

Microsoft® Word 2010

Intermediate

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September 2010

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Lesson 1: Introducing Styles

What is a Style?

A style is a collection of formatting. If you use a particular collection of formatting repeatedly you can save it as a style and apply it to text with a click when required. Styles are saved by default as part of the file. There are also many standard styles which you can apply to your work, including heading styles. If a standard style does not meet your needs it can be edited – see Lesson 5:. All text is formatted using a style. If you have not specifically chosen a style for your text then the style used will be **Normal**, but different parts of your document will use different styles. E.g. If you insert a page number, then it will be formatted using the **Page Number** style. There are also styles for formatting the header and the footer.

There are 3 kinds of style, Paragraph, Character and Linked:

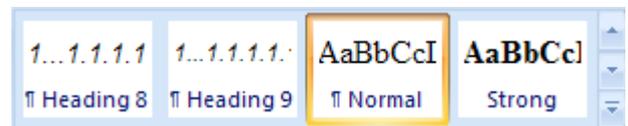
Paragraph styles are indicated by ¶ to the left of the style name in the style gallery (see below) and with ¶ after the name in the Style Pane (see below). If applied the formatting will automatically apply to the whole paragraph.

Character styles have no symbol in front of the name in the Style Gallery, but a after the name in the Style Pane. These styles can be applied to small amounts of text within a paragraph

Linked styles have no symbol by their name in the Style Gallery but ¶a after the name in the Style Pane. These styles can be used either as Paragraph styles, or Character styles.

The Style Gallery – Quick Styles

Click the **Home** tab. In the **Styles** group you will see the style gallery shown right.



The four styles shown here will be the more most recently used. To see more styles click 

The top row of each style block shows what the text will look like if formatted by that style, the bottom row shows the name of the style.

The style in use for the paragraph your cursor is in will be shown by an orange border, if it one in this list. E.g in the picture shown above the current paragraph is formatted using the Normal style.

Note that not all styles are listed here, the ones which are listed are referred to as **Quick Styles**

The Style Pane

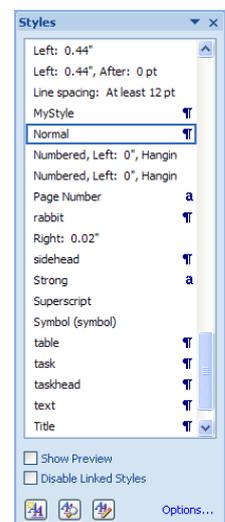
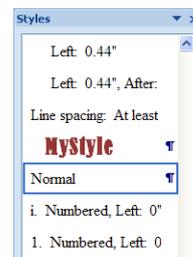
The style pane allows much more detailed work with styles and lists all styles

To see the Style pane click the **Home** tab. Click the  to the right of the group name **Styles**. You can also press **Alt Ctrl Shift S** to see the Style pane.

Use the scroll bars to scroll through the list.

Note that if you want to see what text formatted by the styles looks like click to add a tick to

 **Show Preview**. The style names will change to show the formatting they contain



Lesson 2: Applying styles

Using Quick Styles in the Style Gallery

Place your cursor in the paragraph you want to format, or select the text you want to format.

If the style you want to use is visible on the **Home** ribbon, click it. The style will be applied

Using the Style Pane

Place your cursor in the paragraph you want to format, or select the text you want to format.

Click the **Home** tab. Click the  to the right of the group name **Styles**. (or press **Alt Ctrl Shift S**)

Scroll to look for the style you want to use, and click it. The style will be applied

Using the Apply Styles Task Pane

Press **Ctrl Shift S** to open the Apply Styles Task pane

(or click  **Apply Styles...** from the **Style gallery** drop down)

Place your cursor in the paragraph you want to format, or select the text you want to format.

In the **Style Name:** select the style you want to use. The style will be applied



This pane also has the advantage of showing you what style has been used for the selected text.

Click  to see the Style Pane

Using Keyboard Shortcuts

There are some standard keyboard shortcuts, which are listed below. It is also possible to create keyboard shortcuts for any style you use regularly. This will be covered in Lesson 5:.

Normal **Alt N** or **Ctrl Shift N** (both will apply the Normal style)

Heading 1 **Alt Ctrl 1**

Heading 2 **Alt Ctrl 2**

Heading 3 **Alt Ctrl 3**

Lesson 3: Creating Styles

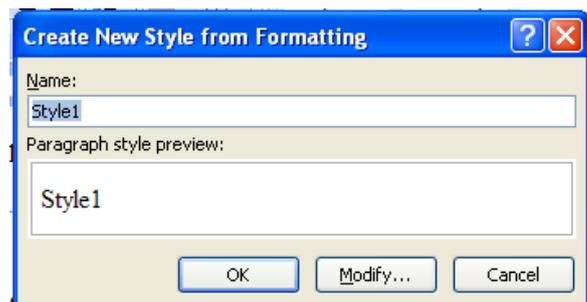
First, format a paragraph or some text as you want it to look.

Make sure your cursor is in the paragraph, or the text is selected and click  at the right of the style gallery.

Click **Save Selection as a New Quick Style...**

Type a name for the style and click **OK**

The style will be listed alphabetically in the Style Gallery and you use it in the normal way.



Lesson 4: Style variations and the Style Inspector

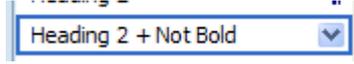
Style variations

Once you have applied a style to the paragraph it is still possible to change the format of some or all of the text within the paragraph, and/or the paragraph formatting. This does not change the attachment of the original style.

