

# IT Training Handbook



## Introduction to Microsoft Word 2013 & 2016

Version 1.0  
September 2019



Copyright ©2019, San Diego Unified School District. All rights reserved.

This document may be reproduced internally by San Diego Unified School District. Except as noted, all rights are reserved. No part of this publication may be reproduced, transcribed, stored in retrieval systems, or translated into any language in any form by any means without written permission of San Diego Unified School District, Integrated Technology Support Services (ITSS), 4100 Normal St, San Diego, CA 92103

---

---

# Table of Contents

|   |    |
|---|----|
| Part 1: Word 2010, 2013, & 2016 .....                       | 5  |
| The Difference Between Word 2010, 2013 & 2016 .....         | 6  |
| Transitioning from Word 2010 to Word 2013 .....             | 6  |
| Transitioning from Word 2013 to Word 2016 .....             | 6  |
| Part 2: Introduction.....                                   | 9  |
| About Microsoft Word 2013 & 2016.....                       | 10 |
| Starting Word .....   | 10 |
| Overview of the Word User Interface .....                   | 12 |
| Quick Access Toolbar.....                                   | 13 |
| How to Add Commands to the Quick Access Toolbar: .....      | 13 |
| How to Remove Commands from the Quick Access Toolbar: ..... | 14 |
| Ribbon .....  | 14 |
| Standard Tabs .....   | 15 |
| Contextual Tabs .....                                       | 15 |
| Optional Tabs.....  | 16 |
| Custom Tabs .....   | 16 |
| Mini Toolbar .....  | 16 |
| Shortcut Menus.....   | 17 |
| Backstage View.....   | 17 |
| Create and Save a New Document.....                         | 18 |
| Exercise 2.0 Create a New Document .....                    | 18 |
| Exercise 2.1 Save a New Document.....                       | 19 |
| Open an Existing Document .....                             | 20 |
| Exercise 2.2 Open a Document from within Word.....          | 20 |
| Part 3: Formatting & Editing .....                          | 21 |
| Formatting Text.....  | 22 |

|   |    |
|---|----|
| Font Style .....  | 22 |
| Font Size .....   | 23 |
| Font Effects .....  | 23 |
| Exercise 3.0 Apply Formatting to Text.....                                | 24 |
| Format Painter .....  | 24 |
| Exercise 3.1 Using Format Painter to Apply Formatting to Other Text ..... | 24 |
| Exercise 3.2 Apply Format Painter to Multiple Areas of Text.....          | 25 |
| Clear All Formatting .....  | 25 |
| Exercise 3.3 Clear All Formatting from Selected Text.....                 | 25 |
| Editing Text .....  | 26 |
| Select a Single Character.....  | 26 |
| Select a Word.....  | 26 |
| Select a Line .....   | 26 |
| Select a Paragraph .....  | 26 |
| Select an Entire Page or Document .....                                   | 27 |
| Replacing Text.....   | 27 |
| Moving Text .....   | 27 |
| Copy-and-Paste Text .....   | 27 |
| Exercise 3.4 Move Text .....  | 28 |
| Exercise 3.5 Copy-and-Paste Text.....                                     | 28 |
| Cut-and-Paste Text.....   | 29 |
| Undo/Redo.....  | 29 |
| Part 4: Page Layout .....   | 31 |
| The PAGE LAYOUT Ribbon.....   | 32 |
| Margins.....  | 32 |
| Exercise 4.0 Margins Command on the PAGE LAYOUT Ribbon .....              | 33 |
| Exercise 4.1 Page Setup Dialog Box .....                                  | 34 |
| Exercise 4.2 Setting Margins on the Ruler .....                           | 35 |
| Paragraph Formatting .....  | 36 |
| Exercise 4.3 Change Text Alignment.....                                   | 37 |
| Exercise 4.4 Change Text Line Spacing .....                               | 37 |
| Exercise 4.5 Increase or Decrease Text Indentation.....                   | 38 |

---

|              |   |    |
|--------------|---|----|
| Exercise 4.6 | Setting Ruler Tab Stops to Customize Tab Key Indent .....     | 38 |
| Exercise 4.7 | Setting Tab Stops using Paragraph Dialog Box .....            | 39 |
| Exercise 4.8 | Setting a Decimal Tab Stop .....                              | 41 |
| Part 5:      | Bullets, Numbers, & Symbols .....                             | 43 |
| Inserting    | Bullets, Numbers, & Symbols .....                             | 44 |
| Bullets      | .....   | 44 |
| Bullet       | Library .....   | 45 |
| Exercise 5.0 | Create a Bulleted List with the Bullet Button & Library ..... | 45 |
| Exercise 5.1 | Create a Customized Bulleted List .....                       | 46 |
| Numbering    | .....   | 47 |
| Exercise 5.2 | Create a Numbered List .....                                  | 48 |
| Symbols      | .....   | 49 |
| Exercise 5.3 | Insert a Symbol .....   | 50 |
| Spanish      | Lettering .....   | 50 |
| Part 6:      | Headers & Footers.....  | 51 |
| Inserting    | Headers & Footers.....  | 52 |
| Exercise 6.0 | Create a Header or Footer .....                               | 52 |
| Exercise 6.1 | Add a Date Stamp to a Header or Footer .....                  | 54 |
| Exercise 6.2 | Add a Time Stamp to a Header or Footer .....                  | 55 |
| Exercise 6.3 | Add Page Numbers to a Header or Footer .....                  | 57 |
| Part 7:      | Bookmarks & Hyperlinks .....                                  | 59 |
| Inserting    | Bookmarks & Hyperlinks .....                                  | 60 |
| Exercise 7.0 | Insert a Bookmark.....  | 60 |
| Exercise 7.1 | Insert a Hyperlink.....                                       | 62 |
| Part 8:      | Using Graphics.....   | 65 |
| Inserting    | Graphics.....   | 66 |
| Exercise 8.0 | Insert and Modify a Shape.....                                | 66 |
| Exercise 8.1 | Insert and Modify a Picture .....                             | 68 |
| SmartArt     | (flowcharts).....   | 69 |
| Exercise 8.2 | Insert and Modify a SmartArt Graphic .....                    | 69 |
| Insert       | Excel Worksheets & Charts .....                               | 70 |
| Exercise 8.3 | Insert & Link an Excel Worksheet.....                         | 70 |

---

---

|   |    |
|---|----|
| Embed or Link an Excel Chart .....                                | 73 |
| Exercise 8.4 Insert a Chart as a Picture.....                     | 73 |
| Exercise 8.5 Embed Chart & Edit with Excel Tools in Word.....     | 74 |
| Exercise 8.6 Link an Excel Chart into a Word Document.....        | 76 |
| Part 9: The Navigation Pane.....                                  | 79 |
| Using the Navigation Pane .....                                   | 80 |
| Part 10: Tips & Tricks .....                                      | 83 |
| Proofreading: Spelling and Grammar Check .....                    | 84 |
| Preview & Print a Document .....                                  | 86 |
| How to Split a Screen to Display Two Programs .....               | 87 |
| Exercise 10.0: How to Display Two Programs at the Same Time ..... | 87 |
| Basic Keyboard Shortcuts.....                                     | 88 |
| Help .....  | 90 |
| Finding Help in Microsoft Word 2013.....                          | 90 |
| Finding Help in Microsoft Word 2016.....                          | 90 |
| Help from the SDUSD Website .....                                 | 92 |
| Help from the SDUSD Help Desk.....                                | 92 |
| Notes: .....  | 93 |

# Part 1: Word 2010, 2013, & 2016

---

# The Difference Between Word 2010, 2013 & 2016

---

With the introduction of **Microsoft Word 2010**, many changes in appearance were made to the user-interface. However, the differences between **2010** and **2013** were minimal (*see below*). That is also the case with the introduction of **Word 2016**. Other than a few minor changes, **Word 2016** is nearly identical to its predecessor, **Word 2013**. The few, and somewhat significant, changes are listed below to help you transition from **Word 2010** to **Word 2013** and from **Word 2013** to **Word 2016**.

## Transitioning from Word 2010 to Word 2013

- With the introduction of **Word 2013**, the most obvious change was the addition of the **DESIGN** tab to the Ribbon. This new tab contains features such as **Style Sets**, **Style Themes**, as well as, additional features with the ability to change or alter the entire document (*Style Themes were previously located within the PAGE LAYOUT Ribbon, in Word 2010*).
- Another addition was the ability to *right-click* on any word within the text to **Define** it using the *drop-down* menu option to look up that word in an online dictionary (**Note: to use the dictionary feature, you must be signed in to your Microsoft account**).
- The **Apps for Office** *drop-down* menu was added to the **INSERT** tab allowing you to access Apps you have already downloaded or would like to download.

## Transitioning from Word 2013 to Word 2016

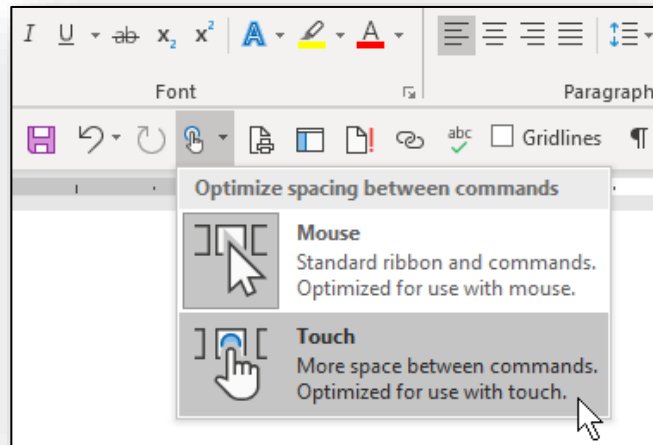
- With the introduction of **Word 2016**, the Ribbon tabs have been altered with just a few changes:
  - a) The Tab Ribbons are now labeled in lowercase instead of in ALL CAPS;
    - **Word 2013** = **HOME** Ribbon tab, and **Word 2016** = **Home** Ribbon tab.
  - b) The **PAGE LAYOUT** Ribbon tab has been changed to simply, **Layout**.
  - c) The **Developer** tab now appears by default (*in Word 2013 you had to add it to the Ribbon*).
  - d) The Help icon (*question mark*) up in the *top-right* corner of **Word 2013** has been added to **Word 2016** as another tab (**Help**) with several options for finding answers to your questions.
  - e) **Word 2016** has added yet another way to help you with the addition of the **Tell me** search field located at the right end of the Ribbon. Simply click the mouse cursor into the **Tell me** field and type in any topic. A *drop-down* menu will appear with suggestions (*including an option to open the Help pane to assist you further with your search*).
  - f) On the **REVIEW** tab Ribbon, a new **Start Inking** feature has been added which makes available tools similar to those you would find in Microsoft **Paint** allowing you to significantly alter the appearance of your document.
  - g) **Word 2016** has added a new **Smart Lookup** feature to the **Reference** tab Ribbon (*located in the Research Group*). This feature allows you to **Define** a term using an online dictionary or search a specific topic on the Web with **Bing** by simply highlighting any text in your document and then clicking on the **Smart Lookup** feature. The **Smart Lookup** Pane will then



appear to the right of the document page allowing you to **Define** the term or **Explore** the subject on the web.

- The **Quick Access Toolbar** has a new feature in 2016 (*added by default*) called **Touch/Mouse Mode** which is simply an *ever-present* toggle that allows you to quickly increase the spacing between shortcuts and commands on your desktop to optimize touch screen operation.

**Touch Mode** spaces the buttons a little farther apart on the screen, so they're easier to tap with your finger. You can turn on **Touch Mode** by simply clicking on the **Touch Mode drop-down** menu button on the Quick Access Toolbar and then click on the **Touch** banner.



- **Word 2016** also has an **Auto Save** feature built into the **Quick Access Toolbar** (*this feature requires that you have activated either **OneDrive** or **SharePoint Online** to function*). When this feature is active, every stroke of the keyboard and click of the mouse is recorded in the cloud. As such, your document is being saved continually with no need to repeatedly click on the Save icon to prevent the loss of your work. **Note:** This feature operates similarly to Google Docs, Sheets, and any other Google app working in the cloud.
- **Word 2016** has improved graphics. You can now add **3-D** graphics to your document with the ability to manipulate charts and graphs on 3 axes allowing you to display them from any angle.
- Finally, **Word 2016** has improved **Accessibility** adding enhanced sound capabilities to provide audio cues as you work. To turn on this new **Accessibility** feature, navigate to **Backstage** view → **Options** → **Ease of Access** → **Feedback Options** → **Provide Feedback with Sound**. Then select **Modern** or **Classic** from the *drop-down* menu.



# Part 2: Introduction

# About Microsoft Word 2013 & 2016

**Microsoft Word 2013 & 2016** are word-processing, software applications that contain many robust tools and features used to create and edit documents such as; reports, business letters, memos, faxes, brochures, resumes, flyers, business cards, newsletters, and much more. **Word 2013 & 2016** can be used in their original form (*as it was installed*), or it can be highly customized to meet the specific needs of the user.

This handbook was written by the **SDUSD IT Training Department** for use by the employees of the **San Diego Unified School District**. It contains a general overview of basic **Word** features.

**Note:** The illustrations and *step-by-step* instructions in this handbook were created in **Word 2013** software on a **PC** computer using **Windows 7**.

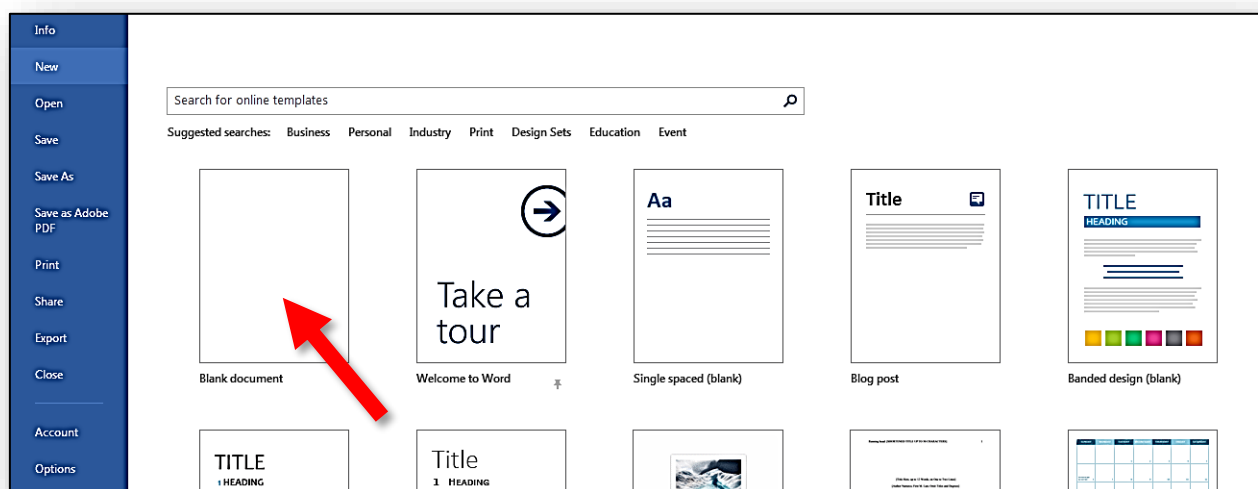
## Starting Word

There are several ways to start **Word 2013 & 2016** on your computer (*methods will vary depending on which operating system is in use*).

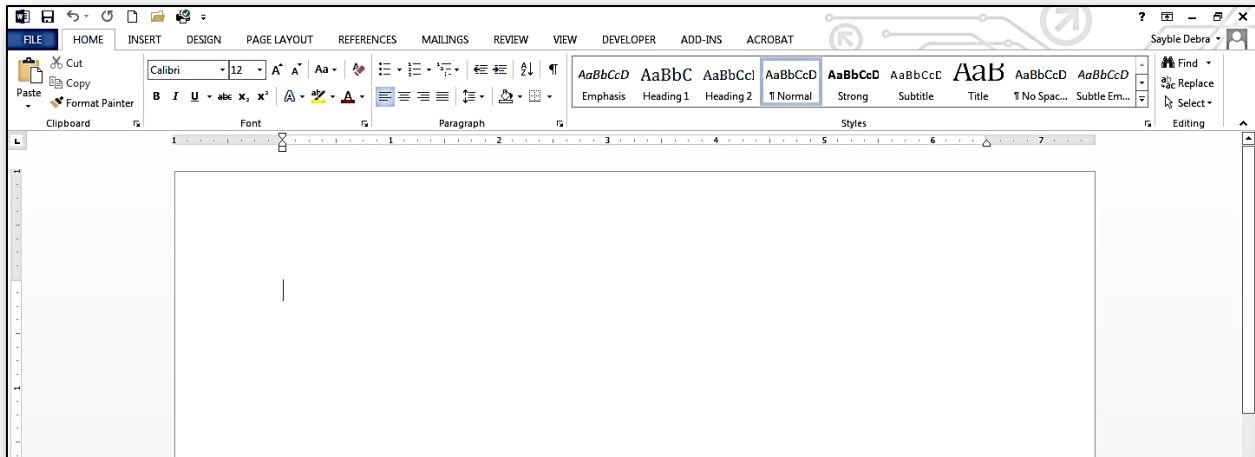
### Method 1: The Start Menu

- a) Click the **Start** button.
- b) Click All Programs.
- c) Click Microsoft Office 2013 or 2016
- d) Click Word 2013 or 2016
- e) When the **Start** screen displays, select **Blank document** (see **red arrow below**) to open a new, blank document.

**Note:** The screenshots in this section reflect the **Word 2013** user interface.

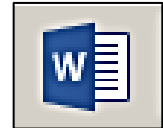


- f) A new, **Blank document** will display.



### **Method 2:** The Taskbar or Desktop

- a) Locate the **Word** icon on the **Taskbar** (*the horizontal bar across the bottom of the Windows' desktop screen*). Click the **Word** icon to launch **Word 2013** or **Word 2016**.

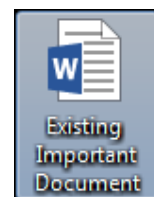


- b) Locate the **Word** icon on the **Desktop** (*the main background screen on your computer monitor*). Double-click the **Word** icon to launch **Word 2013** or **2016**



### **Method 3:** An Existing Word File

- a) Locate an existing **Word** file on the desktop of your computer or within the **Documents** folder. *Double-click* the file icon. This will launch **Word 2013** (or **Word 2016**) and open that specific document simultaneously.



# Overview of the Word User Interface

All **Microsoft Office 2013 & 2016** software programs share the same, basic user-interface. What you learn in one **Microsoft Office** program (*Word, Excel, PowerPoint, etc.*) can also be applied to the other **Office** programs. Although **Microsoft Office** programs share some common tools and features, each has its own unique tabs, groups, menus, and abilities based on the function of the program (see **Figure 1**, the *Word 2013 User Interface*, below).

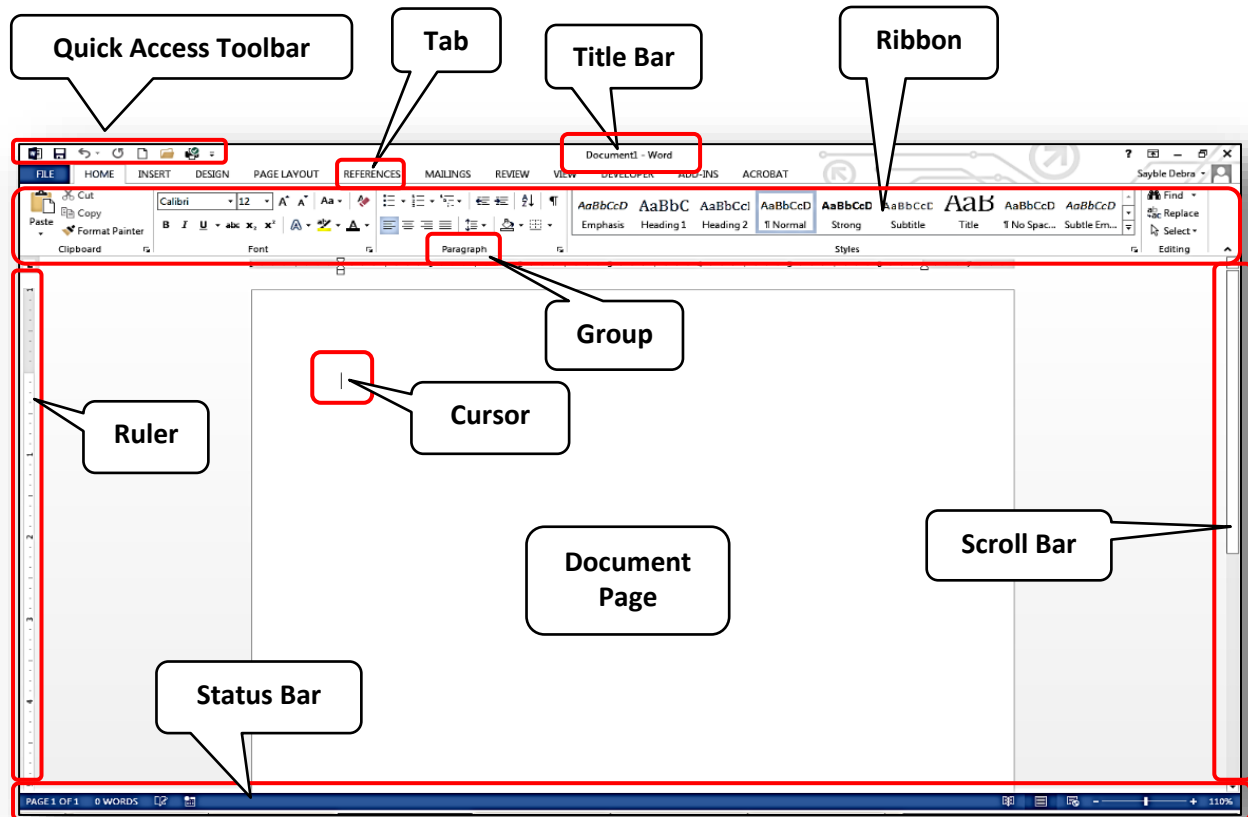


Figure 1 – Word 2013 User Interface

| Name                        | Description  |
|-----------------------------|--|
| <b>Quick Access Toolbar</b> | Displayed in the upper, left corner. This toolbar contains frequently used commands. It can be customized and relocated to meet the user’s needs.              |
| <b>Tabs</b>                 | Labels of the various <b>Ribbons</b> . Only one <b>Tab/Ribbon</b> can be seen or used at a time.   |
| <b>Title/Title Bar</b>      | Displays the name of the document and program in use.  |
| <b>Ribbon</b>               | Large rectangle banner across the top of the interface ( <i>below the tab names</i> ) displaying groups of related features and commands specific to each tab. |

|                      |   |
|----------------------|---|
| <b>Group</b>         | Each <b>Tab/Ribbon</b> has named groupings of related buttons and commands. For example, the “ <b>Paragraph</b> ” group has a collection of commands related to how paragraphs are formatted ( <i>Line Spacing, Alignment, etc.</i> )   |
| <b>Ruler</b>         | Displayed along both the left vertical edge and the top horizontal edge of the document window. Used for general document layout, margin locations, column & row spacing, and to create tabbed indents.   |
| <b>Cursor</b>        | Flashing insertion point where text will appear as you type.  |
| <b>Document Page</b> | The page or “paper” image of the document you are working on.   |
| <b>Scroll Bar</b>    | Displayed along the right ( <i>and sometimes bottom</i> ) edge of the window. It is used to navigate throughout document by scrolling the page up or down ( <i>or, left and right</i> ).  |
| <b>Status Bar</b>    | Located along the bottom edge of the window, it contains status information about the current document such as which page you are on, how many words the document contains, which <b>View</b> you are using to see the document, and the <b>Zoom</b> tool to zoom in and out ( <i>enlarge and shrink</i> ). |

Table 1 – User Interface

## Quick Access Toolbar

Located in the upper, left corner of the **Word** User Interface, the **Quick Access Toolbar** is a convenient feature with *single-click* access to common tools such as **Save**, **Undo**, and **Open** (*an existing file*). You can customize the **Quick Access Toolbar** with any commands or buttons you prefer and position it above or below the **Ribbon** (*see Figure 2*).

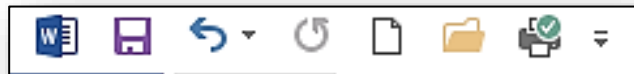
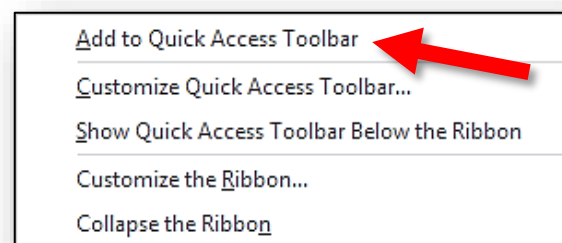


Figure 2 - Quick Access Toolbar

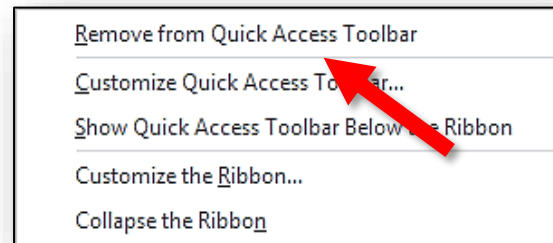
### How to Add Commands to the Quick Access Toolbar:

1. On the **Ribbon** of your choice, *right-click* the command or button you want to add.
2. *Left-click* **Add to Quick Access Toolbar** on the **Shortcut Menu** that appears.



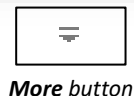
## How to Remove Commands from the Quick Access Toolbar:

1. On the **Quick Access Toolbar**, *right-click* the command or button you want to remove.
2. *Left-click* **Remove from Quick Access Toolbar** on the **Shortcut Menu** that appears.



### Additional Options:

Click the **More** button on the right edge of the **Quick Access Toolbar** to display a menu with additional options and commands you can use to further customize the toolbar. Click on any item in the list to add that command to the **Quick Access Toolbar** (a check next to the command indicates that it is active).



**Note:** The **Quick Access Toolbar** and the **Tab Ribbons** can be extensively customized from the **Word Options** dialog box: **File tab** → **Options** → **Customize Ribbon** or **Quick Access Toolbar**.

## Ribbon

The **Ribbon** is the large rectangular band stretching across the top of the **Word** window with several groups of commands. These groups can help you quickly locate the tools you need. The **Ribbon** is comprised of a set of categorized **Tabs** (see **Figure 3**, below). When you click a **Tab** it is brought forward as the current, active **Tab** in use. Each **Tab** contains a unique set of commands related to the theme (name) of the **Tab**. These commands are organized into several groups along the **Ribbon** within each **Tab**. The **Tab** names are written in all capital letters and located along the top of the **Ribbon**. The group names are located along the bottom edge of the **Ribbon** in the center of each group (see **Figure 3**, below). Commands within the **Ribbon** generally reveal as buttons, drop-down lists, labeled icons, or galleries.

