

# Intermediate Microsoft Word 2019 Training



with examples and  
hands-on exercises

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## **The Author**

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## **Class Files**

Download the class files used in this manual at

<https://static.webucator.com/media/public/materials/classfiles/WRD2019.2-1.1.1.zip>.

## **Errata**

Corrections to errors in the manual can be found at

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

# Table of Contents

|                                                                                   |            |
|-----------------------------------------------------------------------------------|------------|
| LESSON 1. Advanced Formatting.....                                                | 1          |
| Shading and Borders.....                                                          | 1          |
| 📄 <b>Exercise 1: Using Shading and Borders.....</b>                               | <b>3</b>   |
| Setting Line and Paragraph Spacing.....                                           | 5          |
| Changing Styles.....                                                              | 6          |
| 📄 <b>Exercise 2: Changing Styles.....</b>                                         | <b>18</b>  |
| Paragraph Marks and Other Formatting Symbols.....                                 | 21         |
| 📄 <b>Exercise 3: Using Formatting Symbols.....</b>                                | <b>23</b>  |
| Editing PDF Documents in Microsoft Word.....                                      | 24         |
| LESSON 2. Working with Tables.....                                                | 29         |
| Inserting a Table.....                                                            | 29         |
| 📄 <b>Exercise 4: Insert a Table.....</b>                                          | <b>41</b>  |
| Table Styles.....                                                                 | 42         |
| 📄 <b>Exercise 5: Adding Styles to a Table.....</b>                                | <b>46</b>  |
| Formatting a Table.....                                                           | 49         |
| 📄 <b>Exercise 6: Formatting a Table.....</b>                                      | <b>55</b>  |
| LESSON 3. Working with Images.....                                                | 59         |
| Inserting Images.....                                                             | 59         |
| 📄 <b>Exercise 7: Insert an Image into a Microsoft Word Document.....</b>          | <b>61</b>  |
| Placing and Sizing Images.....                                                    | 62         |
| 📄 <b>Exercise 8: Place and Size an Image in a Microsoft Word Document.....</b>    | <b>64</b>  |
| Wrapping Text around an Image.....                                                | 66         |
| 📄 <b>Exercise 9: Wrapping Text around an Image.....</b>                           | <b>69</b>  |
| Adjusting Images.....                                                             | 71         |
| 📄 <b>Exercise 10: Adjusting Images in Microsoft Word.....</b>                     | <b>73</b>  |
| Borders and Effects.....                                                          | 79         |
| 📄 <b>Exercise 11: Adding Borders and Effects to Images in Microsoft Word.....</b> | <b>82</b>  |
| LESSON 4. Page Layout.....                                                        | 87         |
| Orientation and Paper Size.....                                                   | 87         |
| Using Live Layout and Alignment Guides.....                                       | 91         |
| Working with Columns.....                                                         | 93         |
| 📄 <b>Exercise 12: Changing the Page Setup.....</b>                                | <b>95</b>  |
| Advanced Formatting.....                                                          | 98         |
| Working with Fields.....                                                          | 100        |
| Page and Section Breaks.....                                                      | 105        |
| 📄 <b>Exercise 13: Adding Page and Section Breaks.....</b>                         | <b>109</b> |

|                                                                     |            |
|---------------------------------------------------------------------|------------|
| LESSON 5. Working with Illustrations.....                           | 115        |
| Adding and Editing Charts.....                                      | 115        |
| 📄 <b>Exercise 14: Working with Charts.....</b>                      | <b>118</b> |
| Working with Clip Art.....                                          | 123        |
| 📄 <b>Exercise 15: Working with Clip Art.....</b>                    | <b>124</b> |
| Using Shapes.....                                                   | 126        |
| Working with Icons.....                                             | 130        |
| 📄 <b>Exercise 16: Adding Shapes.....</b>                            | <b>133</b> |
| Working with SmartArt.....                                          | 135        |
| 📄 <b>Exercise 17: Working with SmartArt.....</b>                    | <b>138</b> |
| Creating Captions.....                                              | 142        |
| Using Building Blocks.....                                          | 144        |
| 📄 <b>Exercise 18: Inserting a Building Block in a Document.....</b> | <b>150</b> |
| LESSON 6. Viewing Your Documents.....                               | 155        |
| Document Views.....                                                 | 155        |
| Using the Navigation Pane.....                                      | 157        |
| 📄 <b>Exercise 19: Using the Navigation Pane.....</b>                | <b>162</b> |
| Multiple Windows.....                                               | 167        |
| 📄 <b>Exercise 20: Working with Multiple Windows.....</b>            | <b>170</b> |

# LESSON 1

## Advanced Formatting

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### Topics Covered

- Shading and borders.
- Line and paragraph spacing.
- Changing styles.
- Formatting symbols.
- PDFs.

### Introduction

In this lesson, you will learn to use shading and borders to enhance your document, to set line and paragraph spacing, to format your document using styles, to show, hide and use formatting symbols, and to edit PDFs in Word.



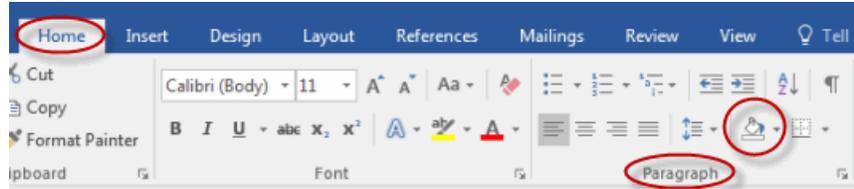
## 1.1. Shading and Borders

Two commonly used ways of drawing attention to a section of a document are adding **Shading** to the background behind the text and adding **Borders** around the selected text.

### Shading Text

To color the background behind selected text in your document:

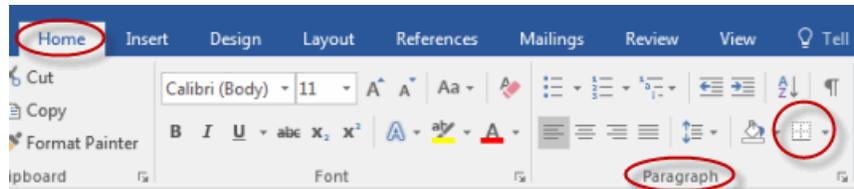
1. Select the text to which you wish to add shading.
2. On the **Home** tab, in the **Paragraph** group, click the **Shading** command:



## Adding Borders

To add borders around selected text in your document:

1. Select the text to which you wish to add borders.
2. On the **Home** tab, in the **Paragraph** group, click the **Borders** command:



# Exercise 1: Using Shading and Borders

 5 to 15 minutes

---

In this exercise, you will add a personal note to a document and call it out using shading and borders.

1. Navigate to the Word2019.2/Exercises folder and open Plants in my yard - Intermediate.docx.
2. Add a note beneath the description of the Japanese Maple that looks like the note in the image below:

## TREES

### Japanese Maple



**Special features:** Beautiful foliage

**Description:** Simply beautiful. Native to Asia, the Japanese maple is now grown worldwide. They are a popular bonsai tree.

Personal Notes: Consider using in front left corner of yard.

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

## Solution

---

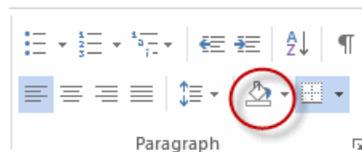
1. Type “Personal Notes: Consider using in front left corner of yard.” beneath the description of the Japanese Maple.
2. Select the text.
3. Click the **Borders** control in the **Paragraph** group:



4. Select **Outside Borders**:



5. Click the **Shading** control in the **Paragraph** group:



6. Select the color of your choice:



7. Save the document.

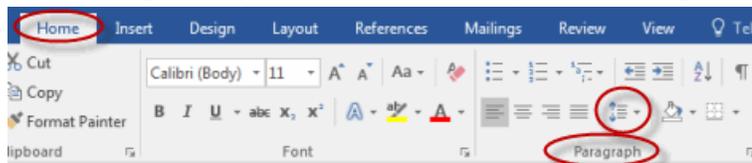


## 1.2. Setting Line and Paragraph Spacing

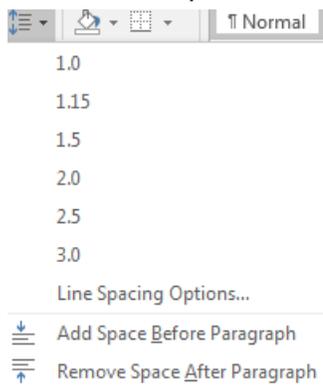
You can format your documents by setting spacing options.

To set line and paragraph spacing in a document:

1. From the **Home** tab of the Ribbon, in the **Paragraph** group, select the **Line and Paragraph Spacing** command.



2. Select an option, or select **Line Spacing Options** to view more options.

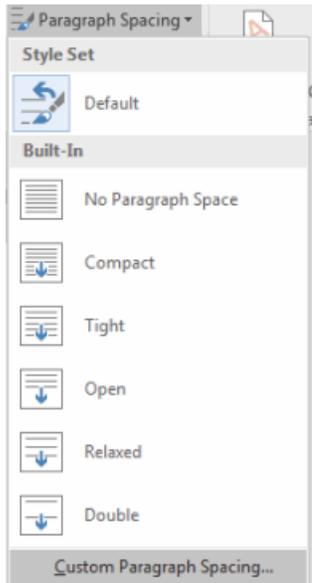


To apply spacing to the entire document:

1. From the **Design** tab of the Ribbon, in the **Document Formatting** group, select



2. Select an option, or select **Custom Paragraph Spacing** to view more options.



## 1.3. Changing Styles

Styles are first covered in our Introduction to Microsoft Word course.

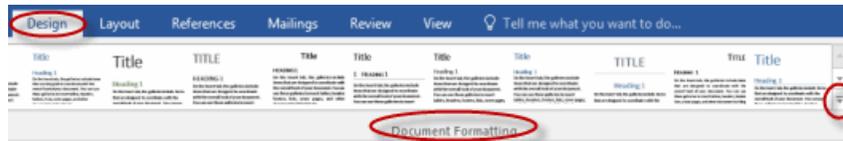
### ❖ 1.3.1. Benefits of Styles

To recap (and for those who did not take the Introduction to Microsoft Word class), using styles in Microsoft Word:

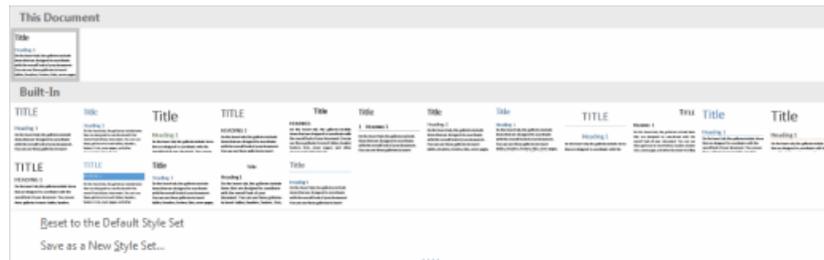
1. Saves time.
2. Provides for consistent formatting throughout your documents.
3. Enables you to take advantage of advanced features of Microsoft Word, such as adding a table of contents to your document.

A document which uses styles can be re-formatted simply by changing the styles. To change styles in Microsoft Word:

1. On the **Design** tab, in the **Document Formatting** group, click the **Styles** drop-down arrow:



2. A list of built-in style sets will appear:

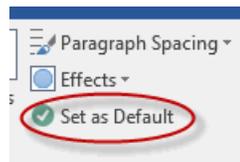


3. Hover over the individual style sets to see how your document will look with each style set.
4. After choosing a style set, click **Colors** and then the built-in **Color Themes** to see how your document will look with each.
5. Repeat the above for fonts and paragraph spacing.

### ❖ 1.3.2. Setting a New Style Set as Default

To set a new style set as default:

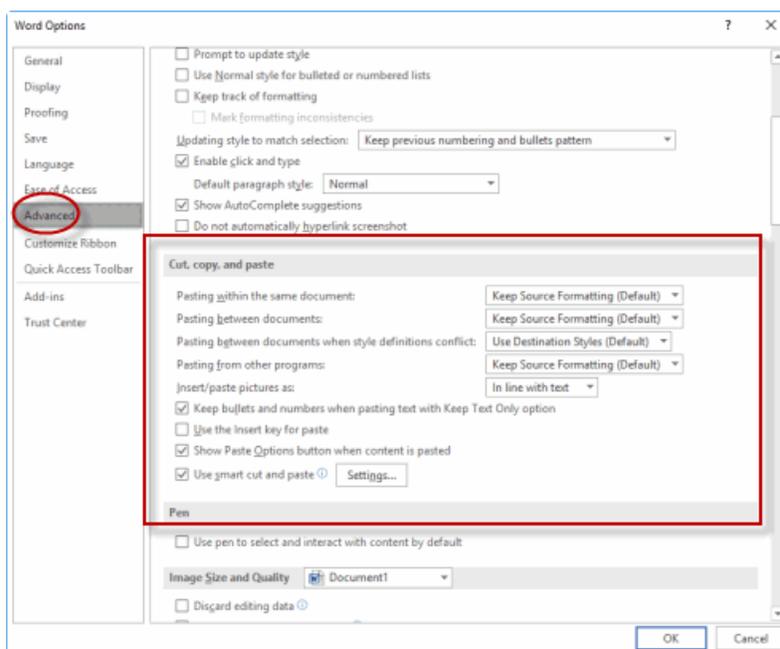
1. Select the style from the **Design** tab.
2. Select **Set as Default**.



### ❖ 1.3.3. Resolving Multi-Document Style Conflicts

When working with multiple documents with different styles, you may copy and paste styles from one document into another in which the styles are in conflict. If this happens, Word will display a **Paste Options** button you can use to select how you want the document formatted.

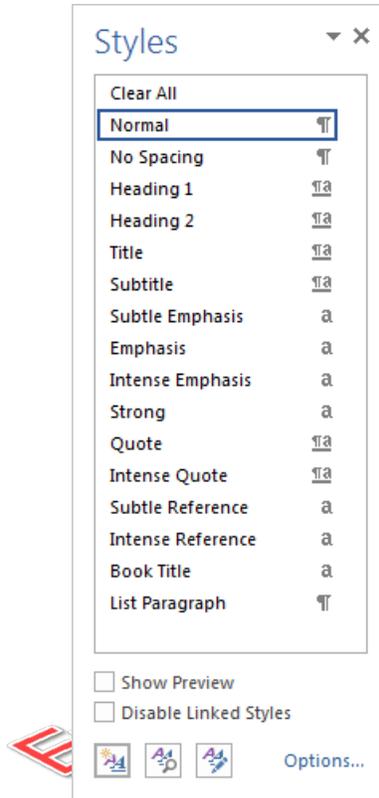
You can control how Word handles copying and pasting styles using the **Word Options** dialog box (select **File > Options**). The options are available by selecting the **Advanced** section, under **Cut, copy, and paste**.



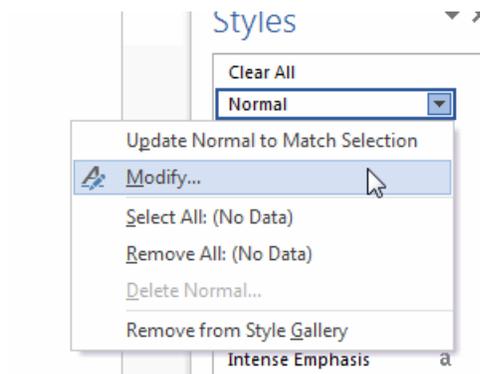
### ❖ 1.3.4. Customizing Settings for Existing Styles

To customize a Word style:

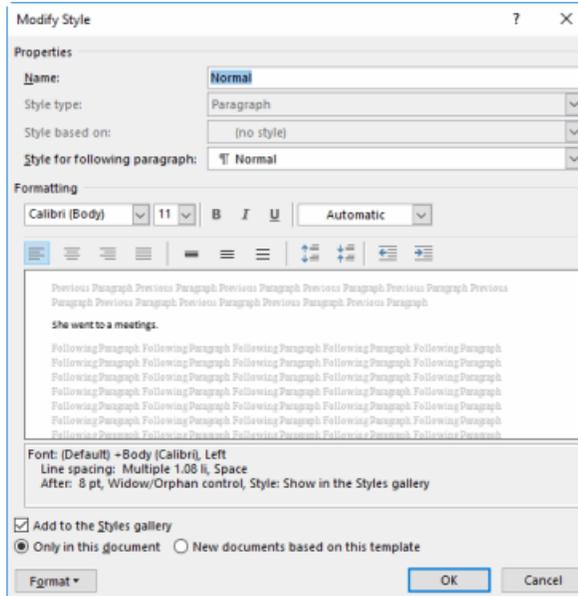
1. Display the **Styles** task pane by pressing **Ctrl+Shift+Alt+S**.



2. Place the cursor over the style you want to customize and click the drop-down arrow. Select **Modify**.



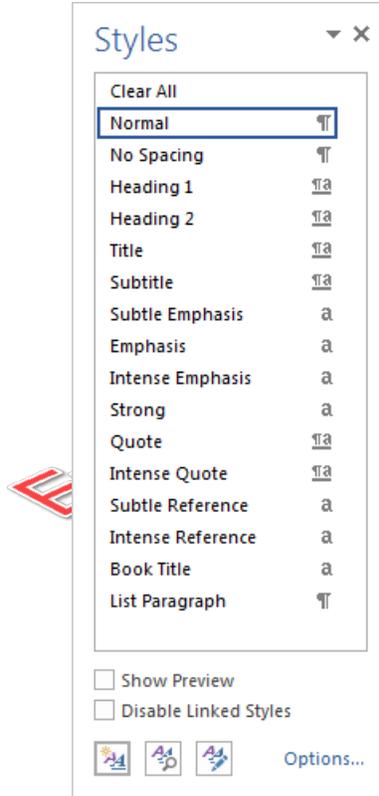
3. Use the **Modify Style** dialog box to change the style, and then press **OK**.



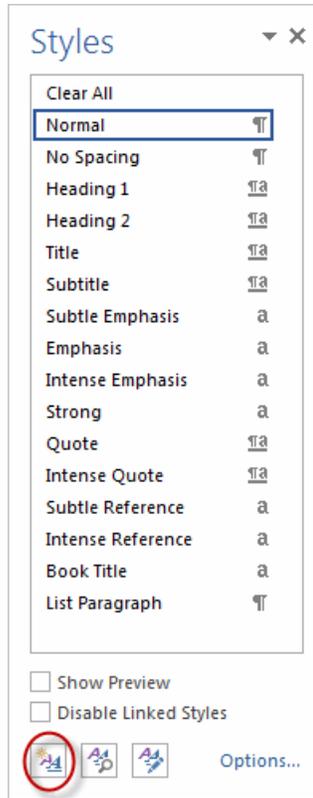
### ❖ 1.3.5. Creating Character-Specific Styles

To create a character-specific style:

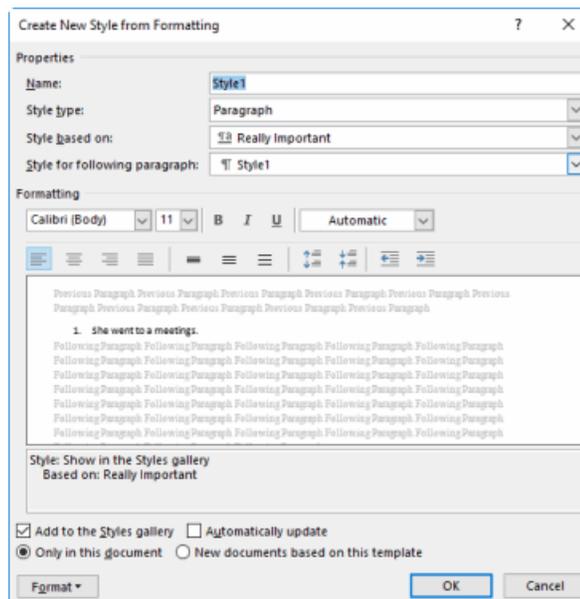
1. Display the **Styles** task pane by pressing **Ctrl+Shift+Alt+S**.



2. Select the **New Style** button.



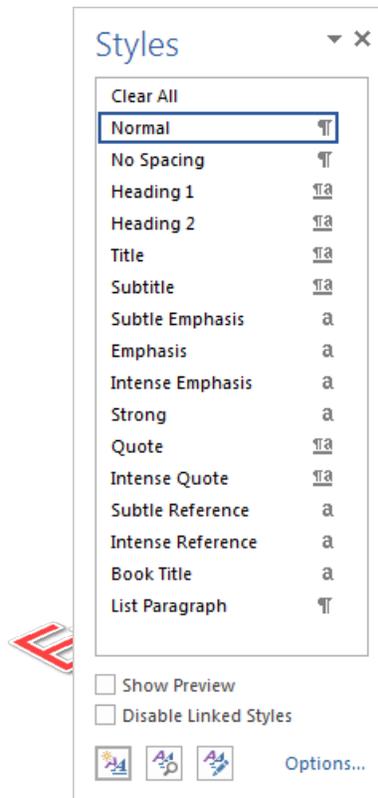
3. Type a name in the **Name** text box, and then from the **Style Type** drop-down list, select **Character**. Set options for the new style and click **OK**.



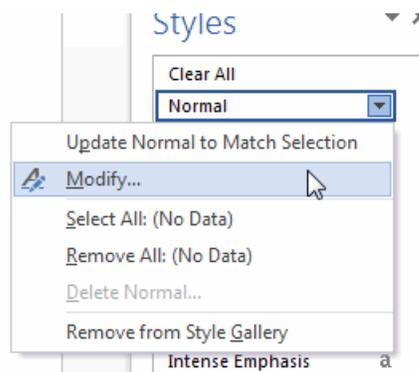
## ❖ 1.3.6. Assigning Keyboard Shortcuts to Styles

To assign a keyboard shortcut to a style:

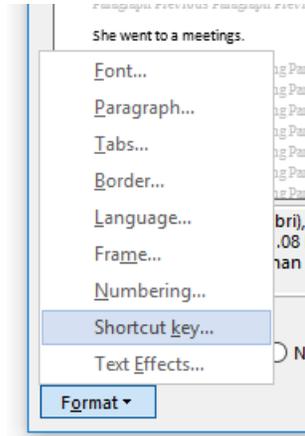
1. Display the **Styles** task pane by pressing **Ctrl+Shift+Alt+S**.



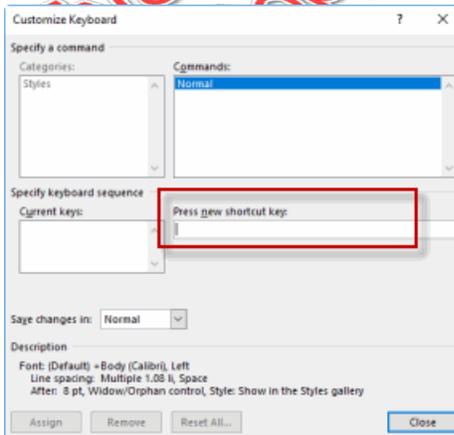
2. Place the cursor over the style you want to set a shortcut for, and click the drop-down arrow. Select **Modify**.



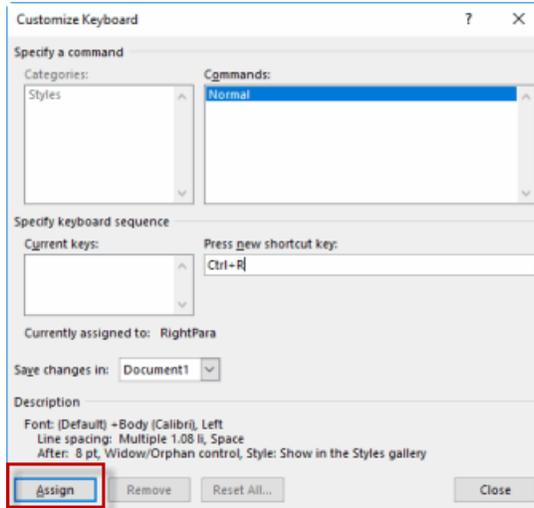
3. Select **Format**, and then select **Shortcut key**.



4. With the cursor in the **Press new shortcut key** field, press the shortcut you want to assign to this style.



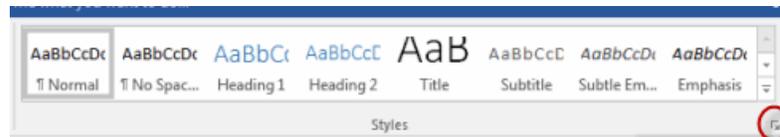
5. Click **Assign**.



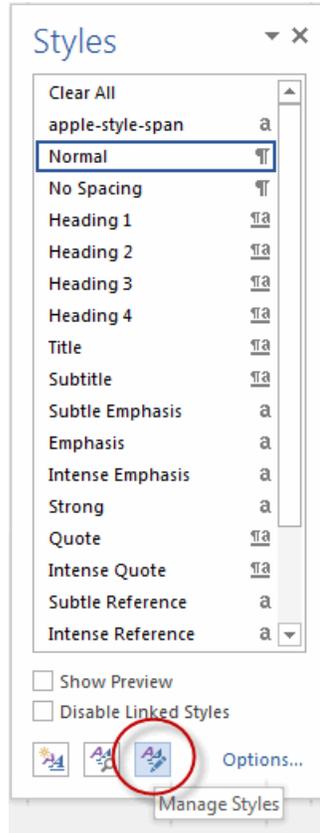
### ❖ 1.3.7. Copy Styles from Template to Template Using the Styles Organizer

To copy styles from one template to another:

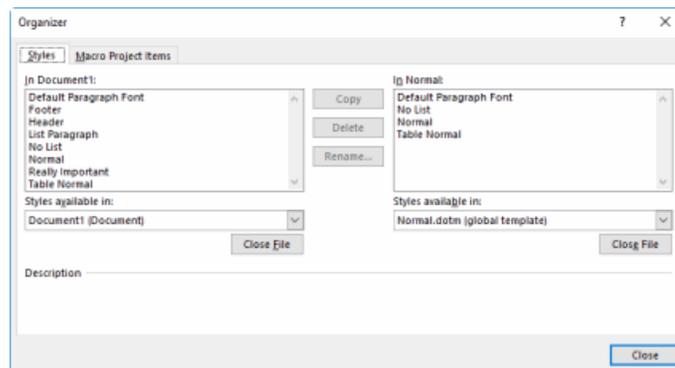
1. On the **Home** tab, select the **Styles** group Dialog Box Launcher.



2. In the **Styles** pane, select **Manage Styles**.



3. From the **Manage Styles** dialog box, select **Import/Export**.
4. Select styles to copy and paste to and from, and then click **Close**.



## The Object Zoom Feature

With the Object Zoom feature, you can zoom in on a table, chart, or graphic in your document while in Read Mode, simply by double-clicking it.

To use the Object Zoom feature:

1. While in Read Mode, double-click an object such as a graphic, a table, or a chart.
2. The object is now highlighted and centered.



The screenshot shows a table with two columns: "Team Members" and "Marathon Time". The table is highlighted with a gray border. A red box highlights the zoom icon (magnifying glass) in the top right corner of the table. A large red "Evaluate Copy" watermark is overlaid on the image.

| Team Members | Marathon Time |
|--------------|---------------|
| John         | 3:05:10       |
| Mary         | 2:45:56       |
| Bruce        | 3:31:16       |

3. Click the **Zoom** icon to zoom in or out from the object.



The screenshot shows the same table as above, but the zoom icon is now highlighted with a red box. A large red "Evaluate Copy" watermark is overlaid on the image.

| Team Members | Marathon Time |
|--------------|---------------|
| John         | 3:05:10       |
| Mary         | 2:45:56       |
| Bruce        | 3:31:16       |

4. When done working with the object, simply click away from it.

# Exercise 2: Changing Styles

 15 to 25 minutes

---

In this exercise, you will change the look and feel of a document by changing the style set and the colors, fonts and paragraph spacing associated with that style set.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Change the style set, colors, fonts and paragraph spacing to reformat your document to look like the below:

TREES

Japanese Maple



**Special features:** Beautiful foliage

**Description:** Simply beautiful. Native to Asia, the Japanese maple is now grown worldwide. They are a popular bonsai tree.

**Personal Notes:** Consider using in front left corner of yard.

3. **Hint:** Start by scrolling through the style sets until the heading (TREES) looks similar to the image above, except that the background color is blue and the border is blue.
4. Save the document as we will continue to build on this document in future exercises.

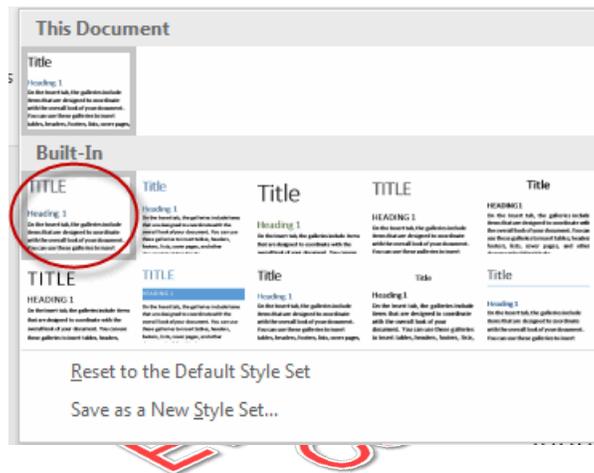


## Solution

1. On the **Design** tab, in the **Document Formatting** group, click the **Styles** drop-down arrow.



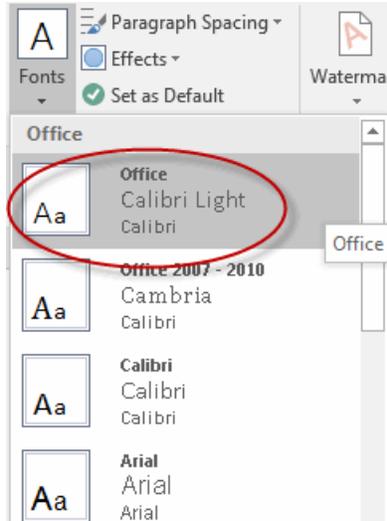
2. Select the **Basic (Elegant)** style.



