

Word 2007

Intermediate



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Working with sections and columns

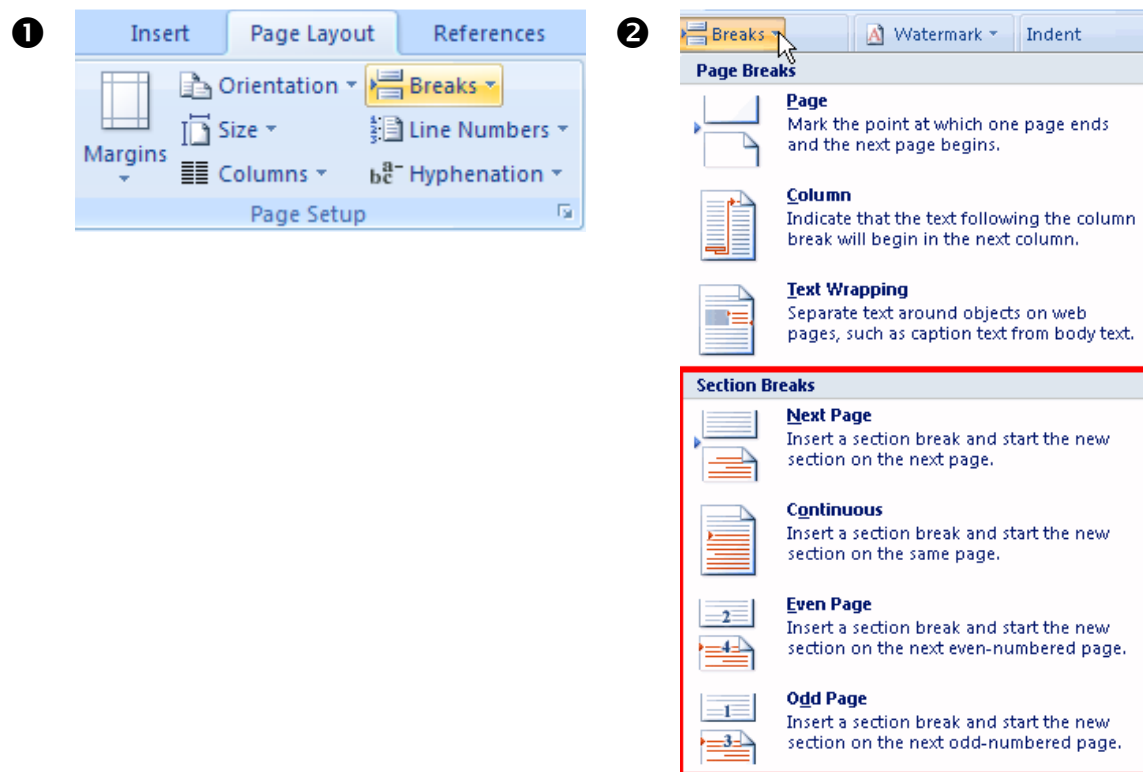
Objectives:

1. Use various types of breaks (column, continuous, next page section) to create sections in a document.
2. Format text into multiple columns.
3. Enter and sort text in columns.

Sections

Create different sections in a document using various types of breaks.

1. Place your cursor where you wish to insert the section break
2. Go to the Page Layout ribbon/Page Setup group and click the Breaks button.
3. Select the type of break you wish to insert.

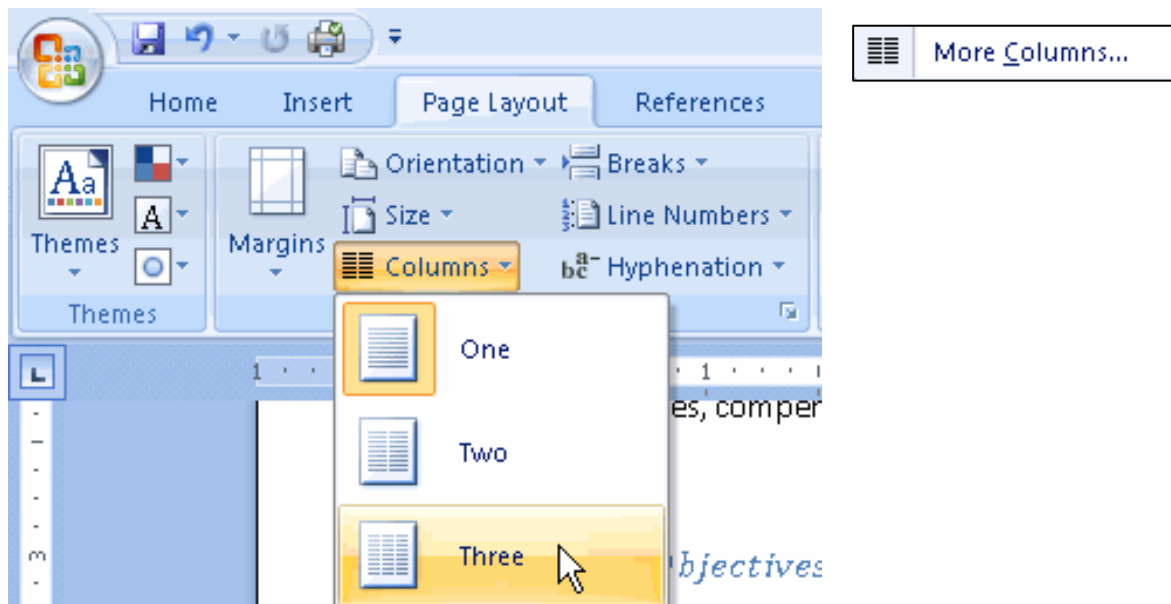


Section break type	New section will begin
Next page	On the following page
Continuous	On the same page
Odd page	On the next odd numbered page
Even page	On the next even numbered page

Columns

Format text into multiple columns

1. Select the text to be formatted in columns.
2. Go to Page Layout/Page Setup group and click the Columns button.
Use the More Columns... option to create more than three columns, change column width or spacing.



Enter text in columns

1. Click within one of the columns where you wish to enter text and begin typing.
2. Text will 'overflow' into the following column

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. | start typing here and text adjusts to overflow into the next column. To change the

overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.


Inserting a column break

1. Click at the start of the sentence you wish to appear at the top of the next column.
2. Go to Page Layout/Page Setup group and click the Breaks button.
3. Select Column from the list of options.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶
You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. Column Break

I start typing here into the next column of your document on the Page Layout tab. The Change Current Theme gallery provides a way to always restore the original content. The Insert tab, which is designed to coordinate with the overall look of your document, includes galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶

Sorting columns


1. Select the column text to be sorted.
2. Go to Home/Paragraph group and click the Sort  button.
3. Select Paragraphs and Text, and sort option (Ascending or Descending).
4. Click OK.

1 On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. ¶
A When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶
C You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your

4 **A** When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. ¶
B On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. ¶
C You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your

Practice Activity: Working with Sections and Columns

1. Open **Hierarchy details.docx**.
2. Resave the document as **My hierarchy details**.
3. Format the text underneath the document heading (Zenith Garments Inc...) into three columns.
4. Change the spacing between the columns to 1 centimetre, and display a line between the columns.
5. Insert a column break immediately before **Regional Managers** in the first column and before **South Region** in the second column.
6. Reformat the text in the document into one column, and delete any column or section breaks that remain in the document.

Turn on the Show/Hide button  on the Home ribbon to see where any remaining breaks are located in the document.

7. Save and close the document.

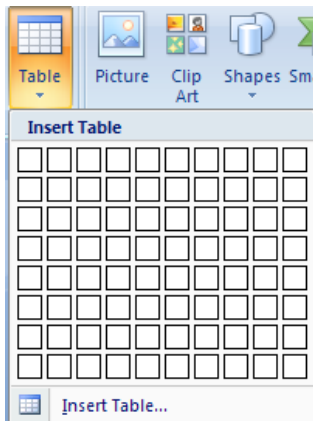
Formatting tables

Objectives

1. Modify a table by aligning text, merging cells, changing text orientation, and resizing rows and columns.
2. Highlight table cells by adding borders and shading .
3. Use the Table Styles command to format tables and set a default table format.

