



Word 2

Welcome to first lesson in the PRC's Word 2 Class. All lessons in the Word 2 class use www.GCFLearnFree.org as the primary tool of instruction. GCFLearnFree.org is a free training website that you can use on your own to review topics from this course at your own pace.

Listed below are the objectives for this course.

Upon completion of this course participants will be able to:

1. Save a Word document in a previous version or as a PDF
2. Adjust Line and Paragraph Spacing
3. Use Indents and Tabs
4. Use Mail Merge
5. Work with Pictures
6. Work with Shapes
7. Use Section Breaks
8. Create Columns
9. Use Track Changes
10. Compare Documents
11. Use the Document Inspector
12. Apply and Create Styles
13. Create a Table of Contents



Word 2

Session 1: Line Spacing / Margins, Indents & Tabs

- Logging on www.gcflearnfree.org
- Saving Documents - Gcf#4
- Line and Paragraph Spacing - Gcf#9
- Indents and Tabs - Gcf#8

Session 2: Mail Merge

- Mail Merge - Gcf#24

Session 3: Mail Merge

- Mail Merge (continued) - Gcf#24

Session 4: Graphics / Section Breaks / Columns

- Working with Pictures - Gcf#16, #17
- Working with Shapes - Gcf#14
- Adding Breaks Gcf#11
- Working with Columns Gcf#12

Session 5: Reviewing the Document

- Tracking Changes - Gcf#20
- Compare Documents - Gcf#20
- Document Inspector - Gcf#20

Session 6: Text Styles / Table of Contents

- Apply & Create Styles - Gcf#18
- Create a Table of Contents – Student Guide p.28

Session 7: Review

- Review



Accessing Word 2 Class Materials on the PRC Computer

During this course we will use a number of pre-existing documents found in a Word 2 folder. This folder can be found in This PC, Shared folder (S) in a folder called “Training Resources.”

To access the Word 2 files go to: This PC → Shared Drive (S:) Training Resources → Word 2 folder.

If you have a flash drive, you may want to copy the Word 2 folder to your flash drive so you can practice at home.

Logging on the GCFLearnFree.org web site:

1. Open an internet browser – Internet Explorer or Edge, Mozilla Firefox or Google Chrome.
2. In search box type in: “**GCFLearnFree.org**”.
3. Click **Topics** at the top of the screen.
4. Under **Microsoft**, click **Word**.
5. Scroll to **Word 2010**, then click **Tutorial**.

- **Note:** The class sessions are numbered. The PRC Handout references these numbers.



Saving Documents

Gcflearnfree.org #4

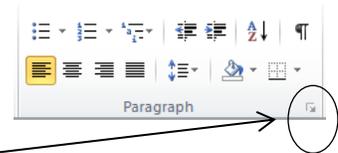
1. **Open** *PRC History*
2. **Save** the file **as type PDF document** –in **Documents**, file name *PRC History PDF*
3. The PDF document opens up in Adobe Reader. **Close** the file.
4. Go back to the original *PRC History* in Word
5. **Save** the file **as Word 2003 document** – in **Documents**, file name *PRC History 2003*
6. Notice on top of the document, it displays “Compatibility Mode”. **Close** the file.



Line and Paragraph Spacing

Gcflearnfree.org #9

1. On *PRC History*
2. Put cursor at the beginning of the first paragraph. In the **Paragraph** group, select **Line and Paragraph Spacing**. Change **Line Spacing** to 2.0. Notice it changes the **Line Spacing** for the first paragraph. If you selected the entire document, it would have changed the line spacing on the entire document.
3. Undo the change.
4. Make sure the cursor is in the first paragraph. Select **Line and Paragraph Spacing** again and click **Line Spacing Options** – change **Spacing Before:** to **40** – click **OK**. Notice the change in spacing before the paragraph
5. Undo the change.
6. Select **Line Spacing Options** again – change **Spacing After:** to **40** – click **OK**
Notice the change in spacing after the paragraph
7. Undo the change
8. You can also access this menu from the Paragraph Dialog box.



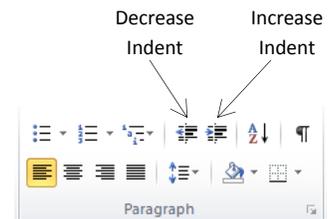


Using Indents

Gcflearnfree.org #8



1. If the ruler is not showing at the top of the screen, click the **View Tab** on the Ribbon. In the **Show group**, check the **Ruler** box.
2. Open *PRC History*
3. Put cursor at the beginning of the 1st paragraph
4. Press **Tab** – this indents only the 1st line of the paragraph .5 on the ruler
5. Put cursor in the 2nd paragraph
 - a. Click **Increase Indent** in the **Paragraph group** – this indents the entire paragraph to the right .5 on the ruler
 - b. Click **Decrease Indent** in the **Paragraph group** – this shifts the entire paragraph to the left .5 on the ruler
6. Put the cursor in the 3rd paragraph
 - a. Change the **First Line Indent** to be at 1.0 on the ruler
7. Put the cursor in the 4th paragraph
 - a. Change the **Hanging Indent** to be at 1.0 on the ruler
8. Put the cursor in the 5th paragraph
 - a. Change the **Right Indent** to be at 5.5 pm the ruler (be careful to select the **Right Indent**, not the **Right Margin**)
9. Put the cursor in the 6th paragraph
 - a. Change the **Left Indent** to be at .5 on the ruler





Using Tabs

Gcflearnfree.org #8

To **add a tab** – select appropriate tab on the Tab Selector, then click on the ruler
 To **move a tab** – if text is already in document, select text, then drag tab on ruler
 To **delete a tab** – click on the tab on the ruler and drag off the ruler

- At the end of the document, press **Enter** 4 times.
- Set the following Tabs on the Ruler:
 - Left Tab .5
 - Center Tab 2.0
 - Right Tab 4.0
 - Bar Tab 4.5
 - Decimal Tab 5.5
- Enter the following text, including the Titles. Remember to press **Tab** before typing each field. Be sure to type the “period” between the words Decimal and Tab. Note: When you press Tab after the Right Tab, the cursor bypasses the Bar Tab and stops at the Decimal Tab. The Bar Tab just creates a vertical line.