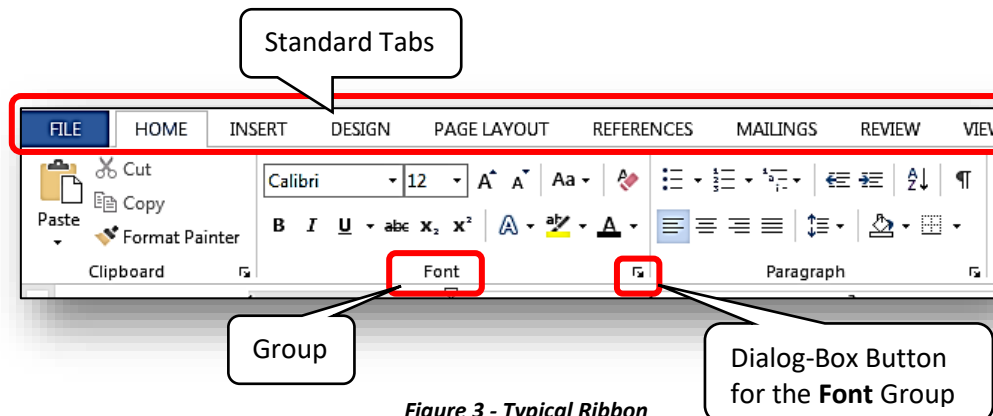


Figure 3 - Typical Ribbon

**Note:** Many of the groups within the **Ribbon** have a dialog box button (at the bottom, right corner). When this button is selected, a dialog box (or **Window Pane**) is displayed containing a group of specialized commands or features organized in tabs. It is necessary to click **OK** to activate any commands or changes made within the dialog box—causing it to close.



| Ribbon Tab Name | Description   |
|-----------------|---|
| FILE            | Displays the <b>Backstage</b> view with commands and options related to managing files and customizing <b>Word</b> .  |
| HOME            | Contains the most frequently used, common commands and tools. It is the active Tab ( <i>in front</i> ) by default each time you open <b>Word</b> .  |
| INSERT          | Contains commands related to things you can insert into a document such as <b>Pictures, Hyperlinks, Tables, Worksheets, or Charts</b> , etc.  |
| DESIGN          | Contains commands related to the overall appearance of a document, such as <b>Themes, Colors, Fonts, or Watermarks</b> .  |
| PAGE LAYOUT     | Contains commands related to changing the <b>Layout</b> of a document, such as <b>Margins, Alignment, or Line Spacing</b> , etc.  |
| REFERENCES      | Contains commands related to adding <b>Reference</b> material or <b>Notations</b> to a document, such as <b>Tables of Contents, Indices, or Footnotes</b> , etc.  |
| MAILINGS        | Contains commands related to creating <b>Mail Merges</b> and <b>Form Letters</b> quickly and easily.  |
| REVIEW          | Contains commands related to <b>Proofreading</b> , adding <b>Comments, Tracking</b> other people's work on a document, or <b>Protecting</b> a document.   |
| VIEW            | Contains commands related to changing how the document is displayed on your computer screen, such as <b>Zooming In</b> or <b>Zooming Out</b> , seeing it in <b>Print View</b> , or whether the <b>Ruler</b> is displayed. |

Table 2 – Ribbon Tabs

## Standard Tabs

The **Standard Tabs** are the default Tabs that appear above the Ribbon each time you launch and use **Word**. The **Tab** name indicates the types of commands its corresponding **Ribbon** will have. For example, the **INSERT** Tab contains commands and features that have to do with inserting objects into a document such as **Pictures, Charts, Tables, Hyperlinks, or Textboxes**.

## Contextual Tabs

**Contextual Tabs** are **Tabs** that appear *only* when certain objects in your document are selected such as **Tables, Charts, or Pictures (graphics)**. **Contextual Tabs** contain commands that specifically affect only the object you are actively working on. If you click away from that object into another area of the document, the **Contextual Tab** will disappear. When you click on that same object again, the **Contextual Tab** returns. **Contextual Tabs** will appear to the right of the **Standard Tabs** and are colored differently making them easier to identify (see **Figure 4, below**).

## Optional Tabs

You can display additional, **Optional Tabs**. You can choose these from the **Backstage** view of **Word** by clicking **FILE** → **OPTIONS** → **CUSTOMIZE RIBBON**. These **Optional Tabs** have additional commands and buttons not found on the **Standard Tabs**.

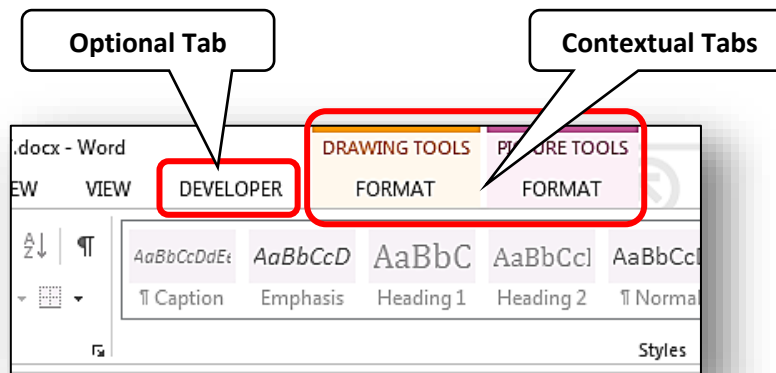


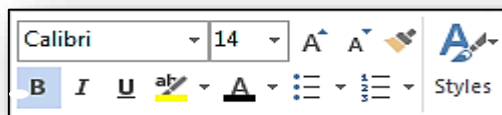
Figure 4 – Optional & Contextual Tabs

## Custom Tabs

You can create your own customized **Tabs** with any name you wish. You can place any commands or buttons **Word** has in customized groups according to your preference.

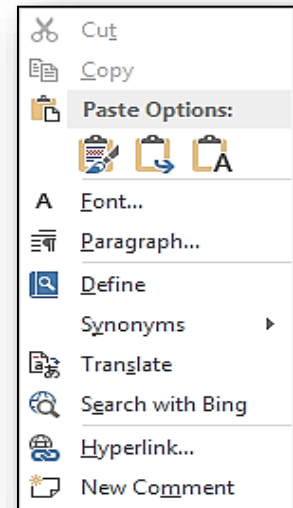
## Mini Toolbar

Frequently confused with the **Quick Access Toolbar**, the **Mini Toolbar** displays right next to your cursor whenever you select (*highlight*) text, or when you *right-click* on an object. The **Mini Toolbar** has commands that will affect only the *text* or *object* you selected—not the entire document.



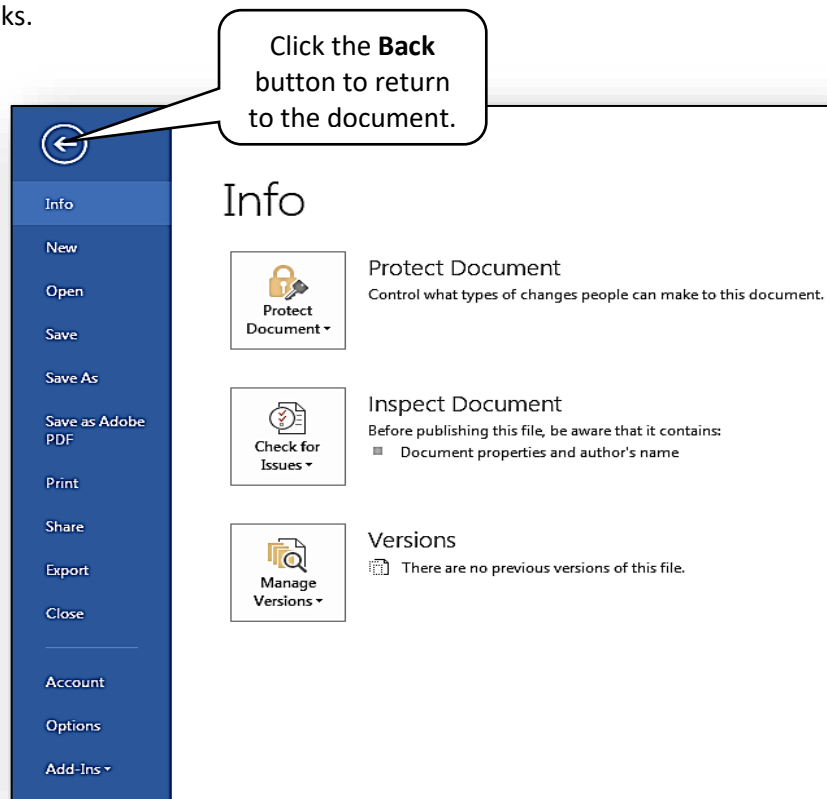
## Shortcut Menus

A **Shortcut Menu** will display next to most items you *right-click* on. These are content-sensitive menus designed to help you do things directly related to the item you *right-clicked*. Depending on what you *right-clicked*, the **Shortcut Menu** will have different commands.



## Backstage View

When you click the **FILE** tab, it displays the **Backstage** view. This is where you complete tasks related to managing your **Word** document files and customizing **Word** to suit your needs. Use the **Backstage** to create **New** documents, **Open** existing ones, **Save** document files, **Print** your documents, and many other tasks.



---

# Create and Save a New Document

---

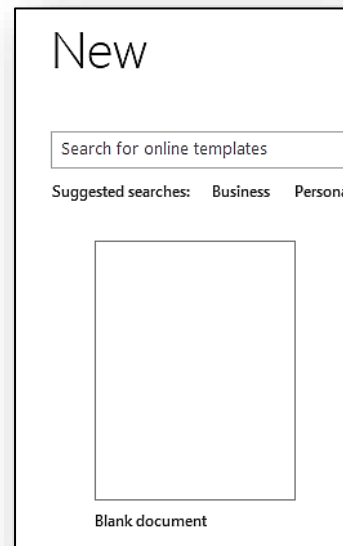
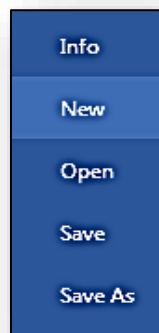
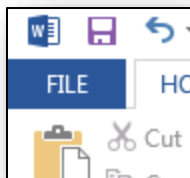
When you launch **Word 2013** or **2016** you will see a **Start** screen with pictures (*icons*) of different **Word** template styles to choose from. Until you are more familiar with **Word** styles and themes, click the “**Blank document**” template in the upper left corner and a new, blank page will appear. You can then begin typing your document (*see Figure 1, above*)

The **Title** (*or Title Bar*) will default to the name **Document1**, **Document2**, and so on, until you save the document with a name/title of your own choice.

The **Cursor** is a small flashing vertical line on the page. It shows where the next character you type will appear on the page. As you type, when the **Cursor** reaches the end of a line of text, it will automatically move down to the beginning of the next line.

## Exercise 2.0 Create a New Document

1. Click **FILE** → **New** → **Blank document**.



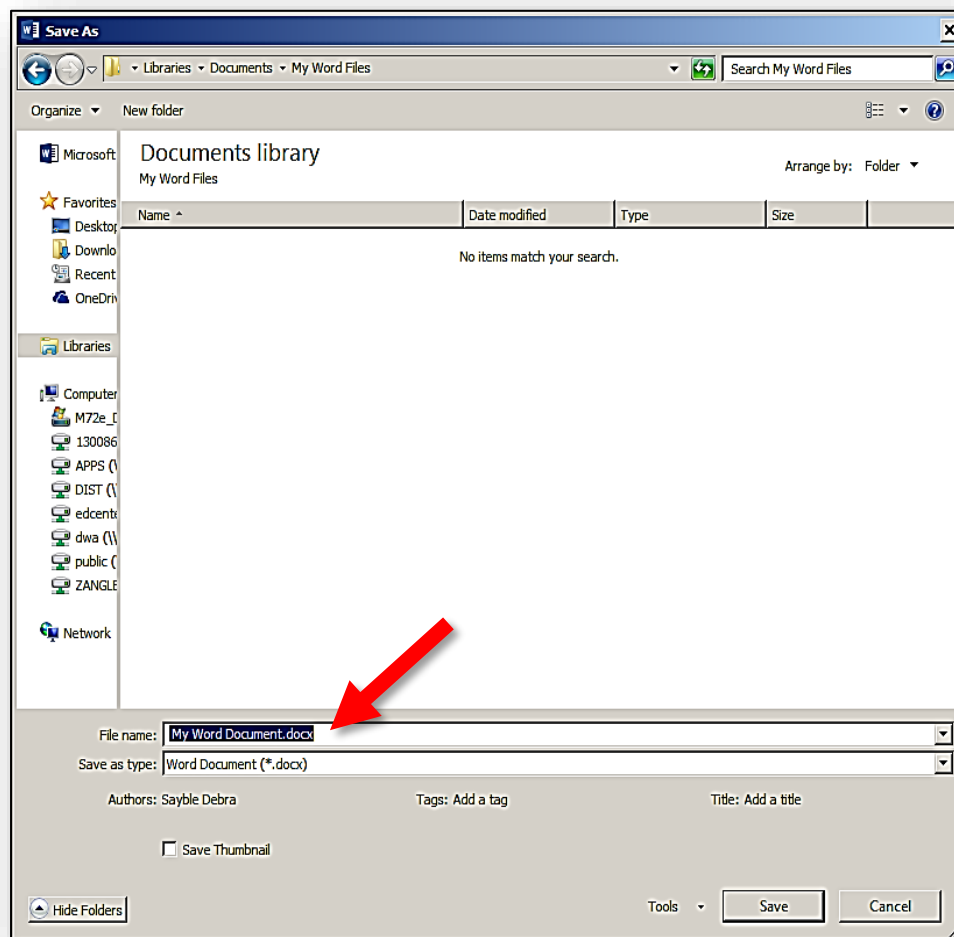
2. You can now begin typing. Press the **Enter** key when you are finished with a sentence and want to start a new paragraph. If you want to start typing on a specific part of the page, simply *double-click* the mouse cursor on that spot and then begin typing.

## Exercise 2.1 Save a New Document

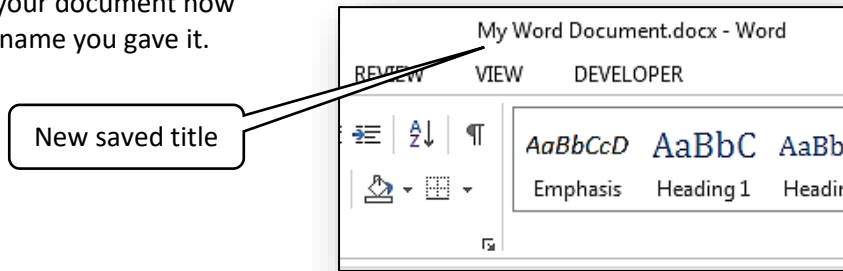
1. Click the **Save** button above the **FILE** tab (on the **Quick Access Toolbar**).



2. Navigate to the folder location where you want to save the **Word** document file.
3. The **Save As** window will appear. Type a name (*title*) for the document into the **File Name** field (see the **red arrow**, below). Note that the default file type for each document will be “**docx**”—a regular **Word** document. **Microsoft Word** has seventeen different file extension formats available including **Adobe Acrobat Reader**, **PDF** file format. Make any desired changes regarding the file format type, then click the **Save** button in the lower, right corner.



- The **Title** of your document now displays the name you gave it.



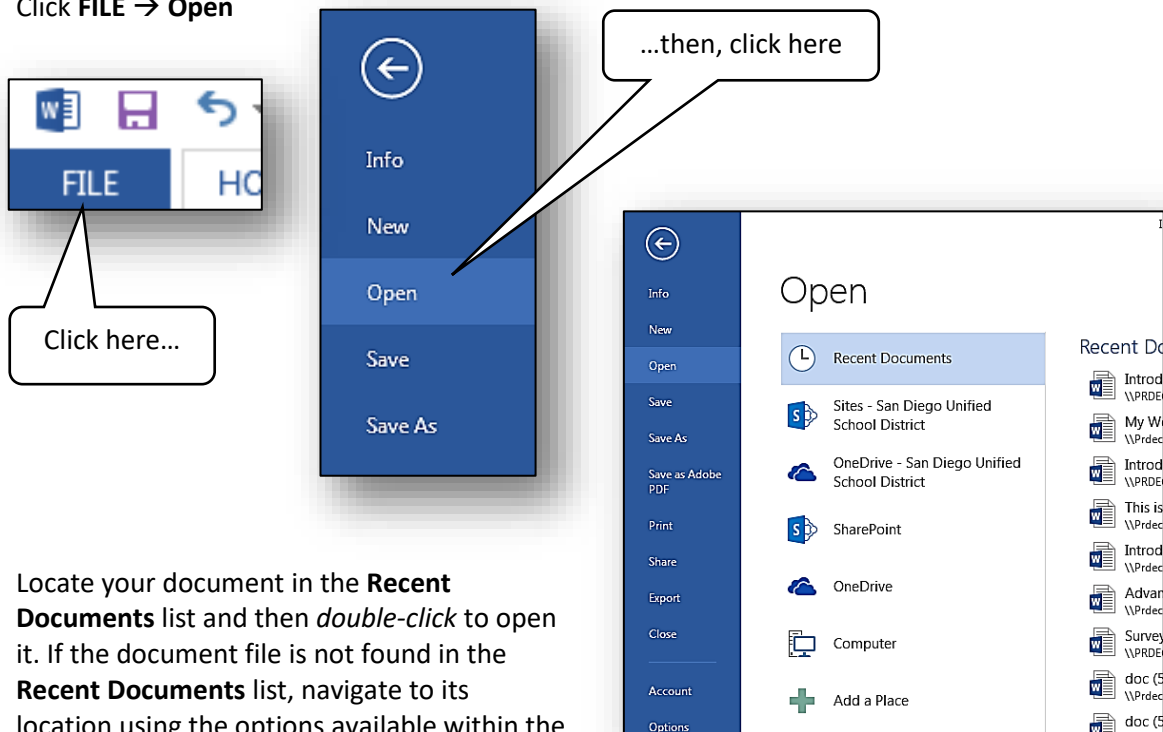
## Open an Existing Document

To open a document you created and saved previously, first launch **Word** and then open the file from within the software. Another option is to navigate to the location of the saved file, and open it directly from there.

### Exercise 2.2 Open a Document from within Word

- Launch **Word** from the **Start** menu (or from the **Word** icons on the **Taskbar** or **Desktop**). Refer to the **Starting Word** section of this handbook (see **page 10**).

- Click **FILE** → **Open**



- Locate your document in the **Recent Documents** list and then *double-click* to open it. If the document file is not found in the **Recent Documents** list, navigate to its location using the options available within the **Open** column.

# Part 3: Formatting & Editing

The **Formatting** of a document refers to the way text or graphics are manipulated in appearance. An example would be the changing of the size, style, or position of text or graphics to improve appearance or readability.

**Note:** The file **Format** of a document refers to the type of file a document is (*such as an Adobe Acrobat Reader, PDF file Format*)

The **Editing** of a document refers to the revision process of written content within a document. An example would be adding, replacing, or deleting words, phrases, or paragraphs to expand or simplify text as part of the writing process.

## Formatting Text

### Font Style

In **Word**, the term “**font**” refers to what used to be called “**typeface**” (*the design or style of lettering*). **Word** has many different fonts to choose from and each has a unique name. The font used in this handbook is called **Calibri**. Here are a few other commonly used fonts:

Times New Roman  
Arial  
Tahoma

Here are a few additional fonts generally used for special effects or decoration:

**ALGERIAN**  
*Gigi*  
Old English

To change the **Font Style** of your text, first select the text (*click-and-drag to highlight it*) and then choose the **Font Style** you want from the **Font Style**, drop-down menu in the **Font** group on the **HOME** tab **Ribbon** (see **Figures 5 & 6**, below). You can also access the **Font Style**, drop-down menu from the **Mini Toolbar** that appears when you first select a section of text (see **Figure 7**, below). Immediately after selecting the text, the **Mini Toolbar** will appear and remain in place until the mouse cursor is rolled away from the selection causing the **Mini Toolbar** to fade away.

**Note:** The screenshots in this section reflect the **Word 2013** user interface.

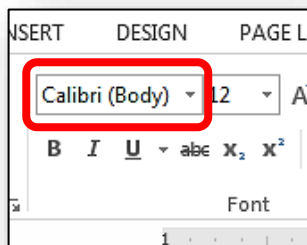


Figure 5 - Font Menu in Ribbon

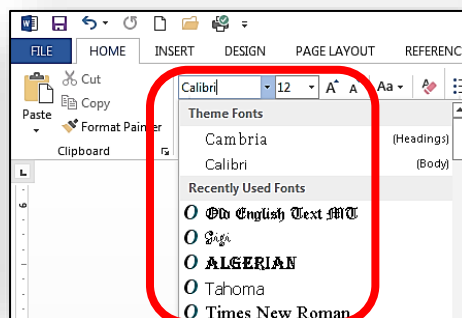


Figure 6 – Font Menu Expanded

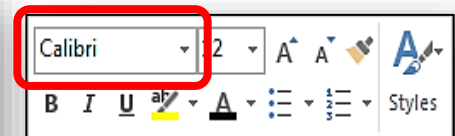


Figure 7 - Mini Toolbar



## Font Size

You can change the size of any font by selecting the text and then choosing the size from the **Font Size**, drop-down menu (see **Figures 8 & 9**). A font is typically measured in a point (**pt.**) size, which is the vertical measurement of the lettering. There are approximately **72** (72.272) points in one inch or **2.54** cm.

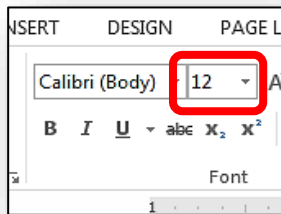
**Note:** The screenshots in this section reflect the **Word 2013** user interface.

Common font point sizes for business documents are 10, 11, or 12.

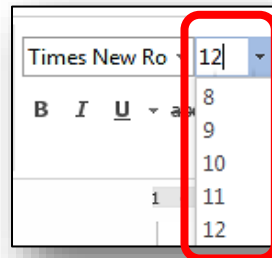
This is **Times New Roman** Font Style in size **10** font (or in a **10** point font).

This is **Times New Roman** Font Style in size **12** font (or in a **12** point font).

This is **Times New Roman** Font Style in size **14** font (or in a **14** point font).



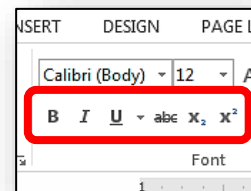
**Figure 8 - Font Size Menu in**



**Figure 9 - Font Sizes Expanded**

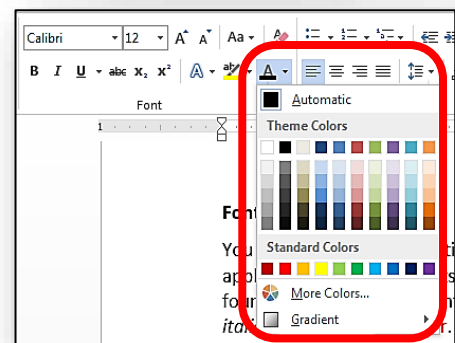
## Font Effects

You can change the formatting (*appearance*) of your text by applying various **Font Effects**. Most of these commands are found on the **HOME** Ribbon in the **Font** group. Typical effects are **bold**, *italics*, underline, or **color**. Other effects that are sometimes used include **SMALL CAPS**, *sub script*, and *super script*.



The color of the font can be changed by clicking on the **Font Color** drop-down menu:

1. Select the text (*click-and-drag across it to highlight it*).
2. On the **HOME** Ribbon in the **Font** group, click on the **Font Color** drop-down menu.
3. Hover the mouse cursor over various colors to see a preview of that color on the selected text. Left click the desired color to change the text to the new color.



**Note:** You can choose almost any color in the color spectrum by clicking the **More Colors** option within the drop-down menu and then left clicking anywhere within the **Standard** or **Custom** color pallets that appear.

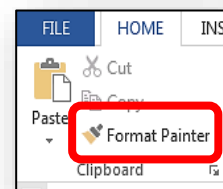
### Exercise 3.0 Apply Formatting to Text

1. Open a **Word** document with text in it (*or create a new one*).
2. Select several words, or a whole sentence (*click-and-drag across it to highlight it*).
3. Apply the following formatting changes:
  - h) *Freestyle Script* Font Style, size **16**
  - b) **Bold** and Underline
  - c) Change color to **Purple** (*last choice on the right underneath Standard Colors*)

## Format Painter


**Format Painter** is a powerful formatting tool that is capable of copying *all* formatting from a selection of text or graphic and transferring it to another piece of text or graphic with a *single-click*.

The **Format Painter** command is found on the **HOME** tab **Ribbon** in the **Clipboard** group on the far left side of the **Ribbon**.



**Format Painter** will shut off after a single application unless it is set for multiple applications. To use **Format Painter** to apply copied formatting to several areas of text or graphics, simply click the cursor into the formatted text to be copied, then *double-click* on the **Format Painter** command. This will activate the **Format Painter** feature and keep it on until it is deactivated by either *double-clicking* the **Format Painter** command button or simply hitting the **Esc** key a *single* time.

### Exercise 3.1 Using Format Painter to Apply Formatting to Other Text

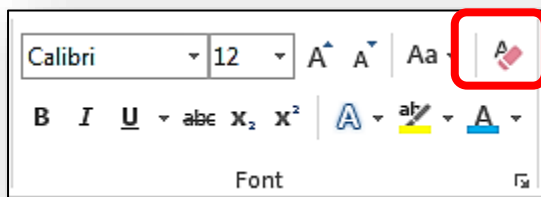
1. In the same document you used in the last exercise, click to place the cursor in any text with special formatting effects applied previously (*Freestyle Script* font, **bold**, underlined, or **purple**, etc.).
2. *Single-click* the **Format Painter** command.
3. Note that your mouse arrow now looks like a capital I with a paintbrush. 
4. Roll the mouse (*do not click yet*) until it is hovering over a single word you wish to apply the special formatting to.
5. *Single-click*. The special formatting is then applied to that word.
6. Try the same steps again, only instead of clicking a single word to apply the formatting to, try *clicking-and-dragging* to select several words or lines of text at the same time.

### Exercise 3.2 Apply Format Painter to Multiple Areas of Text


1. In the same document you used in the last exercise, click to place the cursor on any text with special formatting.
2. *Double-click* the **Format Painter** command button.
3. Click on several different words in the document. Note that the **Format Painter** icon remains attached to the mouse arrow regardless of how many times the formatting is applied.
4. To turn off **Format Painter**, press the **Esc** key on your keyboard or *double-click* on the **Format Painter** command button.
5. Do not close the document. Leave it open for the next **Exercise**.

## Clear All Formatting

To remove all formatting changes you made to any given selection of text (*returning it to its default format*), use the **Clear All Formatting** command. This button is located on the **HOME** tab Ribbon in the **Font** group. It looks like the letter **A** with a pink pencil eraser superimposed on it (*see the red highlighted area, below*).



### Exercise 3.3 Clear All Formatting from Selected Text

1. In the same document you used in the last exercise, select some text that has special formatting (*different color, bold, font style, etc.*).
2. Click the **Clear All Formatting** command. 
3. Note that the selected text returns to its original, default format.
4. Close the document.

---

# Editing Text

---

There are different methods of selecting text. You can select a single character, word, line, paragraph, entire page, or even an entire document. You can do this using the mouse or with the keyboard or using both. Each is useful depending on what is to be selected (*highlighted*).

## Select a Single Character

To select a single character, you can use the *click-and-drag* method. Or, you can use a combination of the mouse and keyboard. Click the left mouse button to place the cursor near the character. On the keyboard, use the **Arrow** keys to move the cursor to where it is positioned next to the character you want to select. Then, press and hold down the **Shift** key while using the **Arrow** key to move the cursor over the character you wish to select (*it is selected when covered by the gray highlight*).

## Select a Word

To select a single word, you can use the same method described above (*Select a Single Character*), or you can simply *double-click* on any word.

## Select a Line

It's important to distinguish between a "**sentence**" and a "**line**" of text. A **line** of text is all the words or characters entered from left to right across the entire width of the page in a single line. A **sentence** can cover multiple lines or just part of one.

**This is a sentence (*representing a single line of text*) that does not reach the right margin.**

**This is a sentence (*representing multiple lines of text*) that not only reaches all the way to the right margin, but continues onto the next line because it is so long...**

To select a whole line of text (*whether that includes an entire sentence, or just part of one*), you can *click-and-drag* across it. Or, simply place the mouse arrow in the left-hand margin, directly to the left of the line you want to select, until the mouse cursor changes to a right-pointed arrow.

Then, *single-click* to select the entire line of text.

## Select a Paragraph

Again, you can use the *click-and-drag* method, or you can simply hover the mouse anywhere inside the paragraph, then *triple-click* while holding the mouse still. Another method is to place the mouse in the left margin until it becomes a right-pointing arrow and then *click-and-drag* straight down the margin until all the lines you want are selected.

