

# Word 2013

Mary Thomas



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Word 2013

1<sup>st</sup> edition

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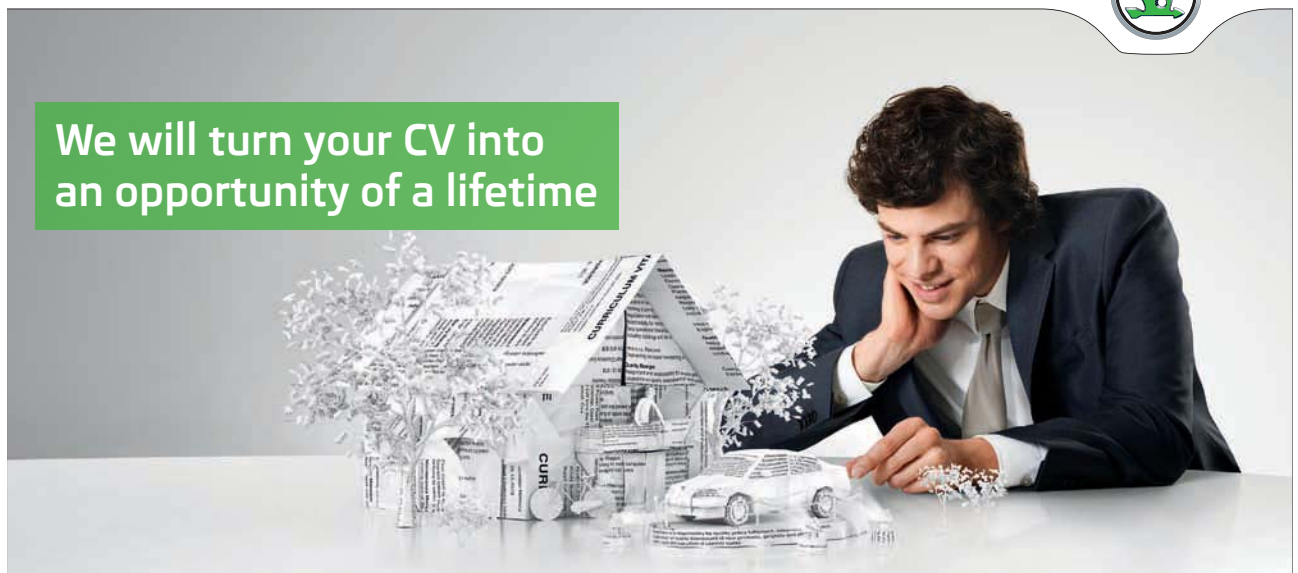
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# About the Author

Mary Thomas is a qualified trainer with a background in Microsoft Office and IT training, having achieved the ECDL Advanced certificates in Word, Excel, PowerPoint and Access. In 2008, Mary started Concise Training Limited to offer training on Microsoft Office products to individuals over the internet and face to face. She has trained people in the US, France, Germany and all over the UK using this model. She also offers face to face training to groups in Word, Excel, PowerPoint and Outlook from beginner to advanced levels. She specialises in helping staff and individuals to become more productive in using the software available.

Using distance learning methodologies and working with DawsonLoane, Concise Training can offer the City & Guilds ITQ at Level 2 and Level 3 so that individuals can gain a recognised qualification in the tools.

She also helps business owners, marketing managers and individuals on how to use social media marketing to improve their sales, brand awareness and reputation.

She is the author of 'Social Media Made Simple', a workbook which helps business owners and marketing managers create a social media marketing strategy. She has created a Level 3 accredited City & Guilds qualification in social media as well as creating the learning resources for the Level 2 Social and Digital Apprenticeship. Mary is the author of 'Using Social Media for Personal Gain', also available from BookBoon.

# Preface

Since I first started using Word 95, Word has developed in leaps and bounds. In 2007, the introduction of the new ribbon interface improved productivity – once the initial learning curve was tackled. Subsequent versions have offered more functionality in terms of pictures, videos and now in 2013, collaborative working is a big feature of the software.

This book is intended for anybody who wants to create professional documents easier and quicker. Word 2013 has a vast number of features. In this book we concentrate on the features of Word 2013 which will be used by the majority of people. Features that are less well used are covered in the Advanced Word 2013 book.

The book covers each tab in the Word ribbon and explains how to use most of the buttons available. More explanation is given to new features or features that my clients and I find particularly useful or my clients have found difficult to understand.

Initially, I explain the different versions of Office 2013 that are available to purchase and indicate which version would be applicable in different situations. This has been one of the most confusing things about the software!

I then look at what happens when you open the software and explain what you see in the window.

The user interface is made up of a number of ‘Tabs’, each Tab containing groups of commands. This book follows a similar format with each tab described in a separate chapter and each group of commands described within the chapter. In cases where using a command (e.g. Insert Table) causes additional tabs to be displayed, the tabs are described in one separate chapter e.g. Table Functionality.

In cases where the command is less commonly used and involves a more in depth understanding of Word, it is covered in the Advanced Word 2013 book.

As you work through the Tabs, groups and commands, I will indicate any keyboard shortcuts that are available instead of using the mouse click.

1. Tab and command names are given in **Bold**. When I refer to a Tab and command name, I will use '>'.  
For example:

**Insert > Picture**

Indicates click the Insert Tab and choose the Picture command.

2. During the book, I will refer to a number of **Ctrl** keys that can be used instead of the mouse.  
For example:

**Ctrl > F1**

Indicates the Ctrl key on the keyboard and the F1 function key on the keyboard. These are pressed simultaneously.

# 1 Versions of Microsoft Word 2013

Word 2013 is a part of the Office 2013 suite. It is the first word processor designed to be used on a touch screen and with a keyboard. There are a number of versions of Office 2013 available, each of which include Word 2013 within the suite:

## Office 2013

This is the standard suite of office products which can be purchased as a one-off cost and be downloaded from a website or installed via a DVD. Three options are available depending on whether you are a Home or Business user and which applications you require.

Microsoft Office Home and Student	Word, PowerPoint and Excel for home use (does not include Outlook)
Microsoft Office Home and Business	Word, PowerPoint, Excel, Outlook and OneNote for business use
Microsoft Office Professional	Word, PowerPoint, Excel, Outlook, OneNote, Access and Publisher for business use

## Office 365

Office 365 is a subscription based option that will give you access to all the applications over the Internet. You can access documents across multiple PCs and mobile devices (assuming they can run Office products). There are a number of subscription options available depending on whether you want to use the applications for Home, Business or University use.

Office 365 Home Premium 1 year subscription	All applications for 5 PCs, Macs and Windows 8 tablets for Home use.
University 4 year subscription	All applications for 2 PCs, Macs and Windows 8 tablets.
Office 365 Business options	Different subscription options available depending on how many users are required and whether access is required on mobile devices.

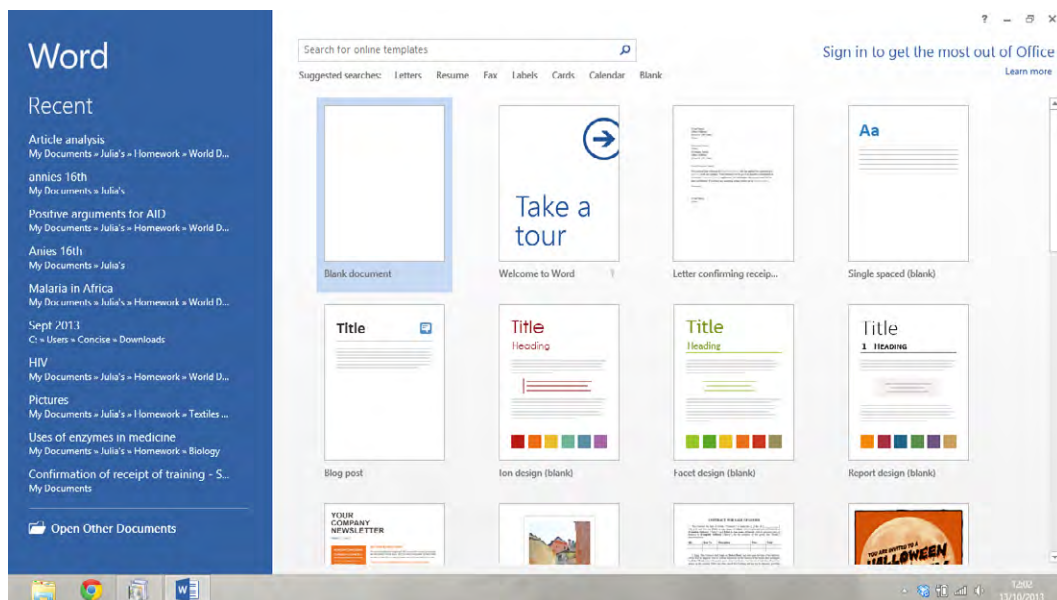
It is worth taking the time to decide which option is best for your individual circumstances before you purchase the software. If you want to run Office 2013 on multiple PCs / Macs or Windows 8 tablets, it is more likely buying Office 365 will be the better option. Paying a subscription will ensure that you are using the latest version of the Office software – this could also be considered a downside as you might not be ready to get the latest features. However, a subscription version could work out very expensive if you are only interested in upgrading once every 5 or 6 years. There is no right answer and every case will be different. Make sure you understand what you are buying before you make the purchase.

## 2 User Interface

This chapter introduces you to the common window elements, allowing you to open and close Word, minimise and maximise the window, use the ribbon and menus and get help.

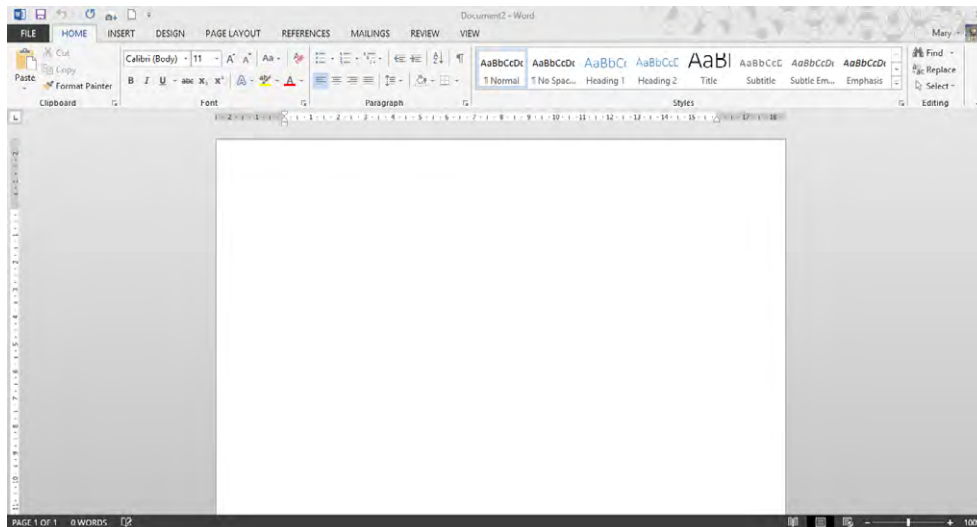
### 2.1 Open and Close Word

When you start Word 2013 from the desktop icon, the screen will appear as shown in Figure 1. From this screen, you can decide to open a document that you have used recently, open a blank document or use one of the templates available. If you always want to open a blank document, choose **File > Options > General** and uncheck **Show the start screen when this application starts**.



**Figure 1** – Word Start Screen

When you open a blank document, your screen will be displayed similar to Figure 2.



**Figure 2** – Blank Document

The next sections will explore what you see on the screen starting from the top left.

"I studied English for 16 years but...  
...I finally learned to speak it in just six lessons"

Jane, Chinese architect

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







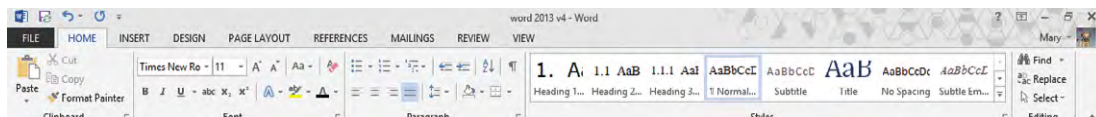
## 2.2 The Quick Access Toolbar



The Quick Access Toolbar is always visible. It is a way of quickly accessing commonly used commands without having to go to a particular tab. When you start Word you are given a standard set of commands but you can change what appears on the Quick Access Toolbar.

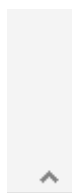
Button	Description
	Clicking this button allows you to <b>Restore, Move, Size, Minimise, Maximise or Close</b> the application
	<b>Save</b>
	<b>Undo</b> your last action in Word 2013. You can undo everything except Save (but you can restore old versions of the document. See Section 3.1.3) Also <b>Ctrl &gt; Z</b>
	<b>Redo</b> a command
	Use this drop down to add more commands to the Quick Access Toolbar. You can also add commands to the Quick Access Toolbar by selecting right click on any command and selecting <b>Add to Quick Access Toolbar</b> .  To remove a command click this drop down button and unselect the command or right click the command and click <b>Remove from Quick Access Toolbar</b>


## 2.3 The Ribbon



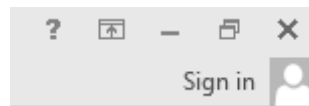
The ribbon is made up of tabs, groups and commands. We will discuss the contents of each tab as we work through this book. Click on any tab to see the commands for that tab.

1. To hide the ribbon either:
  - a) Double click on the Tab Name, e.g. **Home**.
  - b) **Ctrl > F1** will minimise or restore the Ribbon
  - c) Click the up arrow on the right hand side of the ribbon.









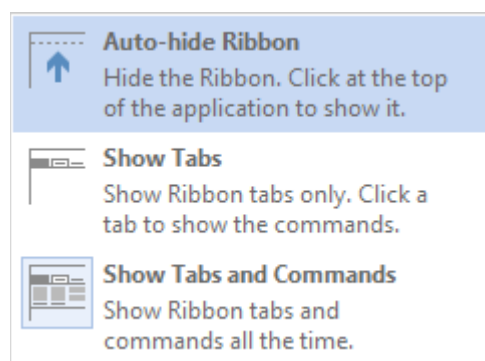
2. To restore the ribbon either
  - a) Double click on the tab name again to display the ribbon.
  - b) Press **Ctrl > F1**
3. Extra tabs may be added to the ribbon by Office depending on what you do. For example, inserting a picture will add a **Format** tab to the ribbon.
4. Click the arrow  at the bottom of a group to get more options if you need them.
5. Key Tips. Press **Alt** on the keyboard to make the new keyboard shortcuts appear. You press the key for the tab you wish to appear, then the key for the command. For example **Alt N P** will insert a picture.

## 2.4 Minimise, Maximise, Help



On the right hand side of the screen you will find the standard **minimise**, **maximise**, **close** buttons together with **Help**.

Button	Description
	Get help
	Ribbon Options. See Figure 3 for options
	Minimise
	Restore Down
	Close
	Allows user to sign in to access cloud storage and collaboration features.



**Figure 3** – Ribbon Options

## 2.5 Ruler



Underneath the ribbon, you can choose to display the Ruler. This is discussed in more detail in Section 11.2.1.

## 2.6 Status Bar

At the bottom of the window, the status bar has two sets of commands.

### 2.6.1 On the right hand side:



The slide on the right allows you to zoom in and out of the document.

A circular collage of news headlines on a black background. The headlines include: 'RUSSIAN ENTREPRENEUR', 'LUXURY GOODS MARKET LONDON', 'TROUBLED LONDON B', 'CHINA PAYS PREMIUM FOR', 'AFRICA HEALTH MINISTERS', 'US FIRM TROUBLED', 'INDIAN NUCLEAR POWER CORP', and 'LONDON B'. To the right of the collage, the text 'WHILE YOU WERE SLEEPING...' is displayed in large white letters. At the bottom left, the URL 'www.fuqua.duke.edu/whileyouweresleeping' is shown. At the bottom right is the Duke University Fuqua School of Business logo.




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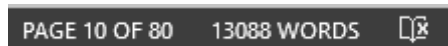
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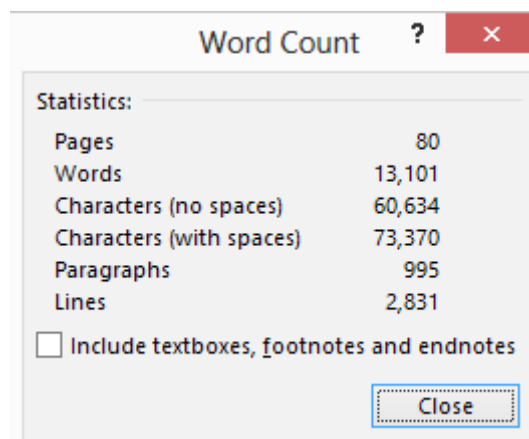
The three views on the left will show different versions of the document.

Button	Description
	Read Mode – see Section 2.6 for more information
	Print Layout – normal word editing view
	Web Layout – reformats the page for publishing to the web. This removes any formatting which will not work on a web page (e.g. text is wrapped to fit the window).

### 2.6.2 On the left hand side:



The number of pages in the document is displayed together with a word count. Clicking the word count will display the number of characters as shown in Figure 4. The button on the right has a cross if there are spelling or grammatical errors within the document. If the document is correct, the button is shown with a tick.



**Figure 4** – Word Count

## 2.7 Read Mode

Selecting read mode automatically resizes a document to the full window (without the ribbon) to fit the device you are using. Font and Layout can be changed using the **View** menu option.

Arrows on the left and right allow you to change pages. In Read Mode, you can right click on any unfamiliar words to display a definition without exiting Read Mode. Click on any image, table or chart to enlarge it for easier reading.

To add a comment when in Read Mode, right-click and select **New Comment** and type in the Comment. If there are comments in the document, a comment hint is displayed in the margin. Click the hint to read the comment.

Choose **View > Show Comments** to see all of the comments. Comments are covered in more detail in Section 10.3.

At each heading, the Section can be collapsed or expanded.

Read Mode will also remember where in the document you were last reading and will allow you to go straight there.

## 2.8 Compatibility Mode

When you open a document in Microsoft Word 2013 that was created in an earlier version of Word, Compatibility Mode is turned on, and you see **Compatibility Mode** in the title bar of the document window.

Compatibility Mode removes any new or enhanced features from Word 2013 while you work in the document so that people using earlier versions of Word will be able to see and edit the document. When viewing a document in Compatibility Mode, you will see commands are greyed out.

For example:

**Insert > Online Video** or **Insert > Screenshot**

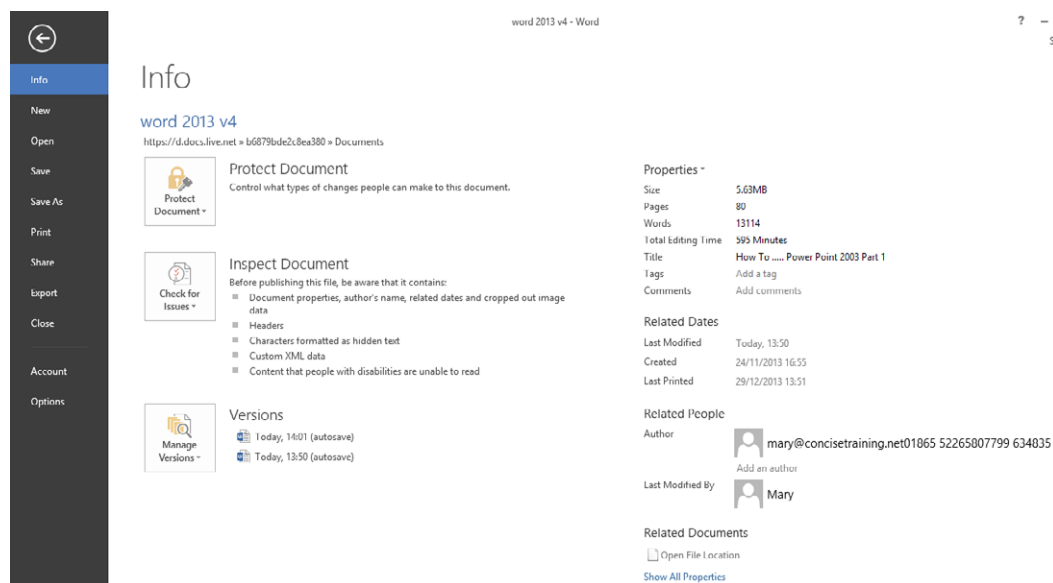
Both these buttons will be greyed out in Compatibility Mode.

## 3 File Option

Clicking on **File** displays the standard **New**, **Open**, **Save**, **Save As**, **Print** options that can be found in every version of Word. Each tab on the left is discussed in this section.

Word will open the tab which it thinks you are most likely to want to use. For example, **Open** if no document has been opened or **Info** for an existing document.

### 3.1 Info



On the right hand side the properties of the document are displayed. These include size, authors, word count. Tags can be added to the document to make documents easier to find.

On the left hand side, there are three options:

- Protect Document
- Inspect Document
- Versions

#### 3.1.1 Protect Document

Documents can be protected by marking as final, restricting the type of changes that can be made or encrypting the document. If you have purchased a digital id, this is where to add it to the document. Document security is covered in more detail in Advanced Word 2013.

### 3.1.2 Inspect Document

If you are intending to share a document with others, it is a good idea to check the document first. There are a number of options:

- Inspect Document – check for hidden properties or personal information. For example, comments, author, hidden text, watermarks
- Check Accessibility – check for content that people with disabilities might find difficult to read. For example, images without alternative text, tables with no header row
- Check Compatibility – check for features not supported by earlier versions of Word. For example, SmartArt, videos

### 3.1.3 Versions

In Word 2013 documents are saved by default every 10 minutes. If your document was to crash or you accidentally close Word without saving, you can recover versions of the document that have been automatically saved by clicking **Manage Versions > Recover Unsaved Documents**. This will show a list of the versions of the document that have been automatically saved.