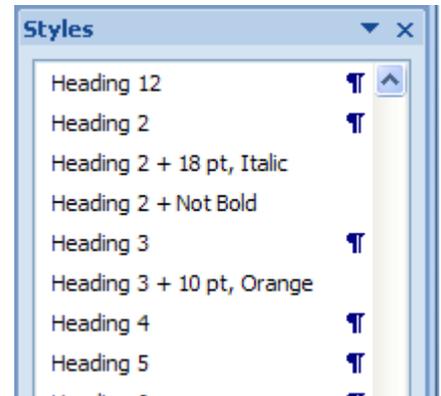
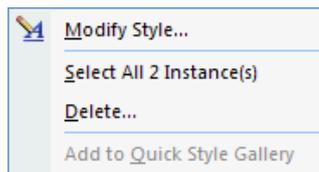
You will see these style variations listed in the Styles Task Pane

Note in the example shown right there are 2 variations on Heading 2. In one the font has been changed to 18 points, and also italicised. In the other the bolding has been removed.

To see how often these variations have been used, move your cursor over the variation so that a down arrow shows,

 then click the down arrow.

The menu shows how many times the variation has been used
e.g. in the example shown right the variation has been used in 2 instances.



To see those two instances, click **Select all 2 instance(s)**. The instances will be highlighted and you will be taken to the first instance. Scroll through to look at the others.

If you decide the variation is unnecessary in all instances you can delete it (see Lesson 7:), if it is unnecessary in one instance, you can return the formatting to the basic style

Returning formatting to the basic style

Select the paragraph, or text, and press **Ctrl** and the **space bar** on the keyboard.

The Style Inspector

This allows you to investigate your text to see exactly what styles and style variations have been used for any selected text, and alter and remove variations

Click the **Home** tab. Click the  to the right of the group name **Styles**. (or press **Alt Ctrl Shift S**)

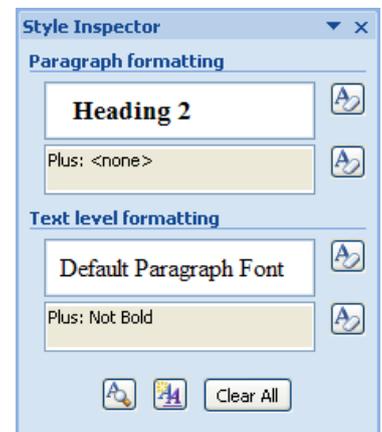
Click 

The Style Inspector dialogue box will appear showing formatting at two levels, paragraph and text.

In the example shown right the *paragraph* is formatted with the **Heading 2** style with no changes, but the selected *text* has had the bolding removed.

You can clear any of the formatting by clicking  on the relevant line. Note that in the case of the paragraph formatting style, *clearing* will apply the **Normal** style, as this is the default style

With the Style Inspector open you can click anywhere in the document with no need to close and re-open the Style Inspector.



Lesson 5: Editing A Style

Note that when you change a style all the paragraphs formatted using this style will change too.

To **edit** a style right click on the style name and click **Modify**.

(Right click the name in the Style Gallery, the Styles Task Pane, or the Styles Inspector)

The style is illustrated in the white box, and described underneath.

Editing formatting

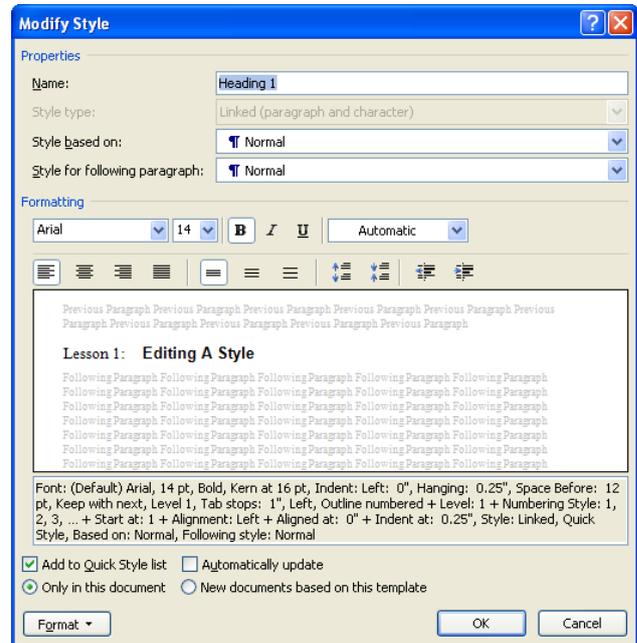
Use the formatting tool buttons



For any formatting that is not shown here, click

Format and select the area of formatting you wish to change. The description will change accordingly.

Make sure you click **OK** once you have finished so changes are applied.



Only in this Document/New documents based on this template

If you select **Only this document** any changes you make to the style will only apply to the document you are working on. If you want to use the style as you have changed it in every new document click **New documents based on this template**.

Add to Quick Style list

If this is selected the style will show in the Style Gallery.

Automatically update

This is rather dangerous! If you select this option then when you make a formatting change to a paragraph formatted with that style the changes you have made are copied to the style and then all paragraphs formatted with that style will change!

Creating Shortcut keystrokes for a style

Modify the style

Click the **Format** button, click **Shortcut key**.

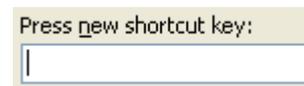
Look to see any existing shortcut, listed in the **Current keys** box.

To create a new shortcut, click in the **Press new shortcut key** box

Press the key sequence you would like to use (including **Alt** or **Ctrl** or

both), and look for it to say **Currently assigned to: [unassigned]**. When you find

an unassigned keystroke you can apply it by clicking **Assign** (If you forget to click **Assign** the shortcut will not work!)



Lesson 6: Connecting Styles

What does this mean?

It can be useful for a paragraph formatted with one style to automatically lead to another paragraph formatted with the style that logically follows.

