# Microsoft Word

## Intermediate Skills


**10/26/2018**

# Table Of Contents

# Random Text

**Type: =rand()  and press Enter and the following or similar text appears.**

*Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.*

*To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.*

*Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.*

*Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.*

# The Format Painter

Another way to apply similar styles to text is to use the Format Painter. Apply a font **size and style** to a piece of text and then highlight that text.

To copy the style to a different piece of text, click on the Format Painter icon and drag the resulting I beam icon across the new piece of text. The style of the highlighted text is copied to the new text.

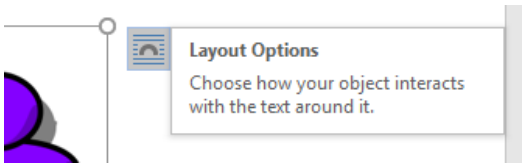
# Insert A Picture

To **Insert** a picture choose **Insert, Pictures** or **Insert Online Pictures**

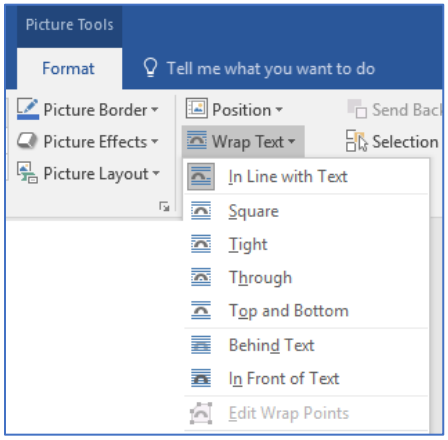
# Object Properties

To change the properties of the container **right click** the object and choose **Format Picture.**

Float your mouse over the picture and notice the **Layout Options Icon**




and select **Tight for the wrapping style.**
This allows you to wrap the random text tightly around the graphic object.




You can also use the context sensitive **Picture Tools, Format Tab**

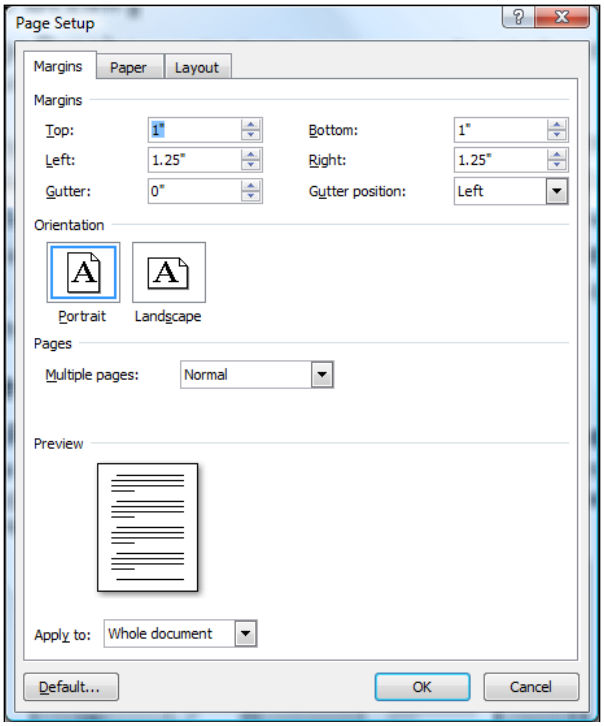
# Page Break

A **Page Break** is used to begin a new page of text before the previous page is filled.

The keyboard shortcut to insert a page break is **Ctrl** + **Enter**. You may also choose **Page Layout**, **Breaks** to display the Break dialog box. Click the **Page Break** option. You should now have 3 pages in your document. To delete a page break choose **View**, **Draft**. Click on the **dotted line** that represents the page breakand press the **Delete** key.

# Page Setup

Select **Page Layout, Page Setup dialog launcher...** to choose different settings for your Page Layout.




Word uses an Index Card type of menu system so that you can easily make choices for Margins, Paper Size, and Layout.

To **Change the Margin** settings, click on the **Rotator Cuff** at the right side of each margin setting or **Press** the **Tab Key** to move from Margin Selection to Selection.

