

Advanced Microsoft Word 2016 Training



with examples and
hands-on exercises

WEBUCATOR

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Class Files

Download the class files used in this manual at

<https://static.webucator.com/media/public/materials/classfiles/WRD2016.3-1.0.2.zip>.

Errata

Corrections to errors in the manual can be found at

<https://www.webucator.com/books/errata/>.

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LESSON 1

Working with Long Documents

Topics Covered

- Table of Contents.
- Footnotes and endnotes.
- Adding citations.
- Creating a bibliography.
- Marking entries.
- Creating an index.
- Creating an outline.

Introduction

In this lesson, you will learn to add a table of contents to a Microsoft Word document, to update the table of contents, to add footnotes and endnotes, to insert citations, to insert and update a bibliography, to mark entries in a document, to insert an index, and to create an outline in Word.



1.1. Adding a Table of Contents

Table of contents entries are automatically marked when Heading Levels are applied within a document. Text which has the *Heading 1 style* applied to it automatically becomes a top level entry within the table of contents. Text which has the *Heading 2 style* applied to it automatically becomes a second level entry.

You can add a table of contents even if you haven't applied heading levels in your document, but it's a little more work. You would have to manually enter the headings and page numbers, and the Update Table function, described below, is not available.

To add a table of contents to a Microsoft Word document:

1. Place your cursor in your document where you would like the table of contents to appear.
2. Click the **References** tab and from the **Table of Contents** group, click **Table of Contents**:



3. Select one of the options from the drop-down menu by clicking it:

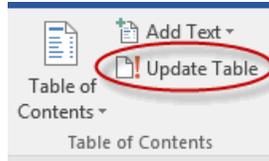


1.2. Updating the Table of Contents

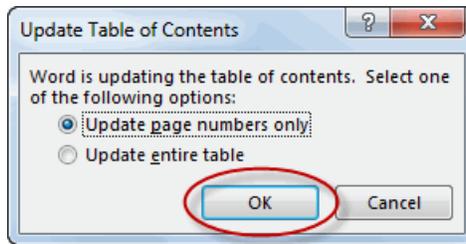
The table of contents does not automatically update as you make changes in your document. Fortunately, updating it is simple.

To update a table of contents in a Microsoft Word document:

1. Click the **References** tab and from the **Table of Contents** group, click **Update Table**:



2. In the dialog box that appears, choose to update page numbers only or update the entire table and then click **OK**:



Evaluation
Copy

1.3. Deleting the Table of Contents

To delete a table of contents from a Microsoft Word document:

1. Click the **References** tab and from the **Table of Contents** group, click **Table of Contents**:



2. Select **Remove Table of Contents** from the drop-down menu by clicking it:

Built-In

Automatic Table 1

Contents

Heading 1	1
Heading 2	1
Heading 3	1

Automatic Table 2

Table of Contents

Heading 1	1
Heading 2	1
Heading 3	1

Manual Table

Table of Contents

Type chapter title (Level 1)	1
Type chapter title (Level 2)	2
Type chapter title (Level 3)	3
Type chapter title (Level 4)	4
Type chapter title (Level 5)	5

More Tables of Contents from Office.com

Custom Table of Contents...

Remove Table of Contents

Save selection to Table of Contents Gallery...

Exercise 1: Insert and Update a Table of Contents

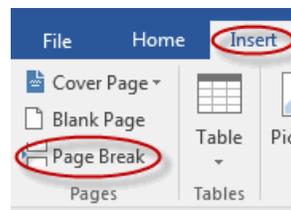
⌚ 5 to 15 minutes

In this exercise, you will insert a table of contents into a document, make a change to the document and then update the table of contents.

1. Navigate to the Word2016.3/Exercises folder and open `Plants in my yard2.docx`.
2. Add a table of contents that looks like the image below on the page following the cover page:

Table of Contents	
TREES	2
Japanese Maple	2
Lilac	2
Red Bud	2
PERENNIALS	4
Columbine	4
Jack-in-the-pulpit	4
Butterfly Weed	4
Siberian Iris	5
Purple Coneflower	5
Bleeding Heart	5
GROUND COVERS	7
Lamb's Ear	7
Sedum	7
Anemone	7

3. Insert a Page Break between the table of contents and the first heading (Trees).
 - A. On the **Insert** tab, in the **Pages** group, click the **Page Break** command:



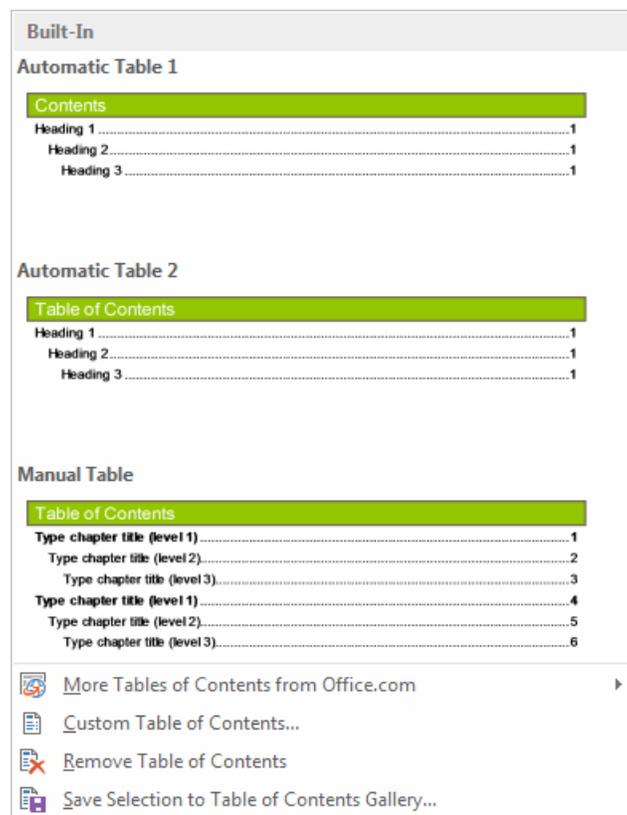
4. Update the table of contents to reflect the updated page numbers.

Solution

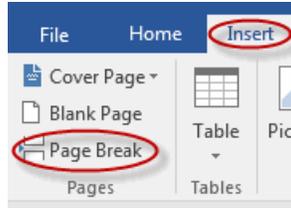
1. Place your cursor at the top of page 2 (above the heading “Trees”).
2. Click the **References** tab and from the **Table of Contents** group, click **Table of Contents**:



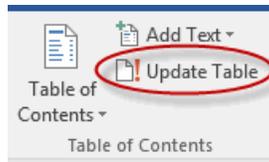
3. Select the second option (**Automatic Table 2**) from the drop-down menu by clicking it:



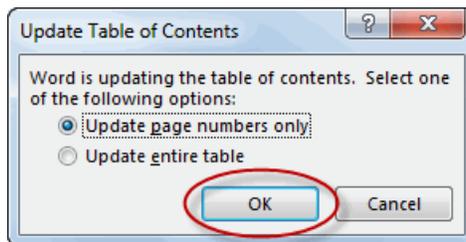
4. On the **Insert** tab, in the **Pages** group, click the **Page Break** command:



5. Click the **References** tab and from the **Table of Contents** group, click **Update Table**:



6. In the dialog box that appears, click **OK**:



7. Save the document as we will continue to build on this document in future exercises.

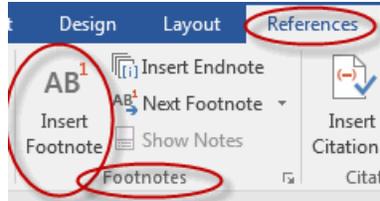


1.4. Footnotes and Endnotes

Inserting Footnotes

To insert footnotes into a Microsoft Word document:

1. Place your cursor in your document where you would like the symbol representing the footnote to appear.
2. Click the **References** tab and from the **Footnotes** group, click **Insert Footnote**:

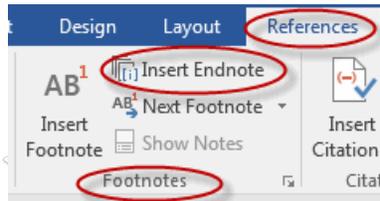


3. Enter the footnote itself.

Inserting Endnotes

To insert endnotes into a Microsoft Word document:

1. Place your cursor in your document where you would like the symbol representing the endnote to appear.
2. Click the **References** tab and from the **Footnotes** group, click **Insert Endnote**:

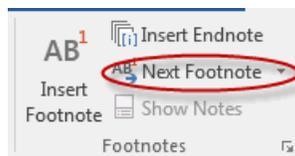


3. Enter the endnote itself.

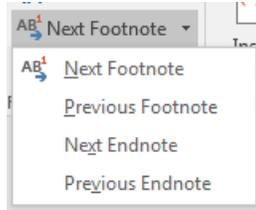
Locating Footnotes and Endnotes

To move between footnotes and endnotes in a Microsoft Word document:

1. Click the **References** tab and from the **Footnotes** group, click **Next Footnote** to move to the next footnote in the document:

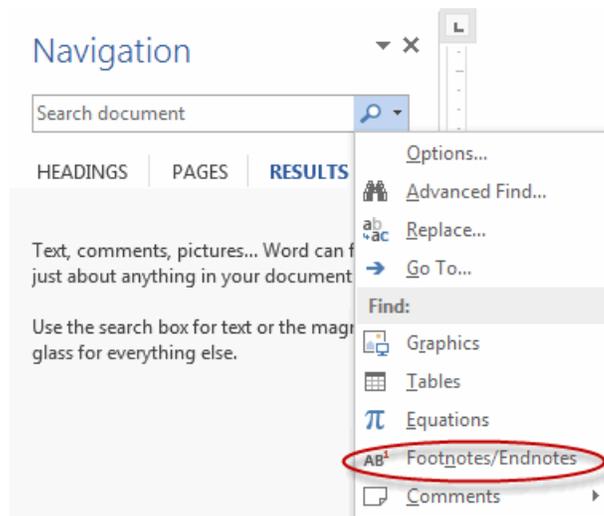


2. To move to a previous footnote or to an endnote, click the drop-down arrow and select the option of your choice:



The Navigation Pane

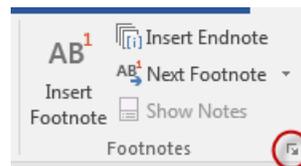
You can also move between and search footnotes and endnotes using the **Navigation** pane (in Word 2010 or 2013):



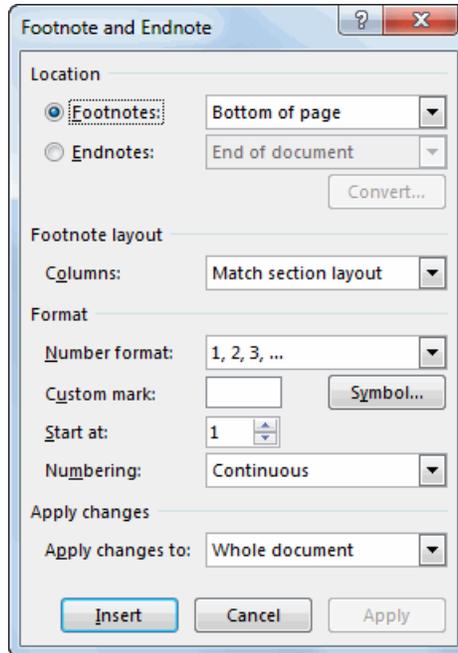
Customizing Footnotes and Endnotes

You can choose exactly where footnotes and endnotes are located, how to format the numbers, and more. To do so:

1. Click the **Dialog Box Launcher** in the lower right corner of the **Footnotes** group.



2. Choose the options you prefer in the **Footnote and Endnote** dialog box:



Take a Few Minutes

Take a few minutes to explore the options available in the **Footnote and Endnote** dialog box.

Exercise 2: Working with Footnotes

 10 to 20 minutes

In this exercise, you will add footnotes to a document and then move between the footnotes within the document.

1. Open or go to `Plants in my yard2.docx`
2. Add the following footnotes to your document:
 - A. **Japanese Maple:** in the *Special Features* section, after the words “Beautiful foliage” add a footnote stating “In the opinion of course author, Dave Dunn.”
 - B. **Red Bud:** in the *Special Features* section, after the words “Deer Resistant” add a footnote stating “Given the increasing deer population in New York State, even deer resistant plants are sometimes devoured by deer.”
 - C. **Butterfly Weed:** at the end of the Description, add a footnote stating “Butterfly weed is commonly found along roadways in New York State.”
3. Use the Footnotes commands to move to:
 - A. Footnote #1, within the document.
 - B. Footnote #3, within the document.
 - C. Footnote #2, within the footnote itself.

Solution

1. Place your cursor in the document in the specified location:

Japanese Maple

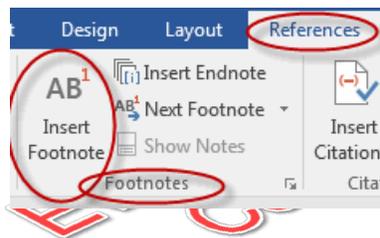


Special features: Beautiful foliage

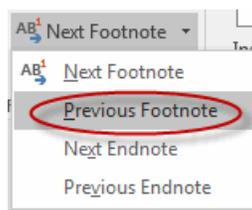
Description: Simply beautiful. Native to Asia, they are a popular bonsai tree.

Personal Notes: Consider using in front left corner

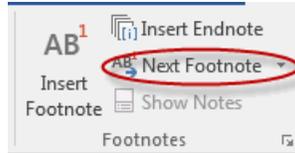
2. Click the **References** tab and from the **Footnotes** group, click **Insert Footnote**:



3. Enter "In the opinion of course author, Dave Dunn."
4. Repeat steps one through three to enter the next two footnotes.
5. Click anywhere in the document (above the footnotes).
6. To move to the first footnote, within the document, click the **References** tab and from the **Footnotes** group, click the drop-down arrow and select **Previous Footnote** until you get to the first footnote:



7. To move to the third footnote, within the document, click **Next Footnote** to move to the next footnote in the document:



8. Click within one of the footnotes itself:



9. Move to the previous or next footnote using the **Previous Footnote** and **Next Footnote** commands. Note that you will remain within the footnotes themselves, as opposed to the body of the document, until you click within the document body.
10. Save the document as we will continue to build on this document in future exercises.



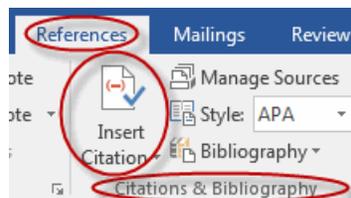
1.5. Inserting Citations and a Bibliography

Microsoft Word makes it very easy to cite your sources. Citations can be inserted into a document at any point and changed or updated at a later time, and sources entered in one document are available in other documents, so you don't have to re-enter them. Also, you can easily select or change the style you apply to your citations.

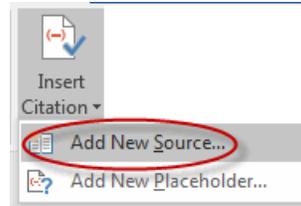
Inserting Citations

To insert citations into a Microsoft Word document:

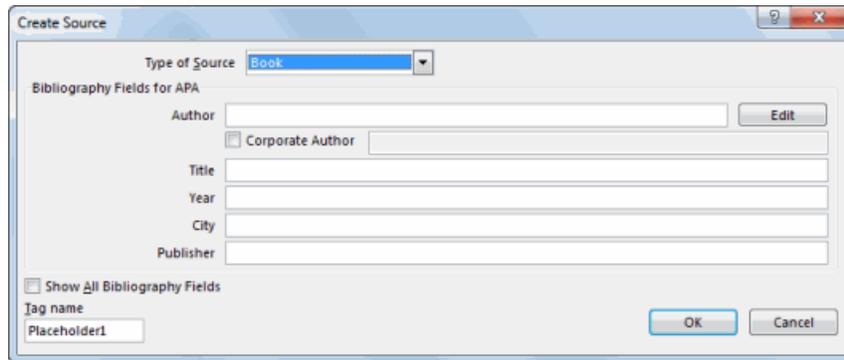
1. Click the **References** tab and from the **Citations & Bibliography** group, click **Insert Citation**:



2. Select **Add New Source**:



3. Enter the information about the source into the **Create Source** dialog box:

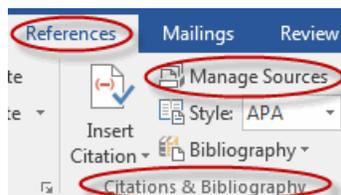


Evaluation Copy

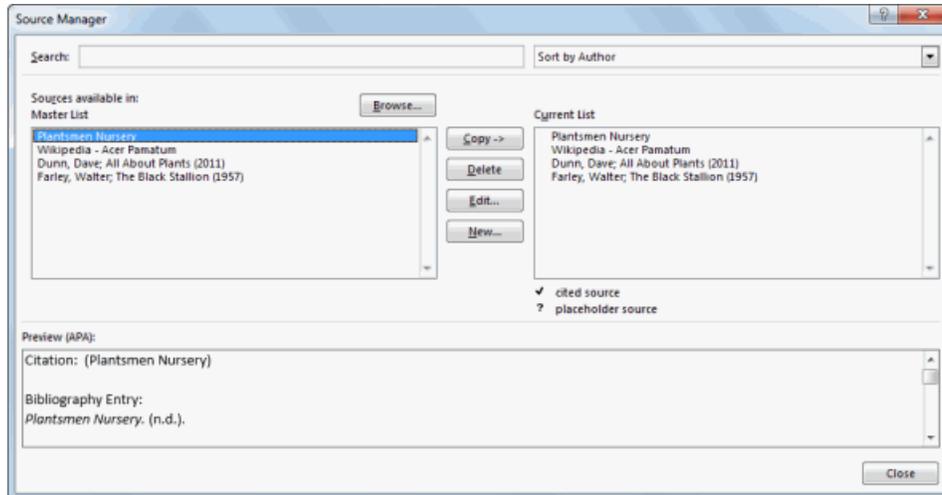
Managing Sources

To manage sources within a Microsoft Word document:

1. Click the **References** tab and from the **Citations & Bibliography** group, click **Manage Sources**:



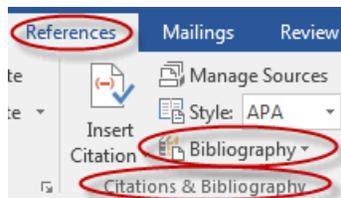
2. In the **Source Manager** dialog box, you can copy sources into the current list (so they show up in the bibliography of the current document), delete sources, edit sources and add new sources:



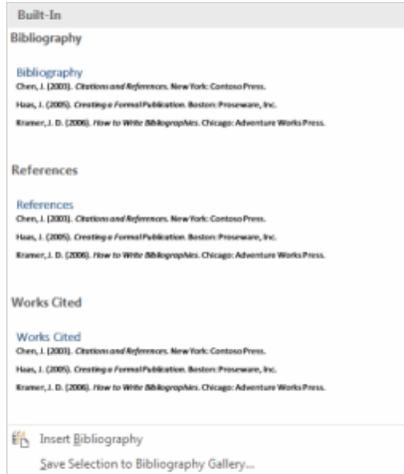
Inserting a Bibliography

To insert a bibliography into a Microsoft Word document:

1. Place your cursor in the document where you would like the bibliography to appear.
2. Click the **References** tab and from the **Citations & Bibliography** group, click **Bibliography**:



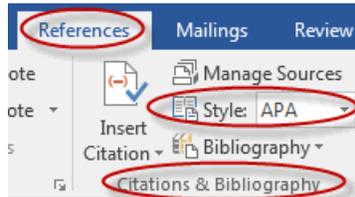
3. From the drop-down menu, select the bibliography of your choice:



Selecting a Bibliography Style

To select or change the bibliography style within a Microsoft Word document:

1. Click the **References** tab and from the **Citations & Bibliography** group, click the drop-down arrow next to **Style**:



2. Select the bibliography style of your choice:

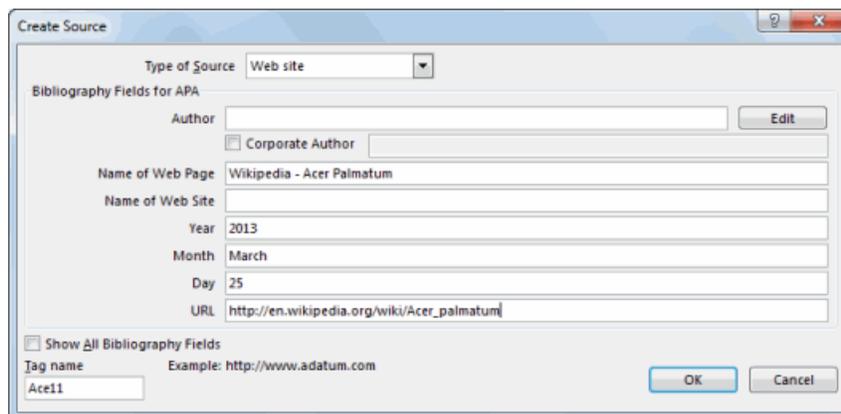
- APA**
- Sixth Edition
- Chicago**
- Sixteenth Edition
- GB7714**
- 2005
- GOST - Name Sort**
- 2003
- GOST - Title Sort**
- 2003
- Harvard - Anglia**
- 2008
- IEEE**
- 2006
- ISO 690 - First Element and Date**
- 1987
- ISO 690 - Numerical Reference**
- 1987
- MLA**
- Seventh Edition
- SIST02**
- 2003
- Turabian**
- Sixth Edition

Exercise 3: Insert Citations and a Bibliography

🕒 10 to 20 minutes

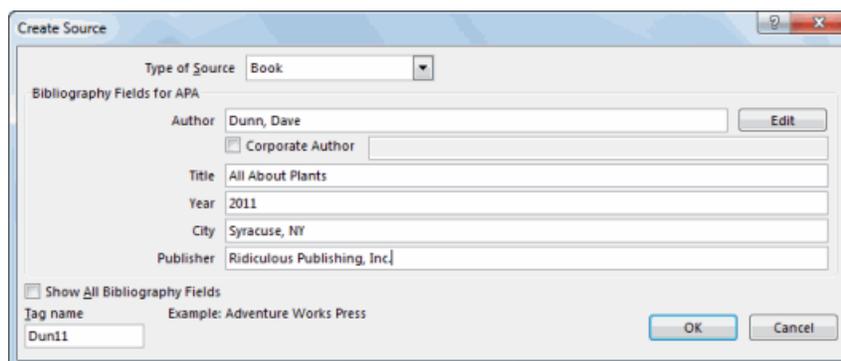
In this exercise, you will add citations to a document and then add a bibliography to the same document.

1. Open or go to `Plants in my yard2.docx`
2. Add the following citations to your document:
 - A. **Japanese Maple:** at the end of the *Description*, add a citation that looks like the below:



The screenshot shows the 'Create Source' dialog box with the 'Type of Source' set to 'Web site'. The 'Bibliography Fields for APA' section includes the following fields: Author (empty), Corporate Author (checkbox), Name of Web Page (Wikipedia - Acer Palmatum), Name of Web Site (empty), Year (2013), Month (March), Day (25), and URL (http://en.wikipedia.org/wiki/Acer_palmatum). At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Ace11', and an 'Example' field with 'http://www.adatum.com'. 'OK' and 'Cancel' buttons are at the bottom right.

- B. **Jack-in-the-pulpit:** at the end of the *Special Features* section, add a citation that looks like the below:



The screenshot shows the 'Create Source' dialog box with the 'Type of Source' set to 'Book'. The 'Bibliography Fields for APA' section includes the following fields: Author (Dunn, Dave), Corporate Author (checkbox), Title (All About Plants), Year (2011), City (Syracuse, NY), and Publisher (Ridiculous Publishing, Inc.). At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with 'Dun11', and an 'Example' field with 'Adventure Works Press'. 'OK' and 'Cancel' buttons are at the bottom right.

3. Insert a bibliography at the end of the document that looks like the below:

Bibliography

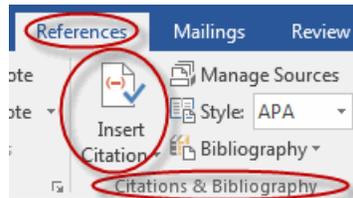
Dunn, D. (2011). *All About Plants*. Syracuse, NY: Ridiculous Publishing, Inc.

Wikipedia - *Acer Palmatum*. (2013, March 25). Retrieved from Wikipedia:
http://en.wikipedia.org/wiki/Acer_palmatum

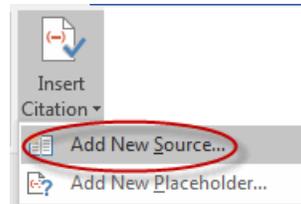


Solution

1. Place your cursor at the end of the description of the Japanese Maple.
2. Click the **References** tab and from the **Citations & Bibliography** group, click **Insert Citation**:



3. Select **Add New Source**:



4. Enter the information about the source into the **Create Source** dialog box:

Create Source

Type of Source: **Web site**

Bibliography Fields for APA

Author: **Edit**

Corporate Author:

Name of Web Page:

Name of Web Site:

Year:

Month:

Day:

URL:

Show All Bibliography Fields

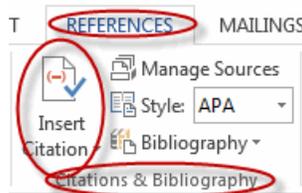
Tag name:

OK **Cancel**

- A. **Type of Source**: Website
- B. **Name of Web Page**: Wikipedia - Acer Palmatum
- C. **Name of Website**: Wikipedia
- D. **Year Accessed**: 2013

- E. **Month Accessed:** March
- F. **Day Accessed:** 25
- G. **URL:** http://en.wikipedia.org/wiki/Acer_palmatum
- H. **Tag name:** Ace11

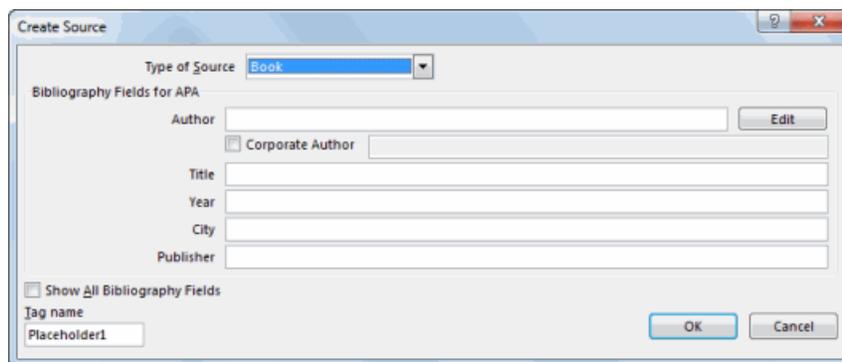
- 5. Place your cursor at the end of the *Special Features* section of the Jack-in-the-pulpit.
- 6. Click the **References** tab and from the **Citations & Bibliography** group, click **Insert Citation**:



- 7. Select **Add New Source**:



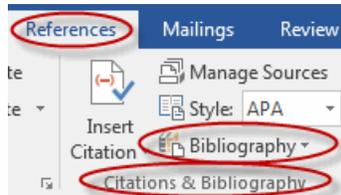
- 8. Enter the information about the source into the **Create Source** dialog box:



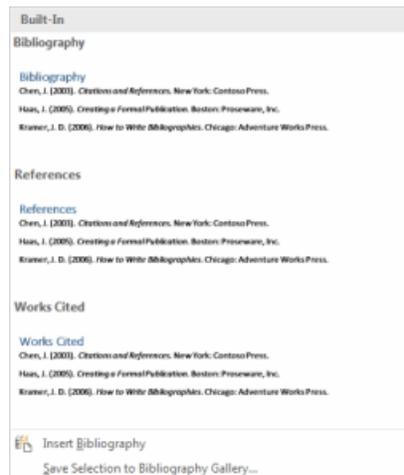
- A. **Type of Source:** Book
- B. **Author:** Dunn, Dave
- C. **Title:** All About Plants
- D. **Year:** 2011

- E. **City:** Syracuse, NY
- F. **Publisher:** Ridiculous Publishing, Inc.
- G. **Tag name:** Dun11

9. Place your cursor at the end of your document.
10. Click the **References** tab and from the **Citations & Bibliography** group, click **Bibliography**:



11. From the drop-down menu, select the top option:



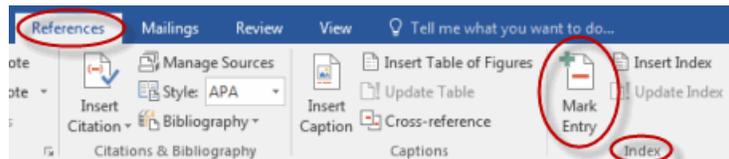
1.6. Adding an Index

Adding an index to a long document makes it easy for readers to quickly locate information in the document. It is easy to add an index in Microsoft Word. First you mark the entries you would like to have appear in the index and then you insert the index.

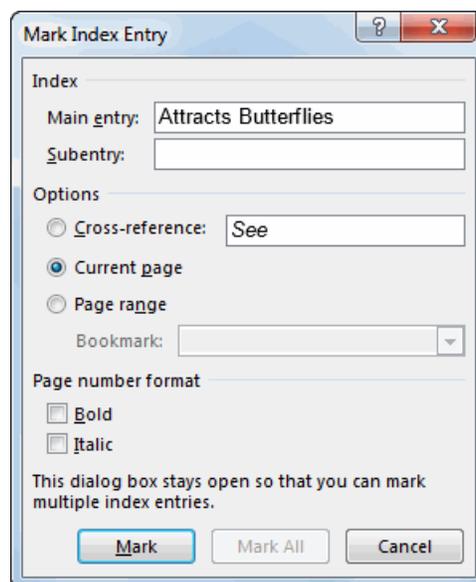
Marking Entries

To mark entries in a Microsoft Word document:

1. Select the text you wish to mark.
2. Click the **References** tab and from the **Index** group, click **Mark Entry**:



3. In the **Mark Index Entry** dialog box, the selected text will appear as the **Main Entry**:

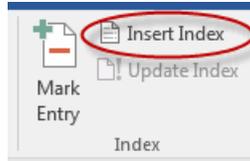


4. Select **Mark** to mark only this instance of the entry for inclusion in the index. Select **Mark All** to select all instances of the entry for inclusion in the index.
5. Click **Close**.

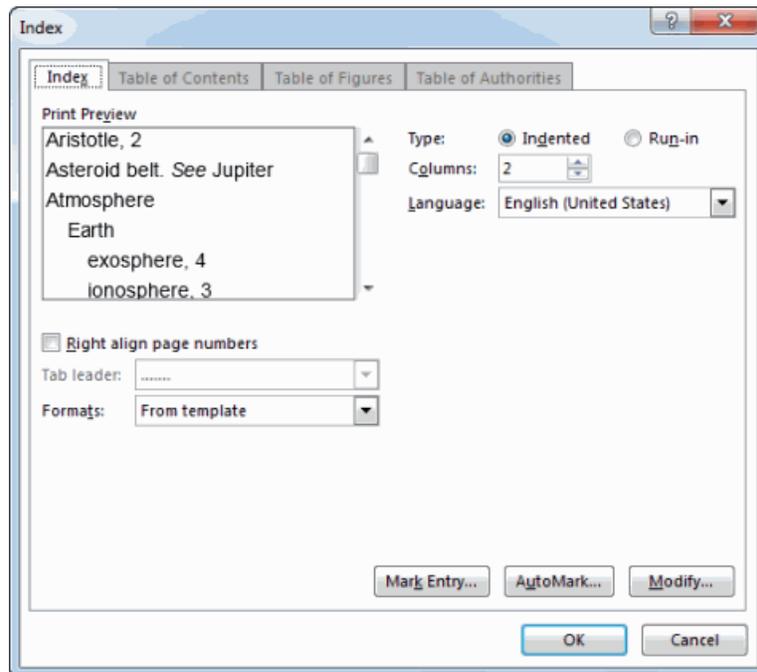
Inserting an Index

To insert an index into a Microsoft Word document:

1. Place your cursor in the document where you would like the index to appear.
2. Click the **References** tab and from the **Index** group, click **Insert Index**:



3. In the **Index** dialog box, choose the options you prefer and click **OK**:

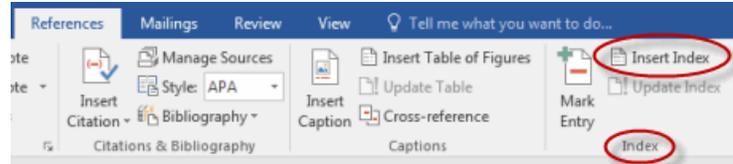


Using Index Auto-Mark Files

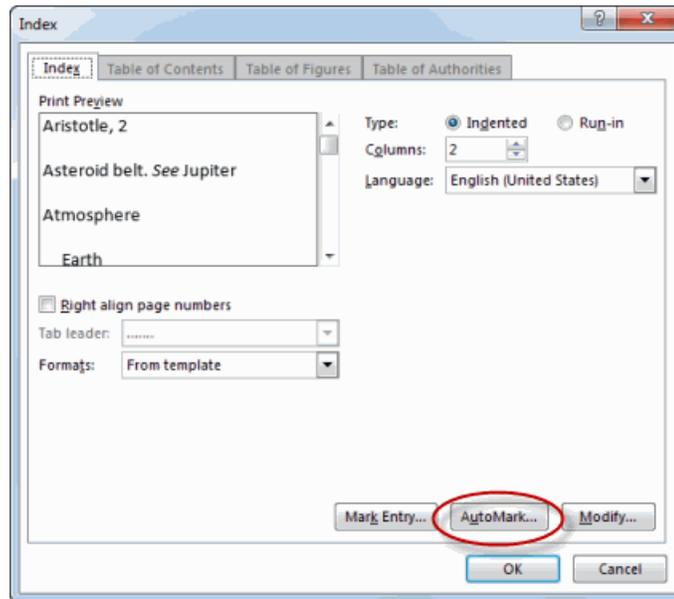
You can speed up the process of adding an index to a large document by creating a concordance file, which is a list of all terms you want to index, and then automating the process.

To create an concordance file and use it to auto-mark items:

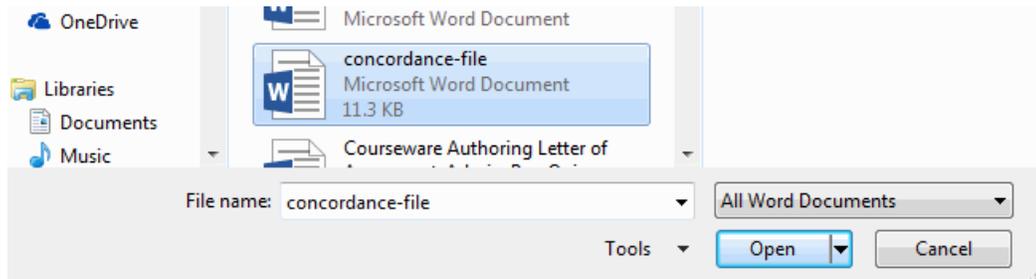
1. Create a two-column table in a new Word document. On the left, type words you text you want Word to search for and on the right, type the index entry for the text on the left. For a subentry, type the main item followed by a colon and the subentry. Save the file.
2. Open the document to index and from the **References** tab, in the **Index** group, select **Insert Index**.



3. Select **Automark**.



4. Select the concordance file and click **Open**.



5. Word searches the document and marks found entries with “XE” followed by the specified index information.



6. Place the cursor where you want to insert the index and select **Insert Index** from the **References** tab.

Evaluation
Copy



Exercise 4: Inserting an Index

🕒 10 to 20 minutes

In this exercise, you will add an index to a document.

