

UNIT-1: MICROSOFT WORD

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1.0 INTRODUCTION

Microsoft Word is an essential tool for the creation of documents. It is one of the most widely used word processing applications currently. Microsoft Word is a fairly simple software to use for performing simple tasks. There were advanced features of Microsoft Word which can be used for accomplishing complicated tasks.

1.1 OBJECTIVES

After studying this unit, you should be able to

- Create, Open, Save and perform other simple operations on documents,
- Create documents that include text, graphics, tables, clip art, etc.,
- Create a variety of documents ranging from simple notes and memos to complex Multi-column reports with tables, graphics, table of contents and an index, and
- Mail-merge documents and labels.

1.2 BASICS OF MICROSOFT WORD

In this section, we shall introduce the process of opening Microsoft Word and creation of a blank document.

1.2.1 Opening Microsoft Word

To run Microsoft Word on your computer, perform the following instructions: “Start” >> “Programs” >> “Microsoft Office” >> “Microsoft Word 2003”. If there is an icon of Microsoft Word available on your desktop (shaped like a square with a "W" in the middle), you can open the program by double-clicking it, as well. Figure 1.1 depicts the process of opening Microsoft Word.



Figure 1.1: Invoking Microsoft Word

1.2.2 MAKING A NEW BLANK DOCUMENT

When Microsoft Word is opened, a new blank document should automatically open. If not, then you can begin a new blank document in a variety of ways. First, find the "New Blank Document" icon, which looks like a blank sheet of paper, located underneath the menu bar in Microsoft Word in what is called the "standard toolbar." Click on the icon to bring up a new blank document.

Also, you can go to the menu bar and select File >> New... (shortcut: Ctrl+N).

To begin typing, just click the cursor anywhere within the new blank document.

1.3 EDITING A DOCUMENT

Once you have created a Microsoft Word document and typed some text, you may want to edit your work by adding, moving, or deleting text. This document covers the *Undo* command and the basic editing functions of selecting, moving, and deleting text.

- Basics of editing
- Selecting text
- Making multiple selections
- Using Drag and Drop features
- Deleting text

1.3.1 BASICS OF EDITING

The blinking vertical line located in the window is the insertion point. As you type, keyed text will appear to the left of the insertion point. If you move the mouse, it is the pointer that moves on screen. The pointer can appear in several ways. Four of the most common shapes are discussed below.

Pointer	Description
	When the pointer moves over the page, it looks like an I-beam. When you click the mouse button, the insertion point is placed to the left of the I-beam pointer
	When the pointer moves over specific formatting areas, the following icons appear under the insertion point: align left, align right, center, left indent, left text wrap, and right text wrap. The text you type will appear in the format of the corresponding icon
	When the pointer moves over the <i>Menu</i> bar or the toolbars, it takes the shape of an arrow pointing up and to the left. Clicking the mouse button once over a button or menu option will select that option
	When the pointer moves past the left margin of the text on the page, it takes the shape of an arrow pointing up and to the right. Clicking the mouse button at this point will select that line of text. To select the entire paragraph, double click

Typing Features

As you start on your document, you should be aware of some typing features in Microsoft Word.

Feature	Description
Word Wrap	Text is wrapped at the end of each line and continues on the next line; you do not have to press the [Enter] or [Return] keys as on a typewriter
Delete Character	Windows: The [Backspace] key moves the insertion point to the left one space at a time, eliminating text or space. The [Delete] key moves the insertion point to the right one space at a time, eliminating text or space Macintosh: The [delete] key moves the insertion point to the left one space at a time, eliminating text or space. The [del] key moves the insertion point to the right one space at a time, eliminating text or space

Arrow Keys The arrow keys move the insertion point up or down one line at a time and left or right one space at a time. The arrow keys do not delete. They allow you to position the insertion point exactly where you want it. This is especially helpful for inserting text into different parts of your document

1.3.2 USING THE UNDO COMMAND

If text was accidentally deleted or if there was some type of editing mistake, you may be able to reverse the last action using the *Undo* command. If your last action cannot be reversed, the option will read *Cannot Undo*.

Using the Undo Command: Keyboard Option

1. Windows: Press [Ctrl] + [Z]
Macintosh: Press [command] + [Z]
Your last action is reversed.

Using the Undo Command: Menu Option

1. From the *Edit* menu, select *Undo*
The *Undo* menu option will read *Undo Typing*, *Undo Formatting*, or *Undo X* (where *X* represents your last action).
Your last action is reversed.

Using the Undo Command: Toolbar Option

WARNING: When you undo an action, you also undo all actions above it in the list.

1. On the *Standard* toolbar, click the ▼ next to UNDO » select the action(s) to undo
The selected action(s) are reversed.
HINT: To locate the desired action to undo, use the scroll bar.

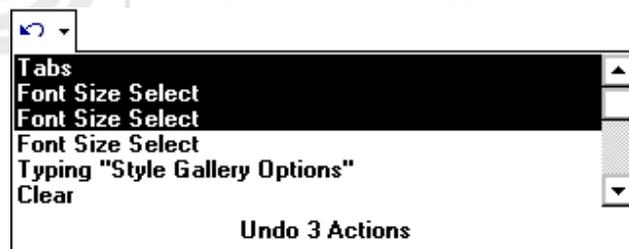


Figure 1.2 : UNDO actions

Figure 1.2 indicates various actions that are possible as part of UNDO command.

1.3.3 SELECTING TEXT

Selecting text is a basic editing skill used in Microsoft Word. In order to format text, it must be selected. Once your text is selected, you can also cut, copy, or paste your text. For more information, refer to Cutting, Copying, and Pasting Text. For example, by selecting specific text you can change the font size of only the selected text.

Several methods are available for selecting text. Use the option that is most convenient for you or use the technique that best fits your task. Keyboard shortcuts can also be used to select text..

SELECTING TEXT: LINES

1. Place the insertion point to the left side of the document until it turns into an arrow 
2. To select a single line of text, click the mouse button once
To select multiple lines of text, click and drag to select the desired lines
The line(s) of text is selected.

SELECTING TEXT: SPECIFIC AREAS

If the text is near the left margin, it may be easier to start by selecting the last letter of the desired text.

1. Place the I-beam to the left of the beginning of the desired text
2. Click and hold the mouse button
3. Drag the mouse over the text to be selected
4. Release the mouse button
The text is selected.

SELECTING TEXT: SINGLE WORDS

1. Place the I-beam over the word to be selected
2. Double click the mouse button
The word is selected.

SELECTING TEXT: SINGLE PARAGRAPHS

1. Place the I-beam over the paragraph to be selected
2. Triple click the mouse button

The paragraph is selected.