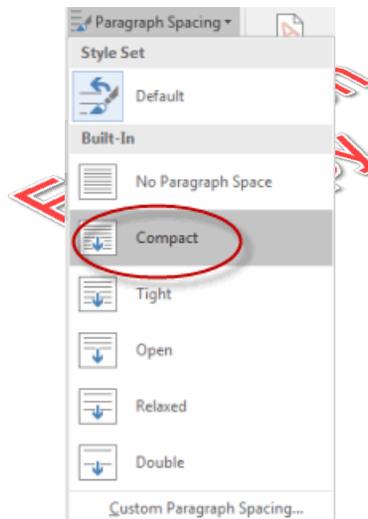
3. In the **Document Formatting** group, now click **Colors** and select **Blue**.



4. In the **Document Formatting** group, now click **Fonts** and select **Office**.



5. In the **Document Formatting** group, now click **Paragraph Spacing** and select **Compact**.



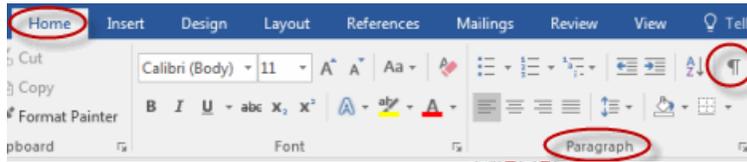
6. Save the document.



## 1.4. Paragraph Marks and Other Formatting Symbols

Displaying formatting symbols enables you to see those things which are otherwise invisible within your document, such as tabs and carriage returns (new paragraphs). To show formatting symbols (also called marks) in Microsoft Word:

1. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide Paragraph Mark** command:



Formatting marks that are displayed when you click the **Show/Hide Paragraph Mark** command include:

- Tab characters →
- Spaces ...
- Paragraph marks ¶
- Hidden text ☸
- Optional hyphens -
- Object anchors ↴

# Exercise 3: Using Formatting Symbols

 5 to 10 minutes

---

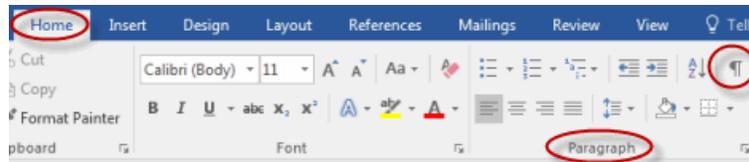
In this exercise, you will use formatting symbols to find and remove extraneous tab and paragraph marks.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Show formatting symbols.
3. Find and remove extraneous tab and paragraph marks on the first page of the document.
4. Save the document as we will continue to build on this document in future exercises.

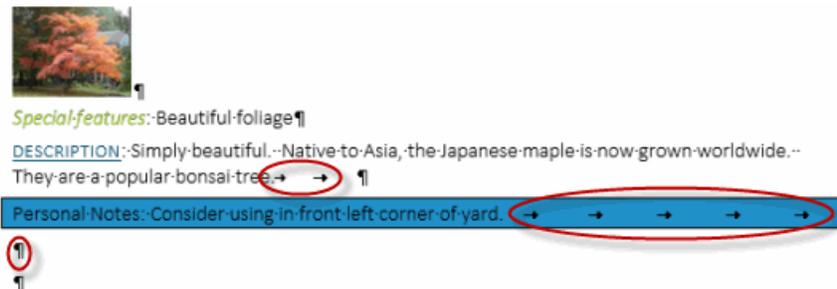
## Solution

---

1. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide Paragraph Mark** command:



2. Delete the paragraph and tab marks highlighted in the image below:



3. Save the document.



## 1.5. Editing PDF Documents in Microsoft Word

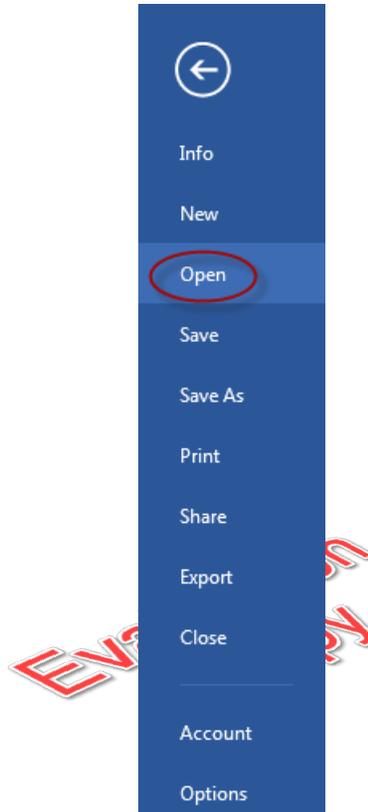
You can open and edit PDF documents right within Word.

To edit a PDF:

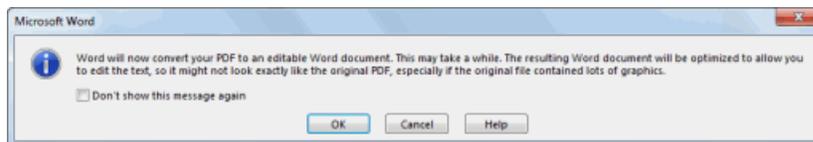
1. With Word open, click the **File** menu tab.



2. Click **Open**.



3. Navigate to and select the PDF document you want to edit.
4. Click **OK** to the pop-up message that appears; Word will convert the PDF to an editable file.



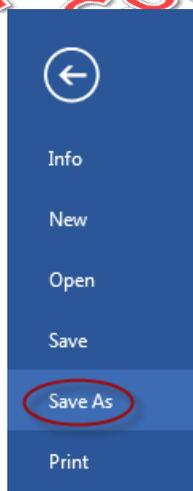
5. Make changes to the document.

## How to Train for a Marathon: Part 1

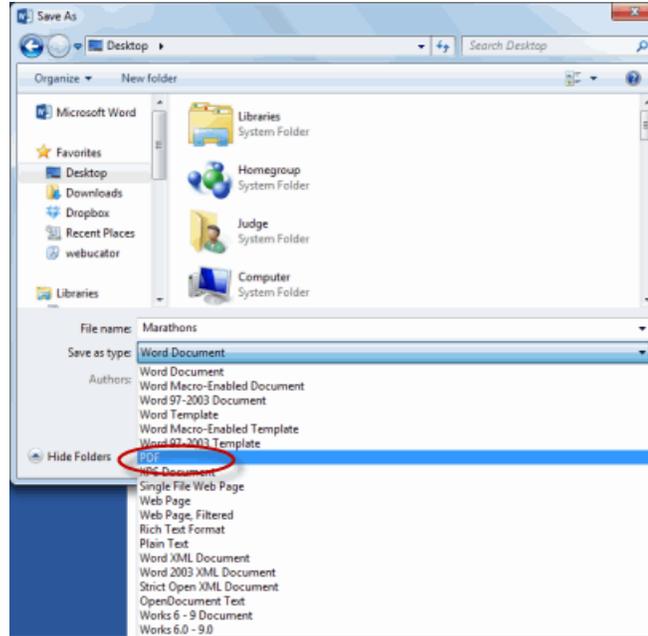
Running a marathon can be a rewarding experience—it's not just a physical challenge, but a mental one, too. Many people who run one marathon get hooked on the experience and end up competing in many more.

| Team Members | Marathon Time |
|--------------|---------------|
| John         | 3:05:10       |
| Mary         | 2:45:56       |
| Bruce        | 3:31:16       |

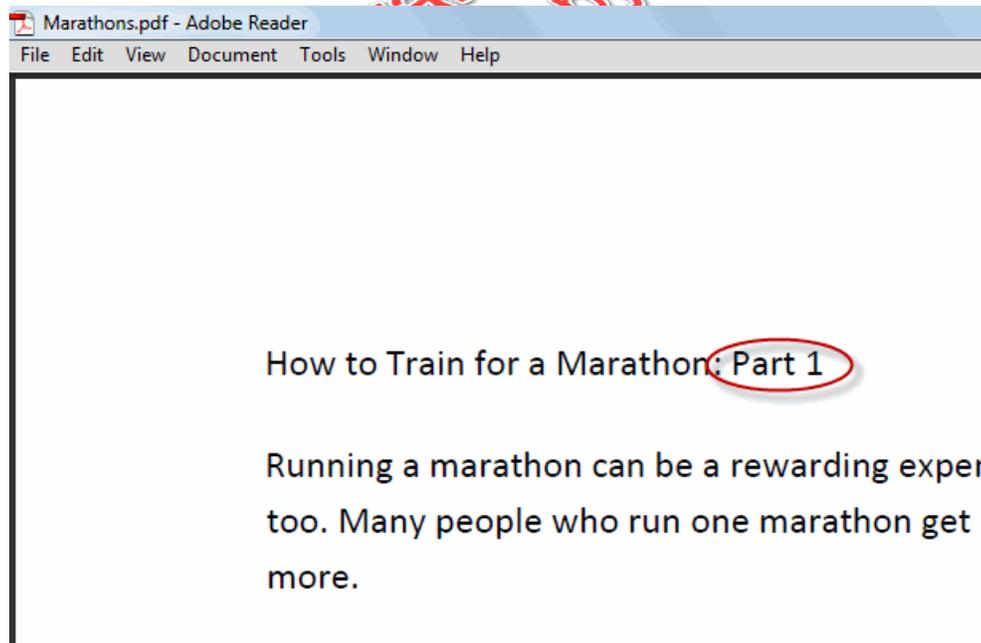
- Click the **File** menu tab and select **Save As**.



- Save your document as a PDF file.



8. Your changes will be evident in the file.



## Conclusion

In this lesson, you learned to use shading and borders to draw attention to text in a document, to use styles to change the look and feel of documents, and to show and hide formatting symbols. You also learned how to edit PDFs in Word.

# LESSON 2

## Working with Tables

---

### Topics Covered

- Inserting tables.
- Formatting tables.
- Formatting table data.

### Introduction

In this lesson, you will learn to insert a table into a document, to format a table using styles, and to format data within a table

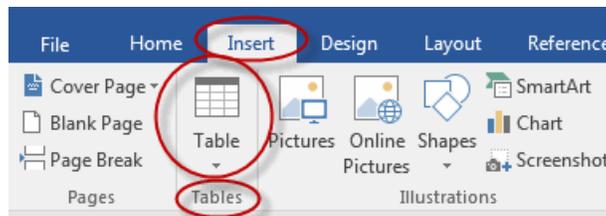
Evaluation  
Copy

---

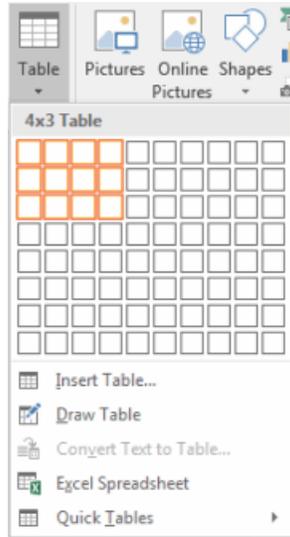
## 2.1. Inserting a Table

There are a few ways to insert a table into a document:

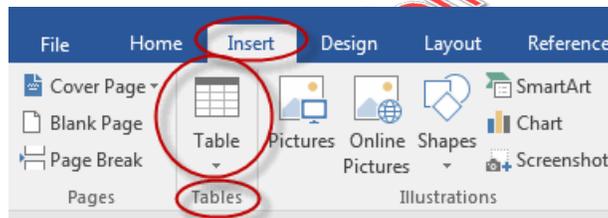
1. Create your own table by selecting the cells:
  - A. Click **Table** on the **Insert** tab:



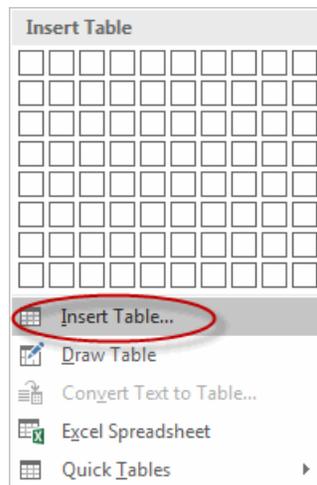
- B. Use your mouse to select the number of rows and columns you wish to have:



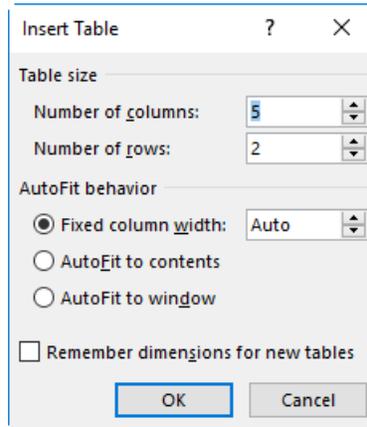
2. Use the Insert Table dialog box:
  - A. Click **Table** on the **Insert** tab:



- B. Click **Insert Table**:

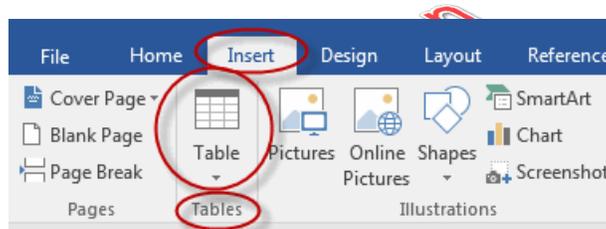


- C. In the **Insert Table** dialog box, select the number of columns and rows and the **AutoFit** behavior:



3. Draw a table:

- A. Click **Table** on the **Insert** tab:



- B. Click **Draw Table**:



- C. Draw your table with your mouse. Press **Escape** to stop drawing (the pencil will change back to the standard cursor). This is the option to choose for a non-standard table such as the example below:

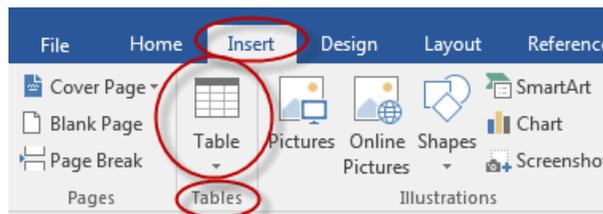
|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

4. Convert text to a table:

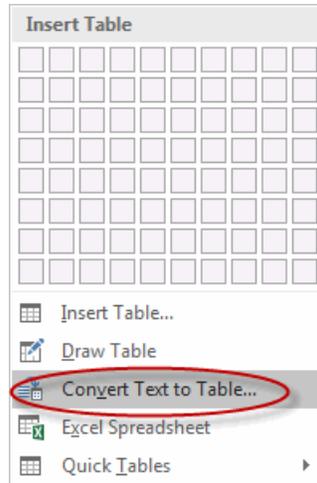
- A. Type text into a document, using tabs or commas to separate columns and lines (pressing **Enter**) to separate rows.
- B. Select the text:

|                      |                      |               |                   |
|----------------------|----------------------|---------------|-------------------|
| Bob Dylan            | Neil Young           | Boz Scaggs    | Eric Clapton      |
| Tangled Up in Blue   | After the Gold Rush  | Lido Shuffle  | Wonderful Tonight |
| Simple Twist of Fate | Cowgirls in the Sand | Harbor Lights | Lay Down Sally    |

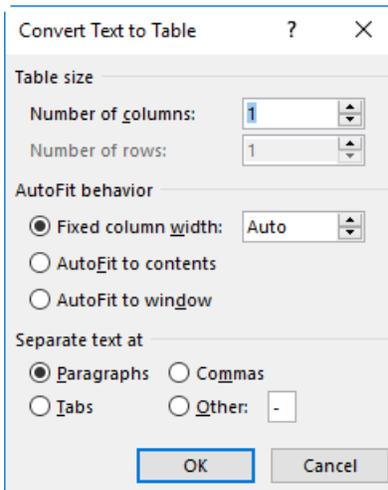
- C. Click **Table** on the **Insert** tab:



- D. Select **Convert Text to Table**:



- E. In the **Convert Text to Table** dialog box, verify or change the selections and press **OK**:

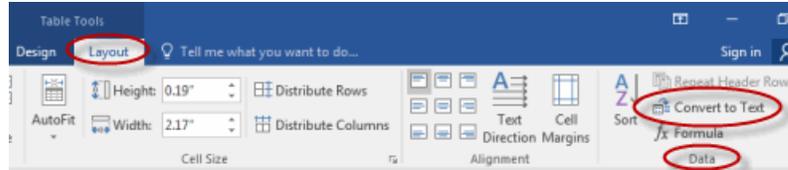


### ❖ 2.1.1. Converting Tables to Text

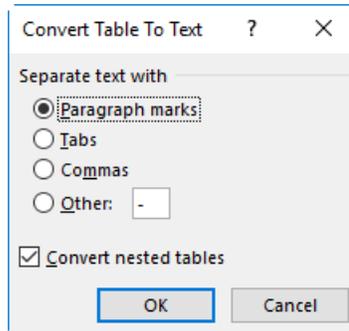
As you can convert text to tables, you can also convert tables to text.

To convert tables to text:

1. Select the table.
2. From the **Table Tools Layout** tab, in the **Data** group, select **Convert to Text**.



3. In the **Convert Table to Text** dialog box, set how you want to separate the text and click **OK**.



4. The table is converted to text.

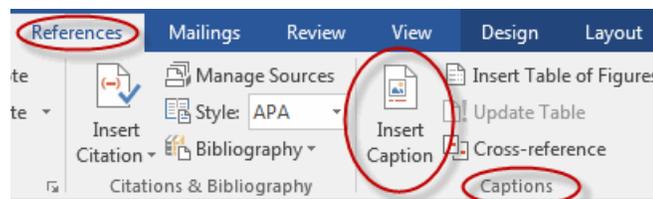
Table 1 *My workweek*

|           |                              |
|-----------|------------------------------|
| Monday    | Create outline.              |
| Tuesday   | Editorial review of outline. |
| Wednesday | Input changes.               |
| Thursday  | Finalize document.           |

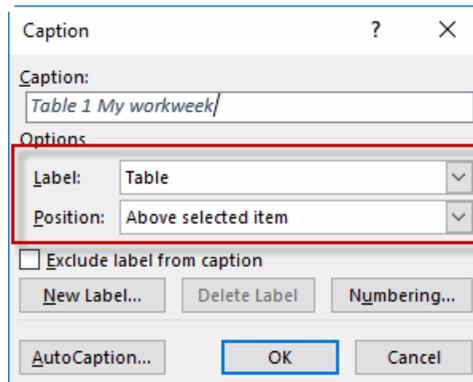
## ❖ 2.1.2. Adding a Table Title

You can add a title to your table in Word in the form of a caption:

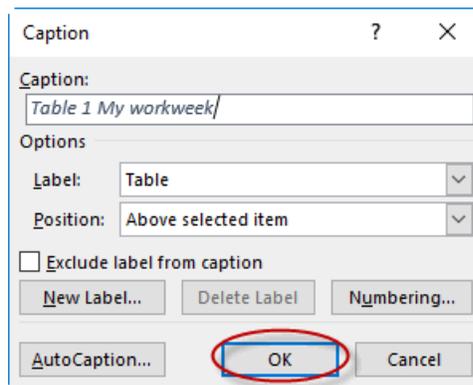
1. Click in the table.
2. Select the **References** tab, and in the **Captions** group, select **Insert Caption**.



3. Type the table name in the **Caption** text box, and from the **Label** drop-down list, select **Table**. You can choose to display the label above or below the table.



4. Click **OK**.

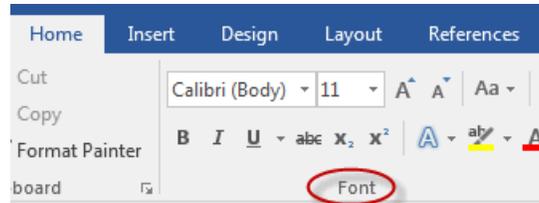


5. The title is displayed.

|           |                              |
|-----------|------------------------------|
| Monday    | Create outline.              |
| Tuesday   | Editorial review of outline. |
| Wednesday | Input changes.               |
| Thursday  | Finalize document.           |

### ❖ 2.1.3. Modifying Table Fonts

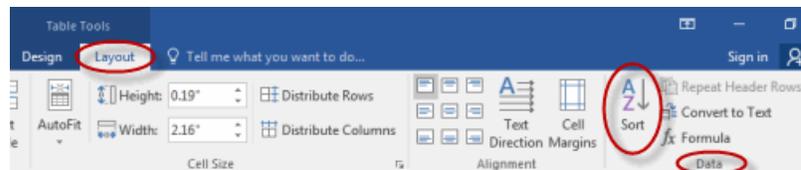
You can modify the fonts used in your table by selecting the text you want to apply a font change to, and then from the **Home** tab, in the **Font** group, setting font options.



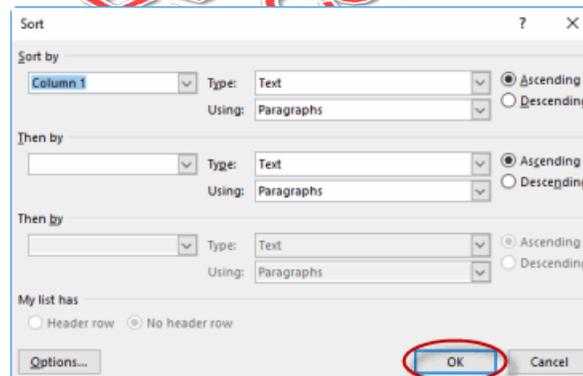
## ❖ 2.1.4. Sorting Table Data

You can sort the data in a table:

1. Select the table.
2. From the **Table Tools Layout** tab, in the **Data** group, select **Sort**.



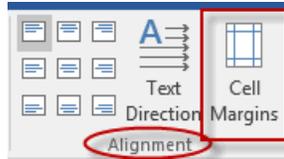
3. Configure sort options in the Sort dialog box and click **OK** to sort the data.



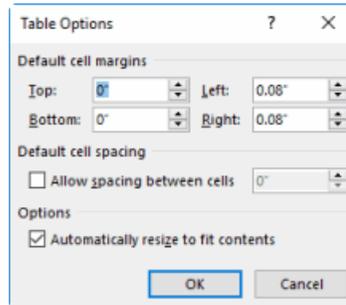
## ❖ 2.1.5. Setting Cell Margins

To set cell margins in a table:

1. Select the table.
2. From the **Table Tools Layout** tab, in the **Alignment** group, select **Cell Margins**.



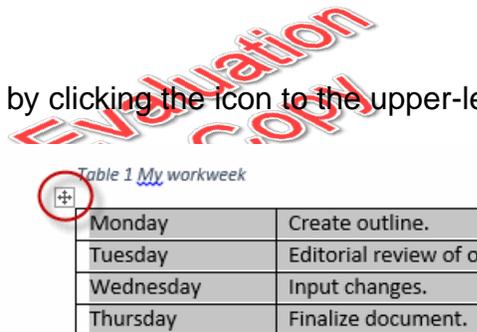
3. Set margin options in the **Table Options** dialog box and click **OK**.



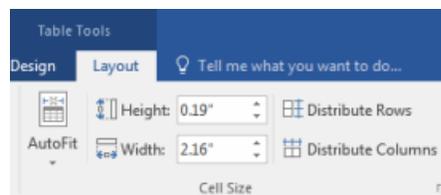
## ❖ 2.1.6. Modifying Table Dimensions

To modify table dimensions:

1. Select the entire table by clicking the icon to the upper-left of the table.



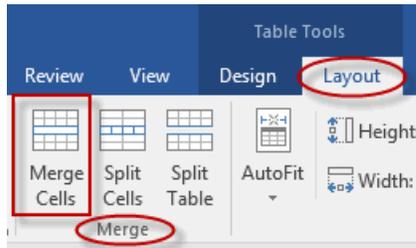
2. From the **Table Tools Layout** tab, in the **Cell Size** group, set options such as modifying height of the table or using AutoFit.



## ❖ 2.1.7. Merging Cells

To merge cells in a table:

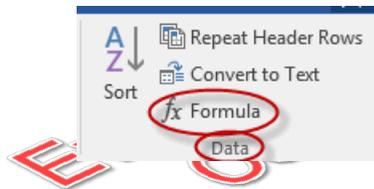
1. Select the cells you want to merge (by pressing **Shift** and clicking).
2. From the **Table Tools Layout** tab, in the **Merge** group, select **Merge Cells**.



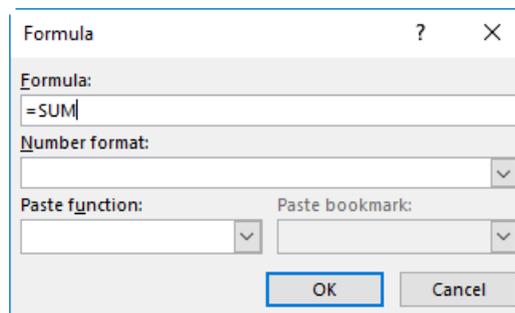
### ❖ 2.1.8. Applying Formulas to a Table

To apply a formula to a table:

1. Select the table.
2. From the **Table Tools Layout** tab, in the **Data** group, select **Formula**.



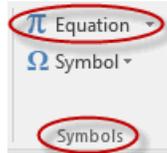
3. In the **Formula** dialog box, enter a formula in the **Formula** text box and click **OK** to apply it to the table.



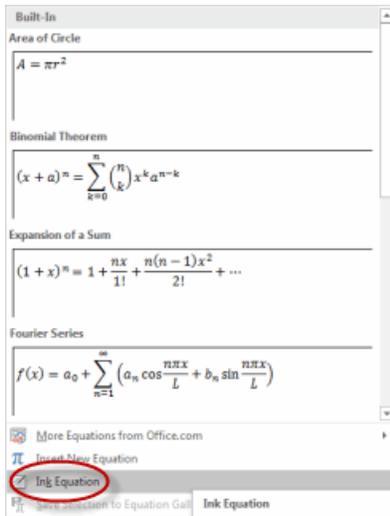
### ❖ 2.1.9. Ink Equations

If you are using a tablet or touch-enabled device, you can “write” equations using a stylus or your finger and Word 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**.

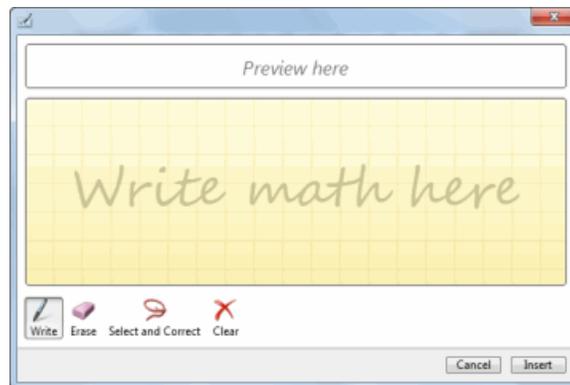


From the drop-down, select **Ink Equations**.



Evaluation Copy

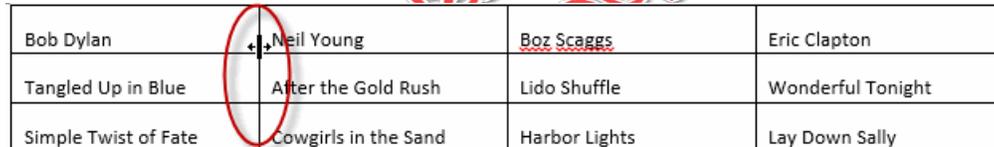
A dialog box opens where you can insert your equation and then click **Insert** to add it to the document.



## Adjusting Column Widths in a Table

By default, columns are evenly distributed in tables in Microsoft Word. They can be adjusted in the following ways:

1. Drag the column border to the left or right. This method keeps the table the same overall width. The following image shows the right side of the first column being dragged to the left, resulting in the first column getting smaller and the second larger:



|                      |                      |                 |                   |
|----------------------|----------------------|-----------------|-------------------|
| Bob Dylan            | Neil Young           | Boyz n the City | Eric Clapton      |
| Tangled Up in Blue   | After the Gold Rush  | Lido Shuffle    | Wonderful Tonight |
| Simple Twist of Fate | Cowgirls in the Sand | Harbor Lights   | Lay Down Sally    |

2. Double-click the column border. This method adjusts the column to the widest content and affects the overall table width.

## Exercise 4: Insert a Table

 5 to 15 minutes

---

In this exercise, you will insert a table into a document and add data to it.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Insert a table beneath the description of the Red Bud tree that looks like the one in the screenshot below:

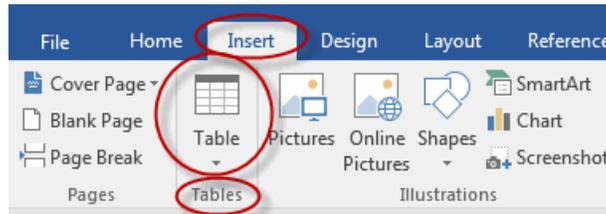
| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|
| Japanese Maple |                      |                       |                |                  | X                 |
| Lilac          | X                    |                       | X              | X                | X                 |
| Red Bud        |                      | X                     | X              | X                | X                 |

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

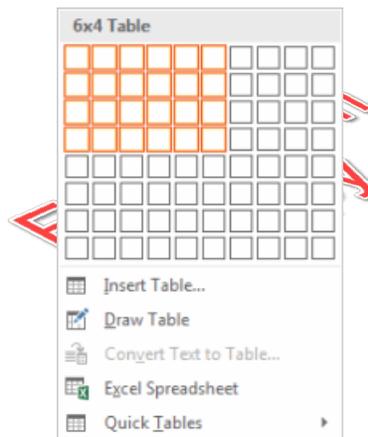
## Solution

---

1. Place your cursor beneath the description of the Red Bud tree.
2. Press **Enter** until your cursor is at the top of page two (so table will appear on one page).
3. Click **Table** on the **Insert** tab:



4. Select six columns and four rows:



5. Enter the data.
6. Save the document.



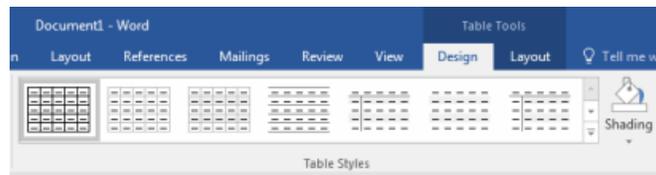
## 2.2. Table Styles

Microsoft Word includes a wide variety of table styles you can use to quickly style your table. Whether or not you choose to use a pre-existing style, you can customize (or further customize) tables with shading and borders and by using table style options.