In the example shown on the right there is a main section heading style (e.g. for **Type of Rabbit**), which consists of Arial, 12 pt, Bold, 6pt before and 1 pt after the paragraph. – We’ll call this style **Main head**

This heading is always followed by a second level heading style (e.g. for *Pedigree*), which consists of Arial, 10pt, Italic, 6 pt before and 3 pt after paragraph. We’ll call this style **subhead**

Normally you would have to select the relevant style every time you press . Since these two styles always follow one another we can define the first style (**Main head**) so that when we press after typing a paragraph using the this styles the second style(subhead) is automatically applied to the new paragraph

Setting up the connection

Make sure the styles are showing on the right (**Format, Styles and Formatting**)

Right click on the major style (e.g. **Main head**) and select **Modify Style**

From the  box click on the down arrow and select the style you wish to follow this style with (e.g. **subhead**)

Rabbits

Type of Rabbit

Pedigree

There are many different types of rabbit. Some can be expensive

Mongrel

These are fun loving, intelligent and friendly

Homes

Indoor

This can be just an enclosure in the corner of a room. Rabbits live longer inside

Outdoor

Must be impervious to the worst kind of weather.

Food

Dry

Keep the food mix constant. Change upsets rabbit tummies

Vegetables

Not too many!

Fruit

They adore fruit – especially grapes – but mustn’t have too much

Lesson 7: Deleting Styles

To Delete a style

Make sure the Styles Task Pane is showing. (Click the **Home** tab. Click the  to the right of the group name **Styles**.)

Right click on the relevant style and select **Delete**.

Notes:

- i. the option **Remove from Quick Style Gallery** stops the style from showing in the Style Gallery but does not delete it.
- ii. The delete option will be unavailable if the style you have highlighted is a standard style. You can only delete styles that you have created.

Checking on the usage of a style

You may like to check whether a style is being used before you delete it

Right click the relevant style. Note the option **Select all *n* instances**. This indicates that *n* paragraphs are using that style. Click on this option and scroll through the document to see the highlighted paragraphs. These are paragraphs which use the style.

If you see **Select All: Not Currently Used** then it is safe to delete the style.

Type of Rabbit

Pedigree

There are many different types of rabbit. Some can be expensive

Mingrel

These are fun loving, intelligent and friendly

Homes

Indoor

This can be just an enclosure in the corner of a room. Rabbits live longer inside

Outdoor

Must be impervious to the worst kind of weather.

Food

Dry

Keep the food mix constant. Change up as rabbit tummies

Vegetables

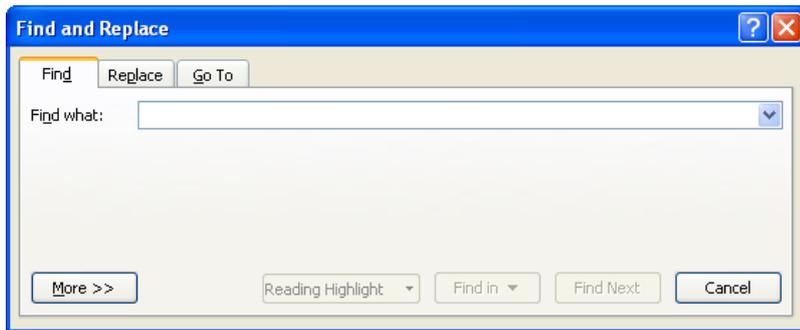
Not too many!

Fruit

They adore fruit – especially grapes – but mustn't have too much

Lesson 8: Searching For Text

To search, Click **Home**, look along to the right and click **Find**.



In the **Find What** field type the word for which you wish to search.

To search for the next occurrence of the search text click **Find Next**.

Note. If you have text selected Word will initially search the selected text only

To do more complicated searches, such as for text formatted in a particular way, or for a particular style, click on the **More >>** button.

Select **Match Case** to find only text that is identical in case to the text that you typed. Otherwise case will be disregarded e.g. if you type **hand** Word will not find **HAND**

Select **Find whole words only** to prevent a search for **turn** finding the words **return**, **returned**, **outturn**, **turning** etc.

Use **wildcards** allows you to look for words that begin with certain letters etc. You **must** have this selected to use pattern matching commands. Switch it off when not required

You can see pattern matching controls available by clicking on the **Special** button. e.g.

- h*t** finds heat, heather, heart etc. (* represents any number of characters – including spaces)
- h??t** finds heat, heather, but not heart (? represents **one** character)
- h[a-e]t** finds hat, het, hit but **not** hit or hot ([n-n] gives an allowed range)
- h[!a]t** finds anything **except** hat ([!n] **excludes** the letter defined)
- h[!ao]t** finds anything except hat and hut including 'h t'. (all letters following! are excluded)
- h[!]t** finds any three letter word (the space is excluded)
- <h** finds h where it **begins** a word
- h>** finds h where it **ends** a word
- ^p** finds an end of paragraph mark

Sounds Like (English) allows you to search for words which sound like the phrase you type.

Find all word forms allows you to search for words which have some form of relationship: eg different parts of verbs (think, thought) etc

In the **Search** box state whether how you wish to search the document:

- Down** from your current position to end of the document
- Up** from your current position to the beginning of the document
- All** throughout the whole document

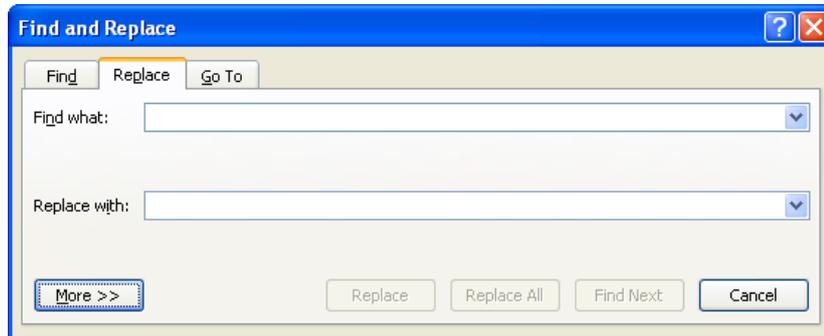
To search for paragraph marks etc., click on the **More >>** button followed by the **Special** button and select the character for which you want to search. You can also type in the special characters, e.g. a paragraph mark is represented by **^p**

Highlight all items found in: click this so that all occurrences of the word are highlighted. You can then scan through the document. As soon as you click the highlighting will disappear.