SELECTING TEXT: MULTIPLE PARAGRAPHS

1. Place the I-beam at the beginning of the text to be selected
2. Press and hold [**Shift**]
3. Click at the end of the text to be selected

All text between the two points is selected.

SELECTING TEXT: ENTIRE DOCUMENT

1. From the *Edit* menu, select *Select All*

All text is selected.

1.3.4 MAKING MULTIPLE SELECTIONS

You can make multiple, non-contiguous selections of text in your document. This is helpful for formatting multiple selections at one time.

Making Multiple Selections: Click and Drag

1. Make the initial text selection
2. Windows: To make additional selections, press [**Ctrl**] and click and drag
Macintosh: To make additional selections, press [**command**] and click and drag

The highlighted text is selected.

3. OPTIONAL:

Windows: To exclude (drop) one of your selections, while pressing [**Ctrl**], click the selection

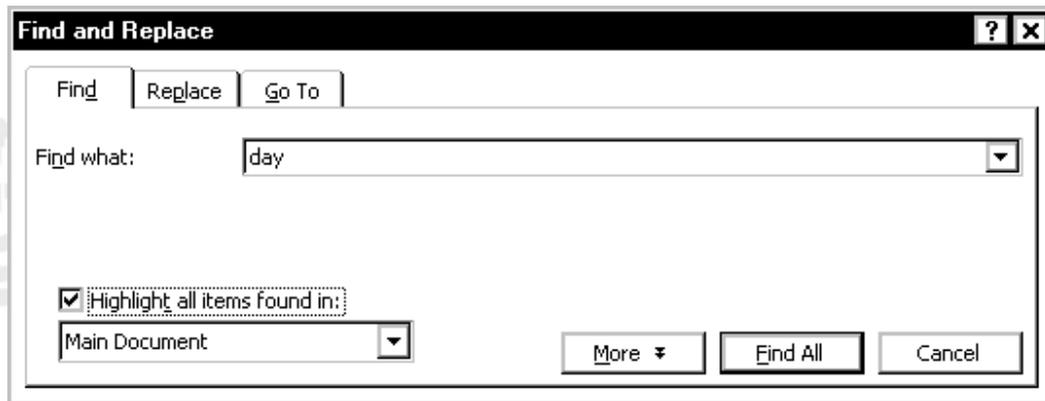
Macintosh: To exclude (drop) one of your selections, while pressing [**command**], click the selection

Making Multiple Selections: Find and Replace Dialog Box

This option is helpful if you want to find and select all occurrences of specific text without searching for all instances manually.

1. From the *Edit* menu, select **Find...**

The *Find and Replace* dialog box appears.



2. Select the **Find** tab
3. In the *Find what* text box, type the text to be selected
4. Select **Highlight all items found in**
5. Using the pull-down list, select the desired location to be searched
6. Click **FIND ALL**
7. Click **CLOSE**

You are returned to your document. All occurrences of the desired text are selected.

USING DRAG AND DROP

Drag and Drop is another option for moving blocks of text. This option is best for moving text short distances. Because you use the mouse, *Drag and Drop* text is never placed on the *Clipboard*. As you are dragging the text, a gray insertion point appears. When you let go of the mouse button, the text drops in that location.

USING DRAG AND DROP: MOVING TEXT

1. Select the text to be moved

NOTE: For more information, refer to [Selecting Text](#).

2. Click on the text and hold the mouse button
3. Drag the text to the desired location

HINT: The insertion line will indicate where the text will be dropped.

4. To drop the text, release the mouse button

The text is moved.

HINT: If you dropped the text in the wrong spot, refer to [Using the Undo Command](#).

USING DRAG AND DROP: MOVING COPIED TEXT

1. Select the text to be copied

NOTE: For more information, refer to [Selecting Text](#).

2. Windows: Press and hold the **[Ctrl]** key
Macintosh: Press and hold the **[option]** key
3. Click on the text and hold the mouse button
4. Drag the text to the desired location

HINT: The insertion line will indicate where the text will be dropped.

5. Windows: To drop the text, release the mouse button and the **[Ctrl]** key

Macintosh: To drop the text, release the mouse button and the **[option]** key

The text is copied to the new location.

HINT: If you copied the text to the wrong spot, refer to [Using the Undo Command](#).

Click the mouse button anywhere outside of the selected text area to deselect the text.

1.3.5 DELETING TEXT

You can delete anything from a few characters to several pages of text. You can also restore deleted text using the *Undo* command.

DELETING TEXT: CHARACTERS

1. Place the insertion point to the right of the text to be deleted
 2. Windows: Press **[Backspace]** as many times as needed
Macintosh: Press **[delete]** as many times as needed
- The desired character(s) is deleted.

DELETING TEXT: TYPE OVER

1. Select the text to be replaced

NOTE: For more information, refer to [Selecting Text](#).

2. Begin typing. The selected text is deleted and replaced with what you type.

DELETING TEXT: A LINE OR BLOCK OF TEXT

1. Select the text to be deleted

NOTE: For more information, refer to [Selecting Text](#).

2. Press [**Backspace**] or [**Delete**]

The selected text is deleted.

TO RETRIEVE DELETED TEXT:

1. From the *Edit* menu, select **Undo Typing**

HINT: You can also use the UNDO button on the *Standard* toolbar to undo your typing. For more information, refer to [Using the Undo Command](#).

1.4 FORMATTING TOOLBAR

Microsoft Word allows all toolbars to be customized. So, you may not find all options listed here. There are several buttons that may or may not appear immediately in your version of Microsoft Word. Use the following graphic as a guide to the Formatting Toolbar.



1. **Style:** Styles in Microsoft Word are used to quickly format portions of text. For example, you could use the "Normal" or "Default Paragraph Font" for the body text in a document. There are also three preset styles made for headings.
2. **Font:** Font is a simple but important factor in Microsoft Word documents. The choice of font (the style of the text itself) can influence the way others view documents, either on the screen or in print. For example, Arial font looks better on screen, while Times New Roman is clearer in print. To apply a font to text, select desired text with your cursor, and choose a font from the font drop down menu.
3. **Font Size:** You may encounter times in which you need to display some text larger or smaller than other text. Selecting desired text with the cursor and choosing a font size from the drop down menu changes the size of text.
4. **Bold:** Places the text in **bold**.
5. **Italic:** Places the text in *italics*.
6. **Underline:** Underlines the text.
7. **Align Left:** Aligns the selection to the left of the screen/paper.

