Working with Microsoft Word - Tutorial 8

File Management – Fixing the Clutter

At this point your Word Tutorial Folder will be getting pretty clogged. The way to fix this is with appropriate sub Folders which hold associated files.

Printing an A5 Book

After completing Tutorial 7, you already have the makings of a book. Now you will finish the first four pages, and they could be the start of a much larger volume. You can also use the process for creating and printing your own personalised greetings cards.

Lists and Bullets

You probably have a few convenient lists on your PC or laptop. These might be addresses; checklists for shopping; a holiday itinerary; or perhaps personal details in a Curriculum Vitae. Sometimes it can be hard to pick out the important bits, especially if there are many entries; so making these stand out from the rest saves time. You know that tables with selected coloured rows can be beneficial in this. Bulleting is another way to do it. Take a look on **A Season of Happiness** at the **PDF** (not the web page) of Healthy Living HL 41 Skin Cancer. You will see the value of indents and bullets.

A Magical Mystery Tour with Microsoft Word

This being the final Tutorial, we will close with a look at some of the instant transformations that can be applied to a document making it something special. Also, there are many design features that will add a further touch of class with a click or two.

Part 1 – File Management

File Management is something that should be done from time to time, and creating sub Folders is a convenient way to do this. Open the Word Tutorial Folder. At present you should have 3 sub Folders – My Addresses, My Recipes and Word-Screen Prints – with a load of files beneath. This is a bit confusing.

Right-click somewhere in the main list and create a New Folder: Word-Exercises. Click anywhere to de-select. Hold **Ctrl** and left-click ALL Word-Exercise files. <u>Release **Ctrl**</u>. Left-click one of the selections, then left-click and drag the batch up to drop them in the New Folder. That should clear things up a bit.

You can organise your files and Folders whenever needed to suit yourself; but try to be consistent, otherwise you may have a job finding a file or two later on.

Part 2 – Inserting the Front Cover into the A5 Recipe Book

Exercise 7 was to create a cover page for the Recipe Book in the Word-Images file. It needs copying to the My Recipe Book document, to sit in the right-hand column of the first A4 page. Open both My Recipe Book and Word-Images. In Word-Images, left-click on a border of the text box; then right-click and left-click Copy. Activate My Recipe Book and **Ctrl+V;** then slide the Pasted copy over to sit exactly on top of the original blank text box. While the copy is Selected, **Ctrl+X**. Next, left-click on a border of the blank text box and **Delete**. Finally, **Ctrl+V** your front cover page. If the pasted image is in the column to the right of the recipe and nothing else has been changed (a quick check of the Print Preview will confirm this), **Ctrl+S**. You can now Close Word-Images.

Part 3 – Creating a List

Lists are great. Once compiled, they are a quick reference and, if updated regularly, they can make life so much easier. For this, I have copied a selection of dishes from **A Season of Happiness** website Recipes TOC. Needless to say, you will have your own favourites, and you can edit my list without a problem.

Find the Word-Recipe Template A5, Open it and Save As... Recipes-TOC. If it was in the main Word-Tutorial Folder; first Close it, drag the new file to the My Recipes Folder, then re-open it from there. **Ctrl+A** and **Delete** to clear all. To replicate and format the list below, follow the instructions on the next page EXACTLY.

Table of Contents

Entrées & Snacks

1   Conversion Tables
3   Entrée à la Ohau
4   Minestrone
5   Nachos & Guacamole
6   No-cheese Pizza

Desserts Cakes & Bread

2   Lemon Meringue Pie
7   Focaccia
8   Hoolie doolies
9   Malt Loaf

Meat Fish & Eggs

10   Chicken Monte & Frijoles
11   Cottage Pie
12   Peking Pork & Fried Rice
13   Portland Pasties
14   Roast Turkey Carvery
15   Scotch Eggs
16   Tender Beef Stroganoff
17   Tuna & Mushroom

All text is in Arial 11pt, <u>except</u> for the main Table of Contents header which is 14pt. This line is Centralised and Bold. The sub headers are also Centralised and Bold. The lists of recipes are left-aligned and Normal Font and size.

Start the first "1   Conversion Tables" with **Spacebar** one tap and type: 1; **Tab** one tap and type: Conversion Tables; then **Enter** <u>and Spacebar one tap</u> followed by **Tab**. Repeat this procedure <u>exactly</u> for each of the next 4 recipes.