Lesson 9: Replacing Text

You can use this if you have used the wrong word throughout a document, or if you have paragraph marks at the end of lines which you need to remove.

Click **Home**, look along to the right and click **Find**. The following dialogue box will appear:



(All options are the same as for Edit, Find)

In the **Find What** field type the text you wish to replace

In the **Replace with** field type the text you wish to replace it with

If the **Replace with** field is left empty it has the effect of just deleting whatever is in the **Find what** field

To replace all occurrences

Click **Replace All** so that all occurrences of the text are replaced automatically in one pass

To choose when to replace

Click **Find Next** to find the first occurrence. Click the **Replace** button to make the replacement and just click **Find Next** to move to the next occurrence, or to skip to the next occurrence.

If you have a document in which a ↵ has been pressed at the end of every line you can remove the end-of-paragraph mark (¶) by typing ^p in the **find what** field and leaving the **Replace with** blank.

Other special characters are: ^t=tab, ^n=new line, ^c= column break, ^d=section break

Note: These are case sensitive

Lesson 10: Replacing Formatting

Click **Home** and click **Find**.

Move to the **Find** box and type the text you wish to replace. If you only intend to replace formatting and not text the **Find What** box may be left blank. Click on the **Format** button at the bottom of the dialogue box to define the formatting for which you are searching.

Move to the **Replace with** box and type the text you wish to change to. Again, you may not actually be changing any text, just its formatting, in which case the **Replace with** box may be left blank. Click on the **Format** button at the bottom to define the formatting which you wish to change to.

Note that any formatting is listed underneath the relevant box.

Find what:	stanley
Format:	
Replace with:	
Format:	Font: Bold, Left

In this example the word **stanley** will be made bold and aligned left wherever it is found

Clearing the formatting options

You must remember to click on the **No formatting** button at the bottom of the dialogue box once you have finished dealing with that formatting.

Notes:

If you replace <t* with italic formatting only the initial **t** will be italicised and not the whole word. (Remember that if you do not have **pattern matching** selected Word will actually look for the characters <t*)

If you replace <x??? with , say, bolding then an initial **x** and three following characters will be made bold whether they make up a whole word or not.

Replacing Styles

Place your cursor in the **Find what** box

Click **More >>**, click **Format** and click **Style**

Select the style you wish to replace

Place your cursor in the **Replace with** box

Click **Format** and click **Style**

Select the style you wish to replace

Then **Replace All** or **Replace** as required

Find what:	
Format:	Style: Heading 1
Replace with:	
Format:	Style: MyStyle

Note that in this example the **Find What** and **Replace with** boxes have been left blank – so all occurrences of the **Heading 1** style will be replaced with **MyStyle**.

Lesson 11: AutoCorrect

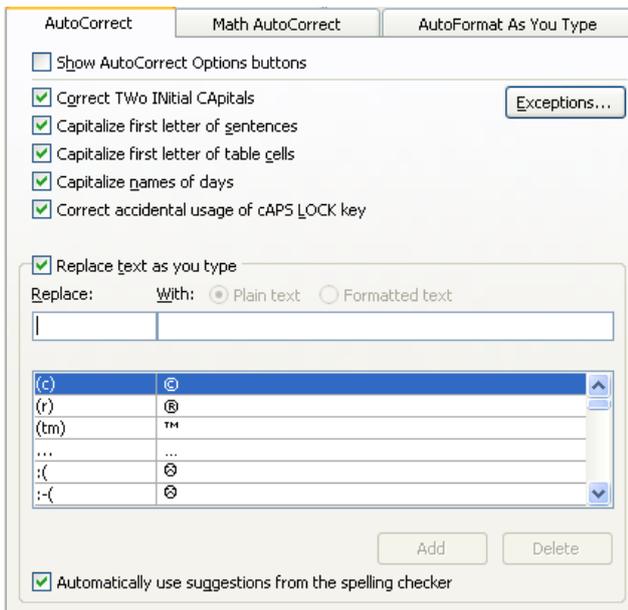
AutoCorrect automatically corrects typing errors as the text is entered. It can also be used to insert frequently used phrases. Some common errors are standard, e.g. if you type **teh** and press the spacebar it will be changed to **the**. The correction is triggered by the spacebar, or punctuation.

Adding new Auto corrections

To set up your own Auto Corrections

Click , **Word Options**, **Proofing**, **AutoCorrect Options...**

. The dialogue box below appears.



1. Type the incorrectly spelt word in the **Replace** box
2. Enter the correct word in the **With** box
3. Click **Add**.

To Remove existing Auto corrections

Highlight the correction in the list (use the scroll bars if necessary) and click the **Delete** button

Turning off the Autocorrect feature

, **Word Options**, **Proofing**, **AutoCorrect Options...**

Remove the tick from **Replace text as you type**

AutoCorrect Options

There are several other options for AutoCorrect, which can be switched off if not required by removing the tick

- Correct Two Initial Capitals** : When two initial capitals are typed in error, as soon as the space bar is pressed the second capital will be changed to lower case.
- Capitalize first letter of sentences** : This will capitalise the first letter of any word following a full stop
- Capitalize first letter of table cells** : This will capitalise the first letter of any word in a table cell.
- Capitalize names of days** : This will capitalise the any days typed i.e. Wednesday.
- Correct accidental usage of CAPS LOCK key** : This will automatically change things like “tHIS” to “This”.

