

Microsoft Word: Advanced

by

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Workshop Outline Welcome and Introductions

Advanced Editing

- Using Go To
- Creating Bookmarks
- Inserting Files within Documents
- Adding Footnotes

Advanced Formatting

- Setting Tabs
- Keeping Text Together
 - Widow/Orphan Control
 - Keeping Lines Together
- Changing Paper Size
- Creating a Drop Cap Letter
- Adding Borders
- Inserting Horizontal and Vertical Lines
- Making Columns
- Printing Labels

Tools

- Sorting
- Spelling and Grammar
- Thesaurus
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- More questions and answers
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Introduction to Microsoft Word Advanced

Microsoft Word is word processing software that you can use alone or with other Word office software such as Excel (spreadsheets), Access (databases) and Power Point (slide shows).

Purpose

This workshop is third in a series of half-day sessions designed to teach the basics of Microsoft Word.

Overview

This workshop is divided into three sections:

1. Advanced Editing
2. Advanced Formatting
3. Tools

Audience

This workshop is designed for people who have attended the basic and intermediate sessions or who have learned basic and intermediate Word skills through another means. The instructor assumes knowledge of basic and intermediate editing and formatting techniques at the level presented in Microsoft Word: An Introduction and Microsoft Word: Intermediate.

Technical Support

Microsoft provides support through its web site at <http://support.microsoft.com>. Hundreds of books are also available that teach the features of Microsoft Work.

Learning Objectives

By the end of this session, participants will be able to complete the following objectives.

- ✓ Use Go To to move to a specific page or location.
- ✓ Use Bookmark to return to a specific place within a document.
- ✓ Insert files within documents.
- ✓ Add footnotes or endnotes to a document.
- ✓ Set tabs.
- ✓ Indicate portions of text that should stay together on a single page.
- ✓ Change the paper size.
- ✓ Use Drop Cap to enlarge the first character or word of a paragraph.
- ✓ Add borders and lines.
- ✓ Make columns.
- ✓ Print labels.
- ✓ Sort text.
- ✓ Proofread documents.
- ✓ Use passwords for confidential files.

Notes:

Section 1: Editing

Using Go To

Use Go To to move quickly to a specific page, location, or feature.

- ★ Click on Edit, Go To
- ★ Choose Position by highlighting one of the following:
 - ★ Page
 - ★ Section
 - ★ Line
 - ★ Bookmark
 - ★ Comment
 - ★ Footnote
 - ★ Endnote
 - ★ Field
 - ★ Table
 - ★ Graphic
 - ★ Equation
 - ★ Object Heading
- ★ Specify criteria, such as page number
- ★ Click on Go To

Creating Bookmarks

A bookmark enables you to return quickly to a specific location in a document.

To create a bookmark:

- ★ Place insertion point at the site of the bookmark
- ★ Click on Insert, Bookmark
- ★ Type the name of your bookmark
 - ★ Bookmark names must be a single word
 - ★ No numbers
 - ★ No special characters
- ★ Click on Add

To find a bookmark:

- ★ Click on Edit, Go To
- ★ Click on Bookmark
- ★ Choose your bookmark from the drop-down menu
- ★ Click on Go To
- ★ Click on Close

Inserting Files Within Documents

Insert one document within another as a shortcut to opening two documents and copying and pasting between them.

To insert one document within another:

- ★ Place insertion point
- ★ Click on Insert, File
- ★ Locate the file you want to insert
- ★ Click on Insert
- ★ Make any necessary adjustments to spacing, font, etc.

Adding Footnotes or Endnotes

Footnotes appear at the bottom of each page, and endnotes appear at the bottom of the document.

To create a footnote:

- ★ Place insertion point to the right of the sentence you want to footnote
- ★ Click on Insert, Reference, Footnote
- ★ Make any appropriate adjustments to format options
- ★ Click on Insert
- ★ Type the text of the footnote

To create an endnote:

- ★ Place insertion point to the right of the sentence you want to footnote
- ★ Click on Insert, Reference, Footnote
- ★ Under Location, click on Endnotes
- ★ Make any appropriate adjustments to format options
- ★ Click on Insert
- ★ Type the text of the endnote

To edit a footnote or endnote:

- ★ Click on the text of footnote or endnote
- ★ Make changes

To delete a footnote or endnote:

- ★ Delete the footnote's or endnote's number from your document text
- ★ Subsequent footnotes or endnotes will automatically renumber



Exercise 1: Editing

Go To

1. The instructor will give you a diskette. Insert it in drive A:.
2. Open the file a:\recipes.
3. Click on Edit, Go To.
4. In the Go To What: box, click on Page.
5. In the Enter Page Number: box, type 2.
6. Click on Go To.
7. Click on Close.