8. **Center:** Aligns the selection to the center of the screen/paper.
 9. **Align Right:** Aligns the selection to the right of the screen/paper.
 10. **Justify:** Aligns the selection to both the left and right of the screen/paper.
 11. **Line Spacing:** Adjust the line spacing (single-spaced, double-spaced, etc.)
 12. **Numbering:** Create a numbered list.
 13. **Bullets:** Create an unordered, bulleted list.
 14. **Decrease Indent:** Decreases the indentation of the current selection (to the left).
 15. **Increase Indent:** Increases the indentation of the current selection (to the right).
 16. **Outside Border:** Places a border around the current selection; click the drop-down for a wide selection of bordering options.
 17. **Highlight:** Highlight the current selection; default color is yellow.
 18. **Font Color:** Change the font color; the default/automatic color is black.
- More Formatting:** Besides the toolbars, Microsoft Word provides a great deal of ways to customize and format your text and documents.

Check Your Progress 1

1. Create a new Microsoft Word Document and enter the following text in it:
This is my first document.
2. Change the text created in the above question to the following:
This is my first Microsoft Word document.

1.5 SAVING A DOCUMENT

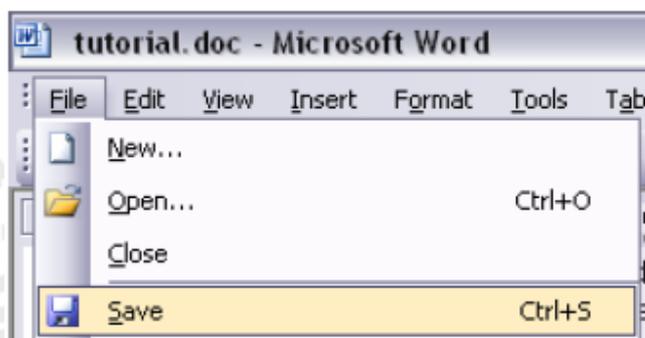


Figure 1.3 : Saving the Document

When you are working with any sort of media in any software, you should be sure to save your work often. In Microsoft Word, there are numerous options for saving documents in a variety of file types. Figure 1.3 depicts one of the methods of saving a document.

To save a new, unsaved document, you can click on the Save icon, shaped like a disk located on the standard toolbar. Or, you can go to the menu bar and select File >> Save... (shortcut: Ctrl+S).

A dialogue box will appear, offering you a number of options. To save the document in the desired location on your computer, locate and select the folder on your computer. Give your document a name in the file name text box. While you can give your document long names, make sure you save it with a name you can remember.

Please note that it's good practice not to use spaces or special characters in file names. For example, a long file name may look like this: sample_paper1.doc

To save a completely new document using previously existing (and opened) text, you use the Save As option.

Open the document that you wish to save as an entirely new file, go to the menu bar, and click on File >> Save as. In the file name text box, give your document a new name. Using this option allows you to save multiple versions (with different file names) of a document based on one original file.

1.5.1 MORE OPERATIONS ON FILES

A file can be saved as follows:

1. Choose *File > Save As* from the menu.
2. Specify the correct folder in the Look In field.
3. Name your file by typing **lesson6.doc** in the File Name field.
4. Click Save. Don't exit Microsoft Word.

A file can be closed as follows:

Close your file by following these instructions. You are going to open a new file for the next exercise. Choose *File > Close* from the menu.

A new file can be opened as follows:

1. Choose *File > New* from the menu.
2. Click Blank Document in the New Document pane.
3. If you need to close the pane, click on the X in the upper right corner of the New Document Pane to close the pane.

1.5.2 SAVING A DOCUMENT IN RTF FORMAT

Saving your Microsoft Word document in RTF (Rich Text Format) file format helps prevent the spread of viruses. The .doc extension has been the #1 file format for virus transmission over the past few years because it allows the attachment of hidden macros, which may actually be viruses. RTF format does not allow appendages such as macros, and, thus, the document cannot contain a virus. Saving in RTF format also preserves your document's formatting for easy transfer between different applications.

Windows:

1. From the *File* menu, select *Save As...*

The *Save As* dialog box appears.

2. From the *Save in* pull-down list, navigate to the desired save location

NOTE: If you are using a shared computer, do not save to the hard drive. Instead, use your personal network drive (**H:**) or a floppy disk (**A:**).

3. In the *File name* text box, type the desired **filename**

HINT: To help you locate the file in the future, use a descriptive filename.

4. From the *Save as type* pull-down list, select **Rich Text Format (*.rtf)**

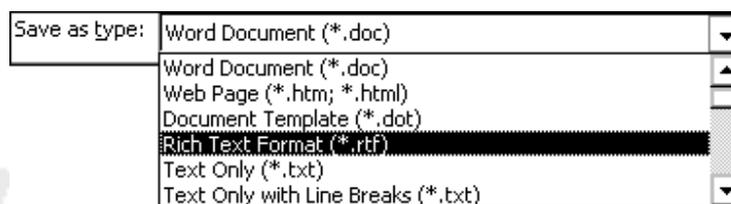


Figure 1.4 : Selecting the type of the file

Click **SAVE**

Your document is saved as a RTF file. Figure 1.4 shows the type of file being selected.

1.6 PRINT A DOCUMENT

After you have finished typing your document, you will want to print it. While preparing to print, you can specify the number of copies you want and the pages you want to print.

Click the Print icon  on the Standard toolbar.

1. From the *File* menu, select **Print...**

The *Print* dialog box appears.

