

Microsoft®

Word 2013

Core Certification Guide

Lesson 4: Formatting Documents to Print

Lesson Objectives

In this lesson, you will look at ways of formatting a document in preparation to print or distribute copies of the document. On successful completion of this lesson, you should be able to:

- | | |
|---|---|
| <input type="checkbox"/> work with document formatting | <input type="checkbox"/> insert page numbers |
| <input type="checkbox"/> change the paper size, orientation, or margins | <input type="checkbox"/> insert headers or footers |
| <input type="checkbox"/> insert page or section breaks | <input type="checkbox"/> apply backgrounds or themes |
| <input type="checkbox"/> control the text flow | <input type="checkbox"/> proofread your document |
| <input type="checkbox"/> work with columns of text | <input type="checkbox"/> navigate around the document using special tools |
| | <input type="checkbox"/> prepare to print documents |
-

Setting Up the Document

Objective 1.3

Each time you request a new blank document, Word creates one using default options that include settings such as paper size and margins. You can change these to customize your documents. New documents created from templates also include specific settings for margins and layout, which you can adjust.

You can view all setup options by clicking the **Page Setup** dialog box launcher on the Page Layout tab.

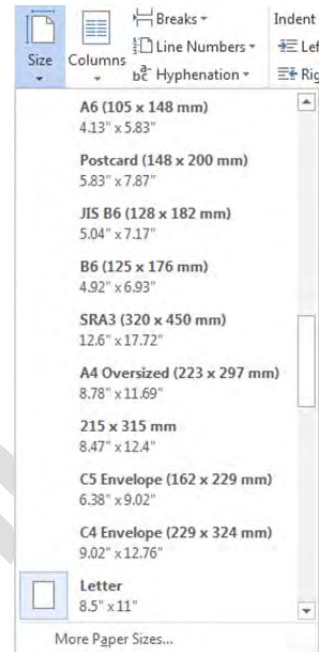
The Page Setup dialog box includes three tabs:

- Margins – includes settings for margins and page orientation
- Paper – includes settings for paper size and paper source (that is, which tray on the printer)
- Layout – includes settings for document sections, headers and footers, and vertical alignment

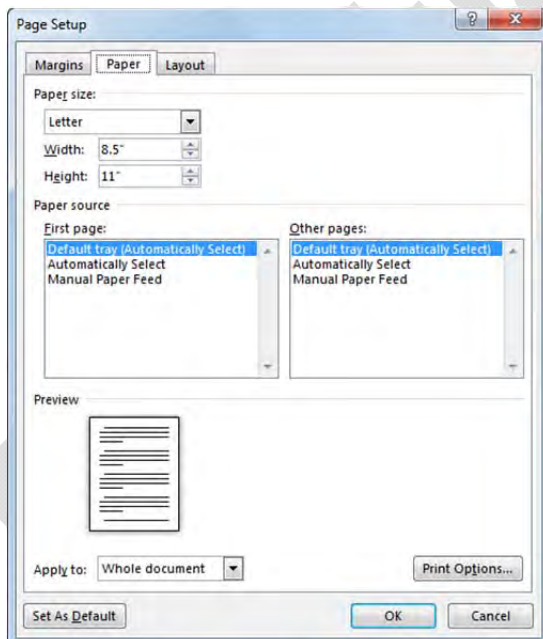
Changing the Paper Size

The default paper size is determined by your computer settings. The default size we are using for this content is Letter 8½ by 11" (21.59 x 27.94 cm). This can be changed using the Page Layout tab. To change the paper size on a document:

- Click the **Page Layout** tab, in the Page Setup group, click **Size**, or



- double-click anywhere in the darker area of the ruler to open the Page Setup dialog box, then click the **Paper** tab.



Paper size

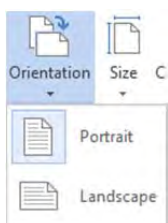
Choose a standard paper size such as Letter or Legal (commonly used in North America), or A4 or B5 (commonly used in Europe and Australia). You can also specify a variety of envelope sizes. To specify a new size, select **Custom size** in the Paper size drop-down list and type the horizontal and vertical measurements for the custom paper, for example, personalized note paper.

Paper source	Select the tray containing the paper you want to use for this document. You can set a different tray for the first page (for example, a tray that contains letterhead) and then allow subsequent pages in the document to print from a different tray (for example, a tray that contains plain paper). The number of trays available depends on your printer.
Preview	Displays how the document will look when changes are applied. Use Apply to specify whether the new settings will be applied to the entire document, to a specific section of the document, to selected text, or to all pages from this point forward.
Print Options	Displays the Word Options dialog box where you can specify whether to print drawings, print background colors, print hidden text, and so on. Properties you set here apply to all documents.

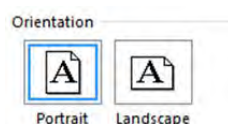
Changing the Orientation

Orientation refers to the printed text layout: *Portrait* refers to vertical orientation, while *Landscape* refers to horizontal orientation. To change the document orientation:

- Click the **Page Layout** tab, in the Page Setup group, click **Orientation**; or



- double-click a darker area of the active ruler to open the Page Setup dialog box, click the **Margins** tab and then specify the desired orientation.



Changing the Margins

A margin is the amount of space between the edge of the paper and the printed text area. Documents have four margins – top, bottom, left and right. The default setting for margins is one inch all the way around, but you can change these settings as required. You can adjust the margin settings for the entire document or for specific sections of the document.

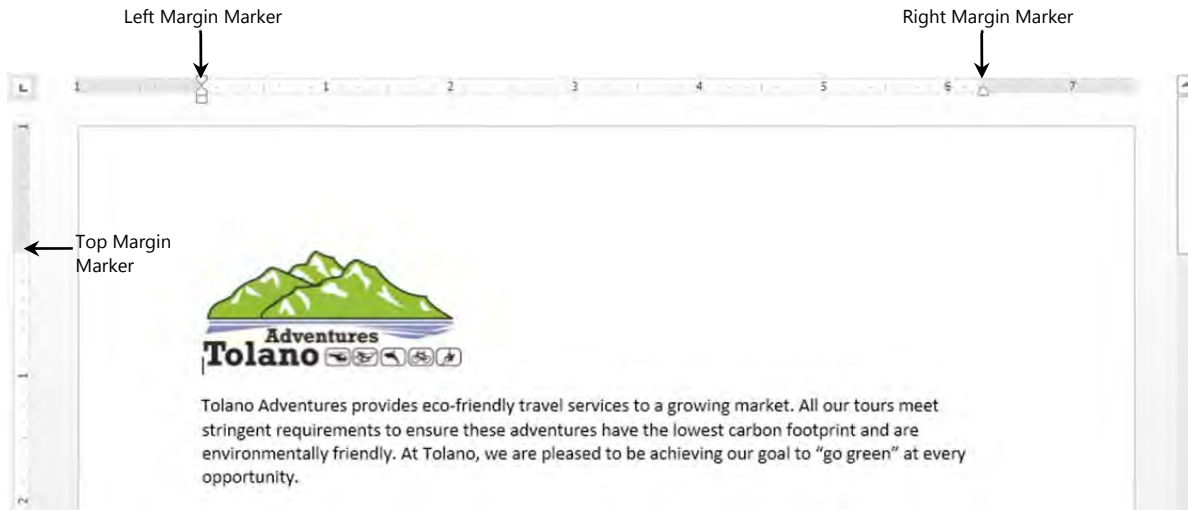
You can set margins using the ruler, using the Margins drop-down menu in the Page Setup group in the ribbon, or using the Margins tab of the Page Layout dialog box.

To set margins using the ruler, you must be in Print Layout view because this view shows both the horizontal and vertical rulers. The Draft view and Web layout view do not include the vertical ruler.

The margin boundaries for the top and bottom margins are easy to see – they appear as the divider line between the lighter (inside margin) and darker (outside margin) shades on the ruler. When you position the cursor at the divider line, a ScreenTip appears:

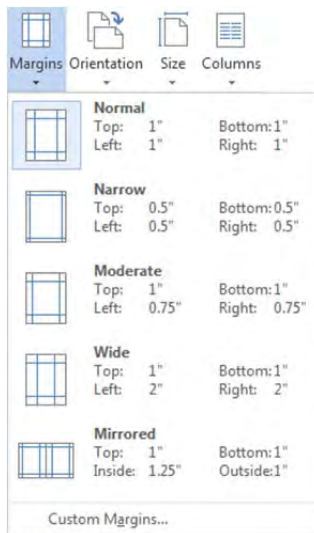


The margin boundaries for the left and right margins appear on the top ruler; however, the indent markers may obscure the left margin. You can access the left margin marker by pointing precisely between the left and first line indent markers. You can access the right margin marker by pointing above the right indent marker.

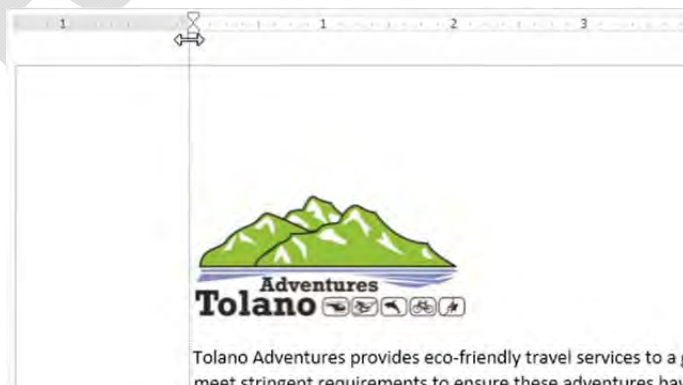


Ways to adjust your margins:

- On the Page Layout tab, in the Page Setup group, click **Margins**, or



- point the mouse in the ruler at the margin you want to adjust, when the appropriate arrow appears, drag to a new measurement for the margin, or





- double-click one of the darker areas of the horizontal or vertical ruler to open the Page Setup dialog box. Use the settings in the Margins section to change the margins.

Margins

Top:	<input type="text" value="1"/>	Bottom:	<input type="text" value="1"/>
Left:	<input type="text" value="1"/>	Right:	<input type="text" value="1.22"/>
Gutter:	<input type="text" value="0"/>	Gutter position:	<input type="text" value="Left"/>

Top	The amount of space from the top edge of the paper to where the text begins vertically.
Bottom	The amount of space from the bottom edge of the paper to where the text ends for each page.
Left	The amount of space from the left edge of the paper to where text starts on the left side.
Gutter	The amount of white space added to the top or side margin if the document is to be bound, for example, coil, 3-hole binder, card stock folders with metal fasteners.
Gutter position	Sets the gutter or binding position for the document; for example, left, top, inside margin for double-sided pages.

Each method allows you to change some or all margins at the same time. The Margins drop-down menu provides the most common measurements, but you can also click Custom Margins to set different measurements. When using the Page Setup dialog box, you can type the measurements for the margins in the appropriate boxes, or click the incremental buttons to select the measurements.

When you click in the ruler to adjust the left or right margin, you should see the  symbol with the appropriate ScreenTip before dragging to the new measurement for the margin. The top or bottom margin marker will appear as . To set a precise measurement, hold **[Alt]** while dragging a margin boundary to display the margin measurement.

