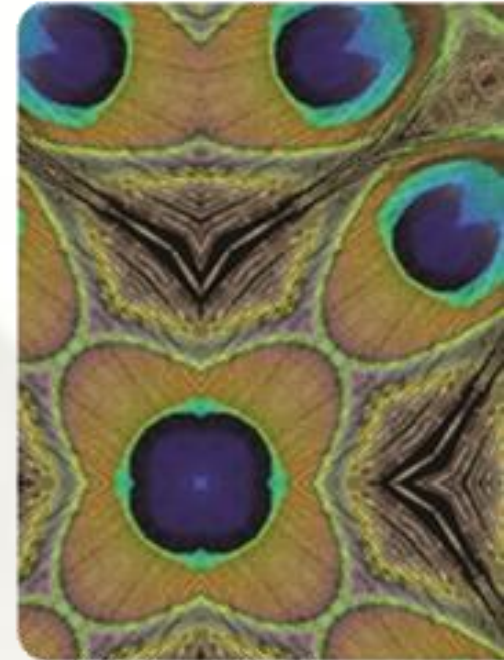


Word Tutorial 3

Creating a Multiple- Page Report



Objectives

- Format headings with Quick Styles
- Insert a manual page break
- Create and edit a table
- Sort rows in a table
- Modify a table's structure
- Format a table



Objectives

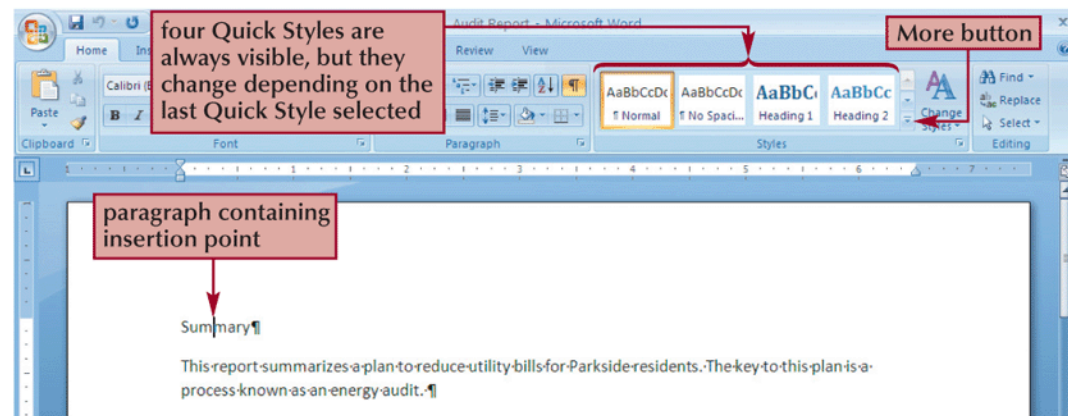
- Set tab stops
- Create footnotes and endnotes
- Divide a document into sections
- Create a SmartArt graphic
- Create headers and footers
- Insert a cover page



Formatting Headings with Quick Styles

- **Quick Styles** allow you to apply an entire set of formatting choices with one click
 - **Paragraph-level formatting** (formats an entire paragraph)
 - **Character-level formatting** (formats only a few characters or words)

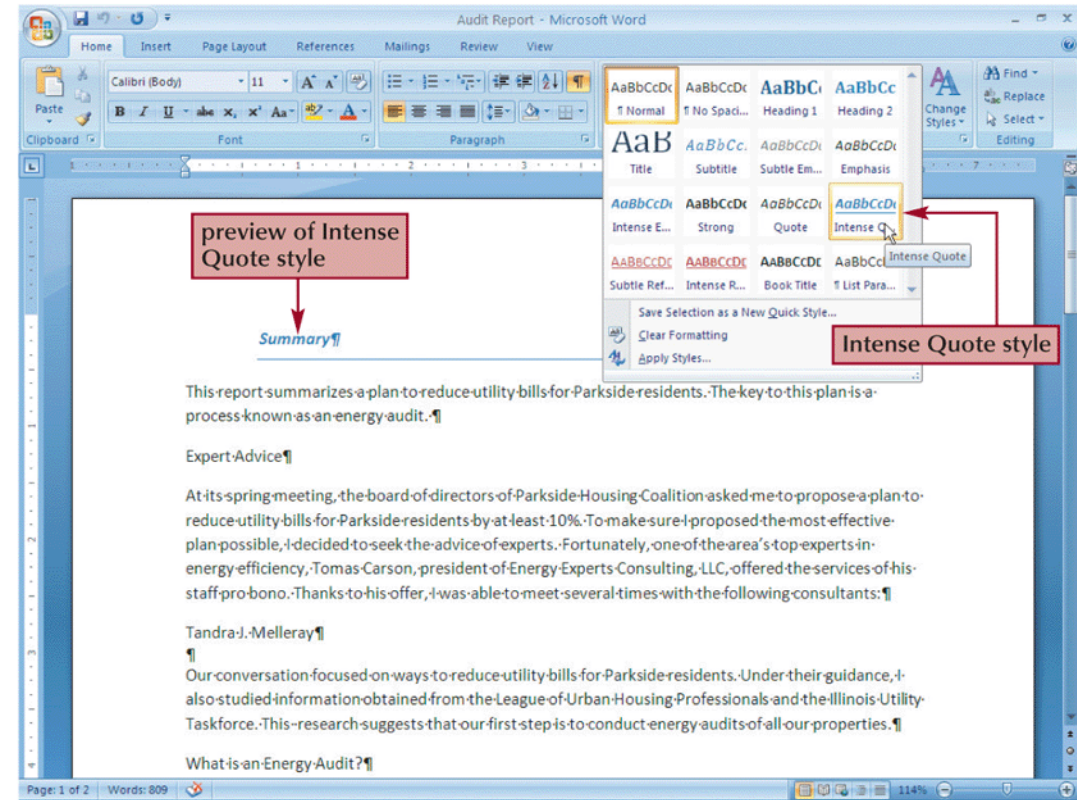
Figure 3-2 Locating the More button



Formatting Headings with Quick Styles

Quick Styles Gallery

Figure 3-3



Inserting a Manual Page Break

- A **manual page break** is one you insert at a specific location; it doesn't matter if the previous page is full or not
- You insert a manual page break by clicking the Page Break button on the Insert tab or by holding down the Ctrl key and pressing the Enter key



Organizing Information in Tables

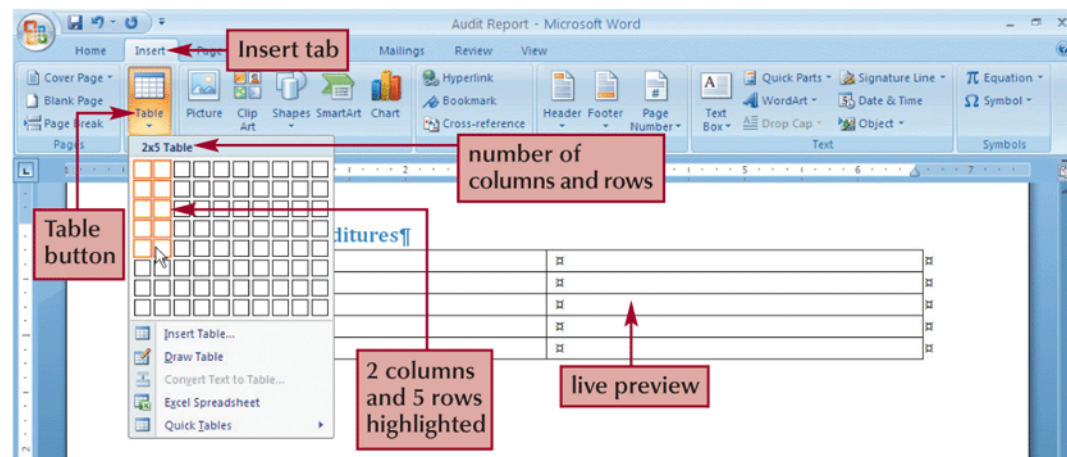
- A **table** is information arranged in horizontal rows and vertical columns
- When you first insert a table into a document, it appears as a simple grid structure, with black **gridlines** defining the rows and columns
- The area where a row and column intersect is called a **cell**



Inserting a Blank Table

- Make sure the Insert tab is displayed and then, in the Tables group, click the **Table** button

Figure 3-6 Inserting a blank table



Inserting a Blank Table

Blank table inserted in document ← **Figure 3-7**

The screenshot shows the Microsoft Word 2007 interface with a document titled "Audit Report - Microsoft Word". A table with three columns and three rows is inserted into the document. The table is currently empty. The following annotations are present:

- Table contextual tabs:** The "Design" and "Layout" tabs are visible under the "Table Tools" ribbon.
- Table Move handle:** A small square handle is visible at the top-left corner of the table.
- insertion point:** A vertical line with a small square at the top is located at the top-left corner of the first cell.
- end-of-cell mark:** A small square mark is located at the bottom-right corner of the bottom-right cell.
- blank paragraph below table:** A small square mark is located below the table, indicating the start of a new paragraph.
- a cell:** A small square mark is located inside one of the table cells.
- column widths visible in ruler:** The ruler at the top of the document shows the widths of the three columns.
- end-of-row mark:** A small square mark is located at the bottom-right corner of the table.
- Table Resize handle:** A small square handle is visible at the bottom-right corner of the table.

Entering Data in a Table

Figure 3-8

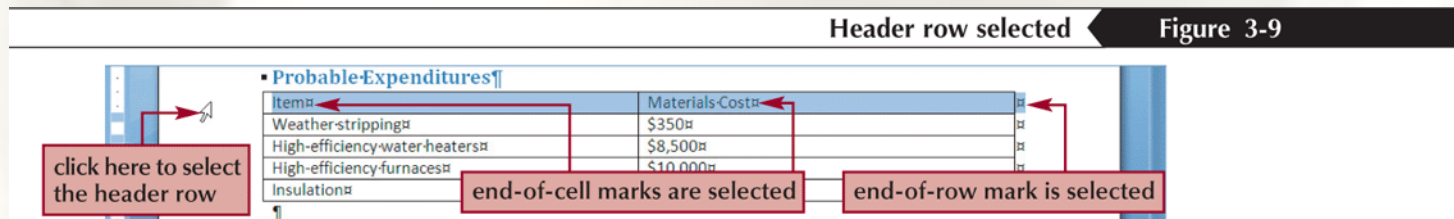
Table with all data entered

▪ Probable Expenditures

Item	Materials Cost
Weather stripping	\$350
High-efficiency water heaters	\$8,500
High-efficiency furnaces	\$10,000
Insulation	\$700

Selecting Part of a Table

- As you have learned, you can select the entire table by clicking the Table Move handle
- To select part of a table, you can drag the mouse pointer, just as you would to select regular text in a document



Sorting Rows in a Table

- The term **sort** refers to the process of rearranging information in alphabetical, numerical, or chronological order
- Format the column headers in bold, and then select the entire table
- In the Data group on the Table Tools Layout tab, click the Sort button
- In the Sort dialog box, click the Sort by arrow, and then select the header for the column you want to sort by. For example, if you want to organize the rows in the table according to the contents of the Last Name column, click “Last Name”
- In the Type list box located to the right of the Sort by list box, select the type of information stored in the column you want to sort by. You can choose to sort text, dates, or numbers



Sorting Rows in a Table

- To sort in alphabetical, chronological, or numerical order, click the Ascending option button. To sort in reverse order, click the Descending option button
- If you also want to sort by a second column, click the Then by arrow and click a column header. This is useful if, for example, you want to organize the table rows by last name, and then, within each last name, by first name. You can also specify the type of information in the Then by column, and whether you want to sort in ascending or descending order
- Make sure the Header row option button is selected. This tells Word that the table you want to sort includes a header row that should not be sorted along with the other rows
- Click the OK button



Sorting Rows in a Table

Sort dialog box

Figure 3-10

The screenshot shows the Microsoft Word interface with the Sort dialog box open. The dialog box is titled "Sort" and has the following settings:

- Sort by: Item (dropdown)
- Type: Text (dropdown)
- Using: Paragraphs (dropdown)
- Ascending (radio button selected)
- Descending (radio button unselected)
- Then by: (empty dropdown)
- Type: Text (dropdown)
- Using: Paragraphs (dropdown)
- Ascending (radio button selected)
- Descending (radio button unselected)
- Then by: (empty dropdown)
- Type: Text (dropdown)
- Using: Paragraphs (dropdown)
- Ascending (radio button selected)
- Descending (radio button unselected)
- My list has: Header row (radio button selected), No header row (radio button unselected)

Annotations in red boxes with arrows pointing to the dialog box:

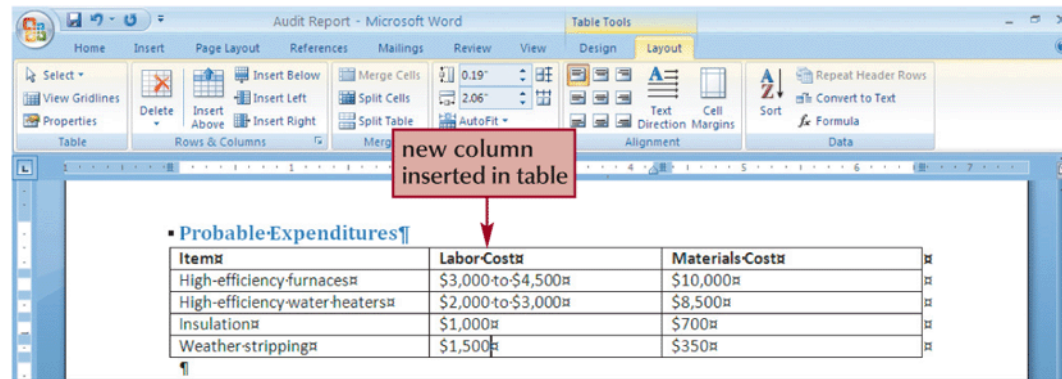
- "Word recognizes the contents of the Item column as text" points to the "Type: Text" dropdown.
- "click to open the Sort dialog box" points to the "Sort" button in the ribbon.
- "by default, Word sorts in ascending order" points to the "Ascending" radio button.
- "rows will be sorted according to the contents of the Item column" points to the "Sort by: Item" dropdown.
- "header row will be excluded from the sort process" points to the "Header row" radio button.

