

Advanced Microsoft Word

By: Reza Azarmsa

Displaying nonprinting characters

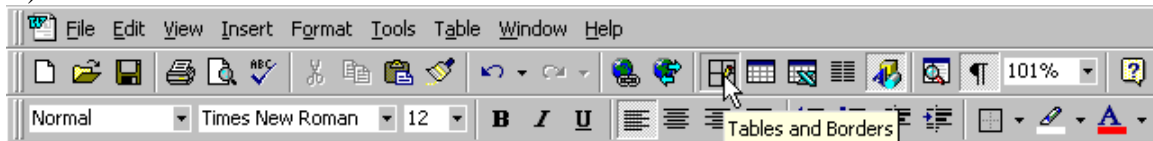


Adding shadowbox border

A) draw a box around the text, change color and fill, special effect, 3-D; then from the Draw select

Order, Send behind text.

B) Select Table and Borders



From the dialog box, change the color and thickness of line.

Place the pointer inside the text.

Click on the border

Adjust the size by moving the margins.

Adding Borders and Shading

Every paragraph you create in Word contains an invisible frame. A border that appears around this frame can be added to a paragraph. A border can be added to specific sides of the paragraph or to all sides. The type of border line and thickness of the line can be customized. In addition, you can add shading and fill within the border.

When a border is added to a paragraph of text, the border expands and contracts as text is inserted or deleted from the paragraph. You can create a border around a single paragraph or a border around selected paragraphs.

One method for creating a border is to use options from the Border button on the Formatting toolbar. The name of the button changes depending on the border choice that was previously selected at the button drop-down palette. When Word is first opened, the button name displays as Outside Border. Click the down-pointing triangle at the right side of the button and a palette of border choices displays. At this palette, click the desired border.

Another method for creating a border is to use options at the Borders and Shading dialog box with the Borders tab selected. Display this dialog box by clicking Format and then Borders and Shading.

Inserting a Nonbreaking Space

To control what text is wrapped to the next line, a nonbreaking space can be inserted between words. When a nonbreaking space is inserted, Word considers the words as one unit and will not divide them. To insert a nonbreaking space between words, key the first word, press **Ctrl + Shift + space bar**, and then key the second word.

Using AutoText

Word's AutoText feature is similar to the AutoCorrect feature. With AutoCorrect, the text is automatically inserted in a document when the space bar is pressed. For example, if you assign the letters HSU to *Humboldt State University*, keying HSU and then

pressing the space bar automatically inserts *Humboldt State University* in the document. If you use text on a less frequent basis and do not want it automatically inserted in the document when you press the space bar, use Word's AutoText feature. An AutoText entry is inserted in the document by pressing the Enter key or with the shortcut key, F3.

The AutoText feature is useful for items such as addresses, company logos, lists, standard text, and a letter closing.

To create an AutoText entry: key the desired text and apply any necessary formatting> select the text> click Insert, point to AutoText, and then click New. At the Create AutoCorrect dialog box with the AutoText tab selected, key a short name for the text, and then click OK.

Importing and Resizing a Graphic:

Insert>Pictures>Clip Arts
Resize through the handles

Inserting a Section Break

To change the margins, position of header, footer, footnotes from the pervious page/part, use Insert Section Break.

Insert>Break
Choose Next Page. Then Change the attributes.

Setting Custom Tabs

Format>Tabs then set the tabs

Creating Tables

Insert Table: Table>Insert Table
Define rows and columns

Set the attributes

Draw Tables: Table>Draw Table. Draw table rows and columns.

