People's Resource Center

Word 1
Module 5

Contents

Module 5 – Enhancing Documents

Performance Objectives

- Set Page Format

- Align Text (Center, Left, Right)

- Setting Tabs and Indents

- Create a bullet or numbered list

- Complete a spell check within a document

- Find/Replace text within a document

- Add Header and Footer

- Insert Page Breaks and Sections

Overview

Microsoft Word includes word processing tools that help you create documents that are accurate, easy to read and visually appealing. Headers, page numbers, and text alignment are some examples of tools that can enhance the look and feel of a document.

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Set Page Format

Word comes with a default page setup—which includes margin settings, page orientation (landscape vs. portrait), page size and other more advanced features. Margins can be changed to accommodate more or less text on a page. Changing any of these settings can be done from the Page Layout Tab on the Ribbon.

Note: Changing the margin affects the entire document (unless you create sections to your document—an advanced feature not covered in the Word 2 class).

Indenting paragraphs will be discussed below in "Setting Tabs and Indents."

Page Layout Tab

Arrow opens Page Setup Dialog Box
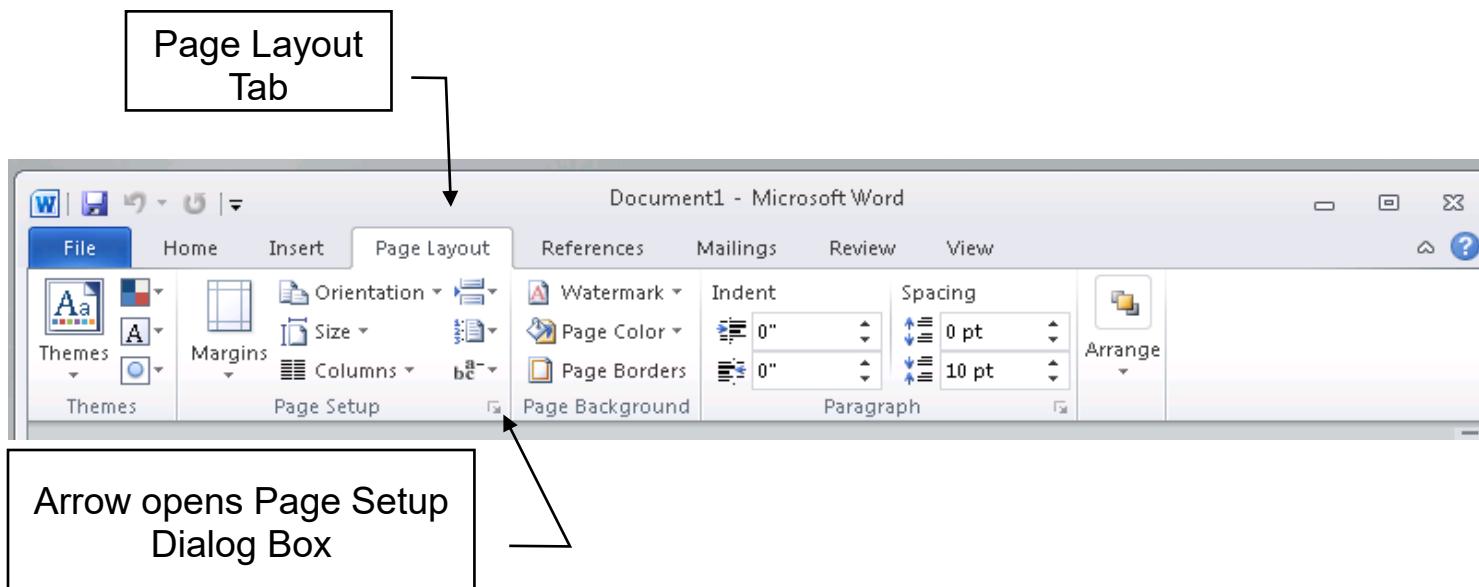
Page Setup Dialog Box
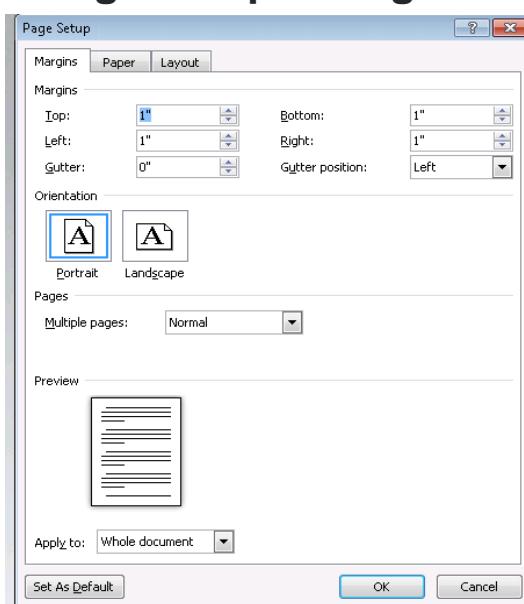
Changing the Margins, Paper Orientation, and Paper Size

Class Demo/Walkthrough 5.1

1. Open **Master Walkthrough**

2. Click the *Page Layout* tab on the ribbon and click the arrow in the lower right-hand corner of the *Page Setup* group. This reveals the *Page Setup* dialog box.

3. To change margins, click on the up or down arrow to the desired margin size or type a new value into the field. The higher the number, the larger the "white space" in that margin.

4. Click on the *Top* up arrow. Change it to 2". Notice the change in the Preview.

5. Change the Left and Right Margins to 0.5 inches. Notice the difference.

6. Click OK.

7. Click *Undo* until back to default.

8. You can setup a document to print *Portrait* (the default) or *Landscape*.

9. Go to *Paper* tab.

10. To change paper size (for instance, envelopes, postcards), click the first down arrow under *Paper Size* and select a size.

