

**Office 2007**

# **Word**

**Intermediate**

**June 2011**

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# INTRODUCTION

These notes and exercises are aimed at those who already know how to use Word 2007 but would like to further their knowledge of the application.

## Knowledge assumed

you will have a working knowledge of Word 2007  
experience of using Windows

## Areas covered

creating and use templates  
inserting objects into a document  
creating and import charts  
linking and embed and object  
working with headers and footers  
working with sections  
quick parts and building blocks  
borders and shading



## Document signposts

*Instructions for you to type*

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**Bold text**

*Shortcuts*

---



*Reminders*

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*Notes*

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*Exercises*

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# GETTING STARTED

Before you begin, you should take a look at the layout of the Word 2007 window so that you know where to find the tools you will be using.

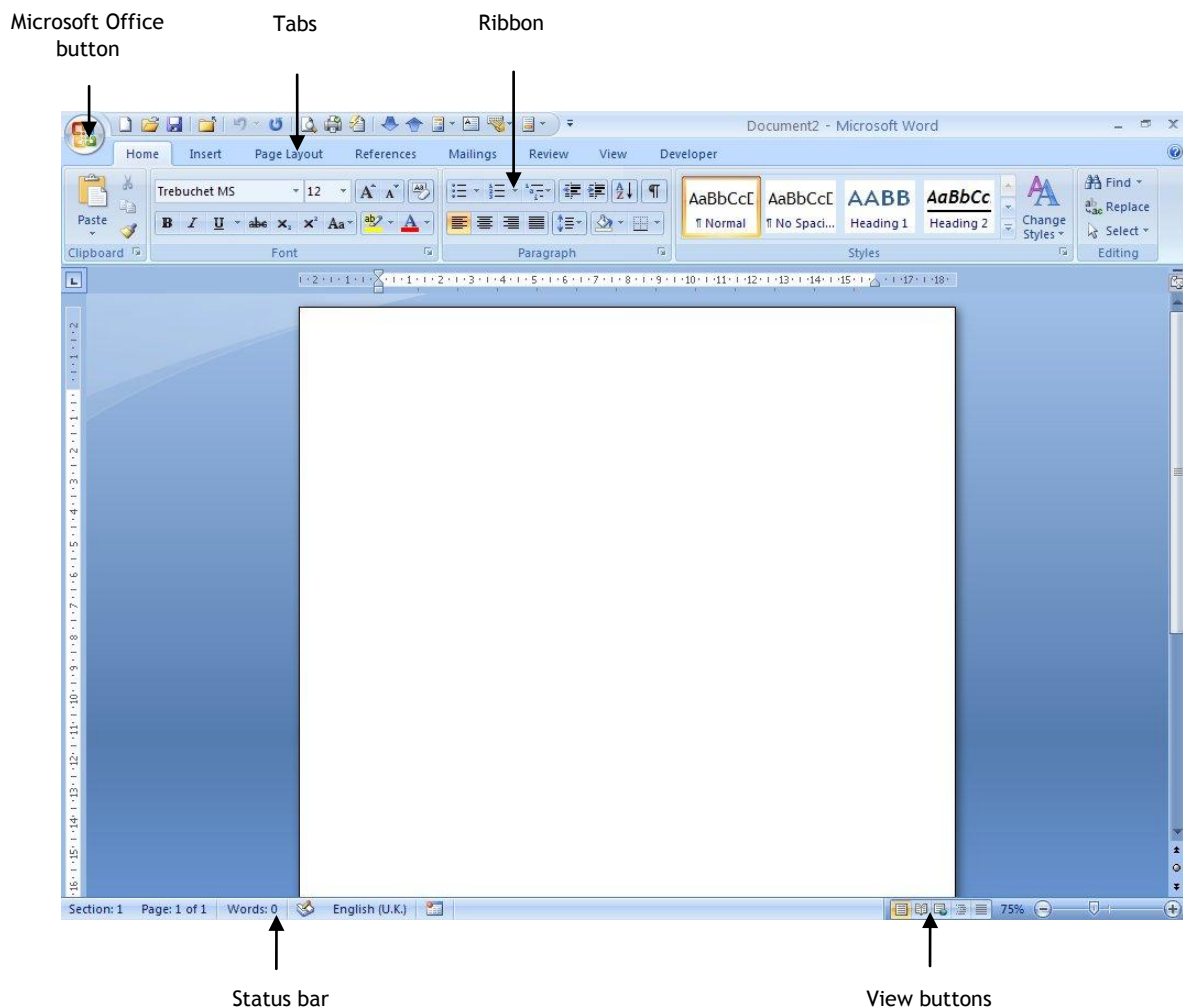
To see this window you must open Word 2007:

- Double click the **Microsoft Word 2007** shortcut icon on the desktop
- or



- Click the **Start** button
- All Programs
- Microsoft Office
- Microsoft Office Word 2007

A blank document is opened ready for use.



## THE OFFICE BUTTON

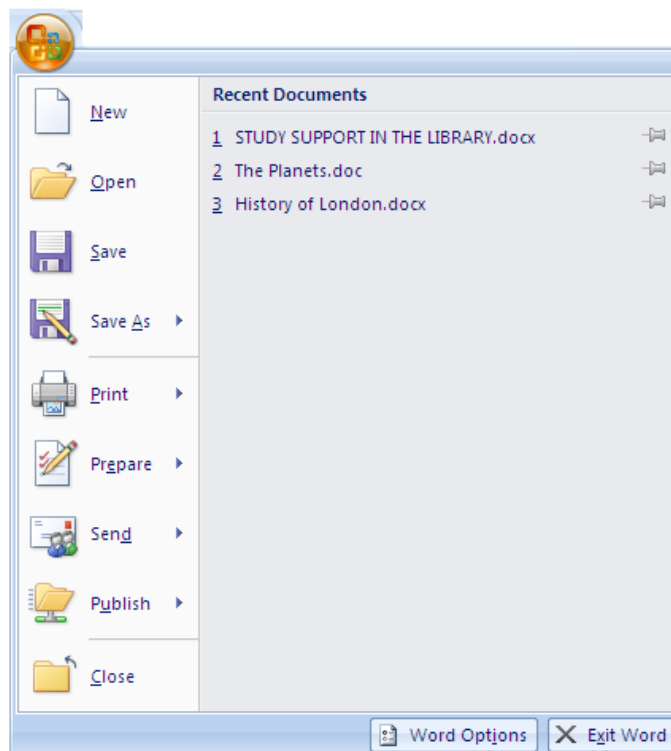
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The Office Button lists the commands that allow you to open and save a document as well as print it. You will also see a list of recently used documents.

- Click the **Office Button**

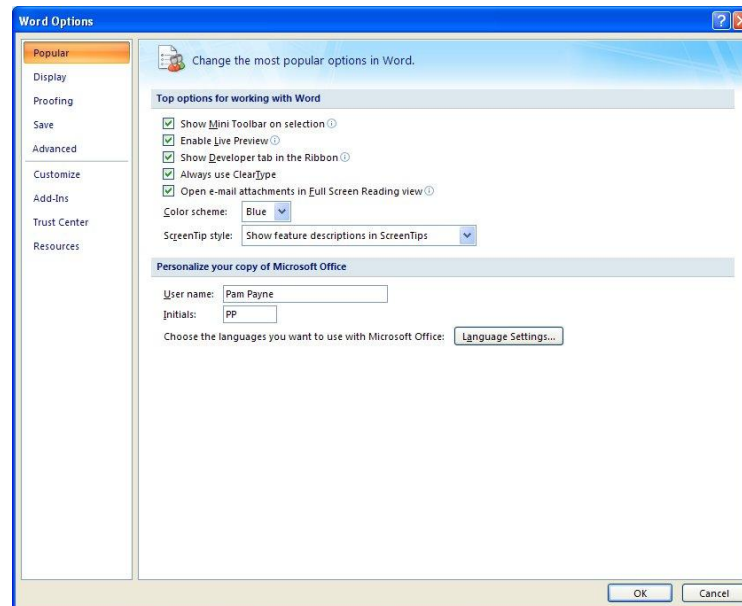


At the bottom of the dialog box is the **Word Options** button. This gives you access to several settings within Word that you can change.



- Click the **Word Options** button

The Word Options dialog box is displayed initially showing the most popular items that you might want to change.



- Select one or two of the other option groups on the left side of the dialog box to see what preferences you can set.

***PLEASE DO NOT CHANGE ANY OF THE SETTINGS.***

- Click **Cancel** to close the Word Options dialog box



## THE QUICK ACCESS TOOLBAR

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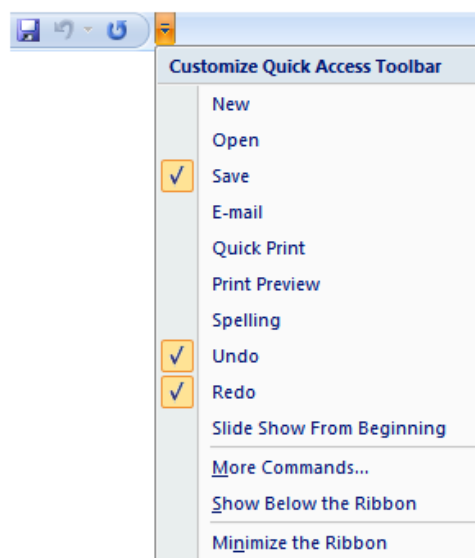
To the right of the Office Button is the Quick Access Toolbar.



By default the Quick Access Toolbar contains three buttons but you can add the commands that you find most useful.

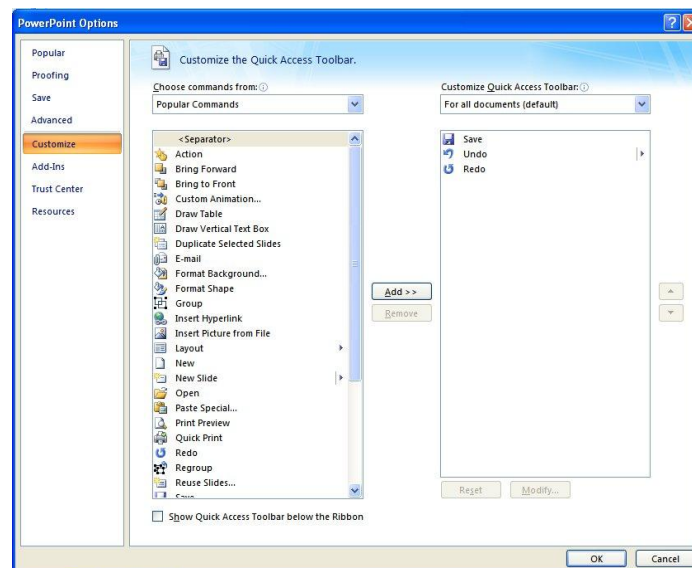
- Click the Customise Quick Access Toolbar button

A menu is displayed showing a short list of commands. The commands already on the toolbar have a tick to the left.




- Click **More Commands ...**

A list of popular commands is displayed.



To add the Open command to the toolbar:

- Scroll down the list on the left hand side and select the **Open Command** 
- Click **Add>>**

The Open command is added to the list of items in the right hand window.

- Click **OK**

The Open command is displayed on the Quick Access Toolbar.



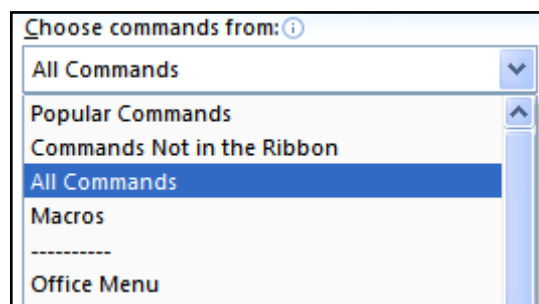
- Customise the Quick Access Toolbar, select the **Open** command in the right hand window and click the **Remove** button

The Open command is no longer on the Quick Access Toolbar.

- Customise the Quick Access Toolbar again and click **More Commands**

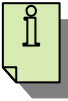
To see a comprehensive selection of commands:

- Click the down arrow to the right of the **Choose commands from:** box
- Choose **All Commands**



All available commands are listed.

- Click **Cancel** to close the dialog box



### Add a ribbon command to the Quick Access Toolbar

- Point to the command
- Click the **right** mouse button
- Choose **Add to Quick Access Toolbar**

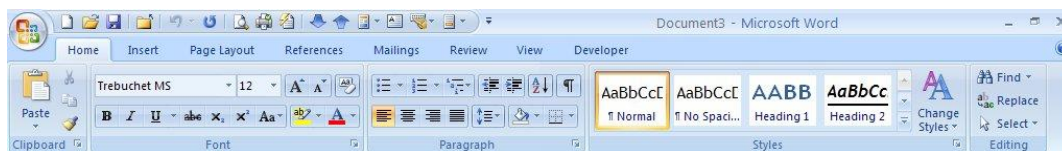


If you prefer, you can customise the Quick Access Toolbar so that it displays below the ribbon.

## ***THE RIBBON***

---

The ribbon is designed to help you quickly find the command you need to complete a task. The commands are organised in logical groups which are collected together under tabs. For example, when you first open Word the Home tab is the one that is selected. This contains the most commonly used commands.



Within each selected tab, the commands are placed in groups so that those used for a similar purpose are together. For example the Editing group includes Find, Replace, and Select.



When you select a different tab the ribbon shows you different groups of commands.

- Click the **Insert** tab



Now you see commands relating to Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.



- Look at the other tabs to see what they include

There are also tabs that display only when they are needed, for example if you select a picture or Word Art in your presentation. These are called **contextual** tabs. We will look at these later in the training course.

# TEMPLATES

Every Word document is based on a template that determines the basic structure of the document. The default template is called Normal which includes information such as the default font and size, line spacing, paper size, and margins.

The Normal template is used automatically when you open a new document. However, you can choose to use a template that you have created yourself or a different one that is supplied with Word.

In this part of the course you will create and use a template for a letter and also produce an envelope.

The template will look similar to this:

The image shows a letter template within a rectangular border. The text is as follows:

The Coastal Society  
Seaside Cottage  
Windy Cliff  
Seaside  
SE35 1DE

04 March 2008

Dear

SUBJECT

Start letter here

Yours sincerely

There are several ways to save a template however we will look at only two:

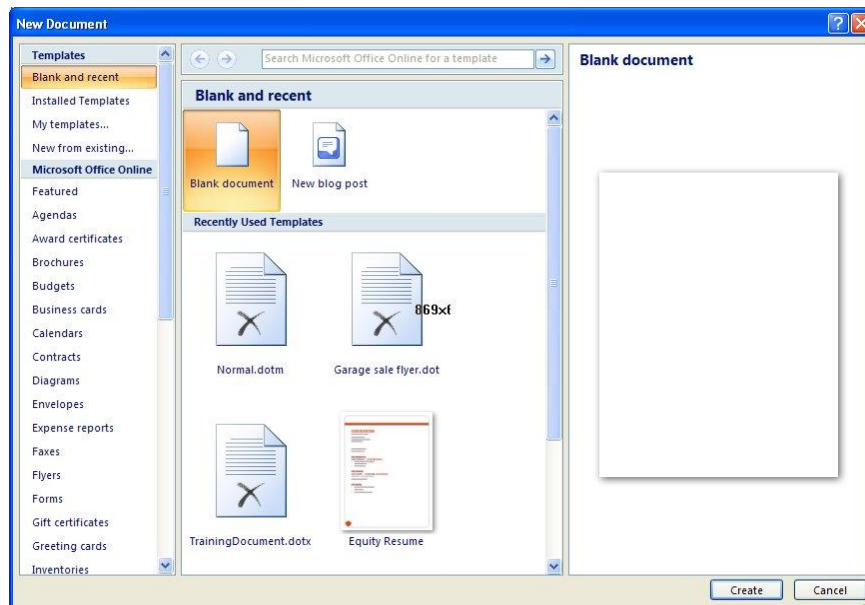
1. creating a new template
2. creating a template using the save as option

## CREATING A NEW TEMPLATE

---

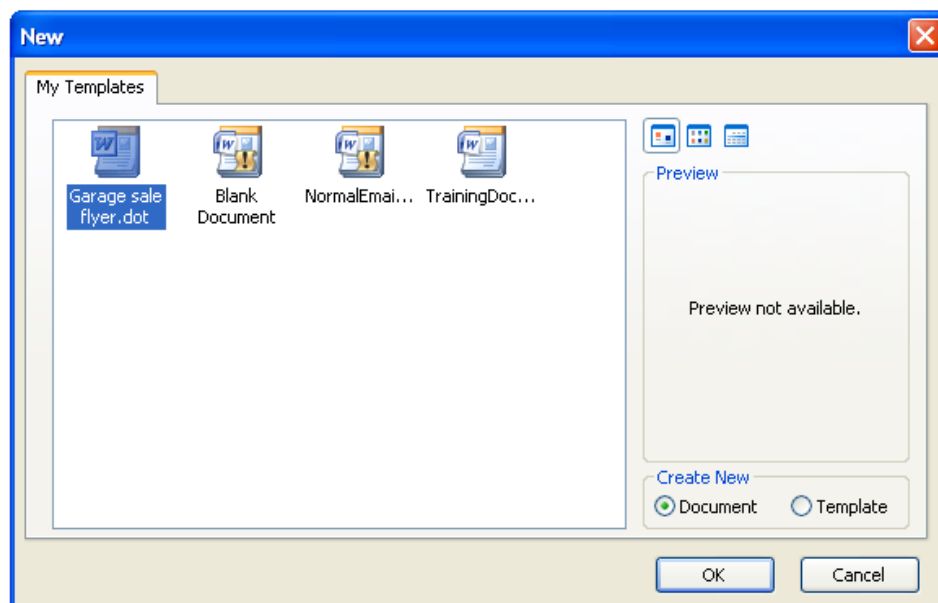
- Click the **Office Button**
- Click **New**

The New Document dialog box is opened.



- From the list on the left click **My templates...**

The New dialog box is displayed.



- Ensure **Blank Document** is selected
- Click the **Template** option



- Click **OK**

A new document is opened.

The new document is named **Template1** which indicates that it will be saved as a template not a normal document.

You will modify the template to include text and formatting that you will use each time you use it to produce a document.

To change the margins.

- Choose the **Page Layout** tab
- Click **Margins** in the **Page Setup** group

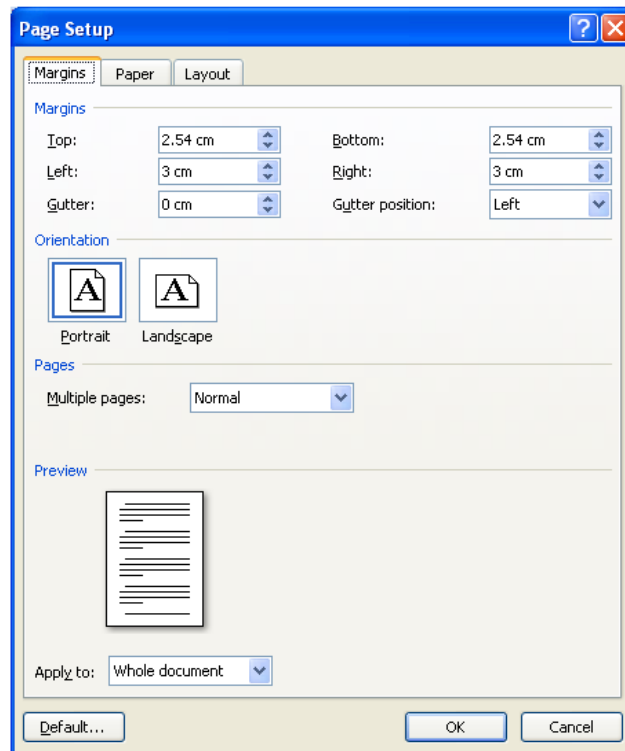
You see a list of preset margins.



