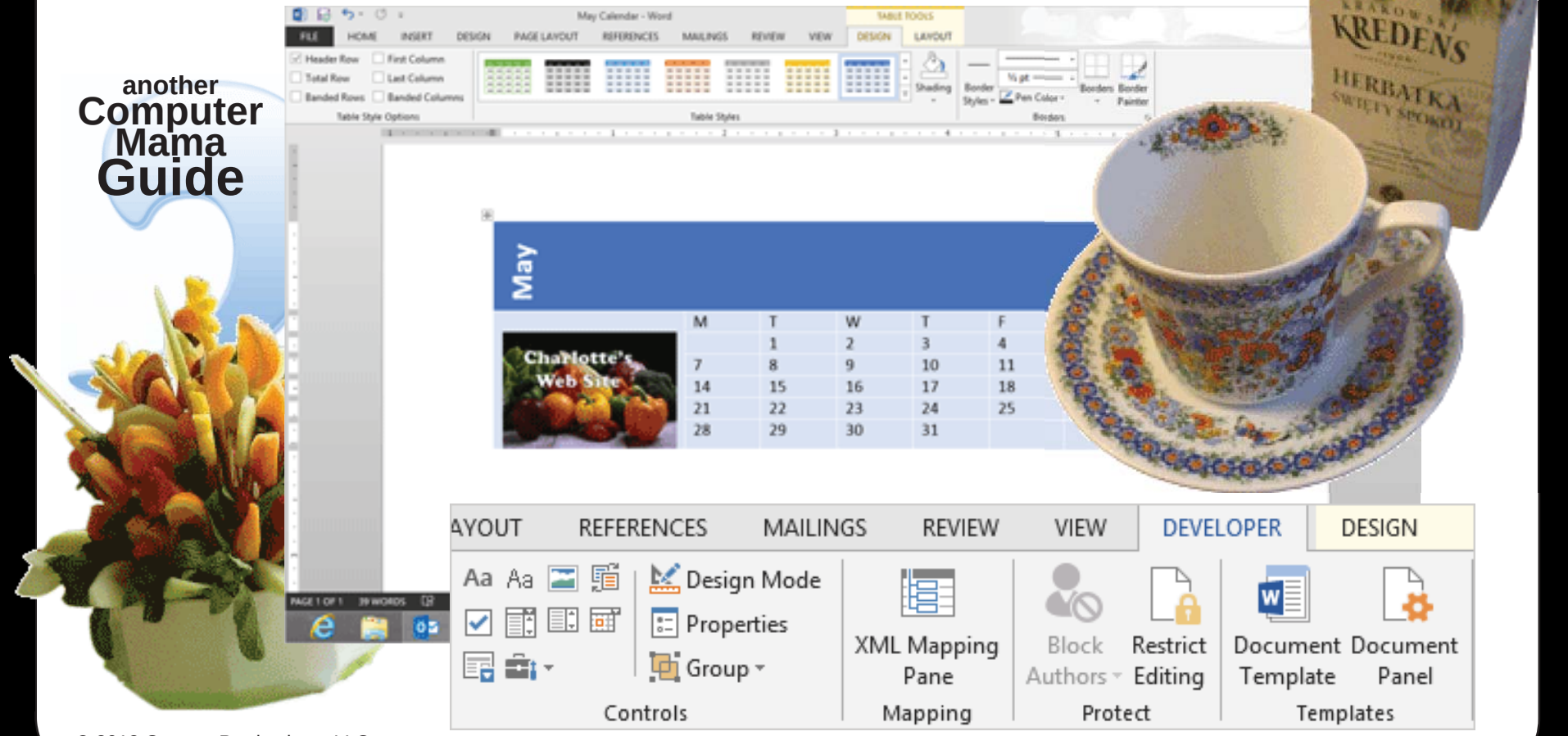
The **Advanced** Guide to

Microsoft Word 2013

Microsoft Office Specialist Exam 77-425 and 426 Study Guide

another Computer Mama Guide



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Office

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another
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Advanced Guide to Microsoft Word 2013

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Advanced Guide to Microsoft Word 2013

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Microsoft Office Specialist Certification



What is Microsoft Office Specialist Certification? Microsoft Office Specialist certification validates through the use of exams that you have obtained specific skill sets within the applicable Microsoft Office programs and other Microsoft programs included in the Microsoft Office Specialist Program. The candidate can choose which exam(s) they want to take according to which skills they want to validate.

CertiPort is the premier provider for validating technology skills.

The **Microsoft Office Specialist** tests are offered at authorized testing centers.

For more information on the MOS exam topics or to find a testing center near you please contact: www.certiport.com

What is the Microsoft Office Specialist Certification Program?

The **Microsoft Office Specialist (MOS) Certification Program** enables candidates to show that they have something exceptional to offer – proven expertise in Microsoft Office programs. Recognized by businesses and schools around the world, millions of certifications have been obtained in over 100 different countries. The **Microsoft Office Specialist (MOS) Certification Program** is the only Microsoft-approved certification program of its kind.

The Microsoft Office Specialist Certification Series



Core Certification: Pass any 1 test:
Word 2013 Core: Exam 77-418
Excel® 2013 Core: Exam 77-420
PowerPoint® 2013: Exam 77-422
Outlook® 2013: Exam 77-423
Access® 2013: Exam 77-424



Expert Certification: Pass either test:
Word 2013 Expert Part 1: Exam 77-425
Word 2013 Expert Part 2: Exam 77-426
Excel 2013 Expert Part 1: Exam 77-427
Excel 2013 Expert Part 2: Exam 77-428



Master: Pass 3 required and 1 elective test:
Required
Word 2013 Expert Part 1: Exam 77-425
Excel 2013 Expert Part 1: Exam 77-427
PowerPoint® 2013: Exam 77-422

Elective
Outlook® 2013: Exam 77-423 or
Access® 2013: Exam 77-424

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The Benefits of Certification



For More Information:
www.certiport.com
www.microsoft.com

Why Get Certified?

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system. (http://www.microsoft.com/learning/en/us/certification/mos.aspx). Certification proves a certain level of advanced competency with the programs in question. Employers don't have to wonder if the skills stated on the resume are honest and without exaggeration. This can lead to further employment opportunities and increased pay.

A person holding Microsoft Office Certification shows not just a level of skill, but an ability to quickly complete tasks, due to familiarity with the program and it's many time-saving features. The hard work that goes into learning Microsoft Office programs to the level of proficiency necessary for successful completion of the Certification Exams also indicates a desire on behalf of the student to learn and succeed.

The Benefits: Earn More, Find Jobs Quicker

Research indicates that employees with Microsoft Certification earn more and find jobs quicker than those employees without certification. Furthermore, employees with certification report a greater feeling of confidence. These things translate into greater job satisfaction. (http://www.microsoft.com/learning/en/us/certification/mos.aspx)

Research also shows that individuals with certification make up to 12% more than those without certification. In addition, 82% of Microsoft Office Specialists report a salary increase after receiving certification. Managers like the skills proven and the ability demonstrated by those with Microsoft Office Certifications.
http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2003.html

About Our Certification Program



Books in this Series:
Beginning Guide to Microsoft® Word 2013

Intermediate Guide to Microsoft® Word 2013

Advanced Guide to Microsoft® Word 2013

Microsoft Office Specialist (MOS) Certification for Word 2013
Overview: Our Microsoft Office Specialist certification program for Word 2013 has three levels of mastery: Beginning, Intermediate and Advanced. In general, the CORE exam topics are demonstrated in the Beginning and Intermediate Guides. EXPERT concepts are included where relevant, with the Advanced Guide only covering EXPERT concepts

Our Approach: In designing these Guides, we found that it made more sense to write the lessons based on the Ribbons and Tasks. For example, the Beginning Guide to Microsoft Word 2013 shows all of the Picture Tools: CORE and EXPERT. The beginning of each lesson provides an overview of the Ribbons and Tasks covered.

The Beginning Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Home**, **Insert**, **Picture Tools, Drawing Tools, and SmartArt Tools:** Design. The lesson activities focus on basic text and mouse commands, as well as inserting and formatting graphics.

The Intermediate Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Page Layout, Mailings**, **Insert**, **and Table Tools**. The lesson activities focus on managing page layout, working with tables and creating Mail Merges in practical applications such as newsletters and other workplace documents.

The Advanced Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Table Tools**, **Home**, **Header and Footer Tools**, References, **Developer.** The lesson activities further work with tables in addition to other document work, such as for report writing and creation of forms**.**

Course Prerequisites: Students who enroll in Microsoft Office Specialist (MOS) program should have basic computer skills including how to turn on the computer, how to use an Internet browser and how to select commands from a menu. Students should know how to save files and send attachments by email as well.

Microsoft Word 2013 Study Guide: Advanced Word

Microsoft Office Specialist (MOS): Exam 77-418 Word 2013

From the Word 2013 CORE Exam 77-418
1. Create and Manage Documents

1.2. Navigate Through a Document

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1.3. Format a Document

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Properties: Edit the Properties, Pg 304
Macros: Record Simple Macros, Pg 279
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1.5 Configure Documents to Print Or Save

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From the Word 2013 CORE Exam 77-418
2.0 Format Text, Paragraphs and Sections
2-4. Format Text and Paragraphs

Change Text to WordArt, Pg 193
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Find and Replace Text, Pg 117
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Format Text: Format Painter, Pg 111
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Keep going. There's more...

Microsoft Word 2013 Study Guide: Advanced Word

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About the Authors

The Advanced Guide to Microsoft Word 2013

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Elizabeth is the Computer Mama. She developed the teaching methodology in the Complete Computer Guide series using breakthrough research in gender balanced training. Elizabeth has taught several thousand men and women from government, manufacturing, small business, and education in both online and hands-on classrooms.

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All of my books

are dedicated to

Fr. Paul Cummings

who taught me

computers.

Love, eBeth

How To Use This Guide

Microsoft Office Specialist Certification Training

The Comma Method
Observation is a perceptual strategy that asks: why am I doing this and which tools would be most effective? Each lesson begins with a discussion of the purpose and the objectives.

Orientation helps students start at the right place. The screen shots in the *Complete Compute Guides* show the entire window as well as a close up of the particular button or command.

Notation There are "breadcrumbs" above each screen image. Like Hansel and Gretel, the breadcrumbs show the pathway to a button or option. Our notation uses the following convention:
Ribbon->Group->Button->Options

Menu Maps
The Comma Method recognizes that there is a difference in how men and women navigate the menus. Men typically have the ability to see the map first. This method of acquiring knowledge is called *Breadth-first*. [1] Women tend to work with the details first. They learn several commands, such as copy, cut, and paste, then they put those concepts under the label, “edit.” This method of learning is called *Depth-first*.

The Comma Method uses menu mapping to assist men and women to see both the Breadth and the Depth. An example of the menu map is can be seen here.

[1] *Ford, Nigel, Sherry Chen, Matching/mismatching revisited: An Empirical Study of Learning and Teaching Styles. British Journal of Educational Technology v.32 no1 (Jan. 2001)*

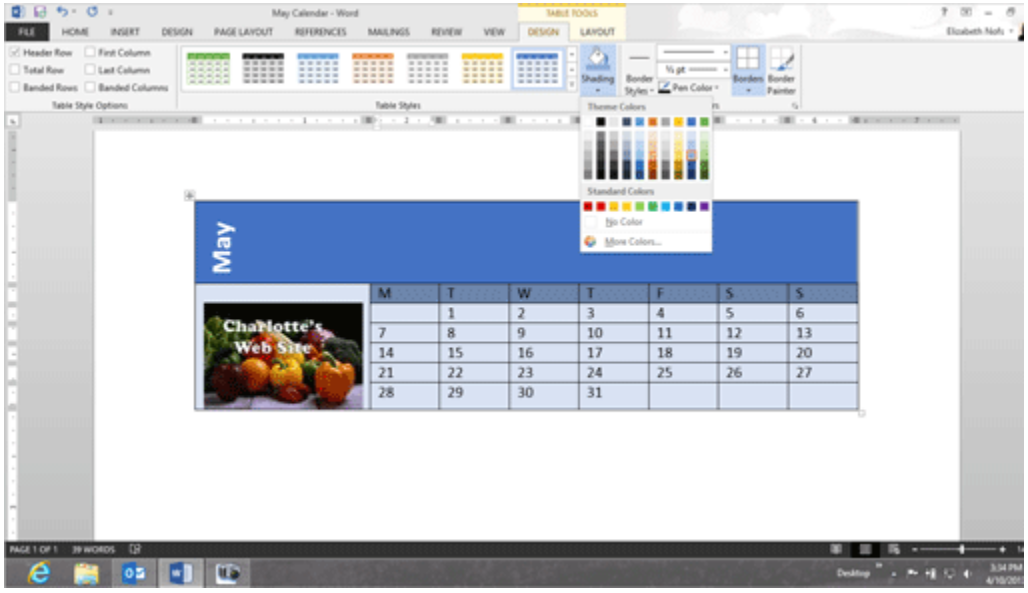


Table Tools-> Table Style Options->Banded Rows



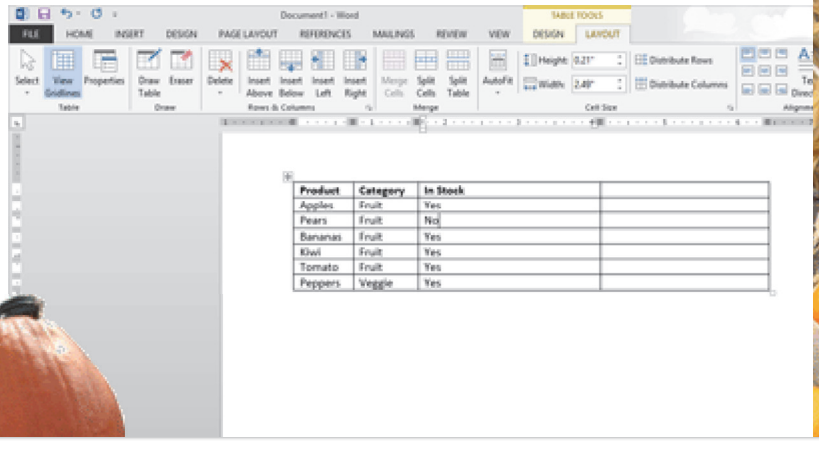
Table for Two

Advanced Word Objectives

In this lesson, you will learn how to:

1. Identify and adjust TAB stops.
2. Convert Text to Table, Table to Text, and Text to List.
3. Add, delete and move rows and columns in a Table.
4. Merge or split Cells in a Table.
5. Format Table and Cell properties.
6. Format bullets and numbered lists.





Product	Category	In Stock	
Apples	Fruit	Yes	
Pears	Fruit	No	
Bananas	Fruit	Yes	
Kiwi	Fruit	Yes	
Tomato	Fruit	Yes	
Peppers	Veggie	Yes	



Product	Category	In Stock	Quantity
Apples	Fruit	Yes	25
Bananas	Fruit	Yes	12
Kiwi	Fruit	Yes	14
Peppers	Veggie	Yes	50
Tomato	Fruit	Yes	10
			111

Lesson 1: Table for Two

1. Readings
Read Lesson 1 in the Advanced Word Guide, page 11-52.

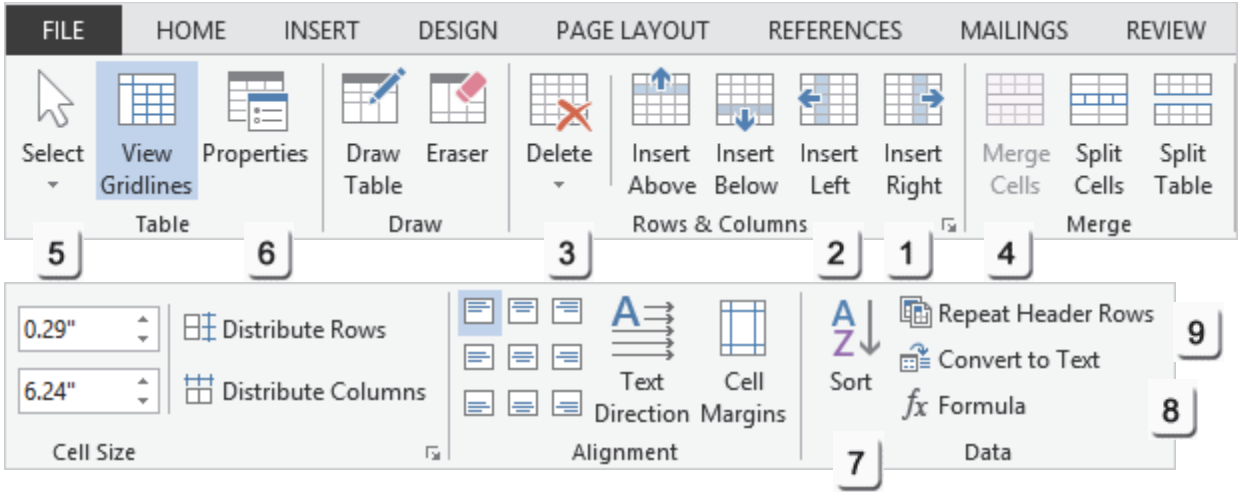
Project
A lesson in working with lists, tables and numbering that you do not have to save.

Downloads
Files used in the lesson: none

2. Practice
Complete the Practice Activity, page 53 .

3. Assessment
Review the Test questions, page 54.

Table Tools->Layout



Menu Maps

This lesson shows options on the Table Layout Ribbon.

1. Table Tools-> Layout->Insert Right, page 22
2. Table Tools-> Layout->Insert Below, page 23
3. Table Tools-> Layout->Delete, page 24
4. Table Tools-> Layout->Merge Cells, page 25
5. Table Tools-> Layout->Select, page 26
6. Table Tools-> Layout->Properties, page 27
7. Table Tools-> Layout->Data->Sort, page 31
8. Table Tools-> Layout->Data->Formula, page 32
9. Table Tools-> Layout->Data->Repeat Header Row, page 33



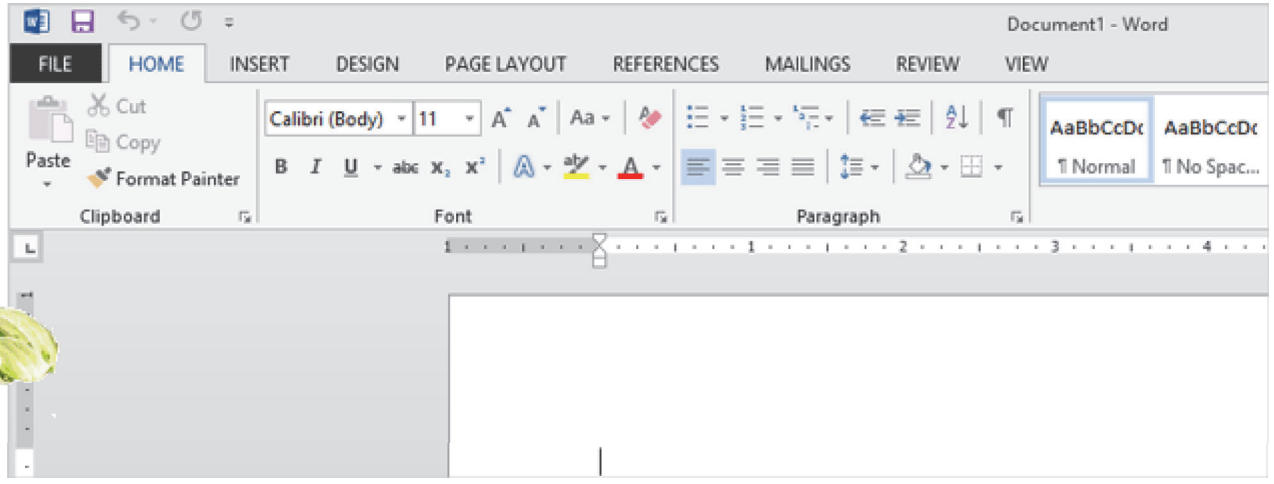
A Table is a Table is a Table

A table is a fundamental method for organizing information into rows and columns. Creating tables is one of the unique functions of a computer. Microsoft Word is an excellent tool for designing, formatting and using tables and lists. Many of the demonstrations in this lesson echo the same commands and options that you can find in Microsoft Excel and Microsoft Access. **Tables are interchangeable**: you can use a Table in Excel for a Mail Merge or a Table in Access.



This lesson begins with ancient technology: **Tabs**. Typewriters used Tabs to create lists and columns. Very quickly you will see the limitations of using Tabs. All digital data can be recycled, so the lesson demonstrates how to **Convert the Text** (and all of the Tabs) to a Table. The key to working with Tables is to watch the commands on the Ribbons.

So, **Start Microsoft Word.** When the Welcome page appears, open a new, Blank Document. What do you see, from the top of the screen? Is there a Title Bar that says Document1- Word? Yes. Is there a Home Ribbon? And the Insert, Design, Page Layout, References, Mailings, Review and View Ribbons? Yes. If your screen looks similar to the example on this page, then you are ready to begin.



Take One

Working with Tabs

1. Try This: Enter the Sample Text
Type the text that you see on this page. Add one Tab between each item. For example, type the name then click the tab key on your keyboard. When you complete a Row, click on the Enter key to start the next Row.

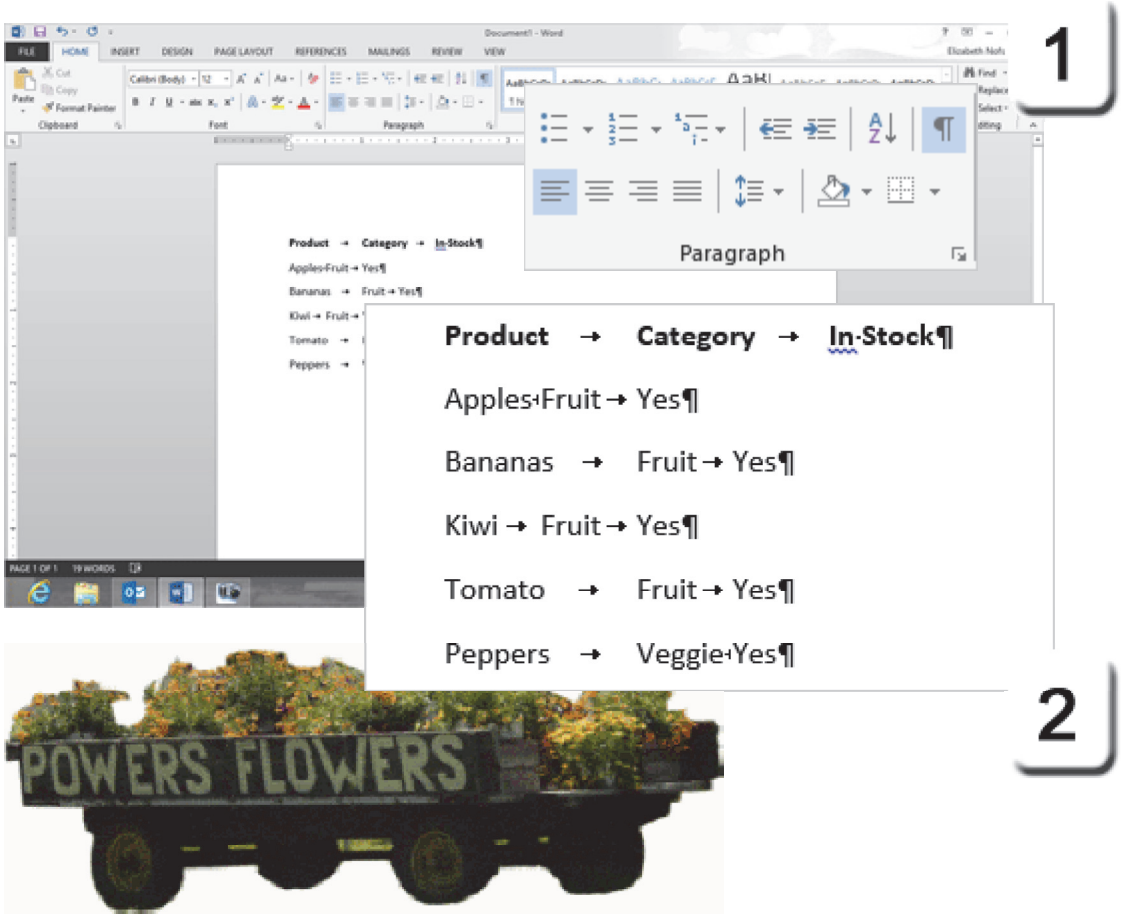
And Do This: Format the Text
The first Row has labels: Product, Category, etc. This is the **Header Row**, so it should be formatted bold by definition.
Select the first Row.
Go to **Home->Font->Bold**.

2. Try This, Too: Proof Your Typing
Go to **Home ->Paragraph** and select the **Show/Hide** button to reveal the Tab stops. Show/Hide looks like a backwards "P."

Please note: the Tabs will be uneven. They will not line up like a column, yet.

Keep going...

Home -> Paragraph ->Show/Hide



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Demonstrate How to Use Show/Hide

Take One

Home -> Paragraph ->Show/Hide

Find the Tab Stops

3. Try This: Find the Tab Stops
The **Tab Stops** are on the **Ruler** in the upper-left corner. Click on the "L" and review the options, please.

This Tab aligns the text Left.

This Tab aligns the text Center.

This Tab aligns the text Left.

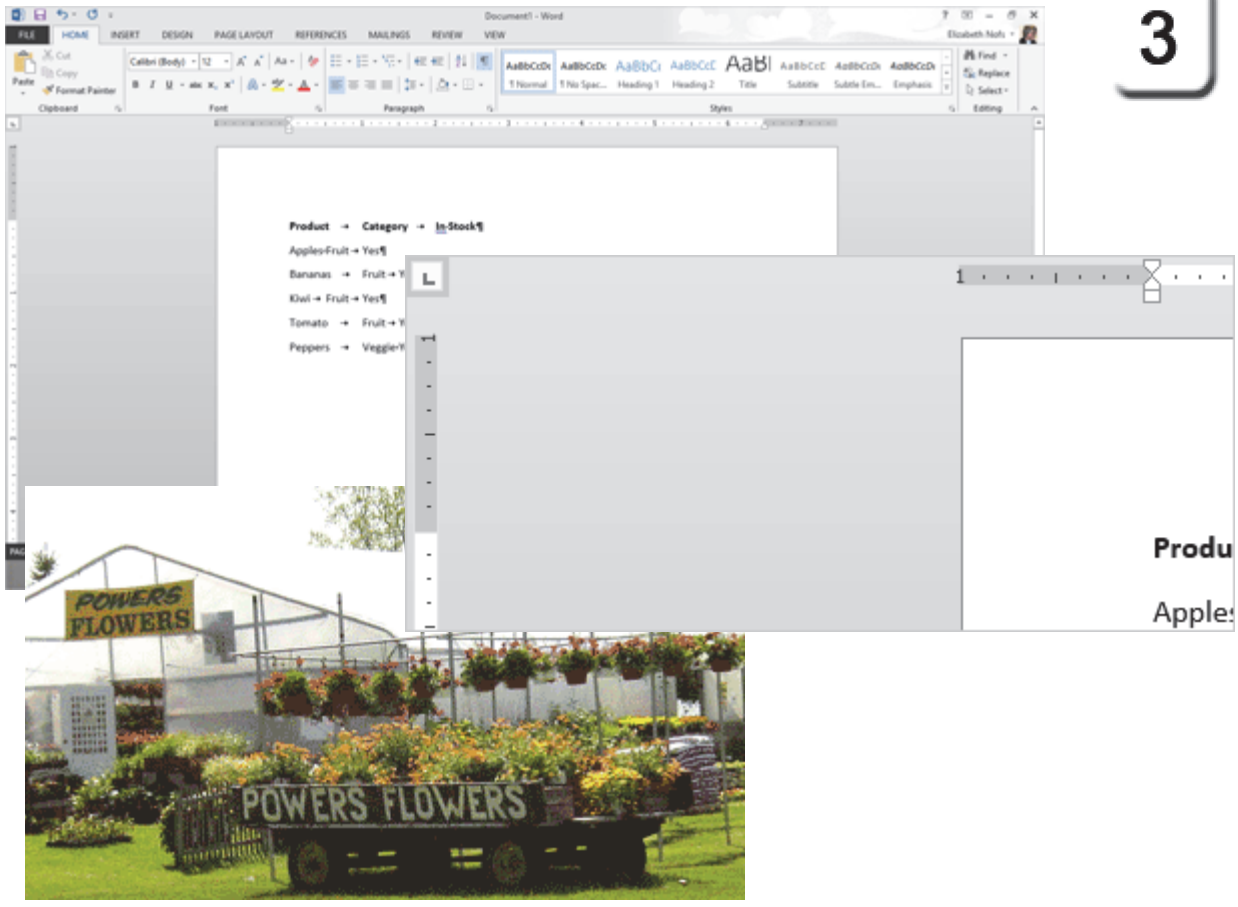
This Tab aligns to the decimal.

The Bar Tab creates a line.

This Tab aligns the indent on the first line of type in a paragraph.

This Tab creates a hanging indent.

Memo to Self: If you do not see the Tabs, please turn on the **Rulers**.
Go to **View->Show**.
Select: **Ruler**.



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Set Indentation (Tab Stops)

Take One

Home -> Paragraph ->Show/Hide

Add the Tabs

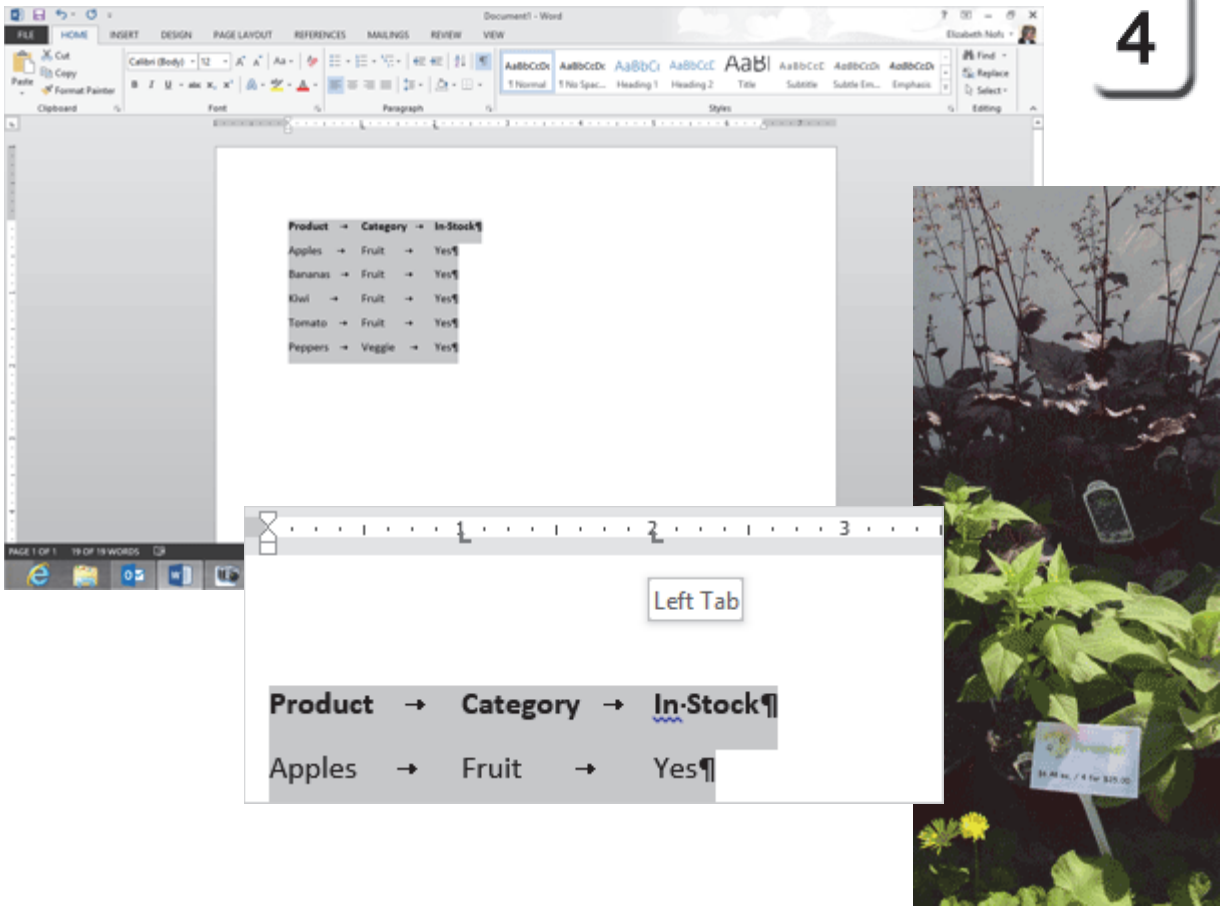
4. Try This: Create the Tab Stops
Select all of the sample text.
Select the **Left Tab Stop**.
Go to the top ruler and click on the 1" mark and on the 2" mark.

Each time you click on the ruler you will place another Left Tab stop. If you add too many Tabs, you can drag them off the ruler to get rid of them.

What Do You See? The Tab Stops will align the sample text into columns.

Can you adjust the Tab stops by dragging them left or right on the ruler?

Yes, you can! Keep going...



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Set Indentation (Tab Stops)

Take One

Modify the Tabs

Tab properties are bundled with the **Paragraph** tools. Paragraph is on the **Home** Ribbon.

5. Try This: Modify the Tabs
Go to **Home->Paragraph**.
Click on the small **Option Arrow** on the bottom right corner.

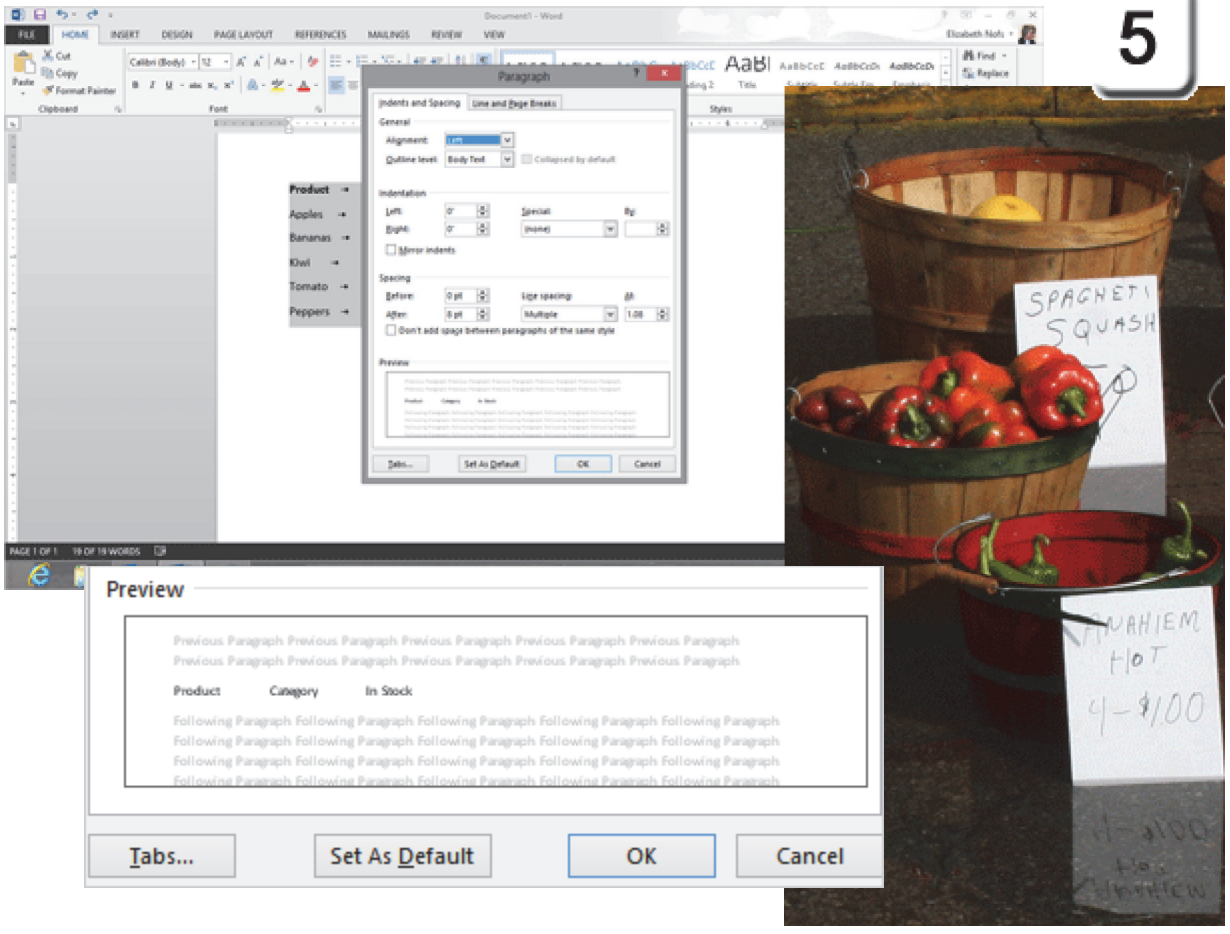


What Do You See? When you click on the arrow a new window will open. The Paragraph properties include alignment, indentation and line spacing.

Look at the bottom of this window for the **Tabs** button.

Click **Tabs**...keep going...

Home -> Paragraph ->Option Arrow



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Set Indentation (Tab Stops)

Take One

Home -> Paragraph ->More->Tabs

Tab Stop Alignment

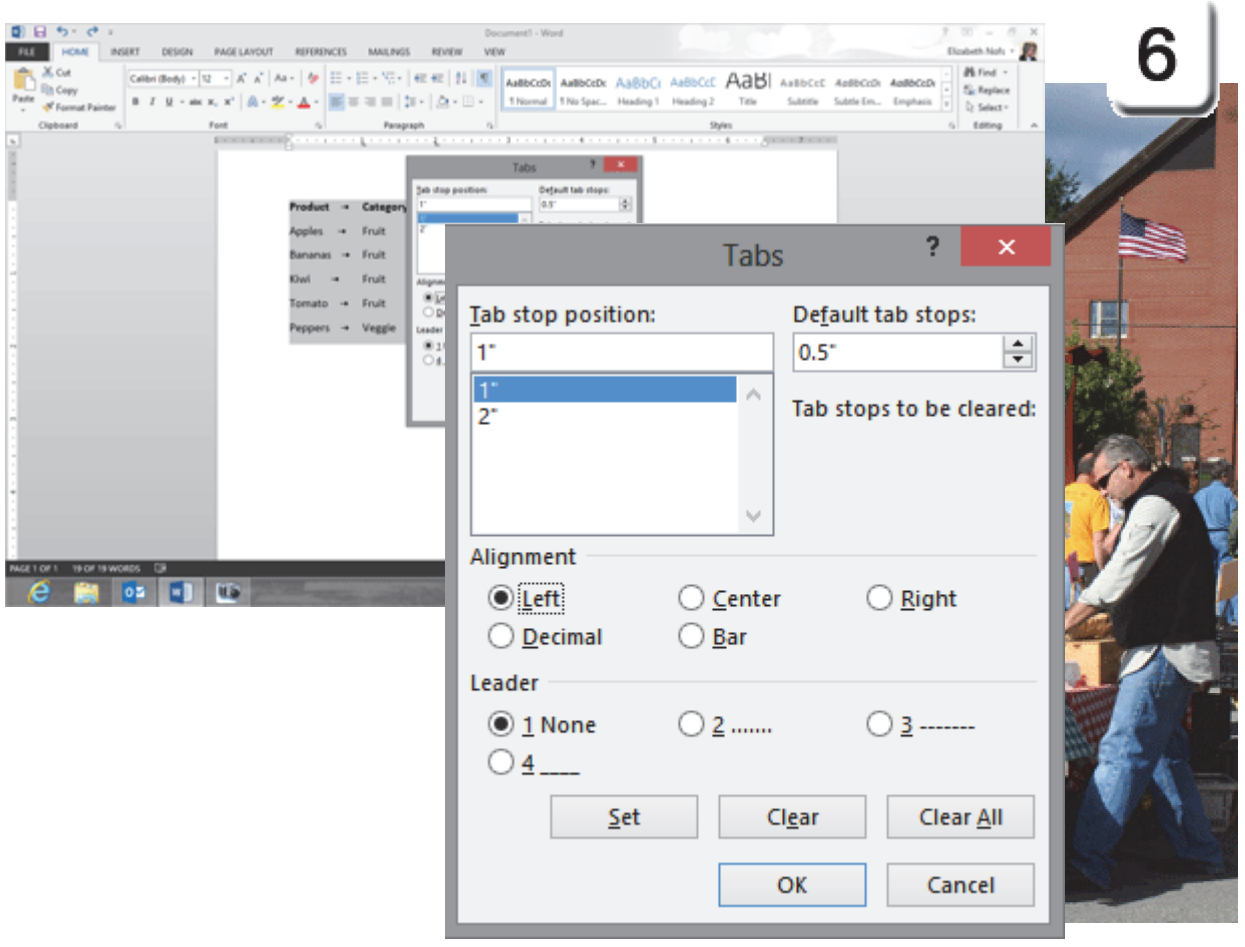
By default, the **Tab stops** are placed every half inch (0.5") when you hit the Tab key on your keyboard.

Each Tab stop is identified by its position. When you select a Tab stop you can edit the **Alignment** as well as the **Leader lines**.

In the screen shot on this page, there are two stops: the first one is a 1" and the second one is at 2". When you click on 1" in the list box that you can edit the Alignment and the Leader if you wish.

6. Try This: Change the Alignment
Select the first Tab stop.
Go to **Alignment** and click **Left**.
Click **Set**.
Keep going...

Memo to Self: When you click **Set**, it saves your alignment for Tab stop 1. Now, you can edit the alignment for Tab stop 2 if you wish.



Take One

Tab Leaders

Tab Leaders are the lines (or dashes) between your tabbed items.

7. Try This: Change the Leader
Select the first Tab stop and choose the #2 Leader. Click on **Set**.

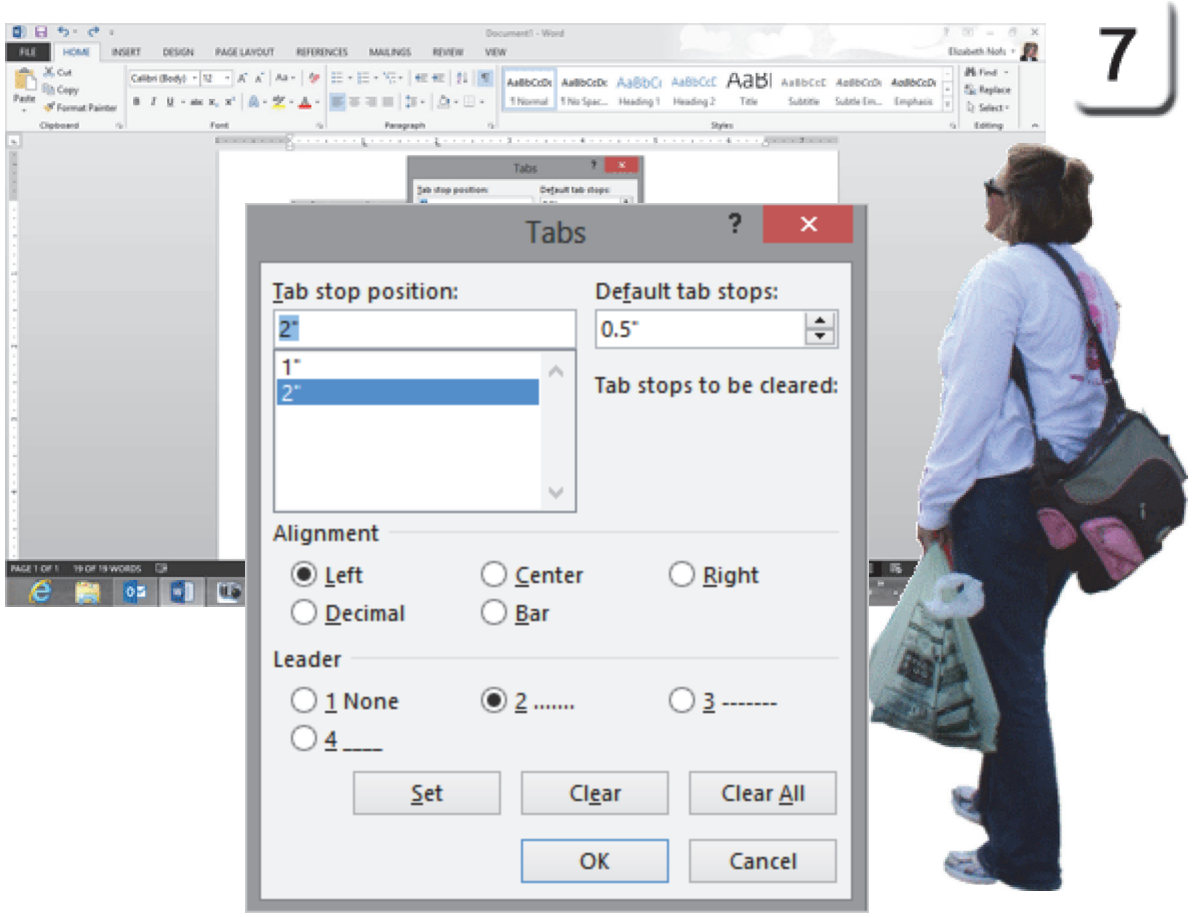
Select the second Tab stop and choose the #2 Leader, again. Click on **Set**.

Where Have You See This Before: The Leader Lines are used in a Table of Contents to connect the dots between the topic and the page number.

Click **OK**. Let's look at the results...

Memo to Self: You can use this window to **Clear** one or **Clear All** Tab stops.

Home -> Paragraph ->More->Tabs



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Set Indentation (Tab Stops)

Take One

Home -> Paragraph ->Show/Hide

7

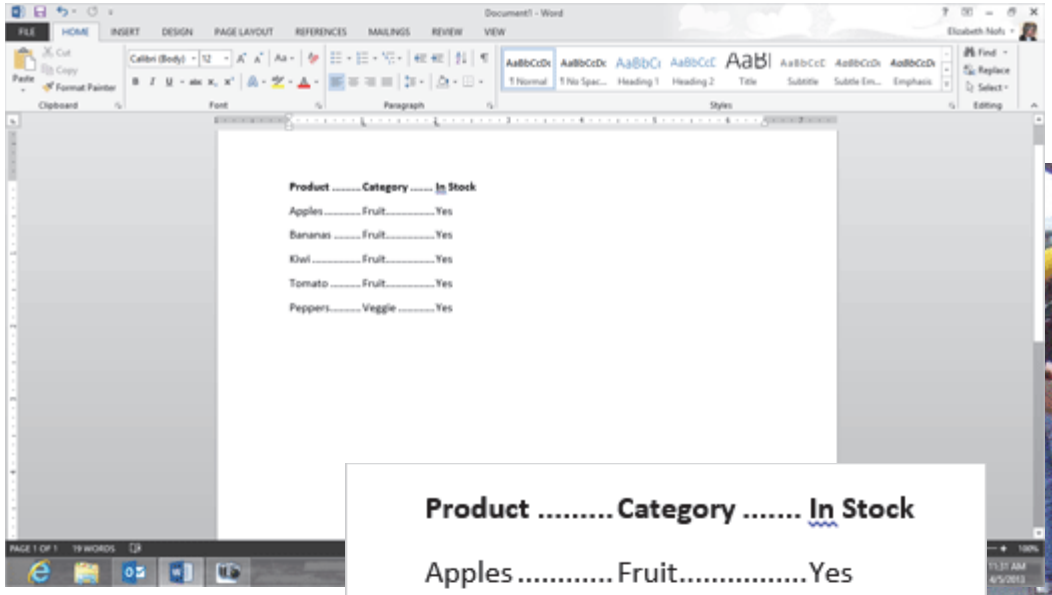
Tab Stop Review

Before You Begin: Turn off Show/Hide
Go to **Home->Paragraph->Show/Hide.**
The proofing should be hidden, now.

8. What Do You See? Each Tab stop can be formatted independently. In this example, the Tab stops are aligned left with dotted Leader Lines as well.

Tab stops are a legacy from the days when Word Processors imitated typewriters. It is a useful function.









Take One

Convert Text to Table

This is about as far as you can go with Tabs. **Tabs** are not an effective method for creating rows and columns. It is very difficult to add another column of data to a tabbed list. A **Table** offers a better way to organize information.

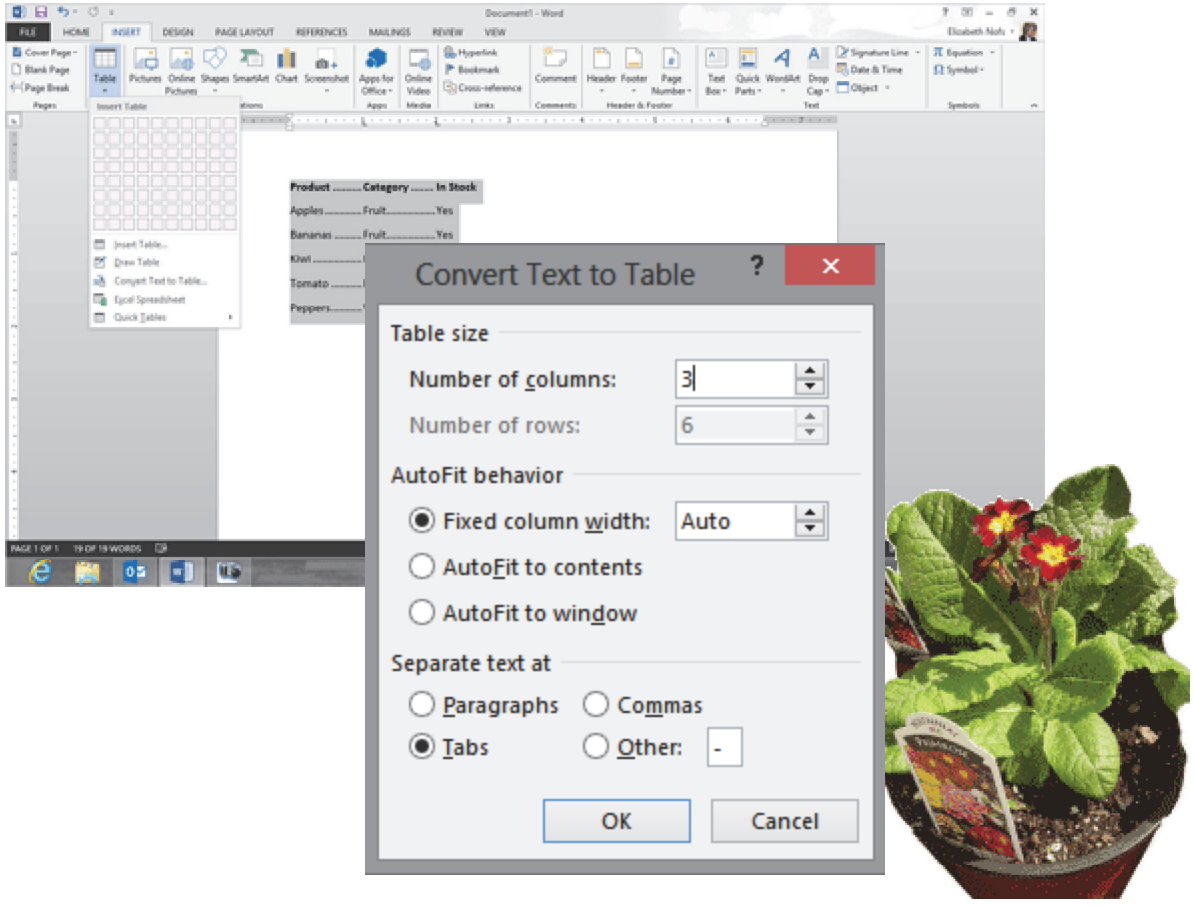
Try This: Convert the Text to a Table
Select all of the tabbed text.
Go to **Insert ->Tables->Table**.
Select: **Convert Text to Table**.

You will be prompted to confirm how many columns there are in this table.

Click **OK** .

Memo to Self: This sample list has 3 columns. If you see more than 3 columns, then some of your rows have more than one tab stop between the items. You can use the **Show/Hide** function to see each Tab Stop as an arrow and proof your work.

Insert ->Tables->Table ->Convert Text to Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Convert Text to Tables

Take One

Insert a New Column

Hello Table! It is very easy to modify a Table, compared to a tabbed list.

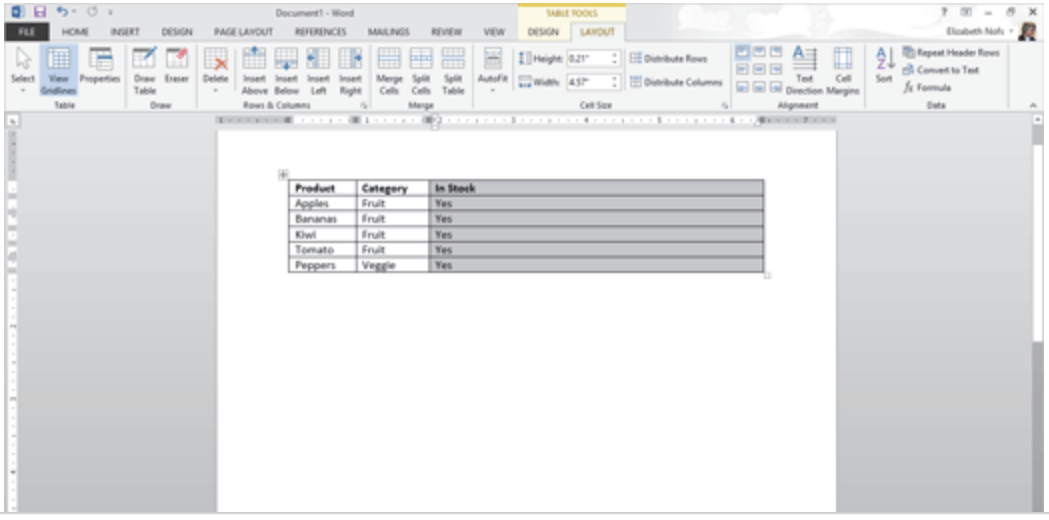
First, a few definitions. **Columns** are vertical. **Rows** are horizontal. The Columns are given letter names, A, B, C, beginning with the first Column on the left. The Rows are given numbers, starting with the first Row on the Top.

Cells are named by the Column and Row. For example, Cell A1 has the label Product.

Try It: Insert a Column
Select Column C.
Go to **Table Tools ->Layout**.
Go to **Rows and Columns**.
Select: **Insert Right.**
Keep going...



Table Tools -> Layout -> Rows & Columns->Insert Right



Product	Category	In Stock	
Apples	Fruit	Yes	
Bananas	Fruit	Yes	
Kiwi	Fruit	Yes	
Tomato	Fruit	Yes	
Peppers	Veggie	Yes	

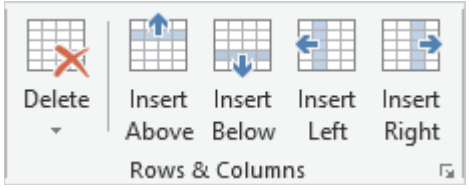
Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Insert Rows and Columns

Take One

Insert a Row

The next pages walk through the Table Tools: Add, Delete, Merge and Split.

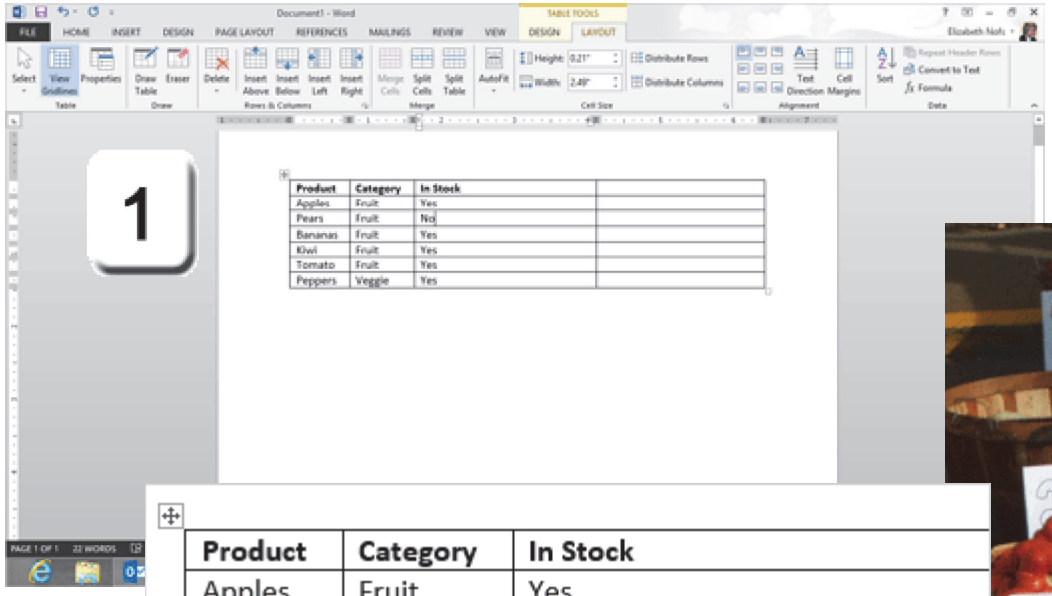
1.Try This: Insert a Row
Select Row 2: Apples.
Go to **Table Tools -> Layout.**
Go to **Rows & Columns.**
Click on **Insert Below.**

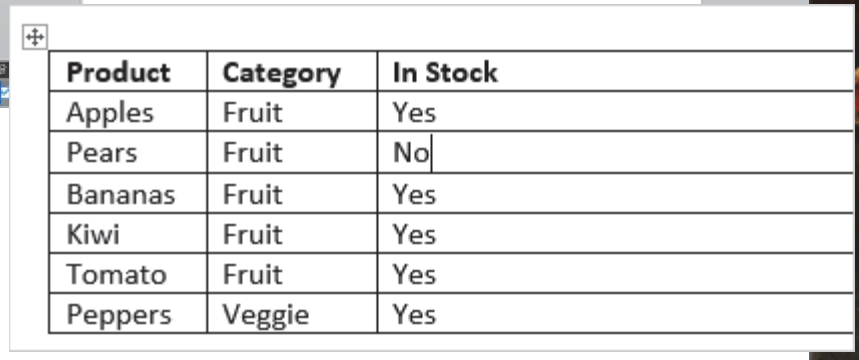


2. Try This, Too: Add Some Data
Add the following data:
Product: Pears
Category: Fruit
In Stock: No

Did You Notice: You can go to the next cell in a row by using the Tab key on your keyboard?

Table Tools -> Layout -> Rows & Columns ->Insert Below







Take One

Delete a Row

If you select a row and delete it, will the row be deleted, or just the text?

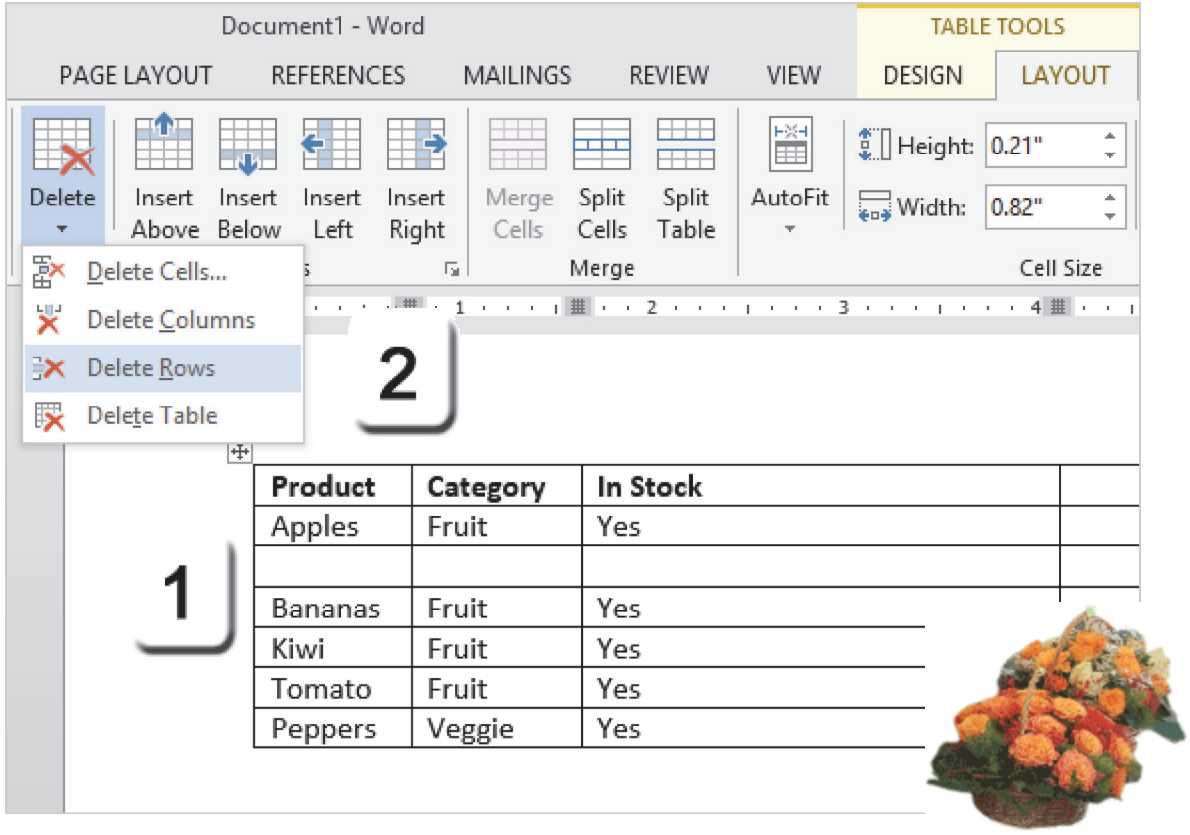
1. Try This: Delete a Row
Select Row 3: Pears.
Press **Delete** on your keyboard.

What Do You See? The data was deleted, but the row is still there.

2. Try This Instead: Delete the Row
Select Row 4.
Go to **Table Tools -> Layout**.
Go to **Rows & Columns.**
Click on **Delete -> Delete Rows**.

What Else Do You See? You can delete the Cells, Columns, Rows and even the entire Table.

Table Tools -> Layout -> Rows and Columns ->Delete->Delete Rows



Take One

Merge or Split Cells

When you design a form you can use a table to control the layout. Forms can have both big and little fill-in-the-blank boxes.

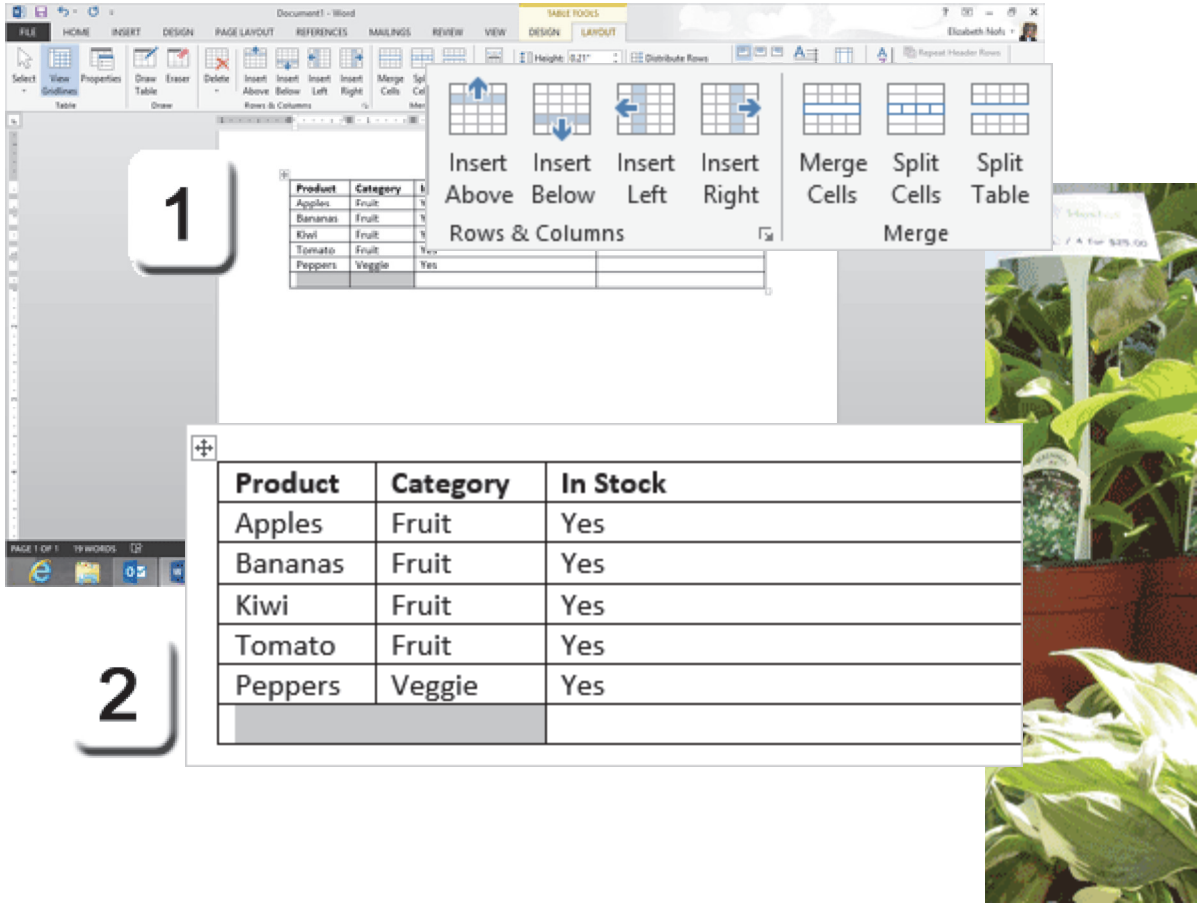
Before You Begin: Insert a blank row at the bottom of the table.
Select Row 6.
Go to **Table Tools->Layout**.
Go to **Rows & Columns.**
Click on **Insert Row Below**.

1. Try This: Select Two Cells
Select the first two Cells in the last Row. These Cells are named Cell A7 and B7, where 7 is the last Row in this example. Columns are A, B, C, and D... from left to right.

2. Try This, Too: Merge the Cells
Go to **Table Tools->Layout->Merge.**
Click on **Merge Cells.**

Good Practice: Select the cells that you **Merged** and try to **Split** them.

Table Tools -> Layout -> Merge ->Merge Cells



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Merge Cells

Take One

Move a Row

There are a two steps required to move a Row. First, you need to select the Row. Then, you can drag and drop the Row to a new position in the Table.

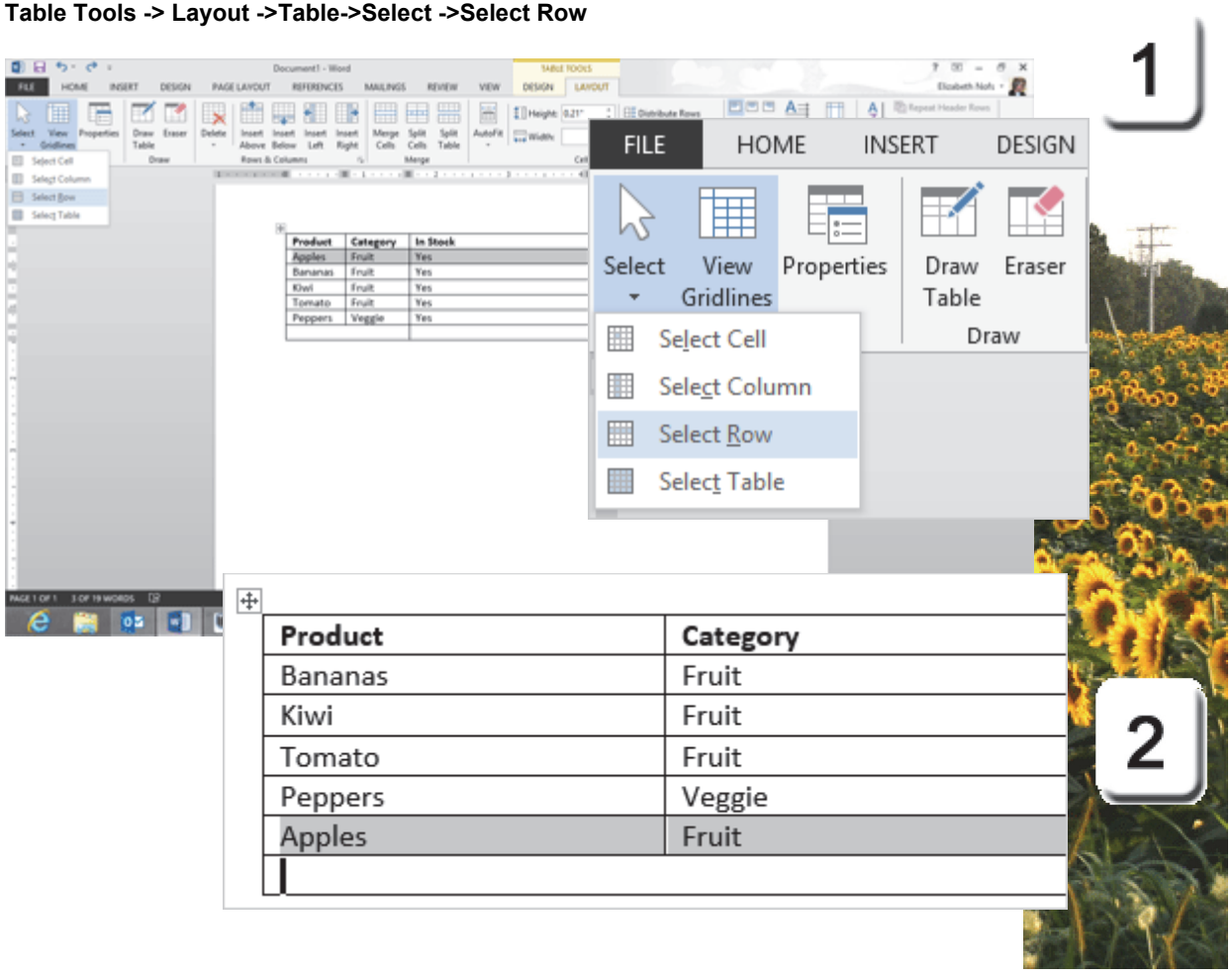
1. Try This: Select a Row
Place your cursor in Row 2.
The **Table Tools** should be available.
Go to **Table Tools->Layout->Table.**
Click on **Select Row**.

2. Try This, Too: Move a Row
Run your cursor just outside the left side of Row 2. You should see a white arrow.
Click and hold your left mouse button.
Now you should be able to drag the Row up or down to a new place in the Table

Keep going...

Memo to Self: This is not an easy mouse task. You may need to try this a couple of times.

Table Tools -> Layout ->Table->Select ->Select Row



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Move a Row

Take One

Table Properties

Tables have **Properties**. The Properties include options for formatting the Table, Row, Column and Cell.

1. Try This: Find the Table Properties
Select the Table.
Go to **Table Tools ->Layout->Table.**
Select: **Properties**.

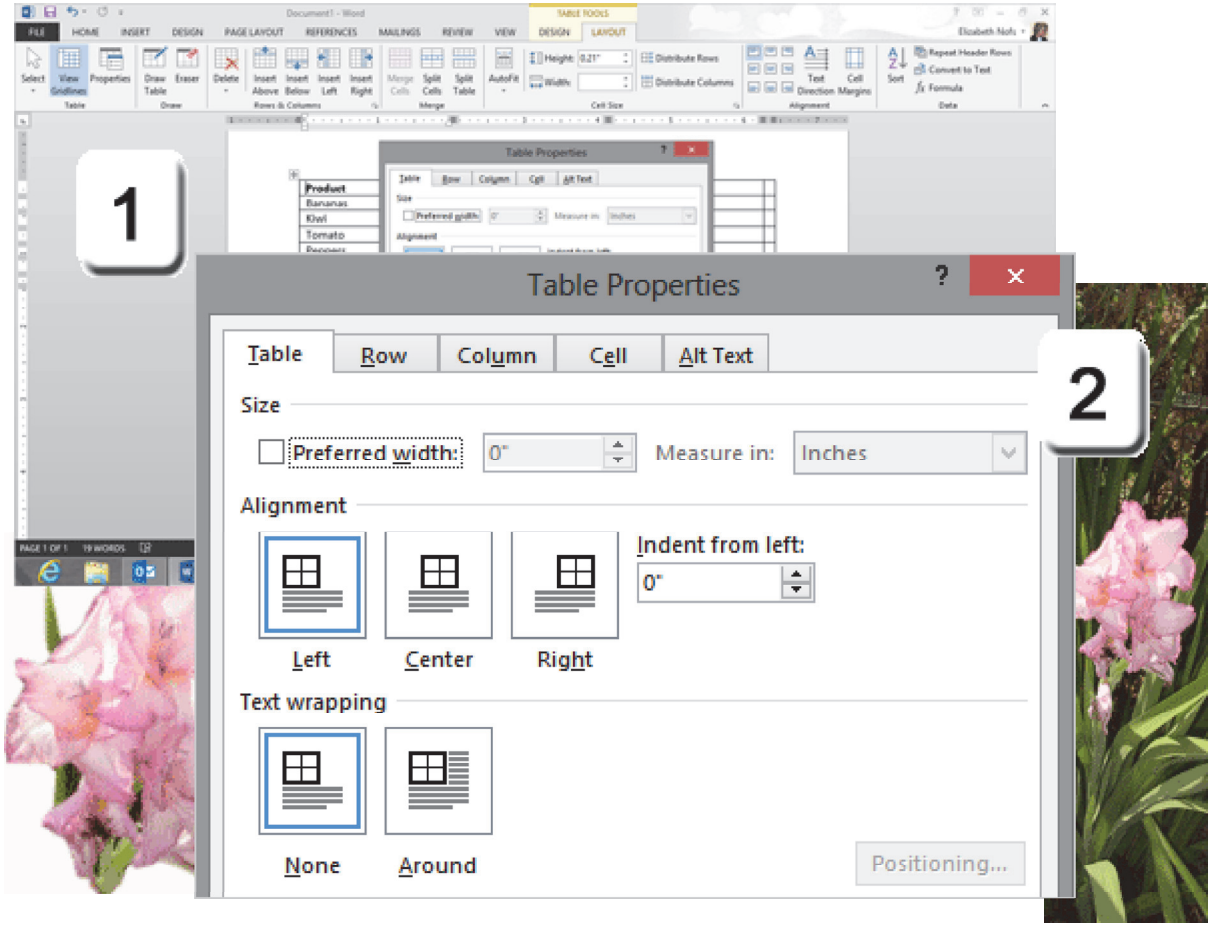
2. What Do You See? By default, the **Size** is blank. Technically, the Size is 100% of the width. You can check **Preferred width** and select a Size if you wish.

The Table is an object just like a picture or graphic. A Table can be **Aligned** Left, Center, or Right on a page.

You can also use **Text Wrapping** to edit how text wraps around your table.

Keep going...

Table Tools -> Layout -> Table-> Properties



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Define Table Dimensions

Take One

Table Tools -> Layout -> Table->Properties->Table

Table Options: Cell Margins

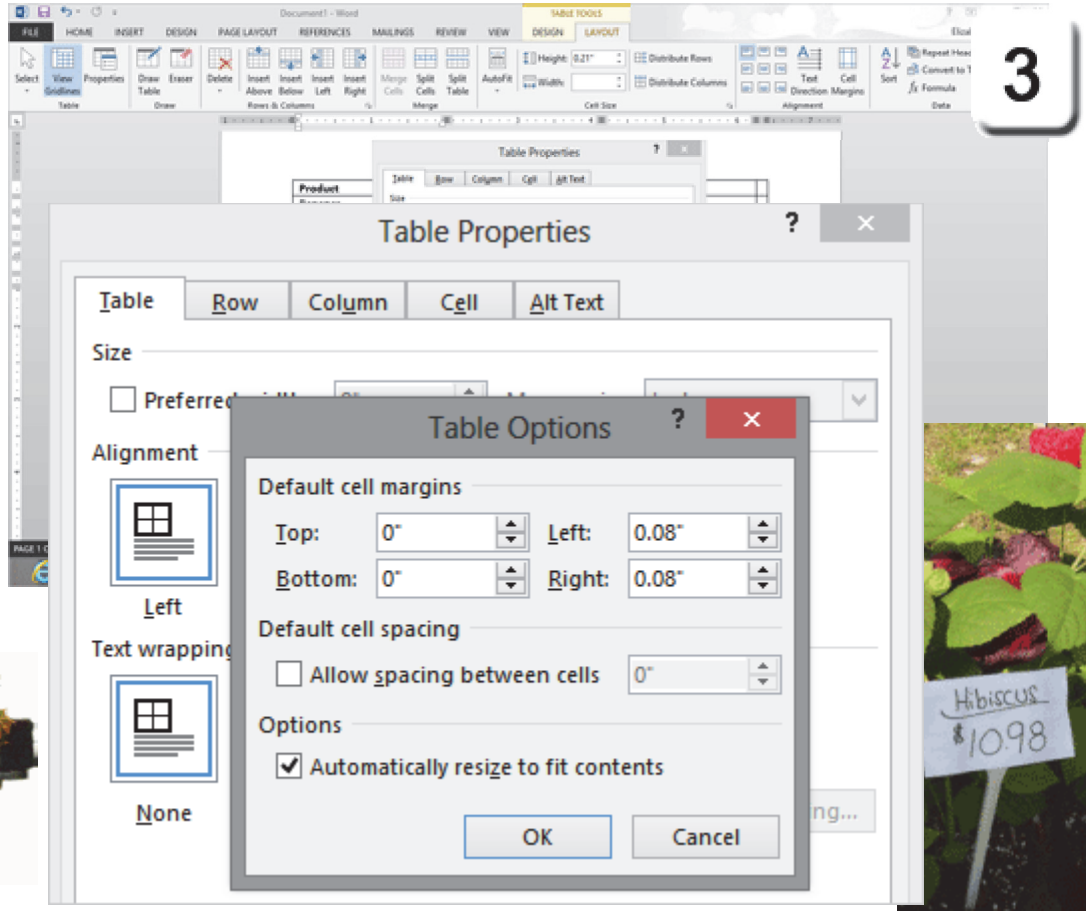
The Table Properties include settings for the **cell margins** as well. The cell margins put space between the Table and the content. Otherwise, the text would touch the lines.

3. Try This: Find the Cell Margins
The **Table Properties** are still open.
Look at the bottom of the **Table** Tab.
Click on **Options...**
The Table options include the **Default cell margins**.

What Do You See? There is a check mark to Automatically resize the cell to fit (grow) the contents if needed.

Click **OK** to close this window.

Keep going...





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Configure Cell Margins (Table Options)

Take One

Review the Cell Properties

The Table Tab modifies the Table Properties. Rows, Columns and Cells also have their own Properties. Let's look at the Cell Properties.

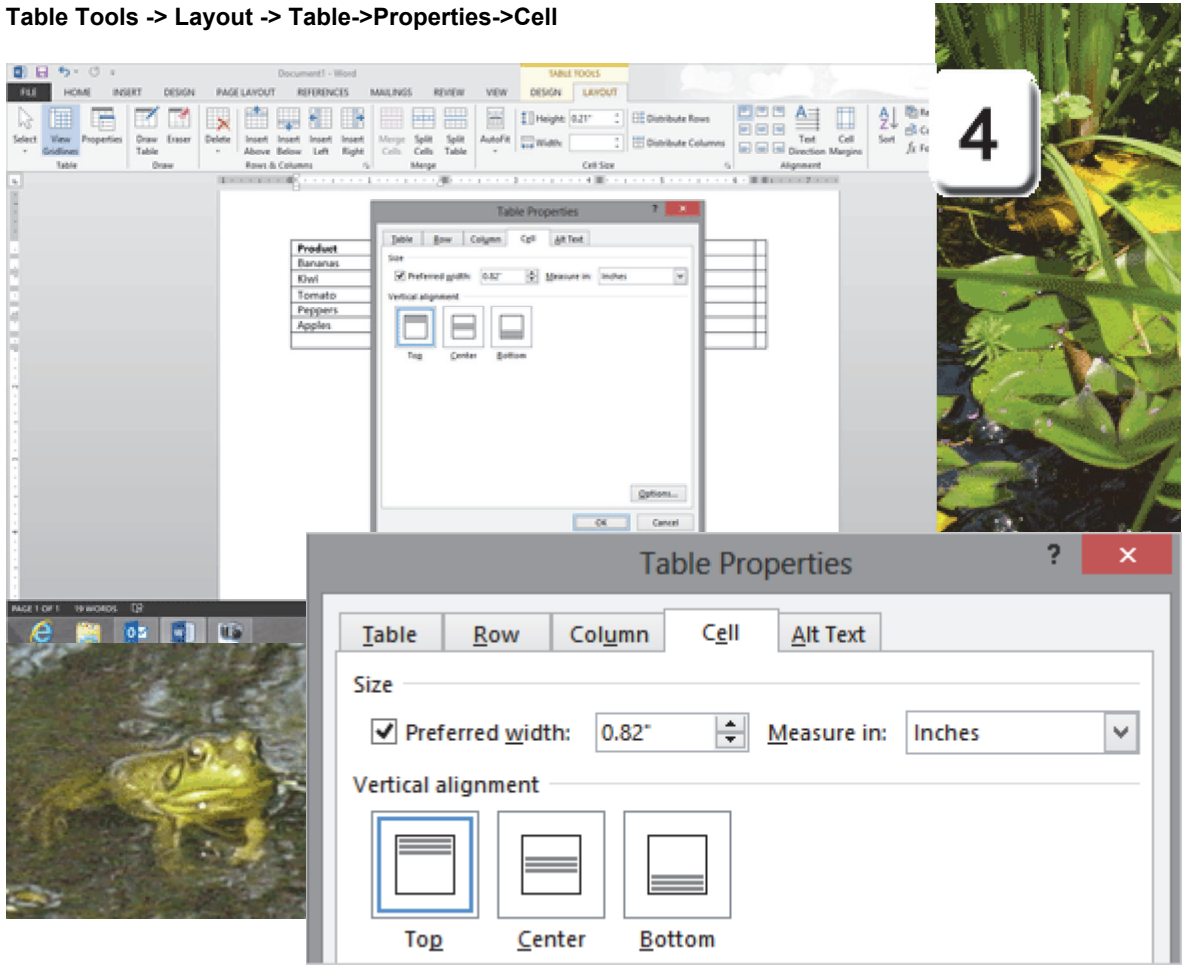
4. Try This: Review the Cell Properties
The Table Properties are still open.
Go to the **Cell Tab**.

What Do You See? The **Cell Properties** are **Size**, measured as Inches or Percent, and **Vertical Alignment**, Top, Center, Bottom.

Keeeep going...

Made You Look: The **Options** button in the bottom right corner lets you select Wrap Text or Fit Text. .

Table Tools -> Layout -> Table->Properties->Cell



Take One

Set the Table Title

The Table Properties also include **Alt Text:** Title and Description in . Alt Text is used by adaptive technology, especially Text Readers.

For example, at the Library for the Blind, the Web Browsers have Text to Speech software that reads the Titles for the visual objects in a news article: Tables, Diagrams and Pictures.

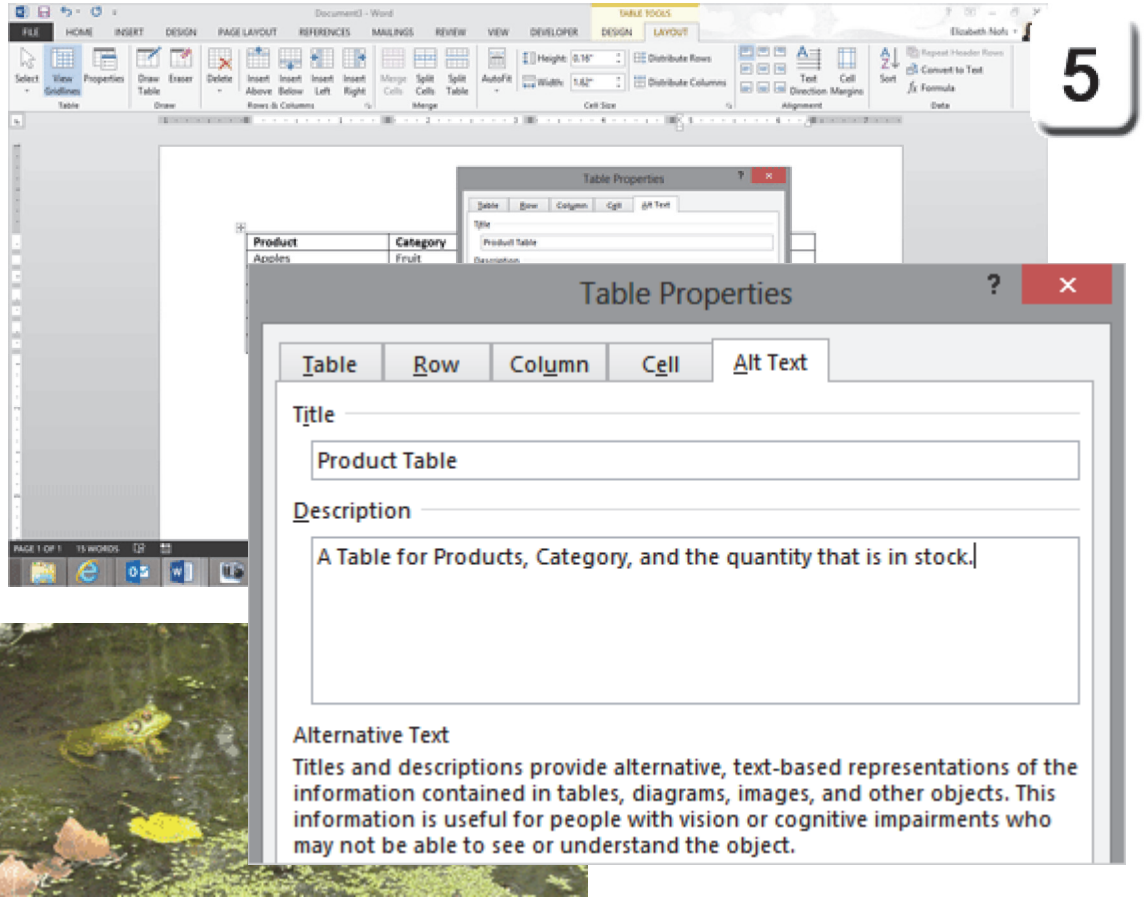
5. Try This: Review the Cell Properties
The Table Properties are still open.
Go to the **Alt Text Tab**.

Enter the Following:
Title: Product Table.
Description: A Table for Products, Category, and the quantity that is currently available.

Click **OK** to close the Table Properties.

Keep going, please...

Table Tools -> Layout -> Table-> Properties->Alt Text



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Set the Table Title

Take One

Calculate the Sum

You can calculate the Sum in a table, although it is not as simple as working in Microsoft Excel.

5. Before You Begin: Edit the Table
Please enter some data: go to the last Column and type in the quantity (in numbers) as shown.

Confirm the Header Row Formatting: The first Row in this Table should be formatted Bold. This indicates that the first Row is a Header Row.

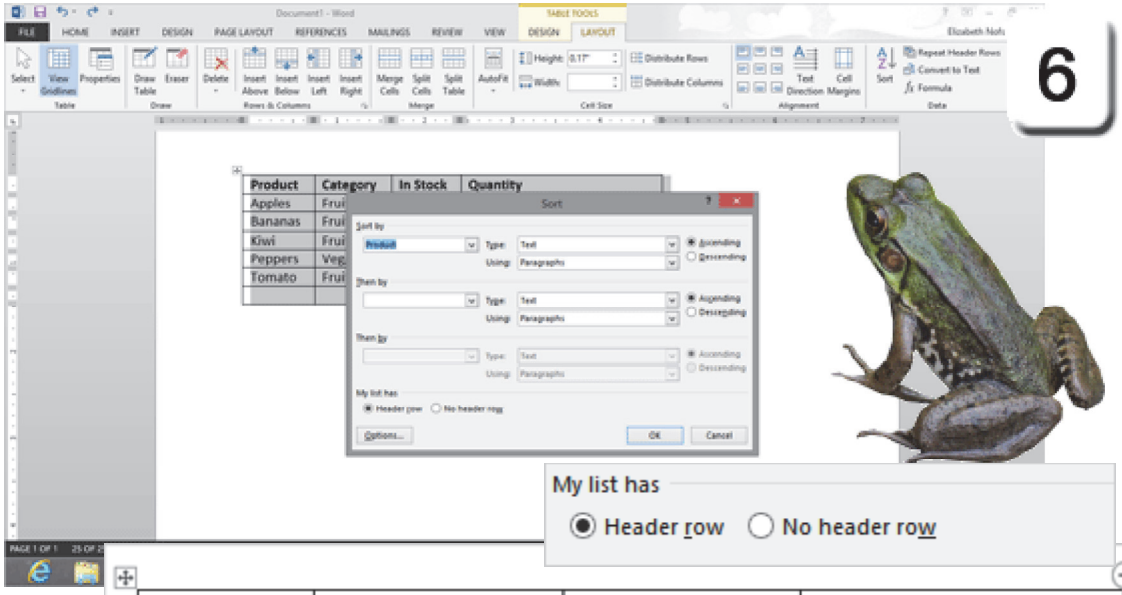
Sort the Table
Select the entire Table.
Go to **Table Tools ->Layout->Data->Sort.**
You can choose which field you want to Sort By.

Look at the bottom of the Window: Does it say, **My list has a Header Row?** The Header Row is the first Row of your Table. It should stay at the top when the Rows are sorted.

Place Your Cursor Here: Go to the blank Row at the bottom of your Table: Click in Cell D7. We will insert the formula here.

Keep going...

Table Tools -> Layout -> Data-> Sort

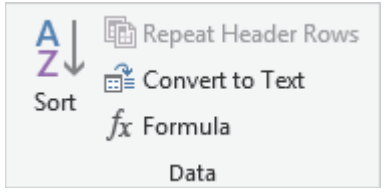


Product	Category	In Stock	Quantity
Apples	Fruit	Yes	25
Bananas	Fruit	Yes	12
Kiwi	Fruit	Yes	14
Peppers	Veggie	Yes	50
Tomato	Fruit	Yes	10

Take One

Calculate Data in a Table

7. Try This: Calculate the Sum
Go to **Table Tools -> Layout-> Data.**
Select: **Formula.**



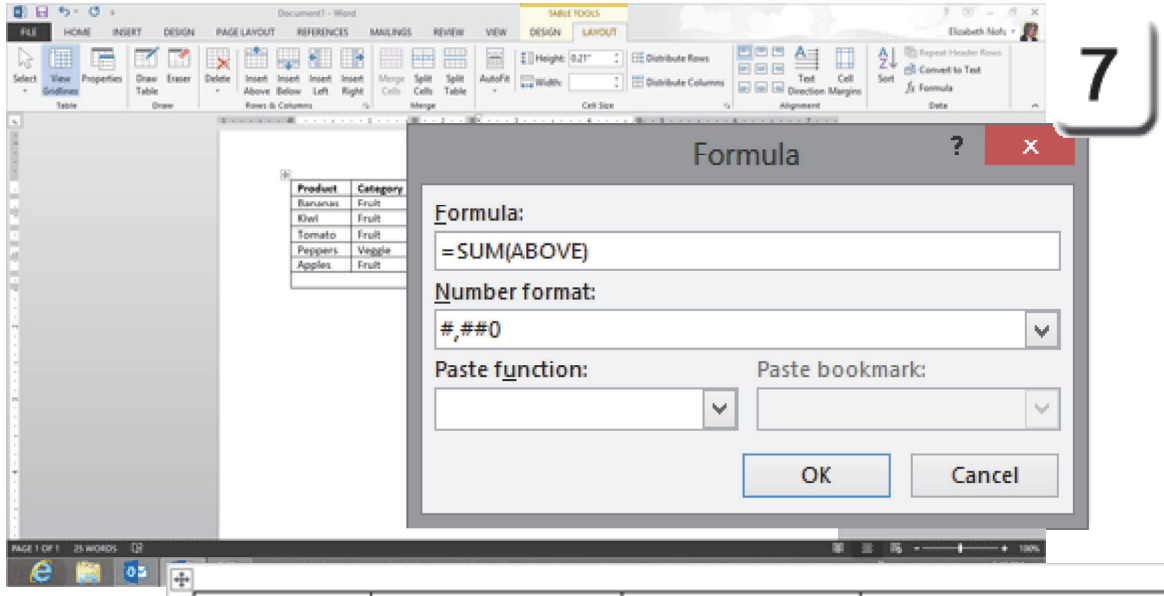
What Do You See? Microsoft Word suggests the formula: =SUM(ABOVE).

You can choose the appropriate number format: general, accounting, or percentage.

Click **OK** to enter the Formula.

Keep going....

Table Tools -> Layout -> Data-> Formula





Product	Category	In Stock	Quantity
Apples	Fruit	Yes	25
Bananas	Fruit	Yes	12
Kiwi	Fruit	Yes	14
Peppers	Veggie	Yes	50
Tomato	Fruit	Yes	10
			111

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Formulas to a Table

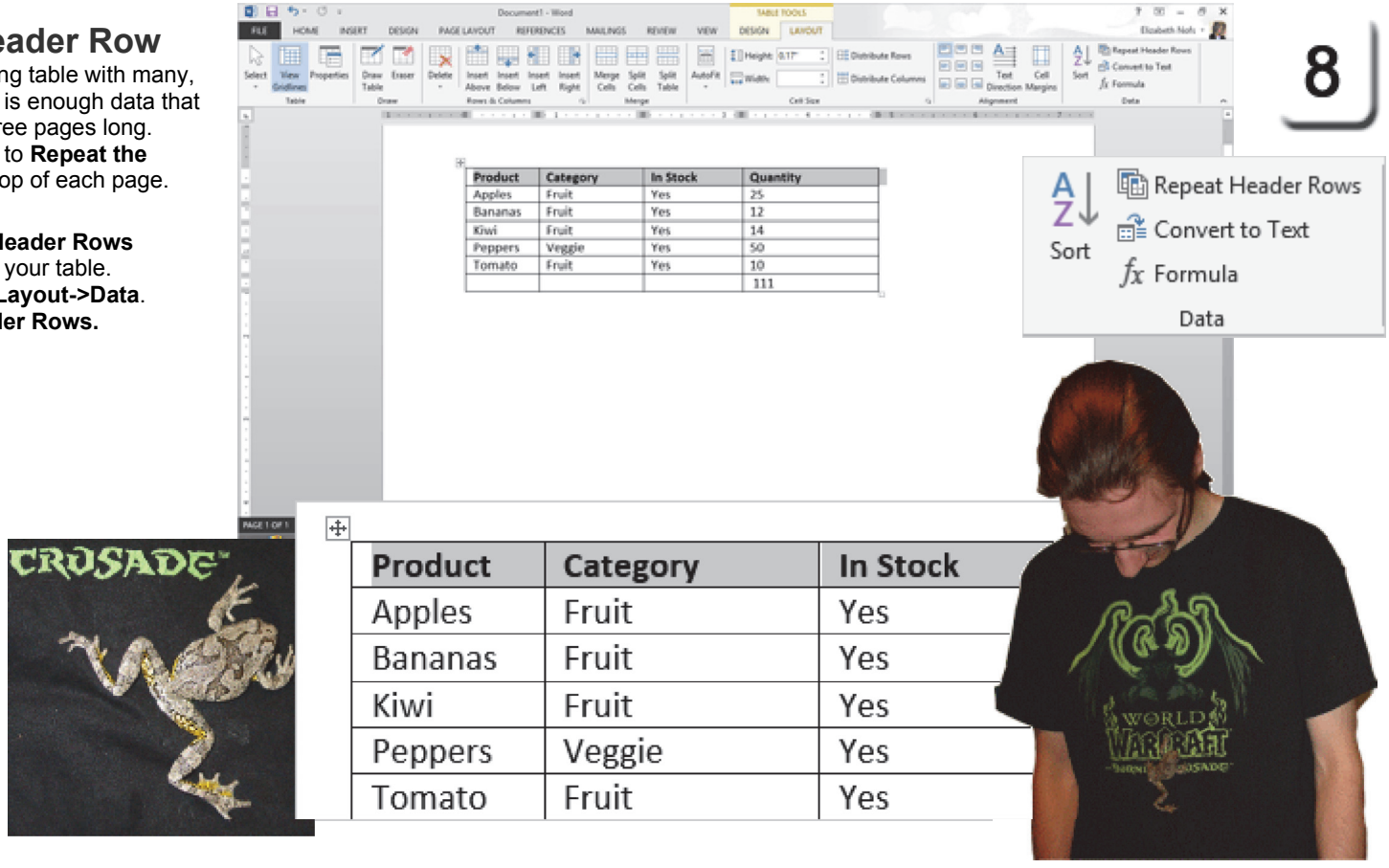
Repeat the Header Row

Say you had a very long table with many, many rows. Say there is enough data that your table is two or three pages long. There is a simple way to **Repeat the Header Rows** at the top of each page.

8. Try This: Repeat Header Rows
Select the first Row in your table.
Go to **Table Tools ->Layout->Data**.
Click on **Repeat Header Rows.**

Keep going...

Table Tools -> Layout -> Data-> Repeat Header Rows



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Repeat Header Rows

Take One

Convert Table to Text

There and back again: here are the steps to convert a Table back to Text.

Before You Begin: If your table has any blank columns or rows, please select them and delete them. Also, select and delete Row 7, the one with the Formula.

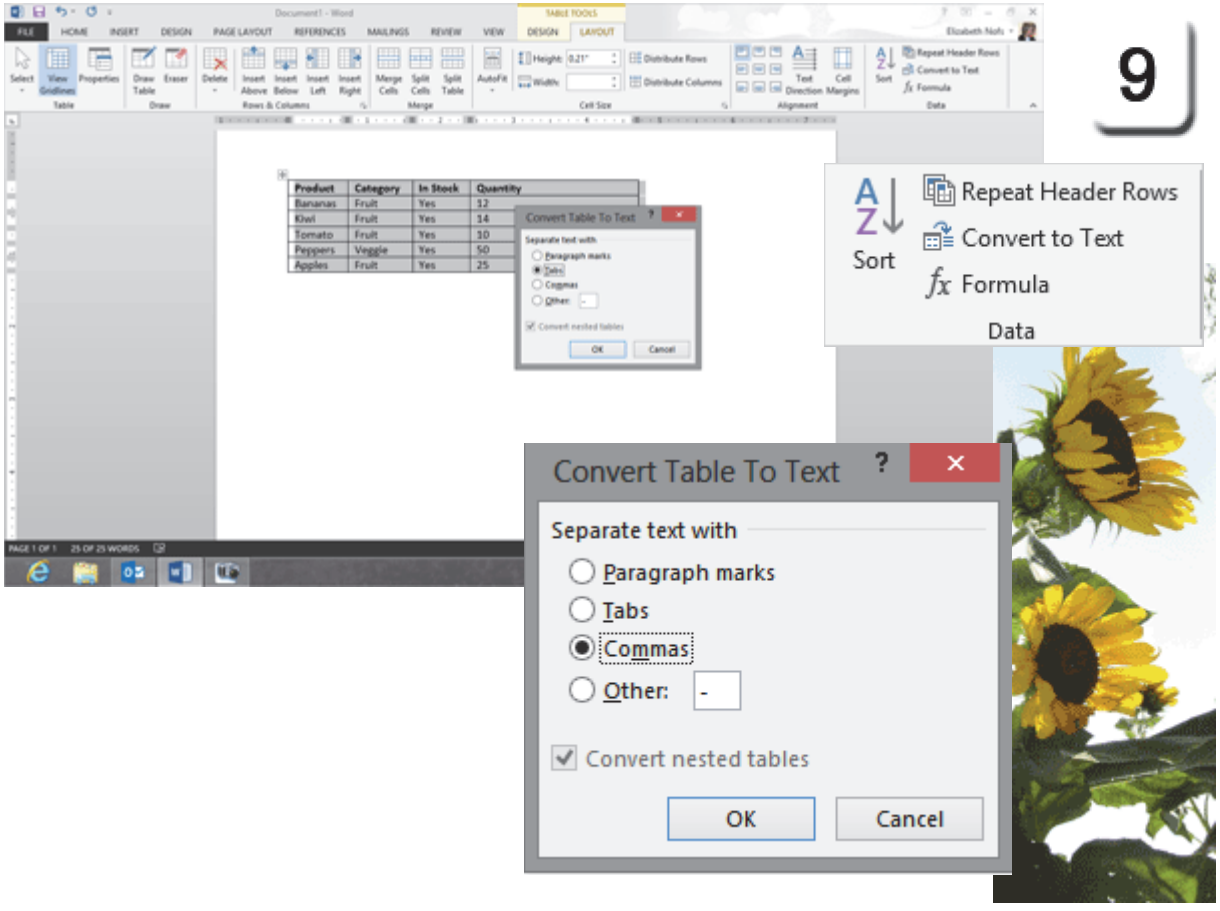
9. Try This: Convert Table to Text
Select the Table.
Go to **Table Tools -> Layout->Data**.
Select: **Convert to Text**.

What Do You See? You will be prompted to select how you would prefer to convert the columns. You can choose Paragraphs, Tabs, Commas, or Other symbols to separate your text.

In this example, select **Commas.**
Click **OK**. The Table should be converted.

Let's go work with lists for a few minutes.

Table Tools -> Layout -> Data-> Convert to Text



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Convert to Text

Take One

Convert Text to List

The bulleted or numbered list is another method for organizing and presenting data.

Before You Begin: Select all of the text EXCEPT for the first Row.

1. Try This: Convert Text to List.
Go to **Home -> Paragraph-> Bullets**.



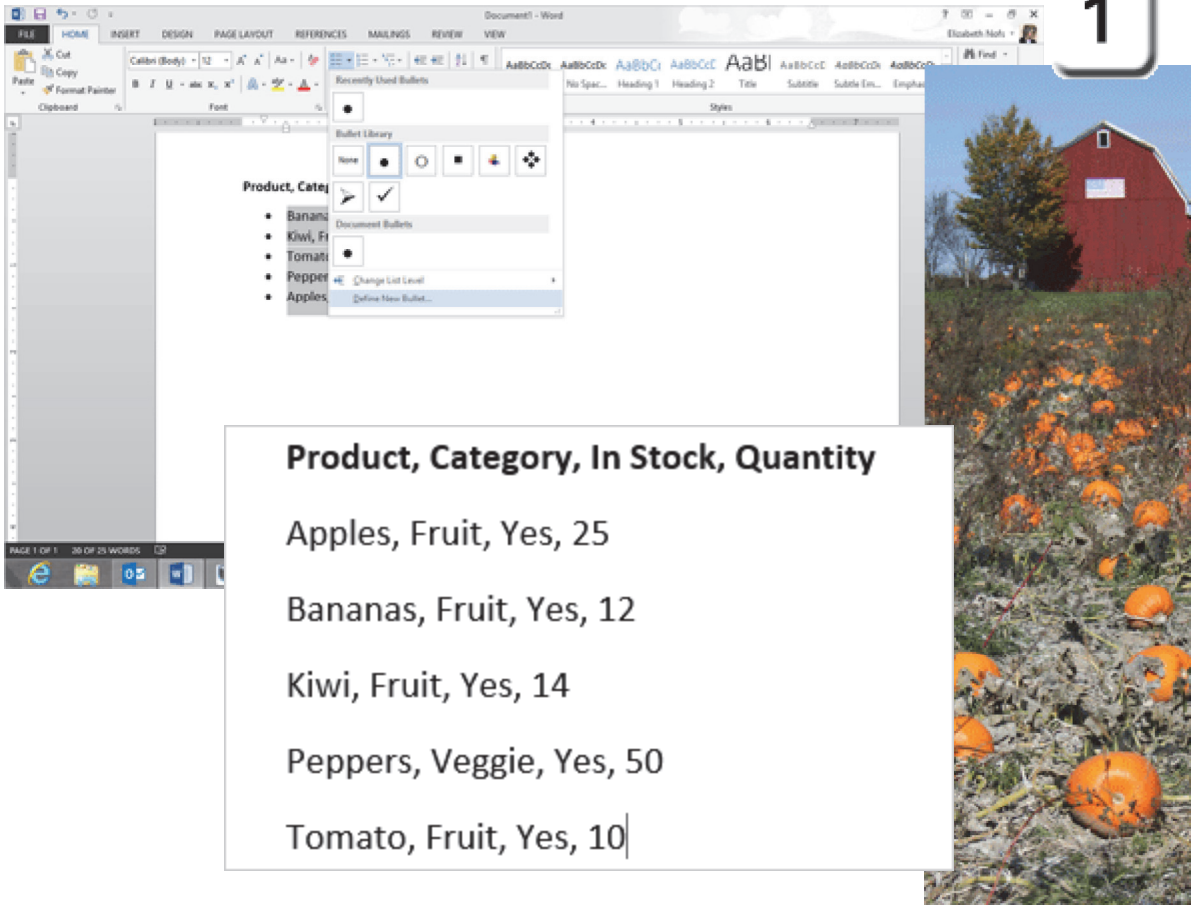
What Do You See? You can use the down-arrow to select different bullets from the list.

There are bullets at the beginning of each line of type and list is indented.

Keep going....

Home -> Paragraph -> Bullets

1



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Add Numbering or Bullets

Take One

Define New Bullets

You can choose a different **Symbol** or **Picture** for your bullets.

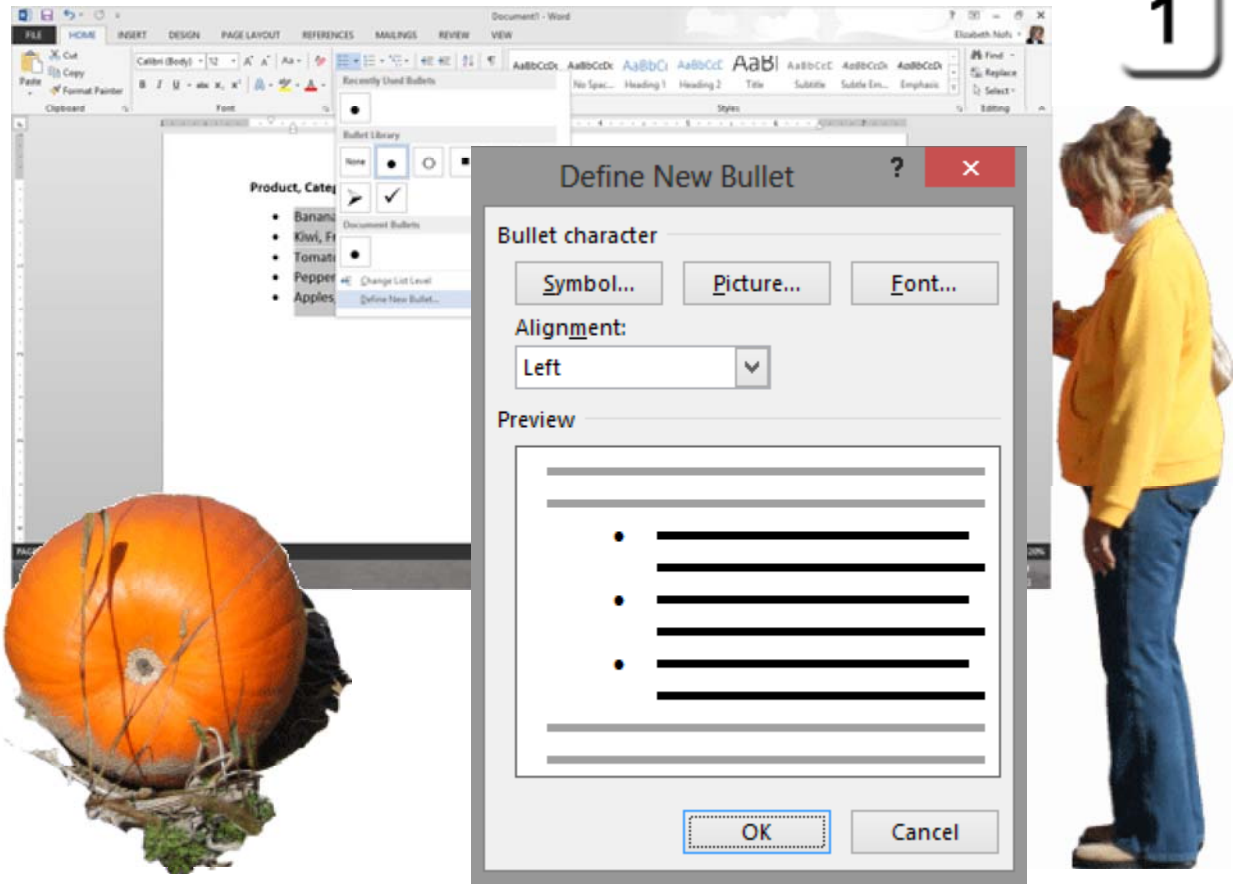
1. Try This: Define New Bullet
Select the bulleted text.
Go to **Home -> Paragraph.**
Click on the **Bullets** down-arrow**.**
Go to the bottom of the list and select **Define New Bullet** .



Click on **Symbol**.
Click **OK**.

Keep going...

Home -> Paragraph -> Bullets -> Define New Bullet



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Create Custom Bullets

Take One

Home -> Paragraph -> Bullets -> Define New Bullet

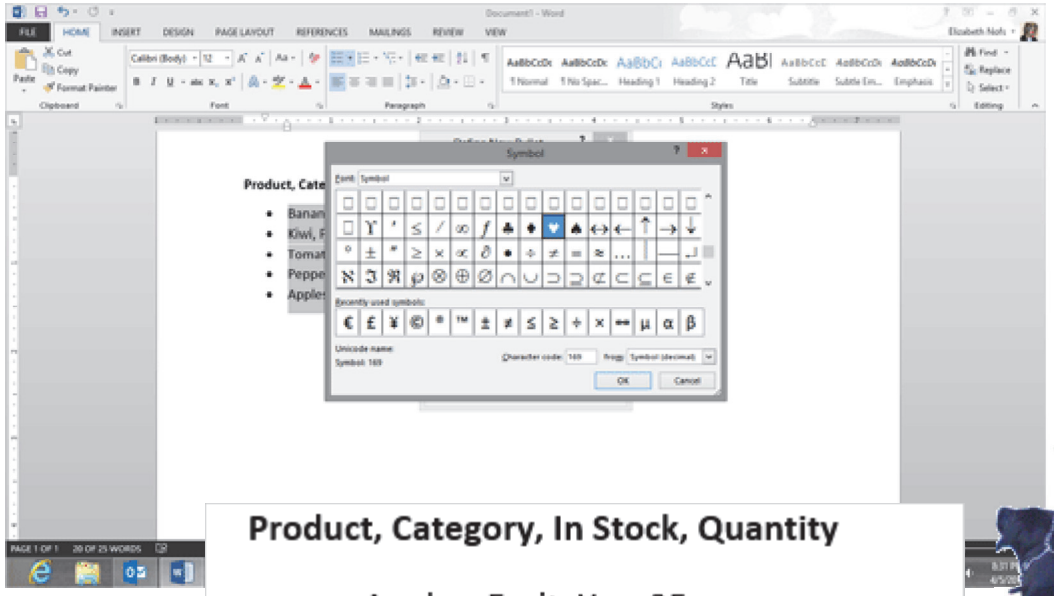
2

Define New Bullet: Use a Symbol

What Do You See? When you click on **Symbol**, you can review the characters in the symbol font.

Other fonts have different symbols, including math symbols, Greek letters and cartoon images.

2. OK, Try it: Select a Symbol
Click **OK** to select a Symbol.
Click **OK** to close the **Define New Bullet** window.





Product, Category, In Stock, Quantity

- ♥ Apples, Fruit, Yes, 25
- ♥ Bananas, Fruit, Yes, 12
- ♥ Kiwi, Fruit, Yes, 14
- ♥ Peppers, Veggie, Yes, 50
- ♥ Tomato, Fruit, Yes, 10

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Create Custom Bullets

Take One

Home -> Paragraph ->Numbering

1

Apply Numbers

Many documents require numbered lists. Here are some **Number** options.

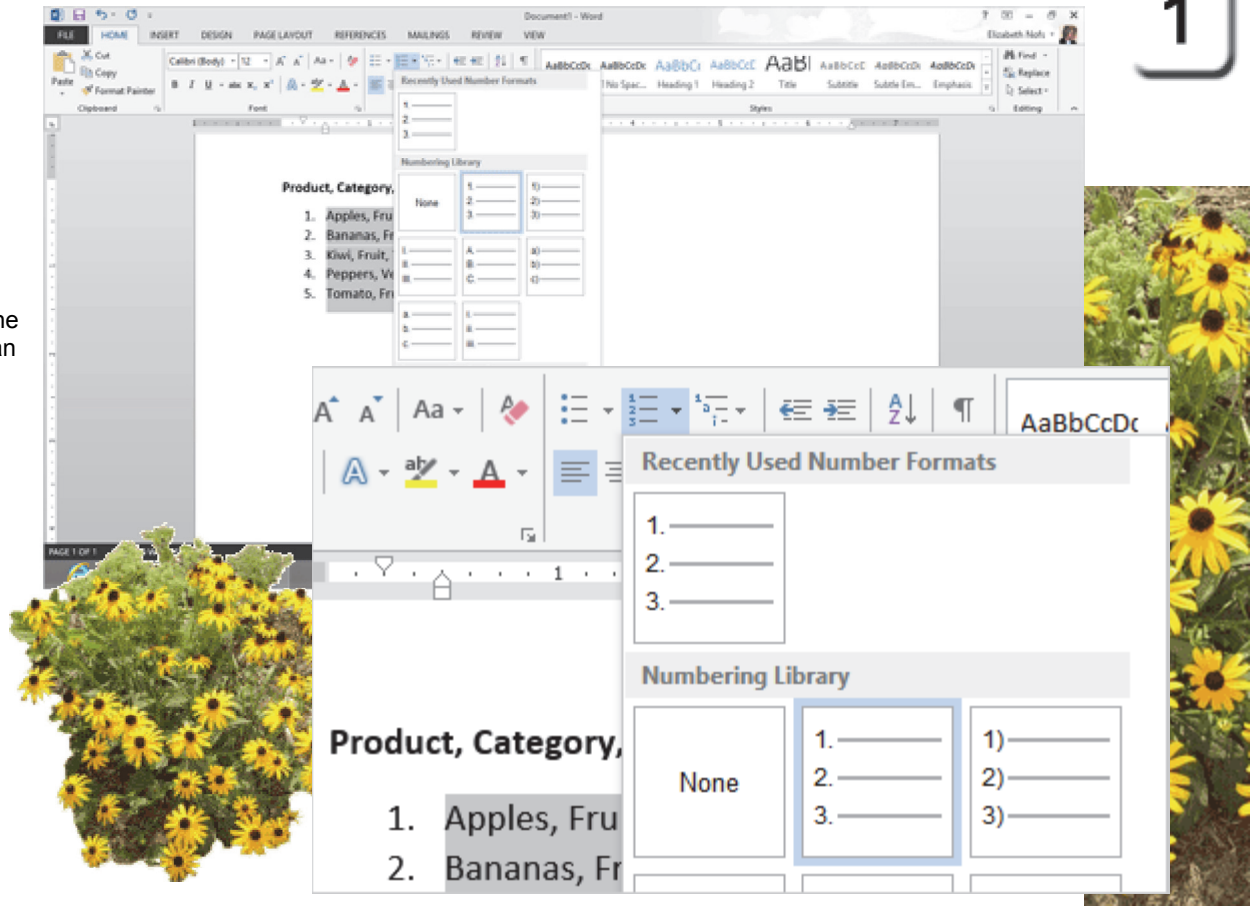
1. Try This: Apply a Number Format
Select the bulleted list.
Go to **Home -> Paragraph.**
Click on **Numbering.**

What Do You See? When you click on the down-arrow next to to Numbering, you can review the formatting options in the **Numbering Library.**

Please choose the first number format from the Library. Keep going...

What Else Do You See? If you want to remove the Bullets or Numbers, you can select **None** from the Library.

Memo to self: Many many of these buttons have two options. Click the icon and you will get the default bullet or number. Click the little arrow on the right and you should see the library.



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Add Numbering or Bullets

Take One

Home -> Paragraph ->Numbering

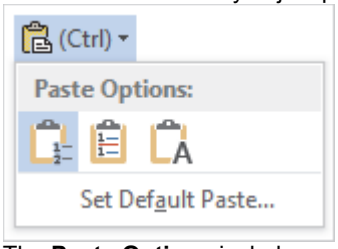
2

Working with Numbers

Different sections in your document may need to **Continue** the numbering from a previous list or **Restart** the numbers at one.

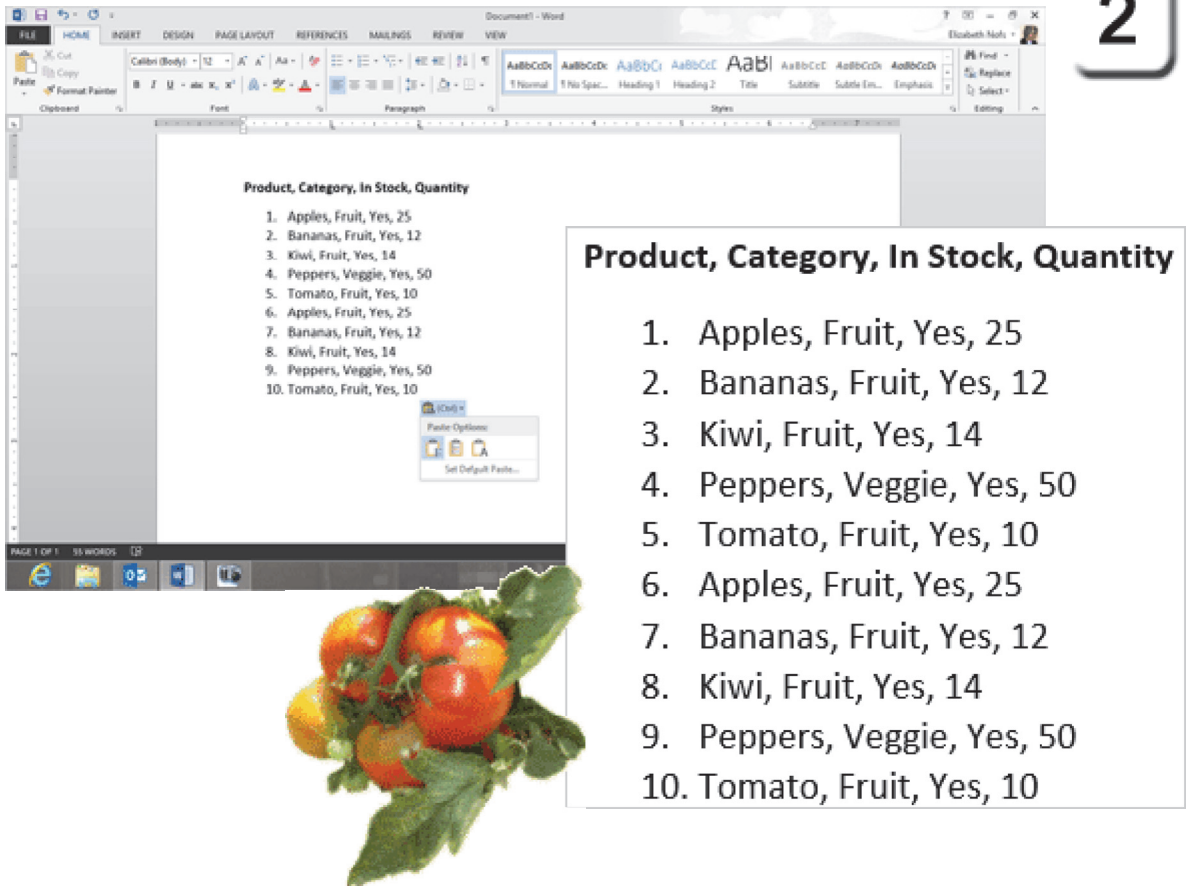
2. Try This: Change the Numbering
Select the numbered list.
Copy and paste the list.

What Do You See? The Clipboard is at the bottom of the list that you just pasted.



The **Paste Options** include:
Continue List
New List
Keep Text Only

Keep going...



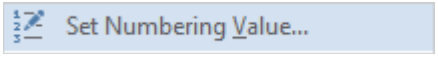
Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Numbering

Take One

Set Value

By default, the list numbers begin counting from 1. You can edit the numbers and **Set the Value**.

3. Try This: Set the Number Value
Select the numbered list.
Go to **Home ->Paragraph->Numbering.**
Click on **Set Numbering Value.**

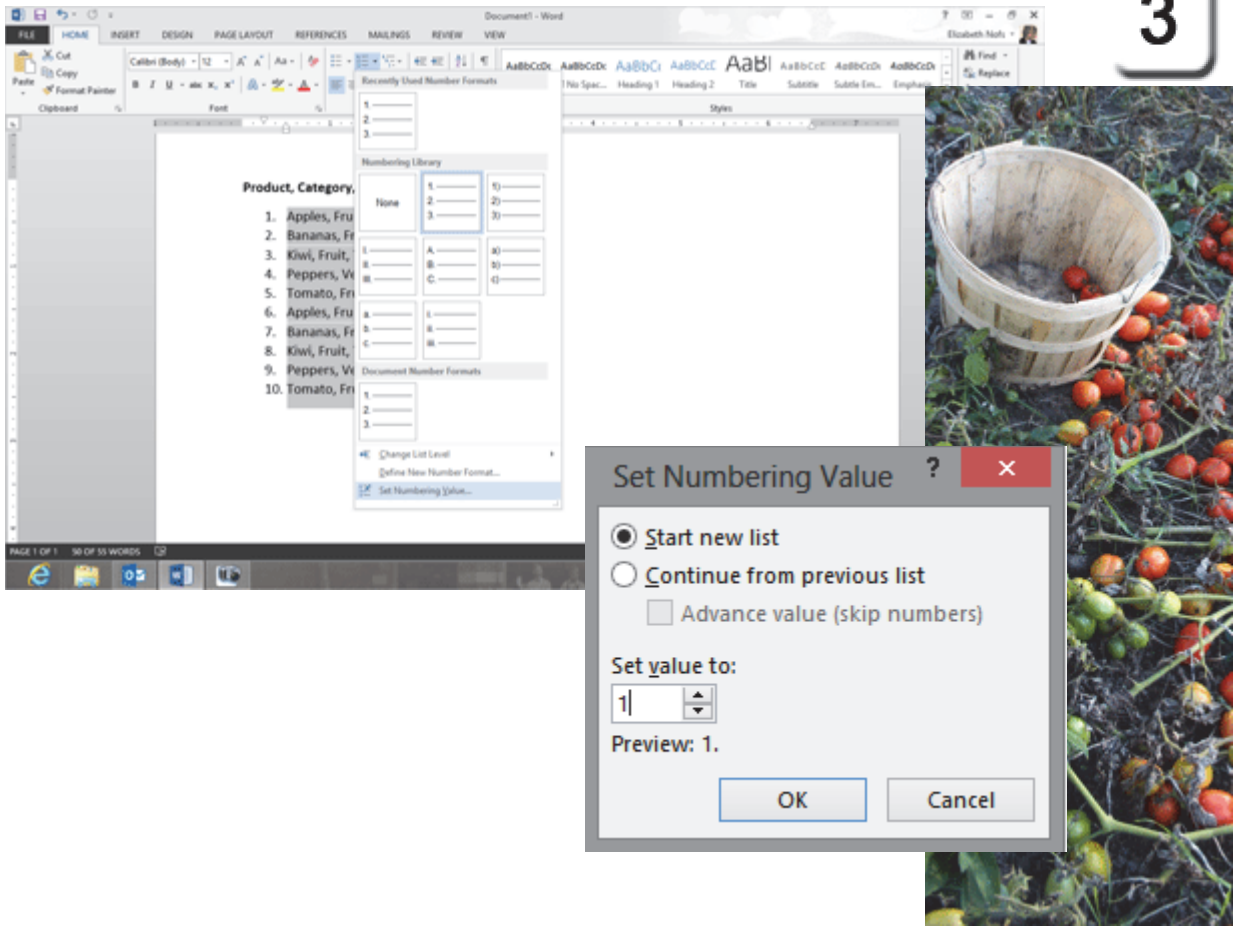


What Do You See? There are three options for **Set Numbering Value**:
Start a new list
Continue from a previous list
Set the value

Click **Cancel** and go to the next page.

Home -> Paragraph ->Numbering -> Set Numbering Value

3



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Numbering (Set Value)

Take One

Multilevel List Formats

A **Multilevel List** organizes your information into topics and subtopics. These outlines can be formatted with several built-in Styles.

1. Try It: Create a Multilevel List
Let's begin with the list we created earlier:

Product, Category, In Stock
1) Apples, Fruit, 25
2) Bananas, Fruit, 12
3) Kiwi, Fruit, 14
4) Peppers, Veggie, 50
5) Tomato, Fruit, 10

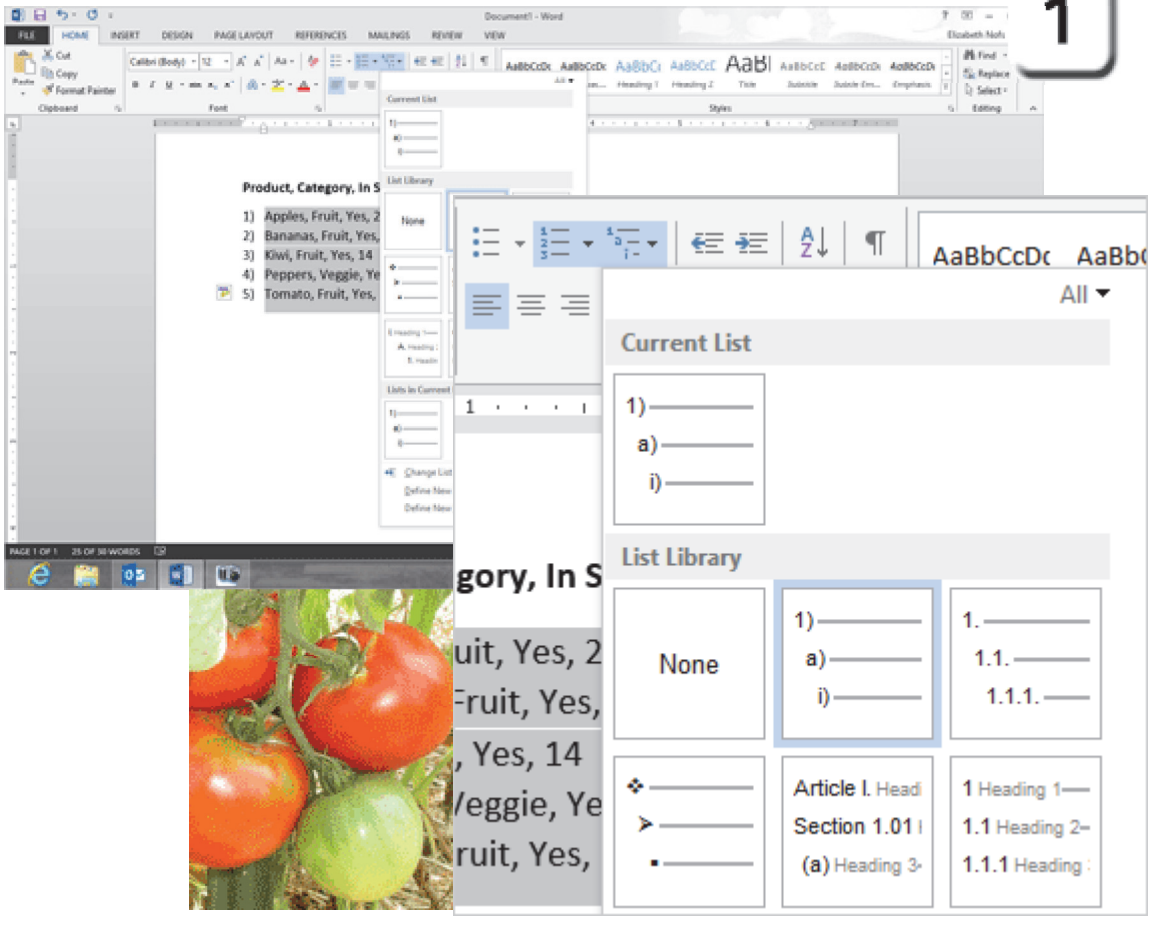
Select the numbered list but please do not include the first line, the bold Header.
Go to **Home -> Paragraph**.
Select: **Multilevel List**.

What Do You See? The **List Library** offers several outline formats. Select the first Style.

Keep going....

Home -> Paragraph -> Multilevel List

1



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Numbering (Multilevel List)

Take One

Multilevel List Options

A **Multilevel List** format is dynamic and changes as you edit your text. These steps show how to work with the levels.

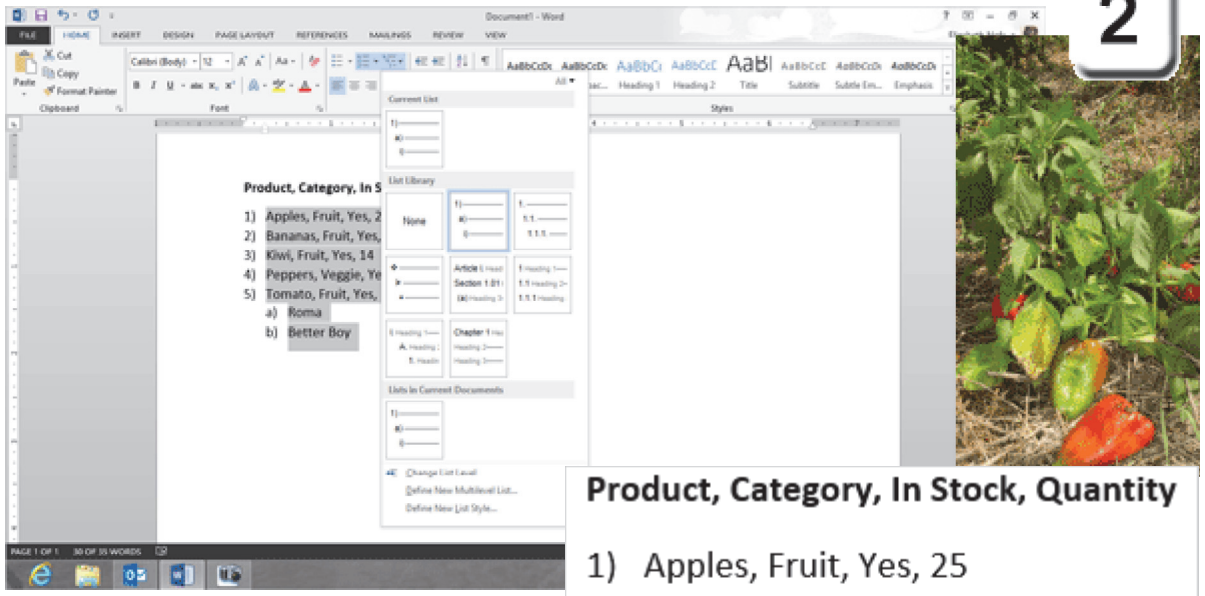
2. Try It: Promote and Demote Items
Place your cursor at the end of the line in the sample text.
Press **Enter**: create a new line.
Go to **Home ->Paragraph.**
Select **Increase Indent** to indent the cursor.



And Try This: Add Some Text
Type: Roma
Press **Enter**: Create another new line.
Type: Better Boy.
Keep going...

Good Practice: What happens if you **Decrease** the indent?

Home -> Paragraph -> Increase Indent



Product, Category, In Stock, Quantity

1) Apples, Fruit, Yes, 25
2) Bananas, Fruit, Yes, 12
3) Kiwi, Fruit, Yes, 14
4) Peppers, Veggie, Yes, 50
5) Tomato, Fruit, Yes, 10
   a) Roma
   b) Better Boy

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Increase and Decrease List Levels

Take One

More Number Options

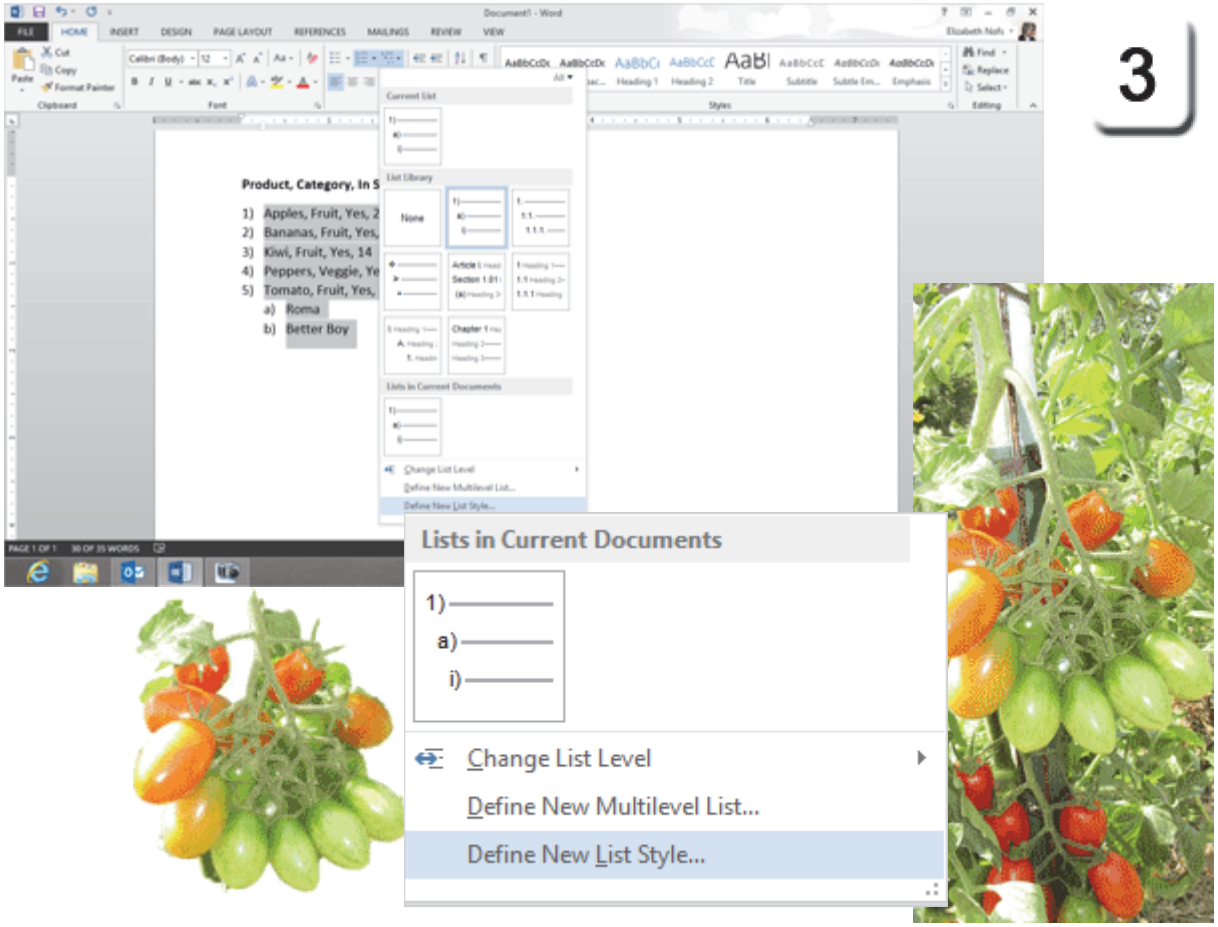
Some professions have very specific formatting. Legal documents are one example. Here are the steps you can take to define your own Style.

3. Try This: Define New List Style
Select the sample list.
Go to **Home ->Paragraph.**
Click on **Multilevel List.**
Select **Define New List Style**.

Keep going, please...