---

## Select an Entire Page or Document

This method of selecting text is perhaps the easiest if you want everything selected at once. Simply hold down the **Ctrl** key and tap the **A** key (**Ctrl + A**). Everything will be selected (*highlighted*).

## Replacing Text

When you want to replace text with other text, there are a couple of ways to accomplish this.

If you want to type something entirely new in place of existing text, just select the existing text and start typing over it.

If you want to replace existing text with other text from another part of the document (*or from any other document*), you can **Copy-&Paste**, or **Cut-&Paste**. Both of these terms are explained and illustrated on pages **27 - 29** of this handbook.

## Moving Text

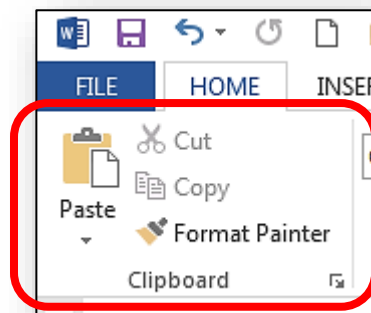
To move text to another location on a page simply select the text (*highlight it*), then *click-and-drag* it to the new location and let it go. If it is necessary to move selected text to a different page, the **Cut-&-Paste** method is recommended to relocate the text (*see **Cut and Paste Text** on page 29*).

## Copy-and-Paste Text

You can **Copy** text and **Paste** it into another location in the document (*or into any other open Word document on your screen*). This can be done with a single character, a single word, whole paragraphs, or even multiple pages.


Whenever you **Copy** text (*or a graphic*), the copied selection is automatically stored in an area of **Word** called the **Clipboard**. The **Clipboard** retains the copied selection until you are ready to paste it somewhere else. The **Clipboard** is considered “*volatile memory*” and any selection held there is temporary and will disappear when you close the document or close **Word**.

The **Clipboard** tools (*including **Cut**, **Copy**, **Paste**, and **Format Painter***) are located on the **HOME** tab in the **Clipboard** group on the far left side of the Ribbon.



**Note:** The **Cut** and **Copy** commands are unavailable (*grayed-out, not clickable*) unless some text or a graphic is selected (*highlighted*).

### Exercise 3.4 Move Text

1. Open a **Word** document that has several paragraphs of text.
2. Select several lines of text.
3. Place the mouse within the selected (*highlighted*) text area, then left-click (*holding the button down*) and drag the selection to another location in the document and let go of the mouse button when the mouse cursor is positioned where you wish to insert the selection of text.
4. If you want to undo or reverse the move, immediately click the **Undo** command on the **Quick Access Toolbar**. 
5. Leave this document open for the next **Exercise**.

### Exercise 3.5 Copy-and-Paste Text

1. Open a **Word** document that has several paragraphs of text.
2. Select a single word, sentence, or paragraph of text.
3. Copy the selected text using one of the following methods:
  - a) Click the **Copy** command button.
  - b) Right-click the selected text and choose **Copy** from the Shortcut Menu that appears next to the selected text.
  - c) Use the keyboard shortcut **Ctrl + C** (*press and hold down the **Ctrl** key while tapping the **C** key one time*).
4. Click the mouse cursor into the document where you want the copied text to be inserted. Make sure the cursor (*flashing insertion point*) is where you want it.
5. **Paste** in the copied text using one of the following **3** methods:
  - a) Click the **Paste** command button.
  - b) Right-click the selected text and choose **Paste** from the **Shortcut Menu** that appears next to the selected text.
  - c) Use the keyboard shortcut **Ctrl + V** (*press and hold down the **Ctrl** key while tapping the **V** key one time*).

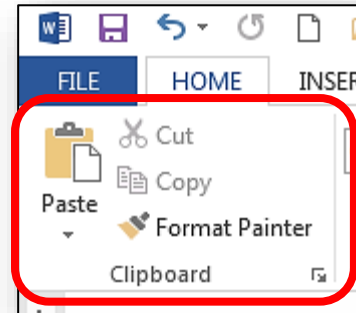
## Cut-and-Paste Text

You can **Cut** text (*remove it*) and later **Paste** it into another location in the document (*or into any other open **Word** document on your screen*). This can be done with a single character, a single word, whole paragraphs, or even multiple pages.

Whenever you **Cut** text (*or a graphic*), the cut selection is automatically stored in an area of **Word** called the **Clipboard**. The **Clipboard** retains the cut selection until you are ready to paste it somewhere else.

The **Clipboard** is considered “*volatile memory*” and any selection held there is temporary and will disappear when you close the document or close **Word**.

The **Clipboard** tools (*including **Cut**, **Copy**, **Paste**, and **Format Painter***) are located on the **HOME** tab in the **Clipboard** group on the far left side of the **Ribbon**.



**Note:** The **Cut** and **Copy** commands are unavailable (*grayed-out, not clickable*) unless some text is selected (*highlighted*).

The **Keyboard Shortcut** to **Cut** text is **Ctrl + X**.

(To **Cut-and-Paste** text, simply follow the same steps as in **Exercise 2.5** above—substituting **Cut** for **Copy**.)

## Undo/Redo

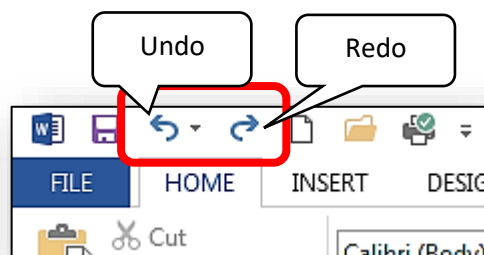
The **Undo** and **Redo** commands are located in the **Quick Access Toolbar** (*upper, left corner of the screen*). Most mistakes are easily solved in **Word** by clicking the **Undo** button. Each time you click the **Undo** button it *undoes* the previous action beginning with the last action taken. After undoing something, if you change your mind and decide you do want to restore that *undone* action, just click the **Redo** button and it will restore it. Each time you click the **Redo** button, an *undone* action will be restored beginning with the last *undone* action taken.

**Note:** The **Undo** command also has the option of *Undoing* several steps at once by simply clicking the drop-down arrow next to the **Undo** button and selecting one of the **Undo** options available.

The **Keyboard Shortcuts** for these are:

**Ctrl + Z = Undo**

**Ctrl + Y = Redo**







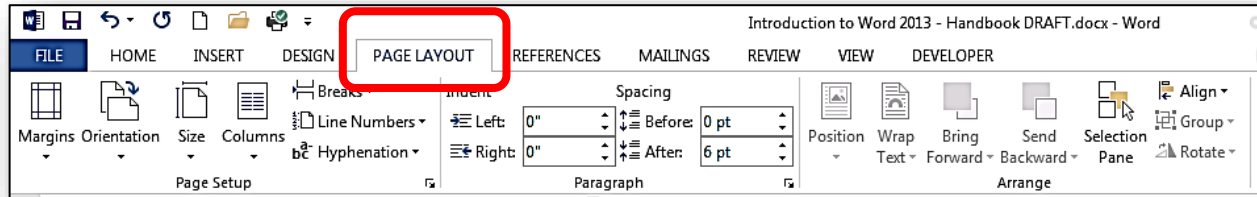
# Part 4:

# Page Layout

# The PAGE LAYOUT Ribbon

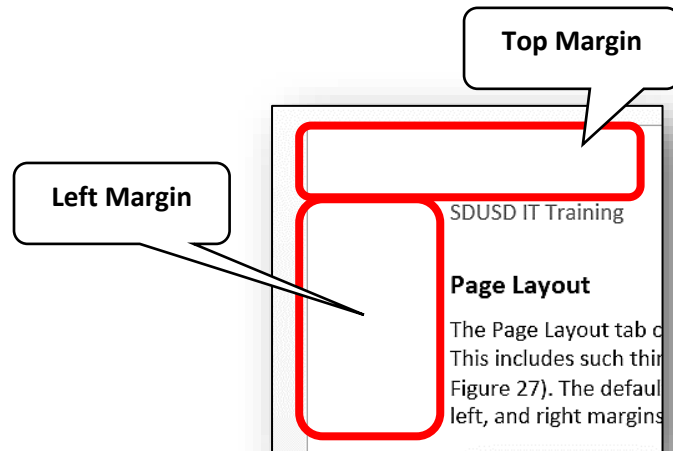
The **PAGE LAYOUT** Ribbon contains commands related to how the document is laid out and set up. This includes such things as **Margins**, **Line Spacing**, and **Alignments** of text on the page. The default margin setting for **Word** is generally one inch all the way around (**Top**, **Bottom**, **Left**, and **Right Margins**). You can design a specific layout for each document.

**Note:** The screenshots in this section reflect the **Word 2013** user interface.

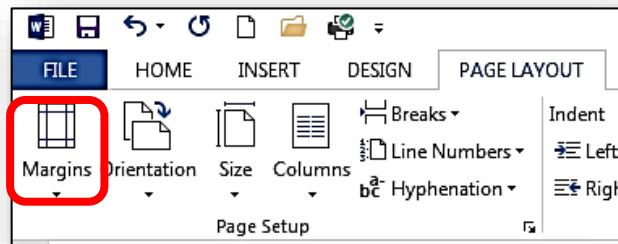


## Margins

**Margins** are the blank areas between the edge of the paper and the edge of the lines of text where the typing appears.



The **Margins** command is located on the **PAGE LAYOUT** Ribbon in the **Page Setup** group.



There are a several ways to work with **Margins** in a document. It doesn't matter where your cursor is while working with **Margins**, as long as it is somewhere within the main body of the page.

The **3** methods are:

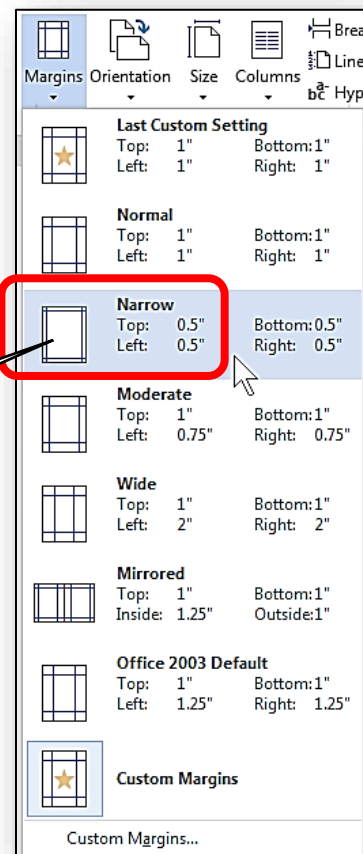
1. The **Margins** command on the **PAGE LAYOUT** Ribbon (*which contains several preset margin settings*)
2. The **Page Setup** dialog box
3. And, using the **Ruler**.

The following **Exercises** illustrate these **3** methods.

### **Exercise 4.0 Margins Command on the PAGE LAYOUT Ribbon**

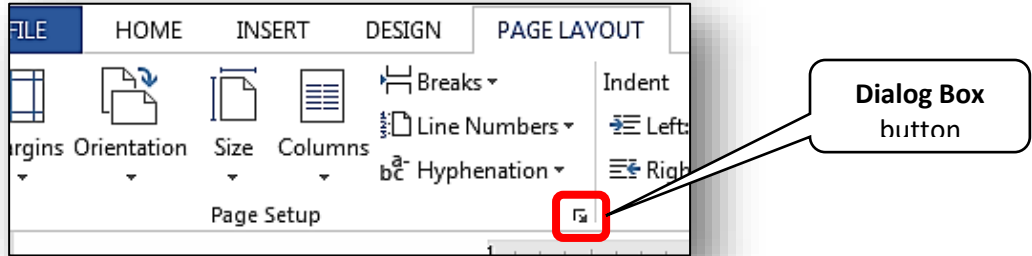
1. Open a **Word** document that has several paragraphs of text.
2. Click the **PAGE LAYOUT** tab to open the Ribbon, then click the **Margins** command.
3. Click to select the **Narrow** preset choice.
4. Observe that the change in **Margins** was applied to the entire document (*unless the document has more than one section*).
5. Click the **Undo** command to *undo* the margin change. Leave the document open for the next **Exercise**.

**Narrow**

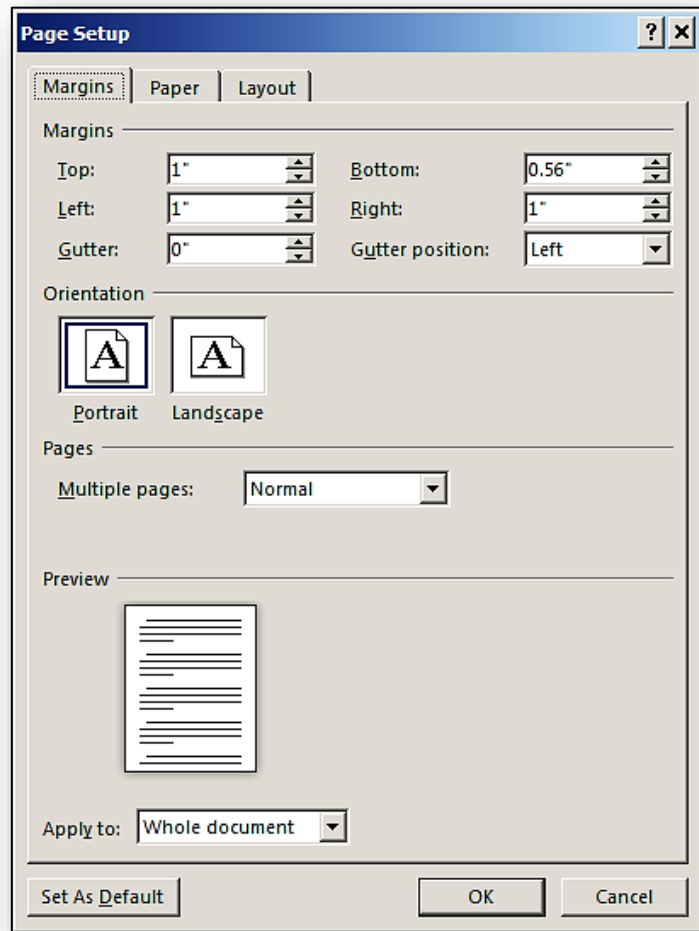


## Exercise 4.1 Page Setup Dialog Box

1. Open a **Word** document that has several paragraphs of text.
2. On the **PAGE LAYOUT** Ribbon, click the dialog box button in the lower right corner of the **Page Setup** group.

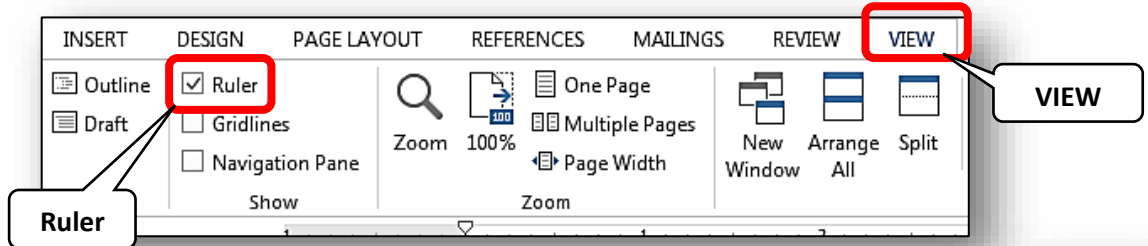


3. On the **Page Setup** dialog box, ensure that the **Margins** tab is active by clicking on it (*it will appear in front of the other two tabs*). In this dialog box you can make changes to the **Margins**, paper orientation and size, and layout, among other things. You can also choose to apply the changes to the entire document, or just from that point going forward. When done making choices here, click **OK** to apply the changes.

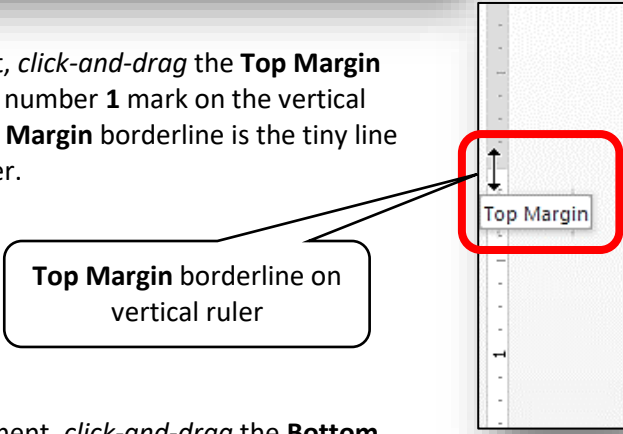


## Exercise 4.2 Setting Margins on the Ruler

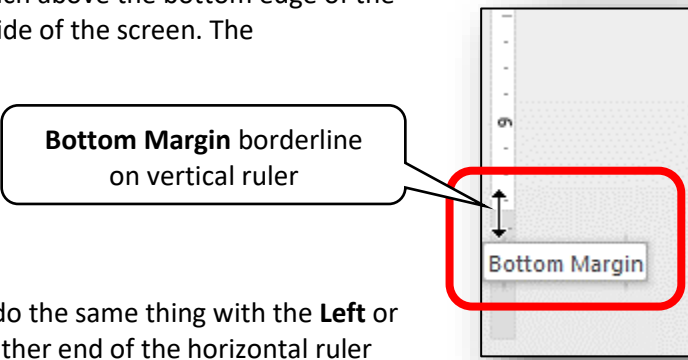
1. Open a **Word** document that has several paragraphs of text.
2. If the **Ruler** is not displayed, click the **VIEW** Ribbon tab, and in the **Show** group, click a checkmark into the **Ruler** checkbox.



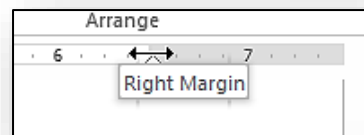
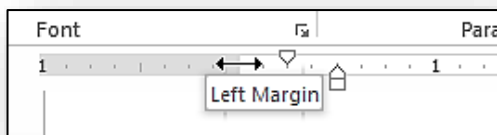
3. To change the **Top Margin** of the document, *click-and-drag* the **Top Margin** borderline located about an inch above the number 1 mark on the vertical ruler on the left side of the screen. The **Top Margin** borderline is the tiny line dividing the white and gray parts of the ruler.



4. To change the **Bottom Margin** of the document, *click-and-drag* the **Bottom Margin** borderline located about an inch above the bottom edge of the page on the vertical ruler on the left side of the screen. The **Bottom Margin** borderline is the tiny line dividing the white and gray parts of the ruler.



5. To change the **Left** or **Right Margins**, do the same thing with the **Left** or **Right Margin** borderlines located at either end of the horizontal ruler going across the top of the document page just beneath the **Ribbon**.



# Paragraph Formatting

**Paragraph Formatting** refers to the use of features such as alignment, the spacing between lines of text, bullets or numbered lists, indentations, and borderlines around, or shading inside, paragraphs, etc.

To access the common paragraph formatting commands, go to the **HOME** Ribbon tab in the **Paragraph** group (see **Figure 10**, below). To access the same paragraph commands found on the **HOME** Ribbon tab, as well as, additional paragraph commands not found on the Ribbon, open the **Paragraph** dialog box (see **Figure 11**, below).

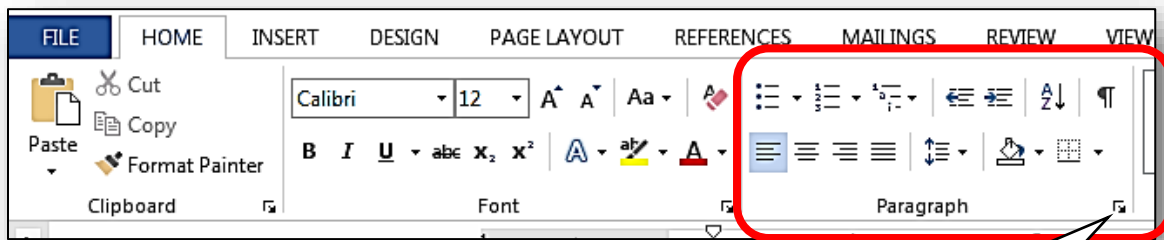


Figure 10 - Paragraph Group on HOME Ribbon

Paragraph dialog box button

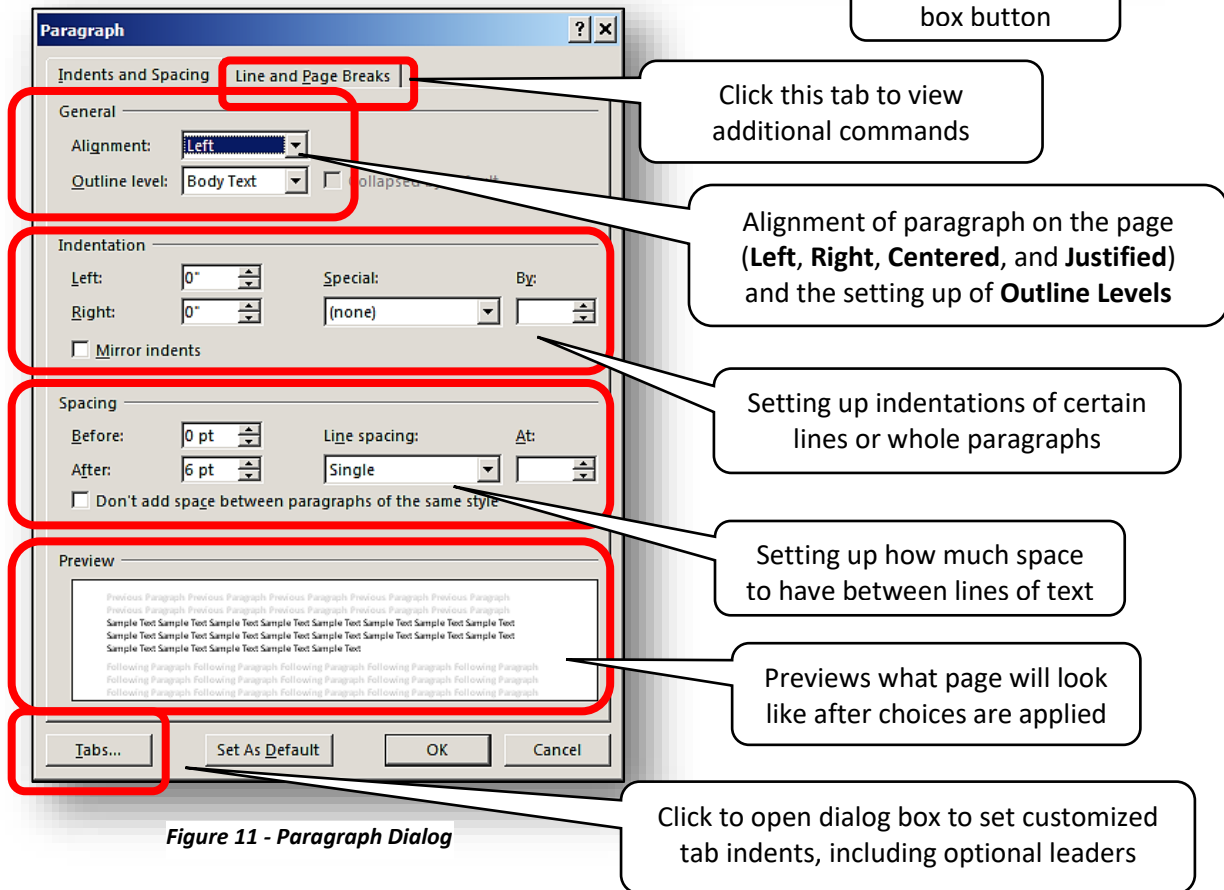
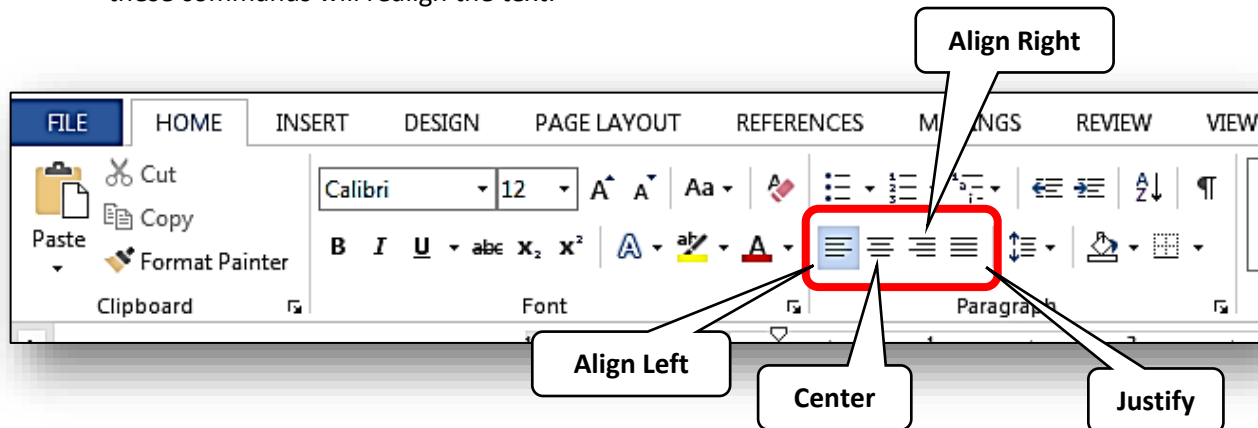


Figure 11 - Paragraph Dialog

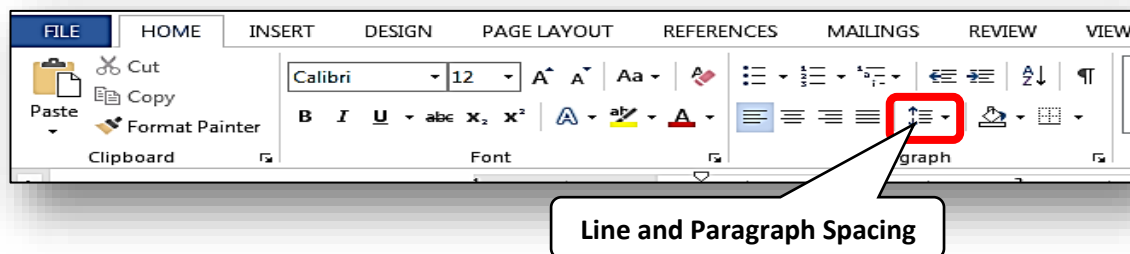
### Exercise 4.3 Change Text Alignment

1. Open a **Word** document that has several paragraphs of text.
2. Click the mouse cursor into any word, sentence, or paragraph.
3. On the **HOME** Ribbon in the **Paragraph** group, select the **Center** alignment command. Notice how the text realigned on the page.
4. Now try the other alignment options (**Align Right**, **Justify**, and then **Left Alignment**) to see how these commands will realign the text.



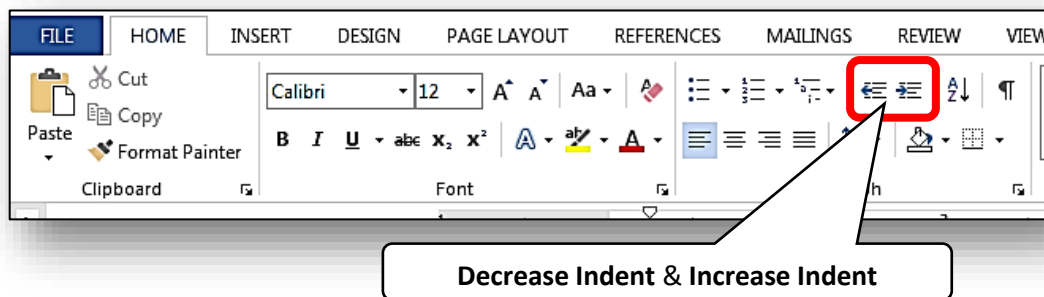
### Exercise 4.4 Change Text Line Spacing

1. Open a **Word** document that has several paragraphs of text.
2. Select a whole paragraph by *triple-clicking* anywhere inside the paragraph or simply click the mouse cursor anywhere within the paragraph (*both methods will work the same*).
3. On the **HOME** Ribbon in the **Paragraph** group, click the **Line and Paragraph Spacing** command. As you slowly hover the mouse arrow over the various spacing options in the drop-down list, **Word** will provide a preview of that spacing option. To select a specific option, simply click on it.
4. Return the paragraph to the original line spacing (*usually 1.0*).



