

# Word - Fundamentals



IT Training  
St. George's, University of  
London

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**If you have a St. George's ID you can access all the files that goes with this manual. Files can be found on the N drive in the IT Training folder**

**N:\IT Training\Word Fundamentals**



# UNDERSTANDING PARAGRAPH FORMATTING

**Paragraph formatting** refers to formatting commands that affect entire paragraphs – settings such as indenting, bullets, line spacing and paragraph spacing. To understand

paragraph formatting and how it works, you need to understand what a **paragraph** is. This page examines paragraphs and how formatting can be applied to them.

## Understanding Paragraphs

A **paragraph** consists of any amount of text followed by a **paragraph mark** ¶. A paragraph mark is created when you press **Enter** and is usually hidden, although you can display paragraph marks and other formatting marks if you need to by clicking on **Show/Hide** in the **Paragraph** group on the **HOME** tab. You can even have 'empty' paragraphs which consist of a paragraph mark and nothing else. These are usually seen as blank lines. Paragraph marks hold the formatting for a paragraph, so if you accidentally delete a paragraph mark, the paragraph formatting of the following paragraph will take effect.

## Examples of Paragraphs

The following paragraphs are shown with the formatting marks displayed so that you can see where paragraphs start and finish. Spaces are indicated by dots, and tabs by right arrows. There are nine paragraphs below – can you spot them all?

First paragraph (often a heading)¶

This is an example of a longer paragraph that extends over several lines. When text fills a line and extends into the next line, this is known as word wrap. The paragraph mark appears at the very end of the paragraph, not at the end of the line as you might expect. This way the text is flexible and if you add more text or remove text, the text in the paragraph adjusts between the existing margins. When you press **Enter** this is known as a hard return – any further text now belongs to a new paragraph on a new line. When text within a paragraph is forced to the next line in a paragraph by pressing **Shift** + **Enter** this is known as a soft return.↵

A single item in a bulleted list is also an example of a paragraph.¶

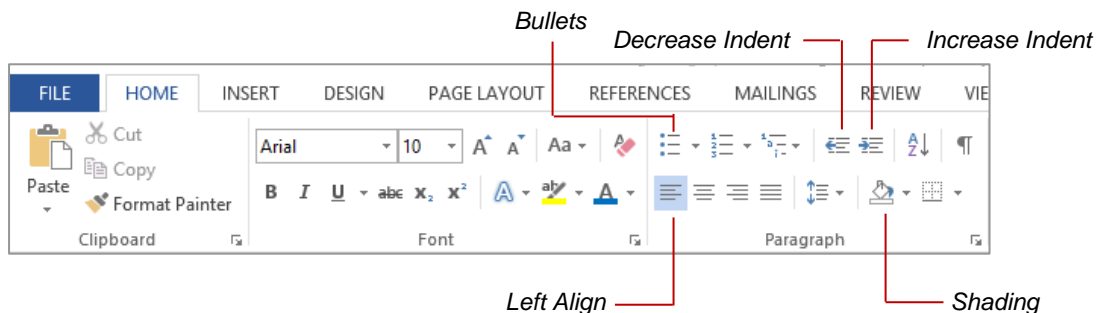
- → Item one has this format.¶
- → Item two has the same format.¶
- → And the paragraph mark at the end of each line.¶
- → Tells you that each line is a paragraph in its own right.¶

¶

## Formatting Paragraphs

Because paragraph formatting affects everything in a paragraph, you do not need to select the entire paragraph to apply the formatting. As long as the insertion point is positioned somewhere in the paragraph, any paragraph formatting you apply will affect the entire paragraph.

You can use the **Paragraph** group on the **HOME** tab for many of your paragraph formatting requirements. To find out the purpose of a command in the **Paragraph**, or any other group on the ribbon, simply point to the command and a tooltip will appear, explaining the function of that command.



## Changing Paragraphs

When you press **Enter** to start a new paragraph, it will use the formatting of the previous paragraph (unless specific style settings override this). This way, for instance, you can create a bulleted list and keep entering bullets until you no longer need them.

# UNDERSTANDING TEXT ALIGNMENT

Paragraphs can be aligned in a myriad of ways on the page, depending on the effect you are trying to achieve. Alignment is controlled by the paragraph alignment settings and indent

markers. Special formats such as bulleted, numbered and multilevel lists all use these controls. Each paragraph can have its own individual paragraph alignment and indent settings.

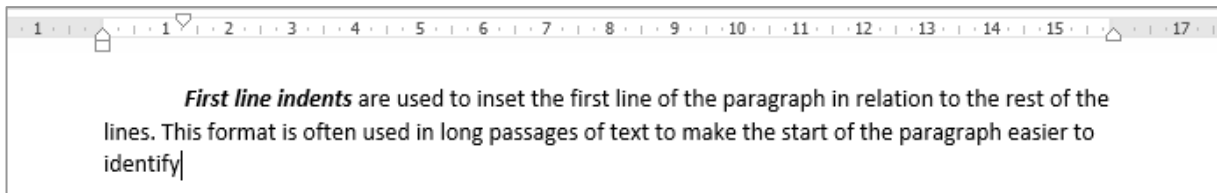
## Indent Markers

Indent markers appear on the horizontal ruler and control the position of the left and right edges of the text. Initially, they align with the margins.



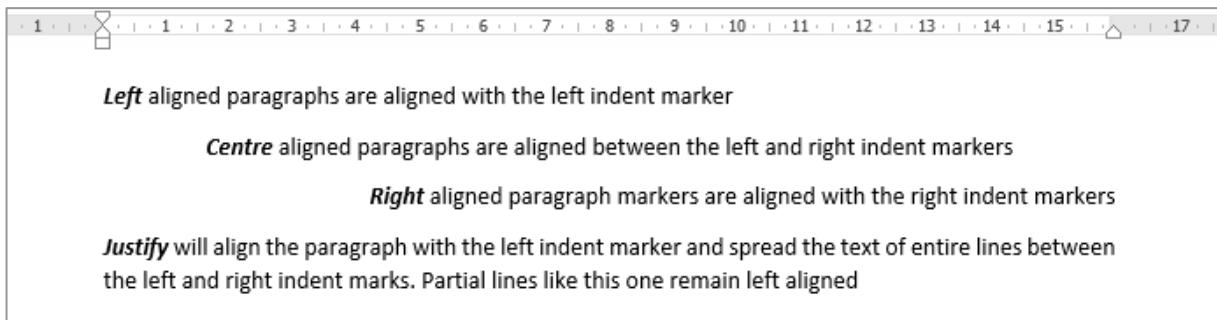
## Indented Text

**Indent** refers to setting the text inside the margin or original indent position. Indents enable you to create some great effects such as bulleted and numbered lists, and indented quotes.



## Paragraph Alignment

Paragraphs can be aligned in one of four ways using the paragraph alignment settings. The actual position of text on the page is determined by the position of the indent markers.



# CHANGING TEXT ALIGNMENTS

Paragraphs of text can be **aligned** in four different ways on the page using the paragraph alignment tools. The alignment of the text depends on the location of the left and right

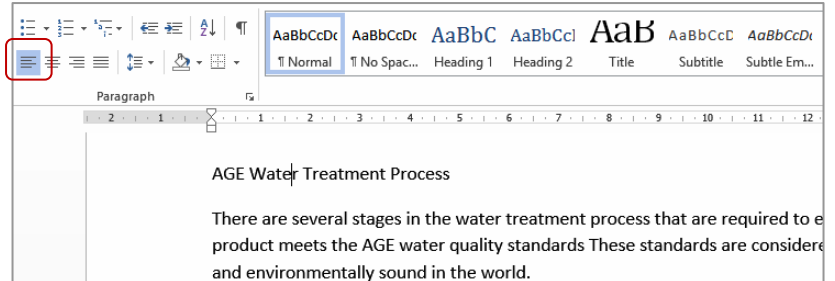
indent markers which are visible on the ruler. They enable you to reposition text horizontally without having to change margin settings. Each paragraph can have its own alignment.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W1308 Paragraph Formatting\_1.docx...*

- 1 Ensure the **HOME** tab is active, then click in the heading  
*This paragraph is left-aligned and so the corresponding tool (Align Left) is highlighted in the Paragraph group on the ribbon. Let's try the other options...*
- 2 Click on **Centre** in the **Paragraph** group to centre the heading
- 3 Click in the second paragraph and click on **Align Right** in the **Paragraph** group
- 4 Select the last three paragraphs and click on **Justify** in the **Paragraph** group  
*Justify spreads out the words in each line to create a block effect. This is neat from a distance, but harder to read because of the spacing...*
- 5 Press **Ctrl** + **A** to select all of the text then click on **Align Left** in the **Paragraph** group to restore the alignment of the text



1

product meets the AGE water quality standards These standards are considered the most stringent and environmentally sound in the world.

Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.

Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.

3

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4

## For Your Reference...

To **align paragraphs** of **text**:

1. Click in the paragraph
2. On the **HOME** tab, in the **Font** group, click on one of:

<b>Left</b>		<b>Centre</b>	
<b>Right</b>		<b>Justify</b>	

## Handy to Know...

You can use the following shortcuts:

- **Align Left** **Ctrl** + **L**
- **Centre** **Ctrl** + **E**
- **Align Right** **Ctrl** + **R**
- **Justify** **Ctrl** + **J**

# CHANGING LINE SPACING

**Line spacing** controls the distance between each line of text in a paragraph. Line spacing is important because it can greatly improve the readability of text. If lines of text are too close

together the words are harder to recognise. Line spacing is also used for documents such as essays and contracts where room is required between the lines for written comments.

## Try This Yourself:

Same File

Continue using the previous file, or open W1308 Paragraph Formatting\_2.docx...

1 Click in the first paragraph below the heading

2 On the **HOME** tab in the **Paragraph** group click on **Line and Paragraph Spacing** to display a list of line spacing options

The tick against 1.15 indicates this is the current line spacing...

3 Select **1.0** to apply single line spacing

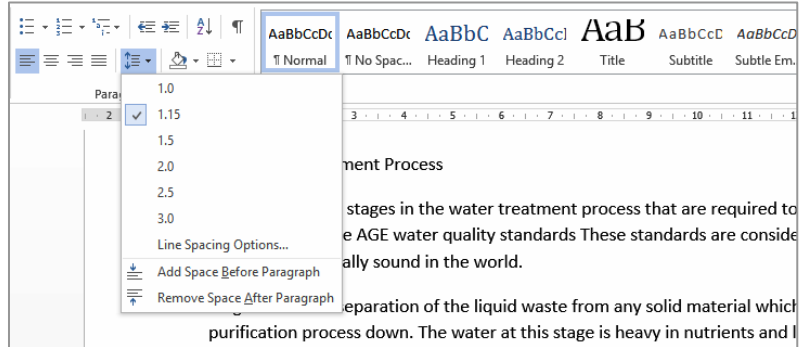
4 Click in the third paragraph  
Let's leave the second paragraph with the original line spacing...

5 Click on **Line and Paragraph Spacing** and select **1.5**

6 Click in the next paragraph, then click on **Line and Paragraph Spacing** and select **2.0**

7 Press **Ctrl** + **A** to select all of the text

8 Click on **Line and Paragraph Spacing** and select **1.15** to restore the original line spacing



2

### AGE Water Treatment Process

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards. These standards are considered the most stringent and environmentally sound in the world.

Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.

Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.

Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species.

6

## For Your Reference...

To **change line spacing**:

1. Click in the paragraph
2. On the **HOME** tab, click on **Line and Paragraph Spacing** in the **Paragraph** group
3. Select the line spacing of your choice

## Handy to Know...

- You can set line spacing to any size by clicking on **Line and Paragraph Spacing** and selecting **Line Spacing Options**. The **Paragraph** dialog box will display so you can adjust the line spacing to an exact height in points, to a minimum height, or to a specific multiple of lines.

# INDENTING PARAGRAPHS

Paragraphs can be indented in relation to the left and right margins. Indented text is text that starts further in on the page than other text. A simple left indent is often used as a way of showing that

text is subordinate to the headings or text around it. The **Increase Indent** tool uses the default tab stops on the ruler to align text but you can specify exact indent positions if you need to.

## Try This Yourself:

Same File

Continue using the previous file or open *W1308 Paragraph Formatting\_4.docx...*

**1** If the ruler is not visible, click on the **VIEW** tab and click on **Ruler** in the **Show** group

**2** Ensure the **HOME** tab is active, then click in the paragraph under the heading and click on **Increase Indent** in the **Paragraph** group

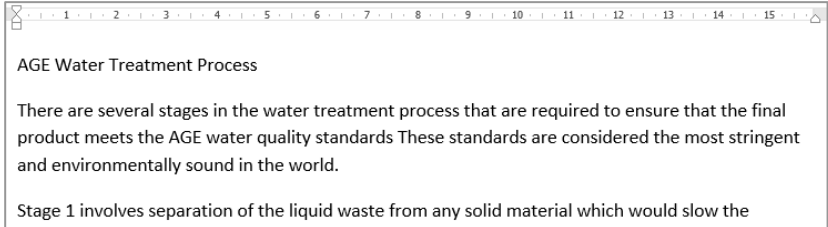
*The paragraph and indent marker will be indented to the first default tab stop – 1.27cm...*

**3** Repeat step 2  
*This time the paragraph moves to align with the second tab stop. You can also increase the indent by smaller amounts...*

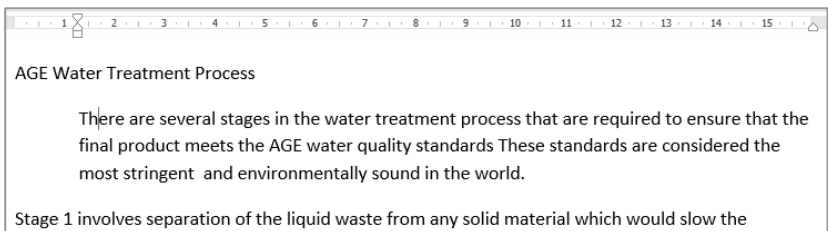
**4** Click on the **PAGE LAYOUT** tab

**5** In the **Paragraph** group click on the up spinner arrow for **Indent Left** in the **Paragraph** group

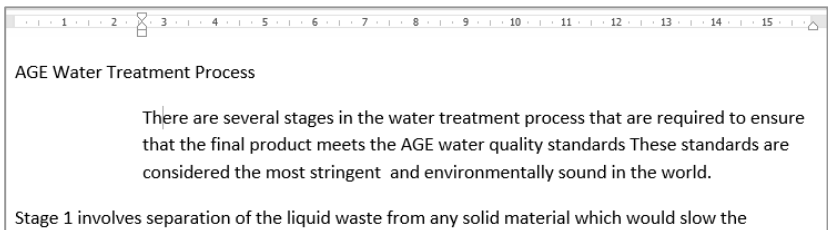
*This increases the indent to 2.6 cm and then by 0.1 cm increments*



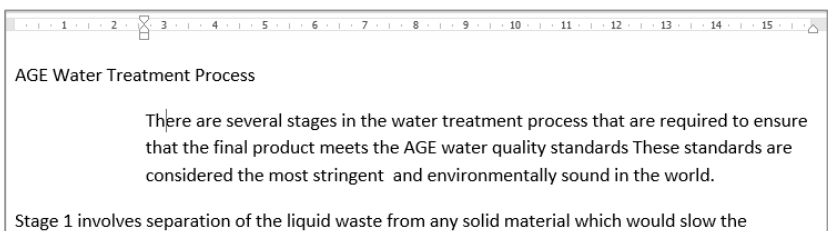
**1**



**2**



**3**



**5**

## For Your Reference...

To **indent** a **paragraph**:

1. Click in the paragraph
2. Click on **Increase Indent** (**HOME** tab), or Click on the up spinner arrow for **Indent Left** (**PAGE LAYOUT** tab)

## Handy to Know...

- The keyboard shortcut for **Increase Indent** is **Ctrl** + **M**.
- You can specify an exact indent by clicking in the text box for **Indent Left** on the **PAGE LAYOUT** tab and typing the setting in centimetres.

# CHANGING PARAGRAPH SPACING

**Paragraph spacing** is the distance between paragraphs. Adequate spacing between paragraphs makes them easier to identify and makes finding specific information in a document

much easier. Paragraph spacing should be set using **Spacing Before** and **Spacing After** rather than pressing **Enter** to create gaps between paragraphs which can be a bit sloppy.

## Try This Yourself:

Same File

Continue using the previous file or open W1308 Paragraph Formatting\_3.docx...

1

Click on the **PAGE LAYOUT** tab to display the **Paragraph** settings

By default, the **Spacing Before** is set to 0 pt and the **Spacing After** to 10 pt...

2

Select the heading

The shading below the text reflects the spacing after of 10 pt...

3

Press **Ctrl** + **A** to select all of the text

4

Click on the up spinner arrow for **Before** in the **Paragraph** group to make it 6 pt

5

Click on the up spinner arrow for **After** in the **Paragraph** group to make it 12 pt

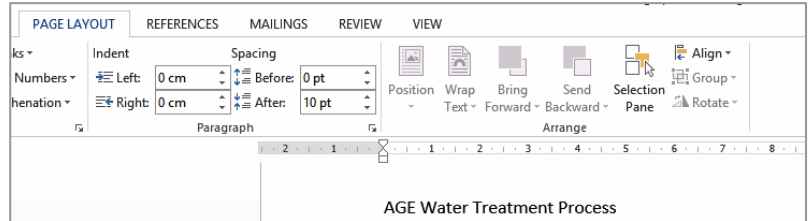
The paragraphs are now 8 pt further apart...

6

Click on the down spinner arrow for both **Before** and **After** in the **Paragraph** group until they read 0 pt so that there is no space between the paragraphs

7

Click in the box for **After** in the **Paragraph** group, type 10, then press **Enter** to restore the original paragraph spacing



1

AGE Water Treatment Process

There are several stages in the water treatment process that are required to ensure that the final product meets the AGE water quality standards These standards are considered the most stringent and environmentally sound in the world.

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2

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5

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Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this

6

## For Your Reference...

To **change paragraph spacing**:

1. Click in the paragraph
2. Click on the **PAGE LAYOUT** tab
3. Change the setting for **Spacing Before** or **Spacing After** in the **Paragraph** group

## Handy to Know...

- You might notice the option of **Auto** that appears below 0 in **Spacing Before** and **After** in the **Paragraph** dialog box. In a normal blank document, **Auto** will give you **Spacing Before** of 0 pt and **Spacing After** of 14 pt.

# OUTDENTING PARAGRAPHS

**Outdenting** a paragraph will decrease the left indent that has been applied to a paragraph. This means changing the left alignment point of the paragraph so the entire paragraph aligns further

to the left. This is useful in situations where you are typing text and no longer want the text indented, or where the indent that has been applied is too large.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1308 Paragraph Formatting\_5.docx...*

1

Click in the indented paragraph and then click on the **PAGE LAYOUT** tab

You can see from the ruler that the paragraph is currently indented to 2.6 cm (or further). You can decrease the indent by different amounts depending on which tool you use...

2

Click on the down spinner arrow for **Indent Left** in the **Paragraph** group to outdent the paragraph to **2.5 cm**

3

Click on the **HOME** tab

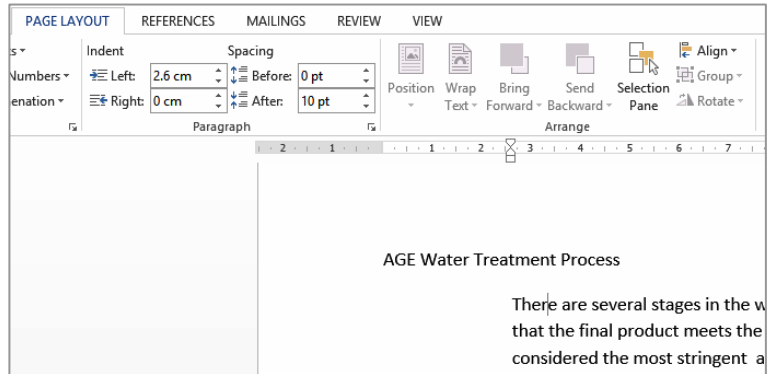
4

Click on **Decrease Indent** in the **Paragraph** group to realign the paragraph with the first tab stop

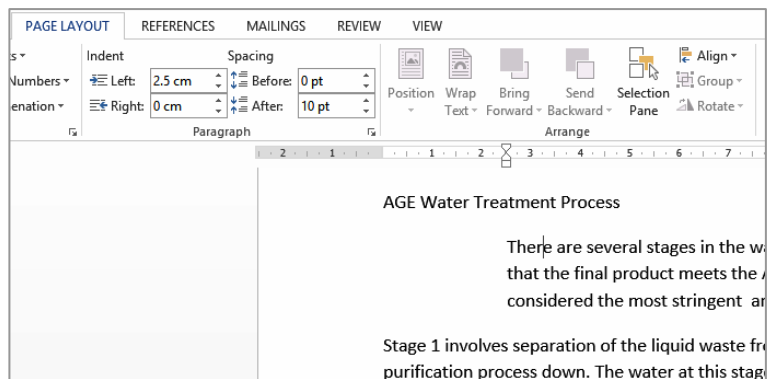
5

Click on **Decrease Indent** in the **Paragraph** group again to realign the text with the left margin

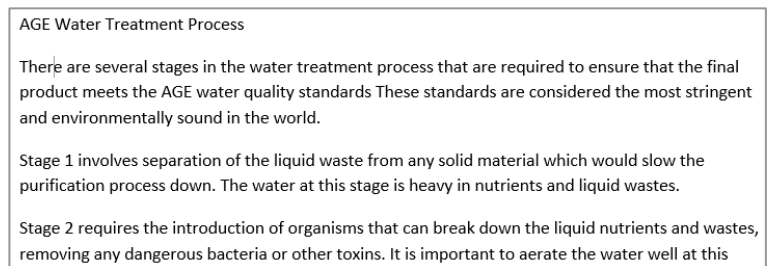
1



2



5



## For Your Reference...

To **outdent paragraphs**:

1. Click in the paragraph
2. Click on **Decrease Indent** (**HOME** tab), or Click on the down spinner arrow for **Indent Left** (**PAGE LAYOUT** tab)

## Handy to Know...

- You can **indent** or **outdent** several paragraphs at once by selecting them before you use an indent tool.