- Click **Custom Margins** at the bottom of the list

The Page Setup dialog box is displayed.

- Change the **Left** and **Right** margins to **3 cm**

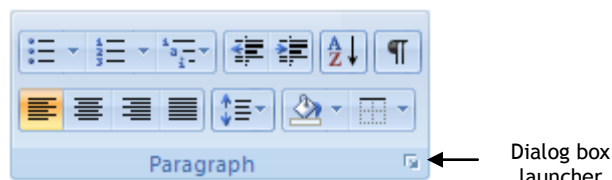


- Click **OK**
- Change the font to **Trebuchet MS** and change the font size to **12** in the **Font** group on the **Home** tab

By default a new template sets a spacing of 10 pts after each paragraph and a line spacing of 1.15 within the paragraph.

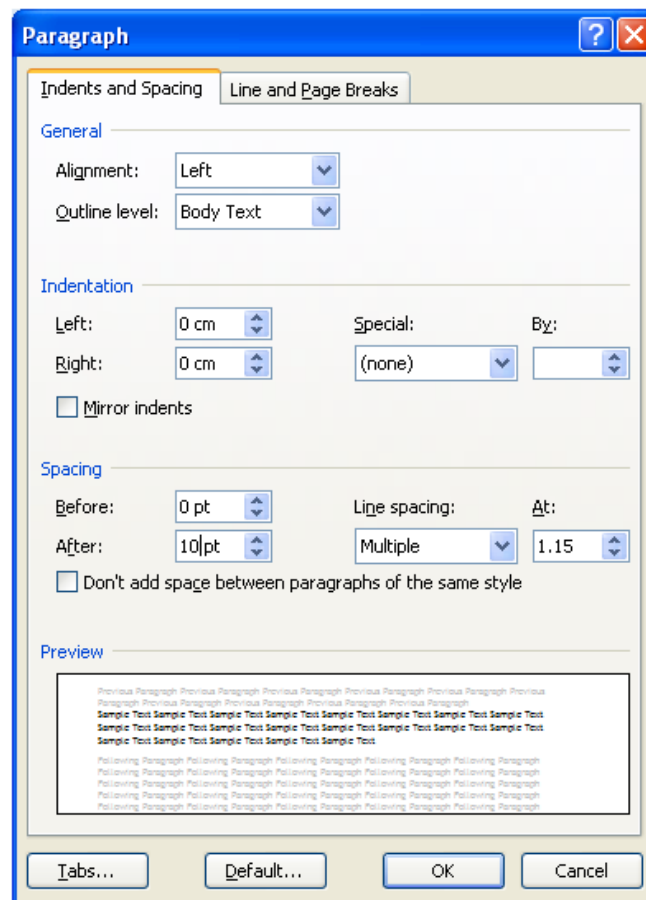
To change the line and paragraph spacing:

- Click the Paragraph dialog box launcher on the Home tab





The Paragraph dialog box is displayed.



- Change the **Spacing After** to **0 pt**
- Change the **Line spacing** to **Single**
- Click **OK**

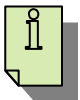


If you would like these changes to replace the default settings for all future documents, after amending the values, click the Default button. Confirm that you want to save these settings for use in new documents based on the Normal template.

- Press the **Enter** key three times
- Position the insertion point at the top of the document
- Type the following text:

**The Coastal Society  
Seaside Cottage  
Windy Cliff  
See Side  
SE35 1DE**

- Select the text and change the font to **Bradley Hand ITC**
- Change the size of the font to **18 pt**
- Embolden the text
- Centre the text
- Click the line below the heading



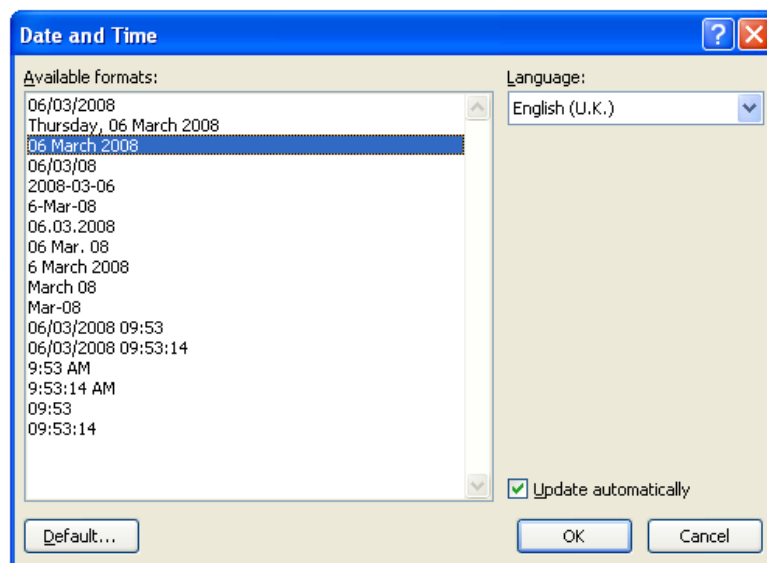
Once the heading has been completed, move the insertion point by clicking onto a new line. New text will be automatically formatted to the default style.

- Ensure the alignment and style of font has reverted to the default (Trebuchet 12)
- Press the Enter key twice

You will now include today's date.

- Click the **Insert** tab
- Click **Date and Time** in the **Text** group

The Date and Time dialog box is displayed.



- Select the date format that you would like to use
- Ensure that **English (U.K.)** is the selected language
- Click the **Update automatically** box
- Click **OK**



When you choose to update the date automatically you insert a date field into your document. This means that each time the template is used the document will include the current date.

If you don't want the date to update automatically you can 'lock' the field.

- Click the date field to select it
- Press **CTRL + F11**

To unlock a field:

- Click the date field
- Press **CTRL + SHIFT + F11**

To update an unlocked field:

- Press **F9**

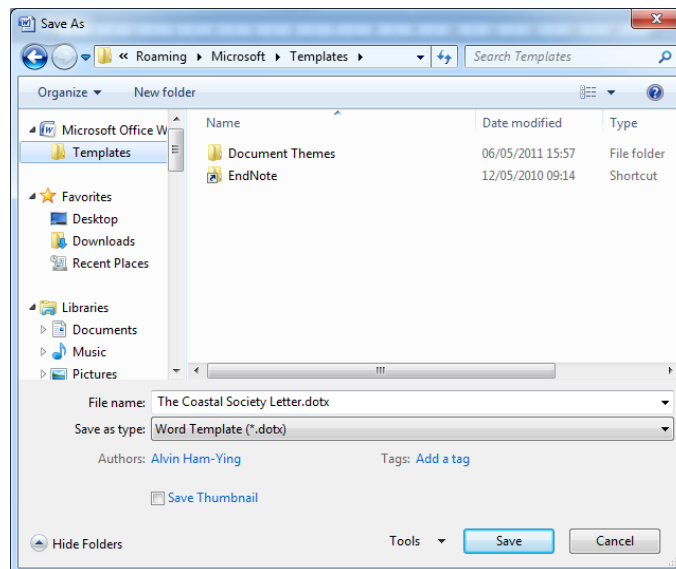
- Press the Enter key five times - this leaves a space where the address of the recipient will be typed when the template is used
- Type **Dear**
- Press the Enter key twice
- Type **SUBJECT** - this is where the subject of the correspondence will be entered
- Press the Enter key twice
- Type **Start letter here**
- Press the Enter key six times
- Type **Yours sincerely**

The template is complete and will now be saved.

- Click the **Office Button**
- Click **Save As**

The Save As dialog box is displayed and the Templates folder is opened automatically ready to save the template.

- Change the file name to **The Coastal Society Letter**



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

You are now ready to use the new template.

## CREATING A TEMPLATE USING THE SAVE AS OPTION

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The situation may arise where you are working on a document that you would like to save as a template. This may be an afterthought and, when the document was opened, you did not intend to create a template so did not follow the instructions as detailed on page 10.

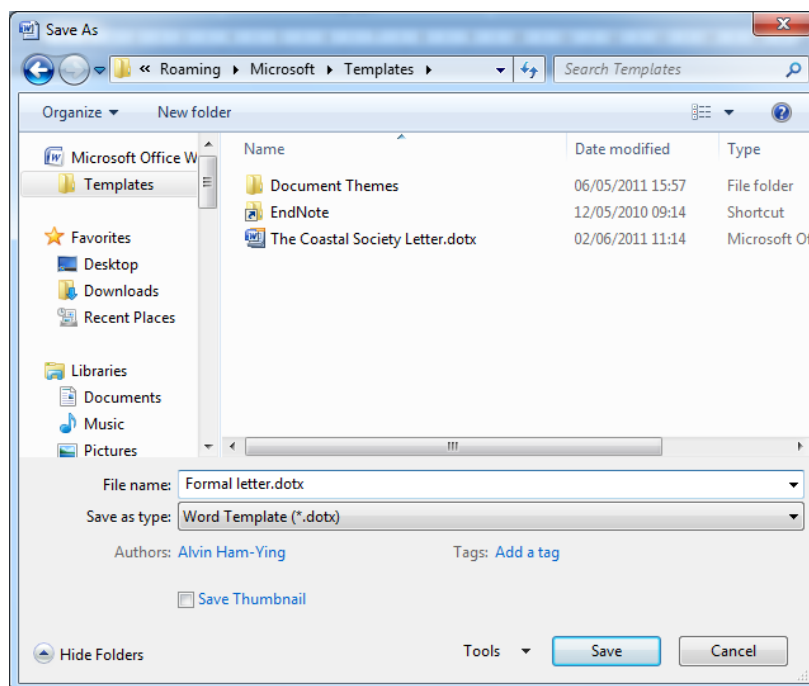
- Open the document named **Letter** from **C:\WordIntermediate**

To save an open document as a template:

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

The Save As dialog box is displayed.

- Select the **Templates** folder in the Navigation pane
- Change the file name to **Formal Letter**



- Click **Save**
- Close the document

## TEMPLATES ON-LINE

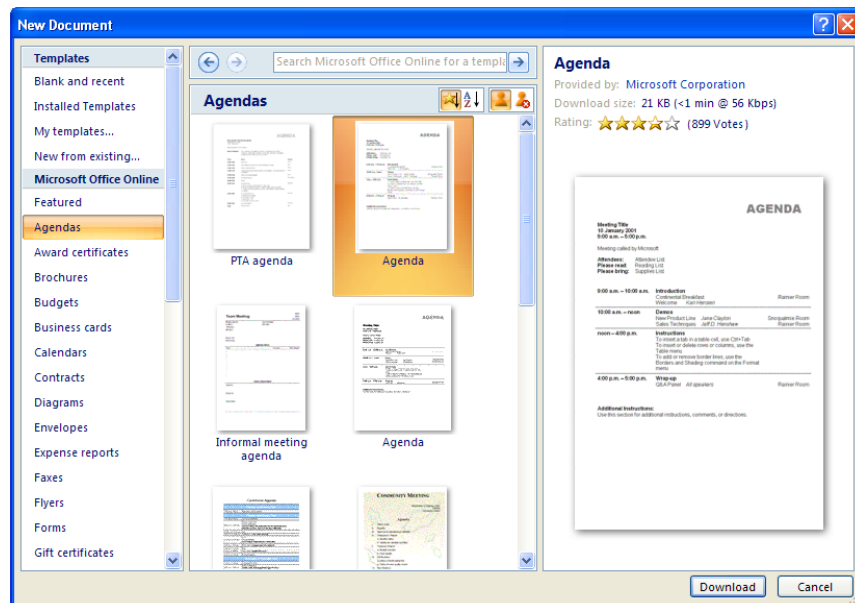
As well as using templates that you create you have the opportunity to download them from the Internet.

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

The New Document dialog box is displayed.

Below the heading Microsoft Office Online in the Templates window there is a list of template collections.

- Select **Agendas**



- Select the **Community meeting agenda** template
- Click **Download**

A new document is opened ready for you to edit.

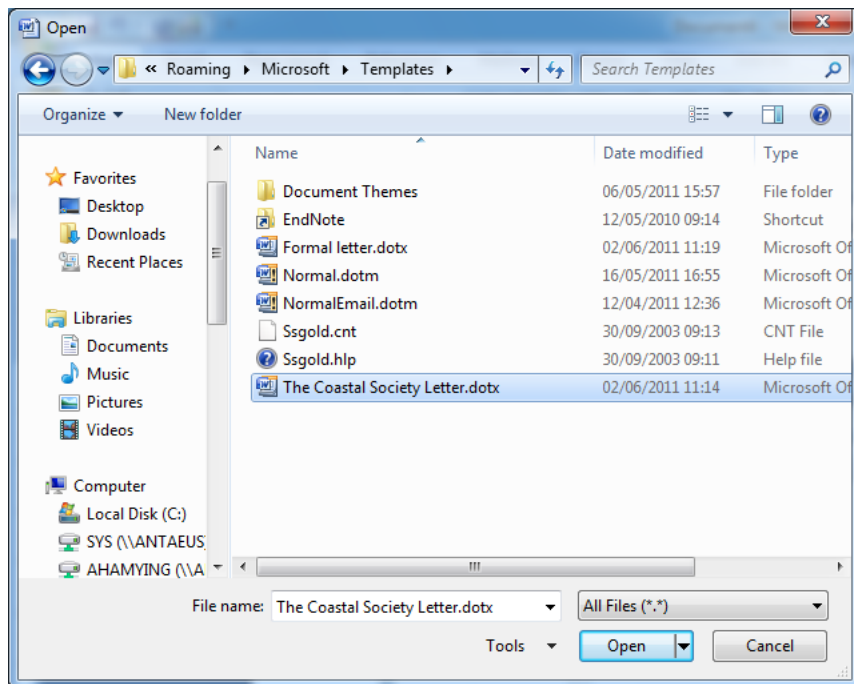
- Close the document without saving


## AMENDING A TEMPLATE

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When you create a template it is 'protected' so that you can't accidentally overwrite it. So, if you need to make a change, there is a specific way to do it.

- Click the **Office Button**
- Click **Open**
- Choose **Templates** from the Navigation pane
- Select **The Coastal Society Letter**



- Click **OK**
  - Change the postcode to **JL13 6GH**
  - Click **Save**
  - Close the file
- 
- 
- Open **The Coastal Society Letter** template again
  - Change the postcode back to **SE35 1DE**
  - Save the template
  - Close the file

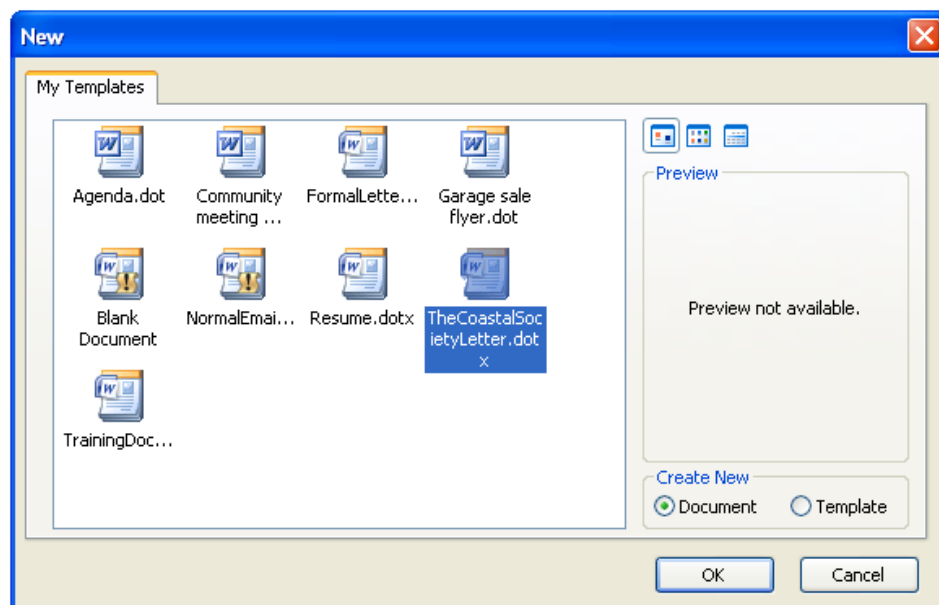
## USING A TEMPLATE

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There has been a competition and you are going to write to the winner to tell her that she has won a prize.

You are going to prepare the letter using the template that you created earlier.

- Click the **Office Button**
- Click **New**
- Click **My Templates**
- Choose **The Coastal Society Letter**



- Ensure **Document** is selected in the Create New section of the dialog box
- Click **OK**

A new document based on the template is opened.

- Leave two blank lines below the date and enter the name and address of the recipient:

**Ms J Bright  
Senior Lighthouse Operative  
Black Rock Lighthouse  
Craggy Island  
CW13 8YJ**



- Add the recipient's name, **Ms Bright**, to the salutation
  - Replace the prompt **SUBJECT** with **COMPETITION RESULT**
- Delete the prompt **Start letter here** and type the following text:

**I am delighted to inform you that you have won the competition for the best kept lighthouse. Please find enclosed a cheque for £50.**

**I should be grateful if you would contact Jeremy Jones on 01783 950158 to arrange for our photographer to visit and take photographs of you and your wonderful lighthouse.**

**We look forward to hearing from you.**

- At the bottom of the letter type **your name**
- Below your name type **Editor** as your job title
- Add two blank lines below the job title
- Type **Enc** to indicate an enclosure
- Your letter should look something like that shown on the following page

Use Print Preview to check the layout:

- Click the **Office Button**
- **Print**
- **Print Preview**
- **Close Print Preview**
- **Adjust the spacing if necessary**



If you turn off the Magnifier whilst in Print Preview you can make minor changes to the document while seeing a full page on the screen.

**The Coastal Society  
Seaside Cottage  
Windy Cliff  
See Side  
SE35 1DE**

11 July 2005

Ms J Bright  
Senior Lighthouse Operative  
Black Rock Lighthouse  
Craggy Island  
CW13 8YJ

Dear Ms Bright

**COMPETITION RESULT**

I am delighted to inform you that you have won the competition for the best kept lighthouse. Please find enclosed a cheque for £50.

I should be grateful if you would contact Jeremy Jones on 01783 950158 to arrange for our photographer to visit and take photographs of you and your wonderful lighthouse.

We look forward to hearing from you.