11. Practice using the *Page Setup* to change the document format.

Student Practice 5.2

1. Open **Student Practice 5.2** and save to your Documents folder.

2. Follow the instructions on the page

3. Save the changes.

Printing

To print a document, click on the *File* tab of the Ribbon and then *Print.* On the right side of the screen is a preview of how your document would look printed. On the left side are printing options that can be changed:

- # of Copies
- Choice of printer
- Print specific pages (e.g. 1, 3, 5-7)
- Print double sided if it's an option for your printer

If you don't change any of the options, the default is one copy, all pages and one sided. When you have selected all your options, click on the *Print* button. Printing is also available on the Quick Access toolbar. Printing from the Quick Access toolbar is one step rather than two and does not give you any options.
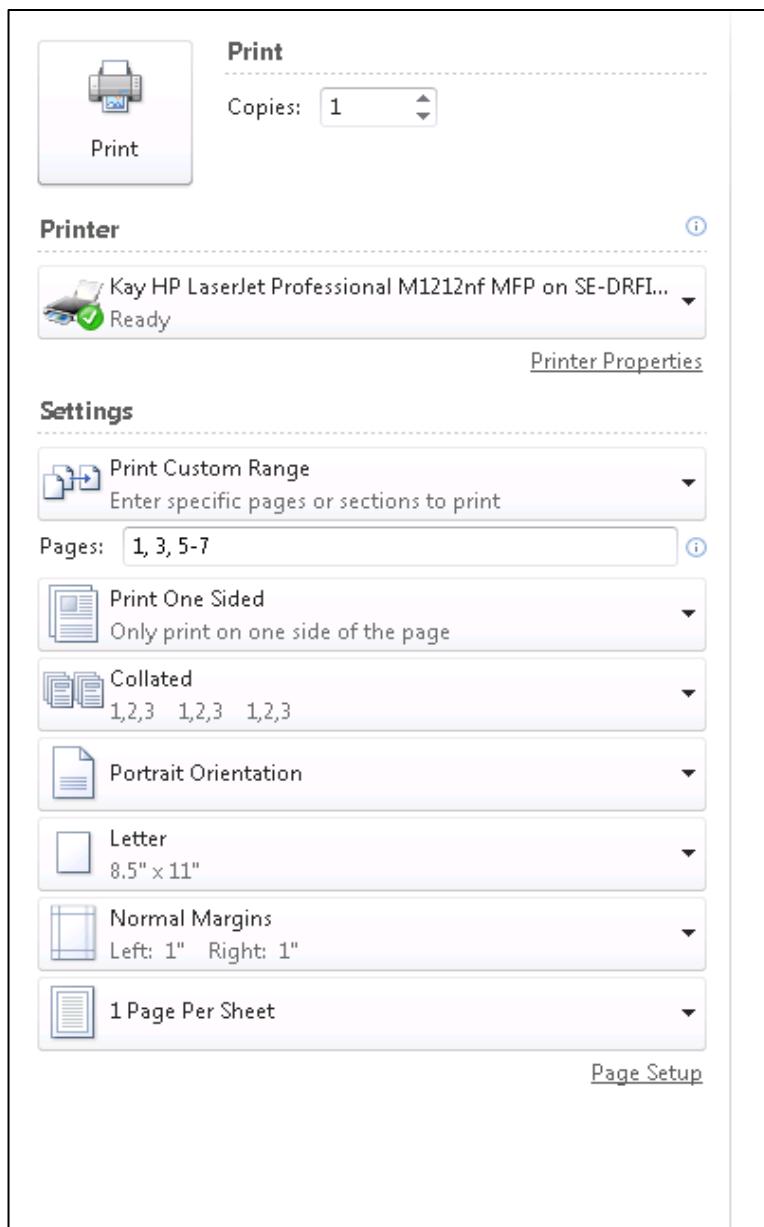
Align Text

A block of text can be aligned to the **Left, Center of the page,** or **Right**. It can also be **Justified** on both sides (newspaper column style). This works on a paragraph basis.

 To align or justify, select a block of text (in one or more paragraphs) and select the desired icon in the *Paragraph* group of the *Home* tab on the Ribbon.

Alignment Options
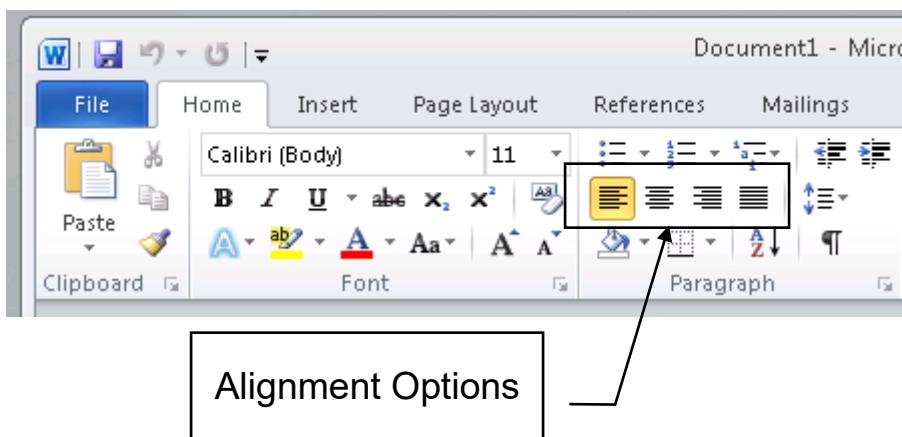
Class Demo/Walkthrough 5.3

1. Open *Master Walkthrough*
2. Save it as Student Practice 5.3 in your Documents folder.
3. Use the Left, Center, and Right icon button to align or Justify titles and text accordingly.

Student Practice 5.4

1. Open *Student Practice 5.4*.
2. Save in your Documents folder with the same name.
3. Follow instructions.
4. Save the changes.

Setting Tabs and Indents

Tabs and indents often seem confusing. A rule of thumb puts things in perspective. Tabs use the **tab key** on the keyboard. Indents do not.

Indent

An indent is normally used to move an entire paragraph to the right in increments. There are two controls for indents in the ribbon, within the *Paragraph* group of the *Home* command tab. These are *Increase Indent* and *Decrease Indent*. Each time *Increase Indent* is clicked, it indents a selected paragraph or paragraphs by a default increment. The default is indicated by small tic marks under the horizontal ruler. For example, if the default is 1/2 inch, clicking the *Increase Indent* once will indent a selected paragraph 1/2 inch. Clicking *Increase Indent* twice will indent the paragraph 1 inch.