If this symbol appears, drop down the options

↺	Undo Automatic Numbering
	Stop Automatically Creating Numbered Lists
⚡	Control AutoFormat Options...

and left-click <u>U</u>ndo Automatic Numbering
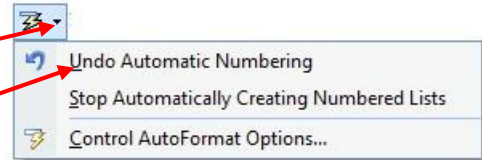
If you don't, Word will continue to create a sequentially numbered list automatically

*N.B. The **é** of Entrée can be found in the Insert toolbar: Ω Symbols drop-down on the far right. Look in the Subset: Latin Extended-A. Have a squiz at some of the others while there.*

Repeat the above process for the Desserts Cakes & Bread recipes, not forgetting the **Spacebar** tap before each number. This is merely to align the <u>single</u> numbers for neatness.

When you type in the final list under the Meat Fish & Eggs sub header, the number 10 doesn't need a space before it. It and the rest, being double figures, start from the beginning of the line. As for the seemingly out-of-order page numbers before Entrée à la Ohau and Lemon Meringue Pie; this will become clear soon.

Your TOC should look similar to this:

Bear in mind the example has been re-sized to save space on this page.

If all appears well, **Ctrl+S** Recipes-TOC, before continuing.

Now you can **Ctrl+A**; then **Ctrl+C**.

Open My Recipe Book and drop the cursor at the <u>top of the left-hand column</u> on the <u>second</u> page to the left of the Conversion Tables. **Ctrl+V** to paste the copy. This will throw the Conversion Tables down to a new page; but it is easily remedied: **Shift + Arrow down**. This is to Select any spaces at the foot of the left column, plus that in the blank right column - maybe only be one tap. There should be a highlighted line extending to the foot of the right column. If you then **Delete**, the tables should jump back where they came from with the TOC to the left; and the extra page has gone. If not, remove unnecessary lines, or add new ones where appropriate to achieve the correct page layout.

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Meat Fish & Eggs

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Depending on the resolution of your screen, clicking the square between the – and X top right of the document should maximise it for viewing both of the A4 pages of My Recipe Book side by side. If your screen is too small, look at the document in **Print Preview**. When first opened, you may be presented with only one page; whereas, in this instance there are two. As long as the mouse marker is inside the viewing panel, scrolling down takes you to the next page, but you need to view both pages side by side. Mouse up to the toolbar and, above the Zoom options, left-click Two pages. Notice that the page number under the recipe is 2, because that's the page of the A5 it is on. When folded with the cover at the front and opening from the right, Page 2 becomes the back.

You may be wondering what happens when you have so many recipes in your book that the TOC takes up more than one page. Clearly, when building an A5 book to be printed on A4 landscape, pre-planning is essential. Because both sides of a single A4 make up four folded A5 pages, I prefer to just work one set at a time; so, the My Recipe Book as you see it on your screen is what I would call my first set. I would save it as such, then use it as a template for additional pages, saving each new set separately – it's less confusing that way. And, of course, I would need to use that small piece of paper with page numbers to figure out those that need inserting on subsequent sets; and at the foot of which columns.

Also remember that line spacing and Font size can be reduced to fit more in a single column. You may even decide to have a string of recipes in two columns; BUT, this has to be done manually, otherwise the existing double-column format will be compromised. If it all gets too hard, think about text boxes – it worked for the book cover.

For now, if satisfied with your work, **Ctrl+S** My Recipe Book and Close Recipes-TOC.

Part 4 - Printing the Book

Obviously, the idea of an A5 book is to print it in hard-copy. Take a look at your My Recipe Book document in **Print Preview**. You should have the recipe and book cover on the left, and the Table of Contents and Conversion Tables on the right. These need printing back to back on the same sheet of A4 paper. Close Print Preview and look at the information bar at the foot of the document. It tells you that there are a number of words; but, more importantly, that there are 2 pages. If the cursor is on the first page, the info bar will say Page: 1 of 2; with the cursor on the second page, it will be Page: 2 of 2. Remember this, because it is important.

