

Office 2007

Word

Advanced

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INTRODUCTION

These notes and exercises are aimed at those who already have a very good working knowledge of Word and want to further explore the software's potential.

Knowledge assumed

mouse skills and knowledge of Windows are essential you will either have attended the intermediate word processing course or have a very comprehensive working knowledge of Word

Areas covered

creating and modifying templates
creating, modifying and applying a style
creating and using a document outline
bullets and numbering
creating and modifying a table of contents
creating and modifying an index
creating cross-references
using section breaks
using footnotes
using a table as a place holder
inserting images into a document
linking and embedding objects
captions
formatting
creating a form
creating a macro
print features



Document signposts

Instructions for you to type

Bold text

Shortcuts



Reminders



Notes



Exercises



Self study

If you are using this guide for self-study, all of the files you will need may be found at www.training.dmu.ac.uk

OVERVIEW

Word is a very powerful word processing package and you may not be exploiting it to its full potential. This course looks at a number of features that the expert Word user may find helpful.

Our aim is that, by the end of the training session, you will have been introduced to several new features and gained a wider insight into the software's capabilities.

MANAGING LARGE DOCUMENTS

This course looks in detail at the issue of how to successfully manage a large document, both in terms of the physical storage, and the features which are particularly useful such as table of contents, indexing, styles and cross-referencing.

Ideally you will have a large document already created which you can manipulate. However, if you are undertaking this training at an organised session in the IT Training Room, you will be instructed to access several small documents. While the effect of the commands on small documents is the same as on large ones, it is more satisfying to see a large document brought under control!

If you are using this training guide for self-study purposes, you can download the small documents from www.training.dmu.ac.uk. Alternatively, if you have a suitable large document, you can make a copy of it and use it instead.

Now you are ready to begin.

- Open Word 2007



IMPORTANT TO REMEMBER

If you are going to use features that you've not tried before, do experiment with them at an early stage of document production. Don't wait until you have finished the document before attempting to achieve the effect that you want.

Always make sure you can successfully manipulate the text to achieve the required output before spending hours typing.

If you are going to practise on an existing document, ensure that you make a copy so that your original file is safe.

TEMPLATES

Every Word document is based on a template. A template holds the basic formatting of the document such as margins, fonts, page layouts, paper size, and styles. The default template for a Word document is called **Normal.dotm**.

If you regularly produce documents with the same layout, it's a good idea to create a template which you can then use each time.

Certainly for something on the scale of a dissertation, spending a while creating a template will be time well spent. You can then use this template for all the documents you intend to bring together in your dissertation and this will make it much easier to produce the finished article.

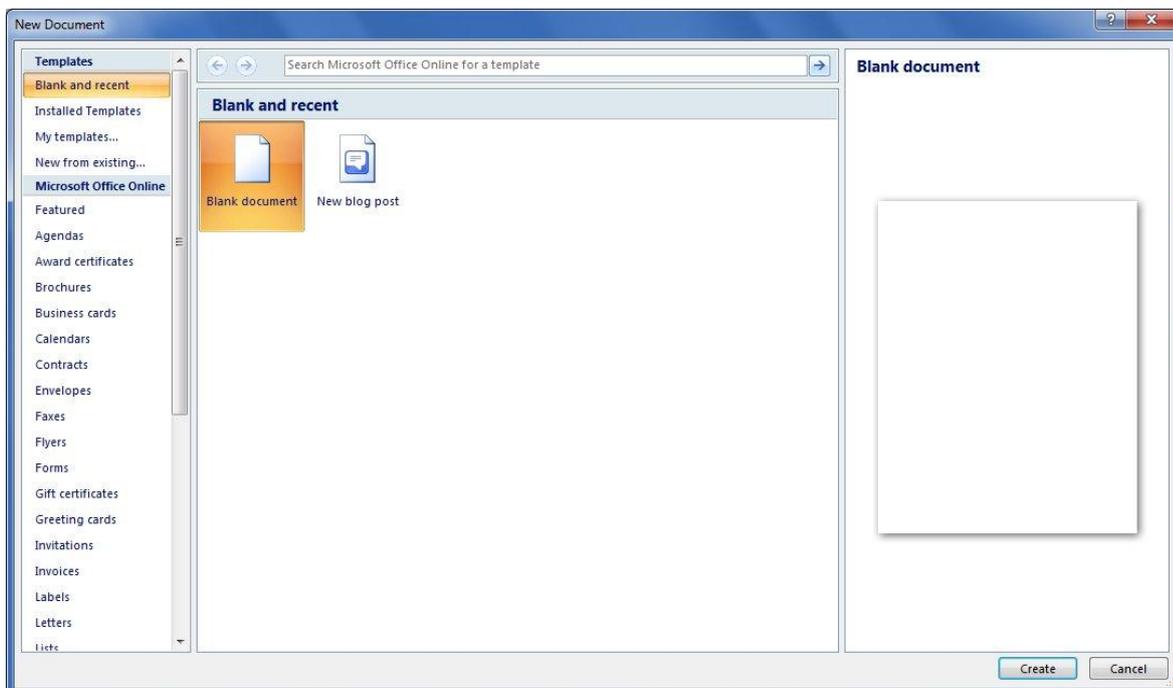
You can start with a blank document and save it as a template, or create a template based on an existing document or template.

CREATING A NEW TEMPLATE

You are going to create a new template from a blank document.

- Click the **Office Button**
- Click **New**

The New Document dialog box is opened.



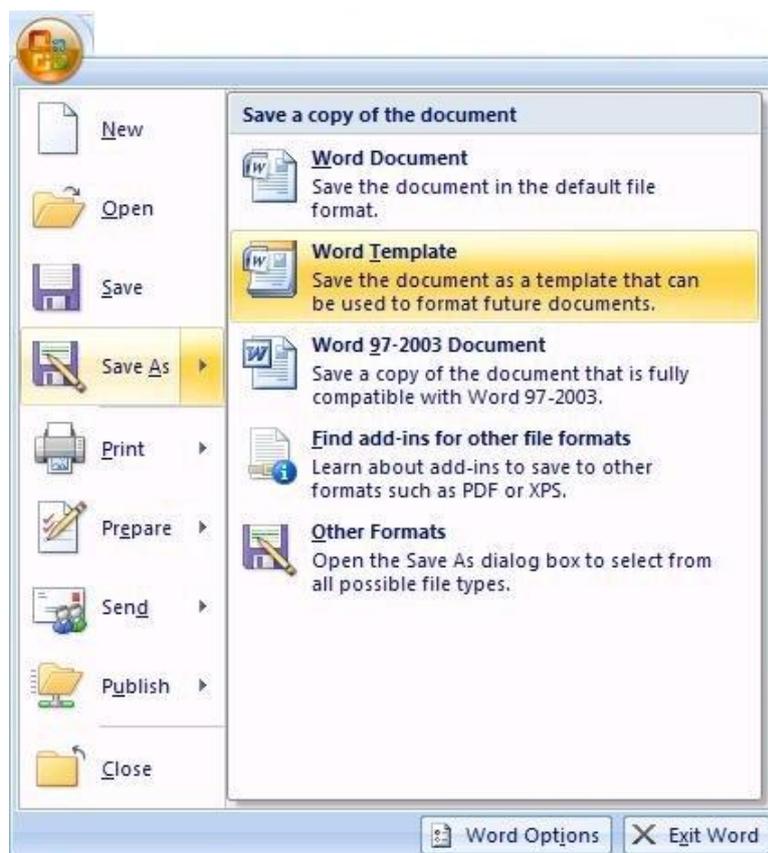
- Ensure **Blank document** is selected
- Click **Create**

A new document is opened based on the Normal template. You will make some changes and then save the document as a new template.

- Change the left and right margins to **3cm**
- Change the font to **Trebuchet MS 12**

You can continue to change the formatting of the document to suit your requirements. However, for this exercise you will save the document as a template now and modify it later.

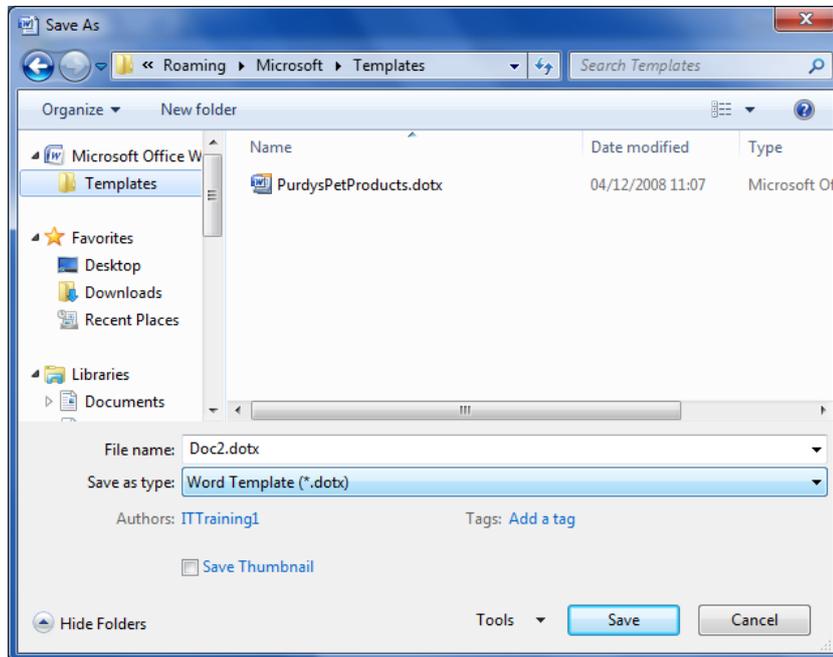
- Click the **Office Button**
- Point to **Save As**
- Select **Word Template**



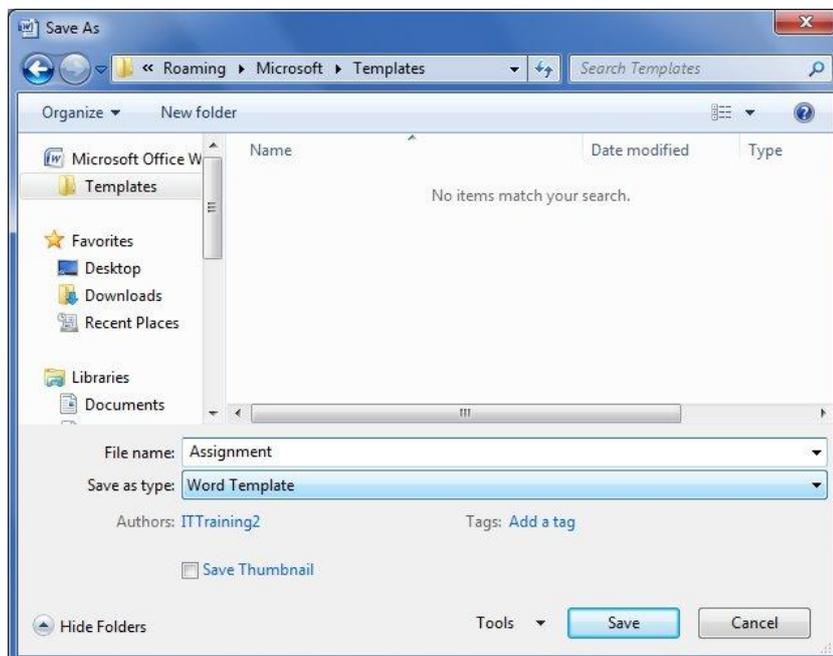
The Save As dialog box is opened.

If the Templates folder is not selected automatically,

- Select **Microsoft Office Word** at the top of the left pane and open the **Templates** folder



- In the **File name** box type **Assignment**



- Click **Save**
- Close the open document

CREATING A TEMPLATE BASED ON AN EXISTING DOCUMENT

You follow the same procedure to create a template based on an existing document.

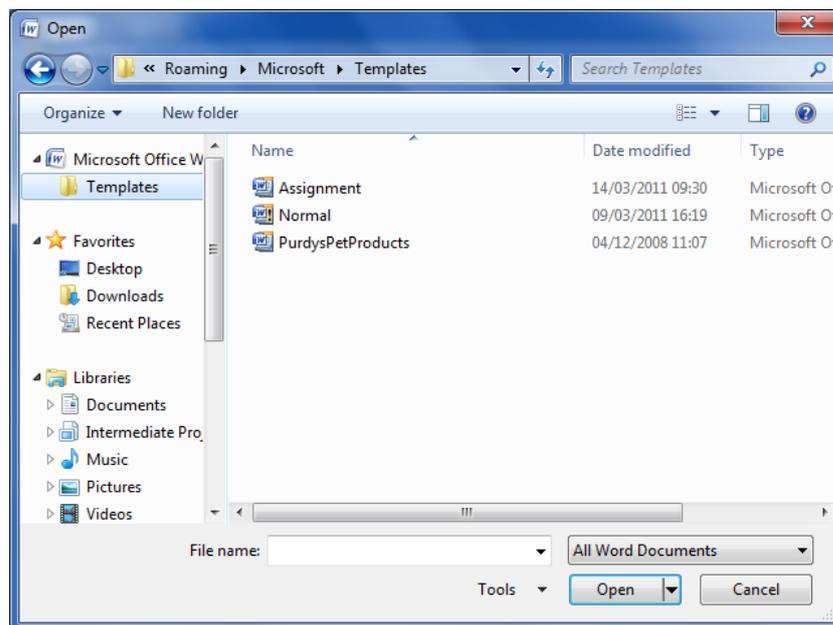
So, in this scenario, you open the document and make any necessary changes that you want to appear in all new documents that you intend to base on the template.

Then simply save the document as a template in the Templates folder.

AMENDING A TEMPLATE

You are going to amend the Assignment template and then save the amendments.

- Click the **Office Button**
- Click **Open**
- Select the **Templates** folder



- Open the **Assignment** template
- Change the top and bottom margins to **3cm**
- Click the **Save** button on the Quick Access Toolbar to overwrite the existing template
- Close the document

STYLES

A style is a set of formatting characteristics that you apply to text in a document to quickly change its appearance. When you apply a style, you apply a whole group of formats in one simple task.

Say, for example, you want to format a heading. While you could use the Bold button and then the Font and Font Size boxes, it would be much quicker to select a suitable style from the Styles group on the Home tab.

And, of course, you can create your own style and add it to the styles gallery.

As well as the font, font size, and alignment, you can also include options such as line spacing and tabs in a style.

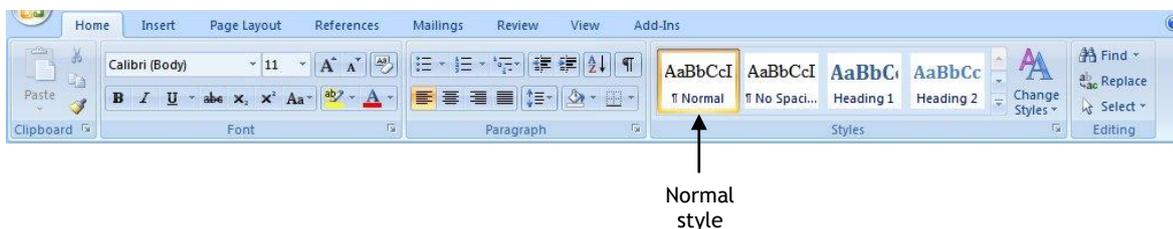
APPLYING A STYLE

All Word documents contain styles, for example for paragraph text, headings, and page numbers. These are default styles and are stored in the Normal default template. Unless you choose to use a different template for a document, all new documents are created using the Normal template.

- Create a new document
- Type the following sentence

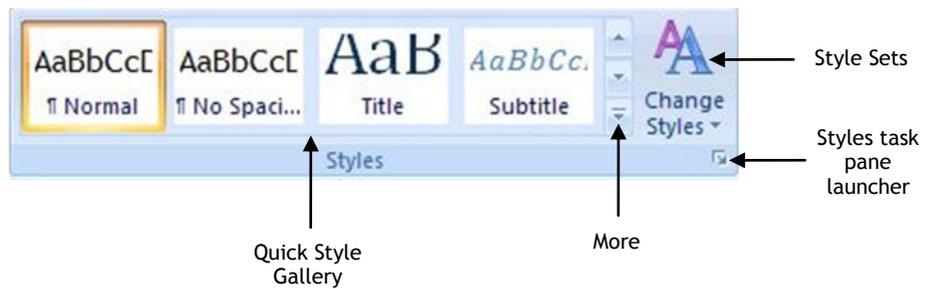
You can apply a specific style quickly and easily and may also choose a set of styles that work together.

The Styles group on the Home tab shows the style you are currently using. The default style is called Normal.



When you create a document, the text is automatically formatted to the specifications set within the Normal style. This could be Times Roman, 12 pt, left aligned, or any other combination that you use regularly.

The Styles group has four sections:



- Click the **More** arrow

The Quick Styles Gallery expands to show you more of the styles, together with some additional options.



You can choose a ready-made quick style, or you can apply the styles you've created and saved previously.

- Click away from the Quick Styles Gallery to close it
- Press **Enter** twice
- Type the following text using the **Numbering** button in the **Paragraph** group on the **Home** tab to number the paragraphs

There are two ways to apply a style to text:

1. Select the style from the Quick Styles Gallery or Styles task pane and then type the text
2. Type the text, place the insertion point anywhere within it and select the style from the Quick Styles Gallery or Styles task pane

- Position the insertion point in the first line of text in the document and choose **Heading 1** from the Quick Styles Gallery
- Position the insertion point in the line of text numbered 2 and apply **Heading 1** again

Notice that by applying Heading 1 to the numbered paragraph, the number has been removed.

This is because the design of the Heading 1 style does not include the numbered paragraph format.

You can change the look of the styles you are using by choosing a different style set.

While styles have been a feature in previous versions of Word, Word 2007 offers Quick Style sets. A Quick Style set is a group of styles that have been designed to work together to create a professional looking document.

When you choose a Quick Style set, the styles it contains are displayed in the Quick Styles Gallery ready for use.

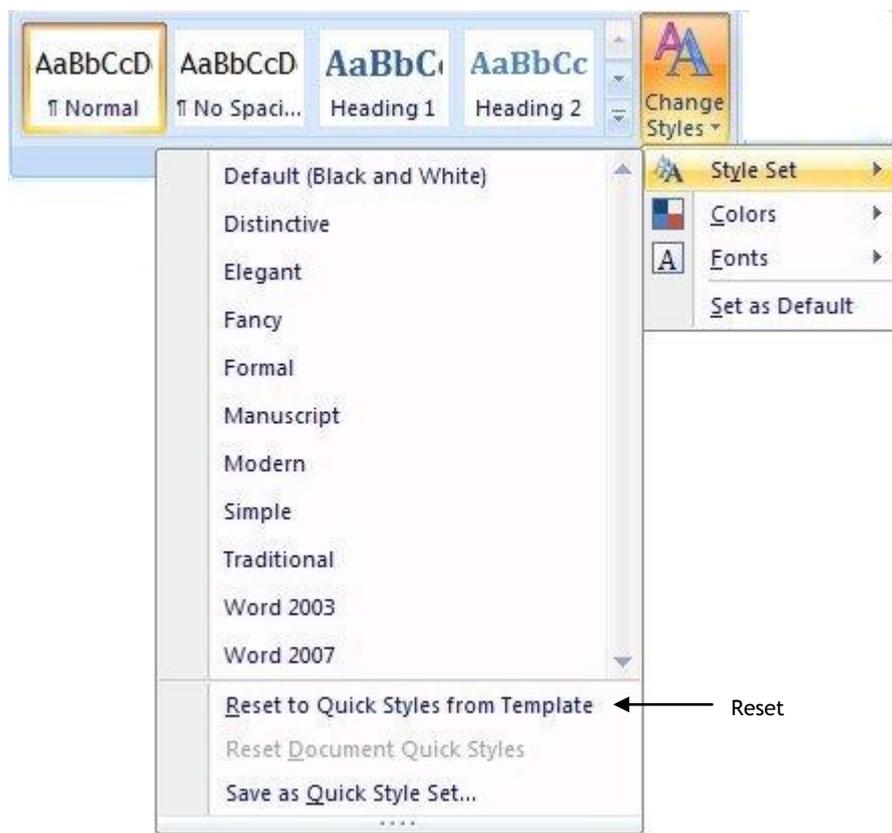
You can use one of the Quick Style sets for your document as it stands, or modify it to suit your requirements. Alternatively, you can design and save your own style set. You don't have to use a Quick Style set at all if you don't choose to.

When you create a template, you have the option to modify the styles in the default Quick Styles Gallery and save them to the template. In this case, the modified styles will only be available when you use the template. This is ideal if you are working on a large project and you need to create several documents with the same format.

Another option is to save the new style in the Normal template, so that it is available when you create all new documents.

Finally, of course, you can create a style simply for the document you are working on.

- Click **Change Styles**
- Point to **Style Set**



- Click **Fancy** to view the effect on the text
- Change the Style Set to **Traditional**
- Choose **Reset to Quick Styles from Template** to return to the original style set

EDITING A STYLE

Now that you have a few lines of text that have been formatted using styles, you will edit the style design and see the effect on the text.

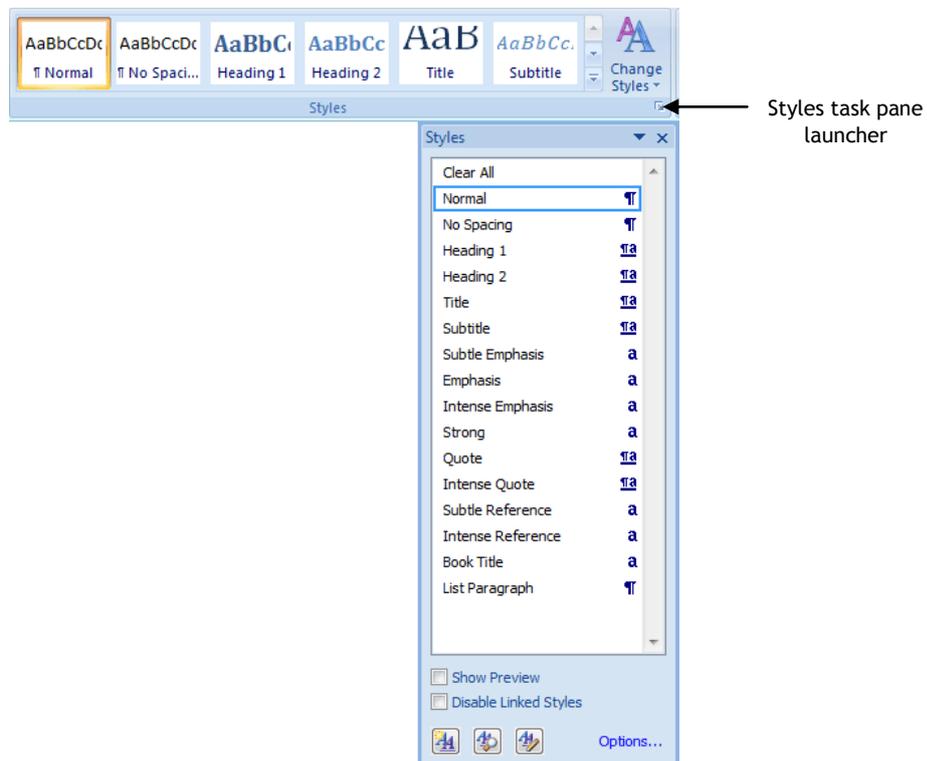


By default Word keeps track of the changes that you make to the design of a style. The amended style with changes will be added to the original list of styles. So, say you amend a style four times, the same style will appear in the list five times, the original and the four you have saved. If you are working on a large document the style list may become confusing.