Check that you see the ruler, if you don't,
- Click on the *View tab* and select *Ruler.*
- Click on *Home* tab

Increase/Decrease Indent

Default Tab (every .5 on ruler)
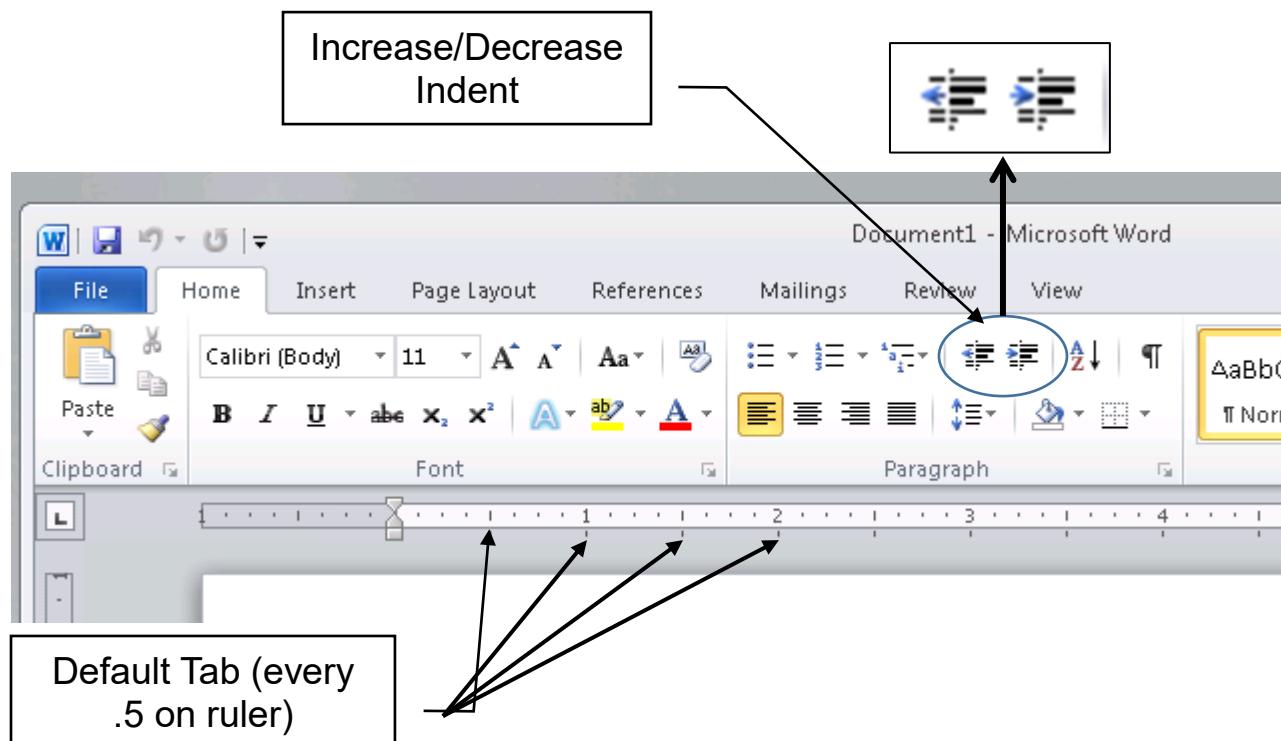
Tabs

Tabs are usually used on the first line of a paragraph. Place the insertion point at the start of the first line of a paragraph and hit the **tab key** on the keyboard. The line will be tabbed according to the default. The default is the same as that for indents, (typically 1/2 inch). Hitting the tab key again will increase the tab by another default increment (hitting the tab key twice results in a 1 inch tab).

The default setting for indents and tabs can be changed. To do so, click the arrow at the lower right of the *Paragraph* group. In the resulting dialog, click the *Tabs* button in the lower left. This brings up the *Tabs* dialog where the default can be changed.

Class Demo/Walkthrough 5.5

1. Open ***Master Walkthrough***
2. Save it as Student Practice 5.5 in your Documents folder.
3. Walkthrough Tab defaults.
    a. Click the arrow at the lower right of the *Paragraph* group.
    b. In the resulting dialog, click the *Tabs* button in the lower left... The default can be changed, if desired.
    c. Change the default to 1" and click OK. Notice what happens. Tabs are typically used to indent the first line of a paragraph.
    d. To indent all text in a paragraph, use the *Increase Indent* button. The same default applies.
4. Change the default back to 0.5" and click OK. The document should be back to normal.
5. If time permits, instructor will demonstrate different kinds of tabs: left tab, right tab, center tab, and decimal tab.

Student Practice 5.6

1. Open ***Student Practice 5.6*** and save to your Documents folder**.**
2. Follow the instructions and save changes with the same name.

Create a Bullet or Number List

You can create lists with bullets or numbers by using *Bullets* icon or the *Numbering* icon respectively in the *Paragraph* Group in the *Home* tab of the Ribbon. If you click one of these icons and start typing, a bullet or number is automatically created each time you press the *Enter* key to create a new paragraph. You can also create a bulleted or numbered list afterwards by selecting the text in a set of paragraphs and clicking on one of these icons. The important thing to remember is that every bulleted or numbered item must be a distinct paragraph.

Class Walkthrough 5.7

Add bullet or numbering to an existing list

1. Open **Student Practice 4.2**
2. Create a New Document.
3. Copy the list of names and paste into the new document.
4. Save the new document as Student Practice 5.7 in your Documents folder.
5. Walkthrough the *Bullets* icon and *Numbering* icon in the *Paragraph* group within the *Home* tab in the ribbon. Select the list of names and click on the *Bullets* button, then *Undo*, and click on the *Numbering* icon.
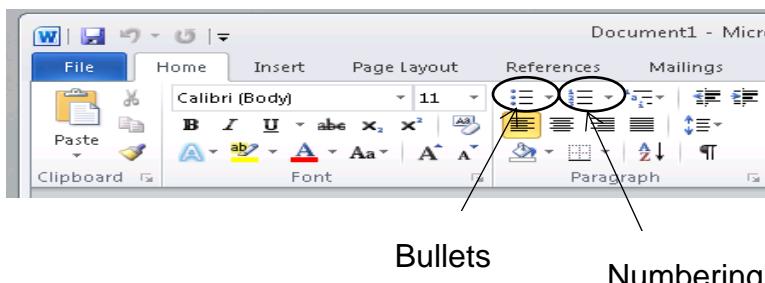
Bullets

Numbering

6. To insert a number (or bullet) within a list, place the cursor at the end of the line above where you want to insert and press the *Enter* key. Notice how the numbers automatically update.
7. Delete one of the names. See what happens to the numbering.
8. Practice inserting and removing names from the list.
9. Change the list from numbers back to bullets