Creating a table

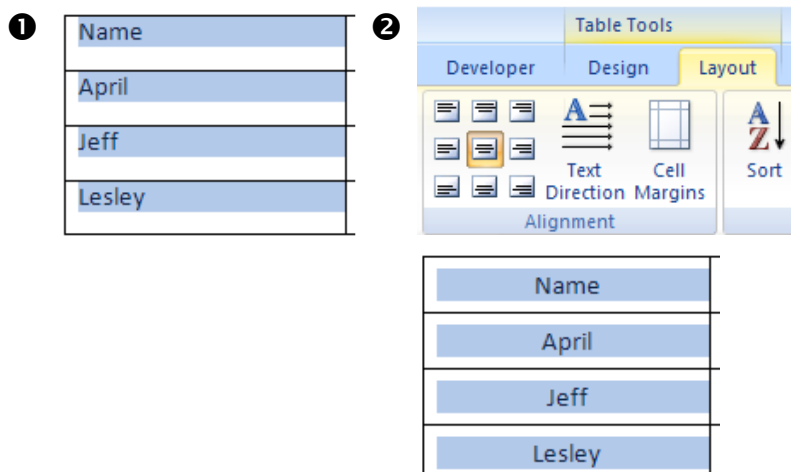
1. Go to Insert/Table group and click the Table button.
2. Either:
 - a. Select the number of columns and rows required from the grid, or
 - b. Use the Insert Table option, specify number of columns and rows and click OK.



Modifying a table

Aligning text

1. Select the table text to be aligned.
2. Go to Table Tools Layout/Alignment group and select the alignment option you wish to use.

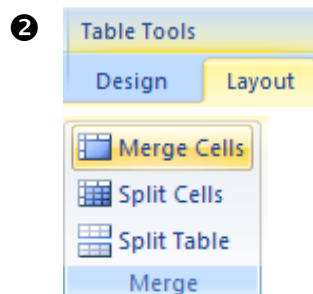


Merging cells

1. Select the cells to be merged (joined) together.
2. Go to Table Tools Layout/Merge group and click Merge cells.
The selected cells are now joined together into one cell.

1

Flight details	
Arrival	Departure



Flight details	
Arrival	Departure

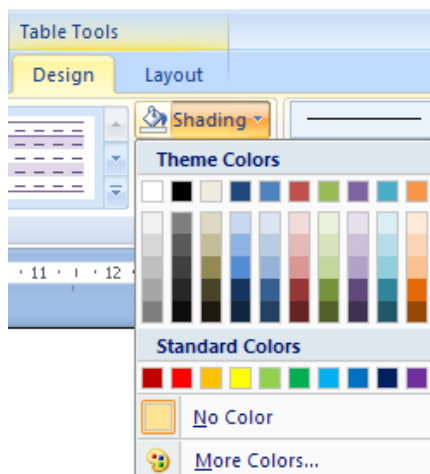
Shading

1. Select the cells you wish to apply shading to.
2. Go to Table Tools Design/Table Styles group and click Shading.

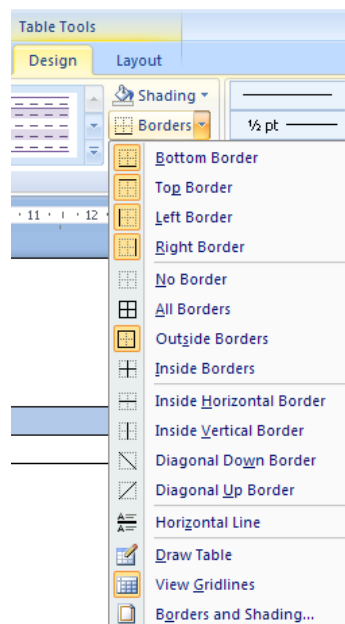
Borders

1. Select the cells you wish to apply border to; or remove borders from.
2. Go to Table Tools Design/Table Styles group and click Borders.

Shading



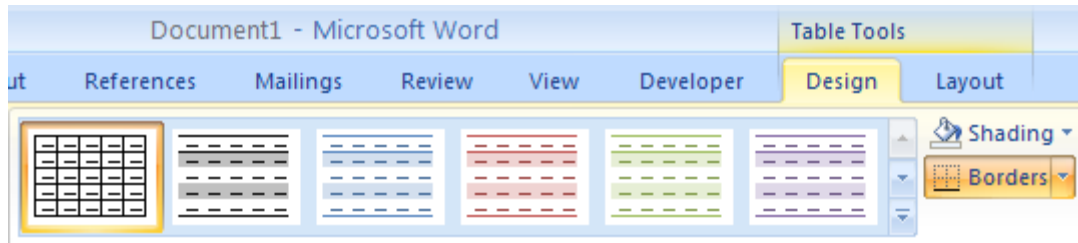
Borders



Using Table Styles

Applying a table style

1. Click inside the table.
2. Go to Table Tools Design/Table Styles group and click on a Table Style to apply the design to your table. Use the dropdown arrow to the bottom right of the visible Table Styles to view further options.



Setting a Table Style default

1. Right-click on the Table Style you wish to set as the default.
2. Select the Set as Default option.
3. Select the default table option you wish to use (for this document only, or all documents based in the Normal template).



Practice Activity: Formatting Tables

1. Open **Yearly sales.docx**.
2. Resave the document as **My yearly sales**.
3. Align text in the table to the left horizontally, and centre vertically.
4. Shade the first row of the table in blue.
5. Merge all cells in the first row of the table, and centre align the text in this row.
6. Remove the borders from the table.
7. Save and close the document.

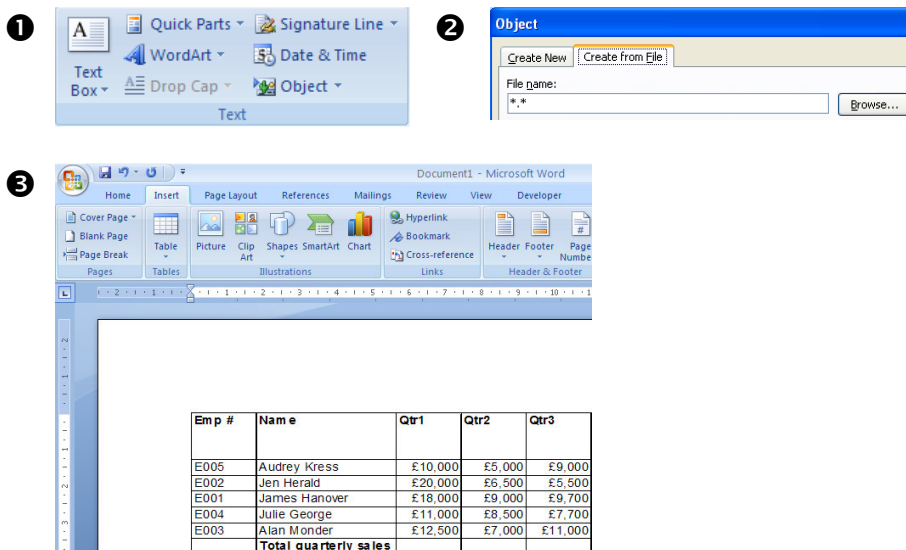
Working with imported data

Objectives

1. Import an Excel workbook into Word
2. Use formulas to perform calculations in a table
3. Move tables in a document

Import an Excel workbook into Word

1. Go to Insert/Text group and click Object button.
2. Select the Create from File tab, and click Browse.
3. Select the Excel file you wish to import data from, click Insert then OK.
Data from the first sheet in the Excel file is imported into the Word document.