The internal tracking system can be turned off:

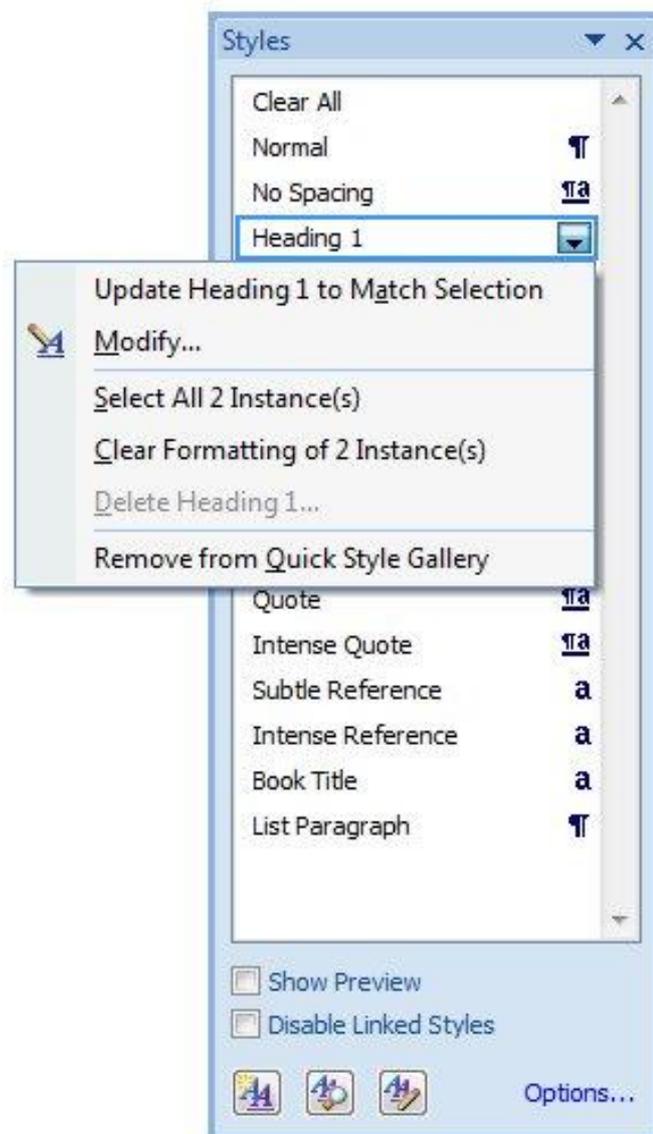
- Click the Office Button
- Select **Word Options**
- Click **Advanced**
- Remove the tick from the **Keep track of formatting** option
- Click **OK**

- Click the **Styles** task pane launcher

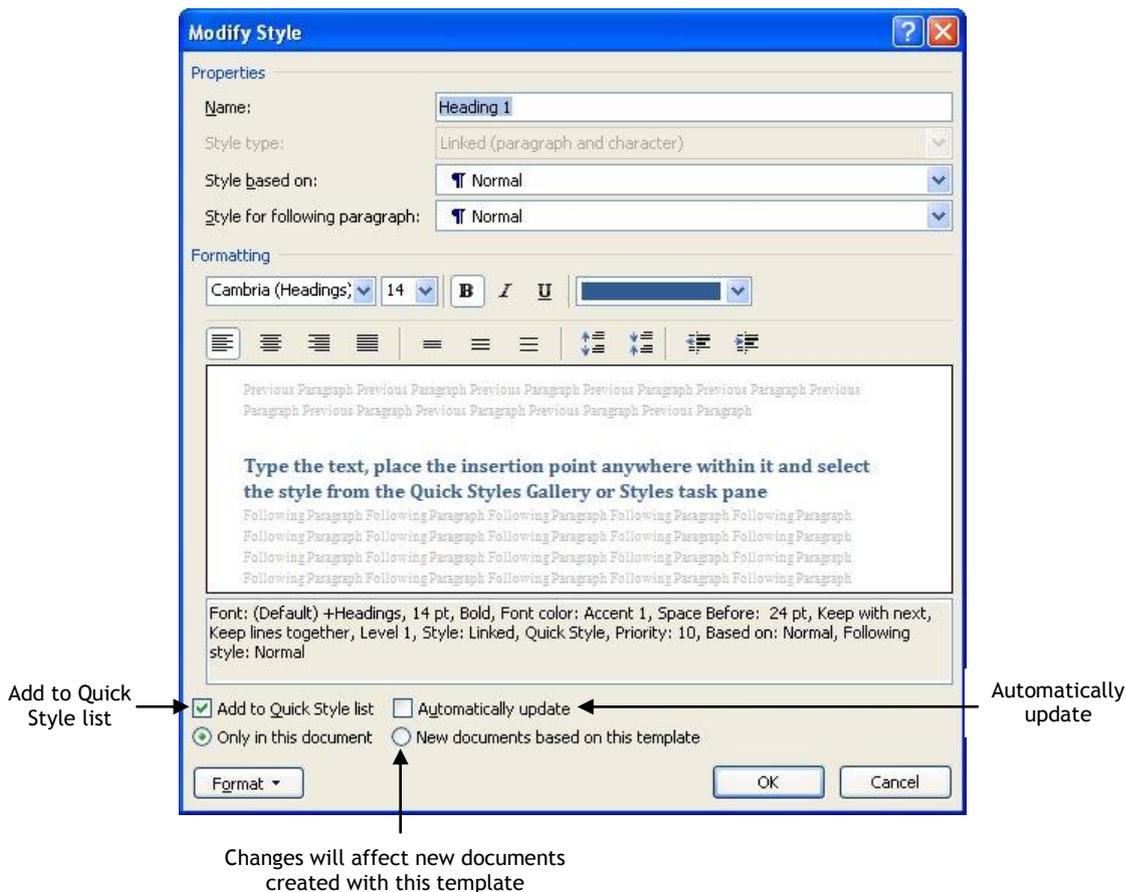


In the Styles task pane:

- Position the pointer over the **Heading 1** style to see the down arrow
- Click the arrow and select **Modify**



The Modify Style dialog box is displayed.



➤ Click the **Automatically update** option

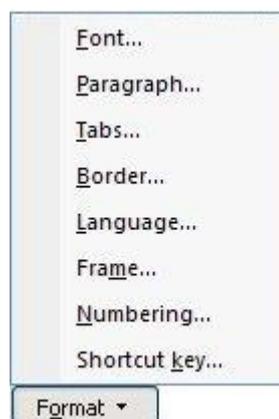
With this box checked, any formatting changes you make within the document to text formatted in the Heading 1 style will automatically redefine the style in the gallery.

This means that all text formatted as Heading 1 will be updated throughout the document.

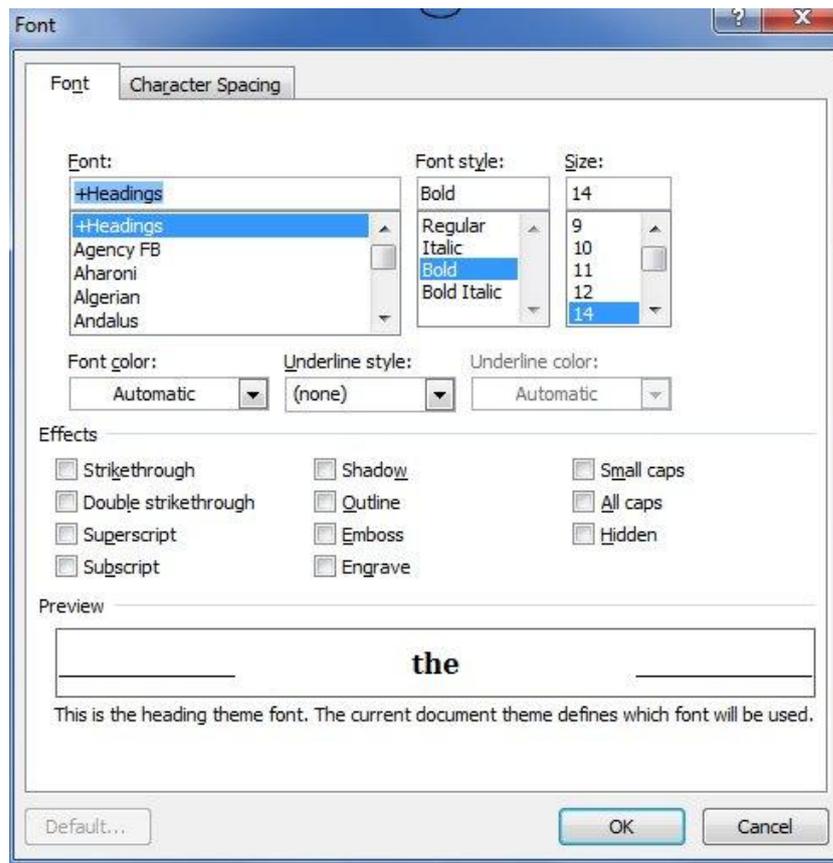
➤ Click the **Format** button

From the list of format options:

➤ Select **Font**



The Font dialog box is displayed.



- Choose a different font size and colour, say, 18 pt, red
- Click OK
- Click OK

You will see that both items with the Heading 1 style have been reformatted.

Other options available from the Format button enable you to change the layout and formatting of the text, for example setting tabs, line spacing, and paragraph numbering.

CREATING A NEW STYLE

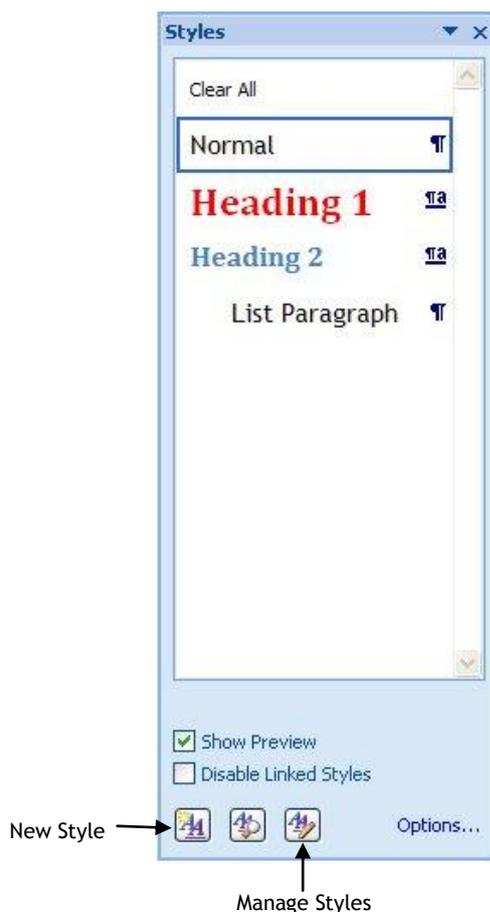
Styles may be used to format any text within a document and you can create them as and when you need them. It is a good idea to give them meaningful names.

However, do bear in mind that, if you are intending to use styles with an outline (see page 23), or to create a table of contents (see page 46), the style names required by these options are Heading 1, Heading 2, Heading 3 etc. Remember, therefore, that while you can change the design of these styles, the names must stay the same.

You are going to create a new style that will apply a format to centre text and make it bold, italic, and 20 pt.

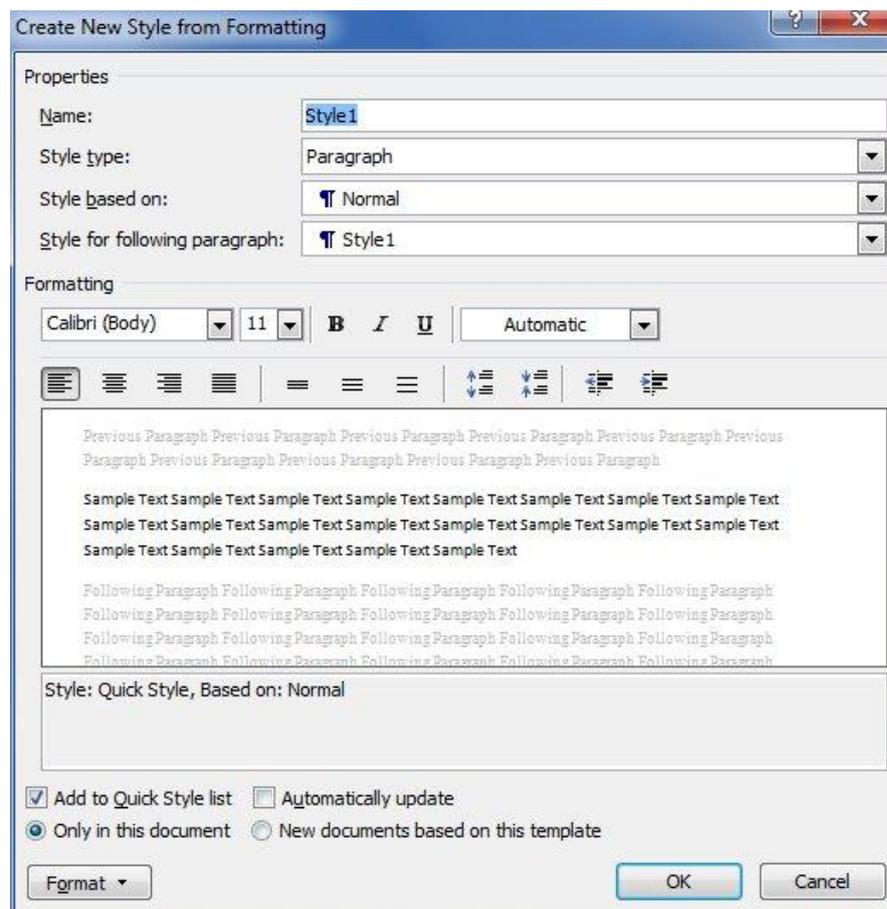
- Ensure that the insertion point is positioned on a blank line and that the Style in use is Normal

In the Styles task pane:



- Click the **New Style** button

The Create New Style from Formatting dialog box is displayed.



You will look at each section in turn.

Name

You need to choose a descriptive name for the style that reflects its intended use. This is both good practice and it helps you to identify a style in the list.

- Change the name to **Centred Bold Text**

Style type

You must specify whether you want to create a new paragraph style or a new character style.

A **paragraph style** is used to change the overall appearance of the text, usually a paragraph at a time. This can include formatting the font, line spacing, justification, tabs and all other format options that may be applied to paragraphs. Any text with a paragraph mark at the end is classed as a paragraph, even a short heading.

A **character style** is used to format text using only the options available from the Font dialog box, such as character size and colour.

- Leave the style type as **Paragraph**

Style based on

When you create a new style it can be based on either an existing style or on 'No Style'.

You choose a style name from the drop-down list if you want to base the formatting of the new style on an existing one. This is ideal if an existing style meets your requirements, apart from a few minor changes such as font size.

If you want to design a style from the ground up, then select 'No Style'.

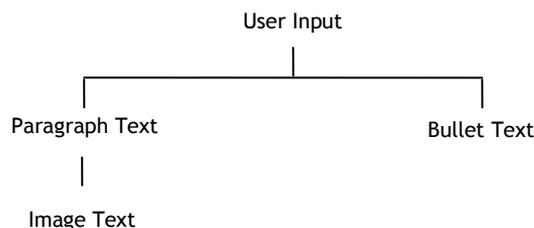
- The style is to be based on **Normal**

It is important that you understand the consequences of basing a new style on one that already exists. If you change the base style, it will have a ripple effect on other styles based on it and they will change too.

For example, say you create a style named User Input and you then base two other styles called Paragraph Text and Bullet Text on it.

Later you create another style called Image Text and base this on the Paragraph Text style.

Shown graphically, the connections between the styles look like this:



Changes to the base style automatically spread down to all styles based upon it. However changes to a style at the bottom of the 'tree' do not affect styles above.

So, using the example above, you can see that an alteration to the font size of User Input (the base style), would automatically change the font size of Paragraph Text, Image Text, and Bullet Text.

Similarly, an alteration to the format of the Paragraph Text style will have a knock-on effect on Image Text. However, as the changes affect only a style based on another, User Input and Bullet Text will remain unaltered.

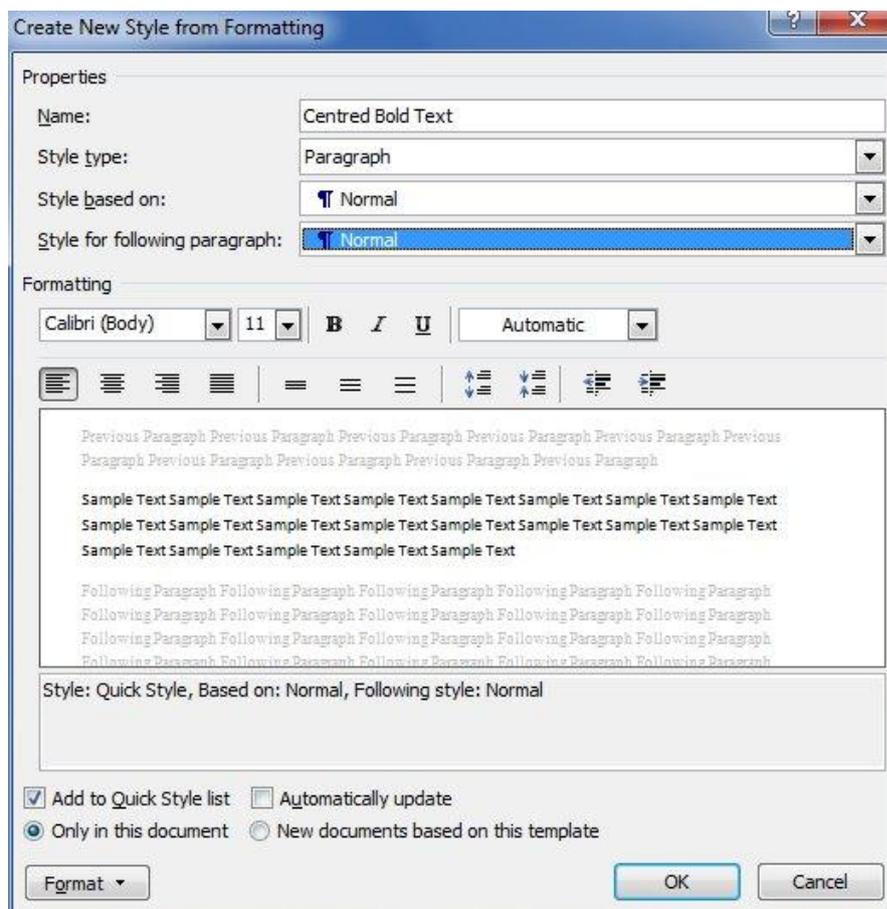
Changing the format of the Image Text or Bullet Text styles will have no effect on the other styles.

Style for the following paragraph

In this window you choose the style you want Word to apply to the paragraph which follows the one to which you have applied the style.

When you have used a paragraph style in a document, as you press the Enter key at the end of the paragraph, the style will automatically change to the one specified in this window.

- Click the down arrow and select **Normal**



New documents based on this template

As previously mentioned, styles are specific to a document or template.

If you have used a template for the current document and decided to add or modify a style, you can update the template by ticking the **New documents based on this template** option in the Create New Style from Formatting dialog box.

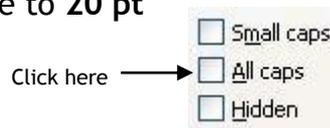
- For now, don't add this new style to the template

Automatically update

You have already looked at this option when editing a style.

With this box checked, any changes you make to the format of text to which the Centred Bold Text style has been applied will cause Word to automatically redefine the style. This means that the formatting of all text using the Centred Bold Text style will be updated throughout the document.

- Click the **Automatically update** option
- Click **Format**
- Choose **Font**
- Change the style to **Bold Italic** and the size to **20 pt**
- Click the **All caps** option
- Click **OK**



- Click **Format**
- Choose **Paragraph**
- Change the alignment to **Centred**
- Click **OK**
- Click **OK**
- Position the insertion point in the text numbered 1

From the Quick Styles Gallery:

- Choose **Centred Bold Text**



When you designed the Centred Bold Text style, you did not include a numbering format. Therefore when you applied the style to the text numbered 1, the numbering was lost.



- Create a new style and call it **My Own Style**. Make it Italic, 24pt, embossed and aligned right. Apply it to one of the lines of text
- Close the document without saving

Now that you understand styles and how they are used, you can apply them as you create a document.

If you already have a document to which you have not applied styles, it is relatively easy, although time-consuming, to add them.



The next series of exercises includes using styles to format documents but before you do that you need to open the template called Assignment that you created earlier and edit the styles that it contains. Remember that styles for specific purposes may be stored in templates.

- Click the **Office Button**
- Click **Open**
- Select **Assignment** from the **Templates** folder
- Amend the heading styles to include the following formats:

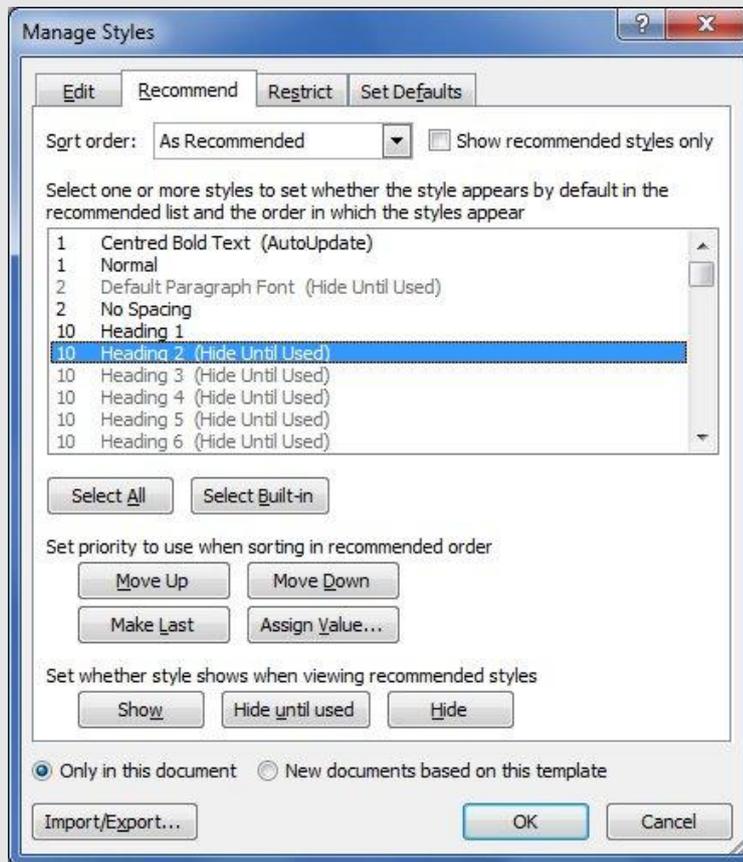
Heading 1	Arial	14 pt	bold	all capitals	border top and bottom	automatic update	
Heading 2	Arial	12 pt	bold italic			automatic update	6 pt before and after
Heading 3	Arial	12 pt	regular			automatic update	
Normal	Trebuchet	12 pt	regular				

If Heading 3 is not displayed in the Styles list, then see the note on page 22.



To display the Heading 3 style if it is missing from the list:

- Click the **Manage Styles** button on the Styles dialog box (see page 16)
- Click the **Recommend** tab



- Select **Heading 3 (Hide Until Used)**
- Click **Show**
- Click **OK**

➤ Save and close the Assignment template replacing the existing file

ORGANISING AND NAVIGATING YOUR DOCUMENT

If you have a large document to prepare, the outline feature will help you to organise your thoughts on the content and the order in which the information will be presented.

The outline feature uses the heading styles. When you create an outline, Word automatically assigns the appropriate heading style to each level of the outline. For example, a level one heading uses the Heading 1 style, and if you change the heading to level two, that heading automatically takes on the Heading 2 style.

So, in essence, an outline is the bare bones of a document, listing the proposed headings and subheadings.

CREATING AN OUTLINE

You will create an outline for a new document, and then look at how several small documents can be brought together for final formatting and printing.

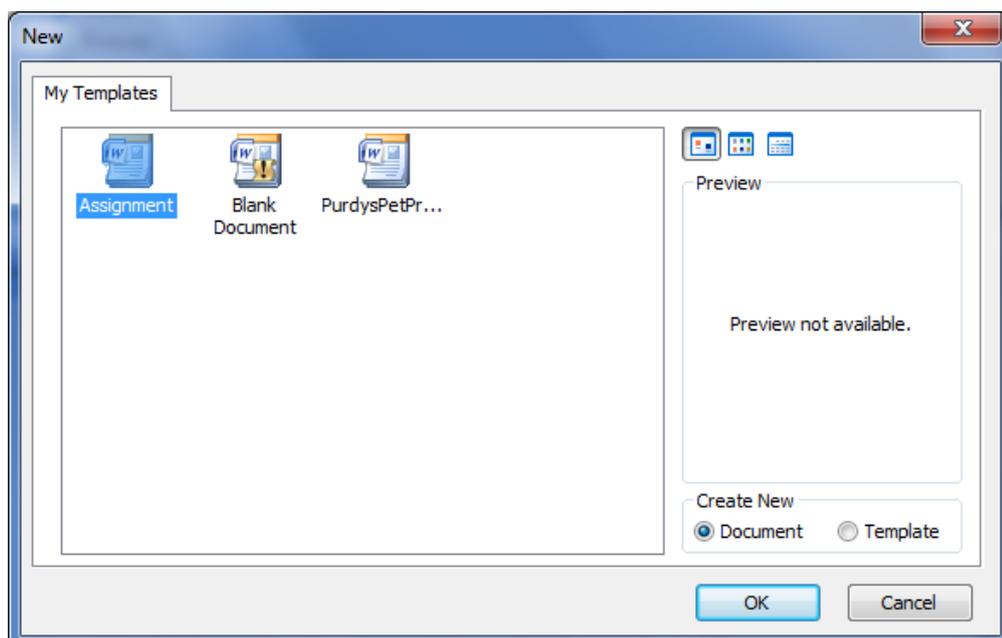
You will use the **Assignment** template to create a new document.

- Office Button
- **New**

From the Templates pane on the left:

- Select **My templates**

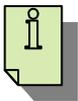
The following dialog box is displayed.