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To change the bullet styles and fonts

1. Click the arrow to the right of the bullet icon.
2. Select from the displayed bullets, or click on *Define New Bullet*.
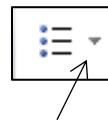
Define New Bullet Dialog Box
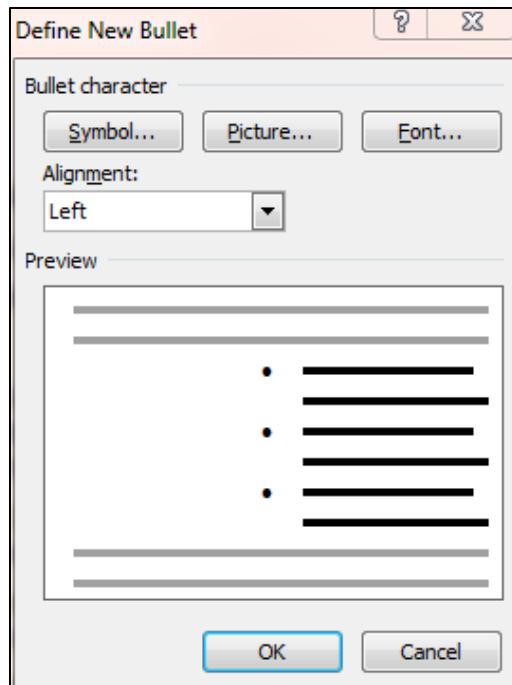
3. In the resulting *Define New Bullet* dialog box, select either *Symbol* or *Picture*. The meaning of "symbol" in this context is a character. In fact, a bullet can be *any character in any font*!

4. Once you select *Symbol*, you are presented with the ability to choose a font and a character from that font as the newly defined bullet.

5. Though a bullet may come from any font, they are usually special characters from fonts containing interesting symbols.

6. Typical fonts for this purpose are *Symbol*, *Webdings*, or any of the *Wingdings* fonts.

7. Once you choose a font, choose a character for the bullet and click OK.

8. If you choose the *Picture* option, you can pick a bullet from a set of pictures provided by Microsoft Word. These are colorful and some have a 3-dimensional look.

10. To make the bullet a different size, click on *Font* in the *Define New Bullet* dialog. (You can even make a bullet bold or italic!)

11. Practice changing the bullet styles and font size.

Create a Bullet/Number List as you Type

1. Create a new Document.
2. On the top of the page, type "Days of the Week". Center the text. Change the font to Cooper Black bold.   Press the *Enter* key twice.
3. Click of the *Bullet* button. The button is now highlighted which means it is active.
4. Type the days of the week, making sure you are press *Enter* after each line.

To turn off the Bullet feature,

5. Press the *Enter* key twice. This creates a new "normal" paragraph. Alternatively, you can click on the *Bullet* button again (works like a toggle switch).
6. Practice adding additional lists---colors, numbers, list of names, etc. as you type.
7. Change the Days of the Week list to numbers.
8. Change back to bullets.
9. Make the bullets into Right Arrows ➔ with a font size of 10. (Hint - Look in the *Wingdings* font.)

Troubleshooting Numbered Lists (Demo Only)

Sometimes, after you edit or cut/paste text with numbered lists, the starting number is wrong. To correct, select the first numbered paragraph in the list, click the down arrow at the right of the *Number* icon and click *Set Numbering Value*. In the dialog that appears, change the *Set Number to* field to the desired number for the first item in the list. Note some of the other options provided by this dialog.

Student Practice 5.8

1. Open **Student Practice 5.8** and save to your Documents folder. Follow the directions.
2. Save the changes.

Spell Check a Document

You can have the computer check your spelling to ensure accuracy at the click of a button. However, this does NOT replace the need to proof read documents. Spell check does not correct words that are spelled correctly (i.e. the vs. thee) but used incorrectly. There are two ways to run spell check:

Method 1 - Spell check as you type.

In this mode, possible spelling errors are underlined with a red squiggle and grammar errors underlined with a green squiggle (if grammar checking is turned on). These options are activated through the *File Tab.* In the *File Tab*, select *Options* at the bottom. Now select *Proofing* from the left column. Select the check boxes *Check spelling as you type* and optionally, *Mark grammar errors as you type.* Then click OK.

Class Walkthrough 5.9

1. Turn on the options for checking spelling and grammar as described above.

2. Open *Practice 5.9*

3. Save it to your Documents folder with the same name.

4. Look for the red and green squiggles.

a. Right click on misspelled word

b. Click on one of the suggestions

c. Other possible actions
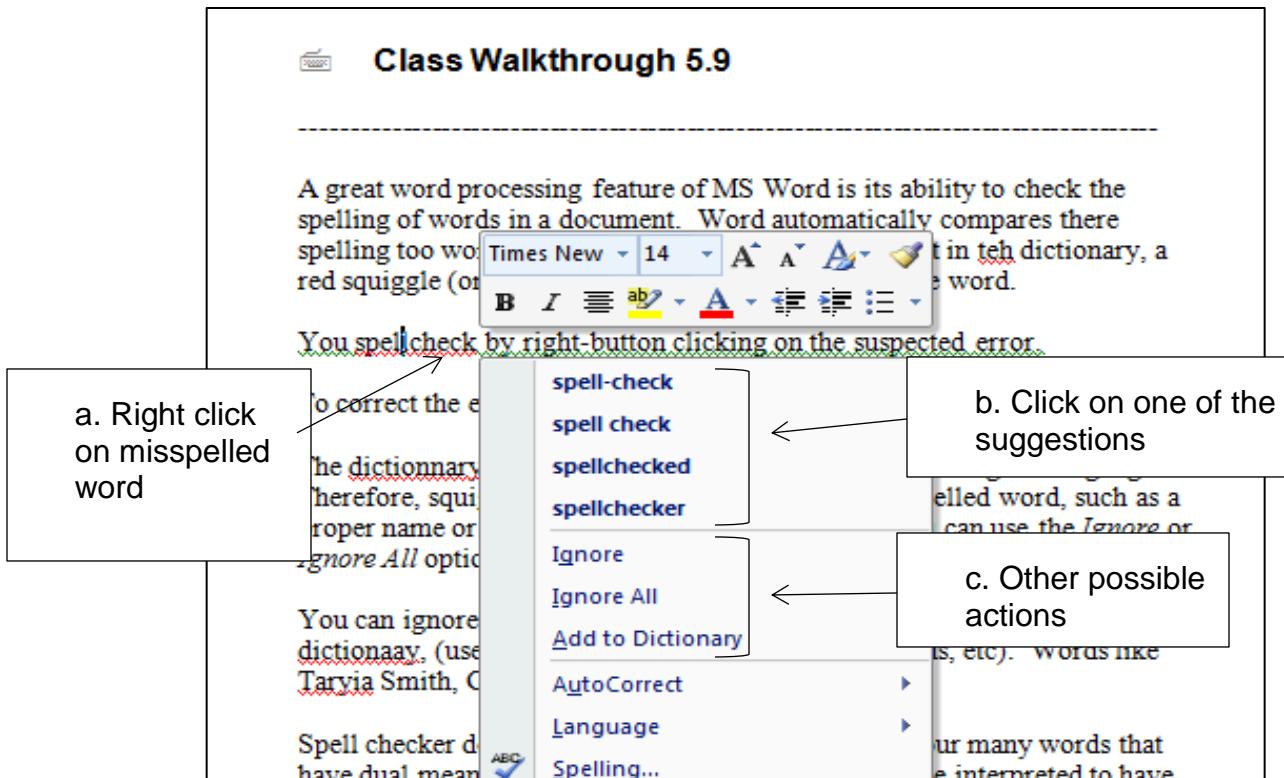
    a. Right-button click on these possible spelling and grammar error.