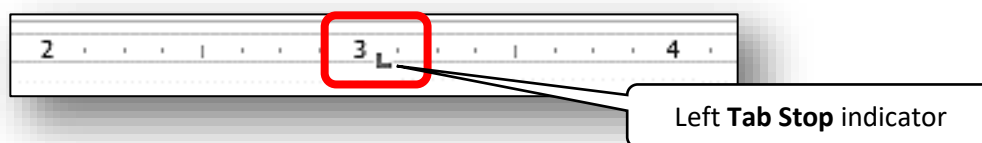
### Exercise 4.5 Increase or Decrease Text Indentation

1. Open a **Word** document that has several paragraphs of text.
2. Select several lines of text or simply click into any part of a paragraph.
3. On the **HOME** Ribbon in the **Paragraph** group, click the **Increase Indent** command a couple of times, and note what happens to the selected text.
4. Click the **Decrease Indent** command to bring the selected text back to its previous position.



### Exercise 4.6 Setting Ruler Tab Stops to Customize Tab Key Indent

1. Open a **Word** document that has several paragraphs of text.
2. Click to place the cursor in front of the second or third word (*from the left edge*) within the line of text.
3. On the horizontal ruler (*across the top of the document page just underneath the Ribbon*), place your mouse arrow directly on the bottom half of the ruler at the **3-inch** mark and left-click once. Observe that a tiny capital **L** is displayed where you clicked on the ruler. That **L** (*which represents a Left Tab Stop*) marks a new **Tab Stop**. If you don't see the capital **L**, repeat this step.
4. Now hit the **Tab** key on your keyboard a single time. The text to the right of where your cursor was placed has now moved over to the **3-inch Tab Stop**.
5. Carefully *click-and-drag* the tiny capital **L** back and forth along the ruler. Notice how the text in that line will follow it.
6. To remove the **Tab Stop**, place your mouse arrow directly over the tiny capital **L**, and *click-and-drag* it straight down (*off of the ruler*) and let it go.

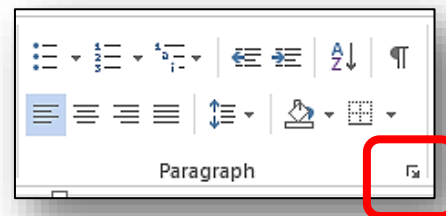




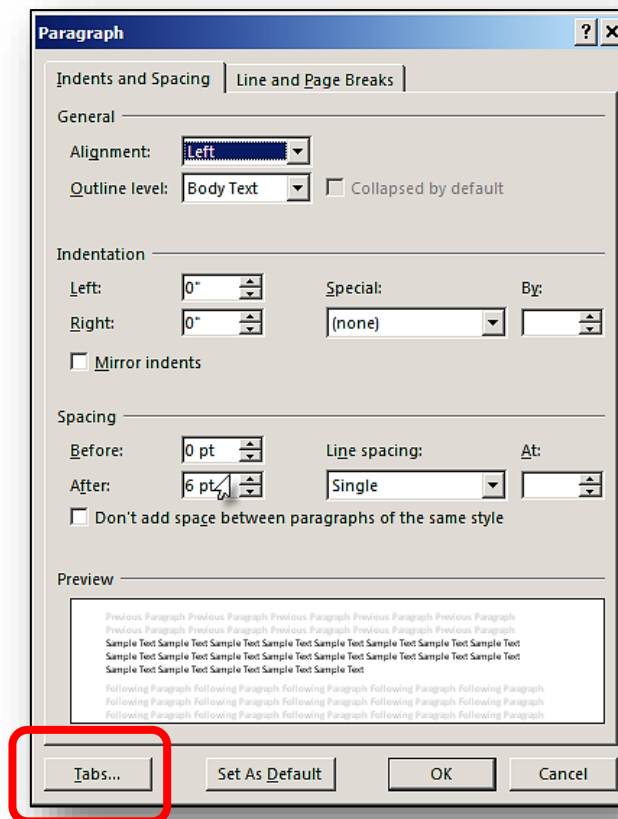
## Exercise 4.7 Setting Tab Stops using Paragraph Dialog Box

You can set **Tab** stops using the **Paragraph** dialog box to customize the **Tab** key for any section of your document. Each time you finish typing on a line using the customized settings, you can hit the **Enter** key to continue the customized **Tab** settings onto the next line. This can be repeated as needed to expand the lines using the customized **Tab** stops.

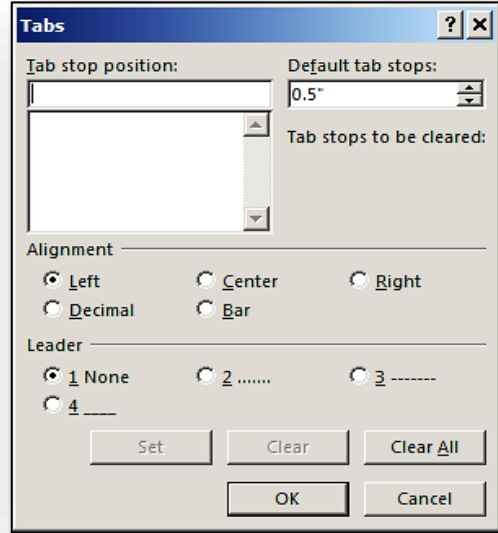
1. Open a **Word** document that has several paragraphs of text.
2. Place your cursor at the beginning of a new blank line anywhere in the document.
3. Launch the **Paragraph** dialog box (*on the **HOME** Ribbon, in the **Paragraph** group, click the dialog box button in the lower, right corner*).



4. On the **Paragraph** dialog box, click the **Tabs** button in the lower, left corner to create customized **Tab Stops** with various **Alignment** and **Leader** choices.



5. In the **Tab stop position** field, enter **4.5** (*this will place a new **Tab Stop** on the horizontal ruler at the **4 ½ inch** position*).
6. Leave the **Alignment - Left**, radio button option selected.
7. In the **Leader** area, select the radio button for option **2** (*the dotted line leader*).



8. Next, click the **Set** button. The **Tabs** dialog box should now look like this:

**Step 5:** Type 4.5 here

**Step 6:** Leave the **Alignment, Left**

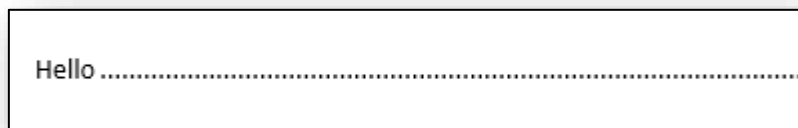
**Step 7:** Select **Leader** option 2 .....

**Step 8:** Click **Set**

**Step 9:** Click **OK**

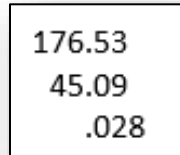
**Note:** Your **Tab Stop** position will appear here after clicking **Set**

9. Finally, click **OK** to complete the setting of the new **Tab Stop**.
10. Next, type a word, then press the **Tab** key. Observe how the new **4 ½ inch** tab stop with a dotted line leader appears on the page. It should look like this:



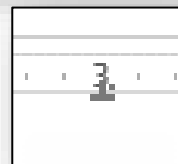
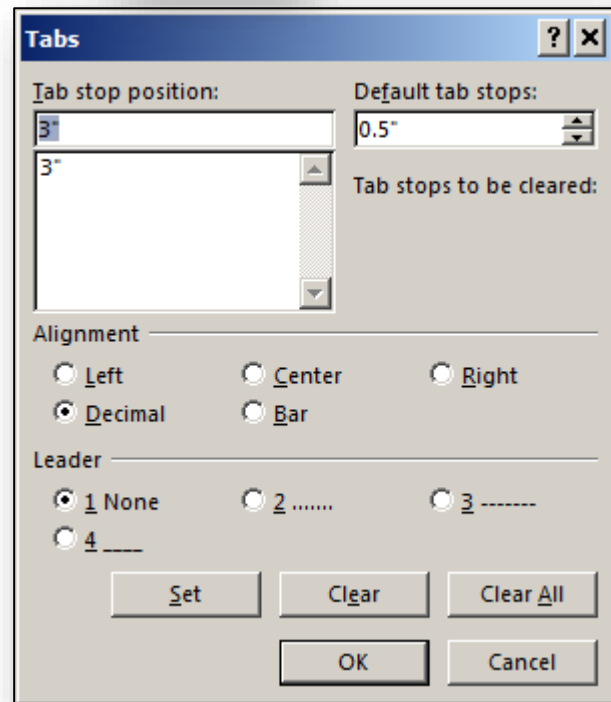
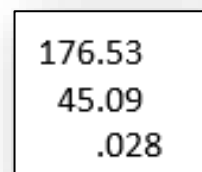
### Exercise 4.8 Setting a Decimal Tab Stop

You can set a decimal tab stop to align a series of numbers (*vertically*) so that one decimal appears exactly below the decimal above it (*see image to the right*).



176.53  
45.09  
.028

1. Place the cursor in a document where there is a blank area (*without text*).
2. Launch the **Paragraph** dialog box from the **HOME** Ribbon, and then click the **Tabs** button to open the **Tabs** dialog box (*see the Exercise above*).
3. On the Tabs dialog box, make the following choices:
  - a. In the Alignment section, choose "Decimal"
  - b. At the top underneath "Tab stop position:" type a **3**
  - c. Click the **Set** button (*near the bottom left*)
  - d. Click **OK**
4. Note the decimal tab indicator now displayed at the 3" mark on the horizontal ruler (*at the top of the Word page*).
5. To test out the new decimal tab. Do the following:
  - a. Press the Tab key on the keyboard
  - b. Type **176.53** and press Enter
  - c. Press Tab again
  - d. Type **45.09** and press Enter
  - e. Press Tab again
  - f. Type **.028** and press Enter

176.53  
45.09  
.028

**Note:** The decimal tab maintains correct decimal alignment from one row to the next:



# Part 5: Bullets, Numbers, & Symbols

---

# Inserting Bullets, Numbers, & Symbols

---

There is an advantage to using Word's automated bullets or numbering tools. They make it easy to create sequentially labeled lists of text that remain in the correct alignment. In addition, it automatically adjusts the numbers if you insert an item in the middle of the list later. In the case of numbering, it also automatically continues the numbering sequence throughout multiple levels of lines. If you attempt to create bullets or numbered lists manually without using these tools, you are likely to end up with a list that is out of alignment and difficult to manage.

## Bullets

Bullets are small graphic objects (*such as dots, circles, stars, arrows, etc.*) used to indicate an automated, indented list. Bullets can be anything—a picture, symbol, text item, etc. The most common bullet used in professional documents is the dot. The following is an example of a bulleted list:

- Red
- Green
- Blue

In Word you can use a pre-created bullet from the Bullet Library, or you can create your own customized bullet.

There are three methods to create a bulleted list:

### Method One:

1. First place the cursor where you want the bulleted list to begin.
2. Then choose the bullet shape you want from the bullet library or from some other source (*explained further on*). You can also just click the **Bullets** button without opening the bullet library and the standard dot bullet will be inserted.
3. Begin typing the list. Each time you press **Enter** a new bulleted line will appear.

### Method Two:

1. Type the entire list of text, first. Press **Enter** after each item in the list.
2. Select (*highlight*) the entire list.
3. Choose the bullet you want to use from the bullet library, or from another source.

### Method Three:

1. Select (*highlight*) an existing bulleted list of text.
2. Copy the formatting (*use Word's **Format Painter** tool*).
3. Select the text to be reformatted.
4. Use Format Painter to apply the same bullet style to that text.

**Note:** To stop inserting bullets, press **Enter** twice.

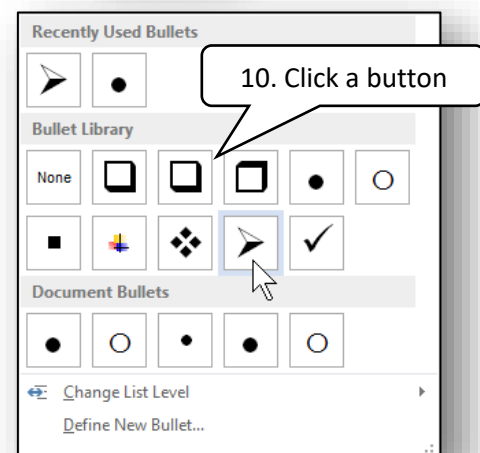
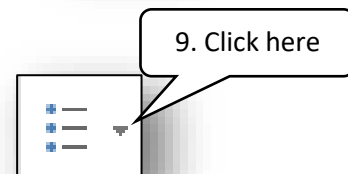
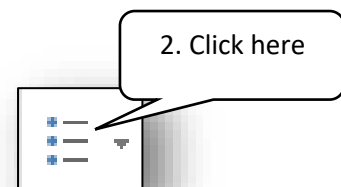
## Bullet Library

The first time you use Word, it comes with a small Bullet Library of the most commonly used types of bullets. When you want to use the library, you select the text you wish to add a bullet to, then open the library and click the bullet style you want.

**Note:** Recently used Bullets will appear in the Bullet Library for future use.

### Exercise 5.0 Create a Bulleted List with the Bullet Button & Library

1. Place the cursor in a document where there is a blank area (*without text*).
2. On the **Home** Ribbon tab in the **Paragraph** group, click the **Bullets** button (*click the button itself, not the tiny down arrow to the right*). A standard black dot bullet will appear, and it will be slightly indented.
3. Type a word (*any word*).
4. Press **Enter**.
5. Type another word.
6. Press **Enter**.
7. Type another word.
8. Press **Enter**.
9. Click the tiny down arrow on the right side of the **Bullets** button. This opens the bullet library.
10. Click to choose a different style of bullet. Note that all the bullets in your list will change to the new bullet style.
11. Click **Undo** to undo the new bullet style and go back to the original bullet style.
12. Press the **Tab** key on your keyboard to indent once. Note that the newly indented bullet is different from the others—it probably looks like a small open circle.
13. Now open the Bullet Library again and choose a different bullet style. Note that only the newly indented line will change the look of its bullet and the other bulleted lines above remain the same. In this way you can alter the bullet styles of the second or third indented lines only.



**Note:** The **Change List Level** command (*at the bottom of the Bullet Library dialog box*) can change how far the bullet list is indented.

## Customized Bullets

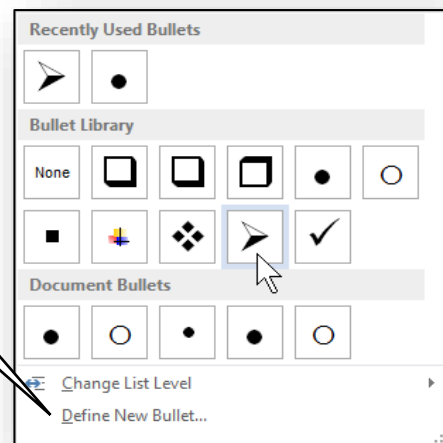
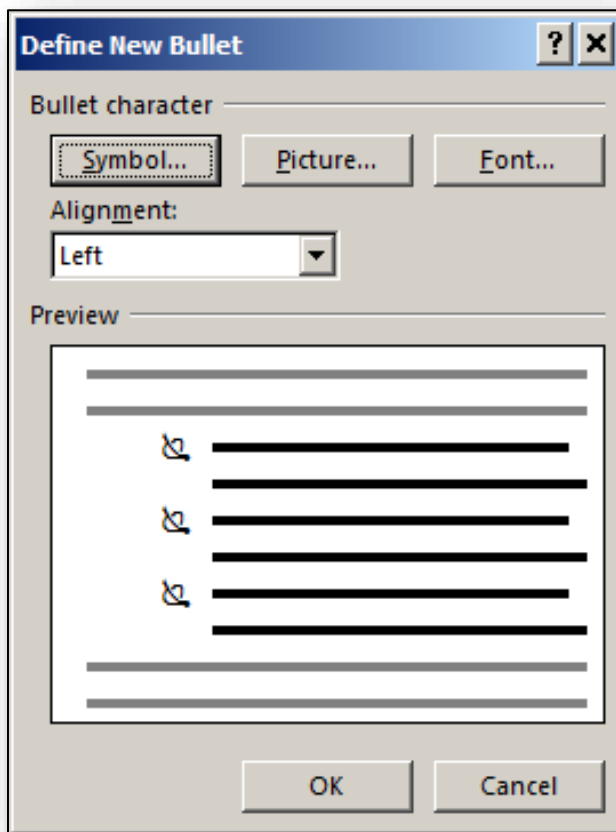
If you don't like any of the styles in the Bullet Library, you can choose a different object as a bullet. This can be a picture, photo, clipart, shape, symbol, etc.

### Exercise 5.1 Create a Customized Bulleted List

**Note:** The screenshots in this section reflect the **Word 2013** user interface.

1. Select (*highlight*) a bulleted list.
2. Click the tiny down arrow on the right side of the Bullets button. This opens the bullet library. At the bottom, click **Define New Bullet** (that dialog box will be displayed).
3. Use the **Symbol, Picture, or Font** options here to select a different style of bullet. Click **OK** to apply it.

Click





# Numbering

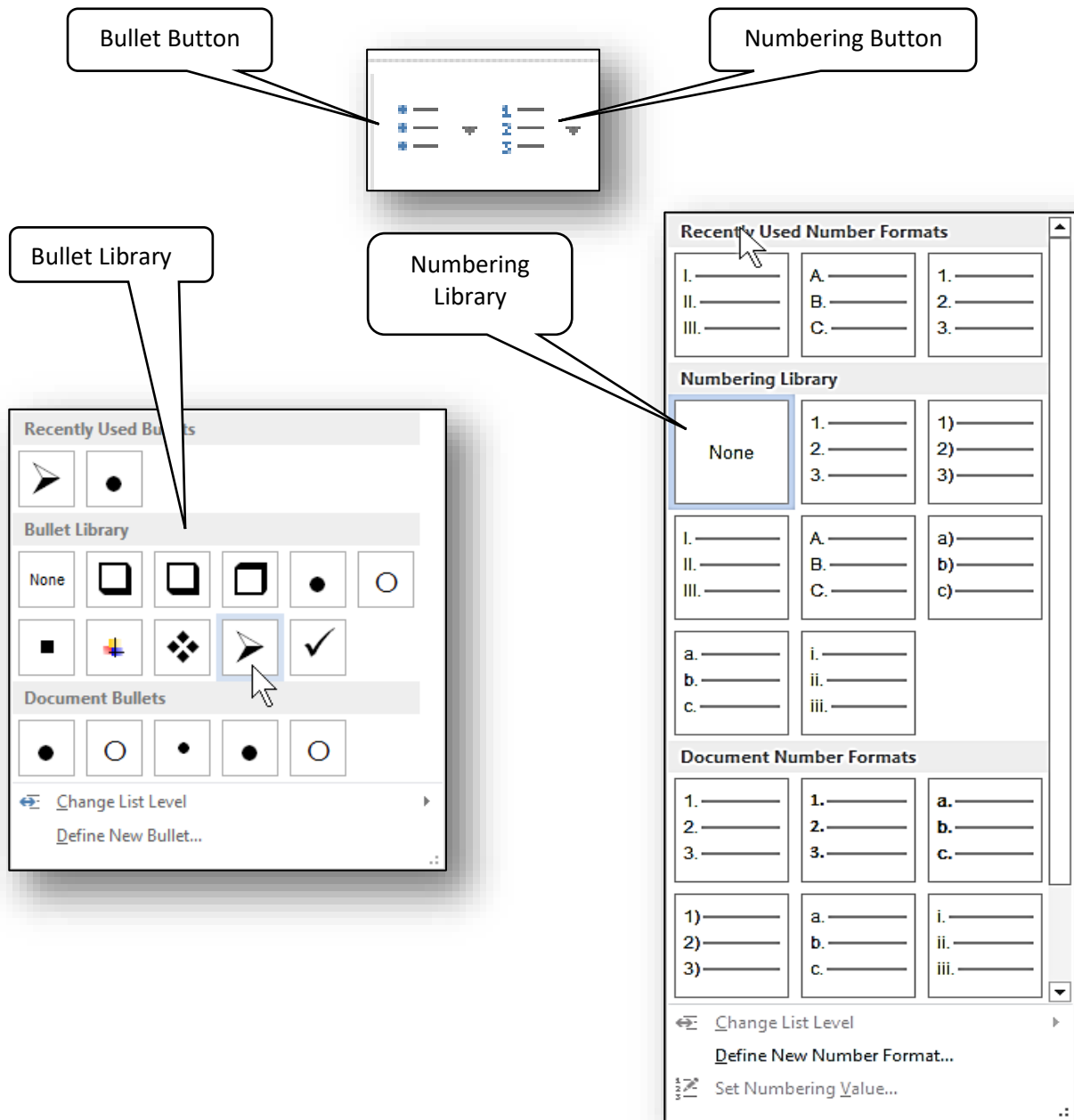
Creating an automated numbered list is very similar to creating a bulleted list. Here are a few examples:

- 1. Red
- 2. Green
- 3. Blue

- A. Red
- B. Green
- C. Blue

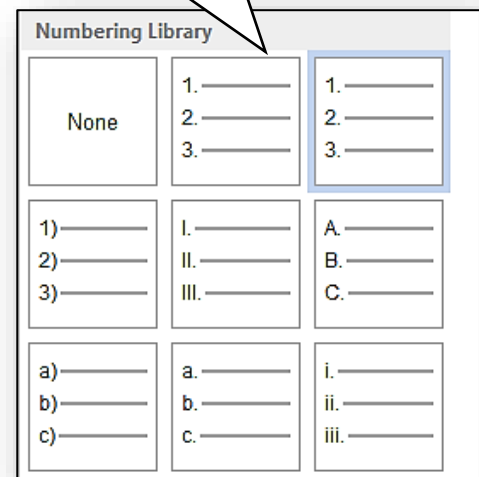
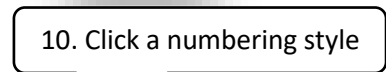
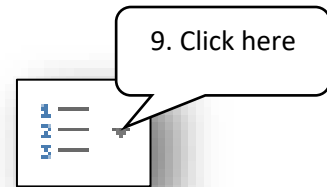
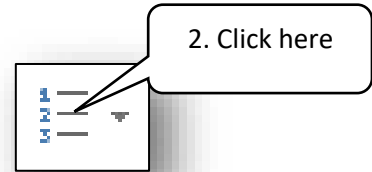
- I. Red
- II. Green
- III. Blue

The **Numbering** button is used in much the same way as the **Bullets** button and is located next to it.



## Exercise 5.2 Create a Numbered List

1. Place the cursor in a document where there is a blank area (*without text*).
2. On the **HOME** Ribbon tab in the Paragraph group, click the **Numbering** button (*click the button itself, not the tiny down arrow on its right side*). A standard Number 1 will appear.
3. Type a word (*any word*).
4. Press **Enter**.
5. Type another word.
6. Press **Enter**.
7. Type another word.
8. Press **Enter**.
9. Click the tiny down arrow on the right side of the **Numbering** button. This opens the numbering library.
10. Click to choose a different style of number. Note that all the numbers in your list will change to the new style.
11. Click **Undo** to undo the new numbering style and go back to the original style.
12. Press the **Tab** key on your keyboard to indent once. Note that the newly indented bullet is different from the others... it might look like a lower case letter.
13. Now open the Numbering Library again, and choose a different number style. Note that only the newly indented line will change the look of its number and the other numbered lines above remain the same. In this way you can alter the numbering styles of the second or third indented lines only.



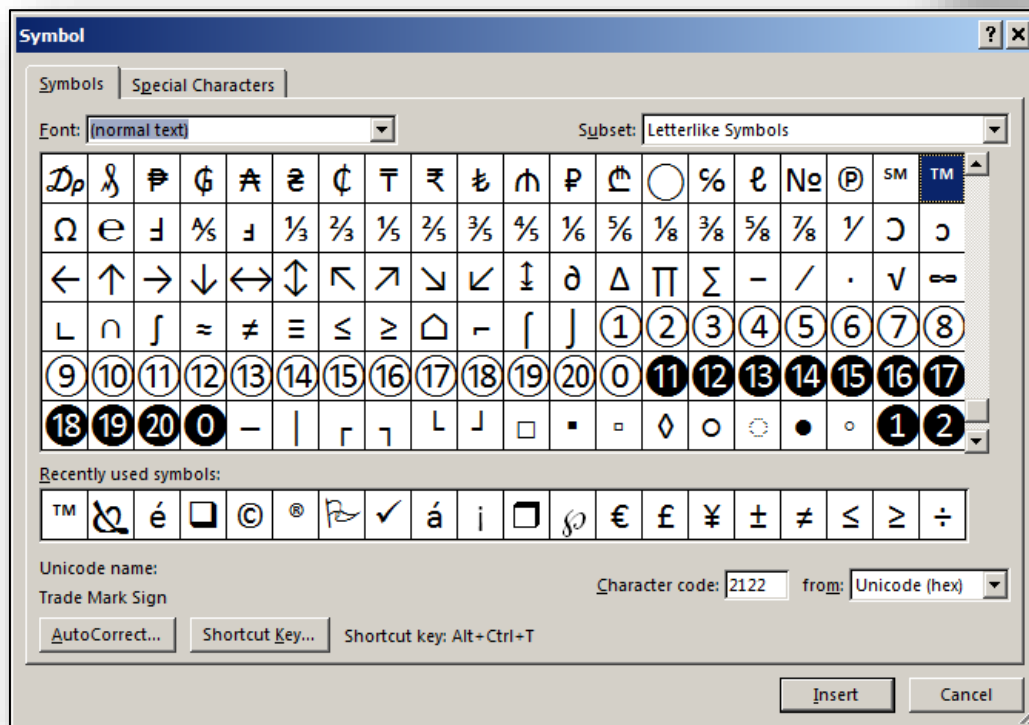
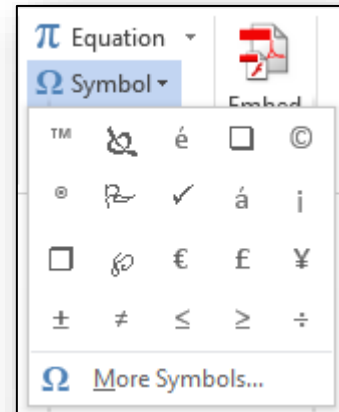
## Symbols

Symbols are small graphical objects sometimes used in documents to represent a certain way to read a word or phrase, or to embellish something, or to better define something.

A common symbol most of us use in documents is the dollar sign: \$, or the percent sign: %.

To insert a symbol, click to the **INSERT** tab on the ribbon. On the far right side, in the **Symbols** group, click the **Symbol** button (*anywhere on the button is the same, even the little down arrow*). The Symbol menu is displayed, showing the most recently used symbols. If you click one of the symbols displayed it will be inserted into the document wherever the cursor happens to be at the time.

To search for additional symbols not immediately shown, click **More Symbols...** (at the bottom of the displayed menu) and the Symbol dialog box will be displayed.