Inserting Rows and Columns in a Table

- You will often need to modify a table structure by adding or deleting rows and columns using the Table Tools Layout tab

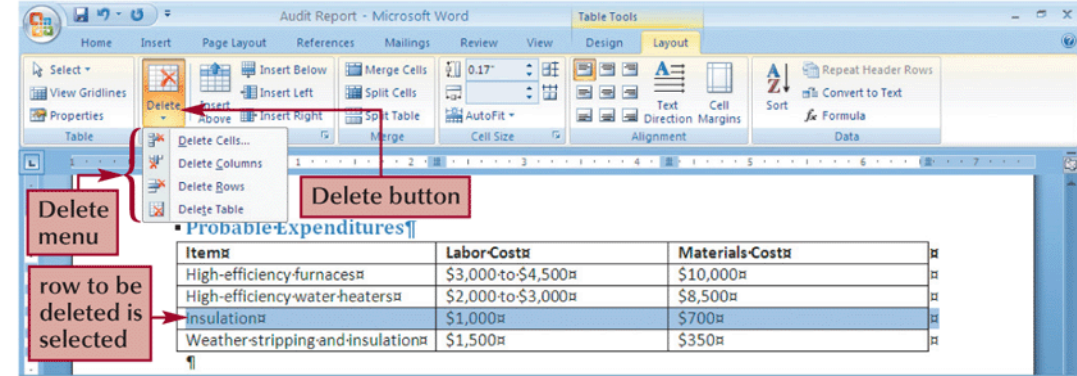
Figure 3-12

New Labor Cost column



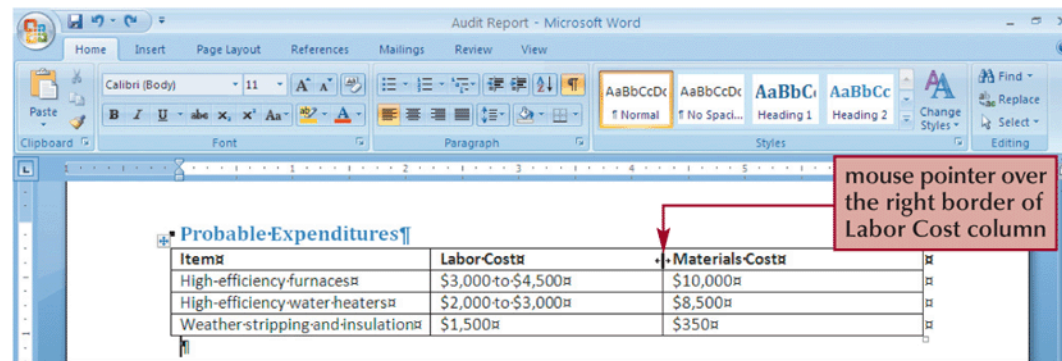
Deleting Rows and Columns

Deleting a row **Figure 3-13**



Changing Column Widths

Figure 3-14 Changing the column width



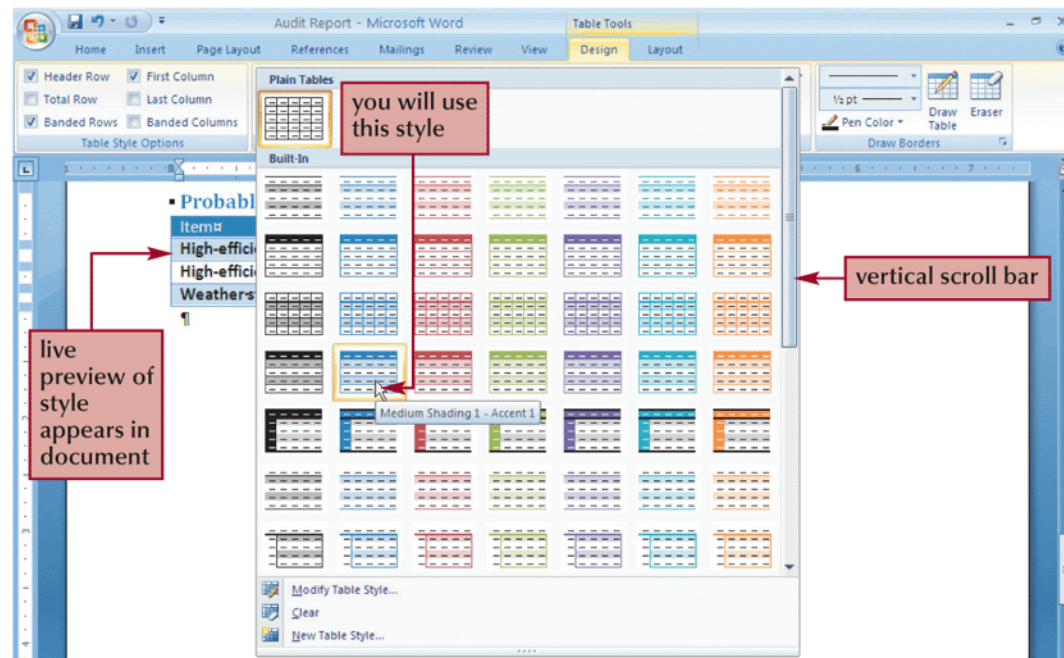
Formatting a Table with a Built-In Table Style

- Click in the table you want to format, and then click the Table Tools Design tab
- In the Table Styles group, click the More button to display the Table Styles gallery
- Position the mouse pointer over a style in the Table Styles gallery to see a live preview of the style in the document
- In the Table Styles gallery, click the style you want
- To apply or remove style elements (such as special formatting for the header row, banded rows, or banded columns), select or deselect check boxes as necessary in the Table Style Options group



Formatting a Table with a Built-In Table Style

Figure 3-16 Table Styles gallery



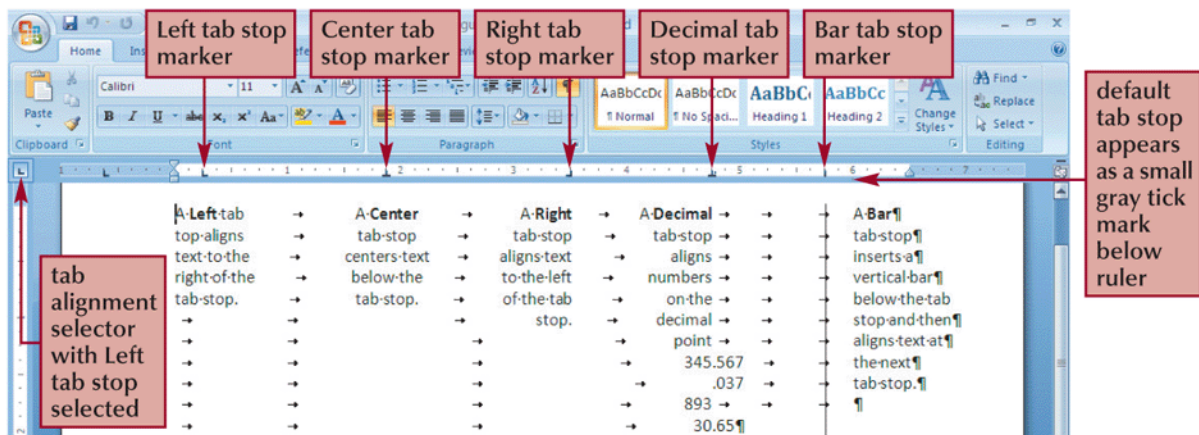
Setting Tab Stops

- A **tab stop** (often called just a **tab**) is a location on the horizontal ruler where the insertion point moves when you press the Tab key
- To set a tab stop, click the tab alignment selector on the far left of the horizontal ruler until the appropriate tab stop alignment style appears, and then click the horizontal ruler where you want to position the tab stop. Press the Tab key to move the insertion point to the new tab stop
- To align columns as you type, set tab stops on the horizontal ruler (as described in the preceding bullet), type text in the first column, press the Tab key, and then type text at the next tab stop. Continue in this way until you finish typing the first row, with an entry in each column. Then press the Enter key and begin typing the next row
- To align text that already contains a nonprinting tab character, select the text and then insert a tab stop on the horizontal ruler
- To remove a tab stop, locate it on the ruler, click it, and drag it off the ruler (into the document window)



Setting Tab Stops

Figure 3-18 Tab stop alignment styles



Creating Footnotes and Endnotes

- A **footnote** is an explanatory comment or reference that appears at the bottom of a page
- **Endnotes** are similar, except that the text of an endnote appears at the end of a document
- To create a footnote, click where you want to insert a footnote, click the References tab, in the Footnotes group click the Insert Footnote button, and then type the text of the footnote in the bottom margin
- To create an endnote, click where you want to insert an endnote, click the References tab, in the Footnotes group click the Insert Endnote button, and then type the text of the endnote at the end of the document



Creating Footnotes and Endnotes

- When you are finished typing the text of a footnote or endnote, click in the body of the document to continue working on it
- To delete a footnote or endnote, delete its reference marker (the small, superscript number) in the text
- To edit the text of a footnote or endnote, click in the bottom margin or at the end of the document and edit the note



Creating Footnotes and Endnotes

Figure 3-23 Inserting a footnote

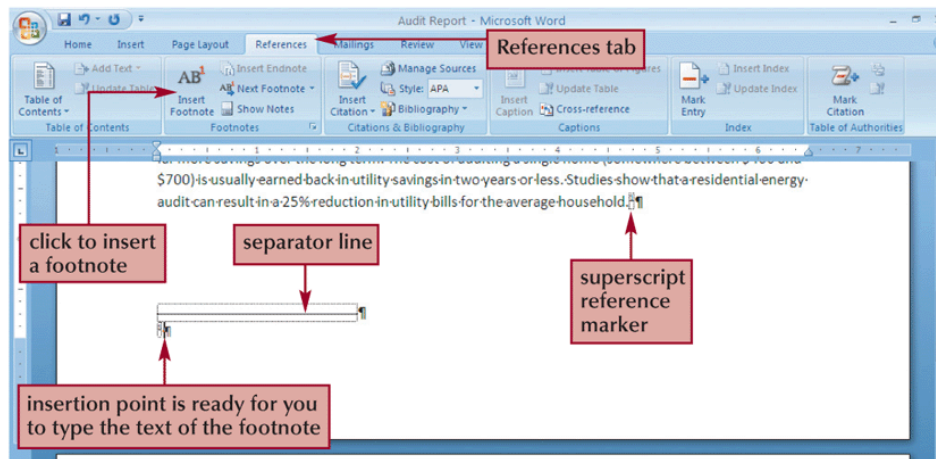
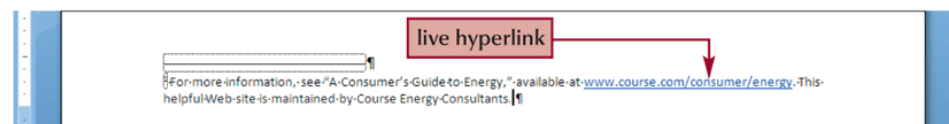


Figure 3-24 Footnote containing live hyperlink



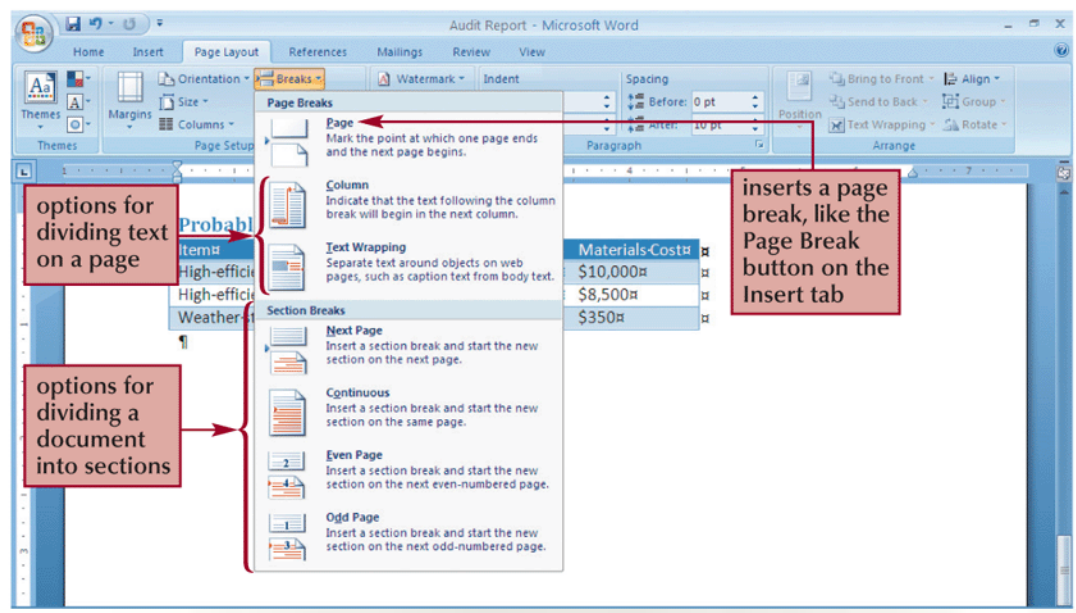
Formatting a Document in Sections

- A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on
- To divide a document into sections, you insert a **section break**



Formatting a Document in Sections

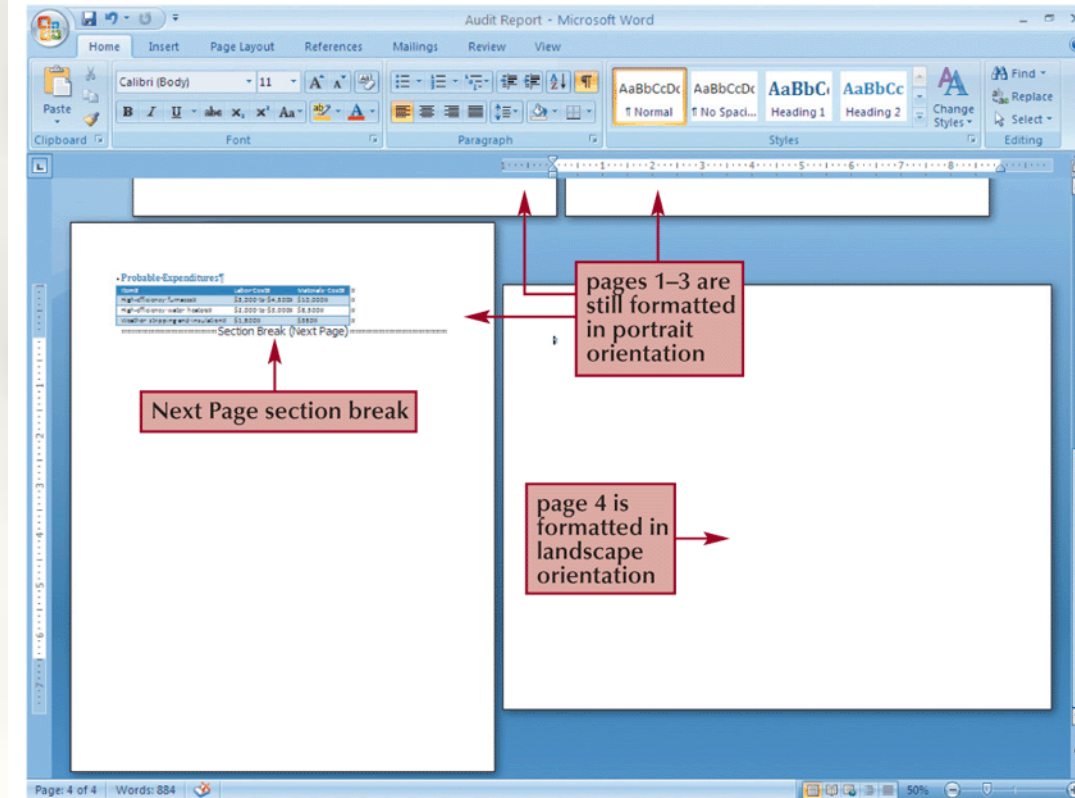
Figure 3-26 Breaks menu



Formatting a Document in Sections

Page 4 formatted in landscape orientation

Figure 3-27

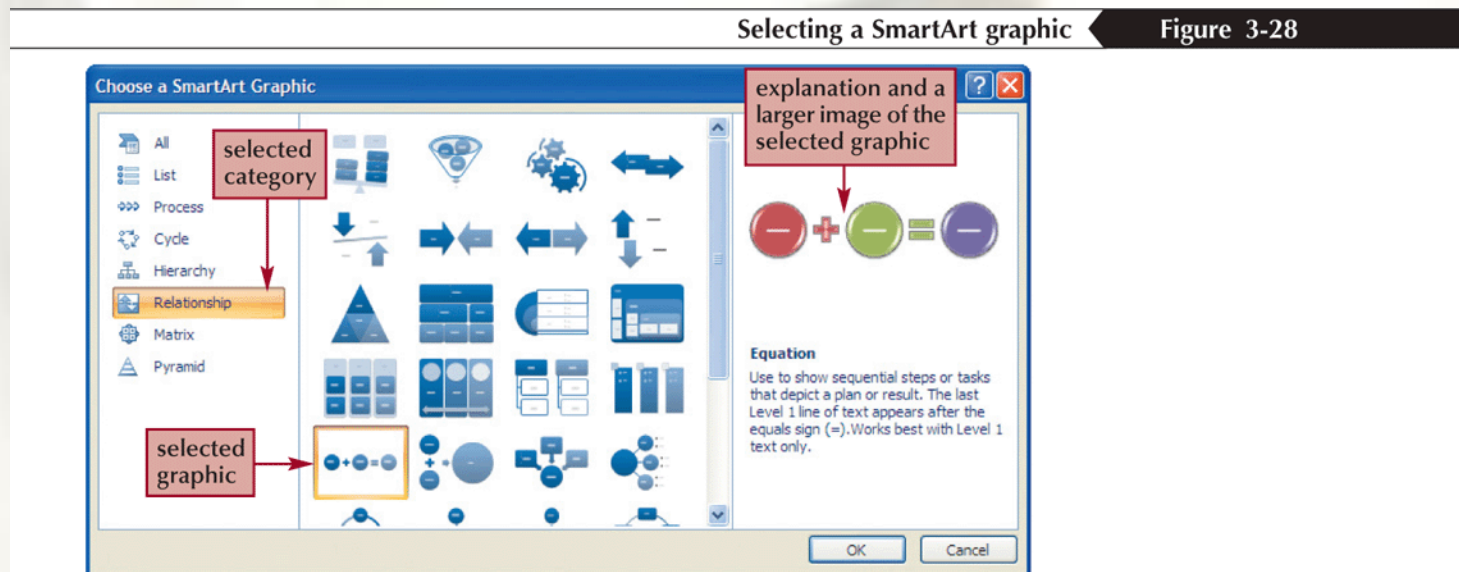


Creating SmartArt

- The **SmartArt** feature allows you to create diagrams and charts to illustrate concepts that would otherwise require several paragraphs of explanation
- To begin creating a SmartArt graphic, you switch to the Insert tab and then, in the Illustrations group, click the SmartArt button