Home -> Paragraph ->Multilevel List-> Define New List Style

3



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Numbering (Define New Multilevel List)

Take One

Home -> Paragraph -> Multilevel List-> Define New List Style

Define a New List Style

4. Consider the New List Style Properties

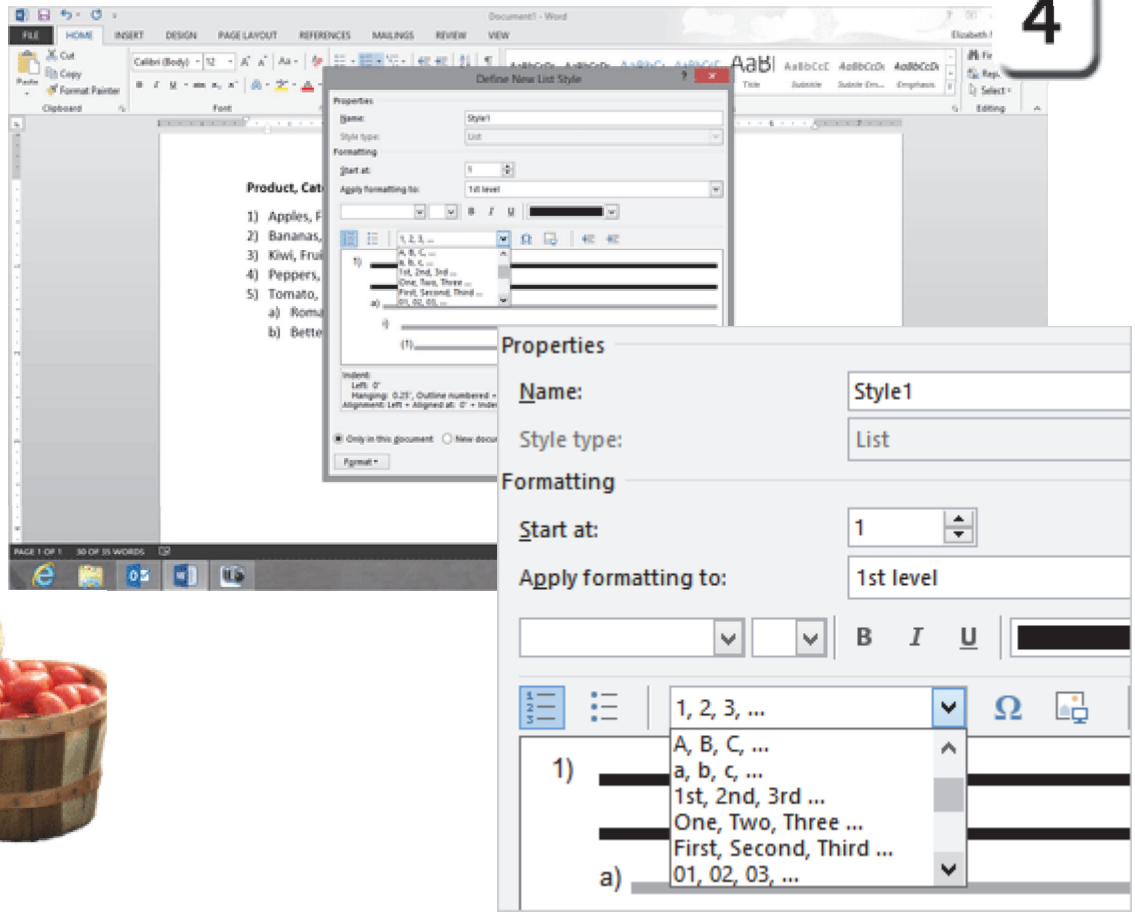
A new list style is defined one level at a time. You can edit the font, size, color and the indentation.

You can select the numbering format for each level. The options include Roman numerals, letters, numbers as well as bullets and symbols.

The new **List Style** can be saved with the current document you are working on. You can also choose to add the new List Style to this template. When you add the Style to the template, then it will be available in all new documents which are created with this template.

Click **Cancel**.





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Numbering (Define New Multilevel List)

Take One

Sort the List

1. Try This: Sort the List
Select the sample list.
Go to **Home ->Paragraph ->Sort**.



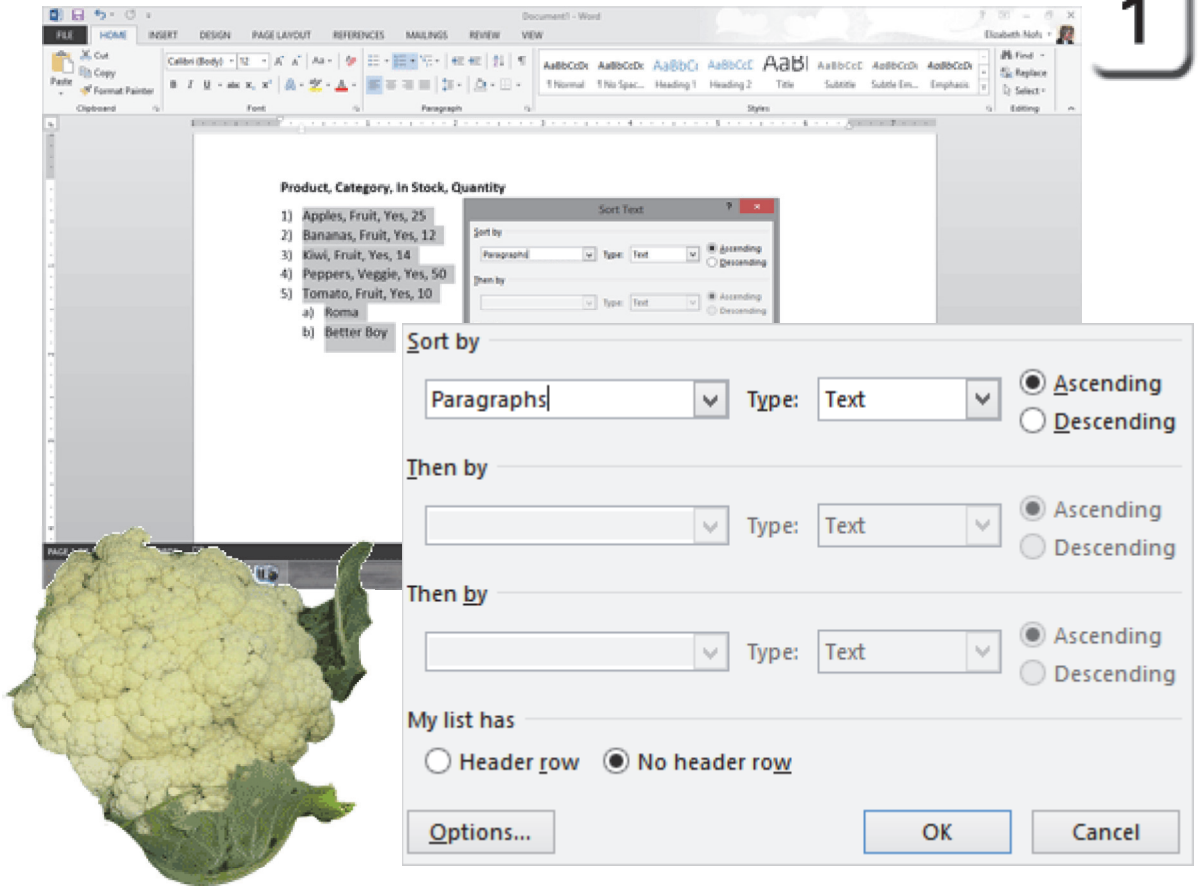
What Do You See? The **Sort** options are similar to the ones in Microsoft Excel. This is **Text**, so you can **Sort by Paragraphs**.

Depending on what you selected, your list may or may not have a **Header Row**, the first row with the labels.

Click **OK**. Keep going...

Home -> Paragraph ->Sort

1



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Sort by Paragraphs

Take One

Home -> Paragraph ->Sort

2

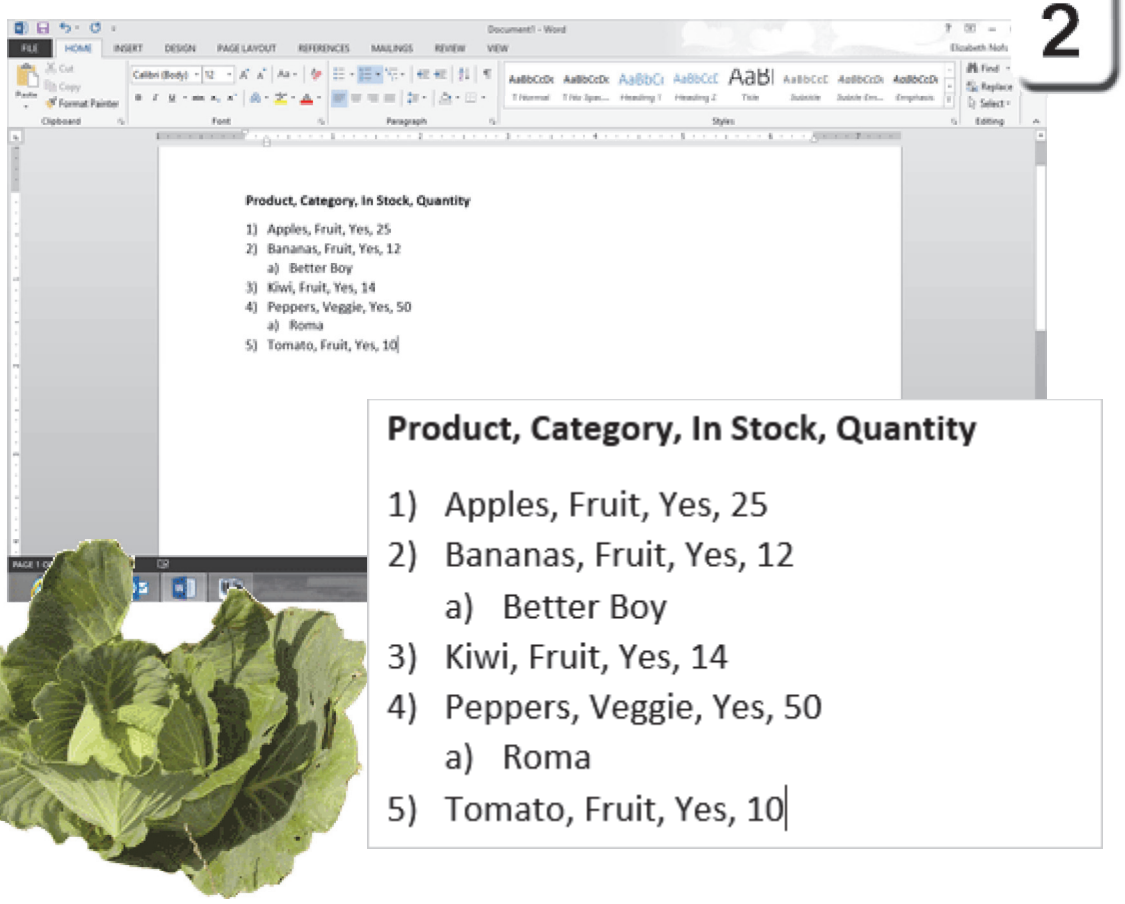
Sort by Paragraphs

2. Sorting by Paragraphs: What Do You See?
A simple list sorts the way you expect: alphabetical, A-Z or vice versa.

Sorting a Multilevel list is problematic. The results will probably come out scrambled.

You can **Undo** this step if you wish.

Made You Look: Go back a few pages and find the steps for Sorting a Table. Tables handle better with data.



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Sort by Paragraphs

Take One

No More Numbers or Bullets

Here are two more Bullet and Numbering options that are rather useful: how to Change the List Level and how to remove the bullets.

Before You Begin: Add to the List
Go to the last line in your numbered list.
Hit the Enter key to create a new line.
Please type: Charlotte's Website.

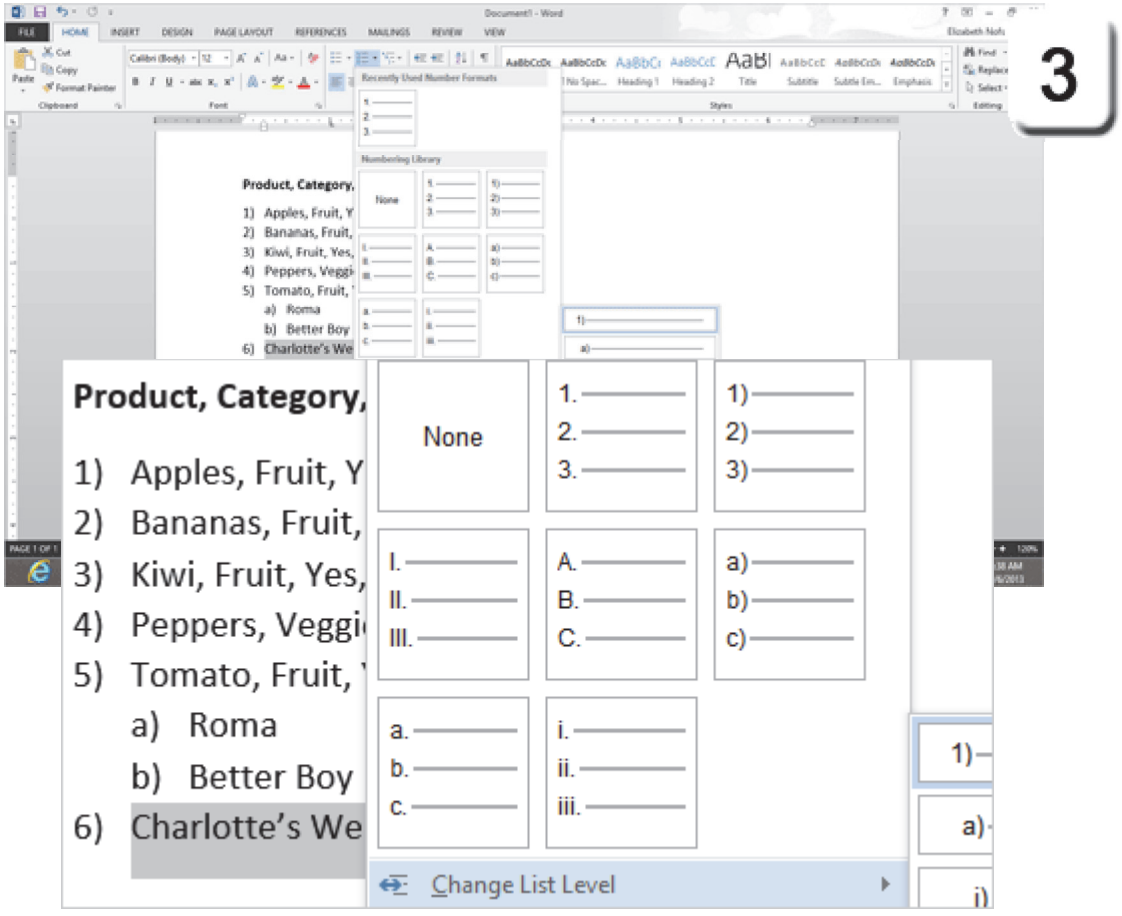
What Do You See? The new text will be included in the list automatically.

3. Try This: Change the List Level
Select the last line in your numbered list.
Go to **Home->Paragraph->Numbering.**
Go to **Change List Level**.
Select: Level 1.

Try This, Too: Remove the Bullets
Select the text that you formatted with bullets.
Go to **Home->Paragraph->Numbering.**
The select text can be formatted for None: no bullets or numbered lists.

Keep going....

Home -> Paragraph ->Numbering->Change List Level



Take One

Format the Line Spacing

A bulleted list can be easier to read if you add more space between the lines. The technical term for extra space between the lines is called leading. Here are some options you can try.

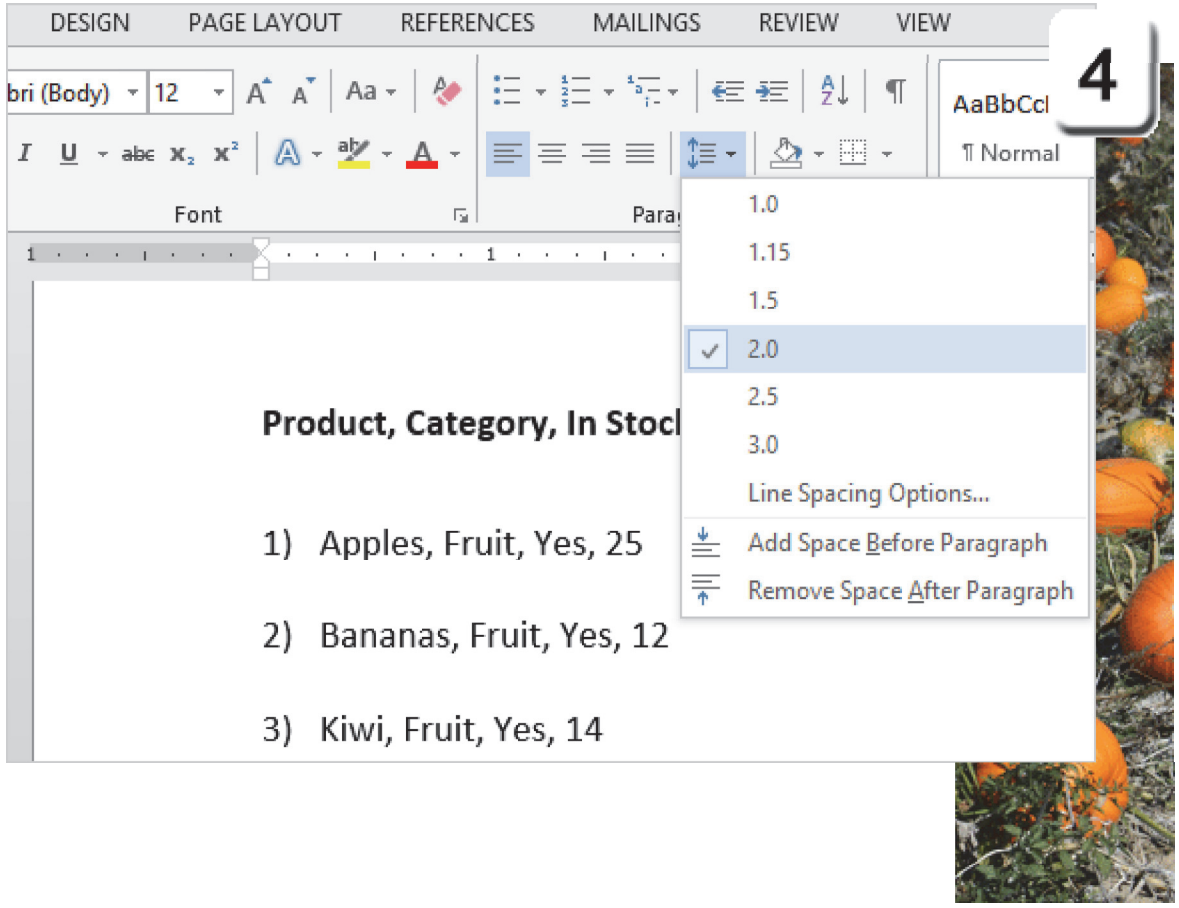
4. Try This: Change the Line Spacing
Select the sample list.
Go to Home ->Paragraph.
Select: **Line and Paragraph Spacing.**

What Do You See? You can increase the amount of space between the rows of text from 1.0 to 3.0.

You can also increase the space between the paragraphs or bulleted lists by selecting **Add Space Before Paragraph**.

Select a Line Spacing: 2.0
Keep going...

Home -> Paragraph ->Line and Paragraph Spacing



Take One

Home -> Paragraph ->Line and Paragraph Spacing->Line Spacing Options

More Line Spacing Options

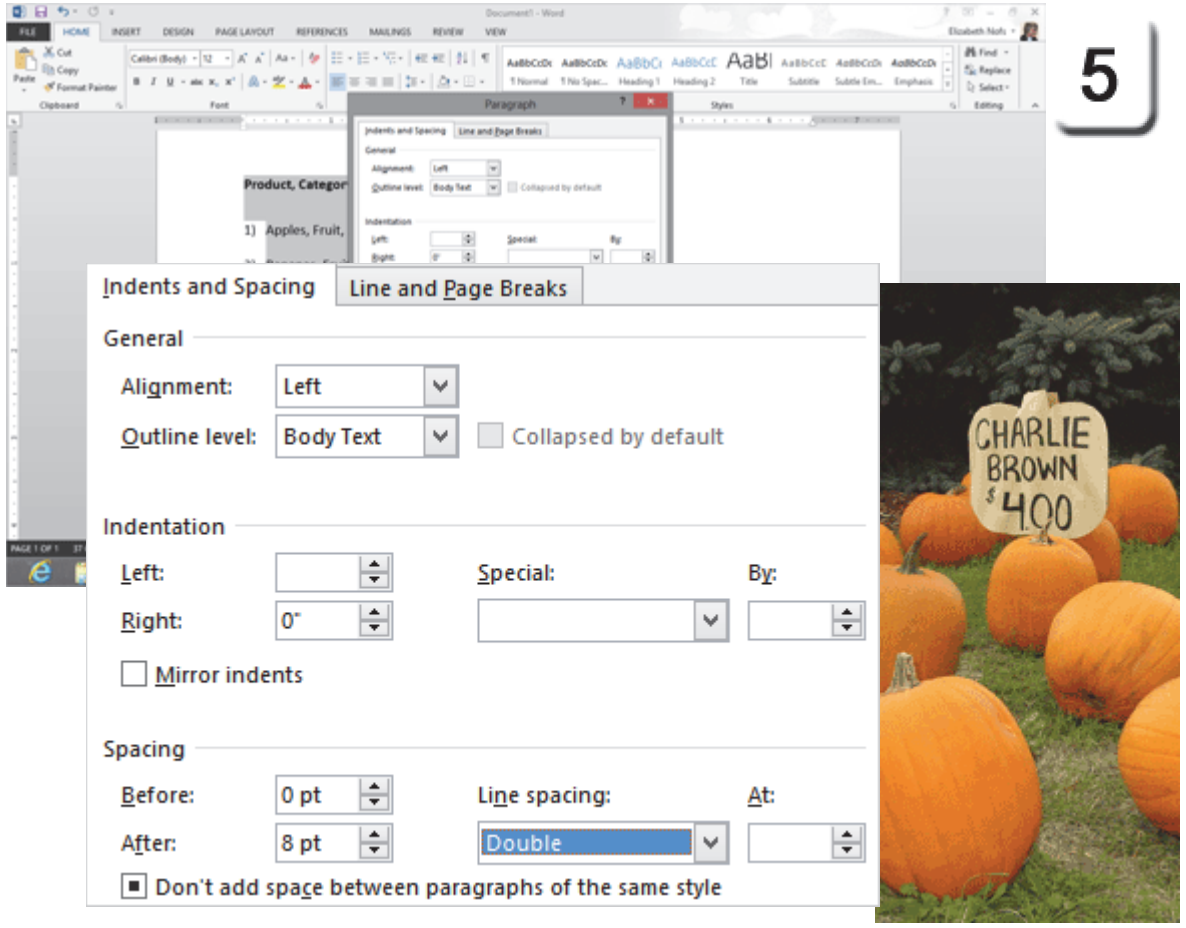
5. Try This: Find More Line Spacing
Select the sample list.
Go to **Home ->Paragraph->Line Spacing.**
Select: **Line Spacing Options.**
Go to the page for **Indents and Spacing**.

Consider This: There are two parts to formatting paragraphs. You can adjust the leading between the lines of text. That's the **line spacing**. In the example on this page, the line spacing is double, a term that came from 20th century typewriters.

You can also adjust the space between paragraphs. This is the **paragraph spacing**. In this screen shot, the Spacing Before is 0 and the Spacing After the paragraph is 8 pt.

Paragraph Spacing Adding 6 to 10 pts of extra **white space** (the technical term is leading) **after a paragraph** or bulleted list makes it easier to find and read.

Click **CANCEL**. On to the next page!



5

Take One

Indentations

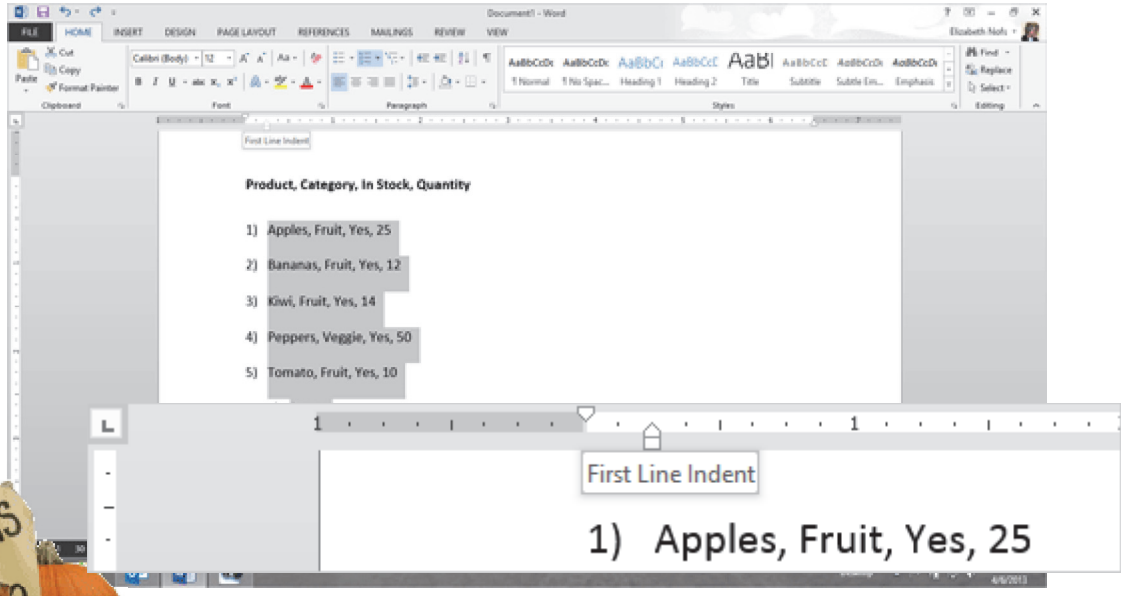
A bulleted or outlined list has a special set of tab stops on the top ruler.

The **First Line Indent** adjusts the bullet or number. In this example, the **First Line Indent** for 1) Apples has been increased by dragging the upper tab stop to the right.

The **Left Indent,** the bottom two tabs on the ruler, adjusts the spacing between the number and the text.

Keep going...

Home -> Paragraph ->Indent





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify the Indentation

Take One

Indentations

You can make simple adjustments with the indent buttons in the **Paragraph** group: increase and decrease.

There are additional options you can edit in the Paragraph Group.

Try It: Edit the Indentation
Go to **Home -> Paragraph.**
Click on the arrow in the right corner for the **Paragraph Settings**.

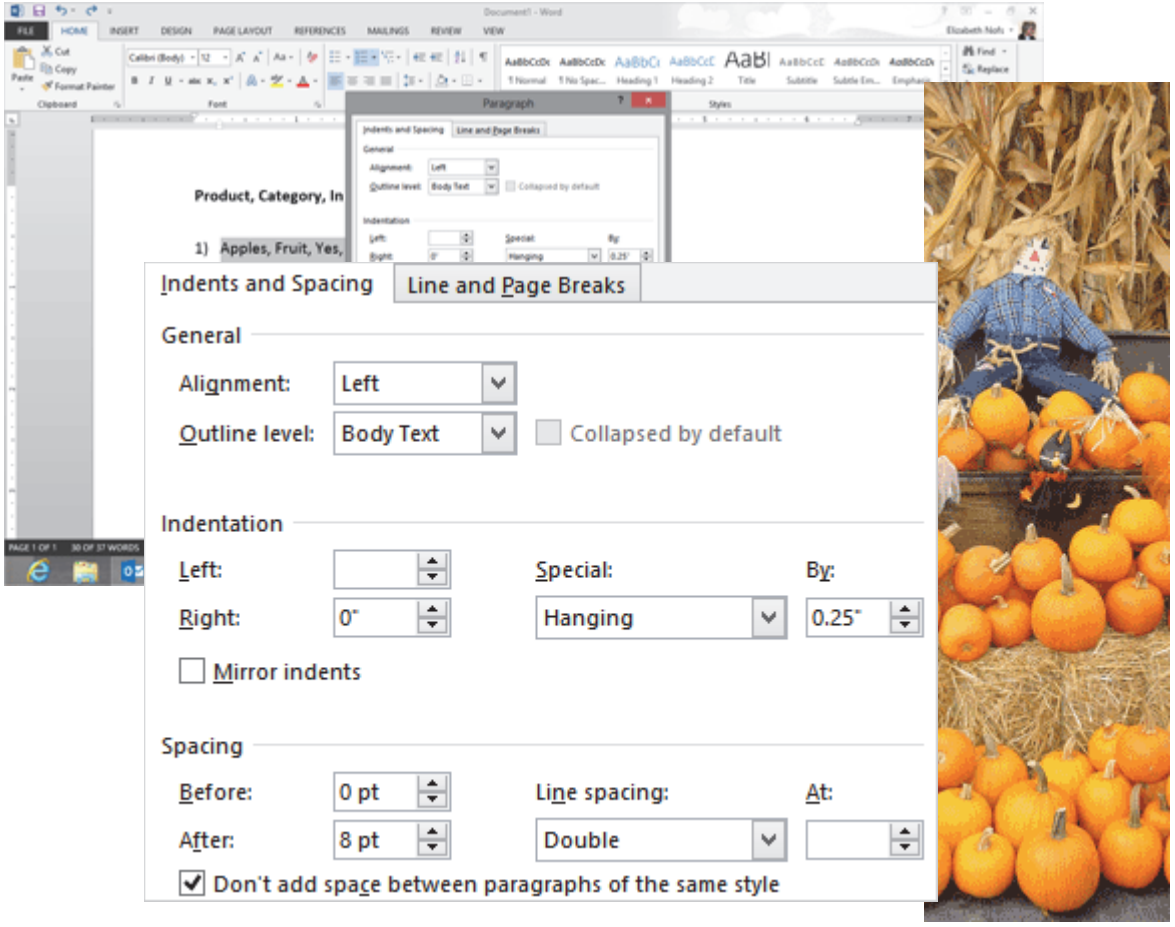


What Do You See? The **Left** indent aligns the bullets or numbers in the list.

The **Hanging** indent aligns the text .25" away from the bullets.

Click **Cancel** to close the Paragraph Settings.

Home -> Paragraph ->Paragraph Settings



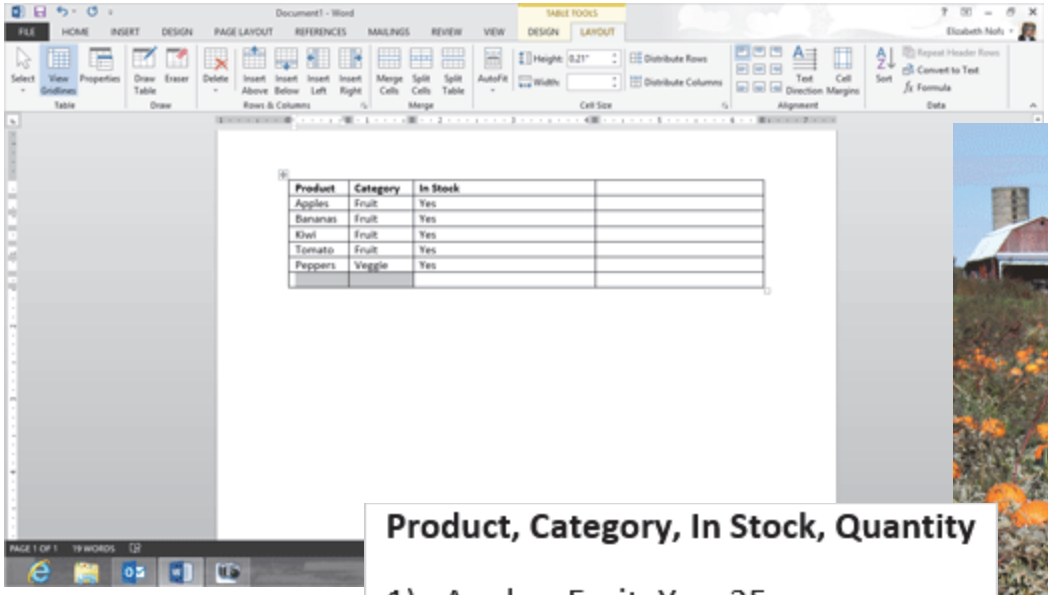
Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify the Indentation

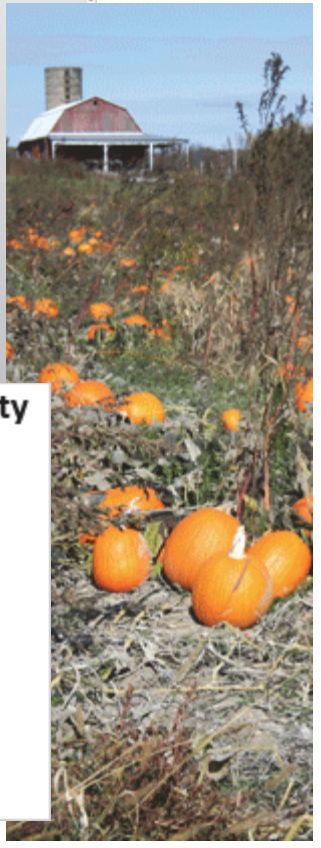
Table for Two

This lesson introduced the benefits and limitations of using Tab Stops.

All data can be recycled, so the lesson demonstrated how to convert the text into Tables as well as Text to Lists.

Well, you done good.
You get the cookie.







Product, Category, In Stock, Quantity

1) Apples, Fruit, Yes, 25
2) Bananas, Fruit, Yes, 12
3) Kiwi, Fruit, Yes, 14
4) Peppers, Veggie, Yes, 50
5) Tomato, Fruit, Yes, 10
   a) Roma
   b) Better Boy

Practice Activity

The Table for Two

Before You Begin: Start Microsoft Word 2013. Open a new, blank document.

Try This: Do the following steps

1. Type the following list to a blank Word document:

Last Name, First Name
Delacroix, Angel
Hardy, William
Nofs, Beth
Pattison, Serena
Sergayif, Alexander
Smith, Bill

2. Convert the Text to a Table using the commas as separators.

3. Insert a new Row below Serena.

4. Add the name Quick, Wiley

5. Add a new Column to the right of the First Name

6. Add the text Our Staff in the first Row

7. Merge all Rows except the first in the Our Staff Column.

8. Add the text Computers R Us! To the second Row of the Our Staff Column.

9. Change the text direction to 90° for Computers R Us!

10. Format the vertical alignment to center for the second Row of the Our Staff Column.

11. Open a new, blank Word Document.
Create a New Table that has 2 Columns and 7 Rows.
Enter the following data in the Table:

Name	Number of Children
Bill	2
Beth	4
William	0
Serena	1
Alexander	3
Angel	0

12. Convert the Table to a Bulleted text list, separated with commas.

13. Change the shape of the bullets to a Wingding.





Test Yourself

1. Which of the following is a way to set Tab Stops?
a. Click the ruler to insert a tab stop at that location.
b. Go to Home->Paragraph ->Paragraph Settings ->Tabs…
Tip: Advanced Word, pages 15- 17

2. Which of the following is a way to delete a Row from a Table?
a. Select the row, press Delete
b. Select the row, go to Table Tools-> Layout-> Delete->Rows
Tip: Advanced Word, page 24

3. Tables can be aligned right, left or center?
a. TRUE
b. FALSE
Tip: Advanced Word, page 27

4. Tables can have text wrapping.
a. TRUE
b. FALSE
Tip: Advanced Word, page 27

5. Text in a cell can only be at the top of cell.
a. TRUE
b. FALSE
Tip: Advanced Word, page 28

6. To Sort the Table, select the Table, go to Table Tools->Layout->Data->Sort..
a. TRUE
b. FALSE
Tip: Advanced Word, page 31

7. To use a formula in a Word Table, go to Table Tools-> Layout -> Data->Formula
a. TRUE
b. FALSE
Tip: Advanced Word, page 32

8. To Convert Text to List, go to Home -> Paragraph -> Bullets
a. TRUE
b. FALSE
Tip: Advanced Word, page 35

9. What does List Style include? (Select all correct answers.)
a. Font formatting
b. Indentation
c. Numbering format for each level
Tip: Advanced Word, pages 43-4

10. Indentations can be changed by going to Home -> Paragraph -> Paragraph Settings.
a. TRUE
b. FALSE
Tip: Advanced Word, page 51

11. Which of the following is true about Lists? (Select all correct answers.)
a. Lists can only be sorted Ascending or Descending.
b. Sorting a list includes the option to exclude the header row by checking if selected list has a header row or not.
c. Lists can be sorted by paragraph.
Tip: Advanced Word, pages 45-46.



The Table is Set!

Advanced Word Objectives

In this lesson you will learn how to:

1. Insert a Quick Table.
2. Format table and cell size.
3. Format text direction in a table cell.
4. Apply Quick Styles to a table.
5. Format Table Borders.
6. Use Draw Table command.
7. Insert and work with an Excel Spreadsheet and chart within a Word document.



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Lesson 2: The Table is Set

1. Readings
Read Lesson 2 in the Advanced Word guide, page 55-88.

Project
Create a calendar from a Quick Table and format it with the Table Tools for Layout and Design.

Downloads
Charlotte Calendar.docx

Graphic files used in the lesson:
1Logo.jpg

2. Practice
Complete the Practice Activity, page 89.

3. Assessment
Review the Test questions, page 90.

Table Tools->Layout

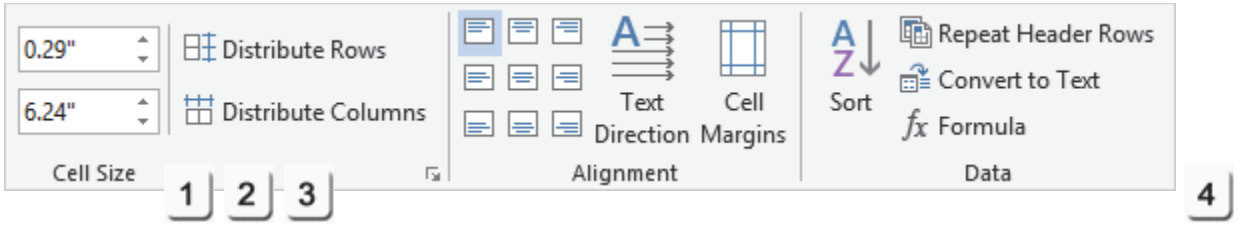
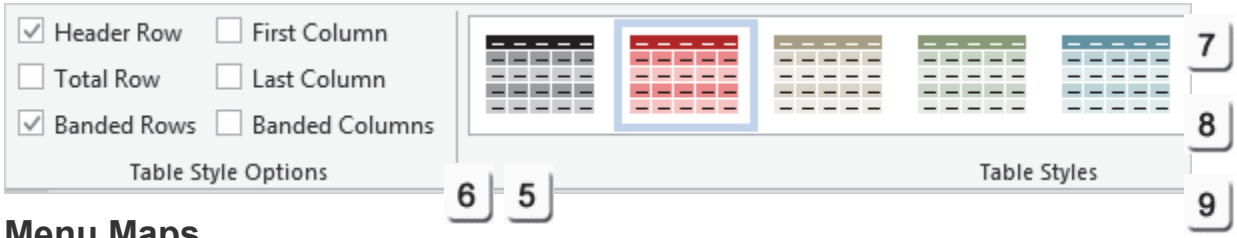
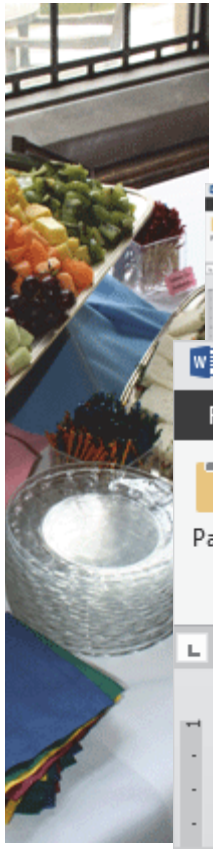


Table Tools->Design



Menu Maps
This lesson shows the **Table** and **Mailings** Ribbons.
1. Table Tools-> Layout-> AutoFit, page 60
2. Table Tools-> Layout-> Cell Size, page 61
3. Table Tools->Layout->Distribute Columns, page 63
4. Table Tools->Layout->Merge Cells, page 64
5. Table Tools->Design->Table Styles, page 67
6. Table Tools->Design->Table Style Options, page 68
7. Table Tools->Design->Table Style-> Borders, page 70
8. Table Tools->Design->Draw Table, page 72
9. Table Tools->Design->Eraser, page 75





The Table is Set

A table displays data. In Chemistry, the Periodic Table organizes the elements. For example, the Noble Gases are listed in one column, the Alkali Metals are in another. In a book, a Table of Contents organizes the topics. The topic is in one column, and the page number is in another. Children in school learn Multiplication tables. Picture the Multiplication Table in your mind. The integers (whole, counting numbers) and the products are shown in columns and rows.

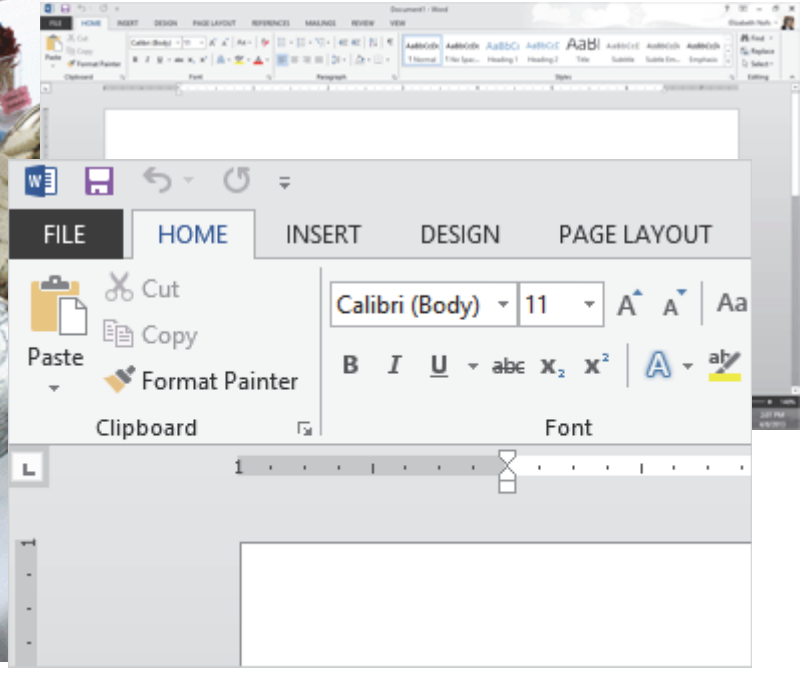


Table Tools

At the simplest level, a table is a matrix of rows and columns. Microsoft Word does Tables. We have already designed several Tables to organize products and customer lists. We also used Tables to display text and pictures in Web Pages.

This lesson investigates several Table options in Word 2013 including Quick Tables, Table Designs and Templates. We will also compare Tables with Spreadsheets. What are the differences? How are they the same? What are the advantages to using a Spreadsheet in Microsoft Word?

So, if you are ready, please Start Microsoft Word.

Insert Tables

Try This: Review the Table Options
Go to **Insert->Tables->Table**.

What Do You See?
Microsoft Word offers several options for creating a new table. Let's review them.

Insert Table: This option brings up a dialogue box with Advanced settings.

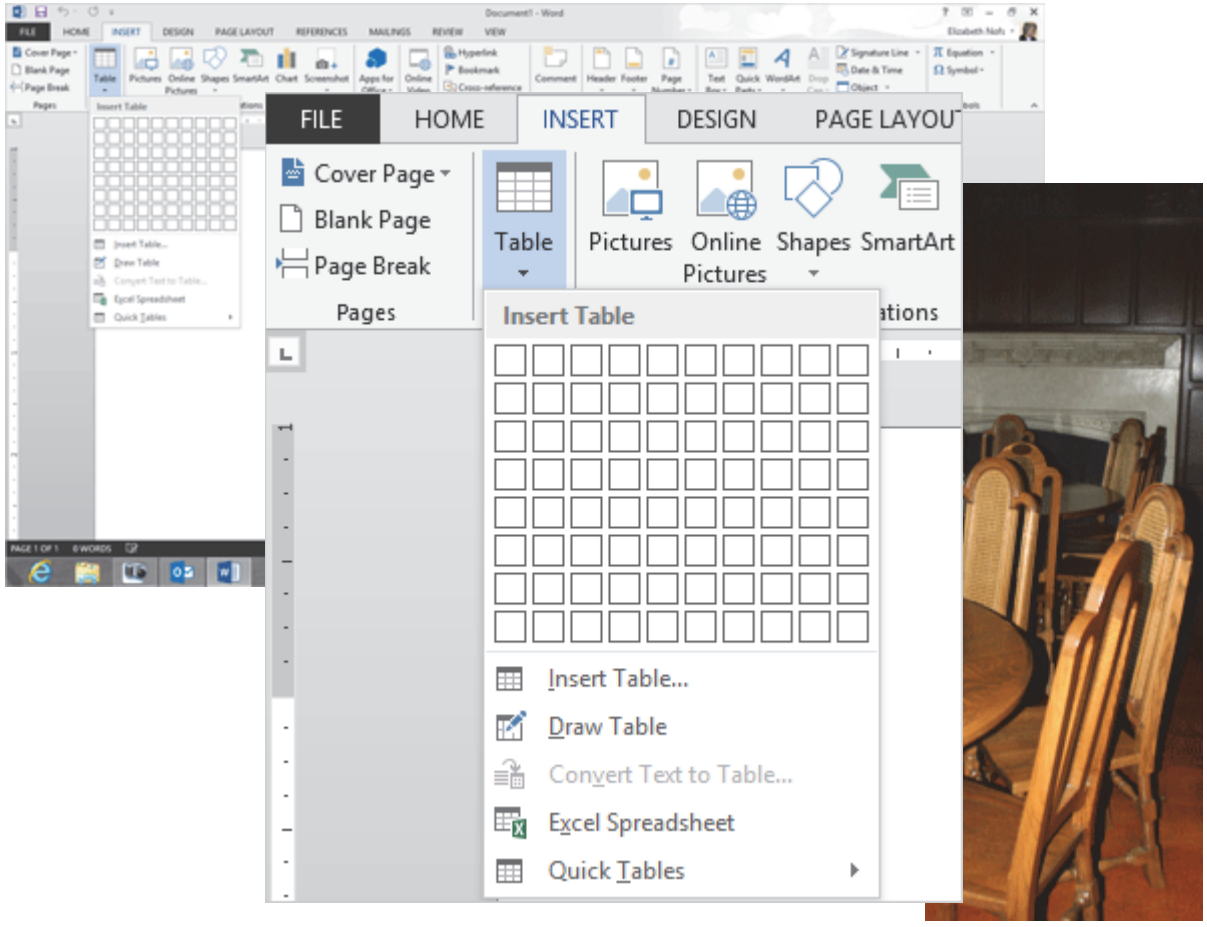
Draw Table: This option lets you draw a rectangle and divide the cells to create a complex table.

Convert Text to Table: Uses commas, tabs or other delimiter to create the rows and columns from your text.

Excel Spreadsheet: Embeds an Excel Spreadsheet in your Word document.

Quick Tables: Offers a Library of Tables.

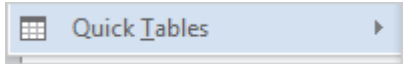
Insert-> Tables->Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Use Quick Tables

Quick Tables

1. Try This: Review the Quick Tables
Go to **Insert->Tables->Table.**
Go to **Quick Tables**.



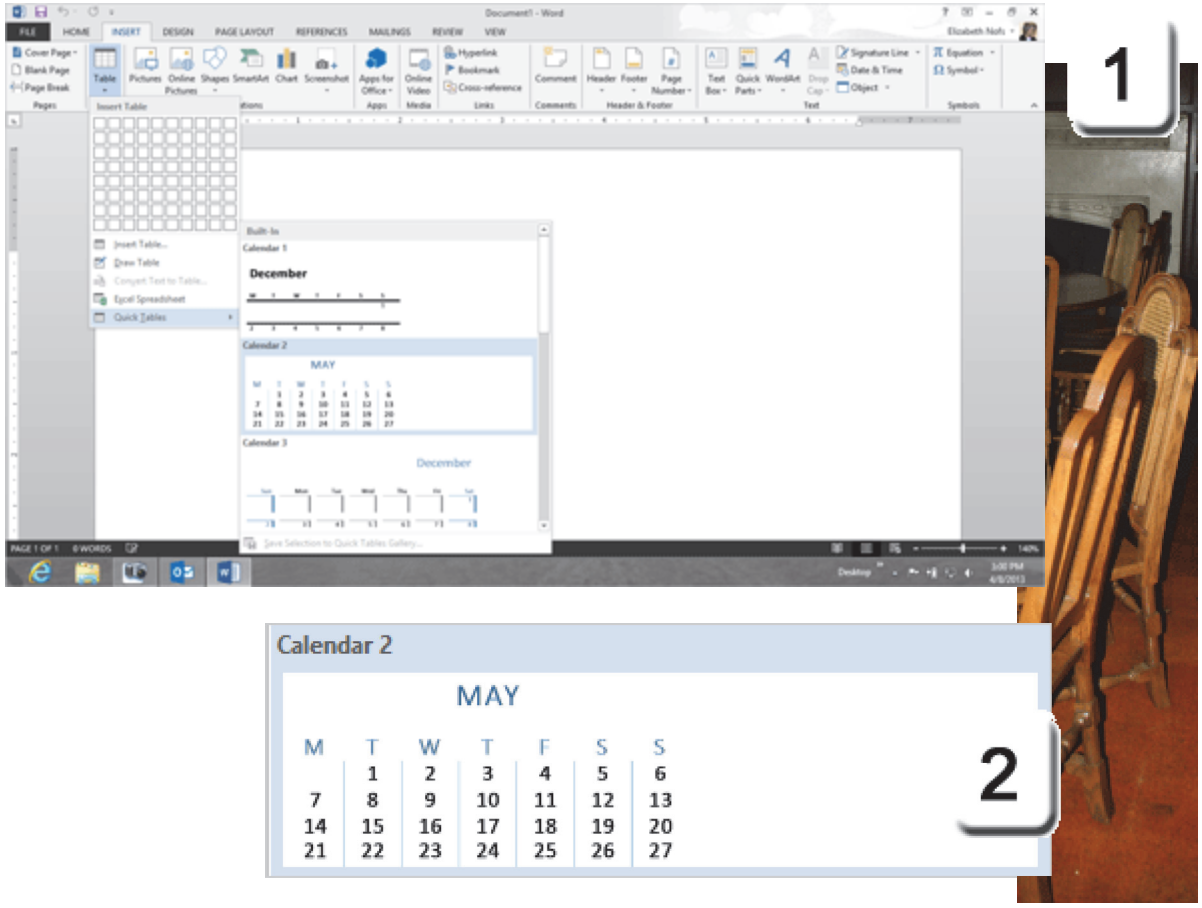
What Do You See? The Quick Tables surprised me. I did not expect to see a calendar. However a calendar is, indeed, organized in rows and columns.

In addition to the calendar templates the Quick Tables menu includes:
Double Tables (Cross tab)
Matrix
Tabular Lists
Tables with Subheadings.

Try This Too: Insert a Quick Table
Go to **Insert->Tables->Table.**
Go to **Quick Tables.**
Click on **Calendar 2**.

Keep going...

Insert -> Tables->Table ->Quick Tables



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Use Quick Tables

AutoFit the Table

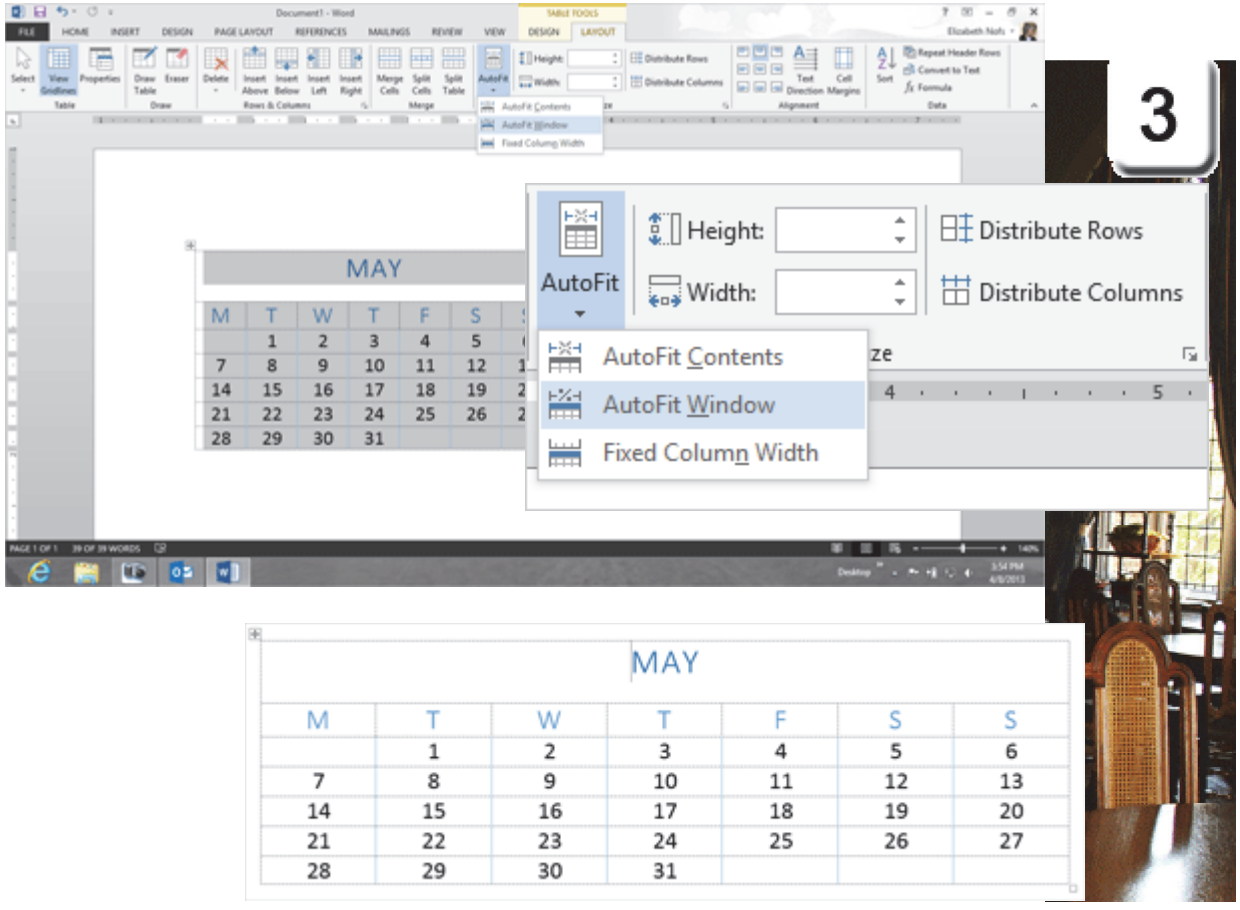
Say you wanted to make your calendar fill up the page. Here is a quick, effective method to resize the Table.

Before You Begin: Place your cursor in the Table. The **Table Tools** should be available at the top of the Ribbons.

3. Try This: AutoFit the Table
Go to **Table Tools->Layout**.
Go to **Cell Size-> AutoFit**.
Select: **AutoFit Window**.

Keep going...

Table Tools -> Layout -> Cell Size-> AutoFit



Take Two

Resize the Cells

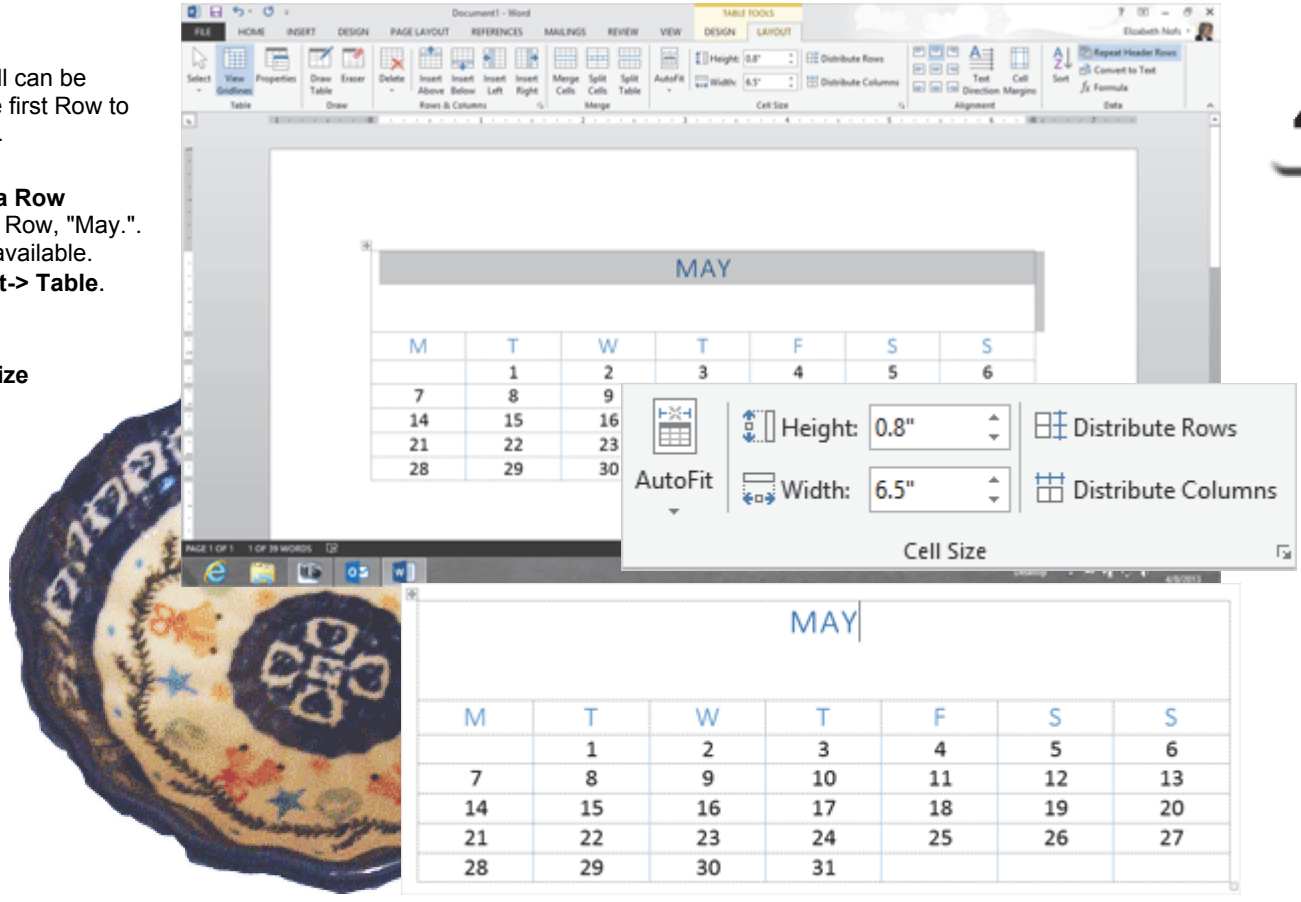
Each Row, Column, and Cell can be resized. Say you wanted the first Row to be taller. Here are the steps.

Before You Begin: Select a Row
Place your cursor in the first Row, "May.".
The Table Tools should be available.
Go to **Table Tools ->Layout-> Table**.
Go to **Select ->Row**.

4. Try This: Edit the Cell Size
Go to **Layout ->Cell Size**.
Edit the **Height**: .8"

Keep going...

Table Tools -> Layout -> Cell Size -> Height



4

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Resize Cells in a Table

Insert Columns

You can use the Table Tools to add a column to the left or to the right. What happens if your Table has Rows with different Cell sizes?

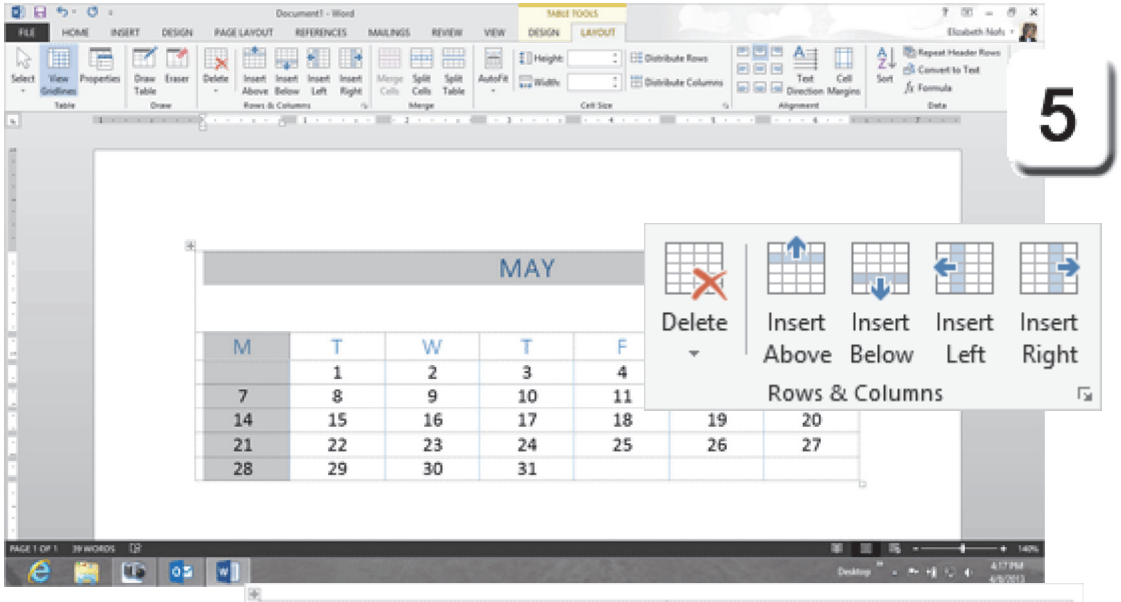
Before You Begin: Place your cursor in Cell A2, the one with the "M" in this calendar.
Go to **Table Tools -> Layout->Table**.
Go to **Select->Select Column.**

What Do You See? When you select the first column the area includes the first Row, which is one merged cell, as well as the other six Rows.

5. Try This: Insert a Column
Go to **Table Tools -> Layout->Table**.
Go to **Rows & Columns**.
Click on **Insert Left**.

Keep going...

Table Tools -> Layout ->Table-> Rows & Columns -> Insert Left





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Insert Columns

Distribute Columns

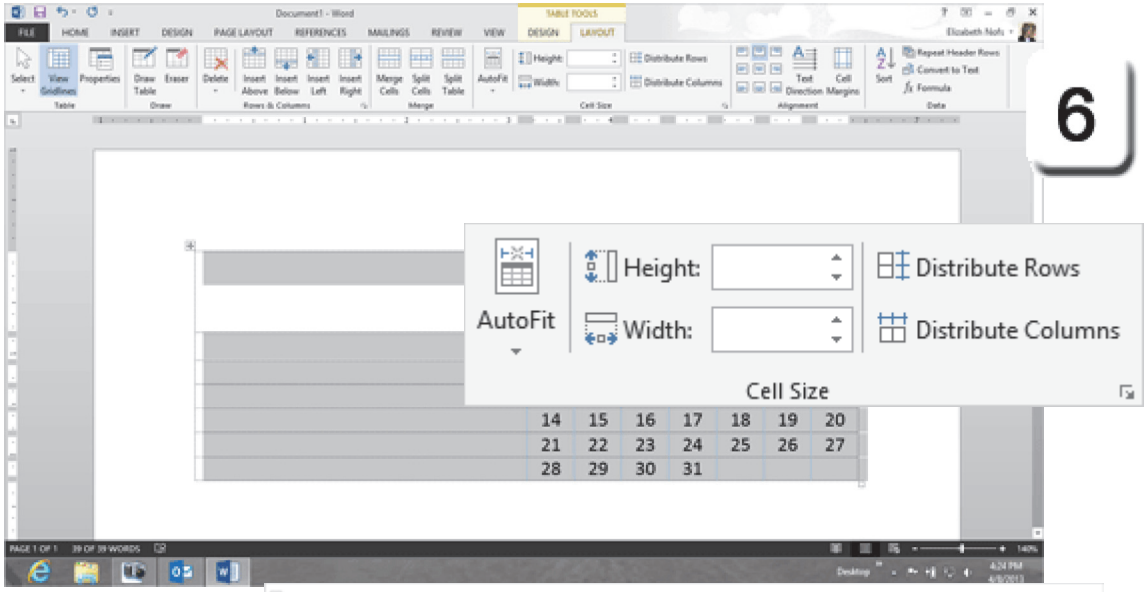
Working with the Columns and Rows in a Table does not have to be "all or nothing." Here is a method for selecting the columns that you want and making all of them the same width.

Before You Begin: Select all of the Rows EXCEPT for the first Row. The Table Tools should be available.

6. Try This: Distribute Columns
Go to **Table Tools -> Layout -> Cell Size**.
Click on **Distribute Columns**.

What Do You See? The Columns in the selected Rows will be exactly the same width...computers are precise!

Table Tools -> Layout -> Cell Size -> Distribute Columns





MAY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Distribute Columns

Take Two

Merge Cells

Let's use the Layout tools to **Merge** the Cells in the first Row. The same option can be used to merge the Cells in the first column. Here are the steps.

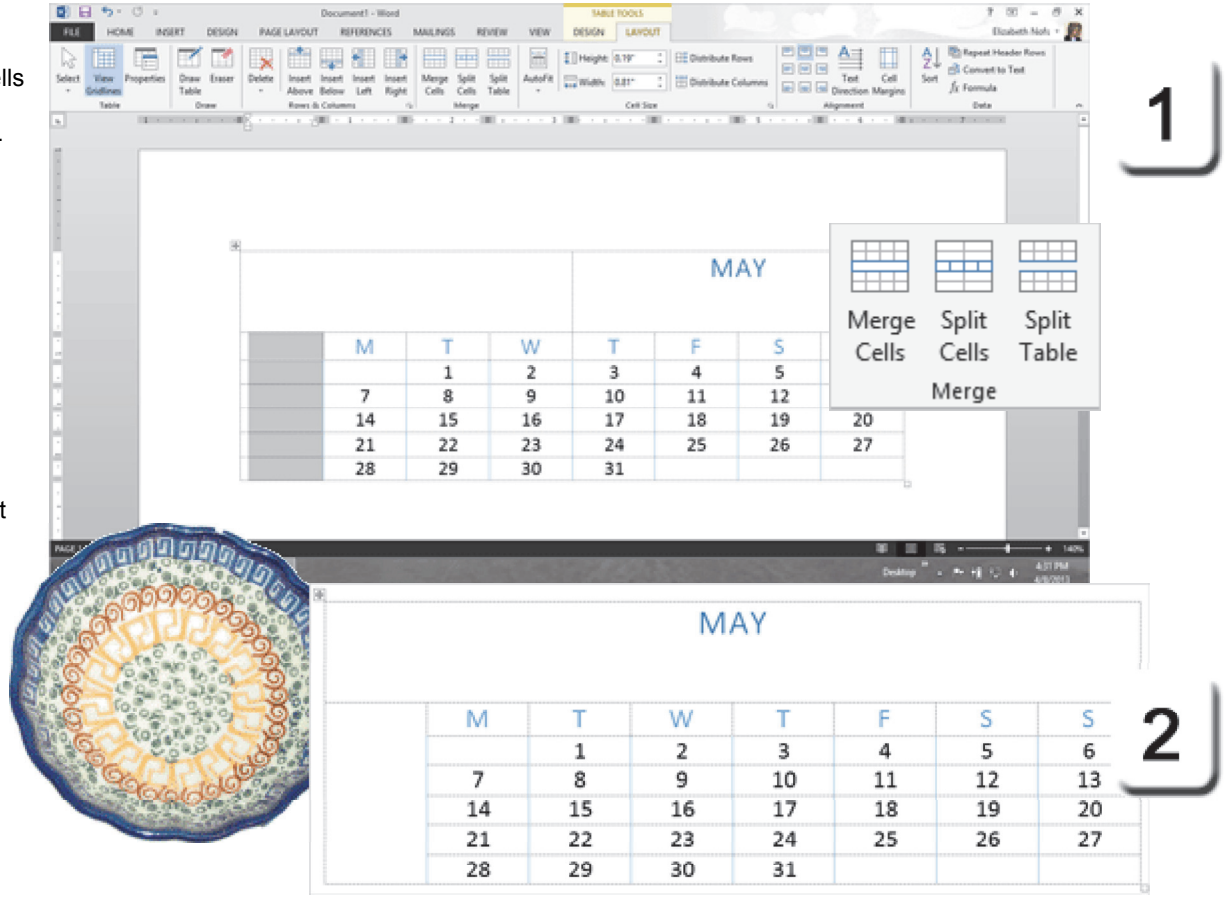
1. Try This: Merge Cells
Select the first Row in the Table.
Go to **Table Tools-> Layout.**
Go to **Merge-> Merge Cells**.

2. Try This, Too: Merge More Cells
Select the Cells in A2 through A7.
Go to **Table Tools->Layout.**
Go to **Merge -> Merge Cells**.

What Do You See? There is a screen shot of the results on this page.

Keep going...

Table Tools -> Layout -> Merge-> Merge Cells



Take Two

Insert a Picture in a Table

Many calendars have pictures; some calendars include a company logo. We learned in an earlier lesson that you can add pictures in a Table. Here are the steps.

Before You Begin: Place your cursor in Cell A2, the new merged column on the left side of this Table.

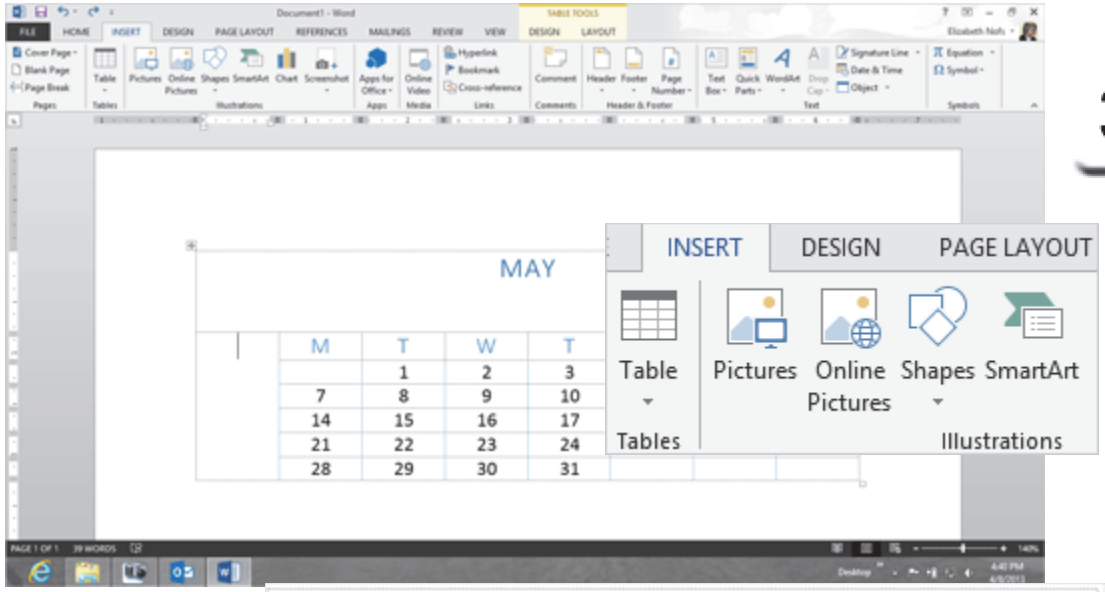
3. Try This: Insert a Picture into a Cell
Go to **Insert ->Illustrations -> Pictures**.
Browse for an image: 1Logo.jpg.
Click **Insert** .

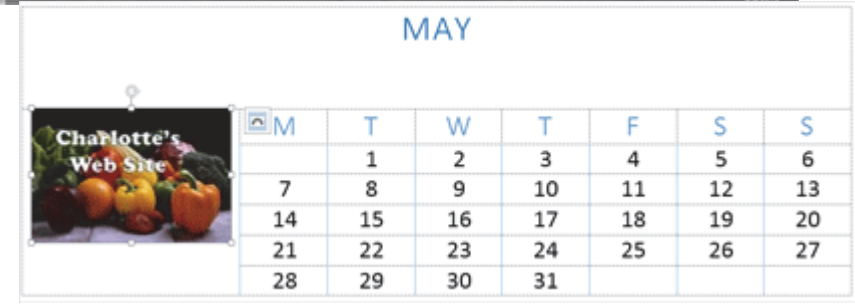
You may need to resize the picture so that it fits your Table.

Keep going...



Insert-> Illustrations -> Pictures





3

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Pictures

Change the Text Direction

There is an option to change the Text Direction. Does this apply to all Cells, or just one?

What happens if you had a picture in another Cell? Would the picture change direction (rotate) as well?

Good questions.

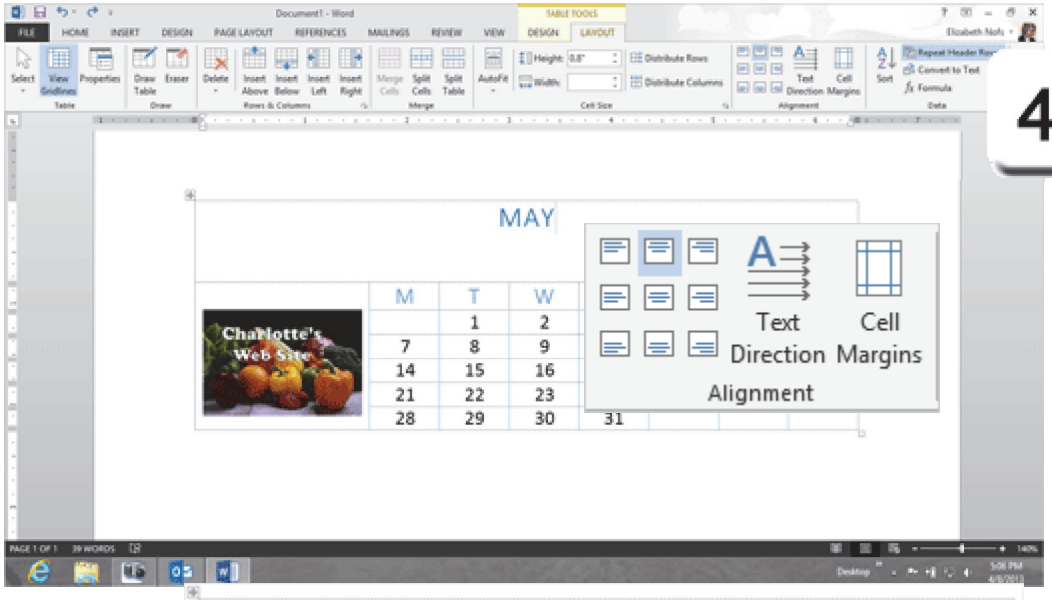
Before You Begin: Place your cursor in Cell A1.

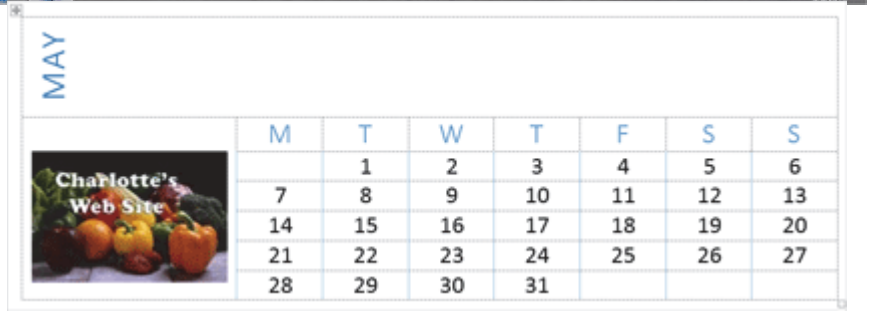
4. Try This: Change the Alignment
Go to **Table Tools-> Layout-> Alignment.**
Click on **Text Direction**.

What Do You See? Say, that actually worked, didn't it? The Text changes direction in Cell A1 but the picture and the rest of the text does not rotate.

Keep going...

Table Tools -> Layout -> Alignment -> Text Direction





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Change Text Direction

Take Two

More Table Tools

So far, we have focused on the Table **Layout** Ribbon. **Table Tools** has two Ribbons. Let's look at the **Design** Ribbon.

Before You Begin: Click in the Table. The **Table Tools** should be available.

5. Try This: Apply a Style
Go to **Table Tools ->Design**.
Click on any **Table Style**.

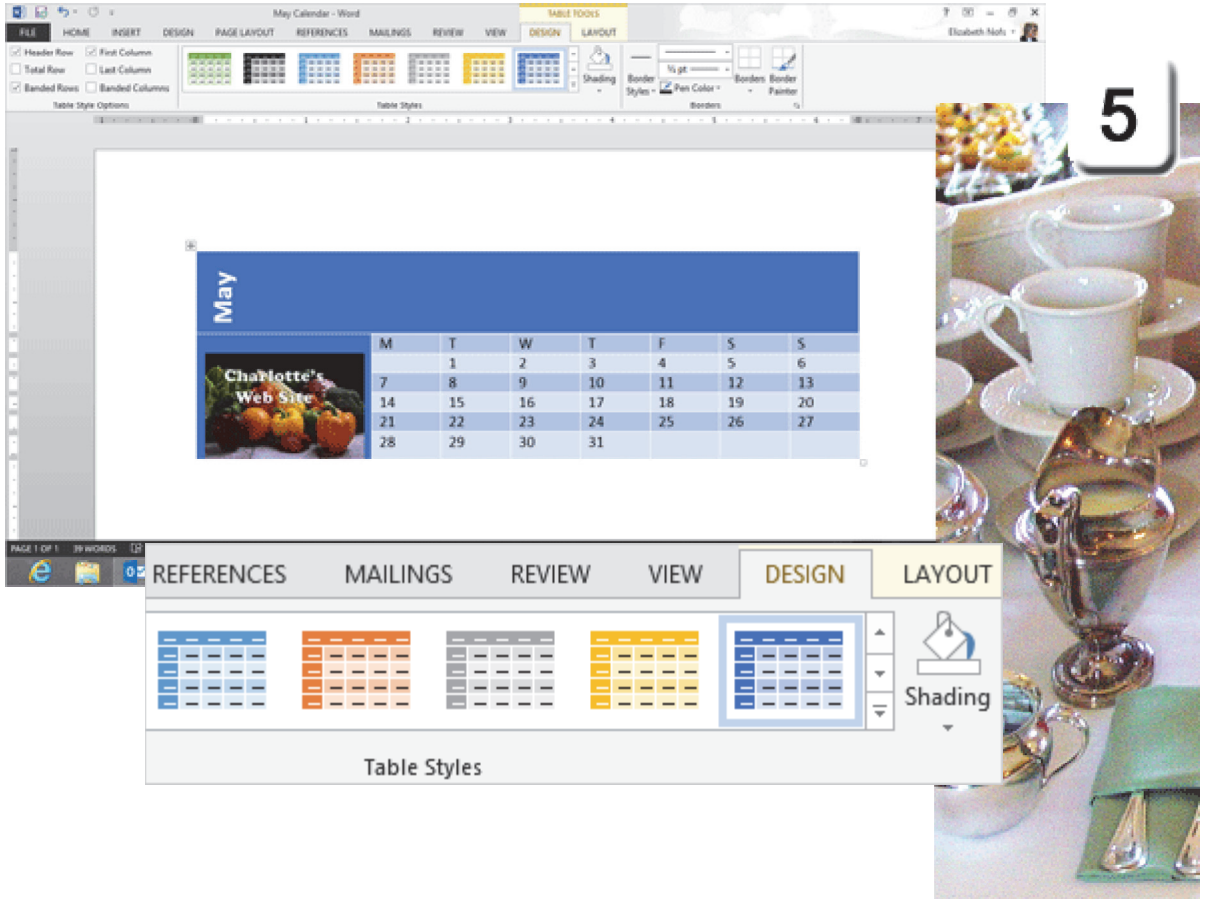
What Do You See? Microsoft Word will present a Live Preview as you run your mouse over the **Table Styles**.

What Else Do You See? Each **Style** has a name. The Style on this page is called Grid Table 5 Dark-Accent 5.

Keep going...

Memo to Self: You can select the word May and format the Font to make it easier to see if you wish.

Table Tools -> Design -> Table Styles



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Table Styles

Take Two

Table Style Options

You can enhance the **Table Style** by using one, or more, of the **Table Style Options**. The goal should be to make the Table easier to read, as well as more colorful.

Before You Begin: Click in the Table. The **Table Tools** should be available.

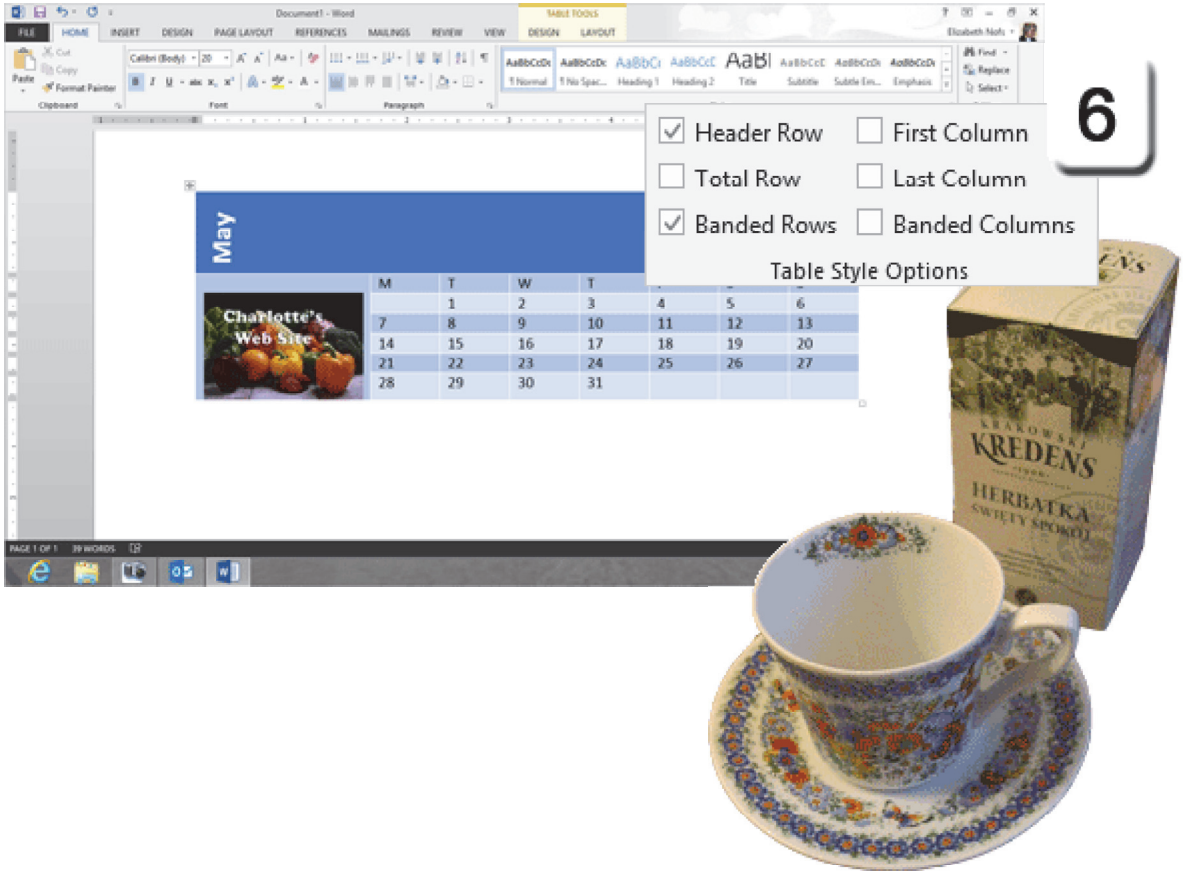
6. Try This: Edit the Table Style Options
Go to **Table Tools->Design**.
Go to **Table Style Options**.
Click OFF **First Column.**
Click ON **Header Row**. (May be ON already.)

What Do You See? The first row, the Header, is a different color than the other Rows. The first Column is formatted with a darker color, too, when the First Column is checked ON. The formatting is lighter when the First Column is checked OFF.

Keep going...

Memo to Self: The colors and shading in your example may be different, depending on which Table Style was selected.

Table Tools -> Design -> Table Style Options



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Table Options

More Table Style Options

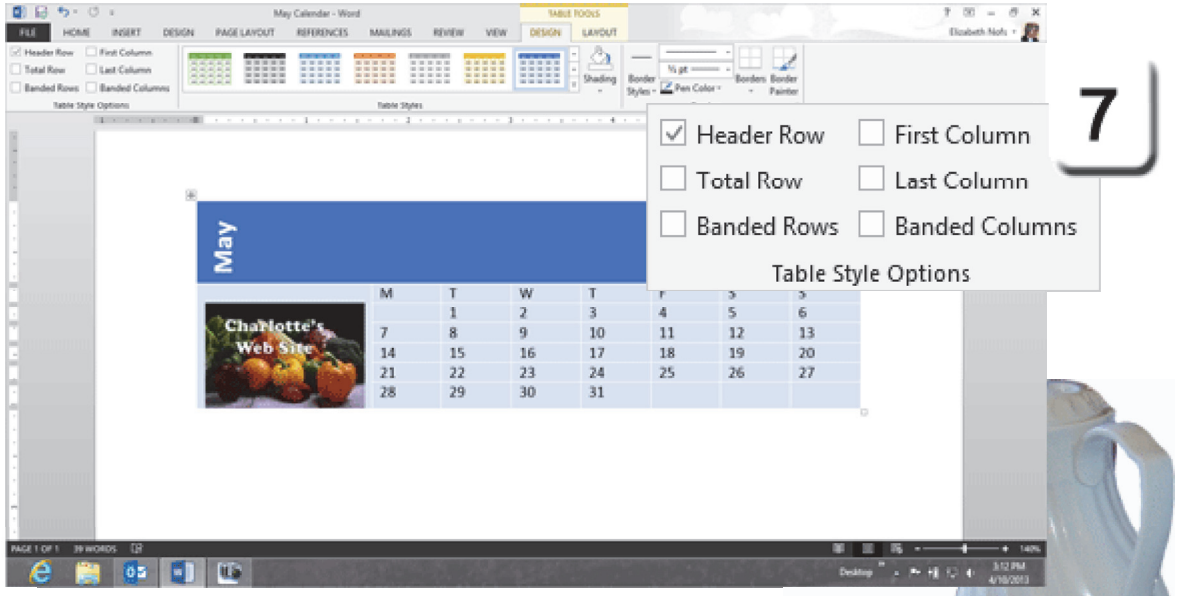
Banded Rows and **Banded Columns** use color to focus on the information. "Banded" means every other row or column is formatted a darker color. Here are the steps.

7. Try This: Edit the Table Style Options
Go to **Table Tools->Design**.
Go to the **Table Style Options**.
Click OFF **Banded Rows**.

What Do You See? Banded Rows may or may not be turned on, depending on which Style was applied.

Keep going...

Table Tools -> Design -> Table Style Options







Take Two

Table Borders

You can customize the **Table Borders**. Please try these options.

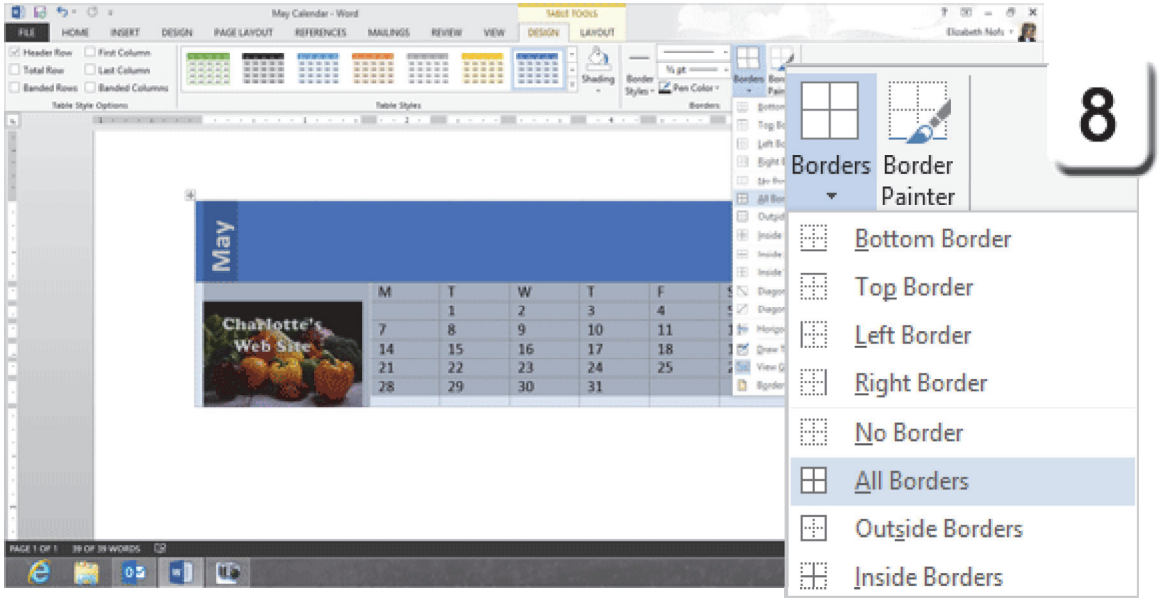
Before You Begin: Select the Table
Click your cursor in any Row.
Go to **Table Tools->Layout-> Table**.
Go to **Select Table**.

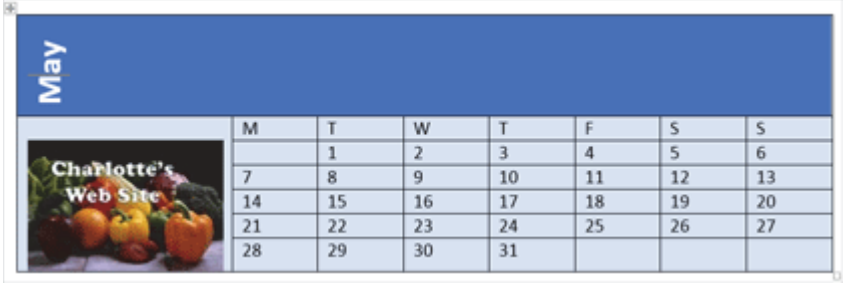
8. Try This: Edit the Table Borders
Now, go to **Table Tools->Design.**
Go to **Borders->Borders**.
Choose: **All Borders**.

What Do You See? You can choose to format the cells with any top, side or bottom Border. You can also choose to make a Border on the Outside or Inside, only. You can choose No Border, too.

Keep going...

Table Tools -> Design ->Borders->Borders





Take Two

Table Shading

Table Styles and **Table Style Options** are good formatting tools. You can also customize the **Shading** if you wish.

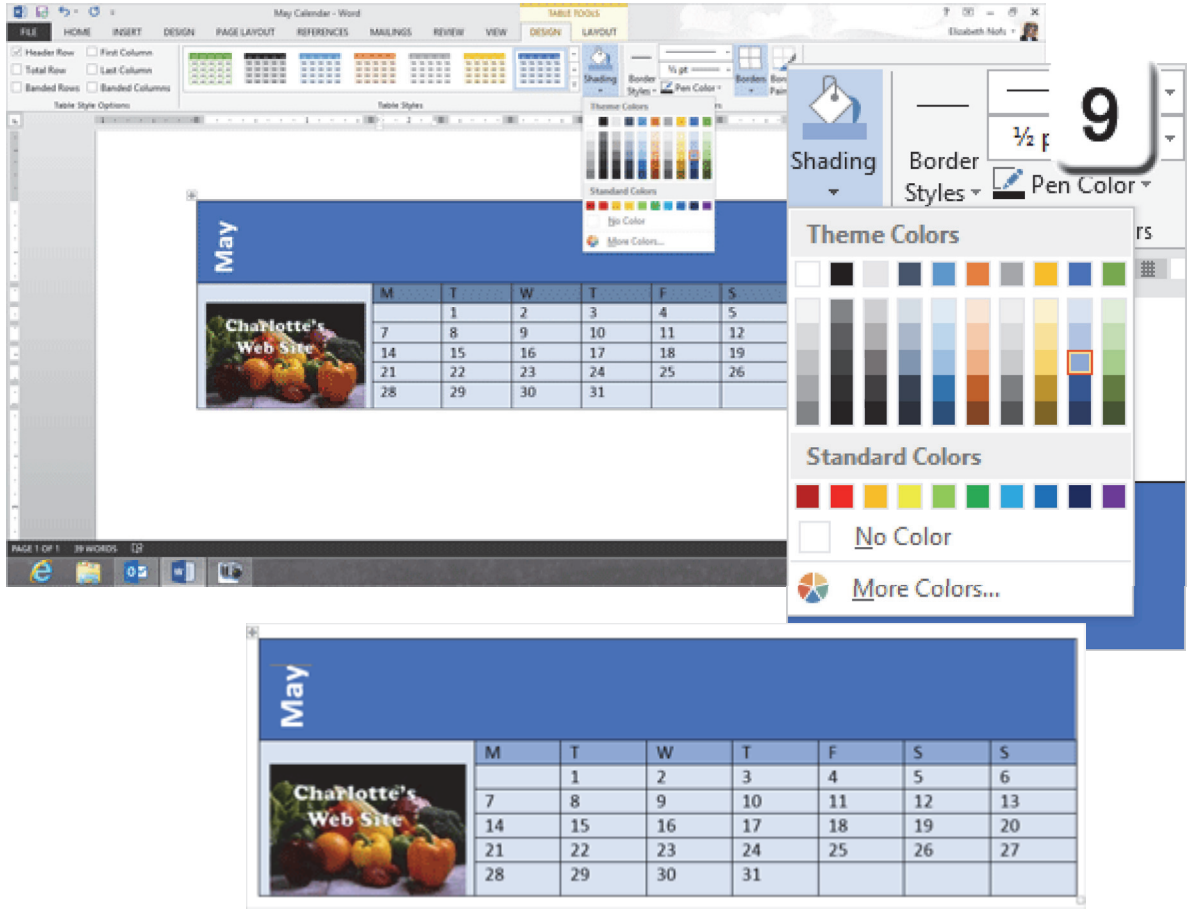
9. Try This: Edit the Table Style Shading
Select the second Row (M,T,W,T,F,S,S).
Go to **Table Tools->Design**.
Go to the **Table Styles** group.
Click on **Shading**.
Choose a **Theme Color** from the palette.

What Do You See? You can use a Theme Color, one of the Standard Colors, or No Color if you wish.

Please Do This: Save Your Work
Well, this is a good time to **Save** your work.
You can name this: Charlotte's May Calendar.

You can close this document if you wish.
Let's begin a different example.

Table Tools -> Design -> Table Styles -> Shading



Take Two

Draw Table

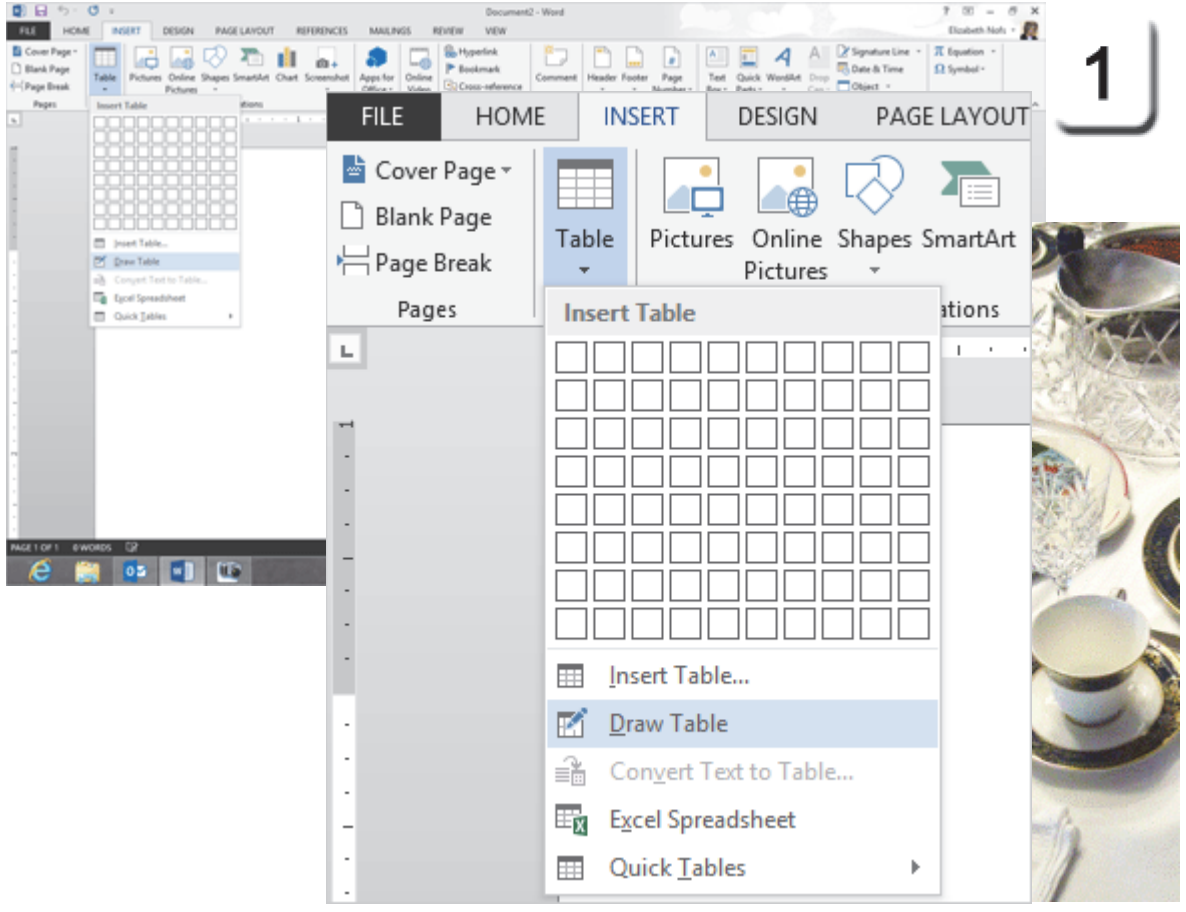
There is another method for making a Table: **Draw Table**. You can use the Draw Table function to create a form or webpage that has Cells and Rows that are different sizes.

Before You Begin: Open a new, blank document in Microsoft Word 2013.

1. Try This: Insert a Table
Go to **Insert ->Table->Tables**.
Click on **Draw Table**.

Keep going...

Insert -> Tables->Table -> Draw Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Draw a Table

Take Two

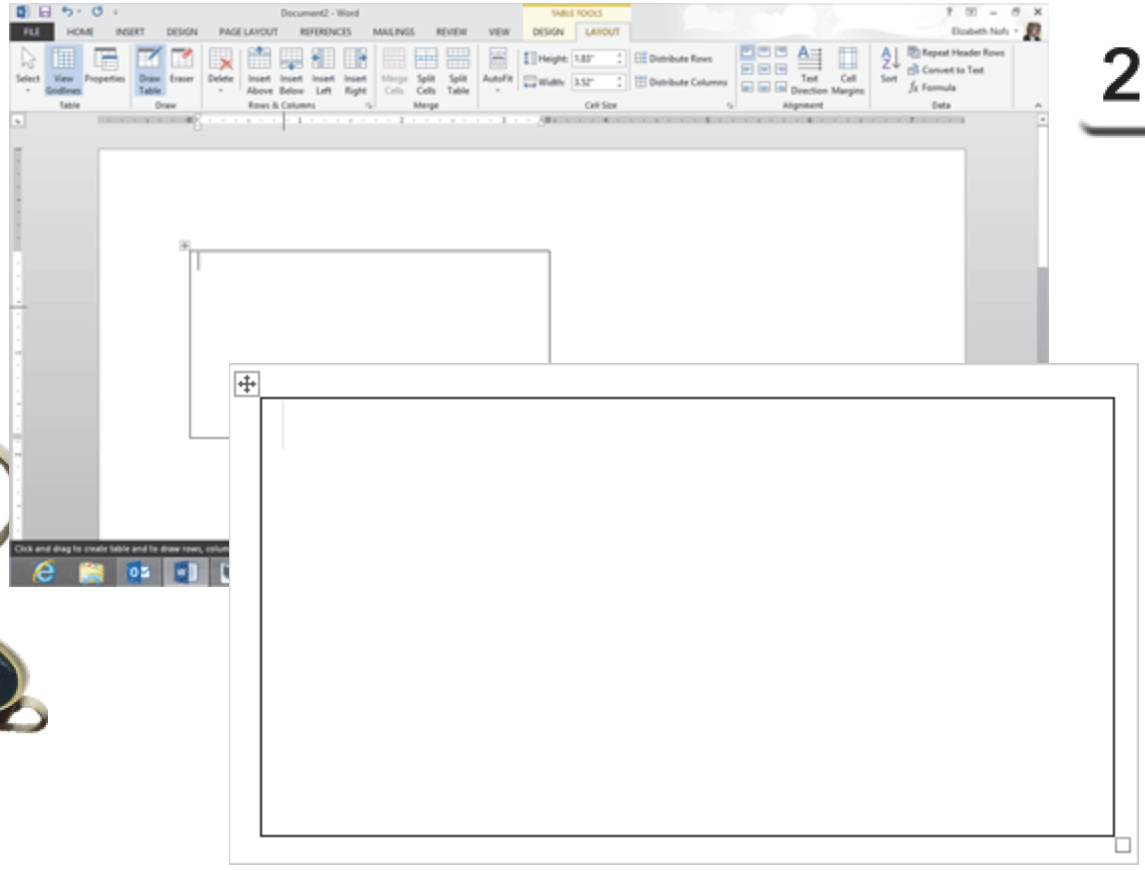
Draw Table, Continued

What Do You See? Look at your cursor: it should look like a pencil.

2. Try This: Draw the Table

You can use the pencil to draw a rectangle. This will make a Table with one, big cell. Keep going...

Insert -> Table->Tables -> Draw Table





2

Draw Borders

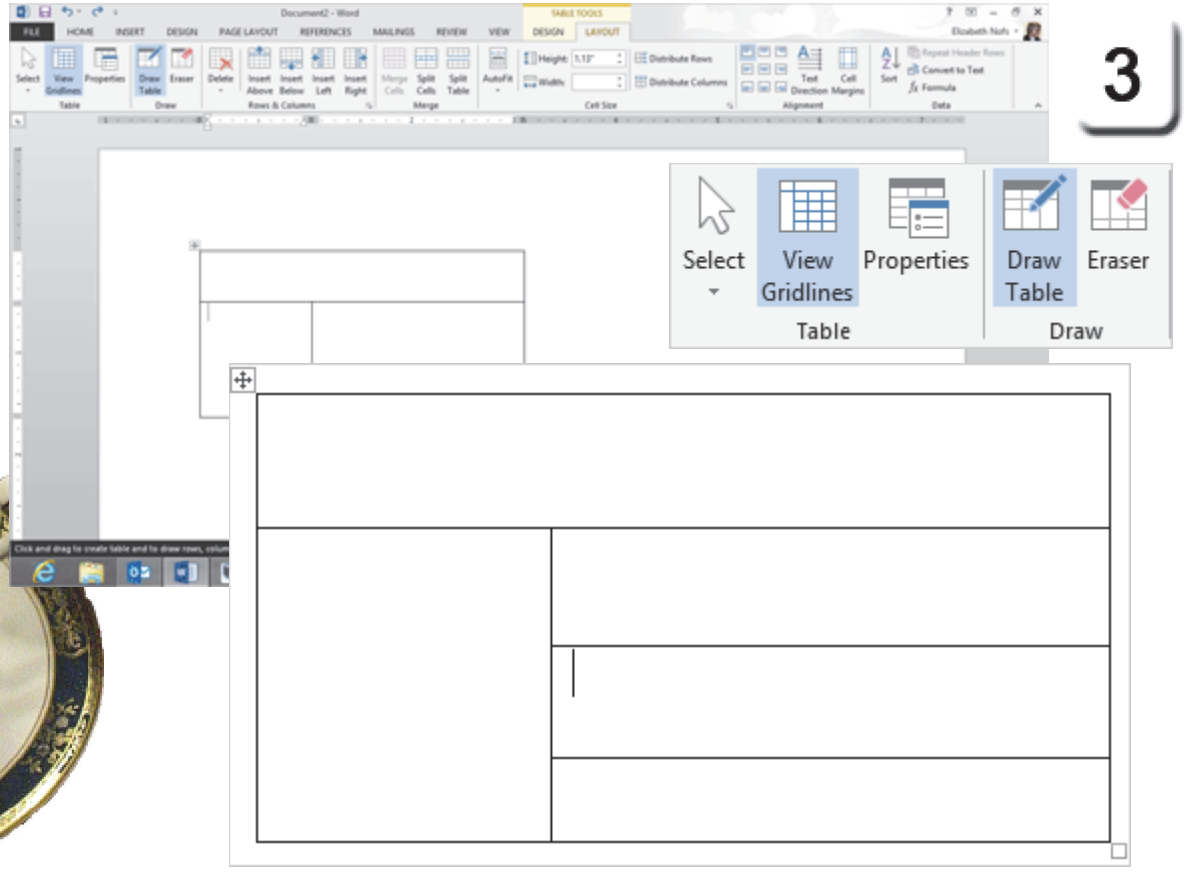
You can **Draw** the borders wherever you think a line would enhance your design.

Before You Begin: Click on the Table. The **Table Tools** should be available.

3. Try This: Draw Lines
Go to **Table Tools->Layout->Draw**.
Click on **Draw Table**.
Use the **Pencil** to draw several lines.

Keep going...

Table Tools -> Layout -> Draw->Draw Table





Erase Borders

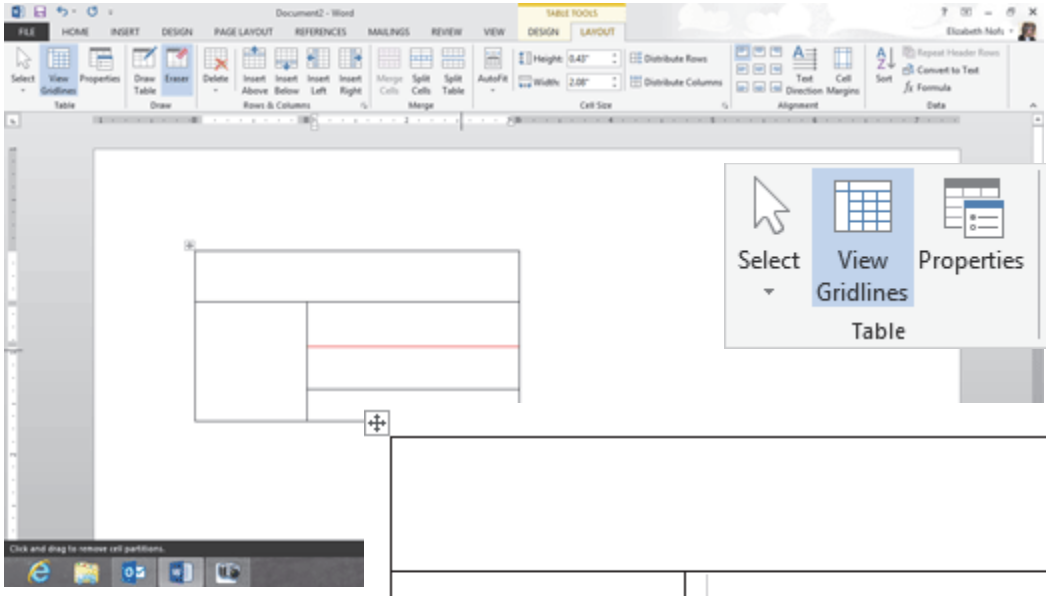
When the Computer Mama married, her father-in-law taught her how to be a draftsman. He always said: "You get paid the same for drawing the lines as you do for erasing them. "

Before You Begin: Click on the Table. The **Eraser** button should be available in the **Table Tools**.

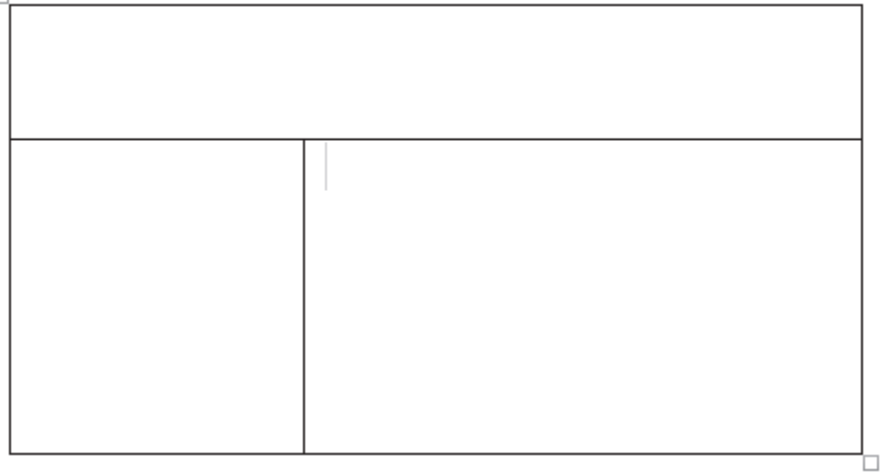
4. Try This: Erase the Lines
Use the **Eraser** option to remove several lines.

Please **Close** the document. You do not have to save this Table.

Table Tools -> Layout -> Draw->Eraser







Better Together

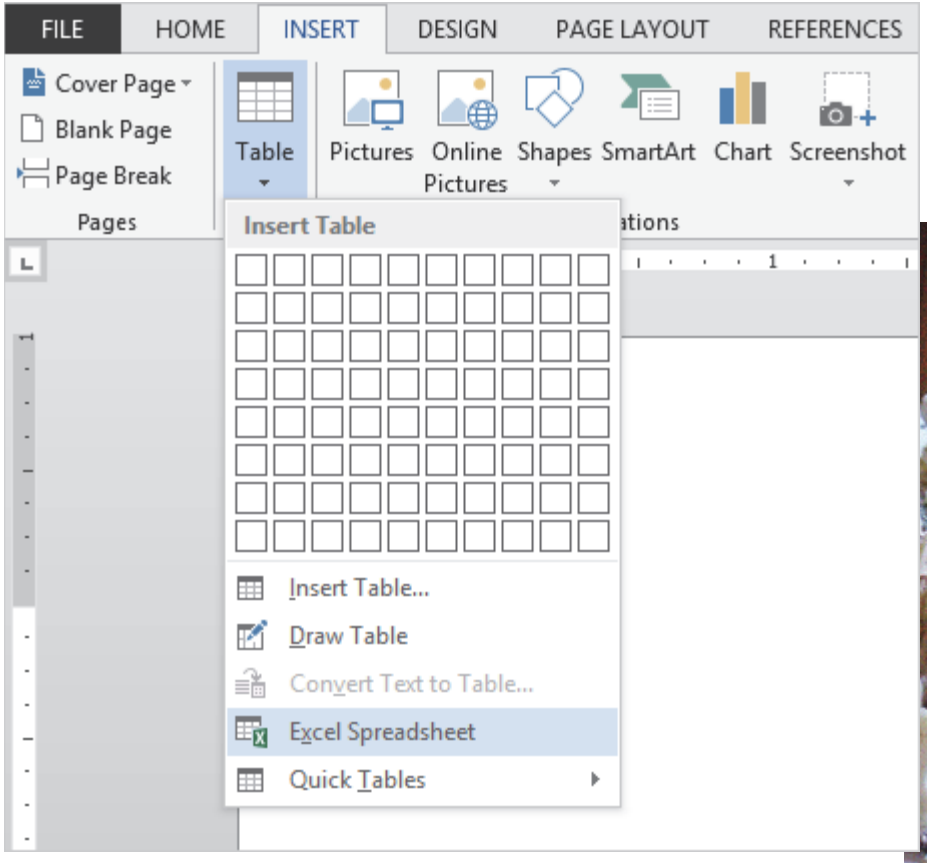
Microsoft Word and Microsoft Excel were designed to work together. The next lesson demonstrates how to add an Excel Spreadsheet into your document.

Before You Begin: This lesson begins with a new, blank document in Word 2013.

1. Try This: Insert a Spreadsheet
Go to **Insert ->Tables->Table**.
Click on **Excel Spreadsheet**.

Keep going...

Insert-> Tables->Table -> Excel Spreadsheet





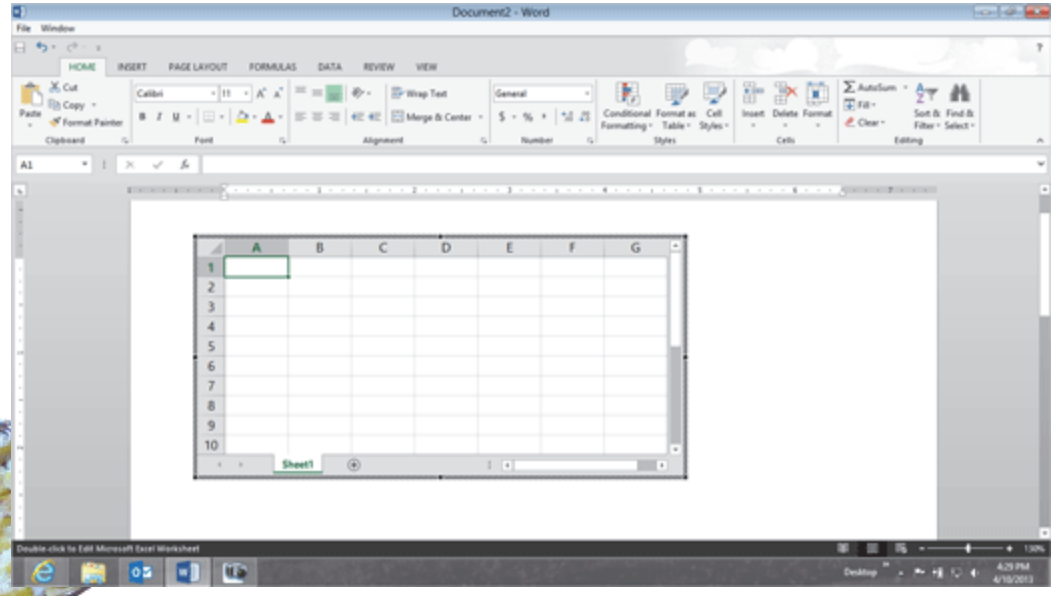
Insert-> Table -> Excel Spreadsheet

Hello, Excel!

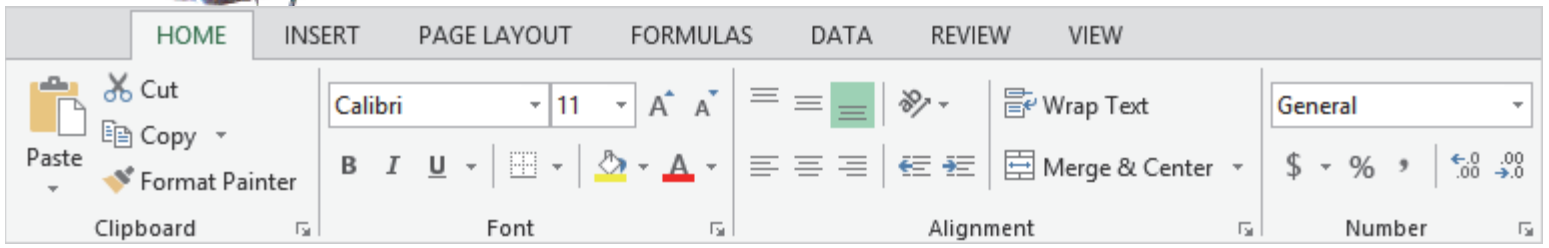
What Do You See? A new spreadsheet will be embedded into your Word document. The spreadsheet is interactive: You can enter data, format cells and create charts.

Look Again: The Ribbons at the top of the screen belong to Excel.

Keep going...







Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Insert an Excel Spreadsheet

Enter the Labels

Before You Begin: Select Cell A1 in the spreadsheet. The Microsoft Excel Ribbons should be available.

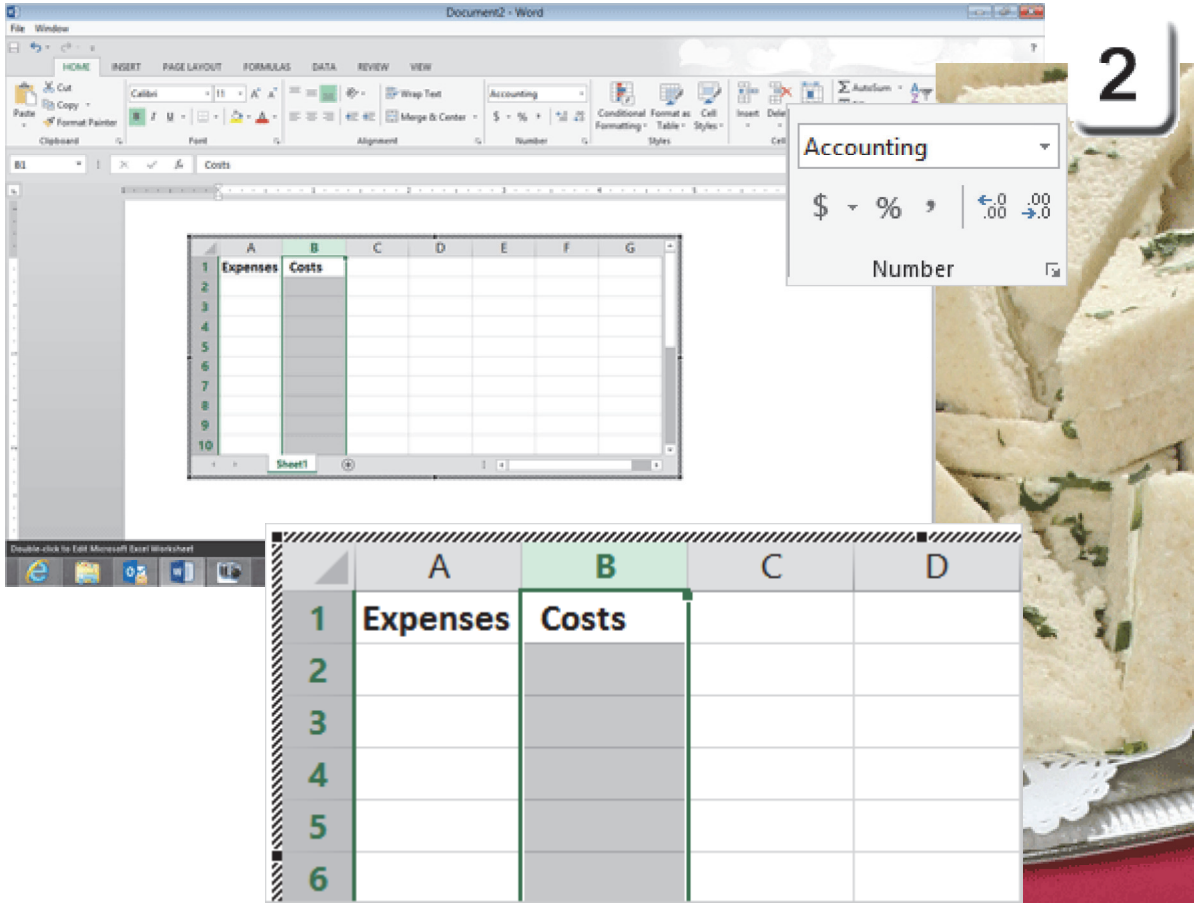
2. Try This: Enter the Labels
Go to Cell A1 and type: Expenses.
Go to Cell B1 and type: Costs.

Try This, Too: Format the Cells
Select Row 1.
Go to **Home->Font->Bold**.
Making this Row Bold indicates that this is the Header Row.

Select Column B.
Go to **Home->Number**.
Select **Accounting**.

Keep going...

Home- -> Number->Accounting



Take Two

Enter the Data

Say you wanted to calculate all of the things you need to package and ship a product to our customers: Apples, basket, a box to ship it in all tied up with a bow.

Please enter some sample data.

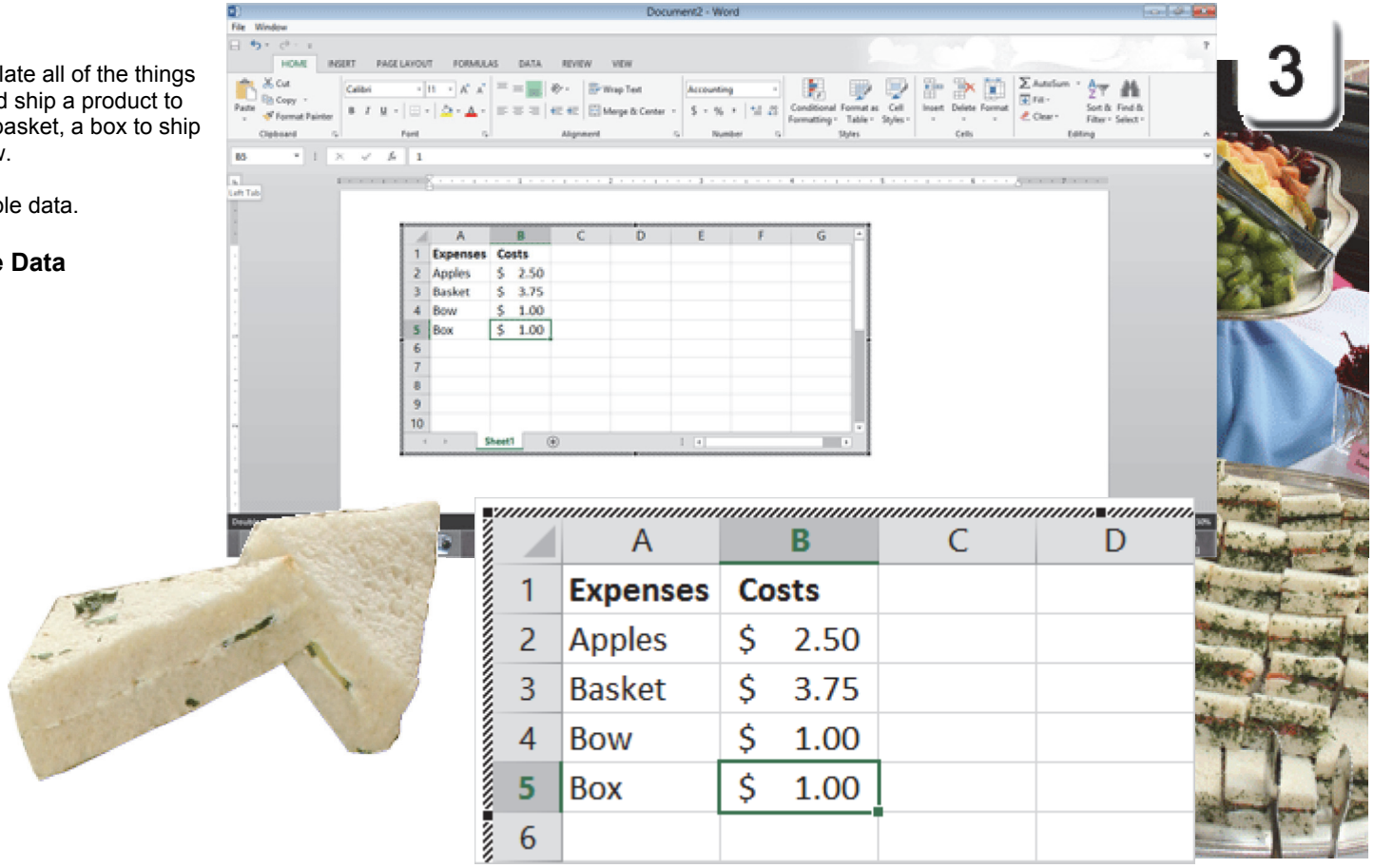
3. Try This: Enter the Data

Cell A2: Apples
Cell A3: Basket
Cell A4: Bow
Cell A5: Box

Cell B2: 2.50
Cell B3: 3.75
Cell B4: 1.00
Cell B5: 1.00

Keep going...

Home-> Font -> Number->Accounting



Calculate the Sum

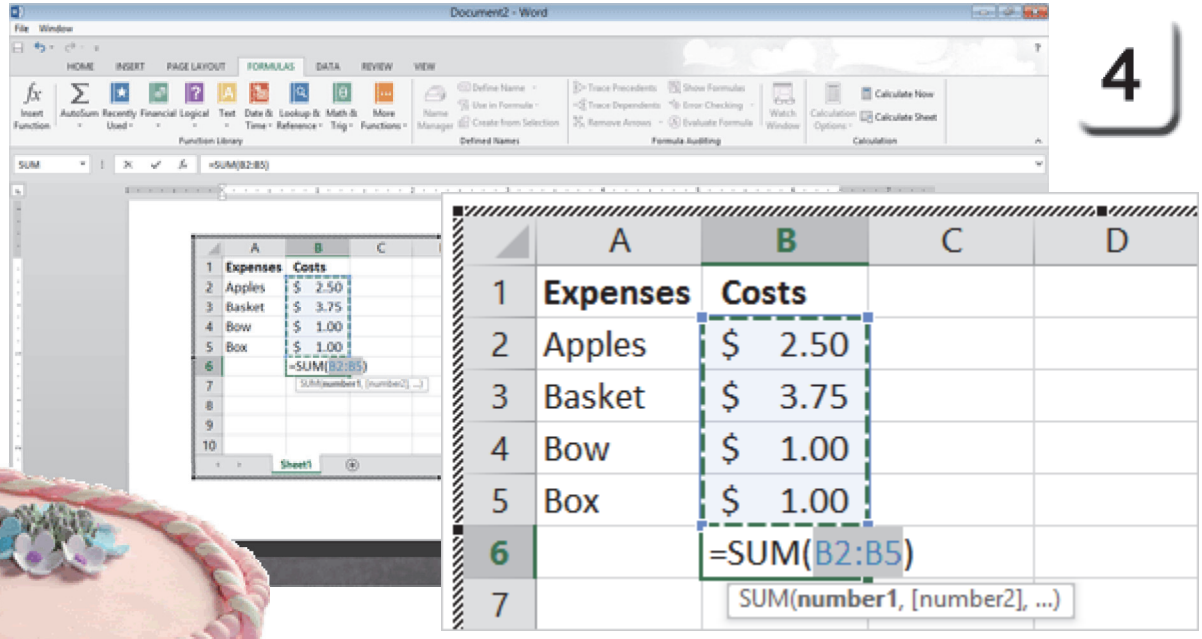
Before You Begin: Select Cell B6.

4. Try This: AutoSum the Cost
Select Cell B6.
Go to **Formulas ->Function Library.**
Click on **AutoSum**.

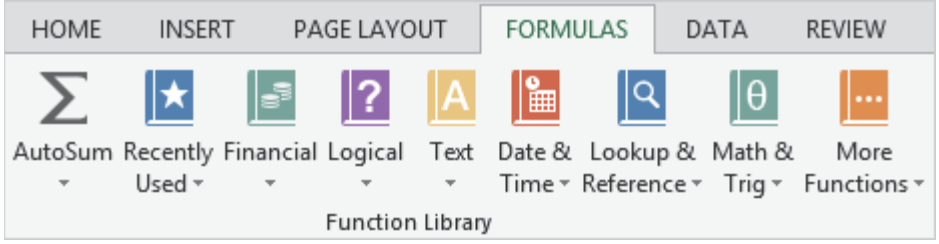
What Do You See? Excel will create the formula =SUM(B2:B5). When you click the **ENTER** key on your keyboard, you will see the answer: $8.25

Keep going...

Formulas-> Function Library -> AutoSum







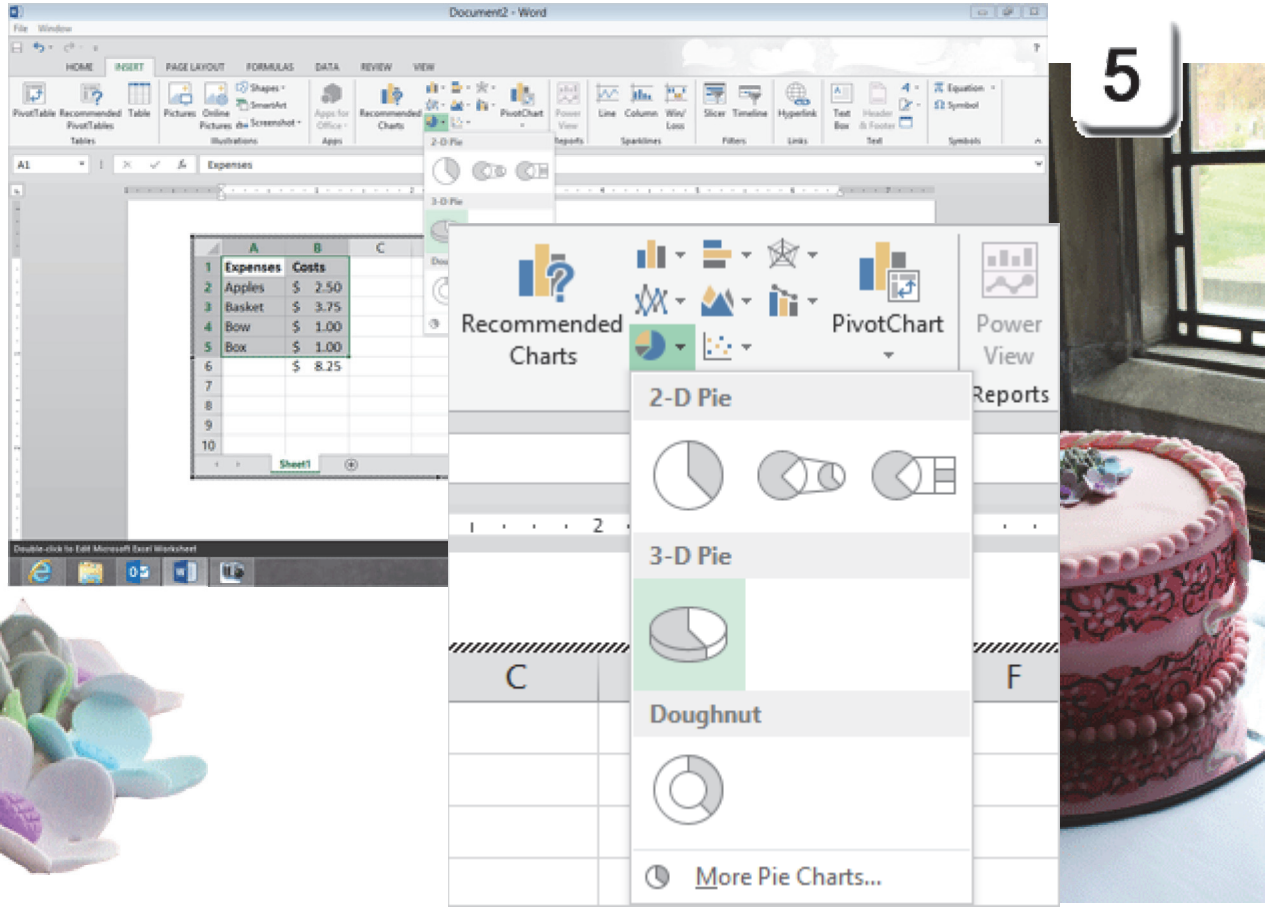
Create a Chart

When you Insert a Table and choose Spreadsheet you can use all of the features in Excel. Everything works.

5. Try This: Insert a Chart
Select Cells A1:B5.
Go to **Insert->Charts.**
Click on **Pie or Doughnut Chaurt**.
Choose the **3-D Pie** Chart.

Keep going...

Insert-> Charts -> Pie of Doughnut Chart





Take Two

Insert-> Charts -> Pie

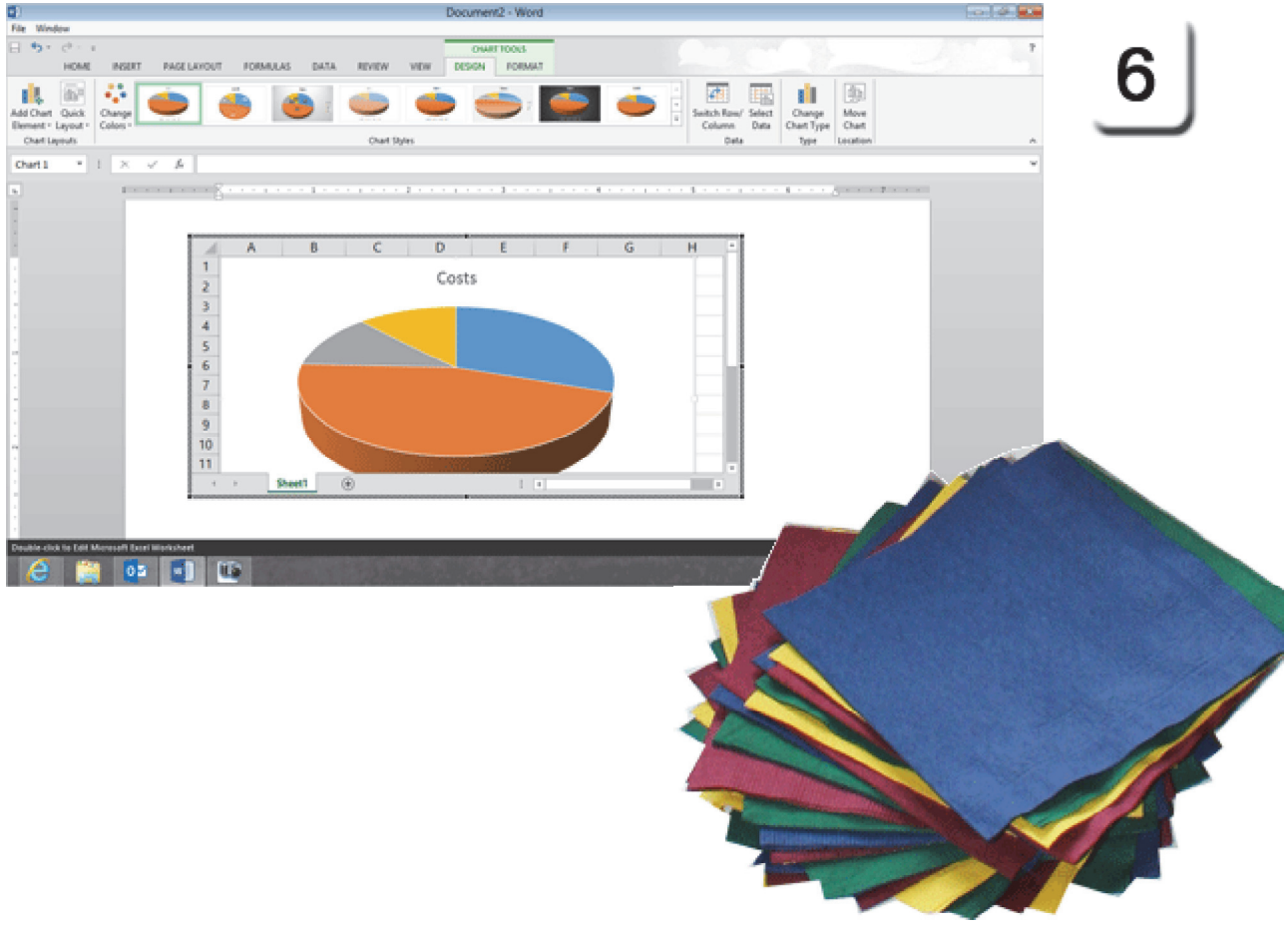
Resize the Spreadsheet

What Do You See? The Pie Chart may be too big for the little spreadsheet.

6. Try This: Resize the Spreadsheet
The spreadsheet has a border. Run your cursor over the square Handle on a corner of the border. You should see a double arrow that you can use to drag the spreadsheet bigger and resize the Chart.

Try This, Also: Resize the Chart
Click once on the Chart to select it.
Run your cursor on the frame and use the double arrow to make the Chart bigger so that you can see everything.

Keep going...



Take Two

Modify the Chart Design

The screenshot on this page shows the spreadsheet has been made big enough to see the data as well as the chart. The next pages will look at some **Chart Tools**.

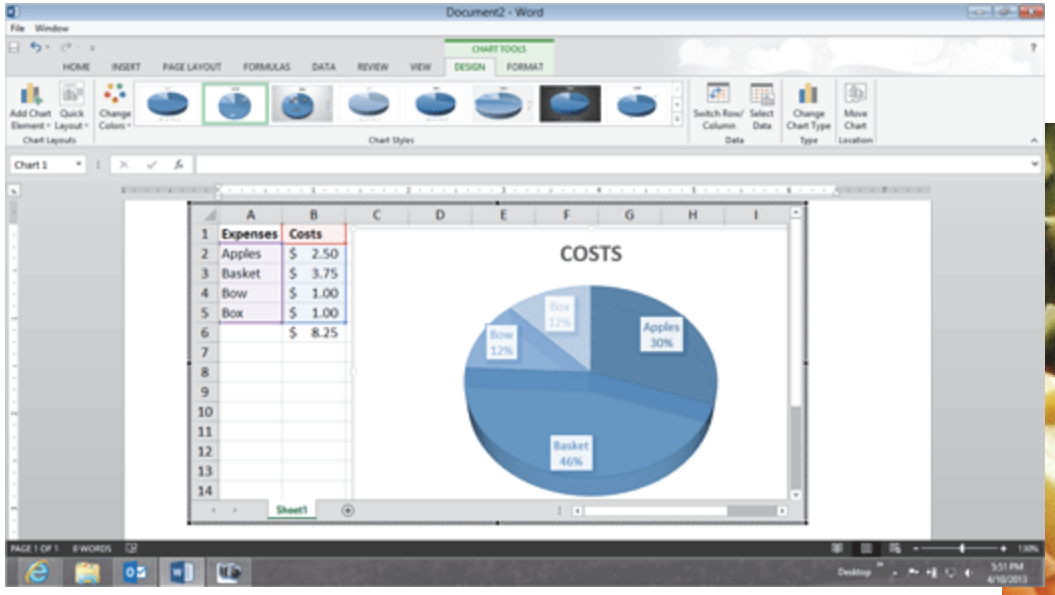
7. Try This: Modify the Chart Design
Click once on the chart to select it.
Go to **Chart Tools->Design**.
Select a **Chart Style** from the Chart Quick Styles gallery.