## Table Styles

To apply a table style to your table:

1. Place your cursor in your table to bring up the **Design** tab:

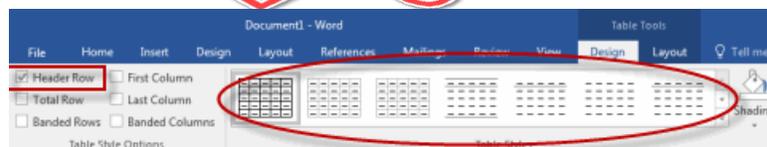


2. Hover over the **Table Styles** to see what your table will look like if you select that style.
3. Click one of the table styles to apply it to your table.

## Table Style Options

The options in the **Table Style Options** group make it easy to add emphasis to rows or columns and to choose whether or not rows and columns will be banded.

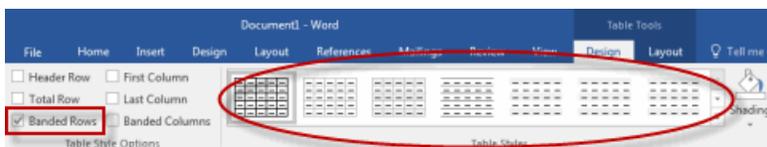
1. When **Header Row** is checked, Word displays a selection of tables with header rows:



2. When **Total Row** is checked, Word displays a selection of tables with total rows:



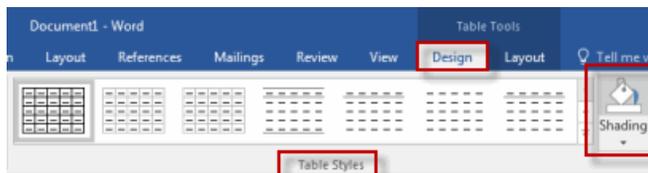
3. When **Banded Rows** is checked, Word displays a selection of tables with banded rows:



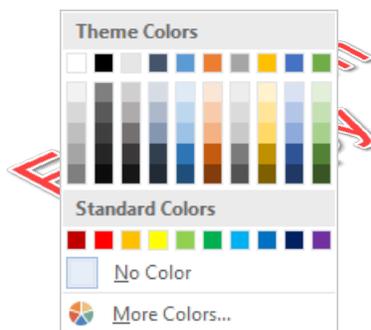
## Shading and Borders

To apply shading and borders to your table:

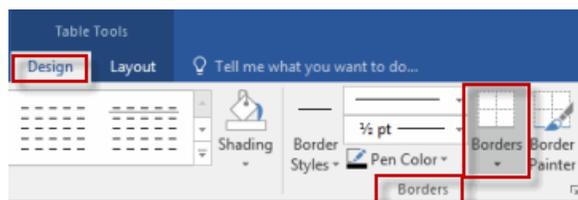
1. Select a cell, group of cells or the whole table.
2. To add shading:
  - A. On the **Design** tab, in the **Table Styles** group, click **Shading**:



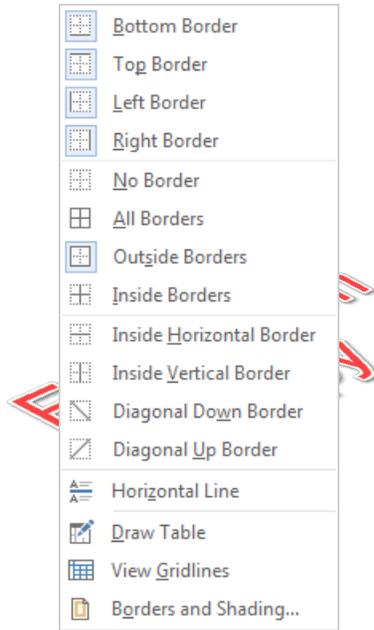
- B. Click the color of your choice:



3. To add borders:
  - A. On the **Design** tab, in the **Borders** group, click the **Borders** drop-down arrow:



- B. Click the border option of your choice:



# Exercise 5: Adding Styles to a Table

 5 to 15 minutes

In this exercise, you will use many of the tools on the **Design** tab to style a table.

1. Open or go to Plants in my yard - Intermediate.docx.
2. Customize the table you created in the prior exercise so that it looks like the picture below:

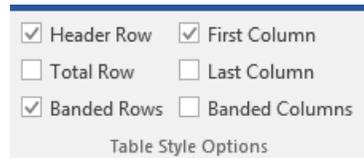
| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|
| Japanese Maple |                      |                       |                |                  | X                 |
| Lilac          | X                    |                       | X              | X                | X                 |
| Red Bud        |                      | X                     | X              | X                | X                 |

- A. Hint: the rows are banded and the header row is shaded.
3. Save the document as we will continue to build on this document in future exercises.

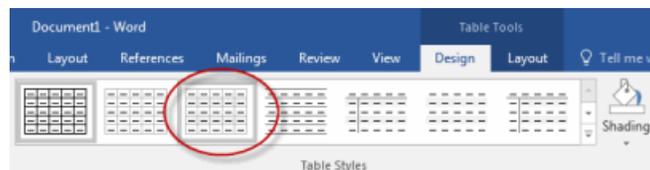


## Solution

1. Place your cursor in the table.
2. On the **Design** tab, in the **Table Style Options** group, check **Header Row**, **First Column**, and **Banded Rows**:



3. In the **Table Styles** group on the **Design** tab, select the Plain Table 1 option:



4. Select the top row in the table:

| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|
| Japanese Maple |                      |                       |                |                  | X                 |
| Lilac          | X                    |                       | X              | X                | X                 |
| Red Bud        |                      | X                     | X              | X                | X                 |

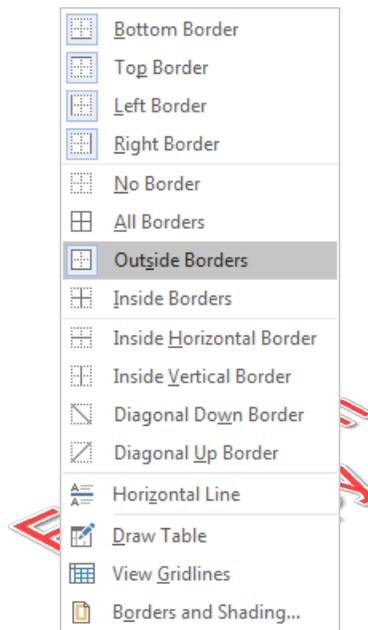
5. Click **Shading** and choose a color:



6. Select the whole table:

| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|
| Japanese Maple |                      |                       |                |                  | X                 |
| Lilac          | X                    |                       | X              | X                | X                 |
| Red Bud        |                      | X                     | X              | X                | X                 |

7. Click **Borders** and then **Outside Borders**:



8. Save the document.



## 2.3. Formatting a Table

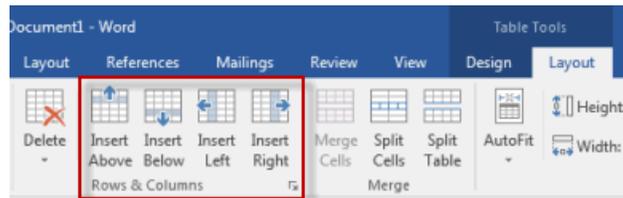
Tables in Microsoft Word, and the data within them, can be customized in many ways. We cover a few of the more common ways below.

### Inserting Columns and Rows in Tables

To insert a column or row in a table in Microsoft Word:

1. Place your cursor in a cell adjacent to where you want to add a column or row.

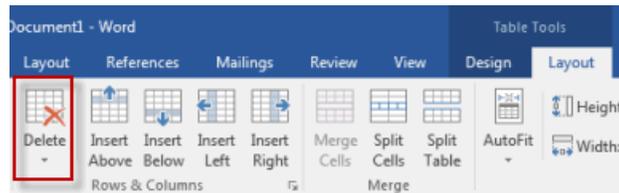
2. On the **Table Tools Layout** tab, in the **Rows & Columns** group, click the **Insert** option that accomplishes your goal:



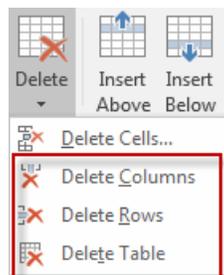
## Deleting Columns and Rows in Tables

To delete a column, row or cell in a table in Microsoft Word:

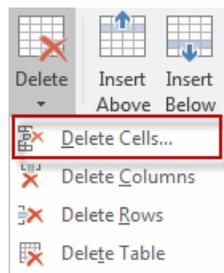
1. Place your cursor in the column, row or cell you wish to delete.
2. On the **Table Tools Layout** tab, in the **Rows & Columns** group, click **Delete**:



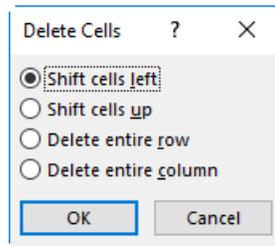
- A. To delete a column or row, or to delete the whole table, select that option:



- B. To delete a cell or cells, click **Delete Cells**:



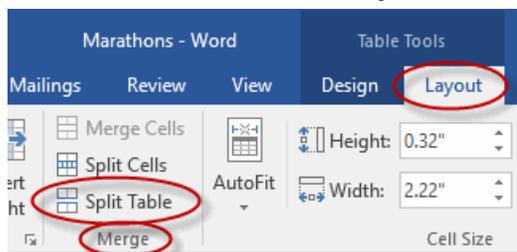
Then choose whether the remaining cells should shift left or shift up, and click **OK**:



## Splitting a Table

You can split a table in Word into multiple tables. To split a table:

1. Put your cursor in the table in the first cell within the row where you want the new table to begin.
2. From the **Table Tools Layout** tab, from the **Merge** group, select **Split Table**.



Team Member Time

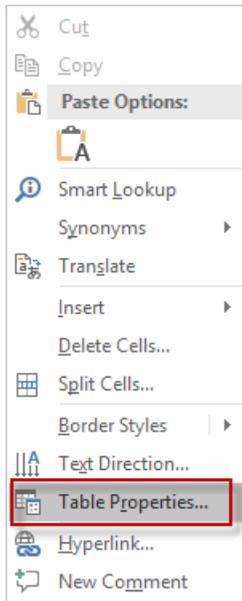
| Team Members | Marathon Time |
|--------------|---------------|
| John         | 3:05:10       |
| Mary         | 2:45:56       |
| Bruce        | 3:31:16       |

3. The table is now split into two tables.

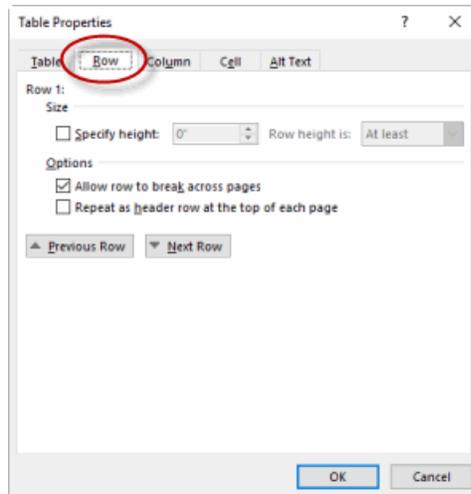
## Configuring a Repeating Row Header

You may want your row header in your table to repeat at the top of each new page in Word. To configure a repeating row header:

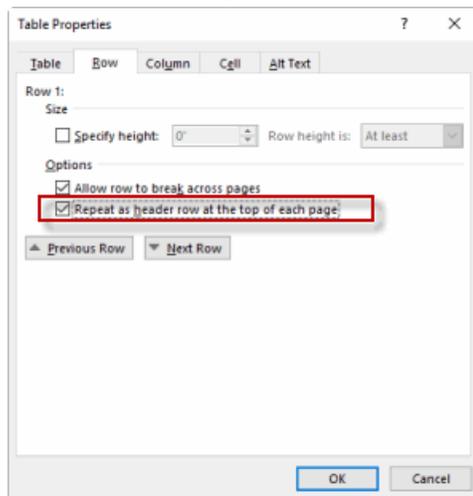
1. Right-click in header row of the table and select **Table Properties**.



2. Select the **Row** tab from the **Table Properties** dialog box.



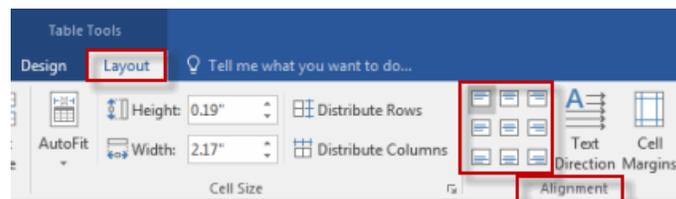
3. Check the **Repeat as header row at the top of each page** checkbox.



## Aligning Text in Tables

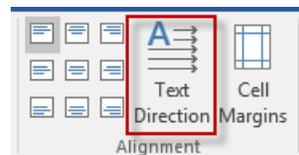
The text in each cell within a table can be aligned left, right, and center and also top, bottom and center. To align text in tables:

1. Select the cell or cells for which you wish to adjust the alignment.
2. On the **Table Tools Layout** tab, in the **Alignment** group, click the alignment option of your choice:



The direction of the text in each cell is *left to right* by default, but can be changed to *top to bottom* and *bottom to top*. To change the direction of text in a cell:

1. Select the cell or cells for which you wish to adjust the text direction.
2. On the **Table Tools Layout** tab, in the **Alignment** group, click **Text Direction**:



- A. Click **Text Direction** once to set the direction to top to bottom.
- B. Click **Text Direction** twice to set the direction to bottom to top.

Evaluation Copy

## Exercise 6: Formatting a Table

 5 to 15 minutes

In this exercise, you will add a column to a table, align the text in cells within a table, and otherwise format the table to improve its look and feel.

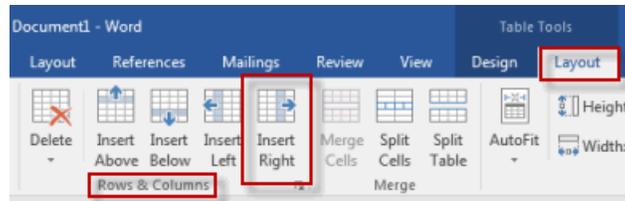
1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Further customize the table you worked on in the prior exercise so that it looks like the picture below:

| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage | Keep Tree in Yard? |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|--------------------|
| Japanese Maple |                      |                       |                |                  | X                 |                    |
| Lilac          | X                    |                       | X              | X                | X                 |                    |
| Red Bud        |                      | X                     | X              | X                | X                 |                    |

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

## Solution

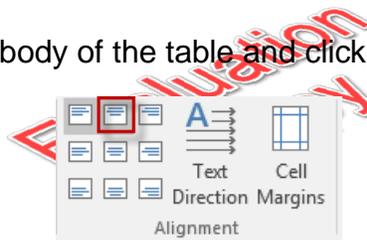
1. Place your cursor in the right-most column of the table and in the **Table Tools Layout** tab, locate the **Rows & Columns** group and click **Insert Right**:



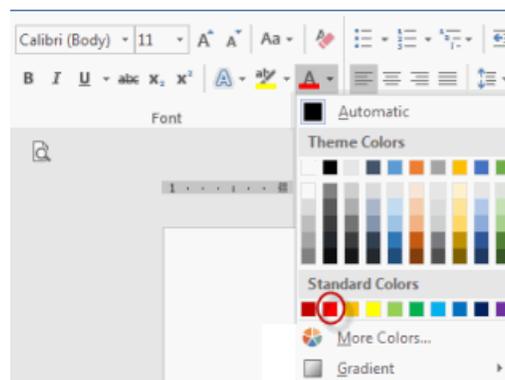
2. Type "Keep Tree in Yard?" in the top right cell:

| Tree           | Attracts Butterflies | Attracts Hummingbirds | Deer Resistant | Drought Tolerant | Beautiful foliage | Keep Tree in Yard? |
|----------------|----------------------|-----------------------|----------------|------------------|-------------------|--------------------|
| Japanese Maple |                      |                       |                |                  | X                 |                    |
| Lilac          | X                    |                       | X              | X                | X                 |                    |
| Red Bud        |                      | X                     | X              | X                | X                 |                    |

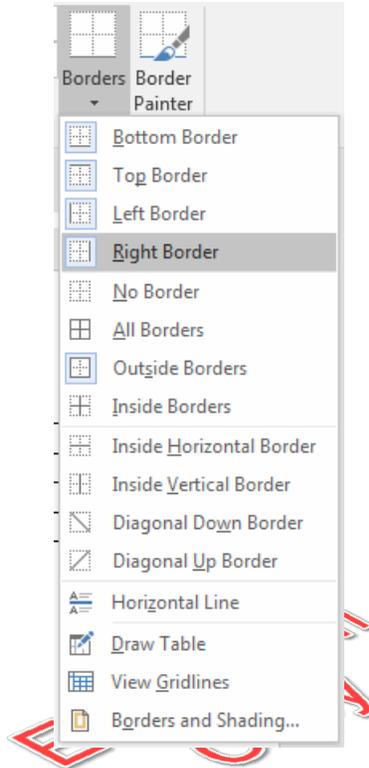
3. Select the cells in the body of the table and click **Align Top Center**:



4. With the cells still selected, go to the **Home** tab and in the **Font** group, click the **Font Color** drop-down arrow and select red:



5. Select the cells in the left most column and go to the **Table Tools Design** tab and in the **Borders** group, click **Borders** and select **Right Border**:



6. Save the document.

## Conclusion

In this lesson, you have learned:

- To insert a table into a document.
- To use table style options to customize your selection of styles.
- To style your table using table styles.
- To add shading and borders to tables.
- To add and remove columns and rows in tables.
- To format text in a table.



# LESSON 3

## Working with Images

---

### Topics Covered

- Inserting, placing, and sizing images.
- Wrapping text around images.
- Adjusting the look and feel of images.
- Adding borders and effects to images.

### Introduction

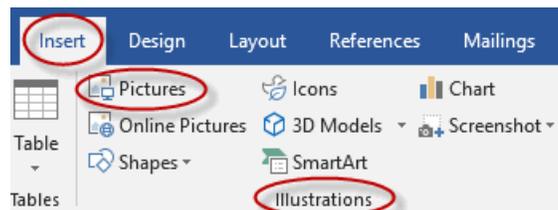
In this lesson, you will learn to insert, to place and size, to wrap text around, to adjust the look and feel, and to add borders and effects to images.

Evaluation  
Copy

### 3.1. Inserting Images

To insert an image into a Microsoft Word document:

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



3. Select a picture (a file such as a photo or logo which you have access to on your hard drive or local network) in the **Insert Picture** dialog box and click **Insert**.

### ❖ 3.1.1. Adding Quick Styles to Images

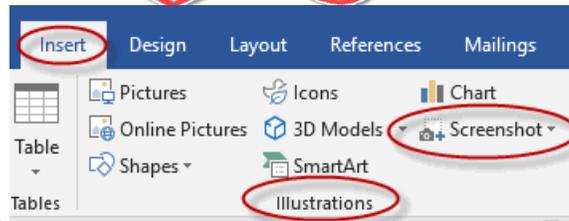
You can adjust your image using Quick Styles. Right-click the image, and use the Quick Styles options to crop or alter the image.



### Inserting a Screenshot or Screen Clipping

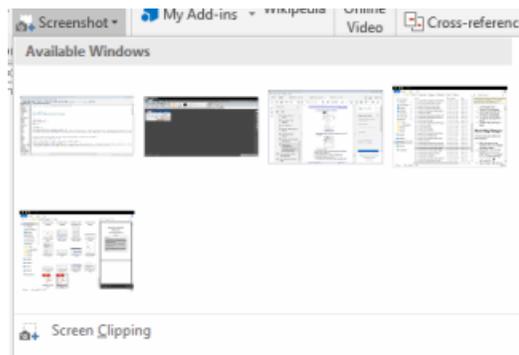
You can insert a screenshot or a screen clipping into a Word document. To insert a screenshot or screen clipping:

1. Place your cursor in the document where you want the screenshot or clipping to appear.
2. Select the **Insert** tab, and from the **Illustrations** group, select the **Screenshot**



drop-down list.

3. Select an available screenshot, or select **Screen Clipping** to insert a portion of a



screenshot.

# Exercise 7: Insert an Image into a Microsoft Word Document

⌚ 5 to 10 minutes

---

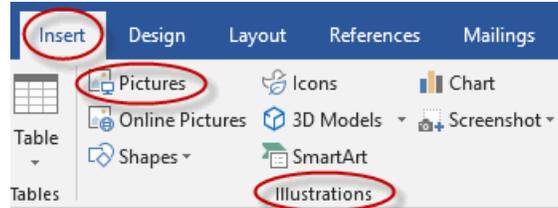
In this exercise, you will insert an image into a Microsoft Word document.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Insert `Lilac closeup.gif` from the `Word2019.2/Exercises` folder to the right of the existing image in the Lilac section.
3. Save the document as we will continue to build on this document in future exercises.

## Solution

---

1. Place your cursor to the right of the existing image in the Lilac section.
2. Click the **Insert** tab and from the **Illustrations** group, click **Pictures**:



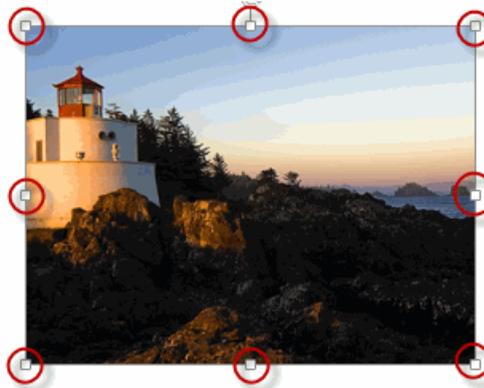
3. Select Lilac closeup.gif from the Word2019.2/Exercises folder and click **Insert**.
4. Save the document.



## 3.2. Placing and Sizing Images

To change the size of an image in a Microsoft Word document:

1. Select the image by clicking it.
2. Click one of the circles or squares along the outside of the image and drag your mouse to make the image bigger or smaller:



## Resizing without Distorting

When you resize an image from the corners, the aspect ratio will not change, so the image will not become distorted.

To place an image in a specific location within a Microsoft Word document, either:

1. Grab the image by clicking down on it and then drag it to its new location.
2. Select the image by clicking it and then use **Cut** and **Paste** to move it to its new location.

# Exercise 8: Place and Size an Image in a Microsoft Word Document

🕒 5 to 10 minutes

---

In this exercise, you will move and resize an image in a Microsoft Word document.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Resize and move the image `Lilac closeup.gif` so that it appears as shown below:



**Special features:** Attracts Butterflies, Deer Resistant, Drought Tolerant, Beautiful foliage

**DESCRIPTION:** Perhaps no other shrub embodies the character of Central New York gardens



quite as well as lilac. Lilacs were planted on farms and homesteads way back when, and are still some of the most evocative and sensual flowering shrubs in the world. Most new landscapes today use lilacs bred for compact habit and smaller size, but unlike roses, most of the new lilacs are still fragrant. We offer Miss Kim for a midsize, manageable lilac, but we also like to grow some of the old standby, *Syringa vulgaris*, [the](#) common lilac.

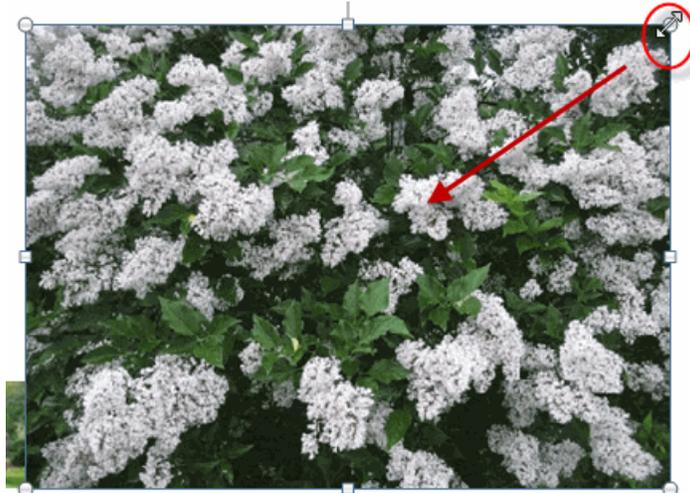
3. Save the document as we will continue to build on this document in future exercises.



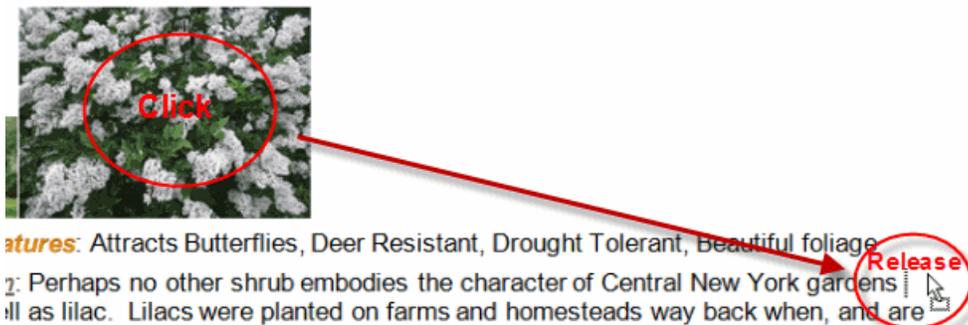
## Solution

---

1. Select the image Lilac\_closeup.gif by clicking it.
2. Click the top left corner of the image and drag to the left and down until the image is the size you want it to be:



3. Grab the image by clicking down on it and then drag your cursor to the end of the first row of the description and release:



4. Save the document.



### 3.3. Wrapping Text around an Image

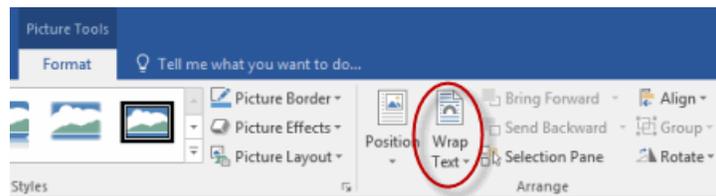
There are two commands you can use to wrap text around images in Microsoft Word:

1. **Wrap Text.** Use **Wrap Text** to choose the way in which text will wrap around the object.
2. **Position.** Use **Position** to choose the position of the object on the page. The text will automatically wrap around the image.

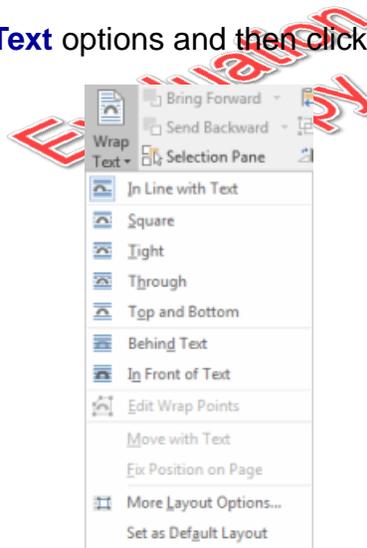
## The Wrap Text command

To wrap text around an image in a Microsoft Word document:

1. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Arrange** group, click **Wrap Text**:



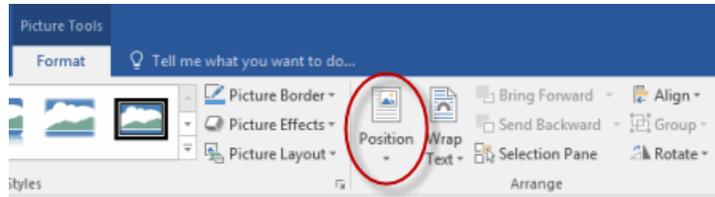
2. Hover over the **Wrap Text** options and then click one of them to select it:



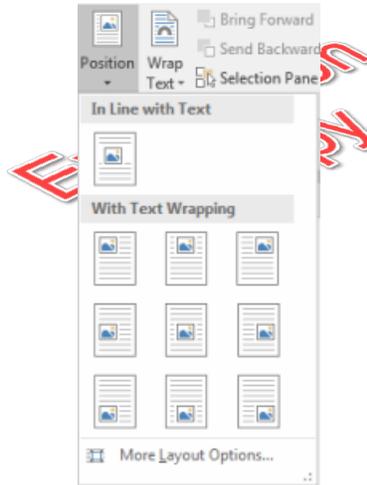
## The Position command

To position text around an image in a Microsoft Word document:

1. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Arrange** group, click **Position**:



2. Hover over the **Position** options and then click one of them to select it:



# Exercise 9: Wrapping Text around an Image

 5 to 15 minutes

In this exercise, you will use the **Wrap Text** and **Position** commands to wrap text around an image.

