PAGE
communication

Microsoft Word 2016
Beyond the Basics
Course Notes

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COURSE OBJECTIVES

By the end of this course you will be able to

- Accurately edit a document to include specified paragraph setting, and headers and footers, for different parts of the document referring to notes if necessary.

- Correctly create a specified table within a document, without reference to notes.

- Correctly create text in newspaper-style columns, referring to notes if necessary.

- Correctly use and modify specified styles, referring to notes if necessary.

- Accurately create and modify a numbered list, referring to notes if necessary.

- Accurately create footnotes and endnotes, referring to notes if necessary.

- Accurately create a table of contents and index for a document, referring to notes if necessary.

- Correctly set up tracked changes in a document, without reference to notes.

- Correctly create bookmarks in a document and incorporate them in a PDF version of the document, referring to notes if necessary.

MODULE 1 – DOCUMENT LAYOUT

OBJECTIVES

At the end of this section you will be able to:

- Accurately edit a document to include specified paragraph setting, and headers and footers, for different parts of the document referring to notes if necessary.

REVISION

Word 2016 is a very powerful word-processor. If you have used it for some time, you will appreciate that it has very many features that take it beyond simple word-processing and very close to desk-top publishing. It incorporates graphics drawing facilities, mathematical equation building, charting and simple spreadsheet capabilities. This course will take you beyond the simple word-processing facilities into the areas that will help make the every-day user into a power user of Word 2016.
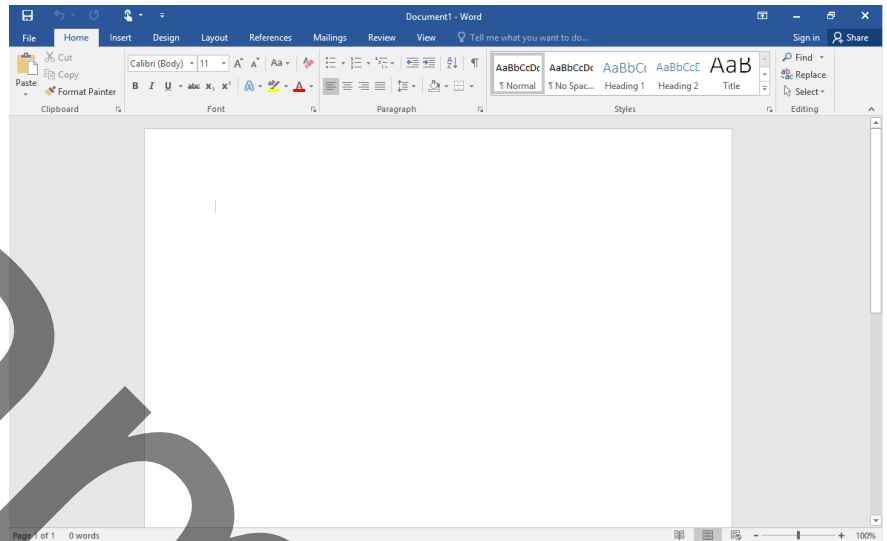
It is worthwhile revising some Word 2016 basic features before proceeding on to the other areas.

Insertion Point

The Insertion Point is a small flashing vertical bar on the text area of the screen and shows where the next character you type will be placed.

Mouse Pointer

When mouse pointer is moved over the text area, it changes shape to a large upper case I and is called the I-Beam. When it is moved over the menu areas it changes to an arrow and is the Mouse Pointer.

Touch Mode

Touch Mode spaces the buttons a little farther apart on the screen, so they're easier to tap if you are using a tablet. You can turn on Touch Mode by tapping the **Touch Mode** button on the Quick Access Toolbar. If you don't see the button or the icon on the Quick Access Toolbar, you can add it as detailed earlier.

To turn Touch Mode off, tap the **Touch Mode** button again. Or tap the **Touch/Mouse Mode** hand icon and tap **Mouse**.
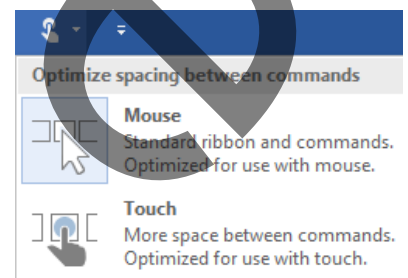
The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to

a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed.