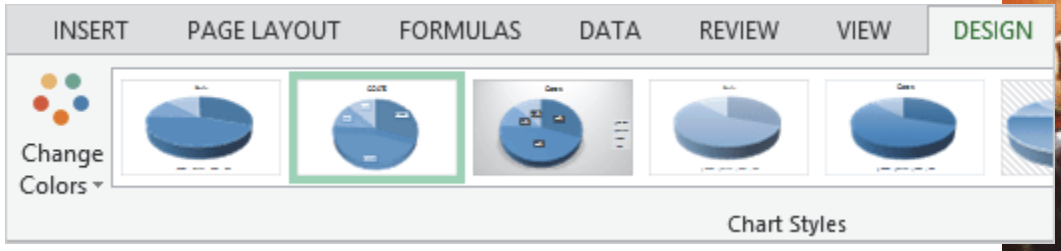
And Try This: Change the Chart Colors
Go to **Chart Tools->Design->Chart Styles**.
Select **Change Colors.**
Please select a Monochromatic color.

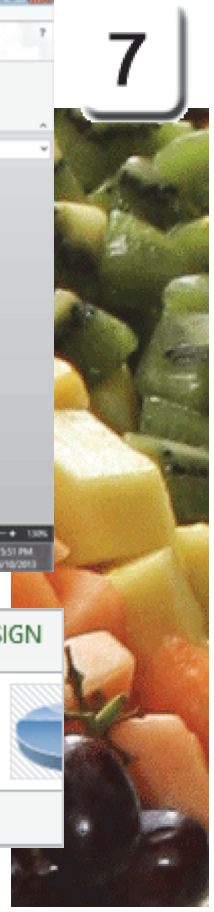
Keep going...

Where Have You Seen This Before? When you add a spreadsheet in Word you can edit the Charts with the same **Chart Tools** that are in Excel. Almost all of the Chart Tools are available, even though you are still working in Word.

Chart Tools-> Design->Chart Styles







Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Create a Chart in the Embedded Excel Spreadsheet

Take Two

Modify the Chart Layout

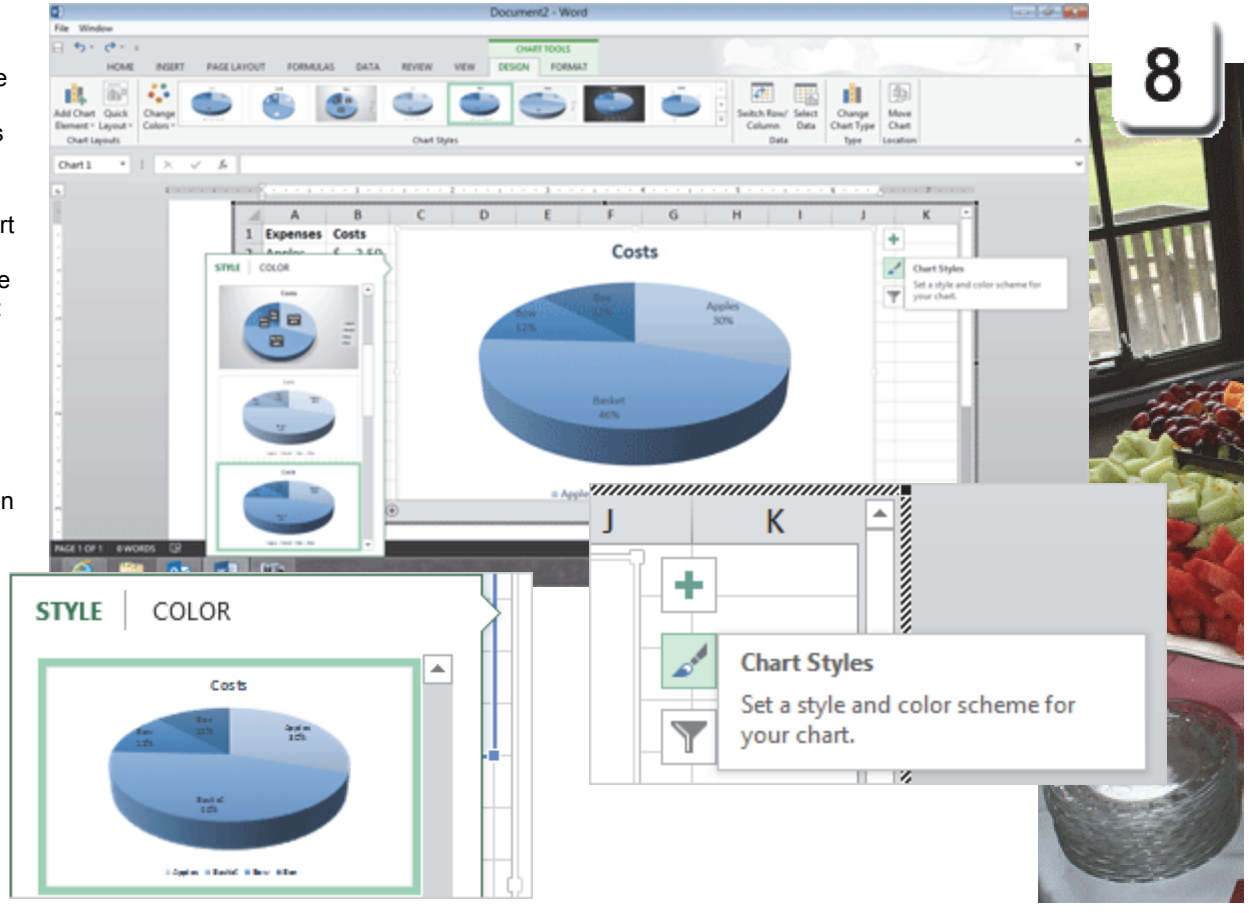
The **Chart Tools** offer many options on the **Design** and **Format** Ribbons. Microsoft Excel 2013 also has three new quick clicks for editing charts. Let's take a look.

Before You Begin: Click once on the Chart to select it. The **Chart Tools** should be available. The **Quick Clicks** should also be available. Look to the right of the Chart for:
Chart Elements.
Chart Styles.
Chart Filters.

8. Try This: Modify the Chart Style
Click on **Chart Styles**.
The **Style** and **Color** selector will pop up on the left side of the Chart.
Choose a **Style**.

Click on the **Chart Styles** quick click to **Close** the Style selector. Keep going...

Chart Tools-> Design -> Chart Styles



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Modify a Chart in an Embedded Excel Spreadsheet

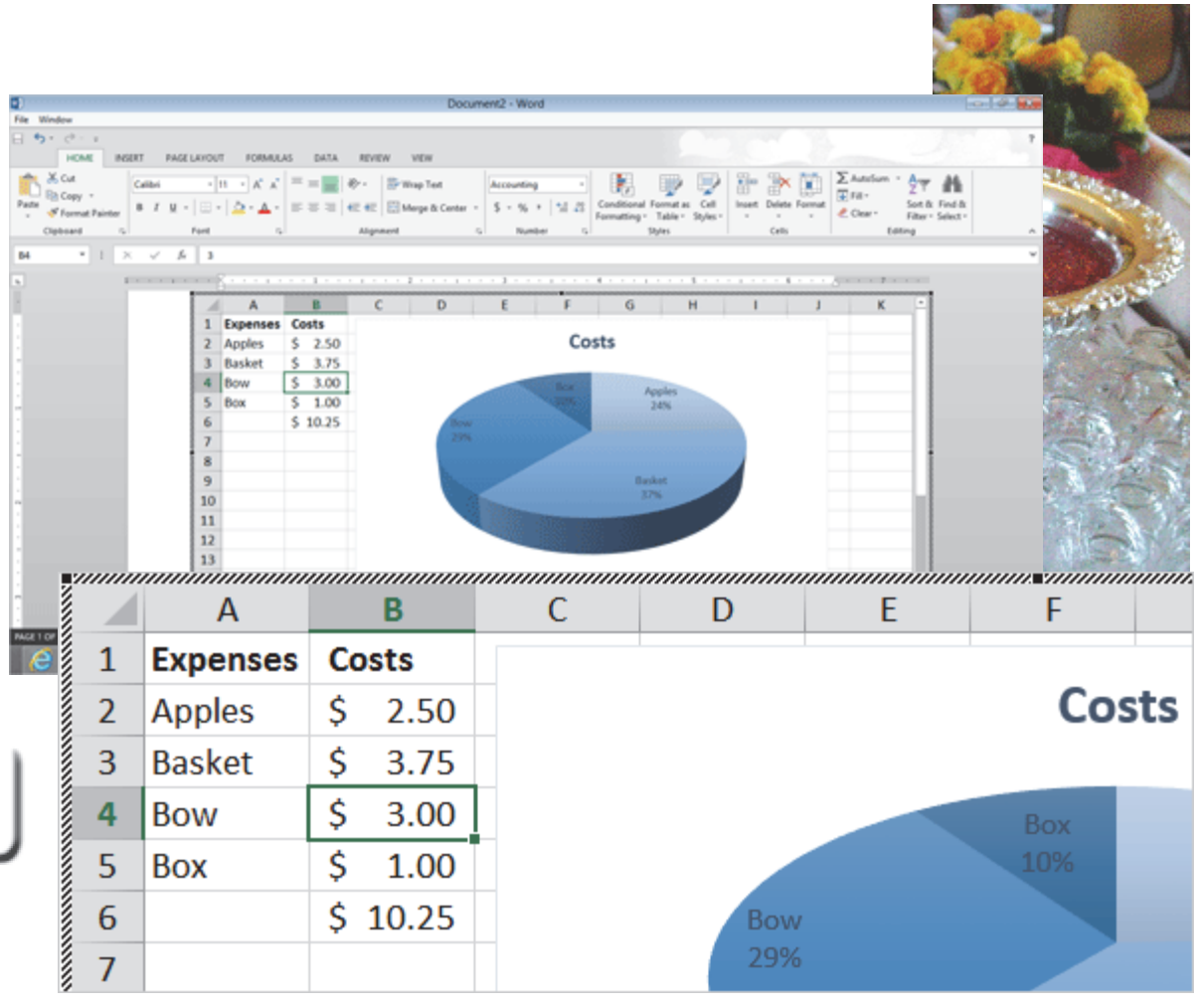
Modify the Chart Data

This is a *real* spreadsheet. You can edit the data and update the Chart.

9. Try This: Modify the Chart Data
Please go to Cell B4.
Type: 3.00

What Do You See? When you hit the **ENTER** key on your keyboard, Excel will recalculate the SUM and redraw the Chart to show the new data.

Very Good.



Edit the Shape Fill

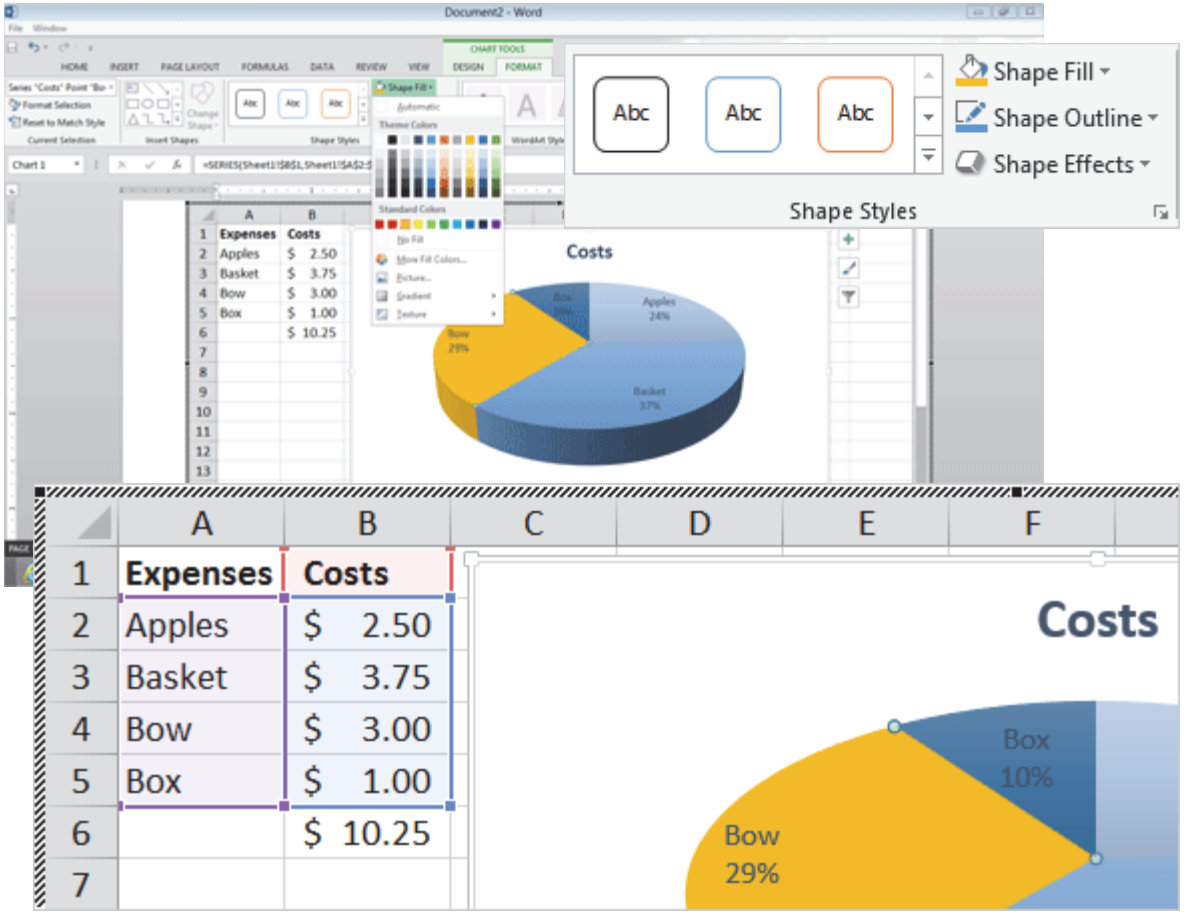
Say you have a certain data point (slice of this pie chart) that you want to look different than the rest. You can format the **Shape Fil**l if you wish. These tools are on the Format Ribbon.

Before You Begin: Click once on the Chart and **Chart Tools** will be available. All of the pie shapes should be selected as well. Click on the slice for Bow 29%, and just that one slice should have little dot handles.

Try This: Format the Shape Fill
Go to **Chart Tools->Format->Shape Styles.** Click on **Shape Fill** and select a color.

That works.

Chart Tools-> Format -> Shape Styles-> Shape Fill



Take Two

Working with the Table

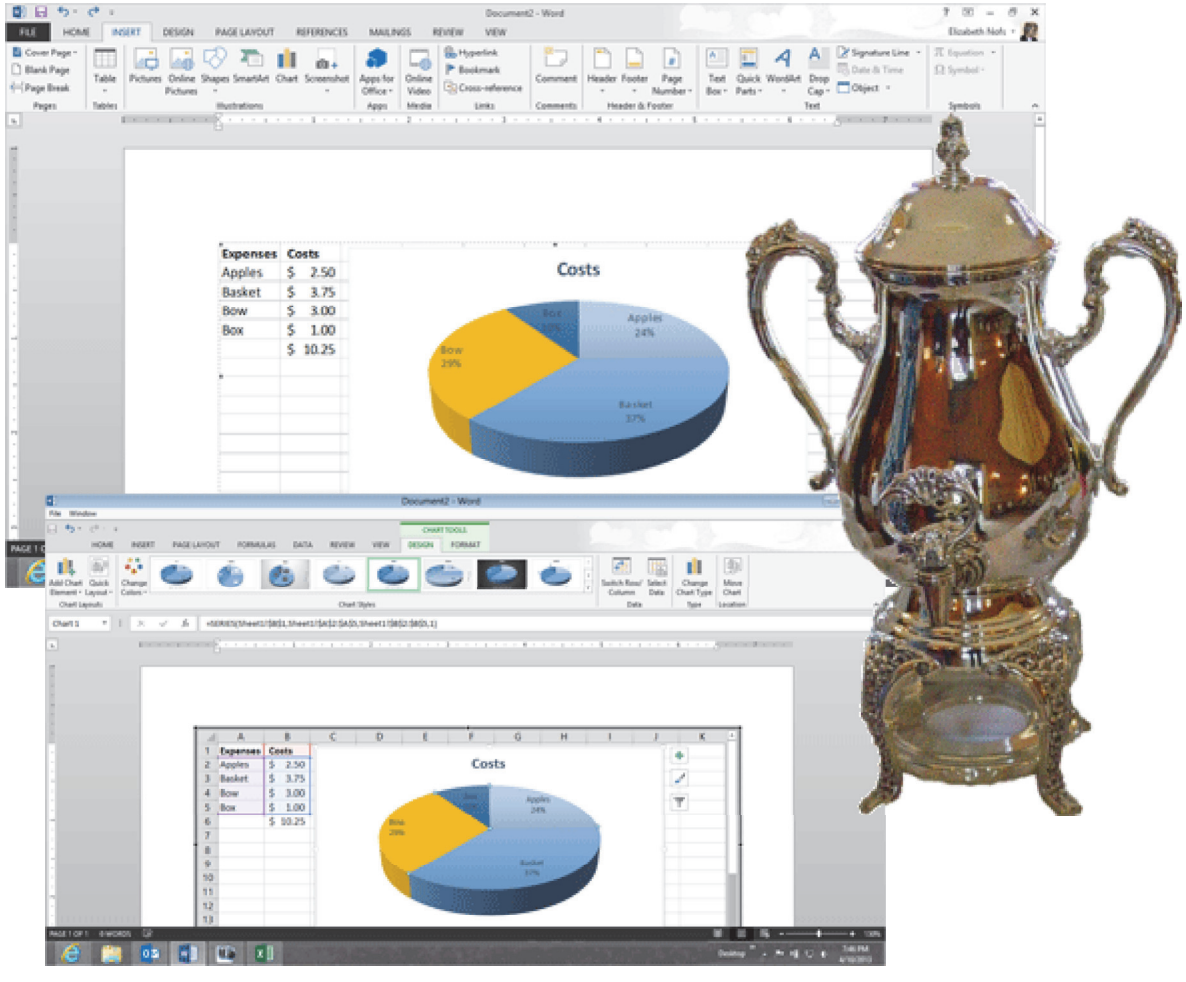
We began this lesson by inserting a Table and choosing the Excel Spreadsheet option. What happens when you are done editing the spreadsheet?

Try This: Go Back to Microsoft Word
Please click outside of the spreadsheet frame to return to Microsoft Word.

What Do You See? The Ribbons on the top of your screen should return to the familiar Microsoft Word tools.

Say you wanted to revise your chart?
When you double click the embedded spreadsheet, the Ribbons and Tools for Microsoft Excel will be displayed again.

Done and Done. You do not have to save this sample document.



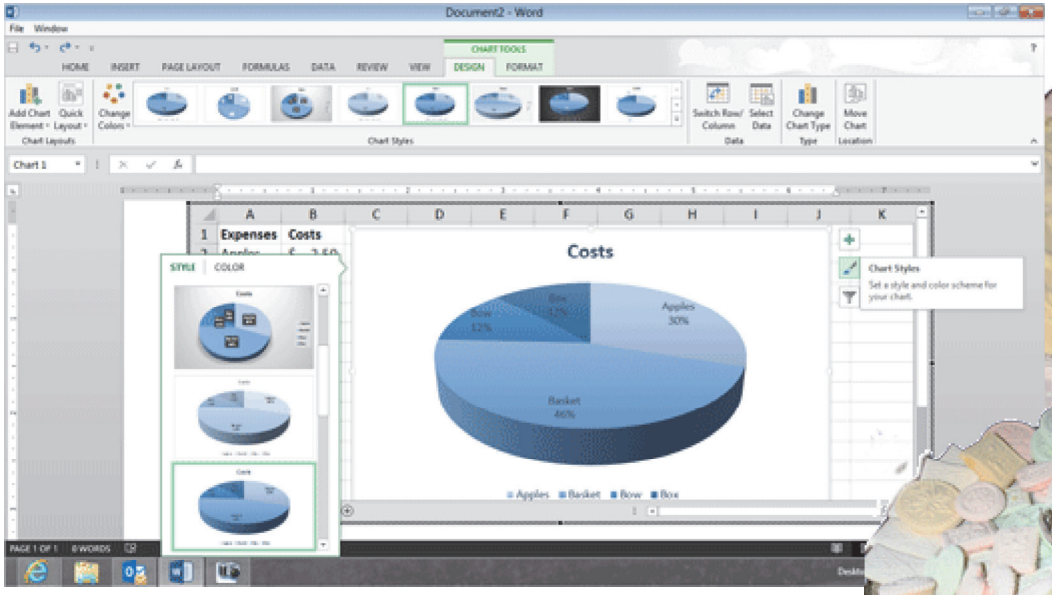
Take Two

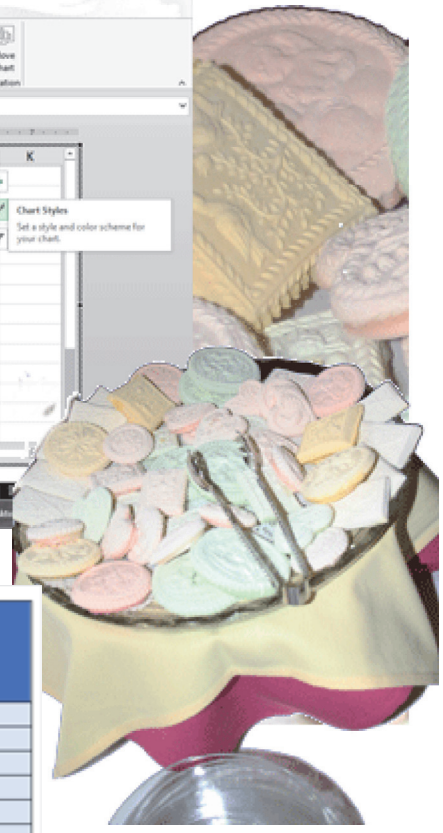
The Table is Set

This lesson walked through all of the advanced Table functions. We started with one of the built-in Templates and explored many good tools for improving the designs.

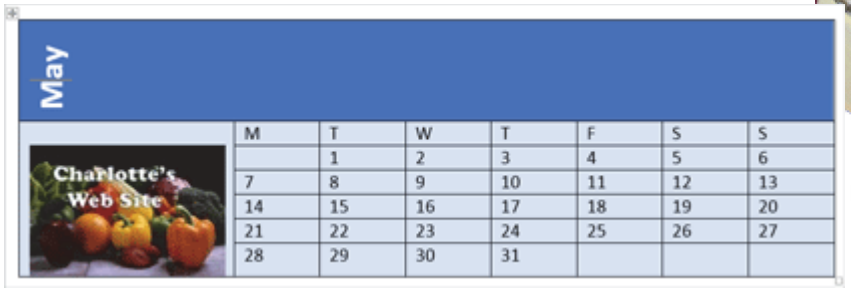
Microsoft Word 2013 does Tables: lists, calendars, even spreadsheets.

Well, you done good.
You get the cookie!









M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Practice Activity

The Table is Set

Before You Begin: Start Microsoft Word.
Create new, blank document.



Try This: Do the following steps

1. Insert a Table with 3 Columns and 4 Rows.
2. Enter the following data:

Morning Afternoon Night
Cheryl Bob Wendy
Luke Tammy Chris
Bob Tammy Wendy

3. Autofit the Table across the page.
4. Insert a new Column to the right. Merge the Cells in the new Column.
5. Insert a picture of a sun or moon into the large Column on the right side of the Table.
6. Format the Table a QuickStyle.
7. Remove the Banded Rows Table Style Option.
8. Apply the Banded Columns Table Style Option.

You can SAVE this Practice if you wish.



Test Yourself

1. Which of the following are true about Quick Tables? (Select all correct answers)
a. Go to Insert-> Tables-> Tables->Quick Tables
b. Quick Tables includes options for premade calendars
c. Quick Tables include spreadsheets
Tip: Advanced Word, page 59

2. Which of the following is the command to resize a Table to fill across a page?
a. Table Tools-> Layout-> Cell Size-> Autofit-> Autofit Window
b. Table Tools-> Resize-> Fit Page
c. Table Options-> AutoFit-> To Window
Tip: Advanced Word, page 60

3. Which of the following is true about Tables? (Select all correct answers)
a. A picture can be inserted into a Table
b. Two adjacent Cells can be merged together to make one large Cell
c. Table Styles apply formatting to the Table
d. The command Distribute Evenly makes all selected Columns the same size
Tip: Advanced Word, page 63, 68, 69

4. Which of the following are Table Style options? (Select all correct answers.)
a. Header Row
b. First Column
c. Total Row
d. Banded Rows
e. Banded Columns
f. Borders
Tip: Advanced Word, page 68

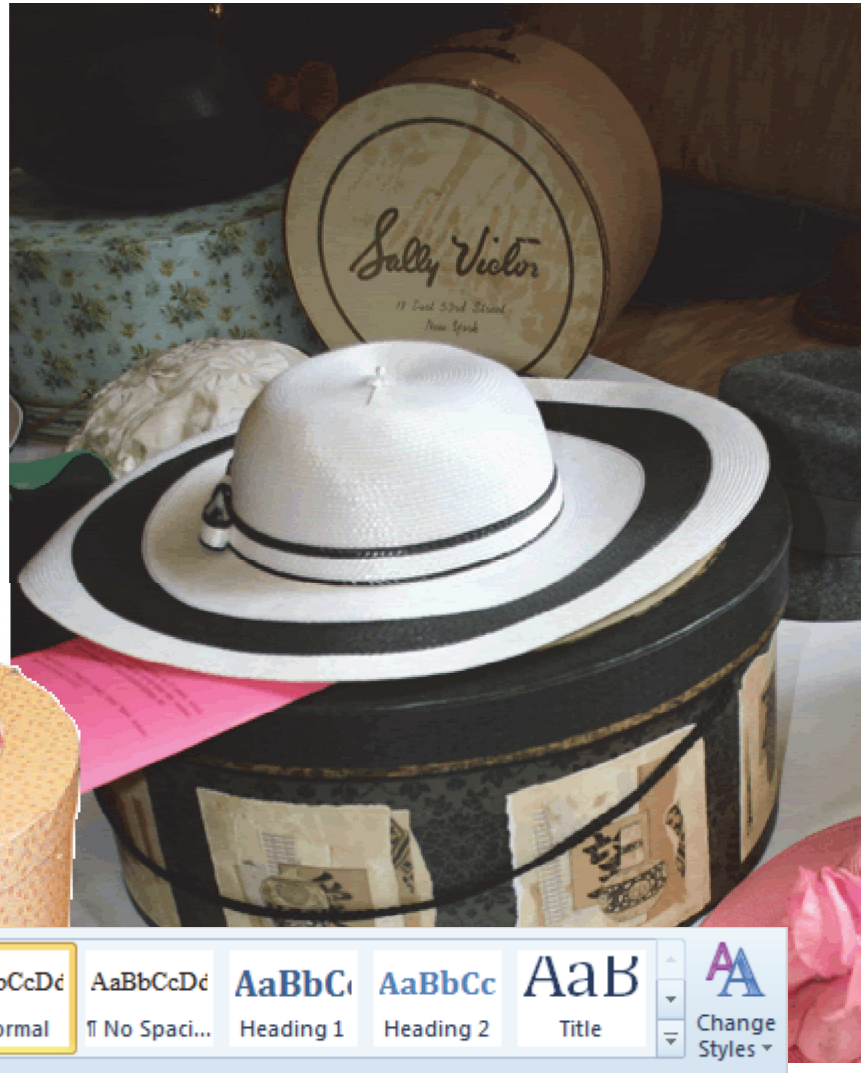
5. Which of the following is the command for Table Borders?
a. Format-> Table->Borders
b. Table Tools-> Format-> Borders
c. Table Tools-> Design-> Table Styles-> Borders
Tip: Advanced Word, page 70

6. A new interactive Excel Spreadsheet can be added as a Table in a Word document.
a. True
b. False
Tip: Advanced Word, page 77

7. Which of the following Excel tools is available when a New Excel Spreadsheet is inserted as a Table in a Word document? (Select all correct answers.)
a. All Excel Ribbons
b. All Excel Ribbons but Charts
c. Only the most commonly used commands are included on a new Excel Ribbon
d. No Excel Ribbons
Tip: Advanced Word, page 78, 81



Doing It With Style



Advanced Word Objectives

In this lesson you will learn how to:

1. Create, apply and update Styles
2. Control pagination with a Page Break
3. Practice navigating with the Document Map
4. Use the Reference Ribbon to create References
5. Identify Editing options for Find, Replace and Go



Lesson 3: Doing It With Styles

1. Readings

Read Lesson 3 in the Advanced Word Guide, page 91-132.

Project

Format a document with Styles and use the Styles to navigate to the main topics .

Downloads

Files used in the lesson:

Sample Windows Deployment Text 2013

Sample Windows Deployment Text 2013 Complete.docx

2. Practice

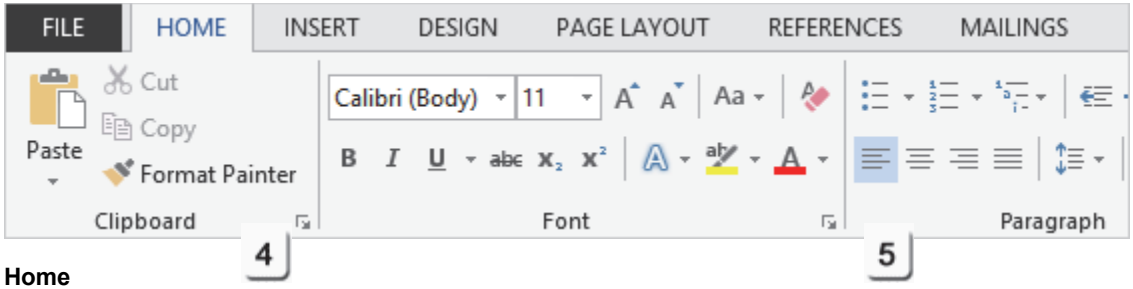
Complete the Practice Activity, page 133.

Benefits of Online Learning.docx

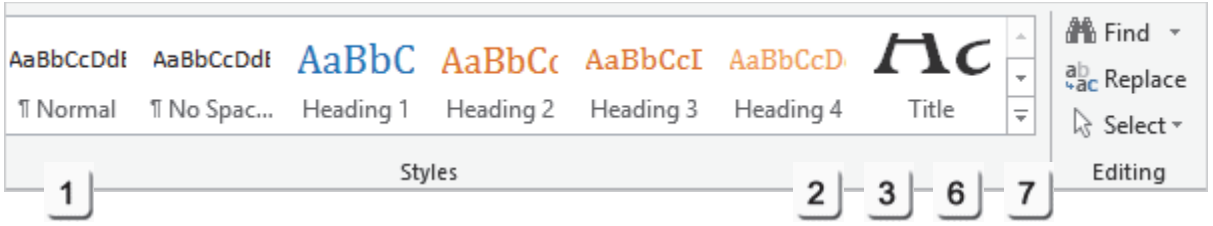
3. Assessment

Review the Test questions, page 134.

Home



Home



Menu Maps

This lesson shows options on the **Home** Ribbon

1. Home ->Styles, page 95
2. Home->Styles->Options, page 100
3. Home->Styles->Options->Modify, page 102
4. Home->Format Painter, page 111
5. Home->Paragraph->Show/Hide, page 113
6. Home->Editing->Find, page 115
7. Home->Editing->Replace, page 117

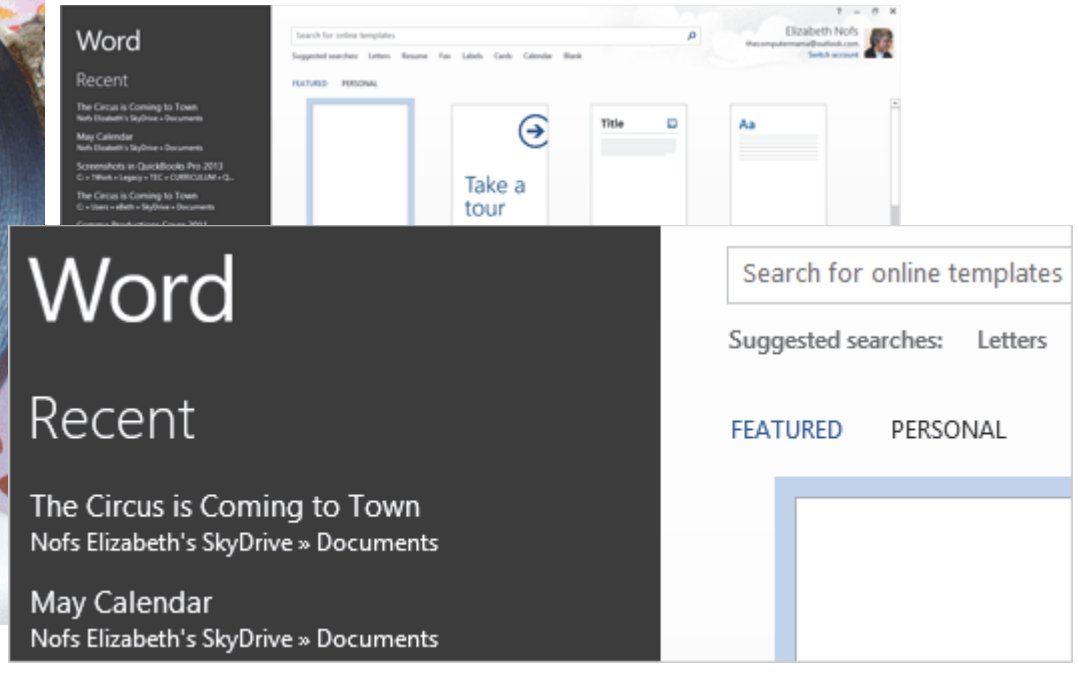




Doing It With Style

The default font in Microsoft Word is a good type face, but it gets old. What you want is a little more **STYLE**. Styles are easy to use and can be changed very quickly. In the next lesson we will investigate some of the uses for Styles including creating the Document Map and Table of Contents.

Where does Word keep the Styles? Is there a way to set up Word so that each new document uses your typeface, size and color? Let's find out. **Start** the Program Microsoft **Word**.



Working with Large Documents

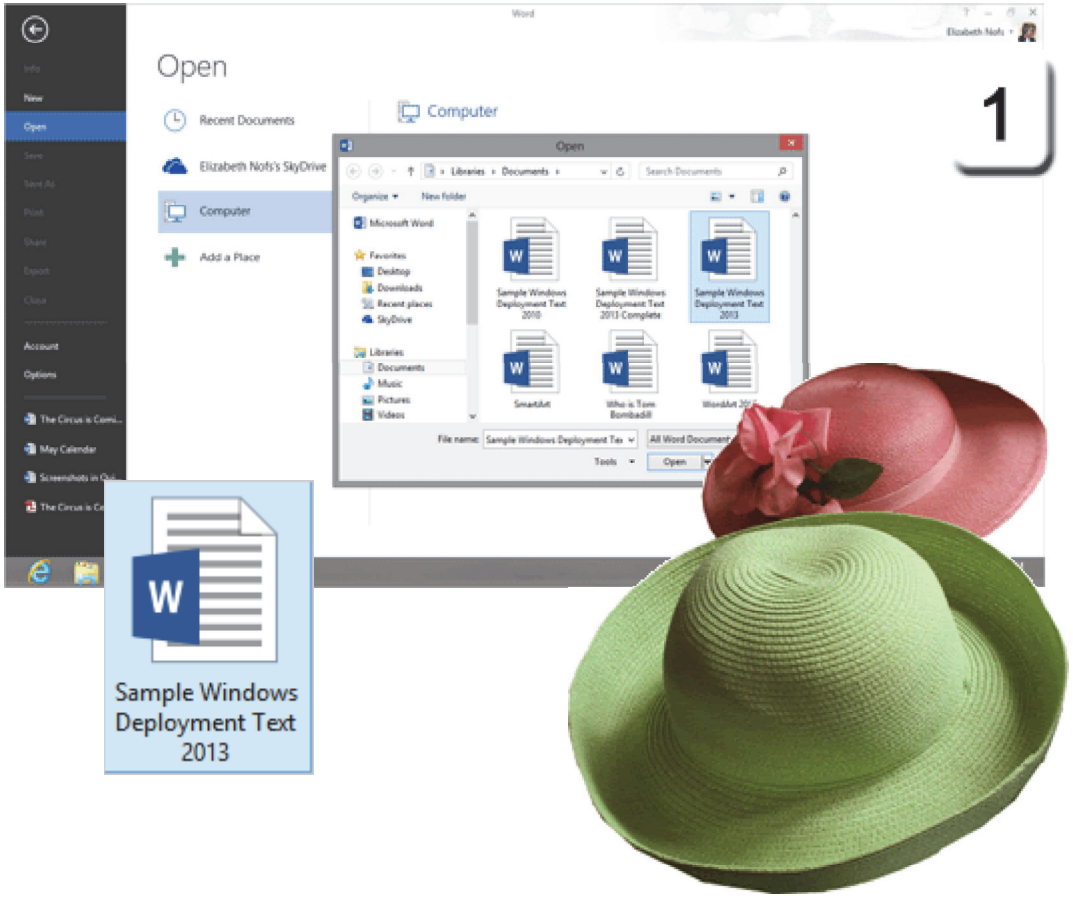
Before You Begin: This project uses a sample document. Please download a copy of the **sample text** here: Sample Windows Deployment Text 2013.

This lesson teaches you how to automate text formatting with **Styles**. The Styles, in turn, can be used to create a **Document Map** and a **Table of** Contents.

1. Try This: Open the Sample File
Go to **File-> Open Other Documents.**
Browse to the **Documents** folder.
Select: Sample Windows Deployment Text 2013.

Keep going...

File -> Open



Take One

Format the Type

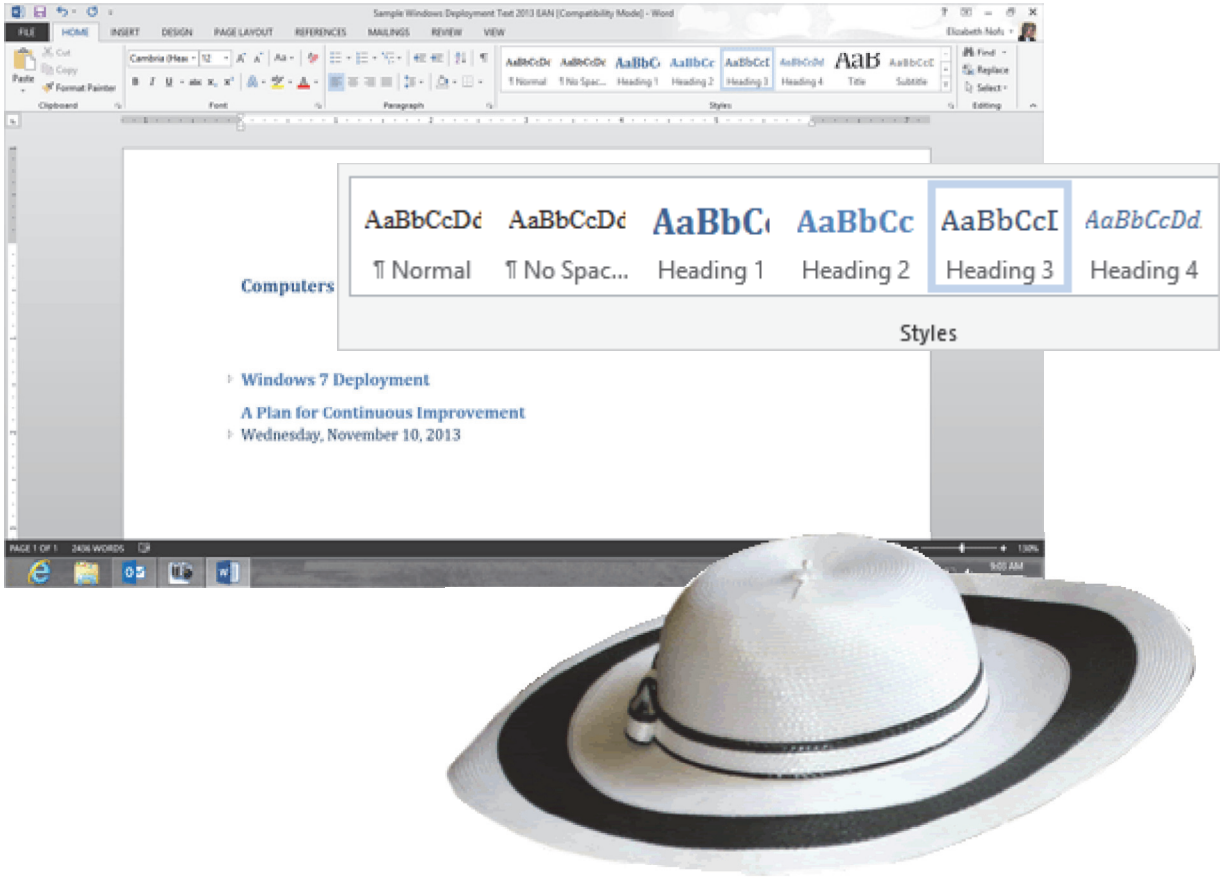
All of the text in this sample Windows Deployment document is the same size, font and weight. The goal of this lesson is to format the headlines and paragraphs.

Usually, we just select the text and format the Font with the options on the **Home** Ribbon. Look at the Home Ribbon at the top of this document. Look past the **Clipboard, Font** and **Paragraph** groups.

What Do You See? The **Style** library includes Headings, Titles and Normal. The new Office file format, *.docx, includes several web styles: Strong, Emphasis, and Intense.

Keep going...

Home -> Styles



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text

Take One

That's Just My Style

2. Try This: Format the Styles
Select: Computers Are Us.
Go to **Home->Styles**.
Select **Heading 1** from the **Styles**.

Select the next two lines of type.
Go to **Home->Styles**.
Select **Heading 2** from the **Styles**.

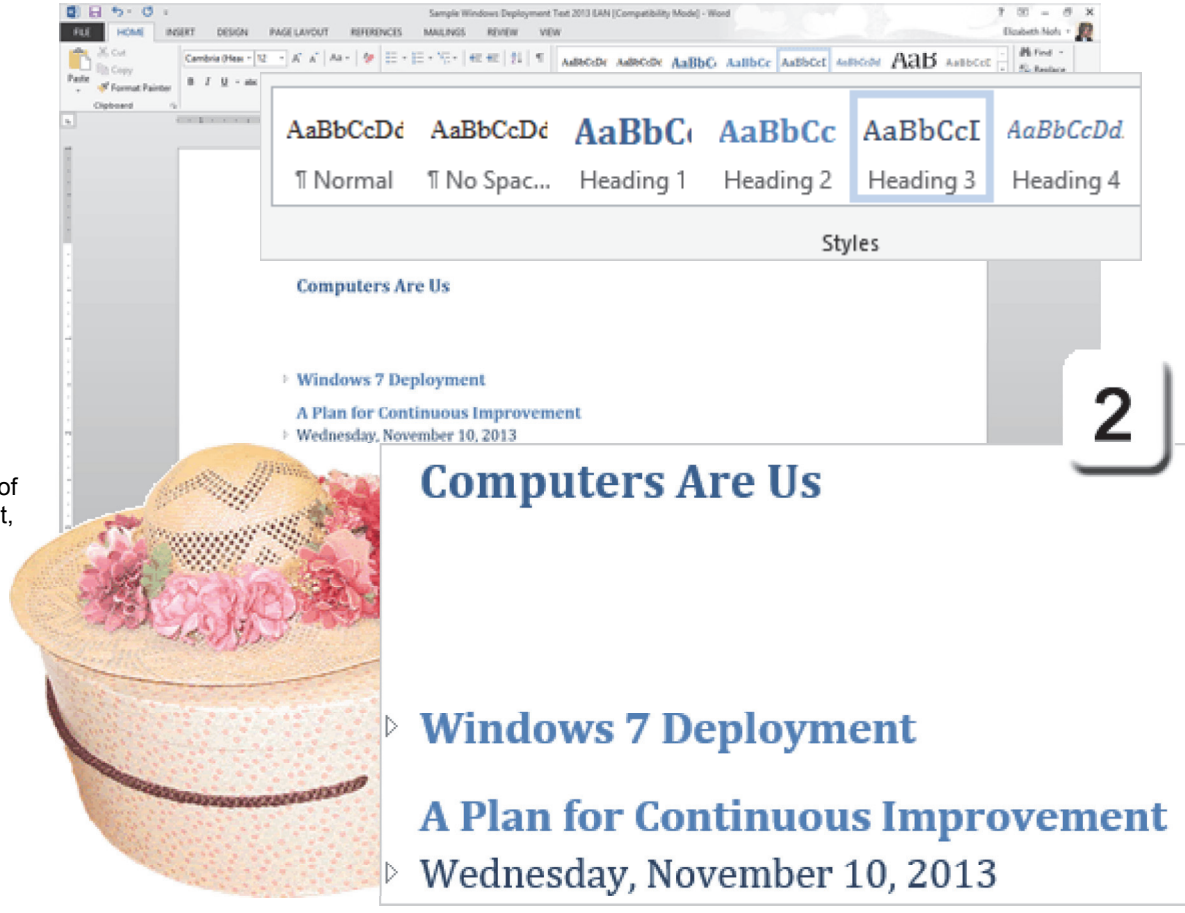
Try This, Too: Highlight the date
Select **Strong** from the **Style** library
Strong is a term that is also used in formatting HTML text for web pages. It means bold.

In a 6-8 page document, there may be dozens of headlines. Let's see: if you change the type font, size, and color for 20 headlines that would require 60 actions. What are the chances that you will make a mistake and forget one?

When you use **Styles**, the formatting is consistent and efficient.

Keep going...

Home -> Styles



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text

Take One

Home -> Styles

Is That Your Style?

3.Try This: Apply the Styles

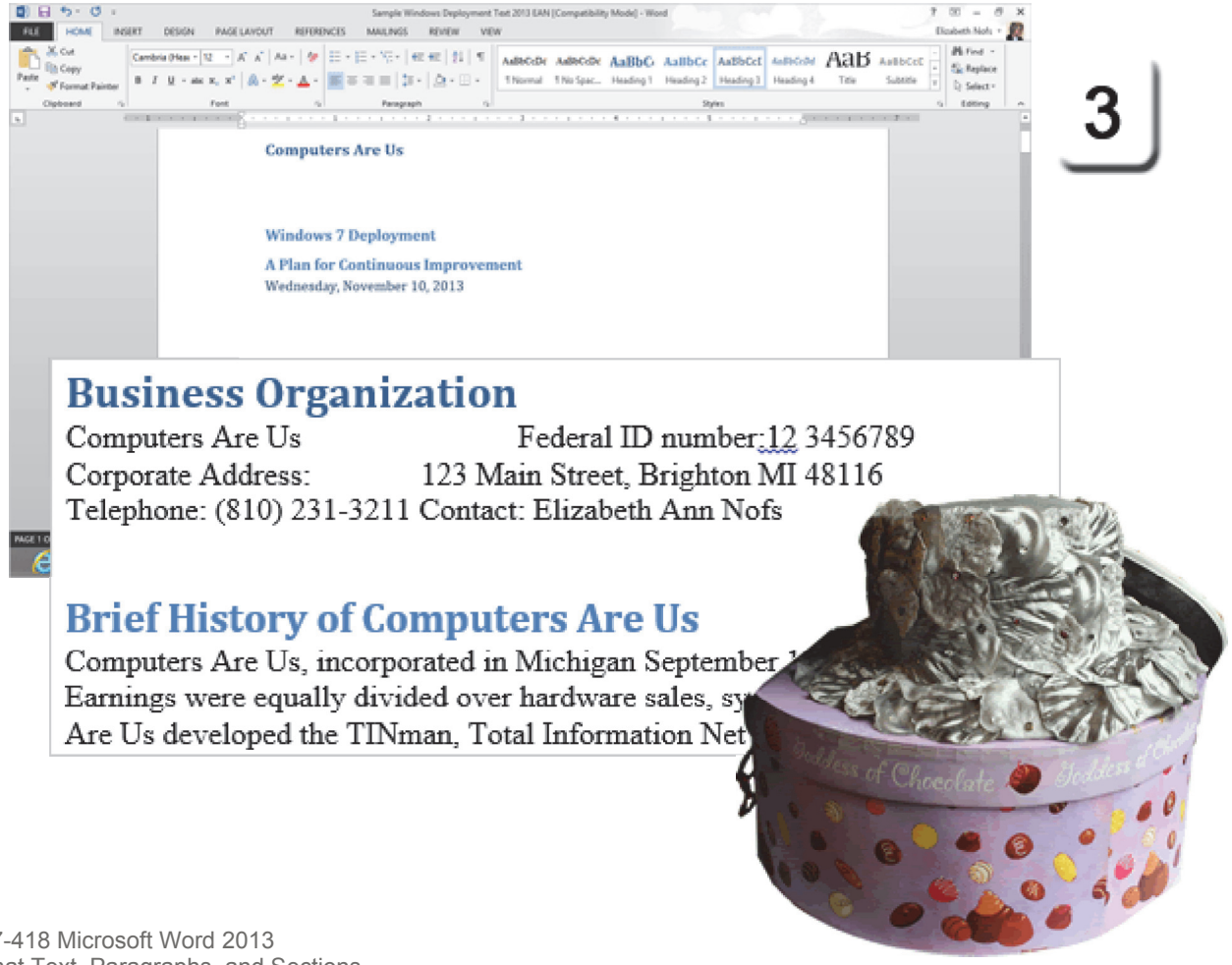
There are some important benefits that come with using Styles. This lesson makes more sense if you do the homework and format the Styles.

Format these headlines as **Heading 1**:
Business Organization
Issues of Concern
Management Summary
Project Summary
Phase One: Proposed Transition
Phase Two: Migration
Phase Three: The Plan for Continuous Improvement

Each of these paragraphs has a sub heading, too. For example, the minor headings on the first page are:
Security
Fault Tolerance
Recovery

Format the sub headings as Heading 2.

Keep going....



3

Take One

Home -> Styles

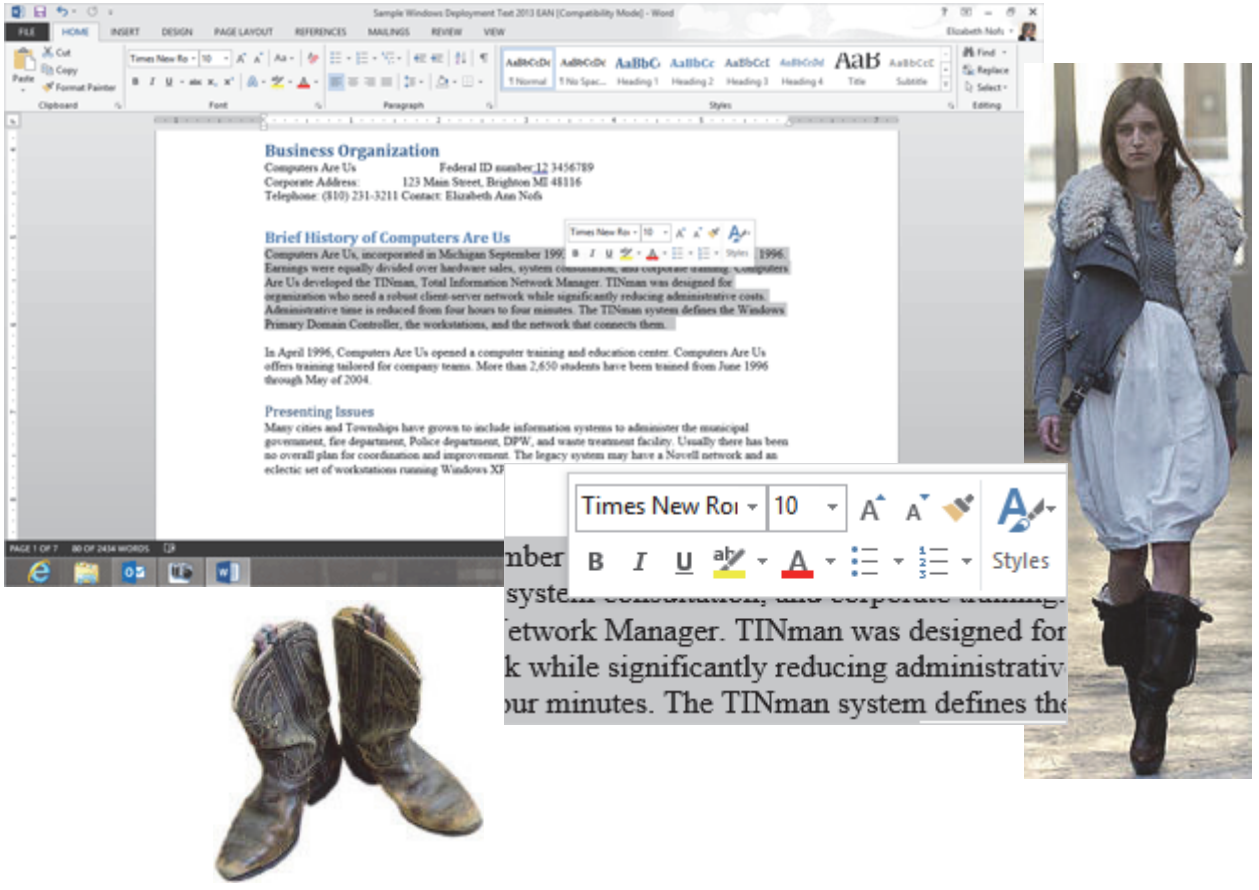
Is That Normal?

Text that isn't formatted as a Heading can be formatted as **body text**. In this example, the body text is highlighted and formatted with the **Normal** Style.

Times New Roman 11 pt was the default formatting for the **Normal** Style in Microsoft Word for over 15 years!

The default typeface in Microsoft Office 2013 is Calibri.

Memo to Self: This is an example of the Headings on page 1.



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text

Take One

Change the Style

Microsoft Word 2013 has a new **Design** Ribbon for **Document Formatting**. The **Document Styles** can be used to quickly format all of the text: Headings, Bullets, Footnotes and Normal Text.

4. Try This: Change Styles
Go to **Design ->Document Formatting->Styles**.
Select: **Basic (Stylish).**.

What Do You See? Did you notice that selecting a **Style Set** changed the type size as well as the margins, line spacing and font?

When you select one of the Style Sets all of the Heading 1, Heading 2, Normal text and other Styles are reformatted automatically.

Keep going...

Memo to Self: This is an example of the Headings on page 3.

Design -> Document Formatting-> Styles



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Style Sets

Take One

Edit the Style

You can create your own **Styles** to fit your business image. In the Style options, you can change the font, the size, the color and the line spacing.

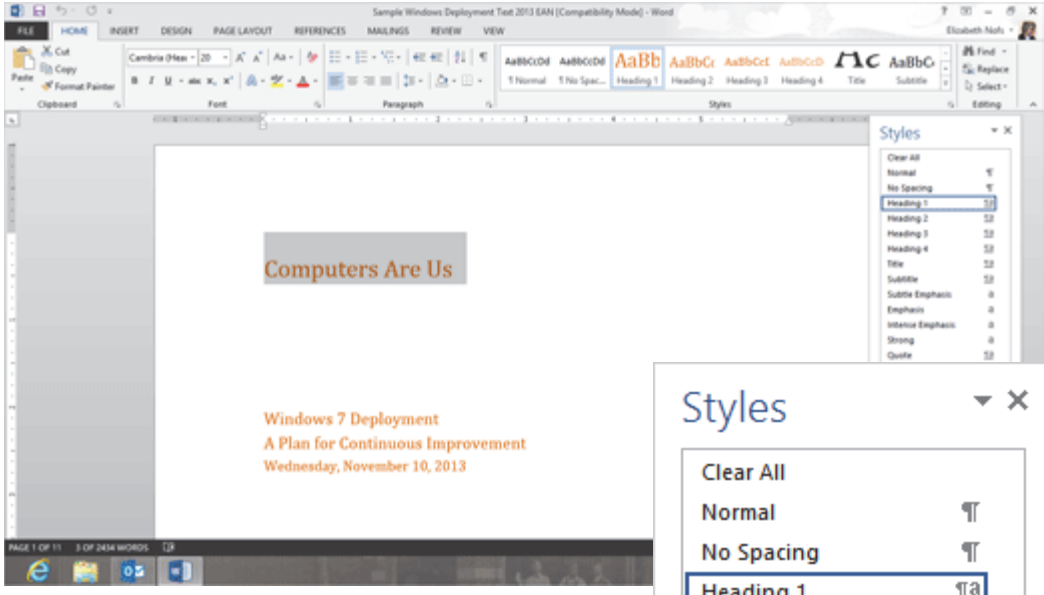
Before You Begin: Select the text Computers Are Us.

5. Try It: Edit the Style
Go to the **Home ->Styles**.
Click on the **Options** arrow in the bottom right-hand corner.

What Do You See? The **Styles** gallery should open. Heading 1, the formatting we applied to the text, should be highlighted.

Keep going...

Home -> Styles -> Options





Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Style Sets

Take One

Home -> Styles -> Options -> Select All Instances

Select All Instances

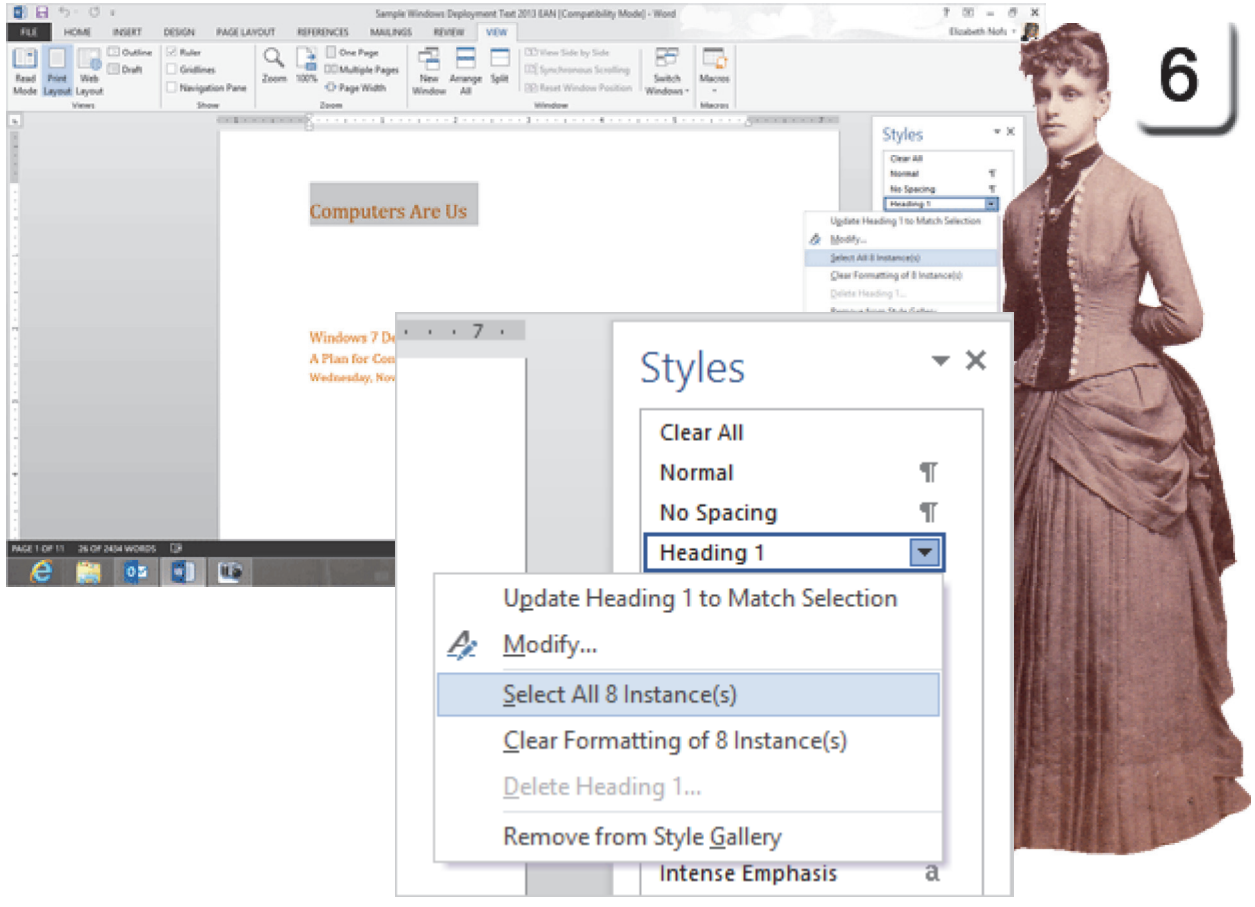
Before you **Modify the Style**, you can **Select All Instances** of the text that was formatted with this Style.

This step is a good example of Microsoft Office automation: you can change something once and have all the places that refer to it update at the same time.

Before You Begin: Select the text: Computers Are Us on page 1.

6. Try it: Select All Instances
Go to **Home->Styles->Options**
Choose **Heading 1** from the Styles.
Select **All Instances** of Heading 1.

Keep going...



Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.2 Apply Advanced Styles: Create Custom Styles

Take One

Home -> Styles -> Options -> Modify...

7

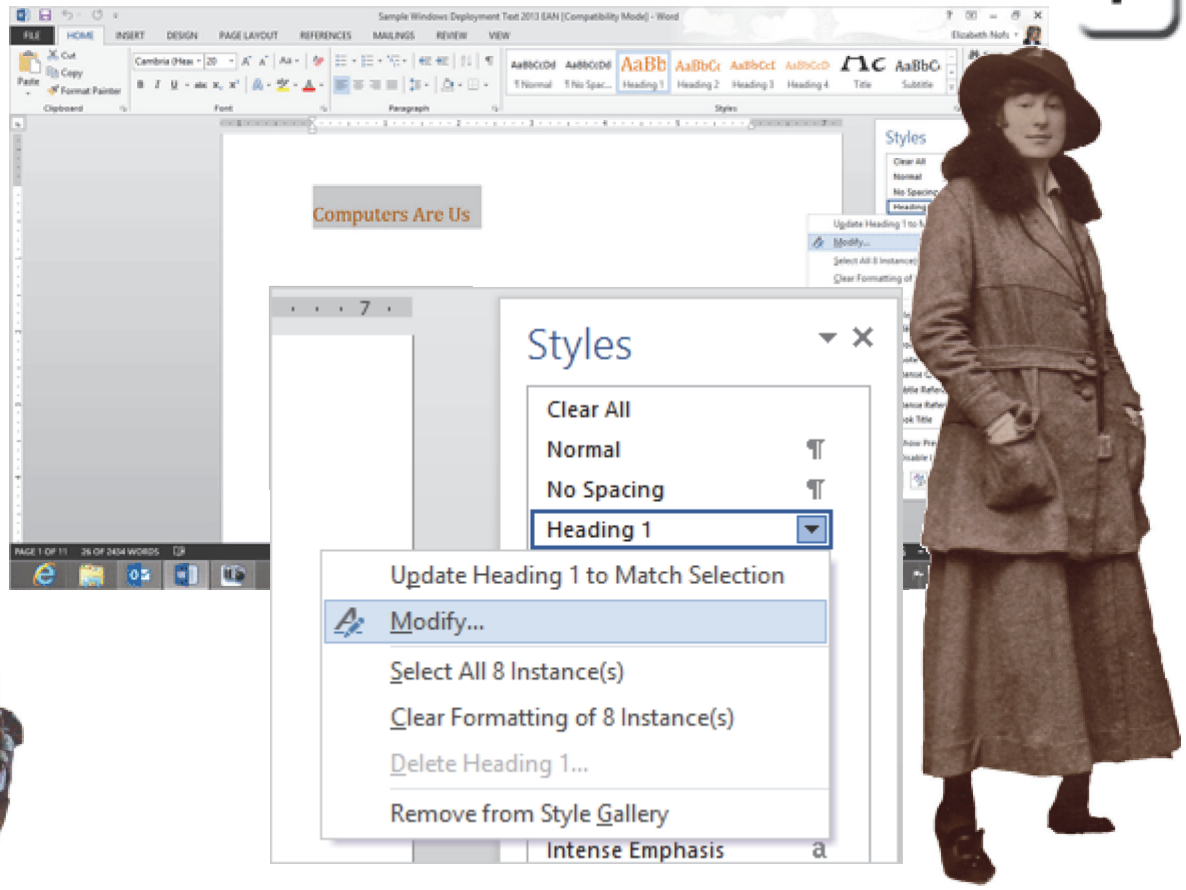
Modify the Style

You can use the options here to format the font, size, color and alignment. You can also specify the Line Spacing and Indents for the **paragraphs**.

7. Try This: Modify the Style
The text, Computers Are Us, is still selcted.
The Styles gallery is open.

Go to **Home->Styles-Options->Modify...**
Click on **Select All Instances.**
All of the text formatted with Heading 1 should be selected.
Click on **Modify**.

Keep going...





Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.2 Apply Advanced Styles: Create Custom Styles

Take One

Home -> Styles -> Options -> Modify...

Modify the Style Options

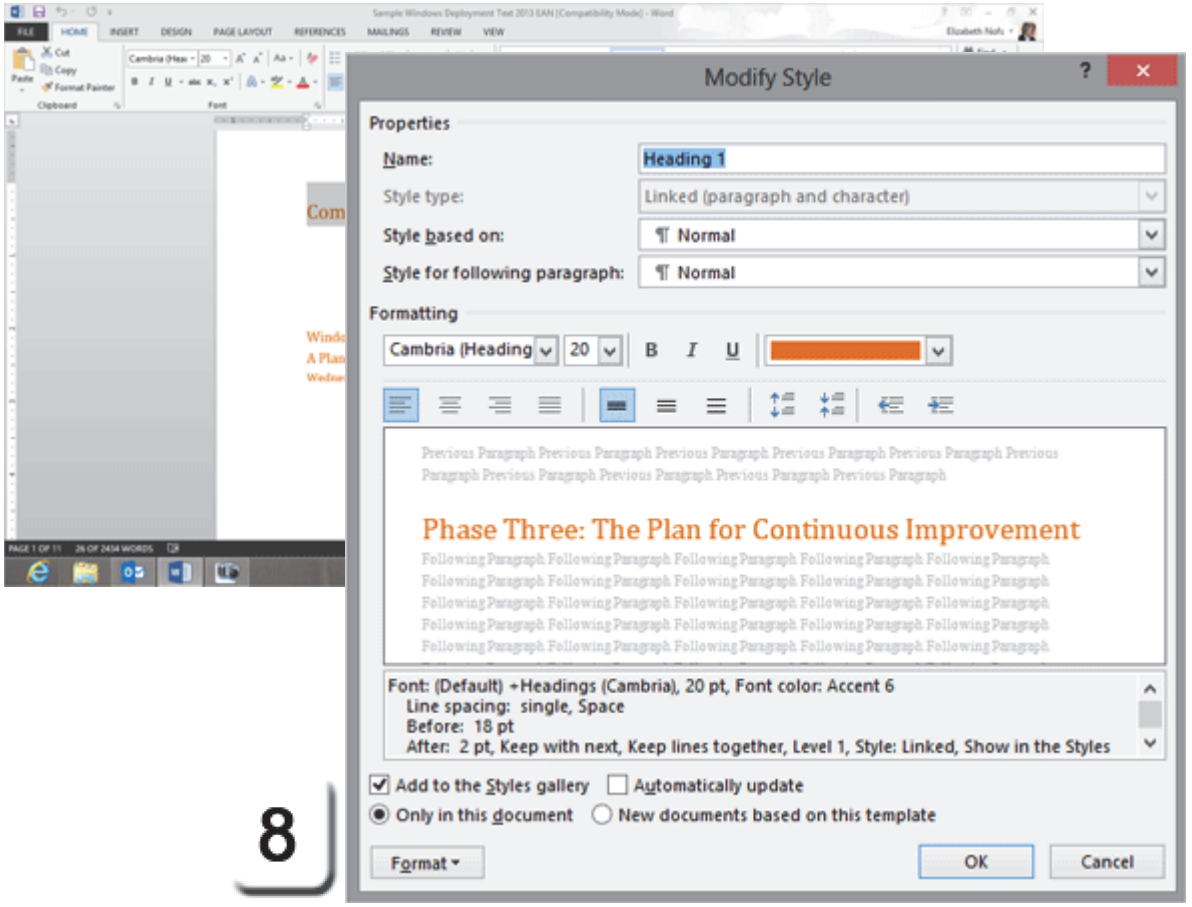
What Do You See? The Style **Properties** will display the name of the Style, Heading 1, as well as the formatting.

8. Try This: Modify the Style Properties
Change the **Font** to Tahoma.
Change the font **Size** to 16.
Change the font **Color** to Blue.

There is a **Format** button at the bottom of the screen. Go ahead and see what is there. Return to this screen. Click **OK**.

Review your document: Did all of the text formatted as Heading 1 change to Tahoma, 16 pt, Blue?

Keep going...



Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.2 Apply Advanced Styles: Customize Settings for Existing Styles

Take One

Home -> Styles -> Options -> Modify-> Add to the Styles Gallery

9

Add to the Styles Gallery

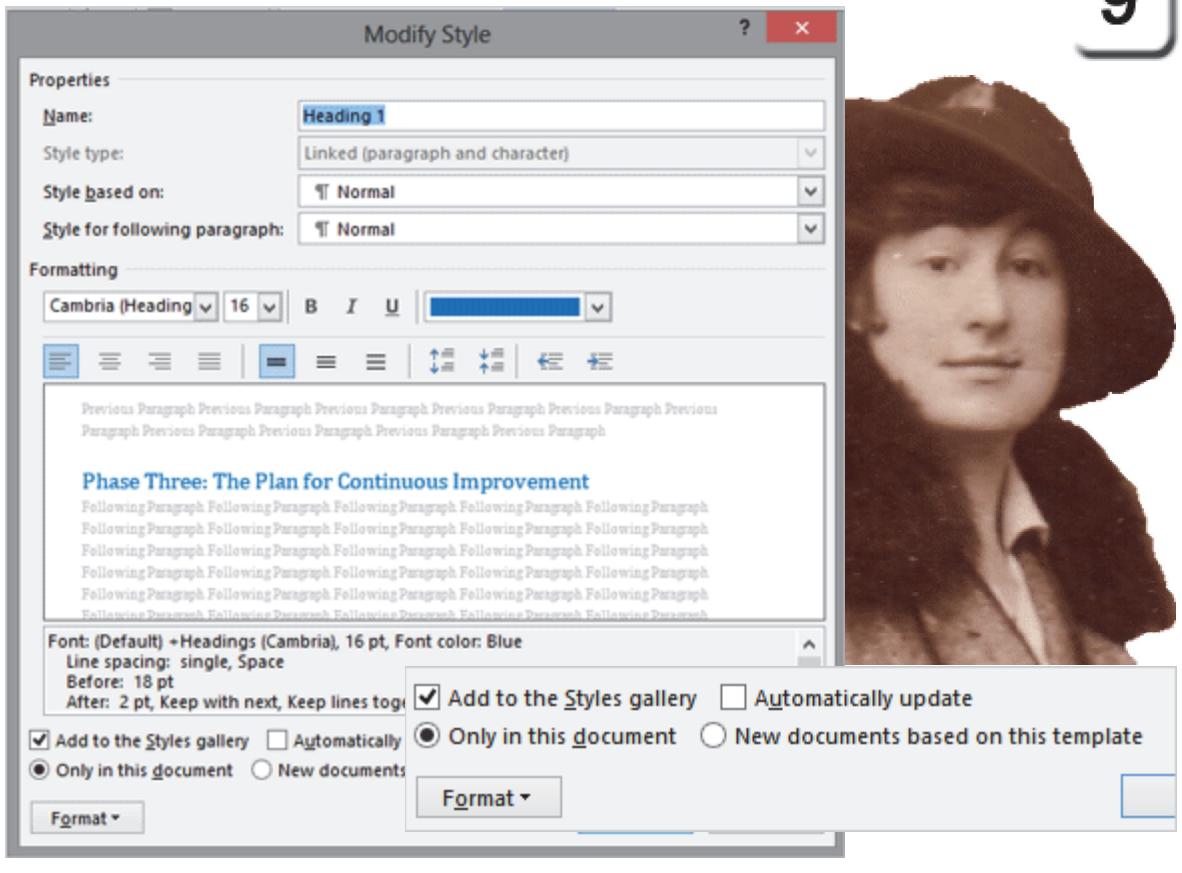
Say you **modified an existing Style** to fit your image. How do you want to save your new, improved Style?

9. Try This: Add to Quick Style List
Go to **Home->Styles-Options->Modify...**

Look on the bottom for the options. By default, your new Style will be displayed in the **Styles Gallery** in this document, only. You can choose to display your Style in all new documents. It can be added to the Normal template. Each new sheet that opens in Word can use your Style settings instead of Calibri or Times New Roman.

Click **OK**.

Memo from the Computer Mama: The **Automatically update** check box can be problematic. Here is a scenario I ran into when I used that option. I was typing the text in the Normal Style. I selected a word and formatted it Bold. I saw the "busy" sign for several minutes, then all of the Normal text was formatted as Bold. Hmmmm. Well, Undo is my favorite command, sometimes.



Take One

Create a New Style

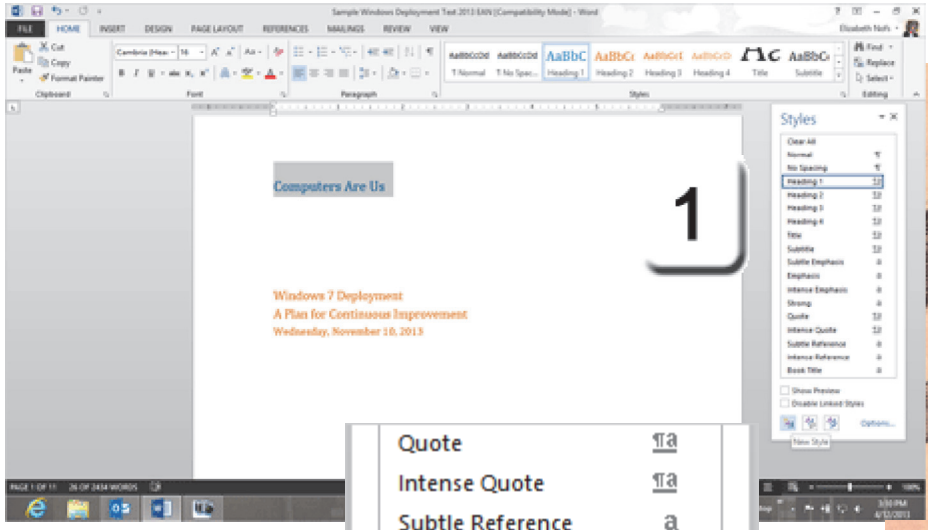
The previous example illustrated how to modify an existing Style. Here are the steps to create a new Style.

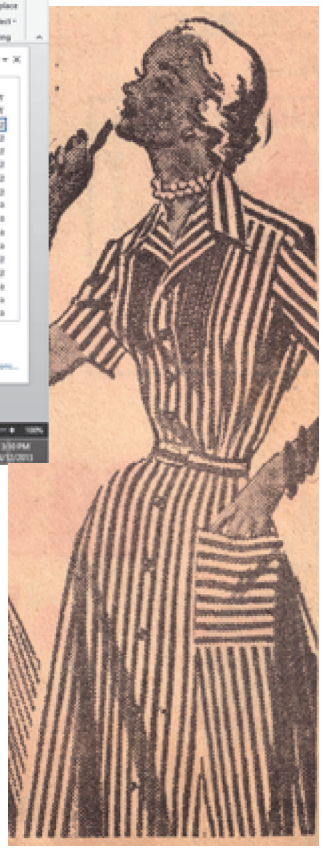
Try This: Create Your Own Style
1. Open the Style Pane.
Go to **Home-> Styles.**
Click on the option arrow in the bottom right corner to open the **Styles** Pane.

2. Begin a New Style
At the bottom of the Style Pane are three buttons. Click on **New Style**.

Keep going...

Home -> Styles -> Options->New Style





Take One

Home -> Styles -> Options->New Style

New Style Formatting

In general, all Styles are based on the **Normal Style**. This goes under the theory that the colors and fonts for the Headings and the Body Text should match: a brown suit goes with brown shoes. So begin your new Style by formatting the Normal text.

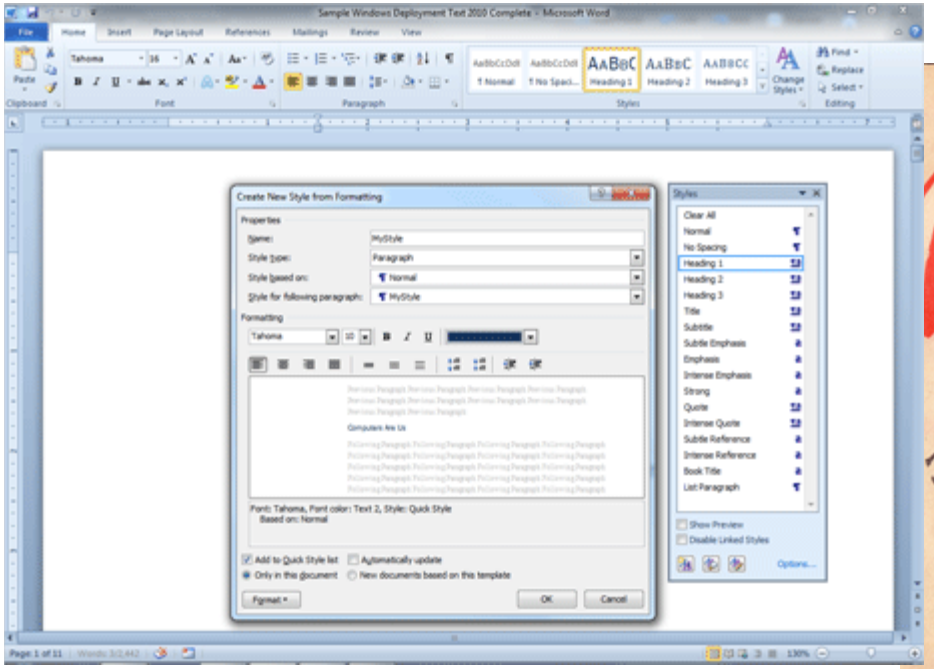
3. Try This: Edit the Style Sheet
Name: MyStyle.
Type: Paragraph.
Style based on: Normal.

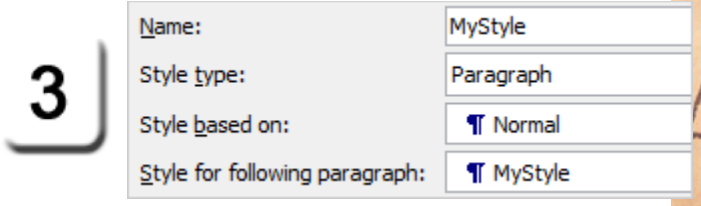
Try This, Too: Format the Font
Select a Font: Bookman Old Style.
Select a Size: 10 pt.
Select a Color: Purple.

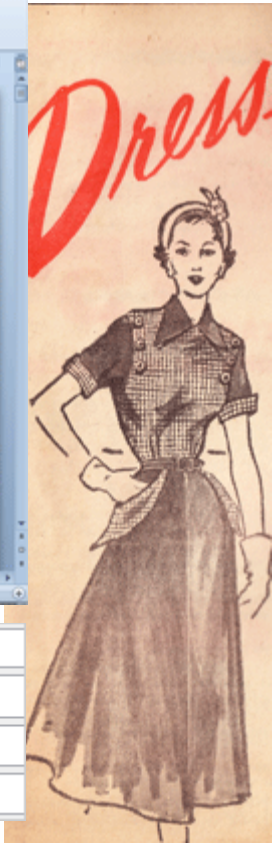
By default, your new Style will be added to the Styles gallery.

After you create the **Normal** style with the font, color and formatting that you want, you would create a **New Style** for Heading 1, 2, and 3 based on MyStyle.

Click **OK** to close and save the MyStyle.







Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.2 Apply Advanced Styles: Create Custom Styles

Take One

Inspect the Styles

You can use the **Style Inspector** to edit the Paragraph, Text or Character formatting. The Style Inspector is one of the little buttons at the bottom of the **Styles** panel on the right.

Before You Begin: Select any text formatted with the new Style: MyStyle.

1. Try This: Use the Style Inspector
Click on the **Style Inspector**.

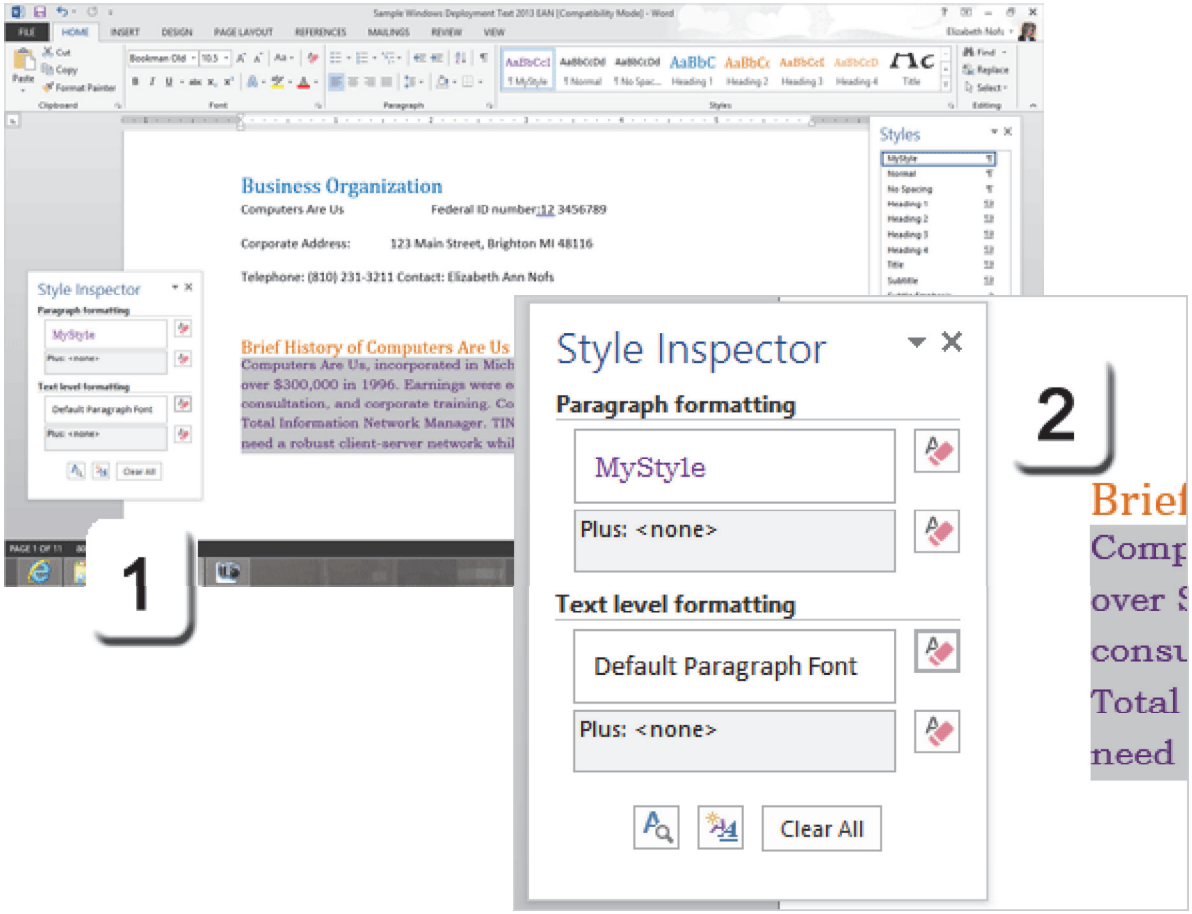
2. What Do You See? A little **Style Inspector** will pop up. It should show you the paragraph and text formatting. You can edit or remove the Style if you wish.

Try This: Clear the Formatting
Go to the Paragraph formatting.
Click on: **Clear Formatting.**



What Do You See? When you remove the formatting the text will reset to the Normal Paragraph Style. So, keep going...

Home -> Styles ->Options->Style Inspector



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Clear Existing Formatting

Take One

Manage Styles

Styles are managed with the **Style Organizer**. This library includes the default Styles (Built-In) as well as any custom Styles you created. The button for **Manage Styles** can be found at the bottom of the **Styles** panel.

3. Try This: Manage the Styles
Go to **Home-> Styles ->Options->Manage Styles.**

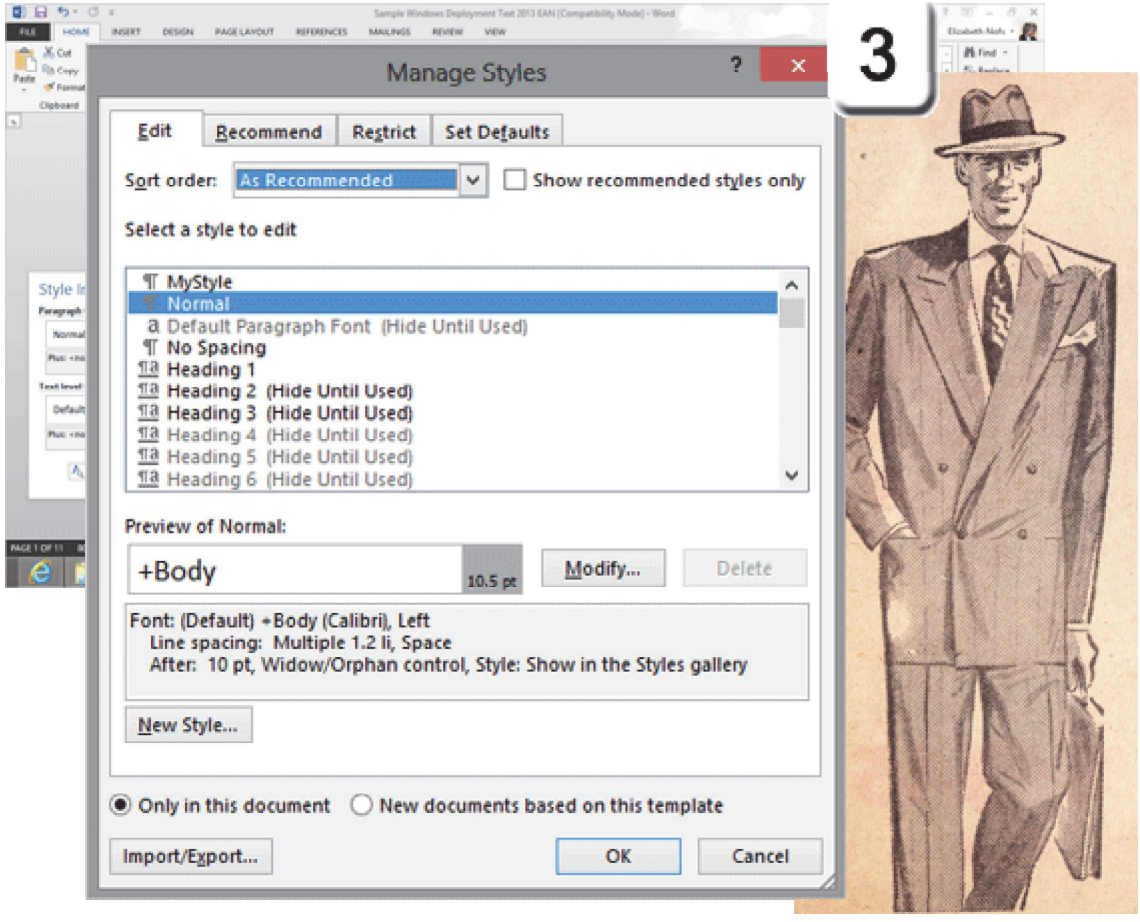
What Do You See? There are four tabs:
Edit
Recommend
Restrict
Set Defaults

And Try This: Select a Style to Review
Go to the **Edit** tab.
Click on **Normal**.
The Style is spelled out under the Preview.

There are two options for using this Style:
Only in this document (the default)
New document based on this Template

You can **Import and Export Styles** to other documents. Keep going, please...

Home -> Styles ->Options->Manage Styles



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Demonstrate How to Use the Style Organizer

Recommend and Restrict

4. Try This: Review the Management Tabs

The options on the **Recommend** tab lets you choose which Styles appear on the Home Ribbon by default. You can also set the order they appear in the Styles Gallery.

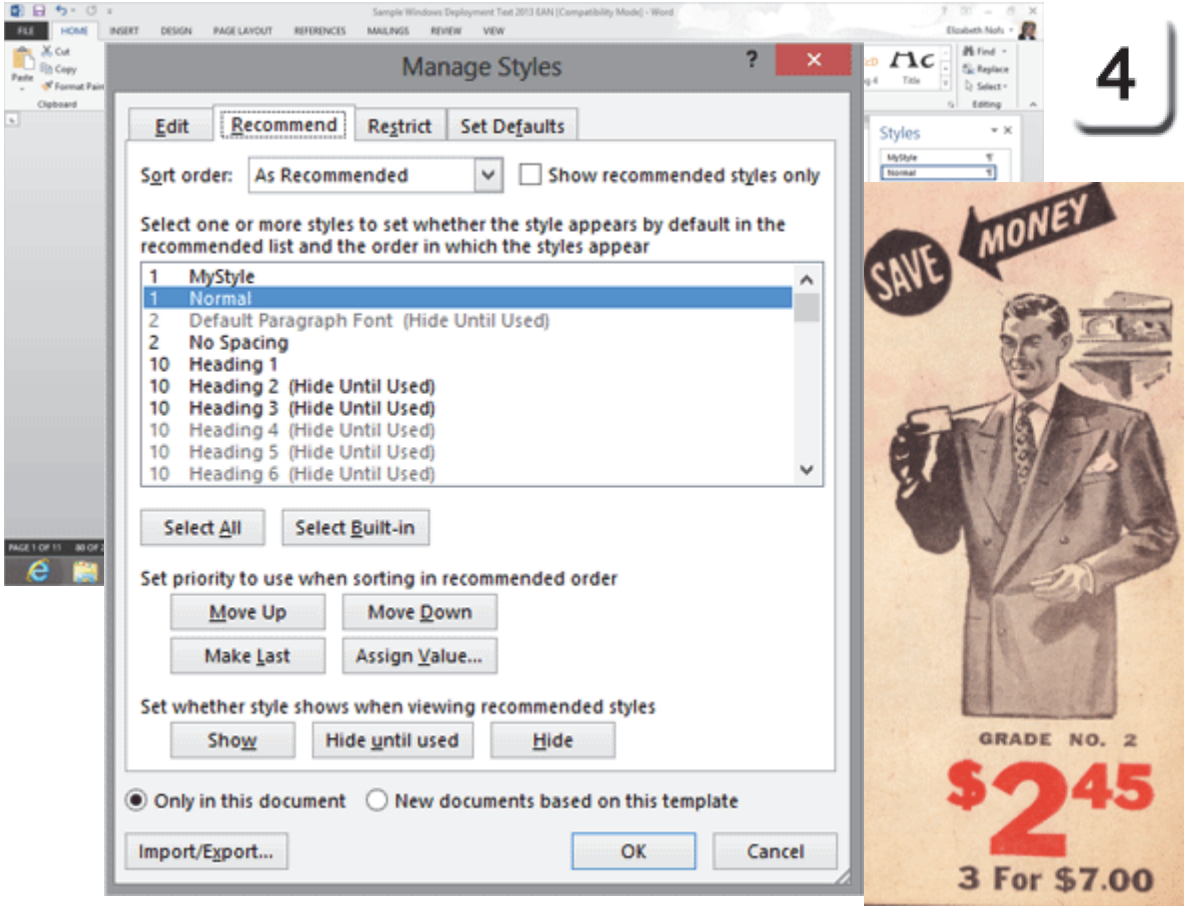
The optons on the **Restrict** tab sets the Styles that are available when a document is protected for formatting changes.

You can limit the formatting to only the Styles you select. You can also block users from changing Themes or Style Sets.

(aww, you never let us have any fun...)

Keep going, anyways....

Home -> Styles ->Options->More->Manage Styles



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Demonstrate How to Use the Style Organizer

Take One

Home -> Styles->More->Manage Styles

Manage Styles: Set Defaults

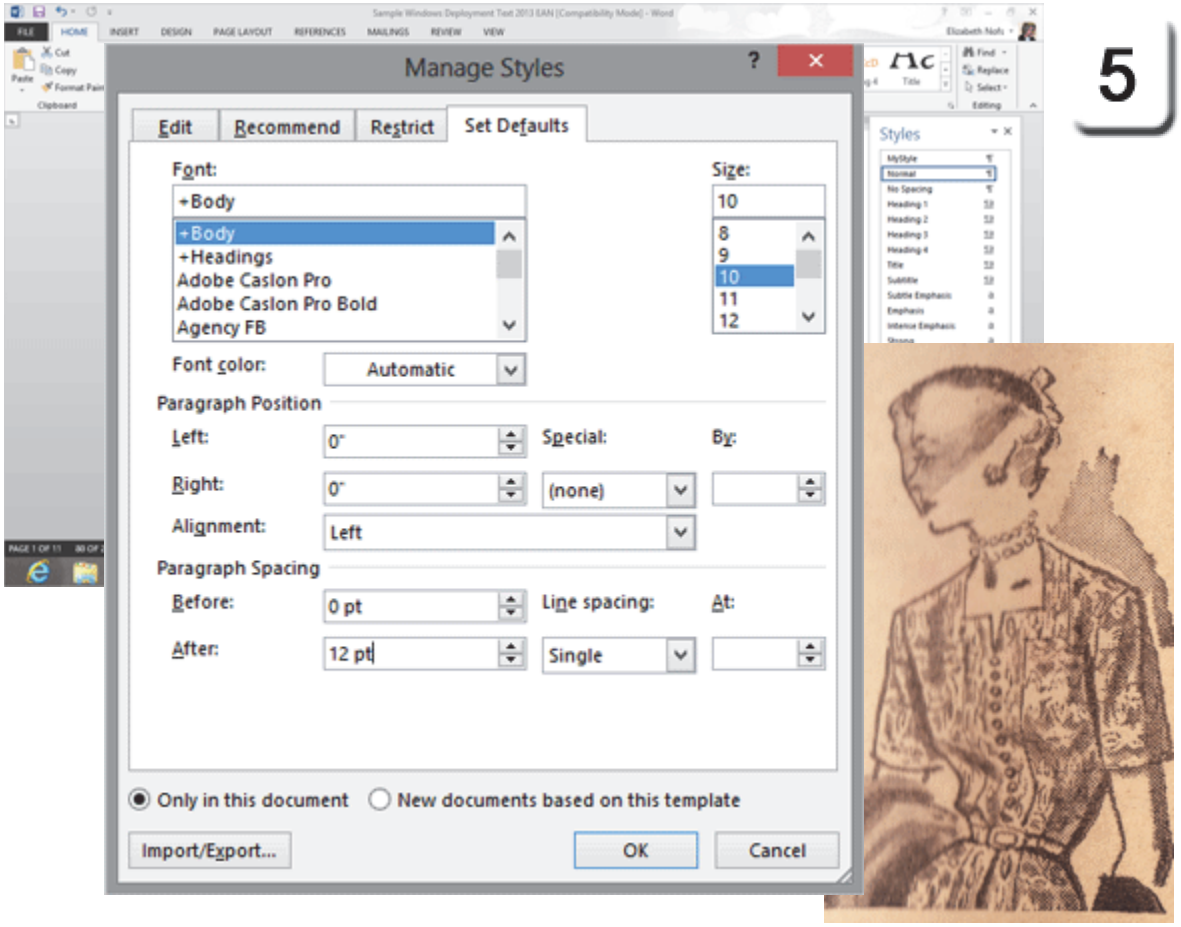
Many people have strong preferences on how a document should be formatted. You can edit the Font Size, Color, Paragraph, Alignment and Line Spacing and make your preferences the default, if you wish.

For example, the default leading (line spacing) in Word is Multiple with 10pt of white space between paragraphs. You can change the default typesetting here.

5. Try This: Review the Set Defaults Tab
Set Defaults lets you choose how you would like to format the Font.

Try This: Edit the Paragraph Spacing
Select a Font: +Body.
Change the Size: 10 pt.
Paragraph Spacing Before: 0 pt
Paragraph Spacing After: 12 pt
Line Spacing: Single.
Scope: Only in the document.

Click **OK**. The Manage Styles window will close. That should format all of the Normal text in this sample document.



5

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Set the Paragraph Spacing

Take One

The Format Painter

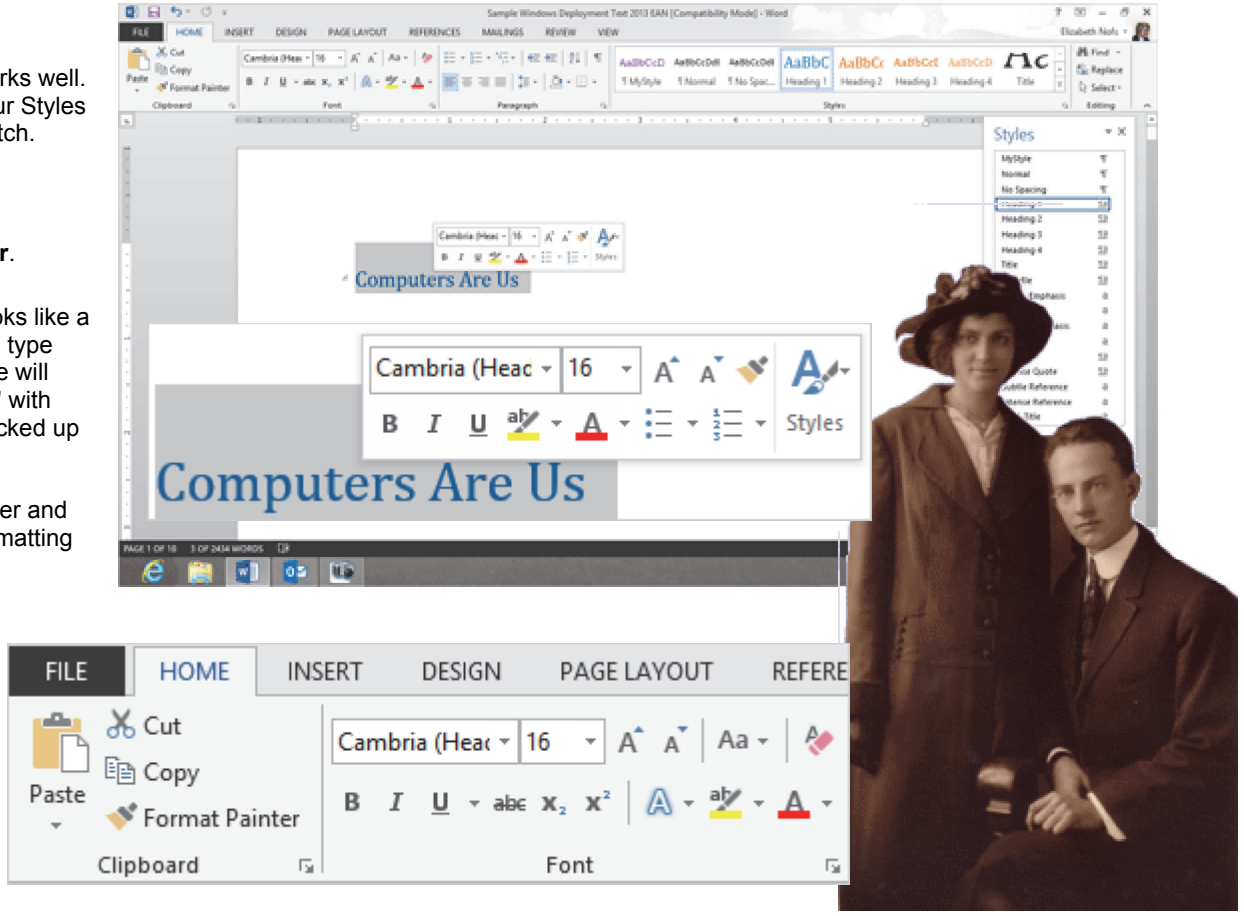
The **Format Painter** is a useful tool that works well. You can use the Format Painter to copy your Styles from formatted text to other text so they match.

Try It: Use the Format Painter
Select: any **formatted** text.
Go to **Home ->Clipboard-> Format Painter**.

What Do You See? The Format Painter looks like a paint brush. When you select any formatted type and click on the Format Painter, your mouse will have a painter brush. Whatever you "brush" with your mouse will update to the format you picked up from the text you selected at the start.

What Else Do You See? The Format Painter and the Styles are also available on the little formatting Ribbon when you select any text.

Home -> Clipboard-> Format Painter



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Demonstrate How to Use the Format Painter

Take One

Take a Break

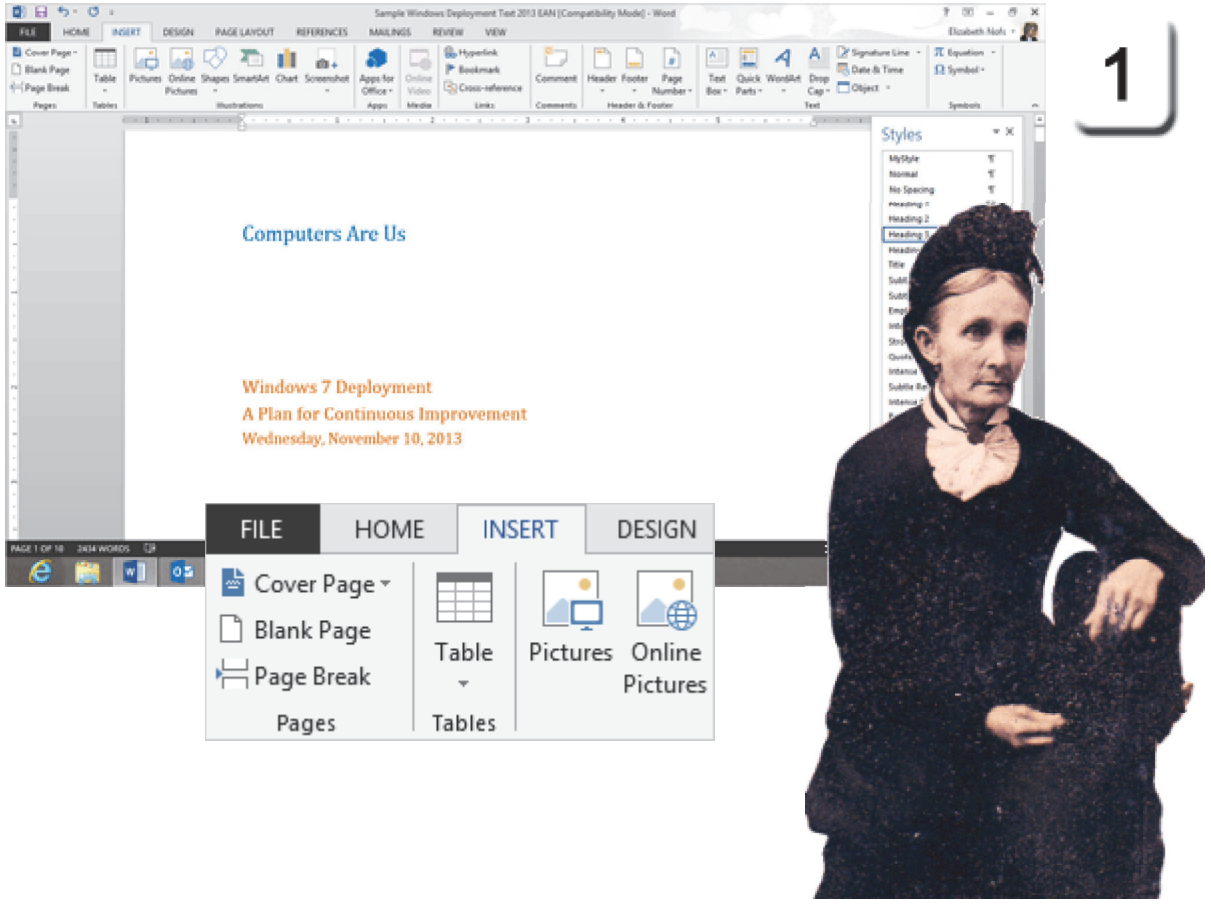
Working with a large document takes some thought. The main topics--such as Phase One, Phase Two, in this example--should be formatted with Heading 1. They should also begin at the top of a new page, and not at the bottom. The first four lines of this document belong on page 1 because this is the title. The rest should begin on page 2.

Raise your hand if you force the rest of the text to a new page by adding blank lines (ENTER, ENTER, ENTER)? This is not the best solution. If you add more text to the first page, the rest of the paragraphs will shift down, too.

1. Try This: Insert a Page Break
Go to page 1.
Place your cursor after the date.
Go to **Insert ->Pages.**
Click on **Page Break.**

Keep going. Really, it's OK...

Insert -> Pages ->Page Break



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Force Page Breaks

Take One

See the Breaks

You can use the **Show/Hide** button, to see the Page Break.

If you want to remove a page break, select the Page Break and delete it.

2. Try This, Too: Add Page Breaks
Please insert page breaks before the following headlines:
Issues of Concern
Project Summary
Phase One: Proposed Tansition
Phase Two: Migration
Phase Three: The Plan

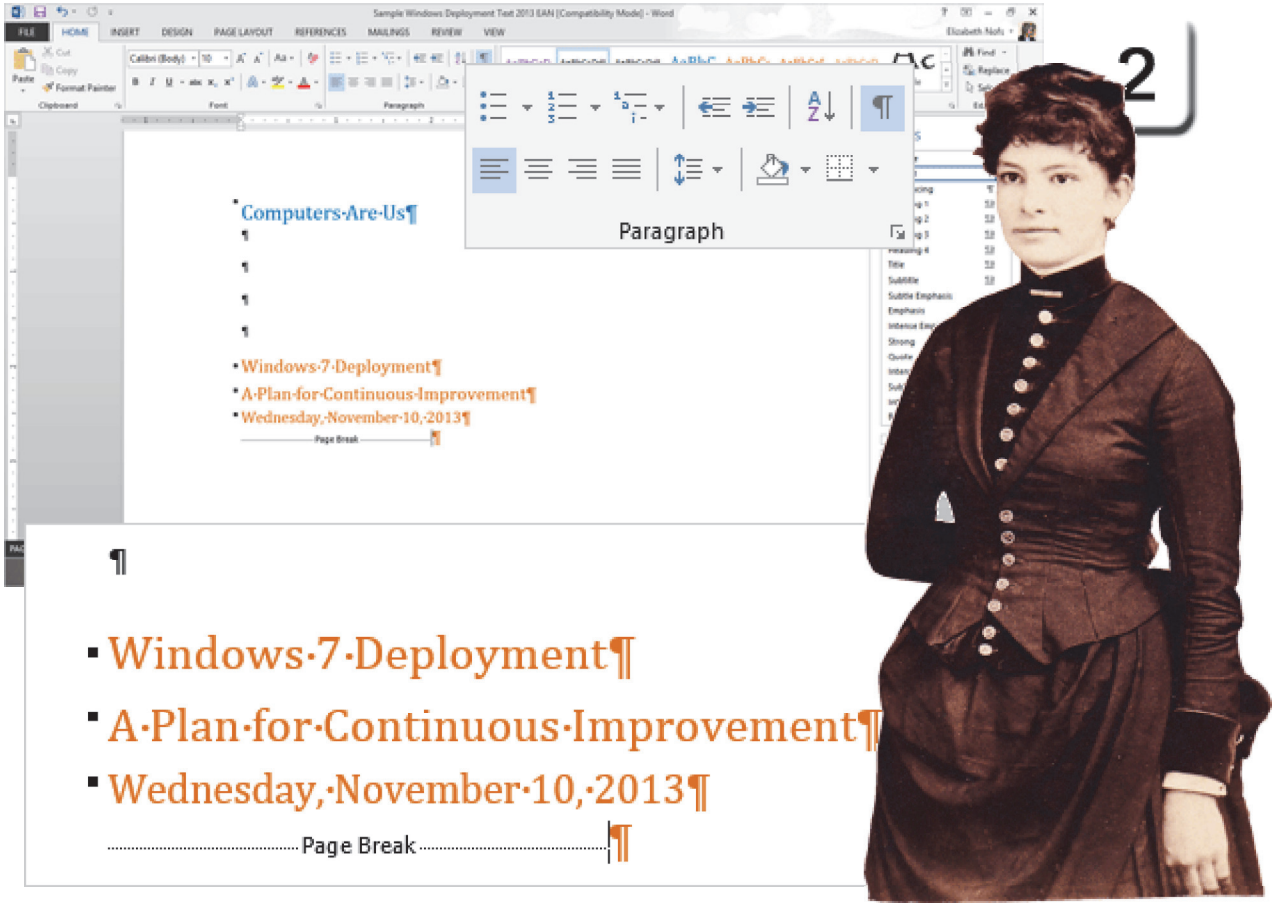
Keep going...

Memo to Self: Type ENTER and you will force a new line.

Type CONTROL+SHIFT+SPACE you will create a **NON-BREAKING space**.

This is useful at the end of a line because it keeps the words together on either side of the non-breaking space

Home -> Paragraph-> Show/Hide



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Demonstrate How to Use Show/Hide

View the Navigation Pane

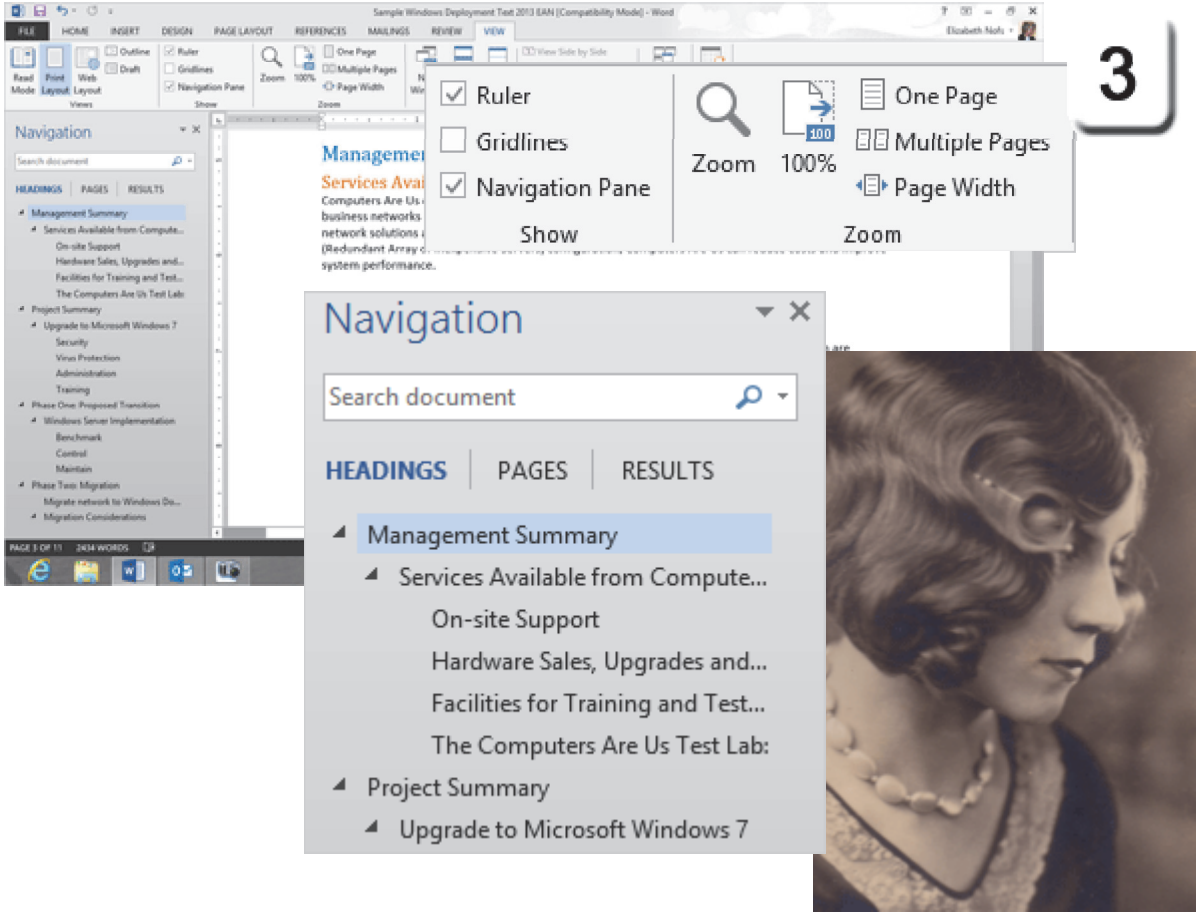
Consistent headlines are one benefit of using Styles. Another hidden treasure in Microsoft Word is the **Navigation** pane.

3. Try it: View the Navigation Pane
Go to **View->Show->Navigation->Headings.**

What Do You See? You should see an outline along the left side of the document. This outline includes each of the headlines you formatted with a Style. When you click on a headline in the **Navigation pane**, you are instantly taken to that place. This can be a useful way to review a long proposal!

Keep going...

View -> Show->Navigation Pane->Headings



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Demonstrate How to Use Show/Hide

Take One

View the Pages

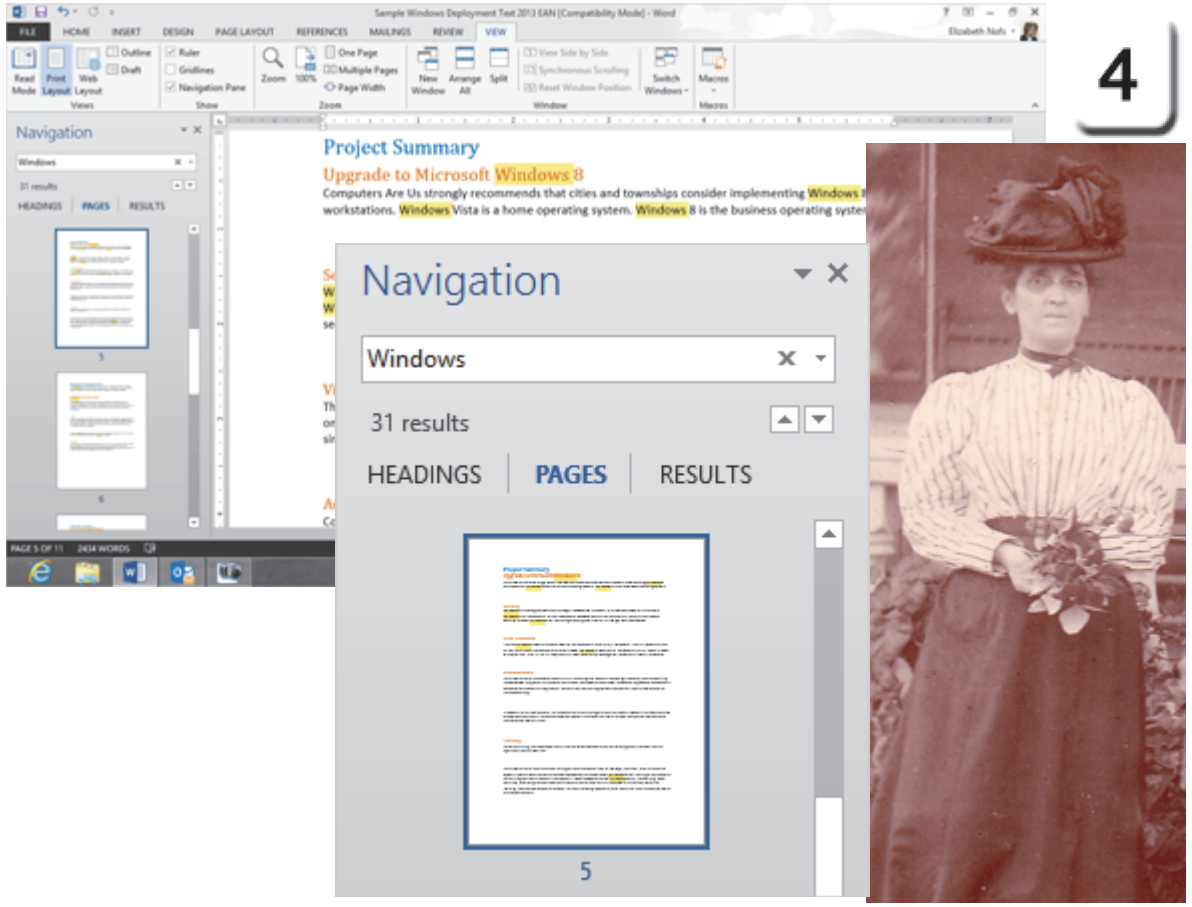
Some people focus on the words. Others remember what the page looks like. You can use a thumbnail-a little image of the page-to browse through a document.

4. Try This, Too: Navigate by Pages
The Navigation Pane is still open..
Go to **Navigation Pane->Pages.**
Go to the **Headings** and type in the search box: Windows. Click ENTER,

What Do You See? Each page that includes text that meets your search criteria will be displayed. When you select a page in the Navigation pane you can see the search words highlighted on the right.

Keep going...

View -> Show ->Navigation Pane->Pages



4

Take One

Home -> Editing ->Find

5

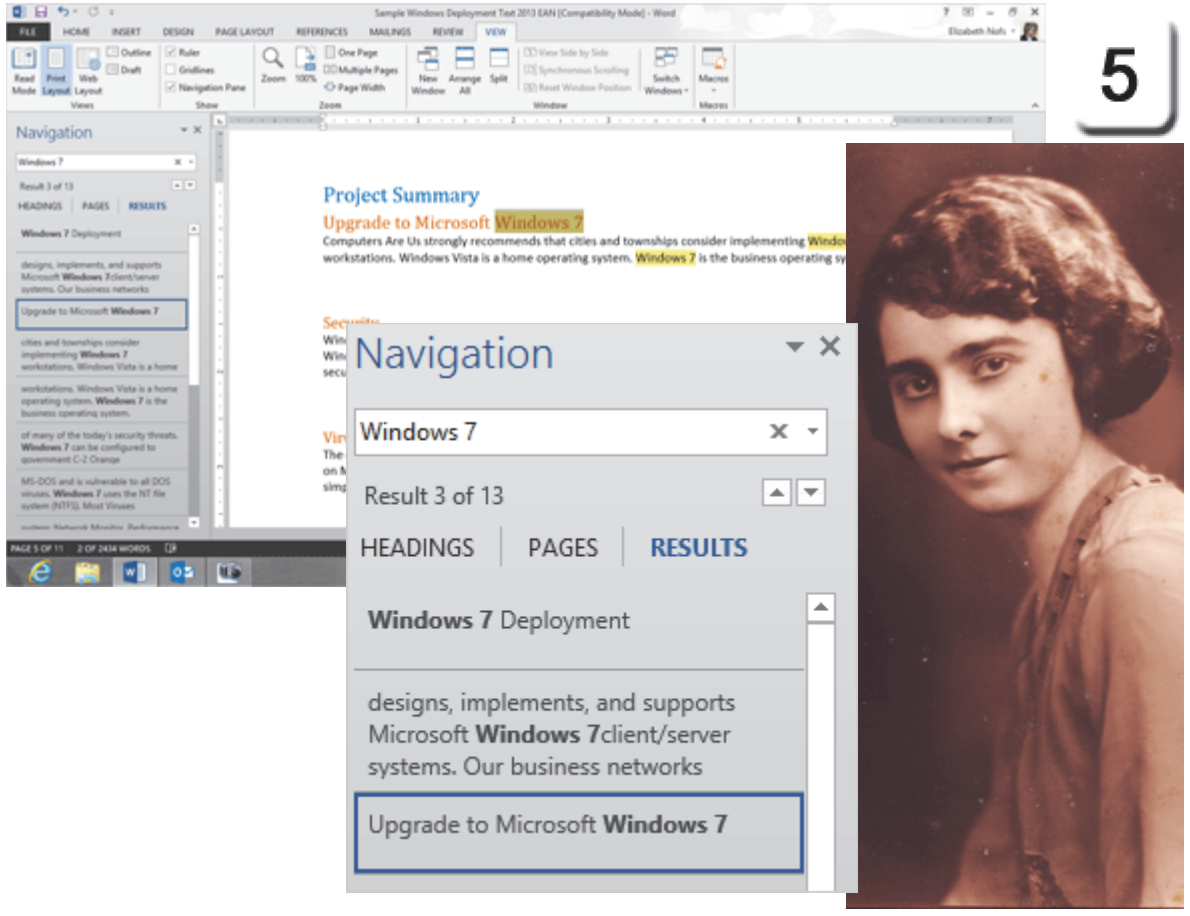
Find Specific Text

Headlines and Styles make it easier to navigate a document. The formatting acts like landmarks, confirming that you are on the right page. Microsoft Word also has several editing tools on the Home Ribbon that can assist with navigation or manipulating text.

5. Try This: Find Specific Text
The **Navigation** panel is still open.
Go to the **Headings** and type in the search box: Windows 7. Click ENTER,

What Do You See? Word will highlight the text you are seeking.

Please CLOSE the Navigation panel.
Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Search for Text within Document

Take One

Find and Replace Options

Find and Replace options can take this process one step further. After you **find** specific text, you can **replace** it. This is an excellent way to update a report.

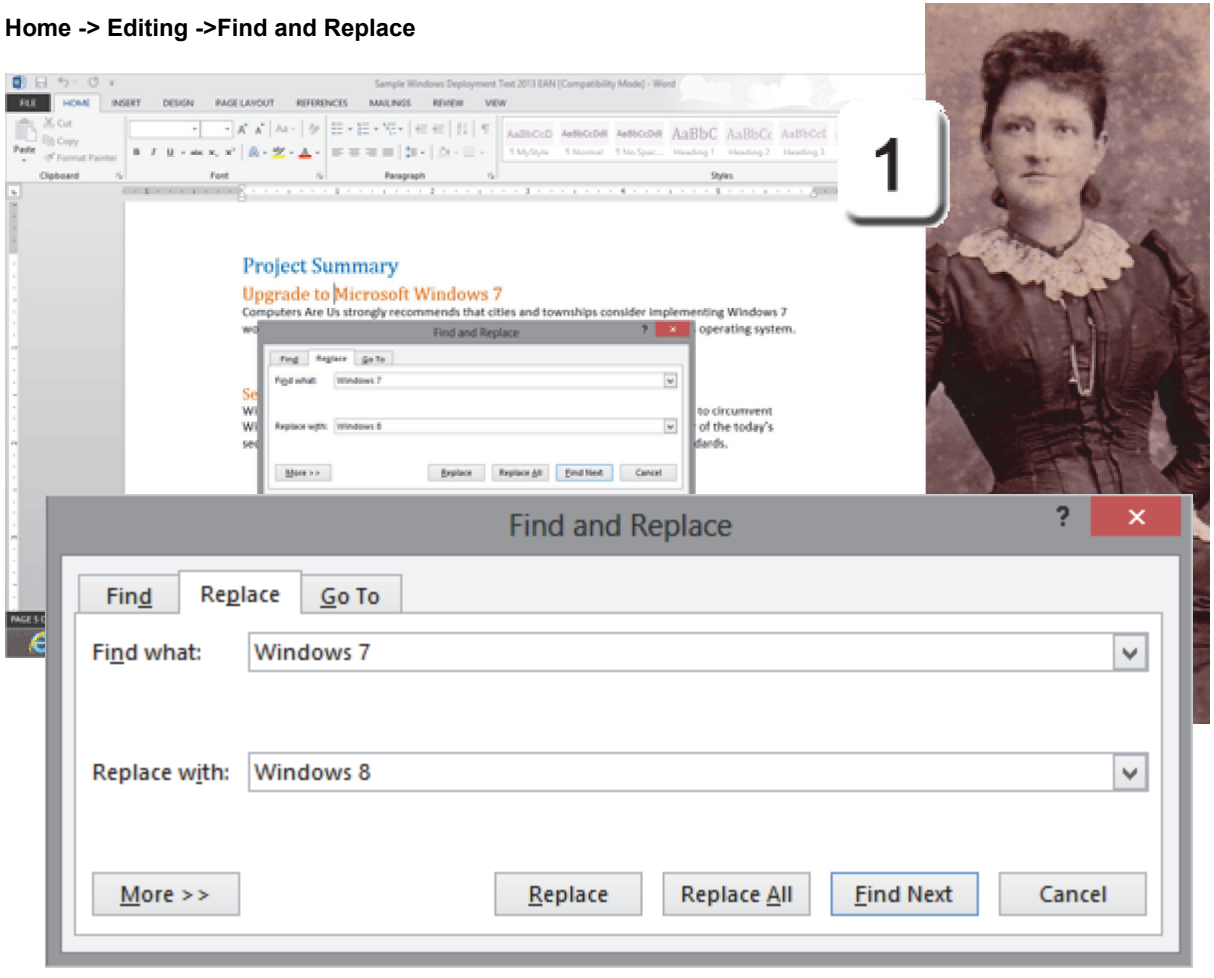
1. Try This: Find and Replace
Go to **Home-> Editing->Replace.**



What Do You See? You can use **Find Next** to Find and Replace the highlighted text one at a time. You can also choose **Replace All,** and have Microsoft Word automatically update all of the text that matches your criteria if you wish. Keep going...

Memo to Self: Say you wanted to find all "Windows." You could Find: Windows*, where the * is a **Wildcard**. This search will find "Windows and anything else."

Home -> Editing ->Find and Replace



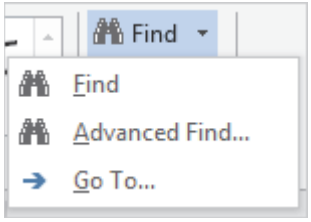
Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced Formatting: Use a Wildcard to Find and Replace Text

Take One

Go To... Options

Another way to locate information in your document is to use the **Go To** command. With **Go To**, you can specify what you are looking for. It is a sophisticated Search tool for navigating your work.

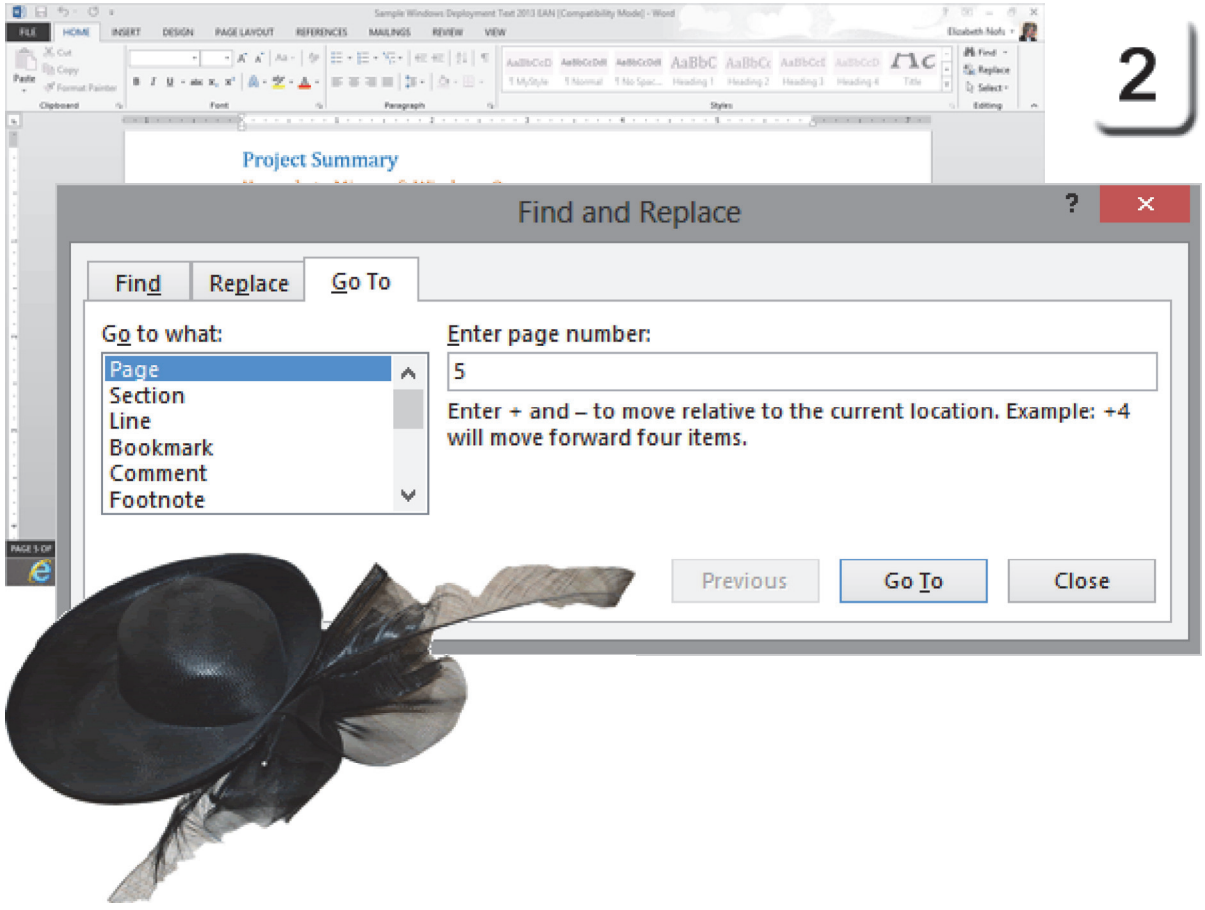
2. Try This: Review the Go To Options
Go to **Home-> Editing.**
Click on **Find -> Go To.**



What Do You See? You can browse, or **Go to**, a page, section, line, bookmark, comment, footnote, table, graphic or equation if you wish.

Keep going...

Home -> Editing ->Find ->Go to



2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Demonstrate How to Use Go To

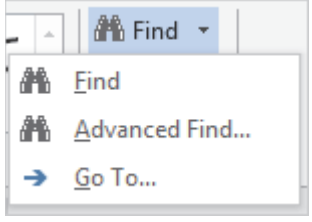
Take One

Home -> Editing ->Find ->Advanced Find

Advanced Find

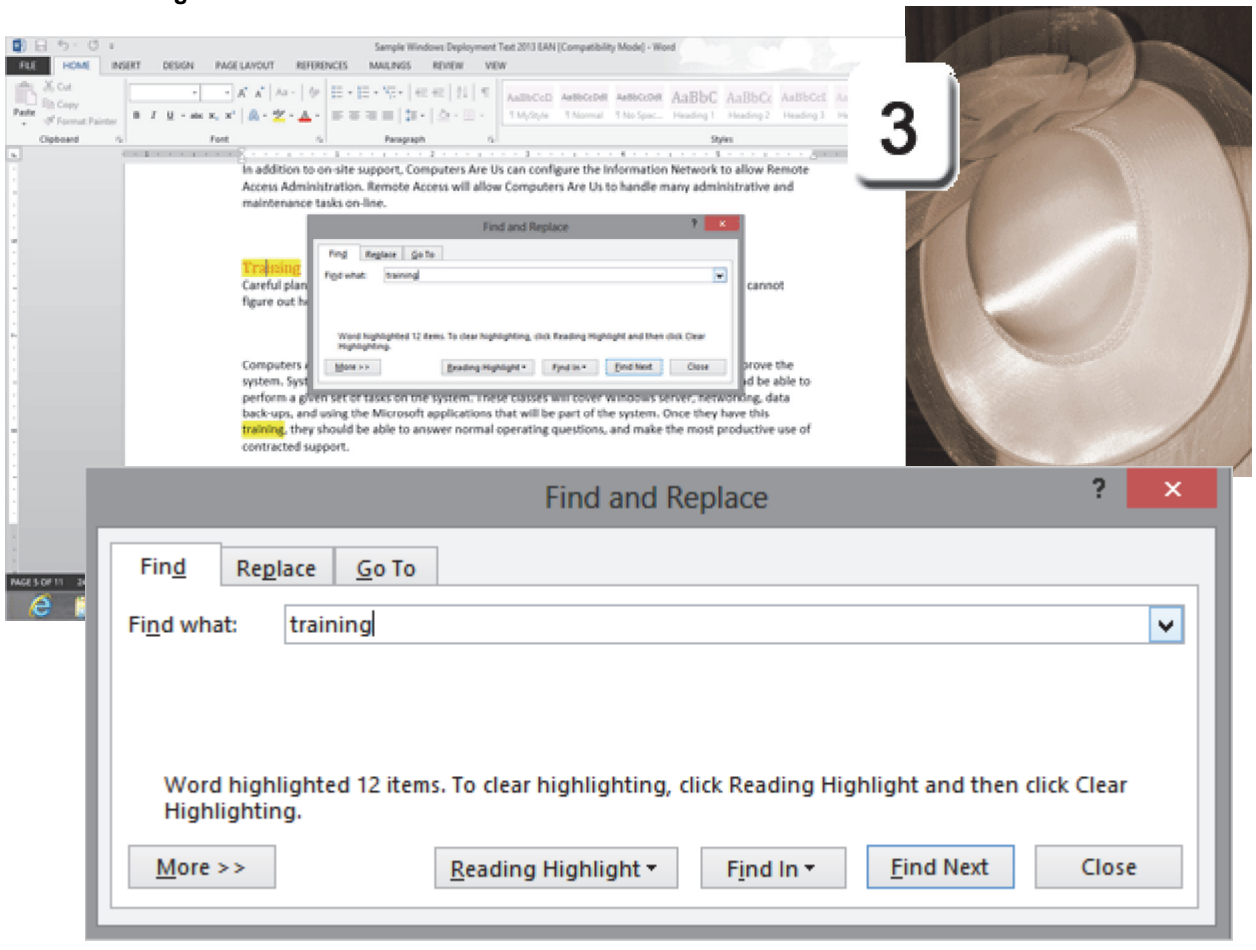
Advanced Find does more than merely browse the document. Please review the options.

3. Try This: Use Advanced Find
Go to **Home ->Editing ->Find**.
Click on **Advanced Find**.



Find What: When the **Find and Replace** window opens you can type in a word or phrase to search.

What Else Do You See? The **Reading Highlight** lets you Highlight all of the words that match your criteria. You can also chose to clear the highlighting if you wish. Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Advanced Find

Take One

Home -> Editing ->Find ->Advanced Find ->More

4

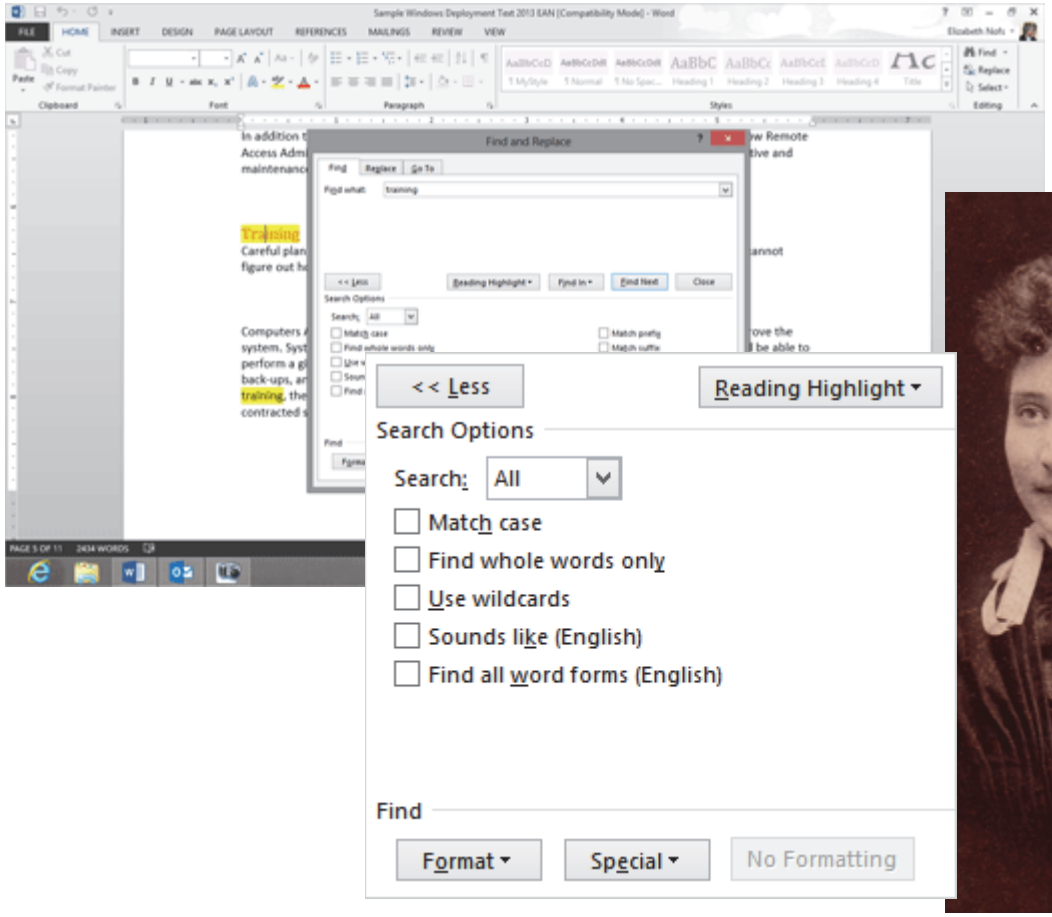
Advanced Find: More

If you look at the bottom left corner of the **Find** window, you will see a little button that says **More**. This is worth a look.

