



INTRODUCTION TO MICROSOFT WORD, PART 2

Installed versions, Not Office 365

Abstract

This course starts from pure Beginner level and progressively builds on topics to more advanced things that you can do to produce better documents.

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Create and edit Tables

To insert a new table, go to the Insert Tab and Click on the Table ribbon. This gives you a number of options for the table that you wish to create. There are preformatted options, eg a Calendar, a Tabular List, a table with sub headings or you can specify the number of Rows and Columns for your table. When you have specified the table that you want, you click OK to insert your new table.

A common way to specify a table to insert is to click the grid squares to specify the table, eg 3 columns and 4 Rows, then Click to insert the table.

To create an Address Book from the table, Click in the top left cell and Type "Name", then press the Tab key. Notice that the cursor moves across to the next cell. Type in "Address", press Tab and type in "Phone Number".

Say you want to add another Column to your table, Click in the 3rd Column, then Right Click to bring up the dialogue box. Select Insert then Column to the right. You can use this column for email addresses.

An easy way to add more Rows to the bottom of the table is move to the last cell in the table then press the Tab key, this creates a whole new Row. You can do this again and again as the table gets longer.

To create Headings for the table, Click and Drag across the first Row to select it, then go to the Table Design Tab, in the Table Styles group, there are some heading options. Under Shading, you can shade the top row another colour from the rest of the table. You can play with the Font options using the Font Tab, eg you can make the text Bold. In the Paragraph group, you can make the heading text Centred.

There a number of pre-formatted table Styles. Select the whole table, then in the Table Design Tab, Click the Dialogue button at the bottom right and the Styles expand to provide selections. You can select a table style that you like.

Further things you can do to change the table are, Select the table, go to the Table Layout tab. Note, this is a different Layout Tab than the normal Layout Tab. Observe that there are buttons for inserting Columns to the right and to the left. You can insert Rows above or below the current row. There are further options in the Merge Group.

Another thing that you can do with a table is convert it to simple text. To do this you go to the Data Group, find the button labelled Convert to Text, Click it and you get a dialogue box giving you options on how the table is to be converted. Select the option Tabs to specify the separators and the table converts to text. You can reverse the process by Click and Drag the text you want with appropriate separators, then go to Insert Table, Click Text to Table, Click ok and the text converts to table format.

Modifying the Page Layout

Click the Layout Tab which opens the ribbon with the options. One option you can select is orientation. You can switch from Portrait to Landscape or vice versa. You can change the size of the paper the document is designed for. For example you can change it from A4 to Legal which is slightly longer, or any other size.

You can change the spacing between paragraphs by clicking the Dialogue Launch button in the Page Setup Group. The dialogue allows you to: Change the Page Margins by typing in new values. You can change the Paper Size by using the Paper Tab in the dialogue box.

Look at the Layout Tab, this gives important options to change things.

Another thing you can do is to add Page Numbers. To add page number to the bottom of pages, Click on the Insert Tab, in the Header and Footer Group, select Page Number, then decide where you want the page number to be placed. You can have it at the top of the page or the bottom of the page, aligned to the Left, Centered or aligned to the Right.

If you don't want the first page to be page numbered you can Click, Different First Page in the Options ribbon. Note that by adding Page Numbers, it takes you into the Header and Footer options.

Click on the First Page Header, then you can type in some text, eg Confidential, and it will appear in the Header.

Another way to do this is to Click Insert, then Header, there are options there, similarly for Footers. Jump back into the Header options. Note that you can insert other things like Pictures, date and Time, Quick Parts which are blocks of saved text, Document Information like Author, and File Name. Now Close the Header and Footer.

Create Page Breaks

Say you want to break a large document down into Chapters and Chapter 1 ends half way down a page. You want to jump to the top of the next page. To do this, go the Layout Tab, in the Page Setup ribbon, Select Breaks, then Page Break. This moves the text down to a fresh page. You can then type in Chapter 2 at the top of the page.

Insert a Cover Page

To put a cover page at the front of a document you go to the Insert Tab, Click the Pages Group, Select Cover Page which shows several different layouts of cover pages. As an example, choose Facet which gives a pleasing cover page. You can then fill in the required information and delete anything that you don't want.

The Review Tab

This is useful if you are working collaboratively with someone else.

In the Proofing ribbon there is an Editor button. Click this button and it opens a panel to the right with lots of options. Older versions of Word don't have this, but you will have a Spell Check and Grammer option instead. Make sure that you have the English UK dictionary installed, otherwise you will get American spellings.