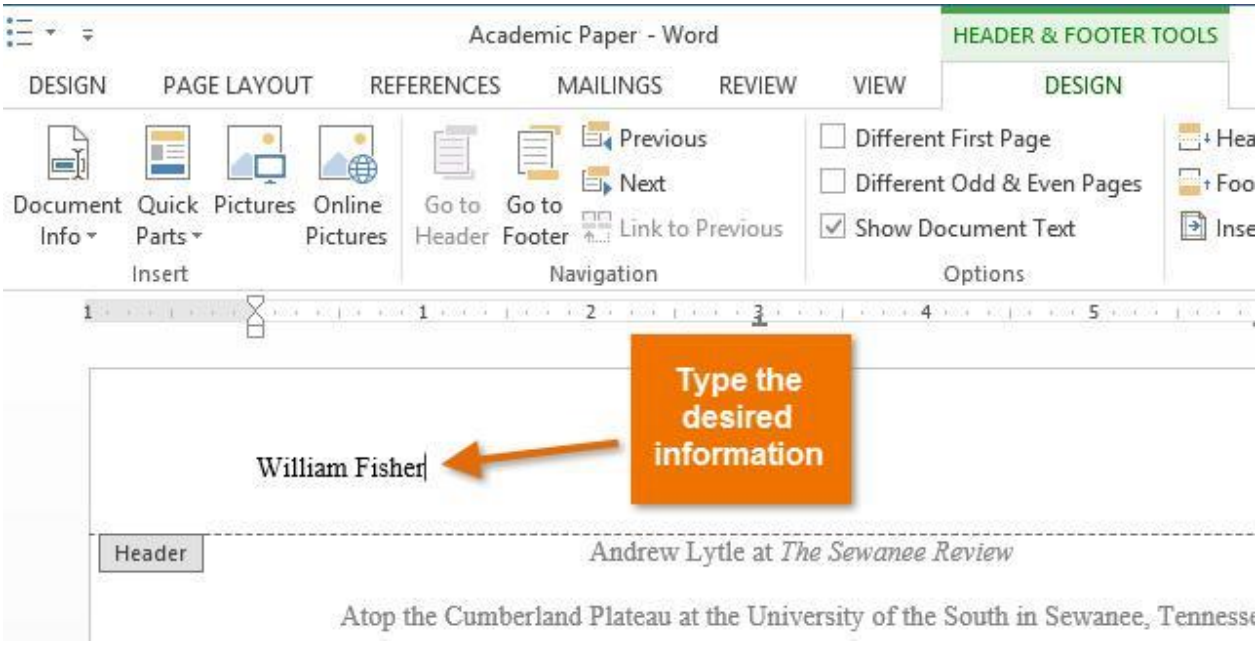
1. Double-click anywhere on the top or bottom margin of your document. In our example, we'll double-click on the top margin.



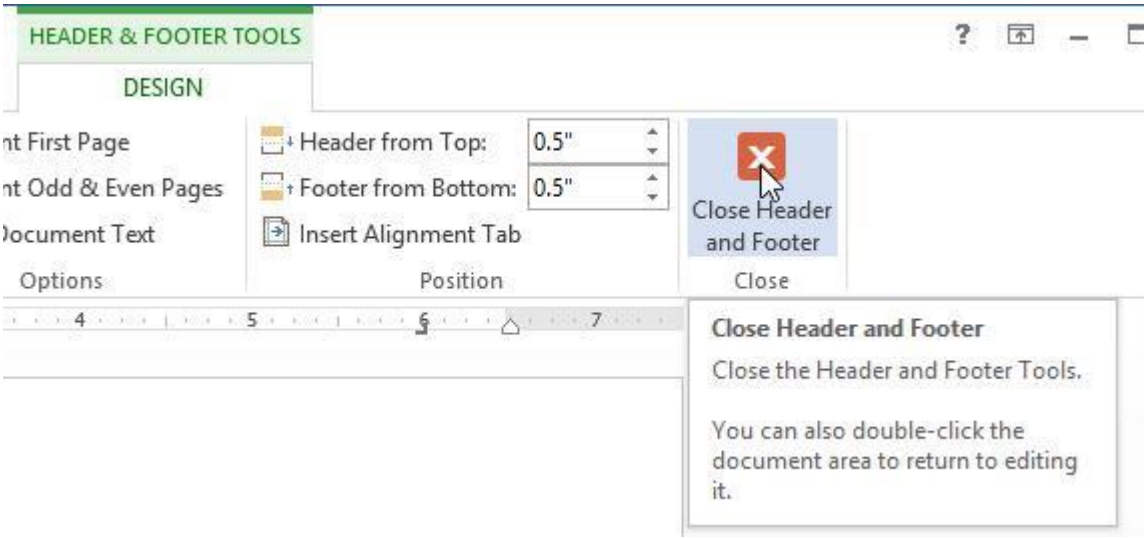
2. The header or footer will open, and a Design tab will appear on the right side of the Ribbon. The insertion point will appear in the header or footer.



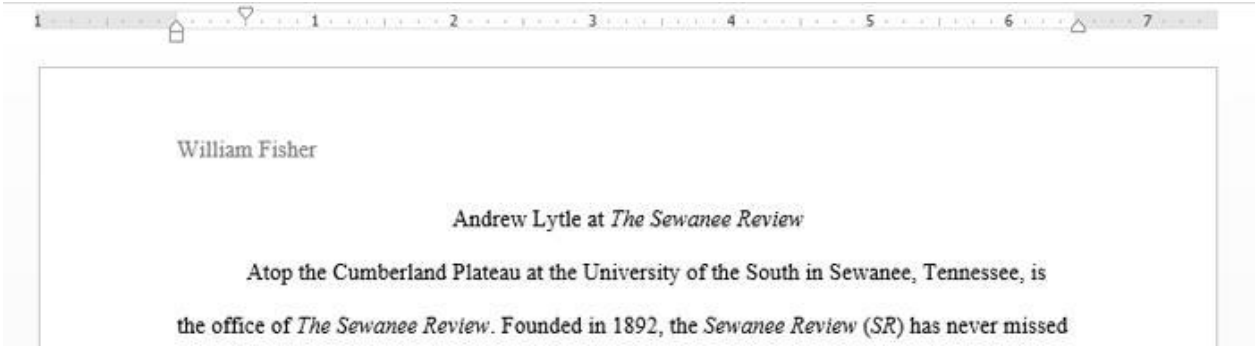
3. Type the desired information into the header or footer. In our example, we'll type the author's name.



4. When you're finished, click Close Header and Footer. Alternatively, you can press the Esc key.

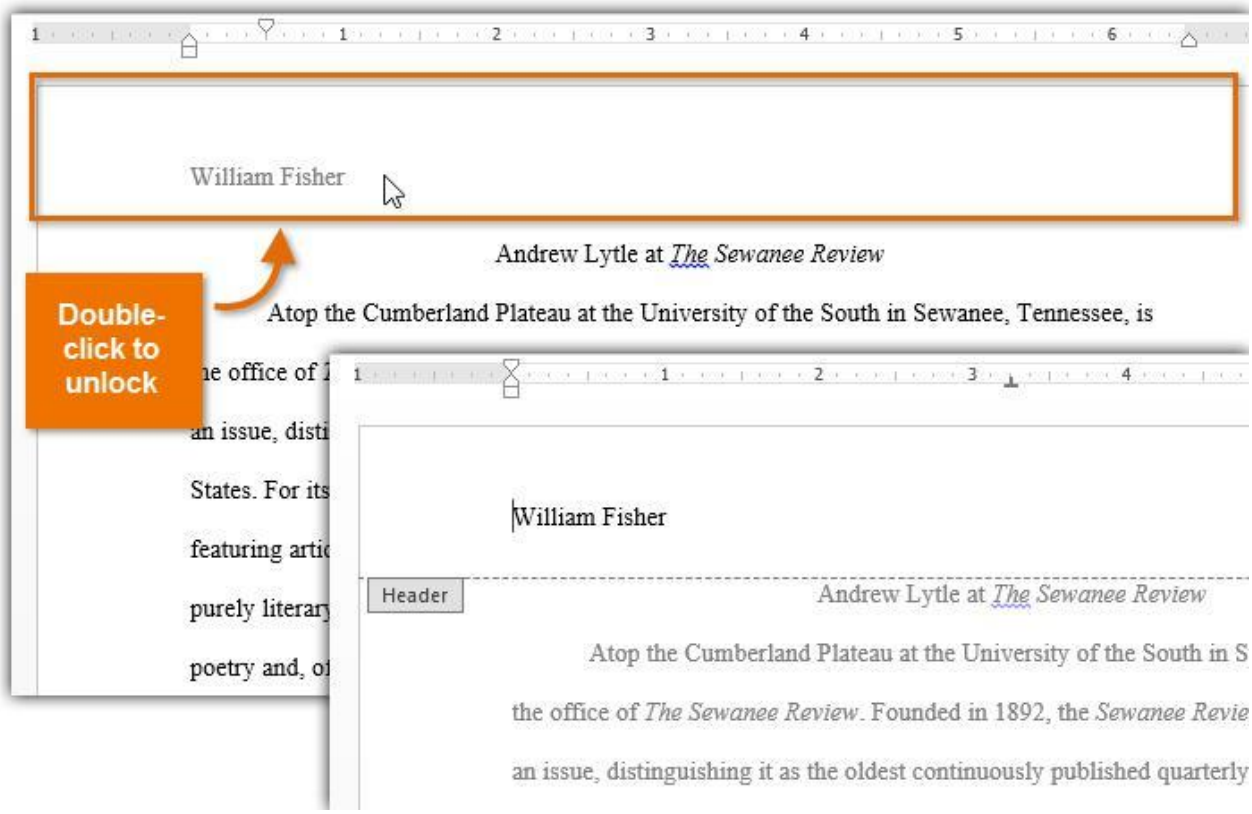


5. The header or footer text will appear.



Editing headers and footers

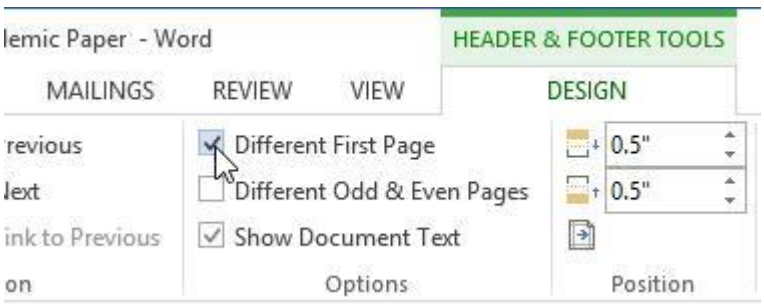
After you close the header or footer, it will still be visible, but it will be locked. Simply double-click a header or footer to unlock it, which will allow you to edit its content.



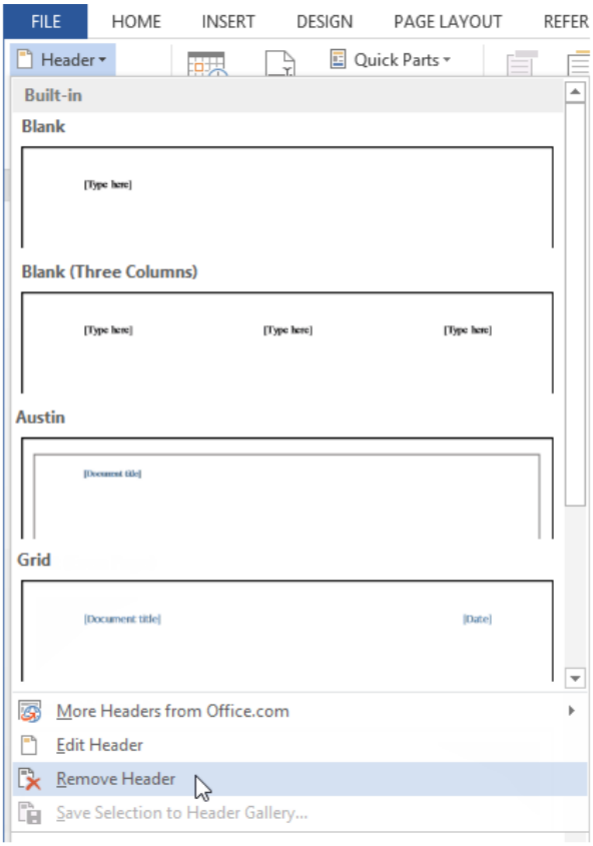
Design tab options

When your document's header and footer are unlocked, the Design tab will appear on the right side of the Ribbon, giving you various editing options:

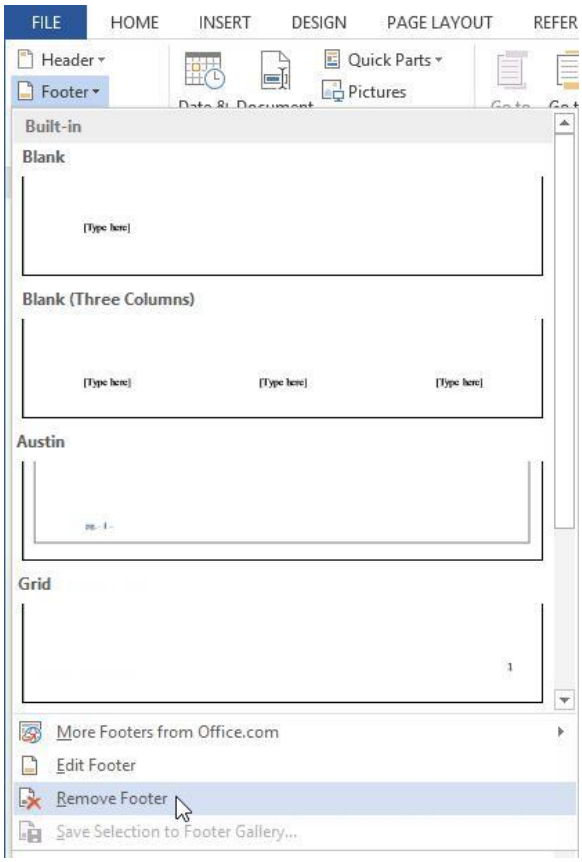
Hide the first page header and footer: For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to Different First Page.



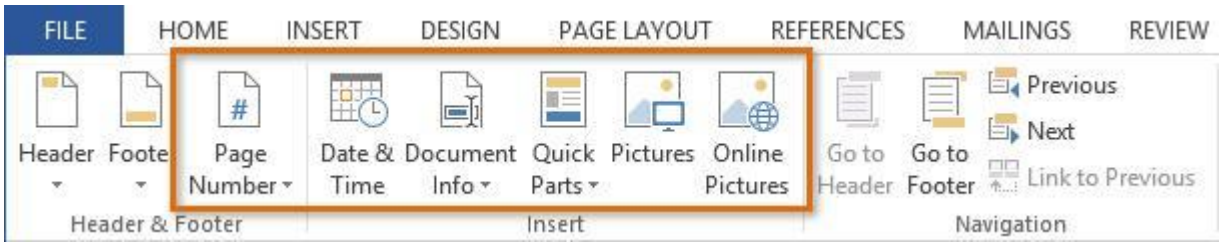
Remove the header: If you want to remove all information contained in the header, click the Header command and select Remove Header from the menu that appears.



Remove the footer: If you want to remove all information contained in the footer, click the Footer command and select Remove Footer from the menu that appears.



Additional options: With the Page Number command and the commands available in the Insert group, you can add page numbers, the date and time, pictures, and more to your header or footer.