- Select **Assignment**
- Click **OK**
- In the **Document Views** group on the **View** tab, click **Outline**



Outline

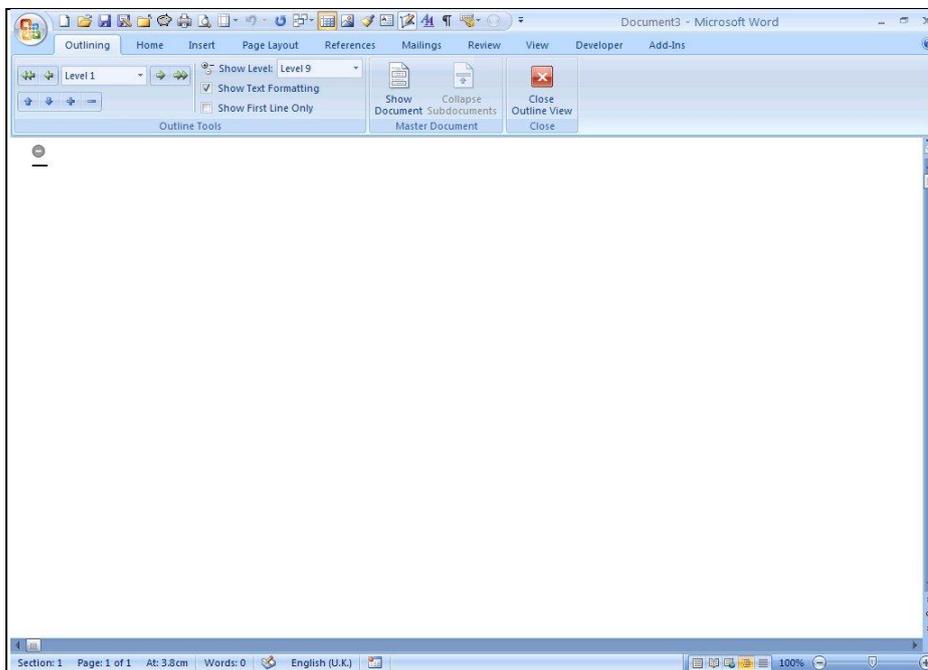


Alternatively, use the Outline button in the view shortcuts on the status bar at the bottom of the display



Outline

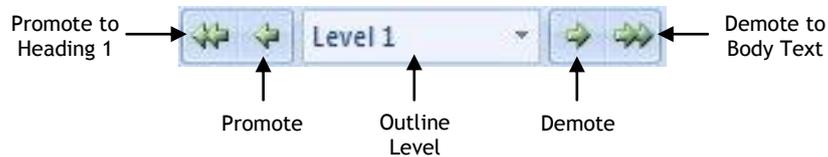
The Outlining tab is displayed, and the insertion point is positioned ready for you to enter the first heading.



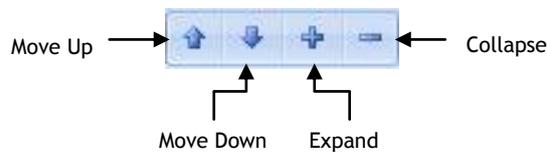
When you are using Outline view, Word presumes you are entering the first heading for a new document. If you select Level 1 the style used will be Heading 1, Level 2 will give you the Heading 2 style and so on. Other levels of heading can, of course, be included in the document.

Apart from selecting heading styles, the Outlining tab has several other functions which are described below.

These buttons enable you to change the level of the selected text.



These buttons enable you to move headings up and down the list, and you can also collapse the list to show only main headings



These buttons allow you to specify what you want to see in Outline view



- Type the following list, selecting relevant levels of heading for each item
- Use the buttons in the **Outline Tools** group on the **Outlining** tab to promote and demote headings



REARRANGING THE DOCUMENT

Notice that the headings are preceded by either  or .

-  indicates that there are other headings below this level
-  indicates that there are no subheadings

- Save the document in the folder **C:\WordAdvanced** using the file name **DocumentOutline**



Promoting and demoting

To promote a heading, hold **Shift** and press **Tab**

To demote a heading, press **Tab**

- Promote the headings 'Entering new markets' and 'The challenges'
- Demote both headings

A bonus when using Outline view is the ease with which you are able to move text around a document.

- Click the  at the beginning of the 'Frontline tactics' heading

If you point and click on the  or  next to a heading, the heading and associated text are selected.

- With the mouse pointer still on the , drag the heading so that it is above the 'Learning in times of global organisational growth' heading
- Release the mouse to 'drop' the text
- With the heading still selected, click  on the Outlining tab as many times as necessary to return the heading to its original position under 'Learning services....'



- Move 'Learning in times of global organisational growth' so that it is below 'Rapid e-Learning gets the job done'
- Move the heading back to its original position at the top of the page using 

- Click Print Layout view 

LEARNING IN TIMES OF GLOBAL ORGANISATIONAL GROWTH
<i>Global growth as a learning opportunity</i>
<i>Ramping up the organic growth</i>
<i>Growth through mergers and acquisitions</i>
<i>Entering new markets</i>
<i>Transforming an existing sales organisation for growth</i>
<i>Learning services as an engine of growth</i>
FRONTLINE TACTICS
<i>Sharing treasure</i>
<i>The challenges</i>
<i>Focus on behaviour change from the start</i>
RAPID E-LEARNING GETS THE JOB DONE
<i>e-Learning development under pressure</i>
<i>What the surveys say</i>
<i>Get your tools</i>

You can see that you have the beginnings of a document. All of the headings are in place ready for you to add the text.

- Save the document

DOCUMENT MAP

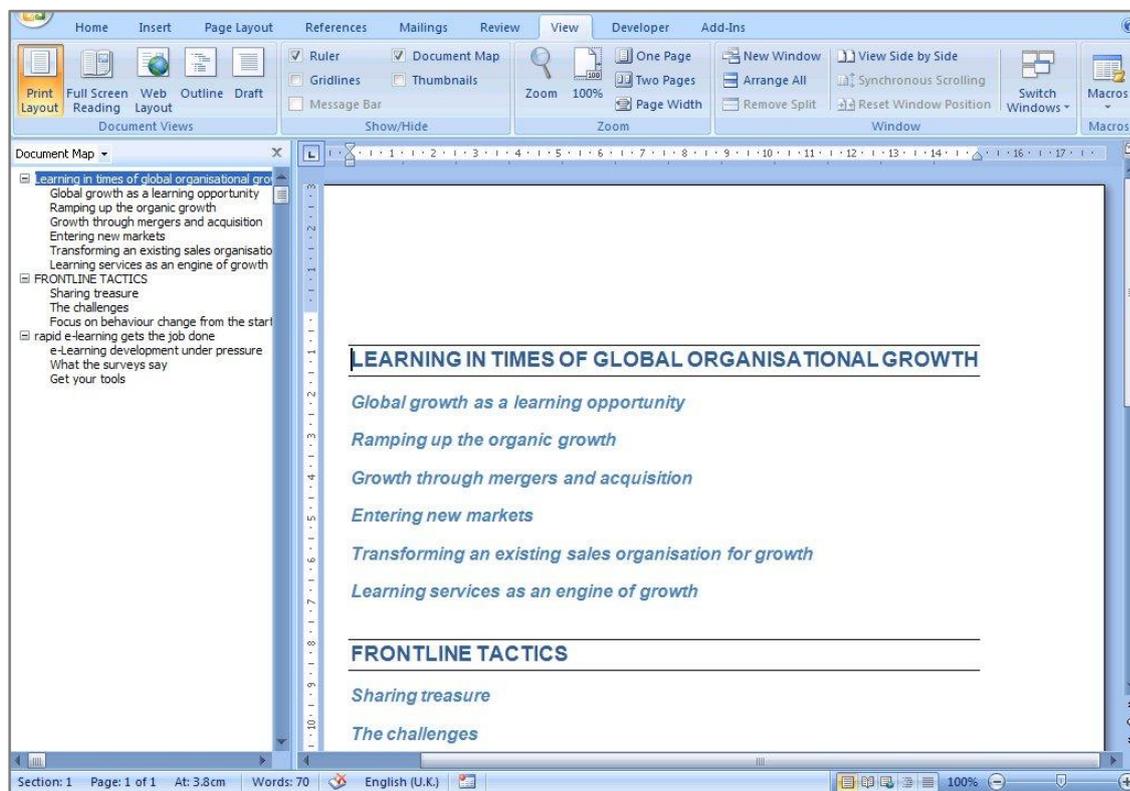
Document Map is a display and navigation tool.

Unlike Outlining you cannot use it to reorganise your document, but it does allow you to see the organisation while in Print Layout or Draft view.

It is also a useful tool for navigating a document.

- In the **Show/Hide** group on the **View** tab, click **Document Map**

If you click on a heading in the Document Map, the view changes to show you the heading in the document.



- Close the Document Map
- Close the document

COMBINING SEVERAL DOCUMENTS

You have learned how to create a template, change the format of the heading styles and create and use an outline. The next part of the training session includes producing one large document from several smaller ones, and then using the heading styles to create a table of contents.

The scenario is that you have a number of documents that you want to combine to make one single document.

We will assume that you put together a template that included relevant styles and that you used this template when you produced the individual documents.

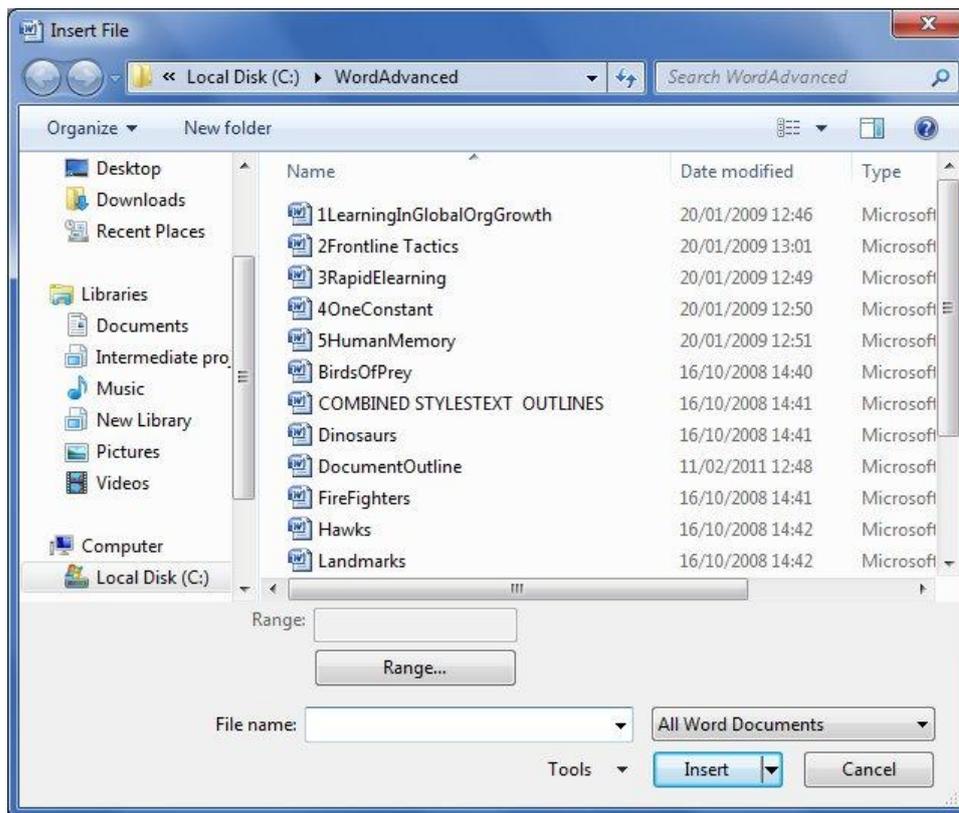
To save time, you have five documents in the **WordAdvanced** folder to use for this exercise. Each of these documents has been created using the Assignment template.

First of all you need to create a new document into which you will insert each of the five documents in turn.

- Use the **Assignment** template to create a new document
- From the **Text** group on the **Insert** tab, click the down arrow next to **Object**
- Select **Text from File**



The Insert File dialog box is displayed.



- Select **1LearningInGlobalOrgGrowth**
- Click **Insert**

The document is read into the open document.

- Ensure the insertion point is at the end of the document text
- Repeat the instructions above to insert the second document **2Frontline Tactics**

The second document is read in and appended to the first.



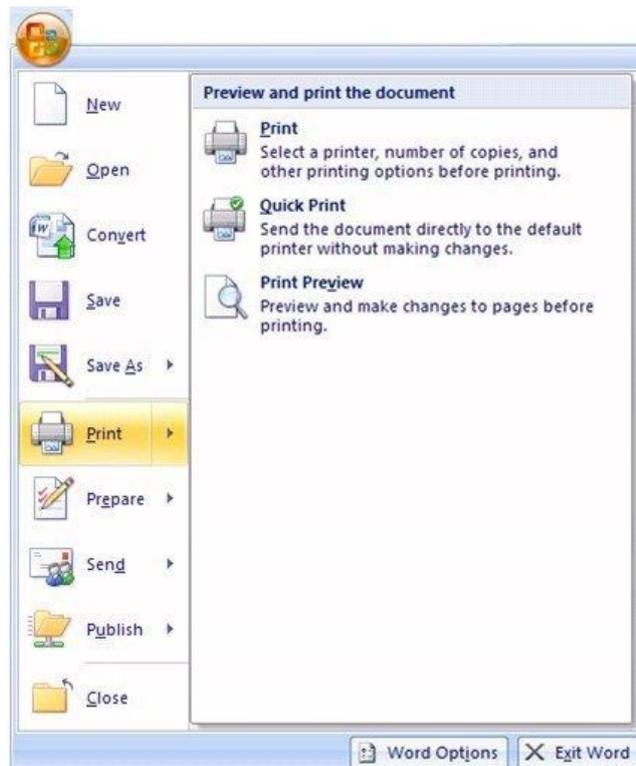
- Repeat this action for:
 - 3RapidElearning
 - 4OneConstant
 - 5HumanMemory

- Save the document in **C:\WordAdvanced** using the file name **Learning**

Once the document is complete, you should check to ensure that the layout is satisfactory, for example that there are no paragraphs split awkwardly across pages.

The quickest way to do this is to use Print Preview.

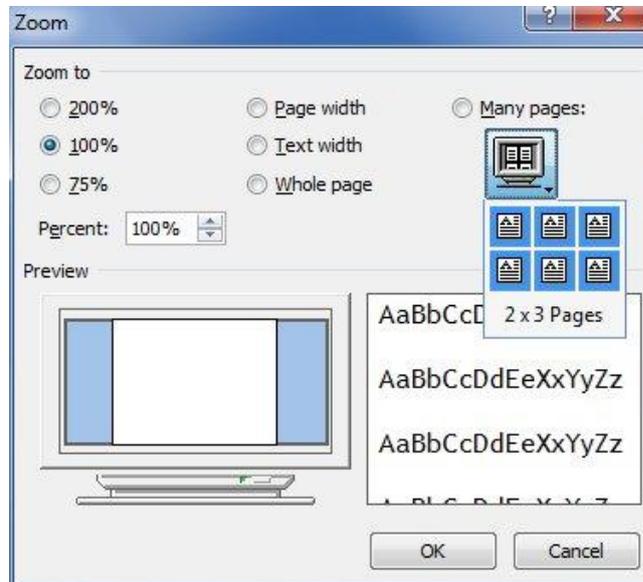
- Position the insertion point on the first line of the document
- Click the **Office Button**
- Point to **Print**



- Select **Print Preview**
- Click **Zoom**

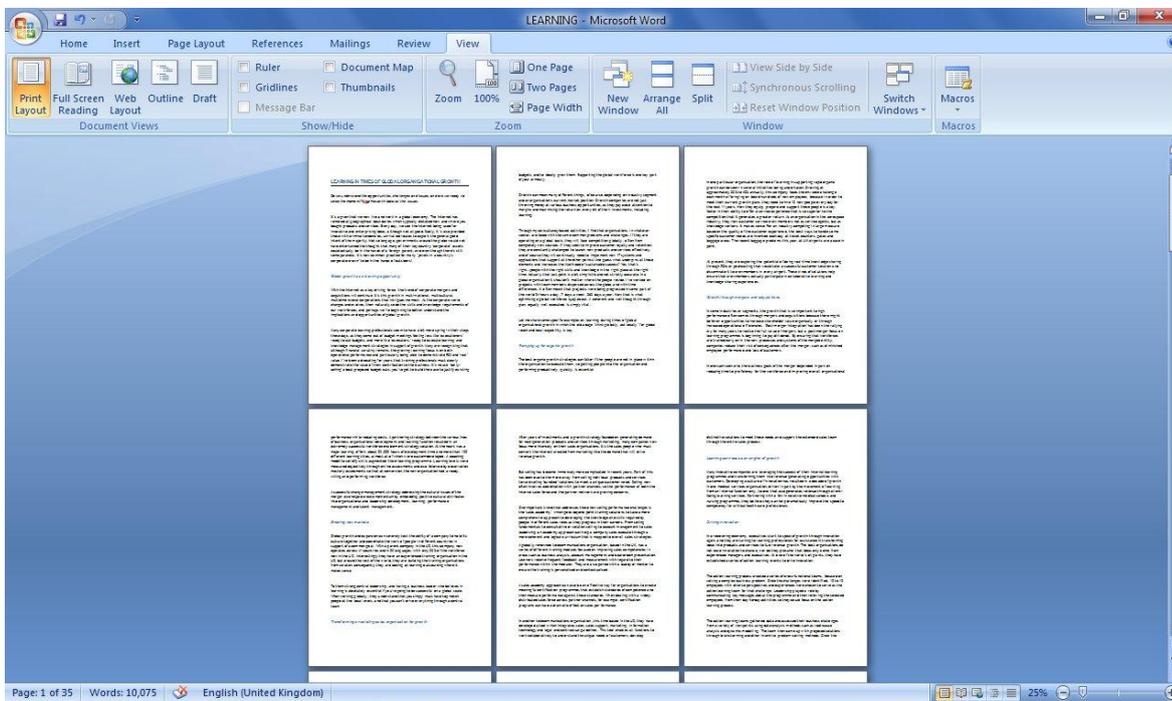
The Zoom dialog box is displayed.

- Click the **Many Pages** icon
- Click and drag the mouse over the grid to select **2 x 3 Pages**



- Click **OK**

The document is displayed six pages at a time.



- Use the scroll bar or the mouse wheel to scan the pages of the document

As each of the small documents that you have combined into the Learning file was created using the Assignment template, the headings and other text are already specified. For example, you can see the Heading 1 style in use throughout the document.

You may want each Heading 1 style to start a new page. Rather than laboriously working your way through what could be a very large document adding page breaks, it's easier to edit the style.

- Close Print Preview



IMPORTANT TO REMEMBER

Never press **Enter** to add blank lines to force a new page. If you do, you are certain to have problems with page lengths if you add and remove text when you are editing. Instead, always insert a page break using **Ctrl + Enter**.

- Point to **Heading 1** in the Quick Styles Gallery and click the right mouse button
- Select **Modify**



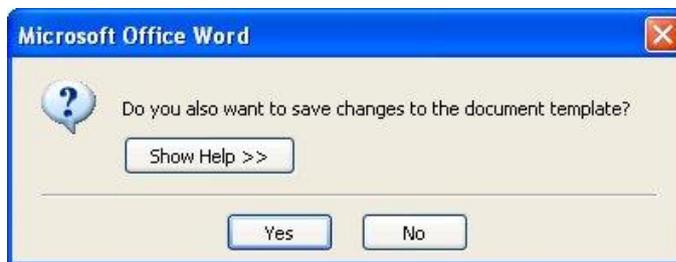
- Click the **Format** button
- Choose **Paragraph ...**
- Select the **Line and Page Breaks** tab
- Click the **Page break before** option
- Click **OK**

- Click the **New documents based on this template** option
- Click **OK**
- Check the document again in **Print Preview**
- If you find any blank pages, remove them

Notice that text formatted with the Heading 1 style begins on a new page

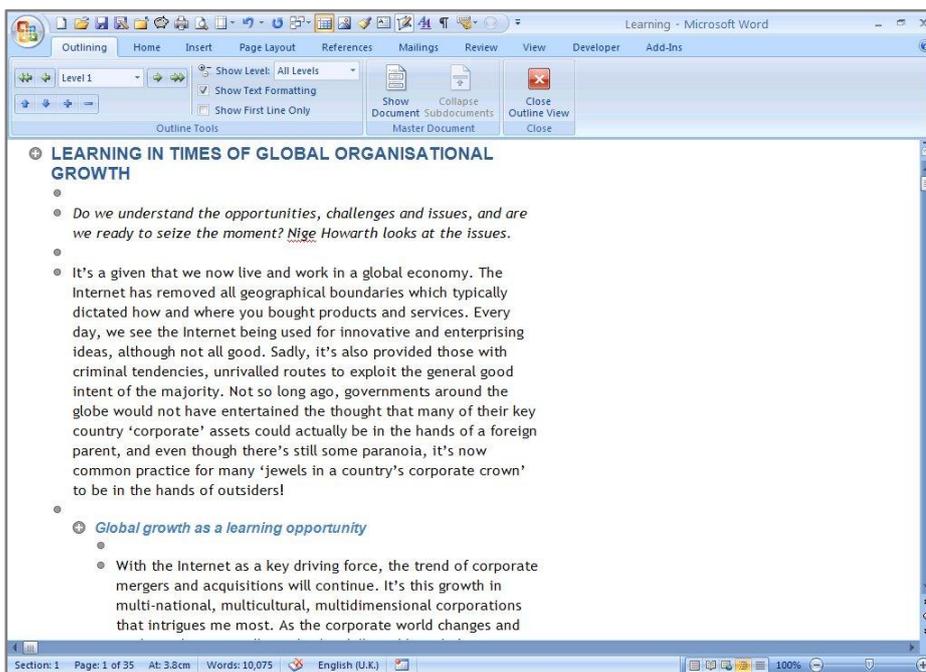
- Close Print Preview
- Save the document

A warning message is displayed.

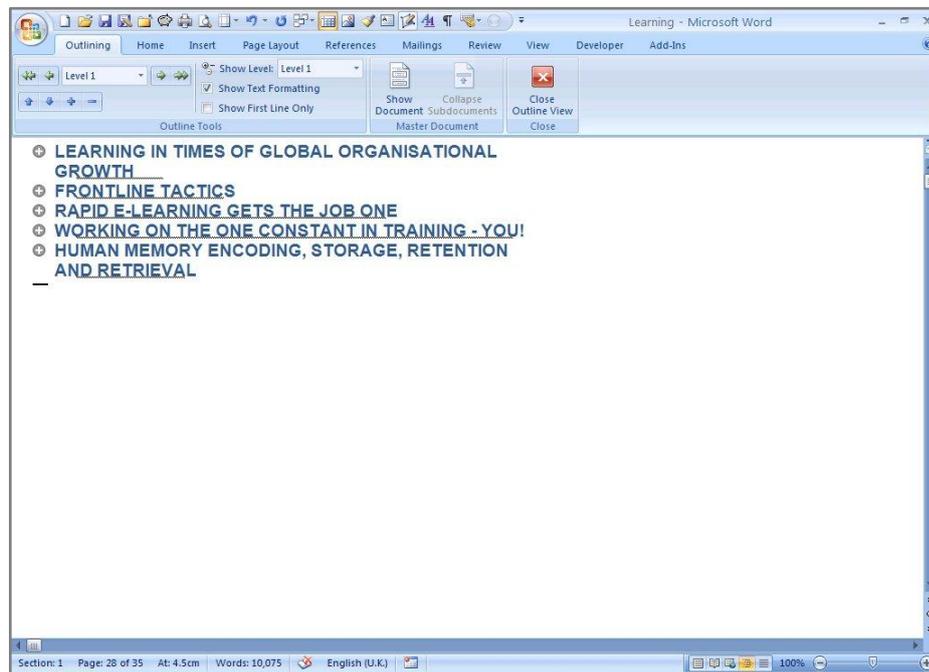


- Click **Yes** to save the changes to the template
- View the document as an outline

You automatically see all of the text in the document.