You can minimize the Ribbon to make more space available on your screen, and you can customise it.

Status Bar

The Status Bar is displayed at the bottom of the screen. This shows you the page number and the number of pages in the document, and the word count. Other information can be displayed on the status bar by right-clicking on it and selecting other items.

Scroll Bars

The vertical scroll bar lets you scroll through the document by clicking on the arrows at the top or bottom of the scroll bars. Holding down the mouse button will result in continuous scrolling. By clicking on the scroll bar above or below the scroll box, the document scrolls up or down one screen at a time. Clicking on the double arrow icons below the vertical scroll bar will scroll through one document page at a time. The scroll box can be dragged to any point on the scroll bar to reposition in the document. As this is done so the page number will be displayed next to the scroll box as a Tool Tip. The horizontal scroll bar works in very much the same way as the vertical scroll bar except that it moves your view of the document to the left or to the right.

The Ruler

The horizontal portion of ruler is displayed below the Toolbar, and the vertical portion is displayed to the left of the document (in Print Layout view only.)

To show/hide the ruler

1. Click on the **View** tab of the Ribbon and click on the **Ruler** check box in the *Show/Hide* group.

The unit of measurement is by default in centimetres but can be changed to inches, millimetres, points or picas.

To change the unit of measurement

1. Click on the **File** tab, and then click on the **Options** button.

2. Select the **Advanced** section, then go to the *Display* section.

3. Click on the *Show measurements in units of* drop-down selector and make your choice.

Document Views

Document views allow you to change between Read Mode, Print Layout View, Web Layout View, Outline View and Draft View. While in Print Layout View you can hide/show the white space, that is the top and bottom margin areas of each page.
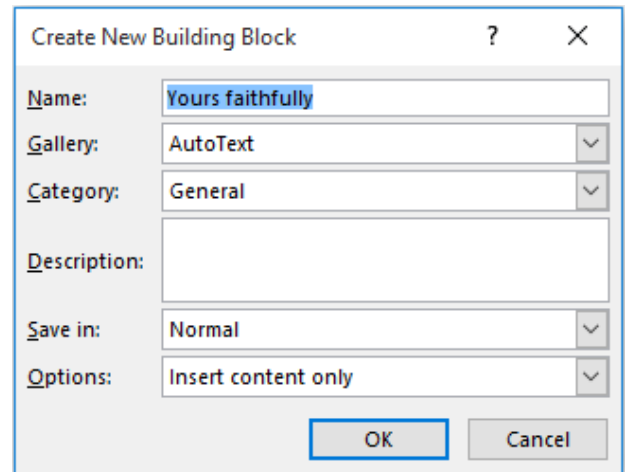
QUICK PARTS

Auto Text

AutoText is reusable content that you can store and access again, and again. For example it could be a standard contract clause, distribution list for memos and so on. You can store text, graphics, or anything else you've created in Word in AutoText and give it a name, preferably something short and memorable.
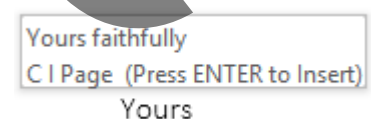
To create a new Auto Text entry

1. Select the content you want to save as AutoText. Your selection can include text, pictures, and other objects that Office recognizes. There's virtually no size limit. You could even use an entire document as AutoText.

2. Use ⌊Alt⌋+⌊F3⌋ to open the *Create New Building Block* dialog box, or on the **Insert** tab, in the *Text* group, click on the **Quick Parts** button.

3. Select **Auto Text** and click on **Save Selection to AutoText Gallery**.

4. The *Create New Building Block* dialog is shown.

5. There are six boxes in the dialog box, but the first one, *Name*, is the most important. The name is the key used to retrieve the AutoText. The name can be as short or as long as required. For speed's sake, shorter is better, but do not make it so cryptic that you cannot remember it.