4. Try This: Advanced Find Options
The **Find and Replace** window is open.
Click on **Advanced Find**.
Click on **More**.

What Do You See? The Search Options let you choose to:
Match case (Upper or lower letters)
Use wildcards (The * key)
Sounds like (English)
Find all word forms (English)

Keep going (someday, you'll want to know this stuff, really).





Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced Formatting: Use Wildcards in Find and Replace Searches

Take One

Home -> Editing ->Find ->Advanced Find ->More

Find Special Characters

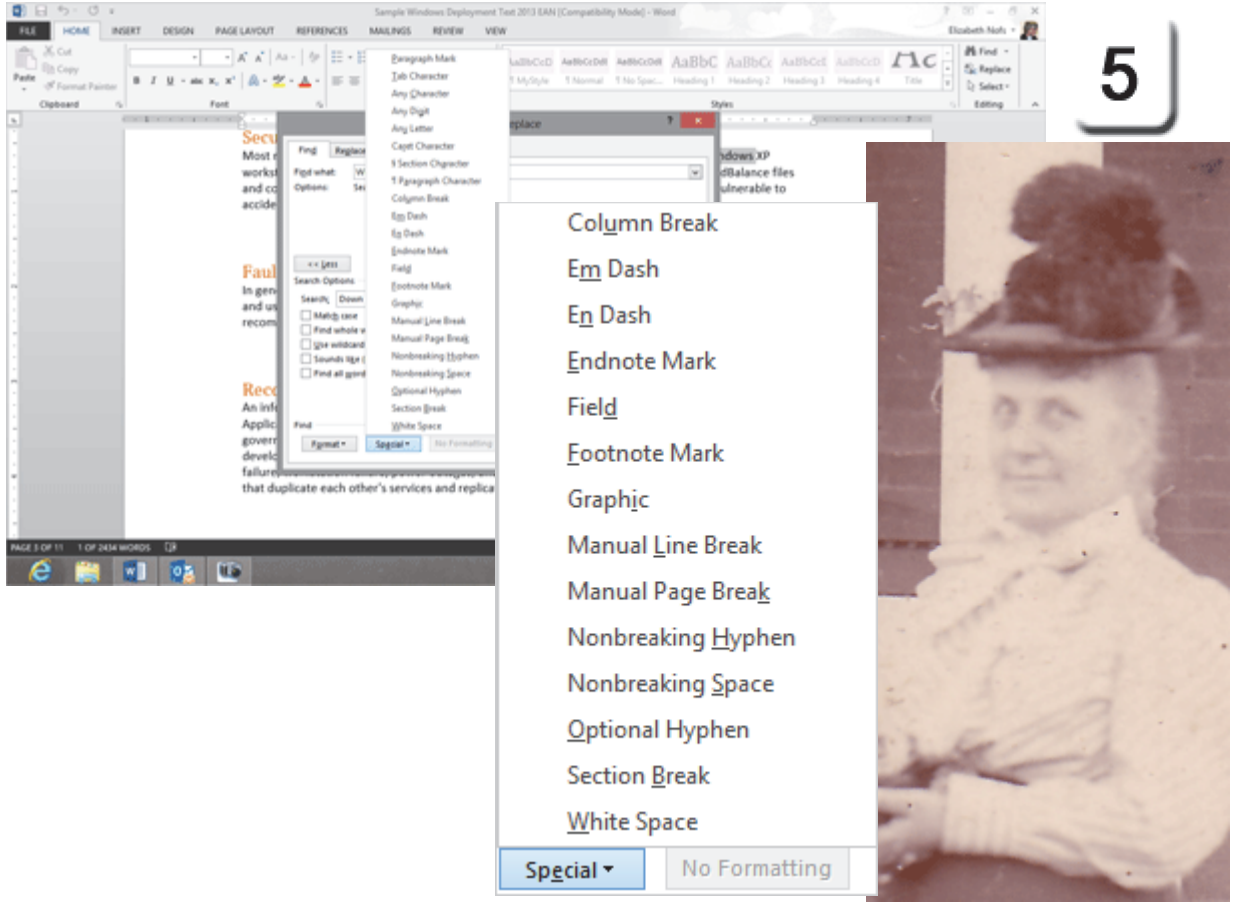
Find can also locate specific formatting and special characters. When you click on **Format**, you can search by font, paragraph, tabs and more. When you click on **Special**, you can search for paragraph or tab marks, commas, em-dashes and fields.

5. Try This: Find Special Characters
Go to **Home ->Editing ->Find**.
Click on **Advanced Find-> More**.
Click on **Special**.

What Do You See? The Special Options include the non-printing characters: Paragraphs, Tabs and Breaks.

What Else Do You See? You can also search for Fields, Graphics and Hyphens.

OK, if it was lost it can be found. Close the Find and Replace window, please.



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Advanced Find

Take One

Advanced Page Setup

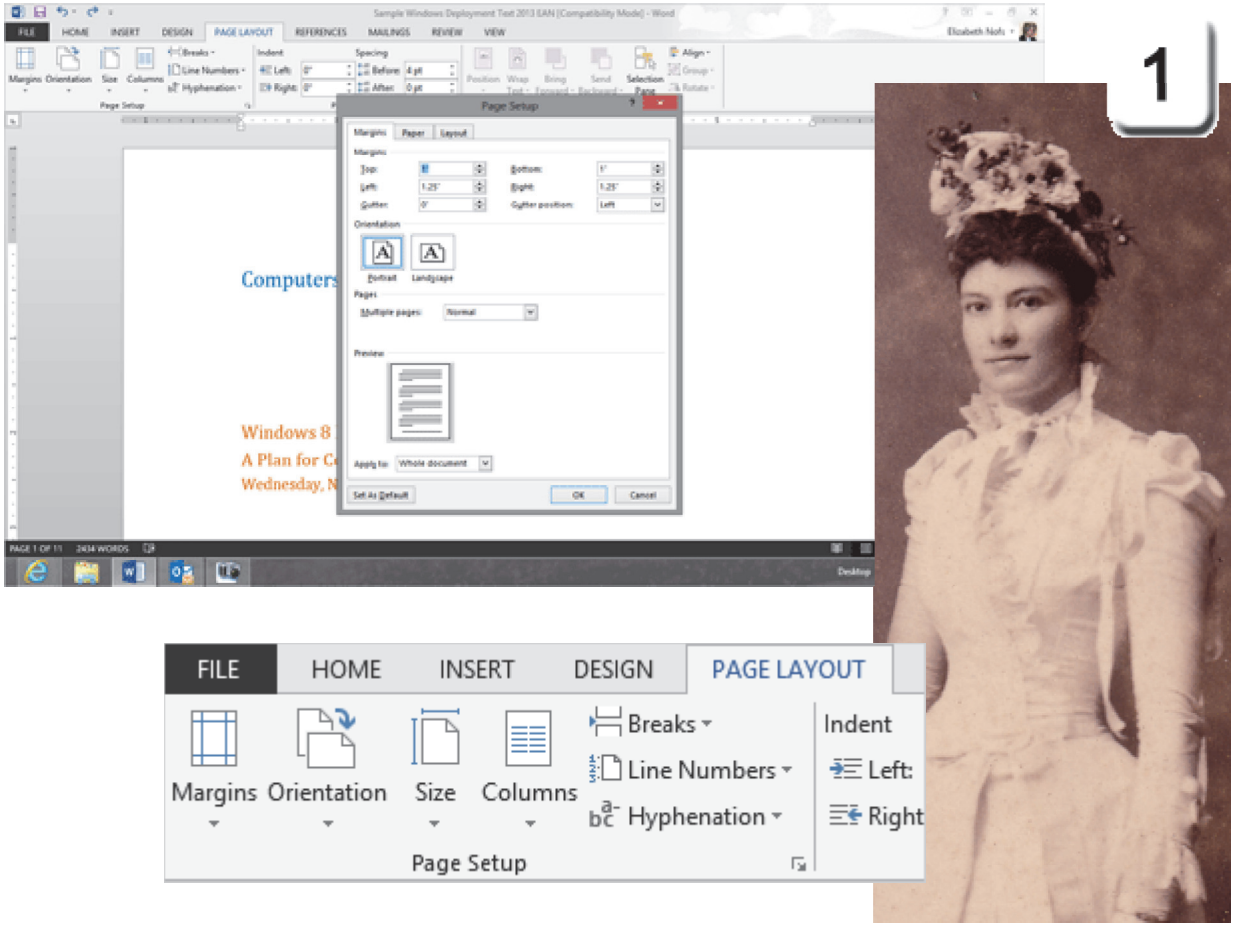
The following pages demonstrate advanced page layout options. The lesson wraps up with an introduction to references with footnotes and endnotes.

1. Try This: Review the Page Setup
Go to **Page Layout ->Page Setup**.
Go to the **Page Setup** group.
Click on **More Options**. (the small arrow in the bottom right corner of the Page Setup Group).

What Do You see? The Page Setup group includes margins, orientation, size, columns and breaks. Each of these options has been discussed in earlier lessons.
Close the Page Setup Window.

Keep going...

Page Layout ->Page Setup-> More Options



Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced formatting: Set Advanced Layout Options

Take One

Line Numbers

Line Numbers identifiy each line of text in your document. Blank lines are counted and numbered, too. The Line Numbers, like Styles, can be used to navigate a large document, say a legal brief or script.

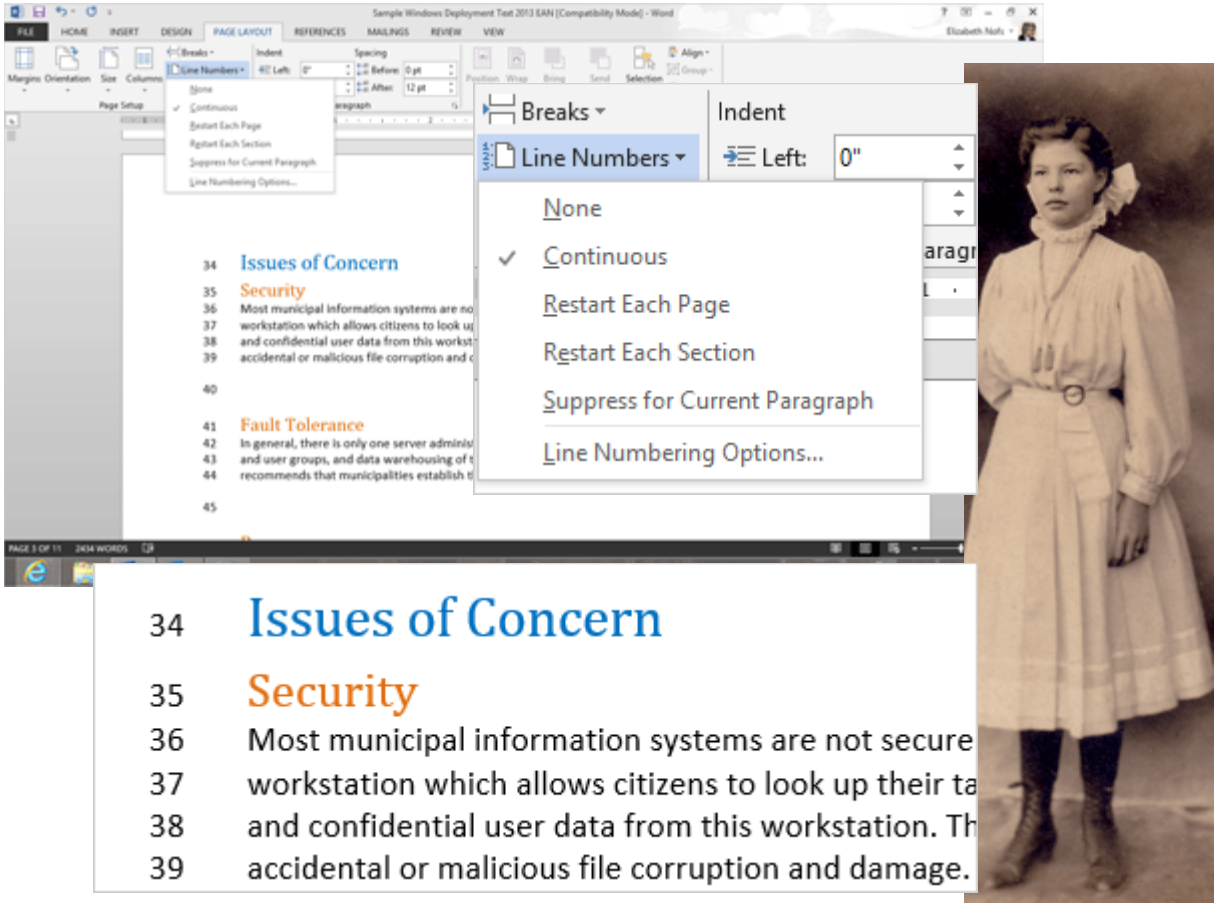
Try This: Add Line Numbers
Go to **Page Layout->Page Setup**.
Go to **Line Numbers**.

What Do You See? The options for the Line Numbers include:
None
Continuous
Restart Each Page
Restart Each Section
Suppress for Current Paragraph.

Click on **Continuous**.

You can take off the Line Numbers.
Go to **Line Numbers->None**.

Page Layout -> Page Setup -> Line Numbers



Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced formatting: Set Advanced Layout Options for Line Numbers

Take One

Control Hyphenation

Hyphenation controls how Word breaks up (hyphenates) words on a page. By default, the hyphenation is turned off.

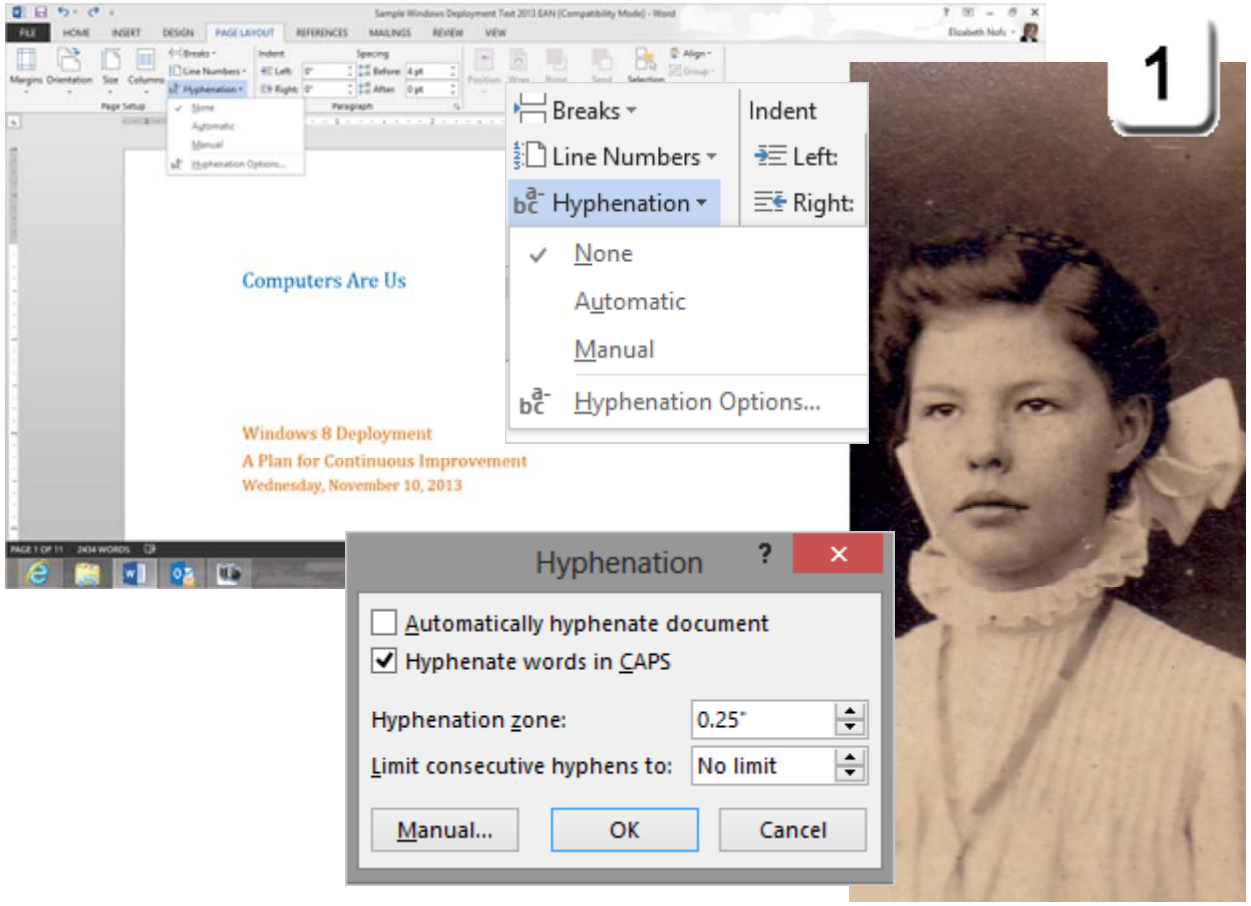
1. Try This: Use Hyphenation
Go to **Page Layout->Page Setup**.
Go to **Hyphenation**.
Click on **Automatic**.

What Do You See? When you choose Automatic hyphenate document, Word will try to make the best fit.

Try This, Too: Review the Options
Go to **Hyphenation Options**.
You can limit the number of words that are hyphenated consecutively-one right after another.

Keep going...

Page Layout -> Page Setup -> Hyphenation



Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced formatting: Set Advanced Layout Options for Hyphenation

Take One

Hyphenation Options

The **Manual Hyphenation** option lets you determine how you would like to hyphenate the words.

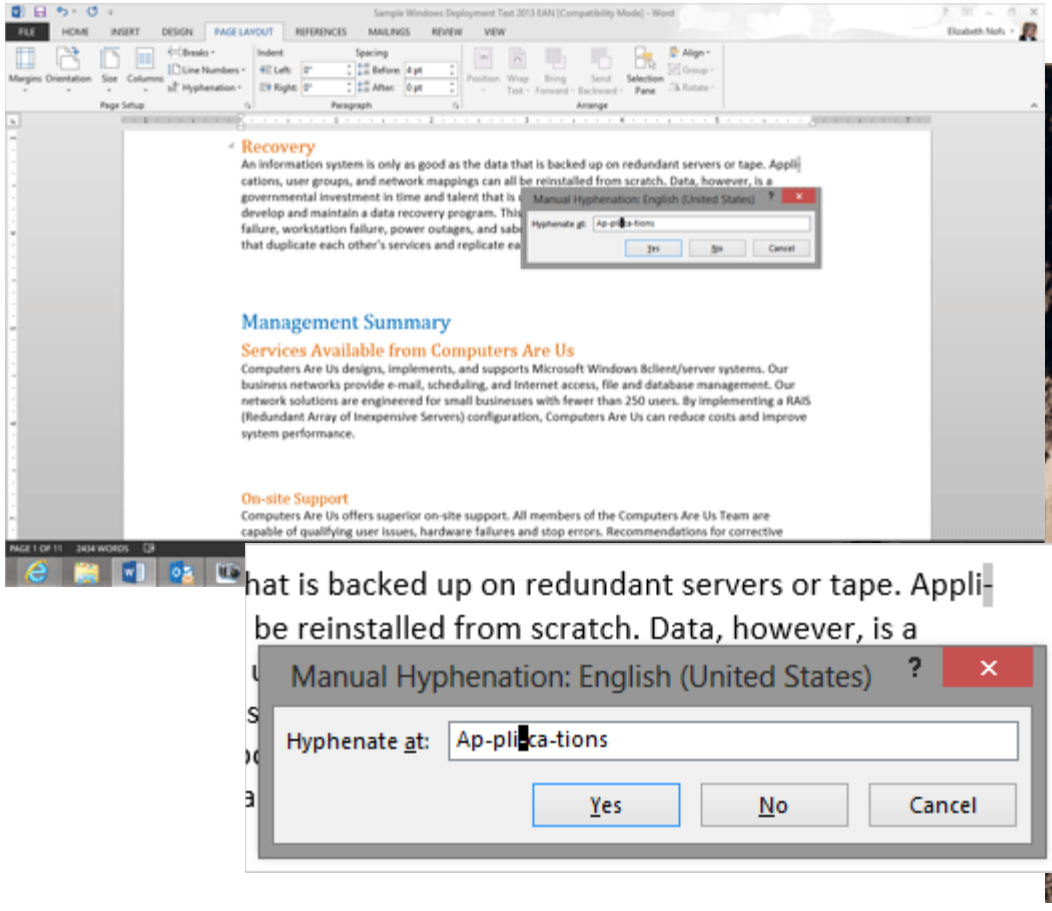
2, Try This: Manual Hyphenation
Go to **Page Layout->Page Setup.**
Go to **Hyphenation.**
Click on **Manual.**

What Do You See? When you use **Manual Hyphenation**, Word will prompt you to edit the breaks.

Please close the hyphenation options and go on to the next page.

Page Layout -> Page Setup -> Hyphenation ->Manual

2





Exam 77-425 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.1 Apply Advanced formatting: Set Advanced Layout Options for Hyphenation

Take One

References: Footnotes

Footnotes are used in printed or published documents to explain, comment upon or provide more detail. There are two parts to a footnote: the **reference mark**, and the **reference text** at the bottom of the page (or end of the document) that is linked to it.

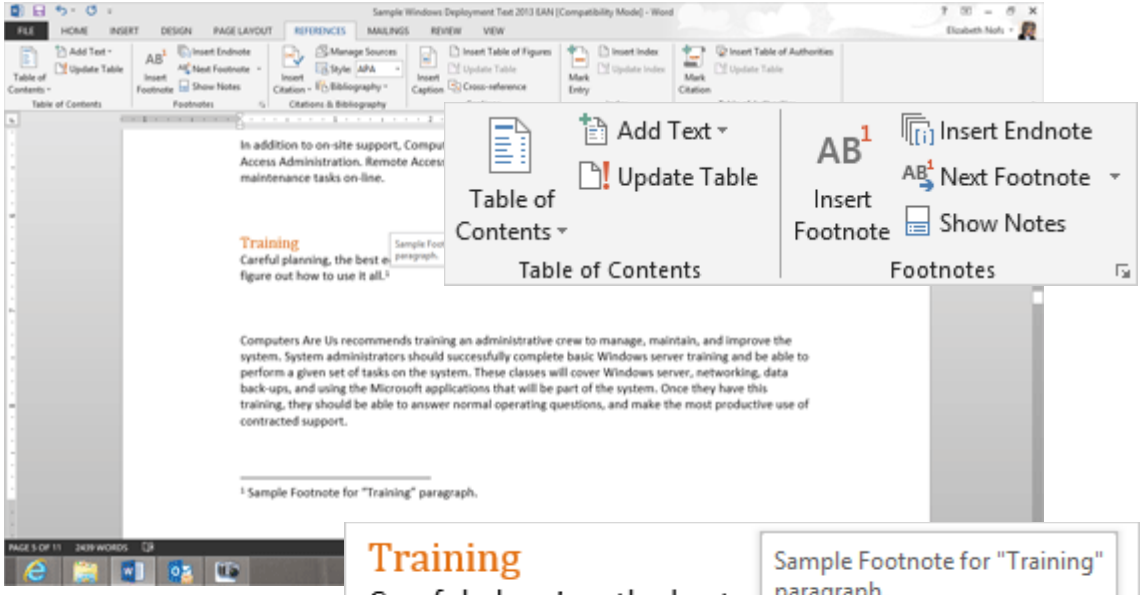
Before You Begin: Place your cursor at end of one of the paragraphs in this sample document.

Try This: Insert a Footnote
Go to **References-> Footnotes**.
Click on **Insert Footnote**.

What Do You See? A reference mark will be placed at the text. Your cursor should be in the Reference Text, at the bottom of the page.

Please type a sample footnote.

References -> Footnotes-> Insert Footnote



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Insert Footnotes

Take One

References: Endnote

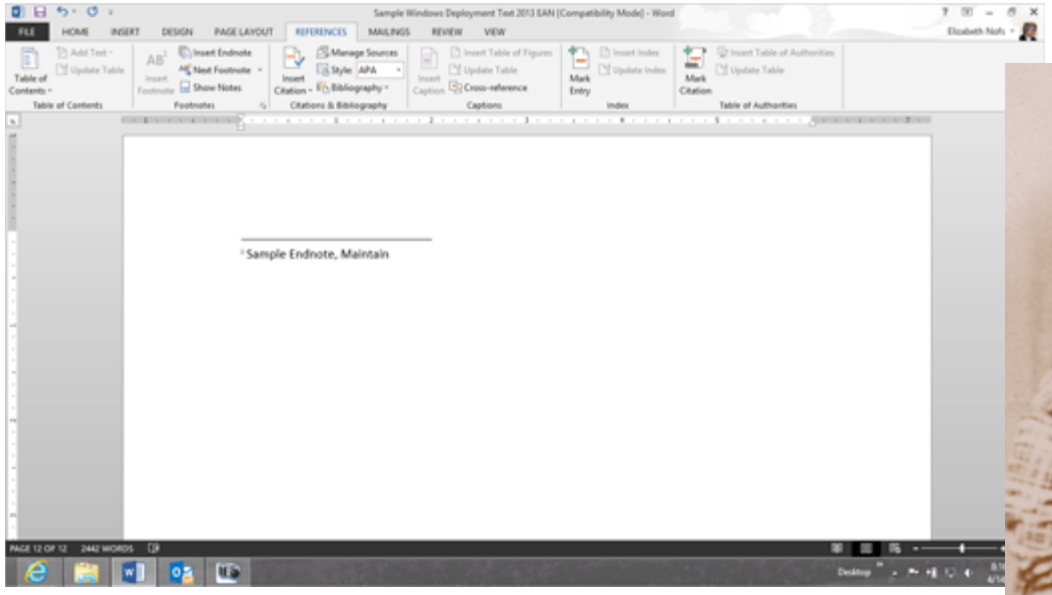
By definition, a footnote is placed at the bottom of a page, by the footer. An endnote is placed at the end of a document on the last page.

Try This: Insert an Endnote
Go to **References-> Footnotes.**
Click on **Insert Endnote.**

What Do You See? A **reference mark** will be placed at the text. Your cursor should be in the **reference text**, at the end of the document.

Please type a sample Endnote.

References -> Footnotes-> Insert Endnote







Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Insert Endnotes

Take One

Footnote Options

You can edit the numbering and the number format if you wish. Here are the **Footnote Options**.

Try This: Edit the Footnote Options
Go to **References-> Footnotes**.
Click on **Footnote Options**, the little arrow in the bottom right corner.

What Do You See? The options are:
Number format: for example *i, ii, iii* or 1,2,3 or a, b, c.

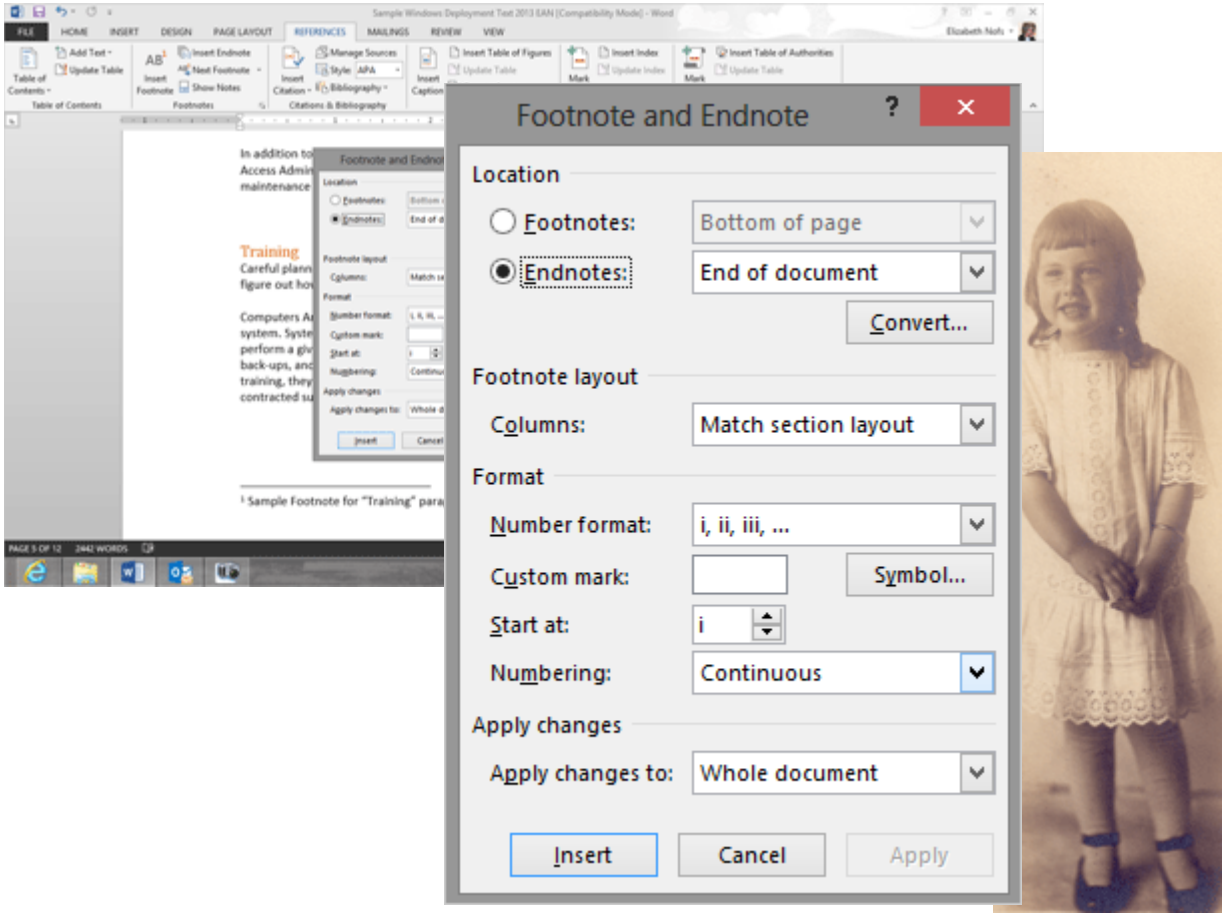
Custom mark: you can replace the default with a symbol if you wish.

Start at: You can indicate what number you would like to begin the Numbering.

Numbering: The numbers can **continue** from the first page to the last. Each **section** can begin at a different number as well.

Close the Footnote and Endnote window.

References -> Footnotes-> Footnote Options



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Modify Footnote Numbering

Take One

Navigating Footnotes

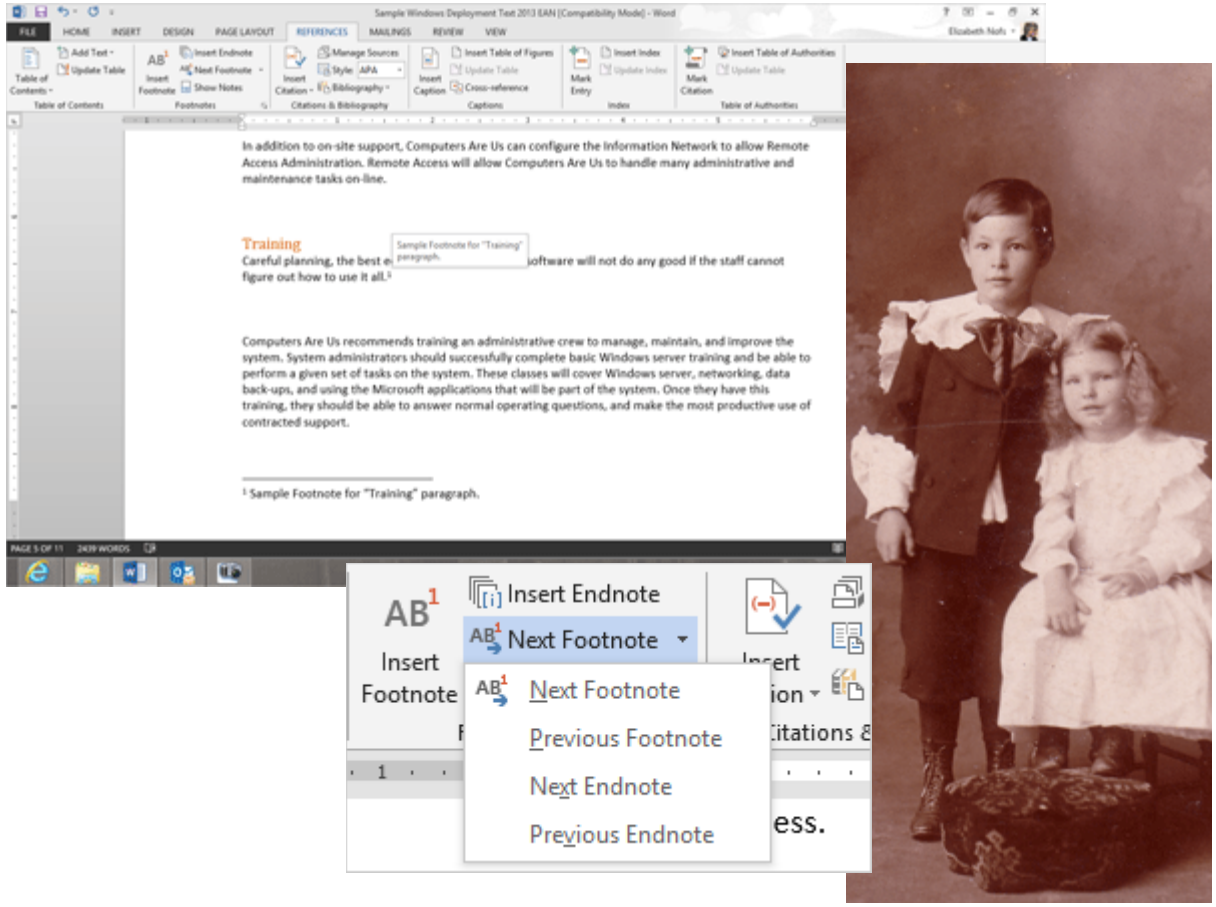
Footnotes and endnotes are formatted with a Style. Microsoft Word uses Styles for document navigation.

Before You Begin: Please add several footnotes and endnotes to this document if you have not done so already.

Try This: Go to the Next Footnote
Go to **References-> Footnotes.**
Click on **Next Footnote.**

What Do You See? The options include: Next and Previous for Footnotes as well as Endnotes.

References -> Footnotes-> Next Footnote



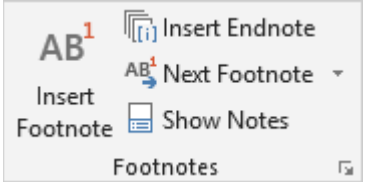
Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Navigate to the Next Footnote

Take One

Show Notes

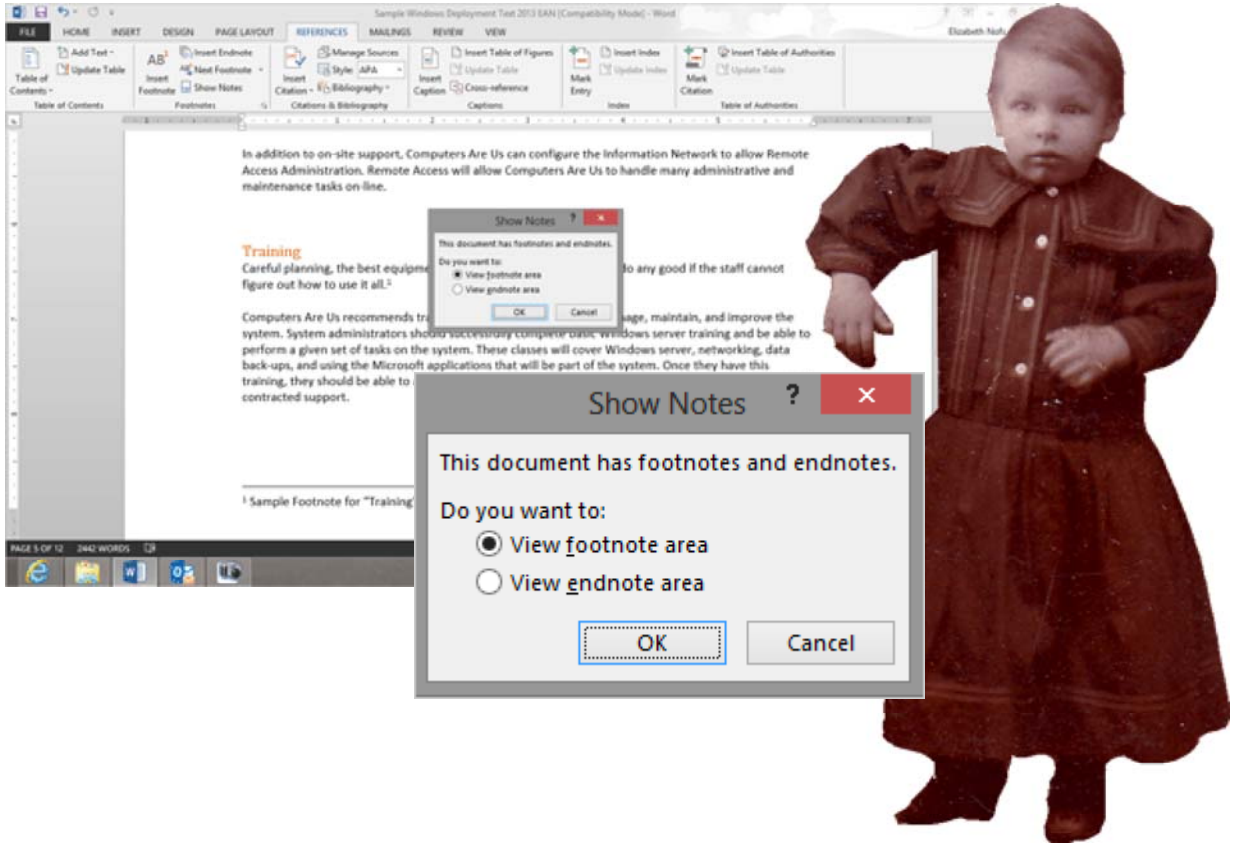
Show Notes is another method for navigating to the references.

Try This: Show Notes
Go to **References-> Footnotes.**
Click on **Show Notes.**



What Do You See? If your document has both footnotes and endnotes, you will be prompted to choose which ones you wish to see.

References -> Footnotes-> Show Notes



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Show Notes

Take One

Manage Footnotes

Say you wanted to change a footnote into an endnote. Here are the steps.

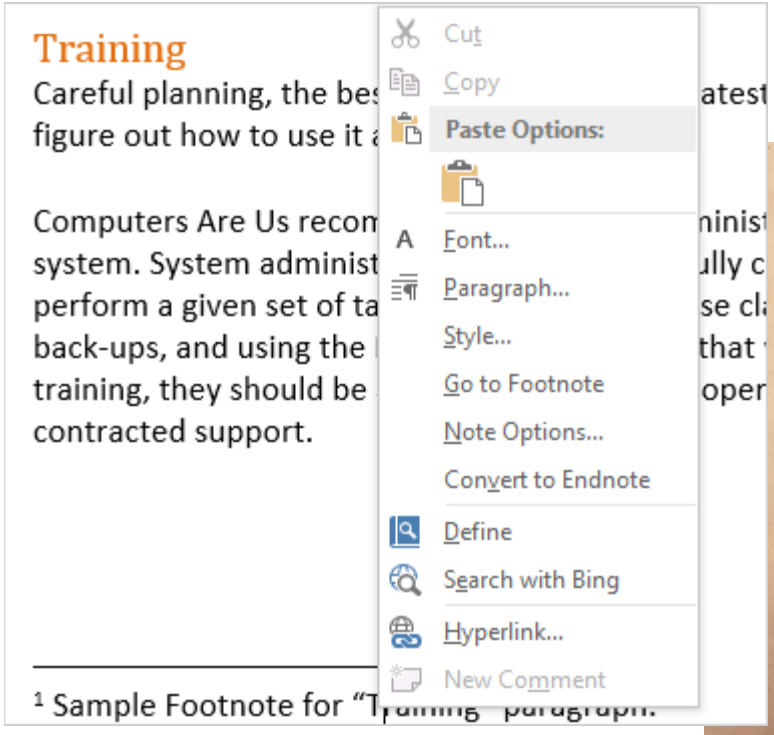
Try This: Convert to Endnote
Select one of the footnotes at the bottom of a page.

Right click the footnote. A short list of options should pop up. The options include:
Style...
Go to Footnote
Note Options...
Convert to Endnote.

Click on **Convert to Endnote**.
The Footnote should be moved to the end of the document.

OK, that's enough for now.
Save this document.

References -> Footnotes





Take One

Summary

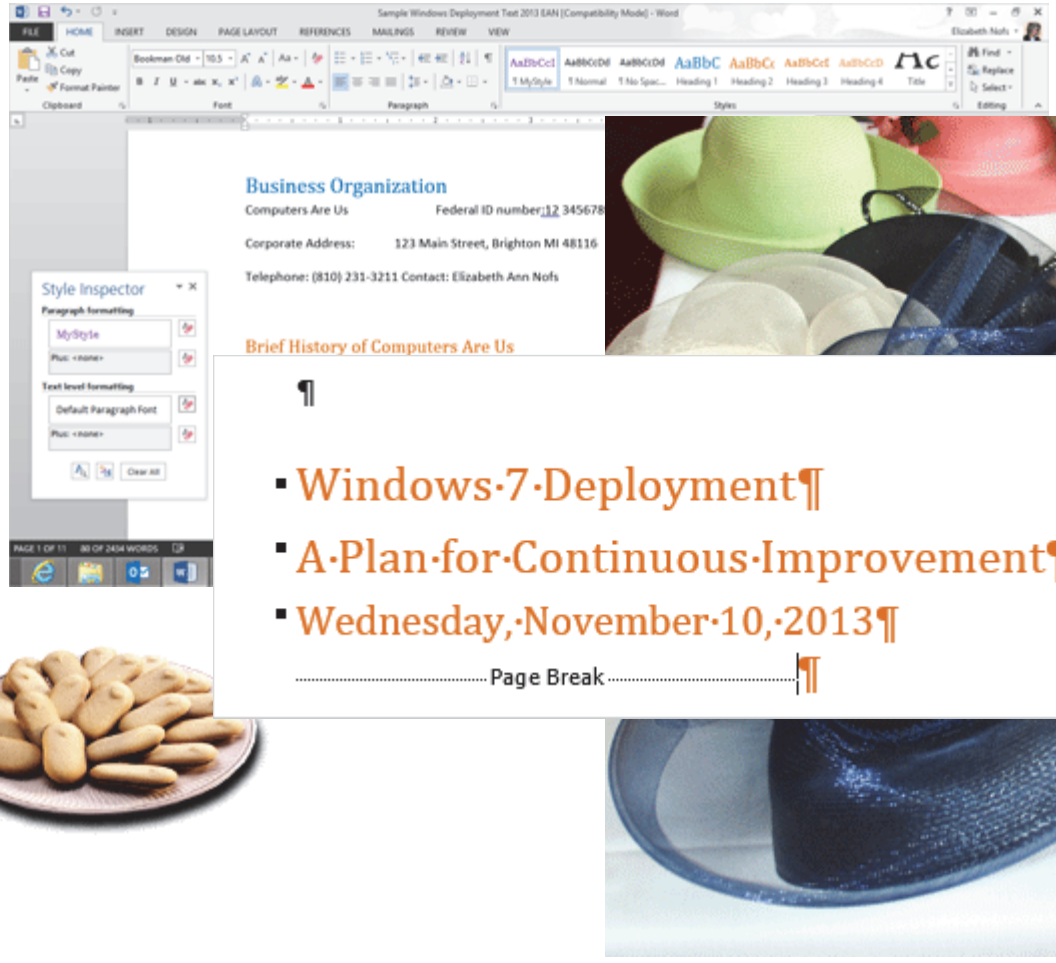
This lesson introduced **Styles**. We investigated how to use Styles and create our own custom formatting.

The lesson continued with advanced formatting and an introduction to Footnotes on the **Reference** ribbon.

There are several benefits to using Styles. In the next lesson we are going to use Styles to create a Table of Contents.

Very good.
You get the cookie, of course.

Home -> Styles



Practice Activity



Doing It With Style

Before You Begin: Start Microsoft Word 2013.
This practice includes a sample file: Benefits of Online Learning.docx

Try This: Do the following steps.

1. Open the file Benefits of Online Learning.docx
2. Put a page break after each paragraph so that each page has just one paragraph.
3. Apply Heading Style 1 to all Headings.
   For example: Course Material is Available 24/7, Collaboration Opportunities, Online Participation, etc.
4. Select the first paragraph body text under the heading Course Material is Available 24/7
   Format the text Arial, 16 point, 1.5 paragraph spacing.
5. Use the format painter to copy the formatting from the first body paragraph and apply it to the other body paragraphs.
6. Create a new Style with the formatting used on the body paragraphs (Arial, 16pt, 1.5 paragraph spacing).
   Call the Style Body 1 and add it to the QuickStyle gallery for this document only.
7. Modify the custom Style Body 1 to use a font of your choice (such as Brushscript or Snap).
   Apply the changes to all instances of Body 1.
8. Use the Replace command to change Online Learning to eLearning.
9. Remove the reference at the end of the last paragraph. Create a footnote with the following information: US Census Bureau, The Big Payoff: Educational Attainment and Synthetic Estimates of Work-Life Earnings. July 2002. www.census.gov/prod/2002pubs/p23-210.pdf
10. Format the footnote using number format *i, ii, iii*.
11. Convert the footnote to an end note.

Test Yourself

1. What Ribbon are the Styles on?
a. Home
b. Format
c. View
Tip: Advanced Word, page 95

2. What is true about the Normal Style? (Select all correct answers.)
a. It is the default for “unformatted” body text
b. Was Times New Roman in Word 2003
c. Office 2013 uses Calibri as the Normal Style font
Tip: Advanced Word, page 98

3. Which of the following is true about customizing Styles?
(Select all correct answers.)
a. You can modify an existing Style
b. You can create a new Style
Tip: Advanced Word, page 99, 100



4. Which of the following is true about Styles? (Select all correct answers.)
a. All text using a particular Style can be updated automatically.
b. Styles help keep consistency throughout a document.
c. Styles can also be used for Navigation in the Document Map
Tip: Advanced Word, page 101. 113

5. Custom Styles can be added to the Quick Style list.
a. True
b. False
Tip: Advanced Word, page 104

6. Style Inspector can reveal all formatting applied to selected text for comparison and editing.
a. True
b. False
Tip: Advanced Word, page 107

7. The Clear Formatting command only works on text that has a Style applied.
a. True
b. False
Tip: Advanced Word, page 107

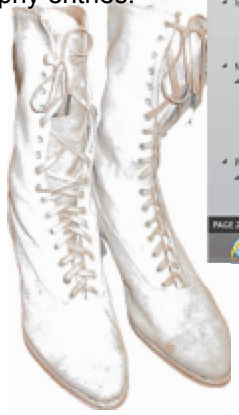


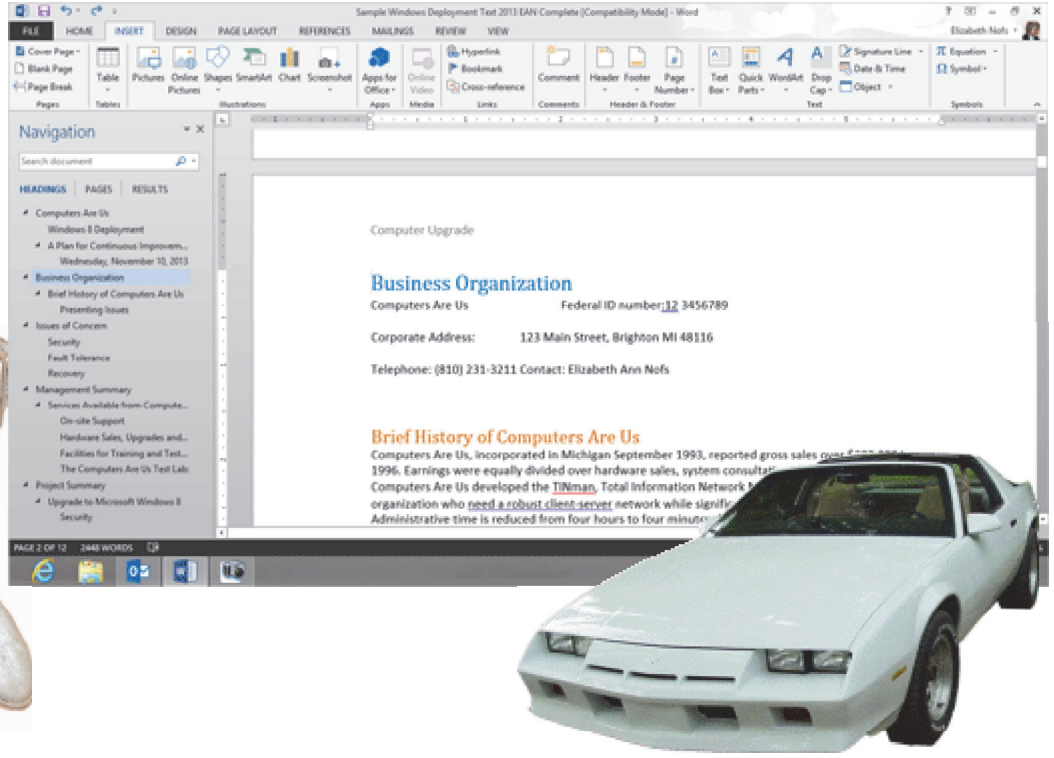
Going in Style!

Advanced Word Objectives

In this lesson you will learn how to:

1. Apply Styles.
2. Navigate with Styles.
3. Insert and format a Footer.
4. Insert , format and remove page breaks.
5. Use the Table of Contents and Index commands.
6. Insert and edit citation and bibliography entries.
7. Insert and edit captions.





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Lesson 4: Going in Style!

1. Readings

Read Lesson 4 in the Advanced Word guide, page 135-176.

Project

Format a business proposal with Styles and use those Styles to create the Table of Contents. This proposal will include Headers, Footers, Page Numbers, Section Breaks and References.

Downloads

Sample Windows Deployment Text 2013 Complete.docx
Hardware-HardDrive-CU.jpg
Hardware-HardDrive-Smashed.jpg
Hardware-ToshibaLaptopStart.gif

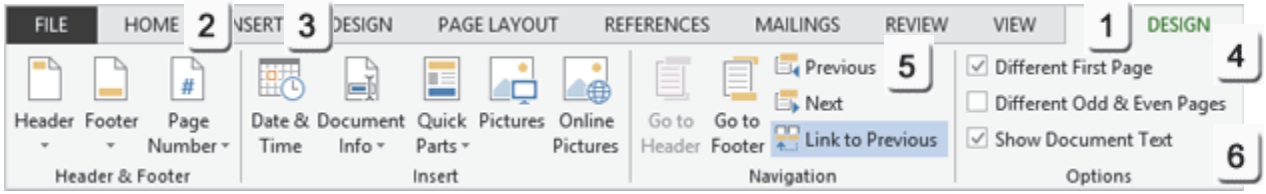
2. Practice

Complete the Practice Activity, page 177.
Benefits of Online Learning.docx

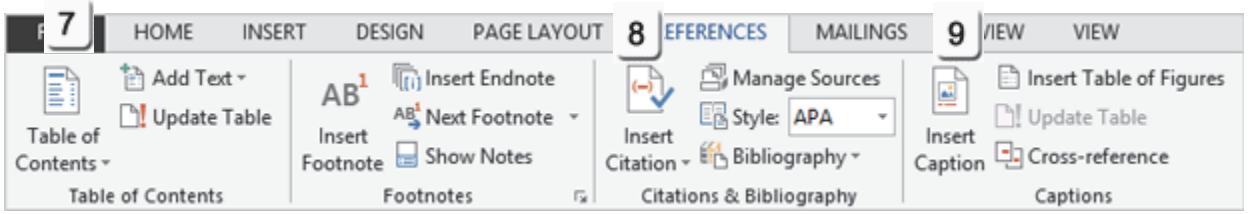
3. Assessment

Review the Test questions, page 178.

Header and Footer Tools



References



Menu Maps

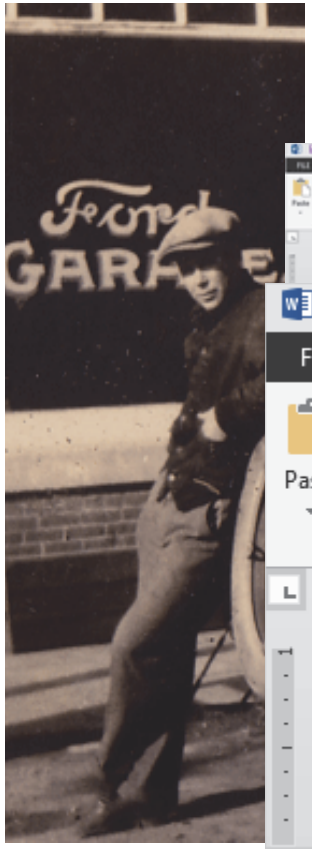
This lesson shows the **Header and Footer** and **References** Ribbons.

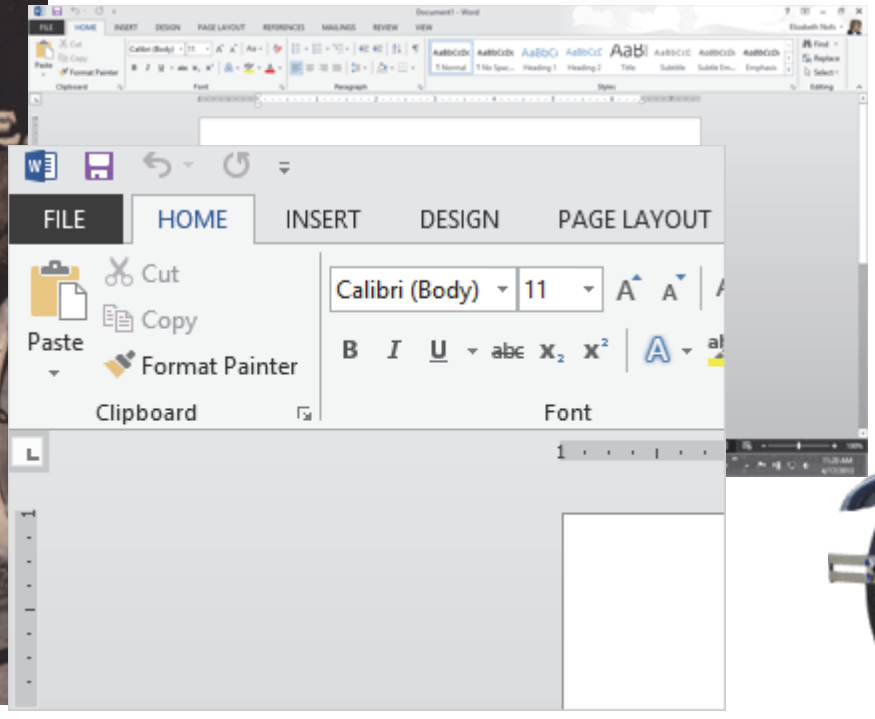
1. Header and Footer Tools-> Design, page 144
2. Header and Footer Tools-> Page Number-> Current Position, page 145
3. Header and Footer Tools-> Design-> Date and Time, page 148
4. Header and Footer Tools-> Design-> Different First Page, page 150
5. Header and Footer Tools-> Design->Link to Previous, page 153
6. Header and Footer Tools-> Design->Different Odd and Even Pages, page 154
7. References-> Table of Contents, page 157
8. References-> Insert Citation, page 167
9. References-> Insert Caption, page 173



Going in Style

Styles are used to create documents that are formatted consistently: All of the headlines are the same font, size and alignment. The goal of this lesson is to use the Styles to create a Table of Contents. This same technique can be used to create an Index, as well as, reference pages such as a Bibliography or a Table of Authorities.





Working with the pages

There are several advanced layout lessons we need to cover before creating the Table of Contents. The next pages demonstrate how to work with Headers, Footers,Page Numbers and Sections.

So, if you are ready, please Start Microsoft Word.



Microsoft Word Advanced

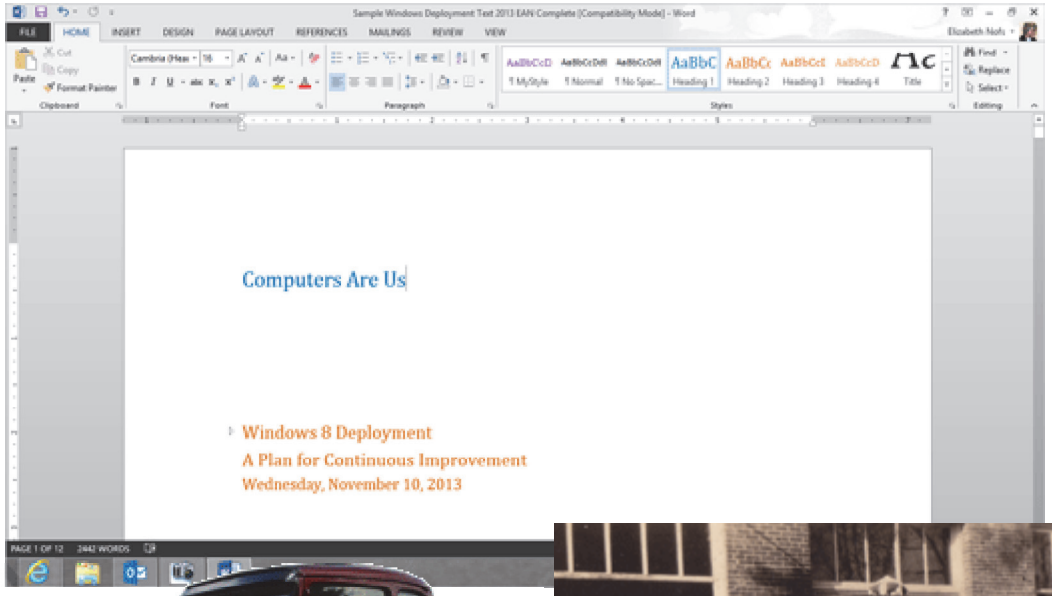
Before You Begin: This lesson uses the Sample Windows Deployment document we developed in the previous lesson. This document has Styles (Heading1) as well as page breaks.

Try This: Open a Sample File
Start Microsoft Word.
Go to **File->Recent**.
If you are continuing from the previous lesson, the Sample Windows Deployment document should be on the list with your recent work.

What If It Isn't There? Please download a copy from the online course.

Keep going...

File -> Recent



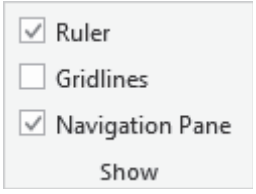




Review the Styles

Which Styles are in use? Good question.

Try This: View the Styles
Go to **View->Show.**
Select: **Navigation Pane**.

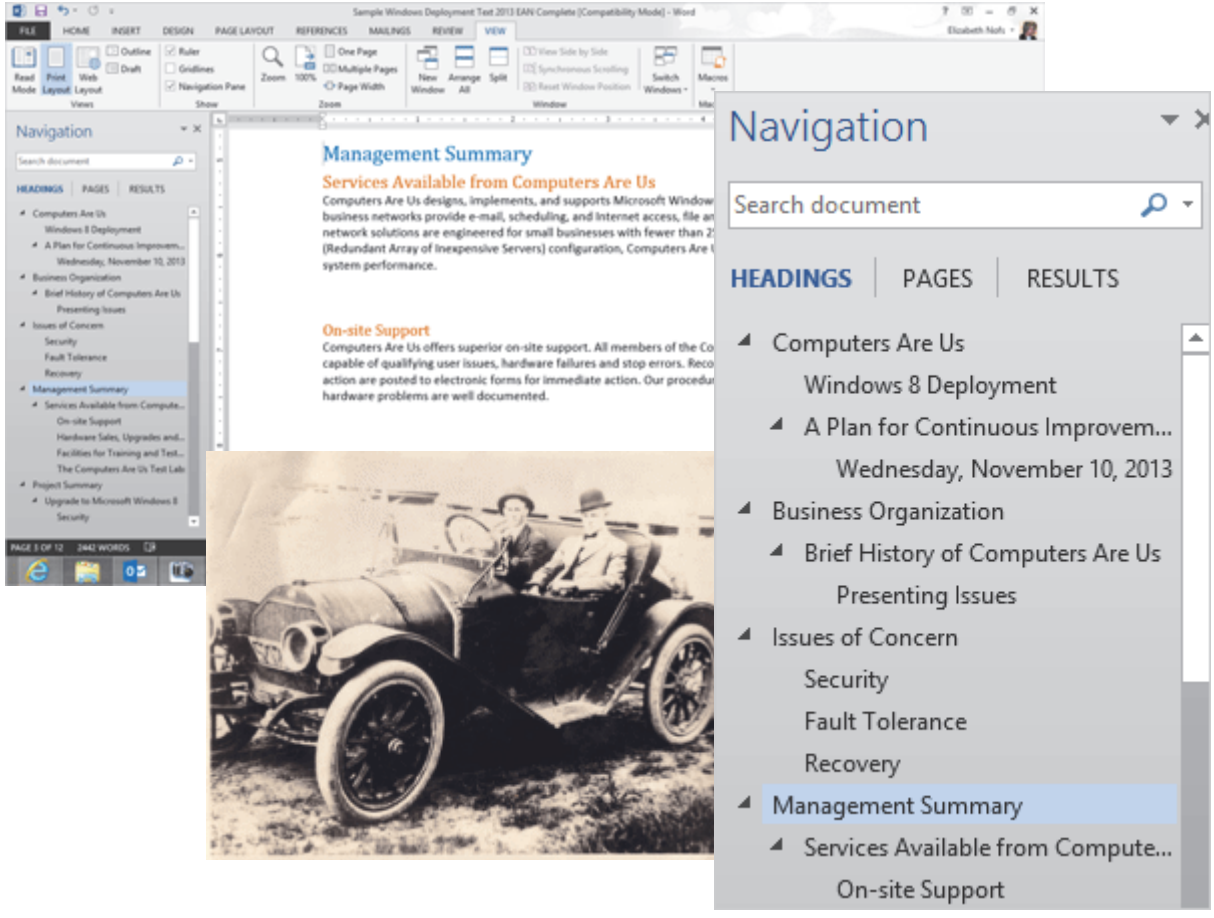


What Do You See? The Styles that are in use are listed in the Navigation pane.

We used the Styles to indicate which words were Heading 1, Heading 2, etc. The **Navigation** pane uses these Styles to navigate to specific places in a document.

Keep going...

View-> Show-> Navigation Pane



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Create Bookmarks with Styles

Take Two

Format Text: Quote

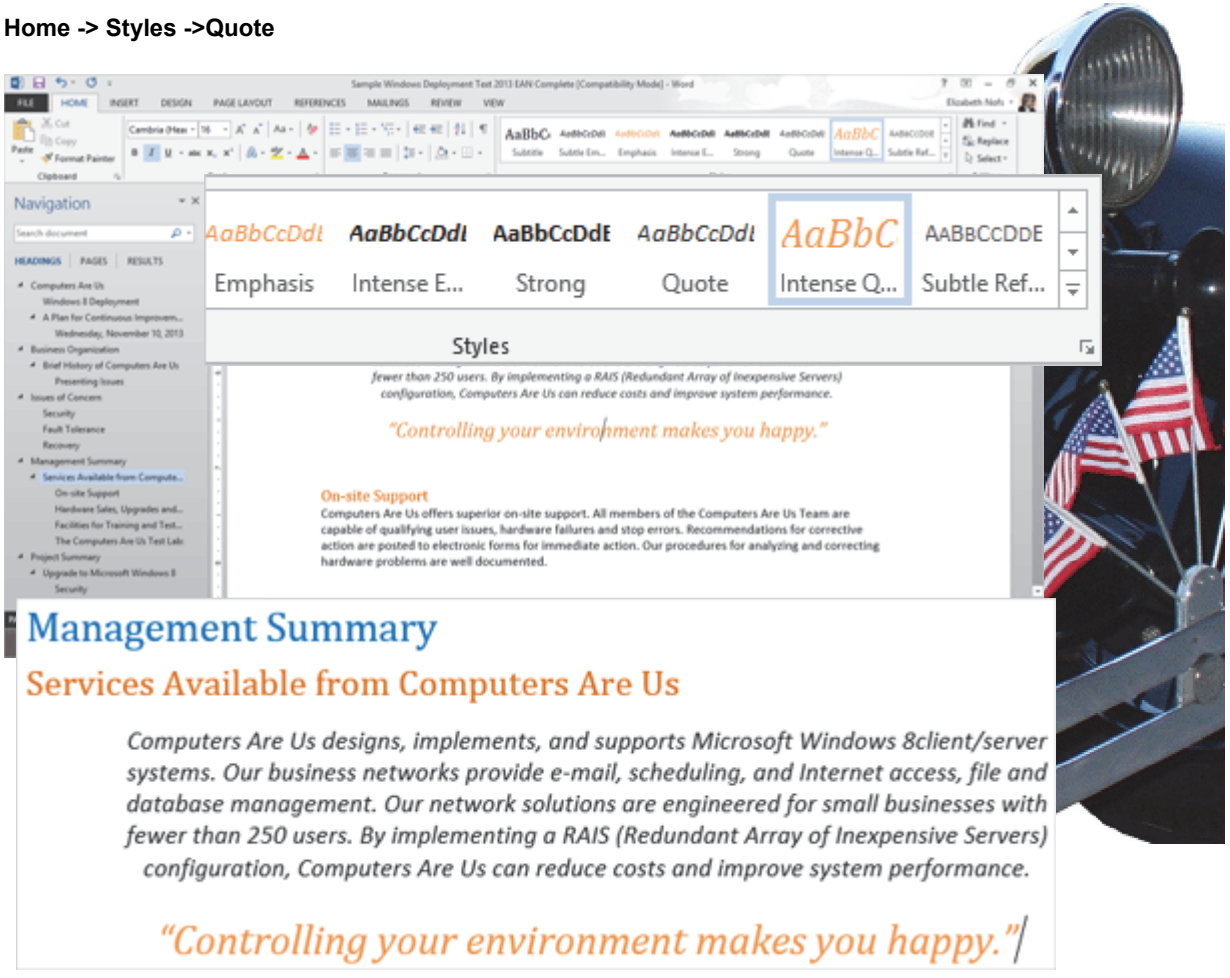
Let's practice working with Styles to review the steps. Here is a bit of formatting that's fun to use: The Quote Style works well. You can quote me on that...OK, bad pun.

Before You Begin: Enter a Quote
Place your cursor in the Body Text of your sample document. **Type**:
"Controlling your environment makes you happy. "

Try This: Format Quoted Material
Select the text you just typed in.
Go to **Home -> Styles.**
Select: **Intense Quote.**

Try This, Too: Format a Paragraph
Select a paragraph: Computers Are Us...
Go to **Home -> Styles.**
Select: **Quote**.
The Styles will be applied to all of the text that you selected.
Keep going...

Home -> Styles ->Quote



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text

Take Two

Format Text: Heading 2

Do all of the Styles appear in the Navigation pane? Let's find out.

Before You Begin: Use the Navigation pane to go to Issues of Concern. This text is formatted as a Heading 1.

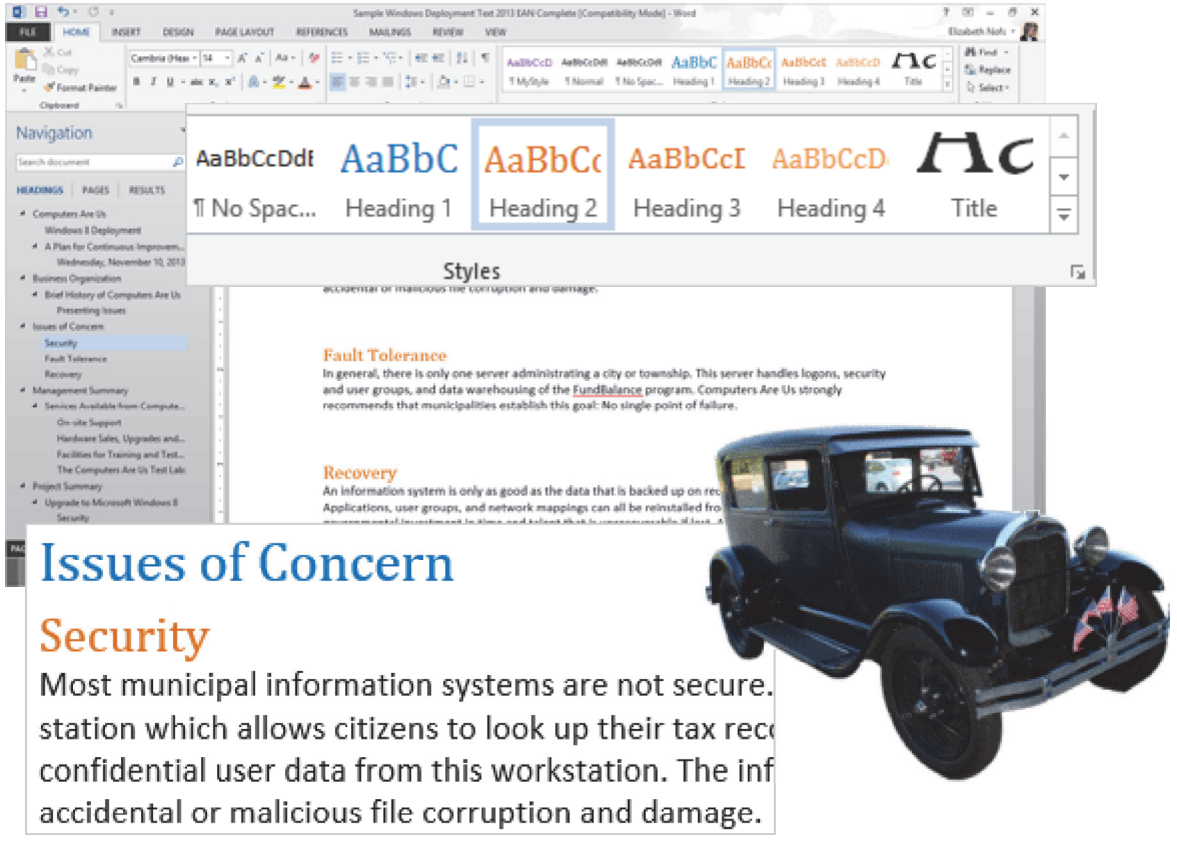
Try This: Format Another Style
Select a headline: Security.
Go to **Home-> Styles -> Heading 2**.

Please format the following headlines with Heading 2 as well:
Fault Tolerance
Recovery

Keep going...

Memo to Self: You may have already formatted these Headlines in the previous lesson. If so, you get another cookie.

Home-> Styles ->Heading 2



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text

Navigating the Styles

What Do You See? Please look at the Navigation on the left side of your screen. Which Styles are listed?

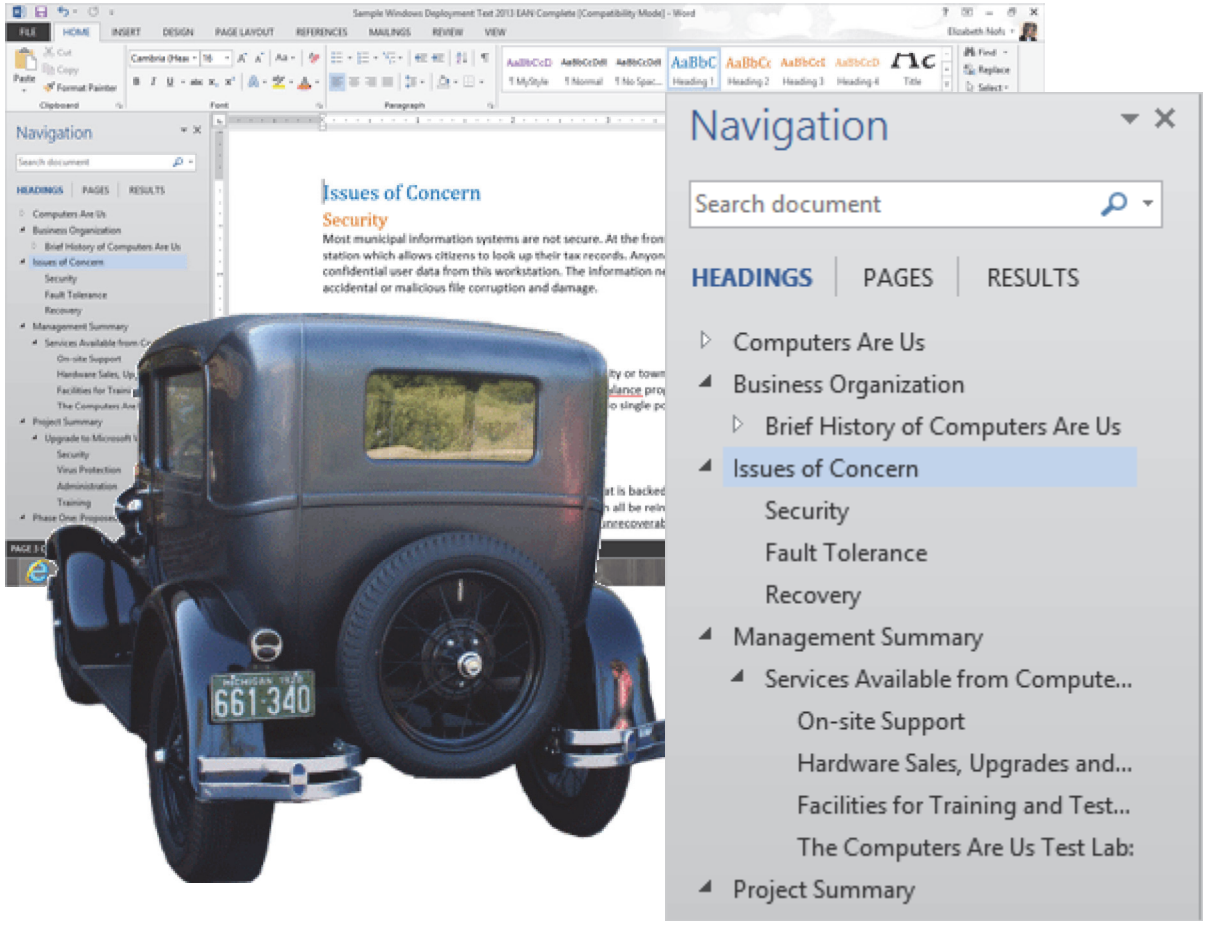
By default, Heading 1, 2 and 3 should appear in the Navigation pane. The Navigation pane looks like an outline: Heading 2 is indented under Heading 1.

Look Again: The Intense Quote and the Quote, although both are Styles, do not show up in the Navigation Pane.

The Table of Contents works like the Navigation pane: the text that is formatted Heading 1, 2 and 3 will be included in the Table of Contents.

Memo to Self: You can turn off the Navigation pane if you wish. Click on the little "x" in the right corner to Exit.

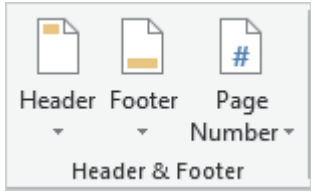
View-> Show-> Navigation



Headers and Footers

A Table of Contents has page numbers. Page numbers are placed in the Header or the Footer. What is a footer?

Try This: Insert a Footer
Go to page 2: Business Organization
Go to **Insert ->Header & Footer**.
Click on **Footer.**
Select: Blank (Three columns)

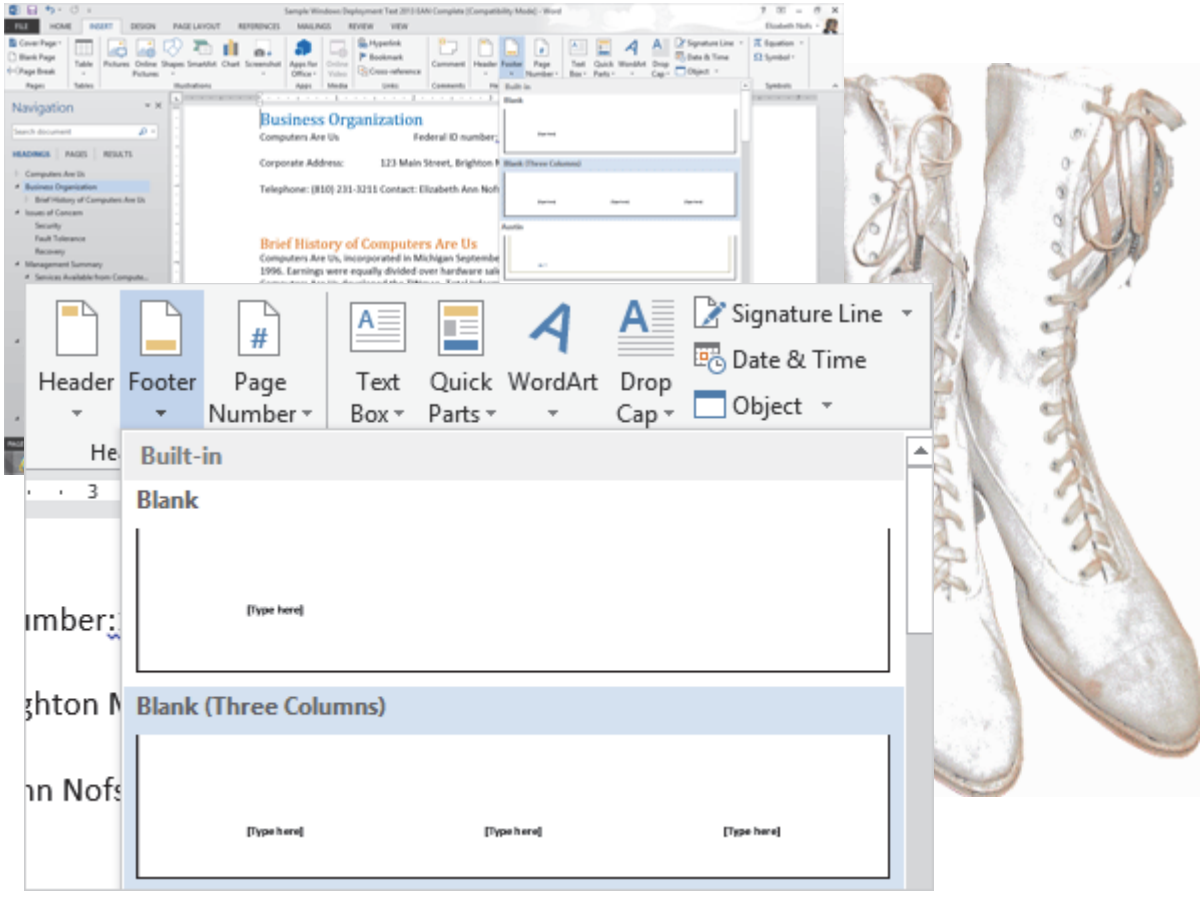


This **Footer** sets up three Tab Stops.

Keep going...

Memo to Self: At the bottom of the Header, Footer or Page Number options is the command to **Remove** the Header, Footer or Page Number.

Insert -> Header & Footer->Footer



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Simple Headers and Footers

Headers and Footers

What Do You See? A new text box will open on the bottom of your document. At the top of the document are the Header and Footer Tools.

The rest of your document text will appear dim, and cannot be edited while you work with the Headers and Footers.

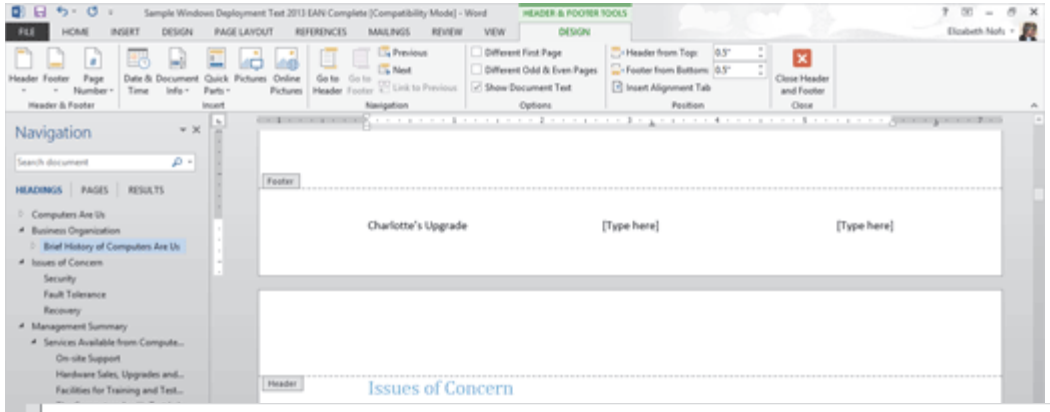
What Else Do You See? This Footer has three little Quick Parts that you can edit.

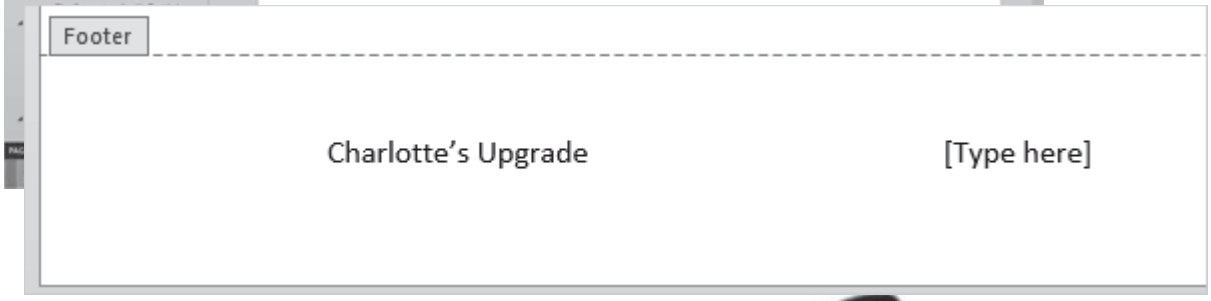
Try it: Edit the Footer

Go to the **Footer.**
Click on **Type here**
Type: Charlotte's Upgrade

Keep going...

Header & Footer Tools -> Design





The Computer Mama says,
"OK, OK, I get it. Footers..."



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Edit Headers and Footers

Insert the Page Number

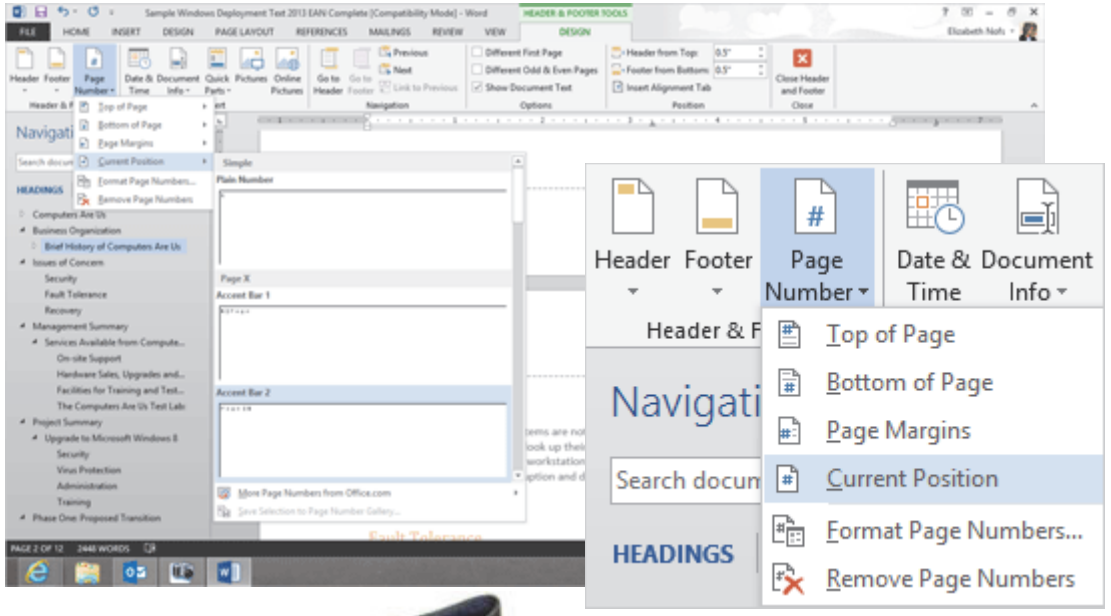
Page numbers are usually placed in the footer. Here are the steps.

Before You Begin: Place your cursor in the Quick Part on the far right of the Footer, where it says **[Type here]**.

Try This: Insert the Page Number
Go to **Header and Footer Tools->Design**.
Go to **Header & Footer.**
Go to **Page Number ->Current Position**.
Select: Accent Bar 2.

Keep going...

Header & Footer Tools ->Design->Header & Footer-> Page Number-> Current Position





Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Page Numbers

Take Two

Header & Footer Tools -> -> Header & Footer-> Page Number ->Format Page Numbers

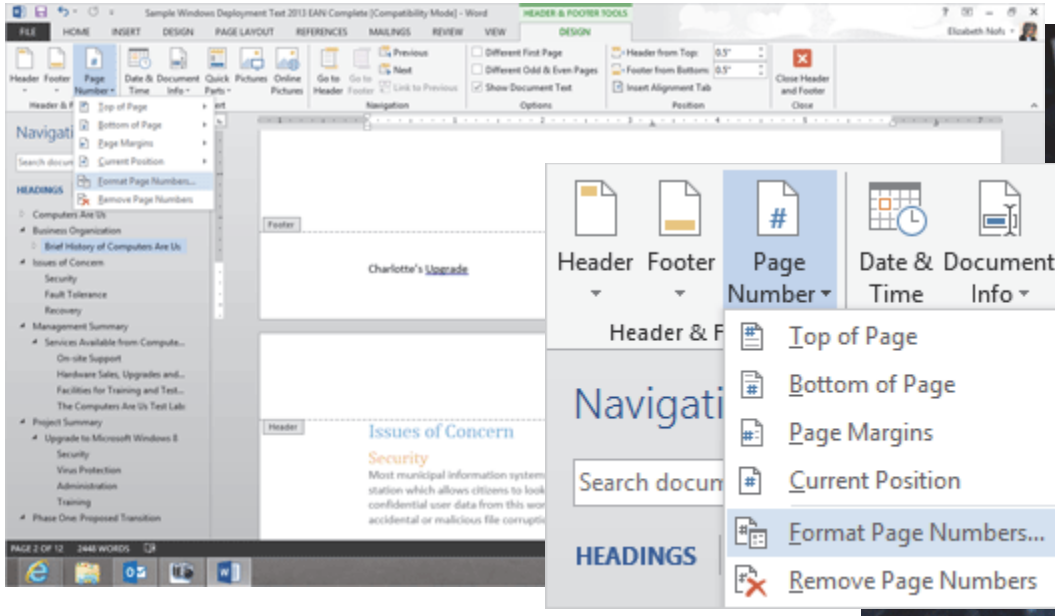
Format the Page Number

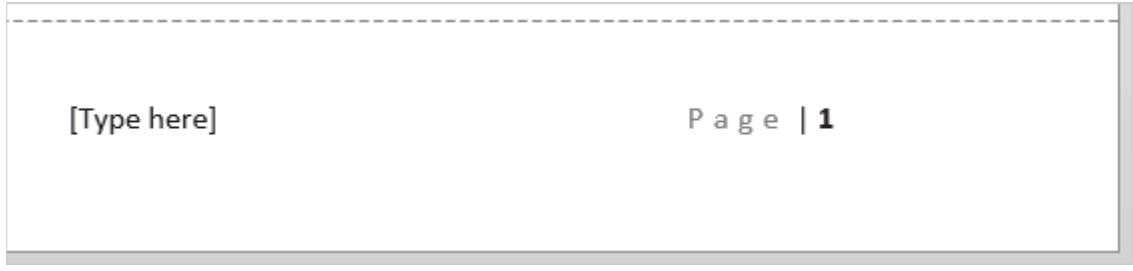
What Do You See? A new page number should be displayed in the bottom right corner of the Footer. What page number is it showing? You can format the numbering if you wish.

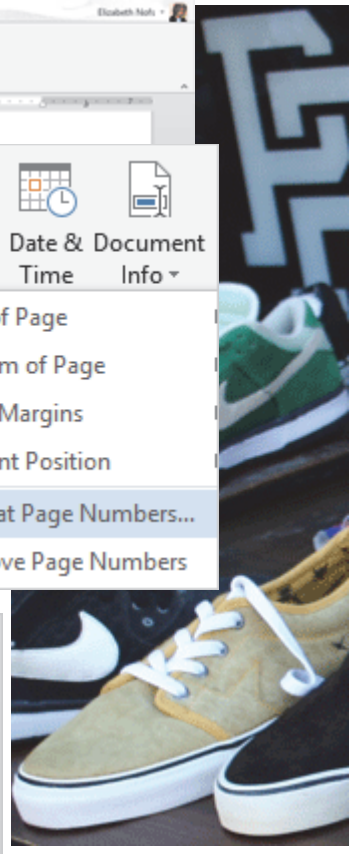
Before You Begin: Select the page number. It is a Merge field, so it will be highlighted light grey when you select it.

Try This: Format Page Numbers
Go to the **Header and Footer Tools**.
Go to **Header & Footer.**
Go to **Page Number**.
Click on **Format Page Numbers**.

Keep going...







Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Format the Page Numbers

Take Two

Header and Footer Tools -> Header & Footer ->Page Number ->Format Page Numbers

Page Number Format

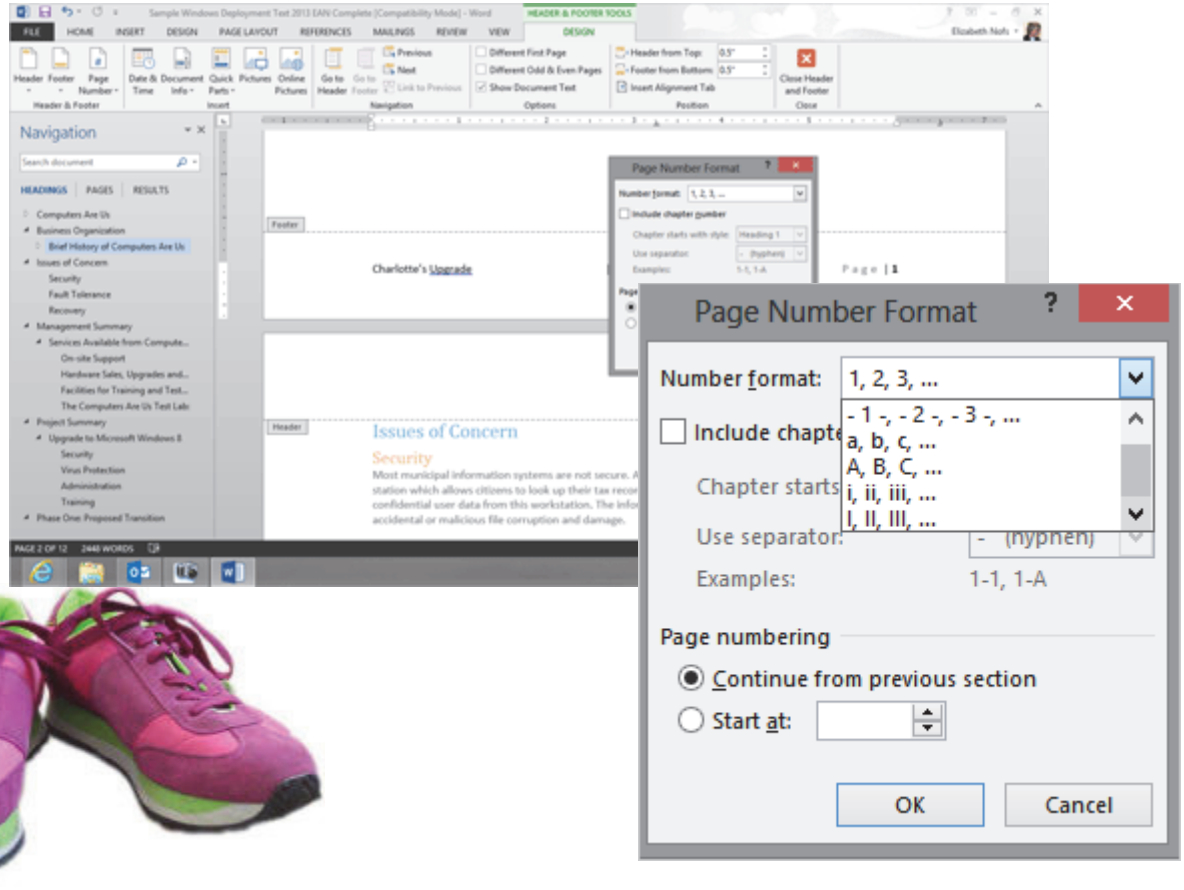
Try This, Too: Edit the Number

By Default, the **Number Format** is whole numbers: 1, 2, 3. You can choose letters or Roman numerals.

The **Page numbering** can continue from the previous section, or start with a different number.

Where Have You Seen This Before? The first pages in a book are often numbered with i, ii, iii. The first chapter then begins on the right hand page with the number 1.

Click **OK** to close this little window.
Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Page Numbers in the Footer

Take Two

Insert the Date and Time

Many documents also need a Date/Time Stamp. It can be added to the Footer as well. Did you know that you can make the Date/Time automatically update?.

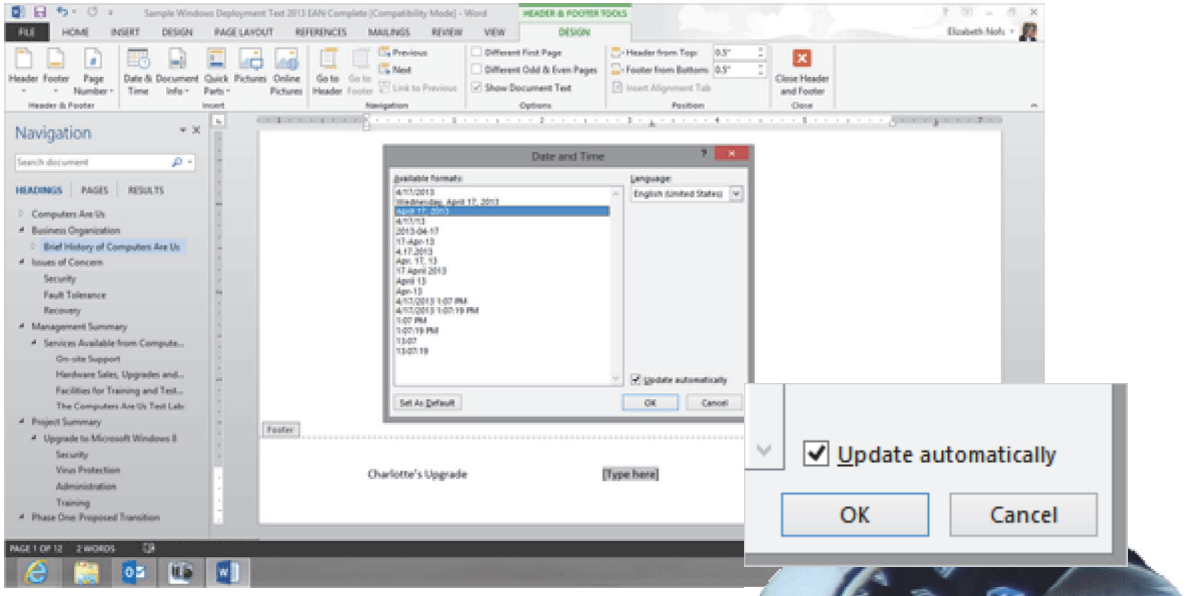
Try This: Update the Date and Time
Go to **Header and Footer Tools.**
Go to **Design-> Insert.**
Click on **Date and Time.**
Click **OK** to add the Date and Time.

What Do You See? A new window will offer several short, medium and long date formats. Look in the bottom right corner for the option to **Update Automatically.**

How Does It Work? When you click on the Date/Time you should see the **Update** option.

Pretty cool.

Header and Footer Tools -> Design ->Insert-> Date and Time





Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert the Date and Time in the Footer

Take Two

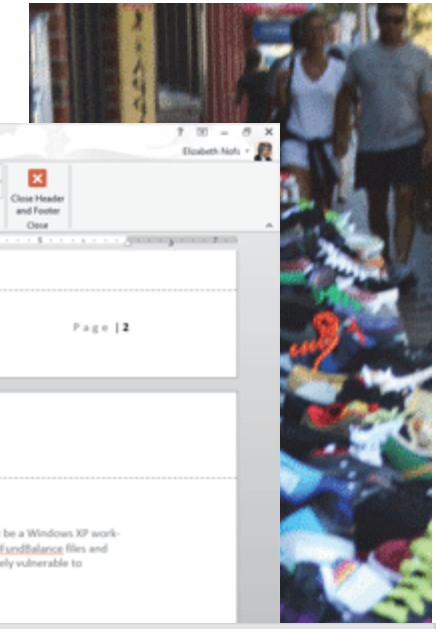
Format the Margins

The text and Quick Parts in the Footer can be repositioned with the Tab Stops.

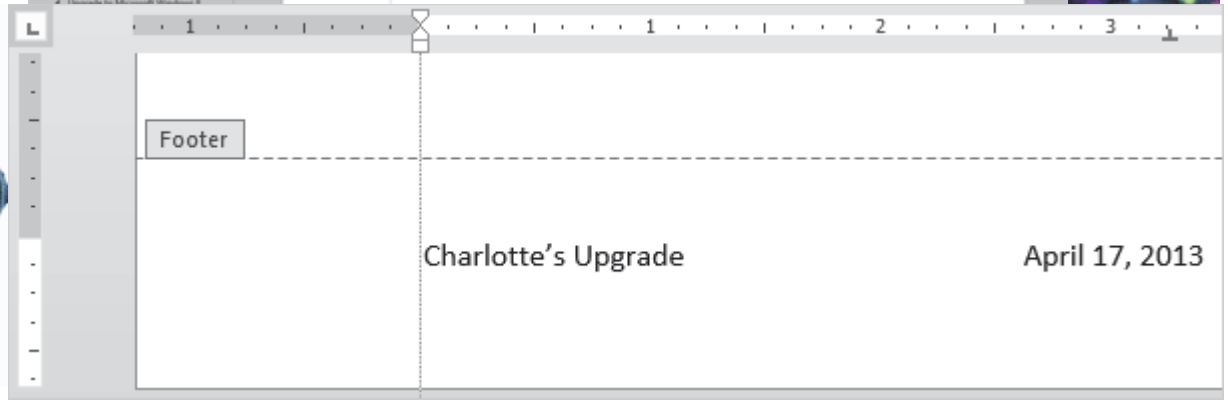
Try This: Change the Tab Stops
Place your cursor in the Footer in front of the text: Charlotte's Upgrade.
Go to the Ruler on top of the document.
Drag the first Tab Stop to the right.

What Do You See? There should be a guide line from the Tab Stop to the footer to help you reposition the text.

Header and Footer Tools -> Design







Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Format the Margins in the Footer

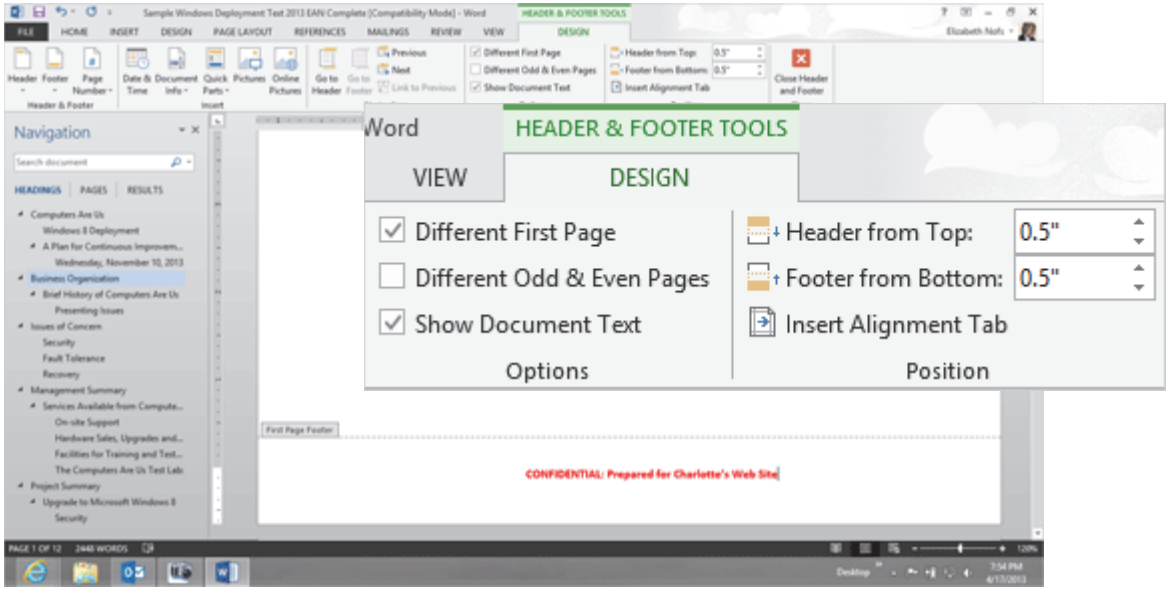
More Headers and Footers

Did you know that you can have different Headers and Footers for each part of your document? Start with the first page. Usually the first page is different than the rest of the pages.

Try it: Create a Different First Page
Please go to Page 1.
Go to the **Header and Footer Tools.**
Click on the **Design** tab.
Check **Different First Page.**
Add this text: CONFIDENTIAL: Prepared for Charlotte's Web Site.

You can format this text Bold and Red.

Header and Footer Tools -> Design-> Options







Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Edit Headers and Footers Different First Page

Review the Footers

Is the First Page Footer different than the Footer on page 2? Let's find out.

Before You Begin: Close the Footer
Go to the **Header and Footer Tools.**
Go to **Design-> Close.**
Click on **Close the Header and Footer.**

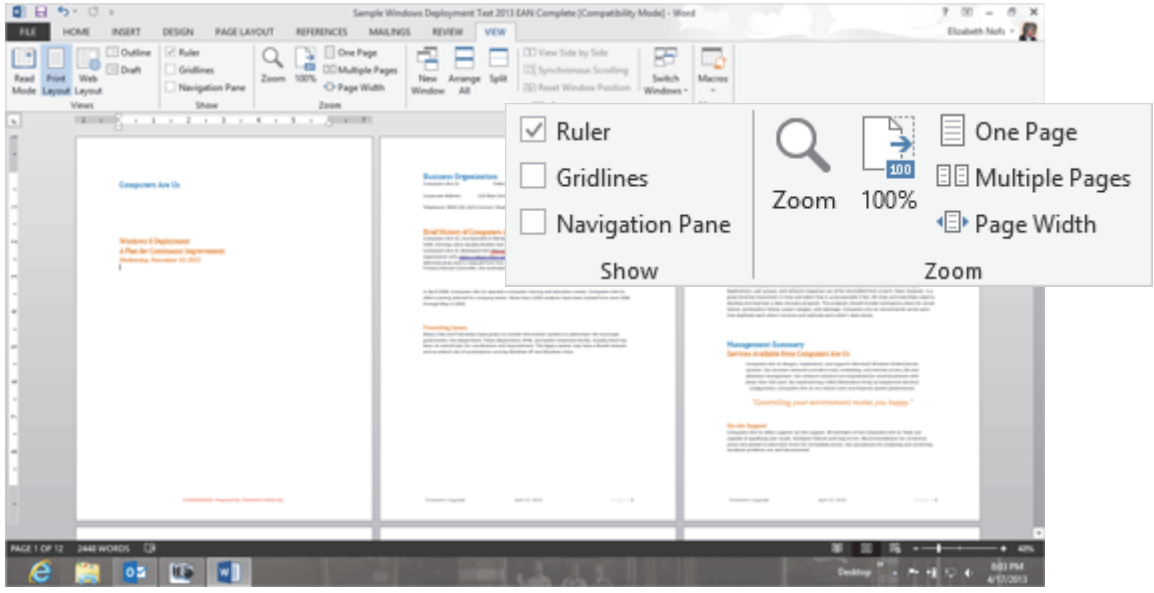
Try This: Review the Footers
The Navigation Pane is turned off.
Go to **View->Show**.
Then go to **Zoom -> Multiple Pages.**

What Do You See? The text on page 1 is BOLD and Red. The text on page 2 is not the same and it includes the page number.

Did You Notice: When you are in Print Layout view, the text in the Header or Footer is dim. You can open the Header or Footer by double-clicking it.

Please return the Zoom to 100%.

View-> Show->Zoom-> Multiple Pages



CONFIDENTIAL: Prepared for Charlotte's Web Site

Charlotte's Upgrade April 17, 2013 Page | 2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Edit Headers and Footers Different First Page

Different Sections

Say you had three **Sections** in your document and you wanted each section to have a different Header or Footer. To do this, you need to insert a **Break** and choose a **Continuous Section Break**.

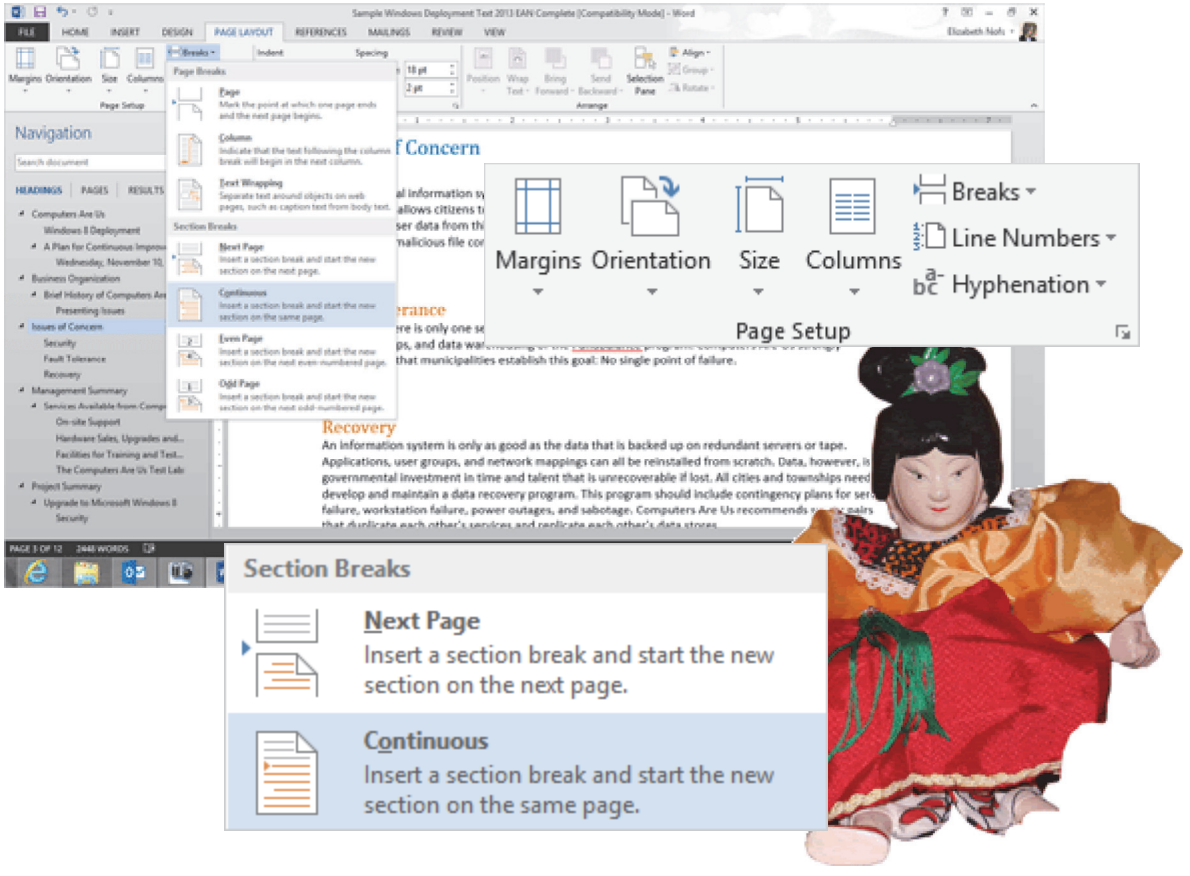
There are four kinds of Section Breaks: Next Page, Continuous, Even and Odd.

Try it: Insert a Section Break
Begin on page 3.
Place your cursor before the headline: Issues of Concern.

Go to **Page Layout.**
Find the **Page Setup** Group.
Select **Breaks.**
Choose **Section Breaks ->Continuous.**

Add a Continuous Section Break to:
Issues of Concern
Phase One
Phase Two
Phase Three

Page Layout -> Breaks ->Section Breaks->Continous



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Insert Breaks to Create Sections

Different Footers

Working with the sections requires some thought. The key to making this option work is the **Link to Previous** command. When that link is turned off, you can make each Section have unique Headers and Footers.

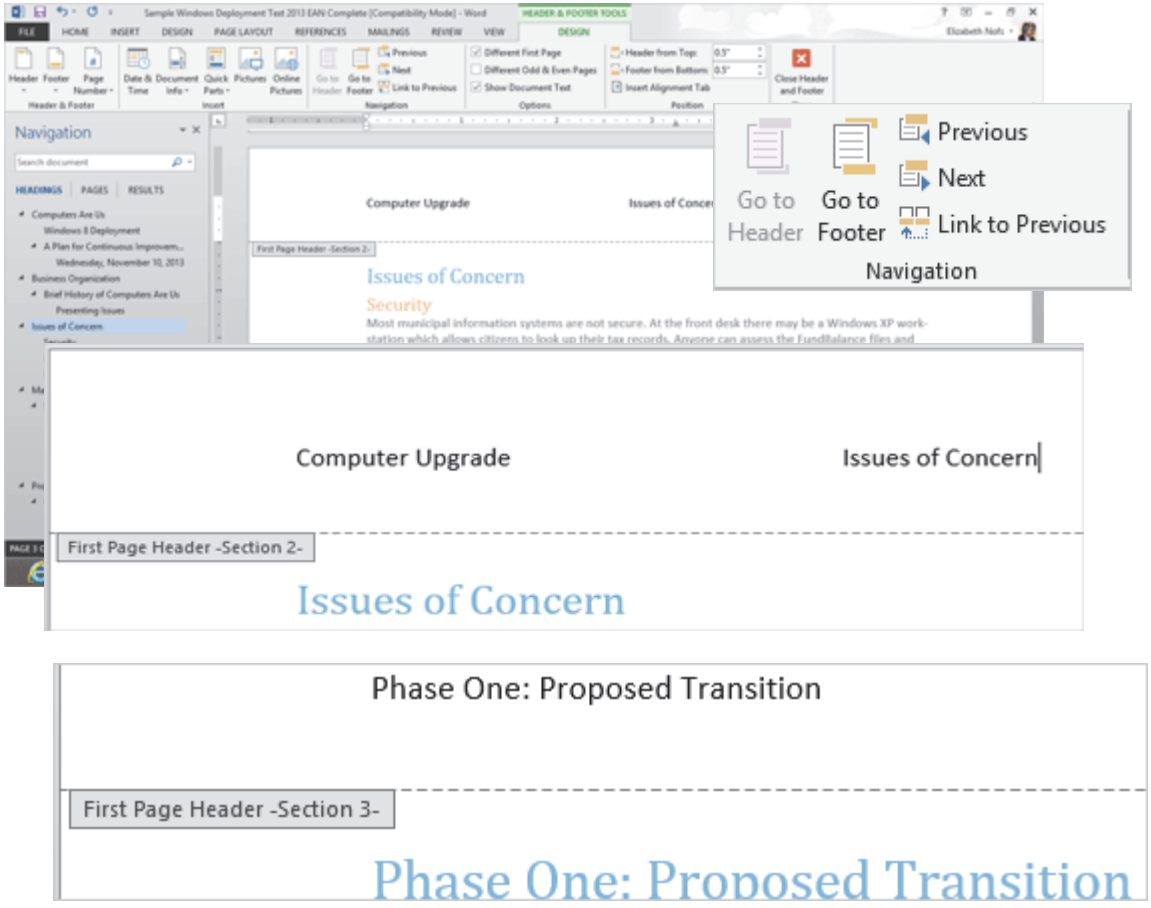
Try it: Remove Link to Previous
Go to page 3, Issues of Concern.
Double click the **Header** to open it.
Type: Computer Upgrade.
Tab to the center of the Header.
Type: Issues of Concern.

Use the **Navigation** buttons to go to the **Next Section**, Phase 1.
Do NOT **Link to Previous**. (Click it off)
Type in the Header: Phase 1.
Try it with Phase 2 and Phase 3, too.

What Do You See? Are the Next and Previous Sections different?

What If It Doesn't Work? Please start again from page 1 and make sure the sections are NOT linked. Then add the text.

Header and Footer Tools -> Design-> Navigation



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Insert Breaks to Create Sections

Odd and Even Headers

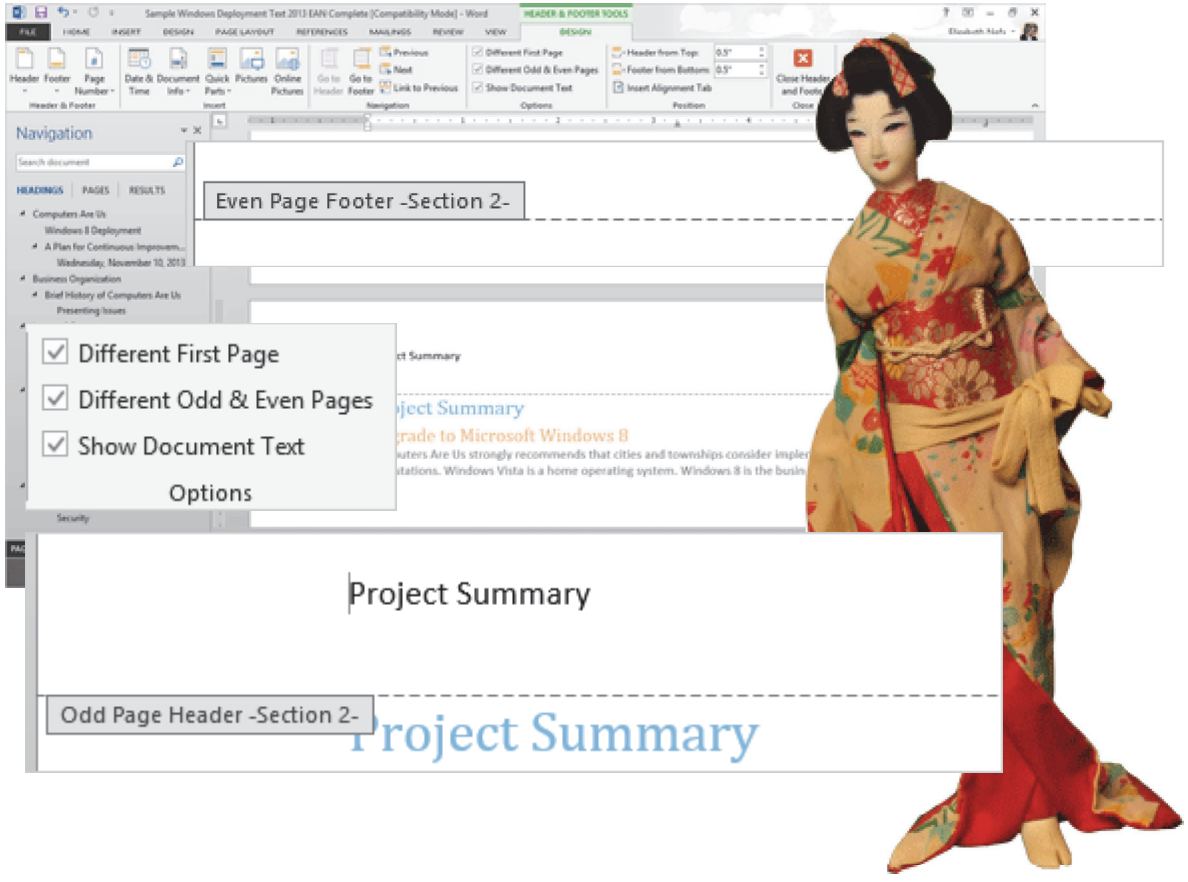
Open any book and you will see that the Headers and Footers are different on the Odd and Even Pages. The Odd pages usually have the name of the chapter. The Even pages may have the name of the section or the name of the book.

Try This: Create Odd and Even Pages
Go to Page 3.
Go to the **Header and Footer Tools**.
Go to **Design-> Options.**
Click **Different Odd and Even Pages**.

What Do You See? The Header for Section 1 will have an Odd Page Header. You may need to use the Page Up and Page Down buttons to navigate to odd and even pages.

Memo to Self: The Odd pages are on the right side, the Even pages are on the left side. That's the way books have been made for a couple hundred years.

Header and Footer Tools -> Design->Options-> Different Odd and Even Pages



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs and Sections
2.3 Order and Group Text and Paragraphs: Add Titles to Sections

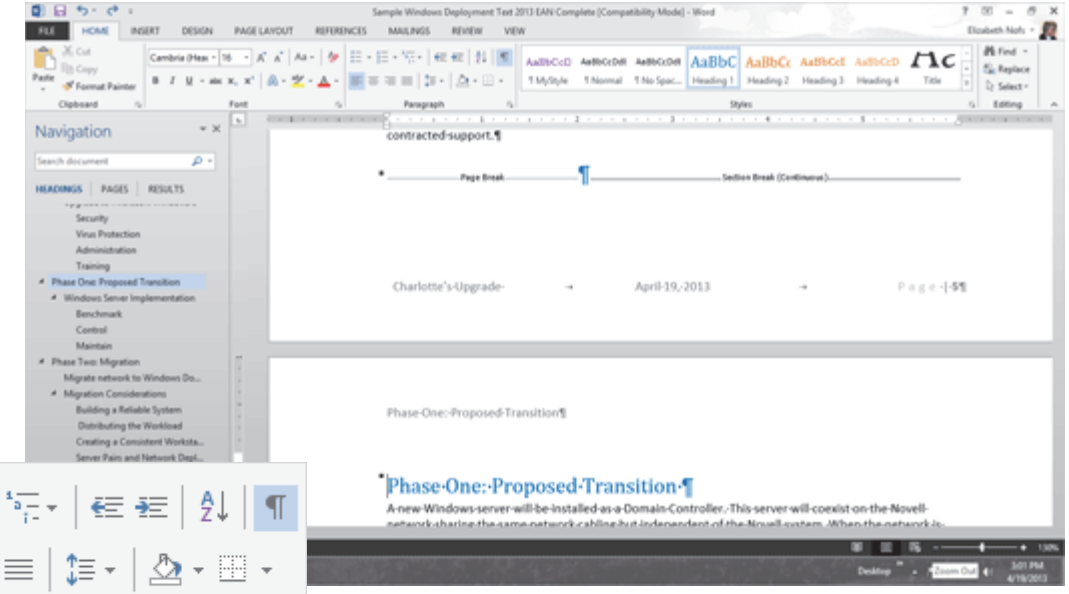
Take Two

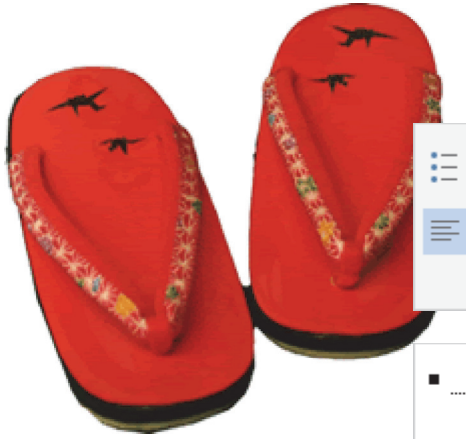
Delete the Section Breaks

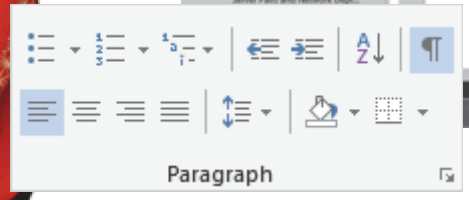
Try This: Remove the Breaks
Go to **Home -> Paragraph.**
Click on the **Show/Hide** button.

What Do You See? Each **Page Break** and **Section Break** is identified. You can place your cursor on the Break and delete the Break if you wish.

Home -> Paragraph -> Show/Hide









Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Delete Section Breaks

Insert a Page Break

Now that you have the Styles in place, it is easy to build a **Table of Contents**.

Before You Begin: Add a Blank Page For the Table of Contents. First, make a blank page between Page 1 and Page 2.

Try This: Insert a Page Break
Place your cursor at the top of Page 2.
Go to **Insert ->Pages->Page Break**.

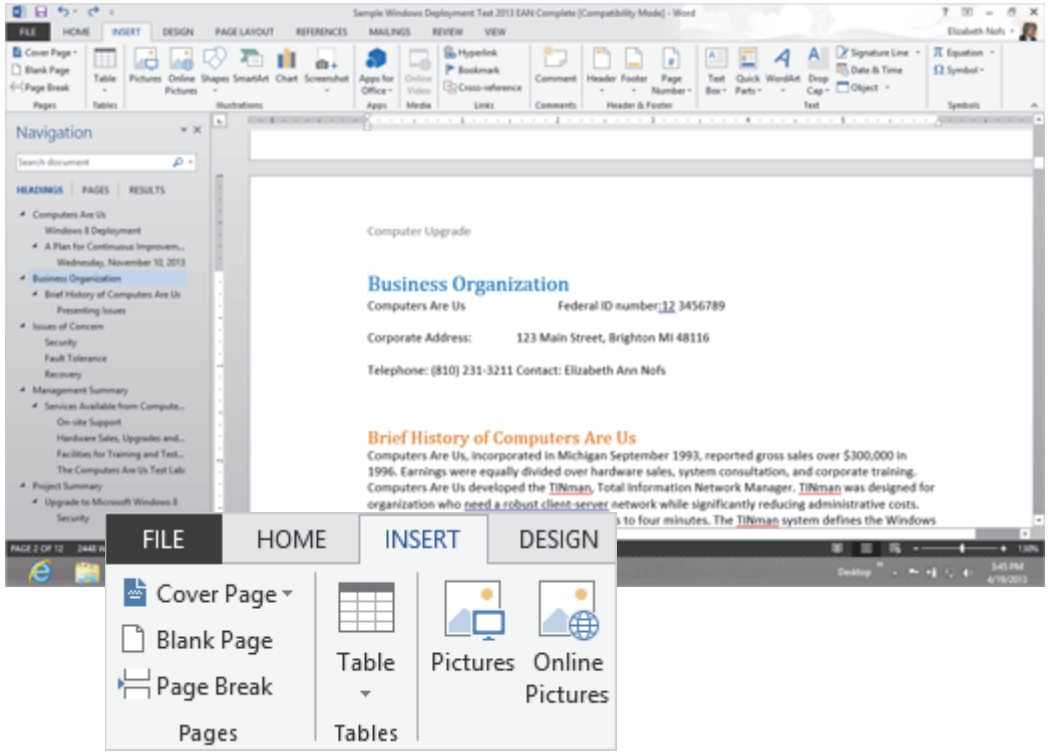
Keep going...

Memo to Self: You can add a Table of Contents, Figures or Authority with Quick Parts, too.
Go to **Insert->Text->Quick Parts**.
Select: **Field**.



Look through the Field list and you will recognize many of the tools in this lesson.

Insert -> Pages-> Page Break



Take Two

Table of Contents

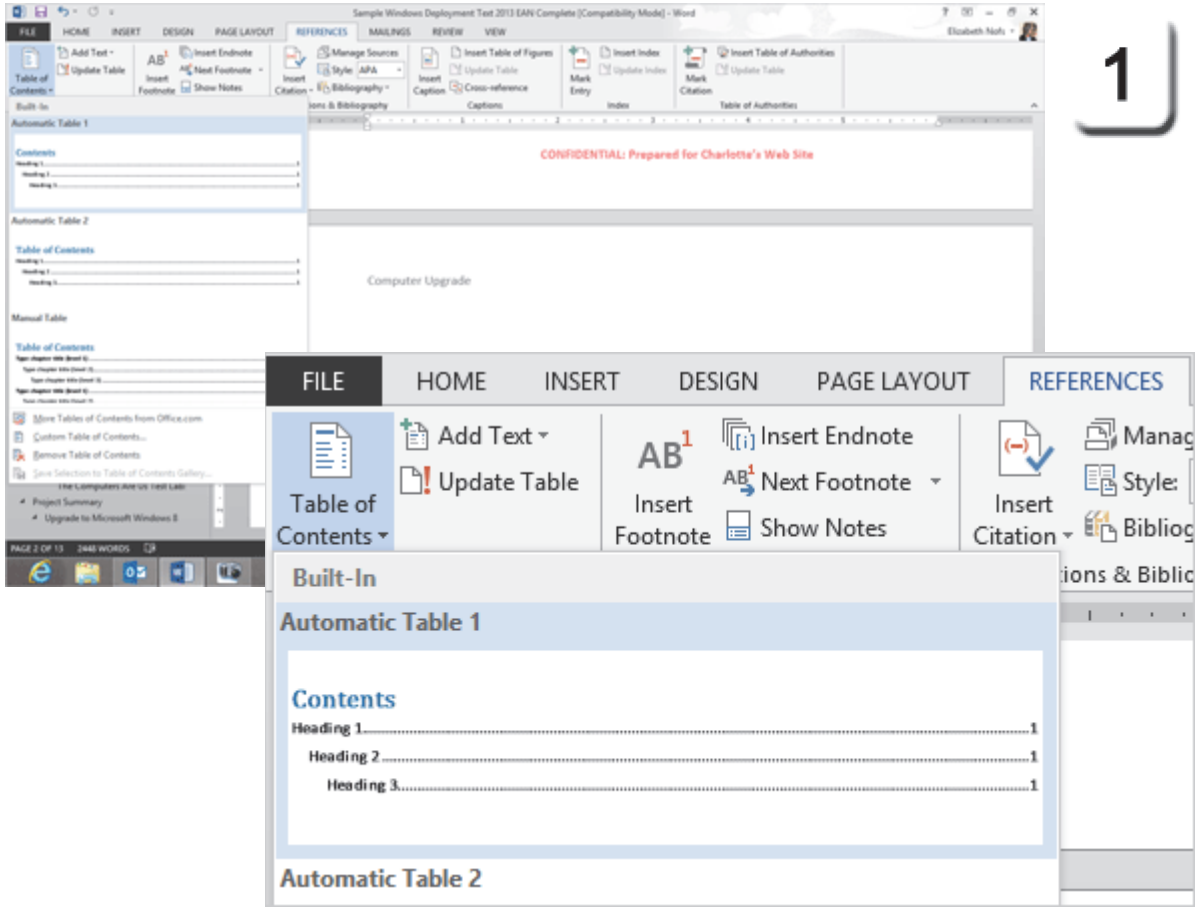
1. Try This: Create a Table of Contents
Go to the new, blank Page 2,
Go to **References**-> **Table of Contents.**
Click on **Table of Contents**.
Select a table from the gallery.
Keep going...

References-> Table of Contents-> Table of Contents

1



The Computer Mama is from Detroit.
This is an example of *Going in Style*.



The Table of Contents

What Do You See: A new Table of Contents will be created on Page 2. It is interactive. The Table of Contents is a set of hyperlinks to your Headings. Run your mouse over the contents and watch the cursor. You can click on any topic and go to the right page.

These hyperlinks act differently than links on a web page. Say you wanted to go to page 4. In Word, hold the CONTROL (Ctrl) key on the keyboard when you click on a hyperlink. You should go to page 4.

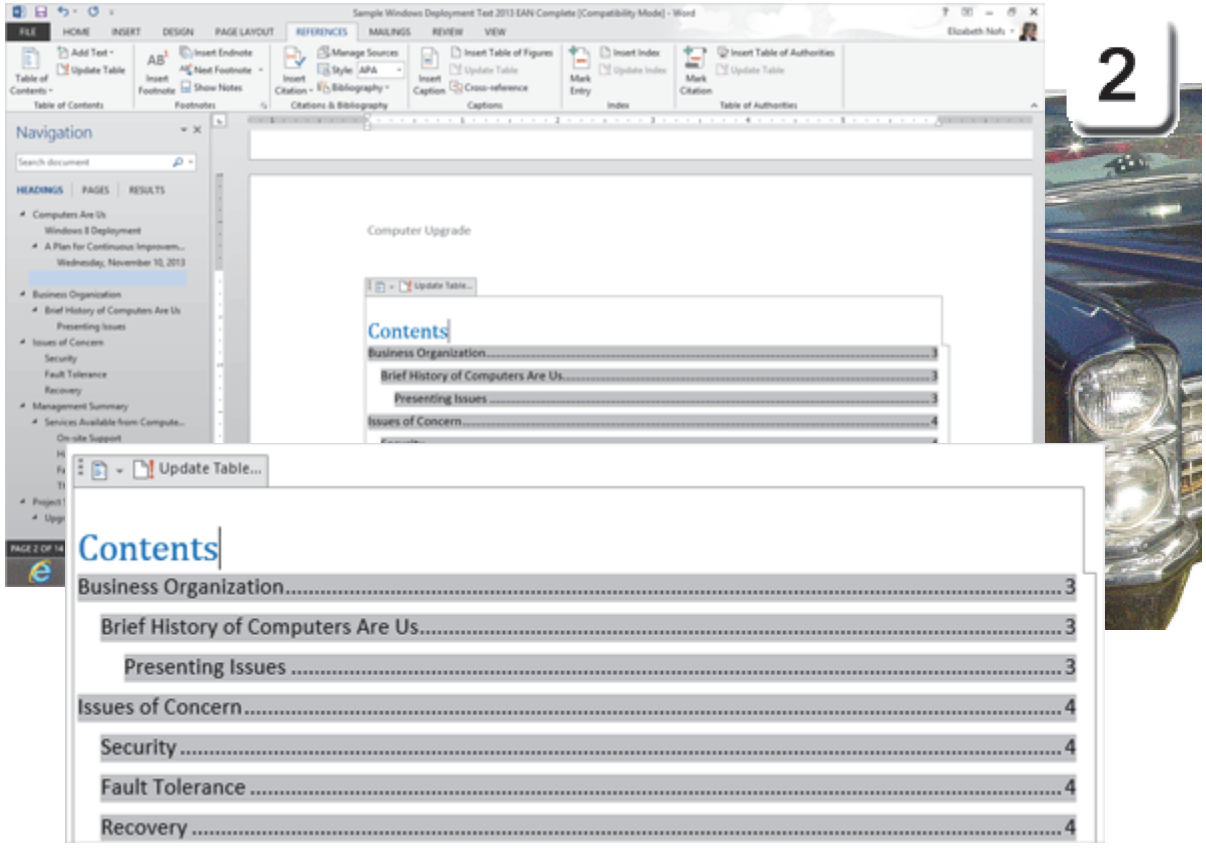
You can edit the Table of Contents if you wish. Say you wanted to delete the reference to the headlines on Page 1. Here are the steps.

2. Try This: Edit the Table of Contents

Place your cursor at the end of the second line in the Table of Contents. Highlight the three lines of text from the first page and delete them.

Keep going...

References-> Table of Contents

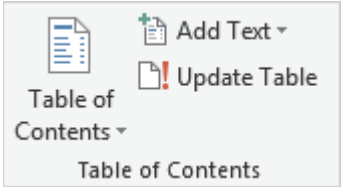


Take Two

Editing the T of C

Say you added or deleted the references in the Table. How do you update the Table of Contents?

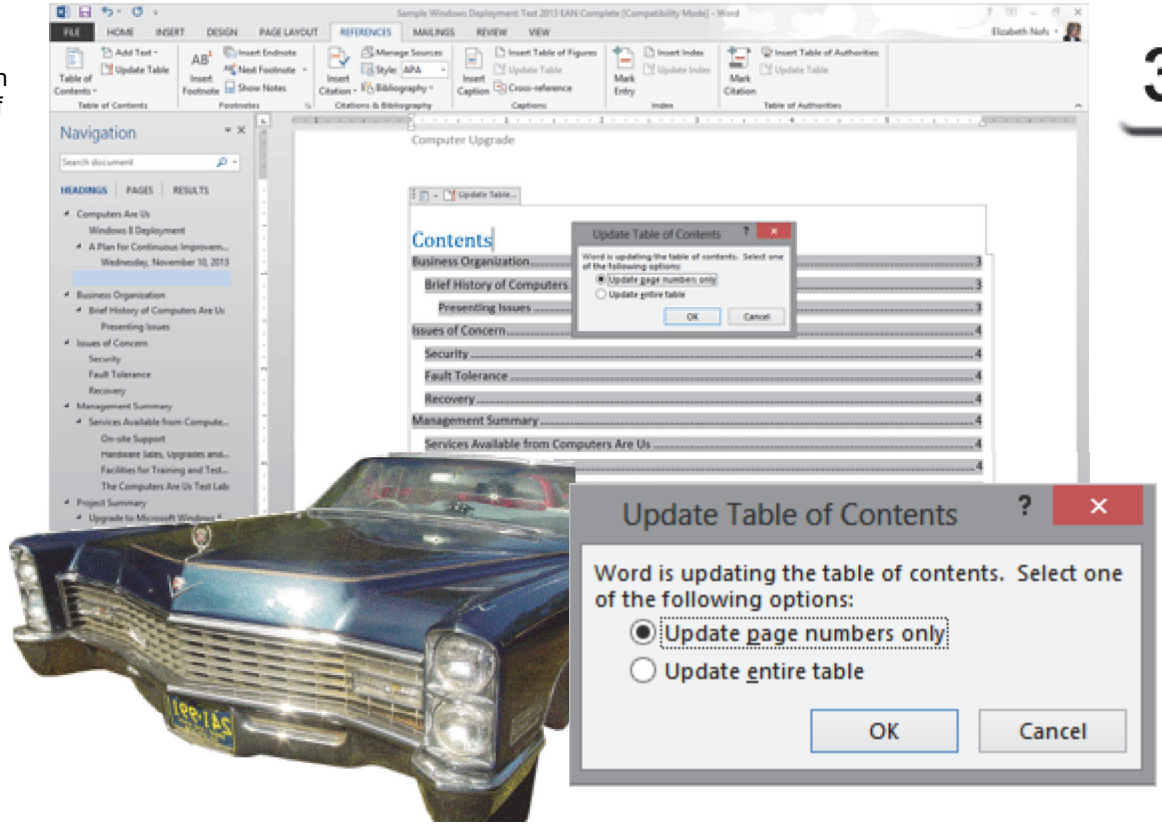
3. Try it: Update the Table of Contents
Go to the **References** tab.
Go to the **Table of Contents** group.
Click on **Update Table**.



You can update just the page numbers, or you can modify the entire table if you add more headings.

Click CANCEL. Keep going...

References -> Table of Contents -> Update Table



3

Modify the T of C

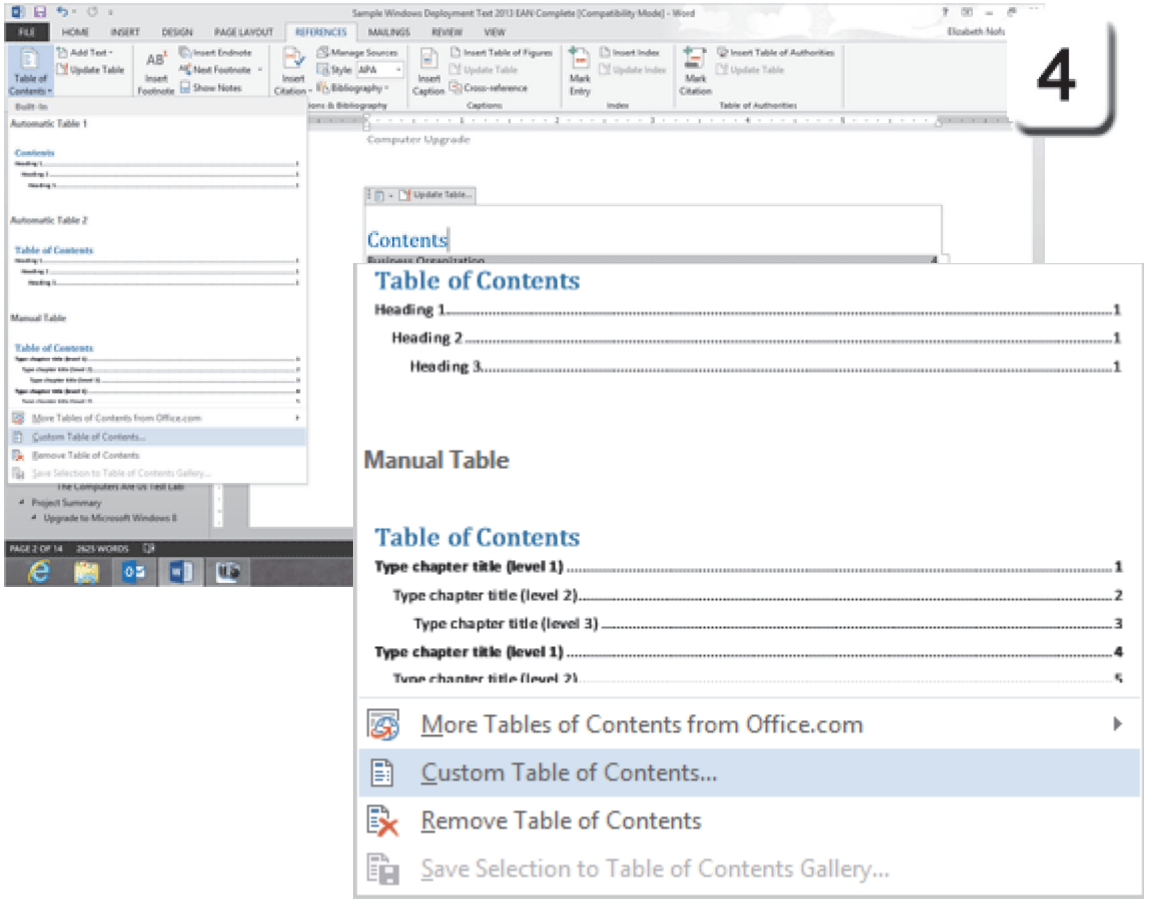
The entries in the Table of Contents are generated from the text formatted as Heading 1. You can change the Table if you wish.

