

Microsoft Word 2010

Document Features Guide

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10/23/2013

This handbook offers advice and instruction for those creating longer documents such as essays for publishing, thesis and doctoral papers using Microsoft Word.

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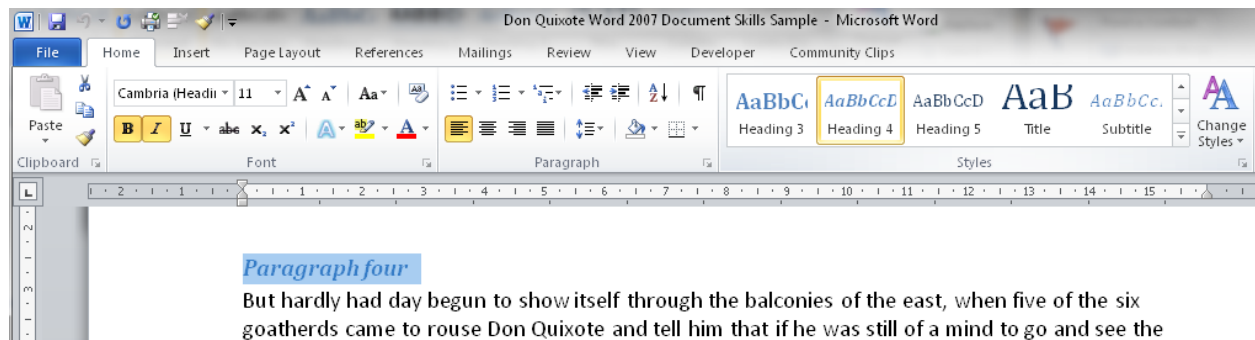
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Using the Quick Style Gallery

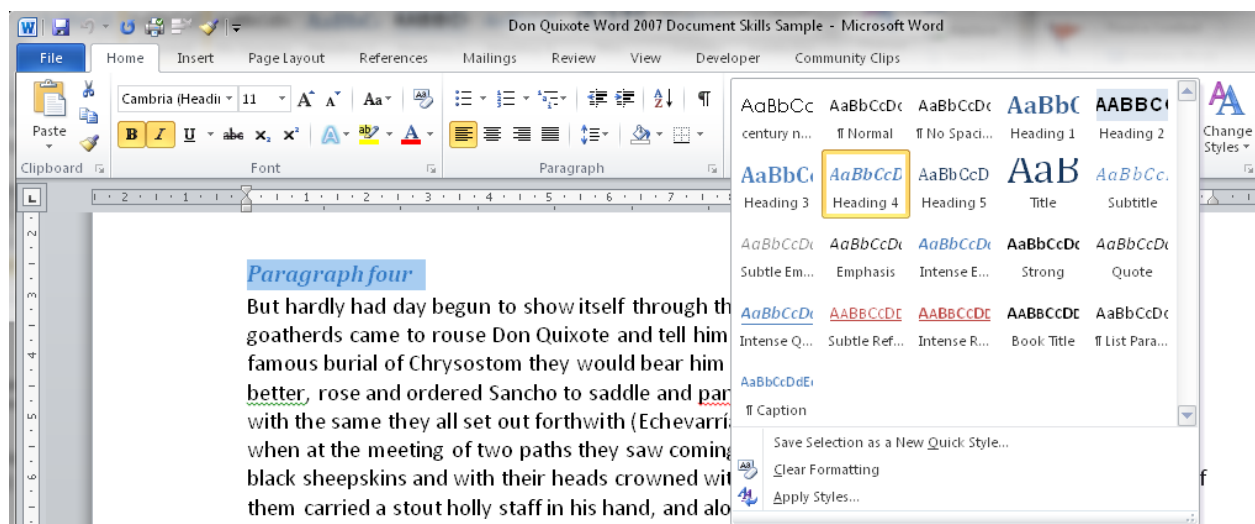
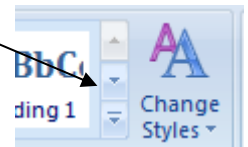
A style is a saved set of formatting options. For example, you may have particular text that you want to use for major headings, minor headings, and sub-headings. Microsoft Word allows you to save this formatting and apply it over and over again, saving you time and ensuring that your document remains consistent.

Applying a Style

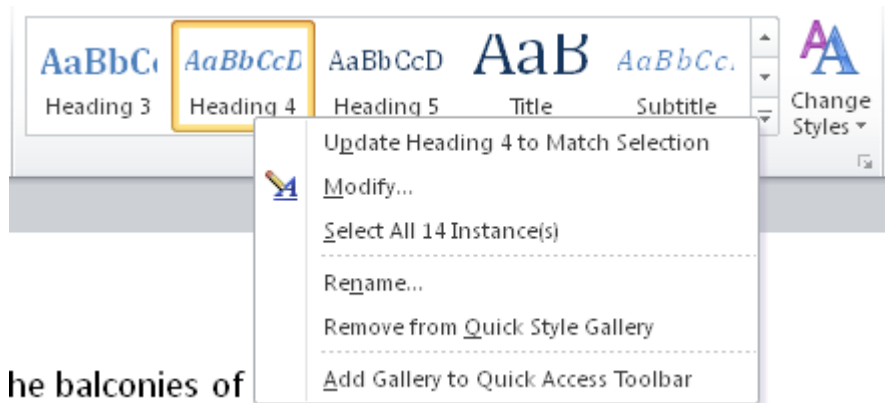
To apply a style, simply select (highlight) the text that you want to change and left click the appropriate style from the Quick Style gallery on the Home tab of the Ribbon.



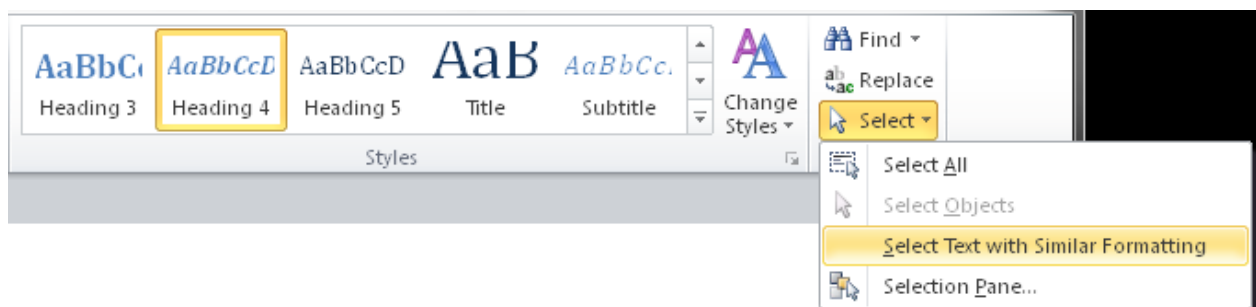
If you don't see a style that you like, click the arrows to the right of the gallery to see more styles. Note that you will see a preview of each style as you move the mouse over it.



If you have used a style in multiple places and want to make a modification to all text of that type, right-click the style in question and click “Select all x instances.”

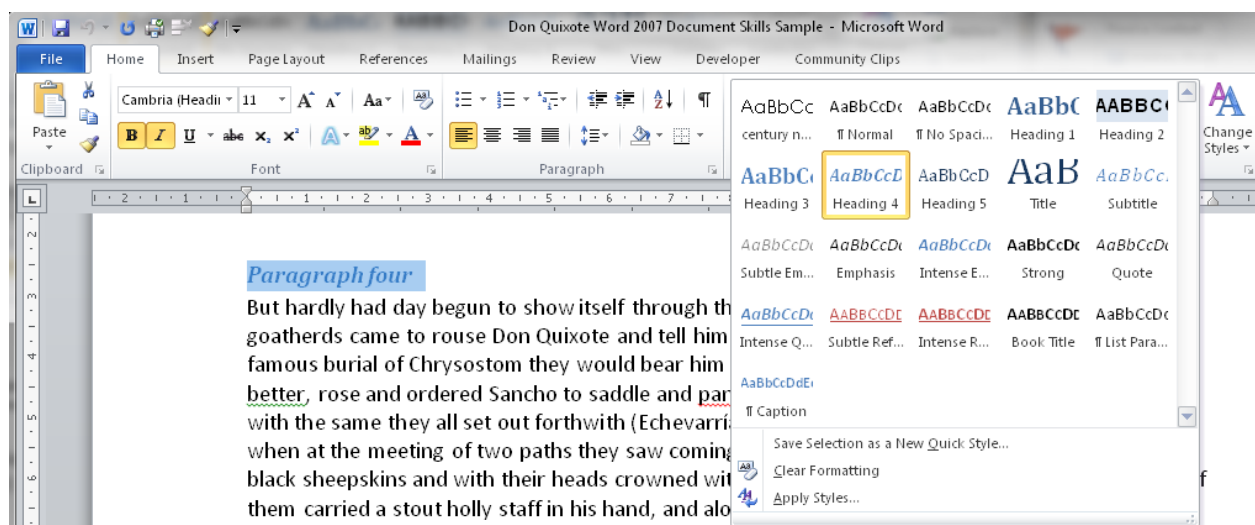


Now you can make formatting changes and they will be applied to all instances of that style. If you don't know which style you used, place your cursor inside the text and use the Select menu on the Home ribbon to select all text with the same formatting.



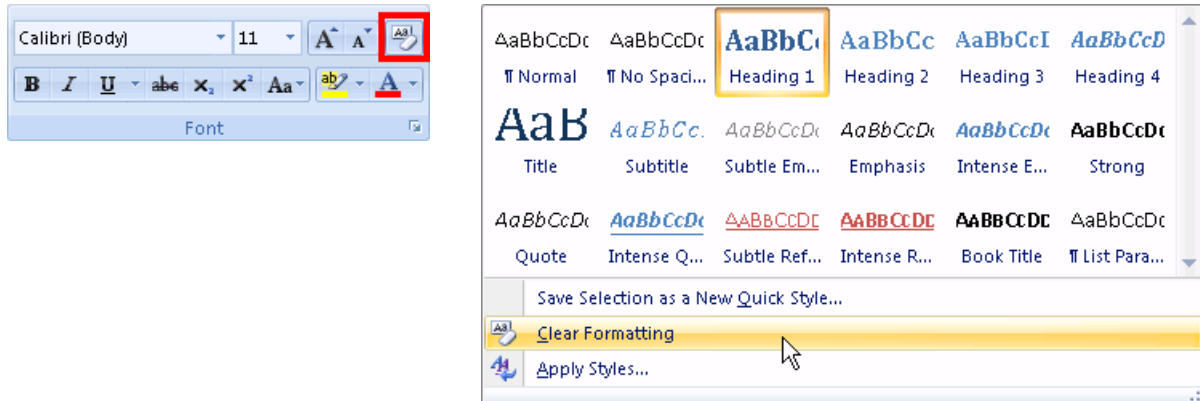
Changing a Text's Style

If you later decide to change the style of the text, simply select it and choose another style from the gallery.



Removing a Style from Text

To remove formatting from text, select it and click the Clear Formatting icon on the Font chunk of the Home ribbon, or use the Clear Formatting command in the Quick Style gallery.

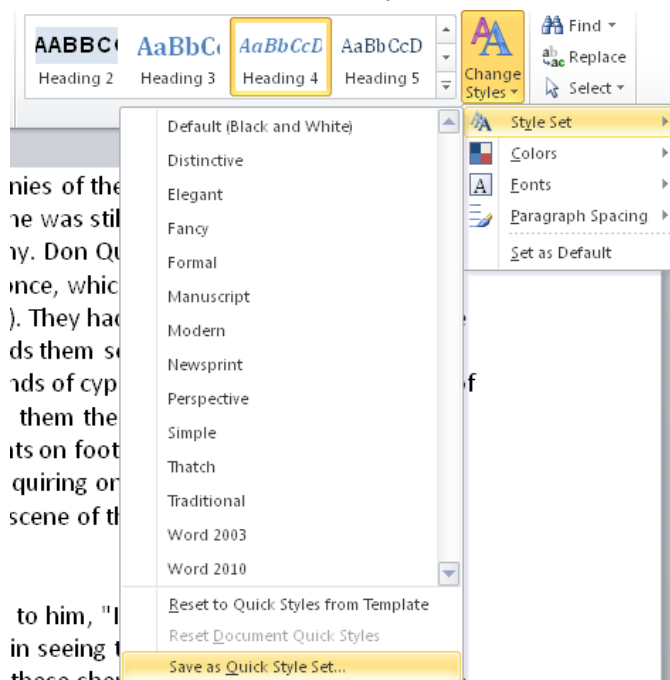


You can also select the text and apply the Normal style.



Changing Your Style Set

Microsoft Office Word 2010 offers 14 style sets, each with a font for headings and for the body. Each style set also has different formatting for each built-in style. To change your style set, click Change Styles on the Home ribbon, choose Style Set, and left click a style set. Note that as you

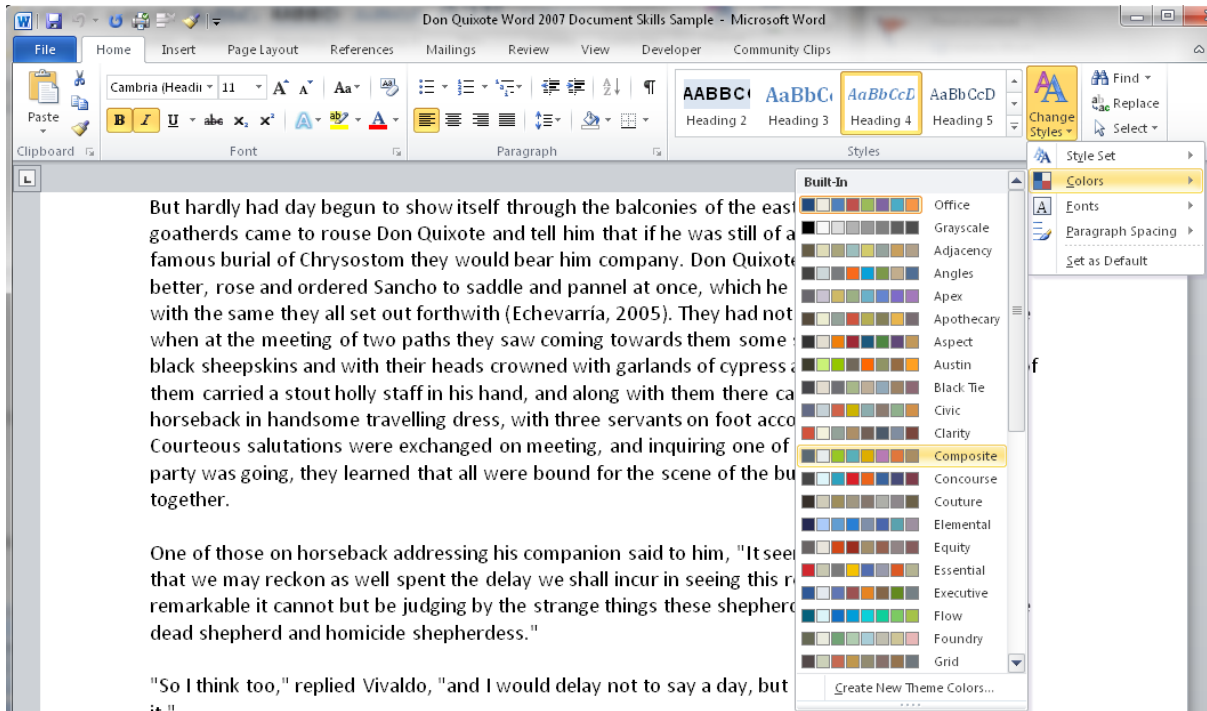


mouse over each set, you will see a preview applied to your document. Also note that a document

can only have one style set applied to it at a time, although you can change the set whenever you like.

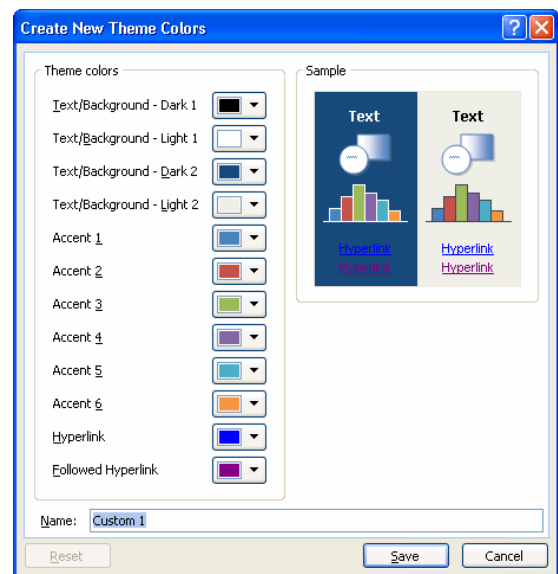
Changing Your Colour Scheme

If you like the style that you're using, but you just want some new colours, choose the Colours option on the Change Styles menu.



