Working with Word - 2

All classes

Agenda

- References
- Media
- Comments

References

- reference to
  - other areas in the document
  - Websites
  - Files / Emails
- Ribbon -> Insert -> Links
  - Bookmarks
  - Hyperlink
  - Cross-references

References: Bookmark

- place markers in the text
  - like a link on a homepage, but inside the word document
  - can be used later
- add a new bookmark
  - place the cursor, where you want the bookmark
  - Ribbon Insert -> Links -> Bookmark
  - chose a name for the bookmark (not visible)
- find a bookmark
  - Ribbon Insert -> Links -> Bookmark
  - double click on the bookmark to jump to the page

References: Hyperlink

- existing file or Web Page
  - Folder
  - Browsed Pages
  - Recent Files
- special element in the document
  - top of document / heading
  - bookmarks(!)
- create new document
- email address

References: Hyperlink

- Create a new Hyperlink to a bookmark
- Ribbon Insert -> Links -> Hyperlink -> Place in This Document
  - Chose the bookmark you created
  - Chose the text to display (select the text before)
  - also to "top of the document" or "headings"

References: Cross-reference

- link to important elements on this page
  - heading, bookmark, footnote, table, ...
  - also to bookmarks(!)
- special here
  - use the text of the referenced element, e.g. the name of the heading
- Ribbon Insert -> Links -> Cross-reference
  - chose reference type (heading, bookmark, footnote, table, ...)
  - chose the referenced element
  - chose the text to be inserted (depending on element)

Media

- Image
  - Ribbon Insert -> Illustrations -> Picture
  - more later
- Screenshot
  - Ribbon Insert -> Illustrations -> Screenshot
  - chose the open program or a custom part of the screen (clipping)

Comments

- place a comment on the side of the document
- for you or other people
- add a comment
  - Ribbon Review -> Comments -> New Comment
- delete a comment
  - right click on the comment -> delete

Comments

- place your cursor -> add comment
  - by default the word is chosen as a reference to the comment
  - alternatively: mark the text area / paragraph to refer to more then one word
- each comment has a author
  - File -> options -> General -> Initials

Exercises

- Create 3 new pages, so you have 4 together
  - Ribbon -> Insert -> Pages -> Blank page
- on the first page, write the following text
  - link to first page
  - link to second page
  - link to third page
- write a short text on beginning of page 2, 3 and 4
- place a bookmark at the beginning of page 2, 3 and 4 and give each bookmark a name

Exercises

- Open the bookmarks dialog
  - jump to each bookmark to see, if they are placed correctly
  - on the first page, make a hyperlink to the corresponding bookmarks for each of the texts "link to first page", "link to second page" and "link to third page"
- on page 2, 3 and 4 add a new line and insert a bookmark to the beginning of the document
  - the text should be on each page "back to top"

More Questions?

- More Questions?

- Thank you!