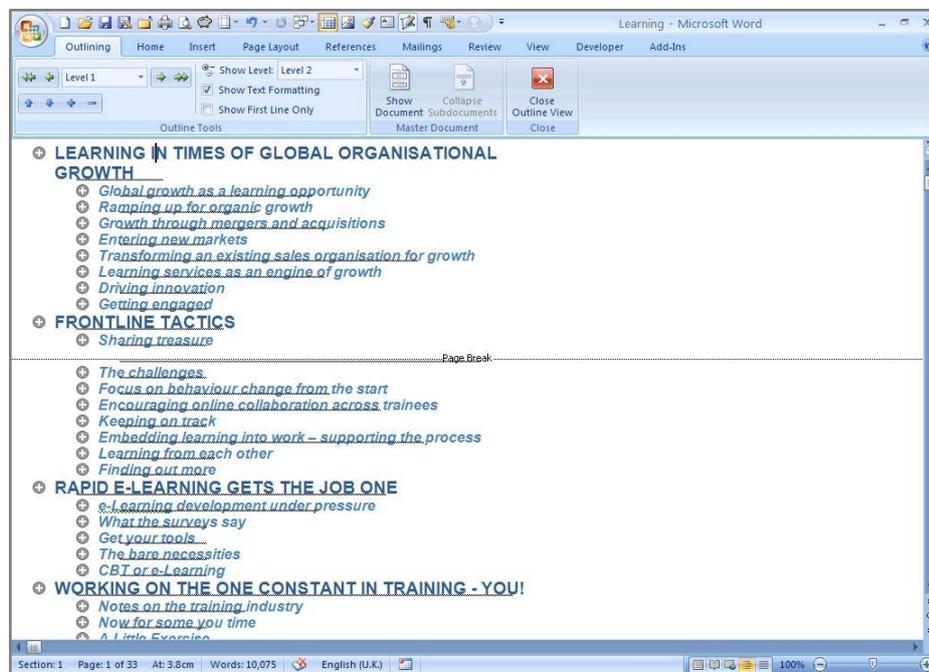


➤ In the **Show Level** box on the **Outlining** tab, choose **Level 1**



Level 1 shows the main headings only.

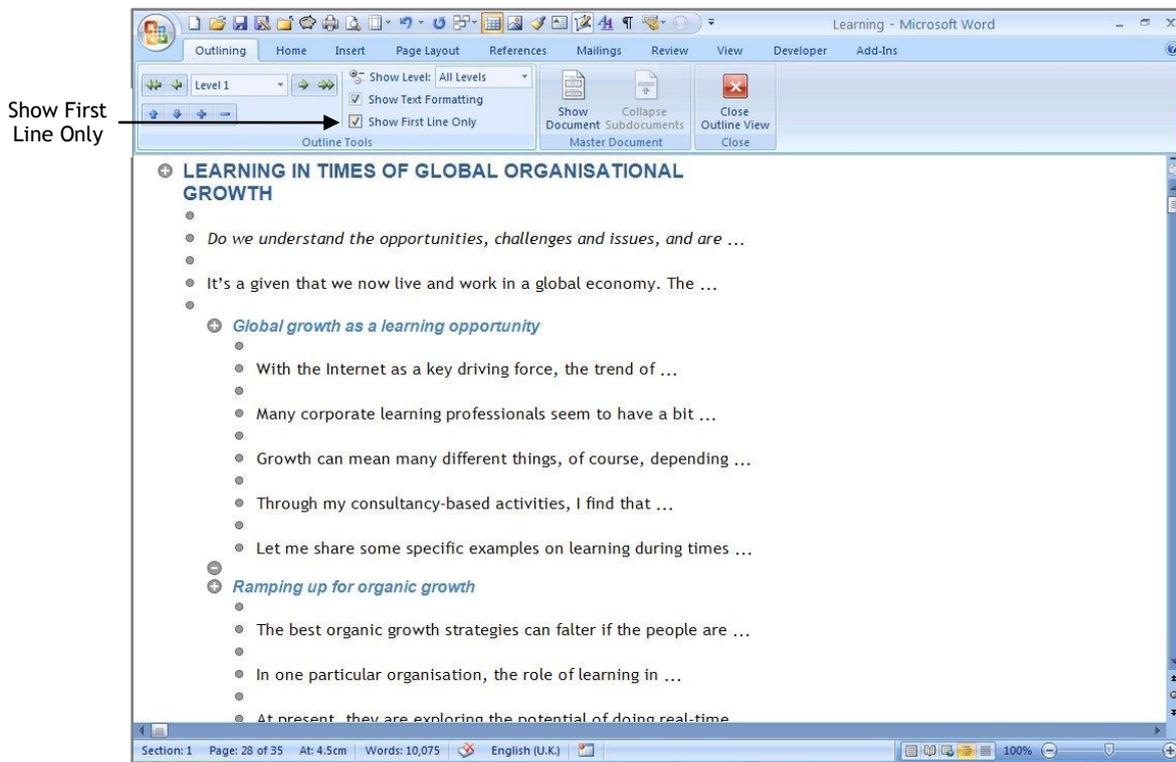
➤ Choose to show **Level 2**



You now see the main headings (Heading 1) and sub-headings (Heading 2). All of the text (non-headings) is hidden.

However large a document is, you can still use Outline view to rearrange it (see page 26).

- Choose to **Show All Levels**
- Ensure the **Show First Line Only** option is checked



Now you can see the text but only the first line of each paragraph. The three dots at the end of each line indicate that there is more text than is currently displayed.

Use Outline View to locate a heading quickly, to rearrange, or scan through a document.

- Return to Print Layout View
- Save the document
- Close the document

MASTER DOCUMENT

From experience we do not recommend that you use Word's Master Document feature. However, for those who have heard about the concept and want to investigate further, the following is a brief guide to what a master document is.

A master document contains links to a set of related subdocuments. You use a master document to organise and maintain a large document by dividing it into smaller, more manageable subdocuments.

The final result of using a master document is the same as combining several documents to make one larger one as you did in the previous exercise.

A **benefit** of using a master document is that the subdocuments are independent of the master - the master simply contains links to the smaller documents. A subdocument can be edited as an individual file and resaved. When the master document is opened, the relevant subdocument text is updated as the link is refreshed. Page numbers, headers and footers, tables of contents, and indexes are created in the master document using information in the subdocuments.

A **drawback** of using a master document is that you need to think ahead before starting a project and decide that this is the method you are going to use to manage your large document. It can be problematic to create a master document using subdocuments that have already been produced.

If you want a master document to function, it is critical that you:

1. Create a template which includes **ALL** of the styles and formatting information
2. Use the template to create **ALL** of the subdocuments
3. Use the template when you create the master document

While, in theory, you can use different templates for the master and subdocuments, in our experience mixing templates may cause several problems, including losing the formatting throughout the document and having to reformat it manually.



IMPORTANT TO REMEMBER

1. As a Master Document contains information about each of its subdocuments, you should not rename, move, or delete subdocument files.
 2. Always ensure that you backup subdocuments before combining them into a Master Document in case of file corruption.
-

MULTILEVEL LIST

A multilevel list is similar to a numbered or bulleted list, but the number or bullet of each paragraph changes according to its level of indentation.

WITHOUT HEADING STYLES

This method of numbering does not use the Heading styles so, in theory, could be applied to any document. The command can be initiated either before you type text, or you can select existing text.

- From the **WordAdvanced** folder open **Dinosaurs**

Modern day dinosaurs?

Which animals are the best models for dinosaurs?

Let's start with their nearest living relatives: birds and particularly crocodiles.

Crocodiles and alligators are not dinosaurs. They're not even descendants of dinosaurs like the birds.

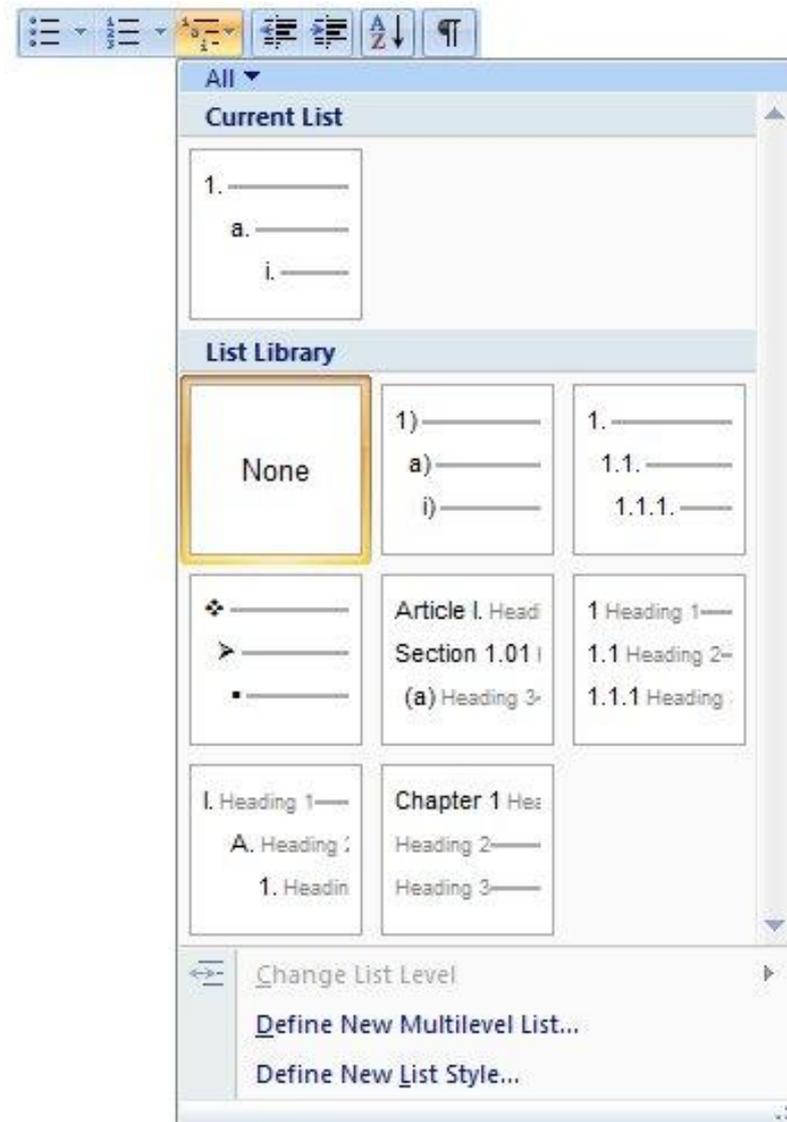
- Indent the second and third lines by pressing the **Tab** key
- Select all of the text



Select all

Ctrl + A

- In the **Paragraph** group on the **Home** tab, click **Multilevel List**



- From the gallery of styles choose a format that **does not** contain the text 'Heading 1'

1. Modern day dinosaurs?
 - 1.1. Which animals are the best models for dinosaurs?
 - 1.2. Let's start with their living relatives: birds and particularly crocodiles.
2. Crocodiles and alligators are not dinosaurs. They're not even descendants of dinosaurs like the birds.

To alter the size of the indent:

- Position the insertion point in the line of text you would like to change
- Click **Increase Indent** 

The numbering reformats automatically to take account of the changes you have made.

- Click **Decrease Indent** twice 
- Close the document without saving

WITH HEADING STYLES

If your document has been formatted using Heading styles, you can choose a multilevel list which includes Headings.

Again you can initiate this command before you create your outline, or you can apply the numbered format when the document is almost finished.

- Open the file **Learning**
- Go to **Outline** view
- Choose Show Level 2
- In the **Paragraph** group on the **Home** tab, click **Multilevel List**
- Choose a number format that **does** include 'Heading 1'

<ul style="list-style-type: none">⊕ 1 LEARNING IN TIMES OF GLOBAL ORGANISATIONAL GROWTH<ul style="list-style-type: none">⊕ <i>1.1 Global growth as a learning opportunity</i>⊕ <i>1.2 Ramping up for organic growth</i>⊕ <i>1.3 Growth through mergers and acquisitions</i>⊕ <i>1.4 Entering new markets</i>⊕ <i>1.5 Transforming an existing sales organisation for growth</i>⊕ <i>1.6 Learning services as an engine of growth</i>⊕ <i>1.7 Driving innovation</i>⊕ <i>1.8 Getting engaged</i>⊕ 2 FRONTLINE TACTICS<ul style="list-style-type: none">⊕ <i>2.1 Sharing treasure</i>	
<ul style="list-style-type: none">⊕ <i>2.2 The challenges</i>⊕ <i>2.3 Focus on behaviour change from the start</i>⊕ <i>2.4 Encouraging online collaboration across trainees</i>⊕ <i>2.5 Keeping on track</i>⊕ <i>2.6 Embedding learning into work – supporting the process</i>⊕ <i>2.7 Learning from each other</i>⊕ <i>2.8 Finding out more</i>	Page Break
<ul style="list-style-type: none">⊕ 3 RAPID E-LEARNING GETS THE JOB DONE<ul style="list-style-type: none">⊕ <i>3.1 e-Learning development under pressure</i>⊕ <i>3.2 What the surveys say</i>⊕ <i>3.3 Get your tools</i>⊕ <i>3.4 The bare necessities</i>⊕ <i>3.5 CBT or e-Learning</i>	
<ul style="list-style-type: none">⊕ 4 WORKING ON THE ONE CONSTANT IN TRAINING - YOU!<ul style="list-style-type: none">⊕ <i>4.1 Notes on the training industry</i>⊕ <i>4.2 Now for some you time</i>⊕ <i>4.3 A Little Exercise</i>	

- Save the document
- Close the document

SECTION BREAKS

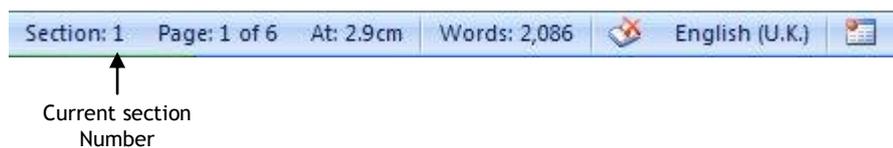
When you create a new document it consists of a single section. Some formatting that you apply, such as page numbering and columns, affects the whole section and, by default, the whole document.

If you want to vary the layout within a page, or between pages, you use section breaks to divide the document. This allows you to format each section in the way that you want.

A document may contain as many sections as necessary to produce the format required.

➤ Open 2Frontline Tactics

The status bar, at the bottom of the display shows the section in which the insertion point is currently positioned.



A section break may be:

Continuous Text in the new section continues on the same page. You use this type of section break, for example, if you want to change the format of the text in the middle of a page - perhaps you want text in three columns

Next page Text in the new section starts on the next page. You use this type of section break, for example, when you want to change the page numbers within a document

A section break controls the section formatting of the text that **precedes** it.

For example, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting.

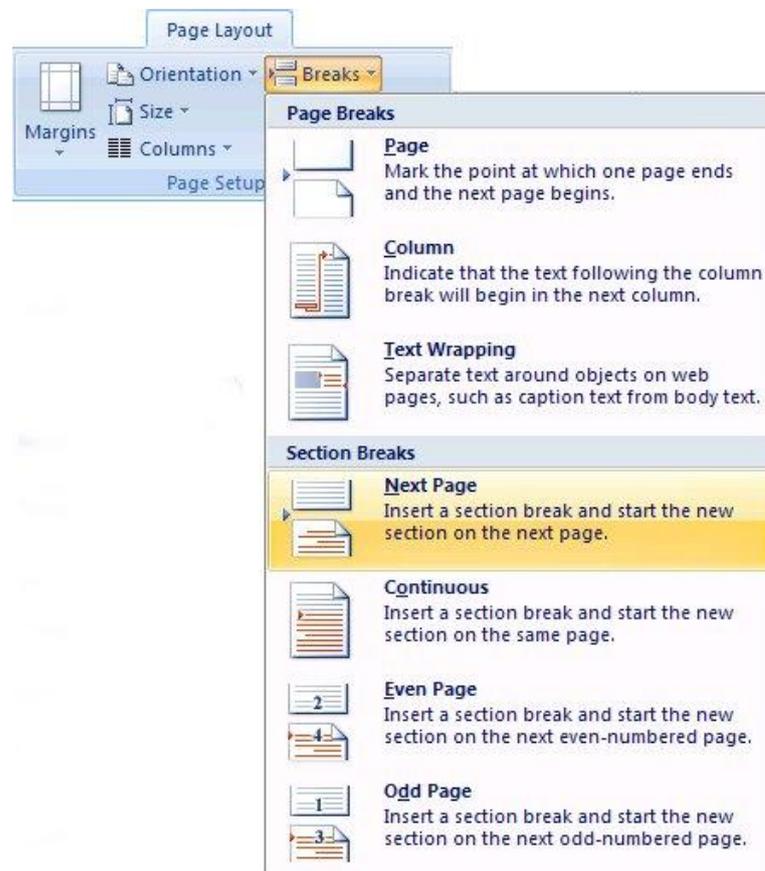
If you are using Print Layout view to edit a document, you will not be able to see the breaks unless you click the Show/Hide button to display the formatting codes. If you are in Draft view, the breaks will be visible.



The final paragraph mark (¶) in a document controls the section formatting of the last section of the document - or of the entire document if it consists of a single section.

INSERTING A SECTION BREAK

- Position the insertion point at the beginning of the fourth paragraph starting 'One constant concern...'
- In the **Page Setup** group on the **Page Layout** tab, click **Breaks**
- Select **Next page**

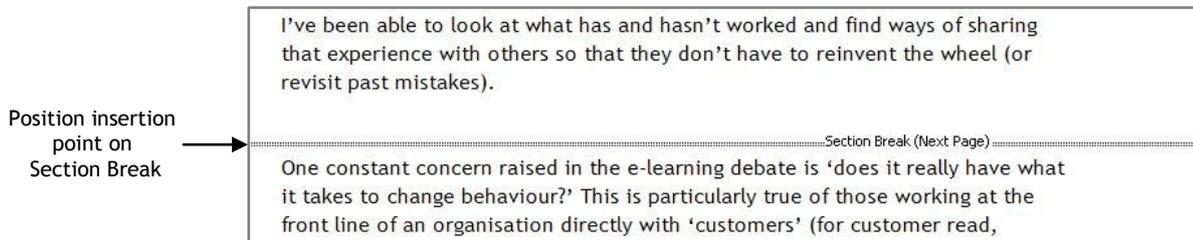


- Look at the status bar

The status bar shows that the insertion point is now in section 2 of the document.

DELETING A SECTION BREAK

- Ensure that you are in Draft view
- Position the insertion point on the Section Break



- Press Delete

Text preceding a deleted section break will automatically assume the formatting of the following section.

- Close the document without saving

EXAMPLES OF THE USE OF SECTION BREAKS

In the example below, two Continuous section breaks have been inserted, and the document is consequently made up of three separate sections.

You can see that each of the sections has been formatted differently.

FRONTLINE TACTICS

Making other people's ideas work for your common sense. Why create something from scratch when tuesday someone else's might save a lot of time and headaches?

Sharing treasure

The trouble is that we often discount other's experience as not really relevant and miss out on some gems of help. Perhaps there is a secret fear that if we had done someone else's experience, we won't get the full glory that comes with successful original thinking, but then again are we being paid to deliver pragmatic workable solutions first or to win the next piece in learning innovation?

For the past 18 months I think I might have had one of the most interesting jobs in e-learning! Being paid to uncover what employers are doing with e-learning, I've been able to look at what has and hasn't worked and find ways of sharing that experience with others so that they don't have to reinvent the wheel (or repeat past mistakes).

One constant concern raised in the e-learning debates is 'does it really have what it takes to change behaviour?' This is particularly true of those working at the front line of an organisation directly with 'customers' (for customer read, parent, client, user, citizens or whatever term applies to those individuals your organisation supports face to face). Earlier in the year we had a chance to dig into this question a little deeper.

We worked with an organisation that was faced with significant pressures from all sides: changing customer expectations of service; the need to respond to the role of technology and the internet; new sources of competition and pressure to deliver even more value at best cost (does it still sound familiar?).

In response to these external forces, the top brass knew it was time to refocus on the heart of their business: their customers and the value that they brought to them. Going back to basics meant a dramatic change in job role. Those traditionally comfortable behind the safety of a desk surrounded by established processes, were now being asked to walk the floor, talk to customers and be comfortable with marketing and promotion techniques. The organisation needed to introduce a programme of transformation that would change the way their staff interacted with customers. To help implement these critical changes, they commissioned a national e-learning programme that focused on introducing new behaviours needed in this new world.

The challenges

The challenges that this organisation faced were familiar to many:

Challenge 1	The audience were spread nationally, often working part time in remote parts of the country.
Challenge 2	Many staff had been in their positions for years and did not necessarily see the need to change.
Challenge 3	Staff needed to not only engage with the e-learning programme but also make changes in their day to day behaviour.
Challenge 4	There were no designated training staff on the ground to support the learning.
Challenge 5	The programme had to rely on busy staff as coaches who were often not working in the same location as the trainees.

With significant challenges opposing an organisation to change as critical as this, why did they choose a predominantly e-learning solution? Did they have a death wish or a cunning plan?

It happened to be the latter in this case, necessity was the mother of invention. As we dug into the methods of learning and the reactions of learners to the programme, it looked like it was a plan that was paying off. With little more than a year at the point of the research, we found that as a direct result of the programme:

- Trainees reported that they were more confident in talking to their customers.
- Trainees were promoting their services differently.
- Trainees were promoting a wider range of services.
- Trainees were more satisfied with their job.
- Trainees' career aspirations were increased.
- Managers also reported an impact on frontline behaviour.

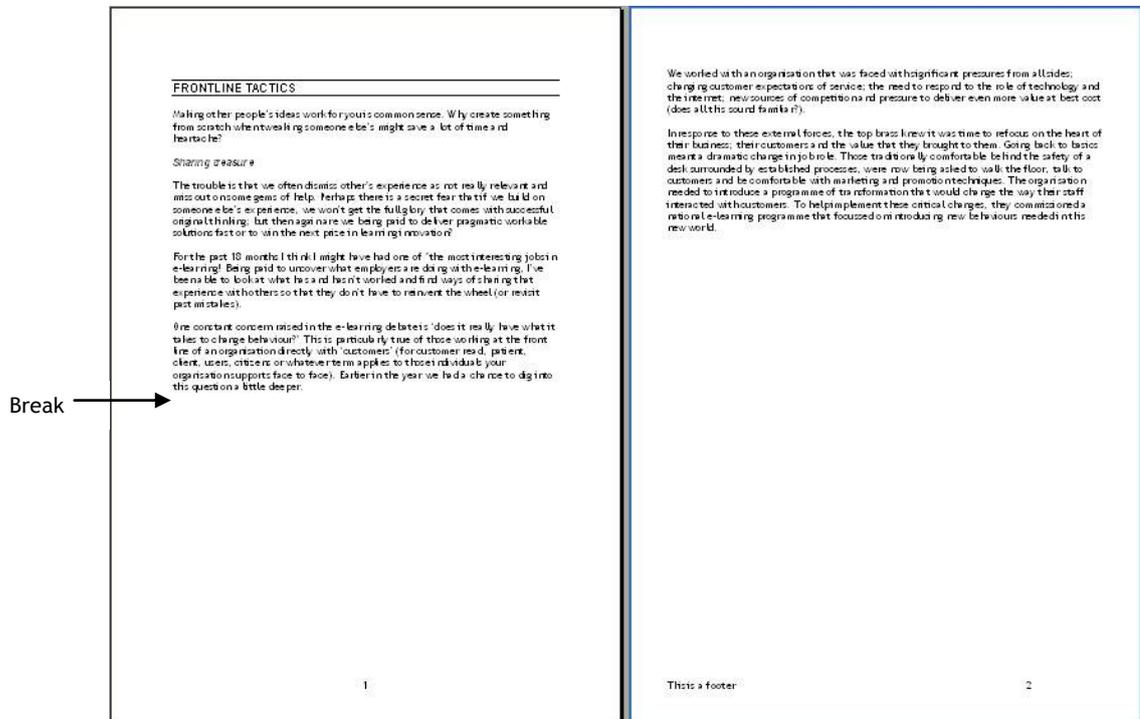
As a result of this study, we found that there were several ideas that we can borrow to help make our learning programmes successful.

Focus on behaviour change from the start

Before the organisation began to design the learning programme, a lot of time was spent understanding the day to day job of the frontline staff; what tasks were they currently doing and what

The example below shows the result of inserting a next page section break.

This type of break is used if you want to alter the margins in the middle of the document, or if you need different page numbers or footer text on some pages, or if you need to have a mix of portrait and landscape pages.



➤ Close the document

CREATING A TABLE OF CONTENTS

Creating a table of contents (TOC) is simple when you have used Heading styles.

- Open the file **Learning**

You are going to insert a new page for a table of contents at the beginning of the document.

- Ensure that you are in **Outline** view
- Position the insertion point at the top of the document (**Ctrl + Home**)

You will see that, while the insertion point is at the top of the document, it is positioned between the paragraph number and the heading.