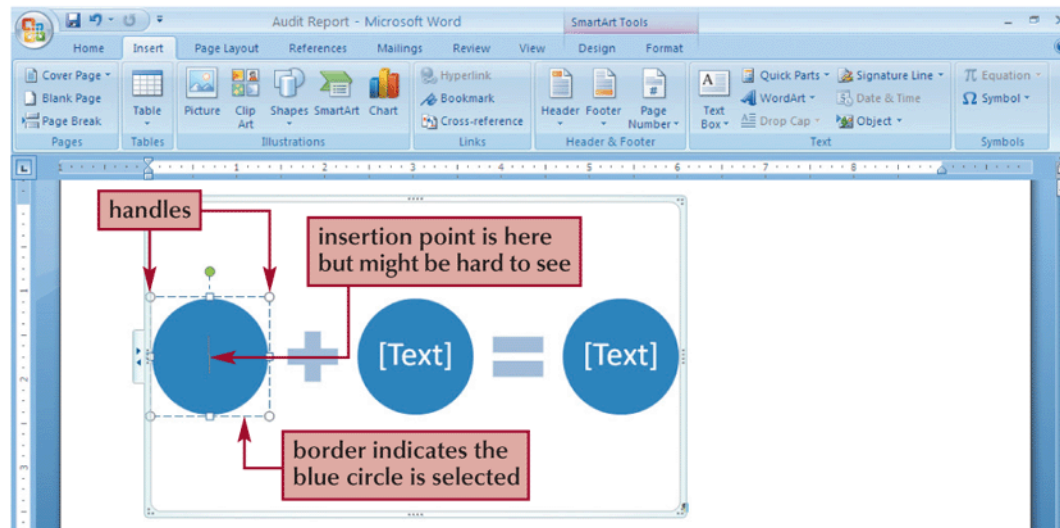


Creating SmartArt



Creating SmartArt

Figure 3-30 Entering text in the SmartArt graphic



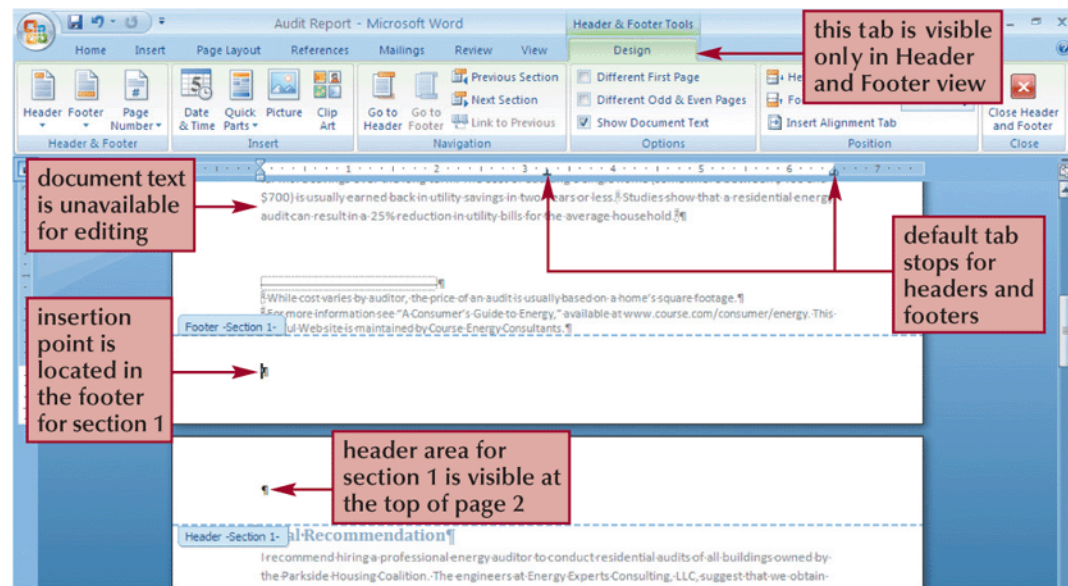
Adding Headers and Footers

- Text that is printed at the top of every page is called a **header**
- A **footer** is text that is printed at the bottom of every page
- Some headers and footers also include **document controls**
- Double-click the top or bottom margin of a page to switch to Header and Footer view

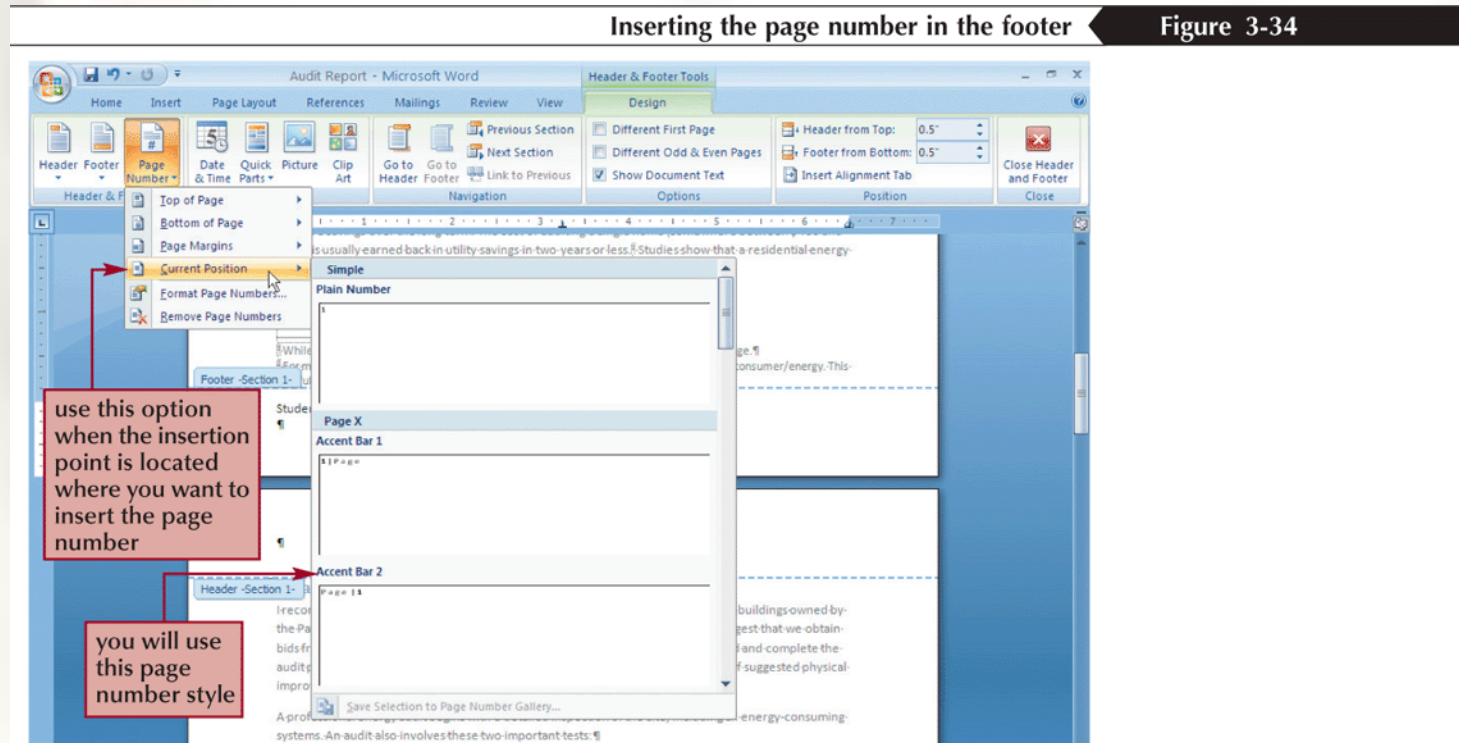


Adding Headers and Footers

Figure 3-33 Creating a footer

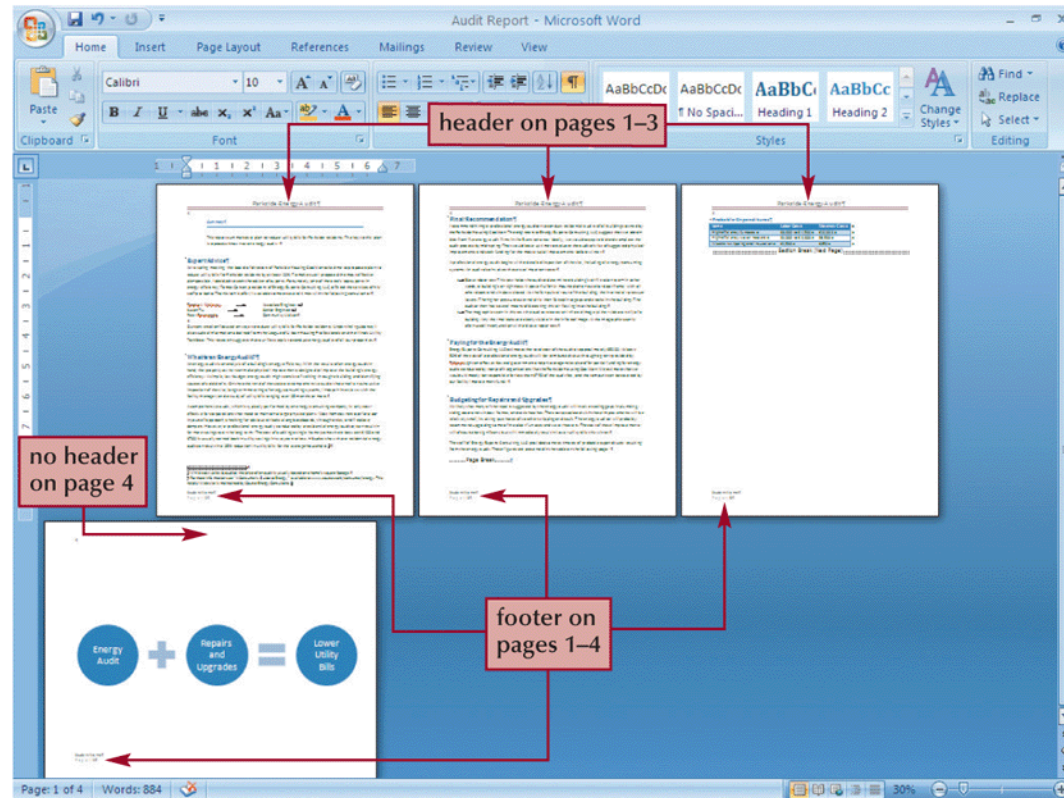


Adding Headers and Footers



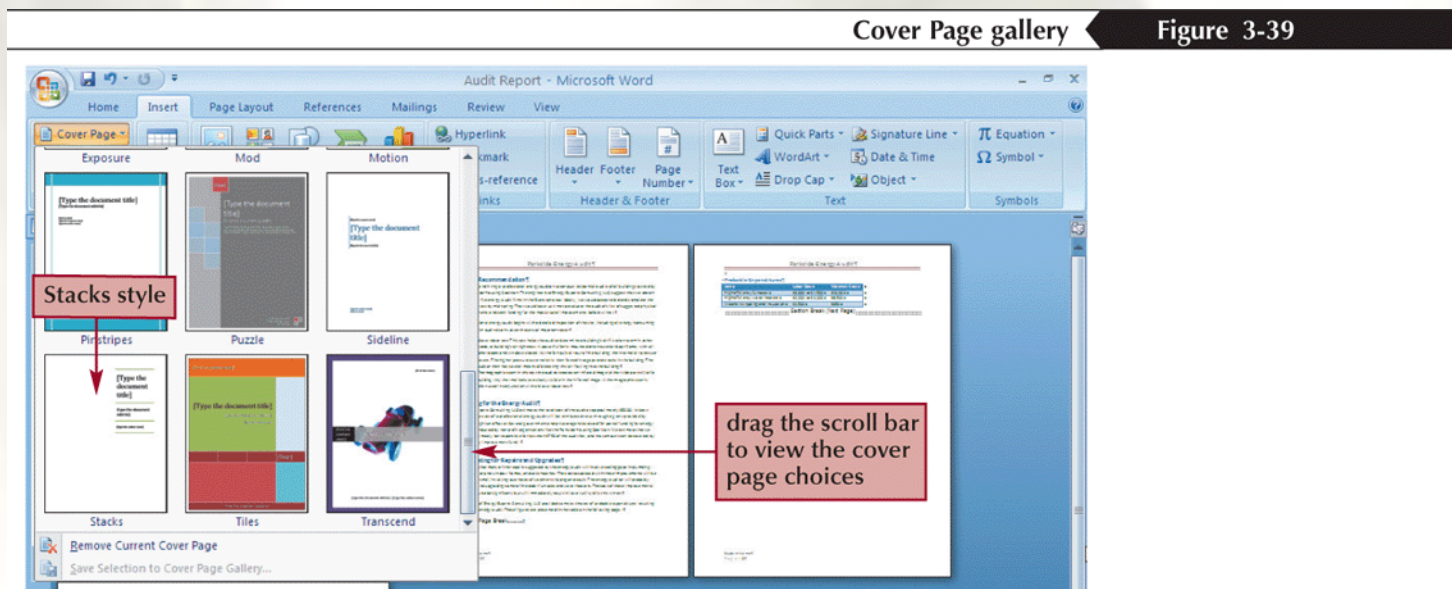
Adding Headers and Footers

Figure 3-38 Document with new header and footer



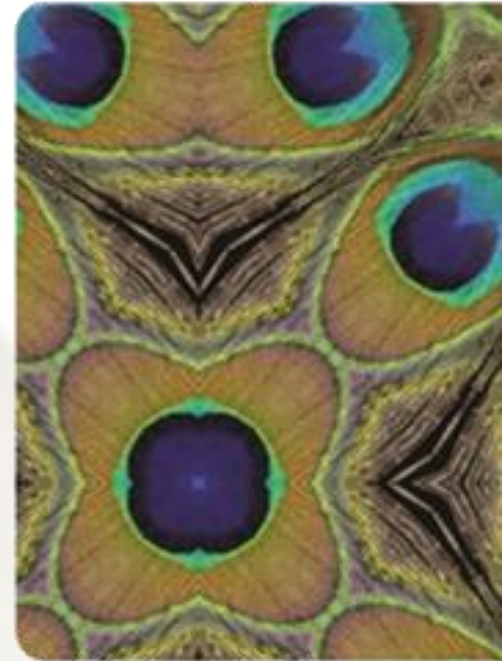
Inserting a Cover Page

- A document's cover page typically includes the title and the author of the report
- Click the **Insert** tab, and then, in the Pages group, click the **Cover Page** button