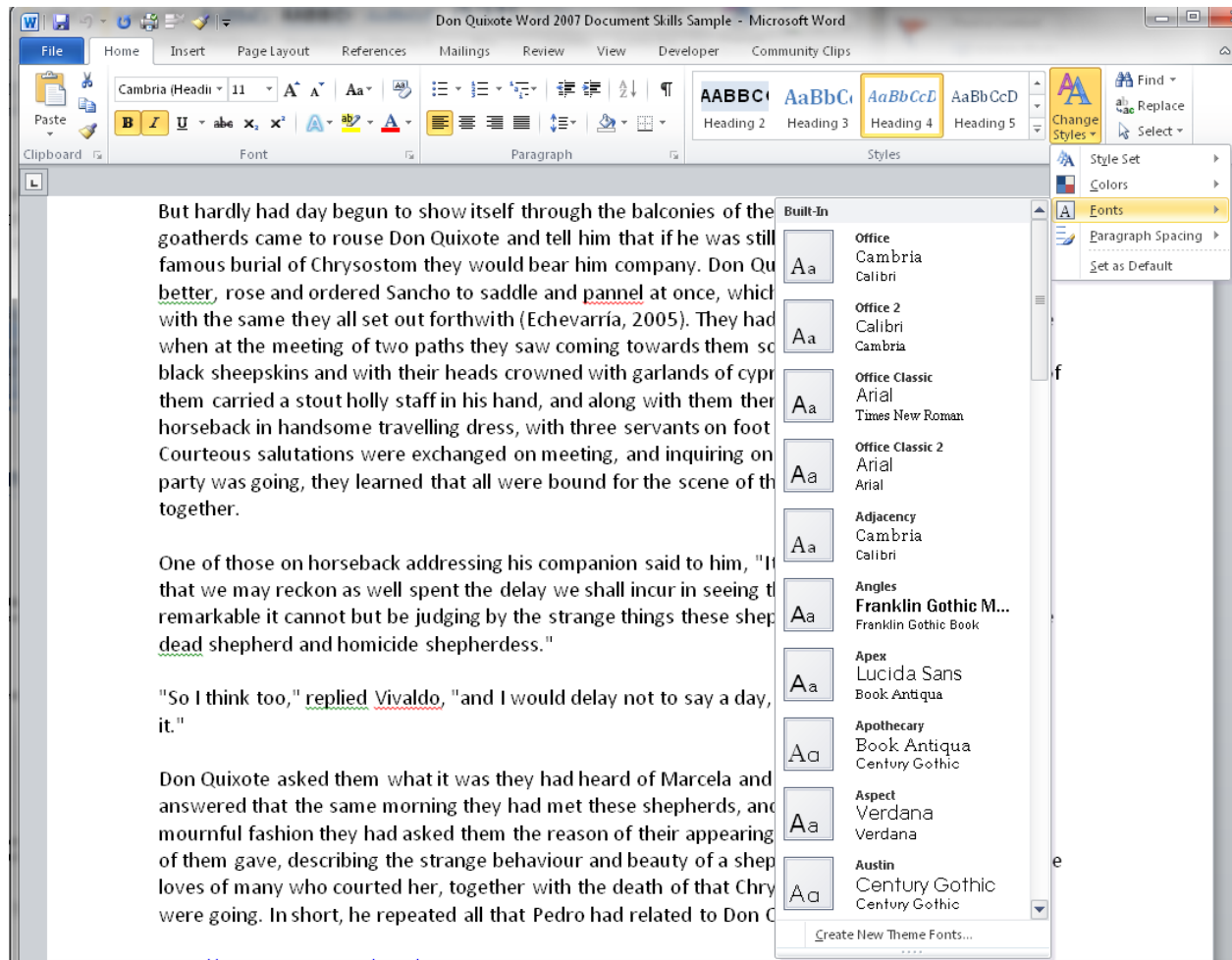
Once again, as you mouse over each colour option, you will see the colours in your document change. When you've found a colour scheme that you like, click it to apply it.

If you don't like any of the colour schemes, click the "Create New Theme Colours" option at the bottom of the Colours menu. This will open a dialogue allowing you to create your own colour scheme.



Changing Your Font Scheme

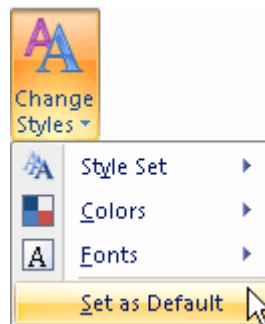
As we mentioned earlier, you can also change your font scheme independently of the styles or the colour schemes. To do this, choose Fonts from the Change Styles menu and click a font set from the list. As with other style components, you will see a preview applied to your document as you mouse over the options.



As with colours, you have the option to create your own theme fonts.

Making Changes Permanent

If you've gone to the trouble of selecting a style set and modifying its colours and fonts so that it suits you perfectly, you can make these settings the default so that they are used for all new documents. To do this, click the Change Styles button and click Set as Default.



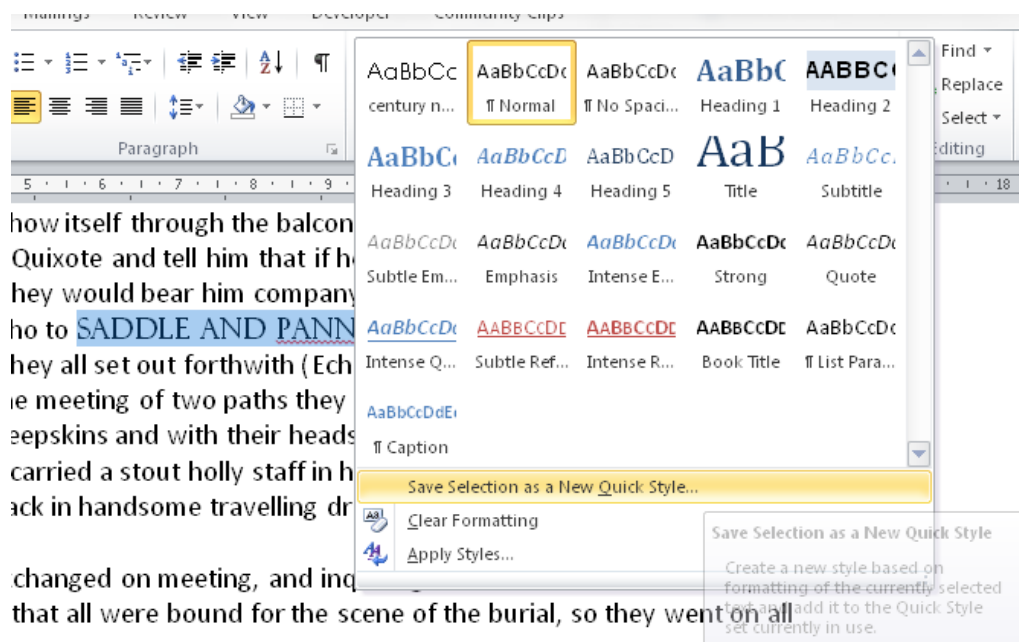
Be careful when using this command; there will be no prompt to confirm the action and although you can return to the default settings at any time (Word 2010 style, Office colour scheme, Cambria and Calibri fonts), there is no Reset button.

Doing More with Styles

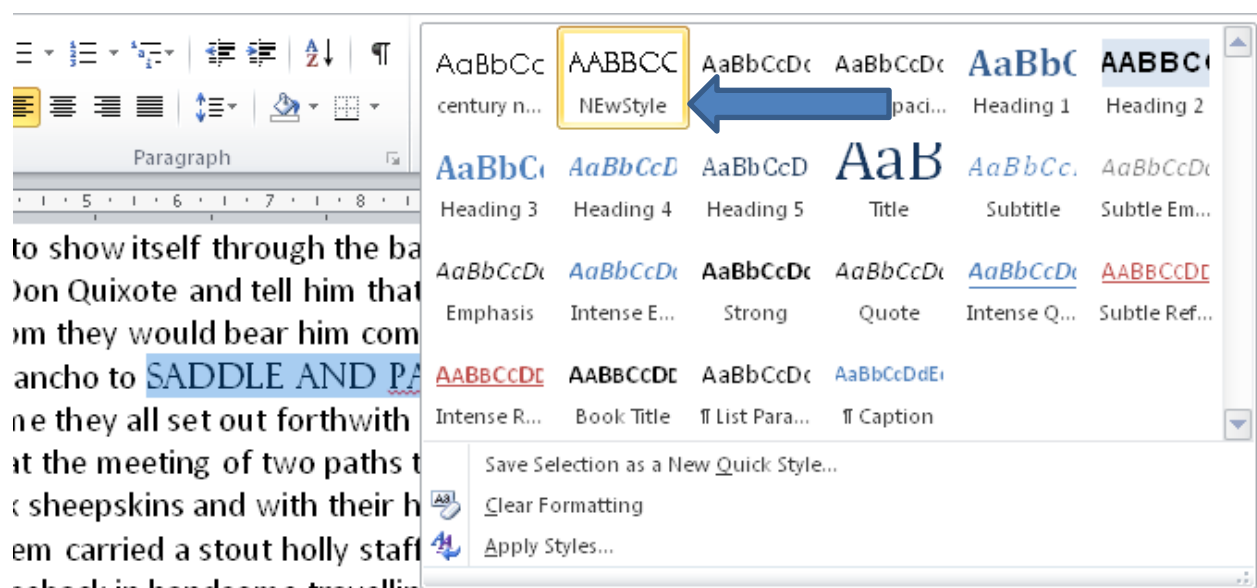
Now that we've mastered the basics of styles, we're going to take a look at some more advanced tasks, including creating styles, using the Style Inspector, managing styles, and modifying the Quick Style gallery.

Creating Styles from Existing Text

If you want to create your own style, the easiest way to do so is to select text that contains the desired formatting. Then, click the arrow next to the Quick Style gallery and click Save Selection as a New Quick Style.

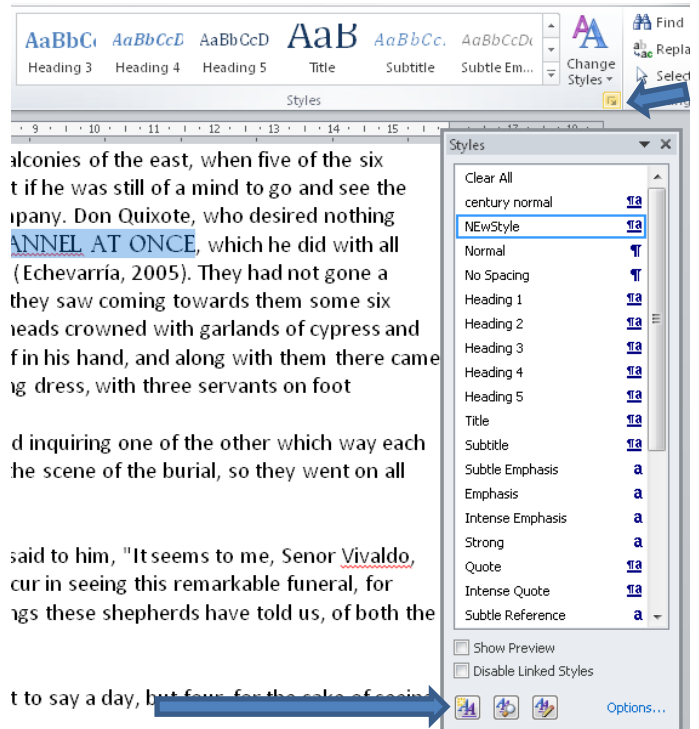


You will then be asked to give the style a name and confirm its appearance. (If you want to change the appearance, click Modify.) Once you click OK, the style will appear in the Quick Style gallery.



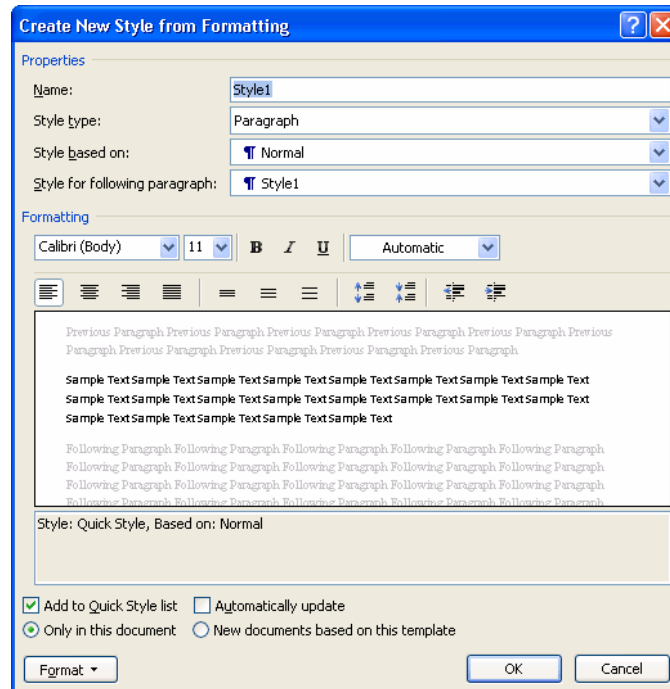
Creating Styles Using the Task Pane

You can also create your own style with the Styles task pane. One way is to right-click an existing style, click Modify, and then give the style a new name in the Modify dialogue.



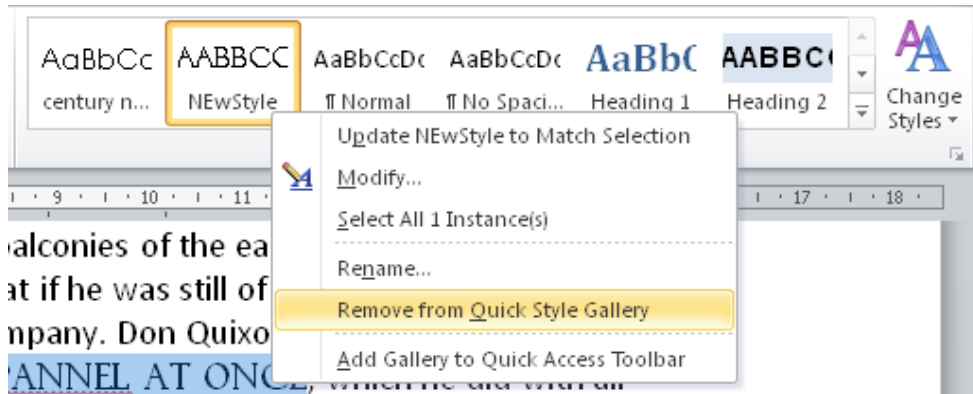
If, however, you want to start from a clean slate, click the New Style button at the bottom of the Styles pane.

You will then see a dialogue very similar to the Modify Style dialogue. Note that the settings here will be based on the text around your current cursor position. Simply name your style, choose the formatting that you want, and click OK to save it.

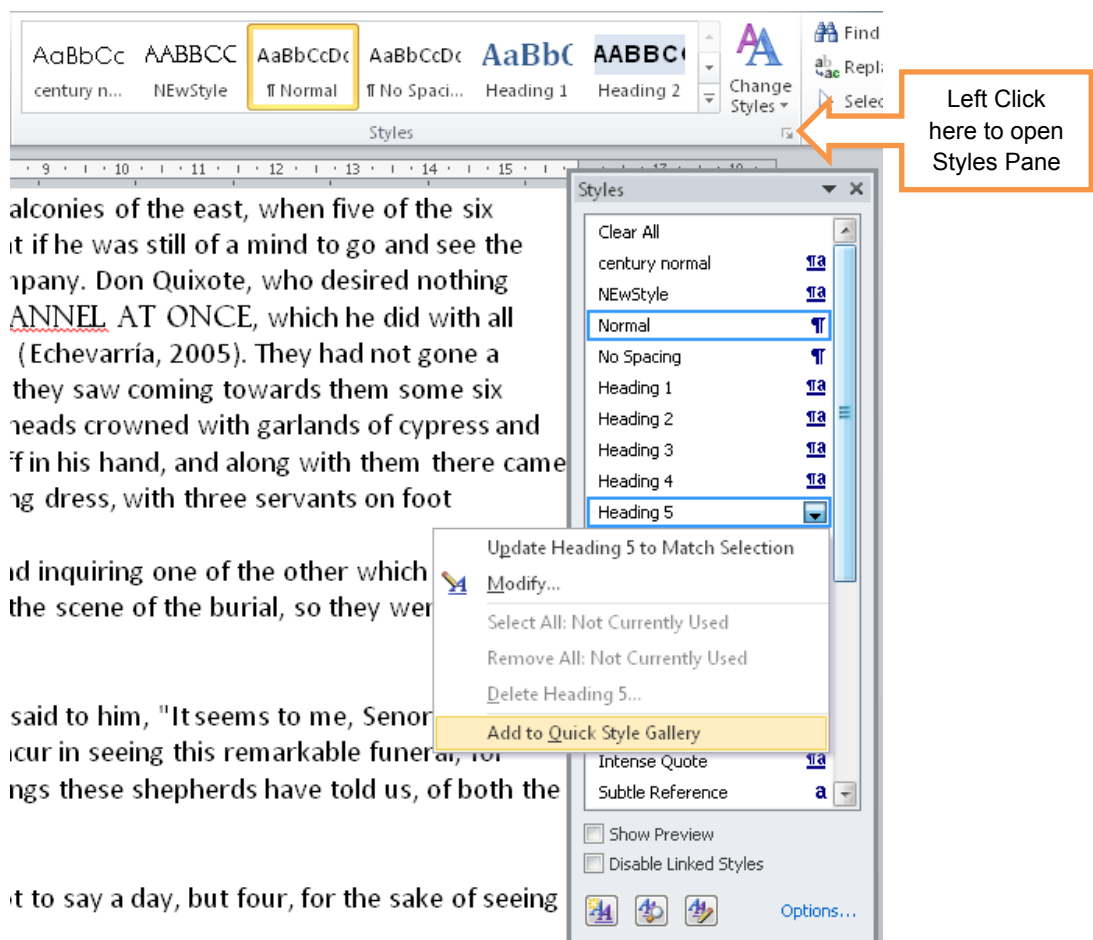


Modifying the Quick Style Gallery

One of the great things about the Quick Style gallery is that it's easily customizable. To remove a style from it, right-click the style and click "Remove From Quick Style Gallery." (You can also perform this command from the Styles pane.)



You can also open the Styles pane, left-click the drop down arrow alongside any style not included in the gallery, and choose to add it.



Creating a Table of Contents

If you've never encountered a table of contents, it's a map to your document. It contains a list of each page in your document and briefly describes what can be found on that page. It can be as simple as a list of pages, or as complex as a list of chapters with sub-headings.

The ABCs of TOCs

Before we start talking about how to create a table of contents, we need to cover some basics.

First off, there are three parts to a TOC.

Instructor Guide.....	2
Before the Workshop.....	2
Preparation.....	2

- 1 This is the list of headings in your document.
- 2 These characters are called tab leaders. They fill in the space between your headings and your page numbers. You can choose different styles of tab leaders or none at all!
- 3 This is the list of page numbers.