4. Try it: Modify the T of C
Go to **References->Table of Contents.**
Select **Table of Contents.**
Go to the bottom of the menu and choose **Custom Table of Contents**.

Keep going...



References -> Table of Contents->Table of Contents-> Custom Table of Contents



Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Edit the Table of Contents

Take Two

Format the Table of Contents

What Do You See? You should see the options for page numbers, alignment, Tab leader, and how many levels you want.

5. Try This: Review the Options

Show page numbers: If you do not check this option, the page numbers will not be displayed in the Table of Contents.

Right align page numbers: If you do not check this option, the numbers will be placed next to the text, separated by a comma.

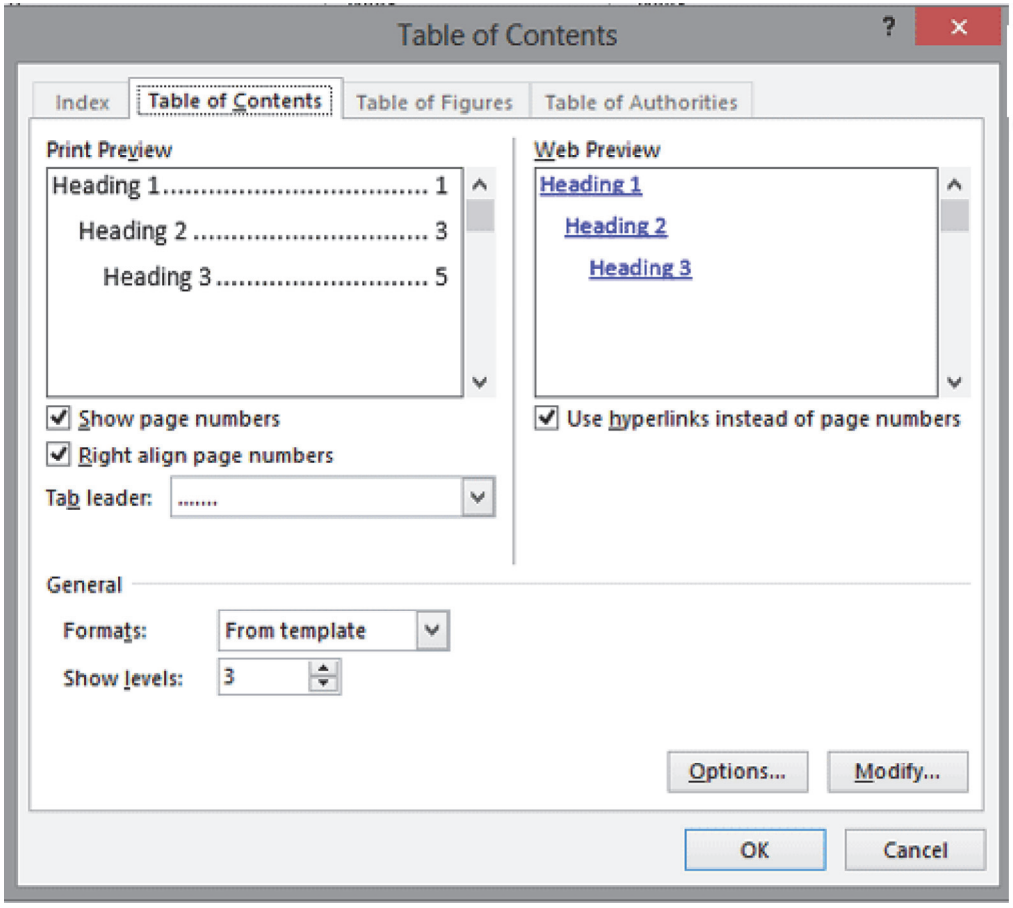
Tab Leader: The default Tab Leader is periods. You can choose dashes or a line.

Formats: From template means the Table of Contents will match the Normal template. You can select a different Style if you wish.

Show Levels: Levels 1, 2 and 3 are included in the Table of Contents. You can choose to display more or less levels.

Keep going...

References -> Table of Contents -> Insert Table of Contents



5

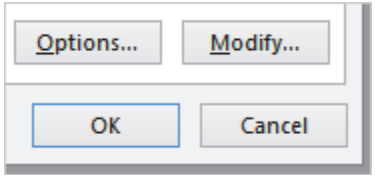
Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Format the Table of Contents

References -> Table of Contents -> Insert Table of Contents ->Options

Advanced T of C Options

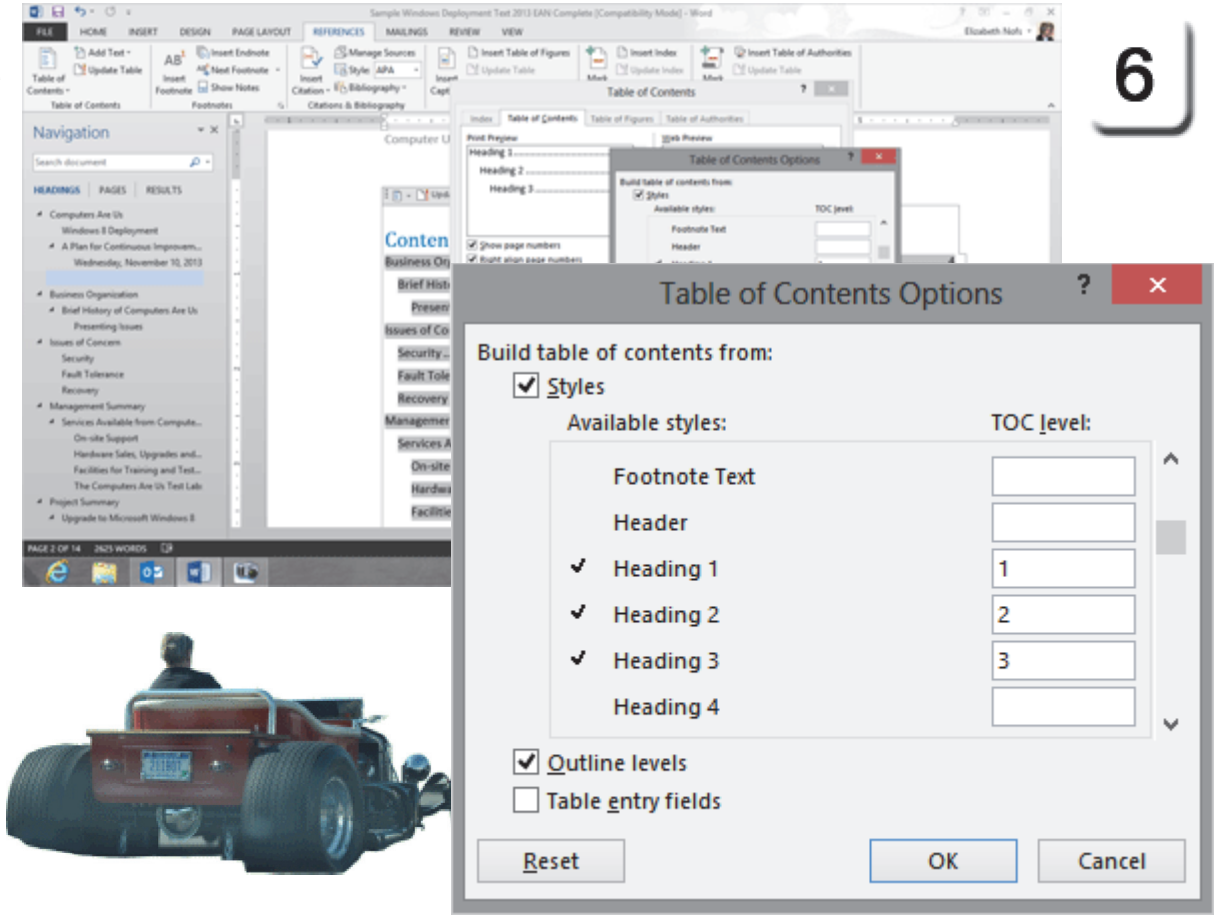
Say you wanted to include other Styles in the T of C. There are several advanced options for building the Table of Contents.

Before You Begin: Go to **References**.
Select **Table of Contents**.
Go to **Insert Table of Contents**.
Click on **Options**.



6. Try This: Review the Options
By default, Heading 1, 2 and 3 are included in the Table of Contents. These Options let you select other entries you would like to include. You can include the Captions, Footers, Headers, Quotes, Intense Quotes and Subtitles..but why?

Click **OK** to close this Option Window, please. Then **OK** to close the Tof C Window as well. Keep going...



Add Text to the T of C

You can add new topics to the Table of Contents with the **Reference** Ribbon. You can also use this button to change the Level in the Table of Contents.

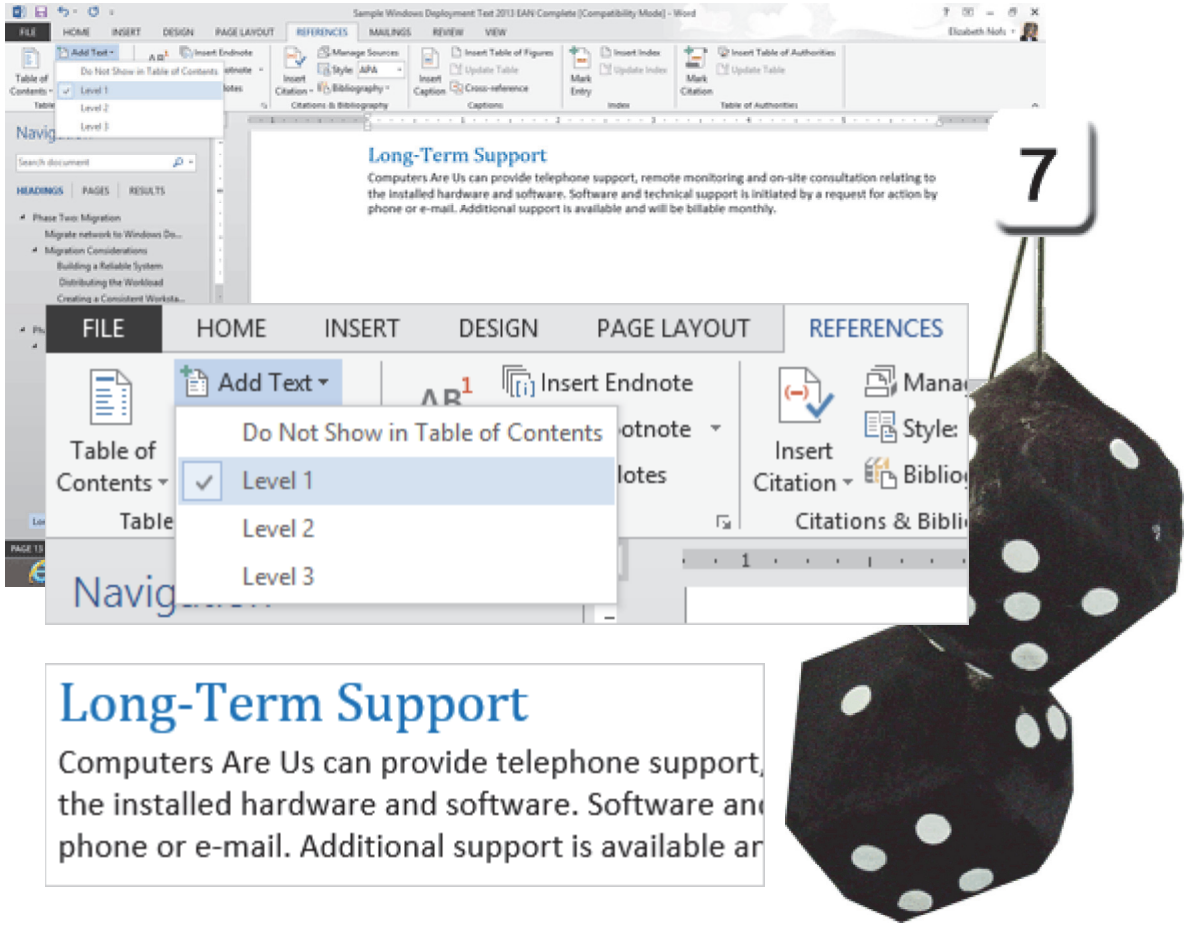
7. Try it: Add Text to the T of C
Select the text: Long-Term Support.
Go to **References**->**Table of Contents**.
Click on **Add Text**.
Select **Level 1**.

What Do You See? The text will be Formatted with a Style: Heading 1. The Levels in the Table of Contents (Level 1, 2, and 3) are formatted with Styles.

Try This, Too: Update the Table
Go to **References->Table of Contents,**
Click on **Update Table**.
The new Level 1 topic will be included in your Table of Contents.

Very good. That pretty much covers the Table of Contents tools.

References -> Table of Contents -> Add Text



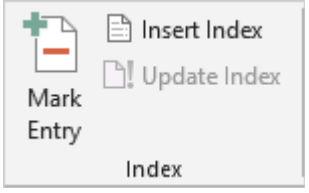
Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Format the Table of Contents

Take Two

Mark Text for an Index

Creating an Index is similar to creating a Table of Contents: Text is selected and marked as an entry.

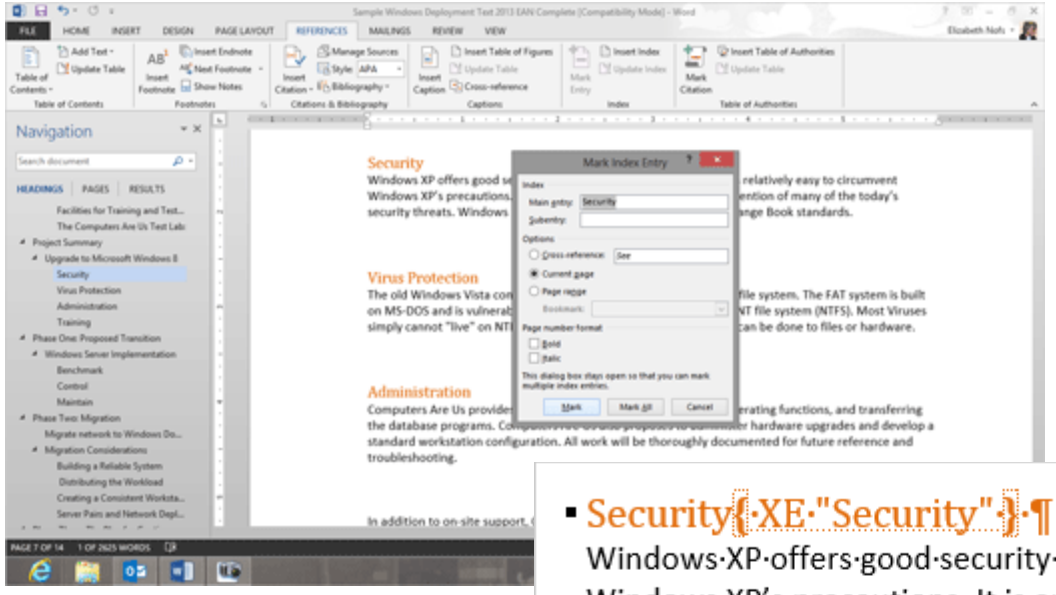
1. Try This: Mark Text for the Index
Select the text your would like to include in the Index: Security.
Go to **Reference -> Index.**
Select: **Mark Entry.**

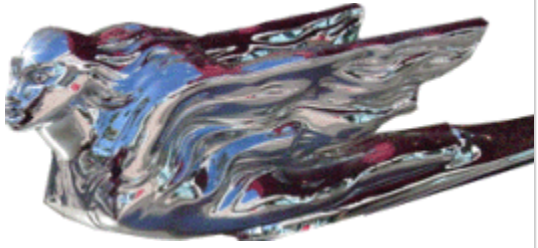


Keep going..

References -> Index ->Mark Entry

1







References -> Index ->Mark Entry

Mark an Index Entry

What Do You See? The text you selected will be the Main entry. You can add a Subentry if you wish. At the bottom of this screen you can check whether you want a Bold or Italic page number format.

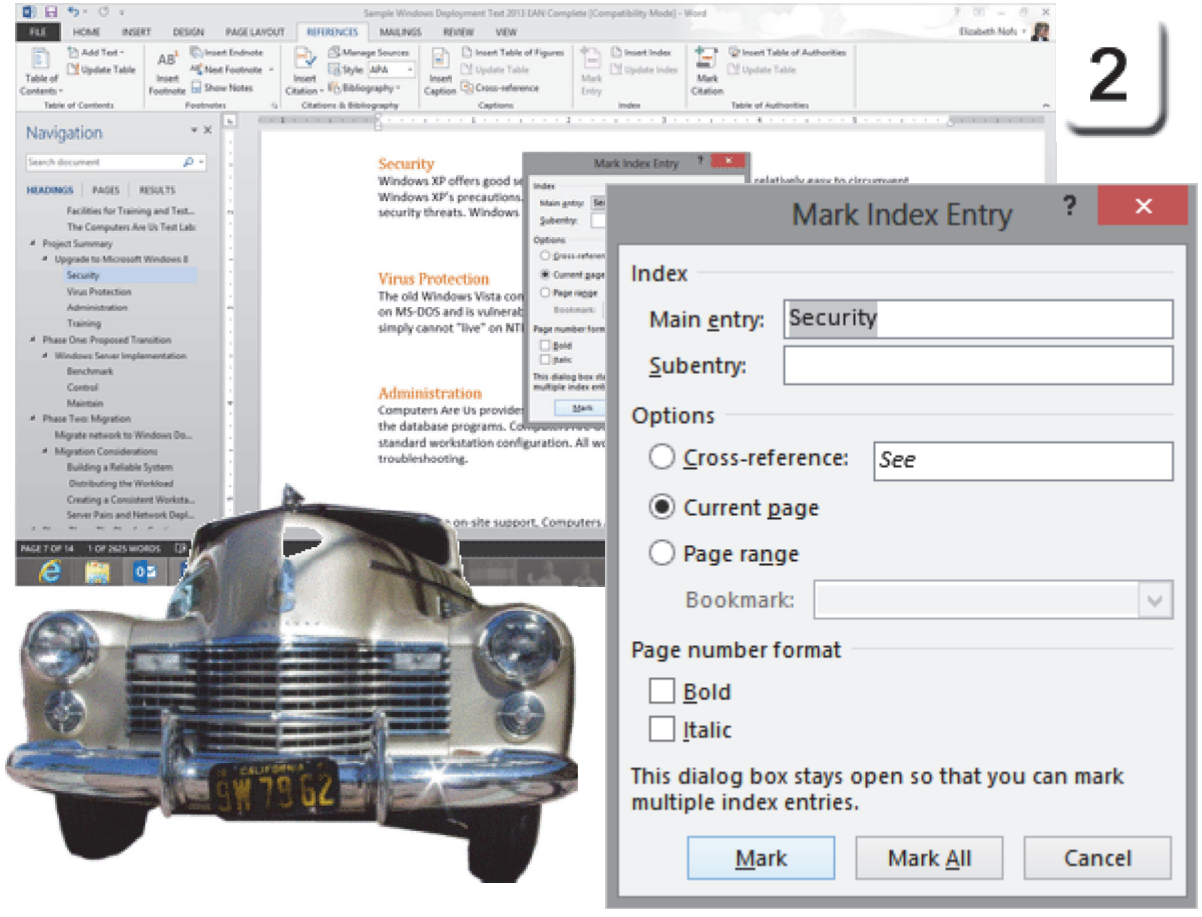
What Else Do You see? You can use this dialogue box to create a **Cross-reference** as well. A cross-reference is another entry that supports or explains this topic.

2. Try This, Too: Select several more topics and mark each topic for entry to include them in the Index.

Click **Mark** for each Index Entry.
Close this window and keep going...

Memo to Self: When you mark an entry for the index you are adding a bit of code to the text, just like the Styles.

The Show/Hide command will reveal the Index code:{XE "Control"}. .



Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Mark Index Entries

Create the Index

After you mark your text for entry, you can create the Index.

Before You Begin: An Index is usually at the end of the document. Please go to the last page and insert a blank page.

3. Try This: Insert the Index

Go to **References -> Index.**

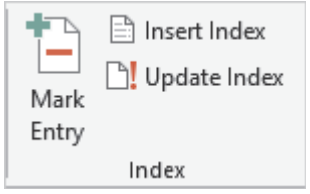
Select: **Insert Index**.

Type: Indented

Columns: 1.

Language: English.

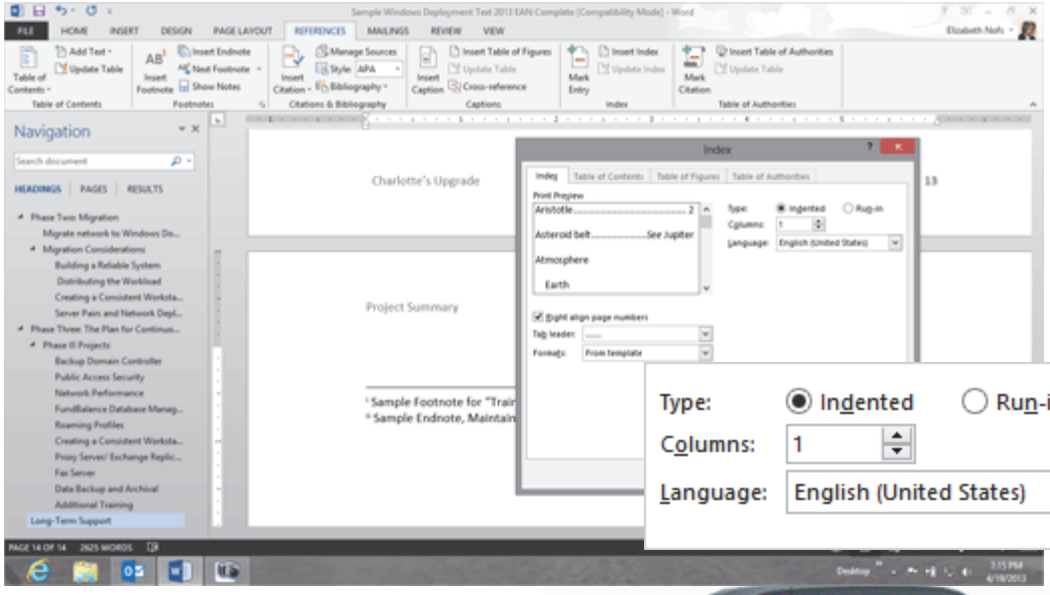
Click **OK**.



What Do You See? The new Index will show the marked entries as an alphabetical list that includes the page numbers.

Keep going, please...

References -> Index ->Insert Index







Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Create an Index

Insert a Citation

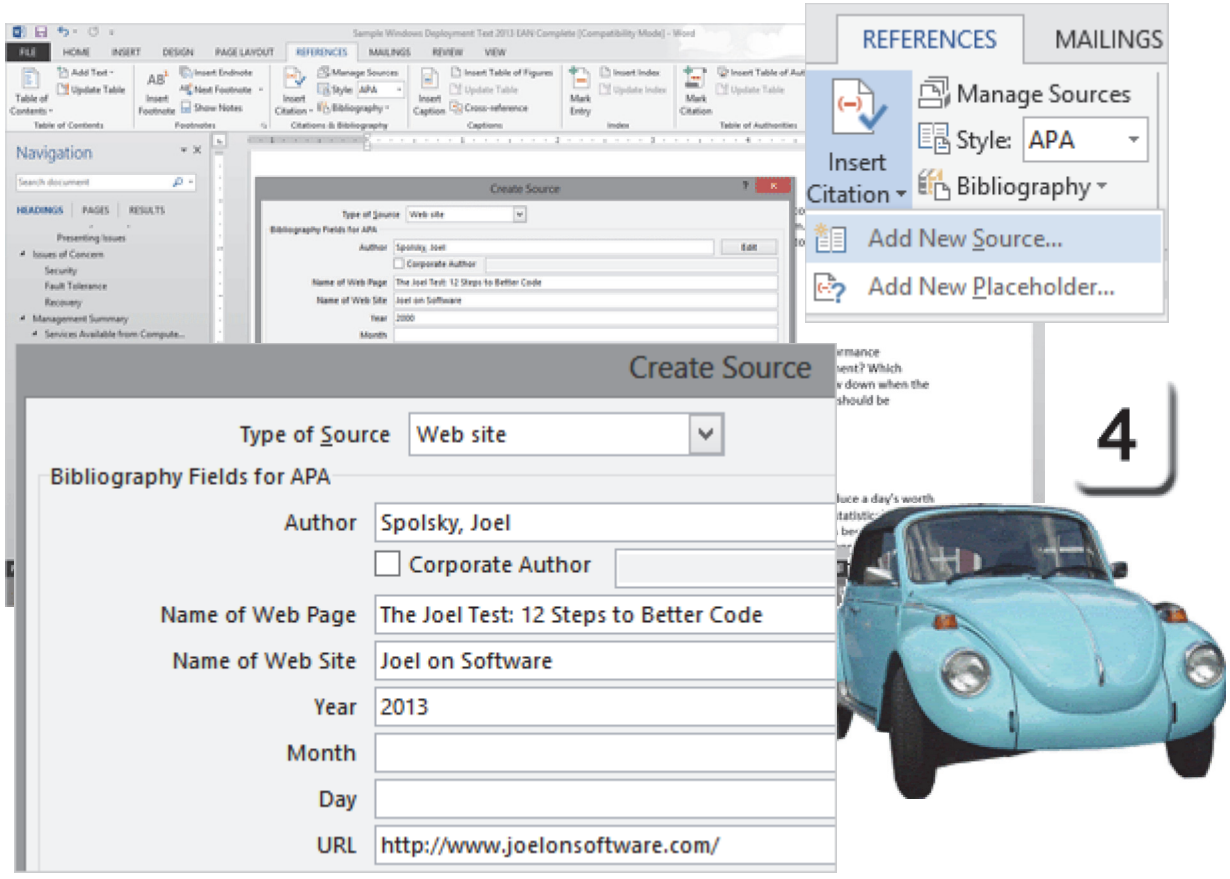
A **Bibliography** is a list of the sources and references that are used in a document. The Bibliography is compiled by marking Citations throughout the document.

4. Try This: Insert a Citation
Place your cursor at the end of a sentence in your sample document.
Go to the **References Ribbon.**
Go to **Citation and Bibliography.**
Click on **Insert Citation**.
Select: **Add New Source**.

Fill in the following, please:
Type of Source: Web site.
Author: Spolsky, Joel.
Name of Web SIte: Joel on Software.
Year: 2013.
URL: http://www.joelonsoftware.com

Click OK. Keep going...

References -> Citation and Bibliography-> Insert Citation



Working with Citations

What Do You See? The Citation in this example reads (Spolsky, 2013).

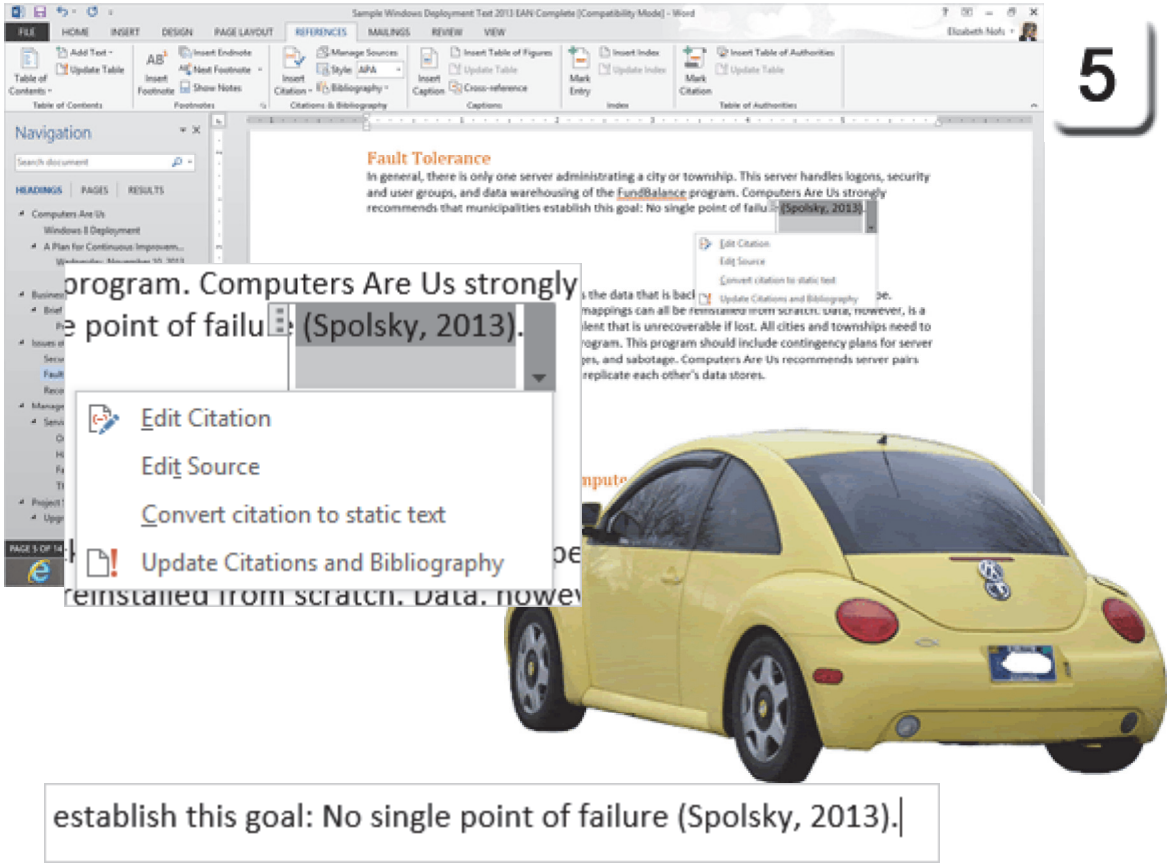
5. Try This: Edit the Citation

Click on the Citation. The options are:
Edit the citation
Edit the source
Convert to text

If you edit your citation you can use this control to **Update the Bibliography,** as well as the Citation reference in your Master List.

Memo to Self: Citations have new options in Word 2007, 2010 and 2013.These functions are not available in documents created in Word 97-2003. You can copy and paste your work into a new Word document to enable these options.

References -> Citations and Bibliography



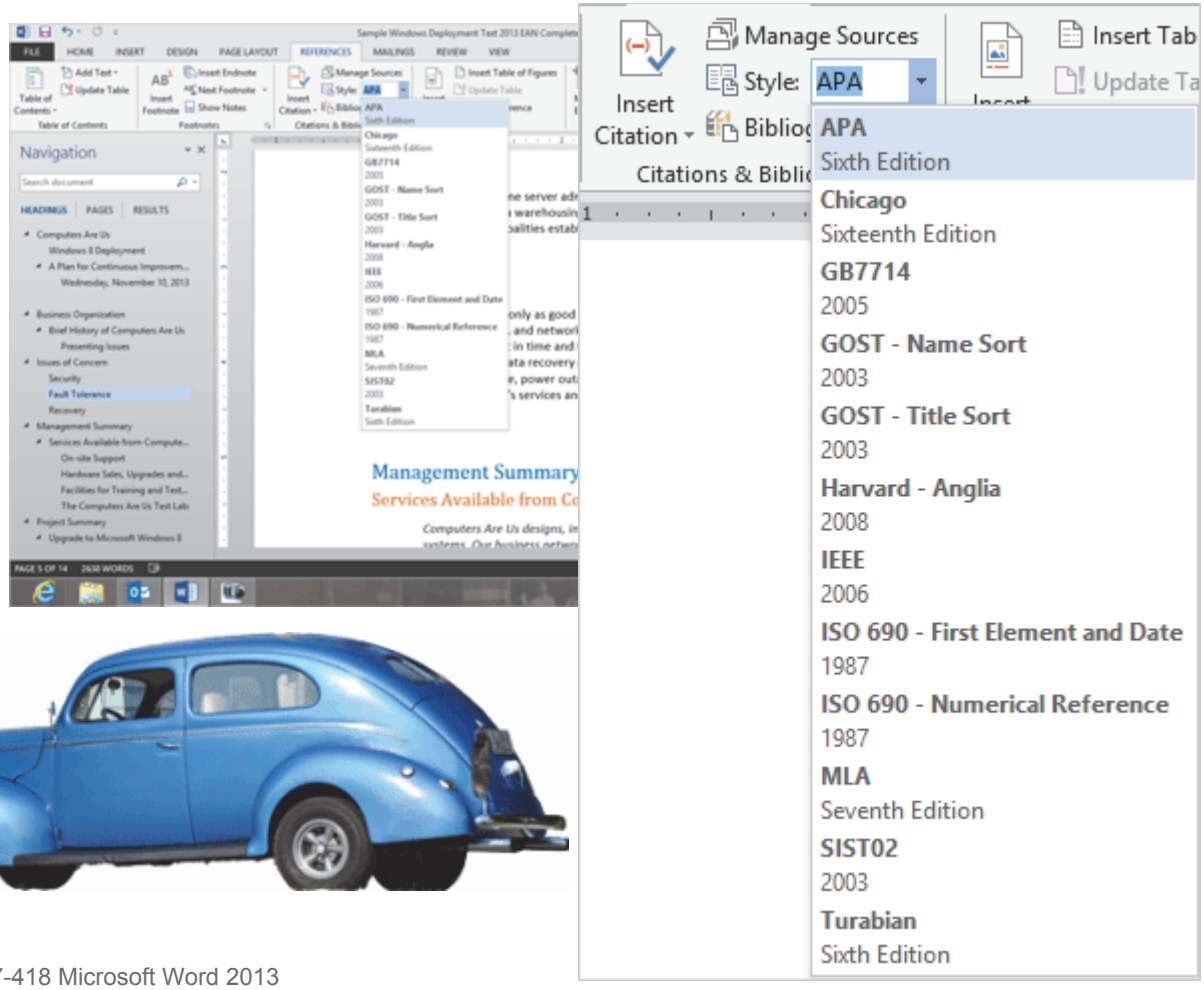
Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Update Citations

Citation Styles

There are several reference styles in Microsoft Word 2013. The list includes the **Chicago Manual of Style**, a veteran style reference that has been published by the University of Chicago Press since 1906. The **MLA** is a style that is published by the Modern Language Association.

The **APA style** is published by the America Psychology Association and is used for social science papers and dissertations. The APA style uses Harvard referencing: The author-date system of citations and parenthesis.

References -> Citations and Bibliography ->Style



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Modify Citation Styles

Create a Placeholder

Say you add a quote from a white paper or website in your document, but you do not have all of the information for the citation. You can create a **Placeholder** for a source and fill in the blanks later.

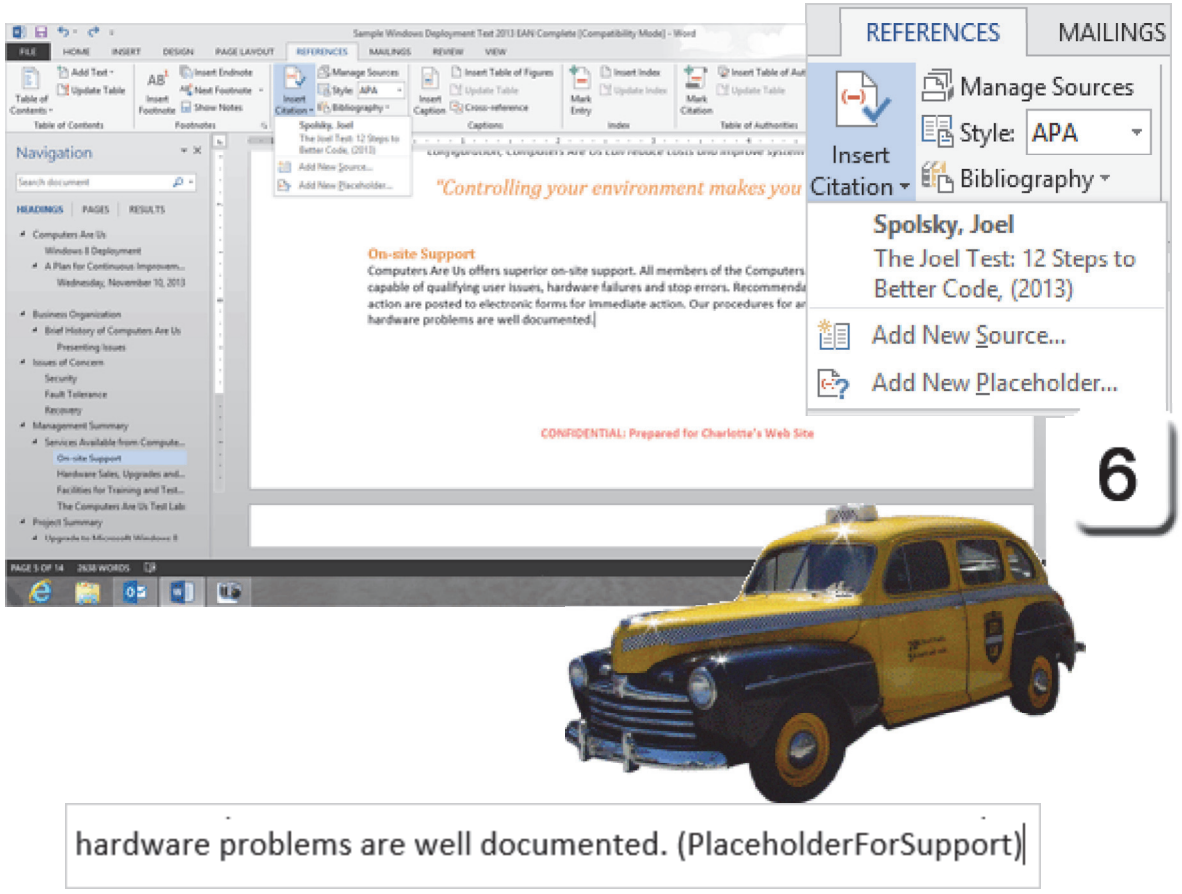
Before You Begin: Place your cursor at the end of a sentence.

6. Try This: Create a Placeholder
Go to **References.**
Go to **Citation and Bibliography.**
Go to **Insert Citation-> Add Placeholder**.
Enter a name: PlaceholderForSupport.
Click **OK**.

What Do You See? A new Placeholder will mark the citation.

Keep going...

References -> Citation and Bibliography-> Insert Citation ->Add New Placeholder



hardware problems are well documented. (PlaceholderForSupport)

Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Create a Citation Placeholder

References -> Citation and Bibliography-> Manage Sources

Managing Sources

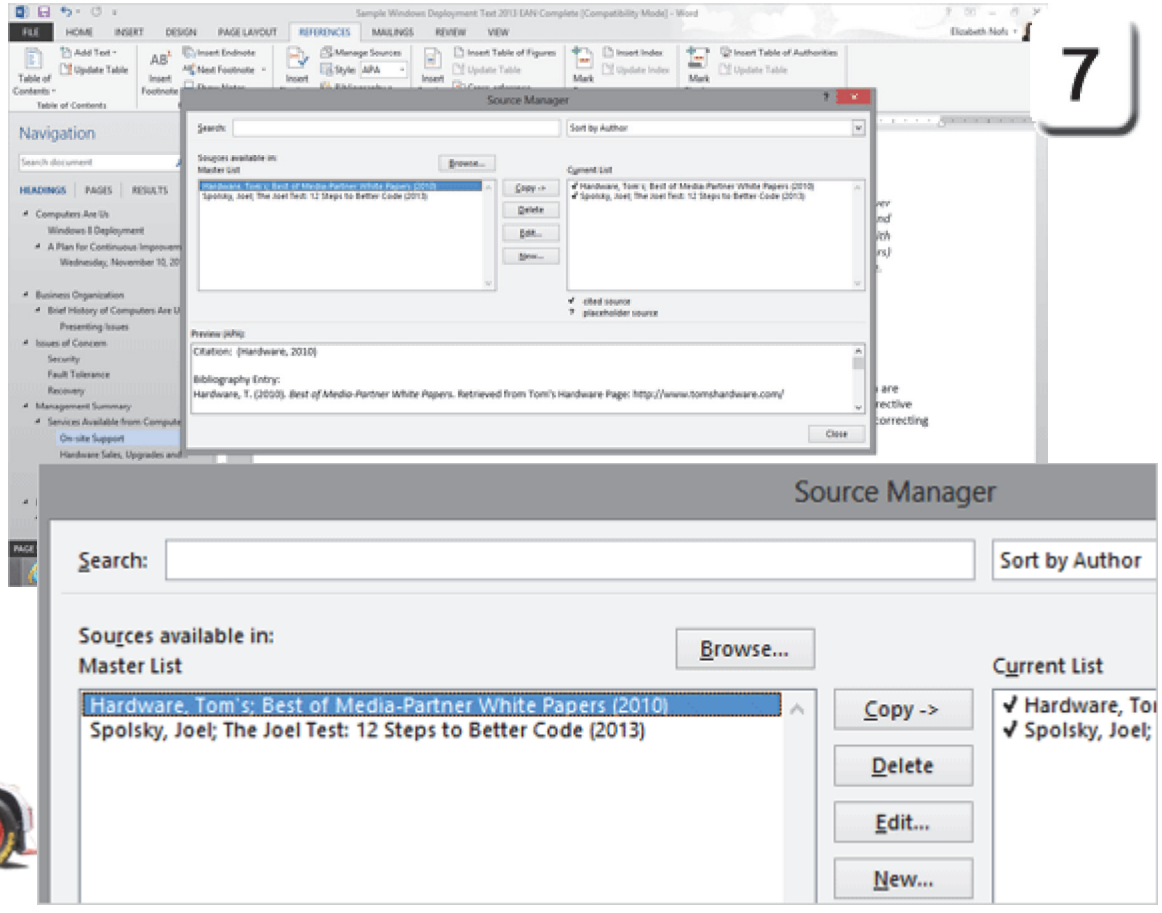
Microsoft Word has a convenient method for organizing your sources. You can use the **Source Manager** to find a reference by author, title, year or tag. You can also transfer your sources to another document.

7. Try This: Manage Your Sources
Go to the **References Ribbon.**
Go to **Citation and Bibliography,**
Click on **Manage Sources.**

What Do You See? The **Master List** displays all of the sources and placeholders available. You can Copy, Delete, and Edit the sources.

Click **Close**. Keep going.

Memo to Self: You can create new sources or edit your **Placeholders** in the **Source Manager**.





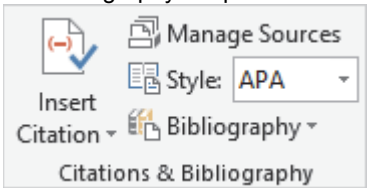
Exam 77-426 Microsoft Word 2013 Expert
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Use the Source Manager

Take Two

Insert a Bibliography

Just like the Table of Contents and the Index, you can create a **Bibliography** after you insert the Citations.

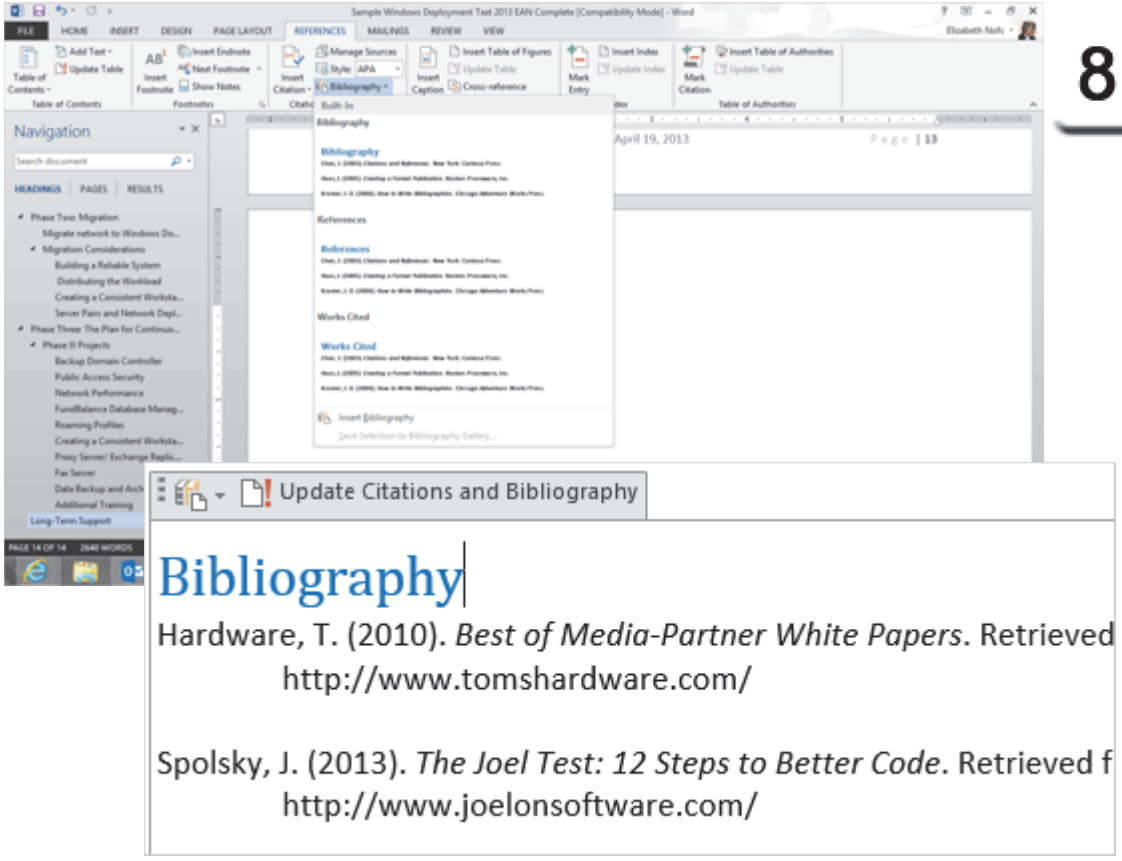
8. Try This: Insert a Bibliography
Please place your cursor on the last page of this sample document.
Go to **References**
Go to **Citation and Bibliography.**
Click on **Bibliography**.
Choose a Bibliography template from the list.



What Do You See? When you click on the Bibliography, you will see the options to **Format** or **Update Citations and Bibliography**.

Way cool technology.

References ->Citation and Bibliography-> Bibliography



8

Use the Picture Captions

A Table of Illustrations is created by adding a Caption to the pictures. The steps are the same as for an Index, Table of Contents or Bibliography.

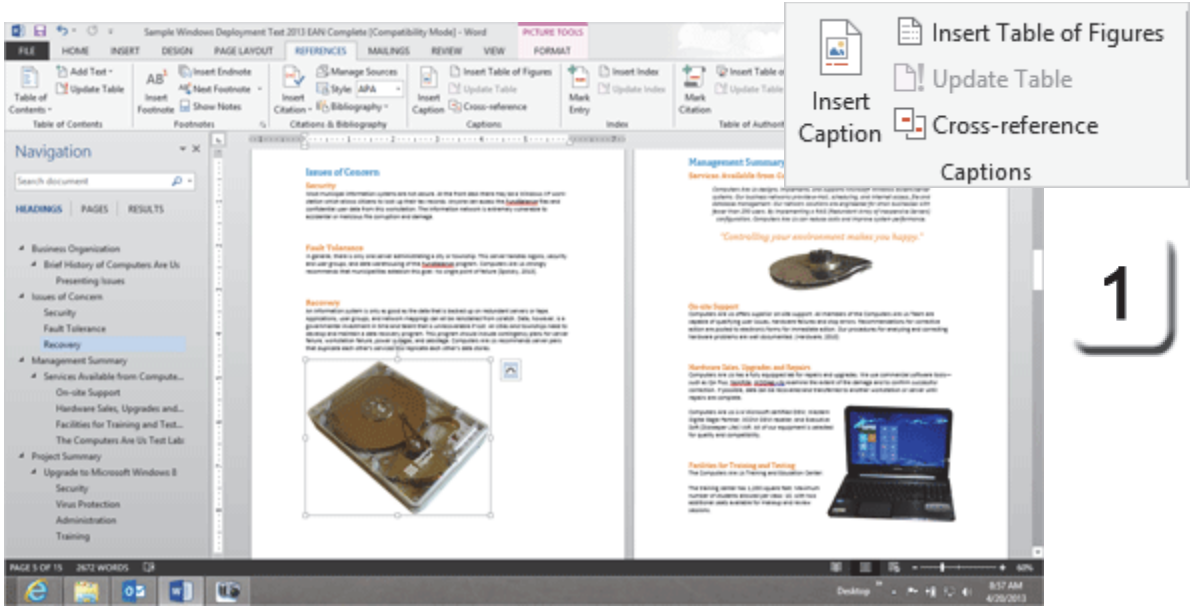
Before You Begin: Please insert a couple of pictures into this document. The pictures shown in this example can be downloaded from the second page of our lesson.

1. Try This: Add a Caption
Click once on a picture to select it.
Go to **References->Captions.**
Click on **Insert Caption**.

Keep going...

Memo to Self: You can add a **Caption** to a photo, illustration, ClipArt or Chart.

References -> Captions-> Insert Caption





Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.2 Create Captions: Insert a Caption

Take Two

Edit the Caption

What Do You See? There are several options that you can edit in the caption.

Caption: You can type a name or description after the words: Figure 1. This is the text that will be displayed below the photo or illustration.

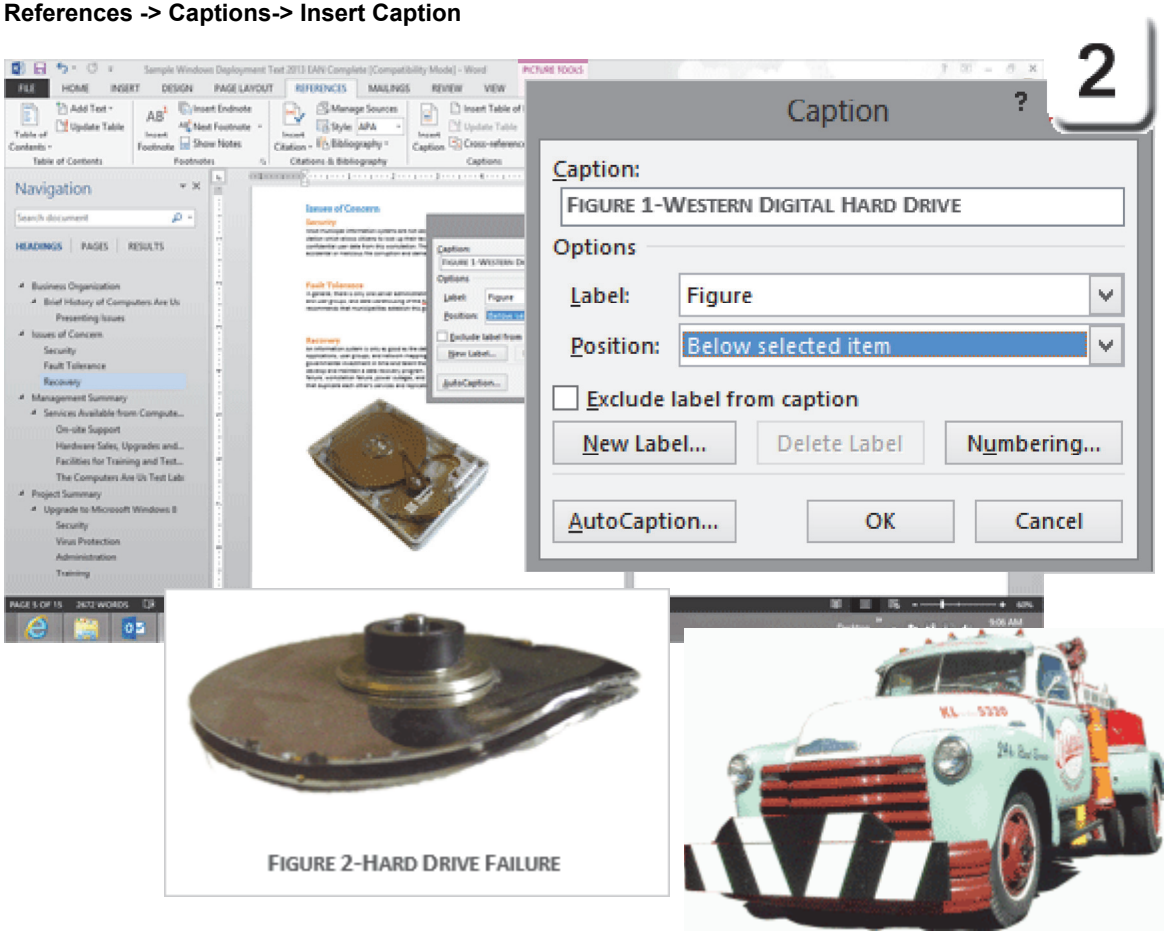
Label: You can choose Figure, Equation or Table if you wish.

Position: Below or Above.

Numbering: By default, the numbering begins with 1, 2, 3. Just like the page numbers, you can choose a different style.

2. Try This: Edit the Caption
Enter the Caption as shown on this page.
Click **OK**. Keep going...

References -> Captions-> Insert Caption



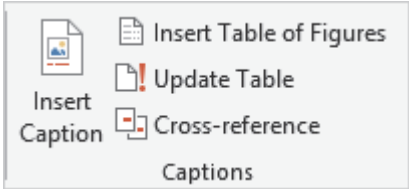
Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.2 Create Captions: Insert a Caption

Take Two

Insert a Table of Figures

Say you selected several pictures and added a caption to each one. Now, you can create a **Table of Figures**.

3. Try This: Insert a Table of Figures
Place your cursor at the end of this document.
Go to the **References->Captions.**
Click on **Insert Table of Figures**.

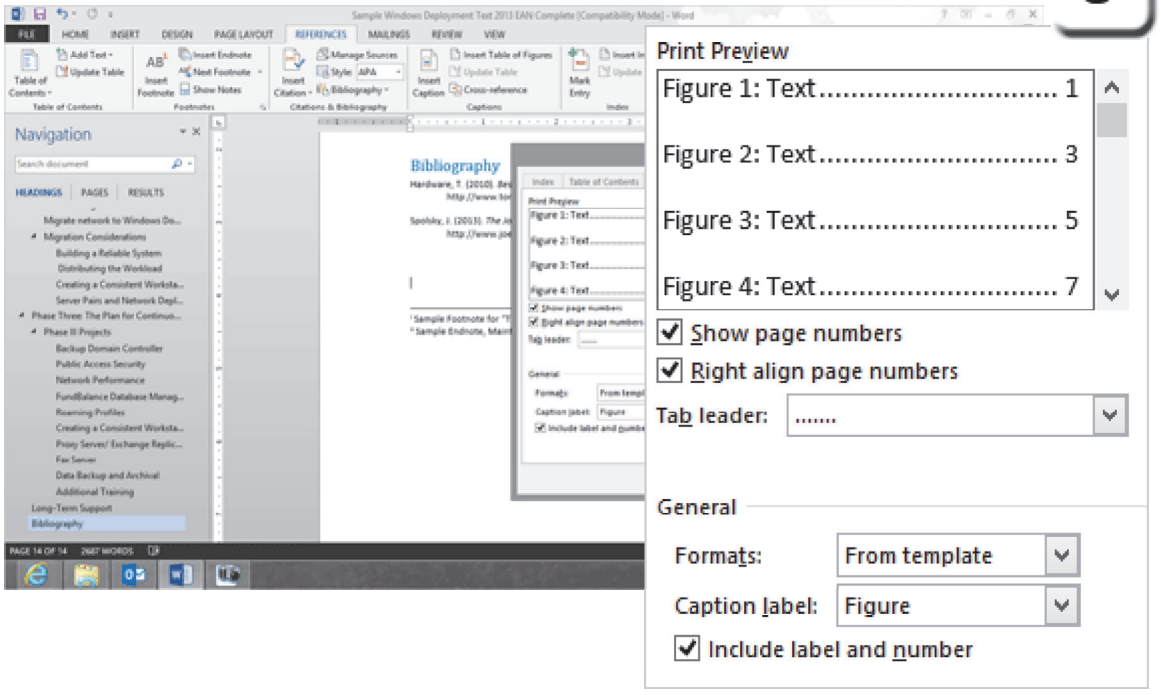


What Do You See? You can choose to show the page numbers, edit the alignment, and select a Tab leader.

Click **OK**. You should see a Table like the Table of Contents but it links to the pictures. Neat!

References -> Captions-> Insert Table of Figures

3





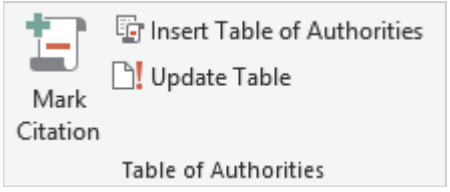
Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Update a Table of Figures

Table of Authorities

A **Table of Authorities** is for legal papers. The Table of Authorities cites cases, statutes, Treatises, Regulations and Constitutional Provisions in a legal brief or document.

Creating a Table of Authority

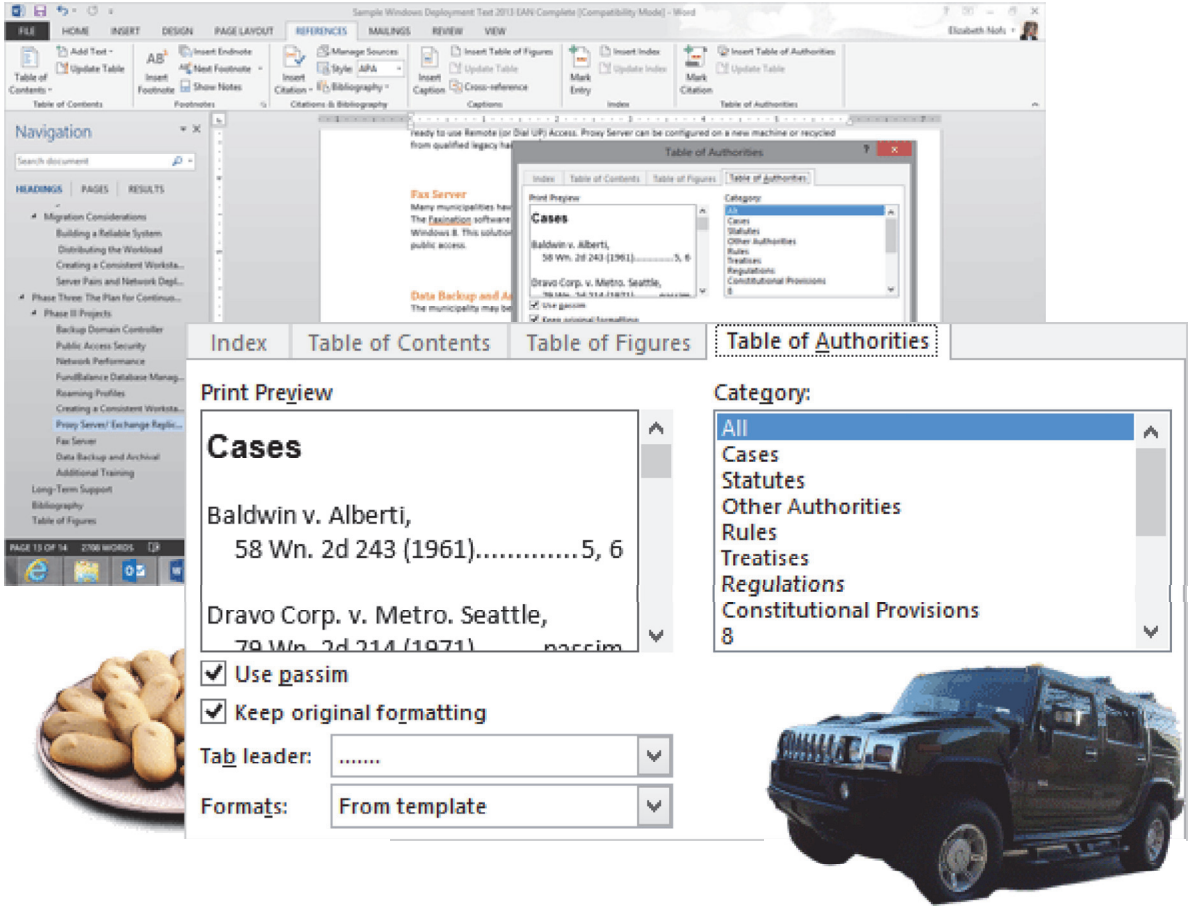
The process is the same as the one we used to create a Table of Contents, Index, or Reference page:
Select the relevant text
Mark the Citation
Create the Table.



Note: The Table of Authorities by default uses the passim short form.

Done and Done!

References-> Captions-> Table of Authorities



Practice Activity

Going in Style





Before You Begin: Start Microsoft Word 2013.
This practice includes a sample file: Benefits of Online Learning.docx

Try This: Do the following steps

1. Open the sample document Benefits of Online Learning.docx
2. Format all of the Headings to **Style 1**.
3. Insert a cover page.
4. Add the **Alphabet** Footer from the Footer Menu.
5. Edit the Footer in this document to have a different first page.
6. For the first page clear the field where it says [Type Text] and leave blank.
7. For all other pages, add the date using the Date & Time command in the footer where it says [Type Text].
8. Format the page numbers to be a, b, c .
9. Format the first page to show NO page number.
10. Insert a blank page. Create a Table of Contents on the blank page.
11. Mark 3 instances of the phrase online learning for inclusion in an index.
12. Create an index on a new blank page at the end of your document.
13. In the last paragraph, create a citation for the census information on income using the following information: U.S Census Bureau, The Big Payoff: Educational Attainment and Synthetic Estimates of Work-Life Earnings. July 2002 www.census.gov/prod/2002pubs/p23-210.pdf
14. In the first paragraph, create a placeholder named eLearning at the end of the last sentence.
15. Clear the formatting from the words Source: US Census in the last paragraph.
16. Insert a picture of a computer or other eLearning related image.
17. Add the following caption using the Caption command: Available 24/7.
18. Save your work as Going in Style Practice Activity.

Test Yourself

1. Date and Time can be set to update automatically with a check box in the Date and Time dialogue box.
a. TRUE
b. FALSE
Tip: Advanced Guide to Word, page 148

2. Which of the following can be found in the Insert-> Pages group?
(Select all correct answers.)
a. Cover Page
b. Blank Page
c. Page Break
Tip: Advanced Guide to Word, page 156

3. To give each section in a document a different Footer, the Link to Previous option has to be turned...
a. On
b. Off
Tip: Advanced Guide to Word, page 153

4. To create an index, first you mark the text that you want included in the index.
a. TRUE
b. FALSE
Tip: Advanced Guide to Word, page 164

5. Word 2013 includes a tool for creating citations where the user fills in the boxes in the Create Source dialogue box.
a. TRUE
b. FALSE
Tip: Advanced Guide to Word, page 167

6. Where does the Bibliography function get the list of sources?
a. The user must enter them by hand
b. From the Citations entered in the text
c. From the Internet
Tip: Advanced Guide to Word, page 172

7. Which of these Styles does NOT appear in the Navigation Pane?
(Select all correct answers.)
A. Normal
B. Heading 1
C. Heading 2
D. Quote
Tip: Advanced Word, page 139, 140

8. What is the command for adding a Header?
A. Insert-> Header & Footer->Header
B. View-> Header
C. Page Layout-> Header

Tip: Advanced Word, page 143

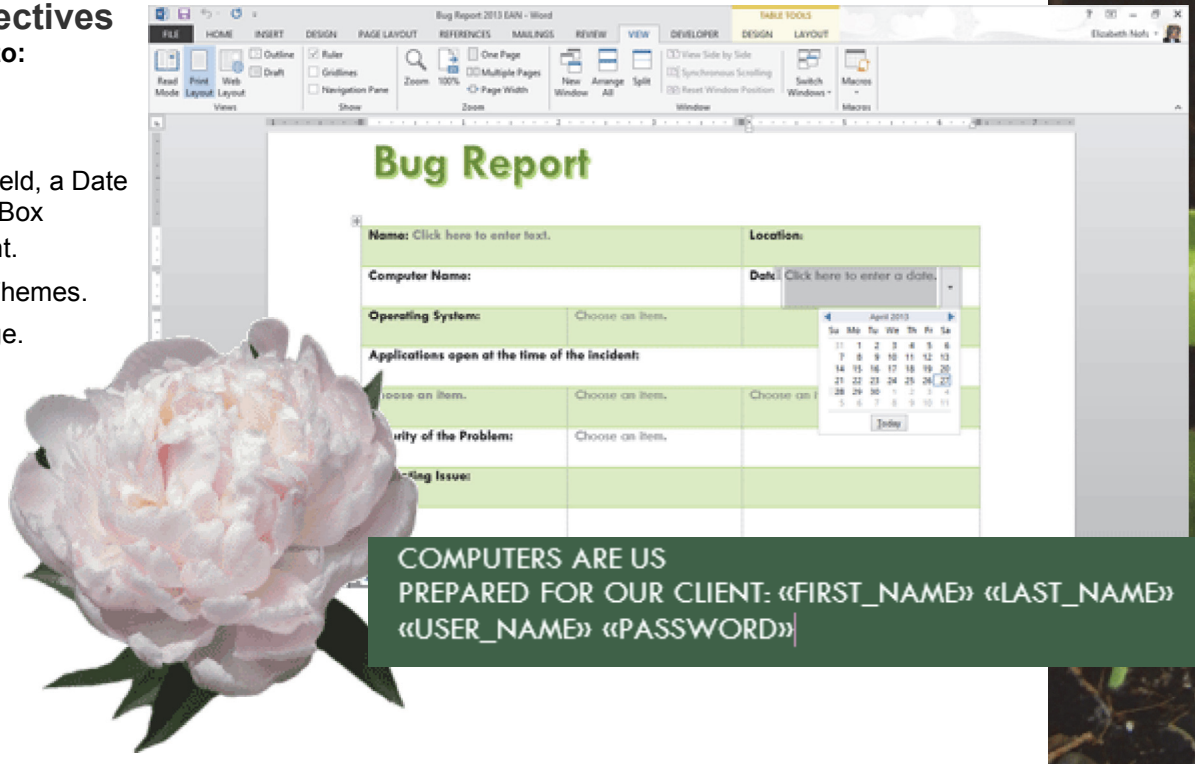


Who Done It?

Advanced Word Objectives

In this lesson you will how to:

1. Merge cells in a table.
2. Show Developer Toolbar.
3. Add a Text Control Form Field, a Date Picker Control, and a Combo Box Control. 4. Protect a document.
5. Apply, Create and Modify Themes.
6. Insert and edit a Cover Page.
7. Link a form to a database.



Lesson 5: Who Done It?

1. Readings

Read Lesson 5 in the Advanced Word Guide, page 179-220.

Project

Create an interactive form using the Developers Tools. This form will include a Cover Page, Smart Art and a Screen Shot.

Downloads

Files used in the lesson:

Bug Report 2013.docx
Bug Report 2013 with Mail Merge.docx
Charlottes Employees 2013.mdb

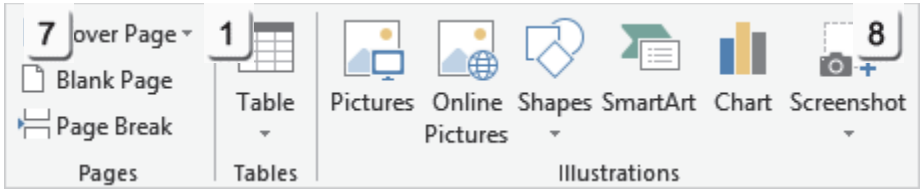
2. Practice

Complete the Practice Activity, page 221.

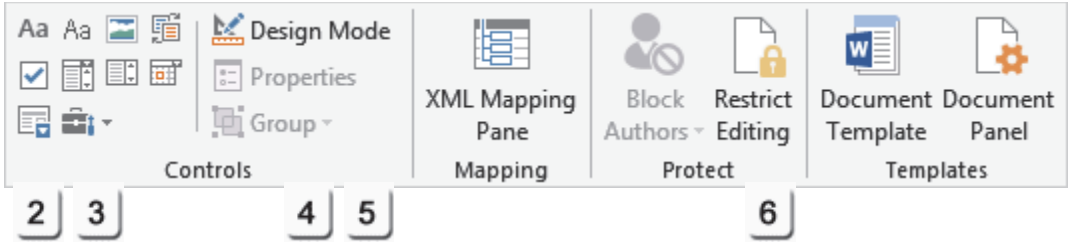
3. Assessment

Review the Test questions, page 222.

Insert



Developer



Menu Maps

This lesson shows options on the **Insert** and **Developer** Ribbons.

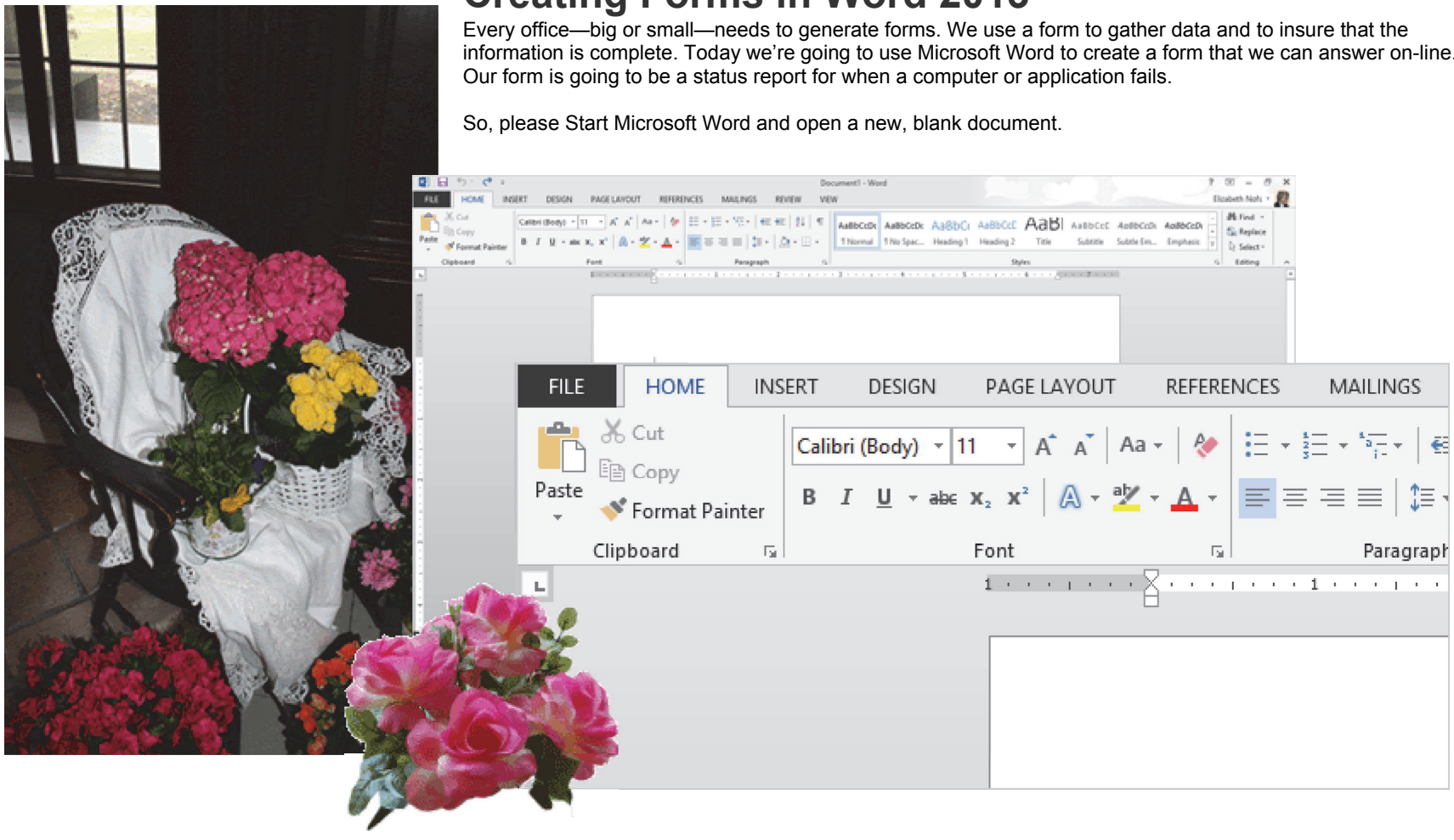
1. Insert-> Table, page 182
2. Developer-> Controls-> Rich Text Control, page 186
3. Developer-> Controls-> Date Picker, page 187
4. Developer-> Controls-> Combo Box, page 188
5. Developer-> Controls-> Properties, page 189
6. Developer-> Protect-> Restrict Editing, page 190
7. Insert->Cover Page, page 201
8. Insert-> Illustrations-> Screen Shot, page 208



Creating Forms in Word 2013

Every office—big or small—needs to generate forms. We use a form to gather data and to insure that the information is complete. Today we're going to use Microsoft Word to create a form that we can answer on-line. Our form is going to be a status report for when a computer or application fails.

So, please Start Microsoft Word and open a new, blank document.



Take One

Use a Table for Form Design

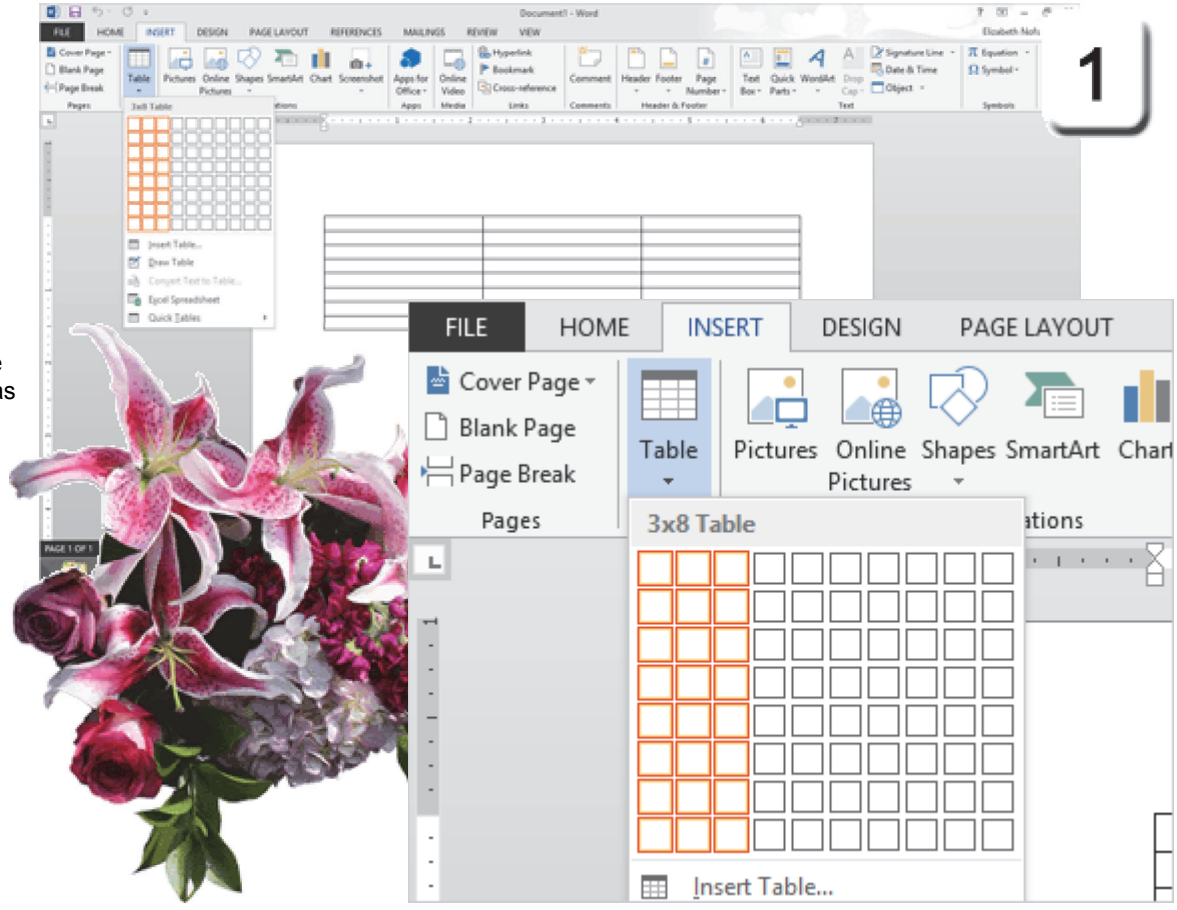
You can use the columns and rows in a Table to make a professional form and simplify the form design. The Table controls the placement of the Form Fields like a shadow box.

1. Try This: Insert a Table
Go to **Insert** ->**Tables->Table**.
Now, highlight a 3x8 table.

What Do You See? You should see a Table that is three Columns wide and eight Rows deep. The upper left corner square is called Cell A1, same as the first Cell in an Excel spreadsheet.

Keep going...

Insert ->Tables-> Table



Take One

Enter the Labels

2. Try This: Type the Labels

Click in the first Cell, A1, and type: Name:
Tab to the third Cell, C1, and type: Location:
When you tab again your cursor will go to the Cell A2 in the second row.

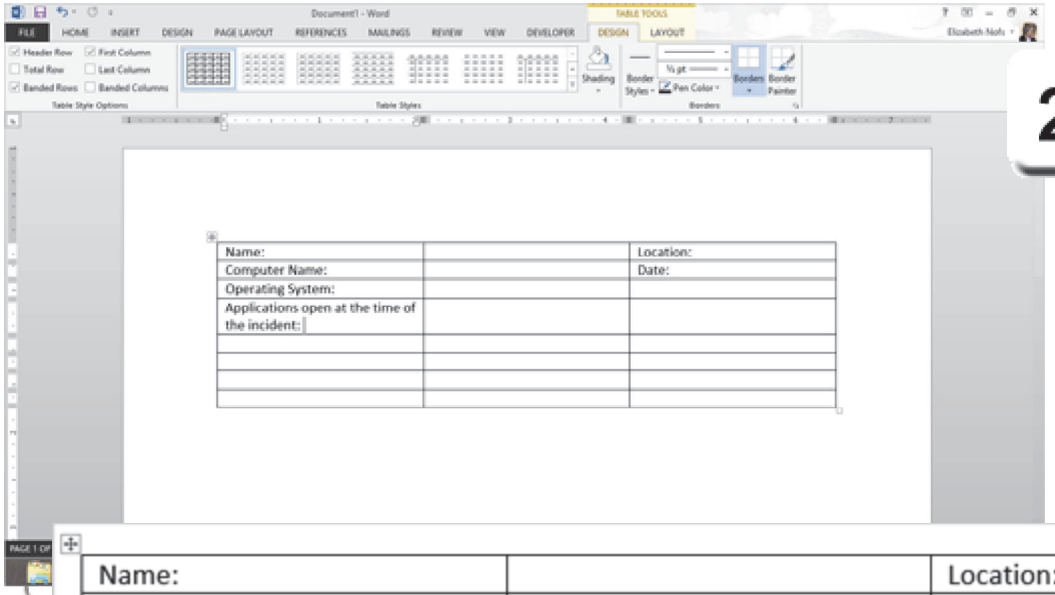
Row 2: Go to Row 2.
Click in Cell A2 and type: Computer Name
Tab to the third Cell, C**2** and type: Date:

Row 3: Go to Row 3
Click in Cell A**3** and type: Operating System:

Row 4: Go to Row 4
Click in Cell A**4** and type: Applications Open at the Time of the Incident:

Keep going, please...

Insert ->Table



Name:		Location:
Computer Name:		Date:
Operating System:		
Applications open at the time of the incident:		



Merge Cells

3. Try This: Merge the Table Cells
You can **Merge**, or combine, cells together to create different sizes.

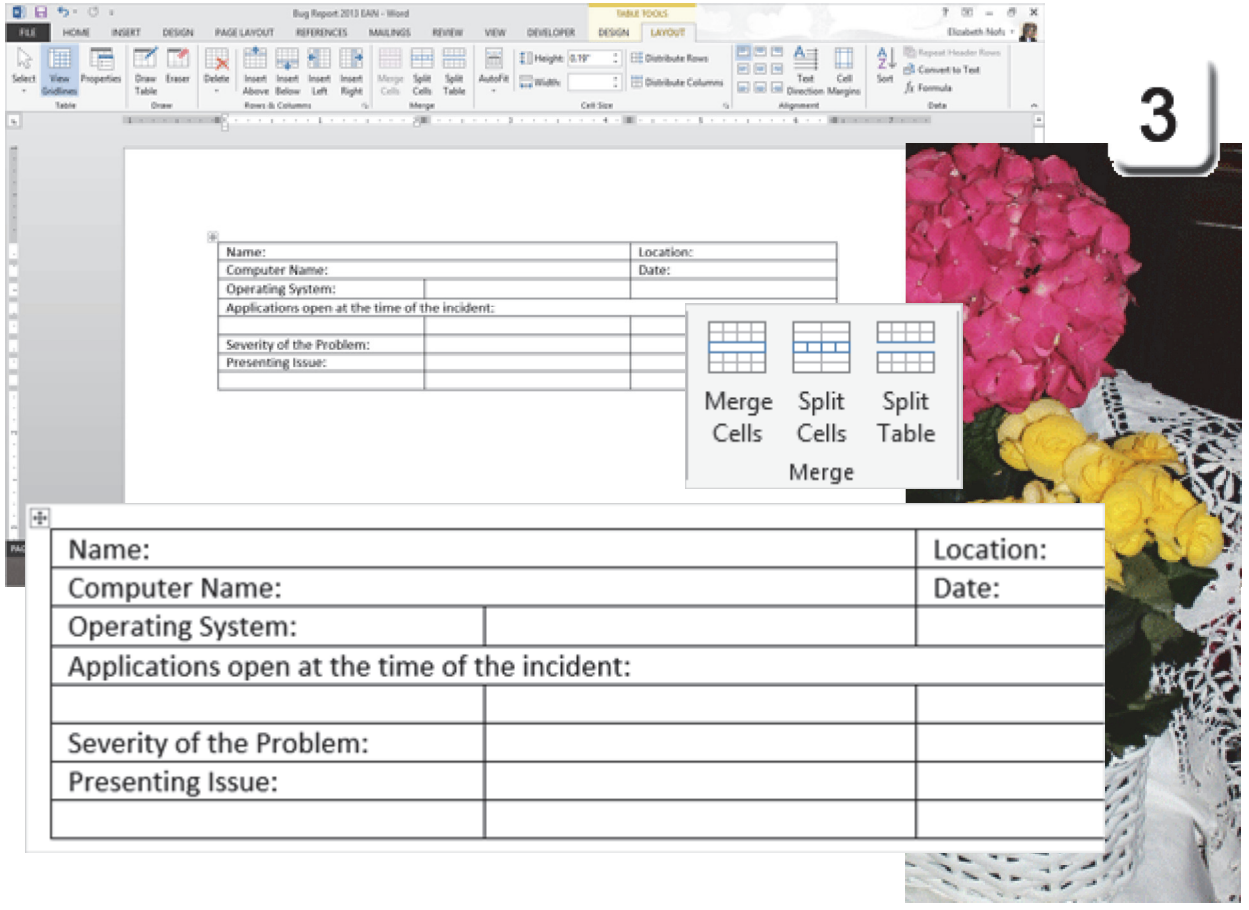
Select Cell A1 and Cell B1, the one with the label "Name" and the next one.
Go to the **Table Tools.**
Go to **Layout-> Merge.**
Click on **Merge Cells.**
Select Cells A2 and B2.
Go to Table T**ools->Layout -> Merge.**
Click on **Merge Cells.**

Select Cells A4, B4 and C4.
Go to Table T**ools->Layout -> Merge.**
Click on **Merge Cells.**

Type in Cell A6: Severity of the Problem:
Type in Cell A7: Presenting Issue:

Do This, Too: Save Your Work
Go to **File->Save.**
Enter the Name: Bug Report 2013 EAN, where EAN is your initials.

Table Tools -> Layout -> Merge-> Merge Cells



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify a Table: Merge Cells

Take One

Show the Developer Toolbar

Does your Form work? Try to enter your name. Did you notice that it was not easy to get from the Name field to the Location field?

Forms needs to be more “user friendly.” People should be able to start in the Name box and TAB to go to the next form control. Yes, there is a way to do it. You need to create a **Form**.

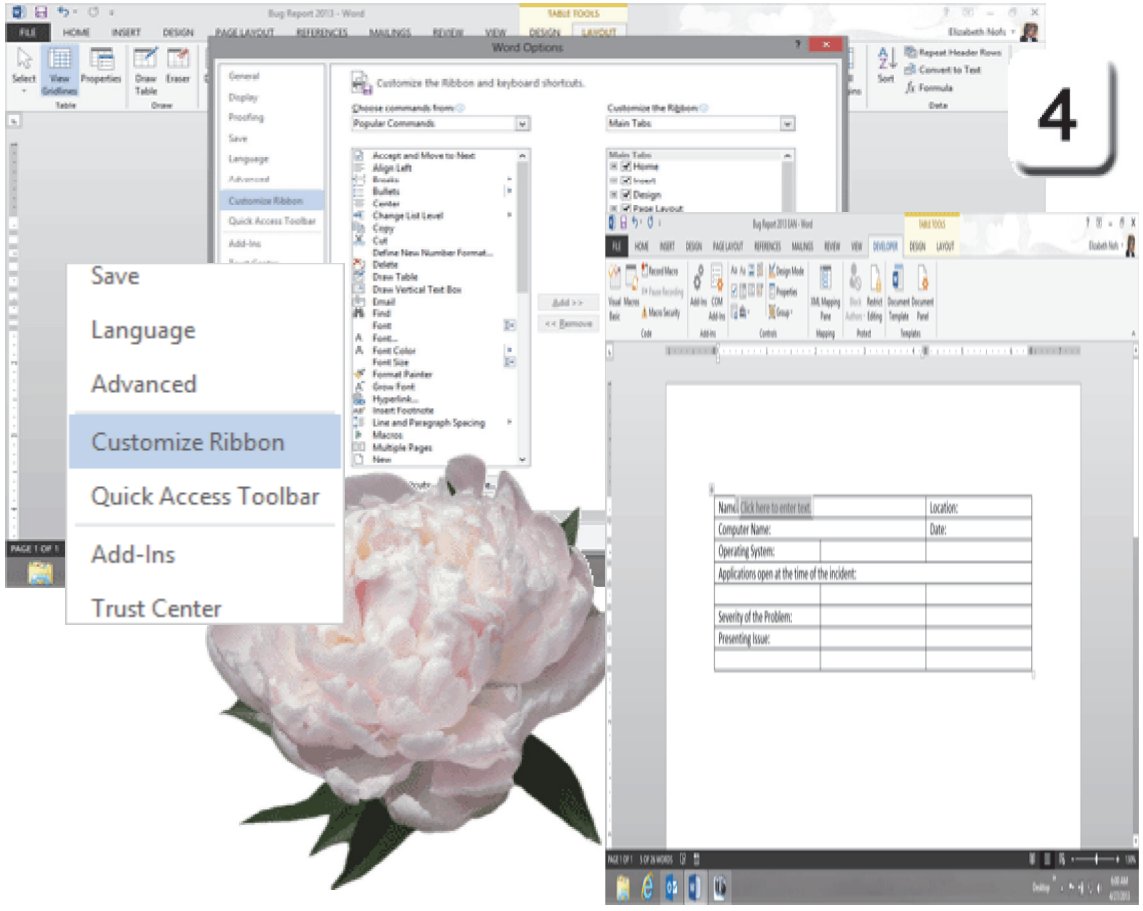
Start by showing the **Developer's Toolbar.**

4. Try This: Customize the Ribbons
Go to **File->Options.**
Go to **Customize Ribbon**.

What Do You See? The first Column has the Ribbons that are currently available. The second Column has a few more that you can display.

Do This: Add the Developer Ribbon
Check **Developer.**
Click **OK**. Keep going...

File -> Options -> Customize Ribbons



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Customize the Ribbon

Take One

Rich Text Control

What Do You See? There should be a new **Developer** tab**.** There are two **Text Controls**. One is for **Plain text**, the other is for **Rich text**-big, bold, blue. The Rich text button (Aa) looks bold.

5. Try This: Create a Text Control
Place your cursor to the right of the "Name" label.

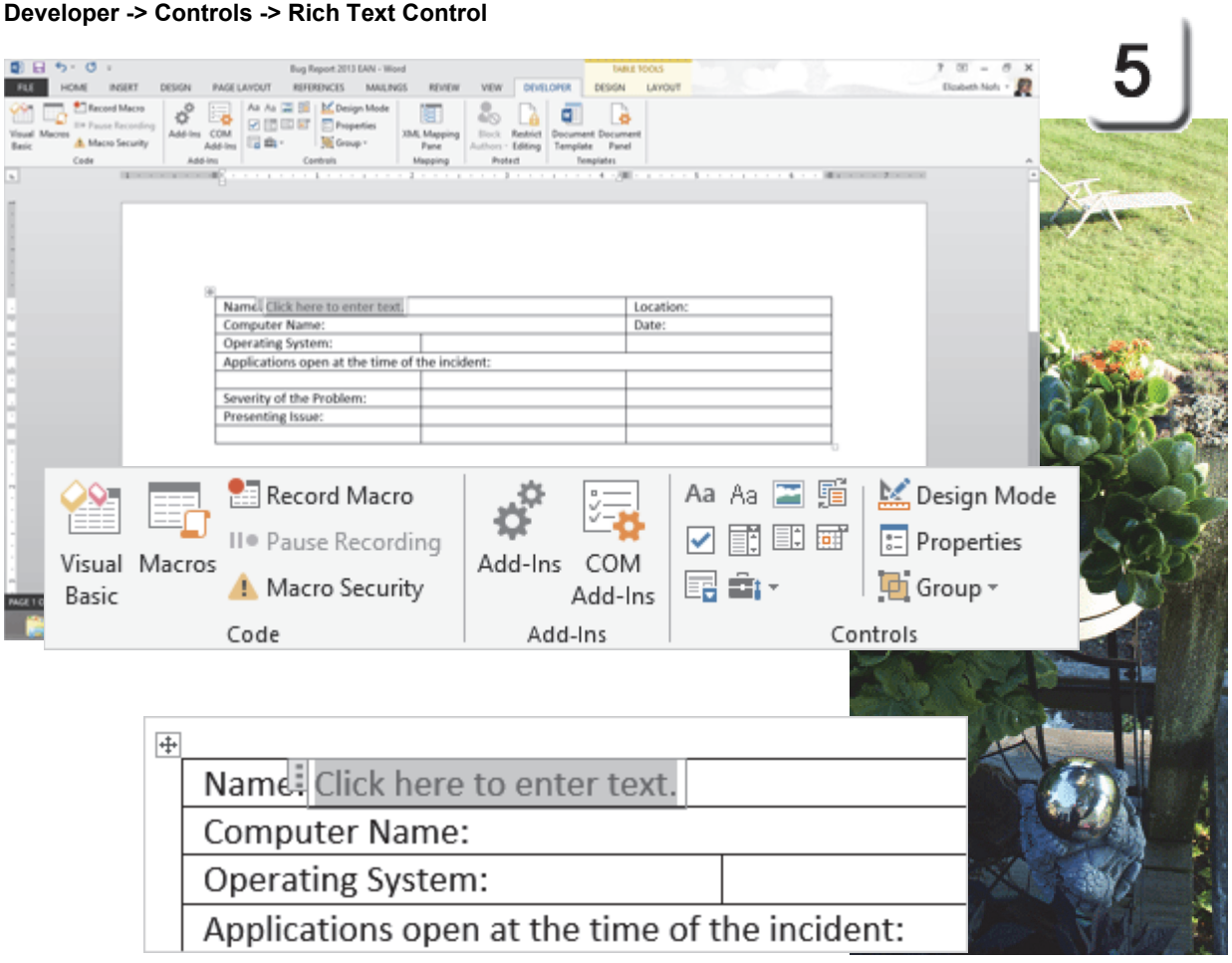
Go to the **Developer** tab.
Find the **Controls** group.
Click the **Rich Text Form Field** (**Aa**).

What Do You See? You should see a new **Control** that instructs the user: **Click here to enter text**...

How Do You Remove a Form Field?
Say you added too many Text Fields.
Click on the Field to select it.
Press DELETE on your keyboard to remove the Field from this Form.

Keep going...

Developer -> Controls -> Rich Text Control



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage Forms, Fields, and Mail Merge Operations: Add Field Controls

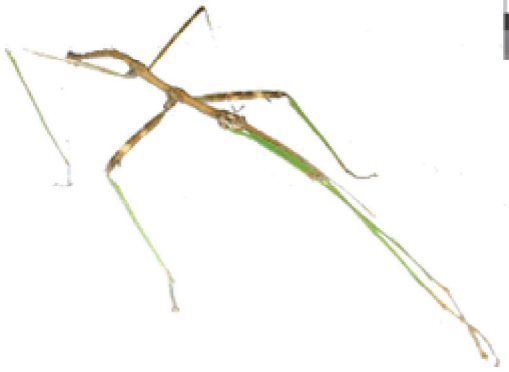
Take One

Date Picker Control

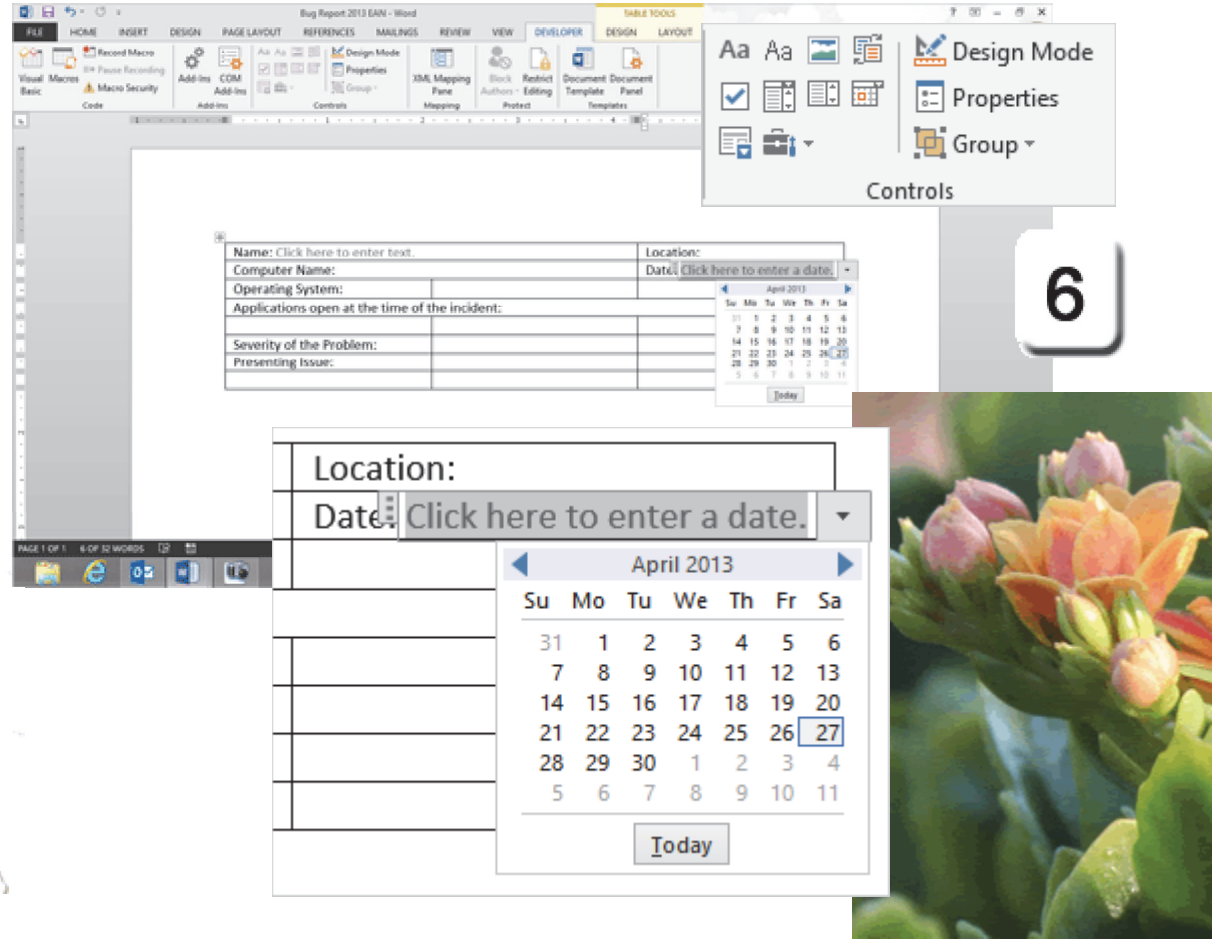
6.Try This, Too: Add the Date Picker
Click to the right of the “Date” label.
Go to **Developer->Controls**.
Select the **Date Picker** Control.
(The Date Picker Control is in the bottom row of the Controls group. It looks like a little calendar.)

What Do You See? The **Date Picker** lets you page through the months with the arrows on the top of the calendar.

The Computer Mama Sez: Tell me-isn't that the coolest thing you've done in a while.



Developer -> Controls -> Date Picker



Take One

Combo Box Control

Selecting answers from a list means the data will be consistent and it will take less time to fill out the form. There are only so many Operating Systems, so that would be a good place for a **Combo Box Control**.

7. Try This: Add a Combo Box Control
Place your cursor in Cell B3.
Go to **Developer->Controls.**
Select **Combo Box** from the Control group.

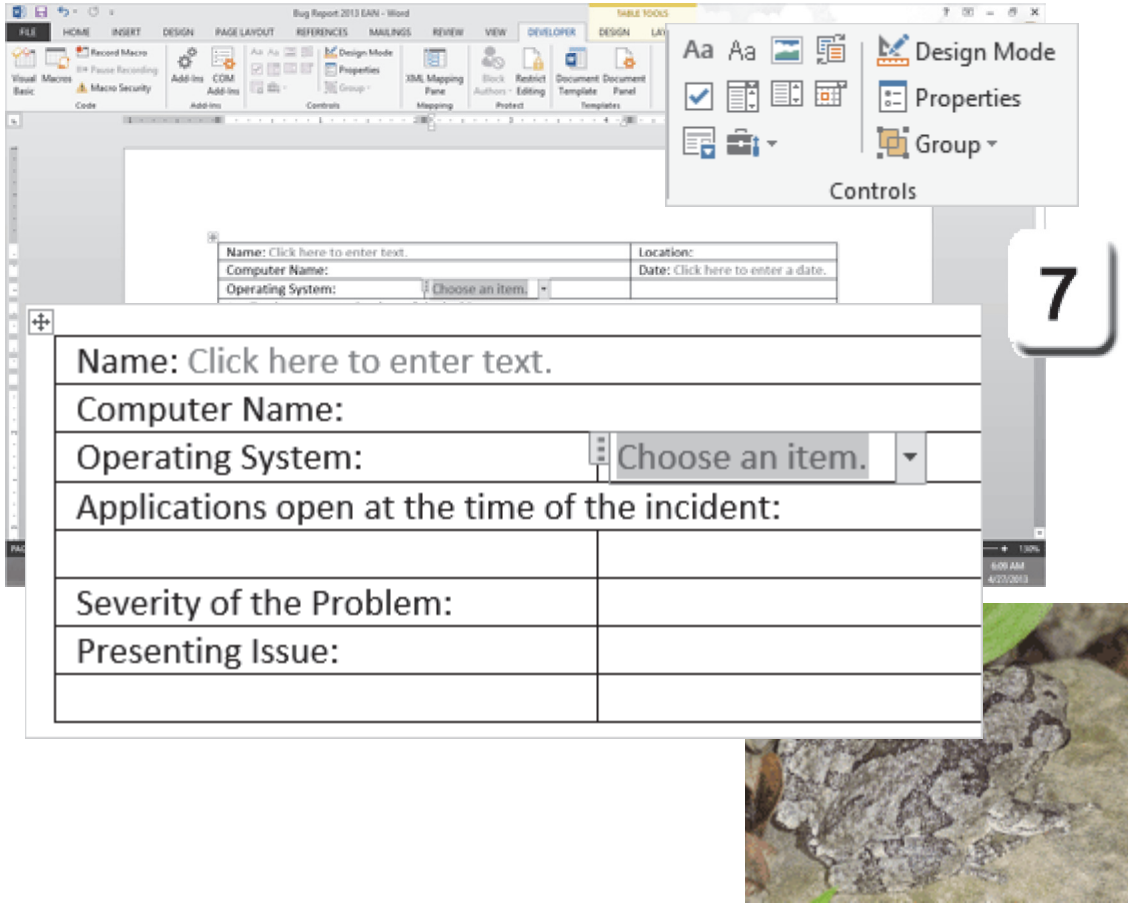
You should see a new Control that prompts you to **Choose an item.**

Change the Combo Box Properties
If you try to use the Combo Box right now, there is nothing on the list to choose. You can add items by editing the Properties.

Try This, Too: Edit the Properties
Select the Combo Box.
Go to **Developer->Controls.**
Select **Properties.**

Keep going...

Developer -> Controls -> Combo Box



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage Forms, Fields, and Mail Merge Operations: Add Custom Field Controls

Take One

Combo Properties

8. Try This: Edit the Combo Properties
Enter a **Title:** Operating System .
Do NOT check Contents cannot be edited.
Here are the steps to Add something to List:
Click **Add**. Type a **Display Name** and **Value.**
Add the following items to the list.

Display Name: Windows 8
Value: Win8

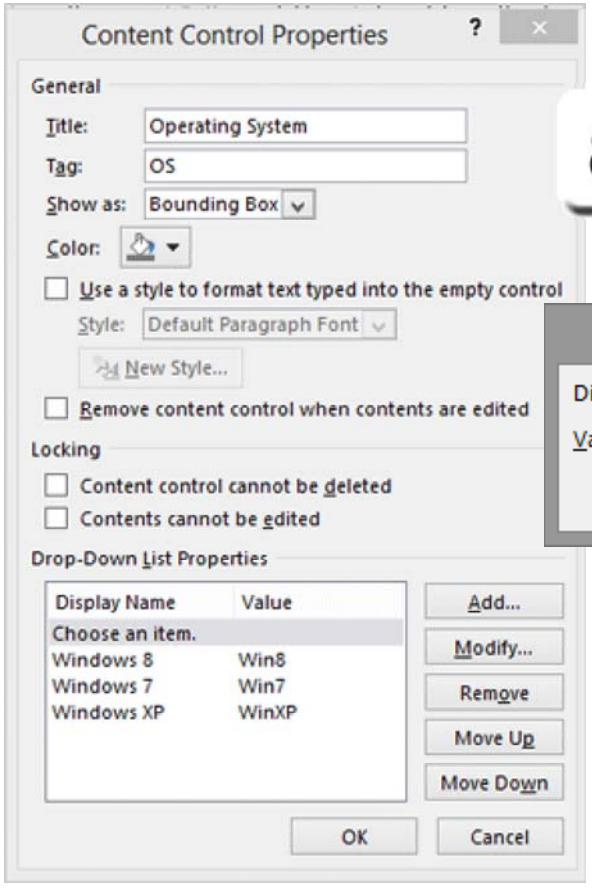
Display Name: Windows 7
Value: Win7
Display Name: Windows XP
Value: WinXP

The **Display Name** is what you will see in the list when you click on the Combo Box. The Value is the information stored when you choose an item from the list.

You can arrange the items in the list by selecting it and using the Move Up or Move Down buttons.

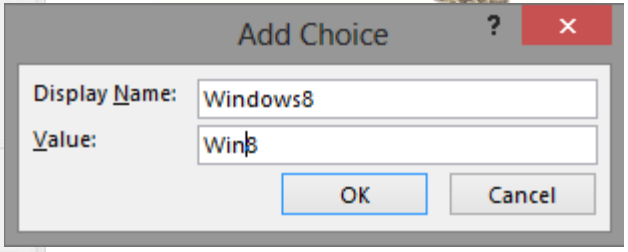
Click **OK**. Keep going.

Developer -> Controls -> Properties



8





Memo to Self: Previous versions of Microsoft Word had a button to **Add Help Text**. The **Help Text** was shown in the Status Bar at the bottom of the form.

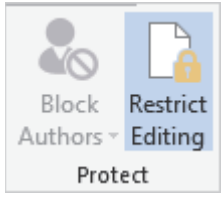
By default, the **Display Name** In Word 2013 says: Choose an item. You can **Modify** the **Display Name** to give your users more information or directions if you wish.

Take One

Protect the Document

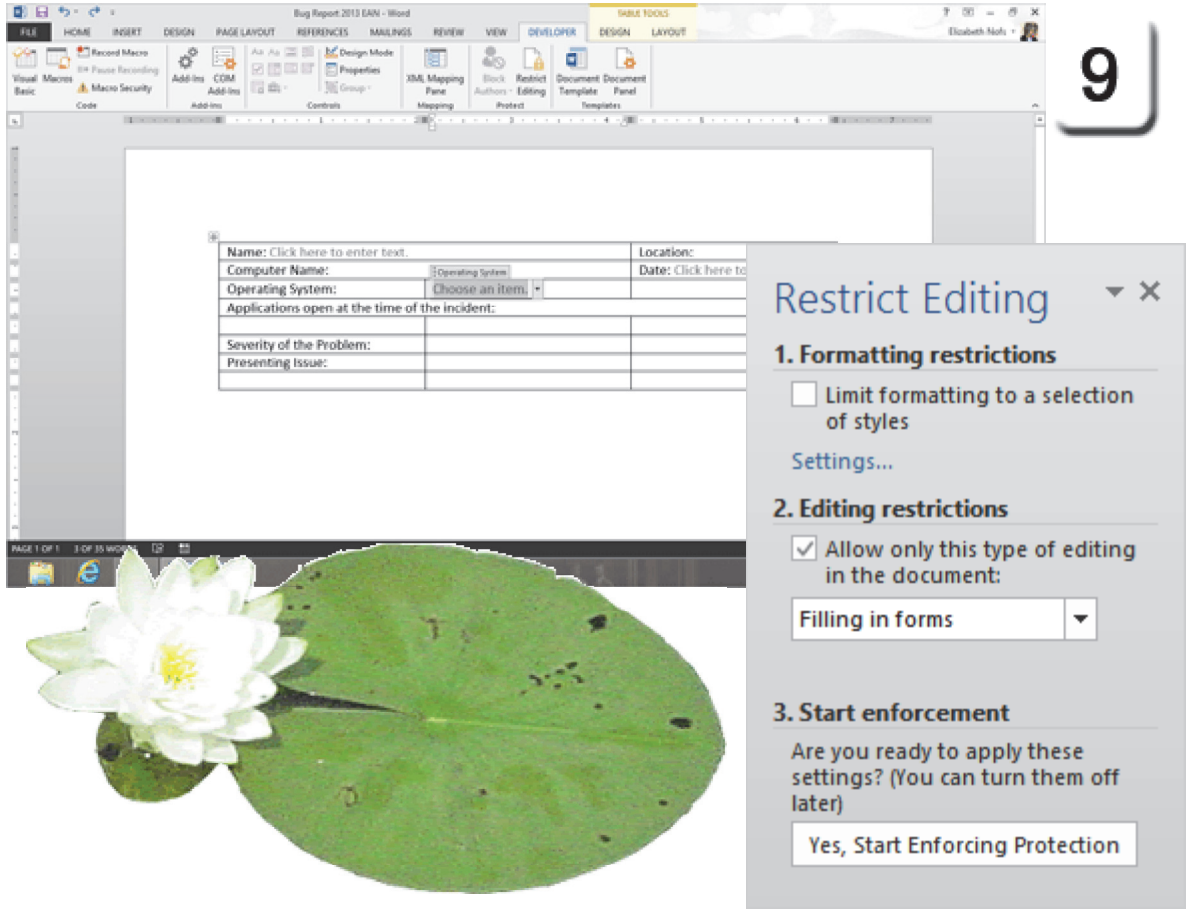
One more step. A Form will not work properly until you **Protect the Document**. Protecting a document places the Form in User mode and turns off the editing. Protecting a document also activates the Form Controls.

9. Try This: Protect the Document
Go to **Developer ->Protect.**
Select: **Restrict Editing.**



What Do You See? You should have a new Task bar on the right side of your document. You can edit the restrictions for Formatting and Editing. Keeeep going...

Developer -> Protect-> Restrict Editing



9

Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Restrict Editing

Take One

Test the Form

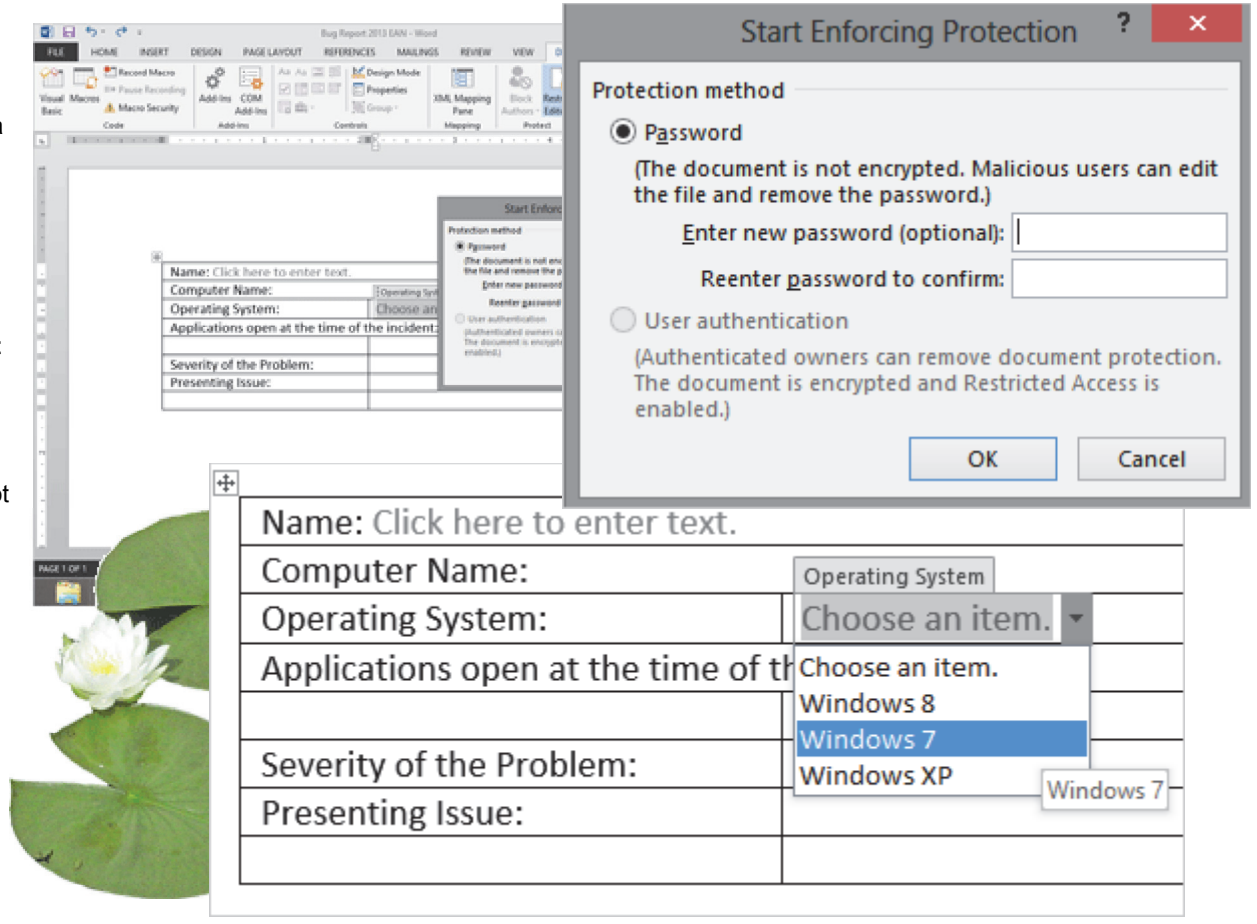
Forms have to be **Protected,** then they can work. When the document is locked, a user will be able to fill in the blanks. Users shouldn't edit the labels or change the Controls.

Try This: Edit the Restrictions
Check **Allow only this type of editing in this document.**
Select: **Filling in Forms.** Click: **Yes, Start Enforcing Protection.**

What Do You See? You will be prompted for a Password when you click Yes. You can add a password if you wish. This is not real security, but it will stop most curious users from altering your form.

Try it: Does it work? Where are you allowed to edit the Form?

Developer -> Protect Document



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage Forms, Fields, and Mail Merge Operations: Protect a Form

Take One

Add More Combo Boxes

In order to continue editing, you need to unprotect the document. Go back to **Developer**->**Restrict Editing** and **Stop Protection** the document so that you can add some more Combo Box Controls.

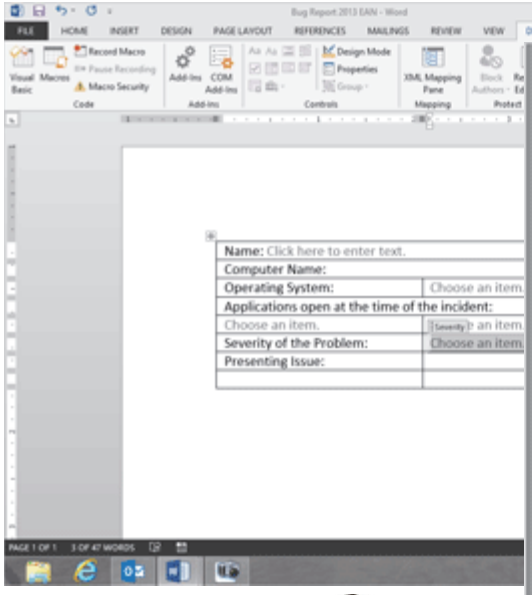
Try it: Make a Combo in Cell A5

Place your cursor in Cell A5
Go to **Developer->Controls->Combo Box Control**.
Go to the **Properties**
Title: Applications
Combo Control Properties:
Word
Excel
Outlook
PowerPoint
Access
Copy the Combo Box.
Paste it into Cells B5 and C5.

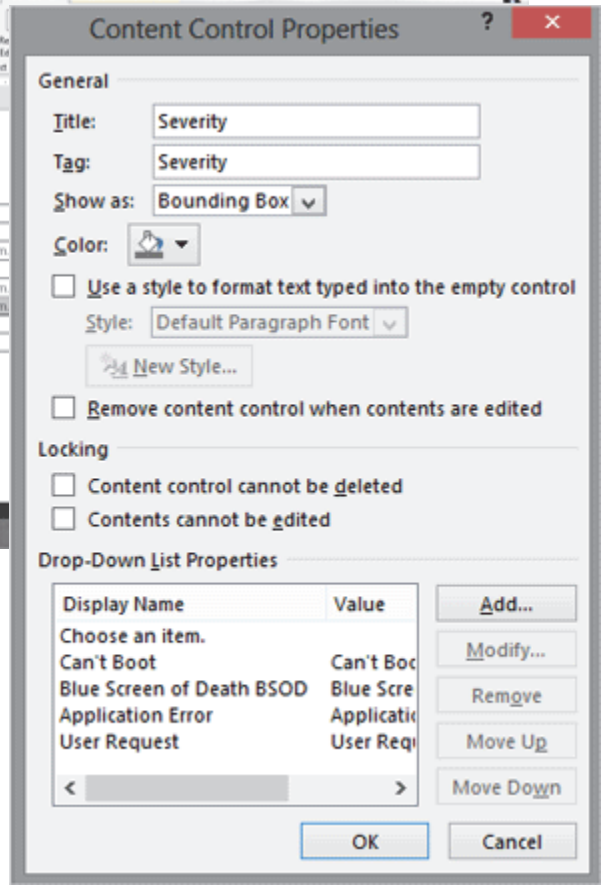
And Try This: Make a Combo in Cell B6

Title: Severity
Combo Control Properties:
Can't Boot
Blue Screen of Death (BSOD)
Application Error
User Request
Click **OK**.

Developer -> Controls-> Combo Box Control







Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage Forms, Fields, and Mail Merge Operations: Add Custom Field Controls

Take One

Insert WordArt

Microsoft Office has an option for creating banners with 3Dimensional letters and vibrant color gradients.

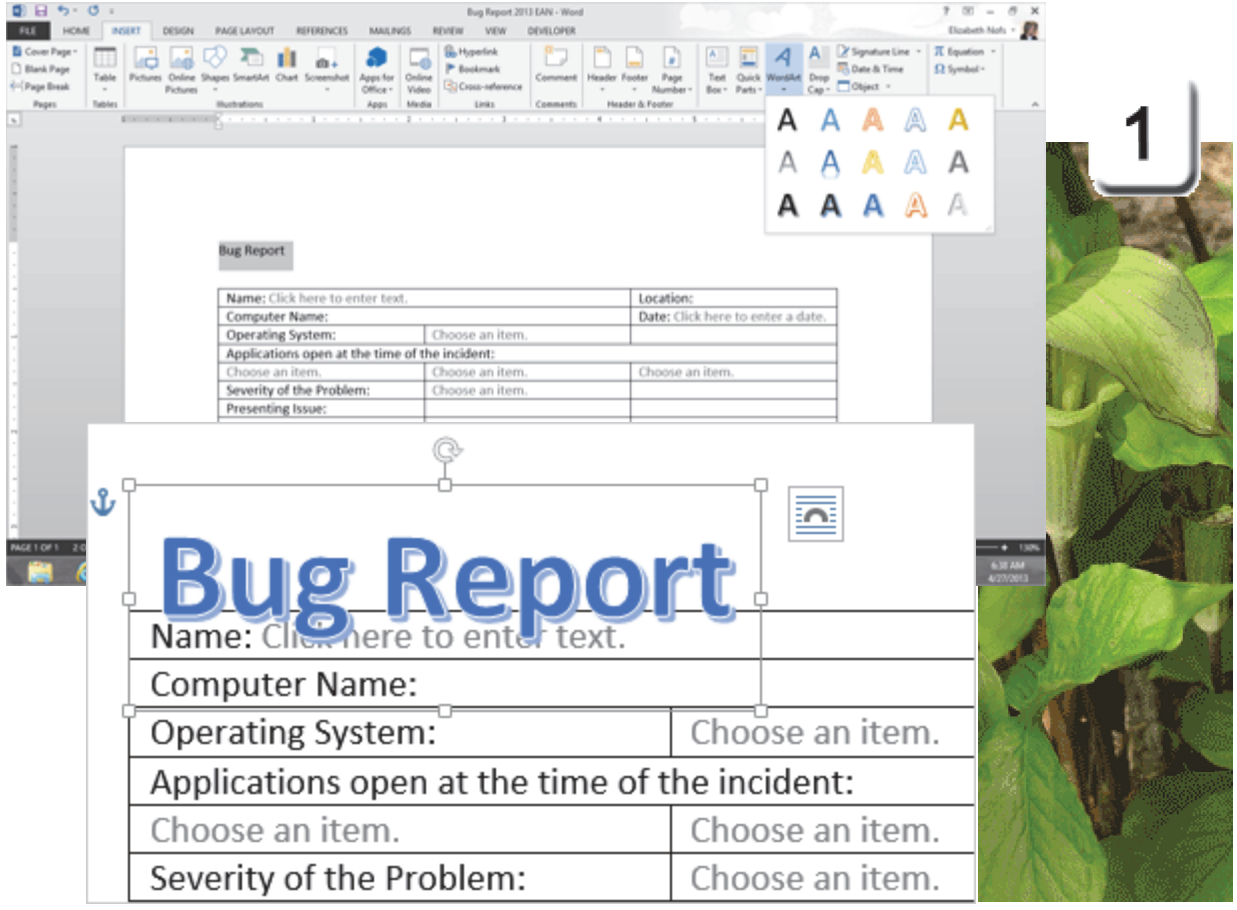
Before You Begin: Select the table and drag it down one or two lines.

1. Try it: Convert Text to WordArt
Place your cursor above the Table.
Type: Bug Report.
Select the text: Bug Report.
Go to **Insert->Text->WordArt.**
Select a **Style.**

What Do You See? The text will be converted into WordArt. By default, the text is 36 pt. You can edit the text formatting if you wish with the Home Ribbon.

Memo to Self: Sometimes it is difficult to place anything above the Table. If the WordArt ends up BEHIND the table, go to UNDO and try this. Place your cursor in Cell A1 in the table. Hit the Enter key on your keyboard to create a blank line.
Try to move the WordArt, now.

Insert -> Text-> WordArt



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Change Text to WordArt

Take One

Layout Options-> With Text Wrapping-> WordArt

Position the WordArt

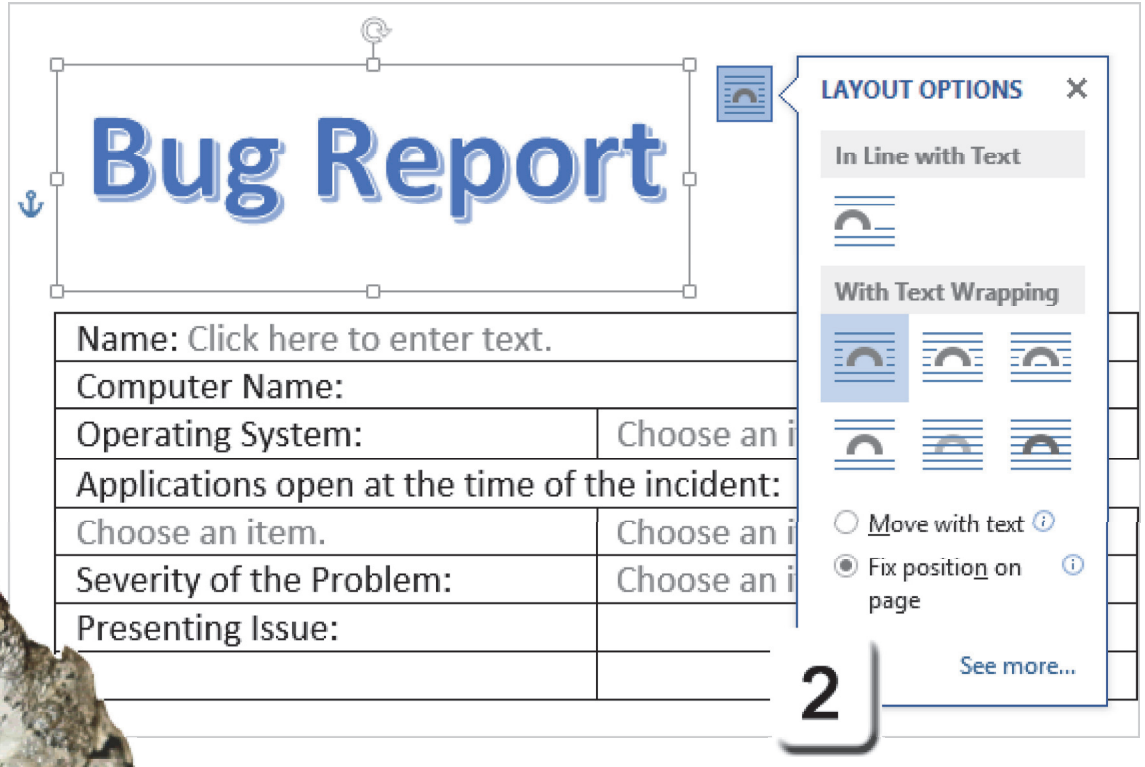
When you select the WordArt, you will see the new **Layout Options**. You can use these options to position the Word Art and edit the Text Wrapping if you wish.

2. Try This: Format the Text Wrapping
Move the WordArt above the Table.
Go to **Layout Options->With Text Wrapping.**
Select **Square.**

Do This, Too: Anchor the WordArt
Select: **Fix position on page**.
This will lock, or anchor, the WordArt shape to a specific place in the document.

Keep going...





Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.2 Insert and Format Shapes and SmartArt: Wrap Text around Shapes

Format for Printing

We have been designing a form that can be completed on the computer.

What should you change if this form will be printed and filled out by hand?

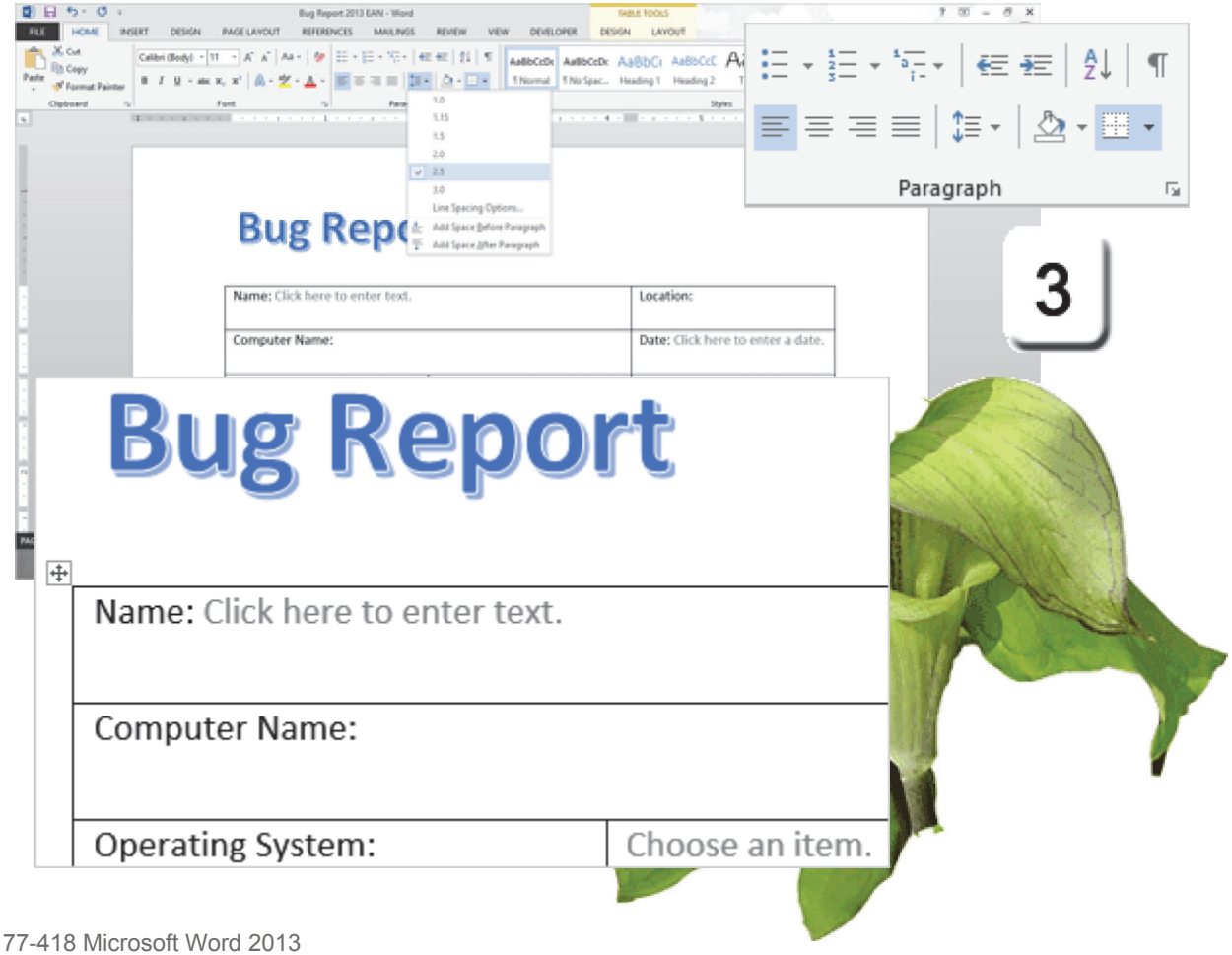
Your form has to have enough space for people to print the information. If you increase the size of the text, then there will be more space between the lines. 14 pt is the minimal size for folks to write in. You can also increase the **Line Spacing**.

Before You Begin: Select the Table
Click on the Table.
Go to **Table Tools->Layout ->Table.**
Click on **Select->Select Table.**

3. Try This: Format the Line Spacing
Go to **Home ->Paragraph.**
Go to **Line Spacing**.
Select: 2.5.

Keep going...

Home -> Paragraph ->Line Spacing



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.3 Create and Modify a List: Modify Line Spacing

Take One

Finish the Form

Time to take off the training wheels, lock the Form, and hand it out. The Form was developed with a Table. Finish the Form by formatting the Borders and Shading.
Table Styles offer Quick Style formatting the Borders and Shading in this Form.

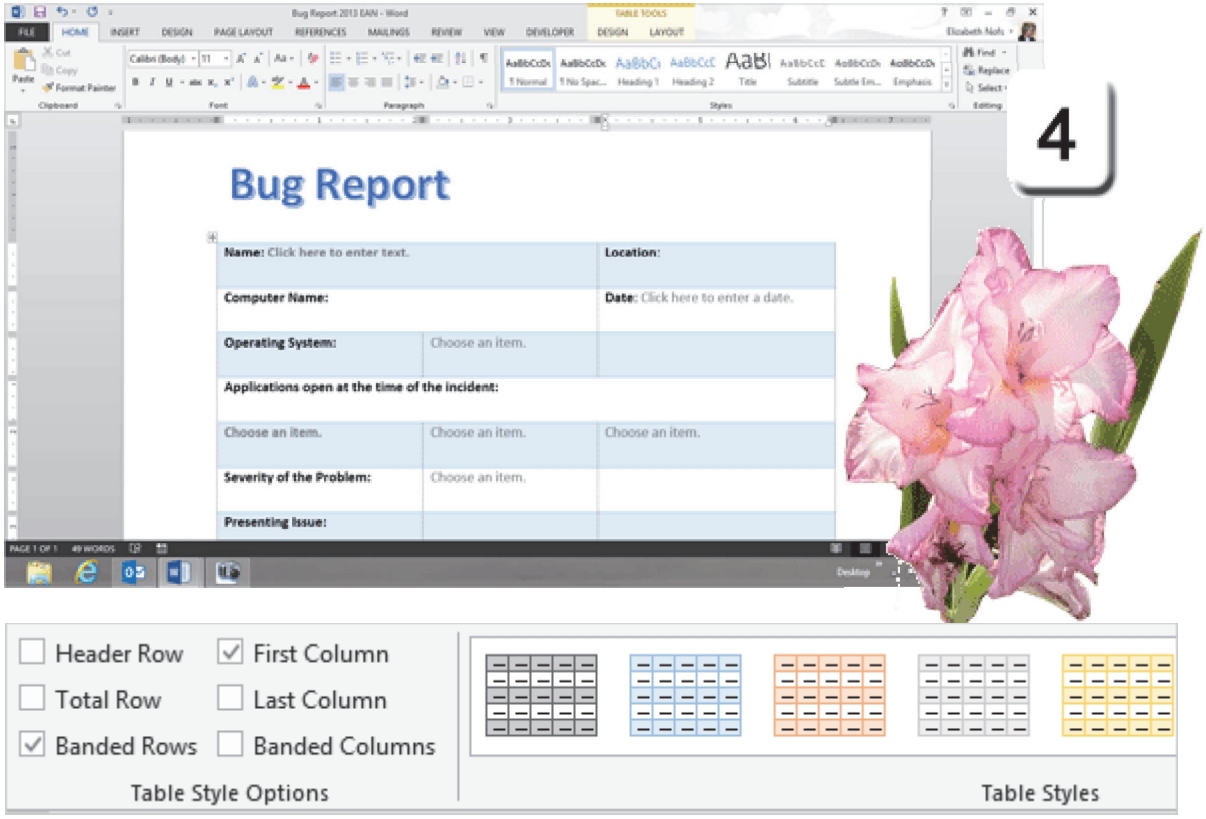
4. Try it: Format the Table
Click once on the Table to select it.
Go to the **Table Tools.**
Find the **Design** tab.

There are two sets of options you can choose to make your information easy to read: Use the **Table Style Options** to format the Header Row, Banded Rows, and First Column.

Keep going...

What is the purpose of a Bug Report?
Where the Computer Mama works the saying goes: If it ain't written down, it didn't happen."

Table Tools -> Design -> Table Style



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Create a Table: Apply Styles to a Table

Take One

Apply Themes

The Quick Style table formatting in the Table Design Tools identified special aspects of this table: Header Row, First Column, etc. Microsoft Office 2013 has another set of tools on the **Design** Ribbon: **Themes**.

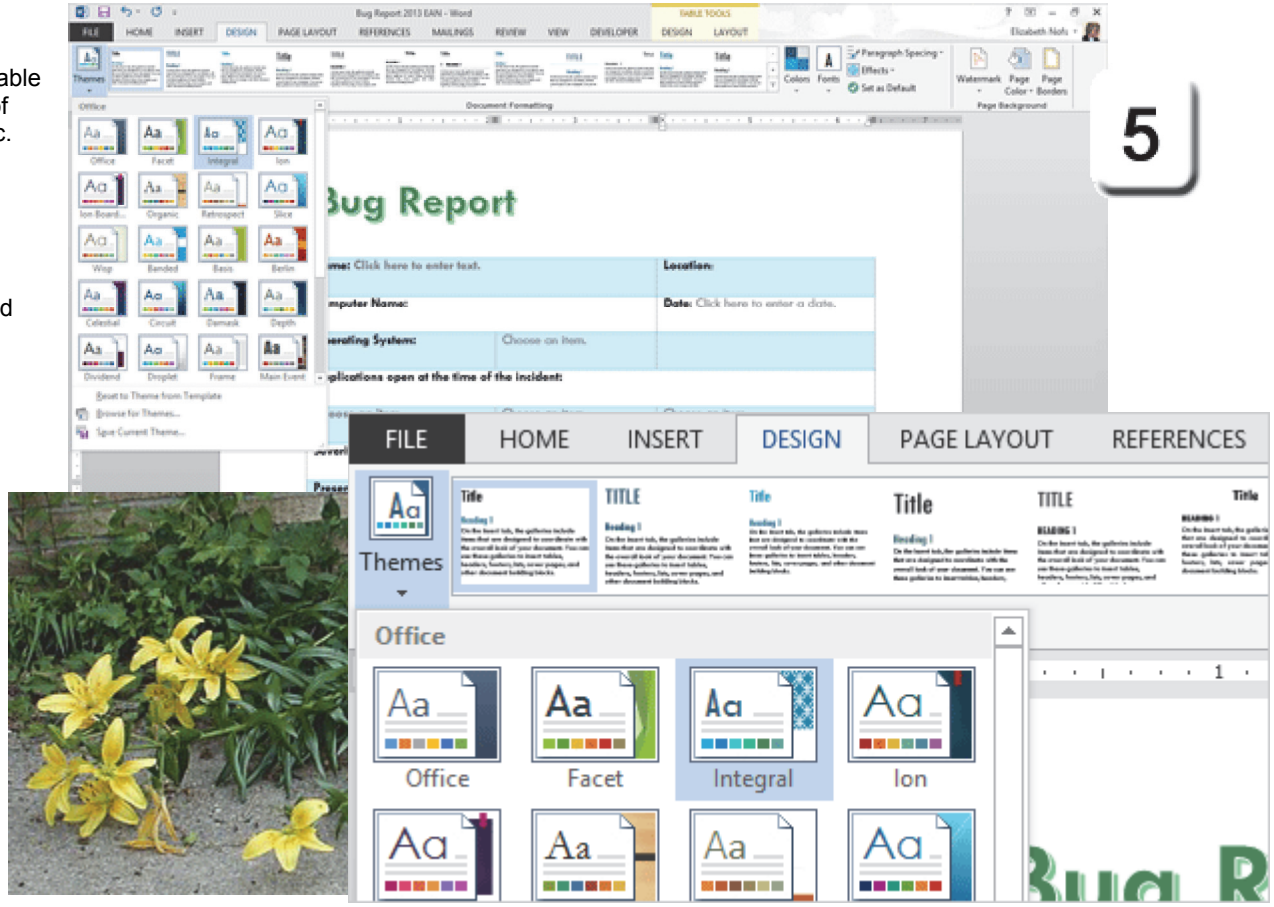
Themes are applied to the entire Word document, all of the pages. The Themes include **Color** palettes, **Font** libraries, and graphic **Effects** templates.

5. Try it: Apply Themes
Go to **Design->Document Formatting.**
Select **Themes: Built In.**
Choose a **Theme** from the library.

Keep going...

Someone turned the gravity up...
(keep going)

Design-> Document Formatting -> Themes



Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Create Custom Color themes

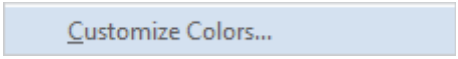
Take One

Apply Theme Colors

There are a couple of dozen Built In color Themes. The color chips, from left to right, format the Font, Background, and Accents.