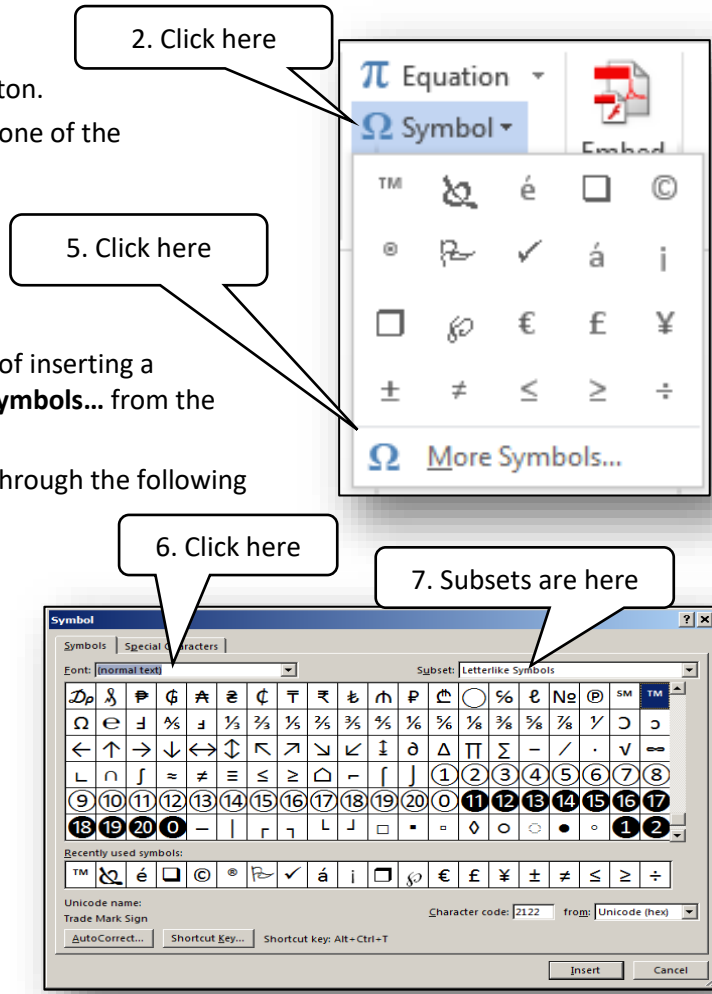


There are many different sets of symbols. If you don't see the symbol you want, you can view a different set of symbols by choosing sets from the **Font** drop-down menu, and then selecting subsets from that drop-down menu.

To insert a symbol you want, click on it within the dialog box, and then click the **Insert** button in the lower, right corner.

### Exercise 5.3 Insert a Symbol

1. Place the cursor anywhere in a document, either with or without text. Just take note of where you place the cursor.
2. On the **INSERT** Ribbon tab in the Symbols group, click the **Symbol** button.
3. On the menu that displays, click any one of the symbols there.
4. Note how the symbol looks, now that it has been inserted at the cursor's location. You can click **Undo** to remove it, if you wish.
5. Try this again, only this time instead of inserting a symbol from the menu, click **More Symbols...** from the bottom of the menu.
6. On the Symbols dialog box, browse through the following Font sets of symbols:
  - a. Adobe Arabic
  - b. Webdings
  - c. Wingdings
7. Try out a few of the Subsets if you want, and any other Font sets that interest you.



**Note:** To create the Trademark symbol, Copyright symbol, or Registered symbol quickly, you can just type the following including the parentheses:

1. (TM)
2. (C)
3. (R)

## Spanish Lettering

1. To make a letter with an accent mark (é, á, or ó) hold down the **Ctrl** key, press the ' (apostrophe) key, then press the letter e, a, or o (**Ctrl + ' , then press e = é; Ctrl + ' , then press a = á; Ctrl + ' , then press o = ó**).
2. To make the letter ñ, hold down the **Ctrl** key, hold down the **Shift** key, then press the ~ (tilde) key, let go of the keyboard, then press the letter n (**Ctrl + Shift + ~ , then press the letter n = ñ**).

**Note:** To find keyboard shortcuts for additional foreign letters or symbols, simply **Google** them.

# Part 6: Headers & Footers

## Inserting Headers & Footers

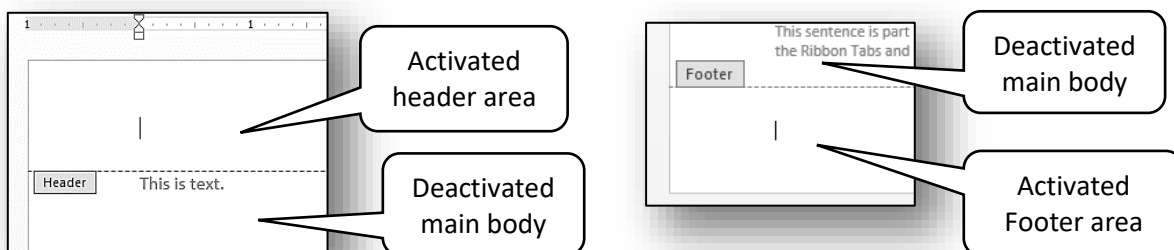
Headers and Footers are found on each page of a Word document. The Header is located at the top of the Word page, above the main body (*or text*) of the document. The Footer is similar to the Header, only it is located at the bottom (*the foot*) of the page below the main body (*or text*) of the document. (*Note that a “Footer” is very different from a “footnote”.*)

Just as with the main body of a document, Headers and Footers can be created with a wide variety of options and designs. Notice the Header area of this handbook you’re reading, for example. On the left side of the Header, the date this handbook was published, **September 2019**, is displayed. On the right side of the Header, the San Diego Unified School District logo is displayed. These repeat on every page of the handbook. In the Footer area of this document, automatic page numbering is located to the right of the title of this handbook. These also repeat on each page of this document. The power of Headers and Footers is that typically you only have to create them once on a single page and they will self-duplicate onto every other page. If you wish, you can control which pages will display the Header or Footer by creating Sections within the document that have distinct Headers and Footers (*as in the case of Chapter Headings—a different one for each section*).

Header and Footer commands are found on the **INSERT** ribbon in the Header & Footer group. You can also start to work with them by pointing your mouse to either the top edge or bottom edge of a page, and *double-clicking*. This will make the Header/Footer area active allowing you to make changes. When the Header/Footer area is active, the rest of the page becomes inactive and turns gray. To reactivate the main body of the document, place the mouse pointer anywhere within it and *double-click*, again. The Header/Footer area will then appear gray, and the main body of the document page will become dark again (*as the active area*).

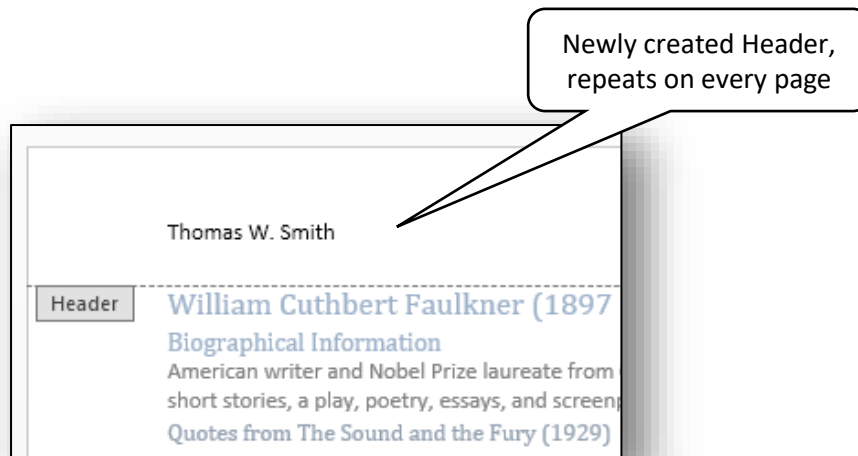
### Exercise 6.0 Create a Header or Footer

1. Open a **Word** document with text.
2. Scroll if necessary so that the top edge of the page is in view. You may need to switch to **PAGE LAYOUT** view to see the top of the page.
3. Place the mouse cursor at the very top of the page (*or bottom for a Footer*), so that it is not quite touching the edge, and *double-click*.
4. The view will change so that the Header/Footer area is now active with a blinking cursor and the main body inactive (*grayed out*).



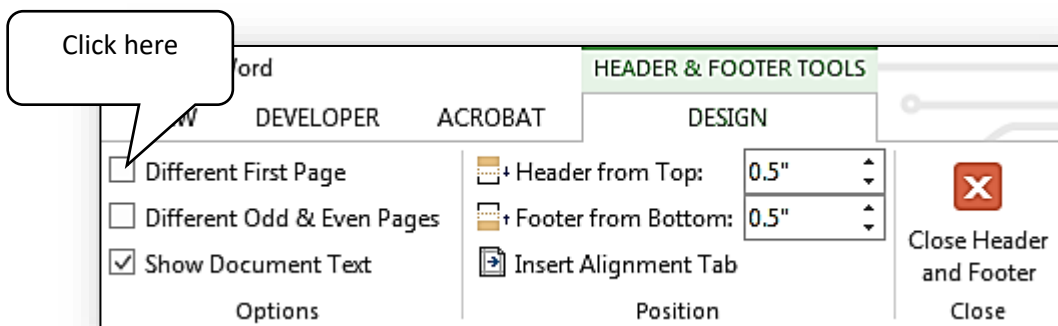
5. While the cursor is inside the Header/Footer area, type your name.
6. Place the mouse cursor into the main body of the page and *double-click*. This will make the Header/Footer area inactive (*grayed out*) and the main body active again.
7. Note your name is now grayed-out. You cannot select it with your mouse or edit it unless you first activate the Header/Footer area again by *double-clicking* into it with your mouse.
8. If your document has more than one page, scroll down to see the other pages. Your name will appear at the top of each page (in the Header). If the document has only one page, you can create additional blank pages quickly by simply holding down the **CTRL** key and tapping the **Enter** key, a few times. The Header with your name should appear on each page automatically.

**Note:** Although any inactive area of the document will appear grayed out on your screen, when you print the document, all areas will print the same (*the main body of the text, as well as, the Header/Footer areas*).



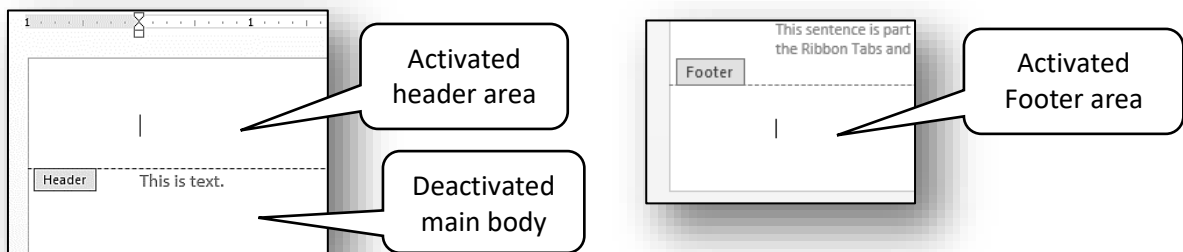
If you don't want a Header or Footer to appear on the first page of a document (*the title page*), simply choose the **Different First Page** option on the **HEADER & FOOTER TOOLS** Contextual Ribbon.

This Ribbon only appears when your cursor is active inside the area of a Header or Footer. When you *double-click* into this area, the Contextual Ribbon tab for Headers and Footers will appear to the right of the other tabs.

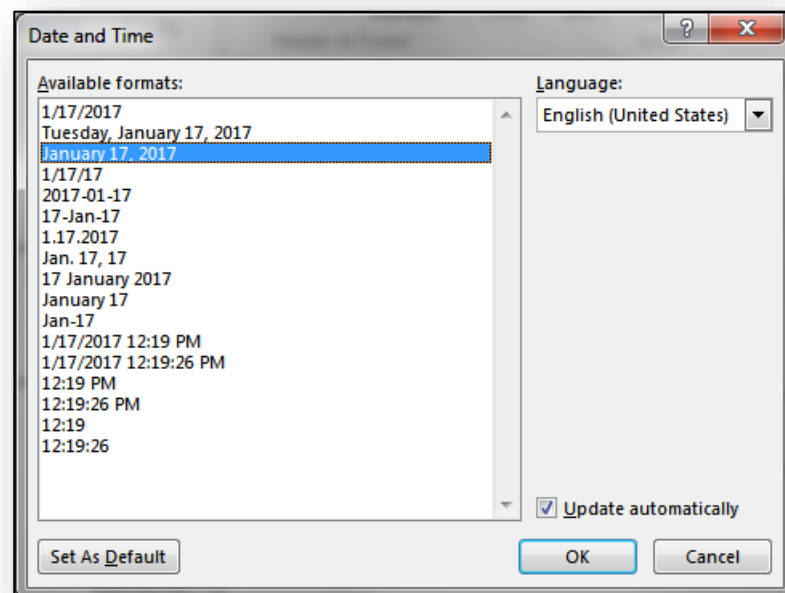


## Exercise 6.1 Add a Date Stamp to a Header or Footer

1. Open a **Word** document with text.
2. Scroll if necessary so that the top edge of the page is in view. You may need to switch to **PAGE LAYOUT** view to see the top of the page.
3. Place the mouse cursor at the very top of the page (*or bottom for a Footer*), so that it is not quite touching the edge, and *double-click*.
4. The view will change so that the Header/Footer area is now active with a blinking cursor and the main body inactive (*grayed out*).

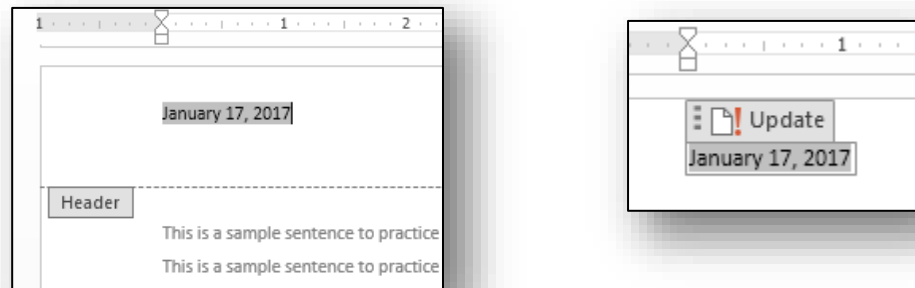


5. With the Header/Footer open and the **HEADER & FOOTER TOOLS** Contextual Ribbon tab selected, click on the **Insert Date & Time** command in the Insert group near the left end of the ribbon. The **Date & Time** dialog box will open (*all available formats will default to current time and date*).



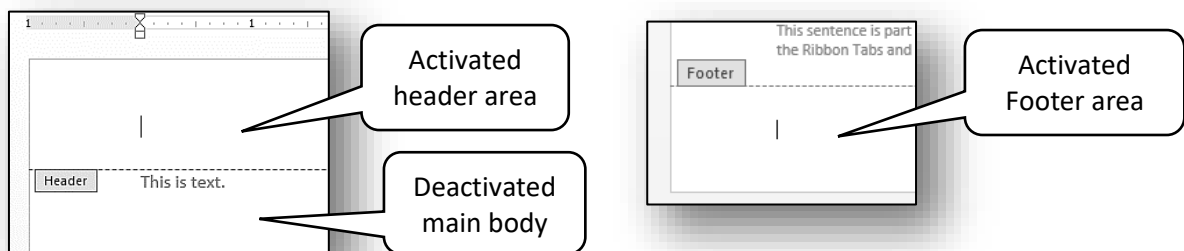


- In our example, we have selected the third date format (**January 17, 2017**). Select any date configuration you wish, then click **OK**. The Date Stamp will appear where you last inserted your cursor.
- The Date Stamp will remain grayed out (*even when you're working in the main body of the document*). At any point in the future, the date can be updated by selecting (*highlighting*) the date and clicking on **Update** (or by pressing **F9** after it is selected).

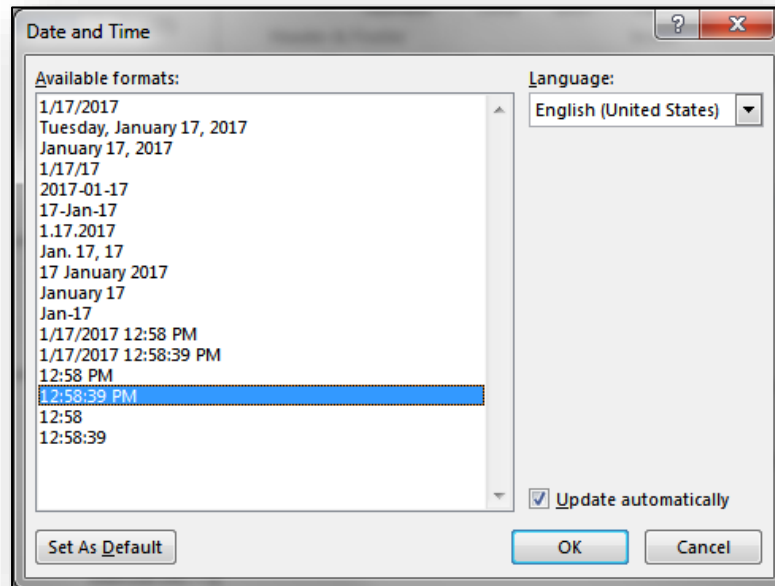


### **Exercise 6.2 Add a Time Stamp to a Header or Footer**

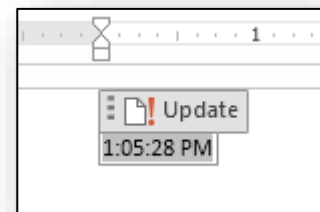
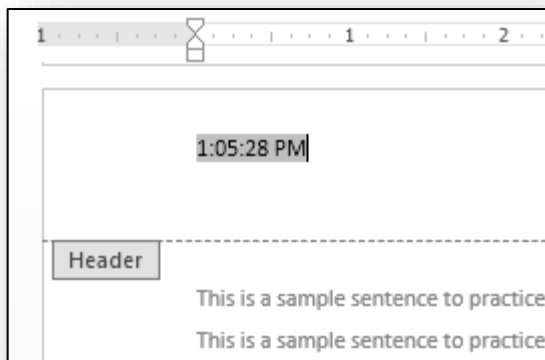
- Open a **Word** document with text.
- Scroll if necessary so that the top edge of the page is in view. You may need to switch to **PAGE LAYOUT** view to see the top of the page.
- Place the mouse cursor at the very top of the page (*or bottom for a Footer*), so that it is not quite touching the edge, and *double-click*.
- The view will change so that the Header/Footer area is now active with a blinking cursor and the main body inactive (*grayed out*).



- With the Header/Footer open and the **HEADER & FOOTER TOOLS** Contextual Ribbon tab selected, click on the **Insert Date & Time** command in the Insert group near the left end of the ribbon. The **Date & Time** dialog box will open.



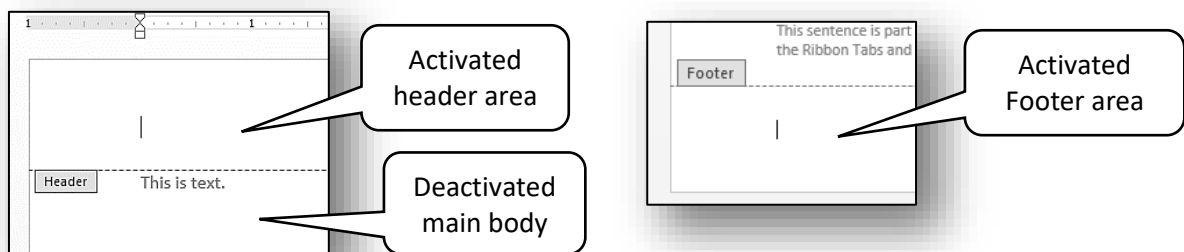
- In our example we have selected the third choice from the bottom, (**12:58:39 PM**—hours, minutes, and seconds). Select any time configuration, then click **OK**.
- The Time Stamp will remain grayed out (*even when you're working in the main body of the document*). At any point in the future, the time can be updated by selecting (*highlighting*) the Time Stamp and clicking on **Update** (*or by pressing F9 after it is selected*).



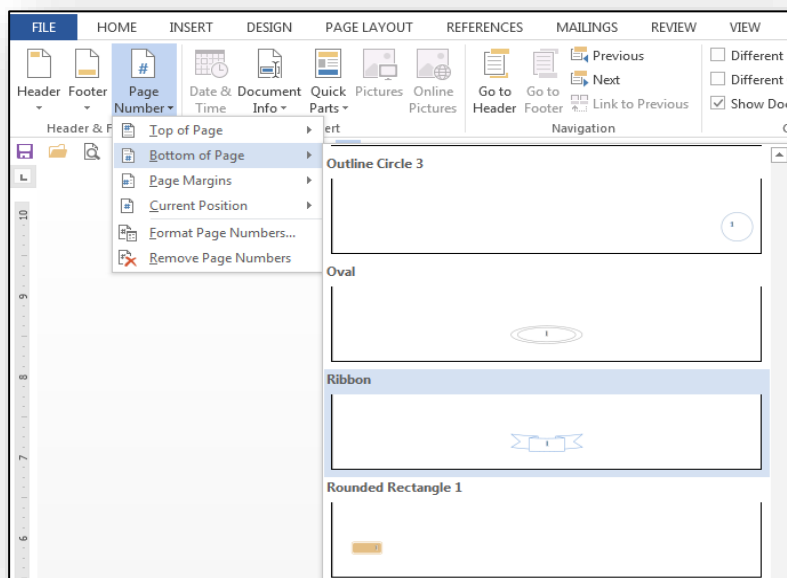
**Note:** Updating a Time Stamp will only work if it is, in fact, a *new* time. In the example above, the Time Stamp includes “Seconds”. Selecting (or highlighting) the Time Stamp and clicking Update every couple of seconds will show the new Time Stamp with the “Seconds” updated. Likewise, updating the Time Stamp every couple of minutes will show a Time Stamp with the “Minutes” and the “Seconds” updated.

### Exercise 6.3 Add Page Numbers to a Header or Footer

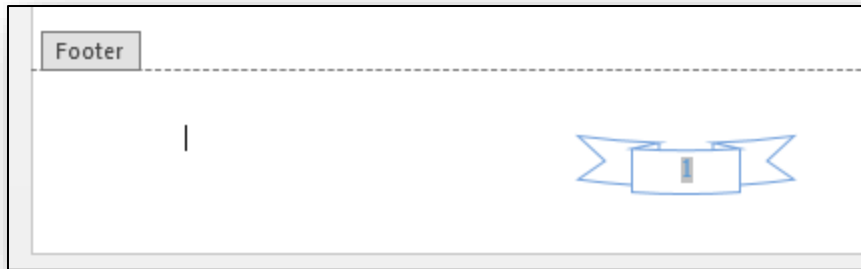
1. Open a **Word** document with text.
2. Scroll if necessary so that the top edge of the page is in view. You may need to switch to **PAGE LAYOUT** view to see the top of the page.
3. Place the mouse cursor at the very top of the page (*or bottom for a Footer*), so that it is not quite touching the edge, and *double-click*.
4. The view will change so that the Header/Footer area is now active with a blinking cursor and the main body inactive (*grayed out*).



5. With the Header/Footer open and the **HEADER & FOOTER TOOLS** Contextual Ribbon selected, click on the **Page Number** command in the Header & Footer group near the left end of the ribbon. A drop down menu will appear. In our example we have hovered over, "Bottom of Page" causing another menu to appear. We have scrolled down this menu and selected the "Ribbon" choice.



6. At the bottom of the document page, a number will appear with the “Ribbon” graphic around it. This will repeat, in numerical order, on every page in each subsequent Footer.



**Note:** Page numbers can be added to the top, bottom, or in the margins by simply choosing one of the options available in the Page Number command. If you would like to change the appearance and location of numbering already in place, simply go back to the Page Number command on the **HEADER & FOOTER TOOLS** Ribbon and make a new choice.

# Part 7: Bookmarks & Hyperlinks

---

## Inserting Bookmarks & Hyperlinks

---

A link in a Word document that transfers the user to a specific location within that same document is called a **Bookmark**. A link that transfers the user to a location outside the document (*such as a specific webpage*) is called a **Hyperlink**. Bookmarks and Hyperlinks are useful tools that make it easy to navigate between pages of a document or to specific webpages.

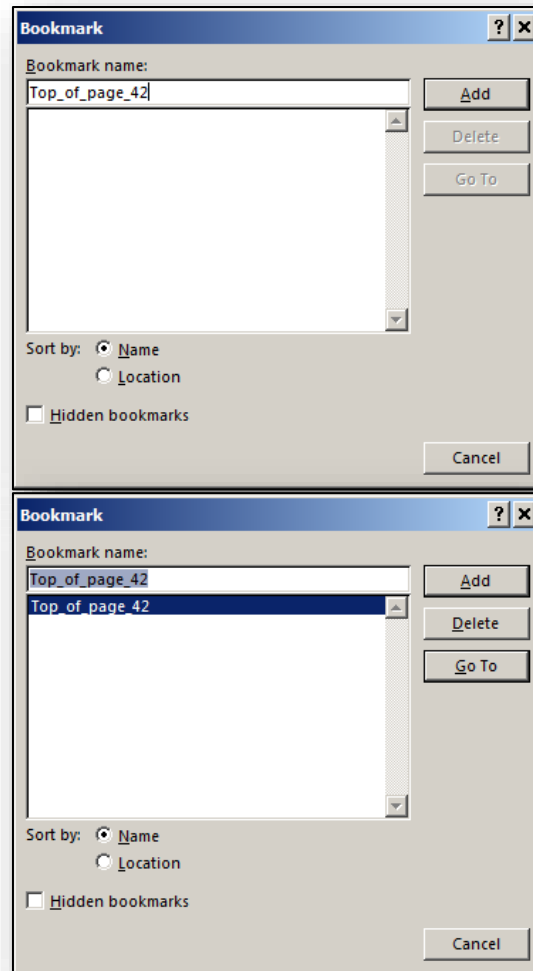
### **Exercise 7.0 Insert a Bookmark**

To create a Bookmark within a document, you have to do two things:

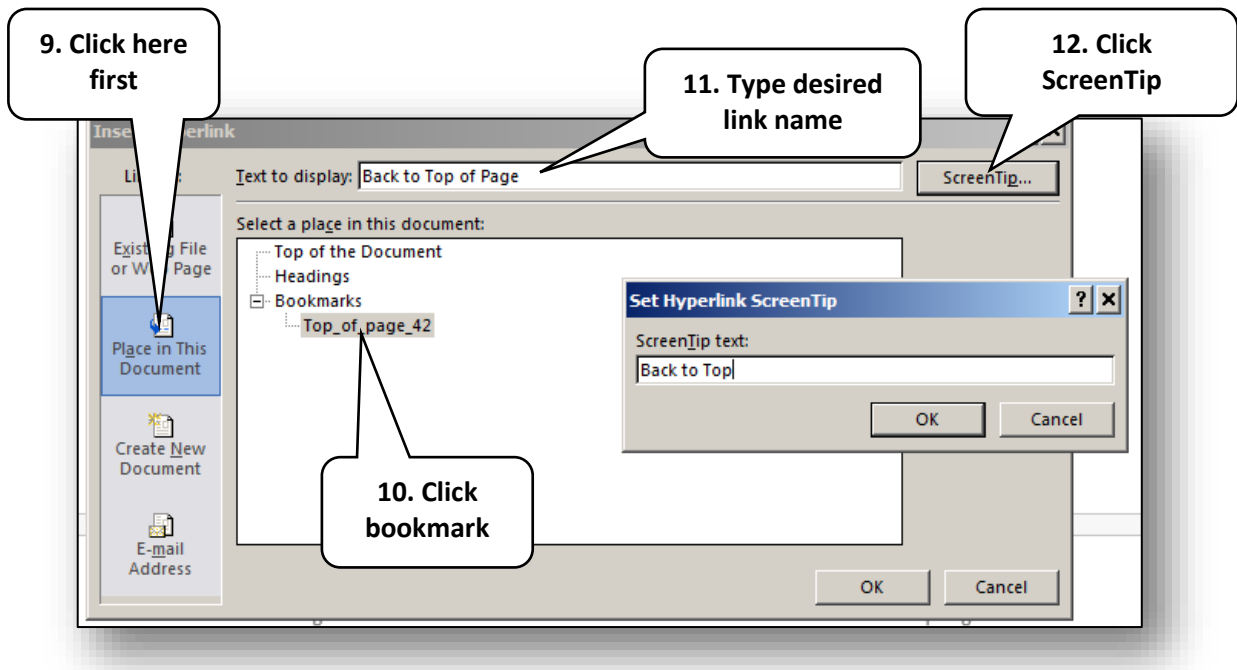
- A. Insert the Bookmark where you want to navigate to.
- B. Insert a Hyperlink elsewhere in the document that will bring you to that Bookmark if you click on the Hyperlink. You can always insert more than one Hyperlink to navigate to the same Bookmarked location.

