

Learn Word 2019



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Section 1 – Introduction

Video: Welcome and Overview

Deb: Hi there and welcome to Microsoft Word 2019. My name is Deb and I'm going to help walk you through these series of videos as you go through this online course. But first I want to very quickly introduce myself and also tell you what to expect in this course.

So my background is that I've been a Microsoft IT trainer for just over eleven years now and I've worked in the wider IT industry for over 23 years. I'm also a TAP certified trainer and a Microsoft Office specialist. And I just love teaching people just like you how to improve their skills across all of the Microsoft applications. And I really think you're going to like this new version.

Before we get going I just want to set some expectations about what you can hope to achieve or expect in this course.

We're going to start at the very beginning. I'm not going to assume that you know anything. So if you have a little bit of experience with Word then this course is going to be just perfect for you. But also if you're somebody who maybe utilizes Word every day at work but you're self-taught and have never attended any official training then you're probably going to pick up a lot from this course as well with regards to little efficiency tips, keyboard shortcuts, just those little things that can make your life so much easier.

We're going to go through all of the basics. So we're going to create documents, save them, do all different kinds of edits to our documents. We're going to add different graphical elements into our documents. So charts, SmartArt, pictures. And some new things to 2019 like icons and 3D models. We're going to see how we can work with templates, paragraphs, tables, styles, all of those kinds of things too numerous to mention at this moment in time. So we have so much to cover.

So what I want you to do is grab a pen and paper or a laptop, sit back and walk through these videos with me.

There is a practice exercise at the end of every section and you'll see there is a quick Q&A to make sure that you're okay with the key concepts as we go through.

And the cool thing about learning Word is that when you move on to some of the other Microsoft applications, maybe PowerPoint or Excel, so many of the utilities cross over so you'll already have a really good foundation for learning those applications as well.

So that's it. I can't wait to walk through this course with you. So please join me in the first module. I'll see you over there.

Video: Overview of the MS Word Screen

Deb: Hi everyone and welcome back to our course on Word 2019. In this module we're going to start out by taking a look at the Microsoft screen. So really just getting an overview of everything that we're looking at on the screen so you can start to identify some of the options that you have and also understand some of the terminology that we're going to use throughout this course.

So what we're looking at here first of all is a blank document. Now the first thing I want you to notice is if you cast your eyes up to the top of the screen we have what we call the Title bar. So currently my title bar says Document1 and it says dash Word. So it's identifying the application that I'm currently in and it's also showing me that I haven't yet named my document. So you'll find that when you create a new blank document the default name will be Document1, Document2, Document3, and so on. So just be aware of that because you will see this change when we get around to saving this document a little bit later on.

Directly underneath that we have some tabs and this is what I mean by tabs. You currently can see Home and Insert and then we have Draw, Design, Layout, References, Mailings, Review, View, Developer, and Help. Now what you see on your screen might differ very slightly to what I have. It really depends which one of these tabs you have turned on. But in general you will see running across the top these tabs. And what these tabs contain are what we call Ribbons. And those Ribbons house all of the commands that you need.

So you can see, for example, I'm currently clicked on the Home tab which is showing me the Home Ribbon, which is all of these commands running across the top here. And in general these commands are organized onto their corresponding Ribbon. So in general what you'll find on the Home Ribbon are the commands that you use most often. So things like formatting commands, Cut, Copy, Paste, lots of things to do with finding and replacing words in your document, paragraph options, all of that kind of stuff.

I'm not going to go through all of the Ribbons but just know that they are organized logically with their corresponding commands.

Directly underneath the Ribbons we have what we call the Quick Access Toolbar, which you can currently see I have a few different commands on my Quick Access Toolbar. If I hover over the first one you can see I have the Save command. I then have the Undo, the Redo. I also have Spellcheck, I have a New Blank Document, I have a Macro that I've set up, and I also have an Insert Address. Now I've customized these very slightly and you can customize this Quick Access Toolbar.

Now the whole point of it is to give you quick access to the commands that you use most often. So that will vary greatly from person to person, depending on what you do in your daily work. So these are some of the ones that I use more often but as I said you can customize them. If you click the dropdown on the end you'll see you have lots of different options that you can add to

that Quick Access Toolbar. The ones that are currently ticked are already on the toolbar and I could choose to add any of these ones listed here if I wanted to. Alternatively if I wanted a completely different command which isn't listed here I could go to More Commands and select something to add to that Quick Access Toolbar from there. And again, we'll cover that in more detail a little bit later on. But just be aware that that is a completely customizable toolbar just to help you access the commands you use most often quickly.

Now another thing I should point out before we move on fully in relation to these Ribbons, again I'm clicked on the Home Ribbon. You'll see that the commands are organized into groups. So we have here Clipboard, Font, Paragraph, and Styles. And at the bottom of each of those groups you'll see that there's a little downward arrow. And if you click that what you'll find is more advanced options or more options related to that group. So again just be aware that you're not limited to the commands that you can see within the group. If it has a dropdown arrow, if you jump into there you'll more than likely find some more advanced commands in there as well.

Moving to the top of our document you'll see that we have a ruler running across the top and we also have a ruler running down side. And on this top ruler you might be able to see these little sort of triangles and this little block at the bottom. And you'll see as I hover over it says Left Indent, Hanging Indent and also First Line Indent. So we're going to get into this a bit later on but this helps you align your text in your document. You can move the indents in and out. So just be aware of the ruler and the Indent functionality on there.

Moving down to the bottom of the screen we have the Status bar. And on the left hand side of the Status bar this gives us some general information about our documents. So you can see that I'm in section one and I'm on page one of one. I currently have zero words in my document and it's also telling me that my language is set to English United States. And obviously these are going to change as I start to add things into my document.

And then all the way over on the righthand side this is where we'll find our Views. And this is just a quick way of switching between views. And these buttons relate to how you're currently looking at your document. So you can see the first one there is Read Mode, and if I switch over to it it gives me a different way of looking at my document. Now it gets rid of basically everything on the screen and just leaves my document. Now I don't have anything in my document at the moment which is why it's showing as nothing, but that's quite a nice way of switching to something. It just gives you a little bit more real estate on the page so you can see more clearly exactly what you're looking at. So it's great if you're trying to read through a document.

The next view we have is Print Layout View. Now that's the view that you'll be in by default and in general that's the view that you'll be in when you're working in your documents.

And the next one along is the Web Layout View. So again if you're preparing something which is going to go on the web, so maybe you want to include things like HTML code, you would go into this Web Layout View and compose your document that way.

I'm going to switch back to Print Layout View and the final thing we have down here is a Zoom slider. So again I can just drag this up and down if I want to zoom in or zoom out of that document. It's also worth noting that these commands down here, so the Views and the Zoom can also be accessed from the View Ribbon at the top here. So you can see the first group that we have of views and we have a couple more views on there as well. And we also have some Zoom options as well.

And then really the final thing to point out on this screen is the scrollbar at the side. So I can scroll up and down and obviously if I have more pages it will allow me to scroll through all of my pages.

So that's basically a very quick overview of what you're currently looking at in this Word screen. So hopefully that's kind of got you a little bit more used to the terminology I'm going to be using throughout this course and it's made you a little bit more familiar. It's a great base for us to jump off into our next module. And that's going to be looking at the Backstage View. So please join me for that.

Video: The Backstage View

Deb: Hi again everyone and welcome back to our course on Word 2019. In this module we're going to start to explore the backstage area or the Backstage View as you might hear it referred to. Now it's worth noting that the Backstage View is common to all Microsoft Office products. So if you're working in PowerPoint or Excel or even something like Outlook then you will find that there is a Backstage View.

Now you might be wondering where it is? How do I access it? Well very simply it's just this File tab at the top here. So let's click on File and what you'll find in here and the reason why it's called the Backstage View is this is where you'll find all of those kind of add mini tasks related to your document.

So if we start with this menu running down the left hand side you can see it's divided into a couple of sections. In this top section we have three icons. So we have Home and if I was to click that it's going to take me to the Home screen, which we'll get to a little bit later on. I then have New and this is where I would go if I wanted to create a new document, either a new blank document or one that's maybe based on an inbuilt template. I have Open, which is where I would go if I wanted to open a new file or something that I had saved off somewhere. I then have Info. Now this is where I will find all of the information related to the document that I currently have open. Now we haven't saved this document. It doesn't contain any text at the moment so there's not a great deal of information to show you about this document in here. If you look on the righthand side this is where you'll find all the properties and you'll see that these will change once we start doing some of those things. So you can see here currently it tells me the document isn't saved yet, it tells me I have one page and there are zero words, how long I've been in that file, so 19 minutes, and I could go through and do things like add a title and tags which will all help with searching and things like that. So just be aware that if you're looking for information about the file that you're currently working on this is worth jumping into and taking a look.

Now if we move back to the righthand side we have some other things in here which we could use in our document.

So the first one here is Protect Document and really you would come in here to control what types of changes other people can make to this document. So for example, if you're sharing this document with other people, so maybe you've sent it to a client or a work colleague or someone else in your team, then you can have some control over what they can do with that file. So you can apply some editing restrictions if you want to. And that is where you'll find all of those kinds of options. And again this is something we will explore a little bit later on, but just be aware that it's there.

We then have an Inspect Document or a Check for Issues button I should say. And what this allows you to do is once you've completed your document and it's finished you can inspect your

document or run a little check on your document to make sure that it has something, so to make sure that it's accessible by others and also to make sure that there's no incompatibility issues. And what I mean by that is that we're using Word 2019 but you need to be aware that maybe somebody that you're sharing this document with has an older version of Word. So it's worth pointing out or it's worth highlighting in your document or finding out in your document which elements they won't be able to view because there's some functionality that you'll find in 2019 which isn't available in older versions. So say for example there was a new font in 2019 and you used that font in your document and then you'd sent it to someone who doesn't have that version of Word they might not be able to see that font that you've chosen. And that's the same with some other things as well. So it's always worth checking if your document is compatible and making necessary changes before you send it out. So all of those kinds of things you can find under that Inspect Document button.

You also have a Manage Document area. So this is where you can go back and recover unsaved versions of your document. And I think we've all probably done that from time to time. We've started typing away, we've forgotten to save and then maybe we've closed it down and we think, "Oh my God I've lost everything." Well one of the good things about Word 2019 is that it does constantly save your document. So you can go in here and if you do have previous versions available it will show under this Manage Document and you can click to restore it. So it's a little bit of a lifesaver. So remember where that button is in there as well.

Underneath that we then have Save and then Save As. Now these two do work slightly differently. What you'll see is with Save you have to have your document saved first before you can just utilize Save. So if I was to click Save now it's going to ask me where I want to save or it's going to jump me to the Save As area because I haven't saved my document yet. Now if I had saved my document and I just wanted to save some changes that I'd made I could just click the Save button and it would look like nothing has happened but it does actually save to the file name. So that's the difference between the two. This one is just for a save on a document that you've already saved as a name and this is where you would go if you wanted to select a folder and save your document for the first time.

We then have a History area. Now it's currently grayed out for me because I haven't done any work on this document, but again this is where you'll be able to find previous versions of your document.

I then have Print, which is pretty much what it says on the tin. If I created a lovely looking document and I want to print that out I can come in here, I can select my printer and I have all my various printing options in here.

I have a Share button. So this will allow me to share my document. And again there are a few different ways that I could do that. I could choose to email it, I could save it to the Cloud and

send a link to people, I could present it online, or I could even post it to a blog. So lots of options in there when it comes to sharing.

We then have Export. So I come here mainly if I want to create a PDF file. So if you've never used a PDF before it's really a version of your document which is very hard to edit. So if you want to protect your document or you don't want people to be able to easily go in and edit your document it's always worth saving the document or creating a PDF of your document before you send it. Now that isn't a hard and fast rule. There's lots of pieces of software these days which will allow people to edit PDFs but in general to add that extra layer of security creating a PDF is a good option. So that is where you would come to do that.

And then finally we have a Close button at the bottom, which I won't click because it will close down my file, but again that's pretty much what it says on the tin. If you want to close your document click on Close.

Then at the bottom we have our third and final section. We have Account which just gives me some details about my account information. So you can see some information about me and you can also see the version of Office that I'm using, in this case 2019.

I have a Feedback button. So if I want to be helpful and send some useful feedback to Microsoft I could do that if I wanted to.

And then finally we have the Options area and this is an area we're going to cover in great detail later on, but this is where you'll find all of those little options, things you can set as default and little changes you can make to how Word works in general for you and is specific to you. So this way you can really customize how your version of Word works. And there are so many options in here. As I said, we will get around to exploring these in more detail a bit later on.

I'm going to Cancel out of there and just jump back into the file area.

The final thing you will see is this back arrow at the top here. And you can probably guess what this does. If I click on this arrow it just takes me back to the document I was in.

So that's a very brief run through some of the stuff that you'll find in that backstage area, everything that's lurking behind that File tab. And hopefully again it's expanded your knowledge of some of the terminology that we're going to use throughout this course.

So now we've wrapped our heads around that we're going to move on to creating a new blank document, which is very exciting. So join me in the next section for that.

Section 2 – Getting Started with Word

Video: Creating a New Blank Document

Deb: Hello again and welcome back to our course on Word 2019. In this module we're going to start to explore how you can create your first blank document.

Now when you first open up Word 2019 as I've done here you'll be presented with this Home screen and what you'll see in the main body of the screen is a list of recent documents. So these are recent documents that I've been working on and they're all listed under here. So I can just double click on any of these and it will open that particular document. So it's a really good way of just being able to quickly open things that you've been working on recently.

So that's just a little bit of information for you on how to access recent documents. But what we want to concentrate on in this module is how to create a blank document. Now if you cast your eyes to just above that Recent list you'll see the first thing that we have there is in fact a blank document.

So it's fairly straightforward. You can probably guess what you have to do here. Just simply click on Blank Document to create a new one. But before we get on to doing that I just want to show you some other options that you have in this area when it comes to creating new documents.

Now if you don't want a blank document you might decide to create a new document based on a specific template. And Word has a number of different templates that you can utilize in order to do that.

Now if you've never used a template before and you're not really sure what they are it's just really a good starting point. So for example, if you know that you need to create a resume or maybe some meeting notes you can search for a specific template related to a resume or meeting notes and it'll already have a lot of the information or the layout that you want for that particular document.

So I have a few up here. You can see we have Blue-gray Resume, Welcome to Word, Single Space, so on and so forth. And I also have a More Templates link, which I'm going to click on and now I can go through and I can really get a good look at some of the templates that are available for me to use. And there is a whole host of them in here and they definitely are worth checking out if you've never been into this section before.

Now if you are looking for something very specific you can search for it up here. So again if we use the example of Resume I can just type it in, click on the magnifying glass, it will search the templates and it'll pull back a list of all of those resume templates. And if I find one that I like I can just click on it and then I can start working on it. So very, very simple.

Now I don't want to use a template at this stage. We are going to get into that a bit later on. I just want to create a new blank document. So very simple.

Now what I'm going to do from here is I'm going to click on this little arrow. So the one that says All I'm going to click it so we go back and I'm going to select Blank Document.

So now we've created a blank document and you can see in the title bar it just says Document1 because we haven't saved it yet.

Now there's a few things I just want to highlight to you with regards to typing in your first document. You'll see I have the cursor flashing and you can see it doesn't flash right at the edge of the page on the left hand side. There is a little bit of a margin left in there, about an inch or so and you can see that that's where when I start to typing that's where all my text is going to start coming out.

So I'm just going to type a very basic line first of all. So let's say, "This is my first document." Now if I was to carry on typing when I get to the end of a row I don't need to hit the Enter key in order to go on to the next line. It will just automatically wrap as I start typing. So you can just continue typing your text and it will wrap itself around. So don't feel the need to hit Enter at the end of a line.

If however you do want to force a line break, so if I was here and I wanted to do something on a different line I could hit the Enter key and that will take me down to the next line and I can carry on typing again, like so.

One other thing to notice is that if you're at the start of a line and you start to type a sentence and you don't capitalize the first letter Word will automatically capitalize it for you. So if I just start to type in the same thing as above. So let's say, "This is how" do you see there it capitalized it for me without me needing to go back. That's due to Word's AutoCorrect feature. It recognizes certain things and it will change it for you, making your life a lot easier. We are going to explore a lot of the AutoCorrect options in the following modules.

Now some other things for you to be aware of. Let me just go in and I'm just going to delete out that text that I've just written. I'm going to go into the line above and I'm actually going to spell the word Breaks wrong. So I'm going to add an E in there and click away. Now what you'll see is I get that red squiggly underline. And that tells me that I have a spelling error in that word. So what I can then do is hover over the word and if I right click my mouse it's going to give me a whole host of options. And more often than not the word that you're looking for is normally in this list. If it isn't then you will have to go in and just make the change manually but I can see here that mine is. It's the top one so I can just select it and make that change.

Now also I'm going to jump back into the sentence and I'm going to add a comma and a space-space. And I'm going to click at the end. And you can see now that Word's also picked up that

there's something wrong there. There's a grammatical error and this kind of error is very common, particularly when you're typing quite fast you might accidentally put a comma in, hit the Spacebar twice, but I can see now with that double underline if I right click it's telling me how I should fix that. So it's saying how a comma would be better there.

Now when it comes to spelling words wrong, I'm just going to put that spelling error back in there again and if you right click you can choose to add the word to a dictionary as well. So there will be some instances where you'll type a word, maybe it's the name of someone or a name of a place, sometimes Word doesn't recognize things like that and it will tell you that it's spelt wrong when actually it isn't. It's just not recognized by Word. So if you do have that you can select Add to Dictionary and it will then add that word into the Word dictionary so that the next time you type it it doesn't register as any kind of spelling error. So just be aware of that as well. And all of these options are available in that right click menu.

Now just a couple of other things I want to highlight before we move on to the next module. If I wanted to do another blank document I would just go up to File, I would go to New and I would select Blank Document. And what you'll notice now if you look up in the Title bar is that it now says Document2. So it hasn't closed down my original document. It's just underneath the one that I'm currently working on.

Now if I do want to switch between the two or in this case switch back to the first document there are a couple of ways that I can do that. I can either hover my mouse down in the Status Bar at the bottom over my Word icon. So I have my Word icon pinned to my toolbar there. And it will allow me to see both of my documents and I can then choose which one I want to move to. So I could switch back to Document1.

I could also go up to my View Ribbon and I could say Switch Windows and it will list there all of your open documents. So again I could choose to switch back to Document2. So really nice and easy to be able to switch between any or all of the documents that you have open.

And of course if you want to close your document then you can do that very easily as well. Now I will warn you if you look right up in the top righthand corner you have this big cross icon where it says Close. And that will close all of Word. So just be aware of that. I tend to like to just go to File and down to Close if I'm just looking to close one file.

So hopefully that sort of explains how to create a new document and how to first start typing and some of the little things that you might see as you start typing into your first document.

We're going to move on now to the next module where we're going to be talking about working with non-printing characters and line spacing so please join me for that.

Video: Working with Non-Printing Characters and Line Spacing

Deb: Hello again and welcome back to our course on Word 2019. In this module we're going to start to discuss how you can work with non-printing characters and line spacing. And what we mean by that is that there are certain characters, so for example things like space, Enter, tab that you can't see. And what I'm going to show you in this module is how you can make those visible so that you can work with your document a little bit better. I'm also going to be taking a look at line spacing as well and how you can adjust line spacing when you're typing in your document.

So the first thing I'm going to do here is we have a blank document in front of us and I'm going to set this up as a very basic letter. So I'm going to start by typing in a date.

So I'm just going to start by creating a basic letter. And the first thing I want to type on the top of this letter is the date. So I'm going to type in a date. So let's say July and as I start to type you can see it's picked up July 25, 2019. So if that is the date that I want then I can just hit the Enter key and it will insert that date automatically for me. So that's a great time saving tip there.

So now I'm going to want to address this letter to someone so I'm going to press my Enter key which will take me down a line and I'm going to type in To and I'm going to put in a colon and then I'm going to press the Tab key on my keyboard which will give me a little bit of space in there. And what Tab does exactly is that it stops at the half inch mark on the ruler. So you could press Tab numerous times and it would move across half an inch across the page each time you press it.

And the good thing about using Tabs as opposed to putting in lots of space to get your cursor where you need it is that it ensures that everything will be lined up. So you'll see if I go underneath and I start to type something if I press the Tab key it's going to jump me across directly underneath where the tab was in the above line. So it just makes it a lot easier to line up things rather than pressing that Spacebar over and over again to move your text along.

So I'm going to say, "To: Adam". I'm going to press my Enter key and I'm going to type the word From. I'm going to put in a colon and I'm going to press my Tab key again and you see what I mean? It's directly lined up underneath where I have Adam. So I'm just going to type in my name underneath there. So just remember that you have those tabs when you're working in a document as well and I'm going to show you a little bit later how you can adjust those and how you can set up your own custom tabs as well so that things line up wherever you want them to line up on the page.

Now I'm going to press Enter a couple more times and I'm going to start my document. And we're going to say, "Call Mr. Jones to check your order. The item you want is out of stock and will not be available to order until next week." Now a couple of things to note there. You'll see that as we got to the end of the sentence it just wrapped around. I didn't have to hit my Enter key or didn't need to put a line break in there just to get that to wrap around on to the next line,

which is perfect. And you'll also note that we have a little squiggly line under where it says Mr. So if I right click and look at my options I can see there the top one is probably what I want so Mr-dot Jones.

So I'm going to add a little bit more text in here. "If you have any more questions please call me." And I'm going to go down a couple more lines just by hitting my Enter key and then I'm going to put "Regards" and then my name.

So we've created a very basic letter just there and we've utilized some tabs, we've got some spaces in there, we have some Enters or some carriage returns as we used to call them in the old days. But we can't see any of those. Now you might think to yourself, "Well I don't actually really need to see the tabs, the spaces, but sometimes it is actually very useful and I'll give you a couple of examples why in a moment. But there is something that you can turn on in Word which will show you all of those non-printing characters and it's called the Show/Hide button and you'll find it here on the Home Ribbon. In the Paragraph group you have this little thing which looks like a paragraph marker and when you hover over it says Show/Hide and the dialog box says, "Show paragraph marks and other hidden formatting symbols." So if I turn that on and now look at the document. You can see what we have. So everywhere that there is an Enter you can see the little paragraph mark, you can see the little arrows which indicate that Tab as well. So this is useful in situations like, for example, have you ever had it where you've printed a document and you get a blank sheet of paper at the end of your printing and you can't work out why because you don't have anything on that piece of paper? If you turn on your paragraph marks what you'll normally find is that you have a row or maybe a few of them paragraph markers or extra Enter keys on the next page, which is why that page is printing. So all you need to do is go in and delete out those additional lines. So without turning on that Show/Hide you wouldn't be able to see those and you wouldn't know that was what was causing that blank page to print out. So sometimes it is very useful to be able to see these non-printing characters.

So I'm going to turn that off for now just by clicking on the same icon again and we're going to look at line spacing this time.

Now what you'll notice with Word is that when you press the Enter key, so say for example like did between To and From get quite a big space in between there. So that doesn't look like single line spacing. That's actually double line spacing by default. So what I want to do is I want to tidy this up a little bit. So I'm going to select all of my document or all of the text in my document and there is a quick way of doing that and that is the shortcut key Control-A and you'll see as I do that it highlights everything.

What I'm then going to do is I'm jump up to my Home Ribbon in the Paragraph group and this little dropdown here is for Line and Paragraph Spacing. And I can go through and as I hover over you'll see I get more or less space in between my lines in my document. So it's really up to you which one you want to select. Now because I selected my whole document it's adjusting the line

spacing according to the line spacing that was already there. So say for example I only wanted to adjust the line spacing in this To/From area. I could just highlight that bit there, I could go up and then I could make it smaller, I can make it bigger, or I can go into Line Spacing Options and I can really go to town with how much spacing before and after that I want. So if I don't like this spacing between I can see here in the spacing area it's actually because of this 8 point spacing after. So I could take that down to zero, click OK and I now have no space in between. Okay? So definitely worth having a play around with some of those line spacing options.

You do also have a couple at the bottom here. So Add space before paragraph or Add space after paragraph. So again it depends exactly what you want to do. But everything is very customizable in this area.

So we've seen how we can turn off and on those paragraph markers so that we can show or hide those non-printing characters and we've seen how we can adjust line spacing. What I want to talk to you next is saving. So that's in the next section. I will see you then.

Video: Saving a Document

Deb: Hello again and welcome back to our course on Word 2019. In this module we're going to talk about saving a document.

Now this is the document that we created a few moments ago and if you look at this document it's quite difficult to tell on first look if it's been saved or not, but there are a couple of clues and the biggest clue I guess would be if you look up into that Title bar at the top of the document it just says Document1 at the moment. Now because it doesn't have name it means that I haven't saved this document. Remember Document1, 2, 3 is the default name you get when you create a new blank document. So that's how I know that this document isn't saved. So the first thing I want to do is to save this document to a location of my choice.

Now as always in Microsoft there are a few different ways that you can save a document. So I could go across to my Quick Access Toolbar and you'll see the first icon there is the Save icon. Now again normally if I had already saved this document and I've then made some changes I could just click Save and nothing would happen. It would just save my changes to the file name. But because I haven't saved this document yet if I click on Save it's going to jump me to that Save As area.

Let me just go back for one moment. So that's the first way you could do it. You could click on the icon if you have it on your Quick Access Toolbar. The second way of doing it, which essentially is going to take me to the same place we were just in. It's just a slightly longer way, is to go into that backstage area. So I could go to File and down to Save As.

Now this Save As screen might look a little bit unusual if you're not used to it. Again this is similar in all of the Microsoft applications. What you have on the left hand side is you have a list of Recent folders. So again it's going to show me all of the folders that I've recently saved into.

Or alternatively I have different locations where I could choose to save this document. So I could choose to save it to OneDrive, which is Cloud storage. So that would be a great option if I wanted to collaborate on this document. So specifically if I wanted to share it with other people and also if I wanted to make sure that I could access this document from wherever I am I would save it into OneDrive, into the Cloud.

Alternatively I could choose to save it to any other location. So I could choose to save it to my local drives on my PC. And I could choose to Browse to a specific location as well. So I'm going to click on Browse and I can now choose a location from my local folder. So I'm going to scroll up and I actually am going to save it into my OneDrive. So I'm going to go to my OneDrive, I'm going to click on Documents, and I'm going to select a folder. And I'm going to put it in this one here, Word Documents. And I can then give my file a name. So you can see here in the File Name area it's picked up the first line of that document and that's what you'll see as the default file name. It will always put in the first line of your document, which most of the time isn't what

you want to call your file. So we're going to jump into here and we're going to change that. So I'm going to say My First Letter. And underneath you can it says Save As Type. So I've selected .docx, which is the 2019 file extension.

Just as a point of note. If you click the dropdown here you do have other file types that you can save your document as. So some of these you might want to use. For example this one here, Word 97-2003. So that will save it in the .doc format which is the old format for Word documents. So if you're using an older version of Word that's in general what you would have saved your document as.

Now why might you want to save your 2019 document as an older version? Well as I mentioned briefly in one of the earlier modules if you plan to send this to somebody who you know doesn't have 2019, maybe they have a much older version, then you can help them out a little bit by saving your document as a .doc file and it will ensure that you can when they open it, it will open in Compatibility Mode and they can read it. So just be mindful of who you're sending it to.

You could also come in here and save it as a template if you wanted to reuse it. You could save it as a PDF and we will be going through some of these options as we go through the course. But for now I'm happy to keep it as a .docx file extension and I'm going to click Save.

And it's as simple as that. So now if you glance up to the top of your letter you should now see that it's been given a name. So My First Letter. So what that means with regards to saving is if I now make a change to this, so if I put in my full name. So now if I want to save this I can go to my Quick Access Toolbar and I can just click on Save. I don't need to go back into Save As. And can you see now my Save button has those little arrows over the top? That's because I've saved it into a cloud location. So essentially what it's doing when you save is it's doing a refresh with the cloud version. So if I click Save it just saves those changes to that particular file name.

Another thing I could do would be Control-S on my keyboard. That is the shortcut for Save as well. Now I would recommend when you are working in a document if you have saved it and you have your file name as you're going through just do Control-S every now and again to make sure that those changes are being saved.

Now if I was to make one more change, so I'm just going to put my name on the next line by pressing Enter, now maybe I don't save but I just go to close my file by clicking on the cross at the top, you can see it's asking me, "Do you want to save your changes to My First Letter?" So Word will recognize any unsaved changes as you go to close and it will prompt you to save those. So you can then click Save or Don't Save. Now I actually don't want to close this down so I'm just going to close out of there.

So that's pretty much it on saving. Fairly straight forward. We are going to close this document in a moment and I'm going to show you how to open it in the next module. So I will see you over there.

Video: Opening a Document

Deb: Hello again and welcome back to our course on Word 2019. We're now down to the opening a document module and really opening a document is just the opposite of saving. So it's very straightforward.

What we have on the screen here is just a blank Word application. So I closed down the previous document and now I want to reopen it. So I'm going to go up to the File tab. So remember this takes us into that backstage area. And it's jumped me automatically to the Open section. Because I have nothing open Word assuming that I'm going to want to open a file. Now that may be the case or it might not. It might be you want to create a new one from scratch. But in this case it's got it pretty much right. I do want to open a document.

So again this looks kind of similar to the Save As screen that we were in previously. You'll see that Recent is highlighted and I also have documents underlined. So it's showing me underneath all of my recent documents and you should be able to see there right at the top we have My First Letter at the top there. So if I wanted to open it I can very simply just click it from this list and it will open.

Now I'm not going to do that at the moment because I want to show you something slightly different. I'm going to browse to a location and I'm just going to go up to a location where I have a number of different Word files. So let's go to Documents and I'm going to go into this folder here because I wanted to show you something quite important with regards to this Explorer window that we're currently looking at.

So there's different ways that you can view files before you open them. So a lot of the time you might know what you're looking for. Sometimes you won't. Sometimes you might need to see a little bit more detail about a file. So there are lots of different ways that you can view this file list.

And you can do that by clicking on this little option just here. And it gives you a number of different ways that you can view the file list in the Explorer window. So currently I have Detail selected but if I go to Extra Large Icons it's going to show me them like that. And if I go to Large Icons they're a bit smaller. We also have Medium Icons. I'm sure you can imagine what those look like. And then Small Icons, then we have List. List is quite a popular one. I personally prefer to choose the Details option because not only does it give you the list but it also gives you a little bit more information about each particular file. So I can see here in the Status column I can see that those are all saved into the cloud and that they're all synchronized up. I can also see the date that these files were modified and I can also see the type. So whether they're a Word document, PDF, Excel file, and also the size. Now the size can be critical sometimes, particularly when you're dealing with very large files. It's good to be able to see the file size. So I like the Details option but it is up to you.

There are a couple of others in here. So we have Tiles. Again, just a different way. And then finally we have Contents. That gives you again a little bit more information, like the author, date modified, things like that. For me that's slightly too much. As I said, I prefer the Details option, but just be aware that you have different ways that you can view your file so you can see a little bit more information so you know which one you want to open.

Now in this case I'm going to open a file called Navigate. So let's select it and click Open. And I'm also going to open another file. I'm going to reopen that letter file that we just saved. So back to File, I'm going to jump down to Open and this time I'm going to pick it up from my Recent list. So I'm just going to click and again it's going to open that document over the top of the other one. And remember we can switch between the two by going up to View, going to Switch Windows and we can switch between the two of them. Alternatively we can hover our mouse over our Word icon at the bottom and then navigate between the two of them as well. So that's a nice way of having multiple files open and being able to switch between them.

Now another thing that's quite nice sometimes is to be able to view two documents side by side. This is particularly good if you're comparing two documents or maybe you are cutting something from one and pasting into another. You don't want to have to keep switching between the documents. What you can do is you can display them side by side. And again it's quite useful. We're on the correct Ribbon. On the View Ribbon you'll see that you have a View Side by Side option. So let's click it and there we go. I now have both of my documents taking up exactly half of the screen. So as I said, really good if you need to Copy and Paste or see two things at the same time.

Of course if you want to just get one of the documents back to its full size, if you just click on the Maximize in the corner and it'll bring that document to the front in its full size.

Now another thing you can do on that View Ribbon is you can use the Split option. So let's see what that does. Let's click on Split. Now this is quite interesting. What it will do is it will split the same document. So I have the same document in both halves of the screen. You can see exactly the same. But it means I can scroll each document independently. So again this is good if I'm trying to do some comparisons or some cutting and pasting, lots of different things you can do with that Split option, if you want to see two different areas of the same document at the same time. And of course if I want to get back to it being just one document I have the Remove Split option. And there we go.

And there's just one final option I want to point out in here which you might want to use and that's the Arrange All button. So let's click it and it kind of tiles them over each other. And I don't particularly like this view too much. I never really use it but again if you've got quite a few documents open, maybe more than two, it can be quite useful to be able to see them all kind of arranged next to each other. And again to get out of this just click the Maximize on one of the documents.

So a few different ways that you can view your document once you've opened it.

So hopefully that's given you some insight on how you can open one or more files and the different ways that you can view them when you're working on your documents. In the next module we're going to talk about navigating in documents so please join me for that.

Video: Navigating a Document

Deb: Hello again. This is Deb and welcome back to Word 2019. In this module we're going to take a look at how you can navigate around your document.

Now I have open on the screen the Navigate.docx document and this is just a document that's been created about Smith Properties.

Now the first thing I want you to do is I want you to cast your eyes down to the bottom left hand of the screen where you can see here it has Section 1, Page 1 of 3, 845 words. So we're getting a little bit of information about this document from our Status bar. I can see it has three pages and I can see the number of words and I can see that currently I'm clicked in section one. Now we're going to talk about how you section up documents a little bit later on so don't worry about that too much at the moment. What I want to focus on is how you can quickly navigate using some of the tools in Word to jump around your document, which is particularly useful if you have a very long document.

This document here only has three pages but a lot of the documents you create could be hundreds of pages long. So being able to quickly jump around, find what you need is extremely important and will add to your efficiency.

Now obviously I'm going to start with the most obvious thing, a quick way of moving through your document is to use your scrollbar on the righthand side. So I can use that just to scroll up and down. And again if you've only got a few pages in your document that might be absolutely fine and that might work for you. So you do have your scrollbar, but let's talk about using some utilities for a document that's a little bit longer.

So first of all I'm going to click my mouse at the top of the document here just in front of where it says, Smith Properties. Now if I had a document that was thousands of pages long and I wanted to jump right down to the bottom of it it's going to take me quite a while to use the scrollbar and scroll down. I'd probably end up with a little bit of a wrist ache by the time I finished. So a quick way of doing it is to use your keyboard in order to jump you straight down to the bottom. And in Word what you need to do is press Control and End and that will jump you all the way down to the bottom. And you can confirm that by looking down in the left hand side in your Status bar. It says that we're now on page three of three so I know that I'm on the last line on the last page of that document.

If I want to jump all the way back up to the top, if I do Control and Home that's going to do the reverse.

A couple of other shortcuts. If you hold down Control and press your arrow key, so you can see here I'm pressing the right arrow key, it jumps me per word. So you can see it's jumping around that document just per word. So another quick way and I could go the other way by using the left

arrow key. Control up and down will jump me up one paragraph at a time, as you can see as I do that. And the same if I do Control-up arrow. And if I wanted to select everything in my document a quick way of doing that would be to do Control-A, which will allow me select all of the text in my document. And we're going to be utilizing Control-A as we go through this course quite a lot because it is a really useful feature when you want to make mass changes to text.

So that's a few quick ways of navigating around your document using your keyboard. What I want to talk to you about in the next section is using things like Go To, Find and Replace. Again to navigate around your document using page numbers, using headings, using specific words, so on and so forth. So please join me in the next module for that.

Video: Go To, Find and Replace

Deb: Hi everyone. This is Deb and welcome back to Word 2019. In the previous module we started to take a look at some of the basic ways that you can use your keyboard to navigate around your document and I'd just like to further that idea and introduce a few more utilities that you can use in Word in order to navigate around your document and really increase your efficiency when you're working with your documents. And what I want to focus on in this module is the Go To, Find and Replace options. So when you're working with larger files especially you might need a quick way to jump to a page or maybe to replace a word in documents. So let's start by replacing a specific word in our document.

I'm going to click at the top of my document, so just before where it says Smith Properties. I'm going to go to the Home Ribbon and all the way across on the righthand side we have an Editing group which is where you'll find your Find and Replace. And you can see that Find has a little dropdown arrow next to it. So I have Find, Advanced Find, and I also have Go To in there as well.

Now in this case I'm going to start out by using Find. So let's click Find and you can see it opens up on the left hand side, this little navigation area where I can type in exactly what it is that I want to find.

So let's say that I'm looking for the word Firm and you can see it's brought up four results and I can see those listed underneath in that Results area and I can also see them highlighted in my document. So it's very easy for me to find those. So that's one way that you can find a specific word in your document.

Let's look at another way. I'm going to close down this navigation panel just by clicking on the cross. I'm going to go back to Find and this time we're going to go into Advanced Find.

And this takes me to this little dialog box and it's asking me Find What and it's got in there Firm, which is the last thing that I searched for. So if I wanted to skip through these one by one I could say Find Next and it's highlighted in the document the first time it finds the word Firm. I can do Find Next again. So I can step through one at a time in my document. And when I get to the end it's going to tell me it's finished searching so I click on OK.