Left Tab	Center Tab	Right Tab	Decimal.Tab
Kim Smith	Manager	Data Processing	\$65,082.3009
Bob Jones	Coordinator	Purchasing	64,376.08
Alice Will	Vice President	Manufacturing	62,000.152
Don Glover	Manager	Administration	\$61,705.297

- If your text is not lining up with the Tabs on the ruler, you may have pressed extra Tab keys. It can be helpful to turn on **Show/Hide** to display all keystrokes. If **Show** is turned on, all keystrokes are shown, not just the alpha or numeric keys. Some of the most common keystrokes are shown as follows when **Show** is turned on:

Keystroke	Symbol
Spacebar	■
Tab	➔
Enter	¶



These symbols can be deleted just as text can. Click the **Show/Hide** again to turn off the feature.

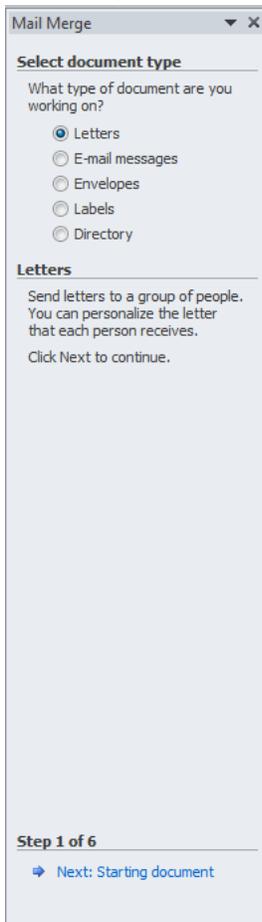


Mail Merge Gcflearnfree.org #24

Exercise 1 – Merging Fields

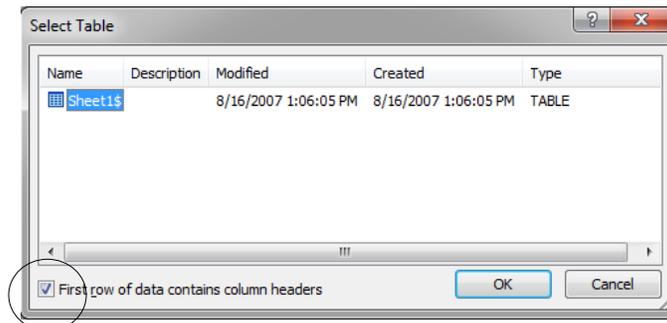
***** Before step 1, copy *Customer List* and *Donor List* from the S: Drive (Training Resources/Word 2) to your Desktop.**

1. Create a new document and then on the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**. Select **Step by Step Mail Merge Wizard**. A **Mail Merge task pane** appears to the right of the document.



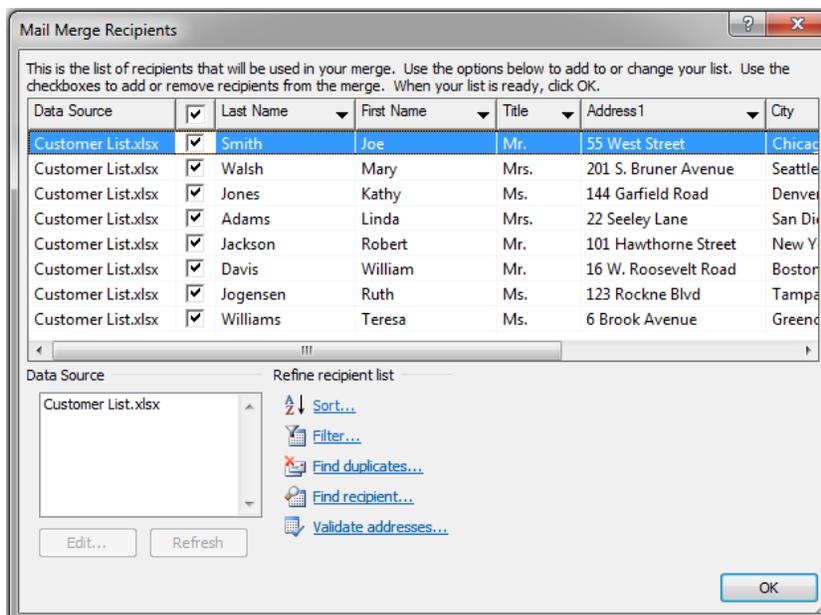
2. In the **Mail Merge task pane** on the right, make sure **Letters** is selected and click **Next: Starting document** on the bottom of the task pane to go to Step 2.
3. Select **Use the current document** and click **Next: Select Recipients** on the bottom of the task pane to go to Step 3

4. Make sure **Use an existing list** is selected and click **Browse** to navigate to *Customer List* on the Desktop and click **Open**.



This confirms that the Data Source you will be using is an Excel file with one worksheet.

5. Ensure **First row of data contains column headers** is selected and then click **OK**.
6. The Data Source information is displayed. Scroll to the right to view the information. Note: the Data Source contains Name, Address and Product.



7. Click **OK** to close the Data Source.
8. Click **Next: Write your letter** on the bottom of the task pane to continue to Step 4.

Now you are ready to write your letter.

9. Insert the current date: **Insert** tab, **Text** group, **Date & Time**, select a Date Format and click **OK**.
10. Press **Enter** three times.



11. In the **Mail Merge task pane**, click **Address Block**. Notice the options you have for the Name and Address Format.
12. Click **OK** to accept the default and then press **Enter** twice.
13. Click **Greeting Line** in the **Mail Merge task pane**. Notice the options for the Greeting Line Format.
14. Click **OK** to accept the default and then press **Enter** twice.
15. Type the rest of the letter:

It was a pleasure speaking with you about how our products can help your company.

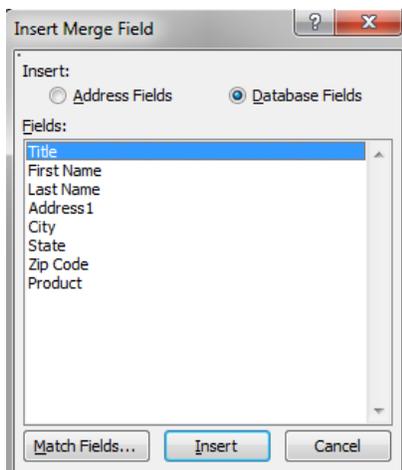
Enclosed you will find some brochures with general information on the item you requested. I'm sure you will find some interesting details on how our products can add value to growing organizations, such as yours.