You can hold the Ctrl key and click on any of the headings to go to that part of the document:



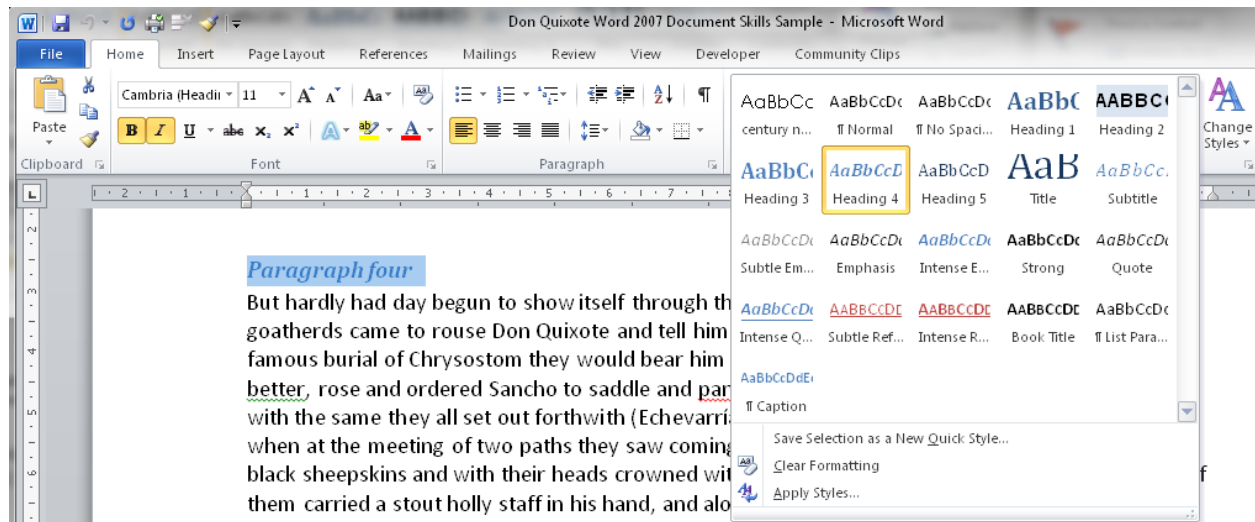
The text included in the headings is up to you, so you need to tell Word what you want to include. (The easiest way to do so is to mark it as you write the document. You can mark text using either outline levels or heading styles.)

There are some other things to remember about tables of contents in Word:

- You should never edit the table of contents itself (either text or formatting) unless you are creating a manual table of contents. Once the table of contents is updated, those changes will be overwritten.
- If you click in your table of contents, it will appear in a gray box. This is a visual aid to separate it from the other text, and won't be printed.

Marking Text Using Heading Styles

Marking your text using different heading levels will help readers navigate through the table of contents. To apply a heading style to text, simply select (highlight) the text and click a style from the Quick Styles gallery on the Home tab of the Ribbon.



Remember that the text you mark is what will be displayed in the Table of Contents, so it should be concise yet clearly explain what section the reader will be taken to.

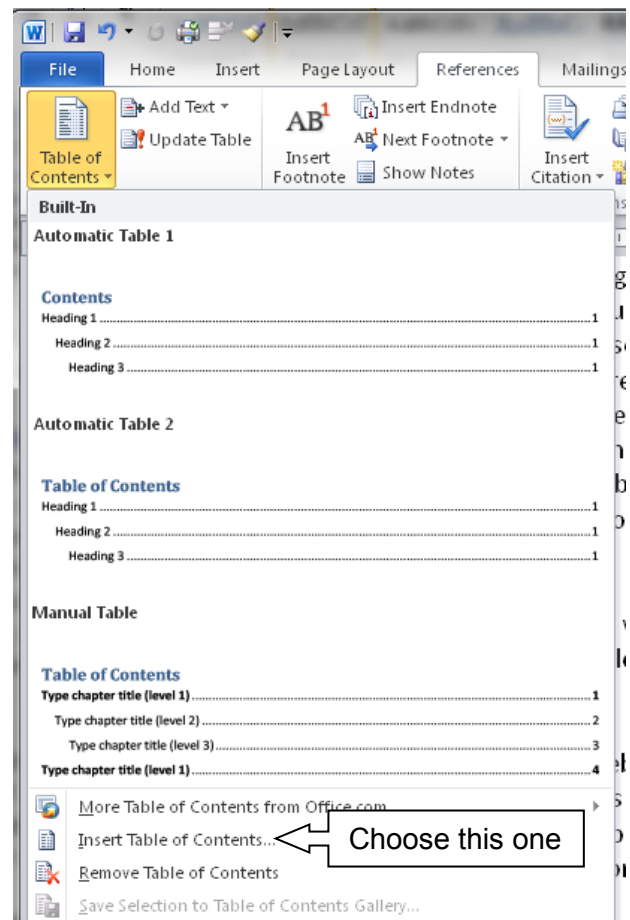
Inserting a Table of Contents

Once your text is all marked and you're ready to create the table of contents, click to place your cursor at the location that you want the table to appear. (This is usually at the beginning of the document.) Then, click the References ribbon tab, click Table of Contents, and choose one of the entries.

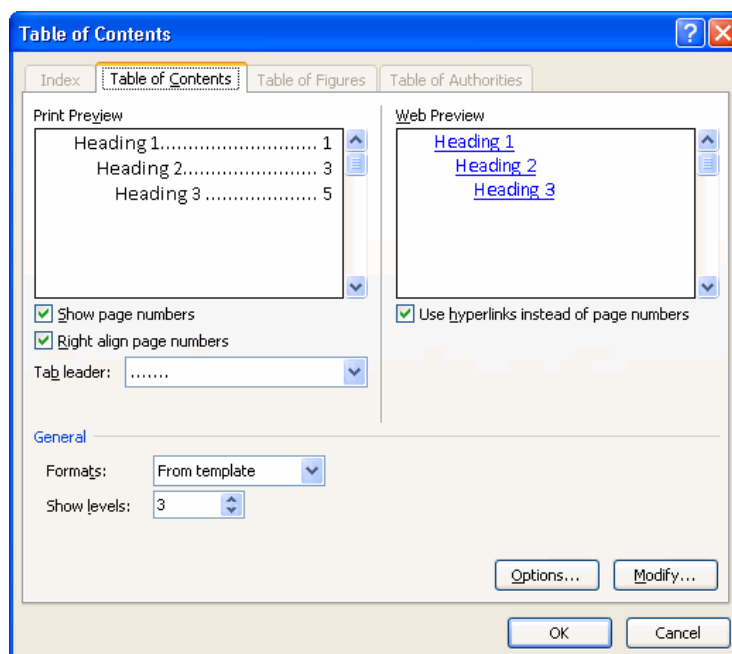
The first two entries are automatic tables, meaning that the headings and formatting are pre-defined. Word will change the text and page numbers to match the headings and corresponding pages in your document.

The third choice, Manual Table, lets you create a table of contents where you can type in the headings yourself.

The problem with using this sort of table is that Word will not know where the headings you type are located, so you must enter the page numbers manually and keep them updated.



The third way of creating a table is the **Insert Table of Contents** option at the bottom of the menu. This will open the older-style Table of Contents dialogue, allowing you to customize a dynamic table of contents.



This dialogue allows you to customize every aspect of your table of contents. You can also click the Options button to add and remove a heading level to a table of contents, or click the Modify button to format each level. Note that all formatting for dynamic tables of contents should be done here, as updating the table will remove any formatting that you apply in the document.

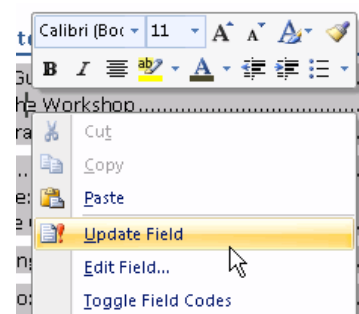
Updating a Table of Contents

Part of the joy of using Word's tools to create your table of contents is that you can automatically update it to reflect changes to your document. Let's say that you've made some changes to your document, and you want the table of contents to reflect the page number changes. There are three ways to update the table of contents. The first is to click the Update Table button on the top of the table.

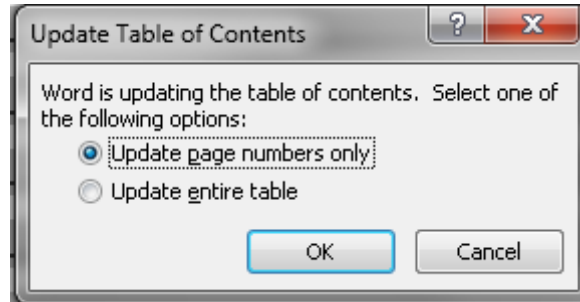


You can also right-click the table and click Update Field.

A third way is to click to place your cursor inside the table and press the F9 key.



With any of these actions, you may see this dialogue:



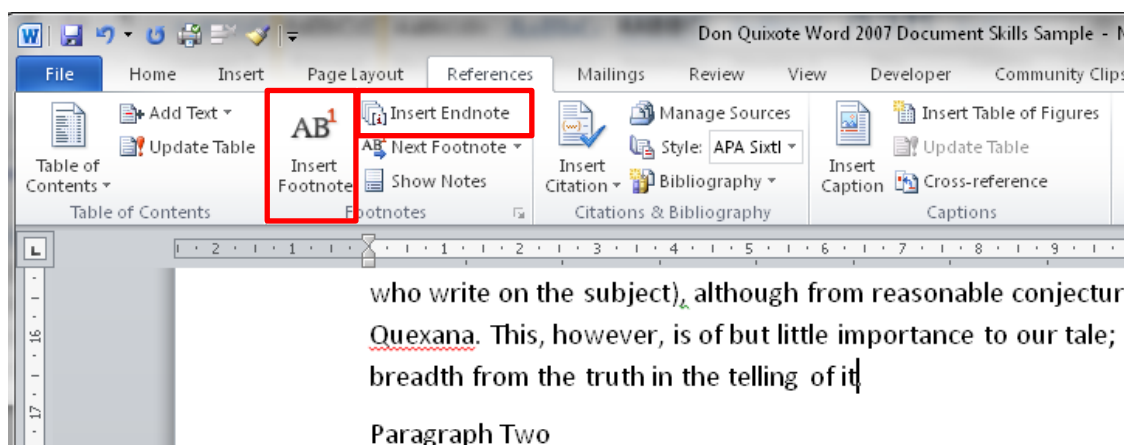
To avoid missing any changes made to the document, choose the second option *Update entire table*. Once you click OK the table will be updated.

Creating References within a Document

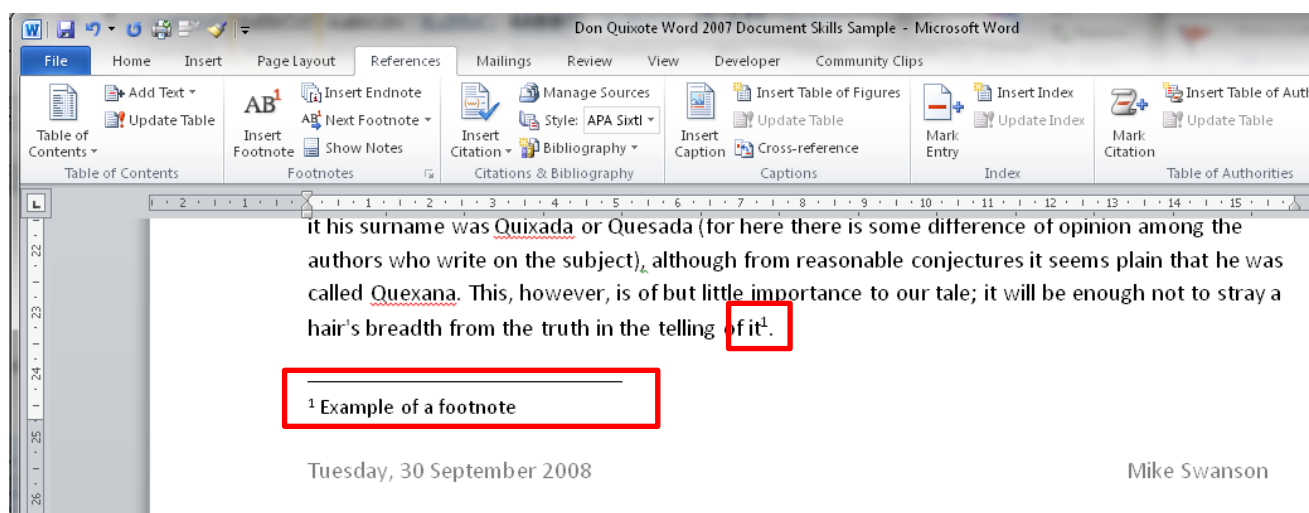
Adding Footnotes and Endnotes to a Document

If you've ever written a paper or a thesis, you know that inserting footnotes¹ and endnotes¹ is a key part of that process. For the uninitiated, footnotes or endnotes can be used to tell the reader what source you used for a particular fact or quote. They can also be used to add a comment or a more detailed explanation that doesn't quite fit in with the text. Rather than interrupt your document, a number is placed to refer the reader to a note at the end of the page, section, or document.

To insert a footnote or an endnote, first click at the point where you want the number to appear. If you want the note to appear at the bottom of the page, click Insert Footnote. If you want the note to appear at the end of the document, click Insert Endnote. (Both commands can be found on the References tab of the ribbon.)



The number will then be inserted and you will be taken to the location of the note so that you can type in the information.

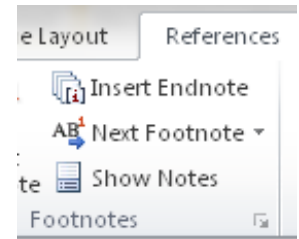


¹ {sample Footnote}. Endnotes look the same but appear at the end of the document on the last page.

Navigating and Editing Footnotes and Endnotes

You will find two other commands on the Footnotes chunk of the References ribbon.

The Next Footnote command will take you to the next footnote in the document. (The arrow drops down into a menu that allows you to navigate amongst footnotes or endnotes.) You can also click Show Notes to see the footnote or endnote area of the document.



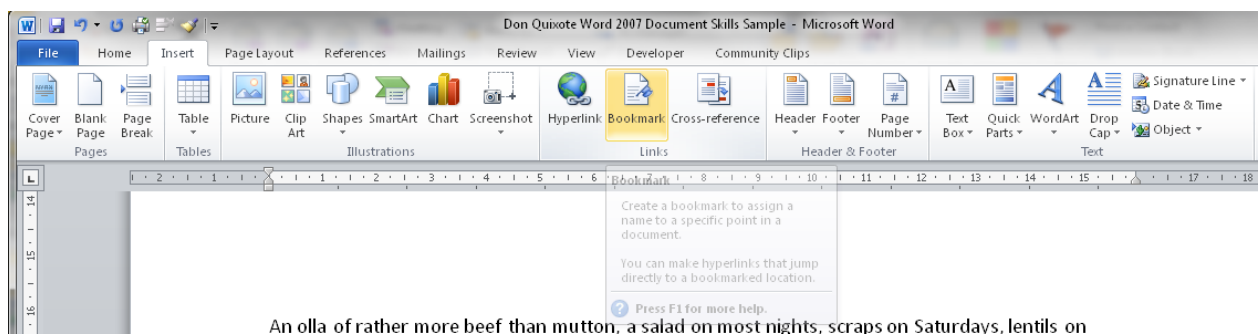
If you want to see the text of a particular note, simply hover your mouse over it².

Hover mouse here

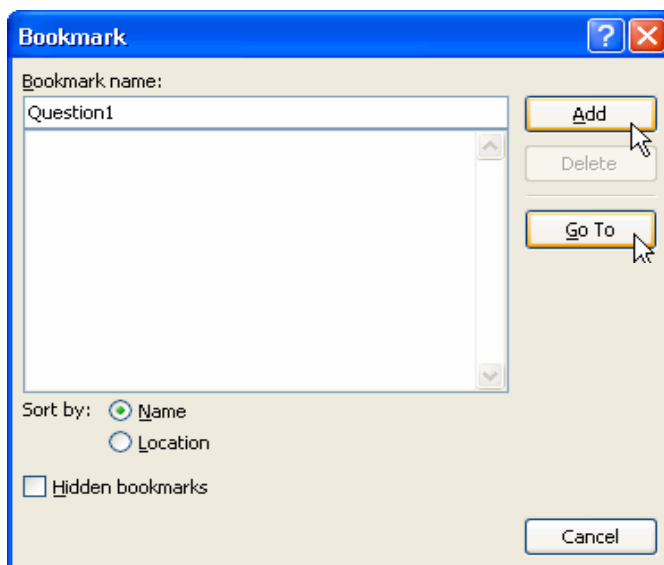
Using Bookmarks

When you read a book, you often place notes to mark items you want to come back to, especially if it's a manual or educational text. Word has a similar feature, allowing you to bookmark places in your document that you want to come back to later.

To insert a bookmark in your document, first click the spot where you want the bookmark to appear. Then, click the Insert tab of the ribbon and click Bookmark.



You will then be prompted to name the bookmark. (Note that bookmark names can't have numbers at the start, spaces or special characters; the Add button will be greyed out until you have typed a valid name.) Once you've typed the name, click Add.



To navigate to a bookmark, you can open the Bookmark dialogue, select a bookmark, and click **Go To**.

