





Word - Beginning

103-113

Tutorial 2 – Editing and Formatting

Notes	Activity
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Quick Links

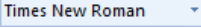















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|--|---------------------------|--|
| • Formatting Text | Pages WD78 – WD 84 | |
| • Live Preview | Pages OFF12 – OFF13 | |
| • Formatting Paragraphs | Pages WD69 – WD78 |  Word 2: Aligning Text |
| • Mini Toolbar | Pages OFF15 – OFF16 | |
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| • Moving/Copying Text | Pages WD 54 – 61 |  Word 2: Moving Text |
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WD 92 |  Word 2: Changing Margins |
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Formatting Text

- If no text is selected, formatting is applied to the word that contains the insertion point
- Select text to format text other than the current word

Open Tutorial 2 Start.doc
Save As Quarterly Sales
Report.docx

Correct or ignore all
spelling errors.

Notes	Activity
<ul style="list-style-type: none"> • Use the Font group in the Home tab •  Change the font name •  Change the font size •   Increase or decrease the font size by 2 points •  Change case •  Remove all formatting, restore default font •  Add or remove boldface •  Add or remove <i>italics</i> •  Add or remove <u>underline</u> •  Add or remove strikethrough •  Subscript H₂O •  Super^{script} •  (Office 2010) Text effects •  Highlight text (click to use shown color) •  Change text color (click to use shown color) • Font group items that include a drop down arrow (▼) implement <i>Live Preview</i> <ul style="list-style-type: none"> ➤ Live Preview immediately shows the results of selecting a button when the mouse pointer is rested on the button • Additional options available in the Font dialog box (click dialog box launcher  in the Font group of the Home tab) 	<p>Format the first line: Arial Black, 18, dark blue</p> <p>Experiment with other text formatting on 2nd and 3rd line</p> <p>Format 2nd and 3rd line body font, 14, italics</p>






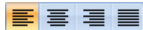





Formatting Paragraphs

- If no text is selected, formatting is applied to the paragraph that contains the insertion point
- Select text to format text other than the current paragraph

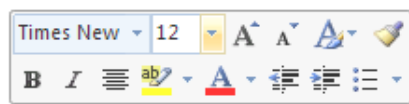
Use the paragraph under **Introduction** to experiment with different paragraph alignments

Undo any changes (left align)

Notes	Activity
<ul style="list-style-type: none"> Use the Paragraph group in the Home tab  Add bullets to the paragraph (click to use the most recently used bullet format)  Add paragraph numbers (click to use the most recently used numbering style)  Add outline numbering (click to use the most recently used outline style)  Decrease the paragraph left indent by ½ inch  Increase the paragraph left indent by ½ inch  Change the paragraph alignment (left, center, right, justified) <ul style="list-style-type: none"> ➤ Justified aligns the text on both the left and right margins  Change the line spacing (amount of blank space between lines)  Shade the background of the paragraph Paragraph group items that include a drop down arrow (▼) implement <i>Live Preview</i> Additional options available in the Paragraph dialog box (click dialog box launcher  in the Paragraph group of the Home tab) 	<p>Use three discussion items under V. Conclusion to experiment with these.</p> <p>Add bullets to three discussion items. Experiment with different bullet types.</p> <p>Add numbers to three discussion items. Experiment with different numbering styles.</p> <p>Use lowercase roman numerals to format discussion items.</p> <p>Use indent buttons to change indentation so numbers appear at ½ inch</p>

Mini Toolbar






- Whenever you highlight text in a Word document using the mouse, the *Mini Toolbar* becomes available





Highlighted text


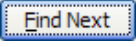
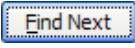
- Initially, the Mini Toolbar is transparent. To make it completely visible, move the mouse onto the toolbar
 - If you move the mouse away from the highlighted text, the Mini Toolbar will disappear
 - You can also make the Mini Toolbar disappear by pressing Esc
- If the Mini Toolbar does not appear, you can bring it back by right-clicking the selected text.
- The Mini Toolbar provides easy access to the most used text and paragraph formatting buttons.

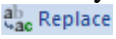
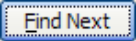
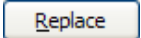
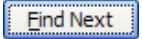
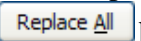
Use the Mini Toolbar to center the first three lines of the document.