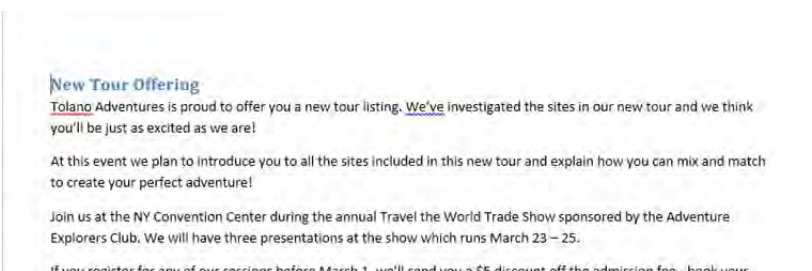


Learn the Skill

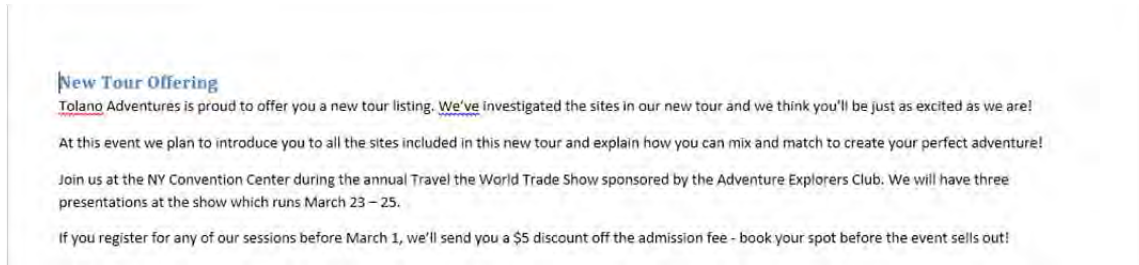


In this exercise, you will use different options to modify the page setup for the document. This document has been converted from another program so you can modify it within Word to create a flyer or brochure you will send to customers later. You will now specify the page setup for the new brochure.

- 1 Open the *Trade Show Brochure Draft* document and save as Trade Show Brochure Draft – Student.
- 2 Click the **Page Layout** tab and, in the Page Setup group, click **Margins**. Click **Narrow** to set the new margins for the brochure.



- 3 In the Page Setup group, click **Orientation** and then click **Landscape**.



Changing the orientation prepares the document to be set into columns later, and facilitates adding pictures or images for a 3-fold brochure. The text now extends the full width of the layout; you will change this later as more information becomes available for you to add into the brochure.

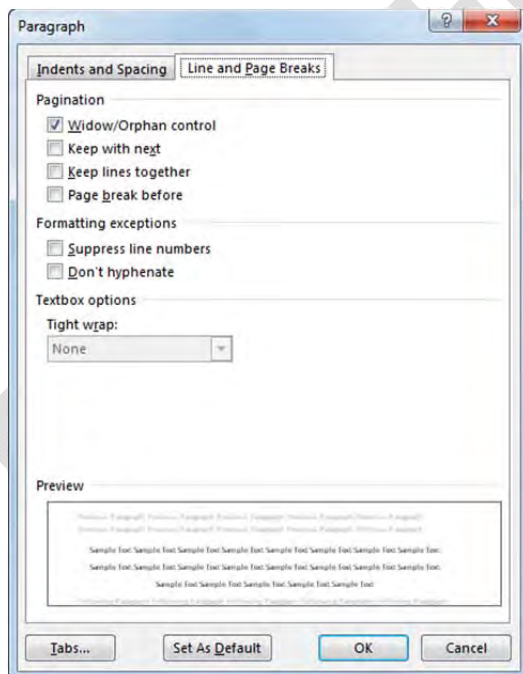
- 4 Save and close the document.

Controlling the Text Flow

Objective 2.3

When working with a large amount of text in a document, you need to consider how the text will flow from one page to the next, keeping in mind business or company standards. For instance, be mindful of widow or orphan paragraphs – a widow is a paragraph whose first line appears at the bottom of one page while the rest of the paragraph appears on the next page; an orphan is the reverse wherein the last line of the paragraph appears on the next page.

Text flow options are also called pagination controls; these determine how the text flows from page to page. To view the pagination controls for a document, click the **Home** tab and, in the Paragraph group, click the **Paragraph** dialog box launcher. Then click the **Line and Page Breaks** tab.



Pagination

These settings affect how particular lines and paragraphs will flow between pages. Select the text you want to control, then apply the options you want. You can also specify that a page break will be associated with a line of text (usually the first line of a paragraph) so that Word forces the paragraph to begin on a new page.

Formatting exceptions	Turn automatic hyphenation either on or off (this setting affects how Word will wrap text from one line to the next). You can also suppress the space that line numbers will fill if line numbers are active.
Textbox options	Controls how paragraph text flows around a text box.

Inserting Page Breaks

Objective 2.3

Although Word automatically paginates the document as you type, there may be occasions when you want to end a page somewhere other than where Word has determined it should end, such as when you are typing a title page containing only a few lines of text.

When Word calculates that enough text fills the page, a soft page break is inserted. In Draft view, when the non-printing characters (for example, ¶) display, the soft page break appears as:

.....

When you choose to break the page at a desired location, you do so by inserting a manual page break. Avoid pressing **Enter** continuously as this makes editing awkward and time consuming. A manual page break (visible only when non-printing characters are displayed) appears as:

-----Page Break-----

You can insert a manual (or hard) page break in the following ways:

- On the Insert tab, in the Pages group, click **Page Break**, or
- press **Ctrl**+**Enter** or
- on the Page Layout tab, in the Page Setup group, click **Breaks** and then click **Page**.

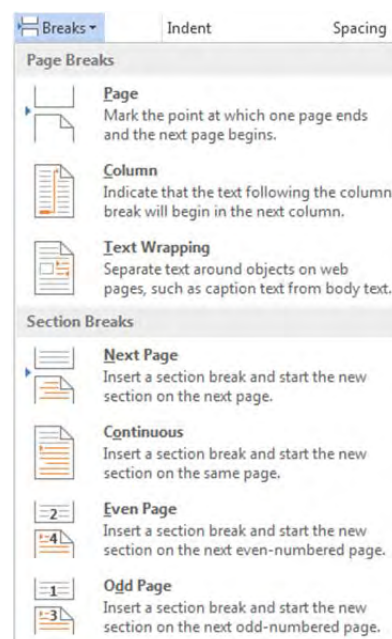
You can work with page break codes in a similar manner that you work with text characters. Page break codes can be deleted using **Delete** or **Backspace**, depending on where the cursor is at the time you want to remove the code. For instance, if the cursor is at the beginning of the next page, press **Backspace** to delete the code; alternatively, if you are at the end of the paragraph where the page break code was inserted, press **Delete** to delete the code. You may want to display the non-printing (also called formatting) characters to see the code.

Working with Section Breaks

Objective 2.3

A section break separates a document into sections to which specific formatting is applied. For example, when you need to change the page orientation on page 3 of a document, you need to create a new section in the document by inserting a section break.

To insert a section break, on the Page Layout tab, in the Page Setup group, click **Breaks**. Then from the Section Breaks area, choose the type of section break you want to insert into the document.



Next Page	Starts a new section on the next page; you would use this type of break if you wanted to change the page orientation or use different headers or footers.
Continuous	Starts a new section on the same page; you would use this type of break to change from a single column format to a multiple column format, or to go back to a single column format (regular text entry).
Even Page	Starts a new section on the next even page; (that is, on the left side of an open book).
Odd Page	Starts a new section on the next odd page; (that is, on the right side of an open book).

A section break code appears at the indicated location (visible only when the ¶ display) with the appropriate type shown in brackets:

.....Section Break (Odd Page).....
Section Break (Even Page).....
Section Break (Continuous).....
Section Break (Next Page).....

You can remove a section break in the same way as a page break. Be careful when deleting section breaks as they may cause unexpected formatting adjustments in your document. For example, if you delete the section break just before the place where you changed to a landscape orientation for a financial table in your report, the entire document may change to landscape orientation. Display the formatting characters to see the Section Break code so you can then delete the code.



Learn the Skill

In this exercise, you will insert different types of breaks to change the document.

- 1 Open the *Sales Figures 201x* document and save as *Sales Figures 201x – Student*.
- 2 Move to the blank line between the table of values and the chart. Press **Ctrl**+**Enter** to insert a hard page break.

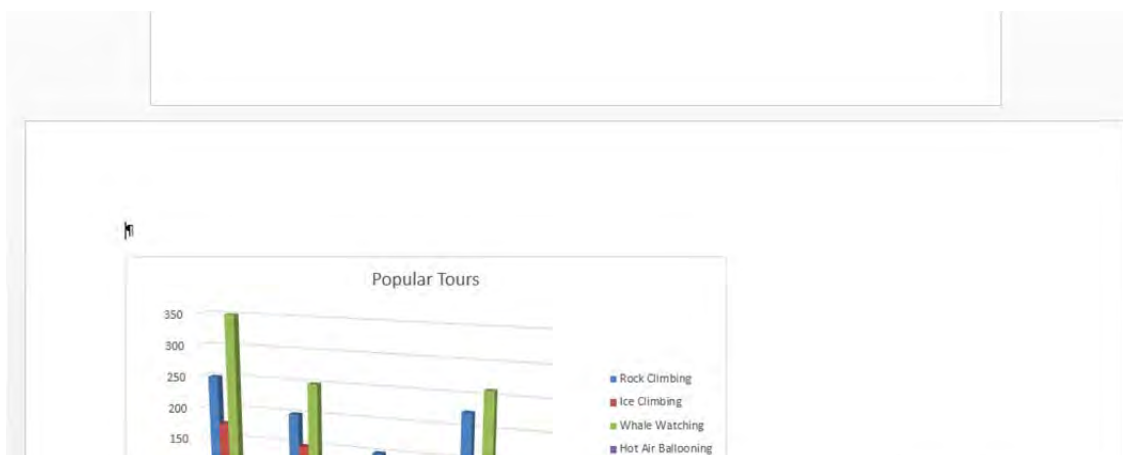
Notice how Word moved the chart to a new page automatically, and kept the page layout the same. This may be enough for this particular document, or you may want to enlarge the chart for more impact.
- 3 Press **Backspace** twice to delete the page break and to return to the left margin.
- 4 Click the **Page Layout** tab and, in the Page Setup group, click **Breaks** and then click **Next Page**.
- 5 Click the **Home** tab and, in the Paragraph group, click ¶ **Show/Hide ¶**. Then scroll up to see where the text ended on page 1.

Heli-Skiing	→	95	→	85	→	70	→	125¶
Cycling-(Cities)	→	75	→	70	→	65	→	110¶
Haunted-Sites	→	85	→	0	→	0	→	0¶

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

Word has inserted this section break for you, anticipating that you will be changing something for the document from the next page onwards.

- 6 Move to the top of page 2 and, on the Page Layout tab and in the Page Setup group, click **Orientation** and then click **Landscape**.



Notice there are now two different page layouts on the screen.

- 7 Save and close this document.

Now let's look at how to set up the pagination or text flow in a long document where the company standard may be to keep paragraphs together on individual pages.