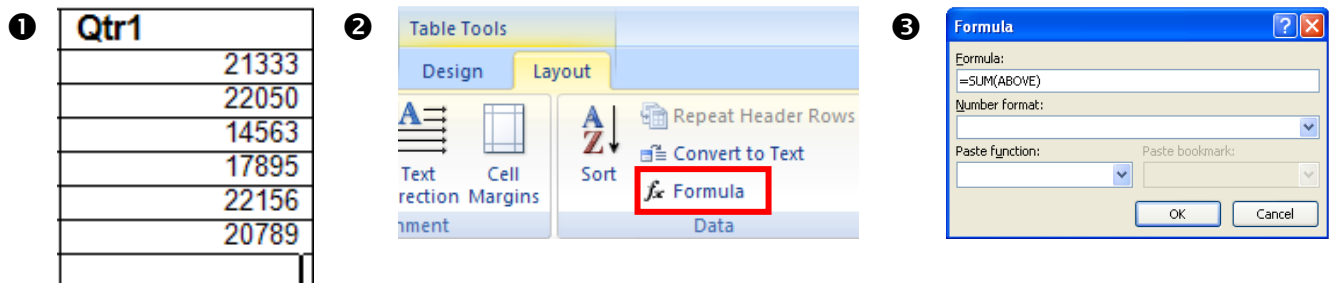


Notes:

- When you double-click on the table, the spreadsheet data can be edited using MS Excel features.
- If you wish to create a link between the Excel spreadsheet and the imported data in Word, check the 'Link to file' box before clicking OK in step 3 above.

Using formulas in a table

1. Click in the cell where you wish to create a total (or other calculation).
2. Go to Table Tools Layout/Data group and click the Formula button.
3. Check the Formula box, select a number format if required and click OK.



Notes:

- SUM refers to the SUM function, which is used to add numbers together. (ABOVE) or (LEFT) refers to the location of the cells containing the numbers to be added, in relation to the cell where you are creating the formula.
- The Paste Function dropdown box can be used to select a different function, e.g AVERAGE to create an average instead of a total.

Moving a table

A table can be moved with the mouse (drag and drop) using the icon that appears in the top left corner of the table, as shown below.



Alternatively, click on the icon shown above to select the whole table then use Cut and Paste to move the table.

Practice Activity: Working with imported data

1. Open **Yearly sales.docx**.
2. Save the document as **Tables**.
3. Create a new row at the bottom of the table in the document.
4. Create formulas to provide total sales at the bottom of each of the columns for Quarter 1, Quarter 2, Quarter 3 and Quarter 4.
5. Underneath the table you have been working with, import the data from **Total sales.xlsx**.
6. Save and close the document.


Using Styles and Building Blocks

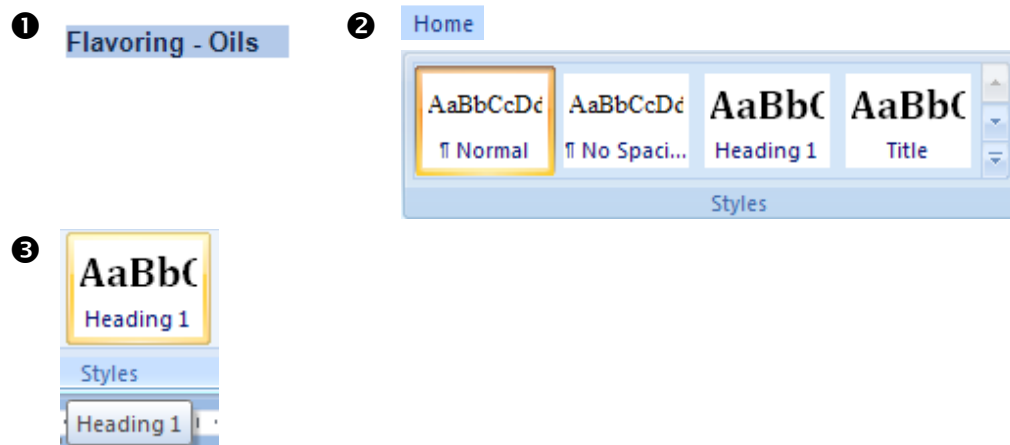
Objectives

1. Use styles to format text in documents
2. Modify and delete styles
3. Use styles to create outlines
4. Use Quick Parts

Using Styles


Applying a style

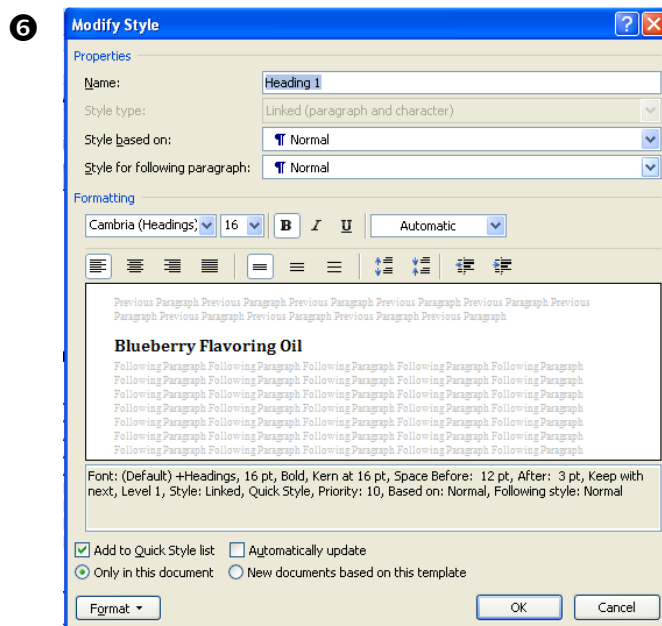
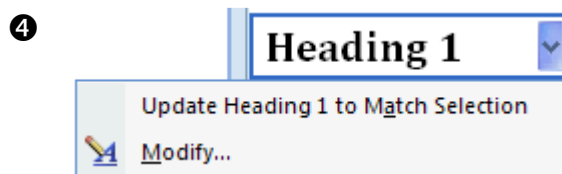
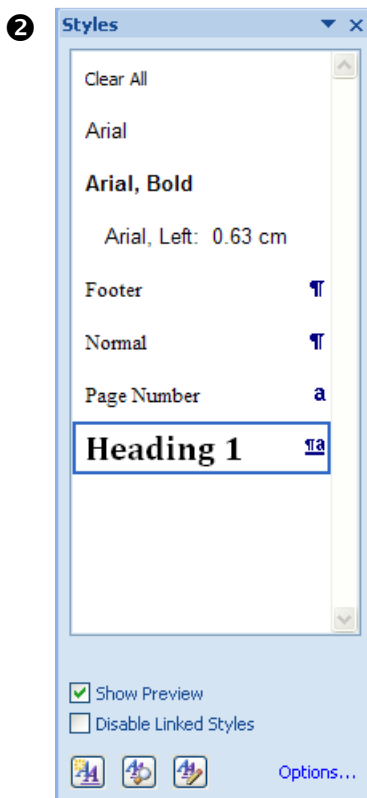
1. Click into or select the paragraph you wish to apply the style to.
2. Go to Home/Styles group. Click the dropdown arrow  to view all the styles available in the Styles gallery.
3. Click on the style you wish to use to apply the style to the selected paragraph.