    b. Most often, but not always, the list of suggestions which appear contains the correct spelling. If so, click on it to correct the error.

    c. If you believe that what you have is not really an error, you can use the *Ignore*, *Ignore All* or *Add to Dictionary* features. These options will be discussed.

5. After the spell check, proofread the document. Notice that some errors may not have been detected. Correct those changes manually.

6. Save when done.

Method 2 - Sequential Spell Checking

The second method of spell checking does not use the red and green squiggles, but rather, stops at each possible error for your consideration. To use this option, uncheck *Check spelling as you type* and, *Mark grammar errors as you type*. Optionally, leave *Check grammar with spelling* on. To do spell checking this way, the *Spelling and Grammar* icon needs to be on the Quick Access toolbar. Your instructor will demonstrate how to add a command to this toolbar.

Class walkthrough 5.10

1. Open **Practice 5.10** and save to your Documents folder.
2. Put the insertion pointer at the beginning of the document.
3. Click the *Spelling and Grammar* icon in the *Quick Access Toolbar*.
4. A box will appear with the first possible spelling or grammar error in context. There will also be a list of suggestions.
   a. If one of the suggestions is what you intended, click it
   b. click *Change*
5. The next spelling or grammar error will appear. You also have the choices of
   a. *Ignore Once,*
   b. *Ignore All,* or
   c. *Add to Dictionary*.
6. Sometimes Microsoft Word doesn't guess correctly (none of the suggestions are correct). In this case, you can edit the misspelled right in the box rather than in the main document.

Class Walkthrough 5.10

A great word processing feature of MS Word is its ability to check the spelling of words in a document... As words are typed, Word automatically compares there spelling too words in a dictionary file.

You spellcheck using the *ABC* button in the Quick Access Toolbar.

To correct a

The dictionna
Therefore, an
proper name
Igore All or *A*

This is useful
Words like T

Spell checker
have dual me
some other m

When you fi
try to make s

Grammer Cl

Word also has a grammer file that it uses to check the grammer of text. When Word detects a possible problem, a green wavy line will appear below a word, phrase, or sentence.

A chance to check both the spelling and grammar can be doneat the same time.

Spelling and Grammar: English (United States)

Not in Dictionary:

You **spellcheck** using the *ABC* button in the Quick Access Toolbar.

- Ignore Once
- Ignore All
- Add to Dictionary

Suggestions:
- spell-check
- spell check
- spellchecked
- spellchecker

- Change
- Change All
- AutoCorrect

☑ Check grammar

- Options...
- Undo
- Cancel

Edit here if necessary

Alternately, take one of these actions

4a. Choose from the suggestions (click it)

4b. Click *Change*
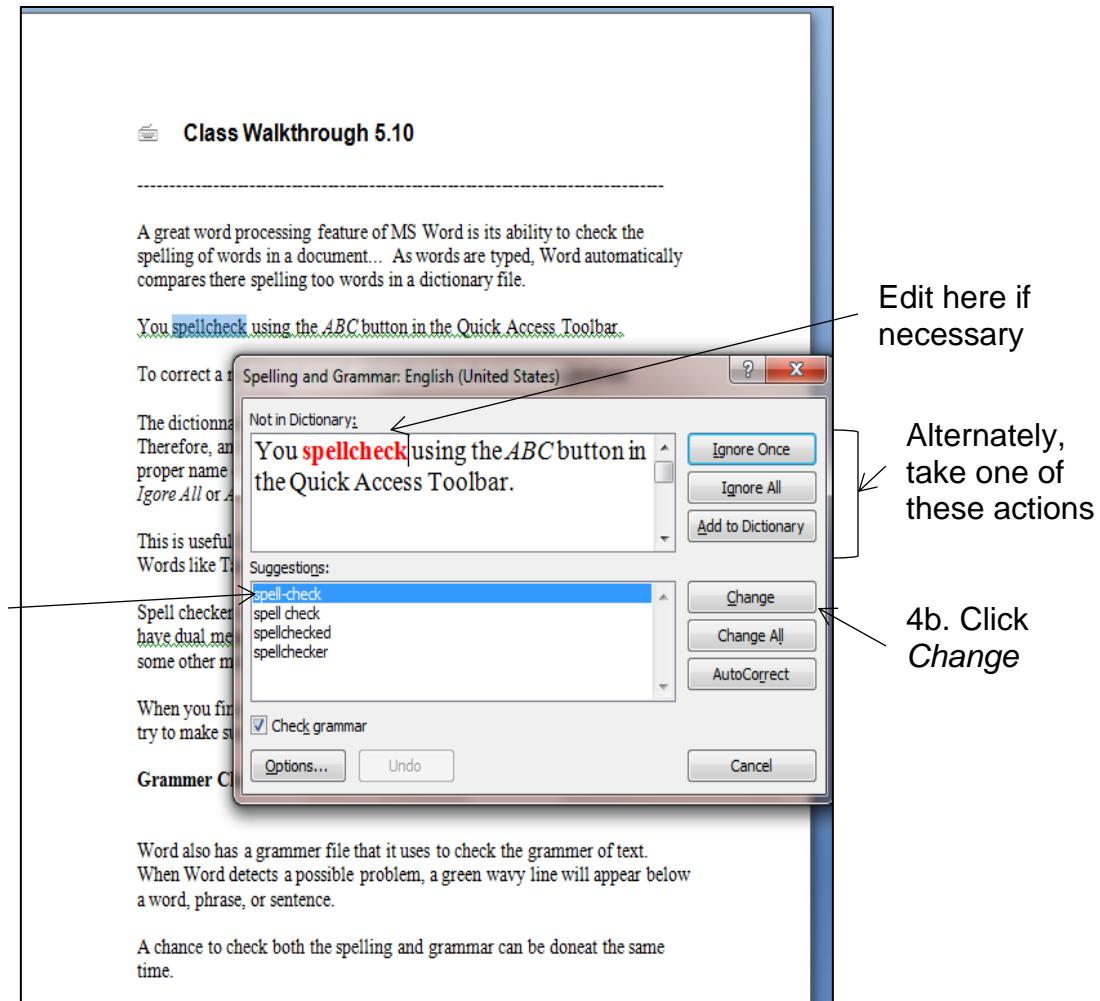
7. Proceed to spell check the whole document.