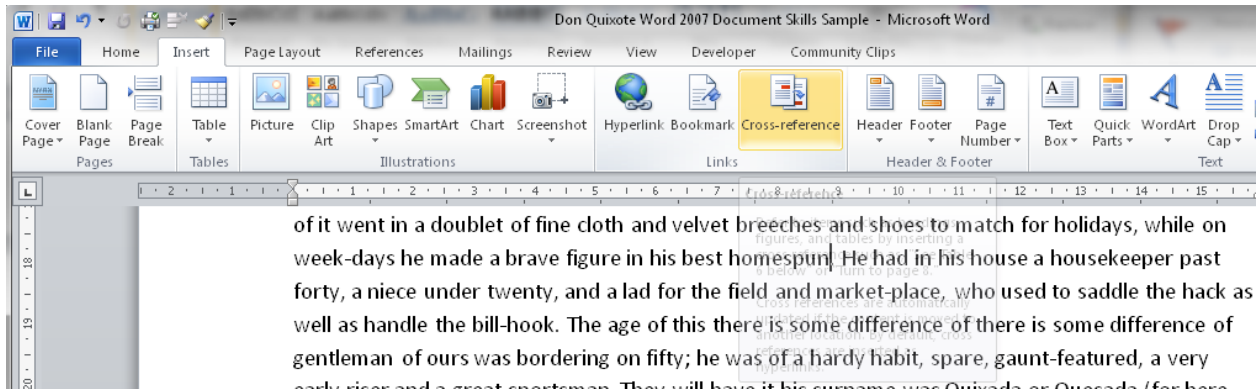
You can also press Ctrl + G to open the Go To dialogue. Here, you can select Bookmark from the "Go to what" menu, and then choose your bookmark from the Bookmark Name list. Once you've entered this text, click Go To.

² {sample Footnote}. Endnotes look the same but appear at the end of the document on the last page.

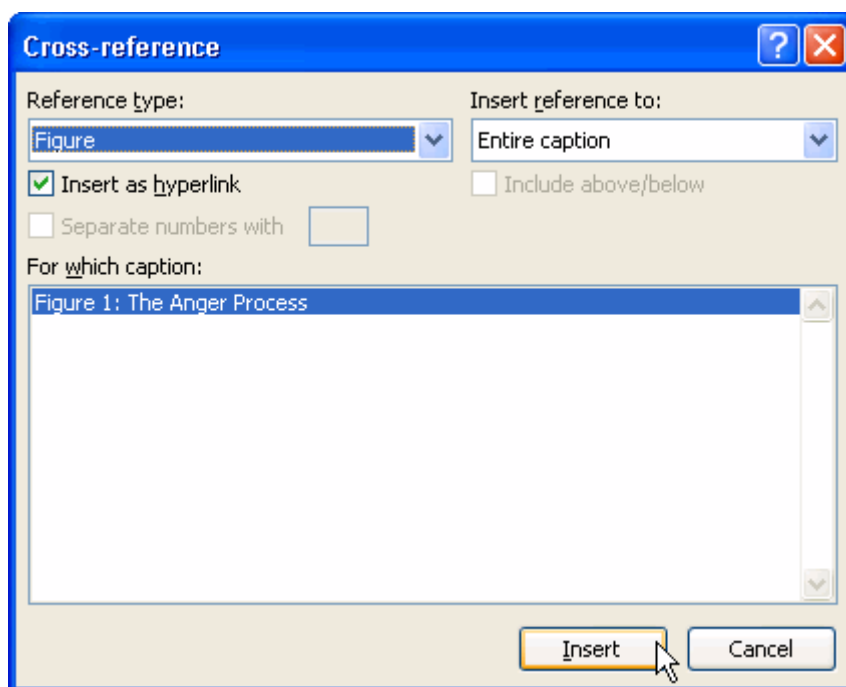
Using Cross-References

Cross-references help your reader navigate through the document by adding links, similar to the links found in a table of contents. The reader can then hold the Ctrl key and click the reference to go to that location.

To add a cross-reference, select the text that you want to contain the link. Then, click the Insert ribbon and click Cross-Reference, or click the Cross-Reference command on the References ribbon.



With either command, you see the Cross-Reference dialogue. On the left hand side, you can choose what type of object you are referring to. Then, you can choose the specific object from the list. (Note that objects such as figures, tables, and equations must have a caption to be in the list.)



Once you're ready, click Insert to add the link. If you're done with the Cross-Reference box, click Close to return to your document.

Note that if you change the original reference (for example, the caption) you must update the reference as well. Doing this is easy: just right-click the cross-reference and click Update Field to update the reference as well:

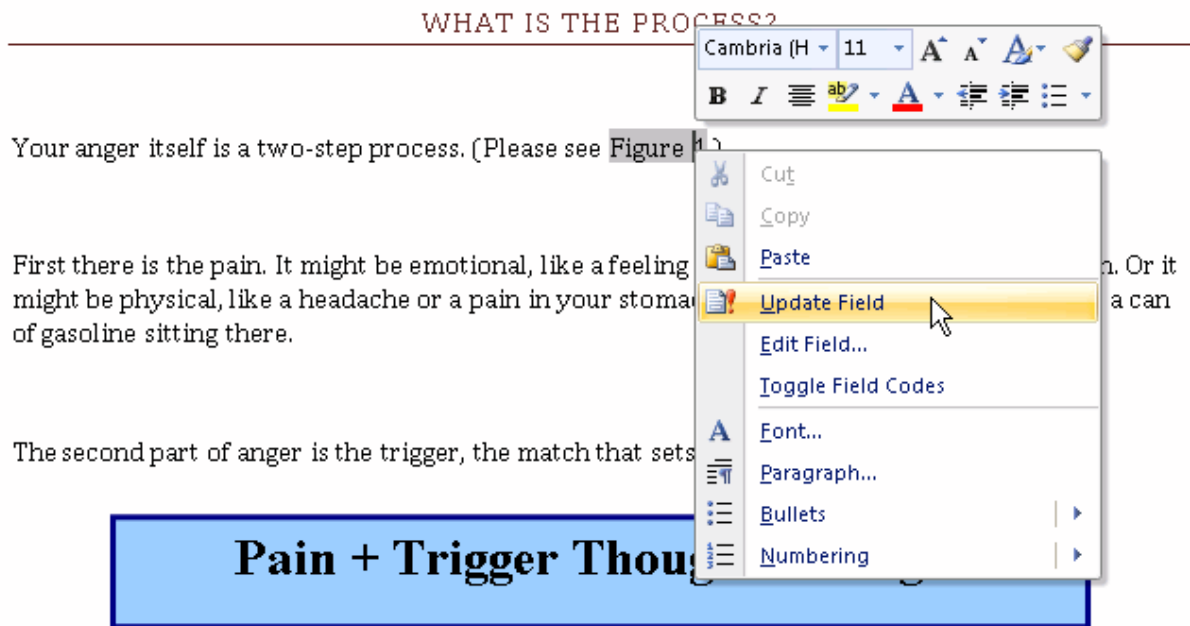


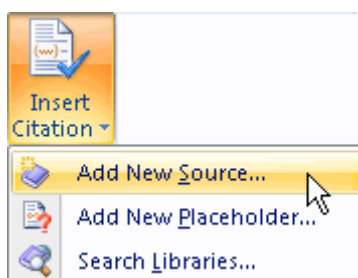
FIGURE 4: THE ANGER PROCESS

Creating a Bibliography

A bibliography is a list of sources used in a document. This sounds easy; however, it can be a complex process to list all your sources, make sure they are consistent, keep them organized, keep them in line with a particular style, and keep them updated.

Inserting Citations

A citation places a brief explanation of the source text used in the document, with more information contained in the bibliography. To add a citation, first click to place your cursor at the location of the citation. Then, click the References ribbon and click Insert Citation.



If you want to enter all of the source information right now, click Add New Source. If you just want to enter a placeholder and enter all of the information later, click Add New Placeholder. Let's take a look at the dialogue that appears when you click Add New Source.

A screenshot of the 'Create Source' dialog box in Microsoft Word. The dialog box has a title bar with a question mark and a close button. Inside, there are two dropdown menus at the top: 'Type of Source' (set to 'Book') and 'Language' (set to 'Default'). Below these is a section titled 'Bibliography Fields for APA' containing several text input fields: 'Author', 'Corporate Author' (with an unchecked checkbox), 'Title', 'Year', 'City', and 'Publisher'. There is an 'Edit' button next to the 'Author' field. At the bottom left, there is a checkbox for 'Show All Bibliography Fields' and a 'Tag name' field containing 'Placeholder1'. At the bottom right are 'OK' and 'Cancel' buttons.

Here, you can enter all of the information about the source that you are using. By default, the Type of Source is selected as Book, but you can choose from a variety of sources, each with their own set of fields.

Create Source

Type of Source: Book (dropdown menu open showing: Book, Book Section, Journal Article, Article in a Periodical, Conference Proceedings, Report)

Language: Default

Bibliography Fields for APA:

Author: [text box] Edit

Title: [text box]

Year: [text box]

City: [text box]

Publisher: [text box]

☐ Show All Bibliography Fields

Tag name: Placeholder1

OK Cancel

Note that as you fill in fields, Word will give you help as to the type and format of information that you should include.

Create Source

Type of Source: Book

Language: Default

Bibliography Fields for APA:

Author: Kouzes, James M. Edit

☐ Corporate Author

Title: [text box]

Year: [text box]

City: [text box]

Publisher: [text box]

☐ Show All Bibliography Fields

Tag name: Kou Example: Kramer, James D; Chen, Jacky

OK Cancel

Once you're done entering information, click OK to complete the citation.

Create Source

Type of Source: Book

Language: Default

Bibliography Fields for APA:

Author: Kouzes, James M. Edit

☐ Corporate Author

Title: The Leadership Challenge

Year: 1987

City: [text box]

Publisher: [text box]

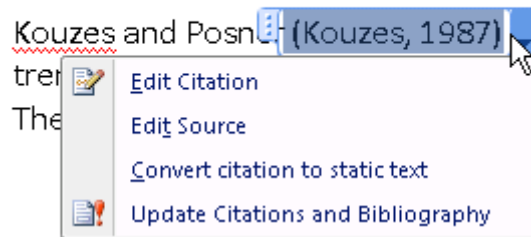
☐ Show All Bibliography Fields

Tag name: Kou87 Example: 2006

OK Cancel

You will then see the citation in your text. It will be surrounded by a blue box, with an arrow that you can click to see options for managing the citation and the source.

Session Nine: Five Practices

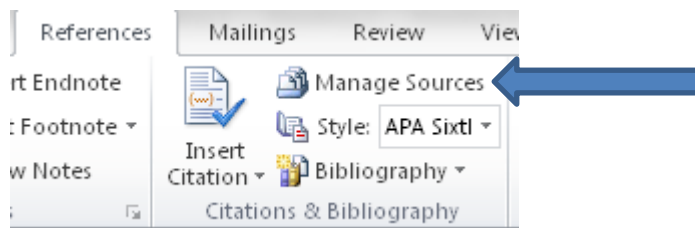


You will also see the citation listed in the Insert Citation menu. If you need to insert this citation again, you can do so simply by clicking its entry.

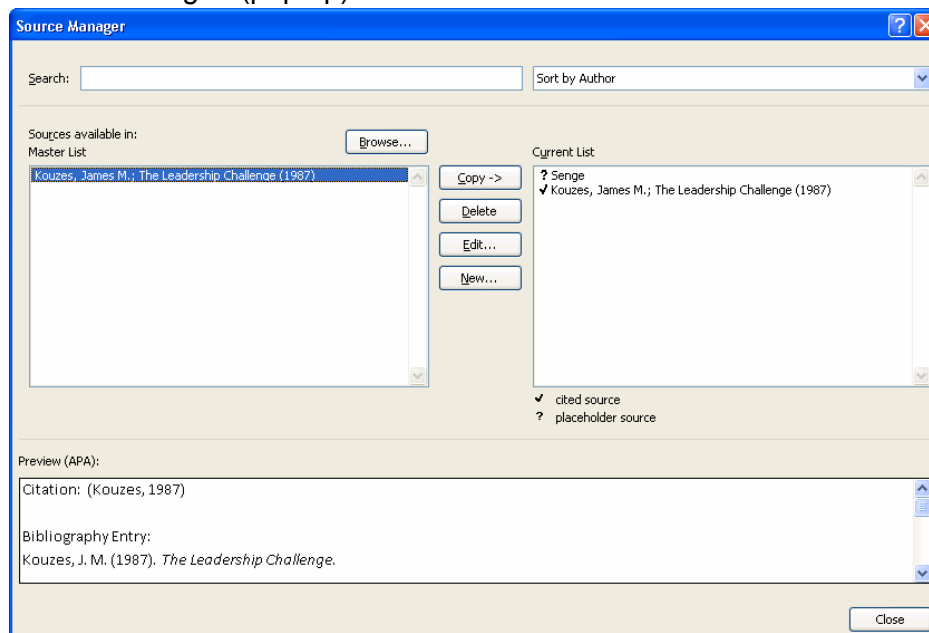


Managing Sources

To see all of the sources listed in your document, click Manage Sources on the References tab of the ribbon.



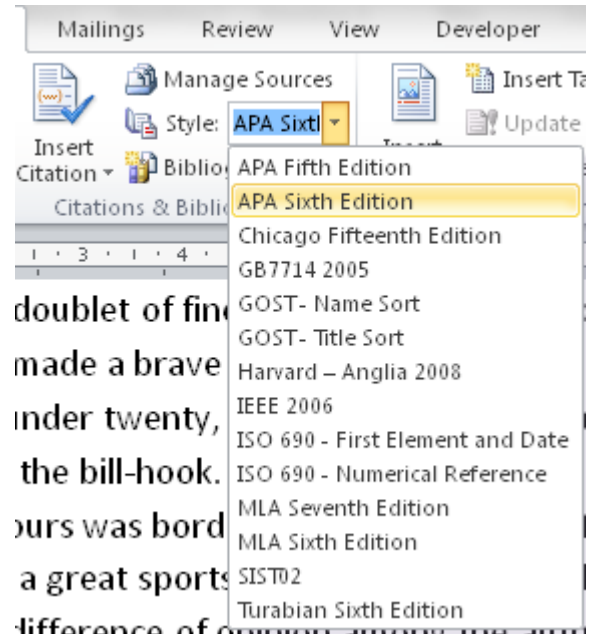
You will then see this dialogue (pop up):



This dialogue lets you view, edit, remove, preview, search, sort, and add sources. Note that both cited sources and placeholder sources are listed. Also note the Browse button; this allows you to open a master list of sources, which must be in XML format. (By default, Word saves all the sources that you enter in a master list anyway, but you can create your own if you like.) Once you're done with the Source Manager, click Close to return to your document.

Choosing a Style

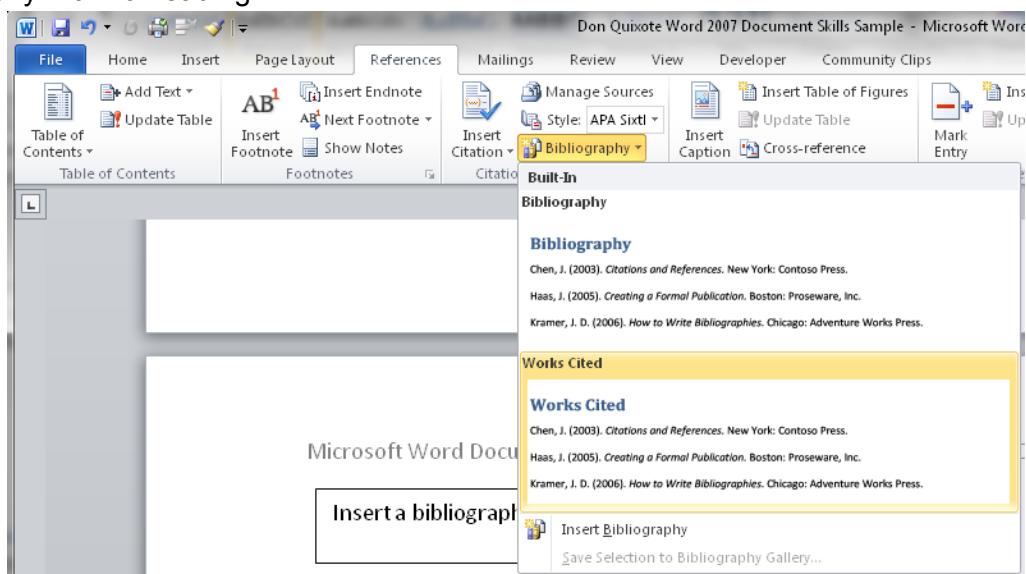
By default, Microsoft Office Word 2010 chooses the APA style (American Psychological Association {similar to Harvard Author Date style}) for your sources and bibliography. To change this style, click the drop-down arrow on the Style menu on the Reference ribbon. Then Left Click your chosen style.



This will update all sources already in the document to match that style and make all future references in that style. You can find other styles to add into Word on the Internet.

Inserting a Bibliography

Once you have all your sources added, it's time to insert your bibliography. Typically, the bibliography goes on the last page of the document. So, place your cursor wherever you want the bibliography to go and click Bibliography on the References ribbon. Then, click the style of bibliography that you want. You can also click the "Insert Bibliography" command to insert a bibliography with no heading.



The bibliography will then appear in your document.

Bibliography

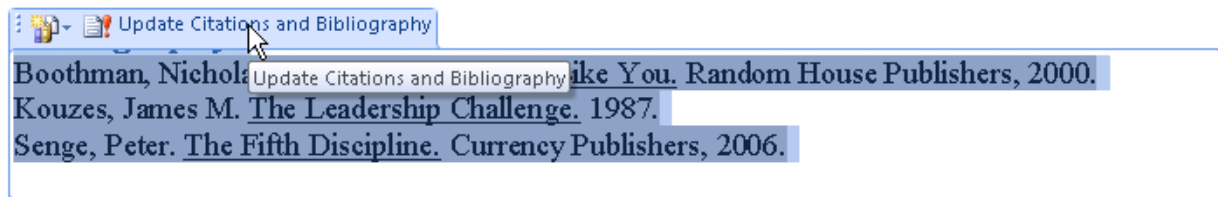
Boothman, Nicholas. How to Make People Like You. Random House Publishers, 2000.

Kouzes, James M. The Leadership Challenge. 1987.