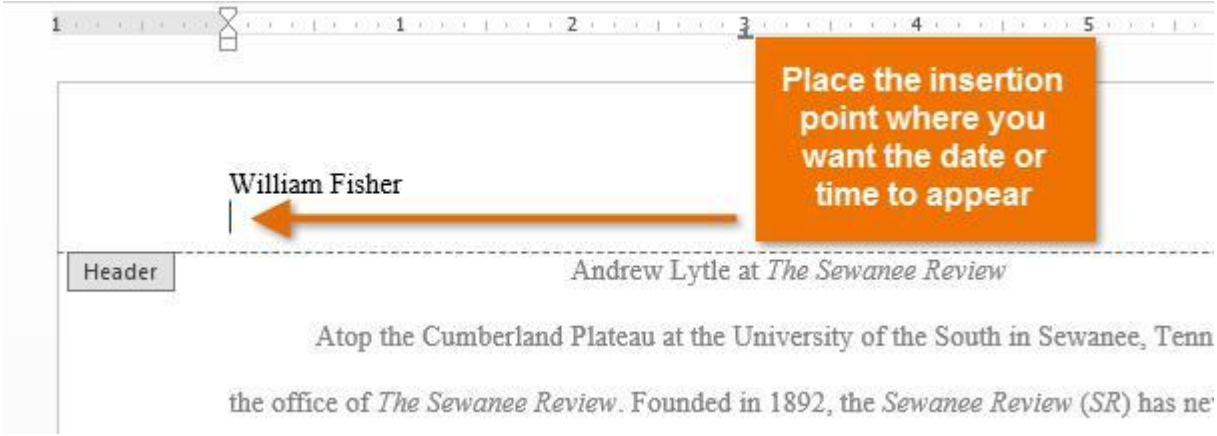


To insert the date or time into a header or footer:

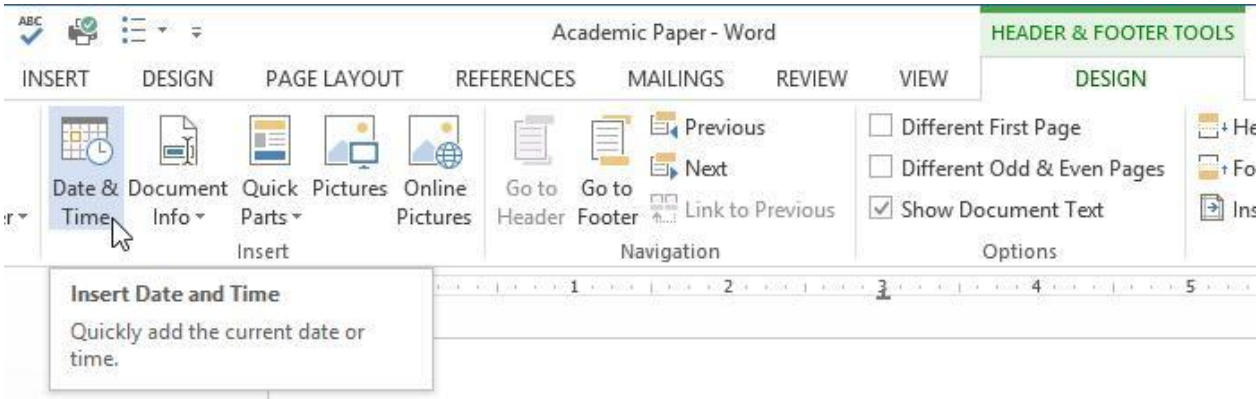
Sometimes it's helpful to include the date or time in the header or footer. For example, you may want your document to show the date when it was created.

On the other hand, you may want to show the date when it was printed, which you can do by setting it to update automatically. This is useful if you frequently update and print a document, since you'll always be able to tell which version is the most recent.

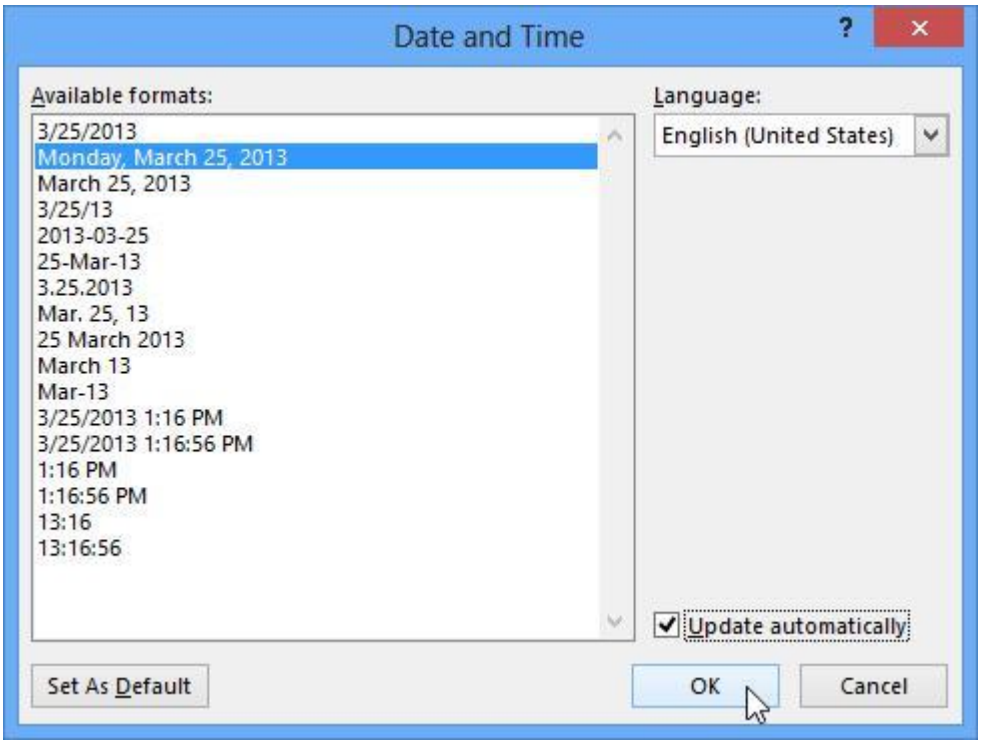
1. Double-click anywhere on the header or footer to unlock it. Place the insertion point where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.



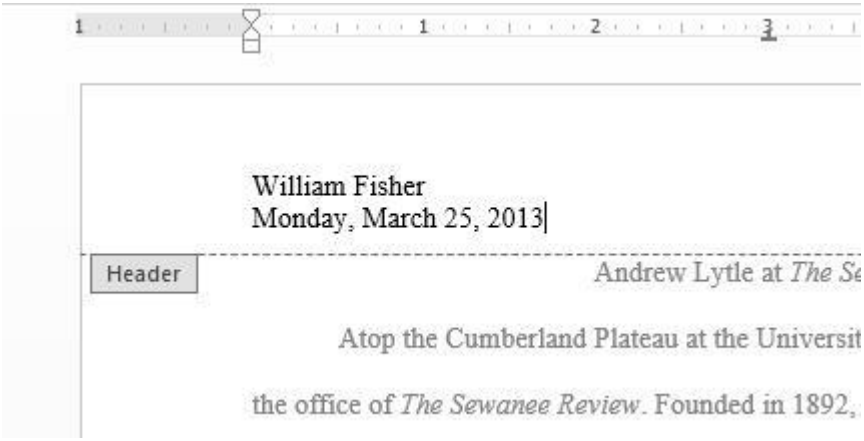
2. The Design tab will appear. Click the Date & Time command.



3. The Date and Time dialog box will appear. Select the desired date or time format.
4. Check the box next to Update Automatically if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click OK.



6. The date will appear in the header.



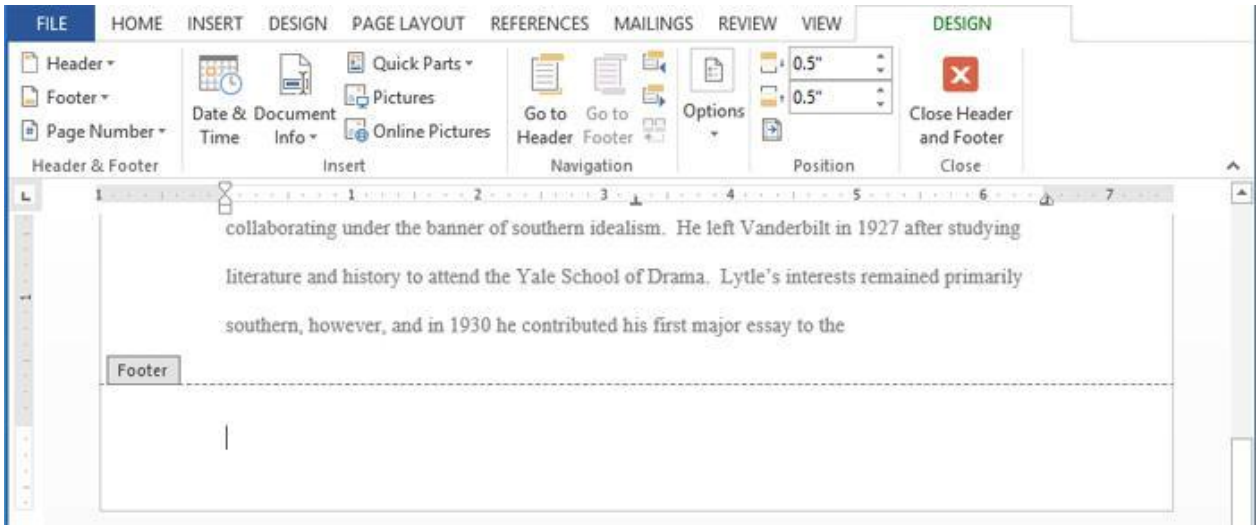
Adding page numbers

Word can automatically label each page with a page number and place it in a header, a footer, or in the side margin. When you need to number some pages differently, Word allows you to restart page numbering.

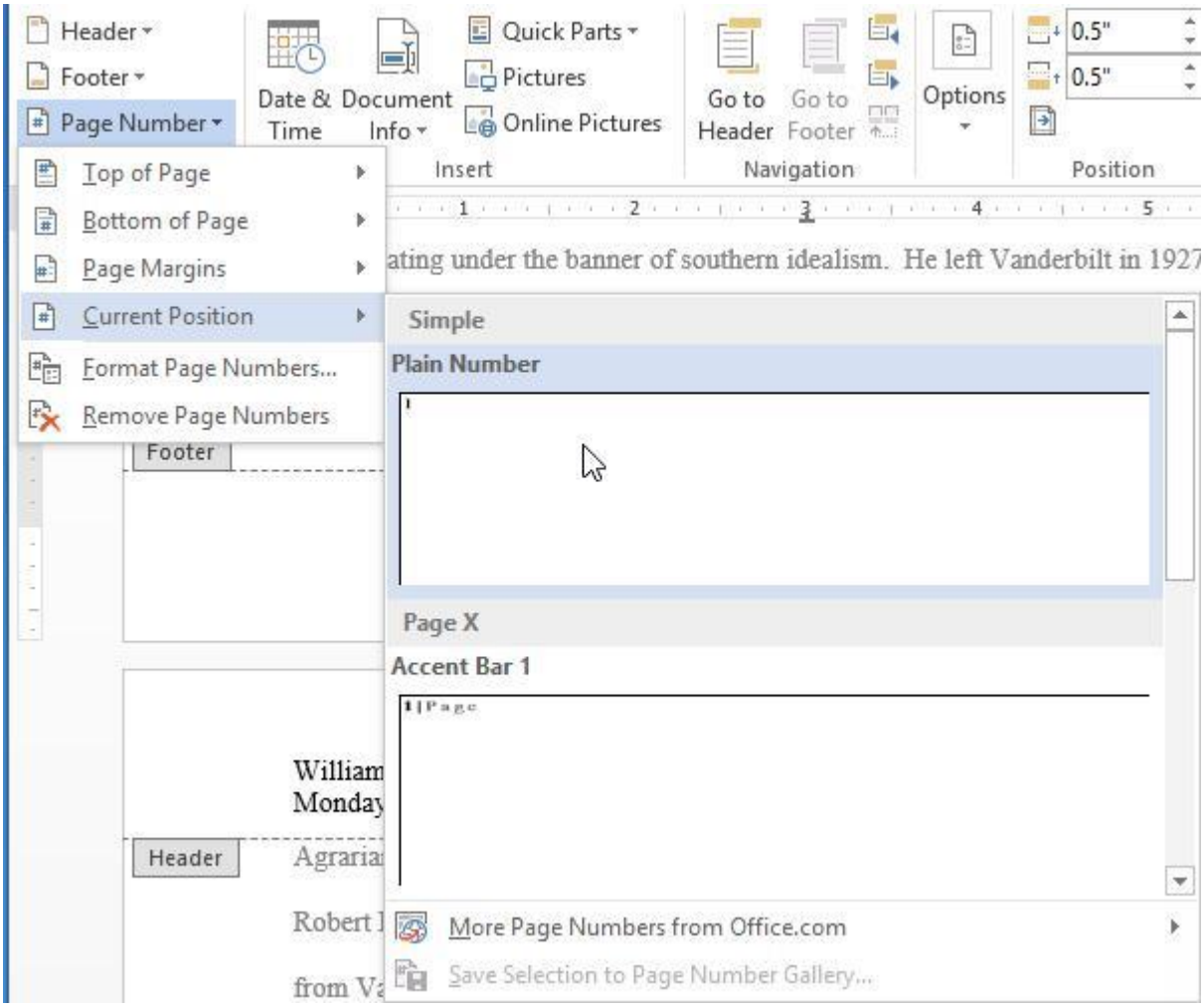
To add page numbers to a document:

In our example, we'll add page numbering to our document's footer

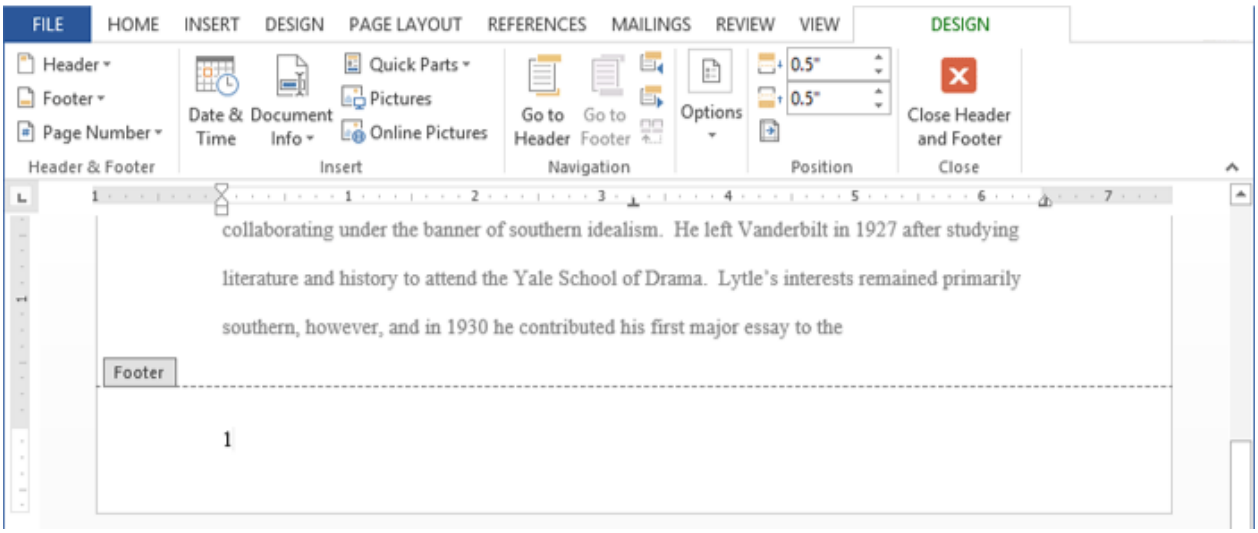
1. Double-click anywhere on the header or footer to unlock it. If you don't already have a header or footer, you can double-click near the top or bottom of the page. The Design tab will appear on the right side of the Ribbon.