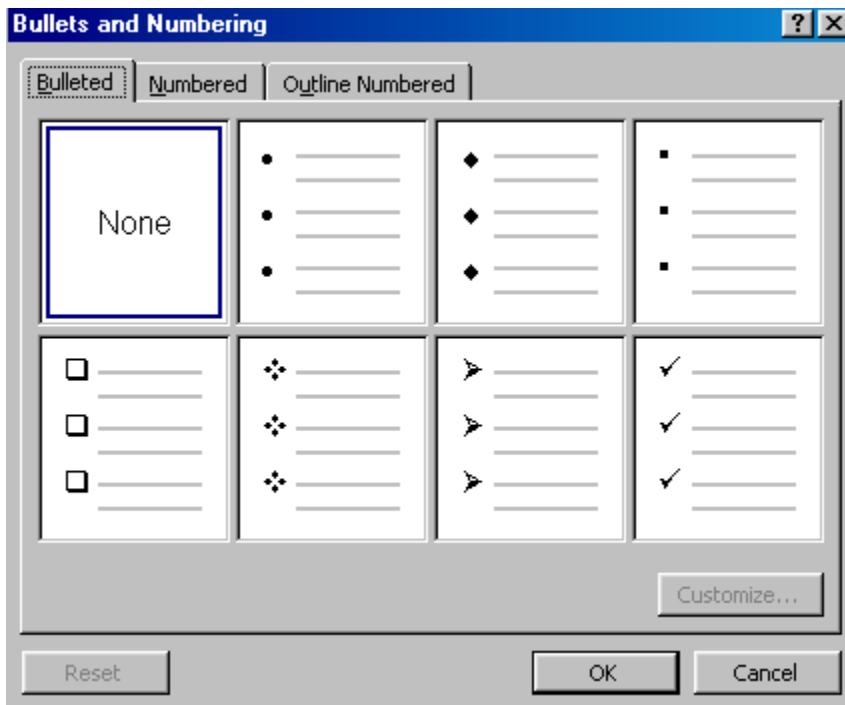
To add, click on Sum

To change the text orientation, select the Text Direction form the Table/Border dialog box.

Changing Bullet

Format>Bullet and Numbers, select the desired bullet

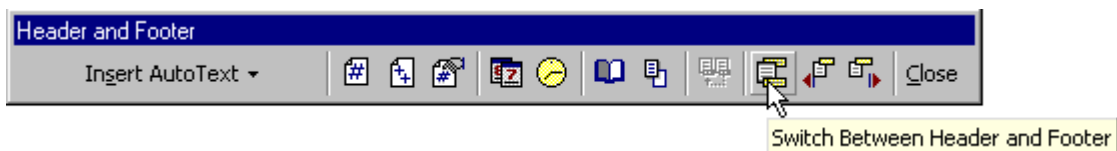
Or, right-click the mouse, select Bullets and Numbering



Header and Footer

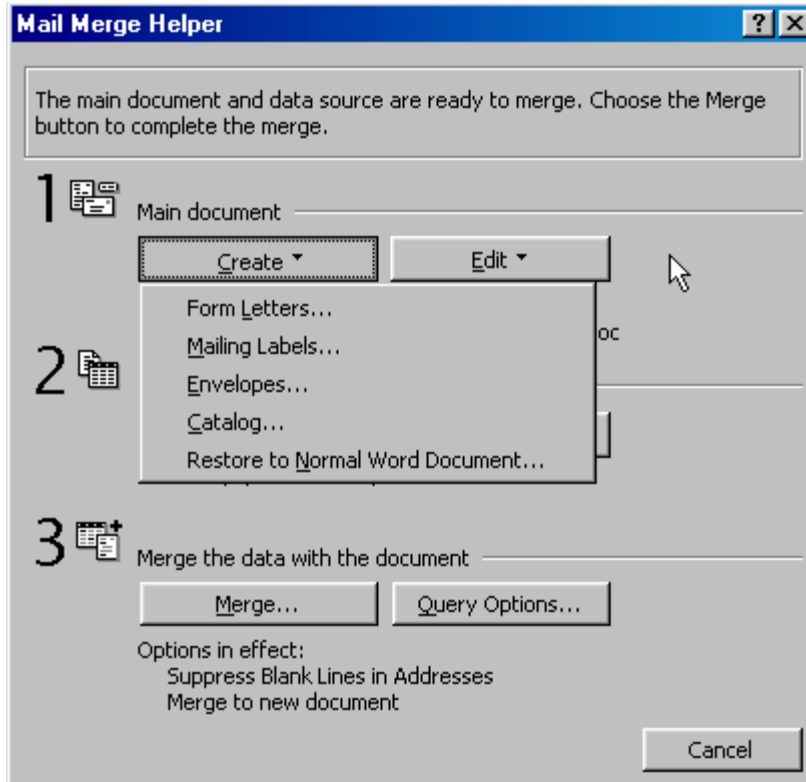
View>Header and Footer--add header, footer, page number, date, and time.