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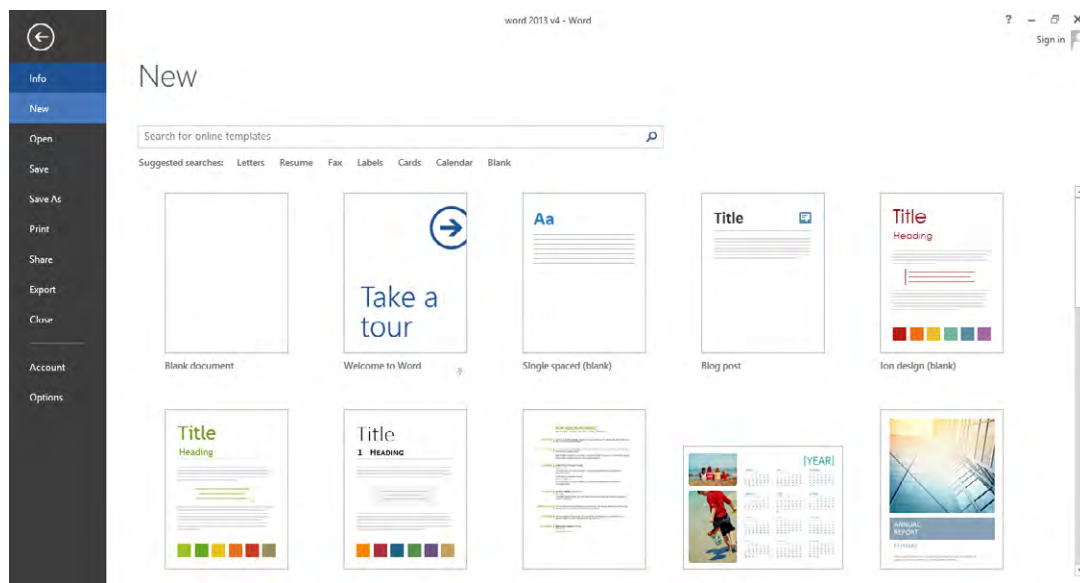
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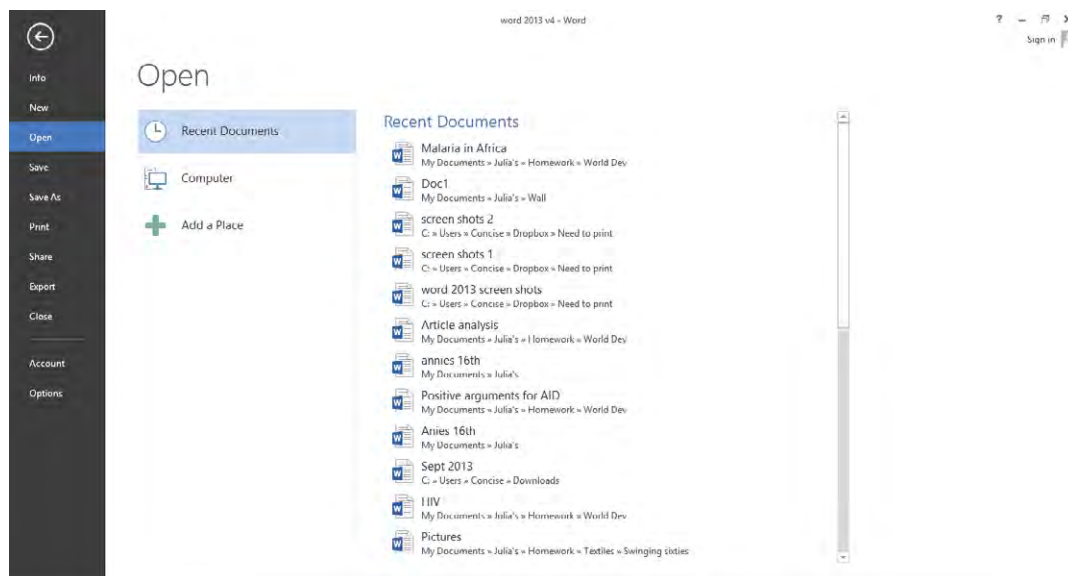
### 3.2 New



Open a new document based on a blank document or one of the templates that are available. Templates have been created by Microsoft and are available for free or templates are available to download for a fee.

You can create your own templates which can be used by you and others in your organisation. Creating templates is covered in more detail in Advanced Word 2013.

### 3.3 Open



Word 2013 gives a list of recently opened documents on the right. By default, the most recent 25 documents are shown. You can change this number by selecting **File > Options > Advanced > Display**.

On the left hand side you can choose to open documents from:

- Your SkyDrive
- Your computer
- Add a Place

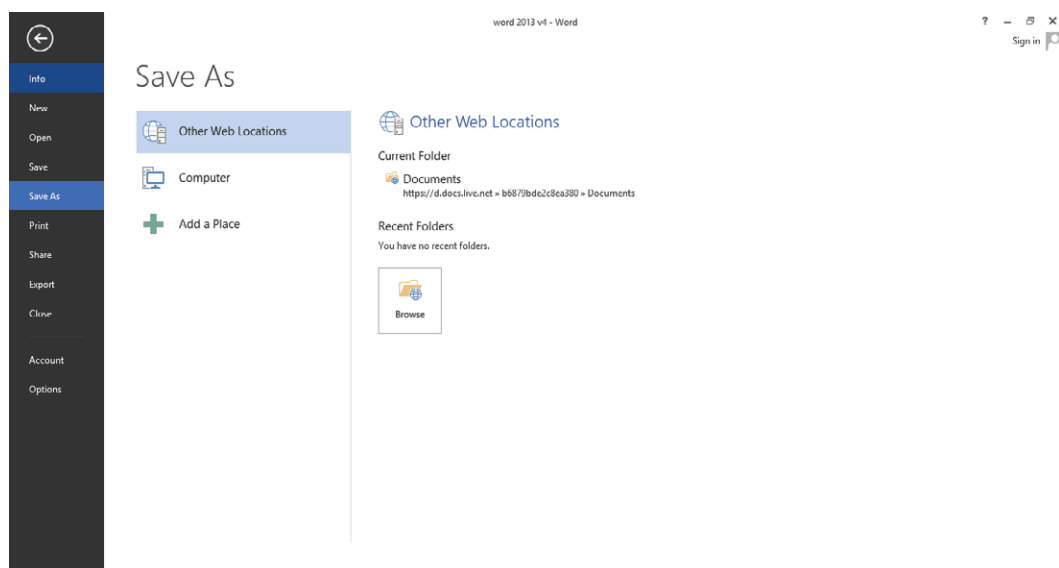
SkyDrive is a Microsoft storage area on the internet that can be shared with multiple people. Add a Place allows you to add an online destination from which you open documents. This could use SharePoint or SkyDrive. These options are particularly useful when collaborating on Word documents.

In Word 2013 you can open .PDF documents, convert the document to Word and edit the document.

### 3.4 Save

This option saves the current document overwriting the previous version.

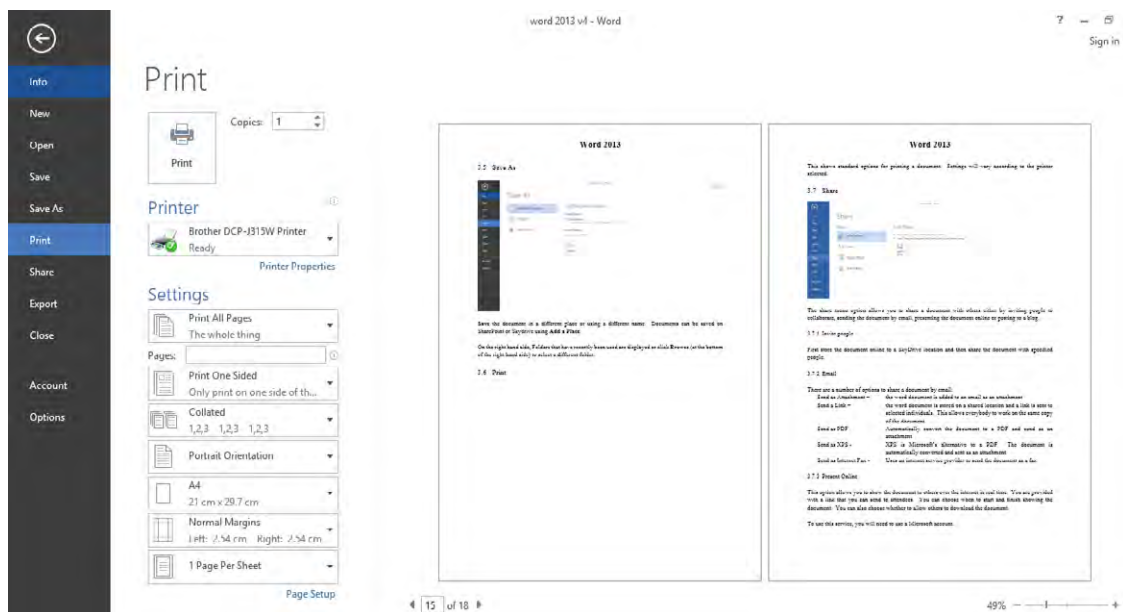
### 3.5 Save As



**Save** the document in a different place or using a different name. Documents can be saved on SharePoint or SkyDrive using **Add a Place**.

On the right hand side, folders that have recently been used are displayed or click **Browse** (at the bottom of the right hand side) to select a different folder.

## 3.6 Print



This shows standard options for printing a document. Settings will vary according to the printer selected. The right hand side will preview the document selected.

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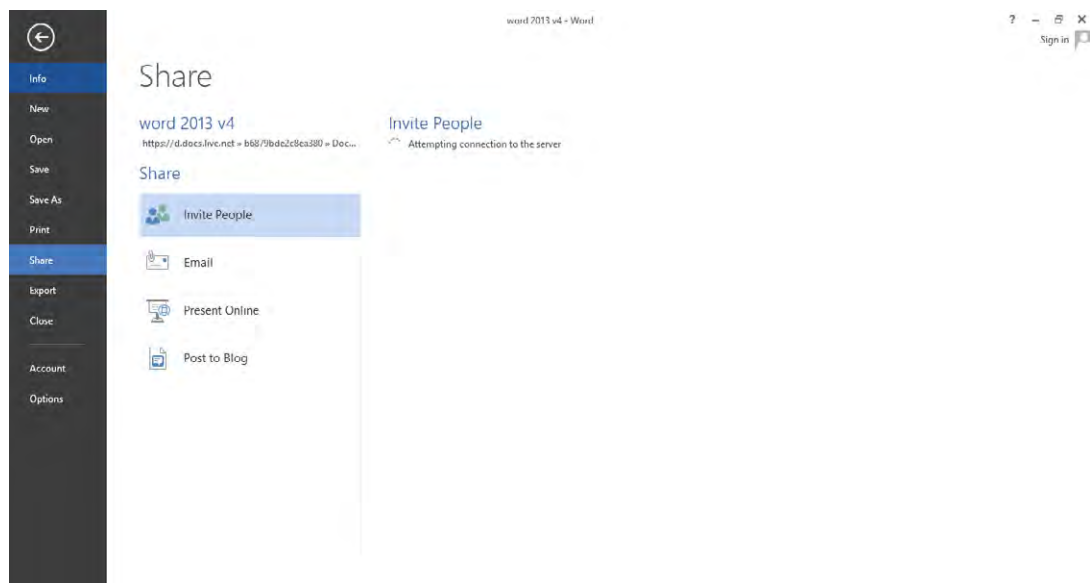
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### 3.7 Share



The share menu option allows you to share a document with others either by:

- Inviting people to collaborate
- Sending the document by email
- Presenting the document online
- Posting to a blog

#### 3.7.1 Invite People

First store the document online to a SkyDrive location and then share the document with specified people.

#### 3.7.2 Email

There are a number of options to share a document by email:

- Send as Attachment – The word document is added to an email as an attachment
- Send a Link – The word document is stored on a shared location and a link is sent to selected individuals. This allows everybody to work on the same copy of the document.
- Send as PDF – Automatically convert the document to a PDF and send as an attachment
- Send as XPS – XPS is Microsoft's alternative to a PDF. The document is automatically converted and sent as an attachment.
- Send as Internet Fax – Uses an internet service provider to send the document as a fax.

### 3.7.3 Present Online

This option allows you to show the document to others over the internet in real time. You are provided with a link that you can send to attendees. You can choose when to start and finish showing the document. You can also choose whether to allow others to download the document.

To use this service, you will need to use a Microsoft account.

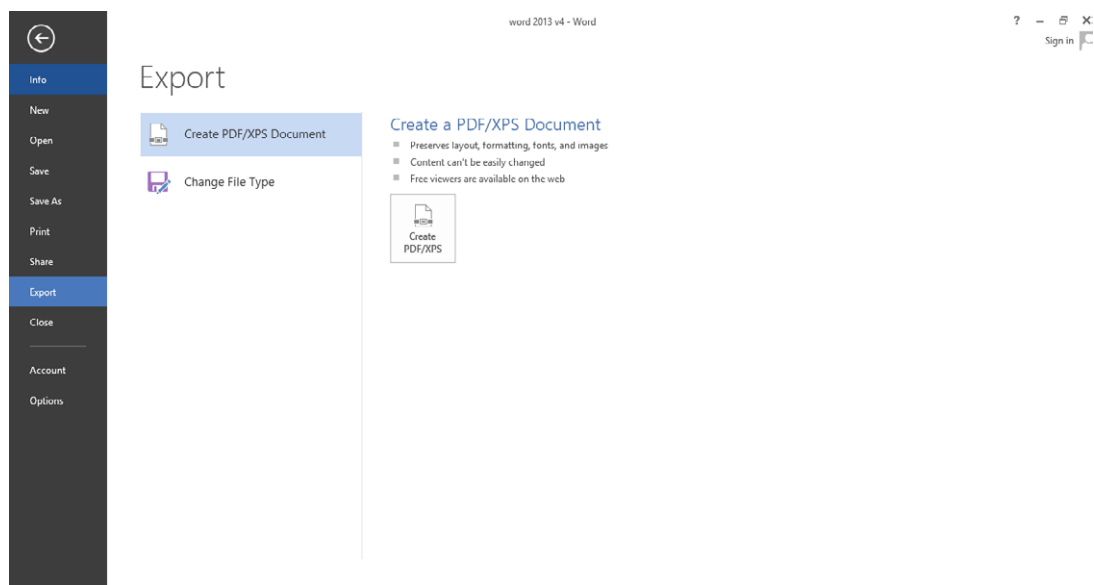
### 3.7.4 Post to Blog

You can connect your Blogger, WordPress or SharePoint blog to Word. Clicking on **Post to Blog** will format your document for the web. An additional set of tabs are displayed:

- **Blog Post** which contains formatting and publishing information
- **Insert** which enables a variety of objects to be inserted into the post (pictures, shapes, hyperlink, etc.)

Once you have connected the blog and made any changes required, you can choose to publish the post.

## 3.8 Export

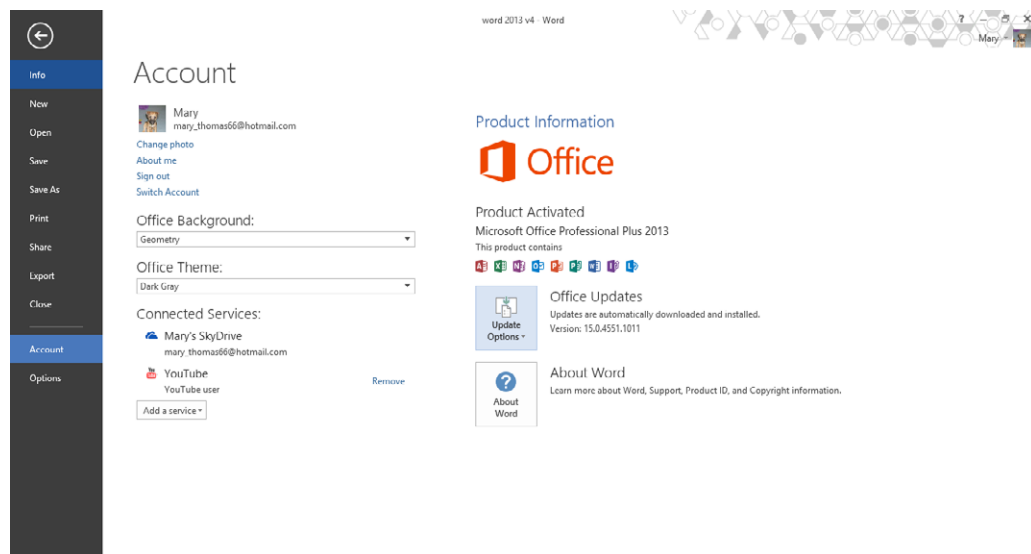


The export option allows you to create a PDF or XPS document based on the Word document. This can also be done by selecting **Save As** and choosing PDF or XPS as the File Type.

### 3.9 Close

**Close** the File option. You can also use the arrow at the top of the menu bar to close the File option.

## 3.10 Account



This allows you to see the version of Microsoft Office that you are using and information about the account that you have used to sign in. This screenshot shows Mary logged in. You can change the look of Word 2013 by selecting a different **Office Theme** or **Office Background**.


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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

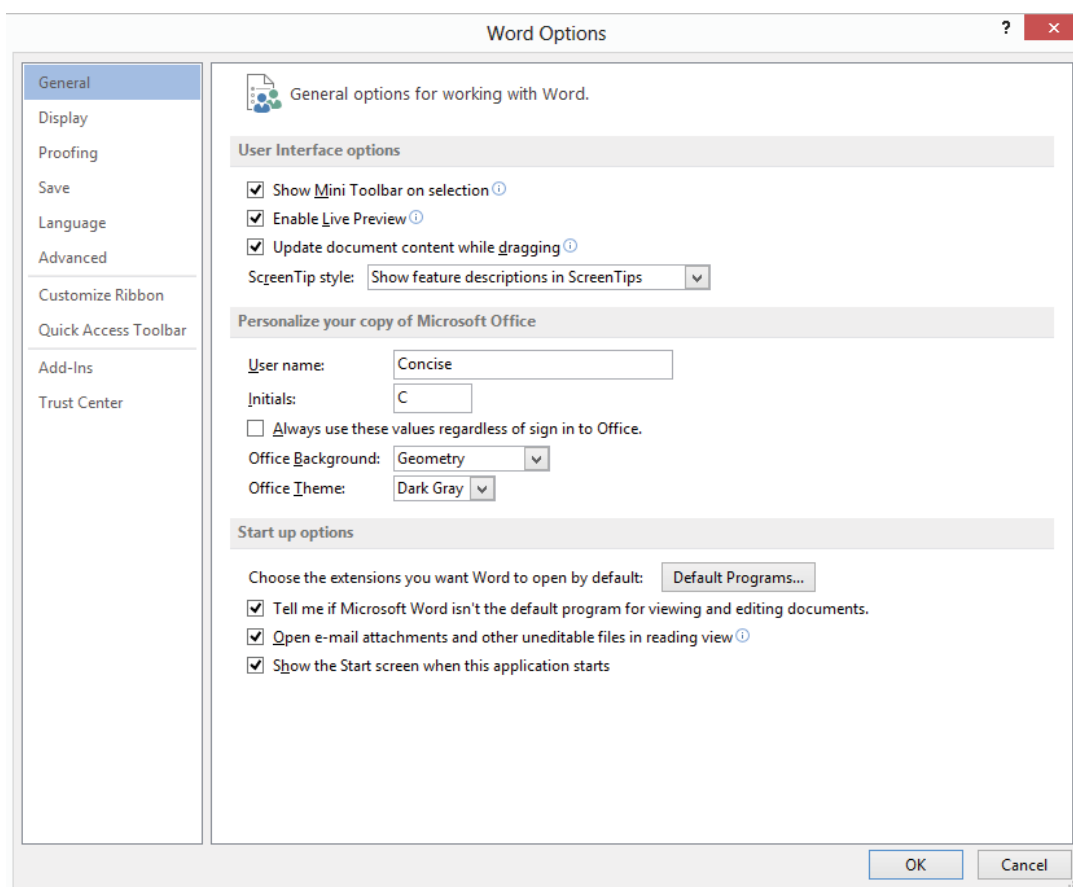
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### 3.11 Options

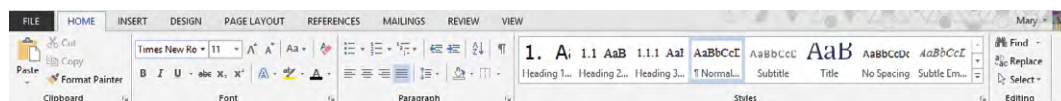


Many of the options available by choosing the Options menu option are similar to previous versions of Word. Particular options you may want to look at are listed in the table below. Other options are discussed in the Advanced Word 2013 book.

Found	Option	Explanation
General Tab	Open email attachments and other uneditable files in reading view	Should be left on from a security viewpoint but if you get a lot of attachments you might want to untick.
General Tab	Show the Start Screen when this application starts	Untick to go straight to a new document when Word starts.
Save	Save AutoRecover Information every X minutes	If you are writing an important or complex document you might want Word to automatically save more frequently than every 10 minutes
Save	Save to Computer by default	Tick to always choose the Computer, not SkyDrive, when saving
Advanced	Use Normal style for bulleted or numbered lists	Tick to use the same style for bullets and numbered lists as you use in the rest of the document. See Section 4.9 for more information on styles.

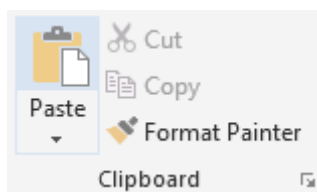


# 4 Home Tab



The Home Tab is where you find all the options to format text in your Word document. We look at each group in turn.

## 4.1 Clipboard



Cut / Copy / Paste allow you to move and copy text and objects around the document and between applications.

### 4.1.1 To Copy

1. Select the text or object
2. Select **Copy** in the Clipboard group or **Ctrl > C**
3. Move to where you want to insert the text or object
4. Select **Paste** in the Clipboard group or **Ctrl > V**

### 4.1.2 To Move:

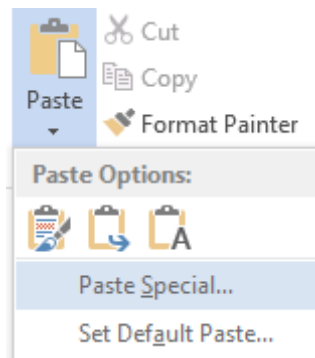
1. Select the text or object
2. Select **Cut** in the Clipboard group or **Ctrl > X**
3. Move to where you want to insert the text or object
4. Select **Paste** in the Clipboard group or **Ctrl > V**

### 4.1.3 More Options



Selecting the More Options button (bottom right) will display the last 7 items that have been added to the clipboard. Text or objects are added to the clipboard when Cut or Copy are selected.

#### 4.1.4 Different Paste Options



Rather than clicking Paste, clicking on the down arrow will allow you to select more options. The options displayed will change depending on what is on the clipboard.

You may see:



– Keep source formatting. This will keep the formatting in the original text or object.



– Merge formatting. This will reformat the pasted text so that it looks like the block of text it is being pasted into

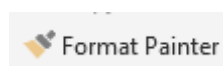


– Keep text only. No formatting will be applied.



– Paste the text or object.

#### 4.1.5 Format Painter



The Format Painter option allows you to copy the formatting from one part of a document to another part of the document. To use the Format Painter:

1. Select the text that has the correct formatting
2. Click **Format Painter**
3. Drag the mouse over the text you want to format (the mouse will change to a line with a paint brush)

Note: Selecting the Format Painter button once allows you to paint text once. Double clicking the Format Painter button keeps it on until you click to turn it off.

## 4.1.6 To Select Text

There are a number of ways of selecting text:

Amount of Text	Method
Any amount of text	Drag over the text to make it go black / blue.
A word	Double click the word.
A line of text	Move the pointer to the left of the line (into the margin) until it changes to a white arrow and then click.
A sentence	Hold down <b>Ctrl</b> (on the keyboard) and click anywhere in the sentence.
A paragraph	Move the pointer to the left of the line (into the margin) until it changes to a white arrow and then double click.  Or  Triple click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left margin until it changes to a white arrow and click and drag.
A large block of text	Click at the start of the selection, scroll to the end of the selection and hold down the <b>SHIFT</b> key (on the keyboard) and click.
All the text in the document	<b>Ctrl &gt; A</b>



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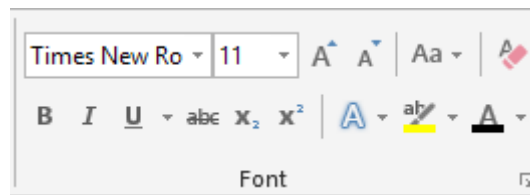
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## 4.2 Font



There are a number of useful buttons in the Font group. Select the text to apply the font change to, or select the button to apply the font change 'from now on'.