Yours sincerely

Ann Urner  
Editor

Enc

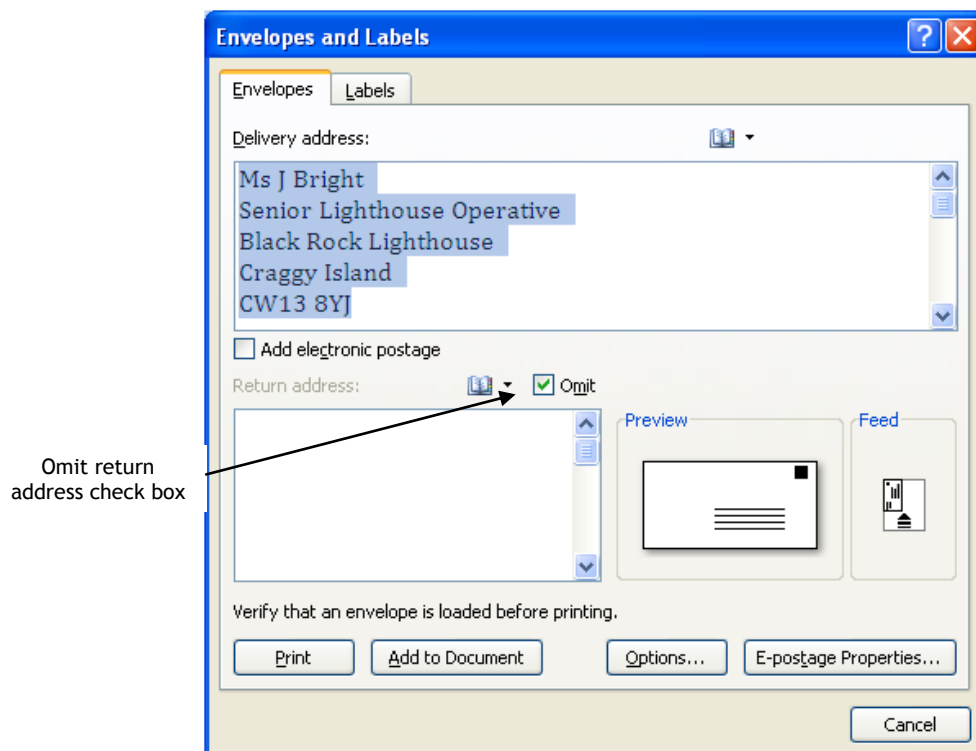
- Save the document in the **Word2007Intermediate** folder on drive C: with the filename **Competition Winner**

## PRODUCING AN ENVELOPE

---

While you have the letter open you are going to use the name and address to produce an envelope. You will also attach the envelope to the letter so that both items can be saved in the same file.

- Select the name and address of Ms J Bright
- Click the **Mailings** tab
- Click **Envelopes** in the **Create** group



The Envelopes and Labels dialog box is displayed.

- Ensure that the **Envelopes** tab is selected
- To prevent Word printing a return address on the envelope, ensure that the **Omit** check box in the **Return address** section is ticked
- Click the **Options** button

The Envelope Options dialog box is displayed.

In the **Envelope size:** box

- Ensure that **DL** is selected

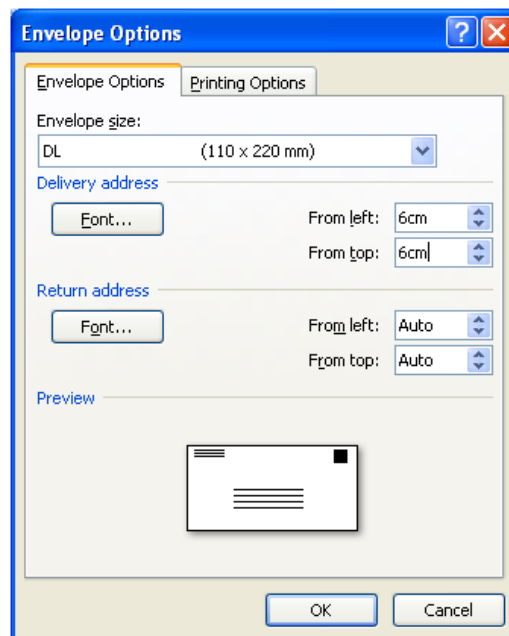
In the **Delivery address** section:

In the **From left:** box

- Highlight **Auto** and type **6cm**

In the **From top:** box

- Highlight **Auto** and type **6cm**



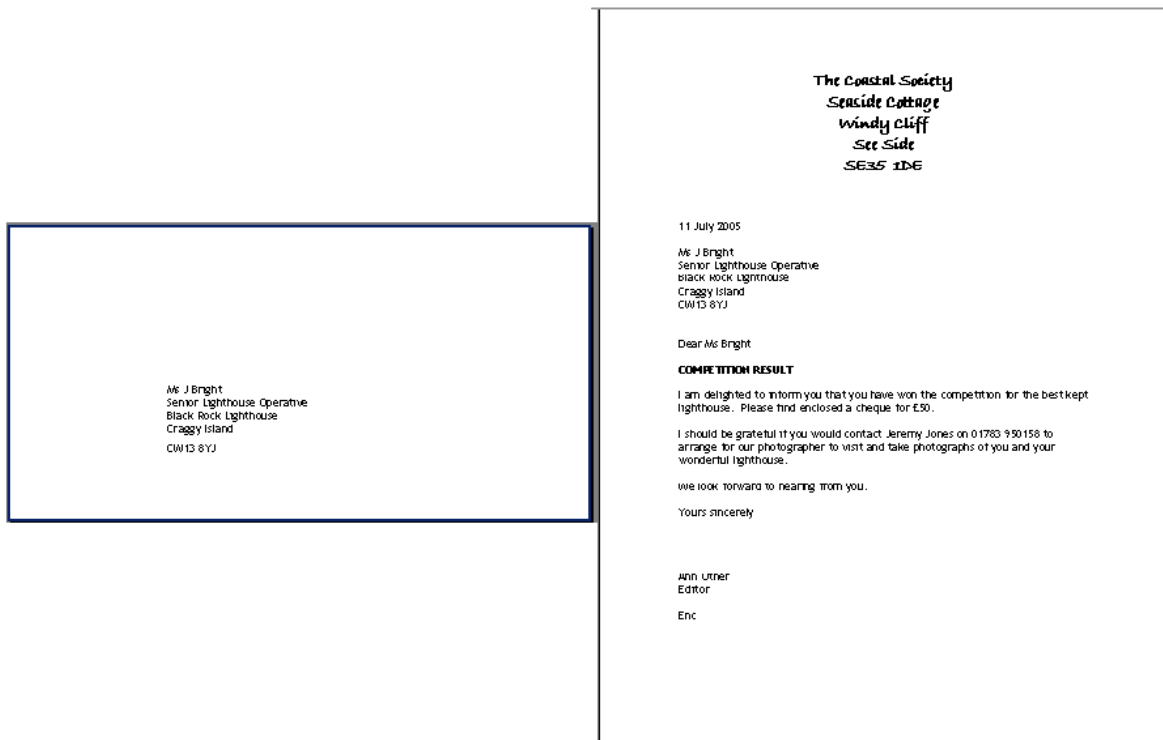
- Click **OK**
- Click the **Add to Document** button

The envelope is displayed above of the letter.

- Use **Print Preview** to view the document

To see the two 'pages' side by side:

- Click the **Two Pages** option in the **Zoom** group



- Close Print Preview
- Save the document

## PRODUCING A LABEL

---

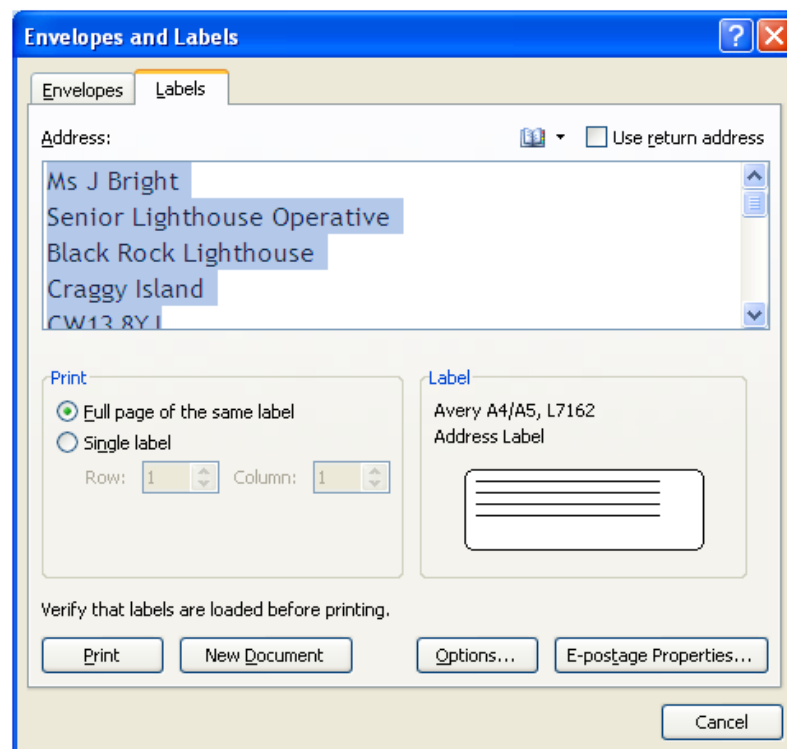
If you are intending to use a large envelope it might not be possible to put through the printer. In this case you need to print a label.

Creating a label is very similar to creating an envelope.

- Select the name and address of **Ms Bright**
- Choose the **Mailings** tab
- Click **Labels** in the **Create** group

The Envelopes and Labels dialog box is displayed.

- Ensure that the **Labels** tab is selected



- Click the **Options** button

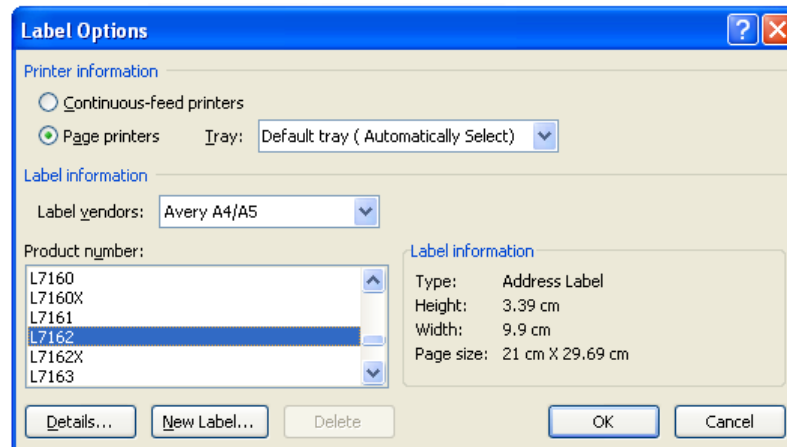
The Label Options dialog box is displayed.

In the **Label information** section

- Choose **Avery A4/A5**

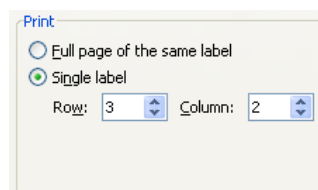
In the **Product number** section

- Choose **L7162**



- Click **OK**

You use the Print section of the dialog box to instruct Word to print either a full page of the same label or a single label. If you choose to print a single label you can then specify the row and column. For example, if you have used some of the labels before, the next one might be on Row 3, Column 2.



- Click **Print**
- Save the document
- Close the document

## ***PRODUCING A PAGE OF LABELS***

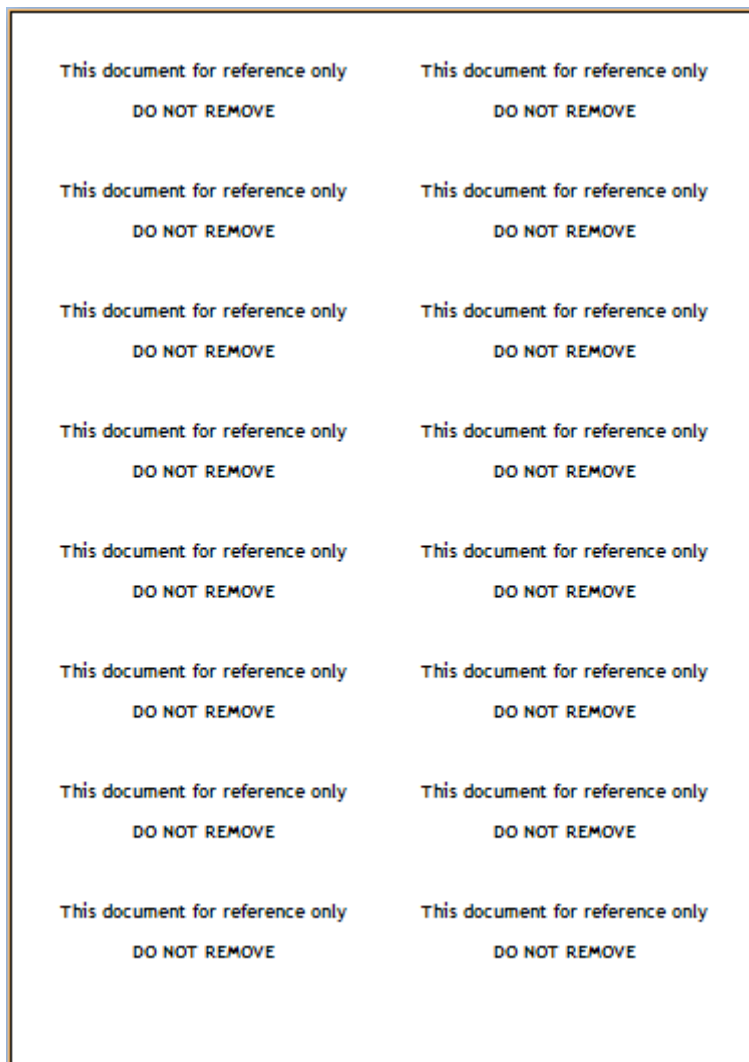
---

You may find that you need to produce a page of labels that are all the same. For example, labels asking that a specific document should be used only as reference. This is what you will do now.

- Create a new document using the Blank document template
- Click the **Mailings** tab
- Choose **Labels** in the Create group
- Ensure the **Labels** tab is selected
- In the Address window type:  
**This document for reference only**  
**DO NOT REMOVE**
- Select the text and, while pointing to the selection click the right mouse button
- Choose **Font** from the shortcut menu
- Change the font to **Trebuchet 14 pt Bold**
- Click **OK**
- Right click the selection again
- Choose **Paragraph** from the shortcut menu
- In the General section of the dialog box change the alignment to **Centered**
- Click **OK**
- Ensure you have selected the correct label size (L7162)
- Click the **New Document** button



A page of identical labels is displayed.



If you are satisfied with the labels, load a sheet of labels into the printer and print.

- Close the document without saving

## NUMBERED AND BULLETED LISTS

You can format text as a numbered or bulleted list as you type, or the required formatting can be applied afterwards.

- Create a new document using the Blank document template
- Type the heading **Hogwarts Library**

To start a new bulleted list:

- On a new line type an asterisk and press space

The line is automatically indented and a bullet point is inserted as the first character on the line.



If you change the bullet to a different style, the button on the ribbon 'remembers' the last one you used and will use this when you create another list.

- Type the following list:

- **Philosopher's Stone**
- **Chamber of Secrets**
- **Prisoner of Azkaban**
- **Goblet of Fire**
- **Order of the Phoenix**
- **Half Blood Prince**
- **Deadly Hallows**

When you press the Enter key at the end of the list, Word will automatically include another bullet on the new line.

To stop the bulleted list:

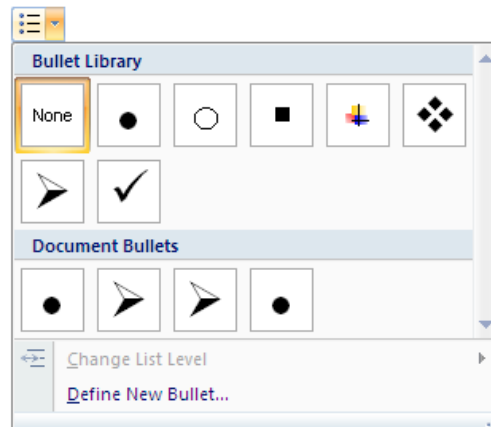
- Press the **Enter** key


The insertion point moves to a new line and the bulleted list is stopped.

To change the style of the bullets:

- Position the insertion point anywhere in the list

- Click the down arrow next to the **Bullets** button in the **Paragraph** group of the **Home** tab



- As you move the mouse pointer over the different styles of bullet you see a preview of what the list would look like with the selected bullet
- Choose the tick 

## CHANGING THE BULLETS TO NUMBERS

---

Position the insertion point in the list:

- Click the **Numbering** button in the **Paragraph** group of the **Home** tab ribbon



The list is numbered.

1. Philosopher's Stone
2. Chamber of Secrets
3. Prisoner of Azkaban
4. Goblet of Fire
5. Order of the Phoenix
6. Half Blood Prince
7. Deadly Hallows

- Save the document in the Word2007Intermediate folder with the name **Hogwarts Library**

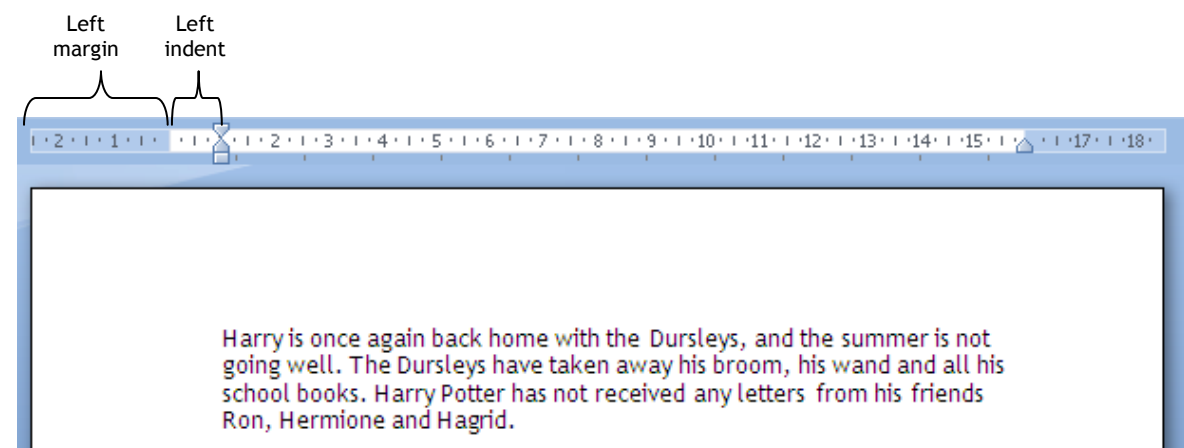
Do not close the document as you will need it again shortly.

## CHANGING THE INDENT POSITION

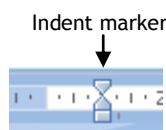
---

- Open the document called **Harry Potter**

An indent is the space left between the margin and the text on the left or right of a paragraph.