Word Tutorial 4

Desktop Publishing and Mail Merge



Objectives

- Identify desktop publishing features
- Create a title with WordArt
- Create newspaper-style columns
- Insert and edit graphics
- Wrap text around a graphic



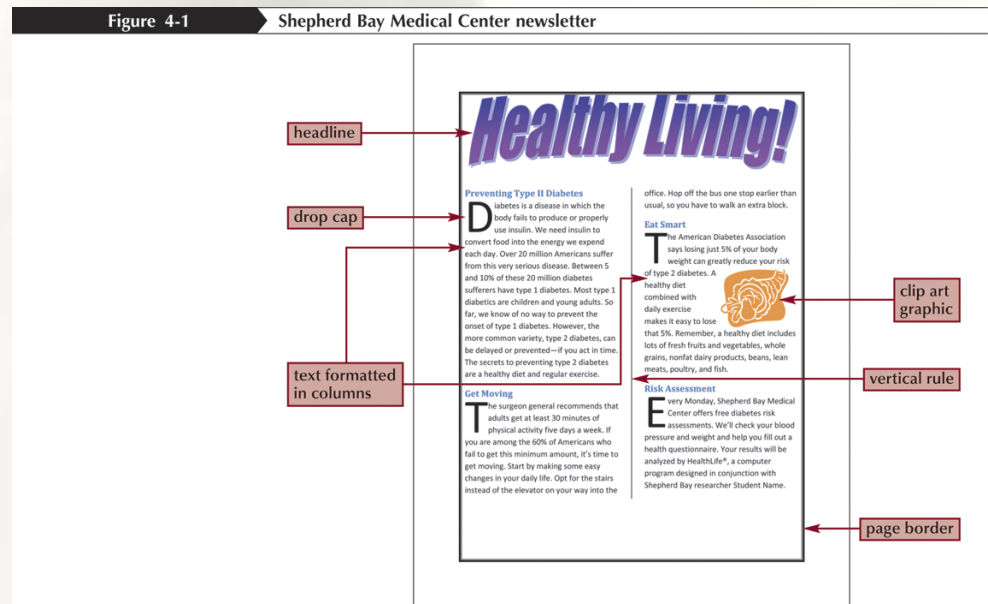
Objectives

- Incorporate drop caps
- Use symbols and special typographic characters
- Add a page border
- Perform a mail merge
- Create a blog post



Elements of Desktop Publishing

- **Desktop publishing** is the process of preparing commercial-quality printed material using a desktop computer system
 - Page layout
 - Graphics
 - Multiple Fonts
 - High-quality printing



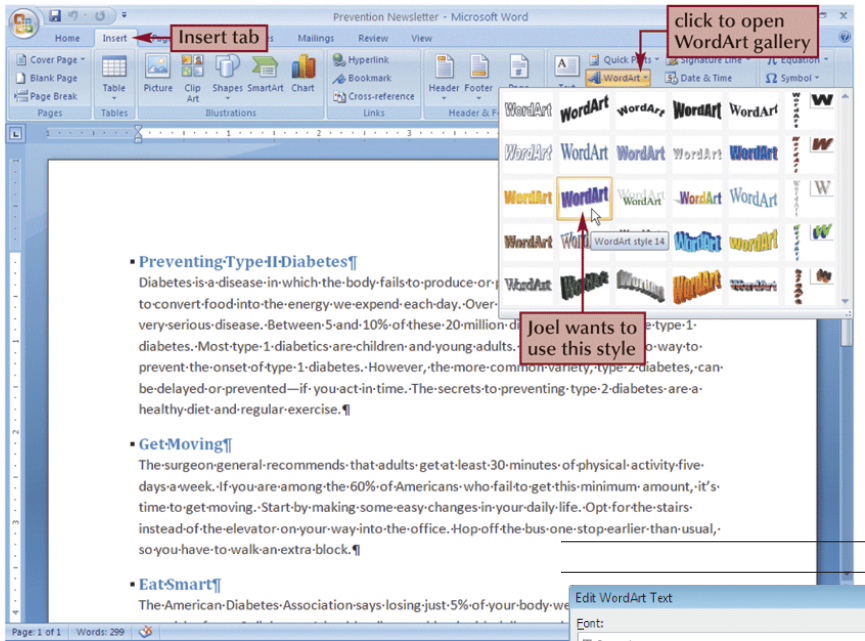
Creating WordArt

- Click the Insert tab, and then, in the Text group, click the WordArt button
- In the WordArt gallery, click the style of text you want to insert
- Type the text you want in the Edit WordArt Text dialog box
- Click the Font and Size arrows to select the font and font size you want. If you want, click the Bold or Italic button, or both
- Click the OK button
- Use the tools on the WordArt Tools Format tab to format the WordArt
- Drag any handle to resize and reshape the WordArt. To avoid altering the WordArt's proportions, press and hold down the Ctrl key while you drag a handle

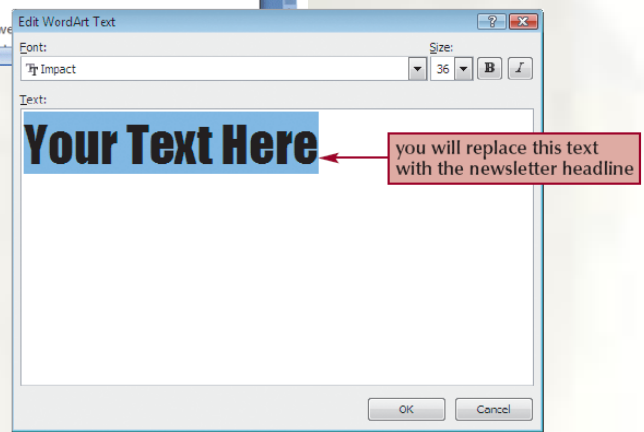


Creating WordArt

Figure 4-2 WordArt gallery



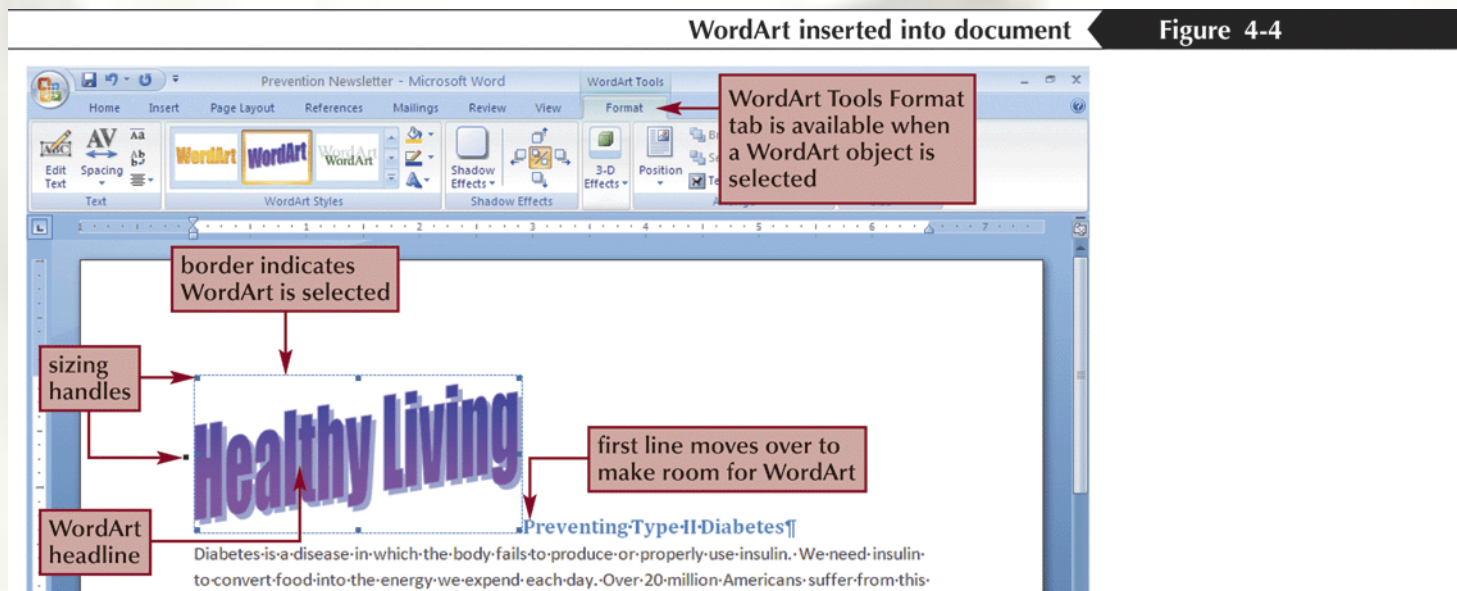
Edit WordArt Text dialog box Figure 4-3



Creating WordArt

WordArt inserted into document

Figure 4-4

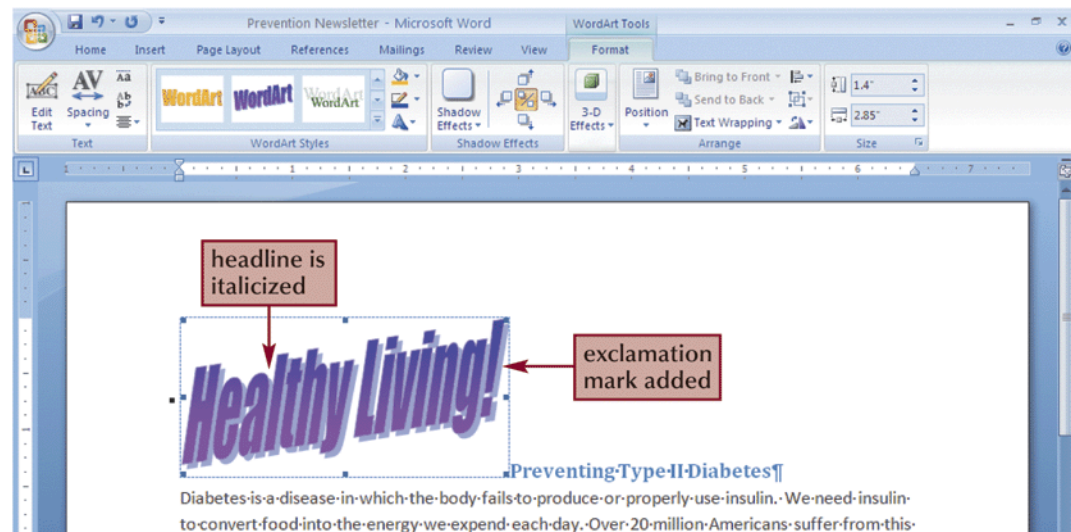


Editing a WordArt Object

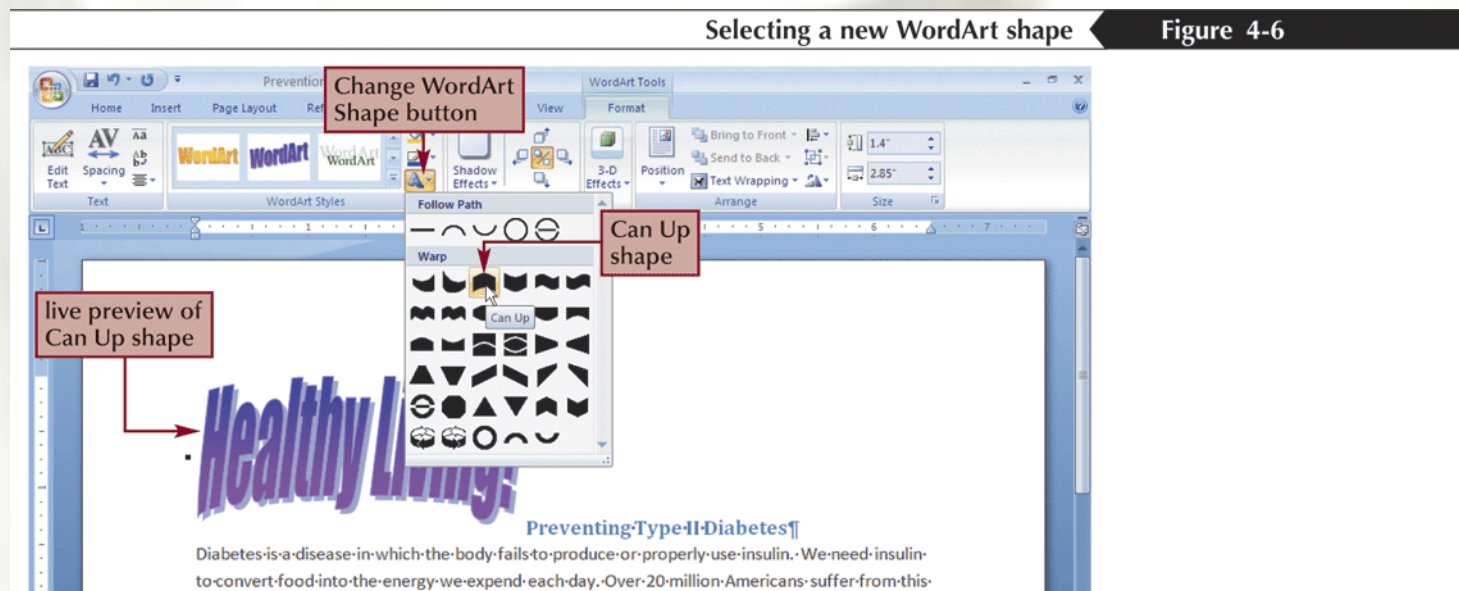
- To edit WordArt, it must be selected
- You can make changes using the tools on the WordArt Tools Format tab or by dragging its sizing handles

Figure 4-5

Edited WordArt headline



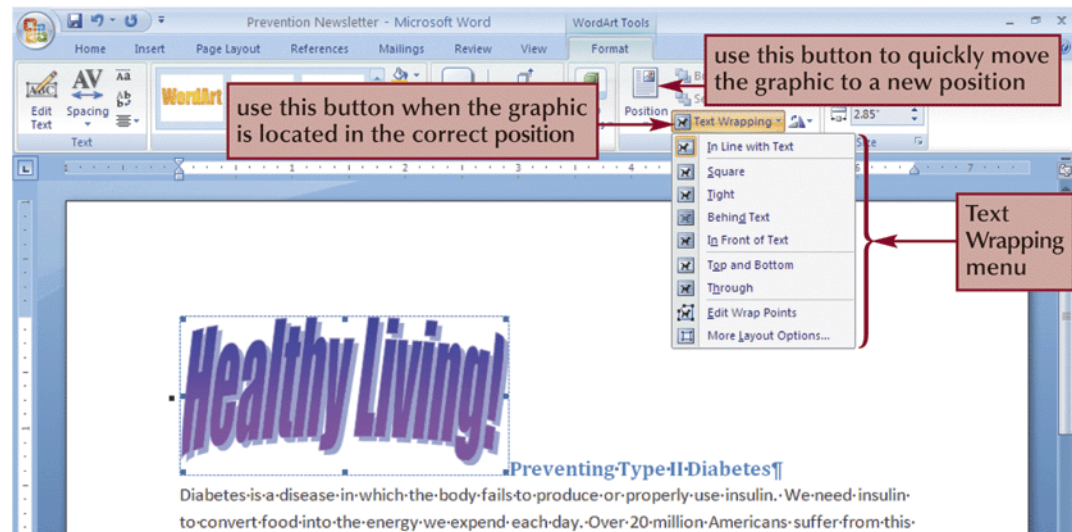
Changing the Shape of a WordArt Object



Wrapping Text Below a WordArt Object

- **Inline graphic vs. floating graphic**

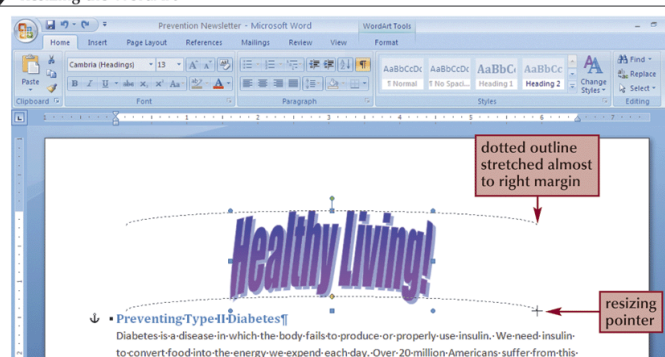
Figure 4-7 Text Wrapping menu



Positioning and Sizing the WordArt Object

- You can adjust its position in the document by dragging it with the mouse pointer
- To change the size of a WordArt object, drag one of its sizing handles
 - To keep the headline the same proportion as the original, hold down the Ctrl key as you drag the sizing handle