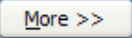
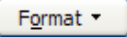
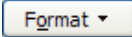
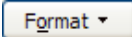
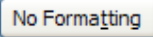
Notes	Activity
<p>Format Painter</p> <ul style="list-style-type: none"> The Format Painter tool allows you to copy the format of one object (text or paragraph) to other objects of the same type Copying text formatting <ul style="list-style-type: none"> ➤ Highlight the text whose format you wish to copy ➤ Click the Format Painter  button <ul style="list-style-type: none"> – either in the Clipboard group of the Home tab or on the Mini Toolbar ➤ Highlight the text to accept the copied formatting Copying paragraph formatting <ul style="list-style-type: none"> ➤ Click anywhere in the paragraph <ul style="list-style-type: none"> – You can highlight the entire paragraph, but you don't have to . – If you do highlight the paragraph, be sure you highlight the entire paragraph, otherwise the Format Painter will assume you want to copy text formatting. ➤ Click the Format Painter  button <ul style="list-style-type: none"> – either in the Clipboard group of the Home tab or on the Mini Toolbar ➤ Click in the paragraph to accept the copied format <ul style="list-style-type: none"> – Or highlight multiple paragraphs if appropriate Copying multiple times <ul style="list-style-type: none"> ➤ If you want to copy the format of text or a paragraph multiple times, double-click the  button ➤ The mouse pointer will include a small paintbrush  ➤ Highlight the text or paragraph to accept the formatting as before ➤ Highlight more text or paragraphs until all the objects have been formatted ➤ Click the  button to turn off the Format Painter Note: the F4 key repeats the last command. This can have the same effect as the Format Painter. 	<p>Format I. Introduction as Heading, 15, bold, uppercase.</p> <p>Use Format Painter to copy formatting to other headings.</p> <p>Note: character case is not copied using the Format Painter</p> <p>Highlight Midwestern Region using a light gray</p> <p>Use Format Painter to copy formatting to other regions</p>

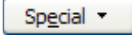
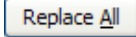
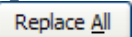
Notes	Activity
<p>Document Themes</p> <ul style="list-style-type: none"> • Good document layout dictates you use no more than two fonts in a document <ul style="list-style-type: none"> ➤ One font is normally used for the body of the text ➤ The other is used for headings • Word comes with many <i>themes</i> that combine fonts that look nice together along with colors that look nice together. • The default theme for documents is the Office theme. <ul style="list-style-type: none"> ➤ Uses Calibri font for normal text (document body) and Cambria font for headings • The two fonts for a theme (body and heading) are always provided at the top of the font list for convenience • Changing the document theme <ul style="list-style-type: none"> ➤ Page Layout tab ➤ Themes group ➤ Click the Themes  button ➤ Select a Theme <ul style="list-style-type: none"> – <i>Live Preview</i> is available. ➤ Any text that is formatted using the body font will automatically change to use the body font of the new theme ➤ Any text that is formatted using the heading font will automatically change to use the heading font of the new theme ➤ Any text using a different font (not body or heading) will be unchanged 	<p>Change the document theme.</p> <p>Note what is affected and what is not.</p>






Notes	Activity
<p>Moving and Copying Selected Text</p> <ul style="list-style-type: none"> • If the text only needs to be moved a short distance (on screen) use drag & drop <ul style="list-style-type: none"> ➤ Select the text ➤ Point to the selected area and drag to the new location <ul style="list-style-type: none"> – A subdued, dotted insertion point will appear designating where the text will be moved ➤ Hold the Ctrl key down while dragging to copy the text • Otherwise use the clipboard to cut, copy and paste <ul style="list-style-type: none"> ➤ Home tab on Ribbon ➤ Shortcut keys <ul style="list-style-type: none"> – Ctrl-C, Ctrl-X, Ctrl-V ➤ Right-click the selected text, choose from submenu • Clipboard Task Pane <ul style="list-style-type: none"> ➤ Microsoft Office products have the ability to store up to 24 items on the clipboard ➤ Normally, only one item is stored on the clipboard. ➤ In order to store multiple items on the clipboard, the <i>clipboard task pane</i> needs to be open. <ul style="list-style-type: none"> – Click the dialog box launcher  in the Clipboard group of the Home tab to open the clipboard task pane ➤ Click any item in the clipboard task pane to insert it into the document at the insert point location. <ul style="list-style-type: none"> – Ctrl-V inserts the <i>most recently inserted</i> item into the document ➤ Click the Clear All button to remove all items from the clipboard task pane ➤ Right-click any item in the clipboard task pane and choose Delete from the popup menu to remove that item. 	<p>Make discussion topic 3, #1 (drag) Note how this document includes blank lines that need to be copied to retain spacing.</p> <p>Cut & Paste Southern Region above Midwestern Region</p> <p>Copy two or three items to the clipboard task pane.</p> <p>Create new, blank document.</p> <p>Paste the items into the new document</p>