Useful Autoformat as you type options

Click the **AutoFormat As You Type** tab

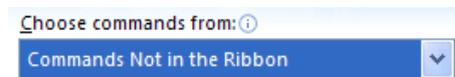
- "Straight quotes" with "smart quotes"** : When you type the normal quote marks at the beginning and end of text e.g. "like this", they will be changed to the relevant shaped quotes e.g. “like this”. Note that if you type a space before a quote it will be changed to “, while if there is no space it will be”
- Ordinals (1st) with superscript** : This automatically changes 1st to 1st etc.
- Fractions (1/2) with fraction character (½)** . This only applies to the fractions ¼, ½ and ¾.
- Internet and network paths with hyperlinks** This is the instruction that turns web addresses blue, and live

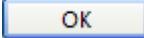
Lesson 12: AutoText

Adding AutoText to the Quick Access Toolbar

Click  to the right of the Quick Access toolbar. Click [More Commands...](#)

In **Choose commands from:** choose **Commands Not in the Ribbon**.



Scroll down to find  **AutoText** and click . Then click  ii

Creation of entry:

Type the text you wish to save (including formatting) This could be a brief piece of text, (e.g. a name), a paragraph, or even a page of text (e.g. a cover sheet)

Highlight the text.

Click  on the Quick Access toolbar

Click  [Save Selection to AutoText Gallery](#)

Type a name in the box

If you are likely to use a lot of AutoTexts you could categorise them (e.g. names, closing paragraphs etc) – click **Category** to create and select a category.

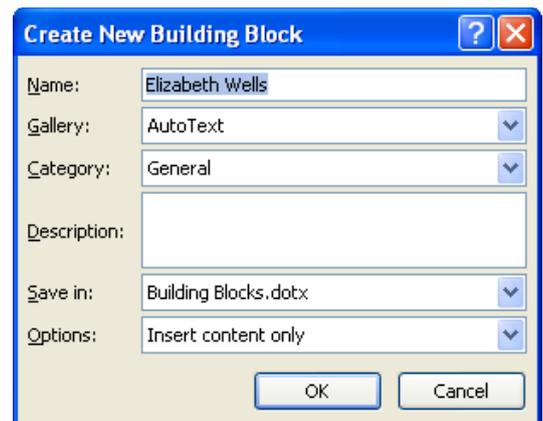
Options allows you to define how the entry will be treated when it is brought in

Insert Content only will insert the AutoText wherever

your cursor is just as a simple piece of text, including whatever formatting it originally had.

Insert Content in its own paragraph will start a new paragraph before and after the AutoText

Insert Content in its own page will start a page before and after the AutoText



Click the **OK** button.

Note If you save the AutoText in the **Building Blocks.dotx** it will be available to all documents.

Insertion of entry into text

Click  on the Quick Access toolbar.

The AutoText entries are listed, name and then contents.

Click the AutoText you want to use and it will be inserted.

You can choose to insert it at a position other than where the cursor is by right clicking the AutoText.



Editing an existing piece of AutoText

Insert the AutoText entry which you wish to edit into a document and make the necessary changes.

Click  on the Quick Access toolbar, click  [Save Selection to AutoText Gallery](#)

Enter the previously used name and click **OK**. You will be asked to confirm that you want to redefine the AutoText entry. Click **Yes** to accept this.

Deletion of existing AutoText

Click  on the Quick Access toolbar. Right click any AutoText and click  [Organize and Delete...](#)

Click the name of the Autotext entry and click 

Printing a list of all “Building Block” entries

Select **File, Print** and choose **Building Block entries** under the **Print What** option.

Lesson 13: Sections

A *Section* is a part of the document. You can use sections to set up different layouts for different parts of your document. You indicate the end of a section by inserting a section break.

Inserting a section break

Click the **Page Layout** tab

Click **Breaks** from the **Page Setup** group

In the **Section breaks** group click the particular Section break you want

A line of the type below indicates the end of a section.

.....Section Break (Next Page).....

(If you cannot see this, click  on the **Home** tab)

Next Page means that a new page will be started where you insert the section break.

Continuous means that following the break the text will continue on the same page.

Even page and **Odd page**: In these cases a new page will start after the section break and the text will be placed on the next even or odd page as defined.

Always ensure your cursor is **inside** the section you are trying to change.

What section am I in?

Look at the Status bar (at the bottom of the window) to see which page, the total number of pages and which section you are in **Section: 3 Page: 16 of 26**

Note: If you do not see the Section number, right click the a blank area on the Status bar, and click to add a tick to  **Section**

Deleting Section Breaks

DO YOU REALLY WANT TO? All the Page layout formatting for the previous section is stored in the section break so if you delete the section break you will lose a lot of formatting instructions! The section will take on the formatting from the next section break it finds.

If, knowing this you really do want to delete the section break then simply place your cursor on the section break symbol and press the **Delete** key on the keyboard.

Changing Section Break Start

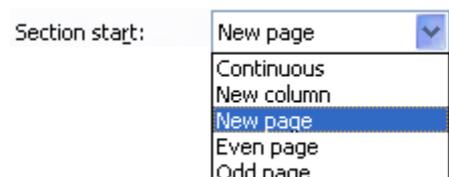
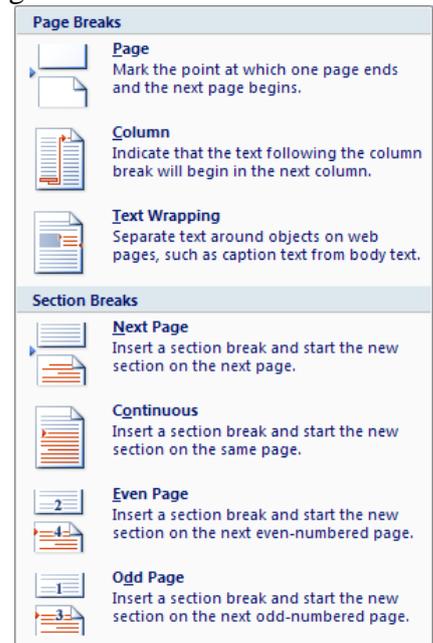
If you inserted a **Continuous** section break, and later realise that it should have been a **Next Page** section break, DO NOT delete the section break!