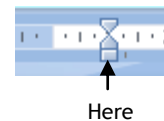


- Look at the indent marker on the ruler to see where the text is aligned



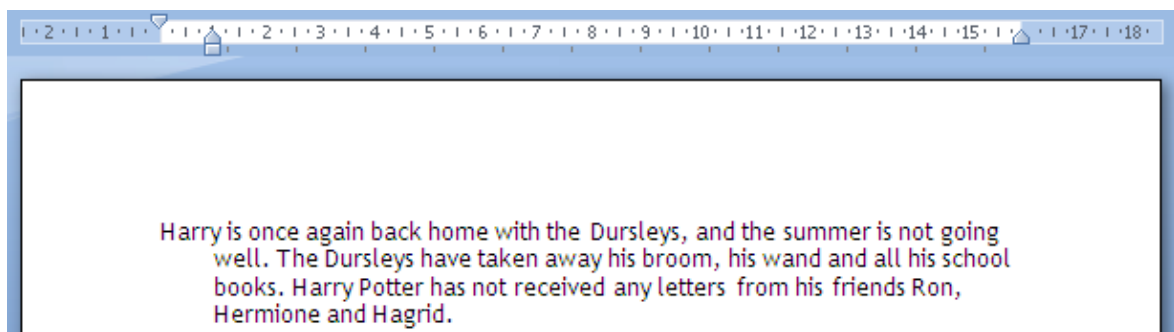
You can adjust the amount of indent on the paragraph by dragging the indent marker along the ruler.

- Ensure the insertion point is placed in the paragraph
- Point to the bottom of the marker and drag it to the right



You can also have a 'hanging indent' which is when the paragraph has an indent but the first line has not.

- Point to the top of the marker and drag it to the left



You would normally see this format when the paragraphs have bullets or numbers.

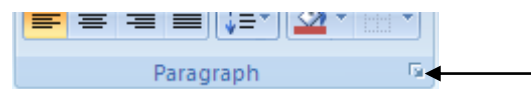
This is the format that Word applies automatically when you include a bulleted or numbered list in a document.

Notice that the indent marker has now split and the top part is to the left.

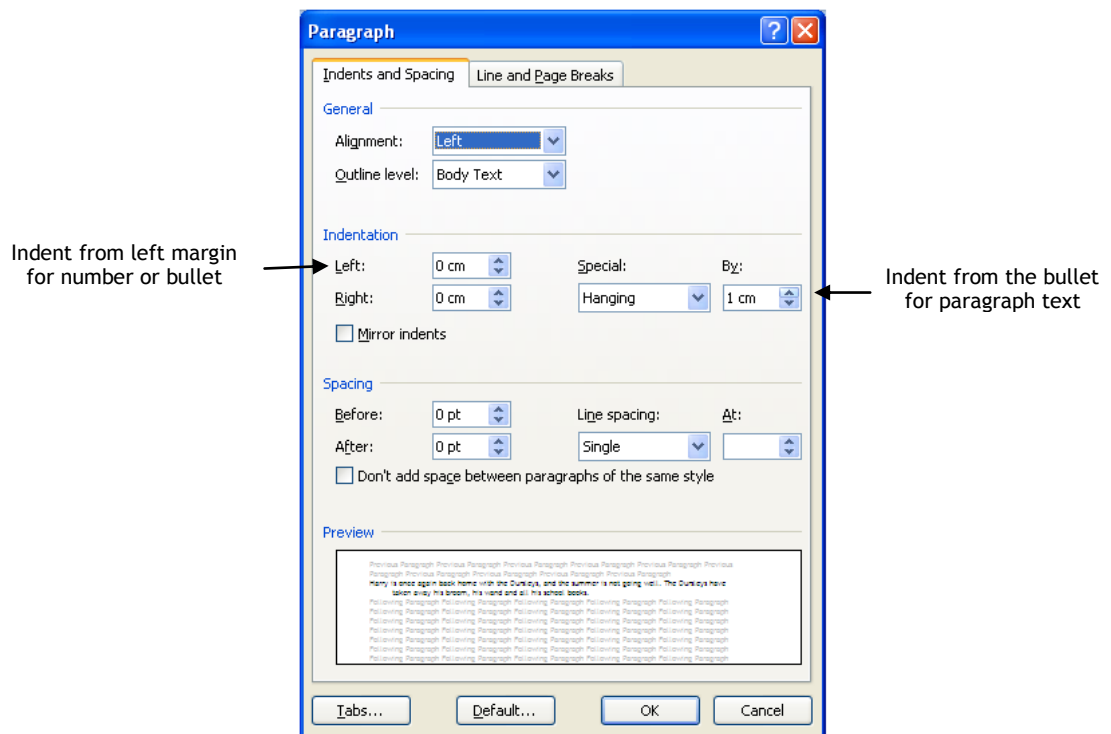


You can set the indent accurately using the Paragraph dialog box.

- Click the dialog box launcher in the **Paragraph** group on the **Home** tab

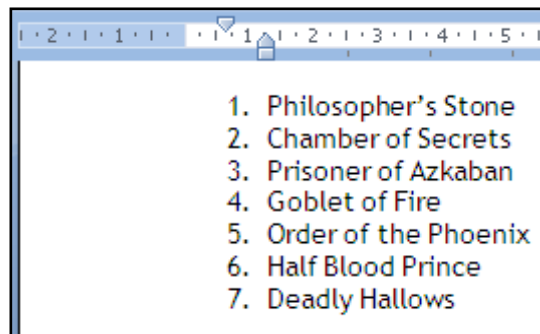


The Paragraph dialog box is displayed.



- Click **OK** to close the dialog box
- Switch to the open document containing the bulleted list

Your indented list has a hanging indent of 0.63cm with an indent of 0.63cm.



To remove the indent from the list:

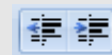
- Select all the lines in the list
- Display the Paragraph dialog box

- Change the **Left** indentation to **0cm**

- Click **OK**



Alternatively you can use the Decrease Indent and Increase Indent buttons in the Paragraph group on the Home tab to adjust indents.



**Or**

- \* Select the lines in the list
- \* Point to the selected list and click the **right** mouse button
- \* Choose Adjust List Indents
- \* Amend the dialog box as required
- \* Click **OK**

- Close the document without saving

## ***INDENTING TEXT WITHIN A LIST***

As you type your bulleted or numbered list you might want to include additional text in the list, but not want it to be numbered.

- Ensure the document named **Hogwarts Library** is still open
- Position the insertion point at the end of line **5**, Order of the Phoenix
- Press **Enter** once

A new line 6 is inserted into the list.

- 5. Order of the Phoenix
- 6.
- 7. Half Blood Prince

- Press **Backspace** once

The line number is removed leaving the insertion point at the indent position ready for you to type in additional text. The remaining lines are renumbered.

5. Order of the Phoenix  
|
6. Half Blood Prince

- Type: After being tried for the inappropriate use of magic and found not guilty, Harry returns to his fifth year at Hogwarts and finds everything is changing.

5. Order of the Phoenix  
After being tried for the inappropriate use of magic and found not guilty, Harry returns to his fifth year at Hogwarts and finds everything is changing.|
6. Half Blood Prince



On your own:

- Add the following text below line 4, Goblet of Fire

Harry Potter is in his fourth year at Hogwarts School of Witchcraft and Wizardry. However, this new book opens with a difference with a very sinister encounter and a death in a darkened and empty house.

3. Prisoner of Azkaban
4. Goblet of Fire  
Harry Potter is in his fourth year at Hogwarts School of Witchcraft and Wizardry. However, this new book opens with a difference with a very sinister encounter and a death in a darkened and empty house.
5. Order of the Phoenix  
After being tried for the inappropriate use of magic and found not guilty, Harry returns to his fifth year at Hogwarts and finds everything is changing.
6. Half Blood Prince



An alternative way of continuing the indent without adding another line number is to use a **soft return** at the end of the numbered line.

For example, to add text to the end of line 3, with the insertion point at the end of line 3 press **Shift + Enter**. This adds a new line keeping the format of the line above.

To continue with the numbered list, press Enter at the end of the additional text and the next number is added.



## ***TURNING THE AUTOMATIC BULLETING AND NUMBERING OFF***

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### ***For information only***

If you don't want Word to apply bullets and numbering automatically as you type you can turn it off.

- Click the **Office Button**
- Select **Word Options**
- Choose **Proofing**
- Click the **AutoCorrect Options** button
- Select the **AutoFormat As You Type** tab
- Uncheck the **Automatic bulleted lists** and **Automatic numbered lists** options in the **Apply as you type** section
- Click **OK**
- Click **OK**



To start a numbered list automatically, type:

**1**, followed by a **full stop**, followed by a space

To start an alphabetical list automatically, type:

**a**, followed by a **full stop**, followed by a space

If the bullets or numbering do not start automatically:

- Click the **Office Button**
- Click **Word Options**
- Choose **Proofing**
- Click **AutoCorrect Options**
- Check **Automatic bulleted lists** or **Automatic numbered lists**
- Click **OK**
- Click **OK**

# FORMATTING TEXT

## PARAGRAPH SPACING

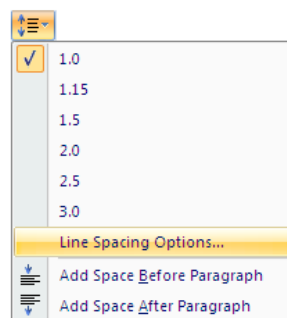
Many factors determine how text is positioned. Margins specify the distance from the edge for all the text on a page, while paragraph indentation and alignment controls how paragraphs fit between the margins. You can also determine how much space occurs between lines, and before and after paragraphs.

- You should still have the document **Hogwarts Library** open
- Click the **Show/Hide** button in the **Paragraph** group of the **Home** tab



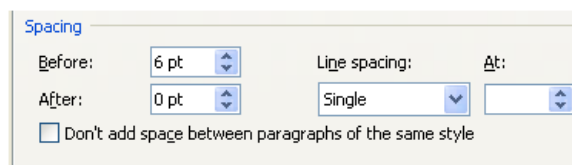
Each paragraph is currently separated by a paragraph mark ¶. You are now going to specify the amount of space you want between the paragraphs.

- Select all the text in the list
- Click the **Line spacing** button in the **Paragraph** group on the **Home** tab
- Choose **Line Spacing Options**



The Paragraph dialog box is displayed.

- In the Spacing section change the space **Before** the paragraph to **6pt** (half a line space)
- Ensure **Don't add space between paragraphs of the same style** is not selected



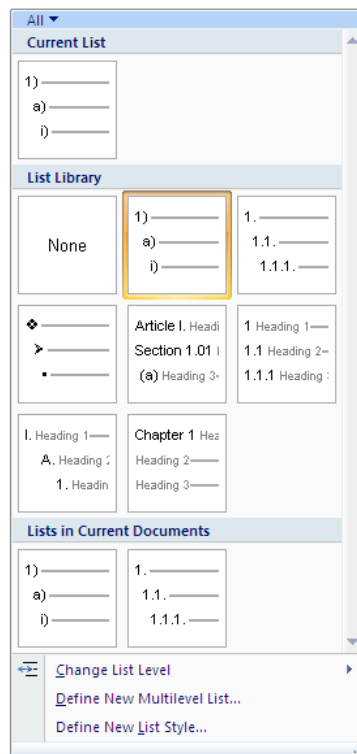
- Click **OK**
- Click the **Show/Hide** button on the ribbon to hide the paragraph marks

## MULTILEVEL LISTS

---

Lists with multilevels are easy to create.

- Select all the lines of text in the list
- Click the **Multilevel List** button in the **Paragraph** section of the **Home** tab



- Select a format for the list

The list is reformatted.

- 1) Philosopher's Stone
- 2) Chamber of Secrets
- 3) Prisoner of Azkaban
- 4) Goblet of Fire
  - a) Harry Potter is in his fourth year at Hogwarts School of Witchcraft and Wizardry. However, this new book opens with a difference with a very sinister encounter and a death in a darkened and empty house.
- 5) Order of the Phoenix
  - a) After being tried for the inappropriate use of magic and found not guilty, Harry returns to his fifth year at Hogwarts and finds everything is changing.
- 6) Half Blood Prince
- 7) Deadly Hallows

If you want to create a multilevel list as you type:

- Open a new document
- Use the **Multilevel List** button to choose the format for the new list
- Type the first line in the list: **Hogwarts School of Witchcraft and Wizardry**
- Press **Enter** once
- Press **Tab** once
- Type the second line: **Is a school of magic for witches and wizards between the ages of eleven and eighteen living in the United Kingdom.**
- Press **Enter** twice
- Repeat the process with the following text:



- 2. Enrolment
  - 2.1. A magical quill at Hogwarts detects the birth of wizard children and writes their names into a large parchment book
- 3. Diagon Alley
  - 3.1. Is a fictional High street in London. It is accessible to the wizarding world, to which it is something of an economic hub, but hidden from Muggles (non magic people - people who cannot perform magic).

- Close all open files without saving

## WIDOWS AND ORPHANS

If the last line of a paragraph is printed on its own at the top of the next page it is called a ‘widow’, and if the first line of a paragraph is printed on its own at the bottom of the page it is called an ‘orphan’.

To see how this works in practice, a two-page document has been specially set up without the Widow and Orphan control switched on.

- To view both pages in the document simultaneously:

- Click the **Two Pages** button in the **Zoom** section of the **View** tab

You should see that there is a single line (a widow) at the top of the second page.

THE CO-EXISTENCE COME

In 1969, when the USA issued a road to nowhere in the name, the UK government was planning to build a new way in Bushycombe called Milnes Keyes. Six years later, Milnes Keyes had a population of 50,000, and it will have more than 200,000 inhabitants by the end of the century. By then, the country's population is now back to its original size.

Milnes Keyes has a road from the original Milnes Keyes Village to include: Sunny Sandford - where Jack and Bill were born; the place 'Jack-and-Bill' were; St. Nicholas - where the World War 2 German army was used to make the majority of the German Empire's machine, and (very early) 'Meyers Paper' - famous for its new bridge (built in 1910) and many other services.

Over the years Milnes Keyes has become a town of 100,000, famous for its massive cars, but the main of the New City they have now acquired a history of their own. They were made by Sir Lord, a Canadian born industrialist in Sunny Hill Farm, now the home of Milnes Keyes Museum, where the farmhouse was used by various artists and writers in residence who were employed by Milnes Keyes Development Corporation. The present grand schoolhouse was used as an artist's studio, and Sir Lord the owner, a somewhat above pig in the same material (which proved use large in the farmhouse) and the town was made for his daughter. This success in the Museum over the century, and was refurbished in 1999 by local artist Bill Shillings with the help of several schoolchildren.

The farmhouse was also home over many years for the late Jack Trevor Servey, the owner who authored 'The Trouble with Mary' and many other books, as well as writing a number of DA White stories.

As time went on, Lady got fed up with having a shop to own, so she was working on and with one in Stamford in regard to the cars. Again in the shop, where even the owners of the cars would drive to the shop.

Over the years a number of unfortunate things have happened in the cars, they have been stolen, had 'prisoners' passed on them, 555 graffiti and Lady has even had to rebuild them after they were broken.

Lady feels that the cars had that day a long way ago and that they should have been allowed to gradually fall into disrepair and be gradually moved away.

Lady, once a group of artists who helped build the cars with Sir Lord, looking after them when they were used in a field in Stamford. She had enjoyed building the cars and being part of the group of artists in the town as there was a lot of energy and enthusiasm, involving in many community projects. Although there was the basic right to choose where huge needs of thousands of politicians and large moving political figures were made and built.

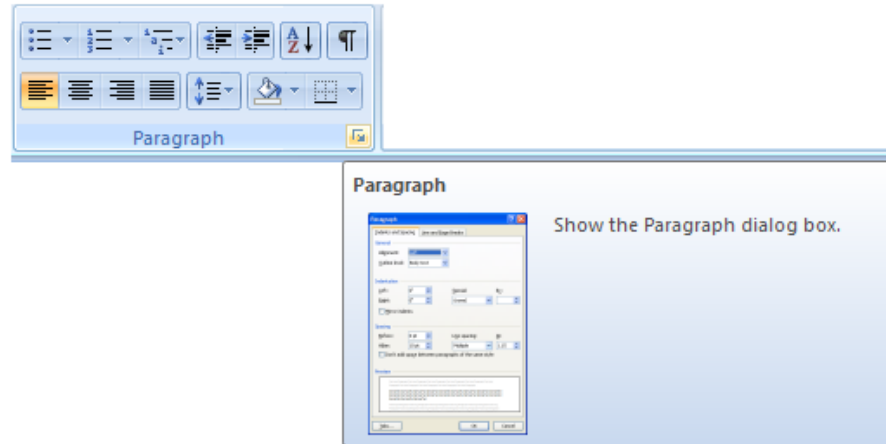
During their lifetime the cars have had a rather adventurous lifestyle, although and had in various occasions, placed in somewhat compromising positions, and in various occasions were vandalized and possibly repaired. They have often found in homes across in the country and, I can't think of any with a rather quick escape. Today they are in great place in the place of their kind, in relative emergency again from the occasional place from

the passing moments

This is what happened in some of the other projects that were built around the same time, there included numerous underground tunnels, the Office on England, The Tin Man and Mushrooms on St. Nicholas street of which still remain. Most of them have enjoyed the same success as the Cars.

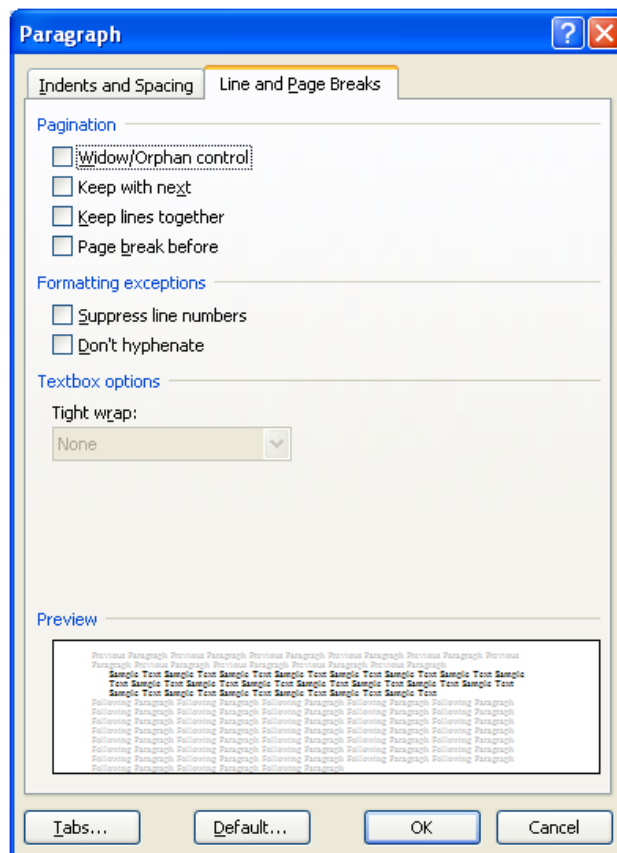
Lady went on to many projects with artists and youth groups throughout the day, which she enjoyed. Lady finished working on an artist in residence in Oct. 1982, this is where her responsibility for the cars ended. Lady now works as part of the Silbury Group of artists based in Milnes Keyes in Woburn Farm.

- Click anywhere in the final paragraph of the first page
- Ensure the **Home** tab is selected
- Click the **Paragraph** group dialog box launcher



The Paragraph dialog box is displayed.

- Ensure that the **Line and Page Breaks** tab is selected



- Click **Widow/Orphan control**

- Click **OK**

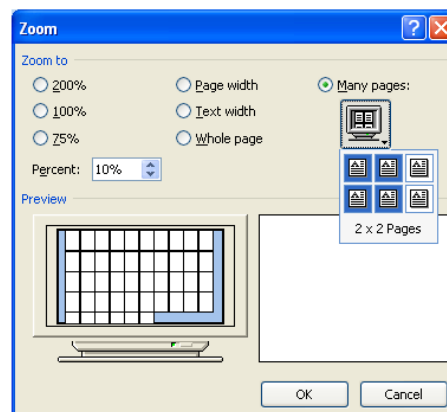
Another line of the paragraph is moved to the top of the second page to eliminate the widow.