Flavoring - Oils

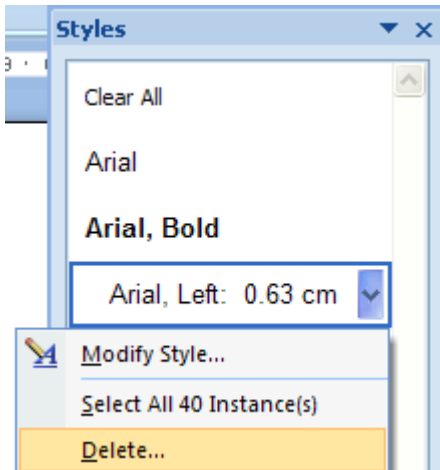
Modifying a style

1. Click the Options button  in the bottom right corner of Home/Styles group .
2. The Styles palette appears on screen.
3. Hover your mouse over the style you wish to modify (i.e. change the appearance of).
4. Click the dropdown arrow to the right of the style you are modifying.
5. Select Modify.
6. Make the desired changes to the style.
7. Click OK, then OK again.



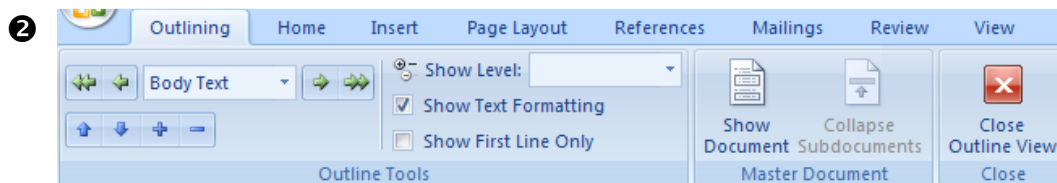
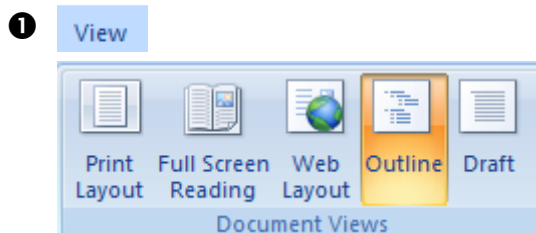
Deleting a style

1. Click the Options button  in the bottom right corner of Home/Styles group .
2. The Styles palette appears on screen.
3. Hover your mouse over the style you wish to delete.
4. Click the dropdown arrow to the right of the style you are deleting and select Delete.

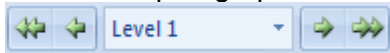


Creating an outline using styles

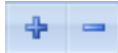
1. Go to View/Document Views and select Outline.
2. The document appears in Outline view, and the Outlining ribbon appears at the top of the screen.



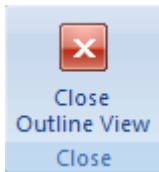
The group of buttons shown below allow you to change Heading styles currently applied to selected paragraph.



Text in the document can be collapsed or expanded to view either just paragraphs formatted with Heading styles; or to view all text.



The Close Outline View button closes Outline view and returns the document to the view it was displayed in previously (usually Print Layout view).



Using Building Blocks

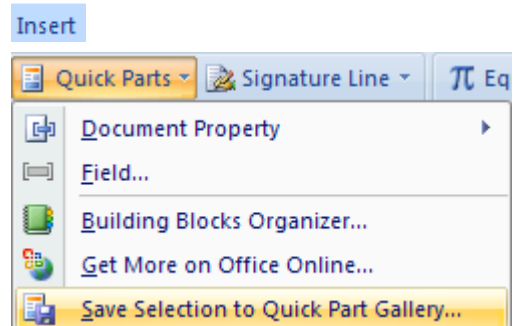
Creating a building block

1. Select the text or graphic that you want to save as a building block.
To store paragraph formatting (e.g. indentation, alignment) with the entry, include the paragraph mark (¶) in the selection.
2. Go to Insert/Text group and click the Quick Parts button.
3. Click Save Selection to Quick Part Gallery.
4. Fill out the information in the Create New Building Block dialog box, and click OK.

1



2



3

A screenshot of the 'Create New Building Block' dialog box in Microsoft Word. The dialog has a blue title bar and contains the following fields:

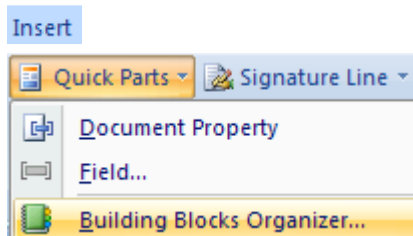
- Name:** 'Best logo 1'
- Gallery:** 'Quick Parts' (dropdown menu)
- Category:** 'General' (dropdown menu)
- Description:** (empty text box)
- Save in:** 'Building Blocks.dotx' (dropdown menu)
- Options:** 'Insert content only' (dropdown menu)

At the bottom right are 'OK' and 'Cancel' buttons.

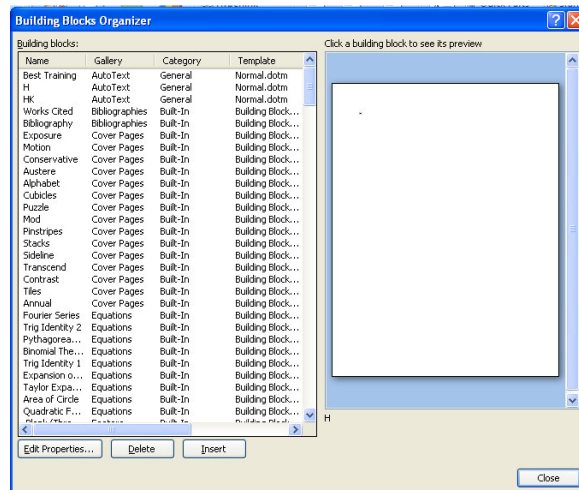
Inserting a building block

1. Go to Insert/Text group.
2. Click the Quick Parts button and select Building Blocks Organizer.
3. Select the Building Block you wish to use and click Insert.

2



3



Notes:

- Any Building Block you have created and saved yourself should appear at the top of the list when the Quick Parts button is clicked. To insert, click directly on the item.
- To use items from the AutoText gallery, type the first few letters and press the F3 key to get Word to put in the rest of the entry. This will work provided the first few letters you type in are different from the first few letters in other AutoText entries.

Practice Activity: Using Styles and Building Blocks

1. Open **Hierarchy details.docx**.
2. Save the document as **My organisation structure**.
3. Apply Heading 1 style to the headings **President, General Manager, Vice Presidents** and **Regional Managers**.
4. Modify Heading 1 style as follows: change the font to Cambria and change the font size to 14pt.
5. Apply Heading 2 style to the headings **North region, South region** and **East region**.
6. Modify Heading 2 using settings of your choice.
7. In a new paragraph at the end of the document, enter the text Zenith Garments Inc.
8. Select the text, and create a building block from it (Insert/Text group/Quick Parts button).
9. Delete the text Zenith Garments Inc, and insert it again using the Quick Parts button.
10. Save and close the document.