Now another thing you need to be aware of in this Find and Replace box is this More option so let's click it. And you can see I have a whole host of options that I can use. So for example, I might want it to match the case, which means that it will find the word Firm if it matches this case. So if Firm is in the document with an uppercase F it's not going to find it because I've told it to match the case. I could select to find Whole Words only. So if Firm was part of another word, so maybe you had something like Infirmary it wouldn't find that. I could also say Use Wild Cards. So with this I could put a wild card in front of somewhere in between or at the end of the word. So for example, if I remove the word Firm and I type in A* it's going to find

everything in that document which starts with an A no matter what comes after it. I could also put the wildcard at the beginning and maybe have something like that (*S) which means it will find anything that ends in S. It doesn't matter what comes before it. So wild cards are really useful for searching for specific things.

Another thing you can do up here is if I was to type in A and then put in two question marks (A??) that means that the word has to start with an A and it can only have three characters in total. Now it doesn't matter what those three characters are but it must be three characters. So again you get in very granular here. I'm just going to remove that and just type Firm back in again.

You do also have a Sounds Like option. So what this would pick up is any word that sounds like Firm. So it might pick up Turn, Burn, Learn, anything along those lines.

Find all word forms will find any form of that particular word. And then I have some other options like Match Prefix, Match Suffix, Ignore punctuation, and Ignore White Space Characters. So just be aware that underneath that More dropdown you do have lots of other ways you can really customize what it is that you're looking for in your document. And you can get very, very granular.

So let's just close that down for a moment. I'm going to make sure that I'm clicked at the top of my document and this time I want to look at the Replace option.

So again in the Editing group underneath Find we have Replace. And what this will allow you to do is to replace one word with another. So for example this is called Smith Properties. Maybe I want to change the name. So I might say Find Smith and replace it with, let's replace it with my name, Ashby. And again I have all of these options if I want to select them.

Now I'm happy just to do a straight replace here so I'm going to select Replace All. And you can see it says All done. We've made 10 replacements. And if you look at my document behind, that first line, Smith has now been replaced with Ashby. So a very quick way of replacing multiple words in a document. And let's close down that window.

The final thing I want to speak to you about in this module is the Go To option. And Go To is going to allow you to do different things in your document. So again let's go to Find and we're going to say Go To. So what this will allow you to is navigate around your document. So I can navigate by page number. And you can see here if I enter Page 2 for example and say Go To it's going to jump me down to page two. I can navigate by section. Now we only have one section at the moment. I haven't split my document up. In later modules I'm going to show you how to divide up into sections and then you can navigate to whichever section you wanted to.

I can navigate by line. So I could go to a specific line number. I can navigate by bookmark. Now again bookmarks are something we're going to cover later. They're a way of you kind of putting

a little bookmark in a specific location on a page so I can jump very quickly to the bookmark. I can navigate by any comments that I have in the document, footnotes. We also have endnotes in there, fields, tables. So lots of different things and it really will depend on what you have in your document at the time as to which one of these you want to use. But just be aware that you do have those Go To options in there as well.

Now I'm just going to click on Close and I'm going to jump back up to the top of my document using my shortcut key Control-Home, which we learnt in the previous module.

So now we've taken a look at some basics of Find and Replace and Go To let's move on to talking about how you can edit a document in the next module. So I will see you over there.

Video: Editing a Document

Deb: Hello again and welcome back to Word 2019. This is Deb and I'm going to take you through how you can do some basic edits in a document. And these are just really some basic editing functions, which it's useful for you to know before we move on to the next section.

So we've already edited this document in a couple of ways. We've done some finding and some replacing and now I just want to show you a couple of things when it comes to deleting, backspacing and also undoing and redoing things in your document.

So sometimes we might want to type some text in the middle of other text. So for example it's got "Ashby Properties was founded as a new company." So I might want to add in here "As a new property company".

Now when it comes to deleting the Delete key on your keyboard will always delete everything to the right of it. So if I start to press my Delete key you can see that it's going to delete out the word Company.

Now Backspace on the other hand will delete everything to the left of it. So if I start to do Backspace you can see it's going to delete out that word Property. So just remember that they work slightly differently.

Another thing I want to show to you is the very important Undo and Redo button. I know so many people who can't live without their Undo button.

Now these two buttons will always be available by default on the Quick Access Toolbar to make them super easy for you to access. So if you look up here you can see we have the Undo button. And what this will allow you to do is to essentially undo what you've just done. So for example, I've just backspaced that word Property. So if I start clicking Undo it's going to give me the P back, the R, the O, so on and so forth. So I can carry on undoing to reverse my last action.

The same thing with Redo. If I then decide actually I don't want that word there I could redo and it'll go back and redo that deletion.

Well it's also worth noting is that underneath or next to your Undo icon you have a little dropdown. And this will allow you to go back and basically select how far back you want to undo to. So it'll allow you to do multiple undo's all in one go. So just be aware that that's there as well.

Now there is a shortcut key for these also. So Undo, the shortcut key is Control-Z. So if you do something then quickly think, "Oops. I want to backtrack out of that" a quick Control-Z is your best friend. And Redo, Control-Y. So it's good to get those in your brain and make those part of your shortcut repertoire.

Now I'm going to add my word back in. I'm just going to say Company and I'm pretty happy with how this looks so I'm going to do a save by clicking the Save button on the Quick Access Toolbar and there we go. So now I think you have a good knowledge on how to get started with Word. We've gone through all of those basics that will provide you with a great springboard, a really good foundation for moving into some of the more intermediate options, which we're going to start to cover in the next section.

But first I have a practice exercise for you to do so I will see you over there.

Video: Section 2 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019.

We're now on to the section two practice exercise and what I'd like you to do for me in this exercise is open the file called Practice Module 2 and then I'd like you to change the address block to your own name and address.

In the salutation line I want you to replace Name with your first name. And then I'd like you to go through the document and change all instances of Burke to Holden Properties.

I'd then like you to change the name Heather LaPierre at the bottom to your name.

And finally I'd like you to save the file as My Practice Module 2. You can then close the file.

And that is it. Once you've done that you're ready to move on to the next section. So I'll see you over there.

Section 3 – Character Formatting

Video: AutoCorrect Options

Deb: Hello again. This is Deb and welcome back to our Word 2019 course. We're all the way down to the module that relates to the AutoCorrect options. And AutoCorrect is a feature again that you'll find across all of the Microsoft applications that allows you to change the way words are spelt or the way words are displayed in your document. And there are already a number of AutoCorrect options set for you. So let me show you what I mean by that.

So on the screen I have a blank document. Again it's just called Document1 because I haven't saved it. Now I'm going to zoom in very slightly using my Zoom control so you can see this a bit better.

Now for example, if I wanted to spell out the word The or The but I spelt it slightly wrong, so if I type in H-T-E when I press the Spacebar you'll see that it automatically corrects to the word The. The same if I was to type in the word Can incorrectly. So if I type in A-C-N and press space Word recognizes that I'm probably trying to spell the word Can, I've just spelt it wrong, and it automatically changes it for me. That is an AutoCorrect feature. So it will notice or recognize commonly used words that have been misspelt and correct them for you, which is an extremely useful feature.

It will also help with other things. So for example, things like fractions. So if I was typing half, so if I type 1 and I use the slash and then 2, as soon as I press the Spacebar it converts it to that fraction ($\frac{1}{2}$). And the same if I was typing a quarter, hit Spacebar and there I get my fraction ($\frac{1}{4}$). So again those are using the AutoCorrect feature in Word.

Another example would be ordinal. So you might come across ordinals in things like dates. So if I was saying the 1st of August, for example. If I type in 1-S-T and hit the Spacebar it makes that S-T superscript. So it puts it into the correct format for a particular date. The same with 2nd and I could carry on going through those ordinals.

Another example would be something like hyperlinks. So if I was to type in a website address. So let's just say www.microsoft.com and hit Enter it's going to pick up that website and it's going to underline it. So this is now a hyperlink. And as I hover it you can see that if I hold down my Control key and click my mouse it's going to take me to that website. So again that's utilizing the AutoCorrect options.

Now I'm going to delete everything that I've put in here so I'm going to use Control-A to select all. We used that in an earlier module. And I'm going to hit my Delete key just to take me back to a blank document.

I want to show you a couple of other features of AutoCorrect as well. And this is quite a cute little one if you've never come across this before. If I type in three dashes. So if I say, dash-dash-dash and hit the Enter key it gives me a continuous solid line. And what's cool about this is that I can go up and I can type on the line if I want to. So it's a bit like being back at school, having those ruled lines running across your page. So that's quite nice as well. So remember three dashes and Enter and you'll get yourself a solid line. I'm going to do Control-A again to select all and delete.

Now if I do that again but this time when I'm doing my dashes hold down my Shift key, so I'm going to do three dashes and hit Enter, I get a solid bold line. So I just incorporated the Shift in order to get that.

Again there's a few of these. If I do Shift and asterisks and press Enter I get a dotted line. And if I do Shift and three pound symbols and press Enter I get a different style line again. So there's lots of those lurking around in AutoCorrect and you may not be aware of them. I wasn't for a very long time. And sometimes they can be quite useful if you're looking to do something really quickly. And they are really good examples of how that AutoCorrect is built into Word and how it works.

Now again I'm going to select all, Control-A, and I'm going to hit my Delete key just to get rid of everything.

Now if you want to go in and take a look at how AutoCorrect is set up and you can see what AutoCorrect options you have set you can find those underneath the File tab, so in the backstage area. And if you jump all the way down to Options at the bottom and go into the Proofing section you'll see at the top here you have AutoCorrect options. So it says Change how Word corrects and formats text as you type. So I'm going to select AutoCorrect options and this is where we have all of those AutoCorrect options stored.

And there are some different choices that we can make at the top. By default they're all selected. So I am currently showing AutoCorrect options button. I can correct two initial capitals, I can capitalize the first letter of sentences, first letter of table cells, the names of the day, so on and so forth. So these are all set, which means that yes I want Word to do that. So if I'm typing the word Monday I want it to correct. If I haven't typed a capital I want it to correct it to a capital. So these are some of the basic options and I like to have all of those set.

You can also see in the table below some other AutoCorrect options that you have. So for example, if you want the copyright symbol in your document, it's the top one here, if you type parenthesis-C-parenthesis (©) it will AutoCorrect it to the copyright symbol. The same thing for the Euro sign. You can see that you just need to type in an E in parenthesis (€) and it will give you a Euro. Trademark, that's always a good one. So again if you put TM in brackets (™) it will give you that trademark symbol or it will AutoCorrect to the trademark symbol. And there are so many of these in here that you can use. So you can really go to town.

And as you would expect you can add your own here. So if you have something that you want to add you can just type in how you want to type it and then what it's supposed to look like in here. So for example I might want to say when I type DA I want it to be replaced with my full name. And I'm going to add that into my AutoCorrect options like so. And there it is at the bottom of the table.

So let's see that in action. I'm going to click on OK and OK again and now if I type my initial DA and press the Spacebar it replaces it with my full name. So again taking the time to add in words or phrases that you use often into AutoCorrect can really help improve your efficiency.

One final thing I want to highlight in there, let's jump back in. So let's go to File, Options and down to Proofing and jump back into AutoCorrect there is an AutoFormat as you type. So again this is what controls how your text is replaced as you type it. So for example here it says Replace as you type, straight quotes with smart quotes. So this is a very slight difference between those two but if I type in just a pair of quotes then it's going to change those to smart quotes.

You can see I have things in here which we saw earlier. So ordinals, first with superscript. We tried that one earlier. Hyphens with a dash, fractions, so on and so forth. So you really can go in and customize how you want your AutoCorrect to be set up. And I would suggest you do that because it does save you a lot of time when you're working in your Word documents.

I'm going to click OK and come out here and that is pretty much it for this module. In the next section we're going to talk about selecting text in more detail. So please join me for that.

Video: Selecting Text

Deb: Hello again and welcome back to our course on Word 2019. In this module we're going to talk a little bit more about selecting text, which might sound like something fairly basic but it's so important that we understand that different ways that we can select text. Again, it will help us our efficiency if we've got those basics down first.

Now as a general rule text that is highlighted, and when I say highlighted I mean if you drag your mouse across it, that means that it's selected. And essentially if you want to affect it you've got to select it. So if I wanted to change the color or the size or the font or basically anything related to this text I need to make sure that I've got it selected before I do it or Word isn't going to know which text to apply the changes to.

So in this module really what I want to do is just to address the most common ways of selecting text and making different selections in your document. So as I said, the most common way is click and drag. So I'm going to click and drag across and what you'll see when you click and drag, let me just do that again because I clicked off, is when you click and drag you will get this mini toolbar popup and you can see it there just off to the righthand side. And this is just a quick sort of toolbar that pops up with some formatting options on it. So you've got your bold, your italics, your font color, font size, so on and so forth. And it's really just a quick way. Word's kind of assumed that you're probably going to want to do something related to the formatting of this text so instead of having to move all the way up to the Ribbon in order to do that it's just popped up this little mini toolbar so you don't have to go too far in order to make your text bold or italic or whatever you want to do with it. So just be aware that that is going to pop up. If you find that a little bit annoying then you can turn that off in the backstage area, which I will show you how to do later.

Now to deselect text all we need to do is to click away. So click anywhere else on the screen and that text is now no longer selected.

If you want to select one word, so if I wanted to select the word Properties I can double click on that word and it will select just that word. And if I wanted to select the entire sentence, if I hold down my Control key and click anywhere in that sentence it's going to select the text or highlight just that sentence, so up until that first full stop. If I want to select the entire line regardless if it's a sentence or not, if I hover my mouse over in this white space here and click it's going to select that whole line. And obviously if I stay clicked in the margins with that arrow and drag down I can select all of the sentences or all of the lines I should say.

Another way of selecting is if you wanted to select from one point to another, for example if I click my mouse just before where it says "Thank you", hold down my Shift key and click after the word One and it will just select that section. And if I want to add to this section, so maybe I think to myself I want to include something else, if I hold down my Shift key again and use my

arrow keys I can make some additions to that selection just by working with my arrow key with the Shift held down.

If I want to select multiple areas which aren't next to each other, so I've got this first sentence selected, what if I wanted to also select the first sentence of the second paragraph. Well if I hold down my Control key I can then drag and also select that sentence. And I could carry on doing that if I wanted to, like so. So just remember to hold down the Control to make multiple selections. Now I'm going to click away to deselect.

The final one as we've mentioned a couple of times before is to select everything in your document, Control-A. That will select everything and you can make whatever changes you need from your formatting options on the toolbar.

Another thing that you also have is let's not leave out the Ribbons here. We've worked mainly with the keyboard and mouse but if we go up to the Home Ribbon, again all the way over on the righthand side we do have a Select option. So again this will allow me to Select All. So that's similar to doing Control-A. Or I also have in here a Select Objects option. Now this is useful if you have things like shapes on your screen and you want to select all of them. It will allow you to draw kind of like a marquee around them and it will select all of those objects. And we will utilize that a little bit later on in this course.

So don't forget that you do have those options up there on the Home Ribbon as well.

So that pretty much wraps it up for different ways that you can select text in your document. In the next section we're going to move on to taking a look at the good old Copy and Paste so please join me for that.

Video: Cut, Copy and Paste

Deb: Hello again and welcome back to our course on Word 2019. In this module we're going to start to explore Cut, Copy and Paste, the backbone of the Microsoft applications.

Now these are probably commands that you've used many times before, as I said they are the same across all of the Microsoft applications. So whether you're working in Word or Excel or PowerPoint you'll find that the functionality for all three of these is exactly the same, including the keyboard shortcuts.

So what I want to do in this module is really just to make sure that you have a good understanding of what Cut, Copy and Paste can do. And if you are familiar with them you might pick up a couple of other little tips about alternative ways that you can use them.

So let's start with discussing Cut. Now the first thing you need to do, there are really four steps to each of these and the first step is making a selection. So for example, I might want to select this first sentence just here and I might choose to cut it. Now it's important to know what the difference is between Cut and Copy. When you cut something in your document you're essentially deleting it or removing it and then pasting it elsewhere. So it's kind of like doing a move in many ways. So if I was to cut this sentence and then paste it elsewhere it's going to move it. Whereas with Copy I would highlight the same sentence but if I was to choose Copy and then paste it elsewhere in the document it's going to make an exact copy. So it won't move it. It will copy it essentially. So that's the difference between Cut and Copy.

So let's start by cutting this line of text out. Now as with always in Microsoft there are a few different methods that you can use. You could right click on your selection and you will see from the right click menu you have a Cut option. Alternatively you could go up to the Home Ribbon and in that first group, the Clipboard group you have a Cut option in there. Or a third way that you could do it would be to use the keyboard shortcut. And the keyboard shortcut for Cut is Control-X. And you can see that as I hover my mouse over the Cut icon on the Home Ribbon.

So I'm going to click Cut. I'm going to scroll down and I'm just going to put a couple of returns in at the bottom and I'm now going to paste that sentence that I've cut. So again I could do it a few ways. I could right click my mouse and choose one of these Paste options. Alternatively I could jump up to the Home Ribbon and I could click on the Paste button up here, or I could use the keyboard shortcut Control-V. Now I'm somebody who likes to use keyboard shortcuts a lot but those are a little bit difficult for you guys to see on the screen so in this instance I'm going to use the Paste button.

Now what you'll see with this Paste button is it is divided into two sections. We have the top half which is currently highlighted in gray and then if I was to click the lower half it gives me a few different ways that I could paste that sentence. So I could choose to paste and keep the source formatting. So what that's going to do is wherever I've cut it from it's going to bring that same

formatting across. I could choose to merge the formatting as I paste. So if I was pasting this sentence into another document which had completely different fonts in it then I could choose to take on the font style or color of the document I'm pasting into by merging the formatting. I could choose to paste it as a picture, which means it will no longer be text. It will be a picture object. Or I could choose to keep text only. So that's really if you want to just keep it just as plain text without any formatting. So you do have a few different options there.

There are even more options underneath Paste Special, but again we'll explore those in a little bit more detail later on.

So I just want to do a straight paste so I'm going to click the top half of this Paste button and that will paste my cut out sentence. And you can see that it's now missing from there.

Now I'm just going to undo a couple of times and put that sentence back. So I'm just going to click my Undo button on the Quick Access Toolbar and there we go. I'm going to leave it highlighted but this time I'm going to do a copy. So remember the keyboard shortcut is Control-C. I'm going to use my button on the Home Ribbon and I'm going to click it. I'm going to click in the same place again, so right at the bottom, and I'm going to paste again by clicking my Paste button. Now this time you'll see it's done a copy as opposed a move.

And again what you'll find when you do paste something, you will get this little popup appear. And if you click it it just gives you those Paste options that we looked at previously in a little quick dropdown menu in case you want to utilize them.

Now something else I want you to be aware of is the Clipboard. Now it's not particularly obvious how you bring up the Clipboard but if you go up to the Home Ribbon in this first group where we have Clipboard written at the bottom, if you click on the little dropdown arrow you'll see that you get this little pane open up at the side that says Clipboard. And you can see there it's got on there the last item that I copied, so this "Thank you for your inquiry" piece of text just here. And what happens is every time you cut something or every time you copy something it actually kind of temporarily saves it to this clipboard. So let me copy a few other things. Let's copy another sentence. And this time I'm going to do the keyboard shortcut Control-C to copy it and you'll see now that's been stored on the clipboard. I'm going to do another one and Control-C to copy and I'm just building up a list of all of these on my clipboard.

Now you might think, "Why is that useful?" Well it's useful if you want to go through, do lots of cutting and lots of copying and then paste them in different order. So I might go through and think, Yep, I want to copy all of those and then I might want to paste them in the bottom of this document but not necessarily in the order that I copied them. So I can now go back to my clipboard and I can say okay I want to paste this piece of text. So I'm going to click the dropdown and select Paste and it pastes that into the document.

Now this clipboard will hold up to 24 items. So you really can copy quite a few things and then paste them into the document however you would like.

If you want to clear your clipboard just click on Clear All and that will get rid everything on that clipboard. And of course click the cross to close your clipboard down. So just be aware that that is lurking in the background if you want to utilize it.

Just a couple of other ways that you can move things around in your document. If I highlight this whole first paragraph I could utilize my keyboard and mouse in order to do a cut essentially or a move. If I hold down my Control key and then click my mouse and drag I can drop it wherever I like and you can see I can move it in that way.

So hopefully that gives you a little bit of a better understanding of the Cut, Copy and Paste commands and also how you can move things around using your mouse and keyboard and also how you can store things on the clipboard and paste them wherever you like into your document.

In the next section we're going to be building on that and we're going to start to get into character formatting options, so please join me for that.

Video: Character Formatting Options

Deb: Hello again and welcome back to our course on Word 2019. In this module we're moving on to take a deeper look at character formatting options.

So what I have open on the screen here is a flyer and at the moment looking at this flyer nothing really stands out. All the text is fairly consistent. It's all the same size, it's all the same font, there's no real headings in there. Nothing stands out so we want to apply some formatting to this just to really make certain things emphasized and to make it a little bit more interesting and easier to read. And you'll find that when you do create a new document in Word when you start typing everything is going to be the same. So whichever font you've selected, whichever font size you selected until you change that it's going to look exactly the same and it's always going to be in black, again, unless you go in and change that font color.

And whenever you do start changing the characteristics of text it's called formatting. So let's start to apply some formatting to this document to make it a little bit more interesting than it currently is.

Now the most obvious thing to start with would be the title up here. So where it says Make Smith Properties Your Realtor I'm going to highlight my title. And the first thing I'm going to do here is I'm going to change the font to make it different from the rest of the document.

So up on the Home Ribbon in the Font group I have my current font set to Times New Roman. If I click that dropdown I have a whole host of fonts that I can choose to apply to my selected text. Now it's worth noting that in the later versions of Word the default font is Calibri, which is this one just here. And that is a really nice font to use but in this case I want to make it really stand out and different from the rest. So I'm going to choose something else. So let's choose, let's go down. I'm going to choose that one there Britannic Bold and there we go.

I'm also then going to make this title a little bit bigger than the rest of the text. So again moving up to that same font group you'll next to the font style we have the font size. And as I hover over each of these you can see in live preview what that's going to look like. So I want to make mine quite dramatic so I'm going to pick 36.

And it's also worth noting, if you look at these font sizes they do go up in increments. So if I wanted say font size 15 I don't have it in that list but I could just go into this box up here and just manually type it in to get that font size. So don't feel like you can't modify it in that little box. Now I want mine a little bit bigger. I'm going to set it to 36.

Next to my font size I then have two buttons. One is increase font size and the other is decrease font size. And these are actually quite useful if you want to just kind of change the size of your font in increments without having to go into this dropdown. So I could if I wanted to increase the font size by one each time, I could go in and do that, or I could choose to decrease it back down.

The button we have next to that is to change the case. So again if I wanted to put my title all into uppercase I could select that and there we go. Or I have sentence case, lowercase, I can capitalize each word, or I can toggle the case as well. Now I want this as capitalize each word.

And then next in this little group we have a Clear All Formatting. So if you decide that you no longer want to have all of the formatting that you've applied you can just very quickly clear all of it by clicking on that Clear All Formatting button.

The bottom row in this little group we have Bold, which will make your text bold. We have Italics which again will make your text italic if you prefer. And we also have an Underline option as well. Now you'll notice that Underline has a little dropdown and it allows you to choose the underline style. So we have things in there like solid line, double line, dashed line, so on and so forth. So you do have some additional options underneath there. Now I don't want Underline turned on. I'm just going to turn that back off.

You also have a strikethrough option. So if you're someone who maybe deals with a lot of contracts then you might find this option very useful. It will just allow you to put a strikethrough through the piece of selected text.

And then you have options for subscript and superscript as well. So for words like H₂O, things like that you could think about using these.

Next to that we then have some text effects. So this is really sort of changing the color and the look and feel of the piece of selected text. And there's quite a few options that you have in here. Some of them a lot nicer than others but some of these can actually look really effective, depending on the type of document that you have.

I will say when it comes to applying effects and colors and things like that to your documents always bear in mind who your audience is. You don't want to make something too jokey looking or too comical or too unprofessional if it's for work purposes. So just bear that in mind. Obviously if you're doing something like a flyer or a newsletter or something like that then that will be totally fine, but just bear in mind who your audience is going to be.

So I could if I wanted to select this fill just here. And I have more options in there for adjusting things like the outline color, I can apply shadow if I want to, reflection, or a glow. So some options for you to play around with in there.

The next button along is a highlight color. So this is probably better further down in this document if I wanted to go through and maybe highlight something I could highlight a piece of text and I could choose to highlight it like so. So this is very similar to having a highlighter pen and just kind of striking through on a piece of paper.

And then finally we have the Font Color option. So if I wanted to change the color of the font just select it and then you can select from the color palette.

So lots of different options in that Font group. And don't forget, if you click that little dropdown you'll find that you have a few more options underneath here as well. So a lot of these are repeated. So you've got things like Font, Font Style Size, Font Color, Underline Style, we've got all of those on the Ribbon. We don't have Underline Color on the Ribbon. So if you do select an underline style you can from here select a color from the color palette for that underline. You have strikethrough, double strikethrough, superscript, subscript, small caps, all caps, so a few different things in there which you don't have on the Ribbon.

You then have an Advanced tab as well. So this will allow you to adjust things like the character spacing. So with that we're talking about the amount of space you have between each letter. So if you want to kind of widen it out then you can definitely do that. So lots of different options here also under this Advanced area.

So that's the basics of applying character formatting to selected text. In the next module we're going to utilize the Format Painter which is a really efficient way of taking formatting from one piece of text and pasting it across onto something else. So please join me for that.

Video: Format Painter

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. In this module we're going to take a look at utilizing the Format Painter tool in order to copy formatting from one piece of text to another.

So in the previous module we were looking at this flyer here, so Smith Flyer, and we've been through and we'd looked at some of the formatting options that you can apply to the text in your document. Now you can see very obviously the title here has some formatting applied to it. And what I want to do is I want to take this formatting and I want to apply it to this Who We Are heading, which is further down in the document.

Now obviously I could do that by utilizing the same methods I did in the previous module. So I could highlight where it says Who We Are, I could go into my Font group and I could apply those different attributes. So I could select the text effects, I could change the font size, font color, so on and so forth. But that's not a particularly efficient way of doing things. A much better way of doing it is to essentially copy the formatting from the title and paste it over the top of the subtitle and we do that using the Format Painter. So let's take a look at how we would do that.

The first thing you need to do is to make your selection. So we want to select the piece of text which has the formatting that we want to copy. I'm then going to go up to the Home Ribbon and in this first group, the Clipboard group, we have an option for Format Painter. I'm going to click it once and as I hover my mouse back over my text you can see that my cursor has changed to a small little paintbrush. So that tells me that my Format Painter is now activated. All I need to do now is essentially wipe it over the text where I want to paste that formatting. So I'm just going to click and drag over and there we go. It's applied that exact same formatting.

Now what about if I wanted to do that for the next heading down, so the one that says Buying a Home? You can see that once I've copied it once the Format Painter gets deactivated. So my cursor is back to just a regular looking cursor. If I want to do lots of format painting in a document the secret here is to double click on the Format Painter. So I'm going to select my text and this time I'm going to double click on Format Painter. I'm going to swipe it over Buying a Home and if you look now you can see the Format Painter is still activated because we double clicked and I can carry on swiping throughout my document. So let's just do these final ones and there we go.

And then to come out of Format Painter you can either press the Escape key on your keyboard or just click on Format Painter again to take you back to a regular cursor. So that's a much more efficient way of copying formatting across as opposed to manually applying those individual font attributes.

So now we have a better understanding of how to apply character formatting we can move on to the next section which is Working with Numbers. So please join me for that.

Video: Working with Numbers

Deb: Hello again and welcome back to our course on Word 2019. This is Deb and we're about to jump into our next module which is Working with Numbers.

Now occasionally in a Word document you might have some kind of list that you want to apply numbering to. And when I say numbering that might be 1, 2, 3 or it might A, B, C or maybe roman numerals or something along those lines. You can also number paragraphs as well. So this is what we're going to explore in this module.

So the first thing we're going to do is we're going to create a list. So I just have a new blank document open on the screen and I'm going to create a very basic list of four names. So I'm going to start with my name, we're then going to have Adam, we're going to have Jenny, and we're going to have Chris. And I want to number each of these names.

Now as with most things in Word the first step is to select what we want to number. So I'm going to use my mouse and I'm just going to highlight all of those names. I'm then going to jump up to that Home Ribbon and in this Paragraph group this is where you'll find your numbering dropdown. And as I hover over you can see the tool tip there says Create a numbered list and then click the arrow for more numbering formats.

So if I click the arrow you can see currently we have None selected because it has the gray box around the outside and it gives me a number of choices that I can select for my list. So it really depends if you want it numbered 1, 2, 3 or maybe roman numerals, if you want A, B, C, and you can see we have uppercase and lowercase and various different variants on those.

Now I'm going to start out just with a very basic list. So I just want this one here, the 1, 2, 3 and there we can see we have our list numbered.

Now the good thing about using numbering in this way is that if you add a name to the bottom of the list, so if I hit Enter, it automatically puts in the next number. So I might want to add in another name. If I hit Enter again, if I decide at this point that I don't want that number there I can just hit my Backspace key. Alternatively, let me just undo that step, I could just choose to turn off numbering. So click that Numbering button again and it will take me back to the margin and I can carry on typing paragraph or whatever it is that I want to type into this document.

If I decided that I wanted to change the way this was numbered, so maybe I wanted it to say A, B, C instead again it's a simple case of highlighting, going back up to your numbering options and selecting the option that you want like so.

So I'm going to select my list once more, I'm going to go back up to that Numbering dropdown and you can see that the formats that I've recently used will be listed at the top. So that makes it a lot easier for me access.

If we move down to some of these options that we have at the bottom, this Change List Level, we're actually going to look at that when we look at Outline Numbering.

I just want to draw your attention to this here, Define New Number Format. So this allows you to go in and really customize how your numbering looks. So currently I have my number style set to A, B, C but I could go in and change that to something else if I wanted to. And I can also change the font of my numbering. So again if I wanted it to look slightly different, so maybe Arial, I'm going to say Bold and let's do 12 and I'm going to say I want my numbers to be red. And you can see in the preview at the bottom what that's going to look like. So it's now in Arial font, it's bold, it's slightly bigger, and it's also red. And click on OK and OK again. And there we go.

Let's jump back into there, so Define New Number Format, and you can also choose your alignment. So currently I have mine set to left alignment but I could choose to center it or put it over on the right. So that makes minor adjustments as to the placement of that numbering as well.

Now I'm going to say OK just here. I'm going to jump back up and this time we're going to look at this Set Numbering Value.

Now this is useful if you want to create another list underneath. So if I was to start another list, so if I just press Enter, I'm just going to Backspace that out, and let's do some more names. I'm going to say Rob, James, Brook. I'm going to highlight them and I'm going to apply some numbering. You can see the numbering carries on from the numbering above. So it's gone straight down to F, G and H. Now it might be that because this is a separate list that that I actually want to restart this back at A and that is where I would define that new number. So I'm going to go back up into Numbering, I'm going to go to Set Numbering Value, and I'm going to say Set Value and then we're going to go to A, click on OK. And there we go. I now have my separate list. So if you don't define that then it's going to continue on from the list before. So just be aware of that when you're working with your numbering.

Now I just quickly want to switch across to the Smith Flyer that we were working on earlier. So I'm going to go up to View, I'm going to go to Switch Windows and I'm going to go back to my Smith Flyer document. And in here I have some paragraphs and what I want to do is I want to show you how numbering works when it comes to paragraphs. So I'm going to click at the start of the first paragraph and I'm just going to click on the Numbering button. And you can see there it's numbered the entire paragraph. Let's do it for the second one and you can see it continues through. Click at the front of the third one.

Now when I click at the front of the third one and apply the numbering you'll see something different happens. Just the first line is numbered. Let's do it for the others. Now the reason why that's happening is because these three have a line break in there. So we've hit Enter and we've gone on to the second line. So as far as Word is concerned those are completely new paragraphs

essentially. Whereas the first two here are kind of continuous sentences that just run on. So these are considered to be paragraphs. So just be aware of that. I just really wanted to show you that numbering doesn't just apply to lists that you create but you can also apply it to paragraphs.

I'm going to jump very briefly back to our other document. So let's go to Switch Windows and back to our Document1. It is worth noting that you don't have to have a list already created in order to apply numbering. So let me jump back to the Home Ribbon and just remove the numbering and hit Enter. Now if I wanted to before I even started to create my list I could turn on my numbering just by clicking on the Numbering button. And remember it's always going to continue on from the previous list unless you tell it to restart. So I'm going to click my dropdown and you can see there I have a useful Restart Numbering button. And I can then go and create my next list. So I might say Matt, Heather, Claire. Okay? So that is how you work with basic numbering in a document, and that's with regards to lists and also with regards to numbering paragraphs.

In the next module we're going to move on to taking a look at an alternative way of making lists stand out and that is by using bullets. So please join me for that.

Video: Working with Bullets

Deb: Hello again and welcome back to our course on Word 2019. We've just got through working with numbered lists in a document and now I want to talk to you a little bit about working with bullets, which is slightly different to numbering but along the same lines.

So what we're looking at here is our document and I just have a basic list. Again just those names that we were looking at previously and they're numbered one to seven currently. And I want to change these. Instead of numbers I want to have bullets. And if you're not sure what a bullet is it's just really like a symbol and there's various different symbols that you can use as your bullets. Most of the time in documents probably what you'll see is just the round solid black bullet but you can utilize lots and lots of different things as your bullets, as you'll see as we go through this module.

So the first thing I'm going to do is make my selection. So I'm going to highlight my list of names. I'm going to jump up to the Paragraph group again and next to Numbering we have a little button that says Bullets. And you can see there the tool tip says Create a bulleted list. Click the arrow to change the look of the bullet. So let's click the arrow and see what we have in there.

Now you're presented with a bullet library and it's given you sort of some of the most common bullets that people might use and also a couple of ones that I've used in the past as well. And I will say probably the one that I use most of the time is this first one here, just that round black bullet, but I could select any of these. As I hover over them you can see what those look like. The tick is quite good for things like To Do lists, so son and so forth. So you can really kind of choose what kind of bullet will suite the document that you're creating. So I could select any one of these.

Alternatively what I could do is go down to the Define New Bullet option. And this is where you can really go to town and really choose a symbol that's going to suite your document. You can see here we have Bullet Character and we have a choice of Symbol, Picture or Font. So let's look at Symbol first of all.

So this will open up your Symbol dialog box. And symbols essentially are just fonts and they're divided down into fonts. So there's lots and lots of different symbols in here. I will say because there are so many it would take you a long time to go through them all looking for something appropriate but a lot of the time some of the best ones that you will use or some of the most popular you'll find under Webdings. So we have lots of interesting things which we could add into our document.

So you can see at the bottom here I have symbols that I've recently used. So we have a plane and we have some other little symbols. Now I'm actually going to use one of these. I'm going to use this star just here. Alternatively I could scroll through all of this list of symbols looking for

something that I quite like, but for ease of use I'm going to select the star and I'm going to click on OK.

And you can see there I get a little preview of what that's going to look like in my document. And click on OK again and my numbering has now been changed to that particular symbol.

Now if I want to get a little bit more complex I could choose a picture, either one that I have stored off or one that I can find on the web. So let's change these bullets from symbols into a picture. I'm going to keep my list highlighted. I'm going to jump back up to that Bullets dropdown and back down into Define New Bullet. And you can probably guess where I'm about to head. We are now jumping to this Picture option in the middle.

And you can see here I get a few different options. I can choose a picture from a file. So that would be if you have one saved off to your desktop or My Documents or a local drive you could pick it up from there. I can choose to search the internet for an image or I can choose one that I have saved into OneDrive cloud storage.

Now in this case I'm going to search for a Bing image. So I'm going to say let's just keep this simple. I'm going to say Dog. And there you can see it's gone away, it's done a search for the word Dog on Bing and it's presented me with a number of images. And again remember always to check the copyright on images. if you're just downloading something off the internet you want to make sure that it has a creative commons license in order for you to be able to use it in your document. So I'm currently filtering for images which only have a creative commons license. So I know that any of these are good to use. So I can go through and I'm going to choose this one just here and I'm going to select Insert and click on OK. And there we go. We have a cute little image of a dog, which adds a little bit more interest into your document.

Now another way that you might want to use bullets or images or symbols even is if I was to type underneath here My telephone number is and then I'm just going to put in like that. What I could do is I could add to the telephone symbol into my sentence. So maybe I want to put it in here in between telephone and number. I can insert my cursor where I want it to go. I can go to the Insert Ribbon and I'm going to go all the way across to the last group on the righthand side where it says Symbols and I'm going to click on Symbol.

And again it's going to give me a list of all of the ones that I've used recently, but I'm going to go to More Symbols and I'm going to select the telephone icon just here or the telephone symbol which is under the Wingdings font and click on Insert and close. And you can see that I've now utilized those symbols not only in my bullets but also just within a line of text. So that's something else cool that you can do with symbols in your documents.

And it's worth remembering that with these symbols they are treated as fonts. So you can do things such as change the color of them just by highlighting and utilizing your font option. So I

can change it to red just by changing the font color because they are essentially fonts, not pictures. They're symbols.

So hopefully that gives you an idea of how you can apply basic bullets and also some more advanced bullets using symbols and pictures that you have saved off into your documents.

In the next module we're going to take a look at how you can create an outline from scratch so please join me for that.

Video: Creating an Outline

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. In the previous module we were taking a look at bulleted lists and also numbered lists as well. And I'd like to finish up this section by just talking a little bit about creating an outline.