- 8 Open the *Sample Will* document and save as *Sample Will (paginated)* – Student.

- 9 Scroll down to view the text near the bottom of page 1 and the top of page 2.

An alternative to inserting a manual page break before a heading is to keep text together so that no matter what changes are made in the document text, the heading is kept together with its first paragraph. This saves you having to remove page breaks where the text flow is logical to keep items together. Another example of keeping line items together is a list or rows of information in a tabular report.

Note: Text breaks at the bottom of a page may vary depending on the printer installed.

- 10 Place the cursor at the beginning of the last paragraph on page 1 and select the entire paragraph. On the Home tab and in the Paragraph group, click the **Paragraph** dialog box launcher. Then click the **Line and Page Breaks** tab.

You can now decide whether to insert a page break code to force the text to move to a new page, just as if you inserted a manual page break. However, you may want to keep the lines of the paragraph together so that any edits made to the contract ensure the paragraph flows with the text changes. Notice that the widow/orphan option is already selected by default, thereby ensuring the first or last line of a paragraph never appears separately on a page.

- 11 Select **Keep lines together** and then click **OK**.

The paragraph should now appear completely at the top of page 2.

- 12 Scroll to the bottom of page 2 where the heading Article 7 is separated from its first paragraph.

- 13 Select the Article 7 heading and the first paragraph after this heading.

- 14 Click the **Paragraph** dialog box launcher and, in the Line and Page Breaks tab, select **Keep with next**.

You are using this option to keep the heading with its paragraph so that, regardless of what edits are made to the document, this heading and its first paragraph always appear together. This is often a business standard.

- 15 Click **OK**.

- 16 Scroll to the bottom of page 3 and apply the pagination option you want to apply for this split text.

Which option did you select? While this may vary with business practices, in this case we would recommend applying both options to ensure that the heading always remains with its paragraph, as well as ensuring the paragraph remains together.

17 Save and close the document. Turn off the Show/Hide feature also.

Working with Columns

Objective 2.3

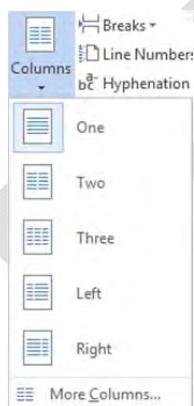
You can use the *Columns* feature to set up to three “newspaper style” columns for a document; the number of columns in a document depends on factors such as column width, margins, paper size and orientation, font size, or document layout. In newspaper style columns, the text from the bottom of one column flows to the top of the next, making it an ideal layout for documents such as newsletters or reports.

When working with multiple columns, Draft view displays the appropriate column widths; however, the columns do not display side by side. To view columns side by side, use Print Layout view.

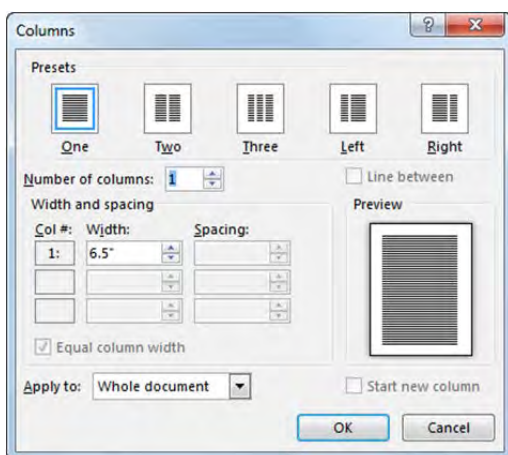
Consider the following when working with columns:

- You can apply columns to text before or after you have typed it. However, you may find it easier to type the text first, and then apply multiple column formatting.
- To break a column manually and force the text to continue in the next column, click the Page Layout tab, in the Page Setup group, click **Breaks** and click **Column**. Alternatively, press **Ctrl**+**Shift**+**Enter** where the column break should be placed.
- To insert a page break, move to where you want the page break to be, and then click the **Insert** tab, in the Pages group, click **Page Break**, or press **Ctrl**+**Enter**.
- To set up columns on a page where columns have already been set up, you need to insert a Continuous section break between the two different column layouts. (This way, each column layout resides in its own document section.)
- When you change the column layout of a document, the entire document is affected unless you specify otherwise. If you want to change only the column layout for a portion of the document, you should make that portion a separate section by inserting section breaks in the appropriate places.

To create columns, on the Page Layout tab, in the Page Setup group, click **Columns**.



To configure more options for the columns, click **More Columns**.



Presets	The One , Two , or Three options provide columns of equal width initially and are generally used for newspaper style columns. The Left or Right column layouts can be used for web pages or manuals where a banner appears on one side, usually for a table of contents.
Number of columns	Enter the number or use the incremental buttons to set the number of columns to be applied in the document.
Width and spacing	Alter the width and spacing between one column and the next in these fields. Use Equal column width to have columns of equal width; if set, only the options for column 1 display as any changes made there will affect the others as well.
Apply to	Select the text to which the column structure is to be applied (as defined here), for example, Whole document , From this point forward , or Selected text .
Line between	Word will automatically insert a vertical line between each of the columns in the document.
Start new column	Only becomes available when you apply the columns from this point forward, similar to inserting a section break after entering text in order to start a new format.

Once columns have been applied to text, you can make changes to the columns. Consider the following when making changes to text in columns:

- To change the number of columns, select the text and use the Columns command to specify a new number of columns.
- To adjust the width of each column or the spacing between each column, use the Columns dialog box or drag the appropriate markers in the ruler for each side of a column to be adjusted (for example, drag for the left or right margins for the document, or the marker for the left margin of each inside column).
- Each column has its own indent markers that can be adjusted.

To insert or turn off vertical lines between each column, in the Columns dialog box, deselect **Line between**.



Learn the Skill

In this exercise you will apply columns in a document and add column breaks in preparation for items such as pictures to be added as they become available.

- 1 Open the *Trade Show Brochure Draft* document and save as *Tolano Show Newsletter – Student*.
- 2 At the top of the document, type: *What's Coming Up at Tolano?* and press **Enter**.

- 3 Click the **Page Layout** tab and, in the Page Setup group, click **Columns**. Then click **Two** for the number of columns.

What's Coming Up at Tolano?

New Tour Offering

Tolano Adventures is proud to offer you a new tour listing. We've investigated the sites in our new tour and we think you'll be just as excited as we are!

At this event we plan to introduce you to all the sites included in this new tour and explain how you can mix and match to create your perfect adventure!

Join us at the NY Convention Center during the annual Travel the World Trade Show sponsored by the Adventure Explorers Club. We will have three presentations at the show which runs March 23 – 25.

changes in the travel industry and the global economy and have news to share with you.

We're also ready to launch our new tour offerings which we have been working on for the last year and we know you will be excited about them.

The travel industry is about to embark on exciting times and Tolano is ready to join in that excitement and bring out your most adventurous side. Come visit us at the Travel the World Trade Show; meet Curtis who joined the New York office from our Sydney office; and don't forget to sign up for our seminars!

Are you packed and ready to go?

Notice how the document now shows the text in two columns, including the title, even though the cursor was at the beginning of the New Tour Offering heading. This is a good start on the newsletter although you want the title to be above the columns of text.

- 4 Select the entire title line and, on the Page Layout tab, click **Columns** and then click **One**.
- 5 Click the **Home** tab and, in the Styles group, click **Heading 1** to apply this style to the title. Then click the **Styles** dialog box launcher.
- 6 Click the arrow for Heading 1 and click **Modify**. Change the font size to be **18**, change the spacing before to **0pt** and the spacing after to **12pt** (click the Format button at the bottom of the Modify Style dialog box, then select Paragraph to open the Paragraph dialog box). Center the title. Click **OK** when finished modifying the style.

Notice how the title now appears more in balance at the top of the newsletter, with a visually appealing amount of white space between the heading and the columns of text.

- 7 Scroll through the pages of the newsletter to review how the text flows in this two-column format, then close the Styles pane.

Suppose you decide you want to have the newsletter fit on one page. You will now change the margins as well as increase the number of columns to three.

- 8 Click the **Page Layout** tab and, in the Page Setup group, click **Margins** and then click **Narrow**.

You will notice that only the top margin seems to change on the screen. Remember that you changed the format in the document earlier. You can check this by using the Show/Hide ¶ feature to see what was done in the document.

- 9 Click the **Home** tab, and in the Paragraph group, click **Show/Hide ¶**.



You should see the Continuous section break code between the title and the column text. Whenever Word sees a section break, it applies the formatting only for that section until it sees another section. Therefore, to change the margin for the entire document you will need to indicate this to Word.

- 10** On the Page Layout tab and in the Page Setup group, click the **Page Setup** dialog box launcher.

The narrow margins are reflected in this dialog box, but you need to change what parts of the document are to be affected.

- 11** Click the arrow for the Apply to field and then click **Whole Document**. If necessary, reset the margins to **0.5" (1.3 cm)** each. Click **OK**.



To slightly change the display, change the number of columns from two to three.

- 12** Turn off the Show/Hide feature. Click anywhere in the two column text. Click the **Page Layout** tab, in the Page Setup group, click **Columns** and then click **Three**.

Word automatically reflows the text; however, notice that there are broken paragraphs in the newsletter. In this scenario, you will not focus on the text flow because the newsletter is currently in draft form. What you do want is to force the Our Presentations heading at the bottom of column two to the top of the next column instead.

- 13** Click at the beginning of the Our Presentations heading and then press **Ctrl+Enter**.

Word has moved the column to the next page instead of the third column. When you use **Ctrl+Enter** you are inserting a manual page break – not a column break.

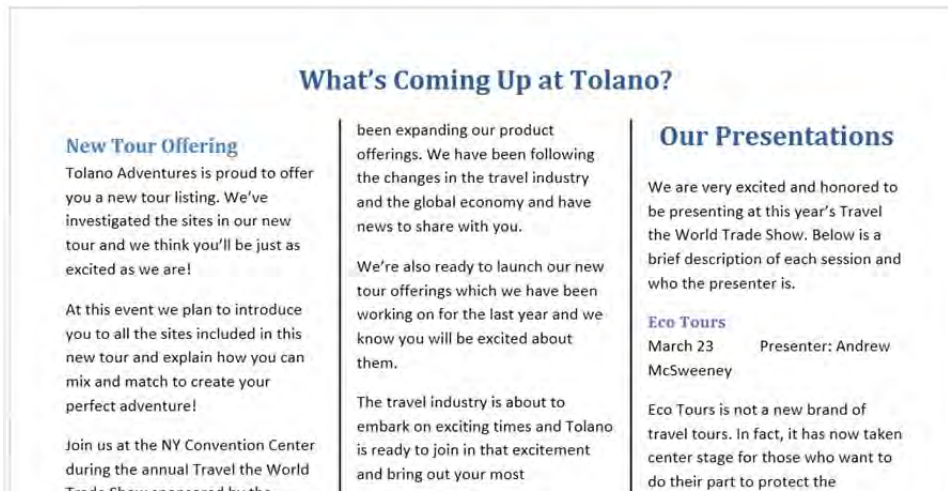
- 14** On the Quick Access toolbar, click **Undo**. Then press **Ctrl+Shift+Enter**.