Figure 4-9 Resizing the WordArt



Anchoring the WordArt Object to a Blank Paragraph

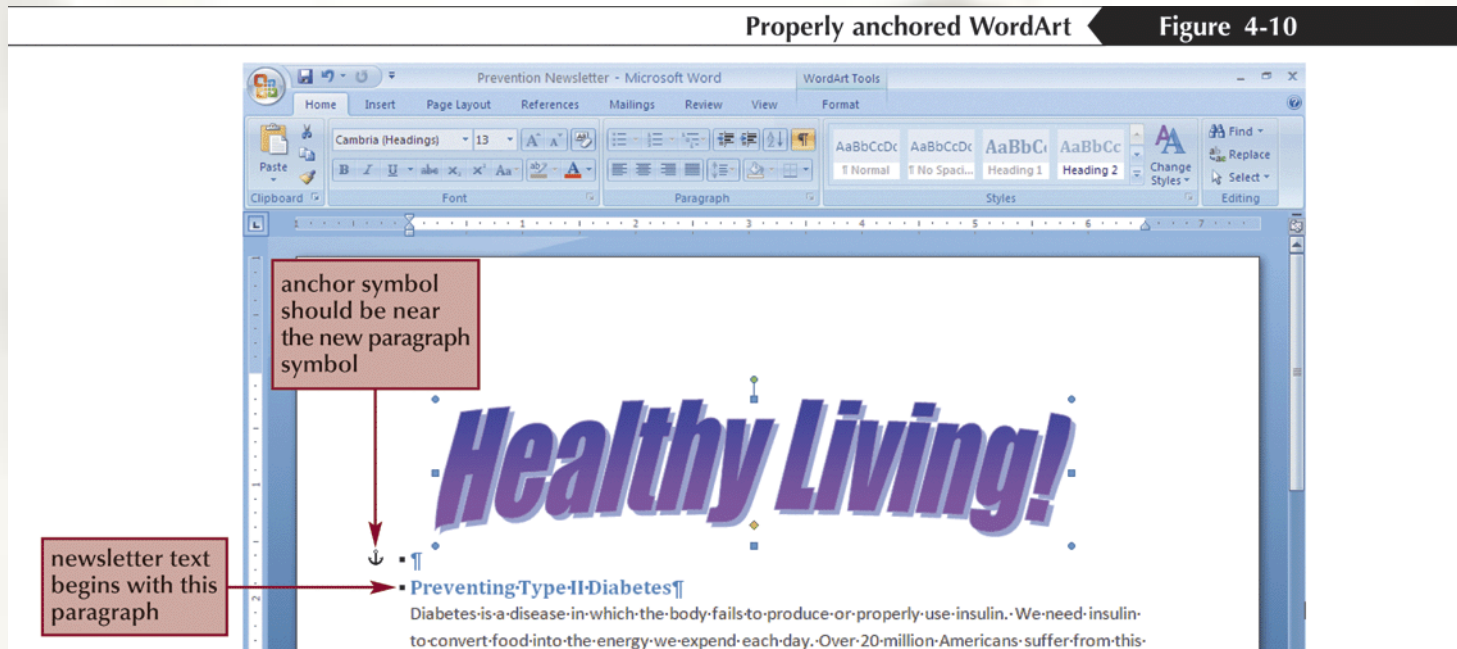
- To prevent the column format from affecting the WordArt object, you need to anchor it to its own, blank paragraph
- Insert a new paragraph
- Click the **WordArt** object
- Click the anchor and drag it up to position it to the left of, and just above, the new, blank paragraph



Anchoring the WordArt Object to a Blank Paragraph

Properly anchored WordArt

Figure 4-10

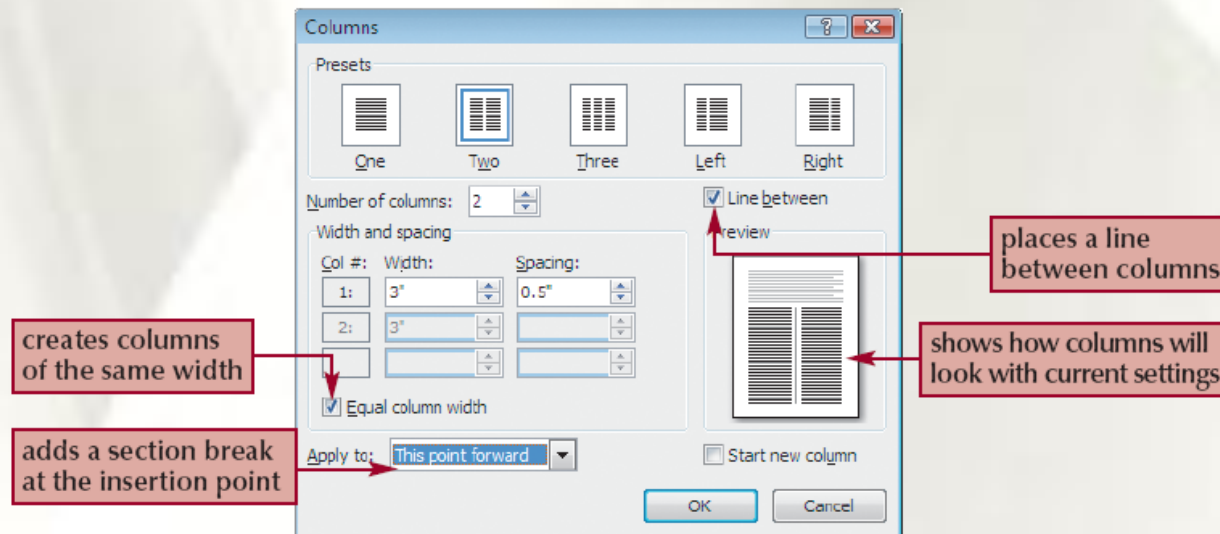


Formatting Text in Newspaper-Style Columns

- In **newspaper-style columns**, a page is divided into two or more vertical blocks, or columns
- Click the **Page Layout** tab, and then, in the Page Setup group, click the **Columns** button

Correct settings in Columns dialog box

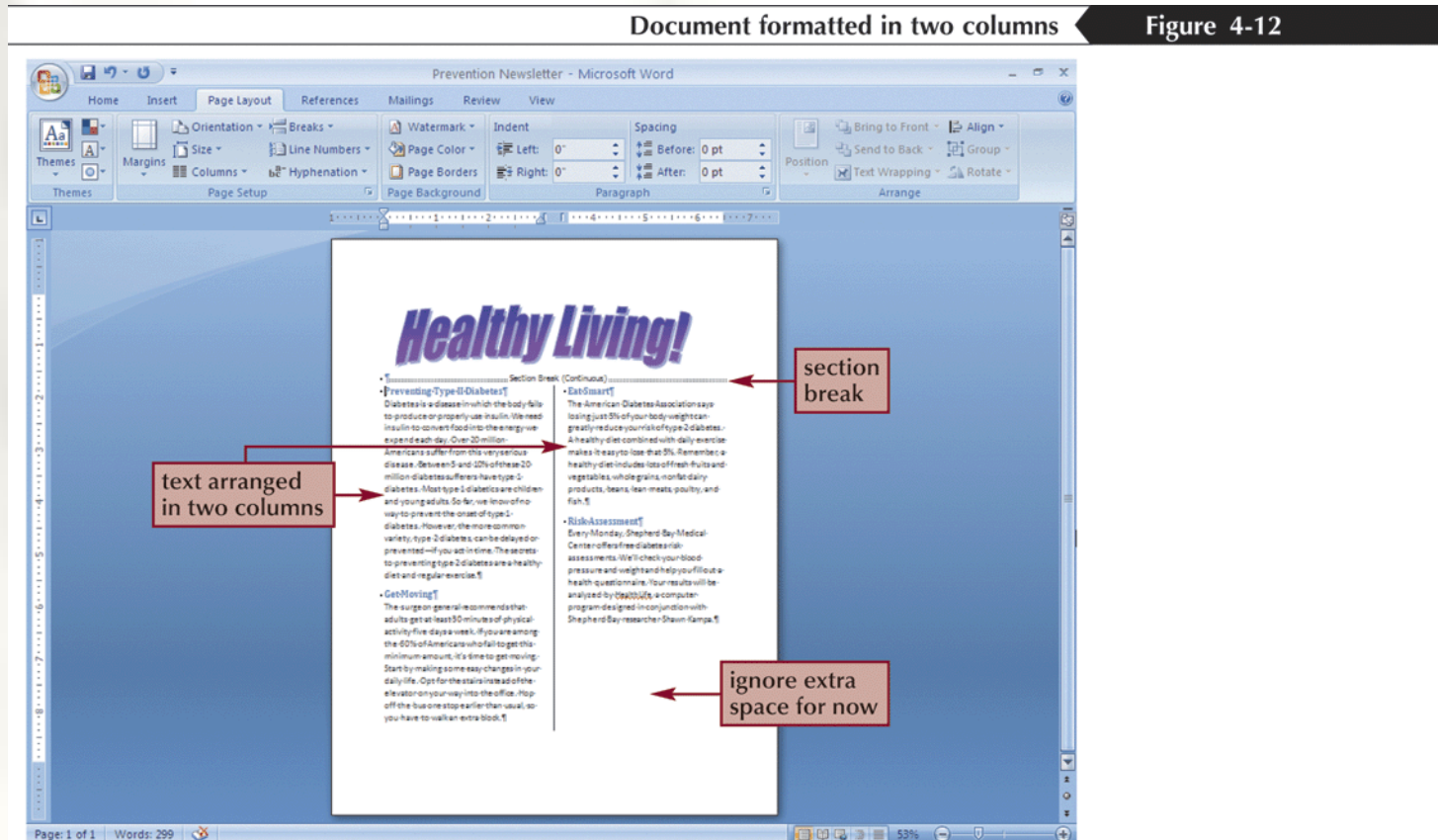
Figure 4-11



Formatting Text in Newspaper-Style Columns

Document formatted in two columns

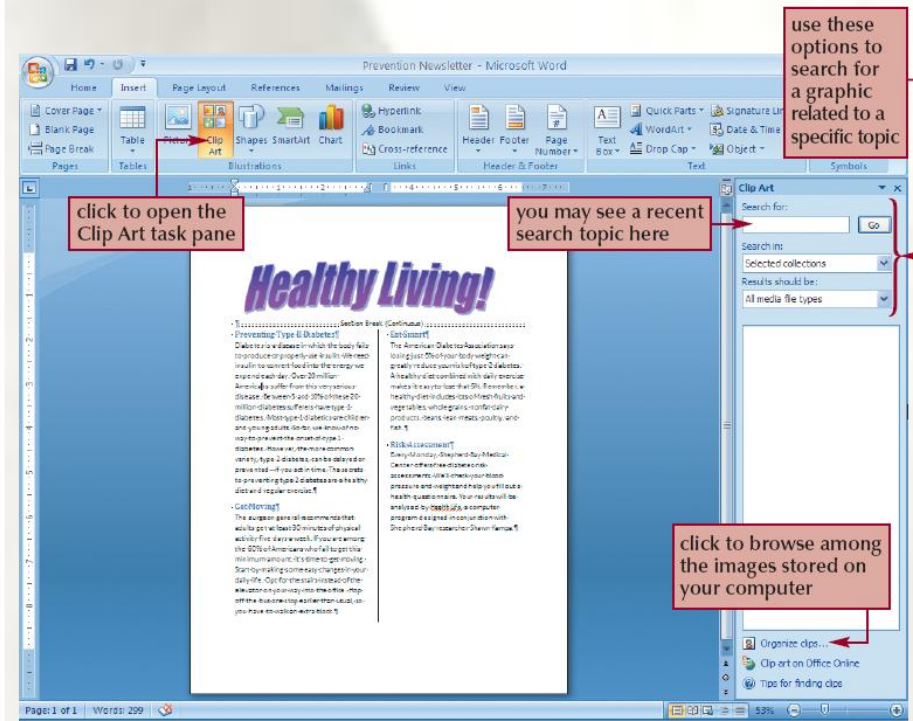
Figure 4-12



Inserting Graphics

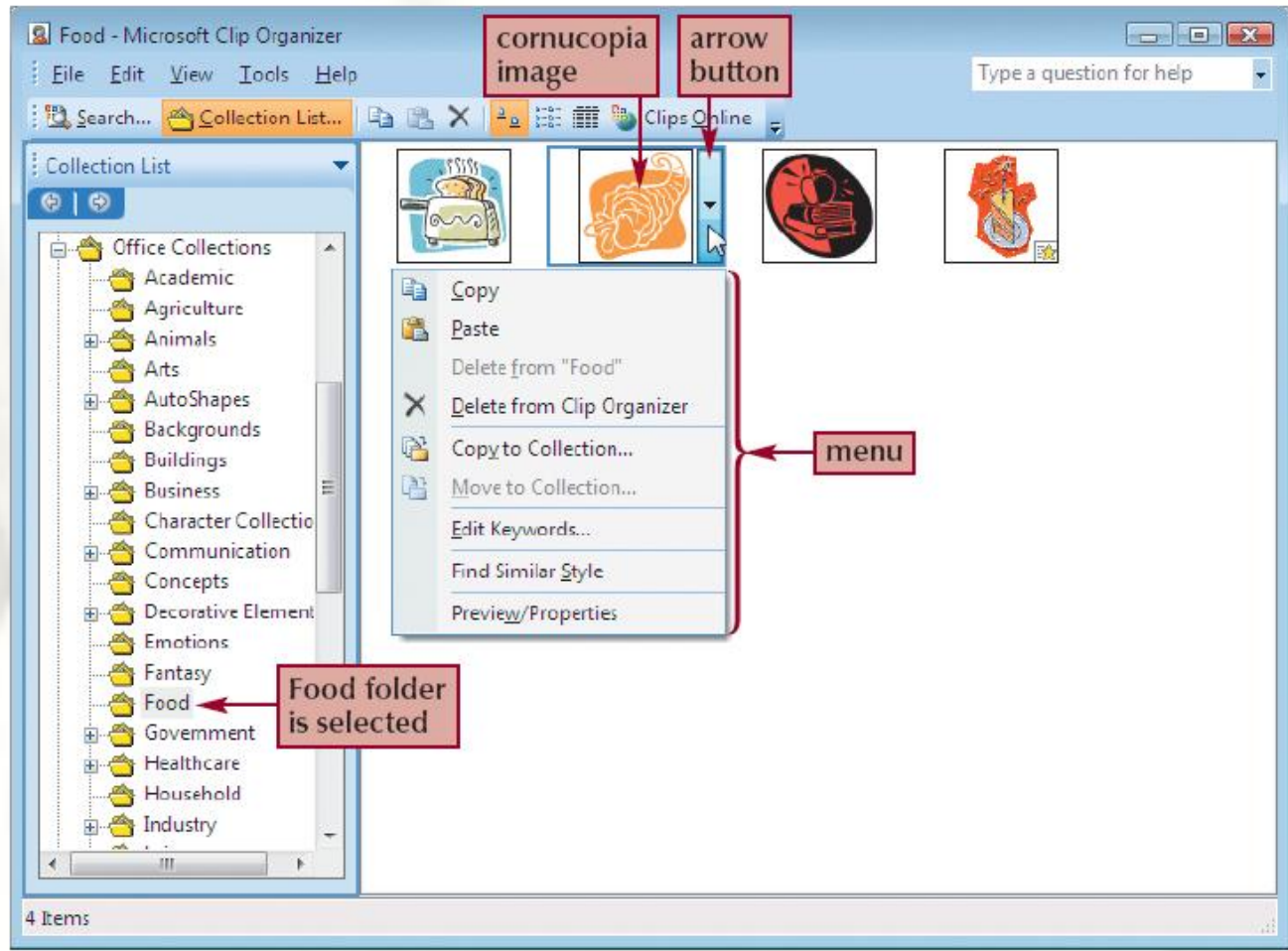
- The term **graphic** can refer to a drawing, a photograph, clip art, a chart, and so on
 - Picture button
 - Clip Art button
 - Shapes button
 - SmartArt button
 - Chart button