Ctrl+P to open the printer panel. In the Page range section, left-click the Pages: button and type: 1-1. This instructs the printer that you only want to print Page 1. In Properties > Quality click on Fast Normal; because, initially, this will only be a draft print and you don't want to waste ink. If you wish to be even more frugal, go to the Properties > Advanced section and change Color to Grayscale.

Printer models are different when it comes to loading paper and printing. Some take the top sheet of paper from a horizontal tray and either feed it straight through from the back; or, if the tray is in the body of the printer, the paper will most likely be rolled over and printed on

the underside. The paper feed on others may be from a vertical holder at the back – these usually print on the sheet at the front of the pile, and on the side facing front. You need to know which side of the paper prints; so, make a small pencil mark in the top corner of a sheet and load this as the first to be printed, remembering to face the mark out so that it can be seen. Now, **OK** the settings to print.

Once it has, <u>before taking it out of the tray</u>, notice which way it is facing, then look for the mark. Mine was on the unprinted side at the front and underneath; whereas, when I loaded it, the mark was facing up and at the back of the paper feed tray. My printer had rolled the paper over before printing. If yours was like this, to print the second page on the back; this time you will have to put the same sheet back in the paper feed tray with the mark <u>underneath</u> and to the <u>front</u>, and the printed side face up. It sounds complicated, but that's the reason for the draft print in case you get it wrong the first time.

Whichever way you decide it should be, put the printed sheet back into the feed tray and **Ctrl+P** again; click the Page range Pages: button and type: 2-2 for the second page. If you just **OK** now, the printer will accept the previous changes to settings for this new job and print the inside page of My Recipe Book on the reverse side of the cover and recipe. Assuming the proof of your Lemon Meringue Pie is almost worth the eating and you are happy with it; next time try adjusting the printer settings to produce full colour and a better quality print.

Part 4 – Bullets

As mentioned previously, lists can be made easier to read by various methods. Tables and columns have already been introduced in Tutorial 7. Now we are going to look at bulleting. But first you will need a list to practise on.

From the Word Tutorial Folder, open Word-Workshop. If you already have any text in this, **Ctrl+End** and give yourself a couple of extra paragraphs. For the sake of the exercise, Select these new paragraphs and, in the Paragraph drop-down, ensure Spacing <u>B</u>efore and A<u>f</u>ter are both zero. I have copied an extract from our Internet Tips IT14 (see below) and I want you to <u>copy-type</u> it into Word-Workshop. Sorry about the typing bit; but this is, after all, essentially a word-processing tutorial. Make sure you get it all – it continues on the next page.

DOs and DON'Ts
Make sure to check these off before going on-line.
When you're in a rush, it's easy to be complacent. This is a brief review of past Internet Tips that are really important if you are to prevent viruses, spyware and malware infiltrating your system. Should you see a subject you might have missed, just click on the link and go to the relevant page.
DO set up a Security Manager to watch your back and stop invasion by unwelcome pests at the front door. Click on IT01.
DON'T go to a website that might be dodgy. See how to check their authenticity by clicking on IT03.
DON'T stay connected if your screen locks up when you are on the Net. For what to do, click on IT04.

DON'T leave copies of emails or address books sitting anywhere on the Internet or in the Clouds. Just follow a simple remedy by clicking on IT05.

DO save time and wasting Internet allocations when uploading/downloading data. Click on IT06 and IT07.

DO activate and register all new programs to avoid hassles when you come to use them. Click on IT08.

DON'T keep your Passwords on-line, NOT ANYWHERE! Click on IT09.

DO check email addresses before opening or responding to them; especially DON'T click on any contained links until you have authenticated the sender. See how by clicking IT10.

DON'T give out your personal or financial details to anyone without checking them out first. Click on IT11.

DO be careful when shopping on-line. Here are a few tips to avoid getting stiffed. Click on IT12.

DON'T risk picking up or passing on viruses and malware via USB sticks and data disks. Click on IT13.

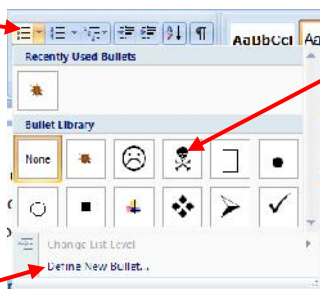DON'T dismiss this checklist as irrelevant because taking notice of it will save you a lot of trouble.