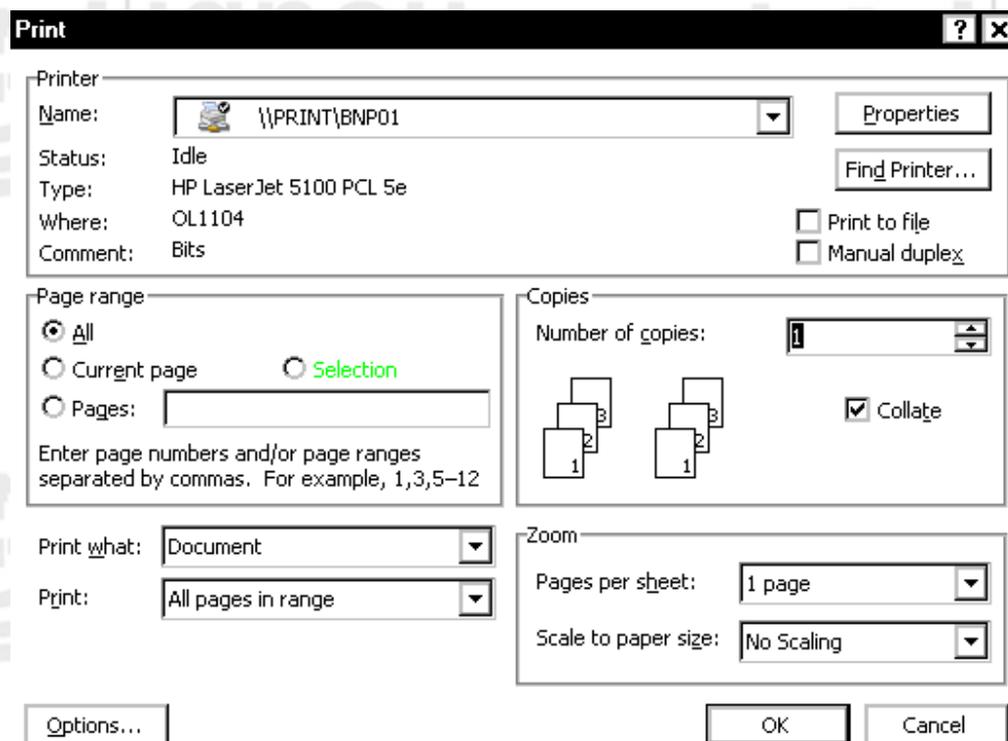


Figure 1.5 : PRINT dialog box

Figure 1.5 depicts the PRINT dialog box.

1.6.1 SPECIFYING THE PAGES TO PRINT

The following table lists options for printing and the selection or specifications that you must make in the *Page range* section of the *Print* dialog box to achieve the desired results.

Printing only selected text

1. Under *Page range*, select **Selection**

Page range

All

Current page

Selection

Pages:

Printing all pages of your document

1. Under *Page range*, select **All**

Page range

All

Current page

Selection

Pages:

Printing the current page

1. Under *Page range*, select **Current page**

Page range

All

Current page

Selection

Pages:

Printing non-contiguous pages

1. Under *Page range*, select **Pages**
2. Type the page numbers separated by commas

Page range

All

Current page

Pages:

Selection

Printing a range of contiguous pages

1. Under *Page range*, select **Pages**
2. Type the beginning and end page numbers separated by a hyphen

Page range

All

Current page

Pages:

Selection

Printing a combination of non-contiguous pages and a range

1. Under *Page range*, select **Pages**
2. Type the page numbers, separating the noncontiguous pages by commas and the range by a hyphen

Page range

All

Current page

Pages:

Selection

Printing a section of your document

1. Under *Page range*, select **Pages**
2. Type *s* and the section number

Page range

All

Current page Selection

Pages:

Printing non-contiguous sections

1. Under *Page range*, select **Pages**
2. Type *s* and the section number for each section separated by commas.

Page range

All

Current page Selection

Pages:

Printing a range of pages that crosses sections

1. Under *Page range*, select **Pages**
 2. Reference the pages and their respective sections by typing **p** before the page number and **s** before the section number
- Place a hyphen between the beginning page/section and the ending page/section.

Page range

All

Current page Selection

Pages:

Figure 1.6 : Printing pages

Pages can be printed as shown in Figure 1.6.

1.7 INSERTING AN IMAGE

In Microsoft Word, it's possible to add clipart or other images to a document. Click the cursor in your document where you wish to place an image. Then go to the menu bar and select "Insert" >> "Picture."

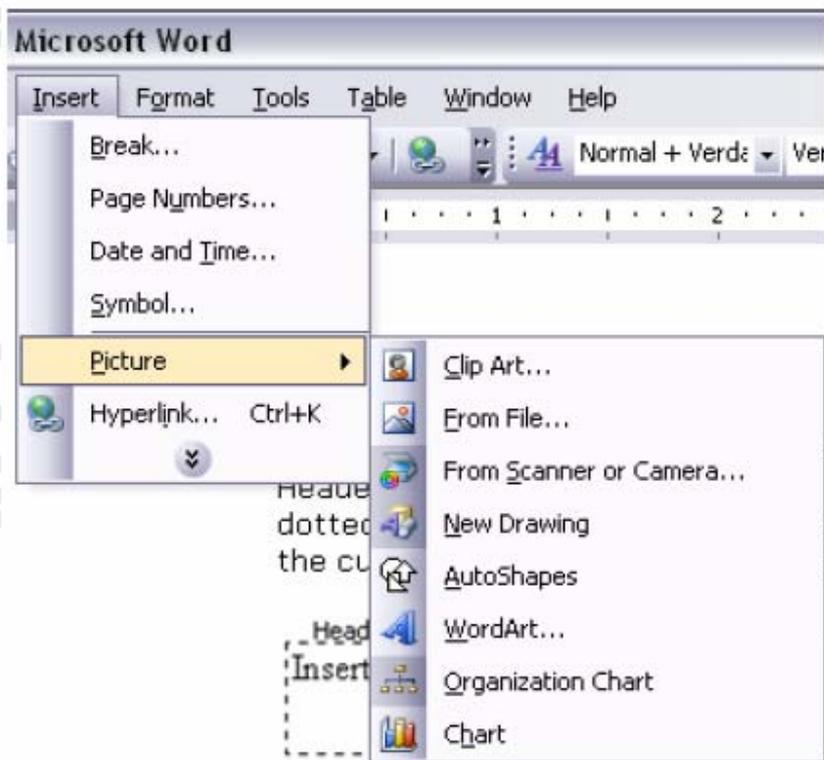


Figure 1.7 : Insert Picture

A picture can be inserted as shown in Figure 1.7.

From there, you will find a number of options to choose from. "Clipart" searches through your computer's Clipart library. "From File" will allow you to insert an image saved elsewhere on your computer. Other options include "AutoShapes" and "WordArt."

1.8 INSERTING OBJECTS AND EMBEDDED OBJECTS



1 Embedded object

2 Linked object

3 Source file

CREATE A NEW EMBEDDED OBJECT

1. Click in the document where you want to place the embedded object.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click the type of object you want to create.

Only programs that are installed on your computer and that support linked objects and embedded objects appear in the **Object type** box.

4. To display the embedded object as an icon — for example, if you want to minimize the amount of space the object uses in the document — select the **Display as icon** check box.

Create a linked object or embedded object with existing information

FROM A MICROSOFT EXCEL FILE

1. Open both the Microsoft Word document and the Microsoft Excel worksheet that contains the data you want to create a linked object or embedded object from.
2. Switch to Microsoft Excel, and then select the entire worksheet, a range of cells, or the chart you want.
3. Click **Copy** .
4. Switch to the Microsoft Word document, and then click where you want the information to appear.
5. On the **Edit** menu, click **Paste Special**.
6. To link or embed the object, do one of the following:
 - To create a linked object, click **Paste link**.
 - To create an embedded object, click **Paste**.
7. In the **As** box, click the entry with the word "object" in its name. For example, click **Microsoft Excel Worksheet Object**.