- Insert a **Next Page** section break

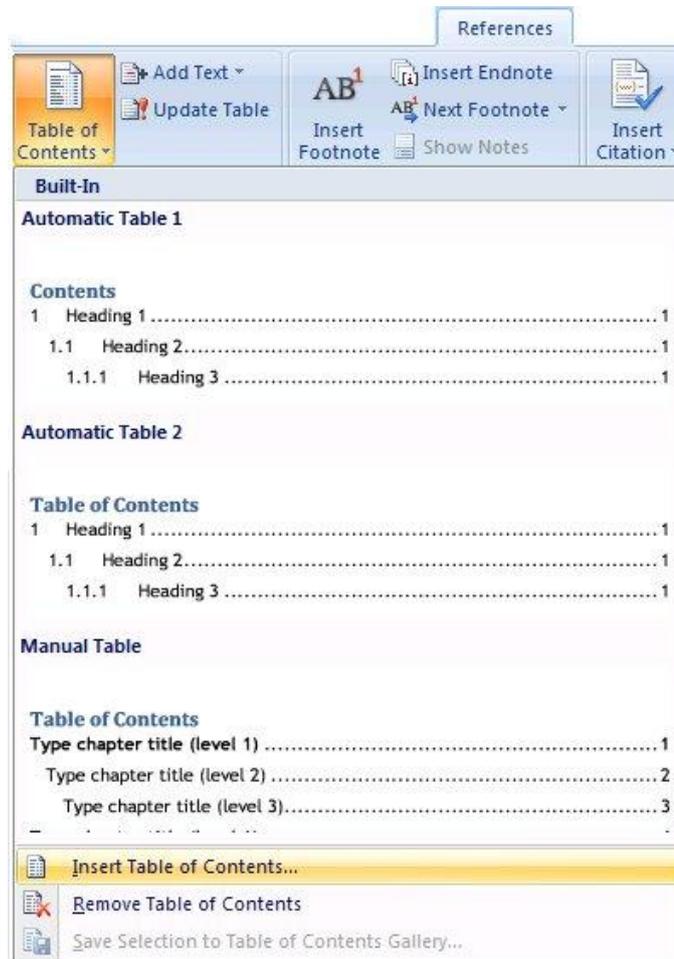
An extra line, formatted as Heading 1, has been added to the top of the document.



- Change the style of the extra line to **Normal**
- Select **Print Layout** view

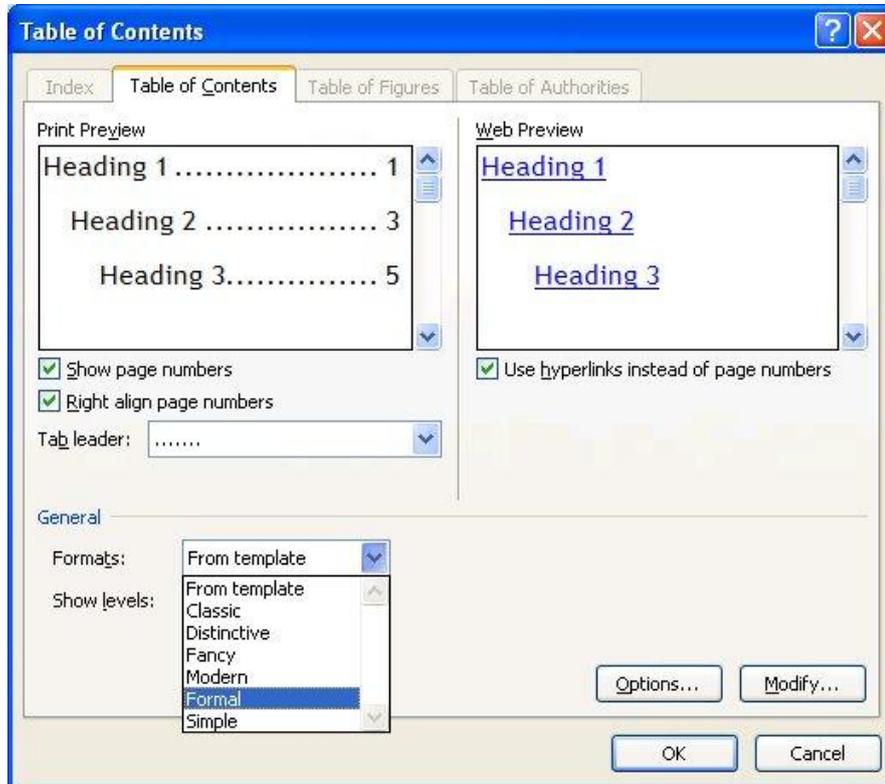
You have a blank page at the beginning of the document.

- From the **References** tab, click the **Table of Contents** button
- Select **Insert Table of Contents...**



The Table of Contents dialog box is displayed.

- In the **General** section of the dialog box, click the down arrow in the **Formats** box and choose **Formal**



- Click **OK**

A table of contents, based on the styles used, is added to the document.

1	LEARNING IN TIMES OF GLOBAL ORGANISATIONAL GROWTH	3
1.1	GLOBAL GROWTH AS A LEARNING OPPORTUNITY	3
1.2	RAMPING UP FOR ORGANIC GROWTH	4
1.3	GROWTH THROUGH MERGERS AND ACQUISITIONS	5
1.4	ENTERING NEW MARKETS.....	6
1.5	TRANSFORMING AN EXISTING SALES ORGANISATION FOR GROWTH.....	6
1.6	LEARNING SERVICES AS AN ENGINE OF GROWTH	7
1.7	DRIVING INNOVATION.....	7
1.8	GETTING ENGAGED.....	8
2	FRONTLINE TACTICS	10
2.1	SHARING TREASURE.....	10
2.2	THE CHALLENGES.....	12
2.3	FOCUS ON BEHAVIOUR CHANGE FROM THE START.....	13
2.4	ENCOURAGING ONLINE COLLABORATION ACROSS TRAINEES.....	13
2.5	KEEPING ON TRACK.....	13
2.6	EMBEDDING LEARNING INTO WORK – SUPPORTING THE PROCESS.....	14
2.7	LEARNING FROM EACH OTHER.....	14
2.8	FINDING OUT MORE.....	16
3	RAPID E-LEARNING GETS THE JOB ONE	18
3.1	E-LEARNING DEVELOPMENT UNDER PRESSURE	19
3.2	WHAT THE SURVEYS SAY.....	19



When creating a table of contents, you may find that the first line of the numbered paragraph strays on to the bottom of the list.

If this happens, position the insertion point on the numbered line and change the style to **Normal**.



MOVING TO A SPECIFIC PAGE

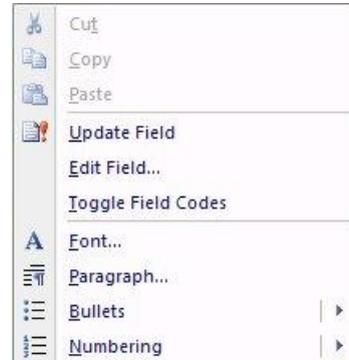
Using the hyperlinks in the Table of Contents, you can quickly move to a section within a document.

- Point to the section you want to see, hold down **Ctrl** and click the left mouse button
- Also try viewing the table of contents using **Web Layout** view

UPDATING A TABLE OF CONTENTS

If you change a document in any way, it is obviously important to update the table of contents.

- Right mouse click anywhere within the table of contents to see the shortcut menu



- Select **Update Field**

The Update Table of Contents dialog box is displayed.



You have two choices:

- | | |
|---------------------------------|---|
| Update page numbers only | will not reflect any changes you have made to the names of TOC entries |
| Update entire table | both the TOC entry names and the page numbers will be updated - choose this option when you have modified the names of headings or TOC entry fields |

- Choose **Update entire table**
- Click **OK**
- Save the document



Remember to update a table of contents prior to printing a document.

CREATING AN INDEX

An index lists the terms and topics in a document, together with the pages they appear on.

You can create an index entry:

- for an individual word, phrase, or symbol
- for a topic that spans a range of pages
- that refers to another entry, such as “Transport. See Bicycles.”

When creating an index, words or short phrases are selected within the document and marked as Index Entry fields. Once marked, an index code is inserted into the text after the word(s) you have selected for the index, and it is this code that is used to produce the index.

There are two ways to mark index entries within a document:

- Select individual words and mark them manually
- Create a ‘concordance file’ to mark the terms automatically

MARKING THE INDEX ENTRY FIELDS MANUALLY

This method of marking index entries is probably best used either in combination with a concordance file, or as the document is being created.

- Ensure **Learning** is open
- In the second paragraph of the document commencing ‘It’s a given....’, select the word **global**
- In the **Index** group, on the **References** tab, select **Mark Entry**



The Mark Index Entry dialog box is displayed, with the selected word in the **Main entry** window.



Mark index entry

➤ Press **Shift + Alt + X**

➤ Click **Mark**

A code is inserted into the document:

global{XE-"global"}



If you are intending to mark several index entries, do not close the Mark Index Entry dialog box.

- If necessary, drag the box out of the way so that you can see the text you want to index
- Select the new word or phrase
- Click anywhere in the Mark Index Entry dialog box to cause the Main entry window to update
- Click **Mark**



➤ Use the Find command to locate the first occurrence of each of the words in the list below and mark them. When the first word has been found, click the Mark Index Entry dialog box to update the Main Entry and click **Mark All**

- ROI
- Internet
- contribution
- project
- governments
- criminal

The Mark All button instructs Word to mark all occurrences throughout the document.



1. If an index term is repeated on a page, only the first occurrence in any paragraph is marked.
2. Only text that matches the index term exactly (upper and lower case as well as spelling) is marked.

- Close the Mark Index Entry dialog box
- Close the Find and Replace dialog box

You may want the word that is printed in the index to be different from the word marked in the document.



- Select the word **'globe'** in the second paragraph of the document
- Press Shift + Alt + X to display the Mark Index Entry dialog box
- Instead of accepting globe as the index entry change it to **world**
- Click **Mark**
- Close the Mark Index Entry dialog box

DELETING AN INDEX ENTRY

In order to delete an index entry, you need to see the formatting code of the entry.

If the formatting codes are not already displayed:

- Click the **Show/Hide** button in the Paragraph group on the Home tab 
- Select the index code `{XE"global"}` in the second paragraph
- Press **Delete**

AMENDING AN INDEX ENTRY

- Ensure that the formatting codes are displayed
- Locate the entry `{XE"contribution"}` in the fourth paragraph
- Insert the word **welcomed** before the word **contribution**

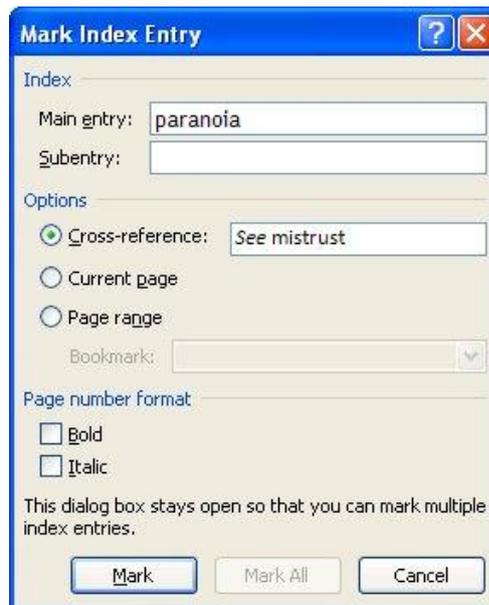
The resulting entry should look like this:

`{XE"welcomed-contribution"}`

CREATING AN INDEX CROSS-REFERENCE

You can add cross-reference text to your index entry instead of a page number.

- In the second paragraph select the word 'paranoia' and prepare to mark it as an index entry
- Check the **Cross-reference** option and add the word 'mistrust' to the text 'See' in the window



- Click **Mark**
- Close the Mark Index Entry dialog box

The entry looks like this:

{XE "paranoia" \t "See mistrust" }

INSERTING AN INDEX INTO A DOCUMENT

Inserting the index into the document is the final step and, as it is incorporated into the file as a field, it can be updated or replaced easily.

- Position the insertion point on a blank page at the end of the document - if necessary, insert a new page break (Ctrl + Enter)



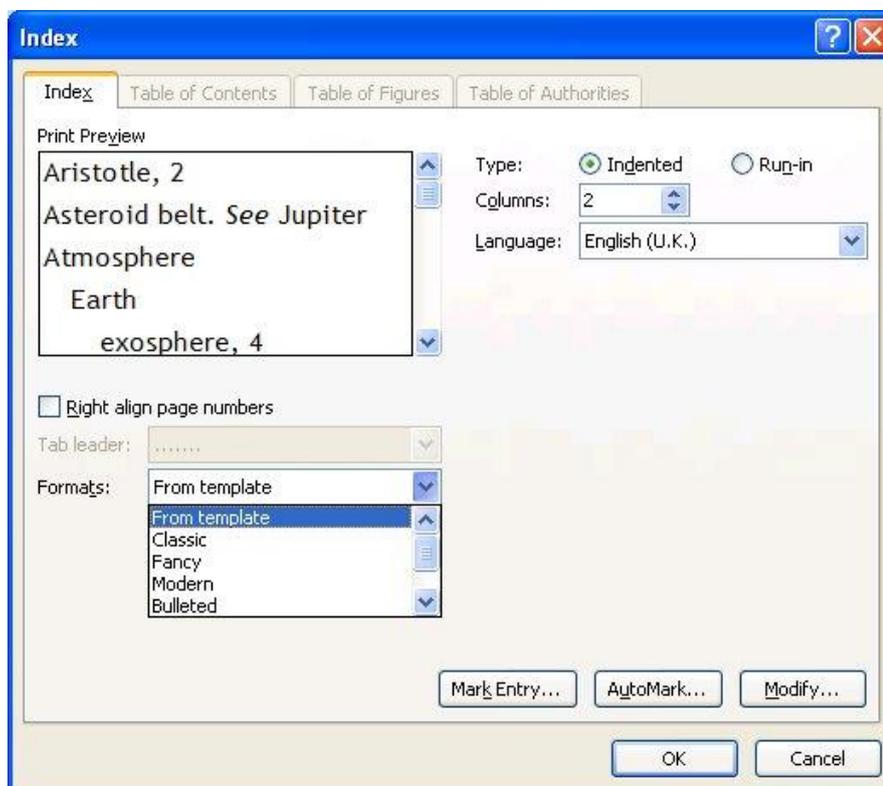
Press **Ctrl + End** to move quickly to the end of a document

- In the **Index** group on the **References** tab, select **Insert Index**

The Index dialog box is displayed.

The Print Preview window displays how the Index will look with the options you select.

- To see a preview of the built-in formats, click on each of the names in the **Formats** window



- Select one of the formats
- Click OK

The index is inserted into the document.

C criminal · 3	P paranoia · See mistrust project · 14, 18
G governments · 3	R ROI · 3, 8
I internet · 10, 13	W welcomed contribution · 3 world · 3



- Choose two more words in the document and mark them for the index
- Click into the index field at the end of the document and press **F9** to update the index
- Check that the additional words have been added to the index
- Save the file

CREATING A CONCORDANCE FILE

A concordance file, which is a separate document, is another way of generating an index.

You create a standard two-column table containing all the words or phrases that you want to include in the index.

Once you have created the concordance file and saved it, you can use it to mark the index terms automatically throughout the document. To save time a concordance file has already been created for you to use. It looks like this:

competence	competence
marketing	global marketing
sales team	sales team
leadership	leadership
business challenges	business challenges
learning programme	learning programme
workable solutions	workable solutions
e-learning	e-learning
programme	programme
customers	customers
business	business
learning process	learning process
economy	economy
corporations	corporations
global growth	global growth
budgets	budgets
business opportunities	business opportunities
global workforce	global workforce
New markets	New markets
outsourcing	outsourcing
revenue growth	revenue growth
sales	sales
performance	performance
good practice	good practice

In the first column you enter the text that you want Word to search for and mark as an index entry.

In the second column you type the index entry for the text in the first column.

So the first entry in the table might look like this:

Windows	Microsoft Windows
---------	-------------------

When you mark the words for indexing in this way, all occurrences of the word will be marked.



When you create a concordance file, you must enter the text exactly as it appears in the document.

Therefore, if you have an entry in your file which is shown variously in uppercase, lowercase or with initial capitals, for example, you must include each different format in the concordance file.

Should you find that, when you type a lowercase word into the concordance file Word automatically replaces the first letter with a capital, you will need to deselect the 'Capitalize first letter of sentences' option in the AutoCorrect dialog box (see page 105).

IMPORTANT INFORMATION

Before continuing, we should point out that we encountered a problem with the use of a concordance file while producing this training material.

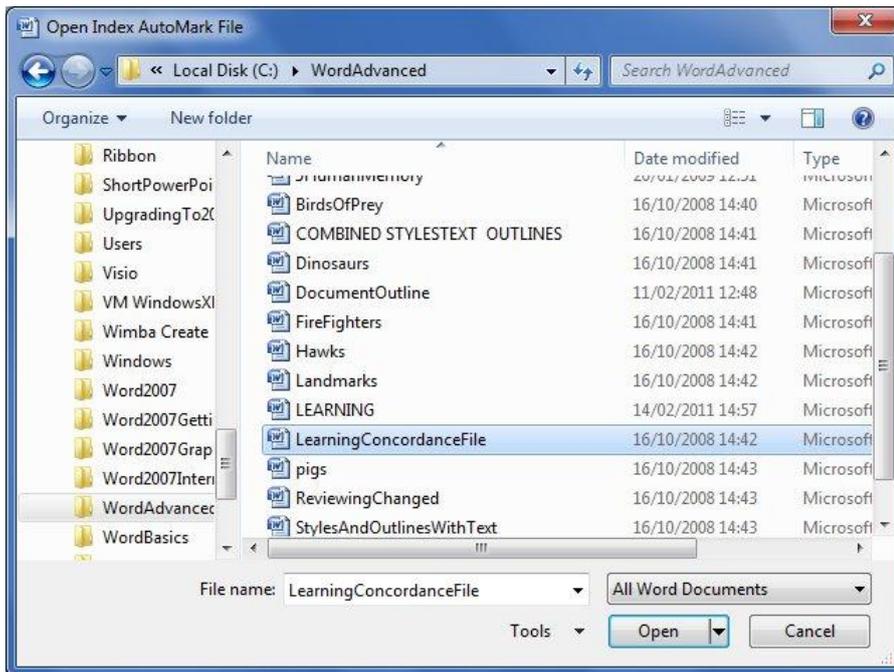
We would, therefore, recommend that, if you have previously added a Table of Contents and/or a Table of Figures (see page 76) to a document, you should delete it/them **before using a concordance file**.

Once you have created the index using the concordance file, you can then insert a new Table of Contents and/or Table of Figures.

- Ensure that the **Learning** file is still open
- Delete the Table of Contents at the beginning of the document
- In the **Index** group on the **References** tab, select **Insert Index**
- Click **AutoMark** 

The Open Index AutoMark File window opens.

- From the **WordAdvanced** folder, select **LearningConcordanceFile**



- Click **Open**

The index terms in the concordance file are matched against the document, and the index codes are inserted into the text.

- Check that the index codes have been inserted into the document
- Move to the end of the document
- Update the index as before (select the index field and press F9)



You can have a single column concordance file containing only the index terms. In this case Word will assume that the index entries exactly match the index terms marked in the document.

- Save the document
-  ➤ Insert a Table of Contents on the first page
- Save and close the document

USING TABLES TO PRESENT TEXT

For information only

Tables are very useful for organising and presenting information, and if you usually use tabs to lay out text, you will find that tables are, in many ways, much easier to use and offer you more opportunity for creativity.

Tables are not just for simple things - you can produce very complex layouts quite easily. Cells can be merged or split, and you can insert a table into a table cell (a nested table) if that will help you to arrange the information.

Another point to note is that you can use tables to create text, graphics, and nested tables for a Web page.

If you need to indent text, consider using a table rather than tabs. Once you have completed the table, you can hide the borders.

The example below has been achieved using two tables. The same effect could have been accomplished using one table with two columns and two rows and merging the cells in the first column.

Two column table

<p>Are you wasting your training budget?</p> <p>Organisations may be wasting up to 90% of their training budget by not delivering training in the way in which it is best received.</p> <p>Research show that 80% of what is required for an employee to competently carry out their job is learned 'informally', while the other 20% is learned formally. However, companies still insist on spending up to 90% of their training budget on formal training.</p> <p>A 'New Way of Learning'</p> <p>Uniquely, New Wave Learning brings together world leading technologies and expertise for best practice use in organisations by focusing on informal learning.</p>	 <p>Moment of Need Information Delivery</p> <p>eLearning and eKnowledge</p> <p>Change management</p> <p>Strategic Learning solutions</p>
---	---

Two row table

PICTURES

Pictures may be found in various locations; as part of a picture gallery supplied with Word, in Clip Art, or downloaded from the Internet. Or you might want to include a digital photograph that you have taken, or a photograph you have scanned.

DOWNLOADED AND SCANNED FILES

A picture downloaded from the Internet may be in one of many file formats depending upon how it was originally saved.

You should be aware that there are copyright restrictions, and, for further information on the implications, you are recommended to check the Library Services website at www.library.dmu.ac.uk/Support/Copyright/

If you scan a picture, you will have the option of choosing the file format when the object is saved.

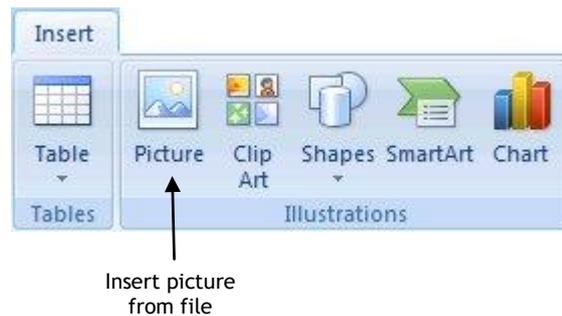
Word supports a number of popular graphics formats:

Microsoft Windows Metafile	.emf, .wmf
Windows Bitmap	.bmp, .dib, .rle
Computer Graphics Metafile	.cgm
Graphics Interchange Format	.gif
Joint Photographic Experts Group	.jpg
Portable Network Graphics	.png
Macintosh PICT	.pct
Tagged Image File Format	.tif
Vector Markup Language	.vml
Microsoft Windows Media	.avi, .asf, .asx, .rmi, .wma, .wax, .wav

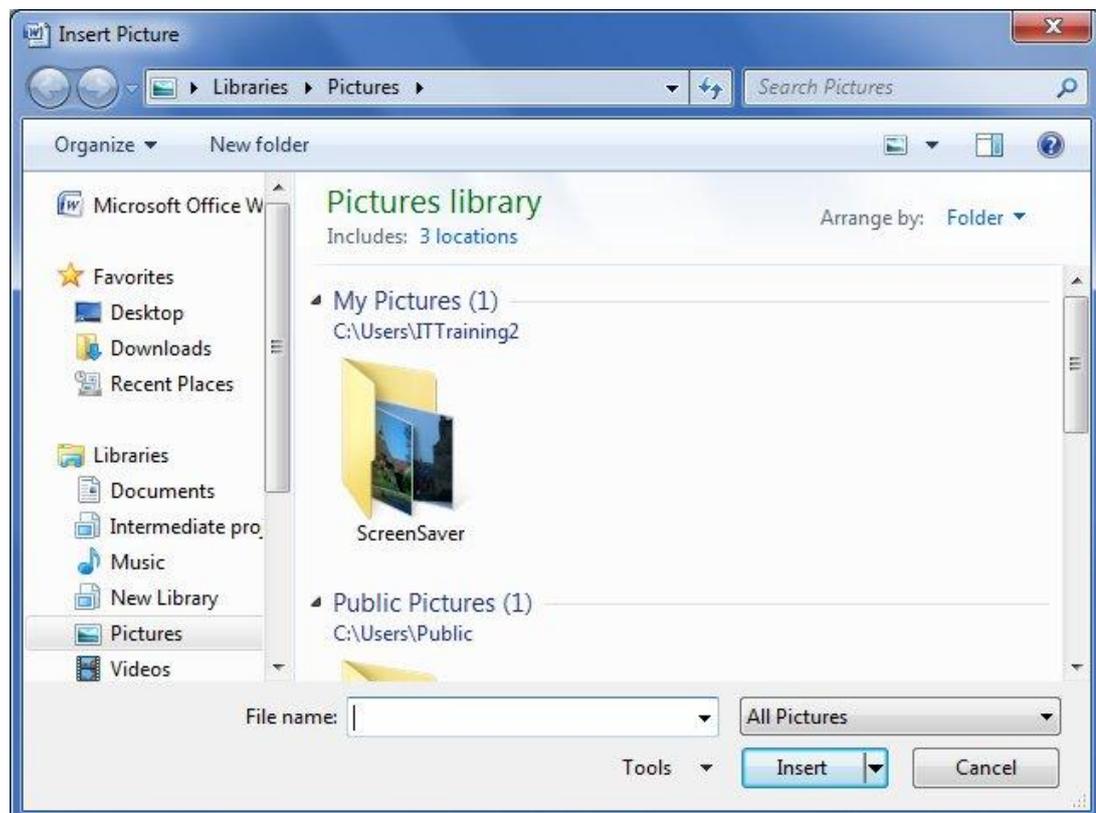
For other file types you will need to install a graphics filter, and you can find further information from Word Help by searching for 'Types of media files you can add'.