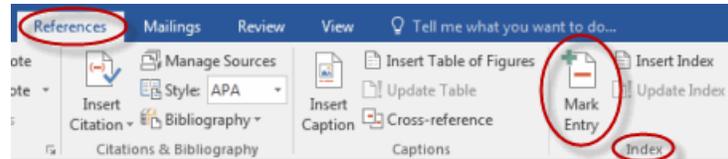
1. Open or go to `Plants in my yard2.docx`
2. Add an index to the end of your document that looks like the below:

Attracts Butterflies.....	3, 4, 5, 6, 8
Attracts Hummingbirds	3, 4, 5, 6
Beautiful foliage	3, 4
Cooler than other flowers.....	5
Deer Resistant.....	3, 4, 5, 6, 8
Drought Tolerant.....	3, 4, 5, 6, 8

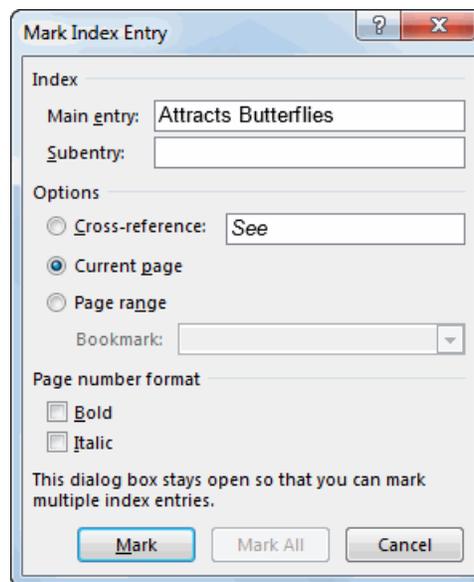
- A. **Hint:** you will need to mark the entries before you can add the index.

Solution

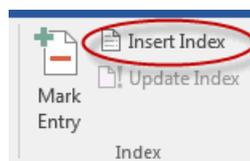
1. Find the text “Attracts Butterflies” and select it.
2. Click the **References** tab and from the **Index** group, click **Mark Entry**:



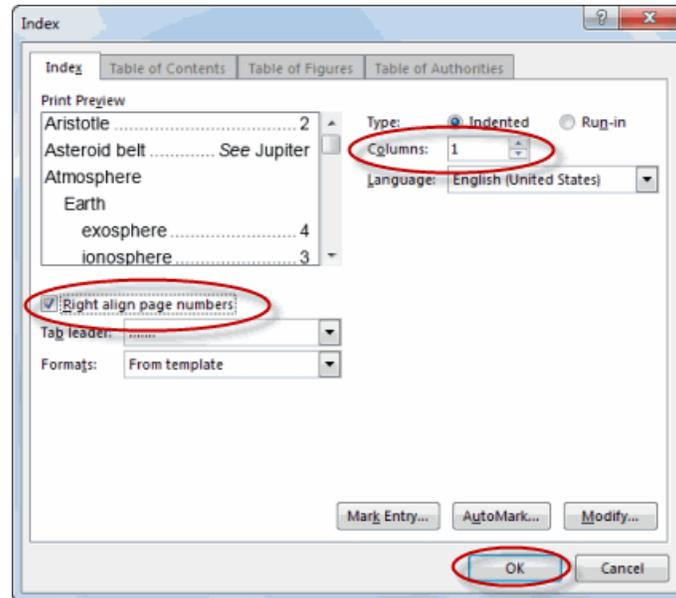
3. In the **Mark Index Entry** dialog box, the selected text will appear as the **Main Entry**:



4. Select **Mark All** to select all instances of “Attracts Butterflies” for inclusion in the index.
5. Click **Close**.
6. Repeat steps 1 - 5 to mark the other terms that will appear in the index.
7. Place your cursor at the end of your document.
8. Click the **References** tab and from the **Index** group, click **Insert Index**:



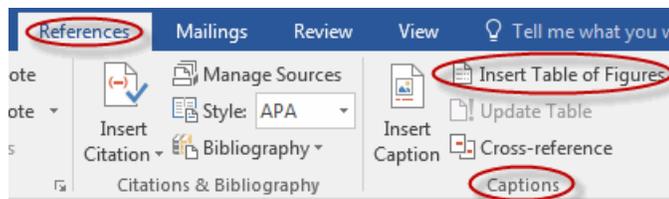
9. In the **Index** dialog box:
 - A. Change **Columns** to “1”.
 - B. Check **Right align page numbers**.
 - C. Click **OK**:



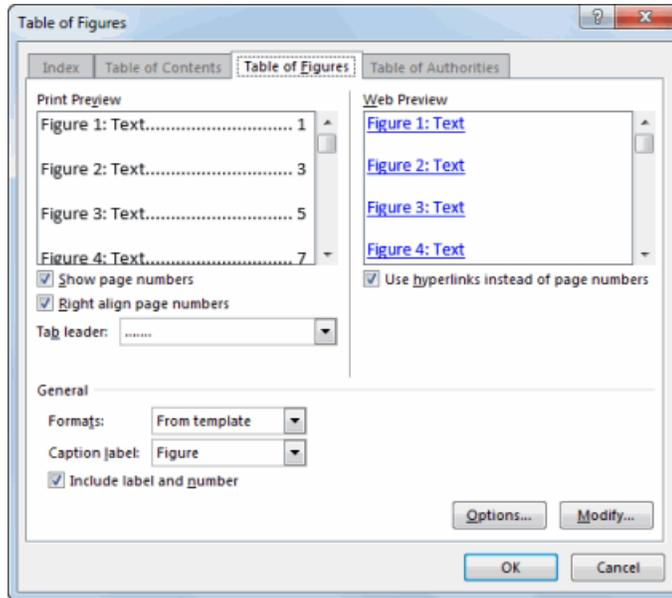
1.7. Inserting a Table of Figures

To insert a table of figures in a document:

1. Select the **References** tab, and from the **Captions** group, select **Insert Table of Figures**.



2. Select table of figure options and click **OK** to insert it.

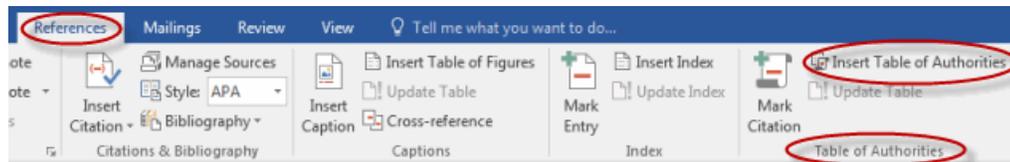


Evaluation
* Copy

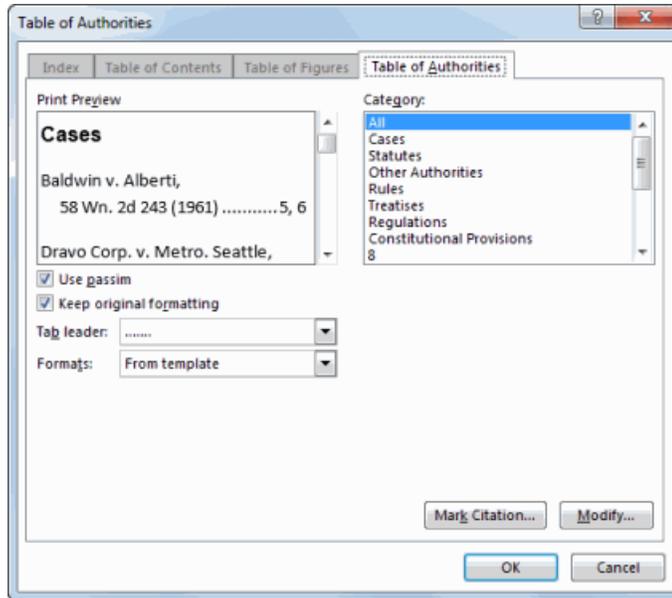
1.8. Inserting and Updating a Table of Authorities

To insert and update a table of authorities:

1. Select the **References** tab, and from the **Table of Authorities** group, select **Insert Table of Authorities**.



2. Set table options and click **OK** to insert it.



3. To update the table of authorities, from the **Table of Authorities** group on the **References** tab, select **Update Table**.

*
Evaluation
Copy

1.9. Creating an Outline

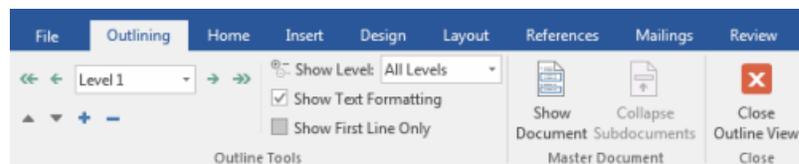
You can create an outline of a Word document and then work with the outline to create a master document and subdocuments.

To create an outline:

1. Select the **View** tab, and from the **View** group, select **Outline**.



2. Use the **Outlining** group to set headings and promote and demote text.



❖ 1.9.1. Promoting Sections in an Outline

To promote a section in an outline:

1. In Outline view, highlight the section you want to promote.
2. In the **Outline Tools** group, select **Promote**.

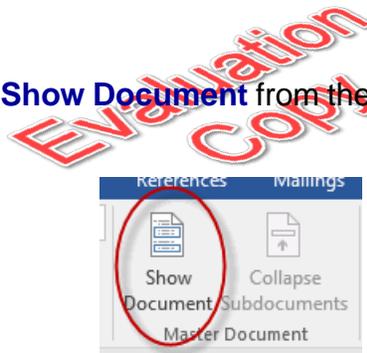


❖ 1.9.2. Creating a Master Document

You can create a master document and then insert subdocuments in it in Outline view.

To create a master document:

1. In Outline view, select **Show Document** from the **Master Document** group of the **Outlining** tab.



2. Insert subdocuments into the master document.

Inserting Subdocuments into a Master Document

To insert subdocuments into a master document, from the **Outlining** tab, in the **Master Document** group, select **Insert**, and then locate and select documents to link.



Conclusion

In this lesson, you learned to add and update a table of contents and to add footnotes and add endnotes. You also learned to insert citations and update a bibliography and to mark entries and insert an index into a document, as well as create an outline.

LESSON 2

Review and Collaborating on Documents

Topics Covered

- Adding comments.
- Tracking changes.
- Viewing changes, additions and comments.
- The **Reviewing** pane.
- Showing changes.
- Accepting and rejecting changes.

Introduction

In this lesson, you will learn to add and work with comments, to track changes and set and change tracking options, to view changes, additions and comments, to use the **Reviewing pane**, to choose what changes to show, and to accept and reject changes.



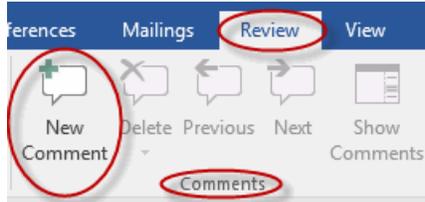
2.1. Adding Comments

When collaborating on a document it is often useful to be able to explain why something has been done in a certain way, or to ask a question about something in the document, or in some other way comment on something in the document. However, the explanation, question or comment doesn't really belong in the document itself. Microsoft Word's **comments** enable you to share your thoughts with those of whom you are collaborating without changing the document itself.

Word attributes comments to the person writing them using the user name and initials with which the copy of Microsoft Word used to add the comments has been personalized. To change the settings, click **File > Options > General** (in Microsoft Word 2007, click the **Microsoft Office** button and then click **Word Options**), and then look for *Personalize your copy of Microsoft Office*.

To add comments to a Microsoft Word document:

1. Place your cursor in or next to the word where you would like your comment to show up. To comment on a section of text, select the text.
2. Click the **Review** tab and from the **Comments** group, click **New Comment**:



3. Enter your comment.

Note that when you add a comment:

1. The word or section on which you are commenting is automatically highlighted:

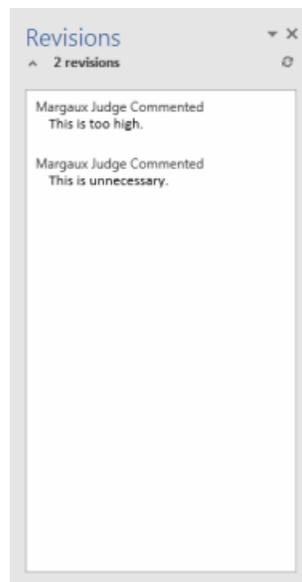
The word or section on which you are commenting is automatically highlighted.

Working with Comments

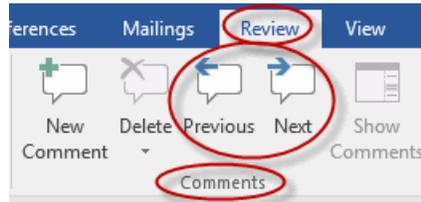
Evaluation Copy

To select comments, do one of the following:

- Select the comment by clicking it in the **Revisions** pane:



- On the **Review** tab, in the **Comments** group, use the **Previous** and **Next** commands:



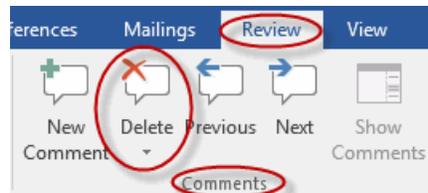
Word 2007 and 2010

In Microsoft Word 2007 and 2010, you can also select a comment by doing the following: within the document, place your cursor in the highlighted area of the text on which you have commented:

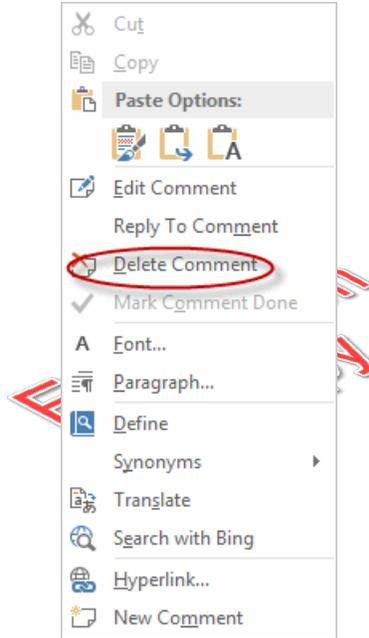
The word or section on which you are commenting is automatically highlighted [DD1].

To delete comments, do one of the following:

- On the **Review** tab, in the **Comments** group, click the **Delete** command:



- Place your cursor in the comment, right-click and select **Delete Comment**:



Exercise 5: Adding Comments to a Document

 5 to 15 minutes

In this exercise, you will add comments to a document and will use the comments commands to select and delete a comment.

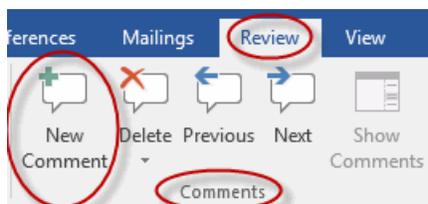
1. Navigate to the Word2016.3/Exercises folder and open General Terms and Conditions.docx.
2. Add the following comments to the document.
 - A. Section 1 states that the contract must be signed and returned within 15 days. Add a comment stating that this should be 30 days.
 - B. Section 2 states that interest on unpaid amounts shall accumulate at 18%. Add a comment stating that this is too high.
 - C. Add a comment highlighting Section 5 and noting that it is unnecessary.
3. Use the comments commands to move to the first comment and delete it.
4. Save the document.

Solution

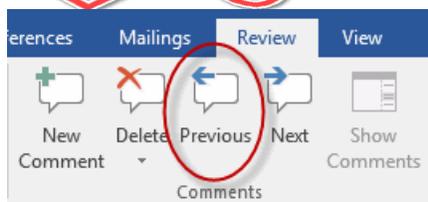
1. Place your cursor in Section 1 next to “15 days”:

1) **Time for acceptance of agreement:** This agreement and general terms must be signed and returned to the contractor within 15 days of the date or contract will be deemed null and void. Acceptance by contractor of this agreement depends upon approval of customer by the credit department. The Agreement consists of both the contract and these general terms and conditions.

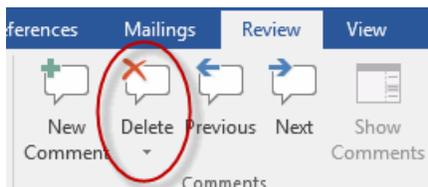
2. Click the **Review** tab and from the **Comments** group, click **New Comment**:



3. Enter a comment.
4. Repeat steps 1 through 3 to enter the second and third comments. **Note:** for the third comment, you will need to highlight section 5 instead of just placing your cursor within the section.
5. Click the **Review** tab and from the **Comments** group, click **Previous** twice to select the first comment:



6. Click the **Review** tab and from the **Comments** group, click **Delete**:



7. Save the document as we will continue to build on this document in future exercises.



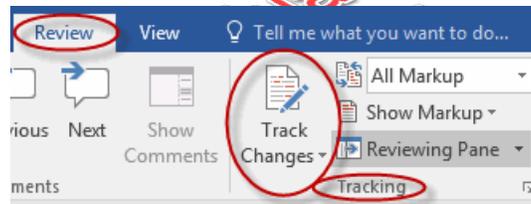
2.2. Tracking Changes

It is often useful for other people to be able to see exactly what you have changed in a document. When you select **Track Changes** in a Microsoft Word document, all changes are tracked, including:

1. Insertions
2. Deletions
3. Moved Text
4. Formatting Changes
5. Changes to Comments
6. Changes to Borders

To track changes in a Microsoft Word document:

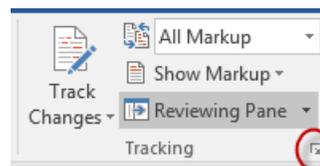
1. Click the **Review** tab and from the **Tracking** group, click **Track Changes**:



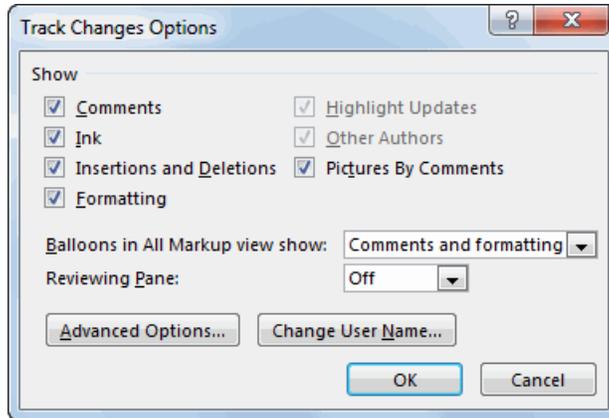
2. To stop tracking changes, click **Track Changes** again.

To change the way changes to your document are shown:

1. Click the **Tracking** group dialog box launcher.

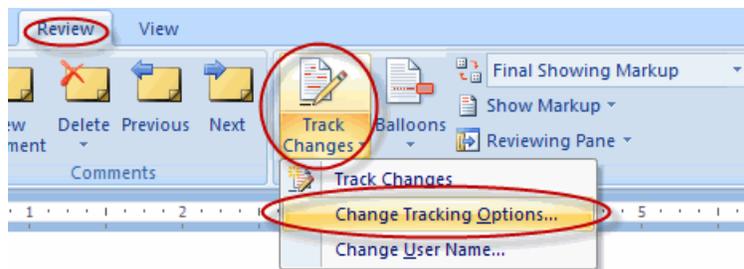


2. Use the **Track Changes Options** dialog to choose how you would like various changes to appear:



Word 2007 and 2010

In Microsoft Word 2007 and 2010, to open the **Track Changes Options** dialog box, click the **Review** tab and from the **Tracking** group, click the **Track Changes** drop-down arrow and then select **Change Tracking Options**:



Exercise 6: Tracking Changes

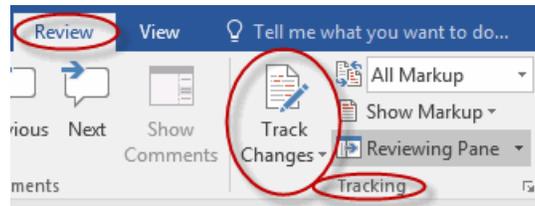
 5 to 10 minutes

In this exercise, you will use Track Changes to track insertions, deletions and formatting changes.

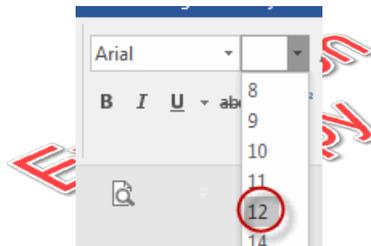
1. Open or go to General Terms and Conditions.docx
2. Turn on Track Changes and make the following changes:
 - A. In Section 11 (Assignment) add the following text at the end of the sentence: “without the prior written consent of both parties.”
 - B. Delete Section 10 (Excess Materials).
 - C. Change the font size of “General Terms and Conditions” from 7 to 12 (in the body of the document, not the header).
3. Save your changes as we will be using this document in future exercises.

Solution

1. Click the **Review** tab and from the **Tracking** group, click **Track Changes**:



2. Place your cursor in Section 11 at the end of the sentence, before the period, and enter “without the prior written consent of both parties.”
3. Select all text in Section 10 and press **Delete**.
4. Select “General Terms and Conditions” (at the top of the body of the document, not in the header) and click on the **Home** tab and from the **Font** group, click the **Font Size** drop-down arrow and select **12**:



5. Save your changes as we will be using this document in future exercises.



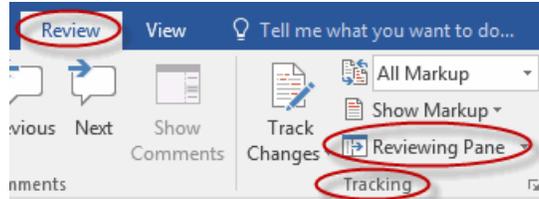
2.3. Viewing Changes, Additions, and Comments

The Reviewing Pane

The reviewing pane shows all insertions, deletions, formatting changes and other changes, as well as all comments, in a separate window. You can move from one change to another in your document by selecting the change in the reviewing pane.

To show or hide the **Reviewing** pane:

1. Click the **Review** tab and from the **Tracking** group, click **Reviewing Pane**:

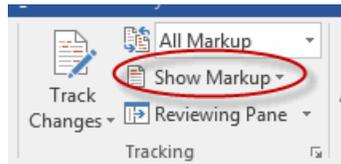


2. Click it a second time to hide (or show) it.

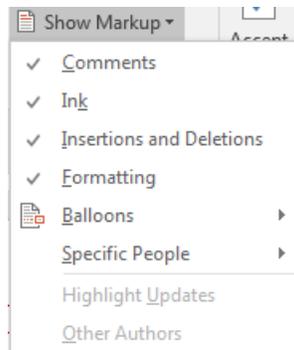
Choosing what Changes to Show

If a document is heavily marked up, it is often useful to focus exclusively on certain types of changes or markup. To choose what markups to show and to how you want to see them:

1. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:



2. In the **Show Markup** drop-down list, select or deselect items by clicking them:



The **Show Markup** command allows you to show or hide the following things:

1. Comments
2. Ink
3. Insertions and Deletions
4. Formatting

The **Show Markup** command also allows you to choose:

1. Where to see markup: inline or in balloons.
2. Whose comments to see. Select **All Reviewers** or only those reviewers whose markup you wish to review.

Viewing Different Versions

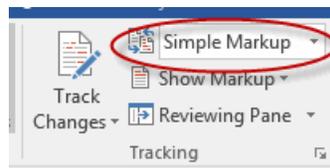
You can easily switch back and forth between the original and final versions of a document, both with or without markup showing. Specifically, you can display a document in the following ways:

1. **Simple Markup**. Cleaned up version of the document with changes indicated. To see the changes, click a red change indicator line on the left (this is a new feature in Word 2013).
2. **All Markup**. The final document, with all proposed changes showing.
3. **No Markup**. The final document, without proposed changes showing.
4. **Original**. The original document, without proposed changes showing.

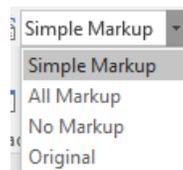
These options differ slightly in Word 2007 and 2010.

To change the way a document is displayed:

1. Click the **Review** tab and from the **Tracking** group, click **Simple Markup** (the **Display for Review** command) (in Word 2007/2010, choose **Final: Show Markup**):



2. From the **Display for Review** drop-down list, select one of the options:



Exercise 7: Viewing Markup

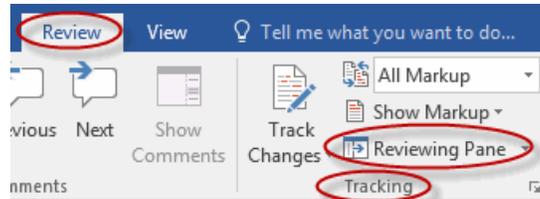
 10 to 20 minutes

In this exercise, you will use the **Reviewing** pane to locate changes in a document, use the **Show Markup** command to show various changes, and use the **Display for Review** command to display the document before, after and with markup.

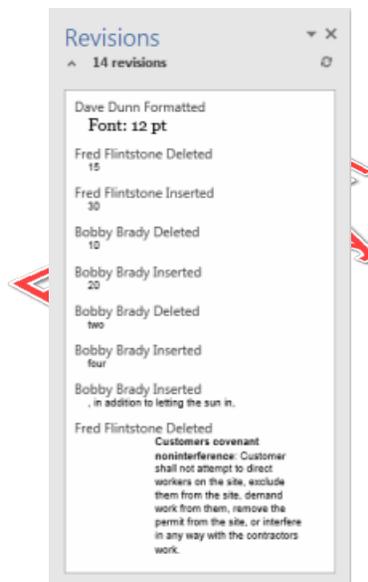
1. Open or go to `General Terms and Conditions.docx`
2. Show the **Revisions** pane. If it is already showing, hide it and then show it again.
3. Locate the place where text was inserted into the document by clicking it in the **Revisions** pane.
4. Use the **Show Markup** command to:
 - A. Show only comments.
 - B. Show only formatting changes.
 - C. Show only insertions and deletions.
 - D. Show revisions in balloons (if revisions are already showing in balloons, then switch to showing them inline).
5. Use the **Display for Review** command to:
 - A. Display the original version of the document.
 - B. Display the final version of the document with all markup showing.
 - **Hint:** markup which is not checked when clicking the **Show Markup** command will not show up in any of the **Display for Review** options.
 - C. Display the final version of the document without markup showing.
6. Save your changes as we will be using this document in future exercises.

Solution

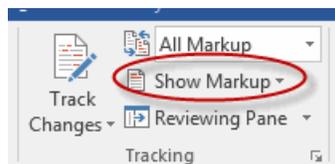
1. Open or go to the document.
2. Click the **Review** tab and from the **Tracking** group, click **Reviewing Pane**:



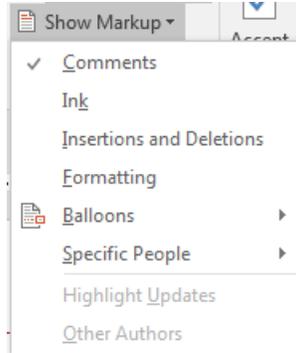
3. In the **Revisions** pane, locate the inserted text and click it:



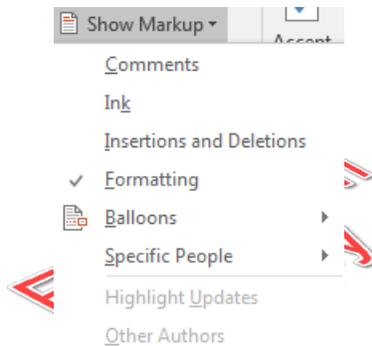
4. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:



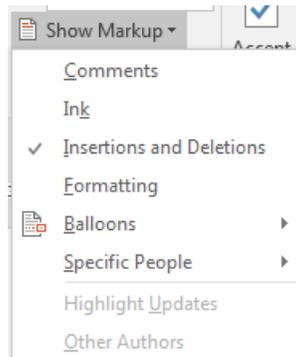
- A. In the **Show Markup** drop-down list, deselect all items except **Comments** by clicking them:



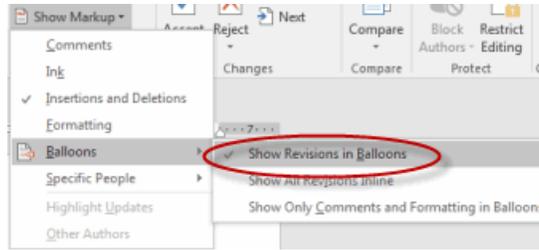
- B. In the **Show Markup** drop-down list, deselect **Comments** and select **Formatting** by clicking them:



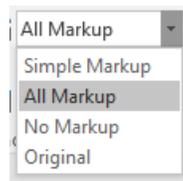
- C. In the **Show Markup** drop-down list, deselect **Formatting** and select **Insertions and Deletions** by clicking them:



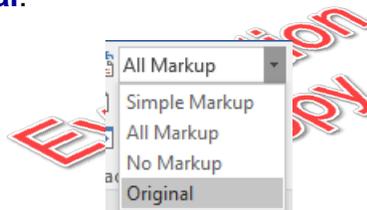
- D. In the **Show Markup** drop-down list, select **Balloons** and then **Show Revisions in Balloons**:



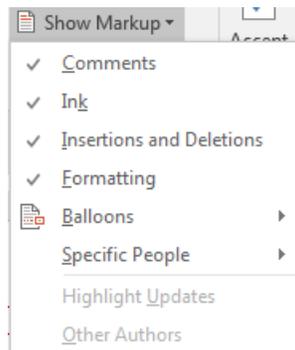
5. Click the **Review** tab and from the **Tracking** group, click **All Markup** (the **Display for Review** command):



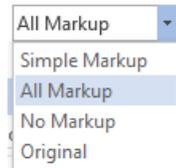
- A. Select **Original**:



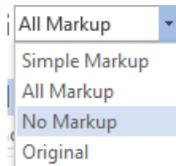
- B. In the **Show Markup** drop-down list, select all unselected items by clicking them:



- C. Click **Simple Markup** (the **Display for Review** command) and select **All Markup** (in Word 2007/2010, select **Final: Show Markup**):



- D. Click **Simple Markup** (the **Display for Review** command) and select **No Markup** (in Word 2007/2010, select **Final**):



6. Save your changes as we will be using this document in future exercises.



2.4. Accepting and Rejecting Changes

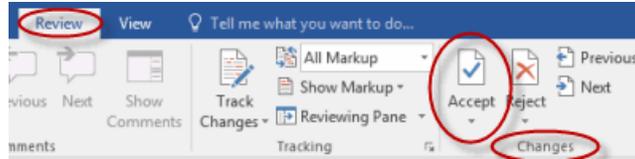
The ability to track changes in a document is very helpful when collaborating on documents. However, someone ultimately has to finalize the document, and in so doing they have to decide whether to accept or reject the changes that have been recommended and made.

There are four options available for accepting and rejecting changes:

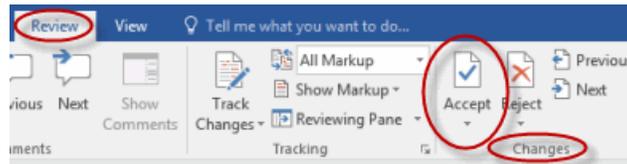
1. **Accept / Reject and Move to Next.** Use these to accept or reject a change and jump to the next change in the document.
2. **Accept / Reject.** Use these to accept or reject just one change.
3. **Accept / Reject All Changes Shown.** Use this option to accept or reject changes in groups based on the type of change or based on the reviewer.
4. **Accept / Reject All Changes in Document.** Use this option to accept or reject all changes in the document.

To accept changes in a Microsoft Word document:

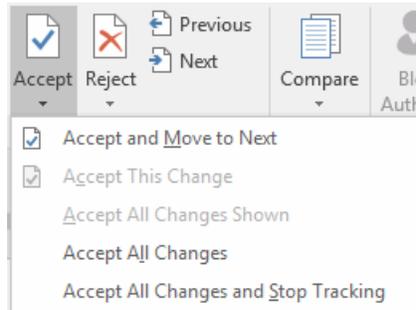
1. Click the **Review** tab and from the **Changes** group, click **Accept**:



- A. Click **Accept** on the top to accept the change and move to the next change.

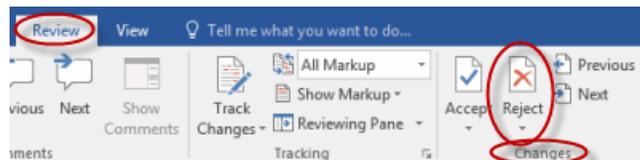


- B. Click **Accept** on the bottom to accept a change and not move to the next change, to accept all changes shown or, or to accept all changes in the document.



To reject changes in a Microsoft Word document:

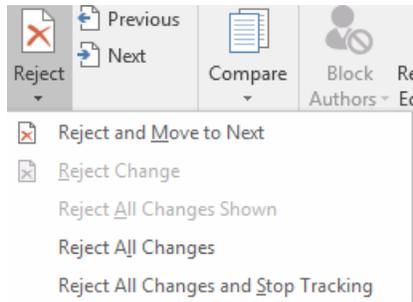
1. Click the **Review** tab and from the **Changes** group, click **Reject**:



- A. Click **Reject** on the top to reject the change and move to the next change.

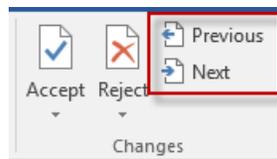


- B. Click **Reject** on the bottom to reject a change and not move to the next change, to reject all changes shown, or to reject all changes in the document.



To move between changes in a Microsoft Word document:

1. Click the **Review** tab and from the **Changes** group, click **Previous** to move to the previous change and click **Next** to move to the next change:



Exercise 8: Accepting and Rejecting Changes

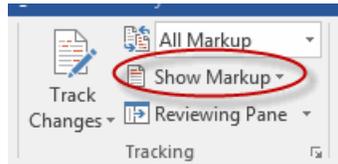
 15 to 25 minutes

In this exercise, you will accept and reject changes by reviewer and type.

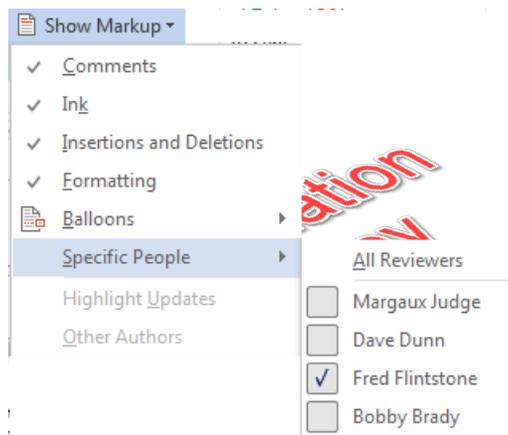
1. Navigate to the Word2016.3/Exercises folder and open General Terms and Conditions2.docx.
2. Reject all changes made by Fred Flintstone.
3. Accept all formatting changes.
4. Accept all changes except the deletion of Section 10 (Excess Materials), which should be rejected.
5. Save the document.