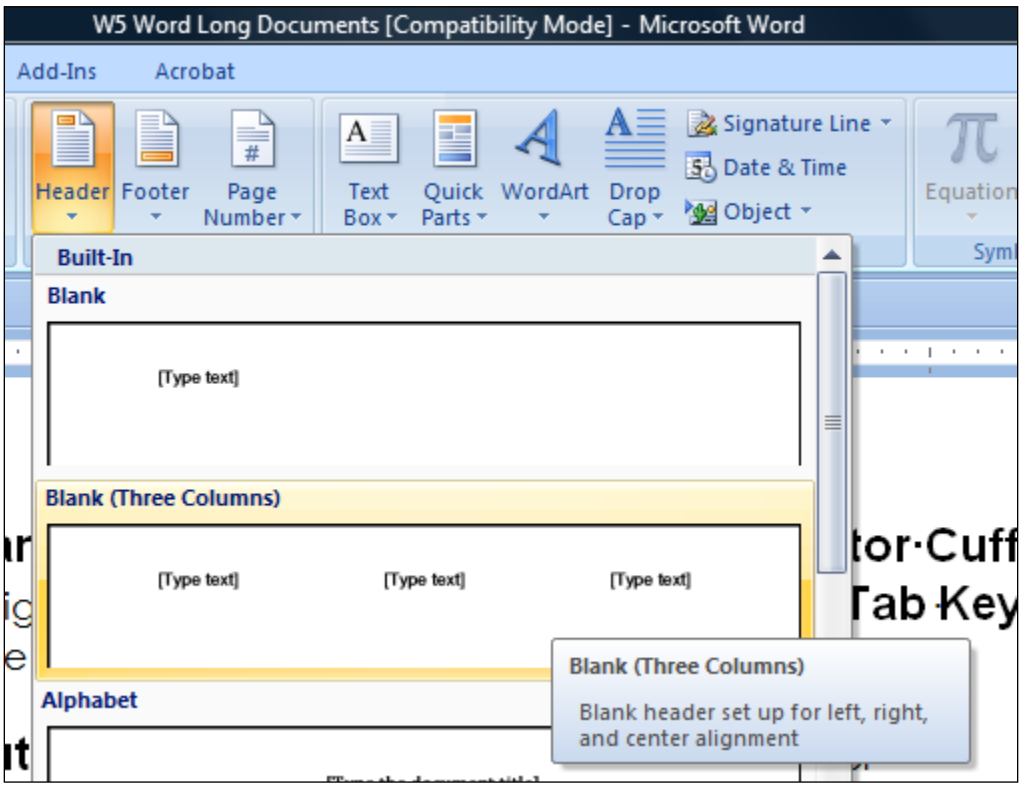
The **Gutter** is the space to be added to the margin for binding.

To change the **Orientation** from Portrait to Landscape click on the **Portrait** or **Landscape**.

## Headers And Footers

A Header or Footer contains information such as a page number or the date. It is usually printed in the top margin (header) or bottom margin (footer) of each page in a document.

- Click **Insert, Header & Footer** to access the Header and Footer Tools. Choose the Blank (Three Columns Header).



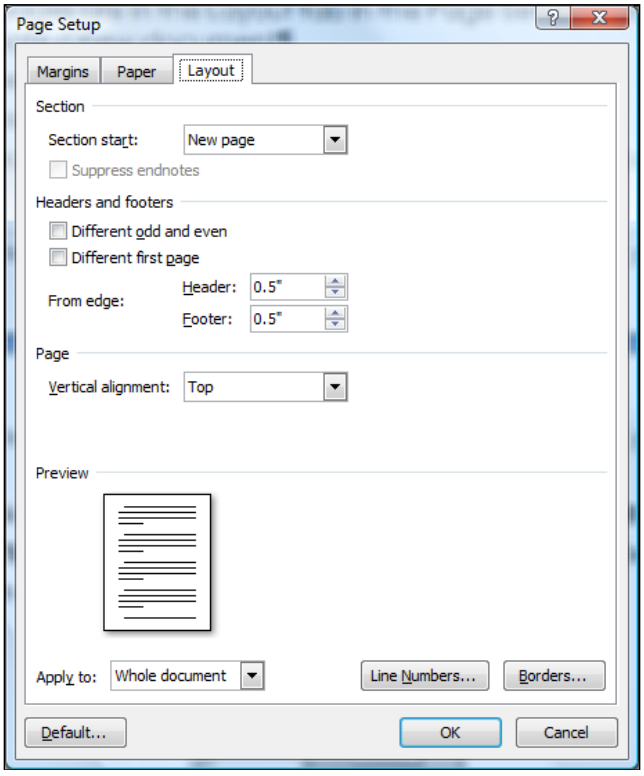
Notice that the header ruler line has a **Center Tab** and **Right Tab** set by default along with [Type text] boxes for you to type in.


