









Word - Beginning






103-113

Tutorial 3 - Multi-Page Documents



Notes	Activity
Quick Links	
<ul style="list-style-type: none"> • Quick Styles • Manual Page Break • Creating Tables 	Pages WD99 - WD102 Pages WD102 – WD103 Pages WD103 – WD107 Page WD144  Word 3: Organizing Tables
<ul style="list-style-type: none"> • Contextual Toolbars • Entering Cell Data • Resizing Columns • Selecting Table Components • Adding/Removing • Sorting Table Data • Formatting a Table • Moving Rows and Columns • Merging and Splitting Cells • Deleting a Table 	Page OFF15 Page WD105 – WD106 Page WD111 – WD112 Page WD106 – WD107 Page WD110 – WD111 Pages WD107 – WD109 Pages WD112 – WD115 Pages Page WD143 Page
<ul style="list-style-type: none"> • Convert Text to Table • Tabs • Footnotes and Endnotes • Creating Document Sections • Headers and Footers • Cover Pages • Custom Cover Pages • Smart Art 	Page WD142 Page WD115 – WD119 Pages WD119 – WD121 Pages WD122 – WD124 Pages WD128 – WD134 Pages WD134 – WD136 Page WD141 Pages WD124 – WD128 WD142  Word 3: Setting Tabs  Word 3: Formatting Sections  Word 3: Headers & Footers



Notes	Activity
<p>Using Quick Styles</p> <ul style="list-style-type: none"> • Microsoft Word comes with hundreds of predefined <i>styles</i> called Quick Styles that allow you to quickly and professionally format your document (or parts of it) <ul style="list-style-type: none"> ➤ <i>Styles</i> combine multiple types of formatting and allow you to apply them with only one click • Available on the Styles group of the Home tab. • Live Preview available • Each document theme (see Tutorial 2) has a different set of Quick Styles, but each theme's Quick Styles have the same name. • Select the portion of the document to apply the style to • Point to the style to see a Live Preview <ul style="list-style-type: none"> ➤ Click the More  button to see all the styles • Click the style to apply • Tip: use the Format Painter (or F4) to apply the same style to many instances of existing text. • If you change the Document Theme, the styles you used will change accordingly. 	<p>Open Tutorial 3 Start.docx</p> <p>Save As Global Travel.docx</p> <p>Use Search & Replace to replace and double paragraph markers with a single.</p> <p>Add 12 pts to end of every paragraph (Select All)</p> <p>Format the document's headings using QuickStyle Heading 1</p> <p>Use the Themes buttons to Live Preview theme changes</p>




Notes	Activity
<p>Manual Page Breaks</p> <ul style="list-style-type: none"> In the same manner as word wrap starts a new line, Word also starts a new page whenever the current page is full. Sometimes, however, you'll want to start a new page before the current page is full. <ul style="list-style-type: none"> Used to avoid <i>widows</i> and <i>orphans</i>—paragraphs where one line is isolated on a page by itself Insert a manual page break before the paragraph to keep it on the same page To insert a manual page break <ul style="list-style-type: none"> Click the  Page Break button in the Pages group on the Insert tab OR Press Ctrl-Enter To delete a manual page break <ul style="list-style-type: none"> Show the paragraph marks (¶). This will also show the page breaksPage Break..... Click the Page Break and press the Delete key If you've just inserted the page break, you can delete by clicking Undo (or Ctrl-Z) 	<p>Move Auto Rentals to the next page.</p> <p>Add a new page to the end of the document</p>
<p>Creating Tables</p> <ul style="list-style-type: none"> Tables allow you to show related data in an organized fashion <ul style="list-style-type: none"> Organized in rows and columns Rows and columns intersect at a <i>cell</i> Each cell is a mini-document that contains its own text, images, etc. formatted independently from the other cells Tables can also allow you to create pages with complex layouts After you create a table, two contextual toolbars become available: Table Tools: Design and Table Tools: Layout <ul style="list-style-type: none"> Contextual Toolbars only appear when the objects they apply to are selected Easiest way to create a table <ul style="list-style-type: none"> Position the insert point where the table should go Click the Insert Table  button in the Tables group of the Insert tab Click the box that designates how many rows and columns you want in your table 	<p>Create a 4 column, 3 row table on the new page.</p>

Notes	Activity
<ul style="list-style-type: none"> • Another way (often used for more complex tables) <ul style="list-style-type: none"> ➤ Position the insert point where the table should go ➤ Click the Insert Table  button in the Tables group of the Insert tab ➤ Click Draw Table...  option ➤ Mouse changes to the shape of pencil <ul style="list-style-type: none"> – Drag diagonally to create the outside borders of a table – Drag a horizontal line to divide the table (or cell) into multiple rows – Drag a vertical line to divide the table (or cell) into multiple columns ➤ If the mouse pointer returns to normal, you can bring back the draw pencil by clicking the Draw Table  button in the Draw Borders group of the Table Tools: Design contextual toolbar tab ➤ You can use the Draw Borders  button to add a border to any table, not just those drawn using the pencil. ➤ There is also an Eraser  button in the Draw Borders group of the Table Tools: Design tab that allows you to remove borders you don't want. 	<p>Draw another table using Draw Table</p> <p>Delete the drawn table (Layout tab)</p>