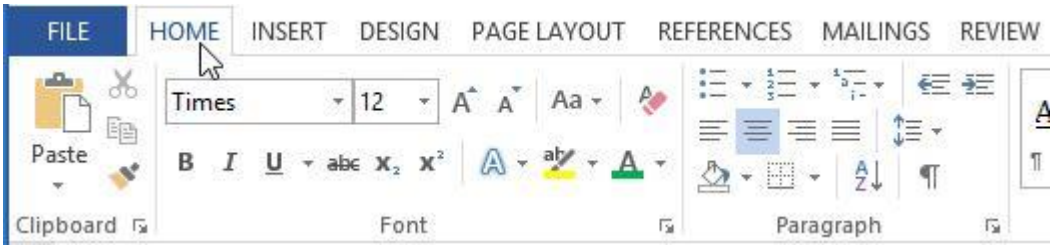
2. Click the Page Number command. In the menu that appears, hover the mouse over Current Position and select the desired page numbering style.



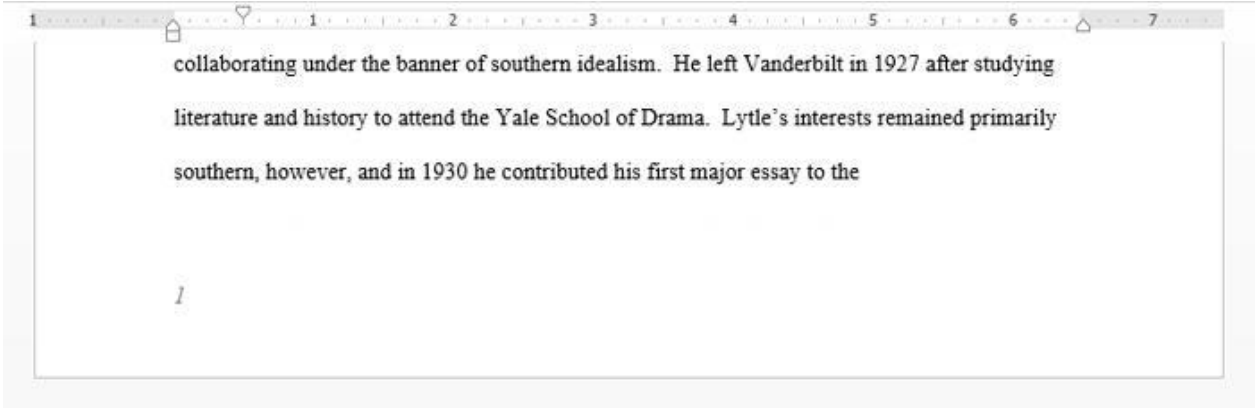
3. Page numbering will appear.



4. To edit the font, font size, and alignment of the page numbers, select a page number and click the Home tab. Word's text formatting options will appear.



5. When you're finished, press the Esc key. The page numbering will be formatted.

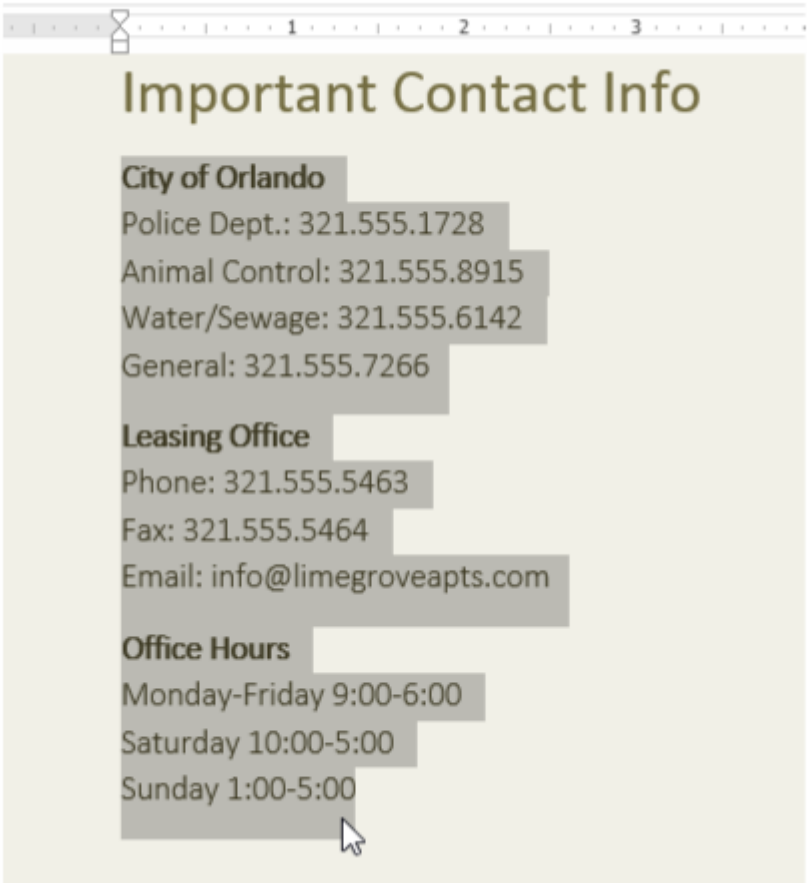


Columns

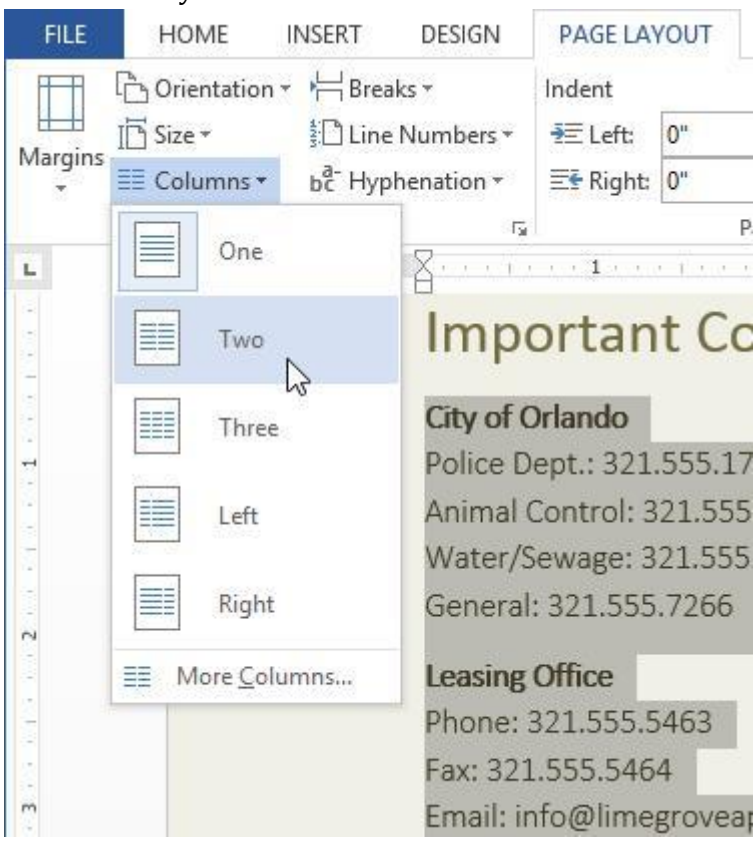
Sometimes the information you include in your document is best displayed in columns. Not only can columns help improve readability, but some types of documents (like newspaper articles, newsletters, and flyers) are often written in column format. Word also allows you to adjust your columns by adding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

To add columns to a document:

1. Select the text you wish to format.

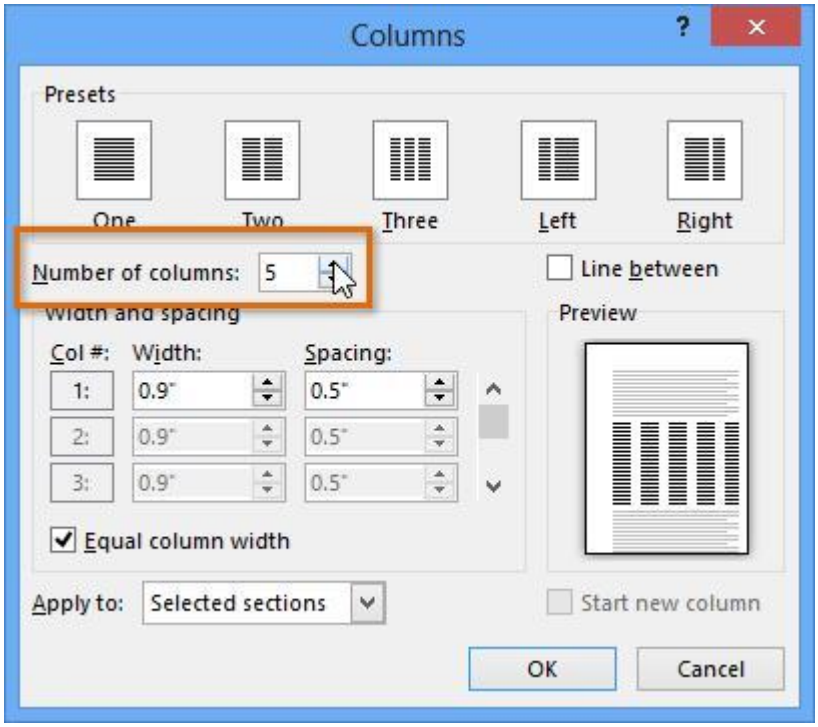


2. Select the Page Layout tab, then click the Columns command. A drop-down menu will appear.
3. Select the number of columns you want to create.



4. The text will format into columns.

Your column choices aren't limited to the drop-down menu that appears. Select More Columns... at the bottom of the menu to access the Columns dialog box. Click the arrows next to the Number of columns: to adjust the number of columns.



Adding column breaks

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

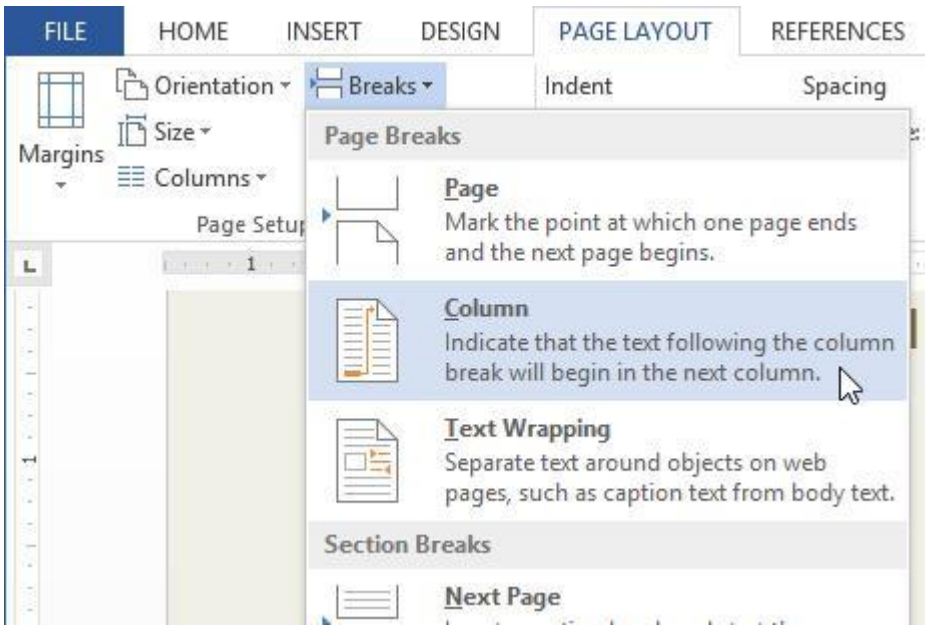
To add a column break:

In our example below, we'll add a column break that will move text to the beginning of the next column.

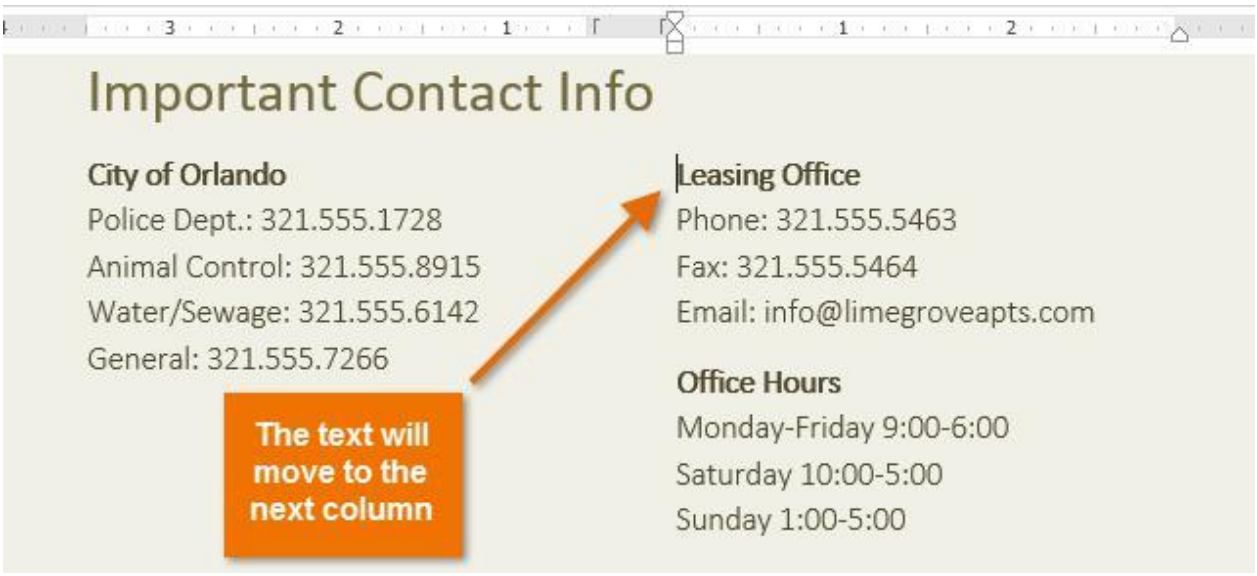
1. Place the insertion point at the beginning of the text you wish to move.

2. Select the Page Layout tab, then click the Breaks command. A drop-down menu will appear.

3. Select Column from the menu.



4. The text will move to the beginning of the column. In our example, it moved to the beginning of the next column.



Pictures and Text Wrap

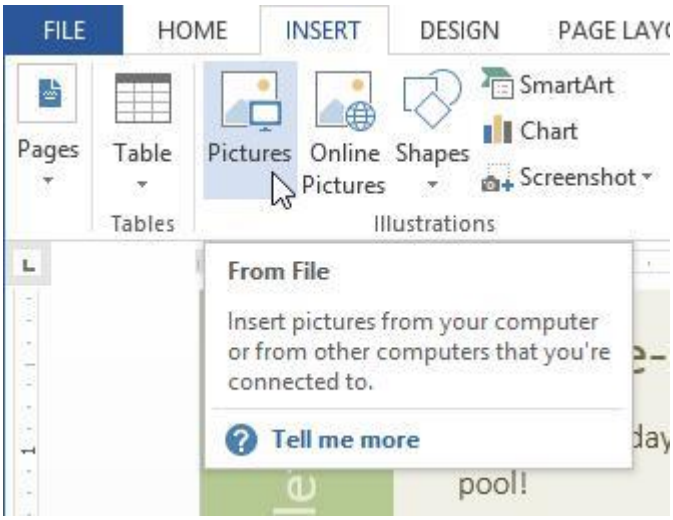
Adding pictures to your document can be a great way to illustrate important information or add decorative accents to existing text. Used in moderation, pictures can improve the overall appearance of your document.