- Close the document without saving

# VIEWING A DOCUMENT

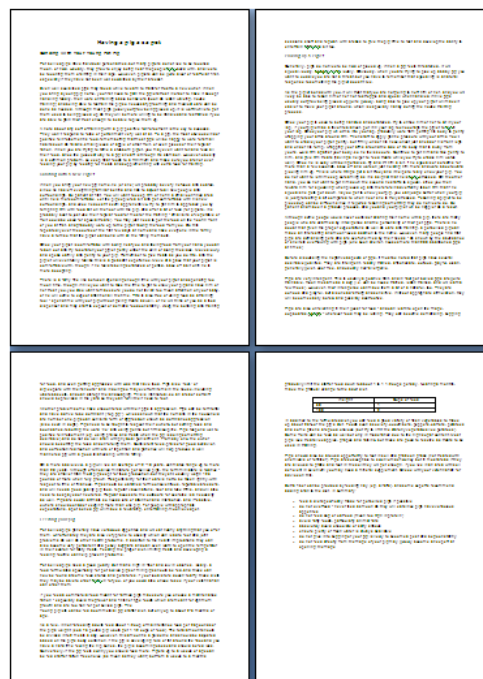
When a document has several pages it is useful to see them together to check text layout and find blank pages.

- Open the file named **Pigs**
- Click the **Zoom** button in the **Zoom** section of the **View** tab
- Select **Many pages**
- Click the down arrow and select **4 pages (2 x 2 Pages)**



- Click **OK**

The document is displayed four pages at a time.



- Click the **100%** button in the **Zoom** section of the **View** tab



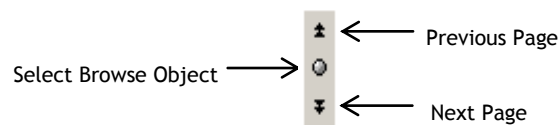
# NAVIGATING A DOCUMENT

## BROWSING

There are quick ways to navigate and locate objects within a document.

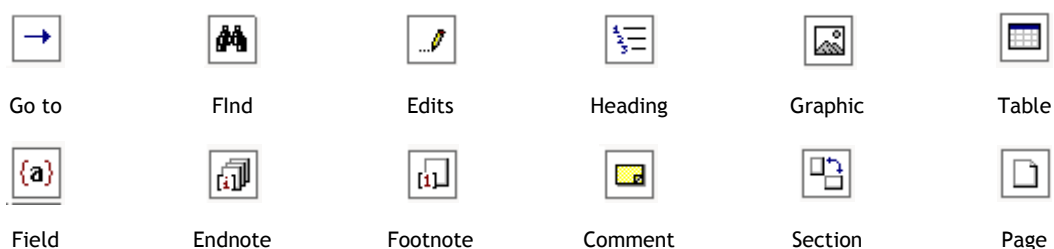
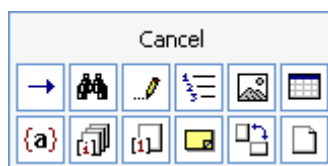
- The file **Pigs** should still be open

At the bottom right-hand corner of your screen you will see the navigation tools:



The default Browse Object is **Page**.

- Use the **Next Page** and **Previous Page** buttons to move through the document
- Click the **Select Browse Object** button to see a sub-menu of options



- **Select Browse by Table**

You are immediately moved to the first (and only) table in the document.

- Point to the **Previous** button

Notice that instead of 'Previous Page', the button is now labelled 'Previous Table'.

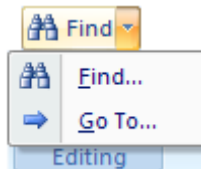
## GO TO

---

If you know where you want to go in a document, you can use the Go To command to find a specific page, table, or other item.

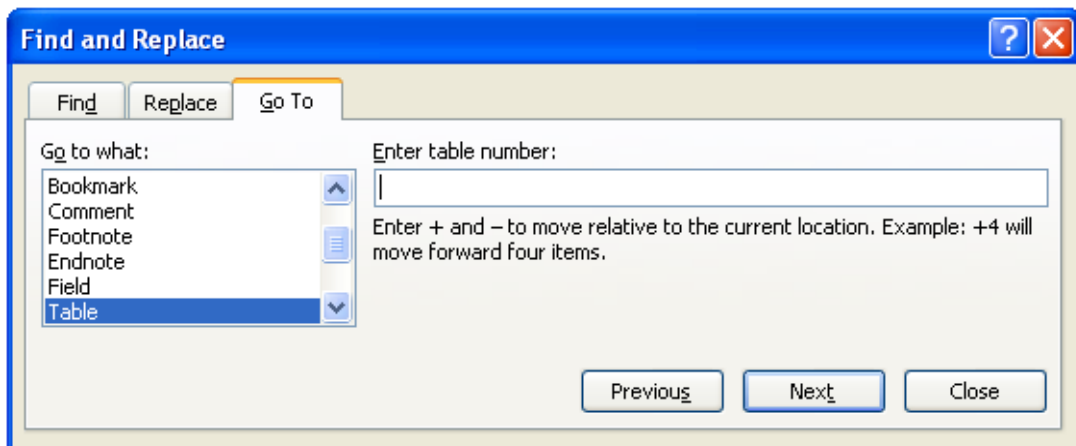
Go To is available as an object on the Browse feature, and can also be found in the Editing group on the Home tab.

- Click down arrow next to **Find** in the **Editing** group on the **Home** tab



- Select **Go To**

The Find and Replace dialog box is displayed, with the Go To tab on top.



Notice that the list in the **Go to what** window largely replicates the options available via the Browse Object button.

- Ensure that **Page** is selected
- Type **2** in the **Enter page number** window

As you type, the Next button at the bottom of the dialog box becomes a Go To button.

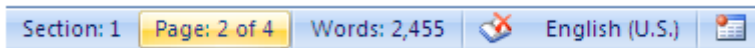
- Click **Go To**

The insertion point has moved to the top of page 2.

- Click **Close**
- Position the insertion point at the beginning of the document
- Leave the document open ready for the next exercise



1. You can display the Go To dialog box quickly by clicking on the page number on the status bar at the bottom of the document.



2. Alternatively press **Ctrl+G** to display the Go To dialog box.

## SECTIONS

A section contains a common layout, for example two columns of text, or a wide left margin.

When you open a new blank document, it consists of a single section. Changes made to the margins or orientation, will affect the whole document, not just the page you make the changes to.

If you need to vary the layout of a document within a page, or between pages, you must insert section breaks to divide the document into separate sections. Each section can then be formatted as required.

Bear in mind that a section break controls the section formatting of the text that precedes it. So, if you delete a section break, the preceding text becomes part of the following section and assumes its section formatting.

The last paragraph mark (§) in the document holds the section formatting of the last section in the document.

A paragraph mark is inserted into the document each time you press the Enter key.



To see the paragraph marks in the document click the **Show/Hide** button in the Paragraph group on the Home tab.



Types of section break:

<b>Next page</b>	Inserts a section break and starts the new section on the next page.
<b>Continuous</b>	Inserts a section break and starts the new section on the same page.
<b>Odd page or Even page</b>	Inserts a section break and starts the new section on the next odd-numbered or even-numbered page

# EXAMPLES OF SECTION BREAKS

## Continuous

The following example shows the result of inserting Continuous breaks in a document

Break

Break

### Having a pig as a pet

#### Bonding with Your Young Pet Pig

Pot bellied pigs have individual personalities, but many piglets do not like to be touched much, or held. Usually, they grow to enjoy being near the people they bond with, and like to be touching them or sitting in their laps. However, piglets can be quite scared or fearful at first, especially if they have not been well socialized by their breeder.

Even well socialized pigs may take a while to learn to transfer trust to a new owner. When you bring a young pig home, you first need to gain the piglet's trust in order to have it accept handling easily, then work on training basic behaviors (such as leash walking, house training and being able to restrain the pig so necessary grooming and medical care can be done as needed. Although most pigs quickly outgrow being picked up, it is worthwhile to get them used to being picked up as they will be more willing to be handled and restrained if you are able to gain their trust enough to be able to pick them up.

A note about any sort of training with a pig: positive reinforcement is the key to success. They won't respond to force or punishment very well at all. To a pig, the most obvious kind of positive reinforcement is food, remembering that most pigs will be happy to work for small rewards such as raisins, small pieces of apple or other fruit, or even pieces of their regular ration. When you are trying to train a stubborn piglet, you may even want to hand feed all their food, since the quickest way to a pig's heart is through its stomach. However, obesity is a common problem, so feed treat foods to a minimum and make sure you are not over feeding your pig by feeding full meals and supplementing with extra food for training.

#### Bonding With a New Piglet

When you bring your new pig home, he or she will probably be very nervous and scared, since he has left everything familiar behind and has to adjust to all new people and surroundings. Be patient at first. You will want to keep him or her in a small confined area until he is more comfortable. Let the pig explore and get comfortable with his new surroundings, and once he doesn't seem apprehensive, try to get him to approach you by tempting him with food. Sit on the floor with him, and offer a bit of food for piglets. It is probably best to just use their regular food for most of the training - small bits of vegetable or fruit could be used for special treats. You may just need to put the food on the floor in front of you at first, and gradually work up to the piglet taking the food from you. Do this repeatedly over the course of the first few days at home and have everyone in the family have a turn so that the piglet can bond with all the family members.

Once your piglet is comfortable with being near you and taking food from your hand, you can reach out and try to scratch your piglet gently under the chin or along the sides. Move slowly, and speak calmly and gently to your pig. Remember to give treats as you do this, and the piglet will eventually realize this is a pleasant experience. Move at a pace that your piglet is comfortable with, though. If he resists being scratched or petted, back off a bit until he is more accepting.

There is a fairly fine line between spending enough time with your piglet and spending too much time, though. While you want to take the time to get to know your pig and have him or her trust you, you also want to make sure you do not attach too much attention on your baby, or he will come to expect attention all the time. This is also true of using food as a training tool - spend time with your pig without giving treats as well, or he will think of you as a food dispenser, and may start to expect or demand food constantly. Feed the bonding and training sessions short and regular, with breaks to give the pig time to rest and develop the ability to entertain himself a bit too.

Picking up a Piglet

Generally, pigs do not like to be held or picked up. When a pig feels threatened, it will squeal, loudly. Usually, very loudly. Obviously, when you are trying to pick up a baby pig you want to cuddle you are not stressed, but you have to remember that squealing is a natural response to something the pig doesn't like.

As the piglet bonds with you, it will trust that you are not going to hurt him or her, and you will likely be able to teach him or her not to struggle and squeal when handled. While pigs usually outgrow being picked up quite easily, being able to pick up your piglet will make it easier to move your piglet around, which is especially handy during the house training process.

Once your pig is used to being handled and scratched, try to entice him or her to sit in your lap. If your piglet has a favorite blanket, put it in your lap to encourage the piglet to lay in your lap. Once your piglet will climb into your lap, gradually work from petting his body to gently wrapping your arms around him. Then start to apply gentle pressure with your arms. You want to create your piglet gently, but firmly, under his neck/hooves just ahead of his front legs and under his arm, wrapping your arms around the side of his body that is away from you. Hold him against your body, so he feels secure. Continue to pet him and talk gently to him, and give him treats (raisins or other small treats) while you try to create him works well). Once he is okay with being cuddled, try and lift him a bit. He squeals or screams for more than a few seconds, back off and work on just holding him more and work back toward picking him up. This is where things get a bit tricky and it helps to really know your pig. You do not want to let him keep screaming as it is a signal that he is very stressed. On the other hand, you do not want to put him down the second he starts to squeal, since you then reward him for squealing when picked up and therefore inadvertently teach him that if he squeals he gets put down. As you get to know your pig, you can judge better when your pig is just protesting a bit compared to when he or she is truly stressed. Teaching a piglet to be picked up can be difficult, since it requires teaching something they do not like to do. Be patient and make it a gradual process, and you and your piglet will be happier as a result.

Although some people would never consider sharing their home with a pig, there are many people who are charmed by intelligence and the personality of their pet pigs. There is no doubt that given the proper expectations as well as care and training, a pot bellied pig can make an interesting and motivated addition to the home. However, many people find that pigs are demanding pets and are overwhelmed by their needs - as shown by the abundance of shelters overflowing with pigs (one such shelter, houses more than 200 abandoned pigs at times).

Before discussing the negative aspects of pigs, it must be noted that pigs have several desirable qualities. They are intelligent, easily trained, affectionate, curious, playful, clean, generally quiet, obedient, and usually non-competitive.

Pigs are very intelligent. This is usually a positive trait, and in fact pot bellied pigs are quite trainable, much the same as a dog. A pig can be house trained, easily trained, and will learn a few tricks). However, their intelligence can make them a bit of a handful, too. They are

Break

## Next Page

The following example shows a Next page break. This type of break starts the following text on a new page.

Break

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#### Bonding With a New Piglet

When you bring your new pig home, he or she will probably be very nervous and scared, since he has left everything familiar behind and has to adjust to all new people and surroundings. Be patient at first. You will want to keep him or her in a small confined area until he is more comfortable. Let the pig explore and get comfortable with his new surroundings, and once he doesn't seem apprehensive, try to get him to approach you by tempting him with food. Sit on the floor with him, and offer a bit of food for piglets. It is probably best to just use their regular food for most of the training - small bits of vegetable or fruit could be used for special treats. You may just need to put the food on the floor in front of you at first, and gradually work up to the piglet taking the food from you. Do this repeatedly over the course of the first few days at home and have everyone in the family have a turn so that the piglet can bond with all the family members.

Once your piglet is comfortable with being near you and taking food from your hand, you can reach out and try to scratch your piglet gently under the chin or along the sides. Move slowly, and speak calmly and gently to your pig. Remember to give treats as you do this, and the piglet will eventually realize this is a pleasant experience. Move at a pace that your piglet is comfortable with, though. If he resists being scratched or petted, back off a bit until he is more accepting.

There is a fairly fine line between spending enough time with your piglet and spending too much time, though. While you want to take the time to get to know your pig and have him or her trust you, you also want to make sure you do not attach too much attention on your baby, or he will come to expect attention all the time. This is also true of using food as a training tool - spend time with your pig without giving treats as well, or he will think of you as a food dispenser, and may start to expect or demand food constantly. Feed the bonding and training sessions short and regular, with breaks to give the pig time to rest and develop the ability to entertain himself a bit too.

Picking up a Piglet

Generally, pigs do not like to be held or picked up. When a pig feels threatened, it will squeal, loudly. Usually, very loudly. Obviously, when you are trying to pick up a baby pig you want to cuddle you are not stressed, but you have to remember that squealing is a natural response to something the pig doesn't like.

As the piglet bonds with you, it will trust that you are not going to hurt him or her, and you will likely be able to teach him or her not to struggle and squeal when handled. While pigs usually outgrow being picked up quite easily, being able to pick up your piglet will make it easier to move your piglet around, which is especially handy during the house training process.

Once your pig is used to being handled and scratched, try to entice him or her to sit in your lap. If your piglet has a favorite blanket, put it in your lap to encourage the piglet to lay in your lap. Once your piglet will climb into your lap, gradually work from petting his body to gently wrapping your arms around him. Then start to apply gentle pressure with your arms. You want to create your piglet gently, but firmly, under his neck/hooves just ahead of his front legs and under his arm, wrapping your arms around the side of his body that is away from you. Hold him against your body, so he feels secure. Continue to pet him and talk gently to him, and give him treats (raisins or other small treats) while you try to create him works well). Once he is okay with being cuddled, try and lift him a bit. He squeals or screams for more than a few seconds, back off and work on just holding him more and work back toward picking him up. This is where things get a bit tricky and it helps to really know your pig. You do not want to let him keep screaming as it is a signal that he is very stressed. On the other hand, you do not want to put him down the second he starts to squeal, since you then reward him for squealing when picked up and therefore inadvertently teach him that if he squeals he gets put down. As you get to know your pig, you can judge better when your pig is just protesting a bit compared to when he or she is truly stressed. Teaching a piglet to be picked up can be difficult, since it requires teaching something they do not like to do. Be patient and make it a gradual process, and you and your piglet will be happier as a result.

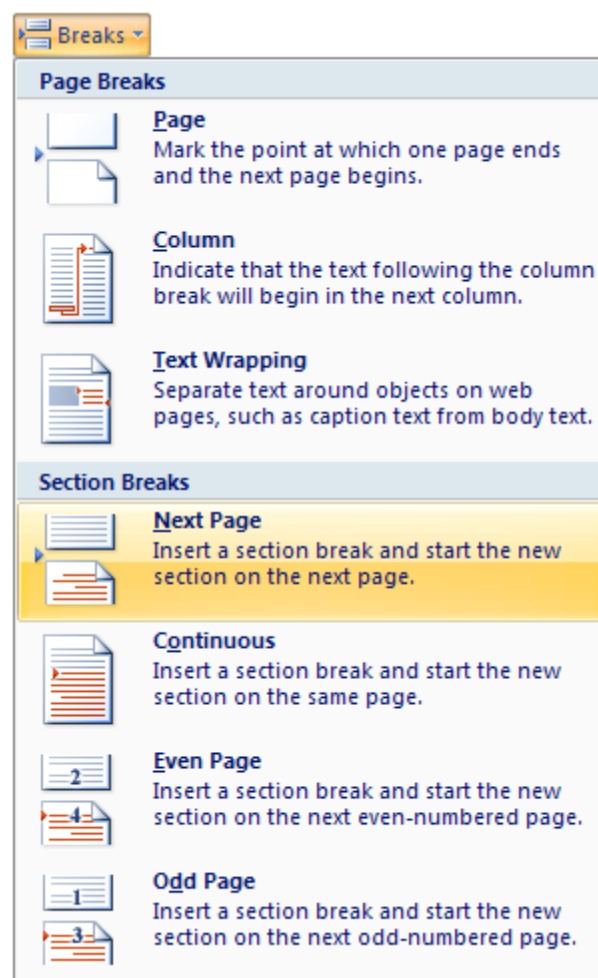
2

## INSERTING A SECTION BREAK

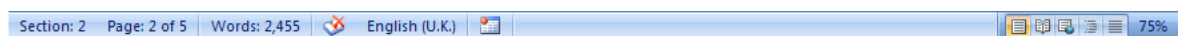
---

You should still have the file named **Pigs** open.

- Position the insertion point where you want the section break to be, for this exercise immediately to the left of the first letter in the second paragraph on the first page (Even well socialised pigs etc.)
- Select the **Page Layout** tab
- Click **Breaks** in the **Page Setup** group
- Choose **Next Page** from the list



Notice that the Status bar at the bottom of the screen displays the number of the section where the insertion point is currently positioned.