Now I'm starting with my numbered list again and I'm going to click my mouse after the first name and hit the Enter key. Now as we've seen before when we do that it will just continue the numbering on. But what about if I want to make this a second level number? Well very simply I can press the Tab key on my keyboard and that will give me a second level of numbering. So it's very important for you to know these terms. So using your Tab key will demote a level and using Shift-Tab will promote. Okay? So as I've done Shift-Tab it's taken it back to that first level numbering. Tab will put it down to second level numbering.

So I'm now going to type something about Deborah. I'm going to say she was Voted the top employee in 2017. And when I hit Enter you'll see that it continues on with that level of numbering. So I could then type in Voted the top employee in 2018 and hit Enter.

Now if I wanted to come out of there again I could just do Shift-Tab and that will take me back to there. Alternatively I could Backspace if I wanted to remove it altogether.

So now I'm going to jump back across to our Smith Flyer and we can take a look at how we can apply outline level numbering to paragraphs. So from the View tab I'm going to click on Switch Windows and go back to my Smith Flyer and I'm going to highlight all the way down from Who We Are to We're Growing. So let's make that selection and this time what I'm going to do is I'm going to go to my Home Ribbon and I'm going to go to this button just here, the Multilevel List. So let's click the dropdown and see what we have in there.

I have a few different choices that I could make. So again it really depends on how you want your outline level numbering to look. Now I want mine to look like this. So I want my first level to have a number one, my second level a small A, my third level roman numerals, so on and so forth. So let's select that one.

So let's take a look at what it's done here. So you can see it's got number one at the top here, then two, number three, and it follows through. But what it hasn't done is recognize that this should be on the second level. So all I need to do is click in front of where it says the Brokers and Associates and hit the Tab key to demote that to the second level. And you can then see everything then follows through. And I can do the same for these ones down here. So hit Tab, Tab, Tab and I could carry on going through to get that looking exactly how I want. So quite simple to create an outline.

And if I wanted to I could create a third level as well. So if you go down here to Buying a Home and click in front of Visit Open Houses, if I press my Tab key again that's going to make that a

third level like so. Okay? So you can go through and you can make those little minor adjustments as well.

Now what if I wanted to change the whole of the outline again? Well let's make our selection once more. Go up to our Outline Level Numbering and I could go to Define New Multilevel List. And what this will allow me to do is really get granular and really customize how my multilevel list looks. So you can see here I have nine levels and you can see those listed out there. So the first level is going to be a number one, we then have A, I, and then so on and so forth. And I can go in and I can select a level and I can make some really granular changes to the formatting. So if I wanted to for my level one's I could change the font by going into here, making it something completely different. By making my selections I could even change the color if I wanted to. And that's how it will look. I could go to level two and I could change the number style for this level if I wanted to and change it to roman numerals instead. I could change the number alignment, the text indent, loads of different ways that I can format how my multilevel list looks. So it's definitely worth going in there and really customizing so you can just very quickly apply your newly customized multilevel numbering to your document. So just know that you can go into here and define that new multilevel list.

I'm going to click Cancel because I'm fairly happy with how mine looks.

So that's a way you can define your outline numbering for an entire document. So if you already have a document sort of laid out you can go in there, highlight it all, select your Multilevel List, and then promote, demote as necessary or even get a bit granular and change each level of your list.

That pretty much finishes up this section. In the next module we're going to do a practice exercise. So I will see you over there.

Video: Section 3 – Practice Exercise

Deb: Hello everyone and welcome back again to our course on Word 2019. We're now down at the section three practice exercise where we're going to practice the skills we've learnt in relation to character formatting in Word.

So the first thing I'd like you to do for me is to create a new blank document. I'd then like you to just make a list of ten things that you want to accomplish this week and I want you to number the list.

Then under each level one item I'd like you to add a second level item which talks a little bit about the first level.

Then in the AutoCorrect options I want you to add an entry to the list so that you can type your initials into any document and it will produce your name.

I'd then like you to close the file and you don't need to save.

What I would then like you to do is to open the file called Practice Presentation 3. I'd like you to have a little bit of a practice just selecting text and you can refer to the attached document, Selection Techniques, if you need a refresher.

And then using Cut and Paste switch this text in the first paragraph, and you can see the text listed below. And I'd like you to switch that text in the dark blue box with the text in the last paragraph.

I'd then like you to replace Heather LaPierre at the bottom of the document with your name. And I want you to use your initials that you set up in the AutoCorrect options.

Finally I'd like you to Save and close this file and name the file My Practice Presentation 3.

Wow. Quite a lot to get to in that practice exercise. I hope you survived. You're doing a great job. I will see you in the next section.

Section 4 – Paragraph Formatting

Video: Alignment Options

Deb: Hello again and welcome back to our course on Word 2019. We're all the way down to Alignment Options. Now in the previous module we were looking at character options, so how you can change the formatting of certain characters and now we're going to move on to taking a look at formatting entire paragraphs.

So the first thing that you will notice is that we're back in our flyer here, our Smith Flyer. And you'll also notice that there's currently no formatting applied to this document. So everything is left aligned.

Now one thing you will notice with left aligned documents or the text within left aligned documents is that the text will actually wrap around, so you'll never get a broken word at the end of the line. It will just put it straight down onto the next line. You also won't see anything like hyphenations in there as well. So just be aware of that.

Now the most obvious piece of formatting that we might want to do here would be to take this title and center it on the page. So I'm going to select my title by hovering my mouse over in that margin and just clicking once and then I'm going to jump up to my Paragraph group on the Home Ribbon. And you'll see that you have your Alignment options just here. So currently we have left align applied. We also have center and right align.

There's also another one here called Justify. Now what that will do is it will center everything evenly on the page. So it will make sure that the margins on the left and the margins on the right, the text goes up to the end of each of them. So you kind of see this is newspaper print as well. So if that means that Word has to space out a word a little bit more then it will do that in order to make your text aligned on both edges. So that's what Justify is. So just be aware of that.

So I'm going to actually center this title. So I'm going to click on the Center Align button and you can see there there's also a keyboard shortcut of Control-E. And there we go, centered in the middle of the page. And of course if I wanted to just realign that back to the left I can choose the Left Align button. I'm actually just going to pop that back in the center.

So let's have a look at what happens if we right align. So for this I'm going to select all of the text in the document. So I'm going to do the Control-A shortcut to select everything and then we're going to click Right Align. And you can now see that everything is lined up on the righthand side but not on the left.

Let's select all of our text again, so Control-A, and let's take a look at that Justify that I was just talking about earlier. So if I click Justify you can see now if you look at these sentences, particularly these first two paragraphs where the text wraps around, they're aligned both on the

righthand side and also on the left hand side. So Word's gone and put in some extra spacing just to get that to work out correctly. So that's what Justify does.

So with regards to aligning paragraphs that's really all you need to know. There's just those four buttons in that Paragraph group on the Home Ribbon.

Let's now move on to taking a look at how line spacing works. So I will see you in the next module.

Video: Line Spacing Options

Deb: Hello again and welcome back to our course on Word 2019. We're now down to module 4.2 on Line Spacing.

Now when we talk about line spacing it's fairly obvious we mean the amount of space that we have between each line of text. And if I give you a quick example here, so I just have a blank document. I'm just going to type in the word Draft and hit Enter. Now you'll see that when I hit Enter the cursor doesn't appear directly under the word Draft. It appears a little way down. So there is a small gap in there. And that was developed mainly because a lot of the time people didn't want to type directly under the text above. If you imagine a title, you normally want a little bit of space in there. So what you'll find, the default in Word nowadays is to have a little bit of a gap in there. And of course you can adjust it, which is what we're going to look at in this module.

Now how can you tell what line spacing you currently have applied? Well if you jump up to that Paragraph group again you'll see that there is a button right in the middle there called Line and Paragraph Spacing. And there's a dropdown arrow so let's click it and see what we have in there. And you can see here currently it's not showing me any line spacing. Now if I click Next to Draft where we have that and go back to the same button, click the dropdown and you can see that I have my line spacing here set to 1.15 and I can tell that because it's got the tick next to it. So I could change it to whatever I wanted to if I wasn't particularly happy with that amount of line spacing.

You can also see at the bottom because we have this option here, Remove space after paragraph, that's also another indicator that there is some line spacing in there.

Now let me illustrate this a little bit better by using our Smith Flyer document. So I'm going to jump back to it using Switch Windows and what I'm going to do is I'm just going to start by highlighting the entire document, so Control-A again. I'm going to go up to my Paragraphs and I can choose any of these. And as I hover over them you'll see how that line spacing changes. So it gets wider as we go down.

Now in general 1.15 is a little bit easier for people to read than something like 1, which is a bit too close together. So if this is quite a long document and people are going to be reading it then 1.15 is actually a really nice line spacing, but you could increase that if you wanted to. It's entirely up to you.

Now I had my whole document selected there, which is why everything is changing, but if I was just interested in changing the line spacing on a specific paragraph again just make the correct selection before you go in and change that line spacing.

Now one more thing I want to show you in here and I'm just going to click my mouse at the end of the title. I'm going to go back up into that Line Spacing dropdown and this time I'm going to go to Line Spacing Options. And you'll see I get this little dialog box pop up and the third little group here is the Spacing group and this is where you can really get quite granular as to how much space you actually want before or after the text. So currently mine's set to zero. My line spacing is set to Multiple and you can there is that 1.15 that I set it to. But I could go in and change it to Single line spacing, I could change it to 1.5 lines, and you can see in the preview at the bottom what that's going to look like. So double line spacing is a bit wider. I could say At Least and then I can adjust how much space I want in there. So you really can set this to however you want it to look.

Now one handy little button in here, if you come into here and you've set up where your settings, set your spacing how you want it to be for all of your documents you can choose to set it as a default. And it will then ask you if you just want to set it as the default spacing for this document only or all documents based on the normal .dotm template. So that's entirely up to you. I'm just going to Cancel out of there. So just remember that if you do set it for all documents every time you create a new document you'll get whatever line spacing you've set in this area below.

So that's really all there is to line spacing. So it's definitely worth having a little play around with. And as I said, again, if you want to use the same line spacing in every single document come into here, set it, and then set it as default.

In the next module we're going to talk a little bit about working with indents, so I'll see you over there.

Video: Working with Indents

Deb: Hi everyone and welcome back to Word 2019. This is Deb and I am back with you to talk about working with indents in your document.

Now in the previous modules we've been talking a lot about options for formatting paragraphs and it might be that when you have a document such as this one that you might want to indent the left side of a paragraph. Now you could use the Tab key for things like this but it will only indent the first line. What I'm talking about is indenting the entire paragraph. And for that we can use these little indent markers that we have up here on the ruler.

So now that I've tabbed that first line if you look at this little indent marker just here you can see it's moved it along half an inch. Now maybe I don't want it to be half an inch or maybe I want to indent the whole paragraph. How might I do that, because I can't use the Tab key to do that? Well I can utilize these little buttons or icons, whatever you want to call them, on the ruler at the top here and work with those to set my paragraphs or my indent spacing just as I want it to be set. Let me just Backspace out of there.

So let's take a look at what these little buttons do. Now if you hover over them, and I'm going to hover over this top one here, the downward facing triangle, you'll see that it says First line indent. And what that means is that this little button controls just the first line of your paragraph. Now in fact a step I've just forgotten to do is I'm going to highlight the paragraphs that I want this to affect first of all.

So what I'm going to do is I'm going to highlight this first paragraph just here. I'm going to go up to my ruler, I'm going to grab my first line indent and I'm going to click and I'm going to drag it. I'm going to drag it to three-quarters of an inch and let go. And you can see because it's the first line indent it's only moved that first line.

So it works similar to the Tab that we did before but this time I'm able to define how large that indent is. Remember Tab will automatically only allow you to tab half an inch.

So I'm just going to undo that by clicking my Undo button and let's now look at the one below that on the ruler. So we've looked at the First line indent. The one below, the little upwards pointing triangle is a hanging indent. So let's drag that across and see what that does. As you can see it moves basically everything except that first line. So it's almost like a reverse of the First line indent.

Now can you think of any examples of a hanging indent? How about numbers? We looked at numbers in a previous module and let me just show you what I mean by that. I'm just going to switch to a blank document. If you remember in one of the previous modules we had a list of four or so names. So let me just type those in again. So there was Adam, there was Deborah,

there was Meesh, and we'll say Rob. And I'm going to apply some numbering to these names. So I'm going to go to my Home Ribbon and I'm going to select just the basic numbering.

Now look at my ruler. You can see what it's done here. The First line indent has moved out and so has the Hanging indent as well. So again I could use these to adjust the way my numbered list is displayed. So maybe I've decided that these four names are a bit too close to the numbers. I could grab the hanging indent and I could drag it out and move those further away.

The same thing for the numbers. There is a set to the First line indent. I could drag that and I could drag them in or out to adjust those. Okay? So that's an example of indents in use in your document. And Word does that automatically when you apply numbering. Let's switch back to our flyer that we're working on.

Now the other thing that we have here is this little box on the bottom. So where we have that upward pointing triangle or the hanging indent underneath there's something called a Left indent and it's the little square or rectangle, whatever that is, and if I drag that it's going to drag the whole lot. So if I just undo a couple of times so you can see this a little bit better and just grab the Left indent it moves the entire paragraph across. Okay? Now you also have a corresponding one of those on the righthand side of the document as well. So I have a Right indent. So again I can grab it and I can drag in. And remember these changes are only affecting the paragraph that you have selected. So if you wanted to do it for the entire document you'd just press Control-A and then drag your indents in and out.

So that's a very quick overview of how to use those indents on your ruler. The next thing I want to talk to you about is working with tabs. So I will see you in the next module.

Video: Working with Tabs

Deb: Hi everyone and welcome back to our course on Word 2019. We're now down in section four and we're going to start talking a little bit more about the use of tabs in your documents.

And this is a really good feature in Microsoft Word and what a tab actually is, it means that when you hit the Tab key it will essentially allow you to override the default tab spacing of half an inch. As we've seen previously if I just click my mouse in the top of this document, if I press my Tab key it's going to tab me across half an inch each time. So with tabs you can set them to whatever distance you want. And you can also change the kind of tab that you're using in your document as well.

So if you just look at this example that I have here, I just have a blank document open and I have a little what looks like a table. All of my information is nicely in columns and everything looks nice and lined up. Now you might think that this is in fact a table. It's actually not. I created this purely using tabs. And if you turned on your Show/Hide Paragraph Markers which we looked at in a previous module you can see all of the tabs in there. So wherever we have a little arrow that's where we have tabs. Now I'm going to turn that back off and let's start looking at how you can set tabs in a document.

Now you might be wondering where are my tabs? Well they're actually quite hard to see if you don't know where they are. If you look up at the ruler and cast your eyes off to the left hand side you'll see this very small little sort of back to front L just here. It's just below the Quick Access Toolbar. And if you hover your mouse over you'll see it says Right Tab. If I click on it it moves to the next tab, which is a decimal tab. So let me explain what these are.

The first two are left and right tabs, so they will allow you to align your text to the left or to the right. The decimal tab allows you to line up via the decimal point. So if you have numbers in a document you can set that tab so that all of those decimal points are in line. You then have a bar tab which you will sometimes see used in CVs or resumes. So if you've ever seen a resume that has kind of a line running down the middle and there's information on both sides that's normally created using a bar tab. And we then have indents again. So our first line indent. That's exactly the same as the one which we were looking at on the ruler. And if I click once more we have our hanging indent as well. And then if I click again we're back to left tab. So they essentially cycle round. So you can just click on them to move through and then pick the tab that you want to use in your document. So let me just show you very briefly how these work.

So with my left tab selected I'm going to go over to the ruler and I'm just going to click where I want to drop that tab. So let's say I want to drop it at one-and-a-half inches. I'm going to click and there you can see that little L. So now when I press my Tab key it's going to jump me straight across directly underneath where I've set that tab and I can then type my text. Same

thing if I go to the next line by hitting Enter, press Tab and I'll be directly underneath the line above. So nice and simple.

Now if you want to remove a tab it's a simple case of just dragging it off the ruler. So I'm going to click and I'm just going to drag it off the ruler. I'm going to delete out this text that I've already put in here.

So let's now cycle through some of the other tabs and explore what they do. So I'm going to go back to my little tab indicator, I'm going to click once, and I've now changed it to a decimal tab. So now I have that selected I'm going to go on to my ruler and I'm just going to drop this at one-and-a-half inches as well by clicking on the ruler. I'm going to tab across and I'm going to type a number this time that has a decimal point. And you'll see that the decimal point is directly underneath where we have that decimal tab. So everything is going to line up if it's got a decimal point in it. So if I was to do 65.978 you can see whilst these numbers aren't in line those decimal points are. Let's delete that and get rid of our tab by dragging it off the ruler. Let's go back and cycle to the next one which is the bar tab.

Now I'm going to come in here and I'm going to put that bar tab and two-and-a-half inches like so. And you can see it gives me a little line in there. So I can type some text, I can press tab and I can go the other side. As I said, you might see this in things like resumes where you have your personal details on one side and then maybe your education, previous employment on the other. So a bar tab is useful for that kind of thing. Let's delete out and cycle to our next tab.

Now these two we've already looked at these. These are the indents and we looked at those in the previous module so I'm going to skip over those indents for the time being and this time we're going to cycle to the center tab. So again let's just put this at 2.5, click on the ruler, I'm going to type my name again and you can see that it's perfectly centered underneath that tab. Let's drag that tab off and delete.

And the final one that we're going to look at is the right align tab. Now with this one what I'm going to do is I'm going to put this all the way at the end of the ruler. So sort of by where we've got number six on the ruler and click. And now when I press Tab you'll see my cursor jumps all the way over to that righthand side. And as I start typing my characters print to the left so that everything is lined up nicely on the righthand side.

So those are the different tabs that you can use in your document and which ones you use really depend on what you're trying to line up. Now again let me just delete that out and just drag that tab off the ruler.

So in this table that I already have created if I click within it you can see the tabs that I have set up for these columns down here. So if you look at the ruler you can see that I have a left tab set up there and all of the addresses are aligned to the left. For the Amount column I have a decimal tab set up. So everything is line with the decimal points. And then finally in the last column here

I have a right tab set up so everything is in line on the righthand side. So that's how I've constructed this little table down here or this columns of information.

So now what I'm going to do is I'm basically going to recreate this little table that we have below in the top half of this document. So I'm going to set up my tabs first of all.

So the first thing I'm going to do is I'm going to grab the left tab. So I'm going to cycle through and I'm going to drop that tab roughly there. And then I'm going to pick up my decimal tab and I'm going to drop that just about there. And then finally I'm going to pick up my right tab and I'm going to drop that right at the end of the document. So I have my tabs set up on my ruler. Now I'm just going to recreate the information that we have below so I'm going to type in Name, I'm going to press my Tab key and it moves across to that first tab. Press my Tab key again, I'm going to hit Enter and then I'm going to type in Adam Lacey, 123 Elm Street, and we're going to say \$25.00 and telephone 555-8967 and hit Enter. And I'm just going to do a few of these. So we've got 456 Oak Lane, we have \$14.50, Tab, and then the phone number 645-9867. Let's just do two. So hopefully you can see from that how I created that table below. And of course if you're not happy where the tabs currently are or the way the document is looking you can just drag and drop these tabs to move them either left or right.

Now the final thing I want to discuss here is something called Tab Leaders and that may not be a term that you've ever heard of before but if you think of it in this way, if you've ever looked at a table of contents in a book or in a document or a manual quite often you'll have the page number and then you'll have dot-dot-dot-dot-dot and then maybe the title of the chapter or the title of the topic or something like that. And that's basically what a Tab Leader is, those dots. I'm going to show you how you can add those on when you set up your tabs.

So the first thing I'm going to do is I'm going to highlight all of the text where I want Tab Leaders. So I'm going to leave out the column headings. And there are a couple of different ways you can get to Tabs. You can either double click on any tab stop that you have on the ruler, so I could double click here and it would take me into my Tab box or if I just click Cancel there in the Paragraph group if you click this little dropdown arrow you have a Tabs button at the bottom of this box and that will take you to exactly the same place.

Now what you'll see in here are all the tabs that you currently have set up for the selected area. So you can see here I have tabs at 2 inches, 4.25 and 6.13. And currently I don't have any leaders set. So you can see at the bottom we have Leader and currently it's set to None. So I'm going to set a leader. Now what you need to do is you need to select your first tab stop. So mine is the one at two inches. And I can choose a style of leader. So I can have dots, I can have dashes, or I can have a solid horizontal line. Now I'm going to use dots so I'm going to click on number two. And you have to click on Set, very important and very easy to forget. Let's click on Set and you have to do the same thing for each of the tabs that you have. So I'm going to go to 4.25, I'm going to select the dots and click Set, and then finally 6.13 and Set. And click on OK. And there

you go. You'll see I get my leaders in between my columns. So that's lovely if you're doing something like a table of contents. It just adds a really professional edge.

So hopefully that's given you more of an idea as to how you can set up different types of tab stops on your ruler and also how you can add those leaders in there as well.

We've made it all the way to the end of section four now so all that's left for you to do is a quick practice exercise before we move on to managing and sorting lists in section five. So I will see you over there.

Video: Section 4 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down to section four practice exercise and this is where I want you to practice some of the skills that we've learnt in relation to paragraph formatting.

So the first thing I'd like you to do for me is to open the file called Module Practice 4. I'd then like you to go in and change the line spacing for the entire document to 1.0 and no space after the Enter key.

I'd then like you to center the title on the page and then indent the first paragraph at 0.75 inches on the left and 5.25 inches on the right.

I'd then like you to place a right align tab at 6 inches and move the date over to that date. Once you've done all that you can save and close the file.

Great job everyone. It looks like you're ready for the next section so I will see you over there.

Section 5 – Managing Lists

Video: Sorting a List

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down into section five where we're going to start talking about how you can sort lists in Word.

And the functionality here is very similar to Excel if you've used the sorting options in Excel previously. And what I mean by that is that you have the ability to take a list and sort it and format it in the way that you like.

So what I've done first is I've created a new blank document and I've just typed in a list of names and these names are in particular order. But what if I want to take my list of names and I want to sort them by last name? Well the first thing you need to do here is you need to make sure it's properly set up and formatted before you do your sort. And what I mean by that is that you need to tell Word how these names are separated. So if I turn on my Show/Hide Markers you can see here that I have a dot in between each which means that I have space in there. So essentially my words are separated by a space. So I need to tell Word that it's looking for a space character.

It might be in some scenarios that you have a tab in there or maybe something else and that's perfectly fine. You'll see when we go into the options you do get a choice of how your words are separated. But for me it's going to be a space character. So let me just turn off those non-printing characters. And it's also worth noting that this list could be a bulleted list as well or it could be a numbers list. You can still sort it even if you have bullets or numbering applied.

Now the first step here is we need to select our list. So I'm just going to drag my mouse to highlight and then we're going to go up to the Home Ribbon and look in that Paragraph group again and you'll see here we have a Sort button. It's that little A to Z with the downward facing arrow. And I'm going to click it and this takes me to my Sort Text options. And you'll see that I have three things that can sort by. So it really depends what you're doing with your sort.

Now the first thing I need to do as I said before is I need to tell Word that my names, the first name and last name are separated by a space character. So I'm going to jump straight into this Options button at the bottom. And you can see here it says Separate fields at and then Tabs is always highlighted by default. If you don't have tabs, which I don't, you can select Other and just remove whatever is in that box by pressing the Delete key and replace it with whatever is separating your fields or your names. So in my case it's a space so I'm just going to do a space like so. And click on OK.

I can then perform my sort. So up in this first box here it says Sort By. Currently it says Paragraphs. We've got headings as well but then I have Word 1 or Word 2. Now in this case I want to sort by the last name, which is going to be Word 2. I then get to stipulate the type of text. So I could have text or it might be a number that I'm sorting or maybe even a date, but I'm going

to keep this on text and I can choose how I want to sort, either ascending or descending order and I'm going to say ascending.

Now you might be wondering why we have two more boxes down here. This would be if you then wanted to do another sort after the first sort has been performed. So imagine in this example I don't have it, but if I did have maybe two people with the same last name I might want to say okay once you've sorted by last name I then want you to sort by first name so that I get that in the true order. Now in this case I don't have any duplicate names so I'm just happy to keep it as is and I'm going to click on OK. And there we go. It's sorted my list into alphabetical order ascending. So quite nice and easy. Just remember to tell Word how your names are separated before you do the sort.

Let me just show you another quick example of this. I'm just going to jump across to another document that I have open, which is Smith Flyer Edit. Now at the bottom of this document what I've done is I've just grabbed all of the headings and I've just put them in a list here and maybe I want to sort these headings. So again I'm going to highlight them, I'm going to go up to my Sort button and again straightaway I'm going to tell Word how my words are separated. And again they're separated by a space. So I'm going to go in here and I'm going to do space, click on OK, and this time when I click the dropdown I can sort by Word 1, Word 2 or Word 3. So I'm going to sort by Word 1. It's text so that's fine and I want to do it in ascending order and I'm going to select OK. And there you go. It's reordered my list for me. So quite simple to perform a sort on lists of names or lists of headings or anything along those lines.

So there we go. Fairly straightforward to perform a sort in a list.

So that's it on sorting. Not quite as many options in Word as there are in something in like Excel but you do still have that basic functionality there. Next we're going to move on to section six where we're going to be talking all about tables, which is very exciting, so I will see you over there.

Section 6 – Tables

Video: Working with Tables

Deb: Hi everyone. This is Deb and welcome back to our course on Word 2019. We're now down to section six where we're going to be talking a lot about tables and how you can use them in your documents.

So really all I want to do in this opening module is to introduce you to a table and show you how you can work with a table and some of its functionality.

So you can see I have a document open here. It's called Tables.docx. And I have a very simple table in here. And tables are made up of columns and of rows. So you can see here I have one, two, three, four, five, six columns and one, two, three, four rows running across. And what you also have on a lot of tables is the table header row and you can see that I have one here and that just contains the label so you know what's in the rows beneath or the columns beneath. So I just want to show you a couple of little tricks with a table.

Now when I'm clicked inside a table you'll notice a couple of things. As soon as I click inside I get this additional ribbon at the top here which says Table Tools. Now this is what we call a Contextual Ribbon, which means that it only appears when it's needed. So when I'm clicked inside my table Word thinks, "Okay she's working in a table. I'm going to give her all of the tools that she needs in order to work with that table." And you can see here if I click on the Design tab under Table Tools I have lots and lots of different things I can do to my table. This is related to the formatting of the table or the look and feel. And I also have a Layout tab which allows me to do things like delete the table, insert rows and columns in the table, so on and so forth. So just be aware of that.

You'll notice if I click my mouse outside the table again those ribbons disappear. So I no longer have access to Table Tools because I don't need it. I'm not currently clicked within the table.

Now another thing you'll notice when I click in the table is you'll see I get this little crosshair icon in the top left hand corner. And this kind of serves a couple of purposes. If I click on it it's going to highlight my whole table, which can be very useful. And it's also what I can use if I want to move the table. So if I want to move the table to a different location in my document I can just click and drag on the crosshair and move it up and down. And I could if I had text in this document I could position it so that the text flows around the outside of the table. So that's sort of a quick way of being able to move your table around your page.

Another thing that's useful to know when you're working in tables, if I just click in this first cell just here and use my Tab key that will move me across to the next column and I can carry on doing Tab just to move across, which is really handy if you're doing some editing.

Now it's worth pointing out when you get to the last cell of the last row if you press your Tab key it's going to give you an additional row. Now that's great if you do want an additional row, and a lot of time that's a really useful feature, but if you don't just bear in mind not to press Tab otherwise it is going to give you another row. Now I'm just going to Undo because I don't need that row at the moment.

And of course as you can imagine I can go into here and I can make any edits that I want to make. So maybe I just want this to say Sticky Note instead of Sticky Notes.

Another thing you can do in tables is essentially add formulas. So again you might be used to working with formulas in Excel but not so much in Word. And we actually do have a formula in this table and that's a formula that's working out the total. So this is doing the order quantity multiplied by how much each order is. So in this case 15 multiplied by 152 and that gives me my total. And I'm going to go through with you in later modules how you can work in formulas and add them into your table cells.

So that's it. That's just a very quick overview of some of the functionality of a table. Now we're going to move into creating our own tables from scratch. So please join me in the next module for that.

Video: Creating a Table

Deb: Hello again and welcome back to our course on Word 2019. We're down in section six and we're taking a look at the wonderful world of tables. And we've just seen a brief overview of some of the functionality but now what we're going to do is we're going to create a table from scratch. And there are a couple of different ways that you can do this so I'm going to show you one of the ways now and also show you a little bit more functionality with regards to tables.

So I have a blank document here and I am just clicking my mouse at the top of that document and I'm going to go straight up to the Insert Ribbon. And remember everything is kind of categorized onto these ribbons. So anything that you're inserting into your document you're normally going to find on that Insert Ribbon. And you'll see in the second group we have the Tables dropdown.

Now this will present us with a grid-like structure and all you need to do is if you just hold your mouse, you don't even need to click, if you just hover your mouse over you can select from the grid how many rows and how many columns you want in your table. And you can see as I do that I'm getting a live preview in my document.

So what I'm going to do here is I'm going to do five by three. And once you're happy with it just click your mouse once and it will insert that table in. So really nice and easy.

Now again as we looked at in the previous module because I have actually in my table, so my cursor is flashing in that first cell I now have my Table Tools Ribbon, that contextual ribbon that's only visible when you need it. And it's currently showing me the Design tab and we're going to really get into these tabs as we go through this section.

Now one thing you might notice is that when you do insert a table in this way there's no blank space above the table. So if I wanted to put like a title for my table I don't have anywhere where I can click because the table is in the way. Now this used to be a very perplexing problem for me. I used to kind of drag the table around and it was all a bit fiddly. But now I've discovered a little trick on how you can actually add an additional row or an additional space above your table so that you have room for a title.

Now you need to make sure that you're clicked in the first cell before where the first character would be typed. So for me that's just there. And then just hit the Enter key on your keyboard and magically we get a little bit of blank space at the top. So I now have room to type in a title. So that's just a little quick tip for you there.

Now when it comes to inputting data into your table, I'm just going to click in that first cell and normally you will have the first row as what we call a header row. So this is really where you type the labels so that everybody knows the kind of information that you have in the rows below.

So I'm going to add some information in here. We're going to have Date Ordered and I'm going to press my Tab key to move across to the next cell. I'm going to have Item Name, tab again. I'm going to have Stock Number, Tab. We'll say Quantity Ordered and finally Amount Each.

And it's worth noting as I've tabbed to move across you can also do the reverse by doing Shift-Tab and that will move you back. So Tab and Shift-Tab will allow you to move through there.

I'm going to press Tab again to move on to the next line and let's just input in some data into here. So I'm going to say 01-12-2018, Tab, and our item is Sticky Notes. I'm going to say our Stock Number is 2152, Quantity Ordered is 15, and the Amount Each is \$1.52, I'm going to press the Tab key, and we're going to do 05-01-2019, and we're going to say that this is a Leather Bound Yearly Planner. Now notice what's happened there. Because the text that we've put into the cell is too wide really for the width of that column it's wrapped the text around. I'm going to show you how you can deal with that in a moment. But let's just fill in the rest of the information. This stock number is going to be 8328, quantity ordered is two and the amount each is going to be \$17.98.

So let's just go back to this one here where it says Leather Bound Yearly Planner. Maybe I want that all on one line. So it's worth noting that you can adjust any of the widths of your columns just by hovering your mouse over the column divider and you'll see as I do that I get that double headed arrow and I can just drag that column out like so. And I can then drag the rest of them to give the ones that need more room a little bit more space and get that all on one line. So just be aware that you can do that. You can adjust the widths of your columns. So there we have the start of a really nice looking table.

What I want to talk to you about in the next module is how we can add rows and columns to an existing table that we already have. So please join me for that.

Video: Adding Rows and Columns to a Table

Deb: Hello again and welcome back to our course on Word 2019. We're still down in section six looking at tables and in the previous module we saw how to insert a basic table and add some text into that table. What I want to focus on in this module is just how you can add rows and columns to your existing table.

Now one thing that's really important you understand before you start to do this is how to make different selections within your table. So for example, if I want to select an entire column I need to hover my mouse over my column until I get that little black downward arrow that you can see here just above where it says Date Ordered. Now when I click my mouse it's going to highlight that entire column. If I want to highlight more than one column I still need to make sure that I have that black down facing arrow but this time I just click and I drag across to highlight multiple columns.

And to select a row it's slightly different. If you just hover your mouse over in the left hand margin until you get your arrow and click and it's going to highlight that entire row. And again if I want to highlight more than one row I can just drag down like so.

What's also worth pointing out here is if you turn on Show/Hide, so show those non-printing characters, you'll be able to see these little markers at the end. Now when we're in a cell these little markers represent what we call a cell marker. Whereas the ones you see outside of the table at the end, those are row markers. So they're actually really important because sometimes if you were just highlighting cells like this and not including that row marker you don't actually have the row selected. You just have essentially five cells within the table, which is why it's important to make a row selection which includes that end of row marker. I'm going to turn those off for now but I thought that was an important point worth mentioning.

So what we want to do here is I want to add a new column on to the end of this table. So next to where it says Amount Each. So how are we going to do that? There's currently not really any space. Well again the first thing we need to start with is the selection. And I need to select the last column. So I'm going to hover over until I get that black downward arrow and I'm going to click and then I have multiple different options for inserting a new column. The first way is I could use the mini toolbar that you can see pop up in front of us there. You can see that we have a little Insert dropdown and I could choose to insert a column to the right. Another way that I could do it would be to right click my mouse and you'll see that I have an insert option there and one of the options I have is Insert columns to the right. So that would work also. And then the third way I have of doing it is to go up to my Table Tools Ribbon and this Layout sub-ribbon and in the Rows and Columns group I have an option here to Insert columns to the right. So as we're here I'm going to use this one and there we go. I now have a new blank column. And you can see that it's had to shuffle a few things along to make room for it. So a couple of other things have now been wrapped around onto the next line, but I'm not going to worry too much about that at

the moment. I'm just going to add a heading for my new column, a heading to Total. And obviously we're going to calculate the totals in here using a formula in a later module.

So now let's add in a row. And this time I'm not going to add one on to the bottom. I want to add one in between my two items here, so in between Sticky Notes and in between Leather Bound Yearly Planner.

Now I could do this a couple of ways. I could either choose to highlight the Sticky Notes row or I could choose to highlight the Leather Bound Yearly Planner row. So let's stick with this one and again let's use the Ribbon this time. I'm going to go up to the Layout Ribbon and you can see here I have a choice of inserting a row below or above, which is why I could have chosen either of these because I have the above and below options. Now because I have this row highlighted I'm going to want to insert my blank row above. So I'm going to click Insert above to get my new blank row.

And as with the columns I could have done that numerous different ways. I could have right clicked my mouse and gone to Insert and done Insert rows above or I could have used my mini toolbar and used the Insert above option just here as well. So as always with Microsoft there's always three or four different ways of doing exactly the same thing.

So let's put in some information. I'm going to say 03-21-2019. Our item is going to be Blue Pens. Our Stock Number is going to be 1586, Quantity is 56 and the Amount Each is going to be \$2.98. And there we go. So that's how you can insert rows and columns into an existing table.

Next I want to talk to you a little bit about how to format your table, make it look really nice, make it looking engaging, and also how you can make parts of your table stand out, such as like the header row. So please join me in the next module for that.

Video: Formatting Table Data

Deb: Hi again. This is Deb and welcome back to our course on Word 2019. We are working our way through module six and we are now down to section four. And what I want to look at in this module is how to format your data in a table.

So looking at this table that we've been working on in the previous modules let's change a few things to make this look a little bit more engaging and a little bit nicer to look at.

And looking at this currently I can see a few things that I might want to change. So the first thing is in this header row I can see that I have some text that's been wrapped around, so Stock Number and Quantity Ordered. So what I could do is I could adjust these columns so that these are on the same line like so. And again these can sometimes take a little bit of fiddling around with. And I don't think I need quite as much room for Item Name. So there we go. So they're now all on one line. That looks a little bit neater to me.

So still focusing on that header row I want to make it stand out a little bit and I can do that by just adding some formatting to the text in the header row. So once again I'm going to select my row and I'm going to make some changes. So the first thing I'm going to do here is I'm going to center all of my headings. So I'm just going to go up to the Paragraph group and click on the Center Align button. And I'm going to make these headings bold and I'm also going to change the font to something else. So let's see. What shall we use? Well I'm going to choose Cambria. Now you will notice that with certain fonts, some fonts are a little bit bigger than other fonts. So again you may have to do a little bit of resizing of the columns, but I think in this case I'm actually going to make the font a little bit smaller, just take that down to let's say 10 and I'm just going to make a minor adjustment just here. Now did you see what happened there? Look as I click and drag. It's just dragged that cell border out. Now that was because I only had one cell highlighted when I started resizing that column. So let me just Undo and I want to just drag the whole column like so. There we go. I think that looks a little bit nicer.

Now a couple of other things I'm going to do here is I want to center align these stock numbers. So again I'm just going to highlight the cells that I want to center. So I'm just going to highlight those three. I'm going to use my Center Align again to get those into the middle. And I'm going to do exactly the same for Quantity Ordered. So select those cells and just align to the middle.