To insert a picture from a file:

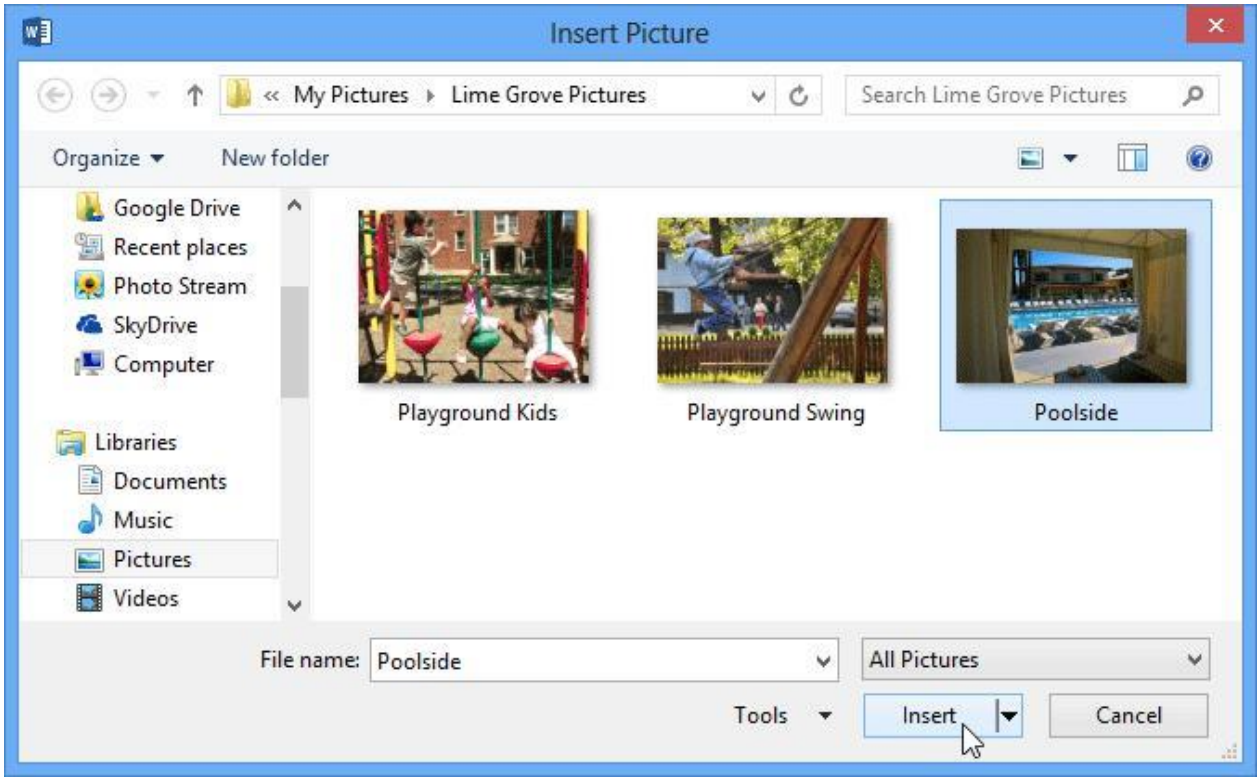
If you have a specific image in mind, you can insert a picture from a file. In our example, we'll insert a picture saved locally on our computer.

1. Place the insertion point where you want the image to appear.

2. Select the Insert tab on the Ribbon, then click the Pictures command.

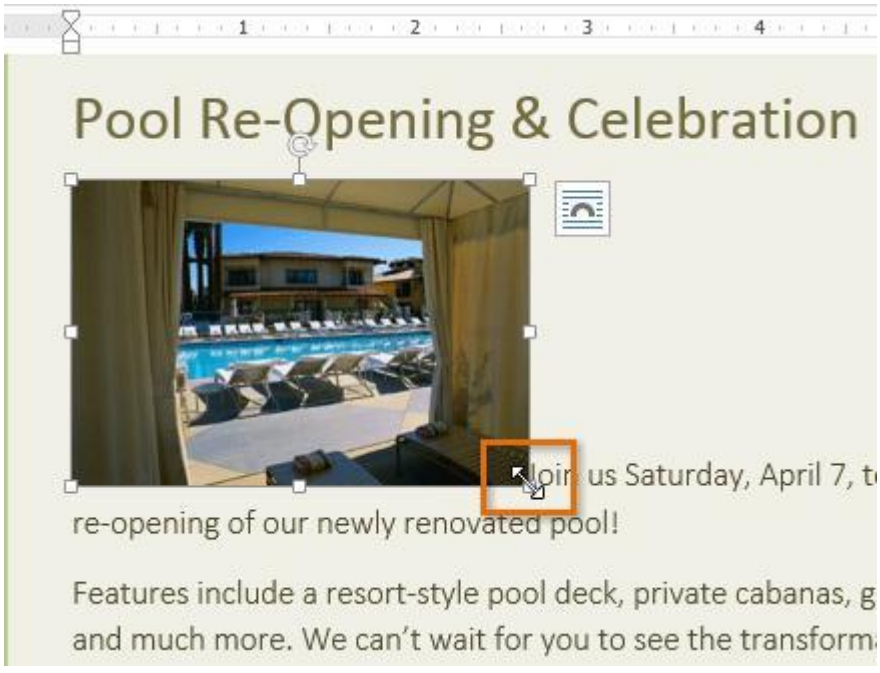


3. The Insert Picture dialog box will appear. Select the desired image file, then click Insert.



4. The image will appear in the document.

5. To resize an image, click and drag one of the corner sizing handles . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the side sizing handles .

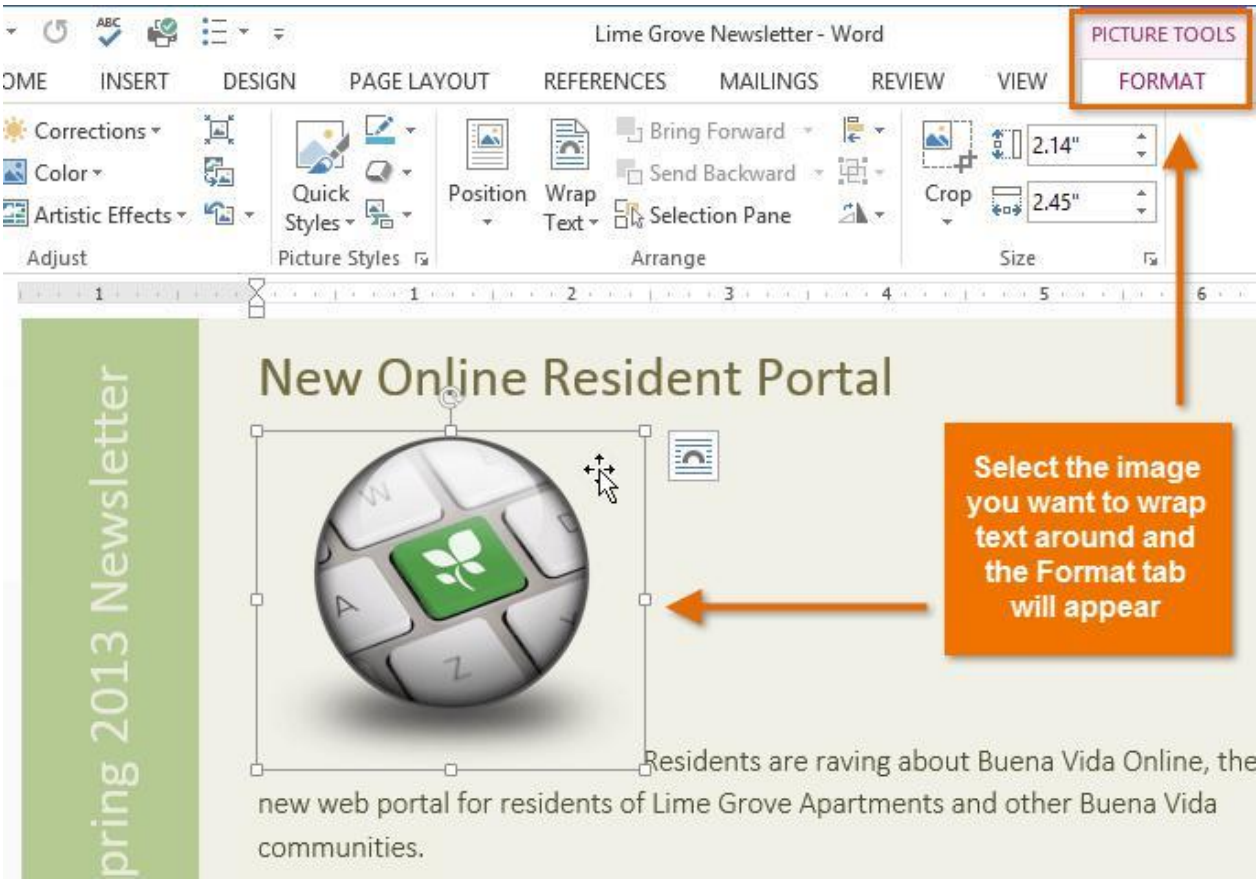


Changing text wrapping settings

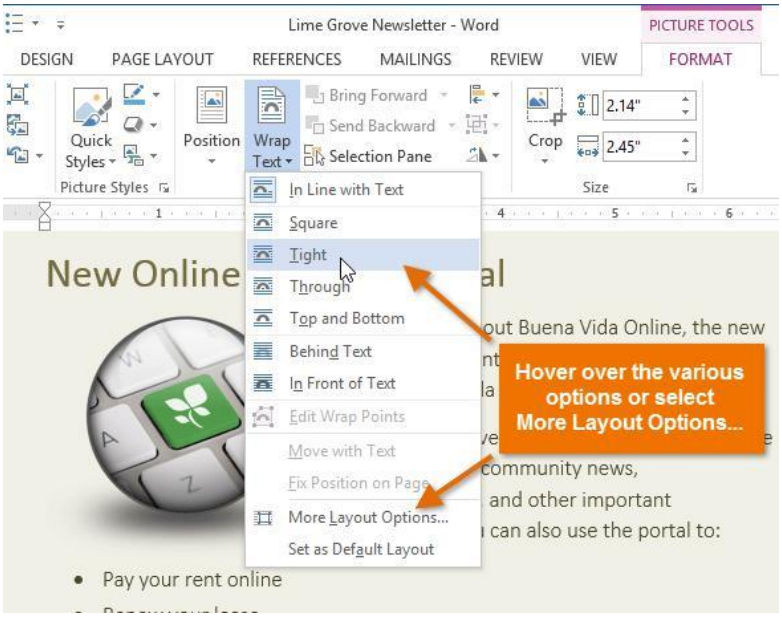
When you insert an image, you may notice that it's difficult to move it exactly where you want. That's because by default the image is in line with the text. If you want to move the image freely, you'll usually need to choose a different text wrapping setting. The text wrapping for that image is set to In Line with Text. You'll need to change the text wrapping setting if you want to move the image freely or if you'd like the text to wrap around the image in a more natural way.

To wrap text around an image:

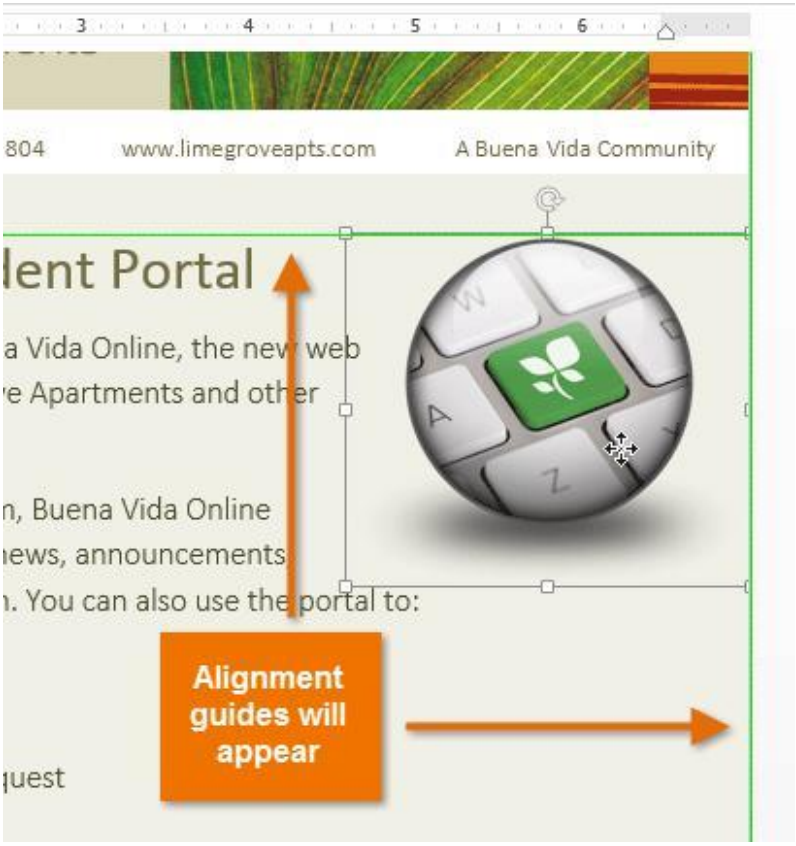
1. Select the image you want to wrap text around. The Format tab will appear on the right side of the Ribbon.



2. On the Format tab, click the Wrap Text command in the Arrange group. A drop-down menu will appear.
3. Hover the mouse over the various text wrapping options. A live preview of the text wrapping will appear in the document. When you've found the text wrapping option you want to use, click on it. Alternatively, you can select More Layout Options... to fine tune the layout.



4. The text will wrap around the image. You can now move the image if desired. Just click, hold, and drag it to the desired location. As you move it, alignment guides will appear to help you align the image on the page.



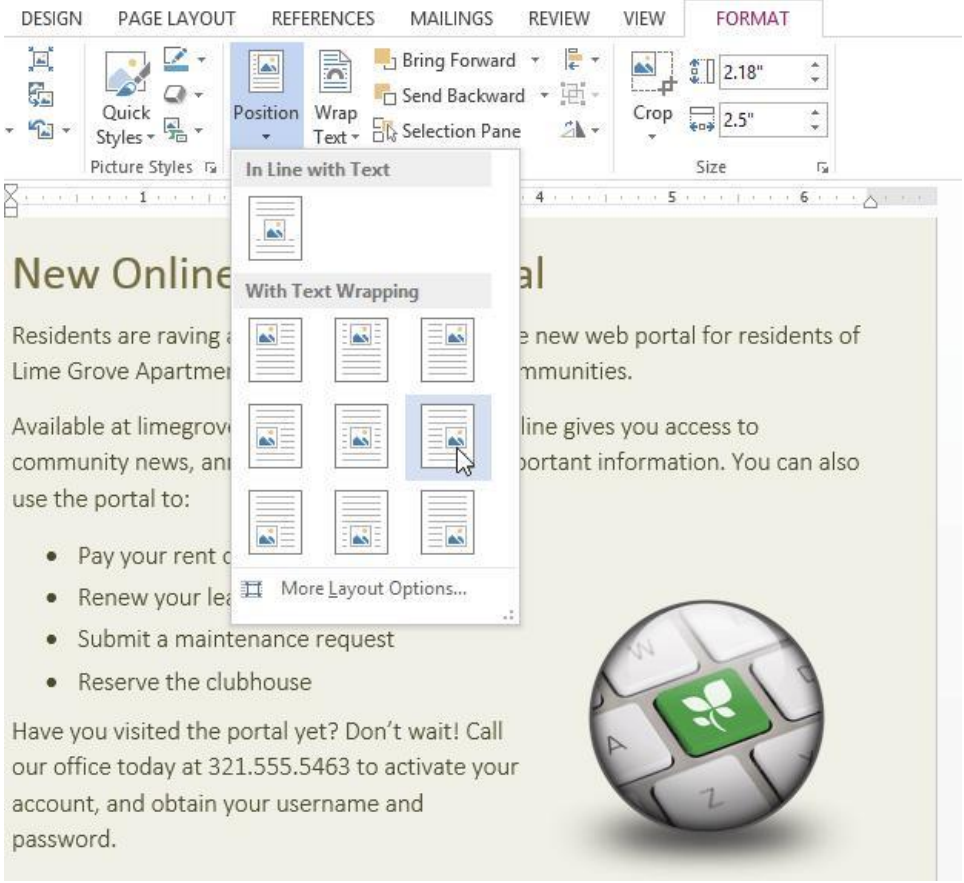
5. Alternatively, you can access text wrapping options by selecting the image and clicking the Layout Options button that appears.