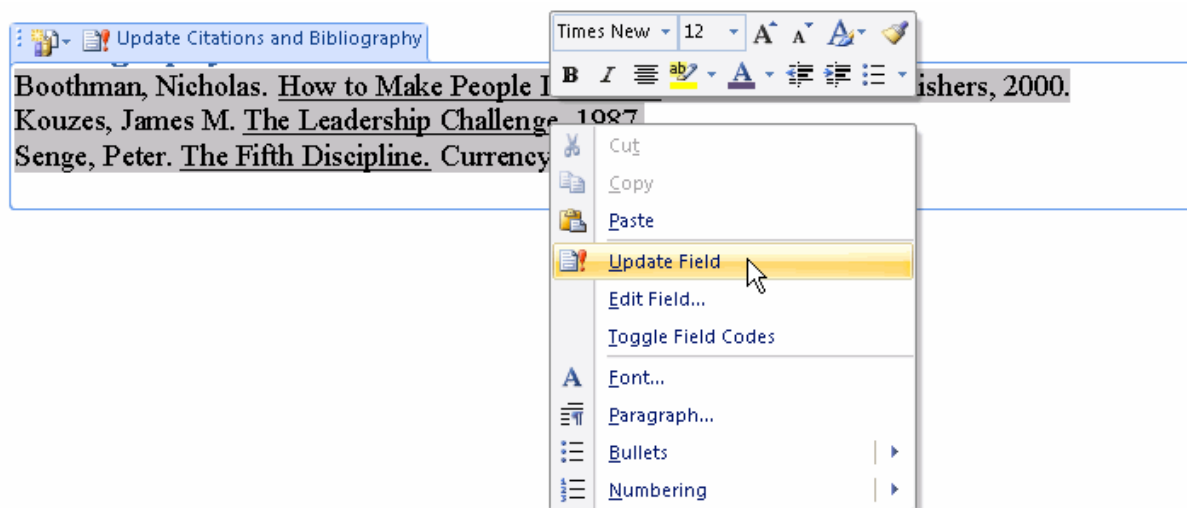
Senge, Peter. The Fifth Discipline. Currency Publishers, 2006.

Updating a Bibliography

Like tables of contents, Microsoft Office Word 2007 can update your bibliography automatically. This comes in handy if you've altered sources, removed citations, or changed the style. One way to update the page is to click the bibliography and click **Update Citations and Bibliography** at the top.



Another way is to right-click on the bibliography and click **Update Field**. You can also use the F9 shortcut key.



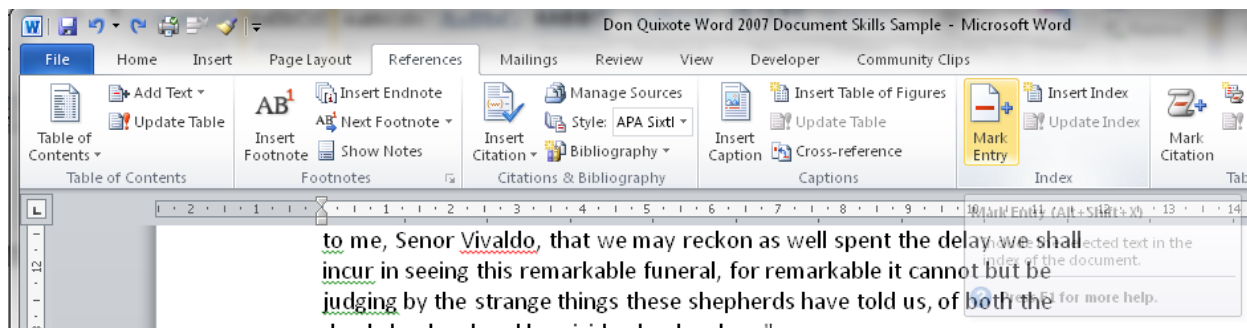
Creating Other Reference Pages

We've already learned how Microsoft Office Word 2007 can help you create and manage bibliographies, footnotes, endnotes, and tables of contents. We'll look at a few more types of reference pages, including indexes, tables of figures, and tables of authorities.

Marking Index Entries

An index is like a table of contents, only it's arranged a bit differently. Rather than listing pages in sequential order, an index lists topics, words, or phrases and tells you where to find that topic. This is really useful for long documents, and it saves readers time (and patience).

First, select the text that you want to use in the index. Then, open the **Mark Entry** dialogue box. The short way to get to this box is to select existing text and press Alt+Shift+X. The other way is to click the References ribbon and click **Mark Entry** on the Index chunk.

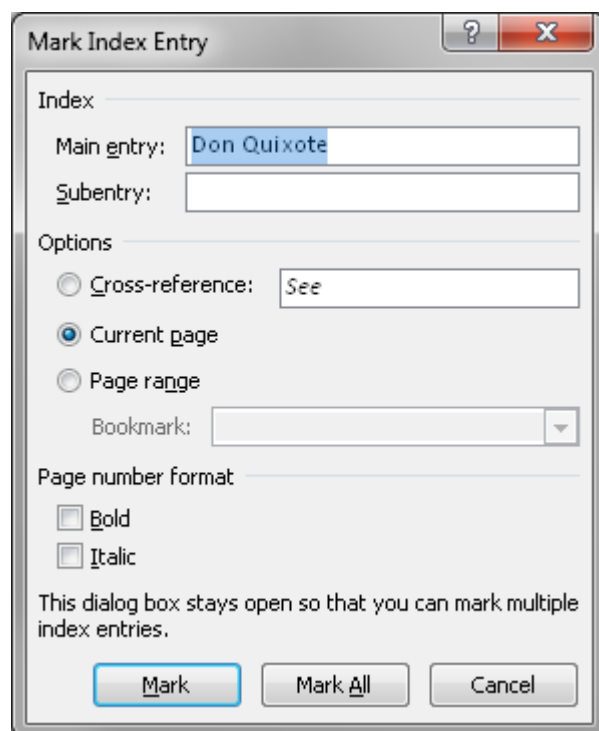


You will then see the Mark Index Entry dialogue.

The first section in this box is called Index. It lets you set entries and subentries for each topic. For example, in a recipe book's index you might see an entry for Chocolate, and then sub-entries for Chocolate Cake, Chocolate Chip Cookies, and Chocolate Pudding.

Under Options, you can choose what will be listed as the reference for this index entry. You can choose a cross-reference (for example, the reference may say "See Chocolate" for Baked Chocolate Pie), the current page, a page range, or a bookmark.

Then, under Page Number Format, you can choose to make your page numbers bold, italic, or bold italics.



Once your options are set, click the Mark button to mark the text as an index entry. (You can also click the Mark All button to mark all instances of this text in the document as an index entry.) The dialogue box will stay open so you can select other index entries and click back into the box to

repeat the entire process. Also note that once you click Mark, the Cancel button will change to a Close button.

Once you're done marking all your index entries, click Close. You may notice that your document looks a bit different.

Shared-Vision¶

¶

Leaders cannot command commitment; they can only inspire it. Leadership is a dialogue, not a monologue. ¶

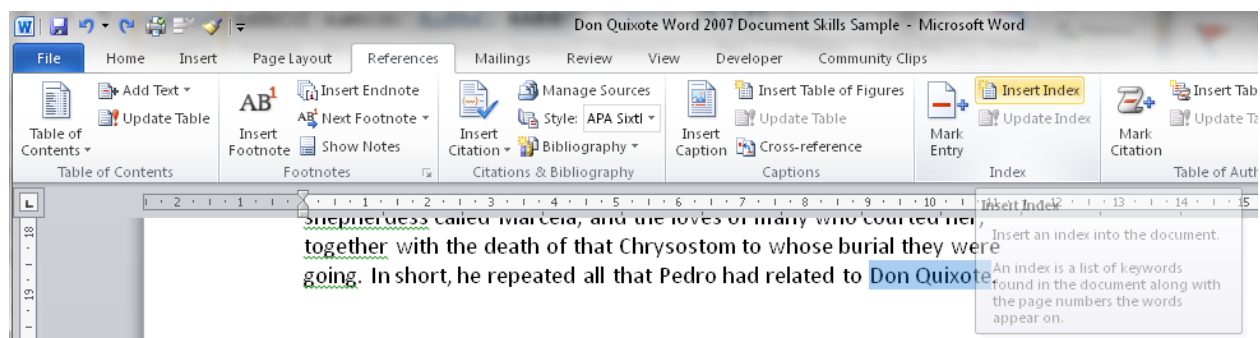
¶

Shared-vision{XE:"Shared-vision"} is a vehicle for building a sense of commitment in a group, by developing a shared picture of the future we want to create and the principles and practices by which we hope to get there. Unfortunately too many people still believe that "vision" is the leader's job. Shared meaning is a collective sense of what is important and why. There are five steps to the process and each stage adds to your ability to create the next stage. ¶

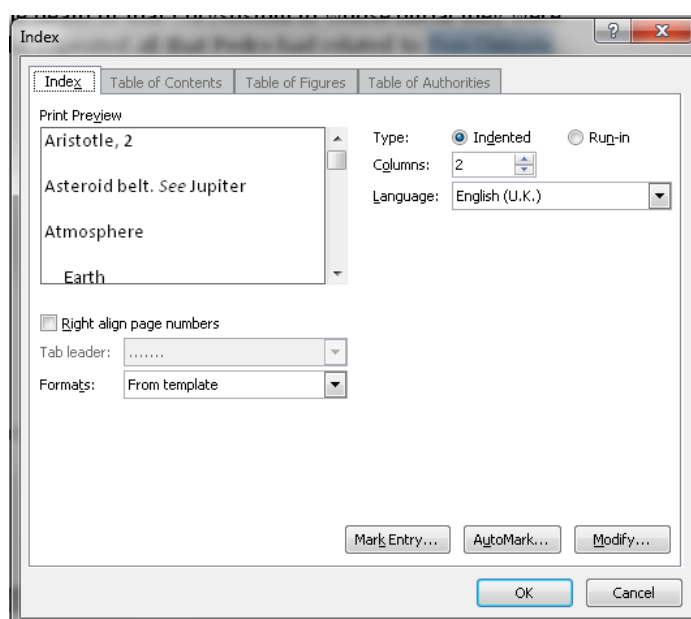
All this gibberish just means paragraph marking has been turned on; you can see that our Index entries are marked with XE and curly brackets. To hide paragraph markings, just click the paragraph icon (¶) on the Home ribbon. (When paragraph markings are hidden, your indexed text will look just like any other text.)

Creating and Updating an Index

Once your text is marked, it's time to insert the index. First, make sure that paragraph markings are hidden. (Remember that you can do this from the Home ribbon.) Then, click so your cursor is flashing at the point that you want the index to appear. Then, click the References ribbon and click Insert Index.



Here, you can control every aspect of your index's appearance.



In the main dialogue, you have options to right align the page numbers, choose a tab leader (if you have chosen a right alignment), choose a format, and pick how many columns you want. There are also commands to open the Mark Index Entry dialogue, AutoMark entries via a master list, and modify the index's format. Once your options are set, click OK to create the index.

Groan Zone, 2

Shared meaning, 1

Shared vision, 1

Sustainable Agreements, 2

If you decide to change the format, simply select the current index and re-open the Index dialogue.

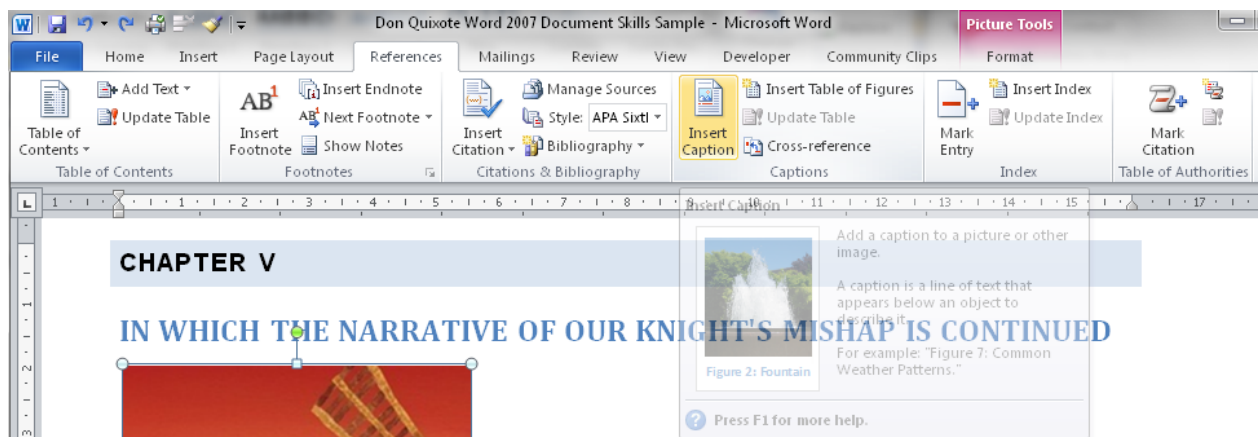
If you add or remove index entries, simply right-click the index and click Update Field, or use the F9 shortcut. You can also use the Update Index command on the References ribbon.



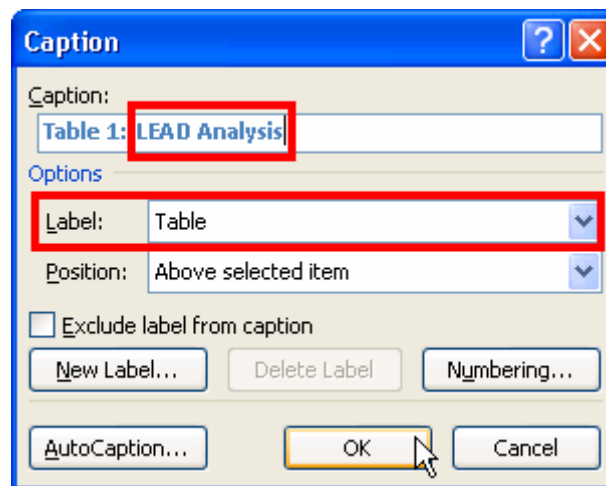
Creating and Updating a Table of Figures

A table of figures lists all of the graphics, equations, and tables in a document. For a figure to be recognized, however, it must have a caption.

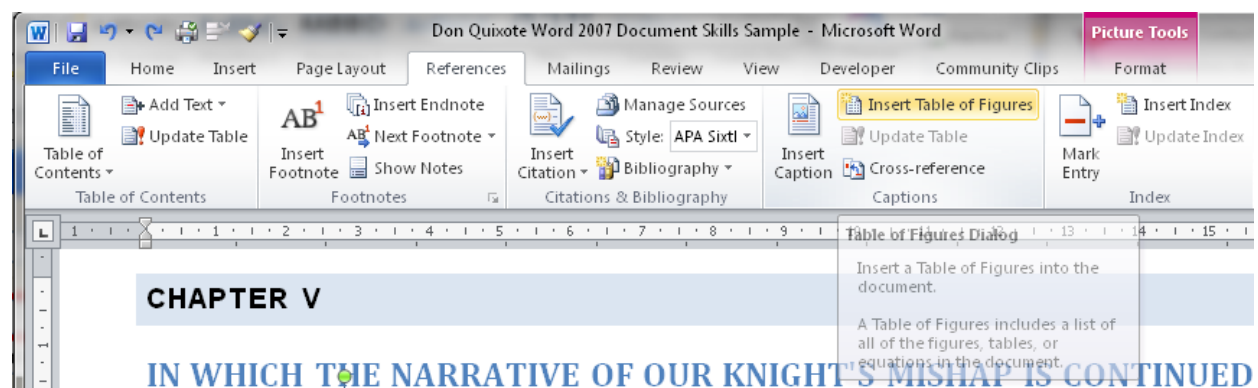
To add a caption to a figure, equation, or table, first select the item. Then, click the Insert Caption button on the References ribbon.



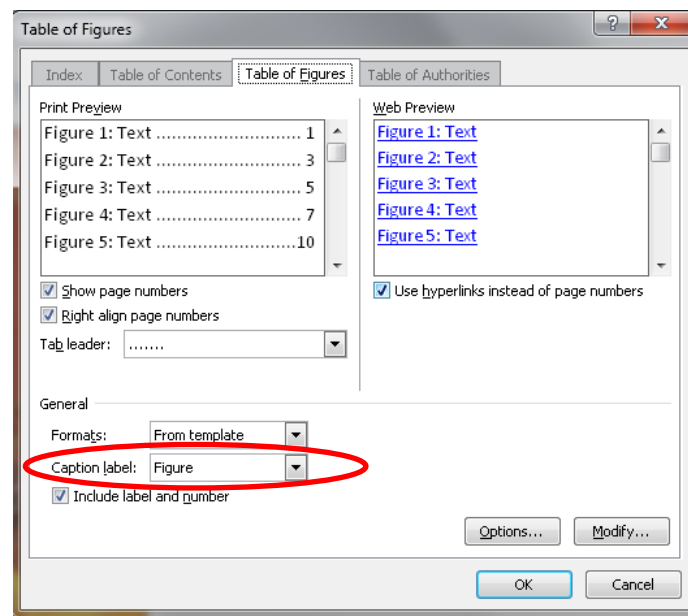
Next, fill out the dialogue. The most important part is to make sure the correct type is selected in the Label menu and that your caption is typed into the Caption text box. Once you're ready, click OK.



Once all figures have captions, you can insert the table of figures. Simply click Insert Table of Figures on the References ribbon.



You will then see this dialogue:



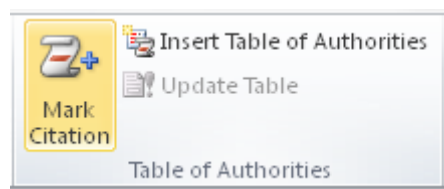
Like the Index and Table of Contents dialogues, here you can customize how your table of figures will look. The most important part is to choose which type of figure you want to list (the menu is circled in the image above). Once you're ready, click OK to insert the table.