Now with these amounts I'm going to do something a little bit different because you can see I've got these three amounts in here but the decimal points are not lined up. Now we spoke about this a little bit before when we were looking at tabs. So what I'm going to do is I'm going to add a decimal tab, which means that these will all be lined up wherever the decimal point is. So I'm going to go up to my tabs in the top left hand corner and I'm looking for the decimal tab. So I'm going to cycle through just by clicking and there we go. There is my decimal tab. And I'm going

to just place it just there, like so. And you can see now that those figures are lined up with the decimal point. So that looks a little bit nicer.

Now let's go up to the Design Ribbon on our Table Tools contextual ribbon.

Now a couple of things I want to highlight to you in here. The first one is this big group in the middle, this Table Styles. If you click the dropdown there you have various different formatting that you can apply to your table. And as I hover over you get a live preview. And you can see that the majority of these contain what we call Banded Rows. So that means that you have a white row in between a colored row. And you can change that if you want to. I'm just going to select this table style just here to add a little bit of color into my table. And you can see what's also apart of that table style is that it make everything in the first column bold as well. And again if I didn't like that I could just go in and I could make a modification just by turning Bold off like so.

Now as I was saying, you have banded rows in here and if I wanted to change that I could go back to my Table Tools Design Ribbon and in this first group we have some table style options and you can see whichever you have ticked is what you currently have active in your table. So I can see that I have a header row, which is correct, I have banded rows turned on, which is correct, and if you remember my first column when we added the table was in bold but I manually changed that. So if I don't want banded rows I can just untick and it gets rid of those banded rows. And I can tick to add back in. I could also do banded columns if I wanted to and turn off banded rows to get a different look and feel. In this particular table though I actually quite like just the banded rows.

To the other side of this Table Styles group we have options for controlling the shading. And we have our color palette in here and we also have a wider color palette underneath More Colors. So if you wanted to make some minor adjustments to the colors that you have on this table you can do that from here. You can just highlight your row or your column and make the color change. So you're not stuck with just the table style that you've selected. You can go in and modify that if you want to.

And we're going to look at shading and also border styles a little bit more in the next module. Now let's jump across to the Layout Ribbon and see what we have in there.

Now I'm going to select my entire table just by clicking on the crosshair and what we've got in here are there are some things that we've already looked at. So this Row and Columns group, that's if you want to add rows or columns into your table. And you also have delete options in here as well. So if you want to delete individual cells or you want to delete columns or even the entire table if you want to you can do that from here.

You can also do things like split cells or even split the table. Now let me show you what I mean by split table. I'm going to highlight this second row in here. Now this isn't going to make too

much sense but if I click on Split Table it essentially will split it wherever I've highlighted and you're effectively then have two different tables. Now I'm going to undo that because I don't want that to happen. And you could also if you wanted to split cells. So if I had one cell here where I've got Blue Pens and I wanted to make that two cells I could say Split Cells, I say I want to split the cell into two columns and keep it as one row and click on OK and I now get two columns within my row. And of course you have the opposite of that. If I highlight both of them I have a Merge Cells to put that back as it was. So a few useful options just there.

Now AutoFit just next to it, this is if you want to AutoFit the contents of your table. So you can either AutoFit it to the window or you can AutoFit it to the fixed column width. And you can also make really granular adjustments to the height and width. So you can set the row height just here and you can set the column width just here. So you can really kind of customize that as to exactly how you want it to be.

Now these two options here where we have Distribute Rows and Distribute Columns you can select a column or the whole table or just a row and this will just allow you to make everything even.

And then moving across to the next group we have some vertical alignment tools. So this is quite nice. If I wanted to vertically align everything in my table, so again I could select my table and I have a few different options here and I'm going to say I want to align them center left. So when I click this you can see now that they've been aligned within their cell. So these ones don't have any room to go up and down but this one down here is now showing in the center of that cell. So that can be quite a nice option if you've got quite wide rows you can make sure that they're, the text is exactly in the center of that particular cell.

And you also have text direction at the top here. So let me just show you how that works. I'm going to highlight my header row, I'm going to say Text Direction and there we go. I have it displayed in a slightly different way. It looks a bit strange on this table but there might be some instances where you actually find that useful, particularly if you've got a lot of items in your table. I'm going to undo that.

You can also change the cell margins. So if you want to have a little bit more space around each cell, so space between the edge of the cell and the text within it then you can define your cell margins in here. Now I'm not going to do that but just be aware that that option is there available to you.

So those are a few of the options that you have with regards to the design and also the layout. Hopefully that makes you a little bit more familiar. We are going to dive into some of these in a little bit more detail over the preceding modules.

So next let's do that. Let's jump in to how you can add borders and shading in your tables. So I'll see you in the next module.

Video: Borders and Shading

Deb: Hello everyone and welcome back to our course on Word 2019. We're down in module six in section six now and we're going to be talking about borders and shading. Now we spoke about this briefly in the previous module when we were looking at creating tables. And if you remember what we noticed when we inserted or created a new table in our document is that Word gives the table borders automatically. So let's just remind ourselves of that.

I'm going to go up to the Insert Ribbon, I'm going to go down to Table and I'm going to insert just a three row table, and I'm going to click. And you can see automatically we have these black borders around the outside of this table. And what you have in Word is that you do have the option to take those borders off completely or add different kinds of borders. It's also worth remembering that currently in the state that we have this table these borders will print, but you can also turn them off if you don't want them to print them at all. So let's take a look at some of these border options.

I'm going to highlight my entire table just by clicking on the crosshair and I'm going to go up to my Table Tools contextual ribbon onto the Design subtab and you'll see that the last group here is the Borders group. And we have a little dropdown here called Borders. And you can see that some of these are already activated. So where we have the green highlight around the outside that means that it's activate on the current table. So you can see here I have bottom borders turned on, top border, left, right, so on and so forth. And if you want to turn these off you can just click on them to deactivate them. So if I click on Bottom Border you will see now that that bottom border disappears. Now I actually don't want to do that so I'm going to turn my bottom border back on.

Let's go back up into that dropdown and what you'll see is an option here for No Border. So I'm just going to switch to that. Now even though we've selected No Border you can still quite a faint dashed line. Now that's really just a guideline so that you can still type, you can still see the outline of the table but this won't print. So if I was to print this document the text is just going to look like it's in columns. You're not going to actually see those borders at all.

Now if you don't want these gridlines showing at all you can also turn those off. So let's select our table again, go back to our Borders dropdown and you'll see at the bottom we have a View Gridlines option. So I currently have mine turned on. So if I was to click it it's going to look like there's nothing on the page. The table is still in fact there and I can still type. It just makes it a little bit more difficult if you can't really see where those columns and rows are. So what I generally do is I'll turn on gridlines, I'll create my table, and then if I don't want anything to print, any of the outlines, I'll just go in and take those gridlines off.

Now I'm going to turn those gridlines back on so that I can see them. And I'm going to go back up to Borders and what I'm going to do is I'm going to select this option here, the Outside

Borders option. And what you can see there is that I now have a border just around the outside of my table. So again these gridlines in the middle aren't going to print. So all you'll see is a black border around the outside and the information in columns and rows.

Now what about if I wanted to apply a border around the heading row only? Well it's just about where you make your selection. So I'm going to select my heading row, I'm going to go back up to Borders and I'm going to say Outside Borders. So now I have an outside border around my heading row and also around the outside of the table, but I won't see any column dividers or row dividers in the bottom two rows because those are currently still just gridlines.

Now there's lots of different options under this Borders dropdown. So you've got things like Inside Borders, Inside Horizontal Bar, Diagonal Down Border. So you can really have a little play around with those. You may find some of those are useful to you in your daily work. I'm fairly happy with how mine looks but what I want to do now is to start adjusting the colors.

Now in the dropdown that we currently have you can see that we don't have any options for setting the color, setting the style or setting the width of those borders. So we're going to jump into something else to do all of those things. And to do that I'm going to go all the way down to Borders and Shading at the bottom and it takes me into this dialog box and what you'll see here is we have three different tabs. We have Borders, we have Page Border and we have Shading. And we're going to explore all three.

So I'm going to click on Borders first of all and you can see here we have different options that we can select. So Box Border, All, Grid, so on and so forth. And we can also select a style for our border. So it might be that I want a double line border and this is where we can change the color. So I'm going to change this to a dark blue and I'm going to make the width a little bit thicker. So I'm going to make it to 1.5 points.

So now that I've set these options if you look in the Preview it's showing me what it's going to look like if I click OK. So around the outside I'm going to get that blue double line border. If I didn't like that, so maybe I just wanted to apply it to the top and the bottom I can click on the two side ones in this preview area to remove those borders. And when I click on OK you'll see that's what I get. So you really can customize it from within there.

It might be that I want a completely different style for the left and right borders. So let's jump into there again. I'm going to highlight my table, I'm going to go to Borders and down to Borders and Shading. And this time I'm going to have, let's have a triple border. I'm going to say I want this in purple and I'm going to make it a little bit wider. And then I'm going to go to my preview and I'm going to specify that I want this border on either side. So I'm just going to click and click again, click OK, and there we go. So quite easy to customize. And there's so many different combinations of options that you can use for your border. So it's definitely worth having a little play around with those.

So next let's talk about a little bit about shading or the fill color. Now when we say Shading what we mean is the color that's going to appear in the background of the cells. So again let's go into our Borders and Shading and you can see here the third tab is the Shading tab. So currently I have no color selected. Now I can go in here and choose a Fill Color from the color palette and that currently will apply to my entire table. Now I actually don't want to do that. I want to have a different color shading in the header row to the other two rows. So I'm quickly going to cancel and just modify my selection.

So I'm going to select the top row or the header row first of all, back into Borders and Shading, I'm going to go to Shading, and I'm going to choose a light blue color. Now underneath there I have a couple of little dropdowns for patterns. So if you don't want a solid background fill you can go in here and you can change the gradient or the transparency, either lighter or darker, but if you scroll down you also have different patterns that you can use for your background fill. Now in general I don't tend to use these because I find that if I'm typing text over the top of a pattern it makes that text really hard to read. So it might be good in some situations but if you're putting text in there I would sort of stay away from really adding patterns into your background fills.

Now I'm just going to keep mine on clear, which you can see in the preview is just going to be that true blue color that I've selected. I'm going to say Apply to Cell, so that's going to be all the cells that I have highlighted and I'm going to click on OK. And there we go. I have my background fill.

Let's do the final two rows. So I'm going to click to highlight them and you probably get this by now. Back up to Borders and down to Borders and Shading, I'm going to jump across to Shading and I'm just going to choose a light, actually let's do, no that's fine actually, let's do a light green color and click on OK. And there we go.

Now I'm sure when you're doing this you can make it look a lot nicer than the example that I have here but hopefully that's inspired you a little bit to have a play around this shadings, those border outlines.

One last thing I want to show you before we finish up this module is the third tab in that group that we've been looking at and that is Page Border. So let's jump back to our Design Ribbon, go to Borders and down to Borders and Shading and we're going to select the middle tab this time, Page Border. Now this is if you want a border around the outside of the entire page. And again you have lots of different styles in here that you can choose from. You can set the color, you can set the width. So if you just want a dotted border or a dashed border or something like that, double lines, then you can do that. Set the color and width. But you also have an Art dropdown at the bottom and this is where you've got some kind of cool stuff in here. And again you have to bear in mind the kind of document that you're doing. If it's for a business presentation or something quite corporate then I wouldn't necessarily recommend putting this little jokey page borders in. But if you're doing something fun like a newsletter then these can look quite nice.

And again there's a whole host of them. The more professional looking ones tend to be towards the bottom. So again it really does depend on what it is that you're trying to do.

Now just for this demonstration I'm going to select just something that's reasonably fun. Let's do these palm trees. And I'm going to click on OK and there we go. You can see I now have my palm tree page border.

So we've looked at borders around a table, we've looked at shading, and we've also looked at page borders. The final thing I want to show you is how you put borders and shading around text. So not in a table, just regular text.

I'm going to switch back to another document that I have open, which is Smith Flyer Edit. And what I want to do here is I want to put this title, I want to put a border around it and I also want to put some shading in there as well.

So as with everything we start with making our selection. And up on the Home tab in the Paragraph group we have Borders and Shading options here as well. So I'm going to click the Border dropdown, I'm going to jump into Borders and Shading, and I can choose any of these. So let's do a 3D box and I'm going to change the color. So let's make that, let's do red, and I'm going to make it a little bit wider and I'm going to click on OK. And I could if I wanted to also put some shading in the background there. So I'm going to go to More Colors because I don't like any of those. They don't really work with my red. And I'm going to pick quite a dark color in here and click on OK. And there we go.

Now did you see what happened there? Because I put a dark color in as the fill Word has automatically made my text white so it stands out on the background, which is very, very helpful.

The final step here is I want to put it in the middle. So I'm just going to choose the Center Align button and I'm also going to make my text a little bit bigger, like so.

So just be aware that not only can you utilize the Borders and Shading options for tables, you can also put them on any piece of text, which is a really good tip to know when you're designing your documents.

So that about wraps it up for Borders and Shading. Let's continue with section six and talk about sorting the information that you have in your table. So I will see you in the next module for that.

Video: Sorting in a Table

Deb: Hello everyone and welcome back to our course on Word 2019. We're all the way down in module six of section six now and this is where we're going to start talking a little bit about sorting your data in a table.

And there are a few different ways that you sort information in a table. You can sort alphabetically or numerically. So let's take a look at how we can do that.

Now this table that I have here is in the document *Sorting Data in a Table* and what I'm basically tracking in this table is first name, last name, company, address 1, city, state, and zip code. And I want to run a sort on this table.

Now when we say Sort alphabetically you can either sort ascending or descending, so A to Z or Z to A. You can sort numerically, so 1 to 10 or 10 to 1. And you can also sort by date if you have that information in your table, which I currently don't.

Now before you start to perform your sort there are some guidelines that are really important that you're aware of. You need to make sure your table is set up correctly before you perform your sort. And you must have a header row on the top of your table. So you can see here I do. It's in a slightly different color to the rest of the table. And in order for Word to recognize that you do have a header row on your table then your header row has to be different to the information that's below it. So you can see here my header row is in bold and it has a blue background, but the data underneath the table, in the main body of the table, isn't in bold and doesn't have a background. So I would suggest making this header row slightly different to the information below. You could even go as far as to change the font if you wanted to. So let's change that to Calibri to make it completely different.

So that's the first step. Make sure that your header row has differences from the rest of the information.

The next thing you need to do is you want to make sure that your mouse is clicked in the column that you want to sort by. So in this example I want to sort this list by last name. So I'm going to make sure that I'm clicked somewhere in the last name column and I can then perform my sort.

So I'm going to go up to my Table Tools contextual ribbon, I'm going to go to the Layout tab, and in the Data group on the end you'll see we have a Sort button. So I'm going to click on Sort and I have a few options. And we're going to be exploring or using all of these but first of all I'm just going to do a simple sort.

Now when I click the dropdown you'll see why it's important to have Word pick up that header row, because what it's done is it's put all of those column headings into this dropdown list so I can choose which one I want to sort by. Now I want to sort by last name and it's text and I want

to sort it in ascending order, and I'm going to click on OK. And you can see now that my table has been sorted into alphabetical order by last name.

Now let's do this a slightly different way. I want to sort by last name and then first name. so I'm going to go back up to Sort, I'm going to sort by last name in ascending order, and then I'm going to sort by first name in ascending order. And I'm going to click on OK. Now there wasn't too much of a change there, if any at all, and that's because I don't have any duplicate names in here. So once it's sorted by last name we're then saying sort by first name. Now if I had two Arken's or two Ferguson's what it would do is it would sort by the last name first and then it would look at the first name column and sort those into alphabetical order. But because I don't have any duplicate names in this data you're not going to see any change. So just be aware of that.

So with that in mind let's sort by a column that does have duplicates. So we're going to take a look at this State column. And you can see in here I have a few options which are the same. So I have two Connecticut's in there, I have a few New York's, so we do have some duplicate values. So I'm going to use this column to sort by first of all.

So I'm going to click in that column, I'm going to go to Sort, and this time I'm going to sort by state in ascending order, then I'm going to sort by last name in ascending order, and then by first name, and click on OK. And now if you look at the state column we have all of the AR states at the top. So we've got Arkansas, we've got Arizona, and each of these have then been sorted by last name. So if we look at these top two just here for Arkansas we can see then that last name has been sorted into alphabetical order, but because there's no duplicates here the first name isn't in any particular order. This is also highlighted if we go down to New York where we have three names in here, I'm sorry four names. So we've sorted it by the state, we've then sorted it by the last name. So these are going in alphabetical order, but because there were no duplicates here then these names are not in any particular order. Okay? So just be aware of that.

So that's pretty much how you can sort in a table. So a couple of really important points there to remember, the main one being make sure you have your table set up correctly and that header row is different from the data beneath it so that Word knows that you want to use those headers as your sort fields essentially.

Hopefully that gives you a little bit more of an idea as to how you can sort data in a table. We're going to proceed with section six now and we're going to talk about drawing our own tables in the next module, so I will see you then.

Video: Drawing in a Table

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. We've made it all the way down to module seven of section six and in this section we've been looking at tables. Now what we're going to do in this module is I'm going to show you how you can draw a table. And you might be thinking to yourself, "Well why on earth would I want to draw my own table when we have lots of other utilities for inserting tables?" Well, sometimes you might like to create a table that doesn't necessarily fit the traditional rows and columns design, that traditional grid structure.

So I have an example just here of a table which is outside of the norm and what we're going to do is we're just going to look at what we have in this table, then we're going to recreate this table and I can show you how you can draw it, insert the picture and get it looking exactly as we have here in this example.

So what we have here is basically an outside border and then on the righthand side we have a picture of a tiny home that I've just inserted and on the left hand side this column has essentially been divided up. So we have a row at the top here where it says Tiny House For Sale, we then have another row that's actually been divided into two columns for the address and the price, and then we have a final row that contains a little bit of information about the tiny home. And whilst you could achieve this by just inserting a regular table and splitting columns and things like that it is a lot easier just to draw the table instead, which is what we're going to do in this example.

So the first thing I'm going to do is I'm going to create a new blank document. So I'm going to go to File, I'm going to go to New, and I'm going to select Blank Document. So let's just jump back to our tiny home first of all. So the first thing I want to do is I always like to start by drawing the outside border. I find it easier to do that and then you can go in and divide up the different columns. So let's draw our outside border first of all.

So I'm going to go to the Insert Ribbon, I'm going to go to the Tables dropdown and this time I'm going to select the Draw Table option. And the first thing you'll notice when you select this is that your cursor will change to a small pencil, which basically means that you're in Draw mode. I can then just click and drag to draw my outside border like so. So very simple.

The next step I want to do is I want to divide this into two columns because I want my picture on the righthand side and my information on the left. So if I look at my ruler I can see that three is roughly halfway. So I'm going to just draw a line straight down the center.

What I then want to do is I want to section off this first column. So I want to have my title at the top. So I'm just going to draw a line running across. I then I want an area where I can put in the location and pricing information and then I have my space at the bottom for the rest of the information related to the tiny home.

Now one more thing I want to do here is in this second row that I've got I have the location and the pricing information in two separate columns essentially. So I'm going to divide up this one just here by drawing another line down the middle. So I basically have my structure for which I can now put my information in.

So I'm going to start by typing in the title into this first row at the top here on the left hand side. Now I can't do that while I'm in Draw mode. So whilst my icon is still a pencil I can't actually type anything. Now there are two ways that you can deactivate Draw mode and that is to go up to the Layout Ribbon and just click on the Draw Table icon and that will deactivate it. Or alternatively and probably something that's a little bit quicker and easier just press the Escape key on your keyboard and it will take you back to Typing mode.

So I'm going to type in Tiny Home For Sale and of course you can apply some formatting to this if you want to. So I might just want to align that across. I also might want to apply some basic formatting. So I might want to say have the title in bold and maybe make that a little bit larger.

In the next box down I'm going to say Address and that is 1 Forest Road and we're going to say Price is \$223,000 and again I might want to take these and align them in their cells. So I'm going to highlight the cells, I'm going to go to Layout and I'm just going to put those in the middle like so. And again if you want to you could format these. So I'm going to apply some bold formatting to the address and also to that price there just to make them stand out a little bit.

Now in this final cell just here I actually have the information copied to my clipboard so I'm just going to do a Control-V to paste that in, and again you can fiddle around with this if you want to, add some extra space in, if you don't like the bullets you can take those off as well. So you can do whatever you want with the information in there.

The final thing I need to do is just to add my picture into the righthand side. So I'm going to click in the column, I'm going to go up to the Insert Ribbon and this time I'm going to insert a picture. Now I have this picture saved off to my local drive so I just need to browse to it to insert it into my document. So I'm going to click on Pictures and there it is, tinyhouse.jpg and I'm going to select Insert. Now this picture is a little bit big so I'm going to grab these resize handles in the corner and just drag it in a little bit. This can sometimes be a little bit fiddly. And we're going to take a look at inserting pictures in later modules, so if you're not sure what I'm doing here don't worry about that too much. We are going to go through it.

And there we go. Now I'm not quite happy with where that picture is placed so with the picture highlighted again I'm going to go to my Table Tools Layout Ribbon, I'm going to go to my Alignment group and I'm going to save vertically align in the center like so. And there we go. Very quickly we've been able to draw our table and add in information and also add in a picture. And this in general is a little bit quicker than if you were to put in a traditional table and start having to split and merge cells and things like that.

Remember you also have the options for turning off borders, as we saw in a previous module. So if you don't want these borders to print out then you can turn those off or you could format these borders and make it look a little bit different. So you can customize to your heart's content.

So that's it. Let's go ahead and wrap up this module. Next we're going to talk about converting existing data to a table, so I will see you then.

Video: Converting Existing Data to a Table

Deb: Hello again everyone. This is Deb and welcome back to our course on Word 2019. We're now down to module eight in section six, which is where we're going to be looking at how you can convert existing data to a table and make it a little bit easier to read.

So what I have on the screen here is a document called Driving Directions and if we take a look at this data we can see it looks a little bit messy. It's quite hard to pick out the information that we need. So you can see here it says "Coming from the" and then we have from Portland and then we have down here from the south, from the east and from the west, but it's all a little bit jumbled and not organized particularly logically. And what we want to do is we want to convert this into a nice, neat table, just going to make it easier for everybody to read.

Now when you're going about this the first thing you need to do or the first thing you need to tell Word is how you want it to split up the columns. So I'm quickly going to turn on my Show/Hide markers or my non-printing characters I should say and I'm going to take a look at how my fields are separated. So if I look at this one here, North Portland, you can see that little arrow that we have and we have a little arrow at the end of each of these, that is actually representing a tab key. So I can see here that my fields are separated with a tab. Now that's very important information because what Word will do is it will take the input that you specify, so in this case a tab, and that's where it will break the column or that's where it will give you a column. So just keep that in your back of your mind. We're going to be using a tab key to separate up this data.

I'm going to turn off my non-printing characters and I'm just going to highlight all of my text by doing Control-A. I'm going to go to my Insert Ribbon and back to my Tables dropdown and you can see we have an option in there for Convert Text to Table. And when you click that you'll get this little popup box and we have various different things in here. So Table size, AutoFit behavior. You can basically ignore these top two sections. We want to jump straight down to where it says Separate text at and then we have a few different options. Now as I said, our text is separated by tabs so I'm going to say Tabs and I'm going to click on OK and would you look at that. Word has separated this into nice columns. So wherever there was that tab character it's put in a column break. So this looks a lot nicer and makes it a lot easier to read.

Now I haven't quite finished here. There are some couple of other adjustments that I want to make. So I might want to drag these columns or resize these columns just to make it look a little bit nicer like so. I could then go in and I could make some adjustments to my header row if I wanted to. So I might want to apply some nice shading in the background. I might want to make my headings bold, so on and so forth. So you can format that exactly how you would like.

One other thing is if I scroll down to the bottom, if you look in this last row I have this information here which is kind of all bundled up in that first column and I don't really want it to be there. I kind of want this to be running across the bottom of my table because it's just for

informational purposes. So what I can do is I can select my row like so and if I right click my mouse I have an option in here called Merge Cells. So when we click it it's going to basically remove those column dividers and merge those cells into one cell. And you can see now that that looks a lot nicer. And you might want to go in and put in a little bit of space on the end and at the beginning. You might also want to do something like center this text like so.

So very quickly we've managed to take some data that was kind of messy, we've split it up, and we've put it into a table and we've applied some basic formatting to make it a lot easier for everyone who's looking at this document to read. And I think that looks really nice considering what we started with.

So that's it. It is as simple as that to convert text to a table.

Next I'm going to talk to you how to work with Quick Tables so please join me in the next module for that.

Video: Quick Tables

Deb: Hello again and welcome back to our course on Word 2019. We've made it all the way down to module nine of section six where we're going to be talking about Quick Tables. Now you may or may not have heard of Quick Tables but they are a really good way of making your life a little bit more efficient when you're working with tables in Word. So if you can imagine if there is a table that you use on a regular basis you can insert it as a Quick Table and just edit the information. So essentially you don't have to recreate the table from scratch every single time. And you can probably think of instances where you've maybe wanted to use the structure or some of the formatting of the table and just modify the information slightly. And that is where Quick Tables are going to be your best friend. So let's first look at where we can find our Quick Tables and some of the inbuilt templates that we have access to.

So I'm going to jump up to the Insert Ribbon, I'm going to go back down to Table and you can see the last option here is Quick Tables. Now when I hover my mouse over you can see that we have some inbuilt Quick Tables that we could use. So we have some for calendar, if we scroll down we have a double table, we have a matrix, we have a tabular list, and we have some tables with subheadings. So you can use any of these. And if I just show you very quickly what they look like, I'm going to select this Calendar 2. So that will insert a little calendar. And then of course you can go in and you can make your modifications to this if you want to. So I can go in and I can change the month so on and so forth. And all of your table utilities are still available to you. You have your Table Tools Ribbon at the top and you have your Design and Layout options as well.

So you could choose one of those inbuilt templates if you wanted to. Now I'm just going to delete this out. So I'm going to highlight it, right click and select Delete Table. I'm going to go back to my Quick Tables and I just want to show you this tabular list. So again if I just click the tabular list and I might want to make some minor modifications to this. So instead of Item I might want it to say Product and instead of Needed I might want to say Stock. And I could then go in and if I wanted to maybe change the fill color in the background here I could do that. I could select my whole table and I could apply some borders to that if I wanted to as well. So as we did before I might want to add a border around the outside. So what I'm trying to get across to you here is that all of the table utilities are still available to you in Quick Tables. You can modify this to your heart's content.

Now that's all well and good and I'm just going to delete out this table, but what if you have a table that you've already created that you want to reuse over and over again? What you can actually do is that you can save your table to Quick Tables so that it appears in that list, which makes it really efficient to reuse it. So it's kind of like utilizing a table template in a way.

Now in the previous module we created our table for our tiny home. And I've actually copied that to the clipboard already just by doing a Control-C so I'm just going to paste it into this

document by doing Control-V. So there is the table that we created in the previous module. And this might be a table that I want to reuse over and over again but I don't want to recreate it from scratch every single time. So what I'm going to do is I'm going to save this as a Quick Table. I'm going to highlight my table by clicking on the crosshair, I'm going to go to the Insert Ribbon, down to Table, and down to Quick Tables again. And if you look right at the bottom we have an option that says Save Selection to Quick Tables Gallery. So let's select that and what we're essentially doing here is creating what Word calls a Building Block, which is something that you can reuse over and over again.

Now I can choose to give my table a name. So it says Tiny Home For Sale so I'm just going to delete out that last word so it just says Tiny Home. It's going to save into a gallery called Tables. I could assign it to a category if I wanted to. I'm happy to keep it on General. And I might want to give it a description. So I might want to say Info, actually I might want to say Tiny Home Info. It's going to save it as a building block and I'm just going to click on OK.

All right. Let's now delete out our table and let's see if we can insert that from our Quick Tables list. So back up to Table, down to Quick Tables, and if I scroll through the list there it is at the bottom. And you'll find that most of the time the tables that you create if you've saved them under the General category they will appear at the bottom. So I can click on it and it will insert my table. And what I could do is I could go in, I could maybe change this picture if I wanted to, change the address, change the pricing information, but I have that basic template there that I can reuse over and over again. So that is a great efficiency tip when it comes to reusing tables that you use frequently.

So that is how you can utilize Quick Tables. We have one more module in this section which is Working with Formulas in your Table so let's flip over to that and I will see you shortly.

Video: Using Formulas in Tables

Deb: Hello again and welcome back to our course on Word 2019. We've made it all the way down to module ten in section six, so we're almost done with our tables section. And the final thing I want to go through with you in this section is how you can utilize formulas in your tables.

Now if you've ever used Excel you're probably familiar with that terminology, but if you're not what we mean by formula is a mathematical calculation which can maybe add up some numbers or maybe find out the average or subtract or multiply. You can do all of those things in Word.

There is a major difference with Word though to Excel, which I'll show you as we go through. And there's some really important points to highlight as well.

So let's start out with this example that we have on the screen. So I have a Word document here and you can see that I have a table for Top Music Categories and we have our categories listed out. So Pop Rock, Country, Soul R&B, and Classical. We have our in store sales, our online sales and currently we have our total sales column and our total sales row blank. So what I basically want to do is I want to add a formula into this total sales which is going to add together the in store sales and the online sales to give me my total sales. So how do we do that?

Well let's jump up to our Table Tools contextual ribbon, let's go to our Layout tab, and in the Data group on the end you'll see you have a button that says Formula. And if I hover over you can see the screen tip. It says Add a formula to a cell to perform a simple calculation, such as average, sum or count. Now again if you haven't used Excel those terms may not be familiar to you but they're pretty simple once you get into it.

So let's click on Formula and we get this little Formula box here. In this first field up here we have Formula and Word has put in a formula for us. So it's kind of looked at the data in the table and predicted what formula we might want to use. And in this case it's actually correct. Now again if you're not used to using Excel this might look like a completely different language to you, so let's just break this down so you understand what we're looking at.

So first we have the equals sign and this is something you need to put in whether you're in Excel or Word, and all it does is it tells the application that you're writing a formula as opposed to just some regular text. So equals will always come first. We then have Sum. And Sum is a function and that basically tells the application what it is that you want to do. And in this case Sum means add together or add up. And there are over 200 inbuilt functions that you can use to do all kinds of different things, but for us the Sum function is the one that we want to use.

And then in parenthesis we have the word Left. Now if you are an Excel user this is where it differs from Excel. If you're used to using Excel normally what you have in the parenthesis are the cell references that you're trying to add up. Whereas here it just says add up whatever is to

the left if it's a number, essentially. And that works okay for me because I do want to add up any numbers that I have to the left of where I'm clicked. So I'm fine to keep that as it is.

I can then choose my number format. So how do I want it to be displayed? Now I want my total sales to kind of match the format of my in store sales and online sales, which is this one just here. So I can see that it's going to be a number with a comma and then the rest of my number, which is basically what I have down here. So I'm going to select that as my number format and I'm going to click on OK.

And there we go. It's added together my in store sales and my online sales.

So this is where we have another difference with Excel. If you're working in Excel and you put a formula into a cell you can drag the formula down and it will paste that formula downwards, which is a really great efficiency tip. Unfortunately in Word we don't have that functionality so we have to go in and we have to apply that same formula everywhere we want to add it basically.

So I'm going to go back up to Formula. Now look at what it's done here. It now says Formula, equals Sum, which is correct, but instead of having Left it's got Above in there. So Word has recognized that there is now a number above where I'm clicked and it's saying, "Okay do you want to add that up?" And again this is incorrect in this case so I want to double click and I'm just going to replace it with Left because I'm still adding the numbers to the left of where I'm clicked. I'm going to select my number format and I'm going to click OK. So let's do that for the remaining two. So back up to Formula, again I want to change this to Left, select my number format, and OK. And the final one, up to Formula, switch above for Left, select our number format, and OK. So there we go. It's a little bit more time intensive than if you were working in Excel but the result is exactly what we want.

Now I want to do something similar for the totals at the bottom. So in this total here I want to add together all of the in store sales and then I want to add up all of the online sales. So I'm going to do it in the same way. I'm going to click on my Formula button and you can see here now that it's correct because I want to add up all of the numbers above where I'm currently clicked so I can keep that as it is. I'm going to select my number format and click on OK. And there we go. Let's just do the same for online sales. So I'm going to click Formula, I'm happy to keep it with Above, I'm going to select my number format and click on OK and there we go. So for the final one here I'm going to do the same thing. So it could be total sales above or total sales to the left. It's going to be the same number. So let's go to Formula, I'm going to keep it with Above, I'm going to select my number format and do OK.

Now it's also worth noting that when you do put a formula into a cell, as I said, you do have lots of different functions that you can use. So we've used Sum because we're adding up but in this paste function there are lots of other different functions that you could use. So you could do an average of some numbers if you wanted to, you could do a count which will count how many

numbers you have. So there's lots of different functions that you can use. So just be aware of that.

Now the final thing I want to point out, and again this is very different to how Excel works, let's say I go into my Pop Rock category and I need to change this in store sales amount to let's say \$4,000. Now look at the total at the bottom here when I tab out of this cell. It doesn't change. So this is a big difference between Word and Excel. In Excel this number would update automatically to reflect the change that we've made, but it doesn't do that in Word. What you have to do is go back in and recalculate that formula. So I'm going to click on my total, go to Formula, make sure it says Above still, click on OK, and then it will update.

Now because I've changed this number I also have to update this number just here because it utilizes this number. So I'm going to have to go back to Formula and click on OK, and then I have to change this total amount as well. So back to Formula and click on OK. So I've had to change it in three different places. And if you've got quite a large table that can get quite confusing. So just be aware that it's not exactly the same as Excel. You do have to make those manual changes if you make any edits to your numbers.

So that's it on working with formulas in your Excel table. We're almost finished with section six. The only thing we have left to do now is a practice exercise. So I will see you then.

Video: Section 6 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019.

We're down to the section six practice exercise where I'm just going to get you to have a little practice with regards to the skills that we've learnt in this section in relation to tables.

So the first thing I'd like you to do is to open the file called Module Practice 6 and you can use this as your example to work from. And then on a blank document I'd like you to insert a table that has five columns and four rows. I'd like you to type the data into the table as you see it in the practice file. And then I'd like you to insert a row above the row dated the 05/10/2016. I'd then like you to add the data 6/12/2016, Majestic Sky, number 5151, 6, and \$11.25. I then want you to format the table using any one of the table styles.

You can also go in and format any of the data in the table as you see fit and finally save and close the file.

Awesome guys. You are looking good. I will see you in the next section.

Section 7 – Styles

Video: Working with Styles

Deb: Hi everyone and welcome back to our course on Word 2019. We're now working in section seven and this is module one where we're going to talk about working with styles. So really in this module all I want to show you is a very quick overview as to how you can work with styles.

Now if you're not sure what I mean by a style, a style is basically a group of formats that have been put together and given a name so you don't have to pick those formats individually. So what I mean by that is if for example we have this title just here and maybe I want to make that stand out from the document so I might go through and apply lots of individual pieces of formatting manually. So I might decide I want to make bold, I might want to change the font style, I might want to make it bigger or change the color of the font. So by doing that I've got sort of five or six clicks there to really get my piece of text looking how I want it to look. Now the beauty with styles is that you can set up a style and you can save it and reuse it over and over again. So a style is basically a whole bunch of different formats wrapped up into one useful named style which you can then quickly apply. So let's get ourselves a bit more familiar with styles and how you might want to use them in your document.

So I have this document open just here. It's called Styles.docx and I currently have my title highlighted. Now currently this title doesn't really stand out from the rest of the document and I also have in here some subtitles as well. So for example, Coming from the north, Coming from the south, Coming from the east, so on and so forth. And I really want to make all of these stand out a little bit from the regular text.

Now just a word of note. The default style when you're working in a document is what we call Normal Style. And you can see in this document on the Home Ribbon in this Styles group, which is this large group just here, I have a gray box around where it says Normal, which shows me that I have normal style applied to this document currently. And I can see that for this document that means Times New Roman font, size 12. And there are probably lots of other attributes as well. Maybe left alignment. And I will show you how you can look at exactly what properties each style contains a little bit later on.

Now if we click this dropdown in this large Styles group you can see we have lots of different styles in here. Now let me just highlight that title once more and click the dropdown. And as I hover over you can see that the live preview will change that style. So I can see what each of these are going to look like if I were to apply them.

And another thing to note is that styles also help you give some structure to your document. So they allow you to create levels of importance. So for example, I could have this title here as a

Heading 1 and then I might want to have these subheadings as Heading 2. So I'm just going to go through and I'm going to apply these Heading 2 styles. So let's just go through and quickly apply those like so. So immediately I can see that those headings now stand out from the document and I have two different levels of headings. I have my Heading 1 just here and I can see in the Styles group I have the gray box around Heading 1. And if I look in my Font group I can see that this style is Cambria, Heading 1 and the size is 16, and I can see it's also left aligned. If we click in Heading 2 again I can see that highlighted in the Styles group and I can see that it's still Cambria font but the font size is slightly smaller at 13 and we're still left aligned. So those are the properties of these individual styles.

Now another thing you can do from this dropdown if we click the dropdown you have a Clear Formatting option. Now if you were to click that you would maybe highlight your entire document and clear the formatting. That will remove any of the styles that you've applied to your document and any manual formatting as well. So it will essentially take it back to your normal style. And you also have options in here for creating a style, you can delete styles, do all different kinds of things. And that's what we're going to explore as we move through this section.

So with that in mind let's go on to module two and start talking about how you can create your own styles. So I'll see you over there.

Video: Creating Styles

Deb: Hello again and welcome back to our course on Word 2019. We're now down in section seven, module two. And in the previous module we just introduced the concept of working with styles in your Word documents.