Notes	Activity
<p>Adding Data to Cells</p> <ul style="list-style-type: none"> • Each cell is its own mini Word document. <ul style="list-style-type: none"> ➤ Can contain text, images, shapes, charts, etc., even another table within the table. ➤ Each cell has its own formatting (alignment, indentation, tabs, etc) • To enter text, simply place the insertion point in a cell and start typing. <ul style="list-style-type: none"> ➤ Use the same formatting techniques you've learned previously. • To move from cell to cell <ul style="list-style-type: none"> ➤ Click in another cell ➤ Press Tab to move to the next cell to the right (or the first cell in the next row if you're in the last column) ➤ Press Shift-Tab to move to the cell to the left (or the last cell in the previous row if you're in the first column). ➤ If the insertion point is at the <i>edge</i> of the cell, you can use the arrow keys to move to a different cell <ul style="list-style-type: none"> – Insertion point in last line of cell, down arrow moves to the next row (same column) – Insertion point in first line of cell, up arrow moves to the previous row (same column) – Insertion point is after the last character in a cell, right arrow moves to the next cell to the right – Insertion point is before the first character in a cell, left arrow moves to the next cell to the left 	<p>Insert text into table (see Inclass steps)</p> <p>Experiment moving the cursor throughout the table.</p>

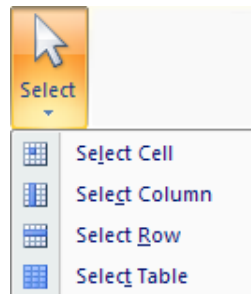
Notes	Activity
<p>Adding / Deleting Table Components</p> <ul style="list-style-type: none"> To insert a row into the table <ul style="list-style-type: none"> ➤ Place the insertion point in the row above or below where the new row should appear ➤ Click the Insert Above  button or the Insert Below  button in the Rows & Columns group of the Table Tools Layout tab. OR <ul style="list-style-type: none"> ➤ Place the insertion point ➤ Right-click, choose Insert ➤ Select either Insert Row Above or Insert Row Below Tip: To quickly add a row to the bottom of the table, place the insertion point in the bottom-right cell of the table and press the Tab key. To add multiple rows at one time <ul style="list-style-type: none"> ➤ Select (highlight) as many rows as you want to insert ➤ Follow the steps above for inserting one row. To delete rows <ul style="list-style-type: none"> ➤ Select the row(s) to delete ➤ Right-click ➤ Click Delete Rows 	<p>Add the header row and text.</p> <p>Add a blank row to the bottom of the table.</p> <p>Add multiple rows. Delete those rows.</p>

Notes	Activity
<ul style="list-style-type: none">• To insert a column into the table<ul style="list-style-type: none">➤ Place the insertion point in the column to the left or right where the new column should appear➤ Click the Insert Left  button or the Insert Right  button in the Rows & Columns group of the Table Tools Layout tab.OR➤ Place the insertion point➤ Right-click, choose Insert➤ Select either Insert Columns to the Left or Insert Columns to the Right• To add multiple columns at one time<ul style="list-style-type: none">➤ Select (highlight) as many columns as you want to insert➤ Follow the steps above for inserting one column.• To delete columns<ul style="list-style-type: none">➤ Select the column(s) to delete➤ Right-click➤ Click Delete Columns	<p>Add multiple columns. Delete those columns.</p>


Notes	Activity
<p>Resizing Table Columns</p> <ul style="list-style-type: none"> Occasionally, you'll want to change the width of a column because the column is too narrow to properly display the data within or it is too wide and there is a lot of white space in the column Move the mouse pointer to the right edge of the column until the cursor changes shape to a double-headed arrow  Drag to resize the column <ul style="list-style-type: none"> Note, if the table is as wide as the page (minus margins), the other columns' widths might adjust as well. To automatically <i>size the column to fit</i> the largest data item in the column, double-click when the cursor is the double-headed arrow. To resize the overall width of the table, drag the right-most table border Tip: To center the table between the margins, select the entire table (see below) and click the Center  button in the Paragraph group of the Home tab <ul style="list-style-type: none"> Or, click Properties button  in the Table group of the Table Tools Layout tab Or right-click, Table Properties, Center Though not normally done, you can also resize rows by placing the mouse pointer on the border at the bottom of the row and dragging. 	<p>Resize the Percent of Total Cost column until the text appears on two lines. Note how the Benefit column automatically adjusts.</p> <p>Resize the Initial Cost column to fit. Note the Benefit column does NOT adjust.</p> <p>Reduce the size of the Benefit column. Note other columns do not adjust.</p> <p>Auto fit the Benefit column. Note only expands to margin.</p> <p>Undo</p> <p>Center the table between the margins.</p>

Selecting Table Components


- Technique 1
 - Click the Select button in the Table group of the Table Tools Layout tab
 - Click the appropriate item to select





Practice selecting table components.