Working with Headers and Footers


Objectives

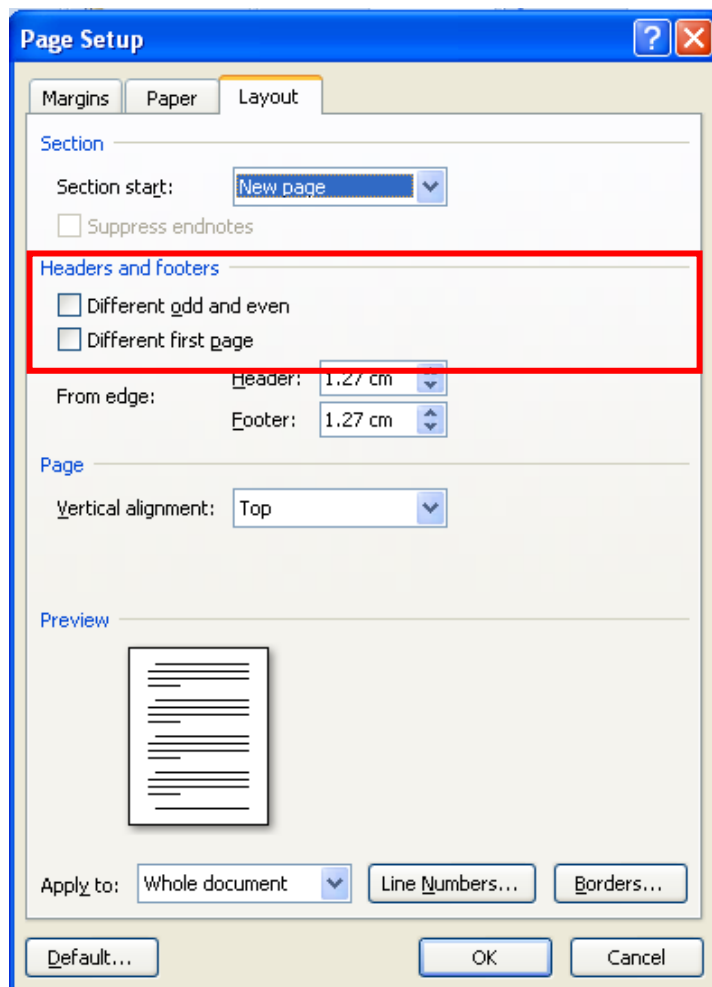
1. Create first page headers and footers, different headers and footers for odd and even pages, and section headers and footers.
2. Add page numbers to your document

Accessing the header/footer area

1. Go to Insert/Header & Footer group.
2. Click the Header button or Footer button, then select Edit Header or Edit Footer.

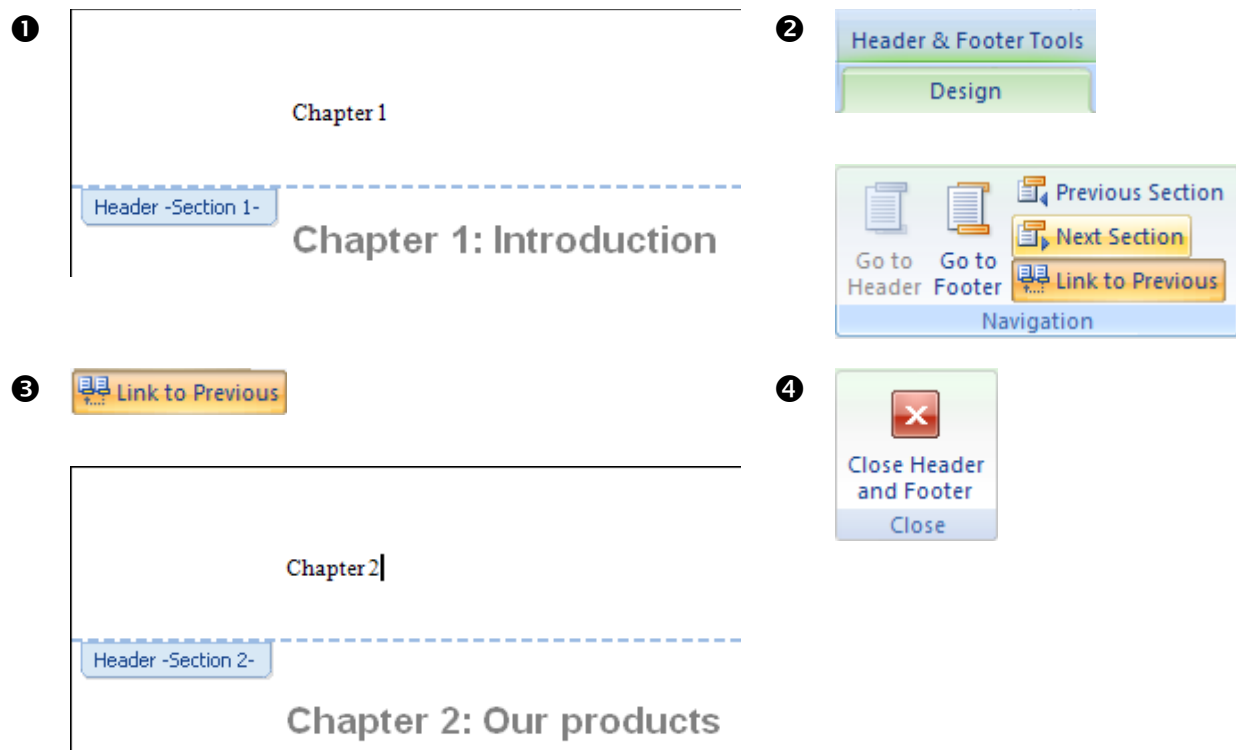
First page or odd and even page header/footer

1. Go to Page Layout/Page Setup group and click the Options button .
2. Select the Page Layout tab in the Page Setup dialogue box.
3. Check the desired option from within the Headers and Footers area on the Page Layout tab and click OK.



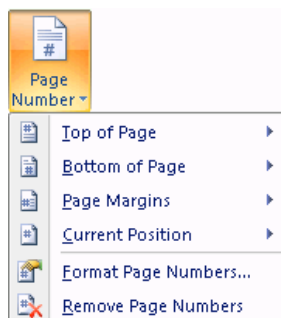
Section headers and footers

1. Create a header or footer for Section 1.
2. Go to Header & Footer tools Design tab/Navigation group and click Next Section. This will take you directly to the Header or Footer at the start of the next section in the document.
3. Before editing the header or footer, click the Link to Previous button in the Navigation group.
4. Edit and click the Close Header and Footer button.



Page numbering

1. Go to Insert/Header & Footer group and click the Page Number button.
2. Select Top of Page and choose from one of the preset options to select where you would like the page number inserted.



Practice Activity: Working with Headers and Footers

1. Open **Spice.docx**.
2. Resave the document as **My Spices**.
3. Insert next page section breaks above each of the headings: **Cloves**, **Cinnamon** and **Pepper**.
4. Create a Section 1 header containing the word Spices.
5. Create a Section 2 header containing the words Spices: Cloves.
Before changing the header text, remember to click the Link to Previous button.
6. Create a Section 3 header containing the words Spices: Cinnamon.
Before changing the header text, remember to click the Link to Previous button.
7. Create a Section 4 header containing the words Spices: Pepper.
Before changing the header text, remember to click the Link to Previous button.
8. Add page numbers to the bottom right of all pages in the document.
9. Save and close the document.

Working with Graphics

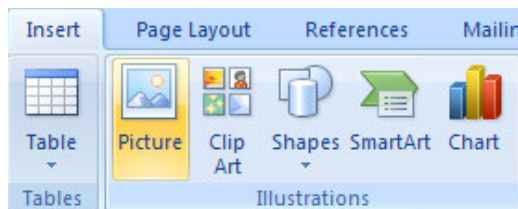
Objectives

1. Insert pictures into a document.
2. Create SmartArt diagrams.
3. Insert WordArt and symbols into a document.
4. Create watermarks.
5. Use drawing objects in a document
6. Create borders and add shading to text

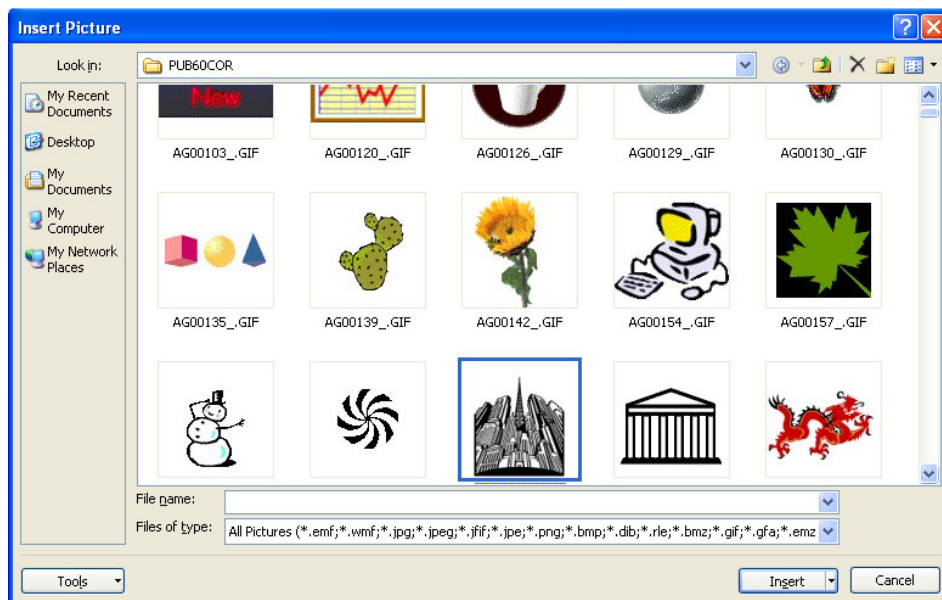
Inserting pictures

1. Go to Insert/Illustrations group and click Picture.
2. Navigate to and select the picture to be inserted.
3. Click Insert.