# UNDERSTANDING FIND AND REPLACE OPERATIONS

Worksheets can become very complex rather quickly and it can then be time consuming to locate specific information in the file. This is where the **Find** operation is useful. **Find** allows

you to search for a range of elements so that you can check details or make changes. **Replace** is the natural progression from **Find**, allowing you to replace what you've found with an alternative.

## Find

The **Find** operation searches through the active worksheet for whatever you type in the **Find what** field of the **Find and Replace** dialog box. In the example below, as the result of a search for **514**, the cell pointer has moved to cell **B10** because this is the first occurrence of the value **514**. **[Find Next]** is used to find the next occurrence of **514** and **[Find All]** is used to create a list of all of the occurrences.

	A	B	C	D	E	F	G	H	I
1	Alpheius Global Enterprises								
2	Shop Sales for Month of:			10%	5%				
3									
4	Catalogue No	Model	Wholesale	Sale Price	Units Sold	Gross Profit	Net Profit	Projected Sales	Projected Net Profit
5									
6	Communications								
7	TEL00001	World Communicator 223	56.77	83.00	15	1,245.00	393.45	16	419.68
8	TEL00002	Planet Tamer 34e	122.50	178.00	12	2,136.00	666.00	13	721.50
9	TEL00003	Master Communicator 10 Plus	677.99	984.00	11	10,824.00	3,366.11	12	3,672.12
10	TEL00005	Global Roamer 514	76.00	111.00	34	3,774.00	1,190.00	37	1,295.00
11	TEL00006	Global Roamer 515	144.55	210.00	56	11,760.00	3,665.20	61	3,992.45
12	TEL00007	Global Roamer 516	455.50	661.00	43	28,423.00	8,836.50	47	9,658.50
13	TEL00008	Global Roamer 517	566.78	822.00	22	18,084.00	5,614.84	24	6,125.28
14									
15									
16	Electronics								
17	ELEC00001	Home View 260							
18	ELEC00002	Home View 360							
19	ELEC00005	BroadBand 15							
20	ELEC00006	BroadBand 16							
21	ELEC00007	BroadBand 17							
22									
23									
24									

## Replace

The **Replace** operation also searches through the active worksheet for whatever you've typed in the **Find what** field of the **Find and Replace** dialog box. You can then use **[Replace]** to substitute the text in **Replace with** for the found text. In this example, **514** has been replaced by **518**. You can use the **Find and Replace** dialog box to find (and replace) parts of cell entries or entire cell entries

	A	B	C	D	E	F	G	H	I
1	Alpheius Global Enterprises								
2	Shop Sales for Month of:			10%	5%				
3									
4	Catalogue No	Model	Wholesale	Sale Price	Units Sold	Gross Profit	Net Profit	Projected Sales	Projected Net Profit
5									
6	Communications								
7	TEL00001	World Communicator 223	56.77	83.00	15	1,245.00	393.45	16	419.68
8	TEL00002	Planet Tamer 34e	122.50	178.00	12	2,136.00	666.00	13	721.50
9	TEL00003	Master Communicator 10 Plus	677.99	984.00	11	10,824.00	3,366.11	12	3,672.12
10	TEL00005	Global Roamer 518	76.00	111.00	34	3,774.00	1,190.00	37	1,295.00
11	TEL00006	Global Roamer 515	144.55	210.00	56	11,760.00	3,665.20	61	3,992.45
12	TEL00007	Global Roamer 516	455.50	661.00	43	28,423.00	8,836.50	47	9,658.50
13	TEL00008	Global Roamer 517	566.78	822.00	22	18,084.00	5,614.84	24	6,125.28
14									
15									
16	Electronics								
17	ELEC00001	Home View 260							
18	ELEC00002	Home View 360							
19	ELEC00005	BroadBand 15							
20	ELEC00006	BroadBand 16							
21	ELEC00007	BroadBand 17							
22									
23									
24									

# UNDERSTANDING FIND AND REPLACE

Quite logically, **Find and Replace** is the act of locating information and replacing it with other information. Microsoft Word automates the procedure which is particularly handy, for

instance, in a 100-page document. There are many facets to the **Find and Replace** facility as it is capable of finding and replacing more than just text.

## What is Find and Replace?

Good question! Within Microsoft Word, **Find and Replace** is the tool that enables you to locate specific things and replace them (if you choose to) with an alternative. In its simplest form, this involves searching for a word and replacing each instance with a different word. For example, to localise a document that you plan to send to the UK, you might want to locate all instances of the word 'dollars' and replace them with 'pounds' (or euros).

There are two ways to conduct the replacement: automatically or manually. The quicker alternative is to choose to replace all instances of the word automatically. This is useful, for example, in a document that contains the maiden name of a recently married woman – in this instance you would want all instances of her maiden name to be replaced with the married name (assuming, of course, the new bride changed it!). However, in some instances, it may be more beneficial to manually move through the matches one-by-one and change only those that require it. Consider a document that contains the words 'stationary' and 'stationery', or 'principal' and 'principle' – you may suspect that you have used the incorrect version of the word at times, so simply replacing one with the other is not really what you want to achieve in this case. By searching for each instance, one at a time, you can decide which ones to change.

Replacing searched text is not mandatory; you can also use the **Find** facility independently of **Replace**. This is useful if you want to check through your document and see each instance of a particular word, but not necessarily make any changes.

## What Can I Find and Replace?

The **Find and Replace** tool is very comprehensive. It is not limited to only locating single words; you can also find phrases, special characters, formatting and document marks. Word also enables you to search on similar sounding words (this is especially good if you're not sure how to spell a word), parts of words using wildcards or specific text case to name just a few. Simply use the options in the **Find Options** or the **Find and Replace** dialog box to set the criteria, as shown in the table below.

## The Search (Find) Options

Option	Description	Example
Match case	Only text exactly matching the case typed in the Search field will be returned	<b>AlphECom</b> will not find <b>alphecom</b>
Find whole words only	Only text that matches the whole word/s typed will be returned	<b>sand</b> will not find <b>sandpit</b> or <b>sandfly</b>
Use wildcards	Wildcards can be substituted for characters, digits or letters. Select them from <b>[Special]</b>	<b>b^\$t</b> finds <b>bit, bet, bat, but</b>
Sounds like (English)	Text that is phonetically similar to the search word will also be found	<b>groan</b> will also find <b>grown</b>
Find all word forms (English)	Finds text that is another form of the search word, even when spelled differently	<b>was</b> finds <b>were, is, am</b>
Match prefix	Only text with the search string located at the beginning is returned	<b>pre</b> finds <b>preschool</b> not <b>Supre</b>
Match suffix	Only text with the search string located at the end is returned	<b>per</b> finds <b>super</b> not <b>person</b>
Ignore punctuation characters	Finds matches irrespective of punctuation (e.g. full stops and commas)	<b>sit still</b> also finds <b>sit. Still</b>
Ignore white-space characters	Caters for words often being concatenated. Will find the search words with spaces in between and without.	<b>there by</b> also finds <b>thereby</b>
Highlight all	Highlights every instance of the search string in the document	<b>an</b> will be highlighted in <b>antelope</b>
Incremental find	Highlights each letter of the search criteria in the document as you type it	

# FINDING WORDS

You can perform an incremental search using the **Navigation pane**. This means you don't need to type the exact term you're looking for – just part of it. By default, Word ignores the case of the

search text and highlights each instance of matching text as it finds it. You can also clarify or generalise the request by specifying additional search options in the **Find Options** dialog box.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W1305 Working With Text\_8.docx...*

1

Click on the **HOME** tab then click on **Find** in the **Editing** group to open the **Navigation** pane

2

Type **product** in the search box

*Six instances have been found, including products, Products and production. They are listed in the Navigation pane and are highlighted in the document...*

3

Click on the top result to select the first instance of **product**

*You can select a specific instance from the Navigation pane...*

4

Click on the last search result to highlight the last instance of **product** in the document

5

Click on **Search for more things** to the right of the search box and select **Options** to open the **Find Options** dialog box

*You can specify the case...*

6

Tick **Match case**, click on **[OK]** and then type **EnviroFlair** in the search box

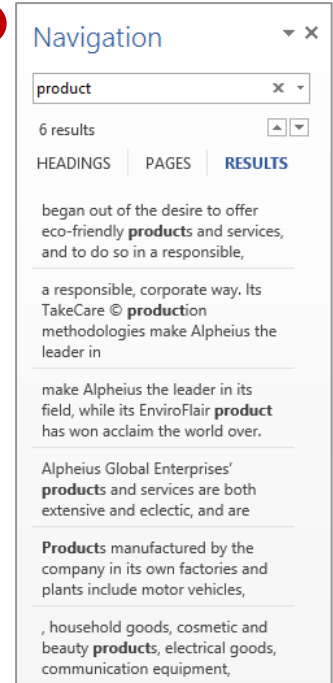
7

Close the **Navigation** pane to return to the document

1



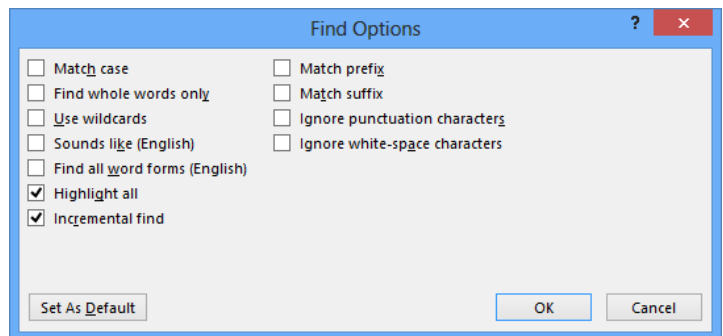
2



3

The company began out of the desire to offer eco-friendly **products** and services, and to do so in a responsible, corporate way. **Its TakeCare** © **production** methodologies make Alpheius the leader in its field, while its **EnviroFlair product** has won acclaim the world over.

5



## For Your Reference...

To **perform** a **simple search**:

1. Click on the **HOME** tab, then on **Find** in the **Editing** group to open the **Navigation** pane
2. Type the search criteria in the search box
3. Click on **Next Search Result** or on the desired search result in the bottom of the **Navigation** pane

## Handy to Know...

- As well as text, you can use the search box in the **Navigation** pane to search for graphics, tables and more.
- You can set specific options to be used as the default search options. Click on **Find Options**, select **Options**, set the options and click on **[Set As Default]**.

# STARTING A BULLETED LIST

A **bullet** is simply a symbol or special character placed at the start of a sentence or a line of text. The most basic bullet in Word is a filled-in circle • but other symbols can be used. Bulleted lists are

used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. Bulleted lists are used where the list of items has no particular order or priority.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1308 Paragraph Formatting\_6.docx...*

1 Click at the end of the final paragraph, press **Space** and type

**Other useful plants include:**

2 Press **Enter**, then click on the **HOME** tab and click on **Bullets** in the **Paragraph** group to start a bulleted list

*The list is automatically indented...*

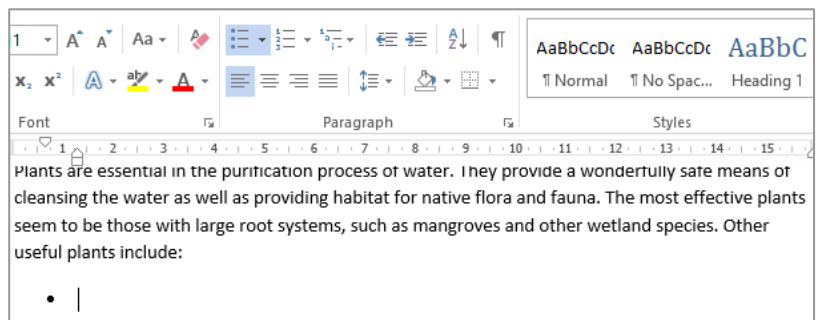
3 Type the list as shown, pressing **Enter** after each entry

*You should now have a bullet on a new line at the end which you don't need...*

4 Click on **Bullets** in the **Paragraph** group to turn the bullets off and return the paragraph to the original paragraph alignment

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:

1



2

seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:

- Sweet Sedge
- Reed Sweet-Grass
- Yellow Iris
- Common Reed
- Common Rush
- Broadleaf Cattail
- Narrowleaf Cattail
- |

3

seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:

- Sweet Sedge
- Reed Sweet-Grass
- Yellow Iris
- Common Reed
- Common Rush
- Broadleaf Cattail
- Narrowleaf Cattail
- |

4

## For Your Reference...

To **start** a **bulleted list**:

1. Press **Enter** to start a new line
2. Click on the **HOME** tab, then click on **Bullets** in the **Paragraph** group

## Handy to Know...

- You can adjust the position of a bulleted list using **Increase Indent** or **Decrease Indent**.
- You can also press **Enter** twice after typing the last bullet entry to return the paragraph to the original paragraph alignment.

# ADDING BULLETS TO EXISTING PARAGRAPHS

In a bulleted list, each paragraph starts with a bullet. When you apply **bullets** to existing text, a bullet is placed at the beginning of each paragraph and the rest of the text is indented.

Bulleted lists, in their default format, have no spacing between the paragraphs other than normal line spacing. When you add bullets to paragraphs, the spacing between them may change.

## Try This Yourself:

Same File

Continue using the previous file, or open *W1308 Paragraph Formatting\_7.docx...*

**1** Select the three paragraphs that cover the stages of water purification

**2** Ensure the **HOME** tab is active, then click on **Bullets** in the **Paragraph** group to apply bullets to the paragraphs and indent the text

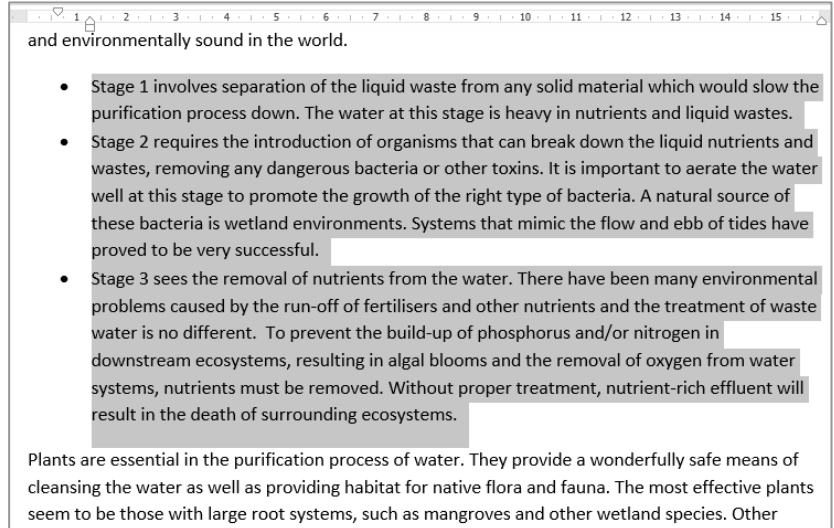
*You may notice the spacing between the paragraphs has also been removed...*

**3** Click on **Increase Indent** to indent the paragraphs further

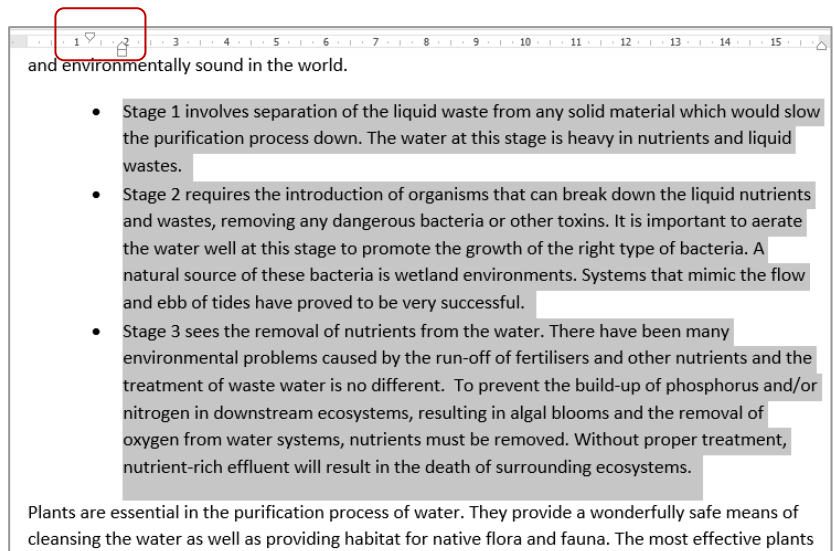
*Note the position of the left indent marker on the ruler. The first line indent marker indicates the position of the bullet, and the hanging indent marker marks the position of the text. You can adjust these manually if you want to...*

**4** Click on **Decrease Indent** to remove the indent

*The bullets will now align to the rest of the text*



**2**



**3**

## For Your Reference...

To **add bullets** to **existing paragraphs**:

1. Select the paragraphs
2. Click on the **HOME** tab, then click on **Bullets** in the **Paragraph** group

## Handy to Know...

- The spacing between paragraphs in a bulleted list is controlled by a checkbox in the **Paragraph** dialog box. Look for **Don't add space between paragraphs of the same style** and remove the tick if you want to be able to adjust the **Spacing Before** and **After** each bulleted paragraph.

# REMOVING EXISTING BULLETS

If you apply bullets to your document but later decide they are not required, you can easily remove them. If you've recently applied bullets, you can remove them by clicking on **Undo**.

Otherwise you can click on the **Bullets** tool again as **Bullets** is a toggle button. Word will then remove the bullets, adjust the alignment of the text and correct the spacing between the paragraphs.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1308 Paragraph Formatting\_8.docx...*

1

Select the three paragraphs that have bullets applied to them

*Note the position of the indent marker on the ruler. The First Line Indent Marker is aligned with the left margin and the Hanging Indent Marker is indented...*

2

Ensure the **HOME** tab is active, then click on **Bullets** in the **Paragraph** group to remove the bullets

*The bullets will disappear and the text and indent markers will be realigned with the left margin*

and environmentally sound in the world.

- Stage 1 involves separation of the liquid waste from any solid material which would slow the purification process down. The water at this stage is heavy in nutrients and liquid wastes.
- Stage 2 requires the introduction of organisms that can break down the liquid nutrients and wastes, removing any dangerous bacteria or other toxins. It is important to aerate the water well at this stage to promote the growth of the right type of bacteria. A natural source of these bacteria is wetland environments. Systems that mimic the flow and ebb of tides have proved to be very successful.
- Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species. Other

1

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Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants

2

## For Your Reference...

To **remove existing bullets**:

1. Select the paragraphs
2. Click on the **HOME** tab, then click on **Bullets** in the **Paragraph** group

## Handy to Know...

- Bulleted lists are formatted according to a style called **List Paragraph**. When you remove bullets, they are reformatted using the **Normal** style which controls the paragraph formatting such as **Spacing Before** and **After**.

# STARTING A NUMBERED LIST

**Numbered lists** are used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. Numbered lists are used where the items have a particular order

or priority. The default numbering system is Arabic (1, 2, 3) but Word gives you the option of using different numbering or listing systems such as Roman numerals (i, ii, iii) and alphabetical (a, b, c).

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1308 Paragraph Formatting\_9.docx...*

- 1 Click at the end of the **Stage 3** paragraph and press **Enter** to position the insertion point
- 2 Type **The stages of nutrient pollution are:** and press **Enter** to position the insertion point
- 3 Ensure the **HOME** tab is active then click on **Numbering** in the **Paragraph** group to start a numbered list
- 4 Type the entries as shown, pressing **Enter** at the end of each line except the last one  
*The default Spacing After takes care of the space between the list and the following paragraph, while spacing within the list is controlled by the line spacing...*
- 5 Click in another part of the document to apply the formatting

Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

Plants are essential in the purification process of water. They provide a wonderfully safe means of

2

Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

1. |

Plants are essential in the purification process of water. They provide a wonderfully safe means of

3

resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.