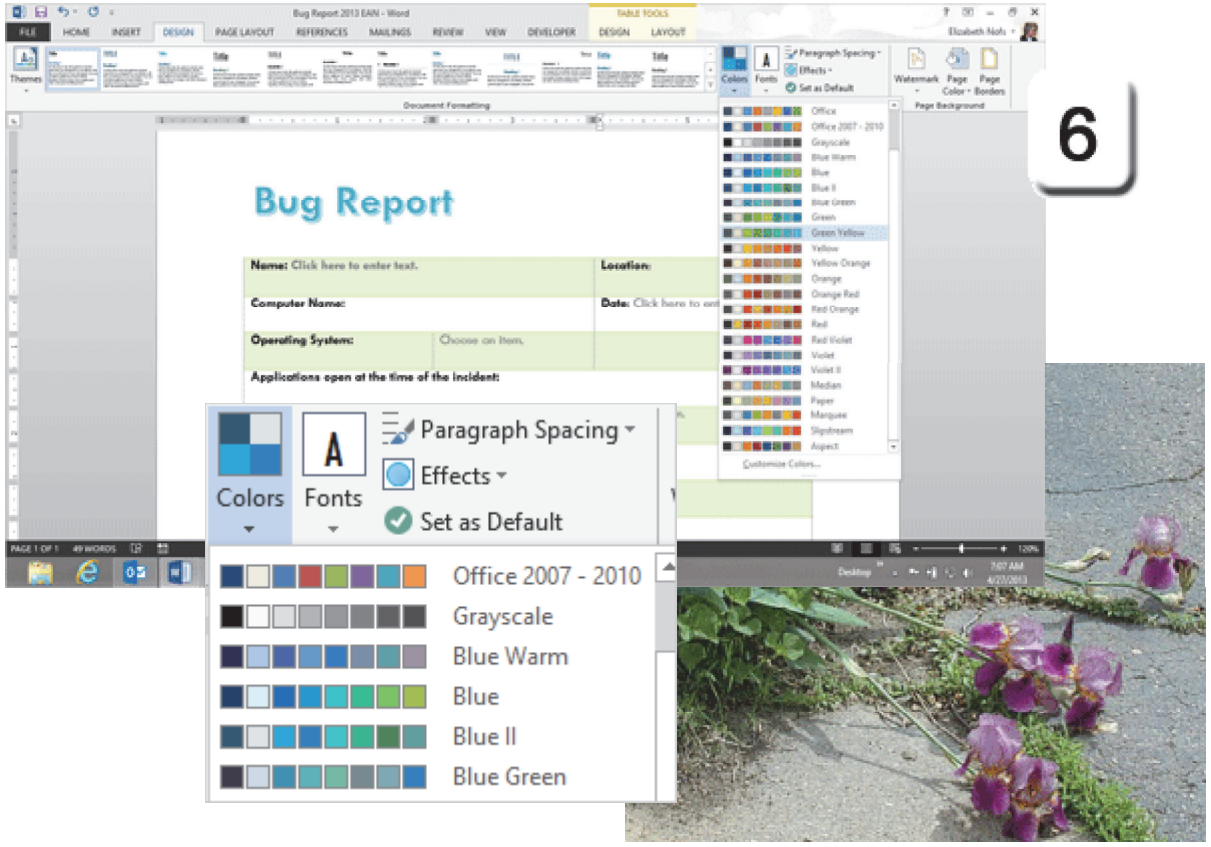
6. Try it: Apply Theme Colors
Go to **Design -> Document Formatting.** Click on **Colors**.

What Do You See? At the bottom of the Built In Colors is the option to **Customize Colors**.



Click **Customize Colors...** Keep going.

Design-> Document Formatting -> Colors



6

....That explains why its hard to get out of bed.

Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Create Custom Color themes

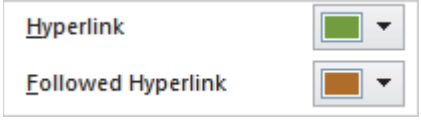
Modify the Theme Color

7. Try it: Create New Theme Colors

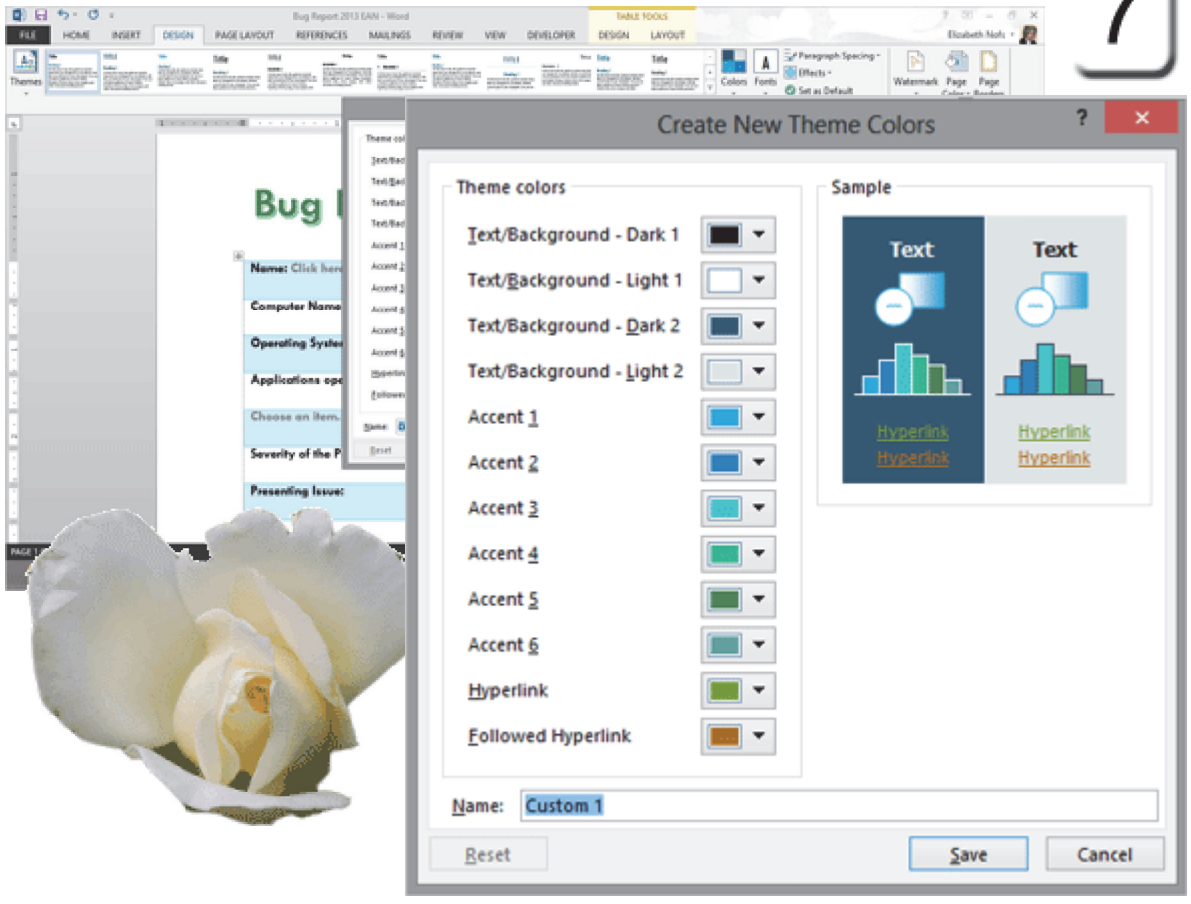
The **Theme** colors are applied to the Text and Background in your document. The **Accent** colors are applied to all of the Shapes, SmartArt and Charts.

Save your changes. Keep going...

Memo to Self: Hyperlinks change color depending on if you have not seen the link (blue) or if you have already followed that link (purple.) You may want to leave the hyperlinks in the default colors. It's what people are expecting.



Design-> Document Formatting -> Colors

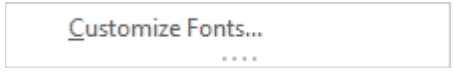


Take One

Modify Theme Fonts

The Font libraries use different type faces for the headlines and body type. Keep in mind that headlines can be fanciful and creative. Body text should be Sans Serif and easy to read.

8. Try it: Create New Theme Fonts
Go to **Design -> Document Formatting.**
Go to **Fonts-> Customize Fonts.**

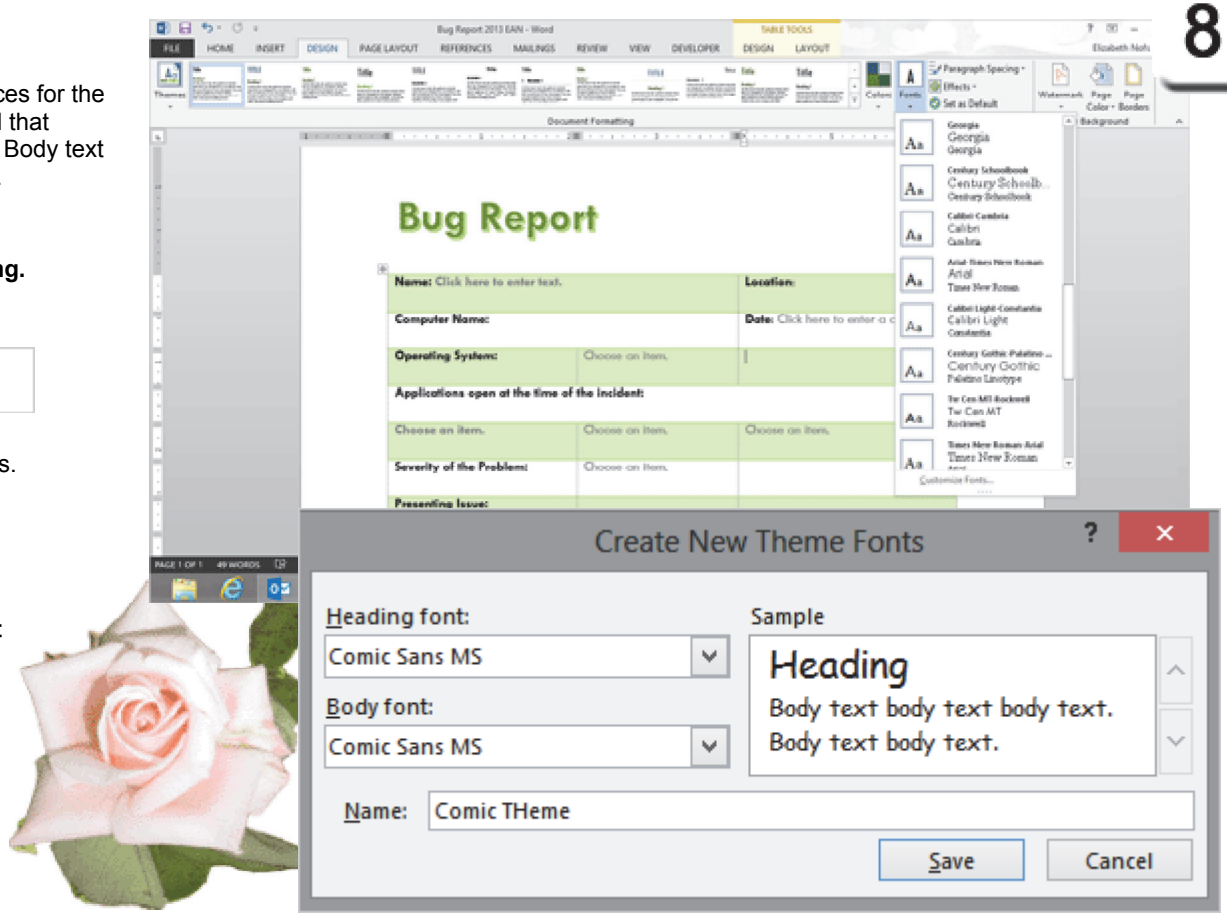


You will be prompted to fill in the blanks.
Heading Font: Comic Sans MS.
Body Font: Comic Sans MS.
Name: Comic Theme.
Please **Save** the Theme Fonts.

And Do This: Save Where We Are At
Go to **File->Save**.

Design-> Document Formatting -> Fonts

8



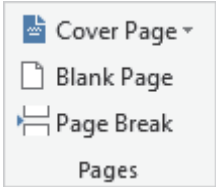
Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Create Custom Font Themes

Take One

Add a Cover Page

Professional documents, such as a Request for Proposal or Quarterly Report generally have a **Cover Page.**

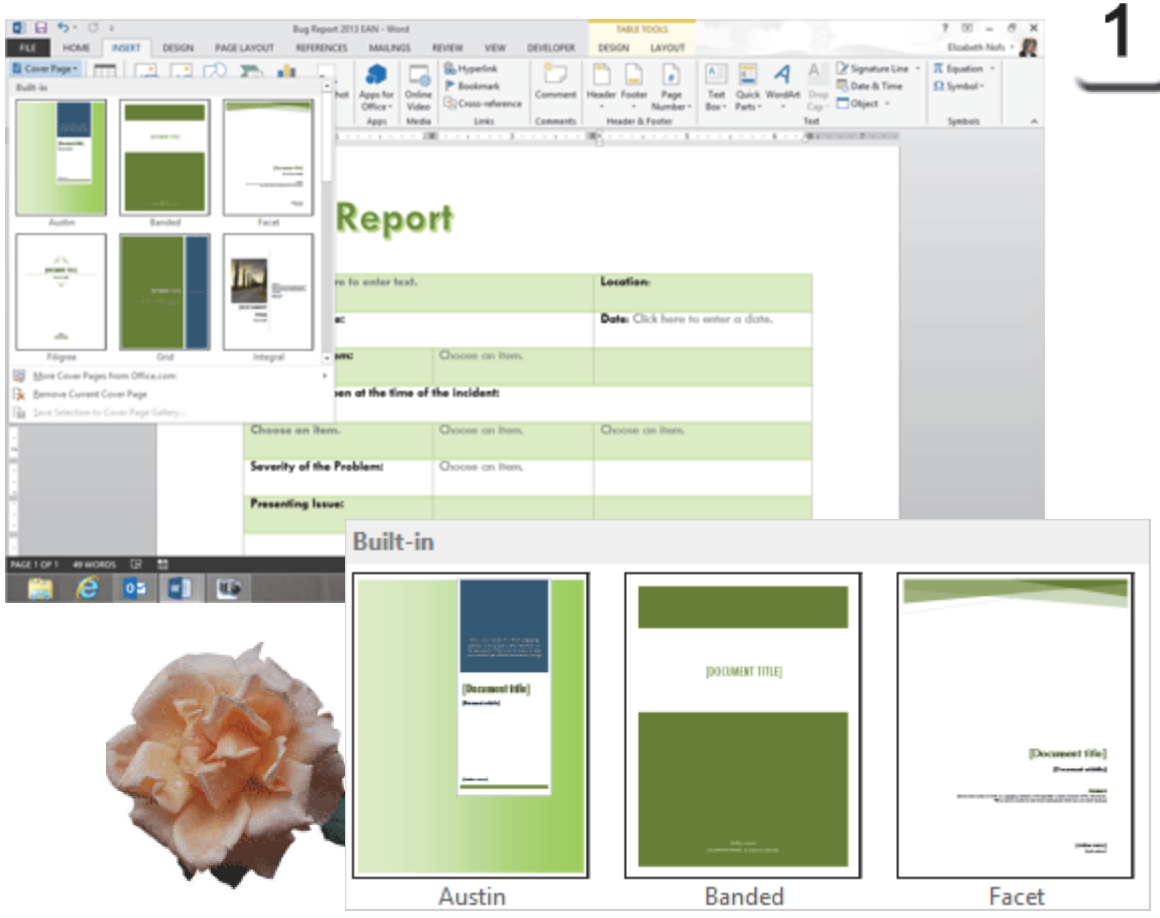
1. Try This: Insert a Cover Page
Place your cursor at the top of the first page in your sample document.
Go to **Insert-> Pages-> Cover Page.**



What Do You See? Word 2013 has a gallery of Cover Page templates. These templates have interesting Quick Parts. You can also use your own custom Quick Parts.

Choose: **Retropsect**. Keep going...

Insert-> Pages -> Cover Page



1

Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Create a Cover Page

Take One

Edit the Cover Page

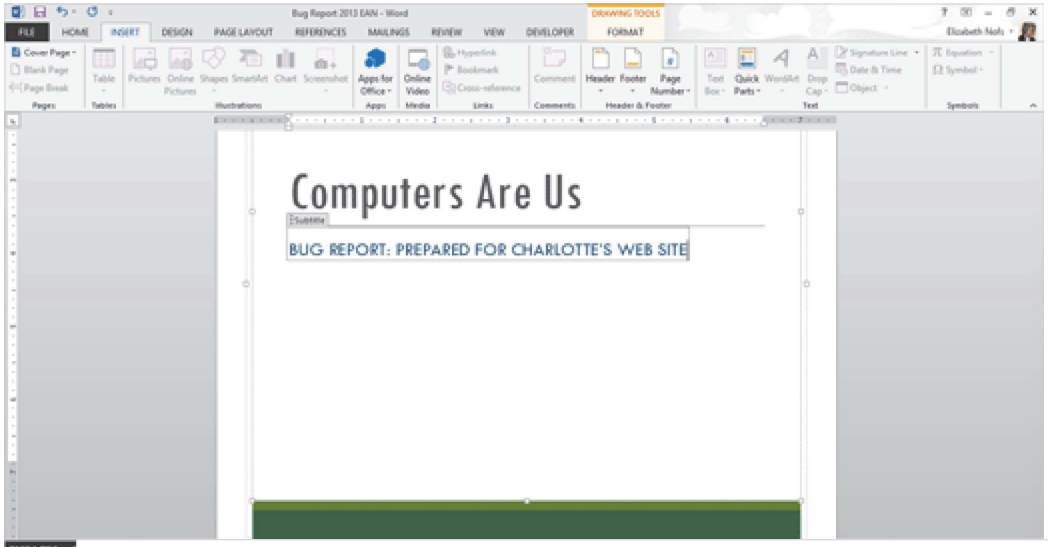
What Do You See? The new Cover Page includes several Quick Part placeholders.

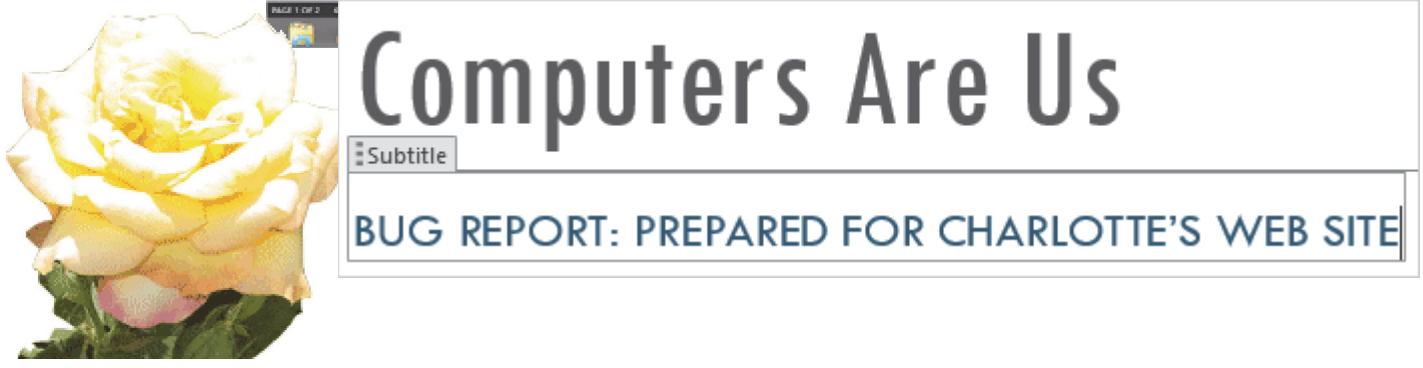
2. Try it: Edit the Cover Page
Document Title: Computers Are Us
Subtitle: Bug Report: Prepared for Charlotte's Website.

Keep going...

Insert -> Pages-> Cover Page

2





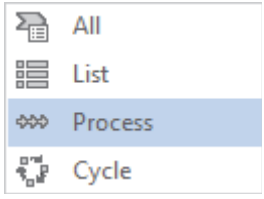
Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Edit the Cover Page

Take One

Insert SmartArt

This document will use SmartArt to illustrate the Bug Report process.

3. Try This: Insert SmartArt
Go to **Insert -> Illustrations.**
Go to **SmartArt-> Process.**

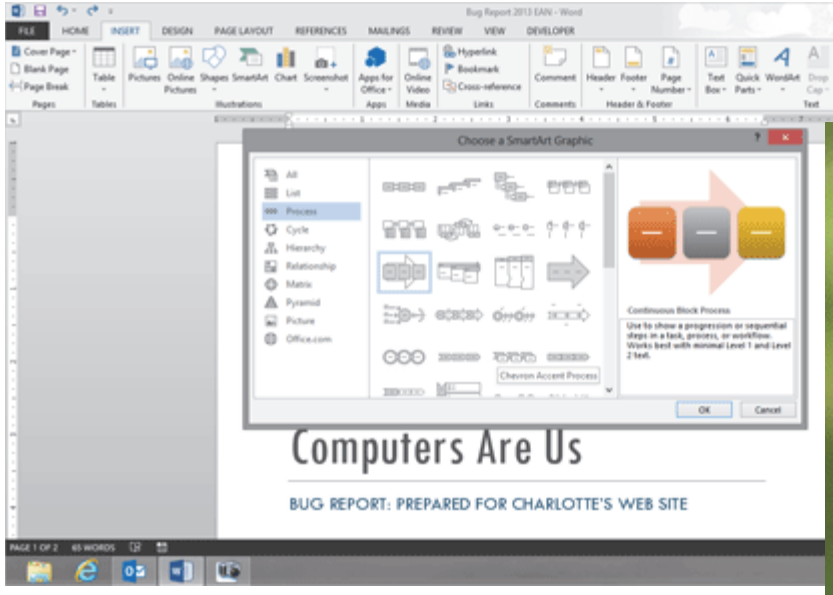


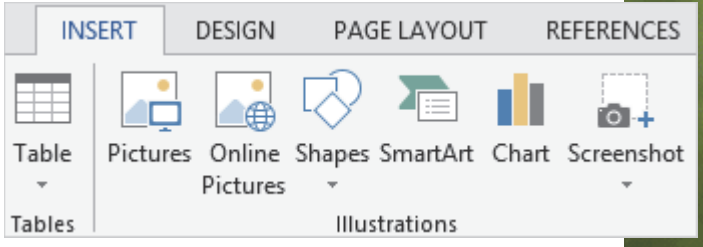
Choose: Continuous Block Process.

Keep going...

Insert -> Illustrations-> SmartArt ->Process

3







Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.2 Insert and Format Shapes and SmartArt: Insert SmartArt

Take One

Modify the SmartArt

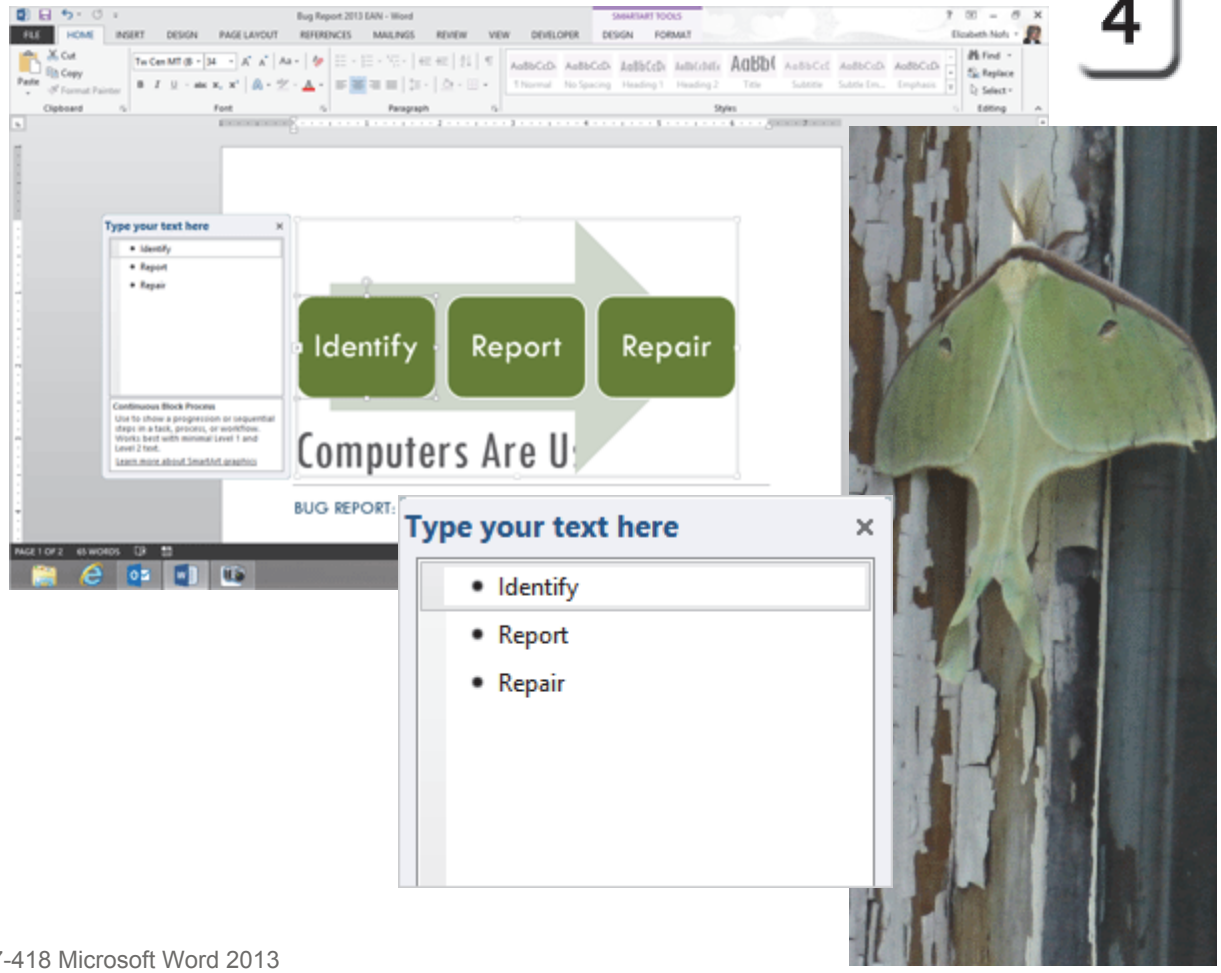
4. Try This, Too: Modify the SmartArt

Enter the following type:
Identify
Report
Repair

What Do You See? The SmartArt will update in real-time as you edit the text. Keep going...

Memo to Self: You can type ENTER on the keyboard to add a new bullet.

Insert -> Illustrations-> SmartArt ->Process



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.2 Insert and Format Shapes and SmartArt: Modify the SmartArt

Take One

Format the SmartArt

SmartArt Styles and **Theme Effects** can dramatically improve the appearance.

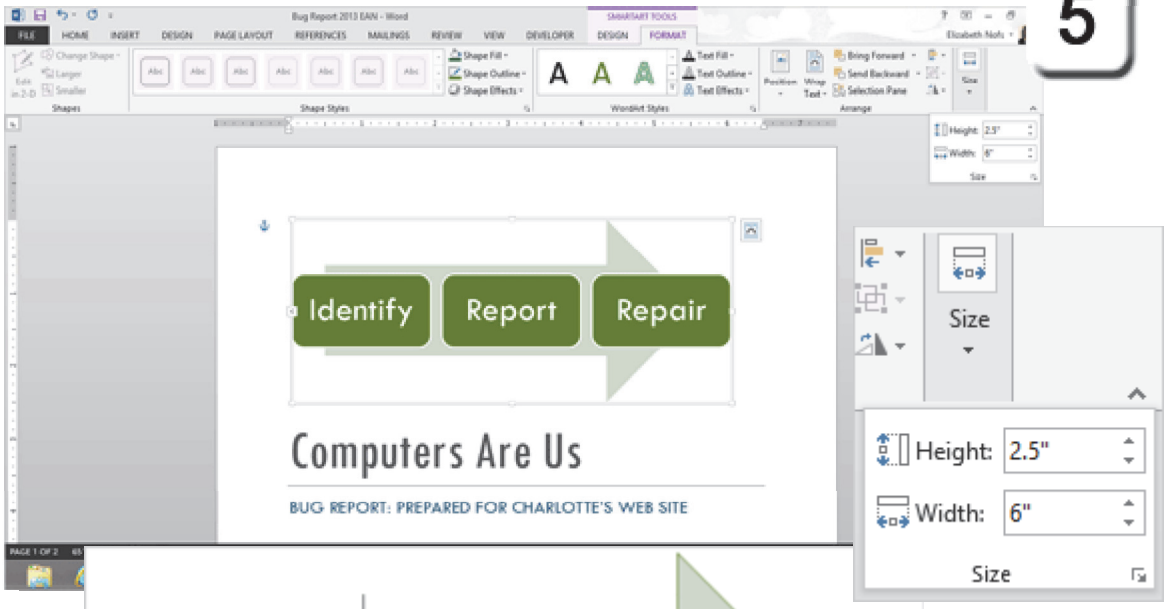
5. Try This: Use the SmartArt Tool
Go to **SmartArt Tools->Format->Size**.
Edit the **Height:** 2.5"
Edit the **Width:** 6"

Try This, Too: Apply a Theme Effect
Go to **Design -> Document Formatting.**
Apply a **Theme.**

Keep going...

Design -> Document Formatting -> Theme

5







Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.2 Insert and Format Shapes and SmartArt: Modify the SmartArt

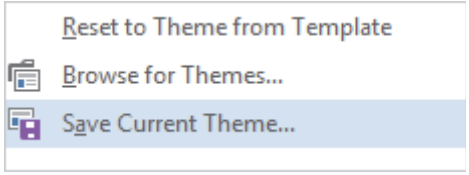
Take One

Set Theme as Default

Say you spent some time designing your a Theme: Color palette, Fonts and Effects. You can save your Theme as the **Default** theme. This is the Theme that can be used with each new document that you create.

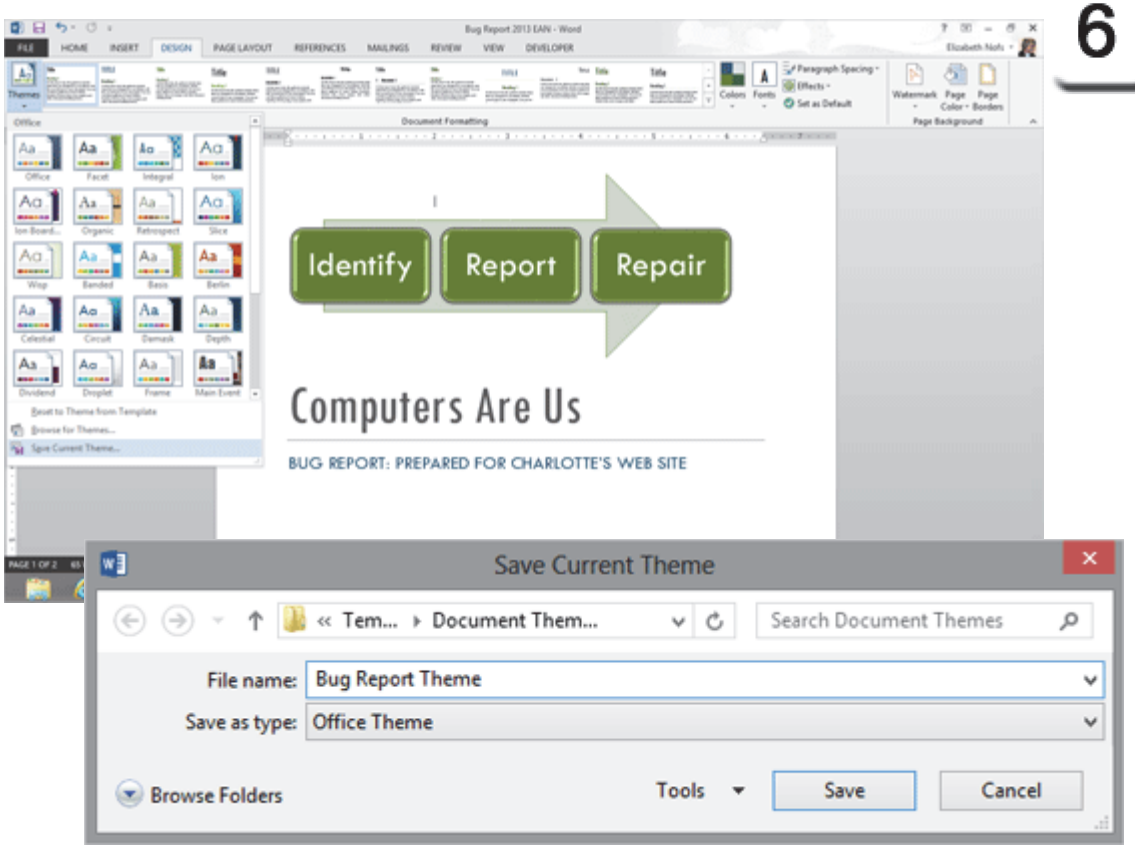
6. Try it: Set Theme as Default
Go to **Design->Document Formatting**.
Go to **Theme.**
Select **Save Current Themes.**
You will be prompted to enter a name for your new Office theme (*.thmx).

OK. That will do.



Memo to Self: You can also use this menu to Restore the Theme to one of the built in templates.

Design -> Document Formatting->Themes ->Save Current Theme...



6

Exam 77-425 Microsoft Word 2013 Expert
4.0 Create Custom Word Elements
4.1 Create and Modify Building Blocks: Create Custom Style Sets and Templates

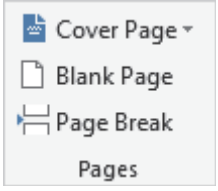
Take One

Insert a Blank Page

There is a new option in Microsoft Word: **Screenshots.** A **Screenshot** captures an image of what you see on your computer. This would be useful in a Bug Report.

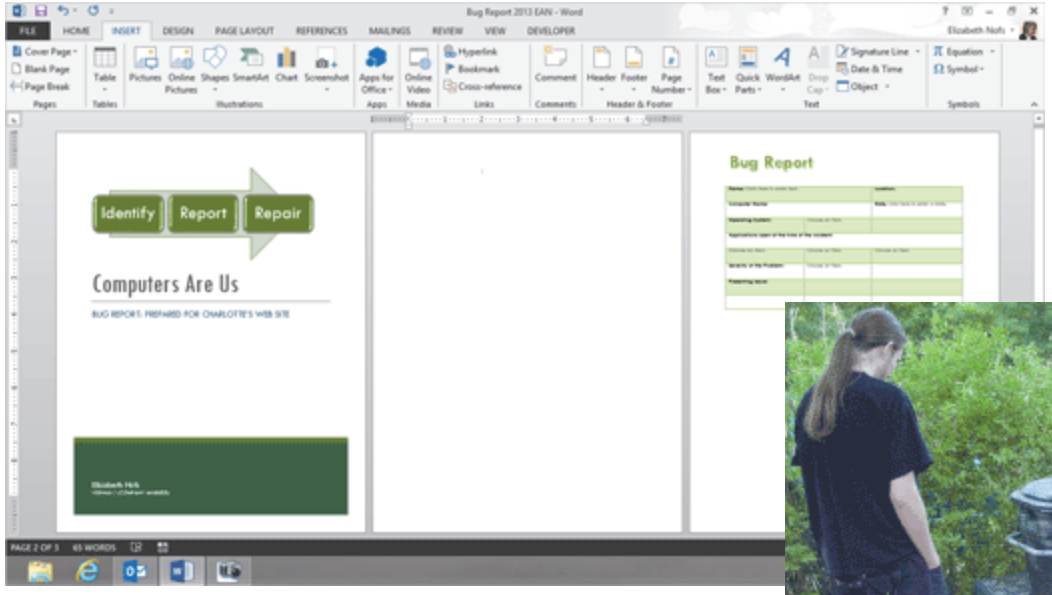
Before You Begin: Place your cursor at the bottom of page 1 after the Table.

Try it: Insert a Blank Page
Go to **Insert ->Pages-> Blank Page.**



Keep going...

Insert->Pages-> Blank Page



This is the document showing all the three pages: View->Zoom->Multiple Pages



The garbage sounded funny... (keep going)

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Insert Blank Pages

Take One

Insert a Screenshot

A **Screenshot** captures a picture of any Window that you have open. Say you have a few programs open on your computer: music, E-mail, Word and Excel.

1. Try it: Insert a Screenshot
Go to **Insert -> Illustrations.**
Click on **Screenshot**.

What Do You See? There should be a list of the Windows that you have open.

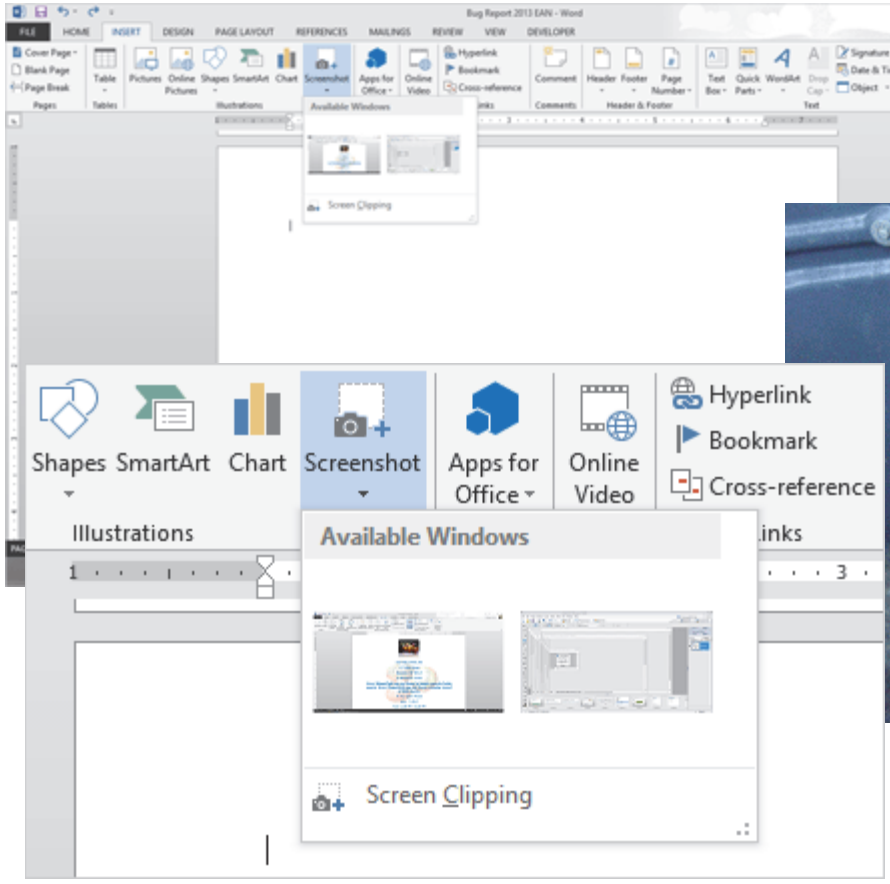
In the example on this page, there is a Word document that has an error: a mismatch between the Mail Merge Fields and the fields in the Recipients list.

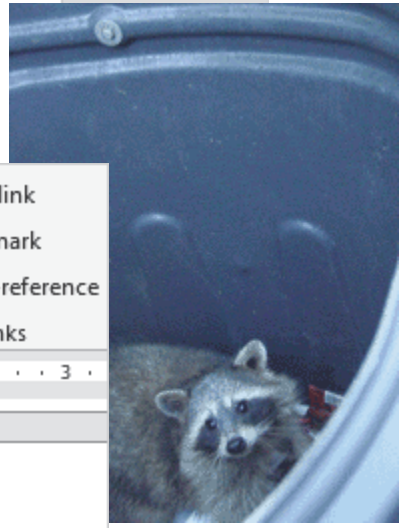
Keep going...

Memo to Self: Any document will work. You do not have to MATCH the images here.

Insert -> Illustrations ->Screenshot

1





We had a visitor who stopped by for lunch... (keep going)

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Screen Captures

Take One

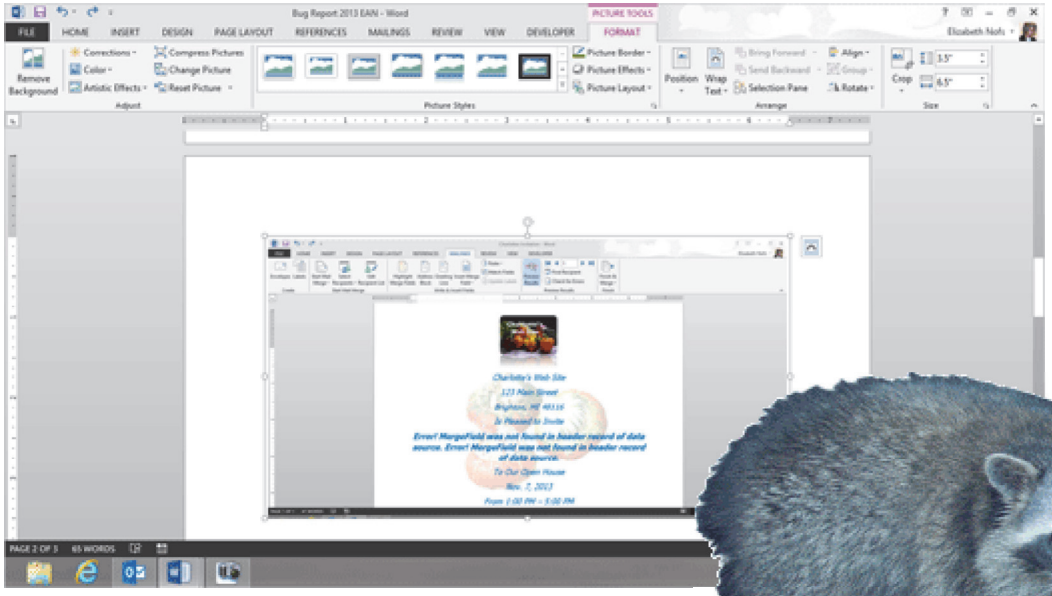
Format the Screenshot

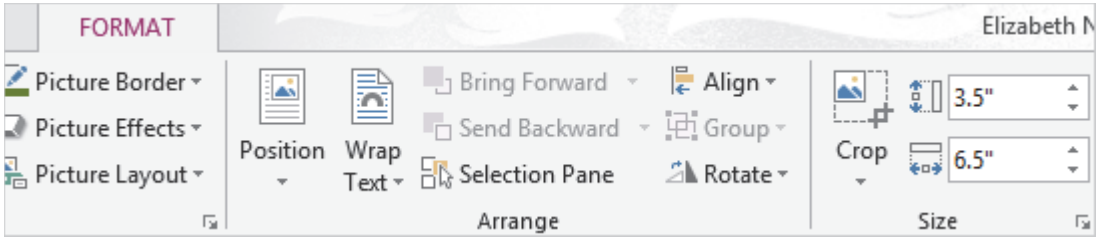
A **Screenshot** is an image. When you select the Screenshot, the Picture Tools should be available.

2. Try it: Format the Screenshot
Go to **Picture Tools -> Format.**
You can format the Styles, arrange the Postion and Text Wrapping. You can also change the Size if you wish.

Save this document.

Picture Tools -> Format ->Size







Bon Appetite!

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Format the Screen Captures

Take One

Link the Form to Data

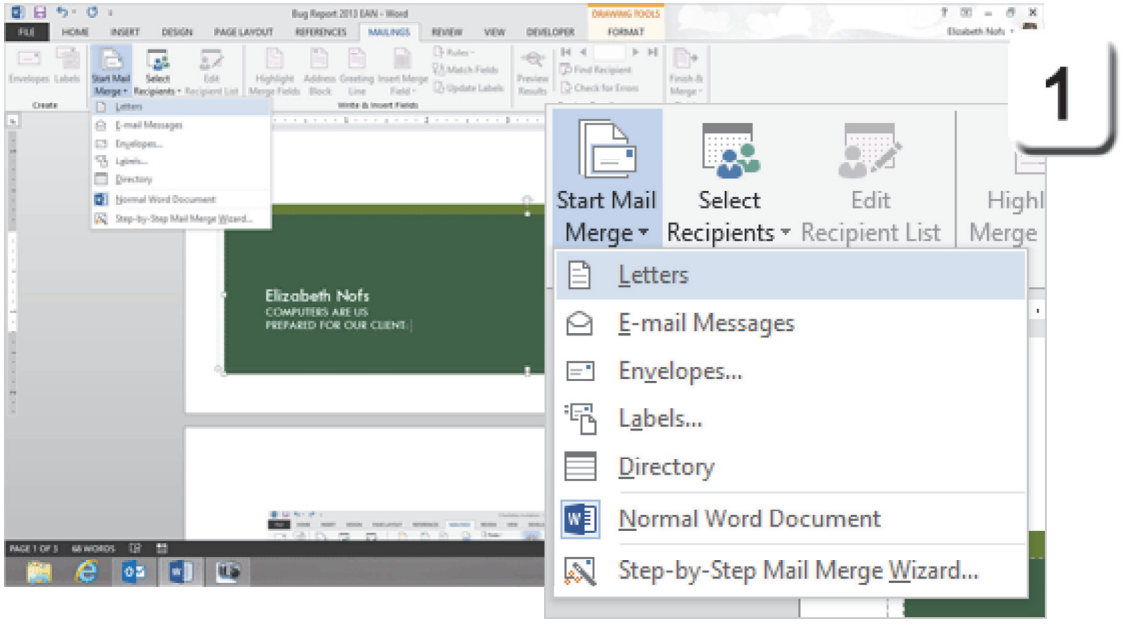
The Form can be linked to a Table in Word, Excel, Outlook or an **Access database**. Each time you open the Form, the merge can automatically look up the name, address, and phone as well as custom Fields.

Before You Begin: There are two parts to a Mail Merge: the Main document, or Form, and the Data. In this example, the Bug Report Form is the Main document. The Data will be a Recipients database with custom fields that we will create in the following pages.

1. Try it: Create a Mail Merge
Go to **Mailings -> Start Mail Merge**.
Go to **Start Mail Merge->Letters.**
Keep going...

Where Have You Seen This, Before? A Mail Merge looks up data in a Table, too.

Mailings -> Start Mail Merge->Start Mail Merge->Letters





Take One

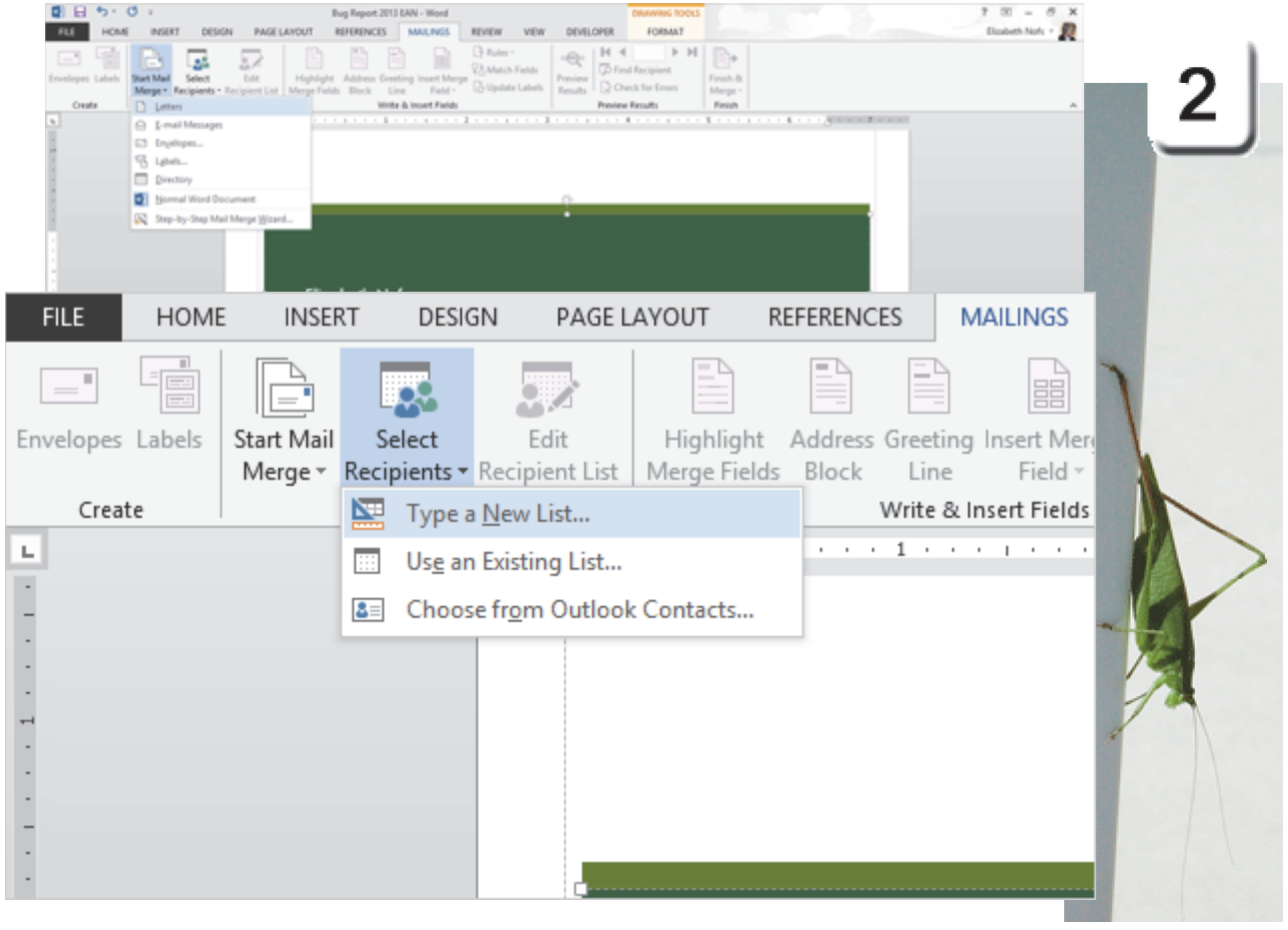
Enter the Data

2. Try it: Type New List

Go to **Mailings_> Start Mail Merge**.
Go to **Select Recipients.**
Click on **Type New List.**

Keep going...

Mailings -> Start Mail Merge->Select Recipients ->Type New List





Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Manage Recipient Lists

Take One

Customize Columns

What Do You See? You will be prompted to Type the recipients names into the **New Address List.**

The Address list includes the First Name, Last Name, Company, Address and Phone. You can add your own fields if you wish. In this example, the Bug Report will include the User Name and Password.

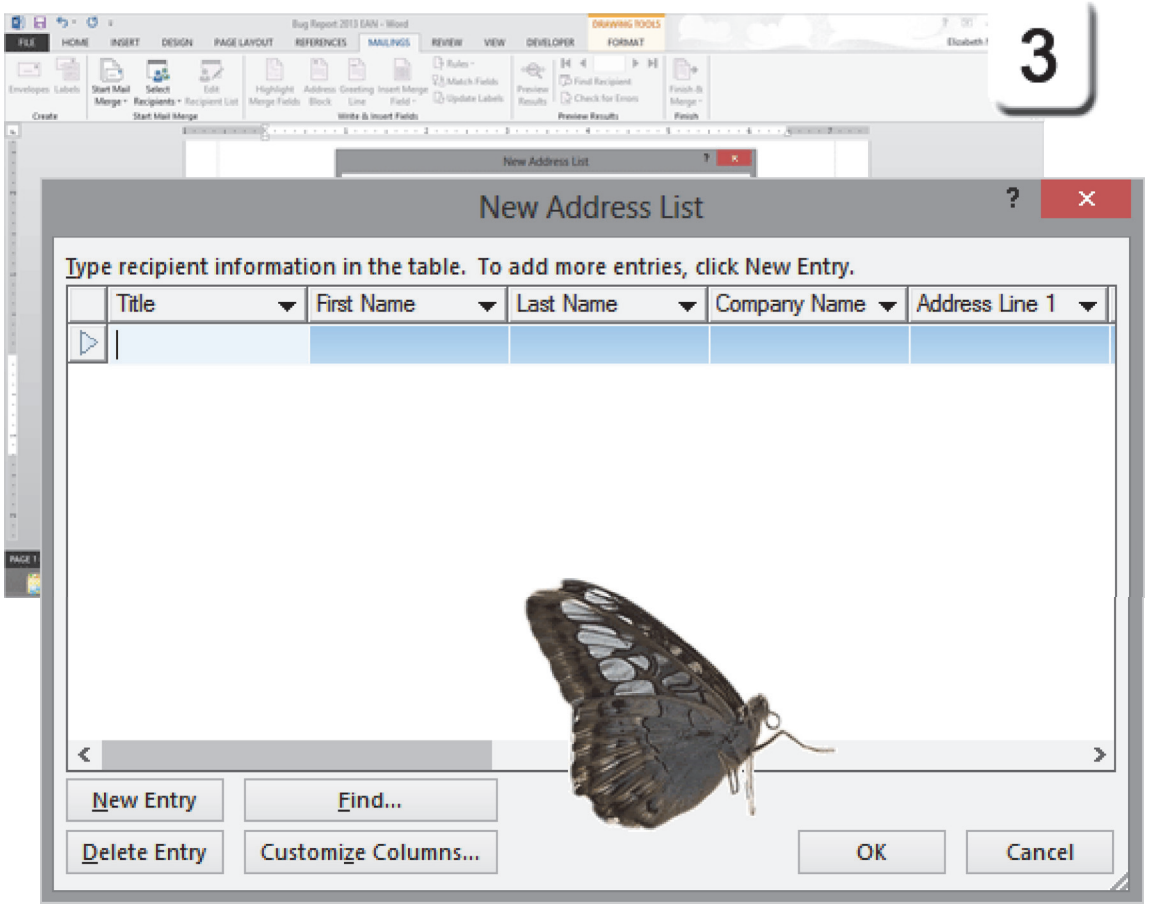
Here are the steps.

3. Try it: Customize the Columns
Click on **Customize Columns.**

Keep going...

Memo to Self: When you add new Fields to the New Address List, you are adding them to a Table in Microsoft Access.

Mailings -> Start Mail Merge->Select Recipients ->Type New List



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Add Custom Fields

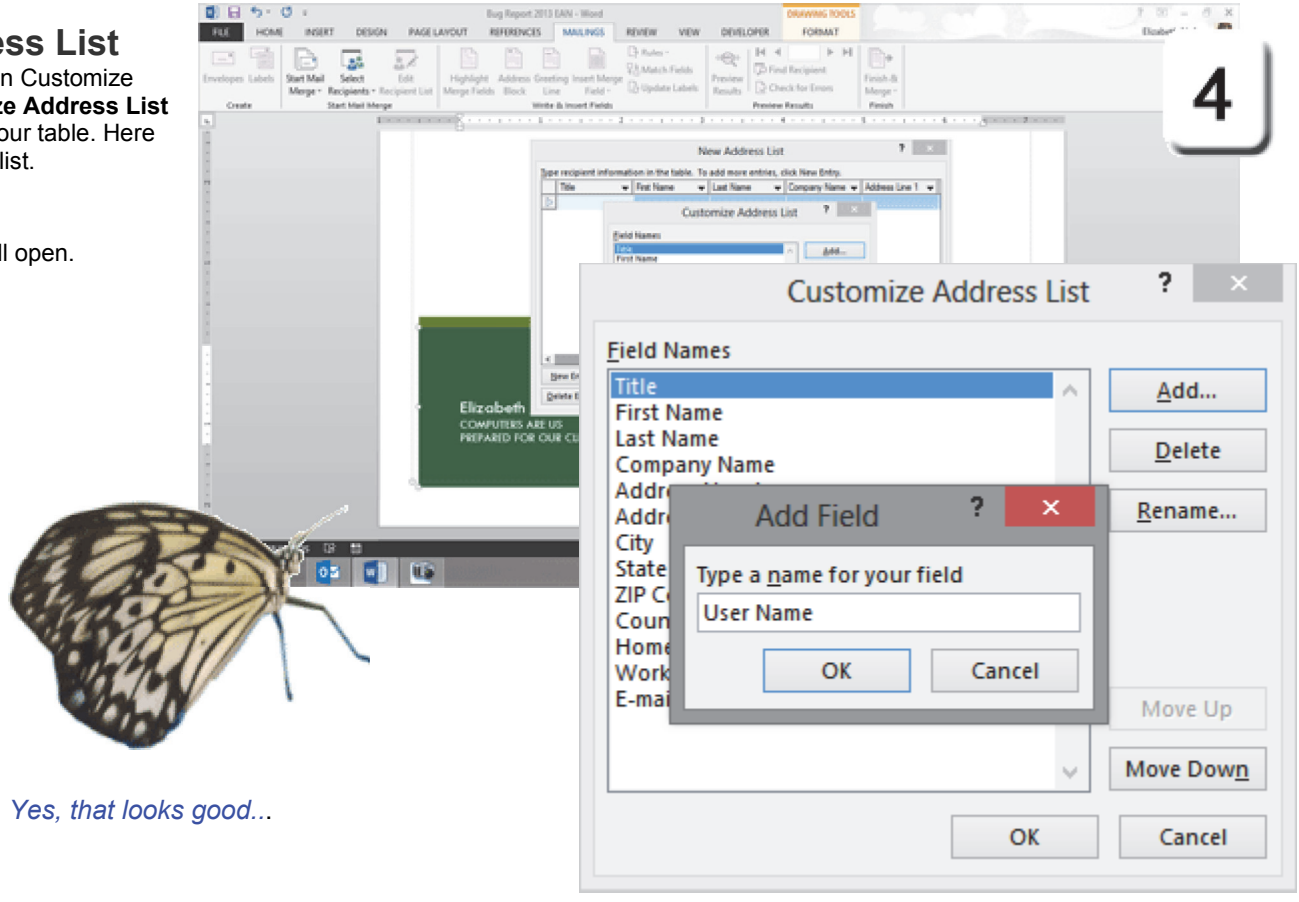
Mailings -> Start Mail Merge->Select Recipients ->Type New List ->Customize Columns

Add Fields to the Address List

What Do You See? When you click on Customize Columns, you should see a **Customize Address List** that shows all of the Field Names in your table. Here are the steps you can take to edit the list.

4. Try This: Add New Fields
Go to **Add.** The **Add Field** window will open.
Type a name: User Name**.**
Add another name: Password.

Click **OK**. Keep going...



Yes, that looks good...

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Add Custom Fields

Take One

Mailings -> Start Mail Merge-> Select Recipients ->Type New List

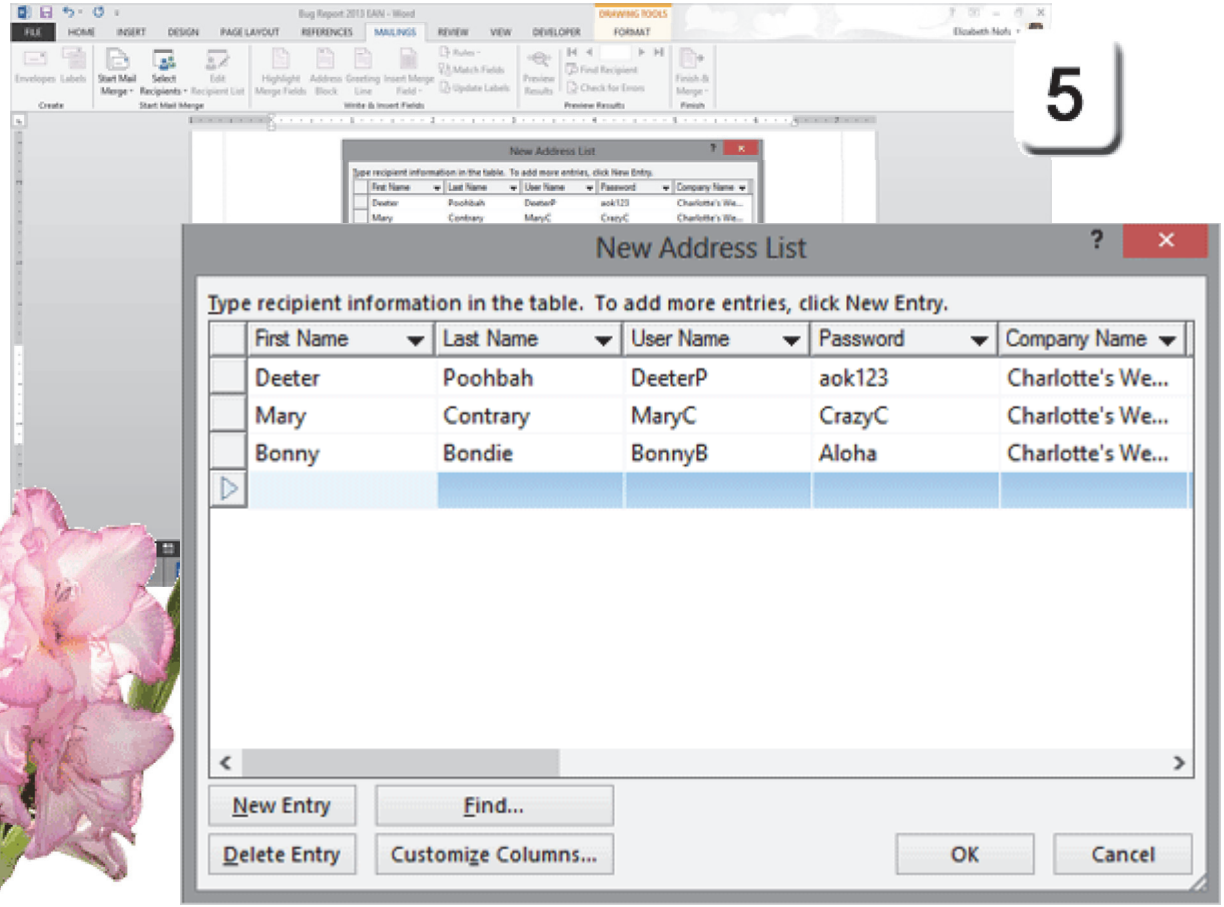
Add Some Sample Names

What Do You See? You should return to the New Address List. In addition to the default fields, you should see the two new fields: User Name and Password.

5. Try This: Add Some Names
Please add three sample names to this New Address List. You can type the names that you see in this screenshot or create your own if you wish.

When you are done editing the list, click on **OK to Save** your data.

Keep going...



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Manage Recipients List

Take One

Save the Database

6. Try This: Save the Data

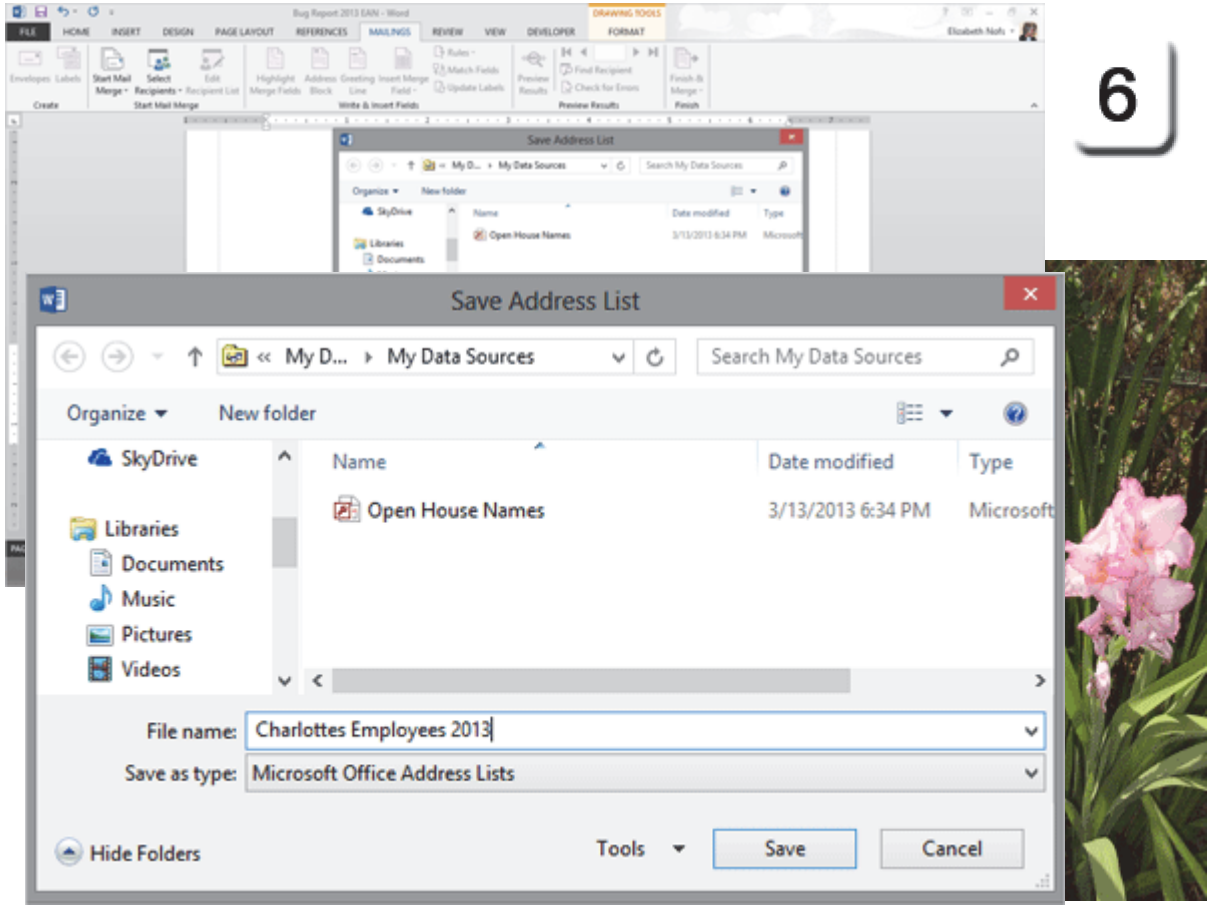
Where Are You Saving It? By default, Microsoft Word 2013 saves the Office Address List in your Documents in a folder called My Data Sources.

File Name: Charlottes Employees 2013.

Save as Type: An Office Address List is a Microsoft Access database. There is a lot that you can do with a database.

Keep going...

Mailings -> Start Mail Merge->Select Recipients ->Type New List



6

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Manage Recipients List

Take One

Add the Merge Fields

The Form is linked to a database. All of the Merge Fields will be available when you go to **Insert Merge Field**,

Before You Begin: This lesson begins on the cover page.

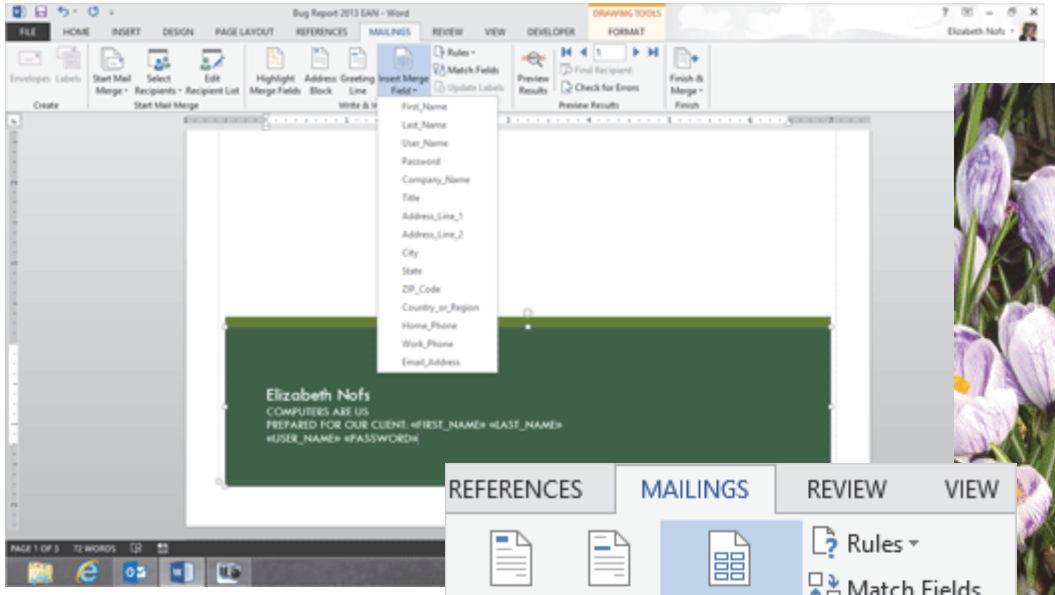
7. Try it: Insert Merge Fields
Go to **Mailings ->Write and Insert Fields**.
Click on: **Insert Merge Fields.**
Add the following fields to the Form:
First_Name
Last_Name
User_Name
Password
Company Name

Save your Form.

Keep going...

Mailings -> Write & Insert Fields-> Insert Merge Fields

7



COMPUTERS ARE US
PREPARED FOR OUR CLIENT: «FIRST_NAME» «LAST_NAME»
«USER_NAME» «PASSWORD»

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Insert Merge Fields

Take One

Mailings ->Preview Results->Preview Results

8

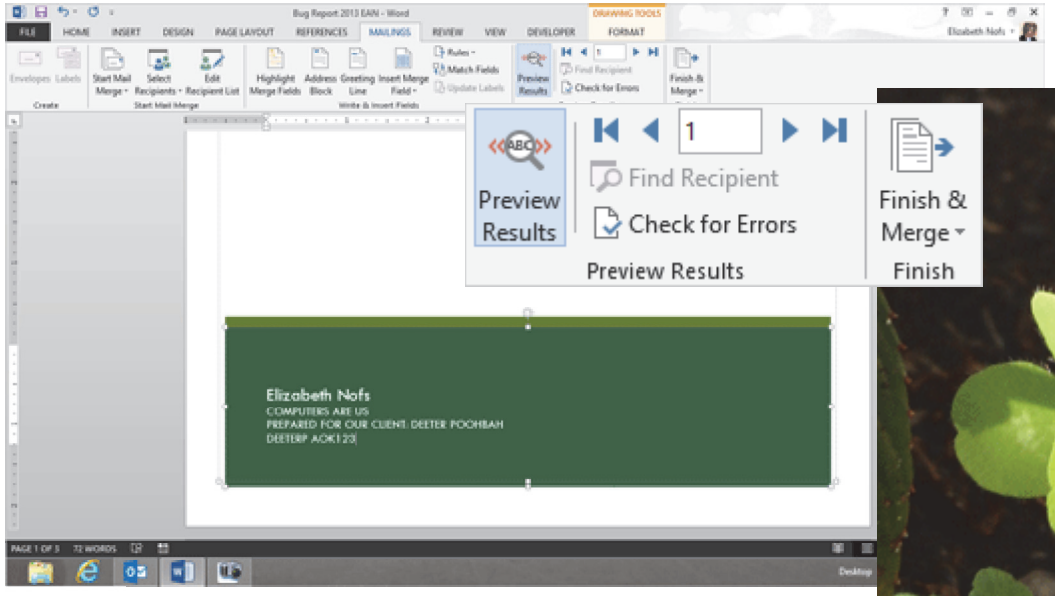
Preview the Mail Merge

8. Try it: Preview the Mail Merge
Go to **Mailings -> Preview Results.**
Click on **Preview Results.**

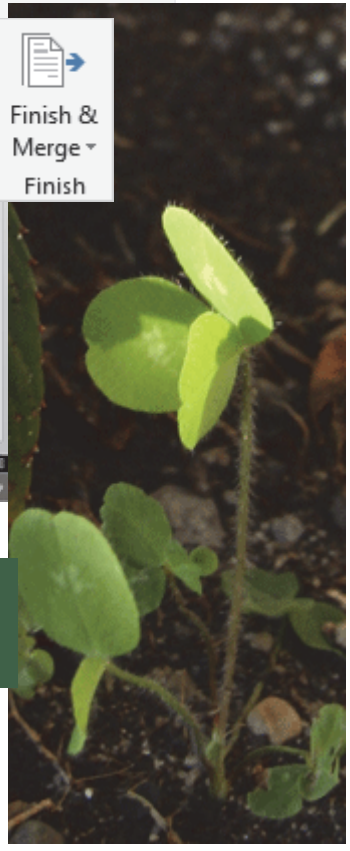
What Do You See? The Mail Merge Preview should include the data from the **Office Address List.**

OK, that looks good. We used a Mail Merge to look up the client's name as well as our custom Fields.

One more question and answer.
Turn the page...







COMPUTERS ARE US
PREPARED FOR OUR CLIENT: DEETER POOHBAH
DEETERP AOK123

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Preview the Mail Merge

Take One

Open the Form

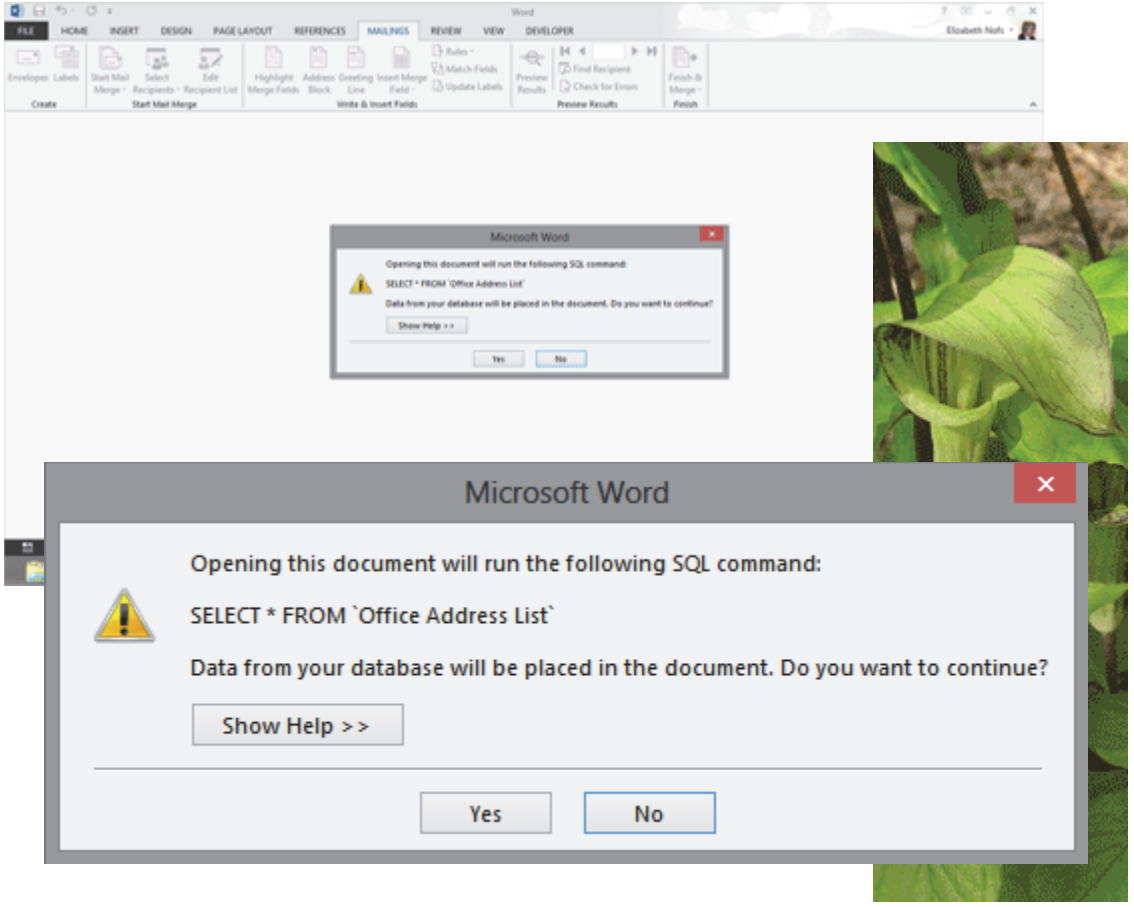
What does it look like when you open a Form that is linked to a database or spreadsheet?

Try It: Open the Form
Please Close your Form and Open it again.

What Do You See? When you open a document that is linked to a data source, you will be prompted that data from your database will be placed in your document. If you say yes, Microsoft Word will look for your database and select all of the records in the **Office Address List**.

Memo to Self: The asterisk (*) is a wildcard that means select everything.

File -> Open



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations

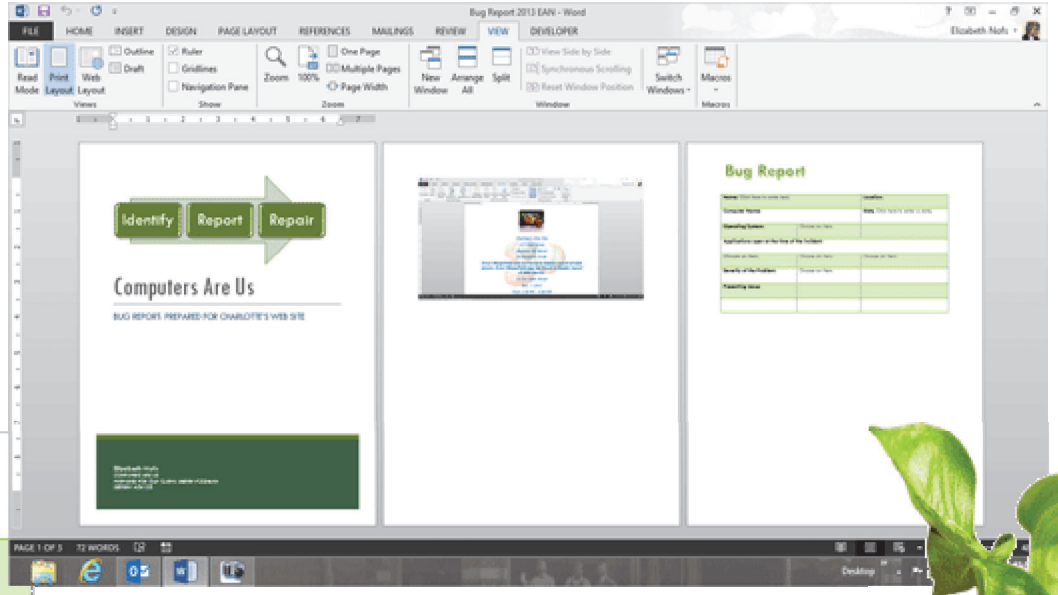
Take One

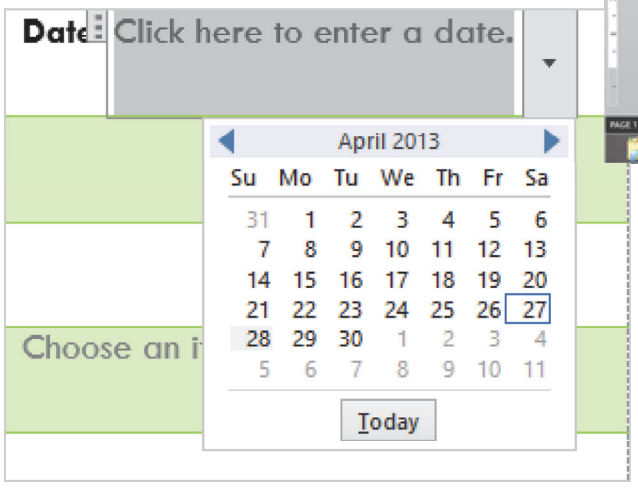
Basic Form Design

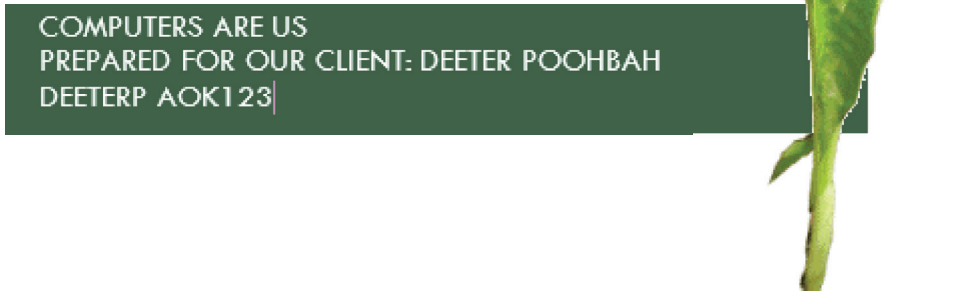
This lesson introduced basic Form design with the tools available on the **Developers Toolbar**. We began by formatting a Table to set up the Form layout. This Form has several controls: Text, Date Picker and Combo Boxes.

In addition to the controls, this Form is linked to a Microsoft Access database: an Office Address List.

View -> Zoom->Multiple Page







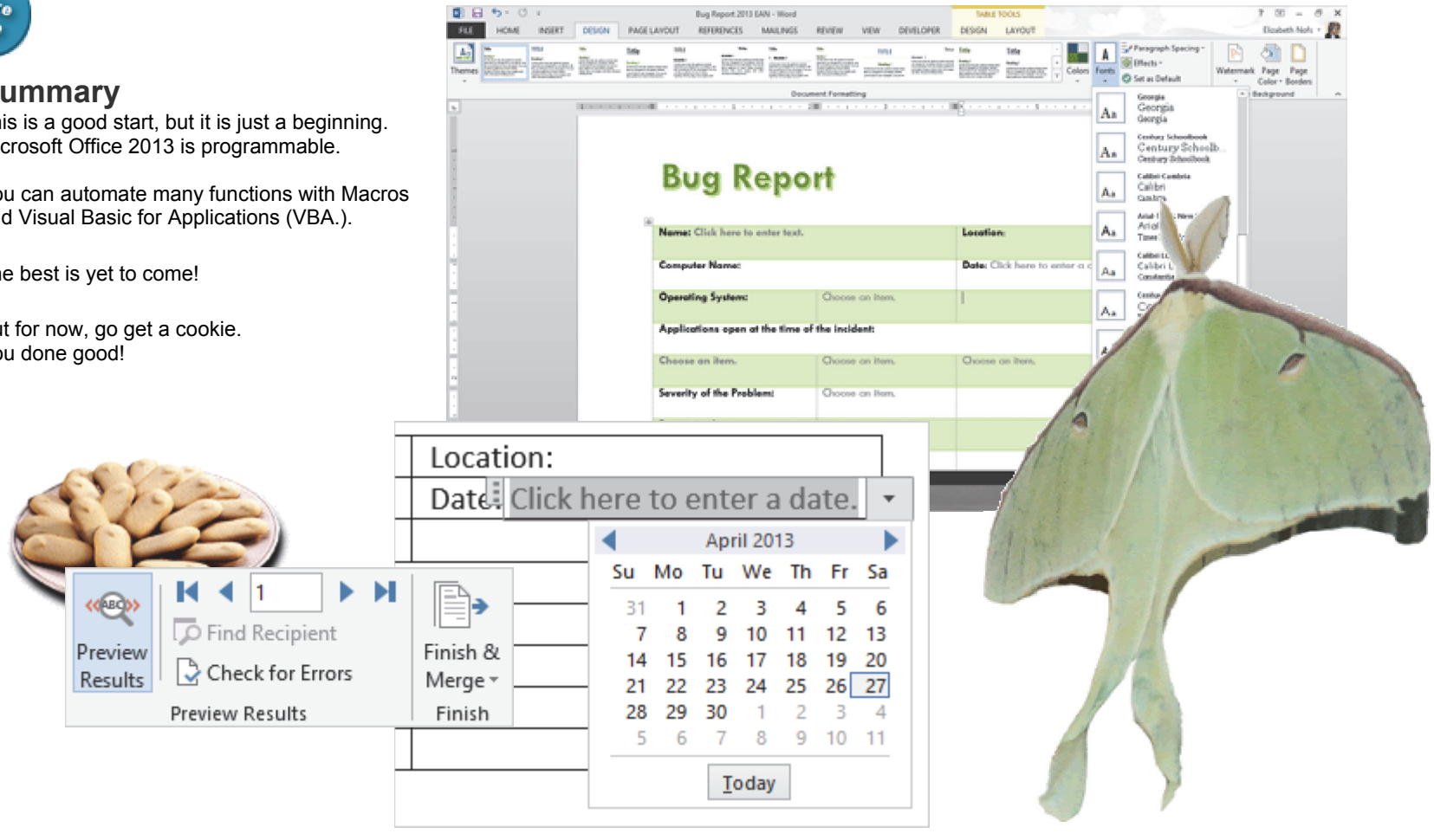
Summary

This is a good start, but it is just a beginning.
Microsoft Office 2013 is programmable.

You can automate many functions with Macros and Visual Basic for Applications (VBA.).

The best is yet to come!

But for now, go get a cookie.
You done good!



Practice Activity

Who Done It?

Before You Begin: Start Microsoft Word 201**3**. You should see a new, blank document.

Try This: Do the following steps

1. Open a New Word document.
2. Insert a table with three columns and two rows.
3. Insert the following controls in the locations indicated:

Name (Text Form Control)	Date (Date Picker)	Department (Drop Box)
Location (Drop Box)		Attending (Drop Box)

List of Departments:
Human Resources
Engineering
Marketing
Sales
Customer Relations

List of Locations:
Brighton
Ann Arbor
Detroit
Traverse City
(Sort the locations in alphabetical order)

Attending box:
Yes
No
No Response

4. Apply the **Metro** Theme to your document.
5. Save your work as Advanced Form Practice Activity.



Test Yourself

1. Which of the following is the correct command to turn on the Developer Ribbon?
a. Go to Tools-> Options->Ribbons-> Developer Ribbon
b. Go to View-> Ribbons-> Customize Ribbon->Developer Ribbon
c. Go to File-> Options-> Customize Ribbons
Tip: Advanced Word, page 185

2. Which of the following is an available form control on the Developer Ribbon? (select all correct answers)
a. Text Form Control (plain text)
b. Text Form Control (rich text)
c. Date Picker
d. Combo Box
e. Drop Down List
Tip: Advanced Word, page 186, 187, 188

3. Restrict Editing is one way to protect a document. Which Ribbon has this command?
a. Home
b. Review
c. File
d. Share
e. Developer
Tip: Advanced Word, page 190

4. Which of the following is true about Themes? (select all correct answers)
a. Cannot be customized
b. Theme colors are applied to Text and Backgrounds
c. Accent colors are applied to shapes, SmartArt and Graphics
d. Apply to everything in the document
Tip: Advanced Word, page 197, 199

5. Which of the following commands are in the Insert-> Pages group? (select all correct answers)
a. Cover Page
b. Blank Page
c. Page Break
d. New Page
Tip: Advanced Word, page 201

6. A screenshot is a picture (snapshot) of a current window open on the computer.
a. True
b. False
Tip: Advanced Word, page 208

7. What is the default file format for Microsoft Office Address List?
a. Excel File
b. Word Document
c. Outlook Contacts File
d. Access Database
Tip: Advanced Word, page 210, 215

8. What does Microsoft Office do when opening a file that is linked to a data source?
a. Ask if it is okay to put the data into the document
b. Give an error message
c. Open the file normally
Tip: Advanced Word, page 217, 218



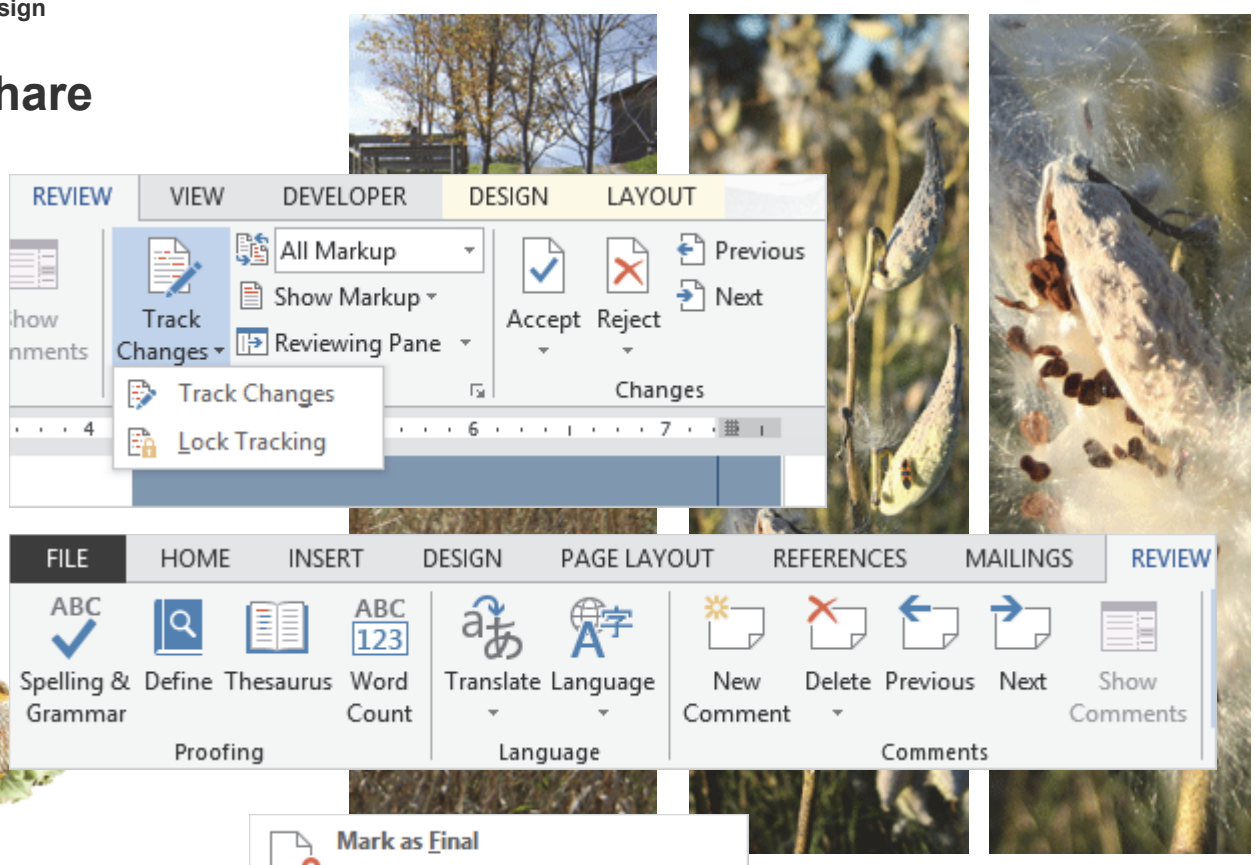
Prepare to Share

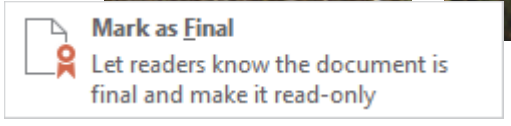
Advanced Word Objectives

In this lesson you will learn how to:

1. Use Proofing Tools.
2. Explore the Review Ribbon.
3. Use Track Changes.
4. Insert and remove Comments.
5. Compare and Combine documents.







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Lesson 6: Prepare to Share

1. Readings
Read Lesson 6 in the Advanced Word guide, page 223-270.

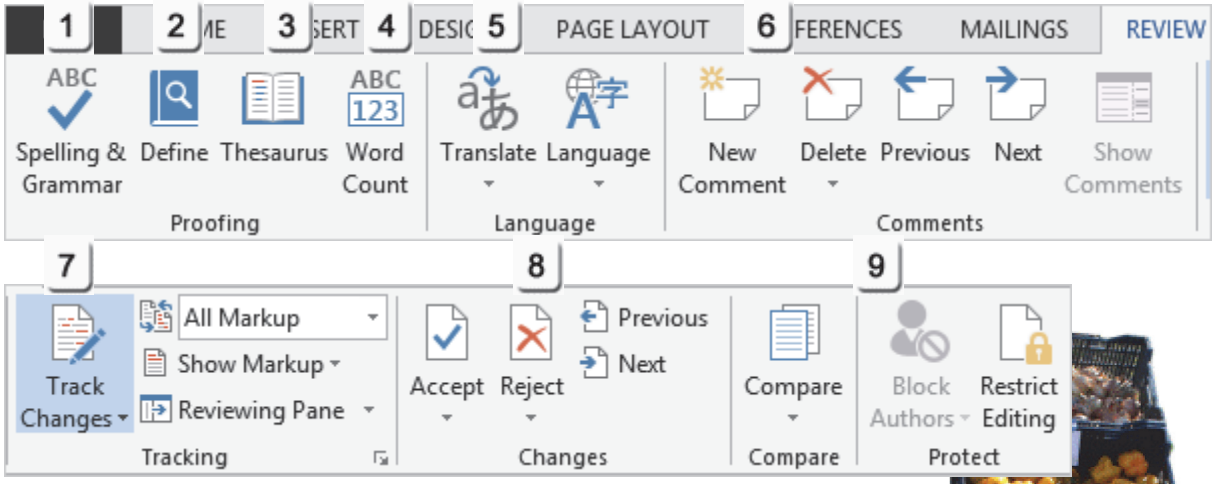
Project
Use the tools on the Review Ribbon to prepare a document for publication: Proofing, Language, Comments, Tracking, Changes, Compare.

Downloads
Charlotte Quarterly Report 2013.docx
Charlotte Quarterly Report 2013 REVISED.docx
Bug Report 2013.docx

2. Practice
Complete the Practice Activity, page 271

3. Assessment
Review the Test questions, page 272.

Review

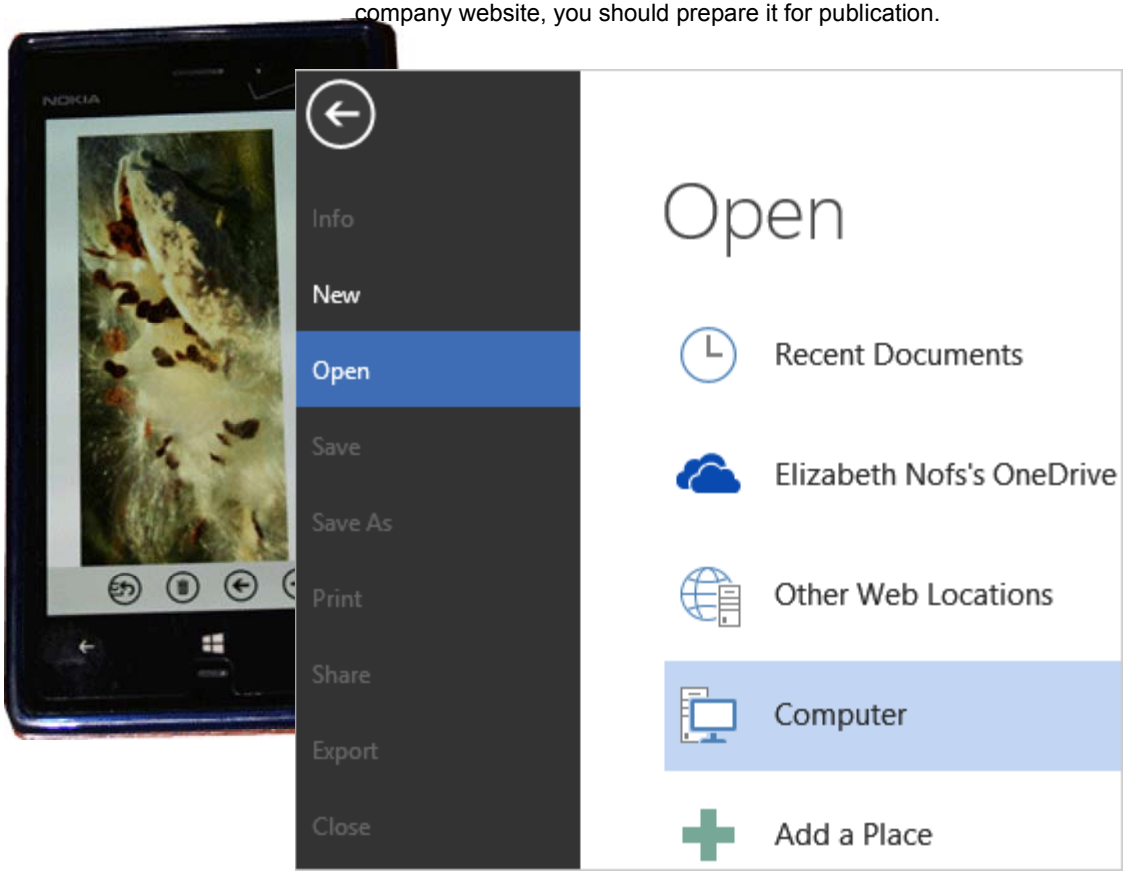


Menu Maps
This lesson shows the **Review** Ribbon.
1. Review-> Proofing->Spelling and Grammar, page 227
2. Review-> Proofing->Define, page 228
3. Review-> Proofing->Thesaurus, page 230
4. Review-> Proofing->Word Count, page 232
5. Review-> Language->Translate, page 233
6. Review-> Comments, page 236
7. Review-> Track Changes, page 239
8. Review-> Changes-> Accept, page 241
9. Review-> Compare, page 247



Prepare to Share

Say you needed to prepare the Quarterly Report for Charlotte's website. It is an important document. You need to send your report around the office to get it reviewed and proofed. Before you distribute this information on the departmental server or company website, you should prepare it for publication.



Before You Begin

Download the sample file:
Charlotte Quarterly Report 2013.docx

Start Microsoft Word
Open the sample file:
Charlotte Quarterly Report 2013.docx.

Memo to Self: It is not important that you match this sample file. You can create your own report instead of downloading the sample file. The report should have two or three pages of text, page numbers in the footers and a cover page. You can also use a template if you wish.



Take Two

Review-> Proofing

Review: Proofing

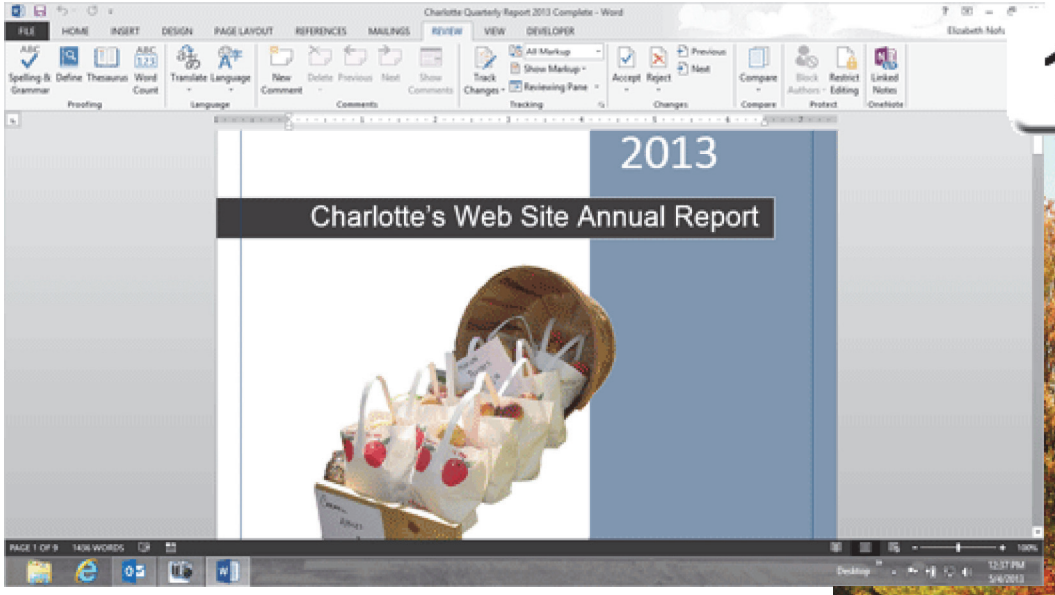
Microsoft Word organizes all of the proofing tools on the **Review** Ribbon.

1. Try This: Review Your Document
Go to **Review**.

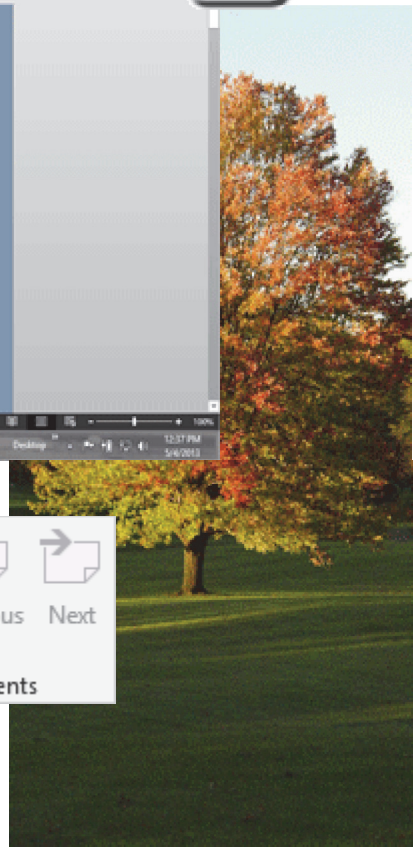
What Do You See? There are six groups on the Review Ribbon.

The six Review groups are:
Proofing
Language
Comments
Tracking
Changes
Compare
Protect

Keep going...







Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Spelling and Grammar)

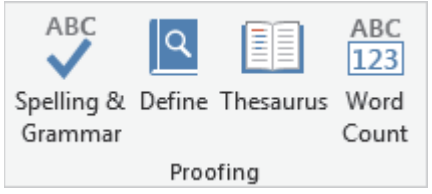
Take Two

Review: Spelling

There are four **Proofing** tools: Spelling, Research, Thesaurus and Word Count. Checking the spelling is like getting dressed for work: you really should do it.

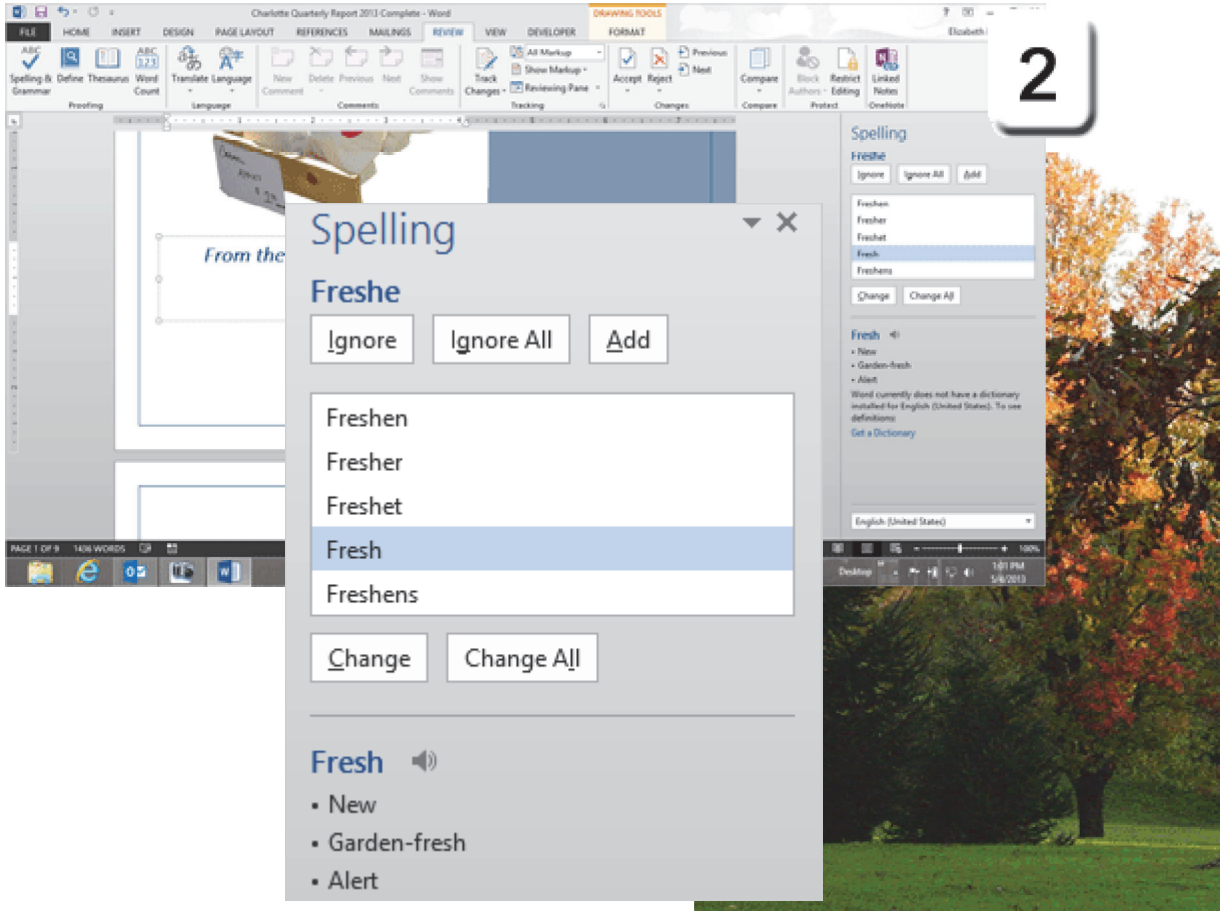
Before You Begin: The sample document has several words which are misspelled. If your document does not, please type a word incorrectly for this demonstration.

2. Try This: Spelling and Grammar
Go to **Review->Proofing.**
Click on **Spelling and Grammar**.



If Word finds something that is not in the dictionary, You can choose from the list of suggestions. You can also **Ignore** or **Add** to the Dictionary. You can also listen to the word as it is pronounced. So, keeep going...

Review-> Proofing ->Spelling and Grammar



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Spelling and Grammar)

Take Two

Proofing: Better Look It Up

Say you needed to confirm something for this document. You can use the **Proofing** tools to **Define** the meaning of a word as well as look up the spelling.

3. Try it: Define a Word
Go to **Review -> Proofing.**
Select **Define.**

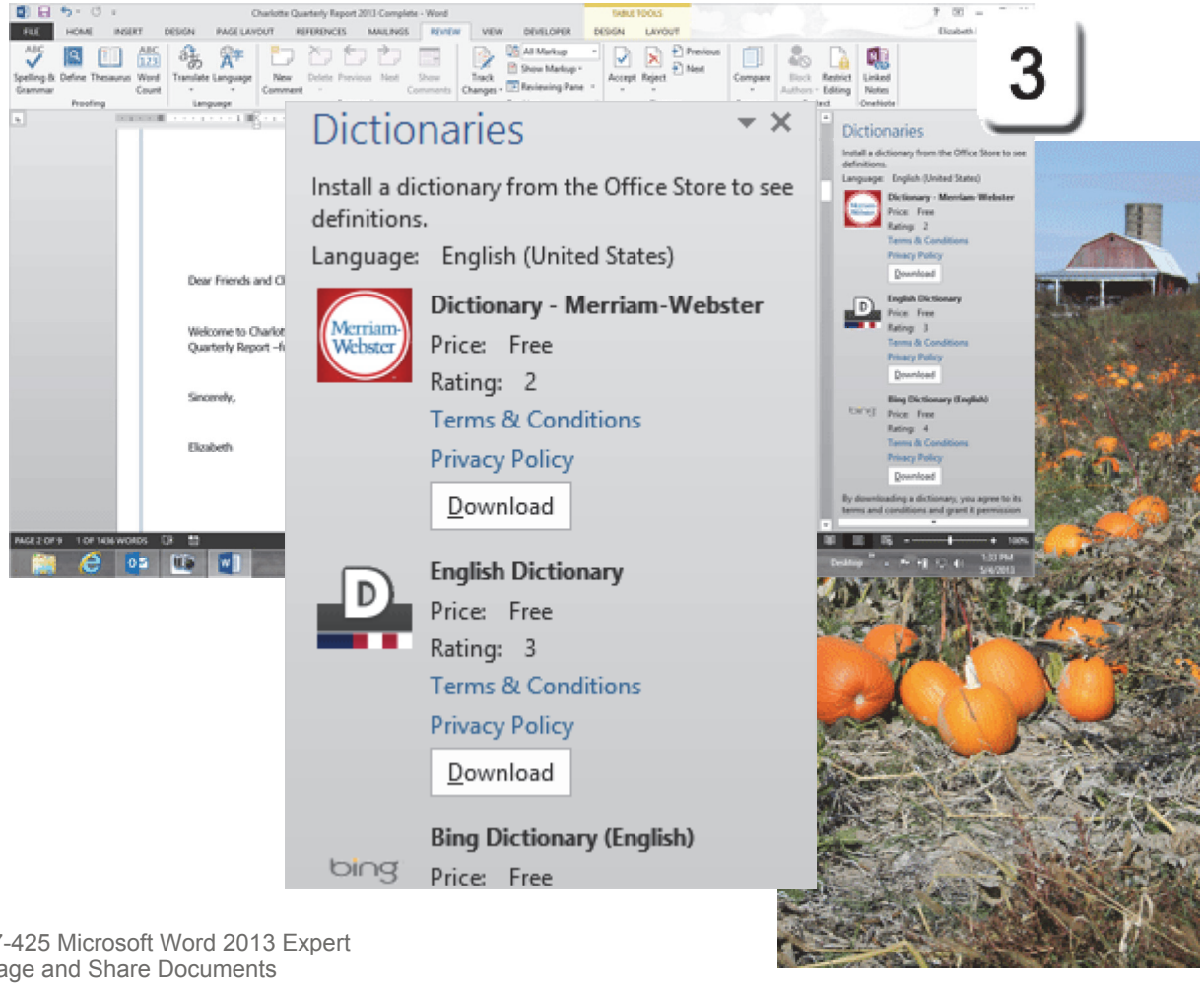
What Do You See? The first time you click on Define you will be prompted to select which dictionary you would like to download from the Microsoft App Store. Many of the dictionaries are free.

Try This, Too: Download a Dictionary
Please **Download** one of the Dictionaries.

Keep going..

Memo to Self: You may be prompted for permission when you download and install one of these little apps.

Review-> Proofing ->Define



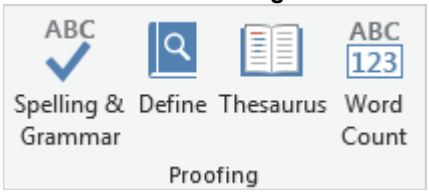
Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Define)

Take Two

Look Up a Definition

Each Dictionary uses the Internet to provide fast, current information. Here are the steps.

4. Try it: Define a Word
Select a Word: Wine Sap.
Go to **Review -> Proofing->Define.**

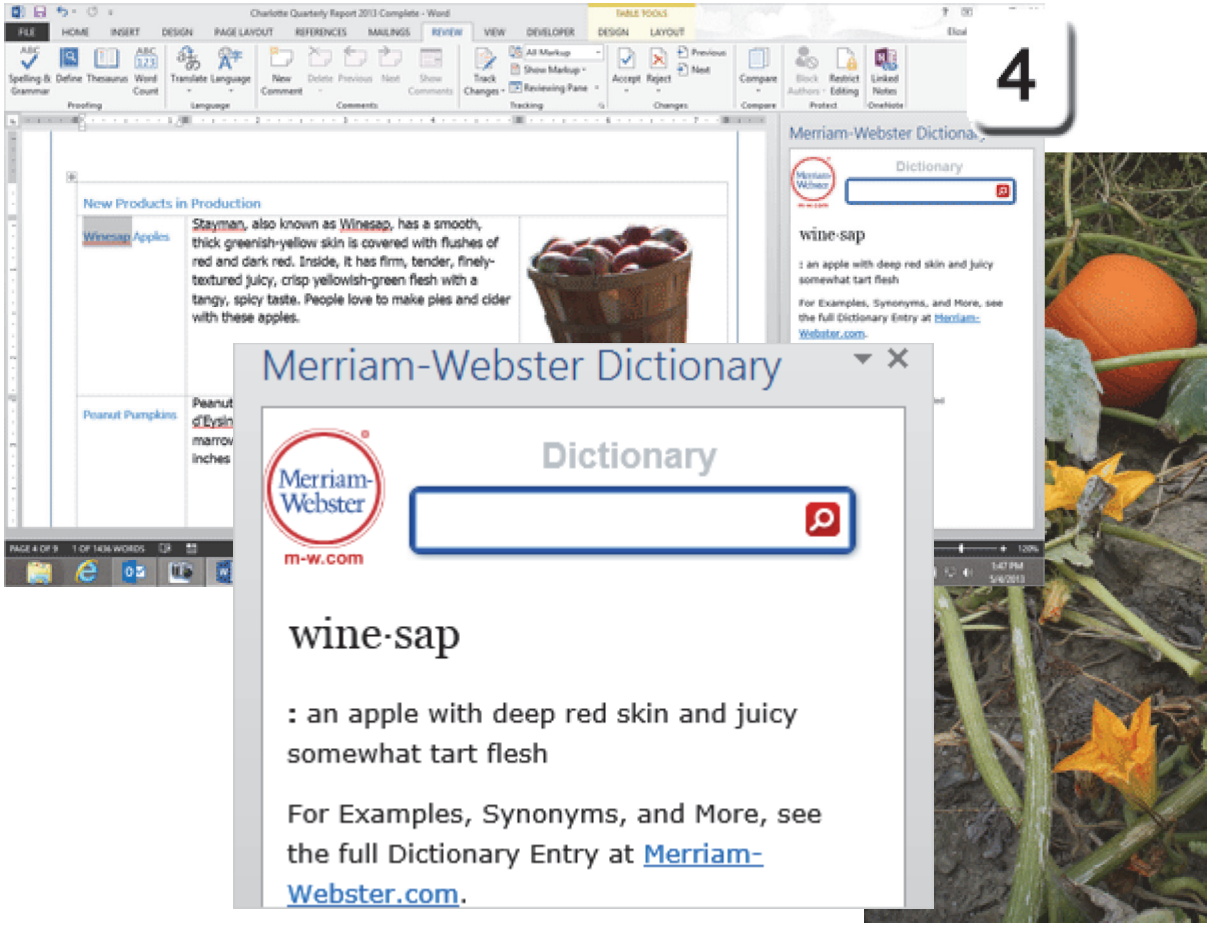


What Do You See? The Dictionary returned a definition of a wine sap apple: red, juicy, tart.

Close the Dictionary definition with the little X in the upper right corner of this panel.

Two Proofing Tools down...
Keep going, please...

Review-> Proofing ->Define



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Define)

Take Two

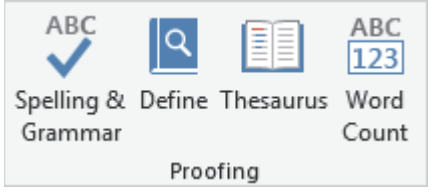
Proofing: Thesaurus

A **Thesaurus** groups words by their meanings, rather than alphabetically in a dictionary or encyclopedia.

There are three groups in a Thesaurus: synonyms, antonyms and related words. **Synonyms** are different words that have almost the same meaning. **Antonyms** are words that mean the opposite.

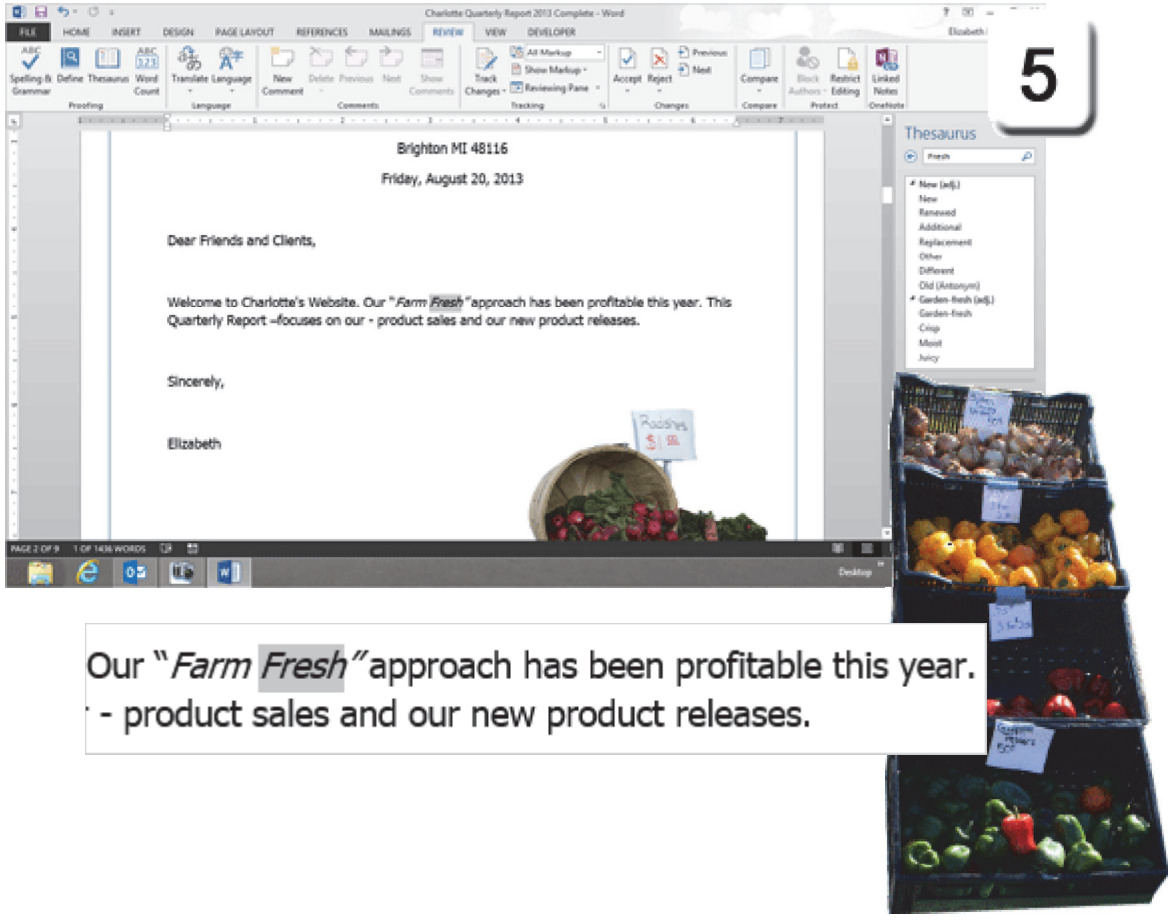
Before You Begin: Select a word in your sample report: Fresh.

5. Try This: Use the Thesaurus
Go to **Review->Proofing**.
Click on **Thesaurus**.



Keep going...

Review-> Proofing ->Thesaurus



Take Two

Thesaurus Options

6. Try This: Review the Thesaurus Results
The Thesaurus returns a list of words. You can click on any word to find more words that are similar. You can also go back to an earlier word by using the small arrow on the upper left corner.

When you find a good word **right- click it.**
The Thesaurus gives you two options:
Insert
Copy

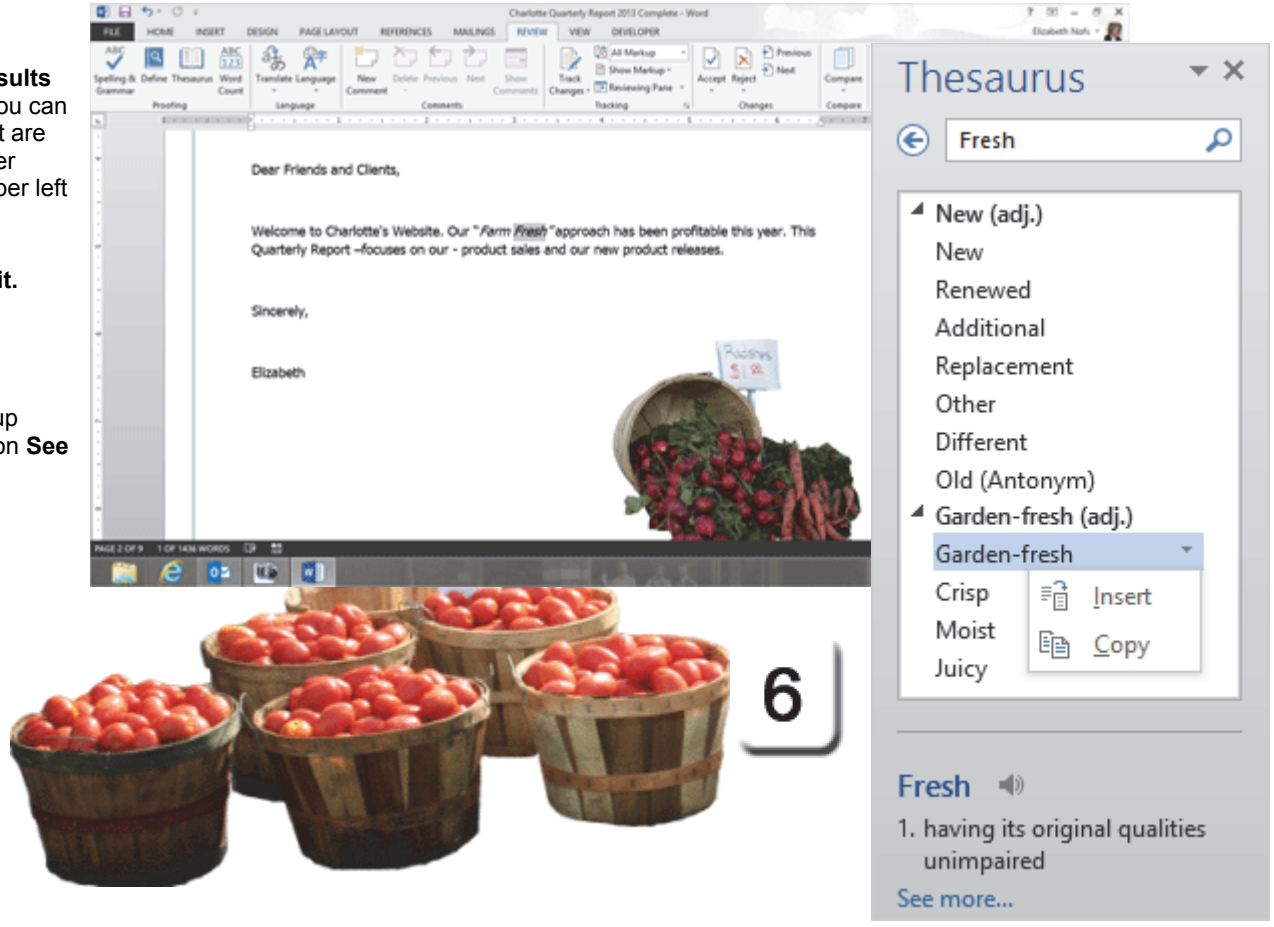
What Else Do You See? You can look up additional information online if you click on **See more...**

OK, **Close** the Thesaurus.

There is one more proofing option.
Please turn the page.

Keep going...

Review-> Proofing ->Thesaurus



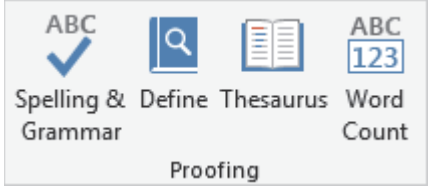
Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Thesaurus)

Take Two

Review: Word Count

How many words are in your document? Here are the steps to count them.

7. Try This: Use Word Count
Go to **Review-> Proofing**.
Click on **Word Count**.

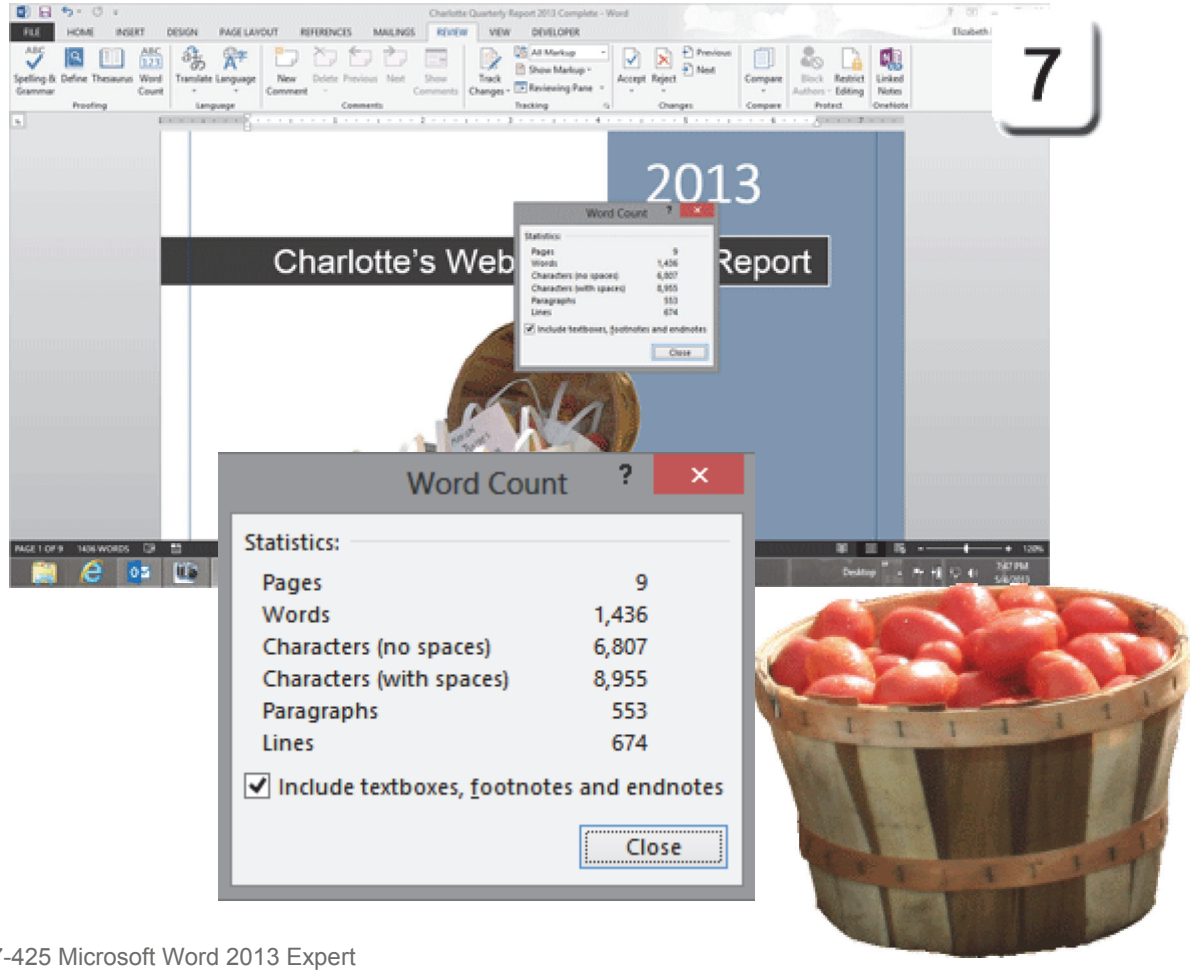


What Do You See? The Word Count adds up the words in your work. The **Statistics** include pages, words, as well as, a character count (with and without spaces), paragraphs and lines.

Please **Close** the Word Count.

Where Have You Seen This Before? Say you had to post your resume online. Word Count lets you see if you are over the limit for their website form.

Review-> Proofing ->Word Count



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Proofing (Word Count)

Review: Translate

We looked at the Proofing tools: Spelling & Grammer, Define, Thesaurus and Word Count.

Microsoft Word can also help you **Translate** your document into another language. The next pages will review the Language Tools: Translate and Language.

There are three options for Translating Text:
Translate Document.
Translate Selected Text.
Mini Translation.

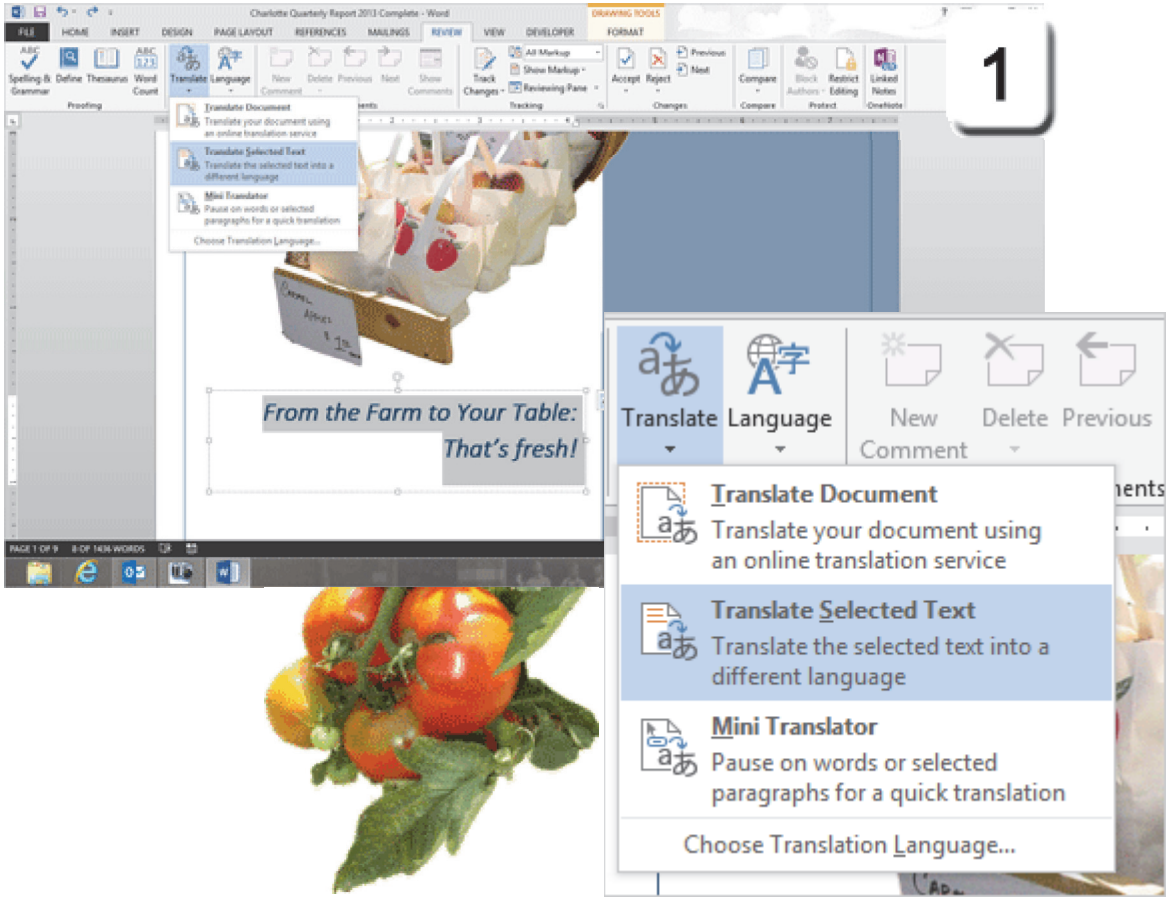
Before You Begin: Select Some Text
Select the phrase: From the farm to your table: That's fresh!

1. Try This: Translate Selected Text
Go to **Review-> Language->Translate**.
Click on **Translate Selected Text**.

Keep going...

Memo to Self: The machine translation is a good start, however it probably pays to have a professional review your translation if you are not fluent in another language.

Review-> Language ->Translate



Take Two

The Translation Pane

When you click on Translate, the **Research** pane will open on the right side. The text you selected will be at the top in the Search box.

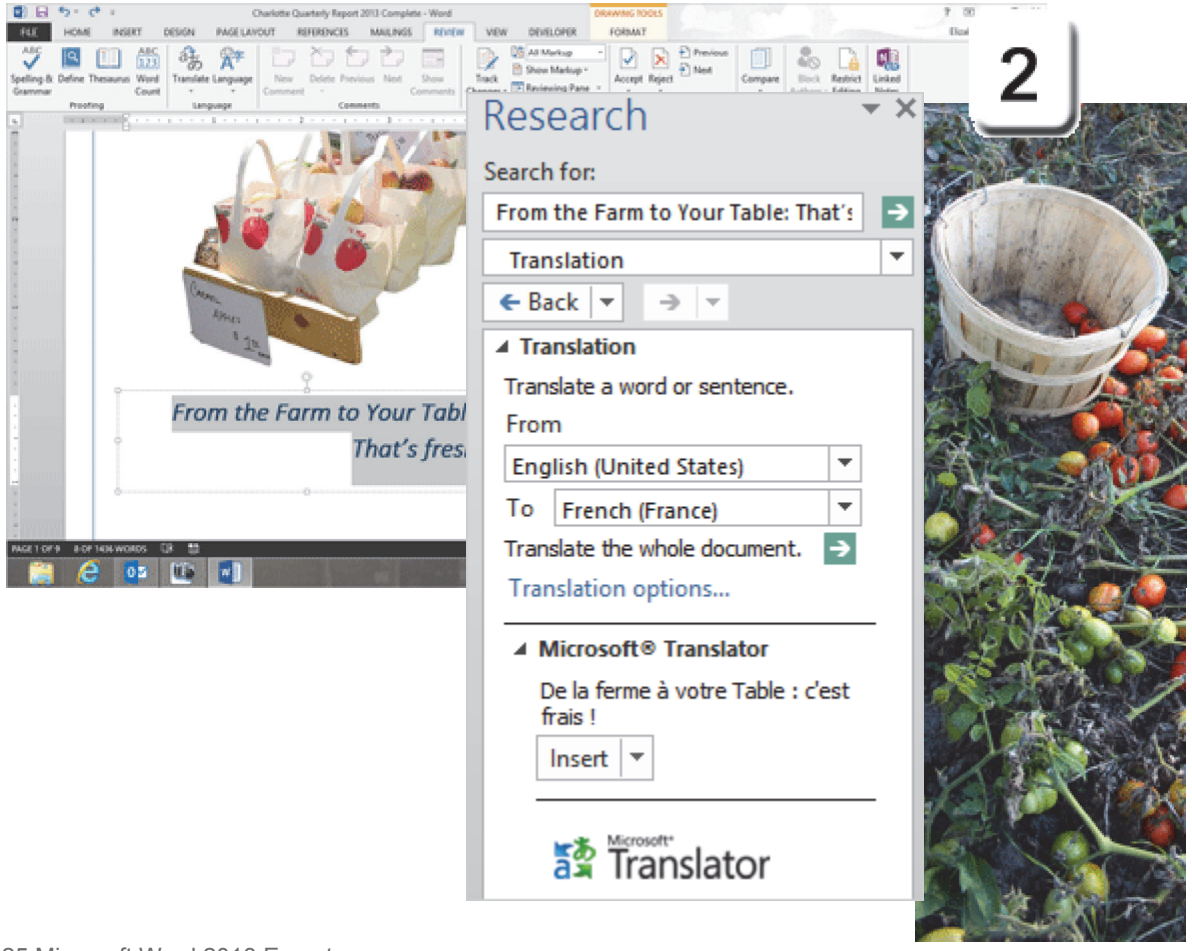
2. Try This: Search for a Translation
From which language: English
To which language: French

The French translation can be found under the name of the Translation Service. The Translator in this screenshot is the Microsoft Translator. You can choose a different Translator if you wish.

What Else Can You See? Under the translated text you should see the **Insert** button. You can also copy and paste this text into your sample file.

Keep going...

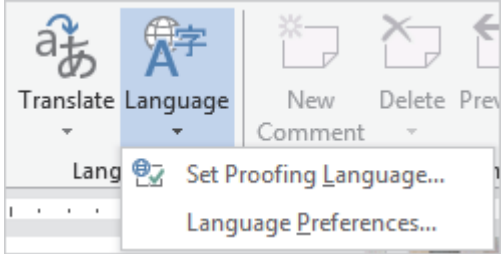
Review-> Language ->Translate



Review: Language

If you are translating a section of type into a different language, you can indicate which language you prefer for the translation. When you **Set the Proofing Language**, the spell checker and the other proofing tools will match the language you select.

3. Try This: Set Proofing Language
Go to **Review-> Language->Language**.
Click on **Set Proofing Language**.

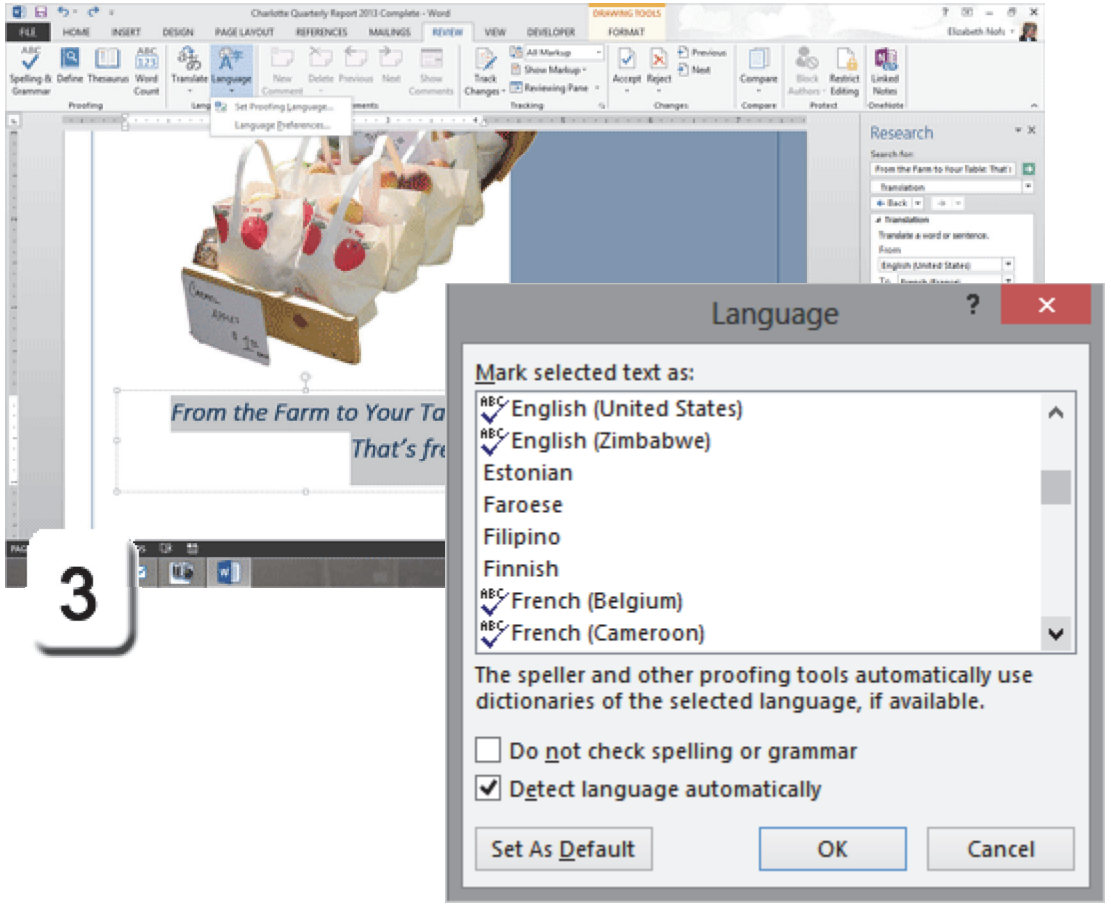


What Do You See? Microsoft Office has an extensive list of Languages that it supports.