1. Open or go to Plants in my yard - Intermediate.docx.
2. Wrap text around the image Lilac closeup.gif so that it looks like the screenshot below:



3. Position the image Lilac closeup.gif so that it looks like the screenshot below:

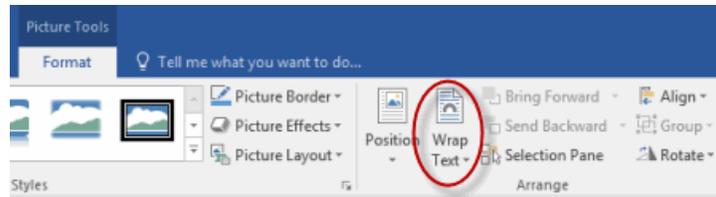


4. Save the document as we will continue to build on this document in future exercises.

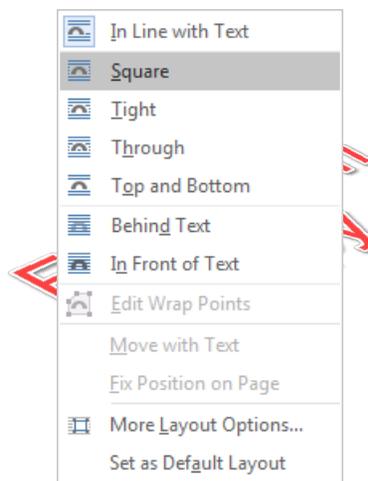
## Solution

---

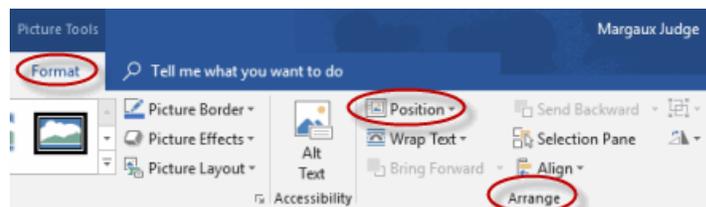
1. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Arrange** group, click **Wrap Text**:



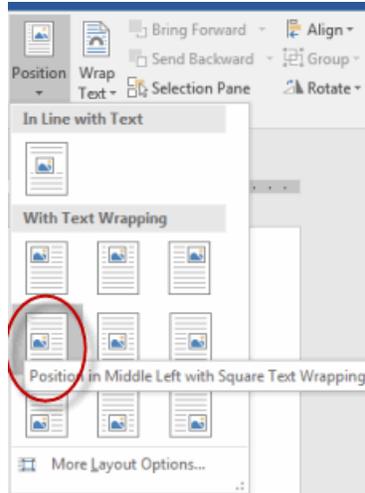
2. Click **Square**:



3. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Arrange** group, click **Position**:



4. Click **Position in Middle Left with Square Text Wrapping**:



5. Save the document.



### 3.4. Adjusting Images

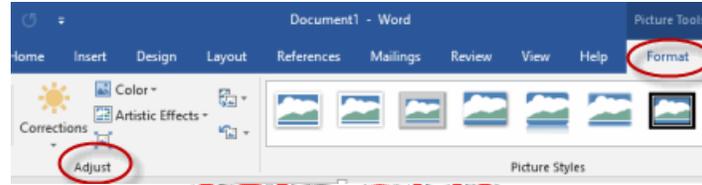
Evaluation Copy

There are a number of ways in which you can adjust pictures within Microsoft Word, including:

1. **Remove Background.** Automatically remove the background from the picture.
2. **Corrections.** You can *sharpen* and *soften* pictures and adjust the *brightness* and *contrast*.
3. **Color.** You can change the *color saturation*, *color tone* and *recolor* pictures.
4. **Artistic Effects.** You can apply a wide variety of artistic effects to the pictures in your documents.

To adjust pictures in Microsoft Word:

1. Select the image by clicking it.
2. On the **Picture Tools Format** tab, in the **Adjust** group, click one of the commands and then hover over the options to see what your image will look like if you select that option:



3. Click an option to select it.

# Exercise 10: Adjusting Images in Microsoft Word

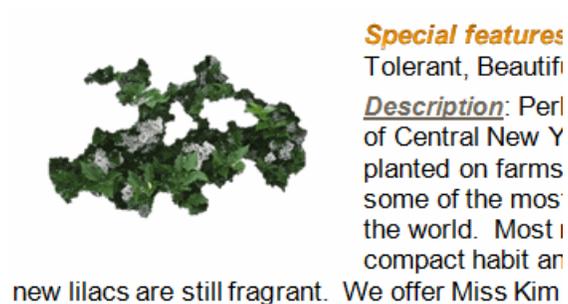
 15 to 25 minutes

In this exercise, you will experiment with numerous ways of adjusting images in Microsoft Word.

## Accompanying PDF

A PDF containing these exercise instructions is in your Exercises folder (Adjusting Images.pdf). If your manual is not in color, please open that file to see the screenshots in color.

1. Open or go to Plants in my yard - Intermediate.docx.
2. Remove the background from the image Lilac closeup.gif so that it looks like it does in the screenshot below:



3. Undo your change.
4. Change the Brightness and Contrast of the image Lilac closeup.gif so that it looks like it does in the screenshot below:

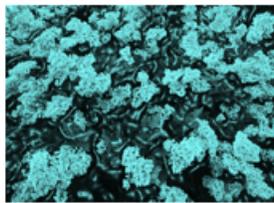


**Special features:** Attractive, Tolerant, Beautiful foliage

**Description:** Perhaps one of the most popular lilacs of Central New York, it is often planted on farms and some of the most evolved in the world. Most new lilacs have a compact habit and smaller size, but unlike roses, most of the new ones are still fragrant. We offer Miss Kim for a midsize, manageable lilac, but we also like the common lilac.

new lilacs are still fragrant. We offer Miss Kim for a

5. Undo your change.
6. Recolor the image Lilac\_closeup.gif so that it looks like it does in the screenshot below:



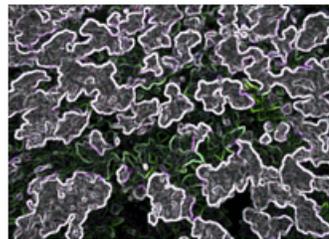
**Special features:** Attractive, Tolerant, Beautiful foliage

**DESCRIPTION:** Perhaps one of the most popular lilacs of Central New York, it is often planted on farms and some of the most evolved in the world. Most new lilacs have a compact habit and smaller size, but unlike roses, most of the new ones are still fragrant. We offer Miss Kim for a midsize, manageable lilac, but we also like the common lilac.

habit and smaller size, but unlike roses, most of the new ones are still fragrant. We offer Miss Kim for a midsize, manageable lilac, but we also like the common lilac.



7. Undo your change.
8. Add an artistic effect to the image Lilac\_closeup.gif so that it looks like it does in the screenshot below:

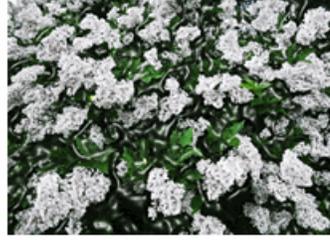


**Special features:** Attractive, Tolerant, Beautiful foliage

**Description:** Perhaps one of the most popular lilacs of Central New York, it is often planted on farms and some of the most evolved in the world. Most new lilacs have a compact habit and smaller size, but unlike roses, most of the new ones are still fragrant. We offer Miss Kim for a midsize, manageable lilac, but we also like the common lilac.

new lilacs are still fragrant. We offer Miss Kim for a

9. Undo your change.
10. Adjust the image Lilac\_closeup.gif by applying the *Plastic Wrap Artistic Effect* and increasing the contrast 40%. When done, your image should look like it does in the screenshot below:



**Special features:** Att  
Tolerant, Beautiful fol

**Description:** Perhaps  
of Central New York g  
planted on farms and  
some of the most evo  
the world. Most new  
compact habit and sn

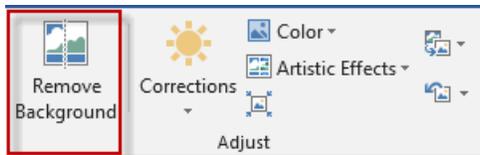
new lilacs are still fragrant. We offer Miss Kim for a

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

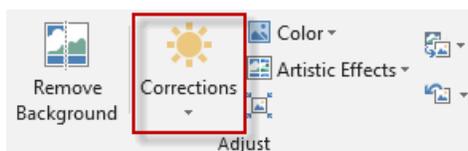
## Solution

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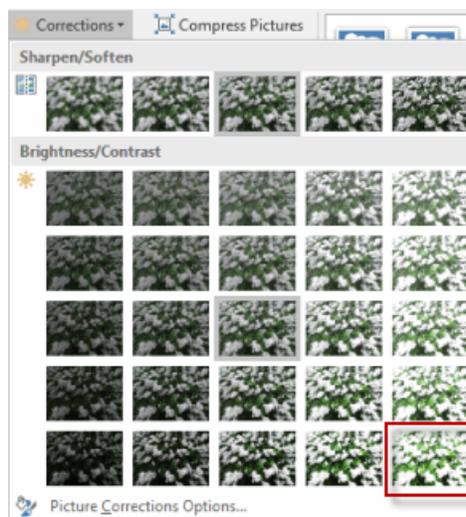
1. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Remove Background**:



2. Deselect the image to see the change.
3. Press **Ctrl + Z** to undo your change.
4. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Corrections**:



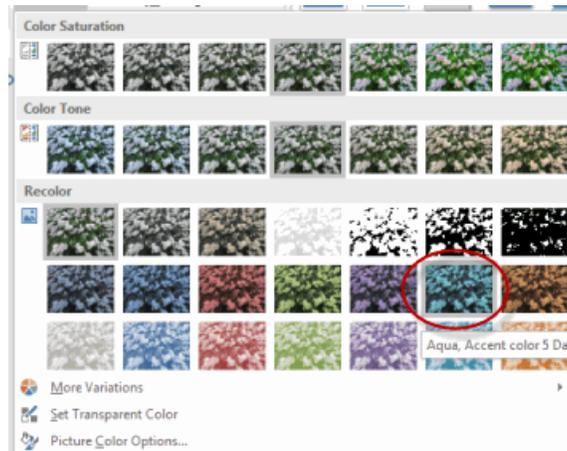
5. Leave the pre-selected **Sharpen/Soften** option as is and select the bottom right **Brightness/Contrast** option:



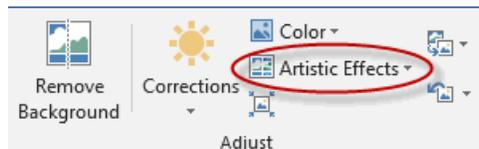
6. Press **Ctrl + Z** to undo your change.
7. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Color**:



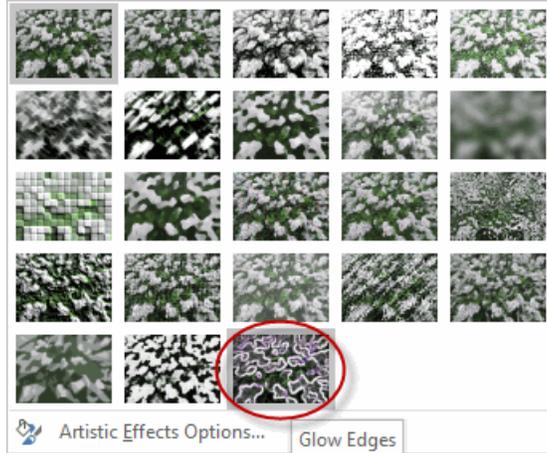
8. Leave the pre-selected **Color Saturation** and **Color Tone** options as they are and select one of the blue options:



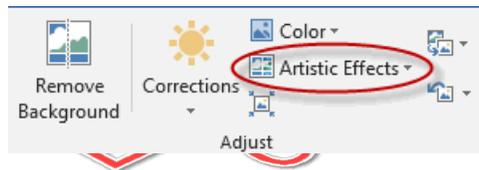
9. Press **Ctrl + Z** to undo your change.
10. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Artistic Effects**:



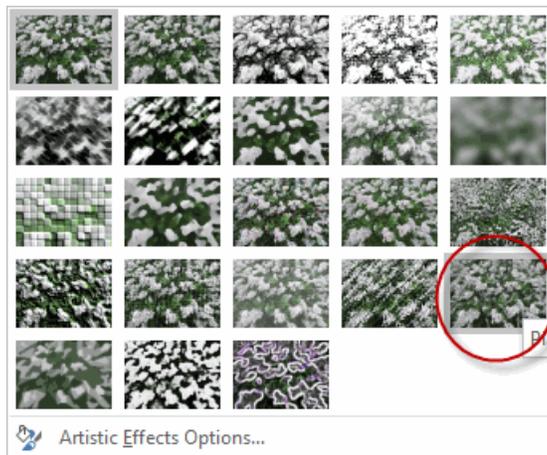
11. Select the **Glow Edges** option in the bottom right:



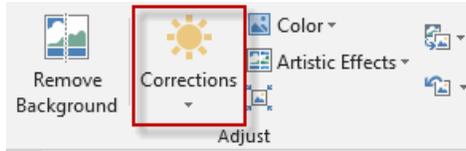
12. Press **Ctrl + Z** to undo your change.
13. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Artistic Effects**:



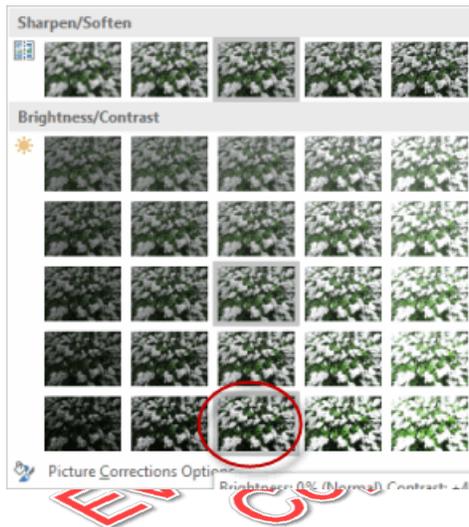
14. Select the **Plastic Wrap** option in the fourth row on the right:



15. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Adjust** group, click **Corrections**:



16. Leave the pre-selected **Sharpen/Soften** option as is and select the middle right **Brightness/Contrast** option:



17. Save the document.



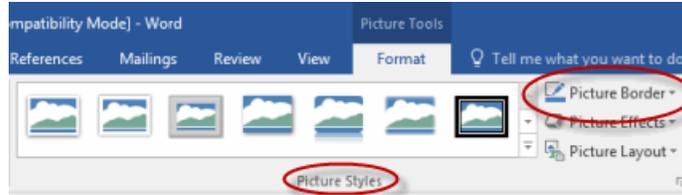
## 3.5. Borders and Effects

In addition to the ways already covered in this course, you can customize your pictures in Microsoft Word by adding *picture borders* and *picture effects*.

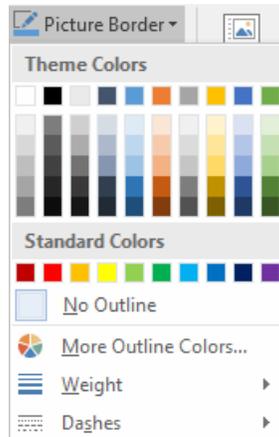
### Picture Borders

To add picture borders to a picture in a Microsoft Word document:

1. Select the image by clicking it.
2. On the **Picture Tools Format** tab, in the **Picture Styles** group, click **Picture Border**:



3. Select a color by clicking it:

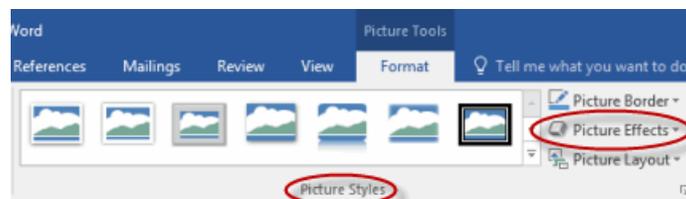


4. Click **Picture Border** again and hover over **Weight** or **Dashes** to set the width and line style of the border.

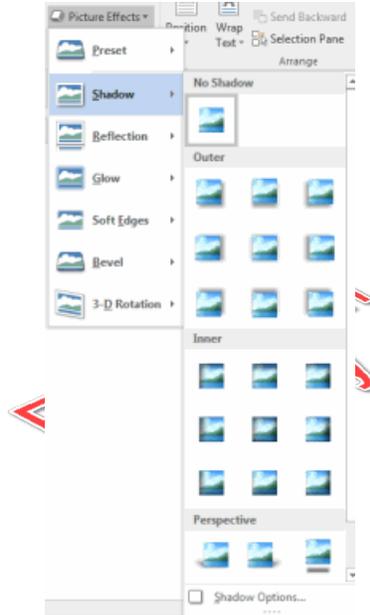
## Picture Effects

To add picture effects to a picture in a Microsoft Word document:

1. Select the image by clicking it.
2. On the **Picture Tools Format** tab, in the **Picture Styles** group, click **Picture Effects**:



3. Hover over the options to see the many **Picture Effects** you can apply to your picture:



4. Select a picture effect by clicking it.

# Exercise 11: Adding Borders and Effects to Images in Microsoft Word

 5 to 10 minutes

In this exercise, you will add borders and effects to a picture in a Microsoft Word document.

## Accompanying PDF

A PDF containing these exercise instructions is in your Exercises folder (Adding Borders and Effects to Images.pdf). If your manual is not in color, please open that file to see the screenshots in color.

1. Open or go to Plants in my yard - Intermediate.docx.
2. Add borders and effects to the image of a Red Bud tree so that it looks like the below:

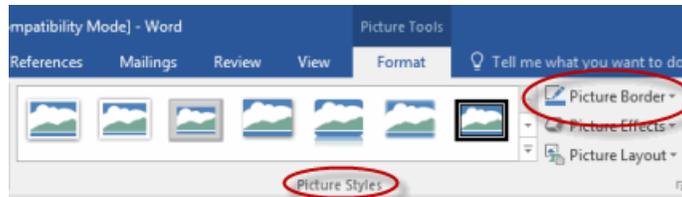


3. Save the document as we will continue to build on this document in future exercises.

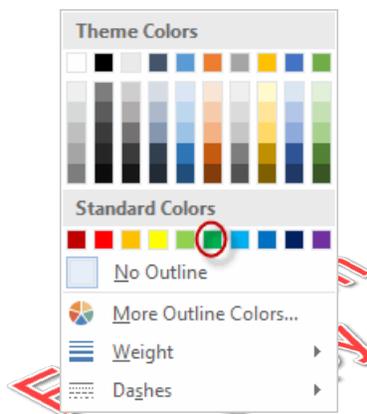


## Solution

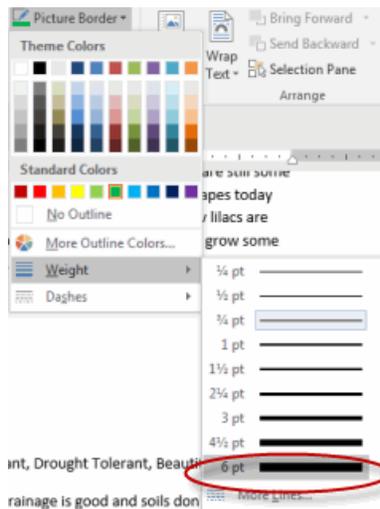
1. Select the image by clicking it and then on the **Picture Tools Format** tab, in the **Picture Styles** group, click **Picture Border**:



2. Select one of the green colors:



3. Click **Picture Border** again, scroll over **Weight**, and select **6 pt**:



4. Click **Picture Effects**, scroll over **3-D Rotation**, and select **Perspective Heroic Extreme Right**:



5. Save the document.

## Conclusion

In this lesson, you learned to insert images into a Microsoft Word document, to place and size images in a Microsoft Word document, and to wrap text around images. You also learned to adjust the look and feel of images and to add borders and effects to images.



# LESSON 4

## Page Layout

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### Topics Covered

- Page orientation.
- Paper size of the paper.
- Columns.
- Page breaks.
- Section breaks.

### Introduction

In this lesson, you will learn to set the page orientation as portrait or landscape, to set the print size of the paper, to split your text into multiple columns, and to add page breaks and section breaks.

*Evaluation Copy*

---

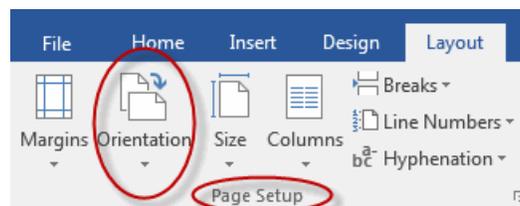
\*

## 4.1. Orientation and Paper Size

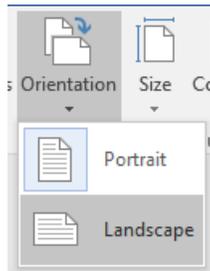
### Page Orientation

The default page orientation for Microsoft Word documents is *portrait*. To change the orientation of your document to *landscape*:

1. On the **Layout** tab (**PAGE LAYOUT** in previous versions of Word), in the **Page Setup** group, click **Orientation**:



2. Click **Landscape**:

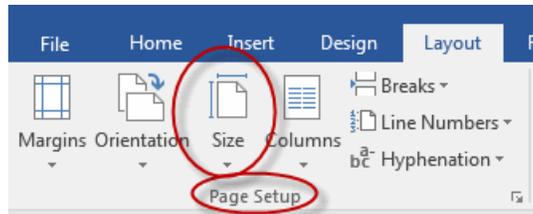


## Changing Paper Size

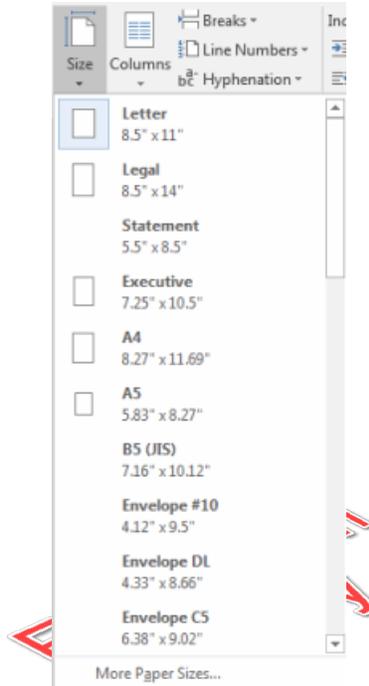
The paper size in Microsoft Word documents can be set for the whole document and for individual sections of documents.

To change the paper size for a section of your document:

1. On the **Layout** tab, in the **Page Setup** group, click **Size**:

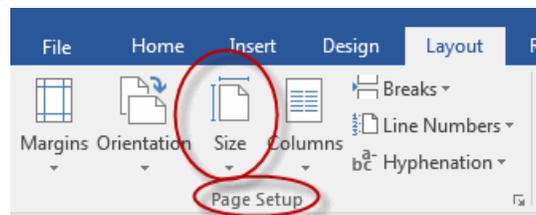


2. Select the paper size of your choice:

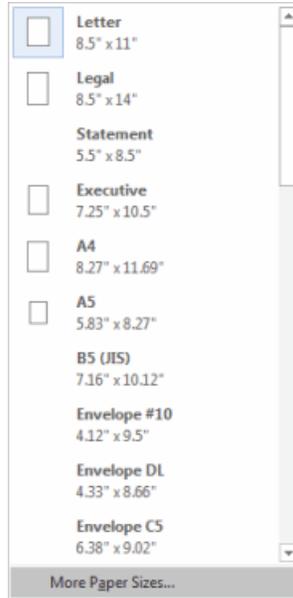


To change the paper size for your whole document:

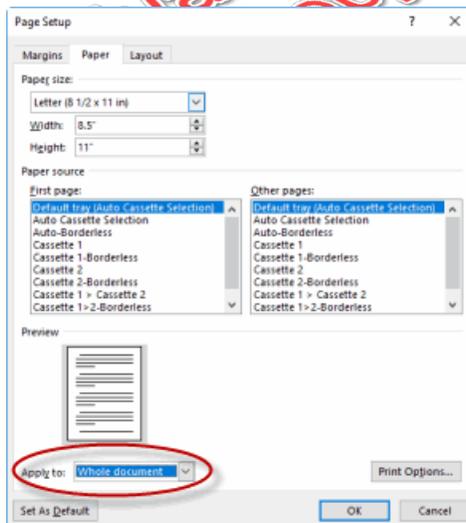
1. On the **Layout** tab, in the **Page Setup** group, click **Size**:



2. Select **More Paper Sizes**:



3. In the **Page Setup** dialog box, choose a paper size and for **Apply to**, select **Whole document**:

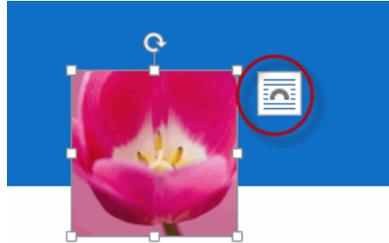


4. Click **OK**.

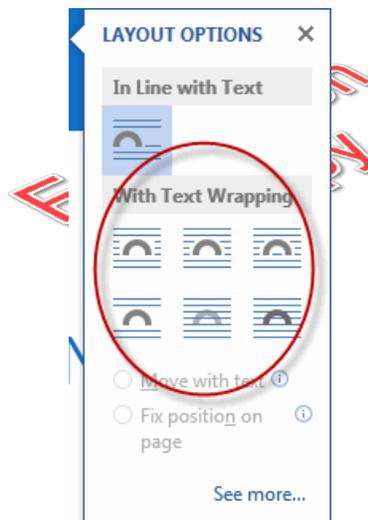


## 4.2. Using Live Layout and Alignment Guides

When you click a graphic, image, or SmartArt, you will see an icon to the right, which is the **Layout Options** button. Click it to view options to format your images.



You can select from a number of options, including text wrapping options, which allow you to wrap text around the image in a variety of ways.



### ❖ 4.2.1. Live Layout

When you have an image with text wrapping, you can use the Live Layout feature. To use Live Layout:

1. Click the image and drag it.
2. As you drag the image, you will see a preview of what it will look like if you were to select a particular location; that is, the text will move to show how the image will appear.

*Special features:* Beautiful foliage

**DESCRIPTION:** Simply beautiful. Native to Asia, the Japanese maple is now grown worldwide.



They are a popular bonsai tree.

**Personal Notes:** Consider using in front left corner of yard.

- When you determine the desired location for your image, release the mouse button.

You will notice an anchor icon as you drag the image.  The anchor shows the location of the image and the text that it is with.

## ❖ 4.2.2. Alignment Guides

Alignment guides help you place images. To use alignment guides:

- Drag the image and preview where it will go, using Live Layouts.
- As you move the image, you will see green dashed lines appear, which are the alignment guides. They help you align images to margins, text, and so on.



**TREES**

**JAPANESE MAPLE**

*Special features:* Beautiful foliage

**DESCRIPTION:** Simply beautiful. Native to Asia, the Japanese maple

They are a popular bonsai tree.

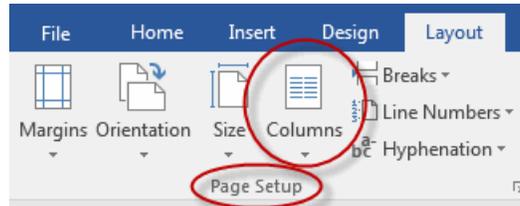
**Personal Notes:** Consider using in front left corner of yard.



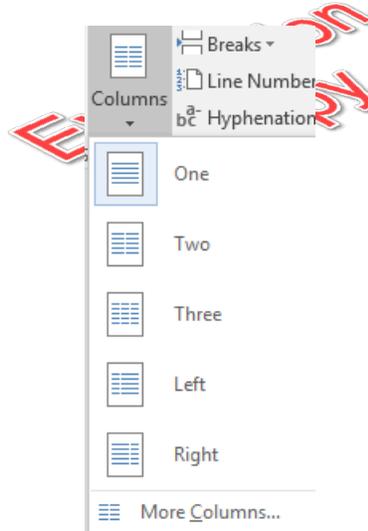
## 4.3. Working with Columns

To split your text into columns:

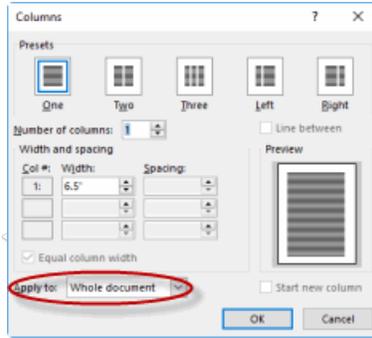
1. In the **Layout** tab, on the **Page Setup** group, click **Columns**:



2. Click one of the options in the menu to select it, or click **More Columns** to add more than three columns or columns with custom width and spacing:



Note that by default, changes to columns effect only the section in which you are working. To apply column changes to a whole document, you must click **More Columns** and then **Apply to: Whole document**



# Exercise 12: Changing the Page Setup

 5 to 15 minutes

---

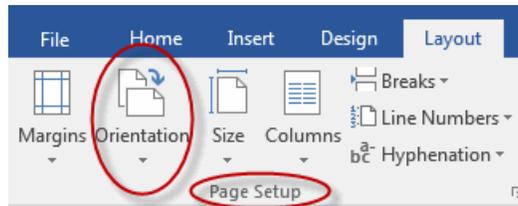
In this exercise, you will change the orientation of a document from portrait to landscape, change the paper size for the whole document, and split the text into two columns.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Make the following changes to this document:
  - A. Set the page orientation to landscape.
  - B. Set the paper size to legal.
  - C. Split the text into two columns.
3. Save the document as `Plants in my yard - landscape.docx`.