Use Auto Text in header and footer



Mail Merge

Tools>Mail Merge> Mail Merge Helper>Create>Form letter>Active Window>Data source>Get data>Create data source



Select the fields, add or remove fields, save, Edit data source, enter records, View Source, You can sort, delete, or add records.

Inserting Merge Fields: Insert Merge Field, select the fields to be inserted--Merge to printer



Using IF ..Then..Else

If true, print one statement, if false, print another.

To Sort: Mail Merge button, Quarey Options>Sort>enter the sort criteria.

Creating Mailing Labels:

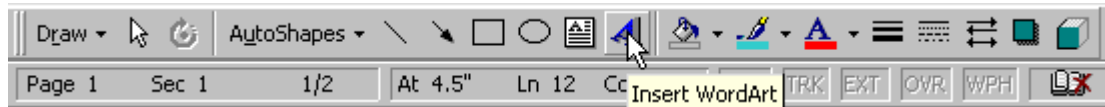
Mail Merge Helper>Create>Mailing Labels>New Main Document>Get Data>Open Data Source>Setup Main Document>select the Avery code>Insert Postal Bar Code (optional)>select PostalCode field>Insert Merge Fields>OK.

Creating Envelops:

Mail Merge Helper>Create>Envelops>Get Data>Open Data Source>Setup Main Document>Setup>Envelop Option>PrintingOption>Insert Merge Field>Merge to Printer.

WordArt

Insert WordArt>select from the WordArt Gallery>type text>change the attributes.



Drop Capital

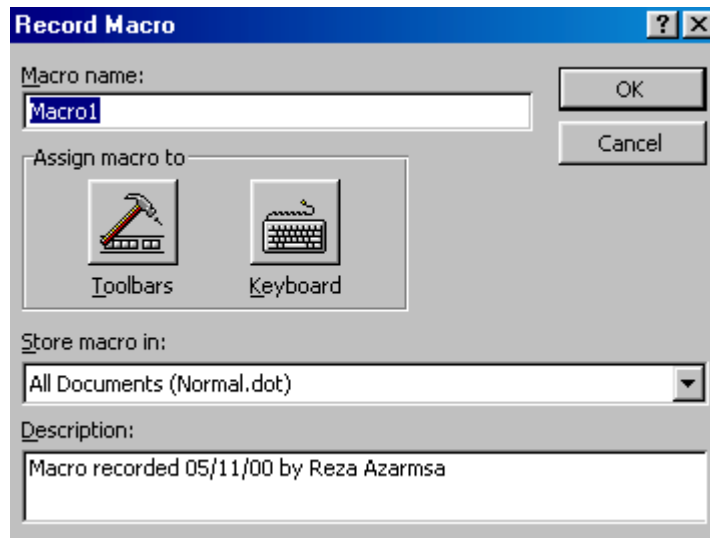
Format>Drop Cap>select the style.

Macros: Recording

If you find yourself performing tedious, repetitive actions over and over again in your documents, you can automate the task by creating a macro. A macro is a stored list of commands and keystrokes that are automatically executed by Word. You use Word's Record feature to record the actions you perform, and then store these recorded keystrokes as the macro. Then, the next time you need to perform the action, you can run the macro.