Bookmarks

8. Move insertion point to the left of "Cinnamon Sweet Puffs" (if it isn't already there).
9. Click on Insert, Bookmark.
10. In the Bookmark Name: box, type Cinnamon.
11. Click on Add.
12. Go To page 1.
13. Click on Edit, Go To.
14. In the Go To What: box, click on Bookmark.
15. From the Enter Bookmark Name: menu, select Cinnamon.

-
16. Click on Go To.
 17. Click on Close.
 18. Use Save As to save the file. Name it My Recipes so that you will still have the original recipes file for future practice.
 19. Create a bookmark for the Chocolate Mayonnaise Cake.
 20. Save the changes to your document.

Insert a File Within a Document

21. Press <ctrl/end> to move to the bottom of the My Recipes document.
22. Press <ctrl/enter> to create a page break.
23. Click on Insert, File.
24. Highlight the filename a:\chocolate peanut butter chip cookies.
25. Click on Insert.
26. Save the document.

Footnote

27. Create a footnote for the Chocolate Peanut Butter Chip Cookies recipe by placing your insertion point immediately after Cookies.
28. Click on Insert, Reference, Footnote.
29. Click on Insert.
30. In the footnote area, type the following:

This recipe was given to me by my grandmother.

-
31. Save the changes to your document.
 32. Create a footnote for Cinnamon Sweet Puffs. The text of the footnote should read: "This recipe was given to me by my Aunt Jo."
 33. Save the document.
 34. Close the document.
 35. Go on to the quiz on the next page.



Quiz 1: Editing

Read each of the following statements and select the response that best completes it. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. Which of the following can be used for the name of a bookmark.
 - a. 122
 - b. Dogs
 - c. Dogs!
 - d. B and C
 - e. All of the above

2. To create an endnote, click on:
 - a. Insert, Endnote
 - b. Insert, Reference, Endnote
 - c. Insert, Reference Footnote

3. Use Go To to locate a:
 - a. Page
 - b. Picture
 - c. Word
 - d. A and B
 - e. A and C
 - f. All of the above

Review the previous sections until everyone else is ready to move on.

Section 2: Formatting

Setting Tabs

Default tab settings are every 1/2". There are five types of tabs:

Left	Center	Right	Decimal	Bar
9	9	9	9	9
9.9	9.9	9.9	9.9	9.9
99	99	99	99	99
999	999	999	999	999
9,999	9,999	9,999	9,999	9,999

The default tab is a left tab.

Leader tabs trail a series of dots, hyphens, or underscores to help the eye follow the line between the text and the next tab stop. For example,

Table of contents	2
Chapter 1	3
Chapter 2	26
Index	52

To set a tab:

- ★ Click on Format, Paragraph, Tabs
- ★ In the Tab Stop Position, type a number, such as 3 to set a tab 3" from the left margin
- ★ In the Alignment area, choose left, center, right, decimal or bar
- ★ In the Leader area, choose dots, hyphens, or underscores, as desired
- ★ Click on Set
- ★ Type another number in the Tab Stop Position area to set a second tab, and so forth
- ★ When finished, click on OK

To clear a tab:

- ★ Click on Format, Paragraph, Tabs

-
- ★ In the Tab Stop Position area, highlight the tab to clear
 - ★ Click on Clear
 - ★ Click on OK

To clear all tabs:

- ★ Click on Format, Paragraph, Tabs
- ★ Click on Clear All
- ★ Click on OK

Keeping Text Together

Widows are single lines of text on the top of a new page while orphans are single lines of text at the bottom of the previous page.

To prevent widows and orphans:

- ★ Click on Format, Paragraph
- ★ Click on the Line and Page Breaks tab
- ★ Click on Widow/Orphan control

This option is turned on in Word by default.

To keep lines of a paragraph together on a single page:

- ★ Select the lines you want to keep together
- ★ Click on Format, Paragraph
- ★ Click on the Line and Page Breaks tab
- ★ Click on Keep Lines Together

To keep paragraphs together on a single page:

- ★ Select the paragraphs you want to keep together
- ★ Click on Format, Paragraph
- ★ Click on the Line and Page Breaks tab
- ★ Click on Keep With Next

Changing Page Setup

In Page Setup, you may select the size of paper you're using in your printer.

The default paper size is 8 1/2" by 11" with the text printed across the width of the page (in standard paper, the 8 1/2" width). This is called portrait orientation. If the text is printed across the length of the page (in standard paper, the 11" length), it is called a landscape orientation. Word can also print labels, envelopes, and other sizes of paper. Your printing options are determined by the type of printer you own.