Click the **Page Layout** tab

Click  to the right of the **Page Setup** group name.

Click the **Layout** tab

Change the **Section Start** to what ever you need



Lesson 14: Headers / Footers

Headers and footers consist of text which you want to appear at the top or bottom of all, or a selection of pages.

View the Header/Footer

The easiest way to do this is to make sure you are in **Print** Layout view and double click in the top margin (header) or bottom margin (footer).

If you do not see a top margin, then you may need to move your cursor to point to the black line

between pages – wait for the cursor to change to  and then double click. – then double click the margin area to see the header or footer.

You can also click the **Insert** tab, click the Header or Footer icon, and select  **Edit Header** (or footer)

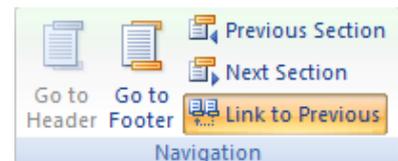
You will now see a new **Design** ribbon appear under the **Header & Footer Tools** heading

The **Navigation** group allows you to move around between different headers and footers. **Go to Footer** takes you to the Footer,

 **Previous Section** is a little misleading. In fact it will take you to the previous **Header** if you are looking at a header and **Footer** if you are

looking at a footer. So, if you have different headers for odd and even pages it would take you from **Even page Header - Section 3 to Odd page Header – section 3**. Likewise  **Next Section** will take you to the next Header or Footer.

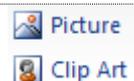
Link to Previous will be covered in 0



These icons allow you to choose preset options for the Header and Footer.		This icon allows you to add, format or remove page numbers from the Header/Footer	
This icon allows you to insert the current date in various formats into the header/footer		This icon allows you to add fields, building blocks etc	

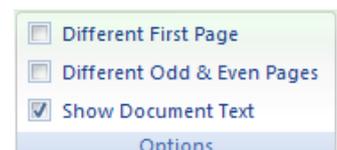
These allow you to add pictures and clip arts to the Header/Footer.

(If you place a large picture into the header, Change the **text wrapping** to *Behind text*, and **Recolor** it to *Washout* you can create your own watermark)



On which pages should the header/footer appear?

To define that you want different headers/ footers on odd/even/ first page view the Header or Footer, and on the **Header & Footer tools** **Design** tab look at the **Options** group



Click **Different First Page** to add a different header or footer for the first page of the current *section* – this would be useful if you have chapters in the documents

Click **Different Odd & Even Pages** to add a different header or footer for the odd and even pages of the current *section*. E.g. you could put the name of the book on the even pages, and the name of the Chapter on the odd.

Show document text just switches between having a blank page between the header and footer, and actually showing the text that is there. It makes no difference to what prints! The text is just hidden.

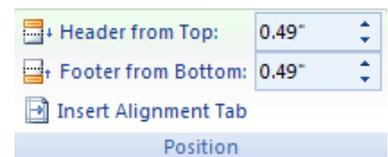
How do I know which header/footer I'm looking at?

When you view the header/footer you will see a description of the header/footer on a tab at the bottom left of the Header area e.g. 

Distance from the edge of the page

To define the distance of the Header/Footer from the top/bottom edge of the page view the Header or Footer, and on the **Header & Footer tools**  tab look at the **Position** group

You can use the  buttons, or type a measurement, to adjust the distance from the top or bottom edge of the paper. The measurements should be less than that of the **top margin** or **bottom margin** as relevant.



Note: Some printers have a minimum distance they can print from the the bottom of the page.

Return to the document from Header or footer

Either click the **Close Header and Footer** button on the **Header and Footer Tools**,  tab, or double click on the main part of the page.



Lesson 15: Adding, formatting and removing Page Numbers

Adding page numbers

Page Numbers can be inserted from the **Insert** ribbon, or from **Header and Footer tools** **Design**

In both cases click the **Page Number** icon.

You can then select from 4 options as below

 **Top of Page** Click this to select from various preset options for positioning and formatting the page number at the top of the page

 **Bottom of Page** Click this to select from various preset options for positioning and formatting the page number at the bottom of the page

 **Page Margins** Click this to select from 4 choices of placing for the page number in the left or right margin, one choice is to have the text reading vertically. In these cases the page number is placed in a text box. To edit, first double click to view the header – then scroll to the text box and click in it.

 **Current Position** click this to place the page number wherever your cursor is.

Formatting page numbers

Click the **Page Number** icon (**Insert** ribbon, or **Header and Footer tools** **Design** ribbon)

Click the  **Format Page Numbers...** option

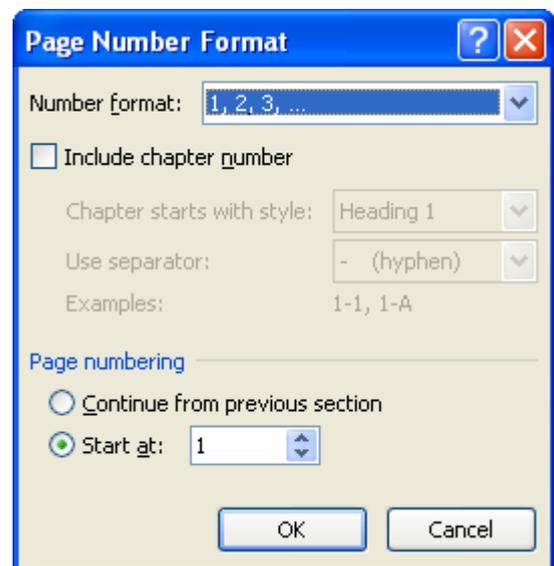
You will see the dialogue box shown right.