Steps:

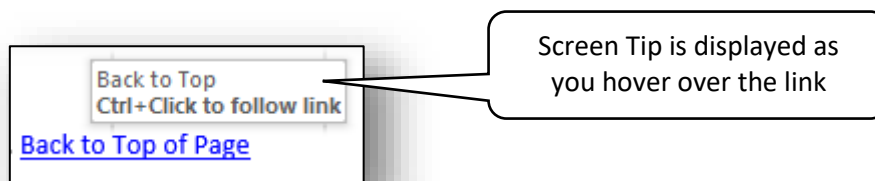
1. Have a Word document open with text.
2. Click to place the cursor anywhere in the topmost line of text on the page.
3. On the **INSERT** Ribbon in the **Links** group, click the **Bookmark** command.
4. In the Bookmark dialog box, type a name for the bookmark. **You have to type an underscore line in between words.** In the example shown here, we are creating a bookmark at the top of a given page.
5. After typing the name, click the **Add** button.
6. The Bookmark dialog box disappears. If you were to open it back up again, it would look like this example, displaying the bookmark in the list below the name field.



7. Next, click to place the cursor further down in the document, such as at the bottom of the page.
8. On the **INSERT** tab in the **Links** group, click the **Hyperlinks** command.
9. In the **Insert Hyperlink** dialog box, click **“Place in This Document”** on the left-hand side.
10. Click to select the Bookmark you just created.
11. If desired, change the name in the **“Text to display”** field at the top of the dialog box. This determines the name displayed in the document as the actual link people will click. It can be different from the real name of the Bookmark.
12. If desired, create a Screen Tip (*text that will pop up when you hover the mouse cursor over the link without clicking*). Click the **ScreenTip** button in the upper right, type the screen tip you want, and click **OK**.



13. Click **OK** on the **Insert Hyperlink** dialog box.
14. Test out your Bookmark link by clicking on it. The document should move the cursor to the Bookmark in the document, at the top of the page.



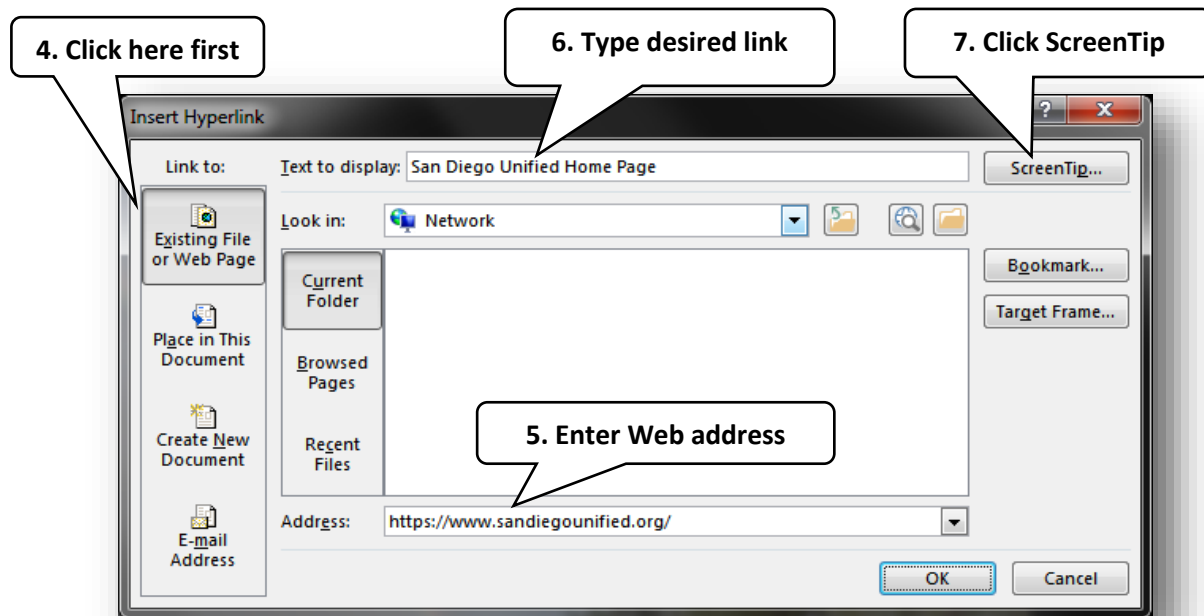
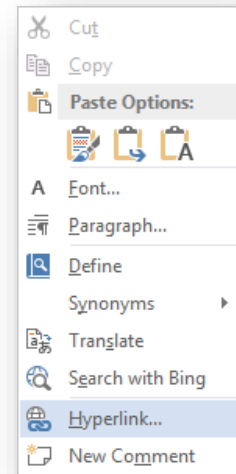
## Exercise 7.1 Insert a Hyperlink

A Hyperlink can be placed anywhere within a Word document that will automatically link to any website or webpage you choose. This process can be repeated as many times as necessary. All that is needed is the URL address of the website or web page that the Hyperlink will link to.

Steps to create a Hyperlink to a specific website or web page:

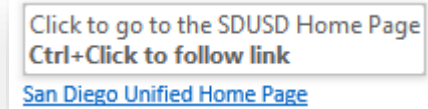
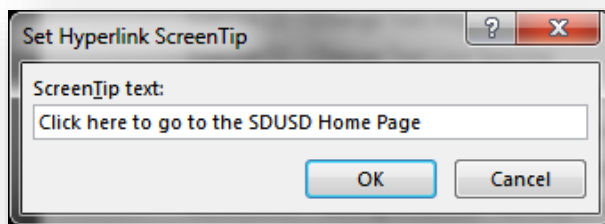
1. With a Word document open, insert the cursor of the mouse wherever the Hyperlink is to be placed.
2. Right click on that place to open the **Shortcut Menu**.
3. Click on the Hyperlink command near the bottom of the menu to open the **Insert Hyperlink** dialog box.
4. On the left side of the **Insert Hyperlink** dialog box, beneath the “**Link to**” header, select the first choice: **Existing File or Web Page**.
5. Next, click to place the cursor in the field to the right of the “**Address**” header (*near the bottom*). If you know the URL address of the website or web page you want to link to, write it in this space.

**Note:** A quick and easy way to get the URL address of a specific website or web page is to simply copy the address from the address bar of your web browser displaying the web page or website you want to link to. Then paste it into the **Address** field on the **Insert Hyperlink** dialog box.





6. At the top of the **Insert Hyperlink** dialog box (*to the right of the “Text to display” header*), type in the words you want to display on your Hyperlink. In our example we have written, “**San Diego Unified Home Page.**”
7. Just as with the Bookmark (**Exercise 6.0**), you can add a **Screen Tip** to the new Hyperlink that will display when you mouse over it. Click on the **Screen Tip** button in the upper-right corner of the **Insert Hyperlink** dialog box.



8. Type the screen tip message you want to display. Then, click the **OK** button to return to the **Insert Hyperlink** dialog box.
9. With all the steps above complete, click on the **OK** button to set the Hyperlink. The new Hyperlink will appear where you first inserted your cursor to begin this process.

[San Diego Unified Home Page](#)

**Note:** The new Hyperlink is active when the text appears in **blue and is underlined**. The Hyperlink can be modified or removed by right clicking and selecting the appropriate choice from the **Shortcut Menu**.



# Part 8: Using Graphics

---

## Inserting Graphics

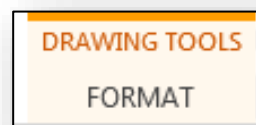
---

You can insert many types of graphic objects in a Word document. Graphic objects can be virtually anything that is not text: photos, clipart, drawings, shapes, scanned images, flowcharts (*SmartArt*), logos, or screen shots (*pictures taken of whatever is displayed on your computer monitor*).

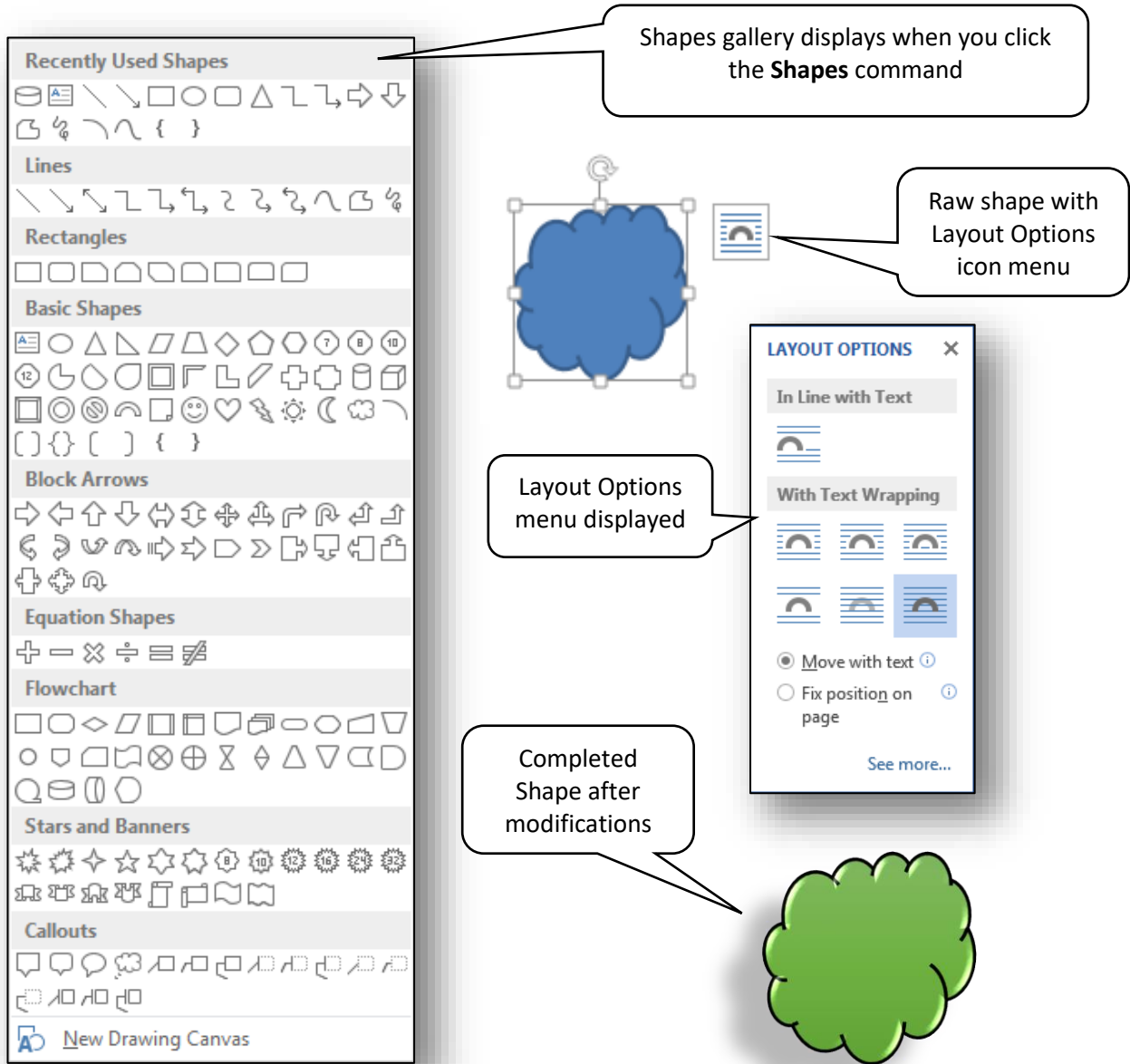
Graphics can be modified by adding special effects to enhance their look, change their shape or size, and move them around on the page. They can also be placed in front of, behind, or right next to text.

### **Exercise 8.0 Insert and Modify a Shape**

1. Click to place the mouse cursor in the Word document on the page you want to insert the graphic object.
2. On the **INSERT** Ribbon in the **Illustrations** group, click the **Shapes** command.
3. From the *drop-down* gallery of shapes, click to choose any one shape. Note that your mouse arrow changes into a crosshair.
4. Hover the mouse crosshair on the page where you want to begin drawing the shape, and *click-and-drag* out, holding down the mouse button until you're satisfied with the size and shape of the graphic  
**Note:** To make the shape have perfect proportions, press and hold the **Shift** key while you *click-and-drag*. When done, let go of the mouse button.
5. Before you can move the shape elsewhere on the page, and while it is still selected (*you'll know it is selected if you see the tiny square resizing handles around it*), click the **Layout Options** icon displayed to its right side. Choose which Text Wrapping mode you want the shape to have, and then click the **X** to close the **Layout Options** dialog box.
6. *Left-click* and drag the shape around the page. Like all images, you can resize it or move it around the page anytime by first selecting it and dragging it as a whole or by pulling one of the manipulation points to reshape it.
7. While the shape is still active (*if it isn't, just single-click on it*), select the contextual **DRAWING TOOLS** tab to reveal the **DRAWING TOOLS** ribbon.
8. Use the various commands and features on the **Drawing Tools** ribbon to modify the shape. Work with some of the many tools located in the **Shape Styles** group. You can change the color, make it have 3D effects, and even give it texture like burlap, water droplets, or wood grain (*click **Shape Fill** and then at the bottom of the drop-down menu click **Texture***).
9. When done, save your file if you want to keep the shape, or delete the shape by selecting it and pressing **Delete** on your keyboard.



*(Illustrations for this Exercise are on the following page)*



Shapes gallery displays when you click the **Shapes** command

Raw shape with Layout Options icon menu

Layout Options menu displayed

Completed Shape after modifications

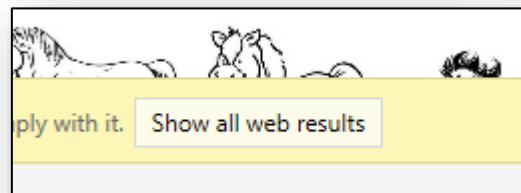
The image shows a screenshot of the Microsoft Word interface. On the left is the 'Shapes' gallery, which is organized into several categories: 'Recently Used Shapes', 'Lines', 'Rectangles', 'Basic Shapes', 'Block Arrows', 'Equation Shapes', 'Flowchart', 'Stars and Banners', and 'Callouts'. At the bottom of the gallery is a 'New Drawing Canvas' button. A callout points to the top of the gallery, stating that it displays when the 'Shapes' command is clicked. In the center, a blue cloud shape is shown with a small icon of a cloud and a horizontal line (the 'Layout Options' icon) next to it. A callout points to this icon, indicating it is the 'Raw shape with Layout Options icon menu'. To the right, the 'LAYOUT OPTIONS' menu is open, showing two main sections: 'In Line with Text' and 'With Text Wrapping'. The 'With Text Wrapping' section has three icons representing different wrapping styles, with the third one (wrap around) selected. Below these sections are two radio button options: 'Move with text' (which is selected) and 'Fix position on page'. A 'See more...' link is at the bottom of the menu. A callout points to the menu, stating it is displayed. Below the menu, a green cloud shape is shown, which is the result of applying the 'Wrap around' option to the blue cloud. A callout points to this green cloud, stating it is the 'Completed Shape after modifications'.

## Exercise 8.1 Insert and Modify a Picture

1. Click to place the mouse cursor in the Word document at the location you want to insert the graphic object. This can be in a blank area, or near or in between some text.
2. On the **INSERT** Ribbon in the **Illustrations** group, click the **Online Pictures** command. (*Note that the **Pictures** command is used for inserting picture files previously saved.*)
3. In the **Bing Image Search** window, type a word or phrase for the kind of picture you want, and click the Search icon (*or press **Enter***).
4. Note the **Show all web results** button at the bottom. Click for more images, but be aware of possible copyright issues.



5. Once you decide on an image, click to insert it into the document.
6. You can alter the Layout Options just like you did with the Shape you inserted in the last exercise.
7. Use the Contextual Ribbon, **PICTURE TOOLS** to find commands to modify the picture. Some commands are different from ones associated with Shapes. Try out the **Artistic Effects** in the **Adjust** group, and the tools in the **Picture Styles** group.



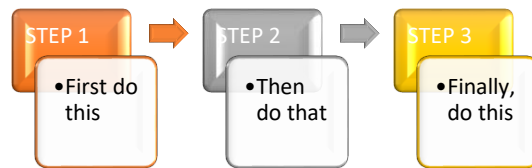
**PICTURE TOOLS**  
FORMAT



Picture with "Cement" Artistic Effect  
and "Bevel Perspective" Style applied.

## SmartArt (flowcharts)

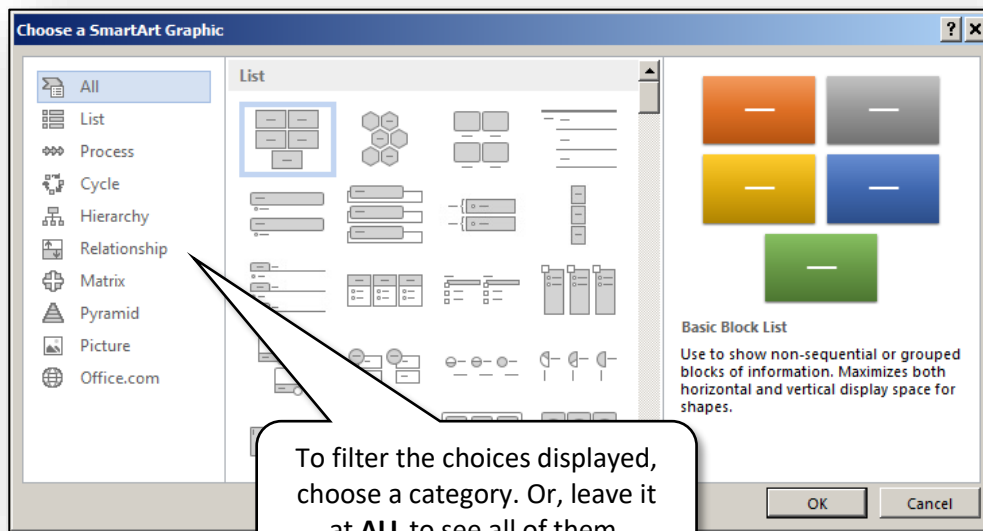
**SmartArt** is the tool used to create dynamic flowcharts in a Word document. SmartArt is quick and easy... just choose the one you want from the options list and click to insert it onto the page. Then type whatever text into it you want. Below is an example of one of the many SmartArt objects to choose from:



You can modify **SmartArt** by changing the colors, shapes, sizing, and styles, as well as, move each section independently. You can also add special effects to make it easier to see, or to stand out more. Word offers you suggested categories of **SmartArt** styles that can better illustrate certain types of information, such as a process vs. a hierarchy.

### Exercise 8.2 Insert and Modify a SmartArt Graphic

1. Click to place the mouse cursor in the Word document at the location you want to insert the **SmartArt**.
2. On the **INSERT** Ribbon in the **Illustrations** group, click the **SmartArt** command. The **Choose a SmartArt Graphic** dialog box appears:



- Click on a gray icon in the **List** pane to see an example of it on the right side of the box. When you find the one you want, click **OK** (*bottom right*). The SmartArt object will be inserted into your document and ready for you to start typing inside it.
- Note the new, Contextual Ribbon at the top of the screen: **SMARTART TOOLS**. Click **Design** to modify the layout of the SmartArt. Click **Format** to modify the style.



## Insert Excel Worksheets & Charts

Excel worksheets and charts can be inserted into a Word document as either embedded or linked objects. This is called **OLE** (*Object Linking and Embedding*)

**Linking** a worksheet or chart is when you insert a “live” image into the document, and it remains linked to its original Excel file. When the original Excel worksheet or chart changes (*gets updated with new data, etc.*), then the linked copy of it in the Word document will automatically be updated, too. If you double-click on a linked worksheet within a Word document (*and the link is unbroken*), the original Excel file will open in a separate window.

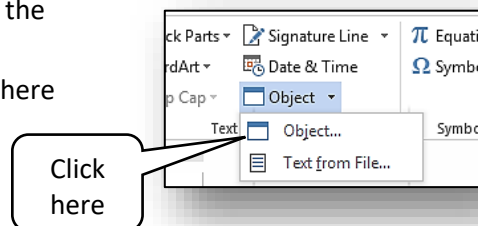
**Note:** You have to remember not to break the link between the Word document and Excel file linked to it. This means you have to keep both files saved in the same place on your computer. If you move one of the files away, the link is broken and the Word document will not be updated when the Excel file is updated. To reestablish the link you would have to delete the Excel worksheet from the Word document and reinsert it as a linked object.

**Embedding** a worksheet or chart is when you insert it in the document without linking to its original Excel file. This means that when you update or edit the original Excel file, the inserted copy in the Word document will NOT update automatically. However, you can still use Excel software tools to manually modify the embedded worksheet within the Word document. To do this, you *double-click* on the embedded worksheet within Word.

### Exercise 8.3 Insert & Link an Excel Worksheet

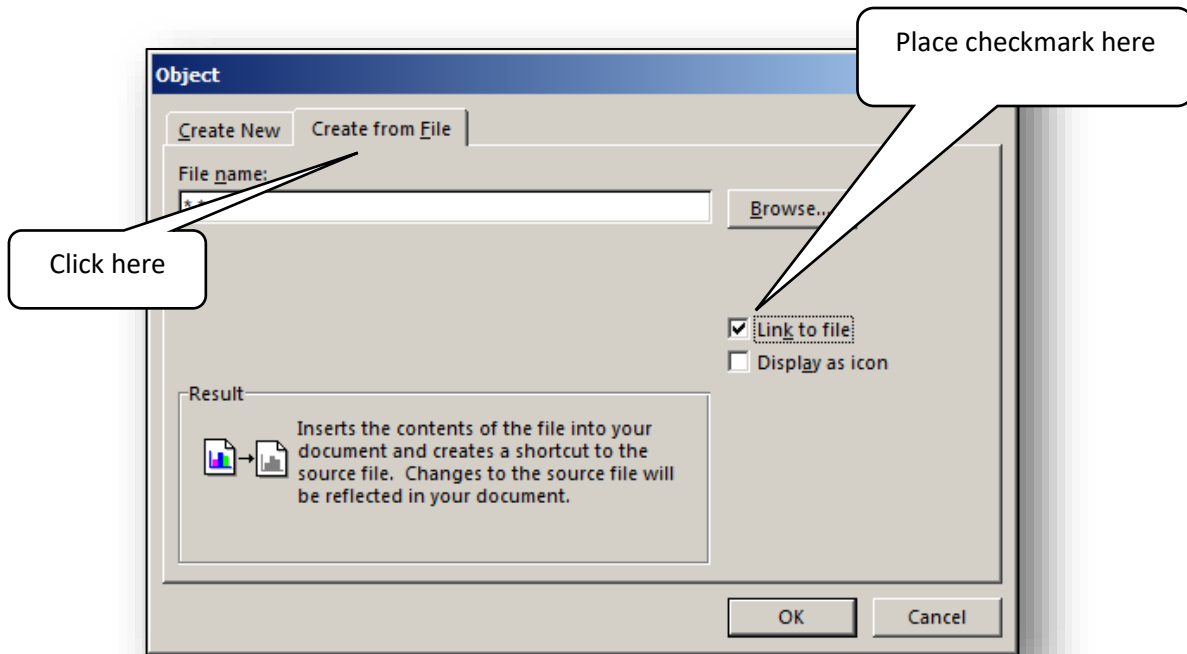
You can insert only one worksheet page at a time into a Word document. If the Excel file you want to insert has multiple worksheets, make sure that the sheet you want to display in the Word document is the current, active worksheet in the open Excel file.

- Open a new, blank Word document, or use the one from the previous exercise.
- Click to place the mouse cursor in the Word document where you want to insert the worksheet.
- On the **INSERT** Ribbon in the **Text** group, click the **Object** command, and click **Object...**

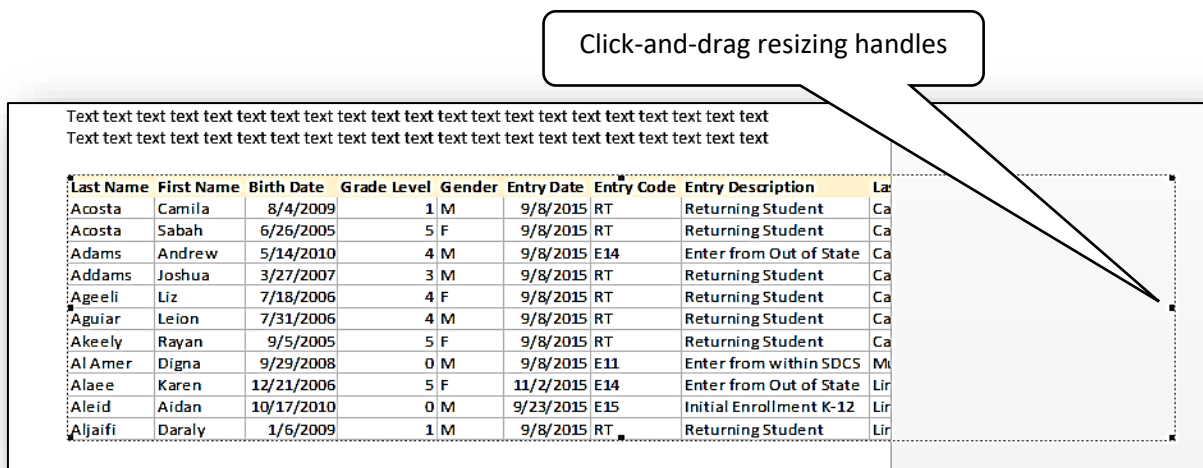




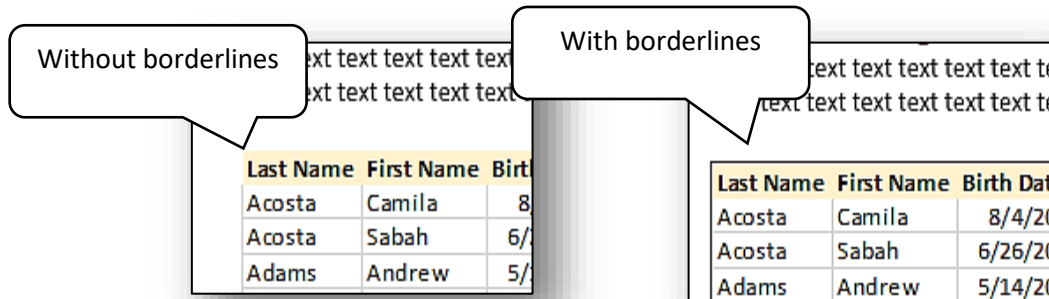
- In the **Object** dialog box, click to choose the **Create from File** tab, and place a checkmark in the **Link to file** checkbox. Do not click **OK** just yet.