Section number

- Select page 1 and then page 2 of the document to see the section number change

### ***DELETING A SECTION BREAK***

---

To delete a section break:

- Click the **Show/Hide** button in the **Paragraph** group on the **Home** tab to see the breaks
- Position the insertion point on the section break
- Press the **Delete** key
- Click the **Show/Hide** button to hide the paragraph marks

## PAGE NUMBERS

There are two methods of including page numbers in a document:

- using Page Number in the Header & Footer group on the Insert tab
- using either Header or Footer in the Header & Footer group on the Insert tab

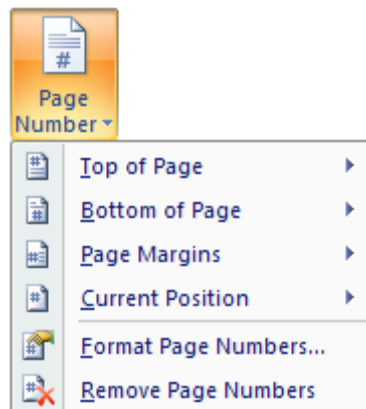
This section will cover the former option, while the latter option is dealt with on page 57.

### ***INSERTING PAGE NUMBERS USING THE PAGE NUMBER BUTTON***

- Ensure that the file **Pigs** is still open

The insertion point can be positioned anywhere within the document.

- Select the **Insert** tab
- Click **Page Number**

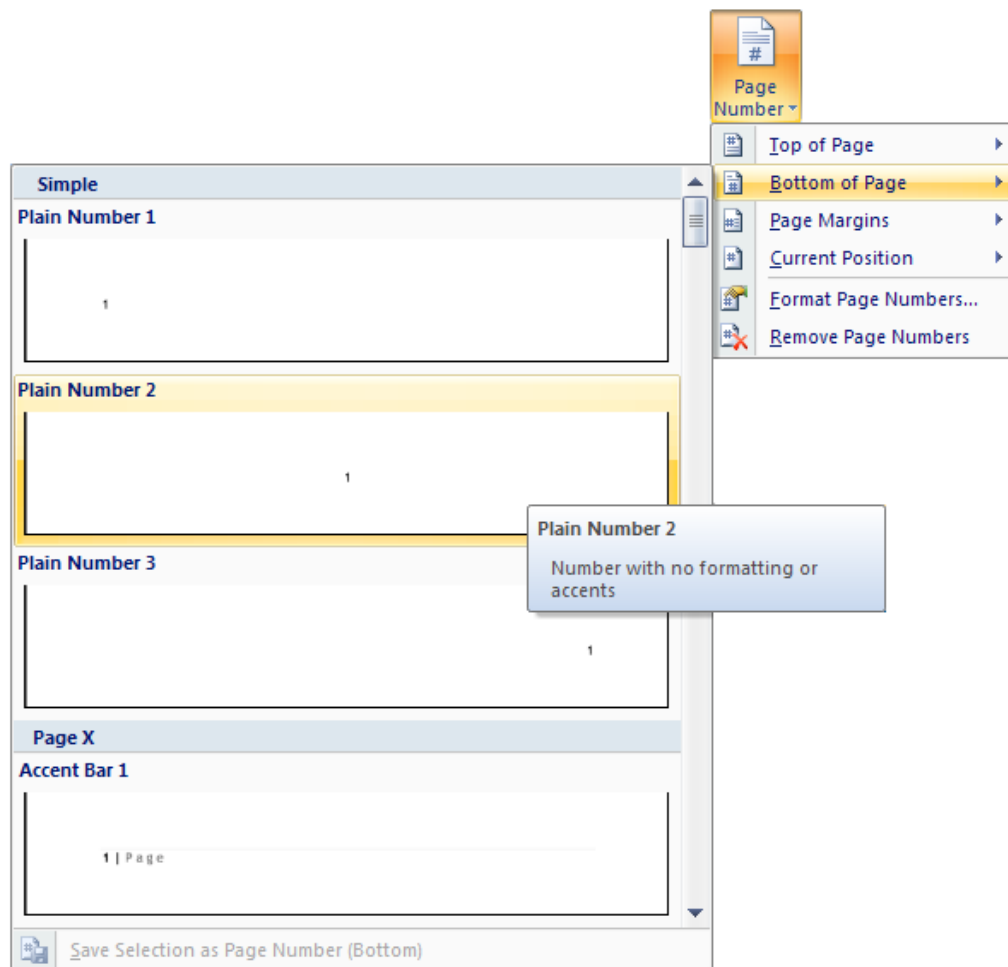


- Point to **Bottom of Page**

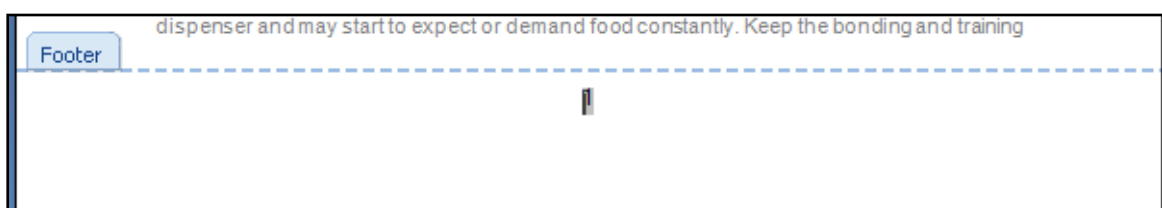
A list of built-in layouts is displayed.



- Click **Plain Number 2**



Page numbers are inserted into the footer of each page.



Notice that the contextual tab for Header & Footer Tools is displayed on the ribbon.

- Click the **Close Header and Footer** button in the **Close** group



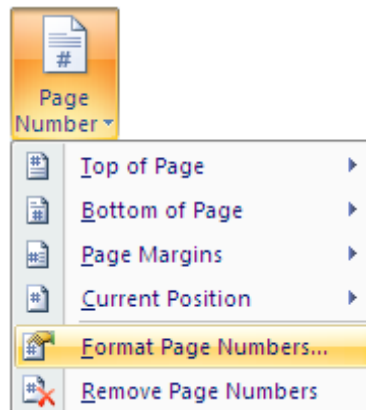
Double click in the document (outside of the footer) to close the Footer.

## PAGE NUMBER FORMATS

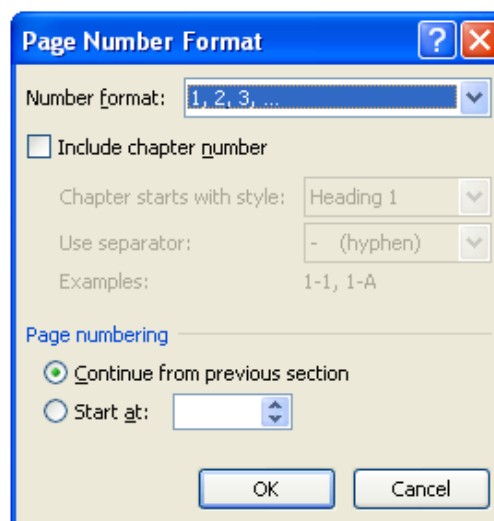
---

Various page number formats are available for you to choose from.

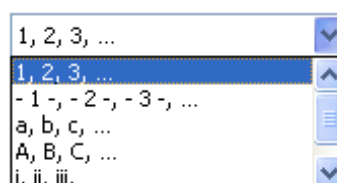
- Select the **Insert** tab
- Click **Page Number** in the **Header & Footer** group
- Choose **Format Page Numbers** from the list



The Page Number Format dialog box is displayed.



- Click the down arrow in the **Number Format** window



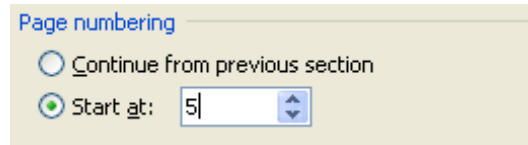
- Select a different format, say -1-, -2-, -3-, ...

## ***START PAGE NUMBER***

---

In the **Page numbering** section of the dialog box, the **Start at** radio button gives you the option to specify the starting page number.

- Click the **Start at:** radio button and type **5** in the box



- Click **OK**
- Preview the document to see the numbering format
- Close Print Preview



When you add page numbers, they are applied to the entire document.

If you want page numbers on only part of the document, or to change the format of the numbering, say you want contents page to be numbered with a Roman numeral, you must use Section breaks to split the document.

# HEADERS AND FOOTERS

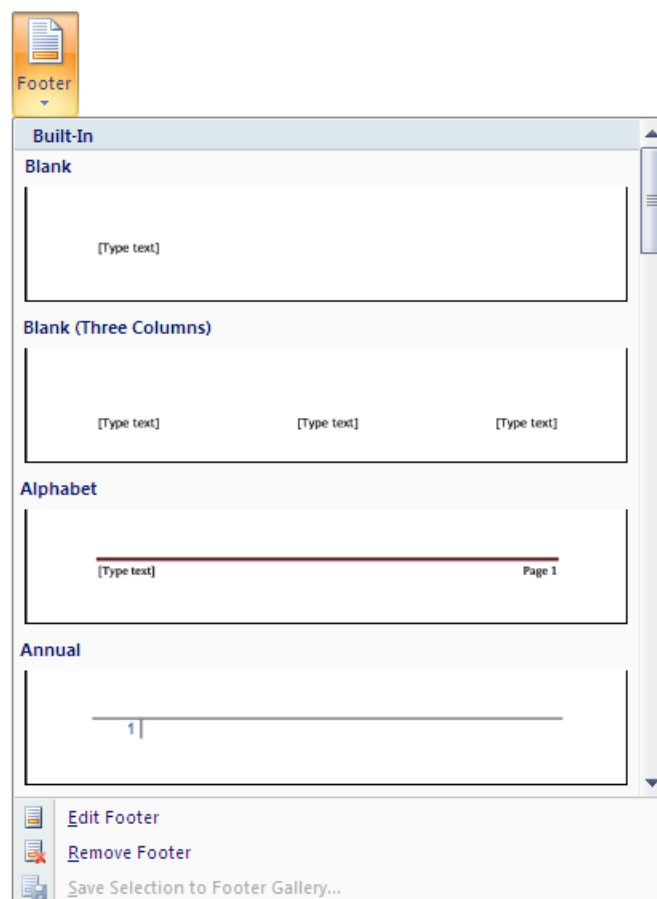
Headers and footers are areas in the top and bottom margins of each page in a document.

You can insert text or graphics in headers and footers – for example, page numbers, the date, a company logo, the document's title or file name, or the author's name – that are printed at the top or bottom of each page in a document.

## ***INSERTING A FOOTER***

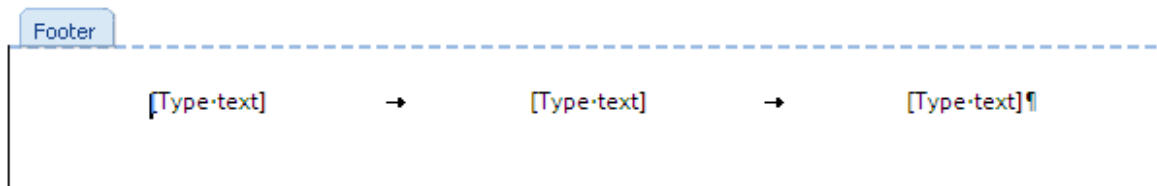
---

- The document **Pigs** should still be open
- Choose the **Insert** tab
- Click the **Footer** button in the **Header & Footer** group



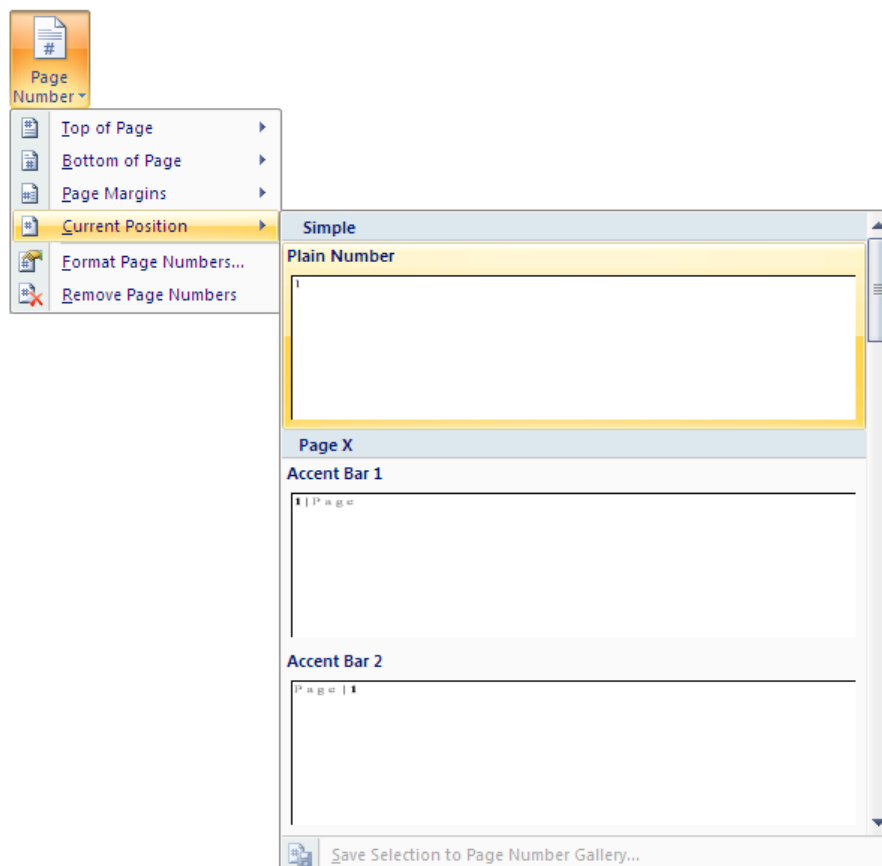
A list of built-in layouts is displayed.

- Choose **Blank (Three Columns)**



You can see that a footer has been included in the document but the page number that you inserted in the previous exercise has been deleted.

- Select the 'Type text' prompt in the **left** position and type **Intermediate Word 2007**
- Select the 'Type text' prompt in the **centre** position
- Ensure the **Design** tab in the **Header & Footer Tools** contextual tab is selected
- Click **Page Number** in the **Header & Footer** group
- Select **Current Position**
- Select **Plain Number**



A page number is added to the footer in the same format as the one that was deleted when you inserted the built-in footer.

- Select the 'Type text' prompt at the **right** of the footer and type **your name**
- Close the footer

Intermediate Word 2007	- 5 -	Ann Other
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### **IMPORTANT TO REMEMBER**

When you use one of the built-in formats for page numbers, headers or footers, you run the risk of it replacing text that you have already placed in the header/footer.

### *Deleting a page number*

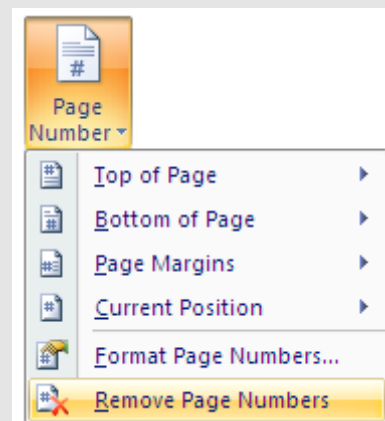
- Double click the footer area of the document to activate it
- Select the page number
- Press the **Delete** key
- Delete your name from the footer



If you have inserted the page number using the Page Number option on the Insert tab:

- Choose the **Insert** tab
- Click **Page Number** in the **Header & Footer** group
- Click **Remove Page Numbers**

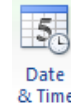
This method does not work if you have included the page number as part of the insert footer option.



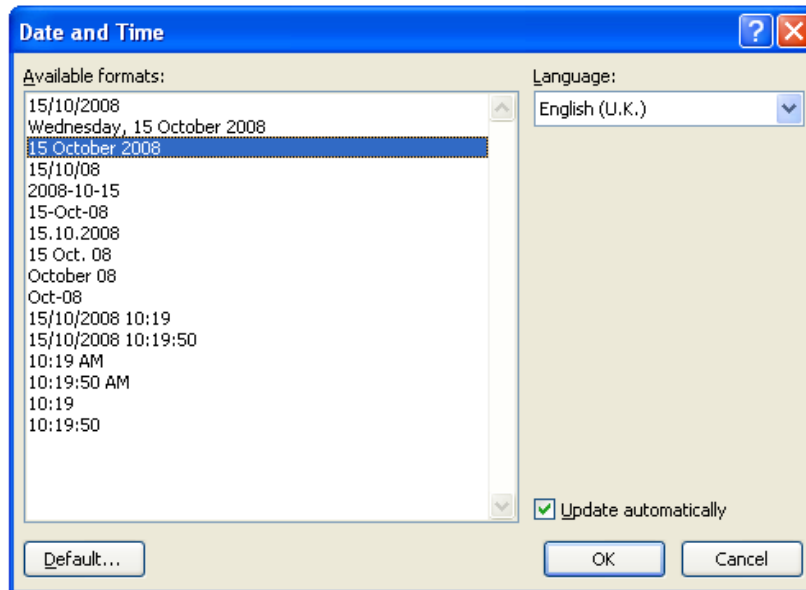
## *Inserting the date*

---

- Position the insertion point at the right of the footer
- Click the **Design** tab on the Header & Footer Tools contextual tab
- Click the **Date & Time** button in the **Insert** group



The Date and Time dialog box is displayed.



- Select the format of the date as you want it to appear
- If you would like the date to be updated each time you open the document, ensure the **Update automatically** option is selected
- Click **OK**
- Close the **Header & Footer**

## *Odd and even pages*

---

If it is intended that the document will be bound, you may have to consider having a wider margin on alternating pages to accommodate the binding. In this case you might also choose to have the page numbers on alternating sides of the page (left on the even numbered pages and right on odd numbered pages).

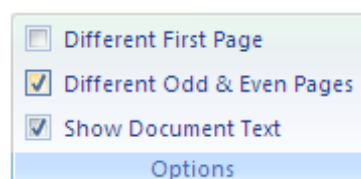
The document called **Pigs** should still be open.

To clear the current footer in the document:

- Click into the first page
- Double click in the footer area to activate the footer
- Click **Footer** in the **Header & Footer** group of the **Design** tab
- Click **Remove Footer**
- Save the document

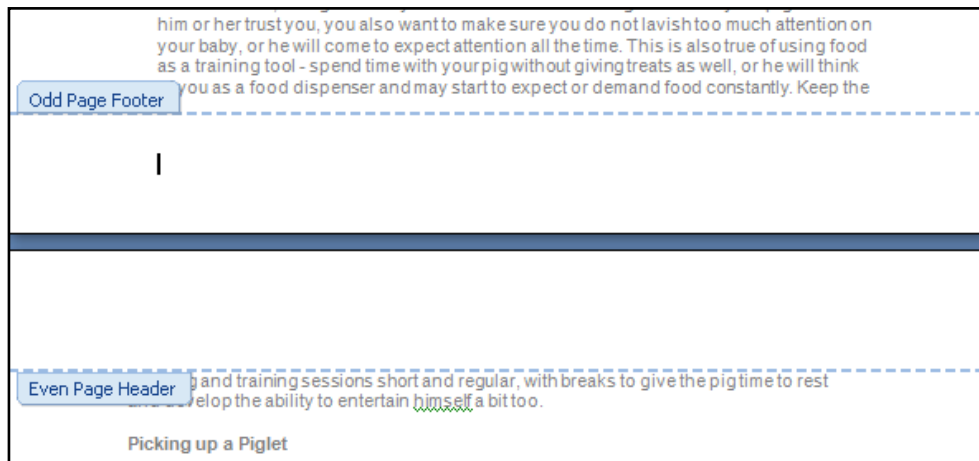
To set an alternating margin:

- Ensure the insertion point is in the footer
- Click **Margins** in the **Page Setup** group of the **Page Layout** tab
- Choose **Mirrored**
- Select the **Different Odd & Even Pages** option in the **Options** group of the **Design** tab





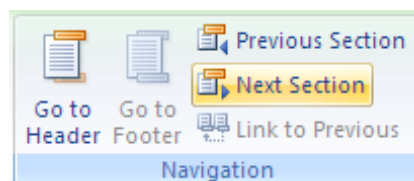
With the insertion point positioned in the Odd Page Footer.