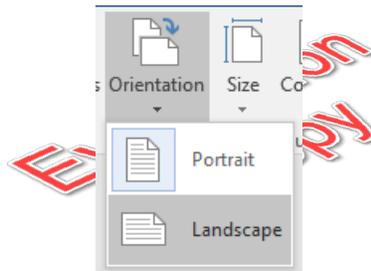
## Solution

---

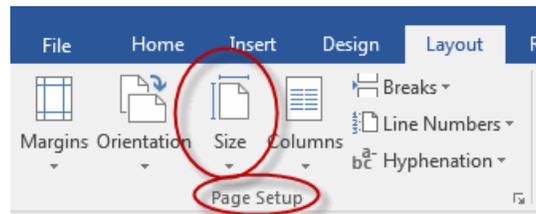
1. On the **Layout** tab, in the **Page Setup** group, click **Orientation**:



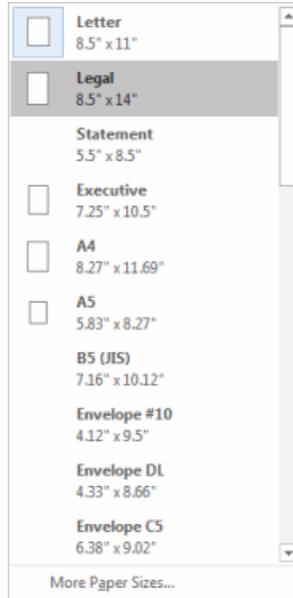
2. Click **Landscape**:



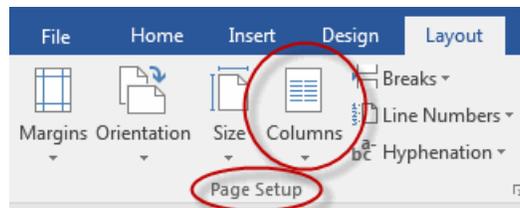
3. On the **Layout** tab, in the **Page Setup** group, click **Size**:



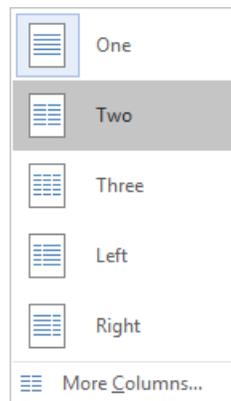
4. Click **Legal**:



5. In the **Layout** tab, on the **Page Setup** group, click **Columns**:



6. Click **Two**:



7. Save the document as **Plants in my yard - landscape.docx**.



## 4.4. Advanced Formatting

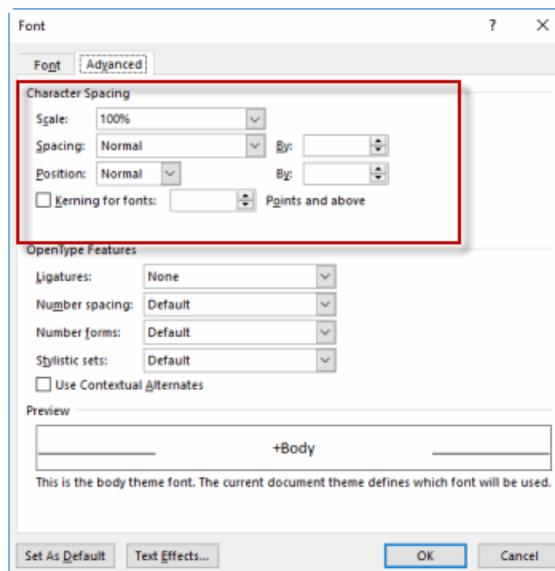
### ❖ 4.4.1. Set Character Space Options

To set character space options:

1. From the **Home** tab, in the **Font** group, select the **Font** Dialog Box Launcher.



2. Select the **Advanced** tab, and under **Character Spacing**, select options.



3. Click **OK** to set the options.

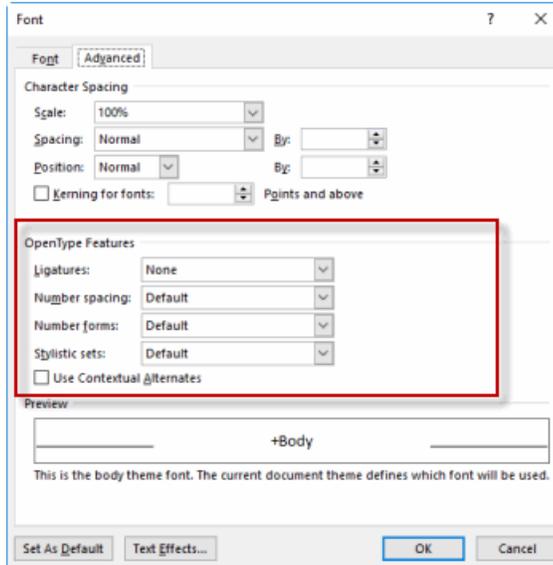
### ❖ 4.4.2. Set Advanced Character Attributes

To set advanced character attributes:

1. From the **Home** tab, in the **Font** group, select the **Font** Dialog Box Launcher.



2. Select the **Advanced** tab, and access the options in the **OpenType Features** section.

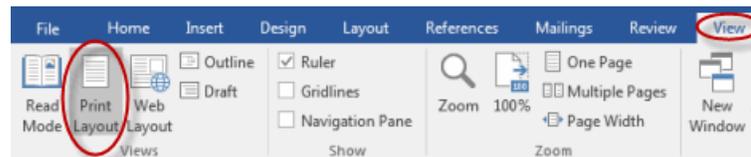


### ❖ 4.4.3. Add Linked Text Boxes

You can link text boxes in Word, which is useful if you expect changes to the text.

To link text boxes:

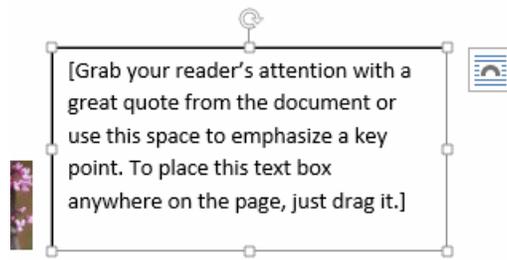
1. Make sure you are in Print Layout by selecting the **View** tab. Select Print Layout if necessary.



2. Select the **Insert** tab, and from the **Text** group, select **Text Box**.

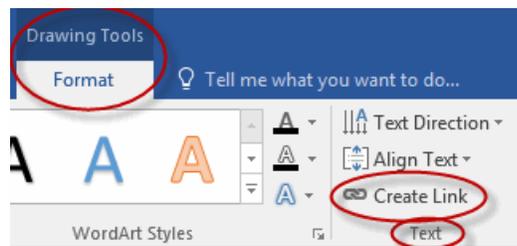


3. Select an option from the drop-down list, and click and drag to place it where you want it in your document.

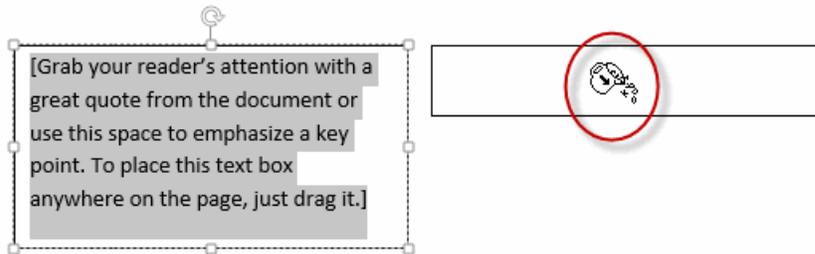


Characteristics: Attracts Hummingbirds. Deer Resistant. Drought

4. Repeat these steps to add additional text boxes.
5. Click the text box and from the **Drawing Tools Format** tab, select **Create Link**.



6. The pitcher icon tilts when hovering over a text box that can receive a link; click in the empty text box to which you want to flow text.



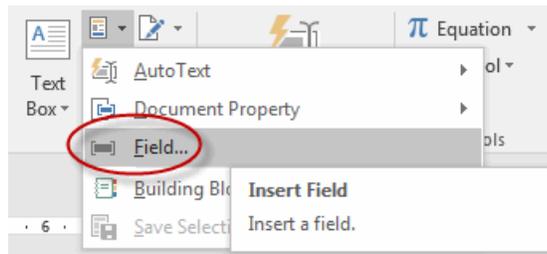
## 4.5. Working with Fields

### ❖ 4.5.1. Add Custom Fields

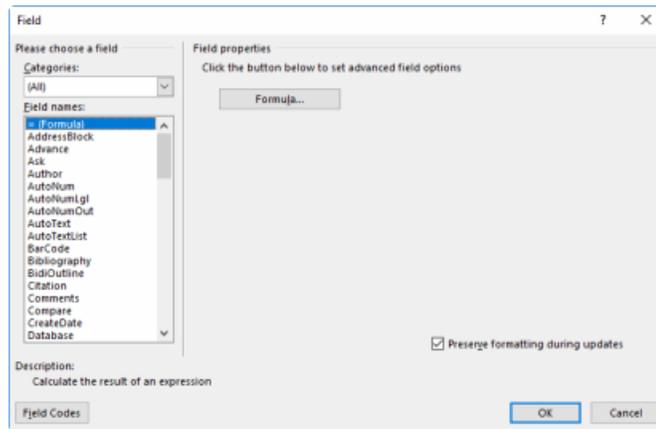
To add a custom field in Word:

1. Put the cursor where you want to insert the field in the document.

2. Select the **Insert** tab, and in the **Text** group, select **Quick Parts**, and then select **Field**.



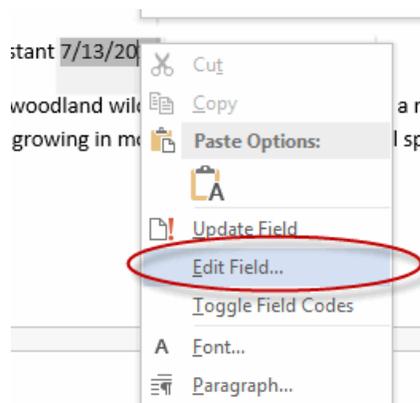
3. Select one of the field options, and click **OK** to insert the field.



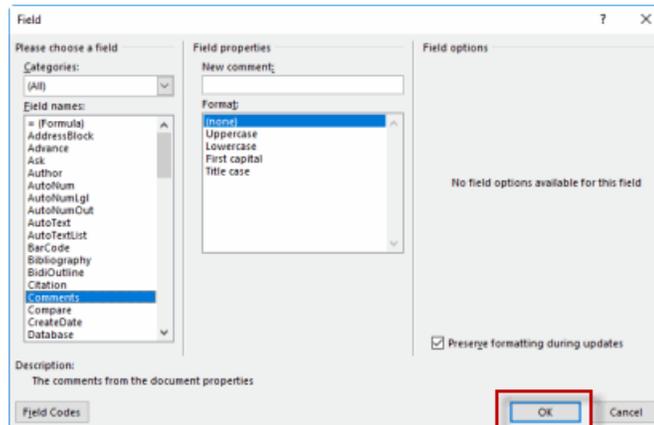
## ❖ 4.5.2. Modify Field Properties

To modify a field's properties:

1. Right-click the field and select **Edit Field**.



2. In the **Field** dialog box, specify modifications and click **OK** to save them.

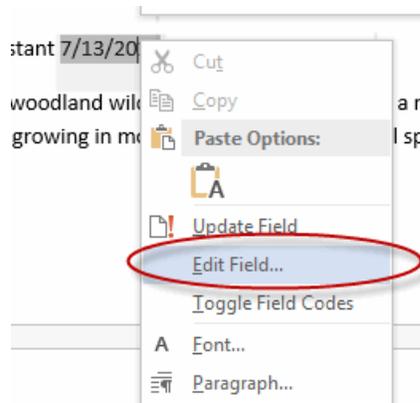


### ❖ 4.5.3. Create Custom Field Formats

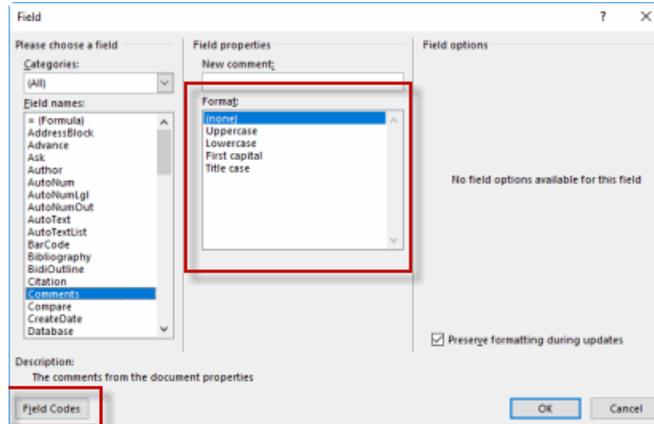
When working with fields, you can customize them as you would other Word elements.

To customize field formats:

1. Right-click the field and select **Edit Field**.



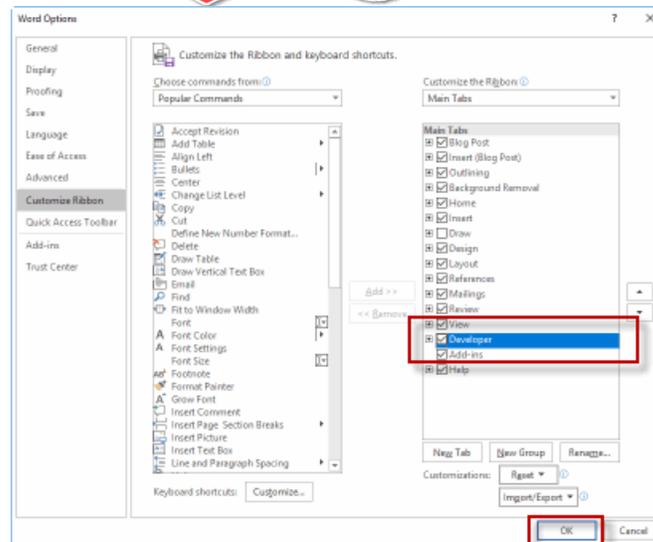
2. Make changes in the **Format** list. You can also select **Field Codes** to make additional changes.



#### ❖ 4.5.4. Add Field Controls

When adding fields to forms, you can add controls to each field to further customize your form.

Before you can add field controls, you must have the **Developer** tab of the Ribbon active. To do so, right-click the Ribbon and in the **Customize the Ribbon** section, check the **Developer** check box and then click **OK**.



To add field controls:

1. Select the **Developer** tab and from the **Controls** group, select **Design Mode**.

2. Select the content control that you want to modify. Change the placeholder text or make any other changes.

## Modify Field Control Properties

To modify a field control's properties:

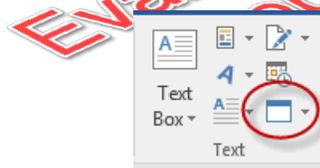
1. Select the field you want to modify.
2. On the **Developer** tab, from the **Controls** group, select **Properties**.
3. Set options in the dialog box and click **OK** to save them.

## ❖ 4.5.5. Link to External Data

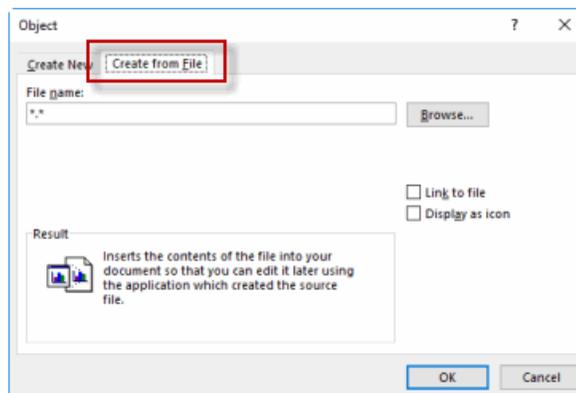
You can add a link in your document to external data.

To link to external data:

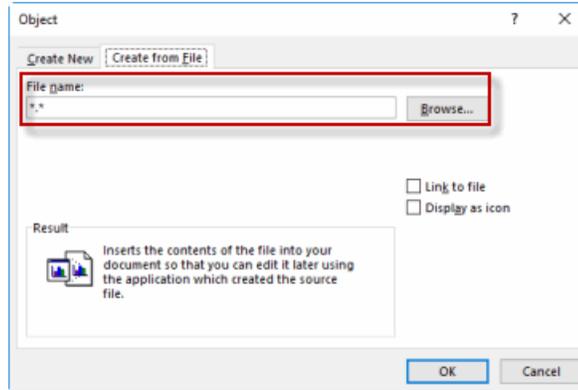
1. Select in your document where you want the link to appear.
2. Select the **Insert** tab, and from the **Text** group, select **Object**.



3. In the **Object** dialog box, select the **Create from File** tab.



4. Enter the name of the file you want to link to or browse to it.



5. Select **Link to file** and click **OK** to insert the file.

---

## 4.6. Page and Section Breaks

Page and section breaks make it easy to layout and format different parts of your documents in different ways. For example, use page or section breaks when you want to:

1. Apply different headers and footers to different sections of your document.
2. Restart page numbering for each section or chapter of your document.
3. Start certain text at the top of a page or column.
4. Split a section of your document (as opposed to the whole document) into more than one column.

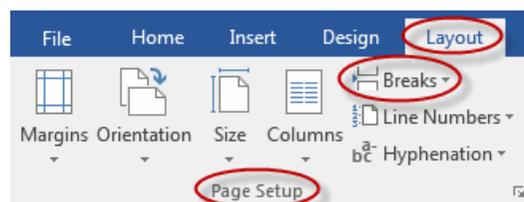
The following table lists page and section breaks available in Microsoft Word:

| Types of Breaks      | Use                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Page</b>          | Use when you want the following text to start at the beginning of the next page, and you want the <i>same</i> format and layout settings to apply on either side of the break.  |
| <b>Column</b>        | Use when you want the following text to start at the top of the next column.                                                                                                    |
| <b>Text Wrapping</b> | Use to separate text around objects on web pages.                                                                                                                               |
| <b>Next Page</b>     | Use when you want the following text to start at the beginning of the next page, and you want <i>different</i> format and layout settings to apply on either side of the break. |
| <b>Continuous</b>    | Use when you want the following text to start on the <i>same</i> page, but you want different format and layout settings to apply on either side of the break.                  |
| <b>Even Page</b>     | Use when you want the following text to start at the beginning of the next <i>even</i> page.                                                                                    |
| <b>Odd Page</b>      | Use when you want the following text to start at the beginning of the next <i>odd</i> page.                                                                                     |

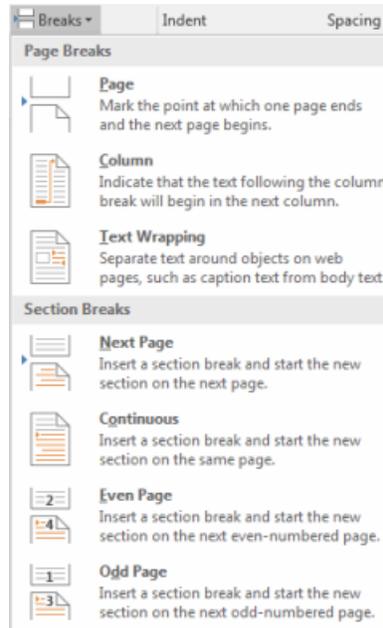
#### ❖ 4.6.1. Adding Page and Section Breaks

To add a page break or section break to a Microsoft Word document:

1. On the **Layout** tab, in the **Page Setup** group, click **Breaks**:

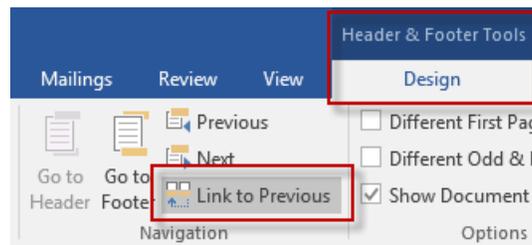


2. From the menu that appears, select the page break or section break of your choice:



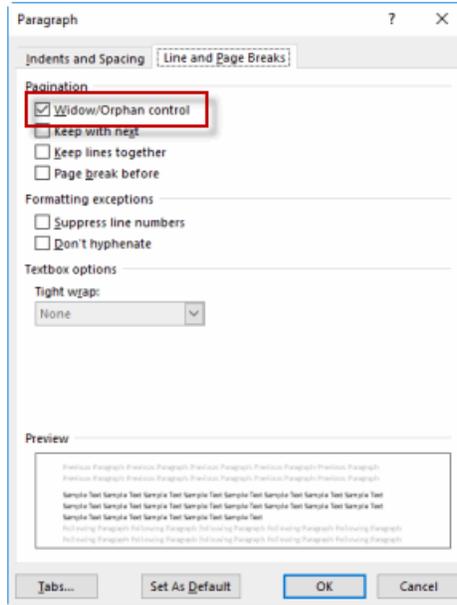
## Linking and Breaking Links to Section Headers or Footers

When using headers and footers in sections, you can create and break links to the header and/or footer used in the previous section by selecting the header or footer, and then from the **Header & Footer Tools Design** tab, selecting or deselecting **Link to Previous** in the **Navigation** group.



### ❖ 4.6.2. Preventing Orphans

To prevent orphans in text (where one line appears by itself on a second page, away from the main text), from the Home tab of the Ribbon, in the Paragraph group, select the Dialog Box Launcher.  and then in the **Paragraph** dialog box, select the **Line and Page Breaks** tab and check the **Widow/Orphan control** check box.



# Exercise 13: Adding Page and Section Breaks

 10 to 20 minutes

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In this exercise, you will add page breaks and section breaks to a document and take a short quiz.

1. Working with Page Breaks
  - A. Open `Plants in my yard - Intermediate2.docx`. Note that all section and page breaks have been removed from the document.
  - B. Add breaks such that:
    - i. Each category of plants (trees, perennials, ground covers) can be laid out and formatted independently.
    - ii. Each plant starts on a new page.
  - C. Save the document.
2. Circle the appropriate answer to the following statements and questions:
  - A. Adding page breaks enables you to apply different headers before and after the break.
    - i. True
    - ii. False
  - B. Which break can be used to add a break in the middle of a page, such that text appears before and after the break on the same page?
    - i. Next Page
    - ii. Continuous Section Break
    - iii. Page Break
  - C. Which break must be used to split one (and only one) section of your text into more than one column?
    - i. Column Break
    - ii. Page Break
    - iii. Section Break
  - D. Which break is used to separate text around objects on web pages?

- i. Page Break
- ii. Continuous
- iii. Text Wrapping

**Evaluation  
Copy**

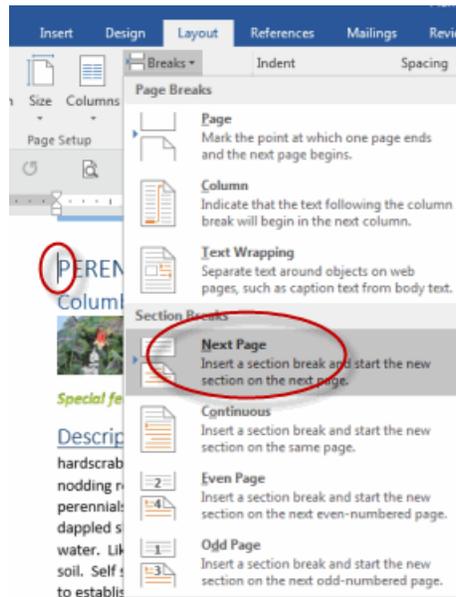


## Solution

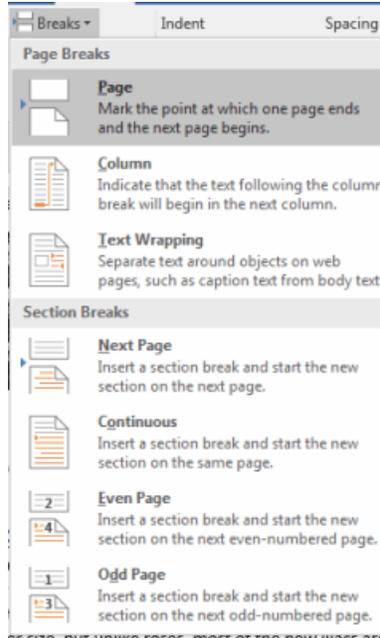
---

### 1. Working with Page Breaks

- A. Place your cursor before the *Heading 1* text “PERENNIALS” and on the **Layout** tab in the **Page Setup** group, click **Breaks, Section Breaks > Next Page**:



- B. Repeat the above for “Ground Covers”.
- C. Place your cursor before the *Heading 2* text “Lilac” and on the **Layout** tab in the **Page Setup** group, click **Breaks, Page**:



- D. Repeat the above for all plants except those that are the first in their section.
2. Answers to the statements and questions:
- A. Adding page breaks enables you to apply different Headers before and after the break.
- i. True
  - ii. **False**
- B. Which break can be used to add a break in the middle of a page, such that text appears before and after the break on the same page?
- i. Column Break
  - ii. **Continuous Section Break**
  - iii. Page Break
- C. Which break must be used to split one (and only one) section of your text into more than one column?
- i. Column Break
  - ii. Page Break
  - iii. **Section Break**
- D. Which break is used to separate text around objects on web pages?

- i. Page Break
- ii. Continuous
- iii. **Text Wrapping**

**Evaluation  
Copy**

## Conclusion

In this lesson, you learned to change the orientation and paper size of your document, to split your text into multiple columns and to add and remove section and page breaks.

# LESSON 5

## Working with Illustrations

---

### Topics Covered

- Charts.
- Clip art.
- Shapes.
- SmartArt.
- Captions.
- Word Building Blocks.

### Introduction

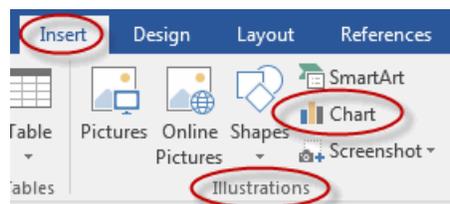
Adding illustrations to Microsoft Word documents is a great way to improve their look and feel and also to illustrate your points. Fortunately, it's easy to add pictures (your own or choose from a large library of pictures provided by Microsoft) and to add charts and shapes.



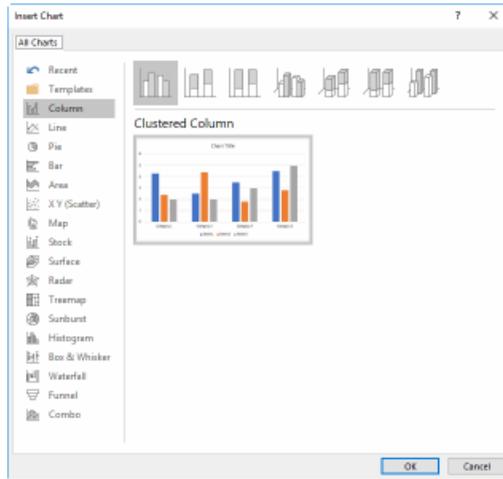
## 5.1. Adding and Editing Charts

To insert a chart into a Microsoft Word document:

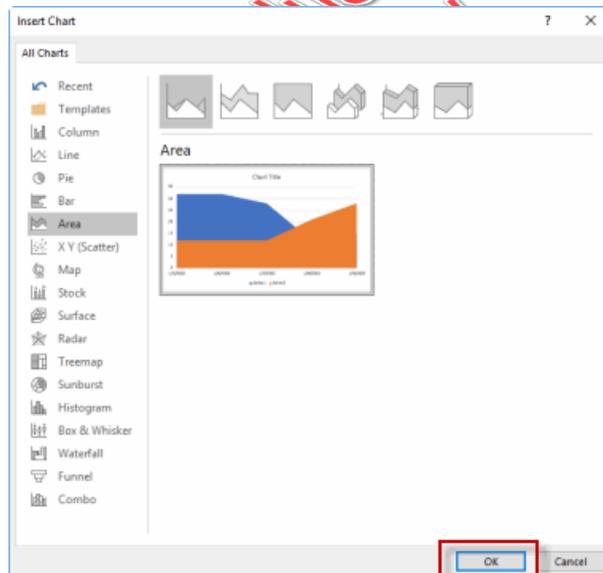
1. Place your cursor in the location in your document in which you would like to insert the chart.
2. From the **Insert** tab, in the **Illustrations** group, click **Chart**:



3. In the **Insert Chart** dialog box, select the type of chart you want by clicking it in the left column:



4. Select a specific chart on the right and click **OK**:



5. Note that the chart now appears in your document and a Microsoft Excel spreadsheet opens up:

|   | A          | B        | C        | D        | E | F | G |
|---|------------|----------|----------|----------|---|---|---|
| 1 |            | Series 1 | Series 2 | Series 3 |   |   |   |
| 2 | Category 1 | 4.3      | 2.4      | 2        |   |   |   |
| 3 | Category 2 | 2.5      | 4.4      | 2        |   |   |   |
| 4 | Category 3 | 3.5      | 1.8      | 3        |   |   |   |
| 5 | Category 4 | 4.5      | 2.8      | 5        |   |   |   |
| 6 |            |          |          |          |   |   |   |
| 7 |            |          |          |          |   |   |   |

6. To edit the chart:

- A. Type over the axis labels and data with your own axis labels and data.
- B. Resize the chart by dragging the box representing the range.

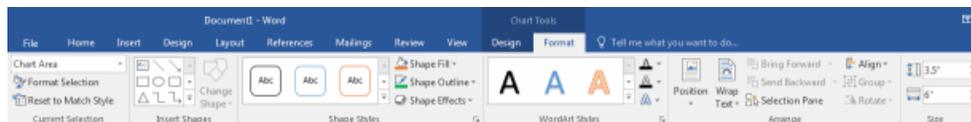
## Working with Charts

Selecting a chart in Word brings up the **Chart Tools** tabs:

1. **Design:**



2. **Format:**



### Take a Few Minutes

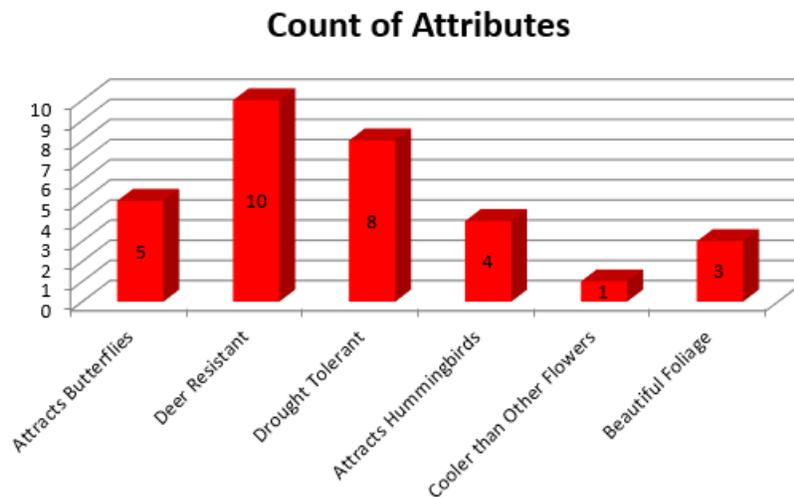
Take a few minutes to explore some of the commands on each tab.