This time the text has moved to the top of the third column as you inserted a column break instead.

Hint: You can also click **Column** from the Breaks command in the Page Setup group of the Page Layout tab.

To reduce the spacing between the columns, you can customize the appearance of the columns. For the purpose of this exercise, you will leave the columns evenly spaced, but reduce the amount of space between the columns and also apply a vertical line between the columns.

- 15** With the cursor anywhere in the column text, click **Columns** and then click **More Columns**.
- 16** Select **Line Between** to display a vertical line between the columns, and then using the incremental buttons for the Spacing of Column 1, change this measurement to **0.3" (0.8 cm)**. Click **OK**.



Notice that adding lines between the columns did not change the text flow; however, by forcing the text following Our Presentations to the next column, the text no longer fits on one page. Depending on your needs, you can continue to make other changes to the newsletter.

- 17 Save and close the document.

Using Headers and Footers

Objective 1.3

Headers are text or graphics that appear at the top of a page and footers are text or graphics that appear at the bottom of a page. The header and footer can contain simple information such as the document title, page number, or author's name; or it can contain sophisticated graphics (such as a company logo or product design).

Headers and footers can be the same on every page, or you can alternate different headers and footers on even and odd numbered pages. By dividing your document into sections, you can use different headers and footers for each section of the document. You can also have different headers and footers on the first page of your document or on the first page of a section.

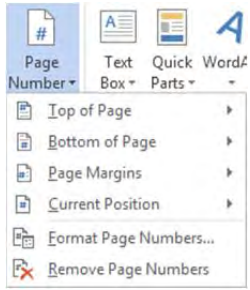
The header prints within the top margin area and the footer prints within the bottom margin area. You can adjust how close the header and footer are to the document text.

The process to insert a header or footer is the same, although the information will vary. However, anything can be placed in a header versus a footer – the decision of which elements appear in a header or footer may be determined by company or school standards for documents.

Inserting Page Numbers

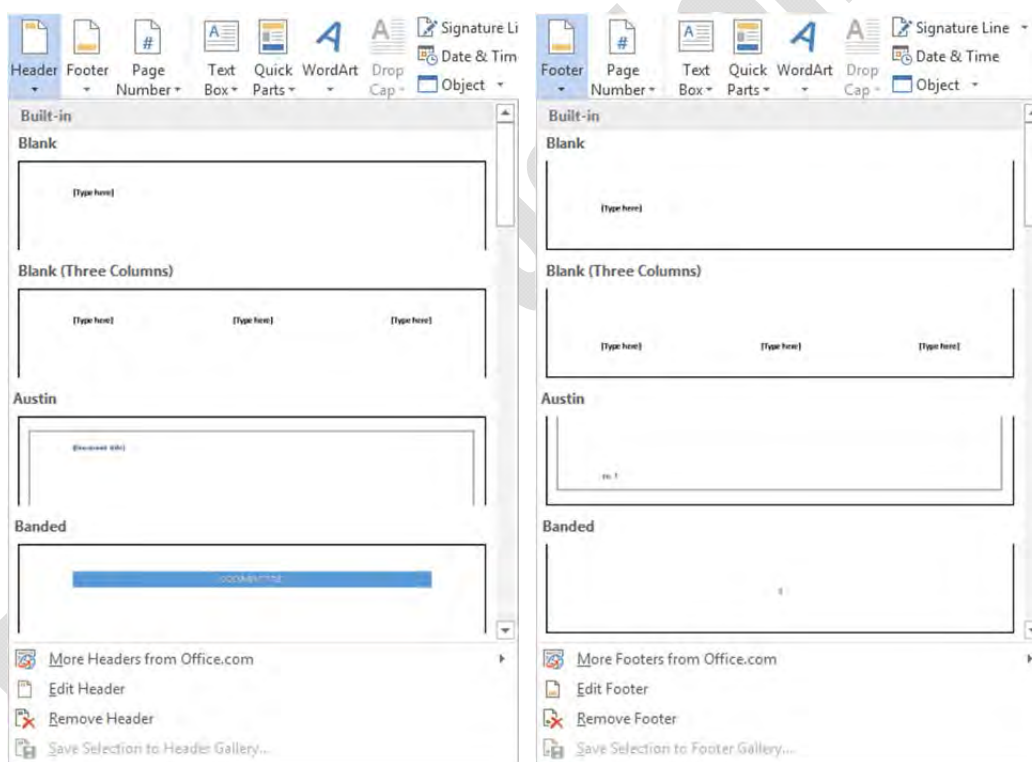
Page numbers are inserted into a header or footer, based on the cursor position at the time the page number feature is activated. You can also insert a page number without adding any other text for a header or footer.

To insert page numbers into a document, click the **Insert** tab, in the Header & Footer group, click **Page Number**. Each of these displays more options for the layout and design of the page number.

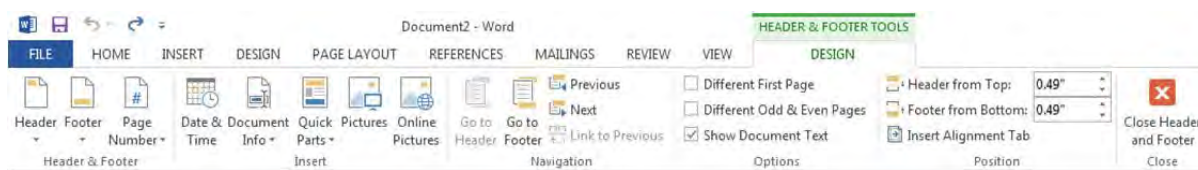
Top of Page	Choose the style you want to use for adding page numbers at the top of the page or in the header area.	
Bottom of Page	Choose the style you want to use when adding page numbers at the bottom of the page or in the footer area.	
Page Margins	Choose the margin position for the page number.	
Current Position	Choose a style for the page number using the current position.	
Format Page Numbers	Choose a different numbering style (for example, alpha, lowercase Roman numerals or other number format), include a chapter number, or set page numbering to begin at a number other than 1).	
Remove Page Numbers	Remove the page numbers from the document.	

Creating Headers and Footers

Create headers and footers using the options in the Header & Footer group on the Insert tab. Word includes several built-in styles for headers and footers. Remember that headers appear across the top of the page and footers appear at the bottom of the page.



Once you insert a header or footer, the Header & Footer Tools ribbon becomes available.



In the document, a dashed line with an identifier appears at the top or bottom of a page, making the header or footer area available. You can enter or modify the text or images inside the header or footer.

Footer		
[Type here]	[Type here]	[Type here]
Header		

In a document containing section breaks, Word identifies the different sections in the header or footer. This is helpful if you want to print only specific sections or need to check where changes may be required in your document. You can print sections of text by entering *s#* (where *s* represents the section and *#* is the number of the section) in the Pages box of the Print dialog box.

Footer -Section 1-		
[Type here]	[Type here]	[Type here]
Header -Section 2-		
		Same as Previous

The Link to Previous option in the Navigation group in the Header & Footer Tools ribbon gives you the opportunity to use the header or footer defined for the previous section in the current section. If you turn this feature off, you can use a different header or footer in the current section.

Some styles include tab stops for the header or footer, which allow you to left-align, center, and right-align portions of the header or footer text. You can adjust these tabs. You can also change text alignment, insert indents or apply formatting.

Headers and footers usually contain no more than two or three lines of text. While you can insert pictures into a header or footer, be careful how much information the header or footer contains. Use the screen display to help identify the top or bottom edge of the paper – the dashed line indicates the margin. Word displays the margins used for the header or footer in the Position group of the Header & Footer Ribbon as reference.

To edit an existing header or footer, double-click the header or footer area to open the header or footer and then make the modifications.



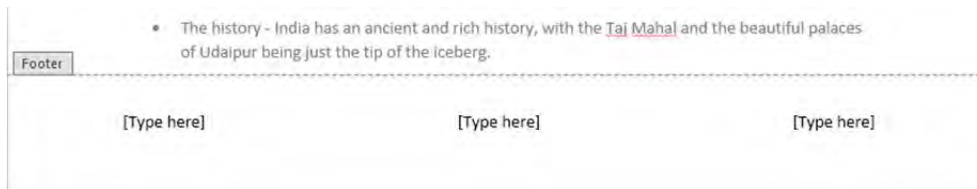
Learn the Skill

In this exercise, you will insert a footer with a page number. Remember that even though you will not be inserting a header in this document, the process to create a header is similar to a footer, except that the header information is inserted at the top of the document.

- 1 Open the *New Adventures (Approved 2012)* document and save as *New Adventures (Approved 2012) – Student*.

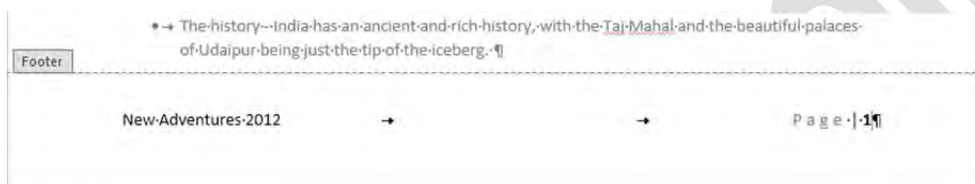
This report was approved in the previous fiscal year and needs to be distributed to all Travel Directors. However, as not all tours have been finalized, this document will be distributed as an internal notice. Begin by inserting a footer to show the page number, and adjust any text flow issues in the document.

- 2 Click the **Insert** tab and, in the Header & Footer group, click **Footer**. Then click the **Blank (Three Columns)** option.



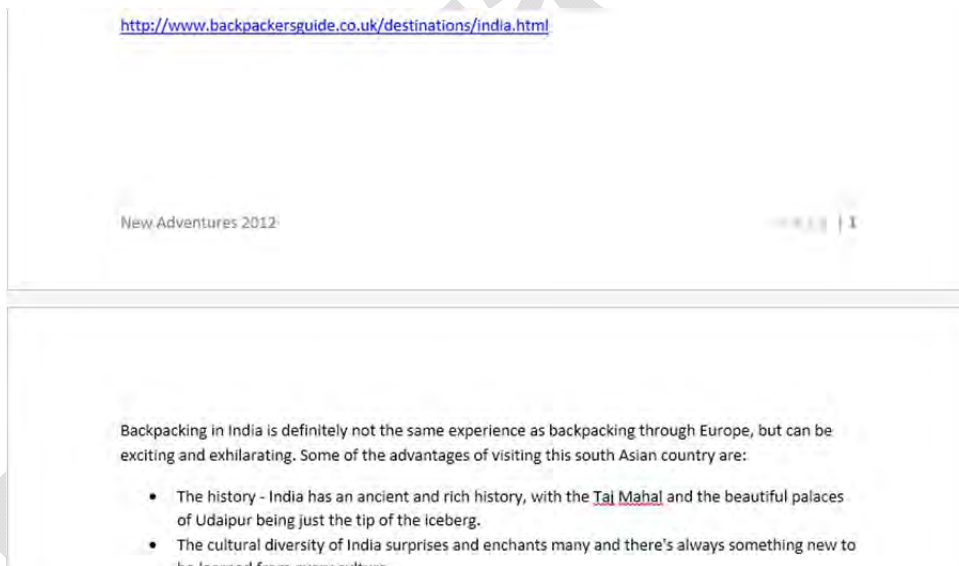
You can enter the items for the footer by clicking in the [Type here] field.