The stages of nutrient pollution are:

1. Phosphorous and other fertilisers wash into water ways
2. Algae growth is promoted by increased nutrient levels
3. Algal bloom causes oxygen depletion of water
4. Native fish species die and are replaced by resistant species|

Plants are essential in the purification process of water. They provide a wonderfully safe means of

4

## For Your Reference...

To **start** a **numbered list**:

1. Press **Enter** to create a new paragraph
2. Click on the **HOME** tab, then click on **Numbering** in the **Paragraph** group
3. Type the entries as required, pressing **Enter** after each one

## Handy to Know...

- If you want to be able to adjust the spacing between items in a numbered list, remove the tick from **Don't add space between paragraphs of the same style** in the **Paragraph** dialog box. Use **Spacing Before** and **After** to adjust the spacing between items.

# CREATING A MULTILEVEL LIST

A **multilevel list** is a list where there are several levels of either numbered or bulleted items. Levels are shown by their indentation. For example, your document may need to have

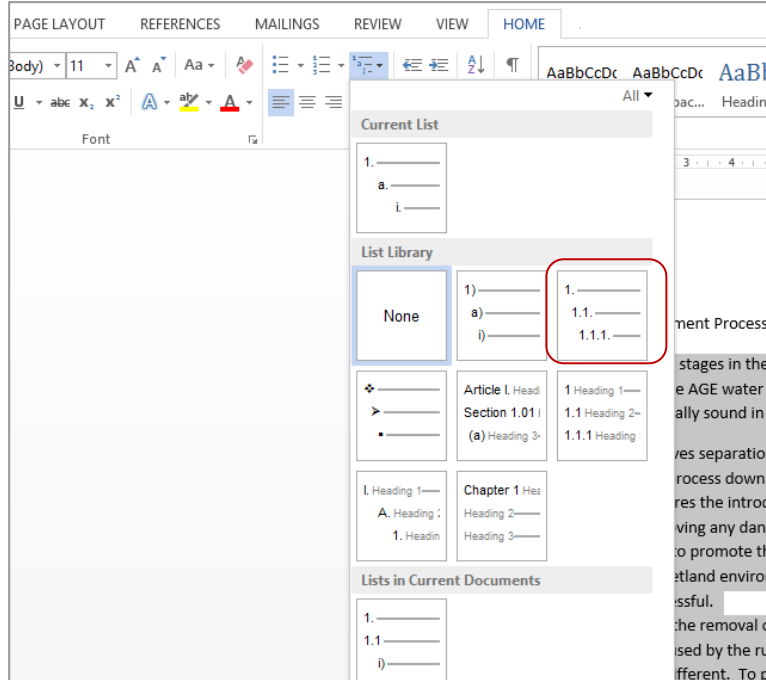
detailed paragraph numbering so that each item can be identified uniquely. Multilevel lists in Word can be created from scratch or a numbering structure can be added to existing text.

## Try This Yourself:

Same File

Continue using the previous file, or open *W1308 Paragraph Formatting\_11.docx...*

- 1 Select all the paragraphs below the heading
- 2 Ensure the **HOME** tab is active then click on **Multilevel List** in the **Paragraph** group to display a gallery of numbered list options
- 3 Select the option third from the left in the top row  
*The paragraphs will be left aligned and numbered consecutively...*
- 4 Click outside the text to deselect it then select items **6 to 9** and press **Tab** to demote them  
*They will become subordinate to the previous item and will be numbered accordingly...*
- 5 Select items **7 to 13** and click on **Increase Indent** in the paragraph group to demote them
- 6 Select items **5 to 5.4** and press **Tab** to make them sub-items of **4**  
*The numbers will adjust throughout the document*



4. Stage 3 sees the removal of nutrients from the water. There have been many environmental problems caused by the run-off of fertilisers and other nutrients and the treatment of waste water is no different. To prevent the build-up of phosphorus and/or nitrogen in downstream ecosystems, resulting in algal blooms and the removal of oxygen from water systems, nutrients must be removed. Without proper treatment, nutrient-rich effluent will result in the death of surrounding ecosystems.
  - 4.1. The stages of nutrient pollution are:
    - 4.1.1. Phosphorous and other fertilisers wash into water ways
    - 4.1.2. Algae growth is promoted by increased nutrient levels
    - 4.1.3. Algal bloom causes oxygen depletion of water
    - 4.1.4. Native fish species die and are replaced by resistant species
5. Plants are essential in the purification process of water. They provide a wonderfully safe means of cleansing the water as well as providing habitat for native flora and fauna. The most effective plants seem to be those with large root systems, such as mangroves and other wetland species. Other useful plants include:
  - 5.1. Sweet Sedge
  - 5.2. Reed Sweet-Grass
  - 5.3. Yellow Iris
  - 5.4. Common Rush
  - 5.5. Common Rush
  - 5.6. Broadleaf Cattail
  - 5.7. Narrowleaf Cattail

## For Your Reference...

To **create** a **multilevel list**:

1. Select the paragraphs
2. Click on the **HOME** tab then click on **Multilevel List** in the **Paragraph** group
3. Use **Tab** or **Increase Indent** to demote paragraphs where necessary.

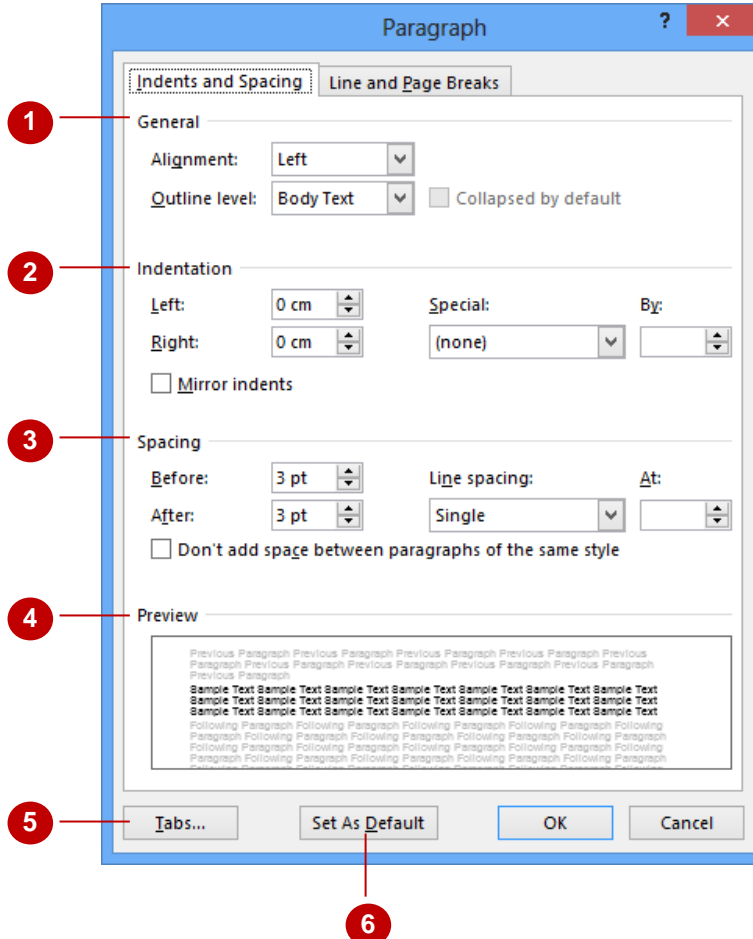
## Handy to Know...

- You can create a multilevel list from scratch by clicking on **Multilevel List** and typing the entries. Press **Tab** to make a paragraph subordinate (indented) and press **Shift** + **Tab** to promote a paragraph.

# PARAGRAPH DIALOG BOX INDENTS AND SPACING

The **Paragraph** dialog box provides access to advanced settings that don't have a dedicated control on the ribbon. This dialog box consists of two tabs which contain paragraph formatting

features. The **Indents and Spacing** tab controls the alignment, indent, paragraph and line spacing settings. The **Line and Page Breaks** tab controls pagination and formatting exceptions.

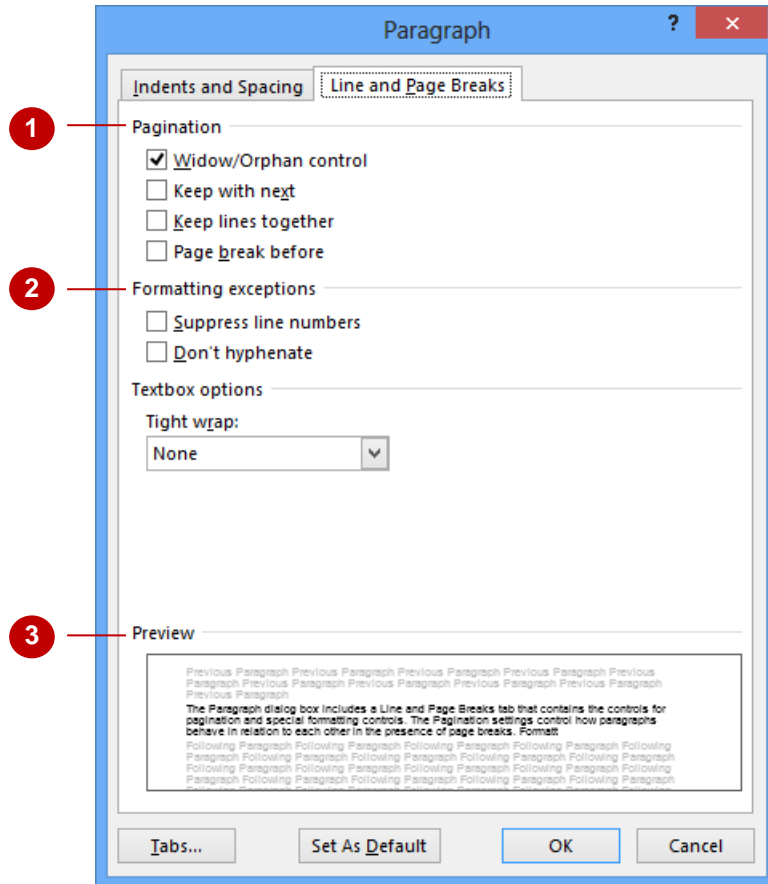


- 1 **General** **Alignment** allows you to specify the alignment of the paragraph between the indent markers – left, right, centre or justify. **Outline level** can be used to promote or demote a paragraph in an outline (such as a multilevel list). Usually, the level in an outline is set by the heading style applied to the text. For example **Heading 1** is automatically assigned **Level 1** and so on. **Outline level** allows you to override these defaults.
- 2 **Indentation** Left, right and **Special** indents such as hanging and first line indents can be set under **Indentation** as can **Mirror indents** for facing pages.
- 3 **Spacing** **Spacing Before** and **After** controls the spacing between paragraphs. **Line spacing** controls the space between lines in a paragraph. The checkbox **Don't add space between paragraphs of the same style** is used for bulleted and numbered lists and is turned on automatically when creating a list, preventing the adjustment of **Spacing Before** and **After**. **Line spacing** can be used instead.
- 4 **Preview** This displays a preview of the effect so you know what to expect when you click on [OK].
- 5 **Tabs** [Tabs] displays the **Tabs** dialog box which is used to adjust **tabs** and **leaders**.
- 6 **Default** [Set As Default] displays a dialog box that enables you to save the settings you've selected so that they will automatically be applied to any document you create using the blank document template.

# THE PARAGRAPH DIALOG BOX LINE AND PAGE BREAKS

The **Paragraph** dialog box includes a **Line and Page Breaks** tab that contains the controls for pagination and special formatting controls. The **Pagination** settings control how paragraphs

behave in relation to each other in the presence of page breaks. **Formatting exceptions** allow you to override line numbering and hyphenation settings.



- 1** **Pagination** **Widow/Orphan control** is used to prevent the last line of a paragraph (widow) or the first line of a paragraph (orphan) appearing on a page by itself. With this control on, Word will automatically adjust the paragraphs so that at least two lines appear together.  
**Keep with next** links two paragraphs together and ensures that they stay on the same page.  
**Keep lines together** ensures that a paragraph is not split by a page break.  
**Page break before** ensures that a paragraph always starts at the top of a page.
- 2** **Formatting exceptions** **Suppress line numbers** removes the line numbers for a specific paragraph. (Line numbers are set using **Line Numbers** in the **Page Setup** group on the **Page Layout** tab.)  
**Don't hyphenate** suppresses hyphenation for a particular paragraph.
- 3** **Textbox options** **Tight wrap** controls how closely the text outside a text box wraps in relation to the text inside a text box. This applies to text boxes without a fill or border and with the **Text Wrapping** option set to **Tight**.

# USING THE PARAGRAPH DIALOG BOX

The **Paragraph** dialog box is accessed by clicking on the dialog box launcher in the **Paragraph** group. It is especially useful if you want to apply a series of formatting effects to

selected paragraphs and if you need to use any of the advanced features that aren't accessible on the ribbon. The **Paragraph** dialog box controls the alignment, spacing and pagination of paragraphs.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1308 Paragraph Formatting\_15.docx...*

1

Select the three shaded and bordered paragraphs

2

Ensure the **HOME** tab is active, then click on the dialog box launcher in the **Paragraph** group to open the **Paragraph** dialog box

3

Ensure the **Indents and Spacing** tab is selected then click on the up spinner arrow for **Left** under **Indentation** until it reads **1 cm** and then do the same for **Right** under **Indentation**

4

Click on **[OK]**  
*The paragraphs will be indented from both the left and right...*

5

Click in the paragraph that starts with **Plants** as shown

6

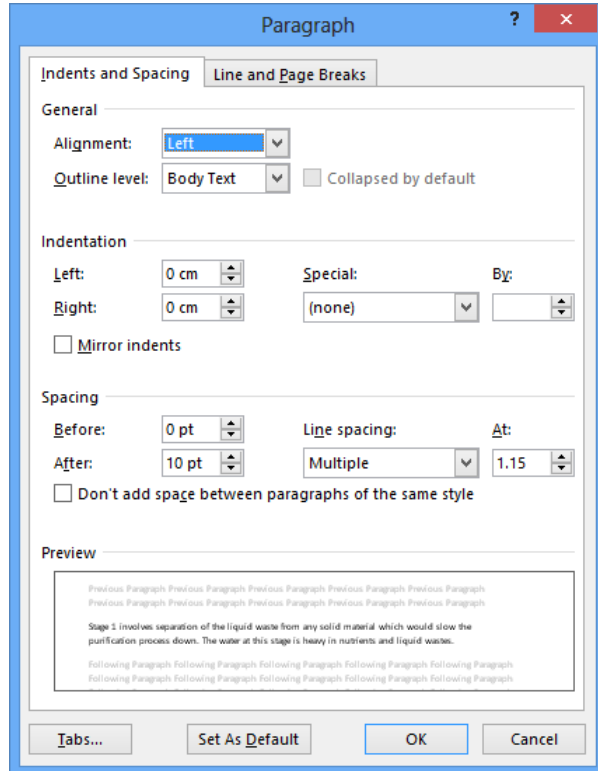
Click on the dialog box launcher in the **Paragraph** group and click on the **Line and Page Breaks** tab

7

Click on the checkbox for **Page break before** then click on **[OK]**

*The paragraph will be pushed on to the next page*

2



5

1. Phosphorous and other fertilisers wash into waterways
2. Algae growth is promoted by increased nutrient levels
3. Algal blooms cause oxygen depletion of water
4. Native fish species die and are replaced by resistant species

Plants are essential in the purification process of water. They provide a wonderfully safe cleansing the water as well as providing habitat for native flora and fauna. The most effective

7

Plants are essential in the purification process of water. They provide a wonderfully safe cleansing the water as well as providing habitat for native flora and fauna. The most effective

## For Your Reference...

To use the **Paragraph dialog box**:

1. Select the paragraphs
2. Click on the **HOME** tab, then click on the dialog box launcher in the **Paragraph** group
3. Change the settings as required
4. Click on **[OK]**

## Handy to Know...

- The **Special** settings under **Indentation** are used to set **First Line** and **Hanging** indents.
- The **Pagination** settings on the **Line and Page Breaks** tab control the way paragraphs behave around page breaks. **Keep lines together**, for example, ensures that a paragraph isn't spilt across two pages.

# CHANGING PAGE MARGINS

The **margin** is the white space around the sides, top and bottom of a page. By default, Word sets this to 2.5 cm (or 1 inch) for each margin, but there will be occasions when you will want to

alter this default setting. For example, you may want to change the page margins to adjust the look of a document or perhaps to force a stray paragraph back to the previous page.

## Try This Yourself:

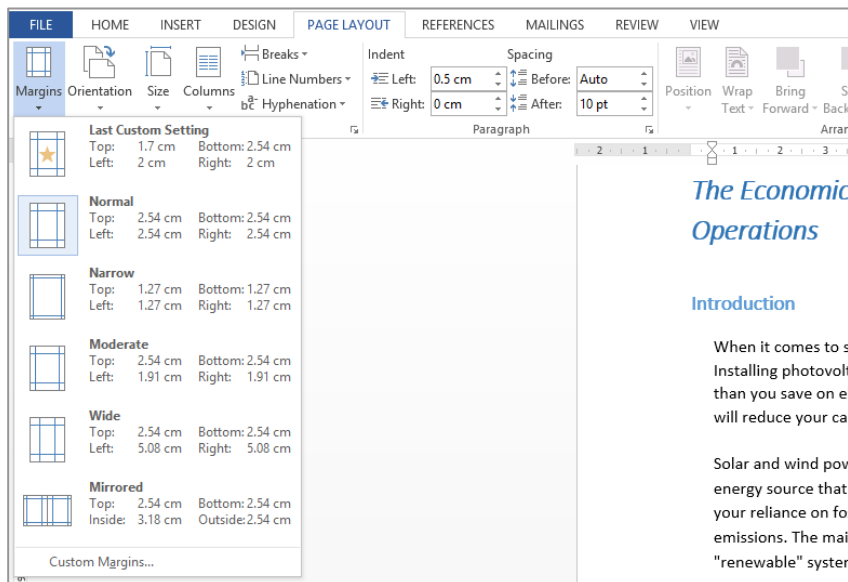
**Open File**

Before starting this exercise you **MUST** open the file *W1309 Page Layout\_1.docx...*

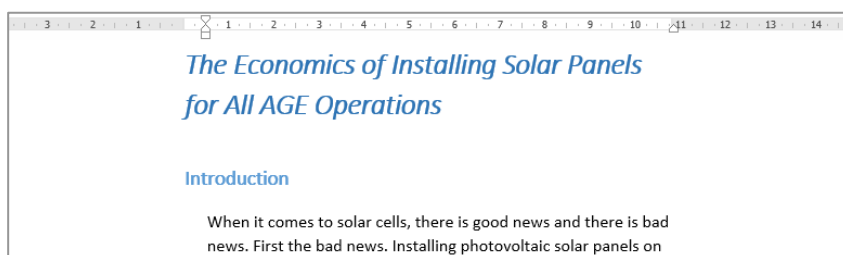
- 1** Click on the **PAGE LAYOUT** tab
- 2** Click on **Margins** in the **Page Setup** group to open the **Margins** gallery
- 3** Click on **Wide** to increase the **Left** and **Right** margins
- 4** Repeat steps **2** and **3** to change the margins to **Narrow**

Notice how the width of the text has increased significantly...

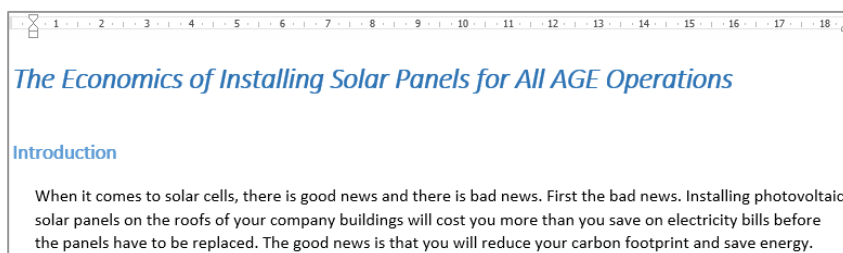
- 5** Repeat steps **2** and **3** to return the margins to **Normal**



**2**



**3**



**4**

## For Your Reference...

To **change page margins**:

1. Click on the **PAGE LAYOUT** tab
2. Click on **Margins** in the **Page Setup** group
3. Click on the desired setting in the gallery

## Handy to Know...

- Margins can help to improve a document's readability by limiting the width of the text you have to read. If the lines of text are too wide the text can be harder and slower to read.