Please do not hesitate to contact me if you have any questions or would like one of our consultants to visit your office for a quote.

*Yours truly,
Mary Seller
Account Representative*

The letter is fine to send as is; however, you can personalize the letter by adding a field anywhere in the letter.

16. Position the cursor at the beginning of the word, *item* in the 2nd paragraph. In the **Mail Merge task pane**, select **More items**. A list of possible fields to be inserted in your document appears.



17. Click **Product** in the list and then click **Insert** and **Close**. Notice that a placeholder appears where the information from the data record will eventually appear.
18. Press **Spacebar** to put a space between the merge field and the word *item*.



19. Click **Next: Preview our letters** in the task pane. Use the >> in the **Mail Merge task pane** to scroll through each of the records in the Data Source.

*Mr. Joe Smith
55 West Street
Chicago 60606*

It was a pleasure speaking with you about how our products and help your company.

Enclosed you will find some brochures with general information on the computer item you requested. I'm sure you will find some interesting details on how our products can add value to growing organizations, such as yours.

Please do not hesitate to contact me if you have any questions or would like one of our consultants to visit your office for a quote.

*Yours truly,
Mary Seller
Account Representative*

If the information from the data source appears correctly in the letter, you can complete the merge.

20. Click **Next: Complete the merge**

21. Click **Edit Individual letters**.

Edit Individual letters creates another document (Letters1) with a separate page for each letter to print at a later time. This allows you to customize the individual letters. The original document (Document1) contains the merged instructions and can be saved to use again with an updated recipient list.

If you click **Print**, the merged letters will print and no new document (Letters1) is created.

22. Click **All** to merge all the data records into letters.

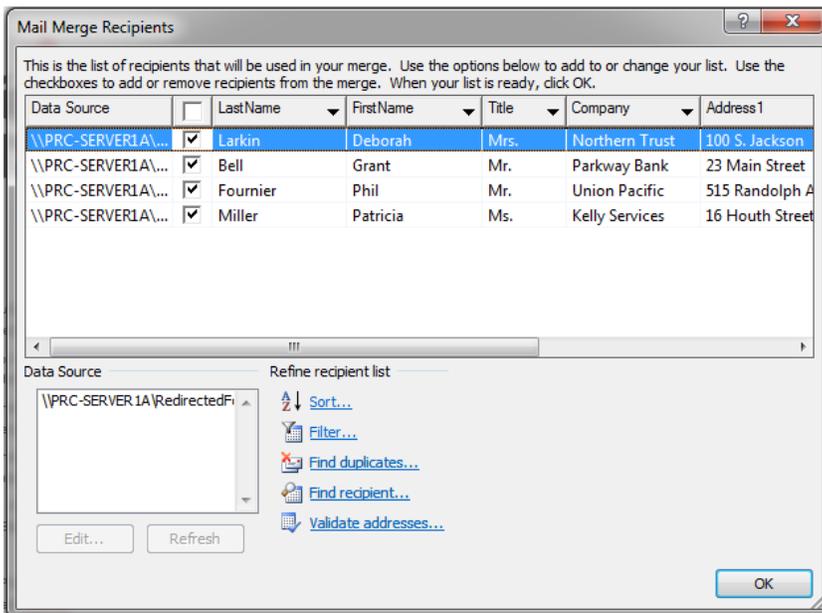
23. Close the original document (Document1) and the merged document (Letters1) without saving.



Exercise 2 – Match Fields

Now we will do Mail Merge without the Step by Step Wizard.

1. Open *Donor Letter*.
2. On the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients**. Click **Use Existing List** and then click to select *Donor List* on the Desktop. You don't have to select **Start Mail Merge** to select **Letters** first because the letter is already part of the document.
3. On the **Mailings** tab, in the **Start Mail Merge** group, click **Edit Recipient List**.



*** Take note of how the fields are titled (i.e., LastName, FirstName, ZipPostalCode and St)

4. Click **OK** to exit the recipient list. Then position the cursor a few lines under the date line, and on the **Mailings** tab, in the **Write & Insert Fields** group, click **Address Block**. Click **OK**.
5. Press **Enter** 2 times and in the **Write & Insert Fields** group, click **Greeting Line**. Click **OK**.
6. On the **Mailings** tab, in the **Preview Results** group, click **Preview Results**.

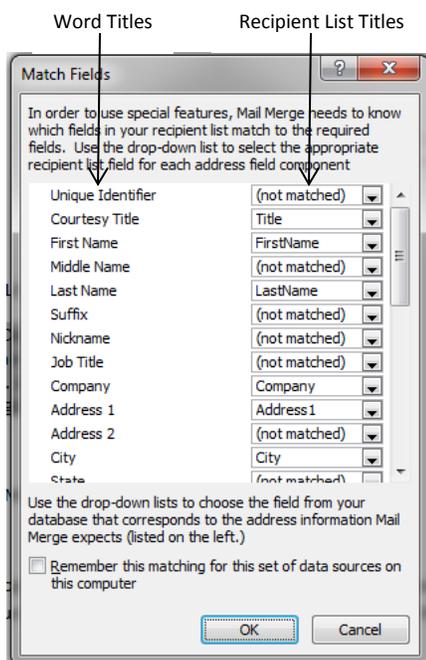


Mrs. Deborah Larkin
Northern Trust
100 S. Jackson
Chicago 60606

Dear Mrs. Larkin,

*** Notice how the address appears to be correct although on closer inspection, the state is missing. This is a result of the title in your recipient list being different than what Word is expecting. This can be fixed by matching the fields.

7. Click **Preview Results** to turn off the preview option.
8. On the **Mailings** tab, in the **Write & Insert Fields** group, click **Match Fields**. Match Fields shows the fields Word is expecting from your recipient list for the Address Block or the Greeting Line. If you use titles in your recipient list that Word expects, it will be matched automatically. If you use titles Word does not expect, you need to use **Match Fields** to identify which fields in your recipient list should be matched to the required Word fields. The fields on the left are the titles that Word expects. The fields on the right are the titles from your recipient list.