- 3 Click in the first [Type here] field at the left margin and type: New Adventures 2012.
- 4 Click in the second [Type here] field and press **Delete**. Click in the last [Type here] field and then on the Design tab of the Header & Footer Tools ribbon, click **Page Number** in the Header & Footer group. Point to **Current Position** and then click **Accent Bar 2**.



Word has now set up the footer based on your requirements.

- 5 On the Design tab and in the Close group, click **Close Header and Footer**.
- 6 Scroll to the bottom of page 1 and force the paragraph and bullet point to stay together with its text on the next page.



- 7 Make any other changes you want to the document.
- 8 Save the document and leave it open for the next exercise.

Working with Document Backgrounds

Backgrounds are often used to enhance online documents, e-mail documents or web pages. Backgrounds use colors, patterns, pictures, gradients, textures, or watermarks to make enhance your documents. They may be an informative logo or a decorative texture.

To add a background to a document, click the **Design** tab to select the type of background you want to apply.

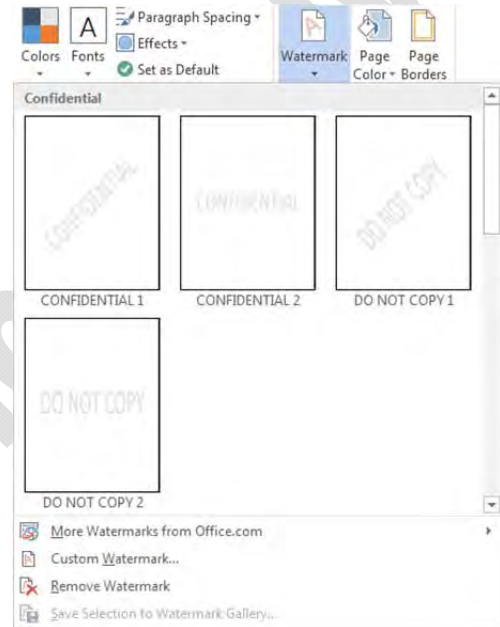
Adding Watermarks

Objective 1.3

Watermarks can be text, graphics, shapes, or pictures that appear behind text on every page of the document (unless otherwise formatted). Watermarks appear paler than regular graphics.

Watermarks are used for printed documents while other backgrounds are used for online documents. Watermarks anchor to a header or footer for a point of reference. Watermarks print with the document.

You can choose a watermark from the gallery list, customize it, or remove it. You can also save a watermark design to the gallery. For example, if you need to use Draft Copy Only as a watermark on several documents, you can create this text as a watermark on a blank document and then save it to the Watermark Gallery.



Applying Themes

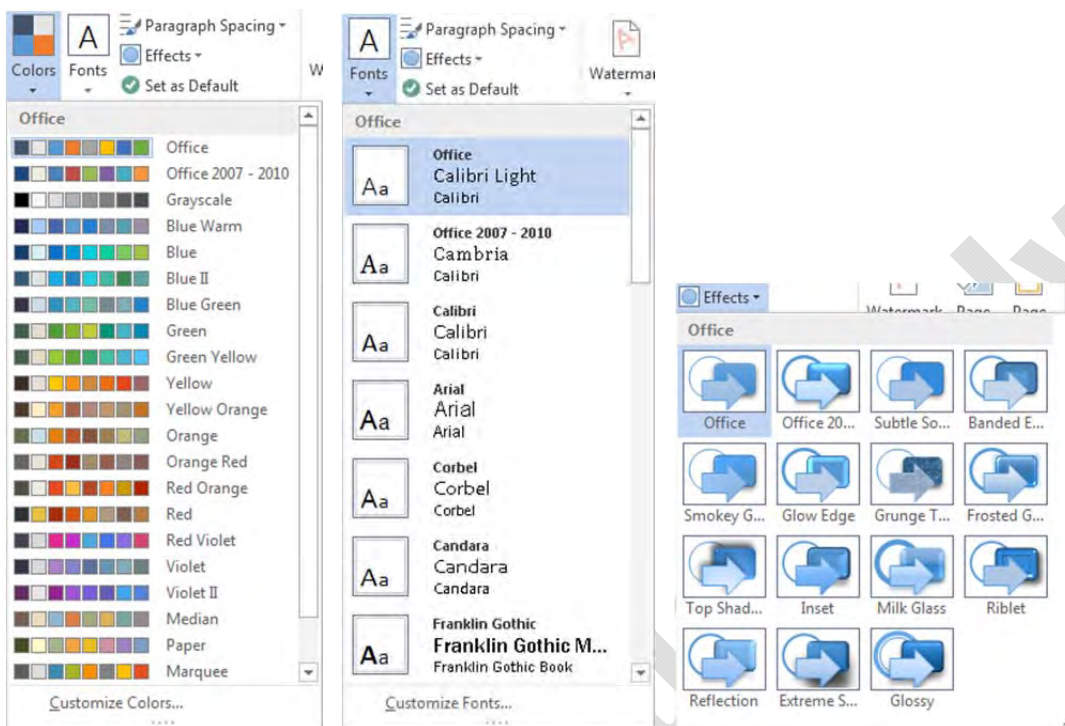
Objective 1.3.2

A theme is a set of unified design elements, such as colors, fonts, and graphics, which provides a consistent look for all pages in a document. Applying a theme to a document is a matter of matching a theme to the message. Word includes a live preview of the theme and its options so you can easily decide whether the theme is appropriate for the message in the document.

To apply a theme to a document, on the Design tab, in the Themes group, click **Themes**.



You can also customize a theme to suit the message in your document. You can change the color scheme by using one from another theme, or create your own colors such as those used in your company logo. You can also change the fonts or effects for a theme using one of these options.



If these choices still do not meet your requirements, you can customize these and save the new theme. After making your choice of colors, fonts or effects, on the Design tab, in the Themes group, click **Themes** and then **Save Current Theme**. Note that, while you cannot create your own themes from scratch, you can customize one of the built-in themes and then save it with a new theme name. When you save a theme with a new theme name, it appears in the Custom section at the top of the Theme gallery.

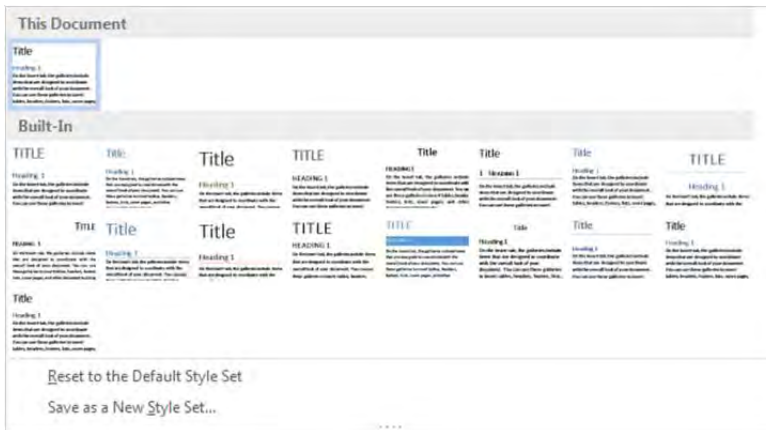
Using Document Style Sets

Objective 1.3

Document style sets are a collection or group of styles that can be applied to a document to give it a professional appearance. The document style sets built into Word have been compiled by Microsoft to save you time when you need to ensure there is consistent formatting across the entire document.

Most users who are new to working with styles tend to apply manual formatting to paragraph text instead of modifying the style. In some cases a character style may be applied to specific text within the paragraph; this can often lead to confusion as to why text remains formatted when the rest of the paragraph does not share the formatting attributes.

Document styles sets can be selected from the Document Formatting gallery on the Design tab.



The options below the gallery allow you to revert to the default style set, or to modify a style set and then save those changes as a new style set.

As you point to each style set in the gallery, you can preview how your document will look when the style set is applied.



Learn the Skill

In this exercise, you will apply a watermark to a document. You will also apply a theme to the document and choose another option for the theme.

- 1 Ensure the *New Adventures (Approved) – Student* document is active.
- 2 Click the **Design** tab and in the Page Background group, click **Watermark** and then click **Custom Watermark**.



- 3 Click **Text watermark** and, in the **Text** field, type: Internal Use Only.
- 4 Click the arrow for the Font field and click **Times New Roman**.

Hint: Type the letter "t" to move quickly to the fonts that begin with the letter t.

- 5 Click the arrow for the **Color** field and click **Olive Green, Accent 3, Darker 25%**. Then click **OK**.
- 6 Reduce the view to approximately 55-60%.



Notice how the watermark appears on the page. Also notice how the color selected for the watermark may be too dark because the report is mostly text. Before changing the color of the watermark, preview some document style sets to see if one of these might help increase the readability of the report.

- 7 Change the view back to 100%. Then on the Design tab, and in the Document Formatting group, click the **More** button for the gallery and point at different document styles to see which one might be suitable.

Assume you are not sure which document set to use and decide you may want to apply a theme instead to enhance the appearance of the document.

- 8 On the Design tab and in the Themes group, click **Themes**. Point at some of the themes where green is the main color.

You should notice that different types of text change in color and font based on options defined in a theme. Let's say you like the green color used in the Facet theme, but don't like the font.

- 9 Click **Facet** in the list of themes.
- 10 On the Design tab and in the Document Formatting group, click **Fonts**, scroll through the list and click on your preferred font (we chose Candara).

New Adventures 2012

Alaska Hiking

<http://www.hikingandbackpacking.com/alaska.html>

<http://www.alaskatravel.com/alaska-adventure/alaska-hiking.html>

- Alaska is full of outdoor adventures; Alaska hiking offers breathtaking views and a chance to see Alaska in all its natural beauty. From the towering peaks of central Alaska to the glaciers along the Gulf of Alaska. With over 1400 miles from north to south to over 2300 miles from west to east, Alaska hiking trails offer some of the most incredible scenery to be found in the United States. In order to enjoy all Alaska has to offer, visitors should get out and experience it for themselves. Alaska has amazing trails for all abilities – from accessible nature paths to mountain hikes that are physically challenging. There are plenty of trails for hikers of all skill levels. Alaska hiking can vary from short, guided hikes to rugged, backcountry treks - catering to both novices and experts.

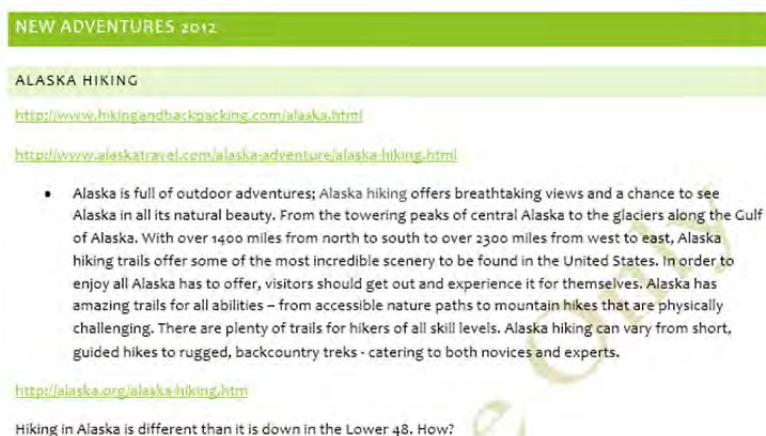
<http://alaska.org/alaska-hiking.htm>

Hiking in Alaska is different than it is down in the Lower 48. How?