To use a predefined text wrapping setting:

Predefined text wrapping allows you to move the image to a specific location on the page.

1. Select the image you want to move. The Format tab will appear on the right side of the Ribbon.

2. On the Format tab, click the Position command in the Arrange group.
3. A drop-down menu of predefined image positions will appear. Select the desired image position. The image will adjust in the document, and the text will wrap around it.

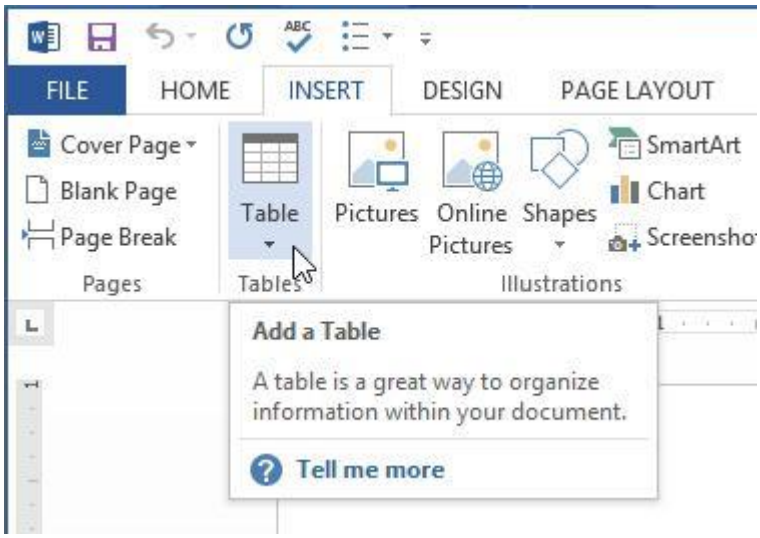


Tables

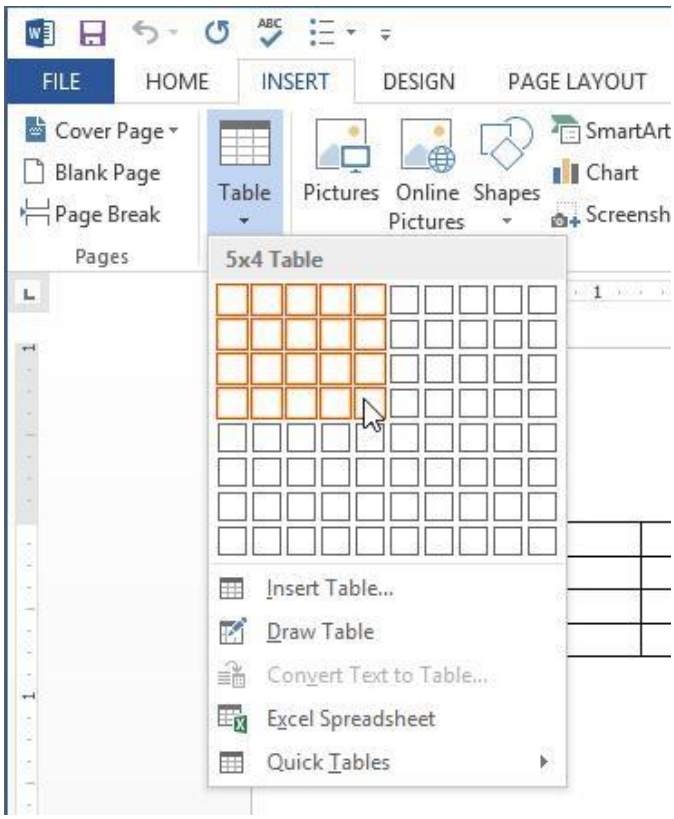
A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.

To insert a blank table:

1. Place your insertion point where you want the table to appear, then select the Insert tab.
2. Click the Table command.



3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of columns and rows in the table.



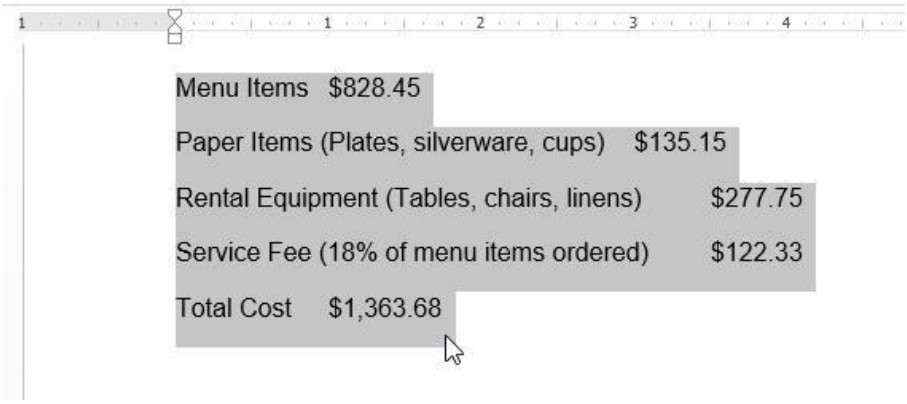
4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

Monday	Tuesday	Wed		

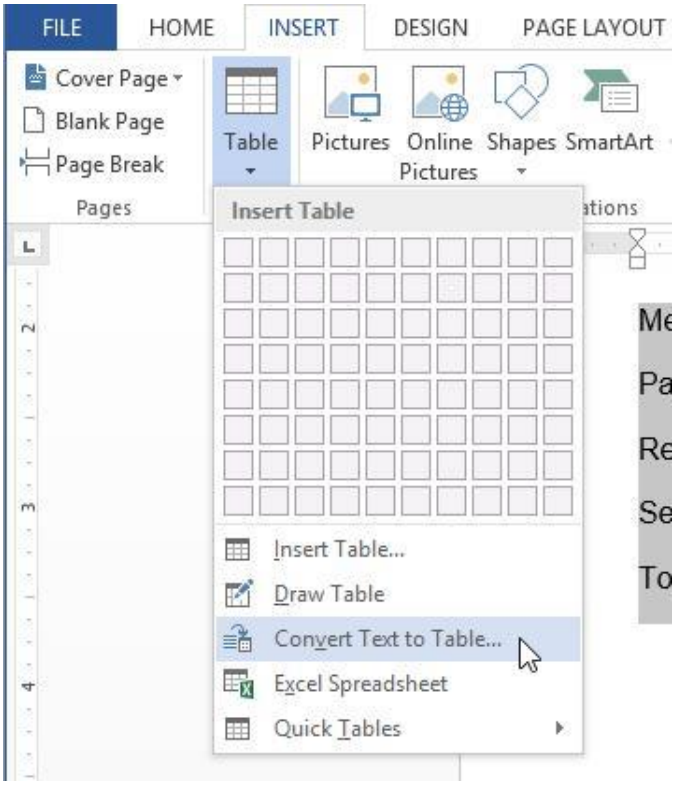
To convert existing text to a table:

In this example, each row of information contains an item name and price, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

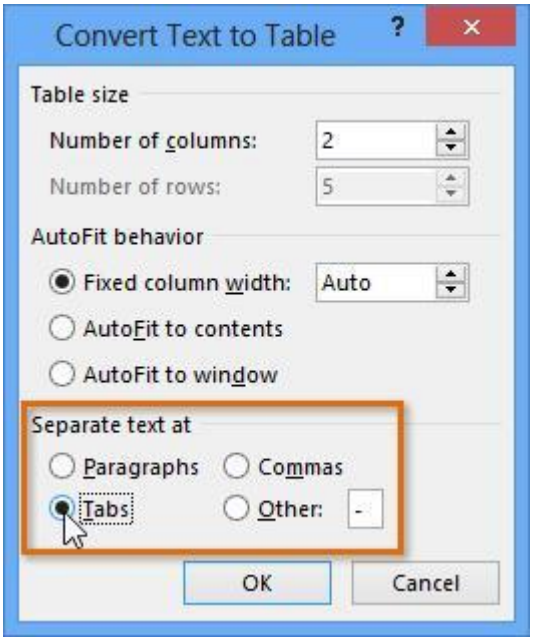
1. Select the text you wish to convert.



2. From the Insert tab, click the Table command.
3. Select Convert Text to Table from the drop-down menu.



4. A dialog box will appear. Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.



5. Click OK. The text appears in a table.

Menu Items	$828.45
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total Cost	$1,363.68

Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes many different options for customizing a table, including adding rows or columns, changing the table style, and more.

To add a row or column:

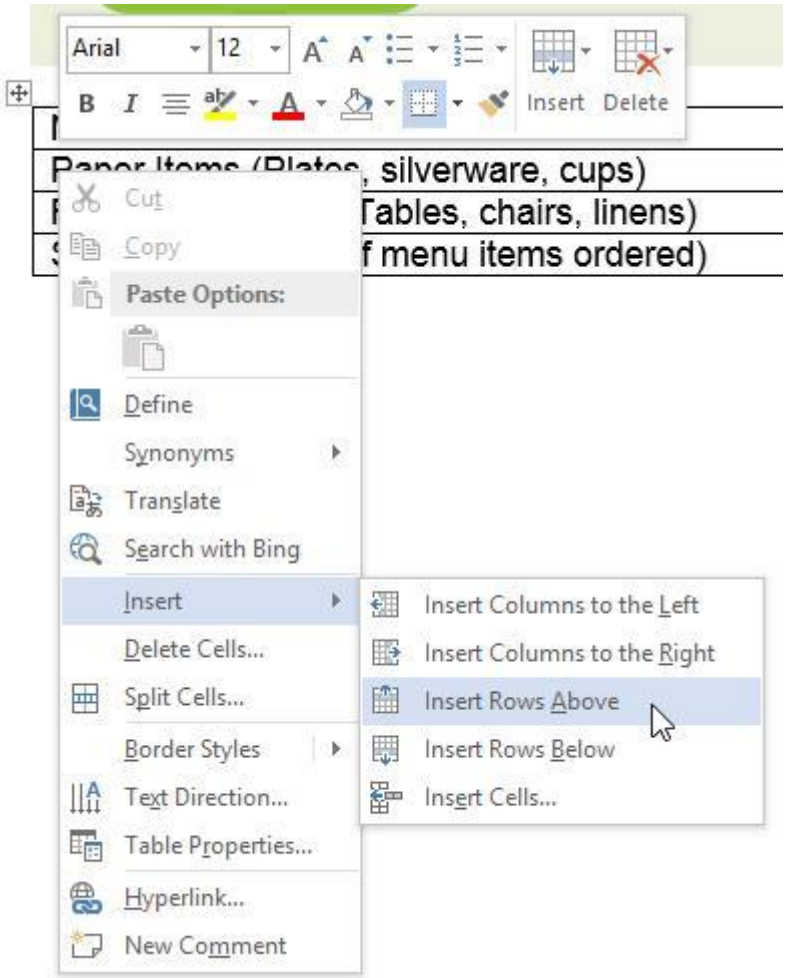
1. Hover the mouse near the location where you wish to add a row or column and click the plus sign that appears.

Menu Items	$828.45
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$227.75
Service Fee (18% of menu items ordered)	$122.33

2. A new row or column will appear in the table.

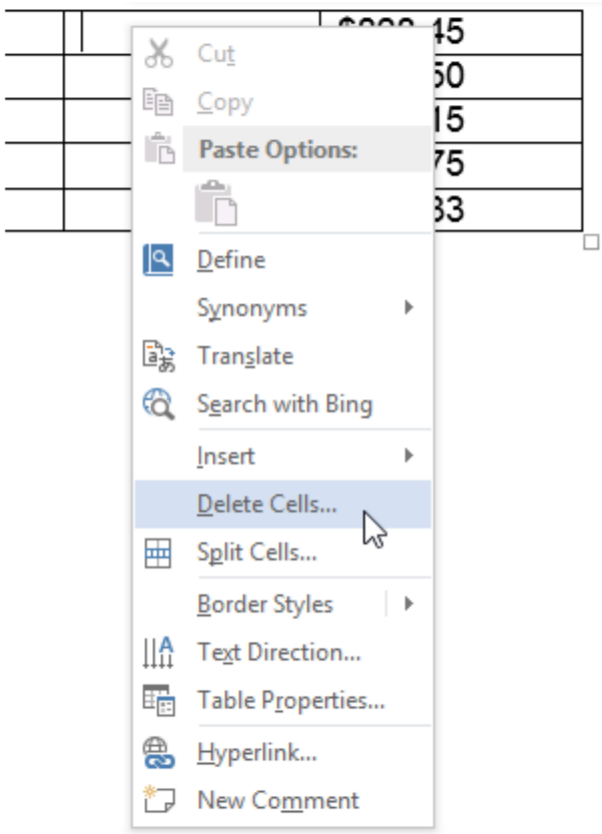
Menu Items	$828.45
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$227.75
Service Fee (18% of menu items ordered)	$122.33

3. Alternatively, you can right-click the table, then hover the mouse over Insert to see various row and column options.

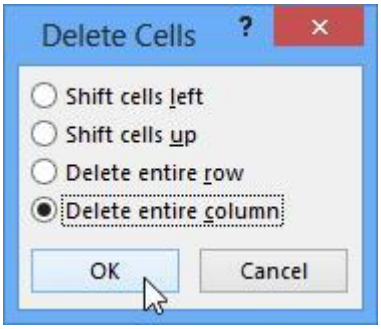


To delete a row or column:

1. Place the insertion point in the row or column you want to delete.
2. Right-click the mouse, then select Delete Cells... from the menu that appears.