6. A description is optional. If you create a lot of AutoText, then you may find it helpful to store them in different categories as a way to organize them. For example, you can create a Help Desk category with answers to frequently asked questions and a Contracts category with a legal text.

7. You can leave the *Save in* drop-down menu set to **Normal.dotm**. The AutoText is saved in that file which is a Word template that's available to any document. On the other hand you can change it to the alternative *Building Blocks.dotx*.

8. From the *Options* menu, choose how you want the text to appear every time you press ⌊F3⌋. The options are:

   - *Insert content only*, is a good one to use if you plan to use the Quick Part within paragraphs.

   - *Insert content in its own paragraph*, works well for address blocks or entire paragraphs, such as the answers to frequently asked questions.

   - *Insert content in its own page*, is a logical choice for a memo or other text that rightfully belongs on its own.

9. Finally, click on **OK**.

To insert a Quick Part or AutoText

1. As you type an autocomplete suggestion will display when Word has guessed what you might be typing – an example is shown here. Just press ⌊Enter ↵⌋ to accept the suggestion, or press ⌊Esc⌋ to reject it.
   *If you do not want these auto suggestions displayed, click on the **File tab**, and then click on **Options**. Select the **Advanced** section and go to the **Editing** section. Clear the check box beside **Show Autocomplete suggestions.***

2. Alternatively, type the AutoText/ Quick Part name and press [F3], or on the **Insert** tab of the Ribbon in the *Text* group, click on the **Quick Parts** button and scroll to the item and click on it, or for AutoText click on **AutoText** and scroll/click on the required item.


DOCUMENT LAYOUT

Tabs

Word sets default tab stops every1.27cm (½") from the left margin. The tab stops default setting can be changed at any time. Additional tab stops can be added and are seen on the Ruler as the relevant tab markers as illustrated above. The Tab settings can assist text alignment on the page and is particularly useful when using proportionally spaced fonts. The shape of each tab marker on the Ruler Bar shows the type of tab stop it is. The different types of tab are shown here. The easiest way to set or change tabs is by using the mouse and the Ruler as you can see where the tab stops are being put on the page. Move the Insertion Point to the start of the text where you want to change the tab settings.

Setting tabs using the mouse on the ruler

1. Select the type of tab stop required by clicking on the tab symbol at the left side of the ruler. Each click will display a different symbol. Once the type of tab has been changed subsequent selections of a tab stop will be of the new type.

�L	Left aligned tab
⊥	Centre aligned tab
⌐	Right aligned tab
⊥·	Decimal tab
▮	Bar tab
▽	First Line indent
▢	Hanging indent

2. Move the mouse pointer to the bottom part of the ruler with the tab markers on.

3. Click the left mouse button where you want the tab stop to be. Any *default* tab stops to the left of this new tab stop will be deleted.

4. Repeat 2 and 3 for as many tab stops that you require. This does not apply for the first line indent and the hanging indent selections.
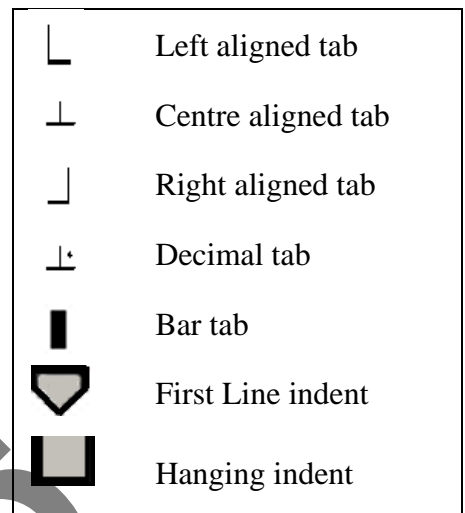
Setting tabs using the tabs dialog box

1. Double-click on any tab stop on the ruler or in the **Home** tab, click on a *Paragraph* group *Dialog Box Launcher* and then click on the Tabs button at the bottom-left of the displayed dialog.

2. The various tab settings will be shown. These can be added to by entering the required tab position in the *Tab Stop Position* input box. First line indent and the hanging indent selections cannot be made in this dialog box.