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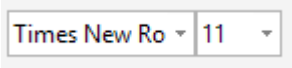













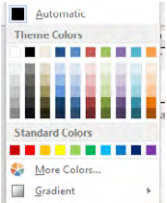
- MSc in Business
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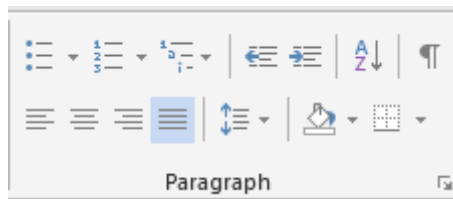






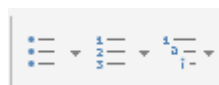
Button	Description
	Set the type and size of the text.
	Bold or <b>Ctrl &gt; B</b>
	Italics or <b>Ctrl &gt; I</b>
	Underline. Select the down arrow to choose the type of underline. Or <b>Ctrl &gt; U</b>
	Strike through the text.
	Subscript e.g. H <sub>2</sub> O
	Superscript e.g. Note <sup>1</sup>
	Increase all the selected text by 1 point. Useful when a document has headings and body text in different size. All headings and body text can be increased in size in one click.
	Decrease all the selected text by 1 point. Useful when a document has headings and body text in different size. All headings and body text can be decreased in size in one click.
	Change case of selected text. Useful if you accidentally press the Caps Lock button – use change case rather than retyping the text: <ul style="list-style-type: none"> <li>• Sentence case</li> <li>• lowercase</li> <li>• UPPERCASE</li> <li>• Capitalise Each Word</li> <li>• tOGGLE cASE</li> </ul>
	Clear all formatting. Useful if the formatting in the document is not working. Clearing the formatting and starting again is often quicker than trying to fix formatting problems.
	Add effects to the <a href="#">text</a> . Click the drop down to choose different text effects, e.g. outline, shadow, reflection, glow.
	Add highlights to <a href="#">text</a>
	Change the font colour.
	Click the drop down arrow next to font colour to get a list of available colours. Choose from the Theme colours to keep formatting consistent within a document or series of documents. See Section 6.1 for more about themes.

## 4.3 Paragraph



The paragraph section allows you to set paragraph level formatting.

### 4.3.1 Bullets and numbers



Hints for managing bullets and numbers:

1. Select the numbers or bullets that you wish to apply using the toolbar buttons
  - a) Type the first line of text and press **Enter** to create the next bullet or number
  - b) To leave a blank line between the bullets or numbers, press **Shift > Enter**
  - c) When you are finished, press **Enter** twice.
2. If you need a bulleted list, just type an asterisk (\*) followed by a space. The asterisk turns into a bullet and your list is started. When you've finished typing the first item in your list, press **Enter** and a new bullet will appear on the next line.
3. To automatically create numbered lists, type the number one and a dot (1.), followed by a space.
4. To start a letter list, type the letter 'a' and a dot (a.), followed by a space.
5. To create a multi level of bullets, type the first bullet, use **Enter** to create the next level and press **Tab** to create a 2<sup>nd</sup> level of bullet.
6. Press **Shift > Tab** to move back a bullet level

For example

To create this bulleted list:

- First Level
  - 2<sup>nd</sup> level
  - 2<sup>nd</sup> level
    - 3<sup>rd</sup> level
  - 2<sup>nd</sup> level
- Top Level

Use these instructions

- This is the top level (\* then type the text Press **Enter**)
  - This is the second level (Press **Tab**, type the text and press **Enter**)
  - This is the second level (Type the text and press **Enter**)
    - This is the third level (Press **Tab**, type the text and press **Enter**)
  - This is the second level (Press **Shift > Tab**, type the text and press **Enter**)
- This is the top level. (Press **Shift > Tab**, type the text and press **Enter** twice to finish)

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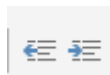


### 4.3.2 Justification

Justification is applied to a line of text. Each line can only have one type of justification applied. If you want to align text on the left, centre and right on the same line, tabs will need to be used. See Section 11.2.1.

Button	Description
	Left justify. Line text on the left hand side of the page.
	Centre Justify. Centre text on the line
	Right justify. Line the text on the right side of the page
	Justify. Line text on the left hand and the right hand of the page. Often used when writing books or other documents. Spaces between letters and words are automatically added to make the text line on the left and right.





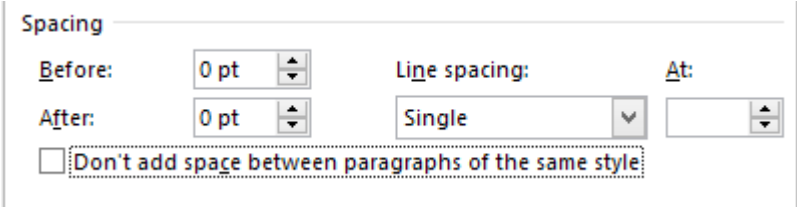


### 4.3.3 Indents



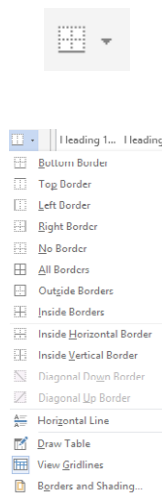
Using the **Indent** buttons, you can move paragraphs to the left or the right (from the left hand side). Each time you press the Increase Indent button, the paragraph will move one tab stop to the right. The indent is normally set to 1.27cm.

You can set the left and right indents for a paragraph by using the **Paragraph** group in the **Page Layout** Tab. See Section 7.2.1.

## 4.3.4 Other Buttons

Button	Description
	Sort a list of text alphabetically.
	Show paragraph marks and other formatting tasks. Useful when you are struggling to get the layout exactly as you would like it.
	<p>Line Spacing</p> <p>Word 2013 has line spacing set quite wide by default. To change this for an individual document, select <b>Line Spacing</b>  in the <b>Paragraph</b> group on the <b>Home</b> tab. Select line spacing options and ensure that line spacing is set to single and before and after are set to 0 pt. As shown in the image.</p>  <p>When the <b>Enter</b> key is pressed when typing a document, extra line spacing is included because Word thinks you are creating another paragraph. For example.</p> <p style="padding-left: 40px;">23 Farringdon Road</p> <p style="padding-left: 40px;">London</p> <p>would look better without the extra space between the address line and the road. To solve this, either:</p> <ul style="list-style-type: none"> <li>• Press <b>Shift &gt; Enter</b> instead of <b>Enter</b> to start a new line for London</li> <li>• Select the text, choose the <b>Line Spacing</b> button and select <b>Remove Space after Paragraph</b>.</li> </ul>
	Shading. Shade the colour behind text, paragraph or table cell. Always used to shade shapes. Can often be found on the Design Tab (appears in certain circumstances).
	Set the border around text, paragraph, table or any other object. See 4.3.5 for more explanation.

## 4.3.5 Borders

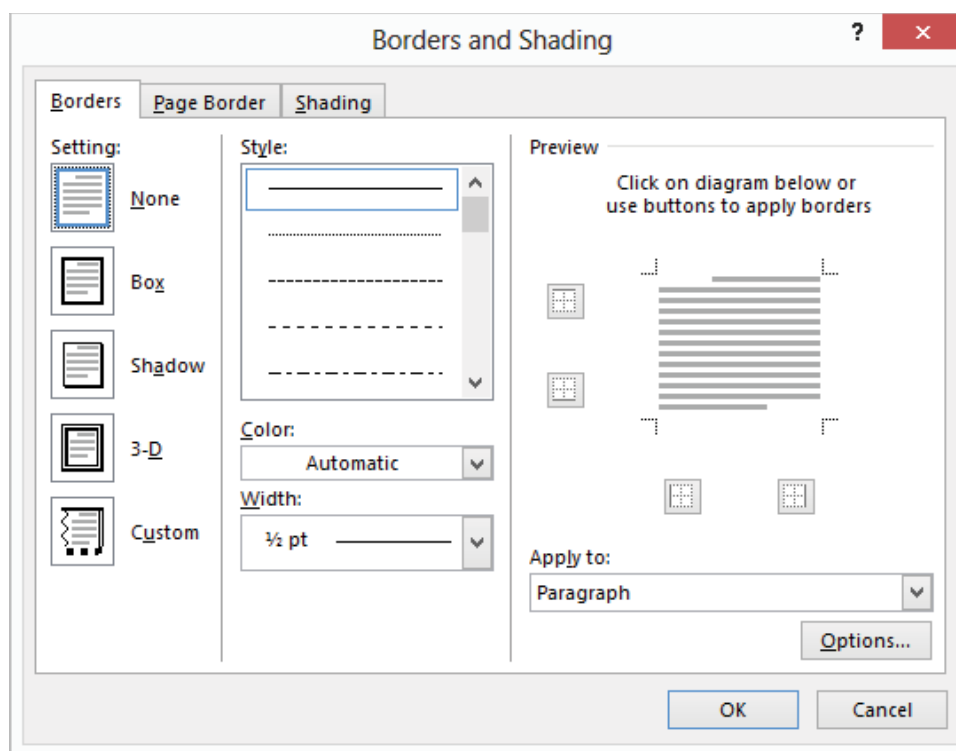


To put a border around text or a paragraph, select the text or paragraph and click the drop down next to the **Borders** button.

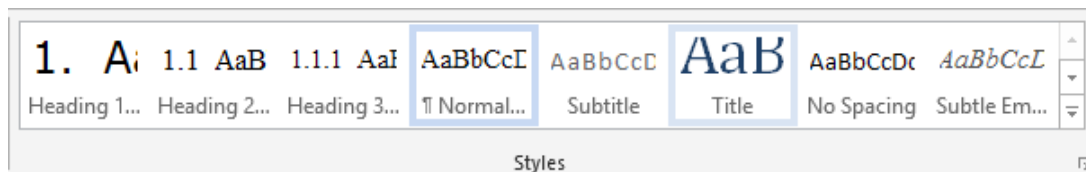
Choose the border you require. Each of the buttons are used like an on / off switch.

To change the style and colour of a border, click **Borders and Shading** at the bottom of the list.


The dialog box shown works from right to left. Select the style and colour first, then select which border (left, right, middle, top, bottom) you want to apply it to.



## 4.4 Styles



Styles on the **Home** tab are ready-made, professional styles, quick and easy to apply to make your document look professional. The most frequently used styles will appear directly on the Tab.

Click the button  at the bottom of the scroll bar to see more ready to use Styles. To use styles, highlight the text you want to change and click the style.

The most commonly used styles are Normal, Heading 1 and Heading 2. Normal refers to all the text in the document. When you start to type in a new document, Word will use the Normal style.

If you don't like the default style used by Word – normally Calibri – it is a good idea to change the Normal style rather than changing each individual piece of text in the document every time you type. To do this, see Section 4.4.4.

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#### 4.4.1 Why Use Styles?

You should use styles to format your document for the following reasons:

a) Easy to change the look / feel of a document

I have been told by BookBoon that the main body of text in the document needs to be Times New Roman 11pt. I have changed the Normal style to use this font type and size. The headings and subheadings are a different font size. If BookBoon were to decide that Arial 12 pt would work better for the main body of text, I would simply need to change the font type and size of the Normal style and the change would automatically apply to all the body text in the document.

b) Ensure a document has a consistent look

When you are creating a long document, it is easy to forget what size each type of heading and subheading should be. By using the Heading 1 and Heading 2 styles, the decision is made once and applied throughout the document.

c) Ensure everybody working on a set of documents uses the same text size and font

You can create a style set for an organisation or client and always select the style set when creating documents for the client or organisation.

For example, I have a style set that I use when creating documents for BookBoon and a different style set when I am creating documents for Concise Training.


d) Essential when creating a Table of Contents for a document

As you will see in Section 8.1, when you create a Table of Contents for a document, it is essential to use Heading 1, Heading 2 and possibly Heading 3 styles. These styles are used to indicate to Word how the Table of Contents should be created. The Table of Contents is created by listing each heading with its corresponding page number. Additional headings can be created in the document and the Table of Contents updated. This means there is no need to manually enter page numbers each time you update a document.

#### 4.4.2 How to Use a Style

To use a style, highlight the text that you want to change and click the corresponding Style on the Home Tab.

#### 4.4.3 Create a Style

The easiest way to create a Style is to format a paragraph or line of text with the font type, size, colour, line spacing and formatting of your choice and choose  on the **Styles** group. Click **Create a Style** and give it a name that you will recognise to be able to apply the style to future text.

#### 4.4.4 Modify a Style

It might be better to modify an existing style. There are two ways to modify an existing style:

1. Format a paragraph of text with the font type, size, colour, etc. of your choice. **Right click** the style you wish to modify and click **Update Style Name to Match Selection**.
2. Alternatively, **right click** on the style you wish to change e.g. **Normal** and click **Modify**.

When you modify a Style, give it a new name. It is worth keeping the original Word Styles for future reference. You can change the font type, size and colour as well as the line spacing and tabs. More complex styles can be created for numbering, borders, etc.

Once you have created all the styles you require for a document, you can save a style set. See Section 6.1.8.



"I studied English for 16 years but...  
...I finally learned to speak it in just six lessons"

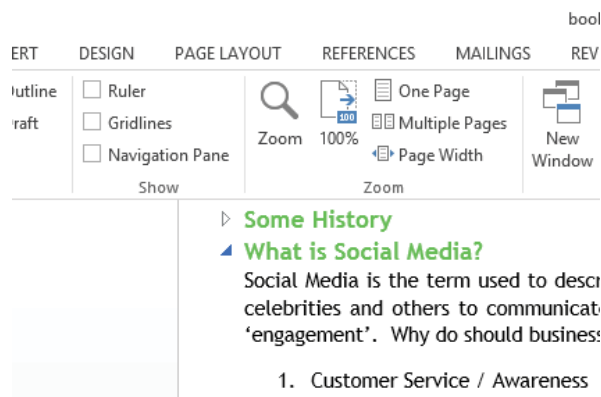
Jane, Chinese architect

ENGLISH OUT THERE

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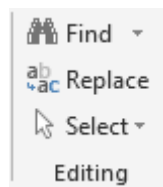


#### 4.4.5 Expand and Collapse






When you have headings in your document, in Print Layout View, moving your mouse to the left side of the heading or subheading will display a small triangle. Clicking the filled triangle will collapse the section of the document; clicking the unfilled triangle will expand the section of the document.

#### 4.5 Editing



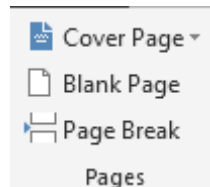
The Editing group shows the standard options of:

Button	Description
 Find ▼	Find text in a document. <b>Ctrl &gt; F</b> also works
 Replace	Find and replace text in a document
 Select ▼	Select text in a document. Useful to select text with certain formatting or select types of objects.

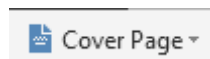
# 5 Insert Tab



## 5.1 Pages



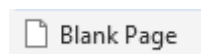
### 5.1.1 Cover Page



Selecting Cover Page allows you to insert a formatted front page into your document. Microsoft has a number of cover pages available that you can use and more are available online. You can design and include your own cover page by including a page in the Building Blocks. This is covered further in Advanced Word 2013.

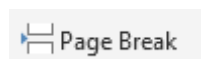
To remove an existing Cover Page from a document, use **Cover Page > Remove Current Cover Page**.

### 5.1.2 Blank Page



This will insert an additional blank page in a document.

### 5.1.3 Page Break



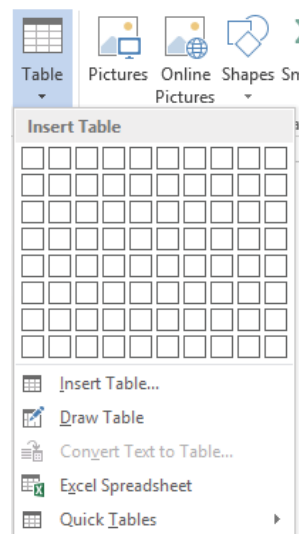
Use this button to move text onto a different page or insert a page break. Can also be done using the keystrokes **Ctrl > Enter**.



## 5.2 Tables



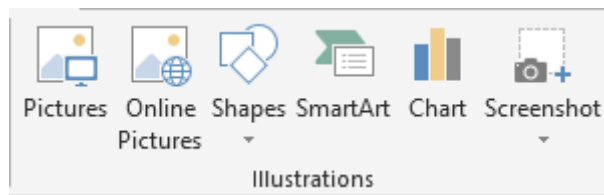
This button allows a table to be inserted into the document in one of five ways (click the drop down to get the options):



- Manually highlight the numbers of cells required in the table
- Click **Insert Table** – select number of columns and rows required in the table
- **Draw Table** – actually draw the rows and columns required
- **Convert Text to Table** – highlight text and reformat it as a table
- **Excel Spreadsheet** – Insert a blank Excel spreadsheet which can be completed in Excel (with formulae, functions etc.) but included in the Word document
- **Quick Table** – select a preformatted table

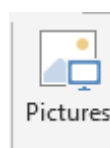
Once the table is created in a document, two additional tabs will be displayed – **Design** and **Layout**. These tabs are covered in more detail in Chapter 12.

## 5.3 Illustrations



When you insert pictures or other objects in Word 2013, the pictures or objects are placed in the document aligned with the text.

### 5.3.1 Pictures



Pictures can be used that have already been stored on the hard drive or they can be used directly from the camera or clip art can be used. When you insert a picture, an icon is displayed next to the picture to allow you to set the text wrapping for the picture.

 This is a full-page advertisement for Volvo. On the left, there is a close-up, high-contrast image of a woman's face, smiling and with her hands framing her eyes. The background is a light teal color with faint silhouettes of palm trees. The text 'What do you want to do?' is written in a large, white, sans-serif font. Below this, a paragraph of text reads: 'No matter what you want out of your future career, an employer with a broad range of operations in a load of countries will always be the ticket. Working within the Volvo Group means more than 100,000 friends and colleagues in more than 185 countries all over the world. We offer graduates great career opportunities – check out the Career section at our web site [www.volvogroup.com](http://www.volvogroup.com). We look forward to getting to know you!'. The Volvo logo is in the bottom right corner, with 'AB Volvo (publ)' and 'www.volvogroup.com' below it. At the very bottom, a thin grey bar contains a list of Volvo divisions: 'VOLVO TRUCKS | RENAULT TRUCKS | MACK TRUCKS | VOLVO BUSES | VOLVO CONSTRUCTION EQUIPMENT | VOLVO PENTA | VOLVO AERO | VOLVO IT | VOLVO FINANCIAL SERVICES | VOLVO 3P | VOLVO POWERTRAIN | VOLVO PARTS | VOLVO TECHNOLOGY | VOLVO LOGISTICS | BUSINESS AREA ASIA'.


Selecting one of the 'with wrapping' options allows you to move the picture around the document and place the picture within the text. Leaving the picture as 'in line with text' means the picture can only be moved up and down the left margin. When you insert a picture an additional tab is displayed labelled **Picture Tools > Format**. This is covered in more detail in Chapter 13.



When the picture is moved, additional guidelines are displayed to help you position the picture within the document.

For example

Selecting one of the 'with wrapping' options allows you to move the picture and place the picture within the text. Leaving the picture as 'in line with text' means moved up and down the left margin.

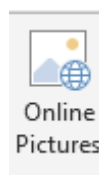
When the picture is moved, additional guidelines are displayed to help you position the picture within the document.

For example

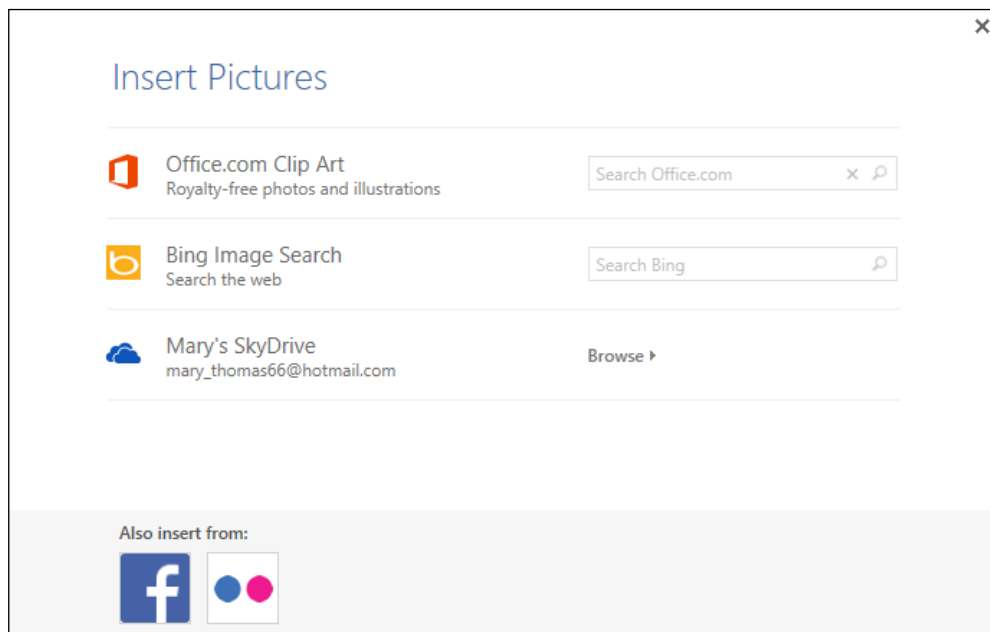
6.3.2 Online Pictures  
6.3.3 Shapes  
6.3.4 SmartArt

The green lines help me to position the picture in the centre of the document and aligned with the text 'For Example'.

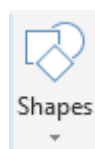
### 5.3.2 Online Pictures



Clicking Online Pictures displays a search box to allow you to search for an image on office.com clip art, Bing, Facebook or Flickr. Do be careful of any copyright restrictions on images found.

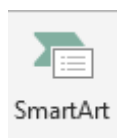


### 5.3.3 Shapes



A number of different shapes can be inserted into the document. These work in the standard way. When a shape is inserted, the **Drawing Tools > Format** Tab is displayed. This is covered in more detail in Chapter 16.

### 5.3.4 SmartArt



SmartArt is a tool to create customised business diagrams quickly and easily. SmartArt diagrams will not be available if you save the document in Word 95–2003 format. Once you have chosen your diagram type, you can change colours, add 3D and add new shapes with the click of a few buttons.

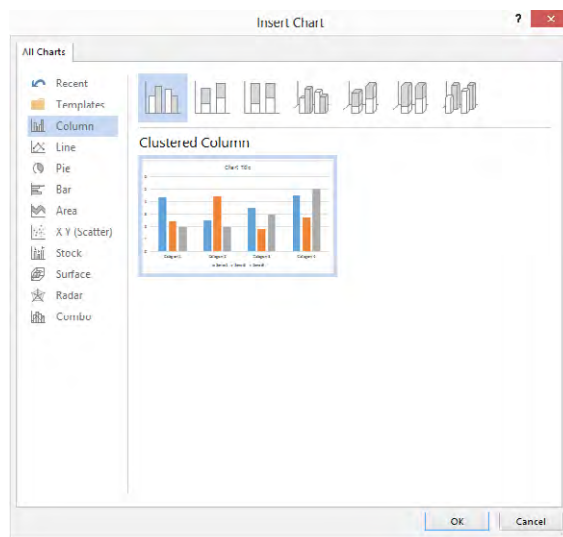
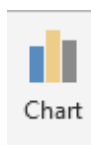
For example, the following diagram was created using a SmartArt diagram. To move a SmartArt diagram around the document, use the text wrapping functionality as described in Section 5.3.1.