- Type your **Name** on the left side in the [Type text], click on the center [Type text] box and, type **Report** and click on the right [Type text] box and insert the **current date and time.**
- Create a Footer with Blank three columns
- Click on the **Center** [Type text] block and Type in the word **Page.**
- Click on the **Page Number Icon and choose Current Position**to enter the page number code into the Footer.
- Click on the **Close Header and Footer** button to return to the document.
- Press **Ctrl**+**Enter** to create a 3rd page
- Click on **Print Preview** to see the Header/Footer that you created.
- Click on the **Close** button to return to the document.

# Different First Page

It is common practice not to place Headers and/or Footers on the first page, especially if the first page is a title page. All the initial settings for Different First Page and Different Odd and Even pages are in the Layout tab in the Page Setup dialog box.

- Create a new document
- Type **Title Page** and press **Ctrl**+**Enter** twice
- Press **Ctrl**+**Home**
- Create a **H eader and a Footer** similar to the steps above.
- Click on the **Page Layout, Page Setup** dialog launcher, **Layout Tab** to create a **Different First Page** by selecting the Different First Page check box, then choose **OK**.




- Type Sample Header Text, **Print Preview** and notice the difference between the first page and the second and third pages..

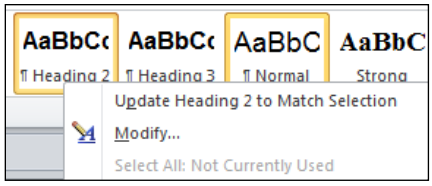
# Styles

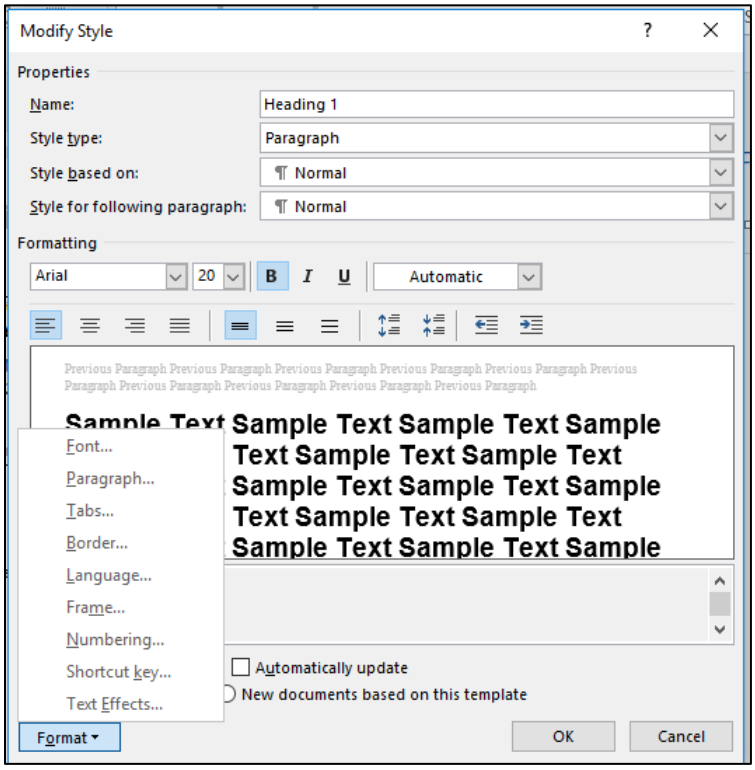
Styles can be used to quickly **Format** entire **Paragraphs** of text and also to build a **Table of Contents**.