Figure 4-13 Clip Art task pane



Inserting Graphics

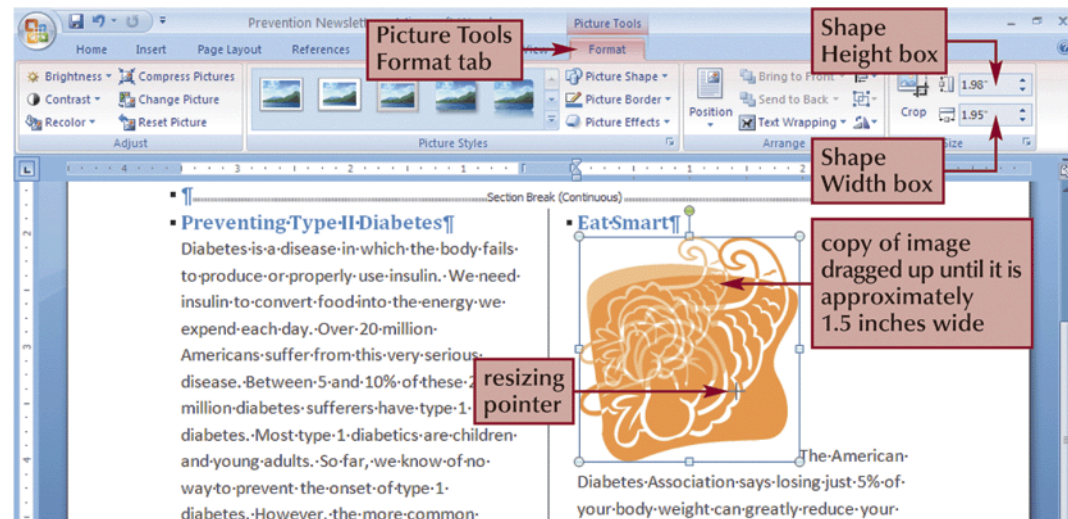
Figure 4-15 Selected image in Food folder



Resizing a Graphic

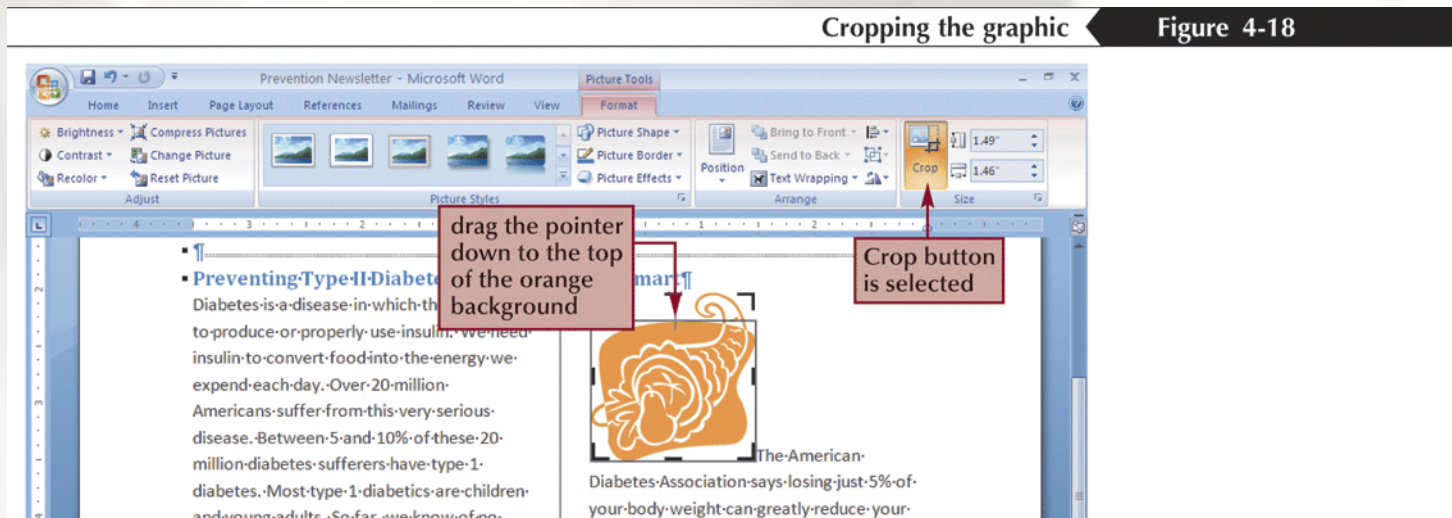
- You can resize a graphic either by dragging its sizing handles or, for more precise control, by specifying an exact height and width in the Size group on the Picture Tools Format tab

Figure 4-17 Resizing the graphic



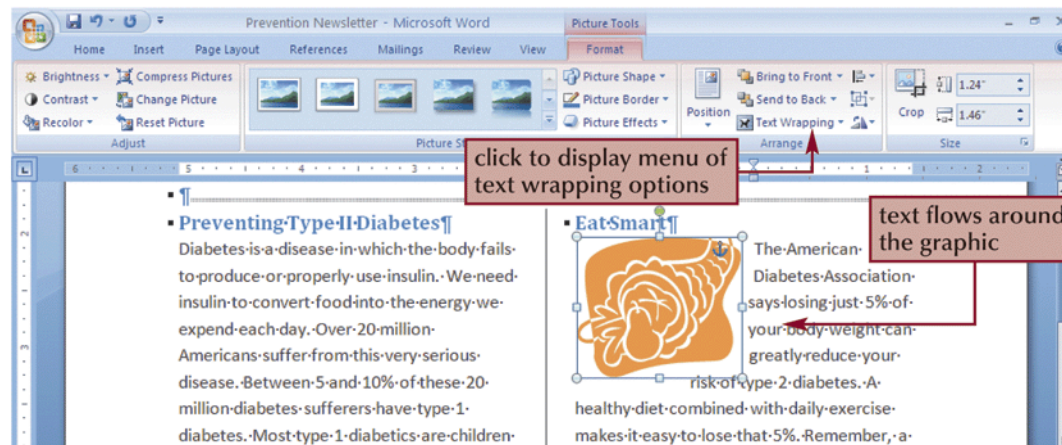
Cropping a Graphic

- You can **crop** a graphic using the Crop button on the Picture Tools Format tab



Wrapping Text Around a Graphic

Figure 4-19 Text wrapped around the graphic



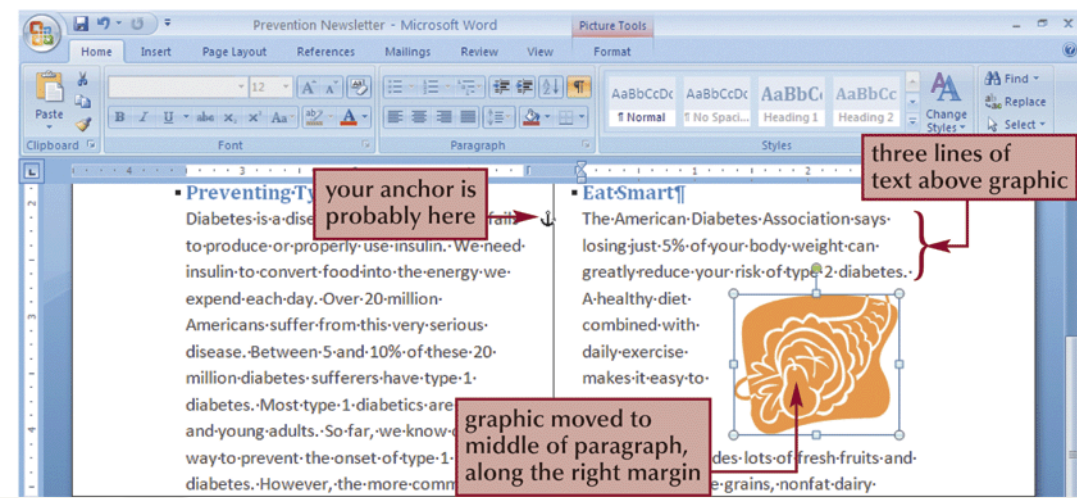
Moving and Aligning a Graphic

- You can move a graphic by dragging it
- Like WordArt, a clip art graphic is anchored to a specific paragraph in a document
 - When you drag a graphic to a new paragraph, the anchor symbol moves to the beginning of that paragraph
 - When you drag a graphic to a new position within the same paragraph, the anchor symbol remains in its original position and only the graphic moves



Moving and Aligning a Graphic

Graphic in new position **Figure 4-20**

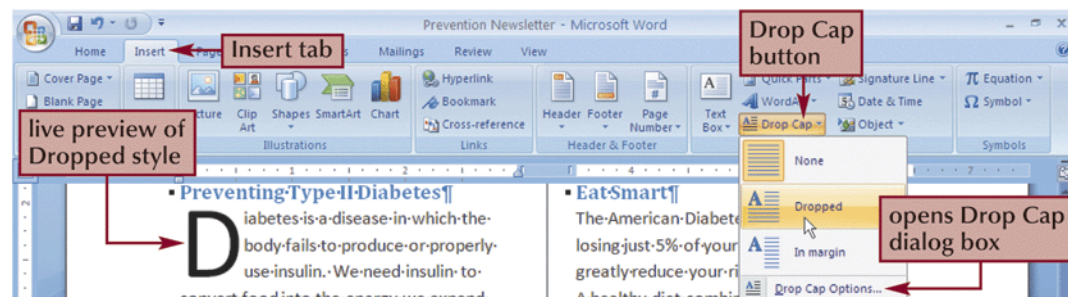


Inserting Drop Caps

- A **drop cap** is a large, capital letter that begins the text of a paragraph, chapter, or some other document section

Figure 4-21

Drop Cap menu



Inserting Symbols and Special Characters

- In printed publications, it is customary to change some of the characters available on the standard keyboard into more polished-looking characters called **typographic characters**

Common typographic characters Figure 4-22

To insert this symbol or character	Type	After you press the spacebar, Word converts to
em dash	word--word	word—word
Smiley	:)	☺
Copyright symbol	(c)	©
Trademark symbol	(tm)	™
Ordinal numbers	1st, 2nd, 3rd, etc.	1 st , 2 nd , 3 rd , etc.
Fractions	1/2, 1/4	½, ¼
Arrows	--> or <--	← or →

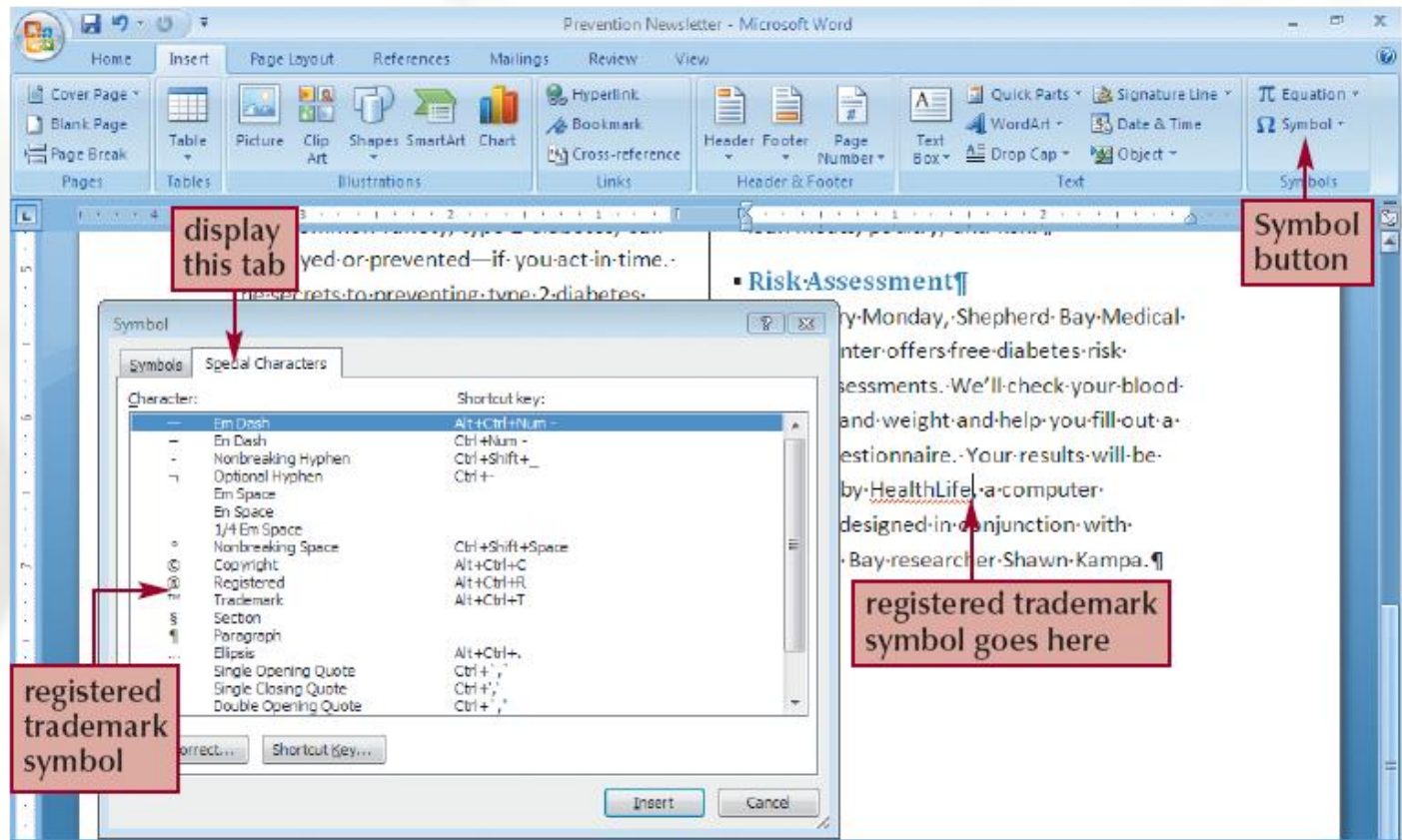
Inserting Symbols and Special Characters

- Move the insertion point to the location where you want to insert a particular symbol or special character
- Click the Insert tab, and then, in the Symbols group, click the Symbol button
- If you see the symbol or character you want in the Symbol gallery, click it. For a more extensive set of choices, click More Symbols to open the Symbol dialog box
- In the Symbol dialog box, locate the symbol or character you want on either the Symbols tab or the Special Characters tab
- Click the symbol or special character you want, click the Insert button, and then click the Close button