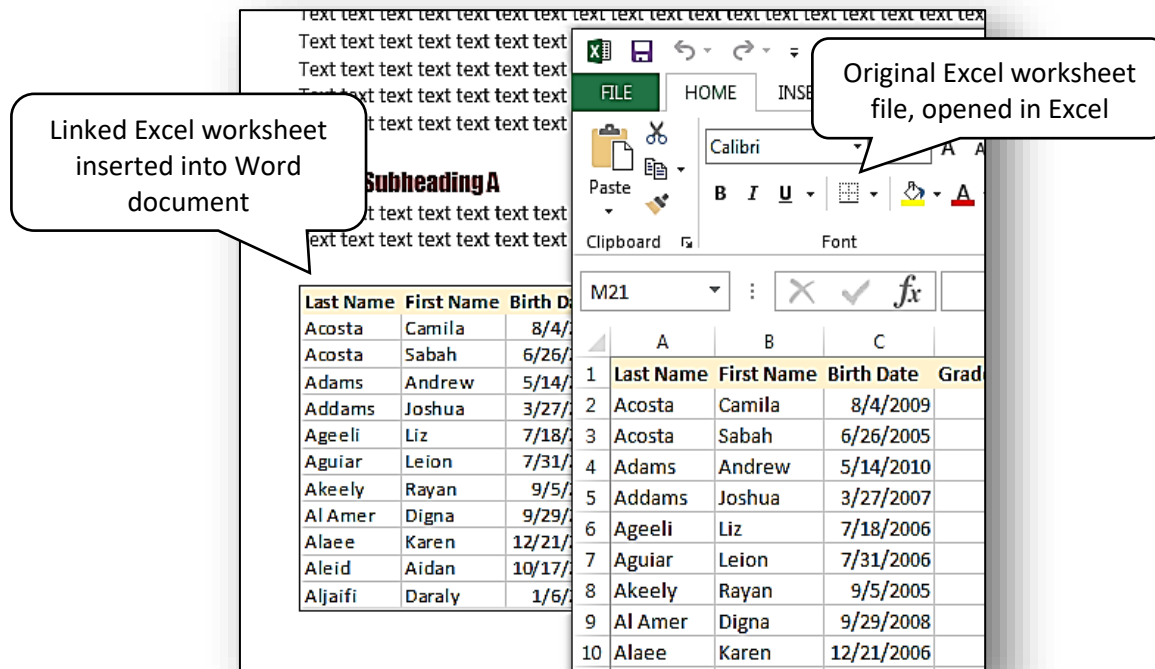
- In the **File name** field, browse to locate the Excel file you want to insert. Once you have it, click **OK**.
- The Excel workbook is inserted. Note that the last worksheet you worked on in the Excel file (*the one that was active, at the front of the workbook when you last saved the file*) is the one displayed in the Word document now. Also observe that sometimes the inserted worksheet is too big for the Word page to hold. You can either resize it, or crop it to fit the page. (*To crop, right-click on the object, then select **Format Object** and go to the **Picture** tab*).



- It's usually a good idea to give the inserted object a borderline to differentiate it from other things on the page, and make it easier to see. You can do this by *right-clicking* the object and choosing **Borders and Shading** from the Shortcut menu that appears. Then select the style you want and apply it.



- If you want to update the data in this Excel worksheet in your Word document, simply *double-click* on the inserted object. The original workbook will open in Excel, so you can edit it. As you edit the Excel file, its linked version in the Word document will update automatically, too, showing any edits you make in Excel.



**Note:** Even if the Word document is closed, when you make changes to the original Excel file, those changes will automatically update on the Excel worksheet that was inserted and linked into the Word document. When you open the Word document, the changes will appear.

## Embed or Link an Excel Chart

You can insert a partial worksheet, or a chart by itself into a Word document. You can *click-and-drag* to select and copy the specific cells of the worksheet you want to insert, and then paste them into the Word document (*using the **Paste** command option which includes a link*).

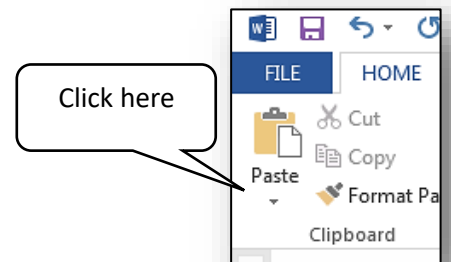
A chart can be inserted in several ways, each providing different options of working with the chart in Word. It can be...

- **inserted just as a picture** and then edited as a general graphic object;
- **inserted as an embedded chart** that can be edited within Word but using Excel tools;
- **inserted as a linked chart** that can be automatically updated each time you edit the original Excel chart within Excel.

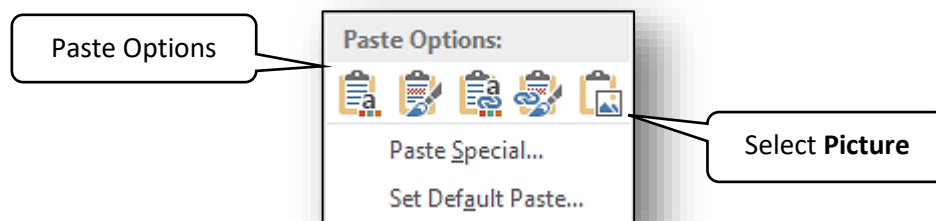
In the following exercises we'll insert a chart from an Excel worksheet using each of these 3 methods.

### Exercise 8.4 Insert a Chart as a Picture

1. Use the same Word file you used in the last exercise, or you can open a new blank document.
2. Open an Excel file with a chart in it.
3. Click to select the chart, then **Copy** it (*Ctrl + C*).
4. Place the mouse cursor within the Word page where you want to insert the Excel Chart.
5. On the **HOME** Ribbon, in the **Clipboard** group, click on the **Paste** command, *more-button* (*the small, down-arrow*) to display its small gallery of Paste choices.

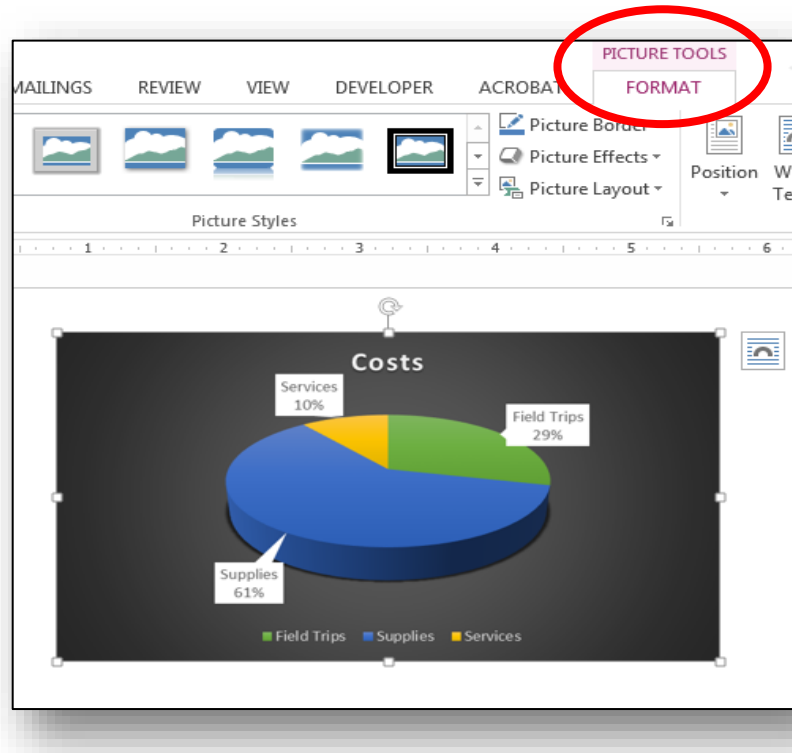


6. Hover the mouse cursor over the **Paste Options** to see the Screen Tip descriptions of each one.



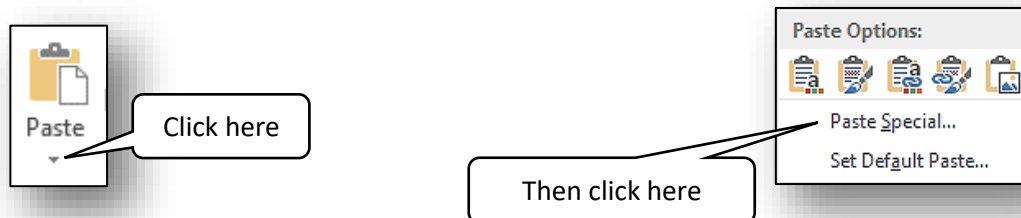
7. Select the last **Paste Options** choice on the right, **Picture**.

8. *Double-click* on the inserted Chart. Observe that it is treated like any other picture or photograph. With the **PICTURE TOOLS** Contextual Ribbon displayed, you can only edit the chart's visual elements (*color, position, styles, etc.*), not the Chart features.

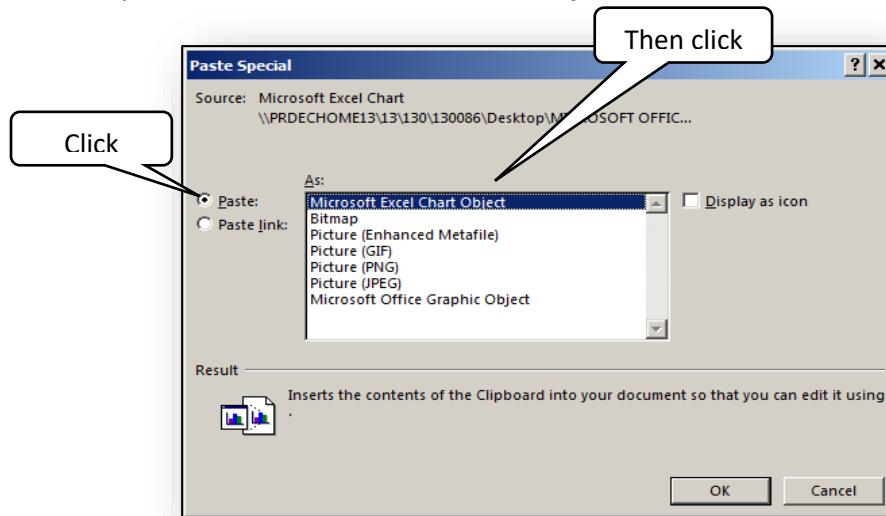


### **Exercise 8.5 Embed Chart & Edit with Excel Tools in Word**

1. Use the same Word and Excel files you used in the last exercise. In Word, press the **Enter** key to create some space after the chart you just inserted.
2. Click to select the chart in the Excel file, then **Copy** it (*Ctrl + C*).
3. Place the mouse cursor in the Word page where you want to insert the Excel Chart.
4. On the **HOME** Ribbon, in the **Clipboard** group, click on the **Paste** command, *more-button (the small, down-arrow)*. Then, click **Paste Special**.



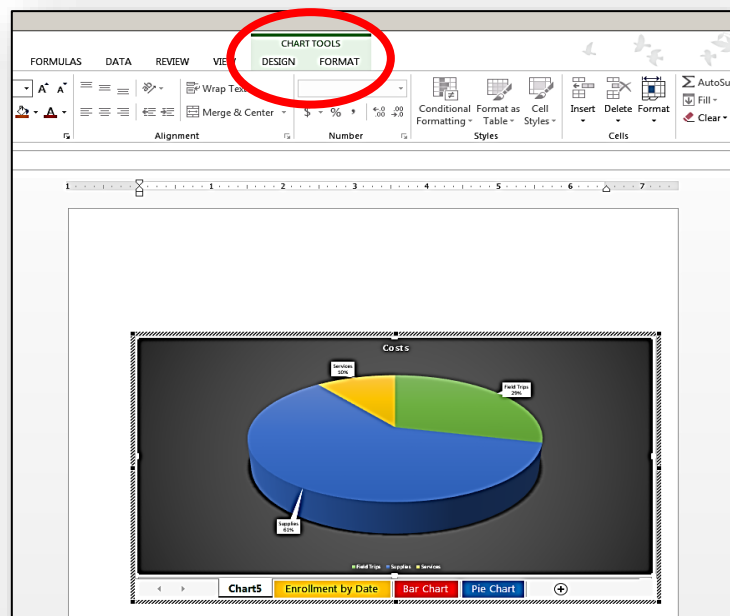
5. In the **Paste Special** dialog box, make sure that **Paste** is selected. Then click to select the first choice at the top of the list: **Microsoft Excel Chart Object**. Then, click **OK**.



6. You may need to resize the embedded chart if it's too big to fit on the page. When done, *double-click* on the embedded Chart.

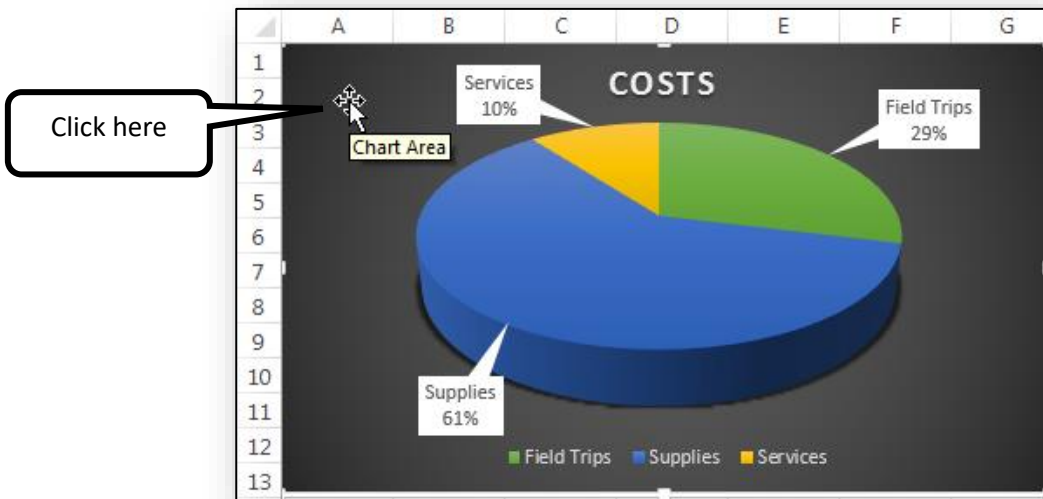
**Note:** The Chart now has a striped borderline around it indicating that it is available for editing as an Excel Chart (*not as a graphic picture*). The Chart can be edited with the Excel buttons and commands displayed on the Ribbon at the top of the screen. This lets you edit the Chart, but it does not link to the original Excel file. It only edits the Chart within the Word document.

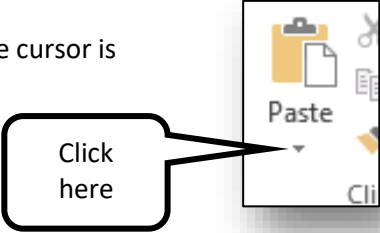
7. Use the **CHART TOOLS** Ribbon to edit the embedded Chart. (*To prepare for the next exercise, deselect the Chart by clicking anywhere on the page. Then press **Enter** to create some space after the Chart.*)

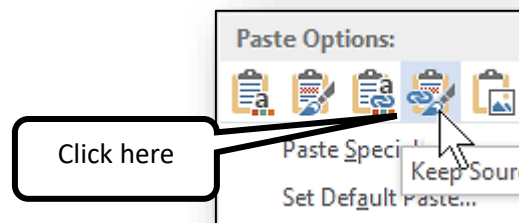


**Exercise 8.6 Link an Excel Chart into a Word Document**

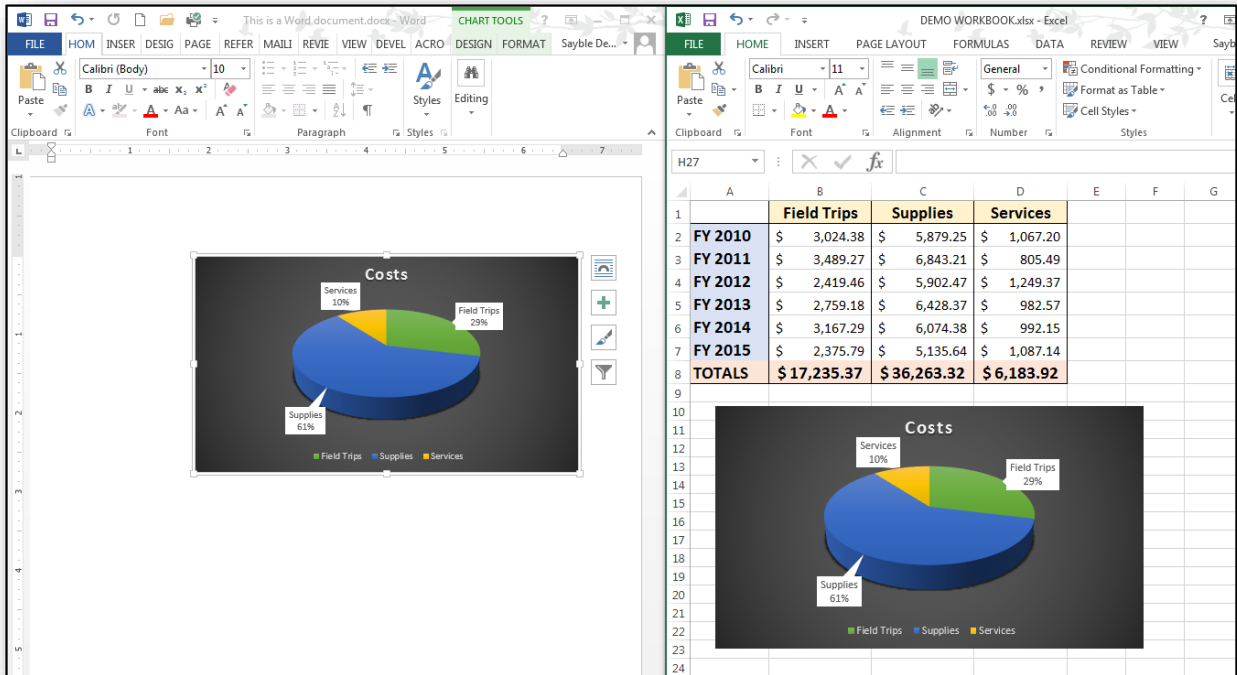
1. Have a Word document open, and click to place the mouse cursor into the document where you would like the Excel Chart to appear.
2. Open the Excel file and navigate to the sheet where the Pie Chart is displayed.
3. Click once in a corner of the gray background behind the Pie Chart to select it.



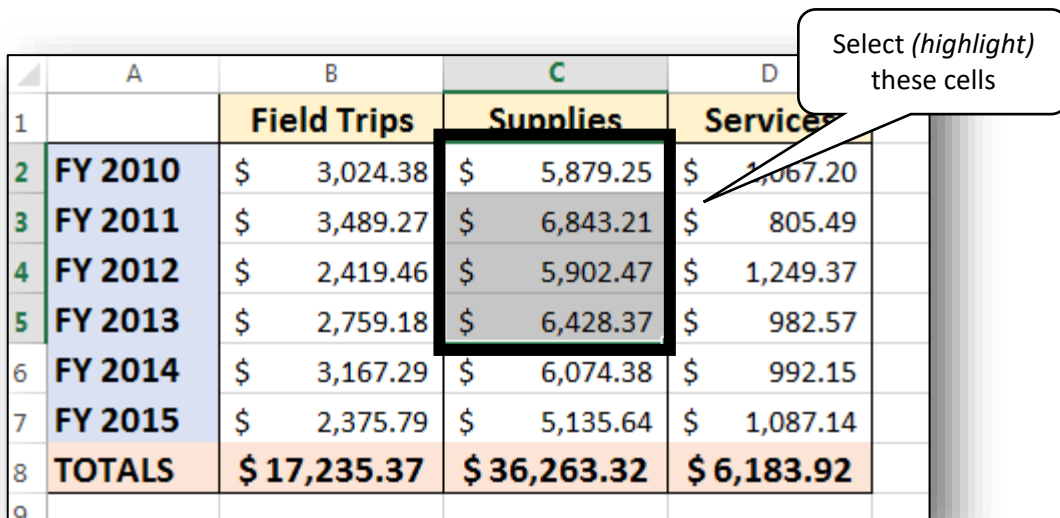
4. Copy the chart (*press **CTRL + C**, on your keyboard*).
5. Return to the Word document. Make sure the flashing mouse cursor is where you want the Chart to go.
6. On the **HOME** Ribbon, in the **Clipboard** group (*far left side of the Ribbon*), click the *down-arrow* button below the **PASTE** Clipboard. 
7. Hover over, then click on, the second icon from the right, "**Keep Source Formatting & Link Data**". The Pie Chart will then appear in the Word document where you last placed your mouse cursor.



After the Chart has displayed in your Word document, arrange your monitor screen so that the Word page is on one side, and the Excel worksheet (*showing the original chart*) is on the other. An easy way to do this is to *click-and-drag* the title bar to the side of the monitor screen until the mouse arrow touches the side wall, then let go. It will automatically line up on that half of the screen. Another method is to hold down the **Windows** key (*between Ctrl and Alt keys*) and then tap the **Arrow** key that is pointing in the direction you want the Word or Excel page to go.



**Note:** The Chart on the Word page is identical to the Chart in the Excel worksheet. In the Excel Chart, make a drastic change to its data such as deleting several cell contents in a single column. To do this, *click-and-drag* to select Cells C2 through C5.

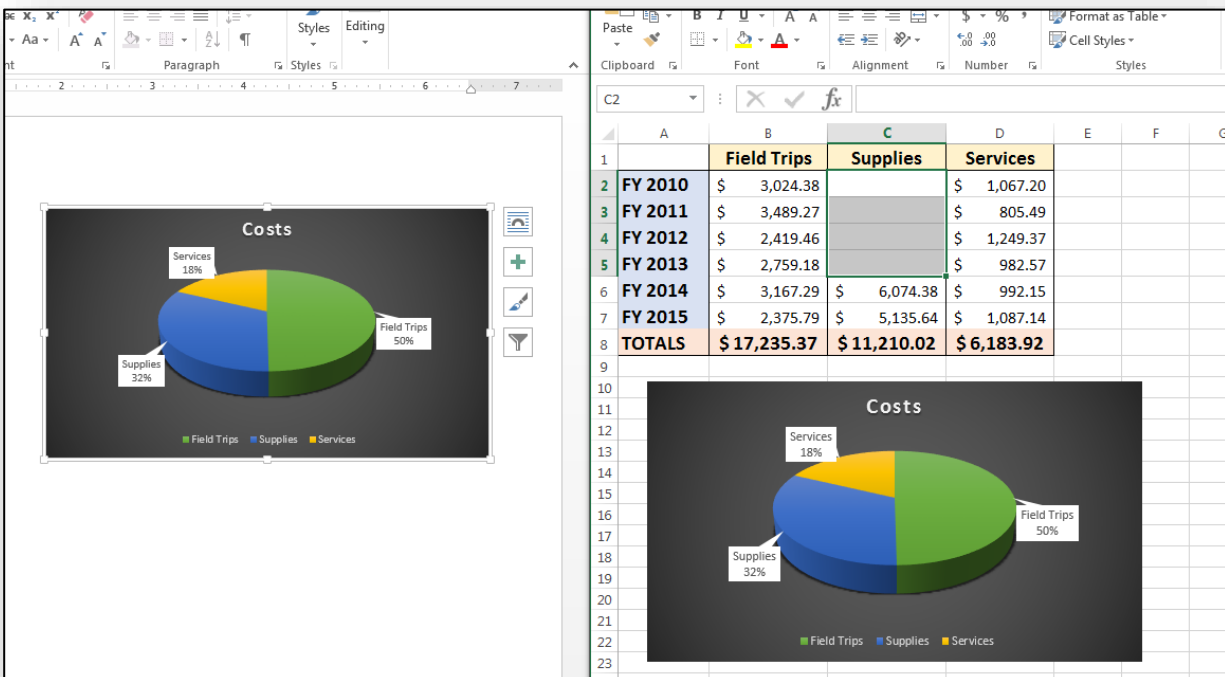


- Press the **Delete** key on your keyboard to erase the numbers from those cells. Note how the total at the bottom of the column adjusts automatically.

|   | A              | B                   | C                   | D                  |
|---|----------------|---------------------|---------------------|--------------------|
| 1 |                | <b>Field Trips</b>  | <b>Supplies</b>     | <b>Services</b>    |
| 2 | <b>FY 2010</b> | \$ 3,024.38         |                     | \$ 1,067.20        |
| 3 | <b>FY 2011</b> | \$ 3,489.27         |                     | \$ 805.49          |
| 4 | <b>FY 2012</b> | \$ 2,419.46         |                     | \$ 1,249.37        |
| 5 | <b>FY 2013</b> | \$ 2,759.18         |                     | \$ 982.57          |
| 6 | <b>FY 2014</b> | \$ 3,167.29         | \$ 6,074.38         | \$ 992.15          |
| 7 | <b>FY 2015</b> | \$ 2,375.79         | \$ 5,135.64         | \$ 1,087.14        |
| 8 | <b>TOTALS</b>  | <b>\$ 17,235.37</b> | <b>\$ 11,210.02</b> | <b>\$ 6,183.92</b> |

Column total automatically adjusts

- The original Excel Chart automatically adjusts itself to reflect the change you made to the data on the Excel worksheet. Nearly instantly, the **linked** Chart in the Word document updated itself, as well. Simply stated, any change that you make to the original data/Chart will cause the linked chart in the Word document to reflect the change—every time.



**Note:** Even if the Word document is closed (as long as the Word document file remains in its original location), any changes made to the original Excel data/Chart, will appear within the linked Word document as soon as it is opened.



# Part 9: The Navigation Pane

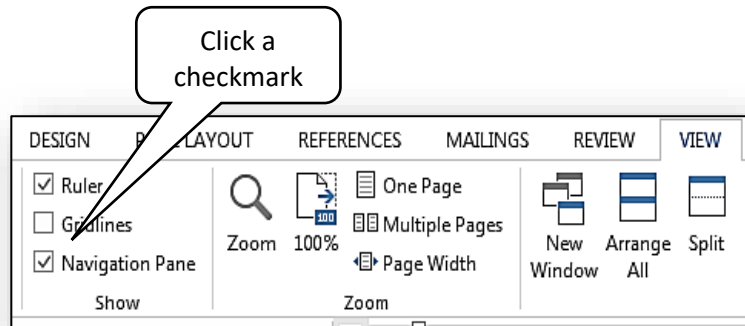
## Using the Navigation Pane

The Navigation Pane can be used to quickly move to specific pages or headings in a document without having to scroll there.

You can also use the Navigation Pane to quickly reorganize the document. It lets you move whole sections around easily without having to scroll or Cut and Paste.

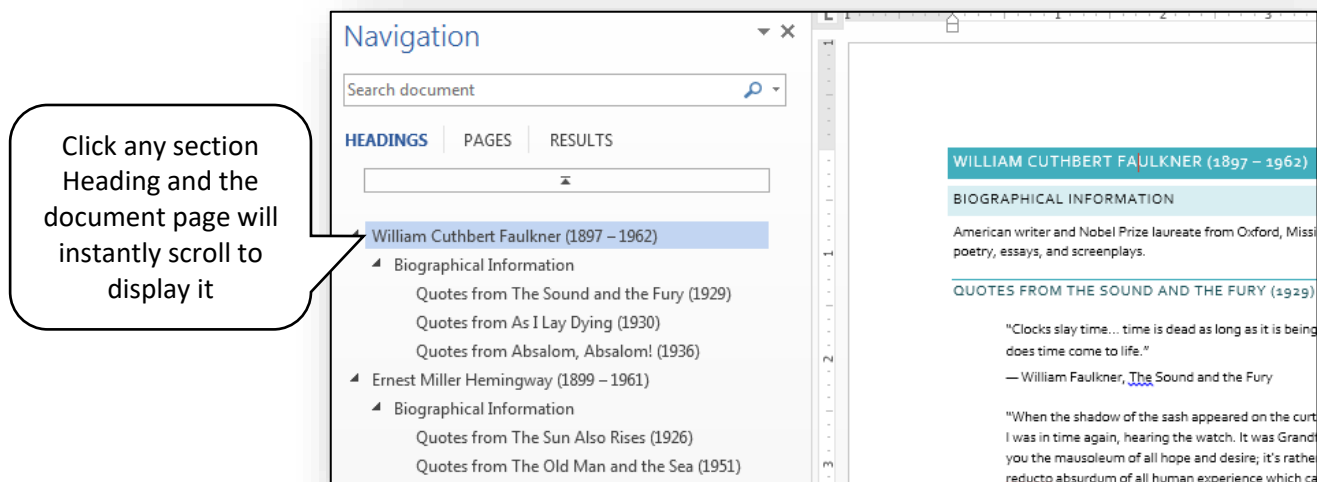
You can switch the Navigation Pane on by selecting the **VIEW** Ribbon tab, then navigating to the Show group and placing a check mark in the box in front of Navigation Pane.