Notes	Activity
<ul style="list-style-type: none"> • Technique 2 <ul style="list-style-type: none"> ➤ Select Cell <ul style="list-style-type: none"> – Move the insertion point to the left cell border until it changes shape to a dark, black arrow ➤ Select Multiple Cells <ul style="list-style-type: none"> – Place insertion point anywhere in the first cell – Drag over other cells to select them ➤ Select Row <ul style="list-style-type: none"> – Place the insertion in the selection bar (left margin) to the left of the row (cursor will change shape to ) – Click ➤ Select Row (option 2) <ul style="list-style-type: none"> – Move the insertion point the left border of the <u>entire row</u> until it changes shape to a dark, black arrow (see above) – Double-click to select the row ➤ Select Multiple Rows <ul style="list-style-type: none"> – Use techniques for selecting single row, but drag instead. ➤ Select Column <ul style="list-style-type: none"> – Place insertion point at top of column until cursor changes shape to a dark, black arrow (↓) – Click ➤ Select Multiple Columns <ul style="list-style-type: none"> – Place insertion point at top of the left-most column until cursor changes shape to a dark, black arrow (↓) – Drag to select columns ➤ Select Whole Table <ul style="list-style-type: none"> – Place insertion point anywhere in the table – The <i>Table Move Handle</i> will appear 	




Notes	Activity
<p>Formatting a Table</p> <ul style="list-style-type: none"> • As mentioned previously, each cell is its own mini-document and can be formatted any way you wish • Word comes with dozens of predefined table formats that allow you to quickly format your table in a professional manner. <ul style="list-style-type: none"> ➤ Place the insertion point anywhere in the table ➤ Point to any table style in the Table Styles group of the Table Tools Design tab to see a <i>Live Preview</i> of the table style applied to your table ➤ If necessary, click the More  button to see the complete list of table styles <ul style="list-style-type: none"> – Tip: before clicking the More button, scroll your document so the table appears near the bottom of the screen. This will allow you to more clearly see the effects of Live Preview. • After applying a table style, you can still manually change the format of individual cells. 	<p>Live Preview the built-in table styles. Select one.</p> <p>Right align the numeric columns.</p>
<p>Sorting a Table</p> <ul style="list-style-type: none"> • Often, you'll want to rearrange the rows of a table, sorting them in a particular order • Sorting a table is simplified if the table has a header row <ul style="list-style-type: none"> ➤ Often contains column headings ➤ Sorting is simplified even more if the header row is formatted differently from the rest of the table ➤ If there is a header row, formatted differently than the rest of the table, the Sort dialog box will automatically sense the header row and use the column headings for sort options 	<p>Format the header row bold.</p>

Notes	Activity
<ul style="list-style-type: none"> Place the insertion point in the column of the table you want to sort by Click the Sort  button in the Data group of the Table Tools Layout tab The Sort dialog box will appear <ul style="list-style-type: none"> ➤ If your table has a header row that is formatted, the first Sort by box should already have the correct column header in it. ➤ If not, select the correct column header or column number ➤ If necessary, change the Type: designation for the type of data in this column ➤ The Using: box normally doesn't need to be changed ➤ Select whether the data should be sorted Ascending (smallest to largest, earliest to latest) or Descending (largest to smallest, latest to earliest) ➤ If you have a lot of data, you may need to designate additional sort keys (Then by) <ul style="list-style-type: none"> – If data in the Sort By column is the same, the additional sort keys designate how to break the tie. ➤ Click the OK button to sort the table If the table sorts improperly, immediately undo (Ctrl-Z) and try again. 	<p>Sort the table by Initial Cost. Note the blank row is sorted too.</p> <p>Undo the sort.</p> <p>Select the first four rows of the table. Sort again.</p> <p>Sort the table by Initial Cost descending.</p>
<h3>Moving Rows and Columns</h3> <ul style="list-style-type: none"> Row and columns can be rearranged. Select the rows or columns. Point to the selected items (mouse cursor should change shape to a white arrow) Drag to the new location. <ul style="list-style-type: none"> ➤ A temporary insertion point will appear. ➤ Place the insertion point in the appropriate row or column. ➤ The moved items will appear before the item with the temporary insertion point. 	<p>Rearrange the columns in this order: Projected Improvement, Benefit, Percent of Total Cost, Initial Cost</p> <p>Resize the columns appropriately</p> <p>Center the table. Center heading row (vert and horz)</p>