Figure 1: The process of shared vision.	1
Figure 2: The Process to Sustainable Agreements.....	3
Figure 3: The Factors for Sustainable Agreements.....	4

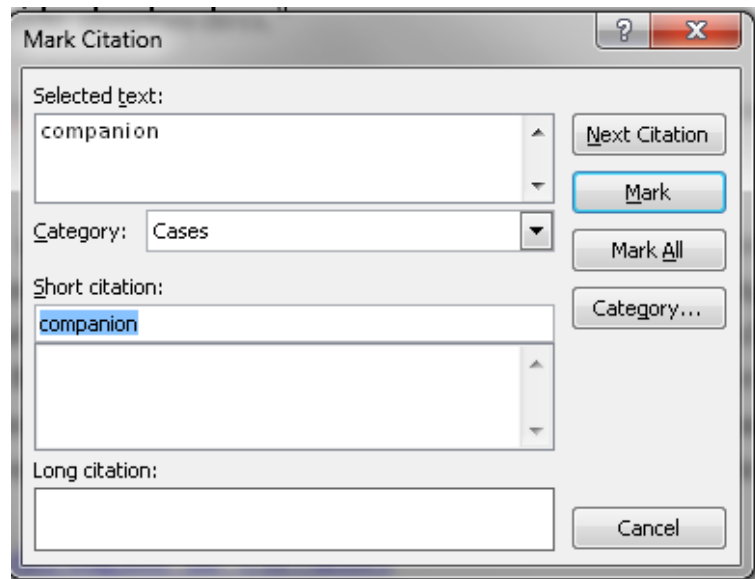
Like indexes and tables of contents, if figures change, you can right-click the table and click Update Field or use the Update Table command on the References ribbon.

Creating and Updating a Table of Authorities

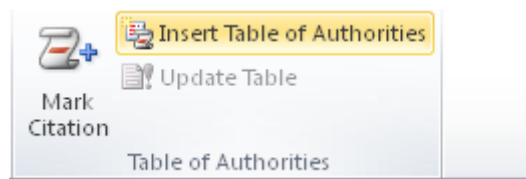
Typically, you will only find a table of authorities in legal documents. It lists the cases, statutes, and other authorities used in the document. First, you must mark the various citations in the document. To do this, select the long citation in the document. Then, click the Mark Citation command on the Table of Authorities chunk on the References ribbon.



You will then see the Mark Citation dialogue. Make the necessary changes to the Selected Text and Short Citation box, and make sure that you have the proper category selected. Then, click Mark and click Close.



Once you have marked all citations, click to place your cursor at the location that you want the table of authorities to appear. Then, click the Insert Table of Authorities command on the References ribbon.



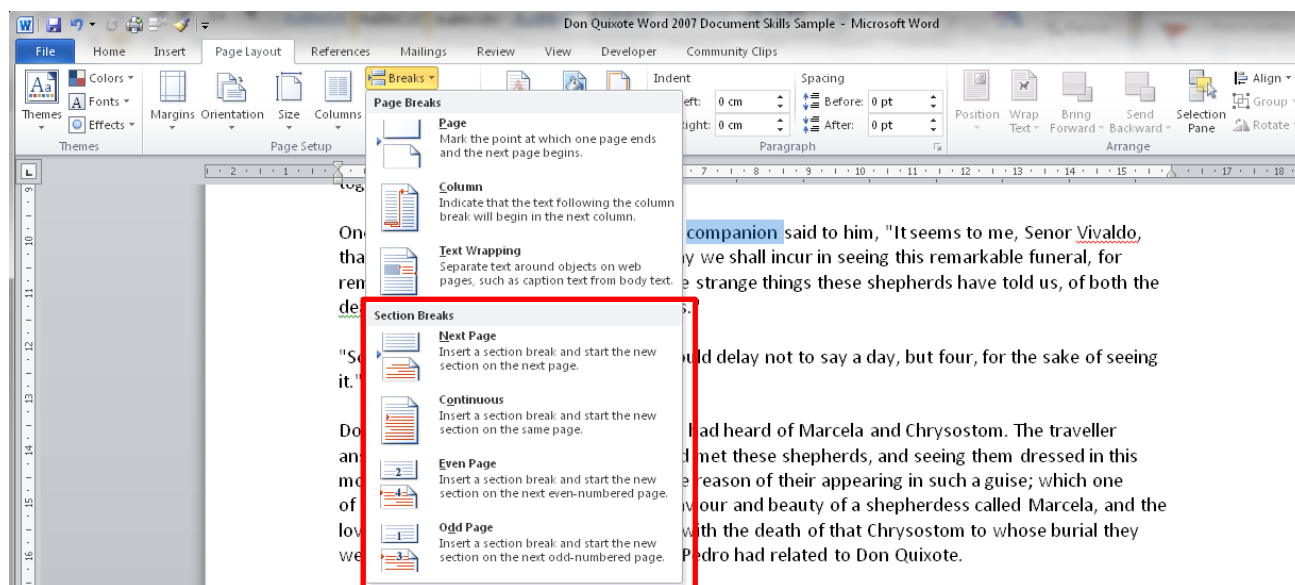
Like other types of tables, if you add or modify citations, you can use the Update Table command on the References ribbon or right-click the table and click Update Table.



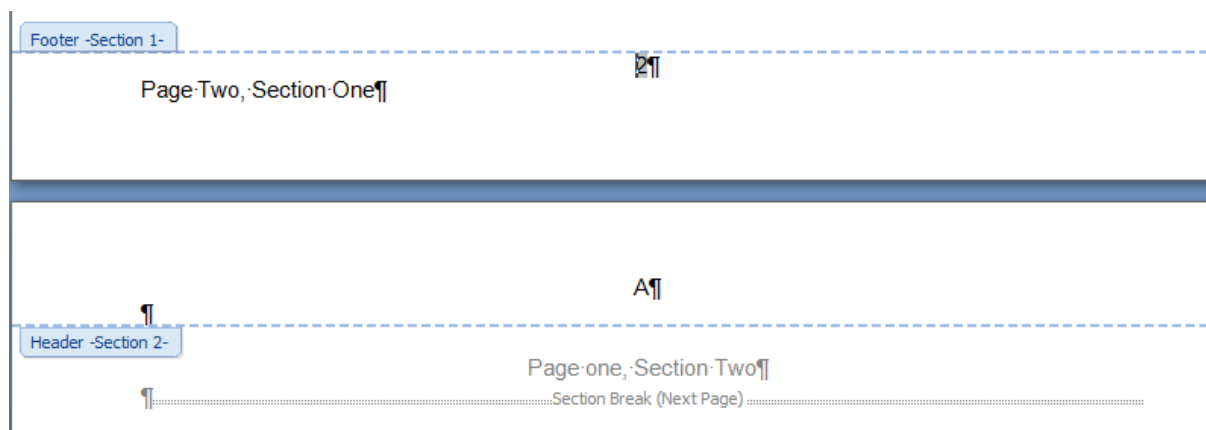
Inserting a Section Break

If you often create long, complicated documents, you'll probably find that section breaks will come in handy. Section breaks let you divide your document into sections, allowing you to apply different headers and footers, different page numbers, page orientation and formatting per section.

To insert a section break, click to place your cursor where you want the break to appear. Then, click the **Page Layout** ribbon, click the **Breaks** menu, and choose what kind of section break you want to create. (Note that each command has a description of what it will do.)



In this example a NEXT PAGE section break divides the document into three sections, Section one has a footer with the text label *Page two, Section One* and a page number formatted to Arabic numerals at the bottom of the page.



Section two has a Header with the text label *Page One, Section two* and a page number formatted to Alphabet characters at the top of the page, with the **Show Hide** on you can see the section break on page **A** labelled with a double dotted line.

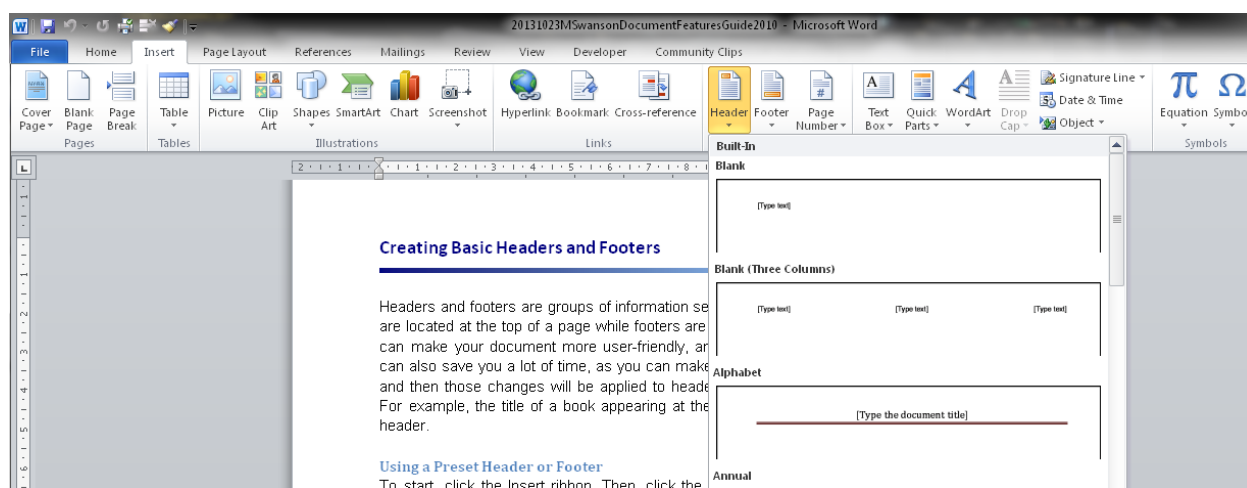
Note: As long as **link to previous** is deactivated we can have different options in each section of a document.

Creating Basic Headers and Footers

Headers and footers are groups of information set apart from the body of your document. Headers are located at the top of a page while footers are set at the bottom of a page. Headers and footers can make your document more user-friendly, and make it look polished and professional. They can also save you a lot of time, as you can make one header or footer look exactly how you want and then those changes will be applied to headers and footers throughout the whole document. For example, the title of a book appearing at the top of every page would probably be set as a header.

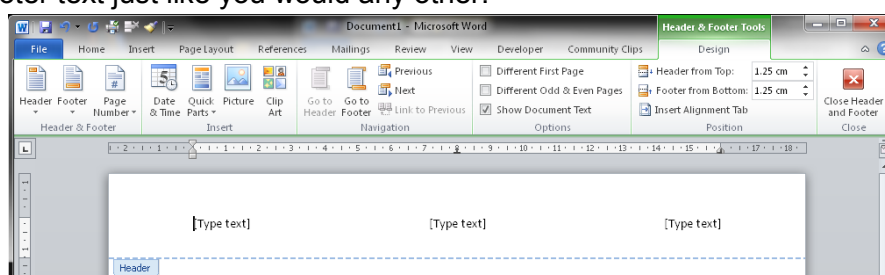
Using a Preset Header or Footer

To start, click the Insert ribbon. Then, click the Header or Footer button. Next, click the type of header or footer that you want to add.

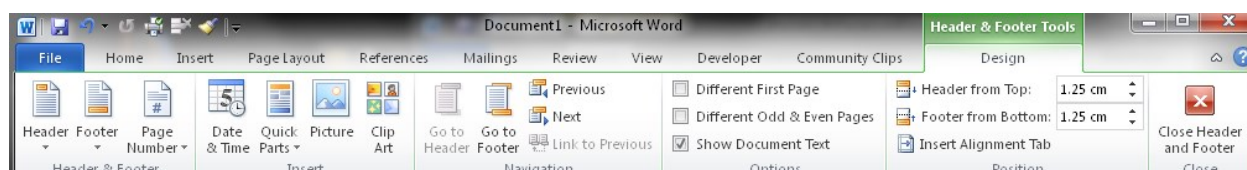


(Note the scroll bars on the side of the list; there are over 20 pre-set designs to choose from)

Once you click an option, the header will be inserted and replicated to every page. All you need to do is add text where indicated; your changes will be replicated as well. Note that you can format header and footer text just like you would any other.



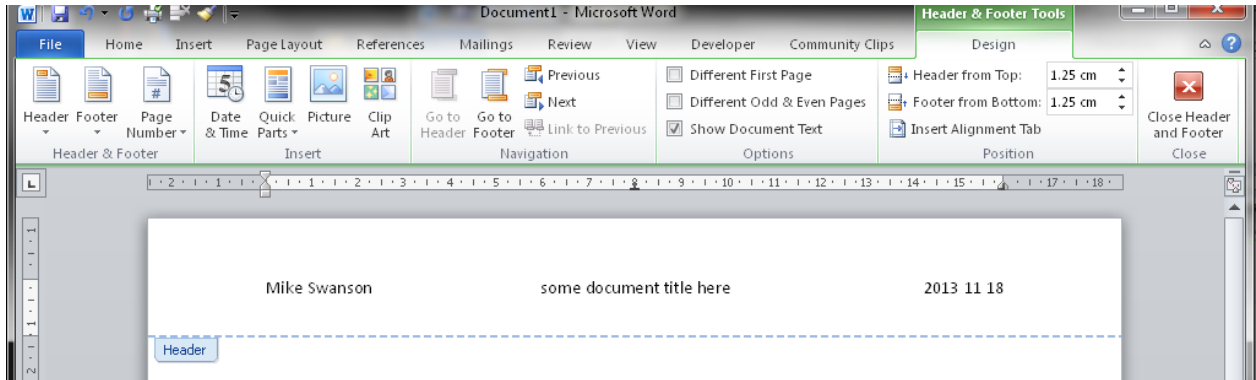
Once you're done, click the Close button on the Header and Footer Tools Design ribbon.



Editing a Header or a Footer

In the example above, we created a simple header. (Note how after the Header and Footer view is closed, the header appears in lighter text.)

To edit the header or footer, simply double-click any part of the text (even a blank area). This will re-open the Header and Footer Tools Design ribbon and place your cursor at the beginning of the header or footer.

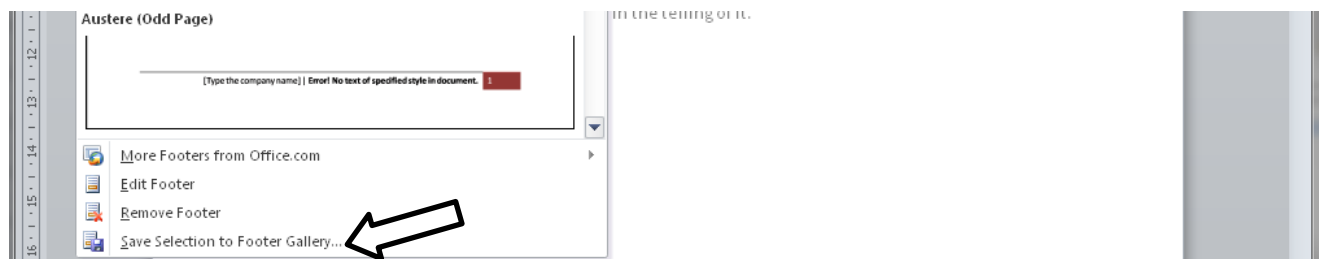
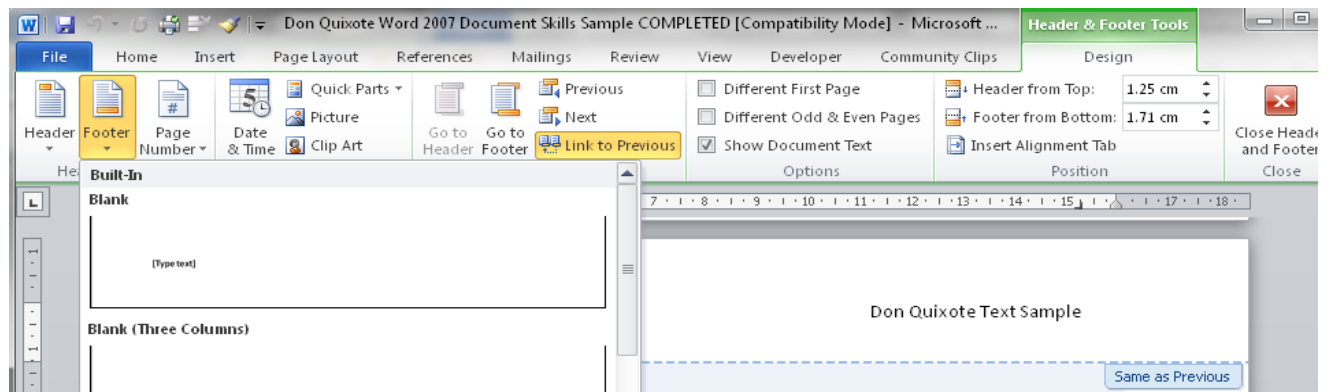


When you're finished editing; click the Close button on the Design ribbon.

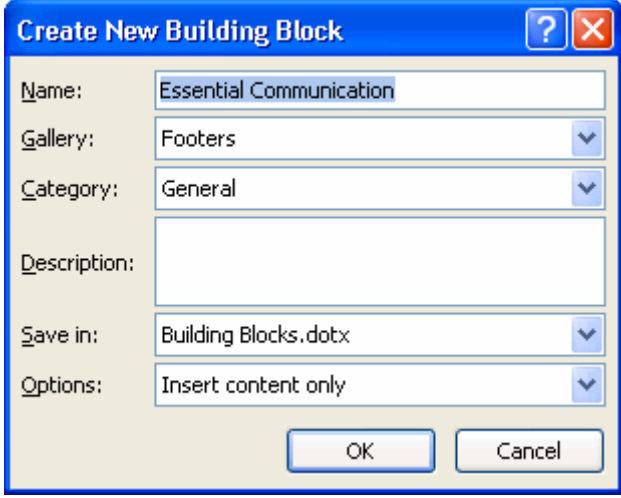
Adding a Header or Footer to the Gallery

If you like, you can add **your** header or footer to the selection gallery. This way, it will be available for future documents.