Number Format: Choose the type of numbering (e.g. 1,2,3 or i, ii, iii etc)

Include chapter number This will only work if you have used the standard **Heading 1** style for the Chapter headings, and it includes numbering. You could then see something like 16-5 where you are in Chapter 16 page 5.

Starting number

You can define that the numbering continues from the previous section, or that it will start from a particular number in that section.



Removing page numbers

Page number is the only thing in the header/footer

Click the **Page Number** icon (**Insert** ribbon, or **Header and Footer tools** **Design** ribbon)

Click **Page Number** and click  **Format Page Numbers...**

Note: This command will not remove page numbers inserted in an earlier version, or page numbers placed using the **Current Position** option,

Page number is the only thing in the header/footer

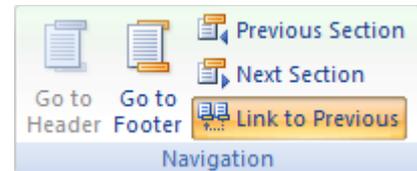
Open the header or footer. Select the page number (it may be in a text box, in which case select the text box) and press the **delete** key on the keyboard

Lesson 16: Unlinking the Headers And Footers

(The explanation following deals with headers. The situation for footers is identical)

When text is typed in a header in one section it is copied by default to all other headers in the document. You may want some sections to have headers and some not. To allow this you must **unlink** the headers

When you first look at a header (using **View, Header and Footer**) you will see that the option **Link to Previous** on the **Header and Footer tools** **Design** ribbon has an orange background. This means that it is switched on



This means that anything you type in this header is copied to the previous header, and anything typed in the previous header will be copied to this header. By default **all** headers in the document are linked in this way. If you have odd page and even page headers all the odd page headers are linked together, and all the even page headers are linked together, likewise all first page headers are linked.

Breaking the link

View the header in the section where you want to have a different header and click the

 option so that the orange background disappears .

To recreate the link just click on the option again

You may need to clear any unwanted text from headers,

Once the link is broken anything you type in a header prior to the place where you broke the link will not be copied to any headers which occur **after** it (and vice versa). Note that any headers following the unlinked header may still be linked to it and therefore have its text copied to them.

Lesson 17: Multiple Columns

Note: The columns will only be shown correctly in **Print Layout** View. If you have any other view the text will be shown as one long column.

Selecting required text

If you leave your cursor flashing in the text the column setup will apply to the whole document (or section).

If you select a portion of text Word will automatically insert a section break before and after the highlighted text so that only the highlighted text is placed in columns.

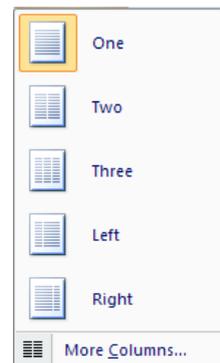
Changing the number of columns

On the **Page Layout** ribbon click  **Columns** ▾

Click the option for the number of columns you want

Note that **Left** and **Right** have columns with unequal widths.

For arrangements that are not in this list see Lesson 18:



The column setup will be shown in the ruler



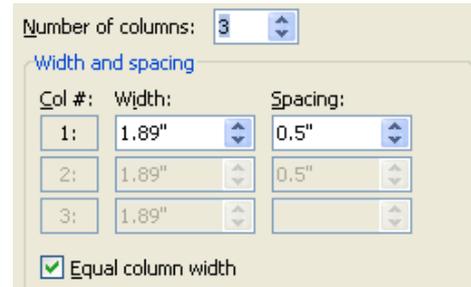
Lesson 18: Fine Tuning Columns

On the **Page Layout** ribbon click  **Columns**,  **More Columns...**

Creating columns of Unequal widths

First define the **number of columns** you want

The first width and spacing options are black and therefore available to change. If you change these all the columns will change to the measurements given in this first row. You can change **either** the width **or** the spacing and the other measurement will automatically be calculated.



To make columns of unequal width you must first click in

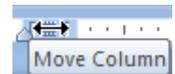
the **Equal column width** box to remove the tick. Then it will be possible to change each column width separately Click **OK** when you are happy.

Once you have removed the tick from the **Equal column** width option you can also change widths in **Page Layout view** by using the ruler. You can tell that you have unequal columns because of the symbol in the margin area  equal column margins have no symbol 



Move the cursor to the blue area to right of the relevant column and drag to the right to increase the width, or the left to decrease.

Your cursor will change to a double headed arrow as shown right.

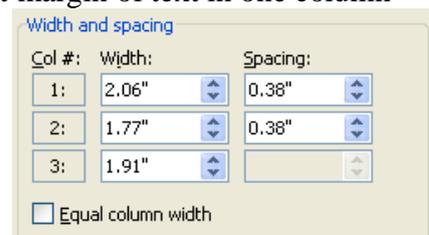


Space between columns

You can adjust the amount of space that Word leaves between right margin of text in one column and the left margin of text in the next column.

You can adjust this by typing new measurements in the **Spacing**

In **Page Layout view** you can also use the ruler.



The ruler below shows the ruler where columns are equal (no  symbols)

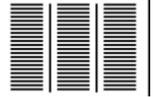


To alter the space between columns move to the right edge of the blue margin area you wish to change. Your cursor will change to a double headed arrow hold the left mouse button down and drag towards the blue area to decrease the spacing between columns, (increasing the column width). Drag away from the grey area to increase the space between columns. This will change the spacing between **all** columns.

When the columns are of unequal width you can change the spacing between each pair of columns

Line between

If you wish to see a vertical line drawn between each column click on the option at the right of the **Format, Column** dialogue box. 