Notes	Activity
<p>Merging and Splitting Cells</p> <ul style="list-style-type: none">• In some tables, you'll want to merge two or more cells to form one large cell.<ul style="list-style-type: none">➤ Select the cells to merge<ul style="list-style-type: none">– Drag technique is probably easiest➤ Right-click and choose Merge Cells<ul style="list-style-type: none">– Or, click Merge Cells  button in the Merge group of the Table Tools Layout tab• In other circumstances, you may want to split one cell into multiple cells<ul style="list-style-type: none">➤ This might be done to reverse the process of merging➤ Select the cell to split➤ Right-click and choose Split Cells...➤ In the Split Cells dialog box, designate how many rows and/or columns the cell should be split into.➤ Note: You can highlight multiple cells and then split them into a different number of cells.	<p>Merge the first two cells in the bottom row</p> <p>Add the word <i>Total</i> to the merged cell. Right-align the word.</p> <p>Split the merged cell into three columns.</p> <p>Undo</p>



Notes	Activity
<p>Calculating in a Table</p> <ul style="list-style-type: none"> Word has the ability to do basic math with numbers entered in cells <ul style="list-style-type: none"> ➤ If you need to do more complex math, you're probably better off creating the data in Microsoft Excel and importing it into Word. The only type of math we'll cover here is adding columns of data. <ul style="list-style-type: none"> ➤ Enter values into a column in the table <ul style="list-style-type: none"> – Usually look best right aligned ➤ Place the insertion point in an empty cell immediately below the values (last cell in the column) ➤ Click the Formula  button in the Data group of the Table Tools Layout tab ➤ The Formula dialog box will appear with the formula =SUM(ABOVE) already entered ➤ Simply click the OK to insert the formula into the cell If you change any of the data the formula is based on, the formula will not automatically update (unlike in Excel) <ul style="list-style-type: none"> ➤ Right-click the calculated value ➤ Choose Update Field <p>or</p> <ul style="list-style-type: none"> ➤ Place insertion point at the beginning of the calculated value and press F9 If you want to change the appearance of the calculated value <ul style="list-style-type: none"> ➤ Place the insertion point in the cell containing the calculated value ➤ Click the Formula  button ➤ Drop down the list of predefined formats and choose the appropriate one ➤ If the format you want isn't on the list, choose the closest one. Once the format is entered, edit the format, adding or removing characters as appropriate. 	<p>Calculate the total for Percent column</p> <p>Note formatting is offered.</p> <p>Calculate the total for the Cost column (no formatting offered)</p> <p>Change \$1,000,000 to \$1,500,000</p> <p>Update total</p> <p>Format the Total Initial Cost without decimal places.</p> <p>Delete the total %. Merge the first three columns of the last row.</p>

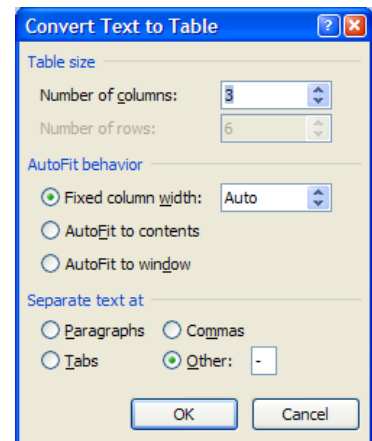
Notes	Activity
<p>Deleting a Table</p> <ul style="list-style-type: none">• If a table has (blank) lines above or below it, you can quickly delete the table by selecting all the rows in the table (see above) and a line above or below it.<ul style="list-style-type: none">➤ After selecting, press the Delete key• A better way<ul style="list-style-type: none">➤ Place the insertion point anywhere in the table.➤ Click the Delete  button in the Rows & Columns group of the Table Tools Layout tab➤ Choose Delete Table	<p>Delete the table.</p> <p>Undo.</p>

Notes

Activity

Converting Existing Text to a Table



- Occasionally, you'll import text from another source that you want to convert to a table
 - Might be Excel or Access data
 - Might be data from a web site
 - Might be data from a main frame computer
 - Might be data you originally entered using [tabs](#)
- In order for this conversion process to work, each piece of data (column) must be *delimited* (separated) from the next piece of data with a special *delimiter* character.
 - The delimiter is normally a comma or a tab, but Word can handle any delimiter character
- In order for this conversion process to work, each row of the table must be on a separate line (separate paragraph)
- Highlight the text to be converted
- Click the Insert Table  button in the Tables group of the Insert tab
- Click Convert Text to Table... The Convert Text to Table dialog box will appear
- Ensure the **Number of columns** entry is what you expect it to be.
 - If it's not, your original data is not delimited properly
 - Or, you haven't selected the correct delimiter yet
- Select the delimiter under **Separate text at**
 - If the delimiter is not a comma or tab, select Other and designate the delimiter character.
- Click OK
- Note: you can also reverse the process (table to text)
 - Click the Convert to Text  button in the Data group of the Table Tools Layout tab
 - Designate the delimiter character








Convert the Hotel Accommodations to a table.