Solution

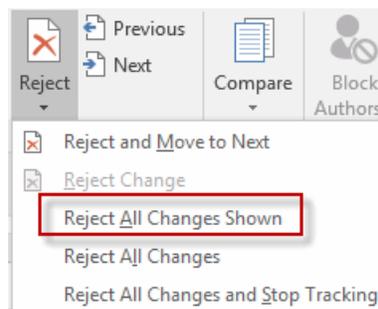
1. Open the document.
2. To reject all changes made by Fred Flintstone:
 - A. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:



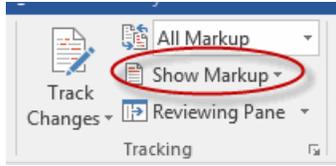
- B. Deselect Dave Dunn, Bobby Brady, and Margaux Judge by clicking their names (you will need to do one and then the other), so that only Fred Flintstone's changes will show:



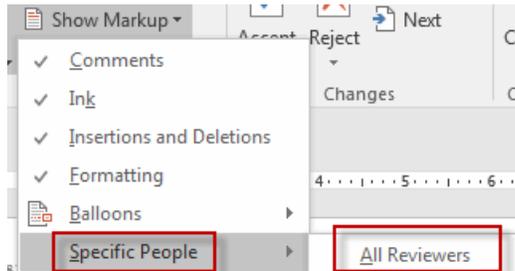
- C. In the **Changes** group, click the **Reject** drop-down and then **Reject All Changes Shown**:



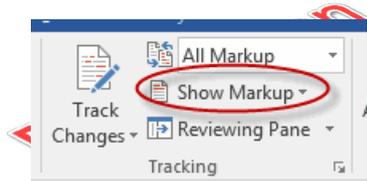
3. To accept all formatting changes:
 - A. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:



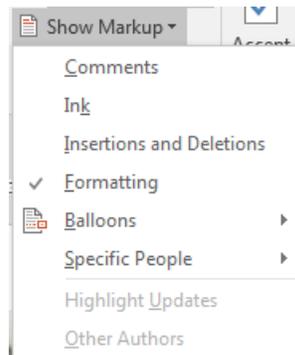
B. Select **All Reviewers**:



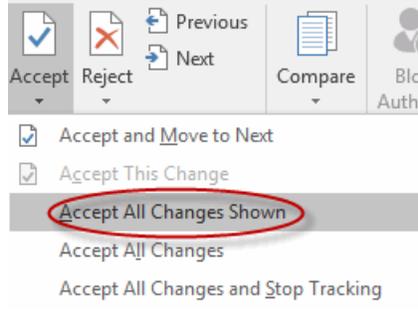
C. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:



D. Deselect all options except **Formatting** (you will need to deselect each item individually):

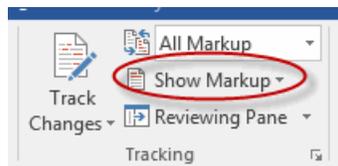


E. In the **Changes** group, click the **Accept** drop-down and then **Accept All Changes Shown**:

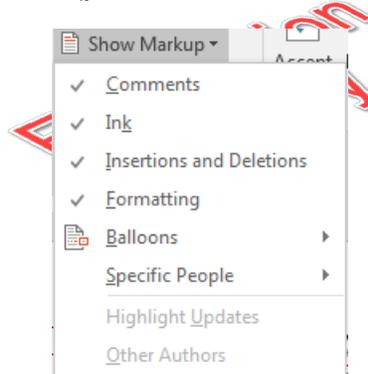


4. To reject the change to Section 10 and accept all other changes:

A. Click the **Review** tab and from the **Tracking** group, click **Show Markup**:

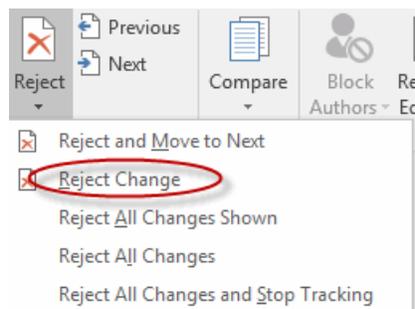


B. Select each option (you will need to select each item individually):

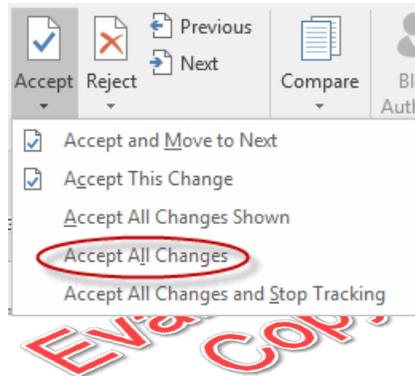


C. Place your cursor in Section 10.

D. In the **Changes** group, click the **Reject** drop-down and select **Reject Change**:



- E. In the **Changes** group, click the **Accept** drop-down and then **Accept All Changes** (in Word 2007/2010, the option is **Select All Changes in Document**):



5. Save the document.

Conclusion

In this lesson, you learned to add and delete comments, to track changes and set and change tracking options, and to view changes, additions and comments. You also learned to use the **Reviewing** pane, to view markup, and to accept and reject changes.

LESSON 3

Comparing and Combining Documents

Topics Covered

- Comparing document versions.
- Combining document versions.

Introduction

In this lesson, you will learn to compare documents to find out what has changed between different versions of a document, and to combine documents to gather revisions made by various individuals into a single document.



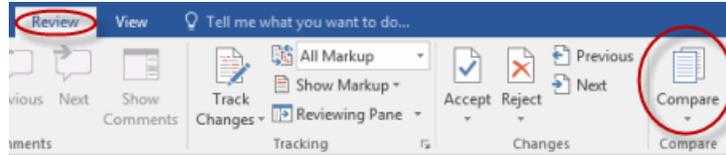
3.1. Comparing Documents

It is often helpful to compare one version of a document to another to see what has changed. For example:

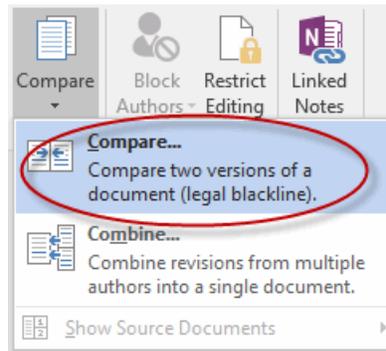
1. An employee in the marketing department might create a document highlighting the benefits of a product and send it to a manager for review. The manager then makes a lot of changes, without tracking them, and returns it to the employee. To quickly find out what the manager changed, the employee can compare the original document with the version received back from the manager.
2. An individual sends a legal agreement to another person, who makes changes and returns it. To quickly find out what the person changed, the first individual can compare the original agreement with the version received back from the second person.

To compare two documents:

1. From within any Microsoft Word document (it does not have to be one of the ones you are comparing, but it can be), click the **Review** tab and then click the **Compare** command:

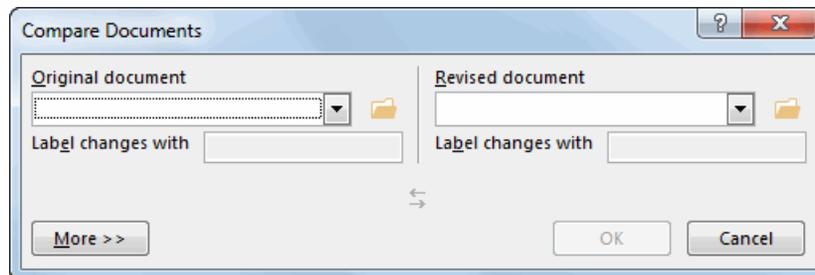


2. Select **Compare**:

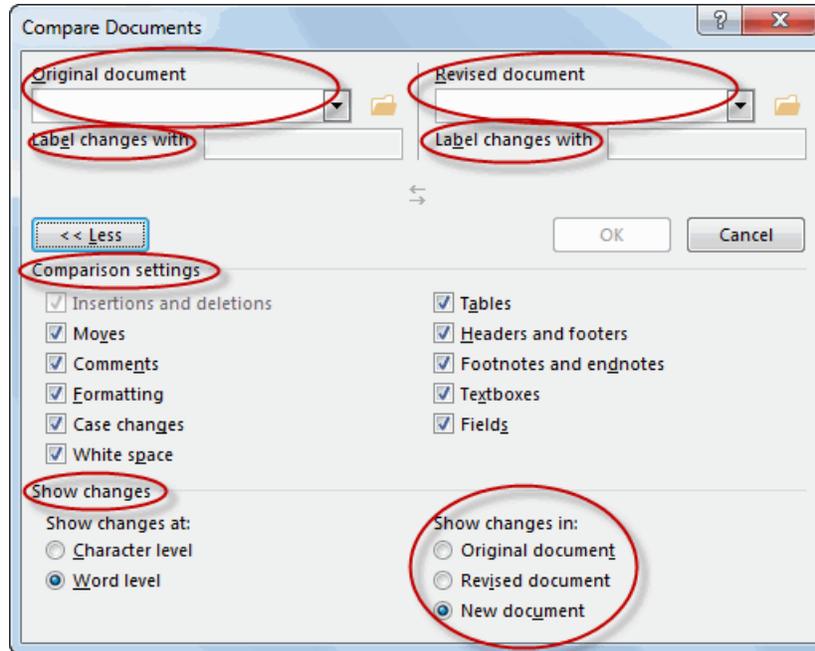


3. In the **Compare Documents** dialog box:

- A. Choose the original and revised documents you wish to compare.
- B. In the **Label unmarked changes with** boxes, Word will suggest who to attribute changes to. You can edit this if you want.
- C. Under **Comparison settings**, deselect anything you do not wish to check. By default, Word checks for all types of changes.
 - i. If necessary, click the **More>>** button to display the Comparison settings:



- D. In the **Show changes** section, you can choose to show changes in the original document, the revised document or in a new document. The default selection is a new document:



4. Click **OK** to compare the documents. Differences will show up as tracked changes. The image below shows what they might look like:

Dave Dunn
1977 ~~Reek~~Disco Lane
~~Recordville~~Albumville, NY 12345

July ~~8~~20, 2011

~~Artist~~Address

~~Neil~~ Young
~~Freedom~~ Road
~~Crosby~~ Lane, MI 12345

Dear ~~First-Name~~Neil,

I have been listening to your albums for over 30 years and just wanted to write a quick note to let you know how much I appreciate your music. I especially like ~~ALBUM~~Harvest Moon. Anyway, thanks for all the good times. Listening to your music has made my life more fun!

Sincerely,

Dave

Exercise 9: Comparing Documents

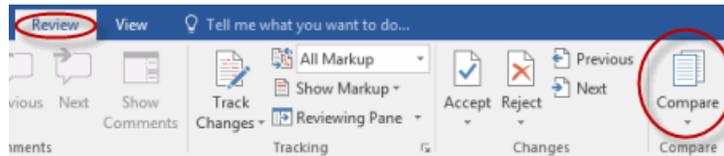
 5 to 10 minutes

In this exercise, you will compare an original document with a revised version of the same document.

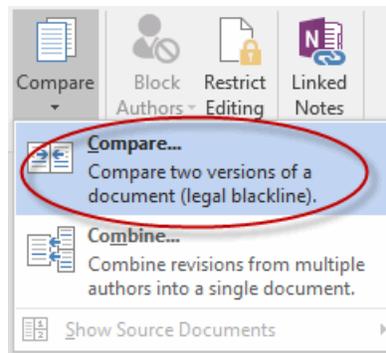
1. Open a blank Microsoft Word document or go to any Microsoft Word document you already have open.
2. Compare General Terms and Conditions.docx with General Terms and Conditions3.docx, both of which are located in the Word2016.3/Exercises folder.
3. Close the document without saving.

Solution

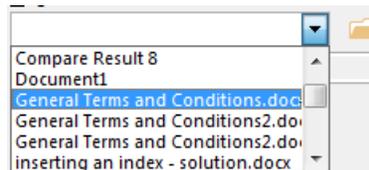
1. Open a blank Microsoft Word document or go to any Word document you already have open.
2. Click the **Review** tab and then click the **Compare** command:



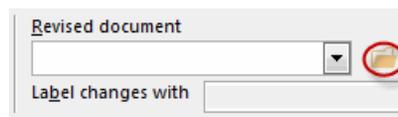
3. Select **Compare**:



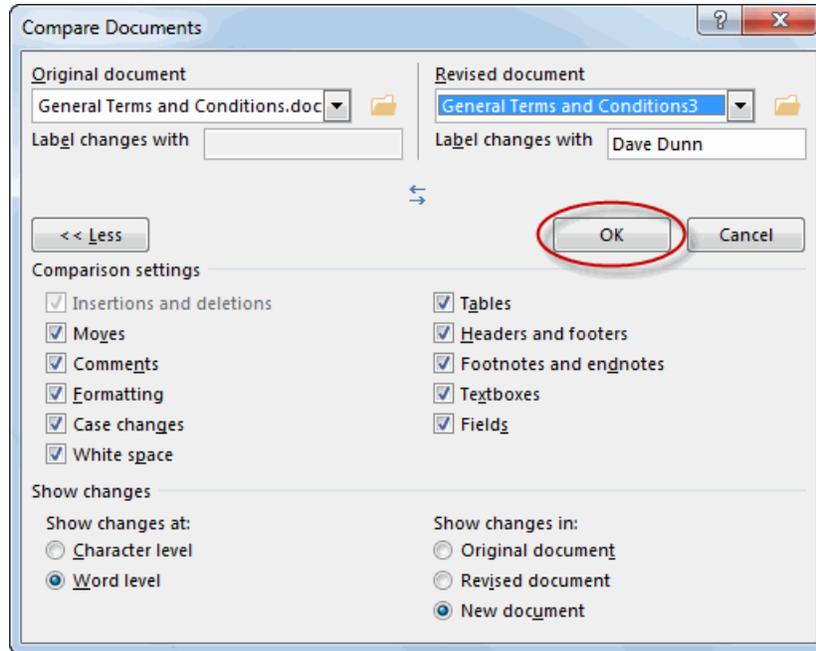
4. In the **Original document** selection box, click the drop-down arrow to view recently used files and select General Terms and Conditions.docx



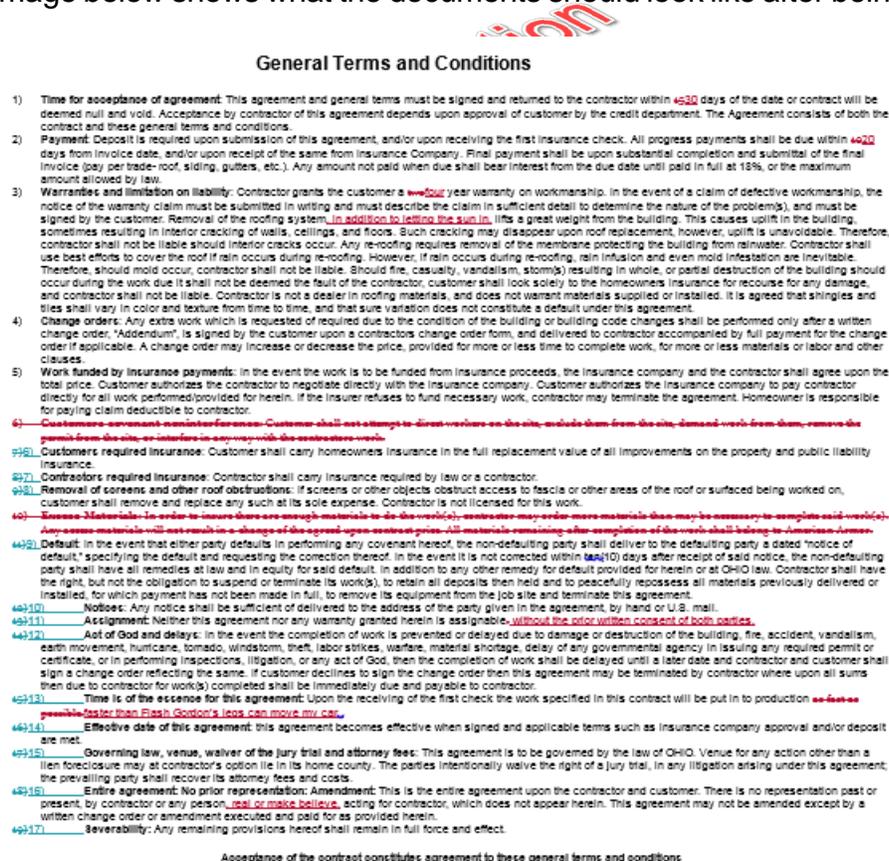
5. To the right of the **Revised document** selection box, click the folder and navigate to the Word2016.3/Exercises folder and open General Terms and Conditions3.docx



6. Click **OK**:



7. The image below shows what the documents should look like after being compared:



8. Close the document without saving.



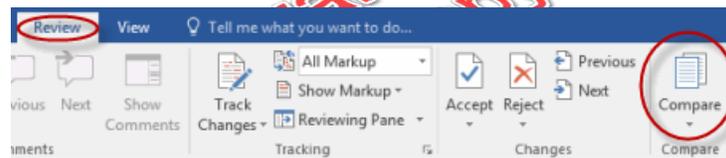
3.2. Combining Documents

It is often helpful to combine documents to view changes from multiple sources in one document. For example:

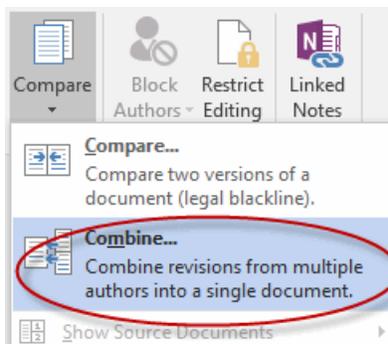
1. An employee in the marketing department might create a document highlighting the benefits of a product and send it to two different people at their company to review, both of whom make changes and return updated documents to the employee. To avoid going through each document individually, the employee can combine the documents.

To combine two documents:

1. From within any Microsoft Word document (it does not have to be one of the ones you are comparing, but it can be), click the **Review** tab and then click the **Compare** command:

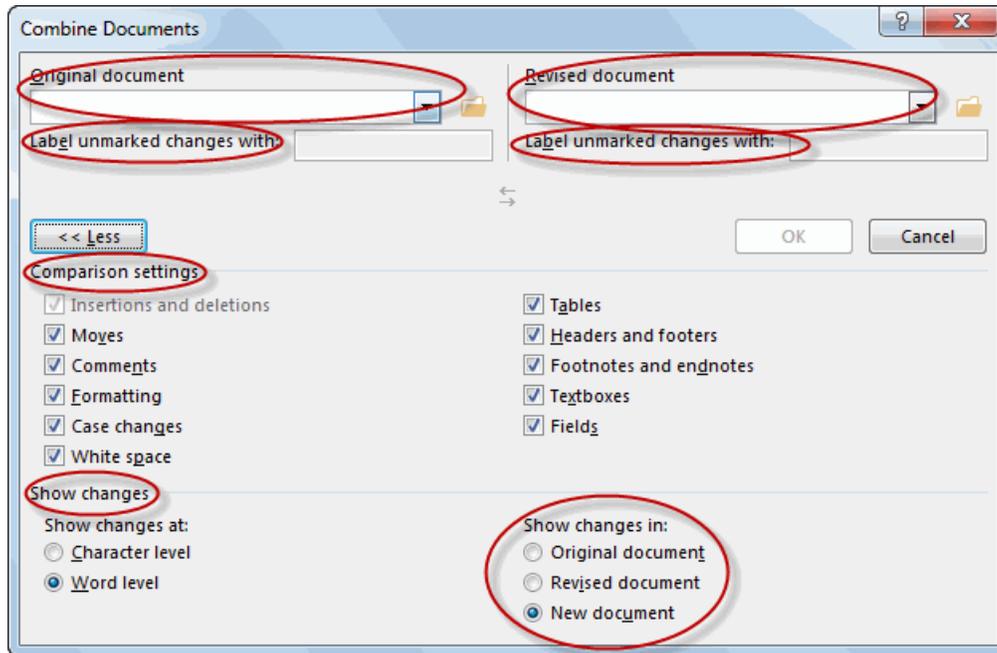


2. Select **Combine**:

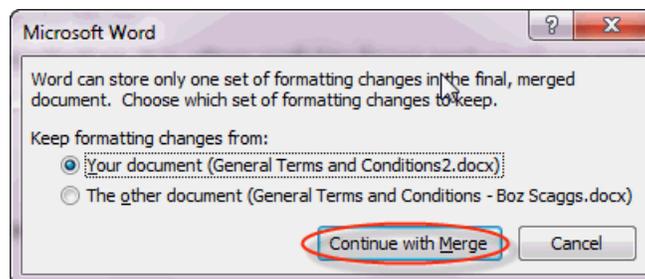


3. In the **Combine Documents** dialog box:
 - A. Choose the original and revised documents you wish to combine.

- B. In the **Label unmarked changes with** boxes, Word will suggest who to attribute changes to. You can edit this if you want.
- C. Under **Comparison settings**, deselect anything you do not wish to check. By default, Word checks for all types of changes.
- D. In the **Show changes** section, you can choose to show changes in the original document, the revised document or in a new document. The default selection is a new document:



- 4. Click **OK** to compare the documents. Differences will show up as tracked changes.
- 5. If both documents contain formatting changes, Word will ask you to choose which formatting changes to keep. Select one of the documents and then press **Continue with Merge**:



- 6. The image below shows what they might look like:

PERENNIALS

Perennials

Columbine



Special features/Features: Attracts Hummingbirds, Deer Resistant

Description: One of those elite perennials graced with elegant beauty and hardscrabble toughness. Ferny rosettes emerge in early spring; the long-spurred, nodding red and yellow flowers stretch into bloom ahead of many other garden perennials. Often found in the wild on shale cliffs, roadcuts and in rocky soil in dappled shade, columbines can handle any conditions except permanent standing water. Like white wood aster, they do well in dry shade but really turn it on in good soil. Self sows passively, allowing you time to decide where you want new seedlings to establish, and which ones to eradicate.

Exercise 10: Combining Documents

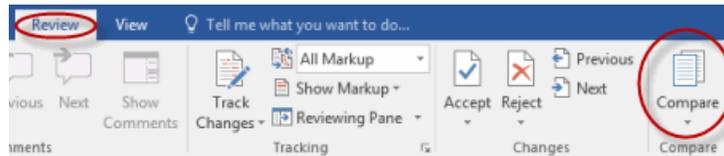
 5 to 10 minutes

In this exercise, you will combine changes from two versions of a document.

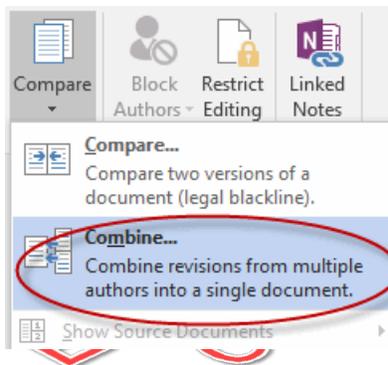
1. Open a blank Microsoft Word document or go to any Word document you already have open.
2. Combine General Terms and Conditions2.docx with General Terms and Conditions - Boz Scaggs.docx, both of which are located in the Word2016.3/Exercises folder.
 - A. Keep the formatting changes suggested by Boz Scaggs.
3. Close the document without saving.

Solution

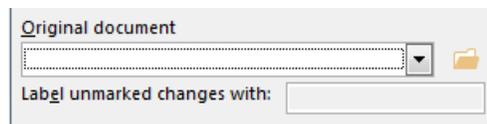
1. Open a blank Microsoft Word document or go to any Word document you already have open.
2. Click the **Review** tab and then click the **Compare** command:



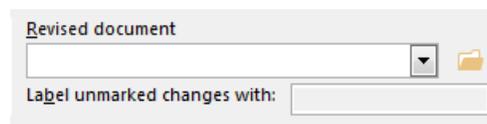
3. Select **Combine**:



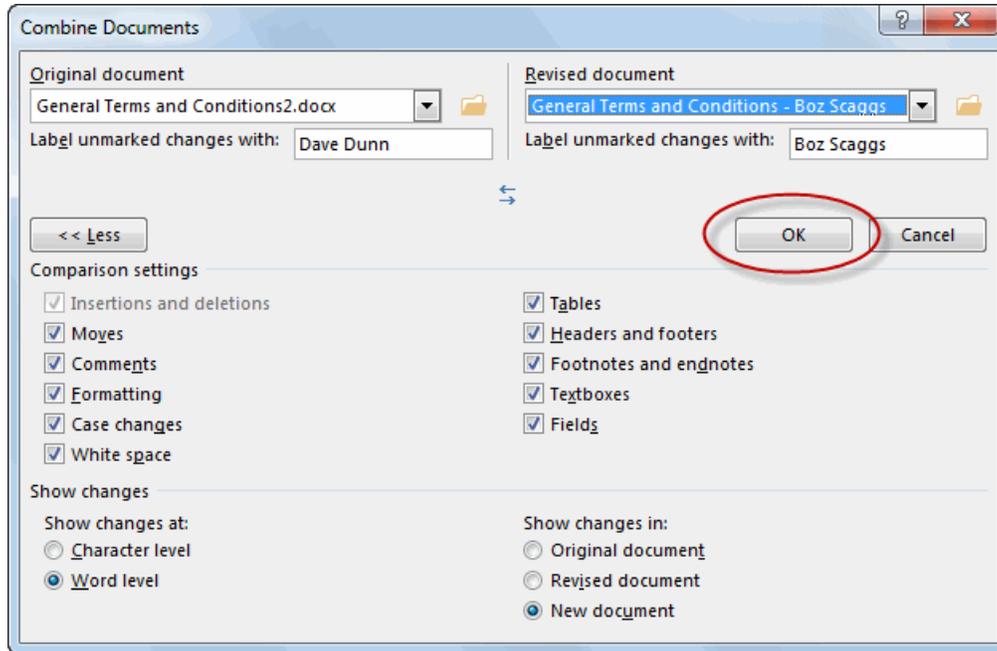
4. To the right of the **Original document** selection box, click the folder icon and navigate to the Word2016.3/Exercises folder and open General Terms and Conditions2.docx:



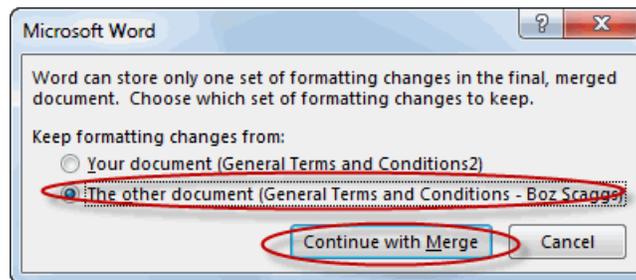
5. To the right of the **Revised document** selection box, click the folder icon and navigate to the Word2016.3/Exercises folder and open General Terms - Boz Scaggs.docx:



6. Click **OK**:



7. In the dialog box that opens, select “The other document (General Terms and Conditions - Boz Scaggs.docx)” and click **Continue with Merge**:



8. The image below shows what the documents should look like after being combined:

General Terms and Conditions

- 1) **Time for acceptance of agreement:** This agreement and general terms must be signed and returned to the contractor within ~~40~~45-30 days of the date of contract will be deemed null and void. Acceptance by contractor of this agreement depends upon approval of customer by the credit department. The Agreement consists of both the contract and these general terms and conditions.
- 2) **Payment:** Deposit is required upon submission of this agreement, and/or upon receiving the first insurance check. All progress payments shall be due within ~~40-20~~40-20 days from invoice date, and/or upon receipt of the same from Insurance Company. Final payment shall be upon substantial completion and submittal of the final invoice (say per trade- roof, siding, gutters, etc.). Any amount not paid when due shall bear interest from the due date until paid in full at 15%, or the maximum amount allowed by law.
- 3) **Warranties and limitation on liability:** Contractor grants the customer a ~~two-~~five-year warranty on workmanship. In the event of a claim of defective workmanship, the notice of the warranty claim must be submitted in writing and must describe the claim in sufficient detail to determine the nature of the problem(s), and must be signed by the customer. Removal of the roofing system, ~~in addition to lifting the sum in,~~ lifts a great weight from the building. This causes uplift in the building, sometimes resulting in interior cracking of walls, ceilings, and floors. Such cracking may disappear upon roof replacement, however, uplift is unavoidable. Therefore, contractor shall not be liable should interior cracks occur. Any re-roofing requires removal of the membrane protecting the building from rainwater. Contractor shall use best efforts to cover the roof if rain occurs during re-roofing. However, if rain occurs during re-roofing, rain infusion and even mold infestation are inevitable. Therefore, should mold occur, contractor shall not be liable. Should fire, casualty, vandalism, storm(s) resulting in whole, or partial destruction of the building should occur during the work due it shall not be deemed the fault of the contractor; customer shall look solely to the homeowner's insurance for recourse for any damage, and contractor shall not be liable. Contractor is not a dealer in roofing materials, and does not warrant materials supplied or installed. It is agreed that shingles and tiles shall vary in color and texture from time to time, and that such variation does not constitute a default under this agreement.
- 4) **Change orders:** Any extra work which is requested or required due to the condition of the building or building code changes shall be performed only after a written change order, "Addendum", is signed by the customer upon a contractor's change order form, and delivered to contractor accompanied by full payment for the change order if applicable. A change order may increase or decrease the price, provided for more or less time to complete work, for more or less materials or labor and other clauses.
- 5) **Work funded by insurance payments:** In the event the work is to be funded from insurance proceeds, the Insurance company and the contractor shall agree upon the total price. Customer authorizes the contractor to negotiate directly with the insurance company. Customer authorizes the insurance company to pay contractor directly for all work performed/provided for herein. If the insurer refuses to fund necessary work, contractor may terminate the agreement. Homeowner is responsible for paying claim deductible to contractor.
- 6) ~~Customer's oversight and/or inexperience. Customer shall not attempt to direct workers on the site, exclude them from the site, demand work from them, remove the permit from the site, or interfere in any way with the contractor's work.~~
- 7) ~~Customer's required insurance:~~ Customer shall carry homeowner's insurance in the full replacement value of all improvements on the property and public liability insurance.
- 8) ~~Contractor's required insurance:~~ Contractor shall carry insurance required by law or a contractor.
- 9) ~~Removal of screens and other roof obstructions:~~ If screens or other objects obstruct access to fascias or other areas of the roof or surfaced being worked on, customer shall remove and replace any such at its sole expense. Contractor is not licensed for this work.
- 10) ~~Excess Materials:~~ ~~in order to insure there are enough materials to do the work(s), contractor may order more materials than may be necessary to complete said work(s). Any excess materials will not result in a change upon contract price. All materials remaining after completion of the work shall belong to American Armor.~~See Section 6
- 11) ~~Default:~~ In the event that either party defaults in performing any covenant hereof, the non-defaulting party shall deliver to the defaulting party a dated "notice of default" specifying the default and requesting the correction thereof. In the event it is not corrected within ~~ten(10)~~ days after receipt of said notice, the non-defaulting party shall have all remedies at law and in equity for said default, in addition to any other remedy for default provided for herein or at OHIO law. Contractor shall have the right, but not the obligation to suspend or terminate its work(s), to retain all deposits then held and to peacefully repossess all materials previously delivered or installed, for which payment has not been made in full, to remove its equipment from the job site and terminate this agreement.
- 12) ~~Notice:~~ Any notice shall be sufficient if ~~it~~ delivered to the ~~address of the party given in the agreement.~~See Section 6 by hand or U.S. mail.
- 13) ~~Assignment:~~ Neither this agreement nor any warranty granted herein is assignable, ~~without the prior written consent of both parties.~~
- 14) ~~Act of God and delays:~~ In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, ~~See Section 6 contract,~~ tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, then the completion of work shall be delayed until a later date and contractor and customer shall sign a change order reflecting the same. If customer declines to sign the change order then this agreement may be terminated by contractor where upon all sums then due to contractor for work(s) completed shall be immediately due and payable to contractor.
- 15) ~~Time is of the essence for this agreement:~~ Upon the receiving of the first check the work specified in this contract will be put in to production ~~as fast as possible faster than Fresh Spout's lens can move my car.~~
- 16) ~~Effective date of this agreement:~~ this agreement becomes effective when signed and applicable terms such as insurance company approval and/or deposit are met.
- 17) ~~Governing law, venue, waiver of the jury trial and attorney fees:~~ This agreement is to be governed by the law of OHIO. Venue for any action other than a lien foreclosure may, at contractor's option lie in its home county. The parties intentionally waive the right of a jury trial, in any litigation arising under this agreement; the prevailing party shall recover its attorney fees and costs.
- 18) ~~Entire agreement:~~ No prior representation, ~~Amendment:~~ This is the entire agreement upon the contractor and customer. There is no representation past or present by contractor or any person, ~~real or make believe,~~ acting for contractor, which does not appear herein. This agreement may not be amended except by a written change order or amendment executed and paid for as provided herein.
- 19) ~~Severability:~~ Any remaining provisions hereof shall remain in full force and effect.

Acceptance of the contract constitutes agreement to these general terms and conditions

9. Close the document without saving.

Conclusion

In this lesson, you learned to compare documents to see what has changed between different versions of a document and to combine documents to see revisions made by various individuals in one document.

LESSON 4

Managing Mailings

Topics Covered

- Envelopes.
- Labels.
- Mail Merge.

Introduction

In this lesson, you will learn to create and print envelopes, to create and print labels, to use Mail Merge to print or email form letters to multiple recipients, and to select mail Merge recipients from an existing list.

*

4.1. Creating Envelopes and Labels

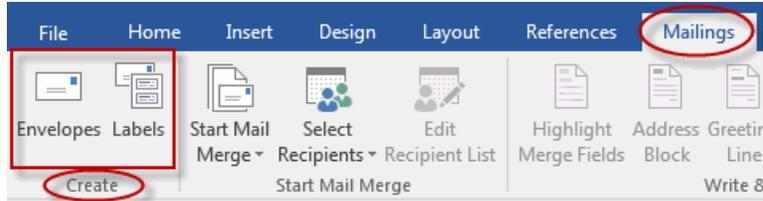
Printing individual envelopes and labels from Microsoft Word is easy. You can enter the delivery and return addresses or, if you use Microsoft Outlook, select them from your Outlook address book.

Some things to be aware of when creating envelopes and labels:

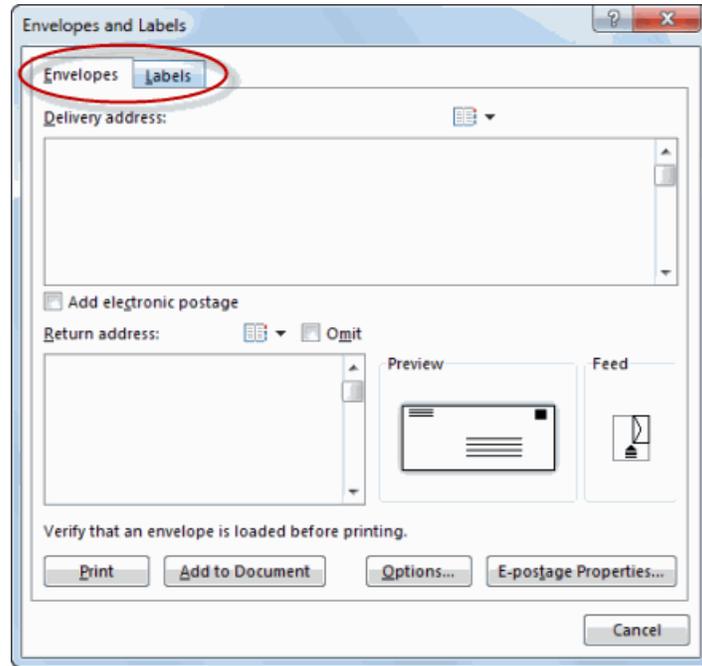
1. You need to have a document open in order to create an envelope or label.
2. If your document has the delivery address in it (e.g., a letter), Word will automatically insert that into the envelope or label. You can also select the address, then click **Envelopes** or **Labels**.
3. You can specify a standard return address in the Word options Advanced settings. Scroll to the bottom of the settings and enter a Mailing address in the General group.