❶

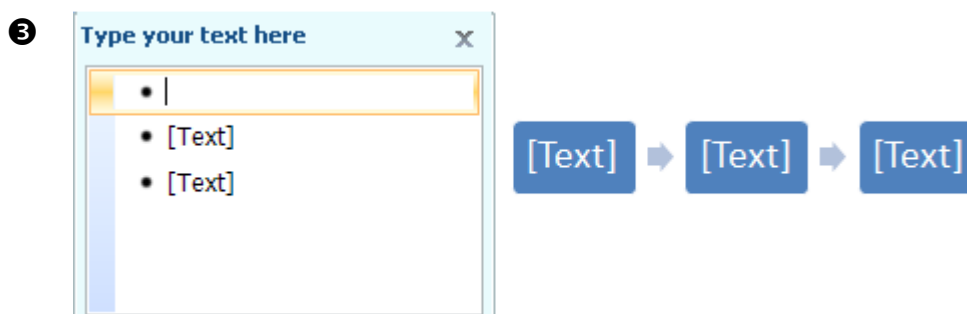
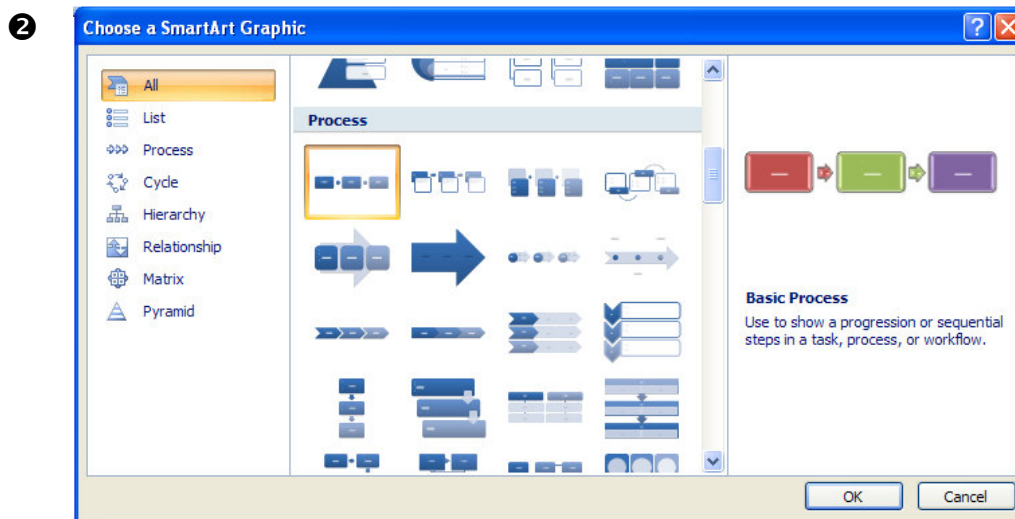
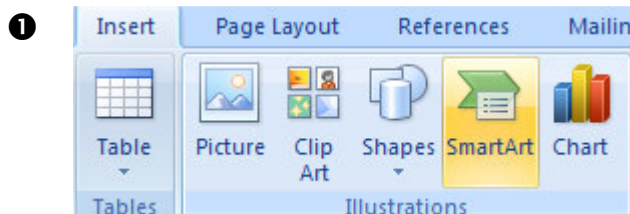


❷



Inserting SmartArt

1. Go to Insert/Illustrations group and click SmartArt.
2. Select the SmartArt diagram you wish to use from the gallery and click OK.
3. Enter text either directly into a shape in the diagram, or into the text panel to the left.

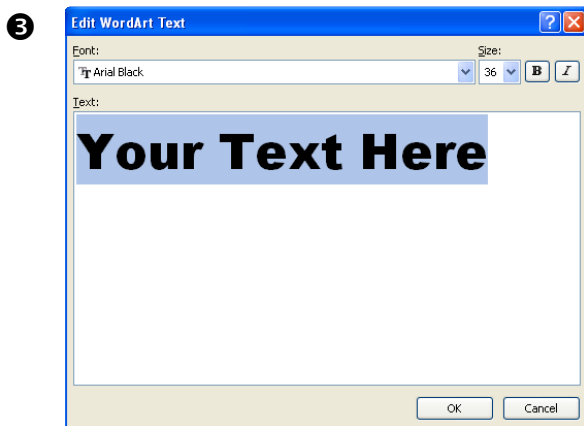
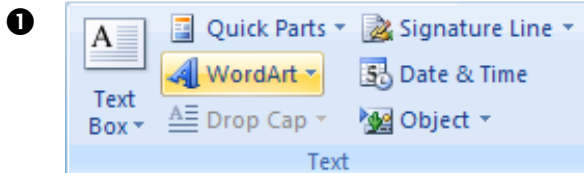


Notes:

- To add a shape to the diagram, use the text panel. Click at the end of the text entered into the shape before/above the new shape you wish to create and press Enter.
- To delete a shape, use the text panel. Select the text inside the shape to be deleted and press the Delete key.

Inserting WordArt

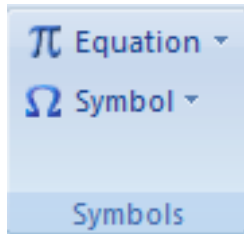
1. Go to Insert/Text group and click the WordArt button.
2. Select a WordArt style from the WordArt gallery.
3. Enter the text to appear in the WordArt style you have chosen, and click OK.



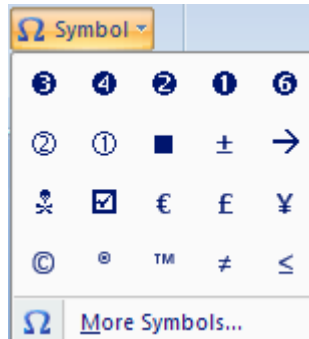
Inserting symbols

1. Go to Insert/Symbol group and click the Symbol button.
2. Select a symbol from the items displayed immediately below the button, or select the More Symbols option to view further symbol shapes.
3. Select a symbol, click Insert then Close to exit the Symbol dialogue box.