Convert the table back to text.





Save

Notes	Activity
<p>Tabs</p> <ul style="list-style-type: none"> If you have smaller amounts of text that need to be aligned, setting tab stops can be easier than creating a table <ul style="list-style-type: none"> Don't try to align columns of data by inserting spaces. Proportional spaced fonts (most fonts are proportional), won't line up the text properly—the columns will have <i>wavy</i> edges. Whenever you press the Tab key on the keyboard, Word inserts a special tab character into your document. The tab character moves the insertion point to the next <i>tab stop</i> on the ruler. <ul style="list-style-type: none"> If you turn on the paragraph markers (¶), tabs appear as → By default, Word defines tab stops every ½ inch <ul style="list-style-type: none"> These tab stops are designated by small tick marks in the shaded area under the ruler  <ul style="list-style-type: none"> Tip: You can change the default tab stop locations by clicking the dialog box launcher  in the Paragraph group of the Home tab. In the Paragraph dialog box that appears, click the Tabs... button. In the Tabs dialog box that appears, change the value under Default tab stops: This will change the default tab stops for the entire document. To move the insertion point to the next tab stop, simply press the Tab key. To move to the next tab stop after that, press Tab again, and so on. To remove tabs, position the insertion point on the empty space (consider turning on hidden characters). Press Delete or Backspace as appropriate. 	<p>Create a new blank document.</p> <p>Recreate the Tab Setting Examples from the Inclass steps.</p> <p>Save the document as Tab Samples.</p>

Notes	Activity
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- The default tab stops defined by Word may not meet your needs. You can define your own tab stops, overriding the default tab stops
 - Note: Tab stops are *paragraph-level formatting*. Every paragraph can have its own set of tab stops
 - You can define tab stops using the Tabs dialog box (see the Tip above), but it's easier to define tabs using the Ruler
 - On the left side of the Ruler is the Tab Style button 
 - There are numerous tab styles but you'll most likely use Left , Right , Center , Decimal 
 - To change the tab style, click the Tab Style button until the type you want appears. If you bypass the correct style, keep clicking the button—it'll come back around again.
 - Once you've selected the correct style, point to the location on the ruler where you want the tab stop and click.
 - A tab marker of the correct type will appear
 - All default tabs **before** the new tab stop are removed. Those after the tab stop remain.

Examples

Tab Stop				
	Left	Center	Right	123.4
	Aligned	Aligned	Aligned	444.50
	Text	Text	Text	125

- Changing Existing Tab Stops
 - Moving
 - Point to the tab stop marker
 - **Tip:** if you point to the vertical line part of the tab stop marker you'll have better success.
 - Drag the tab stop marker to a new location
 - Deleting
 - Point to the tab stop marker (see Tip above)
 - Drag the tab stop marker down, off the ruler
 - To delete all tabs, it's sometimes easier to open the Tabs dialog box (see Tip above) and click the Clear All button.

Move the tab stops. Note how tabs are *paragraph level formatting*.

Add an additional tab stop (any type) anywhere on the ruler. Delete it.

Add a few blank lines. Access the Tabs Dialog Box. Remove all tabs.

Notes	Activity
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- Adding Dot Leaders
 - When tab stops are far apart, it's often hard for the eye to travel across the page without moving up or down (think of a typical Table of Contents)
 - Dot leaders help solve this problem.

Example

Tab Stop		
	Chapter 1	Page 1
	Chapter 2	Page 35
	Chapter 3	Page 111



- Set the tab stops as you normally would.
- Point to the tab stop that is to **receive** the dot leader tab (the right tab in the example above)
- Double-click the tab stop. If you aim well, the Tabs dialog box should appear.
- Ensure the correct tab stop measurement is selected under **Tab stop position:**
- Under **Leader**, select the appropriate dot leader character
- Click the Set button (don't skip this step)
- Click OK

Complete the example above

- Dot leaders (style #4) can also be used to create simple fill-in-the-blank forms.
 - The lines in the example below are created by pressing the tab key **once**.