Word applies your font customization to your document even though you are using the Facet theme.

Now select a document style set to use with this document.

- 11 On the Design tab and in the Document Formatting group, click the **More** button on the gallery and then click the **Shaded** style set.



- 12 Save and close the document.

Proofing Your Document

Before printing your document, you should proofread it for spelling or grammatical mistakes, contextual errors, or repetitive text. Word provides tools to help automate some of the proofing tasks so you can concentrate on document flow instead of data entry. Word also displays visual hints when it encounters items that should be reviewed prior to finalizing the document:

<u>Texr</u>	Red wavy lines indicate a word that is not recognized in the dictionary set for Word.
<u>move the</u>	Green wavy lines indicate a grammatical or structural error in this sentence.
<u>what to where</u>	Blue wavy lines indicate a possible contextual text error.

The Spelling and Grammar feature provides options for checking spelling and grammatical errors, and offers the option of creating custom dictionaries.

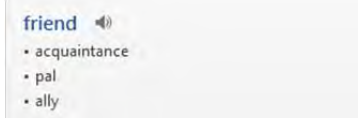
- The spelling portion of the feature checks for incorrect spelling, duplicate words, and incorrect capitalization.
- The grammar portion of the feature uses natural language grammar to detect sentences with grammatical errors or weak writing style, based on standards set in the language selected for checking spelling and grammar.



The automatic Spelling and Grammar feature checks for spelling and grammatical mistakes as you type. Using this feature enables you to correct the mistakes immediately, or to wait until you have finished creating the document. To activate the Spelling and Grammar feature:

- click the **Review** tab, in the Proofing group, click **Spelling & Grammar**, or
- press **F7**.

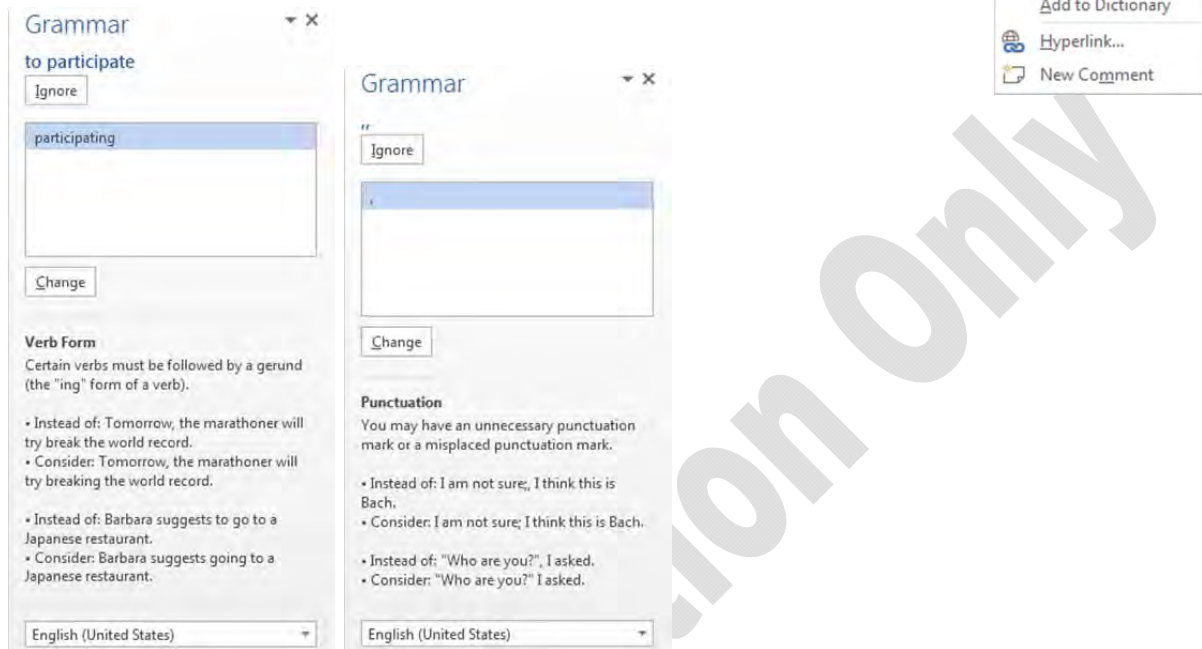
When Word finds the first misspelled word in the document, the word is displayed in the Spelling pane:



Unknown word	Displays the misspelled word, the grammatical or contextual error. Use one of the options to change or ignore the item.
Ignore Once	Ignore this occurrence, but continue to find other occurrences of words with the same spelling.
Ignore All	Ignore all occurrences of words with this spelling. You would select this option to ignore the spelling of a person's name or specialized industry terminology.
Add	Add this word to the custom dictionary that holds miscellaneous words you want Word to check the spelling against in addition to the default dictionary.
List of Suggestions	Displays a list of suggestions for the misspelled word. If the correct word is in the list, click it and then click Change . Alternatively, you can double-click the word in the list to change it immediately.
Change	Change this occurrence with the selected word from the list of suggestions.
Change All	Change all words with this spelling to the selected word from the list of suggestions.
Definition	Displays an audio icon so you can listen to the pronunciation of the word, as well as a definition of the word as applicable. Depending on the word and its usage, Word may also display a list of synonyms (words with similar meaning) or antonyms (words of opposite meaning). 
Get a Dictionary	Download a dictionary from the Microsoft store if a dictionary has not been installed on your system; the dictionary you choose to install will depend on what is available for your location and language.
Language	Displays the default language enabled for checking the spelling of all documents.

You may also notice that the Proofing tool on the status bar changes in appearance if there is a potential error in the document. A  icon means Word is beginning the check or that there are no errors whereas  indicates there is at least one item you need to check in the document. You can also right-click the noted error to view options on how to change the word, as needed.

Grammatical errors appear in the Grammar pane:



Grammar error	Displays the reason why the text was marked with the green wavy line. The rule will change with the grammatical error.
List of Suggestions	Provides a list of suggestions on how to correct this error.
Ignore	Ignore all occurrences of this grammatical error in the document.
Change	Change the noted error in the top box with the highlighted option in the list of suggestions.
Explanation	Depending on the grammatical error, Word will display an explanation of what the error is and how you might correct it.
Language	Displays the default language enabled for checking the grammar of all documents.

Contextual errors refer to words that have the same sound, but different spellings and meanings. Examples of common contextual errors are:

- there (refers to a place), their (possessive form), or they're (contraction for they are), or
- its (possessive form) and it's (contraction for it is), or
- where (refers to a location) and wear (attire or clothing), or
- bear (the animal, or to endure or support) and bare (plain or empty), or
- to (going somewhere) and two (number) and too (include this).

Contextual errors appear in the Grammar pane.



Learn the Skill

In this exercise you will use the proofing tools to check for any errors that may exist in a document prior to printing or distributing it to others for review.

- 1 Open the *TA Corporate Profile* document and save as *TA Corporate Profile – Student*.
- 2 Click the **Review** tab and, in the Proofing group, click **Spelling & Grammar**.



Given that Tolano is the name of the organization you will be working with, it makes sense to add this text into the custom dictionary.

- 3 In the Spelling pane, click **Add**.
Word moves to the next spelling error it finds.
- 4 Click **friendly** in the suggestion list and then click **Change**.
- 5 Continue with the rest of the spelling and grammar check, making changes as appropriate.



- 6 Click **OK** to complete the proofing of this report.
- 7 Save and close the document.

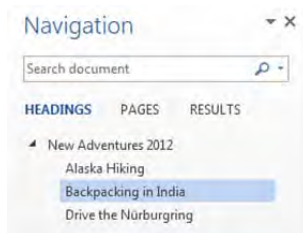
Navigating with References

Moving around or navigating a document can be time-consuming when using only the keyboard or the scroll bar. Word provides with you various tools to help navigate within a document, either for editing or for reading your document.

Using the Navigation Pane

If you use Heading styles in a report, you can use the Navigation Pane to quickly navigate to another part of the same document. To view the Navigation Pane, click the **View** tab and in the Show group, click **Navigation Pane**. Then click the **Headings** tab.

Hint: If you activate the Find command, the Navigation Pane will also appear and you can click the Headings tab to utilize this feature.



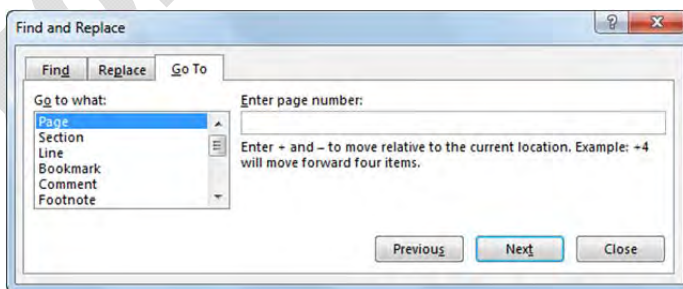
Notice that the headings are displayed in a hierarchical structure, similar to a table of contents. Items with arrows at the left can be expanded (▶) or collapsed (◀), as required. To navigate to a header in the list, click the heading name. As more headings appear in the list, you can scroll through the list and click the heading name to move quickly to that location.

Using the Go To Command

Objective 1.2

The Go To feature in Word enables you to move quickly to another location in the document without having to search for it manually. To activate the Go To command, use one of the following methods:

- On the Home tab in the Editing group, click the arrow for Find and then click **Go To**, or
- If the Find and Replace dialog box is active on the screen, click the **Go To** tab, or
- Press **Ctrl+G** or **F5**.



Go to what	Click the item from the list to tell Word what to navigate to in the document.
Enter [Go To item]	Enter what you want Word to find or navigate to in this field.
Previous/Next	Move to the previous or next item for the specified Go To item.

Working with Hyperlinks

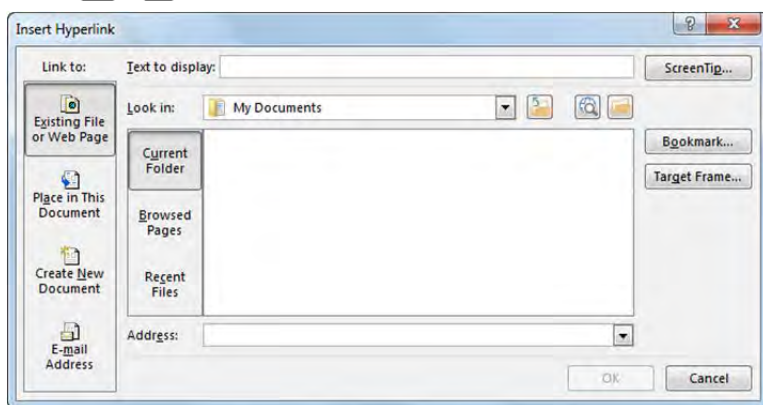
Objective 1.2

Word provides a number of ways to navigate or move to different parts of a document without scrolling page by page in the document. A common method is to use hyperlinks which can direct you to another part of the same document, a different document, a web page or site on the Internet. You can also use a hyperlink to open a new blank e-mail.