Notice the **Styles Block** on the **Home Tab**. **Click** the **Style** dialog launcher on the Home Tab to view the current list of Styles.


- Heading styles can be used to create a table of contents. Word shows three default heading styles.

Right click the style and choose **Modify** to change the Font, Size, Color etc of the style



# Style Exercise

- Type Title Page and press Ctrl+Enter
- Type **Table of Contents** and press **Ctrl**+**Enter**
- Enter the text below and tag with the appropriate style.

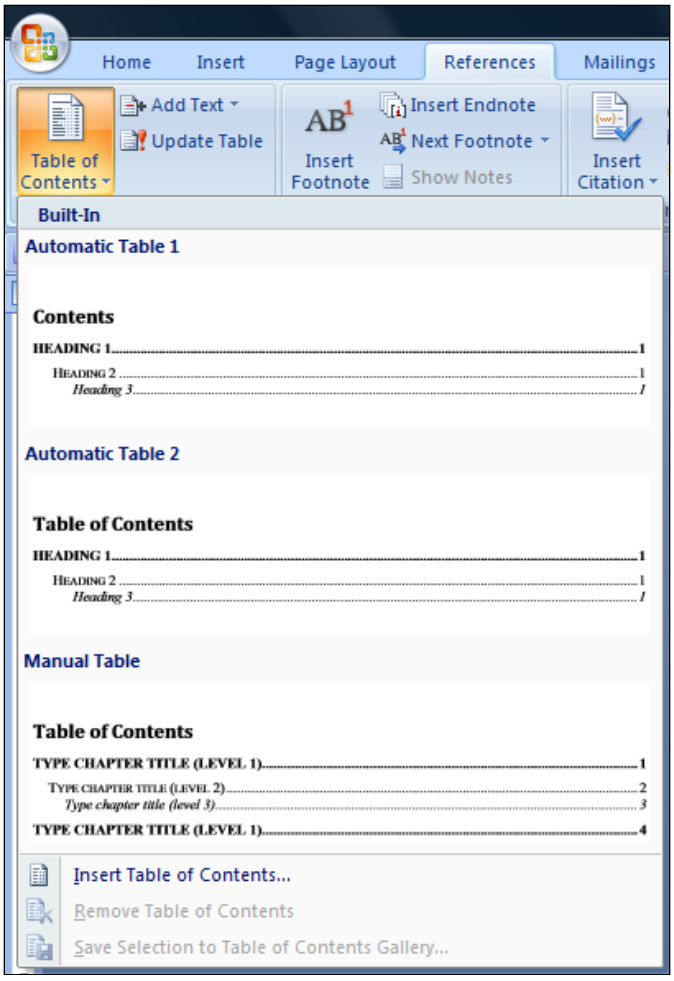
| | |
|---|---|
| Chapter 1 | *(Format as Heading 1)* |
| Section 1 | *(Format as Heading 2)* |
| Part A | *(Format as Heading 3)* |
| Section 2 | *(Format as Heading 2)* |
| Part B | *(Format as Heading 3)* |
| | |
| Chapter 2 | *(Format as Heading 1)* |
| Section 1 | *(Format as Heading 2)* |
| Section 2 | *(Format as Heading 2)* |
| Part A | *(Format as Heading 3)* |
| Part B | *(Format as Heading 3)* |
| | |
| Chapter 3 | *(Format as Heading 1)* |
| Section 1 | *(Format as Heading 2)* |
| Section 2 | *(Format as Heading 2)* |

# Generate A Table Of Contents

Once you have **Tagged** all relevant text with **Heading Styles**, it is a simple procedure to generate a table of contents.

- **Move to** the **place** in your document where you will generate the TOC.

- Click on the **References Tab...** and choose **Table of Contents**. And the following menu appears.




- Choose a TOC style from the choices shown.
- Notice that the default levels shown are **Show Levels**, defaults to 3.
- The **Table Of Contents** is generated
- To **Modify** the table, delete Chapter 3

Use the selection arrow to highlight the Table and press F9 to Update Field. Or Right Click the Table of Contents to Update Field