Notes	Activity
<p>Finding and Replacing Text</p> <ul style="list-style-type: none">• Word makes finding text in a large document easy• Word can also <i>find and replace</i> text to allow you to quickly substitute one word or phrase with another <ul style="list-style-type: none">• Finding Text<ul style="list-style-type: none">➤ Move the insertion point to the location in the document where you want to begin searching➤ Click the  button in the Editing group of the Home tab➤ Shortcut key: Ctrl-F➤ Enter the text you wish to find in the dialog box that appears.➤ Click the  button to locate the first occurrence of the text➤ Click the  button to locate the next occurrence of the text➤ Tip: To limit the text that is included in the search, select the text to be searched before opening the find dialog box.	<p>Find all occurrences of <i>region</i></p> <p>Find again Match Case</p> <p>Find again Whole Words</p>

Notes	Activity
<ul style="list-style-type: none"> • Replacing Text <ul style="list-style-type: none"> ➤ Move the insertion point to the location in the document where you want to begin searching ➤ Click the  button in the Editing group of the Home tab ➤ Shortcut key: Ctrl-H ➤ If the Find dialog box is already open, simply click the Replace tab ➤ Enter the text you wish to find in the dialog box that appears. ➤ Enter the text that should replace the found text ➤ Click the  button to locate the first occurrence of the text ➤ If the found text should be replaced, click the  button <ul style="list-style-type: none"> – If not, simply click the  button to skip this occurrence locate the next occurrence of the text ➤ After replacing the text, Word automatically locates the next occurrence of the text to be found ➤ If you are <u>sure</u> you want to replace every occurrence of the text, click the  button. ➤ Tip: To limit the text that is included in the search, select the text to be searched before opening the replace dialog box. The text will only be replaced in the selected text. <ul style="list-style-type: none"> – Note: if the Find/Replace dialog box is open when you select the text to search, Find/Replace will still search the entire document (not just the selected text). Close the Find/Replace dialog box, select the text, then open the Find/Replace dialog box again. 	<p>Ctrl-Home Replace Regional Coordinator with Regional Director</p> <p>Highlight the 3 Conclusion items. Replace the word <i>new</i> with nothing.</p>


Notes	Activity
<ul style="list-style-type: none"> • Finding/Replacing Formatted Text <ul style="list-style-type: none"> ➤ If you want find or replace only text that is formatted in a special way or text that includes special characters, click the  button in the Find or the Replace dialog box. Additional search options will appear <ul style="list-style-type: none"> – It's not a bad idea to always display these options. ➤ Check boxes allow you to restrict the find to only words that match the case you specify or to only find whole words (<i>reuse</i> will not be found if searching for <i>use</i>) ➤ The  button allows you designate the format of the text to be found and the format of the replacement text. <ul style="list-style-type: none"> – If you click the  button when the insertion point is in the Find what: text box, the format is used to locate only text with that format – If you click the  button when the insertion point is in the Replace with: text box, the replacement text is formatted as designated – The formatting you select appears below either the Find what: or Replace with: text box. Make sure it appears under the correct one. – To remove the formatting specification of either the Find what: or Replace with: text box, click the  button. 	<p>Replace all Macco with Macco, bold, italics. Highlight all text except 3 title lines.</p> <p>Note title changed. Undo</p> <p>Use Find Next and Replace buttons. Note how stops after selection</p>

Notes	Activity
<ul style="list-style-type: none"> • Finding Special Characters <ul style="list-style-type: none"> ➤ You can include certain special characters in either the Find what: or Replace with: text box, click the  button and select the character to be inserted. ➤ Tip: to insert a special character into the Find what: or Replace with: text box that is <u>not</u> in the list, <ul style="list-style-type: none"> – Insert the character into your document (temporarily) <ul style="list-style-type: none"> ▪ See Tutorial 4 notes for how to insert a special character into a document – Copy the character to the clipboard – Paste the character into the Find what: or Replace with: text box <ul style="list-style-type: none"> ▪ You'll have to use Ctrl-V or right-click the text box to paste ➤ Tip: Many documents that are imported from non-Microsoft Word sources have carriage returns at the end of every line in a paragraph. Use Replace to remove them. <ul style="list-style-type: none"> – Select the text that has the extra carriage returns – Open the Replace dialog box – Insert the Paragraph Mark special symbol in the Find What: text box – Insert a space (simply press the space bar) in the Replace with: text box – Click the  button ➤ Tip: Many older Word documents have two carriage returns after every paragraph to double-space between paragraphs. Use Replace to remove the extra carriage return (use extra paragraph spacing instead). <ul style="list-style-type: none"> – Select the text that has the extra carriage returns – Open the Replace dialog box – Insert two Paragraph Mark special symbols in the Find What: text box – Insert a single Paragraph Mark special symbol in the Replace with: text box ➤ Click the  button 	<p>Activity</p> <p>Note: find/replace special characters example is on the next page.</p>