So now we're going to take that up again and I'm going to show you how you can create styles in your document. And there are a couple of different ways to create a new style. And the first way is by example. So what that means is we're going to some text that's already in the document and we're going to create a style based off of that text.

So what I'm going to do is I'm going to take this title, so I'm going to just select that title and we already applied a style to this title and you can see there in the Styles group it's showing Heading 1 so it currently has some attributes already applied to it. Now that's okay. We can go further and customize those attributes.

So I'm going to make this stand out a little bit more. I'm going to make it bold. I'm going to let's center it. I'm going to make it a little bit bigger, so let's pump that up to 20. I'm going to change the color of the font. So let's make that a dark purple color. And let's go the whole hog. Let's put in a border as well. So I'm going to go to Borders and Shading and I'm going to say I want a box around the outside and I'm also going to make that purple and we're going to make it a little bit thicker, so three points like so. And let's also, let's do a fill color as well. So back into Borders and Shading and all of this we looked at in one of the previous modules. And I'm going to do a light purple color for my shading. So there we go. So I've added some attributes to my style.

So now what I want to do is I want to create this as a brand new style. So I'm going to highlight it, I'm going to go up to my Styles group and I'm just going to click that Styles dropdown. And you can see there I have an option for Create a New Style, so let's click that.

Okay so now we get this Create New Style from Formatting dialog box pop up. So really all Word is asking me is to give this style a name. Every style must have a name and you can see those names in the Styles group. So Heading 1, Heading 2, Title, so on and so forth. So I'm going to call this Style DA Heading. And I can see a preview of my style and I'm going to say OK. And now if we look up in our Styles gallery and click the dropdown you can see that my style is showing in this gallery, which means that I can go through my document and every time I want to apply this exact same formatting I can just select my style from the dropdown, which is a lot more efficient than highlighting and having to change those attributes manually each time you want this particular formatting.

Now it's also worth noting that when you do create a style it's only available in the document you're currently working on unless you tell it otherwise. And I'm going to show you the little option which will allow you to reuse it in other documents in a moment.

So that's the first way of creating a style. Now the second way to create a style is to go in and give it a name and then manually pick the options that you want.

So what I'm going to do is I'm going to click this little arrow in the corner of the Styles group to open up my Styles pane and what you'll see in here are all of the styles that are in use in the current document. So you can see there right at the top I have my DA Heading. And at the bottom we have a couple of little links. Now I'm going to turn on Show Preview, so that will show me what my styles actually look like in this Style Pane, which makes it a lot easier if you're trying to apply them you can see what they look like down here.

And what I also have at the bottom is a button that will allow me to create a new style, so let's click on that. And here we go. So now I can go in and I can create my style from scratch. So I'm going to give my style a name. This is going to be called DA Subheading. I need to select my style type. And there are different kinds of style types that you can have but for me this is just a paragraph one. I'm just going to apply it to text so we're going to keep it in paragraph. And in this Style based on you can base a style on a style that's already in existence. So I could say base this style on DA Heading, which will give this style the same attributes as DA Heading. I don't want to do that in this case so I'm going to say No Style. And then it says Style for the following paragraph. So once I have applied this style and I hit my return key and start to type text what style do I want applied to those paragraphs? Now again I'm not really too concerned about that so I'm just going to say I want Normal style applied to any text I type underneath my headings. And then underneath that I can really get very granular as to how I want my style to look. So I currently have my font set to Cambria. I'm going to maybe make this a little bit smaller because it's a subheading so I'm going to say 16. And I might want to change the color. Let's do a dark red instead. And I think I'm good with that at the moment.

Underneath this preview window you can see all of the attributes that you have applied in this style. And if you click the Format button at the bottom you can continue specifying attributes for your style. So in this window we're basically just dealing with the font. So we can make it bold, we can change the color, but if you wanted to include in your style maybe things to do with alignment, so maybe you wanted the heading in the middle, you could definitely do that through paragraph. You could set up tabs, you can set up borders, language, frame, numbering, anything you want. So lots and lots of attributes that you can customize for your style.

Now I'm pretty happy with how this looks. It's just a very basic subheading. And at the bottom here I've got the option Add to Styles gallery ticked which means that when I click on OK it's going to add it up to this Styles gallery in my document to make it really easy for me to apply.

I have an automatically update button here. So if I make any changes do I want it to automatically update in my document? So if I make a change to the style do I want it to automatically update? So that's a personal preference thing. If you want to do that you can.

And at the bottom here this is where I can specify where this style is available. So currently my new style that I'm creating is only going to be available in this particular document. Now if I want this new style available in all of my documents I would select this option here, New Documents based on this template. And the template I have applied is just the regular default word Template of normal.docx. So I'm just going to keep it on only in this document for the time being and I'm going to click on OK and I'm going to close down this Styles pane and now you can see I have my subheading in the top here.

So let's just apply these two new headings. I'm going to highlight the title again, I'm going to apply my first heading. I'm going to highlight my second level headings and I'm going to show you a quick trick. If you want to highlight multiple and apply the style all in one go just hold down your Control key and click next one, click the next one, click the next one. And now I can select my subheading and there we go. You see how much quicker that is. If I had to do all of that manually for each of those headings that would have taken me a lot longer. So styles are a really good way of increasing your efficiency when you're working in Word.

So those are the two different ways to create a style. Next we're going to talk more about styles and in particular how to go in and edit some existing styles that you already have. So please join me in the next module for that.

Video: Editing Styles

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. We're now down to module three in section seven where we're going to be continuing on working with styles and in particular in this module we're going to look at how you can edit existing styles.

So we're actually going to edit the styles that we created in the previous module and we're going to start by bringing up that Styles pane. Now if you remember in this Styles group if you click the little arrow in the corner that will bring up the Styles pane. And I can see there at the top I have my heading style that we created and also the subheading style as well.

Now when you point to any of these in the Styles pane you can see you get a little box popup which basically tells you all of the attributes that make up that style. So I can see that the font is this particular style is 20 points, it's bold, font color, Accent 4, and I can see information about the paragraph and the style as well. But let's click the arrow just to the righthand side of the style because this is where we would come if we wanted to make any modifications to a particular style.

Now this first one here it says Update DA Heading to match selection. So what we mean by that is if I have some text in this document selected, so let me just select something down here, so I will select that paragraph, if I was to then click the dropdown and say Update to match selection it's basically going to change all of the attributes of DA Heading to the same attributes as the text I have highlighted. So there's actually no formatting applied to that particular text so it would take it back to the normal style. But you can do that if you want to.

Now the thing I really want to talk to you about in here is how you can modify an existing style. So that's the next option down the list so let's jump into there. And again if I wanted to come into here and maybe I wanted to change some of the attributes, so maybe I wanted to change the name or what the style is based on or even make any changes to the formatting that I have applied I can do that. So maybe I want to jump in here and change the color of the font to black, something like that. And if I click on OK that's now updated that in the style. Let's do the same thing for our subheading. So I'm going to make sure I'm clicked on my subheading. I'm going to go to Subheading in the Styles pane and I'm going to go to Modify and let's say I want to change the color of this font to a purple font so it matches, actually let's do it to more of a teal color, like so. And click on OK. Now what you might notice is that it's changed it for all of them because we've changed it at the Style level. So essentially wherever we have that style applied it's going to update.

Let's click our dropdown arrow again for our Subheadings and you can see here we have an option to select all four instances. So it's basically saying I want to select everything that has the DA Subheading applied in this document. And I could then go in and make a mass change to these particular pieces of text. So again that's a really good efficiency tip.

Let's click the dropdown. I could clear formatting for all four instances. So again I could just remove that formatting and I could also delete DA Subheading. Now that will delete the subheading. The one below, Remove from Styles gallery, that won't actually delete the heading. It will just remove it from this pane on the side, but the heading will essentially still be there or the style will still be there I should say.

Now let's look at some of these options we have at the bottom of this pane. So we've got Show preview turned on so we can see what our style is going to look like in the pane. We also have an option for Disable link styles. Now what we mean by that is if we go into our Subheading again and go to Modify this relates to this here, Style for the following paragraph. So if I was to select a particular style of the paragraph that follows on from my subheading that would essentially be linked to my DA Subheading style. So what this option really does is just to disable any linked styles in your document.

We've got then some buttons at the bottom. New Style we've already utilized. The next one across is the Style Inspector, and what this will do is it will take a quick look at the styles that you have in the document and let you know if there any areas in particular where there were any of those styles.

So the next button down here is Manage Styles. And if we jump across to the Recommend tab this is really where you can specify which styles follow on from other styles and you can really kind of move them up and down using these buttons. So you can see here currently for DA Subheading the style that follows is Normal, which is what I set when I created the style. So you can go in there and you can tailor that to however you wish it to look.

So the Restrict tab is related to document protection. So if you have a document that's protected you can set this up so that certain styles are available to be edited and formatted despite the fact that the document is protected. So you can go in and make any changes to that there using the Permit or Restrict buttons down here. So just be aware that that is in there.

And then finally you can also set default options for various different styles as well.

And then finally at the bottom we have an Options button and this really lets you customize your Styles pane which you have open at the side. So I can select which styles I want to show in this pane. So I'm currently showing all the recommended styles but I could choose to show just the ones that are in use this document or I could show all styles, lots of different things in there. Now again I'm just quite happy with recommended. And you can also select how the list is sorted. So it is worth having a look through these options and really customizing that Styles pane so it works best for you.

So just to recap in this section we've learnt what a style is, we've seen how we can apply the inbuilt styles to text, and we've seen how we can create and modify our own styles.

That just about wraps up this section. So now what we're going to do is we're going to jump across to a practice exercise just to really finish off section seven with a bang. So please join me for that.

Video: Section 7 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down in the section seven practice exercise where we're going to be practicing all of the skills that we've learnt in section seven relating to styles.

So the first thing I'd like you to do for me is to open the file called Practice Styles. I then want you to go into that document, select the title, and format it in any way that you like.

I'd then like you to create a style by example based on your title and name the style My Title Style.

Next, I'd like you to create a new style from the Style gallery and name the style My Subheading Style. And make sure that the style is available for all new documents you create.

I'd like you apply the new style to each subheading in the document. And once you've done all that you can save and close the file.

Amazing everyone. You're doing so well. I will see you in the next section.

Section 8 – Controlling Page Appearance

Video: Working with Page Breaks

Deb: Hello again and welcome back to our course on Word 2019. We're now in section eight and we're starting out with module one where we're going to start talking about options for controlling the appearance of your page. And in particular in this module we're going to take a look at page breaks.

Now there are two types of page breaks. The first one is what we call a soft or an automatic page break. And these are the ones that the computer automatically inserts. So for example if I scroll down to the bottom of this first page you can see that once you finish typing at the bottom the computer will automatically put you on to the next page. So this is what we call an automatic page break. It's not one that you've added. It's the one that automatically happens when you get to the end of a page. And you can see here page breaks can happen in the middle of a paragraph, as they have done here.

The second type of page break is what we refer to as a hard or a manual page break. And I'm going to show you an example of that.

So I'm going to click my mouse just before where it says Sales Associates and I'm going to insert a manual page break. So I'm going to go up to the Insert Ribbon and in this first group, the Pages group, I have an option for Page Break. So I'm going to click it and you can see that it's broken that page where my cursor was positioned and it's pushed down the sales associates paragraph on to the next page.

Now you might be wondering how you can see where in a document you've placed your manual page breaks. Well all you need to do is go back to the Home Ribbon and turn on those non-printing characters again using your Show/Hide command. And if I click that you can see there we have a manual page break. If I decide for whatever reason I no longer want that manual page break all I need to do is click on it to highlight it and press my Delete key and you'll see that Sales Associates gets pulled back up again.

Now it might be that when you put a page break in, and I'm just going to click in front of Corporate Division, and another page break in, it might be that sometimes if you put one in that you end up with just one little piece of text on one page. So just be aware of that. Wherever you're clicked it's just going to push everything down on to that next page.

Now I don't want that one there so I'm going to delete it out again.

It's also worth noting that you can only delete manually inserted page breaks. So you can't delete any that have been automatically applied by the application.

Another trick to make your life even quicker and easier is I'm going to show you the shortcut key you can use to insert a manual page break. So again just to keep things consistent let's click in front of Sales Associates and the keyboard shortcut is Control-Enter. And you can see there we have the page break in there.

Now one thing you should also be aware of is when you are putting page breaks throughout your document you must be aware that it can affect things further down. So it will push things down on to other pages. So if you have things like tables of content set up you must make sure that you go in and update your table of contents because you might find that some of your content is now on a different page if you've added in lots of page breaks. So just one thing to be aware of and we will be talking about tables of contents later on in the course.

So that's how page breaks work. You can see they're pretty easy. In module two we're going to talk about another kind of break you can have in your document and that's called a Column break. So please join me in the next module for that.

Video: Working with Columns

Deb: Hello again and welcome back to our course on Word 2019. We're now down in section eight, module two where we're going to start to look at working with columns.

Now you may have some experience with documents that are in columns. If you think of something like a newspaper you'll often find that the text in a newspaper is arranged into columns. And you can pretty much do exactly the same in your Word documents.

So I have a blank document here and let's say that we want to divide this into two columns. I'm going to go up to the Layout Ribbon and in this first group, the Page Setup group, we have an option for columns. And this is where you can define how many columns you want in your document. So currently I only have one column essentially and I want to divide this into two columns.

So how can I tell if this page has been divided into two columns? Well if you look at the ruler you can see we have a gray area in the middle. So when I start typing my text is going to basically go along up to that gray area, then it's going to wrap around and go on to the next line. So effectively giving me two columns of text. So if I just type in some junk text you'll see it starts to wrap around. So we get that kind of newspaper style look and feel.

Now if I was to continue going all the way down to the bottom of the page as soon as I hit the bottom of the page it's going to jump up to that next column and continue down.

Now one thing you might find quite interesting is that if, for example, say I now want to type in this second column. If I try and click my mouse anywhere in this column I can't actually click there. The only way I can get to that second column currently is if I carry on typing all the way down until it wraps around into that next column. So if you find yourself in this scenario where you actually want to jump across into the second column you're going to need to add a column break.

So again we can stay on the Layout tab for this and you can see we have a little break section just here. And you'll find all different kinds of document breaks in here. So we have our Page Break which we looked at in the previous module, and the second one down is a column break. So I'm just going to click there. And can you see what happens there? My cursor has now jumped to that second column and I can now type in there.

Remember, if you want to see any of the breaks in your page you need to turn on those Show/Hide markers and there we can see I have my column break in there.

Of course if I want to delete that column break I'd do it in exactly the same way as I did for deleting the page break. I just click on it and hit the Delete key.

So now we've seen how we can add columns into a document. Let's look at an existing document and see how we can turn that into columns.

So I'm going to go back to our document that we were looking at previously, our Page Appearance.doc. I'm just going to click in front of About Us. I'm going to go to the Layout Ribbon, I'm going to go to Columns, and I'm going to say two columns again. Now this looks a little bit strange because my title is also in the column. I might want to have my title still at the top and then just have the rest of the text in two columns. So I'm going to Undo and this time what I'm going to do is I'm just going to highlight all of my text apart from that title. So I'm going to go all the way down to the bottom and then I'm going to apply my columns again. So I'm going to go back to Columns and select two and now it hasn't affected my title. So that looks slightly better.

But it really is very simple just to apply columns to an existing document.

Now one more thing I want to show you in here, if we go back into that Columns dropdown obviously you can select three columns, left column, right column, I want to jump you down into this section that says More Columns.

Now again in here we have our presets. So you can select 1, 2, 3, so on and so forth, or you can manually choose your number of columns. So if you want more than three columns you can choose that from here.

You also have the ability to define the width of each column as well. So if I had two columns, if I just select two columns there you can see I can go in and I can set the exact width and the exact spacing between those columns manually. And as I change this you'll see in the preview on the righthand side that preview just changes so I can see what that's going to look like.

Now here I also have this equal column width checkbox checked. If I uncheck that that's going to allow me to adjust them so that they're not always even. So that might be useful to you in some scenarios as well.

And I can also say if I want to apply my new column settings to this section or from this point going forward or to the whole document. So you can specify where you want to apply these column settings as well.

Another thing that's quite nice to do is to check this Line Between checkbox, ergo a line running down the middle of my page. So that can look quite nice, particularly if you're doing something maybe like a resume or a magazine article or something like that. So you have a few different options underneath More Columns.

So that's pretty much all there is to inserting columns into existing documents and also setting up blank documents in columns.

Learn Word 2019

In the next module, in module three, we're going to talk about adding a watermark to our document, so I will see you over there.

Video: Adding a Watermark

Deb: Hi everyone. This is Deb and welcome back to our course on Word 2019.

We're down in section eight, looking at different ways that we can control our page appearance and in module three we're going to take a look at how you can add a watermark into your document.

Now you may have seen watermarks on various documents previously. So you might see them on legal documents or property documents and it's that kind of grayed out text that's in the background. It might say something like Confidential or Top Secret or something along those lines.

Now in Word you can add in some predefined watermarks that are already in the application or you can set a picture or customize your own text. And that's what I'm going to talk you through in this module.

So I'm working in our Page Appearance document for Smith Properties and I'm going to go to the Design Ribbon. And in the last group, the Page Background group, you'll see we have an option for watermark. So let's click that dropdown and see what we have in there.

So the first thing you'll see are a number of predesigned ones. So ones that say Confidential and Do Not Copy. So let me just apply this first one so you can see what it looks like. And there you go. You can see it's very faint. It's not supposed to be too in your face. You're supposed to still be able to read the text over the top, but you can definitely see that it's there in the background.

If you go back to Watermark. If you want to browse some more sort of template watermarks you could go on to the Office.com website where they have a lot more of them. And you can also create your own custom watermark, which is what we're going to do in a moment.

But first things first, I want to remove the watermark that I've just applied so I'm going to click on this Remove Watermark option. And we're going to go back in and we're going to set our own custom watermark.

Now currently when I come into this dialog box I have no watermark selected. Now if I had a picture which I had saved off to my hard drive and I wanted to use that in the background I could choose Picture Watermark and then browse to the location of that picture. Now I'm not going to do that. I'm going to use my own text watermark, which to be fair is the most common watermark you're likely to see.

I can set my language. So I have mine set to English United States and this is taken from whatever language you have set in Word, which again we'll look at this later. And then I can choose the text that I want. So again there's a few in this dropdown which you can choose from or alternatively you can just overtype what's in this box with whatever you want it to say. So I'm

going to put in here the name of the property company, so Smith Properties. You can also set what font you're using for your watermark. So mine's set to Times New Roman. I might want to take it to something like Arial. I can set the size. I'm just going to leave that on Auto. And I can also choose the color. So if I wanted to stand out maybe a little bit more, maybe I can choose a different color, and I can choose whether I want it to display horizontally across the page or diagonally.

And once I'm happy with my settings if I just click Apply and Close you can see there is the watermark. So very, very simple just to set that watermark.

Video: Headers and Footers

Deb: Hello everyone. This is Deb and welcome back to our course on Word 2019. We've been looking at page appearance throughout this section and now in module four we're going to take a look at how you can change the appearance of your page by adding headers and footers.

Now if you've never come across headers and footers before all they are, are a way of adding some useful information into the top and bottom margins of your document.

So for example, in this document here some information I might like to have in the top margin might be the company name or maybe a company logo. I might also want to have the date. And maybe in the footer of the document I might want to have a page number and maybe the file name or the location of the file or something along those lines. So you can set up your headers and footers and apply them to your entire document in various different ways. So let's see how we would do that.

We're going to start with the header and to get into your headers and footers if you just hover your mouse over the white space in this top margin and double click that will let you into that top margin area and you can see we have a little tab there that says Header and if I scroll down to the bottom we can get into our footer as well.

Now the first thing I want to highlight here is the fact that we now have an additional contextual ribbon, Header and Footer Tools and that has its own Design sub-ribbon. And on this ribbon it contains everything we're going to need to work effectively with our headers and footers.

Now I'm going to be adding text into my headers and footers but just be aware that if you do have something like a logo that you want to have, if you've got that saved off to your PC you can insert that by using this Pictures button. Alternatively you can go to online pictures and insert something from online as well. So be aware that you can insert pictures, but we're going to do text for the time being.

So the first thing I want in my header is I want to add in the company name, so we're going to say Smith Properties. Now one thing that's worth highlighting as well is if you look at the ruler just above the header Word has already added in for us a Center tab and also a Right Align tab over on the righthand side. So that means if I press my Tab key it's going to jump me across to the center, which is really useful. I haven't had to go in and set my own tabs.

Now I'm going to press Tab again to move all the way across to the right and what I'm going to do in here is I'm going to put in today's date. Now I could just manually type the date in but there is a problem with that. If I was to come back into this document tomorrow if I've manually typed in the date the dates going to stay the same. So it's always going to say the date, yesterday. In general what I want this to be able to do is that each time I open this document I want the date

to update with the current date. So how do I do that? Well let's go to our Design Ribbon and in this Insert group we have an option for Date and Time.

So I can choose a number of different formats for my date. So I'm going to say this one here, August the 4th 2019 and I'm going to make sure that I've got this checkbox selected, Update Automatically. That's the little checkbox which controls how this updates. So when I come into this document tomorrow it's going to say August the 5th 2019, the next day August the 6th 2019, so on and so forth. So let's click on OK. Wonderful. So my header is looking pretty good. I now want to jump down to my footer and add some information in there as well.

Now I could just scroll down to my footer or alternatively I could use this Go To Footer button in my Navigation group. So if I click Go To Footer it's going to jump me down.

So now in my footer I'm going to add a couple of pieces of information. The first thing I want to add is a page number. So again very similar to the date. I could manually type in Page 1 of 1 but that means that it's always going to say Page 1 of 1 on every single page. And what I really want it to do is say Page 1 of 1 and then I want it to say Page 2, Page 3, Page 4, so on and so forth. So again to do that I'm going to utilize one of the buttons on the Design Ribbon. In the first group we have the Header and Footer group and we have a Page Number option. And I want my page number at the bottom of the page and I have a number of inbuilt styles that I can utilize. So I'm going to scroll down and I think I'm going to choose this one here, Accent Bar 3. And there we go. It's put in Page 1. And if I scroll to my second page you'll be able to see that I have my header nicely on there. If I go to the bottom this one says Page 2, this one says Page 3, so on and so forth. So it really just makes your life a lot easier.

Now again I'm going to jump right across to the righthand side by using my Tab key and there's lots of other things that I could add into here. And I'm going to add a little bit of document information. So again if we go up to the Insert section we have a Document Info button. So this will allow you to add additional information into your footer. So you might want to add who the author is, you might want to add the file name or the file path or even the document title. So I'm actually going to add in the file name, which is Page Appearance.docx. So that's all the information that I want to add into my headers and footers so I'm going to click on the Close Header and Footer button on the Design Ribbon.

And you can see once you close out it means that you can't actually click in here to edit them and they will show in a light gray color. If you want to go back in and make changes you'll need to double click in your header to get back in there.

Now before we finish up this module I just want to show you a few other options that you have with regards to headers and footers so I'm going to double click to go back in and get back my Design Ribbon. Now I want to show you some of these options that you have just here.

So the first one here, Different First Page. And if we hover over it says it gives the first page a different header and footer from the rest of your document. So you might think, “Well why would I want to do that?” Well a lot of the time you might not want to have your header and footer information on the first page of your document. It might be a title page or something like that. It doesn’t look particularly professional if you have headers and footers on that front page.

So if I select Different First Page you can see it now changes to first page header and I might decide that I want to delete out the information on the first page and then when I close my header and footer I don’t have anything on this first page but my information is still showing on the preceding or the following pages.

Let’s double click to jump back in to that header again and the next option down is Different Odd and Even Pages. So this allows you to specify the odd numbered pages should have a different header and footer from even numbered pages. So let’s select that option. Now I don’t want anything on my first page. I’m going to go to my second page, so this is an even page header. So I can come in here and I can set my settings and anything I put in here is going to appear on the even pages only. So I might want to say something like Presented by Deborah and I want that to appear only on the even pages. So it should be on page two and you can see it’s not on page three because that’s an odd page header and it’s there on page four. So that’s a nice way of putting different headers for your odd pages and different headers for your even pages. And I’m going to close my header and footer.

So there are lots of options within headers and footers for you to play around with and explore. And it really is worth having an experiment with them. They are quite fun once you get into them and you can really make your document look really nice.

So that’s the quick overview of headers and footers and that just about wraps up section eight on page appearance.

And then we’re going to dive straight into section nine. So, I will see you over there.

Section 9 - Sectioning

Video: What is Sectioning?

Deb: Hello again and welcome back to our course on Word 2019. We're now down to section nine and module one. And what I really want to do in this first module is really just explain what sectioning is and I want you to think about it in this way. If you think about a document that has multiple pages and you maybe want to have different margins in different parts of the document than in others. You can only achieve that if you create sections. Another example might be if you have a document in front of you that's in portrait, which is the default, and then maybe you want a specific page to be landscape only. Again you would achieve that by putting in section breaks. And we're going to do some of these examples in the following modules. But first of all to really illustrate what I'm talking about when it comes to sections I have this little example on the screen here.

So if you can imagine, we have three pages of a document. So the first one here which has Title in the middle, then we have our second page just here and then finally our third page. Now on this first page I might just want to have a title. So maybe it's some kind of cover page where I just have a title in there. And what I might want to do is put in a Next Page section break and there are a number of different kinds of section break, as you'll see.

So this first one Next Page section break will allow me to just put a title on the page and then instead of pressing the Enter key to get to the bottom of the page and jump to the next one I can just put in a quick section break or a Next Page section break and it will give me a new page. And essentially this will become section one of my document.

On to the second page, this is a slightly different scenario. So on the second page what I want to have is the title running across the top which is essentially in one column because the title is centered, and then I want to have two columns of text below. Now if I didn't a section break underneath the title when I started typing my text it's just going to be still in one column. If I decided to change the entire page to two columns my title is going to move across and be shoved into this first column. So to achieve the effect I want I've put in what we call Continuous section break, which means it's going to stay on the same page, unlike the first section break we did which jumps us to the next page, and then I can put my columns in, in the new section. And you can see here this means that this page is divided up into section two at the top and then section three after we've put in our section break.

And then finally our third page has a different orientation. So you can see here the first two pages are in portrait mode and the third page is in landscape. So maybe I want to put in a large picture or maybe some kind of diagram and it's going to work better if that page is in landscape.

Again if I didn't have any section breaks in this document and I switched this page to landscape it means the whole document would turn to landscape and I don't want that. I just want the third page as landscape.

So I've put in here at the bottom of the second page a Next Page section break. And I can then switch the third page to landscape and it won't affect the other two. And this then essentially becomes section four.

So hopefully that gives you an overview of how you can utilize section breaks in a document and why they're really, really useful when it comes to your layout.

Obviously we're going to go into this in a little bit more and in the next module we're going to actually do this. We're going to do a practice exercise. So please now join me for that.

Video: Sectioning a Document

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. We're down to module two of section nine and in the previous module we took a look at exactly what sectioning is and why it's useful to you when you're working on your documents. Now in this module I want to put that into practice so you really get a good idea of how you can utilize sections to section up your document and have different things going on in different parts of your document.

So let's just take a look at this document that we have on the screen. So I have a title, Smith Properties, Inc. and then I have a subtitle and then I have some paragraphs of text underneath. You'll also note that I have a footer and also a header on this document as well. We'll scroll down to the second page where I just have some more paragraphs of text and on the third and final page I have a picture which as you can see at the moment isn't fitting too well on the page, but obviously we're going to deal with that as we go through this module.

So let's scroll all the way back up the first page and I'm just going to click anywhere on this first page and I just want to draw your attention down to the bottom left hand corner where you can see it says we have Page 1 of 3 and we're in Section 1. Now if for some reason you can't see this section information if you just right click your mouse on the Status Bar you'll be able to turn that off and on just by selecting this Section button just here. You'll see if I click it again my section information disappears from the bottom left hand corner. Click it again and it turns it on. So just make sure that you have that turned on because that's going to be really useful as we work through this module.

So now we're going to section up this document and what I'm trying to achieve with this first page is I don't want to have a header and footer on the first page but I do just want to have that title and the subtitle and I want the rest of this text to begin on page two. So we're going to achieve that by using sections.

Now you might be thinking I could just click after where we have "We'll find the right property for you" and put in a page break which will essentially push all of the rest of this information on to the next page but that's not going to create sections. So I want to use a section break just here. So I'm going to jump up to the Layout Ribbon and I'm going to go this Breaks dropdown and you'll see the bottom half of this dropdown it says Section Breaks and there are a number of different section breaks that we can utilize. So for this one I actually do want to push all of that text down on to the next page. So I'm going to use the Next Page section break and you can see there it says Insert section break and start the new section on the next page.

Now remember when you click on this it's going to insert the break wherever your cursor currently is in your document. So really important to make sure that you're clicked in the right spot.

So I'm going to click it and there we go. So if I scroll back up you'll see now that I just have my title and my subtitle on that first page and the rest of the information has been pushed down to page two.

So let me just click my mouse on the first page again and just note in the bottom left hand corner it says Section 1. Now if I scroll down to page two and click anywhere in the text you'll see it says Section 2. So that's how I know that I now have two sections in my document.

Again if you want to see where those breaks actually are remember just to turn on your non-printing characters by using that Show/Hide command. So you can see there section break next page. So I'm just going to turn off again because I don't need it right now.

Now one other thing I want to do here is I want to make sure that this subheading doesn't wrap around. So I essentially want it all on one line. Now there are a couple of ways I could do that. I mean I could change the font size, which would probably achieve the desired effect but what I'm going to do here is I'm going to actually change the width of the margin. So I'm going to make the margin slightly narrower, which will give this subheading a little bit more room to breathe.

Now remember we can do this and not affect the rest of the document because we're working in section one. So it's only going to affect section one as long as we have that option specified. So let me show you what I mean.

We're going to go up to the Layout Ribbon, I'm going to go to the Margins dropdown and I'm going to say Custom Margins. And you can see I have three tabs here and this allows me to modify the space I have on the top, the left, the bottom, and the right. So I want to modify the left and right margin so I'm going to change these to 0.25 and the same here 0.25. Now once you've changed those, this is a really important point to note, if you glance down at the bottom where it says Apply To it's defaulted to this section because Word recognizes that I now have sections in my document. So I could choose from this point forward our whole document to change the margins on everything but I actually only want to change the margins on section one. So I'm going to click on OK. And there we go. I now have all of that subheading on one line.

Now one final thing I want to do here is I want to go back into that Page Setup box so I'm going to click the little dropdown here as that's the quickest way to get to it, and I want to go to the Layout tab. And what I want to actually achieve is I want to center this title and subtitle vertically on this page. And you'll see there under the Page Section we have a Vertical Alignment option which is currently set to Top. So I'm just going to change that to Center and click on OK. And there we go. I now have my title page perfectly aligned.

Now the final thing I want to do to tidy up this section is I want to remove the header and footer. Because this is just a front page cover page it doesn't necessarily look as professional with the header and footer in there. I don't however want to remove them off of any of the other pages. So I'm going to double click in my header and footer and if you remember from before we have

this option here Different First Page. So I'm going to select it and I'm going to remove my header and I'm going to click Close Header and Footer. So now I no longer have my header or my footer on the first page but they're still there on that second page. And also note that the margins on the second page or in the second section I should say are as they were at the beginning, whereas on the first page we have much narrower margins.

So you can see that very simply that we've been able to make changes just to a specific part of the document, just to that first section without affecting anything else. Now let's move on and deal with section two.

So I'm going to scroll down. Now what I'm going to do on this second page is the first thing I'm going to do is I'm just going to add a quick title in here. So I'm going to say Smith Properties, Inc. Now what I'm trying to achieve on this page is I want the majority of this text to look like a newsletter. So I want to put it into columns. However, I don't want the Smith Properties, Inc. title to be in a column. So how can I achieve that? Well I can add in another section to section off this bottom part from About Us downwards.

So I'm going to click my mouse in front of the A. Remember again it's very important where you're clicked. I'm going to go back to Layout, I'm going to go to Breaks. Now this time I'm not going to use the Next Page break because I don't want to actually push this text on to the next page. I want it to stay on the same page but just add a section break in there. And to do that if you want to keep it on the same page we're going to put in a section break Continuous. And now with my cursor still clicked where it is I'm going to go to Columns and I'm going to say Two Columns. And as you can see there it's now put in my text in a two column layout for that particular section.

Now I'm clicked in section three. You can see that from the bottom left hand corner. If I click on Smith Properties you'll see that it changes to section two. So I have two different sections going on in here. So what that means is basically I can take my title and I can apply some formatting to it. So I'm going to move it into the center, I'm going to make it a bit bigger, and again let's do something like put a border around it. So I'm going to go for a 3D box border, I'm going to make it a darker blue and we're going to change the width to something a little bit thicker and click on OK. And let's also do a fill as well. Why not while we're here? So let's do a light blue fill and click on OK. So essentially that title is still in one column, then we've got our next section where we have the rest of the document in two columns. That's another way that you can utilize section breaks.

So now let's scroll down to page three. And again you can see here we still have our columns going on, which is absolutely fine. However this bit here looks a little bit lost, where it says Home Office. Now this piece of text is actually kind of related to this picture. So I really want to have this piece of text on the same page as this picture. So again this is where I can utilize my section breaks.

So I'm going to click in front of Home Office, I'm going to go to Layout, I'm going to go to Breaks. Now this time I do want to push it down on to the next page so I'm going to say Next Page Section Break and there we go. So now I'm in section four but you can see that I still have my columns applied here. So now I'm in a different section I can just switch this back to one column and you'll see that it doesn't affect anything above because we're working in a completely different section. Again if I click above you can see section three. If I click here you can see section four.

The final thing I want to deal with here is this picture. Now this picture is clearly a little bit too big for this page. So what I might want to do is change the orientation of page four from portrait, which it's currently in, to landscape. Now obviously when I switch this to landscape I don't want the rest of my document to switch to landscape but because I have that section break in there, and if I just turn on Show/Hide markers again, I've got my section break. Anything I do in this section isn't going to affect the previous sections.

So I'm going to go to Layout, I'm going to go to Orientation, and I'm going to select Landscape. And you can see it's flipped that page around but the rest of the document is still in portrait mode, which is perfect.

Now one thing you will notice is that it's pushed that image down on to the next page. And the image does still look a little bit large, although it does have a little bit more room so I'm just going to pull this image in very slightly, like so, and you can see there we go. It's jumped up. So you might have to do some fiddling around but it certainly looks a lot better than if I was trying to squeeze that image onto a portrait page.

So there we go. We've managed to take our document, we've sectioned it up into four independent sections and we've applied changes to each section which don't affect the rest of the document.

So that's a very quick overview of how sections work. Next I want to talk to you about working with odd and even sections so please join me for that.

Video: Odd and Even Sections

Deb: Hello again. This is Deb and welcome back to our course on Word 2019. We're down in section nine, in module three where we're going to talk about working with odd and even section breaks.

Now we've already talked about the importance of creating sections in a document to have something different happening in one part of a document to another and we've gone through some examples of that. So we've split a document up into sections and we've made different changes, such as decreasing the margins in one section, changing the amount of columns in another, and also changing the orientation of a page in a different section. Now let's take this further and talk about when you're looking at your section breaks you can actually put in different even and odd page section breaks.

So what I'm going to do here is I'm going to insert a section break and start the section on the next even page number or the next odd page number, whichever one you want to choose. Now this little scenario where you might find this would be in books, so chapters for example. So you've probably seen it in a book where the left page might be blank and the right page is the beginning of a new chapter. So that kind of utilizes this odd and even section break functionality.

So what Word will essentially do is if the section break falls on an odd page it will leave the intervening even page numbered page blank. So let me show you what I mean by that.

Now I'm down on page two in section three and I'm just going to click my mouse in front of where it says Smith Properties Inc. in the title. I'm going to go up to my Layout Ribbon and down to Breaks and I'm going to select Odd Page and you can see there it says Insert a section break and start the new section on the next odd numbered page. So I'm going to click and you can see that it's pushed all of that down on to page three, which is an odd numbered page. And what it's essentially done is it's left the preceding even number page blank. Now obviously something has been left at the top there which I can just go in and delete out but hopefully you can see how that works. And as I said, it's the kind of thing that you'll see for chapters in books.

So it really is just as simple as that.

Now we've come to the end of this section. Hopefully all of that's given you a little bit more of an idea as to how to section up your documents. What I want you to do next is to flip over to the practice exercise and then we'll move on to section ten. So I will see you over there.

Video: Section 9 – Practice Exercise

Deb: Hello again and welcome back to our course on Word 2019. We're now down to the section nine practice exercise where I'm going to get you to use all of the skills that you've learnt on sectioning.

So the first thing I'd like you to do is to open the file called Sections Practice. I'd like you to create a Next Page section break after the subtitle so that the title and subtitle are on page one and in section one. I'd like you to center the title and subtitle vertically on page one and I want you to create two columns down in section two.

I'd then like you to create a Next Page section break before the heading Premium Listings. And then I'd like you to make section three landscape. You can then save and close the file.

And that is it for this practice exercise. Hopefully not too painful. I will see you in the next section.

Section 10 – Graphics

Video: Inserting Pictures

Deb: Hi everyone. This is Deb and welcome back to our course on Word 2019. We've made it all the way down to section ten and in this section we're going to be talking about graphics, inserting graphical images into our documents to make them more engaging and interesting. Now in this first module we're going to concentrate on how you can insert pictures into your document.