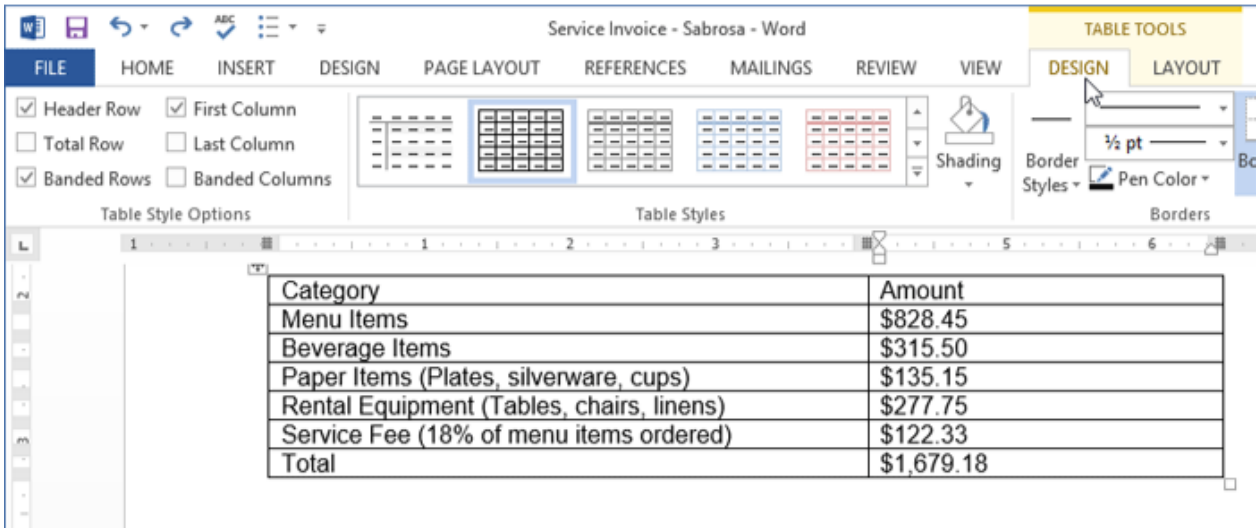
3. A dialog box will appear. Select Delete entire row or Delete entire column, then click OK.



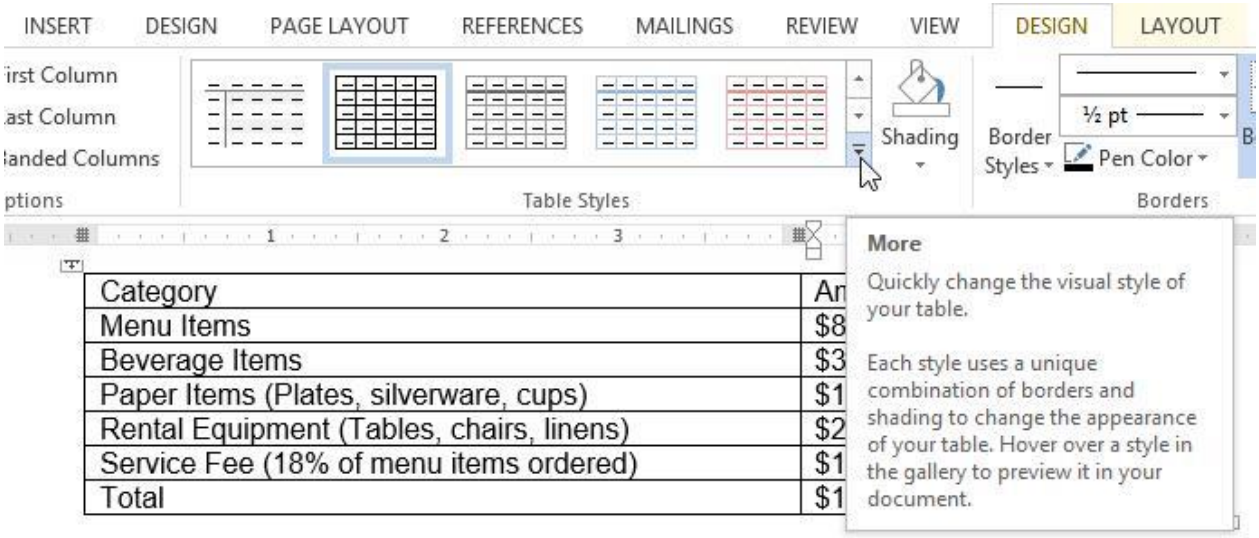
4. The column or row will be deleted.

9.5.4 To apply a table style:

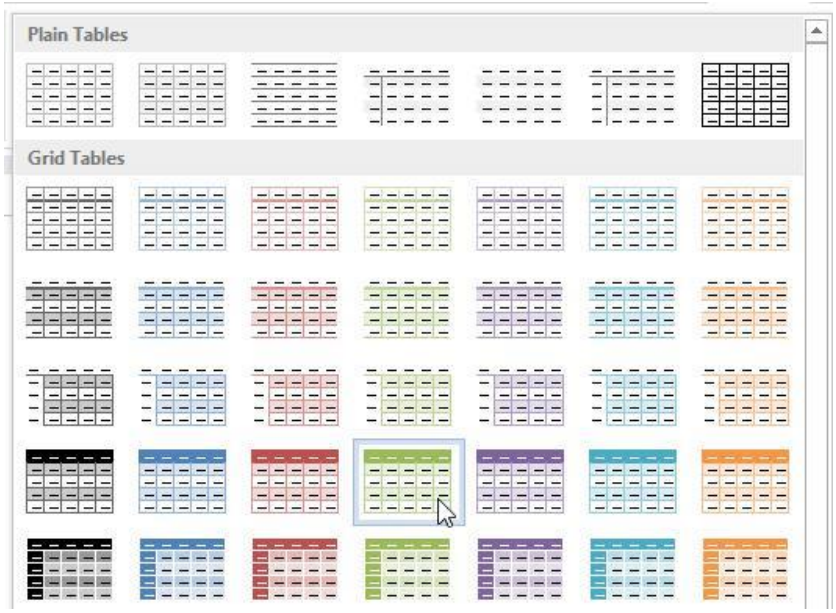
1. Click anywhere on the table, then click the Design tab on the right side of the Ribbon.



2. Locate the Table Styles group, then click the More drop-down arrow to see all available table styles.



3. Select the desired style.



4. The selected table style will appear.

Category	Amount
Menu Items	$828.45
Beverage Items	$315.50
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total	$1,679.18

Merge and Split Cells

Some tables require a layout that doesn't conform to the standard grid. In those cases, you may need to merge or split cells.

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Breakdown service	FREE	
Total	n/a	$1,679.18

Align Text Cells

By changing the alignment of a cell, you can control exactly where the text is located. In the example below, the cell text is aligned to the right.

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Total	n/a	$1,679.18

Change Text Direction

Making the text vertical can add style to your table, and it allows you to fit more columns in your table.

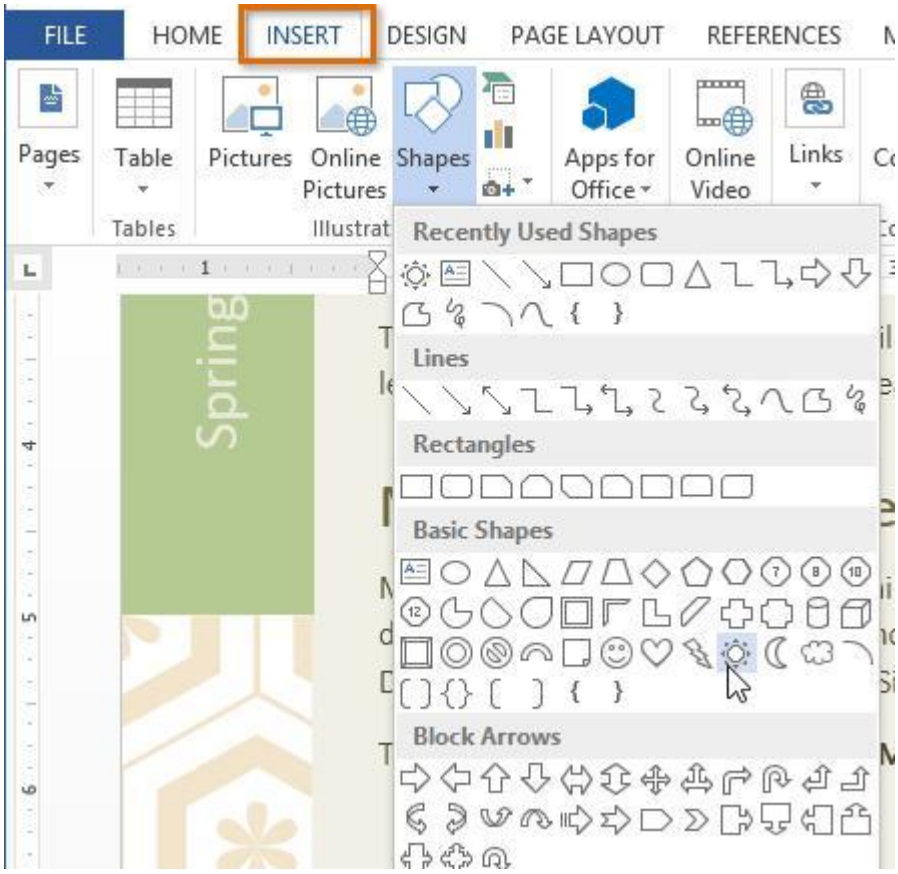
Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Total	n/a	$1,679.18

Shapes

You can add a variety of shapes to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add visual appeal and clarity.

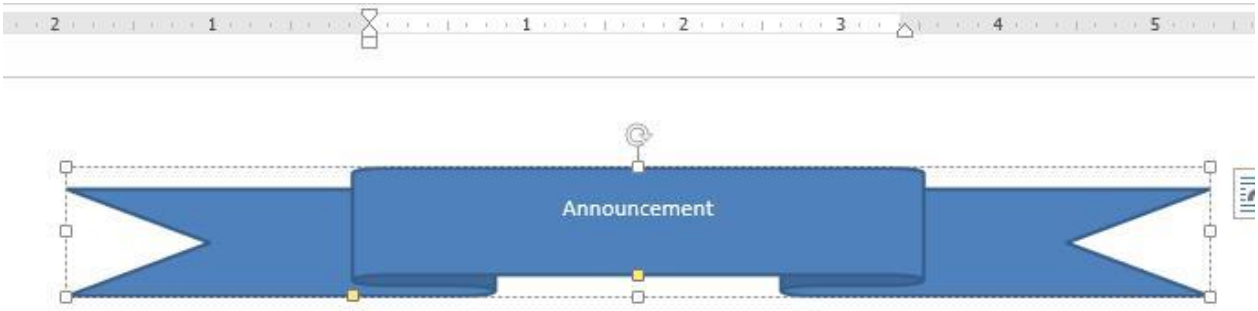
To insert a shape:

1. Select the Insert tab, then click the Shapes command. A drop-down menu of shapes will appear.
2. Select the desired shape.



3. Click, hold, and drag in the desired location to add the shape to your document.

4. If desired, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the formatting options on the Home tab to change the font, font size, or color of the text.

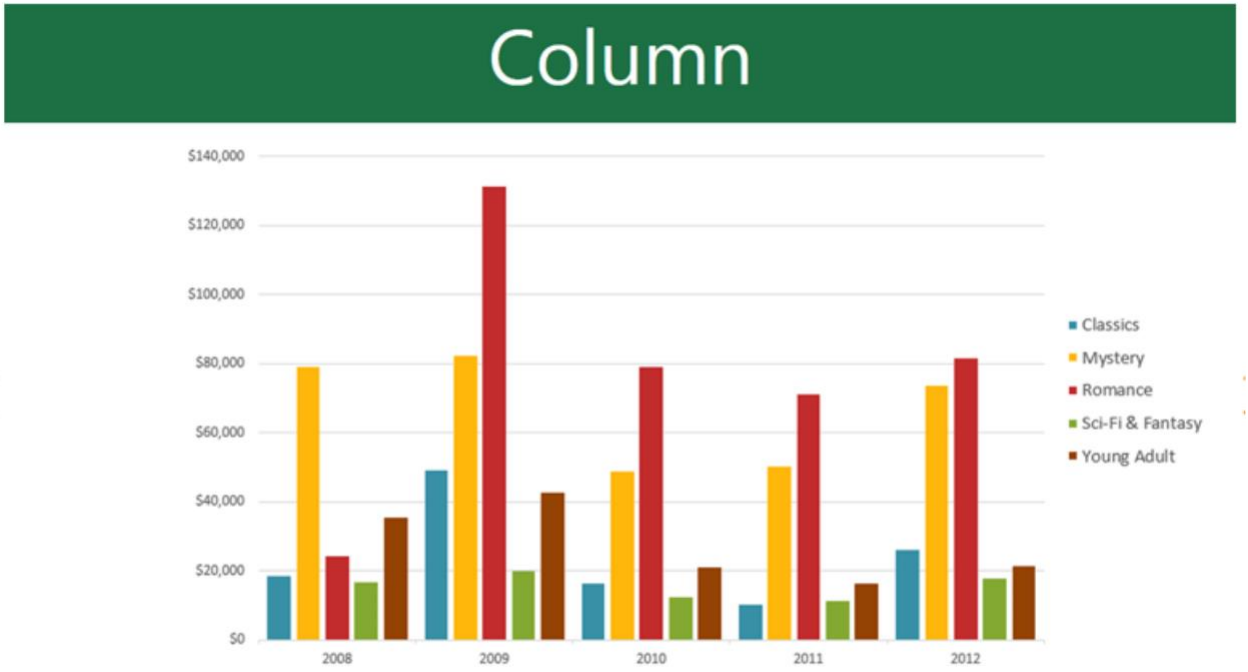


Charts

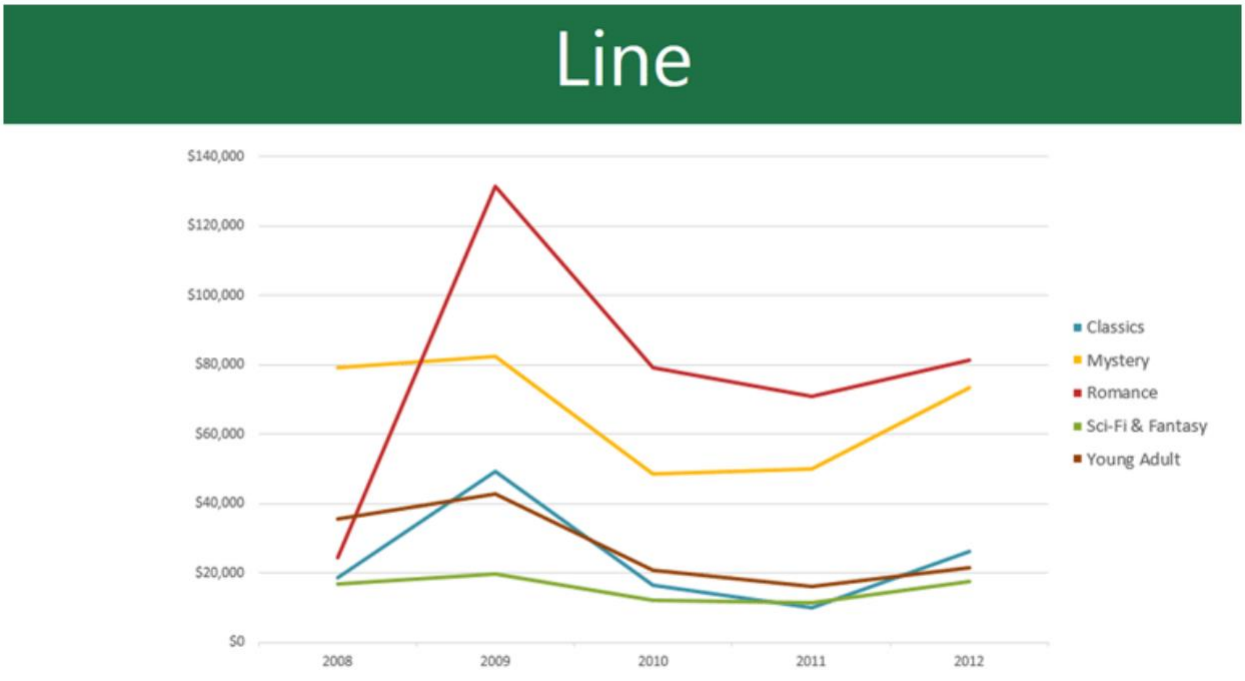
A chart is a tool you can use to communicate data graphically. Including a chart in your document can allow your reader to see the meaning behind the numbers, and it can make showing comparisons and trends easier.