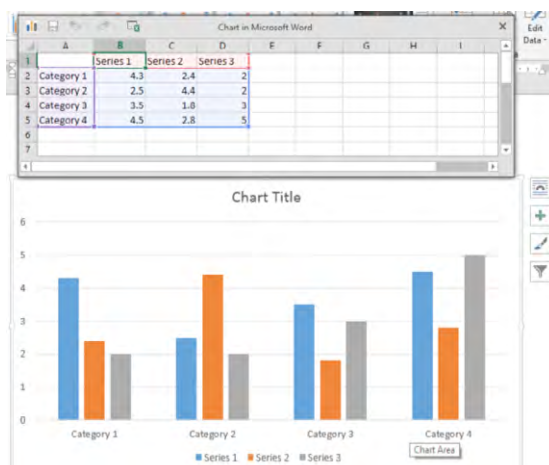
When you insert a SmartArt diagram additional tabs are displayed to **Design** and **Format** the diagram. These are covered in Chapter 16.



## 5.3.5 Chart

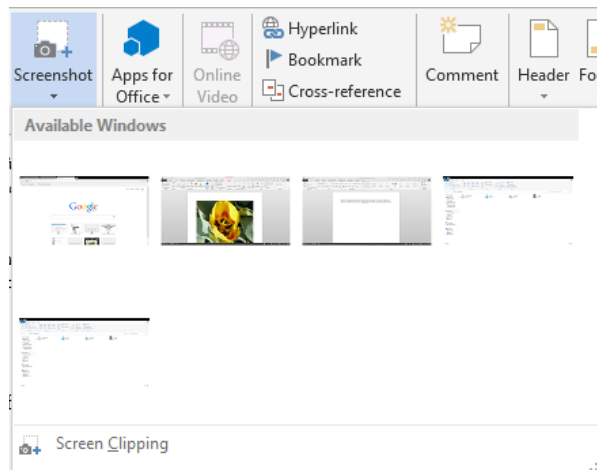
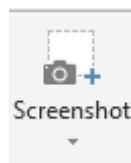


In Word 2013, it is possible to insert an Excel chart or graph into the document. To do this select **Insert > Chart**. Select the chart required.



A spreadsheet will be displayed allowing data to be added to the chart.

### 5.3.6 Screenshot



Screenshot is a very useful tool which allows you to take screen clips of any open window. When you click Screenshot, the current window is displayed and can be used or you can take your own snapshot by clicking Screen Clipping.

If you choose Screen Clipping, the window you opened last (before Word) will be displayed. Drag out the appropriate area of the screen to select it. It will automatically be pasted into your document.

### 5.4 Apps for Office



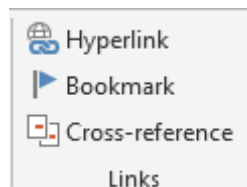
An App for Office is like a webpage that is hosted inside an application. You can extend the functionality of the document. For example, a user can select a product in the document and an app can be used to retrieve product information. Apps for Office are covered in more detail in Advanced Word 2013.




## 5.5 Media



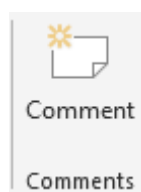
This option allows you to insert videos into a document. If the option is greyed out, you need to make sure you are not in Compatibility Mode. You can insert videos from YouTube or Bing or paste Embed code from a video.

## 5.6 Links



Button	Description
 Hyperlink	Used to insert a hyperlink into a document. Select the text you wish to use for the hyperlink. Click <b>Insert &gt; Hyperlink</b> and paste the hyperlink. You can also add hyperlinks to other files on your computer or server.
 Bookmark	Insert a bookmark. A bookmark is a way of naming a selection of text for use at a later date. This is covered in more detail in Advanced Word 2013.
 Cross-reference	Insert a reference to another part of the document (an internal hyperlink). You can create a cross reference to headings, footnotes, bookmarks, captions and numbered paragraphs. This is covered in more detail in Advanced Word 2013.

## 5.7 Comments



### 5.7.1 What is a Comment?

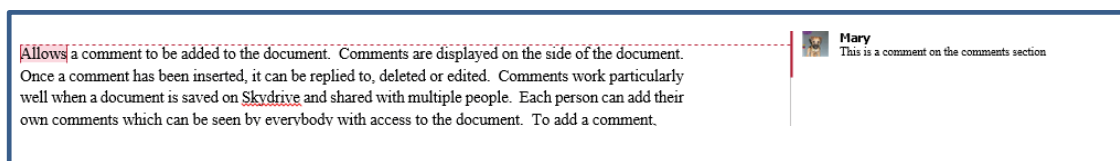
Comments are displayed on the side of the document. Editors of the document can use comments to suggest a change to the document, ask a question or as a method of communicating to others viewing the document.



### 5.7.2 Inserting Comments

Comments work particularly well when a document is saved on SkyDrive or another shared area and shared with multiple people. Each person can add their own comments which can be seen by everybody with access to the document. To add a comment:

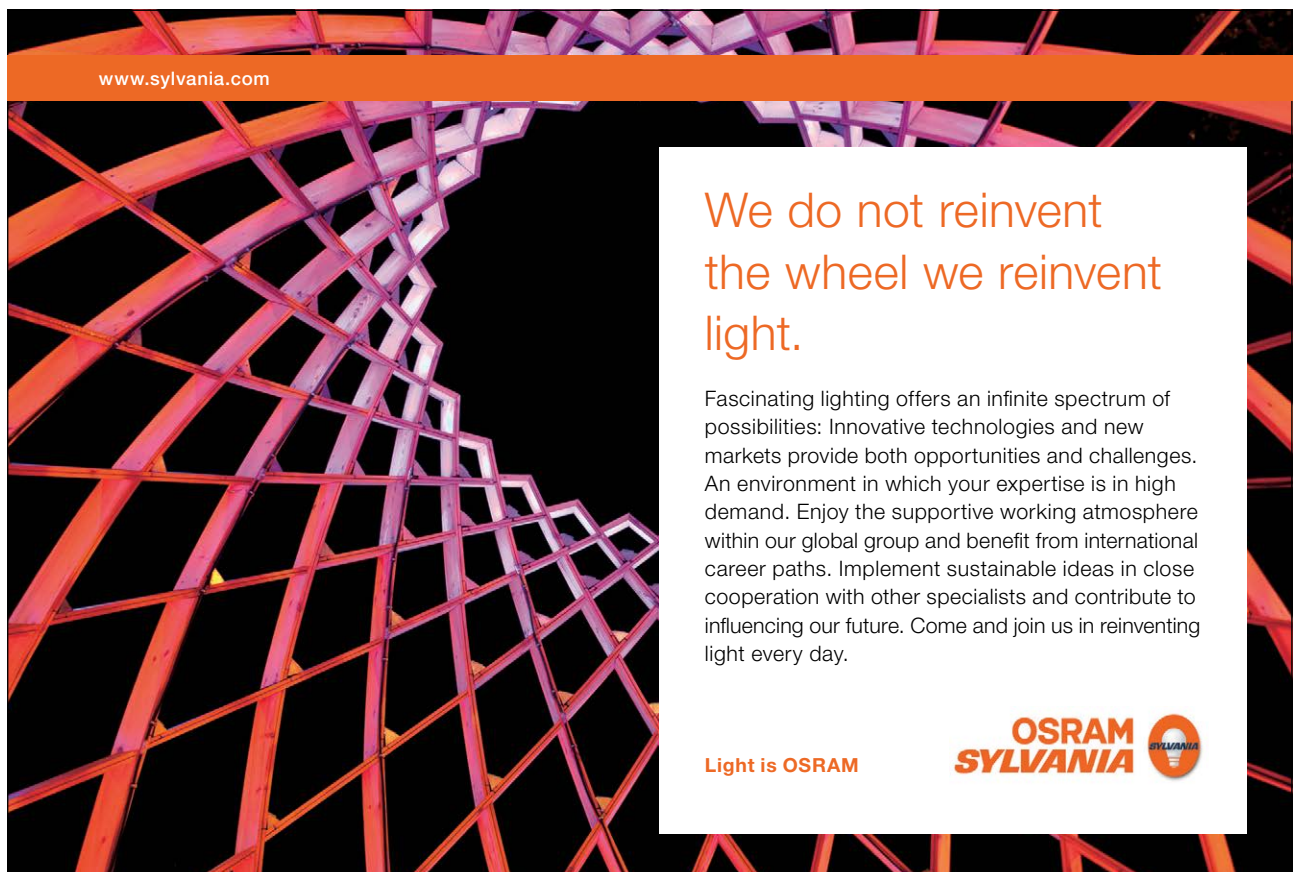
1. Select the text that you want to comment about
2. Click **Insert > Comment**
3. Type the comment



Clicking the comment highlights the text that is selected.

### 5.7.3 Viewing Comments

To view the document without comments, select Original or No Markup on the Tracking group on the Review Tab. This is covered further in Section 10.4. To view the document with comments, select Simple Markup or All Markup on the Tracking group on the Review Tab.



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We do not reinvent  
the wheel we reinvent  
light.

Fascinating lighting offers an infinite spectrum of possibilities: Innovative technologies and new markets provide both opportunities and challenges. An environment in which your expertise is in high demand. Enjoy the supportive working atmosphere within our global group and benefit from international career paths. Implement sustainable ideas in close cooperation with other specialists and contribute to influencing our future. Come and join us in reinventing light every day.

Light is OSRAM

OSRAM  
SYLVANIA



#### 5.7.4 Replying to Comments

Once a comment has been inserted, it can be replied to so the original author can explain the change that has been made as a result of the comment. To reply to a comment, click the comment and click the button on the right hand side.



#### 5.7.5 Deleting Comments

To delete a comment, select the comment and click Delete on the Comments group of the Review Tab. This is covered in further detail in Section 10.3.



360°  
thinking.

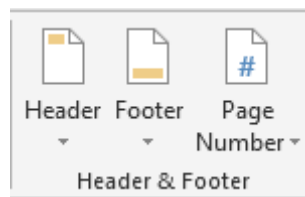
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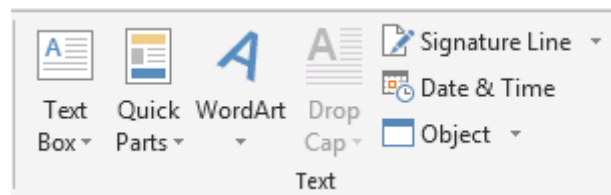


## 5.8 Header & Footer

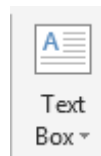


Button	Description
	Insert a header for the document. Clicking the drop down will display a number of headers preset by Word or saved by the user using Quick Parts (See 5.9.2). Clicking <b>Edit Header</b> allows the current header to be edited. The Header & Footer Tools Design Tab is displayed. See Chapter 14.
	Insert a footer for the document. Clicking the drop down will display a number of footers preset by Word or saved by the user using Quick Parts (See 5.9.2). Clicking <b>Edit Footer</b> allows the current footer to be edited. The Header & Footer Tools Design Tab is displayed. See Section 14.
	<div data-bbox="794 913 1023 1178"> </div> <p>Choose where to display the page number. Selecting each of the options:</p> <ul style="list-style-type: none"> <li>• Top of Page</li> <li>• Bottom of Page</li> <li>• Page Margins</li> <li>• Current Position</li> </ul> <p>will display a number of set formats for the page number.</p> <p>Select <b>Format Page Numbers</b> allows different number formats to be chosen and different numbers to be set for different sections of a document. See Section 7.1.5 for more information about sections of a document.</p> <div data-bbox="762 1648 1050 1951"> </div>

## 5.9 Text

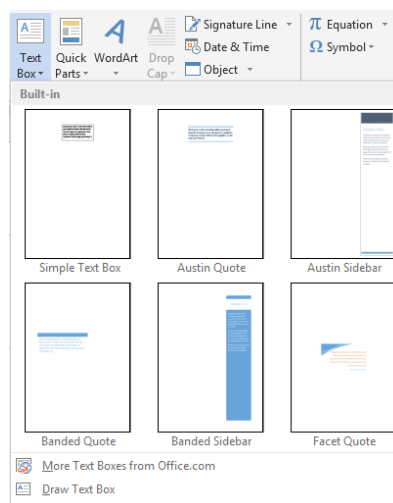


### 5.9.1 Text Box



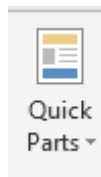
A text box is a graphical element that contains text. It is often used when creating a leaflet to insert text amongst a number of graphical objects. It could also be an information box. It is a way of breaking up a document into bitesized chunks of information.

Clicking the Text Box button will display a number of pre-formatted text boxes to choose.



Select any of the preformatted text boxes and enter your own text. This will display the **Drawing Tools > Format** Tab. This is covered in more detail in Chapter 15.

## 5.9.2 Quick Parts

**An Introduction to Building Blocks**

Building Blocks make it easier to create documents with similar parts. Using Building Blocks you can include preformatted parts of a document such as headers and footers, watermarks, tables of contents, cover pages, and even boilerplate text. You can include these in various places throughout the tabs on the Ribbon. For example, when you click **Insert > Header**, the drop down gives you a list of preformatted headers. You can add your own header to this list.

Built-in designs save you time because you just choose a design, replace the placeholder text with your own, and you are done.

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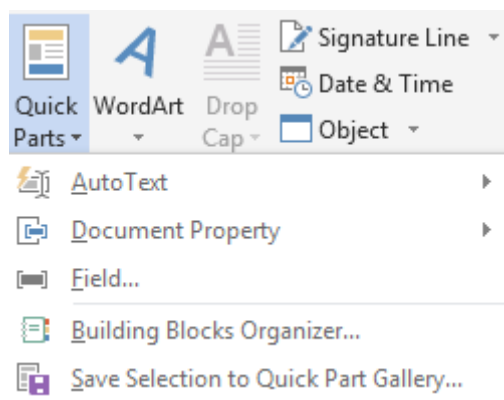
We will turn your CV into  
an opportunity of a lifetime

Do you like cars? Would you like to be a part of a successful brand?  
We will appreciate and reward both your enthusiasm and talent.  
Send us your CV. You will be surprised where it can take you.

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## Quick Parts Button



Clicking the **Quick Parts** button offers a number of options.

### *AutoText*

You can save text that you use multiple times to the Quick Parts gallery (see Save Selection to Quick Parts Gallery below) and then use. The **AutoText** option inserts the text saved into the document. This is useful for information that you include on multiple documents (a confidential notice or signature information, for example). You type it once, make sure it is correct, save it to the Quick Parts Gallery and insert using **AutoText** wherever you need it.

### *Document Property*

Each document you produce has a number of properties associated with it, e.g. Title, Author. These can be included in the document using this option. This is covered further in Advanced Word 2013.

### *Field*

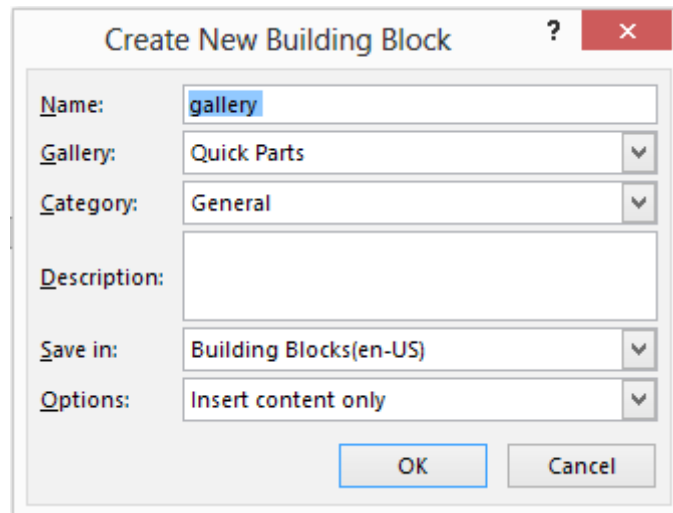
There are a number of fields that can be included in a document e.g. Table of Contents, Page Number, Create Date. This is covered further in Advanced Word 2013.

### *Building Blocks Organizer*

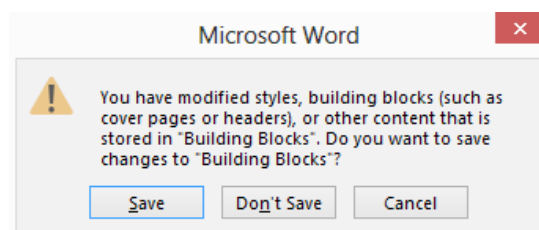
This option allows you to see all the options in the Building Blocks Organizer. This is covered further in Advanced Word 2013.

### *Save Selection to Quick Parts Gallery*

1. Create the text, header, footer, etc. and format it to your requirements.
2. Select the text or object
3. Select **Save Selection to Quick Parts Gallery**
4. The **Create New Building Block** dialog box opens. This is where you'll define this building block for future reference.

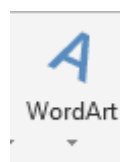


5. Give the building block a name that makes sense to you. The building block name is going to show up in the gallery.
6. Choose the gallery to save it to. (General, Header, Footer, etc.)
7. Type a description if you want.
  - a) Choose to Save in 'Normal' if you wish it to appear in every new document. Choose to save in Building Blocks if you want it to be available for all documents.



8. When you close Word you will be asked if you want to save it to the Building Blocks file on your computer. If you choose Don't Save, you will not be able to access the text, header, footer, etc. again.

### 5.9.3 WordArt

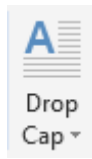


Allows you to create text with WordArt formatting. Choose a style then type the

**text**



## 5.9.4 Drop Cap



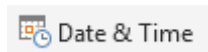
**A**llows the beginning of a paragraph to be formatted with a drop cap. Select the text that the dropped cap should apply to.

## 5.9.5 Signature Line



Allows a digital signature to be added to a document. The user must have a digital signature registered. This is covered in more detail in Advanced Word 2013.

## 5.9.6 Date &amp; Time



Insert a date / time into the document. The format can be selected. Dates can be created to update automatically when the document is opened or to be a fixed date.

I joined MITAS because  
I wanted **real responsibility**

The Graduate Programme  
for Engineers and Geoscientists  
[www.discovermitas.com](http://www.discovermitas.com)





**Month 16**

I was a construction supervisor in the North Sea advising and helping foremen solve problems

Real work  
International opportunities  
Three work placements

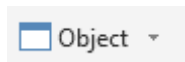






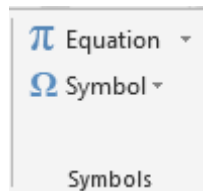


## 5.9.7 Object

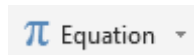


Insert either an object (Excel Spreadsheet, Adobe Photoshop image, PowerPoint slide) or text into the document. If an Excel spreadsheet is selected, a blank spreadsheet is displayed to complete.

## 5.10 Symbols



## 5.10.1 Equation

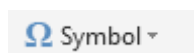


Insert a preformatted equation into the Word document. For example, the Binomial Theorem:

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

Additional equations can be found from Microsoft Online or can be created using the Insert New Equation option on the drop down.

## 5.10.2 Symbol



Insert a symbol into the document. Commonly used symbols include €, ©, etc.

# 6 Design Tab



## 6.1 Document Formatting

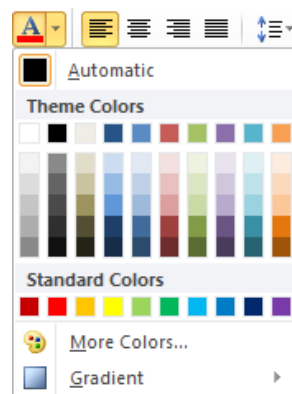


### 6.1.1 Explaining Themes

A theme is a set of fonts, colours and graphic effects which you can apply to your document with a single click. Once a theme has been defined it can be used across Microsoft Office applications ensuring a consistent approach to the look and feel of Word, Excel and PowerPoint documents.

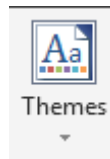
Themes can be customised for your individual or company requirements. Microsoft has created a number of themes which can be used as a starting point, adjusted and saved.

Once you have chosen a theme with fonts and colours, you should ensure that you choose fonts and colours within your document, spreadsheet or presentation that are part of that theme. This means that if you change the theme, the fonts and colours will change to those associated with the new theme.



For example, the Microsoft Theme Office is made up of the colours Office and the Font Cambria. If I choose this theme and look at the colours available to me on the Text Colour drop down, there are 60 colours nominated as Theme Colors. Choosing one of these colours will keep within the style of the chosen theme. If the theme colours are changed, the colours will change. If I use one of the Standard or Custom colours, the colour will not change. Note: Microsoft has identified the colours that combine well; the combination should be changed with caution.

## 6.1.2 Themes



Allows you to select which theme you want to apply to the document. Also allows you to save the current selection of colours, fonts and effects to a new theme.

## 6.1.3 Document Style Set



Choose from a selection of document layouts. The document layout comprises of a theme and a font style (discussed in Section 4.4). This option makes it easy to switch between different looks for a document. Moving your mouse over the options shows how the style will affect your document without actually making the change.

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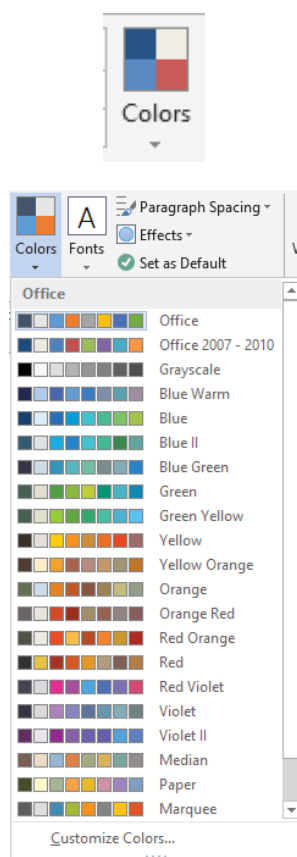
- Choose your area of specialization.
- Customize your master through the different options offered.
- Global Immersion Weeks in locations such as London, Silicon Valley or Shanghai.

**Because you change, we change with you.**

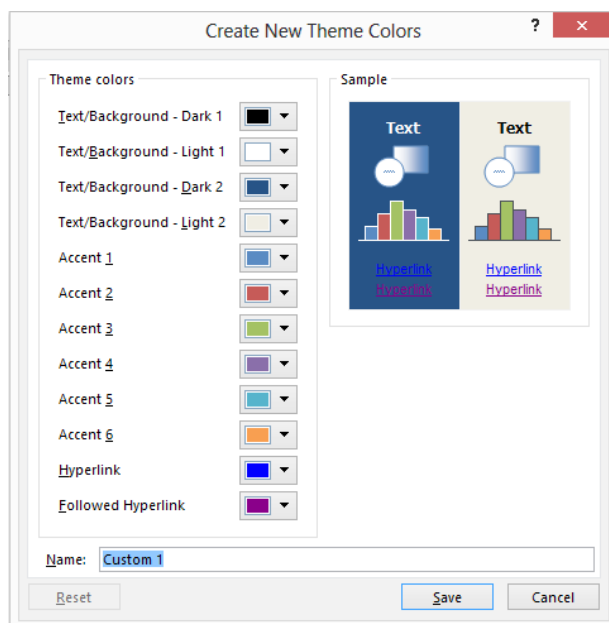
www.ie.edu/master-management | mim.admissions@ie.edu | Facebook Twitter LinkedIn YouTube Instagram



## 6.1.4 Colours

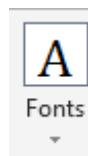


Use this to change the colour scheme of a theme by choosing the colour scheme that you want to apply.