Steps

1. Choose Tools, Macro, Record New Macro. In the Macro Name text box, type a name for the macro.



2. In the Store Macro In box, select the location where you want to store the macro. If you want a macro to be available whenever you use Word, select the All Documents (NORMAL.DOT) option.
3. If you want to assign a shortcut key to the macro, click the Keyboard button; then type a combination of Alt, or Ctrl with or without Shift and a letter in the Press New Shortcut Key text box (You can press the shortcut key combination later to run the macro.) Click the Assign button, then click the Close button.

4. Perform the actions you want the macro to record, in the order you want them to occur. When you are finished recording, click the Stop Recording button on the Stop Recording toolbar.

Macros: Running

Once you have created a macro, you then run the macro to execute the commands. You can run a macro from the Tools menu, from an assigned shortcut key combination (if you assigned one to the macro), or from a macro button (if you attached the macro to a button). (See "Macros: Recording" before you complete this task.)

Steps

1. Open the document in which you want to run the macro; if necessary, move the insertion point to the appropriate location.
2. Choose Tools, Macro, Macros.
3. In the list box, select the macro you want to run; then click Run to run the macro.

Macros: Viewing Macro Code

After you record a macro, you can view the macro code in the Visual Basic Editor and modify the macro, as necessary. If you aren't very familiar with Visual Basic, the language Word uses to record macros, you may want to experiment with creating macros that perform different types of tasks. Then you can view the code to see how your actions translate to Visual Basic. This may make it easier for you to understand how to edit the macro, if that becomes necessary. (See also "Macros: Recording.")

Steps

1. Choose Tools, Macro, Macros.
2. Select the macro you want to view (or edit) in the list box: then click the Edit button.
3. The macro code appears in a window in the Visual Basic Editor; view the macro and edit it, as necessary (or you can record the macro again, if you prefer).
4. To return to the document, choose File, Close and Return to Microsoft Word. Any changes you made to the macro are automatically saved.

Menus: Adding Commands

Word includes many more commands than you would ever want to place on a menu at one time. However, you might want to add the commands you use most often to an existing or custom menu. You can add any command to a menu that you want to have easy access to. As with toolbar buttons, when you add commands to a menu, they are available in any document. You can always remove commands you added to a menu, or use a reset command to revert the menu to Word's default menu.

Steps

1. Choose Tools, Customize; then click the Commands tab.
2. Click the menu on the menu bar that you want to modify. In the Categories list box, select the category for the command.

3. Select the specific command you want to add to the menu from the Commands list box; then drag and drop the command onto the desired menu location and release the mouse button. The new menu item appears on the menu.
4. Click the Close button to close the Customize dialog box.

Toolbars: Adding Toolbar Buttons

If you frequently use a command that is not represented on a Word toolbar, you can easily add a button to a toolbar that performs the command. You can add the Drop Cap button to the Formatting toolbar, for example, if you often add drop caps to your documents. If there is not room to add a button to an existing toolbar, you can remove an existing button on a toolbar that you don't use or you can create a new toolbar.

Steps

1. Display the toolbar that you want to add a button to, if necessary.
2. Choose Tools, Customize; then click the Commands tab.
3. In the Categories list box, select the category that includes the command you want the button to perform.
4. Find the button you want in the Commands list, and then drag that button to where you want the toolbar button to appear on the displayed toolbar. Release the mouse button.
5. Click Close to close the Customize dialog box.

To remove a button from a toolbar, display the toolbar that includes the button you want to remove. Choose Tools, customize; then click the _Qommands tab. Drag the button off the toolbar; then click Close. 11

TIP To reset a toolbar to its original configuration, choose Tools, Customize; then click the Toolbars tab. Select the toolbar you want to reset, and then click the Reset button. Click OK to confirm the procedure; then click Close to close the dialog box.

Toolbars: Assigning a Macro to a Button

Once you have created a macro to automate repetitive tasks, you can assign the macro to a button on the toolbar to make it even easier to use.