To change the paper size:

- ★ Place insertion point on the page where the change is to take effect
- ★ Click on File, Page Setup
- ★ Click on the Paper tab
- ★ In the Paper Size area, click on the down arrow and choose the appropriate paper size
- ★ If appropriate, specify the paper tray you'll be using in the printer
- ★ Under Apply To:, choose between the Whole Document and This Point Forward
- ★ Click on OK

To change the paper orientation:

- ★ Place insertion point on the page where the change is to take effect
- ★ Click on File, Page Setup
- ★ Click on the Margins tab
- ★ In the Orientation area, click on Portrait or Landscape
- ★ Under Apply To:, choose between the Whole Document and This Point Forward
- ★ Click on OK

Creating a Drop Cap Letter

The Drop Cap feature enlarges the first character or word of a paragraph. Drop caps are often used at the beginning of paragraphs or chapters in a book.

To create a drop cap letter:

- ★ Type the sentence or paragraph
- ★ Click on Format, Drop Cap
- ★ Click on Dropped or In Margin
- ★ Choose a font, the lines to drop, and the distance from text, as appropriate
- ★ Click on OK

Adding Borders

Borders can be added around pages, paragraphs, and columns. You can choose among thin lines, thick lines, double lines, etc. You may also choose a shading or a fill color inside the border.

To add a border to a page:

- ★ Place insertion point on the page where you want to create a border
- ★ Click on Format, Borders and Shading
- ★ Click on the Page Border tab to place a border around the whole page
- ★ Choose a border setting, style, color, width, and art, as appropriate
- ★ Click on the Shadings tab to fill in the bordered area
- ★ Choose a fill color and pattern, as appropriate
- ★ Click on OK

To turn off a page border:

- ★ Place insertion point on the page where you no longer want a border

-
- ★ Click on Insert, Break, Next Page to break the document into sections
 - ★ Click on OK
 - ★ Click on Format, Borders and Shading
 - ★ Click on None
 - ★ Click on Apply to: This section
 - ★ Click on OK

To add a border to a paragraph:

- ★ Place insertion point within the paragraph
- ★ Click on Format, Borders and Shading
- ★ Click on Borders tab
- ★ Choose a border setting, style, color, and width, as appropriate
- ★ Click on the Shading tab
- ★ Make sure the Apply to: option is set to Paragraph
- ★ Choose a Fill and Pattern, as appropriate
- ★ Click on OK

Inserting Horizontal and Vertical Lines

Lines add clarity to your documents. Horizontal lines run from left to right, and vertical lines run from top to bottom.

To create a horizontal line from the left margin to the right margin:

- ★ Click where you want to insert the line
- ★ Click on Format, Borders and Shading
- ★ Click on Horizontal Line
- ★ Choose a line style and click on it
- ★ Click on OK

To create a horizontal line that is shorter than the left and right margins:

- ★ Right click on the line and click on Format Horizontal Line
- ★ Set the width and alignment of the line

-
- ★ Click on OK

To delete a line:

- ★ Select the line
- ★ Press delete

Making Columns

Columns are frequently used in newsletters. It gives the reader a shorter distance to move his eyes and makes the text appear shorter.

Word uses a newspaper column style in which text runs from top to bottom before wrapping to the next column. The first column may be much longer than the second column. You can insert a column break to divide the text more evenly.

To create columns:

- ★ Type your text
- ★ Click on Format, Columns
- ★ Choose a number of Columns
- ★ Set the width and spacing between the columns
- ★ Insert a line between the columns, if appropriate
- ★ Click on OK

To turn the column feature off:

- ★ Place insertion point where you want the column to end
- ★ Click on Format, Columns
- ★ Click on One
- ★ Under Apply to:, click on This point forward
- ★ Click on OK

You can even the columns by forcing text to go to the next column:

- ★ Insert, Break, Column Break

To add a border to columns:

- ★ Select the text in the columns
- ★ Click on Format, Borders and Shading
- ★ Click on Borders tab
- ★ Click on border Setting
- ★ Under Apply to:, click on Paragraph
- ★ Make any other changes to style, color, width
- ★ Click on OK

Printing Labels

Word includes hundreds of predefined label formats. Most of the labels you create will fit one of these formats. Alternatively, you can define a format yourself.