# Exercise 14: Working with Charts

 15 to 25 minutes

In this exercise, you will add a chart to a document and then edit the design and layout of the chart.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Insert a chart at the end of the document that looks like the one shown below (the data labels are listed below the image for easier reading):

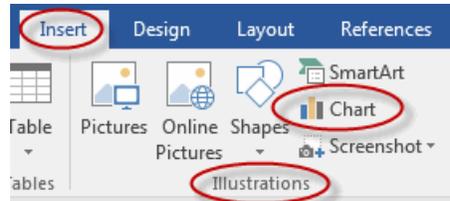


- A. Attracts Butterflies
  - B. Deer Resistant
  - C. Drought Tolerant
  - D. Attracts Hummingbirds
  - E. Cooler than Other Flowers
  - F. Beautiful Foliage
3. Save your document.

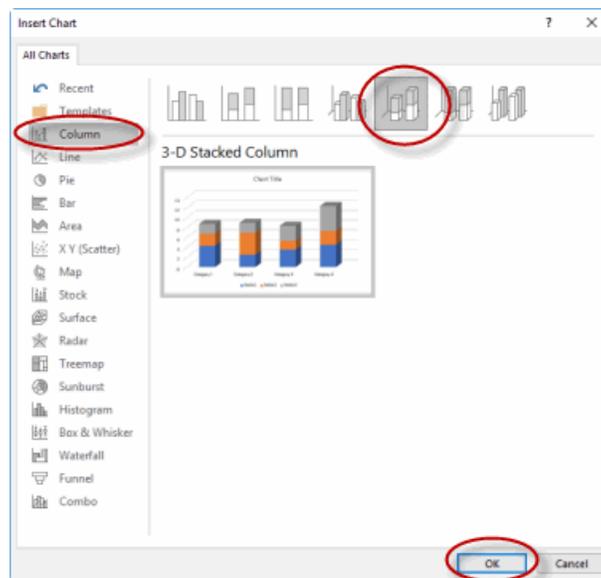


## Solution

1. Place your cursor on a new line at the end of the document.
2. From the **Insert** tab, in the **Illustrations** group, click **Chart**:



3. Select the **3-D Stacked Column** chart and click **OK**:



4. Edit the data in Microsoft Excel as follows:
  - A. Delete columns C and D by selecting the columns, and then right-clicking.

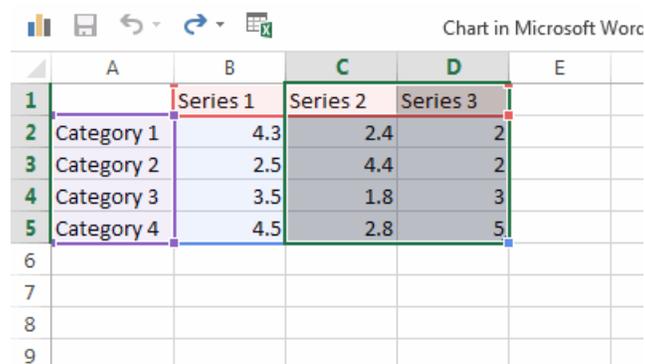
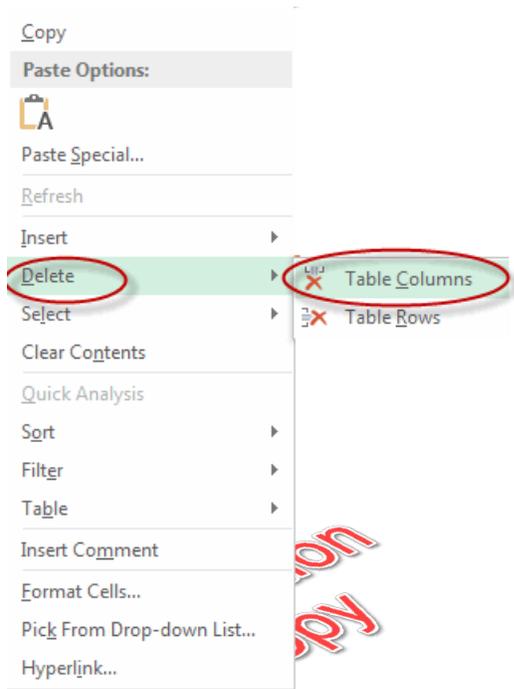


Chart in Microsoft Word

|   | A          | B        | C        | D        | E |
|---|------------|----------|----------|----------|---|
| 1 |            | Series 1 | Series 2 | Series 3 |   |
| 2 | Category 1 | 4.3      | 2.4      | 2        |   |
| 3 | Category 2 | 2.5      | 4.4      | 2        |   |
| 4 | Category 3 | 3.5      | 1.8      | 3        |   |
| 5 | Category 4 | 4.5      | 2.8      | 5        |   |
| 6 |            |          |          |          |   |
| 7 |            |          |          |          |   |
| 8 |            |          |          |          |   |
| 9 |            |          |          |          |   |

B. Click **Delete** and then select **Table Columns**.



C. Add two rows to the data range by dragging the lower right corner of the range down:

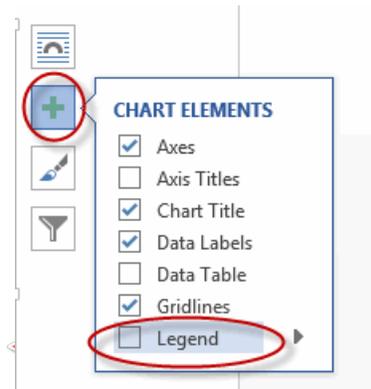
The image shows an Excel spreadsheet with a table. The table has 5 rows of data. The lower right corner of the data range is being dragged down to add two more rows. A red arrow points to the bottom right corner of the data range with the text 'Grab and pull down'.

|   | A          | B        | C | D |
|---|------------|----------|---|---|
| 1 |            | Series 1 |   |   |
| 2 | Category 1 | 4.3      |   |   |
| 3 | Category 2 | 2.5      |   |   |
| 4 | Category 3 | 3.5      |   |   |
| 5 | Category 4 | 4.5      |   |   |
| 6 |            |          |   |   |
| 7 |            |          |   |   |
| 8 |            |          |   |   |

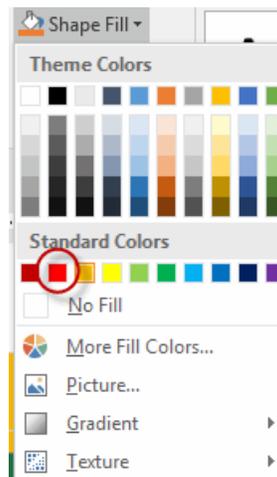
D. Type in the six attributes and the corresponding counts in cells **A2:B7**. Then type "Count of Attributes" in cell **B1**:

|   | A                         | B                   |
|---|---------------------------|---------------------|
| 1 |                           | Count of Attributes |
| 2 | Attracts Butterflies      | 5                   |
| 3 | Deer Resistant            | 10                  |
| 4 | Drought Tolerant          | 8                   |
| 5 | Attracts Hummingbirds     | 4                   |
| 6 | Cooler than Other Flowers | 1                   |
| 7 | Beautiful Foliage         | 3                   |

- E. Select the chart by clicking it. Click the plus sign to the right of the chart. In the **Chart Elements** box, scroll to and uncheck the **Legend** check box.



- F. Select the chart columns by clicking one of them. On the **Chart Tools Format** tab, click **Shape Fill** and then select **Red**:



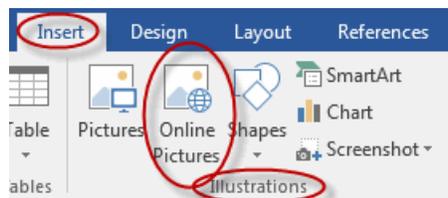
G. Save the file.



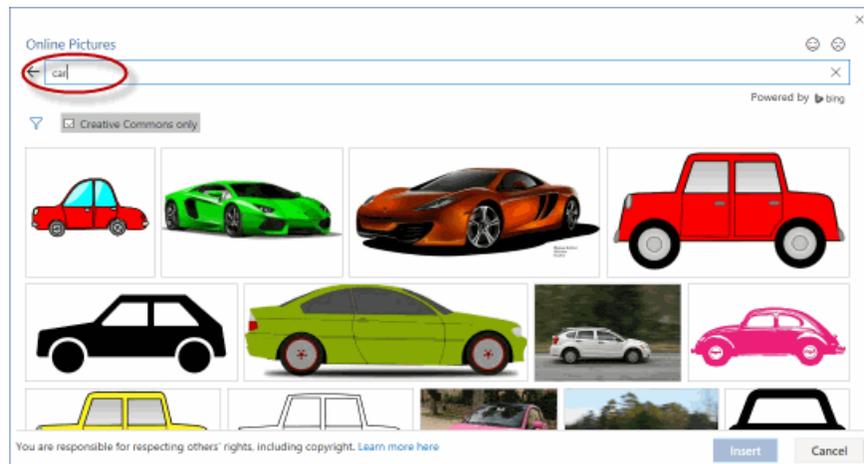
## 5.2. Working with Clip Art

A large library of *Clip Art*, including drawings, videos, sounds and photographs, is available from Office.com (<http://office.microsoft.com/en-us/images>). To insert Clip Art into your document:

1. From the **Insert** tab, in the **Illustrations** group, click **Online Pictures**:



2. In the **Insert Pictures** dialog box that appears:
  - A. Type in your search word(s) and press **Return**.
  - B. View the results of your search:



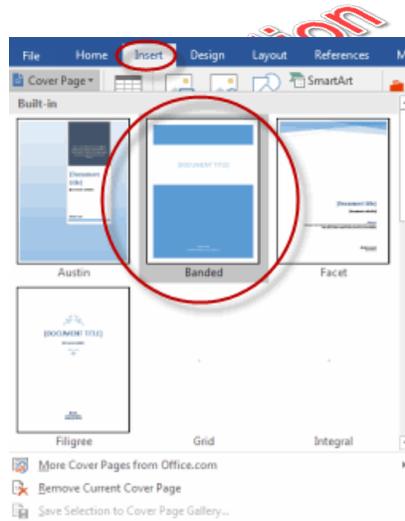
- C. Select one and click **Insert**.

# Exercise 15: Working with Clip Art

 5 to 15 minutes

In this exercise, you will search for Clip Art available from Office.com and insert an image into a document.

1. Open or go to *Plants in my yard - Intermediate.docx*.
2. Insert and customize a cover page in the document by:
  - A. From the **Insert** tab, in the **Pages** group, click **Cover Page** and then select “Banded”:



- B. Delete the circled text in the image below by selecting it and pressing **Delete** on your keyboard (you might have to press **Delete** twice):

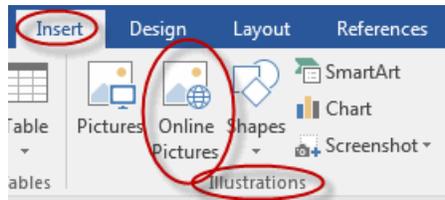


3. Insert a picture of a flower from Clip Art on your cover page.
4. Save your document.

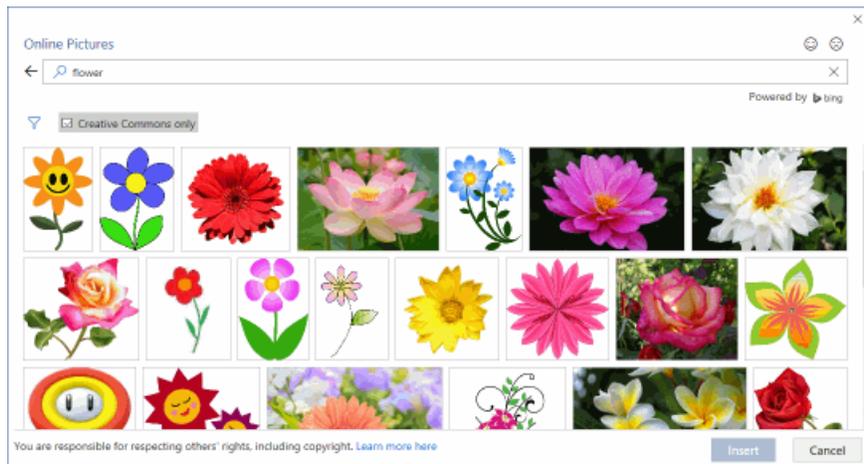
## Solution

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1. From the **Insert** tab, in the **Illustrations** group, click **Online Pictures**:



2. In the **Insert Picture** dialog box, search for “flower”:



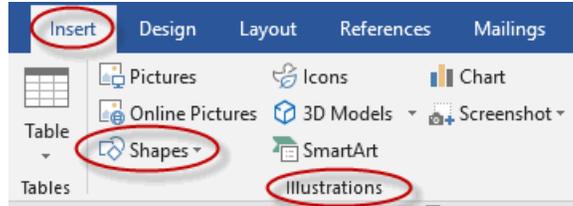
3. Select the picture of your choice by double-clicking it.
4. If necessary, resize the picture so that it fits on the cover page.
5. Save your document.



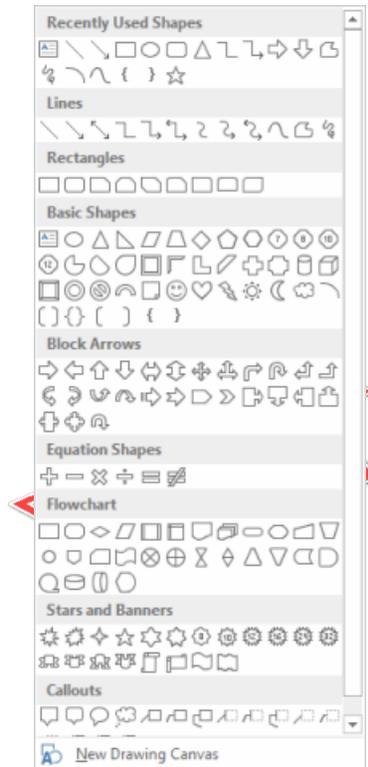
## 5.3. Using Shapes

You can easily add a wide variety of shapes to your Microsoft Word documents, including squares, circles, stars, arrows, smiley faces, lines, equation shapes, callouts, and more. To insert a shape into a Microsoft Word document:

1. From the **Insert** tab, in the **Illustrations** group, click **Shapes**:



2. Select a shape by clicking it:



3. Your cursor will change to a plus sign:



4. Click down in your document where you would like to place the shape, drag your mouse until the shape is the size you want it to be and then release your mouse.

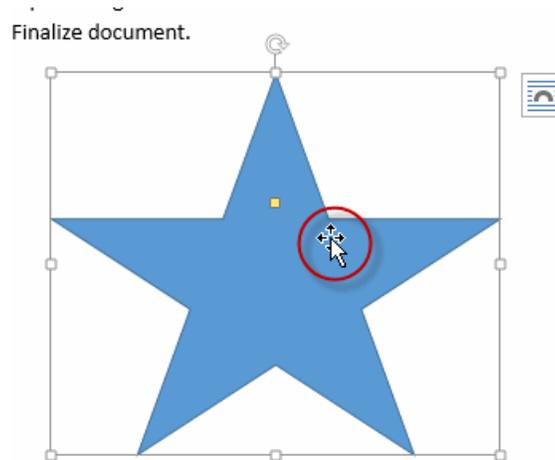
Selecting a shape in Word brings up the **Drawing Tools Format** tab:



### ❖ 5.3.1. Positioning Shapes

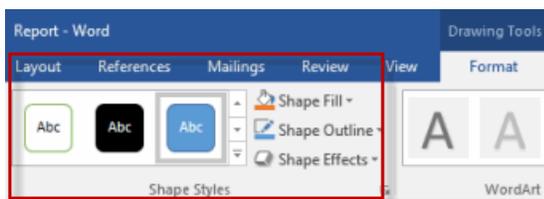
To position shapes:

1. After inserting the shape, click it to select it.
2. With the cursor as a four-pointed arrow, click and drag to position the shape.



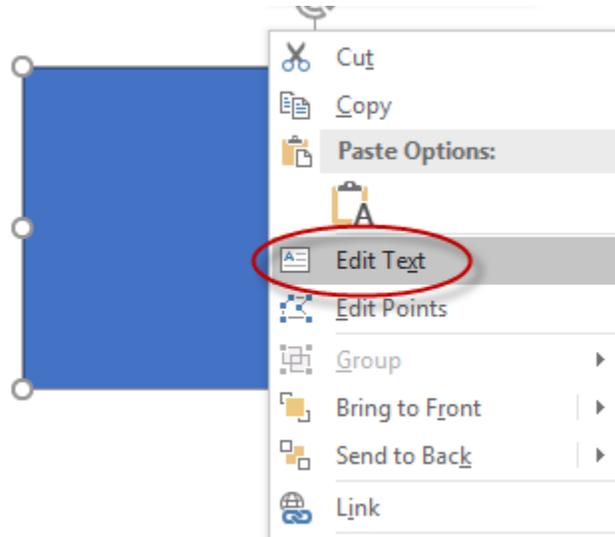
### ❖ 5.3.2. Shape Formatting

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.

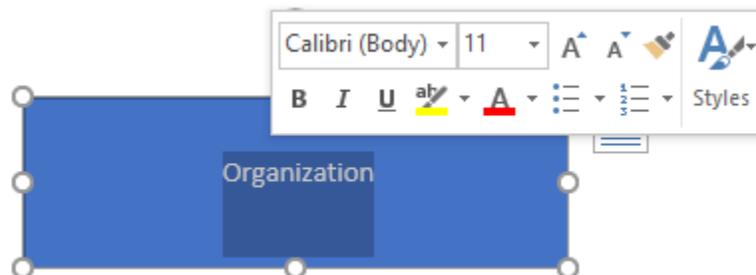


### ❖ 5.3.3. Adding and Modifying Text in Shapes

To add text to a shape you have inserted, simply click in it and begin typing. You can also right-click the shape and select **Edit Text**.



To modify text, select the text in the shape and use the Ribbon options to format it, or use the pop-up options that appear.



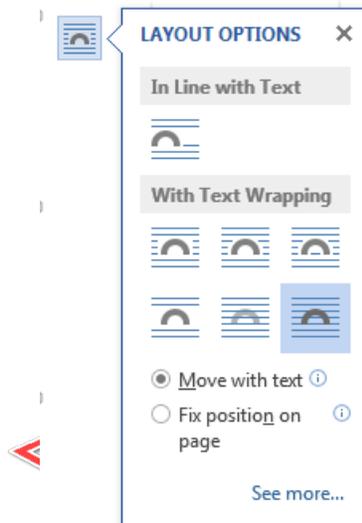
### ❖ 5.3.4. Wrapping Text Around Shapes

To wrap text around shapes:

1. With the shape selected, select the **Layout Options** icon.

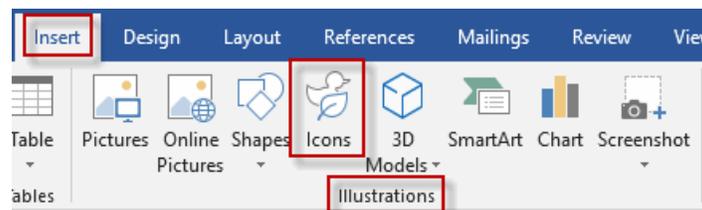


2. Select a text-wrapping option.



## 5.4. Working with Icons

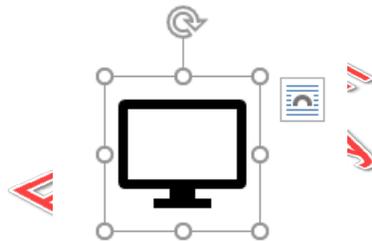
New in Word 2019 is the ability to insert Scalable Vector Graphics (SVGs), or icons. To do so, from the **Insert** tab in the **Illustrations** group, select **Icons**.



The **Insert Icon** dialog box opens. To insert an icon, click it and then click **Insert**.



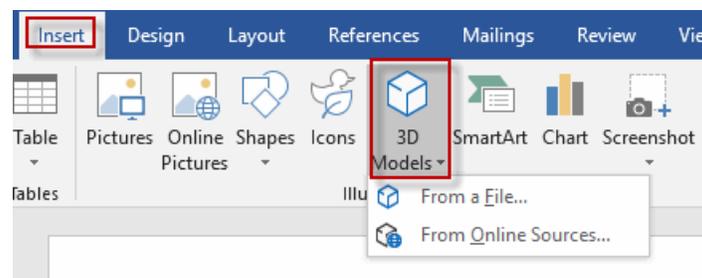
The icon is now inserted into your document. You can click and drag to move it or rotate it.



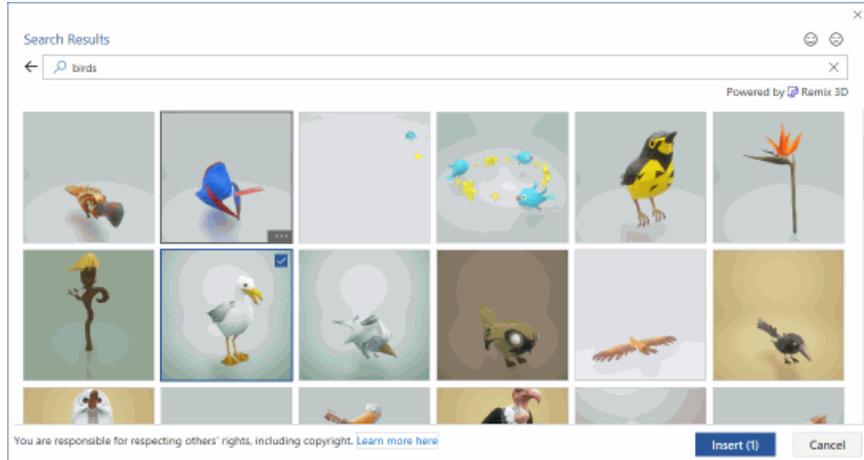
### ❖ 5.4.1. Using 3D Models

Another new feature of Word 2019 is the ability to insert a 3-D model. To do so:

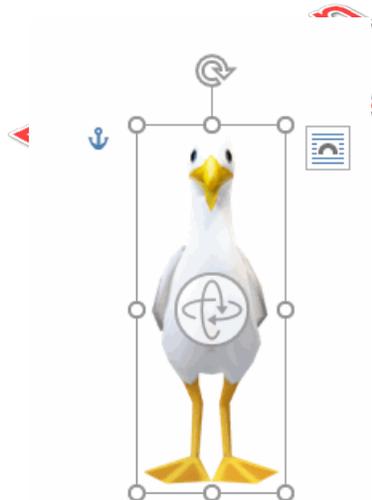
1. From the **Insert** tab, in the **Illustrations** group, select the **3D Model** drop-down list, and then choose to select a model from a file or from an online source.



2. Search for and select a 3-D model to use to insert it into your document.



The 3-D model is now inserted into your document. You can click and drag to move it or rotate it.



### Take a Few Minutes

Take a few minutes to explore some of the commands on the **Drawing Tools** tab.

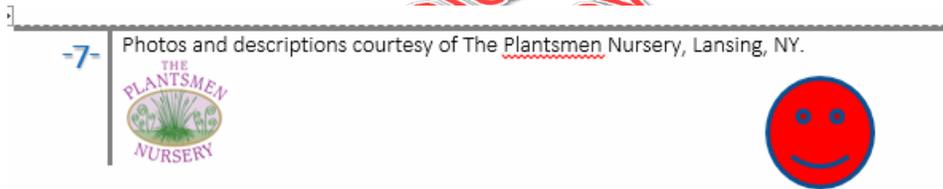
# Exercise 16: Adding Shapes

 5 to 10 minutes

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In this exercise, you will add a shape to a document.

1. Open or go to `Plants in my yard - Intermediate.docx`.
2. Insert a *Smiley Face Shape* in the footer of the document such that your footer looks like the screenshot below:

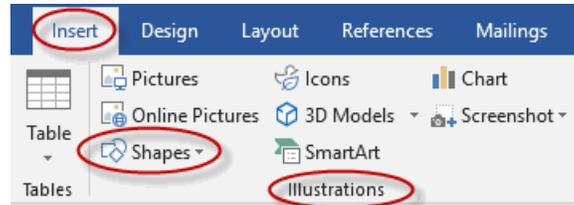


3. Save your document.

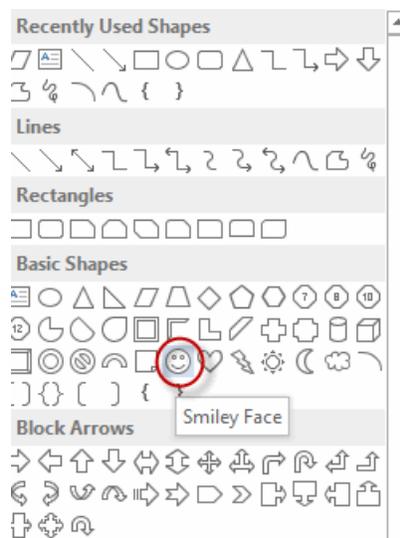
## Solution

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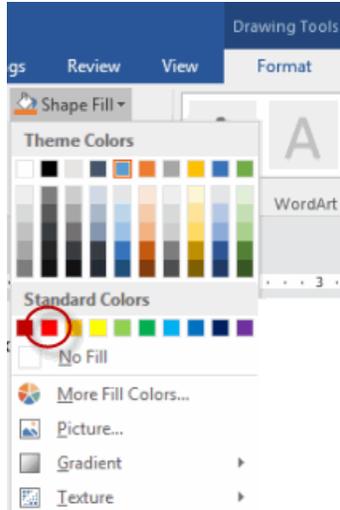
1. Double-click in the Footer to make the Footer the active part of your document.
2. From the **Insert** tab, in the **Illustrations** group, click **Shapes**:



3. Select the **Smiley Face** shape under **Basic Shapes**:



4. Place the smiley face in the footer of the document and drag it until you are happy with the size.
5. From the **Drawing Tools Format** tab, in the **Shape Styles** group, click **Shape Fill** and select **Red**:



6. Save the document.



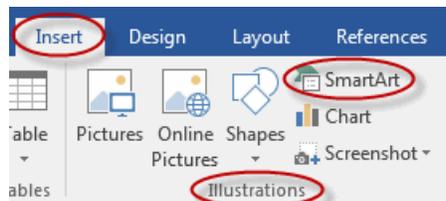
## 5.5. Working with SmartArt

*SmartArt* diagrams include *process* diagrams, *list* diagrams, *hierarchy* diagrams, *pyramid* diagrams and much more.

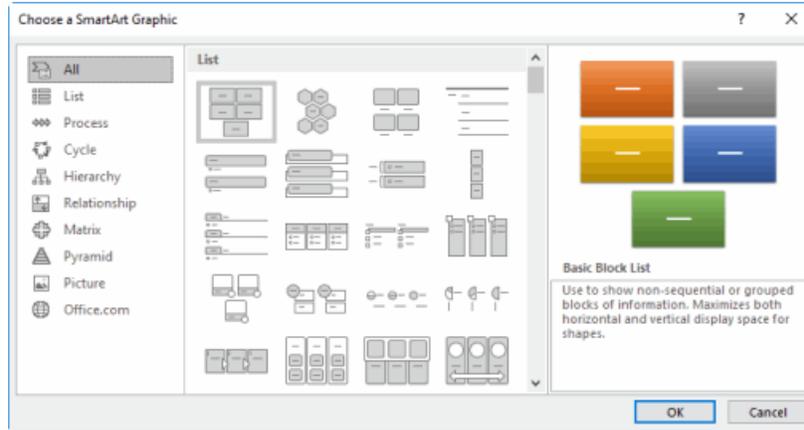
### ❖ 5.5.1. Inserting SmartArt

To insert SmartArt:

1. Place your cursor in the location in your document where you want your SmartArt graphic to appear.
2. From the **Insert** tab, in the **Illustrations** group, click **SmartArt**:



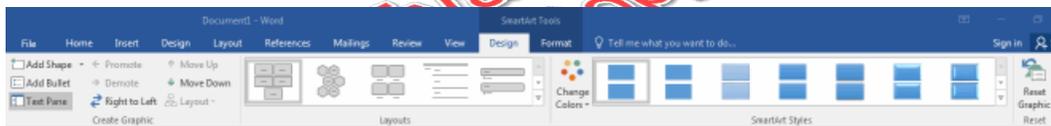
3. In the **Choose a SmartArt Graphic** dialog box, select a SmartArt graphic to preview it on the right:



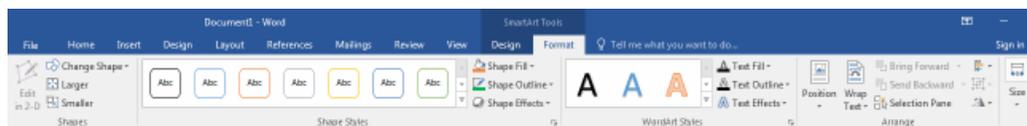
4. Click **OK** to add the SmartArt Graphic to your document.