To create envelopes and labels in Microsoft Word:

1. Click the **Mailings** tab and in the **Create** group, click **Envelopes** or **Labels**, both of which open the **Envelopes and Labels** dialog box:



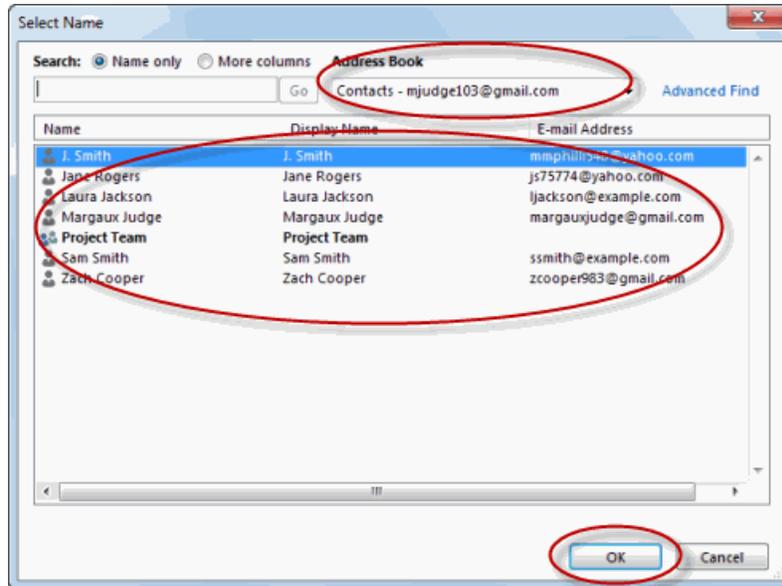
2. In the **Envelopes and Labels** dialog box, choose **Envelopes** or **Labels**:



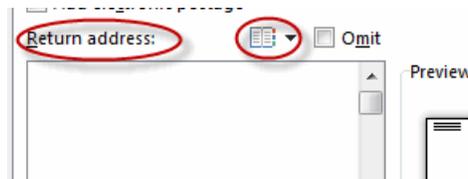
3. Envelopes:
 - A. Enter the **Delivery address** or click the address book icon to select an address:



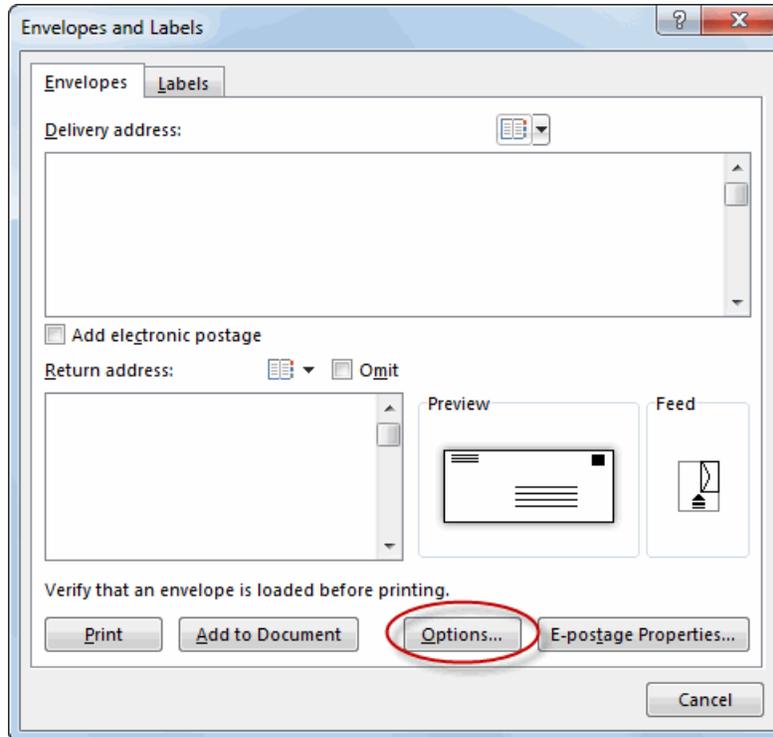
- B. If you click the address book icon, then you simply select the address book and individual in the **Select Name** dialog box and click **OK**:



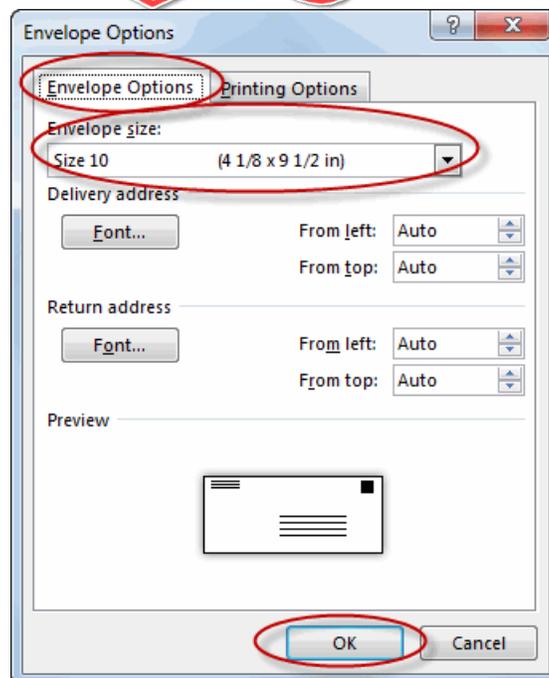
- C. Enter the **Return address** or click the address book icon to select an address:



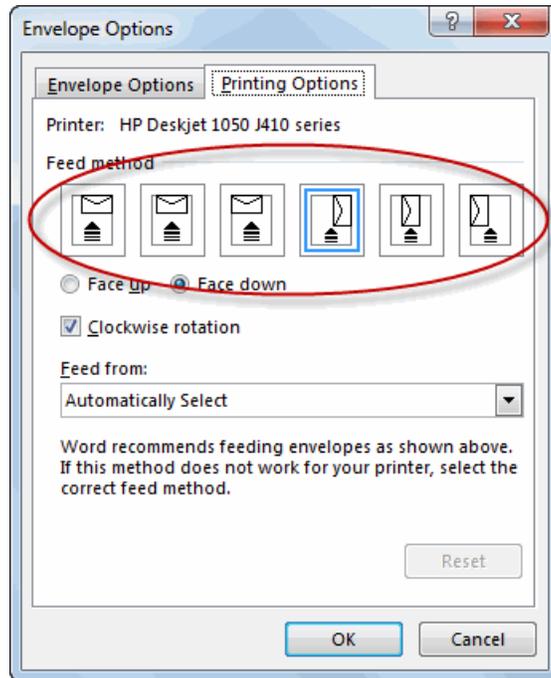
- D. Click **Options**:



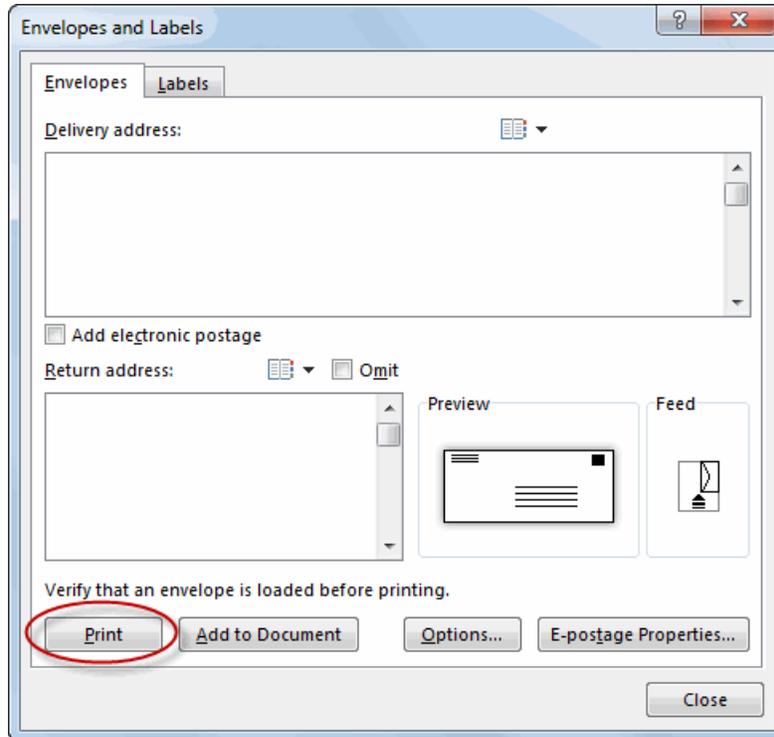
- i. On the **Envelope Options** tab of the **Envelope Options** dialog box, select the size envelope you will print to and click **OK**:



- ii. On the **Printing Options** tab of the **Envelope Options** dialog box, select the method via which you will feed the envelope into your printer and click **OK**:



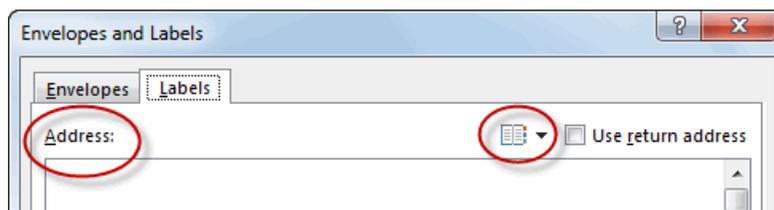
- iii. Click **Print** to print the envelope:



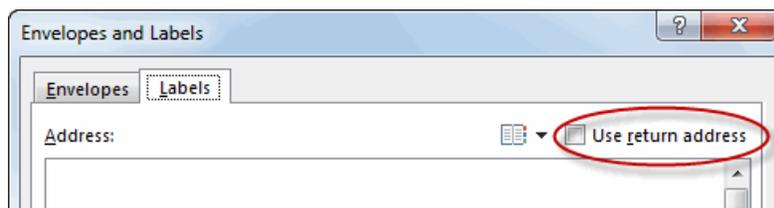
Evaluation
Copy

4. Labels:

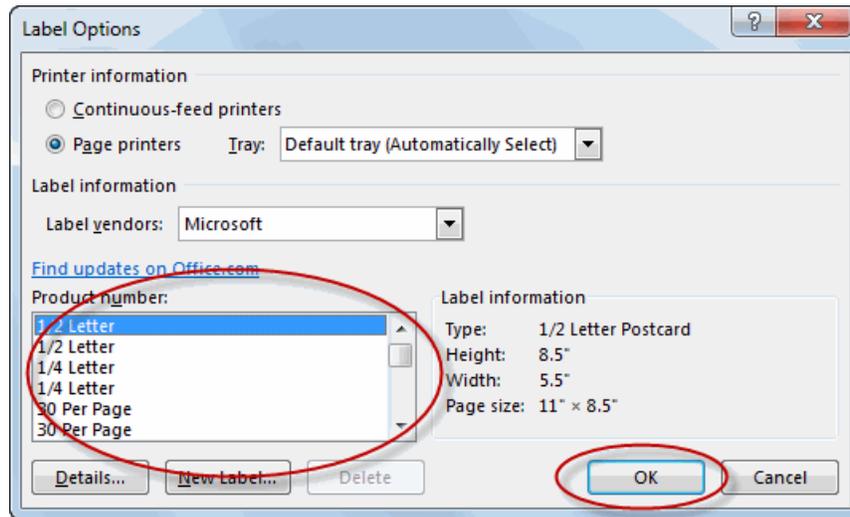
- A. Enter the **Address** or click the address book icon to select an address:



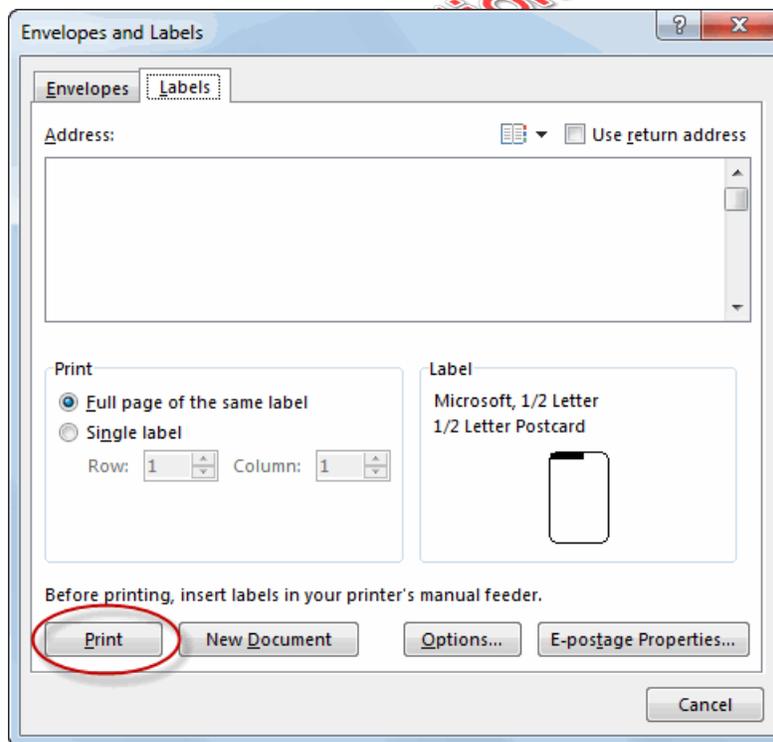
- B. If you already entered addresses on the **Envelopes** tab, the delivery address will already be filled in. You can switch to the return address by checking **Use return address**:



- C. Click **Options** to select the Labels product you will be printing to and click **OK**:



- D. Click **Print** to print the label:



Exercise 11: Printing an Envelope

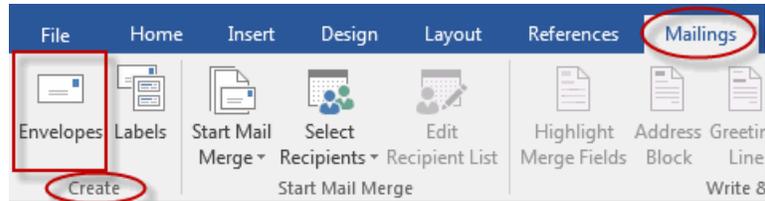
 5 to 10 minutes

In this exercise, you will print an envelope.

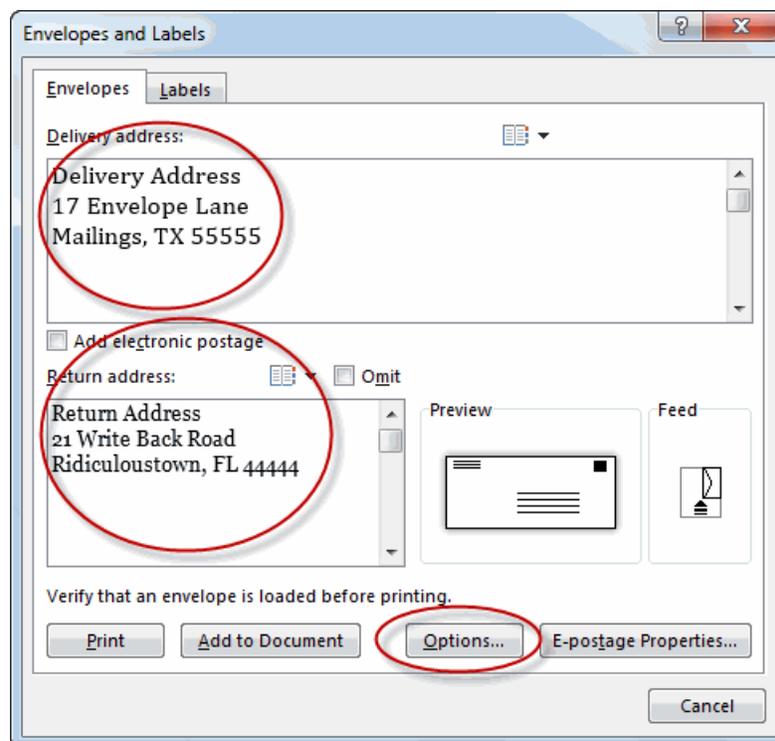
1. Use Microsoft Word to print an envelope to a friend. The envelope should have both a delivery and return address.

Solution

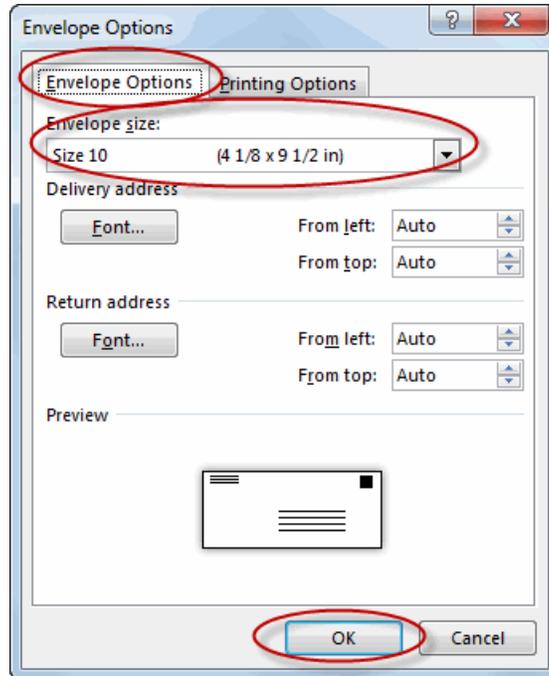
1. Open a blank Microsoft Word document.
2. Click the **Mailings** tab and in the **Create** group, click **Envelopes**:



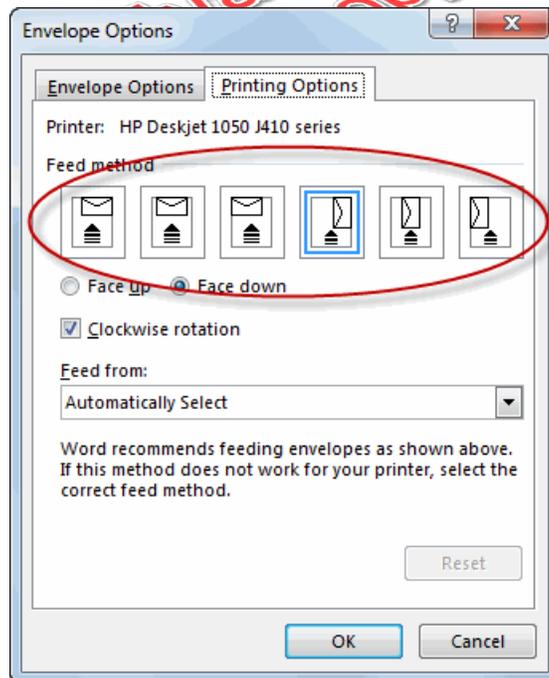
3. Enter the delivery and return addresses and then click **Options**:



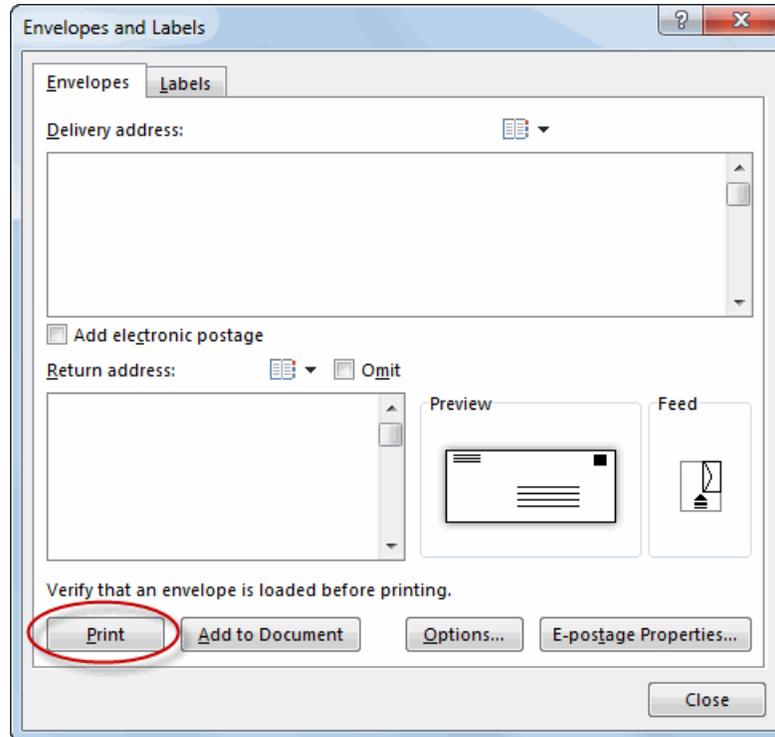
4. On the **Envelope Options** tab of the **Envelope Options** dialog box, select the size envelope you will print to and click **OK**:



5. On the **Printing Options** tab of the **Envelope Options** dialog box, select the method via which you will feed the envelope into your printer and click **OK**:



6. Click **Print** to print the envelope:



4.2. Using Mail Merge

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

There are two ways to create a Mail Merge:

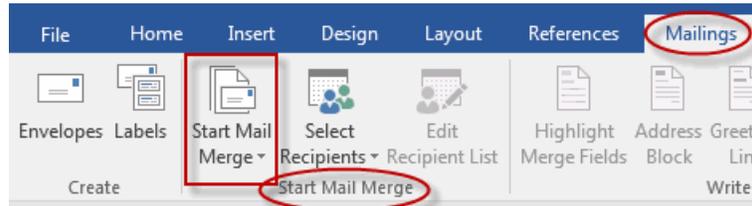
1. Use the *Mail Merge Wizard*.
2. Use the commands on the **Mailings** tab.

The two ways are not mutually exclusive. You can start with the Mail Merge Wizard and then use commands to make additional changes. We will start by demonstrating in detail how to use the Mail Merge Wizard to create a Mail Merge.

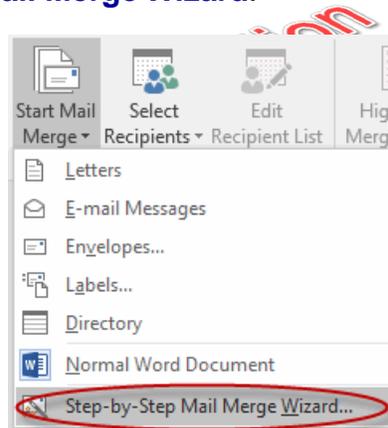
Using the Mail Merge Wizard

To use the Mail Merge Wizard:

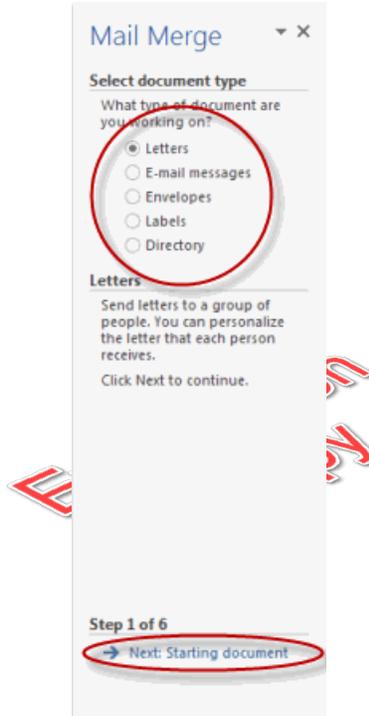
1. In a blank Microsoft Word document, click the **Mailings** tab and in the **Start Mail Merge** group, click **Start Mail Merge**:



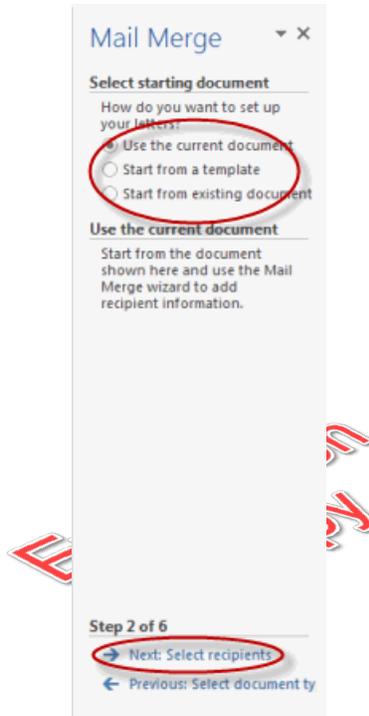
2. Click **Step-by-Step Mail Merge Wizard**:



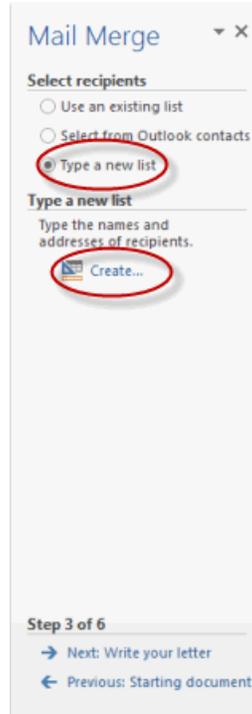
3. In step 1 of the Mail Merge Wizard, select your document type. In this demo we will select **Letters**. Click **Next: Starting document**:



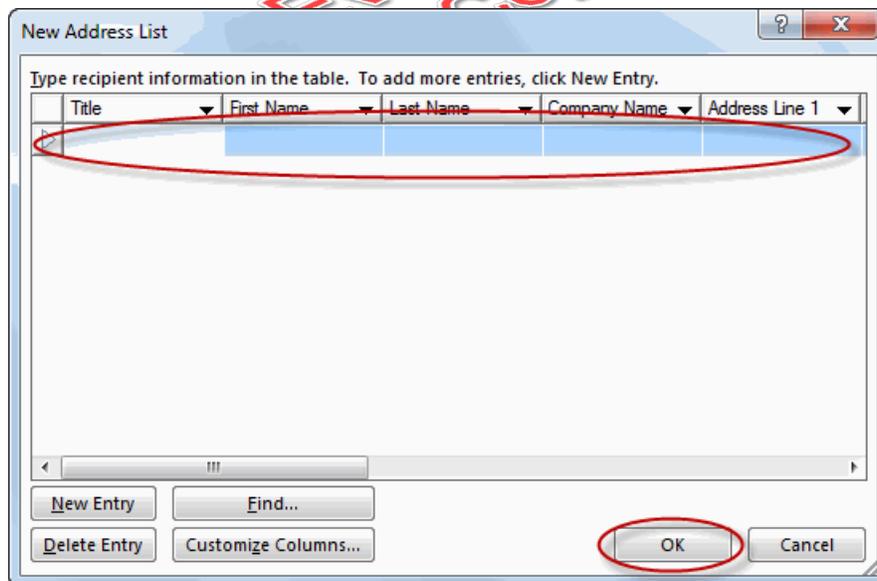
4. In step 2, select the starting document. In this demo we will use the current (blank) document. Select **Use the current document** and then click **Next: Select recipients**:



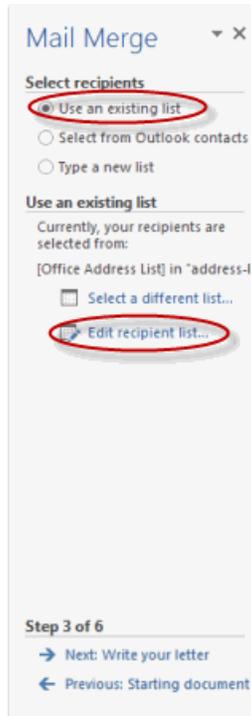
- A. Note that selecting **Start from existing document** (which we are not doing in this demo) changes the view and gives you the option to choose your document. After you choose it, the Mail Merge Wizard reverts to **Use the current document**.
5. In step 3, select recipients. In this demo we will create a new list, so select **Type a new list** and then click **Create**:



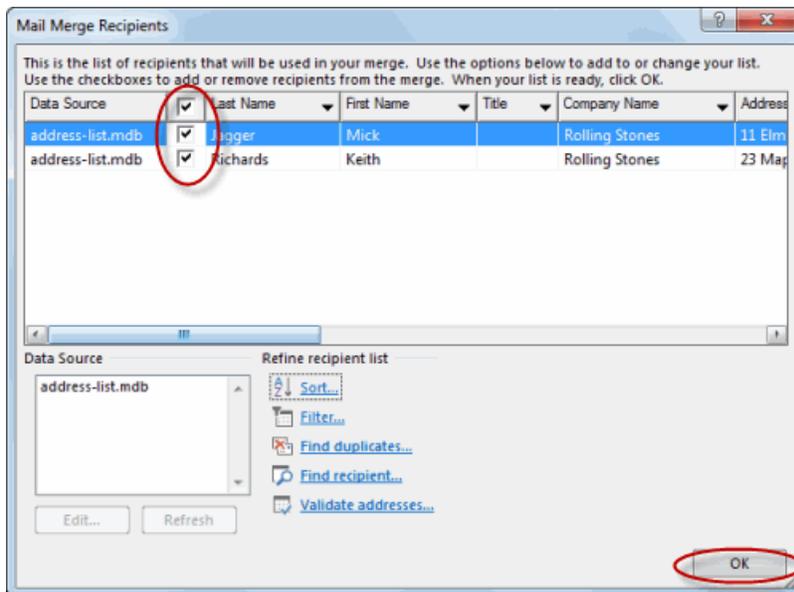
- A. Create a list by adding data in the **New Address List** dialog box and clicking **OK**:



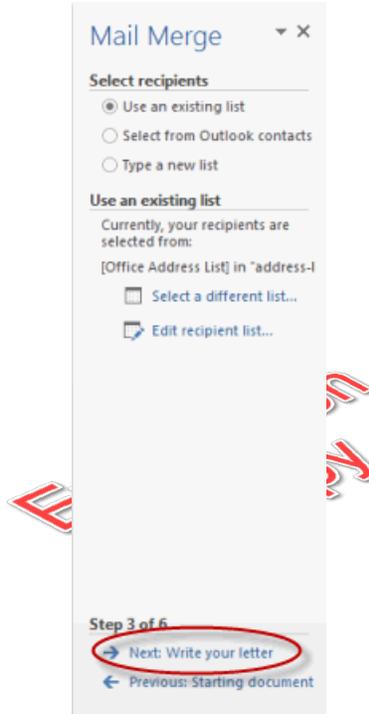
- B. Save the list.
- C. Note that now that we have created a list, the Mail Merge Wizard reverts to **Use an existing list** and we have the option to edit the recipient list:



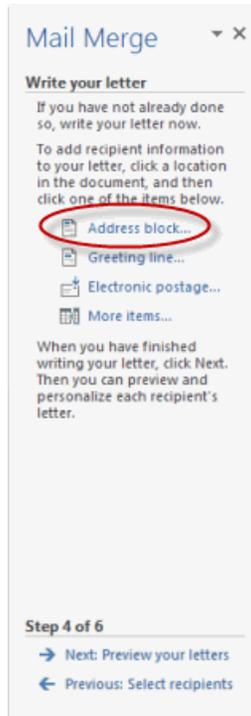
- D. Selecting **Edit recipient list** opens up the **Mail Merge Recipients** dialog box, where we can edit the list and select or unselect records. Click **OK** to accept the list as is:



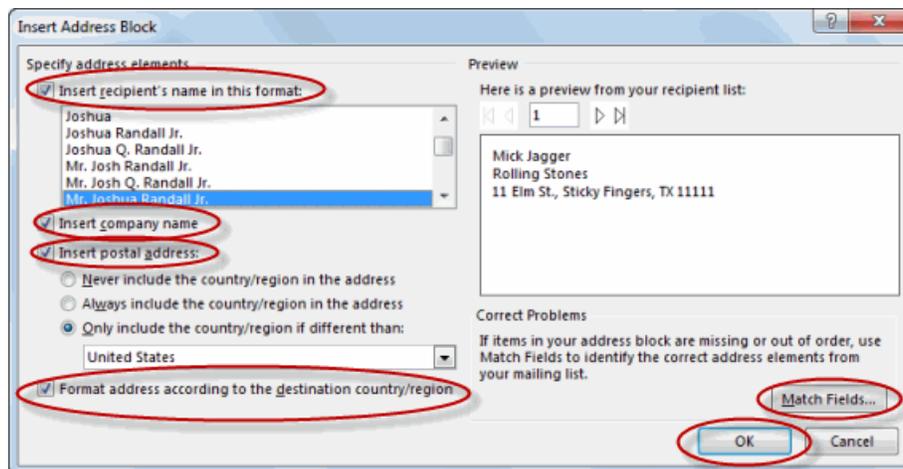
- E. Click **Next: Write your letter**:



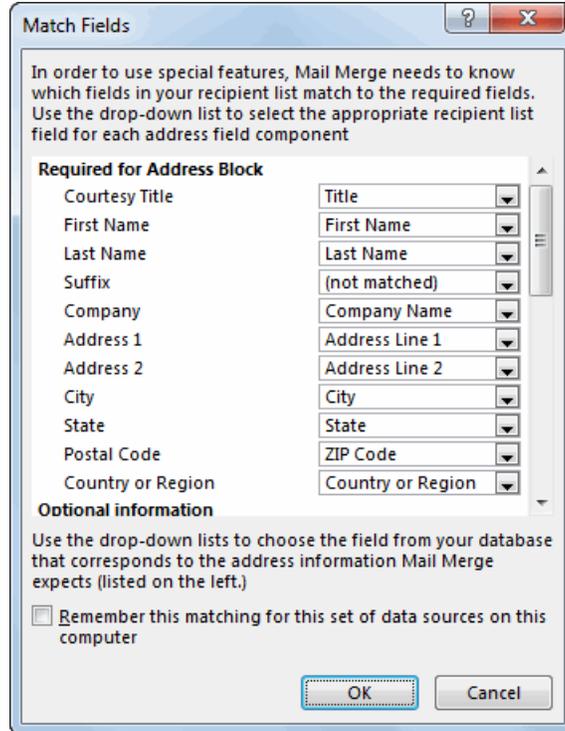
6. In step 4, we write the letter and add custom fields.
 - A. Click **Address block** to add the recipient's addresses at the top of the document:



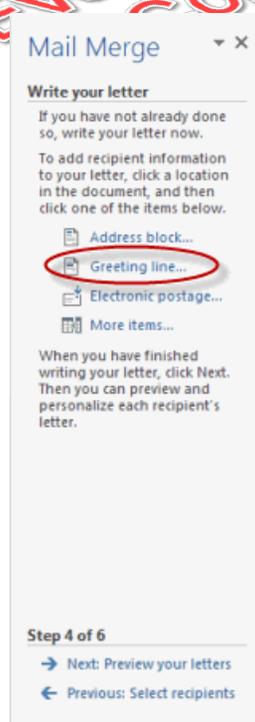
- B. In the **Insert Address Block** dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to:



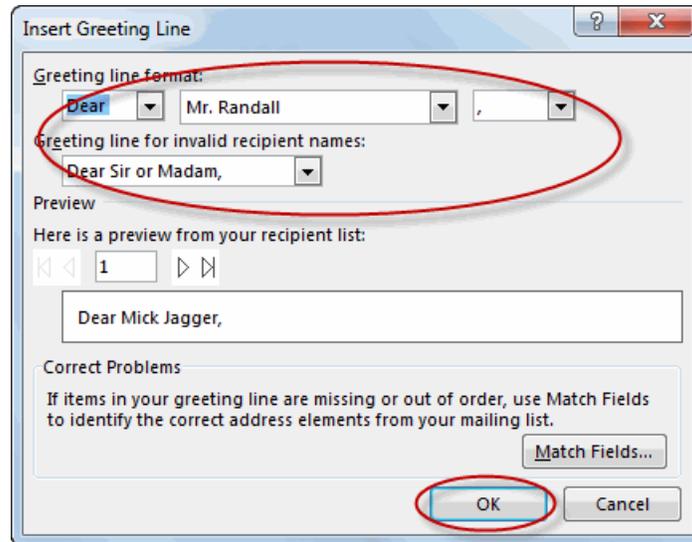
- i. Note that you can use **Match Fields** to correct any problems. Clicking **Match Fields** opens up the **Match Fields** dialog box, in which you can associate the fields from your list with the fields required by the wizard:



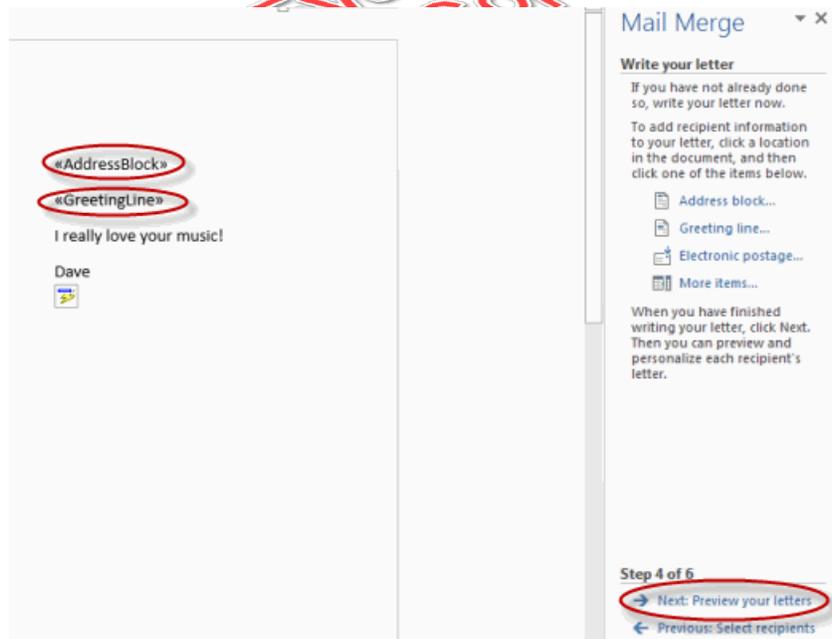
- C. Press **Enter** on your keyboard and click **Greeting line...** to enter a greeting:



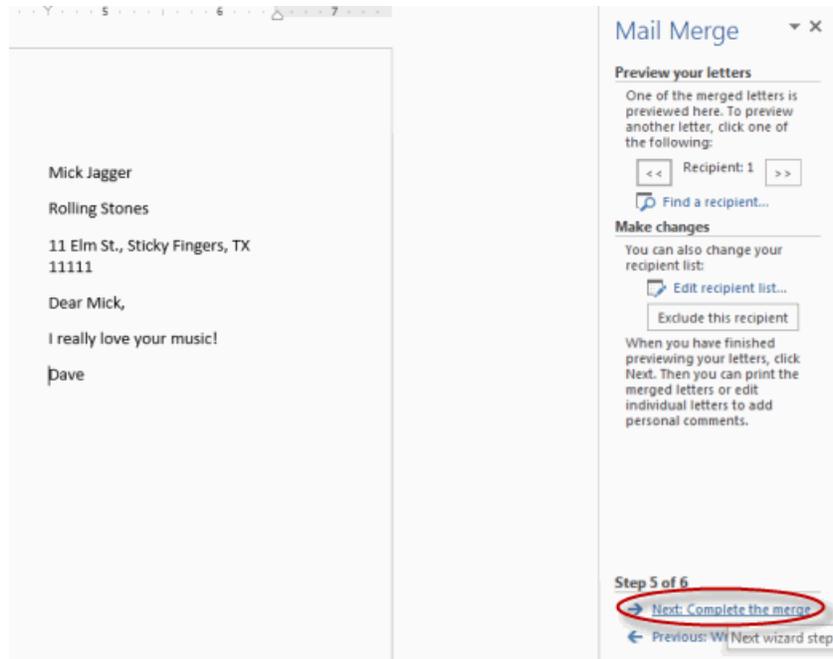
- D. In the **Insert Greeting Line** dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click **OK**:



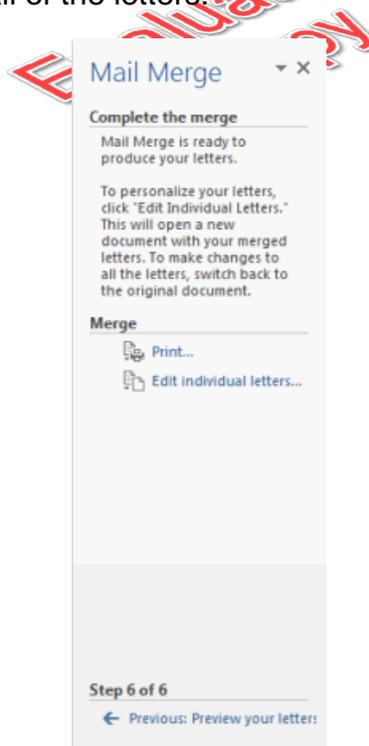
- E. Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click **Next: Preview your letters**:



7. In step 5, preview your letter and click **Next: Complete the merge**:

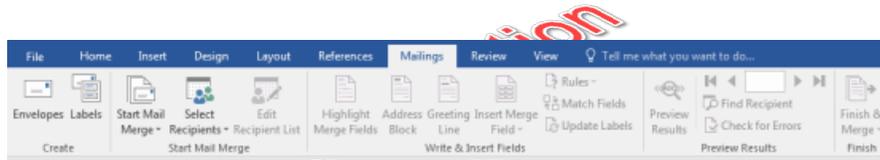


8. In step 6, click **Print** to print your letters or **Edit individual letters** to further personalize some or all of the letters:



Using the Mail Merge Commands

When you click the **Mailings** tab, you will notice that most of the commands are greyed out:



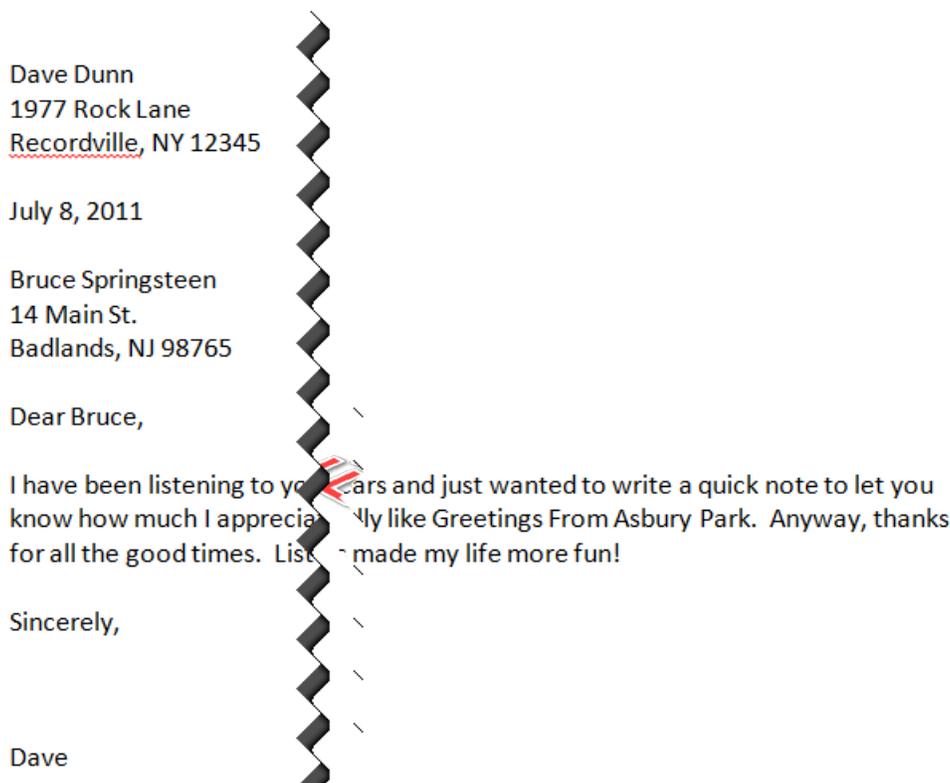
This is because you cannot use them until after you have created or selected a set of recipients. After doing so, the commands become available.