In many cases, when you type text similar to an e-mail or a web site address, Word will automatically convert the address to a hyperlink.

To change text to a hyperlink, use one of the following methods:

- On the Insert tab, in the Links group, click **Hyperlink**, or
- right-click the text and then click **Hyperlink**, or
- press **Ctrl+K**.



Link to	Click the type of hyperlink you want to set.
Text to Display	Enter the text you want to display in the document instead of the link address.
ScreenTip	Enter a brief help message for the text that displays for the link.
Look in	Go to the appropriate location if you are linking to a file saved on a local or network drive.
Bookmark	Click this to display a list of bookmarks that can be linked to this item.
Target Frame	Select a frame in the web page layout of this document that will show the link destination.
Address	Type or paste the web address.

To modify a hyperlink, use one of the following methods:

- Right-click the hyperlink and then click **Edit Hyperlink**; or
- click in the link and, on the Insert tab, in the Links group, click **Hyperlink** to display the Edit Hyperlink dialog box. Make the necessary changes and close the dialog box.

To delete a hyperlink in the document, use one of the following methods:

- Right-click the link and then click **Remove Hyperlink**; or
- click in the link and, on the Insert tab, in the Links group, click **Hyperlink** to display the Edit Hyperlink dialog box. Click **Remove Link**.

Creating Bookmarks

Objective 1.2

Bookmarks are useful reference points for navigation. When you create a bookmark, you assign a name to the item or location in your document. Once the bookmark has been created, you can select it by using the **Go To** feature.

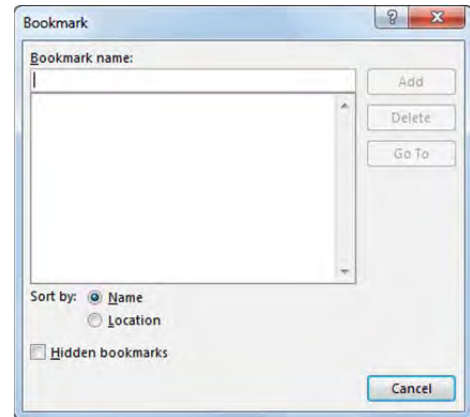
To create a bookmark, click the **Insert** tab, in the Links group, click **Bookmark**.

Bookmark names can contain up to 40 characters using letters, numbers and underlines. Spaces, punctuation marks or other characters cannot be used.

You can choose to sort or display the bookmarks by name or by location in the document.

If you enter a bookmark with the wrong name or want to delete one from the list, select it in the list and click **Delete**.

To move to a bookmark in your document after displaying the Go To tab of the Find and Replace dialog box, click **Bookmark** from the Go To what field, and then enter the name of the bookmark.



Learn the Skill

In this exercise you will use different navigation tools to move to different parts of a document.

- 1 Open the *New Adventures (Approved 2012)* document and save as *New Adventures (Approved 2012)* with navigation – Student.
- 2 Click the **View** tab and, in the Show group, click **Navigation Pane**. If necessary, click the **Headings** tab. Notice the headings appear in a hierarchical structure; the structure indicates the heading level.
- 3 In the Navigation pane, click the *New Adventures 2012* heading to move to the heading in the document. Click the **Home** tab and, in the Styles group, notice which style is applied to the first heading.

You should notice that the Heading 1 style is applied.

- 4 In the Navigation Pane, click **Backpacking in India**, which is indented beneath the *New Adventures 2012* heading

Which style is applied here? It should be Heading 2.

- 5 In the document, click the hyperlink below the *Backpacking in India* heading and, in the Styles gallery, click **Heading 3**.

Word applies the style and also displays a new heading in the Navigation Pane.

- 6 In the Quick Access toolbar, click **Undo** to change the link back to regular text.

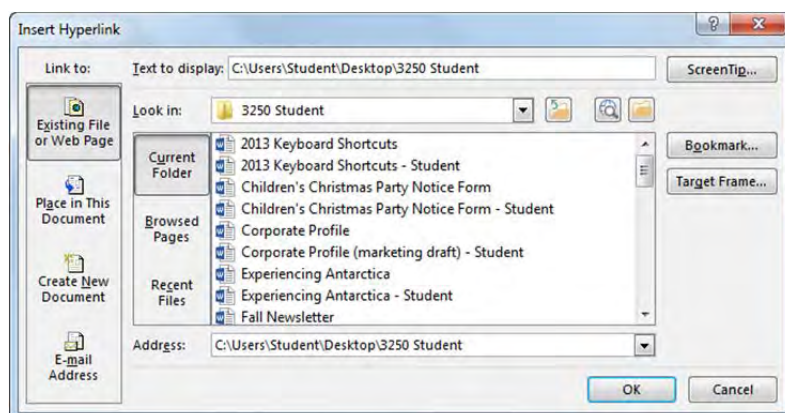
Notice that the Heading 3 text no longer appears in the Navigation pane.

Now add a few hyperlinks to the document.

- 7 Move quickly to the end of the document by pressing **Ctrl+End**. Press **Enter** and type: For status on these new adventures, go to <http://tolano.microsoftonline.com/marketing>, and press **Enter**.

Notice that Word inserts the hyperlink automatically as soon as you pressed **Enter**. This is because Word identified the `http://` portion as part of a web address.

- 8 Click anywhere in the web address and press **Ctrl**+**K**.



- 9 Click in the **Text to display** field, delete the text there and type: **Marketing Updates**. Then click **OK**. Notice that the hyperlink now displays the text you specified (instead of the URL).

For status on these new adventures, go to [Marketing Updates](#)

Note: The specified URL (`http://tolano.microsoftonline.com/marketing`) is not a live URL. You will not be able to navigate to this page.

- 10 On the next line, type: **Web site updates:** `www.tolanoadventures.com` and press **Enter**.

- 11 Point the mouse cursor at the link entered in the previous step, and press **Ctrl** as you click.

The default web browser on your system should start and navigate you to the Tolano Adventures web site.

- 12 Close the web browser to return to the document.

- 13 Save the document.

Now add some bookmarks within the same document so you (or the audience) can quickly move to specific text when reading the document online.

- 14 Click in the search field of the Navigation Pane and type: **factors**.

- 15 When you can see the highlighted word in the document (page 2), click in the document and position your cursor at the beginning of the word. Click the X button at the end of the search field to clear it. Then click the **Insert** tab and, in the Links group, click **Bookmark**.

- 16 Type: **Factors** in the Bookmark name field and click **Add**.

Now test to see if you can move quickly to this bookmark from anywhere in the document.

- 17 Press **Ctrl**+**Home** to move quickly to the beginning of the document. Then press **Ctrl**+**G** to display the Go To tab of the Find and Replace dialog box.

- 18 Click **Bookmark** in the Go To what list.

Factors appears automatically as it is the only bookmark added in this document. When you have multiple bookmarks you can use the arrow for the Enter bookmark name field to display the list of bookmarks available for selection.

- 19 Click **Go To** (or press **Enter**).

Word should now display page 2 where the Factors text appears.

- 20 Close the Find and Replace dialog box. Then save and close the document. Also close the Navigation Pane if it is still open.

Preparing to Print

Objective 1.5

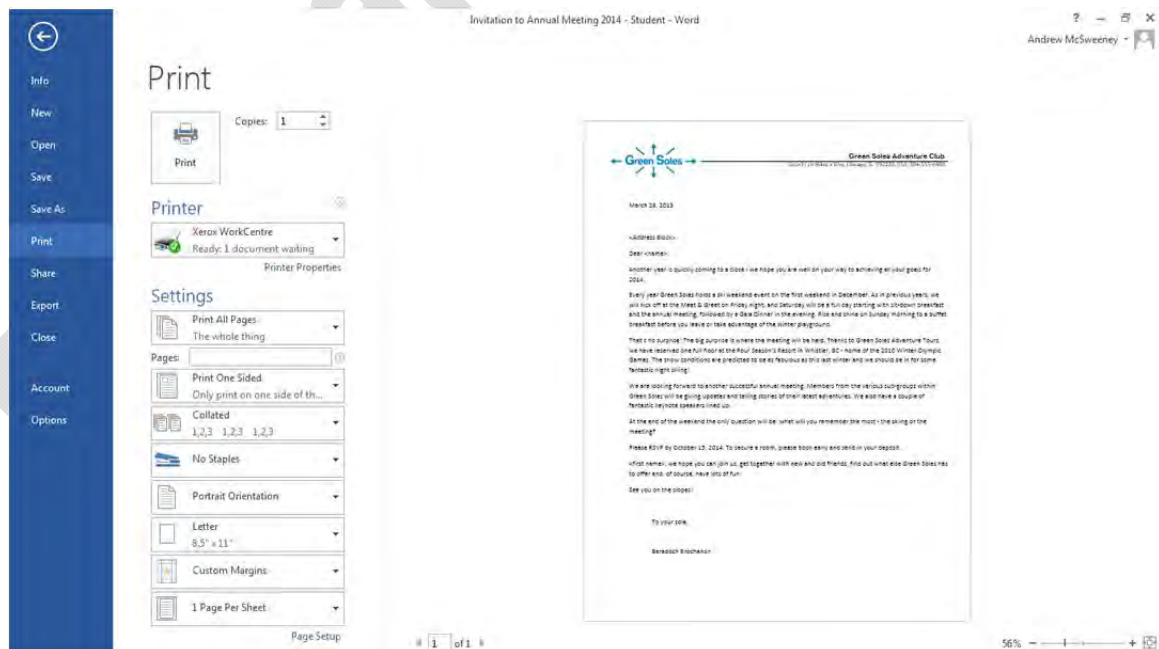
Once you are satisfied with the document content, you may want to preview it for overall page layout. Although the screen gives an accurate view of how the document will look when printed, you may still want to check the document before you use the Print command. Remember that different printers support different tolerances for margins. Therefore, if you create and modify a document in the office, but then want to print it at home, you should open and preview the document before printing it on your home printer. Normally a laser printer allows for margins to a minimum of 0.25" whereas an inkjet printer may have a minimum of 0.55". By previewing the document with the current printer selected, you can check whether you need to make any other changes before printing.

When you activate the Print command, you have an instant preview of the document in Backstage. You can also select which options you may need to change for the printer, specify what (if anything) you want to print along with the document, or add properties to the file.

In the Print tab of Backstage view, the document appears as it will when printed. All headers, footers, multiple columns and page numbers appear in their appropriate locations. You can also make changes to the margins, paper size, or orientation right from Backstage view – similar to opening the Page Setup dialog box.