# SETTING CUSTOM MARGINS

Although Word offers you several choices for setting the margins of your document in the **Margins** gallery, you can also specify your own custom settings. For example, if you want to

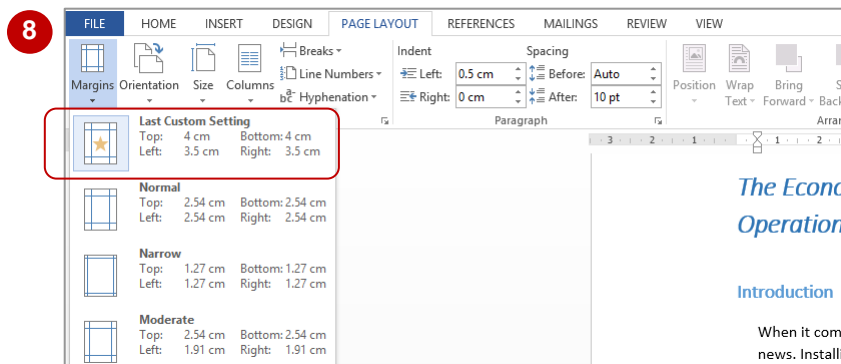
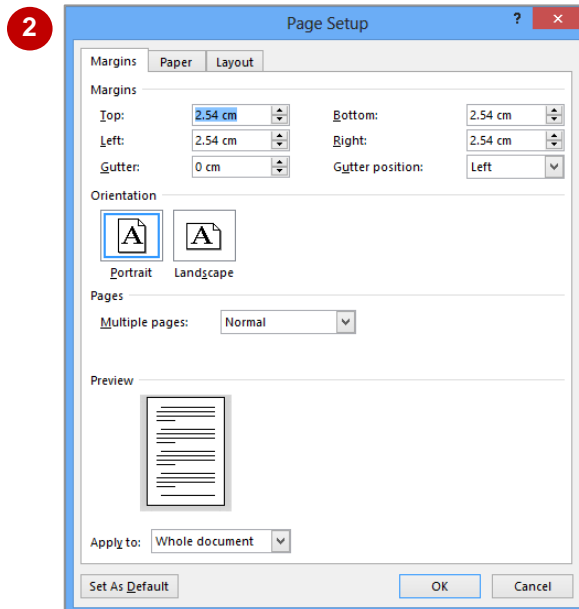
bind your document you will need to set a larger left margin than right margin to allow space for the binding. This additional margin will help to ensure the text isn't obscured by the binding.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1309 Page Layout\_1.docx*...

- 1 Ensure the **PAGE LAYOUT** tab is active, then click on **Margins** in the **Page Setup** group to open the **Margins** gallery
- 2 Select **Custom Margins** to open the **Margins** tab of the **Page Setup** dialog box
- 3 Ensure the value in **Top** is selected, then type 4
- 4 Press **Tab** to move to **Bottom** and type 4
- 5 Press **Tab** to move to **Left** and type 3.5
- 6 Press **Tab** to move to **Right** and type 3.5
- 7 Click on **[OK]**  
*The margins around the page will have enlarged.*  
*This custom setting will be added to the Margins gallery...*
- 8 Repeat step 1 to display the **Margins** gallery and view the custom setting, then click outside the gallery to close it again



## For Your Reference...

To **set custom margins**:

1. Click on the **PAGE LAYOUT** tab
2. Click on **Margins** in the **Page Setup** group, then select **Custom Margins**
3. Change the settings as desired
4. Click on **[OK]**

## Handy to Know...

- Most printers require a minimum width for margin settings because they cannot print all the way to the edge of the border. This minimum margin setting will depend on your printer, printer driver and paper size. Look for 'Borderless' in your printer settings.

# CHANGING PAGE ORIENTATION

Word gives you two ways to orient a page: portrait and landscape. In **portrait** orientation your text runs down a page that is longer than it is wide. In **landscape** orientation the page is

turned sideways and your text runs down a page that is wider than it is long. Portrait mode is ideal for most written documents, like letters and reports, and landscape is good for figures and diagrams.

## Try This Yourself:

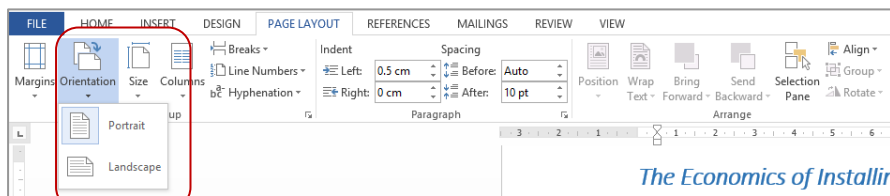
Same File

Continue using the previous file with this exercise, or open the file W1309 Page Layout\_2.docx...

**1** Ensure the **PAGE LAYOUT** tab is active, then click on **Orientation** in the **Page Setup** group to open a drop menu

**2** Select **Landscape**  
The page orientation will change to landscape. Now, let's return the document to the default portrait orientation...

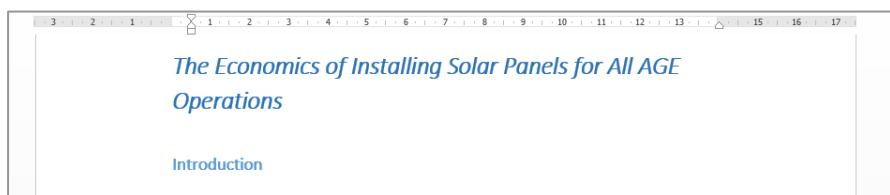
**3** Click on **Page Orientation** in the **Page Setup** group, then select **Portrait**



**1**



**2**



**3**

## For Your Reference...

To **change page orientation**:

1. Click on the **PAGE LAYOUT** tab
2. Click on **Orientation** in the **Page Setup** group
3. Select either **Landscape** or **Portrait**

## Handy to Know...

- If you have trouble remembering the difference between **portrait** and **landscape** orientation, just think of an art gallery. Imagine the way a portrait is hung and then think of the way a landscape painting is presented.

# CHANGING PAPER SIZING

Creating a document entails more than just typing text. At some stage you will need to give some consideration as to how you are going to print your document and determine the size of

the paper that you are going to use. The **Page Size** gallery lets you set up your document for a variety of paper sizes.

## Try This Yourself:

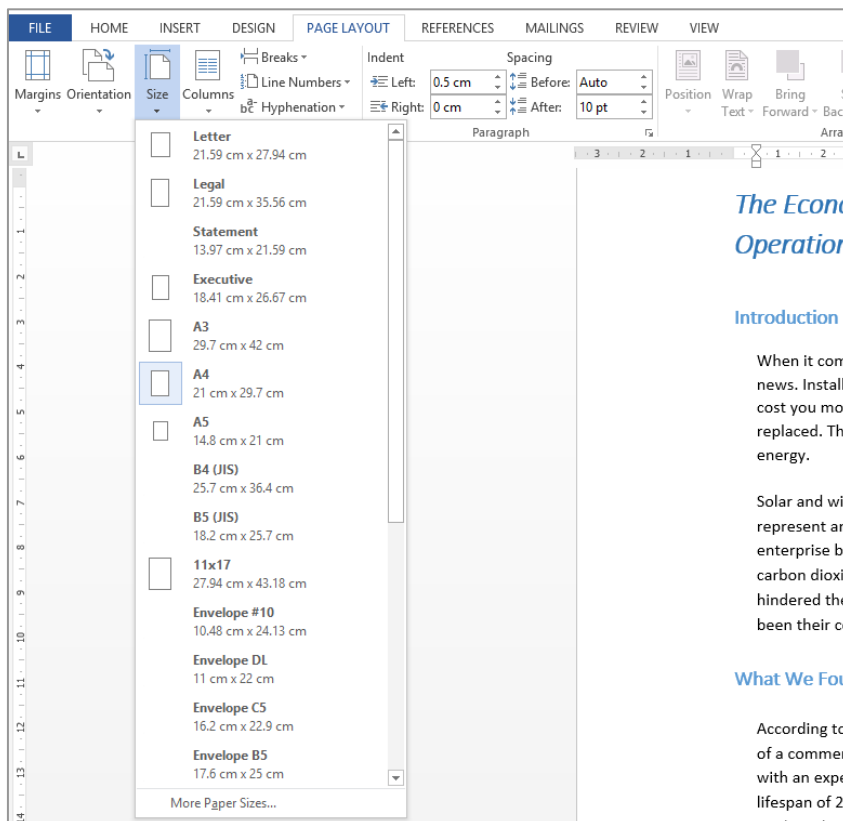
Same File

Continue using the previous file with this exercise, or open the file *W1309 Page Layout\_3.docx*...

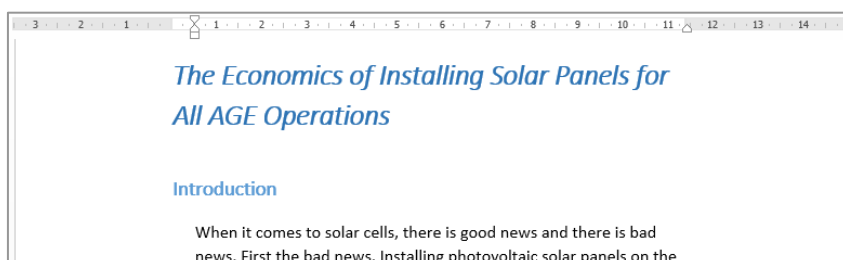
- 1 Ensure the **PAGE LAYOUT** tab is active, then click on **Size** in the **Page Setup** group to open the **Page Size** gallery

The page dimensions are listed for each page size, plus a thumbnail representing some of the more common page sizes is included in the gallery...

- 2 Select **Executive** to change the page size to **18.41 cm x 26.67 cm**



1



2

## For Your Reference...

To **change page size**:

1. Click on the **PAGE LAYOUT** tab
2. Click on **Size** in the **Page Setup** group
3. Select the desired size

## Handy to Know...

- The default page size for some installations of Word is **Letter** – a US paper size. You can change the default page size by opening the **Paper** tab of the **Page Setup** dialog box (click on the **dialog box launcher** for the **Page Setup** group), selecting the desired **Paper size** and then clicking on **[Default]**.

# UNDERSTANDING SPELLING AND GRAMMAR

Any document should be proofread before it is distributed, and this includes ensuring correct **spelling, punctuation and grammar**. Poor spelling and grammar is enough to turn you off

and stop reading! Fortunately, Word can help you correct your spelling and grammar by scanning through your document as you type, searching for possible errors and highlighting them accordingly.

---

## Spelling Errors

When a word is not recognised, that is, the word does not appear in the standard dictionary, Word will underline the possible spelling error with a wavy red line. Often correctly-spelled names (such as pronouns) will appear underlined in red simply because they don't appear in the dictionary.

## Contextual Errors

Contextual errors are flagged when the word is found in the dictionary but it is not used in the expected context. This happens with words that sound the same but have different meanings, such as *reed* and *read*, *their*, *there* and *they're*, and *to*, *too* and *two*. Unfortunately this happens quite frequently in the English language. Contextual spelling errors are underlined with a blue wavy line.

## Grammatical Errors

Grammatical errors are detected when the word is found in the Dictionary but is used in the wrong way, such as *a* and *an*. The grammar checker also picks up incorrect use of plurals and tense. Grammar errors are underlined with a green wavy line, and if Word doesn't understand a sentence, the entire sentence will be underlined.

## Proofing Options

**Spelling and Grammar** preferences and settings are controlled in the **Proofing** section of the **Word Options** dialog box (via the **File** tab). For example, you can change the dictionary in use, turn off spelling and grammar, or change the grammar settings (such as formal or casual writing style).

## A Necessary Disclaimer!

Word's **Spelling & Grammar** tool is not a complete failsafe. It's also important to note that Word may not pick up every error, or may misunderstand the grammatical context of the text, so you cannot rely solely on Word's dictionary to get it right the first time. Make sure you conduct a manual spell-check of the document to check for correct spelling, grammar and punctuation before it is distributed.

# CHECKING THE SPELLING IN YOUR DOCUMENT

One of the most powerful tools in Word is **Spelling & Grammar**. **Spelling & Grammar** runs a spell check that highlights each misspelt word or instance of incorrect grammar and

suggests a correction. You can then accept the suggestion or make a correction of your own. Using it regularly before you print is an excellent practice to get into as it can help save a lot of paper.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1391 Word Processing\_3.docx...*

**1** Double-click on **Enrolment** in the heading and type **Enrollment**

**2** Press **Ctrl** + **Home** to position the insertion point at the beginning of the document

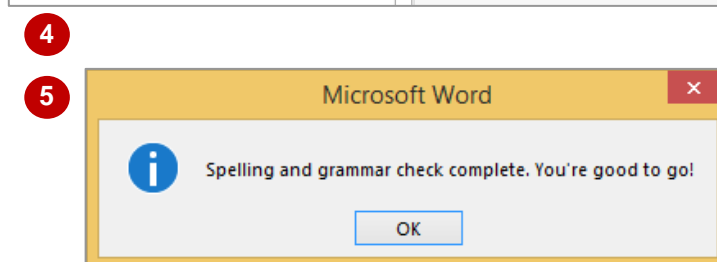
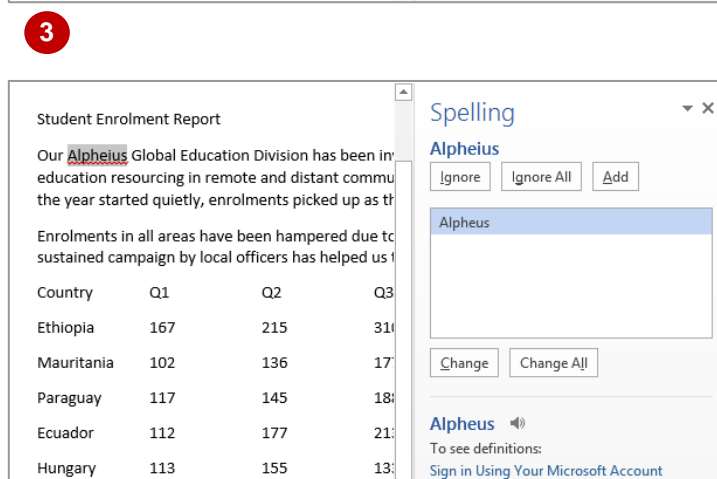
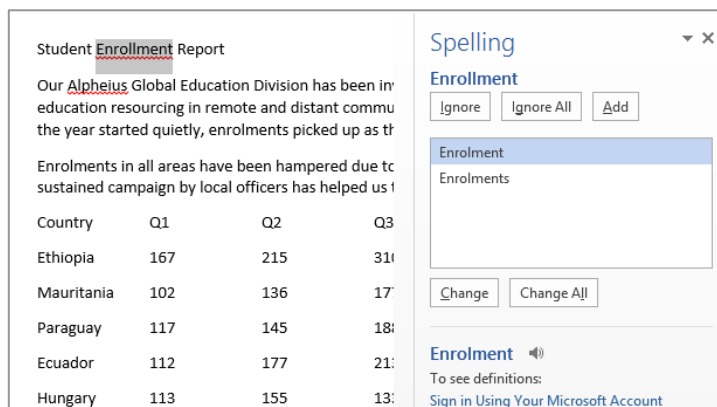
**3** Click on the **REVIEW** tab, then click on **Spelling & Grammar** in the **Proofing** group  
The Spelling pane will open, displaying the first instance Word detects as a spelling or grammatical error. The word **Enrollment** is not recognised by Word's dictionary...

**4** Click on **[Change]** to replace the error with the highlighted suggestion

The spell checker now moves to the next word – *Alpheius*...

**5** Click on **[Ignore]**  
Normally in the workplace you would click on **[Add]** to add your company name to the dictionary, but we won't here.  
When all the errors have been reviewed, Word will advise that the spelling and grammar check is complete...

**6** Click on **[OK]**



## For Your Reference...

To **check** the **spelling and grammar**:

1. Click on the **REVIEW** tab
2. Click on **Spelling & Grammar** in the **Proofing** group
3. Click on **[Add to dictionary]**, **[Change]** or **[Ignore]** to each instance then click on **[OK]**

## Handy to Know...

- Word will normally check your spelling and grammar as you type. Misspelt words are underlined with a wavy red line and grammatical errors are highlighted with a wavy green line (you might also see a wavy blue line; this is not a spelling or grammar issue but rather an inconsistency in style).

# CUSTOMISING THE SPELLING CHECKER

You can control what Word will highlight as spelling errors by telling Word to ignore particular formats and structures. By default, Word will ignore capitalised words, words that contain

numbers, and internet addresses. If your document contains many abbreviations, for example, you can disable this setting so that you can check the accuracy of abbreviated text.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1365 Proofing Features\_1.docx*...

1

Examine the document

There are several capitalised abbreviations and acronyms, such as *BUP* and *BCR*, which are currently ignored. At the end of the first paragraph, 'Section\_12' includes a number and is also not flagged as an error...

2

Click on the **FILE** tab, click on **Options** to open the **Word Options** dialog box, then click on **Proofing**

3

Click on **Ignore words in UPPERCASE** and **Ignore words that contain numbers** until both options appear without a tick

4

Click on **[OK]**

The Spelling checker now recognises capitalised words and words containing numbers as errors. Let's restore the default settings...

5

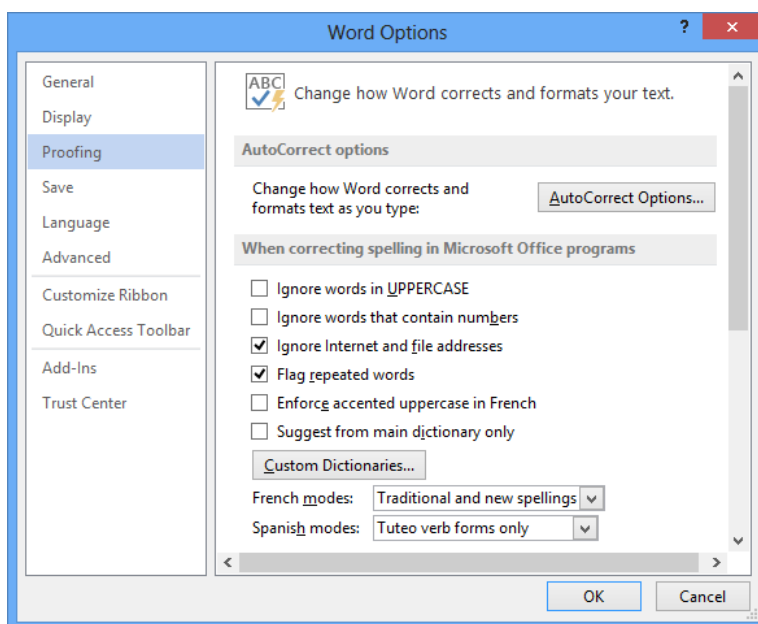
Repeat steps 2 to 4 to restore the two default settings

Leave this document open for the next exercise

1

and active stages of the project in order to protect an biophysical ecosystem. Section\_12 of the Environmental Impact Statement.

The road user benefit cost ratio (BCR) is estimated to be 1.53 for the baseline short term scenario and 2.37 for the long term scenario. The BCR increases per the short term and long term scenarios, demonstrating there are important re proposed Upgrade as part of the Bypass Upgrading Program. Additionally, road the framework of the Bypass Upgrading are higher in their entirety. This appl



3

4

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## For Your Reference...

To **customise** the **spelling checker**:

1. Click on the **FILE** tab and select **Options**, then click on **Proofing**
2. Click on the desired options under **When correcting spelling in Microsoft Office programs** to enable or disable these settings, then click on **[OK]**

## Handy to Know...

- When you modify the spelling and grammar settings in **Word Options**, these changes will be applied to all Microsoft Office programs. Similarly, if you were to modify the spelling and grammar settings in Excel the changes would be applied to all Microsoft Office programs, including Word.

# PERFORMING A SPELLING & GRAMMAR CHECK

For most documents, checking for correct spelling and grammar is one of the final proofreading tasks that you will undertake before you print or distribute a document. Rather than

going through the document looking for and correcting errors one-by-one, you can save time and perform a spelling and grammar check across the entire document.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1363 Spelling & Grammar\_4.docx...*

- 1 Press **Ctrl** + **Home**, click on the **REVIEW** tab, then click on **Spelling & Grammar** in the **Proofing** group to display the **Spelling** pane

The error is shown and suggestions are displayed...

- 2 Click on **[Change]** to accept **baseline**  
The next error will be displayed...

- 3 Click on **[Change]** to accept **prospects**

Notice the pane has now changed to the Grammar pane as the next error is a grammatical error. Read the text under *Space between Words* to see what the error is...