Exercise 12: Using Mail Merge

 15 to 25 minutes

In this exercise, you will use the Mail Merge feature.

1. Navigate to the Word2016.3/Exercises folder and open Artist Letter.docx.
2. Use the Mail Merge Wizard to create letters that look like the following:



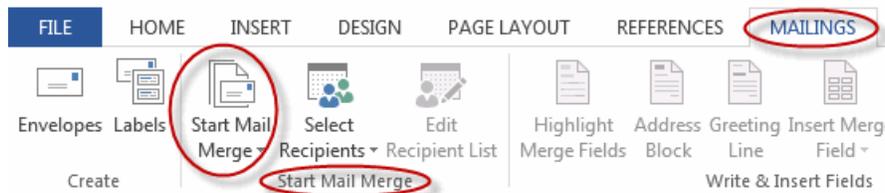
3. Things to note and hints:
 - A. You will use an existing list located in the Word2016.3/Exercises folder and named Artists.xlsx
 - B. Three pieces of recipient information need to be added to the document in place of existing text:
 - i. Replace “Artist Address” with an **Address Block**.
 - You will need to click **Match Fields** to correct the address block.

- ii. Replace “Dear First Name,” with a **Greeting Line**.
- iii. Replace “ALBUM” with **Favorite Album** (you will have to click **More items** to find **Favorite Album**).

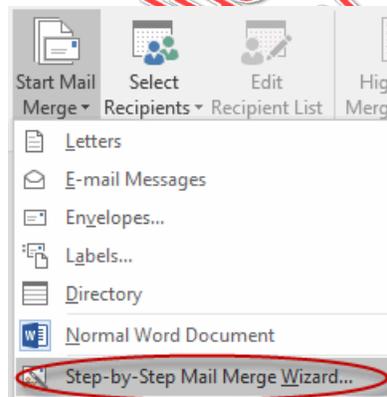
Evolution
Copy

Solution

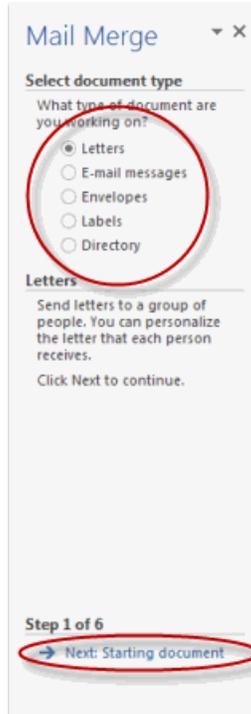
1. Navigate to the Word2016.3/Exercises folder and open Artist Letter.docx.
2. Click the **Mailings** tab and in the **Start Mail Merge** group, click **Start Mail Merge**:



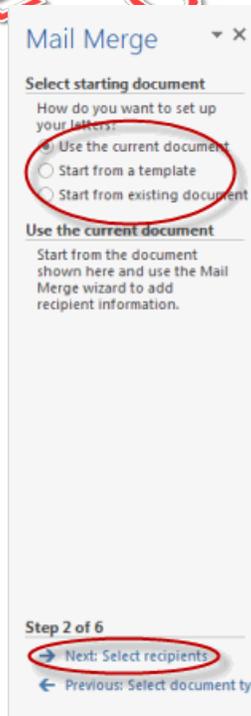
3. Click **Step-by-Step Mail Merge Wizard**:



4. In step 1 of the Mail Merge Wizard, select **Letters** and then click **Next: Starting document**:



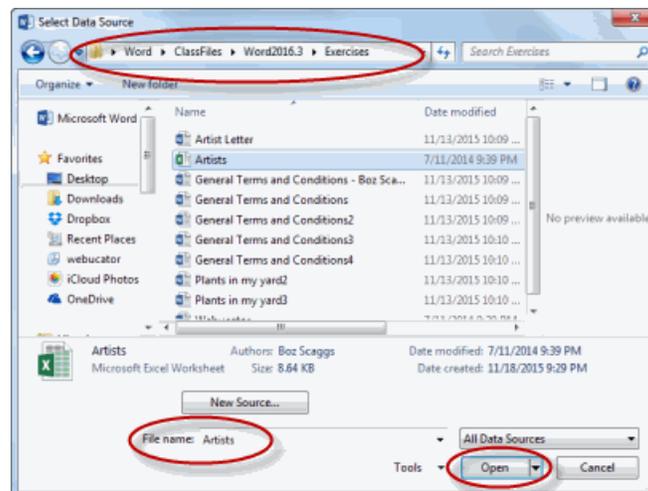
5. In step 2, select **Use the current document** and then click **Next: Select recipients**:



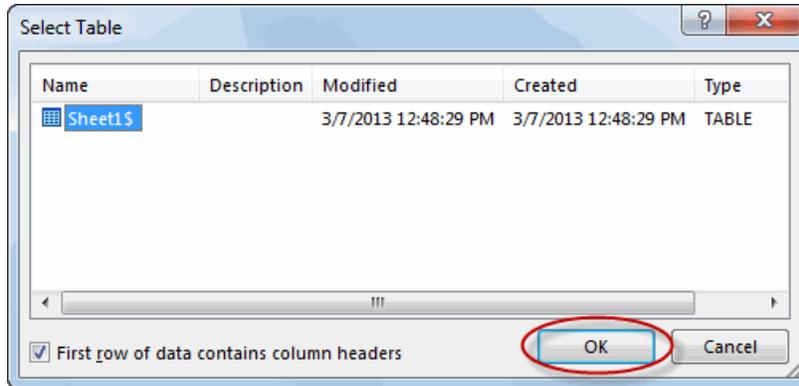
6. In step 3, select **Use an existing list** and then **Browse**:



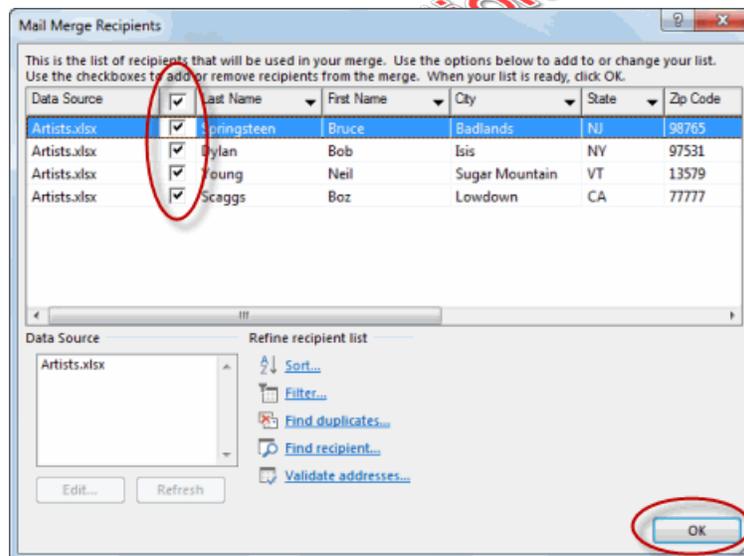
7. Navigate to the Word2016.3/Exercises folder and open Artists.xlsx:



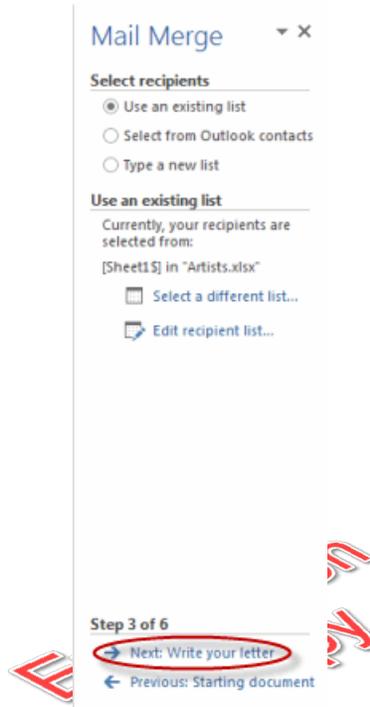
8. In the **Select Table** dialog box, click **OK**:



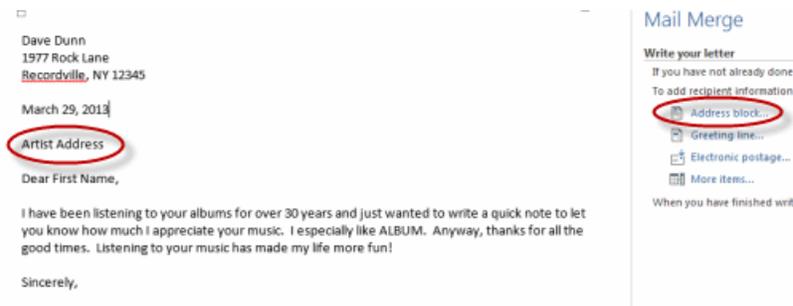
9. In the **Mail Merge Recipients** dialog box, click **OK** (note that you could deselect some of the recipients here):



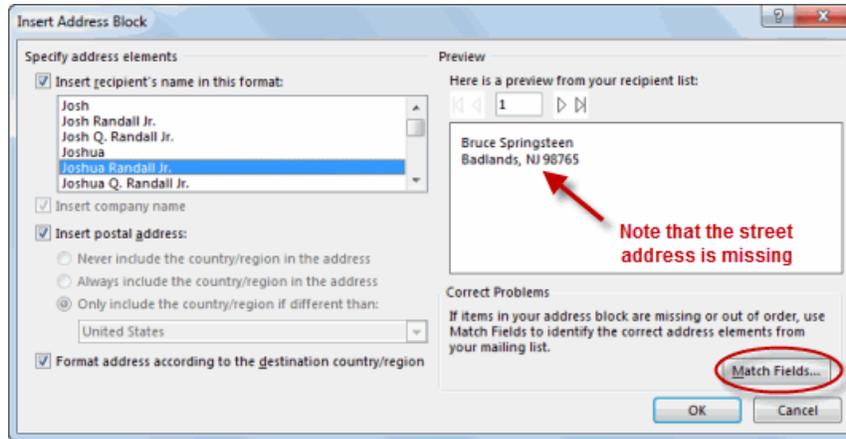
10. Click **Next: Write your letter:**



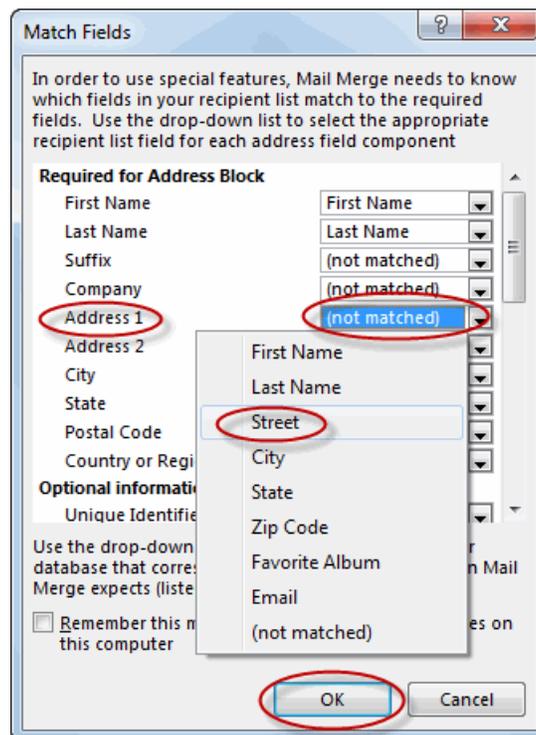
11. In the letter, delete “Artist Address” and click **Address Block**:



12. To correct the missing street address, in the **Insert Address Block** dialog box, click **Match Fields**:



- In the **Match Fields** dialog box, to the right of **Address 1**, click the drop-down arrow and select **Street** and then **OK**:



- In the **Insert Address Block** dialog box, click **OK**.
- In the letter, delete “Dear First Name,” and click **Greeting line**:

Dave Dunn
1977 Rock Lane
Recordville, NY 12345

March 29, 2013

«AddressBlock»

Dear First Name,

I have been listening to your albums for over 30 years and just wanted to write a quick note to let you know how much I appreciate your music. I especially like ALBUM. Anyway, thanks for all the good times. Listening to your music has made my life more fun!

Sincerely,

Mail Merge

Write your letter

If you have not already done so

To add recipient information to

Address block...

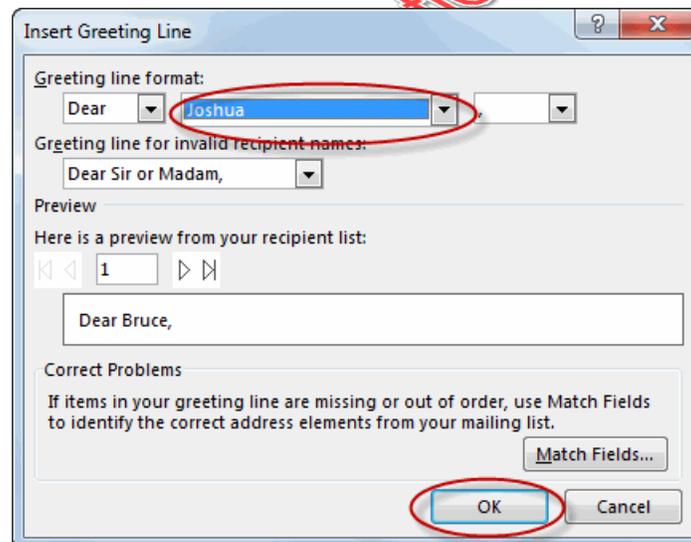
Greeting line...

Electronic postage...

More items...

When you have finished writing

16. In the **Insert Greeting Line** dialog box, click the drop-down arrow to the right of the name and select **Joshua** so that only the full first name will show up in the greeting. Then click **OK**:



17. In the letter, delete "ALBUM" and click **More items**:



Mail Merge

Write your letter

If you have not already done so, v

To add recipient information to yc

 Address block...

 Greeting line...

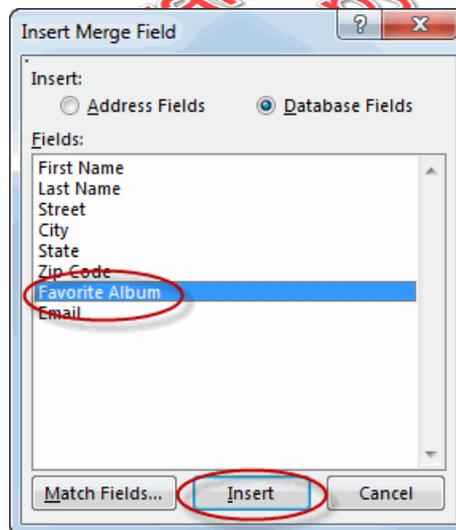
 Electronic postage...

 More items...

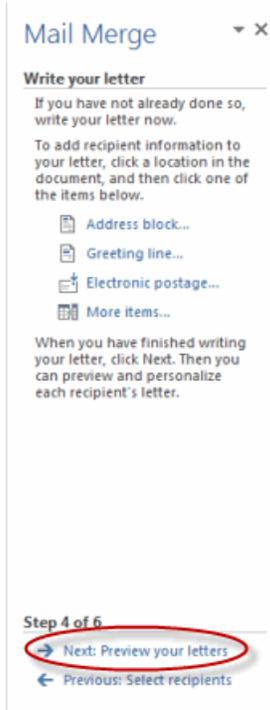
When you have finished writing y

ver 30 years and just wanted to write a quick note to let
usic. I especially like ALBUM. Anyway, thanks for all the
nade my life more fun!

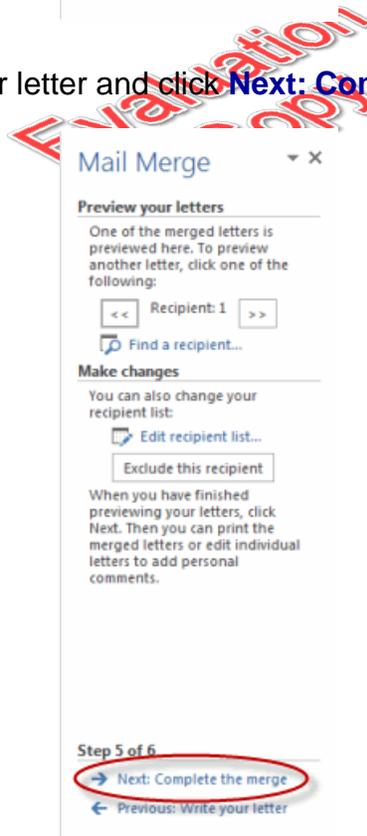
18. In the **Insert Merge Field** dialog box, select **Favorite Album** and click **Insert** and then **Close** (**Cancel** changes to **Close** after you have pressed **Insert** at least once):



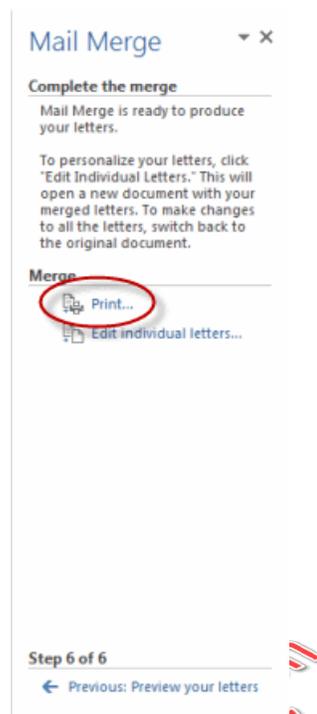
19. Click **Next: Preview your letters**:



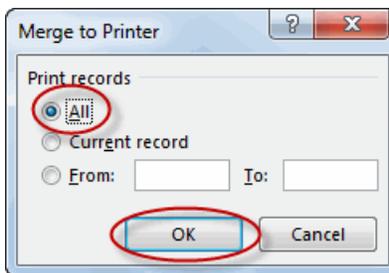
20. In step 5, preview your letter and click **Next: Complete the merge:**



21. In step 6, click **Print** to print your letters:



22. In the **Merge to Printer** dialog box, select **All** and click **OK**:



23. Select your printer and click **OK** to print.

Conclusion

In this lesson, you have learned to create envelopes and labels in Microsoft Word and to use the Mail Merge wizard and commands to create form letters customized for the individual recipients.

LESSON 5

Protecting Documents

Topics Covered

- Marking documents as final.
- Making documents read only.
- Password protection.
- Restricting formatting options.
- Restricting editing options.

Introduction

In this lesson, you will learn to mark documents as final and make them read only, to password protect Microsoft Word documents, to restrict formatting options before sharing a document with others, and to restrict editing options before sharing a document with others.

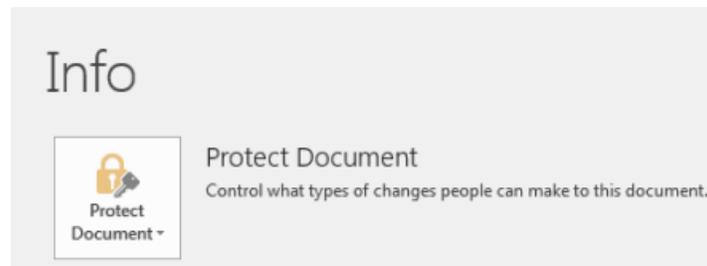


5.1. Making Word Documents Read Only

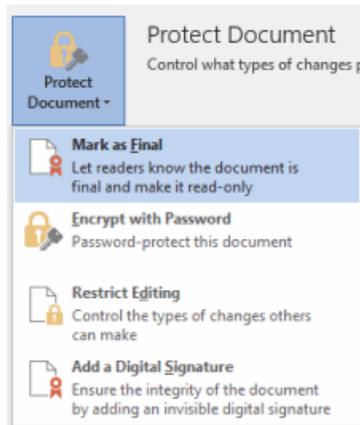
It is sometimes desirable to let readers know a document is final so they won't edit the document. The simplest way to do this is to mark the document as final.

To mark a Microsoft Word document as final:

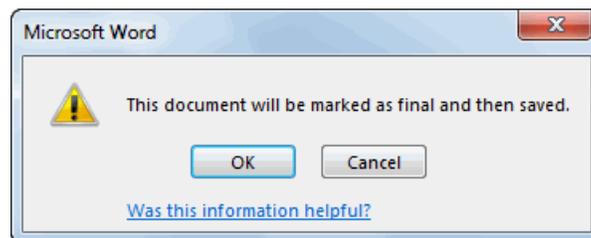
1. From the **File** menu, click **Info** and then **Protect Document**:



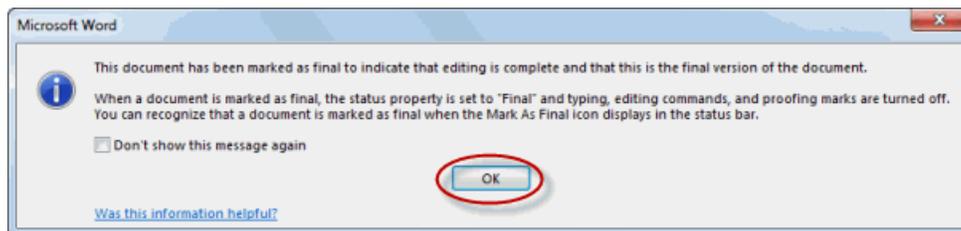
2. Select **Mark as Final**:



3. In the dialog box that appears, click **OK**:



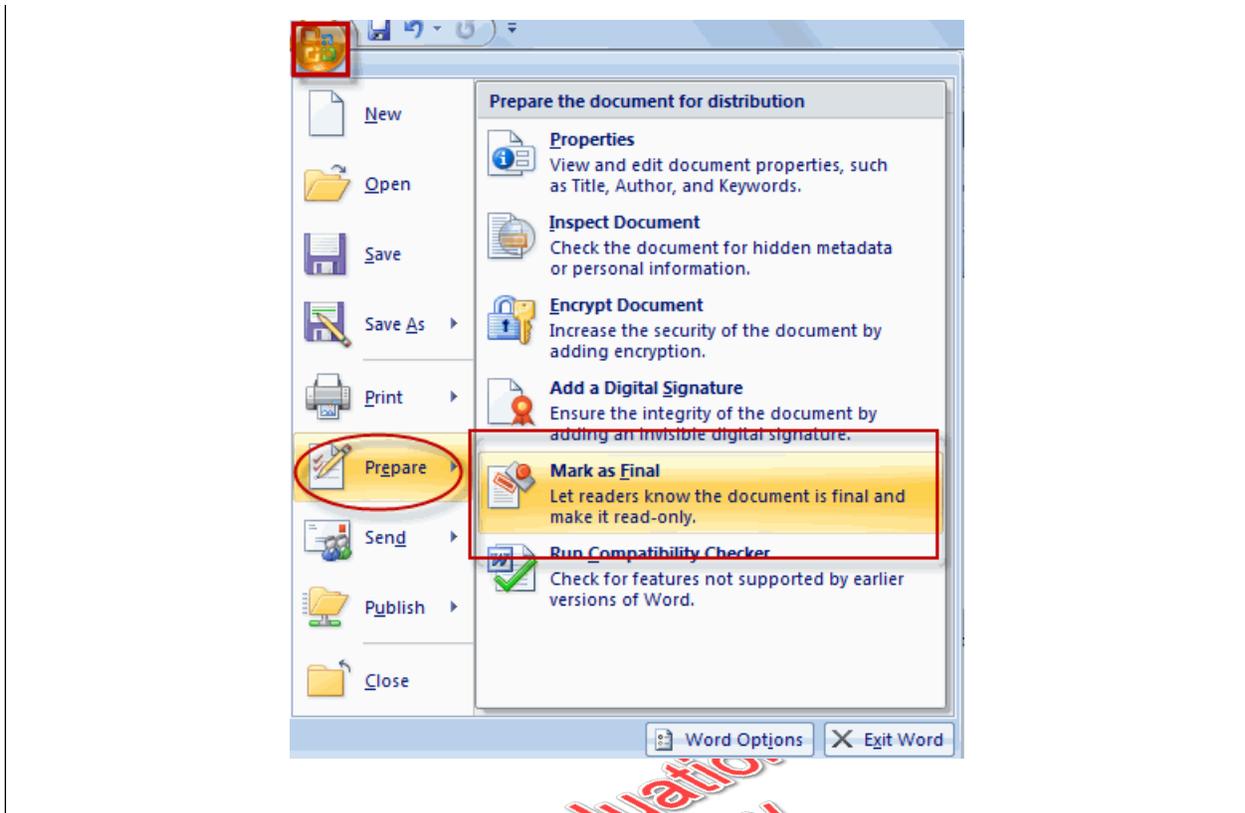
4. If a second dialog box appears, click **OK**:



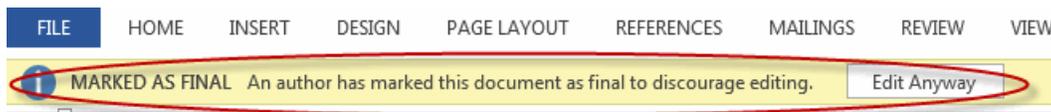
You can also check the **Don't show this message again** box if you do not want that dialog to come up every time you mark a document as final.

Word 2007: Mark as Final

To access the **Mark as Final** option in Word 2007, click the **Microsoft Office** button and select **Prepare**, and then select **Mark as Final**.



Note that the document is now clearly marked as final, but that readers may still edit the document by clicking **Edit Anyway**:



We will cover actually preventing readers from editing a document later in this lesson.



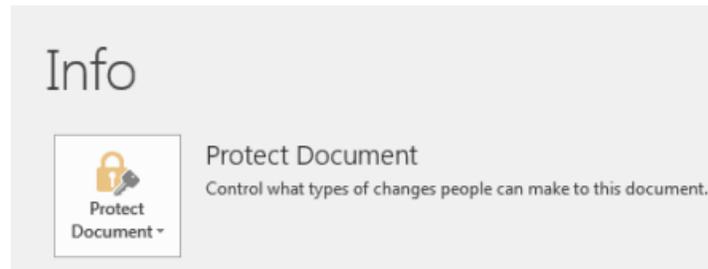
5.2. Password Protect Word Documents

There are two ways to password protect Microsoft Word documents to prevent others from opening them.

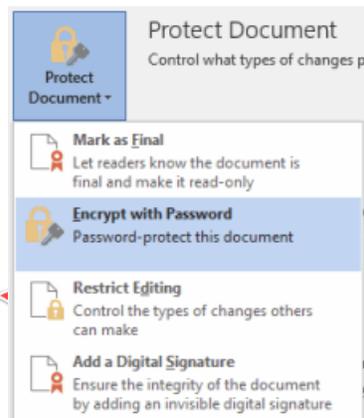
Password Protect Documents using File > Info > Protect Document

The first way to encrypt a Microsoft Word document with a password is:

1. From the **File** menu, click **Info** and then **Protect Document** (in Word 2007, click the **Microsoft Office** button, select **Prepare**, and click **Encrypt Document**):



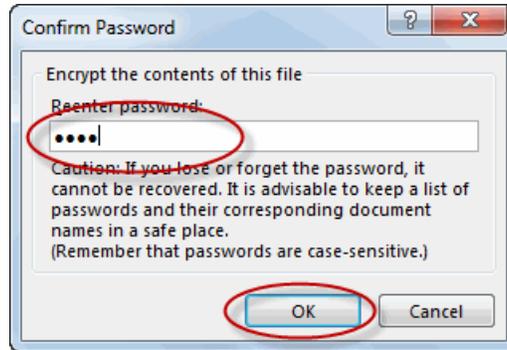
2. Select **Encrypt with Password**:



3. In the **Encrypt Document** dialog box, enter your password and click **OK**:



4. In the **Confirm Password** dialog box, reenter your password and click **OK**:



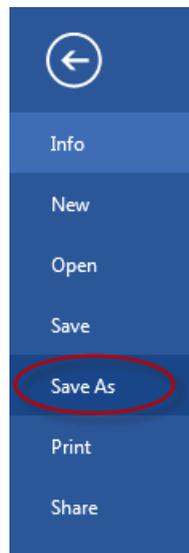
5. Save your document.

To remove or change your password, simply follow the steps above and either remove your password or enter a new password.

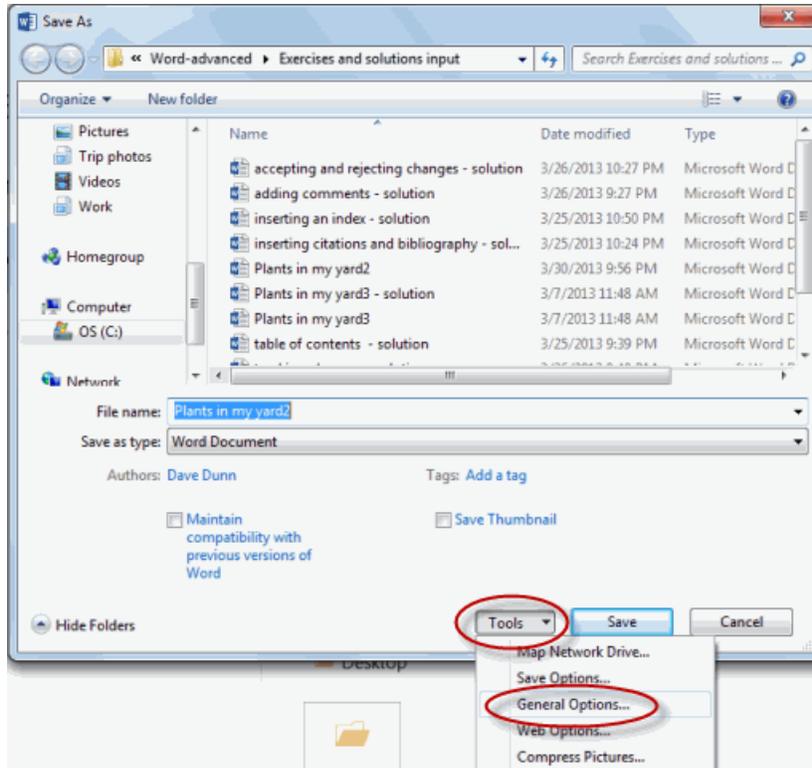
Password Protect Documents using File > Save As

The second way to password protect a Microsoft Word document is:

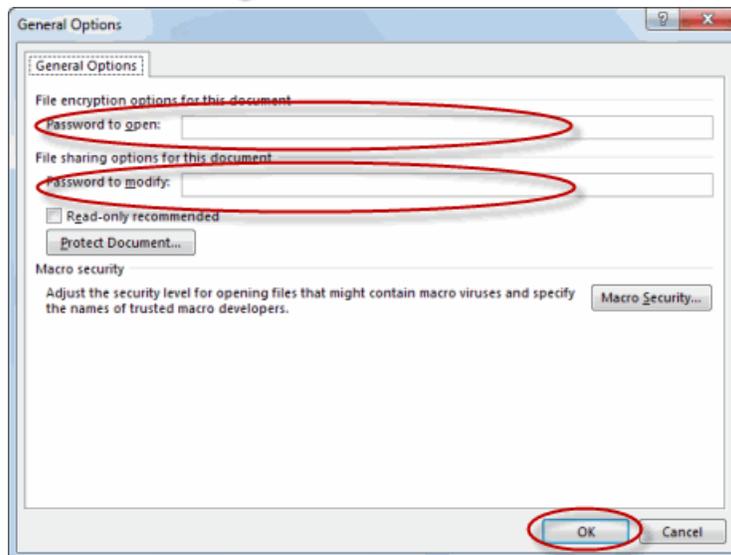
1. From the **File** menu, click **Save As** (in Word 2007, select the **Microsoft Office** button and select **Save As**):



2. In the **Save As** dialog box, click **Tools** and select **General Options**:



3. In the **General Options** dialog box, enter password(s) to open and/or edit:



4. Click **OK**. You'll get a reenter password dialog box to confirm the password(s), one for each type of password.

You can remove the passwords by going to the Save as dialog box, selecting the **General Options** in the **Tools** drop-down, and clearing the passwords.