- Click **Page Number** in the Header & Footer group of the **Design** tab
- Choose **Bottom of Page**
- Choose **Plain Number 3**

This inserts a page number on the right side of the footer but it still retains the format to start at number 5.

- Click **Page Number** in the **Header & Footer** group
- Click **Format Page Numbers**
- Change the number to start at **1**
- Click **OK**
- Click **Next Section** in the Navigation group of the **Design** tab



The insertion point is moved to Even Page Footer and page number 2 is displayed in the centre.

- Click **Page Number** in the **Header & Footer** group
- Click **Bottom of Page**
- Click **Plain Number 1**
- Close the Header and Footer

Look at the document in Print Preview to see the result.

- Close Print Preview
- Close the document without saving

### *Different first page footer*

---

You may want a different Header or Footer on the first page.

There is an option within the design of the header and footer to do this and, once you have selected it a First Page Header or Footer is inserted into the document. This gives you the opportunity of either typing something different or leaving it blank.

- Create a new document
- Press **Ctrl and Enter** three times

This gives you a document with four pages in it.

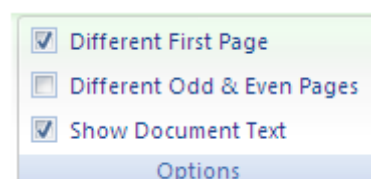
With the insertion point in the first page:

- Insert a **Blank (Three Columns)** footer
- Type your name in the space provided on the left
- Insert a page number in the centre position
- Delete the position on the right



While the footer is still activated:

- Select the **Different First Page** option in the Options group on the Design tab



The Footer on the first page is cleared. Notice that the Footer is still displayed on this page, but is labelled **First Page Footer**.



- Type the name of the document (**Blank Document**) in the left hand position.
- Close the footer
- Preview the document to see the different footers
- Double click the footer area to activate it
- Deselect the **Different First Page** option

The first page footer is removed.

- Close the Header and Footer

### *Different Header/Footer*

---

While the Different First Page option is extremely useful, it obviously only affects the first page of a document.

If you want a different header or footer on more than one page, or part way through a document, you need to divide the document into sections (see page 49). As you already know, each section can then be formatted as required.

In this exercise you will modify the footer so that the first page is numbered with a Roman numeral, and the second page will be numbered with a number 1 in Arabic format

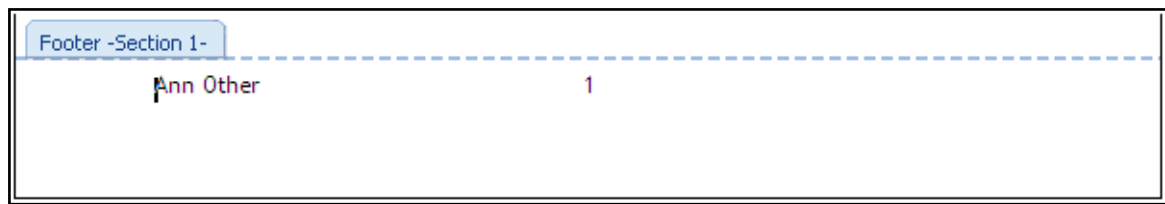
Your current document has four pages with your name in the footer at the left position.

- Insert a **Next Page Section Break** at the top of page 1

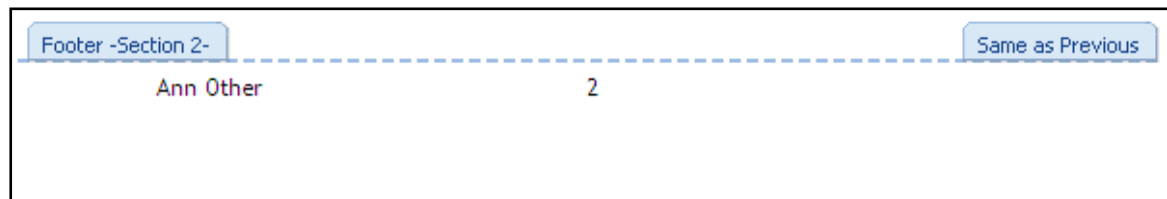
This inserts a new page into the document.

- Double click the footer area on page 1 to activate it

You can see that the footer is labelled Section 1.



- Scroll down to see the page 2 footer



Notice that footer on this page is shown as Section 2 indicating that a section break separates pages 1 and 2.

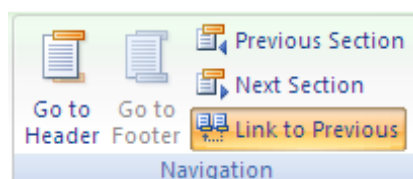
There is also a **Same as Previous** label on the right of the Section 2 footer.

The Same as Previous label shows that, although you have inserted a next page section break, the footer will be the same as the previous section.

If you want the footer on page 1 to be different to the footer on page 2 you must remove the Same as Previous label so 'splitting' section 2 from section 1.

With the insertion point in the Section 2 footer:

- Click the **Link to Previous** button in the Navigation group of the Design tab



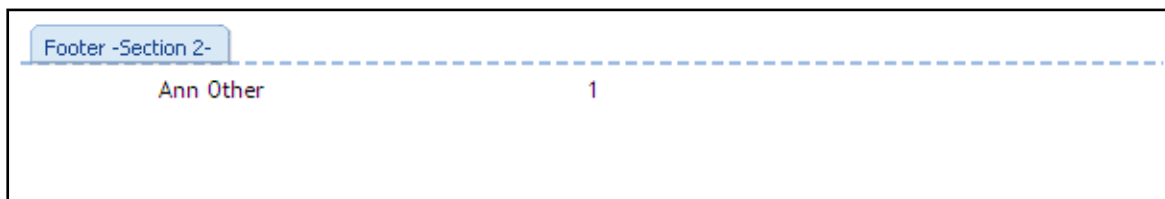
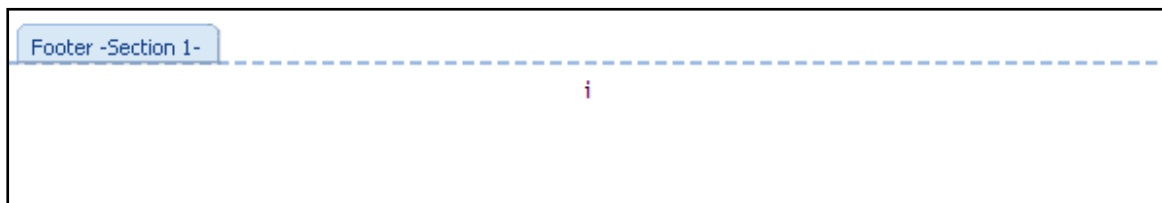
The sections are separated and you can now format each one in a different way.

In the footer for section 1:

- Delete your name
- Format the page number as **Roman** format

In the footer for section 2:

- Format the page number so that it starts numbering at 1



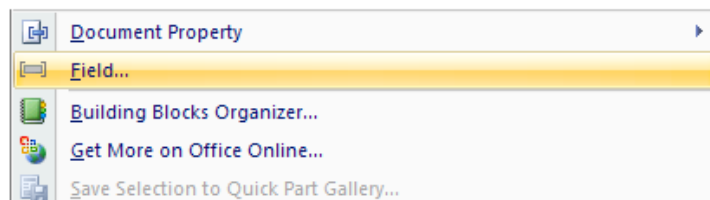
- Close the Header & Footer
- Close the document without saving

### *Inserting the document name and path into the footer*

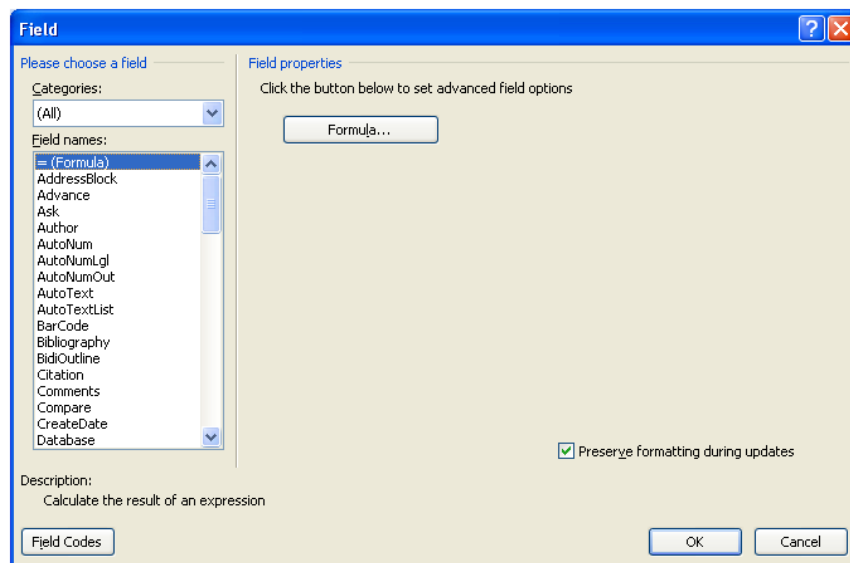
---

You can use Quick Parts to insert fields from the Document Properties for example the document name. You can also insert a cover page, pre defined headers and footers with page numbers, watermarks, and more.

- Open the document called **Pigs**
- Activate the footer area
- Click **Quick Parts** in the **Insert** group
- Choose **Field**



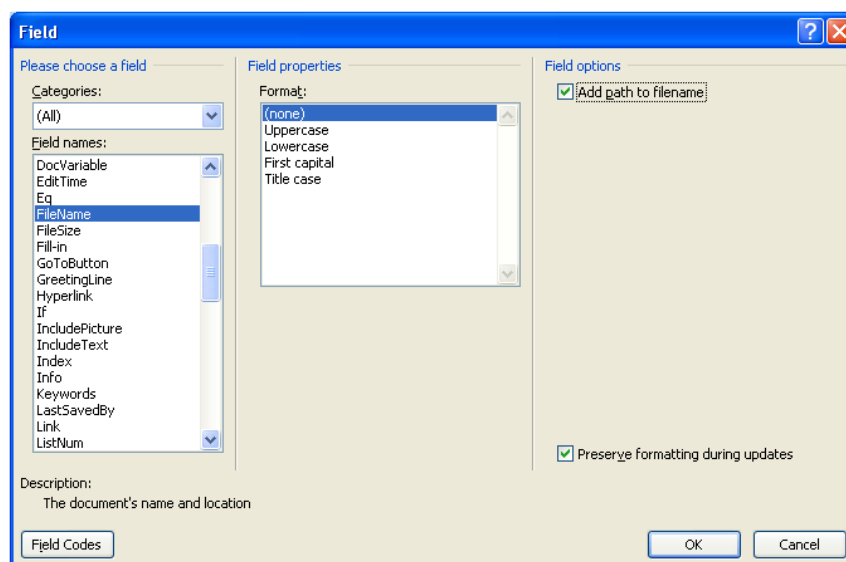
The Field dialog box is displayed.



- Scroll down the list of field names and select **FileName**

Notice that, by selecting Filename, the Field properties are now displayed.

- Leave the Format as **None**
- Select the option to **Add path to filename**



- Click **OK**
- Close the footer

The filename and path is displayed in the footer.

C:\Word2007Intermediate\pigs.docx

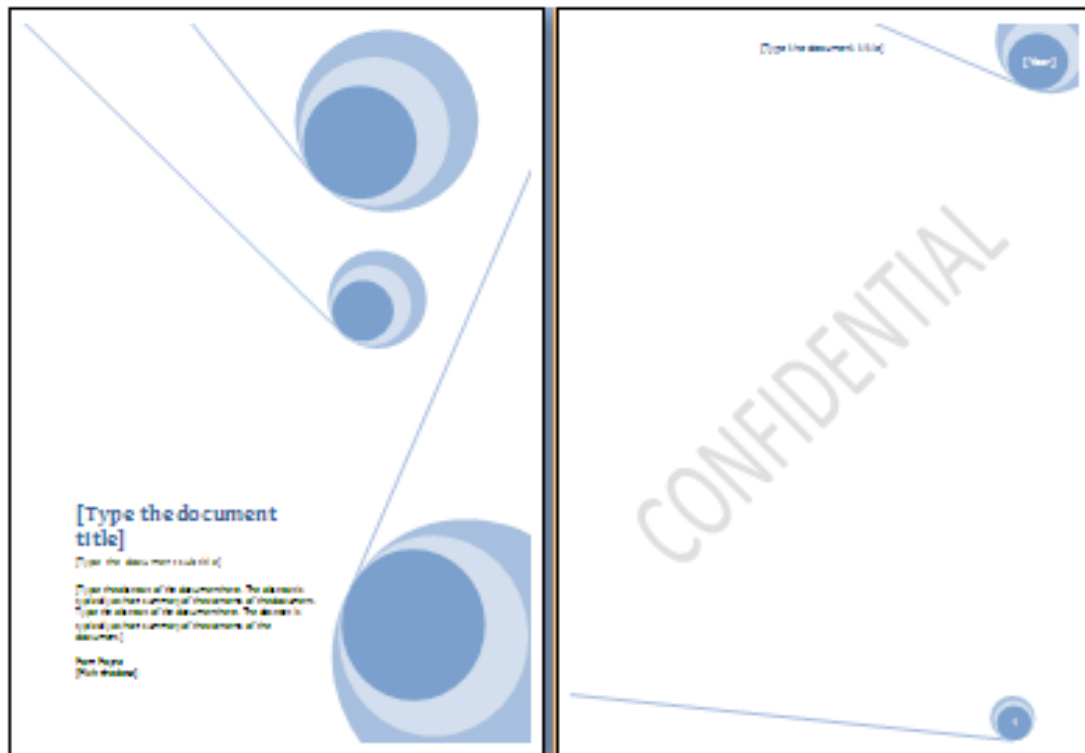
- Close the document without saving

## BUILDING BLOCKS

Building blocks are reusable pieces of content or other document parts that are stored in galleries. You can access and reuse the building blocks at any time.

The idea for this exercise was taken from the [blogs.techrepublic.com](http://blogs.techrepublic.com) web site and includes assembling a document using built-in components.

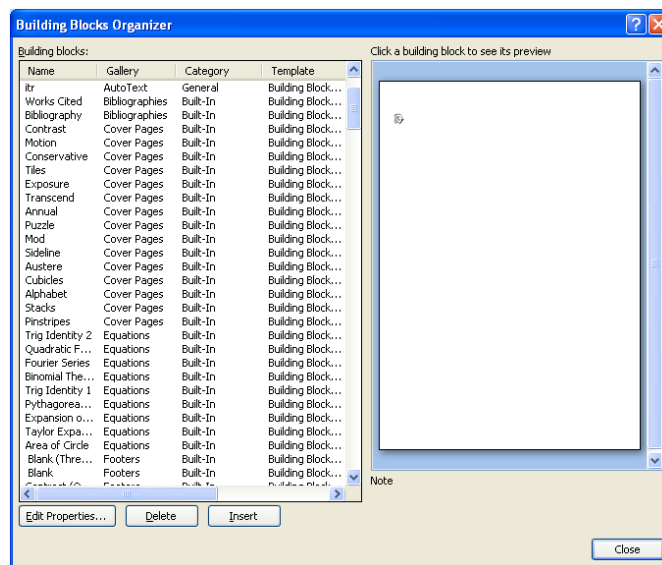
There are several parts to the exercise which means repeating some of the instructions. By the end of the exercise you will have produced pages for a confidential document including a cover page similar to that shown below.



- Open a new document
- Click the **Quick Parts** button in the **Text** group of the **Insert** tab
- Click **Building Blocks Organizer**



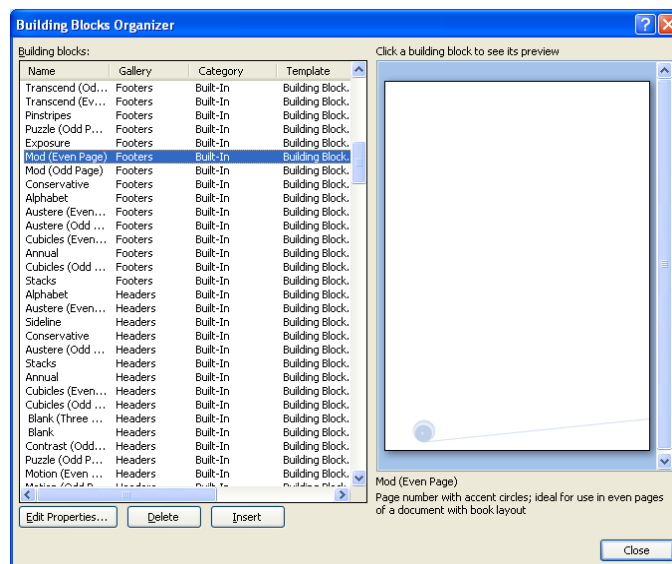
The Building Blocks Organizer is displayed.



You see the name of the building block and the gallery name.

- Scroll down the Building Blocks list until you see the blocks that are part of the Footers gallery
- Select **Mod (Odd Page)**

A preview of the building block is shown in the preview window.



- Click **Insert**

The footer is shown in the document.

- Close the Header and Footer

- Click the **Quick Parts** button in the **Text** group of the **Insert** tab
- Click **Building Blocks Organizer**

The Building Blocks Organizer is displayed.

- Scroll down the Building Blocks list until you see the blocks that are part of the Headers gallery
- Select **Mod (Odd Page)**
- Click **Insert**
- Close the Header and Footer

- Click the **Quick Parts** button in the **Text** group of the **Insert** tab
- Click **Building Blocks Organizer**

The Building Blocks Organizer is displayed.

- Scroll down the Building Blocks list until you see the blocks that are part of the Watermarks gallery
- Select **Confidential 1**
- Click **Insert**

- Click the **Quick Parts** button in the **Text** group of the **Insert** tab
- Click **Building Blocks Organizer**

The Building Blocks Organizer is displayed.

- Scroll down the Building Blocks list until you see the blocks that are part of the Cover Pages gallery
- Select **Mod**
- Click **Insert**

To change the page numbering:

- Double click the footer area of the first page
- Change the page number format to start the pages numbering at 0 (this makes the second page number 1)
- Close the Header and Footer

- Preview the document
- Close the document without saving

# COLUMNS

You can lay out text in newsletter-style columns, and the text will flow from the bottom of one column to the top of the next.