Steps

1. Display the toolbar that you want to add the button to, if necessary.
2. Right-click any toolbar, then choose Customize from the shortcut menu.
3. In the Categories list box, select Macros. In the Commands list, find the macro you want on the toolbar, then drag that button to where you want it to appear on the displayed toolbar. Release the mouse button.
4. To change the image on the button, right-click the button you just added. Then, in the Name text box, type or edit the name; right-click the button again and point to the Change Button Image command to choose an image from the displayed choices.
5. If you want to display just the text or image, right click the button and select Text Only (Always) or Default Style. Click Close to close the Customize dialog box.

Creating Forms

You can use forms to collect information from those viewing a document. On a Web page or a Word document, forms are comprised of labeled fields where those using the form enter text, toggle a check box on or off, or select from a drop-down list. Form fields can perform automatic calculations. The document should be protected so that only data entered in the fields can be changed, not the text of the document.



Typically, forms you create are saved as templates so they can be used repeatedly. When filled out and saved, the template remains as you originally created it. Forms can be part of a document or an independent document. They may be short or several pages long.

Steps

1. Choose View, Toolbars, Forms and position the toolbar in a convenient place on your screen. Choose File, New to open a new document or, in an existing document, position the insertion point where you want to begin a form.
2. Type the text to identify the first form field and click one of the form field tool buttons to insert a Text Form Field, Check Box Form Field, or Drop-Down Form Field.
3. Repeat Step 2 until your form design is complete. If you want shading for fields, highlight a field and click the Form Field Shading button in the Forms toolbar.
4. Choose Save As and name the form in the File Name text box. In the Save As Type drop-down menu, select Document template.
5. To protect a form that requires no password, click the Protect Form button in the Forms toolbar. To protect and include a password, choose Tools, Protect Document to open the Protect Document dialog box and click Forms. Then enter a password. When the Confirm Password dialog box opens, re-enter the exact same password and choose OK

Forms: Creating Macros

A macro is a collection of instructions and commands that execute a single task automatically. Macros reduce errors by eliminating the need to type long, repetitive tasks. They can be used in forms to enter, for example, the department name and telephone extension automatically when selected from a dropdown menu or to enter the routing path for a company memo based upon who is to receive the memo.

Steps

1. If your form is not already open, choose File, Open and select the form you want to edit. To open the Forms toolbar, choose View, Toolbars, Forms. If protection is on, all buttons

except Form Field Shading and Protect Form are disabled. To disable protection, click the Protect Form button on the Forms toolbar.

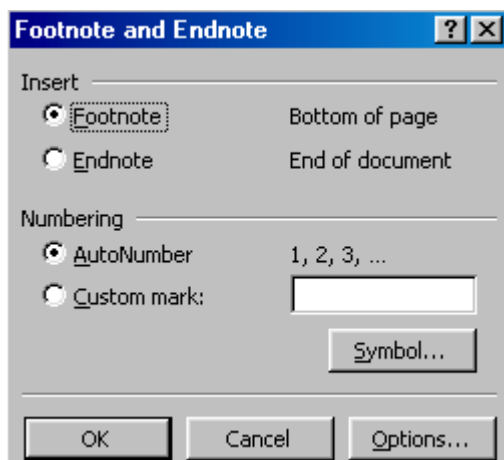
2. Choose Tools, Macro, Record New macro. Type a brief, descriptive phrase in the Description text box. Select which documents will have access to this macro in the Store Macro In drop-down list box. Finally, in the Record Macro dialog box, enter a Macro Name, click either the Toolbars or Keyboard button in the Assign Macro To area, and assign the toolbar or shortcut key. The macro recorder opens to "watch" you perform and record the task you want automated. When you have finished the recording session, click the Stop Recording button.
3. Double-click the form field where you want the macro assigned. This opens the Form Field Options dialog box. In the Run Macro On area, use the Entry drop-down menu if you want the macro to run when the insertion point enters the form field. Use the Exit drop-down menu and select the macro you want applied to the field if you want the macro to run when the insertion point leaves the form field. Choose OK.