FROM OTHER PROGRAM FILES

1. Open the file that contains the information you want to create a linked object or embedded object from, and then select the information.
2. Click **Copy** .

3. Switch to the Microsoft Word document, and then click where you want the information to appear.

4. On the **Edit** menu, click **Paste Special**.

5. To link or embed the object, do one of the following:

- To create a linked object, click **Paste link**.
- To create an embedded object, click **Paste**.

6. In the **As** box, click the entry with the word "object" in its name. For example, click **Microsoft Word Document Object**.

1. Open both the Microsoft Word document and the Microsoft Excel worksheet that contains the data you want to create a linked object or embedded object from.

2. Switch to Microsoft Excel, and then select the entire worksheet, a range of cells, or the chart you want.

3. Click **Copy** .

4. Switch to the Microsoft Word document, and then click where you want the information to appear.

5. On the **Edit** menu, click **Paste Special**.

6. To link or embed the object, do one of the following:

- To create a linked object, click **Paste link**.
- To create an embedded object, click **Paste**.

7. In the **As** box, click the entry with the word "object" in its name. For example, click **Microsoft Excel Worksheet Object**.

Note If you link data from a worksheet and select the **Keep Source Formatting and Link to Excel** option, the linked data will match the formatting in the Excel source file. If you select the **Match Destination Table Style and Link to Excel** option, the linked data will be formatted in the Microsoft Word default table style.

With either option, you can change the formatting of the linked object in the Microsoft Word document. Formatting changes you make will remain when the data is updated in the source file.

FROM OTHER PROGRAM FILES

1. Open the file that contains the information you want to create a linked object or embedded object from, and then select the information.
2. Click **Copy** .
3. Switch to the Microsoft Word document, and then click where you want the information to appear.
4. On the **Edit** menu, click **Paste Special**.
5. To link or embed the object, do one of the following:
 - To create a linked object, click **Paste link**.
 - To create an embedded object, click **Paste**.
6. In the **As** box, click the entry with the word "object" in its name. For example, click **Microsoft Word Document Object**.

FROM AN ENTIRE FILE

1. Click in the document where you want to place the linked object or embedded object.
2. On the **Insert** menu, click **Object**.
3. Click **Create from file**.
4. In the **File** box, type the name of the file you want to create a linked object or embedded object from, or click **Browse** to select from a list.
5. To create a linked object, select the **Link to file** check box.

An embedded object is created if you don't select the **Link to file** check box.

6. To display the linked object or embedded object as an icon — For example, if you want to minimize the amount of space the object uses in the document — select the **Display as icon** check box.

Note When you create an embedded object from information in an existing Microsoft Excel workbook, the entire workbook is inserted into your document. The document displays only one worksheet at a time. To display a different worksheet, double-click the Microsoft Excel object, and then click a different worksheet.

1.8.1 INSERT A WORDART OBJECT

To insert a WordArt object, follow these steps:

1. On the **Insert** menu, point to **Picture**, and then **Click WordArt**.
 - Or click the **WordArt** button on the **Drawing** toolbar.
 - Or click **Insert WordArt** on the **WordArt** toolbar.

Note If the WordArt toolbar or the Drawing toolbar are not displayed, point to **Toolbars** on the **View** menu, and then click **Drawing** or **WordArt**

2. In the **WordArt Gallery** dialog box, double-click the style that you want.
3. In the **Edit WordArt Text** dialog box, type your text and select the font and size that you want.
4. Click **Bold** or **Italic** to make all the text bold or italic respectively.
5. In the **Edit WordArt Text** dialog box, click **OK**.

Your text is inserted into the document.

Check Your Progress 2

1. Create a new document titled **test**. Now, perform the following operations on it:
 - (i) Save **test** as Microsoft Word document
 - (ii) Enter a paragraph of text in test.doc
 - (iii) Print test.doc

1.9 PAGE DESIGN AND DOCUMENT MANAGEMENT

Document View

In Microsoft Word, you can display your document in one of five views: Normal, Web Layout, Print Layout, Reading Layout, or Online Layout.

Normal View

Normal view is the most often used and shows formatting such as line spacing, font, point size, and italics. Microsoft Word displays multiple-column text in one continuous column.

Web Layout

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed.

Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable.

Outline view

Outline view displays the document in outline form. Headings can be displayed without the text.

If you move a heading, the accompanying text moves with it.

Before moving ahead, check to make sure that you are in Normal view:

1. Click View on the Menu bar.
2. The icon next to Normal should have a box around it. If the icon next to normal has a box around it, press Esc to close the menu. If the icon next to Normal does not have a box around it, continue on to the next step.
3. Click Normal. You are now in Normal view.

This document describes page formatting options that will affect your entire document.

- Adjusting Document Margins
- Numbering Pages
- Inserting Page Breaks

1.9.1 ADJUSTING DOCUMENT MARGINS: RULER OPTION

Using the *Ruler* line is a quick way to adjust margins. This method can be used to adjust the left or right margins.

1. If the *Ruler* is not displayed, from the *View* menu, select **Ruler**
2. From the *View* menu, select **Print Layout**
3. Move your cursor to the *Ruler* line and position it over the margin you want to adjust

The cursor takes the shape of a double-headed arrow.



4. Click and hold the mouse button and drag the margin to the desired location

HINTS:

To see the margin measurements, hold down the [Alt] key while dragging the margin.

Left and right margins can be adjusted from the horizontal *Ruler* line. Top and bottom margins can be adjusted from the vertical *Ruler* line.

1.9.2 ADJUSTING DOCUMENT MARGINS: DIALOG BOX OPTION

When adjusting the margins for your entire document, use the *Page Setup* dialog box.

1. From the *File* menu, select ***Page Setup...***
2. Select the ***Margins*** tab
3. In the *Margins* section, adjust the margins as needed
4. Click **OK**

1.10 CREATING TABLE

To create a four-column, five-row table:

1. Choose *Table > Insert > Table* from the menu. The Insert Table dialog box opens.
2. Type **4** in the Number of Columns field.
3. Type **5** in the Number of Rows field.
4. Select Auto in the Column Width field. Selecting Auto allows Microsoft Word to determine the size of your column widths. Alternatively, you can enter the column width you desire.
5. Click OK. Your table should look like the one shown here, with four columns and five rows.

Figure 1.8 depicts a Table.