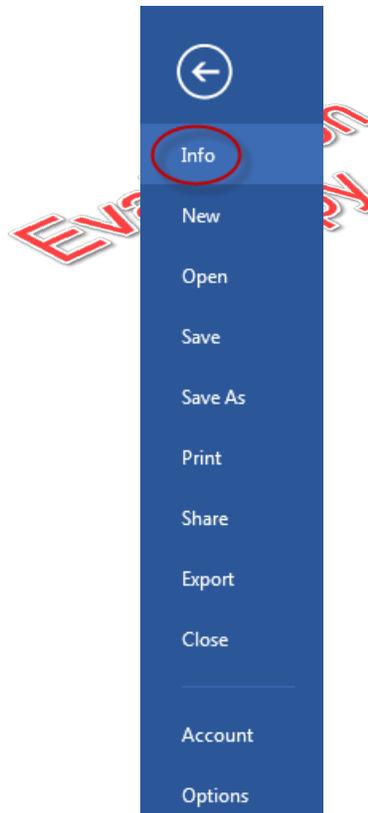


5.3. Removing Metadata from Files

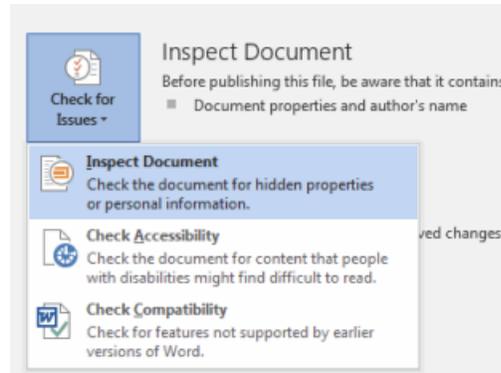
When sharing documents, you may wish to remove document metadata, which is hidden or personal data.

To remove document metadata:

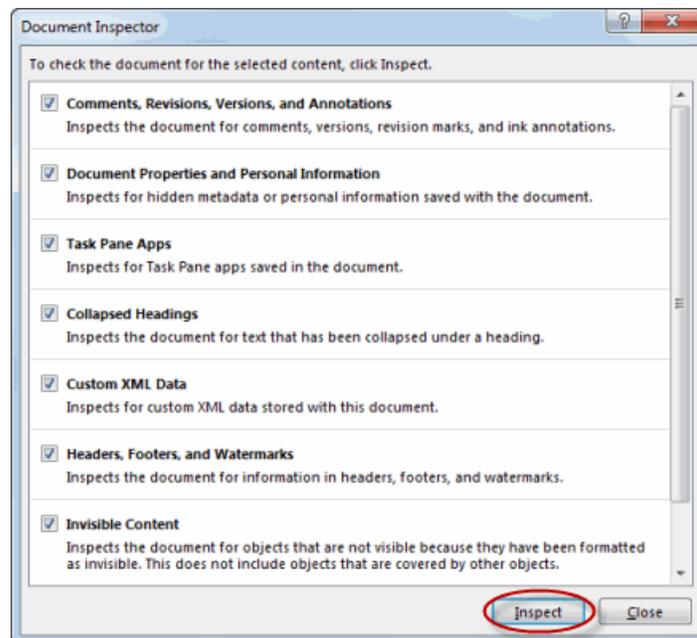
1. Select the **File** menu tab, and then select **Info**, if necessary.



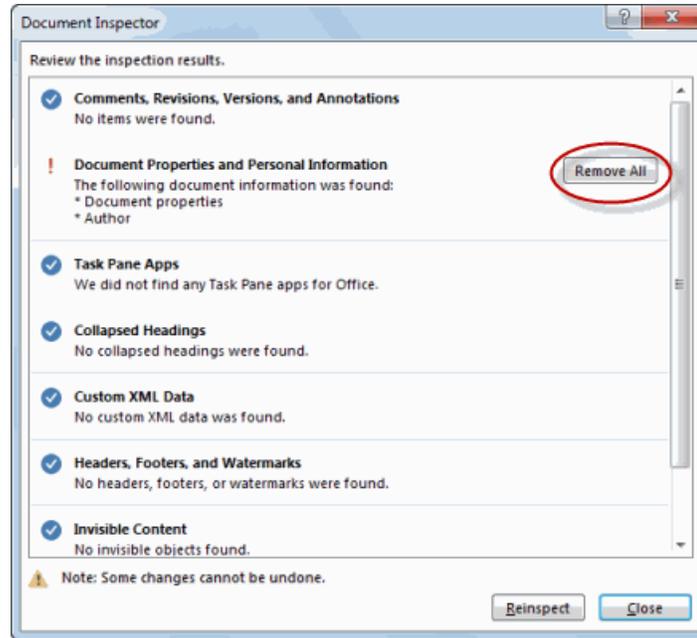
2. Select **Check for Issues**, and then select **Inspect Document**.



3. In the **Document Inspector** dialog box, check the boxes to inspect for certain data, and then click **Inspect**.



4. In the results, select **Remove All** to remove any found data.



EVAN COPP

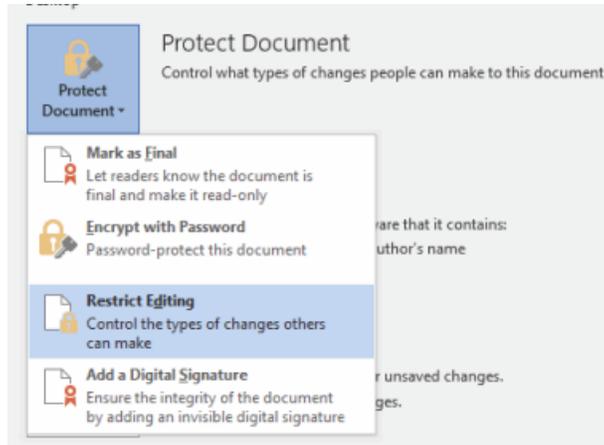


5.4. Restrict Formatting and Editing

Sometimes when collaborating on a document, you might wish to let people make certain types of changes, but not other types of changes. In this case you can restrict the editing and formatting options before sharing the document with others.

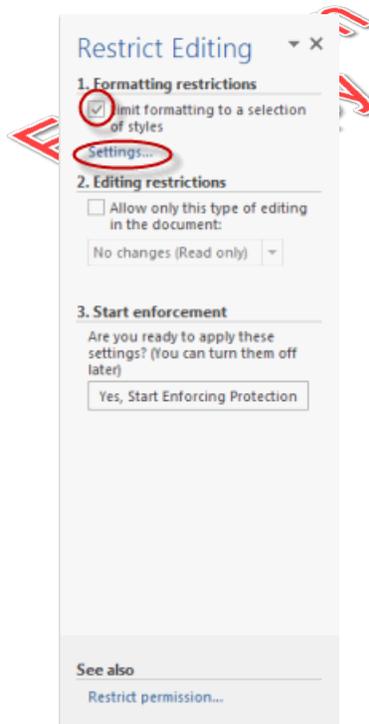
To restrict formatting and editing options:

1. From the **File** menu, click **Info**, then **Protect Document**, and then **Restrict Editing** to open the **Restrict Formatting and Editing** pane (in Word 2007, to access the Restrict Editing options, on the Ribbon, select the **Review** tab, and in the **Protect** group, select **Protect Document**):

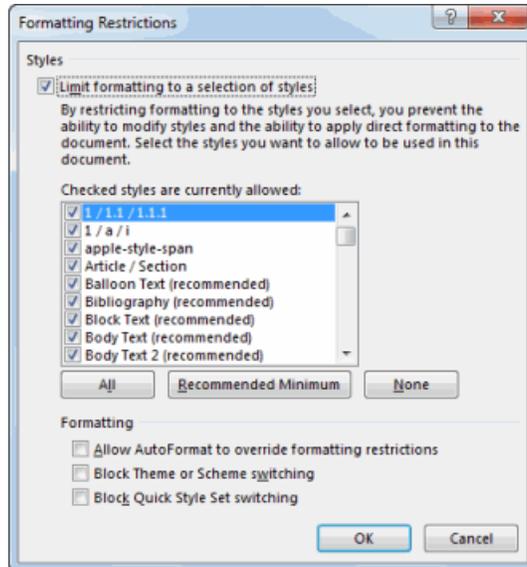


2. To set formatting restrictions:

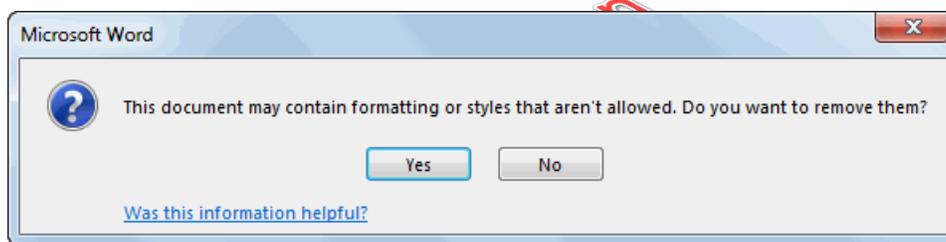
- A. In the **Restrict Editing** pane, check **Limit formatting to a selection of styles** and click **Settings**:



- B. Select or deselect styles according to the restrictions you wish to place:

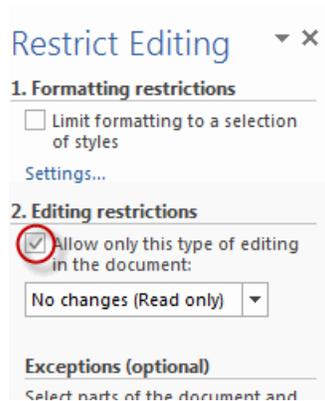


- C. In the dialog box that appears, choose to keep or remove styles currently in the document which you are not allowing going forward:

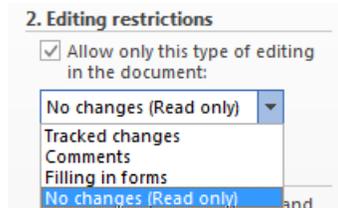


3. To set editing restrictions:

- A. Check **Allow only this type of editing in the document:**

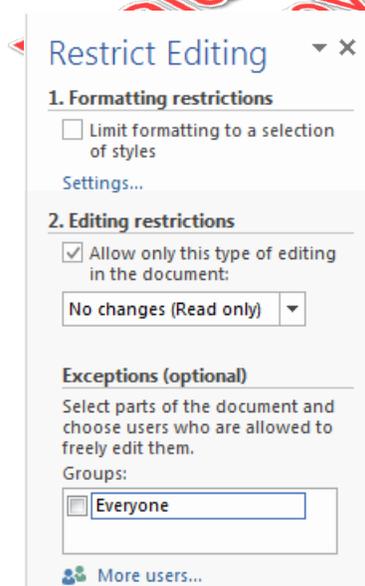


- B. Click the drop-down arrow to select the editing restrictions you wish to apply:



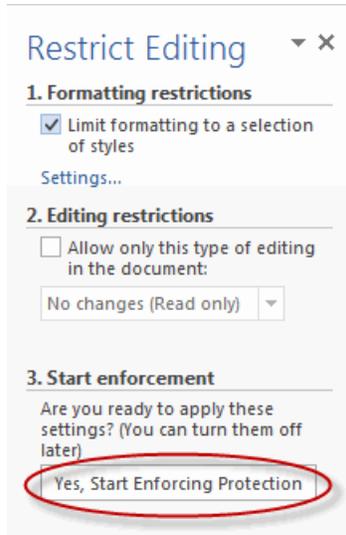
- i. **No changes (read only):** choose this option to prevent readers from making any changes to the document.
- ii. **Tracked changes:** choose this option to allow changes, but require them to be tracked.
- iii. **Comments:** choose this option to prevent changes but allow comments.
- iv. **Filling in forms:** choose this option to allow readers to fill in forms, but not to make any other changes.

- C. Note that you can make exceptions to whom the editing restrictions apply:



4. To start enforcing the formatting and editing restrictions you have set:

- A. Click **Yes, Start Enforcing Protection:**



- B. In the dialog box that appears, enter and confirm your password and click **OK**:



Exercise 13: Protecting a Document

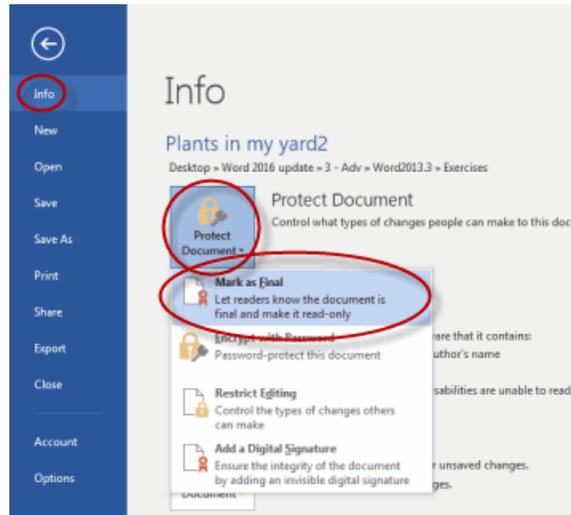
 10 to 20 minutes

In this exercise, you will mark a document as final to discourage others from editing it, password protect a document to prevent others from editing it except to leave comments and then password protect a document to prevent others from opening it.

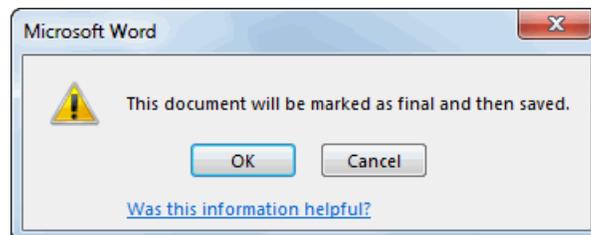
1. Navigate to the Word2016.3/Exercises folder and open Plants in my yard2.docx.
2. Mark the document as final to discourage others from editing it.
3. Prevent, rather than discourage, others from editing the document by password protecting it with the password “password.” Do allow reviewers to add comments.
4. Password protect the document to prevent others from opening it.
5. Remove the password and close the document.

Solution

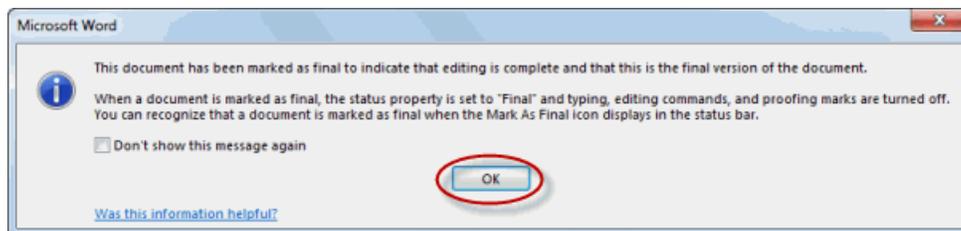
1. Open the document.
2. To mark the document as final:
 - A. From the **File** menu, select **Info**, **Protect Document** and then **Mark as Final**:



- B. In the dialog box that appears, click **OK**:

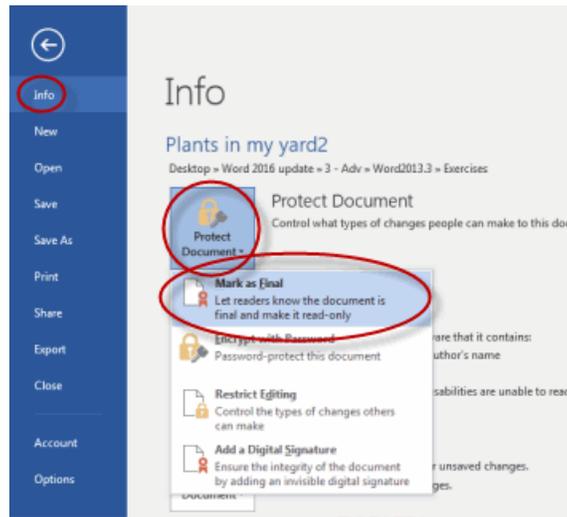


- C. If a second dialog box that appears, click **OK** again:

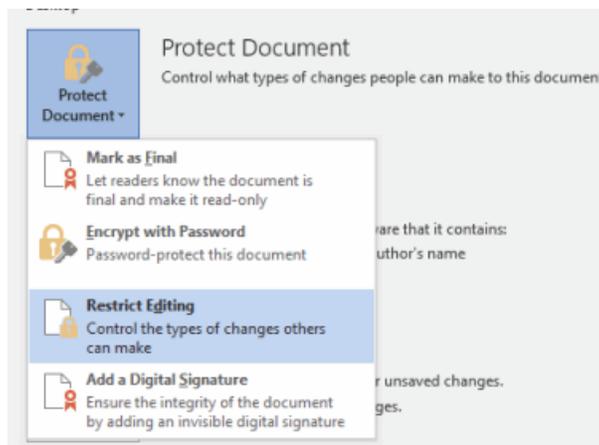


3. To prevent others from editing the document by password protecting it with the password "password":

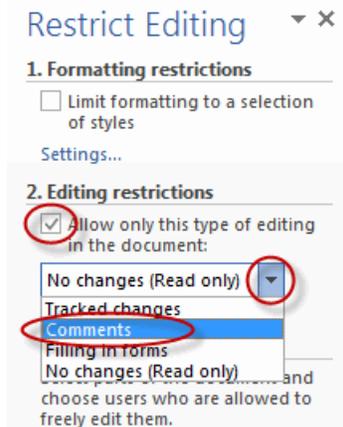
- A. Unmark the document as final by selecting **Info** from the **File** menu, then selecting **Protect Document** and then **Mark as Final**:



- B. From the **File** menu, click **Info**, then **Protect Document**, and then **Restrict Editing** to open the **Restrict Formatting and Editing** pane:



- C. In the **Restrict Editing** pane, check **Allow only this type of editing in the document** and select **Comments**:



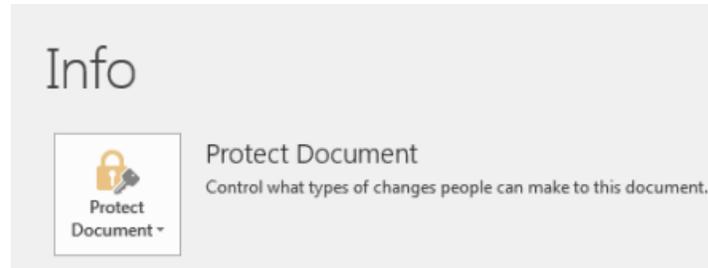
D. Click **Yes, Start Enforcing Protection**:



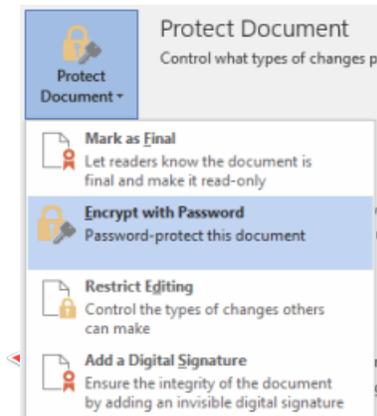
E. Enter and reenter the password “password” and click **OK**:



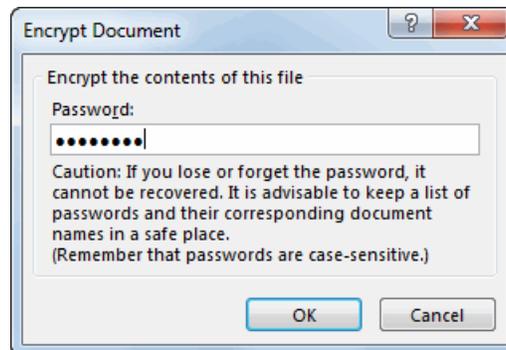
4. To password protect the document to prevent others from opening it:
 - A. From the **File** menu, click **Info** and then **Protect Document**:



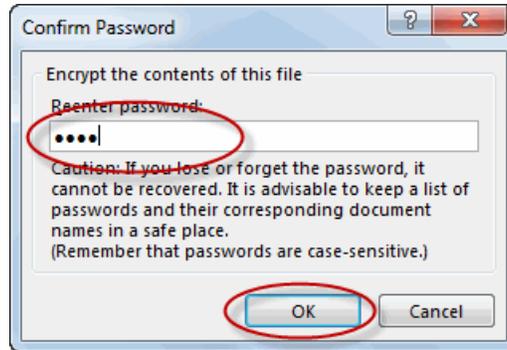
B. Select **Encrypt with Password**:



C. In the **Encrypt Document** dialog box, enter your password and click **OK**:

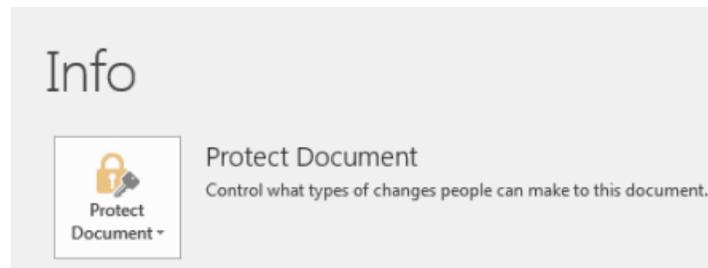


D. In the **Confirm Password** dialog box, reenter your password and click **OK**:

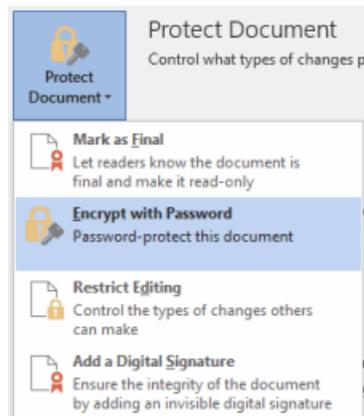


5. To remove password protection from the document:

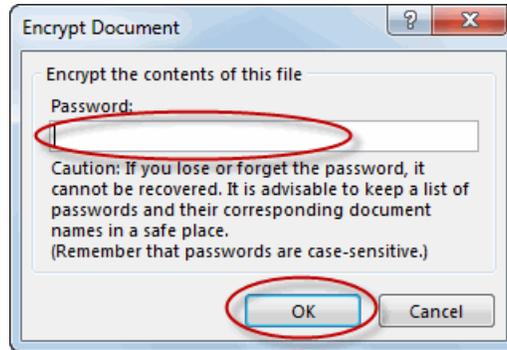
A. From the **File** menu, click **Info** and then **Protect Document**:



B. Select **Encrypt with Password**:



C. Remove the password and click **OK**:



D. Close the document.

Conclusion

In this lesson, you learned to mark documents as final thereby making them read only, to password protect Microsoft Word documents, and to restrict formatting and editing options before sharing a document with others.

LESSON 6

Random Useful Items

Topics Covered

- Bookmarks.
- Watermarks.
- Titles to sections.
- Built-in fields.
- The Go To feature.
- Customizing the ribbon.
- Internationalization and accessibility.

Introduction

*Evaluation
Copy*

In this lesson, you will learn to add bookmarks to a Microsoft Word document and to use them to jump around the document, to add watermarks to a Microsoft Word document, to add titles to sections, to insert built-in fields, to use the **Go To** feature, to customize the ribbon, and to prepare a document for internationalization and accessibility.



6.1. Using Bookmarks

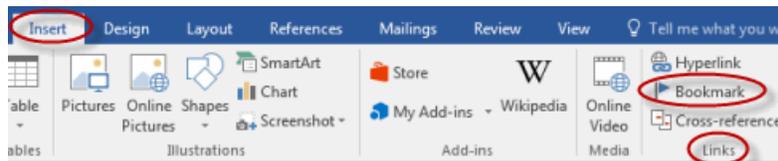
Bookmarking spots in your documents makes it easy to quickly find and get back to these spots. You can even create hyperlinks to take you directly to the point you have bookmarked. Use bookmarks to:

1. Note sections of your document on which you wish to come back and work later.
2. Mark especially interesting sections of a document.
3. Mark sections to which you wish to link from elsewhere in your document.

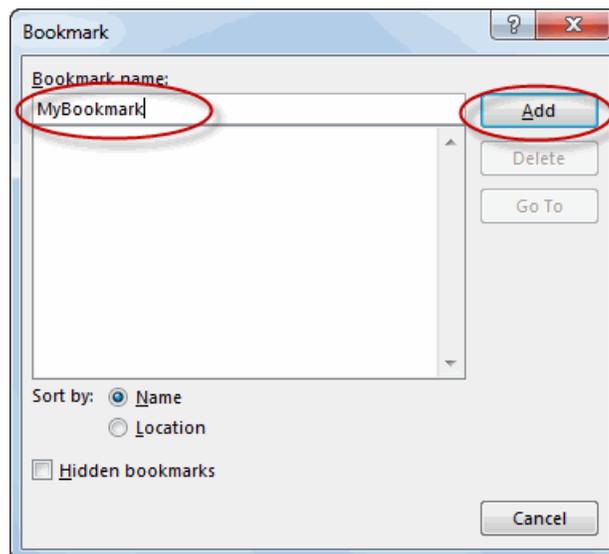
Adding Bookmarks

To add bookmarks to a document:

1. Select the location you wish to bookmark (can be selected text or just a place in the document).
2. Click the **Insert** tab and from the **Links** group, click **Bookmark**:



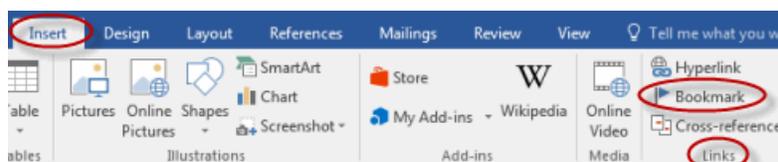
3. Name the bookmark (note: spaces are not allowed in bookmark names) and click **Add**:



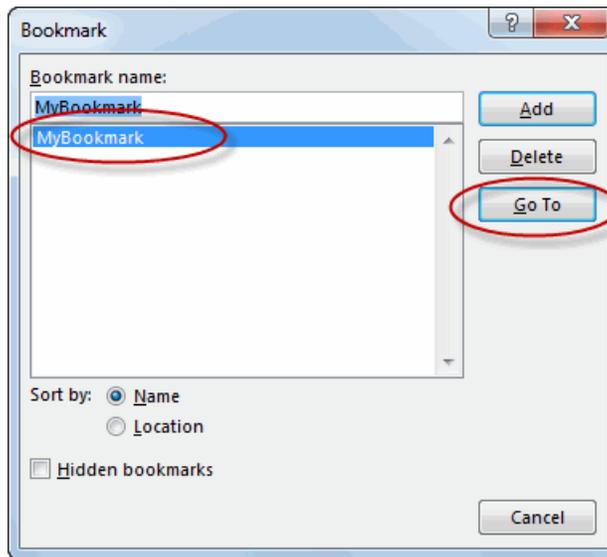
Go to a Specific Bookmark

To go to a specific bookmark within a document:

1. Click the **Insert** tab and from the **Links** group, click **Bookmark**:



2. Select the bookmark you wish to go to and click **Go To**:

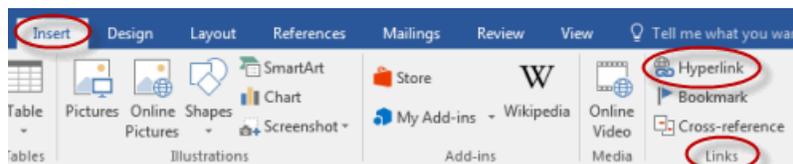


3. Click **Close** to hide the **Bookmark** dialog box.

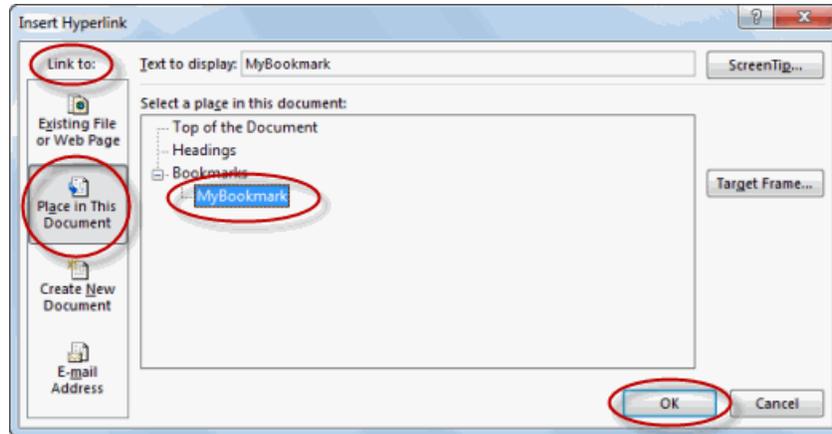
Add a Hyperlink to a Bookmark

To add a hyperlink to a bookmark:

1. Select the text which will link to the bookmark.
2. Click the **Insert** tab and from the **Links** group, click **Hyperlink**:



3. Under **Link to**, select **Place in This Document** and then select the bookmark to which you wish to link and click **OK**:



Exercise 14: Using Bookmarks

 10 to 15 minutes

In this exercise, you will add a bookmark to a document and then create a hyperlink to that bookmark.

1. Navigate to the Word2016.3/Exercises folder and open *Plants in my yard3.docx*.
2. Bookmark the heading *Siberian Iris* (under Perennials).
3. At the end of the document, below the index, enter “Plant to Purchase: *Siberian Iris*”, and add a hyperlink from *Siberian Iris* here to the heading *Siberian Iris* in the document.
4. Save the document.

Solution

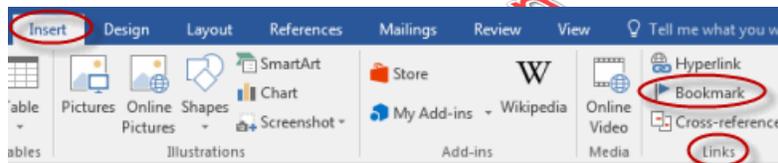
1. Navigate to the Word2016.3/Exercises folder and open Plants in my yard3.docx.
2. To bookmark Siberian Iris:
 - A. Select the text “Siberian Iris”:



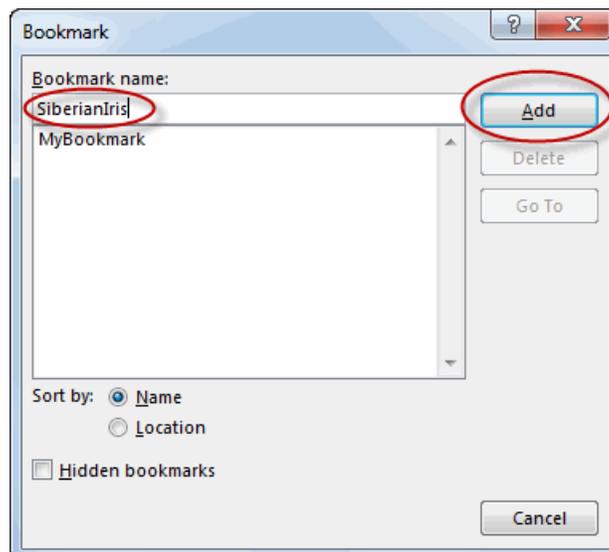
Special features: Deer Resistant, Drought Tolerant

Description: From the northern regions of Eurasia. Recently, horticultural breeders and marketers have introduced many cultivars and untested introductions. Siberian iris grows in wet or moist soils but also seems to be drought tolerant. The flower range from white to purple and all shades in between.

- B. Click the **Insert** tab and from the **Links** group, click **Bookmark**:



- C. Name the bookmark “SiberianIris” and click **Add**:

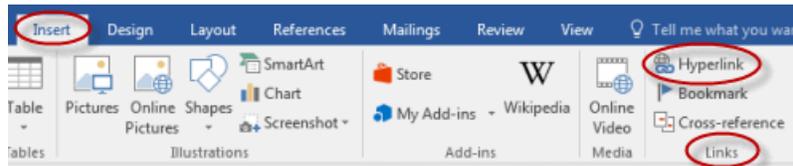


3. To add text and insert the hyperlink:
 - A. Add the text “Plant to Purchase: Siberian Iris” below the index in the document.
 - B. Select “Siberian Iris”:

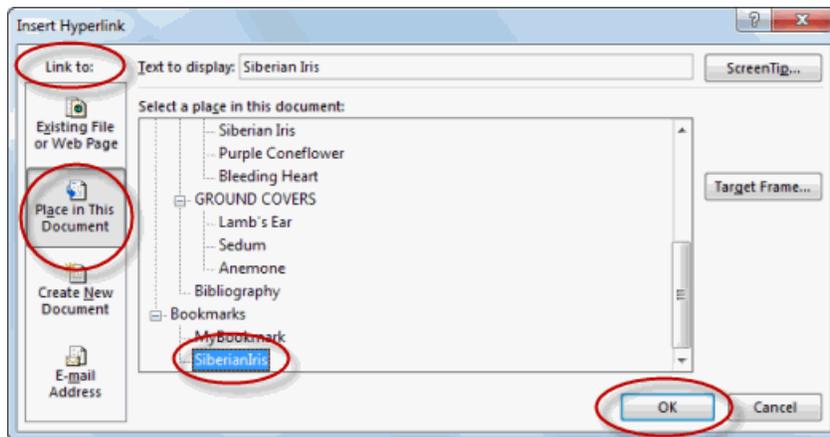
Attracts Butterflies
 Attracts Hummingbirds.....
 Beautiful foliage.....
 Cooler than other flowers.....
 Deer Resistant
 Drought Tolerant

Plant to Purchase **Siberian Iris**

- C. Click the **Insert** tab and from the **Links** group, click **Hyperlink**:



- D. Under **Link to**, select **Place in This Document** and then select the bookmark **SiberianIris** and click **OK**:



- E. Save the document.



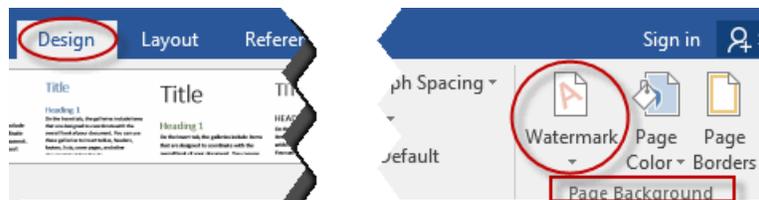
6.2. Adding Watermarks

Watermarks are greyed out text or images which show up in the background of a document. Common uses of watermarks are:

1. To mark documents as drafts.
2. To mark documents as being confidential.
3. To insert a logo in the background of a document.