Use Ctrl-Shift-N to remove all tabs. Duplicate the example below

Example

Tab Stop		
	What is the capital of the state of Wisconsin? _____	
	What is your favorite color? _____	

Notes	Activity
<ul style="list-style-type: none"> • Tip: To enter a tab character in a table's cell, press Ctrl-Tab. <ul style="list-style-type: none"> ➤ Remember, in tables, pressing Tab moves to the next cell. • Tip: Many paragraphs have extra spacing between them. If you have a number of lines with columns of data (like all the examples above), you'll probably want them single spaced. <ul style="list-style-type: none"> ➤ Press Shift-Enter to start a new line (single spaced) without starting a new paragraph. ➤ This is also convenient because all the lines are considered <u>one</u> paragraph. If you change the tab stops for one line, they'll all change. 	<p>Highlight the list of hotels under Hotel Accommodations.</p> <p>Replace paragraph marks with manual line breaks</p> <p>Indent the lines Set Left tab at 2½" Right tab at 5"</p> <p>Move the left tab to 1¾" Move the right tab to 4½"</p>

Footnotes and Endnotes

- Many research papers (like the ones you'll do at MSTC) require footnotes or endnotes to document the sources of information (among other things).
- Word makes managing footnotes and endnotes extremely simple.
- Footnotes appear at the bottom of the page where the reference occurs. Word takes care of making sure there's room for the footnote at the bottom of the page
- Endnotes appear at the end of the document regardless of where the reference occurs. Word makes sure there's room at the end of the document for the endnotes.
- Word also takes care of numbering footnotes and endnotes properly. If you insert a new footnote or endnotes in a place in a document before footnotes/endnotes that already exist, Word will renumber the existing footnotes/endnotes so they are always numbered in the order they appear in the document.
- Place the insertion point after the word that should contain the reference.
- Click the large Insert Footnote  button in the Footnotes group of the References tab
 - Click the smaller Insert Endnote  button to insert an endnote.
 - Word will insert a ^{super}scripted number at the reference point (insertion point) and then move the insertion point to the bottom of the page (end of the document for endnotes) so you can type the details of the footnote/endnote.

Add a footnote to the price for Hong Kong accommodations: "Prices good until December 15, 2008."


Notes	Activity
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- You can insert as many footnotes or endnotes as you want. Word will also manage their numbers and the location of the footnote/endnote.



Creating Document Sections

Add a Next Page section break to the beginning of the document.

- Document sections are used to divide a longer document into multiple sections.
 - This is normally done when the sections have different *page-level formatting*, including:
 - different page orientation (landscape vs. portrait)
 - different page margins
 - different page vertical alignment
 - different headers and footers
 - A document can have a many sections as necessary.
- Note: Creating a manual page break (Ctrl-Enter) **does not** create a new document section; it merely starts a new page in the current section.
- **Tip:** It's often handy to know what section your insertion point is in. You can display the section number in the Word Status Bar (bottom of the Word window)
 - Right-click the Status Bar to view the current section number
 - To always display the section number in the Status Bar, click the word *Section* while the status bar popup is visible.
- Section breaks come in four *flavors*.
 - Next Page section break: start a new section **and** a new page.
 - Continuous section break: start a new section, but not a new page. Normally used to create a page that has multiple columns, but only on part of the page. We'll use this in the next unit.
 - Even Page or Odd Page: Apply this section's formatting only to the even (or odd) pages of the document. This is how they get the page number in the left margin of the even pages and right margin of odd pages. Not covered in this class.

Notes	Activity
<ul style="list-style-type: none"> To insert a Next Page section break <ul style="list-style-type: none"> ➤ Place the insert point where the new section should begin ➤ Click the Breaks  button in the Page Setup group of the Page Layout tab ➤ Select Next Page under the Section Breaks heading ➤ Don't use the Page Breaks button in the Pages group of the Insert tab. This inserts a manual page break. You can now apply different page-level formatting to the two sections <ul style="list-style-type: none"> ➤ By default, page-level formatting (orientation, margins, etc.) is only applied to the current section. ➤ Tip: To apply a page-level formatting change to the entire document, open the Page Setup dialog box and change the contents of Apply to: 	<p>Add the following text to the title page.</p> <p>Global</p> <p>Travel</p> <p>Services (Arial Black, 36, centered)</p> <p>Center the title page vertically.</p>

Headers and Footers

- Headers and footers appear at the top and bottom of every page.
 - They don't always appear together. You can have headers without footers and vice versa.
 - They are normally used to define what document a page belongs to should the printed version of the page become separated from the rest of the document.
- When you're entering the text of a header or footer, the main document text is subdued (inaccessible). When you're editing the body of a document, the header and footer are subdued (inaccessible).
- Accessing a header or footer
 - If the header or footer is visible, point to it with the mouse and double-click it.
 - If the header or footer is not visible, point to the top (header) or bottom (footer) margin and double-click
 - Alternatively, you can click the header  or footer  button in the Header & Footer group of the Insert tab.
 - This technique provides a means of inserting a header or footer with a predefined style.
- Returning to the document body.
 - Double-click anywhere in the document body

Unlink the first and second section headers and footers.

Insert the student's name at the left margin of the header and the current date (updating) at the right margin (adjust tabs if necessary).