Notes	Activity
<h2 data-bbox="199 233 672 268">Changing Document Margins</h2> <ul style="list-style-type: none"> • Word allows you to easily change the margins of document <ul style="list-style-type: none"> ➤ This is often done to allow for letter head at the top of the document (better technique that you learned in the previous tutorial) ➤ Also used to allow extra space in the left margin for 3-hole punching. • In Print Layout View, Word designates the margins on the Ruler  <ul style="list-style-type: none"> ➤ The small triangles and square are used to change paragraph margins • Technique 1 <ul style="list-style-type: none"> ➤ Point the <i>inside edge</i> of the blue margin area—the edge closest to the white part of the ruler. On the horizontal ruler, this is where the triangles appear. ➤ Carefully position the mouse pointer until the cursor changes to a double-headed arrow (↔ or ↑) ➤ Drag the mouse left or right, up or down to increase or decrease the size of the margin • Technique 2 <ul style="list-style-type: none"> ➤ Open the Page Setup dialog box (3 techniques) <ul style="list-style-type: none"> – Double-click in any of the blue margin areas on the Ruler  <p>Click the  Margins button in the Page Setup group of the Page Layout tab, then click Custom Margins</p> <ul style="list-style-type: none"> ▪ Note that some predefined margin settings are available in the popup menu. – Click the dialog box launcher  in the Page Setup group of the Page Layout tab • Change the appropriate margin settings <ul style="list-style-type: none"> ➤ Click the arrows  next to the margin settings to increase or decrease the margin setting by .1 ($\frac{1}{10}$ inch) ➤ Type a new margin setting, entering the value in decimal format (e.g. 2.5) 	<p>Change the left margin to 1½ inches.</p> <p>Note the formatting problem with paragraph under Computer Study.</p> <p>Search for paragraph marker, replace with nothing. Note text is <i>smooshed</i>. Undo, replace with space.</p> <p>Change bottom margin (by dragging) so Quarterly Meeting moves to the 2nd page.</p>

Notes	Activity
<p>Changing Paragraph Margins</p> <ul style="list-style-type: none"> • Instead of changing margins for the whole document, you can also change the margins for paragraphs • You can change the margins for one paragraph or multiple paragraphs (select them first) • Paragraphs only have left and right margins • Technique 1 <ul style="list-style-type: none"> ➤ Drag the paragraph indent markers ➤  Changes the indentation of the entire left side of the paragraph <ul style="list-style-type: none"> – Tooltip says <i>Left Indent</i> when you point to the square ➤  Changes the indentation of only the first line of a paragraph <ul style="list-style-type: none"> – Tooltip says <i>First Line Indent</i> when you point to the triangle ➤  Changes the indentation of all the lines of a paragraph except the first line, creating what's known as a <i>hanging indent</i>. <ul style="list-style-type: none"> – Tooltip says <i>Hanging Indent</i> when you point to the triangle ➤  (on the right margin) Changes the right indentation of all the lines of a paragraph. <ul style="list-style-type: none"> – Tooltip says <i>Right Indent</i> when you point to the triangle – This normally only used to indent both sides of paragraph that contains a long quote. – Tip: You can also use the right indent to limit how far the <u>shading</u> a title that uses paragraph shading extends <ul style="list-style-type: none"> ▪ Type the title ▪ Shade the title using paragraph shading ▪ Move the right indent to keep the shading from covering the whole page width 	<p>Under section IV, indent the timed agenda items ½ inch using the ruler</p> <p>Remove the highlighting from the Region names. Add paragraph shading to the first region name (note many more color options)</p> <p>Change the right indent of the paragraph to reduce the amount of shading.</p> <p>Use the Format painter to format the other region names.</p>

Notes	Activity
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- Technique 2
 - Use the Paragraph dialog box
 - Click the dialog box launcher  in the Paragraph group of the Home tab
 - Or, double-click any of the marker described above (triangles or square)
 - Change the settings for **Left:** or **Right:** to change the left or right indentation of the paragraph (all lines)
 - Change **Special:** to *Hanging* or *First Line* and set **By:** to indent only the non-first or first lines of a paragraph.

Handy Keyboard Shortcuts

Experiment.

- Ctrl-B **Bold**
- Ctrl-I *Italic*
- Ctrl-U Underline

(Note the location of these keys on the keyboard)

- Ctrl-C Copy to clipboard
- Ctrl-X Cut to clipboard
- Ctrl-V Paste from clipboard
- Ctrl-Z Undo

- Ctrl-M Increase left paragraph indent by ½"
- Ctrl-Shift-M Decrease left paragraph indent by ½"

- Ctrl-E Center paragraph
- Ctrl-L Left align paragraph
- Ctrl-R Right align paragraph
- Ctrl-1 (one) Single line spacing in paragraph
- Ctrl-2 Double line spacing in paragraph

- Ctrl-Space Remove all text formatting
- Ctrl-Shift-N Remove all paragraph formatting