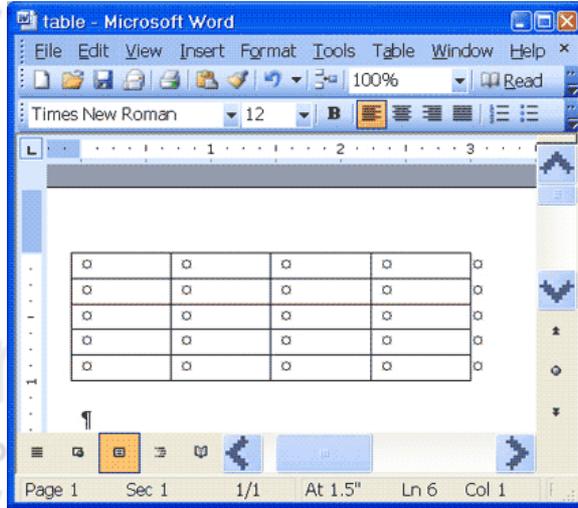


Figure 1.8 : A Table

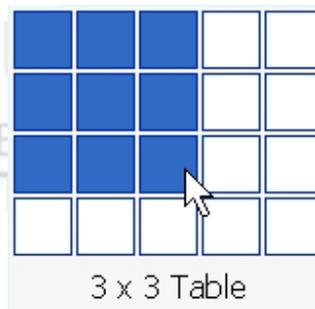
There is alternate method of creating a table. It can be done by using Insert Table icon.

You can also create a table by clicking on the Insert Table icon on the Standard toolbar.

1. Click the Insert Table icon.



2. Highlight the number of rows and columns you need. The maximum table size you can create by this method is a four-row by five-column table.



3. Press Enter (or click) to create the table.

Note: Microsoft Word has a Tables and Borders toolbar. This lesson does not cover the Tables and Borders toolbar.

Moving around a Table

Each block in a table is called a cell. Use the Tab key to move from cell to cell from left to right. Use Shift-Tab to move from cell to cell from right to left. The following exercise demonstrates.

1. Click in the first cell in the first column.
2. Press the Tab key nine times. The cursor moves forward nine cells.
3. Press Shift-Tab six times. The cursor moves backward six cells.

Note: You can also move to a cell by clicking in the cell. In addition, you can move around the table by using the left, right, up, and down arrow keys.

Entering text into a Table

To enter text into a table, simply type as you normally would. Press Tab to move to the next cell. Enter the text shown below into your table.

1. Type **Salesperson** in the first cell in the first column. Press the Tab key.
2. Type **Dolls** in the first cell in the second column. Press the Tab key.
3. Continue until you have entered all of the text.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Selecting a Row and Bolding the Text

Earlier, bolding was introduced. In this exercise, you will select the first row of the table and bold all of the text on the row.

1. Click anywhere on the first row of your table.
2. Choose *Table > Select > Row* from the menu.

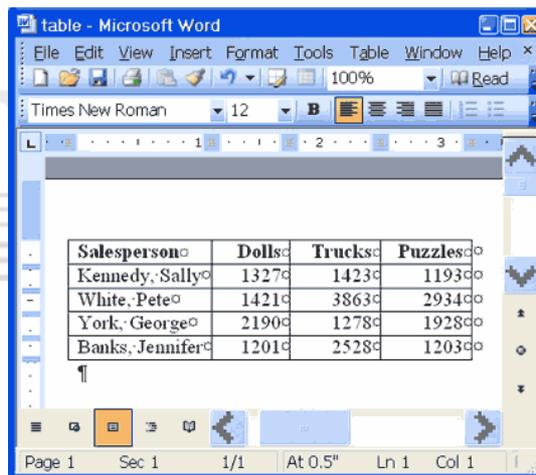
3. Press Ctrl-b to bold the row.

Right-Aligning Text

In this exercise, you will right-align the second (Dolls), third (Trucks), and fourth (Puzzles) columns of the table you created.

1. You need to highlight "Dolls," "Trucks," and "Puzzles." Place the cursor before the "D" in "Dolls." Press the F8 key to anchor the cursor. Then press the right arrow key until you have highlighted "Dolls," "Trucks," and "Puzzles."
2. Choose *Table > Select > Column* from the menu.
3. Press Ctrl-r to right-align the cells.

Your table should look like the one shown in Figure 1.9. Make any needed corrections before continuing.



Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Figure 1.9 : An aligned Table

Note: All of the formatting options you learned about in previous lessons can be applied to cells in a table.

Adding a New Row to the End of the Table

You can add additional rows to your table. The simplest way to add a new row is to move to the last column of the last row and press the Tab key. You can then type any additional text you need to add. The following are the steps to be followed.

1. Move to the last column of the last row of your table.
2. Press the Tab key.
3. Type the text shown here.

Atwater, Kelly	4098	3079	2067
----------------	------	------	------

Adding a Row Within the Table

You can add a new row anywhere in the table. The exercise that follows demonstrates.

To add a row just above York, George:

1. Place the cursor anywhere in the fourth row (the row with York, George as the salesperson).
2. Choose *Table > Insert > Rows Above* from the menu.
3. Add the information shown here to the new row.

Pillar, James	5214	3247	5467
---------------	------	------	------

Resizing the Columns

You can easily change the size of your column widths. In this exercise, you will select the entire table and adjust all the column widths.

1. Click anywhere in your table.
2. Choose *Table > Select > Table* from the menu. Your table is selected.
3. Choose *Table > Table Properties* from the menu.
4. Choose the Column tab.
5. Type 1" in the Preferred Width field. This will cause Microsoft Word to set all the columns to a width of one inch.
6. Click OK.

Depending on your font, the first column of your table might not be wide enough and the text might be wrapping. Refer to Figure 1.20 which shows wrapped text.

Salesperson	Dolls
Kennedy, Sally	1327
White, Pete	1421
Pillar, James	5214
York, George	2190
Banks, Jennifer	1201
Atwater, Kelly	4098

Figure 1.20 : Text wrapped

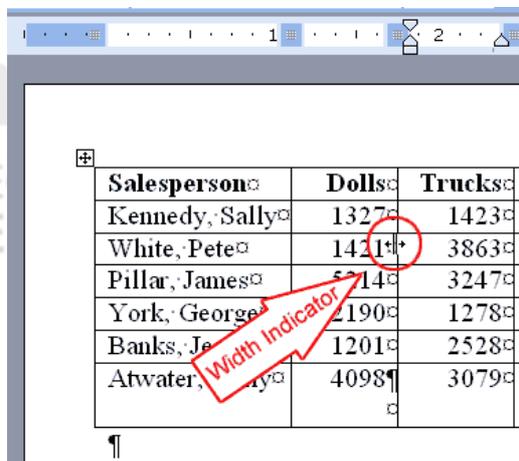
To widen the first column:

1. Place the cursor anywhere in the first column.
2. Choose *Table > Select > Column* from the menu.
3. Choose *Table > Table Properties* from the menu.
4. Choose the Column tab.
5. Type **1.5** in the Preferred Width field.
6. Click OK.