Format the header (shading and shrink size).
Insert the page number centered in the footer (adjust tabs if necessary).

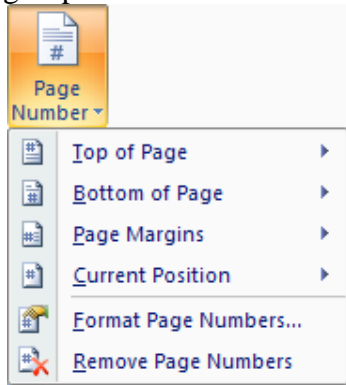
Ensure the header and footer don't appear on the title page.


Notes	Activity
<ul style="list-style-type: none">• Entering header or footer text<ul style="list-style-type: none">➤ Headers and footers automatically include custom tab stops at the center and right margin of the document.<ul style="list-style-type: none">– These make it easy to include some text that is left aligned, some text that is centered and/or some text that is right aligned in the header/footer.➤ Type the text to be left aligned (if any), press tab. Type the text to be centered (if any), press tab. Type the text to be right aligned (if any).➤ Format the text using any formatting techniques you've learned➤ Pictures can also be included in the header and/or footer (next unit)➤ If you use the header or footer styles, they normally include <i>document controls</i>.<ul style="list-style-type: none">– These are place holders that designate locations you can (should) insert your own text.– Most of them appear shaded and include the words <i>Type Here</i> or something to that affect– Click the <i>Type Here</i> words and type your own text. You don't have to erase what's there.– Tip: To type additional text, outside the document control, double-click where you want the text to appear.	


Notes	Activity
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
- Headers and footers often contain page numbers and the current date. These can easily be inserted using special toolbar buttons

- Place your insertion point where you want the page number to appear
- Click the Page Number button in the Options group of the Header & Footer Tools Design tab





- Point to the Current Position option and select the appropriate footer style
- To insert the date, place your insertion point where you want the date to appear
- Click the Date & Time  button in the Options group of the Header & Footer Design tab. The Date & Time dialog box will appear
- Select the format for the date and/or time
- If you want to have the date update, click the ☒ Update automatically box. This would effectively represent the *print date* of the document because it would be different every time the document is printed. The date in the header/footer is automatically updated to the current date whenever the document is opened or printed.
- If you leave the Update automatically box unchecked, the date when the header/footer was created would always appear. The date never changes unless you change it manually.

Notes	Activity
<ul style="list-style-type: none">• Different Headers and Footers<ul style="list-style-type: none">➤ If you want to have headers and/or footers that are different in one part of the document than another, you'll first have to create document sections.➤ Next, you'll have to designate that the second (third, fourth, etc), sections have different headers/footers than the first section.<ul style="list-style-type: none">– Place the insertion point in the second (or third, etc) section of the document.– Access (double-click) the header or footer<ul style="list-style-type: none">▪ Note the headers and footers are labeled, designating which section they are in.– Turn off the  Link to Previous option in the Navigation group of the Header & Footer Design tab. The option should not be highlighted (click it to toggle whether it's selected or not).<ul style="list-style-type: none">▪ This option is not available for Section 1—there is no previous section.– The two headers (footers) are now unlinked—you can change one without affecting the other.➤ Note: you must (can) unlink the header and footer separately. Unlinking the header of a section does NOT automatically unlink the footer for that section.➤ Different headers and footers are often used to create a title page that does not have headers and footers for a document that does have headers and footers.<ul style="list-style-type: none">– Put the title page in a separate section (next page)– Unlink the header and/or footer in Section 2– Enter the header and/or footer text in Section 2. Section 1's header and footer should remain blank.	



Notes	Activity
<p>Inserting a Cover Page</p> <ul style="list-style-type: none"> • Word makes it easy to add a title page, aka <i>cover page</i> to a document. • Cover pages are always inserted at the beginning of the document. It doesn't matter where your insertion point is when you follow these steps. • Click the Cover Page  button in the Pages group of the Insert tab. • The list of built-in cover page styles appears. • Select the cover page style of your choice. • Most cover pages include <i>document controls</i> that allow you to replace placeholder text with your own text. <ul style="list-style-type: none"> ➤ Click the document control ➤ Type your own text (you don't have to delete what's there) ➤ If you don't want any text where a document control is, delete the document control. <ul style="list-style-type: none"> – Right-click the control and choose Cut from the popup menu – Or, click the little tab that appears when the document control is selected  and press the Delete key on the keyboard • Custom Cover Pages <ul style="list-style-type: none"> ➤ If you don't like any of the built-in cover page styles (a strong possibility), follow these steps to create your own cover page. <ul style="list-style-type: none"> – Place the insertion point at the beginning of the document (Ctrl+Home) – Insert a Next Page section break – If appropriate, unlink the 2nd section's header and footer from the first section. – Format the blank cover page as you see fit. 	<p>Add a cover page to the Tab Samples document.</p>

Notes	Activity
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- **Tip:** To center the cover page vertically (up and down on the page)
 - Click the dialog box launcher  in the Page Setup group of the Page Layout tab
 - In the Page Setup dialog box, click the Layout tab
 - Change the **Vertical alignment:** option to Center
 - Make sure, the **Apply to:** option is set to This Section, otherwise every page in your document will be centered vertically.
 - If you accidentally, center (vertically) the entire document, place your cursor in the 2nd section and change the vertical alignment back to Top (for this section only).