Inserting Symbols and Special Characters

Figure 4-23 Symbol dialog box



Balancing the Columns

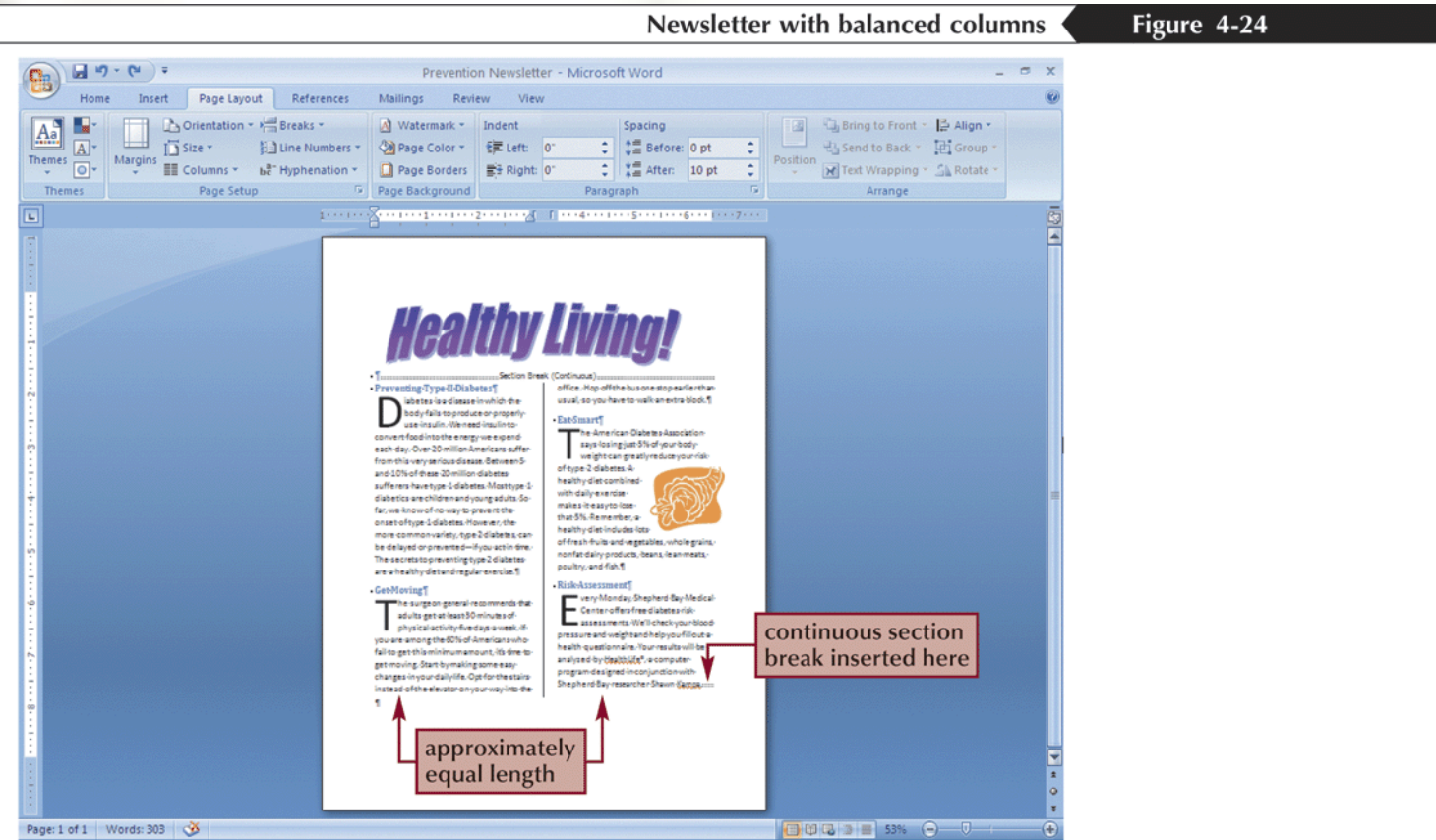
- Move the insertion point to the end of the text in the right column
- Click the **Page Layout** tab, and then, in the Page Setup group, click the **Breaks** button
- Below “Section Breaks,” click **Continuous**



Balancing the Columns

Newsletter with balanced columns

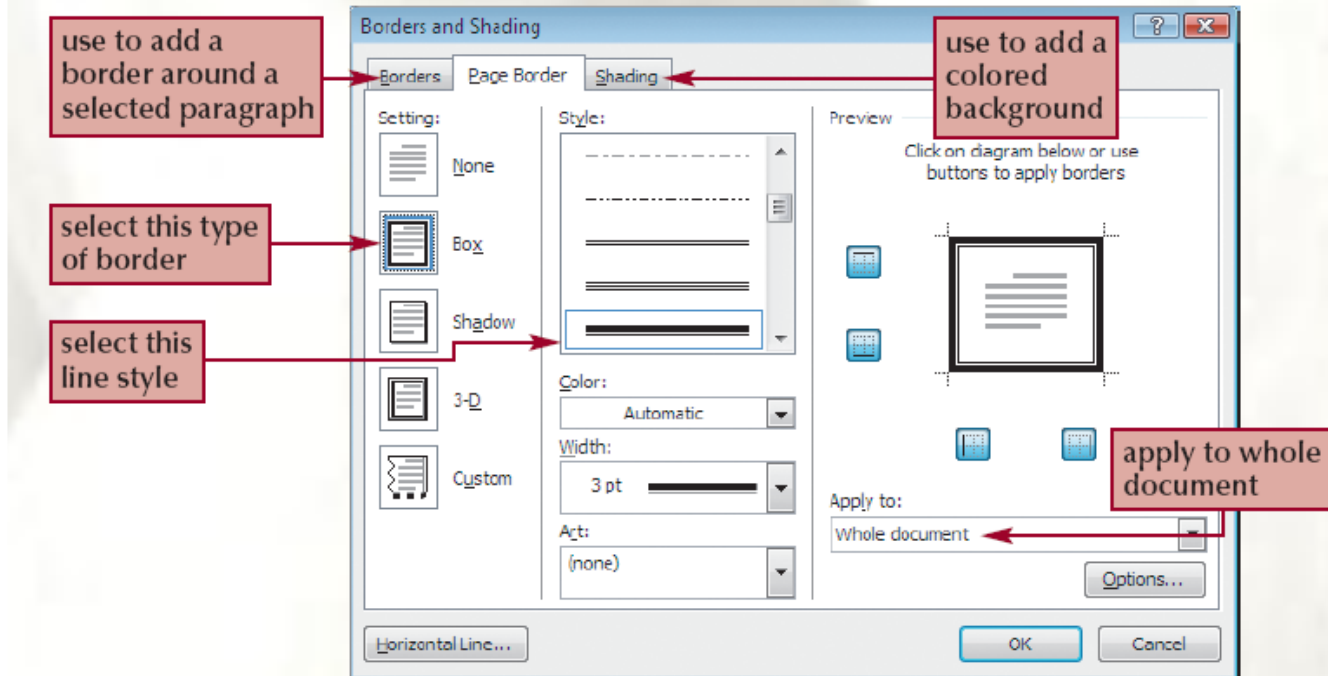
Figure 4-24



Inserting a Border Around a Page

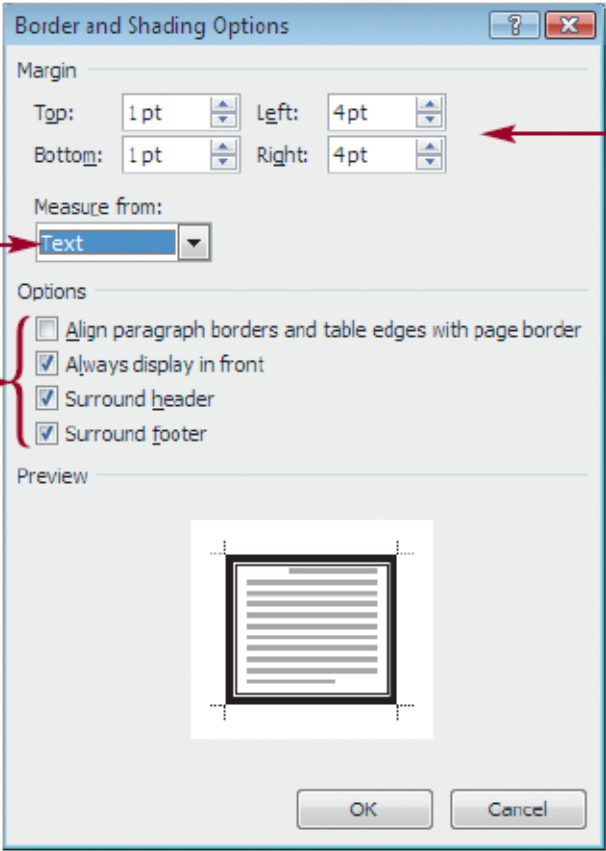
- Use the Page Borders button on the Page Layout tab to open the Borders and Shading dialog box

Figure 4-25 Adding a border to the newsletter



Inserting a Border Around a Page

Border and Shading Options dialog box **Figure 4-26**



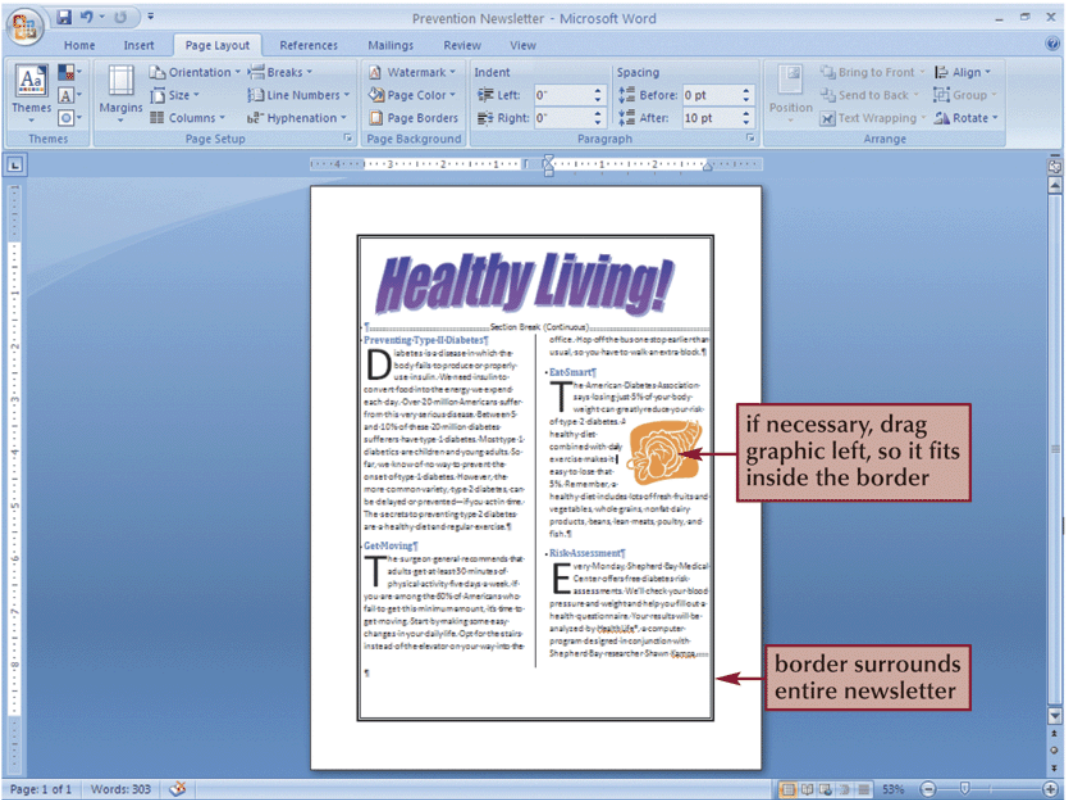
positions border relative to the text (not the edge of the page)

don't change these settings

default settings when "Text" is selected in the Measure from box

Inserting a Border Around a Page

Figure 4-27 Newsletter with border



Performing a Simple Mail Merge

- The term **mail merge** refers to the process of combining information from two separate documents to create many final documents, each containing customized information
 - A **Main document** contains text and place holders called merge fields
 - **Merge fields** tell Word where to insert customized information



Performing a Simple Mail Merge

June 26, 2010

[INSERT ADDRESS FIELDS]

Dear [INSERT FIRST NAME FIELD]:

Enclosed you will find an informational newsletter published by Shepherd Bay Medical Center. We would like to make this a regular publication that focuses on health-related topics. To ensure that it is as helpful as possible, we are soliciting feedback from potential readers. Would you have a moment to give me your opinion regarding the newsletter's content and layout? My office is located at the South Clinic. You can reach me everyday from noon to 5 P.M. at 555-5555.

Sincerely,

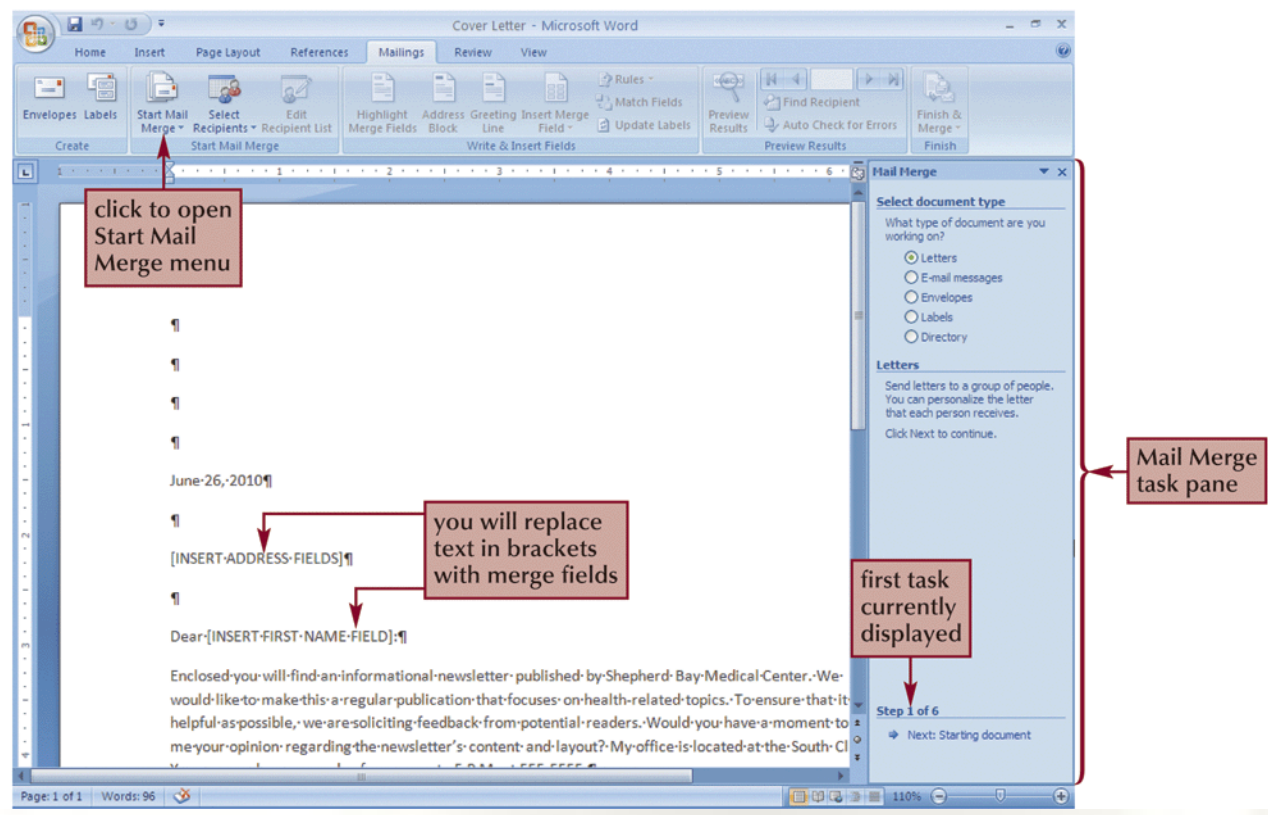
Joel Conchola
Public Outreach Specialist