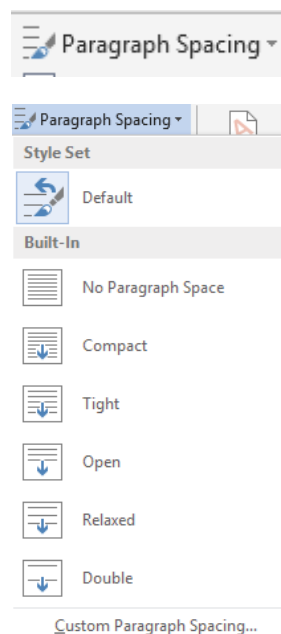
To edit a colour scheme click **Customize Colors** at the bottom of the task pane. This allows you to choose the colours for each part of a document.

### 6.1.5 Fonts



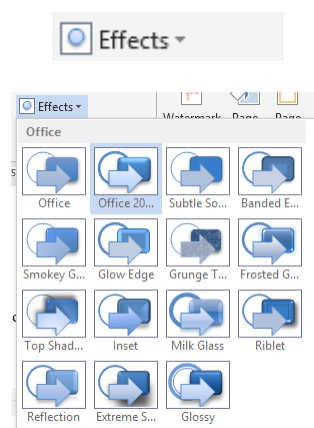
Choose the fonts for the theme. This allows you to choose the font for the headings and body of the document.

### 6.1.6 Paragraph Spacing



Set the paragraph spacing for the document. This is the amount of space between paragraphs in the document (as opposed to lines).

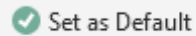
### 6.1.7 Effects



Choose the effects to apply to the objects in a document.

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## 6.1.8 Set as Default

A button with a green checkmark icon and the text "Set as Default".

Once you have selected how you want the document to look, you can use **Set as Default** to ensure that all documents from now on use these settings. The current:

- Theme Colors
- Theme Font
- Theme Effects
- Style Set
- Paragraph Spacing

will be saved so that all new documents use this setting. Use this with care – it is recommended to start with a blank document and make the changes you need before saving as the default.

An advertisement featuring a woman, Jane, a Chinese architect, smiling. The text on the left says: "I studied English for 16 years but... ...I finally learned to speak it in just six lessons". Below this is her name and profession. On the right, there is a green speech bubble with the text "ENGLISH OUT THERE". Below that, it says "Click to hear me talking before and after my unique course download".

"I studied English for 16 years but...  
...I finally learned to speak it in just six lessons"

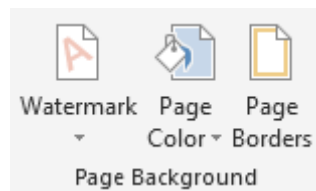
Jane, Chinese architect

ENGLISH OUT THERE

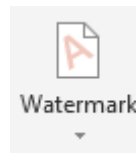
Click to hear me talking before and after my unique course download



## 6.2 Page Background



### 6.2.1 Watermark



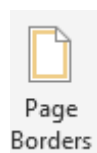
Apply a watermark to a document. The watermark will be displayed across every page (except the title page) in the document when the document is printed. The watermark can be seen in Print Layout View. The watermark will also be displayed on the document if saved as a PDF. A standard set of watermarks are available (Confidential, Do Not Copy). More watermarks are available from Microsoft office.com or you can use your own text.

### 6.2.2 Page Colour



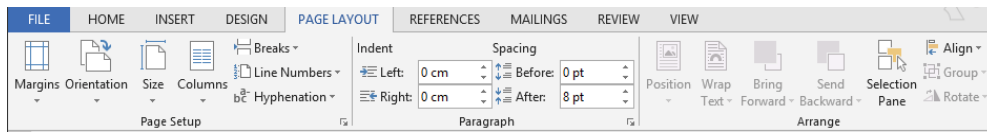
Change the colour of every page in the document. Useful for accessibility – some people with dyslexia find it easier to read pages with a different coloured background.

### 6.2.3 Page Borders

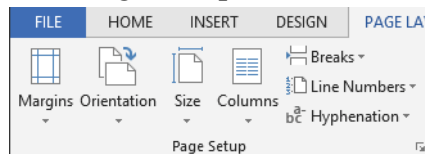


Add a border to pages in a section of the document or the whole document.

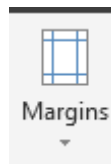
# 7 Page Layout Tab



## 7.1 Page Setup



### 7.1.1 Margins



Set the margins for the document. A list of commonly used margins is given. Choose custom margin to set your own margins.

WHILE YOU WERE SLEEPING...

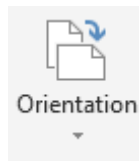
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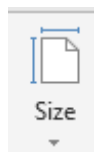


### 7.1.2 Orientation



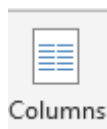
Set the orientation of the section or document. Landscape or Portrait.

### 7.1.3 Size



Set the size of the page. A4 is the standard size, but other sizes can be selected (e.g. A5, Postcard).

### 7.1.4 Columns

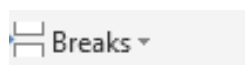


Format text on the page to display in two or more columns. Select the text and choose **Columns > Two** to format the text in two columns on the page.

If you want to change the number of columns, it is easier to convert to one column first and then choose the new number of columns.

To convert to one column, choose the text in the columns and then select **Column > One**.

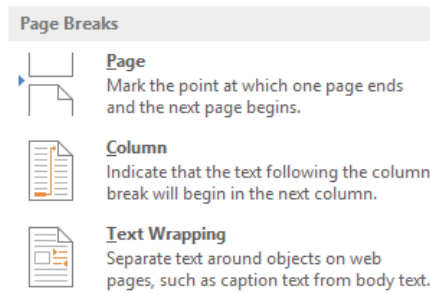
### 7.1.5 Breaks



There are two types of breaks:

- Page Breaks
- Section Breaks

## Page Breaks



- **Page**  
Inserts a new page (can also be achieved using **Ctrl > Enter**)
- **Column**  
When using columns, a Column break forces the text to start in the next column.
- **Text Wrapping**  
Used for layout on web pages. Covered in Advanced Word 2013.

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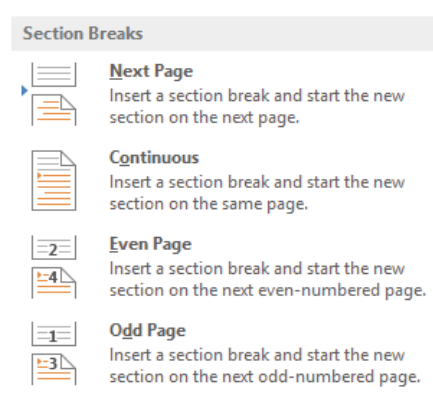

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## Section Breaks



- Next page

Next page section breaks are used in a document for a number of reasons – most commonly:

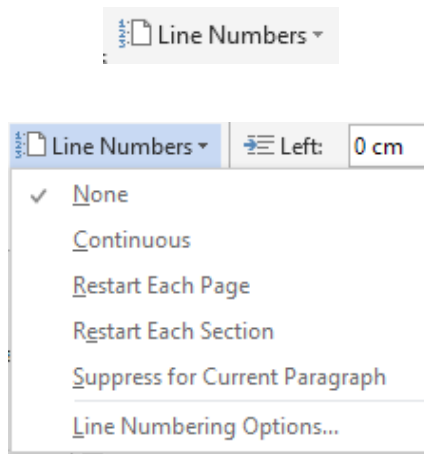
1. To have one document that contains pages of different orientation. For example, a document with mainly portrait pages but with one or two landscape pages. To do this:
  - a) Click at the bottom of the page before you want to put the section break. Click **Page Breaks > Next Page**.
  - b) Set the orientation of the new page that is inserted.
  - c) At the bottom of the page, create a new section break to set the pages back to the original orientation.
  - d) If you have used **Insert Alignment Tab** when creating a header / footer, the spacing of the information on the header / footer should adjust automatically. (See Section 14.5.)
2. To have one document with different headers and footers. There may be a requirement to have the chapter or section heading in the header of the document. To do this:
  - a) Click at the bottom of the page before you want to put the section break. Click **Page Breaks > Next Page**.
  - b) Click into the header of the new page that is inserted.
  - c) Unselect **Link to Previous** in the Navigation group of the Header & Footer Design Tools Tab. See Section 14.3.
  - d) Create the new header.
  - e) Repeat (b–d) for the footer if appropriate.

- Continuous

This will start a new section on the same page. It is often used to change the number of columns within a page. So a page may have 3 columns at the top of the page and 2 columns for the remainder of the page.

- Even Page  
Start the next section on the next even-numbered page.
- Odd Page  
Start the next section on the next odd-numbered page.

#### 7.1.6 Line Numbers

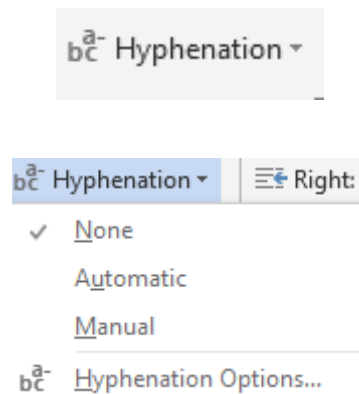


This option allows you to add line numbers to the text. A number of options are available as shown below.

For Example

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- 2 paste in the embed code for the video yo
- 3 online for the video that best fits your do
- 4 To make your document look professiona
- 5 and text box designs that complement ea
- 6 header, and sidebar. Click Insert and ther
- 7 galleries.|

### 7.1.7 Hyphenation



If a word is too long to fit on the end of the line, Word will automatically move the word to the next line. The Hyphenation option will insert hyphens to remove gaps in justified text or to maintain even line lengths in narrow columns.

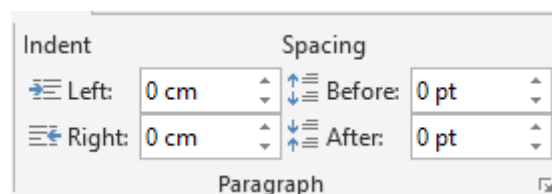
#### Automatic Hyphenation

Word automatically inserts hyphens where they are needed in the document. If you later change the document, the hyphens will be adjusted accordingly.

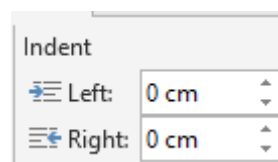
#### Manual Hyphenation

Word searches for text to hyphenate, asks you to confirm each proposed hyphen and inserts the hyphen. If the document is changed, only the hyphens that still fall at the end of the lines are used. The whole document is not checked again.

## 7.2 Paragraph



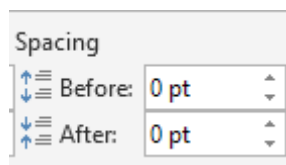
### 7.2.1 Indent



Indent a paragraph of text from the left or right margins by a specified number of centimetres. To change the margins for the whole document, use the Margins button on the Page Layout tab (covered in Section 7.1.1).

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## 7.2.2 Spacing



Change how much spacing appears above and below the selected paragraph. To change this for the whole document use **Paragraph Spacing** on the Design Tab (covered in Section 6.1.6).

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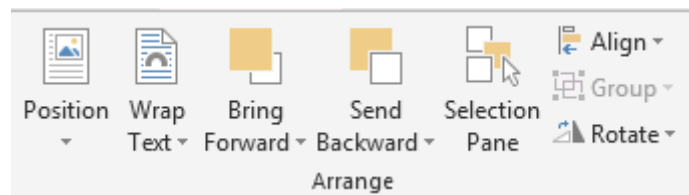
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future and  
create the  
future?

One generation's transformation is the next's status quo.  
In the near future, people may soon think it's strange that  
devices ever had to be "plugged in." To obtain that status, there  
needs to be "The Shift".



## 7.3 Arrange

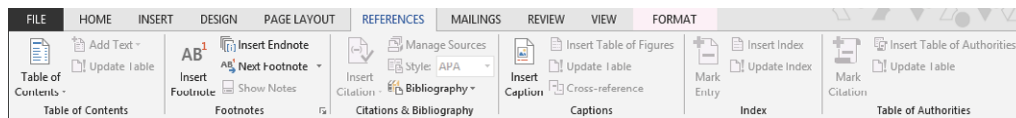


Allows objects to be arranged in a document. Covered in Section 13.3.

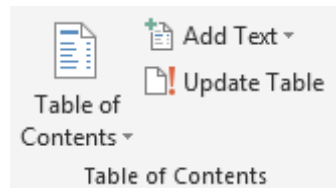
Button	Description
 Position	The position of an object within the page. Covered in Section 13.3.1
 Wrap Text	Wraps text around the object. Covered in Section 13.3.2
 Bring Forward	Changes the order of objects. Covered in Section 13.3.3
 Send Backward	Changes the order of objects. Covered in Section 13.3.3
 Selection Pane	Show all the objects on the page. Covered in Section 13.3.4
 Align	Set the alignment of objects or images. Covered in Section 13.3.5
 Group	Group objects. Covered in Section 13.3.5
 Rotate	Rotate an object. Covered in Section 13.3.5



## 8 References Tab



### 8.1 Table of Contents



When creating a large document, it is often a good idea to create a table of contents. Using the Table of Contents feature in Word, you create the Table of Contents with a press of a button, update it and automatically create hyperlinks to the appropriate sections of the document. In order to create the Table of Contents, each heading / subheading to be included must be styled using the Heading 1, Heading 2 or similar style as described in Section 4.4.



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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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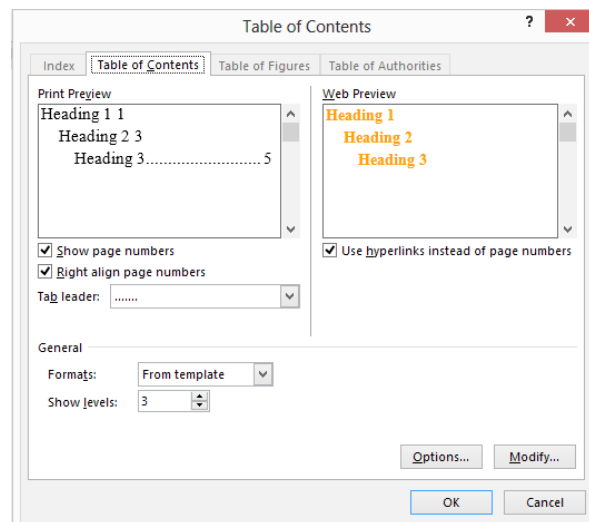
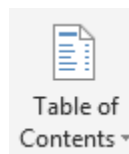
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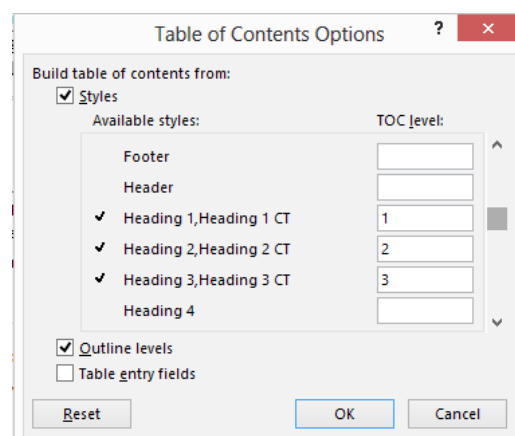
### 8.1.1 Table of Contents



Either choose one of the preformatted options or click **Custom Table of Contents**.

Click **Custom Table of Contents** to choose how the Table of Contents should be displayed.

On the left hand side of this dialog box, choose whether to show page numbers, what to display between heading and page number and what format to use for the look of the Table of Contents.



Choose Options to select which styles to use to create the Table of Contents. In this screenshot I have created a Table of Contents with three levels using the styles I have created: Heading 1CT, Heading 2CT and Heading 3CT. If I remove the 3 by the Heading 3CT, only two levels will be used to create the Table of Contents.

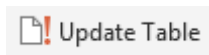
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### 8.1.2 Add Text



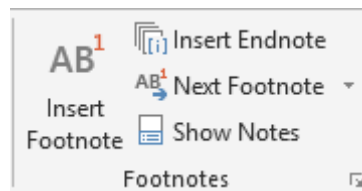
The Add Text option allows text to be added to the document using one of the heading styles but will not include the text within the Table of Contents. For example, you may want to use Heading 1 style as a Title for the document but not include this within the Table of Contents.

### 8.1.3 Update Table



Use this button to update the Table of Contents to pick up any additional content or formatting changes you have made.

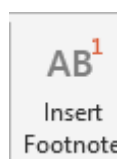
## 8.2 Footnotes



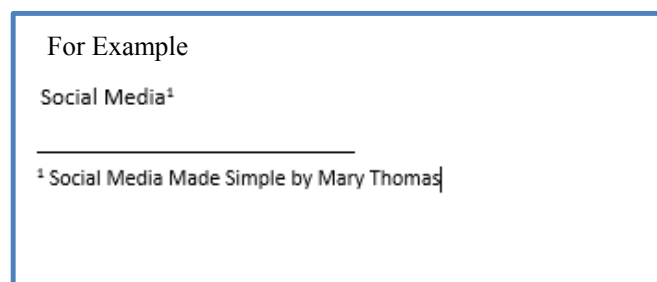
Footnotes are listed in the footer at the bottom of the page.

Endnotes are listed at the end of a document.

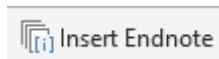
### 8.2.1 Insert Footnote



Use this button to enter a number beside a word as a superscript (e.g. like this<sup>1</sup>) and enter a number with corresponding explanation into the footer of the page.

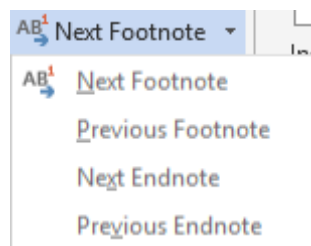
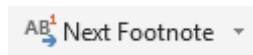


## 8.2.2 Insert Endnote



An Endnote is similar to a Footnote but the reference is added to the end of the document.

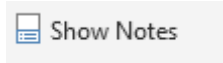
## 8.2.3 Next Footnote



Skip between the references to footnotes or endnotes in a document.

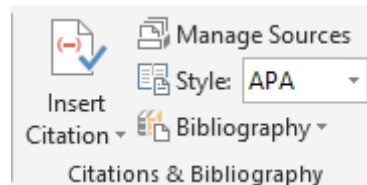
An advertisement for AXA featuring a portrait of a smiling woman with red hair. The background is split diagonally, with a dark blue/black area on the left and a white area on the right. Text on the right side includes 'REDEFINE YOUR FUTURE', '> Join AXA, A GLOBAL LEADING COMPANY IN INSURANCE AND ASSET MANAGEMENT', and the AXA logo. At the bottom right, it says 'redefining / standards' next to the AXA logo. A small vertical text on the left edge reads 'agence cdg - © Photonstop'.

### 8.2.4 Show Notes



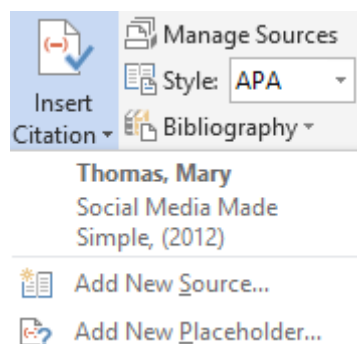
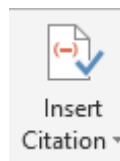
Display the footnotes on a page or the endnotes in a document

## 8.3 Citations & Bibliography



Word 2013 allows you to create a bibliography as you work through your document. A bibliography must have at least one citation and source. You can choose the style that you want for the citation. A bibliography may be used across different Word documents.

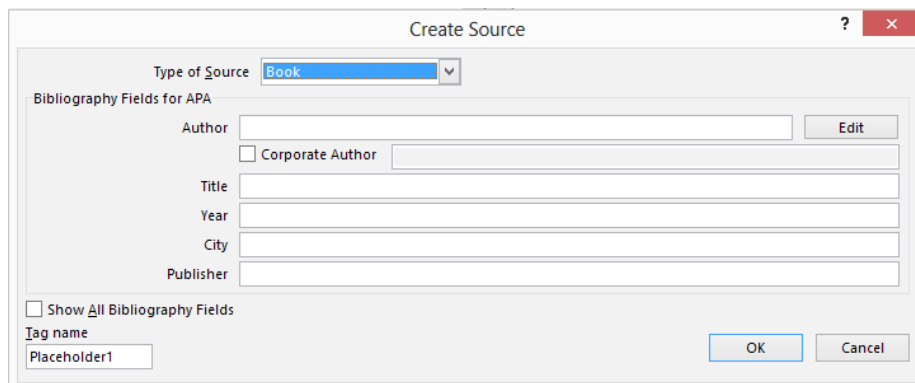
### 8.3.1 Insert Citation



This button is used to add a reference to a book or article that is listed in full in the bibliography. As books or articles are added to the bibliography, you can pick from books already listed, enter a new source or if you don't know the source at this stage, add a new placeholder.

If you select a reference already listed, the reference will be added to the document, for example (Thomas, 2012).

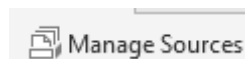
If you **Add a New Source**, you need to complete the fields listed and the citation will be added to the document.



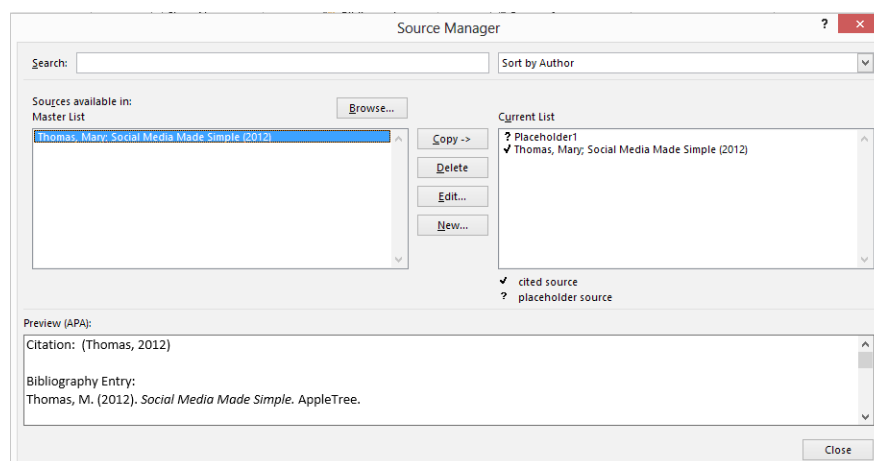
The 'Create Source' dialog box is shown. It has a title bar with a question mark and a close button. Inside, there's a 'Type of Source' dropdown menu set to 'Book'. Below this is a section titled 'Bibliography Fields for APA' containing input fields for Author, Title, Year, City, and Publisher. An 'Edit' button is next to the Author field. There's a checkbox for 'Corporate Author' next to the Author field. At the bottom left, there's a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Placeholder1' entered, and 'OK' and 'Cancel' buttons.

If you **Add a New Placeholder**, you will be asked to add a placeholder name which can be completed using the **Manage Sources** button.