First, double-click the header or footer that you want to add. Then, select all the parts that you want for future documents. Next, click the Header or Footer button (depending on what you want the selection to be saved as). Now, click **Save Selection to Gallery**.



You will then be prompted to confirm the header or footer information, just click OK to this dialogue.



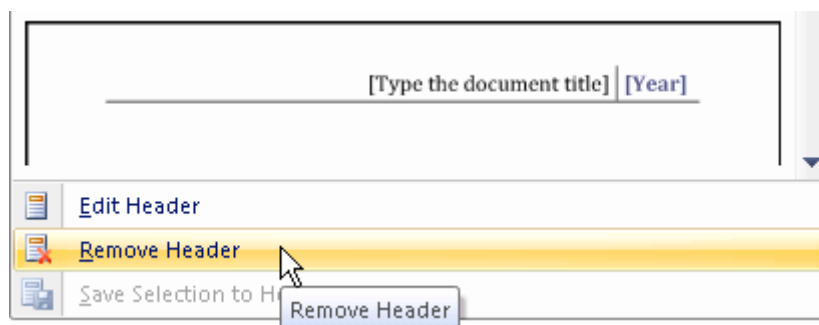
The 'Create New Building Block' dialog box is shown. It has a blue title bar with a question mark and a close button. The fields are: Name: 'Essential Communication', Gallery: 'Footers', Category: 'General', Description: (empty), Save in: 'Building Blocks.dotx', and Options: 'Insert content only'. There are 'OK' and 'Cancel' buttons at the bottom right.

Once you click OK, you should see your header or footer in the appropriate menu.

Removing a Header or a Footer

To remove a header or a footer, you can do one of two things. If it's just text, you can delete it. If there are more elements, it's easiest to use the Header or the Footer menu.

First, double-click the header or footer that you want to remove to place your cursor there. Then, click the Insert ribbon and click the Header menu or the Footer menu (depending on what you want to delete) and click Remove Header or Remove Footer.

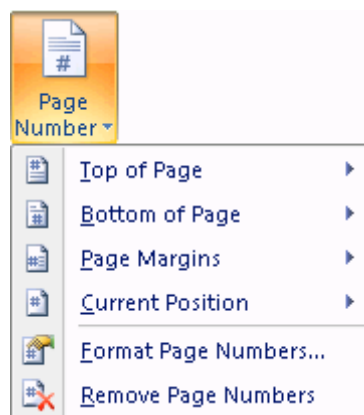


Inserting Page Numbers

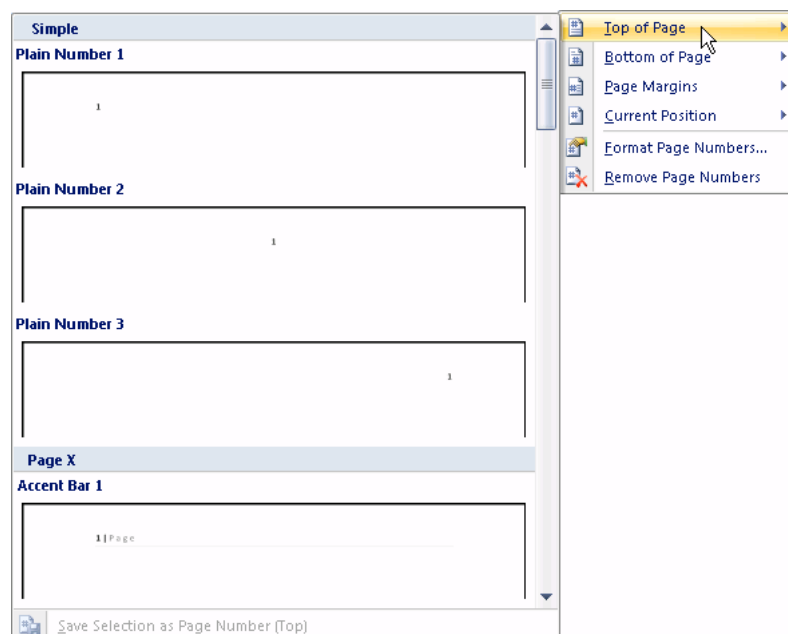
Before we get started, let's go over a few basic points. First, page numbers are treated as headers and footers, as they typically go at the top or bottom of the page. Second, you can format page numbers as you would other text. Third, you should always use Word's automatic page numbering feature rather than trying to number the pages yourself by typing them. Last, expect problems, page numbering is tricky (particularly with sections) and can cause some hair tearing, save a copy of your document **BEFORE** creating page numbers in case things do not go as planned.

Inserting Page Numbers

You can add page numbers from the Insert ribbon or the Header and Footer Tools Design ribbon. On either ribbon, when you click the Page Numbers command, you will see this menu:



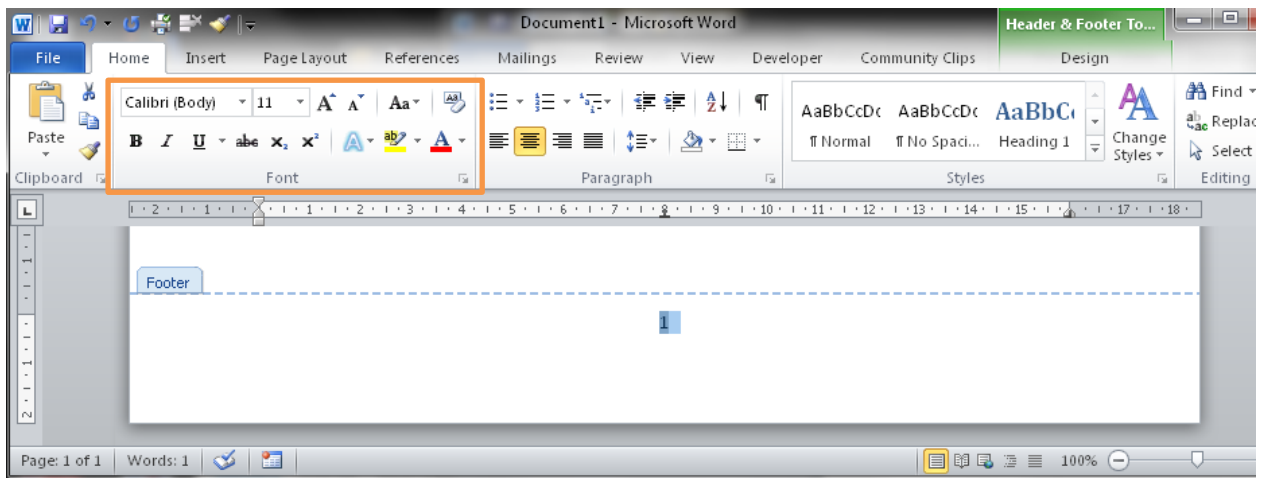
When you choose where you want your page number to go (top or bottom of page, or in the margin), you will see another menu:



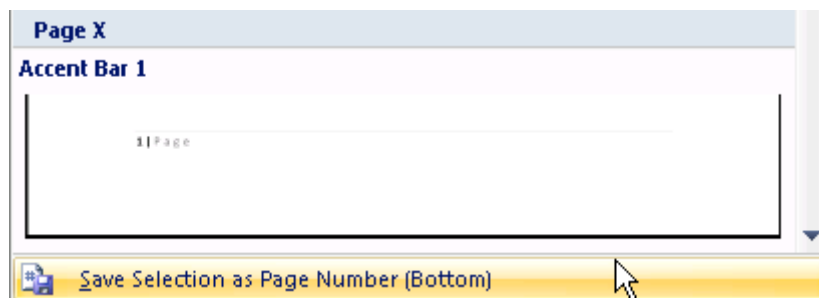
Just like pre-designed headers or footers, simply click the style that you want to apply.

Formatting Page Numbers

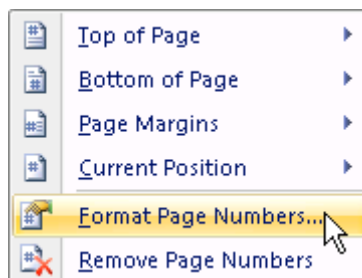
You can format page numbers as you would any other text. Simply select it and format it.



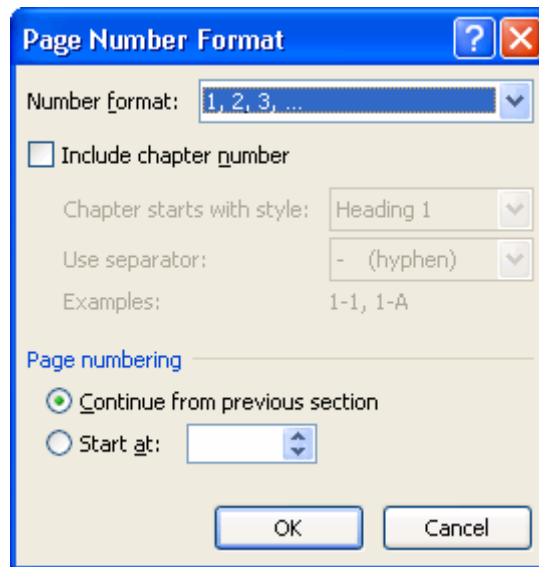
And, if you create a selection that you would like to use later, you can save the selected page number to the gallery, using either the Top of Page or the Bottom of Page menu.



If you want to change the style of numbers, open the Page Number menu. Here, you will see a command to format page numbers.



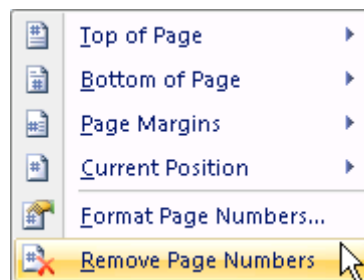
When you click this command, you will see this dialogue:



Here, you can choose a number format, choose how to number the pages, and choose to include a chapter number. (These settings can be modified at any time.)

Removing Page Numbers

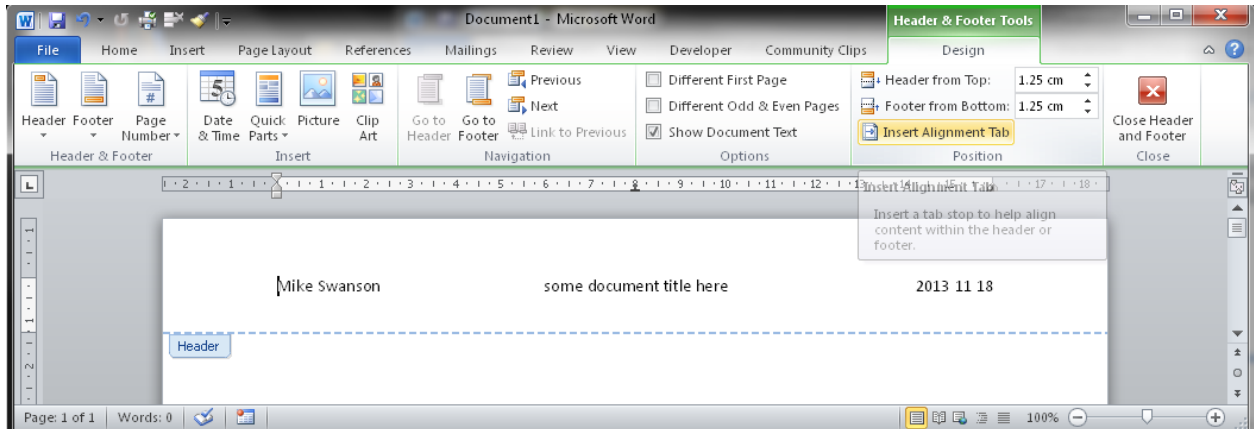
To remove your page numbers, click to place your cursor in the set of page numbers that you want to remove. (Remember, different sections can have different page numbers. If you don't have different sections, then it doesn't matter where your cursor is.) Then, click the Page Number command on either the Insert ribbon or the Header and Footer Tools Design ribbon and click Remove Page Numbers.



Doing More with Headers and Footers

Aligning Text

The best way to align text in a header or footer is to use the Insert Alignment Tab command on the Header and Footer Tools Design ribbon. First, click to place your cursor in front of the text that you want to align. Then, click Insert Alignment Tab.



In the dialogue that opens, you can choose an alignment and a leader (characters that will fill the space between the margin and the text).



Once you click OK, your header will be aligned.

.....12/11/2006

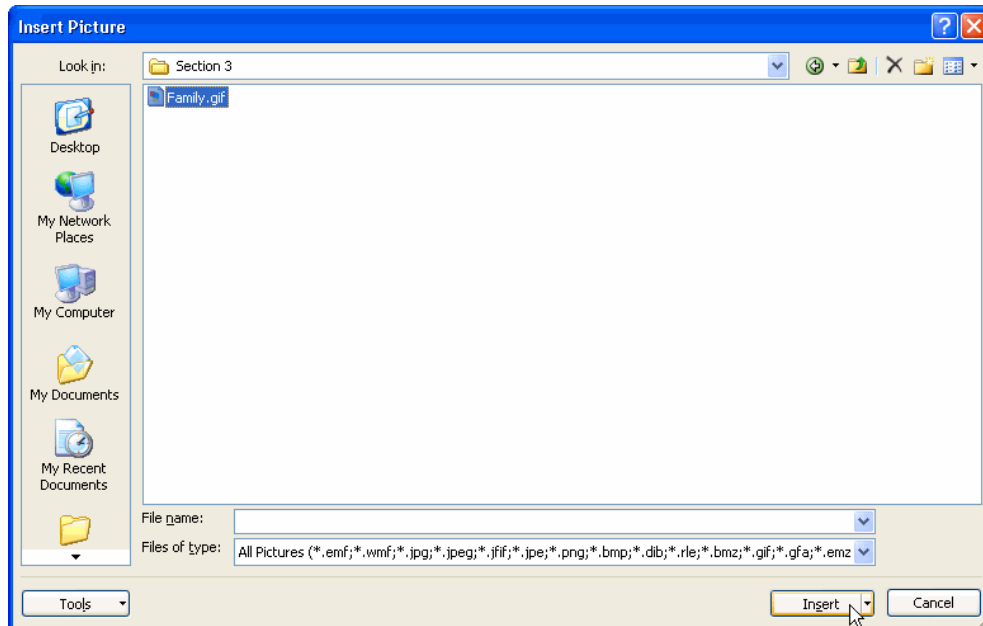
First Page Header -Section 1-

Adding Graphics

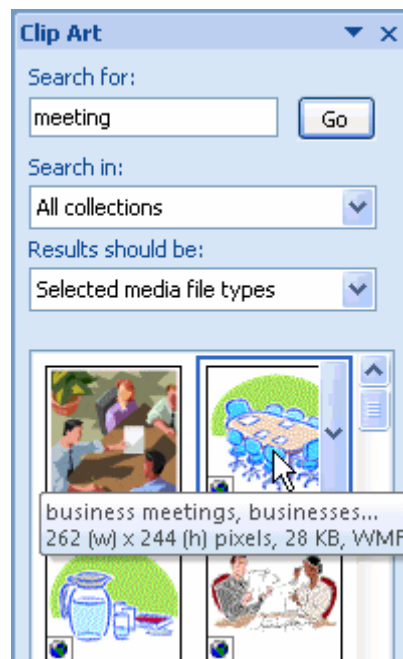
To add a graphic, first click where you want to place the image. Then, click either the Picture or the ClipArt button on the Insert chunk of the Header and Footer Tools Design ribbon. (You can also use the commands on the Insert ribbon.)



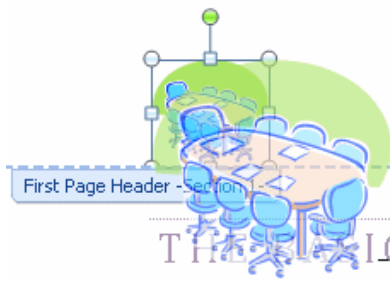
If you choose the Picture command, a dialogue will open so that you can browse to and choose your picture.



If you choose the ClipArt command, you will see a task pane so that you can search for a suitable photo. When you find a good picture, simply click it to insert it.



Note that you can resize photos simply by dragging the edges. Despite what you may see, the header or footer will adjust to accommodate the new size.



First Page Header -Section 1-

TECHNIQUES FOR EFFECTIVE MEETINGS

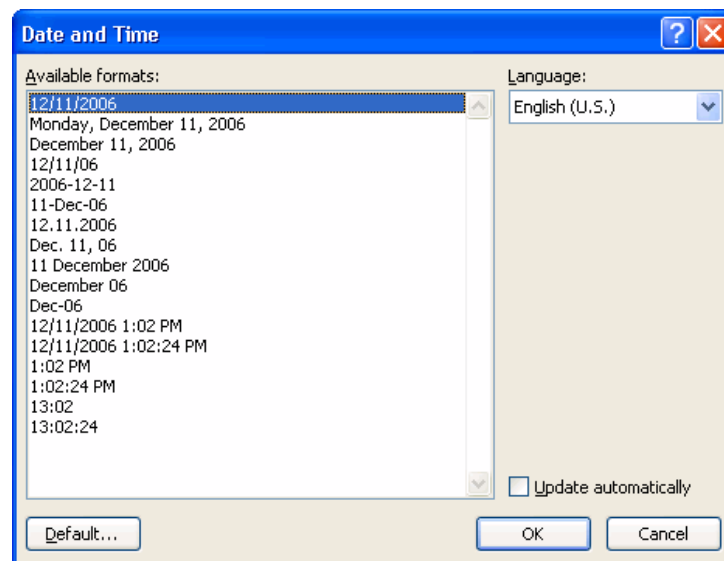
You can also use the Alignment Tab commands to align your photo.

Inserting the Date and Time

You can also add the current date and time to your header or footer with the Header and Footer Tools Design ribbon.



When you click this command, you will see this dialogue:



Simply choose a format from the list on the left. You can also check “Update automatically” so that the current date and time is always displayed. Then, click OK. Note that you can align the date and time using the Insert Alignment Tab command, and you can format it using regular text tools.