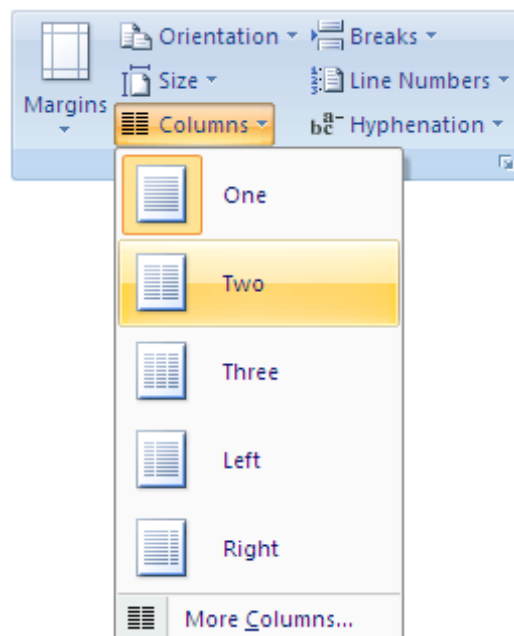
You have previously learnt that any formatting changes will affect the entire document. Therefore, unless you want your whole document to be formatted in columns, the newsletter-style text will need to be contained in its own section.

If the text is already typed Word will take care of this for you. When you select the text and choose the Columns option, section breaks are inserted at the beginning and end of the highlighted text.

- Open the document called **Pigs**
- Highlight the text in the second paragraph starting 'Even well socialized pigs.....'

**Don't** include the blank lines above and below the paragraph as this will produce uneven columns.

- Click the **Columns** button in the **Page Setup** group on the **Page Layout** tab
- Choose **Two**



The selected text is formatted in two columns.

As you selected the text before adding the two-column format, Word has automatically inserted two continuous section breaks into the document.

- To see them click **Show/Hide** in the **Paragraph** group on the **Home** tab

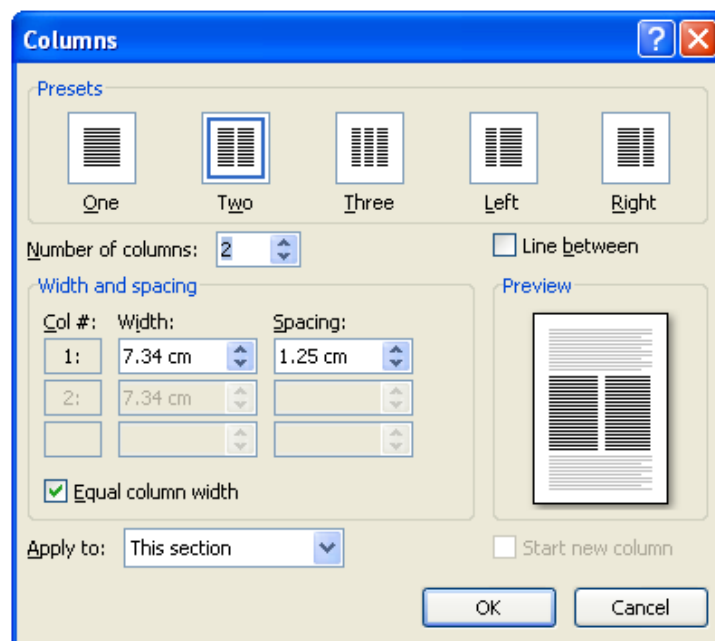
## FORMATTING COLUMNS

---

There are several options for formatting the columns.

- Position the insertion point in one of the columns
- Click **Columns** in the **Page Setup** group on the **Page Layout** tab
- Select **More Columns**

The Columns dialog box is displayed.



- Change the width and spacing of the columns - the Width is the width of the column, while Spacing is the amount of space between columns
- Include a line between the columns

The Preview window in the dialog box shows an example of the format you have chosen.

- When you have a suitable format click OK to close the dialog box
- Save and close the file

## BORDERS AND SHADING

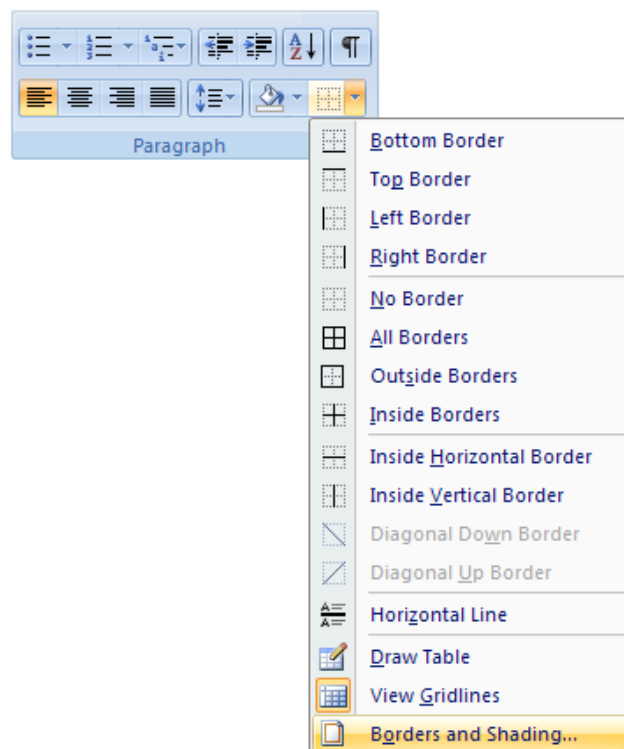
You can add a border to a page or to text. This is useful if you want to draw a line underneath a paragraph or enclose a paragraph or title within a border.

You can also use shading to highlight text or fill in the background of a table.

### TEXT BORDER

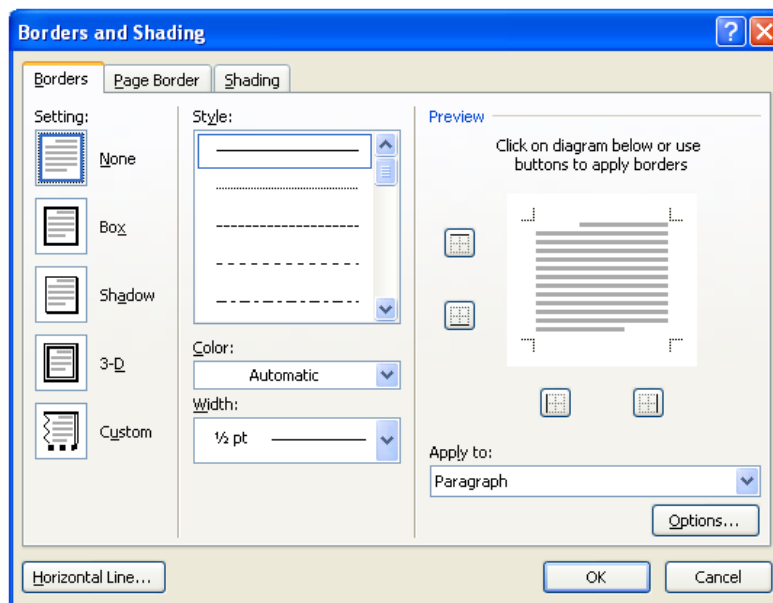
---

- Open the document called **Halloween**
- Position the insertion point in the document heading
- Click the arrow at the side of the **Borders** button in the **Paragraph** group of the **Home** tab

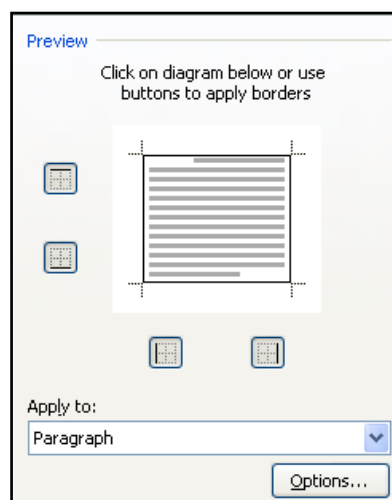


- Select **Borders and Shading**

The Borders and Shading dialog box is displayed

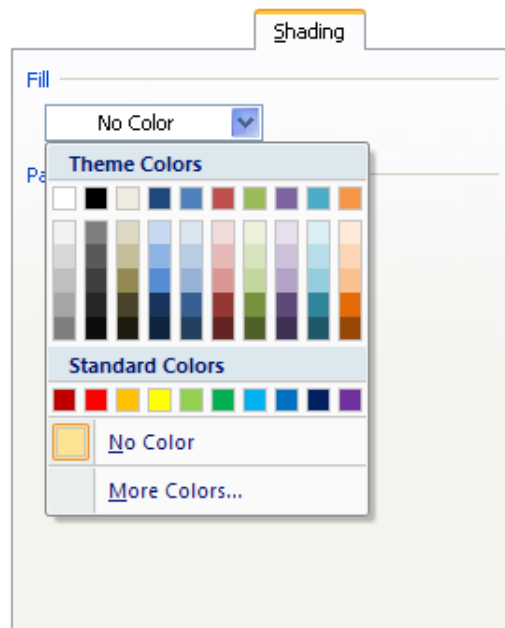


- Ensure the **Borders** tab is selected
- In the **Setting** column click **Box**
- Ensure **Paragraph** is selected in the Apply to: box

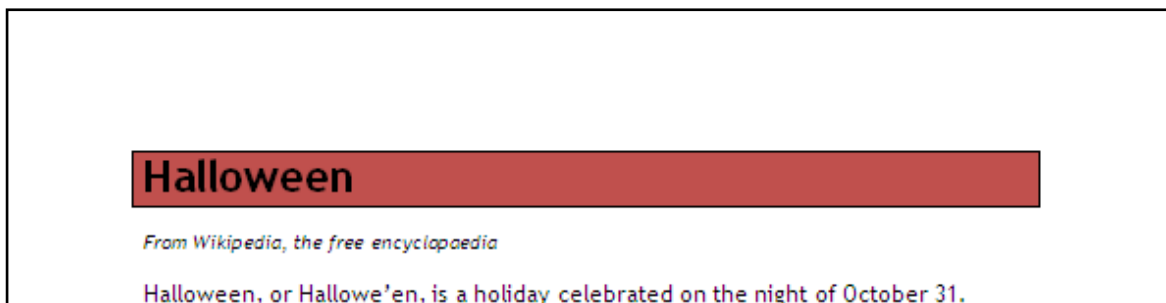


- Click the **Shading** tab

- Click the down arrow in the **Fill** box



- Choose a vibrant colour for the background of the border
- Click **OK**



- Add a shaded border to the first two sub-headings, **History** and **History of Name**
- Save the document



## PAGE BORDER

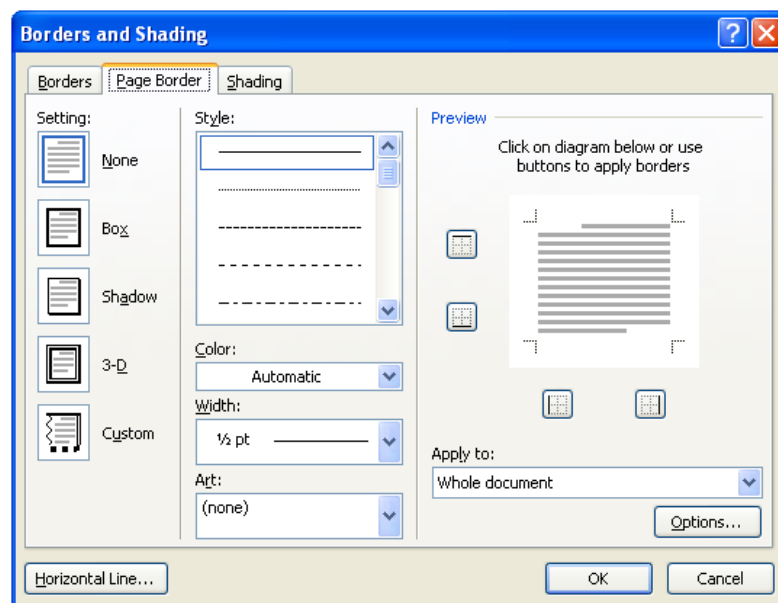
---

You are going to apply a border around the page.

- The file called **Halloween** should still be open
- Click the down arrow on the **Borders** button in the **Paragraph** group of the **Home** tab
- Choose **Borders and Shading**

The **Borders and Shading** dialog box is displayed.

- Click the **Page Border** tab



- In the **Setting** column, click **Box**
- In the **Style** section, choose a line style
- Click the down arrow next to **Color** and select a colour from the palette
- Click **OK**
- Look at the document in **Print Preview**
- Close **Print Preview**
- Click **Undo** to remove the page border ready for the next exercise

## Graphical page border

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As well as various line styles, you can choose a graphical page border.

- Click the down arrow on the **Borders** button in the **Paragraph** group of the **Home** tab
- Choose **Borders and Shading**

The **Borders and Shading** dialog box is displayed.

- Click the **Page Border** tab
- In the Setting column, click **Box**
- Click the down arrow in the Art box to see a selection of graphical styles



- Scroll down the list and choose the cat shape 
- Click the down arrow next to **Color** and select a medium grey from the palette
- Click **OK**
- Look at the document in **Print Preview**
- Close Print Preview



Always check a document with a page border in Print Preview before printing.

## FORMAT PAINTER

To complete the document you need to format the final sub-heading, Symbols to match the others. In this exercise you are going to copy the format of one of the other headings that you formatted earlier.

- Position the insertion point in the first sub-heading, **History**
- Click the **Format Painter** button in the **Clipboard** group of the **Home** tab



The format of the sub heading text has been copied ready to apply it to other text.

- Move the mouse pointer (which now has a paintbrush icon attached) down to the final sub-heading
- Select the text in the sub heading

The format of the History subheading has been applied to the Symbols subheading.

The Format Painter button is switched off.

- Save and close the document



### IMPORTANT TO REMEMBER

Position the insertion point in the text which has the format that you want to copy before clicking the Format Painter button.



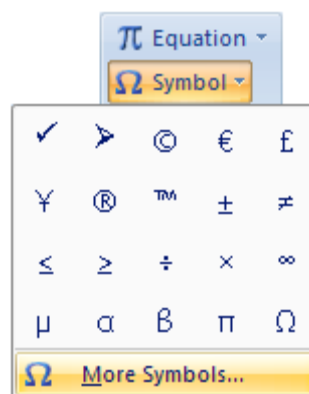
Click the Format Painter button once to copy the format to one other piece of text.

If you double-click the Format Painter button you can copy the format as many times as you like but then you need to click the button once more to cancel the command.

## SYMBOLS

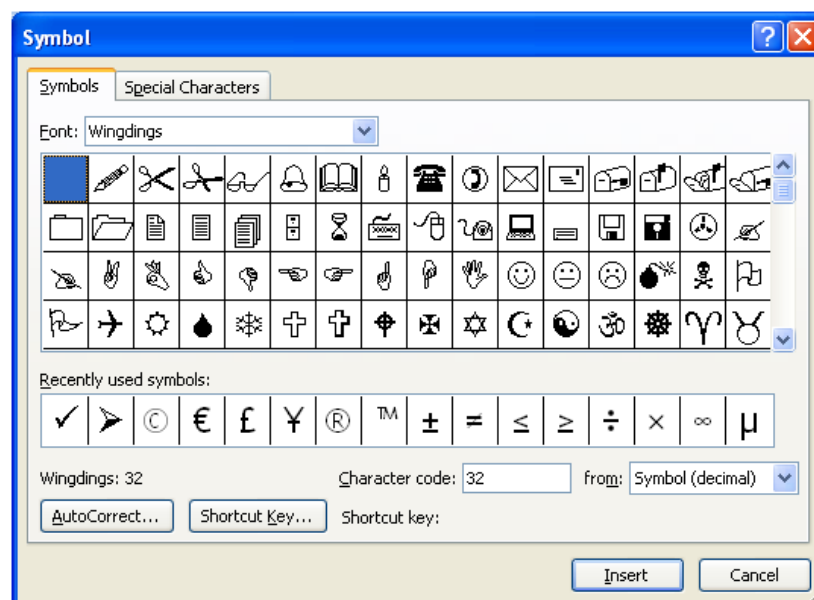
Apart from the characters on the keyboard, you can choose to insert symbols from a selection of several hundred held within the symbol tables. You have already had a brief look at the Symbols dialog box when you chose a symbol to use as a bullet.

- Open a new blank document
- Click the **Symbol** button in the **Symbols** group of the **Insert** tab



- Click **More Symbols**

The Symbol dialog box is displayed.



The symbols and characters you can insert depend upon the font that you choose.

There are a variety of fonts and you might need to search through them to find what you are looking for.

- Click the down arrow next to **Font**
- Select **Webdings**

The Webdings symbols include more unusual characters.

- Choose a symbol
- Click the **Insert** button

The symbol is inserted into the document.

- Click **Close**



You treat a symbol in the same way as any other character - if you need to make it bigger, select the symbol and a larger font size.

## INTERNATIONAL CHARACTERS

Although international characters such as â are included in the Symbols tables, it is tedious to have to search for these characters when you need them.

To produce é

- Hold down the **CTRL** key and press ‘ (apostrophe)
- Release the CTRL key and press e



Try reproducing the following characters:

ö	Ctrl+Shift+: (colon)+o
ñ	Ctrl+Shift+~ (tilde)+n
ç	Ctrl+, (comma)+c
ß	Ctrl+Shift+&+s
ù	Ctrl+ ` (accent grave)+u



To see a list of characters, type International Characters into Word Help.

- Close the document without saving

## PRINTING A BOOKLET

In this exercise you will print four pages of text so that, if it were printed back to back, the result would be an A5 booklet with four pages.

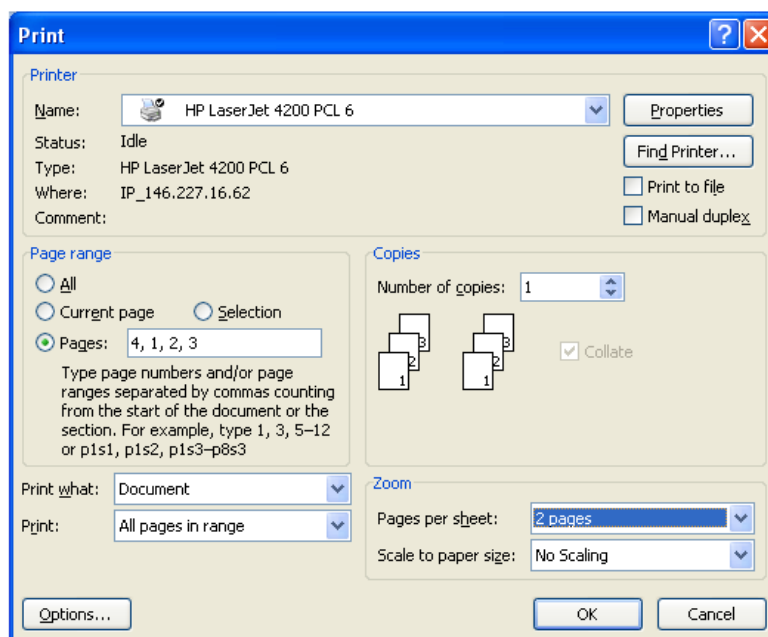
- Open the document called **PrintPigs**
- Click the **Office Button**
- Choose **Print**
- Print

In the Zoom section of the dialog box:

- Click the down arrow in Pages per sheet and select **2 pages**
- Click the down arrow in Scale to paper size and select **A4**

In the Print range section:

- Choose to print **Pages 4, 1, 2, 3**



This tells Word in what order to print the pages so that, when the brochure is folded, the pages are in the correct order.

- Click **OK**
- Fold the pages together as a back to back document
- Close the document without saving