### 8.3.2 Manage Sources

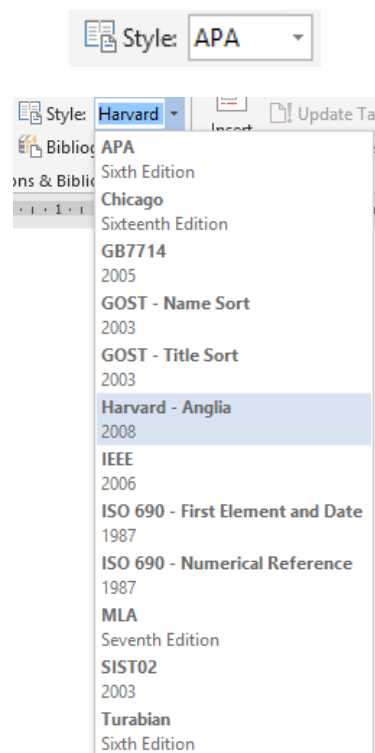


As you add sources to documents, Word keeps a master list of all sources you have added across documents. Using **Manage Sources**, you can include sources you have used in previous documents in the current document.



The 'Source Manager' dialog box is shown. It has a title bar with a question mark and a close button. It features a 'Search:' field and a 'Sort by Author' dropdown. Below this, there are two lists: 'Sources available in: Master List' and 'Current List'. The 'Master List' contains one entry: 'Thomas, Mary: Social Media Made Simple (2012)'. The 'Current List' contains two entries: '? Placeholder1' and '✓ Thomas, Mary: Social Media Made Simple (2012)'. Between the lists are buttons for 'Copy ->', 'Delete', 'Edit...', and 'New...'. At the bottom, there's a 'Preview (APA):' section showing the citation '(Thomas, 2012)' and the bibliography entry 'Thomas, M. (2012). Social Media Made Simple. AppleTree.' A 'Close' button is at the bottom right.

## 8.3.3 Style



A number of predefined formatting styles are available for a citation. Select the format that is appropriate for the document you are creating.

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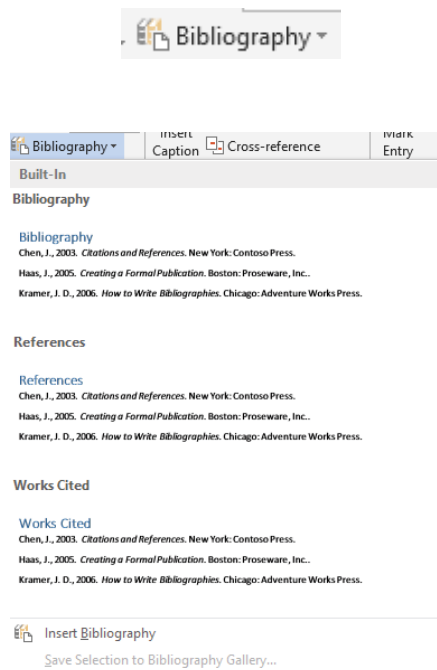
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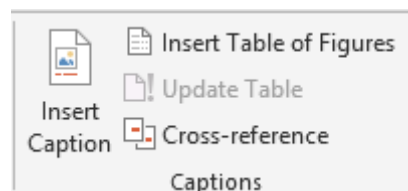


### 8.3.4 Bibliography



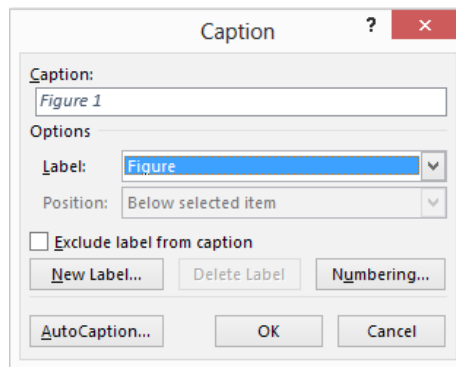
Insert a bibliography to the end of the document. The different options given are simply the title given to the Bibliography (Bibliography, References, Works Cited or nothing).

### 8.4 Captions



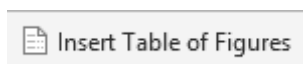
A caption is a reference that can be added to an image or table. For example Figure 1 or Table 1.

#### 8.4.1 Insert Caption



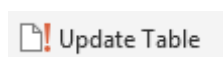
Insert a new caption. Captions are automatically numbered by Word. If new captions are inserted, the numbers are automatically updated.

#### 8.4.2 Insert Table of Figures



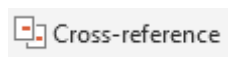
Insert a Table of Contents of the captions used. This is covered in more detail in Advanced Word 2013.

#### 8.4.3 Update Table



Update the Table of Figures based on changes to the document.

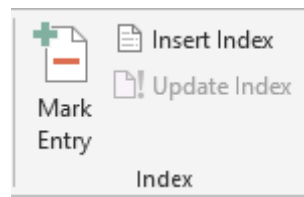
#### 8.4.4 Cross Reference



Allows internal hyperlinks to be inserted between parts of a document. This is covered in more detail in Advanced Word 2013.

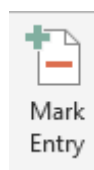


## 8.5 Index



Word allows an index to be created in a document. This is a list of words and where they can be found in a document. The process of creating and managing an index is covered in Advanced Word 2013.

### 8.5.1 Mark Entry

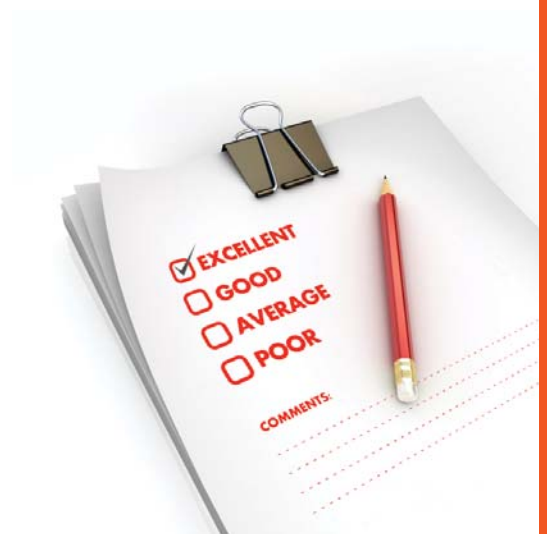


Marks a word to be included in the index. This is covered in more detail in Advanced Word 2013.

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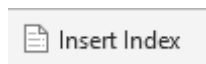
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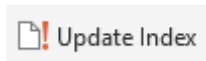


### 8.5.2 Insert Index



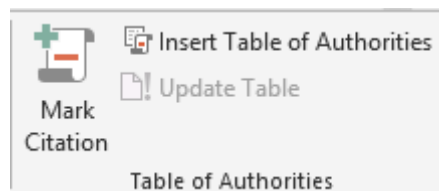
Insert the index based on words that have been marked with all the page references.

### 8.5.3 Update Index



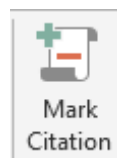
Update the index based on formatting changes in the document.

## 8.6 Table of Authorities



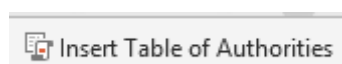
A Table of Authorities lists the references in a legal document, along with the numbers of the pages the references appear on. This is covered in more detail in Advanced Word 2013.

### 8.6.1 Mark Citation



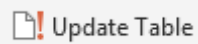
Mark the reference to be included in the Table of Authorities. This is covered in more detail in Advanced Word 2013.

### 8.6.2 Insert Table of Authorities



Insert a Table of Authorities based on the citations marked. This is covered in more detail in Advanced Word 2013.

## 8.6.3 Update Table



Update the Table of Authorities based on formatting changes in the document. This is covered in more detail in Advanced Word 2013.

**Brain power**

By 2020, wind could provide one-tenth of our planet's electricity needs. Already today, SKF's innovative know-how is crucial to running a large proportion of the world's wind turbines.

Up to 25 % of the generating costs relate to maintenance. These can be reduced dramatically thanks to our systems for on-line condition monitoring and automatic lubrication. We help make it more economical to create cleaner, cheaper energy out of thin air.

By sharing our experience, expertise, and creativity, industries can boost performance beyond expectations. Therefore we need the best employees who can meet this challenge!

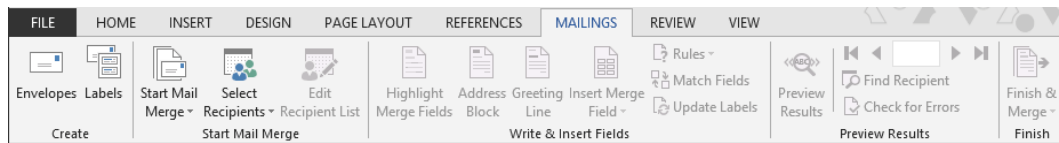
**The Power of Knowledge Engineering**

Plug into The Power of Knowledge Engineering.  
Visit us at [www.skf.com/knowledge](http://www.skf.com/knowledge)

**SKF**

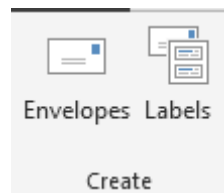


## 9 Mailings Tab



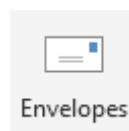
Word allows a mail merge to email, label, envelope or a document based on a database of information. The database can be stored as an Excel spreadsheet, an Access database, a Word table amongst other methods. The mail merge process works best if the buttons in the Mailings tab are accessed from left to right.

### 9.1 Create



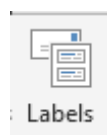
This option allows you to create envelopes or labels based on a document that you have written. This is not setting up mail merge for Envelopes or Labels. To set up a mail merge for envelopes or labels use Start Mail Merge as described in Section 9.2.1.

#### 9.1.1 Envelopes



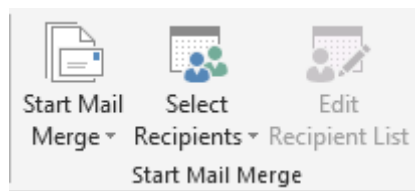
Create a return address or add electronic postage (if you have set this up).

#### 9.1.2 Labels

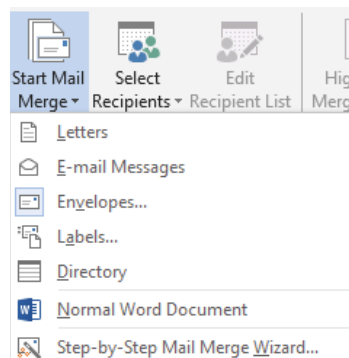
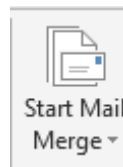


Select a page of labels with the same address or a single label.

## 9.2 Start Mail Merge

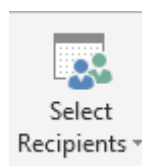


### 9.2.1 Start Mail Merge



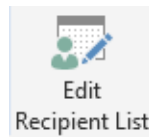
Select what you want to use for your mail merge. Depending on the selection, you will need to select the size of the envelopes or labels,

### 9.2.2 Select Recipients



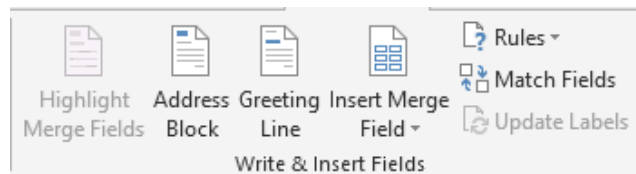
A list of names and addresses (or information as appropriate to the merge) needs to be available to select. This can be in the form of a Word Table, an Excel Spreadsheet, an Access Database, Outlook Contacts or a new list can be selected. Additional columns can be created to include information specific to your needs, For example, I might include a column to record which online training course a customer has bought. I can include this information within the body of the letter as a merge field.

### 9.2.3 Edit Recipient List

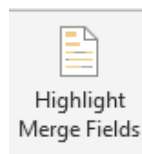


Once the list has been selected, it can be edited within Word.

### 9.3 Write & Insert Fields



#### 9.3.1 Highlight Merge Fields



Highlight any merge fields that are present in the document.

An advertisement featuring a woman, Jane, a Chinese architect, with the text: "I studied English for 16 years but... I finally learned to speak it in just six lessons". A green speech bubble says "ENGLISH OUT THERE". Below the woman, it says "Jane, Chinese architect". To the right, it says "Click to hear me talking before and after my unique course download".

"I studied English for 16 years but...  
...I finally learned to speak it in just six lessons"  
Jane, Chinese architect

ENGLISH OUT THERE

Click to hear me talking before and after my unique course download



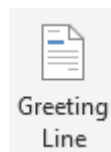
## 9.3.2 Address Block



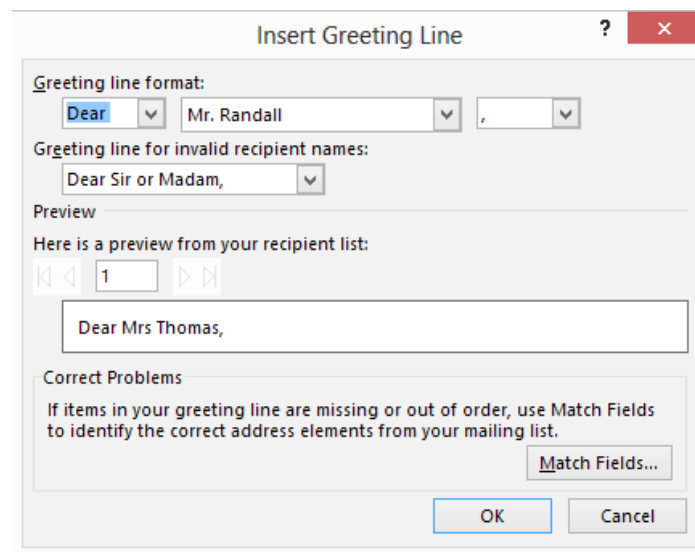
Insert a preformatted address block into a document. This is based on having address fields in the merge data. Certain changes can be made to the address block.

The 'Insert Address Block' dialog box is shown. It has a title bar with a question mark and a close button. The dialog is divided into two main sections: 'Specify address elements' on the left and 'Preview' on the right. In the 'Specify address elements' section, there are four checked options: 'Insert recipient's name in this format:', 'Insert company name', 'Insert postal address:', and 'Format address according to the destination country/region'. The 'Insert recipient's name in this format:' option has a list box with five names: 'Joshua', 'Joshua Randall Jr.', 'Joshua Q. Randall Jr.', 'Mr. Josh Randall Jr.', and 'Mr. Josh Q. Randall Jr.', with 'Mr. Josh Q. Randall Jr.' selected. The 'Insert postal address:' option has three radio buttons: 'Never include the country/region in the address', 'Always include the country/region in the address', and 'Only include the country/region if different than:', with the third option selected. Below this is a dropdown menu showing 'United Kingdom'. The 'Preview' section shows a preview of the address block for the selected recipient, displaying 'Mrs Mary Thomas', 'Concise Training', and '26 Nursery View'. There is a 'Correct Problems' section with a 'Match Fields...' button. At the bottom are 'OK' and 'Cancel' buttons.

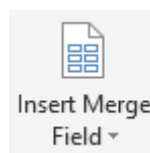
### 9.3.3 Greeting Line



Insert a preformatted Greeting Line into the document. Certain options can be selected depending on your requirements.



### 9.3.4 Insert Merge Field



Once you have written your document, there may be specific fields that you want to include within the body of your document or email. As discussed earlier, I may want to include reference to the training course that each individual has purchased. Use Insert Merge Field and select the required merge field within the body of the text.

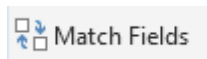
### 9.3.5 Rules



You can use Rules to exclude individuals from your merge depending on certain circumstances. This is covered in more detail in Advanced Word 2013.

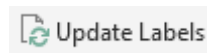


## 9.3.6 Match Fields



If you do have additional fields in your data, Word might not be able to identify them. In this case, click **Match Fields** to force the correct matching to occur.

## 9.3.7 Update Labels



If you have chosen to create a mail merge of labels, get the first label looking correct and then click **Update Labels** to duplicate the settings across all of the labels.

A Volvo advertisement featuring a woman with her hands framing her face, smiling. The background is a light blue sky with palm trees. The text "What do you want to do?" is prominently displayed. Below it, a paragraph of text describes the benefits of working for Volvo. The Volvo logo and website information are at the bottom right. A footer bar lists various Volvo divisions.

What do you want to do?

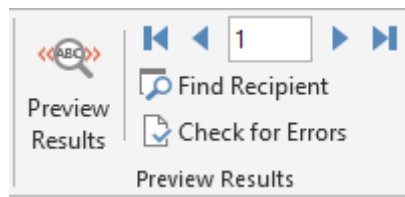
No matter what you want out of your future career, an employer with a broad range of operations in a load of countries will always be the ticket. Working within the Volvo Group means more than 100,000 friends and colleagues in more than 185 countries all over the world. We offer graduates great career opportunities – check out the Career section at our web site [www.volvogroup.com](http://www.volvogroup.com). We look forward to getting to know you!

**VOLVO**  
AB Volvo (publ)  
[www.volvogroup.com](http://www.volvogroup.com)

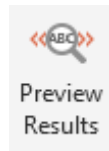
VOLVO TRUCKS | RENAULT TRUCKS | MACK TRUCKS | VOLVO BUSES | VOLVO CONSTRUCTION EQUIPMENT | VOLVO PENTA | VOLVO AERO | VOLVO IT  
VOLVO FINANCIAL SERVICES | VOLVO 3P | VOLVO POWERTRAIN | VOLVO PARTS | VOLVO TECHNOLOGY | VOLVO LOGISTICS | BUSINESS AREA ASIA

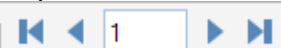


## 9.4 Preview Results

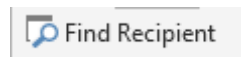


### 9.4.1 Preview Results



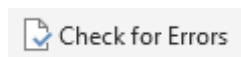
Preview Results allows you to see what the document, email or envelope / label looks like using the live data that you have selected. This is only a preview and is not the finished article. Using the number and steps,  each individual merge record can be checked.

### 9.4.2 Find Recipient



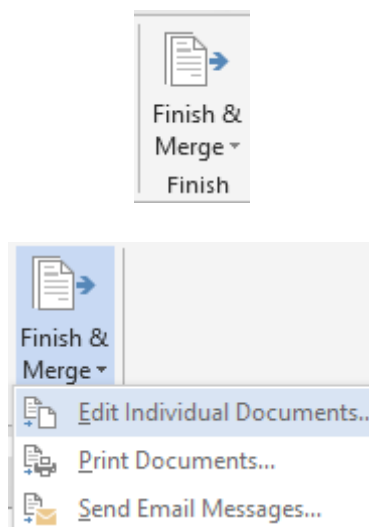
Check to see what the document, email or envelope / label looks like for a particular record.

### 9.4.3 Check for Errors



When setting up a more complex merge using rules, it is a good idea to check for errors. This is covered in more detail in Advanced Word 2013.

## 9.5 Finish

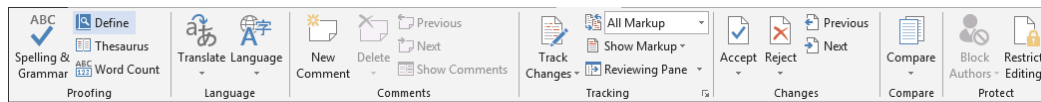


This is the final step required to complete the merge. You can choose to:

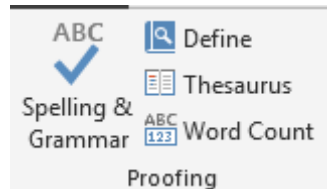
- Edit Individual Documents – this will create one document containing all of the individual merged documents.
- Print Documents – Send the merged documents directly to a printer.
- Send Email Messages – Send the merge as an email message.



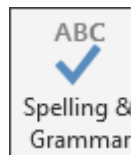
# 10 Review Tab



## 10.1 Proofing



### 10.1.1 Spelling & Grammar



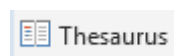
Check the spelling & grammar in a document.

### 10.1.2 Define



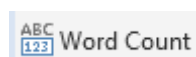
Install a dictionary to get the definition of a word.

### 10.1.3 Thesaurus



Use a thesaurus to find similar words to the one selected.

### 10.1.4 Word Count



Find the word count of a document. Also available from the bottom left corner of a document as described in Section 2.5.2.

## 10.2 Language



### 10.2.1 Translate



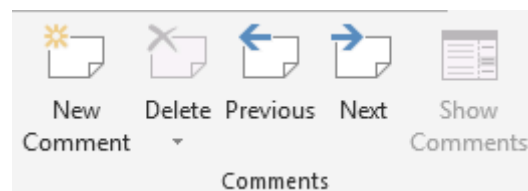
Translate an entire document, a selected word or implement a quick translation.

### 10.2.2 Language



Set the language to be used for spell checking.

## 10.3 Comments



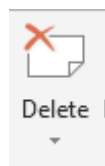
Comments can be added to a document by anybody viewing the document. This is particularly useful when collaborating on the document. Comments are displayed on the right hand side of a document. A dotted line links the comment to the appropriate place in the document. Comments from multiple people will be displayed in different colours.

### 10.3.1 New Comment



Click to add a new comment. Type your comment in the box provided.

### 10.3.2 Delete



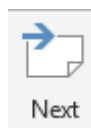
Delete a selected comment, or all comments in a document.

### 10.3.3 Previous



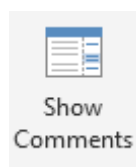
Jump to the previous comment in the document.

### 10.3.4 Next



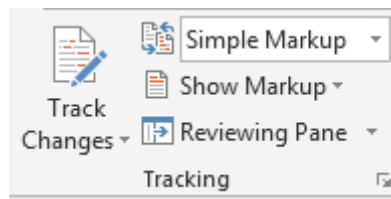
Jump to the next comment in the document.

### 10.3.5 Show Comments



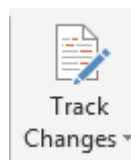
If comments have become hidden, use to show comments.

## 10.4 Tracking

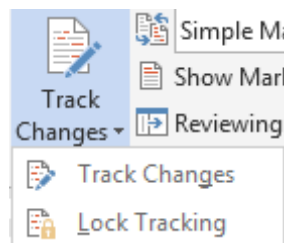


Choose **Track Changes** to track any changes made to a document. This shows who has made a change to the document and what this change is. When **track changes** has been turned on and changes made, the only way to remove the changes marked is to accept or reject the changes.

### 10.4.1 Track Changes



Turn Track Changes on by clicking the **Track Changes** button. Turn Track Changes off by clicking it again. When you turn Track Changes off, new changes will not be marked but changes that were already tracked will remain marked in the document until removed by accepting or rejecting.

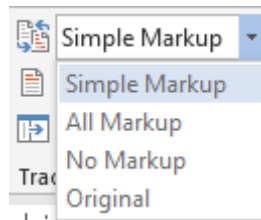


Clicking on the down arrow allows Track Changes to be locked. Use **Lock Tracking** to prevent someone else from turning Track Changes off. Track Changes is locked on with a password. When locked, Track Changes cannot be turned off and changes cannot be accepted or rejected.

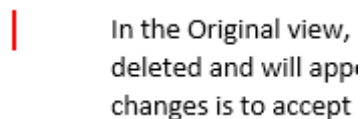
### 10.4.2 Display for Review



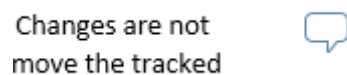
There are a number of options:



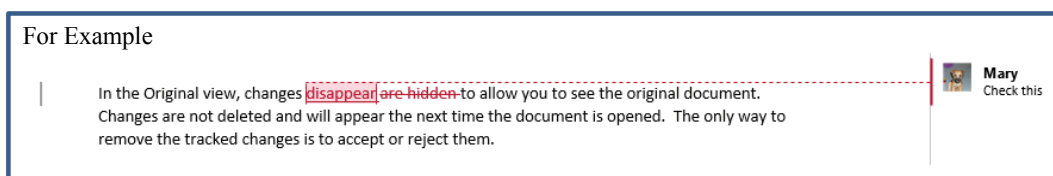
In the **Simple Markup** view, Word marks up any changes that anyone makes to the document and shows you where the changes are by displaying a line near the margin.