Types of charts

Word has many different types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

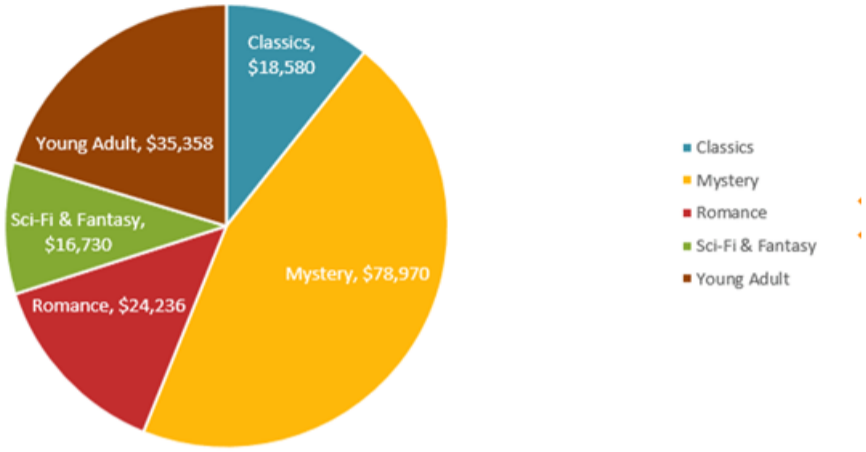


Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.



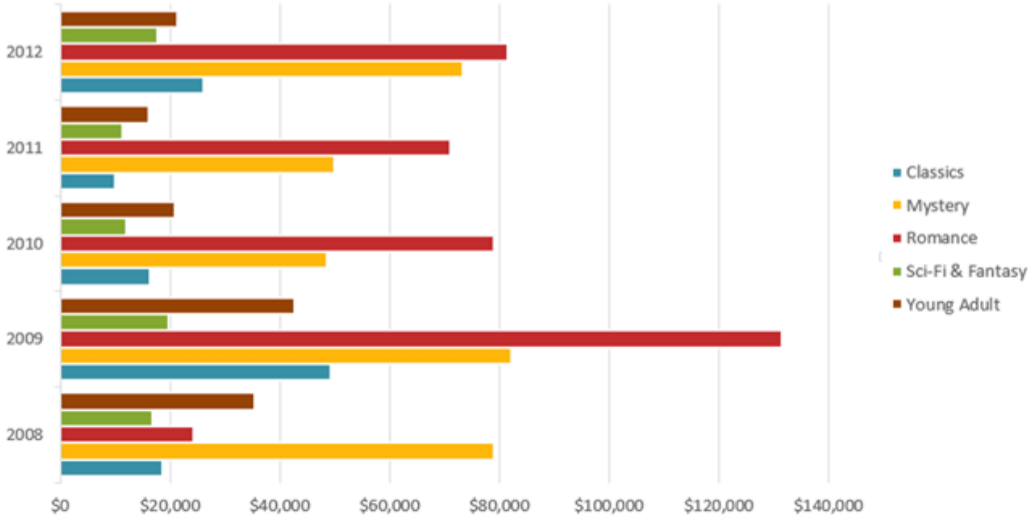
Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.

Pie



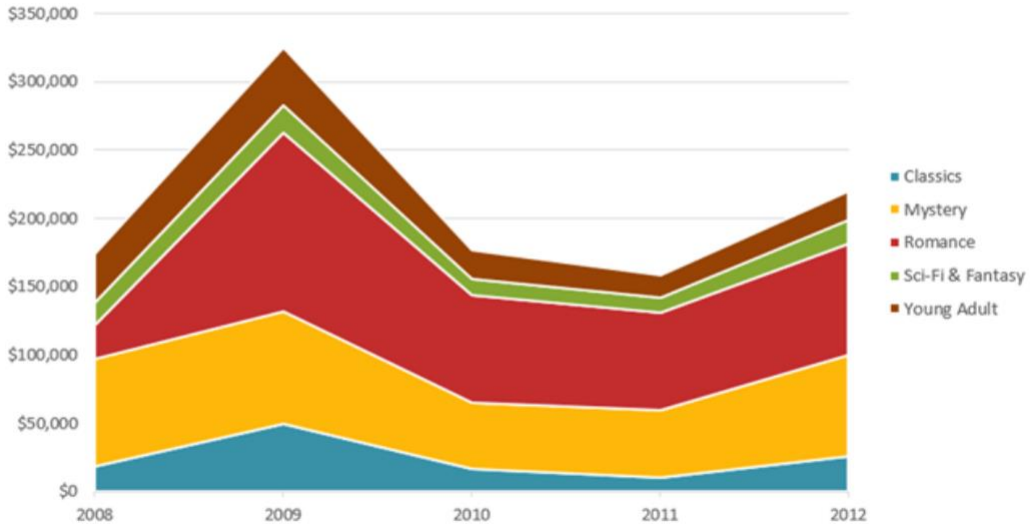
Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.

Bar



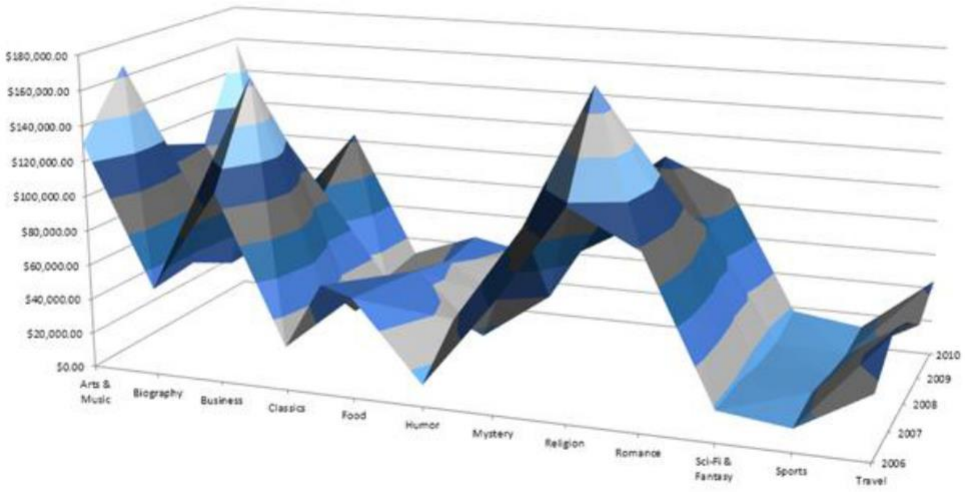
Bar charts work just like column charts, but they use horizontal bars instead of vertical bars.

Area



Area charts are similar to line charts, except that the areas under the lines are filled in.

Surface



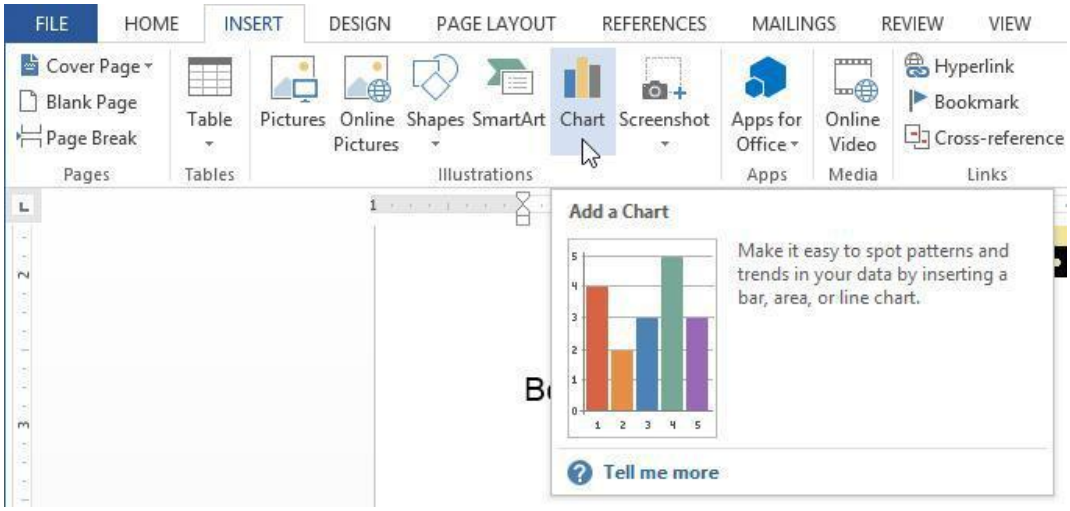
Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.

Inserting charts

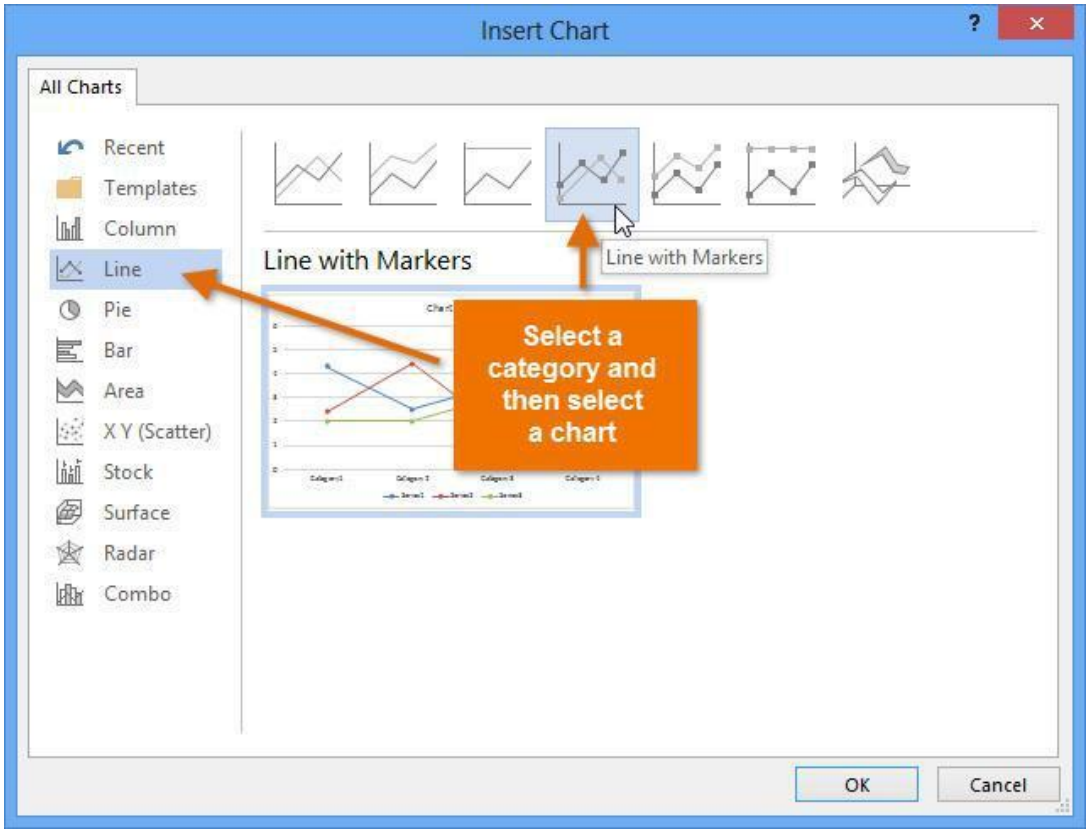
Word uses a spreadsheet as a placeholder for entering chart data, much like Excel. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review Excel 2013 Cell Basics.

To insert a chart:

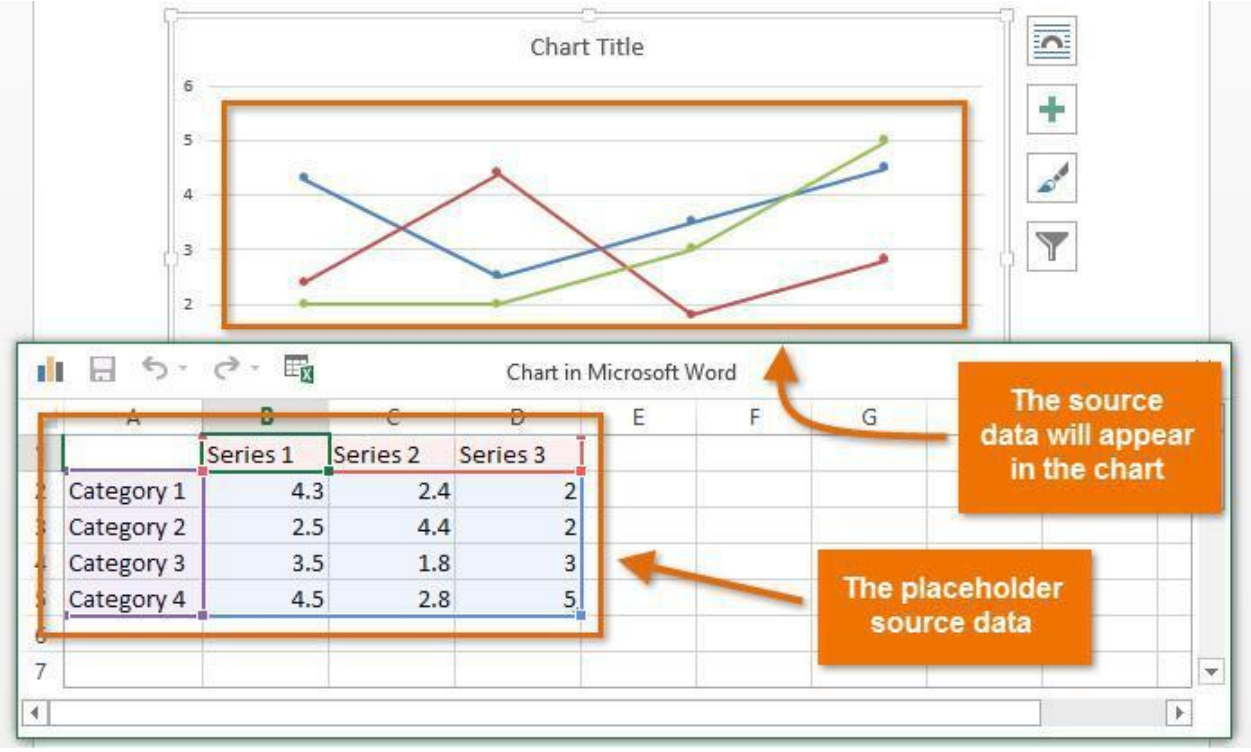
1. Select the Insert tab, then click the Chart command in the Illustrations group.



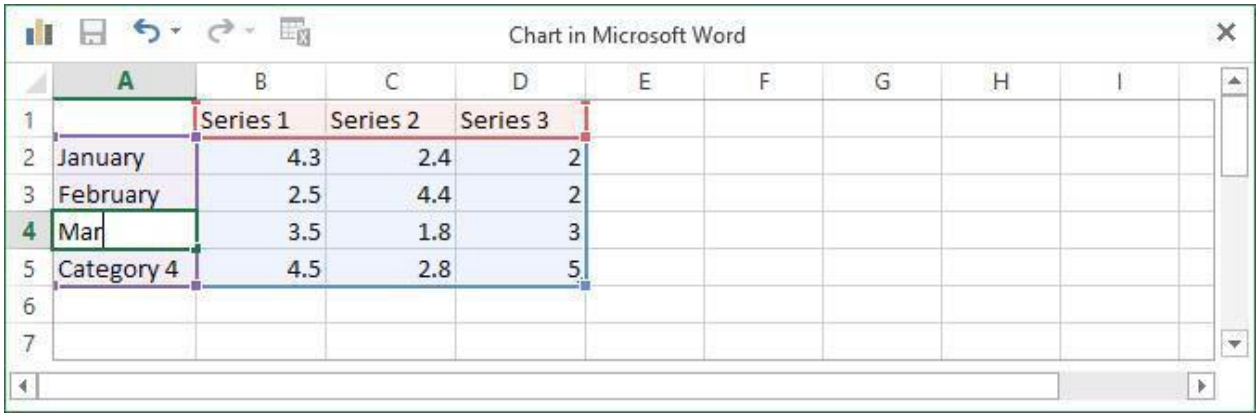
2. A dialog box will appear. Select a category from the left pane, and review the charts that appear in the right pane.
3. Select the desired chart, then click OK.