(→ **VIEW** tab, → Show group, → check **Navigation Pane**)

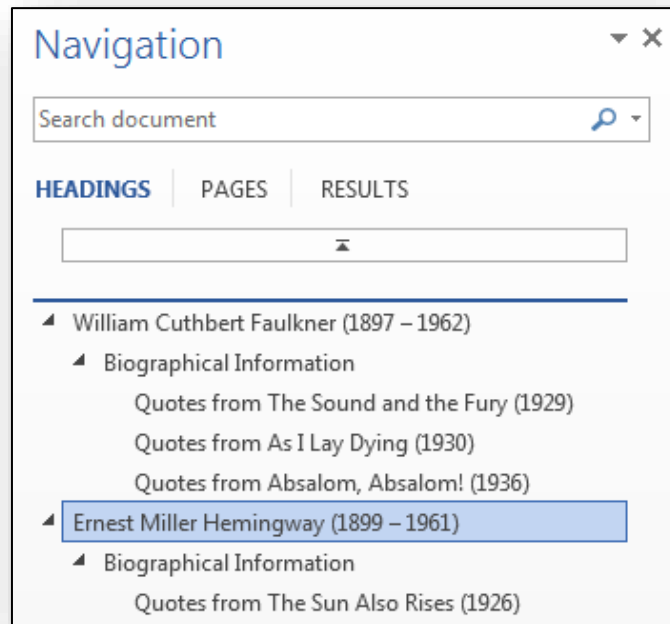


The Navigation Pane appears to the left of the document page by default. You can *click-and-drag* it to any other location on the screen.

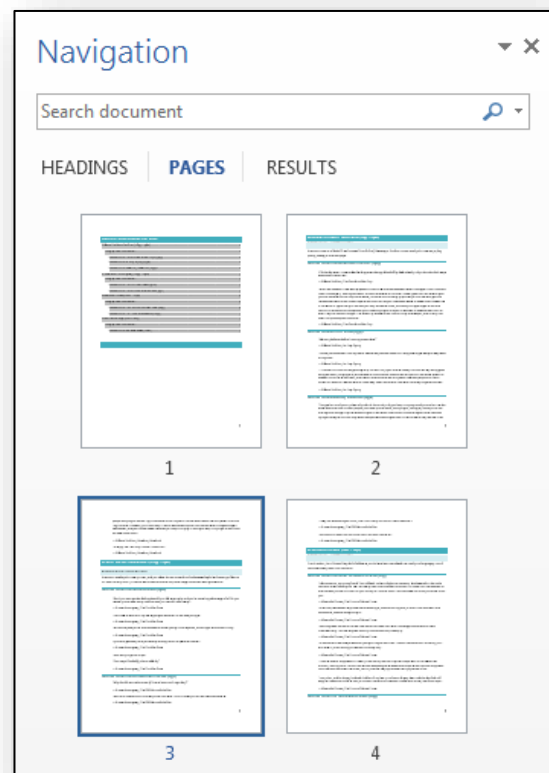
Try out the Navigation Pane by clicking on various section Headings. Notice that document page instantly scrolls to that section of the document.



Now try *clicking-and-dragging* different sections to new locations within the Navigation Pane. In the example to the right, the Heading, “**Ernest Miller Hemmingway (1899 – 1961)**” has been selected with the mouse and has been dragged up above the Heading “**William Cuthbert Faulkner (1897 – 1962)**”. Notice the blue line indicating where the section Heading will be inserted. When the mouse button is released, the “**Hemmingway**” Heading (*and all of its subordinate sections*) will be moved above the “**Faulkner**” Heading. (*Essentially, these two sections are switching places in the order of the document.*)



Next, click to the **Pages** tab in the Navigation Pane. Here you can quickly click to display any page in the document. Note that the currently displayed page is indicated by a blue borderline around the thumbnail image.



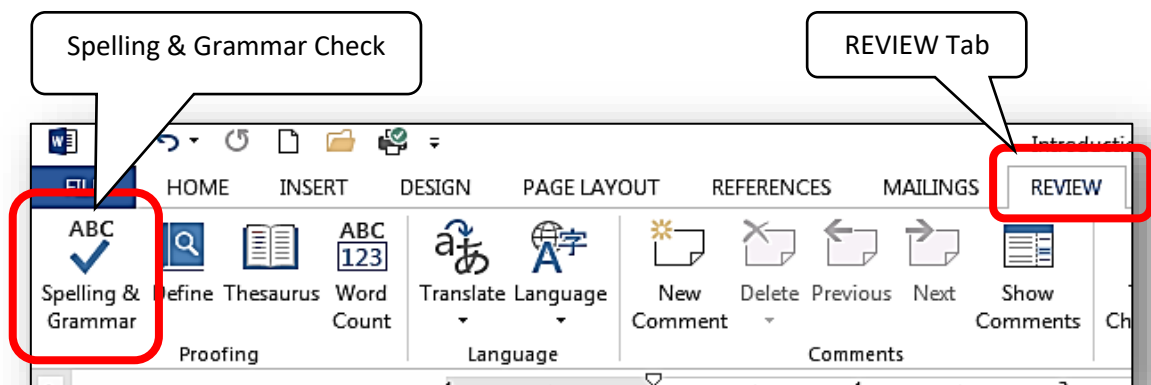


# Part 10: Tips & Tricks

# Proofreading: Spelling and Grammar Check

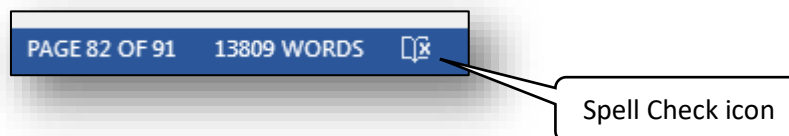
Proofreading your document yourself is always best because no proofreading tool is perfect. Word sometimes doesn't catch certain nuances of the English language. Nevertheless, Word has a powerful tool that checks your document for any spelling or grammatical errors. You can even add words into the tool to customize it to suit your needs. For example, it might catch the proper name, **Ishkabibble**, as an incorrectly spelled word. However, because that is someone's actual name, you can add it to your Word Dictionary as a correctly spelled word. From that point on Word 2013 will accept this name as a correctly spelled word.

The Spelling & Grammar checking command is located on the **REVIEW** tab, in the **Proofing** group on the far left side of the Ribbon.

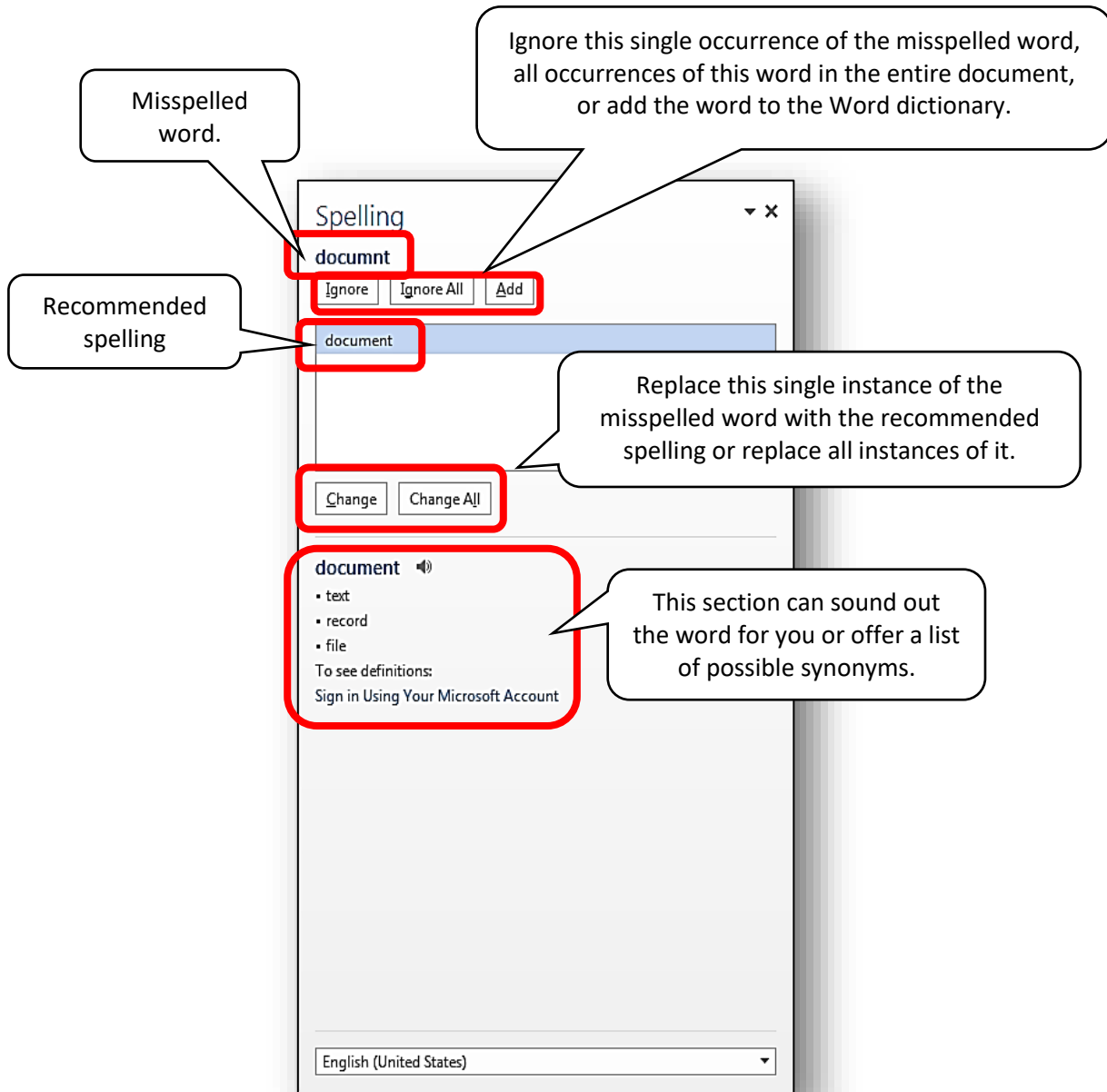


To check your document for spelling and grammar errors, use one of the following **3** methods:

- Click the **Spelling & Grammar** command. Word will check your entire document and display its findings in a **Spelling Pane** on the *right-side* of the document window. It will offer you choices for each instance of an incorrect word or phrase.
- Press the **F7** key on your keyboard. It launches the same Spelling & Grammar command.
- Click on the **Spelling & Grammar** icon located at the *bottom-left* of the display screen on the blue status bar (*the open book icon with an X*).



(Please see illustration of **Spelling Pane** on next page)



The image shows a screenshot of the Microsoft Word Spelling dialog box. The dialog box is titled "Spelling" and contains the following elements:

- Misspelled word:** The word "documnt" is displayed in a red box.
- Recommended spelling:** The word "document" is displayed in a blue box below the misspelled word.
- Action buttons:** "Ignore", "Ignore All", and "Add" buttons are located below the misspelled word.
- Change buttons:** "Change" and "Change All" buttons are located below the recommended spelling.
- Synonyms/Definitions:** A section below the change buttons shows the word "document" with a speaker icon, a list of synonyms (text, record, file), and a link to see definitions.
- Language:** A dropdown menu at the bottom shows "English (United States)".

Callouts provide the following explanations:

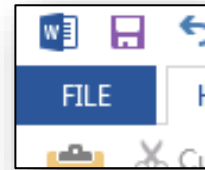
- "Misspelled word." points to the word "documnt".
- "Ignore this single occurrence of the misspelled word, all occurrences of this word in the entire document, or add the word to the Word dictionary." points to the "Ignore", "Ignore All", and "Add" buttons.
- "Recommended spelling" points to the word "document".
- "Replace this single instance of the misspelled word with the recommended spelling or replace all instances of it." points to the "Change" and "Change All" buttons.
- "This section can sound out the word for you or offer a list of possible synonyms." points to the "document" section with the speaker icon and list.

---

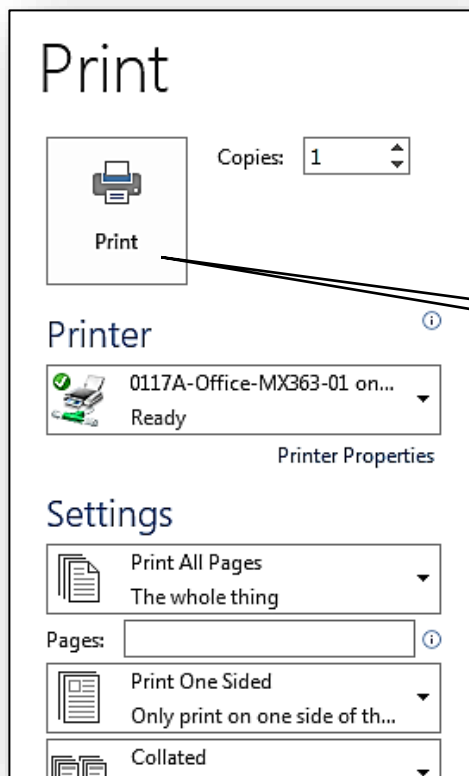
## Preview & Print a Document

---

When ready to print a document, click the **FILE** tab (*upper-left corner of the Ribbon*). This Backstage view will display.



Click the **Print** command on the blue Ribbon (*on the left*).



A preview of the document will display on the *right-side* of the screen. The Print panel will display on the left with several options for printing. You can make a choice as to which printer you would like to use, how many copies you would like to Print, etc., from the Print panel. Then click the **Print** button to initiate printing.

Click to print

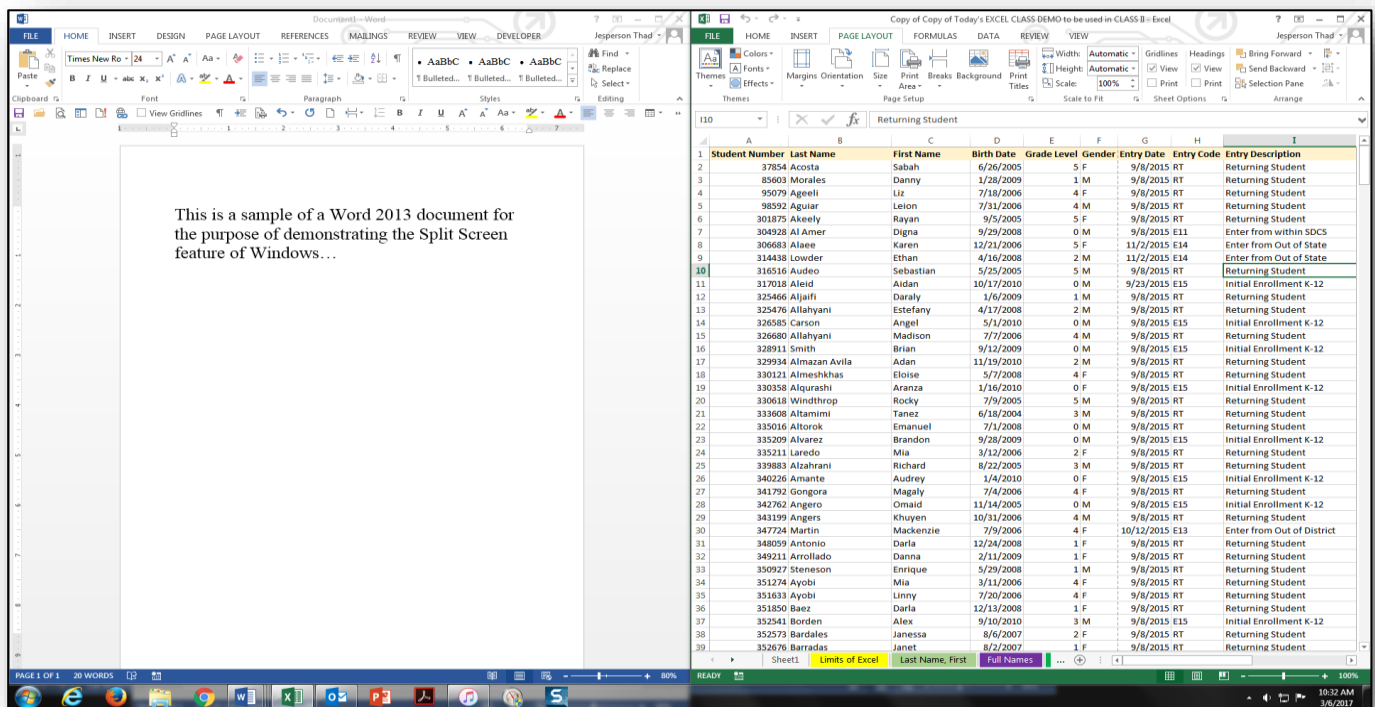


# How to Split a Screen to Display Two Programs

Sometimes it is helpful to divide up your screen so that two programs can be seen at the same time—one on the *left-side* of your screen and the other on the *right-side* of your screen. There are several ways to do this. The exercise below describes the simplest way if you are using a PC.

## Exercise 10.0: How to Display Two Programs at the Same Time

1. Click the mouse cursor into the program you wish to relocate to activate it. Then, hold down the **Windows** key (*located between the Ctrl and Alt keys*), and tap either the **left** or **right** arrow on the keyboard. When you tap the left arrow, the selected program will jump to the left half of the screen. Conversely, when you tap the right arrow, the selected program will jump to the right half of the screen. To undo the move, simply select the program, hold down the **Windows** key again and then hit the opposite arrow and the program will return to its original position and size on the desktop.



**Note:** This is a screenshot of the entire desktop of a computer displaying a Split-Screen.

---

## Basic Keyboard Shortcuts

---

Note that in key combinations the first key (*Ctrl, Shift, Alt, etc.*) should be pressed and held down while tapping the second key:

| Keys to Use                        | What They Do   |
|------------------------------------|--|
| Ctrl + N                           | Creates a new, blank document  |
| Ctrl + O                           | Opens an existing document   |
| Ctrl + W                           | Closes the current document  |
| Ctrl + S                           | Saves the current document and keeps it open                                     |
| F1                                 | Opens the Help Pane  |
| F5                                 | Opens the Find & Replace dialog box  |
| F7                                 | Opens the Spelling & Grammar Pane  |
| F12                                | Opens the "Save As" window to save a copy of the document under a different name |
| Ctrl + P                           | Initiates the Printing process   |
| Ctrl + scroll the mouse wheel      | Zooms the document in or out (magnifies/shrinks it)                              |
| Ctrl + the plus sign (+)           | Zooms in (magnifies it)  |
| Ctrl + the minus sign (-)          | Zooms out (shrinks it)   |
| End                                | Jump to the end of a line of text (right side)                                   |
| Home                               | Jump to the beginning of a line of text (left side)                              |
| Ctrl + End                         | Jump to the end of the entire document   |
| Ctrl + Home                        | Jump to the beginning of the entire document                                     |
| Ctrl + Z                           | Undo the last action   |
| Ctrl + Y                           | Redo the last action   |
| Shift + Arrow Key Right            | Select (highlight) one single character to the right                             |
| Shift + Arrow Key Left             | Select (highlight) one single character to the left                              |
| Ctrl + Shift + Arrow Right or Left | Extend selection one word to the right or left                                   |
| Ctrl + A                           | Select (highlight) entire document   |
| Ctrl + C                           | Copies whatever is selected (highlighted)  |
| Ctrl + V                           | Pastes whatever was copied   |
| Ctrl + X                           | Cuts out whatever was selected (highlighted)                                     |

---

---

|                      |                                  |
|----------------------|----------------------------------|
| Ctrl + B             | Bolds the selected text          |
| Ctrl + I             | Italicizes the selected text     |
| Ctrl + U             | Underlines the selected text     |
| Shift + F1           | Opens the Reveal Formatting Pane |
| Ctrl + ' + a         | á                                |
| Ctrl + ' + e         | é                                |
| Ctrl + ' + o         | ó                                |
| Ctrl + Shift + ~ + n | ñ                                |
| Alt + Ctrl + c       | ©                                |
| Alt + Ctrl + r       | ®                                |
| Alt + Ctrl + t       | ™                                |
| ( + c + )            | ©                                |
| ( + r + )            | ®                                |
| ( + tm + )           | ™                                |

# Help

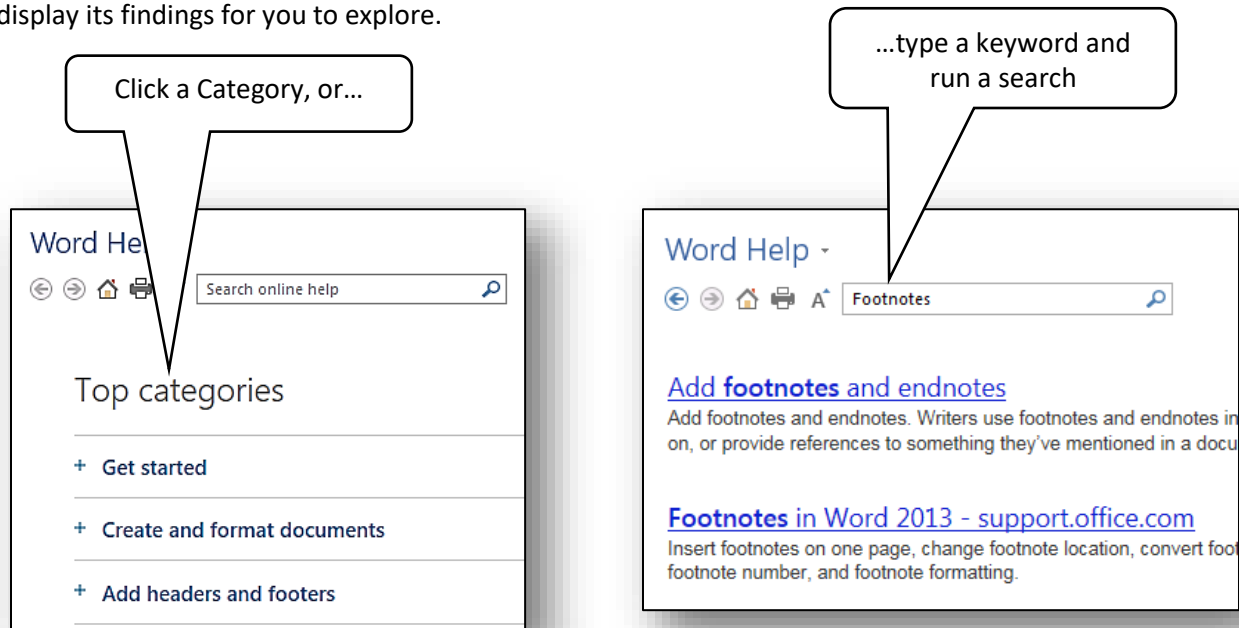
## Finding Help in Microsoft Word 2013



You can click the **Help** button in the upper right corner of any Word document window to access Microsoft’s resources for help with Word. The Help button looks like a question mark.

*(The Help dialog box can also be opened quickly by simply pressing the **F1** key.)*

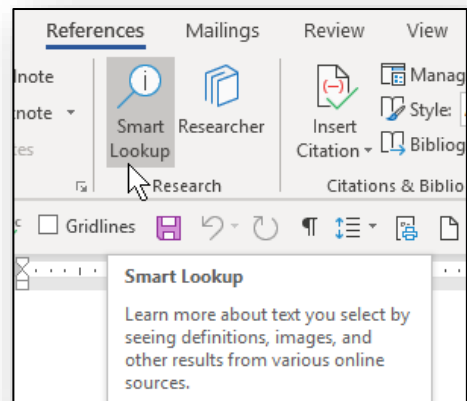
In the Help window you can either click to open any of the Top Categories, or type a keyword for the topic you want and click the Search button (*magnifying glass icon*). Word will search for answers and display its findings for you to explore.



## Finding Help in Microsoft Word 2016

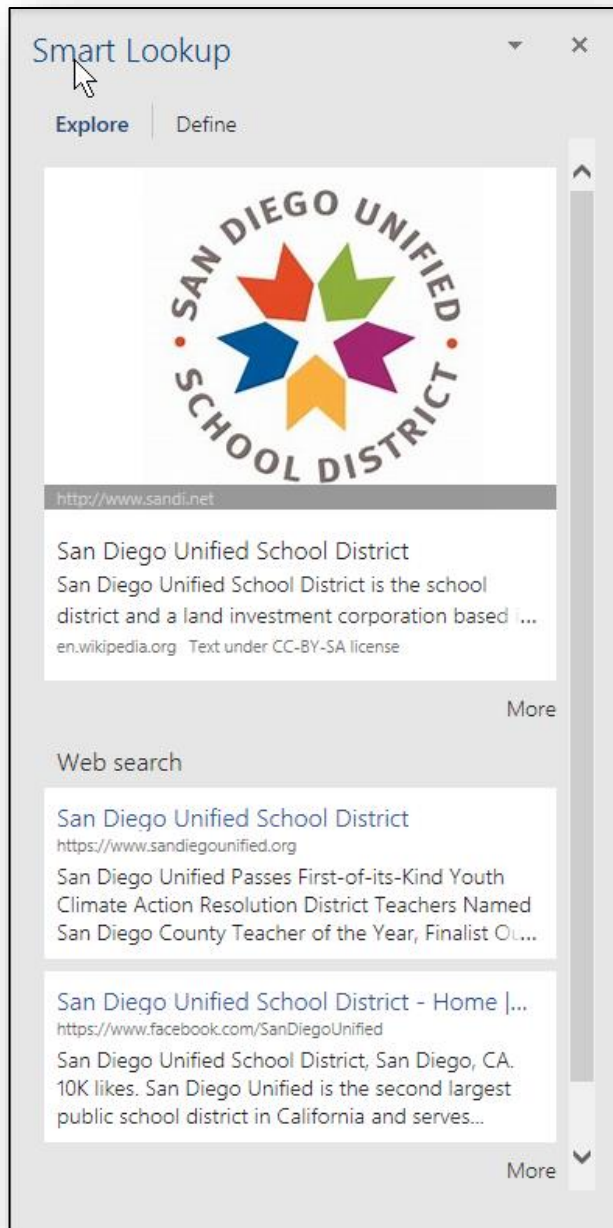
**Word 2016** has added a new **Smart Lookup** feature to the **Reference** tab Ribbon (*located in the Research Group*).

This feature allows you to **Define** selected text using an online dictionary or search a specific topic on the Web with **Bing** by simply highlighting any text in your document and then clicking on the **Smart Lookup** feature.



**Note:** In the example below, the text, San Diego Unified School District, was highlighted to demonstrate the **Smart Lookup** feature in Word 2016.

After highlighting a selection of text and then clicking on the **Smart Lookup** icon, the **Smart Lookup** Pane will appear to the right of the document display page allowing you to either **Explore** the subject on the web or **Define** the text using an online dictionary, or both.



---

## Help from the SDUSD Website

The district has a webpage on its site which contains additional resources for help with Microsoft Office Suite applications like Word or Excel. To find this webpage, follow the navigation below:

1. Start by clicking to the Employee Portal on the main SDUSD home page. Login.
2. On the Inside Unified page in the lower left area, underneath **Shortcuts**, click **Technical Support**.
3. Scroll if necessary and click the link: **Microsoft Office**.

## Help from the SDUSD Help Desk

The SDUSD Help Desk can be accessed either online or over the phone.

To access the SDUSD Help Desk online, follow the steps provided below:

1. On the *left-hand* side of the District Staff Portal, under the Shortcuts heading, click on Technical Support/Help Desk
2. The Technical Support/Help Desk webpage will display. Information about the Cherwell Service Management system is provided with instructions on how to submit a ticket online to the Help Desk for assistance with Word or Excel. Several detailed job aids are provided to assist with this process (*see below*).

Cherwell Service Management webpage: <https://sdusd.cherwellondemand.com>

- [See instructions on how to report an issue in Cherwell CSM](#)
- [See instructions on how to report an issue for someone else in Cherwell CSM](#)
- [See instructions on how to view your open tickets in Cherwell CSM](#)
- [See instructions on how to change your password in Cherwell CSM](#)

To access the SDUSD Help Desk by phone, simply dial: **(619) 209-HELP (4357)**

Hours of Operation: Monday through Friday, 7:00 AM to 5:00 PM

**Remember:** Another excellent option to learn how to accomplish a certain task within Word, is to use **Google** to search for answers to specific questions about Word. Remember to always include the version of Word you are using in the question. For example; *“How do I select an entire page in Word 2013?”* This will ensure that the instructions that **Google** is offering will work with the version of Word that you are using.

---

Notes:

---