Click **OK** to close the Language options.

We looked at the Language tools: Translate and Language. Now, let's work with the Comments.

Review-> Language ->Language ->Set Proofing Language



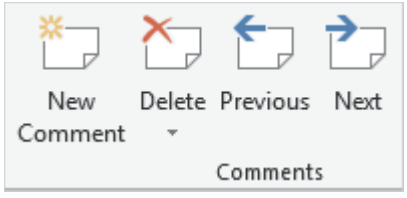
Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Language (Proofing Language)

Take Two

Add Comments

Comments are little sticky notes that you can place on a page. Comments can be used to share your thoughts with your team as the document is reviewed.

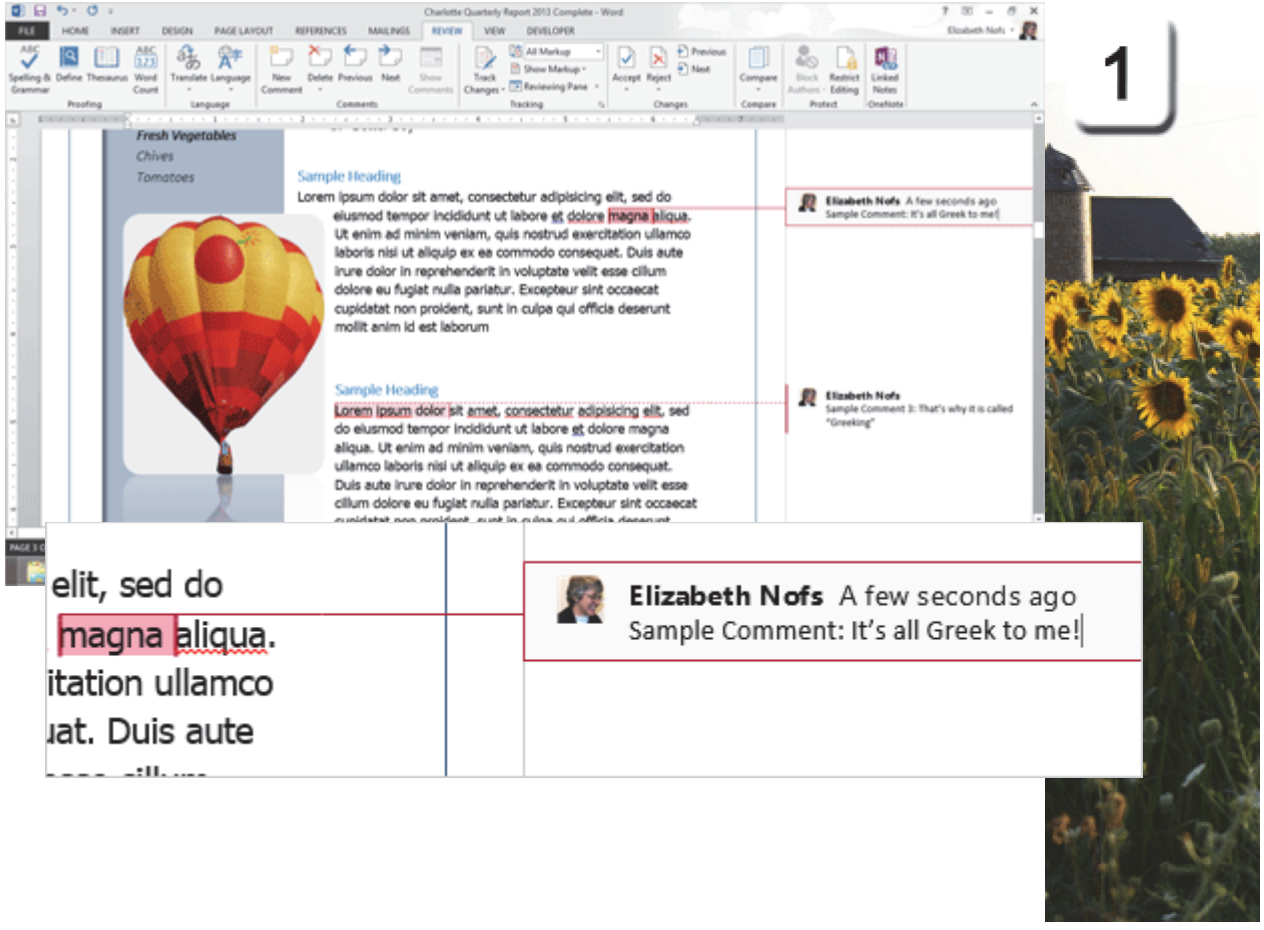
1. Try it: Add a Comment
Place your cursor somewhere you would like to insert a comment.
Go to **Review ->Comments.**
Click on **New Comment.**



What Do You See? There should be a new comment on the right side of the document in the **Mark Up area**. The comment has the name of the reviewer: Elizabeth. The reviewer's picture may or may not be displayed.

Keep going...

Review -> Comments ->New Comment



Take Two

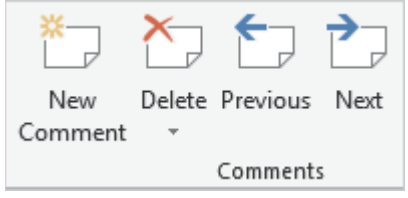
Review the Comments

When you run your mouse over a comment you should see who added the comment and when it was added. Each reviewer's comments will be a different color, too. This helps you to see who wrote what.

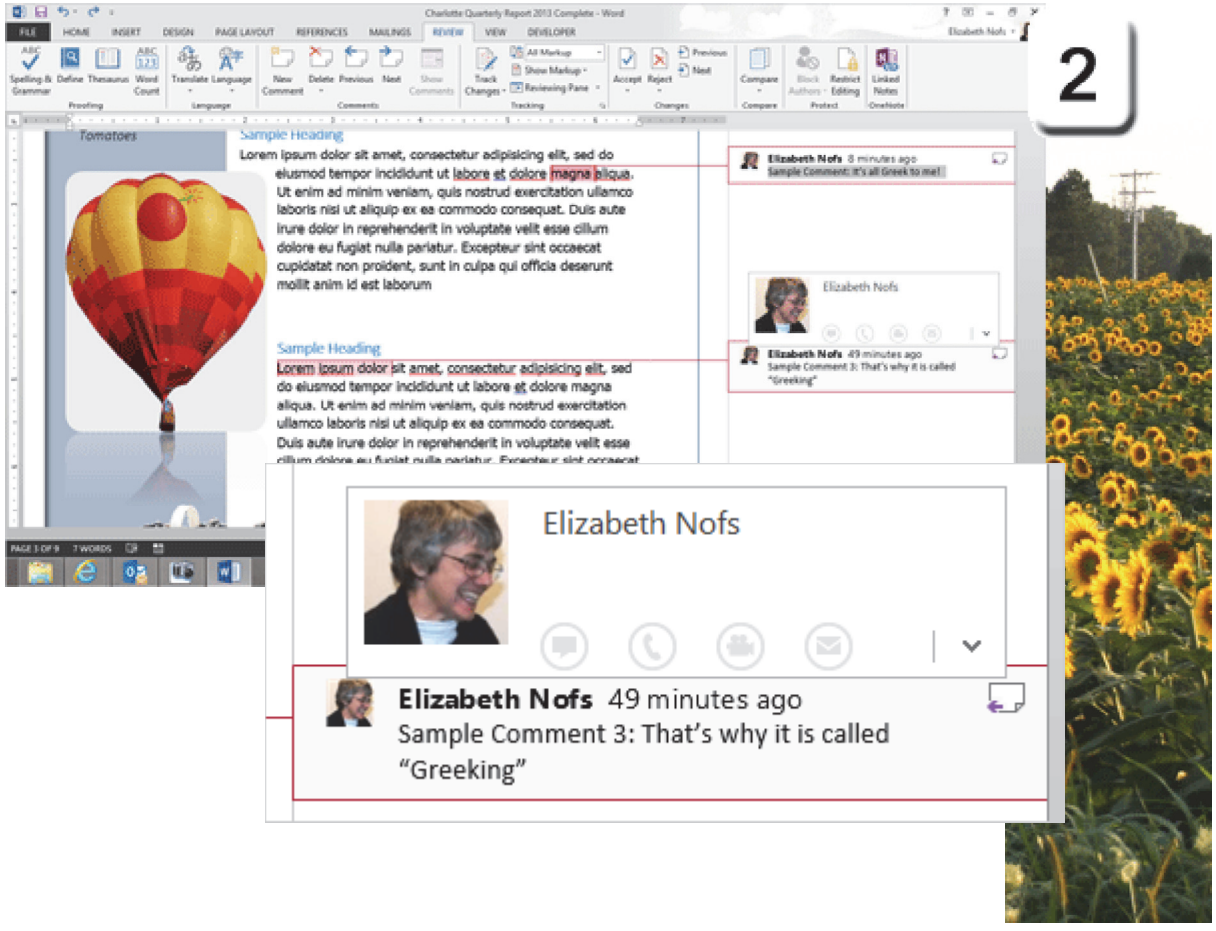
If the reviewer is part of your organization you can use the Contact Card to reach out by Messenger, Phone, Lync or E-mail.

Before You Begin: Please add several sample comments to your document.

2. Try This: Review the Comments
Go to **Review-> Comments.**
Click on **Previous** or **Next**.
You can use these buttons to navigate through the comments. Keep going...



Review-> Comments ->Previous



Take Two

Delete the Comments

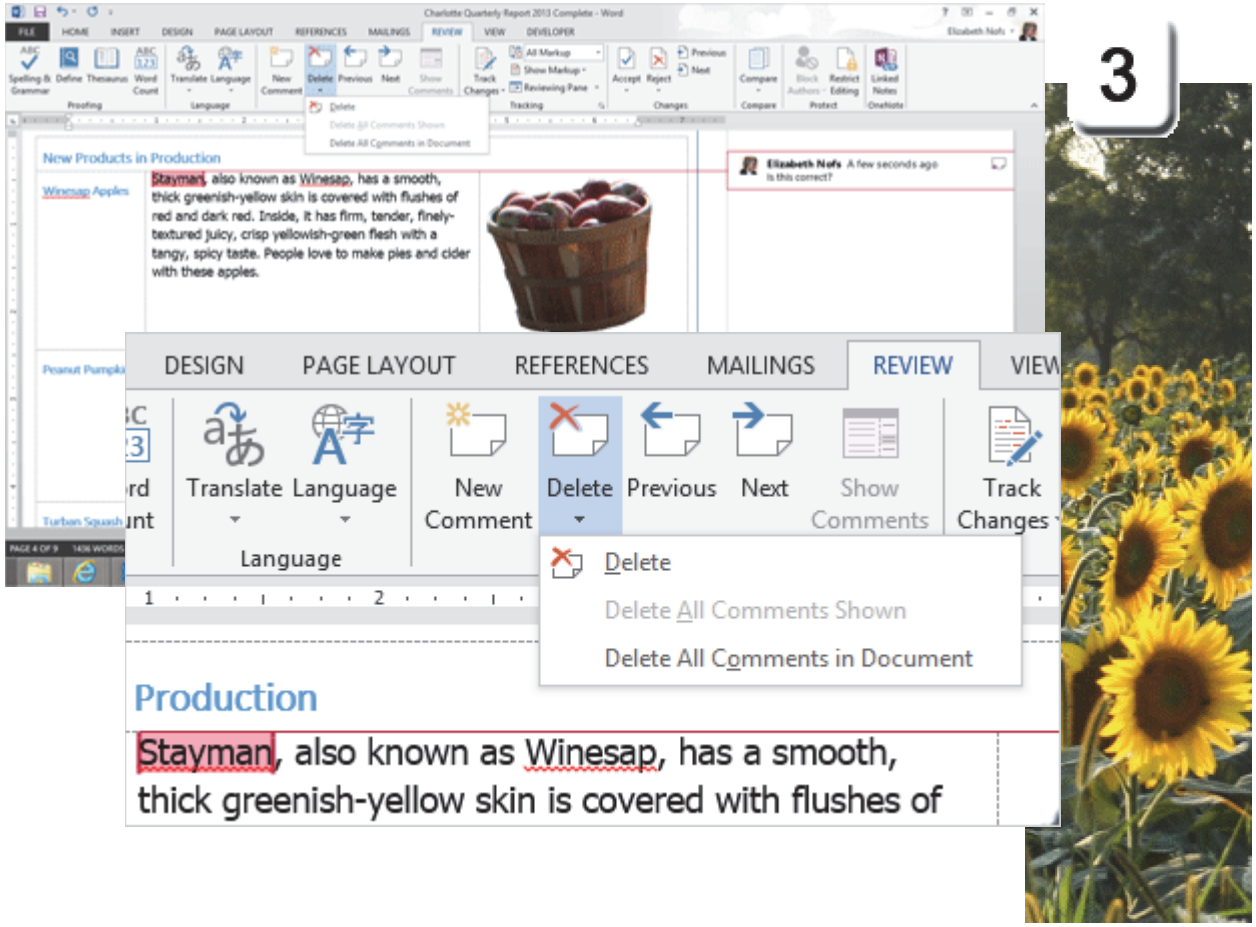
Say your document was reviewed by your team and you have made all of the changes you discussed. Here are the steps to delete the comments.

Before You Begin: If you have not done so already, please add four or five sample Comments in your document.

3. Try This: Delete the Comments
Click on any Comment to select it.
Go to **Review-> Comments**.
Click on **Delete**.

What Do You See? There are two choices for **Delete**. You can delete the Comment you selected. You can also delete all of the Comments in the entire document if you wish.

Review-> Comments ->Delete



Take Two

Track Changes

In the preceding pages, we used **Comments** to leave notes from one reviewer to another. A big report may have many changes and several editors: that's a lot of comments.

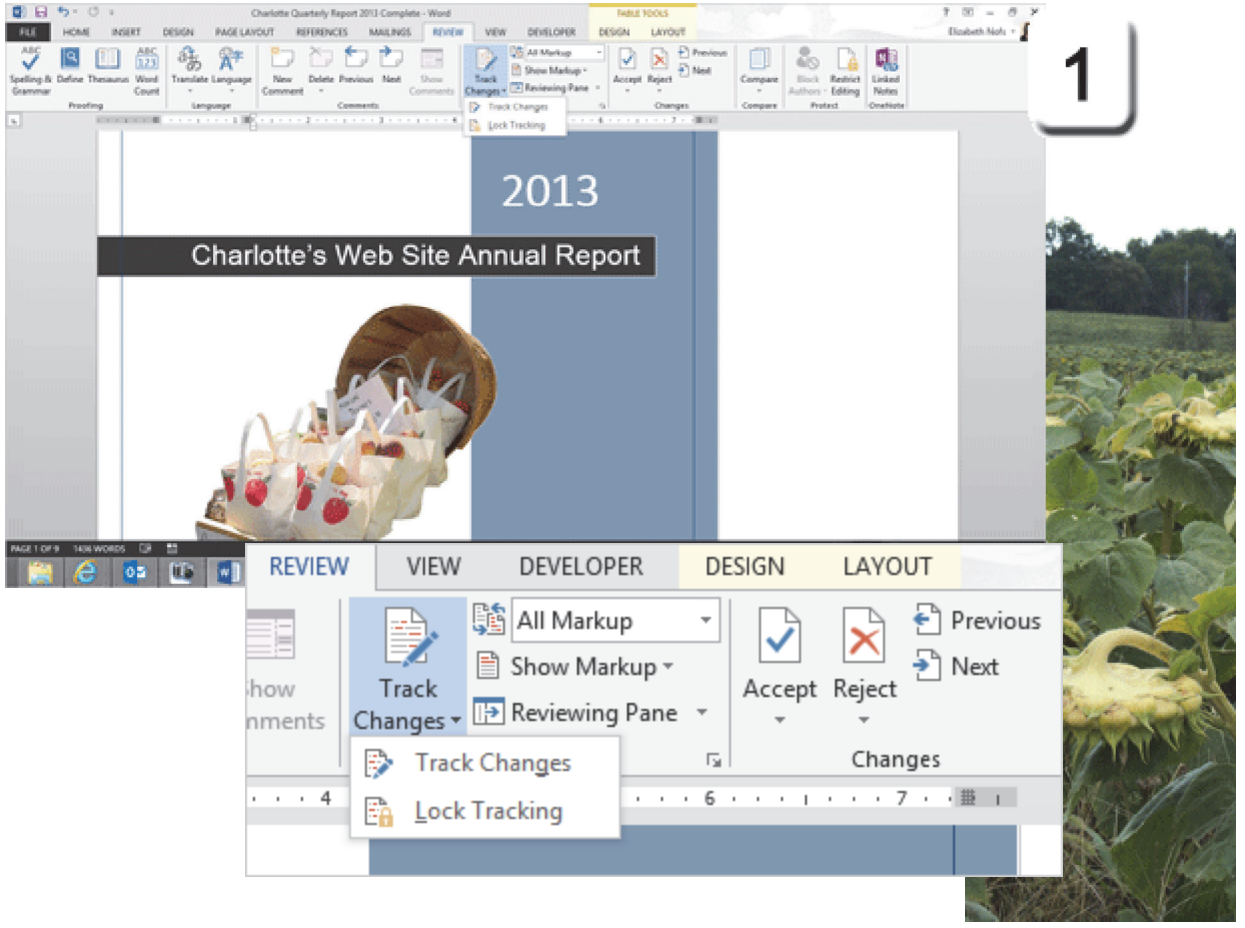
There is another way for reviewers to indicate their edits and deletions. Word can automatically **Track** the changes.

1 Try it: Track Changes
Go to **Review -> Tracking.**
Click on **Track Changes.**

Keep going...

Memo to Self: When you click on the **Track Changes** button, you enable the tracking. You can disable the tracking when you click **Track Changes**, again.

Review -> Tracking-> Track Changes



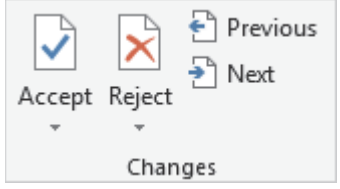
Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.3 Manage Document Changes: Track Changes

Track Changes

2. Try it: Create Some Changes to Track
Go to page 2
Select the following text: focuses on our.
Delete that text and Type: highlights the new.

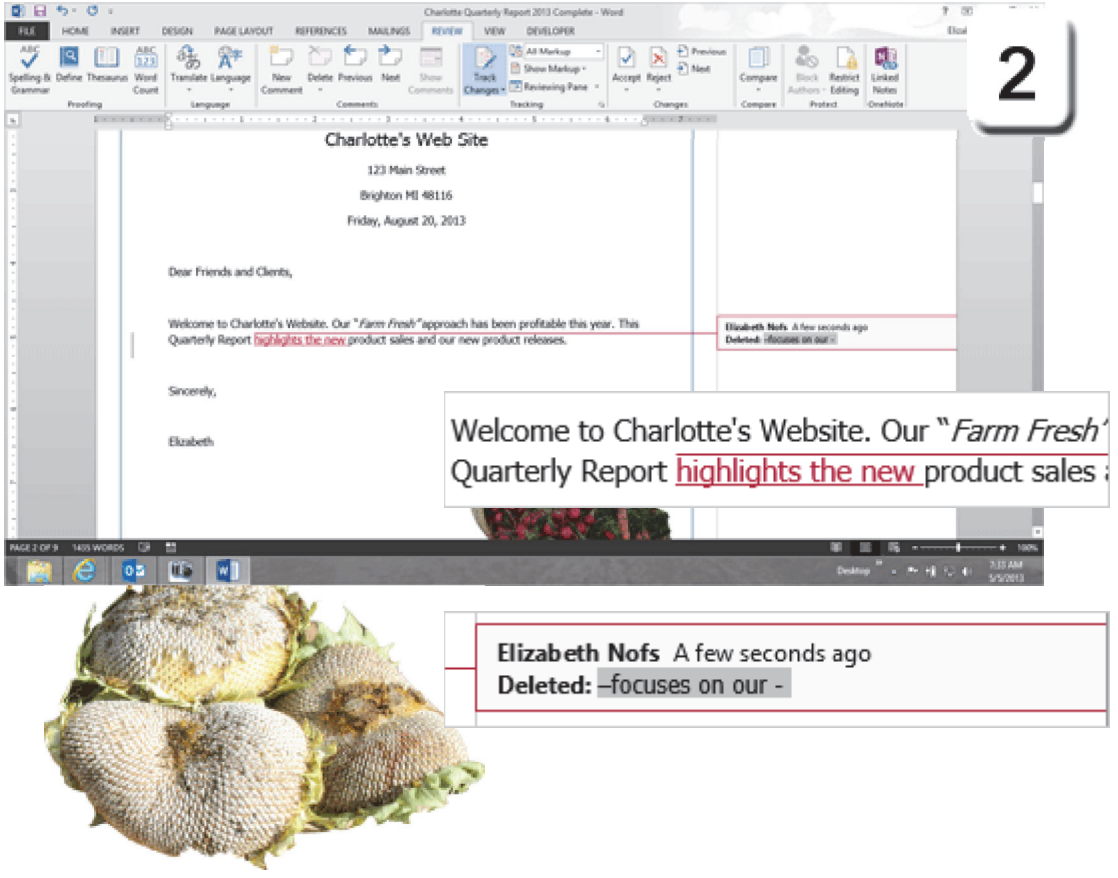
What Do You See? When you edit the words, graphics, or formatting, you will see the **Markup** on the right in the **Markup Area**. Deleted text is shown in a balloon on the right. Words that are added are underlined. The new words are formatted red as well.

Try This, Too: Review the Tracking Options
Go to **Review-> Changes**.



You can **Accept** or **Reject** the changes.
You can navigate with the **Next** and **Previous** buttons as well. Keeeeeep going...

Review -> Changes



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.3 Manage Document Changes: Use the Markup Options

Take Two

Accept or Reject Changes

Let's look a little closer at the Tracking process. Here are some options you might want to consider.

Before You Begin: Please make several changes to your document while the Tracking is turned on. For example, add, delete or change some of the words.

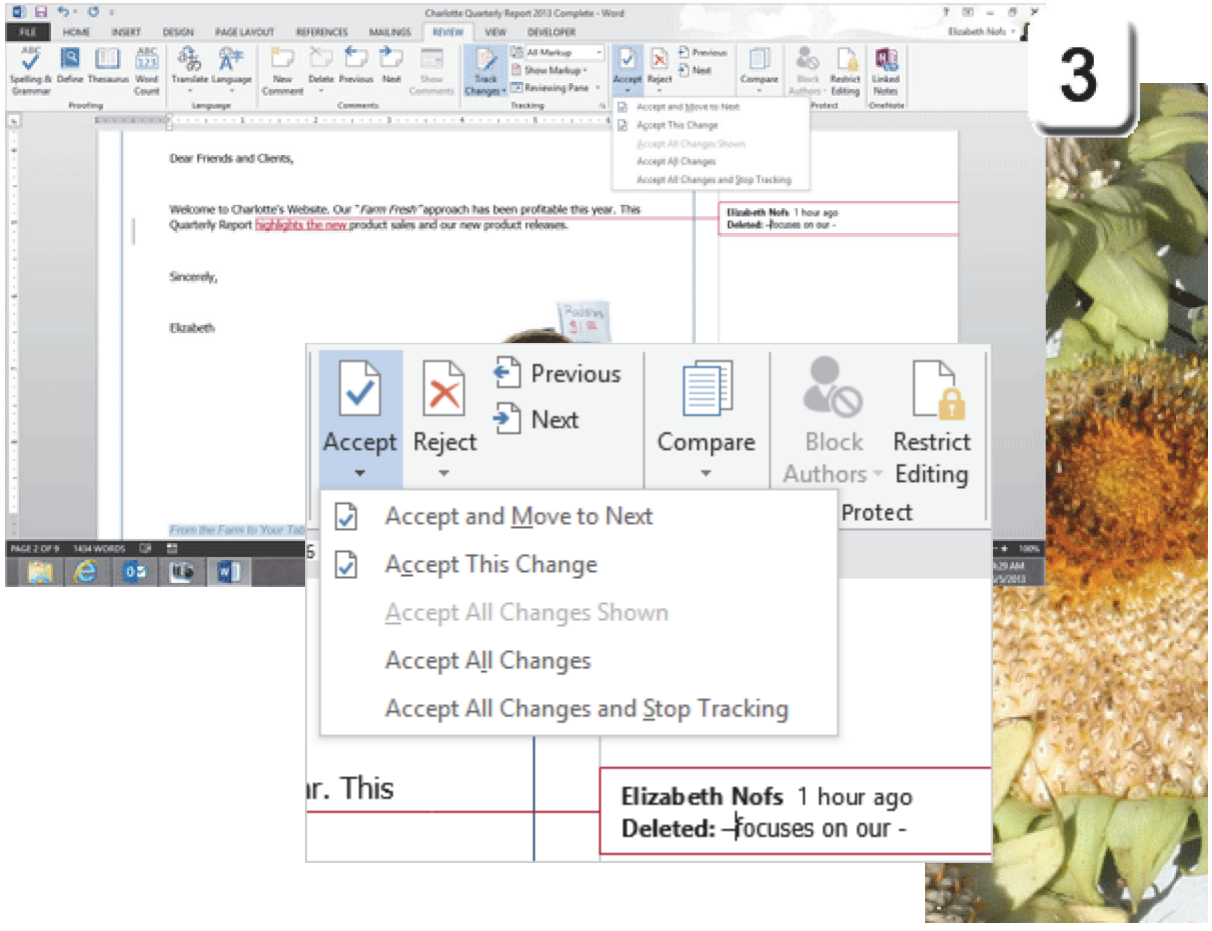
Then, select one of the Tracking balloons.

3. Try it: Accept or Reject the Changes
Go to **Review -> Changes.**
Select **Accept.**

What Do You See? There are four options:
Accept and Move to Next
Accept this Change (the one selected)
Accept All Changes Shown (dimmed)
Accept All Changes and Stop Tracking

Do not change anything, yet.
Keep going, OK?

Review -> Changes -> Accept



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.3 Manage Document Changes: Accept or Reject Tracked Changes

Show Markup

You can customize how much--or how little--you wish to display in the Markup.

4. Try it: Show the Markup
Go to **Review -> Tracking.**
Select **Show Markup.**
Go to **Reviewers.**

What Do You See? The Markup menu has a check mark for each topic that is displayed: Comments, Ink, Insertions and Deletions, Formatting, Balloons and Specific People.

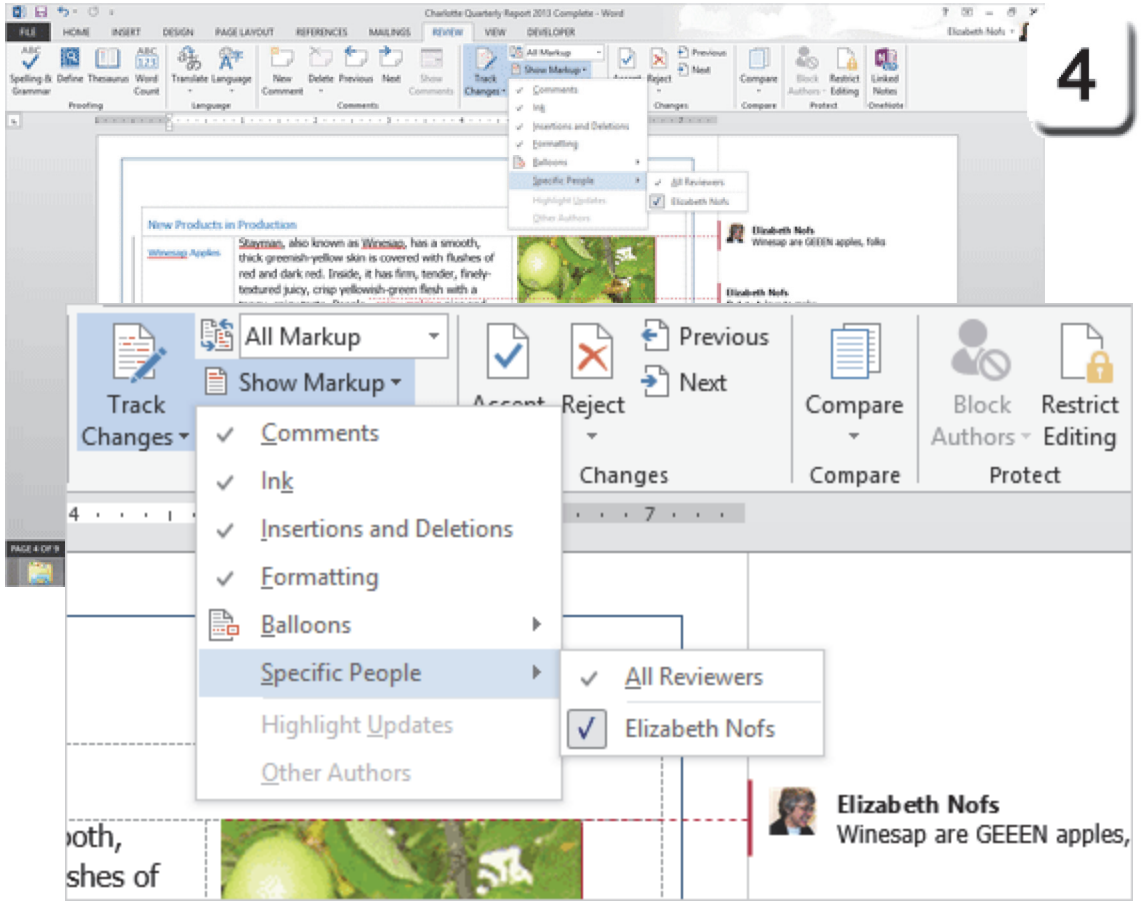
There is also an option for displaying the Markup Area with a highlight.

Did You Notice? Each person that makes changes to your document is identified.

You can show the changes for **All Reviewers**, or a single reviewer.

Keep going...

Review -> Tracking -> Show Markup -> Reviewers



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Set Tracking Options (Show Markup)

Take Two

Display for Review

By default, the Tracking shows the Final edits with all of the changes displayed: **All Markup**. You can also see the original document, before the edits were made.

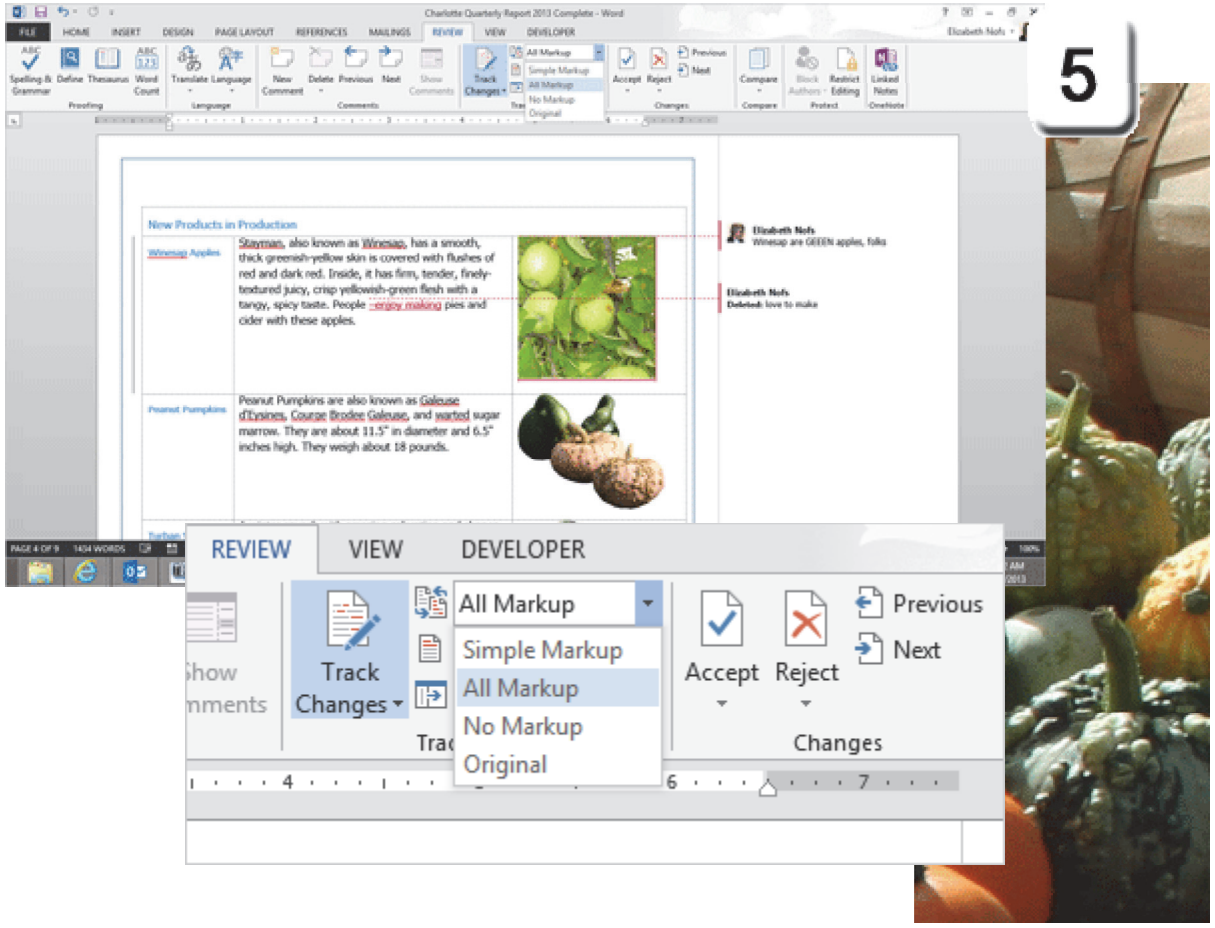
5. Try it: Display for Review
Go to **Review -> Tracking.**
Go to **Display for Review.**

What Do You See? You can choose:
Simple Markup
All Markup
No Markup
Original

Keep going...



Review -> Tracking -> Display for Review -> Final: Show Markup



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Set Tracking Options (Show Markup)

Take Two

Modify Insertions and Deletions Effectively

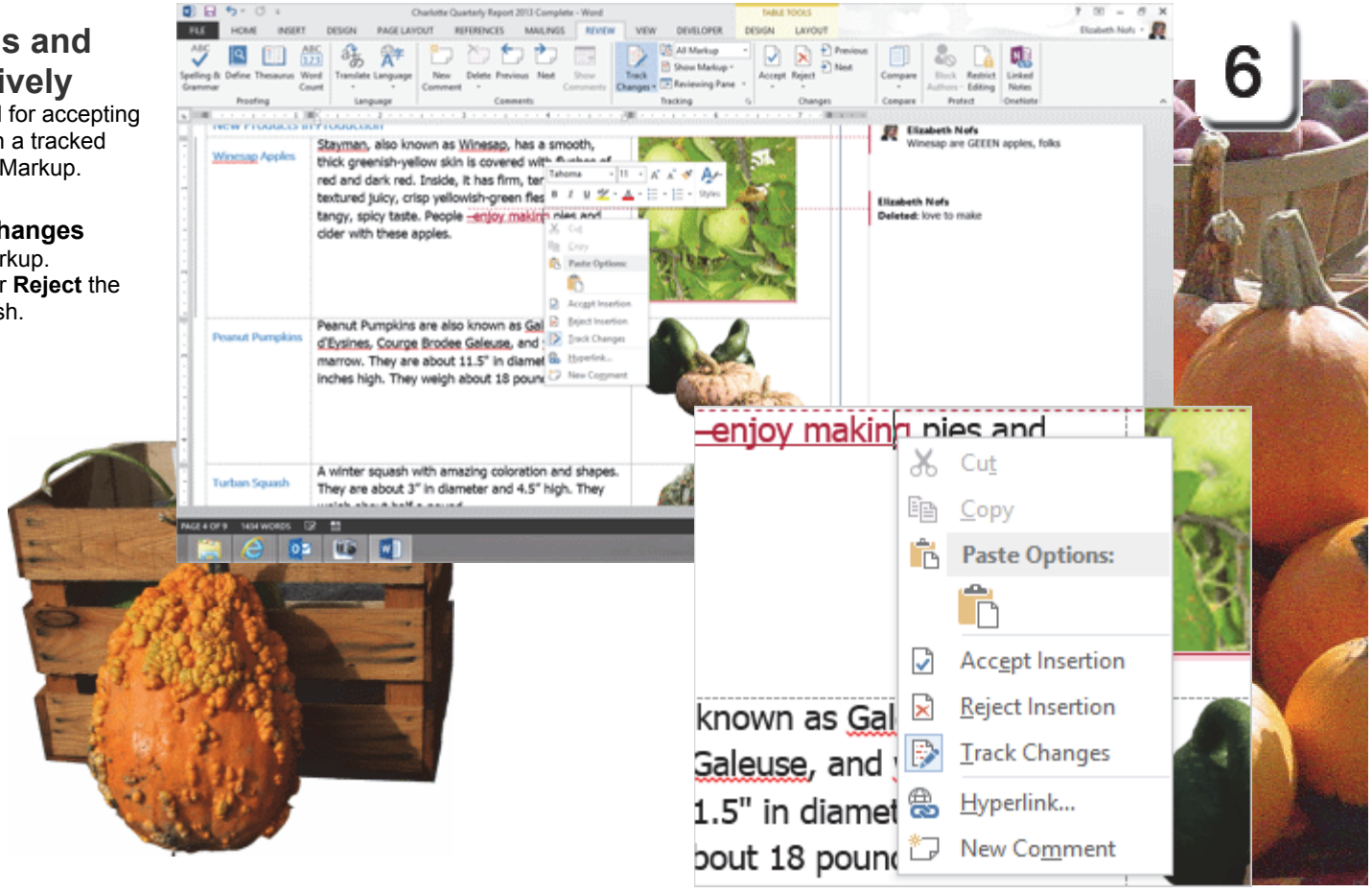
There is a manual method for accepting or rejecting the changes in a tracked document: Right click the Markup.

6. Try it: Modify the Changes

Right-mouse click any Markup.
You can click to **Accept** or **Reject** the tracked changes if you wish.

And keep going...

Review -> Changes -> Accept



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.3 Manage Document Changes: Accept or Reject Tracked Changes

Change Tracking Options

You can customize how you would like to track and display the changes.

7. Try it: Change the Tracking Options
Go to **Review -> Tracking.**
Click on **Change Tracking Options.**
(The **option** arrow in the lower right corner.)

Show and Tell: You can select which changes you want to show in the Markup:
Comments.
Ink.
Insertions and Deletions.
Formatting.

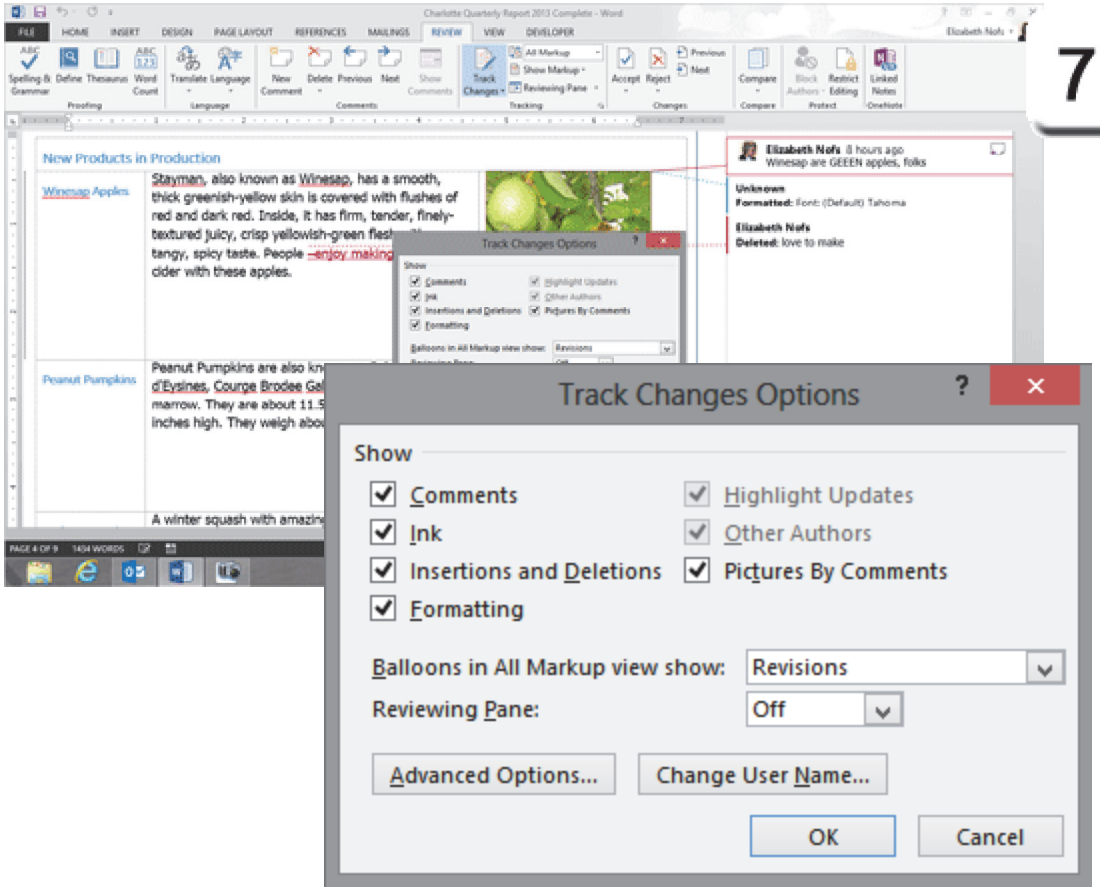
By default, **Highlight Updates** and **Other Authors** are selected.

Pictures by Comments lets you see the Contact pictures.

The Markup Balloons show **Revisions**.
The other options are **Nothing** or **Comments and formatting.**

Keep going....

Review -> Tracking -> Change Tracking Options



Take Two

Advanced Tracking

At the bottom of the **Track Changes Options** is a button for **Advanced Tracking**. Let's have a look.

8. Try it: Find the Advanced Tracking Options
Go to **Review -> Tracking-> Change Tracking Options. (More).**
Click on **Advanced Options....**

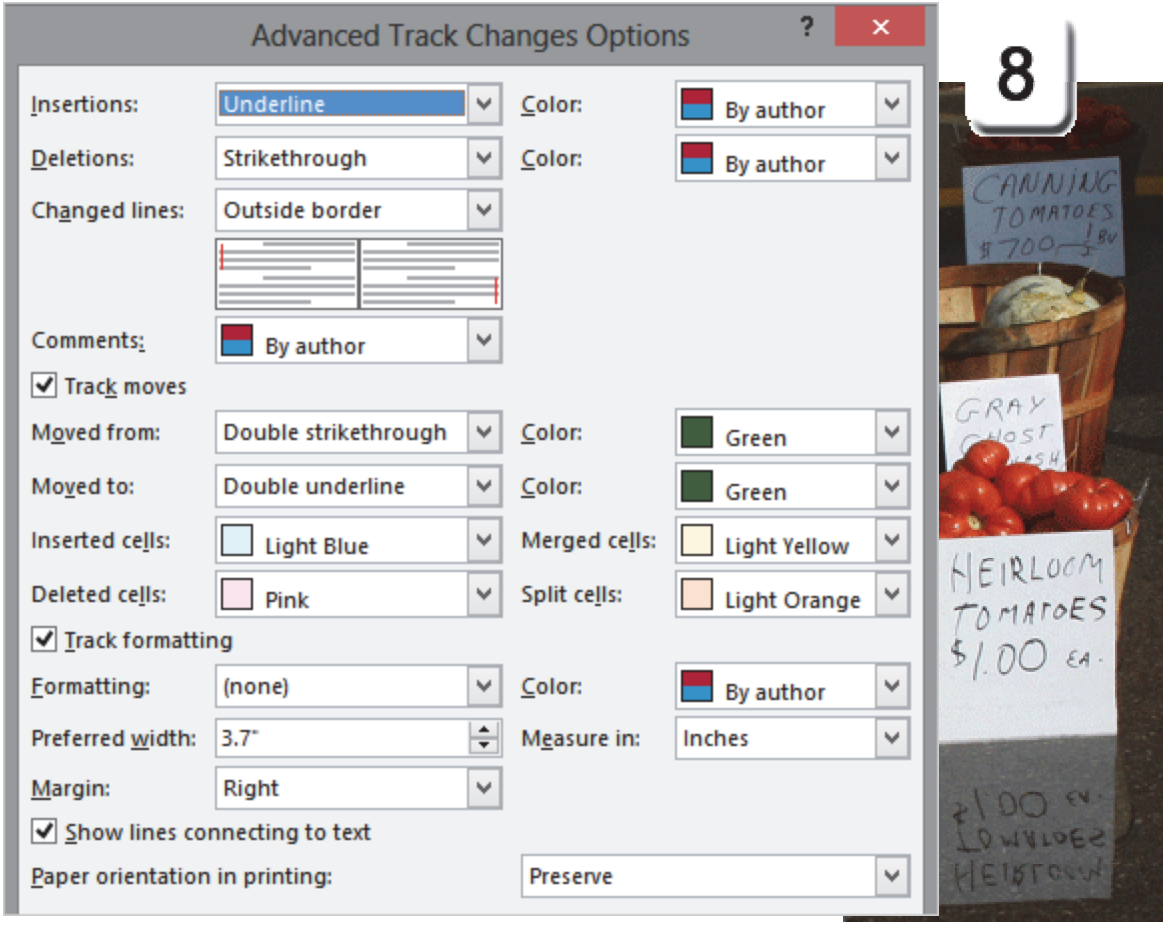
At the top of the list are the **Markup** options. The color is assigned by **Author.** Anything that is deleted is formatted with a strikethrough ~~like this~~.

What Else Do You See? You can also track if the text was **Moved**. There are two tracking marks when you move text. The text that you moved is left in its original place, but it will have a Double strikethrough. When you paste the text into a new place in your document, the text will be tracked with a Double underline.

Tracking Your Font Challenged Colleagues. You can also mark which reviewers changed the formatting. Each reviewers' suggestions will be tracked with a different color.

Click **OK** to close this Window. Click **OK** to close the **Change Track Change Options**.

Review -> Tracking -> Change Tracking Options->Advanced Options...



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Set Advanced Tracking Options

Compare Documents

When many people work together, there may be problems with different versions of the same document as it is edited in different offices. How do you compare two documents? How do you combine different versions?

Before You Begin : Create Two Similar Files
This lesson works if you have two versions of the same document: the one we have changed and the original report that we started with.

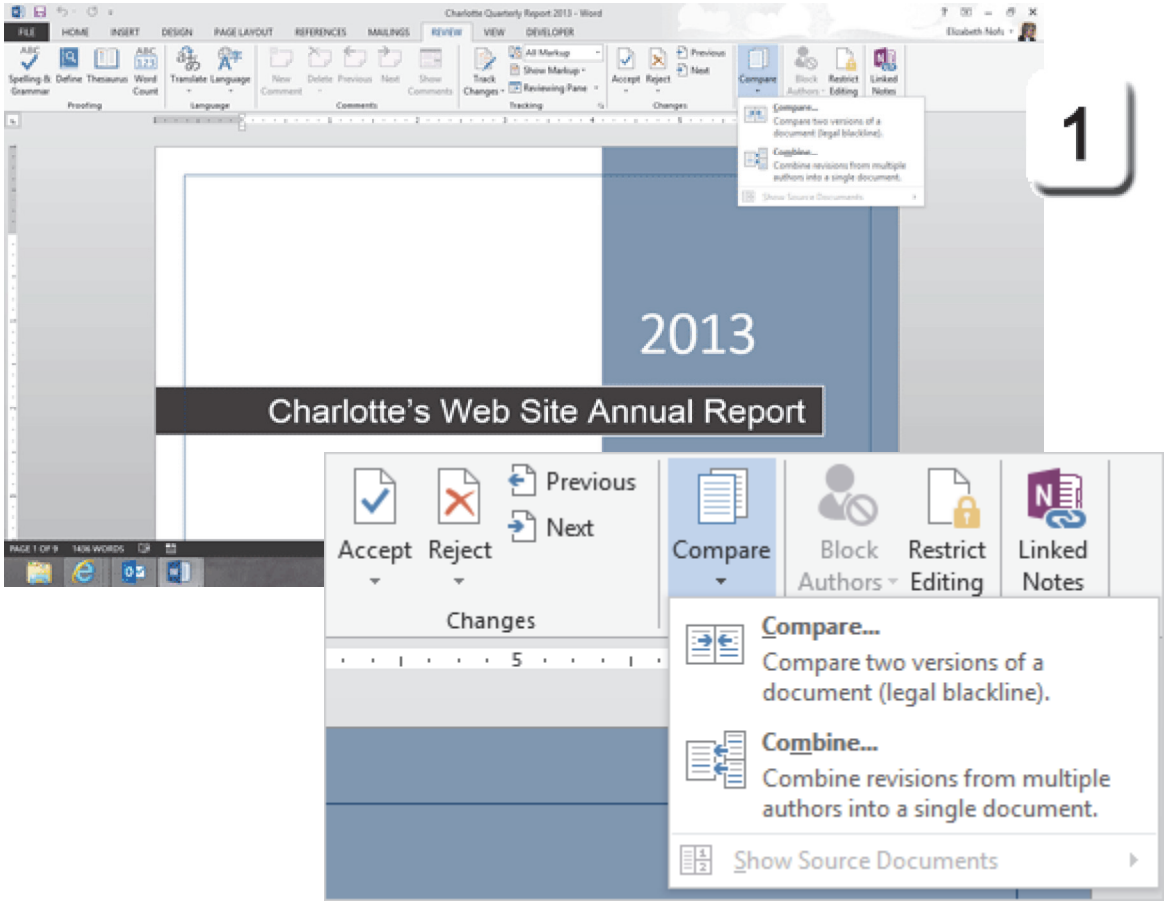
Do This, First: Save the Changed File
Go to **File-> Save As**
Type a new file name: Charlotte Quarterly Report EAN, where EAN are your initials.

Do This: Open a Copy of the Original File
Go to **File->Open**.
Browse to the Documents folder.
Select: Charlotte Quarterly Report 2013.docx

1. Try it: Compare two documents
Go to **Review ->Compare.**
Click on **Compare.**

Keep going...

Review -> Compare->Compare



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Manage Versions of Documents (Compare)

Compare and Merge

2. Try This: Select Two Documents

The process begins by selecting the two documents that you want to compare. Click on the yellow folder icon to browse and open the similar documents.

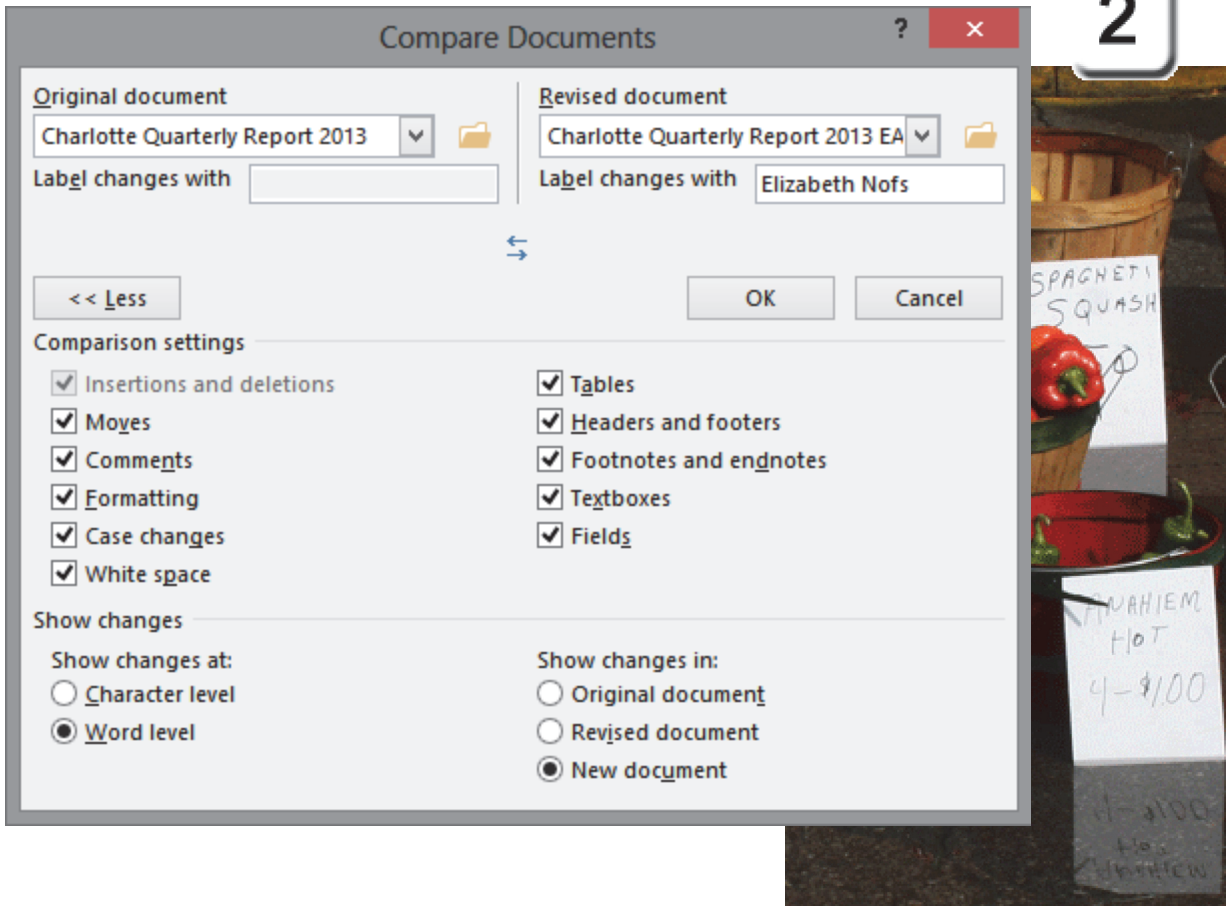
The original document is on the left. The revised document is on the right. You can label the changes with the name of the author if you wish.

Comparison Settings: You can Show or Hide the **Comparison settings** by clicking on the button that says: **More** or **Less**.

What Do You See? You have the option to show the changes in the **Original** document, a **Revised** document or a **New** document.

Select **New Document**.
Click **OK**. Keep going...

Review -> Compare-> Compare



The Reviewer's Desktop

3. Try This: Review the New Document

There should be a **New** document. It may have the name *Compare Result 1*.

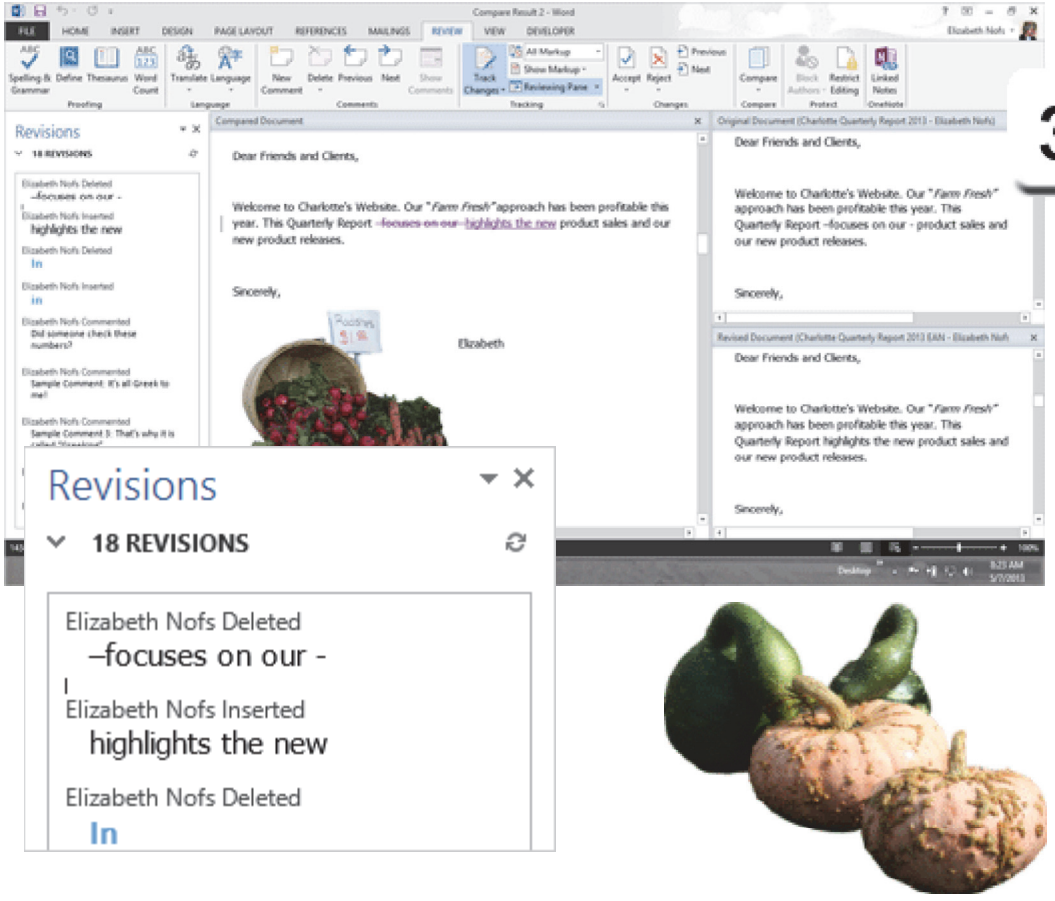
What Do You See? On the left side of the screen is a summary of the revisions. There are 15 revisions in this example.

The **Revisions** Task Pane is similar to the Navigation Pane when you use Styles. You can use the items listed in the **Revisions** Pane to go to the matching sections in the new **Compared Document**.

The revisions are also linked to the same material in the **Source** documents on the right, so that you can see the information in context of the rest of the document.

Keep going...

Review -> Compare-> Compare



Show Source Documents

At first, the screen may appear very busy. On the left you should see the **Reviewing** pane. You should see the original **Source** documents in little windows on the right side.

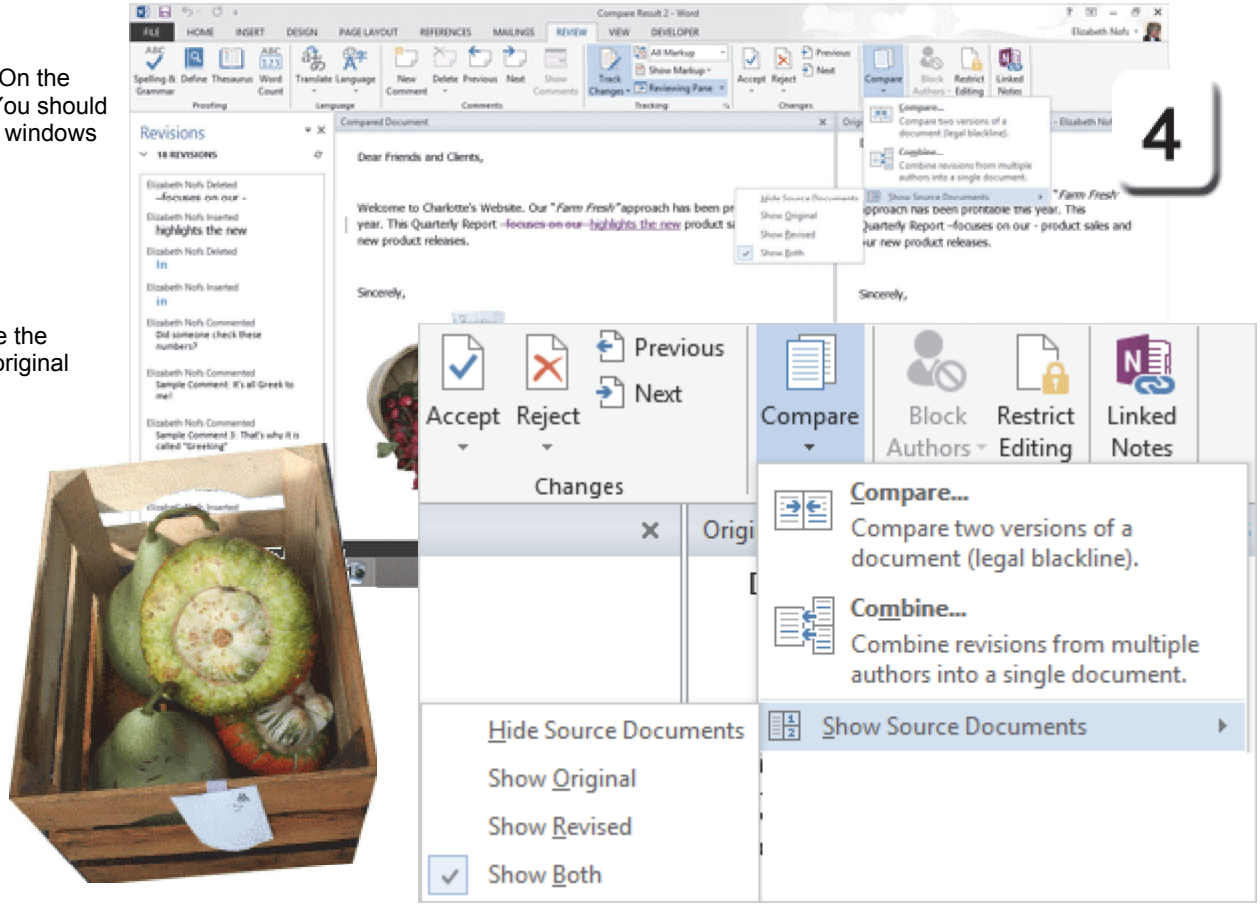
4. Try This: Show Source Documents
Go to **Review->Compare**.
Click on **Show Source Documents**.

What Do You See? You can Show or Hide the **Source Documents** as you compare the original and the revisions.

The options include:
Hide Source Document
Show Original
Show Revised
Show Both

Select: **Hide Source Documents**.
Keep going...

Review -> Compare -> Show Source Documents



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Manage Versions of Documents (Compare and Show Source Documents)

Take Two

Track Changes

You can **Track** the changes in the new comparison document, "Compare Results," if you wish. Here are the steps.

5. Try This: Track Changes
Go to **Review-> Tracking.**
Click on **Track Changes**.

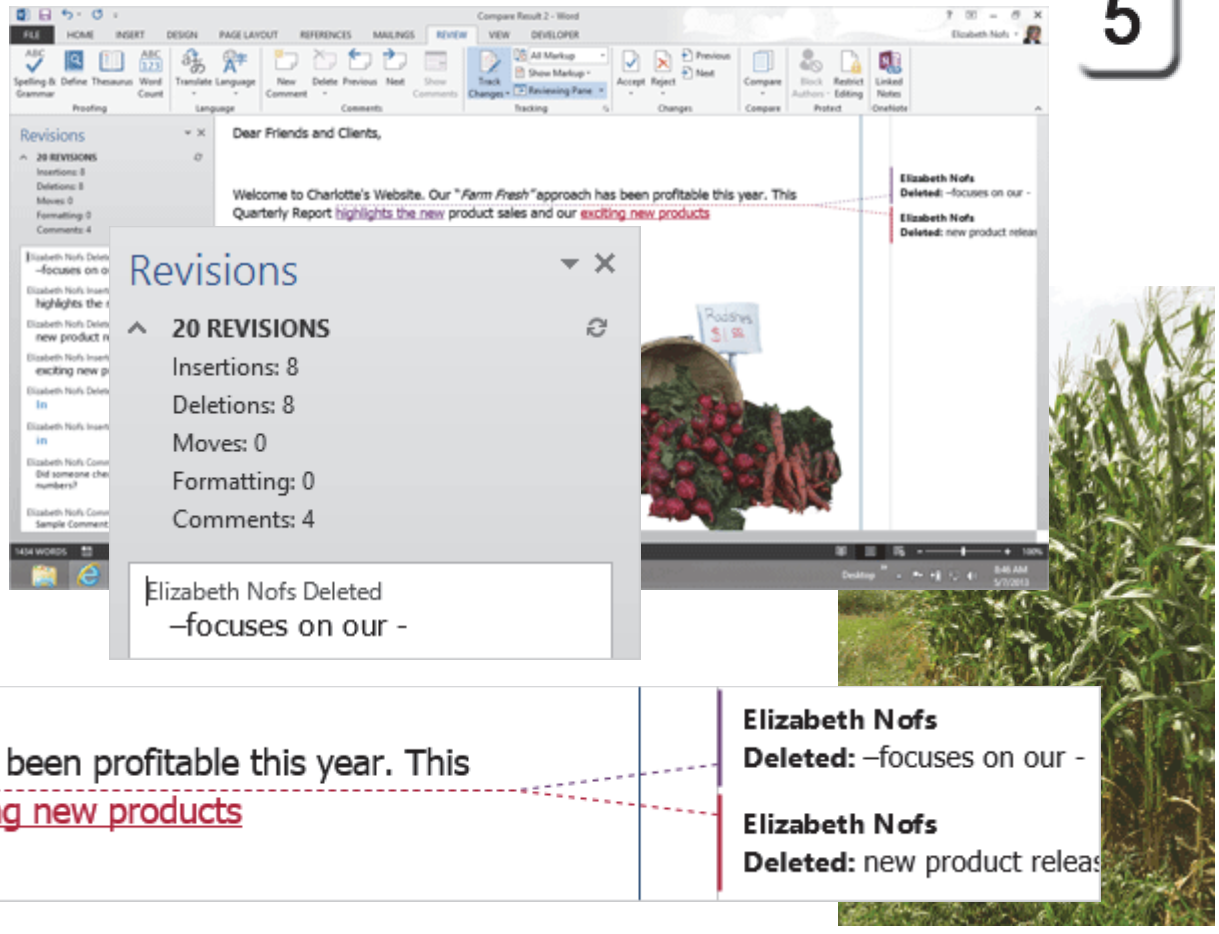
What Do You See? In this example, the text has been deleted and new text added.

What Else Do You See? At the top of the **Revisions Pane**, there is an **Update** button. When you click on **Update Revision Count**, Word scans your document and counts the new revisions.

Keep going....

Review -> Tracking ->Track Changes

5

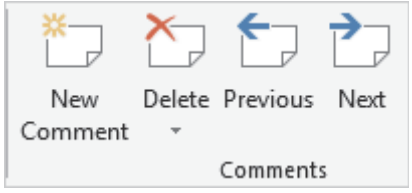


Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Manage Versions of Documents (Compare and Track Changes)

Take Two

Review the Comments

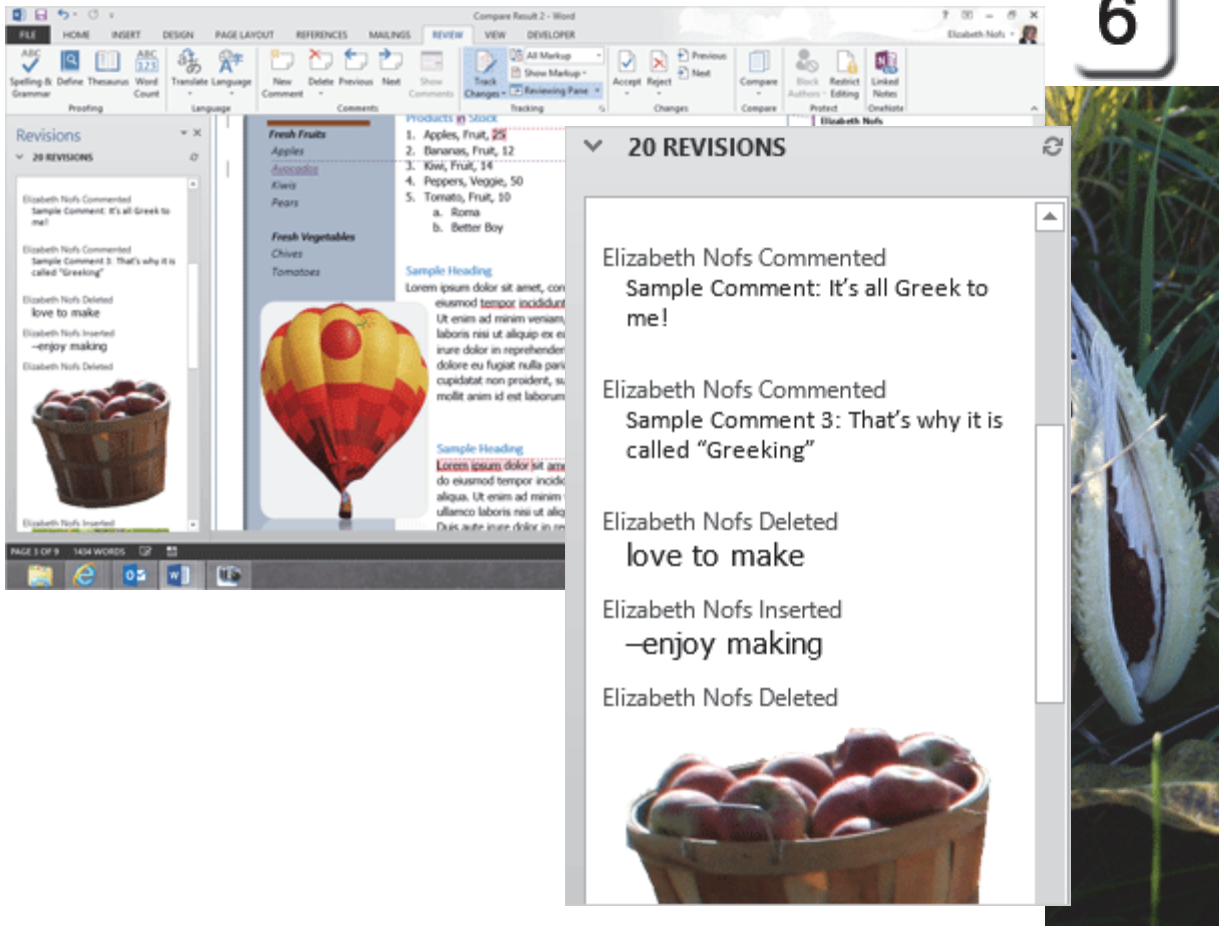
6. Try This: Review the Comments
Go to **Review-> Comments-> Next**.



What Do You See? Everyone's Comments are also listed in the **Revisions Pane**. You can use the **Next** and **Previous** Comments to skip to a specific part of the document.

Keep going...

Review -> Comments -> Next



Save the Revisions

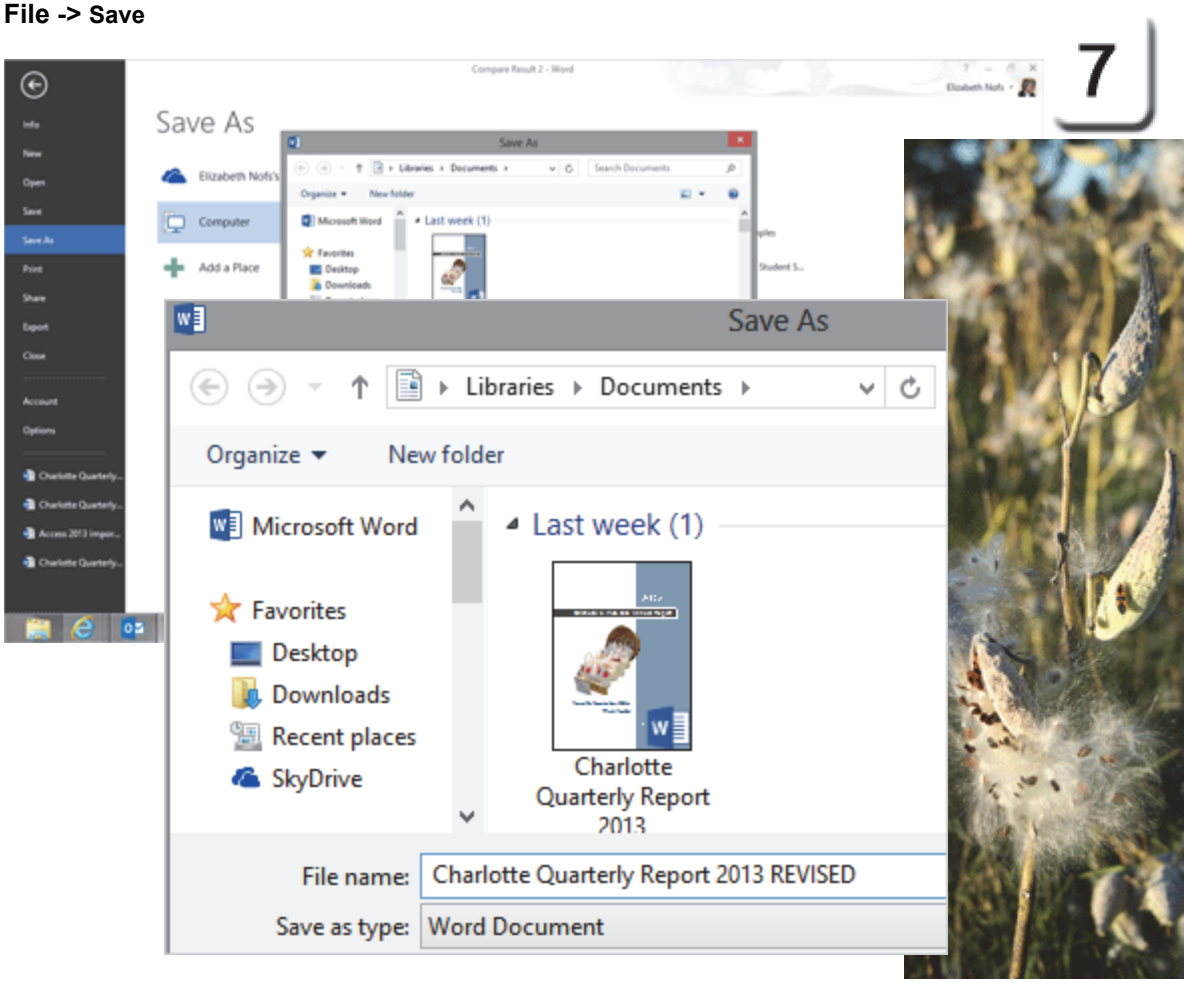
Before You Begin: Accept (or Reject) the sample changes that you **Tracked**. Review the **Comments** and delete them.

When the review is done, please save a copy of this revised document.

7. Try This: Save Your Revisions
Go to **File->Save.**
Location: Documents
Name: Charlotte's Quarterly Report Revised EAN, where EAN are your initials.

Done and Done with the comparisons.
Please **Close** all documents.

File -> Save



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Manage Versions of Documents (Save Revised Document)

Merge Multiple Documents

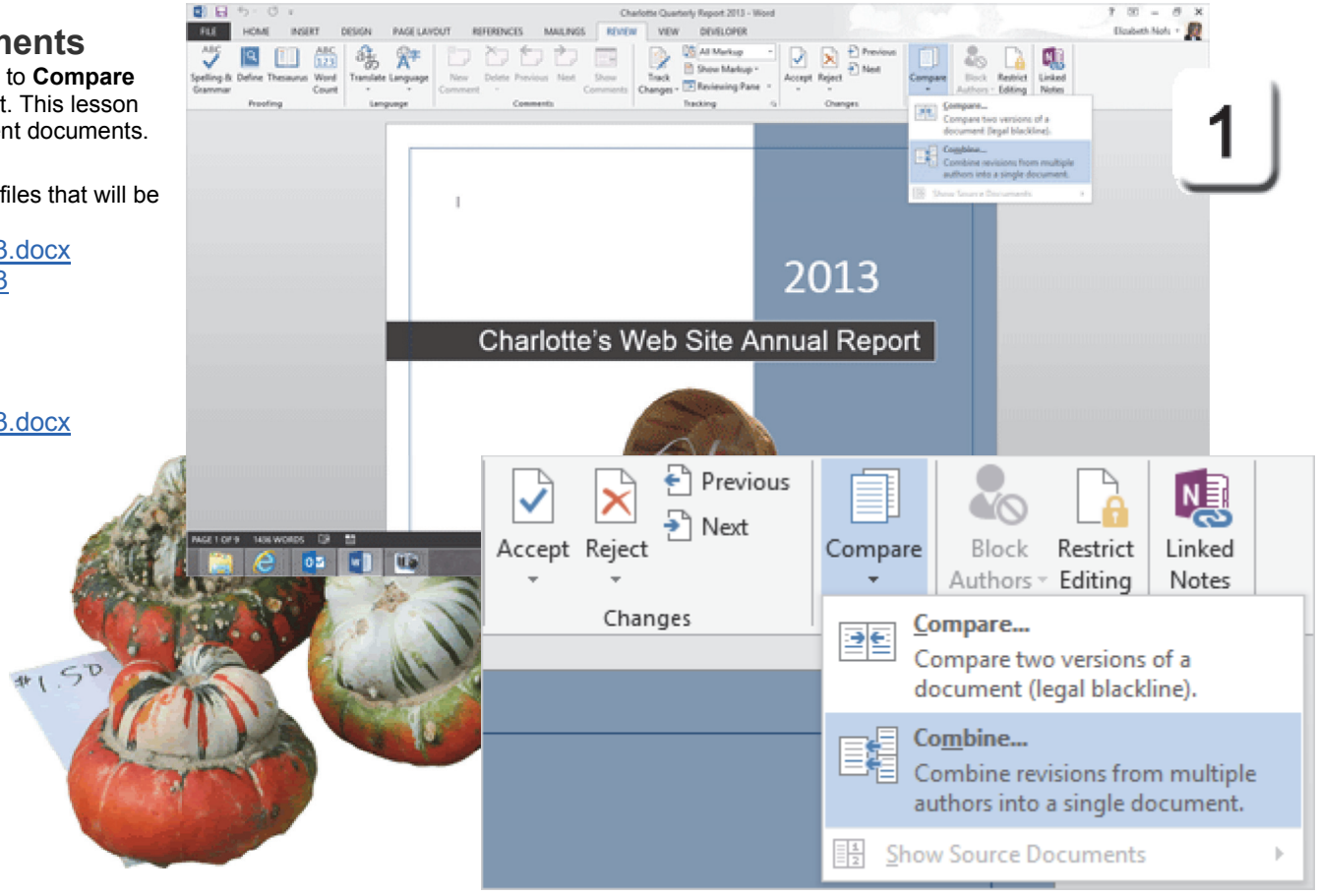
The previous pages explained how to **Compare** two versions of the same document. This lesson shows how to **Combine** two different documents.

Before You Begin: There are two files that will be used for this demonstration:
Charlotte Quarterly Report 2013.docx
Charlotte Quarterly Report 2013 REVISED.docx

1. Try This: Combine Revisions
Open the original:
Charlotte Quarterly Report 2013.docx
Go to **Review-> Compare**.
Click on **Combine**.

Keep going...

Review-> Compare ->Combine



Review-> Compare ->Combine

Combine Options

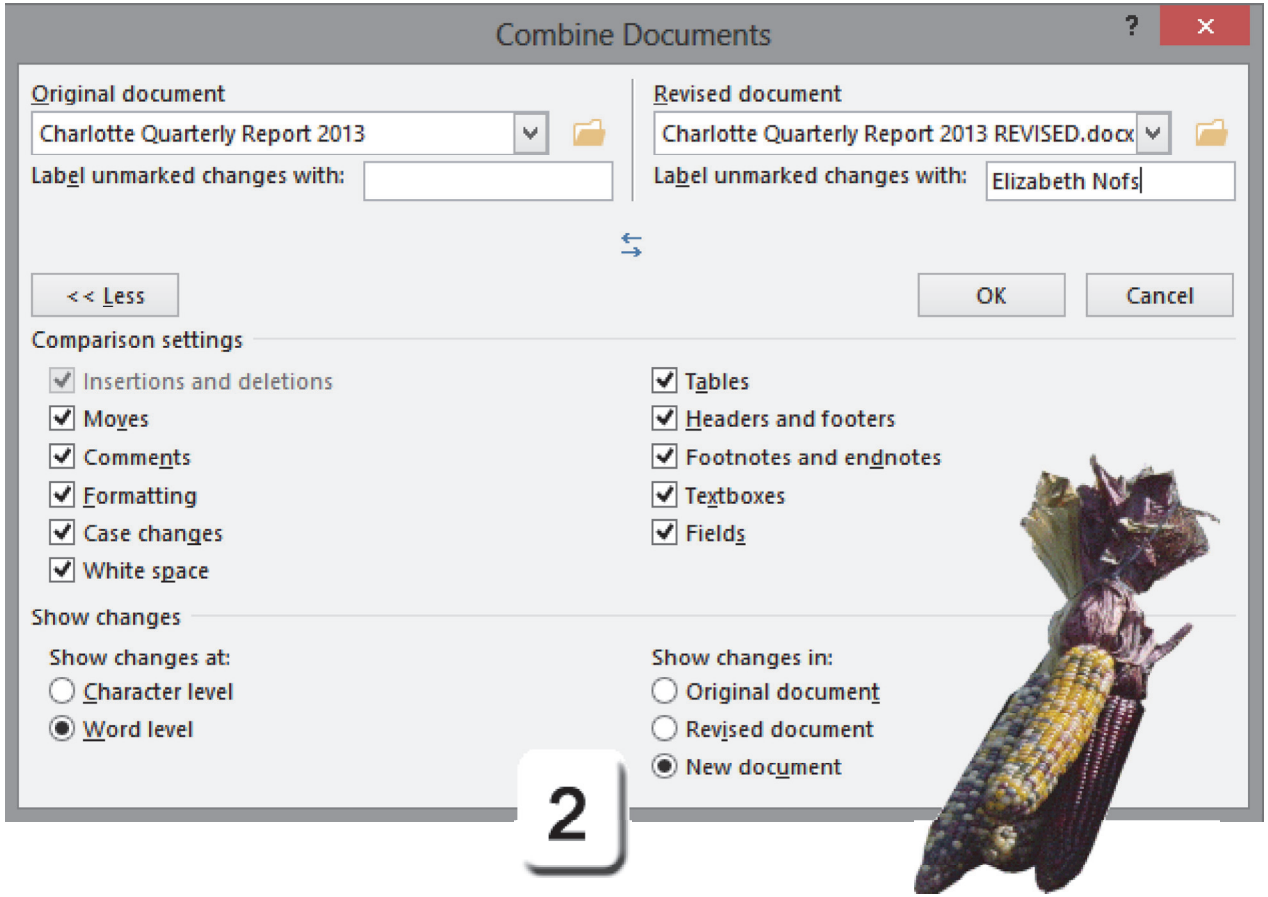
2. Try This: Select Two Documents
The options are the same as the ones for comparing two documents.

The **Original** document is on the left.
The **Revised** document is on the right.
You can **label** the changes with the name of the author if you wish.

Comparison Settings
You can Show or Hide the **Comparison settings** by clicking on the button that says: **More** or **Less**.

What Do You See? You have the option to show the changes in the Original document, a **Revised** document or a **New** document.

Select: **New Document**.
Click **OK**. Keep going...



The Combined Document

3. Try This: Resolve the Style Conflict

When you merge two documents you may end up with two sets of Styles.

Microsoft Word can only keep one set of formatting. You will be prompted to choose which set of formatting changes to keep when the documents are combined.

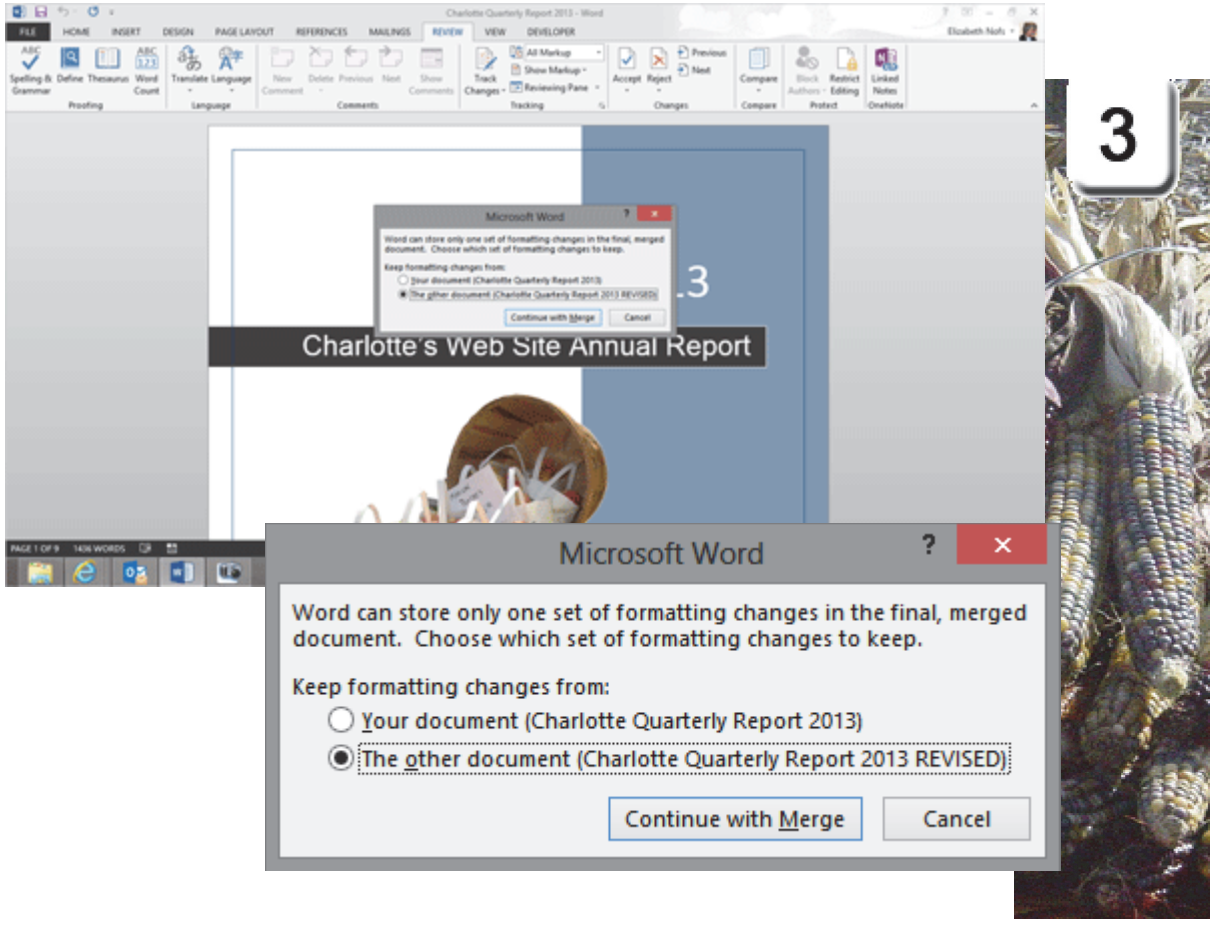
Click **Continue with Merge.**

Microsoft Word will create a new document that merges everything that was in both files. The new document will combine the Original and the Revised documents. There will be only one set of formatting changes.

You can use the **Review** Ribbon to Track Changes, Add Comments, and Proof the document. The example on this page has the **Reviewing Pane** on.

That will do. **SAVE** and **Close** your work.

Review-> Compare ->Combine



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.3 Manage Document Changes: Resolve a Multi-Document Style Conflicts

Take Two

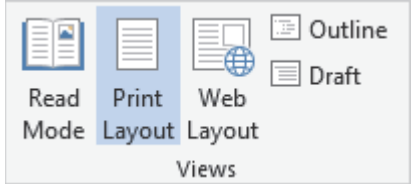
Master Documents

Large documents can be difficult to compare, edit and merge. It may be easier to create each chapter or section as a separate document, and then combine them into one **Master Document.**

Master Documents combine several files, or **Subdocuments** into one file. **Master Documents** simplify the task of getting the page numbers right for the different sections.

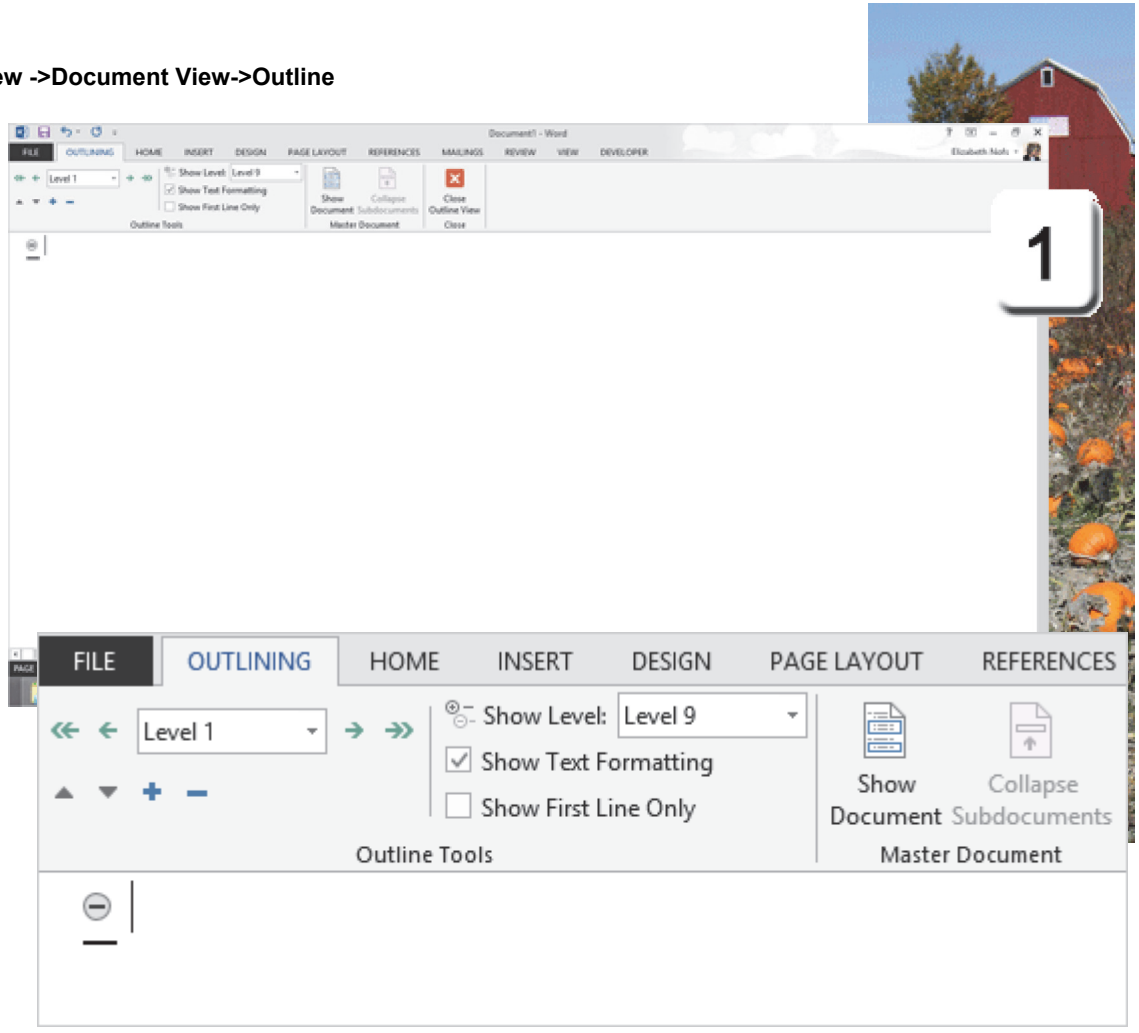
A Master Document begins with an Outline.

1. Try it: View the Outline
Open a new, blank document in Word.
Go to **View ->Document View->Outline.**



What Do You See? There is a new **Outlining** Ribbon. Keep going...

View ->Document View->Outline



Outlining: Outline Tools

The **Outline Tools** let you organize your thoughts. The green arrows (left and right) Promote or Demote the Level. The grey arrows (up and down) navigate the Subdocuments.

The plus + and minus - buttons let you expand or collapse the Levels.

2. Try it: Edit the Outline
Go to **Outlining -> Outline Tools-> Level.**
Change the Outline Level: Level 1

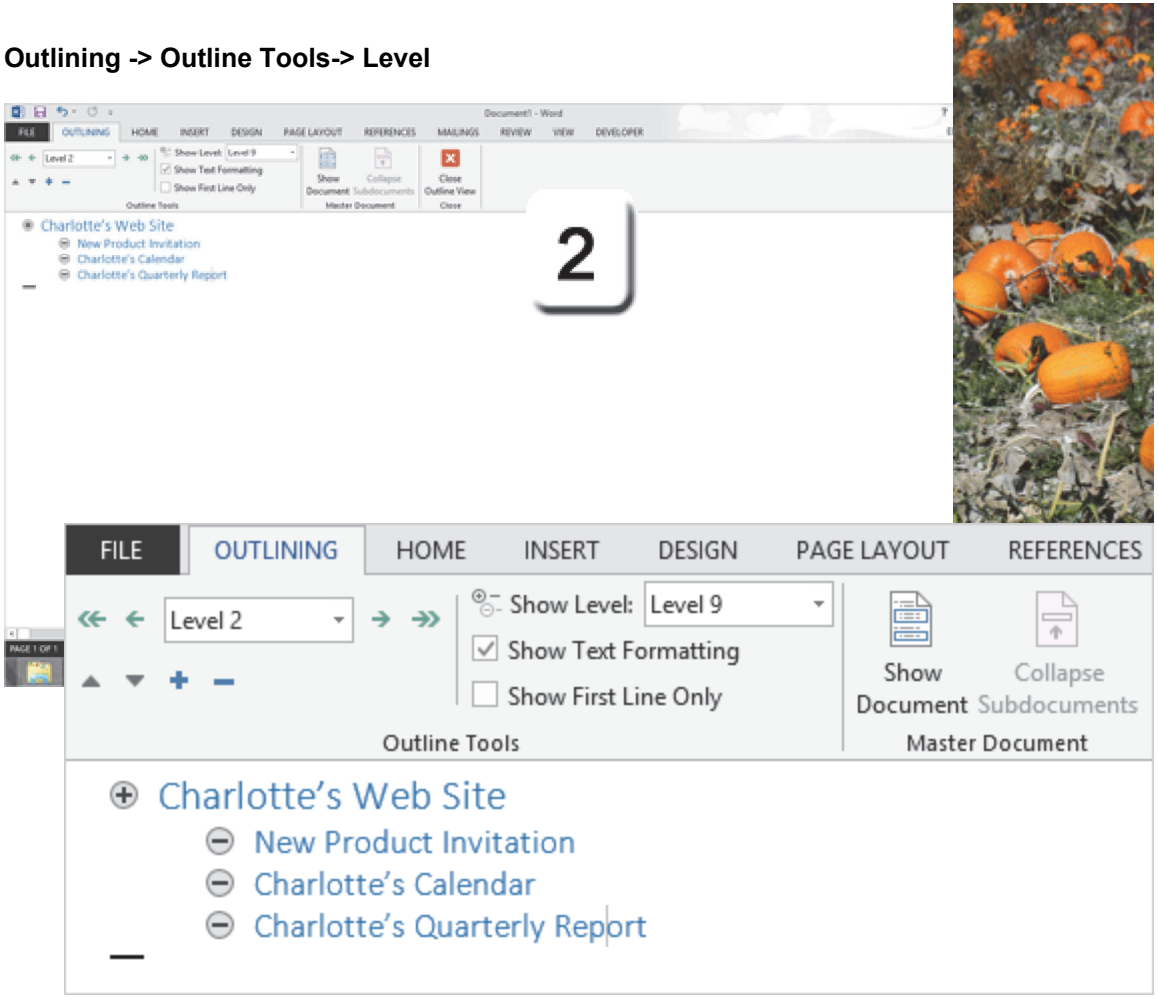
Enter the following (Word will add the bullets):
Charlotte's Web Site
New Product Invitation
Charlotte's Calendar
Charlotte Quarterly Report

Select the last three lines.
Change the Outline Level: Level 2.

Keep going...

Memo to Self: The **Levels** use Styles. (Heading1, Heading2) You can see the Styles if there is a check mark for **Show Text Formatting**.

Outlining -> Outline Tools-> Level



Exam 77-426 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.3 Apply Advanced Ordering and Grouping: Create Outlines (Promote or Demote Sections)

Outlining: Create the Master

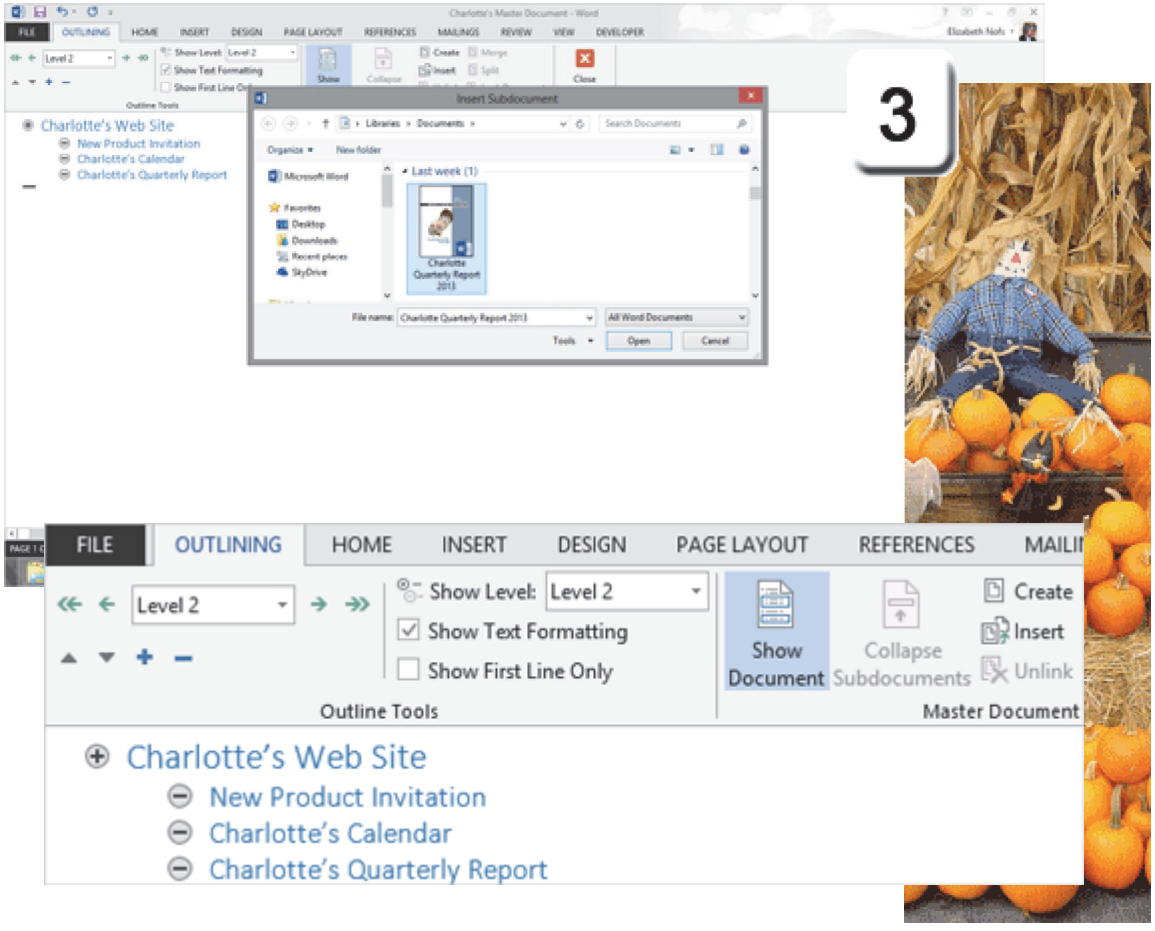
A **Master Document** is created by adding other documents to the Outline. The added files are called Subdocuments.

Before You Begin: Place your cursor after the following Heading: Charlotte's Quarterly Report.

3. Try it: Create the Master Document
Go to **Outlining -> Master Document.**
Click on: **Show Document.**
Click on: **Create.**
Browse to the Documents folder and select: Charlotte's Quarterly Report Revised.docx.
Click **Open**.

Keep going...

Outlining -> Master Document> Show Document->Create



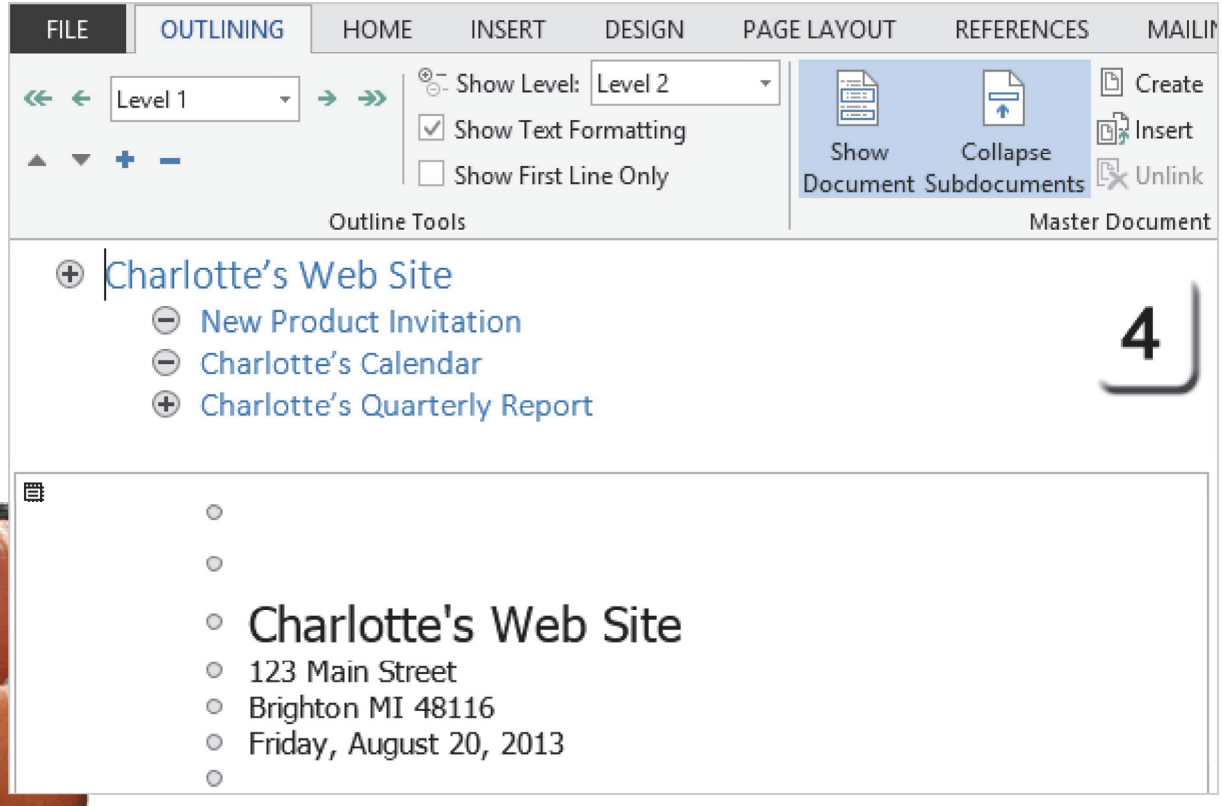
Outlining: Insert a File

4. What Do You See? There is a **Subdocument** under the Heading, Charlotte's Quarterly Report.

This **Subdocument** is a separate document linked to the Master. You can edit the Subdocument by clicking on the little page symbol in the upper left corner.

Keep going...

Outlining -> Master Document> Insert





Collapse the Outline View

The Master Document actually has links to the Subdocuments. You can see the links when you **Collapse** the outline.

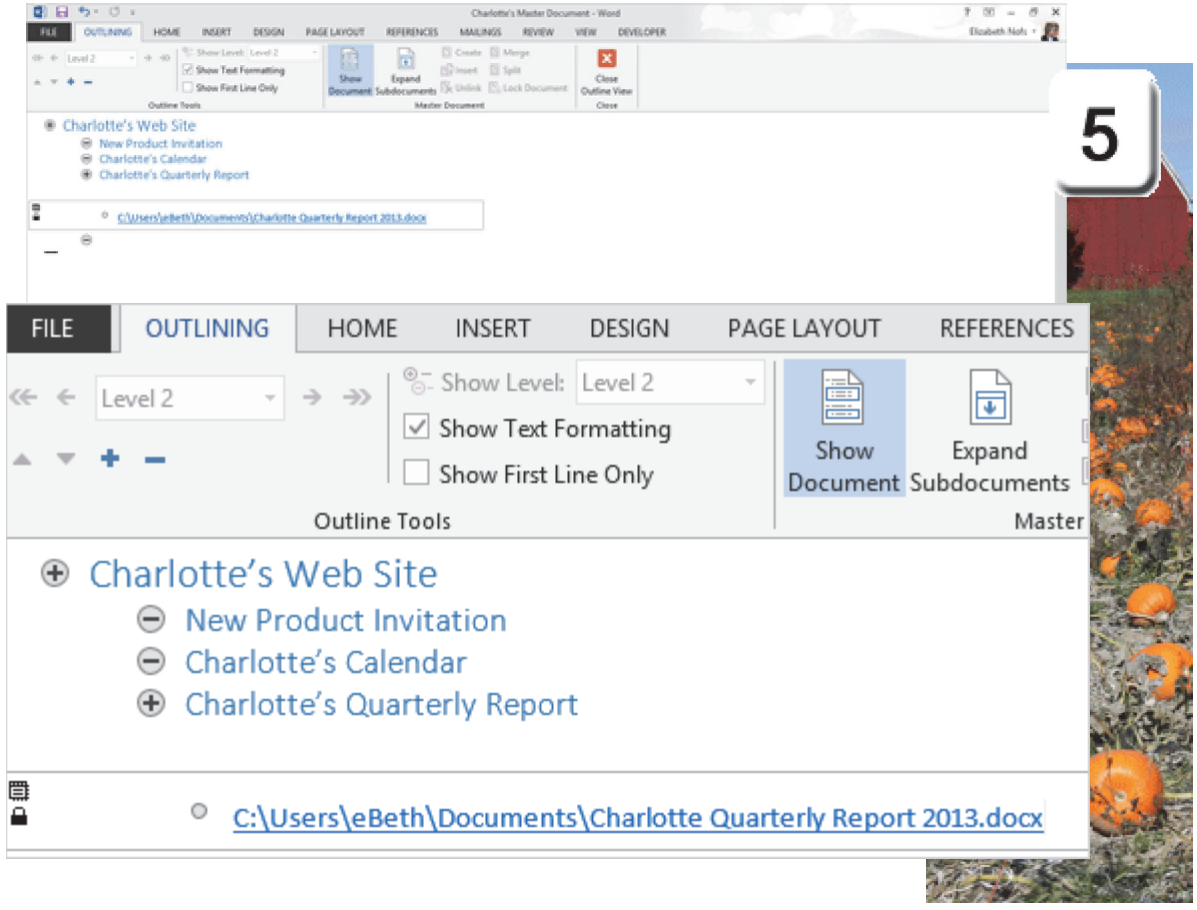
5. Try it: Collapse the Outline View
Go to **Outlining -> Master Document.**
Click on: **Collapse Document.**
You will be prompted to **Save** this Document.
Enter a name: Charlottes Master EAN where EAN are your initials. Click **OK**.

What Do You See? The Subdocument sections have been reduced to hyperlinks. The links show the pathway to each Subdocument. There is a **Section Break (Continuous)** between each Subdocument in the Master Document.

Keep going...

Memo to Self: The plus sign by the Heading also shows (expands) or hides (collapses) the Subdocument.

Outlining -> Master Document->Collapse Document



Exam 77-426 Microsoft Word 2013 Expert
2.0 Design Advanced Documents
2.3 Apply Advanced Ordering and Grouping: Link Document Elements

Unlink a Subdocument

The Outline Tools also have an option to remove, or **Unlink**, a Subdocument.

Before You Begin: Insert a new Subdocument into the Outline. You can use any sample file. The example on this page shows the Calendar we created in an earlier lesson.

6. Try it: Unlink a Subdocument
Select the new Subdocument.
Go to **Outlining ->Master Document->Unlink.**

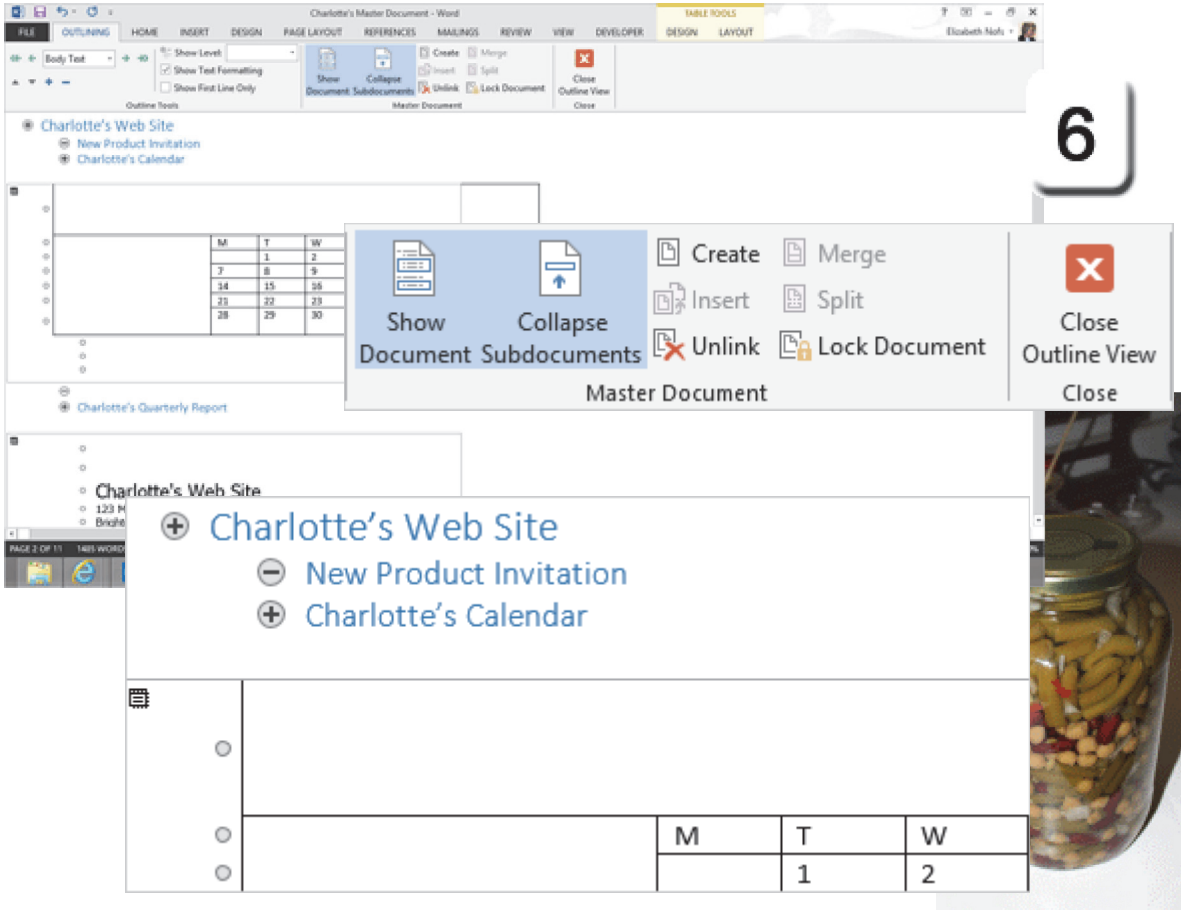
What Do You See? The Subdocument will be removed. OK, that works.

Close the Outline View.

You will return to the Normal, or Print Layout, View. You should see all of the Headings, graphics and formatting in the Subdocuments.

Please **Close** these documents.

Outlining ->Master Document->Unlink



The Office Backstage

The **Office Backstage** provides information about your document, as well as options to review and change your permissions, privacy and compatibility. You should review this data before you share your document.

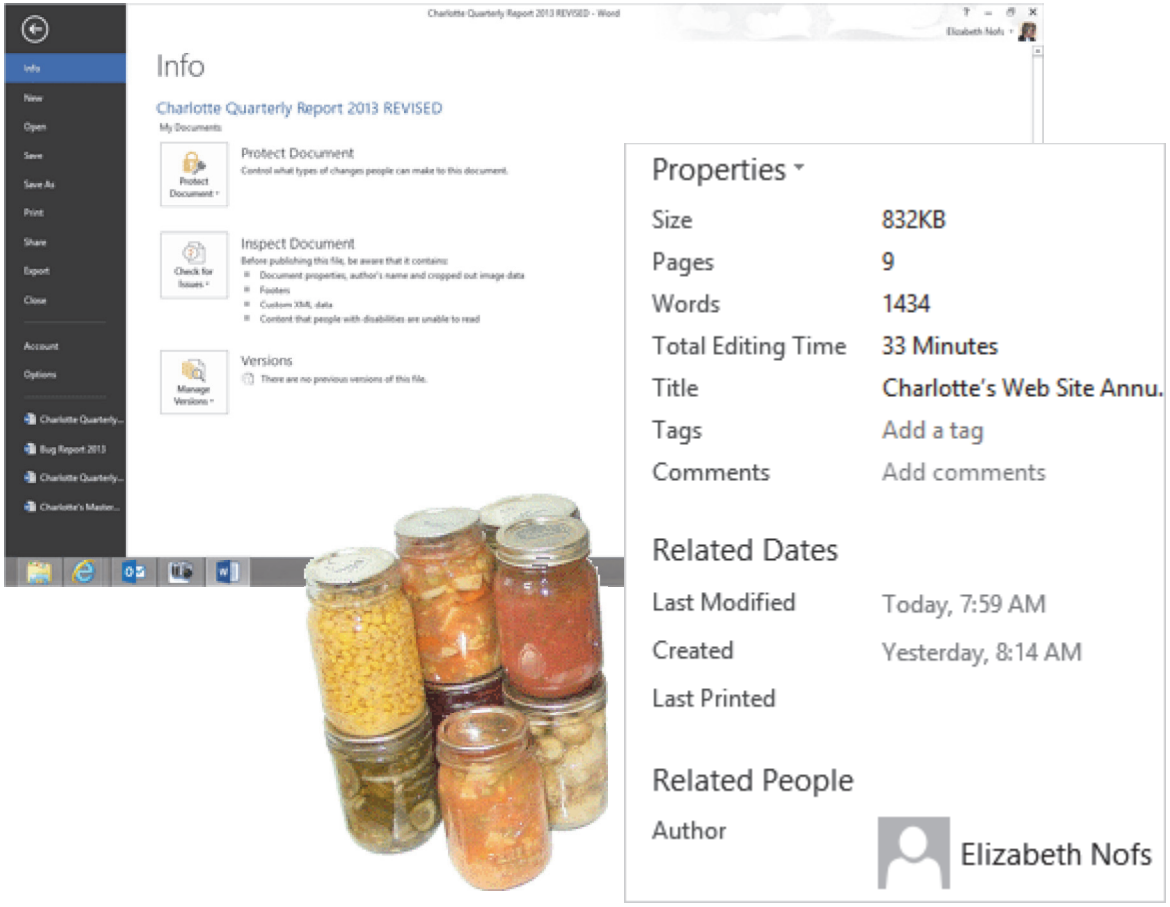
Before You Begin: Open a sample document: Charlotte's Quarterly Report 2013 Revised.

Try it: Review the Backstage Options
Go to **File ->Info.**

What Do You See? The **Backstage Properties** include everything about this file: size, pages, word count, total editing time, the date it was created, modified or printed, and the author(s).

Keep going...

File -> Info



Check for Issues

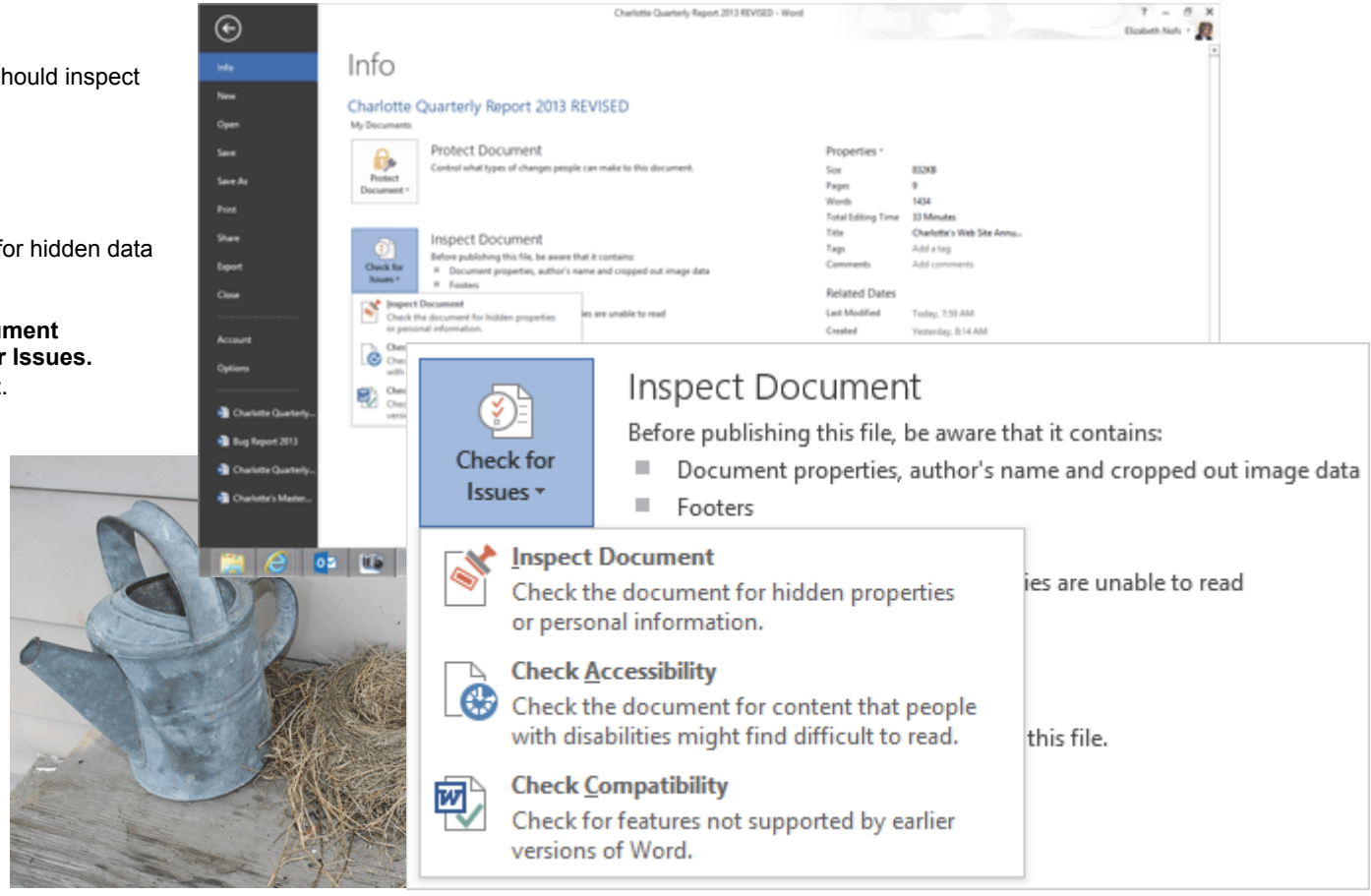
There are three things you should inspect before you share your work:
Privacy
Accessibility
Compatibility

First, inspect the document for hidden data or personal information.

Try This: Inspect the Document
Go to **File->Info->Check for Issues.**
Click on **Inspect Document**.

Keep going...

File -> Info ->Check for Issues



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Inspect Document Metadata

Take Two

File -> Info ->Check for Issues-> Inspect Document

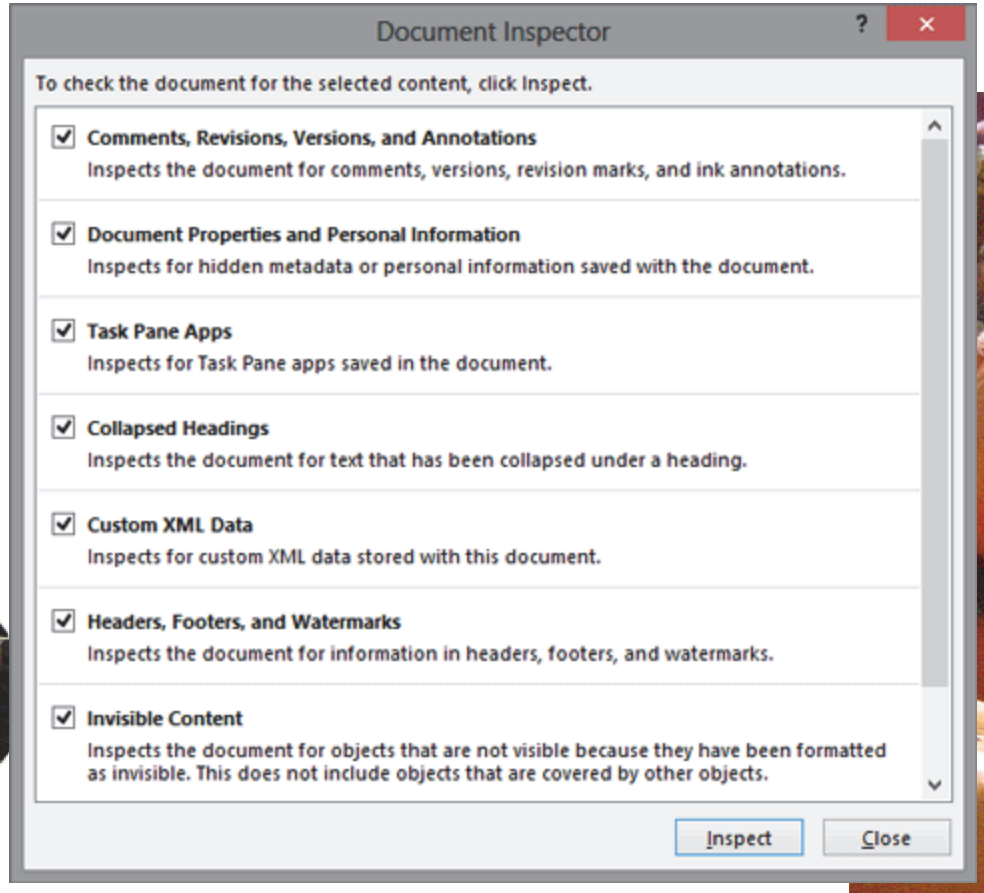
Document Inspector

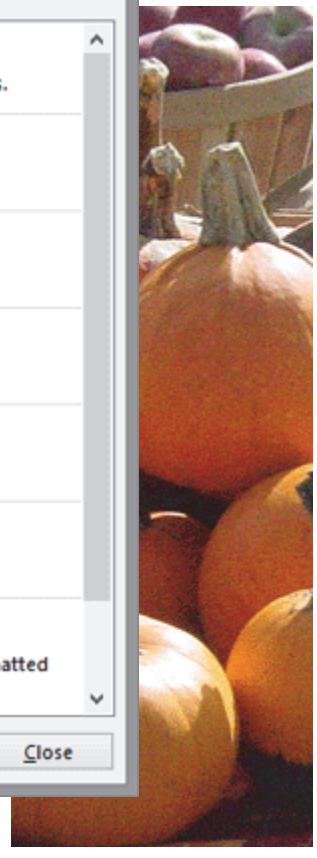
What Do You See? Your Microsoft Word file contains the following:
Comments, Revisions, Versions and Annotations
Document Properties and Personal Information
Custom XML Data
Headers, Footers and Watermarks
Invisible Content

Try This: Inspect the Document
Click on **Inspect**.

Keep going...







Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Inspect Document Metadata

Inspection Results

What Do You See? Microsoft Word will summarize everything the Document Inspector discovered. Let's review the inspection results.

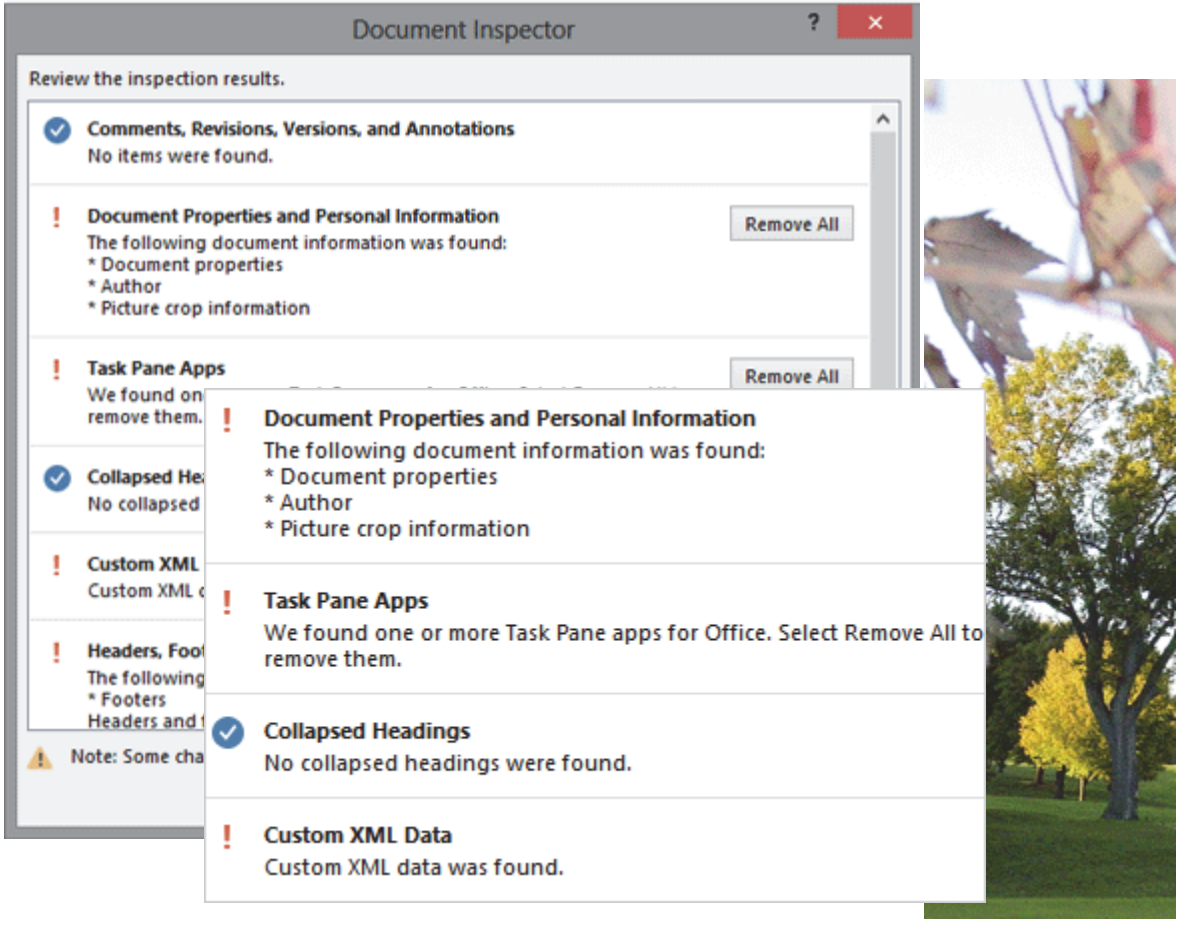
Memo to Self: You do not have to remove all of the information. For example, many firms use the **Document Properties** to identify Title, Author, and Keywords for search and archive.

Please note: If you click **Remove All**, you may not be able to Undo to get it back.

> Note: Some changes cannot be undone.

Click **Close** and go on to the next page, please.

File -> Info ->Check for Issues-> Inspect Document

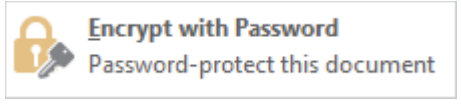


Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Remove Document Metadata

Password Protect a File

You can **Protect** your document with a password. A strong password includes letters and numbers. It should not be your name.

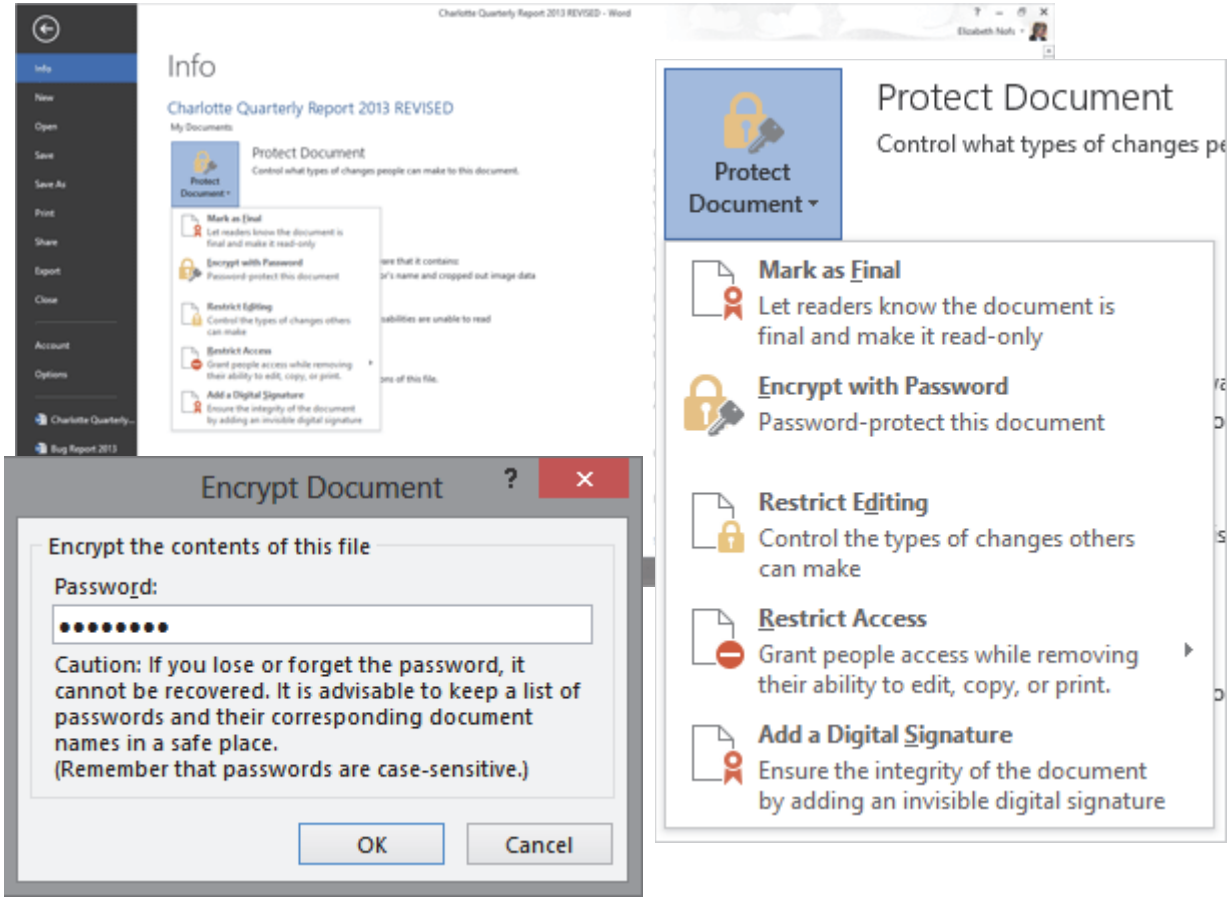
Try it: Encrypt the Document
Go to **File ->Info ->Protect Document.**
Select **Encrypt with a Password.**
Type a Password.



Security is a genuine concern. Hence, there is no "Undo" if you forget the password. Neither is there a tool that will let you remove the encryption.

Please write down your passwords!

File -> Info ->Protect Document ->Encrypt with a Password



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Password Protect a Document

Restrict Editing

Earlier, in the lesson on creating Forms, we used **Restict Editing** to limit Users to only **Filling in Forms**. You can also **Restrict Editing** to Tracked Changes or Comments.

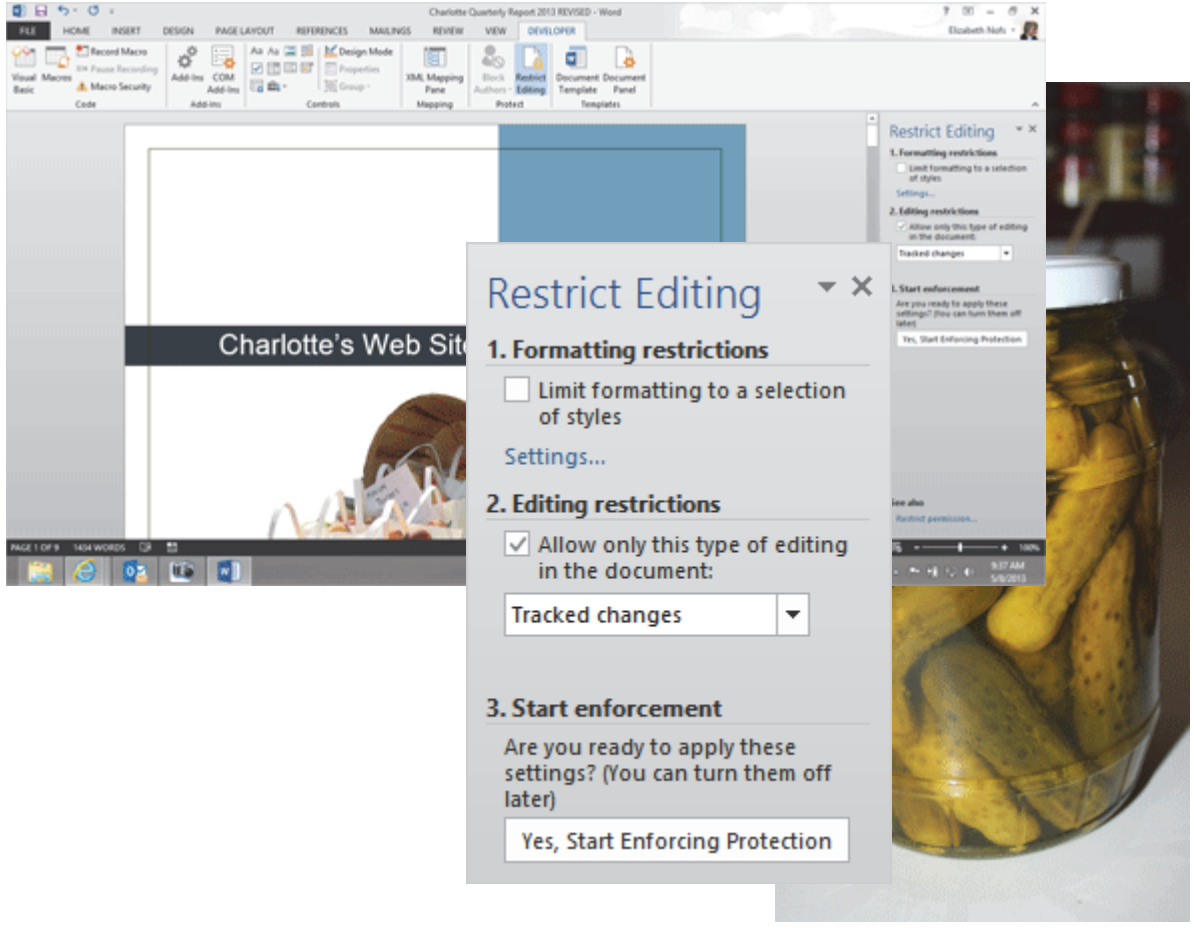
Try it: Restrict the Editing
Go to **File ->Info ->Protect.**
Select **Restrict Editing.**

What Do You See? The options include:
Tracked Changes
Comments
Filling in Forms
No Changes (Read only)

Select: **Allow only this type of editing**.
Choose: **Tracked Changes**.
Click on : **Yes, Start Enforcing Protection**.

Keep going. There's another option for protecting your work.