8. Proofread the document. Are there any mistakes that Word missed? If so, correct any remaining mistakes.

9. Save when done.

Student Practice 5.11

1. Open **Student Practice 5.11** and save to your Documents folder.

2. Spell check the document using the ABC icon in the Quick Access Toolbar (uncheck Check spelling as you type and Mark grammar errors as you type but leave Check grammar with spelling checked).

3. Proofread the document and correct any other mistakes. What did spell checking miss?

4. Save when done.

Find and Replace

You can search for text and replace a word or many words automatically using the *Find* and *Replace* functions.

Class Demo/Walkthrough 5.12

1. Open ***Master Walkthrough***

2. Save it as Student Practice5.12 in your Documents folder.

3. Instructor will walkthrough *Find* and *Replace* functions, including *Replace Once* or *Replace All*. These are found in the *Editing* group under the *Home* command tab in the ribbon. Click on *Replace* for the *Find* and *Replace* features.

Click on Replace

This results in the *Find and Replace* dialog box

Options include *Replace* (once) and *Replace All*
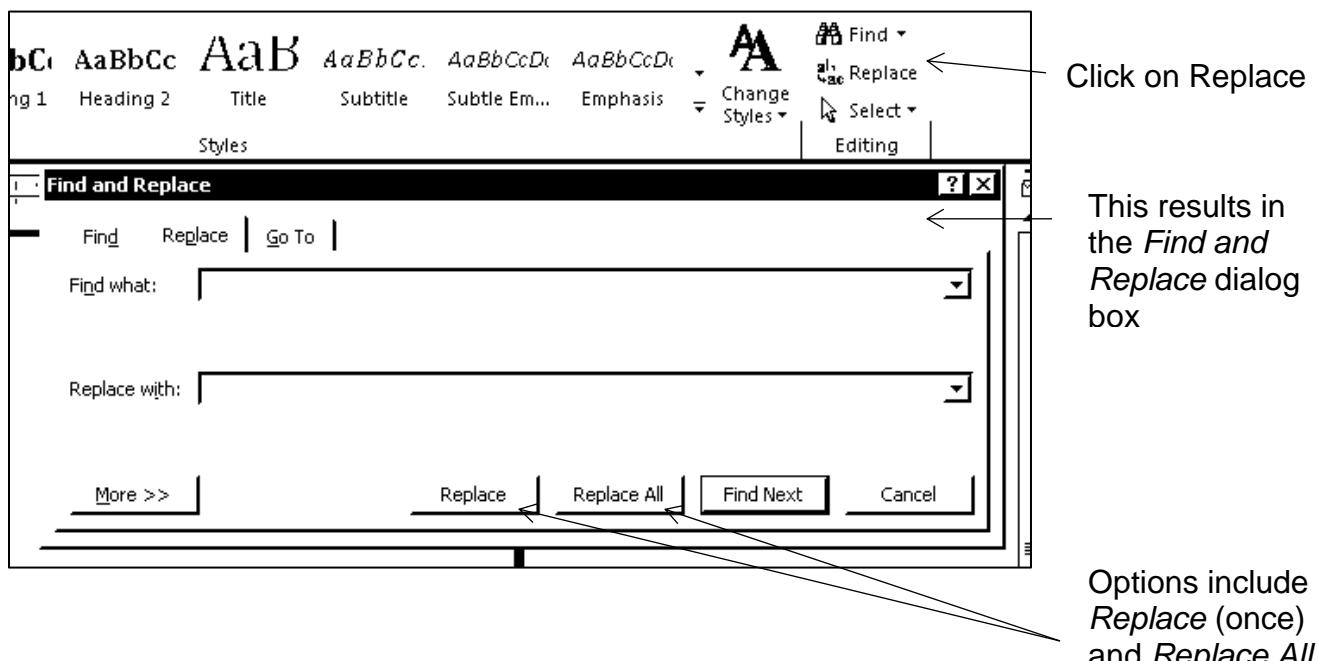
4. In the ***Master Walkthrough*** document, use *Find* and *Replace* to change the word the word **Highlight** to the word **Select.**

5. Find and Replace the words **insertion point** to **cursor** where applicable.

Student Practice 5.13

1. Open ***Student Practice5.13*** and save to your Documents folder and follow the instructions.

2. Save with the same name.

Insert a Page Break

To force the start of a new page, set the insertion pointer in front of the text which you want at the top of the new page, click the *Insert* command tab on the ribbon, and then click *Page Break.*

Add Header and Footer

Headers and footers include content for the top and bottom of every page of a document. As an example, this Student Guide has a header and footer. Adding a header and footer to a document helps to make the document easier to use

In the *Header and Footer* group of the *Insert* command tab, choose the *Header* or *Footer* icon. You will see a number of pre-formatted headers or footers. For the following walkthrough, we will use the first: *Blank* header or *Blank* footer.