Typed this way with no extra line spacing it is hard to read. If you select it all, then go to the Paragraph drop-down and make the Line Spacing: 1.5 lines it is somewhat improved. Select the header, DOs and DON'Ts together with the line under it. Make them Bold and Centralised. That looks better. Drop the cursor in the sub header line and increase the Spacing After to 5pt. Better still, but the rest is pretty junky.

You are going to change all of the DOs and DON'Ts to Bold; at least, you are going to let **Microsoft Word** to do it for you. First, Select ALL of the list with DOs and DON'Ts in Normal style. If you fail to do this, the function you are about to perform will be applied to any words in the rest of the document that are the same.

Ctrl+F to bring up the Find and Replace panel, then click on the More >> button, bottom left. Left-click the Match case box. In the Find what: box type: DO. Left-click on the Replace tab and in that box type: DO; but with this word, Select it and make it Bold in the usual way. You will notice that the Format: is now Font: Bold. Left-click Replace All, and **Microsoft Word** will make 13 automatic changes for you. It will also ask if you wish to continue the replacement through the rest of the document – DEFINITELY NO!!!

Note that, as well as the DOs, **Microsoft Word** has also changed the letters at the beginning of the DON'Ts. No problem. With the Find and Replace panel still open, change the words in both boxes to DON'T. The Bold command still applies to the Replace box, so left-click Replace All. The program made 8 more changes for you; but only in the block of text Selected. The list should be a bit clearer after the Bolds were put in. It can be improved even further. Select just the list of DOs and DON'Ts. On the Home toolbar, drop down the Bullets list and run your mouse over some of the options.

You will notice the different bullets appearing in your document. By left-clicking on a suitable one, it will be inserted, and the bulleted paragraphs are indented from the left slightly. I think that looks pretty good; but for something a bit fancy, try clicking on the Define New Bullet... options. Here you can browse the tab options for different symbols and pictures.

By Selecting specific paragraphs, you can even assign a different symbol or picture to each. There's another facility that might be worthwhile. After the list is bulleted, by positioning the mouse **I** marker over a bullet, all those of the same type are Selected. Left-click and drag, slide the Selection left, and the batch, or at least the bullets of the batch, can be aligned against the left margin. Drag right, and this will indent the batch even more than the rest of the list. Try making a couple of paragraph bullets different to the others, then slide them right a few centimetres. Release the mouse button to drop; then have a look in Print Preview to see what the extra indent has done.

You may think that some of the bullets, especially the little pictures, are too small and indistinct. Just click on them to Select, then treat them as any other text character. They can be adjusted using the Font options for size and colour; even made **Bold**, *Italic* or Underlined. As for the text itself, drop the cursor on any line, drop down the Shading paint-pot (just above the Paragraph drop-down) and run your mouse over the colours, watching what happens to your text as you do so. That's just a sample of what this amazing program can do with a click or two. Save Word-Workshop as an example of bulleting for later.
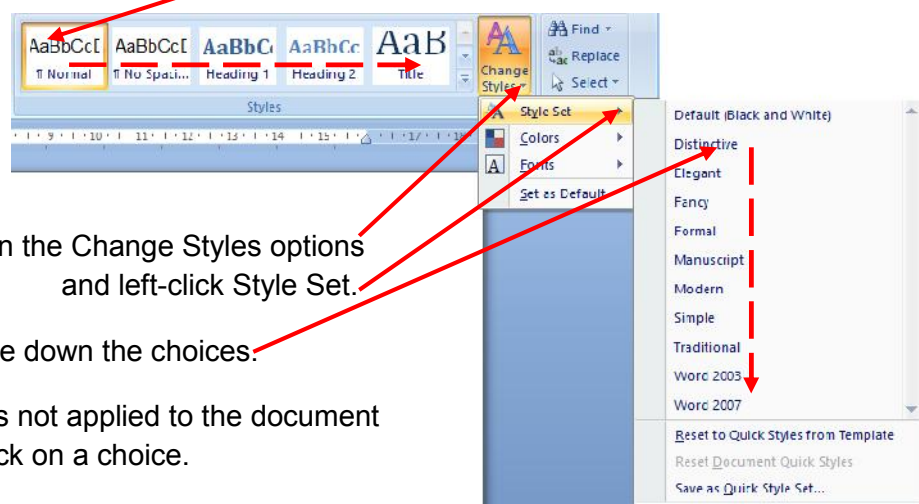
Now, let's go on a...