Alternate Method -- Resizing Your Column Widths by Using the Width Indicator

You can resize your column widths by placing the cursor on the line that separates two columns.

This causes the width indicator to appear. After the width indicator appears, left-click and drag with the mouse to adjust the column width.



Salesperson	Dolls	Trucks
Kennedy, Sally	1327	1423
White, Pete	1421	3863
Pillar, James	5214	3247
York, George	2190	1278
Banks, Jennifer	1201	2528
Atwater, Kelly	4098	3079

Figure 1.21 : Resize the column width

Figure 1.21 shows the column width being resized using width indicator.

Adding a New Column to a Table

You can add new columns to your table. To add a new column between the Salesperson and Dolls columns:

1. Place the cursor anywhere in the Dolls column.
2. Choose *Table > Insert > Columns to the Left* from the menu.
3. Label the new column **Region** and add the text shown in the table below. Figure 1.22 is the table with new column **Region** added.

Salesperson	Region	Dolls	Trucks	Puzzles
Kennedy, Sally	S	1327	1423	1193
White, Pete	N	1421	3863	2934
Pillar, James	N	5214	3247	5467
York, George	S	2190	1278	1928
Banks, Jennifer	S	1201	2528	1203
Atwater, Kelly	S	4098	3079	2067

Figure 1.22 : New Column added

1.10.1 Sorting a Table

With Microsoft Word, it is easy to sort the data in your table. To sort your table data by Region and within Region by Salesperson in ascending order:

1. Click anywhere on your table.
2. Choose *Table > Sort* from the menu.
3. Select Region in the Sort By field.
4. Select Text in the Type field (because you are sorting text).
5. Select Ascending.

6. Select Salesperson in the Then By field.
7. Select Text in the Type field (because you are sorting text).
8. Select Ascending.
9. Select Header Row (because your table has titles across the top of the table).
10. Click OK.

Microsoft Word should have sorted your table like the one shown here:

Salesperson	Region	Dolls	Trucks	Puzzles
Pillar, James	N	5214	3247	5467
White, Pete	N	1421	3863	2934
Atwater, Kelly	S	4098	3079	2067
Banks, Jennifer	S	1201	2528	1203
Kennedy, Sally	S	1327	1423	1193
York, George	S	2190	1278	1928

Figure 1.23 : Sorted Table (on Region field)

Figure 1.23 shows the table sorted on **Region** field.

Deleting a Column

You can delete columns from your table. To delete the Trucks column:

1. Place your cursor anywhere in the Trucks column.
2. Choose *Table > Delete > Columns* from the menu.

Deleting a Row

You can delete rows from your table. To delete the York, George row:

1. Place your cursor anywhere in the York, George row.
2. Choose *Table > Delete > Rows* from the menu.

Merge Cell

Using Microsoft Word, you can merge cells -- turn two or more cells into one cell. In this exercise, you are going to create a new row at the top of your table, merge the cells, and add a title to the table.

1. Move to the cell located on the first row of the first column of your table (the Salesperson cell).
2. Choose *Table > Insert > Rows Above* from the menu.
3. Choose *Table > Merge Cells* from the menu.
4. Type **Toy Sales** in the new cell.
5. Press Ctrl-e to center the title.

Table Headings

If Microsoft Word splits your table with a page break, the table heading will display on the first page but not on subsequent pages. To correct this problem, you can designate rows as headings. Heading rows are repeated on the top of your table at the top of each page. To designate a row as a heading:

1. Place your cursor on the row.
2. Choose *Table > Heading Rows Repeat* from the menu.

1.10.2 Converting Text to a Table

You can convert text to a table. However, a delimiter such as a comma, paragraph marker, or tab must separate columns of the text. In the exercise that follows, you will convert comma-delimited text into a table.

1. Type the following as shown (do not bold).

Color, Style, Item

Blue, A980, Van

Red, X023, Car

Green, YL724, Truck

Name, Age, Sex

Bob, 23, M

Linda, 46, F

Tom, 29, M

2. Highlight the text.

3. Choose *Table > Convert > Text to Table* from the menu.
4. Type **3** in the Number of Columns field.
5. Select Auto in the Column Width field.
6. Select the Commas radio button in the Separate Text At frame.
7. Click OK.

Microsoft Word should have converted your text to a table and your table should look like as shown in Figure 1.24.

Color	Style	Item
Blue	A980	Van
Red	X023	Car
Green	YL724	Truck
Name	Age	Sex
Bob	23	M
Linda	46	F
Tom	29	M

Figure 1.24 : Resultant table from conversion of text

1.10.3 SPLITTING A TABLE

With Microsoft Word, splitting a single table into two tables is easy. To separate the table you just created into two tables:

1. Place your cursor anywhere on the row that reads "Name, Age, Sex."
2. Choose *Table > Split Table* from the menu.

You should now have two tables.

1.10.4 TABLE AUTOFORMAT

You can use AutoFormats to apply borders, shading, special fonts, and color to your table.

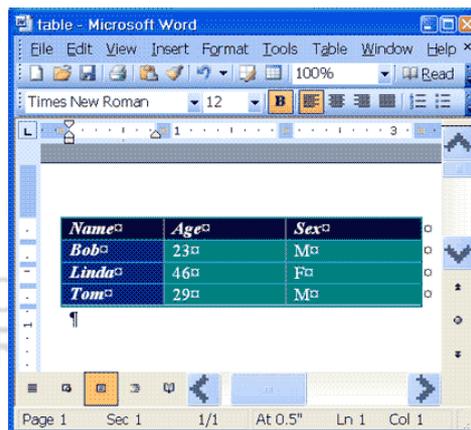
Microsoft Word lists all Formats in the Table AutoFormat dialog box. While in the Table AutoFormat dialog box, click a format to see that format displayed in the Preview box. You can

customize how the format is applied. Check the features you want in the Formats to Apply and the Apply Special Formats To frames. Microsoft Word comes with a long list of AutoFormats.

To apply an AutoFormat to your Name, Age, and Sex table:

1. Click anywhere in the table.
2. Choose *Table > Table AutoFormat* from the menu.
3. Click Table Colorful 1 in the Table Styles box.
4. Select Heading Rows and First Column in the Apply Special Formats To frame. Do not select Last Row and Last Column.
5. Click Apply.

Your table should look like Figure 1.25.