9. Scroll down the list until you see the *State* field on the left. Notice *State* is currently unmatched with a field from your recipient list. Word did not find a title labeled *State*. To correct this, click the drop down arrow next to **(not matched)** and select **St** in the list. **St** is the title of the field in your recipient list that will match the Word required field of “State” for the Address Block. Click **OK**.



Student Guide - Word 2

10. On the **Mailings** tab, in the **Preview Results** group, click **Preview Results** to view the address. Notice state now appears in the address block.
11. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**. Click **Edit Individual Documents** and select **All** records, then click **OK**.
12. **Close** both Donor Letter and Document1 without saving.



Exercise 3 – Merging to Labels

1. Open a new Word document.
2. On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**. Click **Labels**.
3. Click the arrow for **Label vendors** and select **Avery US Letter** in the **Product number** list, scroll down and then click **5160**. Click **OK**.

*** If the dotted lines outlining the labels do not appear on the screen, click the **Table Tools/Layout** tab on the Ribbon. In the **Table** group, click **View Gridlines**.

4. On the **Mailings** tab in the **Start Mail Merge** group, click **Select Recipients**. Click **Use Existing List**, select the *Customer List* on the Desktop, and then click **Open** and **OK**.

	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

Word has now set up the main document to merge the recipient list data into a label format. Notice the field code tells Word to merge one label and then move to the next record or name.

5. Make sure the cursor is on the first label and on the **Mailings** tab, in the **Write & Insert Fields** group, click **Address Block**. Click **OK**.
6. On the **Mailings** tab, in the **Preview Results** group, click **Preview Results**.

Mr. Joe Smith 55 West Street Chicago, IL 60606		



Notice how only the first label has data in it. You want the list of names to merge into each label; not just the first label.

7. On the **Mailings** tab, in the **Write & Insert Fields**, click **Update Labels**.

Mr. Joe Smith 55 West Street Chicago, IL 60606	Mrs. Mary Walsh 201 S. Bruner Avenue Seattle, WA 98101	Ms. Kathy Jones 144 Garfield Road Denver, CO 80203
Mrs. Linda Adams 22 Seeley Lane San Diego, CA 91901	Mr. Robert Jackson 101 Hawthorne Street New York, NY 10026	Mr. William Davis 16 W. Roosevelt Road Boston, MA 2110
Ms. Ruth Jorgensen 123 Rockne Blvd Tampa, FL 33603	Ms. Teresa Williams 6 Brook Avenue Greencastle, IN 46135	

Notice all the names appear now in the preview. You can also adjust the spacing or font, as required. These changes can be made on the main document or the merged document.

8. On the **Mailings** tab, **Preview Results** group, click **Preview Results** to turn off the preview and display the field codes. Notice the Address Block has been added to each label.

«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»

9. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**.
10. Click **Edit Individual Documents**, click **All**, and then click **OK**.
11. **Close** both Document1 and Labels1 without saving.



Inserting Clip Art and Pictures Gcflearnfree.org #16

1. Open *PRC History*
2. Put your cursor in the 1st paragraph. On the **Insert** tab, click **Picture** and locate the *Food Pantry Picture* in the Word 2 files and click **Insert**. Notice a new tab appears, **Picture Tools Format**. Use options on this tab to make changes to the picture. This tab only appears when a picture is selected in the document.
3. Reduce the size of the picture by $\frac{1}{4}$. Make sure the picture is selected and drag the corner of the picture to resize.
4. On **Picture Tools** tab, **Arrange** group, select **Wrap Text** and change to **Tight**. This changes the position of the text around the picture. When a picture is first inserted, it is **In Line with Text**, meaning it can only be positioned on a line of text. By changing the **Wrap Text** to **Tight**, the picture can be moved anywhere in the document and text will be wrapped around it.
5. Move the picture, by dragging, to the right of the first paragraph
6. In the **Size** group, **Crop** the picture and eliminate the man on the right
7. In the **Adjust** group, click **Compress Pictures** and select **Email** as the Target output.
8. Also in the Adjust group, experiment by changing the **Brightness** and **Contrast** in **Corrections** and the **Color**
9. Experiment by changing the **Picture Effects** in the **Picture Styles** group
10. In the **Picture Styles** group, select **Picture Border** and select **Red** for the color. Also in **Picture Border**, select **Weight** to apply a thicker border.
11. Hover your mouse over the different **Picture Styles** and notice how the picture is affected.
12. Click on one of the styles to apply it to the picture.
13. Keep *PRC History* open.

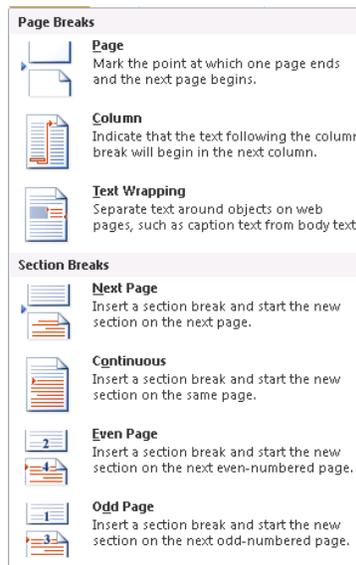


Working with Shapes Gcflearnfree.org #14

1. In *PRC History*, put the cursor before the title, “**PRC History**”
2. On the **Insert** tab, **Illustrations** group, select **Shape**
3. Select the **Heart** in the **Basic Shapes** group
4. Left click your mouse and while holding down, drag your mouse until the shape is the desired size
5. Release the mouse button
6. Notice that with the shape selected, a new tab – **Drawing Tools – Format** ribbon appears on the top of the screen. You can use any of the tools on this ribbon to format the shape. Click off the shape and notice that the **Drawing Tools** tab disappears. Click back on the shape and notice that the **Drawing Tools** tab reappears
7. To move the shape, move your mouse so the cursor is on the shape. When the cursor changes to  click and hold the mouse and drag the shape to another location.
8. Make the shape larger by moving your mouse to a corner of the shape and when the cursor changes to , click and hold the mouse and drag outward. Make the shape as large as the page to cover the text and position it in the center of the page of text.
9. Add text to your shape by typing **PRC** while the shape is selected.
10. Under the **Shape Styles** group, click the **More drop-down arrow** to display more style options and select one.
11. Click the **Shape Fill** arrow in the **Shape Styles** group and select the color **RED**
12. Change the format of the text by first selecting the text, and select the **Home** tab. Change the size in the **Font** group.
13. Select the **Drawing Tools – Format** tab again and click the arrow next to **Shape Outline** and select another color or **No Outline**
14. Click the **Shape Effects** arrow in the **Shape Styles** group and select an **Effect**.
15. In the **Arrange** group, click **Align** and select **Align Center** to align the shape in the center of the document
16. In the **Arrange** group, click the **Send Backward arrow**, then **Send Behind Text**