INSERTING A PICTURE INTO A DOCUMENT

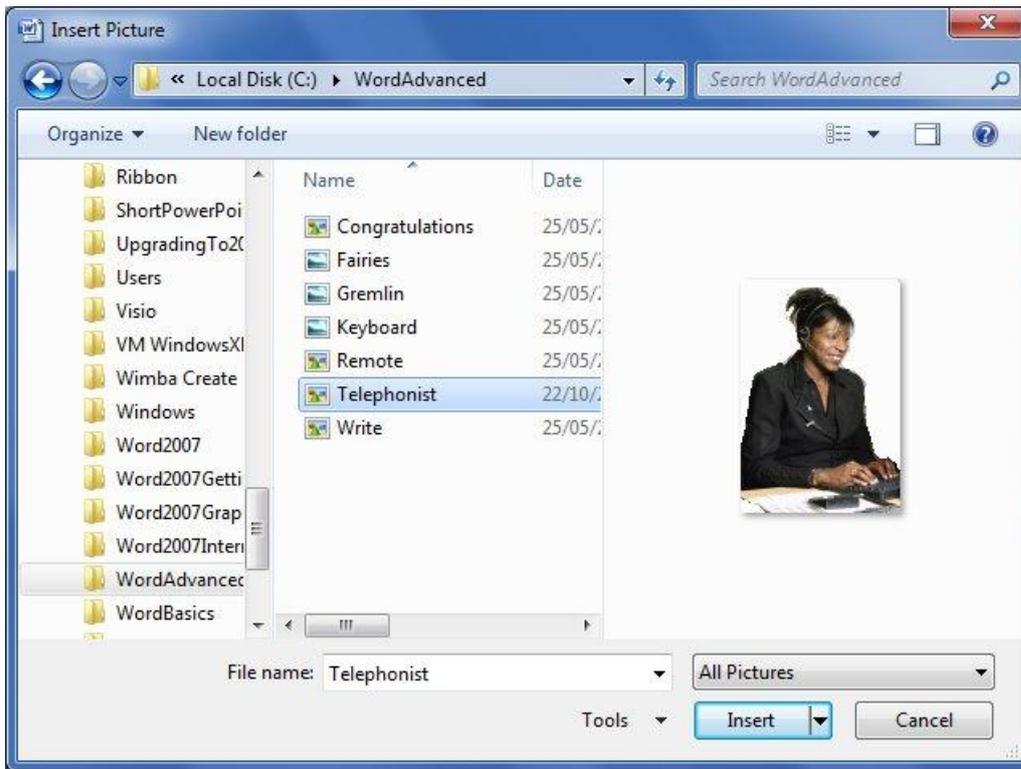
- Open 1LearningInGlobalOrgGrowth from C:\WordAdvanced
- Position the insertion point at the end of the second paragraph
- Press the Enter key twice
- In the Illustrations group on the Insert tab, click **Picture**



The Insert Picture dialog box is displayed.



- In the **WordAdvanced** folder select the picture named **Telephonist**

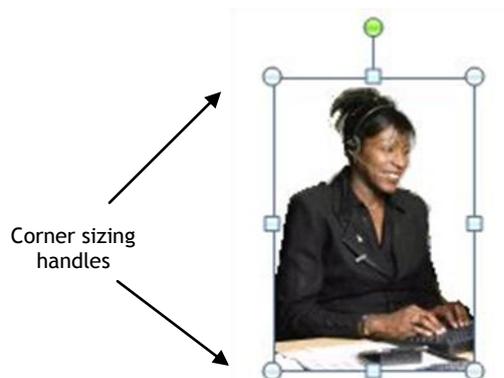


If you don't see a preview, use the Views button in the dialog box to select Preview.

- Click the **Insert** button

The picture is placed at the insertion point under the second paragraph.

- Using a corner sizing handle make the picture a little larger



WRAPPING TEXT AROUND A PICTURE

Depending on the layout of the document, you may want the text to wrap around the picture.

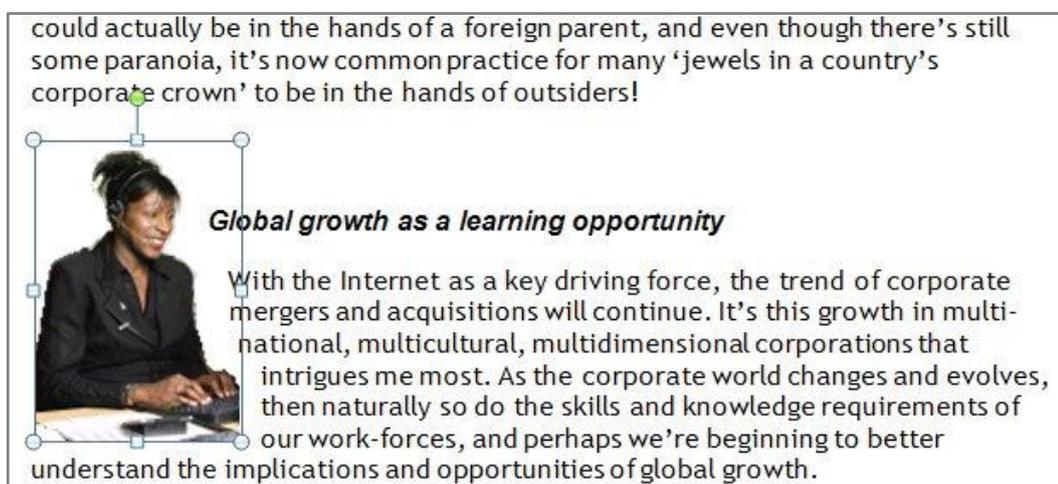
- Point to the picture and right mouse click to see the shortcut menu
- Point to **Text Wrapping**

You can see the different wrapping styles that are available.

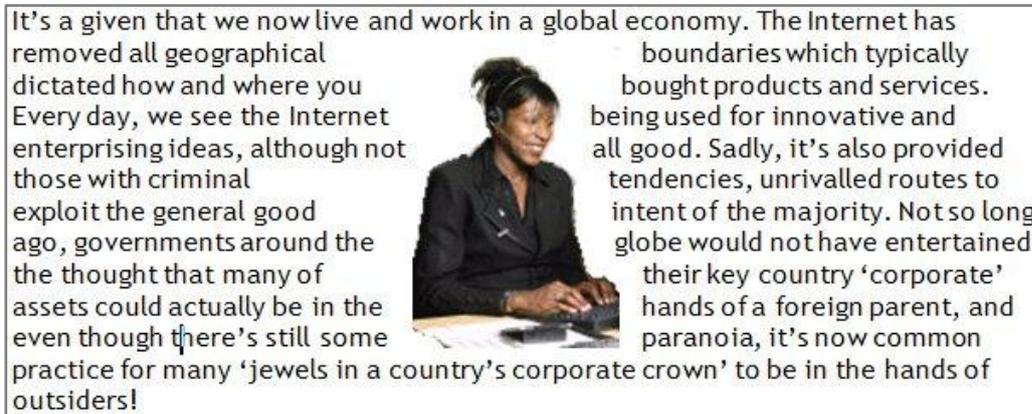
- Select **Tight**



The text wraps tightly around the picture.



- Point to the middle of the picture
- Use the left mouse button to drag and drop the image into the middle of the second paragraph

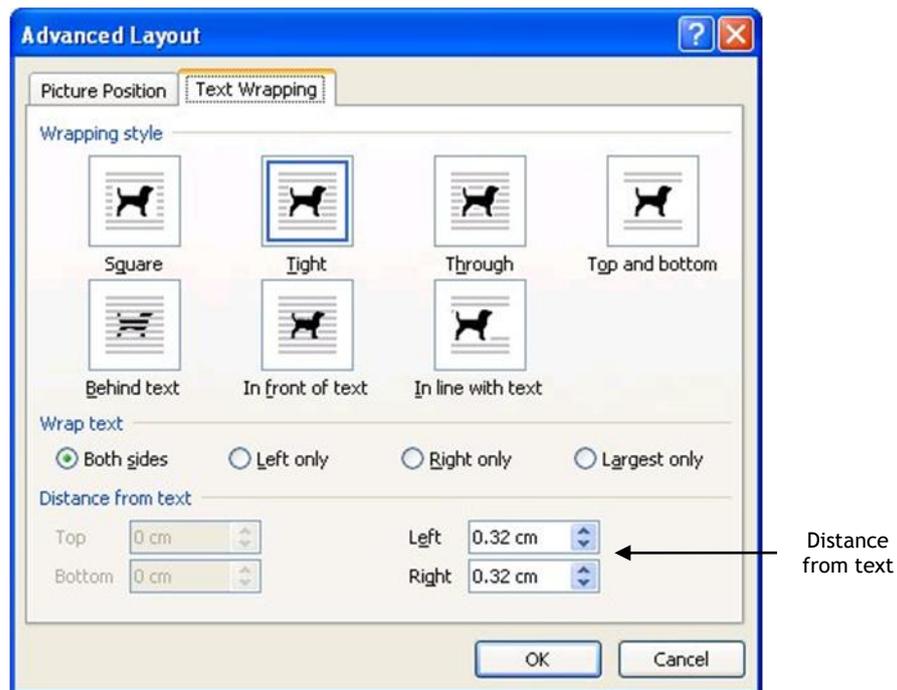


- Resize the picture again if necessary
- Now move the picture to the right side of the page
- Click the right mouse button again, choose **Text Wrapping** and then click **More Layout Options**



The Advanced Layout dialog box is displayed.

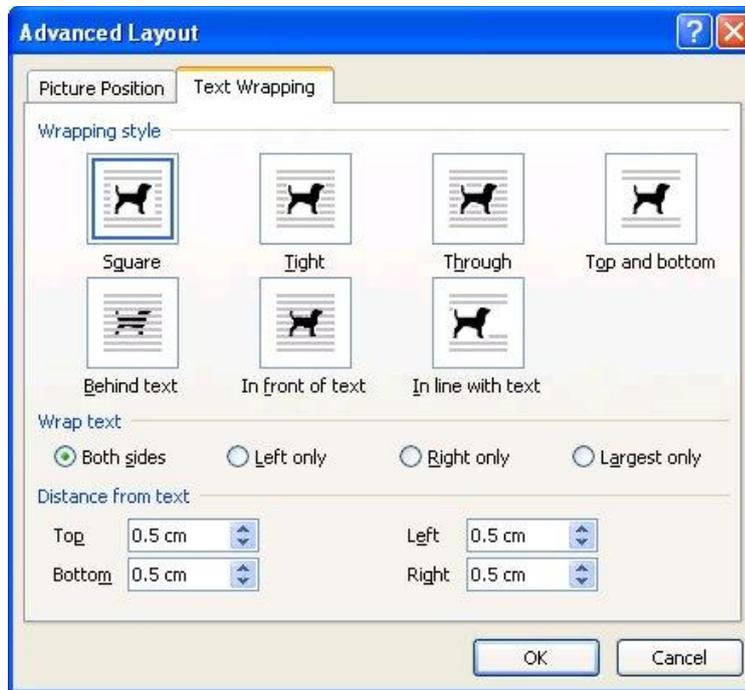
- Click the **Text Wrapping** tab



The **Distance from text** section enables you to specify the space between the picture and the text. However, the options available depend upon the wrapping style chosen.

In the example above you can see that the **Tight** wrapping style only allows you to select the amount of space between the text and the left and right edges of the object.

- Choose the **Square** wrapping style
- Change the distance from the text to **0.5cm** in the top, bottom, left and right boxes



- Click **OK**
- Move the picture to the middle of the paragraph to see the difference in the spacing



- Insert the picture **Congratulations** into the fourth paragraph
- Position the picture in the centre of the text and use the Square wrapping style

ADDING A BORDER TO A PICTURE

Usually when you insert a picture into a document, it does not have a border around it.

- Select the picture of the telephonist



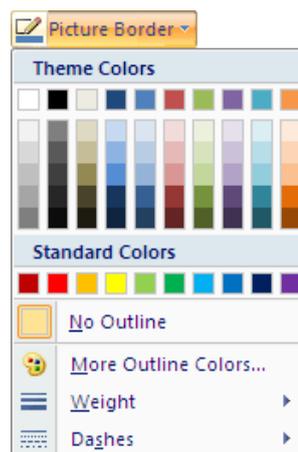
When you click on a picture you can access all of the picture formatting options by clicking the **Format Picture Tools** contextual tab that appears on the ribbon.



- Ensure that the **Format Picture Tools** tab is selected
- Click the **Picture Border** down arrow from the **Picture Styles** group



The following options are displayed:

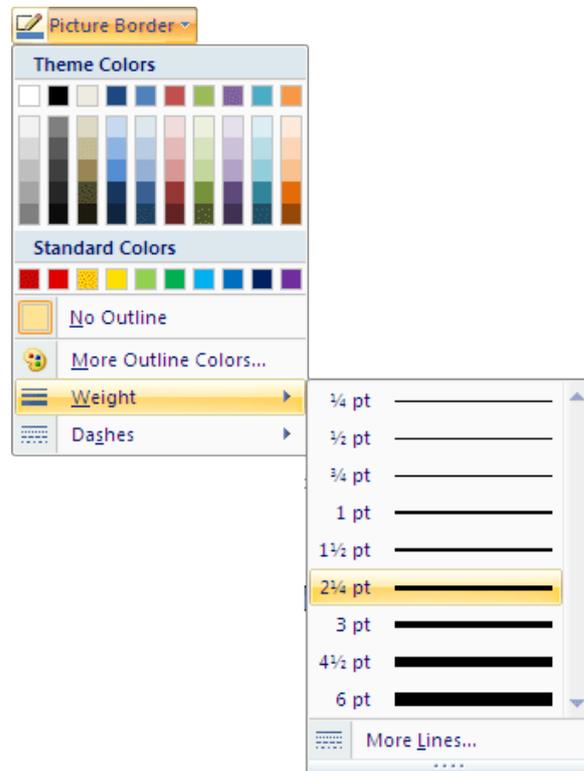


- Select a colour

A border is drawn around the picture with the selected colour.

To change the thickness of the border, with the picture selected:

- Click **Picture Border**
- Point to **Weight**
- Select **2¼ pt**



- Click away from the picture



- Save the document in **C:\WordAdvanced** with the file name **GlobalGrowth**
- Try some of the options in the **Picture Styles** group on the **Format Picture** Tools tab



CAPTIONS

You are able to add captions to pictures and tables and use them to create a table of figures which is similar to a table of contents.

Captions are numbered automatically and, should you delete one of the related images, the other captions are then renumbered. Captions may be typed manually or you can add them automatically as pictures are included in the document.

POSITIONING PICTURES WITH CAPTIONS

Without text wrapping

When you insert a picture into a document, by default its position is 'in line with text'. In other words, it is treated as part of the text. You use the left, right and centre alignment options to position the picture on the page.

If you subsequently add a caption to the picture, the caption has the same alignment as the picture but is treated as a separate object. So if you change the alignment of the picture you will also need to change the alignment of the caption.

With text wrapping

If you want to wrap text around the picture, you use the text wrapping options. In this case, if you add a caption it is placed in a text box. Unfortunately, however, if you move the picture, the text box does not move with it.

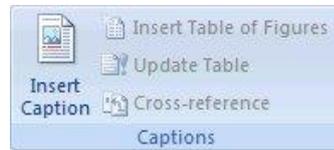
Obviously this can cause problems but there are a couple of ways around this. The first is use a table as a placeholder for the picture and caption. The second method is to insert the object and caption into a text box.

In this course we will look at the former method. If you want to try the latter method, information is available from Word Help. Simply type 'Captions' into the search window, select 'Add or delete captions' from the results and scroll down the list to the section labelled 'Add a caption to a floating object'.

ADDING CAPTIONS MANUALLY

With the picture of the telephonist selected:

- In the Captions group on the **References** tab, select **Insert Caption**



The Caption dialog box is displayed showing a default caption name and number.



The default caption cannot be deleted but you are able to add text to it to describe the picture.

- With the insertion point to the right of the caption 'Figure 1', type - **Telephonist**
- In the Options section of the dialog box, click the down arrow next to **Label**

By default there is a choice of three different caption labels: equation, figure, and table.



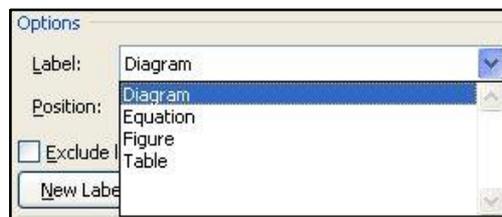
You can add your own label to the list.

- Click the **New Label...** button



- In the Label box type **Diagram**
- Click **OK**

The new label is included in the drop list.



- Make sure that **Figure** is the label that is selected

You have the option of inserting the caption either above or below the selected item.

- Choose to position the caption below the picture
- Click **OK**





If you decide to move the picture, remember that the caption and the image are separate objects. Therefore, if you change the position of the picture, the caption will **not** automatically move with it.



- Add a caption to the second picture in the document
- To wrap text around the caption, use tight text wrap

USING A TABLE TO POSITION A PICTURE

One way around the problem of keeping a picture and caption together is to insert them into a table. If you then decide to move the picture, you simply select the table and reposition it.

- Insert a one cell table at the end of the second paragraph on the second page

the world 24 hours a day, 7 days a week, 365 days a year. Now that is what optimising a global workforce is all about. A coherent and well thought through plan, equally well executed, is simply vital.



Let me share some specific examples on learning during times of global organisational growth in which the old adage 'think globally, act locally' for global reach and local capability, is key.

- With the insertion point in the cell, insert the picture named **Keyboard**

the world 24 hours a day, 7 days a week, 365 days a year. Now that is what optimising a global workforce is all about. A coherent and well thought through plan, equally well executed, is simply vital.



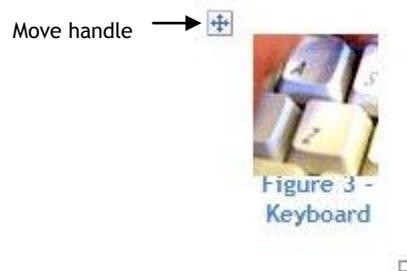
Let me share some specific examples on learning during times of global organisational growth in which the old adage 'think globally, act locally' for global reach and local capability, is key.

- Drag the right hand cell border so that it is close to the picture
- Select the picture

- Add the caption - **Keyboard**



- Use the **Centre** alignment button in the Paragraph group on the Home tab to centre the caption below the picture
- Hide the borders of the table
- Use the move handle to drag the picture into the text in the paragraph above



The text wraps around the table.



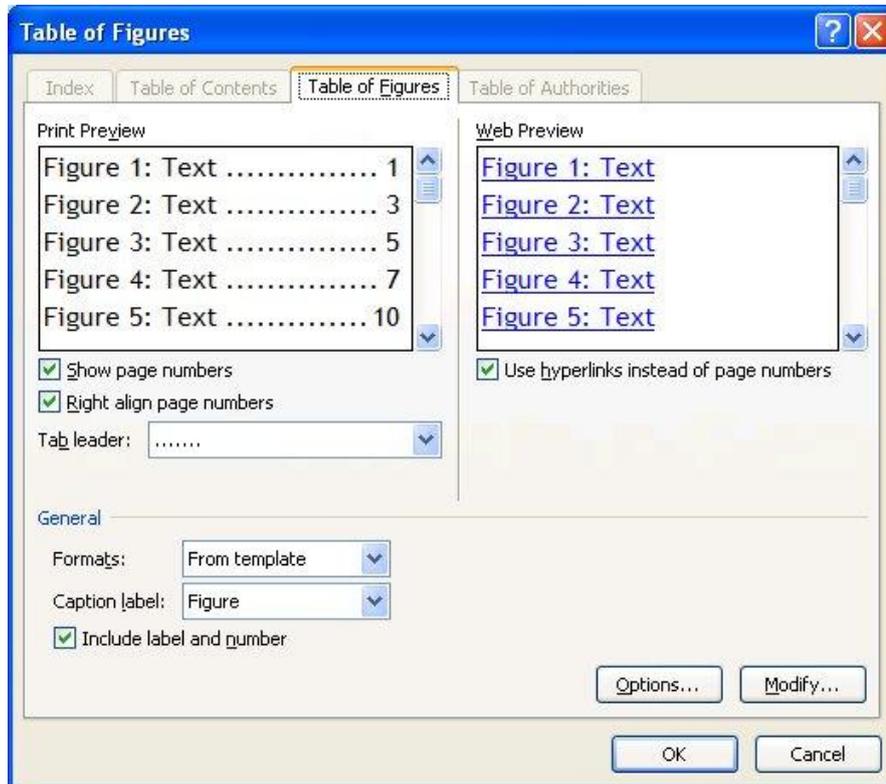
Now that it has been explained that using a table is a good way to keep the picture and caption in place:

- Delete both pictures and the caption textboxes that you inserted into the first page of the document
- Use tables to replace the pictures and position them in the same place as before (Telephonist in the second paragraph and Congratulations in the fourth paragraph)
- Using tables place the pictures: Write, Remote, and Gremlin into the document
- Add suitable captions to all the pictures

CREATING A TABLE OF FIGURES

- Position the insertion point on a blank page at the end of the document
- In the Captions group on the References tab, click **Insert Table of Figures**

The Table of Figures dialog box is displayed.



- Ensure the Caption label is **Figure**
- Click **OK**

Figure 1 - Telephonist.....	1
Figure 2 - Congratulations.....	1
Figure 3 - Keyboard.....	2
Figure 4 - Write.....	2
Figure 5 - Remote.....	3
Figure 6 - Gremlin.....	4

A table of figures is inserted into the document.

A table of figures works in the same way as a table of contents. If you include more pictures in the document, the Caption numbers will automatically adjust.

To update a table of figures:

- Position the insertion point in the table of figures
- Click the right mouse button
- Choose **Update Field**
- Choose **Update entire table**
- Click **OK**

ADDING CAPTIONS AUTOMATICALLY

For information only

If you prefer, you can add captions to pictures automatically. To do this you need to specify the format of the pictures that will have a caption automatically added.

- From the **Captions** group on the **References** tab click **Insert Caption**
- Click the **AutoCaption** button
- Select the format of the pictures that you would like to automatically add captions to
- Click **OK**

ADDING CAPTIONS TO TABLES

You add a caption to a table in the same way that you add them to pictures. You can then produce a table of figures listing the tables.

- On the first page of the document, insert a small table (there is no need to include any text in the table)

With the insertion point in the table, choose:

- Insert Caption
- Make sure that the Label option is Table



- Click **OK**

A table caption is displayed above the table.



- Work through the document inserting a small table on each page
- Add a caption to each table

To include a table of figures listing the tables in the document:

- Position the insertion point below the table of figures on the last page of the document
- In the **Captions** group on the **References** tab, click **Insert Table of Figures**
- Ensure Caption label is **Table**
- Click **OK**

A field listing the tables is inserted.

- Close the document without saving

LINKING OR EMBEDDING AN OBJECT WITHIN WORD

By linking information across Office applications, you can create sophisticated documents that include, for example, data from Access, worksheets and charts from Excel, and slide presentations from PowerPoint.

The term 'object' is used to define the information that is exchanged between applications.

You can have two sorts of object: linked or embedded.

A 'linked object' is an object that is created in one application and inserted in another while maintaining a connection between the two files.

For example, say you insert an Excel worksheet into a Word document as a linked object. Any subsequent changes that you make to the worksheet while working with it in Excel are automatically reflected in the copy of the worksheet which you have placed in the Word document.

An 'embedded object', on the other hand, does not change if you modify the source file. So, to take the previous example, if you embed the Excel worksheet in the Word document, you are, in effect, taking a snapshot of the worksheet data at a specific time and it will not be updated if any changes are subsequently made to the worksheet in Excel.

LINKING AN EXCEL WORKBOOK WITH A WORD DOCUMENT

When you use Excel as your linked data source you have a choice of methods available. However it is advisable to use Paste Special which is the method explained in this document.

When you use Paste Special you select a **specific range of data**. The name of the workbook, the worksheet and the cell references are included in the link information, and this ensures that the data linked to your document is not changed unless you change it yourself.



The link information includes both the name of the workbook and the name of the folder where it is stored.

If you move, rename, or delete the data source, the link may be broken.