File -> Info ->Protect Document -> Restrict Editing

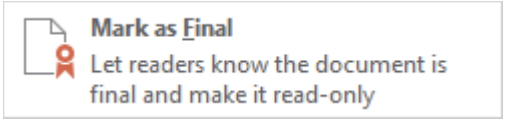


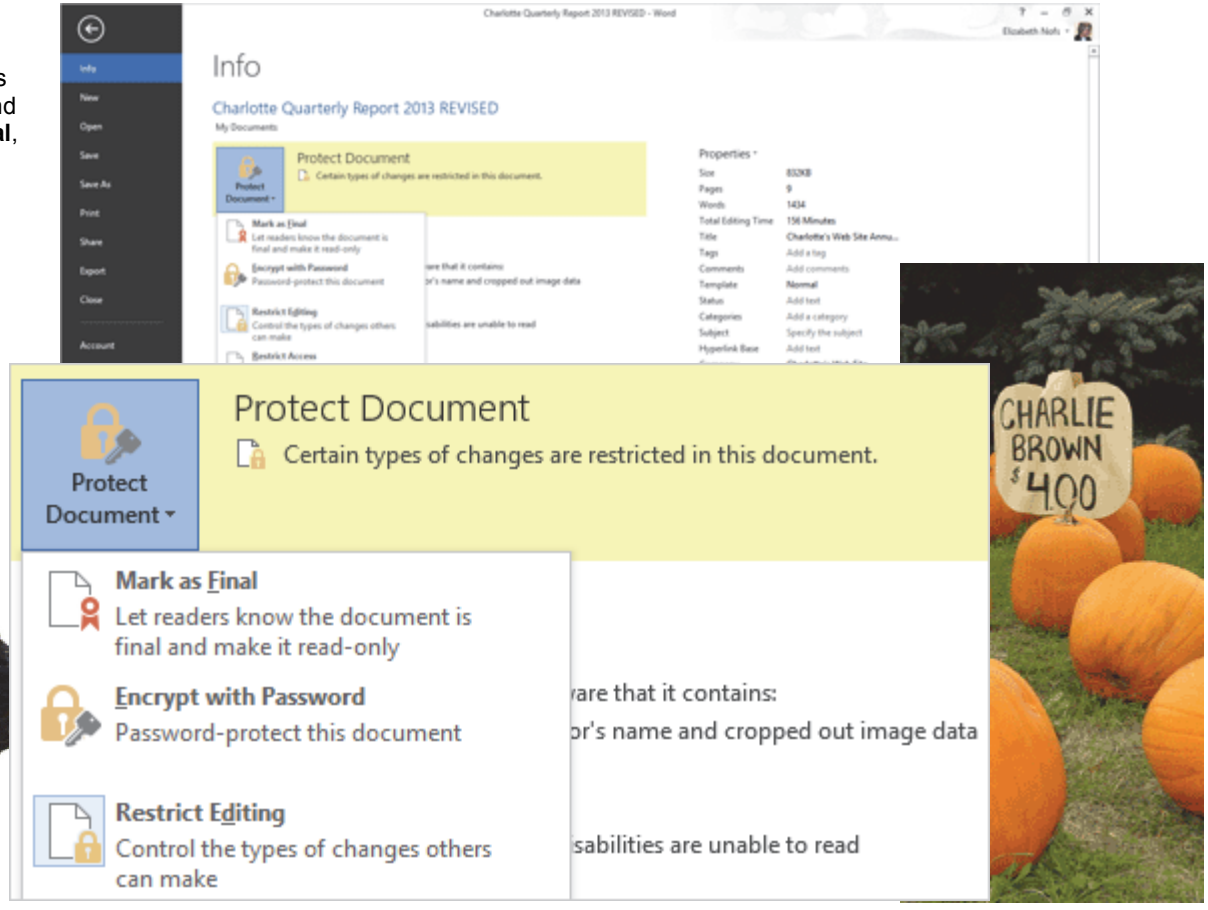
Make it Final!

As Arlo Guthrie used to sing, this document has been "inspected, injected, rejected, dejected and selected." When a document is marked as **Final**, it is saved as Read Only and it will have a security banner at the top when you open it.

Try it: Mark the Document Final
Go to **File -> Info ->Protect Document.**
Select **Mark as Final.**

File -> Info ->Protect Document ->Mark As Final





Keep going...



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Mark as Final

Version Control

Version Control: Say you lost power while you were working on a document and your document closed before you had a chance to save it. (tears)

Fortunately, Word keeps a temporary copy of everything you worked on.

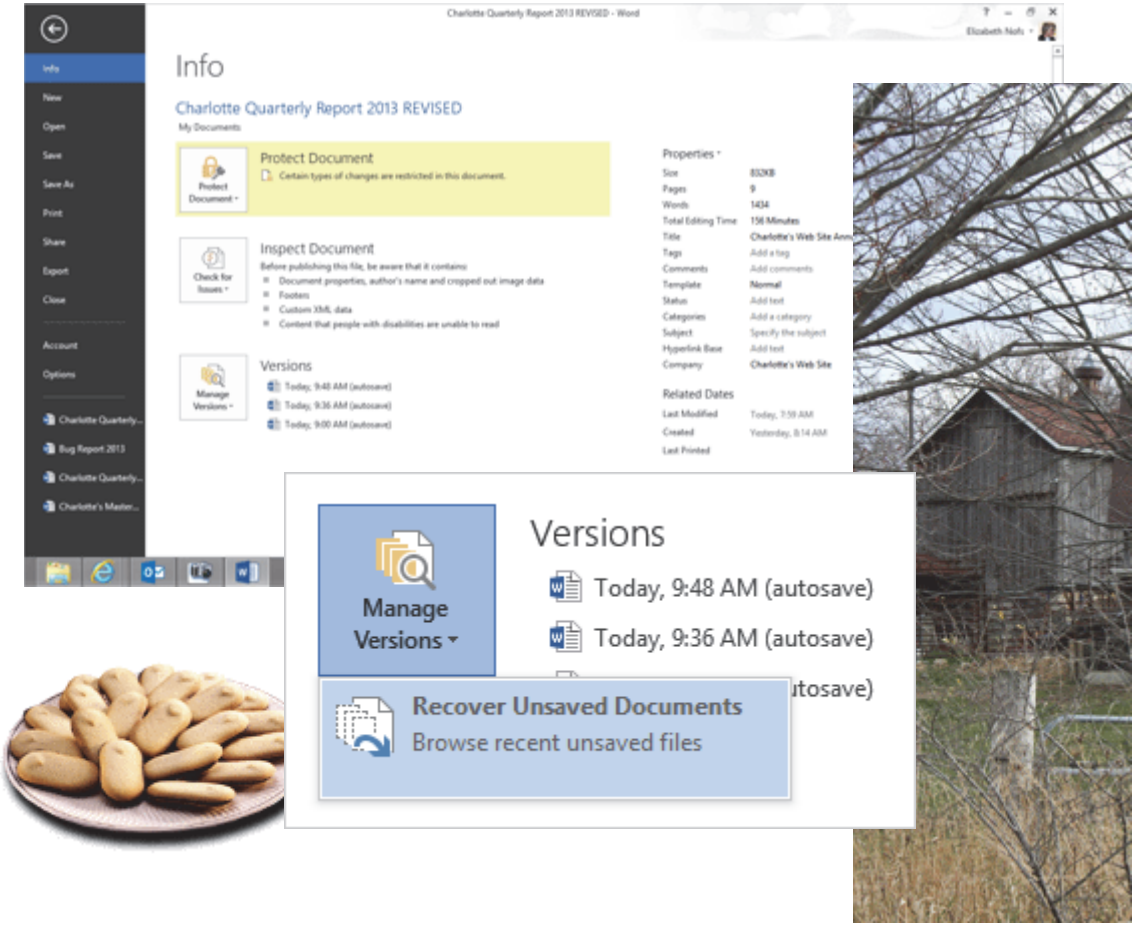
One Last Try: Manage the Versions
Go to **File->Info-> Versions.**

What Do You See? Word keeps track of the different versions. When you open a file, you can see if this is the latest--and greatest--version.

You can go to **Manage Versions** and **Recover Unsaved Files**. You can also Browse Unsaved Documents and delete these Draft Versions for addtional privacy on sensitive documents.

OK. You done good. You earned two cookies.

File-> Info ->Versions



Exam 77-425 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.2 Prepare Documents for Review: Delete Document Draft Version(s)

Practice Activity

Prepare to Share

Before You Begin: Start Microsoft Word 2013. You should see a new, blank document.

Try This: Do the following steps

1. Copy the following text into a blank document:
   Mary had a liddle lam its fleas was white as snough
   Every wear that Mary when, the lam was sure to go
2. Use the spell check tool and correct liddle and snough
3. Use the Thesaurus to look up a synonym for go
4. Use the Thesaurus to look up an antonym for white
5. Use the Reference tool to look up the meaning of the word lam
6. Select the word wear and use the New Comment command to add the comment “Wrong wear, should be where.”
7. Select the word Mary and add the Comment “Mary Smith.”
8. Turn on Track Changes
9. Correct the text as follows:
   Replace the word lam with lamb both times
   Replace the word fleas with fleece
   Add a period after snow
   Replace the word wear with where
   Replace the word when with went
   Replace the word lam with lamb
   Replace the word sure with shore
   Delete the comment “Wrong wear, should be where.”
10. Reject the change shore so that it returns to sure. Accept ALL changes in the document.
11. Inspect the document and remove all personal information and comments from the document. Mark the document as Final.
12. Save your work as Prepare to Share Practice Activity.



Test Yourself

1. Which commands are in the proofing group? (Select all correct answers.)
a. Spelling and Grammar
b. Research
c. Thesaurus
d. Word Count
Tip: Advanced Word, page 226

2. You can add words to Word's dictionary during spell check.
a. True
b. False
Tip: Advanced Word, page 227

3. Which Ribbon has the Comments?
a. Insert
b. Review
c. References
Tip: Advanced Word, page 236

4. Which of the following is true about the Comments? (Select all correct answers)
a. Individual comments can be deleted one at a time
b. All comments can be deleted at one time
Tip: Advanced Word, page 238

5. Which of the following are view options with Track Changes?
(Select all correct answers)
a. All Markup
b. No Markup
c. Simple Markup
d. Original
Tip: Advanced Word, page 243

6. The Revision Pane in Compare and Merge allows users to jump to any marked change by clicking on it.
a. True
b. False
Tip: Advanced Word, page 252

7. What does Document Inspector look for? (Select all correct answers)
a. Comments and Revisions
b. Document Properties
c. Bad Code
d. Invisible and hidden content
Tip: Advanced Word, page 265

8. Which of the following are Protection options? (Select all correct answers)
a. Require a password to open the document
b. Mark as Final
c. Add a Digital Signature
Tip: Advanced Word, page 261-263. 267-269



Introduction to Macros

Advanced Word Objectives

In this lesson you will learn:

1. Create new Macros.
2. Customize Ribbons.
3. Explain the security risks of Macros.
4. Edit default document properties.





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Lesson 7: Introduction to Macros

1. Readings
Read Lesson 7 in the Advanced Word guide, page 273-307.

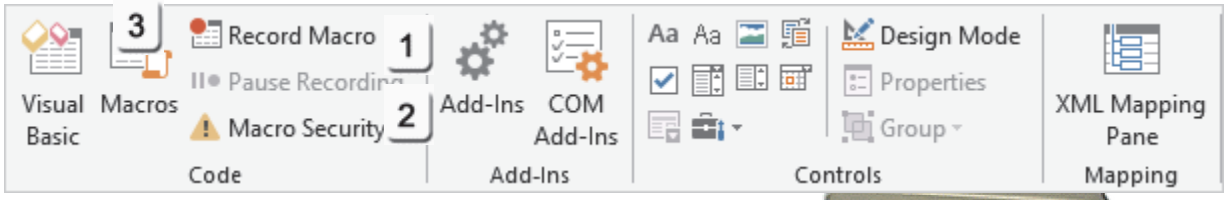
Project
Use the tools on the Developer Ribbon to create a custom Macro.

Downloads
Fruit and Nuts.docx
Charlotte Quarterly Report 2013 REVISED.docx

2. Practice
There is no Practice Activity for this lesson.

3. Assessment
Review the Test questions, page 308.

Developer



Menu Maps
This lesson shows the **Developer** Ribbon.
1. Developer-> Code-> Record Macro, page 279
2. Developer-> Code-> Stop Recording, page 284
3. Developer-> Code-> Macros, page 285



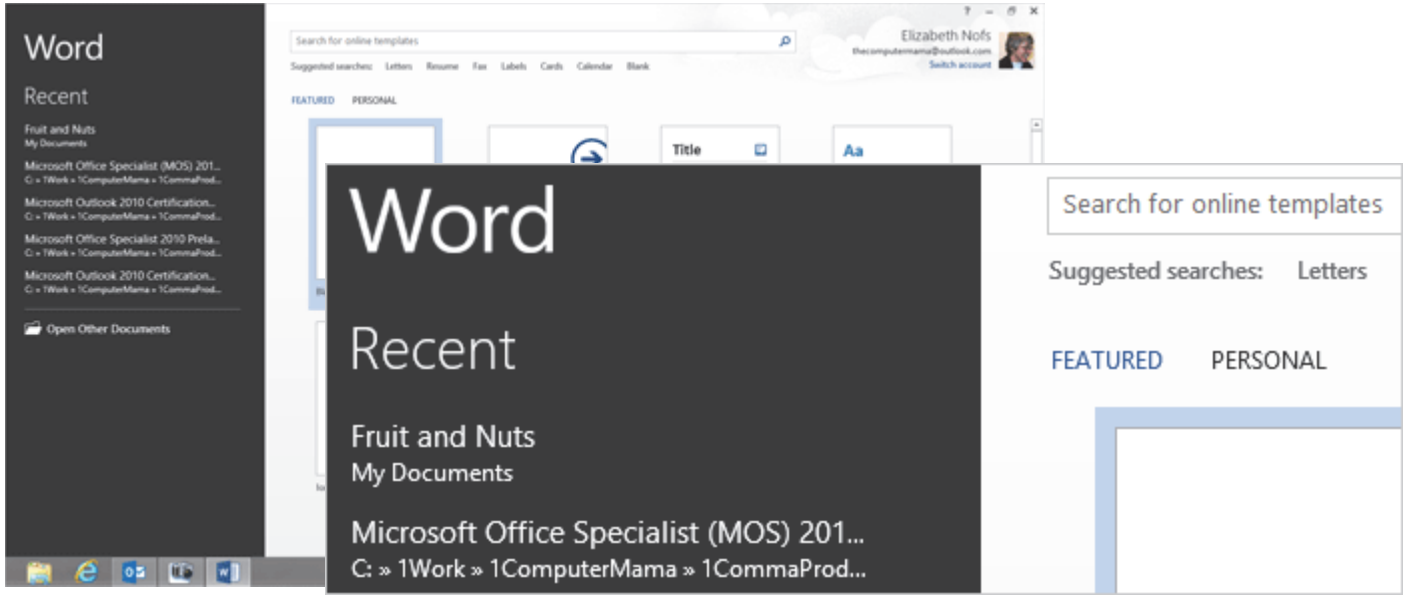
Automating Microsoft Word



Microsoft Word is incredibly rich in tools and options. The **Mailing Ribbon** is an excellent example of office automation: Reading from left to right, the Mailing Ribbon walks you through the process of merging a document with a recipients list. **Styles** are another example of automation. Styles make it easy to update the formatting. Imagine searching for all of the headlines in a 300 page document and formatting them one at a time. Styles lets you edit the formatting in one place and have it update all of the similar headlines.

More Automation Work that has many steps in the process can be boring, repetitive and error-prone. Fortunately, Microsoft Word is programmable: you can customize and automate the steps with Macros.

So, if you are ready, please **Start Microsoft Word**.



Take Three

What is a Macro?

The word **MACRO** comes from an old computer tool: the macro assembler. The macro assembler would allow a programmer to combine a sequence of instructions into a single statement.

Combining a series of steps into a working program meant that tedious, repetitive tasks could be automated.

Making a Macro can be as simple as recording the mouse clicks as you walk through a series of steps or instructions in Word, Excel, PowerPoint or Access. The Macro recorder combines your steps into a program.

Your Macro can be set up so that it will run whenever you click a custom Macro button on the Ribbon. Macros can be assigned to a command button as well.



Before You Begin

Programming makes sense if you have all of the right pieces to work with. Imagine any cooking show on the Food Network: the chef always has little bowls of chopped onions, garlic and celery that he needs as he prepares his masterpiece. Our lesson on macros has several pieces you need to prepare before you begin, as well.

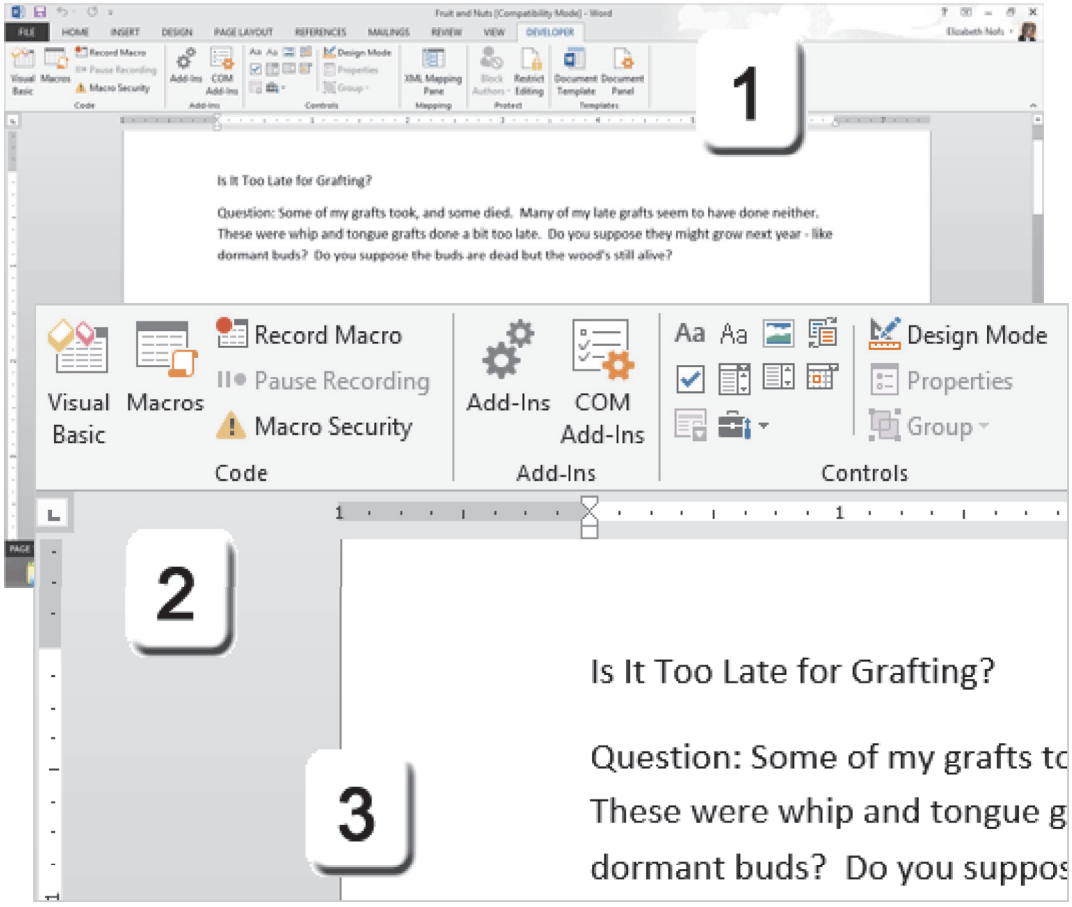
1. Enable the Developers Toolbar
The steps to enable the Developers toolbar can be found on **Page 185**.

2. Enable the Macros
The steps to enable Macros can be found on **Page 291**. This lesson includes a discussion on macro security levels.

3. Download a Sample Document
This course has a sample file online which you can download if you wish. Fruit and Nuts.docx

You can also mock up your own document if you wish. Your file should have several paragraphs.

Developer -> Code



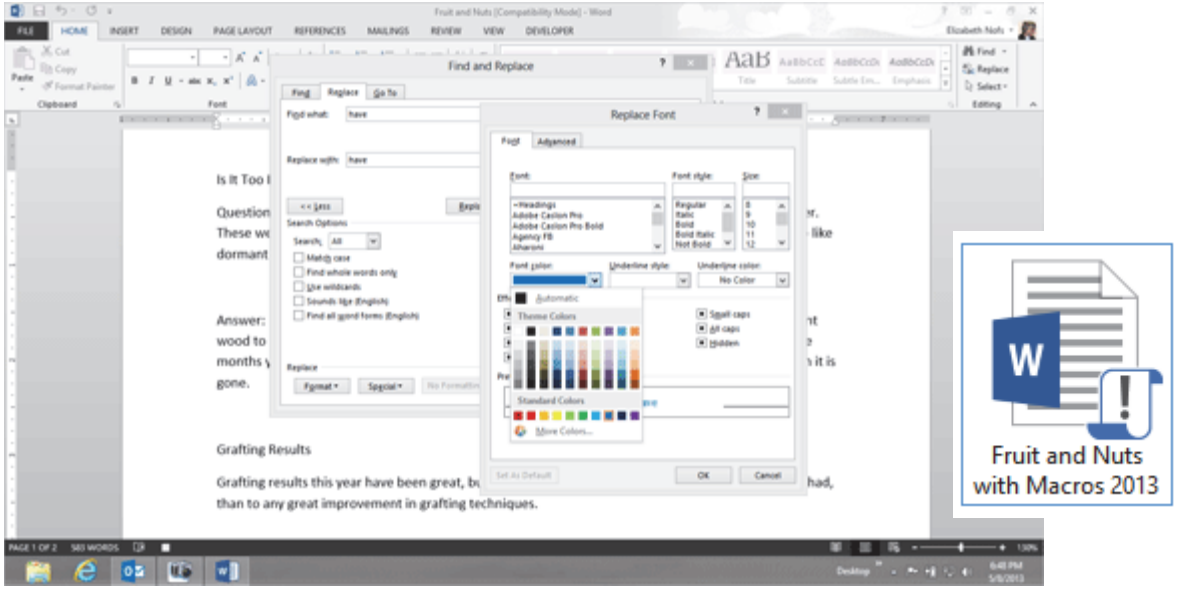
Define the Goals

All writers have bad habits: we use some words inappropriately like too much salt in the soup.

The list of words includes: is, isn't, am are, aren't, was, wasn't, will, would, won't, do, don't, did, didn't, does, doesn't, seems, appears, makes, show, totally, completely, really, and suddenly. These words are red flags for passive sentences.

It is hard to see your own bad words while someone else's could be very obvious. Say you wanted to **Find** and **Format** certain words in your document. You could record a Macro as you go through the steps.

Preview of the Macro we will create in this lesson



have worked all that well for me. Guess the few takes I have
s spring have been with something of a modified graft bark(kind
completely decapitating the stock, just cutting 7/8 of the way
attached to 'draw sap' for about 2 weeks before I cut it off.

Record a Macro

A Macro records your actions as you walk through the menus. It records when it is correct-it also records your mistakes. You may want to practice the actions several times before you record the Macro.

Later in this lesson, we will learn how to edit the code so you can delete the mistakes if you wish.

1. Try This: Record a Macro
The sample document is open.
Go to **Developer -> Code**.
Click on **Record Macro.**
Type: GoBlue

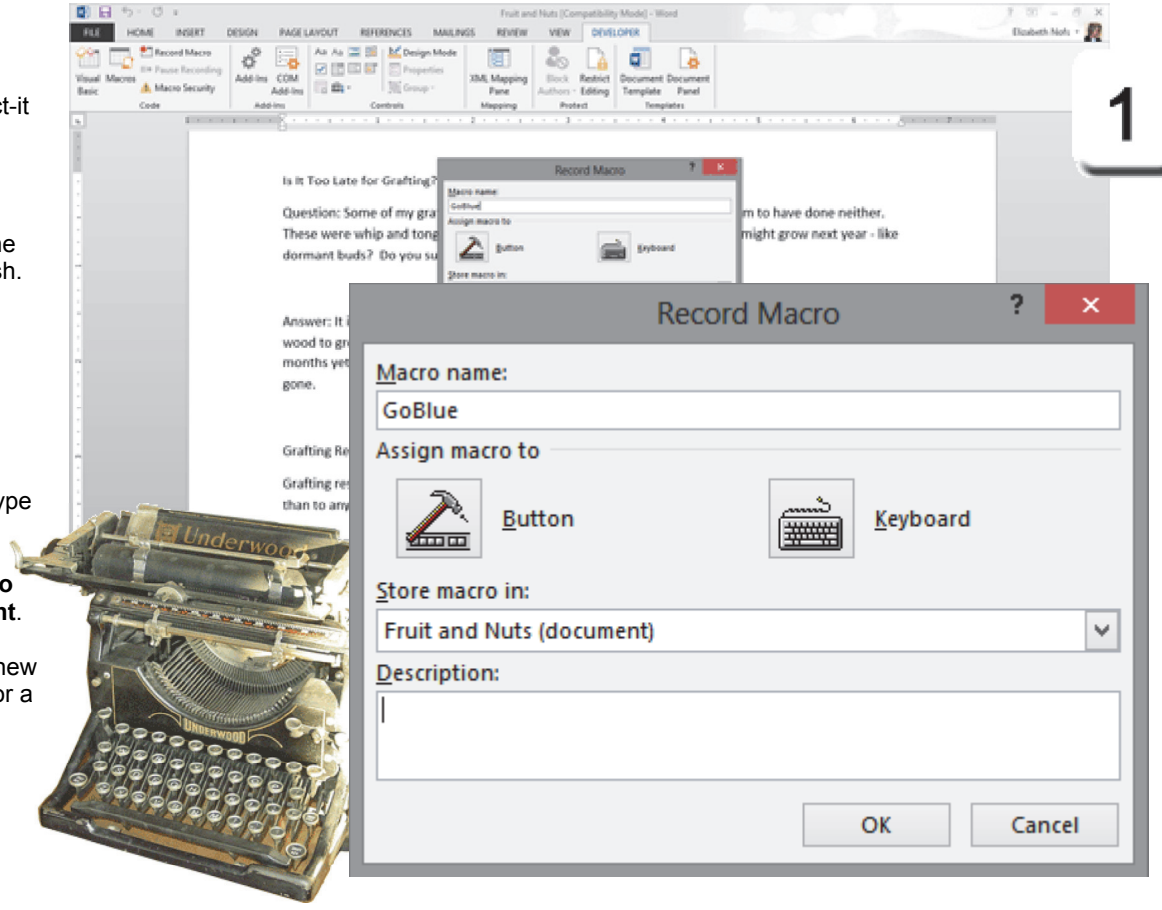
What Do You See? You will be prompted to type a name for your Macro.

Do This: Change where you Store the Macro
Switch from **All Documents** to **This Document**.

What Else Do You See? When you create a new Macro, you can assign the Macro to a Button or a keyboard command, such as CTL+G.

Click **OK**. The Macro is recording, now.
Keep going...

Developer -> Code ->Record Macro



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Record Simple Macros (Assign Shortcut Key)

Take Three

Record the Steps

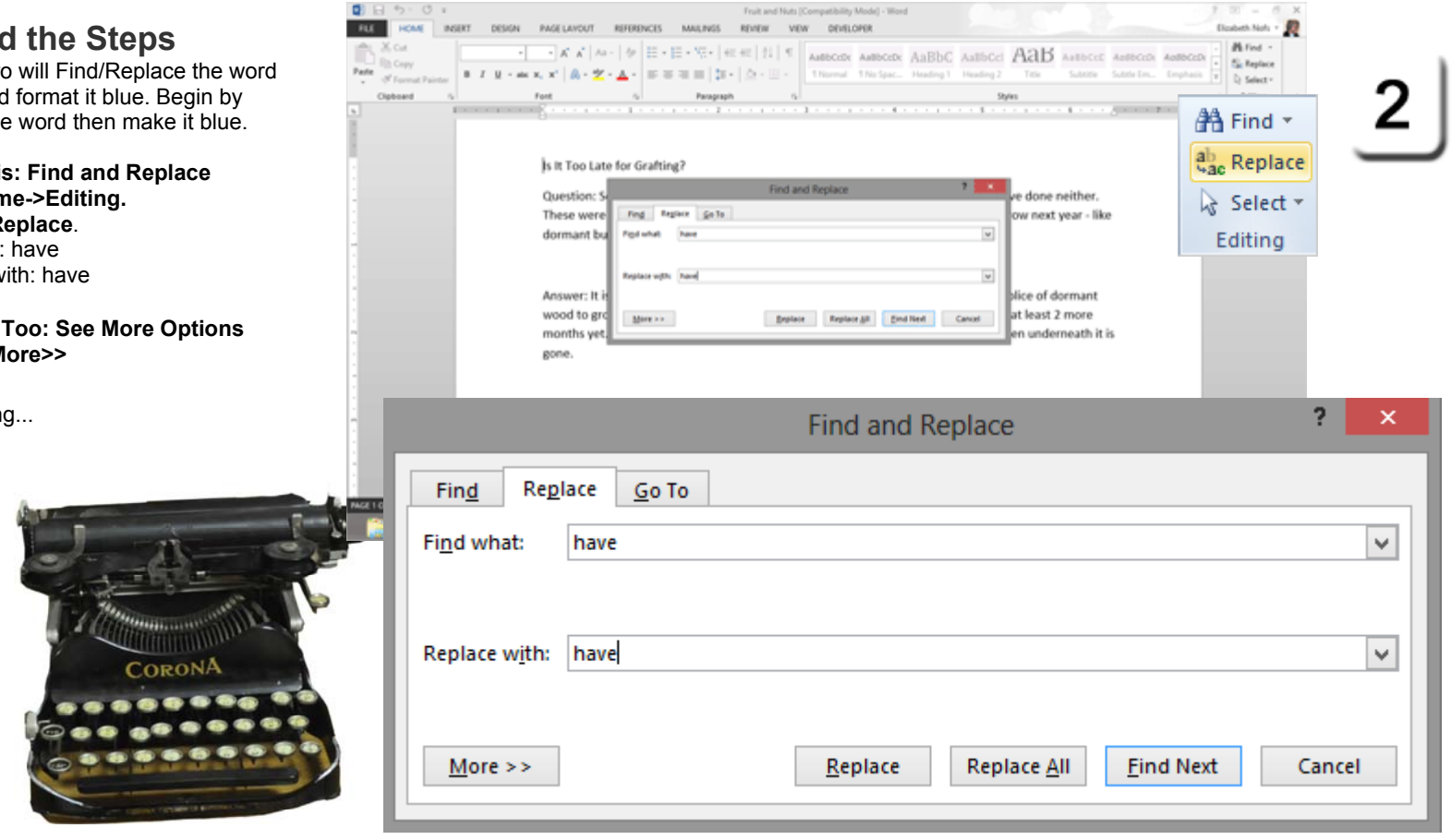
This Macro will Find/Replace the word "have" and format it blue. Begin by Finding the word then make it blue.

2. Try This: Find and Replace
Go to **Home->Editing.**
Click on **Replace**.
Find what: have
Replace with: have

Try This, Too: See More Options
Click on **More>>**

Keep going...

Home -> Editing ->Replace



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Record Simple Macros

Take Three

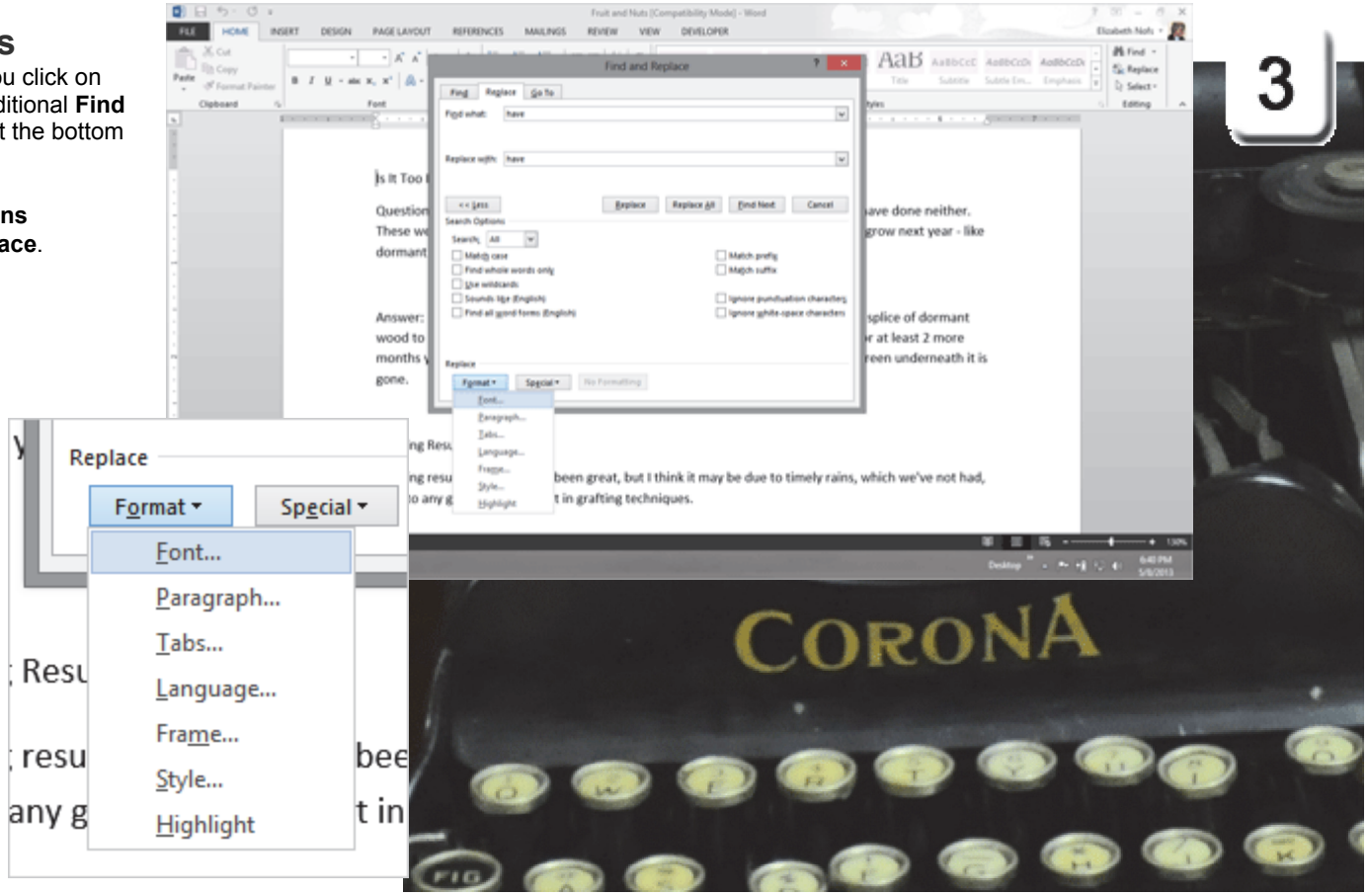
Record More Steps

What Do You See? When you click on **More**, you should see the additional **Find and Replace** options. Look at the bottom of the window for **Format**.

3. Try This: See More Options
Go to **Home->Editing->Replace**.
Click on **More**.
Go to **Format->Font.**

Keep going...

Home -> Editing ->Replace



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Record Simple Macros

Take Three

Home -> Editing ->Replace >More ->Format -> Font

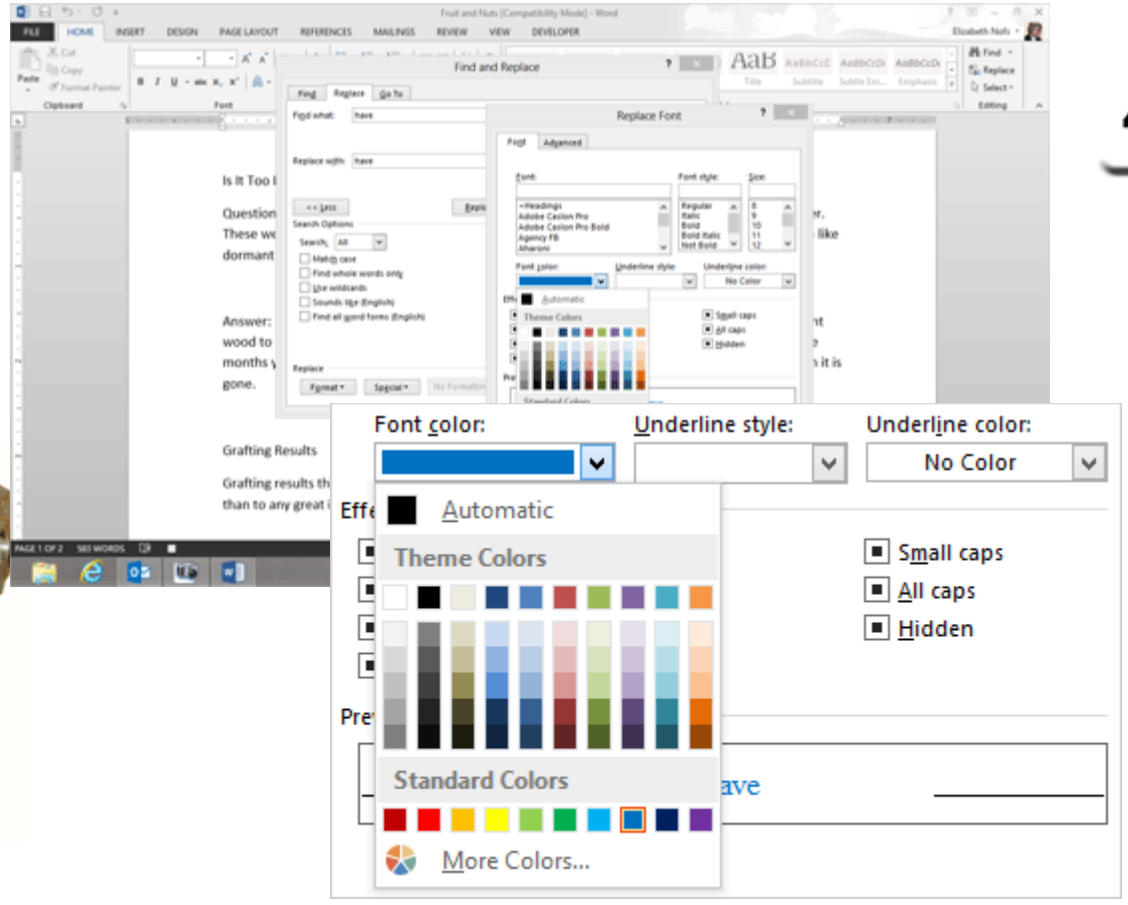
Format the Font Color

What Do You See? When you go to Format->Font, you should see a familiar screen of Font choices.

4. Try This: Format the Font Color
Go to **Home->Editing->Replace.**
Click on **More.**
Go to **Format->Font.**
Please choose a blue Font color.

Click **OK** and keep going...





4

Take Three

Finish the Steps

The last step in this Macro recording is to make all of the replacements.

5. Try This: Replace All
Go to **Home->Editing->Replace.**
Find what: have
Replace with: have
Format: Font color: Blue
Click on **Replace All**.

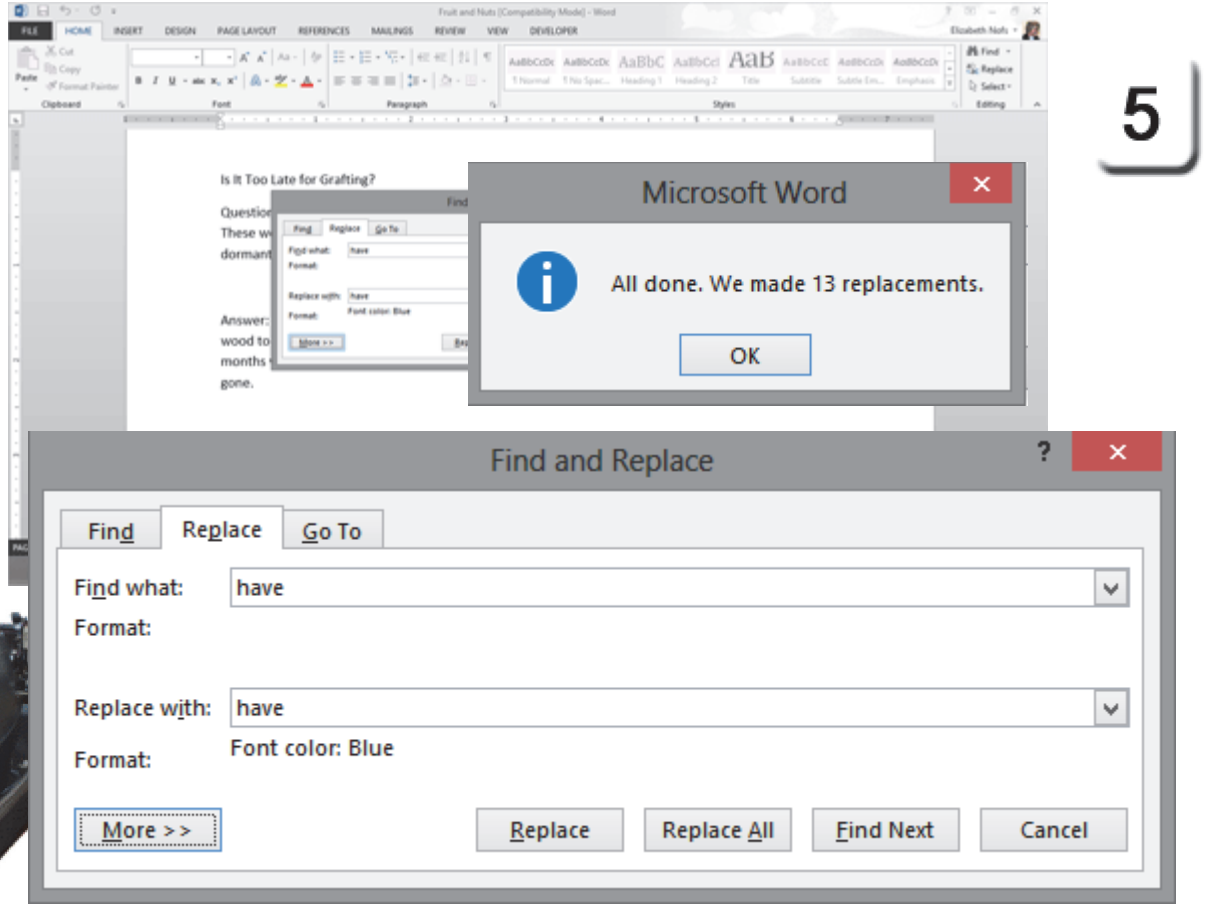
What Do You See? When you click **Replace All**, Microsoft Word will find each instance of the Word "have" and format it blue.

Close the Find and Replace window.
Keep going...



Home -> Editing ->Replace >Replace All

5



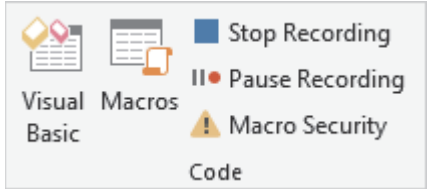
Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Record Simple Macros

Take Three

Stop the Recording

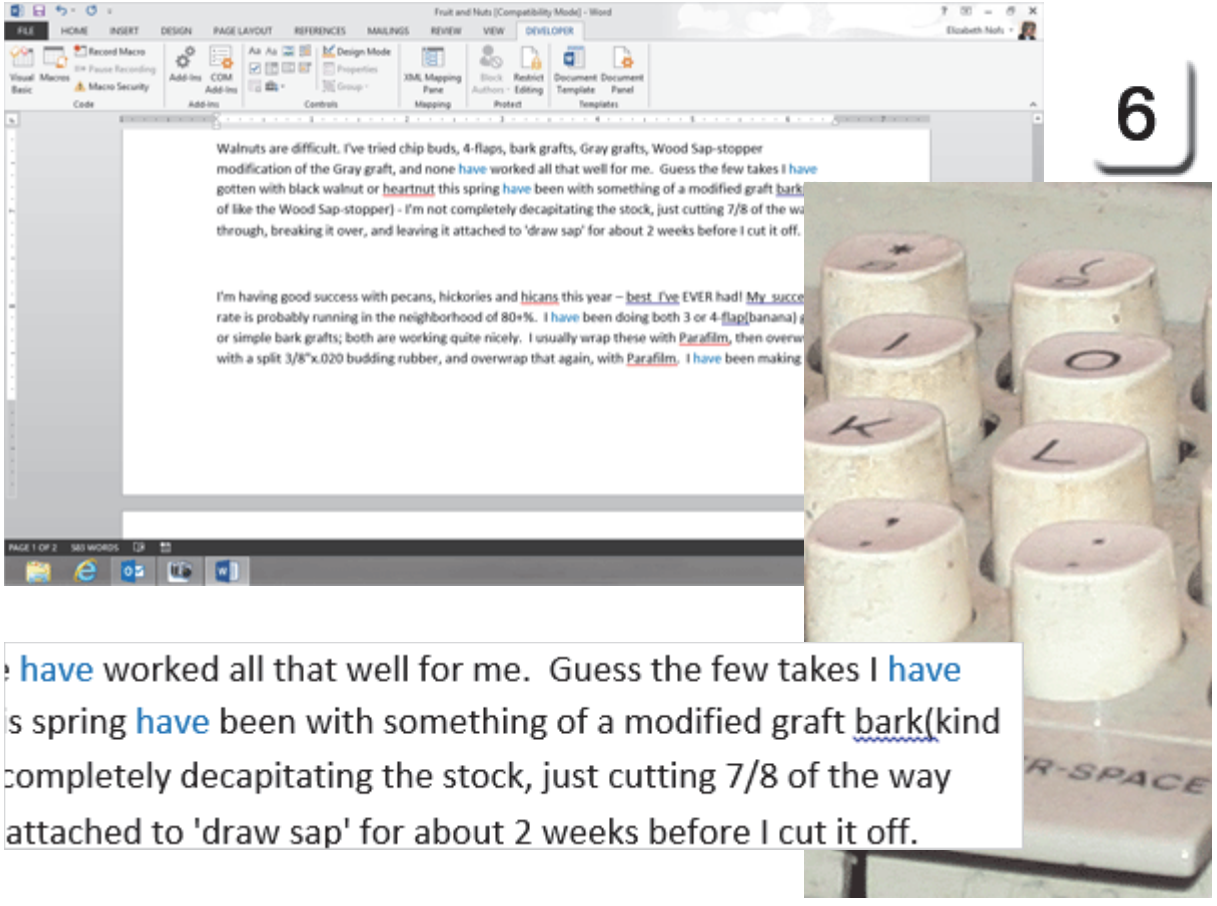
Once you click **Replace All,** all of the "haves" should be formatted blue. You can **Stop Recording**, now.

6. Try This: Stop Recording
Go to **Developer ->Code**.
Click **Stop Recording**.



Memo to Self: You can **Pause** a Recording if you wish.

Developer -> Code ->Stop Recording



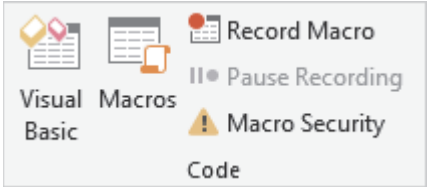
Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Record Simple Macros

Take Three

Find the Macros

You can review the Macros that you recorded. Here are the steps.

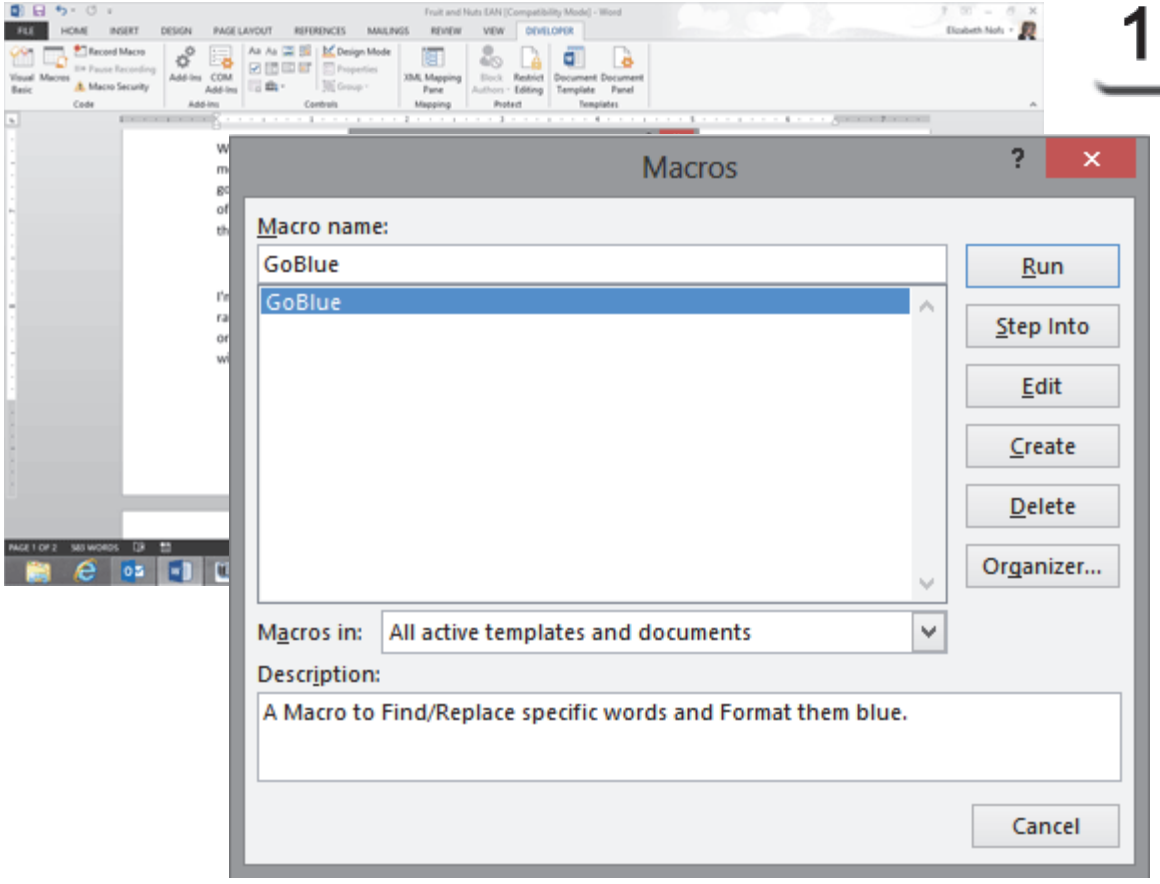
1. Try This: Review the Macros
Go to **Developer->Code ->Macros**.



What Do You See? The new GoBlue Macro is listed in the library. The Macro options include:
Run
Step Into (run each step then pause
Edit (in Visual Basic)
Create
Delete
and Organizer (a method to transfer Macros from one document to another.)

Keep going...

Developer -> Code ->Macros



1

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Manage Macros

Take Three

Edit the Macro

The Macros are written in Microsoft's **Visual Basic for Applications** (VBA) programming language. You can edit your Macro to include additional words if you wish.

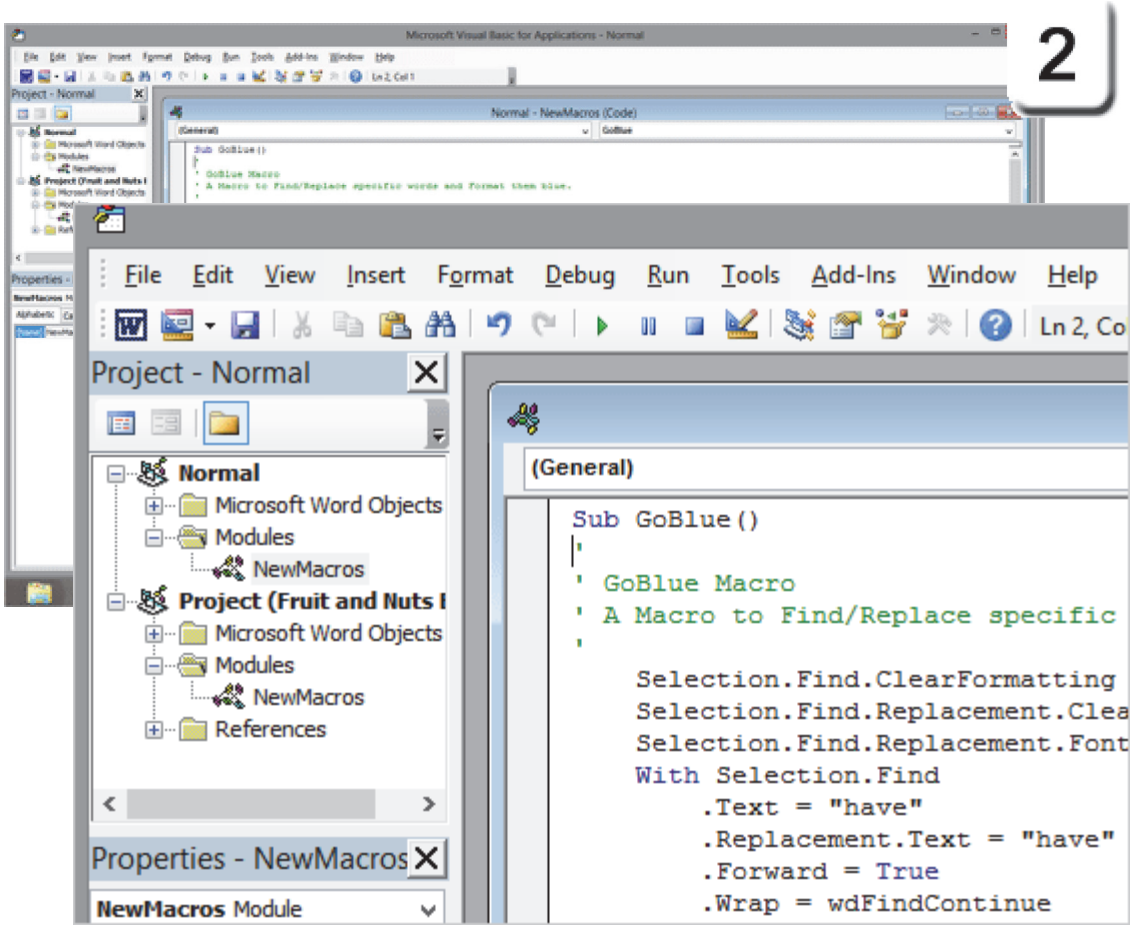
2. Try This: Edit the Macro
Go to **Developer->Code ->Macros.**
Select a Macro: GoBlue.
Click on **Edit**.

What Do You See? The **Microsoft Visual Basic for Applications** editor will launch in a new window. This Visual Basic code was created as you walked through the steps to replace the word "have." What if you wanted to Find and Format another word at the same time?

Keep going...

Memo to Self: Microsoft Access and Excel use the same Visual Basic Editor as this one in Word.

Developer -> Code ->Macros ->Edit



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Edit Macros in Visual Basic

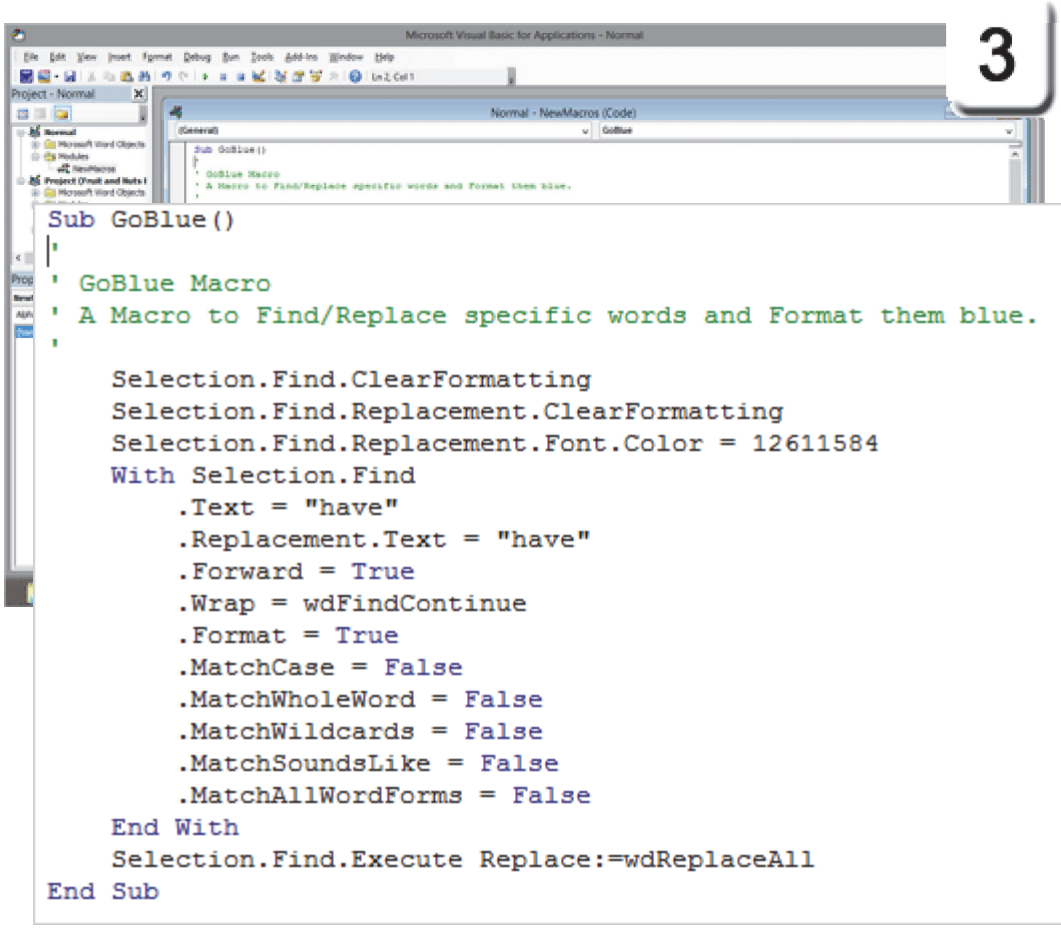
Copy and Paste the Code

3. Try This: Select the Code
Select the following code:

```
Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
Selection.Find.Replacement.Font.Color = 12611584
With Selection.Find
.Text = "have"
.Replacement.Text = "have"
.Forward = True
.Wrap = wdFindContinue
.Format = True
.MatchCase = False
.MatchWholeWord = False
.MatchWildcards = False
.MatchSoundsLike = False
.MatchAllWordForms = False
End With
Selection.Find.Execute Replace:=wdReplaceAll
```

Try This, Too: Copy and Paste the Code
Go to **Edit->Copy**.
Place your cursor after =wdReplaceAll and click the ENTER key on your keyboard to create a new line, just like in Microsoft Word.
Go to **Edit->Paste**.
Keep going...

Developer -> Code ->Macros ->Edit



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Edit Macros in Visual Basic

Take Three

Modify the Code

After you paste the Macro code, you can edit the **Text** and the **Replacement.Text** so that your Macro finds and formats a different word.

4. Try This: Edit the Code
Please make the following edits:
.Text = "was"
.Replacement.Text = "was"

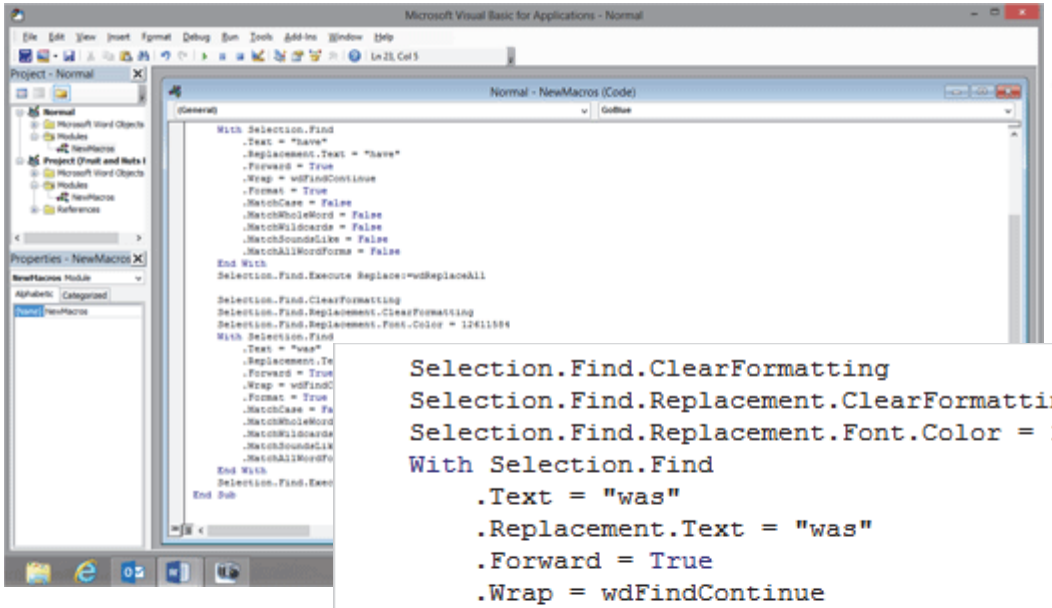
In this example, the Macro will format two words: have and was.

Try This As Well: Close the Editor
Go to **File->Save Normal**.
Go to **File->Close and Return to Word.**

Keep going...

Memo to Self: This Macro Code begins with **Sub GoBlue** at the top. It ends with **End Sub** at the end of the subroutine.

Developer -> Code ->Macros ->Edit



4

```
    Selection.Find.ClearFormatting
    Selection.Find.Replacement.ClearFormatting
    Selection.Find.Replacement.Font.Color = 12611584
    With Selection.Find
        .Text = "was"
        .Replacement.Text = "was"
        .Forward = True
        .Wrap = wdFindContinue
        .Format = True
        .MatchCase = False
        .MatchWholeWord = False
        .MatchWildcards = False
        .MatchSoundsLike = False
        .MatchAllWordForms = False
    End With
    Selection.Find.Execute Replace:=wdReplaceAll
End Sub
```

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Edit Macros in Visual Basic

Take Three

Add the Macro to a Button on the Ribbon

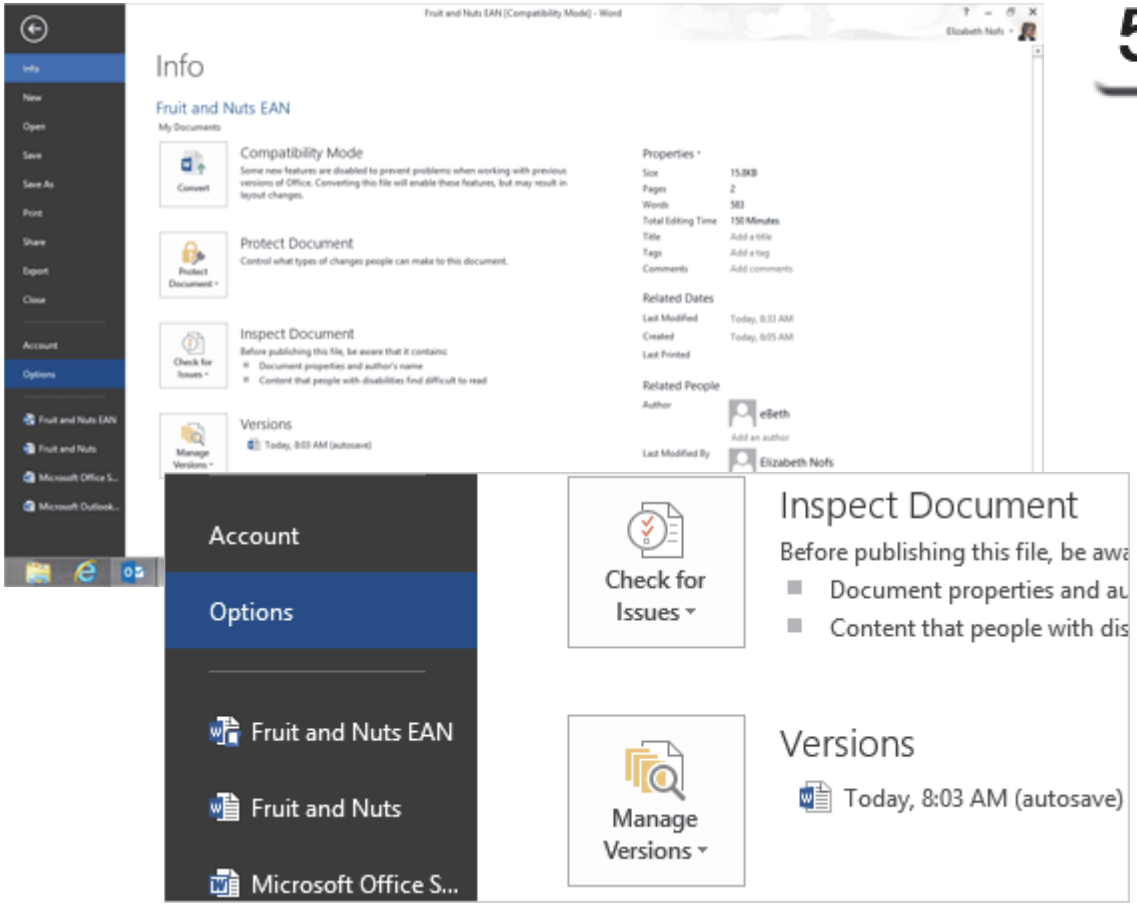
Say this Macro is one you wish to use again and again. You can use the Backstage **Options** to add the Macro to a button on your Ribbon.

5. Try This: Add the Macro to a Button on the Ribbon
Go to **File-> Options**.

Keep going...



File -> Options



5

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Customize the Quick Access Toolbar

Take Three

File -> Options -> Customize Ribbon

6

Customize the Ribbon

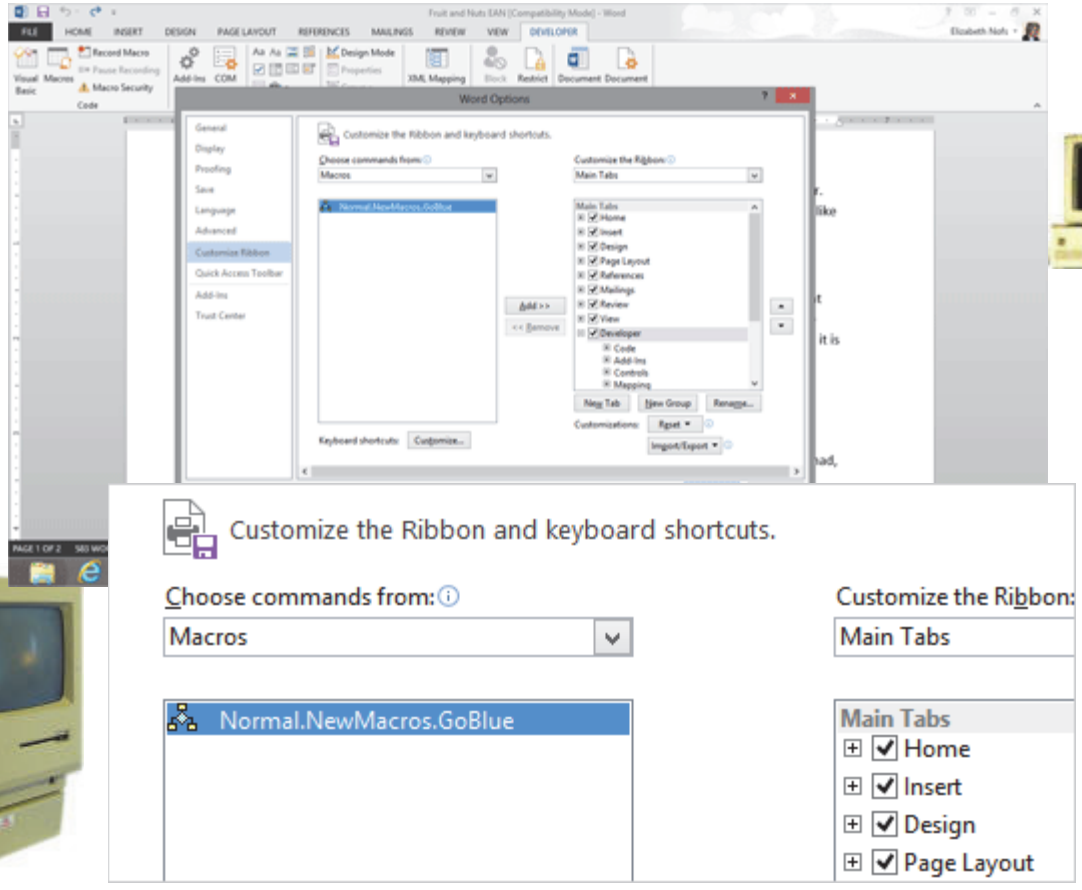
When you choose **Customize Ribbon** you should see a split screen. On the left side are the commands you can choose. On the right side are the Ribbons where you can place your Macro.

By default, the left side shows the Popular commands.

6. Try This: Customize the Ribbon
The **Word Options** are still open.
Go to **Customize Ribbon.**.
Choose commands from: Macros.

What Do You See? The GoBlue Macro should be listed in the Macros.

Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Customize the Ribbons

Take Three

Add a New Group

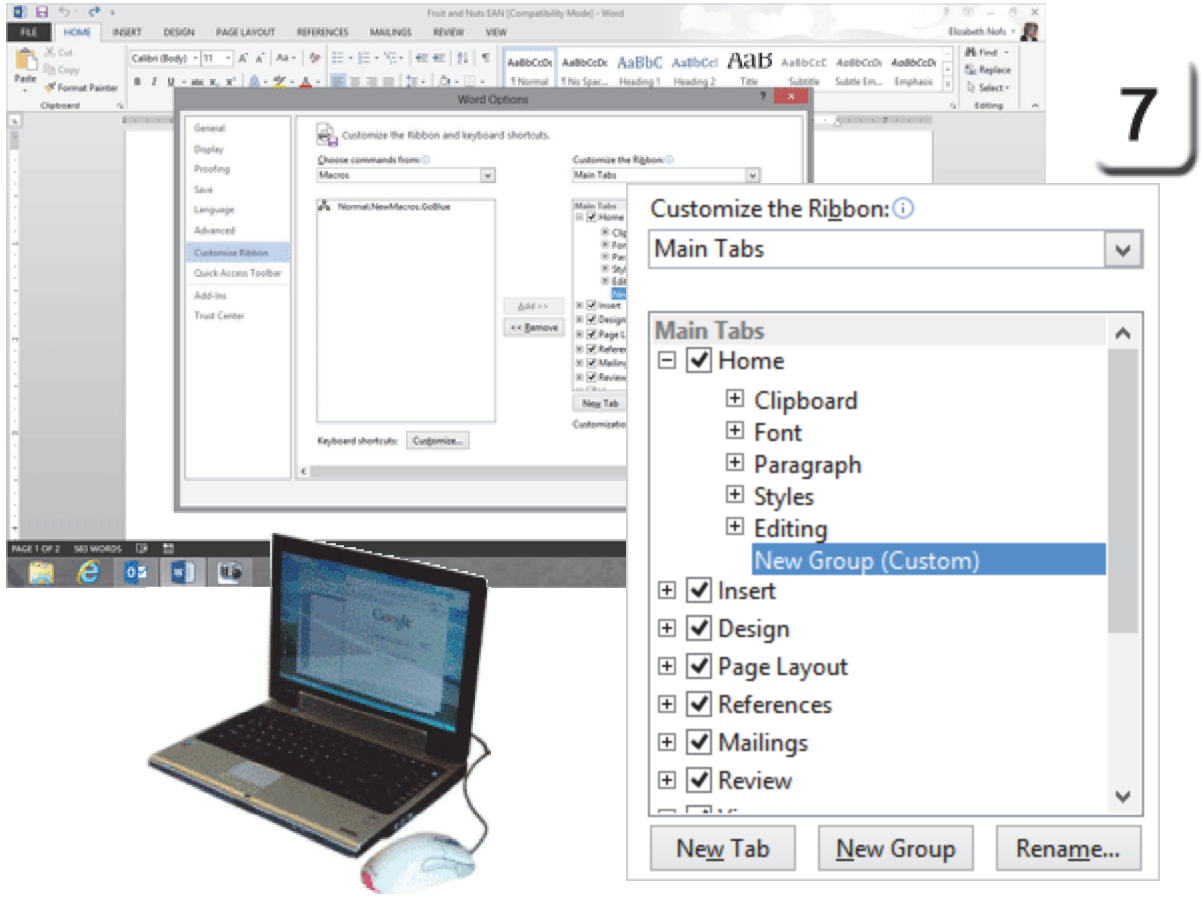
You can create a **New Group** on the Home Ribbon for your Macros.

7. Try This: Create a New Group
Go to the right side: **Main Tabs.**
Select the **Home Ribbon**.
Click on **New Group.**
What Do You See? You should see a new Group called New Group (Custom).

Keep going...

Memo to Self: This example places the Macro button in a new group on the Home Ribbon. You can choose another Ribbon if you wish.

File -> Options -> Customize Ribbon-> New Group



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Customize the Ribbons (Add a New Group)

File -> Options -> Customize Ribbon

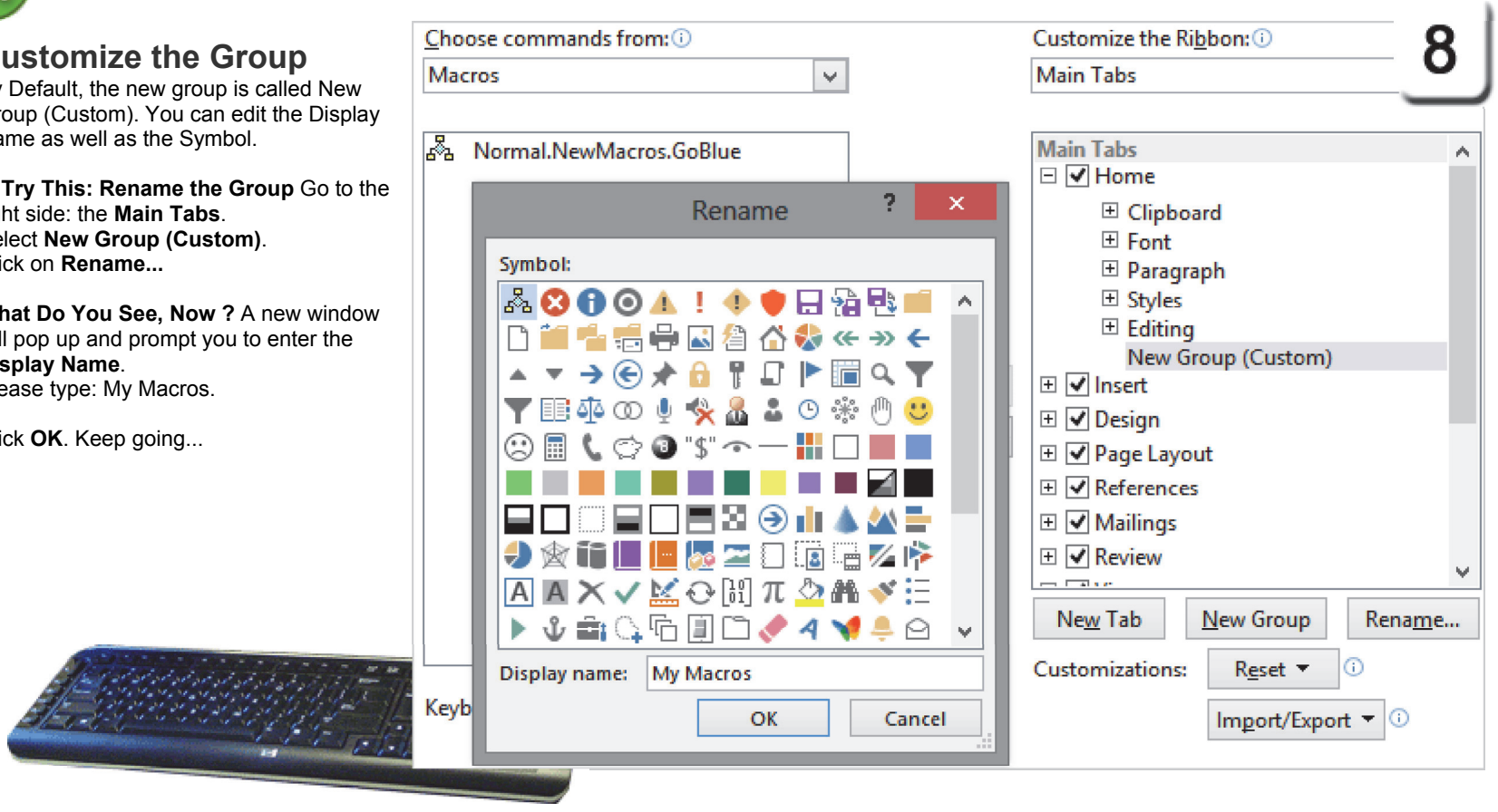
Customize the Group

By Default, the new group is called New Group (Custom). You can edit the Display Name as well as the Symbol.

8. Try This: Rename the Group Go to the right side: the **Main Tabs**.
Select **New Group (Custom)**.
Click on **Rename...**

What Do You See, Now ? A new window will pop up and prompt you to enter the **Display Name**.
Please type: My Macros.

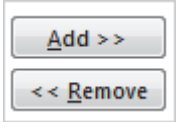
Click **OK**. Keep going...



Add the Macro to the Custom Group

Now that you have a New Group, you can add your Macro to the Ribbon.

9. Try This: Add the Macro
Select a Macro from the commands on the left: Normal.NewMacros.GoBlue.
Click on **Add**.

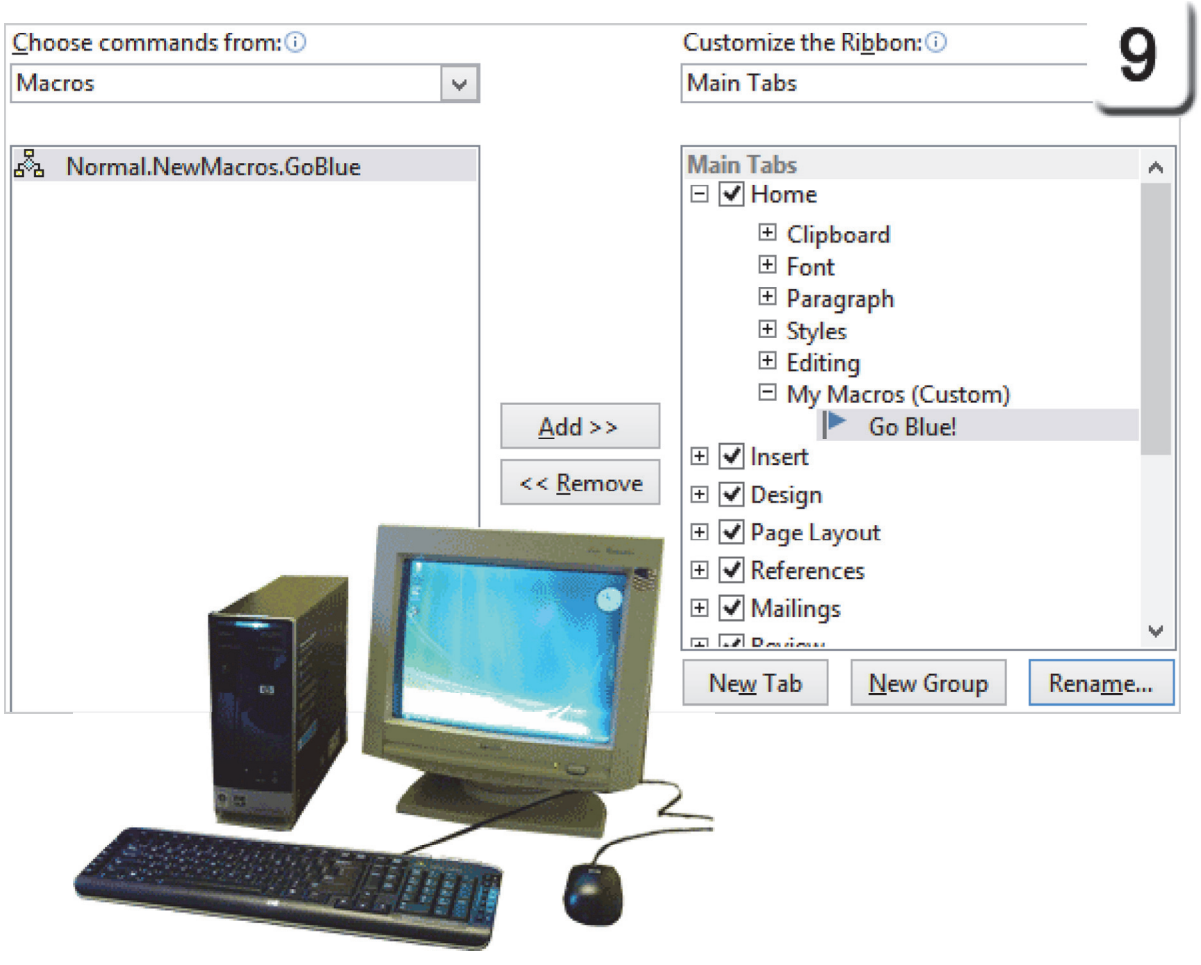


What Do You See? Your Macro will be added to the custom My Macros group.

Do This, Too: Rename the Macro
Go to the right side: the Main Tabs.
Select Normal.NewMacros.GoBlue.
Click on **Rename...**
Enter the Display Name: Go Blue!
Click **OK**.

Click **OK** to **Close** the Word Options.

File -> Options -> Customize Ribbon



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Customize the Ribbons (Add a Macro to a Group)

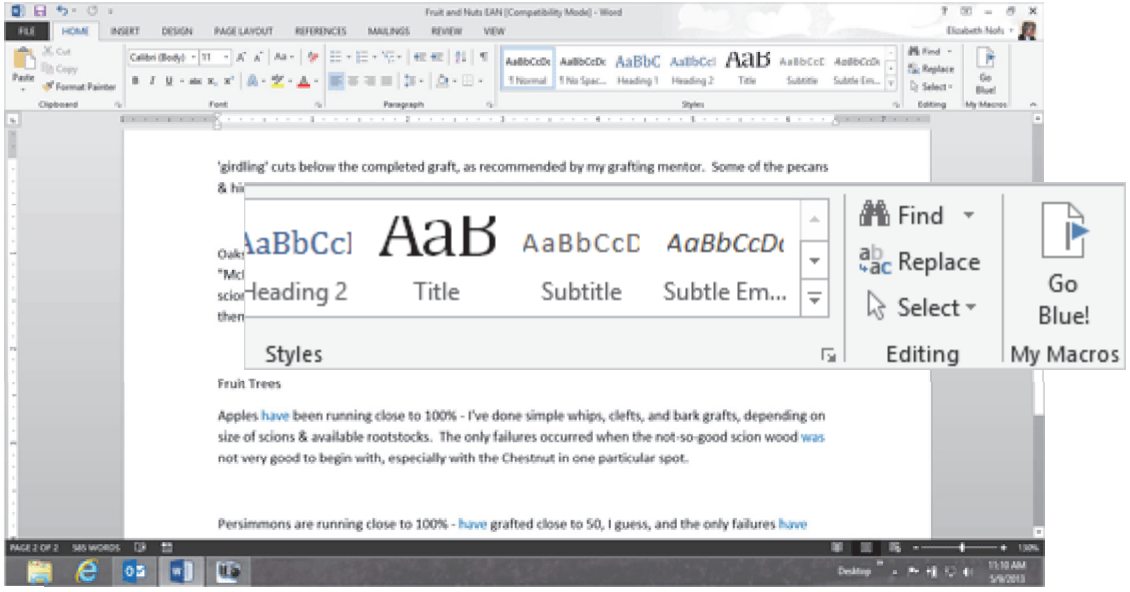
Run the Macro

When you return to Microsoft Word, you will see a new My Macros Group on the Home Ribbon.

You Gotta Try This: Run the Macro
Go to **Home->My Macros- >Go Blue**!

What Do You See? When you run the Go Blue Macro, your program should find and format two specific words: have and was.

Home->My Macros -> Go Blue!





Persimmons are running close to 100% - have grafted close to 50,
been with scion wood that was in less than ideal condition. I do a
then overwrap with a .010 budding rubber.

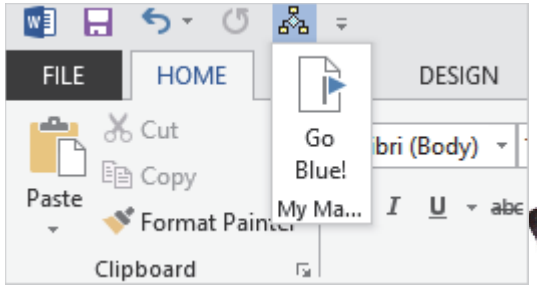
Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Run a Macro from a Button

Take Three

Add Your New Macro to the Quick Access Toolbar

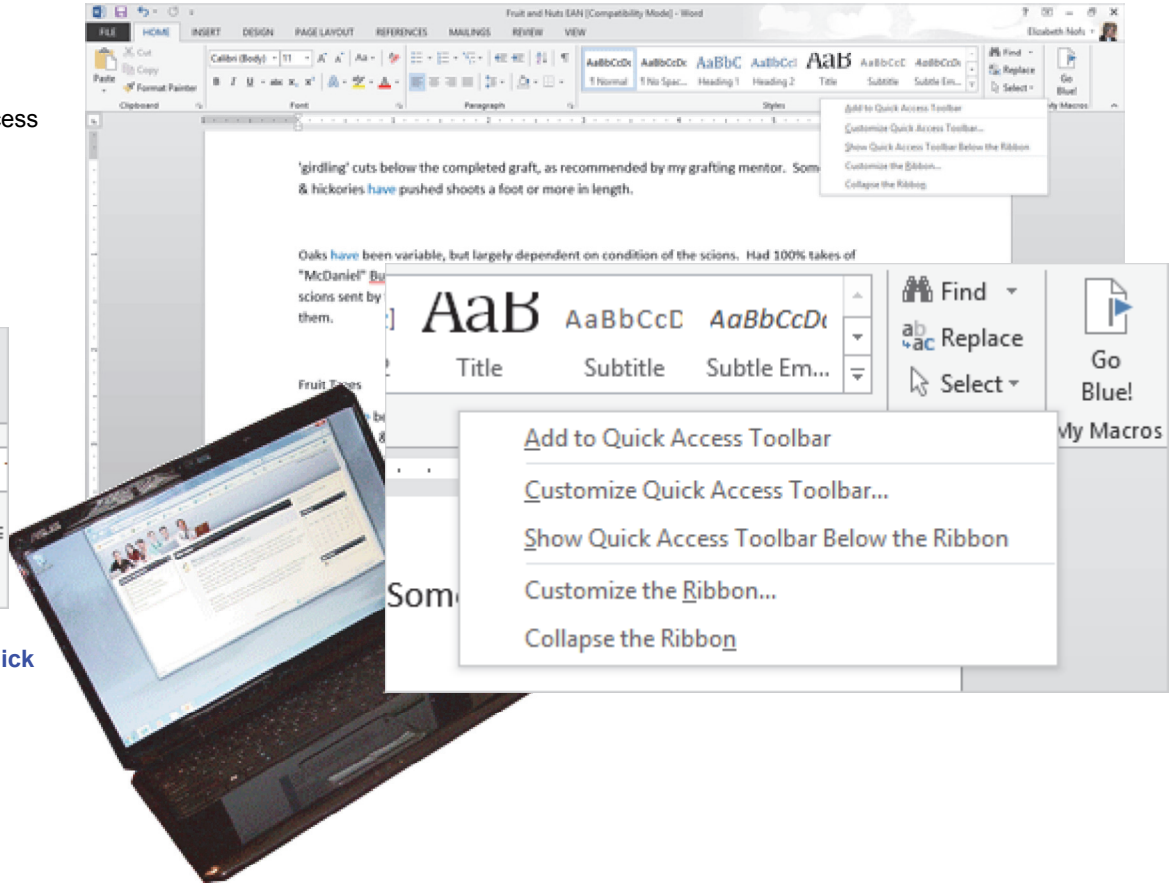
You can add your Macro button to the Quick Access Toolbar (just above Home) if you wish.

Try This: Add to the Quick Access Toolbar
Go to **Home->My Macros.**
Right-click the Go Blue! Macro.
Click on **Add to the Quick Access Toolbar.**



Memo to Self: If you choose **Customize the Quick Access Toolbar**, the steps will be similar to customizing any Ribbon.

Home -> My Macros



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Customize the Quick Access Toolbar

Save as Macro-Enabled

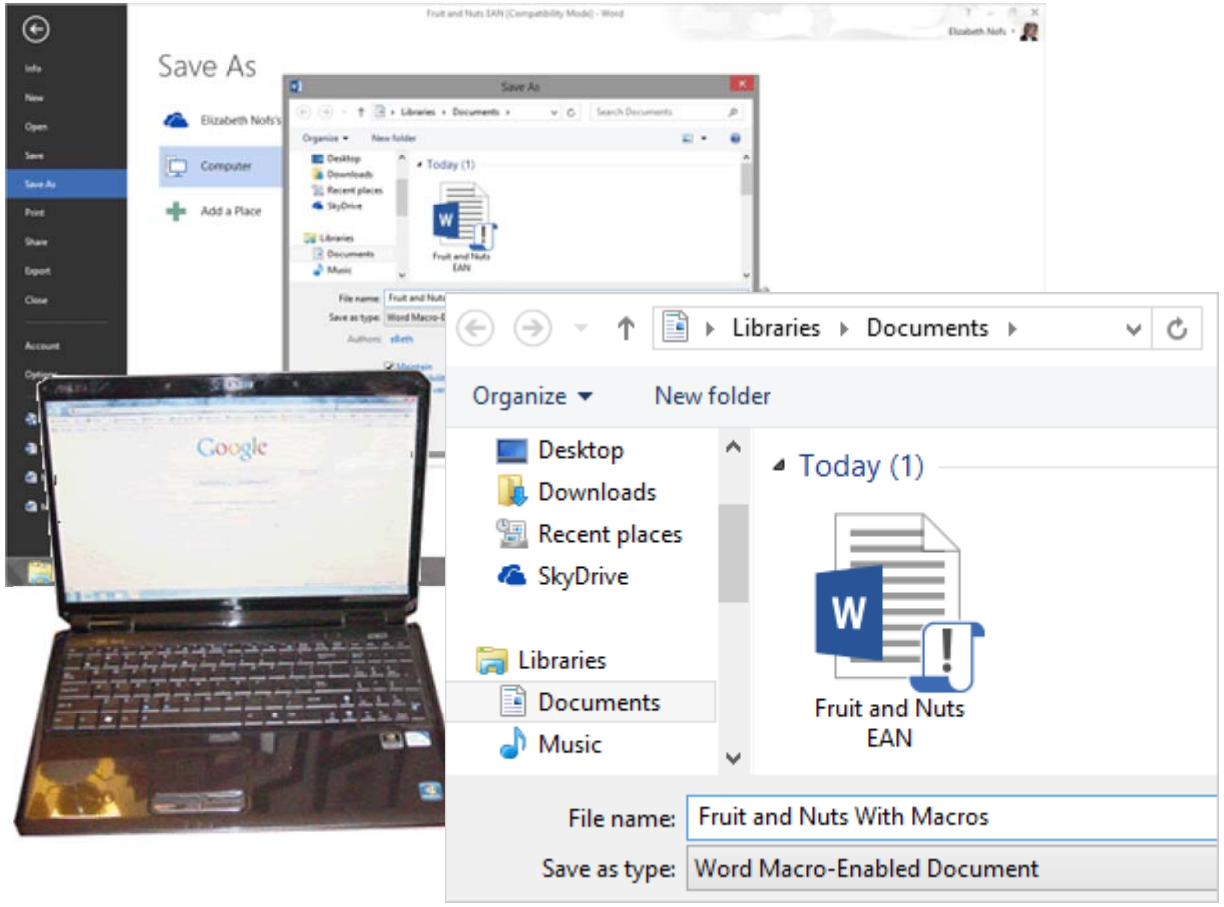
When you complete these steps, you need to save your document as a **Macro Enabled** file. This page shows how to save your file. The following pages discuss the security issues.

Try This: Save as Macro-Enabled
Go to **File-> Save As.**
Please **Browse** to your Documents folder and enter the following:

File Name: Fruit and Nuts with Macros.
Save as Type: Word Macro-Enabled Document.

Click on **Save**.

File -> Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Save as Macro Enabled

Take Three

Enable Macros in a Document

A **Macro Enabled** Word document has a different Icon. The explanation point is a security warning.



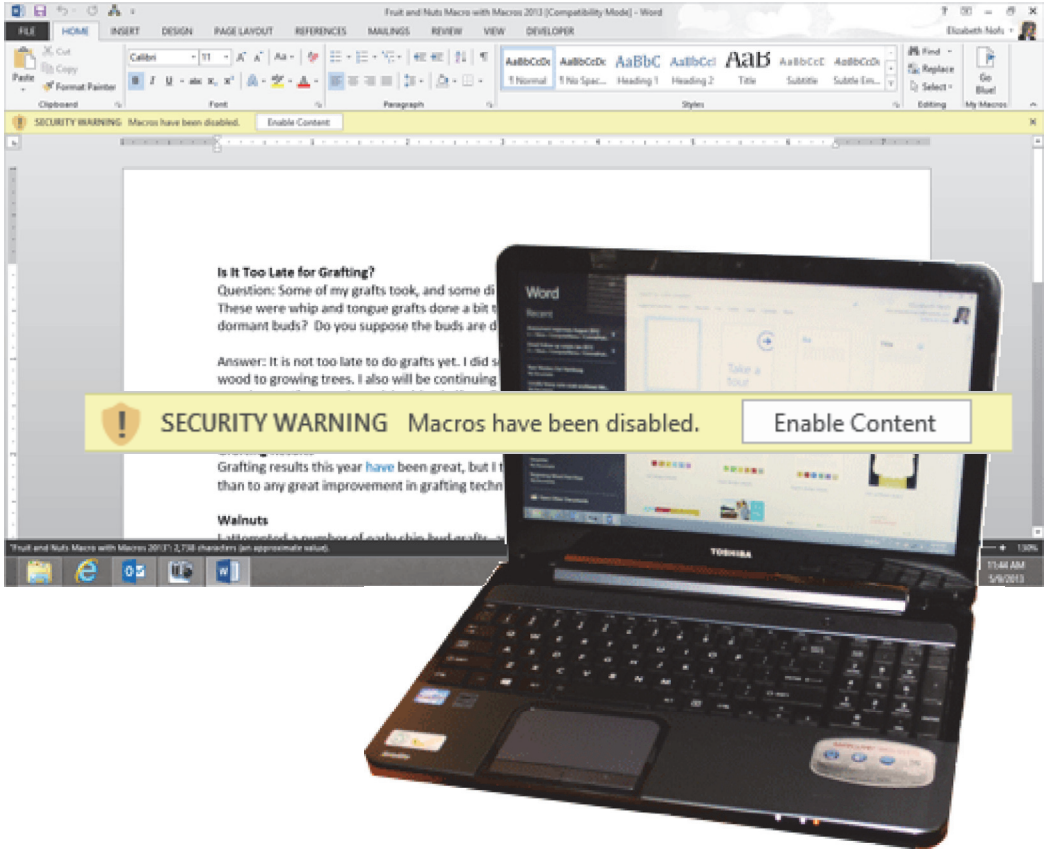
Try This: Enable Content
Go to **File->Open**.
Select the Macro Enabled file we just Saved.

What Do You See? There should be a yellow security banner at the top of the document. By default, all Macros are disabled in Word.

Who Do You Trust? Macros are code. Some Macros run viruses or malware that can compromise your security and privacy.

Only **Enable Content** from trusted sources!

File -> Open



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Macro Security

Security Warning

Macros are flagged as a security risk. This warning is listed in the **Backstage view** of the document.

1. Try This: View the Security Info
The macro enabled document is still open.
Go to **File->Info**.
Click on **Enable Content.**

What Do You See? By default, macros are disabled as a security risk.

You can **Enable All Conten**t and make this a Trusted Document. The **Advanced** Option is to enable the macro for this session, only.

Click on **Advanced Options** and keep going, please...

File -> Info



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Macro Security

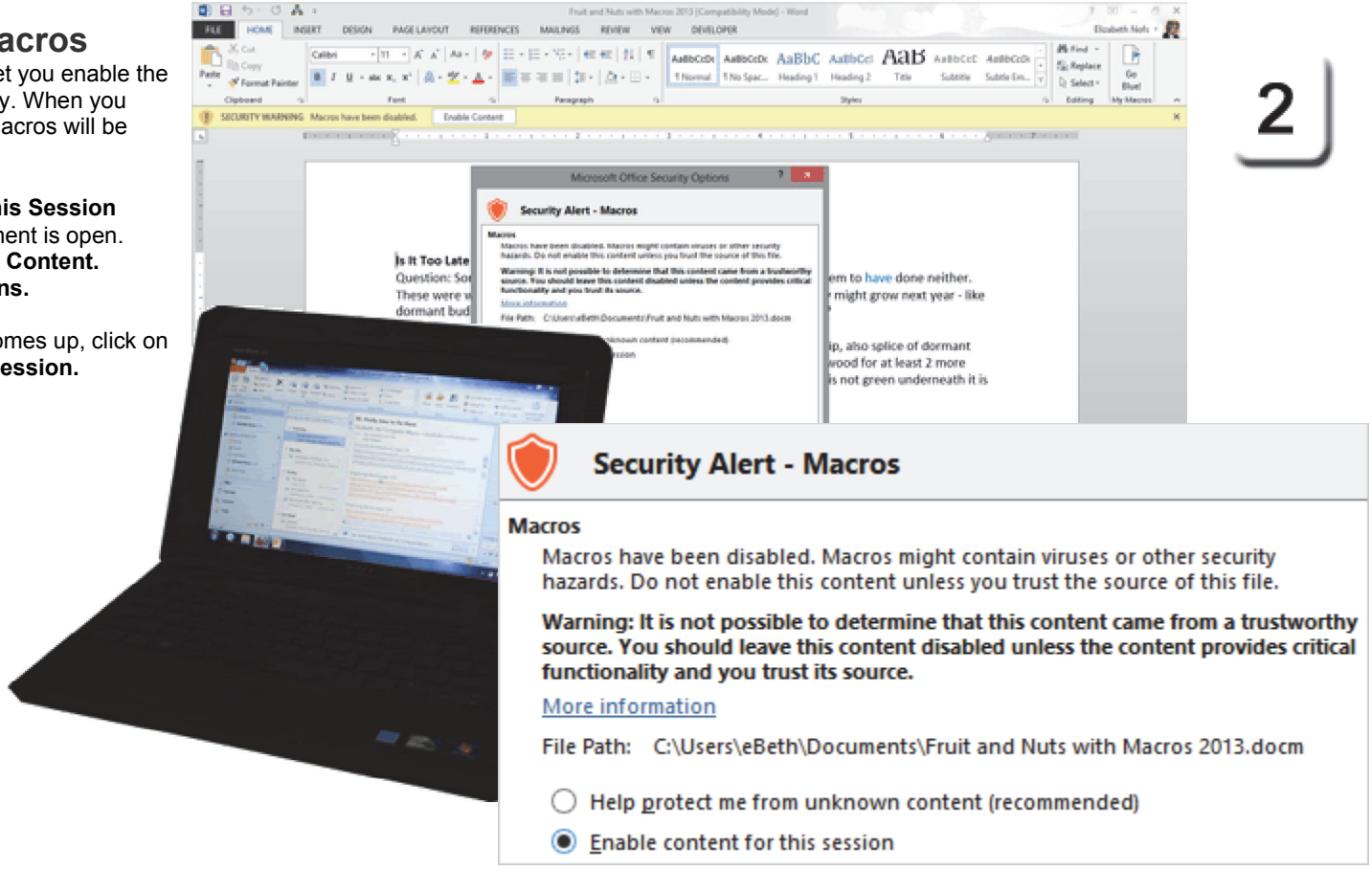
Security Alert-Macros

The **Advanced Options** let you enable the macro for this session, only. When you close the document, the macros will be disabled, again.

2. Try This: Enable for this Session
The macro enabled document is open.
Go to **File->Info-> Enable Content.**
Click on **Advanced Options.**

When the Security Alert comes up, click on **Enable content for this session.**

File -> Info-> Enable Content-> Advanced Options



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Macro Security

Take Three

Macro Security

When you open a Macro Enabled document, you are prompted to Enable the Content. This allows Word to run the Macro programming for this document.

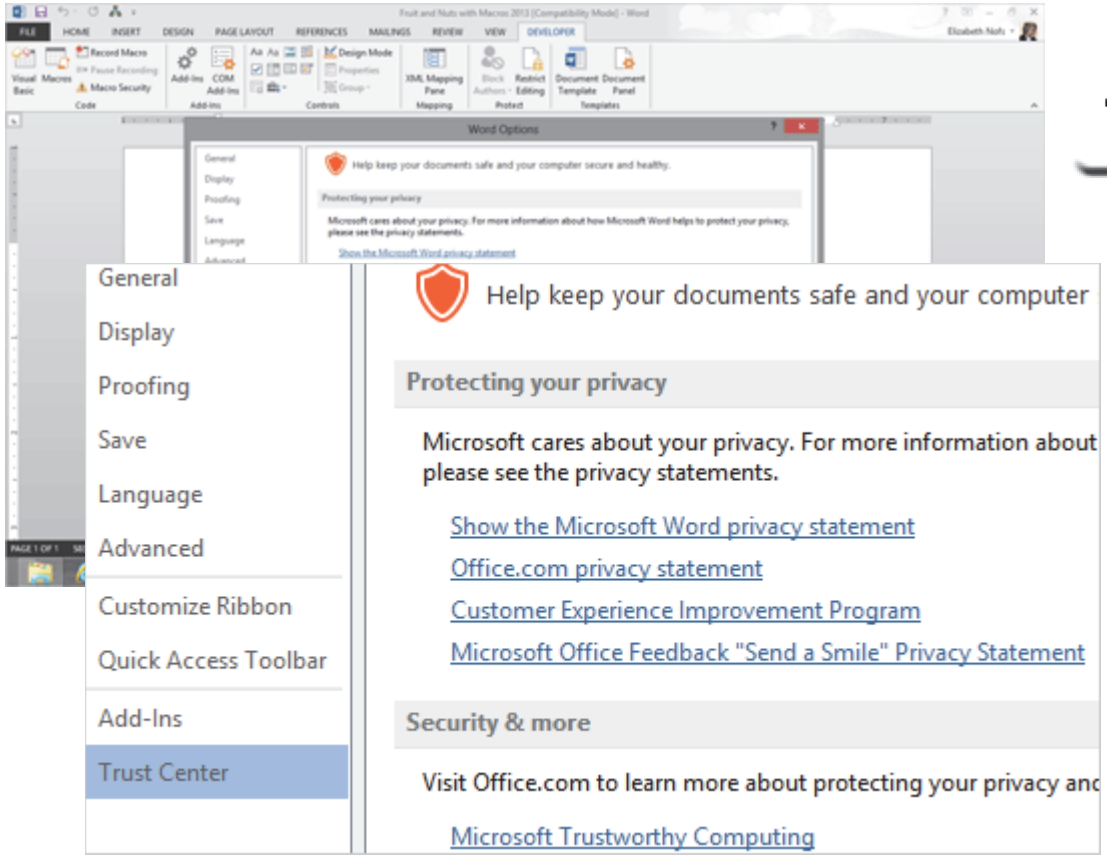
Does it have to be all or nothing? What if some Macros are useful and others risky? Macro security can be managed in the **Word Options** in the **Backstage**.

1. Try This: Review the Trust Center
Go to **File->Options**.
Click on **Trust Center**.

What Do You See? The **Trust Center** presents several links that teach about protecting your privacy and security.

Keep going, please...

File -> Options-> Trust Center



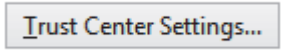
1

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Macro Security in the Trust Center

Take Three

Trust Center Settings

2. Try This: Edit the Trust Center Settings
Go to **File->Options-> Trust Center.**
Click on **Trust Center Settings.**



What Do You See? The **Trust Center** lets you choose to accept macros from **Trusted Publishers, Trusted Locations. and Trusted Documents.**

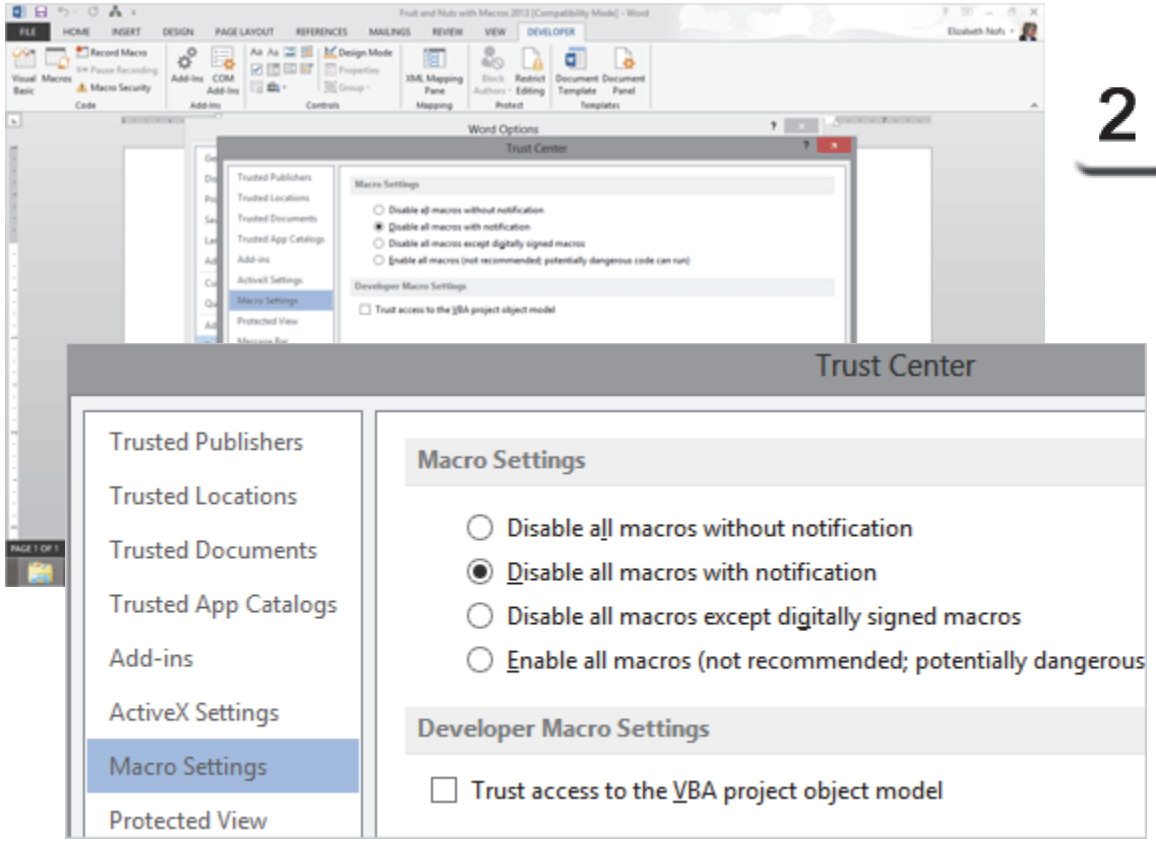
For example, Microsoft has thousands of macro enabled templates available on their website.

The **Macro Settings** by default **Disable all Macros**, with or without notification. You can also choose to trust macros that have been digitally signed.

Microsoft does NOT recommend that you **Enable all macros**.

Please **Close** the Macro Settings and **Close** the Trust Center.

File -> Options-> Trust Center



2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views for Documents: Macro Security in the Trust Center

Take Three

Copy the Macros to a Different Word Document

This lesson created a Macro, GoBlue, and saved it in this Fruit and Nuts document. Say you wanted to use the GoBlue Macro in a different document. Here are the steps to Copy that Macro.

Before You Begin: The Macro Enable file is still open: Fruit and Nuts with Macros.

The Macros will be copied to a file we worked on earlier: Charlotte Quarterly Report 2013 REVISED.docx
The **Developer** Ribbon needs to be on.

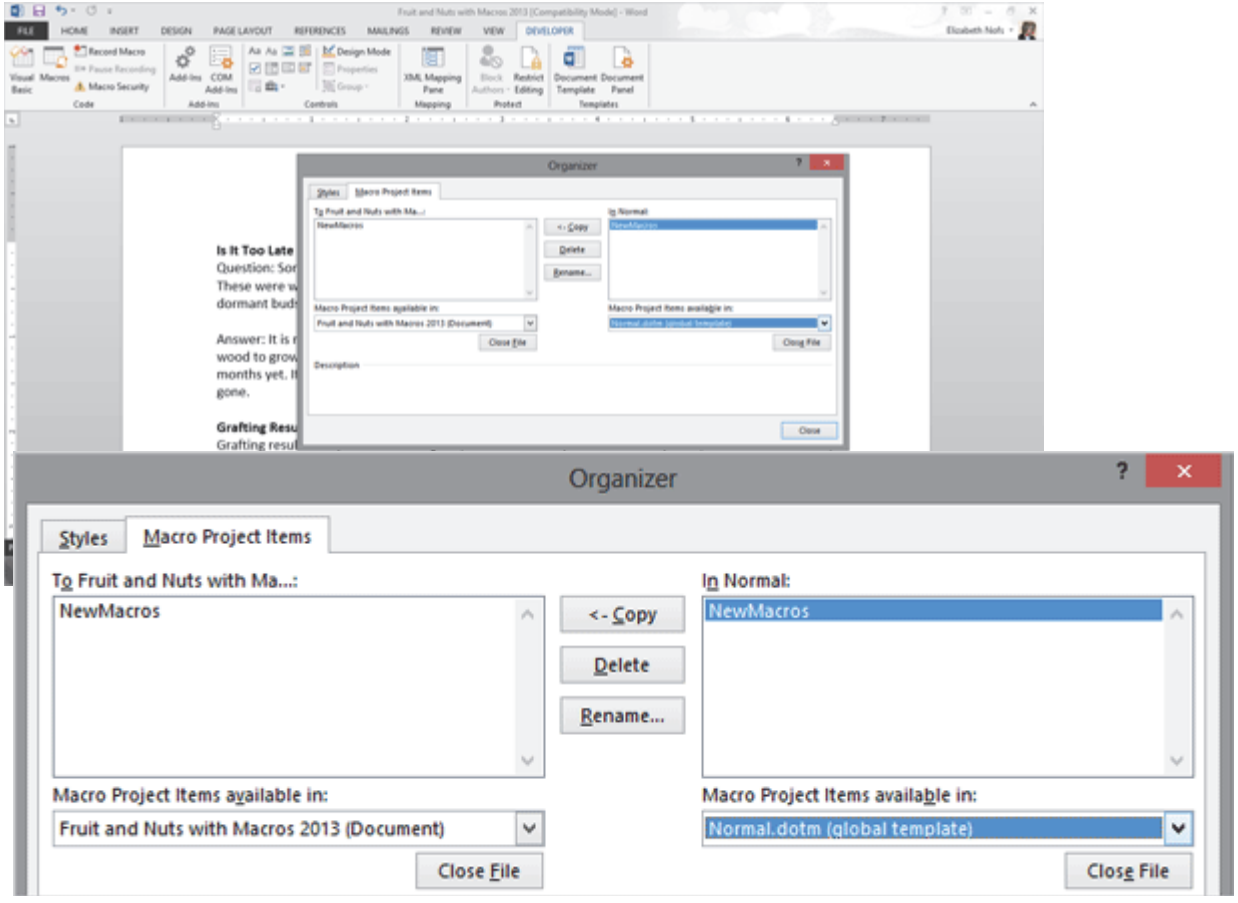
Try This: Use the Macro Organizer
Go to **Deverloper->Code->Macros**.
Click on **Organizer**.

The **Organizer** shows the Macro Projects. The **NewMacros** in the Fruit and Nuts document are on the left side.

By default, the **Normal** Template (a new, blank document, is open on the right.)

Keep going...

Developer -> Code->Macros->Organizer



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Copy Macros from Document to Document

Take Three

Copy the Macros

Try This: Close the Normal Template
Go to the right side of the Organizer.
Select the Normal Template.
Click on **Close File**.

Do This, Now: Open a Different Document
Click on **Open File**.
Browse to the Documents Folder.

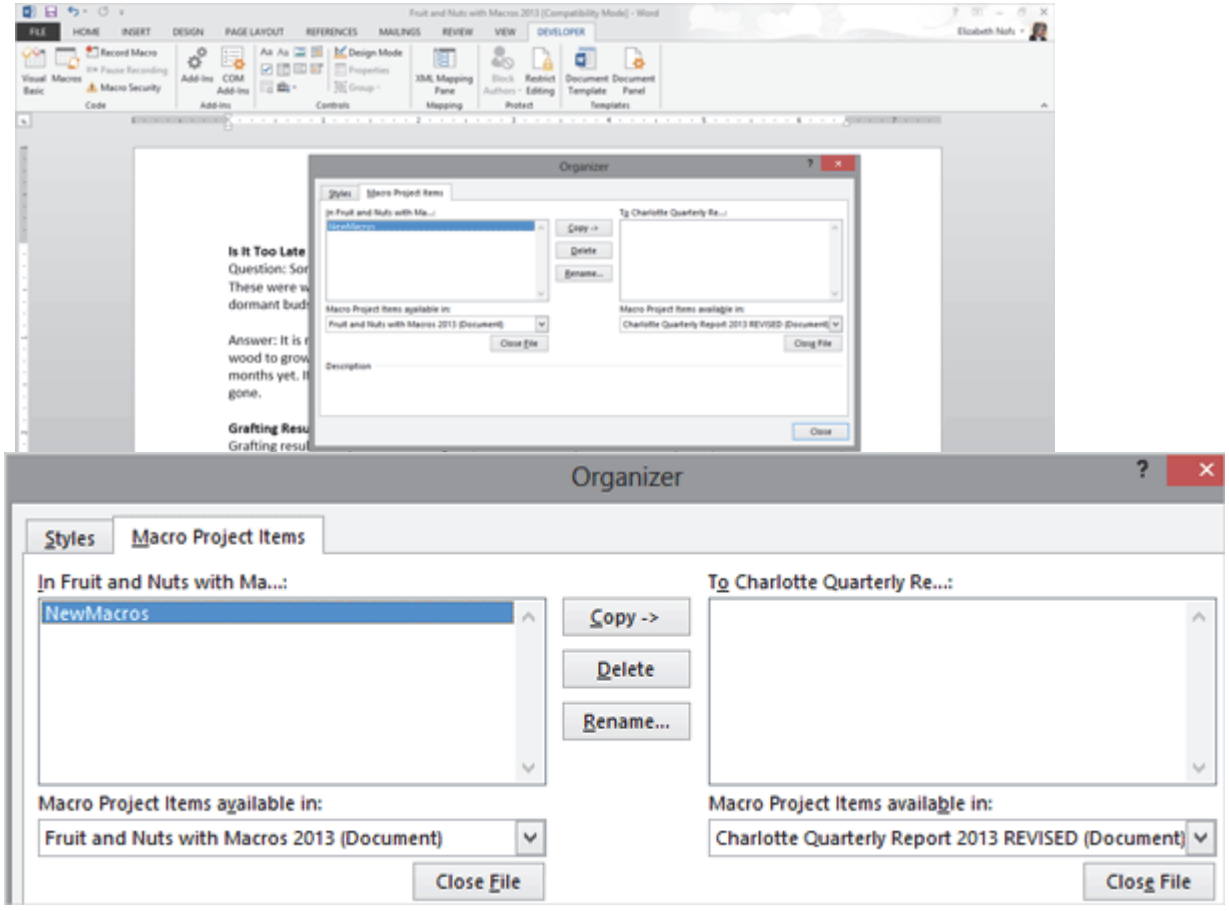
What Do You See? Well, you may NOT see any files in the Documents Folder because the Browser is looking for Templates.

So, Do This: Change the Filter
Go to the bottom right corner (just above the Open and Cancel buttons.)
Click on **All Word Templates**.
Select **All Files**.

Now you should be able to see all of the Word documents. Select a file: Charlotte Quarterly Report 2013 REVISED.docx

Finally, Do This: Copy the Macros
Select the NewMacros.
Click **Copy**. The Macros will be copied.
Click **Close**.

Developer -> Code->Macros->Organizer



Exam 77-426 Microsoft Word 2013 Expert
1.0 Manage and Share Documents
1.1 Manage Multiple Documents: Copy Macros from Document to Document

Take Three

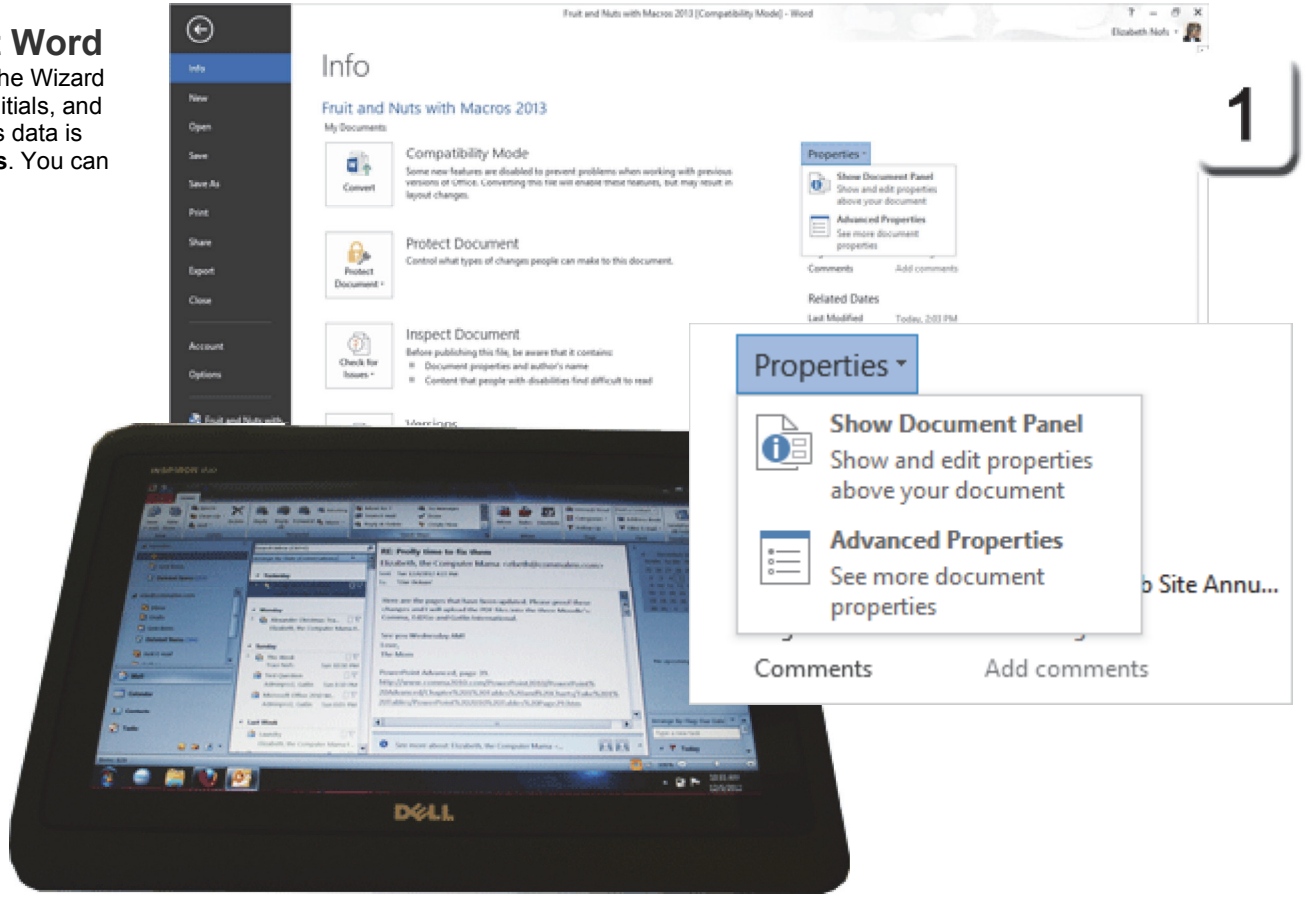
File -> Info ->Properties-> Show Document Panel

Personalize Microsoft Word

When Microsoft Office is installed the Wizard prompts you to enter your name, initials, and the name of your organization. This data is saved in the **Document Properties**. You can edit that data if you wish.

1. Try it: Edit the Properties
Go to **File ->Info.**
Select **Properties.**
Click on **Show Document Panel.**

Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Add Values to Document Properties

Take Three

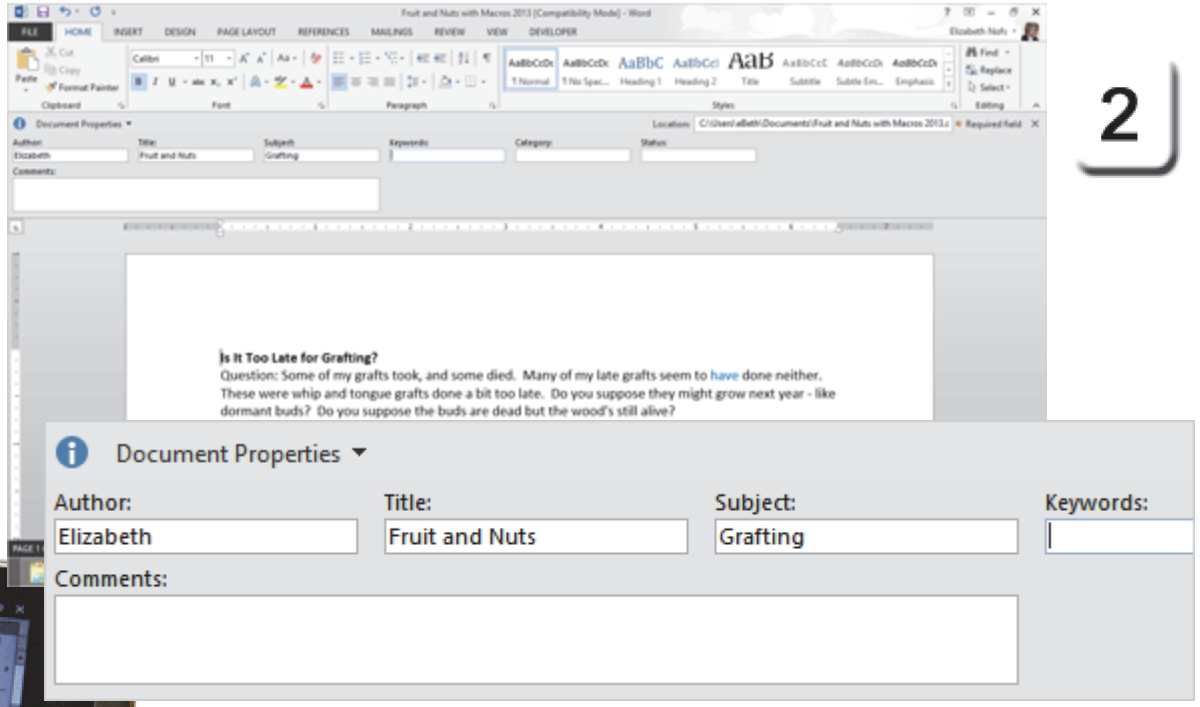
File -> Info ->Properties-> Show Document Panel

Edit the Properties

2. What Do You See? When you click on Show Document Panel you can edit the following **Document Properties**:
Author
Title
Subject

You can add:
Keywords
Category (works well with Outlook)
Status

Please **Close** the Document Properties.
Only one more step (really really)





Take Three

Personalize Microsoft Office

In addition to the **Document Properties**, you can customize the **User Interface** in Word.

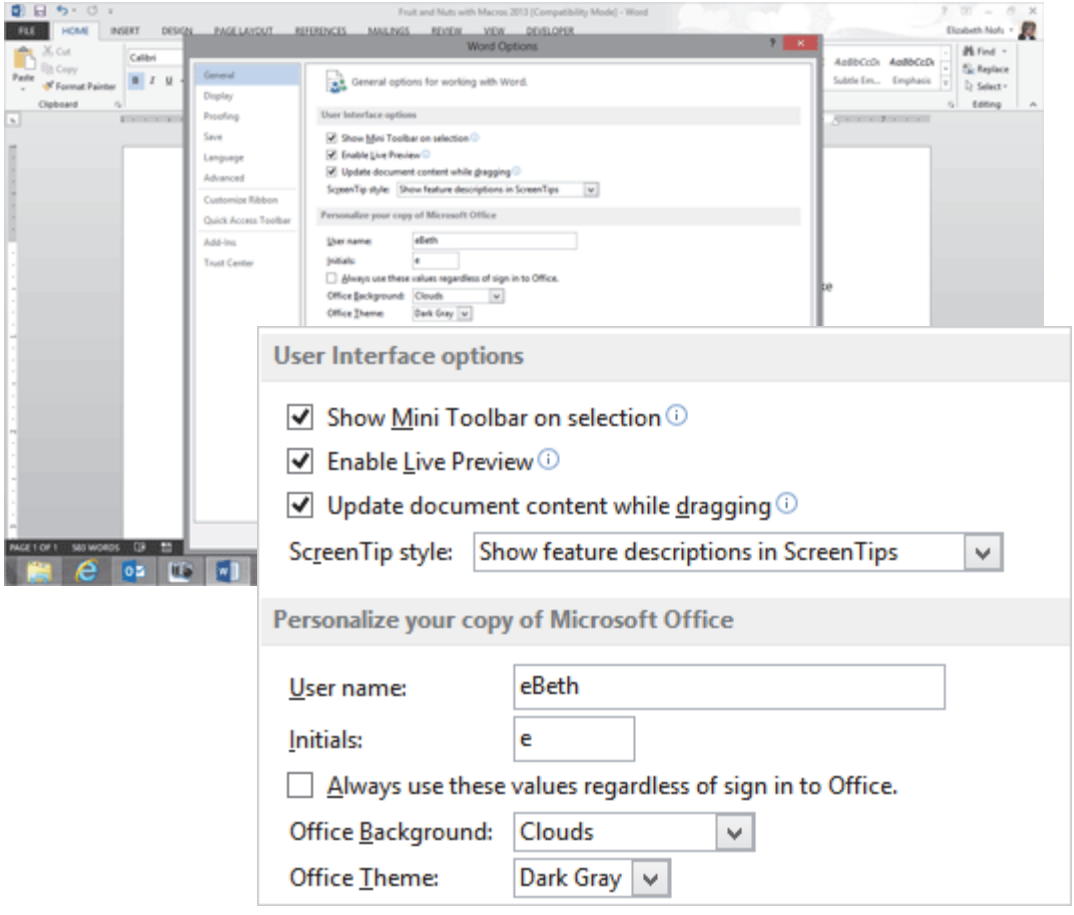
Try This: Review the Word Options
Go to **File->Options**.
Go to the **General** tab on the left side.

What Do You See? The **General** tab includes the User Interface options:
Show the Mini Toolbar.
Enable Live Preview.

Did You Notice? This is where you can set your User name and initials. Anything you type here will be added automatically to the Properties for all of the new Word documents you create.

Memo to Self: So THIS is where you can change the Office Background and the Office Theme!.

File-> Options->General



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Add Values to Document Properties

Microsoft Word

This course began with a blank page in Microsoft Word and finished with a form that enables your users to fill in the form with a drop-down box.

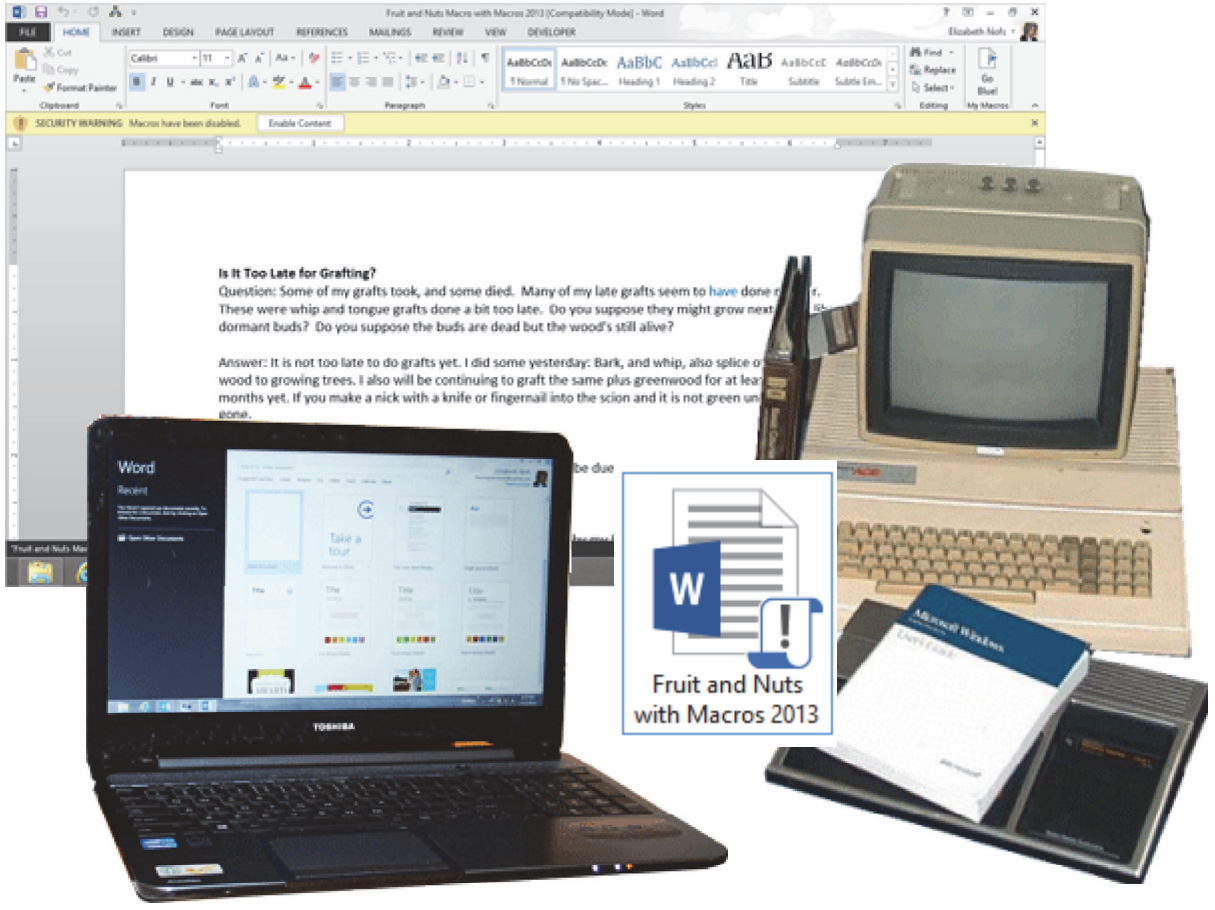
The document has been prepared and inspected for distribution. There is a process in place for tracking comments, changes, and security.

You done it: you mastered Microsoft Word.

You can have all of the cookies.



File -> Cookies



Test Yourself

1. Which of the following is true about Macros? (Select all correct answers)
a. Macros record actions as you do a task
b. The user must specify the start and stop to a macro recording.
c. Macros will record mistakes.
Tip: Advanced Word, page 276

2. Which Ribbon has the command for Macros?
a. Home
b. Review
c. Developer
d. Tools
Tip: Advanced Word, page 279

3. Word allows users to do what with Macros? (Select all correct answers)
a. Add macros to the Ribbon.
b. Create a new group to put a user created macro into.
c. Use a custom icon for a user created macro
Tip: Advanced Word, page 290

4. Which of the following is true about Macros and security? (Select all correct answers)
a. Macros are disabled by default because they are a security risk.
b. Macros can be permanently enabled in a document.
c. Macros can be temporarily enabled in a document for only the current session.
d. The settings for Macros are found in the Trust Center
Tip: Advanced Word, page 292, 295, 298

5. Which of the following can be customized in Microsoft Word? (Select all correct answers)
a. Ribbons
b. Quick Access Toolbar
c. Document Properties
Tip: Advanced Word, page 286, 296, 297



Advanced Word Skill Test

Before You Begin: Start Microsoft Word 2013.
This Skill Test includes a sample file:
Advanced Word Necessary Computer Skills.docx

Try This: Do the following steps
1. Open the sample document:
Advanced Word Necessary Computer Skills.docx

2. Add the following footnote to the end of the second sentence of the paragraph: Lack of Computer Skills Foils Many Job-Seekers. http://www.msnbc.msn.com/id/33106445/ns/technology_and_science/. 7/29/2010. Accessed 1/16/2011.

3. Add a Form Control to the second column of the table:
Insert a Dropdown (Combo) box.
Double click to edit the Dropdown box
Add three choices to the list: Beginner, Intermediate, Advanced

4. Add two Check boxes to the second column of the table.
Label them Yes and No

5. Insert a new blank Row at the top of the chart:
Add a Text field labeled Name:
Add a Date Picker in the Second column

6. Format: Necessary Computer Skills with the Title Quick Style.

7. Modify the Title Quick Style to use Arial Black Font.

8. Apply the Style changes to this document only.

9. Apply Heading Style 1 to the table heading Computer Skills

10. Apply Table Quick Style of your choice.

11. Select Last Column. Remove the selection First column.

12. Save the document as Your Name Advanced Word Skill Test.

13. Save the document as a PDF of the same name.



Advanced Microsoft Word 2013: Glossary

Microsoft Office Specialist (MOS): Exams 77-425 and 426 for Word 2013

Banded rows or columns-- rows or columns alternate shading for easier reading *pg.69*

Bibliography-- a list of the citations and references used in the text *pg.167*

Cell-- where a row and column meet *pg.23? (Advanced Word does not actually state what a Cell is)*

Citation-- reference to the sources used in a report or paper *pg.167*

Combo box control-- a form element that creates a drop box of choices for the user *pg.188*

Comments-- little notes added to a page in Word that are set off from the text so not to disturb the page layout *pg.236*

Date picker control-- form element that offers a calendar for the user to pick a date *pg.187*

Digital signature-- digital coding that is intended to validate the integrity of a file *pg.262*

Document Inspector-- allows user to review the document for personal or sensitive information before sharing *pg.259*

Endnote-- notes or citations located at the end of section or document *pg.127*

First line indent-- the first line of a paragraph is indented to the first tab stop while remaining text is unaffected *pg.50*

Footer-- material separate from the document contents that appears at the bottom of the page *pg.143*

Footnotes-- notes or citations located at the bottom of the page *pg.126*

Hanging indent-- the first line of a paragraph is not indented, but all subsequent lines are indented *pg.51*

Header-- material separate from the document contents that appears at the top of the page *pg.143*

Header row-- the first row of a table, may include column labels *pg.31*

Hyphenation-- controls how Word breaks up, or hyphenates, words as it lays out text on the page *pg.124*

Index-- detailed list of topics or information in a publication, usually arranged alphabetically *pg.164*

Line numbers-- identifies each line of text, excluding blank lines, in the document and can be used for navigation *pg.123*



Advanced Microsoft Word 2013: Glossary

Microsoft Office Specialist (MOS): Exams 77-425 and 426 for Word 2013

Macros-- a single command that represents a set or sequence of commands *pg.270*

Margins-- the white space around the edge of a document *pg.149*

Markup-- the marked additions or deletions when using Track Changes *pg.240*

Merge cells-- combines 2 or more cells into 1 large cell *pg.64*

Multi-level list-- organizes information into topics and subtopics *pg.46*

Page break-- when inserted, creates a new page regardless of how full the previous page is *pg.111*

Paragraph spacing-- amount of white space (aka leading) between paragraphs of text *pg.49*

Placeholder-- a citation without all the fields filled in, used to mark the place until filled in later *pg.170*

Properties-- settings and options available as well as details for tables, documents, etc *pg.300*

Quick Access Toolbar-- customizable toolbar at the top of Microsoft Word *pg.289*

Quick Table-- preformatted, predefined tables, included calendars, available in Word *pg.58*

Screenshot-- captures a picture of any window that is open *pg.207*

Sections-- division of a word document to allow different formatting, headers/ footers, or use of end notes *pg.152*

SmartArt--editable graphics, charts and diagrams *pg.203*

Styles-- collection of preset formatting to be applied to text or objects. *pg.67*

Tab leaders-- the lines or dashes between tabbed items *pg.19*

Tab stops--the location of the cursor after pressing the tab key, such as left, center, or right tab stops *pg.16*

Table of authorities-- a list used primarily in legal documents that cites cases, statutes, treatises, regulations, and constitutional provisions used *pg.176*

Table of contents-- list of parts in a book or document *pg.157*

Table of figures-- list of captions for charts, pictures, illustrations, etc in a text, with location *pg.175*

Tables-- method of sorting data by arranging it into rows and columns *pg.21*

Text controls-- a form element used so the user can add text *pg.186*

Themes--when applied, formats text, paragraph, layout and color palette *pg.197*

Title bar--the bar at the top of a program that includes the program name and, if applicable, the current file name *pg.13*

Track Changes-- when enabled, marks all additions, deletions , and formatting made to the text. Also allows reversion to original text *pg.239*

Trust Center-- contains privacy and security settings for that Microsoft Office program *pg.294*

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