A balloon is displayed when somebody makes a comment. To see the changes and comments, click the line or balloon. This displays the All Markup view.



In **All Markup** view all changes and comments are displayed in the document.



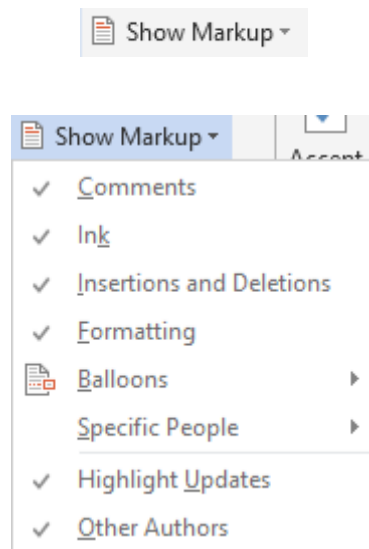
In **No Markup** view, changes are hidden to allow you to see the final document but the changes are not deleted and will appear the next time the document is opened. The only way to remove the tracked changes is to accept or reject them.

In the **Original** view, changes are hidden to allow you to see the original document. Changes are not deleted and will appear the next time the document is opened. The only way to remove the tracked changes is to accept or reject them.


Download free eBooks at [bookboon.com](http://bookboon.com)



## 10.4.3 Show Markup



This allows you to choose which type of changes you wish to see in the document. You can choose to see only comments, or insertions, or only changes by particular people.




www.sylvania.com

We do not reinvent  
the wheel we reinvent  
light.

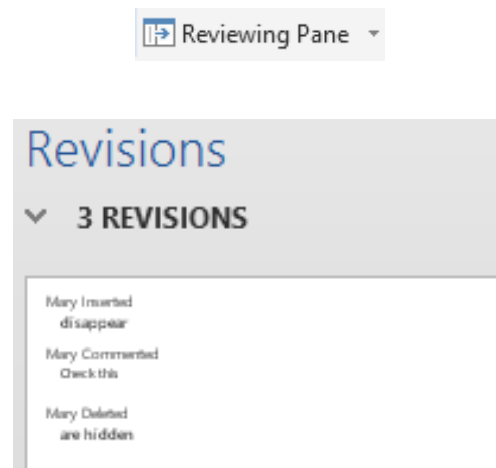
Fascinating lighting offers an infinite spectrum of possibilities: Innovative technologies and new markets provide both opportunities and challenges. An environment in which your expertise is in high demand. Enjoy the supportive working atmosphere within our global group and benefit from international career paths. Implement sustainable ideas in close cooperation with other specialists and contribute to influencing our future. Come and join us in reinventing light every day.

Light is OSRAM

**OSRAM  
SYLVANIA**

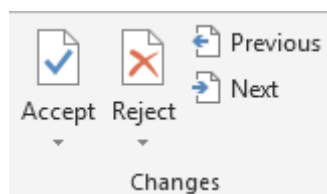


#### 10.4.4 Reviewing Pane



Display a separate list of all changes that were made to the document.

#### 10.5 Changes



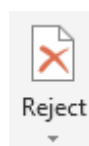
For changes to be removed from the document, they must be either Accepted or Rejected.

##### 10.5.1 Accept



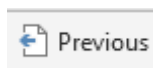
Accept the change. Other options include **Accept All Changes**.

##### 10.5.2 Reject



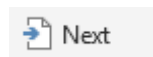
Reject the change. Other options include **Reject All Changes**.

## 10.5.3 Previous



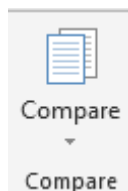
Move to the previous change.

## 10.5.4 Next



Move to the next change.

## 10.6 Compare



Two options are available.

360°  
thinking.

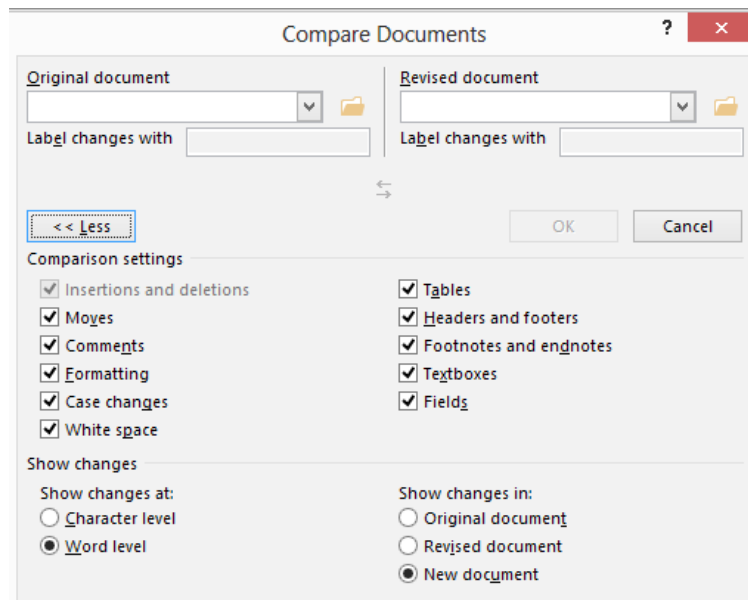
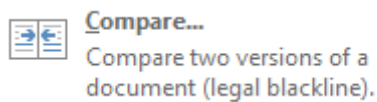
**Deloitte.**

Discover the truth at [www.deloitte.ca/careers](http://www.deloitte.ca/careers)

© Deloitte & Touche LLP and affiliated entities.

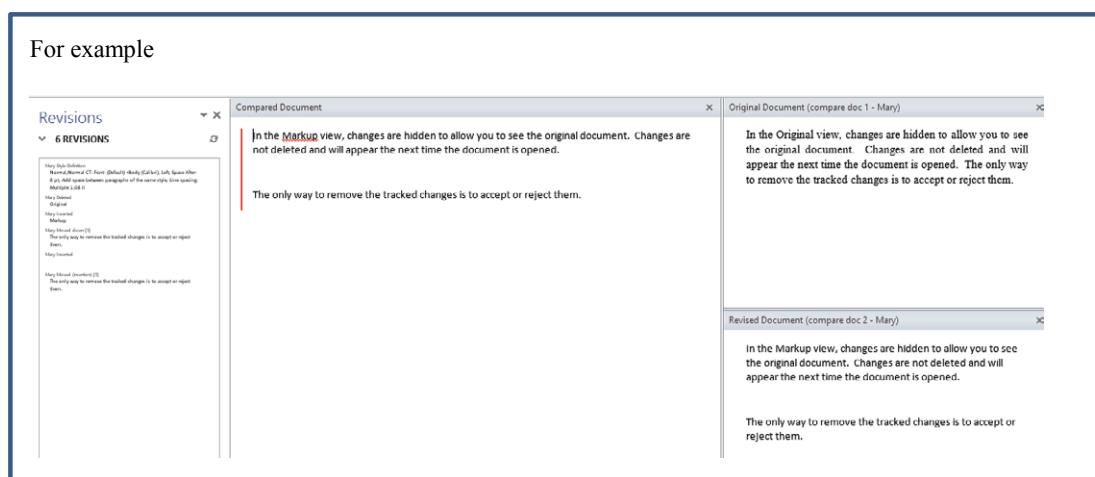


## 10.6.1 Compare

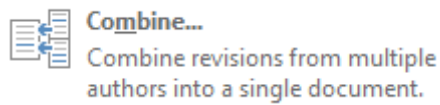


This option allows you to compare two documents. Click **Compare**. Select the original document and the revised document. Select what you want to compare.

Word compares the two documents and notes all changes. The list of changes is shown.

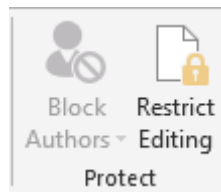


## 10.6.2 Combine



Merges different versions of a document into one and highlights the differences.

## 10.7 Protect



Setting security in a Word document is covered in Advanced Word 2013.

SIMPLY CLEVER

ŠKODA



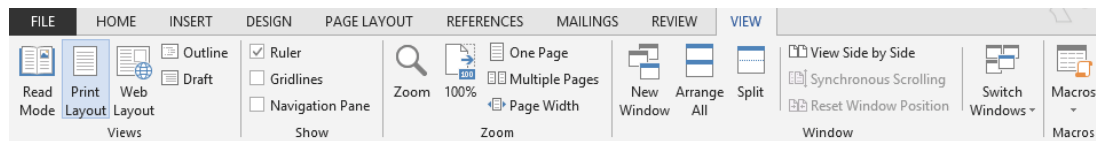
We will turn your CV into  
an opportunity of a lifetime

Do you like cars? Would you like to be a part of a successful brand?  
We will appreciate and reward both your enthusiasm and talent.  
Send us your CV. You will be surprised where it can take you.

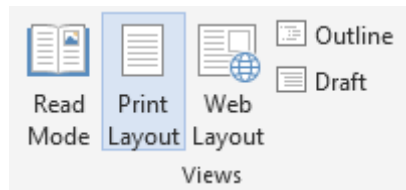
Send us your CV on  
[www.employerforlife.com](http://www.employerforlife.com)

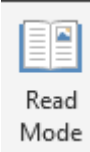


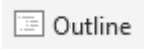
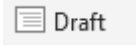


# 11 View Tab

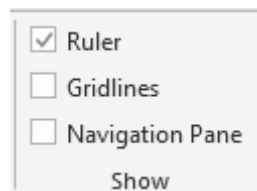


## 11.1 Views

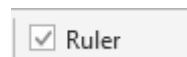


Button	Description
	See Section 2.7 for more information.
	See Section 2.6.1 for more information.
	See Section 2.6.1 for more information.
	Removes all graphics. Looking at a document in outline view allows you to manage a document's structure and headings. Using Outline View you can move and edit headings, change heading levels and move text around. This is covered in Advanced Word 2013.
	Draft view displays a document as continuous text without graphics or page breaks. Page breaks are displayed as a dotted line. This may make your use of Word quicker if you are running it on an older computer.

## 11.2 Show



### 11.2.1 Ruler



Click to show the ruler at the top of the screen. Showing the ruler allows you to see where the left and right margins are displayed and allows tab stops to be set.


Word allows you to set left, centre, right and decimal tab stops on the ruler in any combination. Tab stops are a component of paragraph formatting and therefore apply to every line in a paragraph. To choose a tab stop, click on the left tab stop on the ruler.




Clicking the tab stop will rotate through the possible tab stop options:

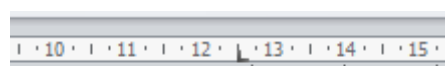
Left-aligned  John Smith  
Jamie Stevens

Centre  John Smith  
Jamie Stevens

Right-aligned  John Smith  
Jamie Stevens

Decimal aligned  125.75  
3.46

Once the required type of tab stop is displayed, click on the required place on the ruler to place it.



## 11.2.2 Gridlines

☐ Gridlines

Turning on Gridlines displays lines on the document to allow for easier object alignment. The lines are not shown on the printed version of the document.



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the North Sea  
advising and  
helping foremen  
solve problems

Real work  
International opportunities  
Three work placements

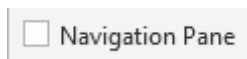








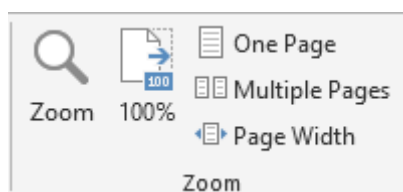
### 11.2.3 Navigation Pane



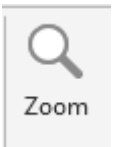

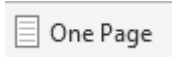


Clicking the Navigation Pane on shows a separate pane which can:

- Display the pages in a document
- List the headings and subheadings in the document (assuming that Styles have been used)
- Be used to search the document

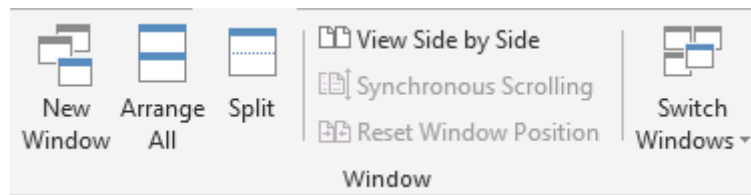
### 11.3 Zoom


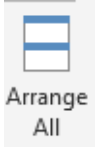
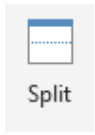

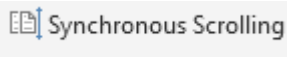




Choose how much of the document to display in the window.

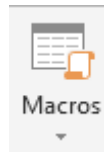
Button	Description
	Choose the amount of zoom to apply to the display.
	Return the zoom % to 100%
	Display one whole page of the document
	Display multiple pages of the document
	Zoom the document so the width of the page is displayed.

## 11.4 Window



Button	Description
	Opens the same document in a new window. Adds '2' after the document name.
	Arranges all the windows that are open so they are side by side.
	<p>Displays the same document in two windows so that different parts of the document can be compared.</p> <p>For Example</p> <div data-bbox="595 1093 1329 1429" data-label="Image"> </div> <p>Click Remove Split to return to one view of the document.</p>
	View two open Word windows side by side.
	When two documents are opened and displayed side by side, Synchronous Scrolling allows you to scroll both documents at the same time. This makes it easy to compare two documents.
	When documents are being compared side by side, <b>Reset Window Position</b> splits the screen equally between the documents.
	Change which window is displayed.

## 11.5 Macros



Allows additional functionality to be added to a document or allows tasks to be automated. Macros are covered in Advanced Word 2013.



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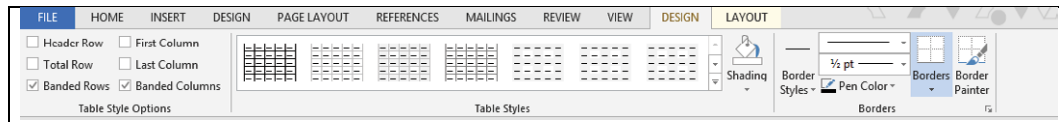
-----

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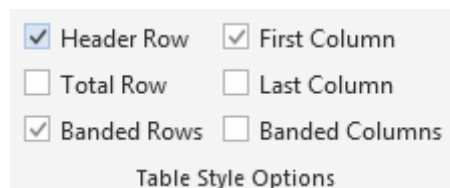


# 12 Table Functionality

## 12.1 Design Tab



### 12.1.1 Table Style Options



These options apply when a Table Style has been selected. Different options will show formatting depending on the Table Style chosen.

Experiment with different combinations until you have achieved your desired effect.

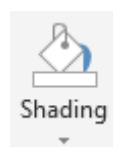
### 12.1.2 Table Styles



#### Tables Styles

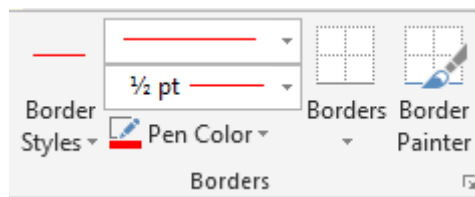
Allows you to choose a preformatted style for a table.

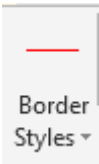
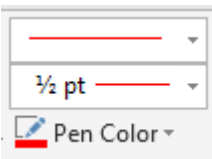


#### Shading



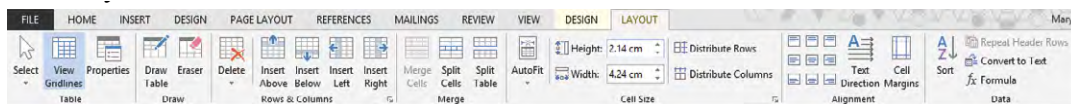
Select one or more cells and apply shading to the cells

## 12.1.3 Borders

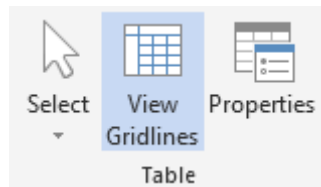


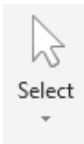

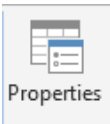
Button	Description
	Use the drop down to choose the style of the border. The mouse is changed to a pen. Click on the cells to which you want to apply the border style. Click the <b>Border Painter</b> button (see below) to change back to the Select mouse.
	Once the style of the border has been chosen, change the width of the lines and the pen colour using these options.
	Click to apply individual borders (left, right, top, bottom) to a cell. Can also be used to remove all borders, insert a diagonal border or draw a horizontal line within a cell.
	Apply the selected border style to different cells in a table. Click a cell to apply the border style.

## 12.2 Layout Tab

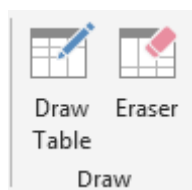


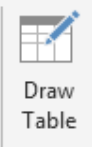
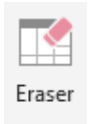
### 12.2.1 Table



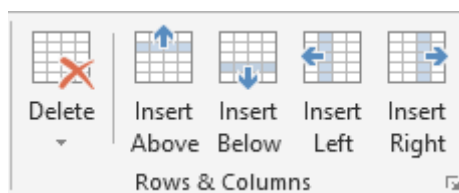
Button	Description
	Change the mouse to be able to select any cell, row or column. The drop down option allows you to choose Select Cell, Select Row, Select Column or Select Table.
	Show the gridlines. This is useful when you have removed or hidden the borders in a table. Clicking View Gridlines will show a dotted blue line where the border would be.
	Allows access to the table properties to change how the table is aligned within the text, the size of each row and column and the alignment within each cell. These options are all available within the buttons on the Layout tab.

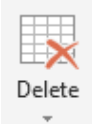
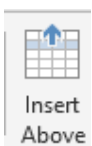

## 12.2.2 Draw





Button	Description
	Allows rows and columns to be manually added to the table.
	A quick way to merge cells by removing specific borders within a table. Click the button to turn on, click the border to remove and click the button to turn off.

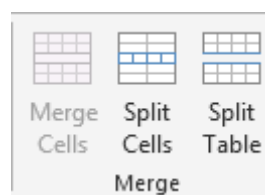
## 12.2.3 Rows &amp; Columns

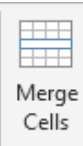
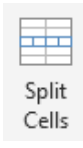
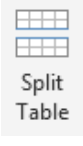


Button	Description
	Delete cells, rows, columns or the entire table.
	Insert a row above the current row.
	Insert a row below the current row.

Button	Description
 Insert Left	Insert a column to the left of the current column.
 Insert Right	Insert a column to the right of the current column.

#### 12.2.4 Merge



Button	Description
 Merge Cells	Select two adjacent cells and click the button to merge the cells together
 Split Cells	Click a cell to split it into multiple rows and / or columns.
 Split Table	Insert a line in a table so the table becomes two tables.

#### 12.2.5 AutoFit



Choose to

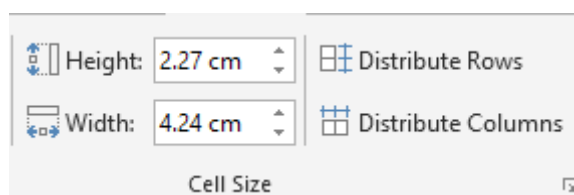
**AutoFit Contents** – Fit the contents to the cell to make the cell as wide as it needs to be to fit the text.

**AutoFit Window** – Fit the table between the margins on the page (default option).

**Fixed Column Width** – Set the width of the column.



## 12.2.6 Cell Size



Button	Description
	Select the specific height and / or width of a cell or cells.
	Select a number of rows (or columns). This will adjust the height of the rows (or width of the columns) so that they are all the same height (or width) but the overall height (or width) of the table will stay the same.

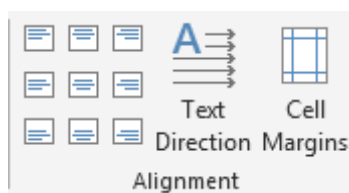
“I studied English for 16 years but...  
...I finally learned to speak it in just six lessons”

Jane, Chinese architect

ENGLISH OUT THERE

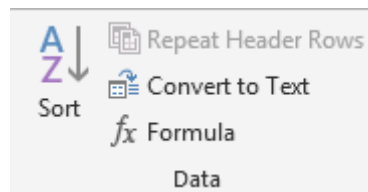
Click to hear me talking before and after my unique course download

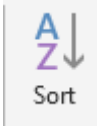



## 12.2.7 Alignment



Button	Description												
	Choose the alignment of the text within a cell.												
	Choose the direction of text within a cell. Useful to change the direction of text for headings.												
	<p>Allows the margins within a cell to be changed. Also used to add spacing between cells.</p> <p>For example:</p> <table border="1"> <tr> <td>Product</td><td>Quantity</td></tr> <tr> <td>Pencil</td><td>54</td></tr> <tr> <td>Pen</td><td>46</td></tr> </table> <table border="1"> <tr> <td>Product</td><td>Quantity</td></tr> <tr> <td>Pencil</td><td>54</td></tr> <tr> <td>Pen</td><td>46</td></tr> </table> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>This table is set to a spacing between cells of 0.1cm</p> </div>	Product	Quantity	Pencil	54	Pen	46	Product	Quantity	Pencil	54	Pen	46
Product	Quantity												
Pencil	54												
Pen	46												
Product	Quantity												
Pencil	54												
Pen	46												

## 12.2.8 Data



Button	Description
 Sort	Sort the selected column in alphabetical or numerical order.
 Repeat Header Rows	Select one or more rows to mark as header rows. These will be repeated if the table goes over more than 1 page.
 Convert to Text	Change the table to text.
 Formula	Insert a formula into the table. If your table contains numbers, the formula function can be used to perform simple calculations, e.g. AVERAGE, SUM or logical functions.  Functions are explained in more detailed in Advanced Word 2013.



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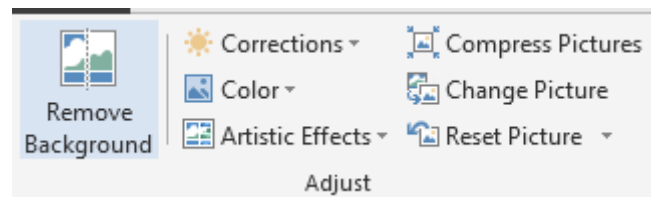


# 13 Pictures

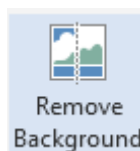
When selecting or inserting a picture, an additional Tab is shown.



## 13.1 Adjust



### 13.1.1 Remove Background



You will sometimes only want to see the foreground of a picture. Remove Background option goes some way to avoid you having to use an external piece of software like PhotoShop.

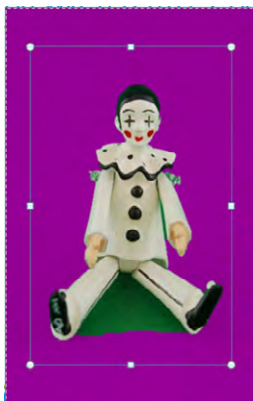
For example:

#### 1. Original Picture



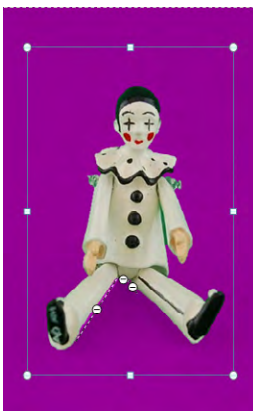
In this picture, we want to remove the green background so the Harlequin fits better onto a white page.