Joel's data source **Figure 4-29**

First Name	Last Name	Street Address	City	State	ZIP
Rhoda	Carey	3545 Route 14	Brandon	MS	39875
Marley	Delisle	1234 E. Pascagoula	Jackson	MS	39204
Catherine	Larke	36 Capers Avenue	Jackson	MS	39211
Luca	Peters	3453 River Lane	Richland	MS	39345
Daniel	Shorba	4533 Terry Road	Jackson	MS	39298

Performing a Simple Mail Merge

Figure 4-30 Mail Merge task pane

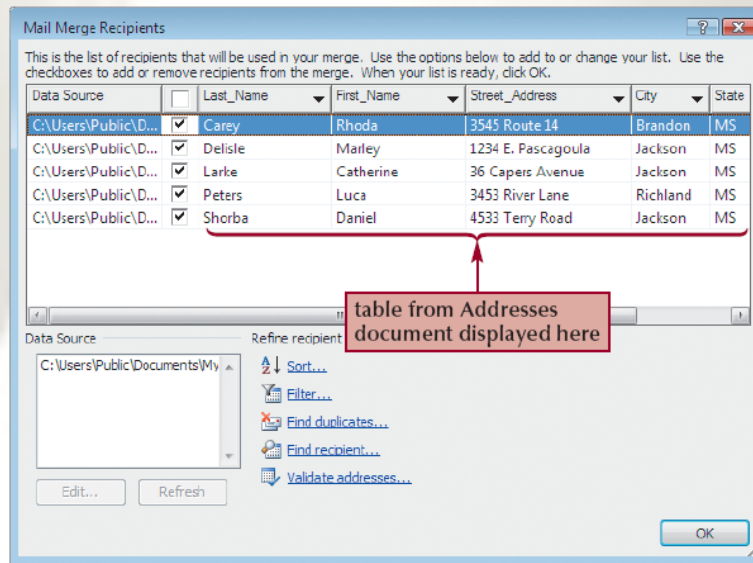


Selecting a Data Source

- In the Mail Merge task pane, verify that the **Use an existing list** option button is selected
- Click **Browse** in the Mail Merge task pane
- Navigate to and open the desired data source

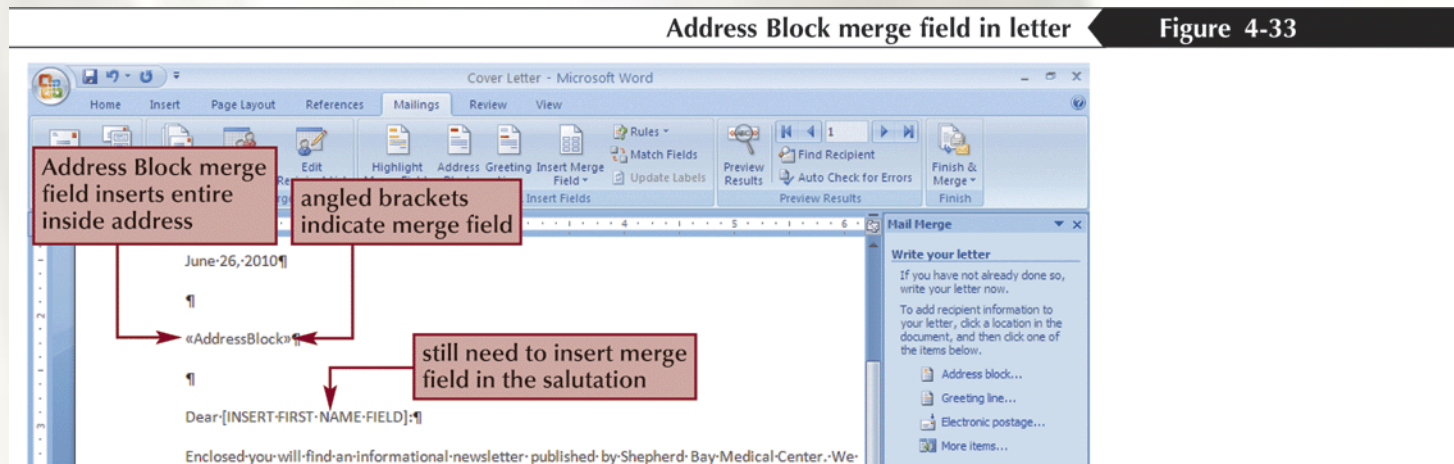
Mail Merge Recipients dialog box

Figure 4-31



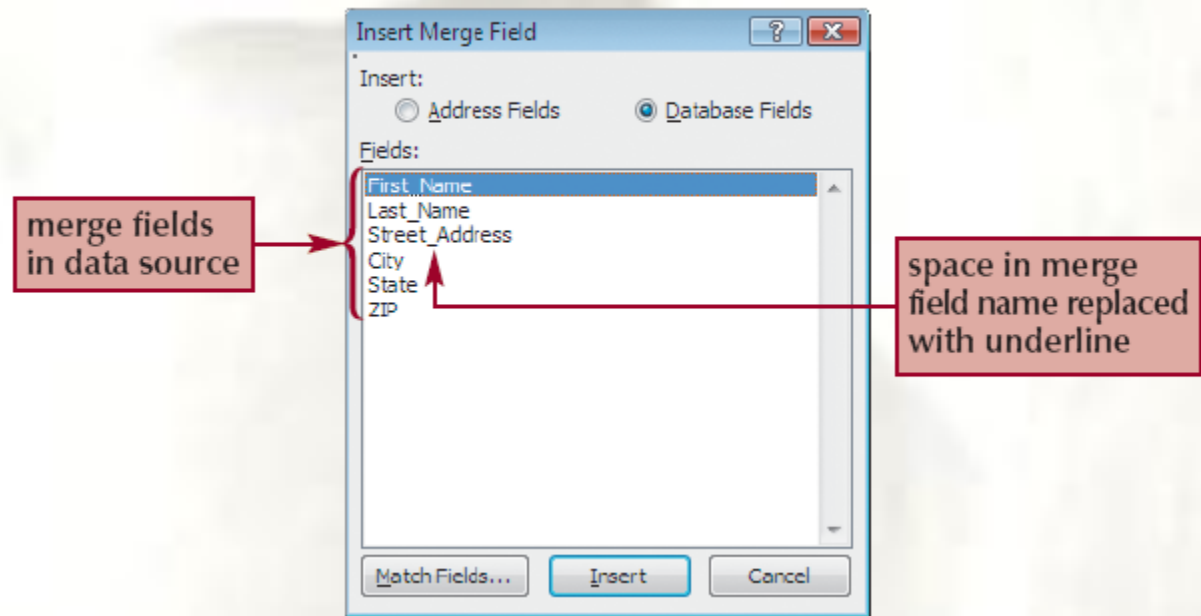
Inserting Merge Fields

- Select the placeholders and use the Mail Merge task pane to insert the appropriate fields



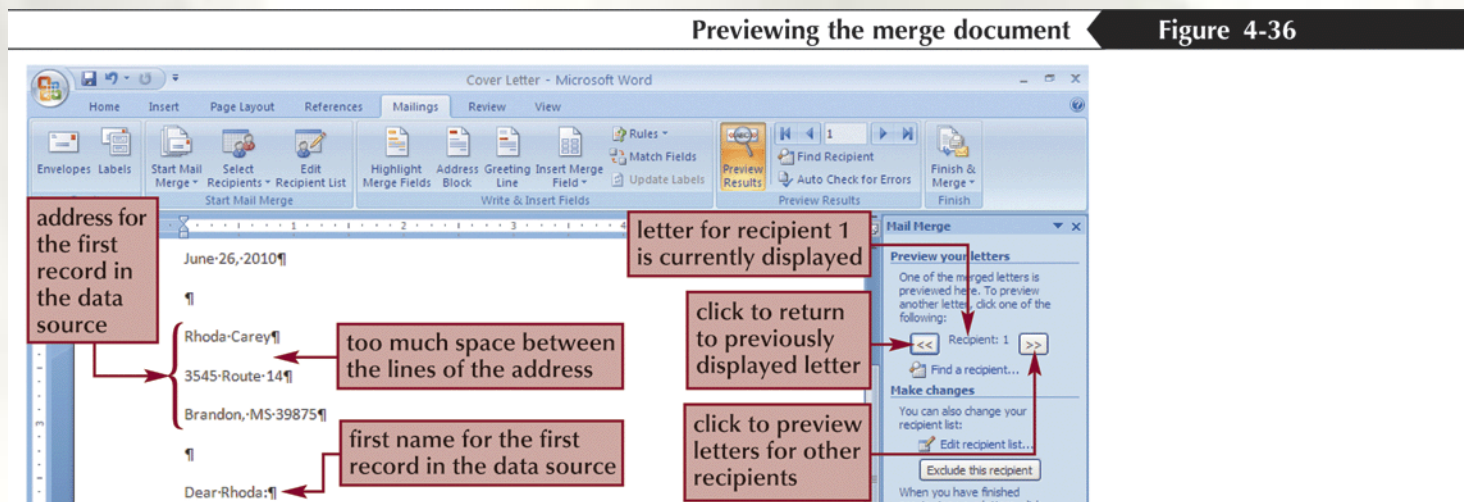
Inserting Merge Fields

Figure 4-34 Insert Merge Field dialog box



Previewing the Merged Document

- When you preview the merged document, you see the main document with the customized information inserted in place of the merge fields
- In the Mail Merge task pane, click **Next: Preview your letters**



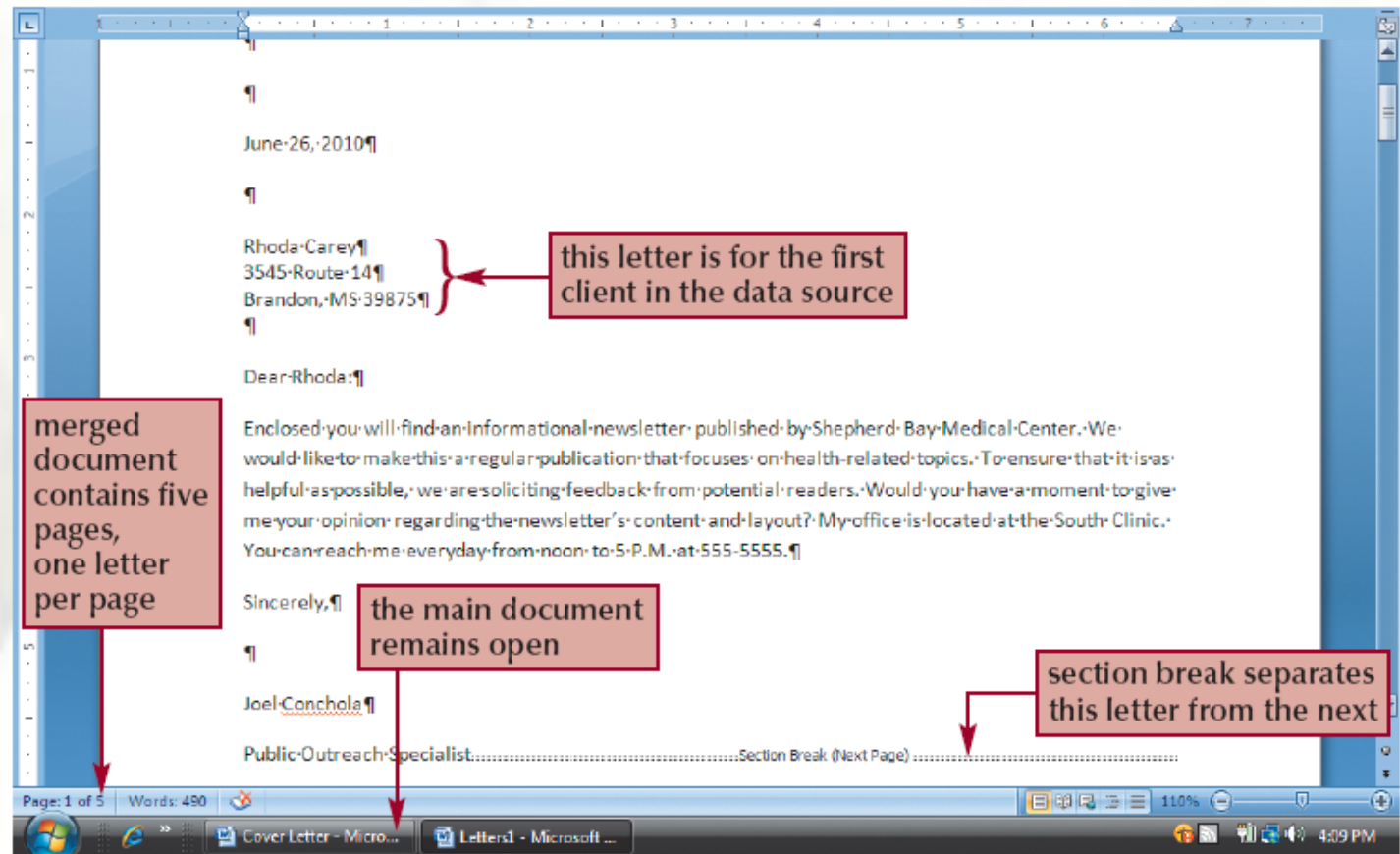
Merging the Main Document and Data Source

- In the Mail Merge task pane, click **Next: Complete the merge**
- Click **Edit individual letters** in the Mail Merge task pane
- Verify that the **All** option button is selected, click the **OK** button, and then scroll as needed to display the entire first letter



Merging the Main Document and Data Source

Figure 4-37 Newly merged document with customized letters



Creating a Blog Post

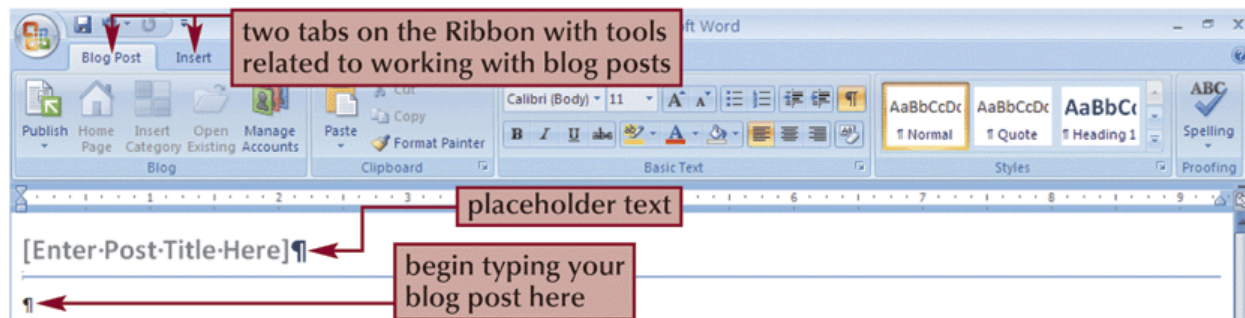
- A **blog** is an online journal that other people can read via the World Wide Web
- A **blog post** is an addition to a blog, similar to an entry in a journal
- Start Word, if necessary
- Click the **Office Button**, and then click **New**
- Click **New blog post** and then click the **Create** button
- Click **Register Later**



Creating a Blog Post

Figure 4-39

Blank blog post



Sample blog post

Figure 4-40