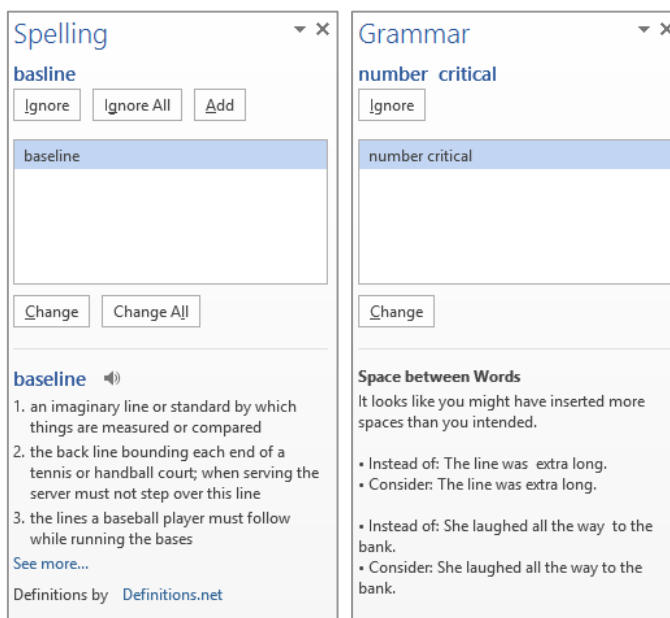
- 4 Click on **[Change]**  
You are then informed that the spelling & grammar check is complete...

- 5 Click on **[OK]**  
But has Word picked up all of the errors? Let's see...

- 6 Examine the second sentence in the second paragraph

Notice that *long-term* has been misspelled, but Word did not recognise this...

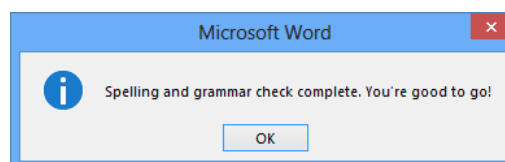
- 7 Double-click on **tern** and type **term**



1

3

4



6

The road user benefit cost ratio (BCR) is estimated to be 1.53 for the baseline scenario, 1.73 for the short term scenario and 2.37 for the long term scenario. The BCR increases perceptibly under both the short-term and **long-term** scenarios, demonstrating there are important rewards in including the proposed Upgrade as part of the Bypass Upgrading Program. Additionally, road user fiscal benefits in the framework of the Bypass Upgrading are higher in their entirety. Therefore this application to the general collective advantage of upgrading the Bypass.

## For Your Reference...

To **perform** a **spelling & grammar check**:

1. On the **REVIEW** tab, click on **Spelling & Grammar** in the **Proofing** group
2. For each possible error that Word recognises, click on an option to correct it or type the correction in the top pane

## Handy to Know...

- You may find that you only want to check the spelling of a single word or several paragraphs rather than the entire document. To do this, select the text then click on **Spelling & Grammar** to perform a spelling and grammar check across the selected text only.

# CORRECTING SPELLING ERRORS

When you type text in a document, Word will compare each word that you type against the installed dictionary. If it doesn't recognise a word, it will assume you've made a **spelling error** and

highlight the word with a red wavy line. You can then right-click to display the shortcut menu and select how you want to treat that word, such as ignore or correct it.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W1363 Spelling & Grammar\_1.docx...*

**1** Examine the first paragraph  
*Notice several words have coloured underlining...*

**2** Right-click on **accident** in the first paragraph to display the shortcut menu  
*The menu suggests alternative words...*

**3** Select **accident** to correct the spelling

**4** Right-click on **modeling** in the first paragraph  
*This is the Australian spelling, so let's add this word to the dictionary...*

**5** Select **Add to Dictionary**

**6** At the bottom of the page, right-click on **Kostakidis**  
*As the spelling of this name is correct, we will tell Word to ignore it...*

**7** Click on **Ignore All** to ignore all instances of the word

this section of road is appalling, and includes many multiple fatalities resulting from single vehicle incidents and other accident types. Comprehensive ecological assessment of the projected Upgrade was undertaken concurrently with first round conception modeling to guarantee that the final project would have negligible influence on there biophysical ecosystem. Environmental administration measures and mitigation activities would be put into practice during both formation and active stages of the project in order to protect an biophysical ecosystem. These is outlined in Section 12 of the Environmental Impact Statement.

The road user benefit cost ratio (BCR) is estimated to be 1.53 for the baseline scenario, 1.73 for the short term scenario and 2.37 for the long term scenario. The BCR increases perceptibly under both

accident  
Ignore All  
Add to Dictionary  
Hyperlink...  
New Comment

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The road user benefit cost ratio (BCR) is estimated to be 1.53 for the baseline scenario, 1.73 for the short term scenario and 2.37 for the long term scenario. The BCR increases perceptibly under both

represent value for money in terms of expenditure.

Written by Steve Kostakidis.

(No Spelling Suggestions)  
Ignore All  
Add to Dictionary  
Hyperlink...  
New Comment

## For Your Reference...

To **fix spelling errors**:

- Right-click on the word underlined with a red wavy line, then:
  - select the preferred alternative, or
  - select **Add to Dictionary**, or
  - select **Ignore** or **Ignore All**

## Handy to Know...

- Select **Add to Dictionary** to add that word to the standard dictionary. This means it will no longer be recognised as an error in any future document that contains that word.
- Select **Ignore** or **Ignore All** to ignore the current or all occurrences of that word (respectively) in the current document only.

# INSERTING PAGE NUMBERS

Page numbers are important so readers can easily navigate a document. This is especially crucial for larger documents. Word lets you insert page numbers that update sequentially. Simply

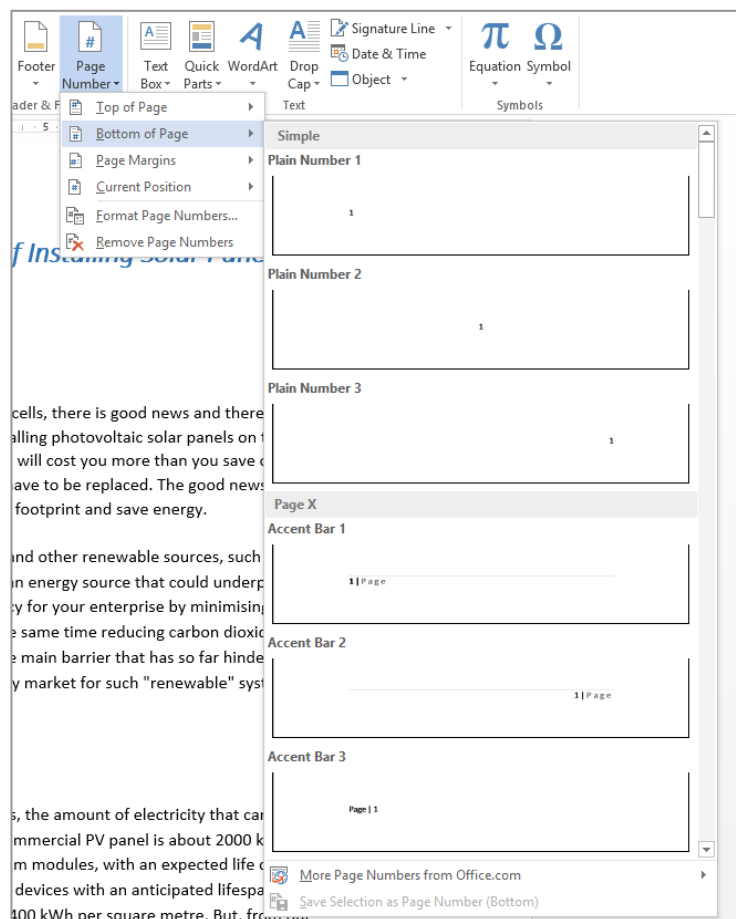
choose the location, select the desired page numbering design from the gallery, and Word will insert the page numbers into the header or footer of the document.

## Try This Yourself:

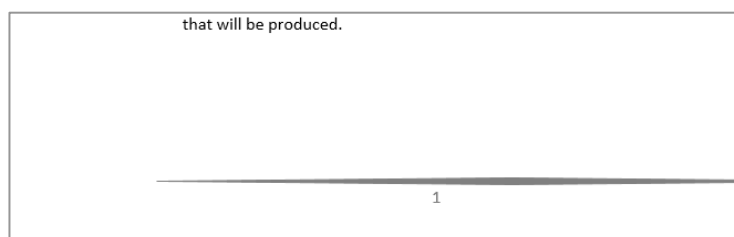
Same  
File

Continue using the previous file with this exercise, or open the file *W1309 Page Layout\_7.docx...*

- 1 Click on the **INSERT** tab then click on **Page Number** in the **Header & Footer** group
- 2 Point to **Bottom of Page** to open the gallery, then scroll down to see the available options
- 3 Select **Thick Line** (this option is about half way down the gallery)  
*A page number with a tapered line above it will be added to the Footer. In our case, the number 1 has appeared because page 1 was visible...*
- 4 On the **HEADER & FOOTER TOOLS: DESIGN** tab, click on **Close Header and Footer** in the **Close** group to close the footer region of the page
- 5 Scroll through the remainder of the document to see the page numbers at the bottom of pages **2** and **3**  
*The page numbers will appear dimmed because information in the footer (and header) regions cannot be changed at the same time as information in the body of the document*



2



4

## For Your Reference...

To **insert page numbers**:

1. Click on the **INSERT** tab
2. Click on **Page Number** in the **Header & Footer** group
3. Point to an option, then select the desired page number format
4. Close the footer/header

## Handy to Know...

- If you want to insert page numbers into a large document, consider using one of the **Page X of Y** page number formats that are available in the gallery. For example, **Bold Numbers 1**.
- Page numbers located in the margins are associated with the headers.

# UPDATING PAGE NUMBERS

The real beauty of inserting an automatic table of contents in Word is that entries in a table of contents can be updated at the click of a mouse, should headings and page numbers, for example,

change. Where you are making frequent changes to a document that contains a table of contents, it is recommended that you update any changes to the table of contents before closing the document.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *W1352 Table Of Contents\_3.docx...*

1

Click immediately before the heading **Amphibians** on page 4

Let's insert a page break that will change the current pagination...

2

Press **Ctrl** + **Enter** to insert a page break

The heading *Amphibians* will now appear at the top of page 5. Let's update the TOC...

3

Press **Ctrl** + **Home** to move to the beginning of the document then scroll down to page 2 to view the table of contents

4

Click in the table of contents so that the content frame is visible, then click on **Update Table** to display the **Update Table of Contents** dialog box

5

Ensure that **Update page numbers only** is selected, then click on **[OK]**

*Amphibians* will now be listed on page 5 in the table of contents

1

Their mouth parts enable the tick or mite to penetrate the skin of the host and secretions anchor them securely.

Although decreased numbers of ticks and mites is not a huge concern, they are nonetheless able to provide a clear indication of environmental change. Much research is already underway with respect to illnesses caused by tick and mite infestation, so in alliance with the research group South East Centre for Parasite Control, AGE is able to receive feedback and thereby monitor the impact of local business practices on the environment.

### Amphibians

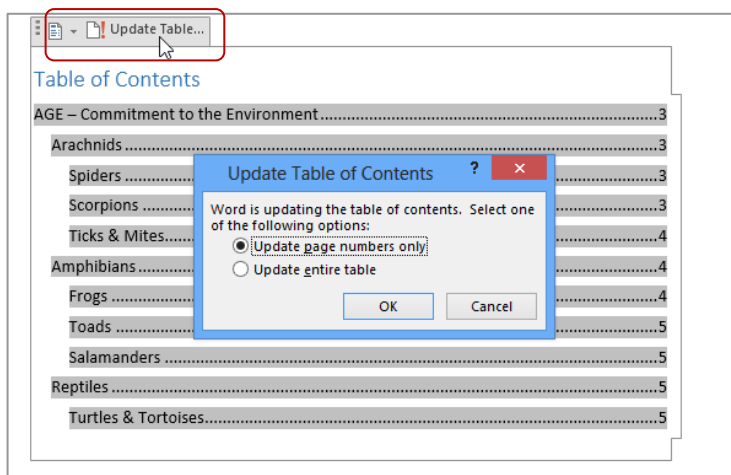
Amphibians cover a broad spectrum of animals, including the frogs and toads, salamanders and newts. Due to their moist skins, these animals typically dwell in habitats that have a warm, moist climate. Because of their reliance on the quality of the

2

### Amphibians

Amphibians cover a broad spectrum of animals, including the frogs and toads, salamanders and newts. Due to their moist skins, these animals typically dwell in habitats that have a warm, moist climate. Because of their reliance on the quality of the

4



## For Your Reference...

To **update page numbers**:

1. Click in the table of contents
2. Click on **Update page numbers only** then click on **[OK]**

## Handy to Know...

- As well as appearing in the table of contents frame, **Update Table** is available in the **Table of Contents** group on the **REFERENCES** tab.
- You can also press **F9** to display the **Update Table of Contents** dialog box.

# FORMATTING PAGE NUMBERS

When you add page numbers to your document, they are added by default as Arabic numerals (1, 2, 3). However, you can format the page numbers using a different numbering system

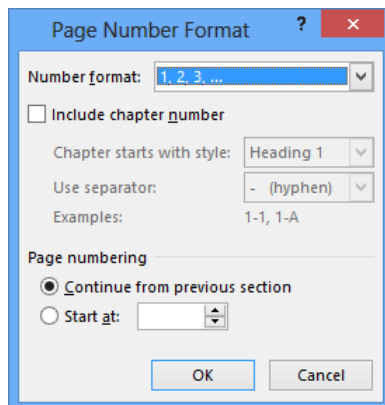
such as Roman numerals (i, ii, iii) or alphabetical characters (a, b, c). You can also precede the page number with chapter or section numbers if you are producing a large document such as a manual.

## Try This Yourself:

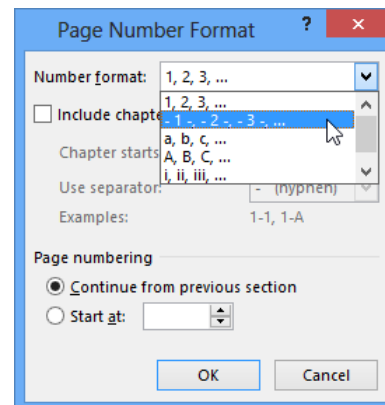
Same File

Continue using the previous file with this exercise, or open the file *W1309 Page Layout\_8.docx...*

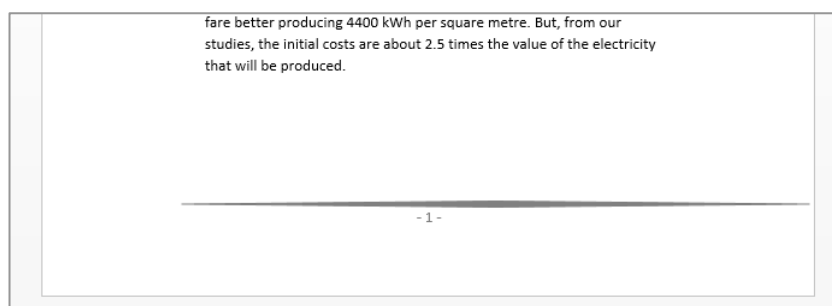
- 1 Ensure the **INSERT** tab is active
- 2 Click on **Page Number** in the **Header & Footer** group and select **Format Page Numbers** to open the **Page Number Format** dialog box
- 3 Click on the drop arrow for **Number format** and select **-1-, -2-, -3-,...**
- 4 Click on **[OK]** to change the page number format, then scroll down to the bottom of the page to see the change



2



3



4

## For Your Reference...

To **format page numbers**:

1. Click on the **INSERT** tab, then click on **Page Number** in the **Header & Footer** group
2. Select **Format Page Numbers**
3. Alter the desired settings
4. Click on **[OK]**

## Handy to Know...

- You can change the font and size of the page numbers if necessary. To do this, double-click on the page number to open the header or footer, select the page number, hover over it, and change the settings as desired using the tools in the mini toolbar that appears above the page number.

# REMOVING PAGE NUMBERS

Once you have inserted page numbers into your document, you may decide you no longer want them. You may feel your document is short and readers will not get lost reading it or you may

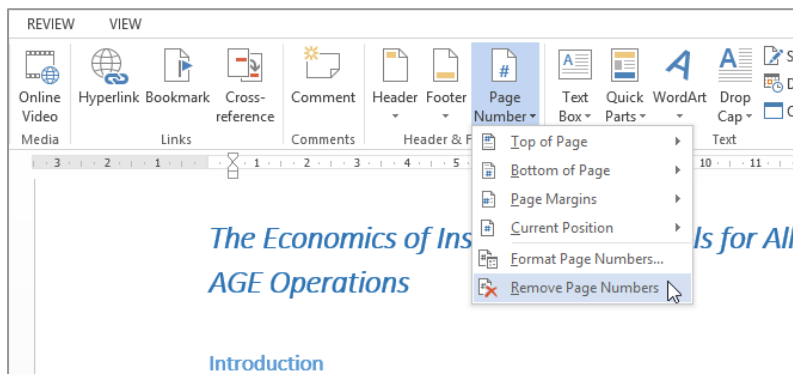
simply not want numbering in your document. Whatever the case, it just takes three clicks and they're gone.

## Try This Yourself:

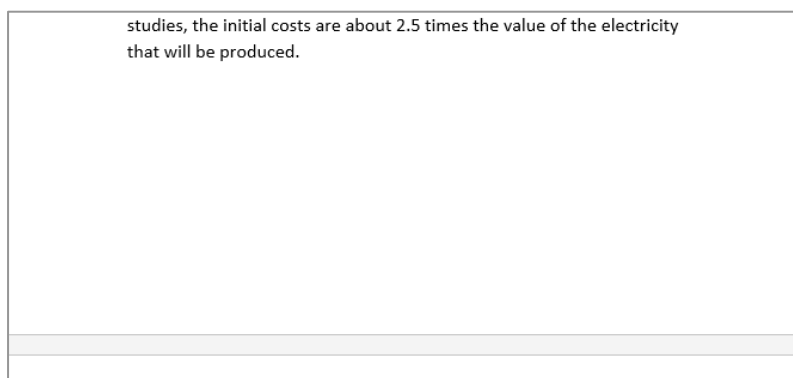
Same File

Continue using the previous file with this exercise, or open the file *W1309 Page Layout\_9.docx...*

- 1 Ensure the **INSERT** tab is active
- 2 Click on **Page Number** in the **Header & Footer** group and select **Remove Page Numbers** to remove the page numbers
- 3 Scroll through the document to ensure that all page numbers have been removed



1



2

## For Your Reference...

To **remove page numbers**:

1. Click on the **INSERT** tab
2. Click on **Page Number** in the **Header & Footer** group
3. Select **Remove Page Numbers**

## Handy to Know...

- The **Remove Page Numbers** command will not remove page numbers that were inserted in a document using the **Current Position** option in the **Page Number** gallery. To delete these page numbers, you must select them and press **Del**.

# UPDATING PAGE NUMBERS ONLY

The great thing about a table of contents in Word, is that you are able to update it to reflect any changes that you make within the document. In a large document, updating the entire table (i.e.

headings and page numbers) might be time-consuming as all the details are refreshed. So, if only the pagination has changed, you have the option to **update the page numbers only**.

## Try This Yourself:

**Same File** Continue using the previous file with this exercise, or open the file *W752 Table Of Contents\_3.docx...*

**1** If the insertion point is not currently positioned at the start of the heading **Amphibians** (on page 4) then navigate to and click in front of the heading

*We will now change pagination by inserting a page break...*


**2** Press **Ctrl** + **Enter** to insert a page break

*The heading Amphibians should now appear at the top of page 5. Let's update the TOC...*

**3** Press **Ctrl** + **Home** to display page 1 then scroll down to display the table of contents

**4** Click on the table of contents to select it

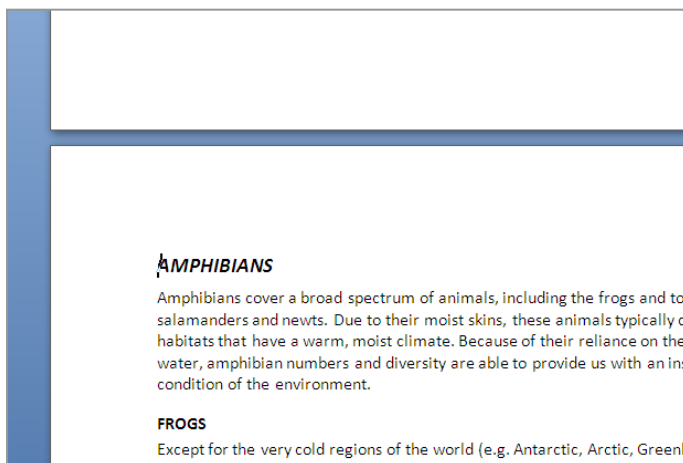
*The content frame is now visible...*

**5** Click on **Update Table**  at the top of the frame to display the **Update Table of Contents** dialog box

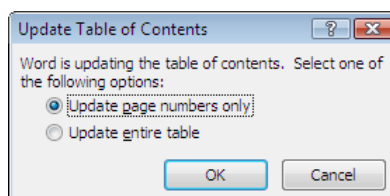
**6** Click on **Update page numbers only** then click on **[OK]**

*Amphibians are now listed on page 5*

**2**



**5**




**6**


Table of Contents	
AGE – Commitment to the Environment.....	3
ARACHNIDS.....	3
SPIDERS.....	3
SCORPIONS.....	4
TICKS & MITES.....	4
AMPHIBIANS.....	5
FROGS.....	5
TOADS.....	5
SALAMANDERS.....	5
REPTILES.....	6
TURTLES & TORTOISES.....	6

## For Your Reference...

To **update page numbers only**:

1. Click on the table of contents
2. Click on the **References** tab on the ribbon
3. Click on **Update Table** 
4. Click on **Update page numbers only** then click on **[OK]**

## Handy to Know...

- As well as appearing in the table of contents frame, **Update Table**  is available in the **Table of Contents** group on the **References** tab on the ribbon.
- You can also press **F9** to display the **Update Table of Contents** dialog box.