To select a label format:

- ★ Click on Tools, Letters and Mailings, Envelopes and Labels
- ★ Click in the Label area in the lower right corner
- ★ Highlight a predefined format
- ★ Click on OK
- ★ In the Print area, choose either Full Page of the Same Label or Single Label
- ★ If you choose to print a single label, you may also choose the location on the sheet of labels
- ★ Type the text of the label in the Address: area
- ★ Click on New Document to view the label or labels in a document window, or
- ★ Click on Print to print the label



Exercise 2: Formatting

Tabs

1. Click on the New Blank Document on the toolbar.
2. Click on Format, Paragraph, Tabs.
3. Click on Clear All.
4. In the Tab Stop Position box, type 3 to set a tab at 3".
5. In the Alignment area, click on Center.
6. Click on Set.
7. In the Tab Stop Position box, type 6 to set a tab at 6".
8. In the Alignment area, click on Decimal.
9. Click on Set.
10. Click on OK.
11. Type the following text pressing <tab> in front of each number or word. Press <enter> at the end of each number.

Figs	\$125.00
Oranges	\$25.00
Cherries	\$100.00
Pears	\$50.00
Kiwi	\$75.00

12. Save this document using the filename My Tabs.

Page Orientation

13. Change the orientation to landscape by clicking on File, Page Setup.
14. Under Orientation, click on Landscape.
15. Click on OK.
16. Click on View, Zoom, Whole Page, OK, to see the new orientation.
17. Click on View, Zoom, 100%, OK.
18. At the end of your list of fruits and prices, press <enter> five times.
19. Save your document.

Drop Cap Letter

20. Type the following paragraph five lines below your list of fruits and prices.

This paragraph illustrates the use of the Drop Cap feature. This document will include a variety of formatting tricks I can use to improve the appearance of my documents.

21. Click on Format, Drop Cap.
22. Click on Dropped.
23. Change Lines to Drop to 2.
24. Click on OK.
25. At the end of this paragraph, press <enter> five times.
26. Save your document.

Borders

27. Click on Format, Borders and Shading

-
28. Click on the Page Border tab.
 29. Click on Box.
 30. Click on OK.
 31. Save your document.

Horizontal Line

32. Move your insertion point between your list of fruits and your Drop Cap paragraph.
33. Click on Format, Borders and Shading.
34. Click on the Horizontal Line button.
35. Choose a line style.
36. Click on OK.
37. Close this document, saving changes when prompted.

Keep Text Together

38. Open the document a:\columns.doc.
39. Select the paragraph that begins: "Search for the first title." Triple click to select the whole paragraph.
40. Click on Format, Paragraph.
41. Click on the Line and Page Breaks tab.
42. Click on Keep with Next.
43. Click on OK.
44. Use Save As to save this document as My Columns.

Columns

45. Create 2 columns for this article by placing your insertion point at the beginning of the body of the article (that is, at the beginning of the first paragraph, not at the beginning of the title).
46. Click on Format, Columns.
47. Click on 2 columns.
48. Click on the Line Between checkbox to insert a vertical line between the columns.
49. Under Apply to:, choose This Point Forward.
50. Click on OK.
51. Save and close your document.

Make Labels

52. Click on New Blank Document on the toolbar to start a new document.
53. Click on Tools, Letters and Mailing, Envelopes and Labels.
54. Click on the label in the lower-right corner of the window.
55. Choose Avery 5160 - Address (which is 30 labels to a sheet, three columns by ten rows).
56. Click on OK.
57. Click on New Document.
58. Set your Font to Arial 10 bold.
59. Type your name and address in all capital letters.
60. Select the text you just typed.
61. Copy the text.

-
62. Paste the text to label 2 and to label 3.
 63. Click on Edit, Select All.
 64. Click on Center on the formatting toolbar to center the text of each label vertically on the label.
 65. Save this document using the filename My Labels.
 66. Close your document.
 67. Go on to the quiz on the next page.



Quiz 2: Formatting

Read each of the following statements and select the response that best completes it. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. When I create a column of dollar amounts, I should use:
 - a. Columns
 - b. Decimal tab
 - c. Right tab

2. When creating labels, you must start typing in column 1, row 1.
 - a. True
 - b. False

3. What is the most efficient way to create columns of address information, such as you would see in a membership directory (see example below)?
 - a. Columns
 - b. Left tabs
 - c. Spacebar
 - d. None of the above

Review the previous sections until everyone else is ready to move on.

Section 3: Tools

Sorting

Word allows you to sort alphabetically or numerically. You can choose ascending (A-Z) or descending (Z-A) order. You can sort paragraphs or fields, and you can choose to sort by text, number or date.