So I just have a blank document open here and there are actually a couple of ways that you can insert pictures into a document. The first way is if you have a picture saved off to your hard drive, so your local drives essentially. Maybe you've saved it to your desktop or into the My Pictures folder. You can insert that into a document. And the second way I'm going to show you is if you want to search for a picture that's available online and insert it directly into your Word document. So let's talk about that first option, inserting a picture that we have saved off locally.

Now it's worth noting that where you're currently clicked in your document is where that picture will insert. So just be aware of that. So I'm clicked at the top of my page. I'm going to go to the Insert Ribbon and you'll see in this Illustrations group we have an option for pictures and online pictures, and these are the two things we're going to talk about in this module.

So the first one here, Pictures, is if you have a picture saved off locally or saved off to a file. So let's click on Pictures. And there we go. It's going to open up your local drives and you can just browse through and go to the location where you have your picture saved off. So I have mine saved into my Images folder and I'm going to use this picture here, Italy.jpg. So I'm going to select it and then click on Insert. And there we go. There's my picture, a picture of beautiful Italy, which is making me very jealous that I'm at home at the moment. And this picture isn't a bad size but if I wanted to resize this picture if you look around the outside in the corners and also in the middle you have these round circles, which we call Resize Controls or Resize Handles. So if you want to resize the picture the easiest way of doing that is just to grab any of these controls and drag your picture in. Now if I hover over this one in the top righthand corner you can see that I get a little diagonal double headed arrow, which means that when I drag in it's going to drag it in diagonally. I could also use the ones on the side here. So if I drag that in it's actually going to distort my picture very slightly so I'm going to use my diagonal ones just to drag that picture in and make it a little bit smaller.

If I wanted to center this picture on the page I can just jump up to my Home Ribbon and I can use my Alignment tools in the Paragraph group. So I'm just going to select Center to put that picture into the middle of the page. So very simple just to pick up a picture that you have saved off to your local drives.

Let's now look at the second option which is inserting a picture which is online. So we're going to go back to our Insert Ribbon and this second option here, Online Pictures.

So this will allow you to do an image search on Bing based on the keyword that you type into this field at the top. So if I was looking for a picture of Italy I can type in Italy and I can hit my Enter key and it will go away and it will search for pictures of Italy. Now one thing to note here is this Creative Commons Only, which has got a little tick in the checkbox. With images you have to be careful sometimes with regards to copyright. So you can't just jump onto Google and search for an image and then use it in your document or presentation or whatever you want to use it for. You have to make sure you have permission to use that picture. So what I'm filtering for here in my pictures are for pictures which only have a Creative Commons license. And that means that I can use it with no copyright issues.

So I can go in and I can select a picture. So I quite like this first one. I'm going to tick it and click Insert. And there we go. I have my picture. So again I can just drag those handles in if I want to and you'll see with these pictures from online you get a photo credit underneath. So this one is actually Author Unknown, but it has a license so we're good to use it.

So those are the two ways that you can insert pictures. There is a lot more that we can do with these pictures, which we're going to explore in later modules.

In the next module we're going to talk about how to insert pictures into an existing document that has text, so please join me for that.

Video: Inserting Pictures into Existing Documents

Deb: Hello again and welcome back to our course on Word 2019. We're in section ten where we're talking about inserting graphics into our documents and we're down into module two now where we're going to start talking about how you can insert pictures into an existing document that contains text. So in the previous module we inserted a couple of pictures but that was just into a blank document. So what's the difference if we already have text in the document? Well, let's find out.

So I have my document here and if I scroll down you can see that the last section is called Buying a Home and what I want to do is I want to put an image underneath here. So the first thing to remember is always make sure that your cursor is where you want to insert that image and I'm going to go and grab a picture that I've got saved off to my local drives. So I'm going to go to the Insert tab, I'm going to click on Pictures, and then I'm going to navigate to where I have my image. So I'm going to select New Home.jpg and click Insert. And there we go. There's my picture.

Now I could go about resizing this. So if I wanted it to fit onto the page above I could try and do that by making it small, but I don't want it to be too small either. So what I'm going to do is I'm going to move this picture from its current location and I'm going to put it somewhere in the middle of this document. So I'm going to click on my picture and I'm just going to drag up. And I'm just going to place it just here where I have my cursor and let go of the mouse.

Now you see what's happened there if I make this image a little bit smaller, it's put the image in and you can see that the text is above it and also below it. So I have this white space over at the side here. Now it might be that you just want to center that image and you're happy with the text above and below but you need to be aware that there are some other options when it comes to text wrapping.

Now text wrapping utilities. You can see here I have this little square and if I hover over it it says Layout Options. So it says Choose how your object interacts with the text around it. So I could click on there. Alternatively I could go up to my contextual ribbon that's appeared, my Picture Tools, and the Format subtab and I could go to Wrap Text up here. You'll find that the options you see are pretty much the same in both of these.

So currently I have In line with text selected. Let me just get rid of that one so it doesn't become too confusing. You can see that because it has gray on that icon. And what In line with text means is that it will put the text above and below wherever that picture is. But I do have other options in here as well. I have Square. So if I hover over you can see what that looks like. So in this one the text kind of flows around the outside of the picture. If I choose Tight that actually puts the text bit tighter to the picture or a bit closer to the picture edge. I have Through. Now if I select Through it means that if I was to move this picture, so if I move it slightly over the text

kind of rungs through the picture and I always think that makes it quite hard to read, but there might be some instances where you might want to utilize the Through text wrapping. We also have Top and Bottom, which again places our text at the top or at the bottom of the picture. We have Behind Text. So again if I was to put that one then the picture is going to appear behind the text, or I can have it in front of text. Now with this one it kind of hides whatever is behind it. So again you really need to make sure that you choose the correct one depending on your document.

So for this one I think I'm going to have Square and again you might want to do some minor adjustments when you get this because I don't particularly like this line just here being sort of on its own. It looks a bit detached. So I could fix that by, I could make the picture bigger or I could make the picture a bit smaller and try and get that all onto one line. So it really is up to you how you want to deal with that. So I might want to make it like that, which makes everything all nice and square and neat looking.

So those are your text wrapping options. It's definitely worth having a play around with those so you can get your text to flow exactly how you like around or through or in front of that picture.

In the next module we're going to explore some other options that you have when it comes to pictures because there are so many of them. So please join me for that.

Video: Picture Options

Deb: Hi guys. This is Deb and welcome back to our course on Word 2019. We are now down in section ten, module three and in the previous sections we've been talking about inserting pictures from files or from the internet and we've also talked about inserting them into existing documents and getting the text to flow nicely around those pictures. Now we're going to talk about the options that we have when working with pictures because there are so many of them on that contextual ribbon.

So the first thing I'm going to do is I'm going to insert a picture into my document, and again this is one that I have saved off to my local drive. So I'm going to go to Insert, I'm going to select Pictures and I'm going to choose this one here, Cabin.jpg. And there we go. So this is quite a nice picture of a cabin in the woods. I'm just going to make it very slightly smaller and I'm also going to center that on my page.

Now when you're working with pictures you'll notice that get this Picture Tools contextual ribbon and we should know what these contextual ribbons are all about now. They only appear when we need them. So when I'm clicked on my picture I get this Picture Tools Ribbon with the Format sub-ribbon. And it's on this sub-ribbon that you'll see all of the options that are needed for editing this picture in your document and we're going to go through some of these options now.

Now I'm going to start with this big group in the middle, the one that says Picture Styles, and if I click this dropdown you'll see that there are numerous different styles that you can apply to change the look and feel of your picture. So if I just hover over some of these so you can sort of get an idea of what they look like, we have some simple frames at the top in white. So they add quite a nice effect. This one I quite like, which is the rounded rectangle and that has a reflection on it as well, which gives it a really nice effect. And we have some soft edges and some shadows and we can even change things like the perspective as well of the shadow. And we can tilt the picture back, we can change the shape, all kinds of things that we can do in here. So just be aware that you have those picture styles which you can play around with.

Next to that we have three options, Picture Border, Picture Effects and Picture Layout. Now this would be if you want just more of a standard, plain border. So sometimes you might just want a black border around the outside of your picture. So I'm going to select Black from the palette and I'm also going to go in and I'm going to change the weight of that border as well so it's a little bit easier for us to see. So I'm going to change that to 3 points and there you can see we just have a really nice, simple black border around the outside.

Picture Effects allows you to add things like a shadow if you wanted one. Some of these are quite subtle and quite hard to see but you should be able to see we now have a little bit of a shadow across the bottom of that picture. We also have some inner shadows and we also have

some perspective shadows as well. And some of these can be quite dramatic looking, but just be aware that you have shadow options. We have options for reflection. So we saw that in one of the picture styles. These can look really effective actually. So we have quite a few different ways that we can add a reflection. We could add a glow around the outside if we wanted to and you've got more colors for your glow down here as well. We might want to add some soft edges to our picture, and again some of these are more dramatic than others. We could also add a bevel effect to our picture. And finally we have a 3D rotation. So if I wanted to I could rotate this picture in all different kinds of ways. So that can sometimes be quite nice as well. So definitely worth jumping into Picture Effects and having a little play around with those options.

We then have Picture Layout. Now this might be if you want to create something that looks quite nice with some text over the top. And we have different layouts here. So if I hover over them you can see the different ways that you can display a picture with a text. And we're going to be looking at something called SmartArt a little bit later on and you'll see that these are pretty much the same as SmartArt. Now that's quite a nice one if you're doing a document is to have that transparency running across the top of the picture. So again definitely worth having a little play around with all of the options within Picture Layout.

Now a lot of the other options on this toolbar we've already looked at in previous modules. So we have things like we can change the position, we can wrap the text, we can align, which we'll look at a little bit later, and we can also adjust the height and width of our picture manually. So instead of dragging these corners in we could type in a specific height and a specific width to resize this picture.

Let's jump back to this first group here because I do want to show you this Remove Background utility. So if we hover over you can see it says Automatically remove unwanted portions of the picture. Now this would be useful, if for example, I wanted to remove the background from this picture. So maybe I want to get rid of all these trees and grass and I just want a picture of this little tiny cabin. So let's see how it works because this can be a little bit tricky.

So we're going to click on Remove Background and what Word will do is it will do its best to work out what you want to remove, but a lot of the time it can't really ascertain what's background and what you want to keep. So it makes a bit of a guess and in purple are all the things it's currently going to remove. And you can adjust this to either keep certain areas or remove certain areas. So you'll see now we have this Background Removal Toolbar at the top. So I can choose to mark areas to keep or mark areas to remove. Now I need to remove more of these trees so I'm going to say Mark Areas to Remove and you just kind of draw the pencil over the area that you want to remove. And as I said, sometimes it doesn't get it quite right and you have to fiddle around with this quite a bit to get it just perfect. That actually looks pretty good so far. Let's do the same on this side. That's actually not too bad. Now if I was being really detail orientated I could go and say Mark Areas to Keep and just draw a line across the bottom of this cabin because I can see that's in purple and I actually want to keep that bit. There we go. Now I

could carry on and make this absolutely perfect but for the purposes of demonstration and time I'm just going to keep it as it is.

So once I'm happy with it I'm going to click on the tick to say keep changes and there we go. It's cut out that background. As I said, you could be a little bit neater with this than I've been.

Now my border looks a little bit strange just out there on its own so I'm going to turn that border off by clicking Picture Border and I'm going to say No Outline. And there we go.

Now a couple of other things I want to mention before we move on to the next module, and let's click on the picture again and go back to our Format Ribbon. You do have some correction options as well. And this is a lot of the time related to the color and the contrast and the sharpness of your image. So we have some options to sharpen up our image across the top here and we also have some brightness and contrast images. So again if I hover over you can that that changes the brightness on this picture.

The next one along is Color. So if I want to recolor this picture or change the color of it I can do that just by selecting any of these options. And you do have More Colors or More Variations under this option at the bottom.

And then finally we have Artistic Effects. So I find that I don't use these very often but you might find a situation where you might need to, but this is where you can kind of change your picture to look like a drawing or a mosaic or a painting or some scribbling, something along those lines. So again these are all options that you could have a play around with.

The final three in this group are quite important. So Compress Picture. Now one thing you need to be aware of with pictures in Word is that if you do add quite a few pictures into your document that's going to make your document size increase. Now in order to make sure that your document is small in size as possible so that everything loads really fast and you don't get any lag issues it's always a good idea to compress your pictures in your document. And we have the option for that just here. If I click on Compress Pictures it will ask me Do I want to apply compression only to this picture that I have selected. So if I only have one picture that's fine. If I had a lot of pictures in the document I would untick that because then it will compress everything in the document.

I also have an option here that says Delete cropped areas of a picture. So what that means is we got rid of the background on this picture but we haven't actually got rid of it. I could quite easily just reverse what I did with Remove Background and bring it back. So essentially the background is still in the document even though we can't see it. And what this option will do is it will say it will delete any cropped areas of the picture. So again that will help take that file size down. So just be aware of that Compress Pictures option.

We then have an option to change picture. So if I want to replace the picture I currently have with something else either from a file, from an online source, or from an icon then I can do that. And then if I want to just reset my picture, so if I've made a lot of changes to it and I think, "Actually you know what? I don't want any of them" I can reset the picture back to how it was originally.

So a whole host of options in that Picture Tools Ribbon when it comes to modifying and editing any pictures that you have in your document.

So that about wraps it up for pictures. We're going to move on to the next module now where I'm going to show you how to apply some of these same options to shapes. So I'll see you over there.

Video: Working with Shapes

Deb: Hello everyone and welcome back to our course on Word 2019. We are still in section ten and we've made it all the way down to module four and in this entire section we've been looking at how you can insert graphical elements into your documents. And we're now going to talk about how you can utilize shapes in your document. And shapes will really help you enhance your pictures or maybe they'll help you draw diagrams and just add a little bit of interest into your documents.

Now the first thing I'm going to do is I'm just going to scroll to underneath this picture here and I'm going to put in a page break. And if we remember the quick way of doing that is just to press Control-Enter on your keyboard. So this is going to get me to a blank page. Because before we get into adding some shapes onto our picture I just want to go through some of the options you have when it comes to adding shapes.

So you'll find your shape tools on the Insert Ribbon and in this big Illustrations group you'll see we have a dropdown for Shapes. And the first thing you'll notice is that the shapes are categorized. So you'll find any that you've recently used will be at the top of that list. We then have some options for lines, rectangles, we have some basic shapes in there and that includes a text box, which is the first one, we have some block arrows, equation shapes, some shapes you might use if you were constructing a flow chart, we have stars and banners, and we also have callouts at the bottom. So it's very simple to insert a shape so let's do something very basic first of all.

I'm going to go to the lines category and I'm just going to select this first very basic line. So I'm going to click it and you can see I now have a crosshair cursor. And all I need to do is click and drag and I can drag it up and down. So it depends if I want it to be completely horizontal or slightly diagonal and I'm going to let go just there. Now if you want to change the size of it you do have these control handles either end and you can drag it in or drag it out or as I said you can pull it up and down to make it more diagonal.

Now when you do insert a shape you're going to get a contextual ribbon. So I've drawn a line so now on my Format Ribbon I have all of my options for my line. So I can go in and I can change the style, the thickness, do whatever I like with that particular shape.

Now I'm going to draw another shape in my document so you might think I'll have to go back to the Insert Ribbon to draw that shape, but actually if I'm on this Format tab I have my Insert Shapes over here as well in this first group. So I can click the dropdown and I get exactly the same palette of shapes.

So this time I'm going to take, let's do a rounded rectangle and I'm going to just drag it and I'm going to place it over the top of this line. So you can place shapes on top of other shapes.

Now if I wanted the line in front of that shape I could pull it forward or push it back simply by using some commands on my Format Ribbon again.

In the Arrange group towards the righthand side I have an option to bring forward or send backwards. So if I wanted my blue rounded rectangle to be behind my line all I need to do is make sure I have the rectangle selected and I could say Send to Back and that will pull my line forward essentially. Okay? So just be aware that your shapes are kind of in layers and you can pull them forward or push them back.

If you want to move a shape it's a simple case of just clicking on it and dragging and dropping it to its new location.

Now I'm going to draw another shape, so I'm going to go up to Insert Shapes, I'm going to go to my Basic Shapes category and I'm just going to grab this little smiley face, and I'm going to do a little smiley face like so. Now I don't know if you notice when I drag that shape out or if I continue to drag it in I can make it really flat or really thin. So the aspect ratio isn't locked. If I want to lock the aspect ratio so that it resizes correctly each time, I'm just going to delete that out, when I grab my shape, so let me go back in and pick up that smiley face. If I hold down my Shift key, click and drag it's going to mean that it's a perfect circle all the time. So that's a nice little tip to learn as well.

Now you'll notice with some shapes you'll have a little yellow circle on them, like we have in this one, and again that's just a control handle. And you can see it's over the smile here. So if I grab this control handle I can actually make him frown. So look out for that. You'll see that on some of the shapes that you insert.

And let me show you another example of that. If we go to Insert and go to Shapes and this time I'm going to go down to the stars and banners section and I'm going to select this 16 point star and I'm just going to drag it out like so. And again you'll see we have that little yellow handle. Now if I pull that down it gives me a different type of style, pull it out and I get something completely different. So that's quite nice as well.

Now when it comes to copying shapes you can definitely still utilize your Control-C for copy and Control-V to paste. That's perfectly fine, but a quicker way of doing it is to duplicate the object or the shape. And the shortcut key for duplicate is Control-D. So if I want to duplicate this star a few times if I just press Control-D and carry on pressing it I get lots and lots of stars which I can then move individually or if I wanted to have them all as one object I could group them together.

Now when it comes to the color or the fill of your shape, so if we just select our rounded rectangle again, you'll find those options up on the Format Ribbon and you can see we have some Shape Styles in this dropdown. So I could choose to apply any of these preformatted shape styles. Alternatively I can customize the shape fill and the shape outline on their own. So I can

go to Shape Fill and I might want to have this as a dark red and I might want to say the outline is black. And remember you can also change the weight of that outline from here as well.

Now one last thing I want to show you on this page before we go back to our picture, which we inserted on the first page, is the textbox. So again let's go to Insert, click on Shapes and you'll find textbox under Basic Shapes. If I hover over you can see it's the first one in the list. I'm going to click it and then I just need to click and that gives me a textbox where I can then type some text like so. And you can see that it's put a border around the outside. Now if I didn't want that, if I just wanted the text to look like it's floating, so again if I go up to my Format Ribbon and I go to my Shape Outline I can say No Outline to get rid of that box and then I have what looks to be floating text. Now you can see that this textbox has a white background. So again if I want to remove that it's just a case of removing the shape fill by clicking No Fill. And then it looks like I have floating text. So I could put that in the middle. And if I wanted to I can make some changes to the font just using my font options on my Home Ribbon. So I might want to make it a bigger and I also might want to change the text to white and I'm going to reposition that in the middle like so.

Okay? So fairly simple to work with shapes. And a lot of the shape options were reflected in the picture options as well.

So how can we use shapes when we already have an existing picture? Well let's go back up to this one here that we put in earlier. It might be that I want to add some information about this cabin. So I'm going to add a textbox, so back to Shapes and Textbox and I'm going to say Amazing Cabin in the Woods. And again I can customize any of these options. So I don't want the outline so I'm going to say No Outline. I'm going to say No Fill and I'm just going to edit this text a little bit. So I'm going to go back to my Font tools, I'm going to make it a bit bigger and I'm going to change the color to a dark red color. And I might want to just place that there. I might then want to use another shape tool. So back to Insert and we're going to go to Shapes and this time I'm going to go to Lines and I'm going to select this line arrow and I'm going to take my line arrow and just draw it to there. And again I could format this as I want. So maybe I want it to match the text color so I'm going to make it that dark red and maybe I also want to make the line a little bit thicker. There we go.

And just so you can see one more I might want to maybe circle the door on this cabin. So again back to Insert, down to Shapes and I'm going to utilize the oval in basic shapes. Now if I want this to be an exact circle remember hold down your Shift key and drag like so. Now I want this to circle the door. Now if I put it over the top because this circle has a fill I can't see the door so I'm going to want to go to Shape Fill and just say No Fill. And again I might want to change the outline color. So let's make the outline color white and let's make it a little bit thicker again, like so. And I might want to drag that in, make it slightly smaller so it looks a little bit better. Okay?

So that's a very rough example. I'm sure you can make things look a lot nicer than I have done here but hopefully that gives you an idea of how you can insert shapes into your document and also utilize them with other picture images that you've put in your documents.

That's it for this module. Next we're going to look at how to use icons and 3D shapes and both of those are new for 2019, so I will see you then.

Video: Icons and 3D Models

Deb: Hello everyone and welcome back to our course on Word 2019. We're still in section ten and we're down in module five where we're going to talk a little bit about inserting icons and 3D models. Now icons and 3D models are something that are fairly new to Word so you would have seen these in Word 2016 and of course they carry through to Word 2019. And you'll also see them if you're using the Office 365 version of Word.

Now again these are things that have been added just to add some pizzazz to your documents and icons happen to be one of my personal favorite things in the Microsoft applications. You'll see both icons and 3D models are available not only in Word but you'll also find them in Excel and PowerPoint as well. And they really can look very nice. So let me show you where they're located.

So we're going to jump up to the Insert Ribbon and we're going to stay in this Illustrations group and we're going to first start by looking at Icons.

So you can see there it says Insert an icon to visually communicate using symbols. And that's exactly what icons are. They're like a better version of symbols if you've ever used those in your document. But the cool thing about icons is that they're completely customizable. So sometimes with symbols or icons that you might download from the web you can't customize them or they're difficult to customize, but with icons in Word you can change the color, you can resize them. So they do look really, really good.

Now why might you want to use icons? Well as I said, they do add a little bit of visual interest into your document. They might be good to use in a header even. And that's what I'm going to use them for in this example.

So the first thing I'm going to do in this document is I'm going to double click to jump into that header area. I'm then going to go to the Insert Ribbon and I'm going to click on Icons. And what you'll see here are all of your icons organized into groups. And these groups are in alphabetical order. So if you kind of have an idea of what you're looking for it's probably best to look through all of these categories and find the icon that you're looking for. Alternatively you can just scroll through and browse through the different categories. Now document's related to housing so I'm going to click on this Buildings category and I might decide that I want to use one of these in my header. So let's use this little icon just here of a house. I'm going to click it and click Insert at the bottom. And there we go. I have my cute little icon. Now it's a little bit large so I'm going to drag that resize handle in just to make it a little bit smaller, like so.

And again what you'll see here I get my Graphics Tools Format Ribbon which gives me all of my options for my icon. So if I want to change the color I can go in and I can change the color of it. I could also change the outline and I also have graphic effects. And we've looked at these in previous modules. So pretty much all the same images.

I'm just going to close my header and footer so you can see what that looks like. So icons are a really cool way of adding a little bit of visual interest into your document. So definitely have a look at those and a little play around.

The other thing that's new to Word is this 3D Models option and these are really cool, so let's jump into there. Now if you had a 3D model graphic saved off to your PC you could insert that from a file, but I'm going to go to Online Sources. And again this is where you'll find all of your 3D models organized into categories. So you could browse through. Alternatively if you know what you're looking for you could just type your keyword into the field at the top and press Enter to search for it. Now I'm going to be looking for a house so let's just type in House and press Enter and you'll see I get all of these different options. Now this one looks pretty good. I'm going to select that and I'm going to click Insert. And there we have my house. Now currently it's positioned over the top of my text. So remember we have those wrap text options. So I'm going to say Square, like so, and I'm just going to move it down a little bit to there.

Now the cool thing about 3D models is when you click on it you can just drag the middle and rotate that picture around. How cool is that? So it really does add a nice visual element. So I'm going to just rotate it to there and I think that looks really nice.

So icons and 3D models will really help add some pizzazz to your document, so it's definitely worth having a play around and an experiment with both of those.

That about wraps it up for this module. In the next module we're going to be taking a look at other things you can do with graphics so I will see you then.

Video: SmartArt, Charts and Screenshots

Deb: Hello everyone. This is Deb and welcome back to Word 2019. We've made it all the way down to the end of section ten, to the last module, module six, and in this final module I really want to wrap this whole section up just by running you through very briefly some of the other options we have with regards to graphics.

So I'm going to jump straight across to that Insert Ribbon and we've looked at many of these now. We've looked at pictures, we've seen how we can insert pictures from online, we've added some shapes, some icons, some 3D models, but we have these last three on this ribbon. So SmartArt, Chart and Screenshot. So let's start with SmartArt.

Now you would use SmartArt if you wanted to create some kind of information graphic. So that might be something like an organizational chart to show the hierarchy of staff members, it might be something like a flow chart or a process chart and you'll find all of those in SmartArt.

Now you can see here I have on the left hand side we have some categories. I'm currently displaying all so I could scroll through and take a look at all of the different SmartArt graphics that I have. Or I know sort of kind of what I'm looking for I can select from the list. Now I'm going to do an organizational chart which would come under this section here, hierarchy. And there we go. I get a choice of different hierarchical structures I could select. And this first one looks pretty good to me. I'm going to select it. I get a preview over on the right hand side to make sure that that is the one that I want, which it is, and I'm going to click on OK.

And there we go. It's inserted my SmartArt diagram. Now hopefully you can see how much quicker that is than going in and manually drawing out all of these shapes and adding textboxes in and connecting them with lines. It's a lot quicker just to use a SmartArt object.

Now we're clicked in our SmartArt you can see that we have a SmartArt Tools contextual ribbon which has a Design and a Format sub-ribbon, and these two control every element of your SmartArt object. So we're going to look at some of these things now.

The first thing I want to draw your attention to is this large group of SmartArt styles. So this is fairly similar to picture. We get picture style, shape styles, but if you want to go in and choose one of these then you definitely can and you'll see as I hover over them I get those different affects applied to my document. So it might be that I want a 3D option.

Now in this SmartArt graphic wherever I have the word Text that means that I can type in there and I can change it to what I want it to look like.

So I'm going to add some text very quickly. I'm going to say this is CEO and then underneath the CEO we have the Director, and you can see as I type it will automatically resize the text to fit

into that textbox. We then have the VP of Sales, the VP of Finance, and then finally we have the VP of Operations. So very quick and simple just to edit those.

Now it might be that you don't want this exact structure and of course you can move things around, you can drag them around but you also have this first group here, this Create Graphic group and this is where you go to organize your SmartArt graphic. So for example if I wanted to add another shape, so maybe I want to add onto here the VP of Marketing I just need to make sure that I have VP of Operations or the last one selected and then I can say, click the dropdown and say Add Shape After. And it gives me another box, which I can type in. so I'm going to say VP of Marketing. And of course you saw in there that we have options to Add Shape Before, Add Shape Above, Add Shape Below, so on and so forth. I can also do things like promote and demote a shape. So again I've got my VP of Marketing selected and if I do Promote it's going to move all the way up to there. And if I do Demote it's going to move back down again. I can also move right to left, so it now jumps all the way over to the left hand side, or I can do it back again.

I can change the layout of my diagram. So I could have standard, I can have both, I can have left hanging, right hanging, so it really depends how you want it to look. And I have more options for my layout down here. So if I wanted to select a completely different layout then I could. So if I was to go to something like this one, the circle picture hierarchy, that's quite a nice one because this will allow you to add in the pictures of the people. So you can see there's the little picture icon in the middle. If you click on it it will take to your local drives where you can then add a picture. So that one is quite nice as well. Now I'm going to switch mine back to my original layout, like so.

And of course in the middle here you have options for changing the color of your diagram. So I could change it to any one of these.

Finally right on the end over on the righthand side we have Reset Graphic. So if you've made quite a lot of changes and you want to just take it back to the original SmartArt then you can just click Reset and it will take you back there.

On the Format Ribbon we have all of those options that we're used to seeing. We've looked at these previously when we've dealt with pictures and also shapes. So you can modify things individually as well. So if I wanted to change the color of the background of this one that says CEO I could go to Shape Fill and I could change that to a completely different color if I wanted to. So all of the individual elements are also editable as well.

So that's a very brief overview of SmartArt. Hopefully that's given you enough information for you to start inserting your own SmartArt diagrams and having a little play around with them. I'm going to just click at the bottom here and I'm going to do Control-Enter to move on to the next page and what I want to show you now is how to insert a chart into your document.

So we're going to go back to the Insert Ribbon and we're going to click on Chart. And again we get taken into this Insert Chart dialog box and we have a whole host of categories. There's so many charts that you can insert into Word. And again this is a very similar box that you get if you're working in something like Excel or PowerPoint. So we have things like Column Charts, we have Line Charts, and also at the top here lots of different variations on Line Charts as well. We have Pie Charts, Bar Charts, Area Charts, and so many different ones. Now in Word 2019 we do have some extra charts that haven't been available in previous versions. So that would be things like the Funnel Chart, the Waterfall Chart, the Box and Whisker Chart, Histogram, Sunburst, Tree Map, and Radar. So if you have an earlier version of Word you might not have all of the ones that I can see in here. But if you are using 2016 or 2019 you should have the majority of these.

Now just to keep things simple I'm just going to select a basic clustered column chart and I'm going to click on OK and what basically happens is that you will get a template for a chart. And this little Microsoft Word box opens up. Now this looks very much like an Excel window. In fact it is an Excel window. And we've just got some dummy data in there, which is currently showing in this chart. So the idea is, so the idea here is that you go into this little floating Excel window and you modify this data to reflect your own data. So it might be that I want to change this to the locations of our offices. So we're going to say Boston, New York and Chicago. And maybe this is some kind of sales information so we're going to say for January, February, March, and April. And you can see that as I've typed those in it's updated down at the bottom. So now I have January, February, March, April and my key or my legend is showing Boston, New York, Chicago. And you'll see if I was to type in some numbers in here, so let's just say 4-5-6, 5-6-4, 3-4-5, so on and so forth. So you can see that those will change as we go through. I'll just add some more in here so you could see it reflected accurately like so. Okay. So your chart will then update automatically.

When you're happy with your data you can just close down this little floating Excel window and you can then get to formatting your chart. So you'll see that we have the Chart Tools contextual ribbon and we have a Design and Format sub-ribbon. So the biggest group in here is this Chart Styles area. So you can really start to get quite fancy and as I hover over some of these you'll see the different ways that you can display your chart. So I think that one's quite nice so I'm going to select that. You have a Change Colors option. So if I wanted to I could go through and just modify the color of my chart.

And I also have some quick layouts. So if I wanted change the way that my chart looks I have different layouts that I could utilize. So these will either show or hide certain elements. So you can see as I hover over the different ways that I can display my data in my chart.

And then finally we have this Add Chart Element. So a chart element is anything that you see on the chart. So for example, the chart title is a chart element. The axis titles are a chart element, the legend is a chart element. And you can customize all of these from this dropdown. So for

example, chart title, if I didn't want one I could turn it off. Alternatively I can just jump into here because it is just a textbox and I can give my chart a title. So I might say Sales Figures for 2018. If I go back to Chart Element and let's go down to something like legend. So currently I have my legend running across the bottom but I could choose to have it on the right if I wanted to. I could also add different things like axis titles. So I could add something else like data label. So I could say put them in the center which will show the actual figures in the center or the inside end, inside base, outside end. I can even show the data table underneath if I wanted to. So lots of different ways that you can customize the different elements of your chart.

And incidentally if you did want to get back that little floating Excel window, so maybe you need to update it or make a change, if you just click on this Edit Data button you'll get your window back again and you can make whatever changes you need.

And of course the Format Ribbon, again fairly similar to what we've seen before. It just allows you to control the individual elements of your chart, such as the shape fill, shape outline, things like that. So again charts is a wonderful thing to have a little play around with and really get comfortable with.

The final thing I want to show you here, if we go back to the Insert Ribbon, is this Screenshot icon. So this will allow you to quickly add a snapshot of any window that you have open on your desktop and it'll put it straight into your document as a picture.

So let me just show you what I mean. If I click the dropdown it's going to show me all of the windows that I currently have open. So you can see I have open another document, I have open three File Explorers. So I could select any of these and it will take a quick screen capture of it and it'll put it directly into my document.

Alternatively if you want to kind of have a bit more control you could utilize this Screen Clipping option at the bottom. So again if I click Screen Clipping it's going to minimize the window that I'm currently in and you can see I've kind of got this ghosting over the top and I have a crosshair. And what that means is I can basically click and drag over whatever is behind and it's going to take that as a screenshot and automatically place it in my document. So you can see there I now have that little screenshot in the document. So that's a really useful little feature.

So that's it. That's an overview of all of the different types of graphical elements that you can add in to your document. So much to play with there. So please do have fun with that.

All that's left to do to finish off this section is a quick practice exercise and then we'll move on to section eleven. So I will see you then.

Video: Section 10 – Practice Exercise

Deb: Hi everyone and welcome back to our course on Word 2019. We're now down to the section ten practice exercise where I'd like you just to practice all of the skills you've learned in relation to graphics in this section.

So I'd like you to start by opening the file called Module 10 Practice. And I'd like you to insert an icon of an office building in front of the first letter in the document. I then want you to use the word wrap option to have the text wrap around the object.

I then want you to insert a picture of a different office building right at the end of the document. And I'd like you to have a go at removing the background from the picture. I'd then like you to save and close the file.

And we're done. Fairly straightforward for this practice exercise. I will see you in the next section.

Section 11 – Envelopes and Labels

Video: Working with Envelopes

Deb: Hello everyone and welcome back to our course on Word 2019. We're down in section eleven now where we're going to be talking a little bit about how you can work with envelopes and labels. And in this first module, module one, I'm going to show you how you can work with envelopes in Word.

Now you can print any size envelope and you'll find all of your options for envelopes are on your Mailings Ribbon. So let's click onto there and in this first group, the Create group we have two options, Envelopes and Labels, and we'll be looking at labels in the next module but for now we're going to start with envelopes.

And this is what we get, so the Envelopes and Labels dialog box. So you'll note that this is the same window that we're going to use for both envelopes and labels and we have the two tabs at the top.

So I'm currently clicked on the Envelopes tab and you'll see the first thing that we need to do is we need to type in a delivery address that's going to go on the front of the envelope. Now you have a little dropdown just here which will allow you to pick something from your Outlook address book but for the time being I'm just going to manually put a delivery address in here that I already have copied to my clipboard.

And then the second large box we have here is a return address. So again it's always good to put this in if you can so if the letter doesn't get delivered for whatever reason that there is a return address on the letter. So let's just type one of those in. So I'm just going to use my name for this and we'll say 300 Elm St. And I apologize to any Americans that we have watching this course if I've got that address format slightly wrong. Hopefully you understand what I mean.

Now we've got our return address in there. We have our delivery address, which is great. And you'll be able to see in the preview window on the righthand side where those two items are going to appear when we print the envelope.

Now you don't have to have a return address if you don't want to. There is an omit checkbox just here. So if you want to remove it you can click that checkbox and again if you just check that preview you can see that it's now disappeared off of the preview.

And we also have a checkbox here to add electronic postage. Now if you were to add that you might get a message popup like this saying you'll need to install electronic postage software before you can use this feature. And you can download it on the Microsoft Office website. Now I'm not going to do that but if I just explain what electronic postage is it will give you the ability to add a barcode to the top of your envelope so that the post office they can scan it and know

essentially how to route your mail. So just be aware that the option is there and if you think that's going to be helpful to you you might want to investigate downloading the little electronic postage add-in for Word.

Now what else do we have in this dialog box? Well next to the preview window to the right we have this little thing that says Feed and that really shows you how to feed your envelope into the printer. So you can see here we kind of feed it in from the bottom with the return address if we have it nearest to us on the left hand side. So that's just a helpful little diagram so that you don't get your envelope the wrong way up.

So let's take a look at some of the other buttons that we have down here. We have an Options button, so let's jump into there. And this is where you can choose your envelope size. And you can see that mine has defaulted to size 10, which is a fairly standard envelope option. But you could if you wanted to measure the size of your envelope and then choose the relevant size from the dropdown list, but I'm happy to leave mine on 10.

You can also change the font for the delivery address and the return address if you want to. And also change the spacing, so how far away from the left and the top that delivery address and return address appears. And of course you'll get a preview so as you start modifying these settings it will reflect down here.

We also have a Printing Options box. And again this is showing you the different feed methods that you can have when putting your envelopes into the printer and you can choose face up, face down, and you can do a clockwise rotation if you want to. So just be aware that you have some additional options you can customize before you actually print your envelope.

And again this e-postage properties you will require an add-in for that. So if you'd added electronic postage this will be active as well. Now I don't have it so I'm just going to click No.

Finally I have these two options. So I can choose to print directly to the printer. So if I've loaded up my envelopes and I just want to print I can do that. Alternatively I could select Add to Document. So let's see what that looks like. Now when I click that it's going to say Do you want to save the new return address as the default return address, so that can sometimes be really useful, particularly if you're printing the same thing over and over. So I'm going to say yes and there we go. There is my envelope. Now I might want to go in and I might want to make some adjustments to that if I wanted to, like moving that address up very slightly so you can do that because it is just a textbox. Remember I did omit the return address so I don't have it on there. But I could if I wanted to go back into Envelopes and I could take that off and I could say Change Document and there we go. It will put that back on there.

And the cool thing about this is that you have your envelope at the top and then you have space at the bottom to type your letter or your document. So essentially you can print the whole lot in

one go. You could load up your envelopes into one feeder and then you could have your plain letter paper or A4 paper in another tray and print the document directly after.

So fairly simple to set up envelopes.

In the next module, module two, we're going to look at how you can work with labels, so please join me for that.

Video: Working with Labels

Deb: Hello everyone. This is Deb and we're in section eleven, module two, which is Working with Labels.