Adding Breaks Gcflearnfree.org #11



Next Page Section Break

1. Open *Office 2007 Training*
2. Scroll to the middle of page 2 and notice that the Ribbons have been cut off the page. Those pages need to be changed to Landscape orientation to fit the Ribbon graphic on the page.
3. Put your cursor at the beginning of *Office 2007 Ribbons – Home Tab*
4. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**. Then **Next Page**
The Next Page break will insert a section break and start the new section on the next page.
5. Turn on the **Show/Hide ¶** on the **Home** Tab and scroll up so you can see the section break code that Word inserted. You can now use a different layout option at this point in the document going forward. Turn off the **Show/Hide**.

¶.....Section Break (Next Page).....

6. Scroll back down to where your cursor is and in the **Page Layout** tab, in the **Page Setup** group, click **Orientation** and then click **Landscape**.

Notice that the page is now in Landscape orientation while the previous page is in Portrait orientation.



Now you will create another section break so the rest of the pages will be in Portrait orientation

- Put your cursor at the end of the document and on the **Page Layout** tab, in the **Page Setup** group, click **Breaks**. Then **Next Page**.
- Turn on the **Show/Hide** again so you can see the section break code that Word inserted. You can now use a different layout option at this point in the document going forward. Turn off the

 Section Break (Next Page)

Show/Hide.

- Type in the new page: *Microsoft Office Ribbons – Insert Tab*
- Now with your cursor on the new page, in the **Page Layout** tab, in the **Page Setup** group, click **Orientation** and then click **Portrait**.
- View the document in **Print Preview**
- Close *Office 2007 Training* without saving

Continuous Section Break

- Open *PRC History*
- Click right before the 2nd paragraph
- On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**. Then **Continuous**.
The Continuous Break will insert a section break and start the new section on the same page.
- Turn on the **Show/Hide** so you can see the section break code that Word inserted. Notice that Word has inserted the section break at the end of the previous line.

PRC History¶

People's Resource Center is a grassroots organization in DuPage County, Illinois, founded in 1975 by community members looking to help neighbors who were struggling with hunger. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers from the Religious Education Community sought to do more than start a local food pantry. They wanted to build an organization across DuPage County that would help people overcome the isolating experience of poverty in the suburbs and build a community that crossed socioeconomic divisions. They rented a small house on a quiet street in Wheaton, Illinois, asked their friends to bring by sacks of groceries, and opened the doors. That first year they shared food with 125 local families. ¶



5. Move the cursor to the end of the sentence “...125 local families” and before the and press **Enter**. You now have visual confirmation that you inserted a Continuous section break. Turn off **Show/Hide**.

PRC History¶

People's Resource Center is a grassroots organization in DuPage County, Illinois, founded in 1975 by community members looking to help neighbors who were struggling with hunger. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers from the Religious Education Community sought to do more than start a local food pantry. They wanted to build an organization across DuPage County that would help people overcome the isolating experience of poverty in the suburbs and build community that crossed socioeconomic divisions. They rented a small house on a quiet street in Wheaton, Illinois, asked their friends to bring by sacks of groceries, and opened the doors. That first year they shared food with 125 local families.¶

¶.....Section Break (Continuous).....

Today, People's Resource Center (PRC) operates one of the largest food pantry programs in the western Chicago suburbs, providing nearly 32,000 low-income DuPage County residents with basic human services and relationship-based educational

6. Move the cursor to the beginning of the 2nd paragraph that starts, “*Today, People’s Resource Center...*”
7. On the **Page Layout** tab, in the **Page Setup** group, click **Margins** and then the **Wide** option (2” left and right margin).
Notice the margin is changed only in this section until the end of the document. If there was another section break later in the document, the margin change would only be in effect until the next section break.

PRC History¶

People's Resource Center is a grassroots organization in DuPage County, Illinois, founded in 1975 by community members looking to help neighbors who were struggling with hunger. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers from the Religious Education Community sought to do more than start a local food pantry. They wanted to build an organization across DuPage County that would help people overcome the isolating experience of poverty in the suburbs and build community that crossed socioeconomic divisions. They rented a small house on a quiet street in Wheaton, Illinois, asked their friends to bring by sacks of groceries, and opened the doors. That first year they shared food with 125 local families.¶

¶.....Section Break (Continuous).....

¶Today, People's Resource Center (PRC) operates one of the largest food pantry programs in the western Chicago suburbs, providing nearly 32,000 low-income DuPage County residents with basic human services and relationship-based educational programs to create paths to self-sufficiency.¶



Even and Odd Section Breaks can be used to have different information and layouts on even pages and odd pages in a book or report.