To add a watermark to a document:

1. Click the **DESIGN** tab (in Word 2007/2010, click the **Page Layout** tab) and from the **Page Background** group, click **Watermark**:

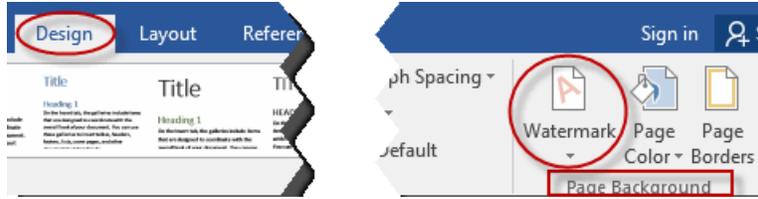


2. Select a watermark or search Office.com for additional watermarks:



To add a custom watermark to a document:

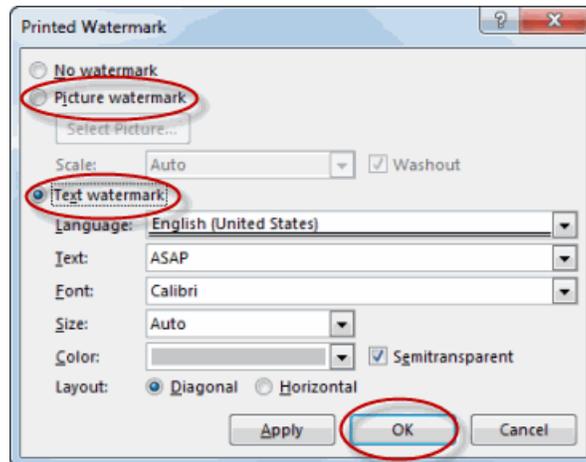
1. Click the **Design** tab and from the **Page Background** group, click **Watermark**:



2. Click **Custom Watermark**:



3. In the **Printed Watermark** dialog box, select either **Picture watermark** or **Text watermark**, and then select your picture or enter your text and click **OK**:



Exercise 15: Adding Custom Watermarks

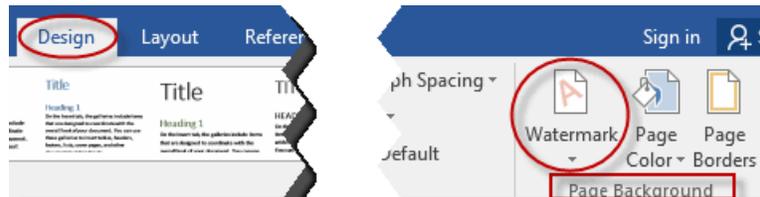
 5 to 10 minutes

In this exercise, you will add a custom watermark to a document.

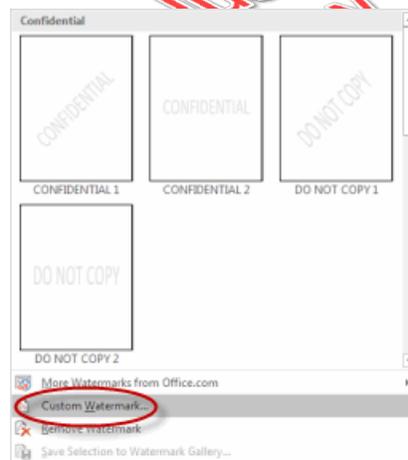
1. Navigate to the Word2016.3/Exercises folder and open General Terms and Conditions4.docx.
2. Add a text watermark with the words “VERY ROUGH DRAFT.”

Solution

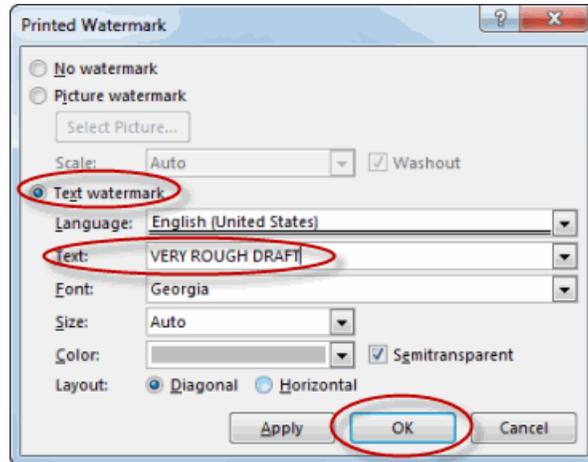
1. Navigate to the Word2016.3/Exercises folder and open General Terms and Conditions4.docx.
2. Click the **Design** tab (the **Page Layout** tab in Word 2007/2010) and from the **Page Background** group, click **Watermark**:



3. Click **Custom Watermark**:



4. In the **Printed Watermark** dialog box, select **Text watermark**, and then in the box labeled **Text**, enter "VERY ROUGH DRAFT" and click **OK**:



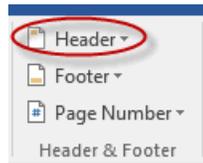
*

6.3. Adding Titles to Sections

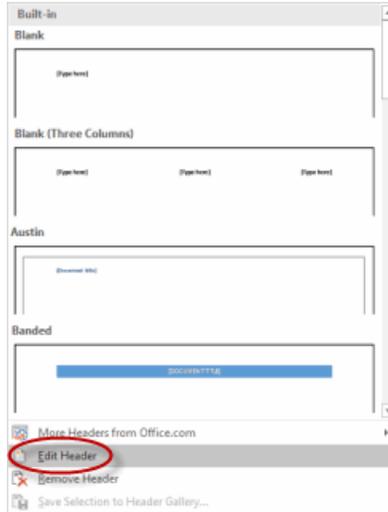
You can add titles to sections in Word with headers.

To add a header title to a section in Word:

1. Place your cursor within the section.
2. From the **Insert** tab, in the **Header & Footer** group, select **Header**.



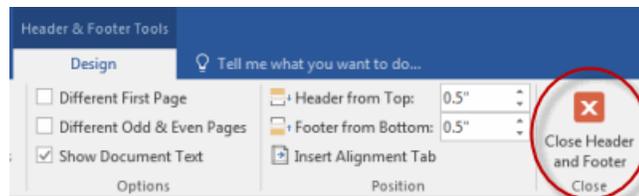
3. From the drop-down list, select **Edit Header**.



4. In the section header box, add a title.



5. To close out of the header area, from the **Header & Footer Tools Design** tab, select **Close Header and Footer**.

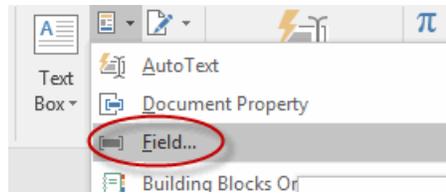


6.4. Inserting Built-in Fields

You can insert built-in fields in Word as a way to add placeholders for information that may change.

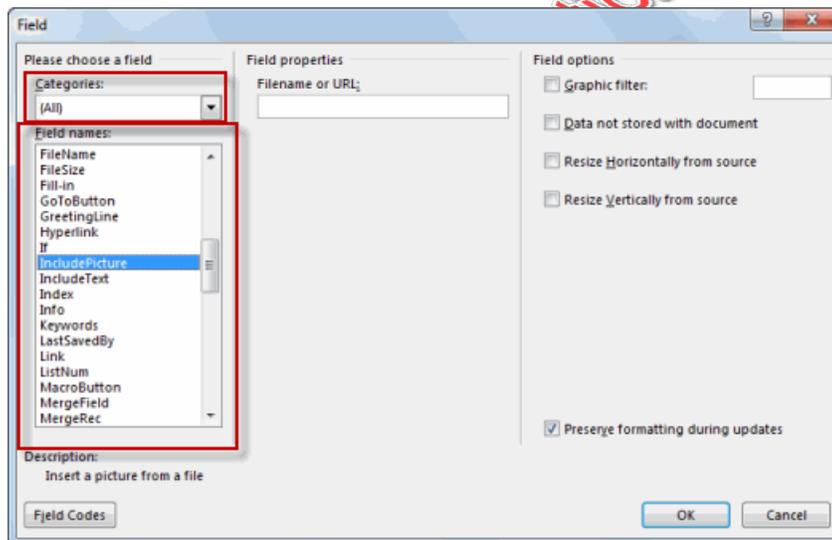
To add built-in fields:

1. Place the cursor in your document where you want to insert the field.
2. From the **Insert** tab on the Ribbon, in the **Text** group, select **Quick Parts** and

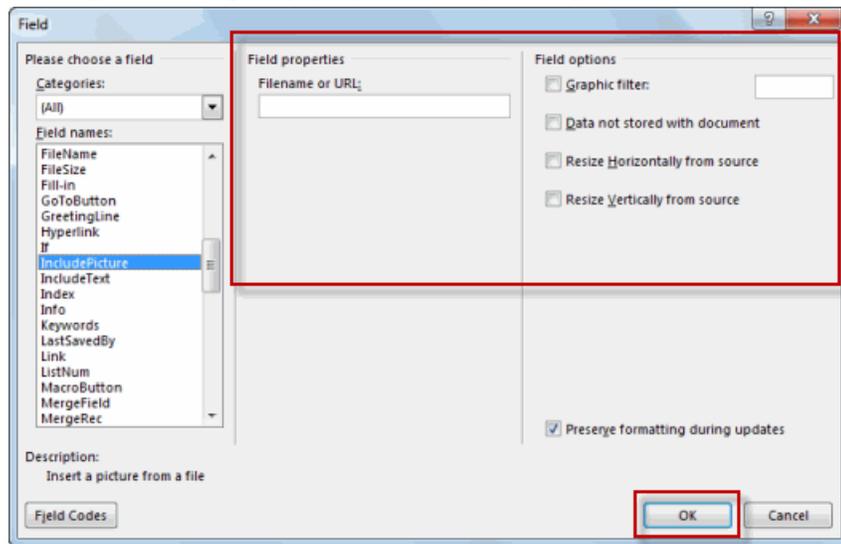


then select **Field**.

3. In the **Field** dialog box, from the **Field** names list, select the field. You can filter this list by selecting **Categories**.



4. Customize the field by selecting any properties options you desire, and then click



OK to insert it.



6.5. Using the Go To Feature

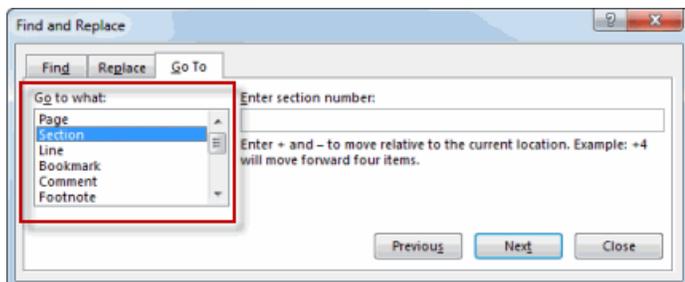
You can use Word's Go To feature to locate certain elements in your document.

To use Go To:

1. From the **Home** tab, in the **Editing** group, select **Find** and then select **Go To**.

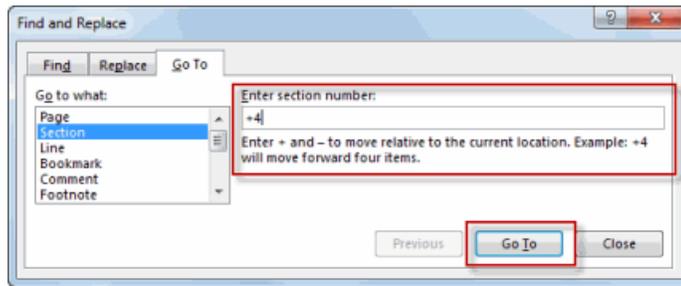


2. On the **Go To** tab of the **Find and Replace** dialog box, use the options under Go



to what to locate certain elements.

3. In the text box, enter plus (+) or minus (-) and a number to move through the specified element in the document and click **Go To**.

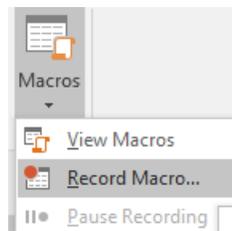
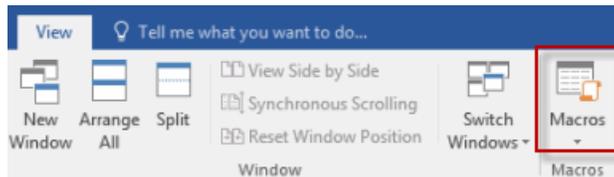


6.6. Using Macros

You can create macros in Word to help streamline your work processes. Macros are a way to group a bunch of tasks, to automate them.

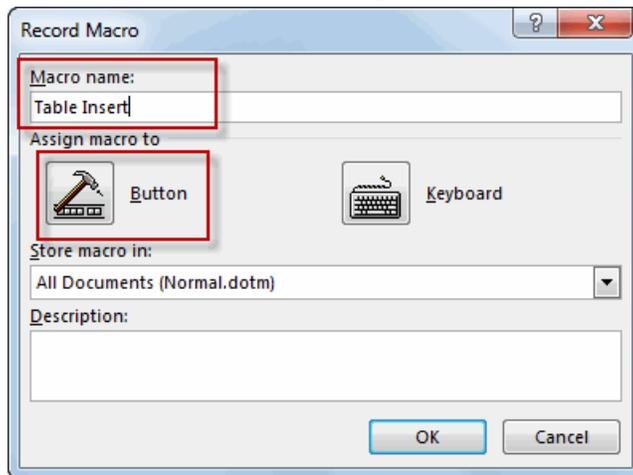
To record a simple macro with a keyboard shortcut:

1. From the **View** tab of the Ribbon, in the **Macros** group, select **Macros**.

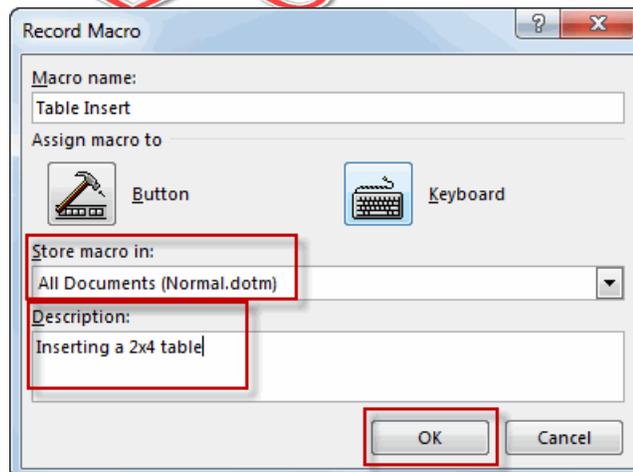


2. From the drop-down list, select **Record Macro**.

3. In the **Record Macro** dialog box, enter a name for the macro and select **Keyboard**.

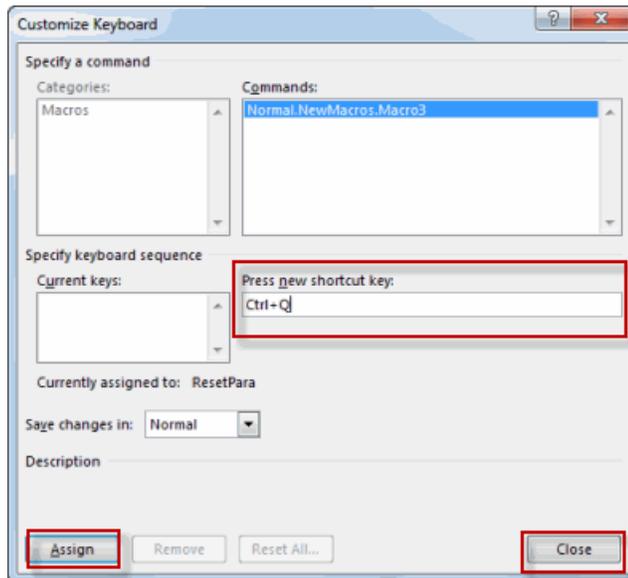


4. To have the macro run with each new document, ensure that the **Store macro in** text box displays **All Documents (Normal.dotm)**, and enter a **Description** if



desired. Click **OK**.

- In the **Customize Keyboard** dialog box, press the keyboard shortcut you want to use; it is displayed in the **Press new shortcut key** text box. Click **Assign**, and



then click **Close**.

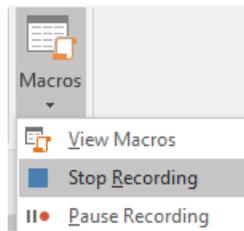
- Now perform the steps of the macro you are creating. Word displays a



tape-recorder icon as it records.

- When you are done, select the **Macros** command again and select **Stop**

Recording.

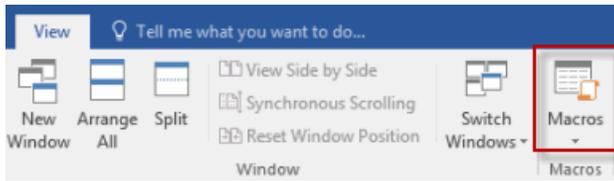


- You can now use this keyboard shortcut to perform the action you specified.

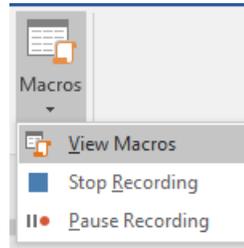
❖ 6.6.1. Copy Macros from Document to Document

To copy macros from one document to another:

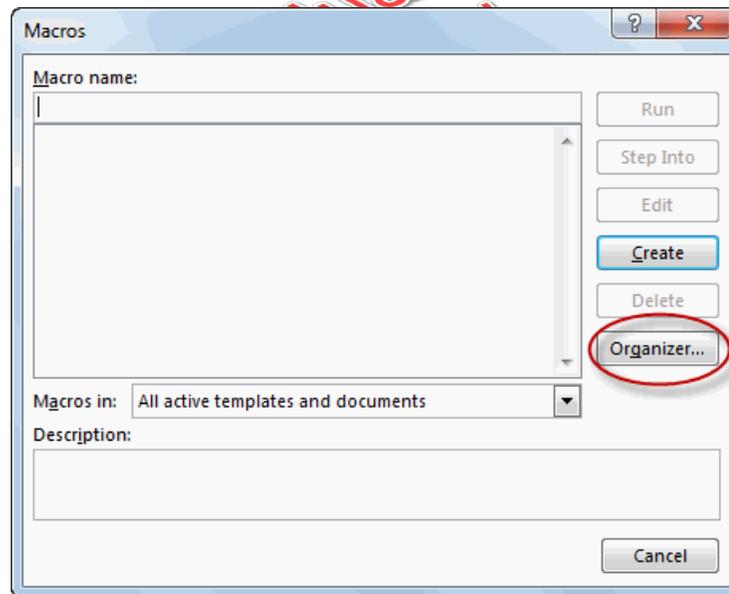
1. From the **View** tab of the Ribbon, in the **Macros** group, select **Macros**.



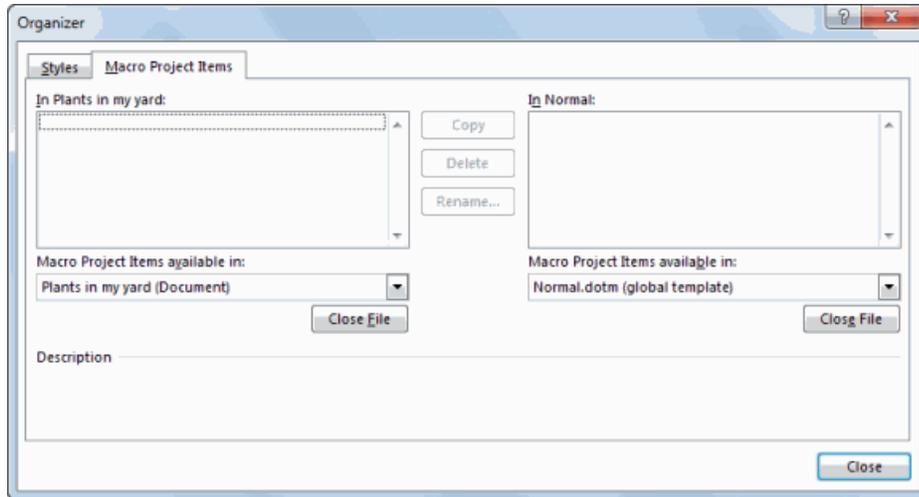
2. From the drop-down list, select **View Macros**.



3. Select **Organizer** in the dialog box.



4. Use the Organizer to copy macros, and then click **Close**.



❖ 6.6.2. Macro Security

When you open a file that contains macros, you will see a security warning in a yellow box at the top of the document. If the document is from a trusted source, select **Enable Content**.



Exercise 16: Recording a Macro

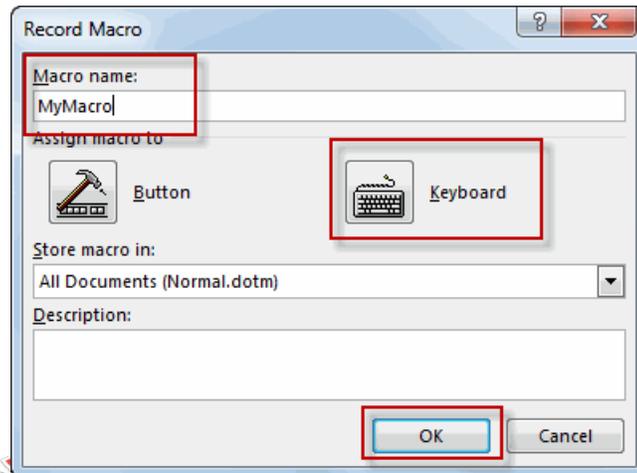
 10 to 15 minutes

In this exercise, you will record a macro.

1. Open a blank Word document.
2. Create a macro called “MyMacro” that is inserting a 5x8 table, using the keyboard shortcut **Alt+M**.

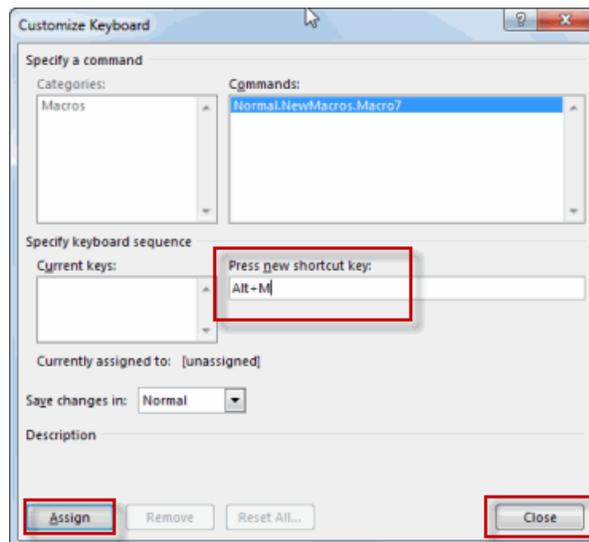
Solution

1. With a blank Word document open, select the **View** tab and select **Macros**.
2. From the drop-down list, select **Record Macro**.
3. In the **Record Macro** dialog box, enter the name "MyMacro" in the **Macro name**



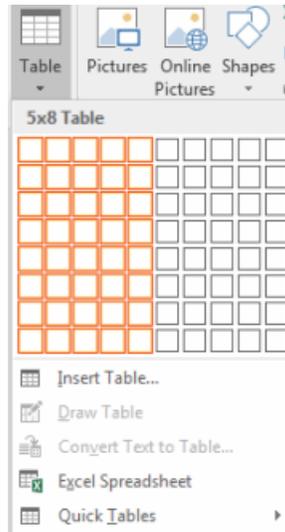
text box and click **Keyboard**

4. In the **Customize Keyboard** dialog box, press **Alt** and **M**. Click **Assign** and click



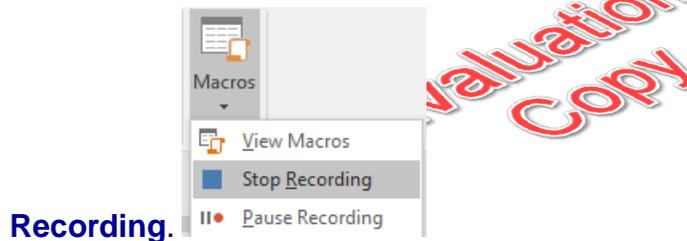
Close.

- Now the macro is being recorded: select the **Insert** tab and using the **Table** group,



insert a table that is 5x8.

- When you are done, select the **Macros** command again and select **Stop**



Recording.



6.7. Customizing the Ribbon

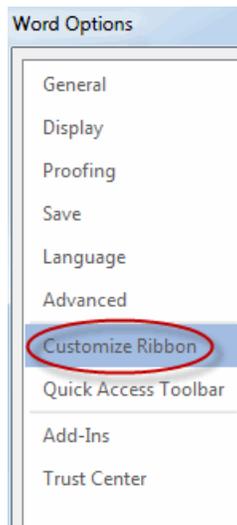
Customizing the Ribbon such that those commands you use most frequently appear on your home tab is a very useful way to personalize Microsoft Word. If you are working with Word 2007, you will not be able to customize the Ribbon; these options are only available in Word 2010, 2013, and 2016.

To customize the Ribbon:

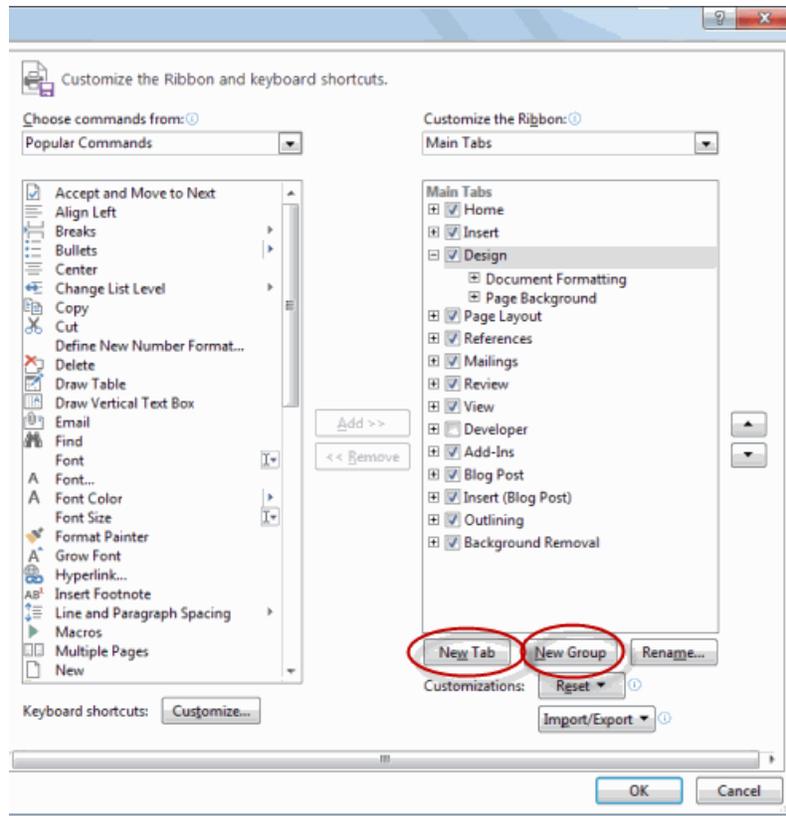
- From the **File** menu, select **Options**:



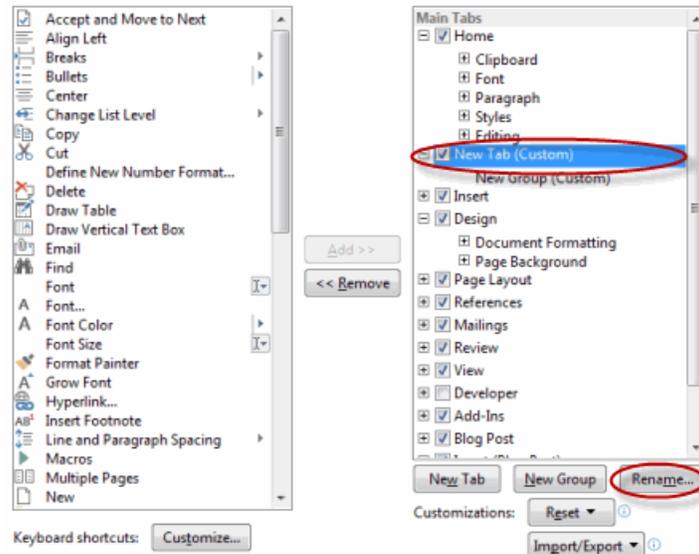
2. Select **Customize Ribbon**:



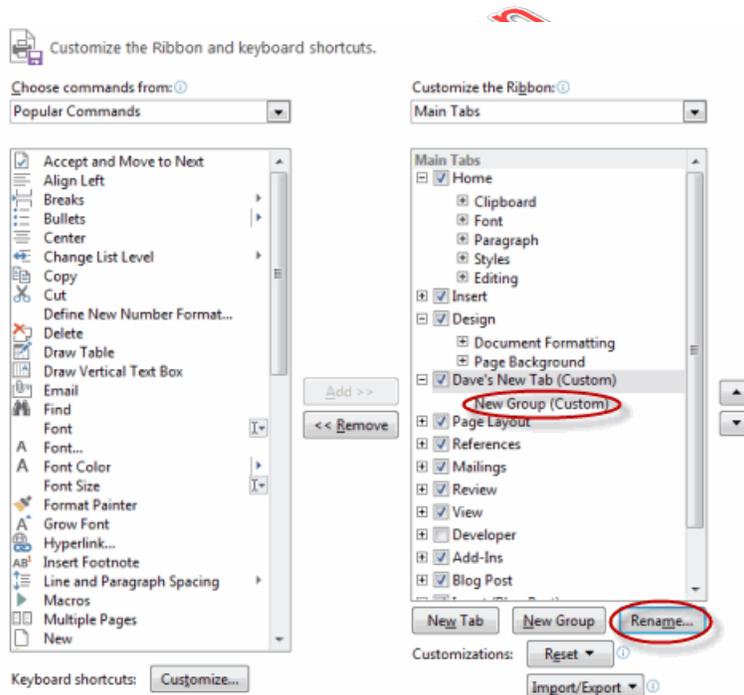
3. Create a Custom Tab or Custom Group by selecting a tab on the right and then selecting **New Tab** or **New Group**:



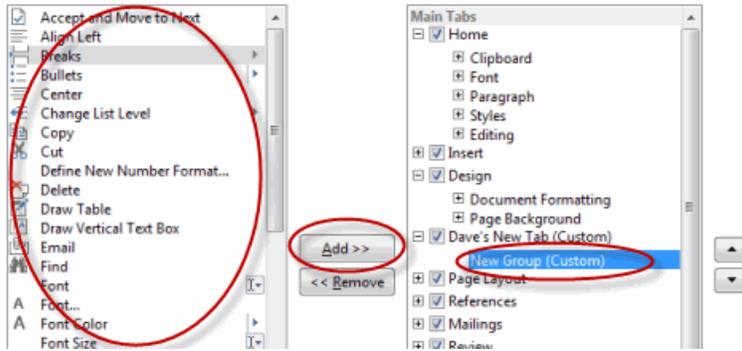
4. Note that if you create a new tab, a new group is automatically created as well. This is because commands must be added to groups, not tabs, so all tabs must have at least one group.
5. Select the **New Tab** and then **Rename** to name the new tab:



6. Select the **New Group** and then **Rename** to name the new group.



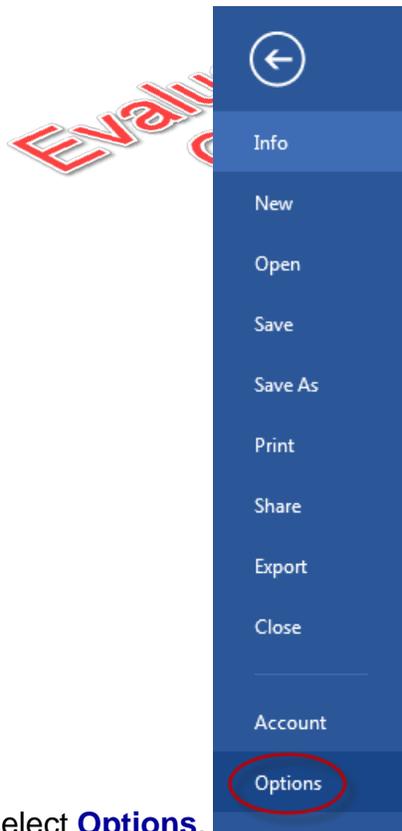
7. To add a command to the new group, select the new group on the right, select a command on the left, and click **Add**:



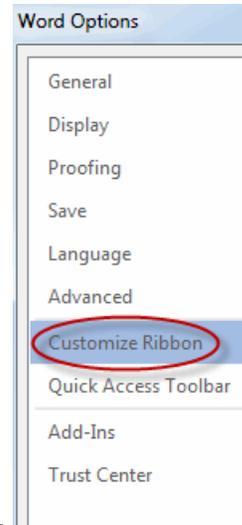
❖ 6.7.1. Assigning Shortcut Keys

You can assign and change shortcut key combinations in Word to suit your work style.

To assign shortcut keys:

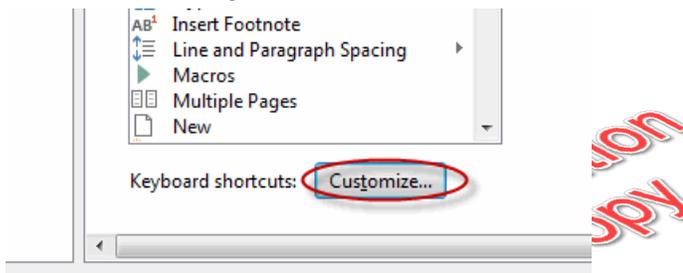


1. From the **File** menu, select **Options**.

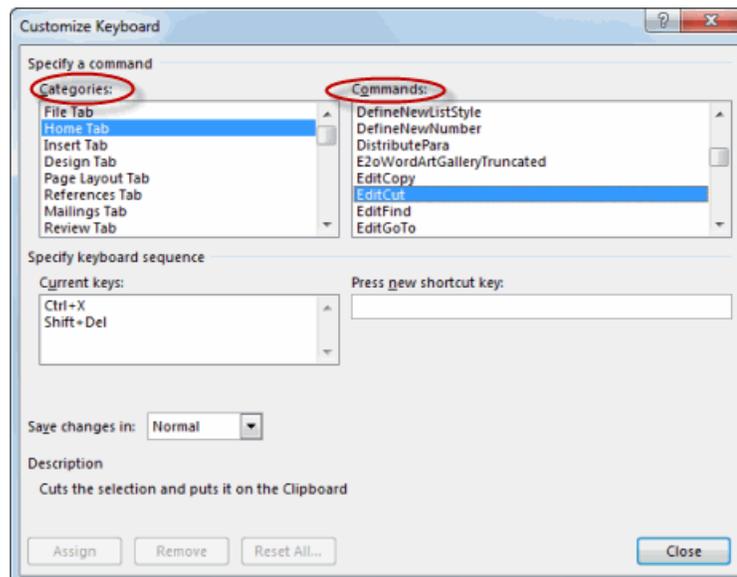


2. In the **Options** dialog box, select **Customize Ribbon**.

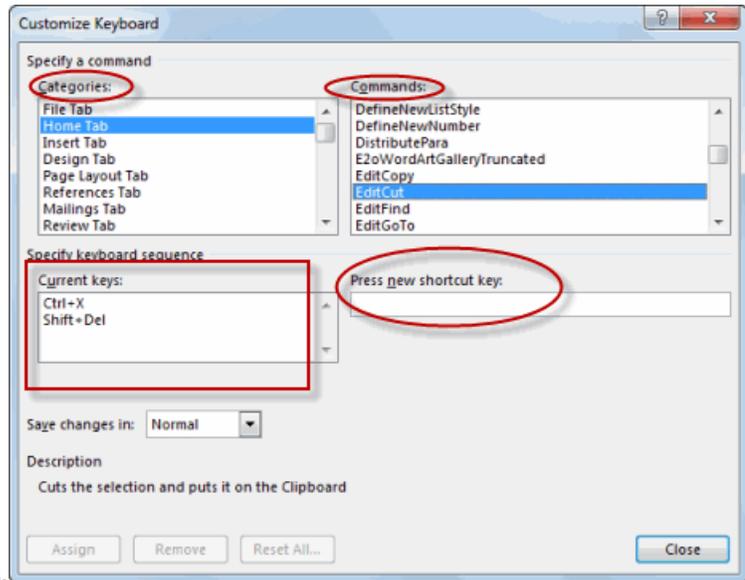
3. After **Keyboard shortcuts**, select **Customize**.