.
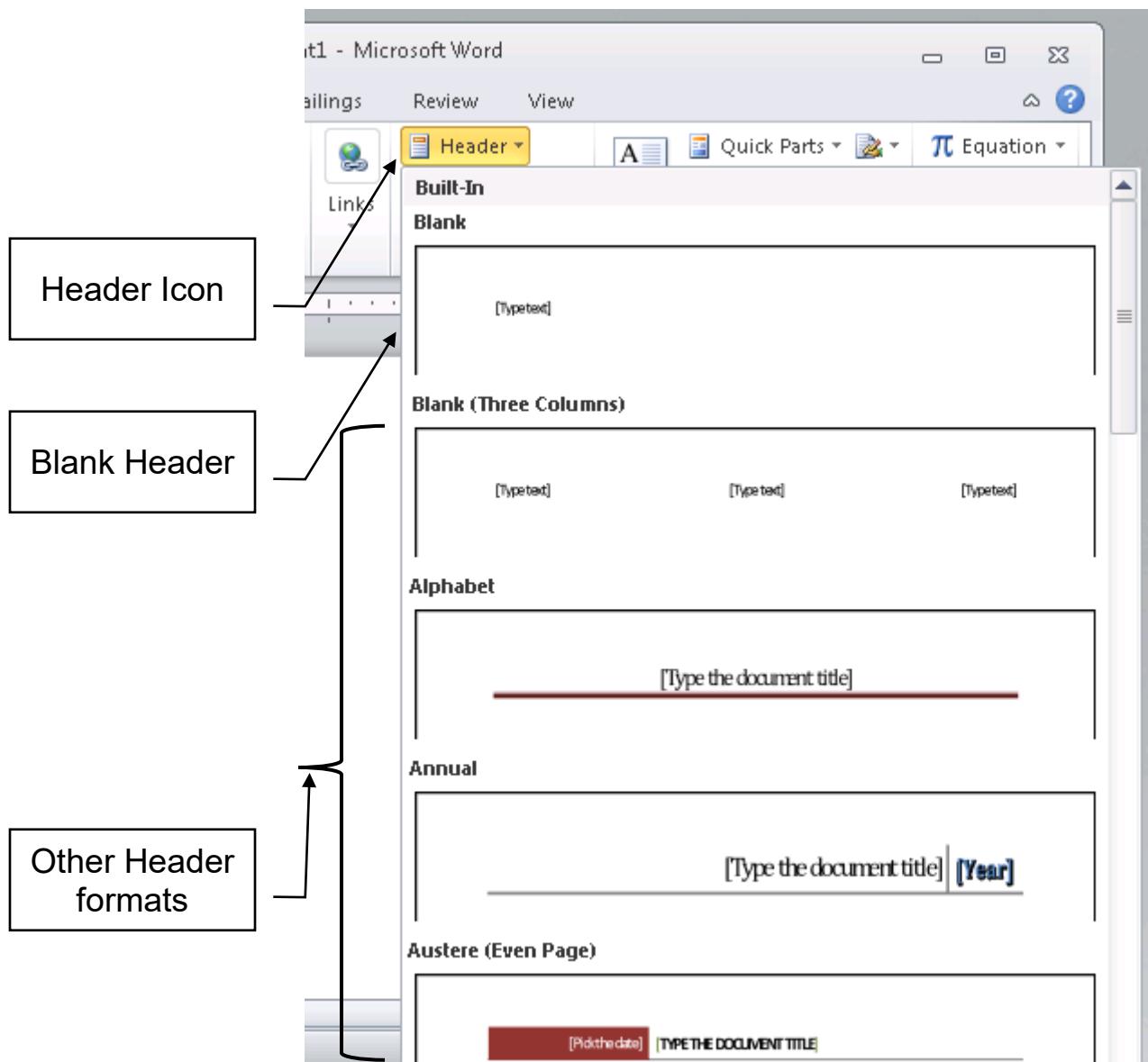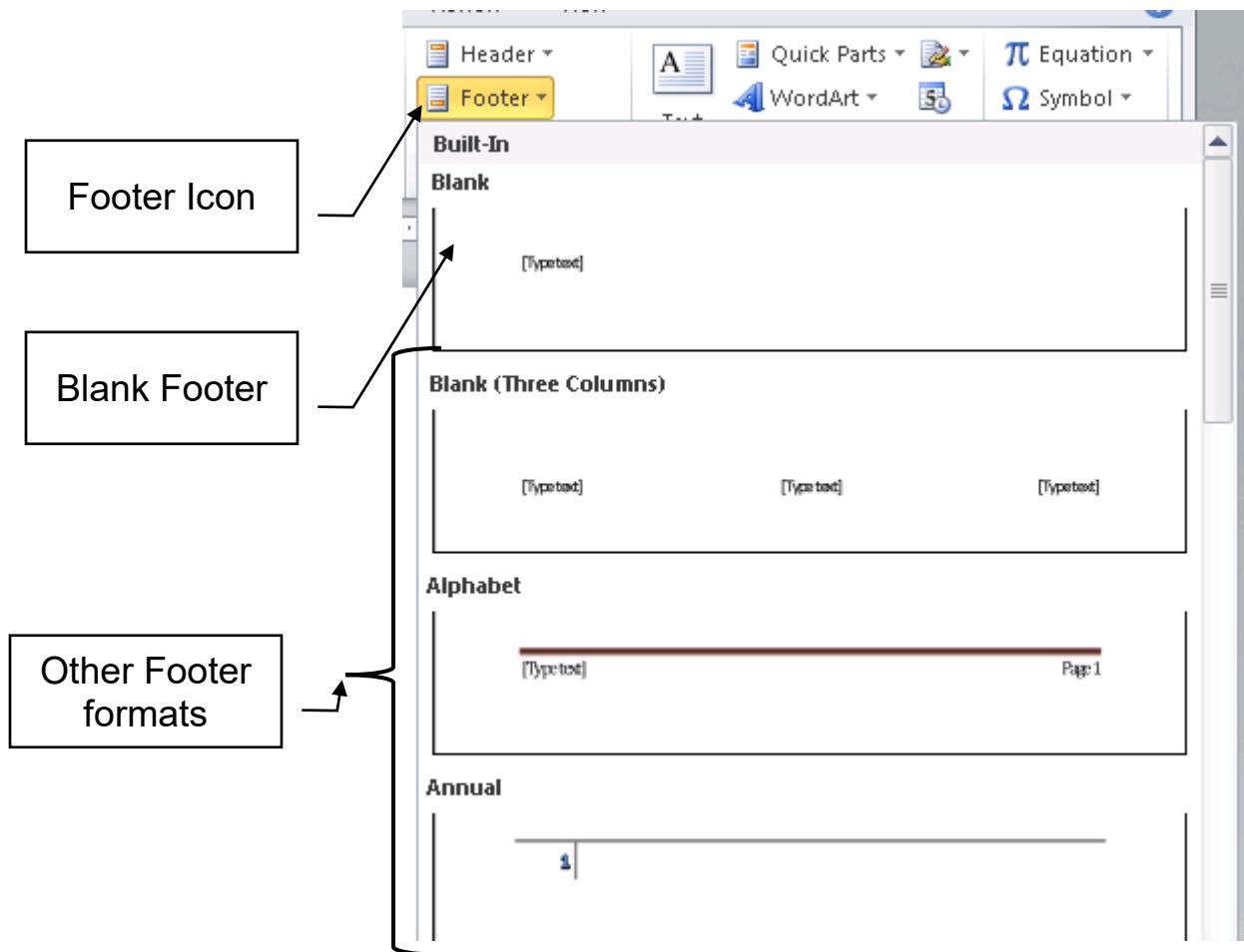
Class Walkthrough 5.14