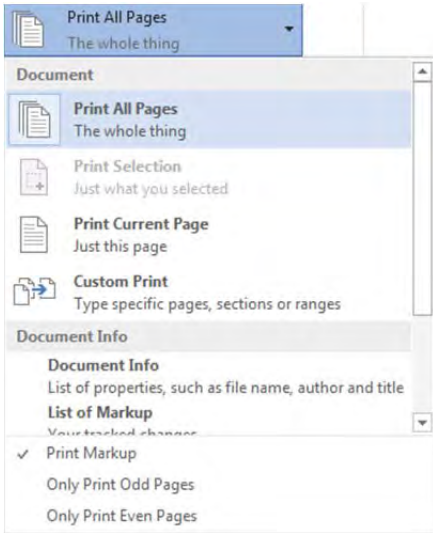
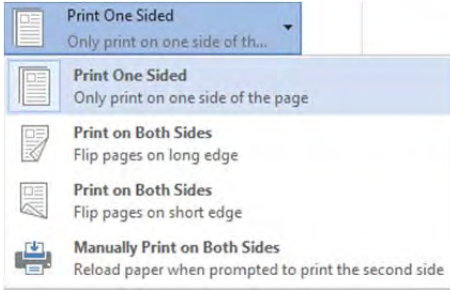
To preview or print a document:

- Click the **File** tab and click **Print**, or
- press **Ctrl**+**P**.



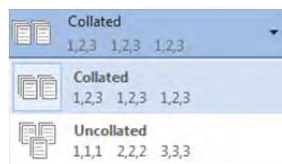
Use the zoom slider at the lower right to zoom in or out of the previewed document, or the Zoom to page button to switch back to preview the full page. The above sample is a preview of a one page document; if this were a multiple page document, you could use the arrows at the bottom left to move between the pages.

All print options are available in this view:

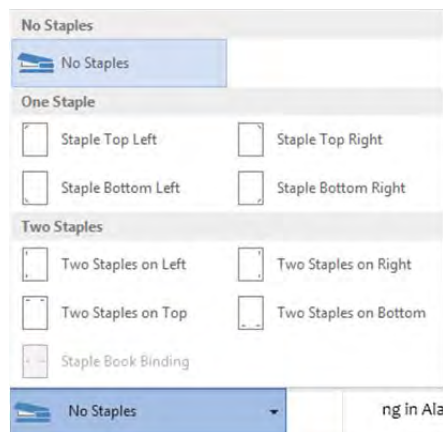
Print	Click to send the document to the printer using options set.
Copies	Specify the number of copies to be printed.
Printer	Indicates which printer is active. To change settings for the printer (e.g. print in color), click Printer Properties.
Print All Pages	<p>Set print options for the document:</p> 
Pages	<p>Specify the page range to print:</p> <p>#-# Only these pages; for example, 3-7, 1-3.</p> <p>#, #, # Only the pages specified; for example, 3, 5, 6</p> <p>-# From page 1 to the specified page; for example 11</p> <p>#- From this page to the last page; for example, 33</p> <p>s#-s# From this section to this section; for example, Section 9 to Section 11</p>
Print One Sided	<p>You can also specify to print on both sides, and specify whether to flip pages on the long edge or the short edge.</p> 

Collated

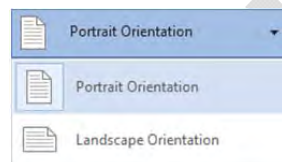
Specify how multiple copies of the document will be printed; for example, do you want to print all copies of page 1, followed by all copies of page 2, or do you want to print the first copy of the entire document, and then the next copy of the entire document and so on for each copy requested.

**No Staples**

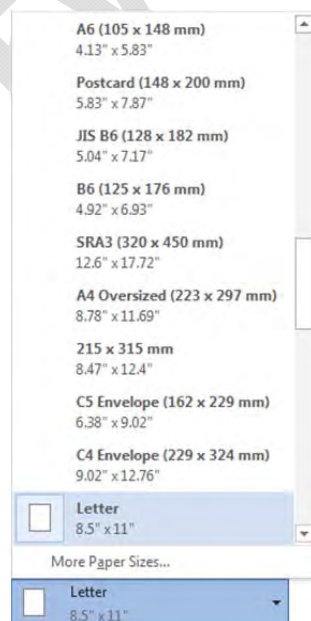
If your printer has this capability, choose whether to have the printer staple each printed copy at a selected position on the page.

**Portrait Orientation**

Select the orientation here.

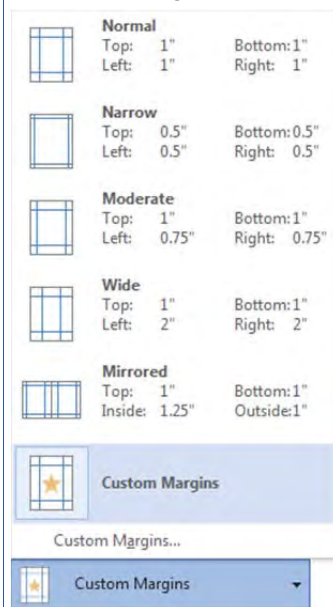
**Letter**

Select the paper size.

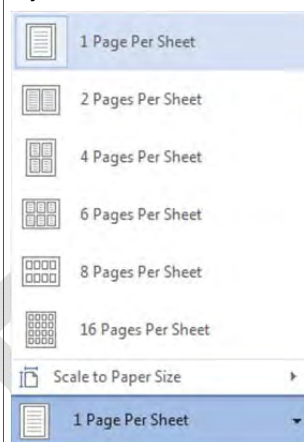


Normal Margins

Select the margins.

**Scaling**

Select how many pages of the document will print on a sheet of paper; note that you are scaling the document to fit onto x number of sheets but this scaling does not affect the document – only how it prints. This is very useful for printing a draft of the layout of the document on the minimum number of pages.

**Page Setup**

Open the Page Setup dialog box to make other page layout changes to the document, as needed.

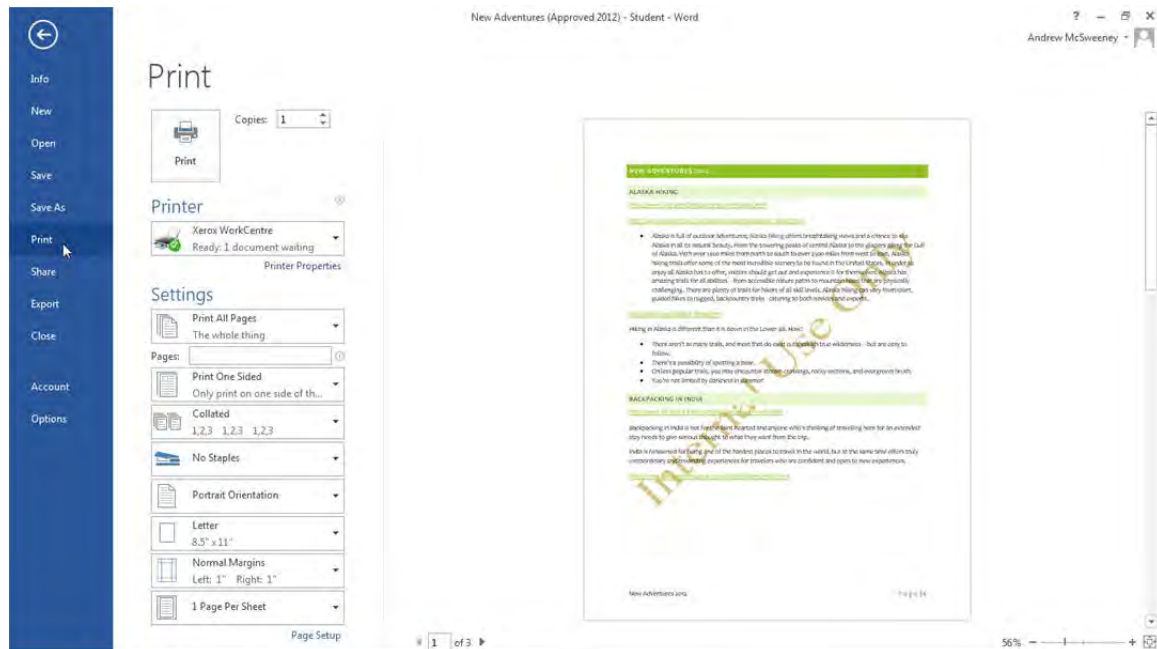
You should save your document prior to printing so that, if problems occur during printing, you will not lose your work.



Learn the Skill

In this exercise you will preview a document and make some adjustments prior to printing it.

- 1 Open the *New Adventures (Approved 2012) – Student* document. Click the **File** tab and then click **Print** in the left panel.



You are now previewing the document as it will appear when printed. While you will be making some layout changes to this document to learn this feature, in practice you should always check each page carefully to ensure it meets your organization's business guidelines. You should also preview your document to find any formatting or text that may need to be modified prior to printing.

Zoom into the document to see if the watermark makes it difficult to read the text in the report.

- 2 Increase the size of the preview so you can see the watermark over the top three headings and their text.

While the color is slightly dark, the text is easy to read. Remember that you are viewing the document in color so, if printing to a black & white printer, the printed report will display varying shades of grey. In the latter case, you will need to adjust the color of the watermark and preview the document to view how the watermark blends with the text color.

- 3 Click the **Zoom to Page** button at the bottom right to return the preview to full page.
- 4 Click the page buttons to move from one page to the next and back so you can see each page document.
- 5 Change the number of copies to **3**.

Now make some printer changes to see how these affect the document.

- 6 Click the **Portrait Orientation** and then click **Landscape Orientation**.
- 7 Click **Normal Margins** and then click **Narrow**.

Even though the margins and the orientation were changed, the document is still three pages in length. Given this result, change the orientation back to portrait and restore the original margins.

- 8 Click the **Landscape Orientation** and then click **Portrait Orientation**.
- 9 Click **Narrow Margins** and click **Normal**.
- 10 Change the number of copies back to **1** and then click **Print**.
- 11 Close the document without saving any changes.

Lesson Summary

In this lesson, you looked at ways to format a document in preparation to print or distribute copies of the document. You should now be able to:

- | | |
|--|--|
| <input checked="" type="checkbox"/> work with document formatting | <input checked="" type="checkbox"/> insert headers or footers |
| <input checked="" type="checkbox"/> change the paper size, orientation, or margins | <input checked="" type="checkbox"/> apply backgrounds or themes |
| <input checked="" type="checkbox"/> insert page or section breaks | <input checked="" type="checkbox"/> proofread your document |
| <input checked="" type="checkbox"/> control the text flow | <input checked="" type="checkbox"/> navigate around the document using special tools |
| <input checked="" type="checkbox"/> work with columns of text | <input checked="" type="checkbox"/> prepare to print documents |
| <input checked="" type="checkbox"/> insert page numbers | |
-

Review Questions

MMM

[Go online for Additional Review and Activities](#)

1. Explain the purpose of setting margins for a document.
2. How do pagination settings control the text flow in a document?
3. Explain the difference between a soft and manual page break.
4. Explain what the different section breaks are and how you might use each one.
5. What is the difference between a column break and a page break?
6. Explain what a header or footer is.
7. What can a watermark consist of?
8. How can you use themes?
9. Why might you choose to apply a document style set to a document instead of applying individual styles?
10. Explain the difference between spelling errors, grammatical errors, and contextual text errors as they appear in the Spelling & Grammar checker.
11. Discuss why you might want to preview a document before printing.
12. Give examples of why you might want to change the print options for a document.

For Evaluation Only