Section breaks can also be used for:

Headers and footers

Page borders

Columns

Page numbering

8. Close *PRC History* without saving.



Working with Columns

Gcflearnfree.org #12

1. Open *PRC History*
2. Select the 3rd and 4th paragraphs
3. In **Page Layout** in the **Page Setup** group, select **Columns**
4. Choose **Two** – notice the change in the document
5. While the text is still selected, click **Columns** again and select **More Columns**
6. Adjust the space in between columns to be .3 and check the **Line Between** box and click OK
7. Place the cursor before the “*People’s Resource Center also established the DuPage Community Clinic...*” and click **Breaks, Column**. Notice the column starts where you placed the break.
8. Close *PRC History* without saving



Track Changes Gcflearnfree.org #20 – Reviewing Documents

1. Open *PRC History*
2. On the **Review** tab, **Tracking** group, click **Track Changes**. This turns Track Changes on and starts to record changes made to the document.
3. Replace *PRC* in the title with *People's Resource Center* and **Center** the title. (**Home** tab)
4. Add a comment by selecting the 2nd to last paragraph, **Review** tab, **Comments** group, **New Comment**
5. Type “*This paragraph should be more descriptive*”
6. Add a comment on the last paragraph, “*This should mention Westmont*”
7. Select the first comment and in **Comments** group, click **Delete** to delete that comment.
8. Now we will simulate having another person also making changes by renaming the computer
 - a. Click the **File Tab** and then **Options**
 - b. Change the **User Name** to *reviewer*
 - c. Change the **Initials** to *rv*
 - d. Click **OK**
9. Replace *grassroots* in the 1st paragraph with *social services*
Notice that the change is in a different color. This is because we changed the username of the computer. A different color is reflected for each person making changes to the document.
10. On the **Tracking** group, click the arrow to display each of the views:
 - a. **Final: Show Markup** – shows the final version along with the markup
 - b. **Final** – shows the final version and hides all markups
 - c. **Original: Show Markup**: - shows the original version along with the markup
 - d. **Original**: Shows the original version and hides all markups
11. In the **Changes** group, click the arrow under **Accept** and select **Accept All Changes in the Document**. Notice all the changes have been made. Now if you look at all the views in the **Tracking** group, you don't see any of the markups because they have been incorporated in the document.
12. Change the user name back to the original name
 - a. Click the **File Tab** and then **Options**
 - b. Change the **User Name** to *pcrc*
 - c. Change the **Initials** to *p*
 - d. Click **OK**
13. Save as *New PRC History* in Documents and Exit Word.



Compare

Compare is used to show differences in two documents

1. Open Word
2. On the **Review** tab, **Compare** group, click **Compare**
3. For the **Original Document**, locate *PRC History*
4. For the **Revised Document**, locate *New PRC History* and click **OK**
5. The screen shows the Original document, the Revised document, and the Compared document – which has the markups and the list of markups.
6. Close the Compare Result document without saving.

Document Inspector

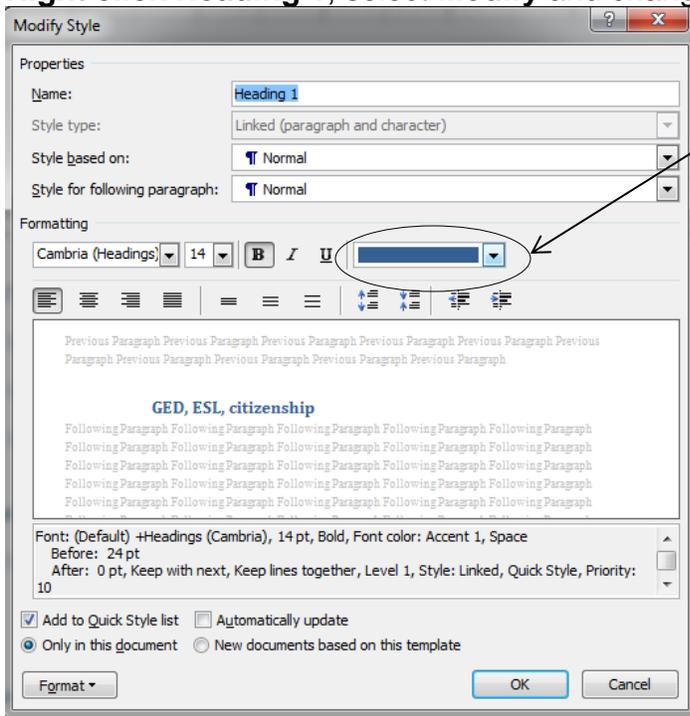
1. Open *New PRC History*
2. Click the **File Tab, Check for Issues button, Inspect Document**
3. Make sure all boxes are checked and click **Inspect**. Comments and personal information was found upon inspection.
4. **Remove All** comments and personal Information and **Reinspect**.
5. Notice all comments and personal information has been deleted from the document.
6. Close *New PRC History* without saving.



Applying Styles

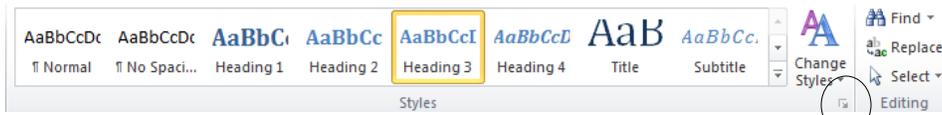
Gcflearnfree.org #18

1. Open *PRC Organization*
2. Format the text *People's Resource Center* with a Title Style.
In the **Styles** group on the **Home** tab, click **Title**.
3. Format the text *Basic Services* and *Empowerment Services* with a **Heading 1 Style**
4. Format the following text with a **Heading 2 Style**:
Food Pantry
Clothes Closet
Social Services
Adult Learning and Literacy
Job Assistance
Art Program
5. Format the text *Computer Training and GED, ESL and Citizenship* with a **Heading 3 Style**
6. Change the **Heading 1 Style** text to be red
Right click Heading 1, select **Modify** and change text color to **Red**



7. Change **Heading 2 Style** to be **Black**. Notice it changes all text formatted as Heading 2 to black.

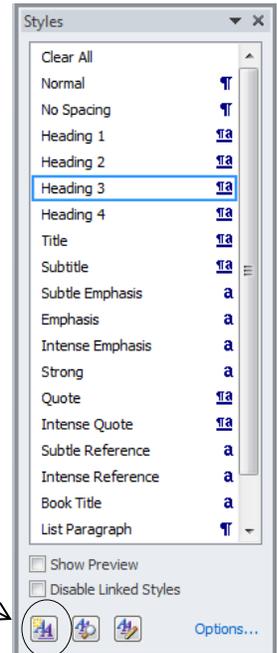
8. Select *Computer Training* and *GED, ESL and Citizenship*



9. Create a New Style

- a. Click arrow on bottom right corner of the **Styles** group
- b. Click the **New Style** button on the bottom of the Styles List
- c. The **Name** of the new style is *PRC Heading 3*
- d. The **Style based on** is *Heading 3*
- e. The **Font** is *Red, Arial and Italic*
- f. Click **OK**

Notice **PRC Heading 3 Style** is now listed with the other styles.