Name	Age	Sex
Bob	23	M
Linda	46	F
Tom	29	M

Figure 1.25 : Table after autoformat

1.11 MAIL MERGE

Mail Merge to email combines the personalization of form letters with the easy delivery of email. For example, advisors may send a personalized email to all of their advisees containing information regarding the date of their next visit. This email merge will only work on those computers set up with Microsoft Outlook.

The starting document contains the text for the email message with field references to the data document.

NOTE: If your starting document includes active hyperlinks and you want them to remain active in the email message, you should type the complete URL, rather than link representative text (e.g., <http://www.ipu.edu> rather than [UW-Eau Claire](#).) This will ensure that, regardless of the email format, the link will be preserved once the starting document is merged to email.

The following are various steps to merge:

1. Open a blank Microsoft Word document
2. From the *Tools* menu, select **Letters and Mailings » Mail Merge...**

The *Mail Merge* task pane appears.

3. Under *Select document type*, select **E-mail messages**
4. Click **NEXT: STARTING DOCUMENT**
5. Under *Select starting document*, select **Use the current document**
6. Click **NEXT: SELECT RECIPIENTS**
7. Under *Select recipients*, select **Use an existing list**
8. To retrieve an existing recipient list,
 - a. Under *Use an existing list*, click **BROWSE...**

The *Select Data Source* dialog box appears.

- b. From the *Look in* pull-down list, locate and select the file you will use for your list.
- c. Click **OPEN**

The *Mail Merge Recipients* dialog box appears.

9. Select which recipient(s) you want to include in your mail merge

NOTE: To edit the recipient information, refer to [Working with the Recipients List](#).

10. Click **OK**
11. Click **NEXT: WRITE YOUR E-MAIL MESSAGE**
12. If you have not already done so, in your document, type your message
13. When finished, click **NEXT: PREVIEW YOUR E-MAIL MESSAGES**

A preview of your first recipient appears.

NOTE: For more information on editing the recipient information, refer to [Working with the Recipients List](#).

HINT: To remove a recipient from the mail merge, under *Make changes*, click **EXCLUDE THIS RECIPIENT**.

14. Click **NEXT: COMPLETE THE MERGE**

15. Under *Merge*, click **ELECTRONIC MAIL...**

The *Merge to E-mail* dialog box appears as shown in Figure 1.26.

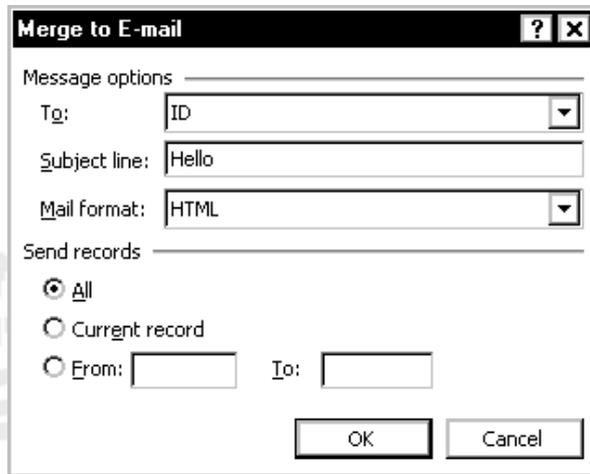


Figure 1.26 : Merge to e-mail dialog box

16. From the *To* pull-down list, select the field that contains the email addresses

17. In the *Subject line* text box, type a subject

18. From the *Mail format* pull-down list, select the desired format for your message

NOTE: To avoid being alerted on every record regarding an Outlook security measure, select **HTML**.

19. Under *Send records*, select which record(s) you want to include: **All** or **Current Record**

OR

To select only certain records, type in the appropriate values in the *From* and *To* text boxes

Click **OK**

The email messages are now sent to your recipient(s).

1.12 TRACKING CHANGES WITH MICROSOFT WORD

Many journals use the Microsoft Word “Track Changes” feature as part of the manuscript revision and review process. This Application Note describes how Editorial Manager works with this feature, and the reasons why changes in a Microsoft Word document are displayed the way they are in Editorial Manager PDF files created from a Microsoft Word document.

HOW MICROSOFT WORD HANDLES THE TRACK CHANGES FEATURE:

The Track Changes feature received some updates in Microsoft Word 2003; most notably in how the printing of Tracked Changes was handled. In Microsoft Word 2003, the ability to

view/hide tracked changes in a printed document is not saved with the document itself; instead it is a global setting which must be manually set by each individual user when viewing the file.

The Editorial Manager PDF builder machines are set to always print tracked changes because of this new feature. If the PDF Builders were not set up this way, users wouldn't be able to see any of the tracked changes within a PDF.

Below is a screenshot of the 'Show' menu used in configuring the Track Changes feature. Note: Balloons are set to be used only for Comments and Formatting. As a result, the tracked changes display as strikethroughs, and the Inserted Comment appears as a bubble in the right hand margin. If the Show Balloons setting is configured to 'Never', balloons will not be used for the Inserted Comments.

The solution for the journal is to have the Author use the 'Accept Change' or 'Accept all Changes in Document' features of Microsoft Word to reconcile each of the tracked changes within their Word document. Once a tracked change has been accepted, it will be applied to the document and the special markup is removed. When the markup is removed, it will not be built into the PDF file.

Check Your Progress 3

1. Create a table of 5 columns and 10 rows. Now, perform the following operations on the table created:
 - (i) Name, Enrollment Number, Programme, Semester, State should be column headers.
 - (ii) Enter data into 10 rows.
 - (iii) Resize the column width of **Enrollment Number**. Increase it.

1.13 SUMMARY

This unit describes most of the essential features of Microsoft Word. After studying this unit, you will be able to create documents, open the documents that were earlier created, save the documents as well as perform simple operations. The unit also describes operations such as including text, graphics, tables, clip art etc. Also, the unit introduces performing some advanced operations on the documents. It also describes the process of creation of different kinds of documents such as simple notes and memos as well as multi-column reports with tables, graphics, etc. This unit also describes Mail Merge facility in Microsoft Word which is very useful which enables letters to be printed with different addresses. The unit also describes several other features of Microsoft Word.



1.14 Further Readings

- Teach Yourself Visually Microsoft Word 2003 by Elaine Marmel; Visual publications; 2006
 - Microsoft Office Word 2003 Bible by David Angell, Peter Kant and Brent Heslop; Wiley; 2003
 - Microsoft Office Word 2003: Complete concepts and Techniques, Course Card Edition by Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat; Course Technology; 2005
 - Microsoft Office Word 2003 Step by Step; Microsoft Press; 2003
 - <http://office.microsoft.com>
- 