# PAGE ZOOMING

In Word it is possible to **zoom** a document, that is, you can make a document larger or smaller on the screen. When you **zoom in** on a page, you increase the size of the contents of the page –

text, images, tables etc. When you **zoom out**, you reduce the size of the page, thereby enabling you to see more of the document on the screen, but not as detailed.

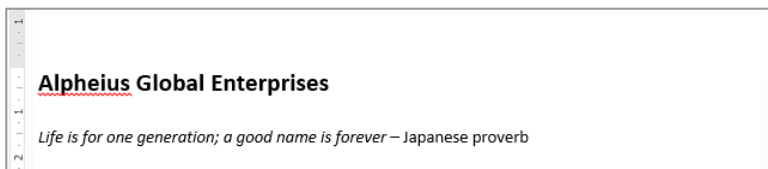
## Try This Yourself:

Same File

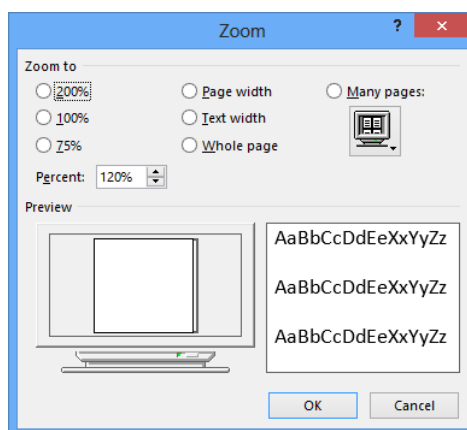
Continue using the previous file with this exercise, or open the file *W1304 Working With A Document\_1.docx...*

- 1 Ensure you are at the top of the document, then click on the **VIEW** tab
- 2 Click on **Zoom** in the **Zoom** group to display the **Zoom** dialog box
- 3 Click on **200%** in **Zoom to** then click on **[OK]**  
The document will be magnified to 200%...
- 4 Click on **Zoom** in the **Zoom** group to display the **Zoom** dialog box again
- 5 Click on **Page Width** in **Zoom to** then click on **[OK]**  
Now the document is sized so that each page is as wide as the screen...
- 6 Repeat steps 2 and 3 to change the zoom to **100%**

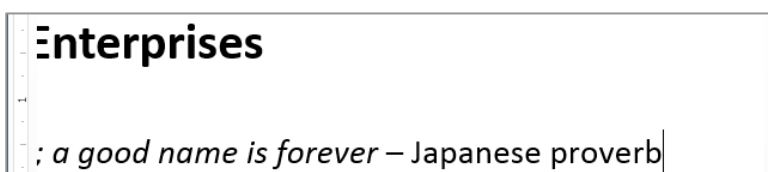
1



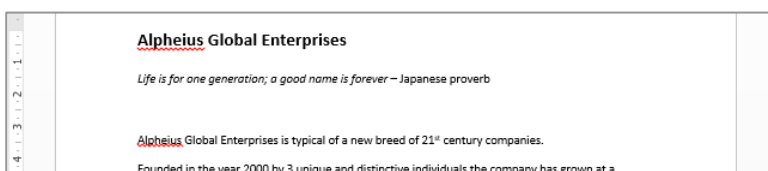
2



3



5



## For Your Reference...

To **zoom in** and **out** of a **page**:

1. Click on the **VIEW** tab
2. Click on **Zoom** in the **Zoom** group
3. Click on the scale required
4. Click on **[OK]**

## Handy to Know...

- To quickly zoom, you can use the **Zoom** options in the bottom right corner of the taskbar at the bottom of the screen. Either drag the **Zoom** slider or click on **Zoom Out** or **Zoom In** to adjust the scale. Alternatively, click on the current **Zoom level** to display the **Zoom** dialog box.

# SHOWING PARAGRAPH MARKS

Word documents contain special **marks**, or **symbols**, which define the different keyboard buttons used to create that document's layout. For instance, every time you press **Enter**, you are

instructing Word to begin a new paragraph. Word indicates this action by inserting a **paragraph end mark**. You can choose to display or hide these formatting marks as you work.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W1304 Working With A Document\_1.docx...

1

Click on the **HOME** tab

When paragraph marks are not being shown, the Show/Hide tool is not highlighted...

2

Click on **Show/Hide** in the **Paragraph** group to display the formatting symbols

Notice the end of each paragraph is indicated by a symbol, whereas the spaces in the document (inserted when you press **Space**) are indicated by a dot...

3

Click on **Show/Hide** in the **Paragraph** group again to hide the paragraph marks

You can also use a keyboard shortcut to display and hide paragraph marks...

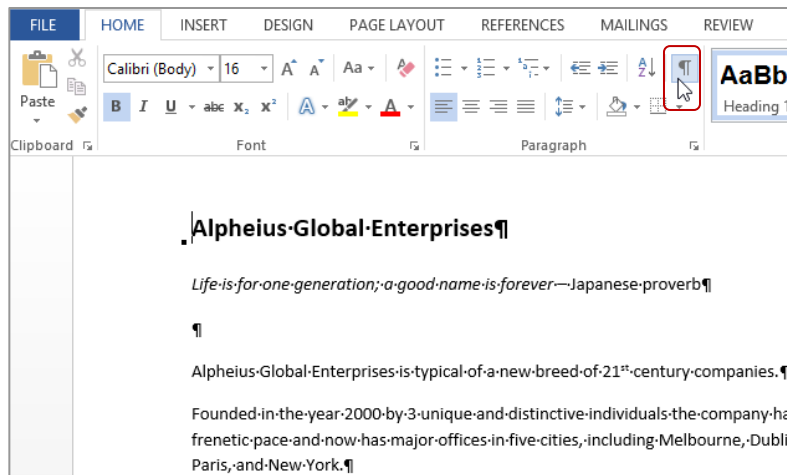
4

Press **Ctrl** + **Shift** + **\*** to display the paragraph marks

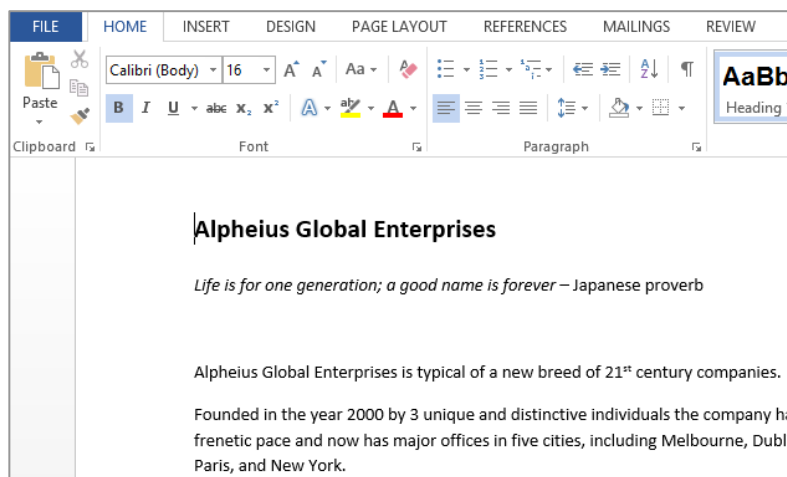
Note this only works if you use the **\*** on the **8** key and not the numeric keyboard...

5

Repeat step 4 to hide the marks again



2



3

## For Your Reference...

To **show paragraph marks**:

1. Click on the **HOME** tab
2. Click on **Show/Hide** in the **Paragraph** group

## Handy to Know...

- You can choose to always display paragraph marks on your screen. To do this, click on the **FILE** tab to display the **Backstage** and click on **Options**. Select **Display**, then tick **Paragraph marks** under **Always show these formatting marks on the screen**.

# UNDERSTANDING CUTTING AND COPYING

**Cutting** and **copying** are fundamental skills that you will benefit greatly from when using Microsoft Word. As an integral part of creating and editing documents, you will constantly call on these skills

to achieve fast and accurate results. Cutting and copying present a fast and effective means for moving and copying information rather than tackling it manually.

## The Concept

Conceptually, you can think of the cutting process in terms of literally using a pair of scissors on a piece of paper or a book. Anyone with toddlers will no doubt picture the cutting process with clarity. With copying you need to consider using a photocopier and photocopying pages of a book.

**Cutting** information removes that content from its current location and temporarily stores it in a part of the computer's memory called (appropriately) the **Clipboard**. When cut, the information will disappear from the screen, so try not to be too alarmed. When you navigate to the location where you want the information to be moved to, you simply paste it in – as you would with glue or sticky tape. Once on the clipboard, information can be pasted repeatedly until, for instance, you cut or copy different information or close the application.

**Copying** information makes a replica of the selected information and places it on the clipboard, so that the original content does not disappear. To check that a copy has in fact been made, as there is no real clear indication, you can view the contents of the **Clipboard**.

Once activated, the **Office Clipboard** enables you to cut or copy 24 individual items and store them temporarily. In this way, you can pick and choose which item to paste into various locations.

**Source**

**Clipboard**

**Destination**

**The Founding Directors**  
Alpheus Global Enterprises was founded by three people: Annabel Lewis, Aaron Laverson and Adele Lee.  
All three founders share similar backgrounds.  
They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the old orphanage in Manukau, New Zealand, and Adele on the steps of the orphanage in Guiyang, China.  
Each had a similar note enclosed in the basket which instructed the sisters to look after the child until February 29, 1992: an envelope was also enclosed with a wad of cash notes equivalent to 2 million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put each child to work tending the poor, the sick and the elderly until the child turned 20. During their education each child was to become fluent in at least three languages, one of which was to be English. At the end of the period and if the orphanage had complied another envelope would be sent to the orphanage with a further 2.5 million US dollars – 2 million for the orphanage and the rest for the child.  
The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address.  
The three charges were then released from their respective orphanages together with the allotted sum of money. Natural curiosity immediately took hold of each young adult, but no matter how hard they tried they could find no clue as to their parents or their background. The sisters had no information to go on, and Aaron even tried to contact the courier company, only to find that it had never existed.  
All three, Annabel, Aaron, and Adele, set off to explore the world. They had no need of the small fortune they had each inherited, but they wisely invested the money for future use. They wanted this to be an adventuresome time in their lives so they decided to wander whenever and whenever their fancy took them, doing odd jobs here and there to survive.  
And then after two years of wandering, chance and coincidence again played a significant part in this story.  
On a balmy spring day in May 1994, Aaron walked in to a small but crowded café on the Champs-Élysées, looking for a cooling mineral water and a rest for his weary legs. He had just been to visit the Arc de Triump and had been emotionally moved by the tomb of the Unknown

Clipboard

Paste All Clear All

Click an item to Paste:

On a balmy spring day in May 1994, Aaron walked in to a small but crowded café on the Champs-Élysées, looking for a cooling mineral water and a rest for his weary legs. He had just been to visit the Arc de Triump and had been emotionally moved by the tomb of the Unknown

On a balmy spring day in May 1994, Aaron walked in to a small but crowded café on the Champs-Élysées, looking for a cooling mineral water and a rest for his weary legs. He had just been to visit the Arc de Triump and had been emotionally moved by the tomb of the Unknown

The block of text in the Clipboard can be pasted into another location within the same document or even into a different document.

Select the text you want to cut or copy. Depending on what action you take, this text is either moved to or replicated in the Clipboard; an area of the computer's memory.

# CUTTING AND PASTING

The cut and paste feature is aptly named as it looks and behaves like a computerised version of cutting with scissors and pasting with glue. When an item is cut from a document, it is removed

from the document and placed into a temporary holding area known as the **Clipboard**. Data from the clipboard can be pasted back into the same document or a totally different one.

## Try This Yourself:

Open  
File

*Before starting this exercise you MUST open the file W1306 Cutting And Copying\_1.docx...*

- 1 Press **Ctrl** + **End** to move the insertion point to the end of the document
- 2 Triple-click on the final paragraph to select it
- 3 Click on the **HOME** tab then click on **Cut** in the **Clipboard** group
- 4 Press **Ctrl** + **Home** to move the insertion point to the start of the document
- 5 Click at the beginning of the first paragraph to reposition the insertion point
- 6 Ensure the **HOME** tab is active, then click on the top half of **Paste** in the **Clipboard** group

*The text has now been successfully moved to the beginning of the document*

had a lot to offer the world. The three agreed to pool their inheritances and form Alpheius Global Enterprises.

The rest, as it is said, is history.

2

had a lot to offer the world. The three agreed to pool their inheritances and form Alpheius Global Enterprises.

3

### The Founding Directors

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this

5

### The Founding Directors

The rest, as it is said, is history.

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share similar backgrounds.

6

## For Your Reference...

To **cut** and **paste** text:

1. Select the text, then click on the **HOME** tab and click on **Cut** in the **Clipboard** group
2. Position the insertion point then click on the top half of **Paste** in the **Clipboard** group

## Handy to Know...

- You can use the keyboard shortcut **Ctrl** + **X** to **cut** text (this shortcut is easily remembered if you liken the letter X to a pair of scissors!) and **Ctrl** + **V** to **paste** text.
- You can also cut and paste from one application to another (e.g. Word to Outlook).

# COPYING AND PASTING

If you can cut and paste, then you have already mastered the skills required to copy and paste information. The techniques for copying text are similar to cutting, except that you need to perform

a copy operation rather than a cut operation. Just like cutting, the copied information is also moved to the clipboard; the only difference being that the original data remains in the source document.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W1306 Cutting And Copying\_2.docx...

1 Double-click on **Directors** in the heading to select it

2 Ensure the **HOME** tab is active then click on **Copy** in the **Clipboard** group

*Nothing appears to have happened as the original text remains in place; however a copy of the text will have moved to the clipboard...*

3 Double-click on the word **founders** in the third paragraph to select it

4 Ensure the **HOME** tab is active, then click on the top half of **Paste** in the **Clipboard** group

*The word 'Directors' will replace the selected word. Notice the pasted word has adopted the formatting of the surrounding text. This is the default paste option*

5 Press **Esc** to hide the **Paste Options** smart tag

1

### The Founding Directors

The rest, as it is said, is history.

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

3

### The Founding Directors

The rest, as it is said, is history.

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share similar backgrounds.

4

### The Founding Directors

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All three Directors share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this

## For Your Reference...

To **copy** and **paste** text:

1. Select the text, then click on the **HOME** tab and click on **Copy** in the **Clipboard** group
2. Position the insertion point, then click on the top half of **Paste** in the **Clipboard** group

## Handy to Know...

- You can use the keyboard shortcuts **Ctrl** + **C** to **copy** text and **Ctrl** + **V** to **paste** text.

# DRAG AND DROP CUTTING

Apart from using the options on the ribbon to cut and paste information, you can also move data by simply dragging and dropping it. Once you select the text you want to move, you can then

simply click on it and drag it to the new position – once you release the mouse button the text will be repositioned. You can also use this method to move graphics, photos, tables and so on.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1306 Cutting And Copying\_3.docx...*

- 1 Point to the left of the second paragraph until the pointer appears as a right arrow then double-click in the margin area to select the paragraph
- 2 Point to the selected text, then click and hold down the left mouse button  
*Notice the pointer changes to display a small grey box beneath it...*
- 3 Drag the mouse pointer up to the left of the first paragraph
- 4 Release the mouse button to complete the move
- 5 Press **Esc** to hide the **Paste Options** smart tag

### The Founding Directors

The rest, as it is said, is history.



Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three Directors share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this

1

### The Founding Directors

The rest, as it is said, is history.

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

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2

### The Founding Directors

The rest, as it is said, is history.

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All three Directors share similar backgrounds.

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3

### The Founding Directors

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

The rest, as it is said, is history.

All three Directors share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this

4

## For Your Reference...

To **cut and paste text** using **drag and drop**:

1. Select the text
2. Point to the selected text, then click and hold down the left mouse button
3. Drag the mouse pointer to the desired position and release the mouse button

## Handy to Know...

- You can use the right mouse button to perform a drag and drop move. When you release the right mouse button, after dragging the mouse to the new position, a drop-down menu enables you to move, copy or link the selected text to the new position.

# UNDERSTANDING FONT FORMATTING

Font formatting refers to the appearance of text. You can change the format or appearance of text to make a particular phrase stand out, make text more or less prominent, indicate that the text is a

quote, reflect a particular mood or feeling, and to ensure that the overall effect is one of continuity and consistency. Text anywhere in a document can be formatted for any reason you like.

## Text in Documents

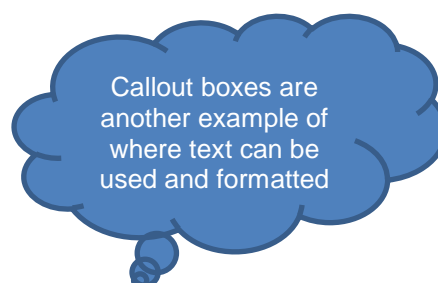
Some of the simplest documents consist of text on a page. The text you use can be formatted to meet corporate requirements, fit more words on a page, make it easier to read or make the document look like a flyer rather than a letter. Basically, text can be formatted for a wide variety of reasons.

For example, you may like to change the **font**, font size, apply **bold** or *italics*, underline or change the **colour** of text.

## Text in Tables

Text is used in tables, as shown here. The text can be formatted to show:

<b>Headings</b>
Normal table entries
<i>Quotes</i>
<b>SAMPLES</b> and many other things...



## Text in Boxes

Text can also be used in text boxes and other shapes (such as the callout example above). This text can also be formatted to match your document or as a caption for an image in a borderless text box, for example.

## Keep it Simple

Formatting of text is best applied simply. Only make a limited number of changes unless your project specifically calls for more. A single overall font change can often be more effective than multiple changes that confuse or distract the reader. As a rule of thumb:

- use no more than four formats on a page
- reserve underlining for very special cases because it can interfere with the readability of text and imply a hyperlink
- don't use ALL UPPERCASE because it is not as easy to read as lowercase or mixed case and can be taken to imply SHOUTING
- emphasise only the **key** words.

# UNDERSTANDING FONT FORMATTING TOOLS

Microsoft Word provides a range of font formatting tools which can be used to change the appearance of the text to suit the type of document you are creating. These tools are easy

to access as most of them are located on the ribbon. You can also locate some font formatting tools from a mini toolbar.

## Font Formatting Tools

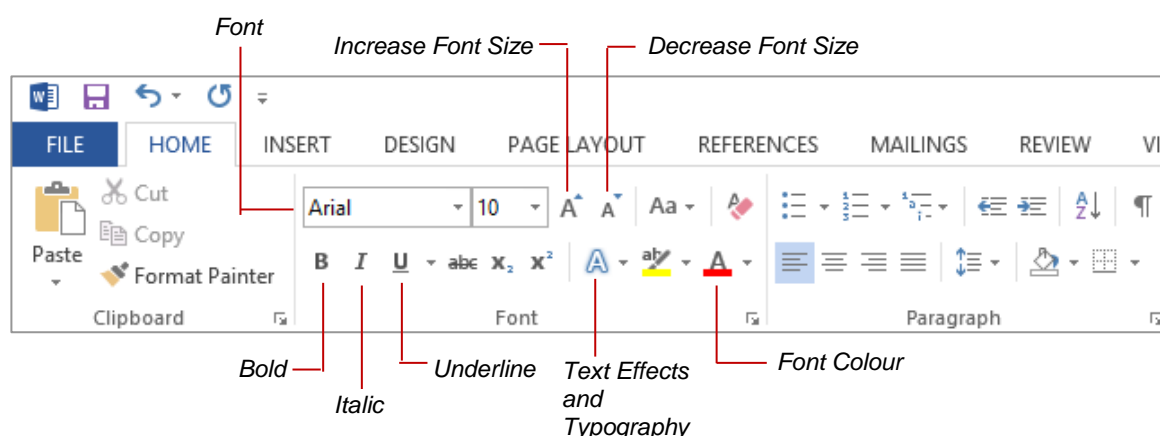
Because text can be added to a document in so many ways, it stands to reason you will want your font formatting tools on hand wherever text appears. Font tools appear in the **Font** group on the **HOME** tab (as shown below in the first image) and in the mini toolbar that appears when text is selected or when you right-click on text to display a shortcut menu (as shown in the second image).

The tools work as:

- toggles, such as **Bold**, which turn a tool either on or off
- single-use buttons such as **Increase Font Size** which only ever do what their tool tip says
- buttons to display a menu of choices, such as **Change Case**
- multi-purpose tools such as **Font Colour** which can be used to either apply the displayed colour or to display a menu of alternatives. These have two-part buttons which usually consist of an icon and a drop down arrow.