To sort a list of lines or paragraphs:

- ★ Select the list or place insertion point somewhere within the list
- ★ Click on Table, Sort
- ★ Choose whether to sort by text, number, or date
- ★ Choose whether to sort A-Z or Z-A
- ★ Click on OK

Always save your work before you perform a sort.

Spelling and Grammar

Besides checking your spelling, Word also includes a grammar checker. Grammar checks your document against a built-in set of rules for grammar and writing style. Word combines Spelling and Grammar into a single proofreading step.

To check spelling and grammar:

- ★ Click on Tools, Spelling and Grammar
- ★ Review suggestions from Word and choose the appropriate response
- ★ When finished, click on OK

Word also underlines spelling and grammar errors as you type. A red line indicates the word does not appear in Word's dictionary. A green line highlights a possible grammatical error. You can resolve each underline by right clicking on the word and choosing from the list of correction options.

Spelling and Grammar will not correct every error. Do not use these tools as a substitute for proofreading your work or having someone proofread it for you.

AutoCorrect

The AutoCorrect feature in Word automatically fixes some common misspellings and other editing and formatting issues as you type. This feature can be both a blessing and a curse. It is a curse when Word keeps correcting something that you didn't want corrected!

You can reverse Word's helpfulness by clicking the Undo button before you type anything else. Or, you can turn off the AutoCorrect option:

- ★ Pointing to the corrected word and wait for the blue box to appear
- ★ Click on the blue box
- ★ Click on Undo or Stop either to cancel the action one time or for the rest of the document

You can also turn off various AutoCorrect options permanently:

- ★ Click on Tools, AutoCorrect Options
- ★ Make the changes you prefer
- ★ Click on OK

Thesaurus

The Word thesaurus gives you synonyms (words that have similar meaning) and antonyms (words that have opposite meaning). While the words may have similar meanings, they may typically be used in a different context, so choose replacement words carefully.

You may also use other Word language tools to translate text or to look up a definition.

To use the thesaurus:

- ★ Highlight the word you want to check
- ★ Click on Tools, Language, Thesaurus
- ★ Click on the down arrow to the right of your replacement word
- ★ Click on Insert

Password-Protecting Documents

When you save a document, you can assign a password to prevent others from opening or printing the document. Choose your password carefully and don't forget it. If you forget the password, you cannot open the document. Password-protecting a document does not prevent someone from deleting it.

To password-protect a document:

- ★ Click on Tools, Options
- ★ Click on the Security tab
- ★ In the Password to Open box, type the password you want to use
- ★ Click on OK
- ★ Type the password a second time to confirm that you've spelled it correctly
- ★ Click on OK



Exercise 3: Tools

Sort

1. Open the document My Tabs.
2. Highlight the list of fruits.
3. Click on Table, Sort.
4. Verify that the sort settings are Paragraphs, Text, and Ascending.
5. Click on OK.
6. Save and close the document.

Spelling and Grammar

7. Open the document My Columns.
8. Click on Tools, Spelling and Grammar.
9. Make any changes you deem appropriate to the article.
10. When finished, click on OK.
11. Save your document.

Thesaurus

12. Use Edit, Find to locate the word gather.
13. Close Find.
14. Click on Tools, Language, Thesaurus.

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15. Find an appropriate alternative to the word explore and click on the down arrow to its right.
 16. Click on Insert to replace explore with the word of your choice.
 17. Save your document.

Password-Protect Your Document

18. Click on Tools, Options.
19. Click on the Security tab.
20. Type a password to open your document.
21. Click on OK.
22. Type the password a second time.
23. Click on OK.
24. Close the document, saving the changes.
25. Re-open the document My Columns, supplying your password when prompted.
26. Close the document.
27. Use File, Open to rename My Columns, calling it My Password.
28. Open the document My Password, supplying your password when prompted.
29. Close the document.
30. Use File, Open to delete the document My Password.
31. Go on to the quiz on the next page.



Quiz 3: Tools

Read each of the following statements and select the response that best completes it. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. To sort a list of numbers from smallest (0) to largest (1,000), I would choose:
 - a. Ascending order
 - b. Descending order

2. Which of the following mistakes will Spelling and Grammar identify:
 - a. The capital of Iowa is Davenport
 - b. The capitol of Iowa is Des Moines
 - c. The capital of Iowa are Des Moines
 - d. None of the above
 - e. B and C

3. Password-protecting a document will prevent someone from:
 - a. Printing it
 - b. Copying it to a disk
 - c. Renaming it

When you've finished, close Word and leave the workstation turned on. You may take the diskette you used in class with you. While you wait for others to finish the quiz, you may want to begin completing the evaluation form.