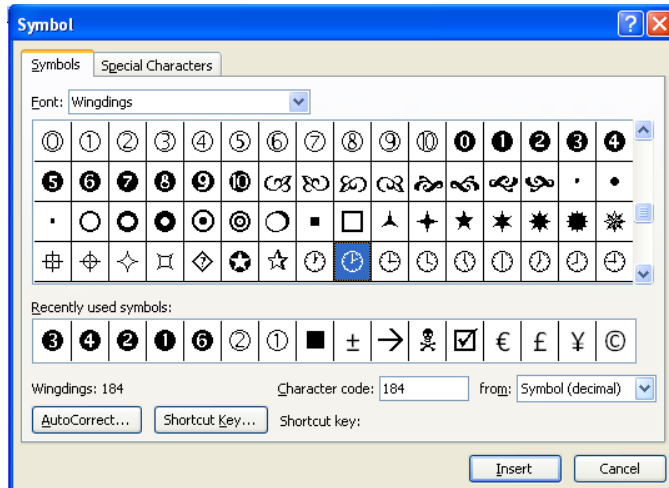
1



2

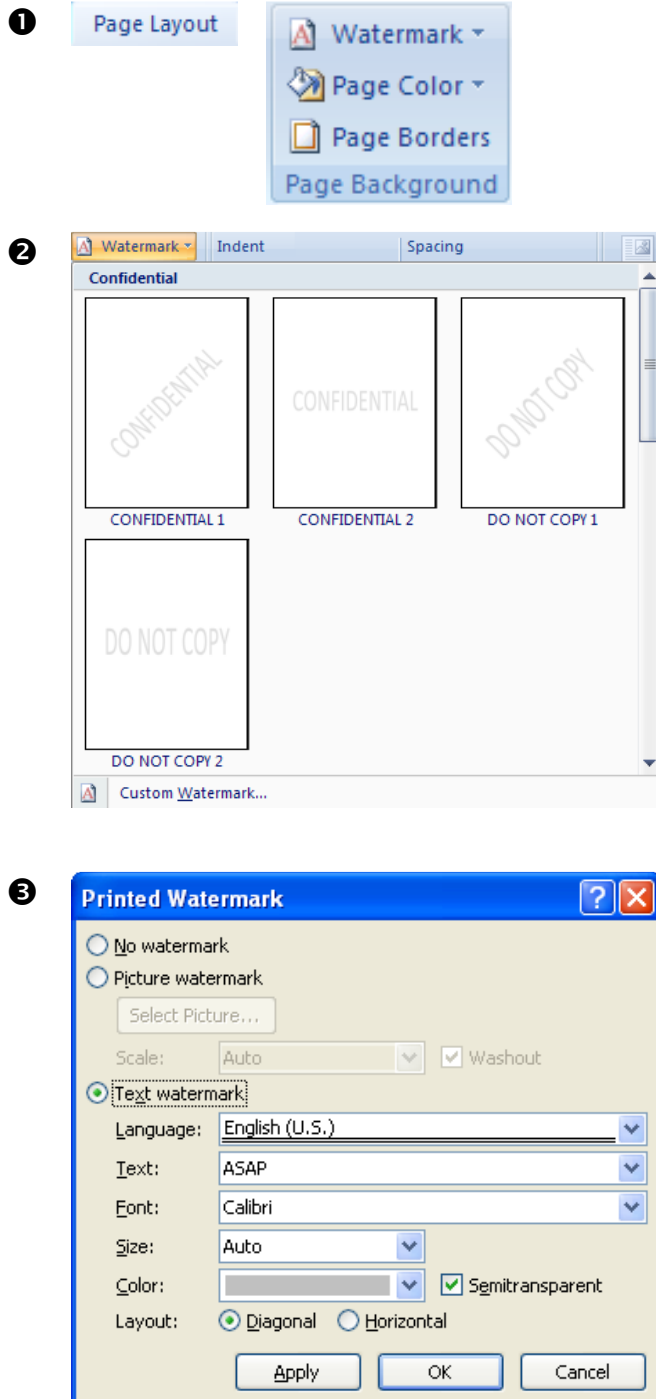


3



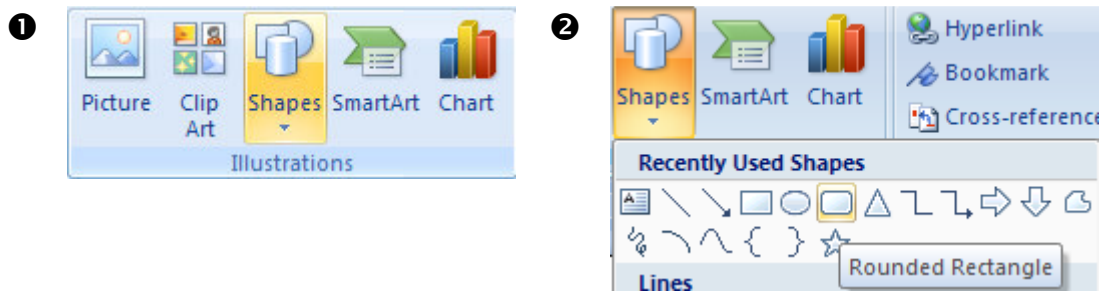
Creating a watermark

1. Go to Page Layout/Page Background group and click the Watermark button.
2. Select a preset watermark option or select Custom Watermark to create your own.
3. If creating your own watermark, select the Text watermark option, enter your text and click OK.



Creating shapes

1. Go to Insert/Illustrations group and click Shapes.
2. Select the shape you wish to create.
3. Move your mouse onto the page, click and drag diagonally to create the shape.



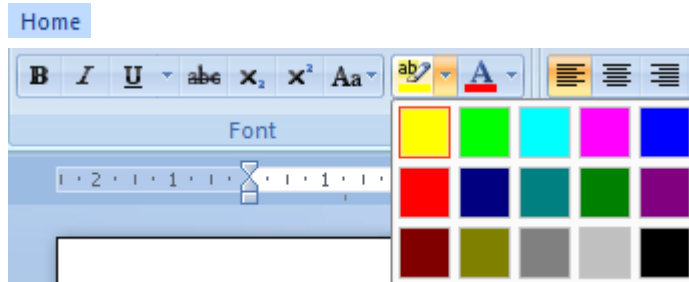
Creating borders

1. Go to Home/Paragraph group and click the dropdown arrow to the right of the Borders button.
2. Select the Borders and Shading option at the end of the list.
3. Use the Border tab to apply a border to a paragraph; or the Page Border tab to apply a border to a page.



Text shading

1. Select the text to be shaded/highlighted.
2. Go to Home/Font group and click the dropdown arrow to the right of the Text Highlight Color button.
3. Select a colour to apply to text.

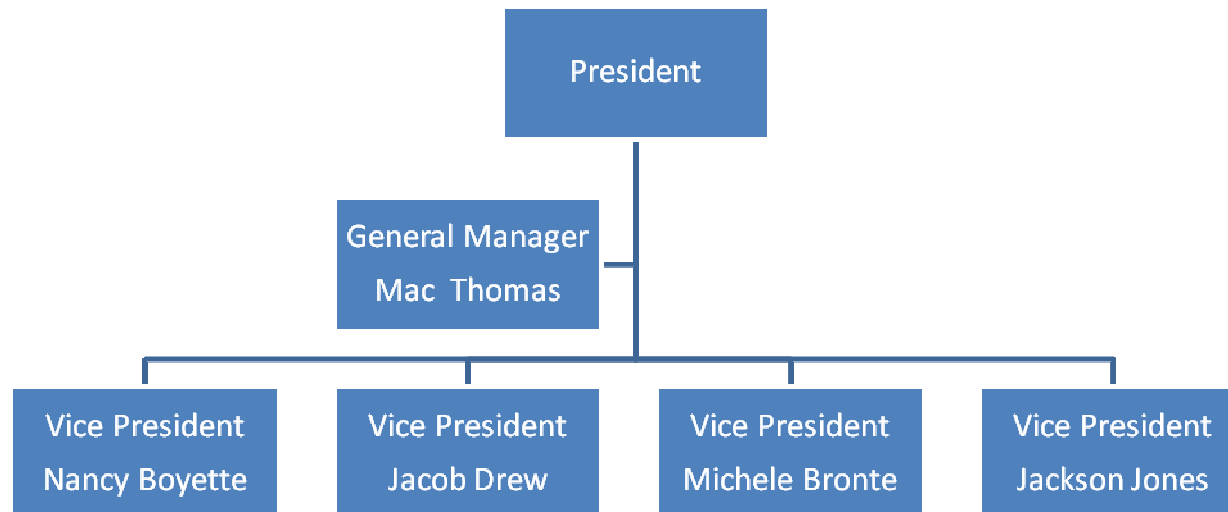


Practice Activity: Working with Graphics

1. Create a new Word document.
2. Save the document as **Organisation chart.docx**.
3. Change the page orientation to Landscape (Page Layout/Page Setup group).
4. Insert the Organisation Chart SmartArt diagram, from the Hierarchy category in SmartArt.
5. Create the diagram shown on the following page.
6. When you have finished creating the organisation chart, insert the picture **zenith_logo.jpg** (image of the coathangers) as shown on the following page.