## The HOME tab

To find out what each tool icon represents, point to the icon to see a tool tip which displays the tool's name and a brief description of what it does. The names of some of the commonly used font tools are shown below.



## The Mini Toolbar

An even quicker and easier way to access common font formatting tools is to use the mini toolbar. You can display the mini toolbar by selecting text. The toolbar contains a few of the most popular Font formatting tools as well as tools from other groups on the **HOME** tab including (from left to right) **Font**, **Font size**, **Increase Font Size**, **Decrease Font Size**, **Format Painter** (from the **Clipboard** group), **Bold**, **Italic**, **Underline**, **Text Highlight Colour**, **Font Colour**, **Bullets** (from the **Paragraph** group), **Numbering** (from the **Paragraph** group) and **Styles** (from the **Styles** group).



# WORKING WITH LIVE PREVIEW

**Live Preview** helps you apply the right font formatting effect the first time, every time, by displaying a preview of the effect before it is actually applied. It gives you the chance to

'test drive' effects until you find the one you want, then you can select it. Live Preview changes the appearance of your text as you point to a font formatting option in a gallery or list.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W1307 Font Formatting\_1.docx...*

In this example, all of the text is in text boxes...

**1**

Click in the introductory text to display the text box handles, then click on the edge of the text box to select it

The dotted line between the handles will change to a solid line, and any changes you make will affect all of the text in the text box...

**2**

Click on the **HOME** tab, then click on the drop arrow for **Font** in the **Font** group to open the **Font** gallery

**3**

Point to a few different fonts until you find one you like

We've chosen *Bradley Hand ITC*...

**4**

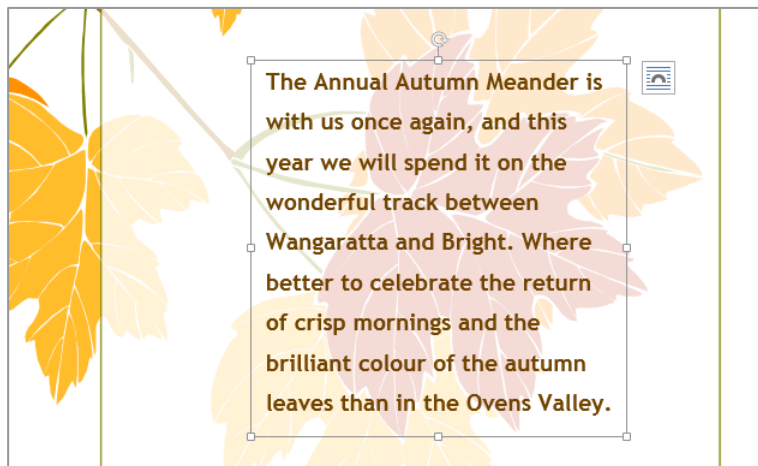
Point to the page

Notice the change is not permanent – you just get a sneak preview...

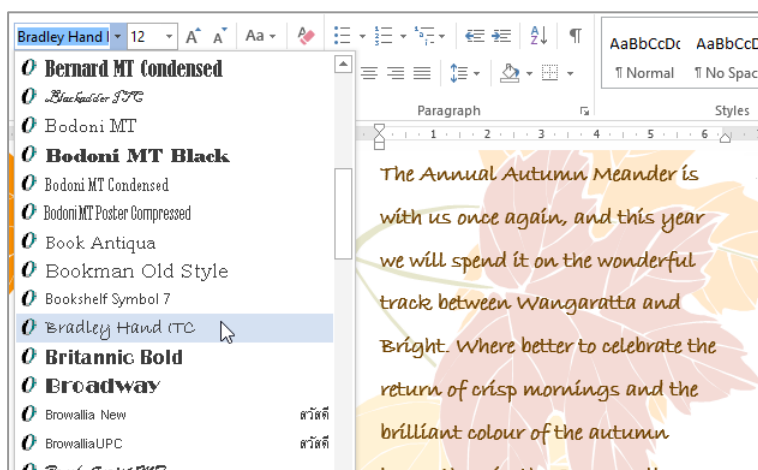
**5**

Click on the font of your choice

This will apply the font change and close the menu



**1**



**3**

## For Your Reference...

To **work** with **Live Preview**:

1. Select the text you want to modify
2. Click on the **HOME** tab, then click on the drop arrow for **Font** in the **Font** group to open the **Font** gallery
3. Point to the option you want to preview and click on it to apply it

## Handy to Know...

- You can apply formatting to single letters or words by selecting them first. In this example, we could have used the mouse to drag across and select some of the text instead of selecting the entire text box.
- Live Preview works with only some of the font formatting commands.

# CHANGING FONTS

The appearance you choose for your text is referred to as the **font** or **typeface**. Font traditionally refers to a combination of typeface, style and size in points (e.g. Arial Bold 12 pt). In

word processing, font just refers to the typeface or shape of the letters. Typical classic fonts include Times New Roman, Arial, Century Gothic and **COPPERPLATE**.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W1307 Font Formatting\_2.docx...*

1 Press **Ctrl** + **A** to select all of the text

Notice the **Font** group on the **HOME** tab indicates the font is *Calibri (Body)*...

2 Click on the **HOME** tab, then click on the drop arrow for **Font** and point to a font

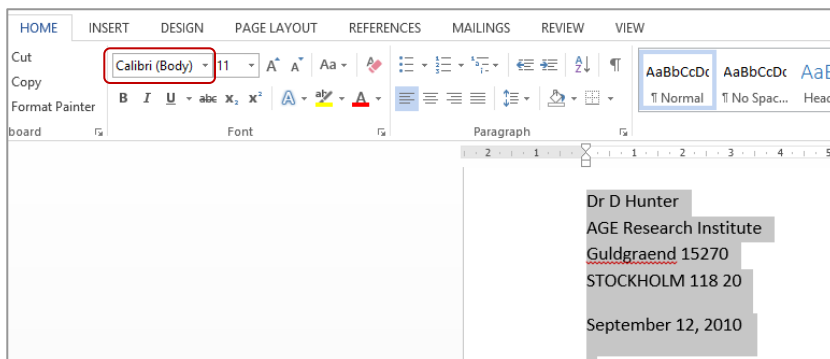
The text will adjust to reflect a **Live Preview** of the new font...

3 Point to **Arial Narrow**, then **Book Antiqua**, **Garamond** and **Gill Sans MT**

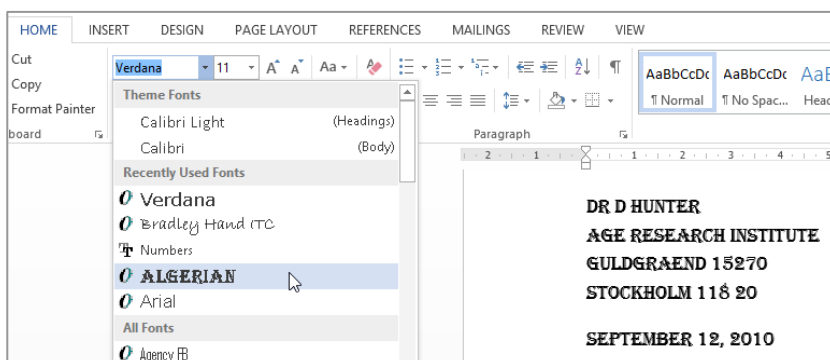
If you don't have these fonts, try different ones. As you point to each font, the preview will change...

4 Scroll down and click on **Verdana**, or another font of your choice to apply the change

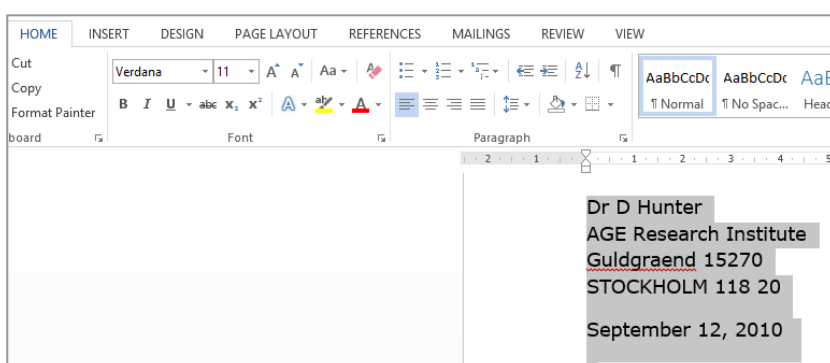
This time the font formatting is permanent – it won't change again unless you repeat this process



1



2



4

## For Your Reference...

To **apply font formatting**:

1. Select the text
2. Click on the **HOME** tab, then click on the drop arrow for **Font** in the **Font** group
3. Point to a font to preview it
4. Click on the font to apply it

## Handy to Know...

- You can jump directly to a font. For example, if you want to preview *Garamond*, click in the text box for **Font** and press **G**. Word will jump to the fonts that start with the letter **G** and Live Preview will modify the text temporarily. Keep typing the name until you reach the font you want.

# CHANGING FONT SIZE

One way you can emphasise text is by changing the **size** of the font. For example, if your normal text is 11 pt, you may like to make the headings 13 pt or larger so they stand out. **Font size** may

also be changed to make the text smaller for detailed items such as comments in a text box or a caption for a picture.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1307 Font Formatting\_3.docx...*

1 Press **Ctrl** + **A** to select all of the text

2 Click on the **HOME** tab, then click on the drop arrow for **Font Size** and point to **14**

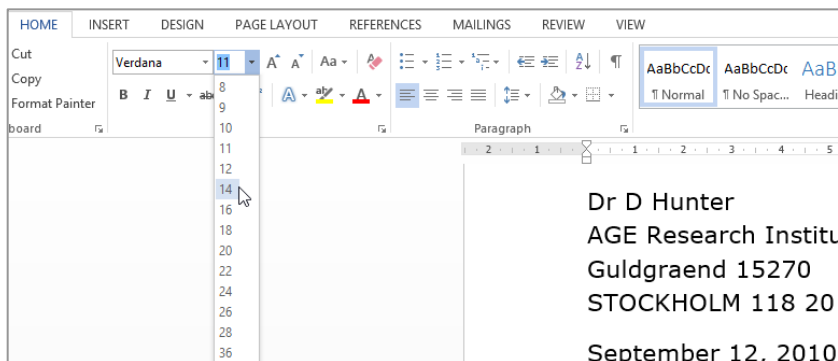
*Live Preview will display the text in the larger font size...*

3 Click on **10** to change the font size to **10 pt** then click away from the text to view the result

*You can also change the font size of selected parts of a document, and you can use the mini toolbar for this if you like...*

4 Point to the left of the first address at the top of the document, click and drag downwards to select it, then point to the selected text to display the mini toolbar

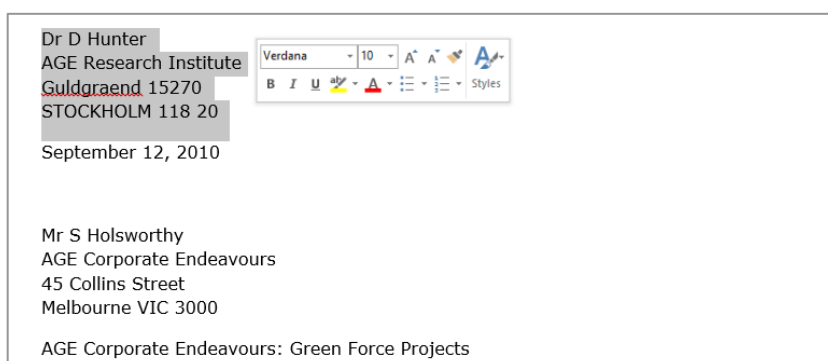
5 Click on the drop arrow for **Font Size** and select **9**



2



3



4

## For Your Reference...

To **change font size**:

1. Select the text you want to change
2. Click on the **HOME** tab, then click on the drop arrow for **Font Size** in the **Font** group
3. Click on the required font size

## Handy to Know...

- If the mini toolbar doesn't display when you move your mouse over the selected text, simply right-click on the selected text.

# MAKING TEXT BOLD

One of the most common ways of emphasising text is to make it **bold**. Bold text is darker in appearance because the letters are thicker, but it retains the same shape as normal text. The

intensity of **bold** text draws the reader's eye directly to it so that they read the most important information first. Like all formatting features, text must be selected before it can be made bold.

## Try This Yourself:

Same File

*Continue using the previous file with this exercise, or open the file W1307 Font Formatting\_5.docx...*

1

Click to the left of **AGE Corporate Endeavours: Green Force Projects** to select the line as shown

2

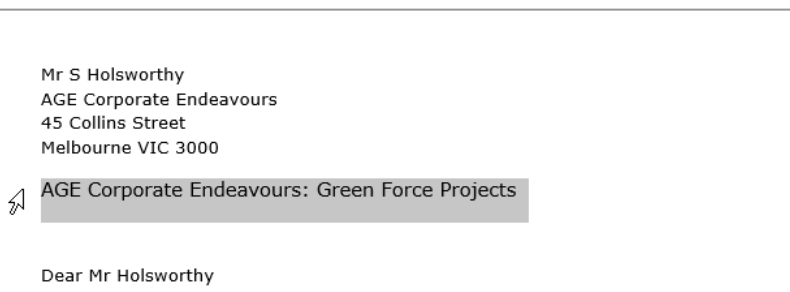
Click on the **HOME** tab, then click on **Bold** in the **Font** group

*The letters increase in thickness and intensity...*

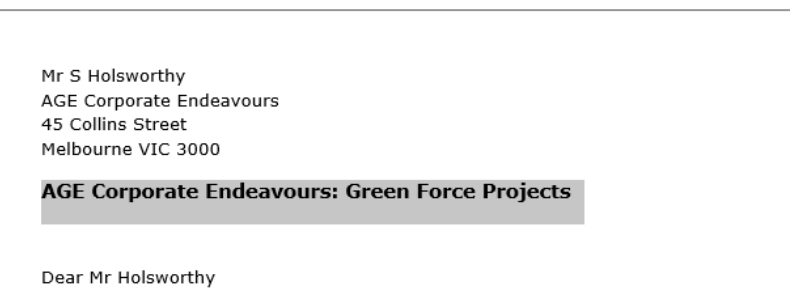
3

Click away from the text to see the final effect

*This makes the subject of the letter easier to identify*



1



2



3

## For Your Reference...

To **make text bold**:

1. Select the text
2. Click on the **HOME** tab
3. Click on **Bold** in the **Font** group

## Handy to Know...

- **Bold** text is created by replacing the original letters with a darker, thicker version of them. Many typefaces, such as Times New Roman, have a series of typeface variations such as normal, **bold**, *italics* and **bold italics**. When you apply bold, Word replaces your normal typeface with a bold version of it.

# ITALICISING TEXT

**Italic** text is a variation of a typeface that slants to the right. It was originally based on calligraphy and is used to emphasise words for a variety of special reasons. For example, you can use italics

for book names, such as *Murder on the Orient Express*, scientific names such as *Homo sapiens*, foreign words such as *in vitro*, quotations, and unspoken dialogue in a novel.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1307 Font Formatting\_6.docx...*

1

Select the text **Alpheus Research Institute** in the third paragraph

2

Click on the **HOME** tab, then click on **Italic** in the **Font** group

3

Click away from the text to deselect it

*You can see clearly how the text now slants to the right*

I will be completing a year's study at the **Alpheus Research Institute** in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

1

I will be completing a year's study at the **Alpheus Research Institute** in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

2

I will be completing a year's study at the **Alpheus Research Institute** in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

3

## For Your Reference...

To **italicise text**:

1. Select the text
2. Click on the **HOME** tab
3. Click on **Italic** in the **Font** group

## Handy to Know...

- It is recommended that you don't use italics for long passages of text because the angle of the letters makes it harder to read than normal text.

# UNDERLINING TEXT

An underline is one or more lines appearing immediately below text. Underlining was originally used to emphasise text in hand-written documents, or to indicate special typographical

treatment, such as italics, in documents that were typeset. These days, underlining is used primarily to indicate the presence of hyperlinks in online documents or for emphasis.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W1307 Font Formatting\_7.docx...*

**1** Select the text **AGE Corporate Endeavours' Green Force** in the third paragraph, as shown

**2** Click on the **HOME** tab, then click on **Underline** in the **Font** group to apply a single underline

**3** Click away from the text to examine the underline  
*You can also apply different forms of underlining...*

**4** Double-click on **November** in the fourth paragraph to select it, as shown

**5** Click on the drop arrow for **Underline** to open a gallery of options, then point to different underline options

*Live Preview will display each type of underlining as you point to it...*

**6** Click outside the underline gallery to close it without applying underlining

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

**1**

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

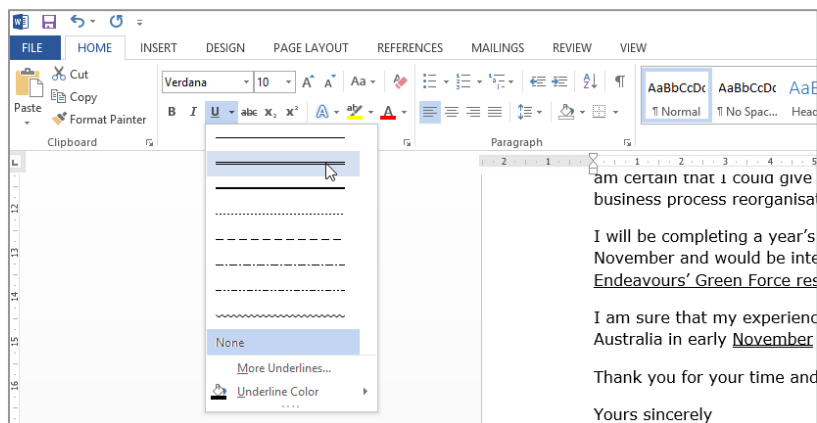
**2**

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects.

I am sure that my experience will be useful to you. I will call you upon my return to Australia in early November to discuss an interview.

Thank you for your time and consideration.

**4**



**5**

## For Your Reference...

To **underline text**:

1. Select the text
2. Click on the **HOME** tab, then click on **Underline** in the **Font** group

## Handy to Know...

- **Underlining** should be used sparingly in documents because it makes text more difficult to read. It should only be used in web pages if it indicates a hyperlink. **Underlined** text will totally confuse a user if they click on it in a web page and nothing happens.

# CHANGING CASE

**Case** refers to whether the uppercase (capital) or lowercase form of a letter is used. Word allows you to change between cases so you don't have to retype text. Change case options are

**Sentence case**, where the first letter is a capital, **lowercase**, **UPPERCASE**, **Capitalise Each Word**, and **tOGGLE cASE**, which swaps between upper and lower case.

## Try This Yourself:

Same File

Continue using the previous file or open *W1307 Font Formatting\_12.docx...*

1

Select the heading **AGE Corporate Endeavours: Green Force Projects**

2

Ensure the **HOME** tab is active, then click on **Change Case** in the **Font** group and select **Sentence case**

*All the capitals, other than the very first one, will change to lowercase...*

3

Click on **Change Case** and select **UPPERCASE**

*This time all letters will change to capitals...*

4

Click on **Change Case** and select **tOGGLE cASE**

*This will change all the uppercase letters to lowercase (and vice versa)...*

5

Click on **Change Case** and select **Capitalise Each Word**, then change **Age** to **uppercase**

*This will convert the letters back to a form more suitable for a heading*

### AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

As AGE is being forced to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

1

### Age corporate endeavours: green force projects

Dear Mr Holsworthy

As AGE is being forced to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

2

### AGE CORPORATE ENDEAVOURS: GREEN FORCE PROJECTS

Dear Mr Holsworthy

As AGE is being forced to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

3

### age corporate endeavours: green force projects

Dear Mr Holsworthy

As AGE is being forced to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

4

### AGE Corporate Endeavours: Green Force Projects

Dear Mr Holsworthy

As AGE is being forced to consider the impact that their production methods have on the environment, there is an emerging need for qualified professionals in this field.

5

## For Your Reference...

To **change case**:

1. Select the text
2. Click on the **HOME** tab
3. Click on **Change Case** in the **Font** group
4. Select the required case

## Handy to Know...

- Text typed in all UPPERCASE letters is rarely used as it is harder to read (as there's no shape variation) and because uppercase can be interpreted as shouting when used in correspondence. All uppercase is best reserved for short headings or headlines which appear in much larger font sizes.

# USING THE FORMAT PAINTER

The process of formatting text in Word involves first selecting the text to be changed and then applying the formatting. If you have a lot of changes to make, this can become quite

laborious and difficult to reproduce exactly. Fortunately, Word has a tool called **Format Painter** that allows you to copy the formatting of text from one place to another.