MONDAY, DECEMBER 11, 2006

First Page Header -Section 1-

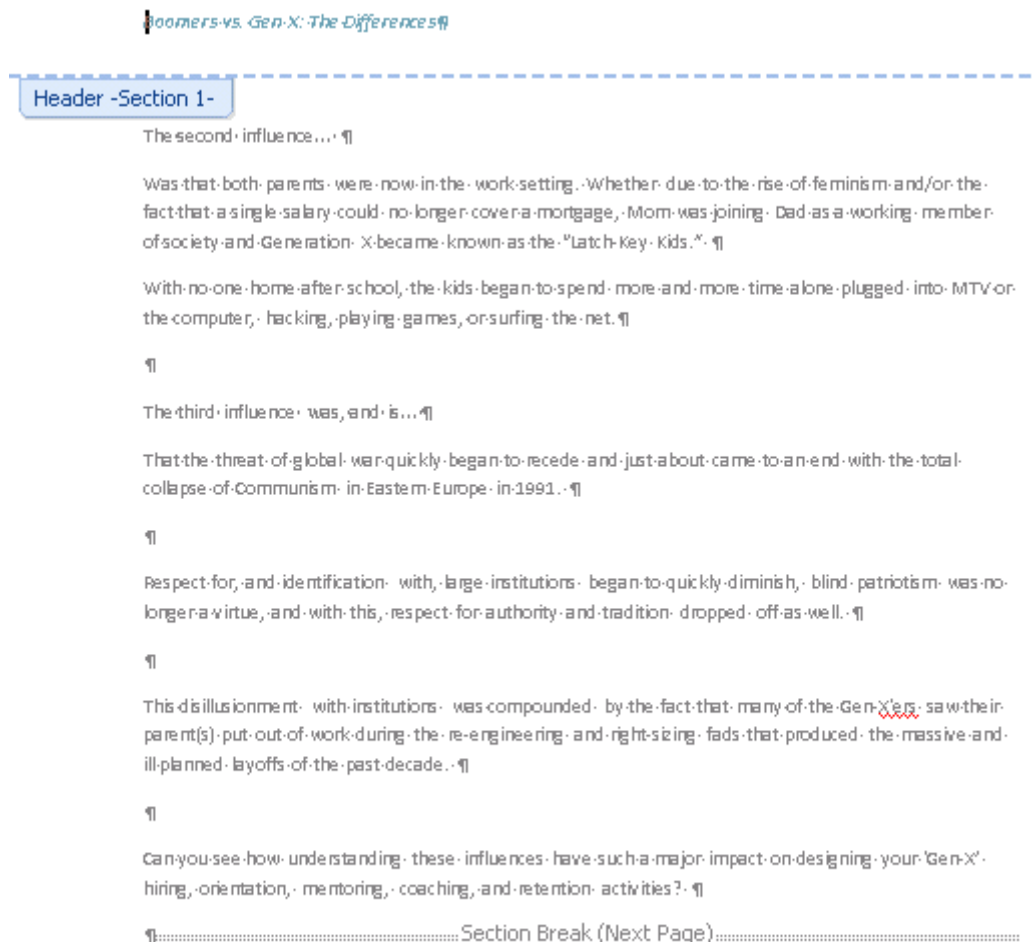
Linking and Unlinking Headers and Footers

By default, a change made in one header or footer applies to all headers or footers, so you must manually un-link the headers or footers to reverse that change. (Headers and footers are linked and un-linked separately.) Note that you must have a section break at the point that you want the headers and/or footers to change.

To break the link between headers, place your cursor in the first page of the header you want to unlink and click the **Link to Previous** button. (Note that the name of this button does not change whether you are linking or unlinking headers and footers; it will, however, appear toggled if linking is on.)

Let's take a look at an example.

Here is page 2 of our document. Notice how there is a section break at the end of the page.

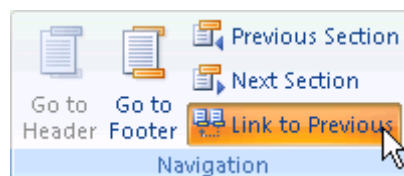


Now, look at page 3. (illustrated on next page)

Boomers vs. Gen X: The Differences ¶

Header -Section 2-	Boomers	X'ers	Same as Previous
	Work hard out of a sense of loyalty. ¶	Work hard if there is a balance allowed between work and off the job life. ¶	¶
	Expectations for long term employment. ¶ ¶	Expectation for being fired or laid off at least once. (They saw it happen to their parents.) ¶	¶
	Reliance on the organization. ¶	Reliance on self. ¶	¶
	Everyone starts at the bottom and pays their dues. ¶	Everybody is placed where they are most needed. Dues aren't relevant. ¶	¶
	Hold the long view; their number one benefit is a good pension plan. ¶	Hold the short view; their number one benefit is good working conditions. ¶	¶
	Identify with the NFL. Anonymous contribution with everyone knowing their part. The team is everything. ¶	Identify with the NBA. While teamwork is essential, it basically supports individual talent and effort. ¶	¶
	Believe in waiting one's turn. ¶	Believe in seizing each and every opportunity as it arises. ¶	¶
	Self sacrifice is a virtue. ¶	Self sacrifice is something that might occasionally have to be endured. ¶	¶
	High community orientation. Belong to groups, which provide most of the social interaction. ¶	Low community orientation. Friends made on the job. Work teams provide their need for community. ¶	¶
	Experience "burnout". ¶	Experience under utilization. Their need is to be appreciated. ¶	¶

Notice how the header for page 3 is the same, even though it is a new section. We need to click Link to Previous to un-link the two sections.



Now we can edit the header on the third page without affecting the second page. Note that there is also no longer a tag that says, "Same as Previous."

Boomers vs. Gen X: A Chart ¶

Header -Section 2-	Boomers	X'ers
--------------------	---------	-------

Positioning Headers and Footers

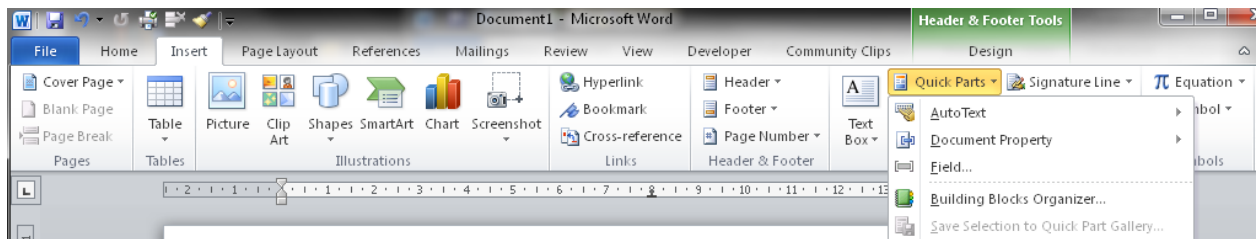
The last set of commands that we will look at is the Position chunk on the Header and Footer Tools Design ribbon.

Here, you can type in dimensions to set how far the header or the footer will appear from the top of the page.



Inserting Quick Parts

On the Insert ribbon, you will find a command called Quick Parts.

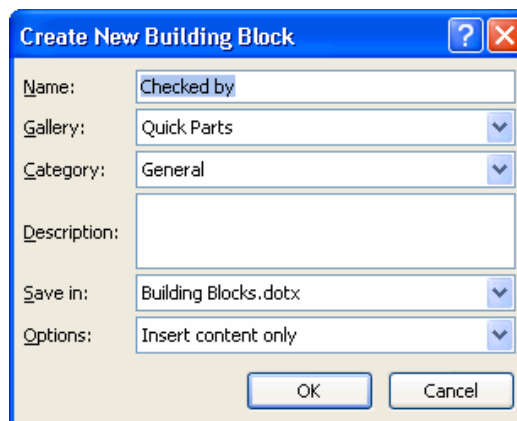


Adding Quick Parts

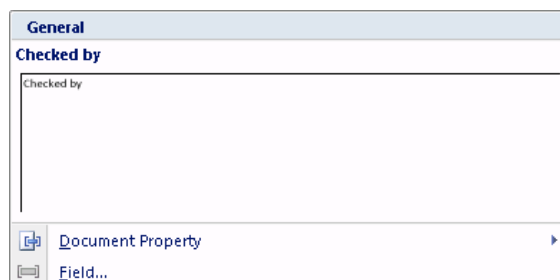
You can add your own Quick Parts to the list. Simply select the text or logo that you want to add, click the Quick Parts button on the Insert ribbon, and click Save Selection to Quick Part Gallery.



You will then be prompted to name the Quick Part.



Once you click OK, you will see it appear in the Quick Parts list.



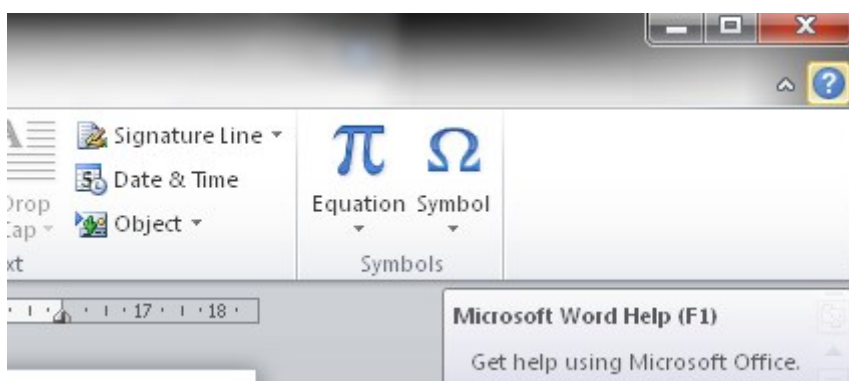
Whenever you want to use this text or logo in your document simply select Insert, Quick Parts and then left click on the item from the list, it will be inserted into your text.

Getting Help in Word

By now, you'll have noticed that there are an awful lot of things that you can do with Microsoft Office Word 2007. No matter how many books you read or how many courses you take, it's virtually impossible to memorize everything. Luckily, Word comes with help files so that you can find quick, accurate answers to your questions.

Opening Help

To open Help, click the question mark in the top right hand corner of the Word screen or use the F1 shortcut.



Using the Help Screen

When you open Help, here is what you will see:

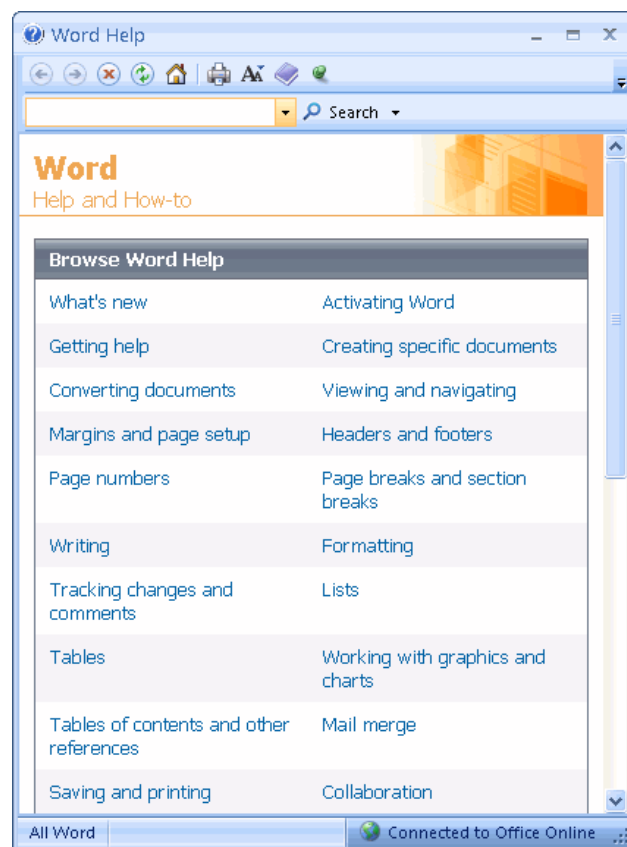
In the top right hand corner, you have minimize, maximize, and close buttons, just like you do in the main Word screen.



At the top of the window, you have a title bar, toolbar, and search box.

In the main part of the window, you have a list of help topics and a scroll bar. You can click on any of these topics to view that help information.

At the bottom of the window, you have a status bar showing where Help is searching.



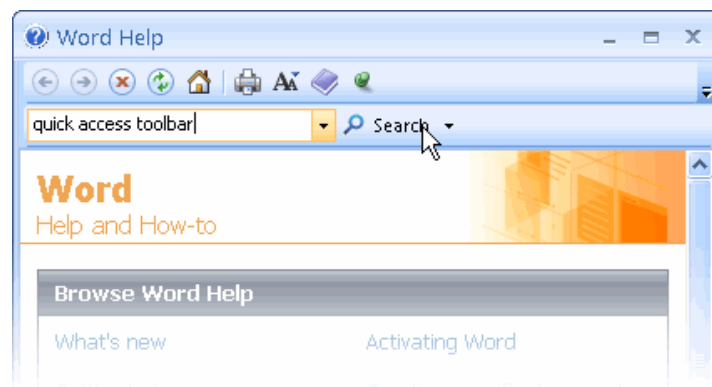
The Help Toolbar

There is a toolbar at the top of the help screen. Let's take a look at the commands.

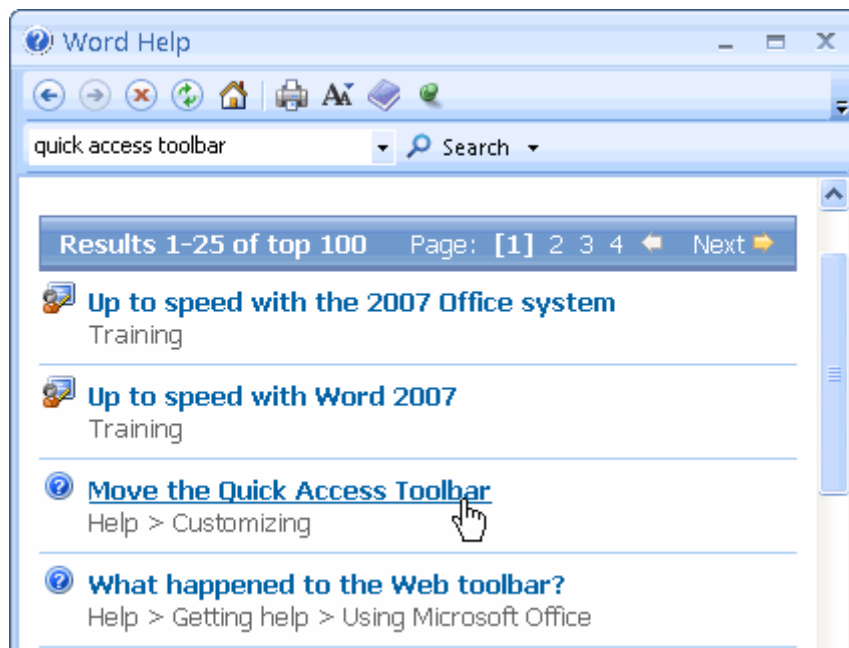
Back		Go back through the visited help pages.
Forward		If you went back too far, click forward to advance through your history.
Stop		Will stop loading a particular help topic.
Refresh		Will reload the current help topic from Office Online.
Home		Will return to the Help welcome page.
Print		Prints the help topic you are currently viewing.
Increase/Decrease Font Size		Makes the font larger or smaller.
Table of Contents		Lists all the different help files into categorized sections.
Pin on Top		The help file is contained in its own separate window. If this icon is set to be pinned on top (), then any time the Word window becomes active the help file will always be 'pinned' on top. If the Help file is set to not on top, it will only be on top if you specifically click the Help file's button on the Windows taskbar.
Not on Top		
Add/Remove Buttons		Finally, clicking the small pull-down arrow in the right-hand side of the window will let you add or remove icons to the navigation bar. Click the pull-down arrow, point to Add or Remove Buttons, point to Standard, and then click an option to check or uncheck it.

Searching for Help

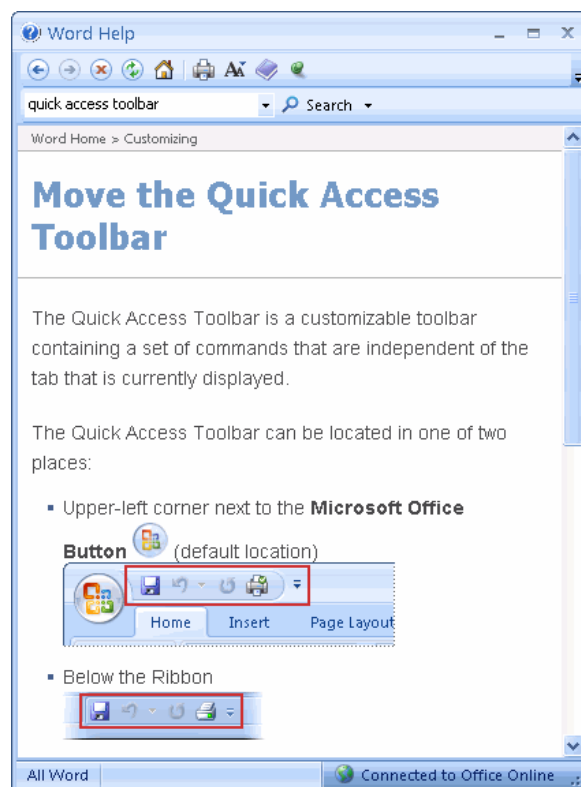
To search for help, simply type what you're looking for into the search box and click Search.



You will then see a list of links. Find the link you're searching for and click it to display it.



The result will then appear for you to read. Remember, you can use the back, forward, and home buttons on the help toolbar to help you navigate.



Some of the help topics will be video presentations and some of them may not be from Microsoft. If you cannot find what you wanted through Help, you could try searching the topic on the internet. There are many forums available online where solutions are discussed to most problems encountered with Word.

ⁱ Sample of an endnote, these appear n the last page of a document by default.