10. Click **Change Styles** in the Styles group on the Home tab

11. Select **Style Set**

12. Put your cursor on each style to see how it appears in the document

- a. Click on the style **Formal** to select it



How to create a table of contents in Word

Imagine you're working with a **really long document** in Microsoft Word, like an academic paper or a big report. Depending on the project, it might be dozens or even hundreds of pages long! When a document is this large, it can be difficult to remember which page has what information. Fortunately, Word allows you to insert a table of contents, making it easy to organize and navigate your document.

A **table of contents** is just like the list of chapters at the beginning of a book. It lists each section in the document and the page number where that section begins. A really basic table of contents might look like this:

Table of Contents

Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

You could create a table of contents manually—typing the section names and page numbers—but it would take a lot of work. And if you ever decide to rearrange your sections or add more information, you'll have to update everything all over again. However, with the right formatting, Word can create and update a table of contents automatically.

We'll use **Word 2013** to show you how to create a table of contents, but you can use the **exact same method** in Word 2010 or Word 2007.

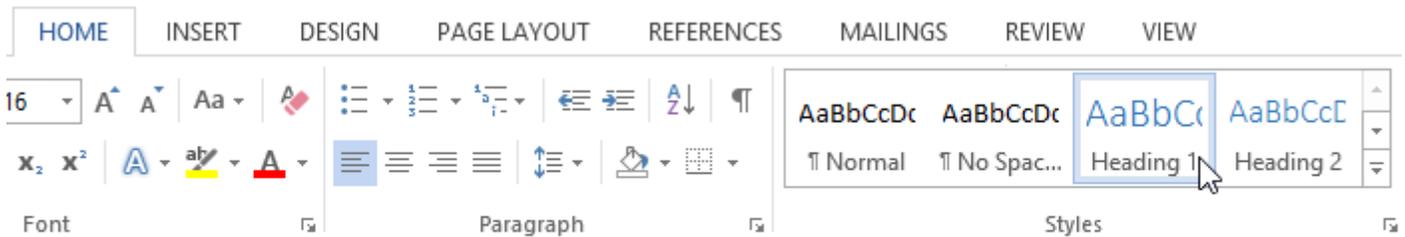


Step 1: Apply heading styles

If you've already read our [Styles](#) lesson, you know they're an easy way to add professional text formatting to different parts of your document. Styles also serve another important purpose: adding a hidden layer of **organization** and **structure** to your document.

If you apply a **heading style**, you're telling Word that you've started a new part of your document. When you insert the table of contents, it will create a section for each heading. In the table of contents above, each chapter uses a heading style, so there are four sections.

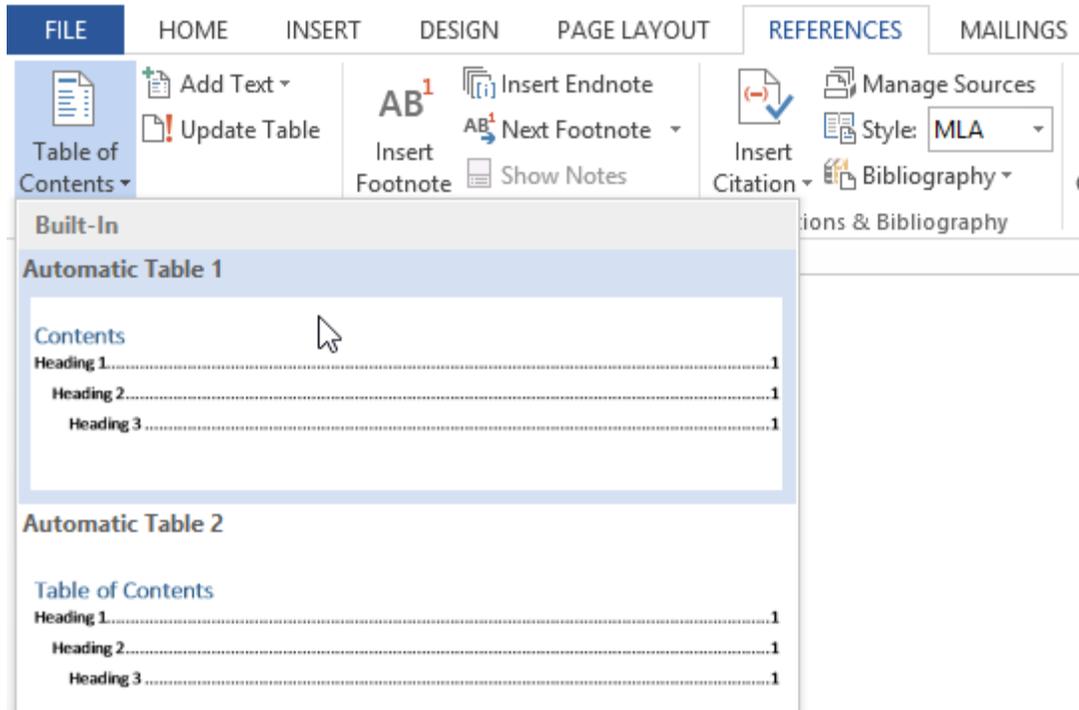
To apply a heading style, select the text you want to format, then choose the desired heading in the **Styles** group on the **Home** tab.



Chapter 1

Step 2: Insert the table of contents

Now for the easy part! Once you've applied heading styles, you can insert your table of contents in just a few clicks. Navigate to the **References** tab on the Ribbon, then click the **Table of Contents** command. Select a built-in table from the menu that appears, and the table of contents will appear in your document.



As you can see in the image below, the table of contents uses the heading styles in your document to determine where each section begins. Sections that begin with a Heading 2 or Heading 3 style will be nested within a Heading 1 style, much like a **multilevel list**.



A table of contents also creates **links** for each section, allowing you to navigate to different parts of your document. Just hold the **Ctrl** key on your keyboard and click to go to any section.



A Brief History of the Roman Empire

Current Document
Ctrl+Click to follow link

The Founding of Rome
 Romulus and Remus.....