## Try This Yourself:

**Same File** Continue using the previous file, or open W1307 Font Formatting\_15.docx...

**1** Select the text **Sustaining H<sub>2</sub>O** in the third paragraph

**2** Ensure the **HOME** tab is active, click on **Bold, Italic**, then click on the drop arrow for **Font Colour** and click on **Blue** under **Standard Colours**

**3** Click away from the text so you can see the formatting  
*If you had to repeat these formatting steps several times it could become quite tedious. Instead, you can copy the formatting from this text to other text...*

**4** Click back in the formatted text  
*You don't need to select it...*

**5** On the **HOME** tab click on **Format Painter** in the **Clipboard** group  
*The mouse pointer will change to a paint brush...*

**6** Drag across the text **Alpheius Research Institute** to apply the formatting

**7** Click away from the text to see the result

business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes <sup>10</sup>B and <sup>11</sup>B as

**1**

business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes <sup>10</sup>B and <sup>11</sup>B as

**3**

business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes <sup>10</sup>B and <sup>11</sup>B as

**5**

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**6**

business process reorganisation, project sustainability, and market application.

I will be completing a year's study at the Alpheius Research Institute in Sweden in November and would be interested in considerable involvement in AGE Corporate Endeavours' Green Force research projects. My thesis is entitled Sustaining H<sub>2</sub>O. There have been some particularly interesting studies lately in Boron isotopes <sup>10</sup>B and <sup>11</sup>B as

**7**

## For Your Reference...

To **use** the **format painter**:

1. Click in the formatted text
2. On the **HOME** tab, click on **Format Painter** in the **Clipboard** group
3. Select the text to be formatted

## Handy to Know...

- If you double-click on **Format Painter** you can keep pasting the format until you press **Esc** or click on **Format Painter** again.
- When you paste a format it will replace any previous font formatting.

# UNDERSTANDING TEMPLATES

A **template** is a preformatted document that is used to create other documents. Templates are ideally used for documents that you use regularly such as routine correspondence like letters,

memos and faxes. Using templates saves valuable time and ensures you create consistently professional looking documents that follow your organisation's style guide.

## Elements Of A Template

A document template might contain the following elements to help speed up document production, especially for common business documents:

- **Styles** to format headings, text and paragraphs
- **Page Layout** such as page size and orientation, margins, headers and footers (letterhead and logos, for example), cover pages and so on
- **Page Formatting** such as borders, lines and other visual elements
- **Boilerplate** text to be used, such as greetings, salutations, standard content and so on. This text may also be held in **placeholders**, which control the position and format of text
- **Macros** to automate routine tasks, such as shortcuts for inserting the date, updating the file location or inserting a particular block of text
- **Building blocks** that can be used to insert blocks of standard text, closing signatures, phrases or images
- **Themes** that comprise coordinated colours, fonts (such as heading and body styles) and effects.

## Using Available Templates

By default, all new documents in Word are based on the **Normal.dotx** template which can be modified as desired. Alternatively you can create your own templates from scratch.

To view templates, click on the **FILE** tab to display the **Backstage**, then click on **New**. Several of the templates will display in the right pane. You can view more templates by typing a term or keyword in the **search for online templates** box beneath **New** and pressing **Enter**.

If this range is still not enough to satisfy you, **Office.com** contains an extensive library of templates that you can freely download and use.

## Differences Between Templates And Documents

A Word template is similar to a Word document except that it can contain **building blocks**. You can also tell the difference between a template and a document by their file extensions. Word documents use the file extension **\*.docx** while templates, by default, include the file extension **\*.dotx**. Templates can also include the file extension **\*.dotm**. Templates with the file extension **\*.dotm** support VBA macro code while templates with the file extension **\*.dotx** cannot store VBA macro code.

## Locating Templates

Unless you specify the location to save the templates in, they will be stored in the default **Custom Office Templates** folder in **My Documents**. Microsoft automatically populates **Default personal templates** location with **C:\Users\Name\Documents\Custom Office Templates\** so that your custom templates will appear in the list of available templates in **New** in the **Backstage**. Therefore it is recommended you store all of your custom templates in this folder unless you are willing to manually change the **Default personal templates** location.

As soon as you save your first custom template, two categories of templates will be created under **New** in the **Backstage**. You can access your custom templates under **PERSONAL**, whereas the Office templates are now stored under **FEATURED**. There is even the option of pinning your templates to the list of templates that appears by default when you open **New** in the **Backstage** so that you don't have to navigate through **PERSONAL** to find your custom templates. To do this, simply navigate to the template you require and click on the **Pin to list** icon at the bottom right corner of the template thumbnail. To **unpin** the template from the list simply click on the **pin** icon again.

# DOWNLOADING AN ONLINE TEMPLATE

As well as the many sample templates available, Word has many more templates available online. You can browse for the desired template via the **FILE** tab, and here you will find many template

designs for a whole range of document types, such as calendars, brochures, business cards, newsletters, invoices – the list goes on!

## Try This Yourself:

*Before starting this exercise ensure you have a blank document open...*

**1** Click on the **FILE** tab, then click on **New**

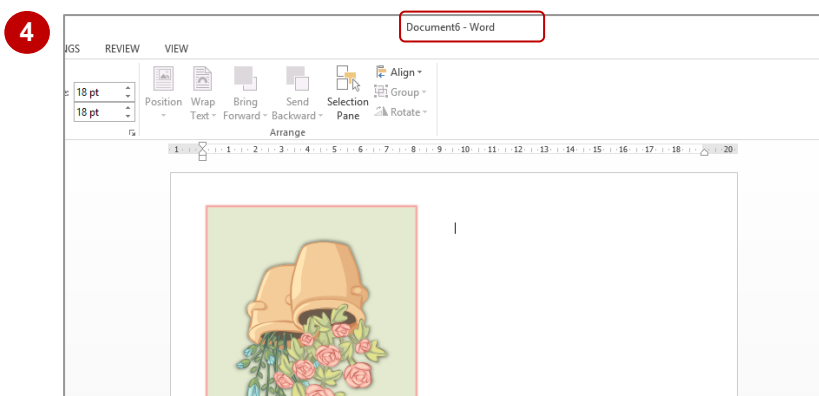
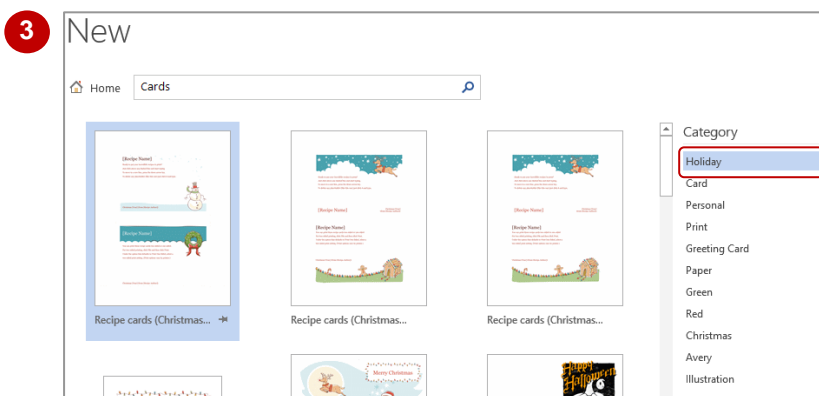
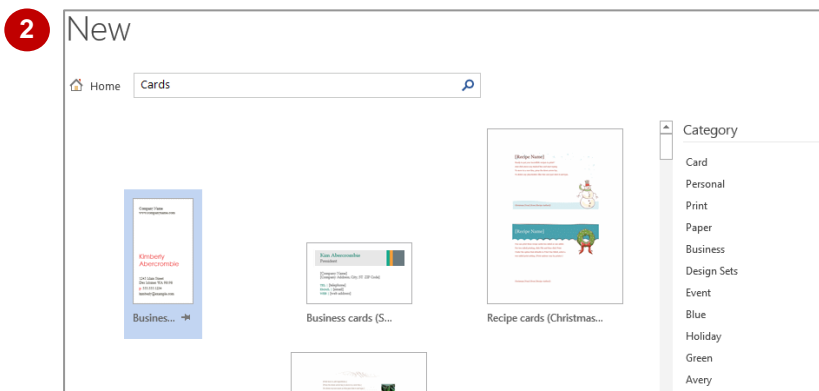
**2** Type **Cards** in the **Search for online templates** box, then press **Enter**

*A pane will appear to the right of your screen with the heading **Category**. This pane lists the various categories of cards available...*

**3** Click on **Holiday** to view the range of holiday card templates

**4** Scroll down and click on **Grandparents day card** to view a preview of it, then click on **[Create]** to open it

*The template will download and open in Word as a new document. You can now modify and save the document as required*



## For Your Reference...

To **download** an **online template**:

1. Click on the **FILE** tab, then click on **New**
2. Search for a type of template or particular theme
3. Choose a template and click on **[Create]**
4. Modify and save the document as required

## Handy to Know...

- You can access more online templates by accessing the **Office.com** website. On the Office.com website simply click on **TEMPLATES** and navigate through the options until you find the template you want.

# CREATING A TEMPLATE

To create your own template, simply open a new document, apply the required formatting and page layout, styles and so on, then save the document as a template. Templates contain the

file name extension **.dotx**, and by default, when you save a template, Word saves it in the **My Templates** folder, which makes it easy to access at a later date.

## Try This Yourself:

*Before starting this exercise ensure you have a blank document open...*

**1** Type **Monthly Sales Report**, press **Enter** and type **The Sales department has achieved the following figures for the month of <month>**:

**2** Click in the heading, then click on the **HOME** tab and click on **Heading 1** in the **Styles** group to apply the style

**3** Click on the **FILE** tab, then click on **Save As** to open the **Save As** place

**4** Click on **Computer** in the middle pane then click on **[Browse]** to open the **Save As** dialog box

*Leave the file name as is...*

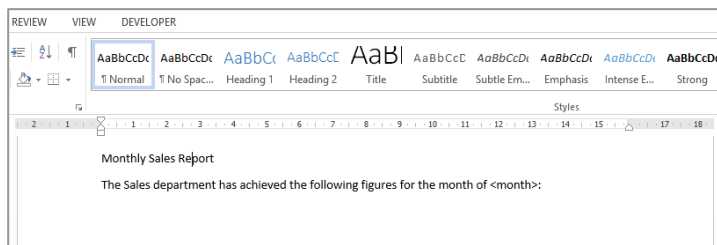
**5** Click on the drop arrow for **Save as type** and select **Word Template (\*.dotx)**

*As you have chosen to save this document as a template, the save location changes...*

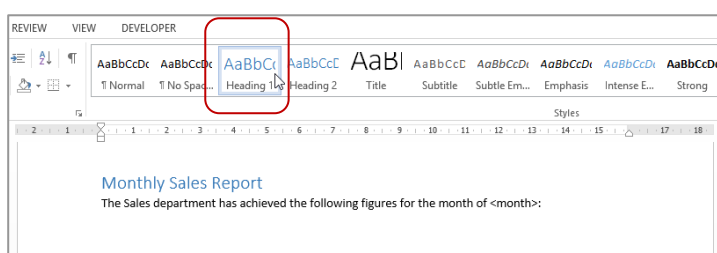
**6** Click on **[Save]** to save the template, then close the template

**7** Click on the **FILE** tab, click on **New**, then click on **PERSONAL** under **Suggested searches** to display custom templates

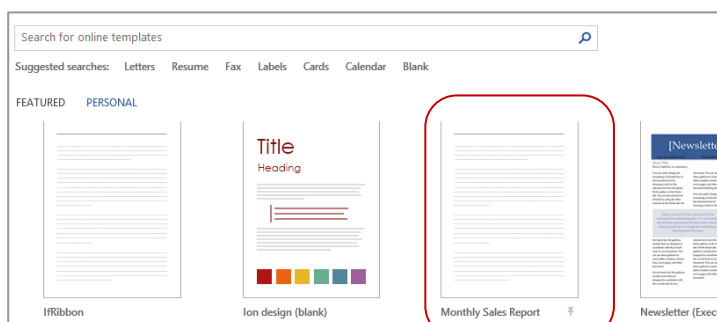
*Your new template appears in this list ready for you to use*



**1**



**2**



**7**

*If this is the first custom template you have created, you'll notice **FEATURED** and **PERSONAL** appear under **Suggested searches** to define between the two different types of templates – **FEATURED** contains Word's built-in templates and **PERSONAL** contains your custom templates.*

## For Your Reference...

To **create** a **template**:

1. Press **Ctrl** + **N** to create a new blank document and format as required
2. Press **Ctrl** + **S** to display the **Save As** dialog box, type a filename, select **Word Template (\*.dotx)** and click on **[Save]**

## Handy to Know...

- To make it easy to create documents based on templates you've created, you should save your template in the default **Custom Office Templates** folder. This ensures your custom template will appear under **PERSONAL** when you click on **New** in the **Backstage**.

# UNDERSTANDING SECTION BREAKS

**Section breaks** split a document into several sections, enabling you to apply different formatting and layouts to each section. For instance, having two sections in a document

enables one section to have portrait orientation and the other to have landscape orientation. There are several types of sections breaks you can insert depending on the requirements of the document.

---

## What Is A Section?

First of all, it is important to understand that, in Word, any page formatting and layout options you apply are applied to the *entire* document by default, irrespective of whether it consists of one page or one hundred pages. Examples of document-wide formatting and layout options include headers and footers, margins, page orientation and vertical text alignment.

However, consider a situation where you want to change the orientation of a single page to landscape, enabling you to neatly insert a table with thirty columns. Or perhaps you are writing a book? In that case, you might want different headers and/or footers for each chapter.

The way to achieve this is to **section** off each part of the document that requires alternative formatting or layout. By inserting **section breaks**, you can divide your document into separate areas and effectively isolate each part of the document and protect it from formatting applied to other sections.

## Types Of Section Breaks

### Next Page

As the name implies, a **next page** section break will start the new section on the next page. You would use this break when the changes you want to apply affect entire pages. For example **next page** section breaks are ideal if you want to create different headers and footers for different chapters, or if you want to change the page size, orientation or the margins for one or a number of pages.

### Continuous

A **Continuous** section break enables you to isolate text within a page and can be used for things such as creating newspaper-style columns under a heading that spans the full page width. By default, text on a page is in one column, which spans from the left to the right margin. By inserting two continuous section breaks (one at the beginning of the text you want to isolate and the other at the end) you can apply a multi-column format to the section.

### Even And Odd Page

The **Even** and **Odd Page** section breaks are typically used in longer documents and books, such as where headers and footers must mirror each other. For example, you might create a footer for even-numbered pages where the page numbers appear on the left side of the pages and an odd page footer for odd-numbered pages where the page numbers appear on the right side of the pages. Using **Even Page** and **Odd Page** section breaks, you can ensure that the footers appear where they're supposed to.

Use an **Even Page** break when you want the next page to start on an even-numbered page and use **Odd Page** breaks when you want the next page to start on an odd-numbered page.

# INSERTING A NEXT PAGE SECTION BREAK

The **next page** section break is probably the most commonly-used of the section breaks, especially in longer documents. By inserting next page section breaks you can control pagination,

as well as isolate and control the layout and setup of the pages in each section, such as page numbering, headers and footers, page orientation, columns, and the vertical alignment of text.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W1328 Section Breaks\_1.docx...*

- 1 Click to the left of the heading **Introduction**, click on the **VIEW** tab, then click on **Draft** in the **Views** group

*This view enables you to see section breaks...*

- 2 Click on the **PAGE LAYOUT** tab, then click on **Breaks** in the **Page Setup** group and select **Next Page**  
*Notice the status bar indicates the text has moved to page 2. Let's change the layout of the first page...*

- 3 Press **[Ctrl] + [Home]** to move to the start of the document

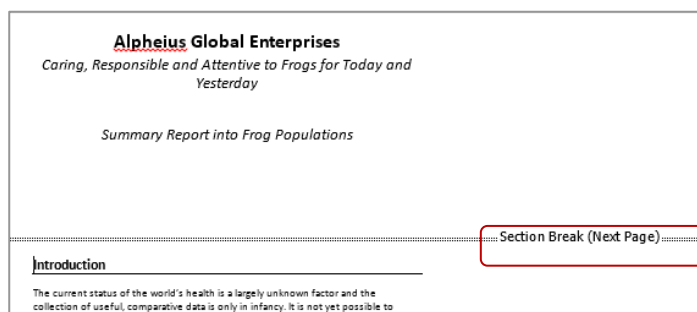
- 4 Click on the **VIEW** tab, then click on **Print Layout** in the **Views** group to switch to page layout view

- 5 Click on the **PAGE LAYOUT** tab, then click on the dialog box launcher for the **Page Setup** group to display the **Page Setup** dialog box

- 6 Click on the **Layout** tab, then click on the drop arrow for **Vertical alignment** and select **Centre**

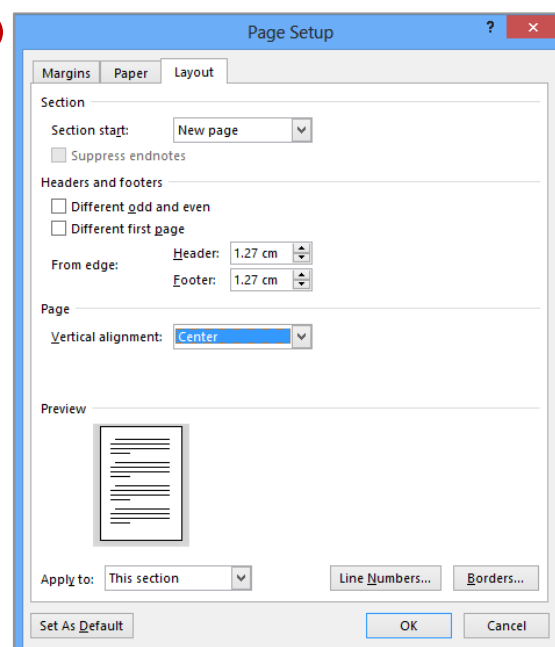
- 7 Click on **[OK]** to centre the text on the page

*The text is now centred on the page, but the rest of the document will not be affected because of the section breaks between pages 1 and 2*



2

6



## For Your Reference...

To **insert** a **next page section break**:

1. Position the insertion point
2. Click on the **PAGE LAYOUT** tab
3. Click on **Breaks** in the **Page Setup** group and select **Next Page**

## Handy to Know...

- To help you identify the section where the insertion point is positioned, you can display the section number in the status bar. Right-click on the status bar to display the **Customise Status Bar** menu and select **Section**.

# INSERTING A CONTINUOUS SECTION BREAK

Unlike other types of section breaks, a **continuous** section break does not alter the pagination of a document. This section break enables you to isolate text within a page and

change layout elements such as the number of columns in which the text appears. This might be handy, for instance, when creating a newsletter or flyer.

## Try This Yourself:

Same  
Folie

Continue using the previous file or open the file *W1328 Section Breaks\_2.docx...*

1 Go to page **5** and click to the left of **New York** to position the insertion point

2 On the **HOME** tab, click on **Show/Hide** in the **Paragraph** group

*This displays the section breaks in your document...*

3 Click on the **PAGE LAYOUT** tab, then click on **Breaks** in the **Page Setup** group and select **Continuous**

*A continuous section break will be inserted. We will now change the layout of the text following the section break...*

4 On the **PAGE LAYOUT** tab, click on **Columns** in the **Page Setup** group and select **Two**

*All text after the continuous section break is now arranged into two columns...*

5 Click on the **HOME** tab, click on **Show/Hide** then save the document

### For Further Information:

We can be contacted at the following locations

**New York**  
Alpheius Global Enterprises Inc  
72 Gardner Avenue  
Brooklyn  
NY11222  
United States of America  
Telephone: +1 (718) 387 5210  
Facsimile: +1 (718) 387 5216  
Web site: www.alpheiusge.com

**Paris**  
Alpheius Global Enterprises

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### For Further Information:

We can be contacted at the following locations

**New York**  
Alpheius Global Enterprises Inc  
72 Gardner Avenue  
Brooklyn  
NY11222  
United States of America  
Telephone: +1 (718) 387 5210  
Facsimile: +1 (718) 387 5216  
Web site: www.alpheiusge.com

**Paris**  
Alpheius Global Enterprises

3

### For Further Information:

We can be contacted at the following locations

**New York**  
Alpheius Global Enterprises Inc  
72 Gardner Avenue  
Brooklyn  
NY11222  
United States of America  
Telephone: +1 (718) 387 5210  
Facsimile: +1 (718) 387 5216  
Web site: www.alpheiusge.com

**Paris**  
Alpheius Global Enterprises

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**Melbourne**  
Alpheius Global Enterprises Pty Ltd  
Alpheius House  
414 St Edmonds Road  
Melbourne  
Victoria 3004  
Australia  
Telephone: +61 3 9844 0000  
Facsimile: +61 3 9844 0001  
Web site: www.alpheiusge.com.au

## For Your Reference...

To **insert** a **continuous section break**:

1. Position the insertion point
2. Click on the **PAGE LAYOUT** tab
3. Click on **Breaks** in the **Page Setup** group and select **Continuous**

## Handy to Know...

- If you only want to apply columns to specific text in your document, make sure you insert a continuous section break immediately after the column text as well as at the beginning, to isolate the desired text.