Open Word-Letter Template (Bus) and we'll use this as a guinea pig. Save As... Word-Magic.

During this tour, Save any effects you might want to keep

Drop the cursor into the "Dispatch Department" line of the address. Now, move the mouse pointer up to the Home toolbar and across these options, watching what happens to the text in the document.

Next, drop down the Change Styles options and left-click Style Set.

Run your mouse down the choices.

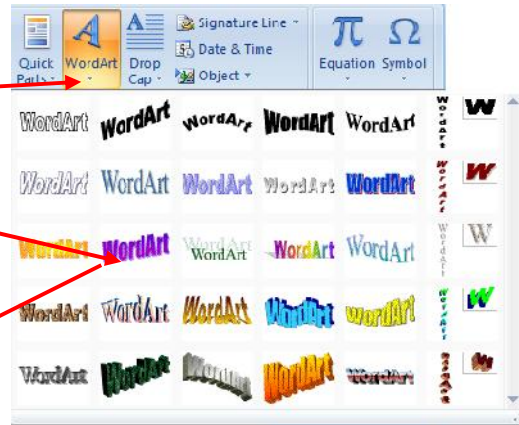What you see is not applied to the document until you left-click on a choice.

Word Art

Let's try something else. Select all of the line: **For the attention of the Dispatch Manager**.

On the Insert toolbar, drop down Word Art
Then left-click on one.

OK the Edit WordArt Text box and see what your
Selection looks like after the transformation.

This is an image and needs Formatting. Right-click inside the image and left-click Format
WordArt...   Try selecting Layout > In front of text and **OK**. Now, move the mouse pointer
over the dot of the handle sticking up from the top border. A circular arrow should appear.
This is the rotate tool. Left-click, hold and drag the handle a centimetre to the right. Release
the mouse button and the Word Art has been rotated a few degrees.

Clip Art

Microsoft Word has a gallery of images and pictures that can be inserted into any
document. Drop the cursor on the line below "...sincerely" at the foot of the letter.
Open the Insert toolbar, then left-click Clip Art.
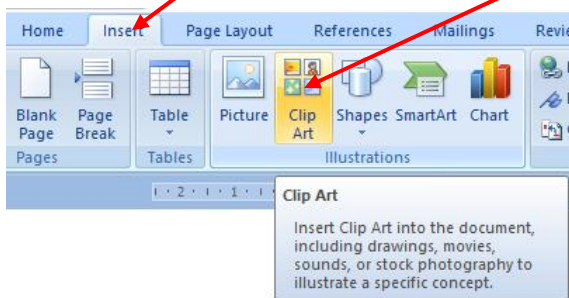
When the options
open, Left-click Go.
Click "No" Online.
Mouse over this
picture,
 Left-click the drop-
down,
then Insert.

You should have a **decorative banner** bigger than this:

It, too needs formatting for use, particularly the
Text Wrapping. Re-Size... if you like; or maybe change
the appearance in the Format Picture...
Try the Contrast slider and watch the changes; then drop down Recolor and left-click one of
the choices. Just have a play. If you don't like what you've got, Reset picture or **Ctrl+Z** it.

Shift this **banner** down below J J Doe, then drop the cursor below "...sincerely" again. Go back to the ClipArt gallery and Insert one of the pictures. If you re-Size, just remember the aspect ratio lock.

Here's something else. Select the "D" of Dear Mr Makepeace and make it Bold. Now go to the Insert toolbar, left-click the drop-down and then Drop Cap Options...
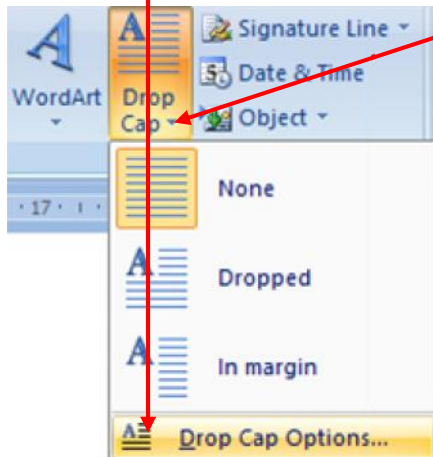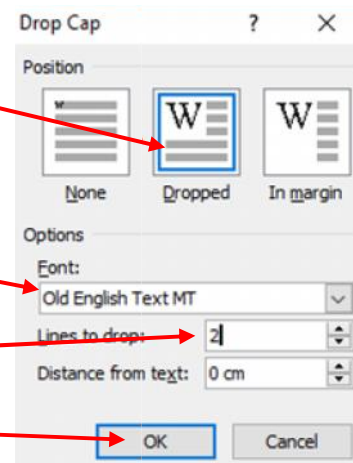

Left-click Dropped,

Change the Font to something distinctive,

and Lines to drop: to 2;

then **OK**.