1. Open *Master Walkthrough*.
2. Click the *Insert* command tab on the ribbon.
3. Click the *Header* icon. In the gallery, select *Blank (3 Columns)* because we will be entering 3 columns of information on the header.

Your document will look like this.

Header area
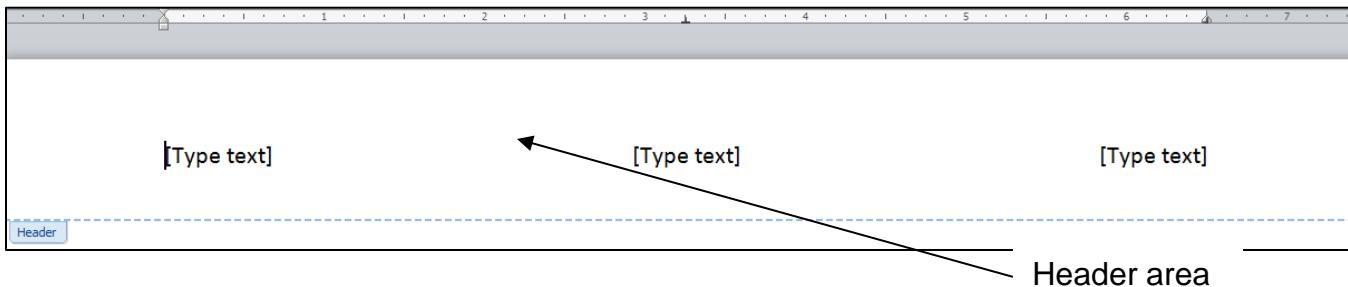
4. For the header, there are 3 pre-defined placeholders as well as tabs set on the ruler. Click on each "Type text" and enter your own information.

5. Add the following header information in Bold Italicize Ariel 14:

   Microsoft Word 2010 (left justified)
   Master Walkthrough Document (centered)
   Walkthrough 5.14 (right justified)

6. Click on *Footer* and chose *Blank (3 Columns)*

7. In each placeholder enter the following in Bold Italicize Ariel 14:

   Word 2010 Basics (left justified)
   Page number (centered)
   People's Resource Center (right justified)

8. If you only want a page number on the top or bottom of the document, you can simply click the Insert tab, Page Number in the Header & Footer group and then the style of the page number.

People's Resource Center
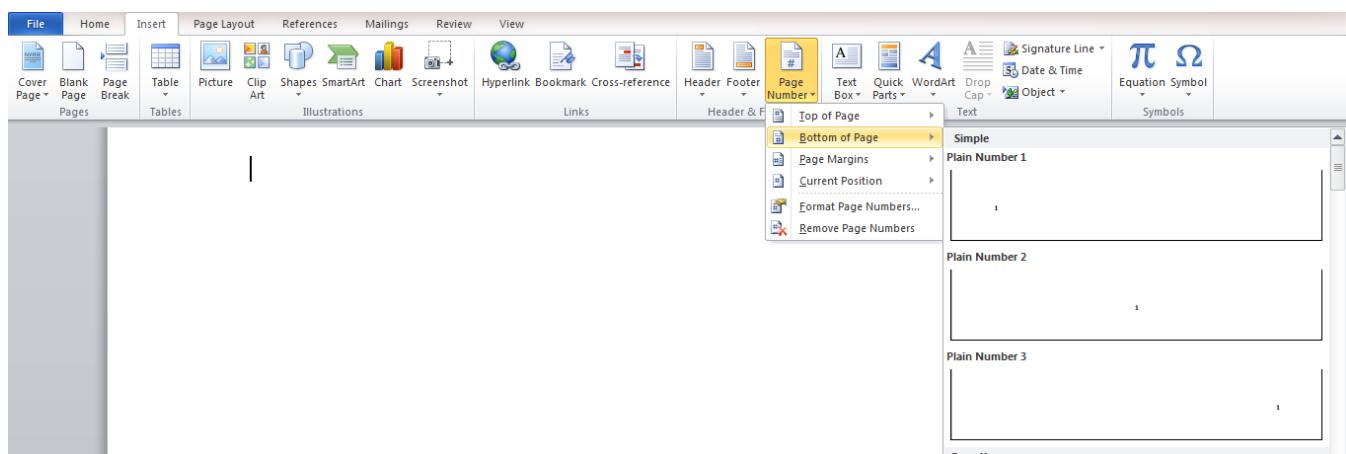
Explore On Your Own

Try some of the other header/footer formats other than the *Blank* (*3 Columns*) format used above.

Student Practice 5.15

1. Open Student Practice5.9 and save it as Student Practice 5.15 to your Documents folder.

   Create a header as follows:

   - Student Practice Guide (left justified in Bold, Ariel 10)
   - (nothing in the center)
   - Module 5 (right justified in Bold, Ariel 10)

2. Create a footer formatted in Ariel 10 Bold as follows:

   - MS Word 2010 Basics (left justified)
   - Page number (centered)
   - Today's Date (right justified) **(Hint: Use the *Help* feature to figure out how to insert the current date automatically.)**

3. When done, edit the footer. Remove the date and move the Page Numbering from the center to right justified.

4. Save when done.

Extra Practice to do at home

Open Homework 5.1 in the Week 5 folder and follow the directions.