## 2. Click Remove Background



The application will make a best attempt to remove the background.




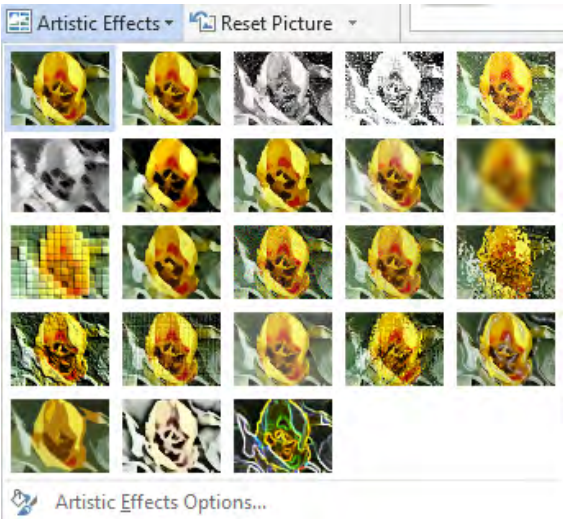



## 3. Remove additional areas



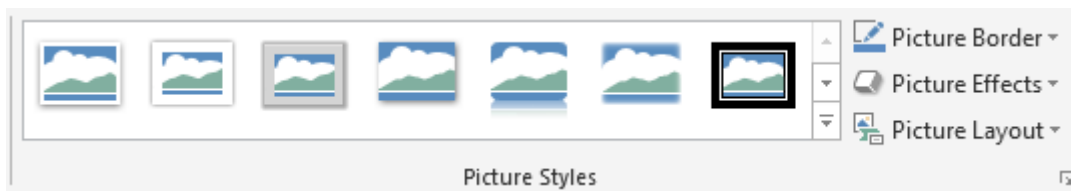
The automatic attempt to remove background left a small area of green between the Harlequin's legs. To remove this additional green, click **Mark Areas to Remove** and draw round the remaining green area to clean the picture up further.

4. Click Keep Changes to remove the background (highlighted in purple).



Button	Description
 Corrections ▾	Adjust sharpness and softness as well as brightness and contrast.
 Color ▾	Adjust the saturation, tone and colour of the picture.
 Artistic Effects ▾	 <p>Different effects can be applied to the picture to give a professional or quirky effect.</p> <p>Selecting Options allows additional effects to be applied. Similar to selecting Picture Effects – see Section 13.2.3.</p>
 Compress Pictures	Reduce your images in size (dots per inch) to reduce the size of the overall document and delete any parts of a picture that have been cropped. Recommended before sending documents to clients (if you don't do this, clients may be able to recover parts of an image you thought you cropped) and before publishing documents to the web or sending by email to make the document size manageable.
 Change Picture	Select a different picture to use.
 Reset Picture ▾	Remove all formatting changes you have made to the picture. Selecting <b>Reset Picture &amp; Size</b> will remove formatting changes and any changes you have made to the size of the picture.

## 13.2 Picture Styles



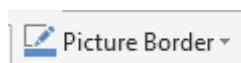
### 13.2.1 Picture Styles

Word has created a number of pre-set styles you can apply to a picture. The styles most commonly used are listed on the top but clicking the down arrow gives more styles. Some examples of applying different styles to the same picture:



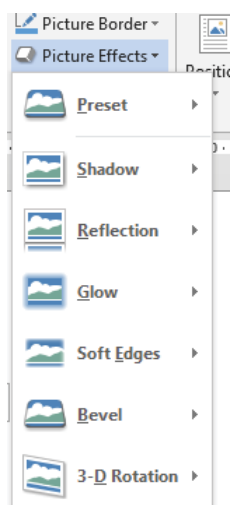


### 13.2.2 Picture Border



Select the type, colour and weight of the picture border (if any).

### 13.2.3 Picture Effects



Add a number of effects to the picture including a shadow, reflection, glow or 3D rotation. Each option has a number of different versions of the effect you can add.

For example:

Shadow

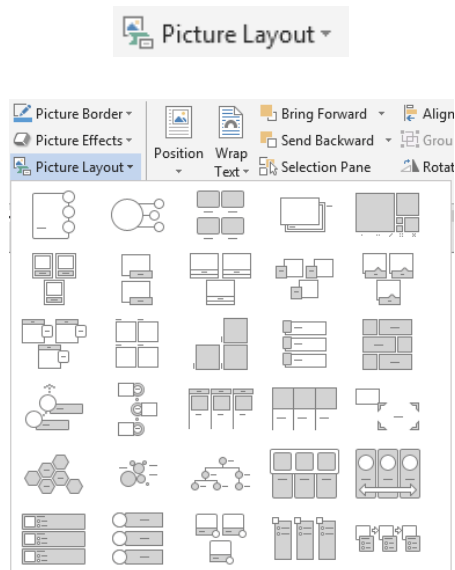


3D Rotation





## 13.2.4 Picture Layout



Converts the picture or pictures to a SmartArt graphic to allow pictures to be formatted on the page with text. The SmartArt tabs will then be displayed. See Chapter 15 for more information.

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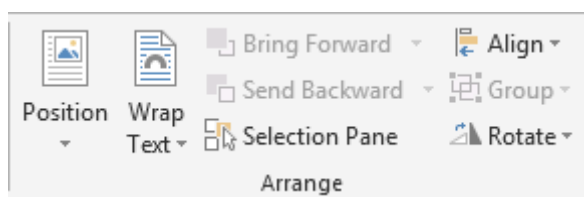
[www.rug.nl/feb/education](http://www.rug.nl/feb/education)



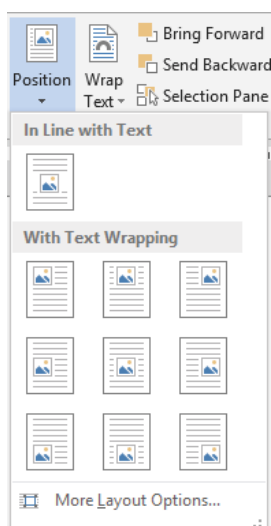
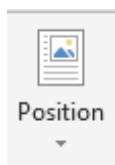
For example:



## 13.3 Arrange



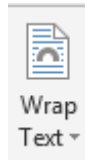
### 13.3.1 Position



Use Position to place an image or object in a predefined position on the page.

Under **With Text Wrapping**, click the location where you want to position the image. If you click the **In Line with Text** option, your image stays with the text that comes before and after it.

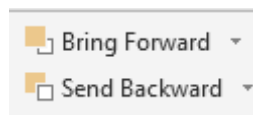
### 13.3.2 Wrap Text



If you want to move an image or object freely around the page, use the **Wrap Text** option.

- Click **Square** to wrap text around the border of your image.
- Click **Tight** to wrap text closely around a clip art image or an irregularly shaped picture.
- Click **Through** and then click **Edit Wrap Points** to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
- Click **Top and Bottom** to place the image on its own line.
- Click **Behind Text** to display the text over the image.
- Click **In Front of Text** to display the image over the text.
- Click **More Layout Options** and then click the **Text Wrapping** tab to change where the text wraps or the distance between the text and the image.

### 13.3.3 Bring Forward / Send Backward



If you have two shapes, one on top of the other as shown:



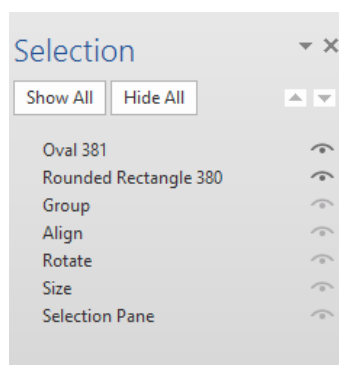
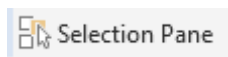
Click the blue shape and **Bring Forward** to put the blue shape on top of the red.



Click the blue shape and **Send Backward** to put the blue shape behind the red.



### 13.3.5 Selection Pane



.....Alcatel-Lucent 

[www.alcatel-lucent.com/careers](http://www.alcatel-lucent.com/careers)


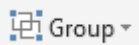
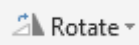
What if  
you could  
build your  
future and  
create the  
future?

One generation's transformation is the next's status quo.  
In the near future, people may soon think it's strange that  
devices ever had to be "plugged in." To obtain that status, there  
needs to be "The Shift".

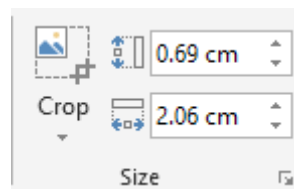


Clicking the Selection Pane displays a list of all objects or images in the page. Using the Selection Pane objects can be named, reordered or shapes can be hidden.

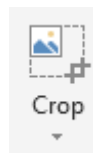
### 13.3.6 Other Buttons

Button	Description
	Objects or images can be aligned left, right, centre, top, bottom, middle. Select <b>Distribute Horizontally</b> or <b>Distribute Vertically</b> to equally spread out the objects or images. Select <b>Align to Page</b> to centre an object or image within the page.
	Select two or more objects to group the objects together. Once grouped, the objects will be treated as one.
	Rotate an image or object 90 degrees left or right or flip vertically or horizontally.

## 13.4 Size

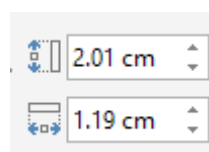


### 13.4.1 Crop



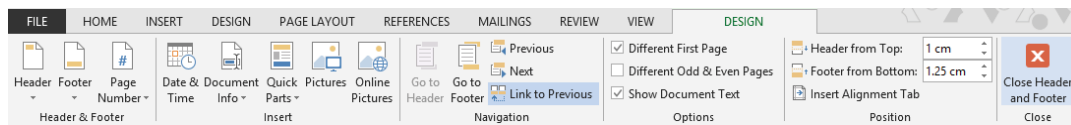
The Crop function allows you to crop an image to display the appropriate part of an image. Be aware that the original image will remain in the document unless the Compress option is selected and the cropped parts of the picture deleted.

### 13.4.2 Horizontal / Vertical Size





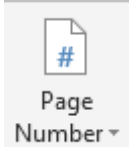
Fix the height and width of the object or image in cm.

# 14 Header & Footer Design Tools

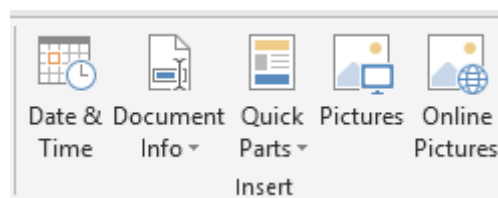


## 14.1 Header & Footer

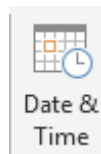


Button	Description
	Insert a header for the document. See Section 5.8
	Insert a footer for the document. See Section 5.8
	Choose where to display the page number. See Section 5.8

## 14.2 Insert

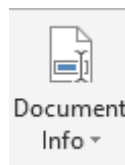


### 14.2.1 Date & Time



Insert a date and time into the header or footer. Choose the format and choose whether it should update automatically.

### 14.2.2 Document Info



Insert document properties into the header or footer. This could include author, title, file path or file name. Document properties are covered in more detail in Advanced Word 2013.

### 14.2.3 Quick Parts



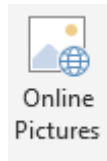
Insert information from the Building Blocks gallery into the header or footer. See Section 5.9.2 for more information.

### 14.2.4 Pictures



Insert a picture into the header or footer. See Section 5.3.1 for more information.

## 14.2.5 Online Pictures



Insert an online picture into the header or footer. See Section 5.3.2 for more information.

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- 33<sup>rd</sup> place Financial Times worldwide ranking: MSc International Business
- 1<sup>st</sup> place: MSc International Business
- 1<sup>st</sup> place: MSc Financial Economics
- 2<sup>nd</sup> place: MSc Management of Learning
- 2<sup>nd</sup> place: MSc Economics
- 2<sup>nd</sup> place: MSc Econometrics and Operations Research
- 2<sup>nd</sup> place: MSc Global Supply Chain Management and Change

Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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(Elsevier)

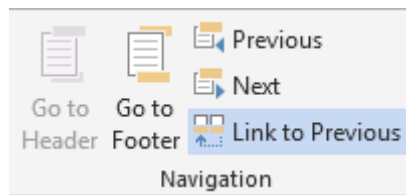
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**Master's Open Day: 22 February 2014**

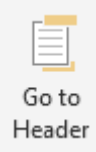
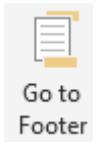
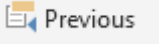

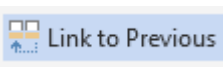
[www.mastersopenday.nl](http://www.mastersopenday.nl)



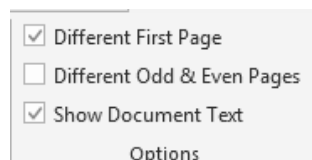



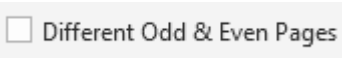
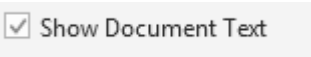
## 14.3 Navigation



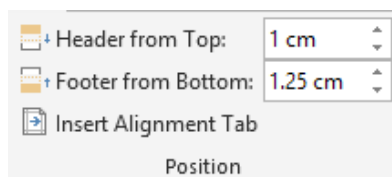
Button	Description
	When you are editing the footer, click <b>Go to Header</b> to jump to the header on the page.
	When you are editing the header, click <b>Go to Footer</b> to jump to the footer on the page.
	Each time a new section break is created (See Section 7.1.5), a new header / footer is also created. <b>Previous</b> allows you to switch to the header or footer for the previous section.
	Each time a new section break is created (See Section 7.1.5), a new header / footer is also created. <b>Next</b> allows you to switch to the header or footer for the next section.
	When a new section is created, the header and footer for the new section is automatically linked to the previous section so that the header and footer is identical to the previous section. To create a new header or footer for the new section, click <b>Link to Previous</b> to unlink.

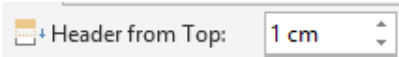
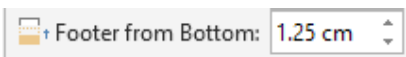

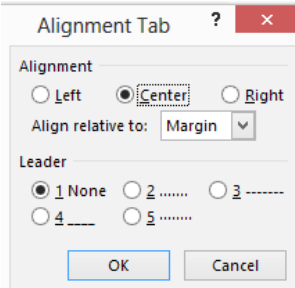
## 14.4 Options



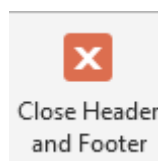
Button	Description
	To insert a different header and / or footer for the first page, you click on the <b>Different First Page</b> tick box
	To insert different headers and /or footers for odd and even pages, click on the <b>Different Odd and Even Pages</b> tick box
	This should normally be ticked. The functionality is covered in Advanced Word 2013.

## 14.5 Position



Button	Description
	Specify where the header should start from the top edge of the page.
	Specify where the footer should start from the bottom edge of the page.
	 <p>When you create a header or footer, you often want to use Tabs to position information across your header or footer. The <b>Insert Alignment Tab</b> allows you to create tabs on the left, right or centre of the header / footer and will keep the positioning of the tabs even if you change the margins of the document / page. If you do not use the <b>Insert Alignment Tab</b> option, you will need to manually adjust the tabs you have set if you change the margins of the document / page.</p>

## 14.6 Close

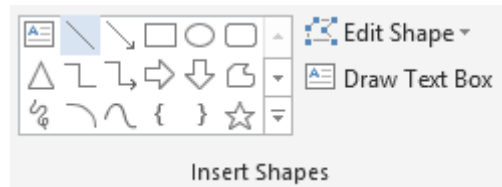


Close the header / footer and return to the main document. Double clicking on the main document will also close the header / footer.

# 15 Drawing Tools Format



## 15.1 Insert Shapes




Select a shape to insert into the document. Select the type of shape and then drag out the area for the shape on the document. Click the **More Options** button at the bottom of the scroll bar to see more shapes.


### 15.1.1 Edit Shape

Choose to select a different shape or to Edit Points. Edit Points allow you to change individual points on the shape that is placed in the document.


For example, a box is placed in the document.



Clicking Edit Points places dots at the four corners.



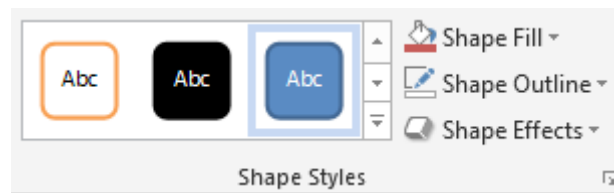
Dragging one of the Edit Points allows the shape to be changed.






### 15.1.2 Draw Text Box

Include a simple text box in the document. See Section 5.9.1 for more information on text boxes.

## 15.2 Shape Styles






Choose a predefined style for the shape.

Button	Description
 Shape Fill ▼	Choose the colour to fill the shape.
 Shape Outline ▼	Choose the colour for the shape border.
 Shape Effects ▼	Add any effects required to the shape (rotation, shadow, reflection).

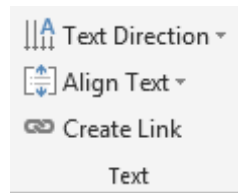
## 15.3 WordArt Styles



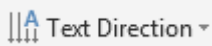

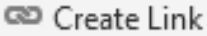
Choose the WordArt Style to apply to Insert WordArt. Insert the WordArt using the Insert Tab. See Section 5.9.3.

Button	Description
 ▼	Choose the colour for the text.
 ▼	Choose the colour for the text border.
 ▼	Add any effects required to the WordArt (rotation, shadow, reflection).

## 15.4 Text



Choose formatting to apply to a text box. Insert the text box using the **Insert** Tab. See section 5.9.1.

Button	Description
 Text Direction ▾	Choose the direction of the text within the text box. Text can be displayed vertically.
 Align Text ▾	Align the text within the text border either at the top of the text box, the middle of the text box or the bottom of the text box.
 Create Link	Allows text to be displayed in two (or more) separate text boxes on a page or over two pages. To do this: <ol style="list-style-type: none"> <li>1. Create the two text boxes.</li> <li>2. Click the first text box.</li> <li>3. Click <b>Create Link</b>.</li> <li>4. Click second text box.</li> </ol>



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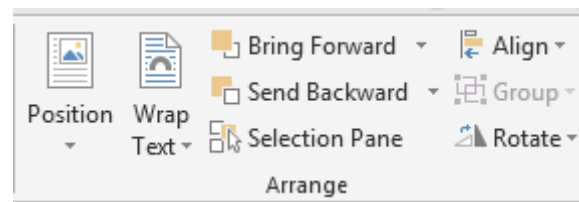
> **Join AXA,**  
**A GLOBAL LEADING**  
**COMPANY IN INSURANCE**  
**AND ASSET MANAGEMENT**

redefining / standards 

agence cdg - © Photonstop

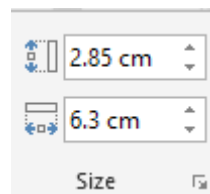


## 15.5 Arrange



See Section 13.3 for more details on these buttons.

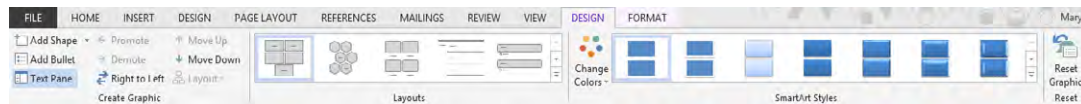
## 15.6 Size



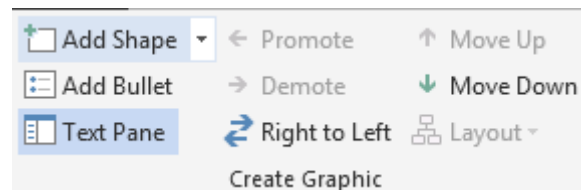
Set the exact size of a shape.

# 16 SmartArt Design & Format

## 16.1 Design



### 16.1.1 Create Graphic



Button	Description
	Add an additional shape onto the SmartArt diagram.
	Add a bullet to the text on the diagram.
	Display or hide the text pane on a SmartArt diagram. The Text pane allows you to enter the text onto the diagram in a list.



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### 16.1.2 Layouts



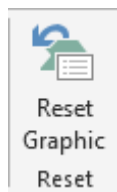
Choose a different layout for the diagram.

### 16.1.3 SmartArt Styles



Change the colours of the diagram and change the effect of the diagram – apply 3D, glow or a different outline.

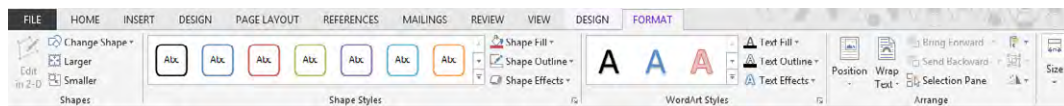
### 16.1.4 Reset



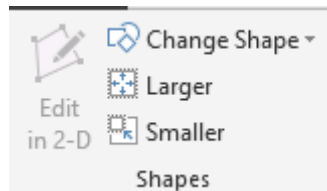
Remove all the formatting that has been added to the SmartArt diagram.

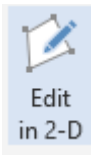
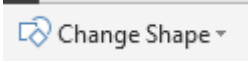




## 16.2 Format

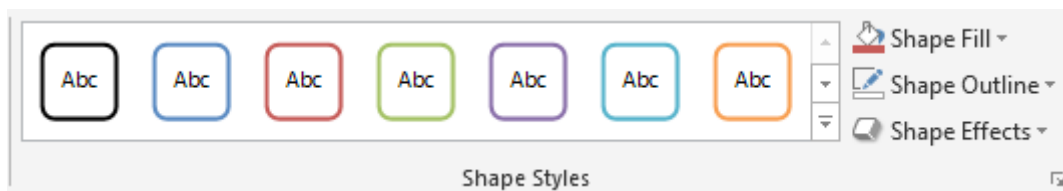


### 16.2.1 Shapes



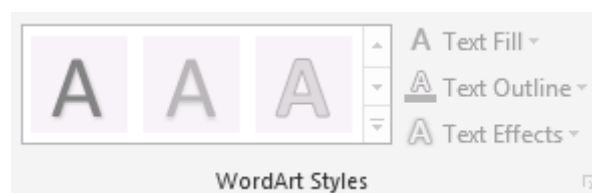
Button	Description
	If a diagram has 3D effects added, this button allows the shape to be edited in 2D.
	Change an individual shape in the diagram.
	Make an individual shape in the diagram larger.
	Make an individual shape in the diagram smaller.

### 16.2.2 Shape Styles



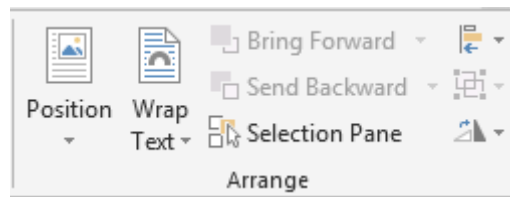
See Section 15.2.

### 16.2.3 WordArt Styles



See Section 15.3.

#### 16.2.4 Arrange



See Section 15.5.

#### 16.2.5 Size



See Section 15.6.