Selecting a SmartArt diagram in Word brings up the **SmartArt Tools** tabs:

1. **Design:**

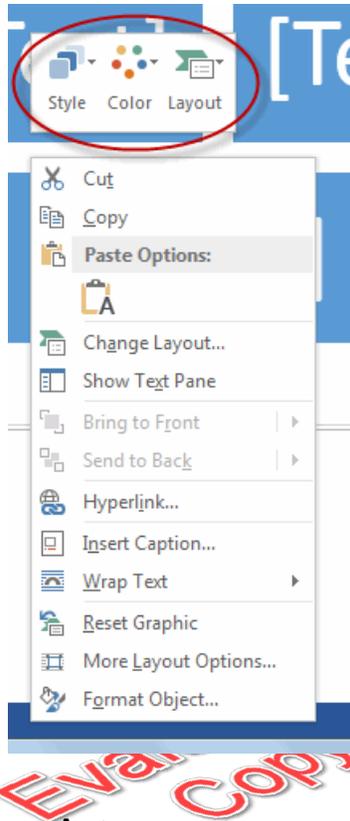


2. **Format:**



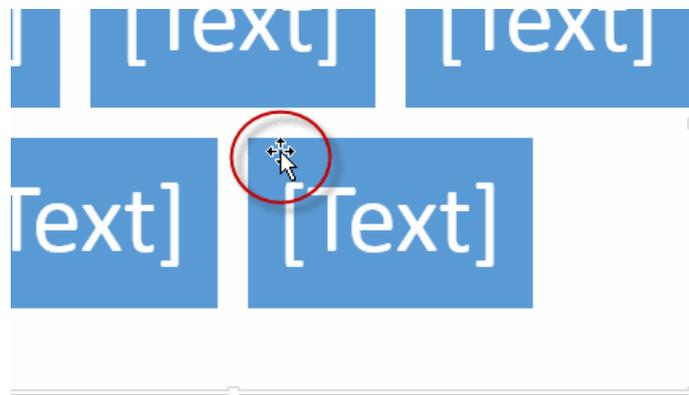
## ❖ 5.5.2. Modifying SmartArt

Right-click the SmartArt and then use the available options, including the SmartArt Quick Styles at the top, to modify the SmartArt.



### ❖ 5.5.3. Positioning SmartArt

To position SmartArt, once inserted, you can move the SmartArt by clicking and dragging it. Hover your cursor over the SmartArt and when it turns to a four-headed arrow, you can click and drag.

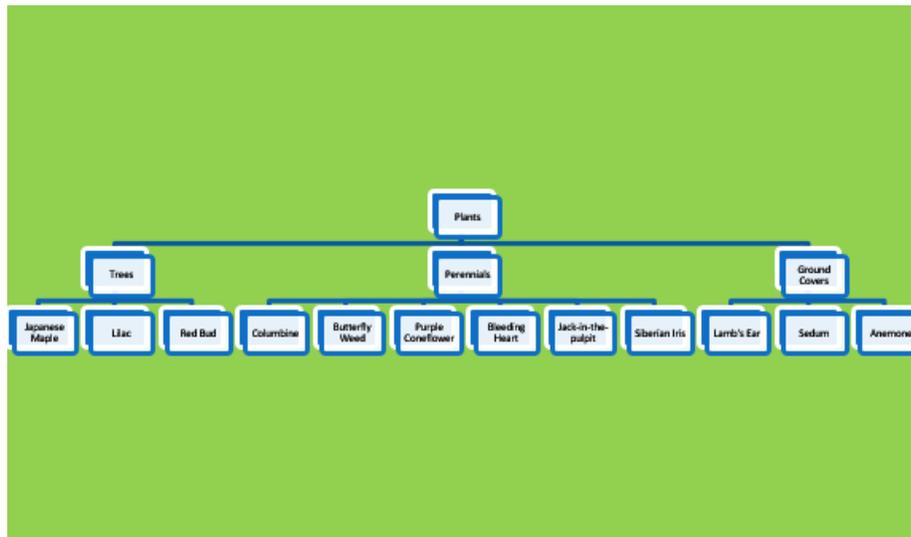


# Exercise 17: Working with SmartArt

🕒 10 to 20 minutes

In this exercise, you will add a SmartArt graphic showing the relationships between the plants in the document in which we have been working.

1. Open or go to *Plants in my yard - Intermediate.docx*.
2. Insert a SmartArt graphic at the end of your document that looks like the image below (the plant names are listed below the image for easier reading):



- Plants
  - Trees
    - Japanese Maple
    - Lilac
    - Red Bud
- Perennials
  - Columbine
  - Butterfly Weed
  - Purple Coneflower
  - Bleeding Heart
  - Jack-in-the-pulpit

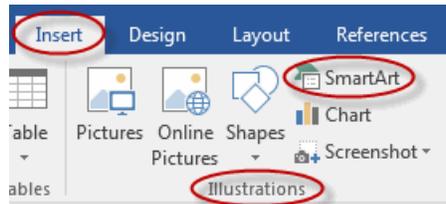
- Siberian Iris
- Ground Covers
  - Lamb's Ear
  - Sedum
  - Anemone

Evaluation  
Copy

3. Save your document.

## Solution

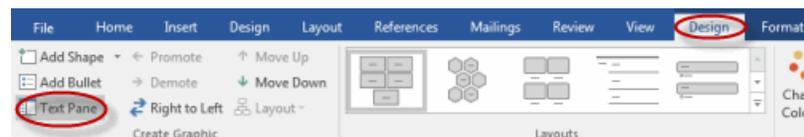
1. Place your cursor at the end of your document, a line below the “Count of Attributes” image.
2. From the **Insert** tab, in the **Illustrations** group, click **SmartArt**:



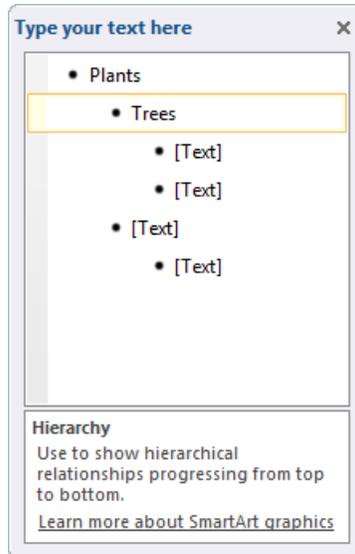
3. In the dialog box that opens, click **Hierarchy** and then the image titled **Hierarchy**, and then **OK**:



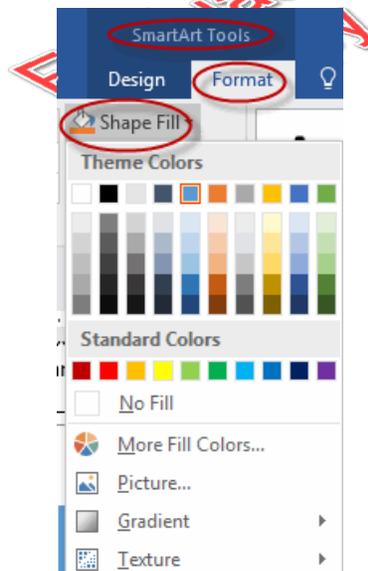
4. From the **SmartArt Tools Design** tab, in the **Create Graphic** group, click **Text Pane** (unless the Text Pane is already showing):



5. Enter text and add additional boxes in the second and third rows by typing and pressing **Enter** and **Tab** ((Press **Shift** and **Tab** to move a bullet to the left(:



- From the **SmartArt Tools Format** tab, in the **Shape Styles** group, click **Shape Fill** and then select a color:



- Save the document.

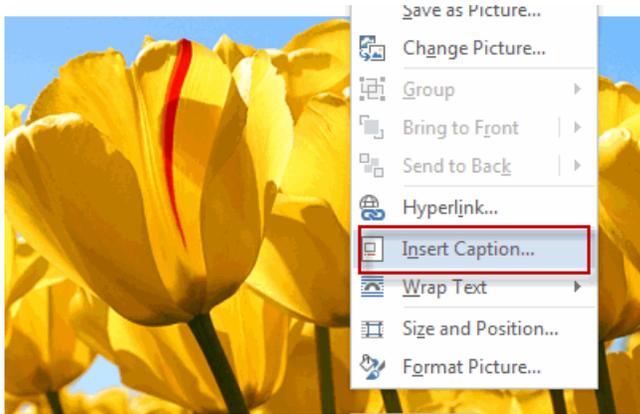


## 5.6. Creating Captions

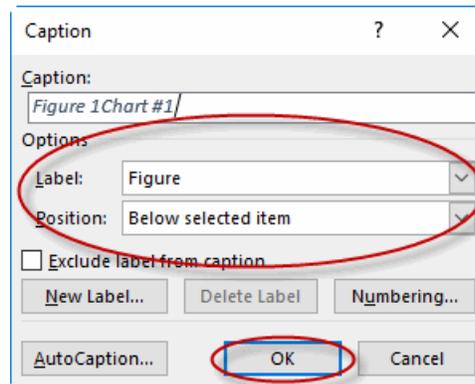
You may want to add captions to your Word elements. You can add captions to tables, figures, and images, and then customize those captions.

To add a caption to an image:

1. Right-click the image and select **Insert Caption**.



2. In the **Caption** dialog box, type the caption in the **Caption:** text box.
3. Select a **Label**. To exclude a label, select the **Exclude label from caption** check box.
4. Select where to position the caption from the **Position** drop-down list. Click **OK**

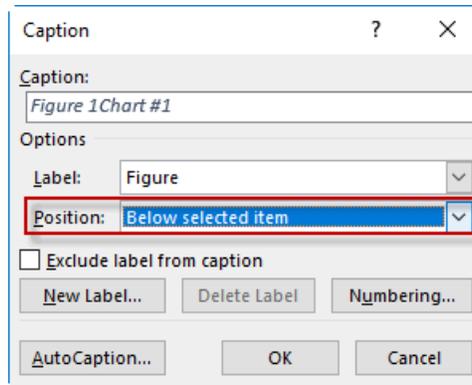


to insert the caption.

### ❖ 5.6.1. Modify Caption Properties

You can change caption formats when adding them in Word using the options in the **Caption** dialog box.

1. To exclude the label in the caption, select the **Exclude label from caption** check box.
2. To change position of the caption, select options in the **Position** drop-down list.

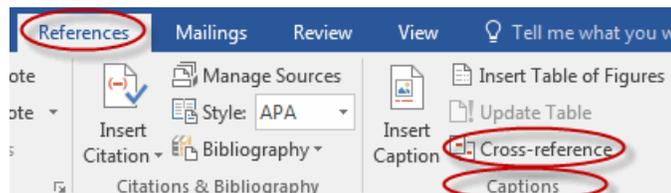


## ❖ 5.6.2. Using Cross-References

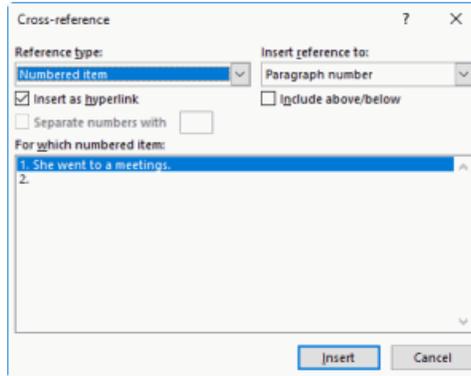
You can use cross-references to refer to figures in your documents, so that if the figure numbers change, this information will automatically update.

To create a cross-reference:

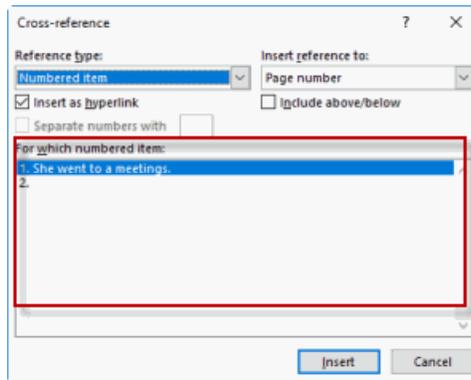
1. Put your cursor where you want the cross-reference to appear.
2. From the **References** tab, in the **Captions** group, select **Cross-reference**.



3. In the **Cross-reference** dialog box, select the reference type and other options.



4. In the **For which...** section, select the item you want to reference and select **Insert**.

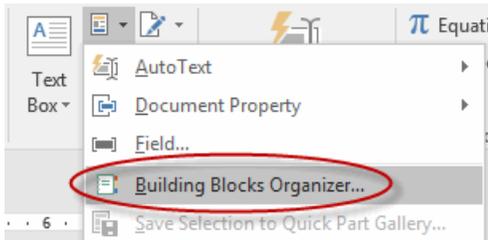


## 5.7. Using Building Blocks

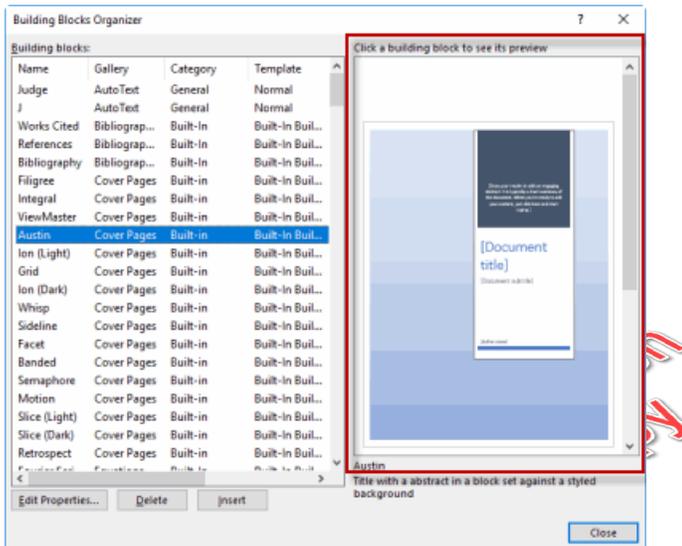
Word provides a feature called Building Blocks, reusable text or graphics or other elements that can help you be more efficient. Word provides a Building Blocks library and you can also create your own.

To use a Building Block:

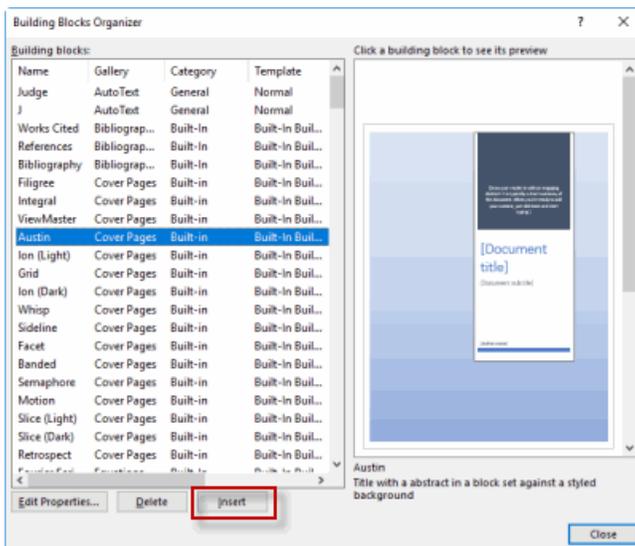
1. From the **Insert** tab of the Ribbon, in the **Text** group, select **Quick Parts** and from the drop-down, select **Building Blocks Organizer**.



2. Select the Building Block on the left to see a preview of it on the right.

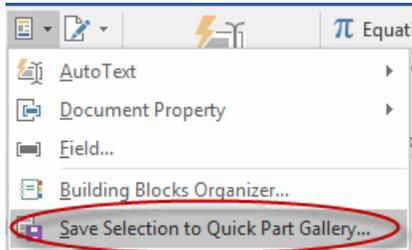


3. To insert it in your document, select **Insert**.

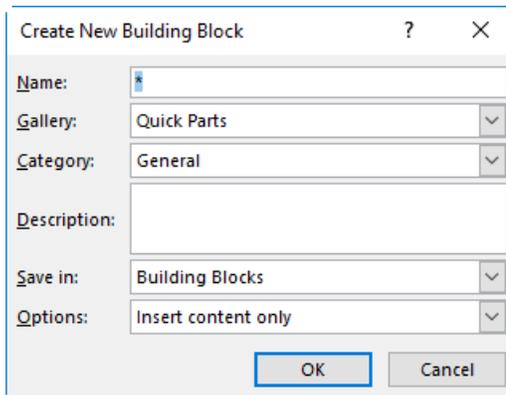


To create and save a Building Block:

1. Select the text or image element that you want to use to create a Building Block.
2. From the **Insert** tab of the Ribbon, in the **Text** group, select **Quick Parts** and from the drop-down, select **Save Selection to Quick Part Gallery**.



3. In the **Create New Building Block** dialog box, select a name for the Building Block, as well as any other options, and click **OK** to save it.

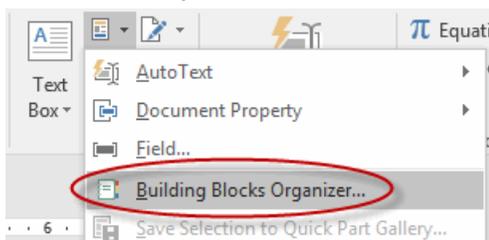


4. It is now available for reuse.

### ❖ 5.7.1. Inserting Text Boxes

To insert a Building Block text box:

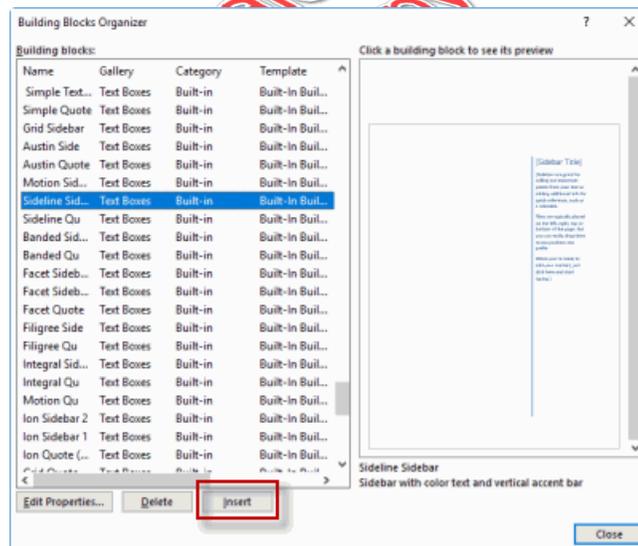
1. From the **Insert** tab of the Ribbon, in the **Text** group, select **Quick Parts** and from the drop-down, select **Building Blocks Organizer**.



2. Scroll down until you see the text box options in the **Gallery** column.

| Name           | Gallery    | Category | Template         |
|----------------|------------|----------|------------------|
| Calendar 4     | Tables     | Built-In | Built-In Buil... |
| Calendar 3     | Tables     | Built-In | Built-In Buil... |
| Calendar 2     | Tables     | Built-In | Built-In Buil... |
| Calendar 1     | Tables     | Built-In | Built-In Buil... |
| With Subhe...  | Tables     | Built-In | Built-In Buil... |
| With Subhe...  | Tables     | Built-In | Built-In Buil... |
| Matrix         | Tables     | Built-In | Built-In Buil... |
| Tabular List   | Tables     | Built-In | Built-In Buil... |
| Double Tab...  | Tables     | Built-In | Built-In Buil... |
| Simple Quote   | Text Boxes | Built-in | Built-In Buil... |
| Grid Sidebar   | Text Boxes | Built-in | Built-In Buil... |
| Grid Quote     | Text Boxes | Built-in | Built-In Buil... |
| Austin Quote   | Text Boxes | Built-in | Built-In Buil... |
| Motion Sid...  | Text Boxes | Built-in | Built-In Buil... |
| Motion Qu...   | Text Boxes | Built-in | Built-In Buil... |
| Sideline Sid.. | Text Boxes | Built-in | Built-In Buil... |
| Sideline Qu..  | Text Boxes | Built-in | Built-In Buil... |
| Banded Sid...  | Text Boxes | Built-in | Built-In Buil... |
| Banded Qu...   | Text Boxes | Built-in | Built-In Buil... |
| Facet Sideb..  | Text Boxes | Built-in | Built-In Buil... |
| Facet Sideb..  | Text Boxes | Built-in | Built-In Buil... |
| Facet Quote    | Text Boxes | Built-in | Built-In Buil... |

- To insert a text box option, select it, preview it on the right, and click **Insert**.



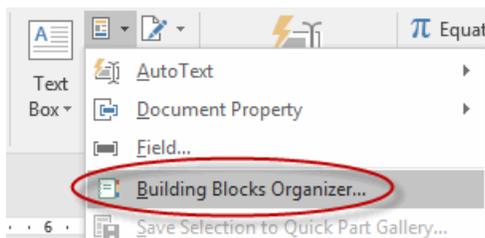
### ❖ 5.7.2. Moving Building Blocks between Documents

Once you have saved a Building Block, it is saved as a template. To use it in another document, access it via the Quick Parts drop-down list.

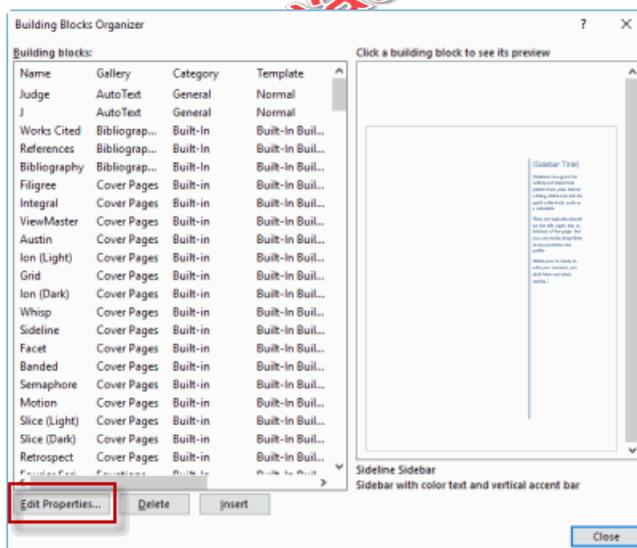
### ❖ 5.7.3. Editing Building Block Properties

To edit Building Block properties:

1. From the **Insert** tab, in the **Text** group, select **Quick Parts** and from the drop-down, select **Building Blocks Organizer**.



2. Select the Building Block to edit, and select **Edit Properties**.



3. Modify the Building Block and click **OK** to save the changes.

Modify Building Block ? X

Name: Sideline Sidebar

Gallery: Text Boxes

Category: Built-in

Description: Sidebar with color text and vertical accent bar

Save in: Building Blocks

Options: Insert content only

OK Cancel

# Exercise 18: Inserting a Building Block in a Document

🕒 5 to 10 minutes

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In this exercise, you will insert a Building Block in a Word document.

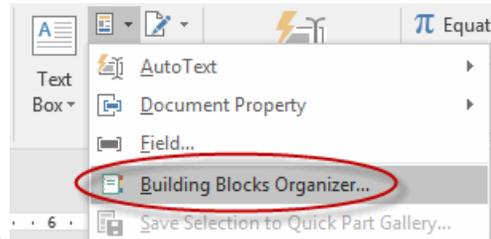
1. Open a new, blank Word document.
2. Insert in the document a Building Block cover page of your choice.



## Solution

---

1. With a new, blank document open, from the **Insert** tab of the Ribbon, in the **Text** group, select **Quick Parts** and from the drop-down, select **Building Blocks**



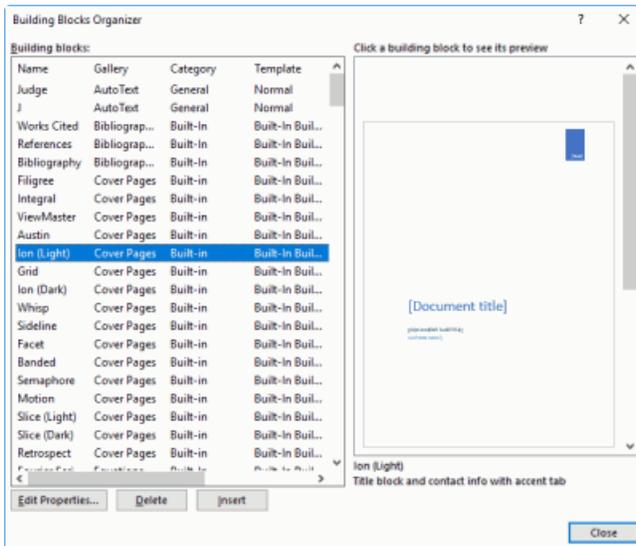
**Organizer.**

2. Scroll through and select a cover page Building Block (you will see the Cover Page

|                |               |          |                  |
|----------------|---------------|----------|------------------|
| References     | Bibliograp... | Built-In | Built-In Buil... |
| Slice (Light)  | Cover Pages   | Built-in | Built-In Buil... |
| Facet          | Cover Pages   | Built-in | Built-In Buil... |
| Retrospect     | Cover Pages   | Built-in | Built-In Buil... |
| Filigree       | Cover Pages   | Built-in | Built-In Buil... |
| ViewMaster     | Cover Pages   | Built-in | Built-In Buil... |
| Semaphore      | Cover Pages   | Built-in | Built-In Buil... |
| Integral       | Cover Pages   | Built-in | Built-In Buil... |
| Ion (Dark)     | Cover Pages   | Built-in | Built-In Buil... |
| Ion (Light)    | Cover Pages   | Built-in | Built-In Buil... |
| Motion         | Cover Pages   | Built-in | Built-In Buil... |
| Whisp          | Cover Pages   | Built-in | Built-In Buil... |
| Grid           | Cover Pages   | Built-in | Built-In Buil... |
| Austin         | Cover Pages   | Built-in | Built-In Buil... |
| Sideline       | Cover Pages   | Built-in | Built-In Buil... |
| Banded         | Cover Pages   | Built-in | Built-In Buil... |
| Slice (Dark)   | Cover Pages   | Built-in | Built-In Buil... |
| Area of Circle | Equations     | Built-In | Built-In Buil... |

listings under **Gallery**).

3. To preview the cover page, click it and view it on the right. To insert it, select



**Insert.**

## Conclusion

In this lesson, you learned to enhance your Microsoft Word documents with illustrations. You learned to insert and edit charts, to search for and insert Clip Art, to add and edit shapes, and to add and format SmartArt. You also learned how to use captions and Word's Building Blocks feature.



# LESSON 6

## Viewing Your Documents

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### Topics Covered

- Document Views.
- The **Navigation** pane.
- Using multiple windows simultaneously.

### Introduction

In this lesson, you will learn about Document Views, to show and hide the **Navigation** pane, to use the **Navigation** pane to quickly get to different sections of your document, to reorganize your document, to search within your document, and to use multiple windows to view different parts of one document at the same time and to view multiple documents at the same time.

Evaluation  
Copy

---

### 6.1. Document Views

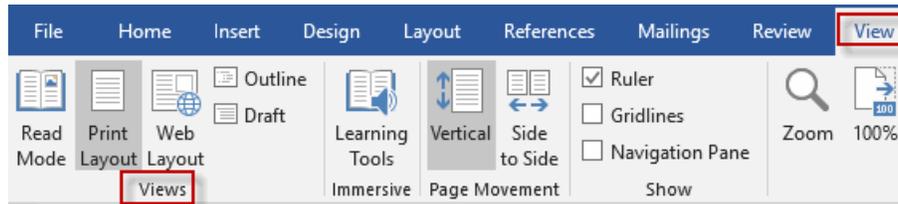
By default, when you work in a Microsoft Word document, what you see on your screen is what you will see on paper after printing. Depending on the work you are doing and / or what the document is intended for, it is sometimes helpful to view the document in a different way. There are five *Document Views*, or ways to view your document while working on it:

1. **Read Mode.** Use the Read Mode view to view your document in two columns.
2. **Print Layout.** Use the Print Layout view to see what the document will look like when printed.
3. **Web Layout.** Use the Web Layout view to see what the document will look like as a Web page.
4. **Outline.** Use the Outline view to see how your document is laid out and to make structural changes to your document.

5. **Draft.** Use the Draft view to focus on and make quick changes to your text. Note that images and headers and footers can not be seen or edited in the Draft view.

There are two ways to change your document view in Microsoft Word:

1. From the **View** tab in the **Views** group, select a view:

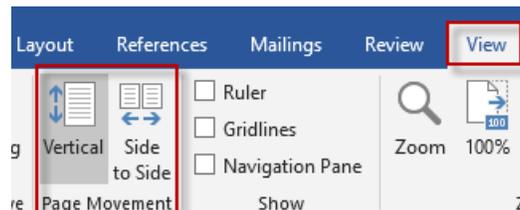


2. Click one of the document view icons in the **Status Bar**:



### ❖ 6.1.1. Viewing Document Pages Side to Side

New in Word 2019 is the ability to view your document pages side to side. To do so, from the **View** tab, in the **Page Movement** group, select **Side to Side**. You can then select **Vertical** to return to the normal view. On a touch-enabled device, you can use your fingers to scroll. On a non-touch-enabled device, use the horizontal scroll bar or your mouse's wheel.

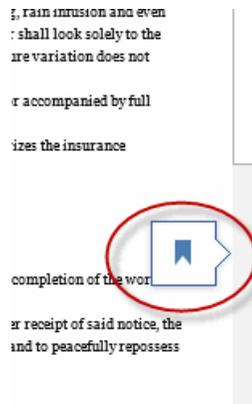


### ❖ 6.1.2. The Resume Reading Feature

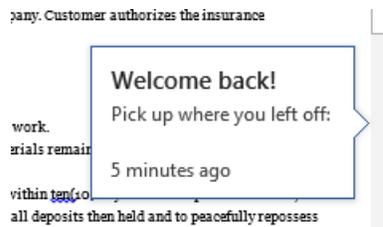
The Resume Reading feature allows you to pick up in a document where you left off. To use Resume Reading, you must be working with a document that is saved on the cloud.

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.



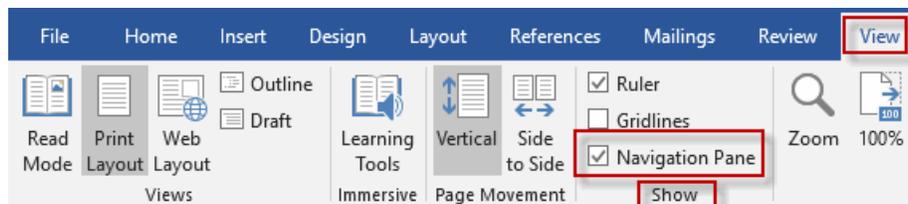
4. Click the link and Word will take you to where your cursor was when you last closed the document.