Creating Footnotes and Endnotes

A research paper or report contains information from a variety of sources. To give credit to those sources, a footnote can be inserted in the document. A *footnote* is an explanatory note or reference that is printed at the bottom of the page where it is referenced. An *endnote* is also an explanatory note or reference but it prints at the end of the document.

Two steps are involved when creating a footnote or endnote. First, the note reference number is inserted in the document at the location where the note is referenced. The second step for creating a footnote or endnote is to key the note entry text. Footnotes and endnotes are created in a similar manner. To create a footnote in a document, you would complete the following steps:

1. Position the insertion point at the location in the document where the reference number is to appear.
2. Click Insert and then Footnote.



Accepting/Rejecting Changes

Changes made to a document can be accepted or rejected. Click the Accept Change button on the Reviewing toolbar to accept the change or click the Reject Change button to reject the change. You can also position the mouse pointer over the change and then click the right mouse button. This causes a pop-up menu to display with several options. To accept the change, click Accept Change and to reject the change, click Reject Change.

Inserting Comments

If you want to make comments in a document you are creating, or if a reviewer wants to make comments in a document written by someone else, insert a comment. A comment includes the initials of the person whose name was entered as the user information and a number. (In a school setting, this may not be your name.) For example, if *Reza Azarmsa* were the user's name, the first comment in a document would be named RAI . You can determine the user name by displaying the Options dialog box with the User Information tab selected

Creating a Comment

A comment is similar to a footnote or endnote in that a reference mark is inserted in a document and comment text is keyed at a comment pane. A comment mark will not display in the document screen by default. To show comment marks, turn on the display of nonprinting characters. You can also display comment marks by displaying the Options dialog box, clicking the View tab, clicking Hidden text, and then clicking OK.

To create a comment, select the text or item on which you want to comment or position the insertion point at the end of the text, click Insert and then Comment. This changes the selected text to highlighted text (yellow background) and opens the comment pane. At the comment pane, key comment text, and then click the Close button.

You can also insert a comment in a document by clicking the Insert Comment button on the Reviewing toolbar. To display this toolbar, *right-click* on the Standard toolbar or the Formatting toolbar and then click Reviewing at the drop-down list that displays. If you do not select text before creating a comment, Word will select the closest word to the insertion point.

Viewing Comment Text

If you turn on the display of nonprinting characters or hidden text, the comment mark is visible but not the comment text entered in the comment pane. To view the comment text, click View and then Comments. This displays the comment pane with the comment text. After viewing the comment text, click Close to close the comment pane. You can also display the comment pane by *right-clicking* the comment mark and then clicking Edit Comment at the pop-up menu. Another method for displaying the comment pane is to click the Edit Comment button on the Reviewing toolbar. Word will locate the next comment in the document and then display that text in the comment pane.

Deleting a Comment

Delete a comment in the same manner as a footnote or endnote is deleted. To delete a comment, select the comment mark and then press the Delete key. When the mark is deleted, the corresponding comment text is also deleted. You can also delete a comment mark and its corresponding text by positioning the mouse pointer on the comment mark and then clicking the Delete Comment button on the Reviewing toolbar.

Printing a Comment

A document containing comments can be printed with the comments, or you can choose to print just the comments and not the document. To print a document and comments, display the Print dialog box, and then click the Options button. This displays the Print dialog box with the Print tab selected. At this dialog box, click Comments (this inserts a check mark in the check box), and then click OK or press Enter. Click OK or press Enter again to close the Print dialog box and send the document to the printer.

To print only comments in a document, display the Print dialog box. At the Print dialog box, click the down-pointing triangle at the right side of the Print what option and then click *Comments* at the drop-down list. Click OK or press Enter to close the Print dialog box and send the comments to the printer. Comments are printed on a separate page from the document. The page number where the comment occurs in the document is printed along with the comment mark and the comment text.