So in the previous module we discussed how you can print and customize an envelope and now I'm going to show you how you can print labels. And when I say labels I'm talking about those sheets of paper where you can peel off and they're sticky and you can stick them onto parcels or whatever you want to stick them onto. And Word has a really good utility for sorting out your labels and printing labels.

So let's jump straight up to that Mailings Ribbon again and in that first group we have our Labels option, so let's click it.

Now you'll probably notice that this is exactly the same window that we were dealing with in the previous module when we were talking about envelopes. It's just defaulted us to the different tab, the tab named Labels.

So this is where we would come in and type in our address. So once again I'm just going to type in a quick address. So I will say Adam Lacey, P.O. Box 112, Charlotte, North Carolina 70415. And then what you have is an option of what you want to print. So you can either print a full page of the same label, so it'll have this address in every single label, or you can print just a single label. So you might be thinking, "Well why would you want a full page of the same label?" Well if you are printing a full page it might be good if you wanted to have a couple of sheets of preprinted labels with your company address on them. So it's good for things like that.

Now if you select a single label, if you just want to print one you're going to need to tell Word where that label is located on the page. So you need to tell it which row and which column. Now I'm going to say Full Page of the same label and let's just jump in and take a look at our label options.

So the first section at the top is your Print Information. So this is really where you tell Word where your labels are located, which tray they're located in. And then you need to pick your type of labels, and there are so many in this list.

Now a very typical label vendor that people use is this one just here, Avery U.S. Letter. And again there are so many different labels in here. These numbers correspond with the type of label or different brand of label. So you'll see when I click on them you get the label information at the side which will tell you the exact height and width of the label and also the page size, so you can really go through and find the one that you need.

Now a really common one to use is the 8160 series. So I'm just going to scroll down and try and find that. Not as easy as it sounds. So there we go. I'm going to select this one just here and I'm

going to click on OK and again I could choose to print directly to the printer but I'm going to select New Document and there we go. I have that address on all of my labels. So I can now just load up my labels into the printer and I can just go ahead and I can print these out.

Now that's all well and good but as you can see each label has the same name and the same address because I chose full page. So you might be wondering how do you get different names and addresses onto different labels? And that's where Mail Merge comes in. So let's now move on to section twelve and start working with Mail Merge. So I'll see you over there.

Section 12 – Mail Merges

Video: What is Mail Merge?

Deb: Hello everyone and welcome back to our course on Word 2019. We're in section twelve and down in module one and I just want to start out by just explaining to you what exactly a mail merge is so that as we go through these modules you're going to really understand what it is that we're trying to accomplish, because if you've never come across it before then it might be something that's a little bit unusual to or you might not be aware of some of the terms that we're going to use.

Now what a mail merge document is, if you can imagine this scenario, maybe you have a letter that you send out every single Friday to a specific group of people. Maybe it's some kind of collections letter. And essentially the letter is going to be the same but there's going to be some things that are different. So for example, the customer that you're sending it to is going to be different each time. And you want to make sure that the letter that you send out is personalized, so it's not just a standard letter they're going to get. So maybe at the top of the letter you want it to say Dear Claire and then in the next letter you want it to say Dear Tom, and then maybe you want it to say something a little bit more personal at the bottom. Maybe you want to have different addresses on each letter. So what I'm trying to say is that the core letter itself is the same every time but there are different things on it to personalize that letter for each customer. That is where you would use something like a mail merge.

And it's really important to note that there are three steps to a mail merge and I've just got them listed out on the screen here.

The first step is you need to decide what your main document is going to be. So what do you want to merge the information into? So the example I just gave you was the example of a letter. So we could create a letter in Word and then merge our addressing, customer information into it. And I'm going to assume that if you create a letter you're probably going to want to send that letter out, which is why we then have envelopes. We can perform mail merges on envelopes and also labels. You can perform mail merges in an email. So maybe you have an Outlook email and you want to send out the same email to 2,000 customers but again you just want to personalize it very slightly. So we could merge customer names into emails. And then finally we have something called a Directory and I'm going to show you exactly what I mean by that a bit later on but it's basically a listing of the same information over and over again. So that's the first part. You want to select the main document essentially.

The second part of a mail merge is selecting your data source. So this is the information that you want to merge into your main document. So it might be a list of customer addresses or customer names or invoice numbers or all three. And you might have that data stored off in something like an Excel spreadsheet or another source. You essentially need to bring that data source into

whichever document it is that you're creating. So data source is the next one that we need to be mindful of.

And then the final step, the third step, is the merged document. So this is going to be the document that's presented after you've run the mail merge. And what you'll see is that each new record will be on a separate page. So say I'd selected letter and then I'd pulled in a list of my customer names from my data source. Each new page in Word will be a different letter for a different customer. So if I had 200 customer details in my data source I would end up with a merged document that contains 200 pages. Okay?

So those are the three steps that you need to be made aware of. I completely understand that just kind of saying it here it's quite hard to visualize, which is why in the next module I'm going to show you exactly what I mean and we're going to go through and create a mail merge from scratch. So please join me in the next module for that.

Video: Creating a Mail Merge Document – Part 1

Deb: Hello again and welcome back to our course on Word 2019. We're in section twelve, module two where we're going to start to put together our mail merge. Now in the previous module I introduced you to the three steps of a mail merge that you can see on the screen now so I just very briefly just want to review those steps so that you understand.

So step one is the main document, so the type of document that we're creating. So it might be a letter or an envelope, a label, an email or a directory. So again let's use the example of we might have a letter that we need to send out every single Friday, maybe some kind of collections letter, and we need to send that out to 200 different people. So what we can do is we can create the letter in Word, we can save it off and we can reuse that letter, but we're going to utilize mail merge so that the letter is personalized and each letter that's produced has different addressing or customer information in it. So it might be that on each letter we want to have a different customer name, a different customer address, maybe their invoice number, information like that. So setting up the main document is the first step.

We then need to pull in all of our information. So again in this example it might be customer information, their addressing details from a data source. Now a data source can be made from numerous different things. So a really common one would be to have your customer information in an Excel spreadsheet. So you can definitely attach your Excel spreadsheet to your Word document for use in your mail merge. Alternatively you can just manually type the data that you want to use in your mail merge and that's what we're going to actually do first.

And then finally you will end up with a merged document. So when you complete all the steps of the merge you'll end up with 200 letters. So one for every customer and each one displaying slightly different information.

So that is kind of what we're aiming for in this module and part two of this module, which we'll do next. So let's get on with creating our mail merge.

Now the first thing I'm going to do is I'm going to start from a blank document.

Now it's worth pointing out that you don't necessarily have to start with a blank document. So if you already have a letter created and saved off you could just open that and then work through the steps. I'm starting from a blank but please feel free to use a letter that you've already created.

So I'm going to jump straight up to my Mailing Ribbon and you'll see we have a Start Mail Merge group and this big button just here. If I click it you'll see there we have the five things that we've been speaking about. So letters, email, envelopes, labels, and directory. So you could choose whatever it is you're creating. So in this case we're doing a letter so I could choose that, but what I like to do, and I would recommend this particularly if you're new to doing mail merges is to utilize the step by step mail merge wizard and that will really walk you through the

entire process. It's a bit of a no brainer when it comes to putting together mail merge documents. So let's use that.

And you'll see you get this little pane open at the side which I'll make slightly bigger just there. Now at the bottom of this pane it says Step 1 of 6. So really all you do is follow the information and walk yourself through to create your mail merge. So it's nice and simple.

So the first thing it's asking me is to select my document type. So what type of document are you working on? And there I have my five options. So as I said, we're doing a letter so I've got Letter selected. And you can see underneath it gives me a little description. So it says Send letters to a group of people. You can personalize the letter that each person receives. Click Next to continue. So let's do that. At the bottom we have Next and it tells us our next step is the starting document.

So it says How do you want to set up your letters? Do you want to use the current document, so the blank one? Do you want to start from a template? So that might be one of your own or one that's in Word. Or do you want to start from the existing document? So if I was to say start from existing document I could then go and browse for a letter that I've got saved off somewhere. Now I'm going to say Use current document and I'm going to click on Next at the bottom to select my recipients.

Now this is where you need to tell Word where your list of recipients is. So that would be you know the customer information, things like that. And again I have a few different options. So I could say use an existing list. Now if I had all of my data that I wanted to use in the mail merge saved off in an Excel spreadsheet this is what I would use. I would say use an existing list and then I would just browse for that particular file and that will essentially kind of attach it to this mail merge. I could choose to select from Outlook contacts. So again if I want addressing information I could use my Outlook contacts list. Or I could choose to type a new list. Now this is actually what we're going to do here. I'm going to show you how to manually type in some names.

So now I've selected that. It says Type the name and addresses of recipients. Now I might use this option if it's only going to maybe four or five people, or maybe if I don't have the names saved off in some kind of spreadsheet it's just as quick for me to type them directly in as it would be to create an Excel spreadsheet with those names in. So I'm going to select Create and this is where I can go in and start manually creating my information.

Now you'll see here we have these column titles. So it says Title, First Name, Last Name, Company, Address, City, State, so on and so forth if I scroll across. There's loads of them in there. Now these are all entirely customizable. So again it really depends what kind of information you want to attach to this mail merge.

Now I'm going to go in. I don't want all of this. I'm going to go in and I'm going to customize these column headings. And you can see we have a Customize Columns button at the bottom.

So this now shows me all of my current columns and I can go in and I can delete whichever ones I like. So I'm going to delete out Address Line 2. And it will always ask you when you delete field address line 2 any information in this field will also be deleted. So it's kind of warning you if you already have a list of names in here that are using address line 2 it's going to delete out that part of the name as well. Now I'm fine with that so I'm going to say Yes and I'm actually going to delete everything from country or region downward. So I'm going to say Country or Region Delete and unfortunately you can only do these individually, like so.

Now I could also rearrange my list, so move up or move down. So for example if I had something like zip code listed after last name that's not really particularly logical as we would type the zip code right at the end. So you might want to move up or move down to rearrange your fields.

I could also add my own fields into here, which I am actually going to do in this case. I'm going to add a field and it's going to be Date Last Called and I'm going to click on OK. And that just adds that on to the bottom. And I'm going to click on OK.

And if we look now I can scroll across and I can see yep those ones that I deleted have now gone and I have my date last called field on the end. So now what I can do is I can start manually adding in the details of my recipients. So I'm going to go up to here and I'm going to say Mister, I'm going to use my Tab key to move across my fields, so Mr. Clive Turnbull. I'm going to leave his company field blank for the time being. He's going to be a P.O. Box, 234. He's going to be in Charlotte, North Carolina, 29589 and the date last called is going to be May 13, 2019. So there's my first recipient. I'm going to add three in. So I want to add a new entry. So I have a button at the bottom that says New Entry and I can go in and I can type my second recipient. So we have Ms. Emma Morris and she works for Morris Associates at 345 Principle Avenue and she is in New York. Now I've made an obvious mistake here. I've added New York and then NY into the same field and that's because I want to come back and show you something related to that a bit later. So just bear with me on that one. We're going to have the state, so 78563, date last called is going to be July 2, 2019. I'm going to add one final new entry. I'm going to leave off the title. I'm going to say Ben Waters and he is at Chamberlin & Co. He's located at 123 Vine Street. He is in Boston, MA and the zip code 02101 and he was last called on August 4, 2019. Okay. So I'm just going to add those three names in and I'm going to click on OK.

Now what will pop up is a Save Address List box. And it doesn't matter what you do, you always must save any address list that you create. So this will pop up automatically. Now it's defaulted to a folder called My Data Sources. I'm actually okay with that so I'm just going to call it My Data and I'm going to click Save. And then it pops me up with another box that says Mail Merge Recipients. So I can see all of the people that I've added and this is actually a very

useful area because it really allows you to customize what you're including in your mail merge. So if you imagine if I had 200 names in here maybe I don't actually want to send this letter to all 200 people so I could go through and just untick the people who I didn't want to send that letter to. So that's quite useful.

You also have some options down here for refining your recipient list. So you can sort your list, you can run filters, find duplicates and remove them, all kinds of things like that. So these options are really good, particularly if you have your information in an Excel spreadsheet and you've imported it in, you might want to do things like remove any duplicate entries that you have, you might want to find specific recipients, all kinds of options in there that you can use.

Now I've only got three names and I'm fairly happy with this list so I'm going to click OK. And the next step is to write the letter. Now before we get on to this step there are a couple of other things that I need to do with regards to setting up this main document. So I'm going to write the letter in a moment but I need to add a couple of things first. So I'm going to go ahead and go over to part two of this module. So I will see you over there.

Video: Creating a Mail Merge Document – Part 2

Deb: Hello again everyone and welcome back to our course on Word 2019. We're still down in section twelve and we've moved on to module three, which is essentially part two of the previous module, which we started when we were creating a mail merge document.

So we're starting off at the place that we left off in the last module. So we have our Mail Merge Wizard running down the righthand side and we're at the point now where we want to write our letter. So we've got our data list sorted out, so our customer names, those three that we typed in, and now we want to actually create the main body of this letter.

So the first thing I'm going to do is in this wizard I'm just going to click at the bottom to go on to the next step of Write your letter.

Now what I want to do with this letter, what I want to have in the top is I just want to have the date. So I'm going to put August 4, 2019 and I'm going to hit Enter. Now underneath the date I want to have the what we call the Address Block. So I want to have the company name and I also want to have the name of the recipient and their address. And there are a couple of different ways that I can do this and one of them is the way that I prefer. Now let me show you my nonpreferred way first of all and that is by using this address block. So again over in the righthand side in our wizard we have an option for Address Block. Now if we just read the text above where it says Write your letter it says If you have not already done so write your letter now. To add recipient information to your letter click a location in the document and then click one of the items below. Now I'm going to click on Address Block just to show you.

So what the Address Block essentially does is it looks at your data that you've provided it and it pulls in the name. So you can see here in the preview currently it's saying Mr. Clive Turnbull and then we have the addressing details. Now for Clive I didn't have a company name set up in that original data list, which is why you can't see a company name. However if I click the arrow to move to the next record I can see that Emma does have a company name and that's also listed in there. And in the left hand side of this panel I can choose how I want those names to display, in which format, and I can also choose to either insert the company name or remove the company name or I can insert the postal address in various different ways. Now if that's all you want in the top of your letter then that's absolutely fine. You can insert the address block, but I prefer to have a little bit more control over how and where these fields are placed so I'm going to Cancel out of there and I'm going to do the same thing but in a slightly different way.

I'm going to go up to the Mailings tab and I'm going to go to this Insert Merge Field dropdown. And you can see there it's pulled through essentially all of my column headings, which we refer to in this context as merged fields. And I can use these throughout my letter to pull in the information in the exact location where I want it.

So the way I want this letter to be set up is underneath the date I want to have the company name so I'm going to select the company name merge field. I'm going to hit Enter to get on to the next line and I then want it to say the customer's first name followed by their last name. And I want to make sure I put a space in there and then have their last name. I'm going to press Enter. On the next line I want to have their address. I'm going to press Enter. And then I want to have the city. And I'm going to put the city, state and zip code all on one line and I want it separated by commas. So I'm going to have the city name, comma, space, back to my merge fields, I'm going to say state, comma, space, and then I'm going to put in the zip code like so and I'm going to press Enter a couple of times.

So that's exactly how I want it to appear in all of my letters. What I then want is to add in the main body of my letter. So what's my letter actually going to say? So I want to start it off by saying Dear, space, and what I want is to say Dear Mr. So-and-So, Dear Ms. So-and-So, so I'm going to use the title, merge field, space, last name, like so. And if I want a comma I need to put that in as well, hit Enter and then I want to type my letter. Now you could just go in and type out your letter. That's absolutely fine but let me show you another way of doing this.

If you have the text of your letter already saved off in another document you could either go and find that document, open it, and then copy and paste it in or an even quicker way of doing it is to go to the Insert Ribbon, all the way over in this Text group we have an Object button and you can insert text straight from a file. So I'm going to select that. You navigate to where you have your letter saved off. So mine's called the Listings Letter. And I'm going to click Insert. And it's going to insert the text from that file directly to wherever I was clicked in this document. And you might want to adjust that very slightly. So there we go. So much quicker.

Now once I have my text in here I might also want to go through and personalize this even more. So if you remember when we set up our data list we actually added in our own merge field, if I just remind you of that. If we go back to Mailings and Merge Field. This is the one that we created, Date last called. So I now want to use this within the main body of text in my letter. So I want the letter to say, Since we last spoke on, and then I want to put in there my merge field Date last called, and make sure I have a space. I might then want to personalize the letter even further by adding in their first name somewhere within the body of this text. So where it says Our technical folks I might want to click in there and just add in the first name and space. Okay? So fairly easy to utilize these individual fields. You can see how much more powerful it is just using them in that way then adding in your address block so on and so forth.

So now I'm fairly happy with how my letter looks. I'm going to preview my letter. So back to our wizard. At the bottom next step preview your letters. And here we go. I'm now looking at recipient two which is Emma. I can go to recipient three to take a look at that and I can go back through as well to check to make sure everything looks okay.

Now if you remember with recipient two, Emma, I actually made a mistake when I was typing in her details and I think I pointed that out to you in the previous module. So just here it's got New York, then we have NY listed twice. So what I want to do is I want to go back in and I want to change that.

So it's very simple to do it. All you need to do is go back to Edit Recipient List and you need to go to your data source. So this has been saved as a data source down here so I'm going to click it and save Edit Data Source. And this is where I can then go in and I can make that change. So I'm going to this field and I'm just going to delete out that additional NY. I'm going to click OK and it's going to say, Do you want to save this change to your file? So I'm going to say Yes. And OK again. And you'll see that immediately that's updated in the preview of my letter.

So looking through I'm pretty happy. Actually no I'm not. I've just noticed a little error down here. So I can see here I have a double A. Okay, that looks a lot better.

So now I'm happy with the way my letters look I'm going to go down to the final stage which is complete the merge and I'm going to get two ways that I can complete this merge. If I just want to print these letters straight to the printer I can click Print, however what I prefer to do is I like to go to this Edit Individual Letters option which will open all of the letters in Word so I can have a final quick look through to make sure everything is perfect before I either save them off or choose to print them.

So I'm going to say Edit Individual Letters. I want to merge all of my records, so all three of them. And I'm going to say OK. And now what I have is a brand new document called Letters 2. So if I minimize this down you can see I still have my main document behind. It's actually created a new document for my merged data. And this document has three pages because it contains all three of my recipients. So I have Clive at the top on the first page, I have Emma next and then I have Ben after that. Very quickly I've been able to just create these three letters. So you can see how quick this is, particularly if you have a lot of data that you're using. We've only used three records but if you have 200, 500, 1,000 letters you need to send out this is a much quicker way of doing things because once you've set up those merge fields and attached the data source you're pretty much good to go.

So that's what we're going to focus on in the next module, and that is how you can use an existing data source that you have saved off in something like an Excel spreadsheet in order to create a merged document. So please join me for that.

Video: Merging a Document with an Existing Data Source

Deb: Hello again and welcome back to our course on Word 2019. We're still in section twelve where we've been looking at mail merge and we're now down in module four. So in the previous couple of modules we've taken a look at how we can create our first mail merge and how we can use a list that we've manually created on the fly essentially. Now I just want to very briefly show you how you can utilize a list that you have saved off in an Excel spreadsheet to complete your merge document.

So this is really simple. I'm just going to start off again with my basic document and I've removed all of the previous merged fields that we had in there so we just have the date, we have Dear and I need to go in and I need to attach my new data source.

So I'm going to go back in to Start Mail Merge and we're going to use that Mail Merge Wizard once again.

So we're going to go through some similar steps. So what type of document are you working on. Again it's a letter so let's click next. It says How do you want to set up your letter? So I want to use the current document. I'm going to click Next. And now we need to select our recipients and this is where it changes or differs from the previous example that we did.

If you remember before we typed in a new list or created our own list and this time I'm going to use an existing list. And you can see below because I'm doing this one directly after the one that we've done before it's telling me that I still have my old recipients essentially attached to this document. So what I want to say is I want to select a different list. And this is going to take me to my local drives where I can now scroll through and find my Excel spreadsheet. And before I do that I just want to show you what the Excel spreadsheet looks like for reference.

So this is the Excel spreadsheet. Again we have our headings in that first row and we have the similar information. So first name, last name, company, address, city, state, zip, and we have Called last and then we have the date in there. So this is essentially what I want to use in my mail merge and I've got it saved off as a file called New Merge Data.xlsx. And I'm going to go the folder where I have that document saved. Okay and there it is just there and I'm going to say Open.

Now when you're utilizing an Excel spreadsheet it will ask you to specify which sheet your data is on. Now I only have one sheet with data on it in my Excel spreadsheet so that's absolutely fine. I can click on OK. And there we go. Very quickly it's brought in all of those addressing details or customer information from my Excel spreadsheet. And we can do something similar to what we've done before. If we want to customize our columns we can do that. So remember any edits you want to make you need to click on your data source and then click on Edit. And that's when you can go in and you can add new entries or you can make any updates to your entries

here. Note that you cannot customize columns in this because it's pulling directly from your Excel spreadsheet. It's not columns that you've set up yourself.

So I'm happy with how that looks so I'm going to click on OK and I'm going to say Yes and I'm going to click on OK and I'm going to go on to the next step, so Write your letter.

So now this is where we can go in and we can insert our merge fields. So you can see these are slightly different from the last example. We have Called last at the bottom. But essentially I'm going to be doing something that's fairly similar. So let's go in, let's do our company name, press Enter. I'm going to have first name, space, last name. We're then going to have address, and then I'm going to do city, comma, space, state, comma, space, zip, and then I'm just going to put a bit more space in here, just tidy up this formatting a little and it's going to say Dear and then we're going to have the, there's no title in this one. I've just noticed there so we're just going to have their first name, comma, and again we're going to say Since we last spoke on, I'm going to click in here and I'm just going to add that Called last field. So pretty much exactly the same as what we did previously. We've just attached a list from a different source.

I can now go in and preview my letters and I can scroll through my recipients to see what they look like. And if I'm all happy with that I can just complete my merge, I can say Edit individual letters, I want to merge all records, click on OK, and there we go. So now as I scroll through I can see that I've got 28 pages and climbing. So it's still kind of composing all of my letters. So yep we're up to page 31. That looks to be it. So 31 recipients and I have 31 beautiful letters. So that's just another method when you have your data stored in an Excel spreadsheet.

In the next module we're going to take a look at something similar but we're going to have our main document as an envelope or a label and we're going to merge details onto those. So please join me for that. lease join me for that.

Video: Merging Envelopes and Labels

Deb: Hello again and welcome back to our course on Word 2019. This is Deb and we are all the way down in section twelve, module five where we're going to talk about how you can merge envelopes and labels.

So over the past few modules we've been mainly looking at how you can merge information into letters, but once you've created those letters you're more than likely going to want to put them into an envelope or create some kind of label. Now I'm going to show you how to create labels in this demonstration but once I've shown you that it's fairly straightforward as to how you can translate that into doing envelopes.

So the first thing I'm going to do is I'm starting with a blank document. I'm going to jump up to the Mailings Ribbon and we're going to select our good old favorite Mail Merge Wizard once again.

So now it's asking me to select my document type. And for this one I'm going to select Labels. And you can see underneath it says Print address labels for a group mailing. Click Next to continue. So let's click Next at the bottom and now I need to select my starting document. So I could choose to start from the existing document if I wanted to. So maybe if I already had some labels set up here I could use that document but I'm actually going to select Change document layout so I can choose the labels that I want. So I'm going to go to Label Options where I can go in and I can choose my label size. So again I'm going to pick from the standard Avery U.S. letter and I'm going to go down to those 8160's again. So these ones here. 8160 Address Labels. And remember when it comes to these labels if you do have a pack of labels it will tell you on the bottom the code and what type of label they are. So you just need to come into here and find those labels in the list. So I'm going to click on OK and it gives me essentially my grid or my layout for my labels. So you can see that I have three across the top and then one, two, three, four, five, six, seven, eight, nine, I think we have about ten running down.

So now I can go to the next step which is to select my recipients. Now I'm going to use the same recipients that I used last time, so the ones that I have saved off in my Excel spreadsheet. So I'm going to make sure I say Use an existing list and I'm going to browse for my list. And I'm going to browse to the folder and there it is there, New merge data and I'm going to click Open. And again it's asking me which sheet is my data collected on and I only one sheet so I can just click on OK and then I get my list of recipients again. So remember I could go in and I could edit these if I wanted to.

One thing that's worth remembering is that you do have things like filter options on here. So for example if I select Filter I could choose to filter on let's say the state field and I want to say equal to and I'm going to say VA. So I only want to see the records where the state is equal to Virginia and click on OK. And it gives me three records just there. So remember that you do

have those little filter buttons at the bottom. Now I actually want all my records back so I'm just going to go into State and I'm going to select All to bring those back.

Also remember if you want them in some kind of order you have a little sort function down here as well. So you can choose to sort by first name, last name, company, address, so on and so forth. So again I'm going to sort by state in ascending order and click on OK. And there we go. And I quite like how that looks so I'm going to keep it like that. And I'm going to click on OK.

So now what you'll see is once you've attached your data list you get this little Next Record field in each of those and Word needs that to know when to move on to the next label essentially.

Now the one thing you need to think about with labels is that all of your fields that you're going to add, all of your editing that you do needs to be done in the first label. So let's click on the next step of our wizard which is arrange your labels and again this will allow you to add things like address block, greeting line, so on and so forth. And the reason why I say that you do all of your editing in this first label is because then you have this handy Update all labels button. So whatever you add in that first label, as soon as you click Update all labels it's going to copy those fields across to every single label so you don't have to go through copying and pasting.

So I'm going to enter my merge fields in here. As usual I'm going to do it manually by going up to my Mailings Ribbon and going to Insert Merge Field. Now it might be that I want in here the company name, Enter, then I might want first name, last name, I might want the address, and then finally I might want the city, comma, state, comma, zip. Now you can see there I don't quite have enough room so what I'm going to do is I'm just going to highlight my merged fields and I'm just going to take that font size down a little bit so that they all fit perfectly within that label.

Now once I've done that, as I said, all I then need to do is click on this Update all labels button in my Mail Merge Wizard pane and there you go. You can see it copies across all of that information into my page of labels.

I can then go to the next step which is preview your labels and there we go. Look at that. We have some really, really nice looking labels all done for us. And once I've done that all I need to do is complete my merge at the bottom. I'm going to say Edit individual labels and I'm going to merge all of my records. And there we go. We have our labels all ready to print.

So super simple. It's all based on the same lines of inserting those merged fields and just running through that wizard.

The final thing I want to show you in this section on merging is how to merge a directory. So please hop across to there and join me for that.

Video: Merging a Directory

Deb: Hello everyone and welcome back to our course on Word 2019. We've made it down to the final module, module six of section of section twelve and I just want to finish up this section by just talking you through how you can merge a directory.

And all we mean by a directory is basically a list. So it might be I just want a document that has a list of names in it. So I might want that list to have in it the person's first and last name, maybe the company name, and also maybe their address information and I just want that repeated over and over and over again down the page for each of my customers. That's what we would call a directory. It's just a list.

So this is going to be fairly straightforward if you've understood everything we've done up until this point. This is probably one of the simplest out of all of them.

So I'm going to start with a blank document. And as usual we're going to go up to the Mailings Ribbon and we're going to jump into our Mail Merge Wizard.

Now this time when we're selecting the document type we're going to say Directory. I'm going to click Next at the bottom. We're going to select our starting document. So I'm going to use the current document, remember you can use a template or an existing document if you want. I'm going to click Next and I'm going to select my recipients. And to keep things consistent I'm going to use that same Excel spreadsheet. So I'm going to make sure I have Use an existing list selected and then I'm going to browse to my data. And there we go. New merged data and click Open.

Again all of my data is contained on Sheet1 of my Excel spreadsheet so I'm going to say OK and here I have my data back again. Now I'm not interested in making any changes. I'm happy with it so I can just click on OK. And I can now see that my data is attached. Let's click on Next to arrange our directory.

Now again this is where I'm just going to go in and I'm going to put in the fields that I want. So I'm going to go to Insert Merge Field and maybe all I want in this is their first name, space, last name, and hit Enter. Maybe I want underneath their company name, I'm going to hit Enter, and maybe I just want to say Date last called, I'm going to put in a colon and then I'm going to use my merge field Called last. And that's all the information I want.

Now one thing that's really important is I want to press Enter twice because if I don't then all of the lists that it creates are going to be sort of right underneath each other so it's quite hard to differentiate between one record and the next. So put in a couple of spaces. I'm then going to preview my directory and I can see there that's what it's going to look like. I can move on to the second recipient, third, so on and so forth.

Now I'm fairly happy with that so I'm going to complete the merge and I'm going to say Merge to new document. And I want to merge all records. And there we go. We now have what we call a Directory Listing. So just a list of names over and over again with that information that we specified. So super simple.

I hope by now going through all of these different examples that we've gone through in this section you have a really good understanding of how you can do a mail merge, whether it's with letters, whether it's with a list that you create yourself or one that you use an Excel spreadsheet, for example, how you can create a merge on envelopes and letters and also how you can utilize a directory.

All that's left for us to do now is a quick practice exercise before we move on to section thirteen, which is all about page setup options. So please jump over to the practice exercise and join me for that.

Video: Section 12 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down into our section twelve practice exercise where I'm going to get you to practice all the skills that you've learnt in relation to mail merge.

So the first thing I'd like you to do is to open the file called Module 12 Practice and you can use this as your example to work from.

I'd then like you to create a new blank document and I want you to utilize the step-by-step Mail Merge Wizard and I want you to create a letter using the current document. When you get to step three I want you to type a new list, and these are the fields that you will need in your merge. First name, last name, address 1, city, state, zip, and called last.

I'd then like you to create three rows of data using the data source fields just created. I want you to save the data source as My Data Source and using Module 12 Practice as your example create the main document. I want you to insert the merged fields just as you see in the example. And then I'd like you to complete the merge.

I then want you to save the main document as My Main Document, but you don't need to save the merged document.

And there we go. Hopefully by now you are all mail merge wizards. That's section twelve done. I will see you in the next section.

Section 13 – Page Setup Options

Video: Building Blocks

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down in section thirteen, module one where we're going to start to talk a little bit about building blocks. Now if you've never heard of building blocks before they're a really useful little utility that you'll find across all of the Microsoft applications, which basically allow you to insert different things into your documents. So let's take something as an example so you can see what I mean.

I'm currently clicked on the Insert Ribbon and you'll see in this first group we have a few different options but the top one here is called Cover Page. And if I click it you'll see lots of different cover pages that I could just put onto the front of my document. And you can see as I scroll through there's quite a few different ones in there.

Now these are essentially what we call Quick Parts or Building Blocks. And they're predesigned pieces of content which just make your life a lot easier. So instead of going in and using Shapes and Text to create maybe this banded cover page I can just jump into here, I can select that and it gives me my cover page.

Okay? So a really nice way of adding something very quickly. I'm just going to undo just remove that.

And other examples of building blocks would be something like our headers and footers. So again if I just click the dropdown underneath Header we have lots of different types of header that we can insert. And again these are what we call building blocks, predesigned pieces of content that we can just drop into our document when we need them.

Now of course along with the predesigned ones you can create your own quick parts and you will hear me saying Quick Parts and Building Blocks kind of interchangeably because they are kind of the same kind of thing.

Now if I go up to the Insert Ribbon here all the way across in this Text group you'll see we have a Quick Parts dropdown where we can access all of our quick parts. So if I hover over Auto Text you'll see I don't currently have any text blocks being listed. So what Auto Text essentially is, is I could come into my document and I could maybe highlight this first paragraph, I could save it as Auto Text and it just means that if I want to reuse this paragraph either in this document or in another one instead of typing it all out I can simply go back up to my Quick Parts, go to Auto Text and it will be listed there and I can just click it to insert it into my document. So essentially what you're doing is you're reusing pieces of content. And we are going to look at that more fully in the next module.

I can then do things like insert document properties. So these are also considered to be quick parts. So if I wanted things like who the author of the document was, if there are any comments, I can choose to insert those quick parts into my document as well. I could insert different fields. And if we click that it'll take me into my Fields list and there are so many different things in here, which I'm not going to get into in any great detail right now but you could insert different fields into your document. So a field might be something along the lines of a table of contents if you wanted to put one of those in.

And then finally in this dropdown we have something called the Building Blocks Organizer. Now this is where all of your building blocks or your quick parts are saved. And you can see here there's a few pieces of information we need to provide in order to save a building block. So you can see here we need to select a name for our building block, we need to assign it to a gallery, we need to give it a category, a template if we have one, a behavior and description. And you'll see in here the current quick parts that we have access to. So I could insert a bibliography if I wanted to. And if I scroll down you'll see in the preview window what a lot of these are. So we have things like page numbers in there. All of these are different quick parts. And if you wanted to insert one, for example, you can just select it, so let's just select that one, click on Insert and it will insert it into your document. So it is worth having a little scroll through and seeing what all of those quick parts are all about.

Now obviously this is an organizer so again you can also do things like edit any quick part that you're currently clicked on and you can also delete it from the list. And we're going to come back to this in just a moment. Just going to close out of there.

So essentially a quick part is just reusable content, either one that's already in Word or a piece of content that you've created and saved to your Quick Parts Gallery. So that's what I'm going to do now. I'm going to show you how to save your own piece of content to Quick Parts.

So the first thing I'm going to do is I'm going to take this title where it says Smith Properties and I'm going to apply some formatting to it. So we should be fairly used to doing this by now. I'm going to add a border around the outside. So I'm going to say I want a box border. I'm going to make it a dark blue and I'm going to give it quite a wide border and we're going to do some shading, just a light blue color. Click on OK and maybe I want to make my text a bit bigger as well.

Now what if I want to reuse this heading over and over again in different documents? Instead of having to type it out and then apply all of that formatting individually I could just save this entire title as a quick part. So how do we go about doing that?

Well it's very simple. We just select the heading, we go to Insert, we go to the Quick Parts dropdown, and now we have an option for Save Selection to Quick Part Gallery. And there we go. We now have to give our quick part or building block a name. So I'm going to say this is Smith Title. I choose a gallery to save it to. Now we could save it to any of these galleries. I'm

just going to keep it on the General Quick Parts Gallery. The category here is General. It's the only one that we have set up. Now if you wanted to create your own categories you could do that. So maybe if you've got lots of quick parts, maybe you want to create a gallery called Logo or Images just to organize them a bit better you could do that, but I'm going to keep mine on General. You could write a description for your quick parts. So I might want this to say something like Smith Properties Formatted Title, something along those lines. I'm going to save in the Building Blocks Template, which is fine. You don't need to change that. And my option here is I could choose to Insert content only, Insert content in its own paragraph, or Insert content in its own page. Now I want to insert the content only. So essentially wherever I'm clicked it's going to insert my quick part. And I'm going to click OK.

All right. Let's test that out. I'm going to delete out this heading. I'm going to give myself a spare line at the top. I'm going to go back up to my Quick Parts dropdown and now would you look at that, in the General group we have my logo. So I can select it like so. And I could reuse that across different documents.

So hopefully you can see some of the advantages you have there if you do have pieces of content that you use over and over again. As I said, it might be something like logos or headings or maybe paragraphs of text. Just highlight, save them to your Quick Parts Gallery and then they're there for you to reuse over and over again.

So that's it on how building blocks and quick parts work. In the next module I want to show you how Auto Text works, so please join me for that.

Video: Auto Text

Deb: Hello everyone and welcome back to our course on Word 2019. In this section we've been exploring quick parts and building blocks. And now in module three I want to talk to you a little bit about Auto Text. And if you remember we had a brief look at Auto Text in the previous module, but I want to show you how this works. And I also want to show you a cool little efficiency tip which I think you're really going to like.

Now Auto Text again is a Quick Part and it works fairly similarly to what we've already done, except it applies to text. So for example, I have this first paragraph here, the About Us paragraph. Now maybe this is a paragraph of text that you have in your document that you want to reuse over and over again. If that's the case instead of retyping it each time you want to reuse it you can save it as a piece of Auto Text. So how do we do that? Well, we start out by selecting the text we want to use and staying on this Insert Ribbon we're going to go back across to Quick Parts. We're going to go to Auto Text and the option that I have is Save Selection to Auto Text Gallery. So this is the same little window that popped up when we were saving our title. I need to give my building a block a name. So I'm just going to keep it on About Us. I'm going to save it to the gallery AutoText and I'm going to keep it in the General category. And as always you could type a description if you wanted to. I'm happy to save it into the normal .dotm, which means it's going to be available across my documents as I create them. But in this Options dropdown previously we inserted the content only but this time because it is a paragraph of text I want to say Insert content in its own paragraph. And I'm going to click on OK.

So now let's make sure that that worked. So I'm going to press the Delete key on my keyboard, I'm going to go up to my Quick Parts dropdown, I'm going to go to Auto Text, and what do you know, there is our piece of Auto Text that we just created. And all I need to do is click it and it puts that paragraph in, in its own paragraph.

Now something else that's really cool. I'm just going to delete this out one more time.

What you can also do is if I start to type in the first line, so it says About, can you see that? After I've typed in the first four characters Word has recognized that I might possibly want to use my quick part. And just above it's got a little bit of text which identifies that piece of Auto Text to me. If I want to insert it all I need to do is press the Enter key and there we go. So an even quicker way of doing it. I feel that's a really, really cool little tip. So just type in the first four characters and it will recognize any Auto Text you have set up.