## 6.2. Using the Navigation Pane

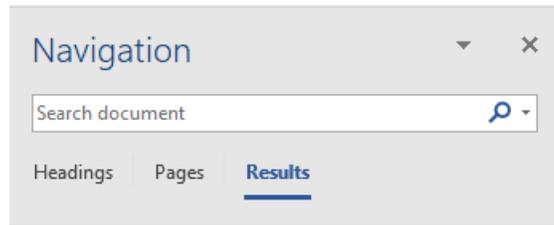
The **Navigation** pane is used to help you navigate quickly through a Word document. By default, the **Navigation** pane is hidden. There are two ways to open the **Navigation** pane:

1. From the **View** tab in the **Show** group, check **Navigation Pane**:

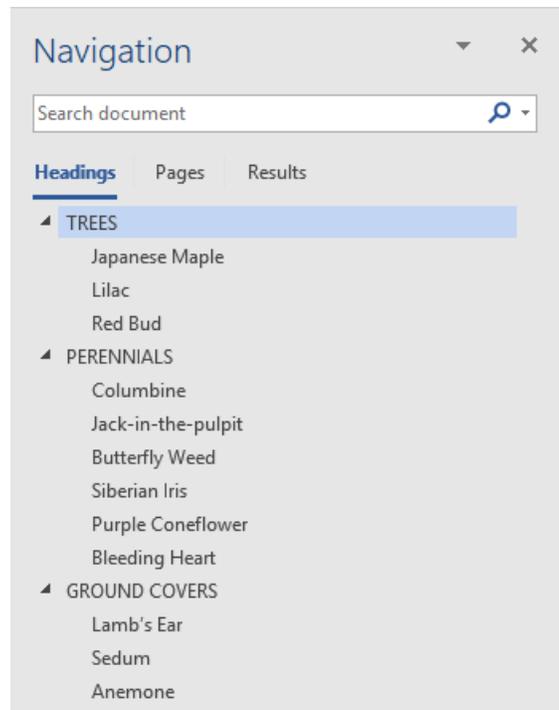


2. Press **CTRL+F** on the keyboard. This is the method to use if you are going to use the **Navigation** pane to search for text in your document.

The **Navigation** pane has three tabs, each of which is used for different purposes:



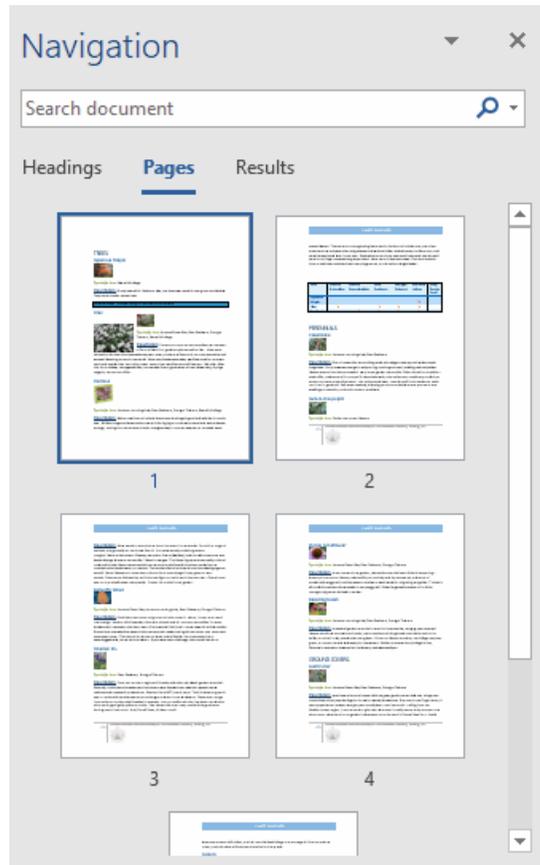
1. **Headings.** Use this tab to see all the headings in your document and to quickly move to a different section of your document. The highlighted heading shows the location of your cursor in your document. To move to another section of your document, simply click another heading. To re-organize your document, simply drag and drop a heading from one location to another:



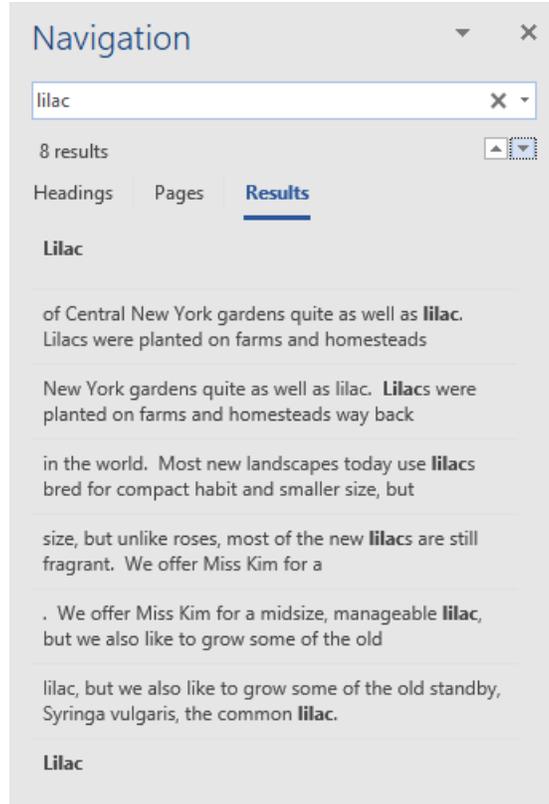
### Highlighting Headings

Note that if you type a word or phrase in the search box while the **Headings** tab is selected, all the headings to sections that contain your search will become highlighted.

2. **Pages.** Use this tab to see all the pages in your document and to quickly move from one page to another. The highlighted page shows the location of your cursor in your document. To move to another page, simply click it:



3. **Results.** Use this tab to see all the results for a specific search and to quickly move from one result to another. The highlighted search result shows in the main document window. To move to a different search result, simply select it in the **Navigation** pane:

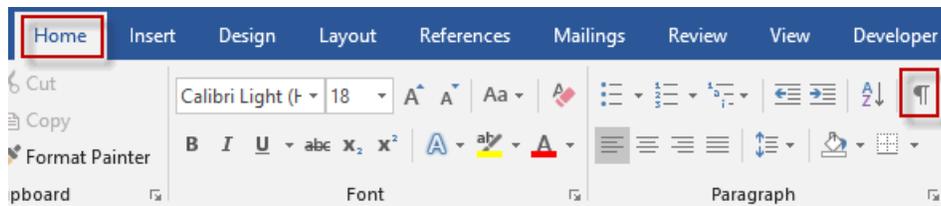


### ❖ 6.2.1. Use Show/Hide

The Show/Hide feature of Word is useful when editing documents, as some formatting marks are difficult to spot with formatting marks hidden.

To enable Show/Hide:

1. From the **Home** tab, in the **Paragraph** group, select the **Show/Hide** command.



2. Formatting marks are now visible within the document.

▪ PERENNIALS ¶

▪ Columbine ¶



*Special 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 or 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. ¶

3. To hide them, select the **Show/Hide** command again.



# Exercise 19: Using the Navigation Pane

⌚ 5 to 15 minutes

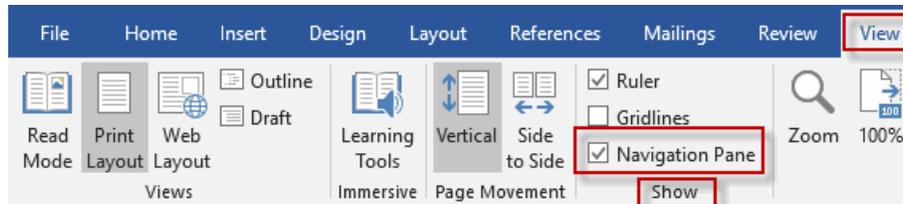
In this exercise, you will use the **Navigation** pane to locate sections, pages and text within a document. First, open or go to `Plants in my yard - Intermediate.docx`.

1. Use the **Navigation** pane to quickly jump to the following sections of the document:
  - A. Columbine
  - B. Lamb's Ear
  - C. Perennials
  - D. Japanese Maple
2. Use the **Navigation** pane to quickly jump to the following pages of the document:
  - A. Page 4.
  - B. Page 6.
  - C. Page 1.
3. Use the **Navigation** pane to answer the following questions:
  - A. How many times does the word "butterflies" appear in the document?
  - B. What plant description contains the words "larval host"?
  - C. On what pages does the word "columbine" appear?
  - D. Do the words "drought tolerant" appear under the Heading "Columbine"?

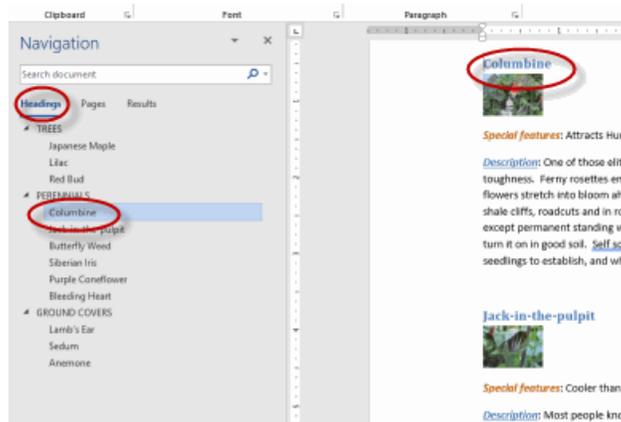


## Solution

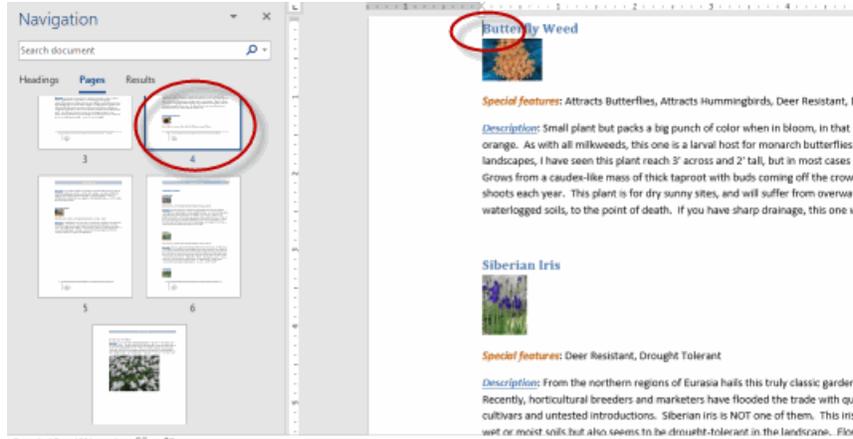
1. Open or go to *Plants in my yard - Intermediate.docx*. To view the **Navigation** pane, from the **View** tab in the **Show** group, check **Navigation** pane:



- A. On the **Headings** tab:
  - i. Click “Columbine” and note that your cursor is now in front of the heading “COLUMBINE” in the document:



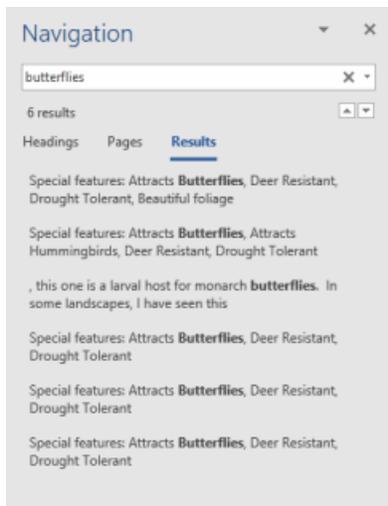
- ii. Click “Lamb’s Ear” and note that your cursor is now in front of the heading “LAMB’S EAR” in the document.
  - iii. Click “Perennials” and note that your cursor is now in front of the heading “PERENNIALS” in the document.
  - iv. Click “Japanese Maple” and note that your cursor is now in front of the heading “JAPANESE MAPLE” in the document.
- B. On the **Pages** tab:
    - i. Click “Page 4” and note that your cursor is now at the top of page 4 in the document:



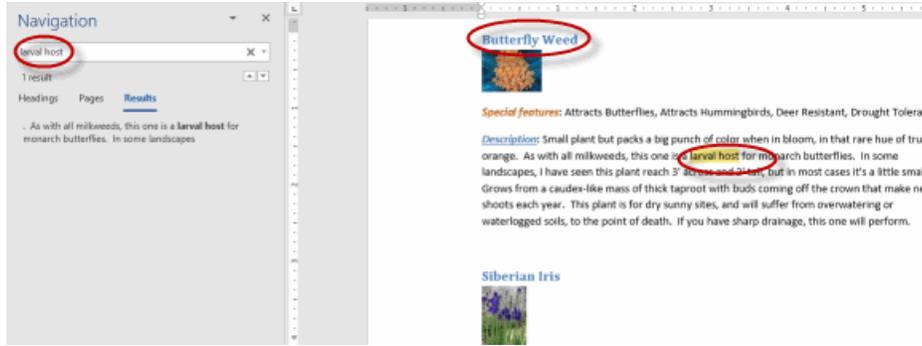
- ii. Click “Page 6” and note that your cursor is now at the top of page 6 in the document.
- iii. Click “Page 1” and note that your cursor is now at the top of page 1 in the document.

C. Answers and solutions to the questions in the third exercise follow:

- i. **Answer: 7.**
  - a. Click the **Results** tab, type “butterflies” into the search box and then count the results:

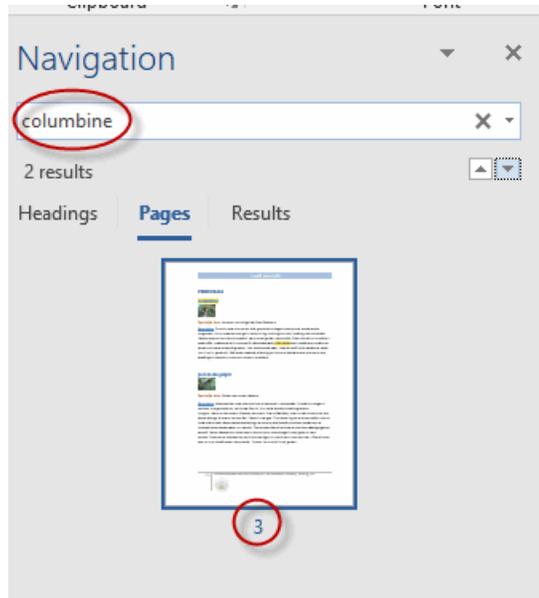


- ii. **Answer: Butterfly weed.**
  - a. Click the **Results** tab, type “larval host” into the search box to find it in the document:



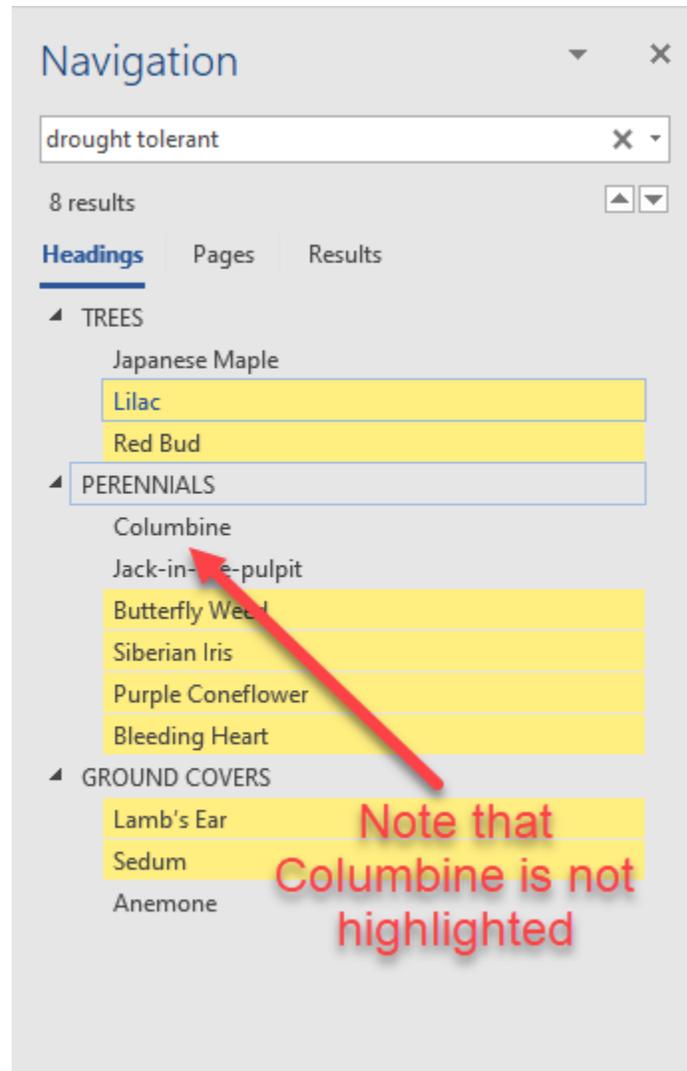
iii. **Answer:** Page 3.

- a. Click the **Pages** tab, type “columbine” into the search box and see what pages show up in the results:



iv. **Answer:** No.

- a. Click the **Headings** tab, type “drought tolerant” into the search box. Headings that include the words “drought tolerant” are highlighted:



## 6.3. Multiple Windows

It is sometimes beneficial to view two different parts of the same document at the same time. The two easiest ways to do this are:

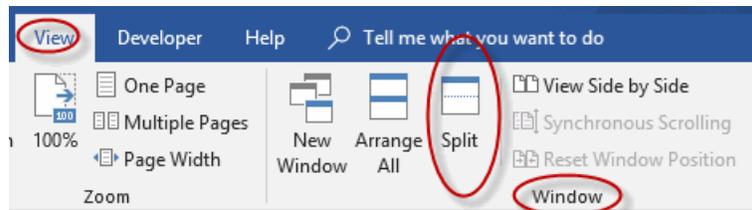
1. To split the window the document is in.
2. To add a new window and then arrange the windows such that you can view them side by side.

You can also arrange windows to view multiple different documents at the same time.

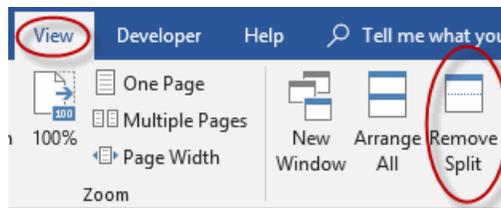
## Splitting a Window to View Different Parts of One Document in One Window

Splitting a window enables you to view different parts of one document at one time. To split a window:

1. From the **View** tab in the **Window** group, click **Split**:



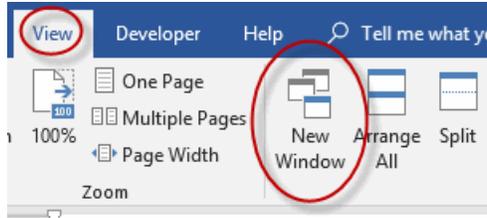
2. The split line will appear in the center of your document. Click your mouse to accept that position or move your mouse up or down before clicking to change the location.
3. Place your cursor above and below the split line and experiment with scrolling each section independently.
4. Click **Remove Split** to get rid of the split line:



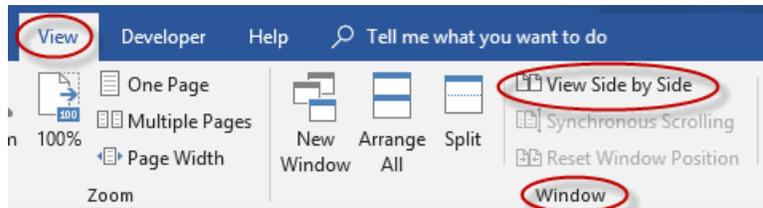
## Open a Second Window to View one Document in Two Windows

It is possible to have the same document open in two different windows at the same time. You can then view them side by side, which makes it easy to see different parts of the document at the same time. Depending on what you are trying to accomplish, this is often more efficient than splitting the document. To view your document in two windows simultaneously:

1. From the **View** tab in the **Window** group, click **New Window**:



2. To view the two windows side by side, click **View Side by Side**:

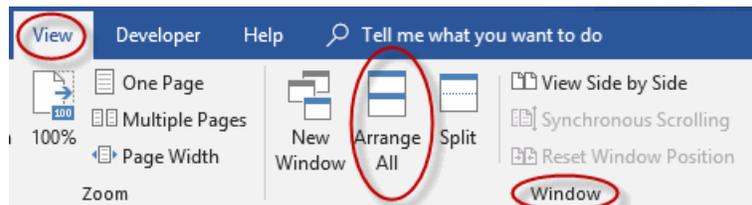


3. Changes you make in either window will also appear in the other window. To get back to one window, simply close one of the windows.

## Arranging Windows such that All Open Windows get Equal Screen Space

If you have multiple documents or windows of one document open and want to view all at the same time, you can easily do so:

1. From the **View** tab in the **Window** group, click **Arrange All**:



2. To maximize one of the windows, simply click the **Maximize** box in the upper right corner of the window:



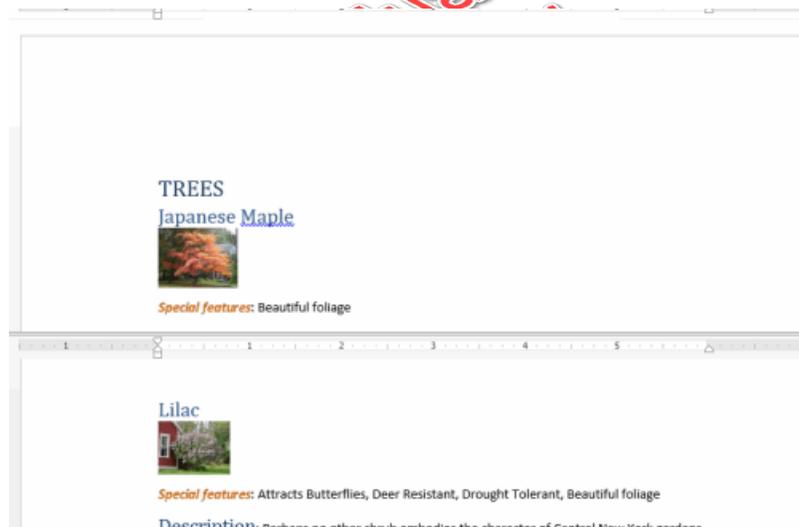
3. To change the way the windows are laid out on your screen, simply drag the windows to the size you want.

# Exercise 20: Working with Multiple Windows

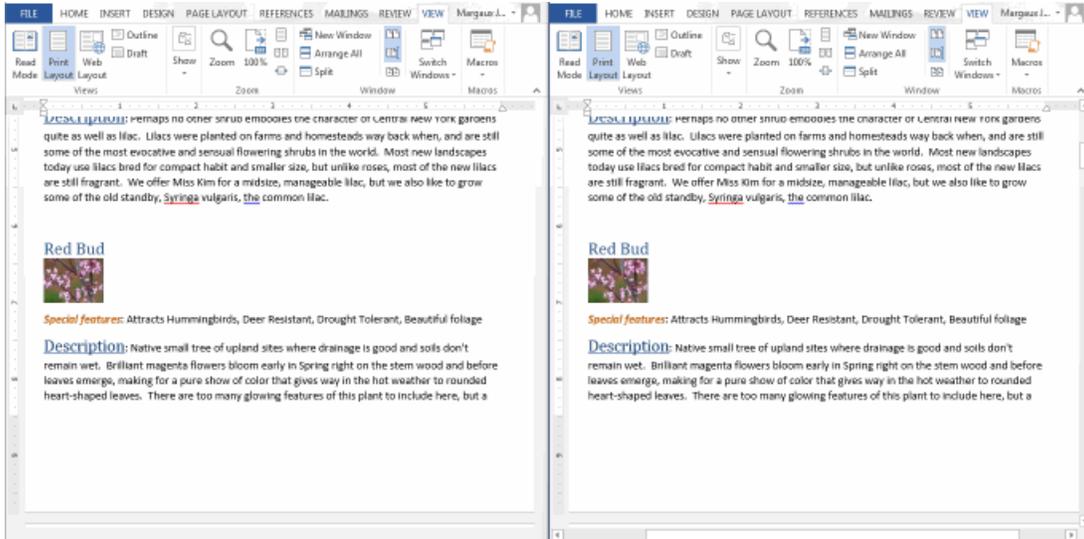
 10 to 20 minutes

In this exercise, you will split, add and arrange windows in order to view multiple documents and sections of one document at the same time.

1. Open or go to `Plants in my yard - Intermediate.docx`. Also, if you have any other Word documents open, close them for this exercise.
2. Use the information learned in this lesson to:
  - A. Change your document view to look like the below:



- B. Change your document view to look like the below:

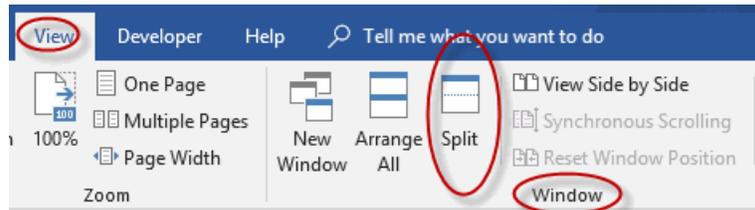


- C. Open a new document and view it side by side with Plants in my yard - Intermediate.docx

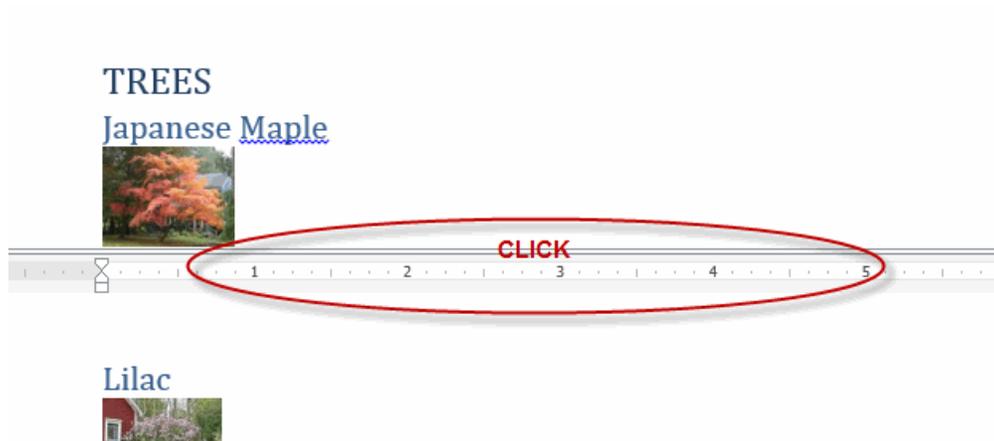
## Solution

---

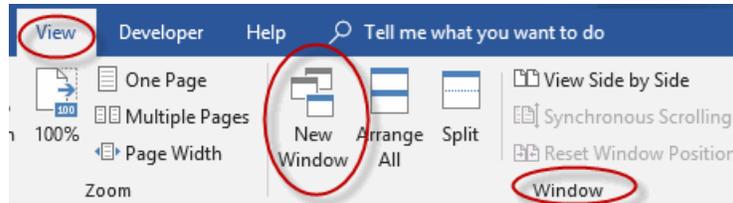
1. To split the window into two parts as shown in the first image in this exercise:
  - A. Scroll to the top of the document.
  - B. From the **View** tab in the **Window** group, click **Split**:



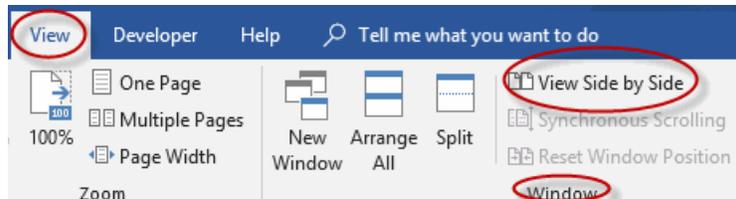
- C. Click in the center of the window:



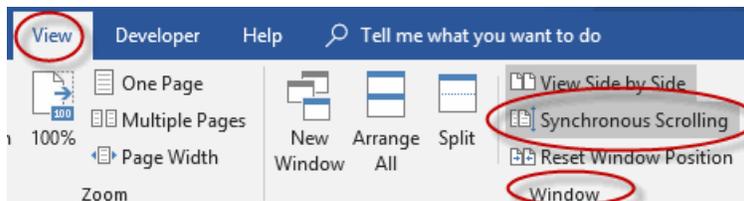
- D. Place your cursor above the **Split** line and scroll until the section matches the corresponding section of the image in the exercise.
  - E. Place your cursor below the **Split** line and scroll until the section matches the corresponding section of the image in the exercise.
2. To open a new window and view it side by side with the first window as shown in the second image in this exercise:
    - A. Scroll to the top of the document.
    - B. From the **View** tab in the **Window** group, click **New Window**:



- C. From the **View** tab in the **Window** group, click **View Side by Side** (you can do this in either window):



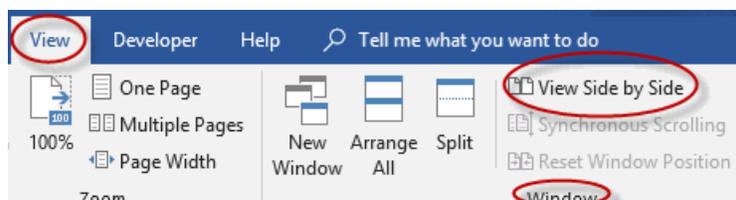
- D. As **Synchronous Scrolling** is automatically selected when you click **View Side by Side**, you have to deselect it. From the **View** tab in the **Window** group, click **Synchronous Scrolling** (you can do this in either window):



- E. Scroll in each window until the windows match the corresponding windows in the image in the exercise.

3. To open a new document and view it side by side with *Plants in my yard - Intermediate.docx*:

- A. First, make sure *Plants in my yard - Intermediate.docx* is only open in one window.
- B. Open a new blank document.
- C. From the **View** tab in the **Window** group, click **View Side by Side** (you can do this in either document):



## Conclusion

In this lesson, you learned about the different document views and how to switch between them. You learned how to show and hide the **Navigation** pane, and how to use it to quickly move around and reorganize your document, and how to use it to search within your document. Finally, you learned to use multiple windows to view different parts of your document at the same time and to view multiple documents at the same time.