Zenith Garments Organisation Chart



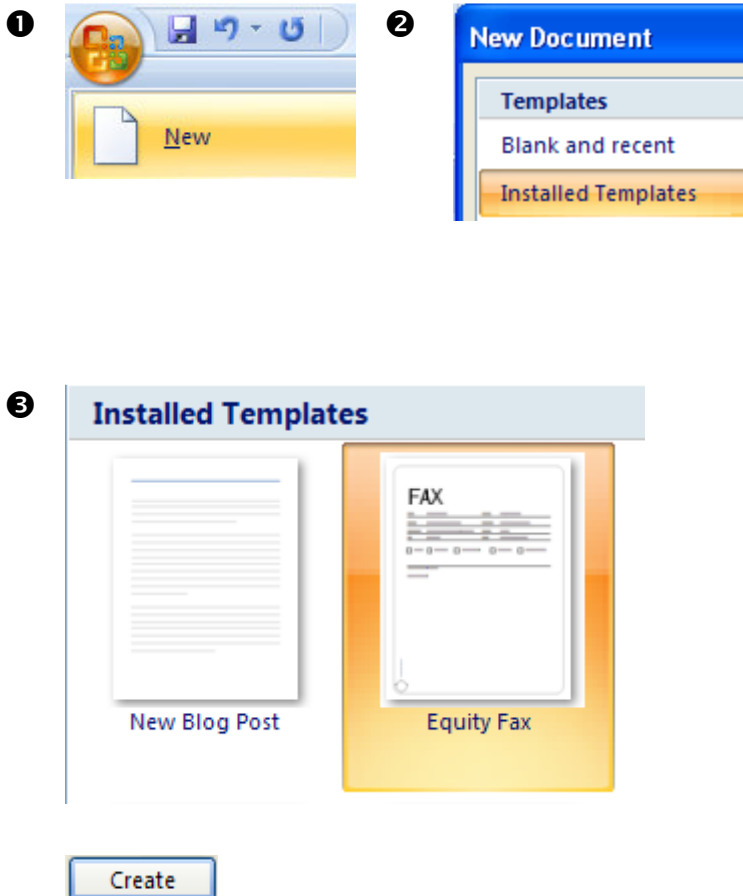
Templates

Objectives:

1. Use a template to create a document
2. Create a template

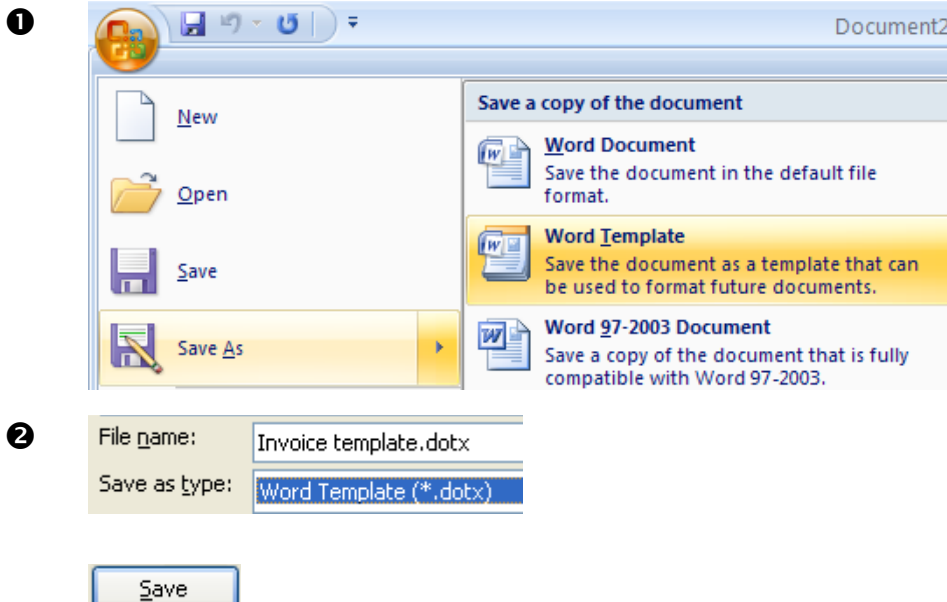
Using an in-built template

1. Go to the Office Button and select New
2. Click Installed Templates.
3. Select a template and click the Create button.



Creating a custom template

1. Click the Office Button button and select Save As, then Word Template.
2. Check the Save as type box and change to .dot if necessary, enter a filename and Save.

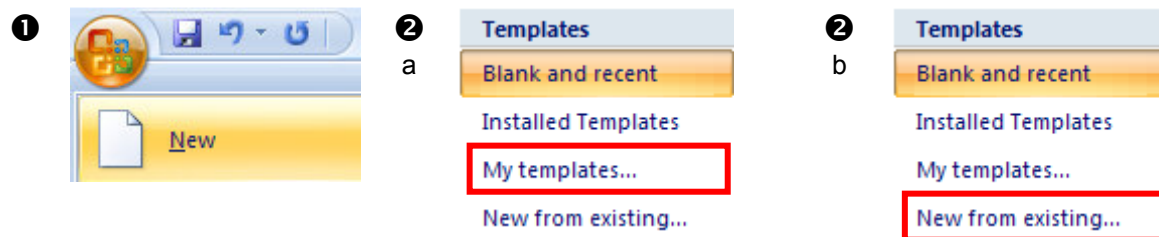


Notes:

- A .dotx file is a Word 2007 template. Users of Office 2003 or XP will not be able to open this type of file properly unless a compatibility pack has been downloaded from the Microsoft web site and installed on their computer. If the template needs to be opened on computers using Office 2003 or XP use the .dot file format when saving the template.
- The default location for saving template file is a local folder called Templates. If others need to use the template, consider changing the Save in: location to a folder on a network drive.

Creating a document from a custom template

1. Go to the Office button and select New.
2. From the Templates area on the left, select:
 - a. The 'My Templates' option, if the template is saved locally to the Templates folder; or
 - b. The 'New from Existing' option, if the template is saved elsewhere.
3. Select the template file and click 'Create' (for option a above) or 'Create new' (for option b above).



Modifying a custom template

1. Go to the Office Button and select Open.
2. Navigate to and select the template file, and click Open.
3. Make the desired changes to the template and click the Save button on the Quick Access Toolbar.

Alternatively the current template file can be modified and then overwritten as follows:

1. Create a new document from the template file (as outlined in 'Creating a document from a custom template' above).
2. Make the desired changes in the new document, then go to the Office button, select Save As then Word template.
3. Navigate to where the template is currently saved, and click on the template file to select it.
4. Click Save and overwrite the current template file with the updated version.

Practice Activity: Templates

1. Open **Personal details**.
2. Save the file as a template called **Employee details** in the Templates folder.
3. Close the template file.
4. Create a new file from the **Employee details** template.
5. Add two new rows at the bottom of the table as shown below:

Current job title	
Current salary	

6. Resave the file as a template called **Employee details** in the Templates folder (overwriting the template file you saved in step 2 above).
7. .Close the template file.