Linking using Paste Special

- Create a new blank Word document
- Open **Excel**
- In the **WordAdvanced** folder, open the workbook **Payroll**
- Select the data in cells A1:D17 on the **Payroll** worksheet
- In the **Clipboard** group on the **Home** tab, click the **Copy** button
- Minimise **Excel**

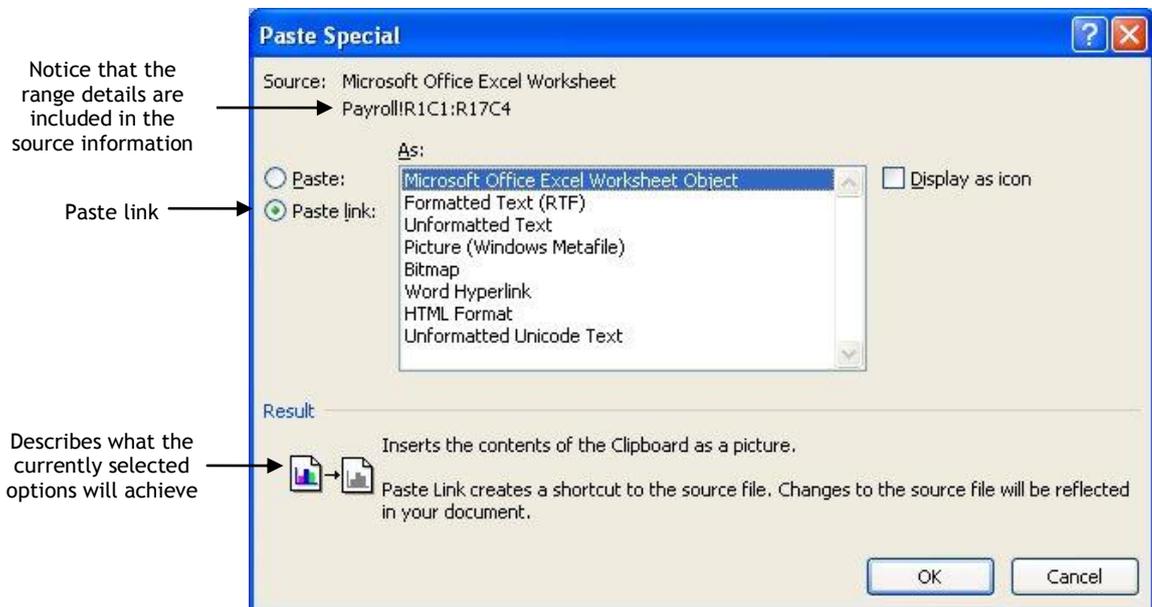
In the Word document:

- Position the insertion point where you want to place the linked information
- In the **Clipboard** group on the **Home** tab, click the down arrow below the **Paste** button
- Select **Paste Special**



The Paste Special dialog box is displayed.

- Select the **Paste Link** option
- Ensure that **Microsoft Office Excel Worksheet Object** is selected



- Click **OK**

The worksheet data is inserted in the Word document.

Name	Hourly Rate	Hours Worked	Total
John Markshaw	£7.50	30.00	£225.00
Susan Jones	£6.00	15.00	£90.00
Nita Sonhil	£18.00	37.00	£666.00
Roy Barker	£15.00	37.00	£555.00
Tony Bare	£10.75	10.00	£107.50
Belinda Miles	£8.00	25.00	£200.00
Penelope East	£6.15	17.00	£104.55
Rupert Marks	£10.75	35.00	£376.25
James Colins	£8.00	20.00	£160.00
Sophie Doige	£7.50	20.00	£150.00
Mike Burns	£6.50	17.00	£110.50
Jasbir Bonsal	£7.50	10.00	£75.00
Marie Kaur	£7.50	12.00	£90.00
		285.00	£2,909.80

Next you will check that the link works by making a change to the worksheet.

- Return to Excel and change Tony Bare to **Anthony Barre**
- Save the workbook
- Return to the Word document

Can you see the change you made?

Name	Hourly Rate	Hours Worked	Total
John Markshaw	£7.50	30.00	£225.00
Susan Jones	£6.00	15.00	£90.00
Nita Sonhil	£18.00	37.00	£666.00
Roy Barker	£15.00	37.00	£555.00
Anthony Barre	£10.75	10.00	£107.50
Belinda Miles	£8.00	25.00	£200.00
Penelope East	£6.15	17.00	£104.55
Rupert Marks	£10.75	35.00	£376.25
James Colins	£8.00	20.00	£160.00
Sophie Doige	£7.50	20.00	£150.00
Mike Burns	£6.50	17.00	£110.50
Jasbir Bonsal	£7.50	10.00	£75.00
Marie Kaur	£7.50	12.00	£90.00
		285.00	£2,909.80

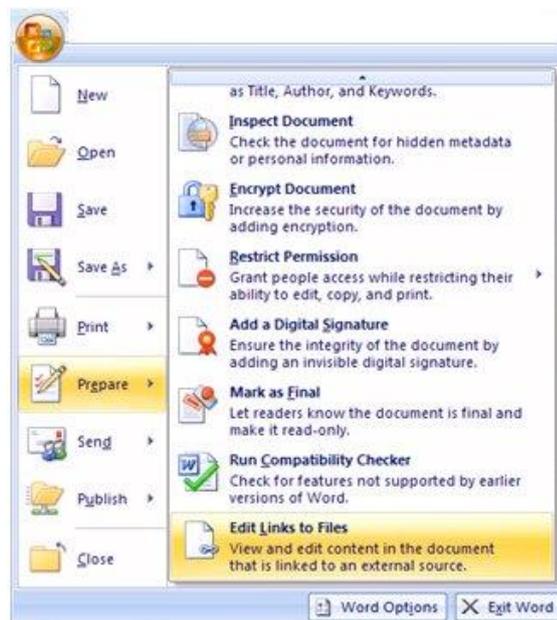
If not, you may need to manually update the link.

UPDATING LINKS

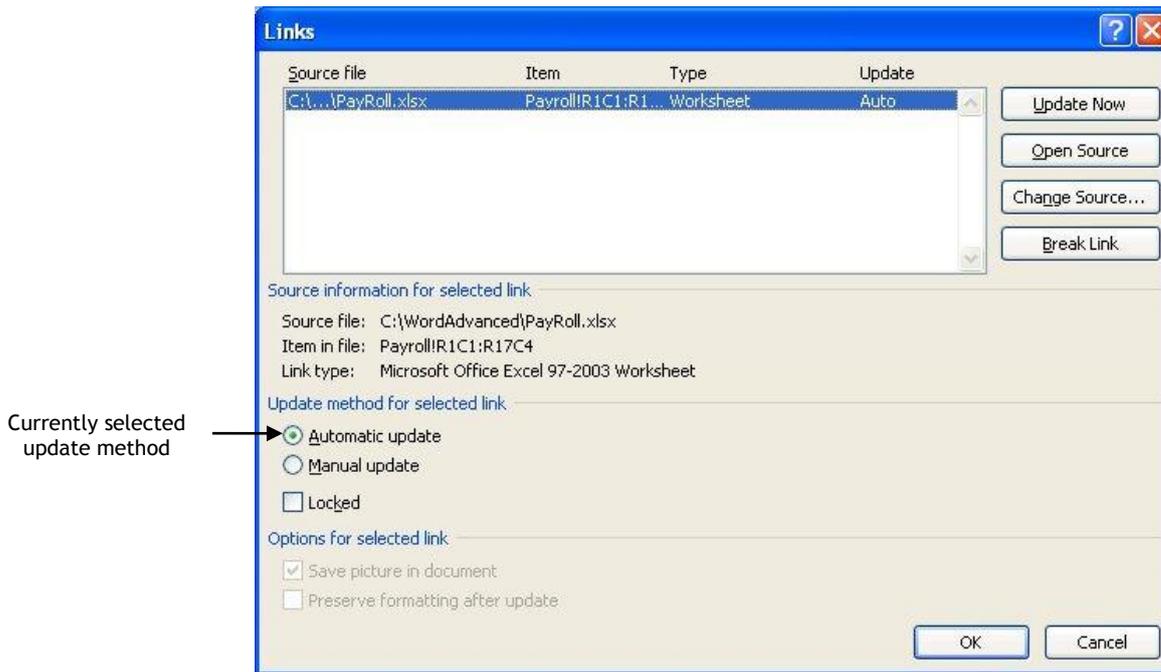
Word can update links either automatically or manually.

With automatic links, Word updates the links whenever you open the file containing the link, and whenever the source information changes while the Word document is open.

- Click the Office Button
- Point to **Prepare**
- Scroll down the list and select **Edit Links to Files**



The Links dialog box is displayed.



This dialog box displays all of the links in the active Word document. At the moment you only have one, and it is automatically selected for you.

You can see that this dialog box offers you the option of changing the update method for the selected link.

- Click the **Update Now** button
- Click **OK**

If your update method is manual, it is only by clicking the **Update Now** button that changes are reflected in the linked file.

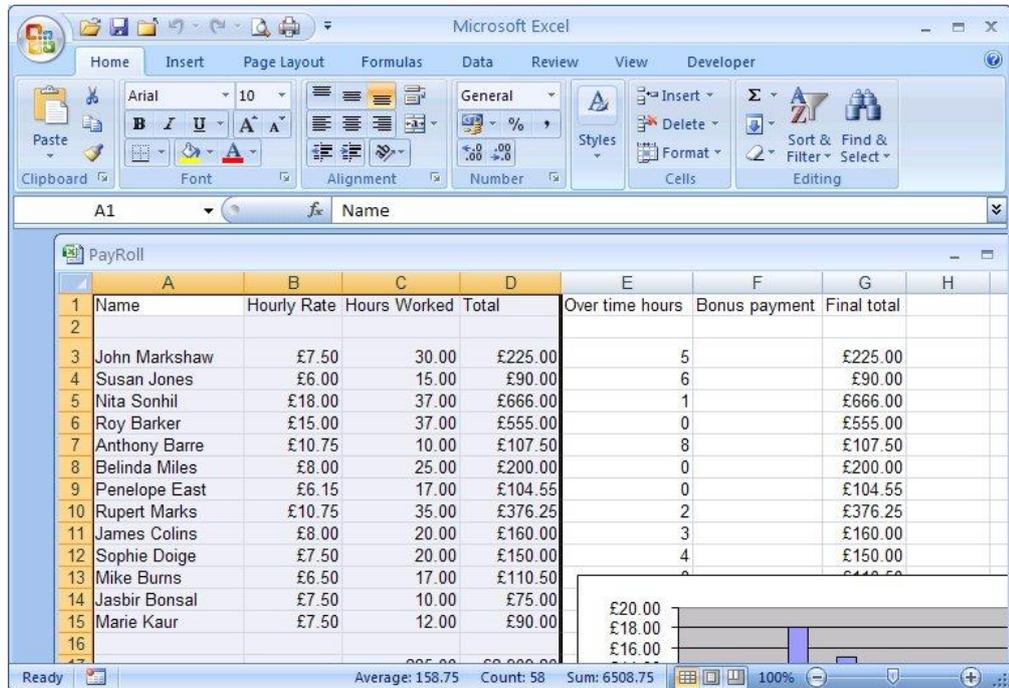
- Close Excel

Making changes to the linked object from within Word

You can make changes to the Excel worksheet from within Word.

- Point to the object and double click

Excel opens with the worksheet ready to edit.



	A	B	C	D	E	F	G	H
1	Name	Hourly Rate	Hours Worked	Total	Over time hours	Bonus payment	Final total	
2								
3	John Markshaw	£7.50	30.00	£225.00	5		£225.00	
4	Susan Jones	£6.00	15.00	£90.00	6		£90.00	
5	Nita Sonhil	£18.00	37.00	£666.00	1		£666.00	
6	Roy Barker	£15.00	37.00	£555.00	0		£555.00	
7	Anthony Barre	£10.75	10.00	£107.50	8		£107.50	
8	Belinda Miles	£8.00	25.00	£200.00	0		£200.00	
9	Penelope East	£6.15	17.00	£104.55	0		£104.55	
10	Rupert Marks	£10.75	35.00	£376.25	2		£376.25	
11	James Colins	£8.00	20.00	£160.00	3		£160.00	
12	Sophie Doige	£7.50	20.00	£150.00	4		£150.00	
13	Mike Burns	£6.50	17.00	£110.50	0		£110.50	
14	Jasbir Bonsal	£7.50	10.00	£75.00				
15	Marie Kaur	£7.50	12.00	£90.00				
16								



- Change Roy Barker to **Roy Baker**
- Save the worksheet
- Check the change in the Word document

Linking an Excel chart with a Word document

In the same way that you selected a range of cells in an Excel worksheet and linked it to a Word document, you can link a chart.

- In Word, position the insertion point at the end of the document



With the **Payroll** workbook still open:

- Select the chart
- Using the same method that you used for linking the data from the workbook to a new Word document, link the chart but this time paste the link as a Microsoft Office Excel Chart Object
- Make a significant change to the hourly rate of Penelope East in the workbook so that the chart is updated
- Check the change in the Word document

The chart is usually updated when the workbook is saved and the Word document has been reopened. Select the chart and press F9 to update it manually.

- Close the Word document without saving
- Leave the Excel workbook open

EMBEDDING AN EXCEL WORKBOOK INTO A WORD FILE

While embedding an Excel workbook into a Word file may seem similar to the linking exercises you have just practised, there is a crucial difference. An embedded workbook is pasted into the Word document as a table, and there is no dynamic link.

Therefore, if you change data in the Excel workbook, the Word table remains unaltered. This also means, of course, that if you edit the Word table, the Excel workbook is not affected.

You are going to embed a range of data from a worksheet.

- Create a new blank document
- Select cells **A1:D21** on the **Payroll** worksheet
- Click **Copy**
- Minimise Excel

In the Word document:

- Position the insertion point where you want to place the embedded information
- Click **Paste**

The worksheet data is pasted into the document as a table, and can be edited as such.

Embedding an Excel chart in a Word document

The process of embedding a chart into a Word document is the same as embedding a workbook except that the chart is copied into the document as a graphic object. If you select the chart, the Chart Tools contextual tab is displayed on the ribbon.



- Copy the chart from the **Payroll** workbook
- Close the Word documents without saving
- Close Excel without saving changes to Payroll

FORMATTING

Next we'll look at some formatting options.

FORMAT PAINTER

The Format Painter is a useful tool. Using it you can copy the format of one piece of text and apply it to another.

- Open the document called **5HumanMemory**
- Position the insertion point in the text beginning '*Richard Gerber shows how...*'
- In the **Clipboard** group on the **Home** tab, click **Format Painter**



The pointer changes to a paintbrush icon.

- Select the second paragraph

The format is copied to the selected text and the Format Painter command is switched off.

If you want to copy the format to several pieces of text, double click the Format Painter button before copying to the first location.

- Select the text in the paragraph beginning '*Richard Gerber shows how...*'

The text is already italicised.

- Change the format of this paragraph by choosing a different font and font colour, and then centre align the text
- Ensure the insertion point is positioned within the paragraph that you have changed
- Double click the Format Painter button
- Select line 1 in the numbered list

The format of line 1 changes to match the selected format.

- Select line 4 then line 6
- Turn Format Painter off by clicking the button again

LINE BREAKS

As you type text into a document it is automatically wrapped to the line below. When you press the Enter key at the end of a paragraph, a paragraph mark is inserted into the document. A paragraph mark holds the formatting information for the preceding text.

When you format a document using styles, often the style is intended to work on one paragraph at a time and return to the Normal style when the Enter key is pressed. If you want the same style to be used for several successive paragraphs, or even a heading that you want to appear on multiple lines, use a line break instead of a paragraph mark at the end of the paragraph.

To insert a line break press **Shift + Enter**. To prove this works try this:

- With the **5HumanMemory** document still open, position the insertion point at the end of the heading 'Human Memory Encoding.....' on the first page

This text has been formatted using a Heading 1 style.

- Press the **Enter** key

The insertion point moves to the next line and style has changed to Normal as you would expect.

- Undo the last action so the insertion point is positioned at the end of the text
- Press **Shift + Enter**
- This time the insertion point moves to the next line but the style stays as Heading 1

When you are ready to revert to the default style, simply press Enter at the end of a line.

CLEAR FORMATTING

You can format a document in many ways: font, font size and font colour, alignment, line spacing, indenting, tabs etc, but should you need to, it is quite simple to remove the formatting.

With the document **5HumanMemory** still open:

- Select all the lines in the numbered list, including those reformatted in the earlier exercise
- In the **Font** group on the **Home** tab, click the **Clear Formatting** button 
- Close the document without saving

FORMS

A form is a structured document with spaces reserved for entering information.

You can create:

- A form by starting with a template and adding form fields. Other people can then use Word 2007 to complete the form on their computer. This form is distributed and collected by means of email or posting on a network location. To prevent users from changing an online form, you have the option of protecting it before you save it.
- A form that is printed on paper and then filled in by hand

CREATING A FORM

The first thing you need to do is to design the form and decide what information you want from those who are going to be completing it.

If you already have a printed form, you can use this as a guide. If not, you may find it useful to sketch your design on paper.

You are going to create the following form:

Purdys Pet Products

blackwood industrial estate
E310000 Heath
Abingdon
Oxon
OX14 1TE
01564 444678
sales@purdy.co.uk

Information request

Title
Initials []
Surname []
Address1 []
Address2 []
Town/City []
County
Postcode []
Telephone number []
Email address []

Please check the range(s) you are interested in:

Nutrition
Recreation
Transport
Books

Are you an account holder?

If Yes, please give your account number: PAD []

If No, how did you hear about us? Please check ONE box below]

Website
Newspaper/magazine
Radio advert
Friend/relative/colleague



The form tools and controls are found on the **Developer** tab on the ribbon, but this is not automatically enabled. If you cannot see the **Developer** tab, then you need to:

- Click the **Office Button**
- Click **Word Options**
- Ensure that **Popular** is selected
- Select the **Show Developer tab in the Ribbon** check box
- Click **OK**

Once you're ready to create the form, you must select a template or document on which to base it. If there is an existing template or document which is similar to the one you want to create, you can use that.

For this exercise, a template has been provided for you.

- Click the **Office Button**
- Click **New**
- From the Templates list in the New Document dialog box, select **My Templates**
- Select **PurdysPetProducts**
- Click **OK**

Before you start, you need to ensure that you will see the results of the field codes, rather than the codes themselves.

- Click the **Office Button**
- Click **Word Options**
- Click **Advanced**
- Scroll down the list to locate the **Show document content** section:
- Check that the Field codes option is **not** selected
- Click **OK**

This check box should be empty

Show field codes instead of their values
Field shading: When selected ▼



The easiest way to organise a form is by using tables. Once the form is complete, choose **Hide Gridlines** from the **Table Tools Layout** tab.

We have used a number of two column tables to create the form - the text is in the first column, the form field will be inserted in the second column.

- Using tables to lay out the text, produce the form below - do not remove the table borders yet

P urdys Pet Products	Blackwood Industrial Estate Fairwood Heath Abingdon Oxon OX14 1TE ☎ 01564 444678 email sales@purdy.co.uk
Information request	
<hr/>	
Title	
Initials	
Surname	
Address1	
Address2	
Town/City	
County	
Postcode	
Telephone number	
Email address	
<hr/>	
Please check the range(s) you are interested in:	
Nutrition	
Recreation	
Transport	
Books	
Are you an account holder?	
If Yes, please give your account number: PAD	
If No, how did you hear about us? Please check ONE box below:	
Website	
Newspaper/magazine	
Radio advert	
Friend/relative/colleague	

- Save the file in the Word Advanced folder as **PPP Info Request Form**

Once you have created the form, you are ready to add the form fields - the fields that the user will access online to complete the form.

Obviously the form fields are not necessary if you intend the user to print the form and complete it by hand, although the check box form field does produce a handily sized box on the printed page so you might want to consider using that for questions that require the answer in the form of a tick.

FORM FIELDS

There are three types of form fields:

- text
- check box
- drop-down

Text form field

You use this type of form field where you want users to enter text.

You can change the type of text entry (the default is regular text), to number, date, current date, current time, and calculation.

Regular text covers text, numbers, symbols and spaces - numbers in this case would include such eventualities as house number and postcode.

Use **Number** if your form includes a calculation.

The **Date** form field requires a valid date.

The **Current Date/Current Time** form fields use the computer's clock, and users cannot fill in or change this field.

The **Calculation** form field is used to insert an expression that derives a value from other fields on the form.

Check box form field

Use a check box where you want the user to either select or clear an option.

Drop-down form field

A drop-down list box restricts the available choices to those that you specify.

INSERTING FORM FIELDS

You are ready to insert Form Fields into the document.

- Position the insertion point in the table cell to the right of **Title**
- In the **Controls** group on the **Developer** tab, click the **Legacy Tools** button (if the Developer tab is not displayed, see page 92)



As there are a limited number of possibilities that the user might enter in this field, it's an ideal candidate for a drop-down list box.

When the user clicks on to the field, the drop-down arrow is displayed allowing the user to choose from a list of items.

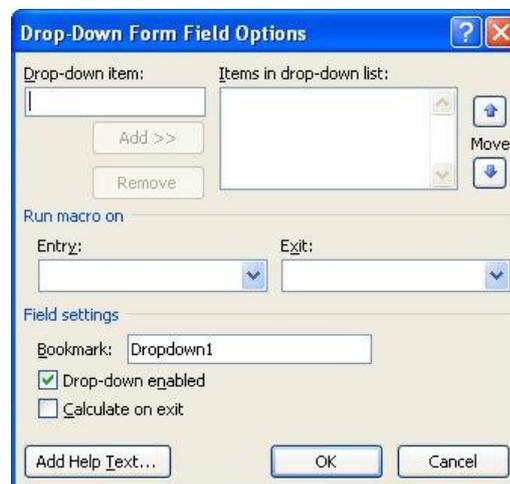
- Click the **Drop-Down Form Field** button on the toolbar



A drop-down form field is added to the form.

- Double-click the new field

The Drop-Down Form Field Options dialog box is displayed.



In the **Drop-down item box**:

- Type **Ms**
- Click **Add**
- Add Mrs, Miss, and Mr to the items in the drop-down list



- Try rearranging the items using the **Move** arrows
- Click **OK**



With drop-down form fields, the item at the top of the list will be displayed on the form.

If you want the field to appear blank (for users who might complete the form on paper) you need to add a blank entry to the drop-down list and ensure that it is the first item in the list.

- Add a blank entry to the Title field (press the spacebar once, click the Add button, and move the blank entry to the top of the list)
- Move the insertion point to the cell next to **County**, add a drop-down form field and type in a few abbreviated county names, e.g. Derbys, Leics, Oxon, Worcs, and a blank entry at the top of the list
- Next, position the insertion point in the cell to the right of **Initials**

The user will type their own text into this field, so you need to insert a text form field here.

- Click the **Legacy Tools** button and select the **Text Form Field** button 
- Continue to add Text Form Fields to the **Surname**, **Address1**, **Address2**, **Town/City**, **Postcode**, **Telephone number**, and **Email address** headings - you can use **Repeat** (Ctrl + Y) to repeat the last task
- Position the insertion point in the cell to the right of **Nutrition**

You want the user to indicate if they are interested in receiving information about this subject, so a check box that they will tick to express interest is the solution here.

- Click the **Legacy Tools** button and select the **Check Box Form Field** button 
- Insert a Check Box Form Field next to the following headings: **Recreation**, **Transport**, **Books**, **Website**, **Newspaper/magazine**, **Radio advert**, **Friend/relative/colleague**



- Position the insertion point in the cell to the right of **Are you an account holder?**
- Insert a Drop-Down Form Field and add **Yes**, **No** and a blank entry to the Drop-down item box (don't forget to move the blank entry to the top of the list)
- Finally, add a Text Form Field to the right of **...number: PAD**
- Click the **Legacy Tools** button and select the **Form Field Shading** button 

If shading is on, clicking the button will hide it. If shading is off, clicking the button will show it.

- Ensure that field shading is off
- Select the table(s) and remove the borders

If the gridlines are displayed:

- In the **Table** group of the **Layout** contextual tab, click **View Gridlines**

The form should look something like this:

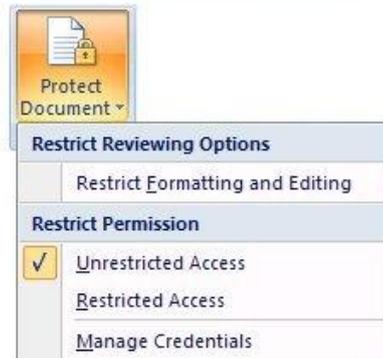
P urdys Pet Products	Blackwood Industrial Estate Fairwood Heath Abingdon Oxon OX14 1TE
	☎ 01564 444678 ✉ sales@purdy.co.uk
Information request	
<hr/>	
Title	<input type="text"/>
Initials	[]
Surname	[]
Address1	[]
Address2	[]
Town/City	[]
County	<input type="text"/>
Postcode	[]
Telephone number	[]
Email address	[]
<hr/>	
Please check the range(s) you are interested in:	
Nutrition	<input type="checkbox"/>
Recreation	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Books	<input type="checkbox"/>
Are you an account holder?	<input type="checkbox"/>
If Yes, please give your account number:	PA[]
If No, how did you hear about us? Please check ONE box below:	
Website	<input type="checkbox"/>
Newspaper/magazine	<input type="checkbox"/>
Radio advert	<input type="checkbox"/>
Friend/relative/colleague	<input type="checkbox"/>

If you see codes, rather than fields, press Alt + F9.

PROTECTING A FORM

Once you have finished creating a form, you need to protect it so that a user is restricted to completing the form fields only.