After a bit of tweaking – shifting the Normal text down, changing the Font size of the lines above, then tapping a space before it; my changes gave me this:

ear Mr Makepeace

There are limitations to the Drop Cap because, initially, it can only be applied to a letter at the beginning of a line; but as this letter is an image, it can be repositioned somewhere else by clicking and dragging with the move tool. It can even be copied and pasted. With the rest of the greeting in a text box for the sake of positioning, this is possible:

ear Mr Makepeace

Also, by dropping the cursor inside the box, the letter can be treated like any text: Dear It can be added to; and/or font type, size and colour changed to suit a preference.

The Tutorial is almost at an end, as is The Magical Mystery Tour; but like those coach trips that run to a tight schedule, there is usually a period of free time when the tourists can do their own thing. Why not take that opportunity now?

I have shown you the basics of **Microsoft Word**, using practical examples which may be of use to you. If you have managed to progress through from the beginning, you will hopefully have acquired many new skills that will be of benefit in both the home and at work. Needless to say, not every aspect of this wonderful program has been covered. So, have a look around, try a few new things by checking out what's available in the various toolbars.

If you find a process you might like to use, and you can't quite figure out how, hit the **F1** key and **Microsoft Word** will present you with a help panel. With a click or two you can be off and running. Before leaving, Save your Word-Magic document for later reference.

The Tour is over, and the Tutorial just about; but I have one last parting gift for you.

Splitting the Window

This can be handy when editing a document. Having to scroll up and down from one section to another can be a hassle, even when it's only a single page. Here's a facility which is easy to call up or cancel with a click or two.

Go to the View toolbar and left-click Split. A bar will appear across the screen and can be moved up and down with the mouse. Left-click and drop it between the last line of the list and the next paragraph.
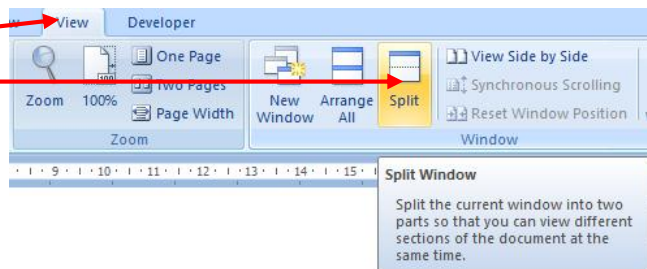
The screen has been divided into two windows. Drop the cursor in the top window and use the scroll bar on the right, or scroll with the mouse. All of the original document is there, but the information in the bottom window doesn't move. Scroll to the top of the letter, then drop the cursor in the bottom window and scroll up and down again.

I'll leave you to imagine how useful this can be. When you want to go back to a single window, just left-click on the Split icon which has become Remove Split. Simple.

I hope you have enjoyed working through the tutorials as much as I had in compiling them. Surprisingly, I learned many new techniques along the way that I will continue to use in the future. So, from my point of view anyway, it was a very worthwhile experience.

WT8 – ADDENDUM FOR 365 USERS

Page 71 365 automatically inserted the **é** of Entrée; however, accented characters in other words may need to be inserted manually.

Page 72 To view both A4 pages on the same screen, instead of the Print Preview instruction, go to the View tab and click Side to Side in the Page Movement options.

Page 74 Ctrl+F brings up a Navigation panel. To replace a word, drop down the options arrow and left-click Replace... then follow the Tutorial instruction.

Page 75 The "Styles" options in 365 can be found by dropping down "More" arrow after Styles on the Toolbar.

Page 76 In 365, the Word Art access is via the   in the Text section, far right of the Insert Toolbar.

Unfortunately, Microsoft decided to remove **Clip Art** from the 365 program. It can, however, be imported from the Internet.

The Drop Cap options can be found via the drop-down under the Word Art   .

Page 69 With some setups and computers the F1 Help key may only work if connected to the Internet.