So that's how building blocks, quick parts and Auto Text work. The only thing left for us to do here is a quick practice exercise before we move on to section fourteen where we're going to start to talk about indexing and tables of content, so please join me for that.

Video: Section 13 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down into the section thirteen practice exercise where I want you to practice all the skills we learnt in this section in relation to our page setup options.

So the first thing I'd like you to do for me is to open the file called Module 13 Practice and I want you to insert a cover page at the beginning of the document.

I want you to select the heading What is Books and Beyond and the following paragraph. And I want you to save this selection to the Quick Parts Gallery as an Auto Text entry.

Then in the Building Blocks Organizer I want you to just delete the cover page called Motion.

Once again in the Building Blocks Organizer I'd like you to edit the properties of the cover page called Austin to the name Austin 2. And then I want you to save and close the file.

Wonderful job everyone. We are ready to move on to the next section, so I will see you over there.

Section 14 – Indexing and Table of Contents

Video: Creating an Index

Deb: Hello everyone and welcome back to our course on Word 2019. We're down in section fourteen and in module one and in this section we're going to be talking about creating indexes and tables of contents. So in this first module we're going to concentrate on how you can create an index.

Now if you're not entirely sure what an index is well you've probably already seen them before in the back of a book. so essentially an index will reference which page certain words appear. So that is what we're going to do here. We're going to go through, we're going to mark some items and then we're going to create an index.

Now all of these utilities we're going to be using are up on the References Ribbon. And you'll see here we have an Index group. So what we're going to do is we're going to go through this document and any time we want a Word to appear in the index we're going to mark the word or the group of words. Once we've marked all of the words that we want to appear in the index we can then go and create the index.

So the first thing I'm going to mark to appear in the index is the title here. So where it says Driving Directions to Smith. So I'm going to highlight it, I'm going to go up to my Index group and I'm going to select Mark Entry. So it's picked up my main entry. It's on the current page. And I could choose to make this bold or italic if I want. Now because this is the title I might choose to make it bold. And I'm going to say Mark. Now let me just close this little pane and what you'll see when you do mark an entry is that Word will automatically turn on the non-printing characters. So you can kind of see the field that's sitting behind this text that I've marked.

Now something else that I also want to mark is every occurrence of the word Smith. So I can see Smith down here but the word Smith occurs quite a few times throughout this document and I want to mark them all. So how I can do that? Well if I go back to the Home tab and go to the our Find option which we've used in the past. And it's got Smith. It's automatically picked it up because I already had the word highlighted and it's telling me there are seven occurrences of the word Smith and it's highlighted them all for me in the document. So now every occurrence is highlighted what I can do is go back to my References tab and I can say Mark Entries. And I don't want these in bold or italic this time so I'm just going to say Mark All and Close. So very quickly I've been able to just mark multiple occurrences of the same word.

Now what else do I want to mark in here? Well I think I'm going to mark Coming from the North and just click Mark and I'm going to move this over there and close. I'm going to do Coming from the South, Mark Entry, Mark. Coming from the East, Mark Entry, Mark. And

Coming from the West, Mark Entry, Mark. And Close. So I have numerous things now marked in my document that I want to appear in my index. And of course in a real word scenario if you have a very long document you might have a lot more things marked and this can sometimes take a little bit of time but it does make inserting and updating your indexes a lot easier.

So once you're done marking what we then want to do is actually go to the end of the document and insert the index. So if I scroll down to the final page just here I actually like to have my indexes on an entirely blank page. So I'm going to put a page break in here and if you remember from before the shortcut key for a page break is Control-Enter or Control-Return, whichever you prefer. And what I can now do is I can go back up to my References Ribbon, I can go into the Index group and I can select Insert Index. Now this gives me various options related to my index. Now what I'm going to do is I'm going to say right align page numbers because that will make everything look a little bit neater. And you can select a tab leader. Remember we looked at these in previous modules. Most of the time you'll see the dotted tab leader so I'm going to stick with that. I'm going to keep my formats from the template. Now by default you'll have two columns for your index. I actually just want one column so I'm going to take that down and then I'm going to click on OK. And there we go. Now let me just turn off those non-printing characters. There you can see we have our index.

And if you remember the driving directions to Smith we selected bold so that page number is now in bold.

You could then of course go in, you could add a title that says Index if you wanted to. And it's worth noting that if you ever want to update this index all you would need to do is go back into your document, you'd mark anything additional that you wanted to add to your index, and then you would come down here and you would update. So let me actually just show you that because I think it's quite an important point.

So I'm going to go down to this last page and I'm just going to mark this title here. So let's go back to References, Mark Entry, because this is a title I might want to make it bold, and I'm going to say Mark. So now I have something additional marked that I want to include in my index. So all I need to do is click on the index and I have two options here. I could right click my mouse and choose Update Field or alternatively if you look up on the References Ribbon you also have an Update Index button. So I'm just going to do Update Field and there we go. It's added it into the index. So very, very simple to just add additional things in and then update your index.

So that is how an index works. And you'll see when we do the table of contents in the next module it's along similar lines. So let's wrap up this module now and move on to creating a table of contents. I will see you over there.

Video: Creating a Table of Contents

Deb: Hello everyone and welcome back to our course on Word 2019. We're down in section fourteen where we've been taking a look at how to create indexes and now in this second module we're going to talk about creating a table of contents in a document. Now I'm pretty sure we're fairly familiar with what a table of contents is so it's just that thing that you find at the start of books or manuals or documents that tell you which page certain sections are located on. And we can create one very simply in Word and really it's not that dissimilar to the index that we were creating before. It's probably even slightly simpler I would say.

Now this document that we have on the screen currently nothing stands out too much. It's quite hard for me to decipher what's a heading and what isn't.

Now something that's really important before you create your table of contents is that you have your document set up correctly. And that means making sure that you have styles and headings in your document because the way that table of contents works is that it looks through the document for headings, so maybe Heading 1, 2, 3, whichever you specify, and pulls those headings to construct its own table of contents automatically. But before it can do that you need to make sure that you do have headings in your document.

So what I'm going to do is I'm going to go through and I'm going to use my Styles up here to add a bit of structure to this document.

So this first line here is the main title so I'm going to give that a Heading 1. And then I'm going to have each of these where it says Coming from the North, Coming from the South, Coming from the East as Heading 2's. now I'm going to select them all in one go by holding my Control key and just clicking and I'm going to apply Heading 2 to all of those. So immediately you can see my document is now taking on a little bit more structure.

And finally down at the bottom here I have this rogue paragraph on a different page. I'm going to click that and I'm going to give that a Heading 1 as well.

All right so now I have some basic structure to my document. Now you could go through, you might have a much longer document. You might have Heading 1, 2, 3, 4, all different levels of headings in your document and that's perfectly fine because you can adjust your table of contents and tell it how many levels of heading you want to pull through. It might be that when you do construct your table of contents you only want anything that's marked with a Heading 1 or it might be that you want to pull through items that are marked as a Heading 1 and a Heading 2. And you can really sort of customize that and tell Word what it is that you want to pull through.

Now before we add in our table of contents I just want to make this document look a little bit nicer. So what I'm going to do is I'm going to go to the Insert Ribbon and I'm going to add a

cover page. So I'm just going to add this one just here. So there we go. So now I have a nice cover page. And what I want is I want to have my cover page, then I want to have my table of contents and then I want to have my document. So I need to make some room for that table of contents. So what I'm going to do is I'm going to click my mouse in front of where it says Driving Directions to Smith and I'm going to insert a page break. So up on the Insert Ribbon we have a page break option. I'm going to click it and there we go. It's dropped it down to page three and I now have this blank page in the middle.

It's worth noting if you want to get a better overall view of what your document is looking like, if you go to the View Ribbon and go to Multiple Pages you can see them side by side. So this blank page in the middle is where I'm going to place my table of contents. Now I'm going to say 100% just to put that back.

So what you might want to do on this page is you might want to put in Table of Contents and I'm just going to format that heading very slightly. So I'm going to make it Calibri. Let's make it a bit bigger and I'm going to make it bold and I'm going to put it in the center, like so. Now let's press Enter and I'm just going to left align. And this is where I'm going to insert my table of contents based on those heading styles that I've applied.

Let's go up to the References Ribbon and this first group here is our Table of Contents group. So let's click our Table of Contents button and there are lots of different pre-formatted styles that you can use. Now I'm fairly happy with this first one. I'm going to say Automatic Table 1 and there we go. Now you can see here it's put in Contents. Now I actually want my heading in there so I'm just going to delete out where it says Contents and there we have our lovely table of contents. And you can see here mine's set to pick up anything I've marked as a Heading 1 and a Heading 2.

If you want to take a look at those settings, if you click in your Table of Contents and right click your mouse and go to Edit Field what you can do in this list is you can scroll down and you can find the Table of Contents field and you can go in and you can start to modify those different options. So you can see here mine's set to show three levels. So I don't have any Heading 3's in my document which is why you can only see Headings 1 and 2 in my table of contents. So I could take that down to just say Show two levels. You could modify this if you had maybe sort of up to five headings. You could put that up to five to show all five. So it's entirely up to you how you structure that. And I'm going to click on OK.

Now any time you do make any kind of change it's going to say Replace this Table of Contents so I'll just say Yes and there's not going to be too much change there.

What you'll also notice is that you have an Update Table button. So if you make any changes, so if you add in more headings or maybe if things move around and your page numbers change you can just click Update Table and it will update the table of contents. Let me show you what I mean by that.

What I'm going to do is I'm going to take this last heading, so this one that's located on page three, so let's scroll down, and I'm going to move that on to page four by just inserting a quick page break. So I'm going to press Control-Enter which will push that paragraph down onto page four. Let's go back up to our table of contents and you can see currently it's still telling me that that last section is still on page three. And that's because I need to say Update Table.

Now it's going to ask me do I want to update my page numbers only or do I want to update the entire table? Now if you know that you've just moved a piece of text from one page to another you could say update the page numbers only, but sometimes it's worth just doing update entire table just to make sure that it catches everything. And there we go. You can see that it's now updated to page four. So pretty simple to add in a table of contents into your document and to update it.

So now we're coming to the end of this section. All that's left to do is a quick practice exercise where I want you to enter your own indexes and own tables of contents into a document. Once you've done that we'll move on to section fifteen where we'll be talking about reviewing and printing a document. So I will see you there.

Video: Section 14 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down into our section fourteen practice exercise where we're going to practice all the skills we've learnt in this section in relation to indexing and tables of contents.

So I'd like you to start by opening the file called Module 14 Practice. I'd like you to insert a cover page at the beginning of the document and use the title Books and Beyond.

Now using Styles I'd like you to make the title Heading 1 and all of the subheadings in the document Heading 2.

I'd also like you to add page numbers to the bottom of each page. I want you to use the center option but I don't want you to show the number on page one.

What I would then like you to do is to create a table of contents on page two. And use the Table of Contents options to right align the numbers. You must make sure that that table of contents is on a page all by itself with no additional text.

I then want you to go through and mark all the instances of the words Books and Beyond. I'd also like you to mark all the instances of the words CDs and Tapes. I'd then like you to create an index at the end of the document, making sure to right align the page numbers and use one columns.

Once you've done all of that you can save and close the file.

Phew. That was quite a hefty one. I hope you managed to survive that one okay. We're going to move on to the next section now so I will see you over there.

Section 15 – Review and Printing

Video: Using the Thesaurus and Spell Check

Deb: Hello everyone and welcome back to our course on Word 2019. We're down into section fifteen where we're going to be taking a look at reviewing and printing options. And in this first module, module one, we're going to be taking a look at using the thesaurus.

Now if you've never used a thesaurus in Word before what it basically does is it will look up synonyms for any word that you've selected. So what I mean by that is if we select this word here, Customize, and we'll just highlight it and I'm going to right click and you can see we have an option in the right click menu for Synonyms. And it's really just an alternative word that means the same thing. So you can see here for the word Customize we have Modify, Tailored, Adapted, Made to order, Personalized and we could select any one of these from the list or we could jump down to the bottom which says Thesaurus which is you going to open up the side pane. And this gives us a little bit more detail on each of those options. And we can select any of these from the list to replace our word Customized.

So if I take a look at this one here, maybe Tailored, and click that dropdown I have a choice of inserting it or copying it. So I could say Insert and that word will be replaced by the new word. I'm actually just going to undo that because I want to put Customize back and I'm going to close down my thesaurus.

That's pretty much all there is to the thesaurus. So what I also want to discuss in this module is spelling and grammar.

So I've just another version of the same document and you can see that some of the things in this document are underlined with a red squiggly line. So that is how we know that we have some spelling errors or what Word thinks are spelling errors in this document.

Now we've seen in previous modules how you can right click on any of these words and it'll provide you with any alternatives. Now this one is a name and names are a bit hard for Word to deal with because it's not really sure what that name should be. But if you take a word like Customize here, which is spelt slightly incorrectly I can right click and it will give me the correct version. So again I could just select from the right click menu just to change that word.

However, if I had completed my entire document and I wanted to do just a spellcheck on the entire document I can go up to the Review tab and I have a Spelling and Grammar button just here. And again it's going to pop this pane at the side and it's going to run through the document.

So I can see here the first one it's found, it's found a misspelling of the word The, which is correct so I could select it from the dropdown list of options but I can also see that I've got the word twice there which it hasn't picked up. So I might have to go in there and just delete that

double word. I can then click Resume and it will find the next one. So you can see that I've spelt the word Strive wrong. Again I can click it. So I'm going to click Strive just to replace that word.

Now it's jumped down to a surname. Now with a surname again I've got some more suggestions in here and certainly if one of those is correct you can use it. However, what I might do here is if this surname is actually correct, it's just that Word doesn't recognize it I could choose to ignore the surname, so Ignore Once.

Another thing that I quite like to do, particularly with surnames, is I could right click and say Add to Dictionary. So it's going to add that word into the dictionary so that it doesn't prompt as a spelling error next time because Word doesn't recognize it. So a lot of the time I'll do this with people's names, I might do this with company names or even place names that Word doesn't recognize so it doesn't register as a spelling error next time.

Now I've still got a couple more in here so let me do Resume. And you can see in this paragraph here it's picked up that these words should be hyphenated so I'm going to say okay that's good. And now it's jumped back up to a name and this name occurs twice on this page. So instead of just ignoring once I could say Ignore All and there we go, Spelling and Grammar check is complete.

So that is how you utilize the thesaurus and also how you can do a spelling and grammar check on your document once you've completed it.

That's about it for this module. We're going to move on to talking about comments, so I'll see you over there.

Video: Comments

Deb: Hello again and welcome back to our course on Word 2019. We're down in section fifteen and we're about to begin module two where we're going to talk all about comments.

Now you can add all kinds of comments to a document and the main reason you might want to use comments would be for collaboration purposes. So if you decide to share your document with maybe another colleague or maybe a team or another office of people you might want to make some notes your document that everyone can see, and also that they can reply to so you can really work together on a particular document. And comments are a super simple thing to add. So let me just show you how they work.

Now I'm in my document here and it might be that I want to add some kind of comment related to this paragraph here, the description of our firm. So the first thing you need to do is really just highlight the piece of text that you want to add the comment to. Now I've chosen just to do the title but you could select the entire paragraph if you wanted to. And I'm going to go up to the Insert Ribbon and you'll see there is a Comments group. So I'm just going to click this big Comment button and what you'll see is that it'll pop out to the righthand side a little comment window and your cursor will be flashing there just under your name. So that name is essentially the author name of the document, which in this case is essentially me.

It will also time stamp it. So it currently it says a few seconds ago. And I can just type my comment. So I might want to say something like, "This paragraph needs more detail. Please review." Something along those lines. So now anybody that I share this document with is going to be able to see that comment and if they want to they can also click the Reply button underneath and if they've fixed it or they've got some more comments to add they can add those into there. So it's a really good way of just being able to have a little conversation about a document and get issues resolved.

Now once an issue is resolved and you want to remove the comment you can click on this Resolve button which we will do in a moment. I just want to show you a couple of things related to comments.

When it comes to things like editing your comment or deleting it you can find another comment section on the Review Ribbon up here and you can see you have a big pane that says Comments. So we can also add another new comment from here. That's the same as what we did from the Insert Ribbon. I have my Delete button and from here I can choose to delete just the specific comment that I'm clicked on or I can delete all comments in the document. I can jump to the previous comment or the next one and I can choose to either show or hide comments. So if I click this button here it's going to hide that comment. Now you can still see there's a comment in this document because I've got this little comment box in the margin. And when I hover over it

you can see it also highlights that title. And I can just click to see that comment in a little pop out window. So that's another way that you can quickly view your comments.

And if I want to show all the comments down the side of the document again I just need to click Show Comments and they'll come back like so.

So a really easy way to add comments to your document.

Let me just briefly show you this Resolve button now that we've finished. So maybe a few people have replied to this comment and we've got the issue resolved so I can now click on Resolve and that comment is now kind of grayed out. So you can see that it's no longer really an active comment. So you can now see that that comment is essentially resolved. It's still there at the side so you can see what the previous comment was but it's not actually an active comment that needs action.

That's pretty much all there is to comments. It's really, really simple.

In the next module we're going to start exploring some of the options you have with regards to page setup so please join me for that.

Video: Page Setup Options

Deb: Hello again everyone and welcome back to our course on Word 2019. We're down in section fifteen and we're into module three where we're going to be talking about all of our page setup options.

Now some of these we have briefly looked at in previous modules but I just want to go through them all just to make sure you can you're completely comfortable when it comes to your page setup.

Now you'll find your Page Setup options underneath that Layout Ribbon at the top. And it's this first group here where you can see it says Page Setup at the bottom and then we have all of these different options.

Now the first option we have here is Margins and this is actually one that we have looked at previously. If you remember margins are the amount of space that we have down either side of our page and also at the top and at the bottom as well. And there are actually six margins in every single document. So top and bottom, left and right, and also header and footer.

Now before we get into all of the options that we have for margins I just want to show you a really quick way of just being able to adjust your margin size.

If you look over on the left hand side at your ruler you'll see that it's kind of split into two parts and you have a little gray area at the top followed by a white area, which takes up most of the ruler. Now this little dividing line between where it goes from gray to white, if you hover your mouse over it you'll see you get a double headed arrow. And it says Top Margin. So what I can do if I want to adjust that top margin is I can just click and I can either drag up or I can drag down just to move that margin around. So that's a really, really nice quick way of being able to do that.

You can do the same thing with these side margins by utilizing the ruler again. So I'm just hovering over my right margin until I get that double headed arrow and I can drag in and I can drag out.

So that's really nice and easy but it's not particularly very precise when it comes to setting your margins. You might want to make sure that you have exactly the same amount of space down either side. And that is where you would utilize your Margins dropdown in the Page Setup group.

So you can see here we have a few preset margin sizes. So I could select Normal, I could go for Narrow which is going to make it really narrow, I could go for Moderate, I have a Wide option, and you'll see each of those makes quite a dramatic change. I'm just going to set mine back to Normal.

And I want to bring your attention to this Custom Margins option that we have at the bottom. Now this screen should look reasonably familiar. We have been in here before. This is where you can get really granular with the size of your margins. So if none of those presets suit you, you can come in here and you can manually change or manually set the width of all of your margins yourself just by entering in the numbers or using the little scroll wheels to move through. And you'll see as I change those the preview at the bottom shows you what those margins are going to look like.

Now underneath that we have an Orientation option. And you can see my page is currently in portrait but I could switch it to landscape view if I wanted to.

I then have a Pages option. So if I click that dropdown I have some different options in here. So if I select something like Mirror Margins what that will do is it will say if the left side has two inches on the left and one inch on the right the other side will basically have the exact opposite. So there's a few different options that you have in there, depending on what it is that you're doing. I'm just going to set mine back to portrait. And you can also choose how you want to apply these margins. Whether it's to the whole document or from this point forward. Now if you select from this point forward that's really going to depend on where you're clicked in your document. And those changes will take affect from that point onwards.

So let's just click on OK. So that's your Margins option. Orientation we've already looked at but again from this dropdown you still have those same two options, portrait or landscape. You have a paper size option. Now if you're in the U.S. this top one here is probably going to be your default, where it says Letter. So that's 8.5 inches by 11. If you're in the UK our default paper size generally tends to be A4. So you might want to set it to that and that will provide you with the correct margins for the paper that you use. If you can't see the paper that you use in there you do have an option for More Paper Sizes at the bottom and you can go in and you can select your paper size from here and also select the paper source, so which tray this particular paper is loaded into. So really these page setup options are all with the view to printing your document. And that's what this is here. It's asking for the paper source, where is that paper located?

Now you might be wondering why we have to specify a paper source. Well it might be that you have two different sizes of paper in two different trays in your printer. It might be that the first page of your document needs to print on one specific size and the rest of your document on a completely different paper size. And you see this quite a lot in the legal industry. They'll have a piece of glossy paper printing out first and then they'll have what they call continuous paper, which might just be like regular A4 or letter paper. So that's where you can go in and select your paper source.

We then have our Columns option. We've looked at this before, if you want to divide your page into different columns. Breaks. We've also seen this before, if we need to insert some page breaks we can do that from there.

We haven't looked at this option before. This is Line Numbers. Now I've got it set None but what I could do is select Continuous and it's going to give me numbers next to each of my lines. So that might be useful in some of the documents that you have. If you need to refer to a specific line you might say, "Okay. Look at the text on line 20" and that's very easily identified by whoever is looking at this document. I'm going to switch it back to None.

And then again we have this Hyphenation, which I briefly mentioned right at the beginning of this course. And this is related to how words wrap when they hit the side of the margin. So I don't have any hyphenation turned on. So that means that if we are in the middle of a word when the line wraps on to the next line it's not going to hyphenate that word, and that's in general how I like to have that set.

So those are all the options that you have in the Page Setup group on the Layout Ribbon. Remember you can click that little arrow in the corner which will take you back into that box. And a lot of the options in here are pretty much the same. You do have a few more advanced options or additional options in here, which are definitely worth checking out prior to printing your document.

And speaking of printing that's what we're going to move on to next, so please join me in the next module for that.

Video: Printing

Deb: Hi everyone. This is Deb and welcome back to our course on Word 2019. We're down to module four in section fifteen. We've so far prepared our document and now we are ready to print it.

Now when it comes to printing your document you'll probably notice that there isn't any kind of Print button in your ribbons and that's because Print is actually hidden in that backstage area, which we can access by clicking on the File tab. And in our menu on the left hand side you can see here we have an option for Print. And this is where we would go to set our printer and we can also adjust some of our printing settings from here as well. So let's jump down and take a look at this Settings group first of all.

This first one here is where we tell Word exactly what we want to print. So by default that will always be set to print all of the pages. So I have a five page document here, so currently if I was to print this it's going to print out all five pages.

Now the next option down is Print Selection. So it says just what you selected. Now currently this option for me is grayed out and that is because when I came into print I haven't got anything selected in my document. If I have got the first two paragraphs selected or highlighted when I came into here I would be able to print just the paragraphs that I've selected essentially.

I could then to choose print just this current page. So sometimes that's a bit useful. If you print out quite a long document and then you find that there's a mistake on maybe one or two of the pages you can just come back in and you can just print the current page that you're clicked on as opposed to reprinting the entire document. So that's really good in terms of paper wastage.

And then we also have this Custom Print option here. And if I select that you'll see I get a little blank box underneath where I can physically type in the pages that I want to print. And there is kind of a specific format when it comes to that and you can see as I hover over it says Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. So for example, if I decided that I wanted to print pages one and three I could say one, comma, three. That would only print page one and page three. If I wanted to print one, two and three I could do a range. So I could say, one, two, three like that. Okay? So that is how you can get very specific about what pages you are printing.

I can then choose how many sides I want to print on. So again I currently have print on one side of the paper selected but I could choose to print on both sides. And you can see a little image there as to how that's going to print. So you can see it says Flip pages on the long edge. So if you could imagine that you're reading a document and you're turning those pages that's how it's going to print.

I could also choose to print on both sides, but as if we were flipping the pages on the short edge. So that would be more if I was flipping the pages up. You want all of the text to appear printed correctly so that you can read, you would select that option. And I also have an option to manually print on both sides. So this will allow me to reload the paper when prompted to print the second side. So that might be something which you may use on occasion.

I then have a collation option down here which is going to tell me how these pages are going to come out of the printer, either collated or uncollated. So if I select to print ten copies of this document do I want it to print one to ten first of all, as in collated, or do I want it to print ten page ones first, then ten page twos, so on and so forth. Again in general I tend to go with collated but that's entirely up to you.

I then have another area where I can come to to change the orientation of my page. So I could go for landscape if I wanted to. I can select my paper size. So a lot of these are some of the options that we saw in that Page Setup group in the previous module.

I can once again choose to set my margins from here. And I could also say how many pages I want per sheet. So again currently I have one page per sheet printing, so pretty much as you see in the preview, but I could say two pages per sheet or maybe even four pages per sheet. It really depends how you want your printout to look.

And then finally if I want to get into some more advanced settings I can click on that Page Setup button at the bottom and that would jump me back in to that dialog box that we've been looking at previously, which has a few additional page setup options.

So those are the settings that you have. Let's move to the top of this screen now. We have a Printer area. And this is pretty much what it says on the tin. It will allow you to select whichever printer you want to print to. Now remember obviously you need to make sure that you are connected to your local printer before it will appear in this list.

Right at the bottom of this preview window, underneath the preview, you can see we can scroll through our pages. So I've got page three there, four, five, and I can scroll back through. And I also have on the righthand side a zoom slide bar. So I can zoom in and I can zoom out to get a better look at that document.

Now once I'm happy with all of those options the final step here is to send this off to the printer. And that is this big button right at the top, the one that says Print, and we can just simply select how many copies we would like to print.

So those are your printer options.

That is the end of this section. All that's left for us to do is a quick practice exercise before we move on to section sixteen where we're going to talk about some other features that you'll find in Word. So please join me for that.

Video: Section 15 – Practice Exercise

Deb: Hello everyone and welcome back to our course on Word 2019. We're now down into our section fifteen practice exercise where I would like you to practice all of the skills you've learnt in this section in relation to reviewing and printing your documents.

So the first thing I'd like you to do for me is to open the file called Module 15 Practice and I'd like you to run the spellcheck to make sure that you've changed all spelling and grammatical errors. I'd like you to change the margins on the left and right to 0.25 inches. And in the Page Setup options change the bottom margin to 0.5 inches. I then want you to preview the document just to make sure that everything looks correct.

I then want you to check to make sure that all of the options in the Print window are set correctly. And I'd like you to print the document, provided you have a printer attached. I then want you to save and close the file.

Well that's it. Congratulations. You're all done with the practice exercises. We're going to move on now to our last section in the course so please join me for that.

Section 16 – Other Word Options

Video: Word Options

Deb: Hello again and welcome back to our course on Word 2019. We're really getting through our course now. We are down to section sixteen where we're going to talk about some other features that you have in Word. And in this first module I really want to talk to you just a little bit about some of the options that you have in Word.

Now you'll find your Word Options underneath the File tab. So again we're jumping into that backstage area. And right at the bottom you will see we have Options.

Now what this little area is are these are generally all of the options which kind of control how your version of Word works. And obviously this is going to be different for everyone, depending on which options you have turned on or off in this little section. Now I'm not going to go through absolutely everything that we have in here but I will point out a few things that I think are quite important.

So, currently we're on this General section which you can see highlighted in gray. And there are a couple of things in this first group up here that I want to show you.

The first one here is Show Mini Toolbar on Selection. If you remember when we were working in a Word document if we highlight any text we get that little mini toolbar up here with some formatting options on it. And I did say in an earlier module that you can turn that off if you don't like it. And this is exactly where you would do that. So if you want to get rid of it just untick that checkbox and the next time you highlight you won't get that little mini toolbar.

You can also turn off the Live Preview. Now we've seen this live preview in action numerous times. So one time I can remember would be when we were trying to change the font. If you hover your mouse over the different fonts in the font list you can actually see a live preview in the document of what that font is going to look like. The same when we hovered over the styles, it would show you what a Heading 1, Heading 2, Heading 3 looks like without you actually clicking on it. That is what we call a Live Preview and if you don't like that you can also turn that off from here.

Underneath this personalize your copy of Microsoft Office this is where you have your username. And this is quite interesting because when we were doing comments, if you remember when we added a comment it came up with my name. And the comments take your name from this area in your options. So whatever name is listed in here is what's going to show up in things like comments. So just be aware of that.

Let's jump across to the Display tab. Now throughout this course we've been turning off and on our non-printing characters. And this section just here where it says Always show these

formatting marks on the screen. If you, for example, always want it to show paragraph marks then you could select this option just here and that means regardless of whether you have non-printing characters turned off or on on the ribbon you'll always be able to see those paragraph marks in your document. So again a few options for you to choose from in there.

Let's jump into proofing. I just want to highlight to you that this is where we have our AutoCorrect options. Again we've been into here in a previous module. And you also have some options in here related to spelling. So things like Ignore words in uppercase, Ignore words that contain numbers, flag repeated words. So you can go through here and turn these off and on as applicable to you.

Also at the bottom here if you don't like Word to check your spelling as you type, so when I start typing if I spell a word wrong Word immediately flags that to me because it's checking my spelling as I type. Now if you're someone who doesn't particularly like that, maybe you find it distracting or you just like to check your document all in one go at the end then you can turn off that check spelling as you type option as well.

Let's jump into Save. Now a couple of things in here. It says Save files in this format. So by default all of my files are going to be saved in the .docx format, but you could change that to something else if you wanted to.

And you can see that I also have Word set to auto recover my information every ten minutes. Now if you want to make that less you can or you can make it a longer time period. Entirely up to you.

I'm going to jump straight down into the Advanced tab now. Now there are so many different options in here and I would suggest you go through each of these and just turn off and on as necessary to really personalize your copy of Word.

One thing I will highlight in here is right down at the bottom we have this Display group and this is where I can specify how many recent documents I show. So when I go into my File option it's going to give me a list of all the documents I've recently opened and mine's currently set to show the last 50. So this is where you can go in to modify things like that. You can also do things like turn off and on your vertical or horizontal scrollbars, your rulers, all kinds of stuff in here which I would advise you to take a good look at.

Customize Ribbon, this is where you can go if you want to add a particular command to one of the ribbons that you have in your copy of Word. Now currently I have Popular Commands selected so of the most popular commands are listed in alphabetical order in the list below. If I wanted to see all of the commands that are available in Word I could change this to All Commands and we get the whole catalog and I could go through and if I wanted to let's just say Align Top, if I wanted to make the Align Top command available on a particular ribbon I can just go here and I can select the ribbon. So it might be the Insert Ribbon in the Tables group and

I can say Add and it will put that command into the Tables group on the Insert Ribbon. So that's a nice area you can go to to really set up your ribbons how you want them to be.

And then we have the Quick Access Toolbar where you can again customize which commands will appear on your Quick Access Toolbar.

So that's a very brief look. I've just gone over some of the key points. It would take a very, very long time to go through absolutely everything in this section but I do advise that you do have a good look through some of these options really to set up your copy of Word so that it works in the most efficient way for you.

So that's it on your Word options. We're going to move on to module two now where we're going to talk about protecting a document, so I will see you then.

Video: Protecting a Document

Deb: Hi again everyone and welcome back to our course on Word 2019. We're down in section sixteen in module two where I want to speak to you briefly about how to protect a document. So when we're talking about protecting documents what we mean is if we're going to share this with someone or send the document to someone we want to be able to set a password so that they need to know the password before they can open it and modify it. So let me just quickly show you how you can do that.

So I've got a document open here and this is the document that I want to protect. So I'm going to jump into the File area and I'm going to go to Save As and I'm actually going to Browse to a location to save this and I'm just very briefly going to change the name to Protecting Documents 2. And what I can do from here, so when I'm in the process of saving my document this is when I can set the protection on that document.

So instead of just clicking Save I'm going to click this little dropdown next to Tools and I'm going to go to General Options. And you'll see in here in the first thing that comes up is to set a password to open. So there are two passwords I can set here. I can set one to open and I can set one to modify. So if the password is required to open the document it means as soon as somebody tries to double click on that document to open it they're going to be prompted for a password. With the second option here if I've shared this document with someone it means they're going to need a password in order to make any modifications to that document. And you can set one or you can set both. Again it's entirely it's up to you.

So very quickly I'm just going to set a quick password, I'm going to click on OK and it's going to ask you to reenter your password. And there we go. So now I can just click on Save and I'm going to very quickly close this document down and we're going to reopen it so you can see that password protection in action. So let's go to Open and it's there at the top of my Recent Documents list so I'm going to click on it and you can see it's asked me for my password. And there we go. My document is open. It is as simple as that.

So that's it. Protecting a document is very, very straightforward.

In the final module in this section we're going to talk a little bit about macros, so I will see you then.

Video: Macros

Deb: Hello everyone and welcome back to our course on Word 2019. We've made it all the way down to our last instructional video. We are in module three of section sixteen and we're going to finish this off with macros.

Now you'll probably hear people talk about macros a lot and they are a wonderful utility for really improving your efficiency when it comes to carrying out tasks. But what I find is people talk about macros a lot but they don't really understand what a macro is exactly.

Now a macro is great if you have a repetitive task that you have to do on a regular basis because what you can do is you can essentially run through that regular task in Word and record it and save it as a macro. And then you can rerun that macro every single time you need it and it will rerun all of those steps that you took. So essentially records your keystrokes, saves them into a little file called a Macro, and makes it available for you to use in any of your documents. So let's demonstrate creating a macro so you can see exactly how that works.

So I've got a basic document on the screen here and I want to add a header and a footer to this document. And I'm going to record it as a macro so that I can rerun it in a different document to add to the same header and footer. Now one thing to remember is that you do need to run through the process yourself once in order to record it.

Now macros are kept on the View Ribbon and you'll see you have a little Macros dropdown here. Now I just want to draw your attention to this first of all where it says View Macros. Now currently this is empty. We haven't recorded anything so there's nothing in here. But you'll see in a minute when we record our macro and we give it a name and we save it this is where you would come if you wanted to rerun your macro in a different document. So you would select it from the list and click on Run. So just bear that in mind because we are going to come back to here once we've recorded our macro.

Now what I'm going to do is I'm going to start the macro off recording. So we can see here we've got an option for Record Macro and I need to give my macro a name. So I'm going to call this my initials and we're going to call it Header and Footer. And it's really important to note that you can't have any spaces in your macro name. Now if you wanted to you could choose to make this even more efficient by assigning your macro to a button on your ribbon or to a keyboard shortcut. Now I'm not going to do that at the moment but just be aware that you do have those options.

I need to choose where I want to store my macro. So I want this macro to be available to all of my documents and sometimes it's quite good to write a description of your macro. You imagine if you've got quite a few macros and sometimes if you're sharing macros with other people you might want to put a little description there as to what the macro does. So I'm going to say Inserts a header and footer. And I'm going to click on OK. Now as soon as you click on OK your macro

is recording. And you can see my cursor has changed to a little cassette tape. And you can also see this little square down in my Status bar. When I hover over it it says A macro is currently recording. Now you might be thinking to yourself, “Well hadn’t you better hurry up inserting your header and footer?” The macro doesn’t actually record the length of time it takes you to do a task. It purely records your keystrokes. So essentially it’s not really recording anything whilst I’m doing nothing.

So let’s start off this process. I’m going to insert a header and a footer. So I’m going to go to Insert, I’m going to go to Header and I’m going to say I want this one just here. And I’m going to type in the company name, so Smith Properties. I’m going to tab over to the end and I’m going to insert the date and time and I’m just going to do it in that format. And then I’m going to jump down to my footer and I’m going to put in a blank footer. And down here I’m going to put in just the page number at the bottom of the page. So let’s just say that one there. And that’s all.

Now one important thing to remember here if you’re recording a header and footer macro is to close that header and footer. I can’t tell you how many times that I’ve forgotten to do that so when I actually do run my macro it kind of stays stuck in that header and footer area.

So that is basically all I want my macro to do, just insert that header and footer.

So now I need to stop my macro from recording. Now the quickest way to do that is to go back down to the Status bar where we have that black square and I can just click and that will stop my macro from recording.

So now let’s jump up to that View Ribbon and go back into our Macros area and View Macros. And now we can see our macro just there.

Now I’m going to run this so you can see what it looks like but first of all I just need to delete this. So the quickest way is just to delete the information out that we already have in there and I’m going to run my macro. And you’re going to see it’s going to add that header and footer. So let’s go to View, let’s go to Macros, View Macros, I’m going to select it, and say Run. And would you look at that, there we go. There is our page.

So really simple and really efficient and I’m sure you can probably see there how that can really kind of speed up how you’re doing things when you’re working in your Word documents. You can have as many macros set up as you like and you can run them whenever necessary.

Some additional reading that you might want to do because it’s not within the scope of this course, but some of the more advanced macro options will actually allow you to assign macros to buttons and you can place them on the toolbar. You can even place them on the Quick Access Toolbar, which makes it even quicker for you to just click on that macro and run it. It’s a really great efficiency tip. So a little bit of further reading for you to learn how to do that.

Well that about wraps up all of the tutorial videos. All that's left now is for us to jump across to section seventeen where we're going to do a quick wrap up of the course so I will see you over there.

Section 17 – Wrap Up

Video: Closing Video

Deb: Hi everyone, this is Deb. It's time to give yourself a big pat on the back because you've made it through to the final module in the Word 2019 course. All that's left for me to do is to wrap this course up.

So I'd just like to say a big thank you. I hope you've enjoyed learning as much as I've enjoyed teaching. And we hope that you'll join us again in another course. So I will hopefully see you then.