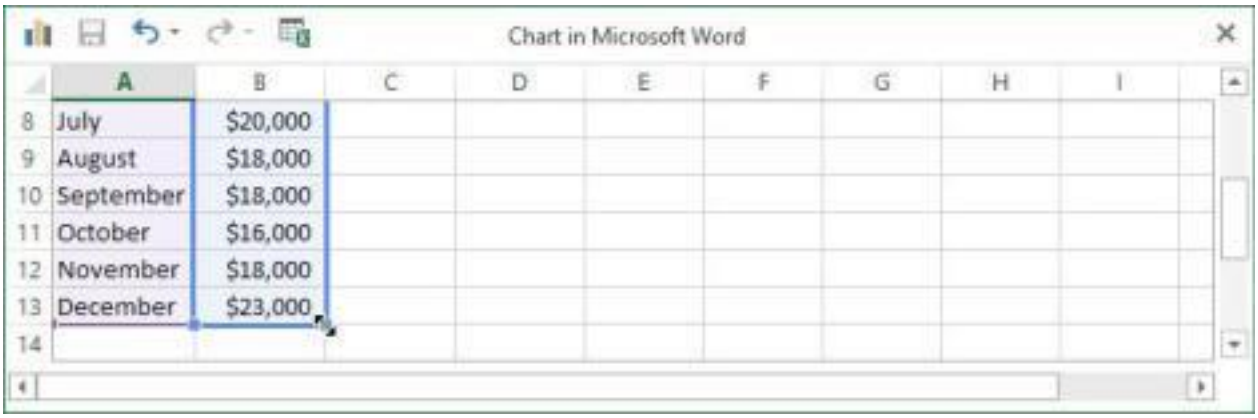
4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is placeholder source data that you will replace with your own information. The source data is used to create the Word chart.



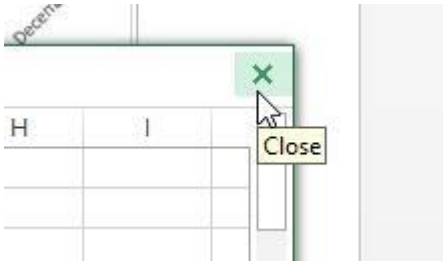
5. Enter your data into the worksheet.



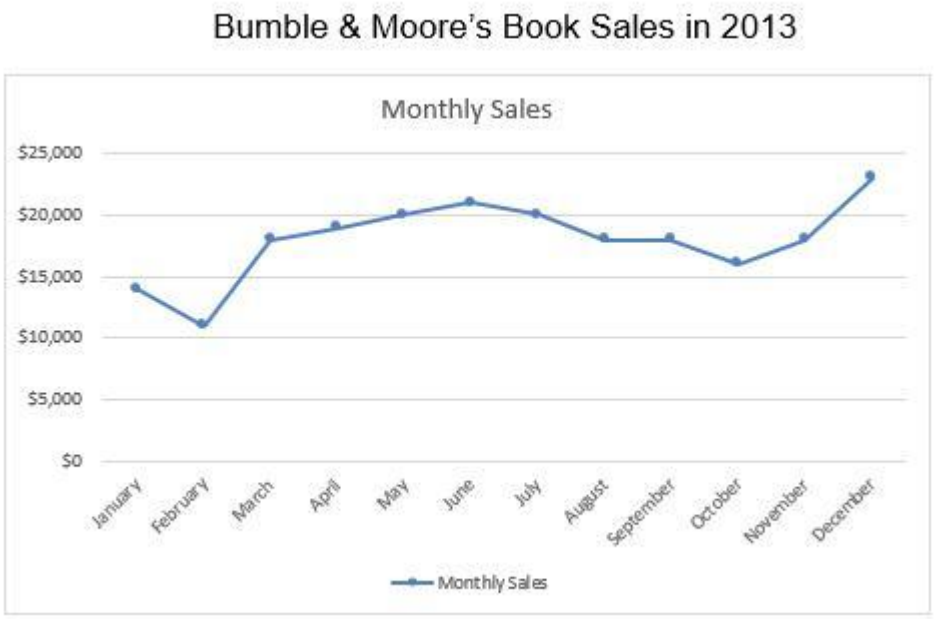
6. If necessary, click and drag the lower-right corner of the blue line to increase or decrease the data range for rows and columns. Only the data enclosed by the blue lines will appear in the chart.



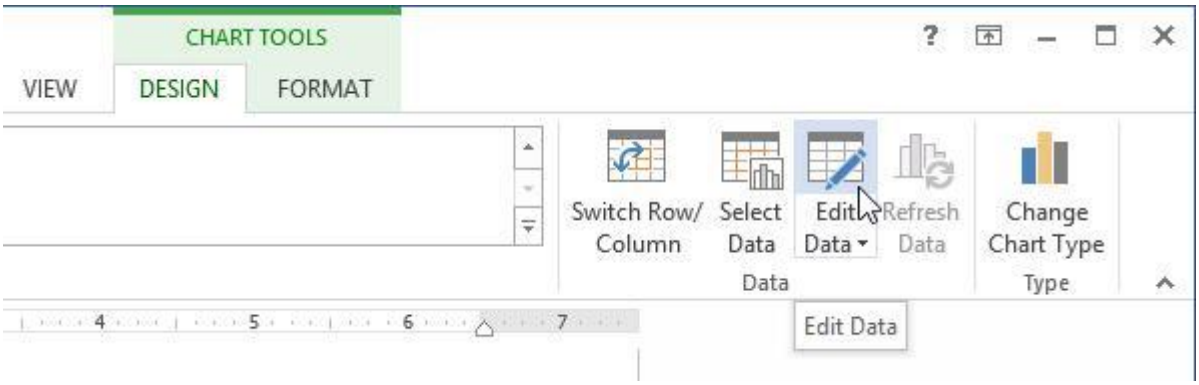
7. When you're done, click the X to close the spreadsheet.



8. The chart will be completed.
9. You can edit the chart data at any time by selecting your chart and clicking the Edit Data command on the Design tab.



10. You can edit the chart data at any time by selecting your chart and clicking the Edit Data command on the Design tab.

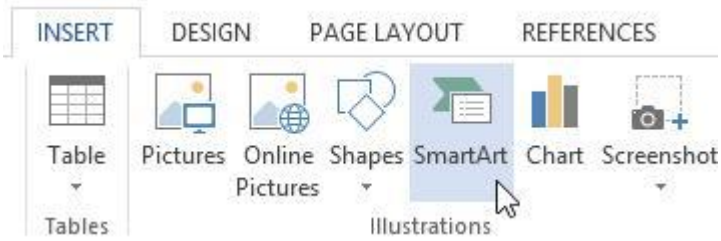


SmartArt Graphics

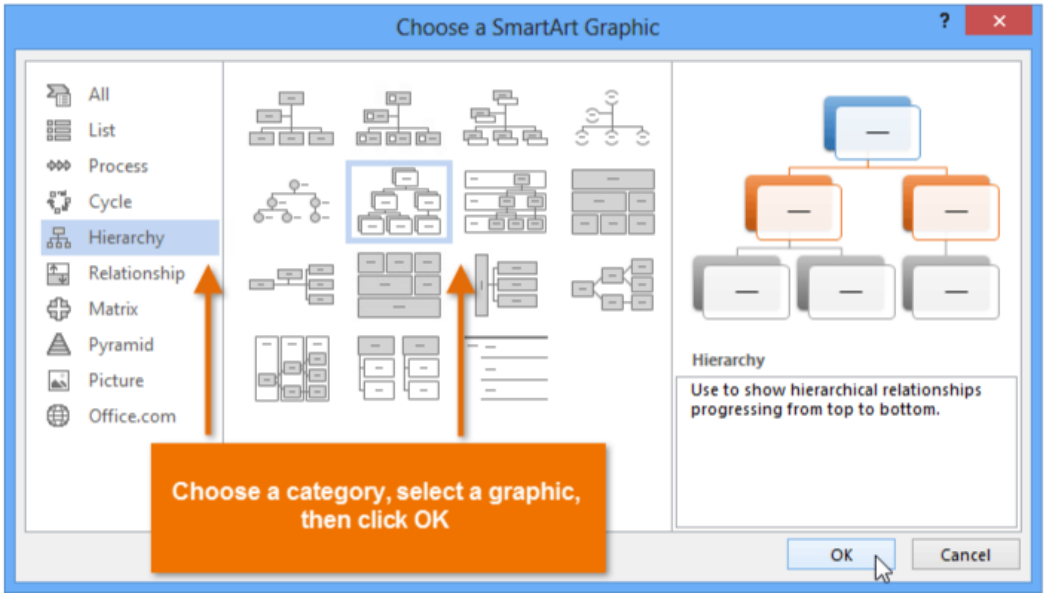
SmartArt allows you to communicate information with graphics instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.

To insert a SmartArt graphic:

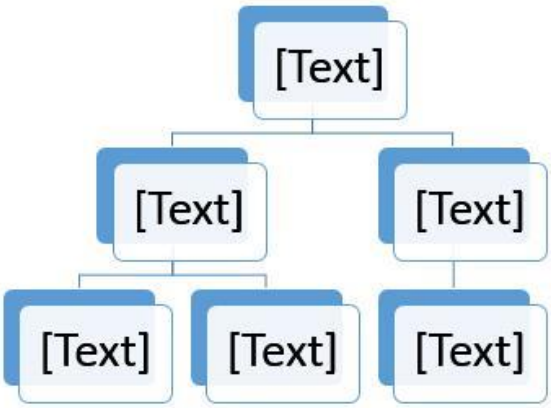
1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the Insert tab, select the SmartArt command in the Illustrations group.



3. A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

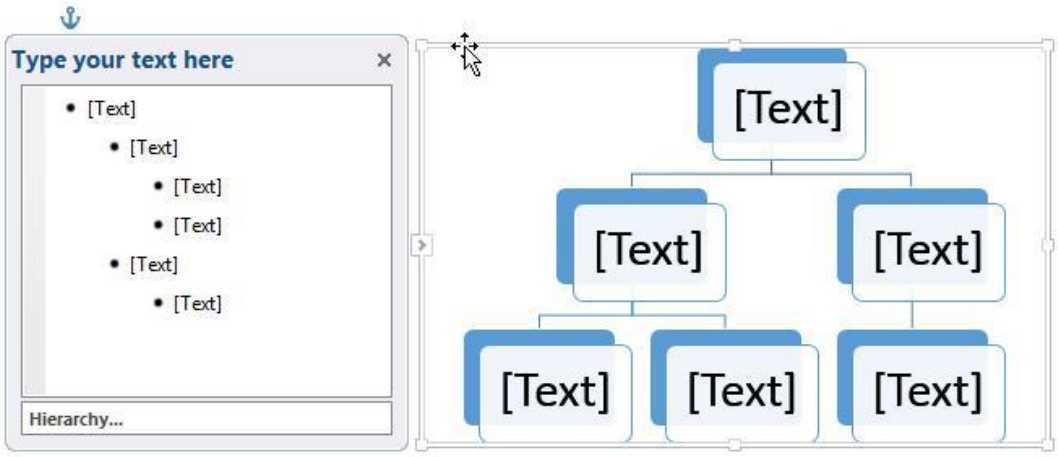


4. The SmartArt graphic will appear in your document.

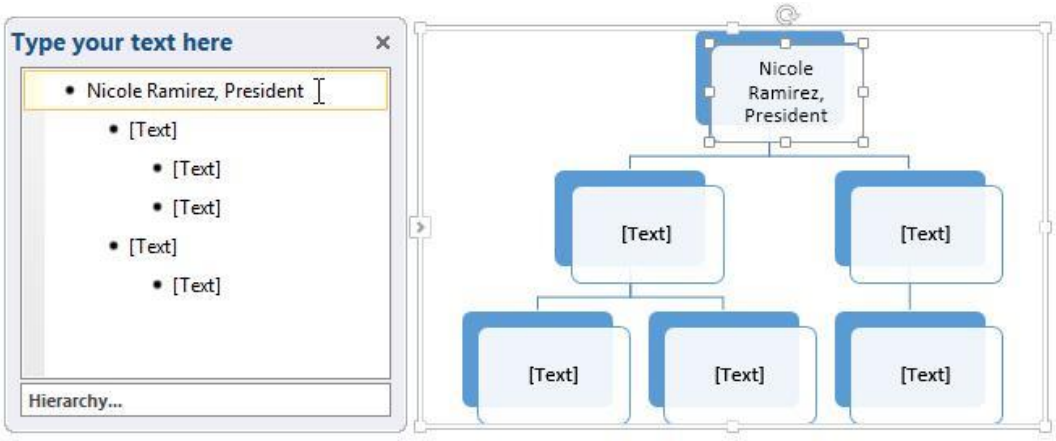


To add text to a SmartArt graphic:

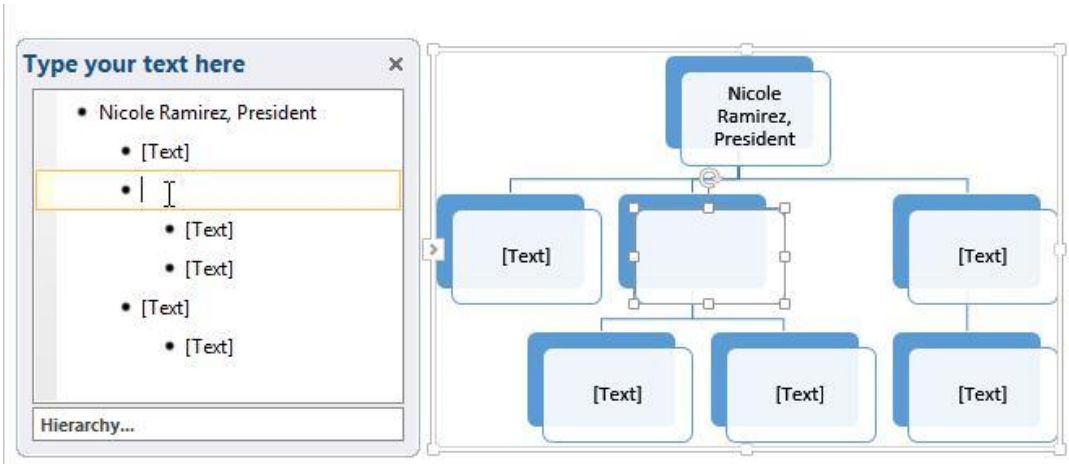
1. Select the SmartArt graphic. The SmartArt task pane will appear to the left.



2. Enter text next to each bullet in the task pane. The text will appear in the graphic and will resize to fit inside the shape.



3. To add a new shape, press Enter. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you're not using to remove the shapes.



EXERCISE

Create a MS Word document that uses/contains the following:

Headers

Footers

Page Numbers

Columns

Pictures

Text Wrap

Tables

Shapes

Charts

SmartArt Graphic