Notes	Activity
<p>SmartArt</p> <ul style="list-style-type: none"> • Word includes a new feature: <i>SmartArt</i> • SmartArt allows you to quickly create diagrams to represent concepts instead of trying to describe the concepts using words (see example on last page) • Word has dozens of built-in SmartArt diagram templates. Each template has placeholders that you replace with your text. Each template can be completely customized. • To insert SmartArt into your document <ul style="list-style-type: none"> ➤ Place the insertion point where you want the SmartArt to appear ➤ Click the SmartArt  button in the Illustrations group of the Insert tab. The Choose a SmartArt Graphic dialog box will appear ➤ The left pane of the dialog box includes the seven categories of SmartArt (plus a button for All). Click the category you wish to choose from. <ul style="list-style-type: none"> – Word 2010 has add new categories and templates. ➤ The center pane of the dialog box lists the SmartArt templates for the selected category. If you selected All in the left pane, the center pane shows all the SmartArt templates grouped by category. Click a template to select it. The right-most pane of the dialog box will show a more detailed view of the template you selected. ➤ When you have selected the desired template, click the OK button to insert the SmartArt into your document. 	<p>Add a new (next page) section to the end of the document.</p> <p>Change the page orientation to landscape.</p> <p>Unlink this section's header from the previous section.</p> <p>Delete the header from this page.</p> <p>Insert the (Process) Vertical Equation SmartArt into the document.</p>



Notes	Activity
<ul style="list-style-type: none"> • To customize the SmartArt template <ul style="list-style-type: none"> ➤ I recommend using the Text Pane. The Text Pane includes the words Type Your Text Here and appears either to the left of right of your SmartArt. <ul style="list-style-type: none"> – If it does not appear, click the Show/Hide button that appears on the SmartArt border  – The SmartArt must be selected in order for this button to appear. Click the SmartArt to select it. ➤ Each symbol of the SmartArt diagram is represented by a bullet in the Text Pane. Click [Text] to replace the placeholder with your own text. <ul style="list-style-type: none"> – The font size and text wrapping will automatically adjust to ensure your text appears in the SmartArt symbol. – If the font size needs to be adjusted for one symbol, the font in all the symbols will be adjusted as well. ➤ To add more symbols to the diagram, add more bullets in the Text Pane <ul style="list-style-type: none"> – Click at the end of the text of any existing bullet – Press Enter to add a new bullet below the current one. ➤ To remove a symbol from the diagram <ul style="list-style-type: none"> – Highlight the text of the bullet for the symbol (if any) – Press the Delete key or the Backspace key ➤ You can also insert text by typing directly in the symbols of the SmartArt, but I find it easier to type in the Text Pane. ➤ To change the format (color, font, etc.) of any text, select the text in the diagram. Change the format like you would any other text (right-click or Home tab) ➤ The SmartArt Tools Design tab includes many buttons to further customize the SmartArt diagram <ul style="list-style-type: none"> – Change Colors  button to change the color scheme of the diagram – SmartArt styles to change the appearance of the SmartArt ➤ The SmartArt Tools Format tab includes many buttons that allow you customize the text or individual symbols in the diagram <ul style="list-style-type: none"> – Shape Styles – WordArt Styles 	<p>Add Managers, Agents, You, Successful Trip to the bullets.</p>

Notes	Activity
<ul style="list-style-type: none"> • If the overall SmartArt diagram is too large or too small, you can easily resize it. <ul style="list-style-type: none"> ➤ Select the SmartArt (click it) ➤ Point (with the mouse) to any of the 3-dot handles in the border of the SmartArt ➤ Drag to resize the SmartArt ➤ If you drag using one of the corner handles, you'll be able to drag in all directions (up, down, right, left) ➤ Tip: If you hold the Shift key down while dragging a corner handle, the image will resize without changing proportions ➤ Tip: Consider changing the document view so you can see the whole page when resizing the SmartArt • SmartArt is actually just a fancy piece of clipart. See the Tutorial 4 notes for additional tips for how to manipulate SmartArt (or graphics in general). 	<p>Resize the SmartArt to fill the page without distortion.</p> <p>Use the Design and Format tabs to customize the SmartArt.</p>

Word Formatting Levels