Step 3: Update as needed

If you edit or add to your document, it's easy to update the table of contents. Just select the table of contents, click **Update Table**, and choose **Update Entire Table** in the dialog box that appears. The table of contents will then update to reflect any changes.

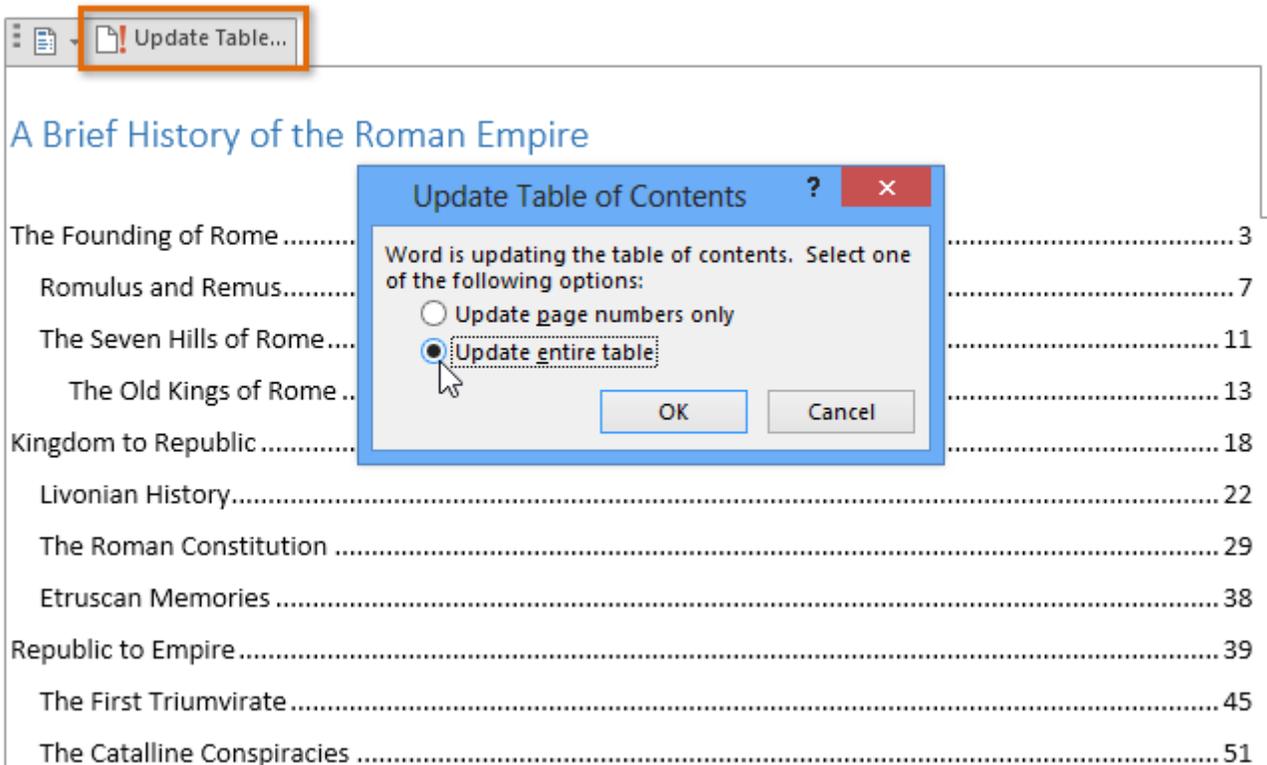




Table of Contents Exercise

1. Open *Getting Started with Computers*
2. Observe the Heading Styles
 - *How Computers are Used* – Heading 2 style
 - *All others*- Heading 3 style
3. Insert a **Page Break (Insert tab)** at the beginning of the document.
4. Put your cursor before the Page Break. You may need to click the **Show/Hide ¶** button on the **Home** tab to view the Page Break.
5. Turn off the **Show/Hide**
6. Click **References** tab on the Ribbon, then **Table of Contents**
7. Select **Automatic Table 2**

The Table of Contents is inserted using the text with Heading styles. Now we will revise the document and have the Table of Contents reflect the changes.

8. Notice the page number for:
 - *Using the Mouse* – page 3
 - *What is a Software Program* – page 4
9. Insert a **Page Break (Insert tab)** before *Using the Mouse* on page 3
10. Insert another **Page Break (Insert tab)** before *What is a Software Program* on page 4
11. Click on the **Table of Contents** at the beginning of the document and notice the **Update Table** tab appears on the upper left corner of the Table of Contents.
12. Click **Update Table**
13. Select **Update Page Numbers only**

The Table of Contents has been updated to reflect the page number changes. You could also select **Update entire table** if you needed to include or remove additional titles with heading styles.

14. Notice the new page numbers for:
 - *Using the Mouse* – page 4
 - *What is a Software Program* – page 5



Do you know how to do this?

1. Find a word and replace it with another word
2. Change the font size
3. Save the document in My Documents
4. Check spelling and make suggested changes
5. Italicize selected text
6. Left align the page at 2"
7. Save a copy of a document. Hint: use Save As
8. Open a template
9. Insert a symbol
10. Find the data source in a mail merge
11. Print pages in reverse order
12. Insert a picture
13. Sort a column in a table in ascending order
14. Format the selected text as 3 columns with a line in between the columns
15. Print 6 copies of 2 pages
16. Preview the active document
17. Insert the current date
18. Print the active document
19. Display a document at 100% magnification
20. Switch to another open document
21. Underline selected text
22. Cut selected text
23. Change the top and bottom margin to .25
24. In a table, insert cells and shift remaining cells to the right
25. Change text to 1.5 spacing (character spacing)
26. Insert a page number at the bottom center of a page
27. Change to document to be landscape
28. Insert a table – 3 columns, 4 rows
29. Turn on track changes
30. Move the insertion point to a specific page (Go To)
31. Change the selected text Calibri
32. Paste a certain item in the clipboard
33. Start a new page at the insertion point
34. Create a new style
35. Change the outside border of a table to 3 point
36. Change bullets to checkmarks
37. Apply and Modify a table style
38. Find in Help how to print a file
39. Convert 2 columns to a Table
40. Change page orientation for one page to be different than other pages in the document
41. Create a Table of Contents