4. In the **Customize Keyboard** dialog box, select a category and command to specify.

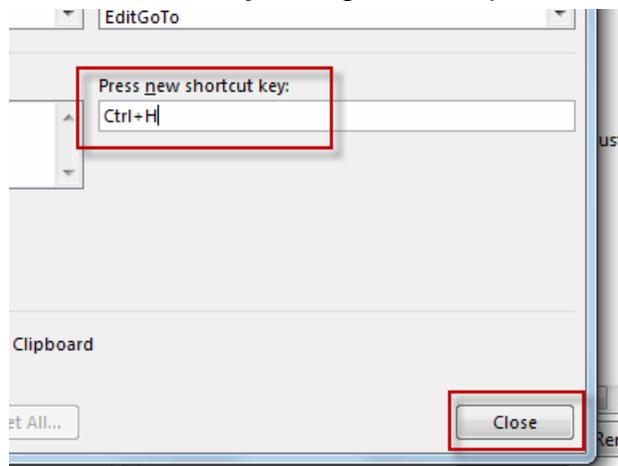


5. If there is a current keyboard shortcut associated with the command, it will be



displayed under **Current keys**.

6. To set a shortcut, click in the **Press new shortcut key** dialog box and press the



key combination, and then press **Close**.

Exercise 17: Customizing the Ribbon

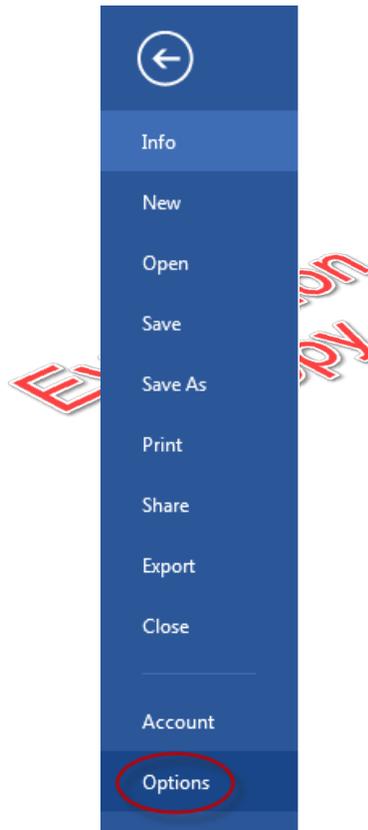
 5 to 15 minutes

In this exercise, you will customize the ribbon by adding a custom group to the **Home** tab and then adding a command to the new group. (Please note that you will only be able to perform this activity if you are working in Word 2010, 2013, or 2016.)

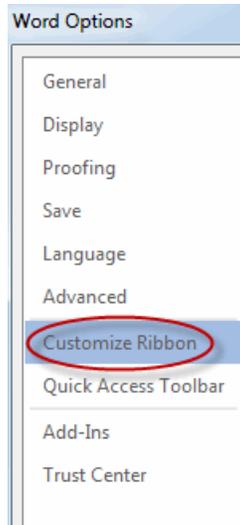
1. Open a blank Microsoft Word document.
2. Add a custom group to the **Home** tab and name it “My Favorites.”
3. Add **Breaks** to your new custom group.

Solution

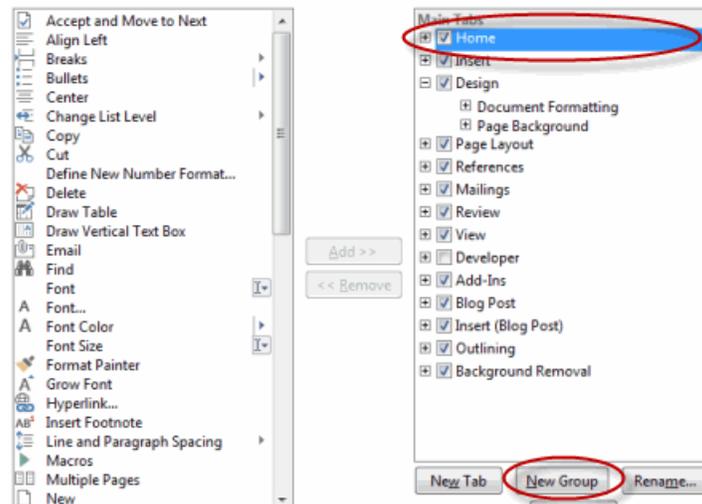
1. Open a blank Microsoft Word document.
2. To add a custom group to the home tab and name it “My Favorites”:
 - A. From the **File** menu, select **Options**:



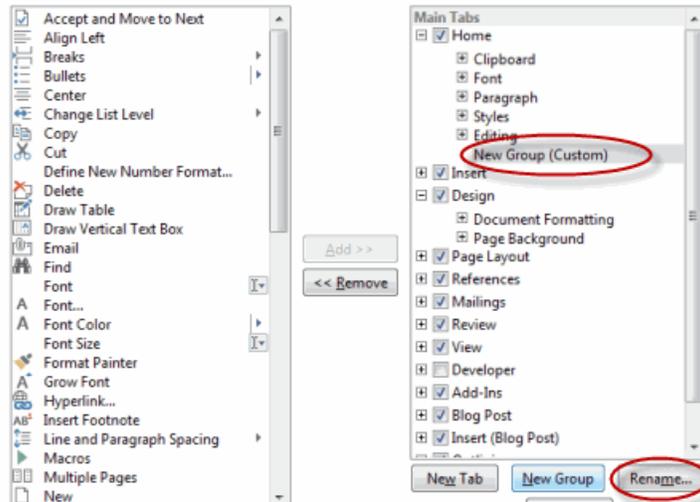
- B. Select **Customize Ribbon**:



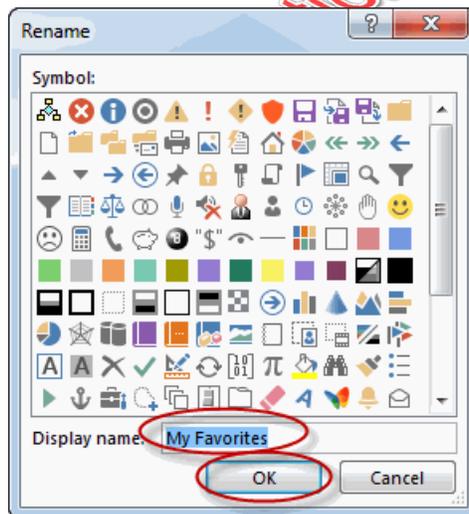
C. Select the **Home** tab and then click **New Group**:



D. Select the **New Group** and click **Rename**:

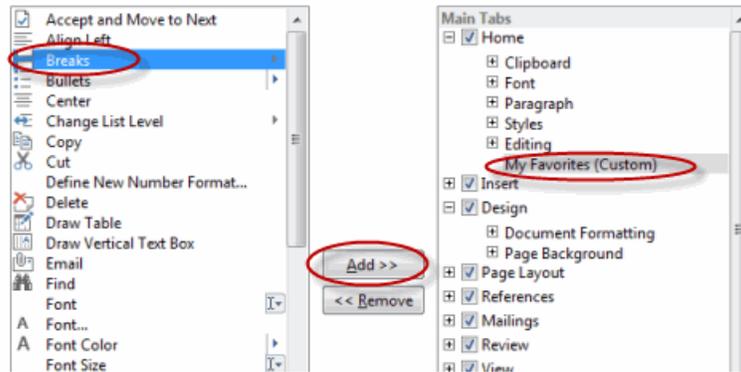


E. Enter “My Favorites” as the **Display name** and click **OK**:



3. To add **Breaks** to your new custom group:

A. Select the new custom group (“My Favorites”) on the right, select **Breaks** on the left, and click **Add**:



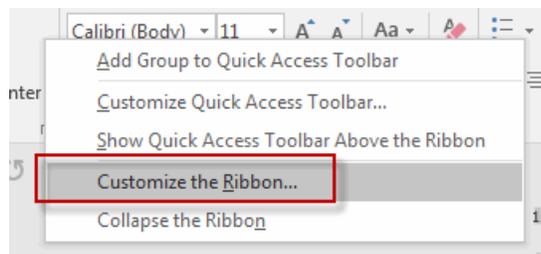
6.8. Preparing a Document for Internationalization and Accessibility

You may need your document to be able to be available to an international audience or an audience of disabled users, and if so you may need to make certain adaptations to it.

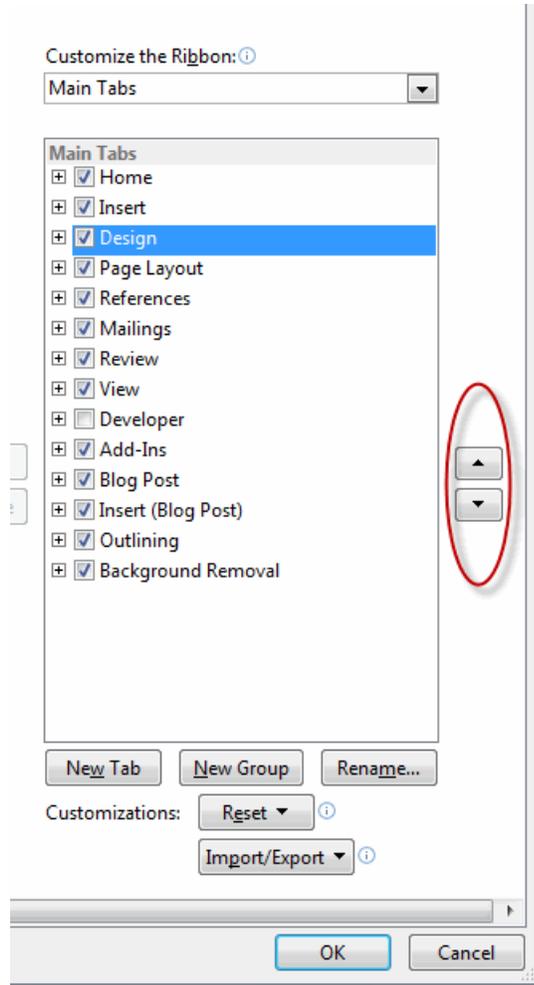
❖ 6.8.1. Modify Tab Order

To change the order of Ribbon tabs:

1. Right-click the Ribbon and select **Customize the Ribbon**.



2. On the right, under Customize the Ribbon, select the tab you want to move, and change its position using the arrows.

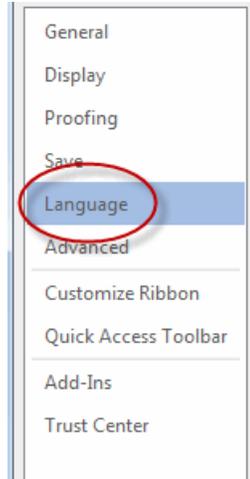


3. Click **OK** to save the changes.

❖ 6.8.2. Configure Language Options

To configure language options in Word:

1. Select **File** and then select **Options**.
2. Select **Language** in the **Word Options** dialog box.

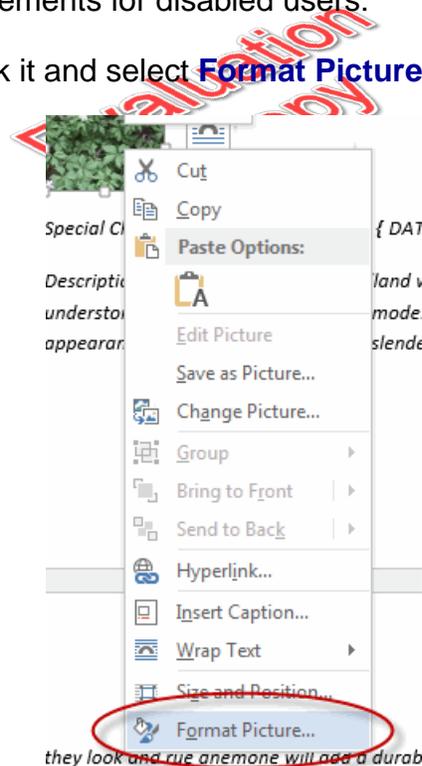


3. Set language options and click **OK**.

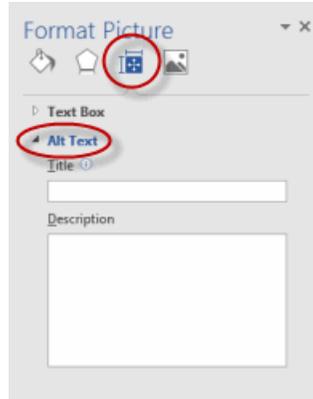
❖ 6.8.3. Add Alt-Text to Document Elements

To add alt-text to document elements for disabled users:

1. In an image, right-click it and select **Format Picture**.



2. In the **Format Picture** pane, select **Layout & Properties** and select the **ALT TEXT** arrow.



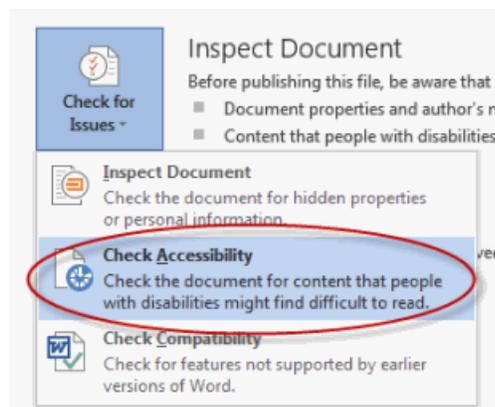
3. Type a title and description.

You can also add alt-text to tables by right-clicking the table and selecting **Table Properties**, and then the **Alt Text** tab.

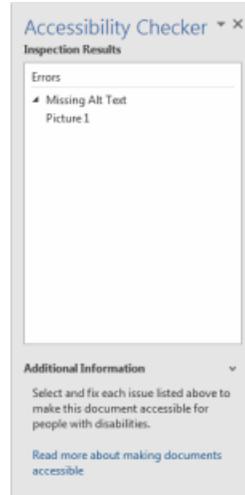
❖ 6.8.4. Create Documents for Use with Accessibility Tools

To check and modify documents for accessibility.

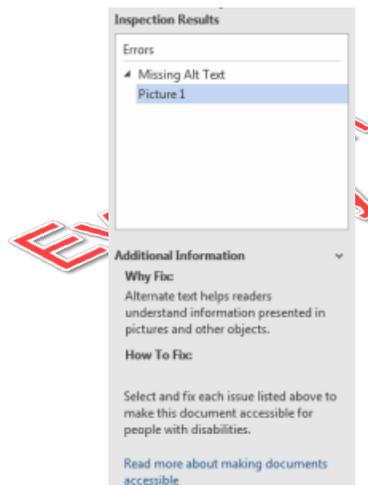
1. Select the **File** menu tab, and from the **Info** section, select **Check for Issues**.
2. From the drop-down list, select **Check Accessibility**.



3. The **Accessibility Checker** pane will launch, with any issues listed.



4. To correct an issue, select it and view information about how to fix it.



❖ 6.8.5. Manage Multiple Options for +Body and +Heading Fonts

To manage multiple options for +Body and +Heading fonts:

1. Select the **Home** tab of the Ribbon.
2. In the **Styles** group, select the **Styles** drop-down arrow.



3. From the drop-down list, select a body or heading option.



❖ 6.8.6. Apply Global Content Standards

To help ensure that your documents are accessible to a global audience, follow these guidelines:

1. Use standard fonts, such as Times New Roman and Arial.
2. Make sure sentences are not overly long. They should be concise and as short as possible.
3. Avoid jargon that may not translate correctly to other languages.
4. Avoid country-specific examples that will not make sense to users from different countries.

Conclusion

In this lesson, you learned to add and go to bookmarks and to create hyperlinks to bookmarks. You also learned to add custom watermarks, to add titles to sections, to insert built-in fields, how to use Go To, and how to customize the ribbon. Finally, you learned how to prepare a document for accessibility and internationalization.

LESSON 7

Microsoft Word 2013 New Features

Topics Covered

- Using the cloud.
- The Resume Reading feature.

Introduction

Microsoft Word 2013 provided a variety of new features.

*Evaluation
*
Copy*

7.1. Using the Cloud

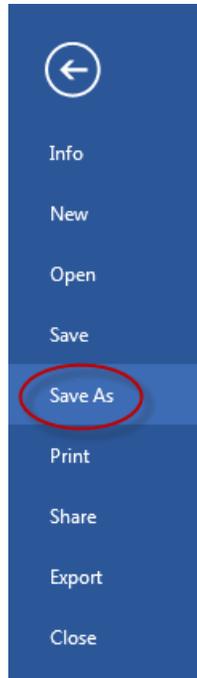
One of the new features that was introduced across the Microsoft Office 2013 suite is the ability to save, share, and collaborate with others using the cloud. You can save, share, and access your Word documents on SharePoint or OneDrive (formerly called SkyDrive).

OneDrive provides account holders with a certain amount of free cloud storage.

You will need a OneDrive account to perform the following. If you do not have one, go to <https://onedrive.live.com> to sign up.

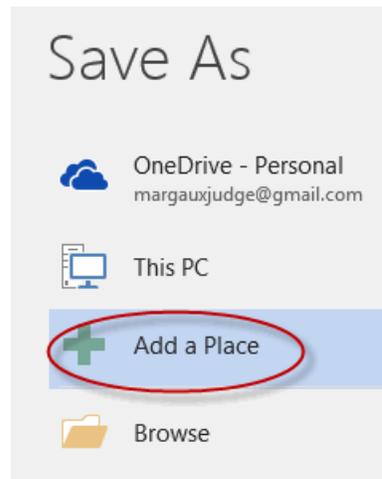
To save and share a document to OneDrive:

1. Add OneDrive to your list of Places in Word, by selecting the **File** menu, and then clicking **Save As**.

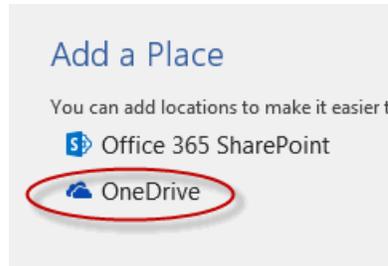


2. Click **Add a Place**.

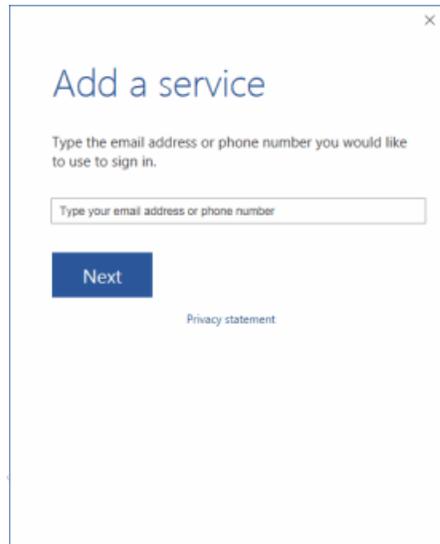
Evaluation Copy



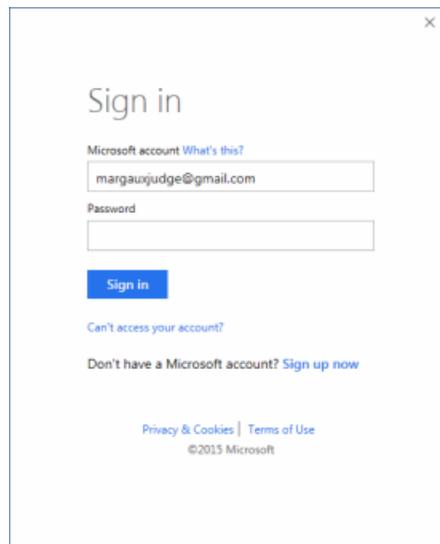
3. In the **Add a Place** section, select **OneDrive**.



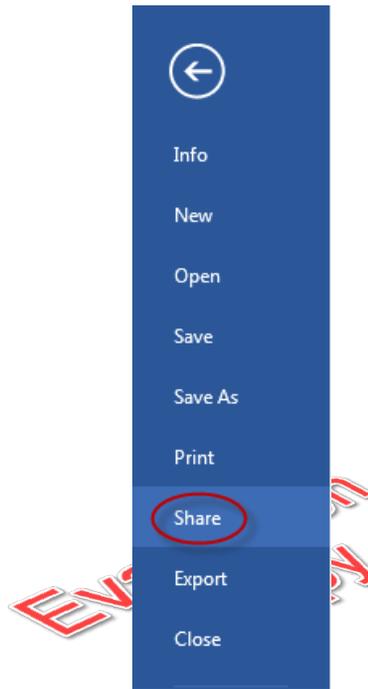
4. In the **Add a service** dialog box, enter your email address and click **Next**.



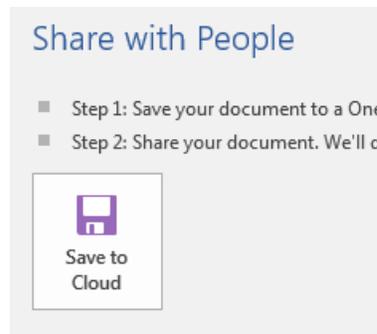
5. Enter your password and click **Sign in**.



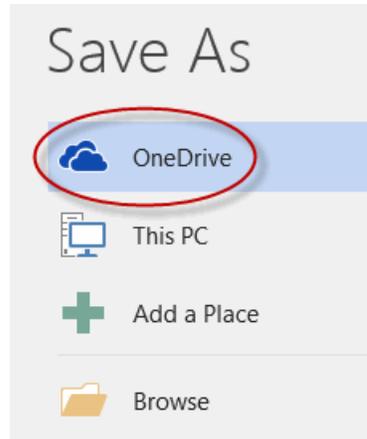
6. To save your document to the cloud and share it, select the **File** menu and click **Share**.



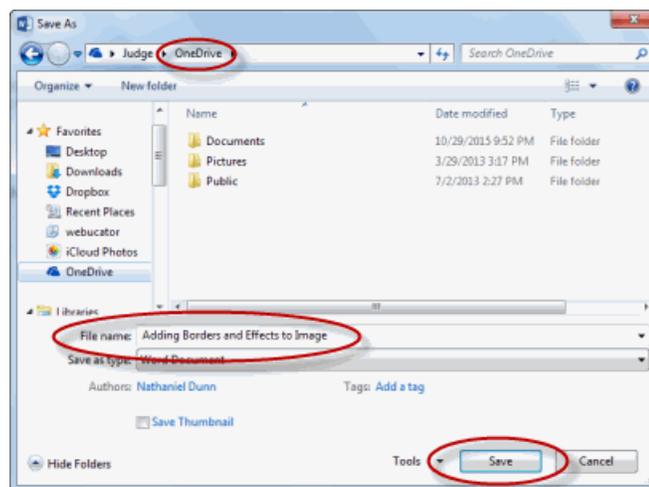
7. Click **Save To Cloud**.



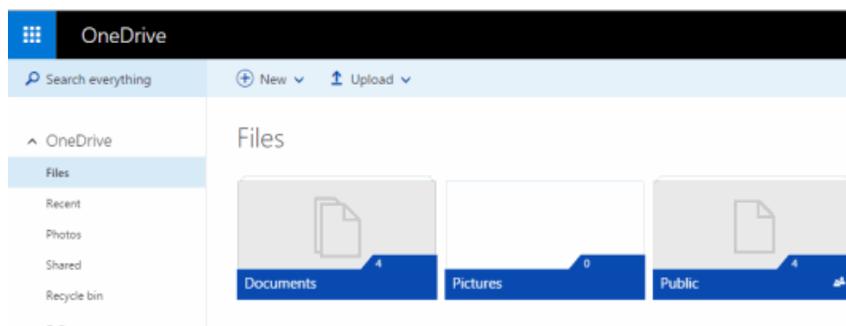
8. In the **Save As** section, click your OneDrive account.



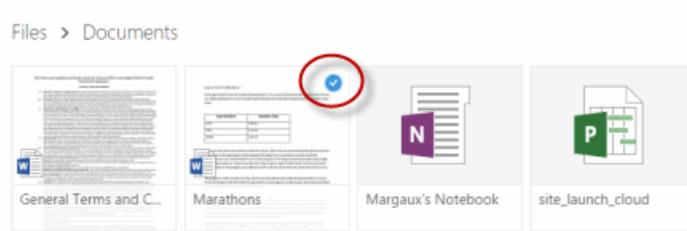
9. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your document and click **Save**.



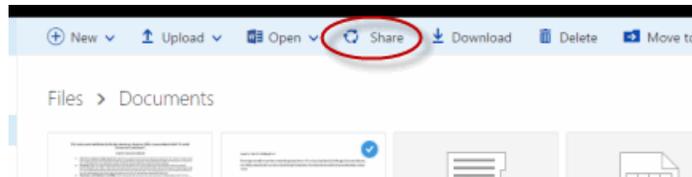
10. Log in to your OneDrive account in a web browser at: <https://onedrive.live.com/>.



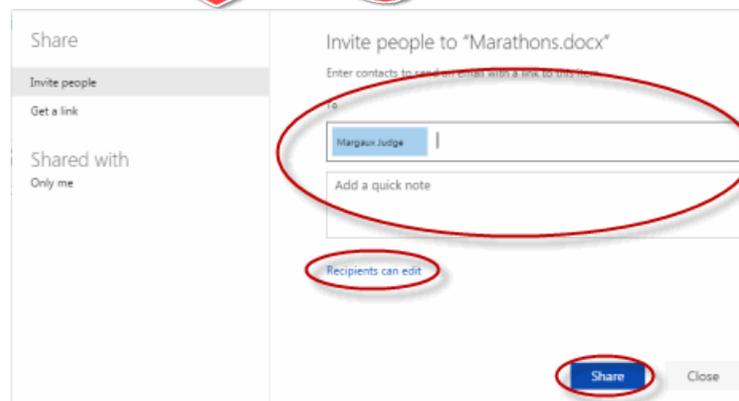
11. Navigate to your document and select the check box.



12. Select **Share**.



13. Type the recipient's email address and a message, if desired. Select the **Recipients can edit** option if you want to give the recipient read-only access. When done selecting options, click **Share**.



14. Your recipient can now view and change (if you did not uncheck the **Recipients can edit** check box) your document.

Exercise 18: Using the Cloud

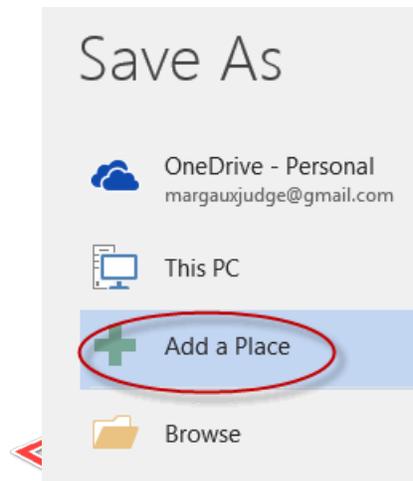
 10 to 15 minutes

In this exercise, you will save a Word document to OneDrive. (To perform this activity, you must have a OneDrive account. To obtain a OneDrive account, go to <https://onedrive.live.com>.)

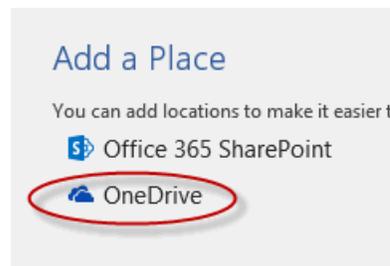
1. Navigate to the Word2016.2/Exercises folder and open Webucator.docx.
2. Save the document to a folder in your OneDrive.

Solution

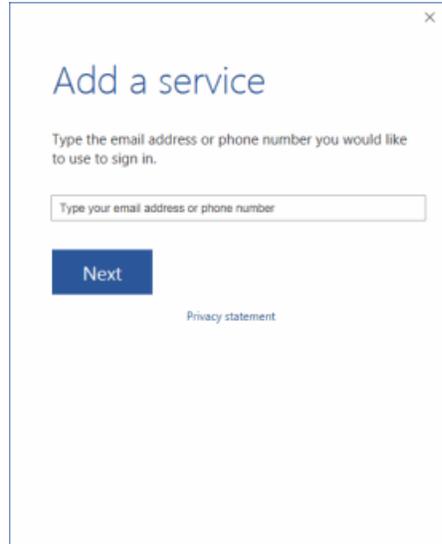
1. Click **Add a Place**.



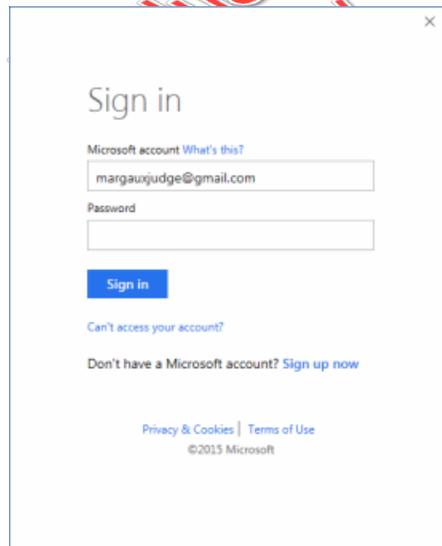
2. In the **Add a Place** section, select **OneDrive**.



3. In the **Add a service** dialog box, enter your email address and click **Next**.



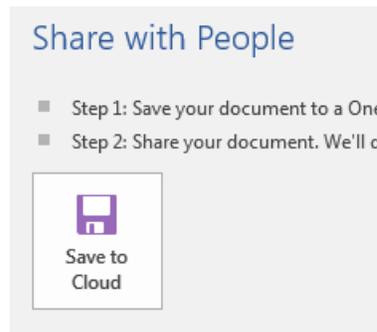
4. Enter your password and click **Sign in**.



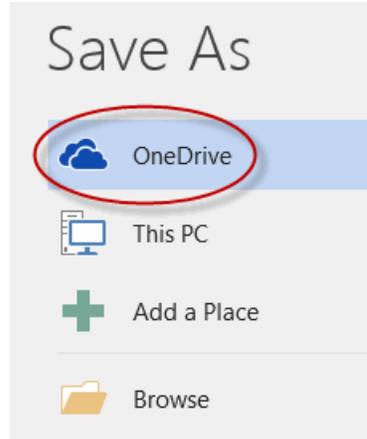
5. To save your document to the cloud and share it, select the **File** menu and click **Share**.



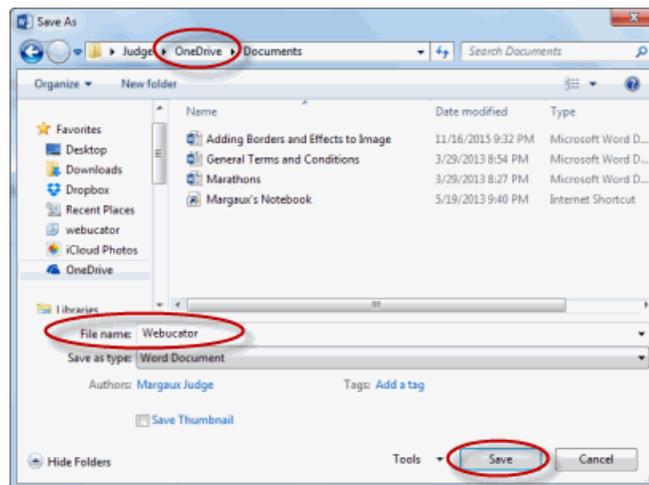
6. Click **Save To Cloud**.



7. In the **Save As** section, click your OneDrive account.



8. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your document and click **Save**.

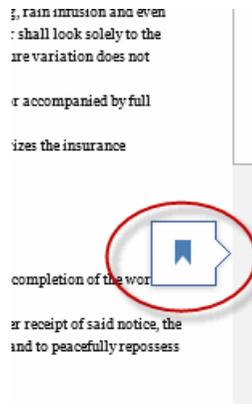


7.2. The Resume Reading Feature

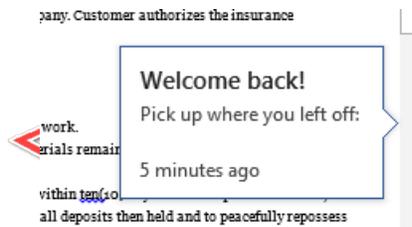
The Resume Reading feature allows you to pick up in a document where you left off. To use Resume Reading, you must be working with a document that is saved on the cloud.

To use the Resume Reading feature:

1. Open a document that is stored on the cloud.
2. You will notice the bookmark icon on the right.



3. Scroll over it and you will see the option to pick up where you left off.



4. Click the link and Word will take you to where your cursor was when you last closed the document.

Conclusion

In this lesson, you have learned:

1. How to use the cloud.
2. How to use the Resume Reading feature.

LESSON 8

New Features in Word 2016

Topics Covered

- Ink Equation feature.
- Version history.
- Shape formatting options.
- Sharing documents.

Introduction

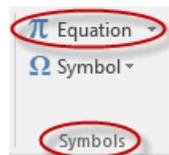
Word 2016 provides a number of new features.

Evaluation
Copy

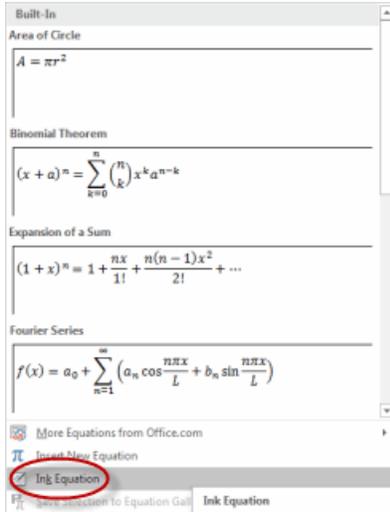
8.1. Ink Equations

If you are using a tablet device, you can now “write” equations using a stylus or your finger and Excel will convert it to text. If you are not using a touchscreen device, you can do the same using your mouse.

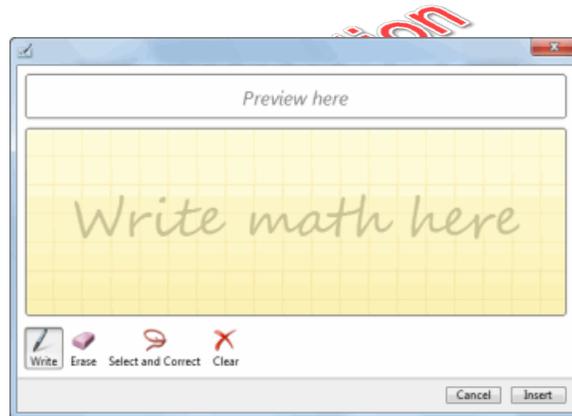
To use Ink Equations, from the **Insert** tab of the Ribbon, in the **Symbols** group, select **Equation**.



From the drop-down, select **Ink Equations**.



A dialog box opens where you can insert your equation and then click **Insert** to add it to the document.



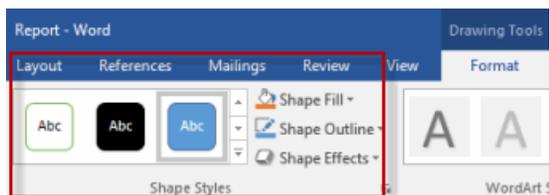
8.2. Version History

To view the changes that have been made to your document, you can select **History** from the **File** menu tab.



8.3. Shape Formatting

In Word 2016, when you insert a shape into a document, you can now choose from preset fills and colors. When you insert the shape, the **Drawing Tools Format** tab opens, containing the presets.



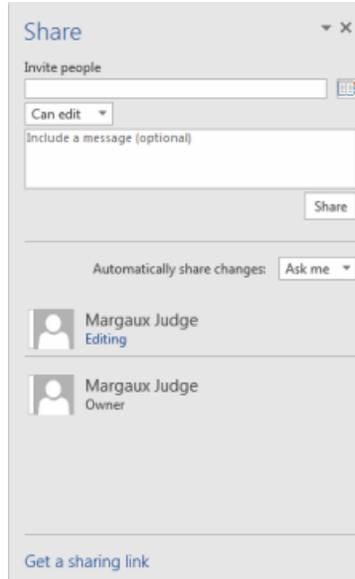
8.4. Sharing

You can share your Word documents with others using the **Share** option on the **File** menu.

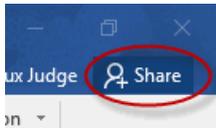
First you need to save the document to SharePoint or OneDrive. Then, select the **Share with People** option.



In the **Share** pane, you can invite people to share or edit the workbook.



You can also click the **Share** button in the upper-right corner of the document to quickly access the Share options.



Conclusion

In this lesson, you have learned:

1. About the Ink Equation feature.
2. About version history.
3. About new shape formatting options.
4. About sharing documents.