3. Click on **Set** and repeat these steps for each new position.

4. Click on **OK** to finish.

Editing and moving tabs

Tab stops, other than default tab stops, can be cleared individually and moved to new positions.

1. To move a tab marker, drag it on the ruler to its new position.

2. To delete a tab marker, drag it downwards off the ruler.

Leader tabs

Leader Tabs insert a series of dots, dashes or lines in the spaces normally left blank when pressing the Tab⇆ key as you type. Open the Tabs dialog box. The various tab settings will be shown. Select the required tab position to be made a leader and then select the required leader style. This type of tab is most effective when most other tabs have been cleared. You will have to experiment to achieve desired results.

Clearing all tabs

You may wish to return to using just the default tab stops.

1. Double-clicking on the bottom half of the ruler displays the Tabs dialog box.

2. Select **Clear All** in the Tabs dialog box.

3. Click on **OK**.

Indenting

Indenting only affects the current or selected paragraph. Indenting is based on the currently set tab stops and is where a line or lines of text are moved in by one or more tab stops thus affecting the layout of a single paragraph. A paragraph can be a single character, a word, a line of text or multiple lines of text. What defines a paragraph is simply that the Enter↵ key has been pressed to start a new line rather than let word wrap continue the text on a new line. Paragraph spacing is the number of lines between individual paragraphs.

Left side only

To indent the entire left side of the paragraph, click on the **Increase Indent** button found on the **Home** tab of the Ribbon in the *Paragraph* group. Every click increases the indent by a tab stop. Every click on the **Decrease Indent** button moves the left side of the paragraph one tab stop to the left.

Alternatively, drag the square left margin marker on the left side of the ruler.

Decrease Increase
Indent   Indent

First-line indent marker

Hanging indent marker

Left margin marker

Right margin marker
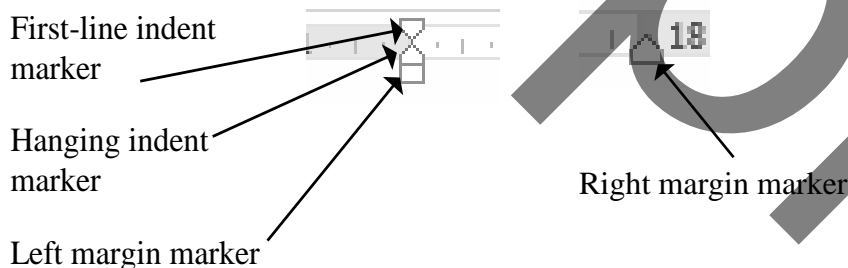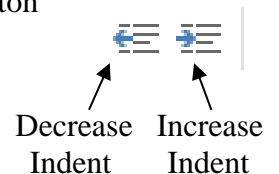
First line indent only

To indent the first line of the left side of the paragraph only - this is called a First Line Indent - drag the First-line indent marker to the required position, or select the First-line indent symbol to the left of the ruler and then click on the ruler where you want the First-line indent to start.

1.   Open the file **SpeedHumps**

2.   You are now going to create a cover page at the beginning of the document. Do this by inserting a page break at the beginning of the document. On this new front page type a centre aligned title that reads:

Report on Speed Humps

3.   Add a header on all pages which is centre aligned and emboldened and looks like the following:

SPEED HUMPS REPORT

4.   Add a footer on all pages with some text and page numbers centre aligned which looks like the following (remember the page number is a *code* not the number 1!):

The Speed Safety Unit
1

5.   Now edit the header/footer so it has a different first page. This has the effect of not showing what you have created on the first page, keeping the cover page looking neat. Make sure the first page of the body of the report has page numbering set up so the number starts at 1 (i.e. you have pages 1 to 5 with a preceding cover page with title on).

6.   Close and save the changes.

EXERCISE 2

1. Create the following table.
2. Pay particular attention to the alignment of the various cells and the line styles used for the borders.
3. Close and save the file as **FURNITURE LIST**

FURNITURE LIST

Item	Stock No	Quantity
Executive Desk	9009-12	45
Chair	9009-23	45
Bookcase	9009-55	12