Making sure columns are of equal length (Balancing)

To make sure the columns are of equal length you must have a **continuous** section break at the end of the column area. Once this is inserted the text will automatically adjust itself so that the columns are of equal length. If this is not happening move into the following section and on the **Page Layout** tab click  to the right of the **Page Setup** group name, click the **Layout** tab and check that the **Section Start** is continuous

Lesson 19: Adding and Removing Bullets and Numbering

Inserting Numbering/Bullets

To automatically number your paragraphs highlight the paragraphs concerned show the **Home** ribbon and click . If you click  the last numbering used will be applied to the selected text (or the paragraph your cursor is in) Click  to choose from a selection of number styles.

To add bullets highlight the paragraphs concerned and use  in the same way.

The option you have used will have an orange background.

You can also apply the numbering by simply typing “1.” and pressing the tab key followed by your text. When you press the **Enter** key the next number will automatically be inserted.

Note: To create a new line within a paragraph without adding a number use the **Shift Enter** keys to start a new line.

Removing Numbering/Bullets

Removing numbers or bullets from text you have already typed

Select the text and click the orange  or .

Stopping bullets or numbers appearing on a new paragraph

The easiest way is to press the **Backspace** key to delete the last number. You may need to press it again to remove any indent.

Note: If you use numbering again later it will automatically start from where the numbering left off last time.

Adjusting numbering start point

Restarting numbering

To start a new list click with the right mouse button on the **number** at the beginning of the paragraph and select  **Restart at 1** from the shortcut menu

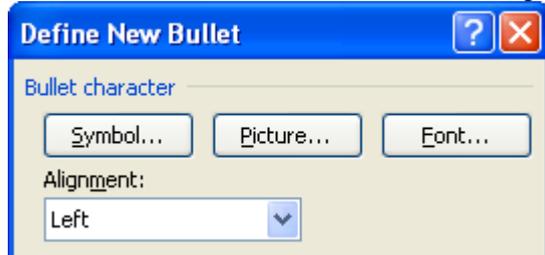
Continuing numbering after a break

Click with the right mouse button on the **number** at the beginning of the relevant line and select  **Continue Numbering** from the shortcut menu

Lesson 20: Changing Bullets and Numbering

Using a different Bullet symbol

Click the **Home** tab and click  to the right of



Click  to select a symbol. Use Symbol, Wingdings, Wingdings 2, Wingdings 3, ZapfDingbats and Zdingbats .

Click  to select a coloured picture for use as a bullet

Using a different style of numbering

Click the **Home** tab and click  to the right of



Numbering Style: select the style you want to use and it will place this in the **Number format:** field below, in grey.

Number Format: Type any symbols or text which you want to see before and after the actual number.

e.g. in the example on the left you could type brackets before and after the number, or you could type **item** before the number.

Note. Do **not** delete the grey number. This is the field which will produce the right number for the paragraph. If you do delete it you must insert it by selecting a numbering style again. If you actually type a number in that number will be used for every paragraph and not incremented.

Click the  button to change the font style and size etc. for the **numbers only**.

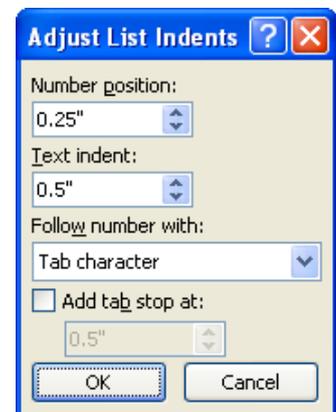
Changing the indents for Bullets and Numbering

Select and right click the numbered or bulleted list, click [Adjust List Indents...](#)

Number position/Bullet position: This adjusts the position of the number from the left margin

Text Indent: sets the distance from the margin to the first character of the text following the bullet or number (only if the number or bullet is followed by a tab, otherwise it has no result)

Follow number with: you have the choice of a tab character, a space or nothing. If you choose a tab character the text will jump to the position defined in **Text Indent**.



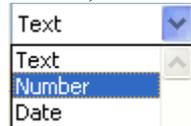
Lesson 21: Sorting Paragraphs

Sorting normal paragraphs

Highlight the relevant paragraphs and on the **Home** ribbon click  in the *paragraph* group

Sort by: Normally choose **Paragraphs** (See below – “Sorting lists by other than the first letter” for more details)

Type: Select what type of item you are sorting.



Text: sorts by the first words in the paragraph

Number: Similarly to sort by numbers occurring anywhere in the paragraph select **number**. Where more than one number

occurs the numbers will be **added** and the sort worked on the resulting number.

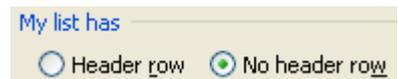
Date: sorts by a date that occurs anywhere within the paragraph. If more than one date appears in the paragraph the sort is carried out on the **last** date.

Note that dates before 1/1/1930 do not seem to sort correctly if only the last two digits are used (e.g. 1/1/22)

Order: Select ascending (A-Z, 1-10) or descending (Z-A, 10-1) order.



Headings: If the selection has top row of headings you will not wish these to be sorted. Under **My list has**, click the **Header row** option. Click **OK** to sort the paragraphs.



Sorting lists separated by tabs, commas, spaces etc.

If your text is separated by tabs, commas or any other consistent character you will be able to choose a different piece of text (field) to sort by.

For example, with text separated by commas, as shown on the right you could sort by name (field 1), title (field 2) or year (Field 3)

McCabe E., *A History of Greenwich*, 1922
 Silverside P, *A trip to Burchestan*, 1997
 Floyd A, *Introduction to Management*, 1991

If the text is separated by any other character you must first click on the **Options** button and click on the correct option under **separate fields at**: If the separating symbol is other than a tab or a comma you will need to type it in the **Other** box.

Click **OK**

Click on the down arrow of the **Sort by** box and select the “field” you want to sort by and then click **OK**