- In the **Protect** group on the **Developer** tab, click **Protect Document**



- From the **Restrict Reviewing Options**, select **Restrict Formatting and Editing**

The **Restrict Formatting and Editing** task pane is displayed.

In Section 2, Editing restrictions:

- Click **Allow only this type of editing in the document**
- Click the down arrow next to **No changes, Read only**
- Select **Filling in forms**

In Section, 3 Start enforcement

- Click **Yes, Start Enforcing Protection**



You will see that you have the option of including a password for your form template.



Be aware, however, that if you forget the password, you cannot open or gain access to the password-protected document.

- Leave the password field blank
- Click **OK**
- Save the form as a template in the Trusted Template folder with the title **MyFormTemplate**
- Close the file

TESTING A FORM

It is a good idea to test a form before making it available to users.

Open the form as a user would:

- Office Button
- New
- My Templates
- Select **MyFormTemplate**
- Click **OK**
- Enter data in each field, using the **Tab** key to move between them
- Close the form without saving

MODIFYING A FORM

If you need to alter a form, you simply open it, remove the protection, make the necessary changes and save it, overwriting the previous version of the template.

- Office Button
- New
- My Templates

In the **Create New** section of the dialog box:

- Click the **Template** radio button



- Select **MyFormTemplate**
- Click **OK**
- In the **Protect** group on the **Developer** tab, click **Protect Document**
- Select **Restrict Formatting and Editing**
- In the Restrict Formatting and Editing task pane, click **Stop Protection**

- Add **Prof** to the **Title** drop-down list
- Add **Other** on a new line below **Friend/Relative/Colleague**
- Insert a check box field for this new entry
- Change the page border
- Click **Yes, Start Enforcing Protection**
- Click **OK** (do not enter a password)
- Office Button
- Save As
- Word Template
- Choose **MyFormTemplate** from the list
- Click **Save**

You will be reminded that this template already exists, and asked if you want to replace it.

- Click **OK**
- Close the template

FOOTNOTES AND ENDNOTES

Footnotes and endnotes are used to provide explanations, comments, or references for text in a document.

You can include both footnotes and endnotes in the same document - for example, you might use footnotes for detailed comments, and endnotes for citation of sources.

Footnotes appear at the bottom of a page while endnotes typically appear at the end of a document.

- Open the file named **2Frontline Tactics**

To insert a footnote:

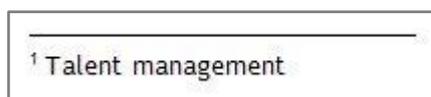
- Choose a word about half way down the second page and position the insertion point immediately after it
- In the **Footnotes** group on the **References** tab, click **Insert Footnote**



A note number is added to the text in the document, and the insertion point automatically moves to the bottom of the page ready for you to type the corresponding note text.



- Type **Talent management**





If you insert an additional reference on a page where other footnotes are already marked, the reference numbers will automatically change to reflect the addition.

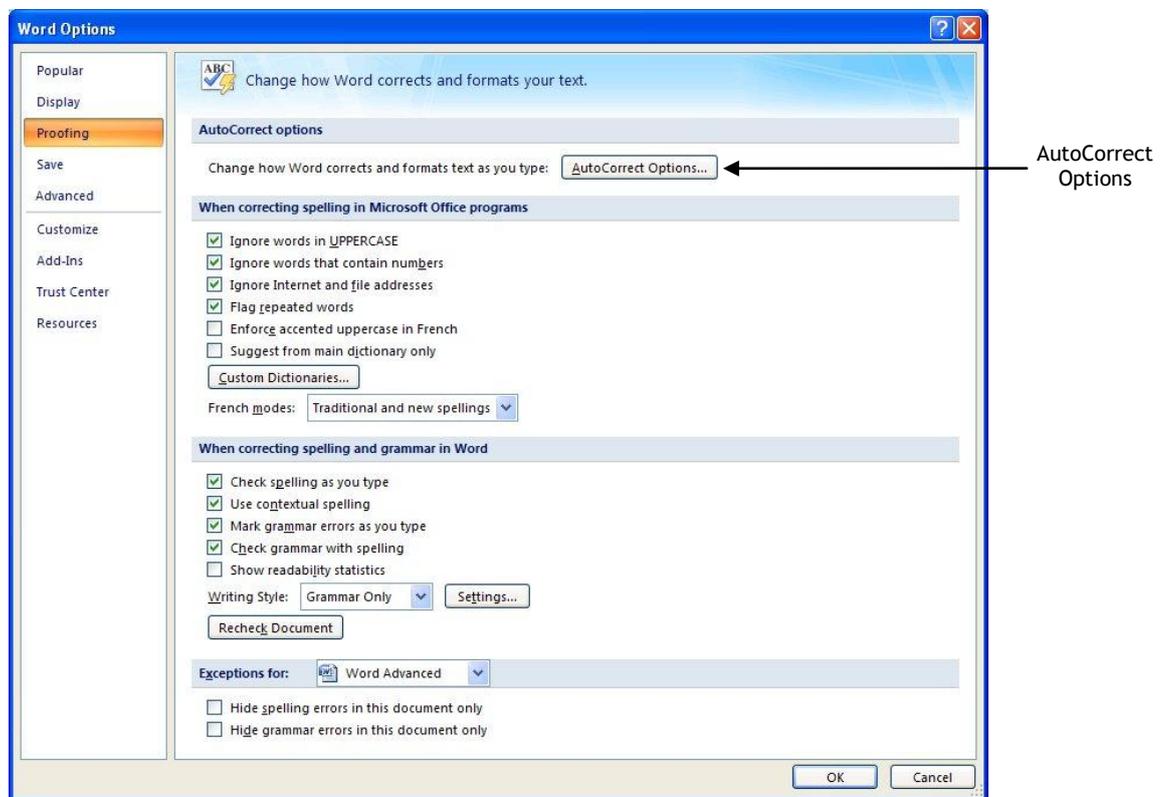


- Add a footnote to an earlier word on the same page to see the result
- Save and close the file

AUTOCORRECT

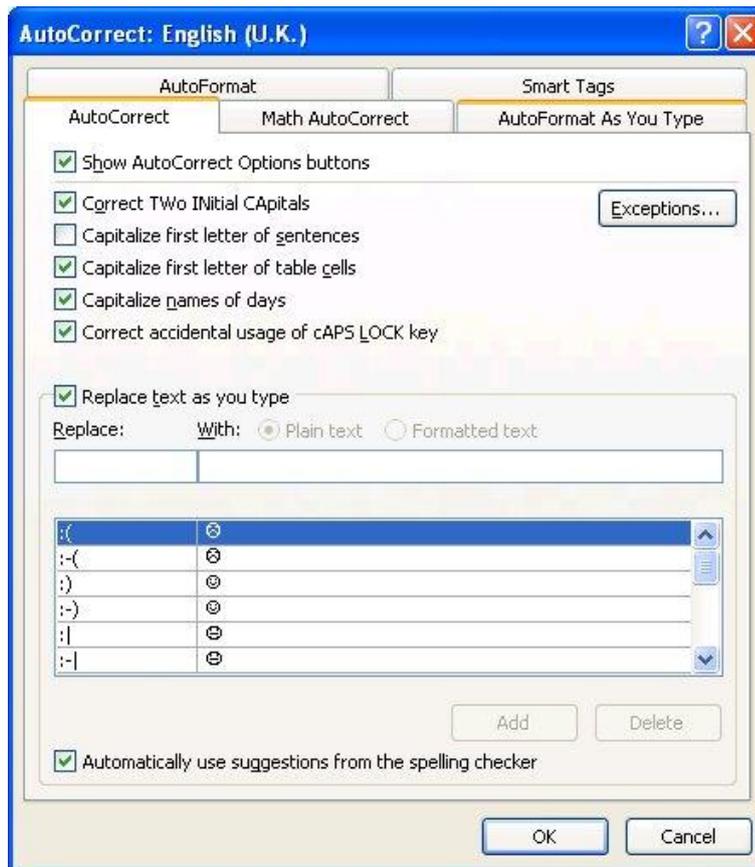
AutoCorrect is a useful feature that enables you to build your own list of common misspellings or typing errors. When Word encounters one of these errors, it automatically corrects it for you.

- Create a new document
- Click the **Office Button**
- Select **Word Options**
- Select **Proofing**



- Click **AutoCorrect Options**

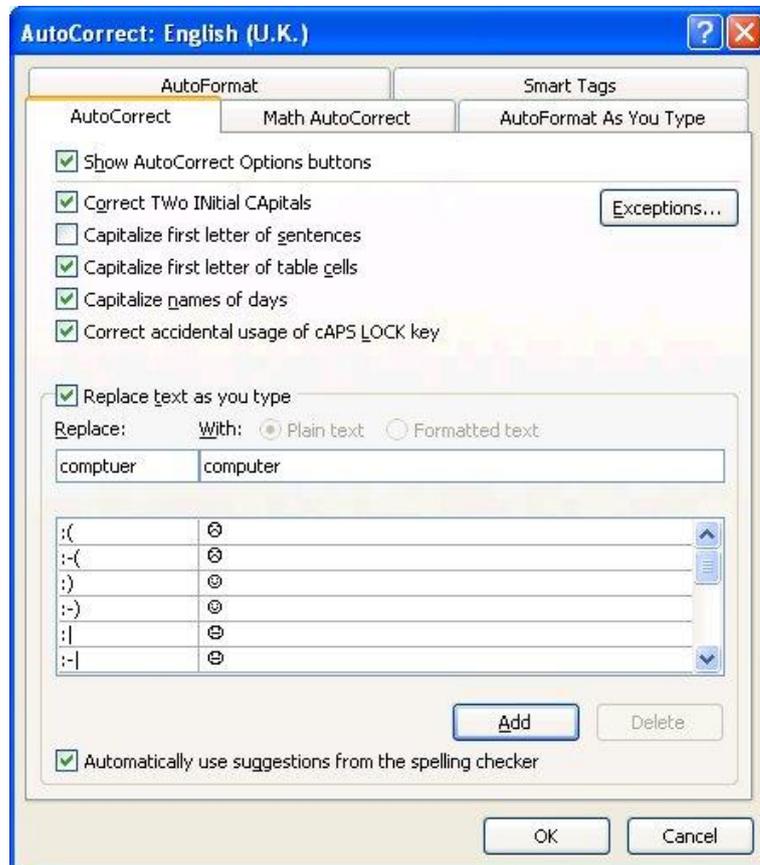
The AutoCorrect dialog box is displayed.



➤ Ensure that the **AutoCorrect** tab is selected

You will see that there are a number of options available, such as correcting two initial capital letters in a word and capitalising the first letter of a sentence.

- Think of a word that you tend to mistype
- In the **Replace** box, type the mistyped version of the word (no spaces allowed)
- In the **With** box, type the correct version of the word (spaces allowed)

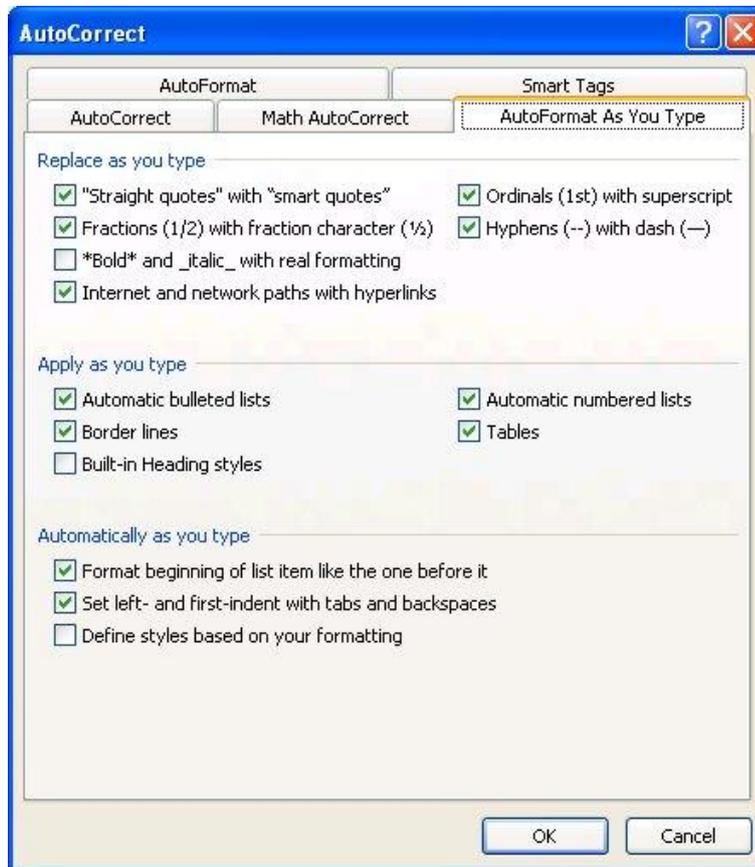


- Click **Add**
- Click **OK**

AUTOFORMAT AS YOU TYPE

Also in the AutoCorrect dialog box you will find the **AutoFormat As You Type** tab.

- Have a look at it now



On this tab, replacement options include ‘smart quotes’. Smart quotes sense whether the quote is opening or closing and position the apostrophes accordingly.

Another useful feature is the fractions option which ensures that a fraction such as 3/4 is automatically replaced with the fraction character $\frac{3}{4}$.

- Click **Cancel**
- Click **Cancel**

AUTOTEXT

AutoText enables you to store and quickly insert regularly-used text into a document.

You can add AutoText entries to the AutoText gallery, or, if you want to add text automatically when you type a few characters, you can add text entries in the AutoCorrect dialog box.

First of all you are going to add a text entry that is inserted automatically when you type a specific set of characters.

CREATING AN AUTOTEXT ENTRY

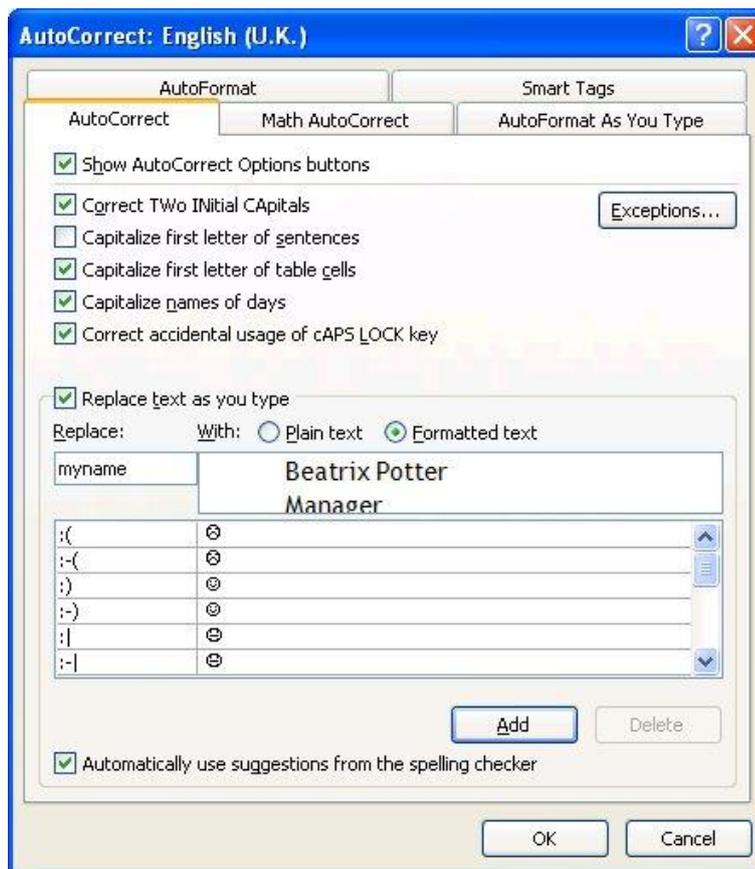
- Type your name, job title, and department

For example:

Beatrix Potter
Manager
Publishing Services

- Select the text
- Office Button
- Word Options
- Proofing
- Click **AutoCorrect Options**
- Click the **AutoCorrect** tab
- Ensure the **Replace text as you type** check box is ticked

- Under **Replace**, type a short descriptive name, e.g. myname



- Click **OK**
- Click **OK**

INSERTING AUTOTEXT INTO A DOCUMENT

- Press **Enter** twice to create blank lines
- Type **myname**
- Press the spacebar

Your name is inserted into the document.

ADDING AUTOTEXT FROM A GALLERY

You can insert an AutoText entry into a document from a gallery.

First of all you need to ensure that the AutoText gallery has been added to the Quick Access Toolbar.



Add AutoText to the Quick Access Toolbar

- Office Button
- Word Options
- Customize
- Click the drop arrow next to **Choose commands from**
- Select **All Commands**
- Scroll through the list and click **AutoText**
- Click **Add**

The AutoText button is added to the Quick Access Toolbar.

- Type your name and department again
- Select the text
- Click the **AutoText** button on the Quick Access Toolbar 
- Click **Save Selection to AutoText Gallery**

The Create New Building Block dialog box is opened.



- Click the down arrows against the different sections to check the options available but do not alter any of them
- Click **OK**
- Position the insertion point on a blank line
- Click the **AutoText** button on the Quick Access Toolbar
- Select the AutoText entry from the gallery
- Close the file without saving



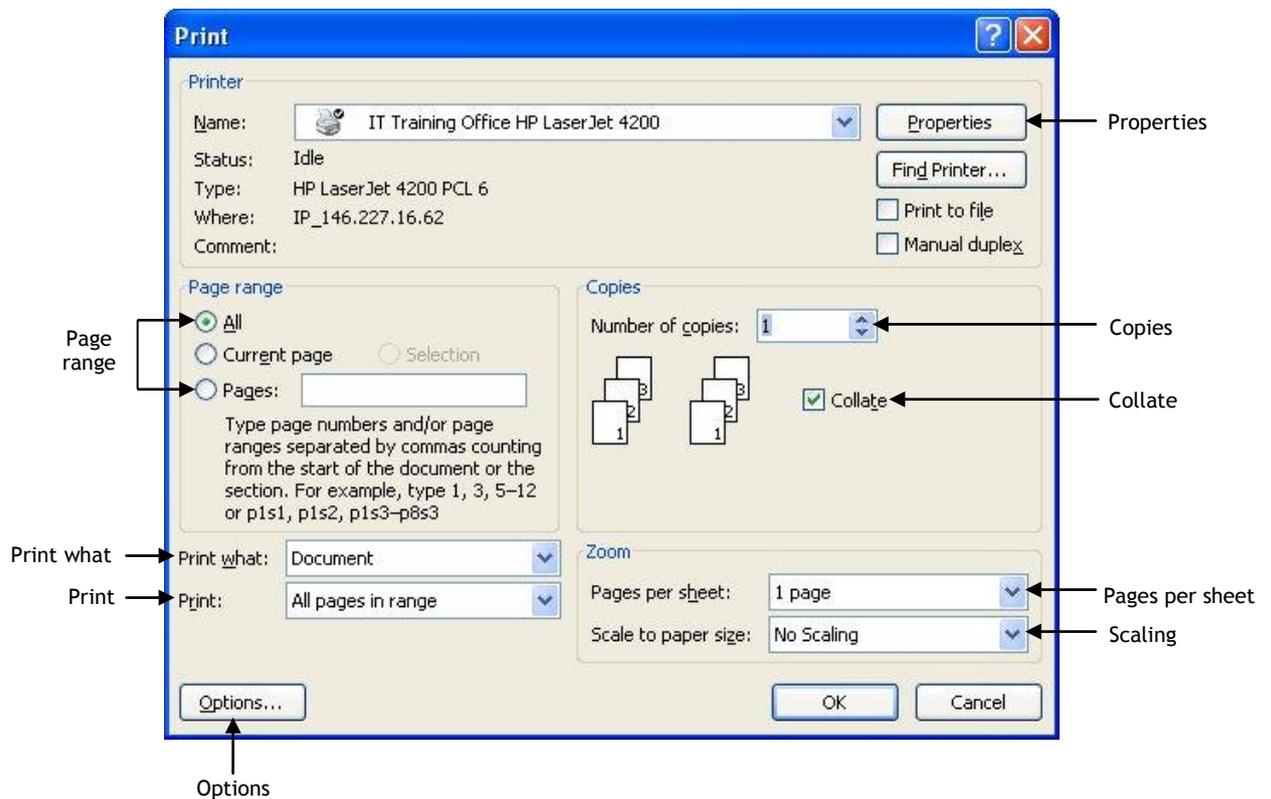
You can also insert an AutoText entry by simply typing its name and pressing F3.

PRINTING

This section is provided for information. Do bear in mind that, although the files you have created during this training session may not prove to be suitable for practising all of the features detailed below, you will still find it useful to look at these options.

It is worth reminding you that you should always save a document before printing. That way, if a problem occurs during printing, you will be able to return to your saved file.

- From the C:\AdvancedWord folder open **Learning**
- Office Button
- Print



We'll look at some of the options available in the Print dialog box.

PAGE RANGE

Allows you to specify exactly what you want to print.

Selection

Use the **Selection** option to print currently selected text.

- Highlight the text you want to print
- Office Button
- Print
- Click the **Selection** radio button
- Choose any other options
- Click **OK**



Pages

Use this option to print specific pages. For example to print pages 3 to 6, 10, 14, and 18 to 22:

- Office Button
- Print
- Click the **Pages** radio button
- In the box enter:
3-6,10,14,18-22
- Choose any other options
- Click **OK**

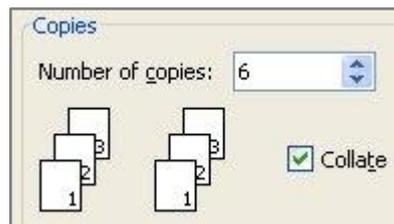


COPIES

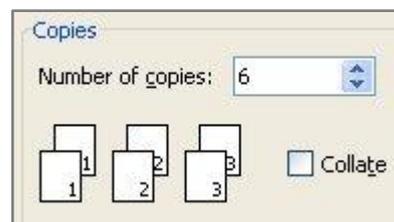
As well as specifying the number of copies, you can also choose to collate the pages.

Printing multiple collated copies

In the example below, checking the Collate option would result in six complete copies of the document being printed one after the other.



In the next example, where the Collate option has been unchecked, the first page would be printed six times, followed by six copies of page 2, and so on until the end of the document.

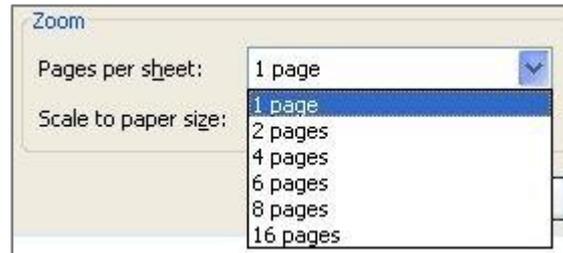


ZOOM

Zoom offers you the choice of printing several pages on one sheet, or scaling the content of a page to fit the available paper.

Pages per sheet

This option enables you to print up to 16 pages on a single sheet.

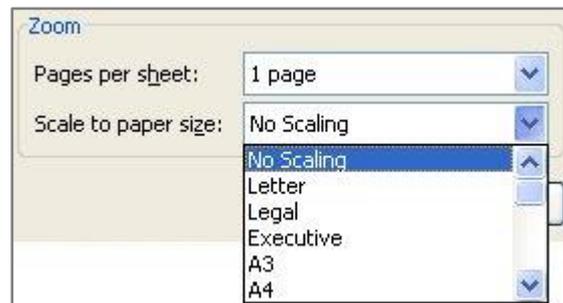


This is similar to viewing multiple pages in Print Preview, and might be useful for checking the layout of a finished document.

Scale to paper size

This option is similar to the enlarge/reduce option on a photocopier.

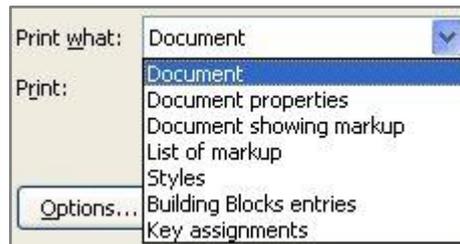
You would use it, for example, to fit the contents of an A4 page on to A5 paper.



PRINT WHAT

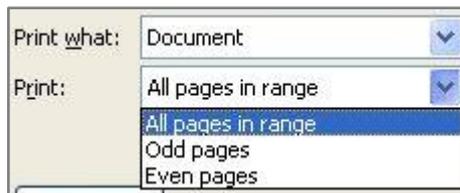
The **Print what** box enables you to print property information such as hidden text and field codes.

If you choose the **Styles** option, for example, the printout will list all of the information, such as font size and line spacing, about every style available in the current document.



PRINT

The options available in the **Print** box include odd and even pages.



- Click **Cancel**
- Close the document

Acknowledgement

The text for the large document exercise was taken from the Inside Learning Technologies magazine (Issue 20 - October 2006).